

SCIS User Guide

Growers

Planning and planting certified varietal seed crops

Submitting Grower's Applications for approval

Key certified varietal seed crop milestones and checkpoints

Tracing a certified varietal seed crop after harvest

**New Zealand
Seeds Authority**

NZSA's mission is that through effective policy and governance, New Zealand has professionally and efficiently managed seed certification schemes delivering product that meets all statutory and regulatory standards.

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This publication is available on the New Zealand Seeds Authority (NZSA) Help website:

<https://guide.nzseedsauthority.com>

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- Suggestions for getting the most out of this Guide
 - Description of each section
-
-

- If you just want to read about entering a Grower's Application, and already understand SCIS screens and functionality, go straight to chapter 2.4 *Creating and submitting a Grower's Application for a new crop* in **Section 2 – Grower's Application submissions**.
- If you just want to understand how to use SCIS at Harvest, read **Section 6 - Managing crop at harvest**.
- If you're new to SCIS or would like to increase your understanding, read **Section 1 - Introduction to SCIS**.
- If you want to understand more about farm maps, the Manage crops screen and Grower's Applications in SCIS, read the whole of **Section 2 – Grower's Application submissions**.
- **Section 5 - Tracking crop milestones during the growing season** describes crop events and actions that must occur before harvest. This includes the result of the final Field Inspection.
- **Section 7 - Following seed varietal crops at the Processor** describes how to use the **Seed Lines & Lots** screen to view the progress of dressing your crops and the creation of MD Lots.

1 Introduction to SCIS



Section 1 – Introduction to SCIS

-
-
- SCIS Overview
 - Icons and common functions, key terminology
 - Certified varietal seed crop – milestones and checkpoints
 - Certified seed crop visibility and traceability
 - Planning and planting crops, submitting Grower's Applications for approval, harvesting and sending crops to a Processor
-
-

1.1 Welcome to the Seed Certification Information System (SCIS)

1.1.1 About this User Guide

This User Guide shows:

- the features that are available in SCIS for Growers
- how to access these services
- the basic steps for completing actions in SCIS, including what you will see on screen.

We will update this Guide as we add enhancements to SCIS. Make sure you are using the most up-to-date version.

Find the latest version of the User Guide on the NZSA Help website: <https://guide.nzseedsauthority.com>.

All screenshots (images of what you will see on the screen) use example or test data.

1.1.2 Using search in this Guide

If you want to find something in this Guide, you can either:

- see if it is in the list of contents above or
- open the document on your computer (if you open it from the link on the NZSA Help website, it will usually open in a web browser). Then use the keyboard shortcut [Ctrl + F] which should display the 'Find' box, and you can search for key words there.

Some of the images in this Guide are small and detailed. When you open the Guide, your web browser will usually have a magnifying function to let you zoom in and see the detail in images.

1.1.3 SCIS Overview

The Seed Certification Information System (SCIS) is the online system for tracking and managing the seed varietal certification process and is used by all industry participants and stakeholders involved in this industry.

SCIS is used to:

- register new varieties and variety production rights (VPRs)
- enter crops into four supported varietal certification schemes
- track seed crops through the various stages of growing, processing and certification related activities
- perform independent verification and Regulator (MPI) tasks

SCIS is designed so that you can allow multiple users to access and manage your seed crop information, each with their own log in.

If you think there has been suspicious activity using your personal or organisation's commercially sensitive information, contact us immediately.

Contact for NZSA SCIS User Guides:

patryan@nzseedsauthority.co.nz

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1.1.4 Accessing SCIS

You can access SCIS from the NZSA website:

<https://nzseedsauthority.com>

1.1.5 Technical requirements

Technical requirements	
Operating systems	• Please use a recent version of a modern web browser and device when accessing SCIS. • People note some functionality might be slightly varied on devices with a smaller screen size.
Internet connections	You will need a high speed internet connection or broadband.

1.1.6 Contacting theASUREQuality Seed Certification Bureau

Contact details	
Primary email address	seed@asurequality.com
Email address for additional help with SCIS	scishelp@asurequality.com
Team Leader phone number	+64 6 351 7962
Administration	+64 6 351 7909 or +64 6 351 7904
Postal address	PO Box 609, Palmerston North Central, Palmerston North 4440
Courier address	Batchelar House, 80 Tennant Drive, Palmerston North 4410

1.1.7 The SCIS Grower screens and how they are used in seed varietal certification



1.2 Terminology in SCIS

The following table sets out words used in SCIS and what they mean in the context of managing certified seed varietal crops.

Glossary of words used in SCIS	
Region of Production (ROP)	A named location that contains Production Sites and is owned by a Grower. It is roughly equivalent to a farm outside of SCIS. A ROP has a physical location but is not mapped (i.e. it does not have any geospatial coordinates). Functionality within SCIS automatically calculates the appropriate area to show on a map so that all Production Sites within a ROP are displayed. Individual Production Sites within a ROP may be leased by different Growers. ROP names are in the format [annnn] e.g.C9900, E345, A54.
Production Site (ProdSite)	A named polygon that is mapped and therefore has geospatial coordinates — Production Sites are in many ways the heart of SCIS. Also known as a paddock outside of SCIS. Production Sites are created and managed using SCIS mapping functionality. Seed crops (both certified and non-certified) are grown within Production Sites. Overlapping Production Sites are fully supported, but only one crop can be grown at a time in any given location (excluding Undersown crops).
Site History	A record of the certified and non-certified crops that have been grown in a particular Production Site. Each Production Site has Site History, based on its geospatial coordinates, with Site History records automatically being inherited from any overlapping Production Sites.
Grower's Application	An application entered by a Grower for a certified varietal seed crop. Each application is for a specific harvest class and certification scheme e.g. OECD - Basic. A Grower's Application is for a crop in one harvest season. Crops may be re-entered to create a new Grower's Application in a subsequent harvest season. SCIS Crop ID NZL-2026-2[nnnnnn]
History and Isolation Checks	The SCIS system will automatically check the harvest scheme's history and isolation rules for each new Grower's Application. Scheme rules are specific to a Species and Class and in a few cases may also be specific to a particular Variety.
Field Dressed Seed Lines (FD Seed Lines)	A Field Dressed Seed Line (FD Seed Line) contains the seed from a harvested crop. The crop stays in the 'field dressed' state until it moves to a Processor. SCIS FD Seed Line ID NZL-2025-3[nnnnnn]

Seed Lines	A Seed Line is a line of seed that is being processed at a Processor. The Processor can Split, Blend and make MD Lots from each Seed Line. SCIS Seed Line ID NZL-2025-3[nnnnnn]
Machine Dressed Lots (MD Lots)	A Machine Dressed Lot (MD Lot) is the finished Seed Line in individual containers sealed with an official MD Lot label. SCIS MD Lot ID NZL-2026-5[nnnnnn]
MPI Approved Organisation (MAO)	Only MPI Approved Organisations are allowed to perform specific functions in SCIS. The two types of Organisation that can be MAOs are Merchants and Processors.
Variety Production Right (VPR)	A Merchant enters a VPR in SCIS to confirm that they have rights to grow and harvest a particular species and variety in one or more Harvest Seasons. Each VPR must be approved by the National seed Certification Office (NSCO) which is operated by AsureQuality on behalf of the seed industry. When a Merchant links Growers to a VPR, it tells SCIS that these Growers will be growing this variety in the current Harvest Season for this Merchant.
Grower Production Right (GPR)	When a Merchant links a Grower to a VPR, SCIS creates a GPR. SCIS uses GPRs to build a list of potential crops for each Grower – available as a dropdown when the Grower is preparing to assign a crop to a Production Site.
Crop Owner	A SCIS Organisation that has an ownership relation with a crop and can therefore view crop progress and details within SCIS. A Crop Owner is usually a Merchant - but may also be a Grower for Public varieties e.g. Grasslands Nui. Ownership may be transferred at certain stages of the crop lifecycle.
Independent Verification Authority (IVA)	A MPI-appointed Independent Verification Authority (currently AsureQuality) performs verification activities at key points in the certification lifecycle.

1.3 Screen navigation, icons and common screen functions

1.3.1 Layout and components of a typical SCIS list/table screen

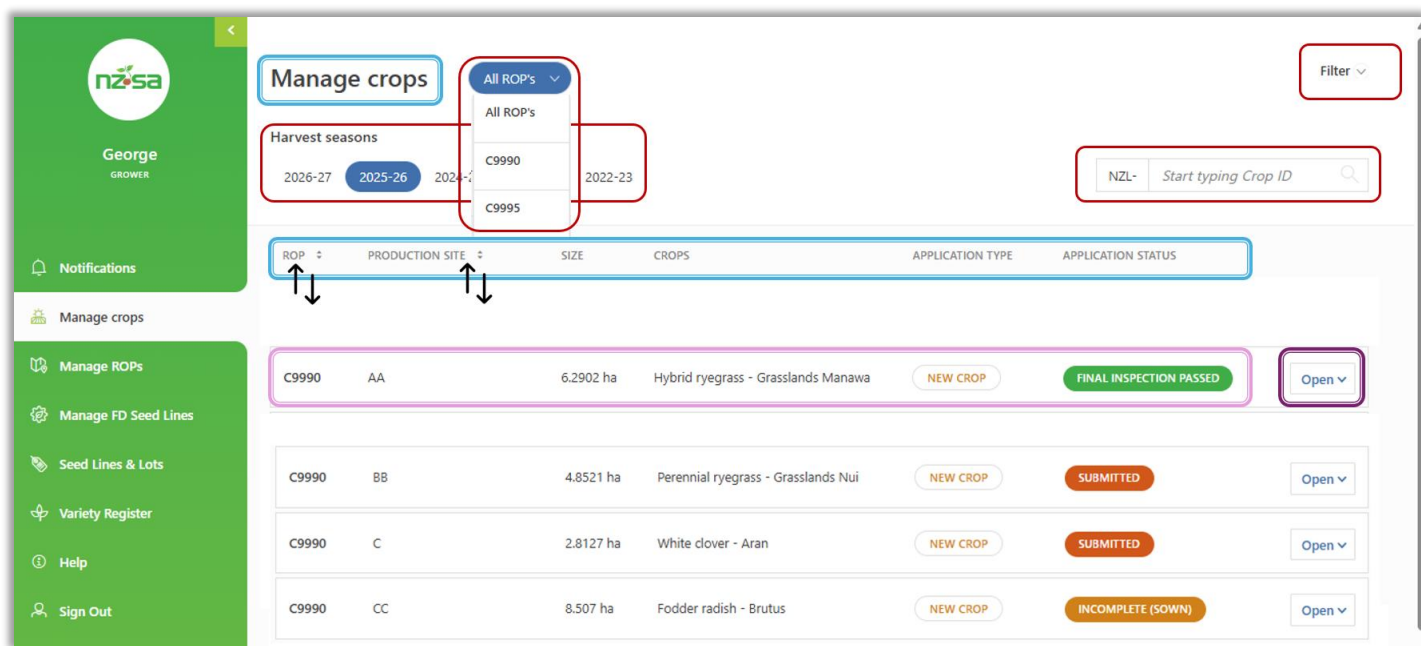
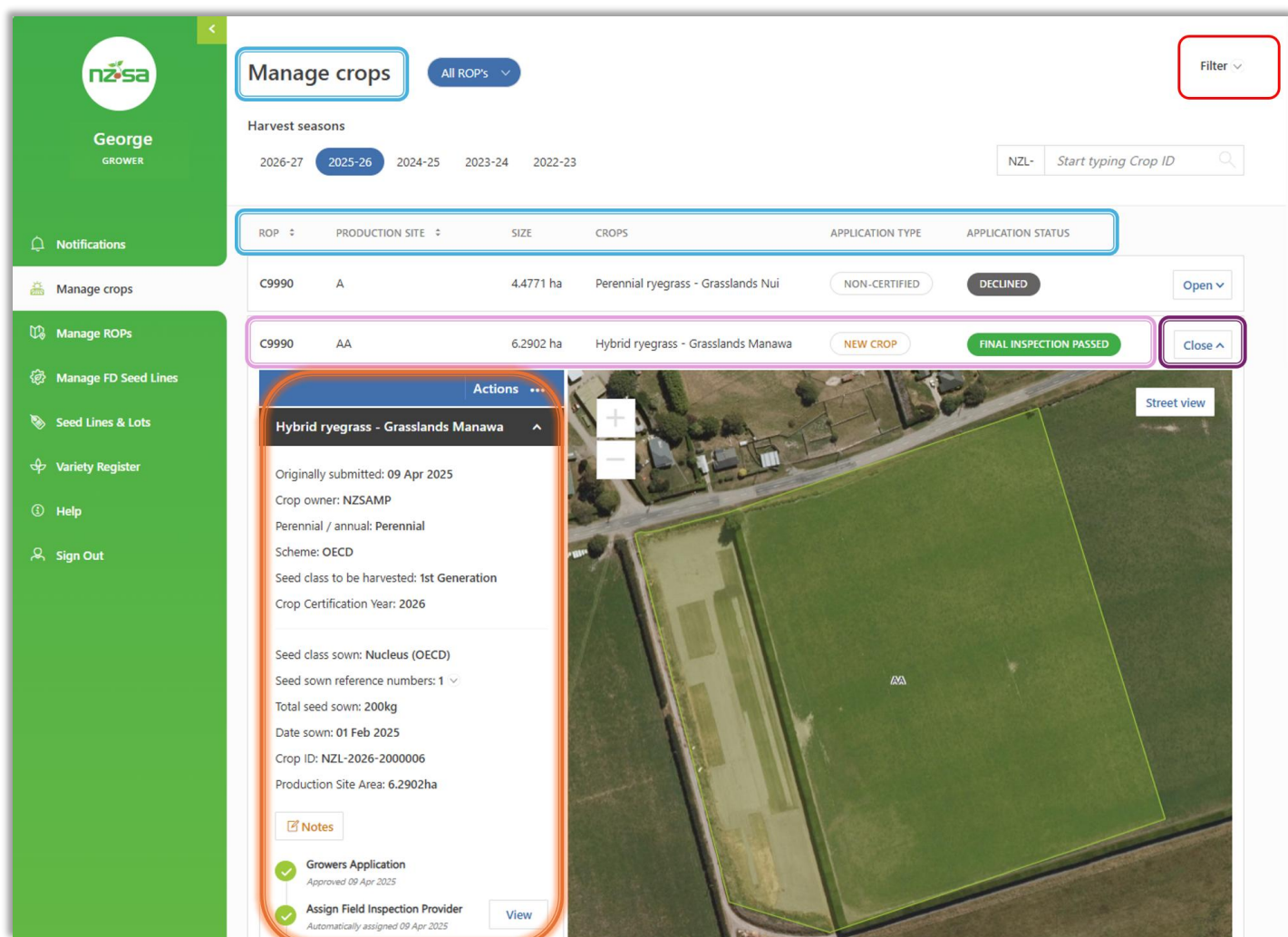


Figure 1 - Typical SCIS screen

Screen component(s)	Description
	Screen title and column titles for list / table.
	Various mechanisms that provide powerful filtering and selection options. The Filter dropdown is described in more detail below.
	An individual row of data in the list/table.
	Button to open a row – to see more detail. On the Manage crops screen, opening a Production Site displays the Grower Application and crop information.
	These columns are sortable (ascending and descending).
	See example on next page. Detailed information displayed when the Open button is clicked for a row in the list/table. On the Manage crops screen, clicking Open for a Production Site displays the Grower Application and crop information.



Manage crops All ROP's Filter

Harvest seasons: 2026-27, **2025-26**, 2024-25, 2023-24, 2022-23

NZL- Start typing Crop ID

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS	
C9990	A	4.4771 ha	Perennial ryegrass - Grasslands Nui	NON-CERTIFIED	DECLINED	Open
C9990	AA	6.2902 ha	Hybrid ryegrass - Grasslands Manawa	NEW CROP	FINAL INSPECTION PASSED	Close

Hybrid ryegrass - Grasslands Manawa

Originally submitted: 09 Apr 2025
 Crop owner: NZSAMP
 Perennial / annual: Perennial
 Scheme: OECD
 Seed class to be harvested: 1st Generation
 Crop Certification Year: 2026

Seed class sown: Nucleus (OECD)
 Seed sown reference numbers: 1
 Total seed sown: 200kg
 Date sown: 01 Feb 2025
 Crop ID: NZL-2026-2000006
 Production Site Area: 6.2902ha

Notes

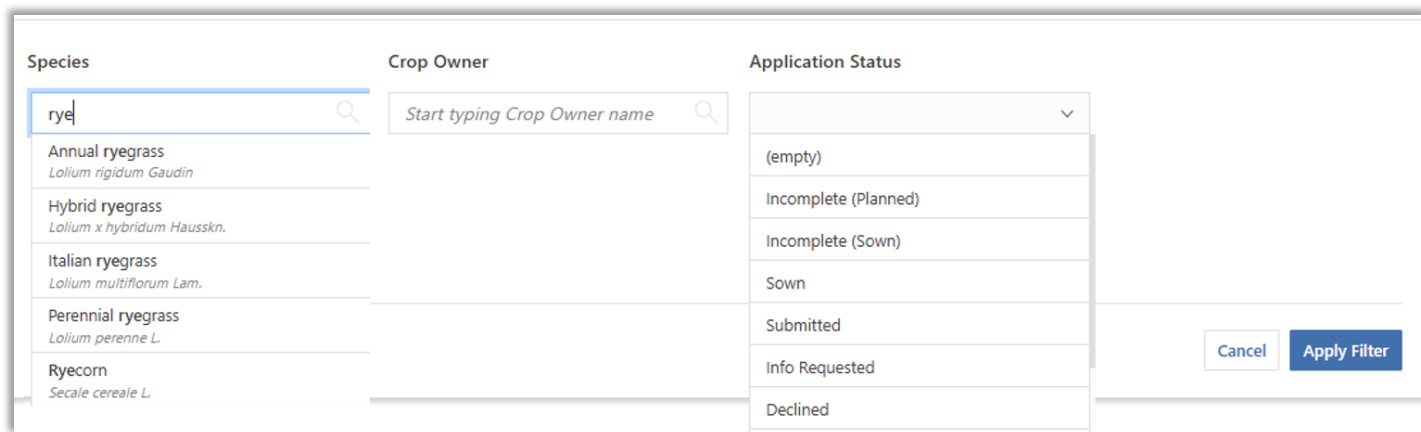
Growers Application
 Approved 09 Apr 2025

Assign Field Inspection Provider
 Automatically assigned 09 Apr 2025

Street view

Figure 2 - Typical SCIS screen with opened row

Clicking the **Filter** button opens the Filter pane, as shown below.
 One or more of the filter options can be used to filter the table/list.
 Click **Apply Filter** to see the updated list/table of data.



Species

rye

- Annual ryegrass
Lolium rigidum Gaudin
- Hybrid ryegrass
Lolium x hybridum Hausskn.
- Italian ryegrass
Lolium multiflorum Lam.
- Perennial ryegrass
Lolium perenne L.
- Ryecorn
Secale cereale L.

Crop Owner

Start typing Crop Owner name

Application Status

(empty)
 Incomplete (Planned)
 Incomplete (Sown)
 Sown
 Submitted
 Info Requested
 Declined

Cancel Apply Filter

Figure 3 - Filter pane

Icons and common functions

This section shows how to use common functions found throughout SCIS.

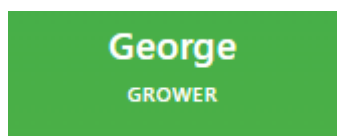
View the expanded left-hand navigation pane

- If you can't see the full expanded navigation pane, click the arrow at the top right of the pane.



First name and role

- The top line of text underneath the NZSA logo displays the first name of the signed-in user.
- The second line of text displays the user's current role — note that this is always one of the Organisation's role(s).
- If the Organisation has multiple roles, the Switch Account button allows a user to change to a different role.

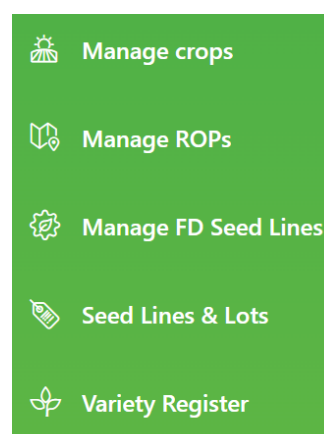


Navigation pane

- After Sign in, the **Notifications** page is displayed. SCIS uses notifications to inform an organisation about key activities and actions within SCIS that affect them.

Other menu options in the Navigation pane are:

- **Manage crops** to:
 - See a summary of each Production Site within a Region of Production (ROP), based on the selected Harvest Season:
 - ❖ Production Site name and area, current status
 - See details for a single Production Site / Harvest Season:
 - ❖ View the Production Site on a map
 - ❖ View and maintain Production Site history
 - ❖ View current Grower Application progress and status
 - Create a new Grower Application for a Production Site.
- **Manage ROPs** to:
 - See a map that includes every Production Site within a Region of Production (ROP).
 - See a list of all active Production Sites within a ROP:
 - ❖ Name, size, crop, status



• Perform management functions on the Production Site where permitted (edit boundaries, change name etc). • Draw new Production Sites. • Navigate to the same Production Site on the Manage Crops screen. • Manage FD Seed Lines to print storage labels, perform on-farm splits and blends of seed lines and create transport notices. • Seed Lines and Lots to view the status of Seed Lines and MD Lots for crops grown by this Grower. • Variety Register to view a list of varieties registered in SCIS. Only registered varieties can be grown for a certified varietal seed crop.	 Manage crops  Manage ROPs  Manage FD Seed Lines  Seed Lines & Lots  Variety Register
Help The Help menu option is always available in SCIS. This provides a link to the NZSA Help website: https://guide.nzseedsauthority.com.	 Help
Mandatory fields • Fields with a red star by the field label must be completed before you can save your work.	Seed class to be harvested * Basic
Display or select from a list • If there is no dropdown arrow, start typing the name or option you are looking for. Note: there may be a small delay before the list appears. Once you have found your choice, click to select it. • If there is a dropdown arrow, click it and select your choice. • Long lists have a small grey scroll bar at the righthand edge. • Typing into the selection box will begin to filter the list of available values after the first two characters have been typed. The typed characters can appear anywhere in the value you are looking for.	Species rye Annual ryegrass <i>Lolium rigidum</i> Gaudin Hybrid ryegrass <i>Lolium x hybridum</i> Hausskn. Application Status (empty) Incomplete (Planned) Incomplete (Sown) Sown Submitted Info Requested Declined Withdrawn

Add a date

- Click the calendar icon to display the calendar.
- Click up or down arrows to move backwards or forwards one month.
- Click the arrow beside the Month / Year to select any year / month / day.
- Click on a date in the calendar to select it.

Sowing completion date *

dd/mm/yyyy  [Clear](#)

April 2025  

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

[Clear](#) [Today](#)

Mouse Controls for SCIS maps

Left button

- Click and hold to move the map.
- Double-click to zoom into the map (use the scroll wheel to zoom out again).

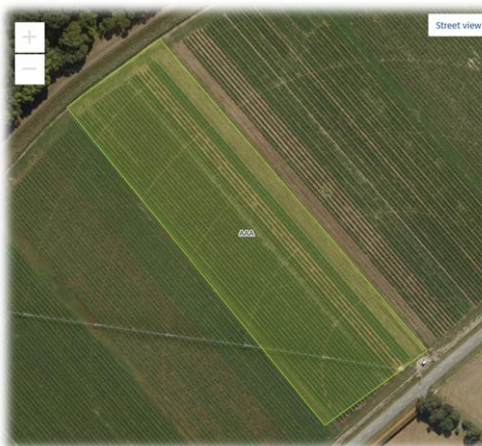
Scroll bar wheel

- Zoom the map in or out.

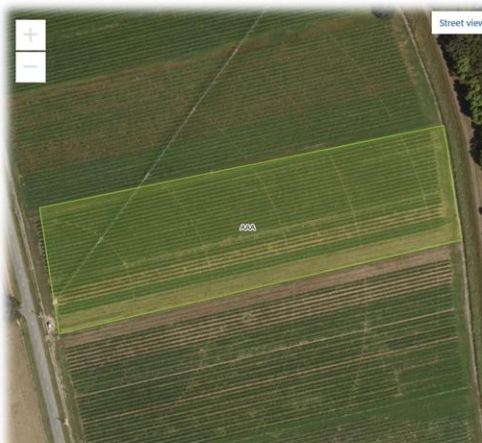
Right button

- Click and hold to rotate the map.

Please see chapter 2.7 *Hints and tips for using mapping and drawing tools in SCIS* for more information.



And after rotating with the right mouse button...



1.4 Organisation roles and Users

1.4.1 SCIS Users

Each SCIS user belongs to an Organisation in SCIS.

1.4.2 Organisation roles

SCIS Organisations must have at least one role and may have multiple roles.

Industry roles and descriptions	
Grower	Produces seed crops. Sows seed, maintains and harvests production sites to create Field Dressed seed lines. May own one or more Regions of Production, or lease individual Production Sites.
Merchant	Contracts Growers to produce seed for domestic and international market requirements. Must also be a MPI Approved Organisation (MAO).
Processor	Either: ❖ Receives, cleans, packages, labels and stores seed produced by Growers Or: ❖ Packages, labels and stores seed previously processed by another Processor Produces MD Lots. Must be a MPI Approved Organisation (MAO). May have multiple processing locations.
Administration and Regulatory roles and descriptions	
NSCO	National Seed Certification Office — performs the administrative functions of SCIS. Operated by AsureQuality's Seed Bureau.
MPI	Ministry for Primary Industries — approves final verification and release of MD Lots labelled with OECD and OECD-EU labels. MPI are the Nationally Designated Authority and Regulator for the OECD and OECD/EU certification schemes.
IVA	Independent Verification Agency — provides SCIS system administration, services, inspection and official verification of seed crops entered into SCIS.
FISP	Field Inspection Service Provider — inspects crops during the growing season to ensure they meet the required rules, regulations and standards of the applicable certification schemes.
LTSP	Laboratory Testing Service Provider — tests MD Lots to ensure they meet the required seed certification scheme seed lot purity and germination standards.

1.4.3 Organisation and User Registration

NOTE: SCIS Registration is described in more detail in the document *SCIS Initial Registration Guide* which you can find on the NZSA Help website: <https://guide.nzseedsauthority.com>.

AsureQuality's Seed Bureau currently manages all registration requests.

All Organisations currently active in seed varietal certification should already exist in SCIS.

Individual new users (of an existing organisation) or users in a new organisation should contact the AsureQuality Seed Bureau team to request registration.

The team may be contacted via email at seed@asurequality.com or on their usual phone number.

Supply:

- the name of your business entity (Organisation)
- family name and first name for each individual user
- email address for each individual user (this will be the user's sign-in / login / user id)
- contact phone number (mobile is preferred) for each individual user

Each user will receive an email with a link to a screen that allows them to set their login password. Please note the requirements for defining a strong password.

If you don't see the email after a few minutes check your Junk/Spam folder.

If the link does not take you to the password entry screen, please contact AsureQuality. They will reset the user, and a new email will be sent.

After successfully entering the password, and clicking Create, a new user will be shown the SCIS User Agreement prompt. Open the user agreement document by clicking on the *SCIS User Agreement.pdf* link. Read the terms and conditions on screen or print them and read them.

Click the small box to confirm, then click Submit. SCIS proceeds to the normal SCIS Home screen.

1.5 Certified varietal seed crop – key milestones and checkpoints

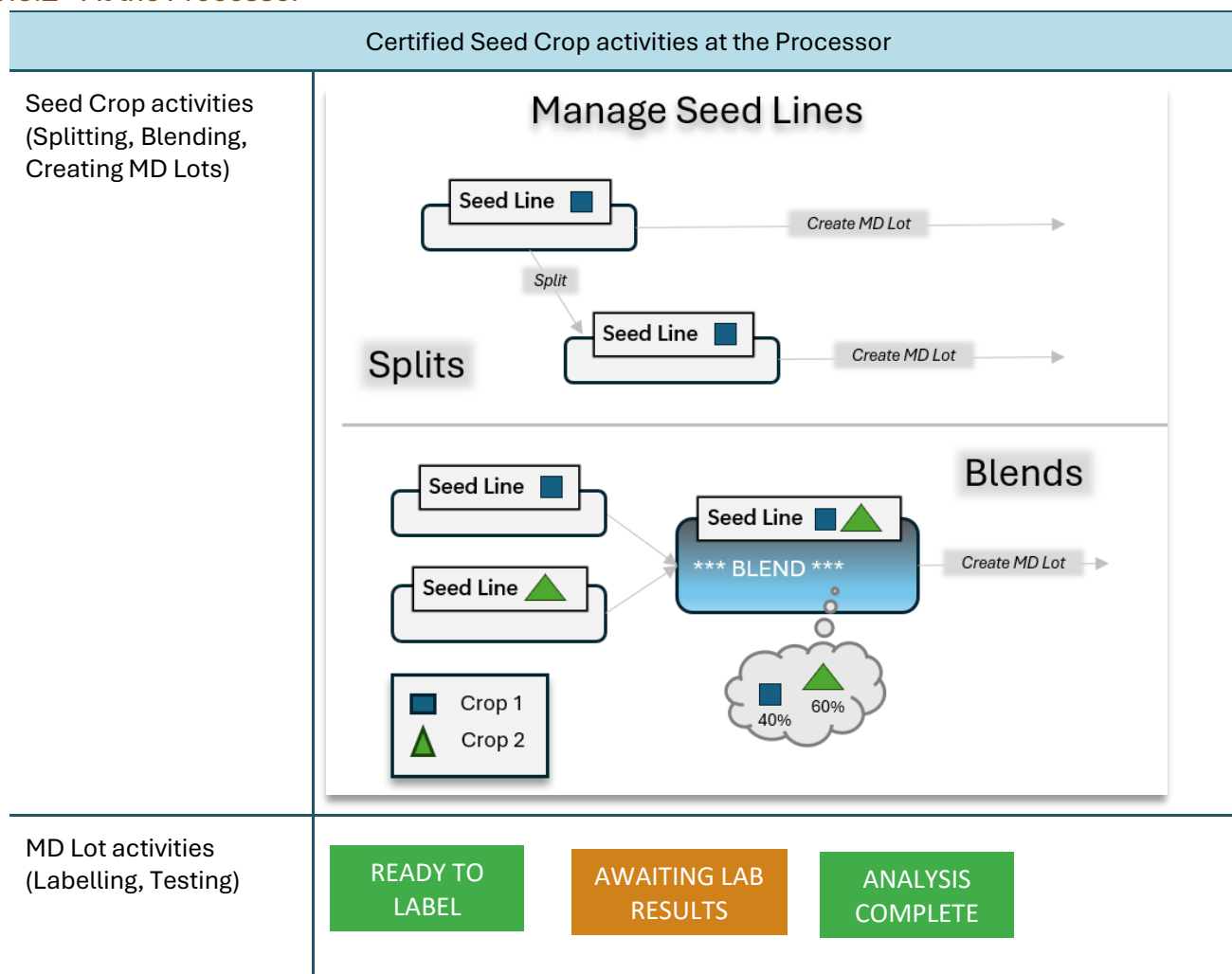
1.5.1 On farm

As soon as a certified crop is entered into SCIS via a Grower's Application, SCIS starts a timeline to track key milestones. This timeline progresses while the crop is being grown and harvested.

Certified Seed Crop milestones and checkpoints – on farm

Crop is growing		Information is initially provided to SCIS via the 'Assign a variety to a Production Site' action and then by data entered in the first steps of a Grower's Application. SCIS allocates a Crop ID. Information is added to the timeline at key milestones.
Crop is harvested		The final checkpoint information is added to the timeline.
Field Dressed (FD) Seed Line	ACTIVE	One or more Field Dressed (FD) Seed Lines now contains the crop.
FD Seed Lines are ready to be sent to the Processor or already on their way.	TRANSPORT READY	
Seed Lines arrive at the Processor	RECEIVED	FD Seed Lines become Seed Lines once at the Processor.

1.5.2 At the Processor



1.5.3 Release

The final step is to Request Release of the MD Lot. This action is performed either by the Merchant or by the NSCO (see chapter 7.1.8 *Notes about the Release process*).

1.6 Certified seed crop visibility and traceability

In addition to the timeline described in the previous section, SCIS collects and displays detailed information about the crop and its production. This information is added to, while the crop is being grown and harvested.

At harvest, the crop leaves the Grower and is transformed into Seed Lines and then MD Lots.

The detailed crop information is retained and associated with the Seed Line or MD Lot - and is always available to be viewed by the Owner and the Processor. The Owner will be a Merchant if the crop is a proprietary variety.

The Grower is also able to view this information – but only for Seed Lines and MD Lots that consist entirely of crops grown by them.

A Processor may create a new Seed Line by blending two Seed Lines containing crops from two different Growers. That new Seed Line and any crop information and MD Lots associated with it are not visible to either Grower.

All authorized users have the same full view of the crop – whether it is still growing, harvested, partially or fully processed.

Certified Seed Crop information	
Header showing Species and Variety	Hybrid ryegrass - Grasslands Manawa ^
Production Site details (name and geospatial details) – displayed on the right of the screen	
Summary of planned crop details	Originally submitted: 09 Apr 2025 Crop owner: NZSAMP Perennial / annual: Perennial Scheme: OECD Seed class to be harvested: 1st Generation Crop Certification Year: 2026
Details of seed sown	Seed class sown: Nucleus (OECD) Seed sown reference numbers: 1 ▾ Total seed sown: 200kg Date sown: 01 Feb 2025 Crop ID: NZL-2026-2000006 Production Site Area: 6.2902ha
Optional Notes added at various stages	 Notes

Timeline showing key milestones for the crop, including status after each milestone and related information

✓

Growers Application
Approved 09 Apr 2025

✓

Assign Field Inspection Provider
Automatically assigned 09 Apr 2025

View

✓

Final Field Inspection
Passed 09 Apr 2025

View

Independent Verification

View

Grower Declaration

Add

Harvest start

Add

Expandable section with results of History and Isolation checks for the crop

 Species scheme rule checks 

Expandable section containing uploaded documents.

 Supporting documents 

Available actions for this crop (as buttons)

[Withdraw from certification](#)

Expandable section with all site history for the Production Site (includes this crop).

 Site history records 

1.7 Growing Public Varieties ('Publics' also known as 'Commons')

1.7.1 Public variety scenarios and SCIS 'Crop Owner' implications

	Crop Owner	Notes
Crop is not a Public variety	Merchant	Grower can only Assign a seed crop variety to a Production Site once the Merchant (Crop Owner) has given the Grower the right to grow the variety.
Crop is a Public variety. Grower Assigns the variety to a ProdSite by selecting it from the Public Varieties tab on the Assign popup.	Grower	No Merchant is involved in the crop. Public Varieties are always available for Assignment by a Grower to a ProdSite via the Public Varieties tab.
Crop is a Public variety - BUT Grower has Assigned the variety to a ProdSite by selecting it from the Available Varieties tab on the Assign popup.	Merchant	Grower can only Assign the seed crop variety to a Production Site once the Merchant (Crop Owner) has given the Grower the right to grow the variety.
Crop is a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the Public Varieties tab on the Assign popup. Grower transfers ownership of the crop to a Merchant before harvest.	Grower <i>then</i> Merchant	
Crop is a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the Public Varieties tab on the Assign popup. Grower transfers ownership of the crop to a Merchant after harvest.	Grower <i>then</i> Merchant	<i>Currently not possible but functionality will be added to SCIS in the future to support this.</i>

1.7.1.1 Releasing the MD Lot(s)

Chapter 7.1.8 *Notes about the Release process* includes information about the Release process for Public varieties where the Grower is the MD Lot owner.

2 Grower's Application submissions



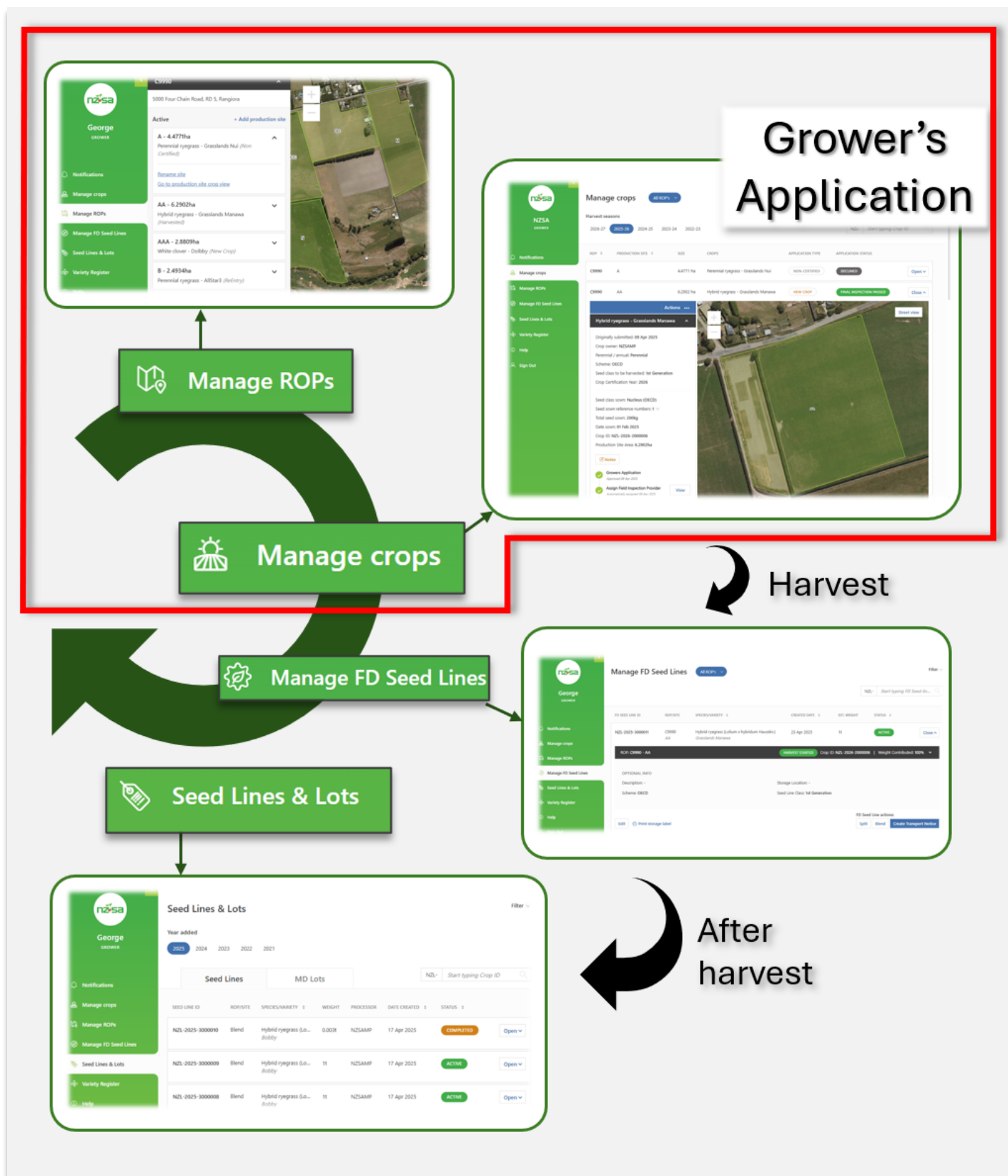
Section 2

Grower's Application submissions

Using SCIS Grower screens to perform key activities including:

- Managing ROPs and Production Sites
 - Planning crops and preparing for Grower's Applications
 - Entering Grower's Applications for new and re-entry crops
-
-

2.1 Using the Manage ROPs and Manage crops screens for Grower's Application activities



2.1.1 Planning and planting crops, submitting Grower's Application for approval

The following diagrams show the key steps required to get approval for a submitted Grower's Application.

Each step is described in detail later in this section, following descriptions of the **Manage crops** and **Manage ROPs** screens.

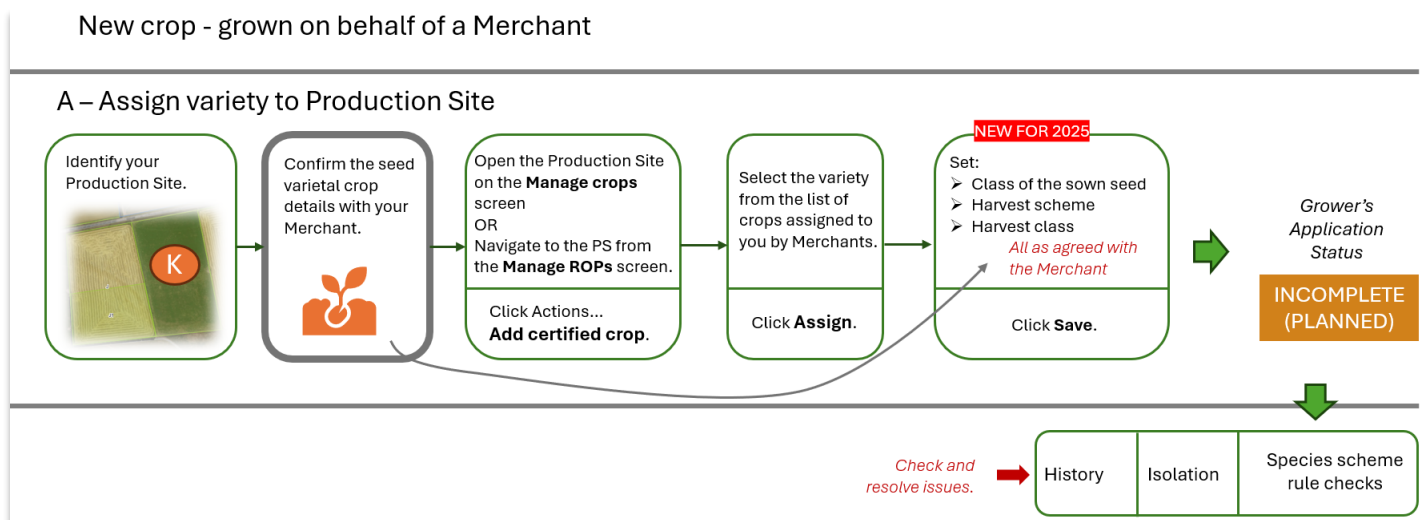


Figure 4 – Grower's Application process (A)

*NOTE: If the merchant has not communicated which **Harvest scheme** to use or put it in their contract, you should generally select the **NZ scheme***

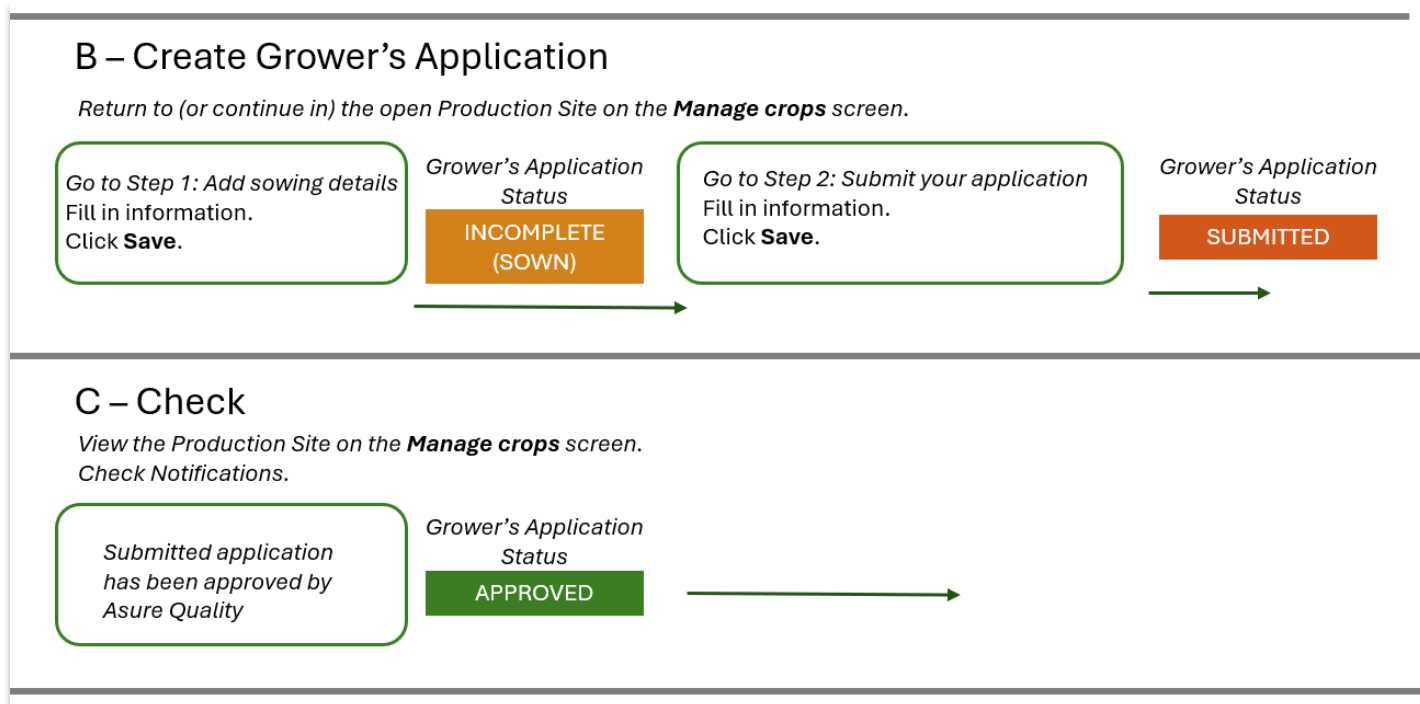
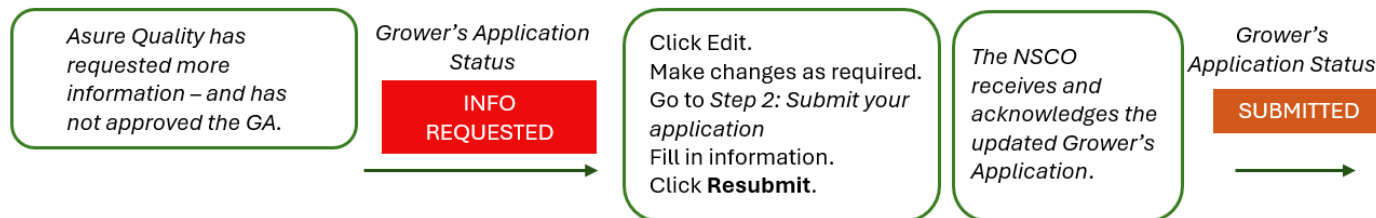


Figure 5 - Grower's Application process (B and C)

D – Address any issues if not approved and resubmit

Return to (or continue in) the open Production Site on the **Manage crops** screen.



E – Final check

View the Production Site on the **Manage crops** screen.
Check Notifications.

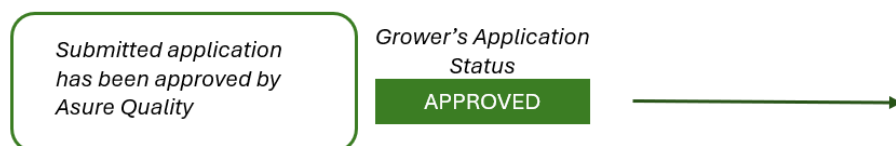


Figure 6 - Grower's Application process (D and E)

2.2 Overview of the 'Manage crops' screen

2.2.1 Purpose

This is the primary SCIS screen for the Grower during the growing season.

This screen provides access to key SCIS functionality such as assigning a variety to a Production Site, creating a Grower's Application for a certified varietal seed crop in that Site, submitting it for approval, and viewing and updating key events as the crop progresses through to harvest.

The **Manage crops** screen always shows information about a single **Harvest season** — and it defaults to the current season. This can be changed at any time by clicking on a new value in the Harvest seasons header.

2.2.2 Summary list view

This screen initially displays a summary of each Production Site within a ROP for the selected Harvest Season.

Note: Production Sites that do not yet have a map drawn for them will not appear on this screen.

The summary information includes:

- Production Site name and size
- Any species/varieties currently growing or planned in the Production Site
- Application type

NEW CROP Annual or first year of a perennial crop

RE-ENTRY Second and subsequent years of a perennial crop

NON-CERTIFIED Any crop not being entered for certification.

N.B. It is optional to enter non-certified crops. Entering non-certified crops supports isolation checking and will also keep production site history records current. If a certified crop is withdrawn or declined during the season the crop will remain as a non-certified crop until marked as Removed.

- Application status

Manage crops

All ROP's ▾

Filter ▾

Harvest seasons

2026-27 2025-26 2024-25 2023-24 2022-23

NZL-

Start typing Crop ID



ROP ▾	PRODUCTION SITE ▾	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS	
C9990	A	4.4771 ha	Perennial ryegrass - Grasslands Nui	NON-CERTIFIED	DECLINED	Open ▾
C9990	AA	6.2902 ha	Hybrid ryegrass - Grasslands Manawa	NEW CROP	FINAL INSPECTION PASSED	Open ▾
C9990	AAA	2.8809 ha	-			Open ▾
C9990	B	2.4934 ha	Perennial ryegrass - AllStar3	RE-ENTRY	INCOMPLETE (SOWN)	Open ▾

Figure 7 - Manage crops summary list view

2.2.3 Opening a Production Site on the 'Manage crops' screen

The following sections describe the information and actions when a Production Site is:

- Currently empty
- Currently contains a certified seed crop
- Currently contains a non-certified seed crop

You can navigate directly to this **Manage crops** view of any Production Site from the **Manage ROPs** view of the same Production Site.

2.2.3.1 If the Production Site is currently empty

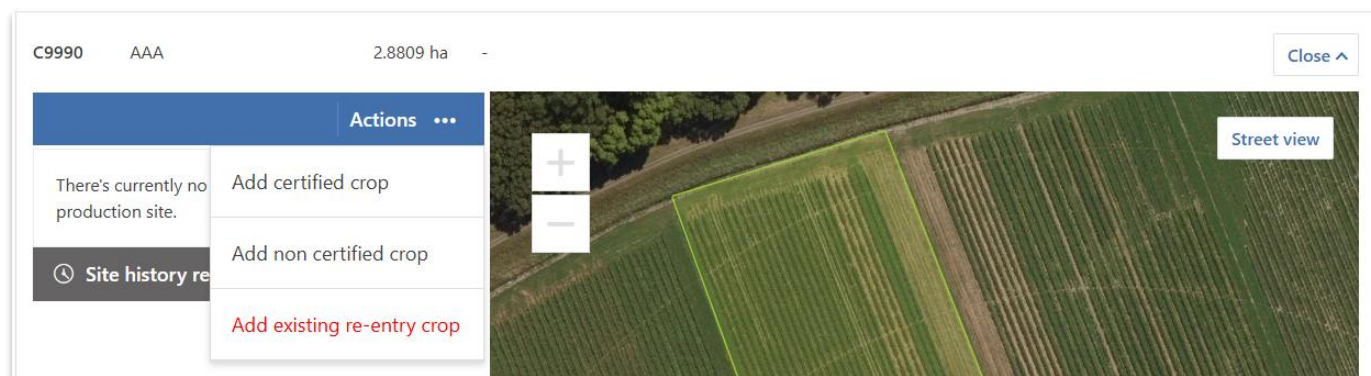


Figure 8 - Empty Production Site

Clicking the Open button displays:

- map of the Production Site
- Site History

Clicking the **Actions ...** menu displays the actions that can be applied to this Production Site.

Note that these actions are only available within the current Harvest Season.

Click:

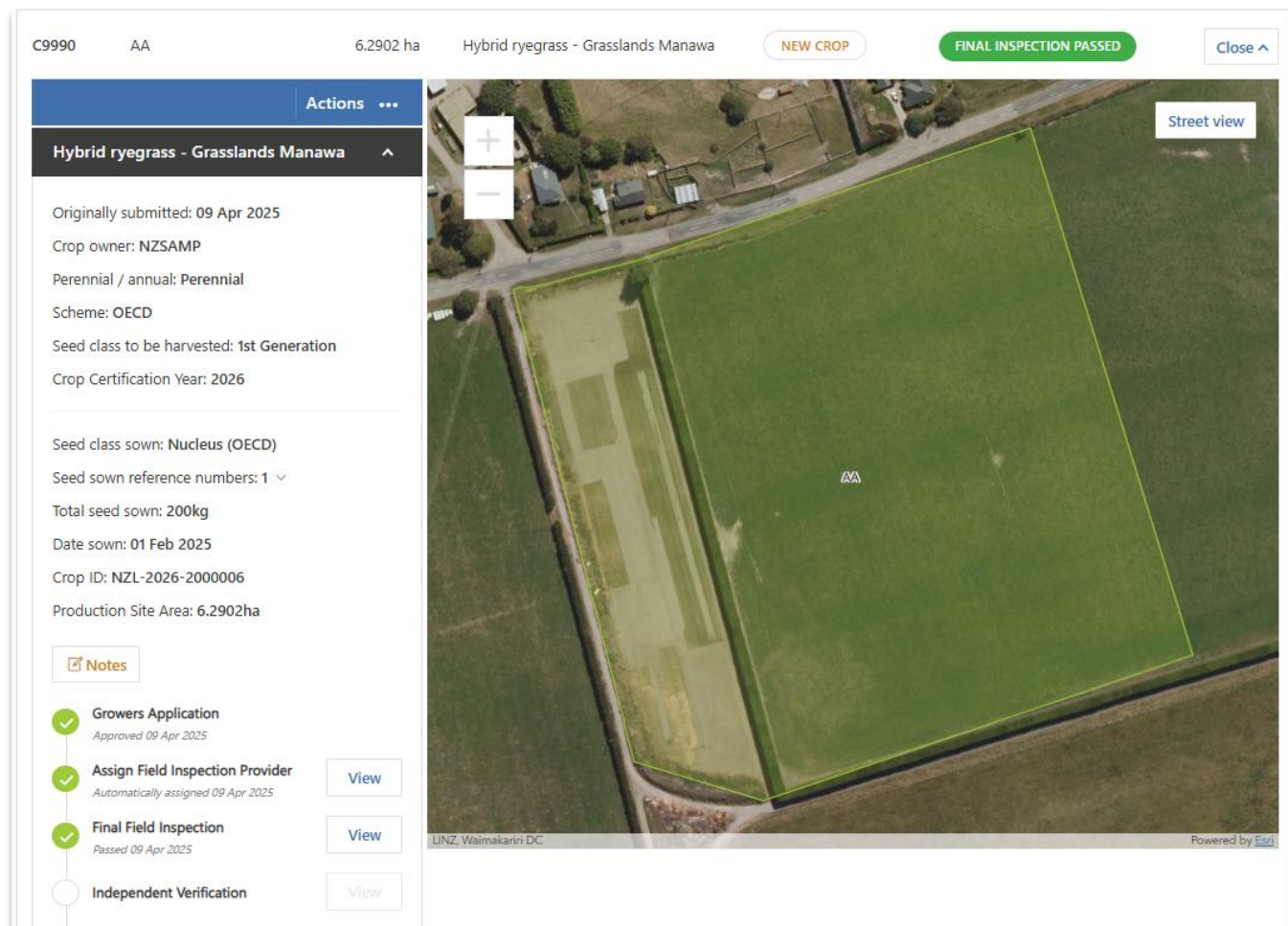
- | | |
|-----------------------------------|---|
| Add certified crop | to start a Grower's Application |
| Add non certified crop | to record a non-certified crop in this location |
| Add existing re-entry crop | to start a Re-Entry Grower's Application |

Chapter 2.4 *Creating and submitting a Grower's Application for a new crop* describes Grower's Applications in more detail.

Chapter 3 *Re-entry* describes Re-Entry Grower's Applications in more detail.

Chapter 2.6 *When you might need to manually remove a crop in SCIS* describes how SCIS determines whether or not a previous crop has been removed – and the manual action that can be taken if required.

2.2.3.2 If the Production Site currently contains a certified seed crop



The screenshot displays the NZSA Grower's Application interface for a production site. The top header shows the application ID 'C9990', the site code 'AA', the area '6.2902 ha', and the crop type 'Hybrid ryegrass - Grasslands Manawa'. Status buttons include 'NEW CROP' and 'FINAL INSPECTION PASSED'. A 'Close' button is in the top right.

The left sidebar contains an 'Actions' menu and a list of details for the 'Hybrid ryegrass - Grasslands Manawa' site:

- Originally submitted: 09 Apr 2025
- Crop owner: NZSAMP
- Perennial / annual: Perennial
- Scheme: OECD
- Seed class to be harvested: 1st Generation
- Crop Certification Year: 2026
- Seed class sown: Nucleus (OECD)
- Seed sown reference numbers: 1
- Total seed sown: 200kg
- Date sown: 01 Feb 2025
- Crop ID: NZL-2026-2000006
- Production Site Area: 6.2902ha

Below the details is a 'Notes' section and a timeline of events:

- Growers Application** (Approved 09 Apr 2025)
- Assign Field Inspection Provider** (Automatically assigned 09 Apr 2025) - View
- Final Field Inspection** (Passed 09 Apr 2025) - View
- Independent Verification** - View

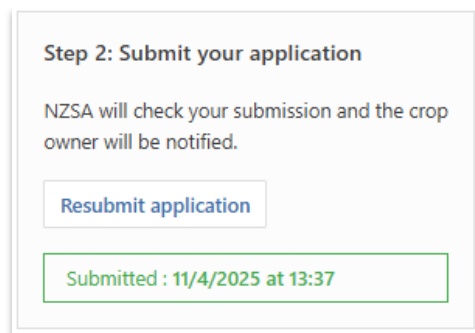
The main area shows an aerial map of the production site, outlined in green. A 'Street view' button is in the top right of the map area. The map is powered by Esri.

Figure 9 - Production Site with certified crop

Clicking the Open button displays:

- map of the Production Site
- Certified Seed Crop detailed information, timeline and available actions

If the Grower's Application has not yet been approved, the detailed information will include additional subsections and actions similar to this:



The screenshot shows the 'Step 2: Submit your application' section. It states: 'NZSA will check your submission and the crop owner will be notified.' Below this is a 'Resubmit application' button. At the bottom, a green box indicates the submission status: 'Submitted : 11/4/2025 at 13:37'.

Note that because the Production Site already contains a certified crop that has not been harvested or withdrawn and removed, no Production Site actions are possible.

Clicking the **Actions ...** button shows all the actions greyed out.

Other actions can however be applied to the certified crop in the Production Site — for example, **Remove crop** (available once the crop has been harvested).

These actions are found as buttons in the Certified Seed Crop detailed information and timeline section.

2.2.3.3 If the Production Site currently contains a non-certified seed crop

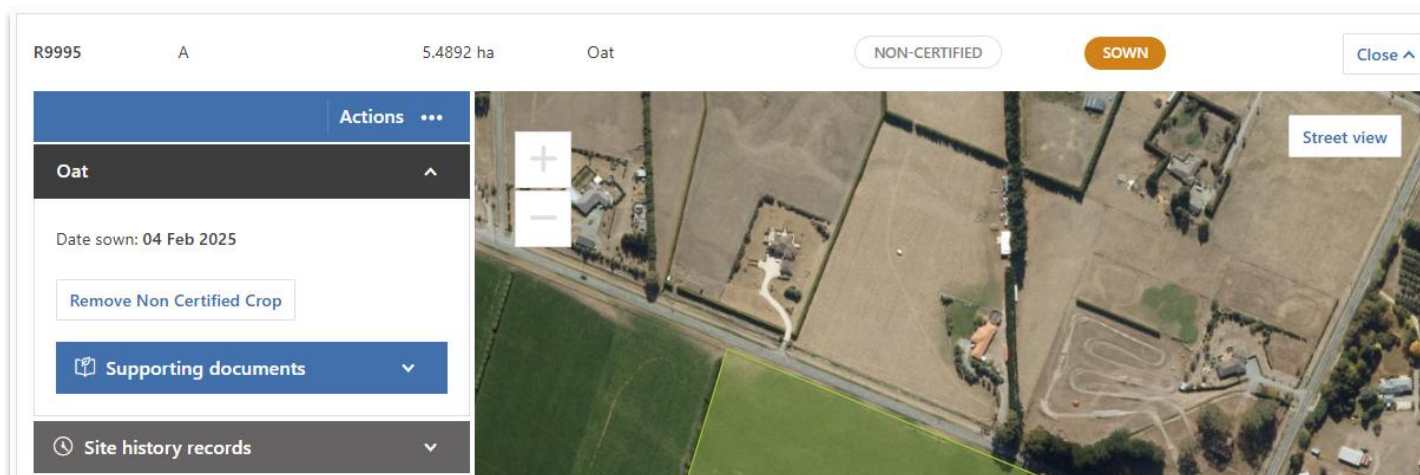


Figure 10 - Production Site with non-certified crop

Clicking the Open button displays:

- map of the Production Site
- basic non-certified Seed Crop information and available actions
- Site History

Clicking the **Actions ...** button displays the actions that can be applied to this Production Site.

Note that these actions are only available within the current Harvest Season.

Click:

Add non certified crop to record a non-certified crop in this location

2.3 Overview of the 'Manage ROPs' screen

2.3.1 Purpose

This is the second most important SCIS screen for the Grower during the growing season. The Grower can utilise this screen along with the **Manage crops** screen to easily switch between a whole-of-property (ROP) view and the details of individual Production Sites and crops.

The **Manage ROPs** screen allows the Grower to display a map of each ROP they own or operate Production Sites in. The Grower will utilise this screen for all the actions that relate to mapping Production Sites, and other actions that relate to the management of their Production Sites such as renaming, retiring or leasing them to another Grower.

2.3.2 Summary list view

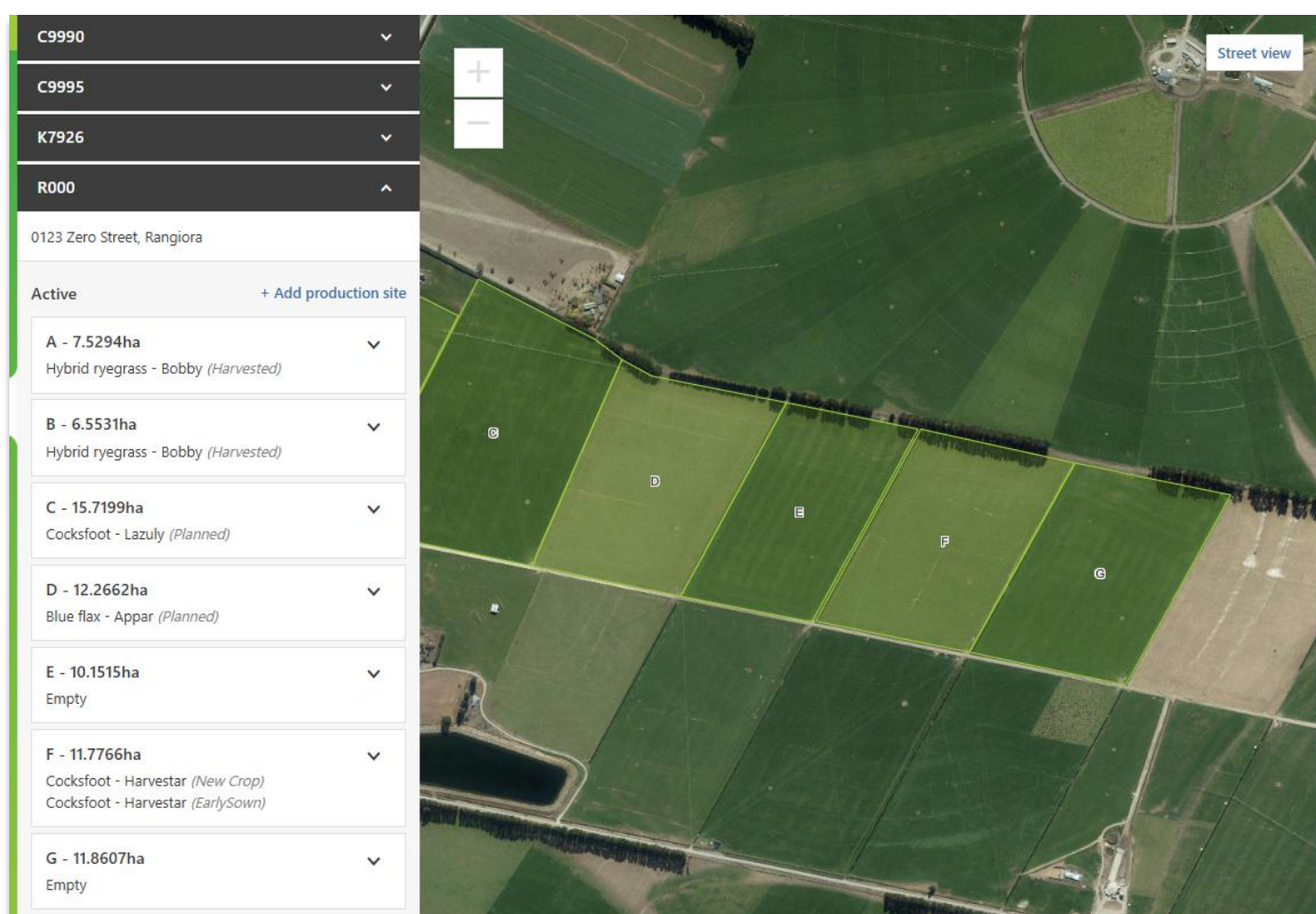
This screen initially displays a summary of each active Production Site within a ROP with crops for the current Harvest Season.

The summary information includes:

- ROP name and map
- Production Site name and size
- Any species/varieties currently growing
- Crop status

Mapping navigation controls are described in chapter 1.3 *Screen navigation, icons and common screen functions*

Detailed view – single Production Site



Clicking the **Arrow** displays the actions that can be applied to this Production Site. Note that these actions will vary depending on factors such as whether a crop has previously been grown in the Production Site.

Actions include Rename site, Edit boundary, Change site status, Assign an Operator, Remove site.

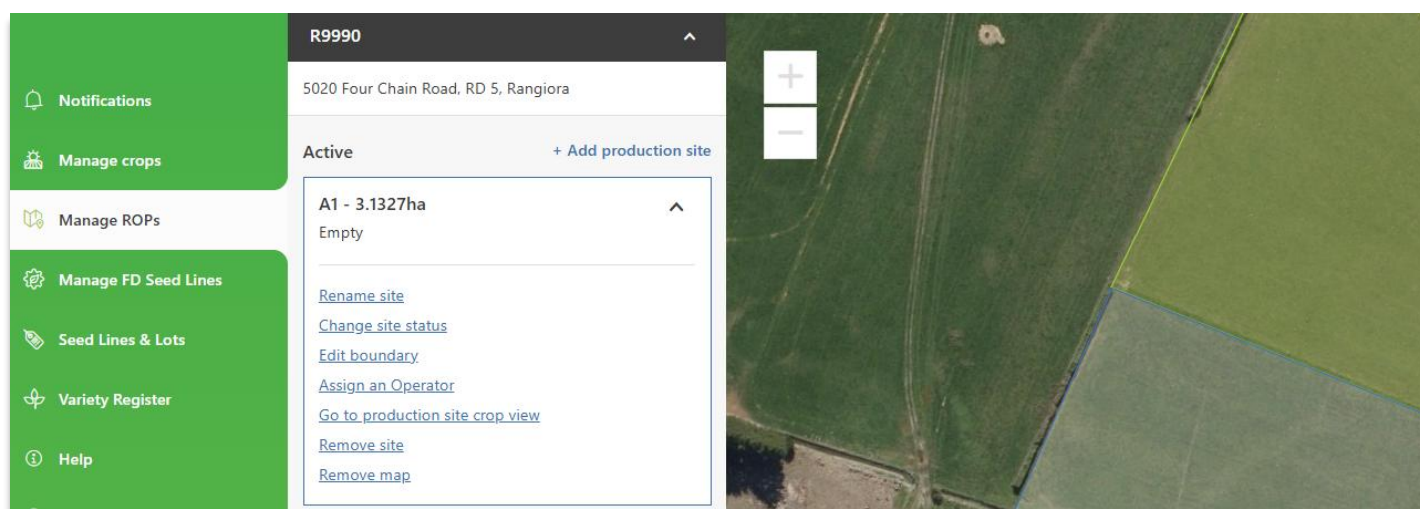
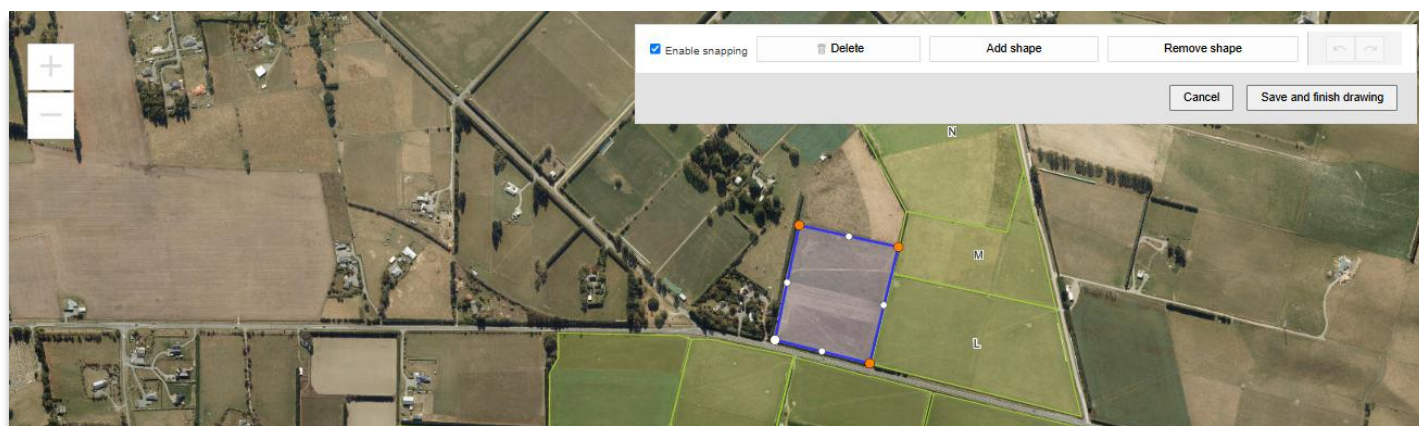


Figure 11 - Manage crops single Production Site with multiple actions

From here you can also navigate directly to the **Manage crops** view of the same Production Site.

2.3.3 Using map drawing tools to create or modify Production Sites

The Manage ROPs screen allows Growers to create and map their Production Sites.



SCIS uses the geospatial coordinates of Production Sites to apply critical scheme rules for History and Isolation checking, and it automatically manages Production Sites that are intentionally overlaid (for example, where one Production Site is a part of another).

It is extremely important that Production Sites are drawn as accurately as possible – both for accurate application of scheme rules, and to avoid unintentional edge overlaps.

Please read chapter 2.7 *Hints and tips for using mapping and drawing tools in SCIS* before using the drawing tools.

2.4 Creating and submitting a Grower's Application for a new crop

2.4.1 Overview

This section describes Grower's Applications for **new crops**.

Grower's Applications for Re-entry crops (second and subsequent years of perennials) are covered in chapter 3 *Re-entry*.

The process has the following phases:

- A. Assign a crop to a Production Site (can be performed whenever it is convenient to the Grower, potentially weeks before the seed is sowed).
- B. Enter the new crop for certification:
 - a. Step 1 – Enter sowing details
 - b. Step 2 – Submit the Grower Application.
- C. **IMPORTANT** Check the GA status on the **Manage crops** screen and check notifications (also sent to you as an email) to confirm that AsureQuality has approved the Grower's Application.
- D. If not approved, update the Grower's Application with additional information or changes as requested by AsureQuality – then Resubmit.
- E. Confirm that AsureQuality has approved the Grower's Application.

New crop - grown on behalf of a Merchant

A – Assign variety to Production Site

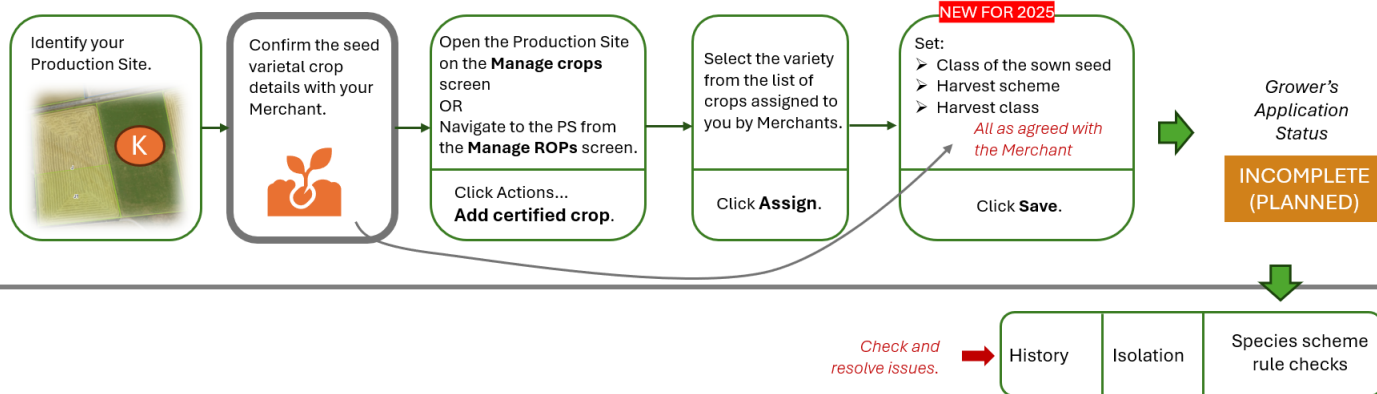
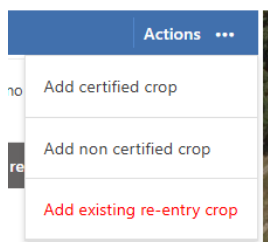


Figure 12 - Grower's Application (A) - detail

*NOTE: If the merchant has not communicated which **Harvest scheme** to use or put it in their contract, you should generally select the **NZ scheme**.*

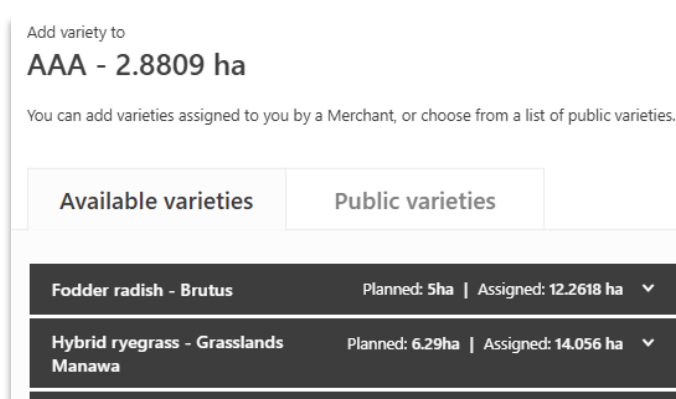
A - Assigning a variety to a Production Site

On the **Manage crops** screen, choose an empty Production Site in the current Harvest Season, and click **Add certified crop**.



SCIS will display two lists of available varieties:

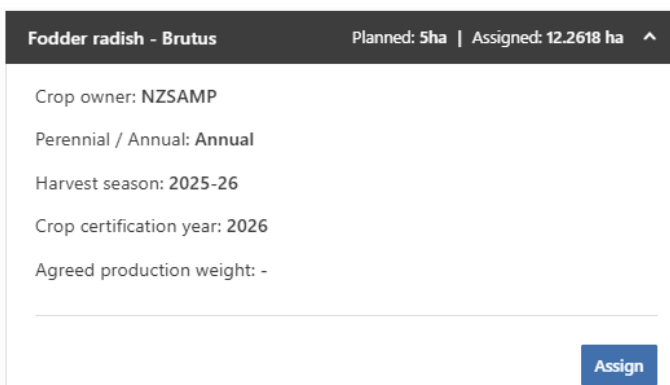
- ❖ those assigned by a Merchant
- ❖ Public varieties



Either:

- select from the Available varieties list, check the displayed details, and click **Assign** **or**
- select from the Public varieties and click **Assign**

The Crop Owner is the Merchant except for Public varieties (publicly owned varieties also known as non-proprietary varieties), where SCIS automatically sets the Crop Owner to be the Grower).



Add key details for the crop as previously discussed and agreed with the Merchant (unless this is a Public):

- Seed class to be sown (the lowest class of your stock seed)
- Harvest scheme for this crop
- Seed class to be harvested

Note that the dropdown for **Seed class to be harvested** is based on the Harvest scheme selected.

*NOTE: If the merchant has not communicated which **Harvest scheme** to use or put it in their contract, you should generally select the **NZ scheme**.*

Add variety details

Seed class to be sown ? *

Breeders (NZ) ▼

Scheme for harvest ? *

- ☐ NZ
- ☐ AOSCA
- ☒ OECD

Seed class to be harvested *

Select class ▼

Pre-Basic

Basic

1st Generation

Cancel

Save

The **Manage crops** Production Site view now includes the information about the variety that you have assigned to this Site.

The Grower's Application status is now: **INCOMPLETE (PLANNED)**.

SCIS automatically performs species scheme rule checks for History and Isolation.

C9990

AAA

2.8809 ha

Actions ...

White clover - Dolbby ^

ISOLATION / HISTORY WARNING: Please open 'Species scheme rule checks' below for details.

Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: OECD

Seed class to be harvested: Basic

Crop Certification Year: 2026

Notes

Edit

Remove application

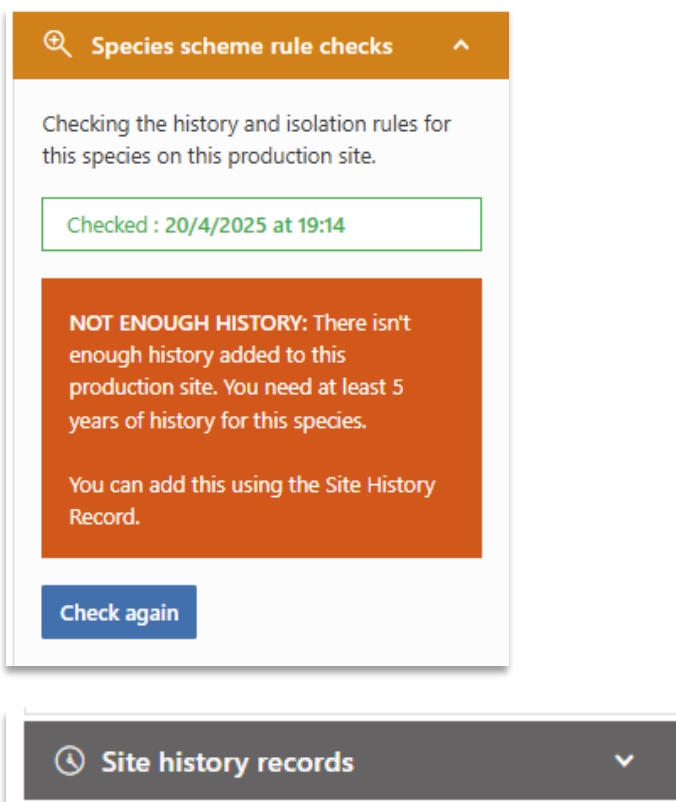
Species scheme rule checks ▼

Supporting documents ▼

In this case there is a History warning.

Open the Site History section (found a little further down on your screen) to add the required crop records.

More details about adding History records can be found in chapter 2.5 *Understanding History and Isolation checks*.



B – Create Grower’s Application

Return to (or continue in) the open Production Site on the **Manage crops** screen.

Go to Step 1: Add sowing details
Fill in information.
Click **Save**.

Grower’s Application
Status
**INCOMPLETE
(SOWN)**

Go to Step 2: Submit your application
Fill in information.
Click **Save**.

Grower’s Application
Status
SUBMITTED

C – Check

View the Production Site on the **Manage crops** screen.
Check Notifications.

Submitted application
has been approved by
Asure Quality

Grower’s Application
Status
APPROVED

Figure 13 - Grower's Application (B and C) – detail

The next two steps are performed in the same location as the previous ones.

B - Entering the new crop for certification

Follow the instructions to complete Step 1 and Step 2. Each step is described below.

To enter crop for certification, complete the following 2 steps:

Step 1: Add sowing details

Complete this step once seed is in the ground.

[Add sowing details](#)

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

[Submit application](#)

Add sowing details.

If the stock seed official reference number is new to SCIS, a warning message will appear.

Reference number not recognised, please confirm number is correct.
You can still proceed.

Enter the bag weight and number of bags. If you have a part bag or bags with different reference numbers, click [Add another](#) to add additional rows. You can switch between kg and lb for bag weights.

Enter total seed sown (not calculated by SCIS). You can also switch between kg and lb for total seed sown.

Enter the date sowing was completed.

Upload the appropriate documentation.

NOTE: Photographing the required number of labels and uploading will be accepted by the NSCO (operated by AsureQuality Seed Bureau).

Adding photographs of labels is described in document *Guide to Sending Labels* on the SCIS Help website.

Click Save.

The Grower's Application status is now: INCOMPLETE (SOWN).

Add sowing details for

White clover - Dolbby

on AAA - 2.8809 ha

Stock seed details

Stock seed reference number * Bag weight * Number of bags *

kg v X

[+ Add another](#)

Total seed sown (exact) *

kg v

Sowing completion date *

dd/mm/yyyy

Please provide supporting evidence of the stock seed reference numbers.

This may be in the form of an invoice or pick-up slip with lot number(s), weights and official reference number(s) printed. Or photos of the labels.

Upload supporting documentation (max 20mb)

[Choose document](#) [Browse](#)

Document description

[Cancel](#) [Save](#)

Check the displayed details, then click **Submit Application**.

Step 1: Add sowing details

Complete this step once seed is in the ground.

Seed class sown: **Breeders (NZ)**

Seed sown reference numbers: 1 ▾

Total seed sown: 1kg

Date sown: 20 Apr 2025

 **Supporting documents** ▾

[Edit sowing details](#)

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

Submit application

Confirm that all the details are correct and then check the box indicating that you have read and accepted the Terms and Conditions for your application before clicking Submit.

Please check your submission for

White clover - Dolbby

on AAA - 2.8809 ha

Crop owner: NZSAMP

Perennial / annual: **Perennial**

Scheme: **OECD**

Seed class sown: **Breeders (NZ)**

Seed class to be harvested: **Basic**

Crop Certification Year: **2026**

Seed sown reference numbers: 1 ▾

Total seed sown: 1kg

Date sown: 20 Apr 2025

 **Supporting documents** ▾

☒ I've read and accept the [Terms and Conditions](#)

[Cancel](#)

Submit

SCIS displays a pop-up that says the Merchant (who is the Crop Owner) will receive a Notification that this Grower's Application has been submitted for approval.

Success

NZSAMP will be notified that this Grower's Application has been submitted.

OK

Step 2 has now been updated to reflect the Submitted status.

The Grower's Application status is now: SUBMITTED.

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

Resubmit application

Submitted : 20/4/2025 at 19:43

The Manage crops summary screen now shows that the Production Site has had a variety assigned to it, and a Grower's Application has been Submitted.

Manage crops

All ROP's ▾

Filter ▾

Harvest seasons

2026-27
2025-26
2024-25
2023-24
2022-23

NZL-

Filters applied
✕ Clear filter

ROP ▾	PRODUCTION SITE ▾	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	AAA	2.8809 ha	White clover - Dolby	NEW CROP	SUBMITTED Open ▾

C – Check Grower’s Application status and Notifications to confirm approval

You will be notified (via the **Notifications** screen) when AsureQuality has approved the new Grower’s Application.

Grower's Application - Approved	9 Apr 2025 2:18pm	Growing
By AsureQuality for Hybrid ryegrass - Grasslands Manawa		
AsureQuality have approved the Grower's Application by NZSAGrower for Hybrid ryegrass - Grasslands Manawa.		
View Grower's Application		

The Notification may say that AsureQuality requires further information. This means that the Grower’s Application has not yet been approved.

You will also receive an email.

Grower's Application - More information requested	24 Sep 2024 3:56pm	Growing	Action required
By AsureQuality for Red clover - Amigain			
AsureQuality have requested more information for Red clover - Amigain Grower's Application : Please change the class sown			
View Grower's Application			

Hi Fred, this is an email from The New Zealand Seed Authority (NZSA).

The following notification that requires your attention has been sent to you through the NZSA Seed Certification Information System (SCIS).

This notification is being sent to you as a Grower user for Mangapiuiti Partnership:

By AsureQuality for Perennial ryegrass - Grasslands Nui

AsureQuality have requested more information for **Perennial ryegrass - Grasslands Nui** Grower's Application : Please add a picture of your labels

To view the notification details, log into SCIS and open the Notifications screen or click [here](#).

Please contact seed@asurequality.com if you have any questions.

Kind regards

D – Address any issues if not approved and resubmit

Return to (or continue in) the open Production Site on the **Manage crops** screen.

Asure Quality has requested more information – and has not approved the GA.

Grower's Application Status

INFO REQUESTED

Click Edit.
Make changes as required.
Go to Step 2: Submit your application
Fill in information.
Click **Resubmit**.

The NSCO receives and acknowledges the updated Grower's Application.

Grower's Application Status

SUBMITTED

E – Final check

View the Production Site on the **Manage crops** screen.
Check Notifications.

Submitted application has been approved by Asure Quality

Grower's Application Status

APPROVED

Figure 14 - Grower's Application (D and E) - detail

if Info Requested D – Update the Grower's Application details as requested, and resubmit

Read the Notification carefully and make sure you understand the changes or additional information required by AQ.

AsureQuality have requested more information for White clover - Dolbby
Grower's Application : Please adjust the original sown class to be NZ - Breede

[View Grower's Application](#)

Either click the [View Grower's Application](#) link or navigate to the **Manage crops** screen and open the Production Site / Grower's Application.

Application Status

Info Requested

HINT: You can filter the **Manage crops** screen by
Application Status = Info Requested to easily find Grower's Applications needing attention.

Read any Notes, and add your own Note if appropriate.

[Notes](#)

[Edit](#)

[Remove application](#)

Edit the appropriate section(s) of the GA:

Click [Edit sowing details](#) to change sowing information or upload documents related to sowing.

Click [Edit](#) to change variety details

Step 1: Add sowing details

Complete this step once seed is in the ground.

 **Supporting documents** ▼

[Edit sowing details](#)

Make any required changes and click Resubmit.

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

[Resubmit application](#)

Submitted : 20/4/2025 at 19:43

The final prompt will include a reminder of the information requested by the NSCO.

Please check carefully you have completed all requested actions and click Submit.

Please check your submission for

White clover - Dolbby

on AAA - 2.8809 ha

Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: OECD

Seed class sown: Breeders (NZ)

Seed class to be harvested: Basic

Crop Certification Year: 2026

Seed sown reference numbers: 1 ▼

Total seed sown: 1kg

Date sown: 20 Apr 2025

 **Supporting documents** ▼

The following information was requested by the NSCO:

Please submit a picture of all your labels together

☒ I've read and accept the [Terms and Conditions](#)

[Cancel](#)

[Submit](#)

***if Info Requested* E – Confirm that AsureQuality has approved the Grower’s Application**

You will be notified (via the **Notifications** screen) when AsureQuality has approved the new Grower’s Application.

Grower's Application - Approved By AsureQuality for Hybrid ryegrass - Grasslands Manawa	9 Apr 2025 2:18pm	Growing
AsureQuality have approved the Grower's Application by NZSAGrower for Hybrid ryegrass - Grasslands Manawa.		
View Grower's Application		

The status is now

APPROVED

2.5 Understanding History and Isolation checks

2.5.1 Site history checks

A Grower's Application may include a History warning that the species requires more history for this Production Site than is currently available within SCIS. This is particularly an issue for ROPs and Growers in their first year of using SCIS.

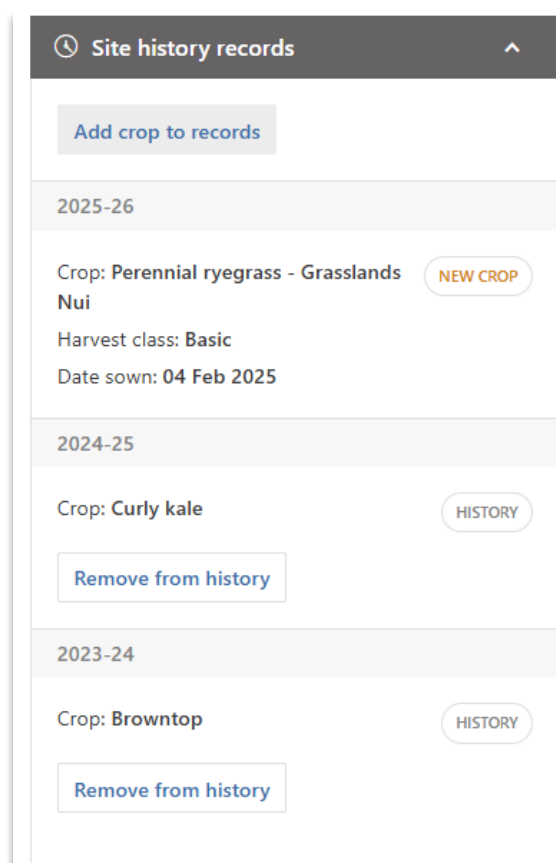
The Grower's Application will not be able to proceed until sufficient Site history has been entered in SCIS.

The Grower's Application screen allows users to manually update Site history records.

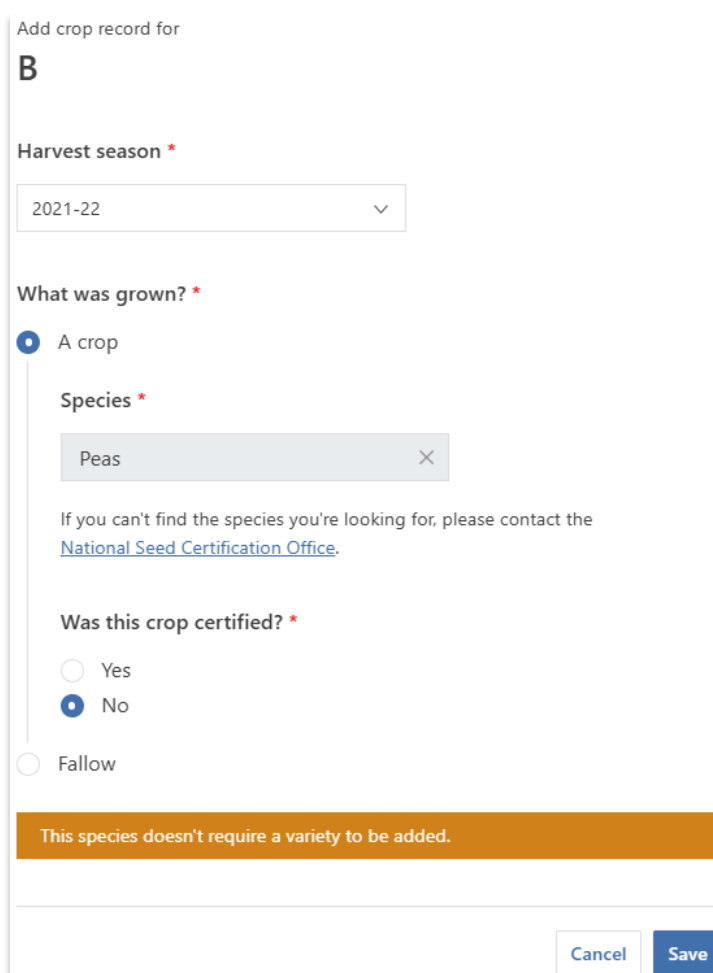
Updating Site history records

Opened **Site history records** section before new record is added.

Click **Add crop to records**.



Adding a new crop record to **Site history**



Site history is updated when you click Save.

2.5.2 Scheme related History and Isolation warnings

The SCIS system will automatically check the scheme history and isolation rules for each new Grower's Application. Scheme rules are specific to a Species and Class and in a few cases may also be specific to a particular Variety. The system will warn the Grower if their application will fail to meet any history or isolation requirements.

The Grower can still submit their application with a history or isolation warning provided they provide a mitigation – entered in the prompt displayed when you Submit (or Re-submit) your application.


Species scheme rule checks

Checking the history and isolation rules for this species on this production site.

Checked : 25/4/2025 at 16:07

HISTORY WARNING: Perennial ryegrass has been grown on this site within the last 2 years.

ISOLATION WARNING: Production Site N - Hybrid ryegrass Legion (Sown) is 13m from this crop.

You can describe a management strategy to override this warning when you submit your application.

Check again

How you plan to mitigate history / isolation issue:

The previous ryegrass was actually grown in a different paddock and is in error. We plan to mow a strip to give sufficient isolation.

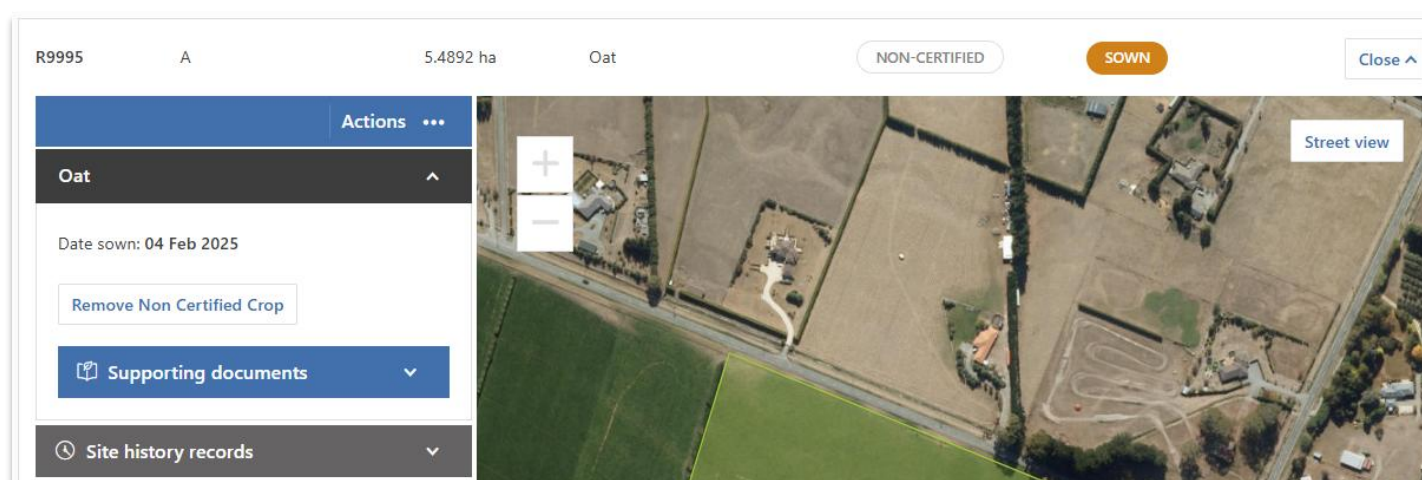
Date added : 25 Apr 2025

Figure 15 - Grower's Application with History and Isolation warnings and mitigation

2.6 When you might need to manually remove a crop in SCIS

There are several situations in which a Grower may want to remove a previous crop in order to enter a new crop and commence the Grower's Application process again:

- A previous crop for a perennial variety has been harvested and the Grower wants to enter a new crop (not re-enter the previous crop).
- A crop has been harvested and the Grower wants to enter another crop in the same harvest season.
- A crop has been WITHDRAWN from certification and can now be removed to allow the entry of another crop in the same Production Site.
- A non-certified crop is no longer required and can be removed.



2.7 Hints and tips for using mapping and drawing tools in SCIS

2.7.1 Manage ROPs screen

All SCIS mapping activity is performed in the **Manage ROPs** screen.

A ROP has a physical location but is not mapped (i.e. it does not have any geospatial coordinates). Functionality within SCIS automatically calculates the appropriate area to show on a map so that all Production Sites within a ROP are displayed.

ADDITIONAL CONTENT TO BE ADDED

2.7.1.1 If your ROP does not show a map of your Production Sites

Note that if you have not yet mapped any Production Sites in a ROP, SCIS cannot locate that ROP on a map – instead it will show a general location. This general location can be a full map of New Zealand which will require the user to zoom to their ROP location. If what appears is just ocean then this is likely at latitude/longitude 0,0 which is about 600km off the West coast of Africa in the Atlantic Ocean. The user will need to move the map to locate New Zealand and then zoom in to their ROP.

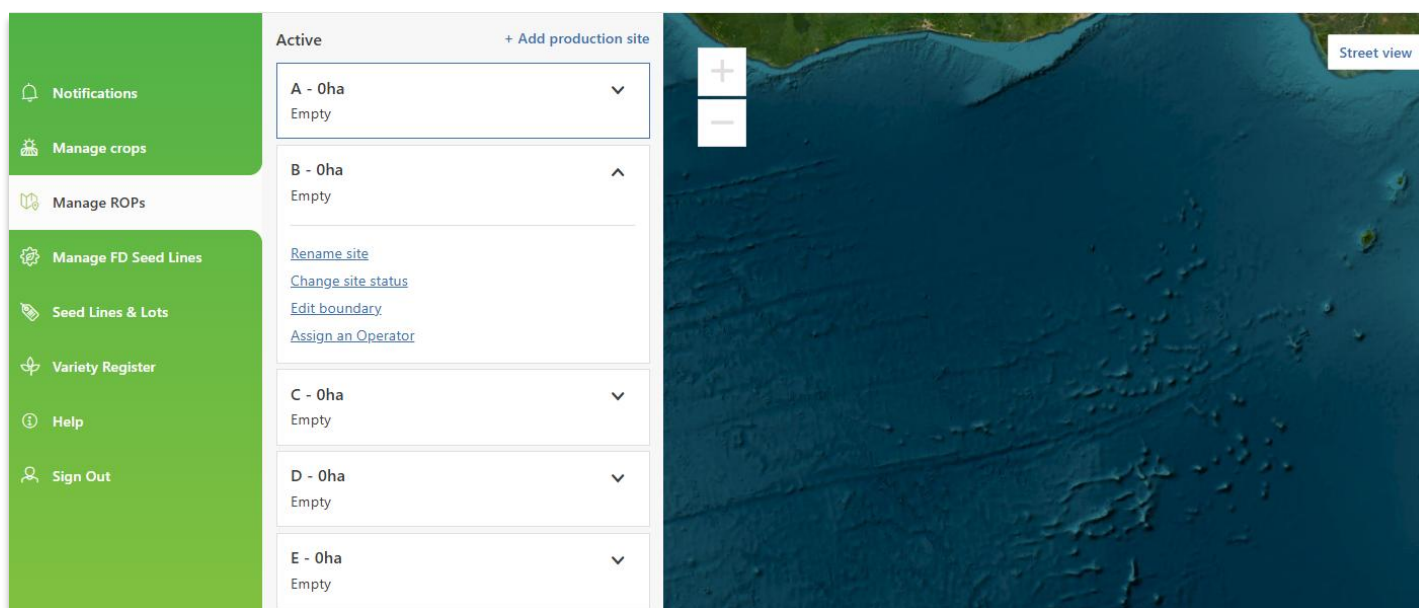


Figure 16 - Example of Manage ROPs screen where a ROP does not have any mapped Production Sites and is showing the African coast

If a Production Site for your ROP is already listed on the left side of the Manage ROPs screen but does not presently have a map it will show with an area of 0ha.

This will usually be because these records were created automatically when history records for your ROPs were migrated from the previous SeedCert system during 2024. It can also occur after you have removed a map drawn in error.

You can add the map by using the 'Edit boundary' function.

Once you have mapped at least one Production Site in a ROP then the map of your ROP will always focus on the area that includes your Production Sites.

2.7.1.2 Satellite View

Mapping Production Sites requires you to use 'satellite view' (button at top right of screen). You can switch between 'satellite view' and 'street view' using this button. Street view may be useful to help you to navigate to the general location of your ROP.

2.7.1.3 Creating a new Production Site

Open a ROP and click **Add Production Site**.

The screen will now be in mapping mode with the mapping tool bar opened at the top right of the map. The zoom buttons may be partially hidden but are still available.

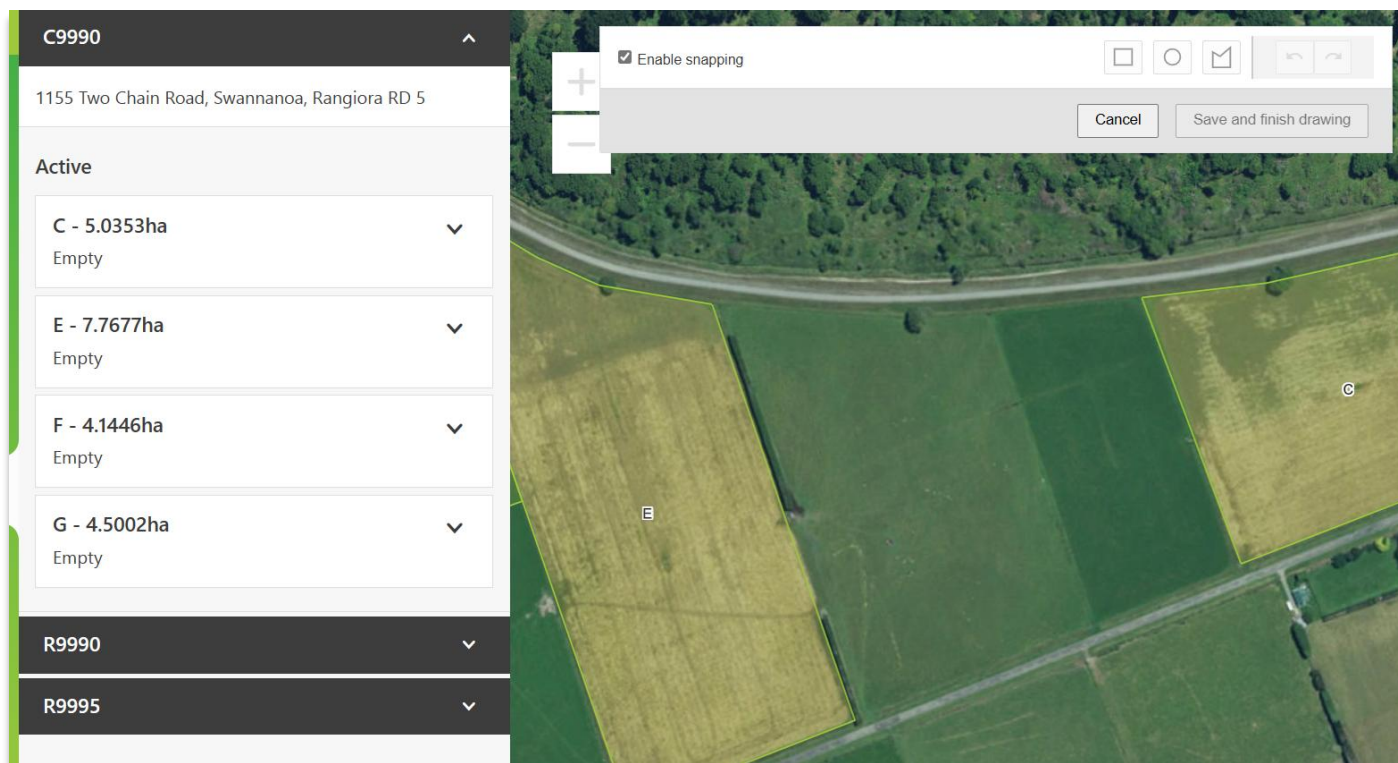


Figure 17 - Manage ROPs screen after clicking Add Production Site

2.7.2 The Mapping tool bar controls

The mapping tool bar has three drawing controls.

Mapping tool bar controls	
	Create a box then 'Click and drag' the box corners out to the corners of the Production Site. Normally the easiest control to use for a new Production Site.
	Create a circular or part circular Production Site then 'Click and drag' the edge points – e.g. for a centre pivot or part of centre pivot Production Site.
	Create a Production Site with a complex shape by using 'Click and drag' of edge points to reflect many direction changes (e.g. following a river boundary).

☒ Enable snapping

Snapping is an important feature that controls how SCIS mapping logic manages the boundaries for two Production Sites that are immediately adjacent to each other.

Without Snapping, two Production Sites could accidentally overlap unless the Grower takes a lot of care (and zooms in) when mapping each Site.

Because SCIS performs its scheme rule checks geospatially, overlaps trigger inheritance of crop history and other details – potentially causing inappropriate History warnings.

With Snapping enabled, the two Production Sites will be adjacent but always separate.

‘Snapping’ is automatically enabled but can be disabled by removing the tick.

2.7.3 Using the controls

Mapping

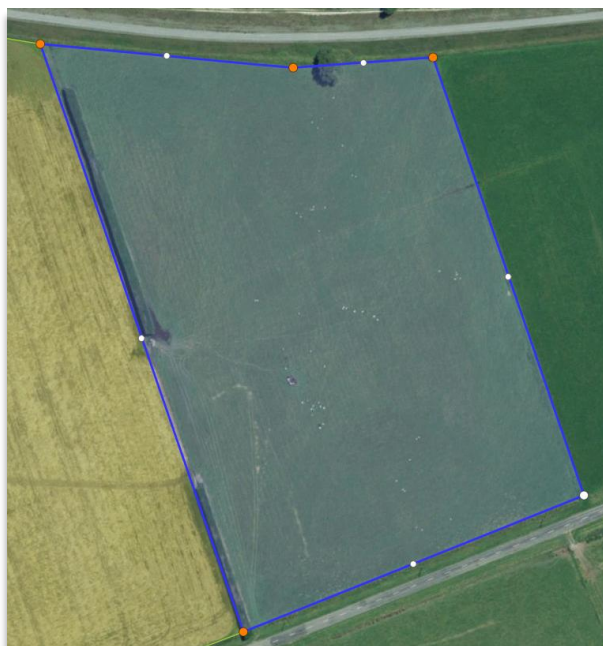


Figure 18 - Using the mapping controls to draw a Production Site

Click on one of the mapping controls.

Move the cursor to the new Production Site area and click the mouse.

A small square appears with 4 orange dots in the corners and white dots along the edges.

Move the cursor to any of the dots, click and hold the left mouse button, then drag the dot to one edge of the Production Site.

Repeat until the entire Production Site is drawn.



Align corners with existing boundaries

The cursor is aligned correctly when the 2 fence lines at that junction turn orange.

This creates a perfect alignment of the fence line of both Production Sites without an overlap which would affect Site History for both Production Sites.

Release the mouse button. Repeat with each edge or corner.

Save and finish drawing

IMPORTANT

Remember to save the new Production Site.

×

You are adding a new production site to

ROP: C9990 - 5.9003 ha

Name production site *

D

Cancel

Save

Enter a name for the new Production Site.

Please refer to the *Production Site naming Guide* on the SCIS Help website.

3 Re-entry



Section 3

Re-entry

-
-
- Understanding re-entry in SCIS
 - Re-entering a seed crop
-
-

3.1 Overview

Re-entry Grower's Applications apply to the second and subsequent years of a perennial that is being entered for certification.

3.2 Re-entry in the first year of SCIS (2025-26)

For this first harvest season, re-entry will not be able to work as normal because the Grower's Application associated with the first year of production for the perennial crop is not in SCIS.

In order to accommodate these 'special re-entry' crops, the Grower will be required to supply the details from their original crop and harvest season to create the re-entry application.

The re-entry application process differs from the **New crop** process in the following ways:

1. The Grower must manually provide sowing and harvest details from the first year of the perennial crop in the **Assign variety to Production Site** process.
2. There is a new section called **Existing re-entry details** in the Grower's Information detailed information display and timeline. This replaces the **Sowing details** section (Step 1) of a **New crop** application.

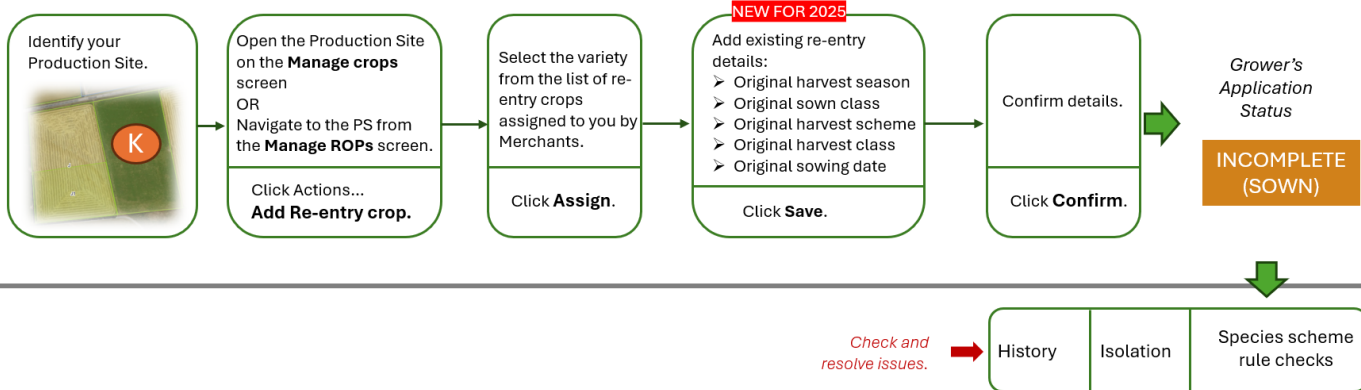
From Submit onwards, the processes are the same as a standard New Crop application.

The steps for a re-entry application (in the first year of SCIS) are shown below.

Note that the information below is focused on Re-entry applications for crops belonging to a Merchant, but Publics can also be re-entered.

Re-entry crop (2nd year onwards perennial) - grown on behalf of a Merchant

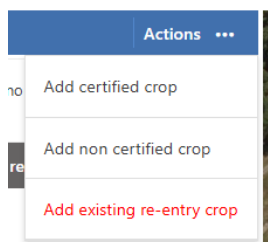
A – Assign variety to Production Site



A - Assigning a variety to a Production Site

On the **Manage crops** screen, choose an empty Production Site in the current Harvest Season, and click **Add existing re-entry crop**.

N.B. An 'empty' Production Site means a site that does not already have an active Growers Application in the current harvest season.

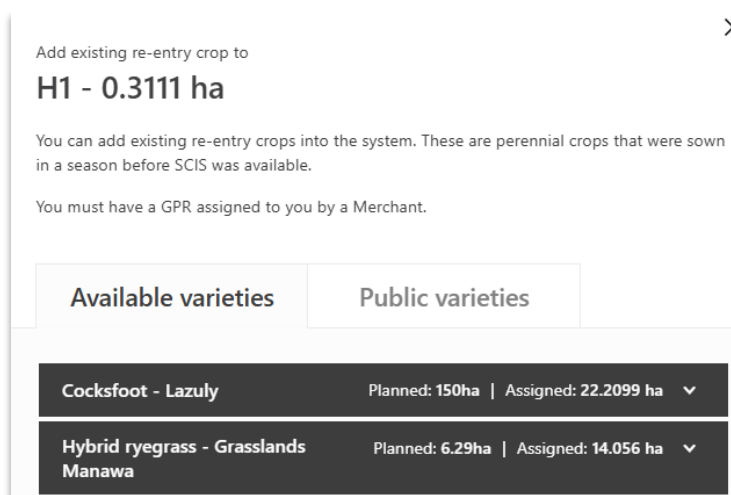


SCIS will display two lists of available varieties:

- ❖ those assigned by a Merchant
- ❖ Public varieties

Either:

- select from the Available varieties list and click Assign **or**
- select from the Public varieties and click Assign



Add details of the original sowing.

Add existing re-entry details

Original harvest season *

2023-24

Original sown class *

Breeders - NZ

Original scheme for harvest *

☒ NZ
☐ AOSCA
☐ OECD

Original harvest class *

Basic

Original sowing date (approx.) *

04/02/2023  [Clear](#)

[Cancel](#) [Save](#)

Confirm that the details are correct.

Are you sure you want to add an existing re-entry for

Cocksfoot - Lazuly

on DD - 9.3148 ha

Original harvest season: 2023-24

Original sown class: **Breeders - NZ**

Original harvest scheme: **NZ**

Original harvest class: **Basic**

Original sowing date (approx.): 04 Feb 2023

WARNING: This action can't be undone

Cancel

Confirm

The **Manage crops** Production Site view now includes information about the variety that you have assigned to this Site.

The Grower's Application status is now: **INCOMPLETE (SOWN)**.

SCIS automatically performs species scheme rule checks for History and Isolation.

Investigation and resolve any History and Isolation issues (or prepare mitigation information to supply at the Submit step).

Cocksfoot - Lazuly

Crop owner: **NZSAMP**

Perennial / annual: **Perennial**

Scheme: **NZ**

Seed class to be harvested: **Basic**

Crop Certification Year: 2026

Original sowing date (approx.): 04 Feb 2023

 **Notes**

Edit

Remove application



Species scheme rule checks



Supporting documents



B – Submit Re-entry Grower’s Application

Return to (or continue in) the open Production Site on the **Manage crops** screen.

SCIS shows the original crop details entered by the Grower.

Grower’s Application Status
INCOMPLETE (SOWN)

Go to Step 2: Submit your application
Fill in information.
Click **Save**.

Grower’s Application Status
SUBMITTED

C – Check

View the Production Site on the **Manage crops** screen.
Check Notifications.

Submitted application has been approved by Asure Quality

Grower’s Application Status
APPROVED

B - Entering the re-entry crop for certification

The new section **Existing re-entry details** has been automatically filled in.

The Grower’s Application status is: **INCOMPLETE (SOWN)**.

Existing re-entry details

Original harvest season: 2023-24

Original sown class: **Breeders**

Original harvest class: **Basic**

Original scheme for harvest: **NZ**

Check the displayed details, then click **Submit Application**.

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

Submit application

*** All remaining steps are the same as for a New crop application. ***

3.3 Re-entry from 2026-27 onwards

ADDITIONAL CONTENT TO BE ADDED

4 Second crop same harvest (also known as second harvest)



Section 4

Second crop same harvest

-
-
- o Entering a Grower's Application for a second harvest from the same crop
-
-

4.1 Overview

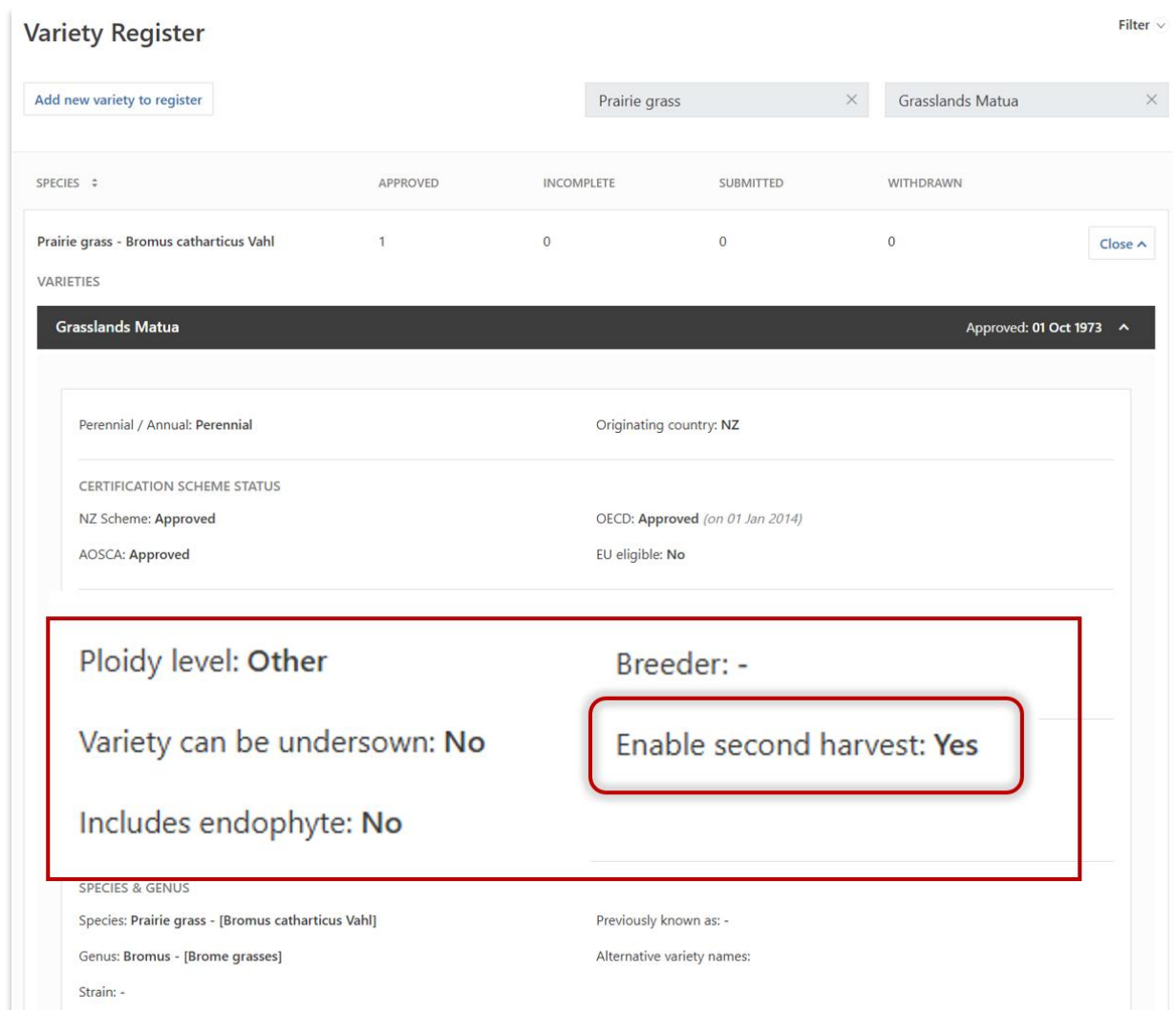
A small number of varieties permit a second crop to be taken in the same harvest season.

This section describes the SCIS 'Second crop, same harvest' process, which requires actions by both the Grower and the Merchant.

4.2 Detailed steps

4.2.1 Variety Register must allow Second harvest (in the same season) for the variety

As shown in the image below, the Variety Register entry for the variety must specify **Yes** for 'Enable second harvest'.



The screenshot shows the 'Variety Register' interface. At the top, there are filters for 'Species' and 'Variety'. The 'Species' filter is set to 'Prairie grass' and the 'Variety' filter is set to 'Grasslands Matua'. Below the filters, there is a table with columns: SPECIES, APPROVED, INCOMPLETE, SUBMITTED, and WITHDRAWN. The table shows one entry for 'Prairie grass - Bromus catharticus Vahl' with 1 approved, 0 incomplete, 0 submitted, and 0 withdrawn. Below the table, there is a section for 'VARIETIES' with a header 'Grasslands Matua' and 'Approved: 01 Oct 1973'. The main content area shows details for the variety, including 'Perennial / Annual: Perennial', 'Originating country: NZ', 'CERTIFICATION SCHEME STATUS', 'NZ Scheme: Approved', 'AOSCA: Approved', 'OECD: Approved (on 01 Jan 2014)', and 'EU eligible: No'. A red box highlights the 'Ploidy level: Other', 'Breeder: -', 'Variety can be undersown: No', 'Includes endophyte: No', and 'Enable second harvest: Yes' fields. The 'Enable second harvest: Yes' field is highlighted with a red border.

4.2.2 A VPR must be in place as normal, with the Grower assigned

The VPR and assigned Growers do not require any special actions.

Note that it is not possible to tell from the VPR that a second crop is permitted for this variety.

4.2.3 Grower adds a Certified Crop and submits a Grower's Application

The crop proceeds through its normal lifecycle: Assign Field Inspection Provider; Final Field Inspection; Independent Verification.

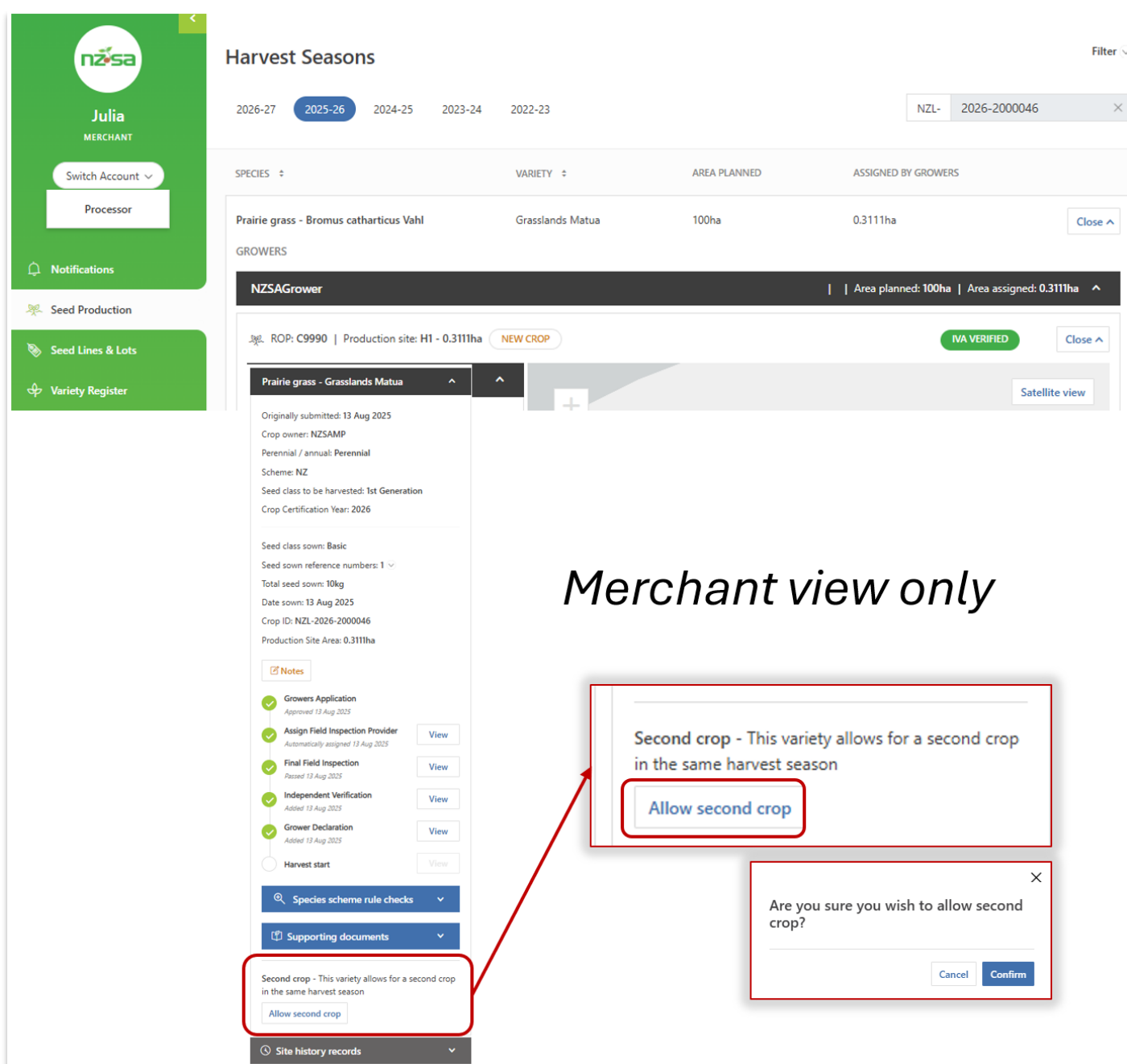
4.2.4 The first crop is ready to be harvested

The Grower completes the Grower Declaration and prepares to start Harvest.

4.2.5 Merchant opens the crop and clicks 'Allow second crop'

The Merchant uses their Seed Production screen to locate and open the crop.

The Merchant must click **Allow second crop** and then click **Confirm** as shown below to allow a second crop to be available in this Production Site.



Harvest Seasons

2026-27 2025-26 2024-25 2023-24 2022-23

NZL- 2026-2000046

SPECIES	VARIETY	AREA PLANNED	ASSIGNED BY GROWERS
Prairie grass - Bromus catharticus Vahl	Grasslands Matua	100ha	0.3111ha

GROWERS

NZSAGrower | Area planned: 100ha | Area assigned: 0.3111ha

ROP: C9990 | Production site: H1 - 0.3111ha **NEW CROP** IVA VERIFIED

Prairie grass - Grasslands Matua

Originally submitted: 13 Aug 2025
Crop owner: NZSAMP
Perennial / annual: Perennial
Scheme: NZ
Seed class to be harvested: 1st Generation
Crop Certification Year: 2026

Seed class sown: Basic
Seed sown reference numbers: 1
Total seed sown: 10kg
Date sown: 13 Aug 2025
Crop ID: NZL-2026-2000046
Production Site Area: 0.3111ha

Notes

- Growers Application Approved 13 Aug 2025
- Assign Field Inspection Provider Automatically assigned 13 Aug 2025
- Final Field Inspection Passed 13 Aug 2025
- Independent Verification Added 13 Aug 2025
- Grower Declaration Added 13 Aug 2025
- Harvest start

Species scheme rule checks

Supporting documents

Second crop - This variety allows for a second crop in the same harvest season

Allow second crop

Second crop - This variety allows for a second crop in the same harvest season

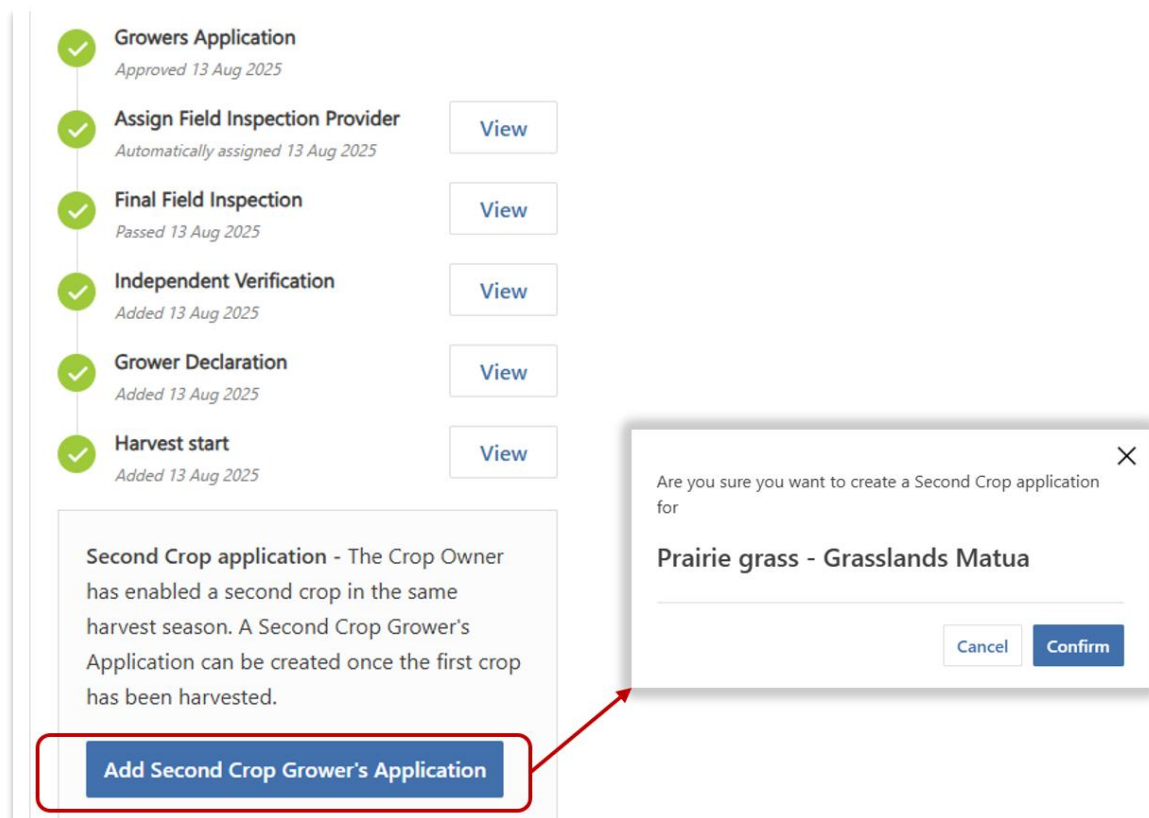
Allow second crop

Are you sure you wish to allow second crop?

Cancel Confirm

4.2.6 Grower opens the crop and clicks 'Add Second Crop Grower's Application'

As shown in the image below, SCIS now displays information about the Second crop option at the end of the crop lifecycle information. The Grower is prompted to add a Second Crop Grower's Application if they wish.

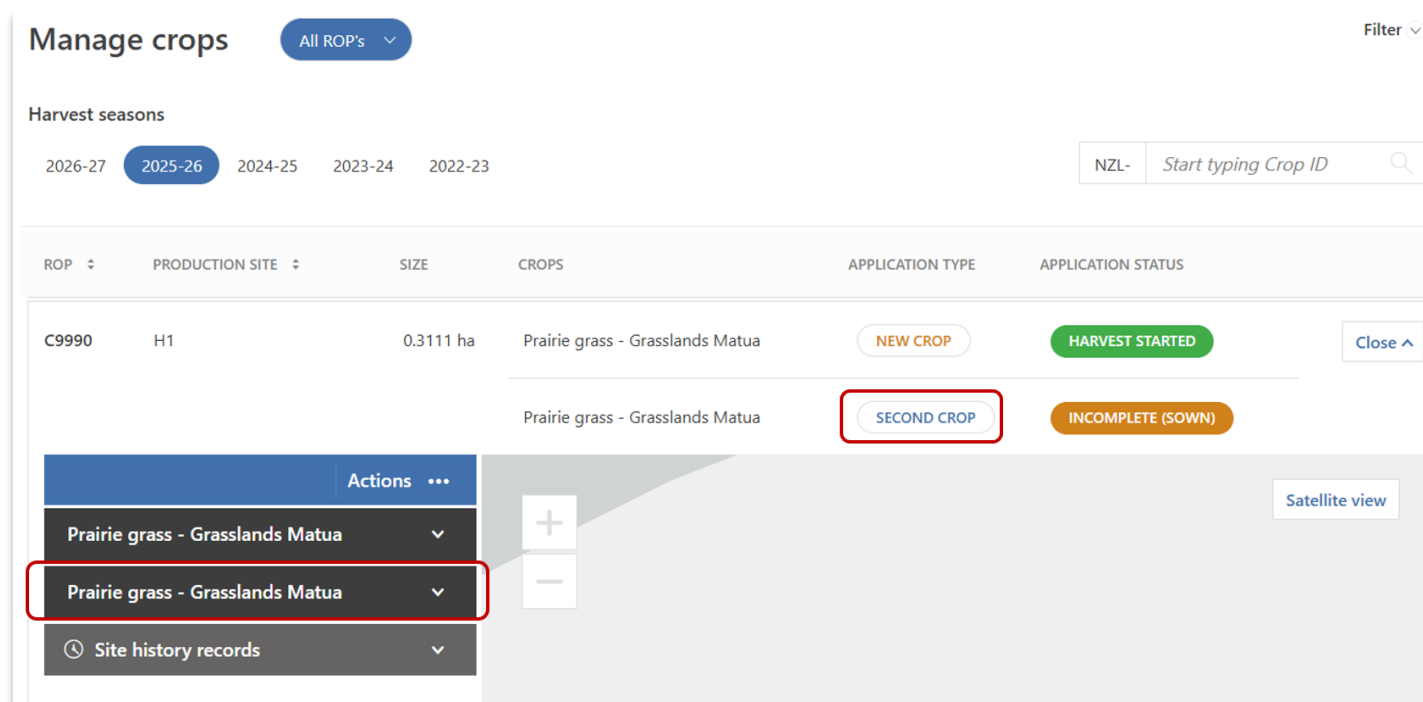


The screenshot shows a list of crop lifecycle events on the left, each with a green checkmark and a 'View' button:

- Growers Application** (Approved 13 Aug 2025)
- Assign Field Inspection Provider** (Automatically assigned 13 Aug 2025)
- Final Field Inspection** (Passed 13 Aug 2025)
- Independent Verification** (Added 13 Aug 2025)
- Grower Declaration** (Added 13 Aug 2025)
- Harvest start** (Added 13 Aug 2025)

Below the list is a text box explaining the second crop application process. At the bottom of this section is a blue button labeled **Add Second Crop Grower's Application**, which is highlighted with a red rectangle. A red arrow points from this button to a confirmation dialog box that appears on the right. The dialog box contains the text: "Are you sure you want to create a Second Crop application for" followed by "Prairie grass - Grasslands Matua". At the bottom of the dialog are two buttons: "Cancel" and "Confirm".

SCIS then automatically creates a second Grower's Application in the same Production Site.



The screenshot shows the 'Manage crops' interface. At the top, there is a 'Manage crops' header with a dropdown menu set to 'All ROP's'. Below this is a 'Harvest seasons' section with tabs for 2026-27, 2025-26 (selected), 2024-25, 2023-24, and 2022-23. To the right of the tabs is a search bar with 'NZL-' and 'Start typing Crop ID'.

Below the harvest seasons is a table with the following columns: ROP, PRODUCTION SITE, SIZE, CROPS, APPLICATION TYPE, and APPLICATION STATUS.

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	H1	0.3111 ha	Prairie grass - Grasslands Matua	NEW CROP	HARVEST STARTED
			Prairie grass - Grasslands Matua	SECOND CROP	INCOMPLETE (SOWN)

The 'SECOND CROP' button is highlighted with a red rectangle. Below the table is a dropdown menu with the following options:

- Prairie grass - Grasslands Matua
- Prairie grass - Grasslands Matua
- Site history records

The second 'Prairie grass - Grasslands Matua' option is highlighted with a red rectangle. To the right of the dropdown menu is a 'Satellite view' button.

Grower reviews and submits the new Grower's Application

As shown in the previous image, the application type of the new Grower's Application is SECOND CROP and the status of the new Grower's Application is **INCOMPLETE SOWN**.

Open the second of the two Grower's Application detail rows.

Review the information which has been copied from the first crop Grower's Application.

Submit the application.

From this point on, the second crop Grower's Application proceeds through the normal lifecycle.

Prairie grass - Grasslands Matua



Prairie grass - Grasslands Matua



Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: NZ

Seed class to be harvested: 1st Generation

Crop Certification Year: 2026



Notes



Edit



Remove application



Species scheme rule checks



Supporting documents



To enter crop for certification, complete the following 2 steps:

Step 1: Add sowing details

Complete this step once seed is in the ground.

Seed class sown: Basic

Seed sown reference numbers: 1



Total seed sown: 10kg

Date sown: 13 Aug 2025



Supporting documents



Step 2: Submit your application

The NSCO will check your submission and the crop owner will be notified.

Submit application

5 Tracking crop milestones during the growing season



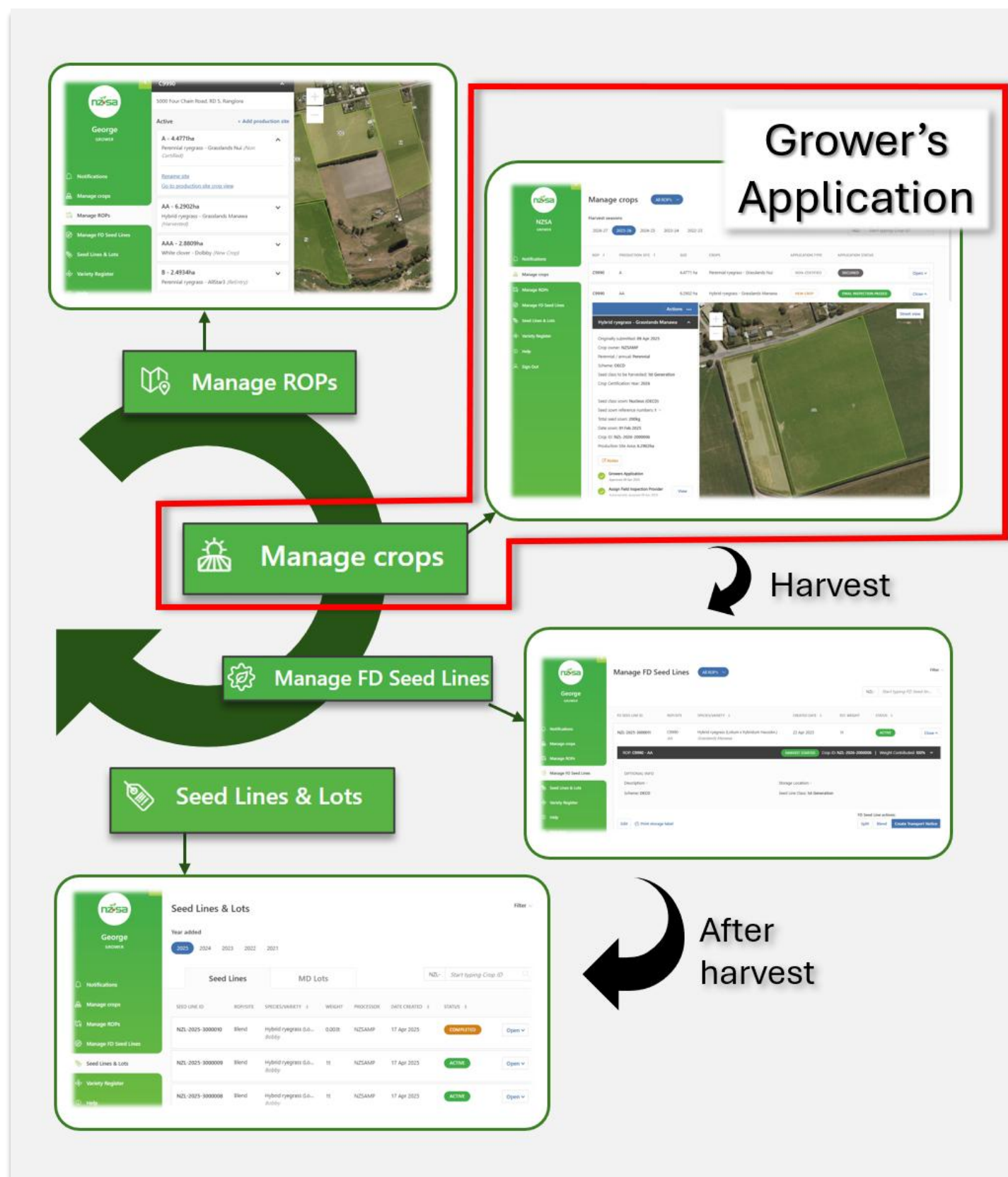
Section 5

Tracking crop milestones during the growing season

-
-
- Assigning Field Inspection Provider
 - Confirming final Field Inspection results
 - Confirming Certification results
-
-

***** **No Grower actions required** *****

5.1 The Manage crops screen is used to track milestones during the crop growing season



5.2 Key milestones in the crop growing season

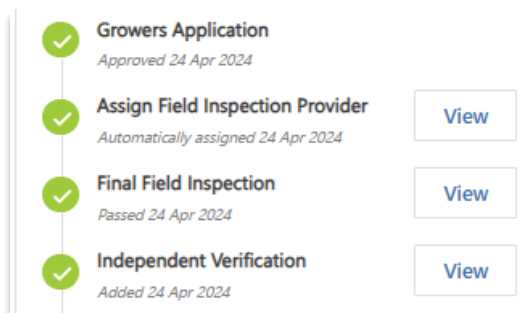
5.2.1 Overview

There are three critical Grower's Application milestones during the growing season – and all *must* be completed before harvest:

Assign Field Inspection Provider	SCIS automatically assignsASUREQuality as the Field Inspector as soon as the Grower Application has been approved.
Final Field Inspection	Field Inspector uploads the final field inspection result. Grower's Application status changes to reflect the Field Inspection result.
Independent Verification	Independent Verification Authority checks the Grower's Application and uploads its result. Grower's Application status changes to reflect the Independent Verification result.

These are shown in the Grower's Application / crop timeline.

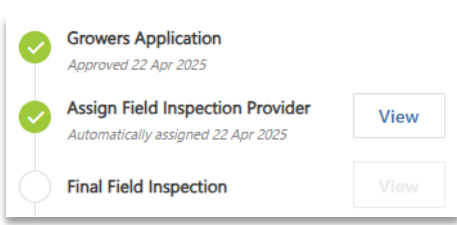
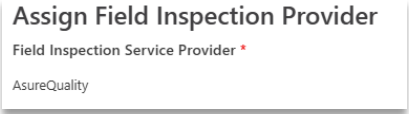
No action within SCIS is required by the Grower – but it is recommended that the Grower checks the results of both milestones as part of preparation for harvest.



FINAL INSPECTION
PASSED

IVA VERIFIED

5.2.2 Assign Field Inspection Provider

Field Inspection initiation		
SCIS automatically assigns ASUREQuality as the Field Inspector as soon as the Grower Application has been approved. <i>The Grower's Application status remains as Approved.</i>		Clicking View displays the Inspector. 
The Field Inspector arranges to inspect the crop and then inspects it – possibly multiple times.	No change to the timeline. No information available in SCIS. <i>The status remains unchanged.</i>	

Only the Final Field Inspection result is recorded in SCIS.

5.2.3 Final Field Inspection results

SCIS fully supports the following Final Field Inspection results and Grower's Application statuses. Each one is described in detail below.

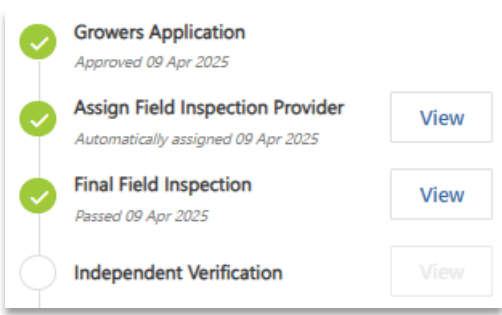
FINAL INSPECTION
PASSED

DOWNGRADED

PARTIALLY
DOWNGRADED

FINAL INSPECTION
FAILED

5.2.3.1 Field Inspection Passed

Final Field Inspection Passed		
If the Field Inspection passes, the timeline is updated with the details, and the status is changed. FINAL INSPECTION PASSED	 Growers Application Approved 09 Apr 2025 Assign Field Inspection Provider Automatically assigned 09 Apr 2025 View Final Field Inspection Passed 09 Apr 2025 View Independent Verification View	Final Field Inspection Scheme: OECD Harvest class: 1st Generation Result: Passed Comments: Supporting documents Field Inspection Report.docx Uploaded: 09 Apr 2025 Description: FIR

5.2.3.2 Field Inspection Downgraded

Final Field Inspection Downgraded		
If the Field Inspection passes but with a full Downgrade, the timeline is updated with the details, and the status is changed. DOWNGRADED	 Growers Application Approved 22 Apr 2025 Assign Field Inspection Provider Automatically assigned 22 Apr 2025 View Final Field Inspection Downgraded 22 Apr 2025 View SCIS automatically sets the correct Harvest Class when it creates FD Seed Lines at harvest time. Seed class to be harvested: Basic Downgrade class to be harvested: 1st Generation	Final Field Inspection Scheme: NZ Scheme Harvest class: Basic Result: Downgraded Downgrade class: 1st Generation Comments: Supporting documents

5.2.3.3 Field Inspection Partially Downgraded

Final Field Inspection Partially Downgraded		
If the Field Inspection fails, the timeline is updated with the details, and the status is changed. PARTIALLY DOWNGRADED Includes Partial downgrade to Non-Certified crop if no certified downgrade class is available.	✓ Growers Application Approved 22 Apr 2025 ✓ Assign Field Inspection Provider Automatically assigned 22 Apr 2025 View ✓ Final Field Inspection Downgraded 22 Apr 2025 View SCIS automatically separates the crop into separate FD Seed Lines with the correct Harvest Class at harvest time. Harvest class: Basic Result: Partially Downgraded Downgrade class: 1st Generation Downgrade percentage: 20%	Final Field Inspection Scheme: OECD Harvest class: Basic Result: Partially Downgraded Downgrade class: 1st Generation Downgrade percentage: 20% Comments: Supporting documents

5.2.3.4 Field Inspection Failed

Final Field Inspection Failed		
If the Field Inspection fails, the timeline is updated with the details, and the status is changed. FINAL INSPECTION FAILED	✓ Growers Application Approved 31 Oct 2024 ✓ Assign Field Inspection Provider Automatically assigned 31 Oct 2024 View ✗ Final Field Inspection Failed 08 Nov 2024 View	Final Field Inspection Scheme: OECD Harvest class: Basic Result: Failed Comments: Supporting documents Close

5.2.4 Independent Verification

Verification is performed by an MPI-appointed Independent Verification Authority (currently AsureQuality). SCIS automatically assigns the crop for verification after a Final Field Inspection that is successful (i.e. Passed, Downgraded or Partially Downgraded).

IVA Verification step		
IVA VERIFIED	✓ Growers Application <i>Approved 24 Apr 2024</i> ✓ Assign Field Inspection Provider <i>Automatically assigned 24 Apr 2024</i> View ✓ Final Field Inspection <i>Passed 24 Apr 2024</i> View ✓ Independent Verification <i>Added 24 Apr 2024</i> View	Independent Verification Status: Verified Date: 24 Apr 2024 Comment: Supporting documents
IVA FAILED	✓ Growers Application <i>Approved 22 Apr 2025</i> ✓ Assign Field Inspection Provider <i>Automatically assigned 22 Apr 2025</i> ✓ Final Field Inspection <i>Downgraded 22 Apr 2025</i> ✗ Independent Verification <i>Added 22 Apr 2025</i>	Independent Verification Status: Failed Date: 22 Apr 2025 Explanation: Missing information Supporting documents

6 Managing crop at harvest

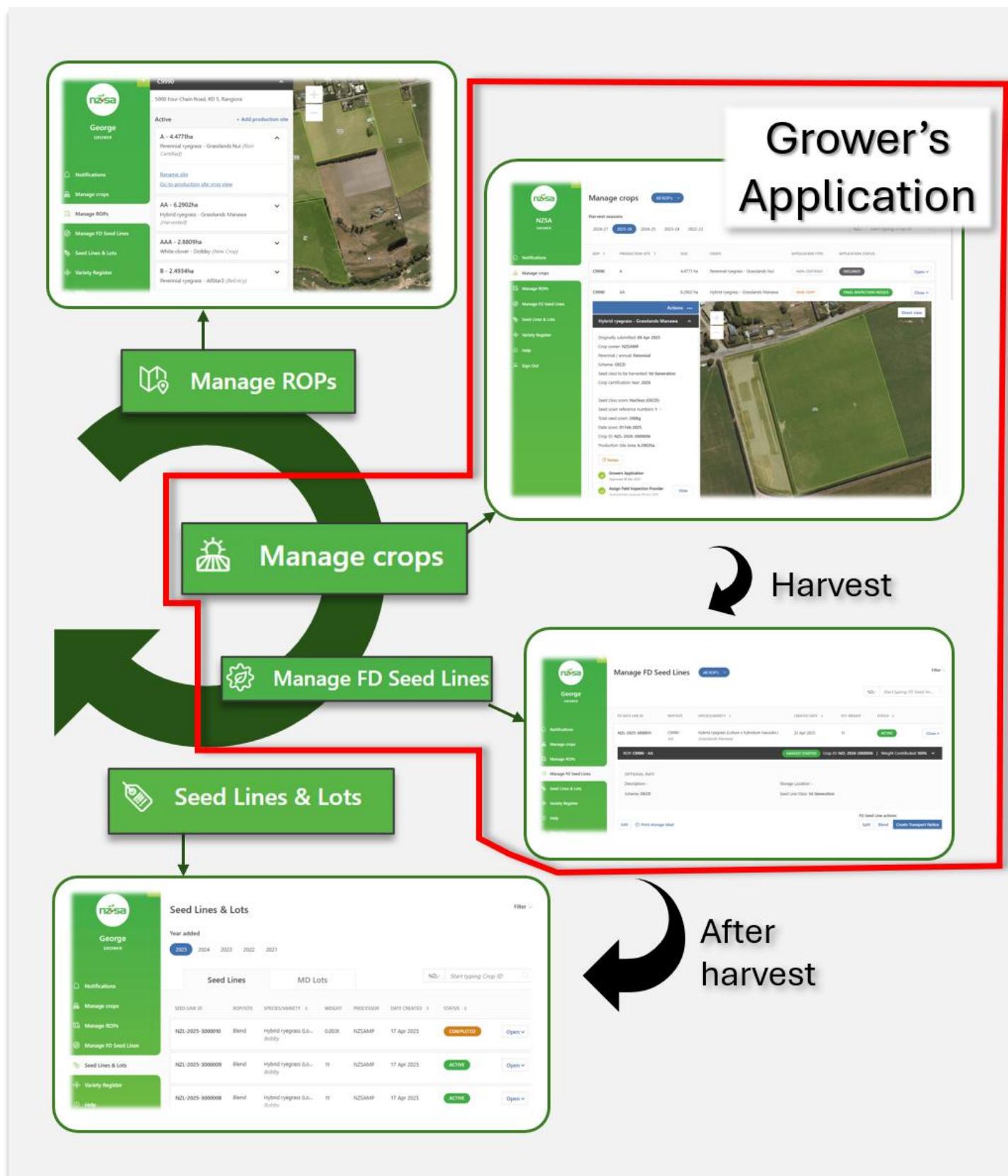


Section 6

Managing crop at harvest

-
-
- Harvesting seed crops
 - Managing FD Seed Lines
 - Transporting FD Seed Lines
-
-

6.1 Using the Manage crops and Manage FD Seed Lines screens at harvest

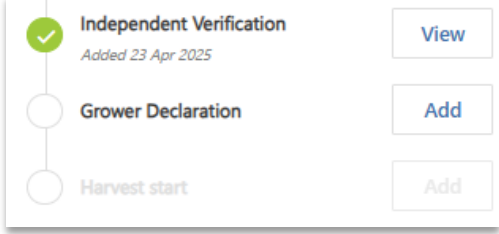
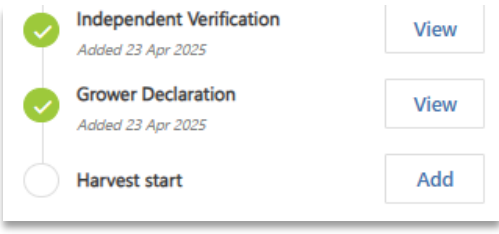


6.2 Required Grower actions in SCIS when harvesting a crop

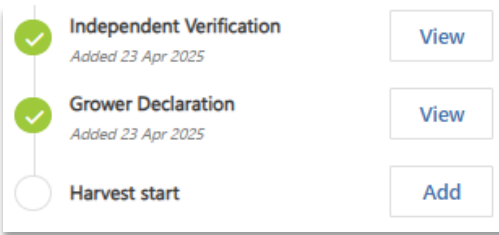
Harvest actions	
Manage crops screen	Complete the <i>Grower Declaration</i> for the crop.
Manage crops screen	Fill in <i>Harvest start</i> details (start date, estimated total weight, optional description) for the crop. ** SCIS now automatically creates FD Seed Line(s) for the crop. ** Normally only one FD Seed Line is created. If a Partial Downgrade of the crop resulted in two different seed classes, SCIS creates a FD Seed Line for each part of the crop.
Manage FD Seed Lines screen	Locate all the FD Seed Line(s) that SCIS has created for the crop. The status of each FD Seed Line is Active.
Manage FD Seed Lines screen	For each FD Seed Line (optional) – Enter Storage Location and enter or update Description.
Manage FD Seed Lines screen	For each FD Seed Line - Print storage label(s).
Manage FD Seed Lines screen	For each FD Seed Line - <i>Create Transport Notice</i> and send the seed crop to the Processor.
<i>No Grower action</i>	For each FD Seed Line - Processor confirms that they have received the Seed Line. The FD Seed Line status changes to Received.

Additional Harvest actions (if required)	
Manage FD Seed Lines screen	Split off part of a FD Seed Line to create a new FD Seed Line.
Manage FD Seed Lines screen	Blend two FD Seed Lines to create one new FD Seed Line.

6.3 Grower Declaration (using the Manage crops screen)

Grower Declaration		
Grower Declaration Add your Grower Declaration, confirming that appropriate care has been taken. <i>The Grower's Application status is unchanged (IVA Verified).</i>		Grower Declaration Quality assurance declaration ☒ I declare that appropriate care has been taken to ensure that all equipment and machinery used on the crop was clean and free from visually detectable seeds, plant material, and other contaminants prior to use. * Cancel Save
Click View at any time to review the Declaration.		Grower Declaration Quality assurance declaration ☒ I declare that appropriate care has been taken to ensure that all equipment and machinery used on the crop was clean and free from visually detectable seeds, plant material, and other contaminants prior to use. * Close

6.4 Fill in Harvest start details (using the Manage crops screen)

Harvest start		
Harvest start Add your Harvest start details (date – in advance if desired, estimated total weight). Information you provide in the optional Description field will be added to the FD Seed Line(s) created by SCIS. HARVEST STARTED <i>The Grower's Application status changes to Harvest started.</i>		Harvest start This will create a Field Dressed Seed Line that you can view on the Manage FD Seed Lines page. Harvest start date * (This can be done twenty days in advance) dd/mm/yyyy  Clear Estimated total weight * 0.0 t Description (max 30 characters)

Click View at any time to review the Harvest start details.	 Independent Verification Added 23 Apr 2025 View  Grower Declaration Added 23 Apr 2025 View  Harvest start Added 23 Apr 2025 View	Harvest start Harvest start date 23/04/2025 Estimated total weight 1t
---	---	--

The **Harvest start** action marks the end of the Growing season and the transition of the single crop into one or more **Field Dressed Seed Lines**.

The remaining Harvest actions are performed in the **Manage FD Seed Lines** screen.

6.5 Field Dressed (FD) Seed Line status

Field Dressed (FD) Seed Line status	Notes
ACTIVE	Initial status – set when Grower clicks Harvest start – Add and SCIS creates the FD Seed Line. A new FD Seed Line created from a Split also has a status of Active.
TRANSPORT READY	Grower has clicked Print Transport Notice . The Processor can now see the Seed Line.
RECEIVED	Processor has received the Seed Line and confirmed the weight on arrival.
SUPERSEDED <i>Not normally seen by most Growers.</i>	SCIS creates a new FD Seed Line when a Grower Blends two FD Seed Lines. The status of the two previous FD Seed Line changes to Superseded.

Note: Underlying crop details are unchanged by any actions taken by a Grower on a FD Seed Line.

6.6 Locate the Field Dressed Seed Line(s) for the crop

SCIS automatically creates one new Field Dressed Seed Line (FD Seed Line) for each crop that is harvested.

SCIS may create a second FD Seed Line if the crop contains two classes (the original seed crop class and a partial downgrade class).

The FD SEED LINE ID assigned by SCIS looks like this:

NZL-[Certification Year]-[3nnnnnn] e.g. NZL-2025-3000002

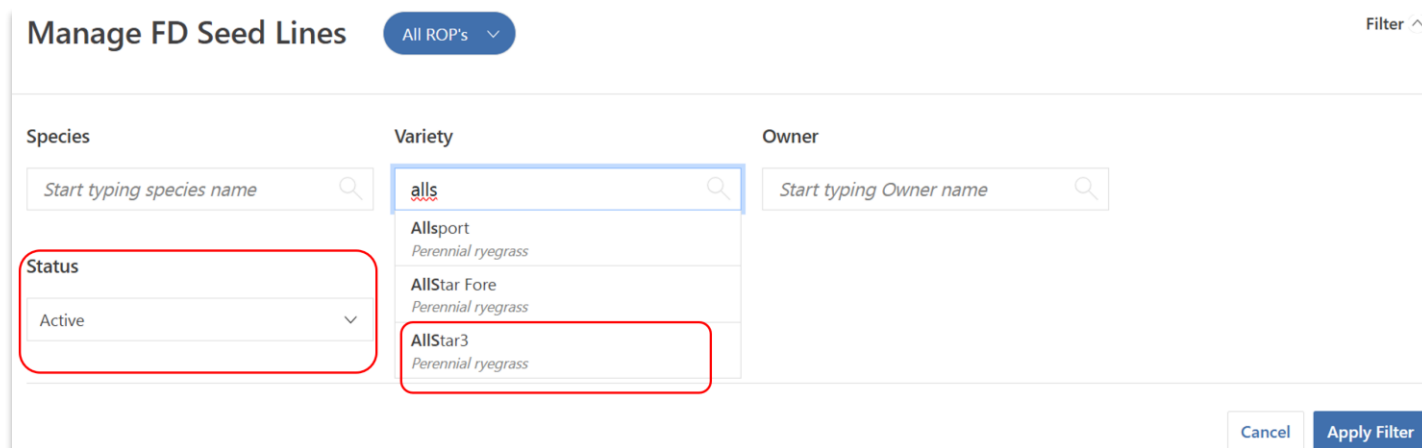
New FD Seed Lines have a status of ACTIVE.

6.6.1 Using Filters to display just the FD Seed Lines that you want to see

Newly created FD Seed Lines are always at the top of the list on the **Manage FD Seed Lines** screen – but specific FD Seed Lines may still be hard to locate if the list contains many entries.

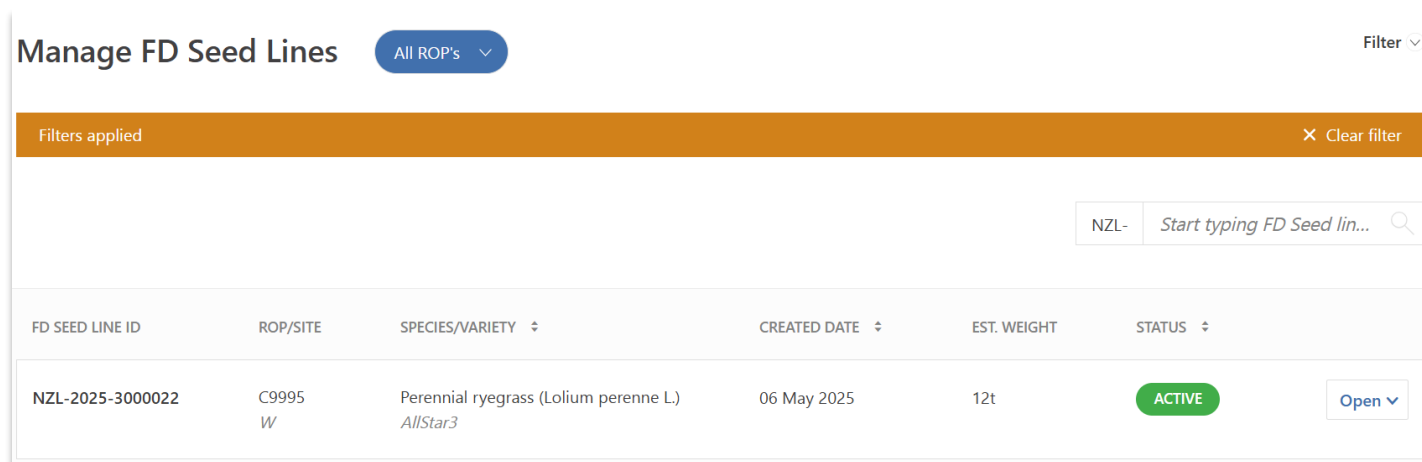
Filters are a great way to locate and manage the FD Seed Lines that you want to see.

Select one or more of the filter criteria, and click **Apply Filter**.



The screenshot shows the 'Manage FD Seed Lines' interface. At the top, there's a title 'Manage FD Seed Lines' and a dropdown menu set to 'All ROP's'. On the right, there's a 'Filter' link. Below the title, there are three search fields: 'Species' (with placeholder 'Start typing species name'), 'Variety' (with placeholder 'Start typing variety name'), and 'Owner' (with placeholder 'Start typing Owner name'). The 'Variety' field is active, showing a dropdown list with 'Alls' entered. The list includes 'Allsport Perennial ryegrass', 'AllStar Fore Perennial ryegrass', and 'AllStar3 Perennial ryegrass'. The 'AllStar3' option is highlighted. To the left of the 'Variety' dropdown, there's a 'Status' dropdown menu with 'Active' selected. At the bottom right, there are 'Cancel' and 'Apply Filter' buttons.

The Manage FD Seed Lines screen will now show just the FD Seed Lines matching the filter criteria.



The screenshot shows the 'Manage FD Seed Lines' interface after applying filters. At the top, there's a title 'Manage FD Seed Lines' and a dropdown menu set to 'All ROP's'. On the right, there's a 'Filter' link. Below the title, there's a blue bar indicating 'Filters applied' with a 'Clear filter' button. Below this, there's a search bar with 'NZL-' and a placeholder 'Start typing FD Seed lin...'. The main content is a table with the following columns: 'FD SEED LINE ID', 'ROP/SITE', 'SPECIES/VARIETY', 'CREATED DATE', 'EST. WEIGHT', and 'STATUS'. The table contains one row with the following data: 'NZL-2025-3000022', 'C9995 W', 'Perennial ryegrass (Lolium perenne L.) AllStar3', '06 May 2025', '12t', and 'ACTIVE'. There is an 'Open' button next to the 'ACTIVE' status.

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L.) AllStar3	06 May 2025	12t	ACTIVE

6.6.2 Opening the FD Seed Line row

Clicking Open opens the row and shows the crop within the FD Seed Line (note that the crop row is initially collapsed and can be opened), as well as additional information and actions that can be taken.

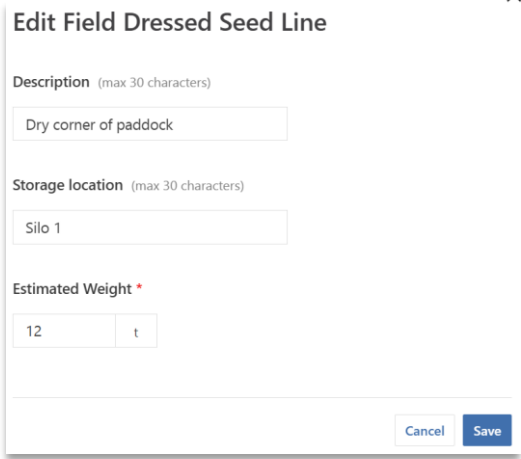
FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS	
NZL-2025-3000011	C9990 AA	Hybrid ryegrass (Lolium x hybridum Hausskn.) <i>Grasslands Manawa</i>	23 Apr 2025	1t	TRANSPORT READY	Close ^
ROP: C9990 - AA HARVEST STARTED Crop ID: NZL-2026-2000006 Weight Contributed: 100% ▼						
OPTIONAL INFO Description: - Storage Location: - Scheme: OECD Seed Line Class: 1st Generation						
Edit Print storage label FD Seed Line actions: Split Edit Transport Notice Print Transport Notice						

More details about the elements on the Manage FD Seed Line screen can be found in Chapter 6.11 *Understanding the Manage FD Seed Lines screen*.

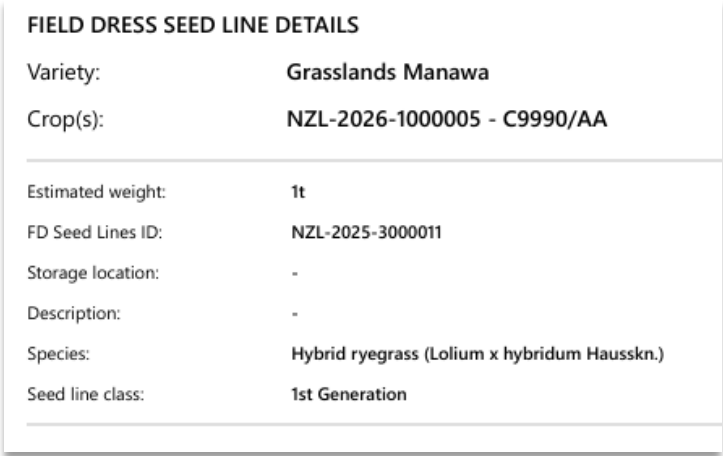
6.7 Edit details and Print Storage Labels

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS	
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L.) <i>AllStar3</i>	06 May 2025	12t	ACTIVE	Close ^
ROP: C9995 - W HARVEST STARTED Crop ID: NZL-2026-2000014 Weight Contributed: 100% ▼						
OPTIONAL INFO Description: - Storage Location: - Scheme: OECD Seed Line Class: 1st Generation						
Edit Print storage label FD Seed Line actions: Split Blend Create Transport Notice						

6.7.1 (Optional) Enter Storage Location and Description

Print storage labels	
Open the FD Seed Line row (see image of screen above). Click Edit at the bottom left of the open row. Enter details as required. These will be displayed in the FD Seed Line row on the Manage FD Seed Lines screen, and will also appear on the printed Storage Labels.	

6.7.2 Print storage labels

Print storage labels	
Open the FD Seed Line row (see image of screen above). Click Print storage label at the bottom left of the open row. The Storage label opens as a PDF and can then be printed (or downloaded, shared and then printed). As many labels as required can be printed this way.	

6.8 Create Transport Notice and send the seed crop to the Processor

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS	
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L.) AllStar3	06 May 2025	12t	ACTIVE	Close ^

ROP: C9995 - W
HARVEST STARTED
Crop ID: NZL-2026-2000014 | Weight Contributed: 100%

OPTIONAL INFO

Description: -
Storage Location: -

Scheme: OECD
Seed Line Class: 1st Generation

FD Seed Line actions:

Edit
Print storage label
Split
Blend
Create Transport Notice

Create Transport Notice

Open the FD Seed Line row.

Click **Create Transport Notice** at the bottom left of the open row (see image of screen above).

Start typing the Processor name.

SCIS will display the available Processors and locations (if they have more than one).

If the Processor has multiple locations, take care to choose the correct one.

Create Transport Notice for

Hybrid ryegrass (Lolium x hybridum Hausskn.) - Grasslands Manawa

Which Processor will you send this FD Seed Line to? *

Start typing Processor name

A transport Notice will be created. This should be printed, filled out and given to each driver. The Processor will be notified.

Cancel Submit

Create Transport Notice for

Hybrid ryegrass (Lolium x hybridum Hausskn.) - Grasslands Manawa

Which Processor will you send this FD Seed Line to? *

Nzsamp - 185 Any road, Templ...

A transport Notice will be created. This should be printed, filled out and given to each driver. The Processor will be notified.

Cancel Submit

Click Submit.

The Processor can now see this Seed Line.

**** This marks the end of the standard Grower actions for a crop ****

6.9 Processor receives the Seed Line

When all the Seed Line crop has arrived at the Processor, the Processor clicks a button to confirm arrival, and enters key details such as weight on arrival, Merchant Reference etc.

An example of the screen that the Processor fills in is shown below.

×

Enter weight

Once all seed has arrived, you must confirm the weight received. The Seed Line will then be marked as **Received** on the **Arriving** tab and will appear as **Active** on the **Processing** tab.

Grower declared weight

Confirmed weight *

Merchant reference

☐ All seed loads arrived with Transport Notices. All Transport Notices were filled in correctly and the signed Grower Declaration is confirmed. *
 ☐ I confirm the weight is correct. *

Please provide the Transport Notice(s) including the signed Grower Declaration *

Upload (max 20mb)

Document description

When the Processor clicks Add, SCIS changes the FD Seed Line status to **Received**.

6.10 Split and Blend

These actions are used by a small number of Growers who do splitting and blending on farm. Most Growers will not use these actions.

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L.) AllStar3	06 May 2025	12t	ACTIVE

ROP: C9995 - W

HARVEST STARTED

Crop ID: NZL-2026-2000014 | Weight Contributed: 100%

OPTIONAL INFO

Description: -

Storage Location: -

Scheme: OECD

Seed Line Class: 1st Generation

Edit

Print storage label

FD Seed Line actions:

Split

Blend

Create Transport Notice

6.10.1 Frequently asked questions

6.10.1.1 Why is my crop split between two FD Seed Lines?

If a crop is split between two FD Seed Lines, a Partial Downgrade has occurred during the Field Inspection. Since a FD Seed Line can only have one Seed Line Class, SCIS automatically manages this by creating two FD Seed Lines.

SCIS records information about the percentage of the split.

6.10.1.2 Why is the Harvest class different from the Seed Line Class

When the Harvest class shown in the Crop section is higher than the Seed Line Class, a Downgrade occurred during the Field Inspection. SCIS automatically manages this.

6.10.1.3 Why can't I complete the Harvest Start step?

Only crops that have passed the Independent Verification step will remain eligible for certification when harvested.

You can filter the **Manage crops** screen to show you all the Production Sites that have crops with an Application Status of **IVA Verified**.



George
GROWER

Notifications

Manage crops

Manage ROPs
Manage FD Seed Lines
Seed Lines & Lots
Variety Register
Help

Manage crops

All ROP's

Harvest seasons

2026-27
2025-26
2024-25
2023-24
2022-23

Filters applied

Clear filter

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	AA	6.2902 ha	Hybrid ryegrass - Grasslands Manawa	NEW CROP	IVA VERIFIED

Application Status

IVA Verified

Filter

NZL-

Start typing Crop ID

Figure 19 - IVA Verified crops

6.11 Understanding the Manage FD Seed Lines screen

The screen initially displays a list.

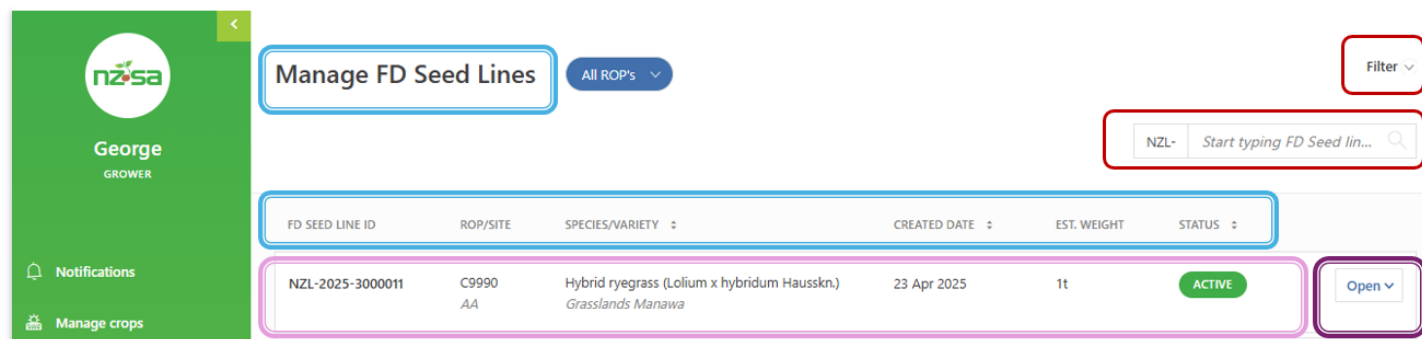


Figure 20 - Manage FD Seed Lines screen – row closed

When you click Open on a FD Seed Line, the harvested crop within that FD Seed Line is displayed – initially just with crop and harvest overview information - see Figure 21 - Manage FD Seed Lines screen (crop section collapsed) below.

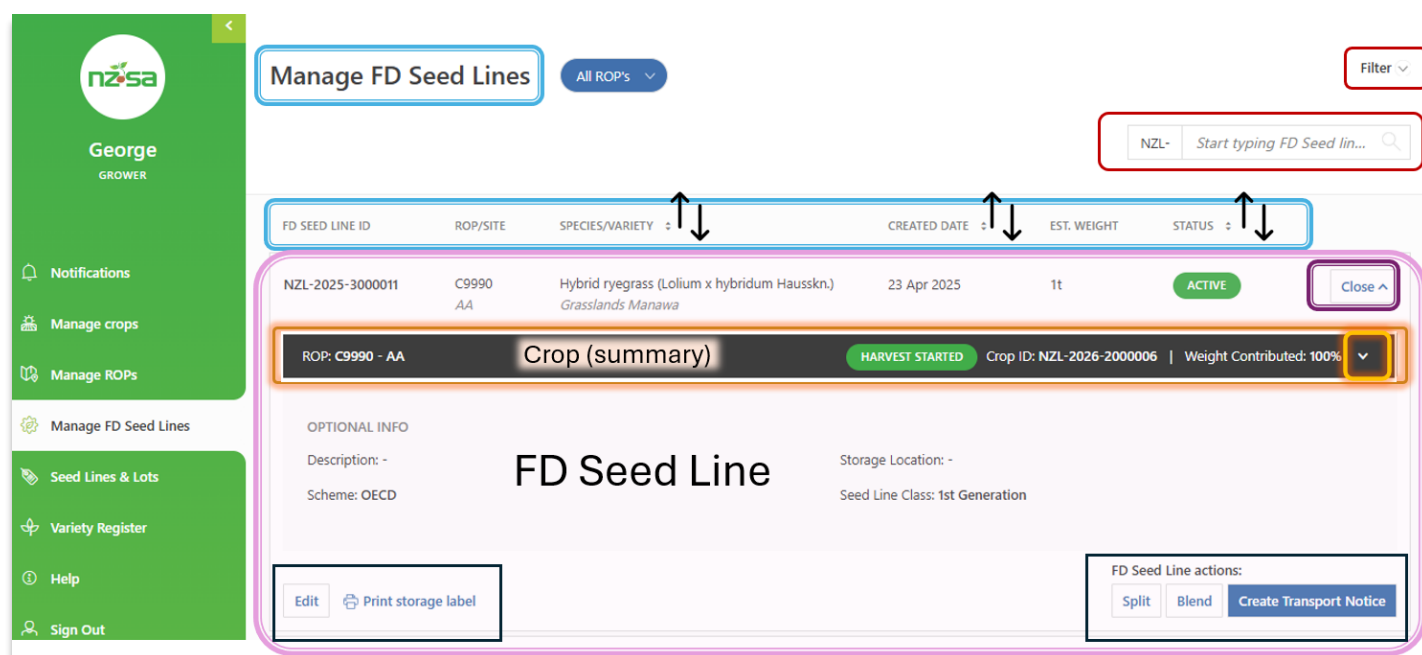


Figure 21 - Manage FD Seed Lines screen (crop section collapsed)

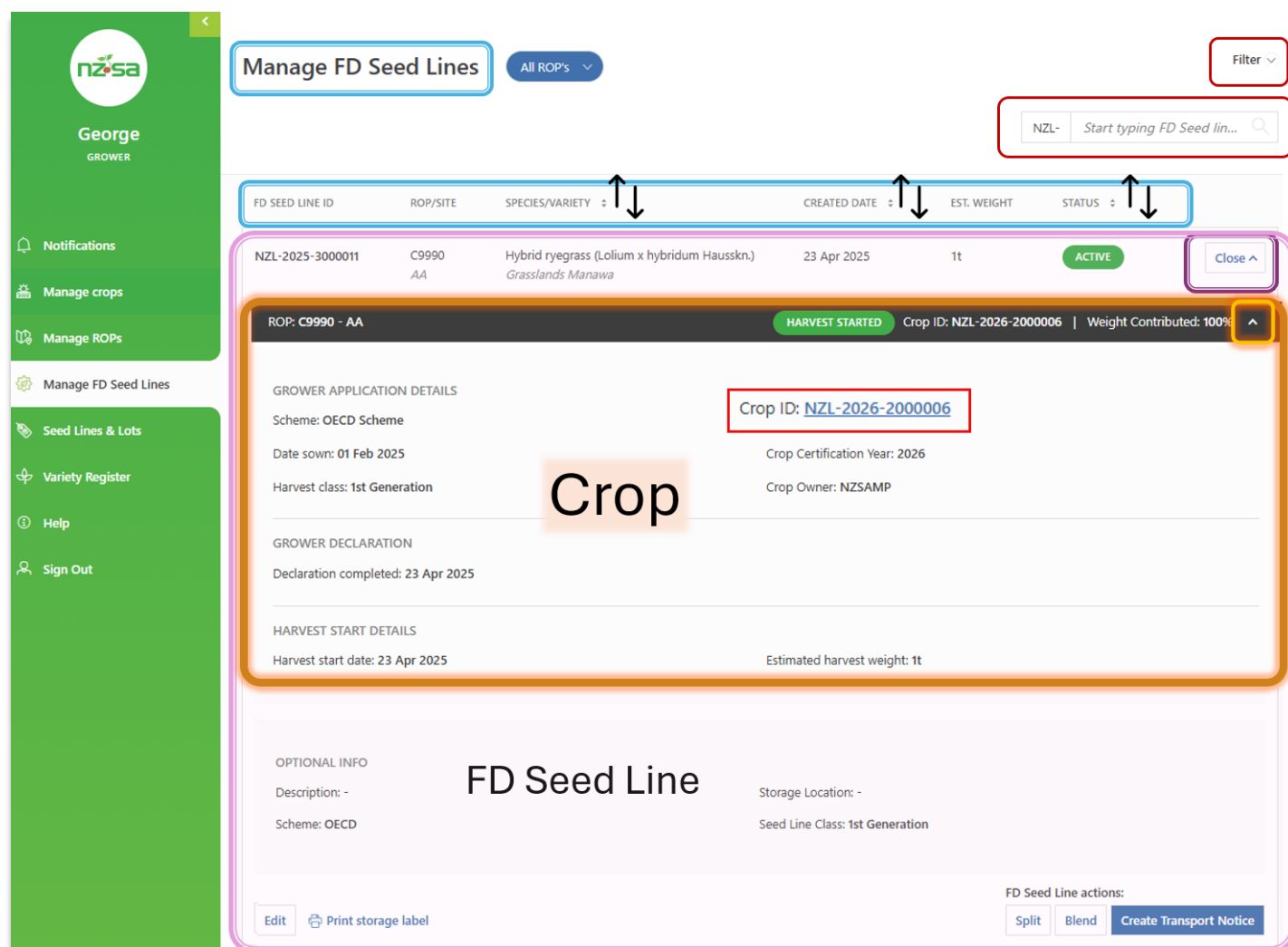
When you click the arrow on the **crop and harvest summary row**, the full crop information is displayed.

Note that the CROP ID (which was assigned by SCIS when the Grower's Application was submitted) looks like this: NZL-[Harvest Season]-[2nnnnnn] e.g. NZL-2026-2000006. It can be seen in the screenshots below.

The different screen elements are described in Figure 23 - Manage FD Seed Lines screen elements below.

On many other SCIS screens the opened Crop section would also include a Production Site map and the Grower's Application and crop timeline.

However, on the Manage FD Seed Lines screen, it is necessary to click the Crop ID link to navigate to that information.



The screenshot shows the 'Manage FD Seed Lines' interface. On the left is a green sidebar with the user's name 'George GROWER' and navigation links: Notifications, Manage crops, Manage ROPs, Manage FD Seed Lines, Seed Lines & Lots, Variety Register, Help, and Sign Out. The main area has a header with 'Manage FD Seed Lines', a dropdown for 'All ROP's', and a search bar with 'NZL-' and a placeholder 'Start typing FD Seed lin...'. Below the header is a table with columns: FD SEED LINE ID, ROP/SITE, SPECIES/VARIETY, CREATED DATE, EST. WEIGHT, and STATUS. A row is highlighted with a pink border, showing 'NZL-2025-3000011', 'C9990 AA', 'Hybrid ryegrass (Lolium x hybridum Hausskn.)', '23 Apr 2025', '1t', and 'ACTIVE'. To the right of this row is a 'Close' button. Below the table, the 'Crop' section is open, showing details for 'ROP: C9990 - AA' and 'Crop ID: NZL-2026-2000006'. The 'Crop' section includes 'GROWER APPLICATION DETAILS' (Scheme: OECD Scheme, Date sown: 01 Feb 2025, Harvest class: 1st Generation), 'GROWER DECLARATION' (Declaration completed: 23 Apr 2025), and 'HARVEST START DETAILS' (Harvest start date: 23 Apr 2025, Estimated harvest weight: 1t). The 'FD Seed Line' section includes 'OPTIONAL INFO' (Description: -, Scheme: OECD, Storage Location: -, Seed Line Class: 1st Generation) and 'FD Seed Line actions' (Split, Blend, Create Transport Notice). A large 'Crop' watermark is overlaid on the center of the screen.

Figure 22 - Manage FD Seed Lines screen (crop section open)

Screen component(s)	Description
	Screen title and column titles for list / table.
	Various mechanisms that provide powerful filtering and selection options. The Filter dropdown is described in more detail below.
	An individual row of data in the list/table – a Field Dressed Seed Line.
	Button to open a row – to see more detail. On the Manage FD Seed Lines screen, opening a FD Seed Line displays the harvest and crop information.
	These columns are sortable.



Detailed crop information displayed when the arrow is clicked for a crop in the FD Seed Line.



Link to open Production Site view with crop and Grower’s Application.

Figure 23 - Manage FD Seed Lines screen elements

ROP: C9990 - AA

HARVEST STARTED

Crop ID: NZL-2026-2000006

Weight Contributed: 100%

GROWER APPLICATION DETAILS

Scheme: OECD Scheme

Date sown: 01 Feb 2025

Harvest class: 1st Generation

Crop ID: NZL-2026-2000006

Crop Certification Year: 2026

Crop Owner: NZSAMP

GROWER DECLARATION

Declaration completed: 23 Apr 2025

HARVEST START DETAILS

Harvest start date: 23 Apr 2025

Estimated harvest weight: 1t

OPTIONAL INFO

Description: -

Scheme: OECD

Storage Location: -

Seed Line Class: 1st Generation

Edit

Print storage label

FD Seed Line actions:

Split

Blend

Create Transport Notice

Crop

FD Seed Line

Figure 24 - Manage FD Seed Lines screen detail

7 Following seed varietal crops at the Processor



Section 7

Following seed varietal crops at the Processor

-
-
- Viewing your Seed Lines at the Processor
 - Viewing your MD Lots at the Processor
-
-

7.1 Viewing a Seed Line at the Processor (and the MD Lots created from it)



7.1.1 Seed Lines & Lots screen

The original seed varietal crop is now one or more Seed Lines. These Seed Line(s) have left the Grower's ROP and are now at the Processor.

SCIS provides the **Seed Lines & Lots** screen so that the Grower can follow the actions taken by the Processor:

- view all Seed Line(s) this Grower sent to the Processor
- view the crops that each of these Seed Lines contain, including the Production Site map, Grower's Application and Harvest details
- view any new Seed Lines created by the Processor's Split or Blend actions on these Seed Lines – provided that the new Seed Line is not a Blend that contains crops from different Growers
- view all MD Lots created from these Seed Lines – again provided that the MD Lot is not a Blend that contains crops from different Growers

7.1.2 Seed Lines

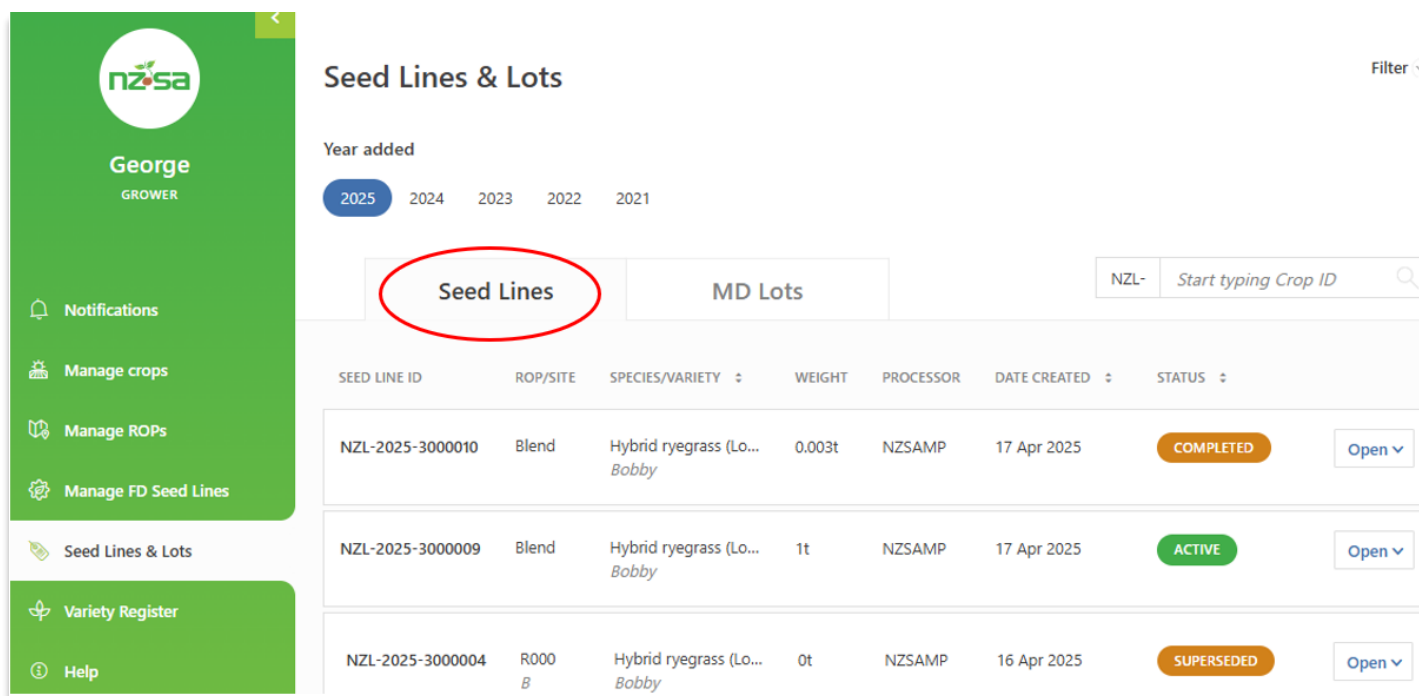
SCIS opens the Seed Lines & Lots screen on the **Seed Lines** tab.

In the simplest workflow, a Processor creates MD Lots from an (Active) Seed Line, using all the available weight, and then **Completes** the Seed Line.

The Grower can go to the **MD Lots** tab to view the MD Lots created from the Seed Line.

Processors may need to perform one or more **Split, Blend, Create MD Lot** actions on a Seed Lot before the final **Complete**.

SCIS fully supports these actions and maintains traceability of the crop, blend percentages etc.



Seed Lines & Lots

Year added: 2025, 2024, 2023, 2022, 2021

Seed Lines (selected) | MD Lots

NZL- Start typing Crop ID

SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	DATE CREATED	STATUS	
NZL-2025-3000010	Blend	Hybrid ryegrass (Lo... Bobby)	0.003t	NZSAMP	17 Apr 2025	COMPLETED	Open
NZL-2025-3000009	Blend	Hybrid ryegrass (Lo... Bobby)	1t	NZSAMP	17 Apr 2025	ACTIVE	Open
NZL-2025-3000004	R000 B	Hybrid ryegrass (Lo... Bobby)	0t	NZSAMP	16 Apr 2025	SUPERSEDED	Open

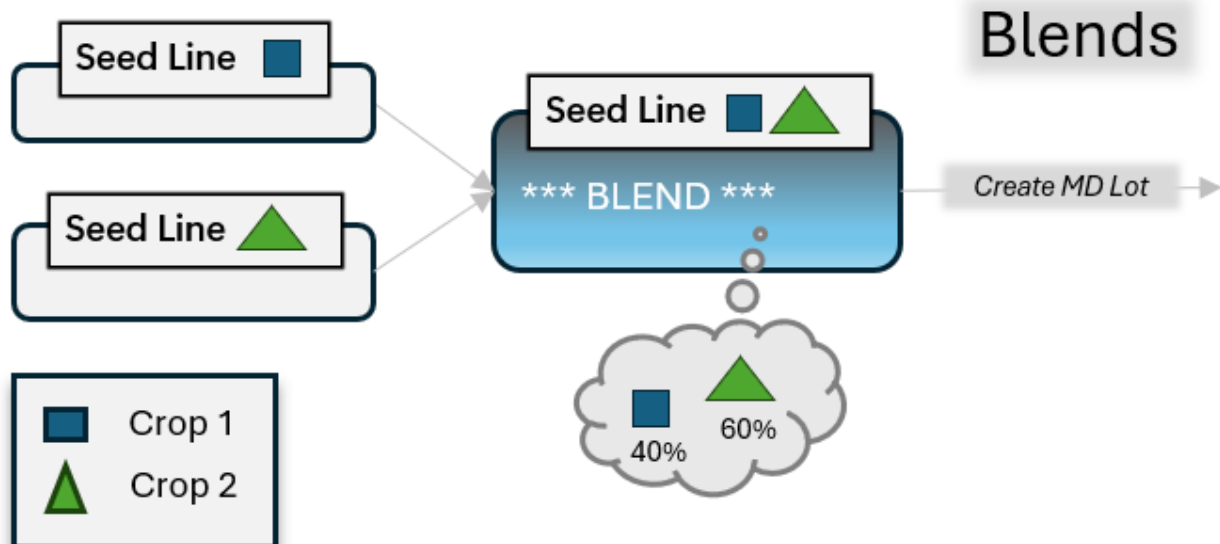
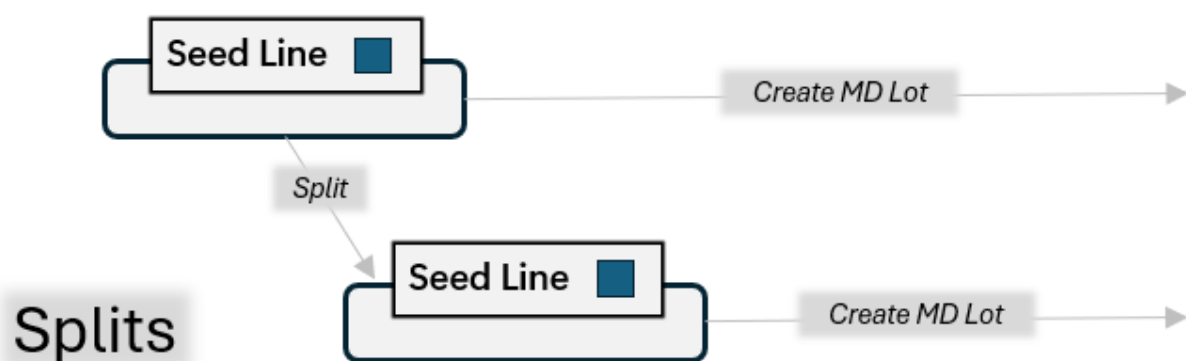
Figure 25 - Seed Lines & Lots screen – Seed Lines tab

7.1.3 Seed Line creation

Seed Lines are created when:

- The Processor has confirmed that an FD Seed Line has fully arrived from the Grower and SCIS converts it to a Seed Line (this is technically not a new Seed Line as the SEED LINE ID does not change).
- When the Processor **Blends** two Seed Lines into one new one.
- When the Processor **Splits** a Seed Line, creating one new one.
- When the Processor **Reverts** a MD Lot into a new Seed Line.

Manage Seed Lines



7.1.4 Seed Line end of activity

Seed Lines can no longer be operated on when:

- The Processor has clicked the **Complete** action. This action is only available when there is no weight left in the Seed Line (i.e. the full weight of the Seed Line has been allocated to MD Lot(s) or Split to a new Seed Line).
- The Processor has clicked the Withdraw action.

7.1.5 Seed Line status

The table below shows the possible Seed Line status values at the Processor.

Seed Line status	Notes
ACTIVE	Normal status of a Seed Line during Processing.
COMPLETED	The Processor has finished making MD Lots from this Seed Line and has clicked Complete .
WITHDRAWN	The Merchant has instructed the Processor to withdraw the Seed Line from certification. The Processor has clicked Withdraw .
SUPERSEDED	SCIS creates a new Seed Line when the Processor Blends two Seed Lines. The status of the two previous Seed Lines changes to Superseded.

Note: Underlying crop details are unchanged by any actions taken on a Seed Line.

7.1.6 MD Lots

Although a MD Lot can pass through many states, and there are many actions applied to a MD Lot by a Processor and other entities, the workflow is sequential and therefore less complex than the workflows that can apply to a Seed Line.

MD Lots can be viewed by clicking the **MD Lots** tab on the **Seed Lines & Lots** screen.

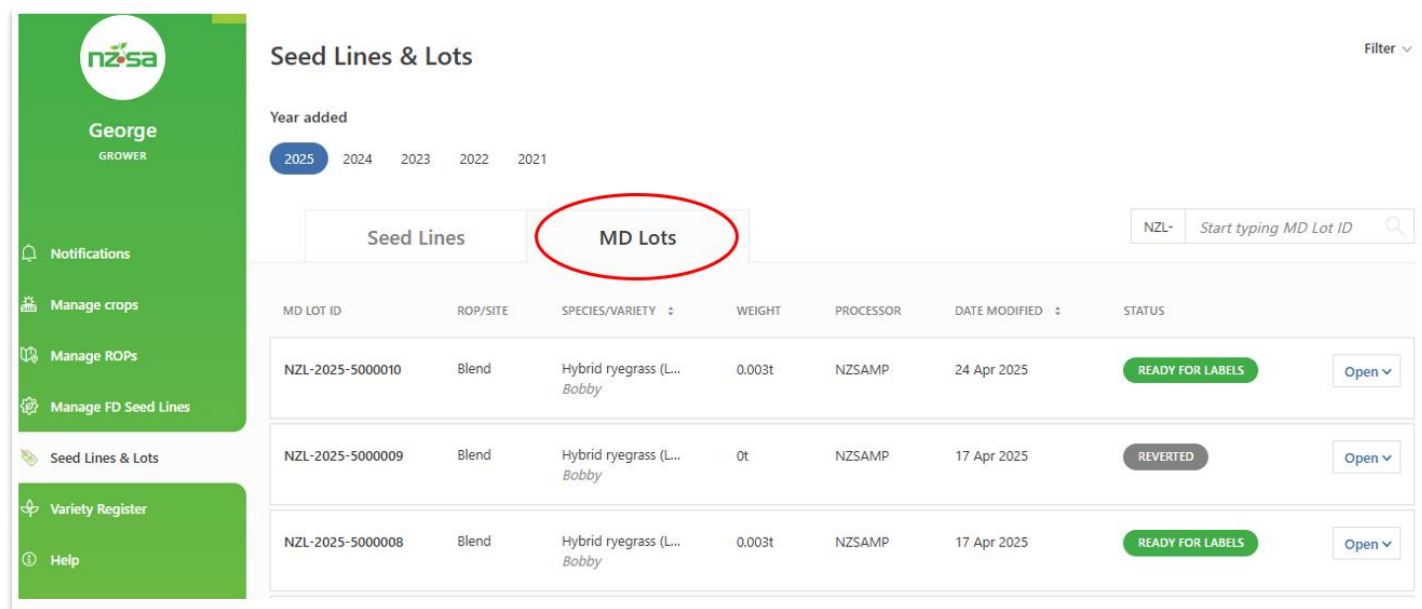


Figure 26 - Seed Lines & Lots screen - MD Lots tab

7.1.7 MD Lot Status

MD Lot status	Notes
READY TO LABEL	Initial status of a MD Lot. Processor orders labels, waits for them to arrive, then applies them and confirms to SCIS that they have been applied.
READY TO SAMPLE	The Processor has requested a Lab Test.
REVERTED	The Processor has requested that the MD Lot be Reverted back to a Seed Line (usually so that further Blending and/or Splitting can occur).
AWAITING LAB RESULTS	The Processor is waiting for the Lab Test results to be uploaded to SCIS.
ANALYSIS COMPLETE	The Lab Test confirmed that the MD Lot passed.
RELEASED	The appropriate entity has confirmed that the MD Lot can be released, and other required actions have occurred.

7.1.8 Notes about the Release process

The final step of certified varietal seed production is the Release of the MD Lot(s) created from the crop.

For MD Lots labelled under the NZ and AOSCA Schemes:

- **Release** is a single action in SCIS.
- If the MD Lot Owner is a MAO:
 - **Release** is performed by the MD Lot Owner
- Otherwise (Growers of Public varieties and Merchants who are not MAOs):
 - **Release** is performed by the IVA (AsureQuality)
- the **Release** action is available once the MD Lot status is **Analysis Complete**

For MD Lots labelled under the OECD and OECD/EU Schemes:

- **Release** is not a single action in SCIS, and instead requires a **Request to Release** followed by **Release**
- If the MD Lot Owner is a MAO:
 - **Release request** is performed by the MD Lot Owner
- Otherwise (Growers of Public varieties and Merchants who are not MAOs):
 - **Release request** is performed by the IVA (AsureQuality)
- the **Release request** action is available once the MD Lot status is **Analysis Complete**
- the **Release** action is performed by MPI

8 Change Log

Version	Change description	Date	Author
2.0	Refresh and consolidate previous Grower guides (Part 1 and Part 2) into one document.	27/4/2025	Pat and Julia Ryan
2.3	Updated with changes from NZSA reviewers	19/5/2025	Pat and Julia Ryan
2.4	Updated with further changes from NZSA reviewers.	2/6/2025	Pat and Julia Ryan
2.5	Added contact details for the AsureQuality Seed Certification Bureau	2/7/2025	Pat Ryan
2.6	Added section for 'Second crop same harvest'	13/8/2025	Julia Ryan
2.7	Added section for Second crop and made Re-entry its own section.	29/08/25	Julia Ryan