

SCIS Harvest Guide

For Growers

V1.0

Key milestones before harvest

Harvesting seed crops

Managing FD Seed Lines

Transporting FD Seed Lines

**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.

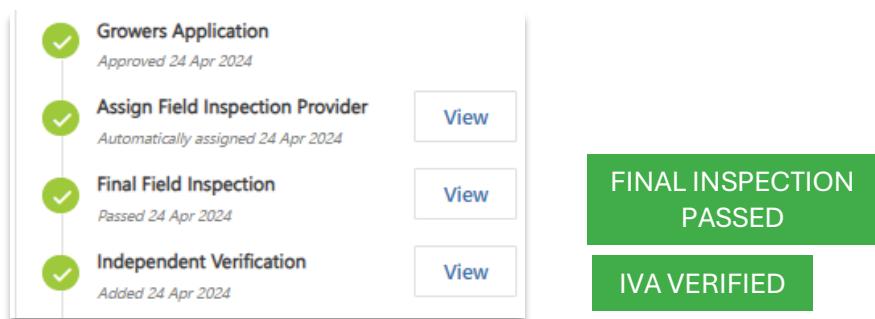
Key milestones in the crop growing season

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 assigns AsureQuality 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.

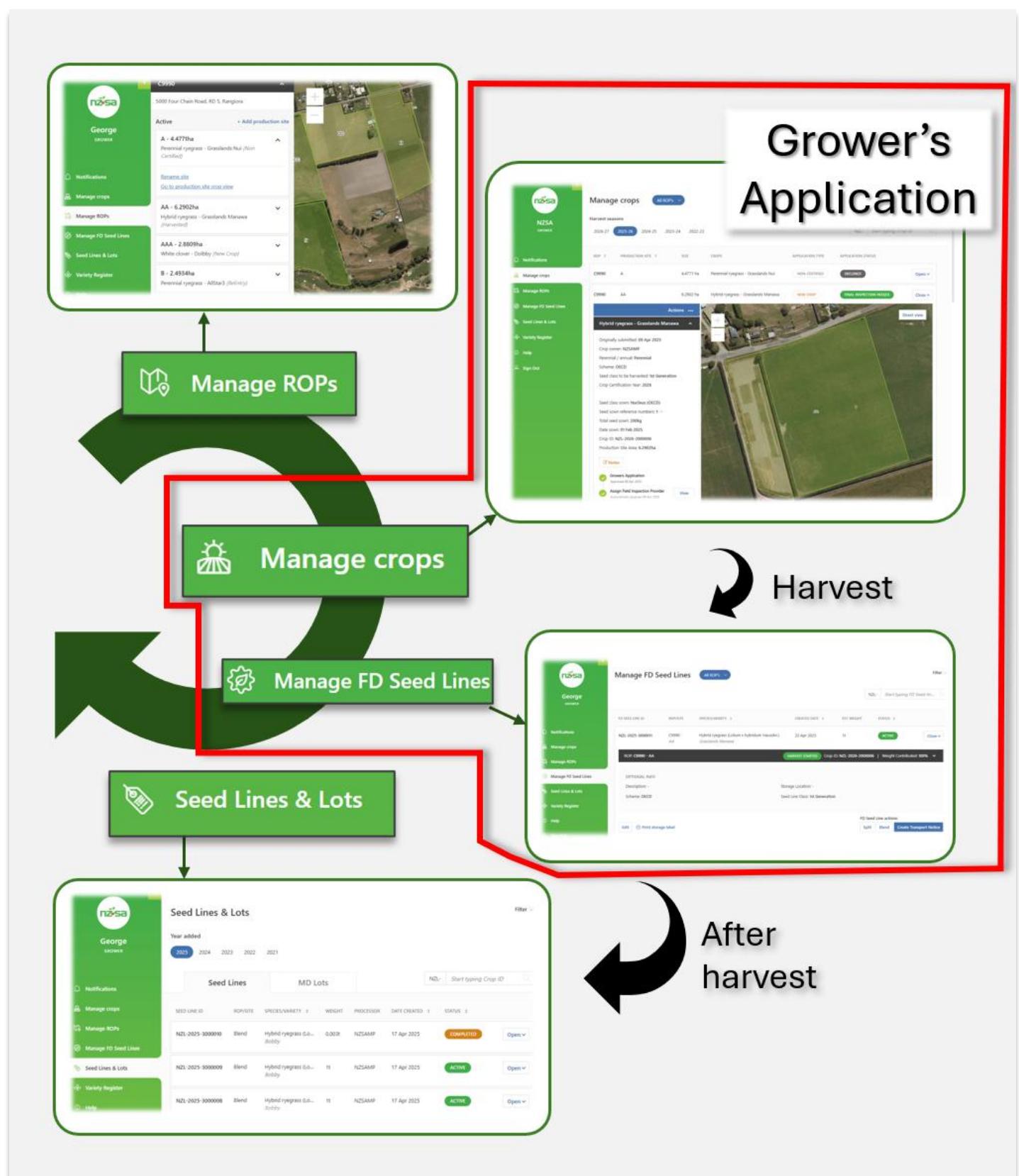
These are shown in the Grower's Application / crop timeline.

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.



Please see the SCIS Users Guide for Growers for more information about these milestones.

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



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	<p>Fill in <i>Harvest start</i> details (start date, estimated total weight, optional description) for the crop.</p> <p>** SCIS now automatically creates FD Seed Line(s) for the crop. **</p> <p>Normally only one FD Seed Line is created.</p> <p>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.</p>
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	<p>For each FD Seed Line - <i>Create Transport Notice(s)</i> and send the seed crop to the Processor.</p> <p>NOTE: There must be a signed Transport Notice for each load.</p>
<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	<p>Split off part of a FD Seed Line to create a new FD Seed Line.</p> <p>Note that the new FD Seed Line will require a new Transport Notice to be created.</p>
Manage FD Seed Lines screen	Blend two FD Seed Lines to create one new FD Seed Line.

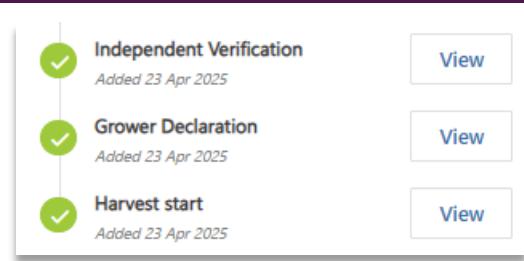
Grower Declaration (using the Manage crops screen)

Grower Declaration		
<p>Grower Declaration</p> <p>Add your Grower Declaration, confirming that appropriate care has been taken.</p> <p><i>The Grower's Application status is unchanged (IVA Verified).</i></p>	<p>Independent Verification Added 23 Apr 2025</p> <p>Grower Declaration</p> <p>Harvest start</p> <p>View</p> <p>Add</p>	<p>Grower Declaration</p> <p>Quality assurance declaration</p> <p><input checked="" type="checkbox"/> 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. *</p> <p>Cancel Save</p>
<p>Click View at any time to review the Declaration.</p>	<p>Independent Verification Added 23 Apr 2025</p> <p>Grower Declaration Added 23 Apr 2025</p> <p>Harvest start</p> <p>View</p> <p>View</p> <p>Add</p>	<p>Grower Declaration</p> <p>Quality assurance declaration</p> <p><input checked="" type="checkbox"/> 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. *</p> <p>Close</p>

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

Harvest start		
<p>Harvest start</p> <p>Add your Harvest start details (date – in advance if desired, estimated total weight).</p> <p>Information you provide in the optional Description field will be added to the FD Seed Line(s) created by SCIS.</p> <p>HARVEST STARTED</p> <p><i>The Grower's Application status changes to Harvest started.</i></p>	<p>Independent Verification Added 23 Apr 2025</p> <p>Grower Declaration Added 23 Apr 2025</p> <p>Harvest start</p> <p>View</p> <p>View</p> <p>Add</p>	<p>Harvest start</p> <p>This will create a Field Dressed Seed Line that you can view on the Manage FD Lines page.</p> <p>Harvest start date * (This can be done twenty days in advance)</p> <p><input type="text"/> dd/mm/yyyy <input type="button"/> <input type="button"/> Clear</p> <p>Estimated total weight *</p> <p><input type="text"/> 0.0 <input type="button"/> t</p> <p>Description (max 30 characters)</p> <p><input type="text"/></p>

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.

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

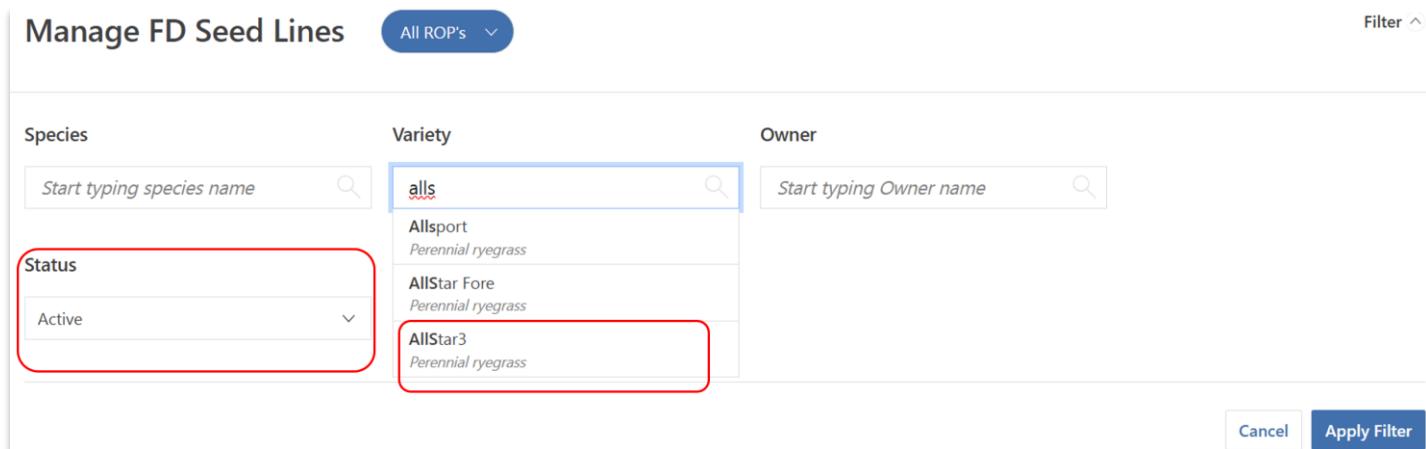
New FD Seed Lines have a status of ACTIVE.

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**.



Manage FD Seed Lines All ROP's Filter ^

Species	Variety	Owner
<input type="text" value="Start typing species name"/>	<input type="text" value="alls"/>	<input type="text" value="Start typing Owner name"/>
Status	AllSport	
Active	Perennial ryegrass	
	AllStar Fore	
	Perennial ryegrass	
	AllStar3	
	Perennial ryegrass	

Cancel Apply Filter

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

Manage FD Seed Lines

All ROP's 

Filter 

Filters applied

 Clear filter

NZL-

Start typing FD Seed line...



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	

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	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. <i>Not normally seen by most Growers.</i>

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

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.) Grasslands Manawa	23 Apr 2025	1t	TRANSPORT READY	Close ^	
ROP: C9990 - AA			HARVEST STARTED			Crop ID: NZL-2026-200006 Weight Contributed: 100% ▾	
OPTIONAL INFO							
Description: -			Storage Location: -				
Scheme: OECD			Seed Line Class: 1st Generation				
FD Seed Line actions:							
Edit		Print storage label		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* in the Grower's User Guide.

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.) AllStar3	06 May 2025	12t	ACTIVE	Close ^	
ROP: C9995 - W			HARVEST STARTED			Crop ID: NZL-2026-200004 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

(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.

Edit Field Dressed Seed Line

Description (max 30 characters)

Dry corner of paddock

Storage location (max 30 characters)

Silo 1

Estimated Weight *

12 t

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

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.

FIELD DRESS SEED LINE DETAILS

Variety: Grasslands Manawa

Crop(s): NZL-2026-1000005 - C9990/AA

Estimated weight: 1t

FD Seed Lines ID: NZL-2025-3000011

Storage location: -

Description: -

Species: Hybrid ryegrass (*Lolium x hybridum* Hausskn.)

Seed line class: 1st Generation

What is a Transport Notice?

A Transport Notice is a form that the Grower must print and fill out (and give to the driver) for every load that a Grower sends to a Processor.

The form contains key details about the crop harvest and the transport for that particular load.

All fields *must* be completed, and the Grower must sign to confirm that the information provided is true and accurate.

The image below shows the different sections of a SCIS Transport Notice.

Cocksfoot (Dactylis glomerata L.) - Grasslands Vision	
Transport notice	
Deliver to: <div style="border: 2px solid #0070C0; padding: 5px; display: inline-block;"> NZSAMP: 185 Any road, , Templeton 1234 </div> <div style="margin-left: 10px;"> Processor location </div>	
Crop information <div style="border: 2px solid #C00000; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Grower: NZSAGrower </div> <div style="width: 45%;"> Estimated weight: 23t </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Merchant: NZSAMP </div> <div style="width: 45%;"> FD Seed Line ID: NZL-2025-3000138 </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Species: Cocksfoot (Dactylis glomerata L....) </div> <div style="width: 45%;"> ROP/Site/Crop ID: C9990 (B) </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Variety: Grasslands Vision </div> <div style="width: 45%;"> NZL-2026-2000068 </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Seed line class: Basic </div> <div style="width: 45%;"></div> </div> </div> <div style="position: absolute; right: 0; top: 0; width: 20px; height: 20px; background-color: red; border-radius: 50%;"></div> <div style="position: absolute; right: 10px; top: 10px; color: red; font-size: 10px;">Crop information filled in by SCIS</div>	
Delivery information <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex: 1;"> Information to be manually filled in by the Grower All fields must be completed </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Carrier name: </div> <div style="width: 45%;"> Previous crop on truck: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Truck rego number: </div> <div style="width: 45%;"> Previous crop on trailer: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Dispatch date: </div> <div style="width: 45%;"> Weight in this delivery: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Is this final delivery? </div> <div style="width: 10%;"> <input type="radio"/> Yes </div> <div style="width: 10%;"> <input type="radio"/> No </div> <div style="width: 45%;"> If NO, weight still to be delivered: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Are other FD Seed Lines being transported with this crop? </div> <div style="width: 10%;"> <input type="radio"/> Yes </div> <div style="width: 10%;"> <input type="radio"/> No </div> <div style="width: 45%;"> If YES, please detail: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Prior to harvest, combine was checked for cleanliness from potential contaminants? </div> <div style="width: 10%;"> <input type="radio"/> Yes </div> <div style="width: 10%;"> <input type="radio"/> No </div> <div style="width: 45%;"> Last crop harvested by the combine: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> I hereby warrant that the information provided on this Transport Notice for the FD Seed Line NZL-2025-3000138 is true and accurate. </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Grower's signature: </div> <div style="width: 45%;"> Date: </div> </div>	

Create a Transport Notice

Opening the FD Seed Line row shows Transport Notice actions.

Create Transport Notice is available when FD Seed Line status is ACTIVE.

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS
NZL-2025-3000138	C9990 B	Cocksfoot (Dactylis glomerata L.) <i>Grasslands Vision</i>	25 Sep 2025	23t	ACTIVE

ROP: C9990 - B HARVEST STARTED Crop ID: NZL-2026-2000068 | Weight Contributed: 100% ▾

OPTIONAL INFO

Description: -	Storage Location: -
Scheme: OECD	Seed Line Class: Basic

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 right of the open row (see image of screen above).

SCIS displays a pop-up.

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? *

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

[Cancel](#) [Submit](#)

	<p>Create Transport Notice for Hybrid ryegrass (Lolium x hybridum Hausskn.) - Grasslands Manawa</p> <p>Which Processor will you send this FD Seed Line to? *</p> <p>NZSAMP - 185 Any road, Templ... X</p> <p><i>A transport Notice will be created. This should be printed, filled out and given to each driver. The Processor will be notified.</i></p> <p style="text-align: right;">Cancel Submit</p>
<p>Click Submit.</p>	<p>The FD Seed Line status changes to TRANSPORT READY.</p> <p>The Processor can now see this Seed Line.</p>

Print a Transport Notice and send the first seed crop load to the Processor

If Status is TRANSPORT READY, the Transport Notice has been created.

Print Transport Notice and **Edit Transport Notice** are available actions.

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS	
NZL-2025-3000136	C9990 B	Cocksfoot (Dactylis glomerata L) <i>Grasslands Vision</i>	25 Sep 2025	30t	TRANSPORT READY	Close ▾
ROP: C9990 - B		HARVEST STARTED		Crop ID: NZL-2026-2000068 Weight Contributed: 100% ▾		
OPTIONAL INFO <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Description: -</div> <div style="width: 45%;">Storage Location: -</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Scheme: OECD</div> <div style="width: 45%;">Seed Line Class: Basic</div> </div>						
FD Seed Line actions:						
Edit Print storage label Print Transport Notice						



Click Print Transport Notice.

SCIS generates a PDF and opens it. Print the form, fill out *all* the fields, sign it and give it to the driver.

Print further Transport Notices and send seed crop loads to the Processor

Click Print Transport Notice.

SCIS generates a PDF and opens it. Print the form, fill out all the fields, sign it and give it to the driver.

Change Processor or Processor location

Click **Edit Transport Notice**, and select a different Processor or Processor location.

Click Print Transport Notice.

SCIS generates a PDF and opens it. Print the form, fill out all the fields, sign it and give it to the driver.

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

The information in this document can be found in Section 6 of the SCIS User Guide for Growers.