

# SCIS User Guide

## Merchants

V1.5

Managing production rights and assigning Growers

Monitoring your crops

Monitoring your MD Lots

**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.

Any feedback should be sent to: New Zealand Seeds Authority

PO Box 23143

Hornby

Christchurch 8441

New Zealand

Email: [patryan@nzseedsauthority.co.nz](mailto:patryan@nzseedsauthority.co.nz)

Telephone: +64 27 442-1021

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<https://guide.nzseedsauthority.com>

# 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.

## Table of Contents

1	Introduction to SCIS .....	9
1.1	Welcome to the Seed Certification Information System (SCIS) .....	10
1.1.1	About this User Guide.....	10
1.1.2	Using search in this Guide .....	10
1.1.3	SCIS Overview.....	10
1.1.4	Accessing SCIS .....	11
1.1.5	Technical requirements.....	11
1.1.6	Contacting the AsureQuality Seed Certification Bureau.....	11
1.1.7	The SCIS Merchant screens and how they are used in seed varietal certification .....	12
1.2	Terminology in SCIS .....	13
1.3	Screen navigation, icons and common screen functions.....	15
1.3.1	Layout and components of a typical SCIS list/table screen .....	15
1.3.2	Filtering.....	16
1.4	Organisation roles and Users .....	21
1.4.1	SCIS Users.....	21
1.4.2	Organisation roles .....	21
1.4.3	Organisation and User Registration.....	21
1.5	Certified varietal seed crop – key milestones and checkpoints .....	22
1.5.1	On farm.....	22
1.5.2	At the Processor .....	23
1.5.3	Release .....	24
1.6	Certified seed crop visibility and traceability .....	24
1.7	Growing Public Varieties ('Publics' also known as 'Commons') .....	26
1.7.1	Public variety scenarios and SCIS 'Crop Owner' implications.....	26
2	Managing Variety Production Rights .....	27
2.1	Understanding the role of VPRs in SCIS .....	29
2.1.1	Varieties can have multiple VPRs.....	30
2.1.2	When a VPR has been SUBMITTED but not yet APPROVED.....	30
2.1.3	When a VPR has been APPROVED .....	31
2.2	Notes about VPRs.....	31
2.2.1	Harvest season .....	31
2.2.2	Re-entry .....	31
2.2.3	Removing Grower entries from a VPR .....	31
2.2.4	Removing VPRs .....	31
2.2.5	Scheme.....	31
2.2.6	Data and fields in the VPR and Grower entries .....	32
2.3	Using the Manage VPRs screen for managing rights and assigning Growers .....	33
2.4	Filter options on the Manage VPRs screen .....	34
2.5	Overview of the Add new VPR and Assign Grower process .....	35
2.6	Adding a new VPR .....	36
2.6.1	Editing a VPR to add supporting documentation .....	39

2.7	Assigning Growers to a VPR—for a specific harvest season .....	39
2.8	Deleting a Grower from a VPR—for a specific harvest season.....	41
2.9	Allowing Re-entry for a specific Grower and harvest season .....	41
2.10	Making other changes to a VPR .....	43
2.11	Deactivating a VPR (removing it from the Active list) .....	44
2.12	Activating a previously deactivated VPR.....	44
2.13	Removing a VPR.....	45
2.14	Understanding the Expired tab .....	45
3	Monitoring your crops .....	46
3.1	Using the Seed Production screen for monitoring your crops in the growing season .....	48
3.2	Filter options on the Seed Production screen.....	49
3.3	Information shown on the Seed Production screen .....	50
3.4	Understanding Grower's Application status.....	53
3.4.1	Before Field Inspection.....	53
3.4.2	Provisional approval.....	53
3.4.3	At Field Inspection .....	54
3.4.4	At Independent Verification.....	56
4	Following seed varietal crops at the Processor .....	57
4.1	Viewing a Seed Line at the Processor and the MD Lots created from it.....	59
4.2	Filter options on the Seed Lines & Lots screen .....	60
4.3	Seed Lines & Lots screen .....	61
4.4	Seed Lines.....	61
4.4.1	Seed Line creation .....	62
4.4.2	Seed Line end of activity .....	63
4.4.3	Seed Line status .....	63
4.4.4	Detailed information for a Seed Line .....	64
4.5	MD Lots.....	65
4.5.1	MD Lot Status .....	65
4.5.2	Detailed information for a MD Lot .....	66
4.6	MD Lot Labels and Label status .....	67
4.6.1	Location of label information within a MD Lot.....	68
5	Release process .....	69
5.1	Releasing MD Lots (NZ and AOSCA schemes—Merchant is an MAO) .....	70
5.2	Releasing MD Lots (NZ and AOSCA schemes—Merchant is not an MAO) .....	71
5.3	Requesting a release for an MD Lot (OECD and OECD/EU schemes).....	71
5.4	Requesting a release for an MD Lot (OECD and OECD/EU—Merchant is not an MAO) .....	73
5.5	Notes about the Release process for Publics.....	73
6	Variety Register.....	74

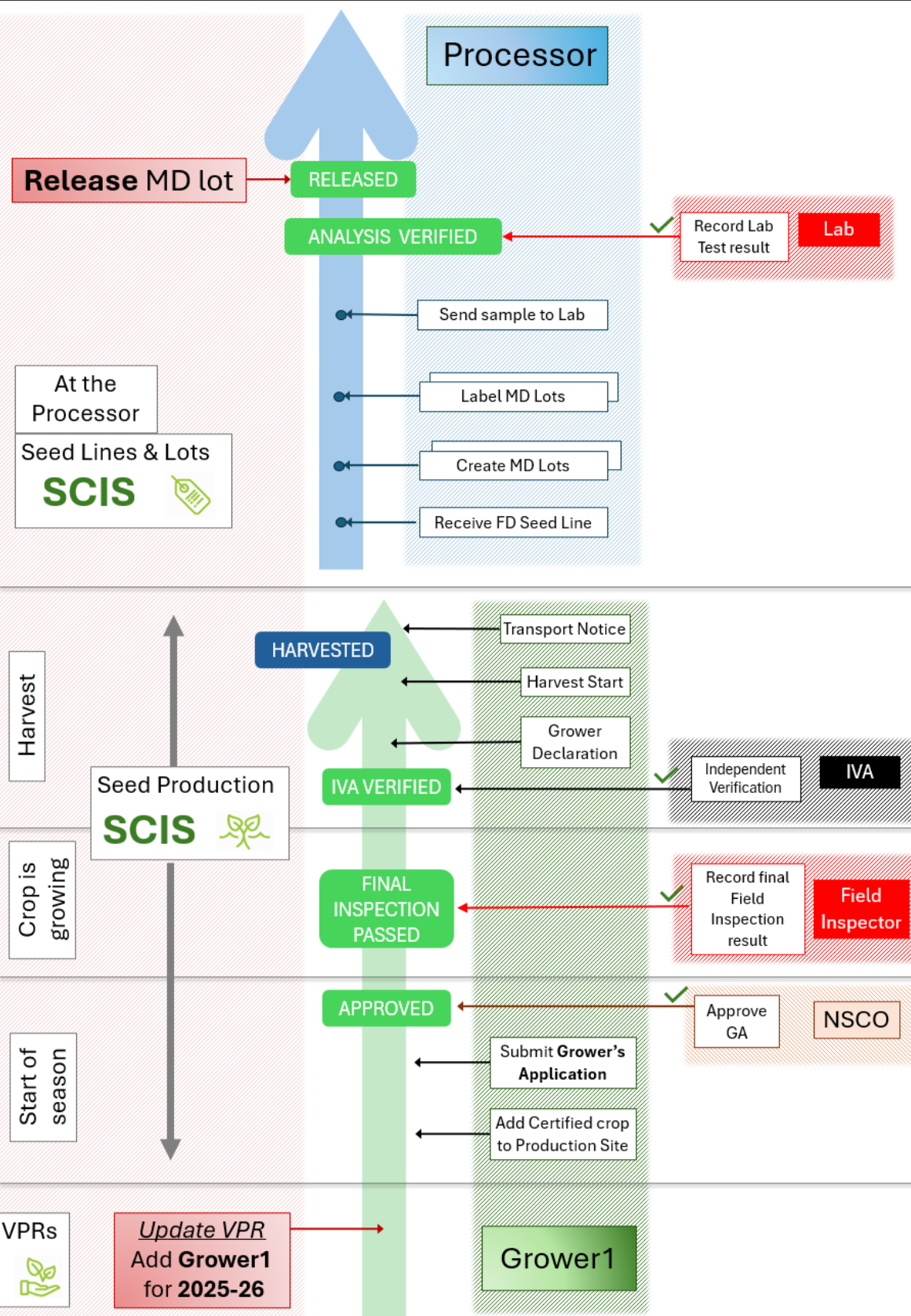
6.1	Filter options on the Variety Register screen .....	75
6.2	Status and colour coding on the Variety Register screen .....	75
6.3	Add a new variety to the register .....	77
7	Change Log .....	81

## SCIS certified varietal seed lifecycle (Merchant perspective)

Scenario A - NZ Scheme, all checkpoints/tests passed, no splits or blends

Harvest Season  
2025-26

Merchant (crop owner)



Assumptions: Variety is in Variety Register and a VPR already exists



# How to use this Guide

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



- If you just want to read about VPRs (Variety Production Rights), and already understand SCIS screens and functionality, go straight to **Section 2 - Managing Variety Production Rights**.
- If you're new to SCIS or would like to increase your understanding, read **Section 1 - Introduction to SCIS**.
- If you want to understand how to follow crops during the growing season, including identifying potential issues, read **Section 3 - Monitoring your crops**.
- **Section 4 - 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.
- Please see **Section 5 - Release process** for instructions on releasing (or requesting the release) of a MD Lot.
- **Section 6 - Variety Register** describes how to view—or request an addition to—the SCIS Variety Register.

For further information about the key steps and activities that occur during a crop's growing season, please read the **Grower's User Guide**. SCIS displays information about many of these activities when you view the crops within a MD Lot.



## 1 Introduction to SCIS



# Section 1 – Introduction to SCIS

- 
- 
- SCIS Overview and Merchant screens
  - Icons and common functions, key terminology
  - Certified varietal seed crop – milestones and checkpoints
  - Certified seed crop visibility and traceability
  - Understanding how the Grower plans and plants crops, submits Grower's Applications for approval, harvests and sends 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 Merchants
- 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](mailto:patryan@nzseedsauthority.co.nz)

Phone: +64 27 4421021

### 1.1.4 Accessing SCIS

You can access SCIS from the NZSA website:

<https://nzseedsauthority.com>

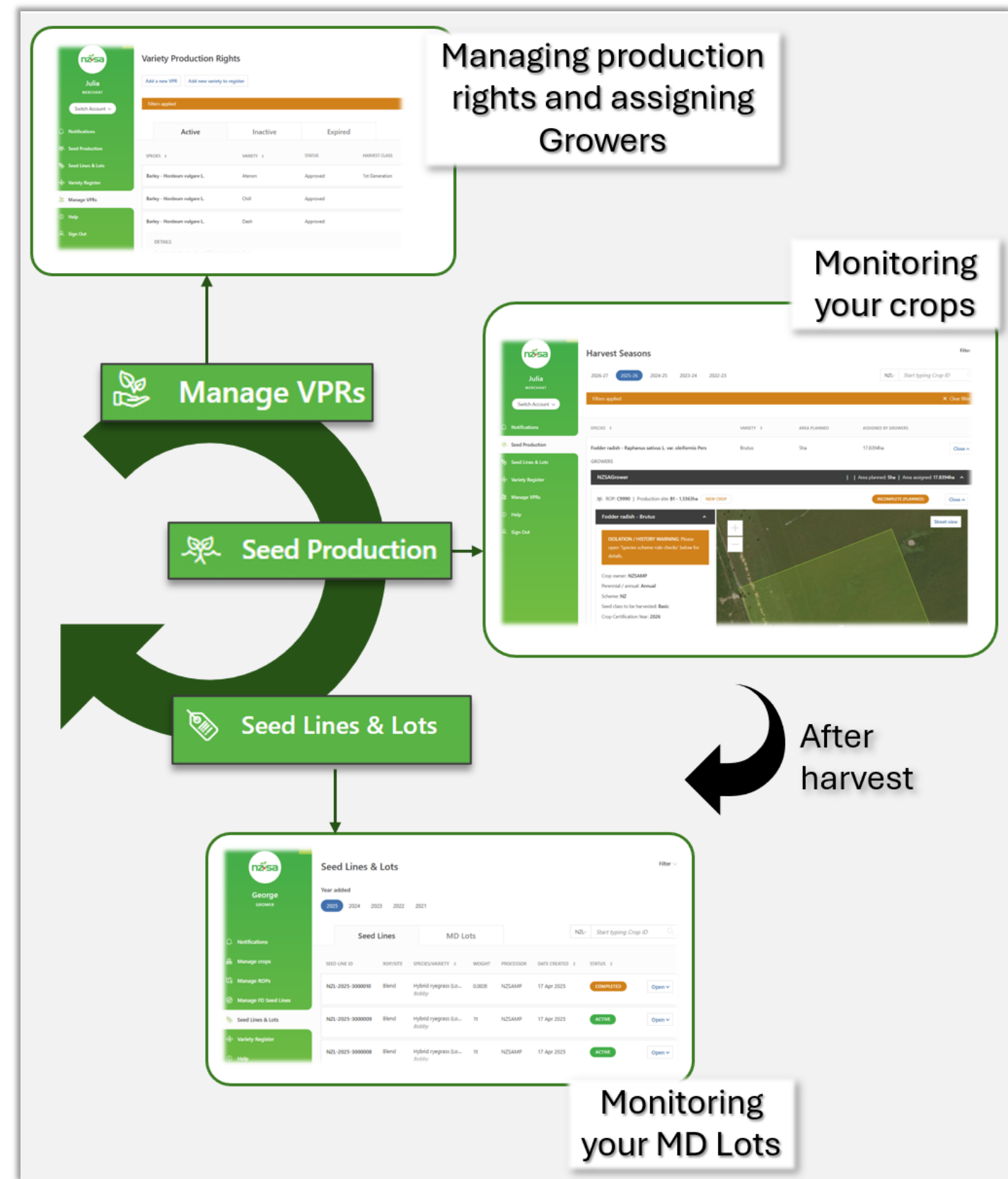
### 1.1.5 Technical requirements

Technical requirements	
Operating systems	<ul style="list-style-type: none"> <li>• Please use a recent version of a modern web browser and device when accessing SCIS.</li> <li>• People note some functionality might be slightly varied on devices with a smaller screen size.</li> </ul>
Internet connections	You will need a high speed internet connection or broadband.

### 1.1.6 Contacting the AsureQuality Seed Certification Bureau

Contact details	
Primary email address	<a href="mailto:seed@asurequality.com">seed@asurequality.com</a>
Email address for additional help with SCIS	<a href="mailto:scishelp@asurequality.com">scishelp@asurequality.com</a>
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 Merchant 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)	<p>A named location that contains Production Sites and is owned by a Grower. It is roughly equivalent to a farm outside of SCIS.</p> <p>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.</p> <p>Individual Production Sites within a ROP may be leased by different Growers.</p> <p>ROP names are in the format [annnn] e.g.C9900, E345, A54.</p>
Production Site (ProdSite)	<p>A named polygon that is mapped and therefore has geospatial coordinates — Production Sites are in many ways the heart of SCIS.</p> <p>Also known as a paddock outside of SCIS.</p> <p>Production Sites are created and managed using SCIS mapping functionality.</p> <p>Seed crops (both certified and non-certified) are grown within Production Sites.</p> <p>Overlapping Production Sites are fully supported, but only one crop can be grown at a time in any given location (excluding Undersown crops).</p>
Site History	<p>A record of the certified and non-certified crops that have been grown in a particular Production Site.</p> <p>Each Production Site has Site History, based on its geospatial coordinates, with Site History records automatically being inherited from any overlapping Production Sites.</p>
Grower's Application	<p>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.</p> <p>SCIS Crop ID NZL-2026-2[nnnnnn]</p>
History and Isolation Checks	<p>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.</p>
Field Dressed Seed Lines (FD Seed Lines)	<p>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.</p> <p>SCIS FD Seed Line ID NZL-2025-3[nnnnnn]</p>
Seed Lines	<p>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.</p>

	SCIS Seed Line ID NZL-2025-3[nnnnnn]
Machine Dressed Lots (MD Lots)	<p>A Machine Dressed Lot (MD Lot) is the finished Seed Line in individual containers sealed with an official MD Lot label.</p> <p>SCIS MD Lot ID NZL-2026-5[nnnnnn]</p>
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)	<p>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.</p> <p>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.</p>
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	<p>A SCIS Organisation that has an ownership relation with a crop and can therefore view crop progress and details within SCIS.</p> <p>A Crop Owner is usually a Merchant - but may also be a Grower for Public varieties e.g. Grasslands Nui.</p> <p>Ownership may be transferred at certain stages of the crop lifecycle.</p>
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

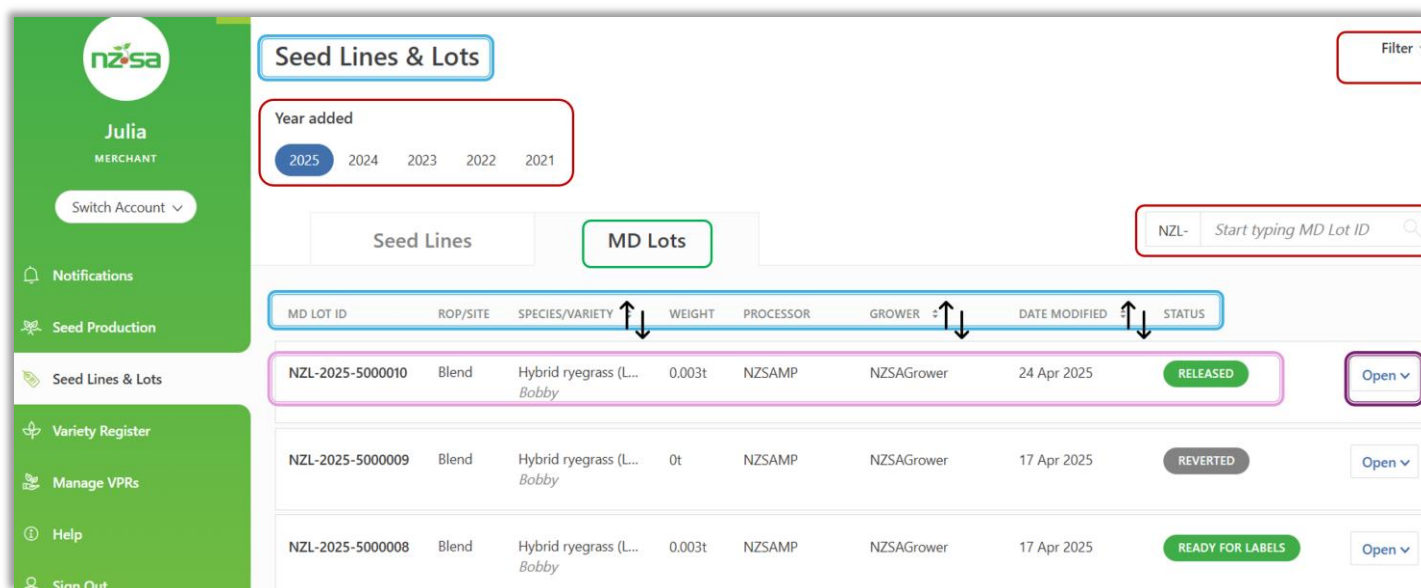







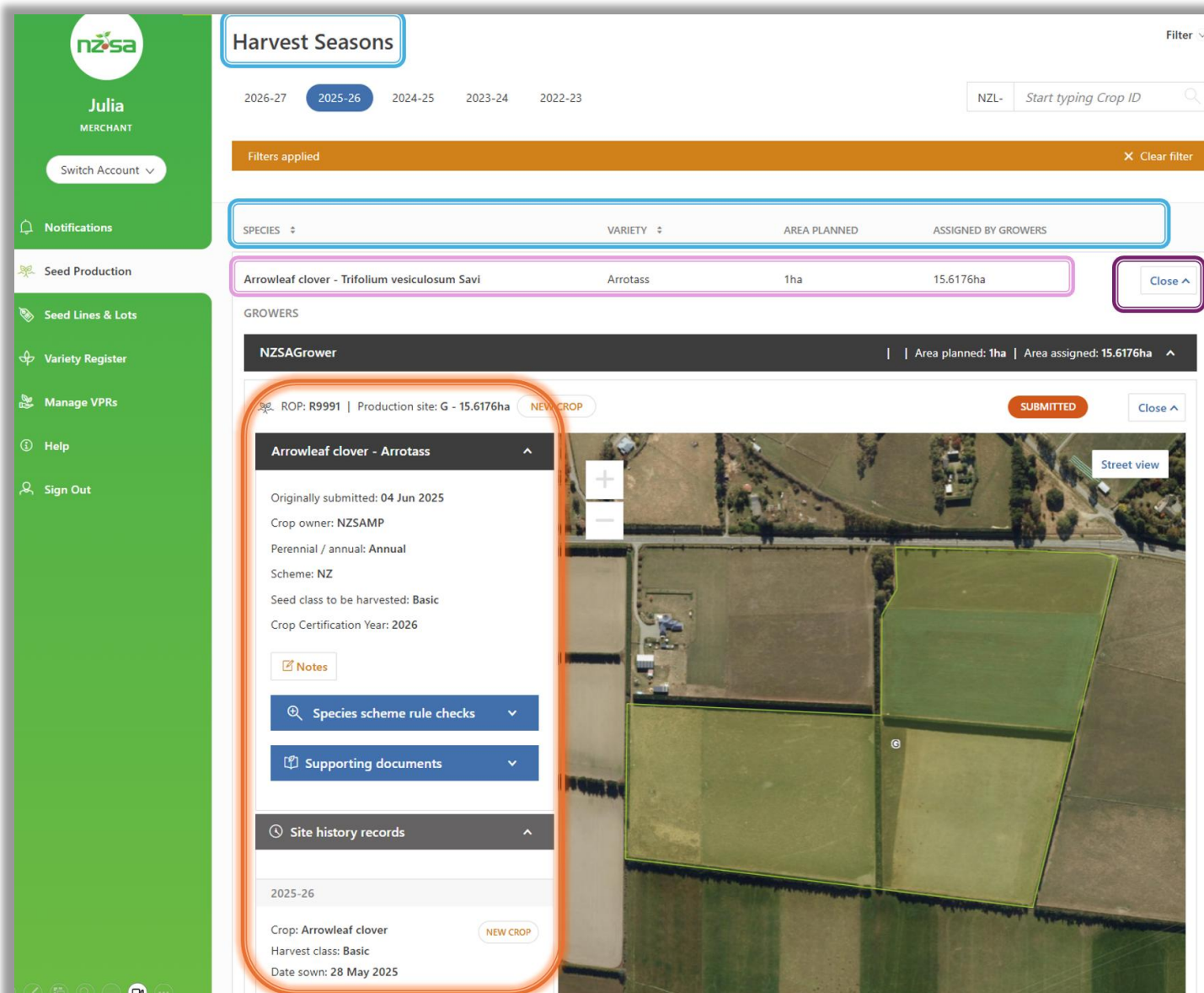


Figure 1 - Typical SCIS screen

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.
	Selected tab.
	An individual row of data in the list/table.
	Button to open a row – to see more detail. Rows on some screens may be opened further to display even more 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.





The screenshot shows the 'Harvest Seasons' interface. On the left is a green sidebar with the user's name 'Julia MERCHANT' and a 'Switch Account' button. Below this are links for Notifications, Seed Production, Seed Lines & Lots, Variety Register, Manage VPRs, Help, and Sign Out. The main content area has a 'Harvest Seasons' header with a 'Filter' button. Below the header is a table with columns: SPECIES, VARIETY, AREA PLANNED, and ASSIGNED BY GROWERS. The first row is 'Arrowleaf clover - Trifolium vesiculosum Savi', 'Arrotass', '1ha', and '15.6176ha'. This row is highlighted with a pink border. To the right of the table is a 'Close' button. Below the table is a 'GROWERS' section for 'NZSAGrower', showing 'Area planned: 1ha' and 'Area assigned: 15.6176ha'. Below this is a 'NEW CROP' button. The 'Arrowleaf clover - Arrotass' row is expanded, showing details: 'Originally submitted: 04 Jun 2025', 'Crop owner: NZSAMP', 'Perennial / annual: Annual', 'Scheme: NZ', 'Seed class to be harvested: Basic', and 'Crop Certification Year: 2026'. There are buttons for 'Notes', 'Species scheme rule checks', and 'Supporting documents'. Below this is a 'Site history records' section with a table showing the current crop: 'Crop: Arrowleaf clover', 'Harvest class: Basic', and 'Date sown: 28 May 2025'. On the right side of the expanded row is an aerial map of the field with a 'Street view' button.

Figure 2 - Typical SCIS screen with opened row

### 1.3.2 Filtering

Clicking the **Filter** button at the top right of each screen opens the Filter pane, as shown below.

One or more of the filter options can be used to filter the table/list.

Scroll down long dropdown lists using the grey bar to the right of the list.

The dropdown list for fields that say 'Start typing...' will only display five entries—keep typing to see more specific results.

Click **Apply Filter** to see the updated list/table of data.

## Seed Lines & Lots

Filter ^

Species

Chewings red fescue  
*Festuca rubra L. subsp. fallax*

Coloured brome  
*Bromus coloratus Steud.*

Creeping red fescue  
*Festuca rubra L. subsp. rubra*

Crested dogstail  
*Cynosurus cristatus L.*

Perennial ryegrass  
*Lolium perenne L.*

Variety

Grower

Status

(empty)

Ready For Labels

Withdrawn

Ready To Sample

Awaiting Lab Results

Rejected Sample

Ready For Release

Analysis Complete

Search by Crop ID

Cancel

Apply Filter

Figure 3 - Filter pane

## Icons and common functions

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

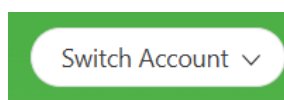
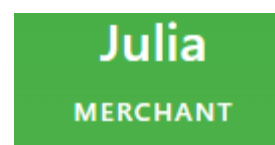
### View the expanded left-hand navigation pane

- 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:

- **Seed Production** to:
  - See a summary of all your crops:
    - ❖ Each variety that has a Grower assigned to it, based on the selected Harvest Season
    - ❖ Total area planned and assigned by Growers
  - See details for a single Grower's Application:
    - ❖ View the Production Site on a map
    - ❖ View current Grower's Application progress and status
- **Seed Lines & Lots** to:
  - View the status of Seed Lines and MD Lots for crops grown for you
- **Variety Register** to view a list of varieties registered in SCIS and add a new variety. Only registered varieties can be grown for a certified varietal seed crop.
- **Manage VPRs** to:
  - Manage Variety Production Rights
  - Assign Growers to grow these crops.

 **Notifications**
 **Seed Production**
 **Seed Lines & Lots**
 **Variety Register**
 **Manage VPRs**

## 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.

Species \*

Start typing species name

### Display or select from a list without a dropdown arrow

- Start typing the name or option you are looking for. Note: there may be a small delay before the list appears.
- The typed characters can appear anywhere in the value you are looking for.
- After the first two characters have been typed, the selection box appears with a filtered list of available values.
- The selection box only displays five entries—continue typing to see more specific results.
- Once you have found your choice, click to select it.

#### Species

rye

Annual ryegrass  
*Lolium rigidum* Gaudin

Hybrid ryegrass  
*Lolium x hybridum* Hausskn.

### Display or select from a list with a dropdown arrow

- If there is a dropdown arrow, click it and select your choice.
- Long lists have a small grey scroll bar at the righthand edge.

#### 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

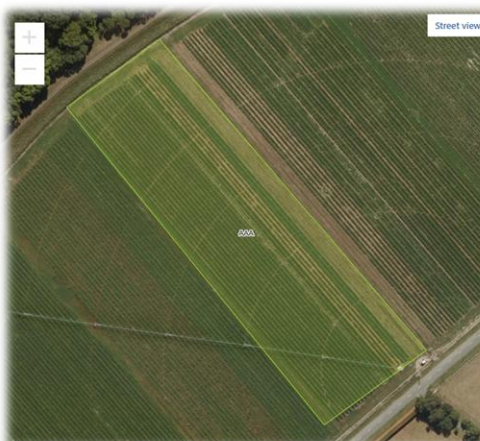
- Click and hold to move the map.
- Double-click to zoom into the map (use the scroll wheel to zoom out again).

### Scroll bar wheel

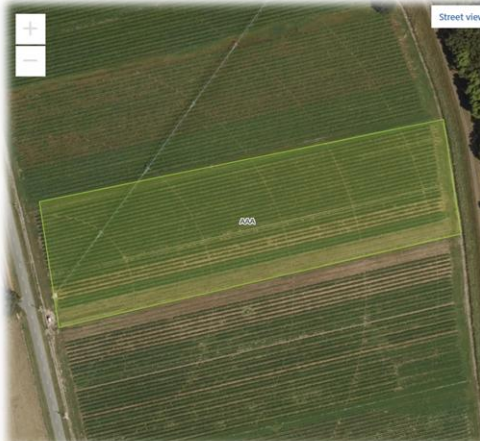
- Zoom the map in or out.

### Right button

- Click and hold to rotate the map.



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	<p>Produces seed crops. Sows seed, maintains and harvests production sites to create Field Dressed seed lines.</p> <p>May own one or more Regions of Production, or lease individual Production Sites.</p>
Merchant	<p>Contracts Growers to produce seed for domestic and international market requirements.</p> <p>Must also be a MPI Approved Organisation (MAO).</p>
Processor	<p>Either:</p> <ul style="list-style-type: none"> <li>❖ Receives, cleans, packages, labels and stores seed produced by Growers</li> </ul> <p>Or:</p> <ul style="list-style-type: none"> <li>❖ Packages, labels and stores seed previously processed by another Processor</li> </ul> <p>Produces MD Lots.</p> <p>Must be a MPI Approved Organisation (MAO). May have multiple processing locations.</p>
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](mailto: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

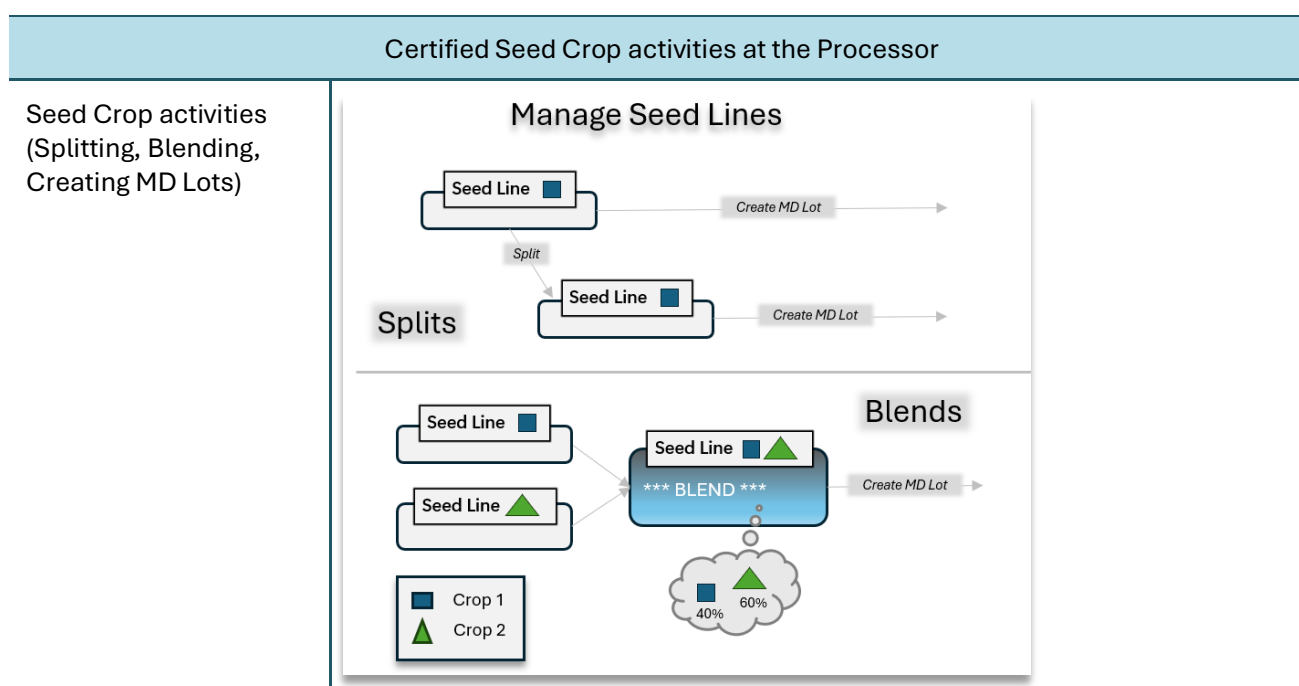
As soon as a certified crop is entered into SCIS via a Grower’s Application, SCIS starts a timeline to track key milestones. This timeline progresses while the crop is being grown and harvested.

Certified Seed Crop milestones and checkpoints – on farm		
Crop is growing	<div> <div>  <b>Growers Application</b>  <i>Approved 25 Jul 2024</i> </div> <div>  <b>Assign Field Inspection Provider</b>  <i>Automatically assigned 25 Jul 2024</i> </div> <div>  <b>Final Field Inspection</b>  <i>Passed 25 Jul 2024</i> </div> <div>  <b>Independent Verification</b>  <i>Added 25 Jul 2024</i> </div> <div>  <b>Grower Declaration</b> </div> <div>  <b>Harvest start</b> </div> </div>	<p>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.</p> <p>SCIS allocates a Crop ID.</p> <p>Information is added to the timeline at key milestones.</p>



Crop is harvested	<ul style="list-style-type: none"> <li>✓ <b>Growers Application</b> <i>Approved 14 Apr 2024</i></li> <li>✓ <b>Assign Field Inspection Provider</b> <i>Automatically assigned 14 Apr 2024</i></li> <li>✓ <b>Final Field Inspection</b> <i>Passed 14 Apr 2024</i></li> <li>✓ <b>Independent Verification</b> <i>Added 14 Apr 2024</i></li> <li>✓ <b>Grower Declaration</b> <i>Added 13 May 2024</i></li> <li>✓ <b>Harvest start</b> <i>Added 22 May 2024</i></li> </ul>	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



MD Lot activities (Labelling, Testing)	READY TO LABEL	AWAITING LAB RESULTS	ANALYSIS VERIFIED
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### 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 *Section 5 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 is 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	<p>Originally submitted: 09 Apr 2025</p> <p>Crop owner: NZSAMP</p> <p>Perennial / annual: Perennial</p> <p>Scheme: OECD</p> <p>Seed class to be harvested: 1st Generation</p> <p>Crop Certification Year: 2026</p>
Details of seed sown	<p>Seed class sown: Nucleus (OECD)</p> <p>Seed sown reference numbers: 1 </p> <p>Total seed sown: 200kg</p> <p>Date sown: 01 Feb 2025</p> <p>Crop ID: NZL-2026-2000006</p> <p>Production Site Area: 6.2902ha</p>
Optional Notes added at various stages	<div>  Notes </div>
Timeline showing key milestones for the crop, including status after each milestone and related information	<div>  <b>Growers Application</b> Approved 09 Apr 2025 </div> <div>  <b>Assign Field Inspection Provider</b> Automatically assigned 09 Apr 2025 <a href="#">View</a> </div> <div>  <b>Final Field Inspection</b> Passed 09 Apr 2025 <a href="#">View</a> </div> <div>  <b>Independent Verification</b> <a href="#">View</a> </div> <div>  <b>Grower Declaration</b> <a href="#">Add</a> </div> <div>  <b>Harvest start</b> <a href="#">Add</a> </div>
Expandable section with results of History and Isolation checks for the crop	<div>  Species scheme rule checks  </div>
Expandable section containing uploaded documents.	<div>  Supporting documents  </div>
Available actions for this crop (as buttons)	<div> <a href="#">Withdraw from certification</a> </div>

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 <b>is not</b> 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 <b>is</b> a Public variety. Grower Assigns the variety to a ProdSite by selecting it from the <b>Public Varieties</b> 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 <b>Public Varieties</b> tab.
Crop <b>is</b> a Public variety - BUT Grower has Assigned the variety to a ProdSite by selecting it from the <b>Available Varieties</b> 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 <b>is</b> a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the <b>Public Varieties</b> tab on the Assign popup.  Grower transfers ownership of the crop to a Merchant before harvest.	Grower then Merchant	
Crop <b>is</b> a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the <b>Public Varieties</b> tab on the Assign popup.  Grower transfers ownership of the crop to a Merchant after harvest.	Grower then 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)

Section 5 Release process includes information about the Release process for Public varieties where the Grower is the MD Lot owner.

## 2 Managing Variety Production Rights



# Section 2 Managing Variety Production Rights

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Understanding the role of VPRs in SCIS  
Notes about VPRs

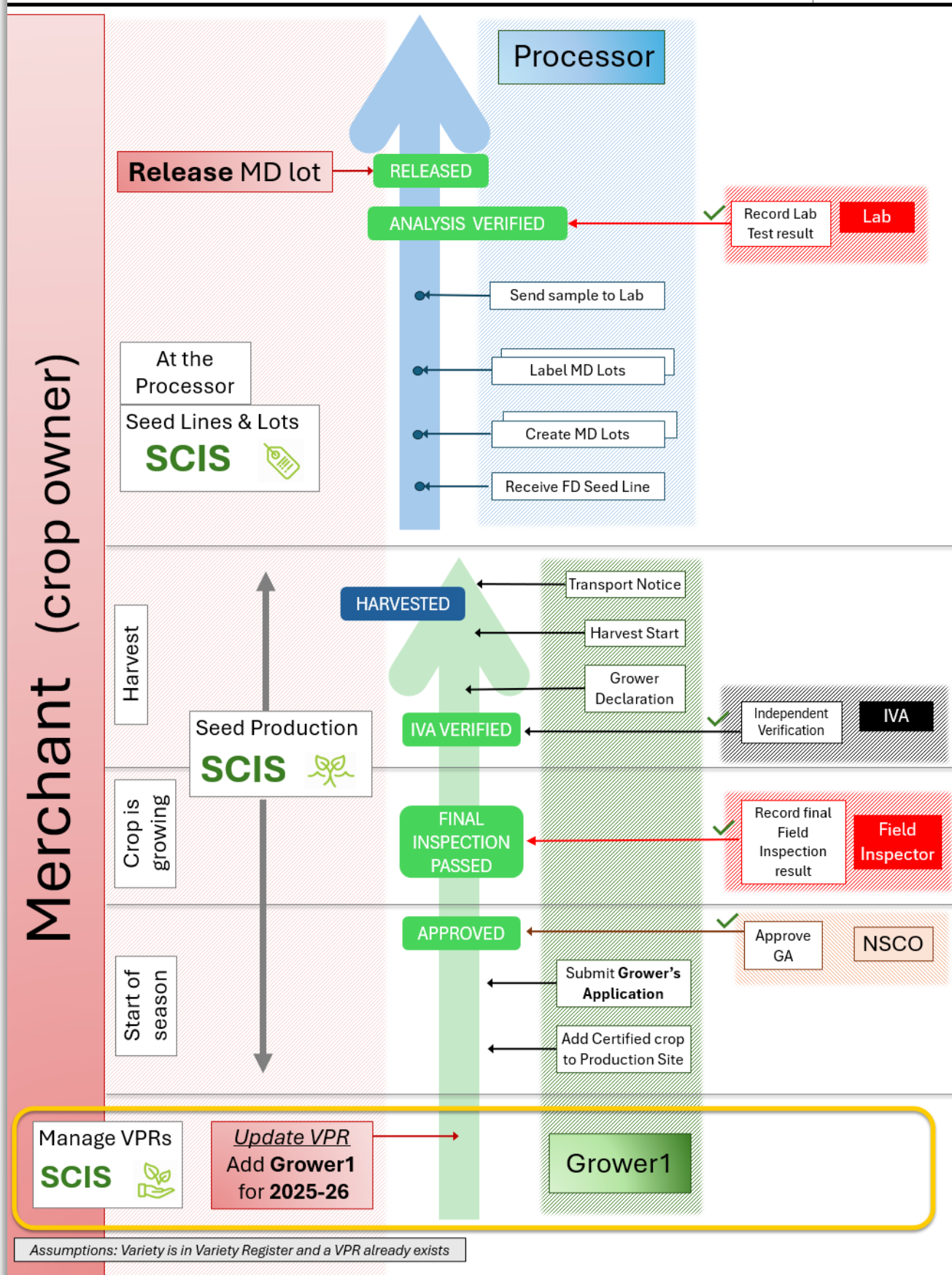
Using SCIS Merchant screens to perform key activities  
including:

- Adding a new VPR or editing an existing VPR
  - Submitting a VPR for approval
  - Assigning Growers to a VPR
- 
-



SCIS certified varietal seed lifecycle (Merchant perspective)  
Scenario A - NZ Scheme, all checkpoints/tests passed, no splits or blends

Harvest Season  
2025-26



## 2.1 Understanding the role of VPRs in SCIS

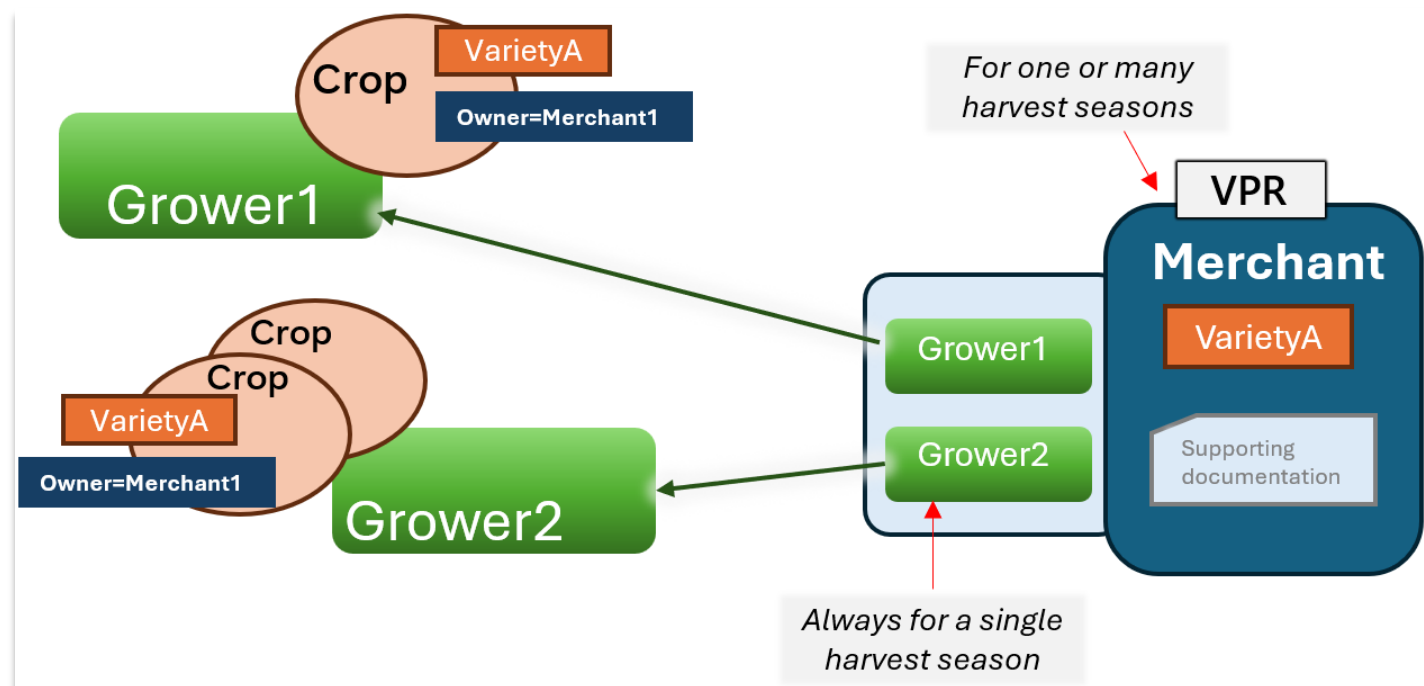


Figure 4 - The role of a VPR in SCIS

<p><b>Communicating important information</b></p>	<p>A VPR tells SCIS that a Merchant:</p> <ul style="list-style-type: none"> <li>• has the rights to a particular variety for one or more Harvest Seasons (based on supplied documentation).</li> <li>• has contracted specific Growers to grow this variety in a specific harvest season</li> </ul> <p>SCIS uses this information to build the list of varieties that each Grower can choose from when starting a Grower's Application in a Production Site.</p> <p>A VPR also includes information about the crops to be grown—suggested areas to be planted, suggested harvest scheme and class, re-entry status and other optional details.</p>
<p><b>Certification</b></p>	<p>When a VPR is <b>Approved</b> by the National Seed Certification Office, all crops (Grower's Applications) grown under that VPR can be Approved and proceed to full Certification—provided they meet all the required conditions of Field Inspection and IVA Verification.</p> <p>Note that a VPR cannot be Approved until the Variety entry in the Variety Register has also been <b>Approved</b>.</p>
<p><b>Provisional Approval</b></p>	<p>Because the Variety and VPR approval process can take some time to complete, SCIS allows Grower's Applications to be submitted and crops to be grown as soon as the VPR has been submitted.</p> <p>SCIS uses a <b>Provisional Approval</b> flag to mark crops / Grower's Applications that are waiting for VPR approval but have otherwise met certification requirements. Provisional Approval allows the crop to proceed through the growing season until the IVA Certification step.</p>



## 2.1.1 Varieties can have multiple VPRs

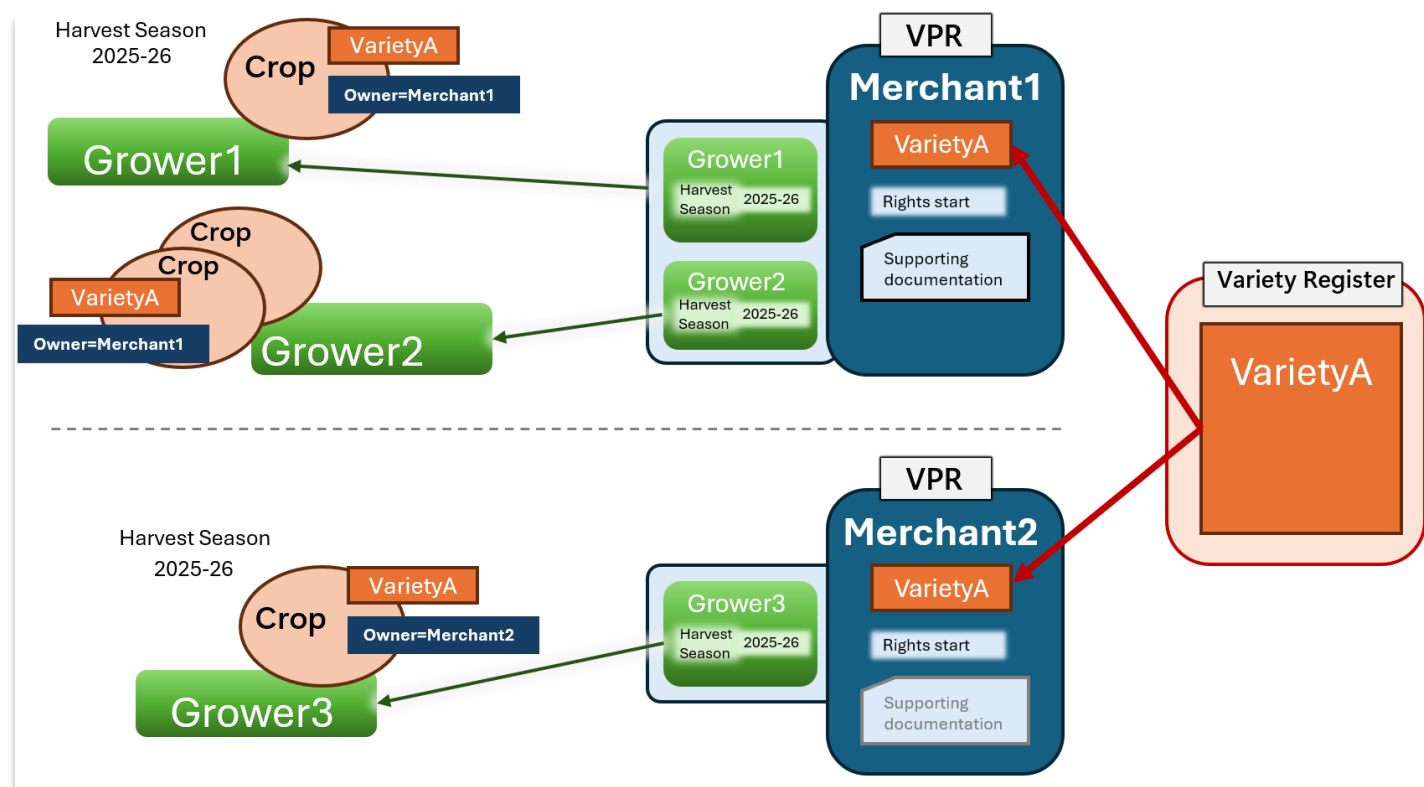


Figure 5 - Multiple VPRs for the same variety

## 2.1.2 When a VPR has been SUBMITTED but not yet APPROVED

The picture below contains a detailed view of the relationships between Variety, VPR and Crop (Grower's Application) after a VPR has been submitted and before it is Approved by the NSCO.

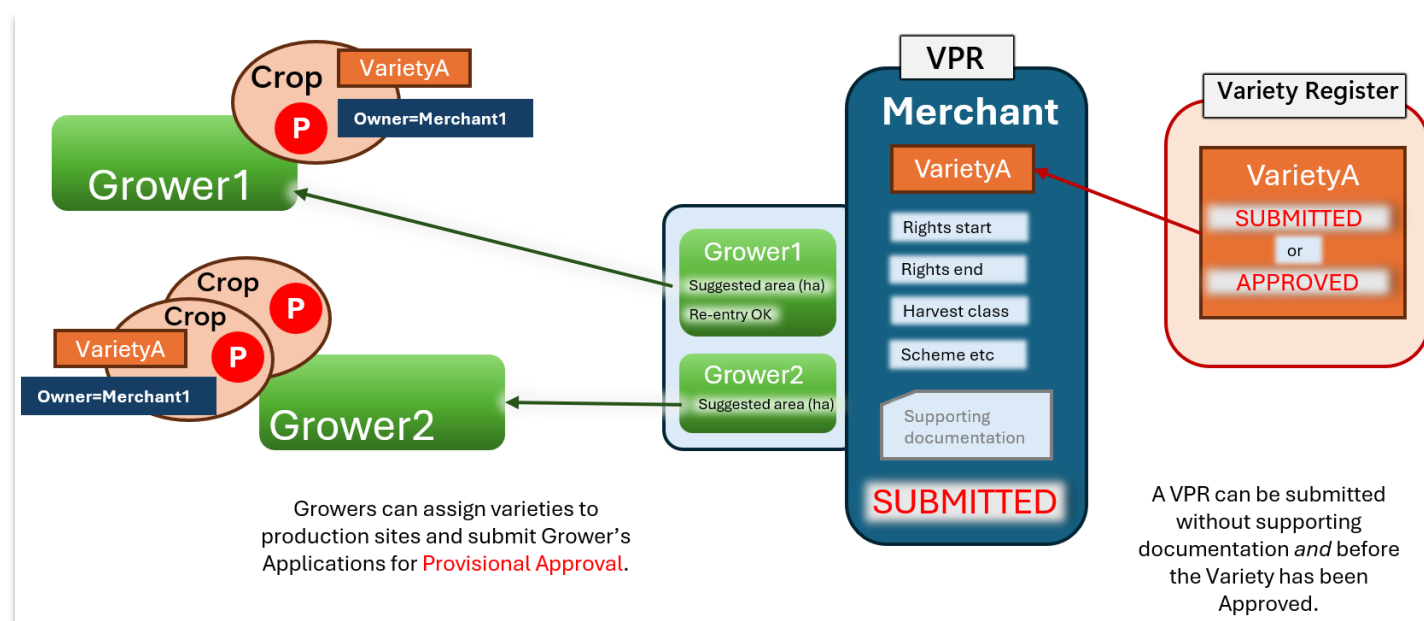


Figure 6 - VPR not yet Approved

### 2.1.3 When a VPR has been APPROVED

The picture below contains a detailed view of the relationships between Variety, VPR and Crop (Grower's Application) after a VPR has been Approved by the NSCO. Crops (Grower's Applications) can now be Approved and Certified.

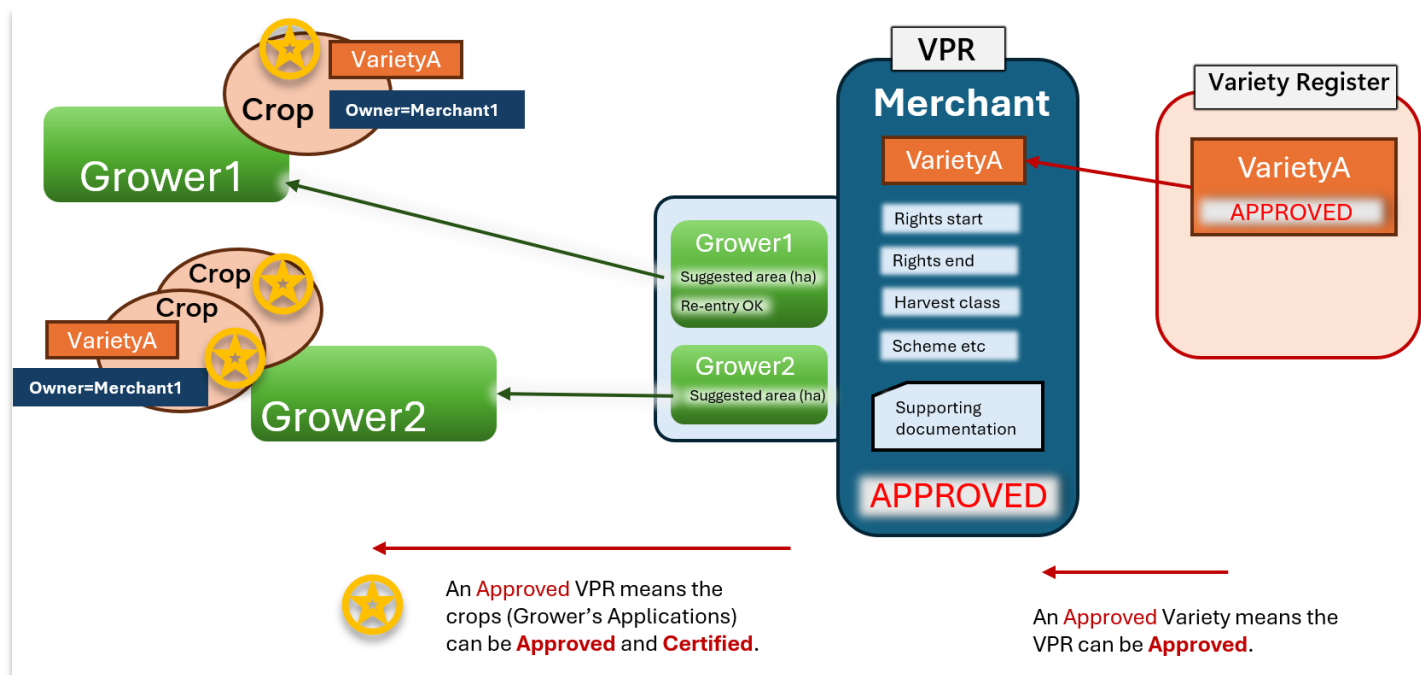


Figure 7 - VPR Approved

## 2.2 Notes about VPRs

### 2.2.1 Harvest season

A new Grower entry must be added to the VPR for each Grower in each new Harvest Season.

### 2.2.2 Re-entry

Re-entry is managed via the 'Allow Re-entry' button within the Grower entry for the previous Harvest Season (perennial varieties only). See *Section 2.9 Allowing Re-entry for a specific Grower and harvest season*.

### 2.2.3 Removing Grower entries from a VPR

Open the Grower entry and click the Delete button. See *Section 0 -*

*Deleting a Grower from a VPR—for a specific harvest season.*

### 2.2.4 Removing VPRs

A VPR that has been Deactivated can be Removed. See *Section 2.13 Removing a VPR*.

### 2.2.5 Scheme

#### Grower's Application

As shown in the diagram below, the Scheme specified by the Grower when they submit a Grower's Application—the Scheme under which the crop will be inspected—*must* be a scheme that the variety is either currently eligible for (Approved), or where eligibility is underway (Pending).

This will be checked by SCIS when the Grower's Application is submitted, and it will be confirmed in the IVA Verification step during the growing season.

## VPR

For Harvest Season 2025-26, SCIS will allow a VPR to be approved with a scheme that the variety is not eligible for—a warning will be added to the VPR.

**WARNING:** This variety is not presently eligible for the requested scheme. Please confirm with the [National Seed Certification Office](#) that it has been submitted for acceptance for this scheme.

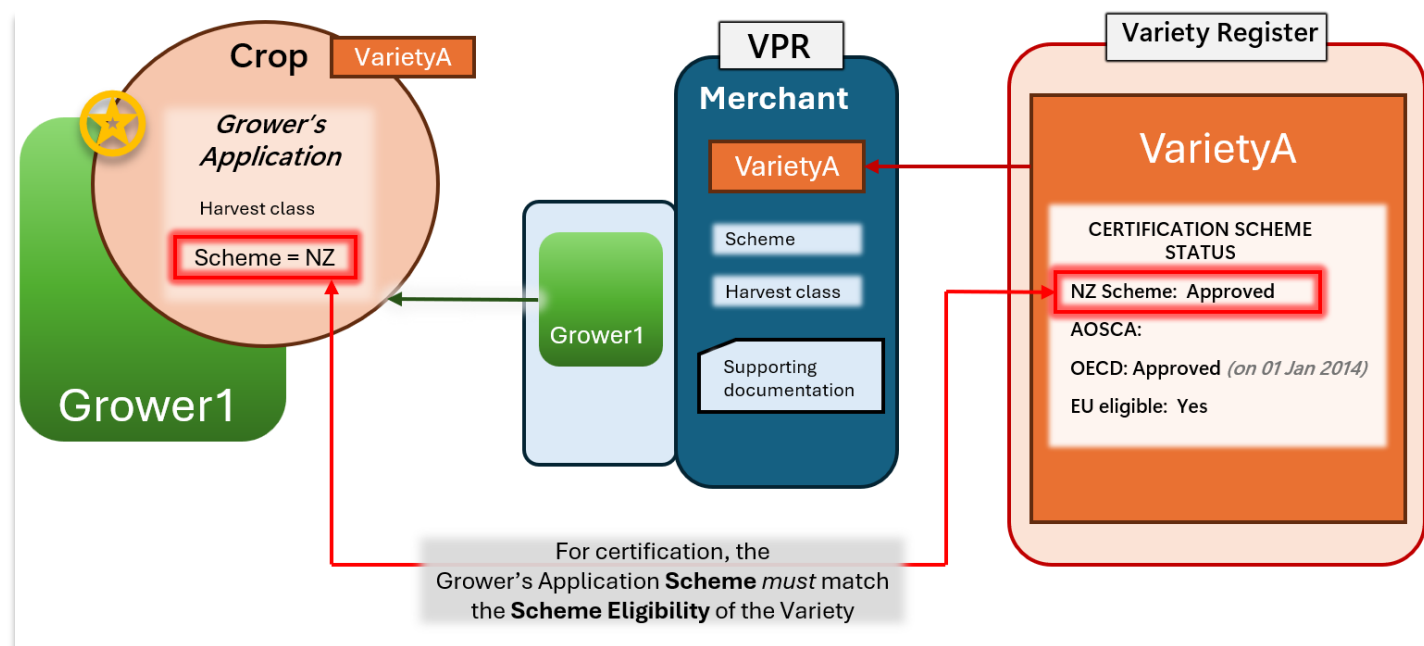
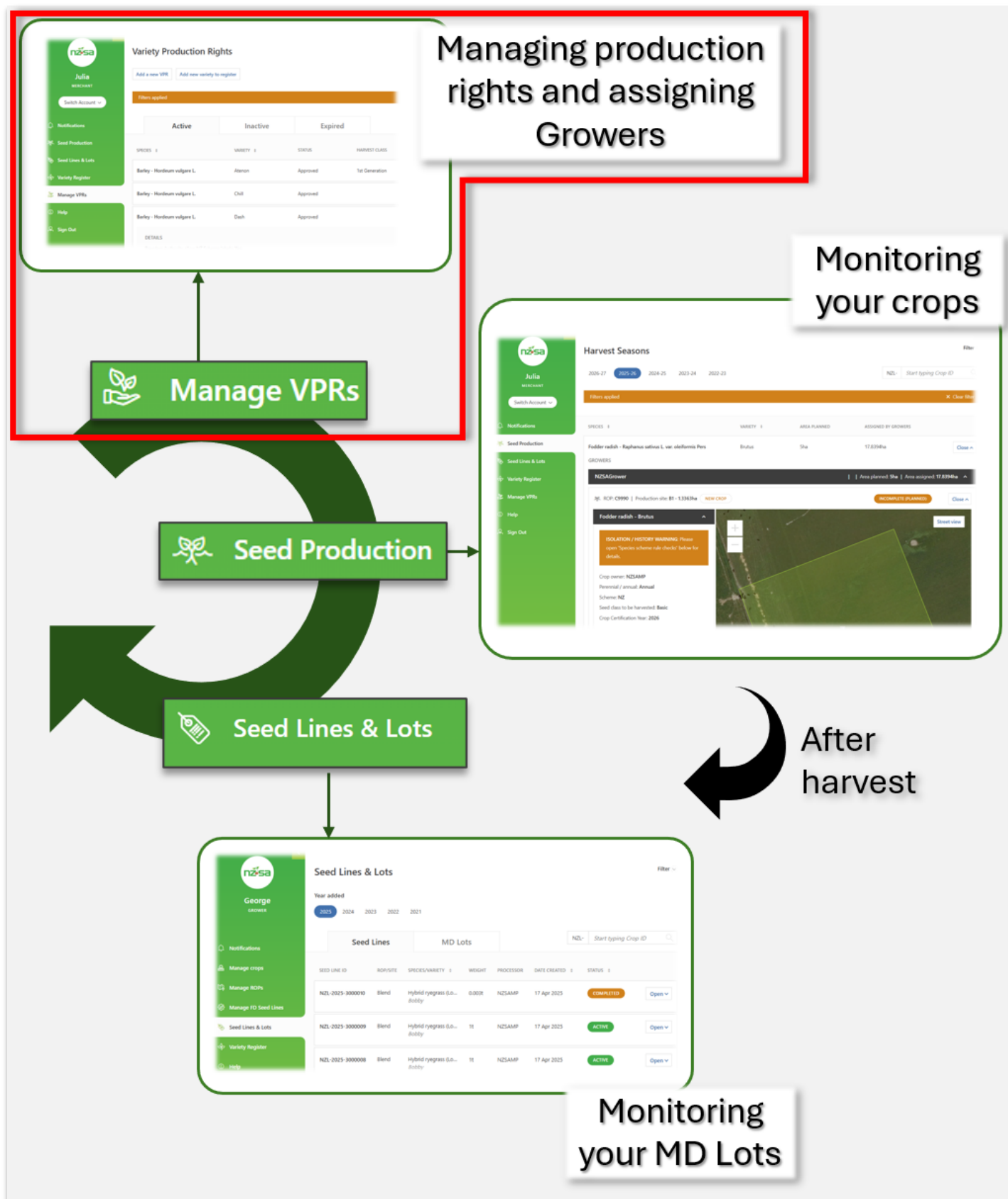


Figure 8 – Scheme dependencies and relationships

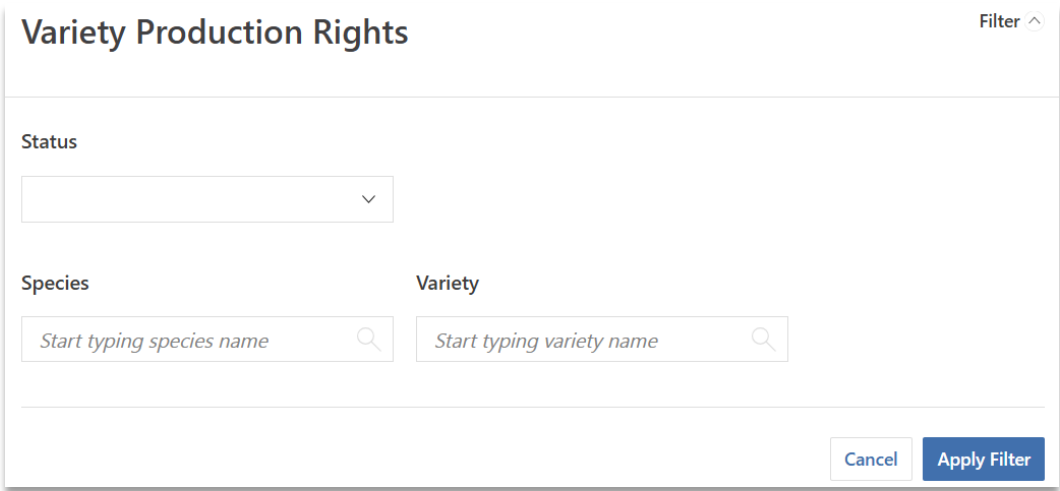
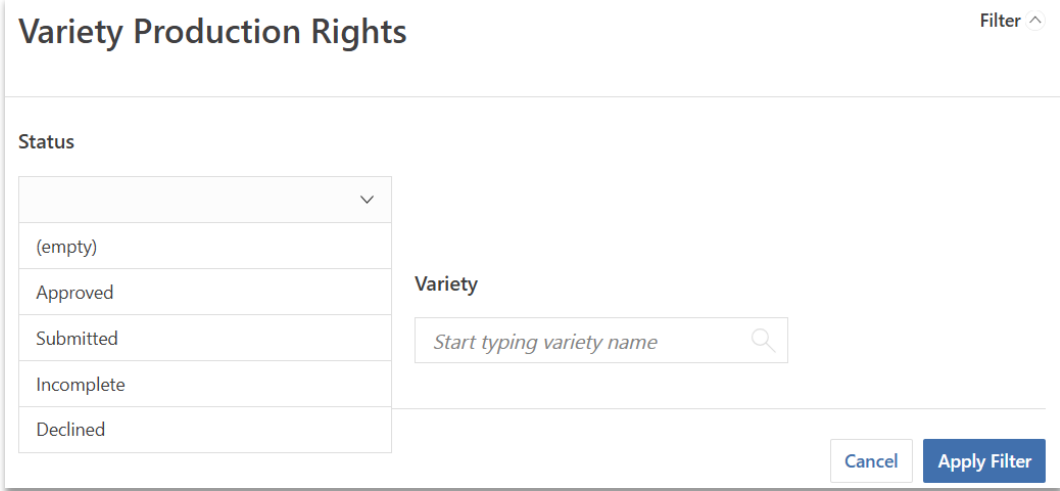
### 2.2.6 Data and fields in the VPR and Grower entries

Data and fields in the VPR and Grower entries		
<b>VPR</b>	Species and Variety Does your Breeders Authority allow NZ labels? Rights start (first harvest season) Supporting documentation to confirm rights	Default scheme for certification [optional] Seed class to be sown [optional] Seed class to be harvested [optional] Rights end (last harvest season) [optional]
<b>Grower</b>	Name Harvest season Total area to be sown	Agreed production weight [optional and not currently used]

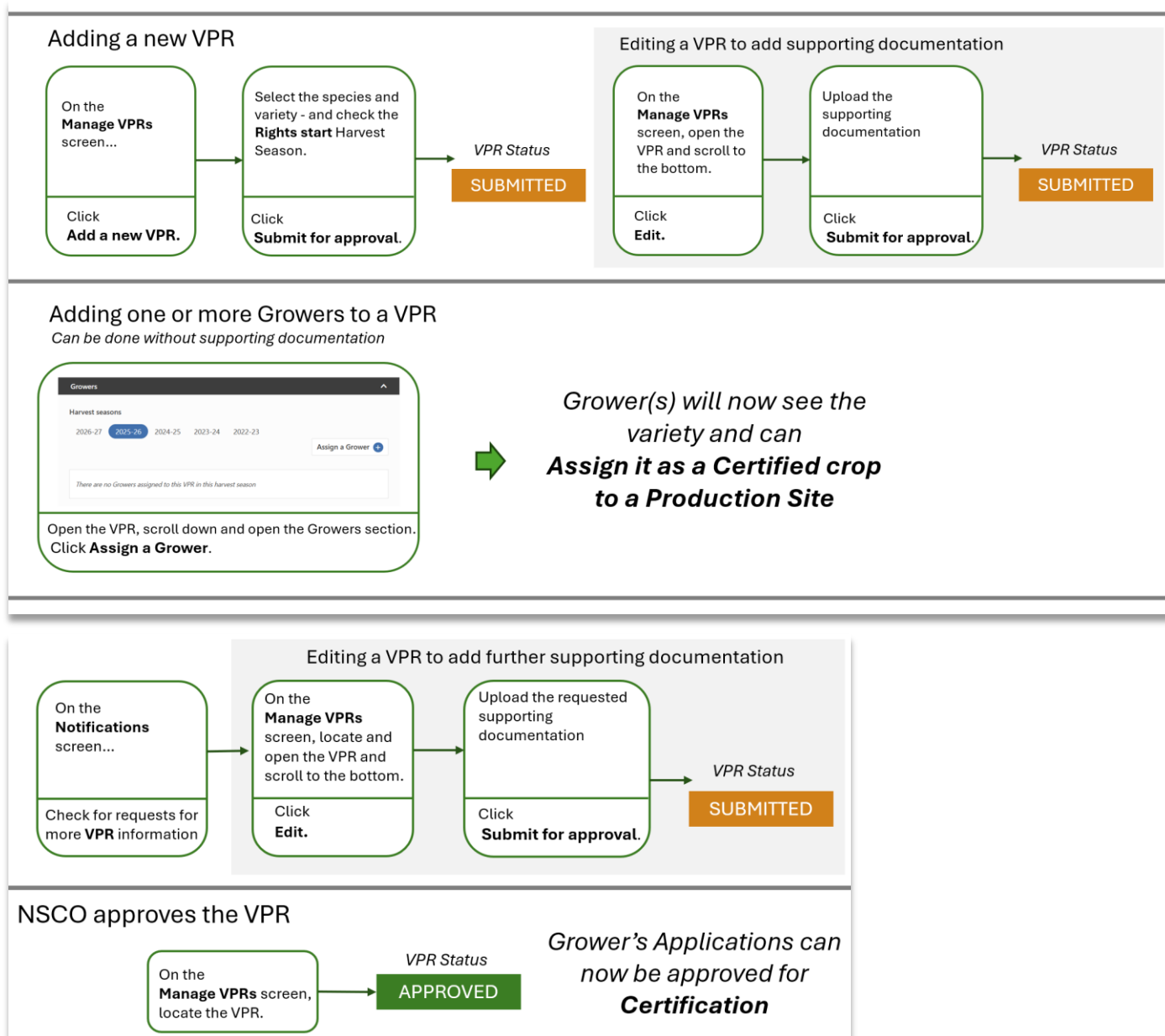
## 2.3 Using the Manage VPRs screen for managing rights and assigning Growers



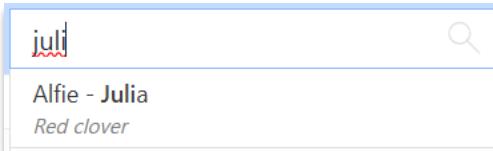
## 2.4 Filter options on the Manage VPRs screen

Filter options	Example
VPR status Species Variety	
Status options	
	<p><b>HINT</b></p> <p>You can enter a variety's Alternative name in the Variety field.</p> <p>SCIS checks for both the main name and the alternate name in variety searches.</p> <p>If SCIS finds a variety by its alternate name, it shows the variety entry with the alternate name appended.</p>

## 2.5 Overview of the Add new VPR and Assign Grower process



## 2.6 Adding a new VPR

Adding a new VPR	
<p>On the <b>Manage VPRs</b> screen, click <b>Add a new VPR</b>.</p> <p>Start typing characters from the species name and select the species from the dropdown list.</p> <p>See <a href="#">Typing into a field</a> in Section 1.3 for hints about displaying potential species matches.</p> <p>Start typing characters from the variety name.</p>	NZSA register.'" data-bbox="458 173 901 348"/>
<p><b>HINT</b></p> <p>You can enter the variety's Alternative name in the Variety field.</p> <p>SCIS checks for both the main name and the alternate name in variety searches.</p> <p>If SCIS finds a variety by its alternate name, it shows the variety entry with the alternate name appended.</p>	
<p><b>New variety</b></p> <p>If SCIS does not display the variety in the dropdown list, the variety does not yet exist in the <i>SCIS Variety Register</i> and the VPR cannot be added.</p> <p>Submit a request for variety registration on the <b>Variety Register</b> page. Navigate to the page via the menu or use one of these shortcuts:</p> <ul style="list-style-type: none"> <li>• <a href="#">NZSA Register</a> link in this pop-up</li> <li>• <b>Add new variety to Register</b> button on this page</li> </ul> <p>After the Variety has been added, return to this screen and continue.</p>	<p>The following text will appear in the VPR.</p> <div style="background-color: #f4a460; padding: 10px; border: 1px solid #ccc;"> <p>The variety is yet to be approved. You can still assign Production Rights to growers, but the VPR can't be approved until the variety is approved.</p> </div>



Assuming the variety is known to SCIS, a pop-up is displayed with a number of questions.

Only two questions must be answered before submitting the **Add new VPR** request:

- Breeders Authority allows NZ Scheme labels?
- What year do the rights start?

If answering one or more of the remaining questions, please do so in sequence—SCIS uses the information you supply to perform validation and restrict inappropriate selections in later questions.

## Add a new Variety Production Right

Species \*

Red clover

Variety \*

Pastor

If you can't find the variety you're after, you may need to add it to the [NZSA register](#).

Does your Breeders Authority allow NZ Scheme labels? \*

☐ Yes

☒ No

Default scheme for certification

☐ NZ Scheme

☐ AOSCA

☒ OECD

### Optional question

SCIS populates the **Seed class to be harvested** dropdown with class names belonging to the default certification scheme.

### Seed class to be harvested

Select class

### Mandatory question

**Rights start** defaults to the current Harvest Season.

### Optional question

**Rights finish.**

Rights start (first harvest season)

2025-26

Rights finish (last harvest season)

▼

SCIS allows a VPR to be submitted for approval without supporting evidence.

Grower's Applications can be started—but any crops grown under this VPR cannot be certified until the documentation is provided and the VPR approved.

Please provide supporting evidence that you have the rights to multiple this variety.

You can assign Production Rights to Growers without supporting evidence, however a crop cannot be certified until these have been provided and approved by the NSCO.

Upload supporting documentation (max 20mb)

Choose document

Browse

Document description

You can choose to **Save** the VPR at this point and later **Submit** it for approval.

A VPR that has only been Saved has a status of **Incomplete**.

You can continue to the next step (add Growers to a VPR) for a VPR in Incomplete status.

Cancel

Save

Submit for approval

If you've submitted the VPR, it will now appear on the Active tab with a status of **Submitted**.

Open the row to see details.

## Variety Production Rights

Filter

Add a new VPR

Add new variety to register

Filters applied

Clear filter

Active

Inactive

Expired

SPECIES

VARIETY

STATUS

HARVEST CLASS

ACTIONS

Red fescue - Festuca rubra L.

Nigella

Submitted

Basic

Deactivate

Open

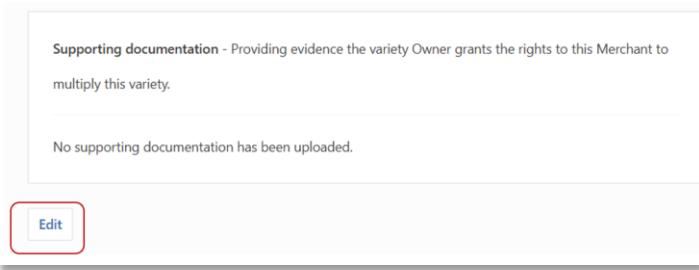
## IMPORTANT

Check Notifications regularly to see if the NSCO has requested more information about this VPR.


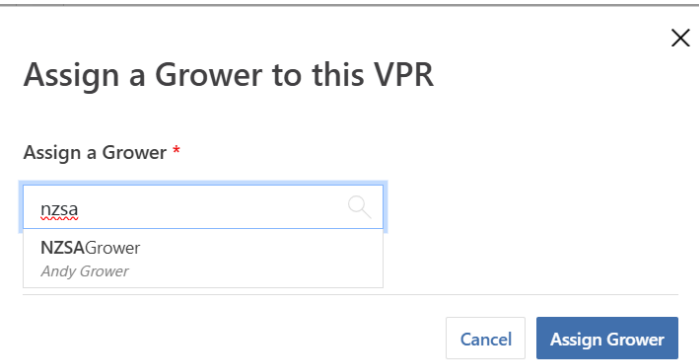
The Notification will contain a description of the required information.

NOTE: The VPR does not contain this information.

## 2.6.1 Editing a VPR to add supporting documentation

Editing a VPR	
<p>On the <b>Active</b> tab, locate the VPR.</p> <p>Click Open to open the row.</p> <p>Scroll to the bottom and click <b>Edit</b>.</p>	
<p>Fill in the information and upload documents.</p> <p>Click <b>Submit for Approval</b>.</p>	

## 2.7 Assigning Growers to a VPR—for a specific harvest season

Assigning Growers to a VPR	
<p>Open the VPR.</p> <p>Scroll down and open the Growers section.</p> <p>Check the Harvest Season filter. SCIS will only display Grower entries that match the selected Harvest Season.</p> <p>Click <b>Assign a Grower</b>.</p>	
<p>Start typing the Grower name.</p> <p>Select the entry from the dropdown list.</p>	

Check the address and contact person details.

### Assign a Grower to this VPR

Assign a Grower \*

NZSAGrower

#### NZSAGrower

① 185 Any Road, Templeton

② Andy Grower

Fill in the mandatory fields:

- Harvest Season
- Total area to be sown

#### Total area to be sown

- this is a suggested value rather than a limit
- provides guidance to Growers to help them select Production Sites
- is for the total area of crops / Production Sites sown with this variety in this harvest season
- SCIS displays a warning if the total area for Grower's Applications for this Grower exceeds this value

#### Harvest season \*

2025-26

Crop certification year: 2026

A harvest season starts on the 1st of February and ends on the following 31st of January.

#### Total area to be sown \*

100

ha

Click **Assign Grower**.

#### Agreed production weight

kg

Cancel

Assign Grower

The Grower now appears in the list, and the row can be Opened to see further details.

*Is the assigned Grower Harvest Season different from the current value in the Harvest Season filter? If it is, click on the appropriate value in the filter to see the new Grower entry.*

#### Growers

##### Harvest seasons

2026-27

2025-26

2024-25

2023-24

2022-23

Assign a Grower +

NZSAGrower

Area Planned : 100ha


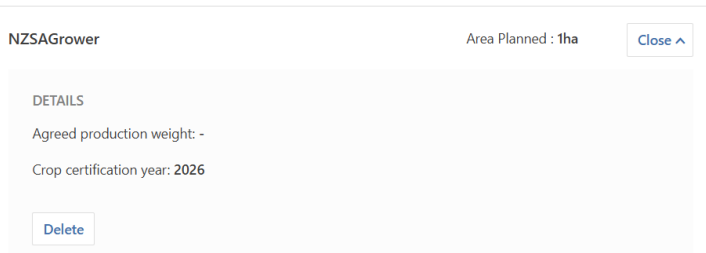
Open

Further Growers can be added in the same way.


## 2.8 Deleting a Grower from a VPR—for a specific harvest season

This functionality allows you to remove a Grower entry that was added in error and never connected to a Grower's Application.

It is not possible to remove a Grower—Harvest Season entry once it has been connected to a Grower's Application.

Removing Growers from a VPR	
<p>Open the VPR.</p> <p>Scroll down and open the Growers section.</p> <p>Check the Harvest Season filter. SCIS will only display Grower entries that match the selected Harvest Season.</p> <p>Open the <b>Grower entry</b>.</p>	
<p>Click the Delete button.</p>	
<p>Type <b>Confirm</b>.</p>	<p>You are about to permanently delete</p> <p><b>NZSAGrower - Atenon</b></p> <p>Cancel Confirm</p>

## 2.9 Allowing Re-entry for a specific Grower and harvest season

Allowing Re-entry	
<p>Open the VPR – for a perennial variety only.</p> <p>Scroll down and open the Growers section.</p> <p>Set the Harvest Season filter to the previous season.</p> <p>Open the <b>Grower entry</b>.</p>	

Click the **Allow Re-entry** button.

Growers

Harvest seasons

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

Assign a Grower +

NZSAGrower

Area Planned : 20ha

Close ^

DETAILS

Agreed production weight: -

Crop certification year: 2025

Delete

Allow Re-entry

Select the new Harvest Season and Area planned.

Allow Re-entry for

## Cocksfoot (Dactylis glomerata L.) - Harvestar

### DETAILS

Crop owner: NZSAMP

Assigned to Grower: NZSAGrower

185 Any Road, Templeton, 4321, New Zealand

Andy Grower

### Re-entry harvest season \*

2025-26

Crop certification year: 2026

A harvest season starts on the 1st of February and ends on the following 31st of January.

### Area planned \*

ha

Cancel

Save

The Grower entry for the older Harvest Season now displays the text 'Re-entry is allowed for next Season'.

#### NZSAGrower

##### DETAILS

Agreed production weight: -

Crop certification year: 2025

Re-entry is allowed for next season

Delete

Allow Re-entry

On changing the Harvest Season filter to the later Harvest Season, the new Grower—Harvest Season entry appears.

Opening the entry displays the text 'Re-entry is allowed for this Season'.

#### Harvest seasons

2026-27

2025-26

2024-25

2023-24

2022-23

Assign a Grower +

#### NZSAGrower

Area Planned : 1ha

Close ^

##### DETAILS

Agreed production weight: -

Crop certification year: 2026

Re-entry is allowed for this season

Delete

Allow Re-entry

## 2.10 Making other changes to a VPR

After a VPR has been Approved, the Merchant can only make the following changes:

- Deactivate it or Activate it (see following sections)
- Assign a Grower for a Harvest Season
- Delete a Grower for a Harvest Season (if not connected to a Grower's Application)
- Approve Re-entry (for a perennial crop)

For any other changes (for example, adding further supporting documentation), please contact the NSCO – they will be able to make these changes on your behalf.



## 2.11 Deactivating a VPR (removing it from the Active list)

### Deactivating a VPR

On the **Active** tab, locate the VPR.

Optionally Open the row to check details.

Click **Deactivate**.

Active				
SPECIES	VARIETY	STATUS	HARVEST ...	ACTIONS
Arrowleaf clover - Trifolium vesiculosum Savi	Arrotass	Approved	Basic	<a href="#">Deactivate</a> <a href="#">Close ^</a>
DETAILS Breeders Authority allow NZ Scheme labels: -				

The VPR now appears on the Inactive tab.

Variety Production Rights				
Filter				
<a href="#">Add a new VPR</a> <a href="#">Add new variety to register</a>				
Filters applied <a href="#">X Clear filter</a>				
Active Inactive Expired				
SPECIES	VARIETY	STATUS	HARVEST CLASS	ACTIONS
Red fescue - Festuca rubra L.	Nigella	Submitted	Basic	<a href="#">Activate</a> <a href="#">Open v</a>

## 2.12 Activating a previously deactivated VPR

### Activating a VPR

On the **Inactive** tab, locate the VPR.

Optionally Open the row to check details.

Click **Activate**.

Variety Production Rights				
Filter				
<a href="#">Add a new VPR</a> <a href="#">Add new variety to register</a>				
Filters applied <a href="#">X Clear filter</a>				
Active Inactive Expired				
SPECIES	VARIETY	STATUS	HARVEST CLASS	ACTIONS
Red fescue - Festuca rubra L.	Nigella	Submitted	Basic	<a href="#">Activate</a> <a href="#">Open v</a>

The VPR now appears on the Inactive tab.

The screenshot shows the 'Variety Production Rights' interface. At the top, there are two buttons: 'Add a new VPR' and 'Add new variety to register'. Below these is a filter bar with 'Filters applied' and a 'Clear filter' button. The main section has three tabs: 'Active', 'Inactive', and 'Expired'. The 'Inactive' tab is selected. Below the tabs is a table with columns: SPECIES, VARIETY, STATUS, HARVEST CLASS, and ACTIONS. The table contains one row: 'Red fescue - Festuca rubra L.' with variety 'Nigella', status 'Submitted', and harvest class 'Basic'. In the ACTIONS column, there is an 'Activate' link and an 'Open' button with a dropdown arrow.

## 2.13 Removing a VPR

### Removing a VPR

On the **Active** tab, locate the VPR.

Optionally Open the row to check details.

If this VPR can be removed (because it is not connected to any Grower's Applications), there will be a Remove link.

Click **Remove**.

This screenshot is similar to the previous one but shows the 'Inactive' tab selected. The table row for 'Arrowleaf clover - Arrotass' (Trifolium vesiculosum Savi) is shown with status 'Declined' and harvest class 'Basic'. In the ACTIONS column, there is an 'Activate' link, a 'Remove' link (highlighted with a red box), and an 'Open' button with a dropdown arrow.

Click Confirm on the pop-up.

The VPR will now be removed.

The screenshot shows a confirmation pop-up window. The text inside reads: 'You are about to remove the Variety Production Rights for: Arrowleaf clover - Arrotass'. At the bottom of the pop-up, there are two buttons: 'Cancel' and 'Confirm'.

## 2.14 Understanding the Expired tab

ADDITIONAL CONTENT TO BE ADDED

### 3 Monitoring your crops



## Section 3 Monitoring your crops

---

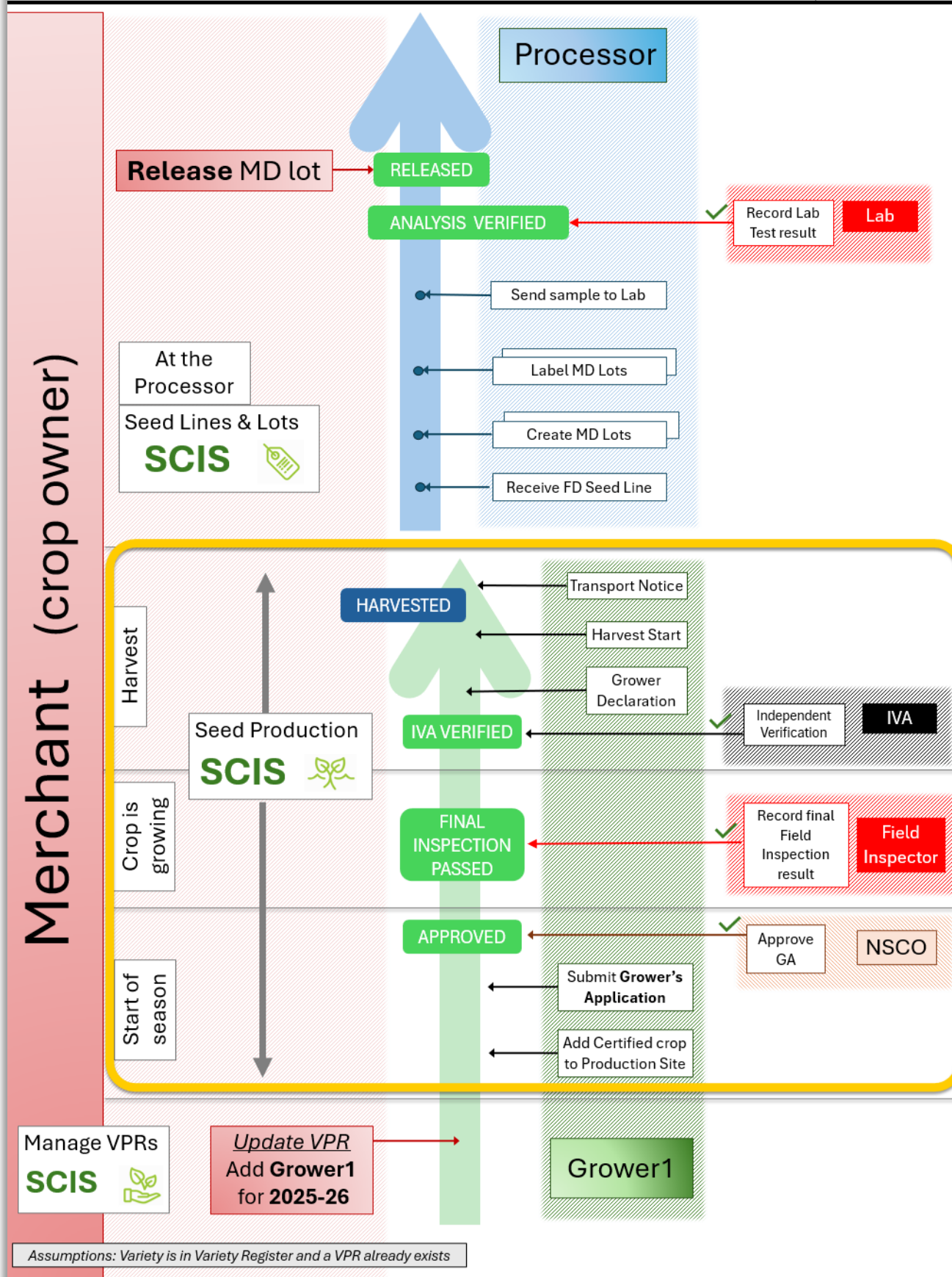
---

Using SCIS Merchant screens to perform key activities including:

- Viewing the Growers who are growing a variety linked to one of your VPRs
  - Viewing the detailed timeline, status, map and other associated information for each crop
- 
-

SCIS certified varietal seed lifecycle (Merchant perspective)  
Scenario A - NZ Scheme, all checkpoints/tests passed, no splits or blends






Harvest Season  
2025-26



### 3.1 Using the Seed Production screen for monitoring your crops in the growing season

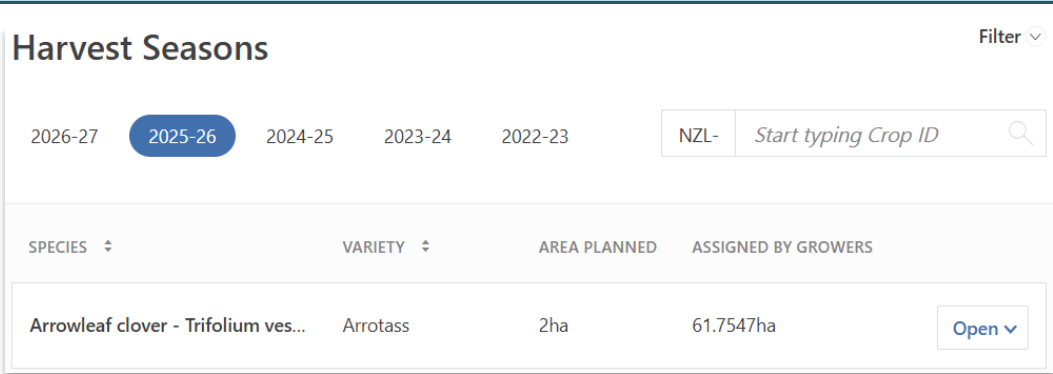
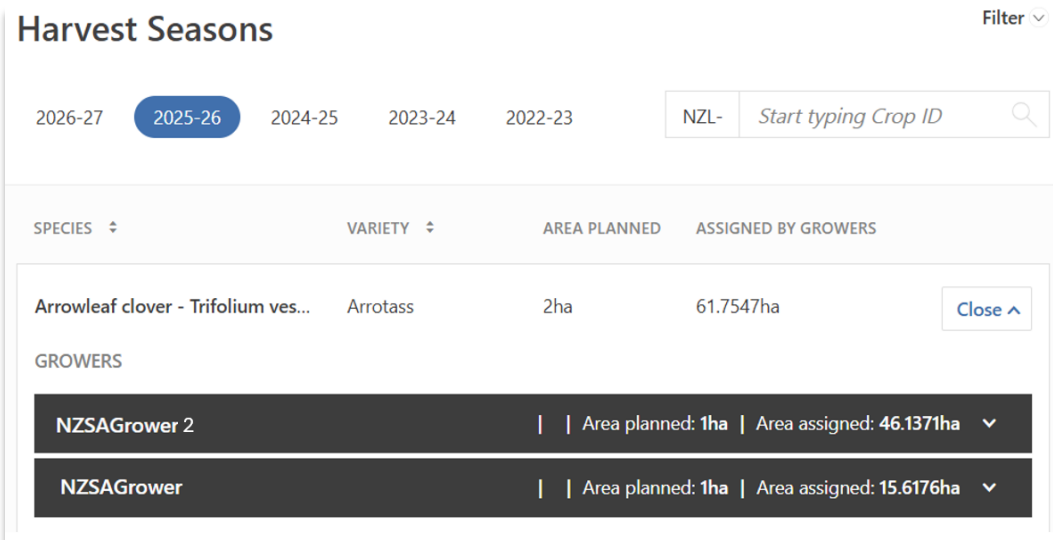


## 3.2 Filter options on the Seed Production screen

Filter options	Example
Species Variety Grower Grower Application Status	<div> <div>Harvest Seasons <span>Filter ^</span></div> <div> <div> <div>Species</div> <div>Start typing species name </div> </div> <div> <div>Variety</div> <div>Start typing variety name </div> </div> </div> <div> <div> <div>Grower</div> <div>Start typing Grower name </div> </div> <div> <div>Grower Application Status</div> <div></div> </div> </div> <div> <div>Cancel</div> <div>Apply Filter</div> </div> </div> <p><b>HINT</b>            You can enter a variety's Alternative name in the Variety field.            SCIS checks for both the main name and the alternate name in variety searches.            If SCIS finds a variety by its alternate name, it shows the variety entry with the alternate name appended.</p>
Grower Application Status options (scrollable list)	<div> <div>Grower Application Status</div> <div> <div></div> <div> <div>(empty)</div> <div>Incomplete (Planned)</div> <div>Incomplete (Sown)</div> <div>Submitted</div> <div>Info Requested</div> <div>Approved</div> <div>Declined</div> <div>Removed</div> <div>Withdrawn</div> <div>Final Inspection Passed</div> <div>Final Inspection Failed</div> <div>Downgraded</div> <div>Harvest Started</div> <div>IVA Failed</div> <div>IVA Verified</div> <div>Harvested</div> </div> </div> </div>

Harvest Season	<div> 2026-27 2025-26 2024-25 2023-24 2022-23 </div>
Crop ID	<div> NZL- <input type="text" value="Start typing Crop ID"/> </div>

### 3.3 Information shown on the Seed Production screen

Description	Example
<p>Initial view</p> <p>One row per variety.</p>	
<p>Opening a single row</p> <p>One row per Grower.</p>	



Note that if a filter has been applied, the value shown in the 'Assigned by Growers' column is just the area from the filtered entries.

Filters applied ✕ Clear filter

SPECIES ▾	VARIETY ▾	AREA PLANNED	ASSIGNED BY GROWERS
Arrowleaf clover - Trifolium vesiculosum Savi	Arrotass	1ha	15.6176ha <span>Close ^</span>

GROWERS

NZSAGrower | | Area planned: 1ha | Area assigned: 15.6176ha ▾

## Opening a Grower

*Grower has a single crop*

Grower's Application opens automatically.

See [Section 1.5 Certified varietal seed crop – key milestones and checkpoints](#) for a description of the crop lifecycle and information that SCIS displays in the Grower's Application.

Harvest Seasons Filter ▾

2026-27 **2025-26** 2024-25 2023-24 2022-23 NZL-  🔍

Filters applied ✕ Clear filter

SPECIES ▾	VARIETY ▾	AREA PLANNED	ASSIGNED BY GROWERS
Arrowleaf clover - Trifolium vesiculosu...	Arrotass	2ha	61.7547ha <span>Close ^</span>

GROWERS

NZSAGrower 2 | | Area planned: 1ha | Area assigned: 46.1371ha ▾

NZSAGrower | | Area planned: 1ha | Area assigned: 15.6176ha ^

🌿 ROP: R9991 | Production site: G - 15.6176ha
NEW CROP
SUBMITTED
Close ^

**Arrowleaf clover - Arrotass** ^

Originally submitted: 04 Jun 2025

Crop owner: NZSAMP

Perennial / annual: Annual

Scheme: NZ

Seed class to be harvested: Basic

Crop Certification Year: 2026

+  
–

Street view

## Opening a Grower

*Grower has multiple crops*

SCIS displays one row per Grower's Application.

Click **Open** to open each Grower's Application.

See [Section 1.5 Certified varietal seed crop – key milestones and checkpoints](#) for a description of the crop lifecycle and information that SCIS displays in the Grower's Application.

## Harvest Seasons

Filter

2026-27

2025-26

2024-25

2023-24

2022-23

NZL-

Start typing Crop ID



Filters applied

Clear filter

SPECIES

VARIETY

AREA PLANNED

ASSIGNED BY GROWERS

Arrowleaf clover - Trifolium vesiculosum...

Arrotass

2ha

61.7547ha

Close

GROWERS

NZSAGrower 2

| Area planned: 1ha | Area assigned: 46.1371ha



ROP: K1111 | Production site: AQ - 10.8563ha

NEW CROP

INCOMPLETE (PLANNED)

Open



ROP: K1111 | Production site: gsl 2 - 35.1612ha

NEW CROP

APPROVED



Open



ROP: K1111 | Production site: Pentagon - 0.1196ha

NEW CROP

INCOMPLETE (SOWN)

Open

NZSAGrower

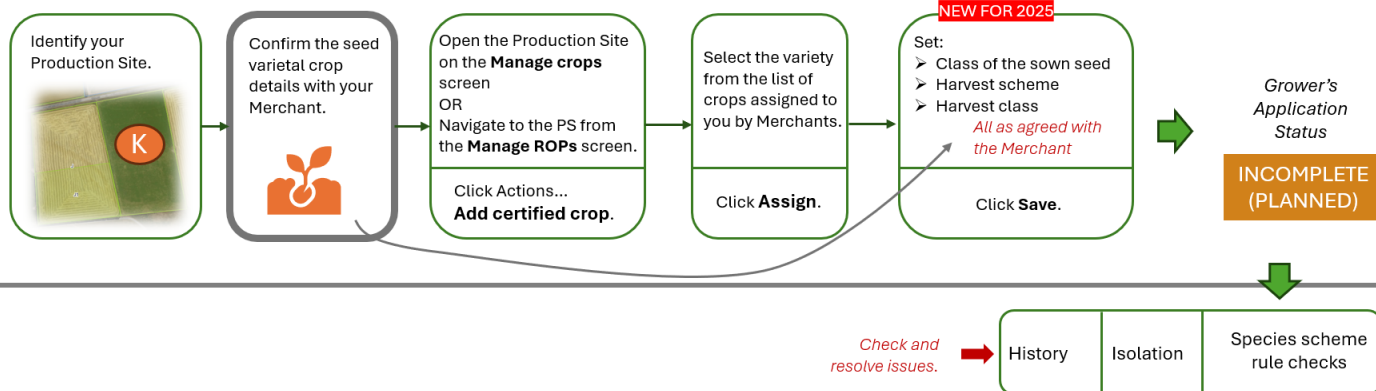
| Area planned: 1ha | Area assigned: 15.6176ha

## 3.4 Understanding Grower's Application status

### 3.4.1 Before Field Inspection

New crop - grown on behalf of a Merchant

#### A – Assign variety to Production Site



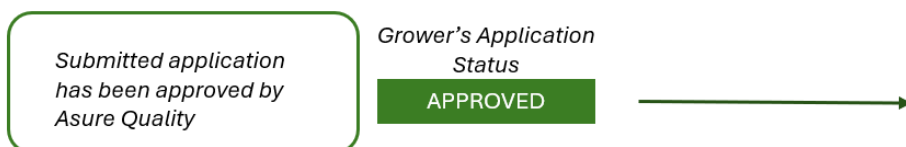
#### B – Create Grower's Application

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



#### C – Check

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



### 3.4.2 Provisional approval

 ROP: K1111 | Production site: gsl 2 - 35.1612ha

NEW CROP

APPROVED

P

Open ▾

A red circle with a P inside beside a Grower's Application / crop indicates that the crop could not be fully Approved because of some condition – typically because the VPR had not yet been Approved at that time. The IVA Verification step will confirm whether the condition has now been met.

### 3.4.3 At Field Inspection


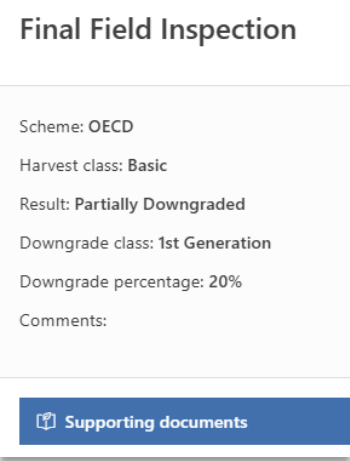
#### 3.4.3.1 Field Inspection Passed

Final Field Inspection Passed		
<p>If the Field Inspection passes, the timeline is updated with the details, and the status is changed.</p> <div style="background-color: #28a745; color: white; text-align: center; padding: 5px; font-weight: bold;">FINAL INSPECTION PASSED</div>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #28a745; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</div> <div> <b>Growers Application</b>  <i>Approved 09 Apr 2025</i> </div> </div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #28a745; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</div> <div> <b>Assign Field Inspection Provider</b>  <i>Automatically assigned 09 Apr 2025</i> </div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">View</div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #28a745; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</div> <div> <b>Final Field Inspection</b>  <i>Passed 09 Apr 2025</i> </div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">View</div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">○</div> <div> <b>Independent Verification</b> </div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: small; background-color: #f0f0f0;">View</div> </div> </div>	<div> <b>Final Field Inspection</b> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Scheme: OECD</p> <p>Harvest class: 1st Generation</p> <p>Result: Passed</p> <p>Comments:</p> </div> <div style="background-color: #007bff; color: white; padding: 5px; margin-top: 5px; font-weight: bold;">Supporting documents</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><a href="#">Field Inspection Report.docx</a></p> <p>Uploaded: 09 Apr 2025</p> <p>Description: FIR</p> </div>


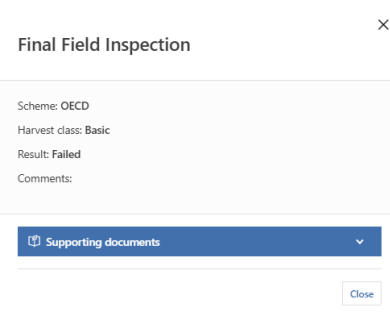
#### 3.4.3.2 Field Inspection Downgraded

Final Field Inspection Downgraded		
<p>If the Field Inspection passes but with a full Downgrade, the timeline is updated with the details, and the status is changed.</p> <div style="background-color: #28a745; color: white; text-align: center; padding: 5px; font-weight: bold;">DOWNGRADED</div>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #28a745; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</div> <div> <b>Growers Application</b>  <i>Approved 22 Apr 2025</i> </div> </div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #28a745; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</div> <div> <b>Assign Field Inspection Provider</b>  <i>Automatically assigned 22 Apr 2025</i> </div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">View</div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #28a745; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</div> <div> <b>Final Field Inspection</b>  <i>Downgraded 22 Apr 2025</i> </div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">View</div> </div> </div> <div style="margin-top: 10px;"> <p>SCIS automatically sets the correct Harvest Class when it creates FD Seed Lines at harvest time.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Seed class to be harvested: Basic</p> <p>Downgrade class to be harvested: 1st Generation</p> </div> </div>	<div> <b>Final Field Inspection</b> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Scheme: NZ Scheme</p> <p>Harvest class: Basic</p> <p>Result: Downgraded</p> <p>Downgrade class: 1st Generation</p> <p>Comments:</p> </div> <div style="background-color: #007bff; color: white; padding: 5px; margin-top: 5px; font-weight: bold;">Supporting documents</div>

### 3.4.3.3 Field Inspection Partially Downgraded

Final Field Inspection Partially Downgraded		
<p>If the Field Inspection fails, the timeline is updated with the details, and the status is changed.</p> <p><b>PARTIALLY DOWNGRADED</b></p> <p>Includes Partial downgrade to Non-Certified crop if no certified downgrade class is available.</p>	 <p>SCIS automatically separates the crop into separate FD Seed Lines with the correct Harvest Class at harvest time.</p> <p>Harvest class: Basic Result: Partially Downgraded Downgrade class: 1st Generation Downgrade percentage: 20%</p>	

### 3.4.3.4 Field Inspection Failed

Final Field Inspection Failed		
<p>If the Field Inspection fails, the timeline is updated with the details, and the status is changed.</p> <p><b>FINAL INSPECTION FAILED</b></p>		

### 3.4.4 At 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	<div> <div>✓ Growers Application Approved 24 Apr 2024</div> <div>✓ Assign Field Inspection Provider Automatically assigned 24 Apr 2024 <a href="#">View</a></div> <div>✓ Final Field Inspection Passed 24 Apr 2024 <a href="#">View</a></div> <div>✓ Independent Verification Added 24 Apr 2024 <a href="#">View</a></div> </div>	<div> <div>Independent Verification</div> <div>Status: Verified</div> <div>Date: 24 Apr 2024</div> <div>Comment:</div> <div><a href="#">Supporting documents</a></div> </div>
IVA FAILED	<div> <div>✓ Growers Application Approved 22 Apr 2025</div> <div>✓ Assign Field Inspection Provider Automatically assigned 22 Apr 2025</div> <div>✓ Final Field Inspection Downgraded 22 Apr 2025</div> <div>✗ Independent Verification Added 22 Apr 2025</div> </div>	<div> <div>Independent Verification</div> <div>Status: Failed</div> <div>Date: 22 Apr 2025</div> <div>Explanation: Missing information</div> <div><a href="#">Supporting documents</a></div> </div>

## 4 Following seed varietal crops at the Processor



# Section 4

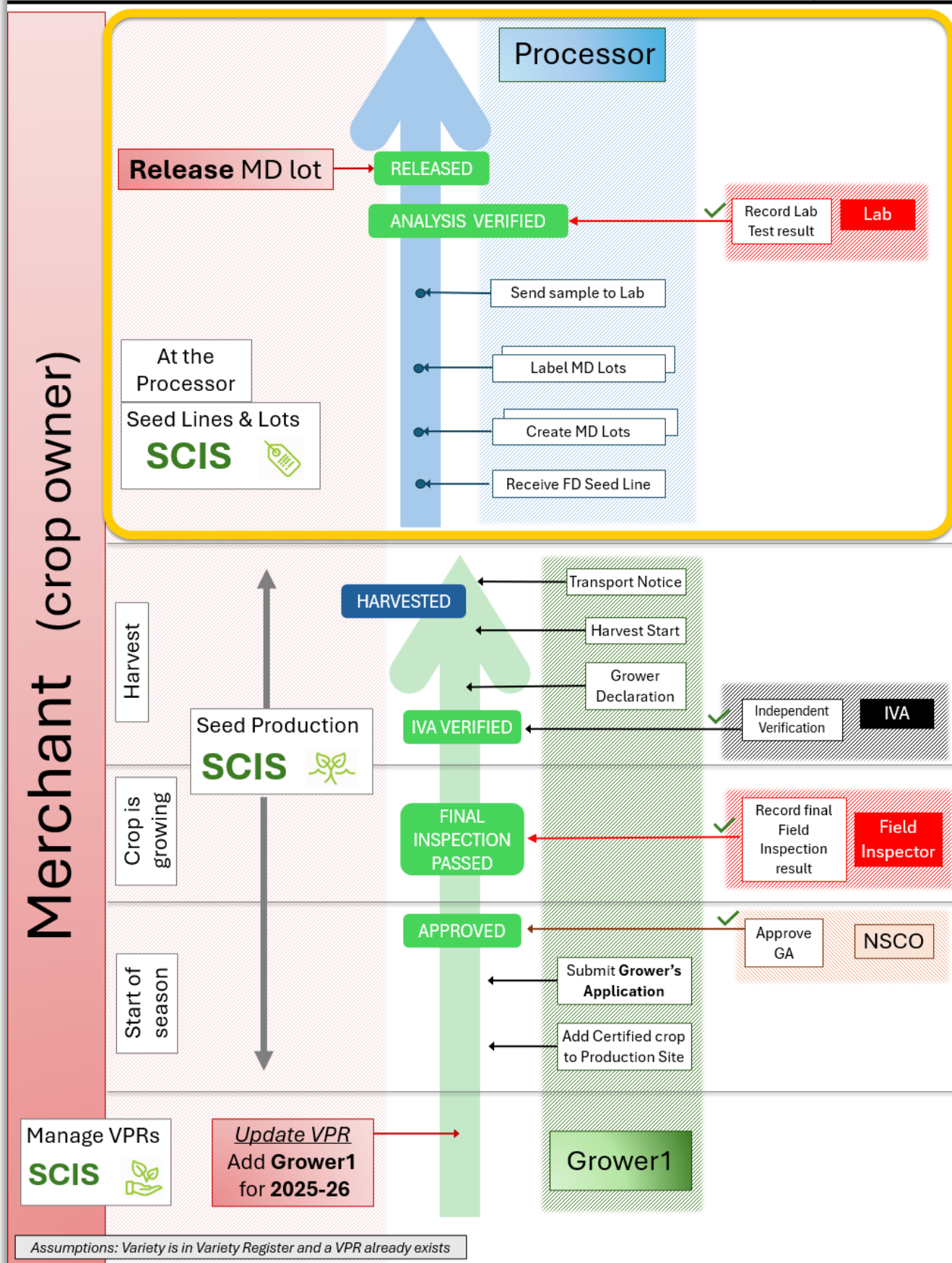
## Following seed varietal crops from the farm to the Processor

- 
- 
- Viewing your Seed Lines from the farm to the Processor
  - Viewing your MD Lots at the Processor
- 
-

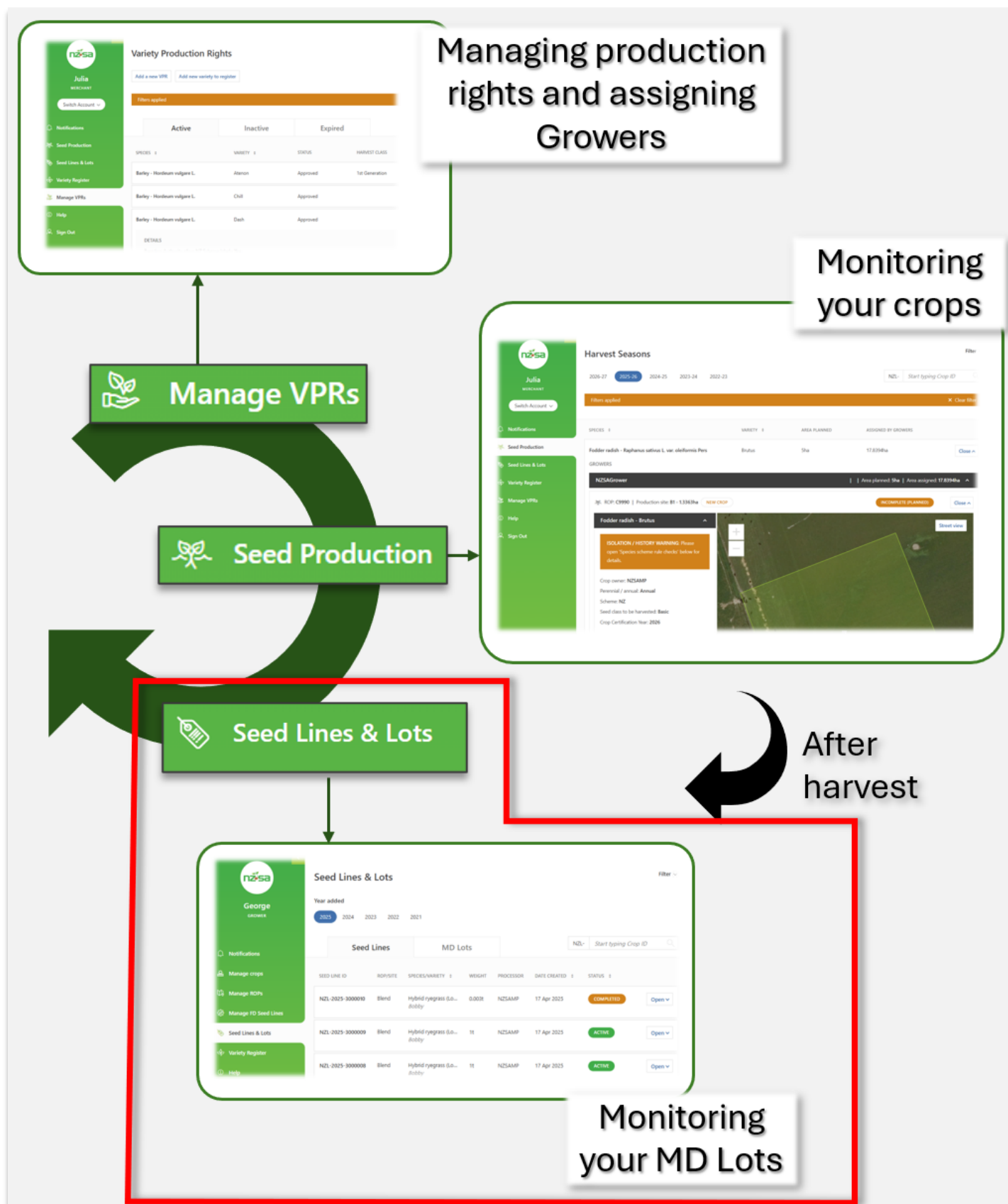


SCIS certified varietal seed lifecycle (Merchant perspective)  
Scenario A - NZ Scheme, all checkpoints/tests passed, no splits or blends

Harvest Season  
2025-26



## 4.1 Viewing a Seed Line at the Processor and the MD Lots created from it



## 4.2 Filter options on the Seed Lines & Lots screen

Filter options	Example
Species Variety Grower Processor Status	<div> <div>Seed Lines &amp; Lots</div> <div> <div> <div>Species</div> <div>Start typing species name</div> <div>Search</div> </div> <div> <div>Variety</div> <div>Start typing variety name</div> <div>Search</div> </div> <div> <div>Grower</div> <div>Start typing Grower name</div> <div>Search</div> </div> </div> <div> <div> <div>Processor</div> <div>Start typing Processor name</div> <div>Search</div> </div> <div> <div>Status</div> <div></div> <div>▼</div> </div> </div> </div> <p><b>HINT</b>            You can enter a variety's Alternative name in the Variety field.            SCIS checks for both the main name and the alternate name in variety searches.            If SCIS finds a variety by its alternate name, it shows the variety entry with the alternate name appended.</p>
Status options	<div> <div>Status</div> <div>▼</div> <div>(empty)</div> <div>Active</div> <div>Completed</div> <div>Withdrawn</div> <div>Superseded</div> </div>
Harvest Season <i>Quick filter</i>	<div> <div>2026-27</div> <div>2025-26</div> <div>2024-25</div> <div>2023-24</div> <div>2022-23</div> </div>
Crop ID <i>Quick filter</i>	<div> <div>NZL-</div> <div>Start typing Crop ID</div> <div>Search</div> </div>
MerchantRef	Not currently supported as a Filter option.

### 4.3 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 Merchant can follow the actions taken by the Processor:

- view all Seed Line(s) 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
- view all MD Lots created from these Seed Lines

### 4.4 Seed Lines

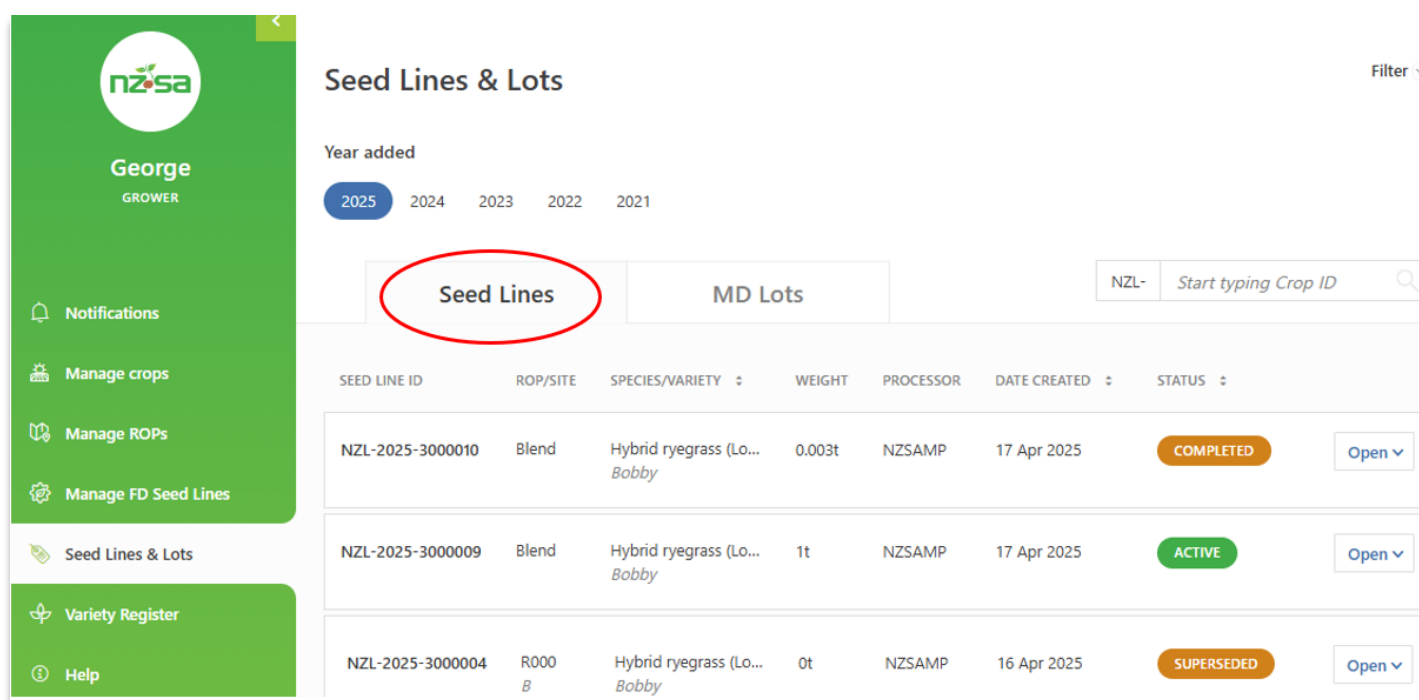
SCIS opens the Seed Lines & Lots screen on the **Seed Lines** tab.

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 Merchant 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 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
NZL-2025-3000009	Blend	Hybrid ryegrass (Lo... Bobby	1t	NZSAMP	17 Apr 2025	ACTIVE
NZL-2025-3000004	R000 B	Hybrid ryegrass (Lo... Bobby	0t	NZSAMP	16 Apr 2025	SUPERSEDED

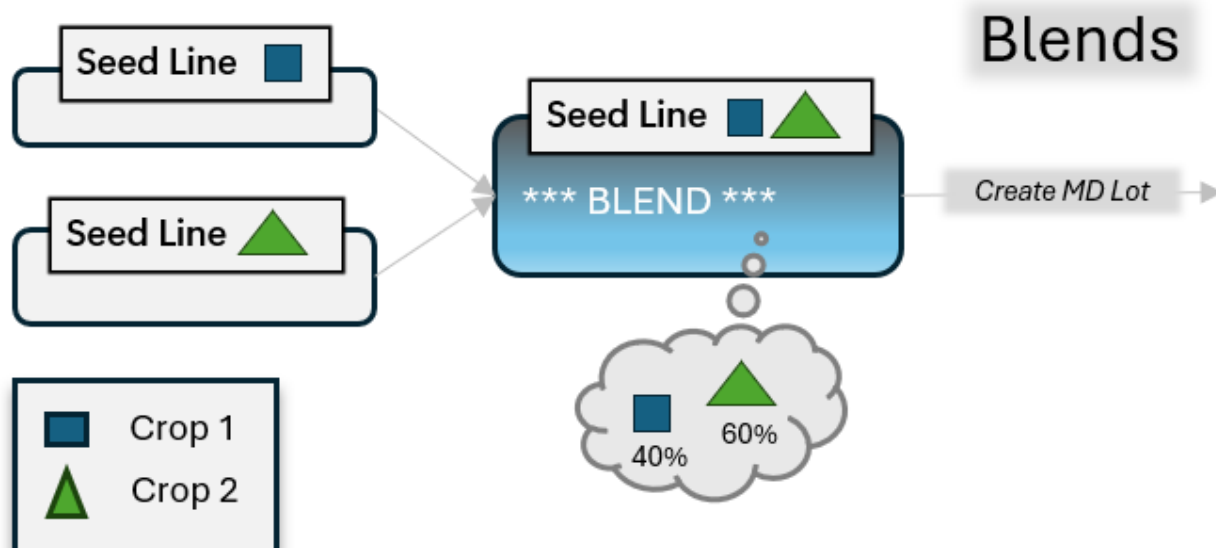
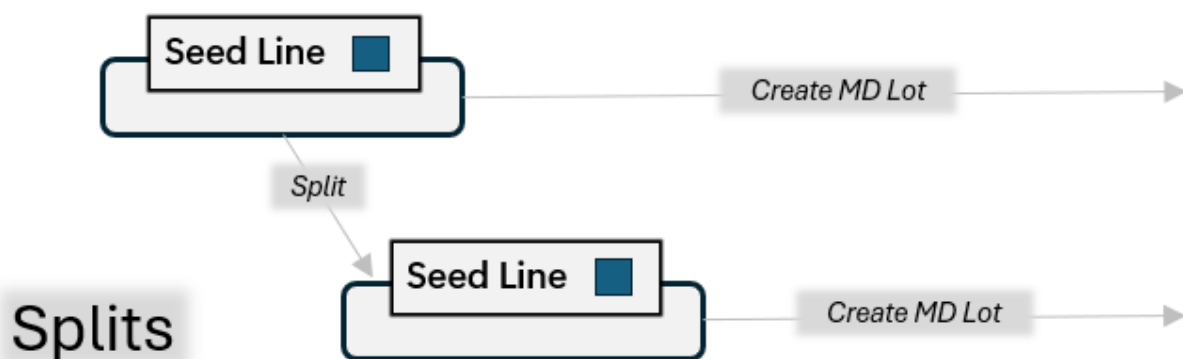
Figure 9 - Seed Lines & Lots screen – Seed Lines tab

#### 4.4.1 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



#### 4.4.2 Seed Line end of activity

Seed Lines can no longer be operated on when:

- The Processor has clicked the **Complete** action. This action is normally performed when there is no weight—or only a small 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.

#### 4.4.3 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 <b>Complete</b> .
WITHDRAWN	The Merchant has instructed the Processor to withdraw the Seed Line from certification.  The Processor has clicked <b>Withdraw</b> .
SUPERSEDED	SCIS creates a new Seed Line when the Processor <b>Blends</b> 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.



#### 4.4.4 Detailed information for a Seed Line

Seed Line	Example																
Row before opening.  This Seed Line is a Blend from multiple Growers.	<div><div>Seed Lines</div><div>MD Lots</div><div>NZL- Start typi</div><table><thead><tr><th>SEED LINE ID</th><th>ROP/SITE</th><th>SPECIES/VARIETY</th><th>WEIGHT</th><th>PROCESSOR</th><th>GROWER</th><th>DATE CREATED</th><th>STATUS</th></tr></thead><tbody><tr><td>NZL-2025-3000020</td><td>Blend</td><td>Cocksfoot (Dactylis... Lazuly</td><td>178.3t</td><td>NZSAMP</td><td>Multiple</td><td>25 Apr 2025</td><td>ACTIVE</td></tr></tbody></table></div>	SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS	NZL-2025-3000020	Blend	Cocksfoot (Dactylis... Lazuly	178.3t	NZSAMP	Multiple	25 Apr 2025	ACTIVE
SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS										
NZL-2025-3000020	Blend	Cocksfoot (Dactylis... Lazuly	178.3t	NZSAMP	Multiple	25 Apr 2025	ACTIVE										
Opened row	<div><div>Seed Lines</div><div>MD Lots</div><div>NZL- Start typing Crop ID</div><table><thead><tr><th>SEED LINE ID</th><th>ROP/SITE</th><th>SPECIES/VARIETY</th><th>WEIGHT</th><th>PROCESSOR</th><th>GROWER</th><th>DATE CREATED</th><th>STATUS</th></tr></thead><tbody><tr><td>NZL-2025-3000020</td><td>Blend</td><td>Cocksfoot (Dactylis... Lazuly</td><td>178.3t</td><td>NZSAMP</td><td>Multiple</td><td>25 Apr 2025</td><td>ACTIVE</td></tr></tbody></table><div><div>INFORMATION</div><div>Scheme: OECD</div><div>Processor: NZSAMP</div><div>Seed Line Class: 1st Generation</div><div>Processor location: 185 Any road, Templeton</div><div>Weight changes</div><div>No weight changes have been applied.</div></div><div>Close</div></div>	SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS	NZL-2025-3000020	Blend	Cocksfoot (Dactylis... Lazuly	178.3t	NZSAMP	Multiple	25 Apr 2025	ACTIVE
SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS										
NZL-2025-3000020	Blend	Cocksfoot (Dactylis... Lazuly	178.3t	NZSAMP	Multiple	25 Apr 2025	ACTIVE										
MerchantRef	Not currently shown for a Seed Line.																
Open each Grower / crop row to see detailed information about the crop / Grower’s Application.	<div><div>Weight changes</div><div>No weight changes have been applied.</div><div><div>NZSAGrower   ROP: R9999   Production site: F</div><div>Crop ID: NZL-2026-2000012   Weight Contributed: 69%</div></div><div><div>Mangapiuiti Partnership   ROP: E1000   Production site: A</div><div>Crop ID: NZL-2026-2000010   Weight Contributed: 31%</div></div></div>																



## 4.5 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.

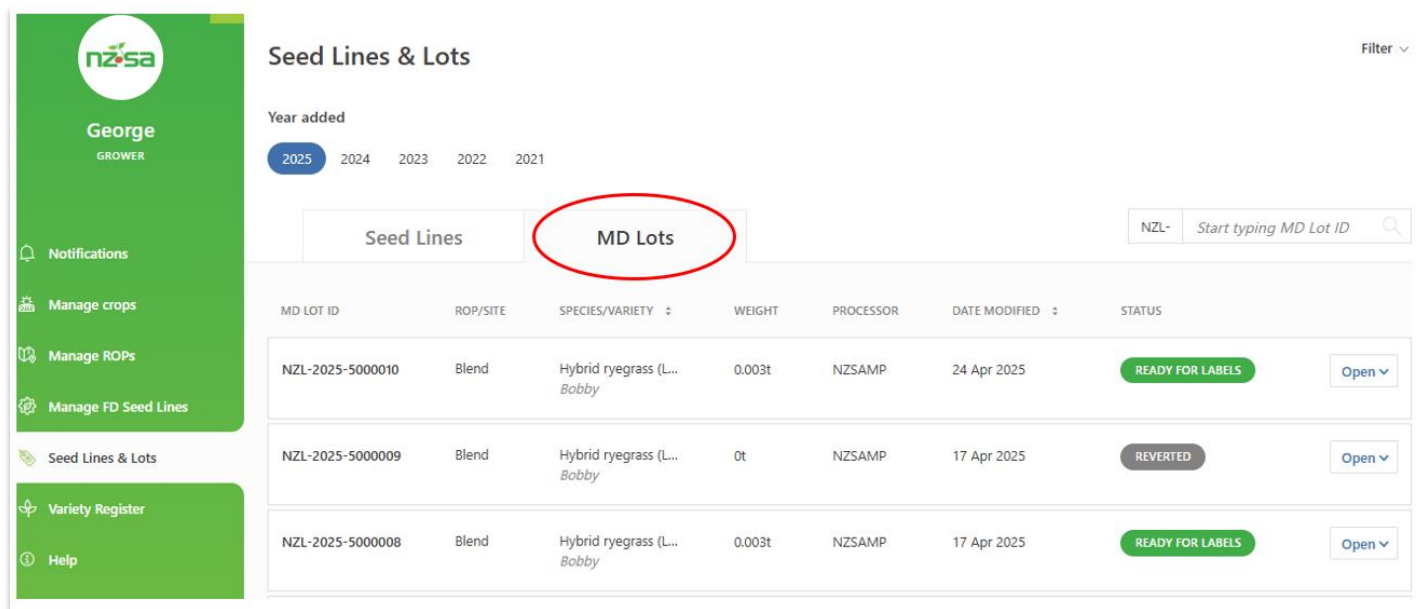
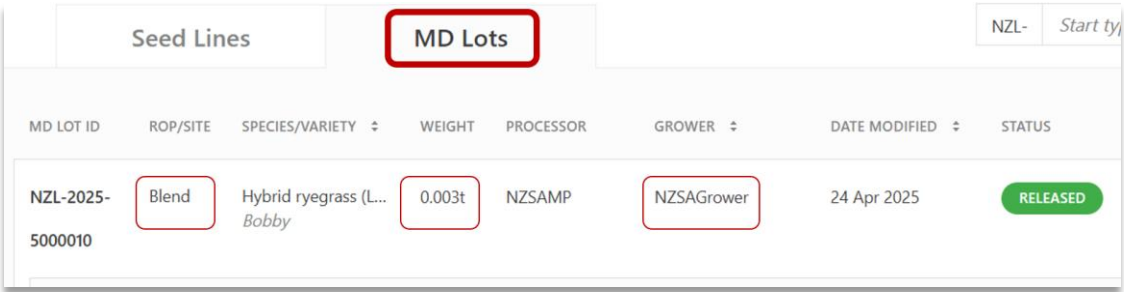
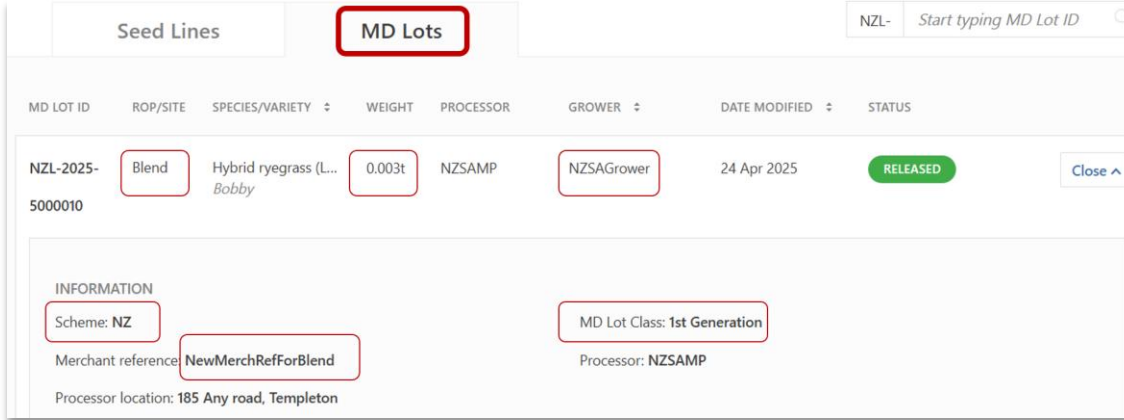
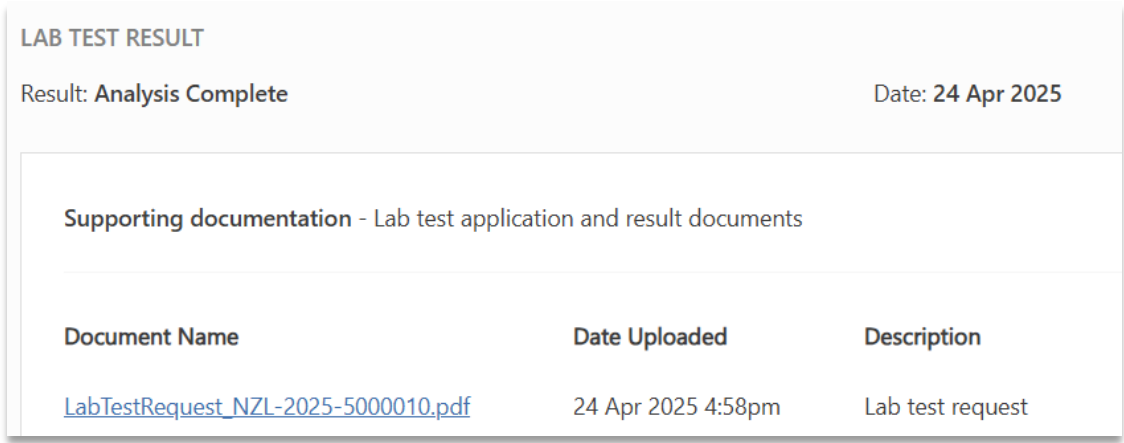
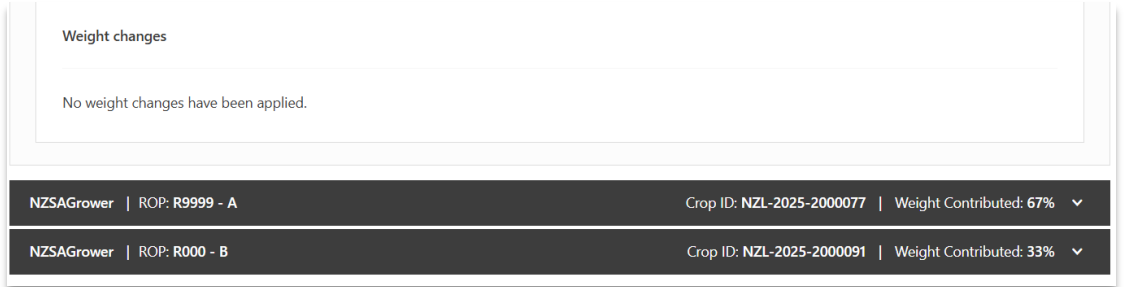


Figure 10 - Seed Lines & Lots screen - MD Lots tab

### 4.5.1 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 VERIFIED	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.

#### 4.5.2 Detailed information for a MD Lot

MD Lot	Example
Row before opening.  This MD Lot is a Blend from a single Grower.	
Opened row	
Further information is added as the MD Lot progresses through Lab Test.	
Open each Grower / crop row to see detailed information about the crop / Grower's Application.	

Scroll down—past the Grower / crop row(s)—to see detailed label information for the MD Lot.  
For a detailed description of MD Lots and labels, please see *Section 4.6 MD Lot Labels* below.

## 4.6 MD Lot Labels and Label status

SCIS manages detailed information about each set of labels that are ordered for a MD Lot. Each label request has its own status.

Some examples are shown below.

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
NZ	1st Generation	-	1kg	1	1kg	24 Apr 2025	NZL010048303- NZL010048303	LABELLED
NZ	1st Generation	-	1kg	2	2kg	24 Apr 2025	NZL010048304- NZL010048305	LABELLED

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
OECD	1st Generation	GPT16018	25kg	4	100kg	13 Dec 2024	NZL010043516- NZL010043519	LABELS ORDERED
OECD	1st Generation	GPT16018	25kg	3	75kg	12 Dec 2024	NZL010047487- NZL010047489	LABELS ORDERED
OECD/EU	1st Generation	-	25lb	5	56.7kg	12 Dec 2024	NZL010047490- NZL010047494	LABELS ORDERED
OECD	1st Generation	GPT16018	10lb	5	22.7kg	12 Dec 2024	NZL010047495- NZL010047499	LABELS ORDERED

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
NZ	Basic	-	25kg	280	7,000kg	28 Nov 2024	NZL010044646- NZL010045045	LABELLED
NZ	Basic	-	25kg	120	3,000kg	28 Nov 2024	NZL010044646- NZL010045045	REMOVED

#### 4.6.1 Location of label information within a MD Lot

Scroll down—past the Grower / crop row(s)—to see detailed label information for the MD Lot.

Seed Lines

MD Lots

NZL- Start typing MD Lot ID

MD LOT ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE MODIFIED	STATUS
NZL-2025-5000010	Blend	Hybrid ryegrass (L... Bobby	0.003t	NZSAMP	NZSAGrower	24 Apr 2025	RELEASED

INFORMATION

Scheme: NZ

Merchant reference: NewMerchRefForBlend

Processor location: 185 Any road, Templeton

MD Lot Class: 1st Generation

Processor: NZSAMP

LAB TEST RESULT

Result: Analysis Complete

Date: 24 Apr 2025

Supporting documentation - Lab test application and result documents

Document Name	Date Uploaded	Description
<a href="#">LabTestRequest NZL-2025-5000010.pdf</a>	24 Apr 2025 4:58pm	Lab test request

Weight changes

No weight changes have been applied.

NZSAGrower | ROP: R9999 - A

Crop ID: NZL-2025-2000077 | Weight Contributed: 67%

NZSAGrower | ROP: R000 - B

Crop ID: NZL-2025-2000091 | Weight Contributed: 33%

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
NZ	1st Generation	-	1kg	1	1kg	24 Apr 2025	NZL010048303- NZL010048303	LABELLED
NZ	1st Generation	-	1kg	2	2kg	24 Apr 2025	NZL010048304- NZL010048305	LABELLED

## 5 Release process

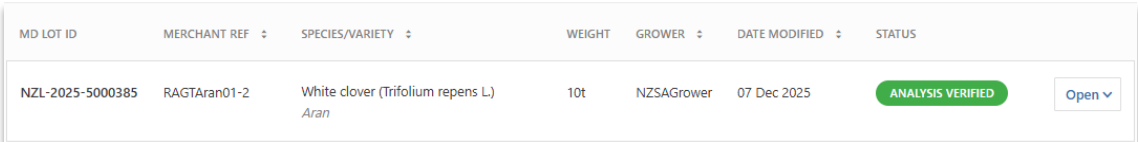
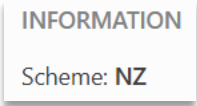
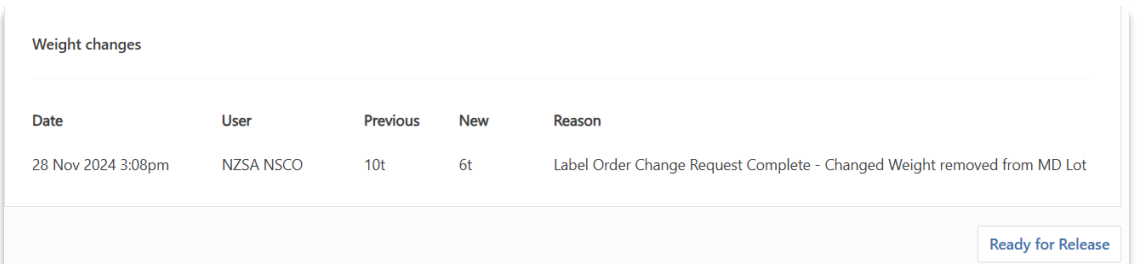
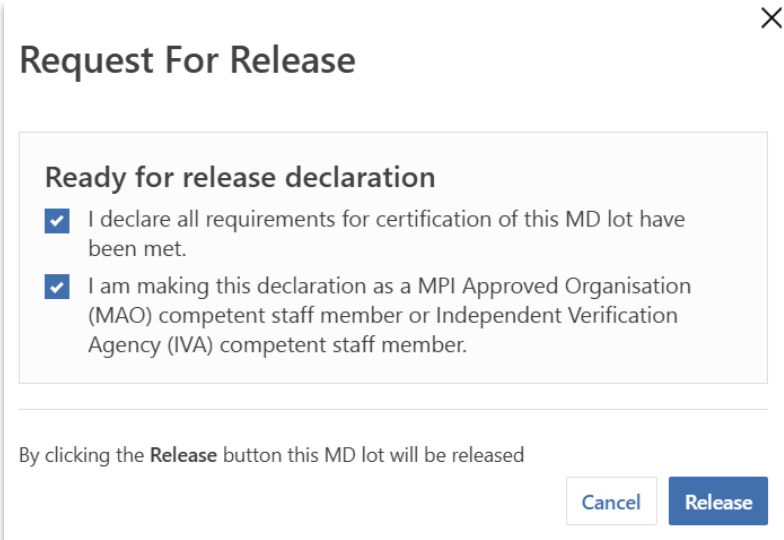


### Section 5 The Release process

- 
- 
- Performing a Release (for NZ and AOSCA schemes)
  - Requesting a Release (for OECD and OECD/EU schemes)
- 
-

## 5.1 Releasing MD Lots (NZ and AOSCA schemes—Merchant is an MAO)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

Description	Example
<p>Use Filtering by Status to display MD Lots in <b>ANALYSIS VERIFIED</b> status.</p> <p>Optionally apply additional filtering by Species, Variety or Processor.</p>	
<p>Open the row, and check that the Scheme is NZ or AOSCA.</p>	
<p>Scroll down to the bottom of the main section.</p> <p>Click the <b>Ready for Release</b> button.</p>	
<p>Read the Request for Release information and click the check boxes to confirm your agreement with the statements.</p> <p>Click <b>Release</b>.</p>	

The MD Lot is now in <b>RELEASED</b> status.	<div> MD LOT ID    ROP/SITE    SPECIES/VARIETY    WEIGHT    PROCESSOR    GROWER    DATE MODIFIED    STATUS </div>						
	<div> NZL-2024-5000286    C9990 AA    Cocksfoot (Dactyli... Warrior II    6t    South Island Seed...    NZSAGrower    11 Jun 2025    <b>RELEASED</b> </div>						

## 5.2 Releasing MD Lots (NZ and AOSCA schemes—Merchant is not an MAO)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

A Merchant that is not a MAO cannot perform the Release themselves. Instead AsureQuality as the IVA will perform the Release.

## 5.3 Requesting a release for an MD Lot (OECD and OECD/EU schemes)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

Description	Example
<p>Use Filtering by Status to display MD Lots in <b>ANALYSIS VERIFIED</b> status.</p> <p>Optionally use additional filtering by Species, Variety or Processor.</p>	<div> <div> MD LOT ID    MERCHANT REF    SPECIES/VARIETY    WEIGHT    GROWER    DATE MODIFIED    STATUS </div> <div> NZL-2025-5000385    RAGTAran01-2    White clover (Trifolium repens L.) Aran    10t    NZSAGrower    07 Dec 2025    <b>ANALYSIS VERIFIED</b>    <a href="#">Open</a> </div> </div>
Open the row, and check the Scheme.	<div> <div>INFORMATION</div> <div>Scheme: <b>OECD</b></div> </div>
<p>Scroll down to the bottom of the main section.</p> <p>Click the <b>Ready for Release</b> button.</p>	<div> <div> <div>Weight changes</div> <div>No weight changes have been applied.</div> </div> <div> <div>MPI RELEASE INFORMATION</div> <div>MD Lots from this scheme must be verified by MPI before they can be released. They currently have visibility of this MD Lot and will verify it as-soon-as-possible.</div> <div><b>Ready for Release</b></div> </div> </div>

Read the Request for Release information and click the check boxes to confirm your agreement with the statement.

Click **Request Release**.

## Request For Release

### Request release

- ☒ As a MPI Approved Organisation (MAO) competent staff member or Independent Verification Agency (IVA) competent staff member, I declare all requirements for certification of this MD lot have been met.

By clicking the **Request Release** button your request to release this MD lot will be sent to MPI. The MD lot must not be moved from the control of an MAO before the MPI decision is made

Cancel

Request Release

The MD Lot is now in **READY FOR RELEASE** status.

Seed Lines		MD Lots					NZL-	Start typing M...
MD LOT ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE MODIFIED	STATUS	
NZL-2024-5000205	R9999 C	Browntop (Agrost... Grasslands Egmont	10.5t	Barenbrug NZ	NZSAGrower	11 Jun 2025	READY FOR RELEASE	

SCIS adds information about the MPI check to the MD Lot.

### MPI RELEASE INFORMATION

Requested by: **NZSAMP2 orguser**

Request date: **14 Feb 2025**

Verification status: **Released**

Status Date: **15 Feb 2025**

Released by: **NSCO4 orguser**

Comment: **release test**

Supporting documentation - Release documentation

No supporting documentation has been uploaded.

MPI changes the MD Lot to **RELEASED**.

NZL-2024-5000290	C9990 AA	Cocksfoot (Dactyli... Warrior II	4t	South Island Seed...	NZSAGrower	14 Feb 2025	RELEASED
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## 5.4 Requesting a release for an MD Lot (OECD and OECD/EU—Merchant is not an MAO)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

A Merchant that is not a MAO cannot perform the **Request for Release** themselves. Instead AsureQuality as the IVA will perform the Request for Release.

## 5.5 Notes about the Release process for Publics

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 where the Grower is the Owner:

- **Release** is performed by the IVA (AsureQuality)

For MD Lots labelled under the OECD and OECD/EU Schemes where the Grower is the Owner:

- **Release request** is performed by the IVA (AsureQuality)
- the **Release** action is performed by MPI

## 6 Variety Register

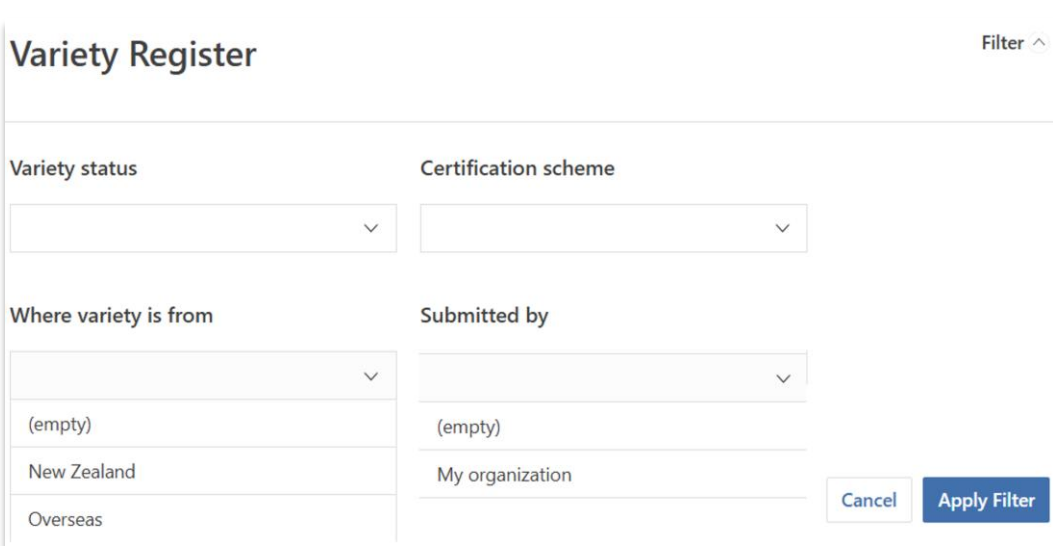
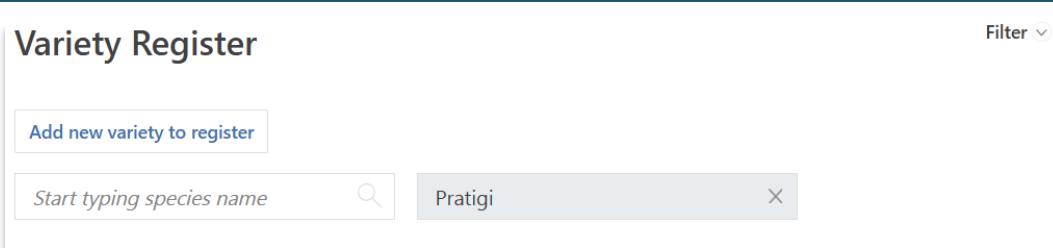


### Section 6

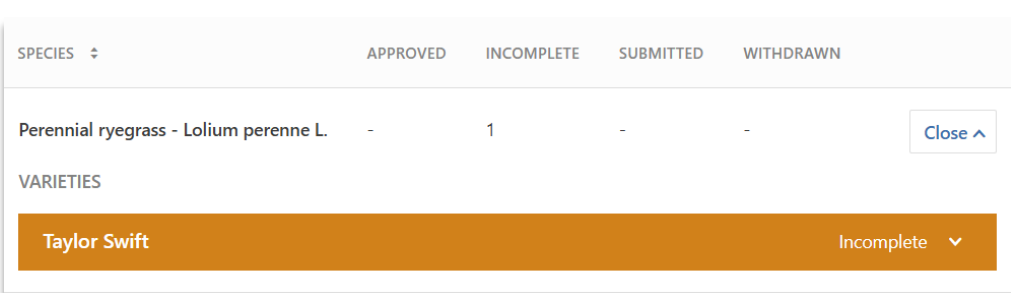
## Viewing varieties and adding new varieties to the Variety Register

- 
- 
- Viewing varieties in the Variety Register
  - Requesting a new addition to the Variety Register
- 
-

## 6.1 Filter options on the Variety Register screen

Filter options	Example
Variety status Certification scheme Where variety is from Submitted by	 <p>The screenshot shows the 'Variety Register' filter interface. It includes dropdown menus for 'Variety status', 'Certification scheme', 'Where variety is from' (with options: (empty), New Zealand, Overseas), and 'Submitted by' (with options: (empty), My organization). There are 'Cancel' and 'Apply Filter' buttons.</p>
Species Variety	 <p>The screenshot shows the 'Variety Register' search interface. It includes a button 'Add new variety to register', a search input field with the placeholder 'Start typing species name', and a search result 'Pratigi' with a close button.</p>

## 6.2 Status and colour coding on the Variety Register screen

Status	Example
Incomplete	 <p>The screenshot shows a table with columns: SPECIES, APPROVED, INCOMPLETE, SUBMITTED, and WITHDRAWN. The first row is 'Perennial ryegrass - Lolium perenne L.' with values: -, 1, -, -. Below this, under the 'VARIETIES' section, there is a row for 'Taylor Swift' with a status of 'Incomplete'.</p>

## Submitted

SPECIES	APPROVED	INCOMPLETE	SUBMITTED	WITHDRAWN	
Meadow fescue - Festuca pratensis Huds.	0	0	1	0	<a href="#">Close ^</a>
VARIETIES					
Pratigi					
Submitted: 11 Sep 2024					

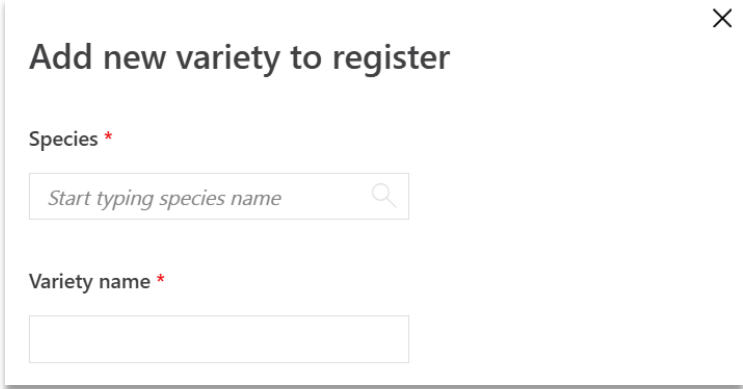
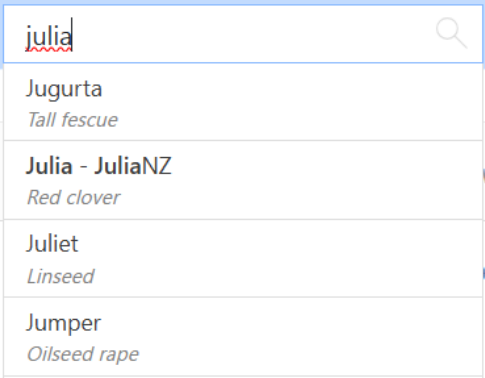
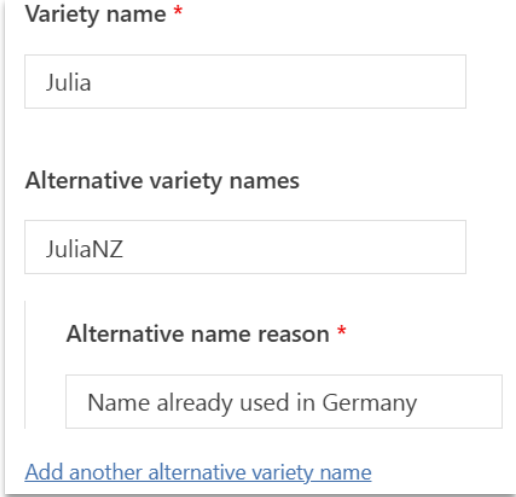

## Approved

SPECIES	APPROVED	INCOMPLETE	SUBMITTED	WITHDRAWN	
Balansa clover - Trifolium michelianum	1	-	-	-	<a href="#">Close ^</a>
Savi					
VARIETIES					
Rattla					
Approved: 28 May 2019					

## Withdrawn

SPECIES	APPROVED	INCOMPLETE	SUBMITTED	WITHDRAWN	
Hybrid rape - Brassica napus L. var. oleifera Delile	-	-	-	1	<a href="#">Close ^</a>
VARIETIES					
INV1266 CL					
Withdrawn: 10 Jun 2025					

### 6.3 Add a new variety to the register

Description	Example
<p>SCIS warns you if the variety already exists in the register.</p> <p>White clover - Patriot already exists. Please enter a unique name.</p>	
<p>Alternative variety names are fully supported in SCIS.</p> <p>Any alternate name you add here will be included in Variety searches, and appended to the end of the variety name in the search results list.</p> 	
<p>For reference only.</p>	

<p>If <b>Strain</b> has a non-empty value, it will be included on the labels of all certified seed for this variety.</p>	<p><b>Strain</b></p> <div> <div>Hybrid</div> <div>▼</div> </div> <div>(empty)</div> <div>Hybrid</div> <div>Inbred Line</div> <div>Sterile Cross</div> <div>Inbred Sterile Cross</div> <div>Yellow Field Pea</div> <div>Cross</div>
	<div> <p><b>Variety can be undersown? *</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> <div> <p><b>Enable second harvest in the same season? *</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>If you reply Yes to ‘Does variety have an endophyte?’, SCIS asks for an optional endophyte name.</p>	<div> <p><b>Does variety include endophyte? *</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> <div> <p><b>Ploidy Level *</b></p> <p><input type="radio"/> Diploid</p> <p><input type="radio"/> Tetraploid</p> <p><input type="radio"/> Other</p> </div>
<p>SCIS asks for different information depending on whether you select New Zealand or Overseas.</p>	<div> <p><b>Is the variety from New Zealand or overseas? *</b></p> <p><input type="radio"/> New Zealand</p> <p><input type="radio"/> Overseas</p> </div>

Is the variety from New Zealand or overseas? \*

- ☐ New Zealand
- ☒ Overseas

Country of origin

Start typing country name

Which scheme(s) is this overseas bred variety eligible for? \*

- ☐ NZ Scheme
- ☐ AOSCA
- ☐ OECD

Is the variety from New Zealand or overseas? \*

- ☒ New Zealand

Certification scheme(s) eligibility \*

- ☒ NZ Scheme
- ☐ AOSCA

Do you want this listed on the OECD register? \*

- ☐ Yes
- ☐ No

Is the variety granted Plant Variety Rights (PVR) in New Zealand? \*

- ☐ Full
- ☐ Provisional
- ☐ None

Is variety endemic to New Zealand? \*

- ☐ Yes
- ☐ No

Is it a pasture variety? \*

- ☐ Yes
- ☐ No

- ☐ Overseas

	<p><b>Please upload the following supporting documentation, where applicable:</b></p> <ul style="list-style-type: none"> <li>• Variety Maintenance in New Zealand</li> <li>• Origin and Breeding History</li> <li>• Agronomic value Information</li> <li>• Uniformity and Stability Information</li> <li>• Variety Description</li> <li>• Special field and Laboratory standards</li> <li>• Statement from the Breeder/Agent authorising the production in New Zealand</li> </ul> <p><b>Upload supporting documentation (max 20mb)</b></p> <div> <input type="text" value="Choose document"/> <input type="button" value="Browse"/> </div>
	<div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit for approval"/> </div>



## 7 Change Log

Version	Change description	Date	Author
1.1	Refresh previous Merchant Guide.	10/06/2025	Pat and Julia Ryan
1.3	Updates after review by Pat Ryan.	11/6/2025	
1.4	Added contact details for the AsureQuality Seed Certification Bureau	2/7/2025	Pat Ryan