

Keep seed lot records useful from receiving to retail packing

A reliable seed record system should connect each physical lot to the documents, containers and packing activities that follow it. The practical test is simple: can the team identify where a lot came from, where it was used and which label version was applied? Building those links into routine receiving, storage and packing makes traceability easier to maintain without relying on one person's memory.

1. Confirm identity at receiving

At receiving, compare delivery documents with the purchase record. Check the article designation, supplier reference, quantity unit and any available lot information. Keep discrepancies visible until they have been investigated. A similar-looking container is not the same lot merely because it matches a previous delivery by variety name.

Assign an internal receiving reference and connect it to the original documents. Label photographs can support the workflow when they remain readable, but they should accompany an actual transcription of essential identifiers. A searchable transcription makes records easier to retrieve later, especially when stored images are difficult to locate or associate with the correct delivery.

2. Preserve separation and container identity

Keep separate lots in clearly identified containers or locations. When a large bag is divided for handling, create a durable link between each resulting container and the original receiving record. Write the identity before moving the contents instead of planning to label the container later. Unlabelled temporary containers are a predictable source of confusion, particularly when work is interrupted.

Avoid casually combining remaining quantities from different lots. If an established business procedure permits such mixing, the records should identify the components and their subsequent destinations. For many small retailers, maintaining lot separation is the easier option because it reduces the need to reconstruct which material entered a retail batch.

3. Document the packing run

Give every packing run a reference linked to the source lot, packing date and retail article. Record the amount issued, the quantity packed and any remainder returned to storage in a consistent unit. If the figures do not reconcile, check the measurement and handling records rather than adding an adjustment that merely makes the spreadsheet balance.

Retain the version of the retail label used for the run. Descriptions and artwork may change over time, so the current file may not match what was printed for an earlier batch. A dated label copy helps the team answer questions about a specific packet without assuming that all editions used identical wording.

4. Test traceability in both directions

Choose a completed retail batch and ask a colleague to trace it back to its receiving record. Then choose a received lot and identify all associated packing runs. This exercise reveals missing identifiers, disconnected files and information that only one person knows how to find.

Include returns and unused packing material in the procedure. A label left beside the next filling run can create the wrong association even when seed containers are correctly marked. Clear the work area between articles and verify the next identity before restarting. The record system should fit the size of the business: a disciplined spreadsheet and labelled folders may serve a small operation, while a larger business may need connected inventory software. In either case, the priority is a stable link between physical material and

recorded identity.

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