

Keep wholesale seed enquiries separate from confirmed supply decisions

A reliable seed-buying process depends on keeping commercial records distinct. A shortlist shows what a buyer is considering; an enquiry requests information; a quotation presents terms; and an accepted supply decision confirms what may be used for planning. Treating a populated basket or sent enquiry as proof of incoming stock can leave purchasing, stock control and packing teams working from assumptions. The following workflow preserves the status, current request and confirmed details of each seed at every stage.

Give the shortlist and enquiry separate statuses

Start with a shortlist that captures the exact article for every candidate, including the relevant named selection or mixture where applicable. Add the requested amount and unit, but keep unresolved questions about identity, quantity basis or assortment role visible. The shortlist may change before a purchase is committed. When the buyer sends an enquiry, record it as a request for information rather than as available supply. Bulk Seeds International describes its enquiries as non-binding and confirms supply terms separately, so the retailer should preserve that boundary in its own records. A sent message does not establish availability, final terms or a delivery date.

Keep the current request identifiable

Record every supplier response beside the relevant seed line. If clarification is requested or an alternative is proposed, make the response and the buyer's latest instruction identifiable without presenting the substitution as accepted. This allows quotations to be compared with the most recent request instead of an earlier assumption. A quotation should also be reviewed line by line for the article, quantity, unit, amount and applicable commercial details. Unanswered identity or documentation questions should remain pending even when other parts of the quotation are complete.

Document the accepted supply decision

Create a clear acceptance record under the business's process. State who accepted the quotation and which version was accepted, and retain the commercial details needed for later checks. Do not silently overwrite an earlier quotation with later assumptions or updates. Once acceptance is recorded, the team can compare a delivery against the final agreement rather than against the initial shortlist. This is also the point at which a purchasing update should be linked clearly to the preparation work that depends on it.

Connect confirmed supply with preparation and ownership

Schedule retail preparation only from information actually available. Some artwork may be prepared early, but a changed article can require review before printing or filling. Make these dependencies visible so the packing team does not continue using an outdated reference. Give each stage a date and, where needed, a clear owner. A request waiting for information should be visible to the person able to resolve it. After a complete order cycle, review the workflow and simplify any handover that repeatedly creates uncertainty. This keeps consideration, confirmation and accepted supply distinct while providing a dependable basis for stock and packing plans.

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