

Ready to change the Status Quo?

Seed Business Software Implementation Worksheet



Implementation worksheet

Our worksheet is intended to help you understand and manage all of the stages of researching, selecting and implementing a software management system for your seed business.

The worksheet consists of the following sections:

1

Software Buying Cycle:

Schedule the 7 stages of buying software.

2

Prioritize Improvements:

Identify your top five problem areas.

3

Business Needs:

Determine which management features are most important.

4

Seed Business Profile:

What a software partner will need to know about your business.

5

Software Partner:

What do you want from your software partner?

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Software Buying Cycle:

Schedule the 7 stages of buying software.

Are you ready to change the status quo?

Find additional information on selecting an ERP system in our related [blog post](#).

To help you stay on schedule and meet your deadlines, apply dates to the 7 stages below:

MONTH / DAY / YEAR

1. We need change ___ / ___ / _____ **Stage 1:**
"There has to be a better way" to manage our seed business

2. Research ___ / ___ / _____ **Stage 2:**
Researching to better understand the options

3. Assess ___ / ___ / _____ **Stage 3:**
Break options into categories

4. Plan ___ / ___ / _____ **Stage 4:**
Collect staff input/requirements and a schedule

5. Compare ___ / ___ / _____ **Stage 5:**
Develop a short list of solution providers

6. Execute ___ / ___ / _____ **Stage 6:**
Have a budget and viewed a demo of the top 3 solutions

7. Maintain ___ / ___ / _____ **Stage 7:**
Have a maintenance strategy and plan documented



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Prioritize Improvements:

Identify your top five problem areas.

What's most important?

Select the five most important business improvements that a management solution must provide for your seed business:

Tracking of parent and planting seed production through full lifecycle

Visibility of seed production estimates through full lifecycle

Tracking and accuracy of grower payments against production contracts

Remove reliance on disparate spreadsheets to track business operations

Seed lot tracking and quality control

Inventory management and accuracy of inventory availability

Tracking of inventory costs

Tracking of sales person performance against sales orders

Planning shipments to ensure customers receive the correct goods, on time

Accuracy and timing of invoices

Tracking of royalty collection data for royalty billing

Accuracy of reports against production, inventory and orders

Planning and recording of work orders to ensure the correct products are produced when the products are needed



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Business Needs:

Determine which management features are most important.

Which features are must-have?

Rate each: 1: would not use 2: would like to use 3: must-have/will use

Grower Contract Management:

- Manage the full cycle of the production contract with the grower from planting to harvest
- Record the farm, fields and field history for each production contract
- Calculate and track estimated production yields
- Record field inspection details so that they are easily accessible
- Track bins on farm (sub lots) and quality analysis of the rough seed
- Generate and track grower payments against each contract
- Identify the parent/planting seed used

Inventory Control:

- Provide a real time availability and position
- Record and track pedigrees, lot numbers and crop certification references
- Identify the inventory warehouse/facility and bay/bin where the inventory is located
- Track all inventory movements and adjustments
- Track all costs against inventory
- Plan and execute stock counts

Quality & Analysis

- Record on farm/bin rough seed check samples and results
- Record rough seed receipt check samples
- Record certification samples on cleaned seed
- Record ad-hoc check samples against individual lots in inventory
- Review quality information across all samples, lots and inventory

Seed Processing & Certification

- Plan work orders for the operations of processing and packing the seed
- Record and track clean out and screening quantities
- Record and track treatment, packaging and other inventory usage
- Produce certification tags
- Record and track cleaning, bagging and other costs against the seed being processed
- Record and track treatment gains and other losses



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Business Needs: (continued)

Determine which management features are most important.

Which features are must-have? (continued)

Rate each: 1: would not use 2: would like to use 3: must-have/will use

Seed Mixing

- Plan work orders for the operations of seed mixing and packing
- Cater for both Standard and Custom Mixture Bill of Materials
- Cater for RIB Corn
- Product mixture tags
- Record all lot numbers used in each mixture produced
- Substitute varieties and vary the Bill of Materials against individual work orders

Sales & Purchase Ordering Processing

- Produce and track sales quotations
- Track all orders through to invoicing
- Price orders using Price lists and discounts
- Plan multi drop shipments
- Produce bill of lading and loading sheets
- Accrue purchase receipts and register invoices against goods bought
- Process returns and credits
- Produce sales invoices

System Administration

- Role based security system to control who has access to what
- Email documents directly from the system
- Apply your own customized screen labels and field validations
- Store printed and received documents in a secure database for easy look up and retrieval
- Integrate inventory and financial transactions with other ERP/Accounts systems
- Record and track royalty collection data



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Seed Business Profile:

What a software partner will need to know about your business.

Tell us about your seed business.

When you're ready to contact us, we'll need the information on the following 2 pages regarding your seed business.

Current makeup of your seed business:

Number of offices: _____

Number of processing plants: _____

Number of warehouses: _____

Number of sales reps: _____

Number of production mgrs/staff: _____

Number of dealers: _____

Seed lines:

Number of seed types: _____

Number of products/SKU: _____

What seed types are being produced and processed?

- Percentage split?

Do you contract out production and processing?	Yes	No
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- Percentage split?

Remote staff requiring access to the system?	Yes	No
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Business Management old and new:

Current Business Management Solution

How would you describe your current business management system:

How would you describe your current solution provider:



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Seed Business Profile: (continued)

What a software partner will need to know about your business.

Continue to tell us about your seed business.

Integration requirements:

Do you currently use a 3rd party accounting system? Yes No

If yes: _____

Would you like the new seed business software to integrate with your accounting system? Yes No

If yes: _____

Do you have other integration requirements? Yes No

If yes: _____

Deployment requirements:

How would you describe your IT support?

What is your implementation schedule?

How can we help?

What other questions do you still have?

Key Contact Info:

Business name: _____

Your name: _____

Title: _____

Years with business: _____

Your email: _____

Cell phone: _____



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Software Partner:

A partner you can trust.

What do you want from your software partner?

Yes	No	Domain knowledge and experience in the seed industry
Yes	No	Recognized, established and committed leader in supply of software solutions to the agricultural supply industry
Yes	No	Provides implementation support and training throughout the project and beyond
Yes	No	Provides aftercare and on-going customer service and help desk
Yes	No	Provides customization service to meet current and future business needs
Yes	No	Regular software updates and continual enhancement to meet current and future business needs

Other requirements:

We're here to help.

We want to help you get the information you need to make an informed decision. Whether you're at the beginning, middle or the end of your process of purchasing a seed business software solution.

New business or old business. Multi-site, medium or small. **We're here to help.**

Email: info@culturatech.com

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