



Guidelines for ordering seed

1. **Before ordering, check whether the taxa are allowed in the country and also check for the biosafety risks related to movement of those taxa into your area.**
2. **Order the seed well ahead of the time you need it.**
 - Suppliers may not have stock of seed of the taxon (species, subspecies, variety, population (provenance)) requested, or existing stock may not be sufficient if you are ordering large quantities. Allow for only short-term storage for taxa with recalcitrant seed. Many species flower and produce seeds at irregular intervals (not every year) and only in variable amounts. If the supplier knows of requirements in advance, then corresponding collections can be made.
 - Consider the time interval needed to raise seedlings ready for field planting.
 - Consider if microsymbiont inoculum for this taxon should be ordered. If yes, you should plan for this order also as early as possible.
3. **Give the supplier full details on a taxon requested; indicate precisely which seed you need.**
 - Indicate the seed required at the most detailed taxonomic level possible.
 - Indicate the population or provenance required if known. To select between available populations, ask the supplier to send documentation on the available populations of the species. Alternatively, ask the supplier to select a certain population or populations based on your needs (point 4 immediately following).
 - If a specific type of collection other than bulked seed is required (for example, single tree collections or collections from selected trees), ask the supplier if such material is available.
4. **Give the supplier full details on the proposed planting site and the purpose of planting if you need assistance in selecting material.**
 - Location (latitude, longitude, altitude).
 - Climate (mean annual rainfall, rainfall regime, length of the dry season, mean maximum temperature and humidity of hottest month, mean minimum temperature of coldest month, mean annual temperature and humidity, occurrence of frost and snow).
 - Soil (broad classification, approximate soil depth, texture, drainage, pH, salinity).
 - Has the taxon already been planted on the site? If yes, give details of the material already introduced if known (supplier, population, origin, provenance) and an indication of its adaptability and performance.
 - Other species planted or growing at or around the site.



- End uses. What is the objective of the planting and what types of products or services do you expect—for example, timber, fuelwood, construction poles, fodder, food, gums, medicinal products, soil stabilization, watershed protection, shelterbelts, windbreaks?

5. Give the supplier practical details.

- Correct address with all available details (street, town, country, fax, email).
- The most reliable shipping method and routing.
- Quantity of seedlings or number of viable seeds required.
- Proposed period of field sowing.
- If storage facilities are available or not.

6. Ask the supplier to send you the following information.

- Confirmation that the taxon required is available.
- Confirmation that the quantity required is available.
- The date when the seeds will be ready for dispatch.
- Any special seed order or request form to be used.
- Price of the seeds, mode of payment and any advance payment required. For seed available free of charge, ask how you qualify to receive it.
- Biosafety issues—is information provided with the seed?
- Documentation on location and description of the collection site, collection method (including approximate number of sampled trees), date of collection.
- Information on any storage requirements and pre-treatment needed.

7. Return the completed seed order or request form as soon as possible.

- Repeat the details about your seed requirements.
- Ask for a phytosanitary certificate to be issued together with the seed.
- Make an advance payment if required.

8. After receiving seeds—

- Take all needed precautions to secure the germplasm safely.
- Acknowledge receipt.
- Arrange for payment (if required).
- Follow the instructions on seed storage and pre-treatments, where applicable.



- File and safeguard the documentation provided with the seeds on the use and performance of the material. This information is essential for ordering additional seeds of a taxon or for reporting trial results.
- Keep the supplier informed on the performance of the material and any problems encountered in seed germination and seedling establishment or with pests and diseases.