Turn a retail seed need into a precise supplier specification

A clear purchasing brief helps a seed retailer obtain accurate information, avoid omissions and compare quotations more effectively. It should describe the products needed, the business context and the conditions that will affect supply, documentation and delivery.

Start with the seed selection

List each variety by its full botanical name and variety name where available. Include the required quantity and the sales unit or pack size you need. If a catalogue item does not match your requirements, provide the species, variety, quantity and destination in your enquiry so availability can be checked.

Explain your business and destination

Include your business name, contact details, destination country and postal code. State whether the seeds are intended for resale and describe any packaging requirements. This information is needed to assess availability, shipping arrangements and the documents that may apply.

Identify import and documentation needs

Import conditions can vary by destination, species and country of origin. Research the current official requirements before ordering and identify any permits, supporting documents, customs responsibilities or treatments that may be required. A catalogue listing does not by itself confirm that a variety can be imported into your destination.

Set your commercial requirements

State your expected quantities, requested delivery date and any required commercial terms. Shipping charges, taxes, duties, payment terms and delivery arrangements are confirmed separately in the quotation. Treat a requested date as an instruction for the review rather than a guaranteed delivery commitment.

Review before requesting a quotation

Check that botanical names, varieties, quantities, units, destination, packaging needs and document requirements are complete. Confirm that the selected items match your retail plans and that all necessary business details are included. Keep the enquiry focused so that availability, supply conditions and applicable costs can be reviewed accurately.

Related documents

Bulk Seeds International

Build a focused seed buying request from a broad catalogue

Questions about using listed seed prices for budgeting

Explain the seed buying decision chain

Compare two seed buying lists for quotation readiness

Checklist for resolving seed variety identities

Plan packaging questions for a seed enquiry