

For: FSA Offices

eLDP Software Enhancements to Add Warehouse-Stored eLDP's Except Cotton

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

eLDP software has been enhanced to include eLDP warehouse-stored requests supported by warehouse receipt documentation.

Requests for warehouse-stored eLDP's may be processed by both County Offices and external customers.

Note: This notice is **not** applicable to peanut eLDP's using EWR's.

B Purpose

This notice provides State and County Offices with information about recent eLDP software enhancements that allow for warehouse-stored requests to be processed by County Offices.

C Contact

If there are questions or situations not addressed in this notice, State Offices shall contact Laura Schlote, PSD, by either of the following:

- telephone at 202-720-7785
- e-mail at laura.schlote@wdc.usda.gov.

<p>Disposal Date</p> <p>December 1, 2005</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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2 Processing Warehouse-Stored Applications

A Background

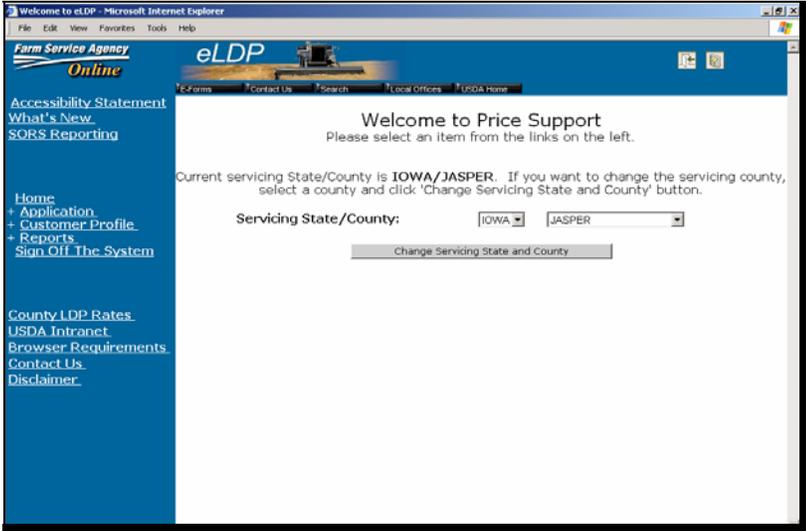
Warehouse-stored requests:

- are for quantities **stored** off the farm in a commercial warehouse in which a warehouse receipt is issued
- receive the LDP rate in effect on the date of request in the State and county in which the commodity is stored.

B Common Steps for Processing eLDP Applications

Begin processing all applications according to the following table. Then based on the type of request, follow the applicable tables for:

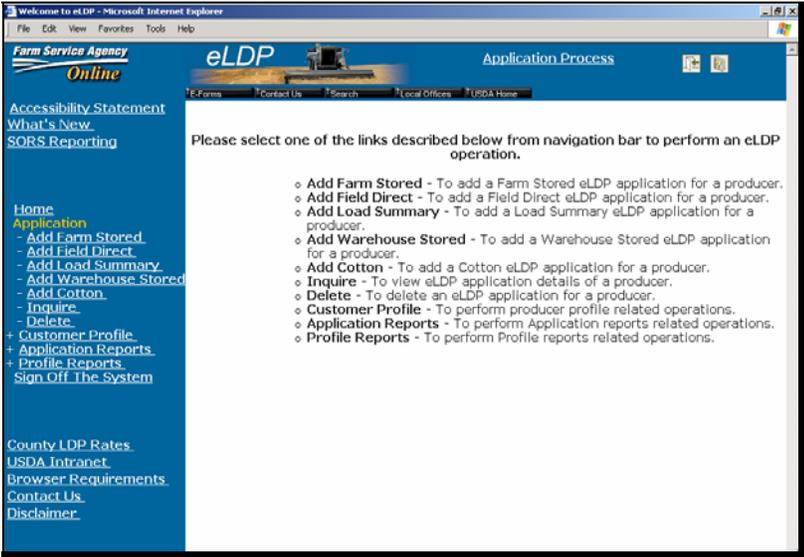
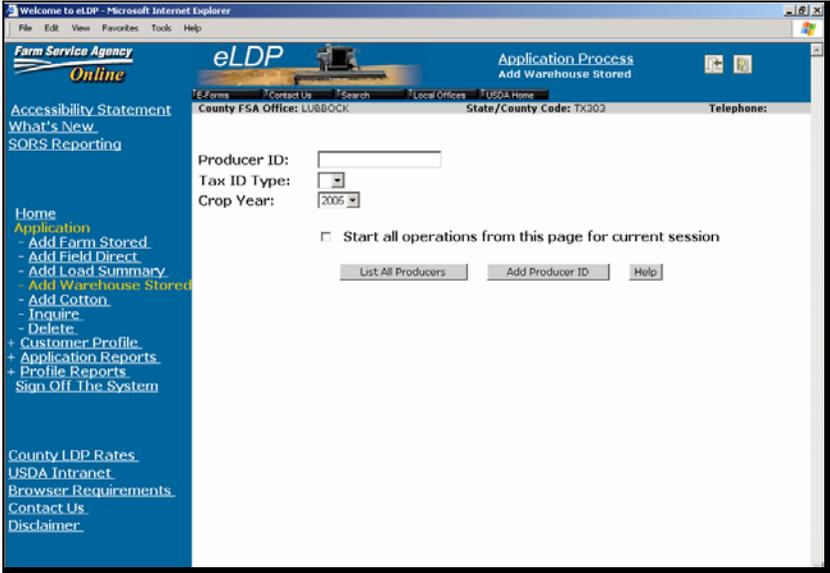
- individual producers or entities (subparagraph C)
- multiple producers (subparagraph D)
- partnerships and joint operations (subparagraph E).

Step	Action
1	<p>On the “Welcome to Price Support” page, use the drop-down box to select the producer’s State and county.</p> 

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2 Processing Warehouse-Stored Applications (Continued)

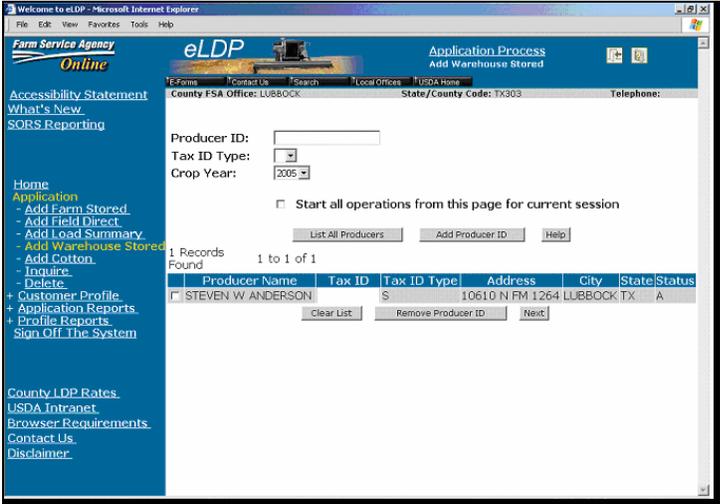
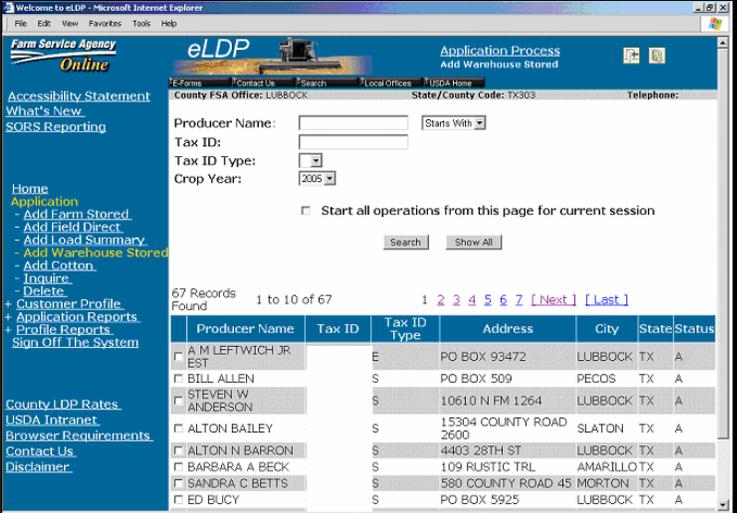
B Common Steps for Processing eLDP Applications (Continued)

Step	Action
2	<p>Click “Application”.</p> 
3	<p>Click “Add Warehouse Stored”. An Application Process Screen will be displayed.</p> 
4	<p>Select "Crop Year" from the drop down box.</p>

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2 Processing Warehouse-Stored Applications (Continued)

C Processing Applications for an Individual Producer or Entity

Step	Action
1	Initiate the application according to subparagraph B.
2	<p>Proceed according to either of the following:</p> <ul style="list-style-type: none"> • select the producer or entity identification number; click “Add Producer ID”, then click “Next” to proceed to the application. <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • click “List All Producers” for a list of profiles established and select the applicable producer or entity and click “OK”. <div style="text-align: center; margin: 10px 0;">  </div>

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2 Processing Warehouse-Stored Applications (Continued)

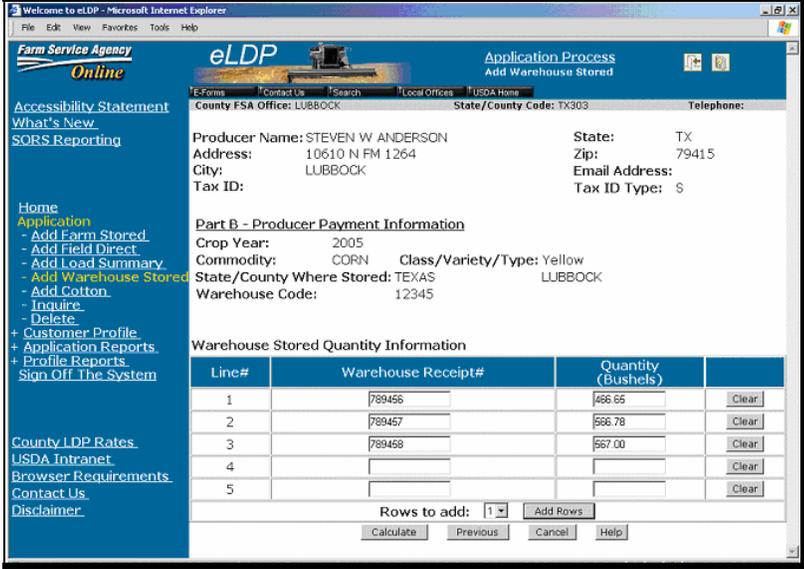
C Processing Applications for an Individual Producer (Continued)

Step	Action
3	<p>On the Application Process Screen, enter:</p> <ul style="list-style-type: none"> • commodity • class/variety/type • State and county where commodity is stored • warehouse code • request date • COC approval date • reference numbers (farm numbers). <p>Note: This entry is optional. Any reference numbers entered will appear on the producer transaction statement.</p> <div data-bbox="544 852 1349 1423" style="border: 1px solid black; padding: 5px;"> </div> <p>Click “Next”.</p>

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2 Processing Warehouse-Stored Applications (Continued)

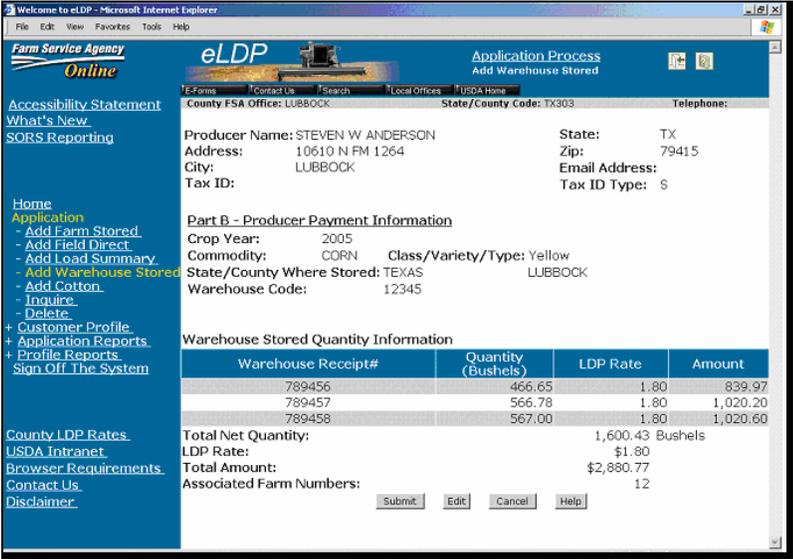
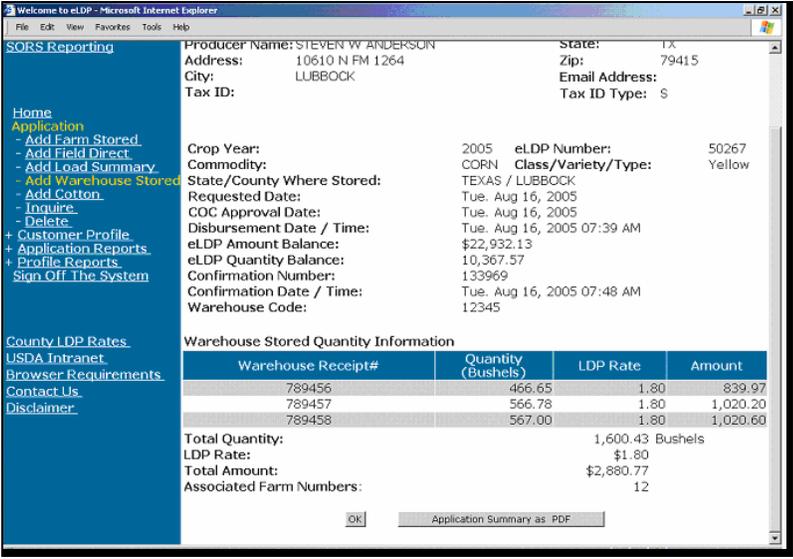
C Processing Applications for an Individual Producer (Continued)

Step	Action
4	<p>Enter:</p> <ul style="list-style-type: none"> warehouse receipt number net quantity. <div style="text-align: center; margin: 10px 0;">  </div> <p>Click “Calculate”.</p> <p>The software will determine LDP rate based on the request date of the application for the State and location where commodity is stored.</p> <p>Use “Previous” button to go back to commodity selection page.</p>

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2 Processing Warehouse-Stored Applications (Continued)

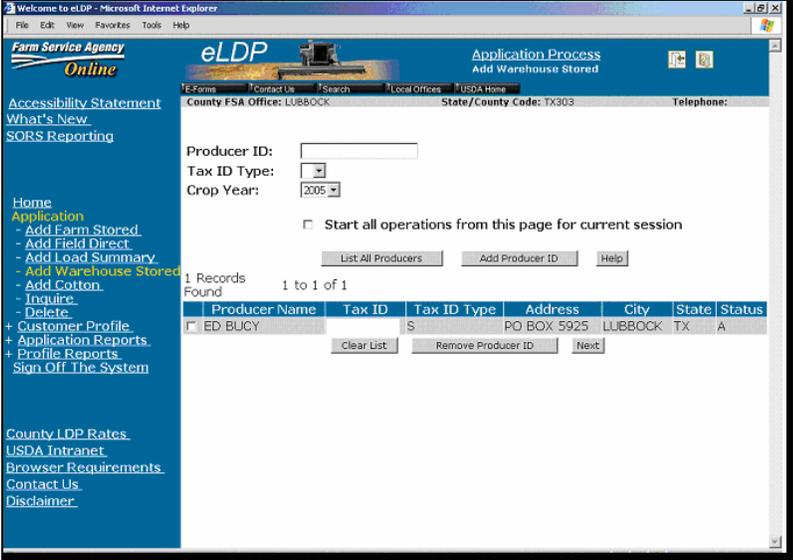
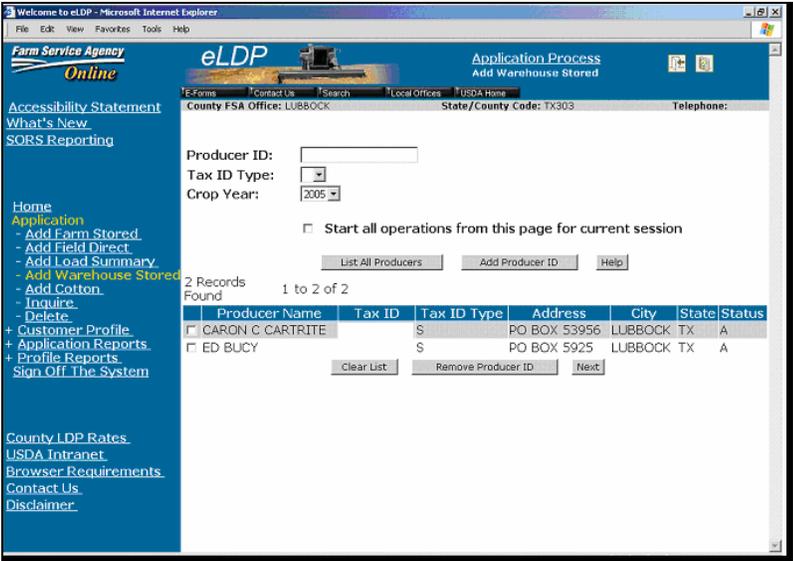
C Processing Applications for an Individual Producer or Entity (Continued)

Step	Action
5	<p>The following Application Summary Screen will be displayed.</p>  <p>Click “Submit” to process the eLDP.</p> <p>Use the “Previous” button to go back to the Quantity Screen.</p>
6	<p>The Application Summary Page will be displayed.</p>  <p>Click “OK” to return to the Welcome to Price Support page.</p> <p>Click “Application Summary as PDF” to print a summary of the application.</p>

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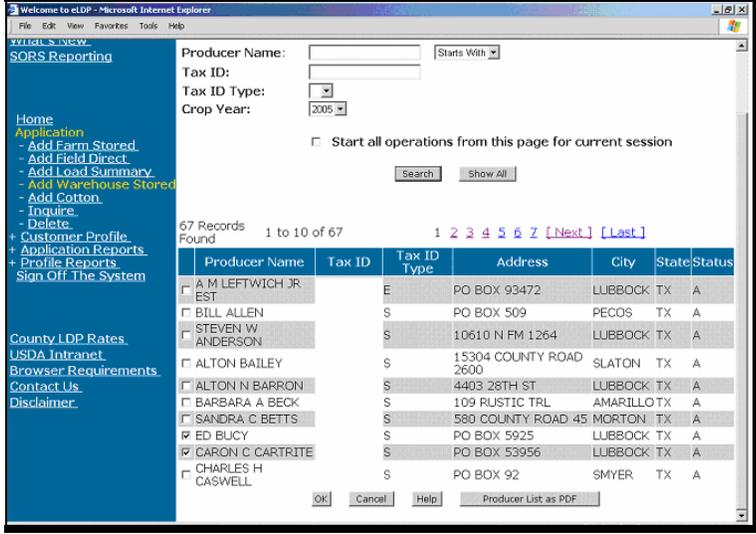
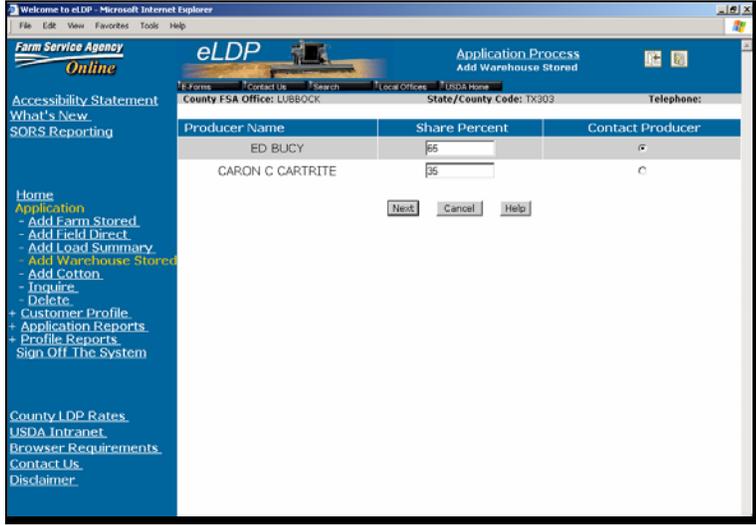
2 Processing Warehouse-Stored Applications

D Processing Applications for Multiple Producers

Step	Action
1	Initiate application according to subparagraph B.
2	<p>Proceed according to either of the following:</p> <ul style="list-style-type: none"> • enter the first producer’s identification number and click “Add Producer ID” <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • enter the next producer’s identification number and click “Add Producer ID”, the next producer’s name will be displayed. <div style="text-align: center; margin: 10px 0;">  </div> <p>Repeat this process for any additional producers. Click “Next” after all producers have been selected.</p>

2 Processing Warehouse-Stored Applications (Continued)

D Processing Applications for Multiple Producers (Continued)

Step	Action
<p>2 (cntd)</p>	<p>Click “List All Producers” for a list of profiles established:</p> <ul style="list-style-type: none"> • select the applicable producers • click “OK”. 
<p>3</p>	<p>On the following screen:</p> <ul style="list-style-type: none"> • enter the applicable shares • click contact producer, if applicable • click “Next”. 

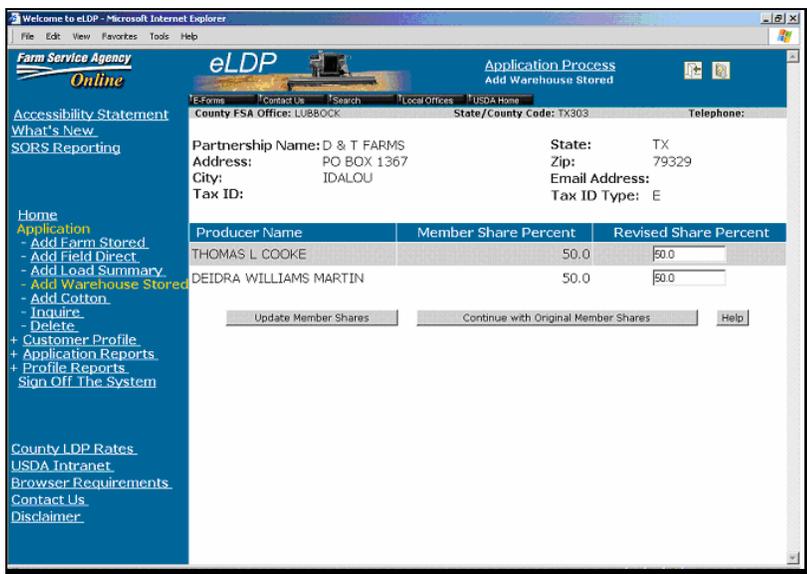
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2 Processing Warehouse-Stored Applications (Continued)

D Processing Applications for Multiple Producers (Continued)

Step	Action
4	<p>Continue to process the application according to subparagraph C, steps 3 through 6.</p> <p>Note: The name of the contact person will only appear during the application process.</p>

E Processing Applications For Partnerships and Joint Operations

Step	Action									
1	Initiate application according to subparagraph B.									
2	<p>Select the partnership or joint operation’s identification number and:</p> <ul style="list-style-type: none"> • “Add Producer ID” • “Next”. <p>The following screen will be displayed showing the current shares. Shares may be revised if necessary for the current application.</p> <div style="text-align: center;">  <p>The screenshot shows the 'eLDP' web application interface. At the top, it says 'Welcome to eLDP - Microsoft Internet Explorer'. The main header includes 'Farm Service Agency Online' and 'Application Process Add Warehouse Stored'. Below the header, there are navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The main content area displays partnership details for 'D & T FARMS' with address 'PO BOX 1367 IDALOU TX 79329' and tax ID 'E'. Below this is a table of member shares:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Producer Name</th> <th>Member Share Percent</th> <th>Revised Share Percent</th> </tr> </thead> <tbody> <tr> <td>THOMAS L COOKE</td> <td>50.0</td> <td>50.0</td> </tr> <tr> <td>DEIDRA WILLIAMS MARTIN</td> <td>50.0</td> <td>50.0</td> </tr> </tbody> </table> <p>Buttons for 'Update Member Shares', 'Continue with Original Member Shares', and 'Help' are visible at the bottom of the table.</p> </div>	Producer Name	Member Share Percent	Revised Share Percent	THOMAS L COOKE	50.0	50.0	DEIDRA WILLIAMS MARTIN	50.0	50.0
Producer Name	Member Share Percent	Revised Share Percent								
THOMAS L COOKE	50.0	50.0								
DEIDRA WILLIAMS MARTIN	50.0	50.0								
3	Continue to process the application according to subparagraph C, steps 3 through 6.									

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2 Processing Warehouse-Stored Applications (Continued)

F Spot-Checking Provisions

Warehouse-stored eLDP requests processed by:

- County Offices will **not** be subject to spot-check provisions and will not appear in the eLDP Production Evidence Reports
- producers on their own **will** be subject to spot-check provisions.