UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PS-671

For: State and County Offices, Peanut CMA's, and DMA's

Processing Peanut EWR's Using FSA's Web-Based EWR System

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

The Peanut EWR software was migrated to FSA's web-based EWR system beginning with the 2009 crop year (CY). FSA's web-based EWR system provides functionalities needed to process EWR's for price support and has the ability to handle peanut and rice EWR's. The system can be accessed by authorized FSA employees using their eAuthentication user ID and password.

Peanut EWR's shall continue to be issued by warehouses on behalf of producers through a single peanut EWR provider, "EWR, Inc."

Note: Paper warehouse receipts are acceptable for requesting peanut MAL's and will be processed in the normal manner.

B Purpose

This notice provides FSA County Offices and peanut CMA's and DMA's with instructions for:

- processing EWR's for peanuts using FSA's web-based EWR system
- handling preprocessed files submitted by peanut DMA's to their service County Office.

Disposal Date	Distribution
February 1, 2011	State Offices; State Offices relay to County Offices, Peanut CMA's, and DMA's

2 General Information

A Definitions [7 CFR 735.3]

Central Filing System (CFS) is an electronic system operated and maintained by a provider, as a disinterested third party authorized by DACO, where information relating to EWR's, USWA documents, and other electronic documents are recorded and maintained in a confidential and secure fashion independent of any outside influence or bias in action or appearance.

Electronic Warehouse Receipts are receipts authorized by DACO to be issued or transmitted under the U. S. Warehouse Act (USWA) as electronic documents.

Provider is a person authorized by DACO, as a disinterested third party, that maintains 1 or more confidential and secure electronic systems independent of any outside influence or bias in action or appearance.

Holder is a person that has possession in-fact or by operation of law, of EWR's, USWA electronic documents, or any electronic documents.

B Functionalities

FSA's web-based EWR system shall be used by the County Office when producers apply for price support using EWR's. FSA's web-based EWR system:

- allows County Office to:
  - download peanut EWR's from the provider CFS
  - transfer peanut EWR data to APSS to complete the loan- or LDP-making process
  - release peanut EWR's when loans are liquidated
- eliminates entering paper warehouse receipt-related data needed to complete price support MAL or LDP transactions in APSS
- allows County Office to electronically transfer EWR's to either of the following:
  - new holders after the loan is repaid
  - KCCO at forfeiture
- allows the DMA service County Office to handle the preprocessed files submitted by the DMA's.

2 General Information (Continued)

C Transaction Types

FSA's web-based EWR system provides the following transaction capabilities to authorized users.

Transaction Type	Transaction Code
Download EWR for price support.	DPS
Release EWR to new EWR holder.	RPS
Reset EWR to its predownload status.	UPS
View EWR information.	RRI
Transmit price support information to the provider's CFS.	IPS

Additionally, FSA's web-based EWR system allows DMA service County Offices to accept and process preprocessed DMA files to be used to process MAL's or LDP's in APSS.

3 Responsibilities

A Producer Responsibilities

The producer shall:

- deliver the commodity to the warehouse

- instruct the warehouse to issue peanut EWR as "loanable", if producer intends to apply for price support benefits

  Note: A "loanable" indicator indicates whether the EWR can be used to request price support benefits and does **not** make CCC the holder of EWR, but enables CCC to access EWR when the producer applies for price support benefits.

- obtain a list of EWR's.

  Notes: At a minimum, the EWR list shall include:

  - producer name
  - warehouse code
  - commodity type
  - commodity class
  - EWR number
  - State where inspected, if applicable
  - ACRE enrollment indicator.

  County Office or DMA shall determine the producer's ACRE enrollment status manually.

3 Responsibilities (Continued)

B Warehouse Responsibilities

The warehouse shall:

- accept the commodity delivered by the producer
- subscribe to a provider system approved to issue peanut EWR's
- issue, transfer, and cancel EWR's through the selected provider.

Note: EWR's **must** be issued through the provider CFS according to the Provider Agreement with DACO.

C Provider Responsibilities

The provider shall:

- enter into a Provider Agreement with DACO
- maintain EWR's on behalf of the warehouse
- handle and maintain EWR's in CFS in a secure manner
- enter into an agreement with CCC on handling EWR data used to obtain price support benefits
- implement instructions issued by the authorized holder of EWR's
- contact Patricia Barrett, Warehouse Operations Program Manager, at 202-720-3877 with questions on EWR provider responsibilities.

3 Responsibilities (Continued)

D FSA County Office Responsibilities

County Offices shall use FSA's web-based EWR system to:

- download and process EWR's for price support activity
- verify that the downloaded EWR that goes with the loan/LDP request meets the loan/LDP criteria
- transfer EWR's to APSS to complete the loan/LDP application
- release EWR to the authorized holder at liquidation
- return EWR to the provider's CFS, when applicable

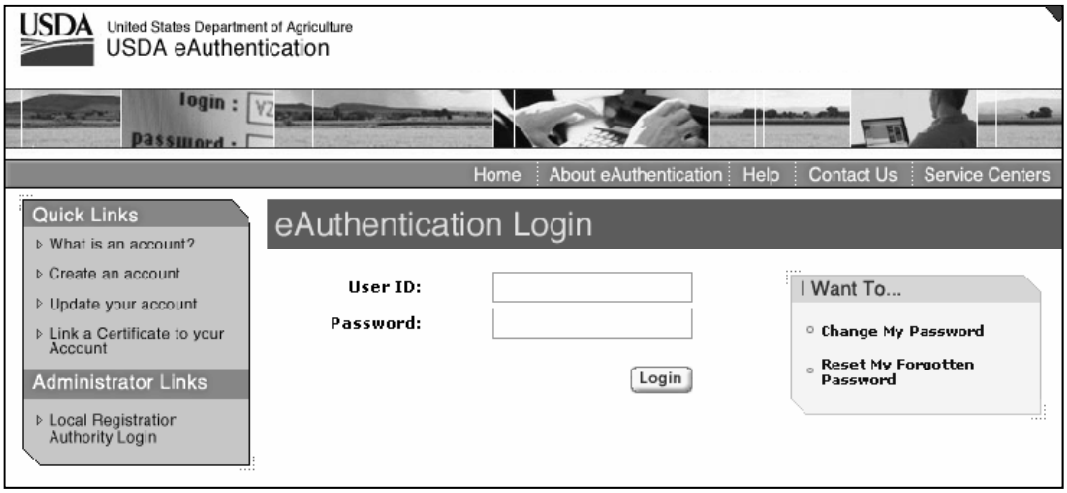
  Note: See paragraph 8 for reasons for returning EWR's.

- print "printer-friendly pages" to file in the loan/LDP folder
- complete loan/LDP applications using EWR's
- record liquidation transactions associated with loan/LDP's in APSS **before** releasing EWR
- handle preprocessed DMA file, if applicable.

4 Using FSA's Web-Based EWR System

A Accessing FSA's Web-Based EWR System

The following table provides steps to access FSA's web-based EWR system.

Step	Action
1	Access the web application by selecting the FSA Applications link on the FSA Intranet Home Page at **http://fsaintranet.sc.egov.usda.gov/fsa/**. CLICK "FSA Applications". Under Price Support, CLICK "EWR-Electronic Warehouse Receipts".
2	CLICK "EWR – Electronic Warehouse Receipts" located below the Price Support heading.
3	The eAuthentication Login Screen will be displayed to enter the appropriate credentials. See 6-IRM, Exhibits 16.5 through 16.8 for guidelines. The following is an example of the eAuthentication Login Screen. 

4 Using FSA's Web-Based EWR System (Continued)

B State, County, Commodity, and Crop Year Selections

After completing the eAuthentication login process, FSA's web-based EWR system will display Screen EWR010, "State, County, Commodity and Year Selection" Screen.

Select the applicable:

- State
- County
- Commodity
- Crop Year.

Notes: For peanuts, the commodity selections are as follows:

- Peanuts-RUN
- Peanuts-SPE
- Peanuts-SPW
- Peanuts-VAL
- Peanuts-VIR.

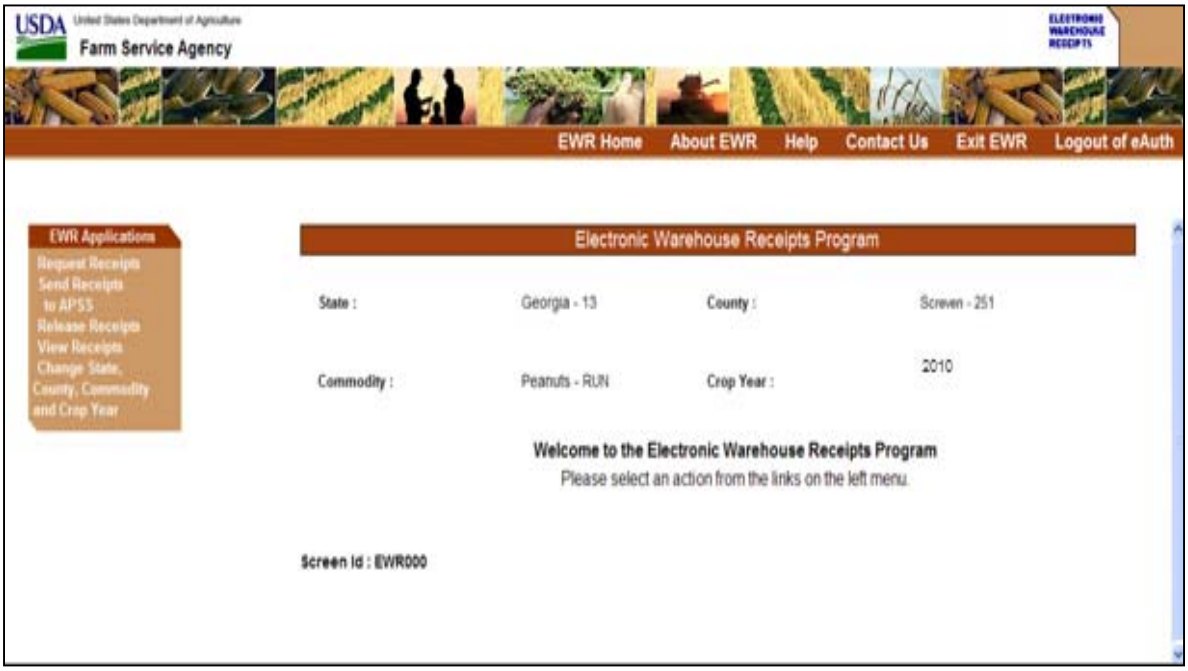
The commodity selection, "Peanuts-View All" from the drop down list is available for users authorized to view peanut EWR's for all peanut types. Other commodity selections are applicable to rice EWR's.

CLICK "**Submit**". Screen EWR000, **Electronic Warehouse Receipts Program** will be displayed.

4 Using FSA's Web-Based EWR System (Continued)

B State, County, Commodity, and Crop Year Selections (Continued)

The following is an example of Screen EWR000.



CLICK **"Change State, County, Commodity and Crop Year"** under the **EWR Applications** Menu on the left side of the screen to process receipts for another State, county, or peanut type other than what is displayed on the Welcome to the Electronic Warehouse Receipt Program Screen.

Multi-county users, including County Offices acting as CMA or DMA service County Office, shall use this option to process receipts for another county office.

4 Using FSA's Web-Based EWR System (Continued)

C EWR Applications Menu

The EWR Applications Menu on the left navigation bar provides the following options:

- "Request Receipts"
- "Send Receipts to APSS"
- "Release Receipts"
- "View Receipts"
- "Change State/County/Commodity and Crop Year"
- "DMA Upload", if applicable.

Note: The "DMA Upload" option will **only** be available to peanut DMA service County Offices.

5 "Request Receipts" Option

A General Information

Producers requesting loans or LDP's shall provide the County Office with basic loan or LDP requirements and the following information associated with the loan/LDP request:

- producer name
- warehouse code
- commodity type
- commodity class
- list of EWR numbers
- State where inspected (for warehouse-stored loan request **only**)
- ACRE enrollment indicator.

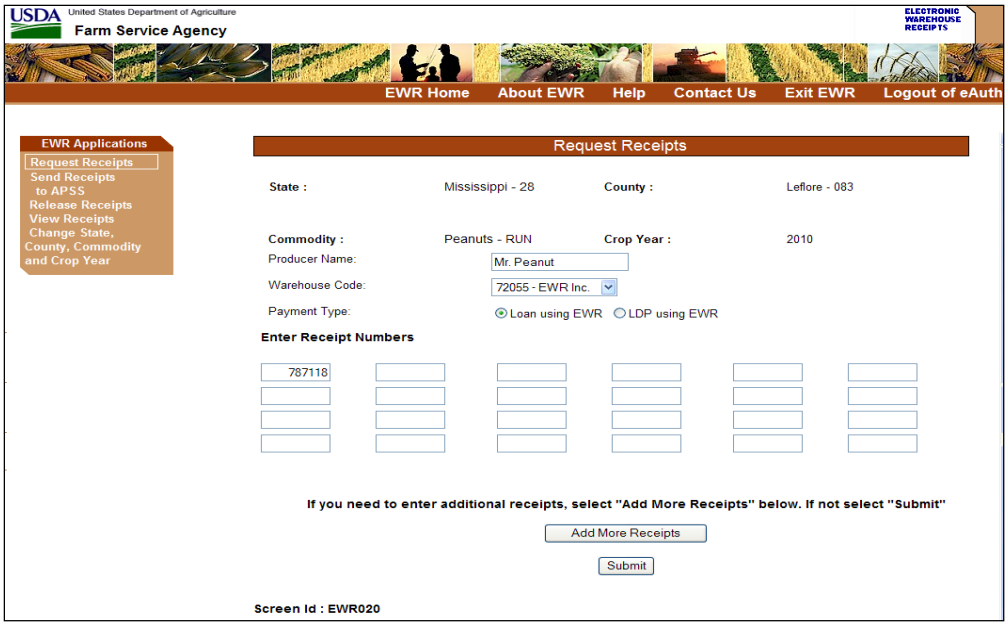
Loans/LDP requests for quantities from ACRE and non-ACRE enrolled farms **must** be processed separately.

Note: See Notice PS-670 for Additional information.

5 "Request Receipts" Option (Continued)

B Processing Receipt Requests

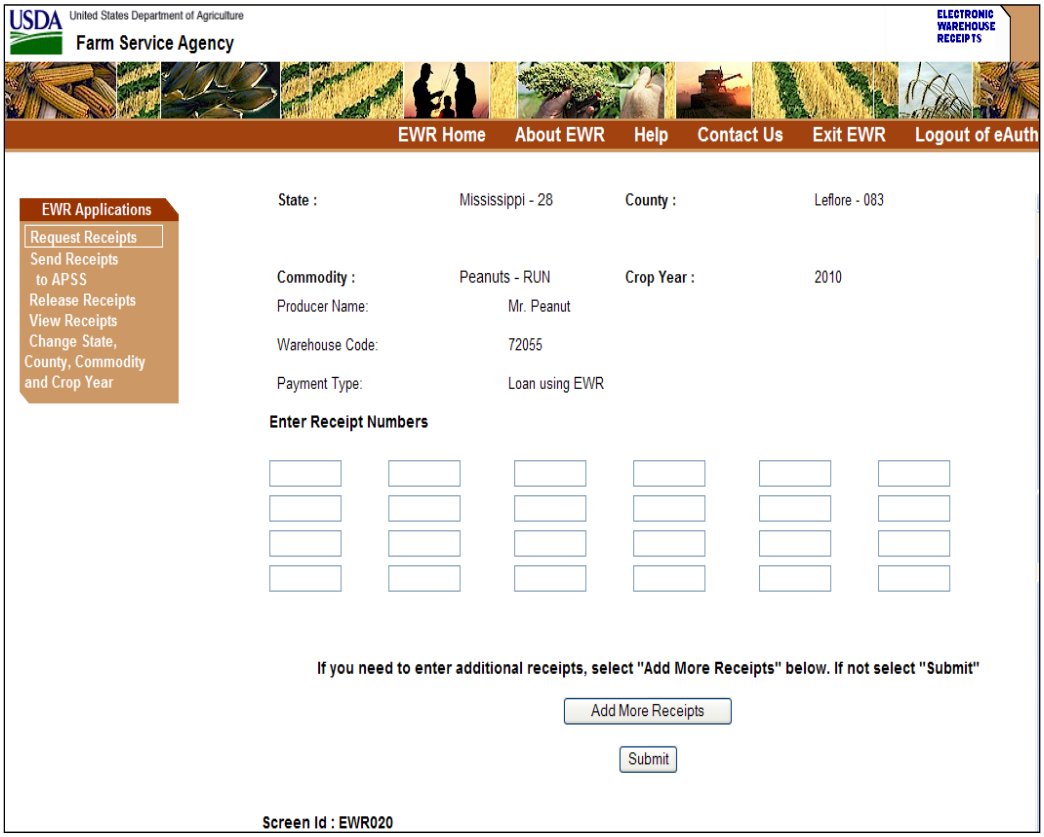
The following table provides steps for requesting EWR's.

Step	Action
1	Under **EWR Applications**, CLICK "**Request Receipts**" to request EWR data associated with the producer's application. The following is an example of a Request Receipts Screen.  **Note:** To request EWR's for another commodity, use the **"Change State, County, Commodity and Crop Year"** according to subparagraph 4 B and select the applicable commodity to process.
2	On the Request Receipts Screen, complete the following **required** data.

Data	Description
'Producer Name"	Type the producer name. **Note:** This will be used to identify the request, but does **not** have to exactly match the name in SCIMS name and address file.
"Warehouse Code"	Select the applicable warehouse code from the drop-down menu. **Note:** A list of participating warehouses will be displayed on the drop-down menu. The warehouse code will also indicate the corresponding name of the EWR provider.
"Payment Type"	Click either "**Loan using EWR**" or "**LDP using EWR**".
"Receipt Numbers"	Enter EWR numbers being requested from the list provided by the producer.

5 "Request Receipts" Option (Continued)

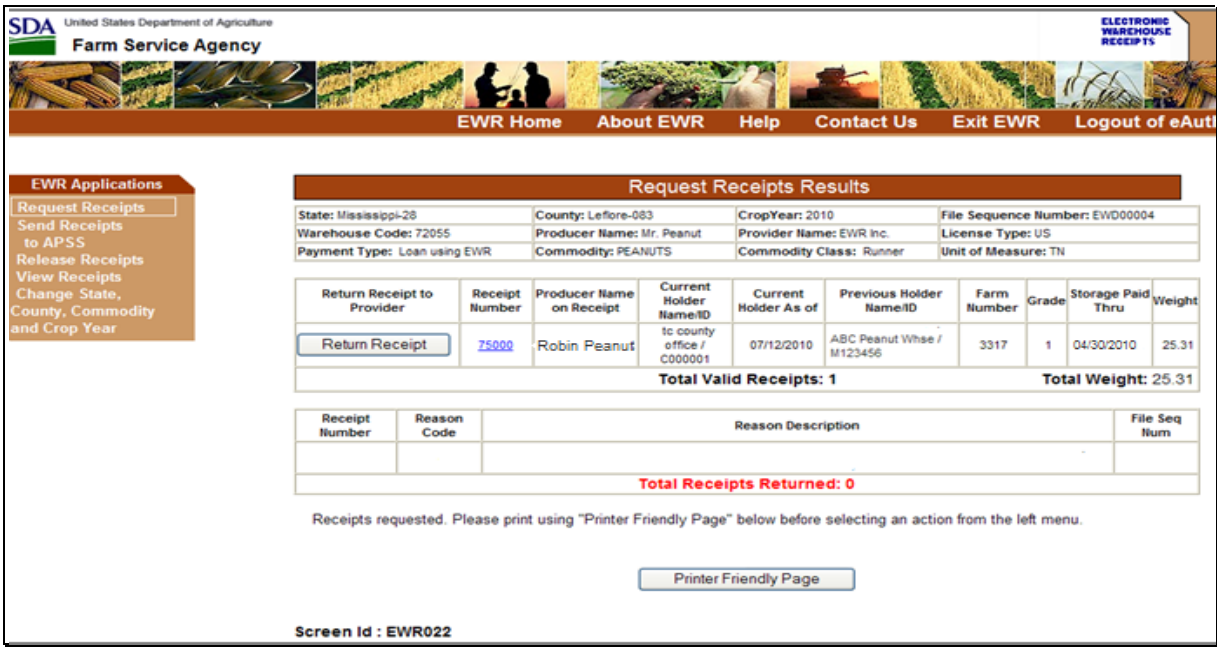
B Processing Receipt Requests (Continued)

Step	Action
3	 If needed, CLICK "**Add More Receipts**" to enter additional EWR's. A Request Receipts Continuation Screen will be displayed that allows users to enter additional EWR numbers for the request.
4	CLICK "**Submit**" to send the request for EWR's. FSA's web-based EWR system will retrieve the requested EWR's from the applicable provider's system.

5 "Request Receipts" Option (Continued)

C Request Receipts Results

FSA's Web-Based EWR System will display EWR data retrieved from the applicable provider's system. The following is an example of the Request Receipt Result Screen.



The upper portion of the Request Receipts Results Screen will be displayed with the:

- data submitted with the request, according to subparagraph A, and the provider's name, license type, and unit of measure

- File Sequence Number assigned to the request.

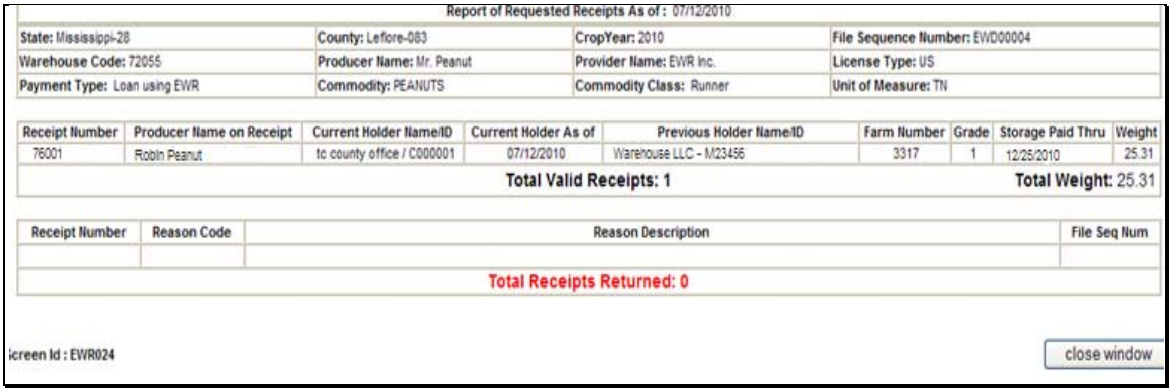
  Note: FSA's Web-Based EWR System assigns an 8-character alphanumeric File Sequence Number according to this table.

Position	Format	Description	Comments
1-2	EW	Indicates that the file has EWR.	Assigned to all EWR requests.
3	A to Z	Crop year indicator.	Starts with "A" for 2007 crop year and is incremented by 1 for subsequent crop years; 2010 crop year shall be assigned the letter "**D**".
4-8	Number	Numeric file sequence counter.	Starts with "00001" each crop year.
Note: See Exhibit 1 for the DMA preprocessed file naming system.			

5 "Request Receipts" Option (Continued)

C Request Receipts Results (Continued)

The lower portion of the Request Receipts Results Screen will display a Report of Requested Receipts that list valid EWR's, EWR's with errors, and the corresponding error description, if applicable. A Report of Requested Receipts "Printer Friendly Page" option will be displayed. Print the Report of Requested Receipts and file it in the loan folder. The following is an example of the Report of Requested Receipts.



Report of Requested Receipts As of : 07/12/2010

State: Mississippi-28	County: Leflore-083	CropYear: 2010	File Sequence Number: EWD00004
Warehouse Code: 72055	Producer Name: Mr. Peanut	Provider Name: EWR Inc.	License Type: US
Payment Type: Loan using EWR	Commodity: PEANUTS	Commodity Class: Runner	Unit of Measure: TN

Receipt Number	Producer Name on Receipt	Current Holder Name/ID	Current Holder As of	Previous Holder Name/ID	Farm Number	Grade	Storage Paid Thru	Weight
76001	Robin Peanut	tc county office / C000001	07/12/2010	Warehouse LLC - M23456	3317	1	12/25/2010	25.31
Total Valid Receipts: 1								Total Weight: 25.31

Receipt Number	Reason Code	Reason Description	File Seq Num
Total Receipts Returned: 0			

icreen Id : EWR024

close window

D Validating Requested EWR's

Review the results of the request for accuracy and consistency with the loan or LDP application submitted by the producer according to the criteria in subparagraph A.

The following table provides steps to validate individual EWR's.

Step	Action	
1	In the "Receipt Number" column, click the applicable EWR number to display the detail EWR data. **Note:** EWR data is available with a "Printer Friendly Page" option.	
	IF…	**THEN go to step …**
	all EWR's are valid	3.
	at least 1 EWR was downloaded in error	2.
2	CLICK "**Return Receipt**" to mark EWR for return to the provider. **Note:** The **"Return Receipt"** option shall be used when EWR's are downloaded in **error** and **must** be removed from the File Sequence Number. The returned EWR will be reset to its predownload status.	
3	CLICK "**Submit**" to: • remove EWR to be returned because of EWR error from the file, if applicable • process and complete the file for transfer to APSS according to paragraph 6.	

6 "Send Receipts to APSS" Option

A General Information

The requested EWR's shall be identified by the File Sequence Number and can be transferred to APSS to process the:

- loan request of the producer
- re-entry of a corrected loan.

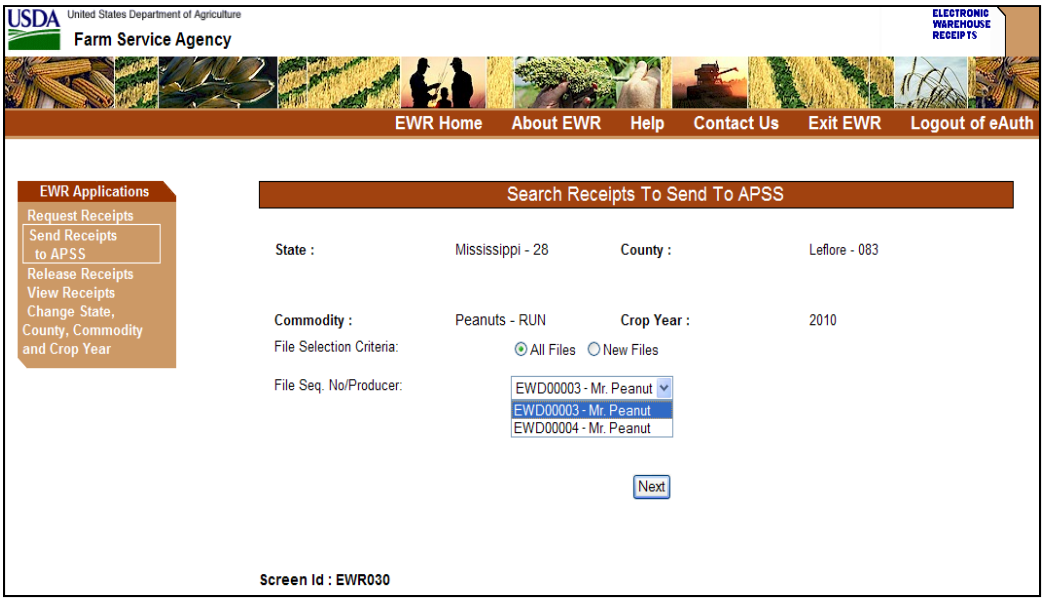
Note: Files that have been transferred to APSS **must** be used to process loans on the **same day** the file was transferred or the files will have to be re-sent to APSS to be available for processing in APSS.

Beginning with the 2010 CY, all LDP requests must be processed using the eLDP system. The option to transfer EWR's to the eLDP system is not available at this time. When using EWR to process eLDP, County Offices must print the individual EWR included in the LDP request and enter the warehouse receipt information in the eLDP system manually. County Offices must file the EWR printout in the LDP folder.

B Search for EWR's to Send to APSS

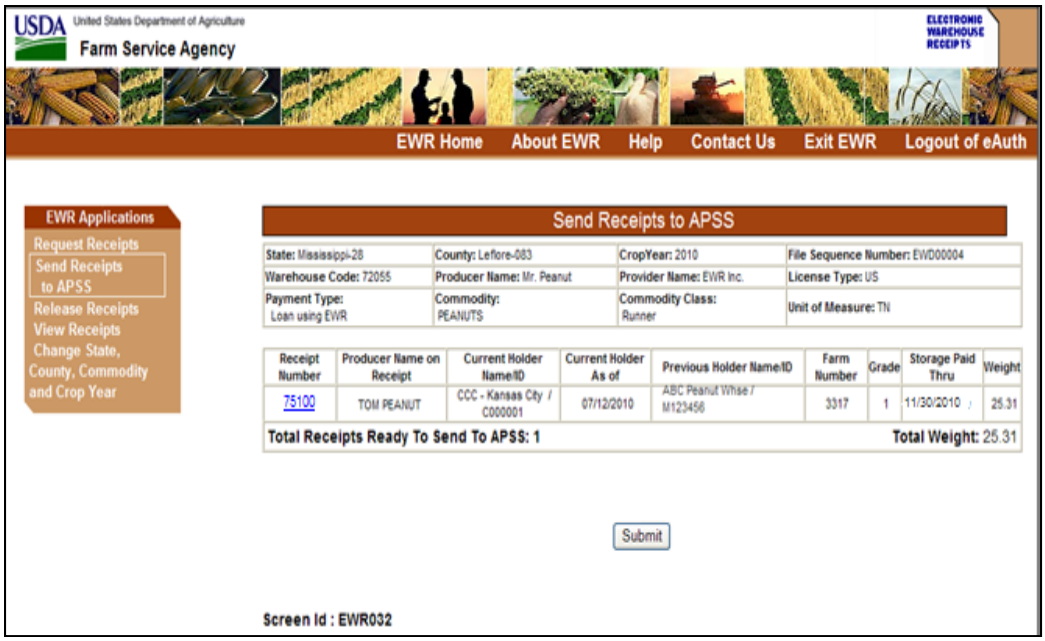
Files containing EWR's that have been requested successfully may be transferred to APSS according to the following table.

Step	Action
1	Under "EWR Applications", CLICK "**Send Receipts to APSS**" to transfer the preprocessed file to APSS. The following Search Receipts to Send to APSS Screen will be displayed.



6 "Send Receipts to APSS" Option (Continued)

B Search for EWR's to Send to APSS (Continued)

Step	Action
2	Click either of the following buttons to select the appropriate "File Selection Criteria" as follows: • "**All Files**", the list of all File Sequence Numbers processed will be displayed, **including** preprocessed files that were previously transferred to APSS **Note:** When "All Files" is selected, preprocessed DMA files uploaded using DMA's upload (paragraph 11) will be displayed. • "**New Files**", the list of all File Sequence Numbers processed that have **not** been previously transferred to APSS will be displayed.
3	From the drop-down menu, select the applicable "File Sequence Num/Producer" to be transferred to APSS.
4	CLICK "**Next**", the following Send Receipts to APSS Screen will be displayed.  **Note:** Under the "Receipt Number" column, click the specific receipt number to display the EWR data; a "Printer Friendly Page" option will be displayed.

6 "Send Receipts to APSS" Option (Continued)

B Search for EWR's to Send to APSS (Continued)

Step	Action
5	CLICK "**Submit**", to transfer EWR's for selected File Sequence Numbers to APSS. The Send Receipts to APSS Results Screen will be displayed with confirmation that EWR's have been sent to APSS.
6	CLICK "**Printer Friendly Page**" to print the report and file the report in the loan folder.

7 Handling Preprocessed Data in APSS

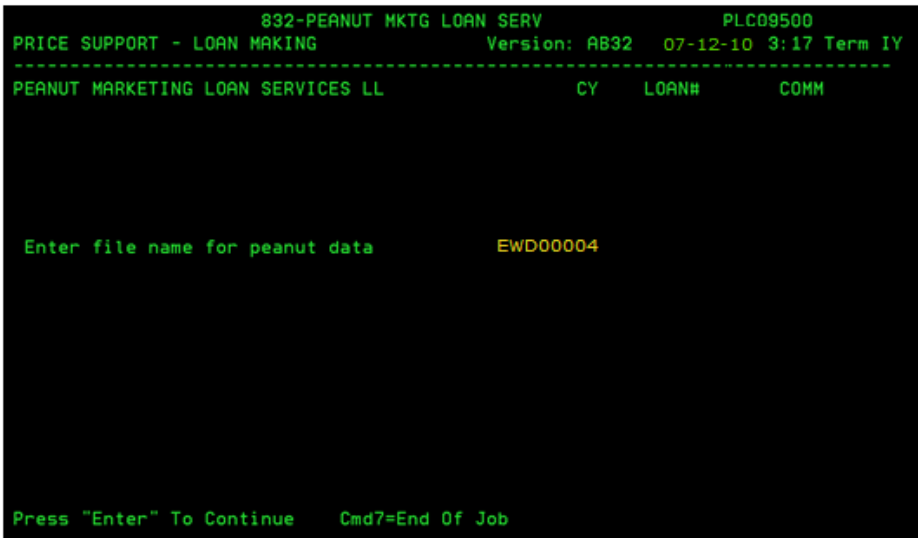
A Warehouse-Stored Loans Using Preprocessed Data

EWR's included in the preprocessed file that have been transferred to APSS are ready to be used to process warehouse-stored loan applications. The following table provides steps for loan making.

Step	Action
1	On System 36/AS400, APSS, Price Support Main Menu, PCA005, ENTER "**2**", "Perform Loan Making Functions", and PRESS "**Enter**".
2	Perform the normal loan and producer identification and verification routines.
3	From the Price Support - Loan Making Menu, PLA000, ENTER "**9**", "Warehouse Peanut Loans Using Preprocessed Data", and PRESS "**Enter**". This is an example of Screen PLA000. COMMAND PLA000 M0 PRICE SUPPORT - LOAN MAKING MENU ---------- 1. Farm Stored Regular Certified 2. Farm Stored Regular Measured * 3. Farm Stored Reserve 4. Warehouse Stored Regular * 5. Warehouse Stored Reserve 6. Distress Certified 7. Distress Measured 8. Form A Cotton Loans Using Preprocessed Bale Data 9. Warehouse Peanut Loans Using Preprocessed Data 10. Warehouse Rice Loans Using Preprocessed Data Enter the number of your selection and press the "Enter" key. Cmd3=Previous Menu

7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
4	Screen PLC09500 will be displayed. Enter the File Sequence Number of the peanut preprocessed file that will be used to process the loan. The following is an example of Screen PLC09500. 
5	PRESS "**Enter**". the producer's name associated with the transferred peanut EWR preprocessed file will be displayed.
6	ENTER "**Y**" or "**N**" to the question, "**Is this the correct file?**" **Note:** The producer name displayed after answering the question may **not** exactly match the SCIMS name and address record. APSS will process the loan for the person/entity displayed on the upper left hand corner of the screen and **not** the name shown on the completed preprocessed EWR file.
7	Continue with the warehouse-stored loan-making process according to Notice PS-670. Verify the prefilled information on the screen when completing the loan-making process.

7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

APSS does **not** allow prefilled data to be edited. This table provides guidance on handling EWR's with errors or EWR's downloaded in error.

IF EWR errors are detected and loan involves...	THEN…
one EWR	• discontinue the loan-making process • access FSA's web-based EWR system • release EWR with error to the provider according to paragraph 8 using Reason Code "5-Receipt Data Error".
multiple EWR's	• delete EWR with errors from loan being processed • complete loan-making process with EWR's that passed validation • access FSA's web-based EWR system and release EWR's with errors according to paragraph 8 using Reason Code "5-Receipt Data Error".

B LDP Processing Using Preprocessed Data

All LDP requests must be processed using the eLDP system. **Do not** send the EWR's in the preprocessed file with "Payment Type", "LDP" to APSS. County Office must print the EWR's and manually enter the data in the eLDP system. Complete the eLDP request according 15-PS.

8 "Releasing Receipts" Option

A General Information

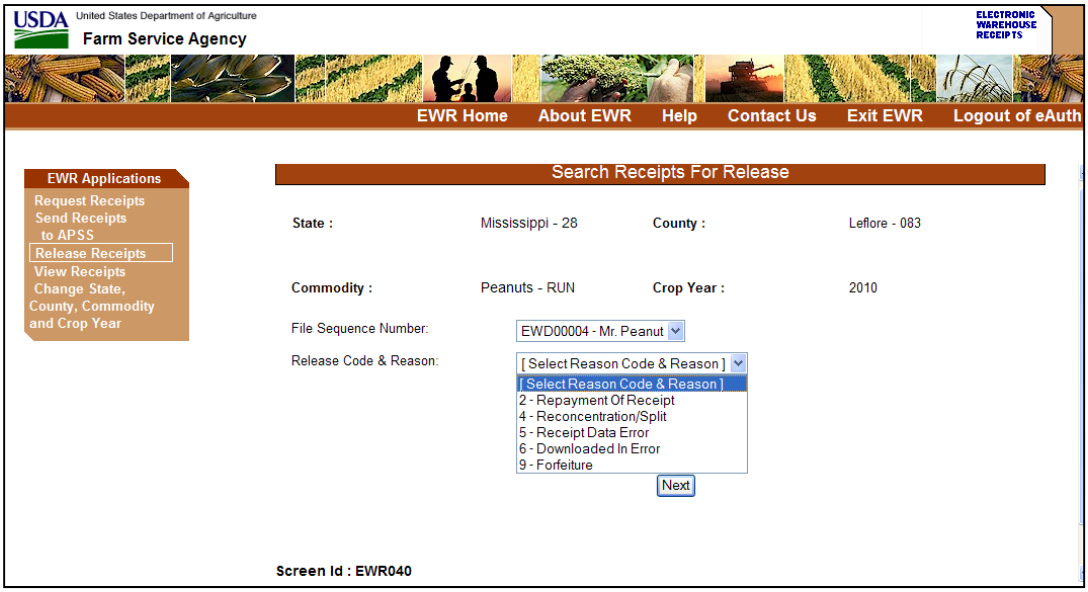
EWR's that have been downloaded by the County Office may be released for the following reasons.

Release Code/Reason	Condition	Action/Result
2-Repayment of Receipts	EWR under loan is being redeemed. **Important:** Complete the repayment process in APSS before releasing the EWR using the FSA EWR system.	Select EWR holders from the "Receipt Holders" drop-down menu or the user can enter the holder ID in the "Holder ID" box. This holder ID should match the holder ID provided by the person or entity redeeming the loan. EWR will be released to the new EWR holder through the applicable provider's system. **Note:** The applicable provider's system will return an error message if the new holder entered is invalid.
4-Reconcentration/Split	Receipt: • has been approved for reconcentration • needs to be split at producer's request.	EWR will be reset to its predownload status and returned to the issuing warehouse through the applicable provider's system. **Note:** See paragraph 10 for additional instructions on reconcentration.
5-Receipt Data Error	There is an error in the EWR data.	EWR will be automatically returned to the previous holder through the applicable provider's system. **Note:** Needs correction by the EWR issuer.
6-Downloaded in error	EWR was downloaded by the County Office by mistake.	EWR will be reset to its predownload status and automatically returned to the previous holder through the applicable provider's system. **Note:** EWR may be requested by any County Office.
9-Forfeiture	EWR under loan is forfeited.	EWR will be released to KCCO and will be included in CCC inventory.

8 "Releasing Receipts" Option (Continued)

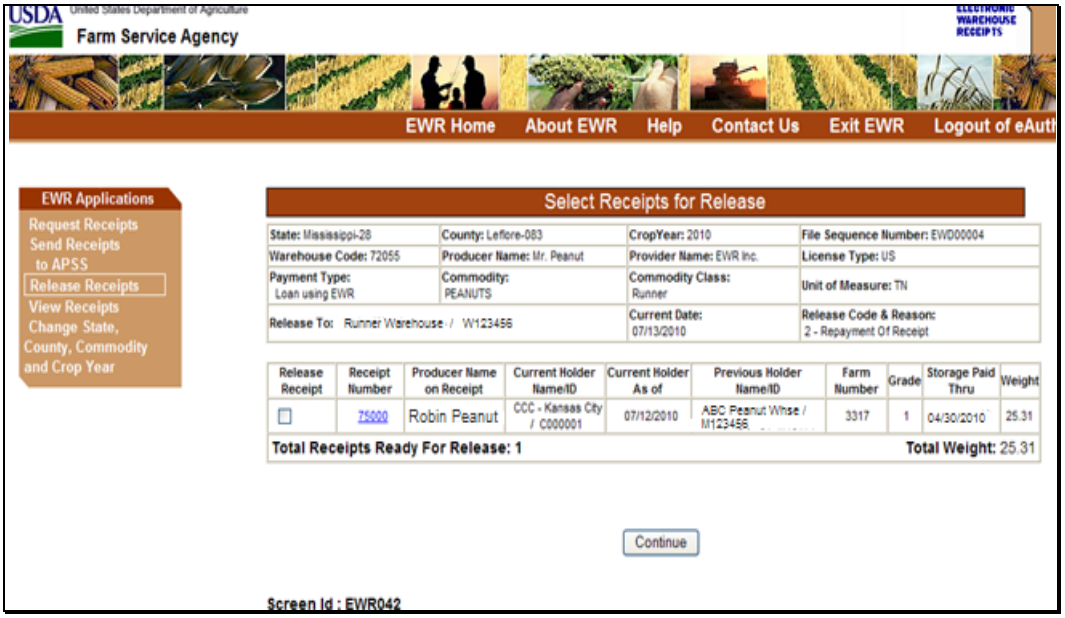
B Selecting EWR's to Release

This table provides steps for releasing EWR's.

Step	Action
1	Under "EWR Applications", CLICK "**Release Receipts**" to access the release EWR's functions. The following is an example of the Search Receipts for Release Screen.  From the drop-down menus, select the appropriate: • "File Sequence Number" • "Release Code & Reason". CLICK "**Next**" to go to the next screen. **Note:** If the "Release Code & Reason" selected is "**2- Repayment of Receipt**", FSA's web-based EWR system will prompt the user to select EWR holders from the "Receipt Holders" drop-down menu or the user can enter the holder ID in the "Holder ID" box. This holder ID should match the holder ID provided by the producer or the entity authorized to redeem the loan.

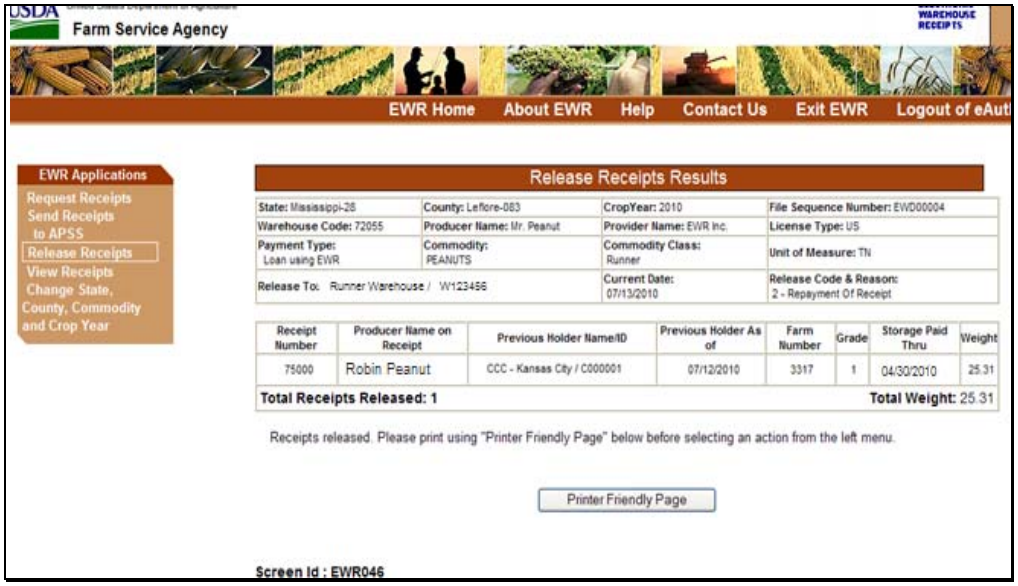
8 "Releasing Receipts" Option (Continued)

B Selecting EWR's to Release (Continued)

Step	Action
2	CLICK "**Next**". The following Select Receipts for Release Screen will be displayed. 
3	Verify the "**Release To**" and the "**Release Code & Reason**" displayed on the upper portion of the screen **before** continuing with the release process.
4	Click the "Release Receipt" box that corresponds with the EWR number to be released. **Note:** If there are more EWR's in the selected File Sequence Number, scroll through the page to view additional EWR's. Ensure that the selected EWR corresponds to the receipt that has been repaid through APSS.

8 "Releasing Receipts" Option (Continued)

B Selecting EWR's to Release (Continued)

Step	Action
5	Review the selected EWR's and do either of the following: • CLICK "**Cancel**" to undo the selection and redisplay all EWR's ready for release, if applicable • CLICK "**Continue**" to complete the release process and the following Release Receipt Results Screen will be displayed. 
6	CLICK "**Printer Friendly Page**" to print the data and file the report in the loan/LDP folder.

9 "View Receipts" Option

A General Information

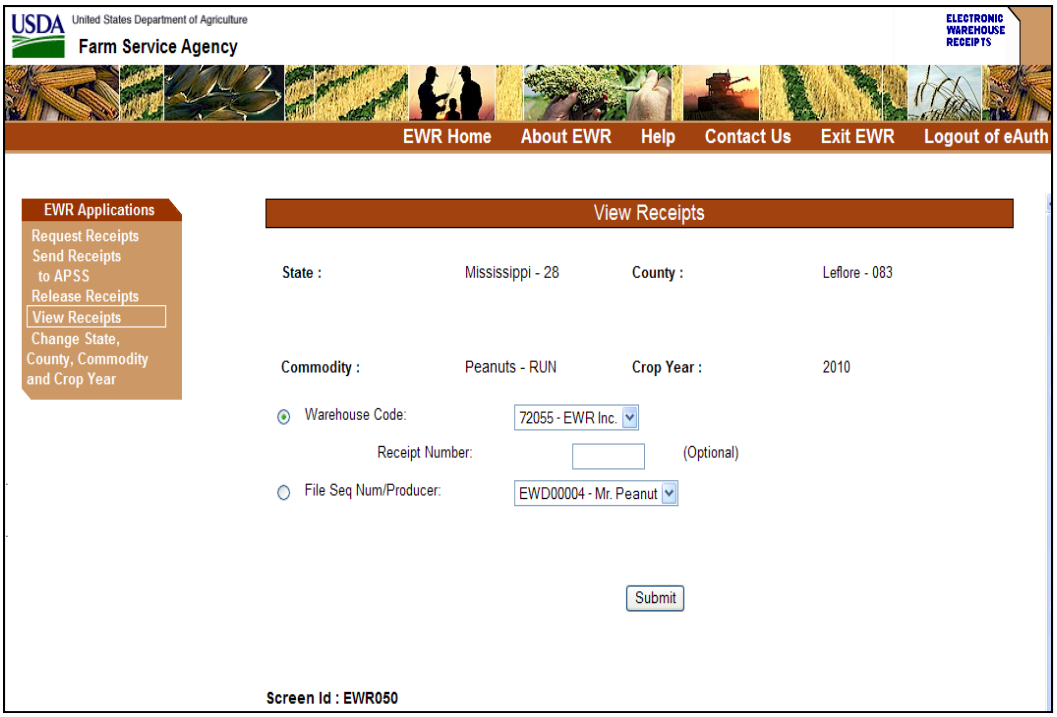
FSA's web-based EWR system provides users the ability to inquire on EWR's using the "View Receipt" option under EWR Applications.

Authorized users shall have the ability to view the EWR's associated with the State, County, Commodity and Crop year selected according to subparagraph 4 B. Use the "Change State, County, Commodity and Crop Year" under EWR Applications to change any view selection criteria.

B View Receipts Provisions

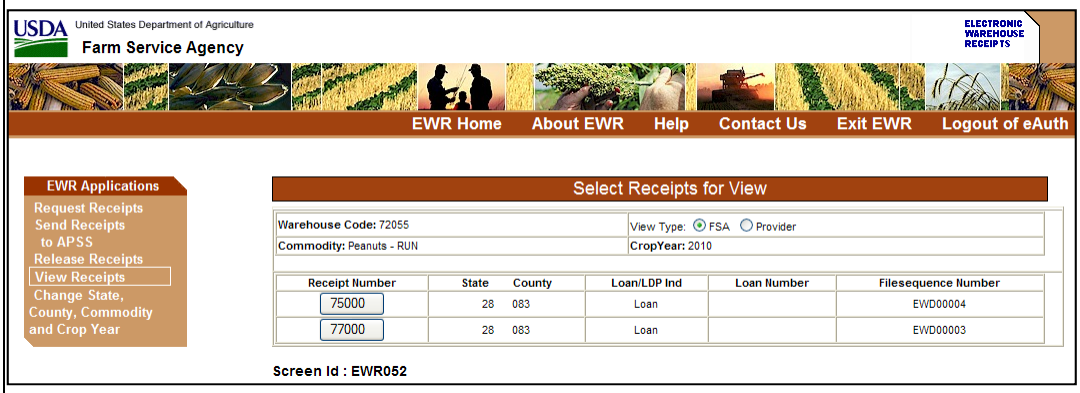
The "**View Receipts**" option prompts users to select either of the following:

- "Warehouse Code"
- "File Sequence Number/Producer".

Step	Action
1	Under "EWR Applications", CLICK "**View Receipts**" to access the view receipt functions. The following is an example of the View Receipts Screen.  Select the applicable "Warehouse Code" or "File Sequence Number/Producer" from the drop-down menus, and type in receipt number, if desired (this is optional).

9 "View Receipts" Option (Continued)

B View Receipts Provisions (Continued)

Step	Action
2	CLICK "**Submit**". The following Select Receipts for View Screen will be displayed. 
3	Click the applicable button to select "View Type" as follows: • **FSA** – to view EWR's and paper receipts, if applicable, in the FSA web-based EWR system • **Provider** – to view EWR's in the Provider system. **Note:** Paper warehouse receipts may be viewed using the "FSA" view type only. The FSA's web-based EWR system will display an error message if "View Type", "Provider" is selected.

9 "View Receipts" Option (Continued)

B View Receipts Provisions (Continued)

Step	Action
4	Under the "Receipt Number" column, click the receipt number to be viewed. The EWR data will be displayed. The following is an example of "View Type", "FSA".

Report of FSA View As of 07/13/2010

Electronic Warehouse Receipt

File Sequence Number: EWD00004			
Crop Year: 2010	Warehouse Code: 72055	Rcpt Number : 75000	License Type Code: US
License Number 6-434	Negotiable Rcpt Y	Insured Y	Paper Number 0
Pri Unit of Measure: TN	Pri Gross Unit: 25.31	Pri Net Units: 25.17	Warehouseman is Depositor: N
Sec Unit of Measure: LB	Sec Gross Unit: 0	Sec Net Units: 50343	Merged Warehouse: N
FSA Status: Released	FSA State Code: 28	FSA County Code: 083	
Date Rcpt Issued: 07/23/2009	Release Reason: 2 - Repayment Of Receipt	Date/Time Last Changed: Tuesday, July 13, 2010 8:14:09 AM CDT	
Delivery City: BAINBRIDGE		Warehouse Name: Doster Warehouse, Inc.	
Delivery State Code: GA		Delivery County Code:	
Warehouseman Signature: Lisa Lee		Received From: ROBIN PEANUT	
Farm Number: 3317	Farm State Code: 01	Producer Name : ROBIN PEANUT	
Farm County Code : 069	Curr Holder Id. W123456	Curr Holder Name: Runner Warehouse	
Curr Holder Date/Time: Tuesday, July 13, 2010 8:14:10 AM CDT	Sub Holder Id:	Sub Holder Name:	
Sub Holder Date/Time:	Prev Holder Id: C000001	Prev Holder Name: CCC - Kansas City	
Prev Holder Date/Time: Tuesday, July 13, 2010 8:14:09 AM CDT	Provider Id: 4701	Storage Start Date: 10/02/2009	Prepaid in Charges: 0
Prepaid Out Charges: 0	Storage Charge: 0	Date Storage Paid Thru: 4/30/2010	Grade: 1
Graded: F	Class: RUN	Commodity: PEANUTS	Receiving Chrg Paid Ind: N

Electronic Warehouse Receipt Classing

Loose Shelled Kernel (LSK) Tons: 0.14	LSK Pounds: 283	Total Tons: 25.31	Total Pounds: 50,626	Moisture: 10
Total Damage Kernel Pct (Pct): 0.75	Foreign Material (FM) Pct: 7	Virginia ELK Pct: 0	Virginia Fancy Pct: 0	Valencia Cracked Pct: 0
Valencia Discolored Pct: 0	Total KRS : 0	SMKRS Pct: 62.5	Sound Splits (SS) Pct: 2.75	Total SMK Pct: 65.25
Other Kernels (OK) Pct: 4.5	Damaged Split Pct: 0	Total Kernel Pct: 70.5	Hull Pct: 29.25	Flavus Found: N
Total Hull Kernel Pct: 99.75	Freeze Pct: 0	RMD Pct: 0.04	Storage Status: U	Parent Warehouse City: CAMILLA
Parent Warehouse State: GA	Lot Number:	Receiving Charge (Chg) Amount: 35.2	Receiving Chg Paid: N	Receiving Chg Per: T
Cleaning Chg:	Drying Chg:	Clean Dry Chg:	Hauling Chg:	Other Chg:
Custom Harvesting Chg:	Seed Account Chg:	Monthly Storage Chg: 2.71	Total Cleaning Chg:	Total Drying Chg:
Total Clean Dry Chg:	Total Hauling Chg:	Total Other Chg:	Buying Point Number: 01427	Buying Point Name: Dixie Peanut Company
Receipt Value: 8054.87		CCC Loan Status: Approved		

Price Support

Prev Holder Name : CCC - Kansas City		Prev Holder Id: C000001	Prev Holder Date/Time: Tuesday, July 13, 2010 8:14:09 AM CDT
Curr Holder Name : Runner Warehouse		Curr Holder Id: W123456	Curr Holder Date/Time: Tuesday, July 13, 2010 8:14:10 AM CDT
Loan/LDP Number: 150	Date Loan/LDP Approved:	Date Loan/LDP Application:	Date Loan/LDP Disbursement:
Rcpt Loan Value: $0.00	Date Loan Documents Received:	Date Loan Repayment:	Date/Time Rcpt Released: Tuesday, July 13, 2010 8:14:09 AM CDT
Loan or LDP: Loan	Recourse/Non-Recourse Loan::	Date Forfeited:	CCC Storage Paid Thru Date:
Loan Maturity Date:			

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5	CLICK "**Back**" to return to the Select Receipts for View Screen.

9 "View Receipts" Option (Continued)

C "Viewing Reports

The "View Report" option under EWR Applications will provide PSD and authorized State Office users the ability to view the list of EWR's and detail EWR data of EWR's with the following status:

- "Downloaded"
- "Sent to APSS"
- "Released for Repayment"
- "Released for Other Reasons".

10 Reconcentrating Warehouse-Stored Loans Using EWR's

A General Information

8-LP, Part 8, Section 3 provides guidelines on reconcentrating loan collateral. Currently, APSS does **not** have the ability to process a warehouse-to-warehouse transfer using EWR's automatically. Warehouses electing to issue EWR's on the peanuts being reconcentrated shall complete the reconcentration process according to this paragraph in addition to the provisions in 8-LP.

B Releasing EWR's

After CCC-699 approval, County Offices shall:

- print the **original** EWR using FSA's web-based EWR system and attach the printout to the original CCC-699

- release the **original** EWR using FSA's web-based EWR system, selecting Release Code "4 - Reconcentration/Split"

- notify the warehouse that EWR has been released for reconcentration.

10 Reconcentrating Warehouse-Stored Loans Using EWR's (Continued)

C Distributing CCC-699's

County Offices shall:

- keep original CCC-699 in County Office security file
- send warehouse operator's copy to the warehouse
- send producer's copy to producer, CMA, or DMA
- file a copy of EWR in the producer's loan folder and file folder in suspense file
- follow up to ensure that:

  - the commodity is reconcentrated

  - new EWR's are received by County Offices within 30 calendar days from the date of approval

  - County Offices receive replacement EWR numbers and warehouse information from receiving warehouses.

D Processing Replacement EWR's

After warehouse notification that the replacement EWR is ready for retrieval, County Offices shall use FSA's web-based EWR system to:

- request the replacement EWR according to paragraph 5
- print each replacement EWR that has been downloaded
- review each replacement EWR according to 8-LP, subparagraph 830 A
- contact the issuing warehouse if there are any questions about the replacement EWR
- send the downloaded replacement EWR to APSS according to paragraph 6.

E Processing Transfers Using EWR's in APSS

When processing loan transfers involving EWR's, County Offices shall print the EWR associated with the transfer and enter EWR data manually on the applicable screens in APSS.

Note: See Notice PS-659 for additional instruction.

F Releasing Replacement EWR's

County Offices shall release replacement EWR's that have been repaid according to paragraph 8 using Release Code "**2 - Repayment of Receipts**".

11 Handling Preprocessed DMA Files

A General Information

Peanut DMA's have the option to submit preprocessed files containing paper warehouse receipt or EWR data to their designated service County Office when requesting peanut MAL's and LDP's. DMA's shall:

- prepare the file according to FSA specified requirements in Exhibit 1
- e-mail the preprocessed file with the loan application to DMA service County Office.

The designated DMA service County Office shall accept preprocessed files submitted by DMA's and do the following:

- validate the preprocessed file according to 1-CMA and all other requirements for processing peanut loans and LDP's
- use FSA's web-based EWR system according to this notice
- notify DMA of errors in the preprocessed file
- complete and disburse DMA loan/LDP applications in APSS.

Peanut DMA's shall be responsible for correcting errors in EWR's.

B Preparing DMA Preprocessed Files

DMA's shall **separate** the preprocessed files using paper warehouse receipts from those using EWR's.

Preprocessed file submitted by DMA's shall be prepared according to the file layout in Exhibit 1. Paper warehouse receipts and EWR's on each file shall be bundled according to subparagraph 5 A of this notice.

11 Handling Preprocessed DMA Files (Continued)

C Submitting the Preprocessed File to the Service County Office

In addition to all other loan/LDP requirements, DMA's electing to use preprocessed files shall e-mail their loan requests to their designated service County Office with preprocessed files attached. The e-mail shall include a list of the preprocessed files along with the following information associated with **each** file:

- application date
- original approval date
- date of lien search
- disbursement date (same as "Date Documents Received" date).

See Exhibit 2 for the e-mail addresses of DMA service County Offices.

Note: DMA's electing **not** to use a preprocessed file shall continue to submit loan/LDP requests to their service County Office according to normal procedures for loan/LDP's.

D Accepting Preprocessed DMA Files

DMA service County Offices shall process the preprocessed file attachment received from DMA according to this table.

Step	Action
1	Print e-mail received with DMA loan/LDP application. Keep a copy of the e-mail in DMA's loan folder.
2	Save the preprocessed file attachment to the **F:\Application Data\PeanutEWR** directory.

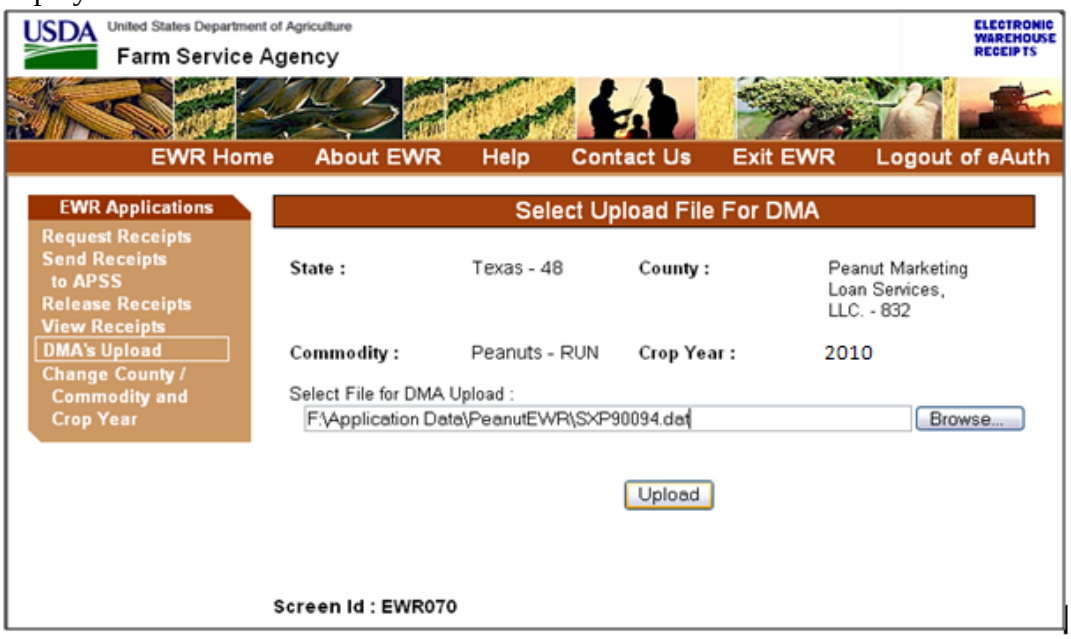
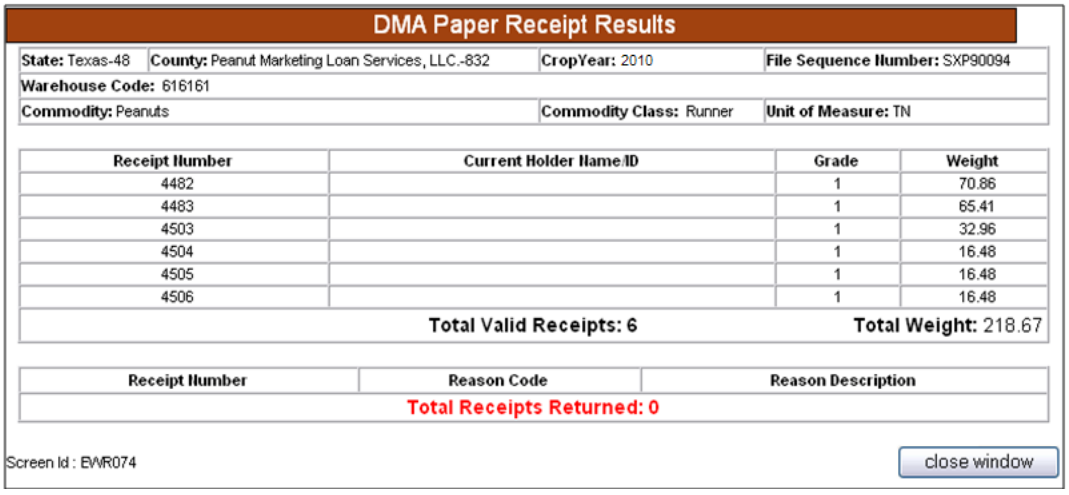
E Uploading DMA Files

Upload the preprocessed DMA file to FSA's web-based EWR system according to this table.

Step	Action
1	Access FSA's web-based EWR system according to paragraph 4. **Note:** When the selected county is a DMA service County Office, the "DMA Upload" option will be displayed in the EWR Applications Menu.

11 Handling Preprocessed DMA Files (Continued)

E Uploading DMA Files (Continued)

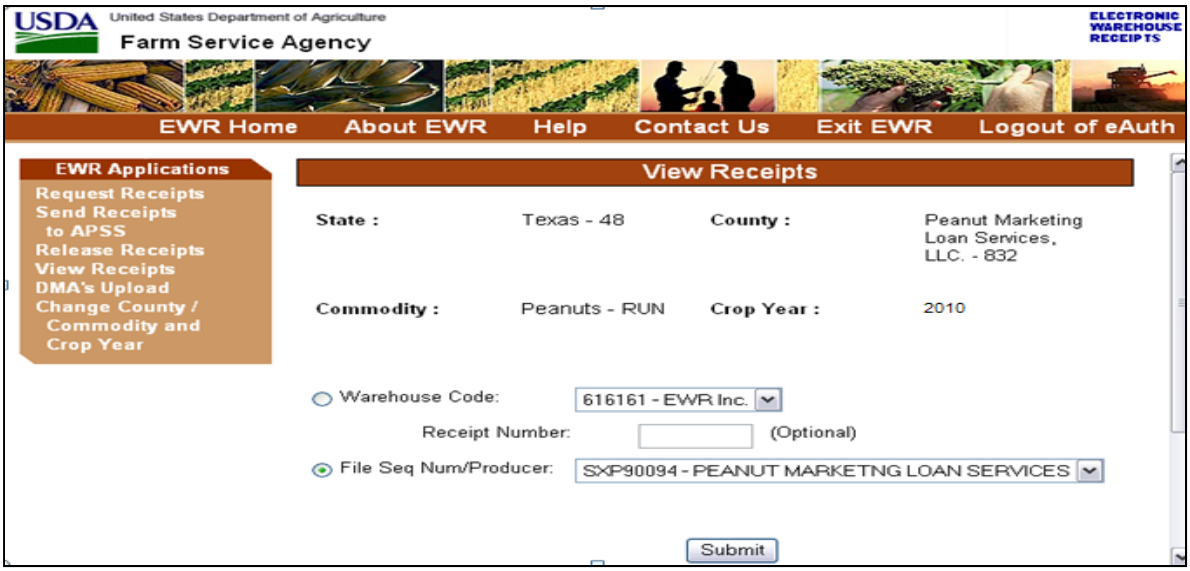
Step	Action
2	Under "EWR Applications", CLICK "**DMA's Upload**". The following is an example of the Select Upload File for DMA Screen that will be displayed. 
3	CLICK "**Browse**" and navigate to the file to upload.
4	CLICK "**Upload**" to upload the DMA file to FSA's web-based EWR system. The following DMA Paper Receipt Results Screen will be displayed.  **DMA Paper Receipt Results** **State:** Texas-48 **County:** Peanut Marketing Loan Services, LLC.-832 **CropYear:** 2010 **File Sequence Number:** SXP90094 **Warehouse Code:** 616161 **Commodity:** Peanuts **Commodity Class:** Runner **Unit of Measure:** TN Receipt Number / Current Holder Name/ID / Grade / Weight 4482 / 1 / 70.86 4483 / 1 / 65.41 4503 / 1 / 32.96 4504 / 1 / 16.48 4505 / 1 / 16.48 4506 / 1 / 16.48 **Total Valid Receipts: 6** **Total Weight:** 218.67 Receipt Number / Reason Code / Reason Description **Total Receipts Returned: 0** Screen Id : EWR074 close window **Note:** Uploaded DMA electronic files using EWR may be viewed using the "View Type", "FSA" and "Provider" options. Uploaded DMA paper warehouse receipt files may **only** be viewed using the "View Type", "FSA" option.

11 Handling Preprocessed DMA Files (Continued)

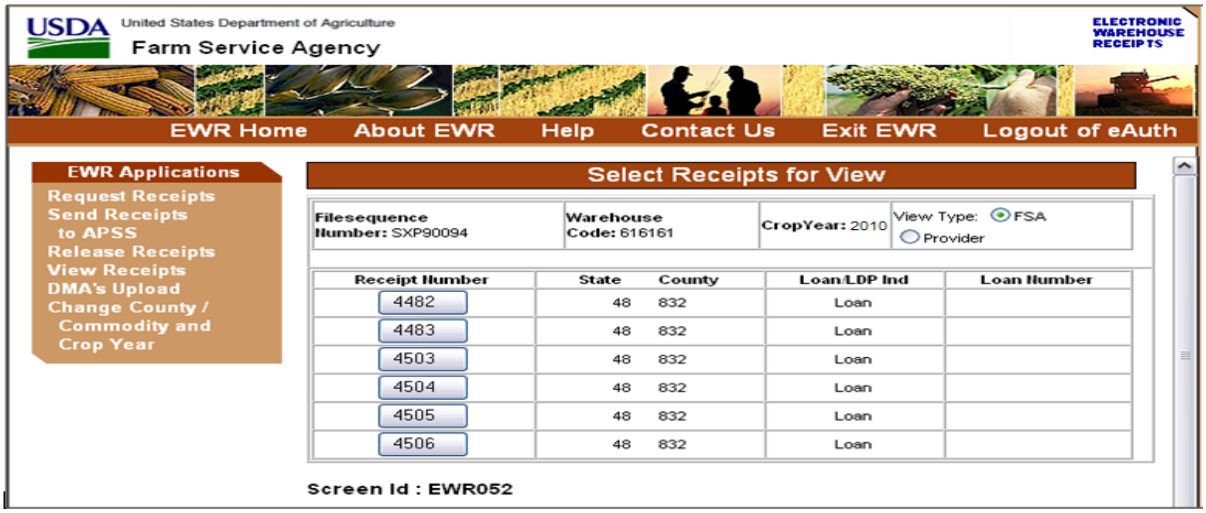
F Viewing DMA Receipts

Before sending the preprocessed electronic file to APSS, it is recommended that users view the receipts to ensure that they meet the requirements according to subparagraph 5 A. Preprocessed paper warehouse receipt files are sent automatically to APSS, so viewing paper warehouse receipts can happen after the automatic send to APSS process. If the preprocessed file has EWR's, view EWR's according to paragraph 9.

Preprocessed DMA files with paper warehouse receipts can be viewed using the "View Type", "FSA" **only**. The following is an example of the View Receipts Screen to select the paper warehouse receipt to view.



CLICK "**Submit**" to select the file to view. The following is an example of the Select Receipts for View Screen that will be displayed.



Under the "Receipt Number" column, click the receipt number to view receipt details.

11 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts (Continued)

The following is an example of the Report of Paper Receipt View.

Report of Paper Receipt View As of 07/13/2010

Electronic Warehouse Receipt

File Sequence Number: SXP90004			
Crop Year. 2010	**Warehouse Code:** 616161	**Rcpt Number :** 486	**License Type Code:** US
License Number 1-111	**Negotiable Rcpt** Y	**Insured** Y	**Paper Number** 486
Pri Unit of Measure: TN	**Pri Gross Unit:** 0	**Pri Net Units:** 128.69	**Warehouseman is Depositor:**
Sec Unit of Measure: LB	**Sec Gross Unit:** 0	**Sec Net Units:** 257379	**Merged Warehouse:** N
FSA Status: Sent To APSS	**FSA State Code:** 48	**FSA County Code:** 832	
Date Rcpt Issued: 11/08/2010	**Release Reason:**	**Date/Time Last Changed:** Thursday, July 8, 2010 11:32:28 AM CDT	
Delivery City:		**Warehouse Name:** warehouse test x	
Delivery State Code: 47		**Delivery County Code:** 000	
Warehouseman Signature:		**Received From:**	
Farm Number:	**Farm State Code:**	**Producer Name :**	
Farm County Code :	**Curr Holder Id:**	**Curr Holder Name:**	
Curr Holder Date/Time:	**Sub Holder Id:**	**Sub Holder Name:**	
Sub Holder Date/Time:	**Prev Holder Id:**	**Prev Holder Name:**	
Prev Holder Date/Time:	**Provider Id:** 4701	**Storage Start Date:**	**Prepaid in Charges:** 0
Prepaid Out Charges: 0	**Storage Charge:** 0	**Date Storage Paid Thru:** 09/30/2008	**Grade:** 1
Graded:	**Class:** RUN	**Commodity:** Peanuts	**Receiving Chrg Paid Ind:** N

Electronic Warehouse Receipt Classing

Loose Shelled Kernel (LSK) Tons: 1.96	**LSK Pounds:** 3,920	**Total Tons:** 130.65	**Total Pounds:** 261,299	**Moisture:** 9.56
Total Damage Kernel Pct (Pct): 0.13	**Foreign Material (FM) Pct:** 2.14	**Virginia ELK Pct:** 0	**Virginia Fancy Pct:** 0	**Valencia Cracked Pct:** 0
Valencia Discolored Pct: 0	**Total KRS :** 0	**SMKRS Pct:** 77.71	**Sound Splits (SS) Pct:** 7.9	**Total SMK Pct:** 85.61
Other Kernels (OK) Pct: 3.01	**Damaged Split Pct:** 0	**Total Kernel Pct:** 88.75	**Hull Pct:** 11.25	**Flavus Found:**
Total Hull Kernel Pct: 100	**Freeze Pct:** 0	**RMD Pct:**	**Storage Status:**	**Parent Warehouse City:**
Parent Warehouse State:	**Lot Number:**	**Receiving Charge (Chg) Amount:**	**Receiving Chg Paid:** N	**Receiving Chg Per:**
Cleaning Chg:	**Drying Chg:**	**Clean Dry Chg:**	**Hauling Chg:**	**Other Chg:**
Custom Harvesting Chg:	**Seed Account Chg:**	**Monthly Storage Chg:**	**Total Cleaning Chg:**	**Total Drying Chg:**
Total Clean Dry Chg:	**Total Hauling Chg:**	**Total Other Chg:**	**Buying Point Number:**	**Buying Point Name:**
Receipt Value:		**CCC Loan Status:**		

Price Support

Prev Holder Name :		**Prev Holder Id:**	**Prev Holder Date/Time:**
Curr Holder Name :		**Curr Holder Id:**	**Curr Holder Date/Time:**
Loan/LDP Number:	**Date Loan/LDP Approved:**	**Date Loan/LDP Application:**	**Date Loan/LDP Disbursement:**
Rcpt Loan Value: $0.00	**Date Loan Documents Received:**	**Date Loan Repayment:**	**Date/Time Rcpt Released:**
Loan or LDP: Loan	**Recourse/Non-Recourse Loan::**	**Date Forfeited:**	**CCC Storage Paid Thru Date:**
Loan Maturity Date:			

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Screen Id : EWR054

11 Handling DMA Preprocessed Files (Continued)

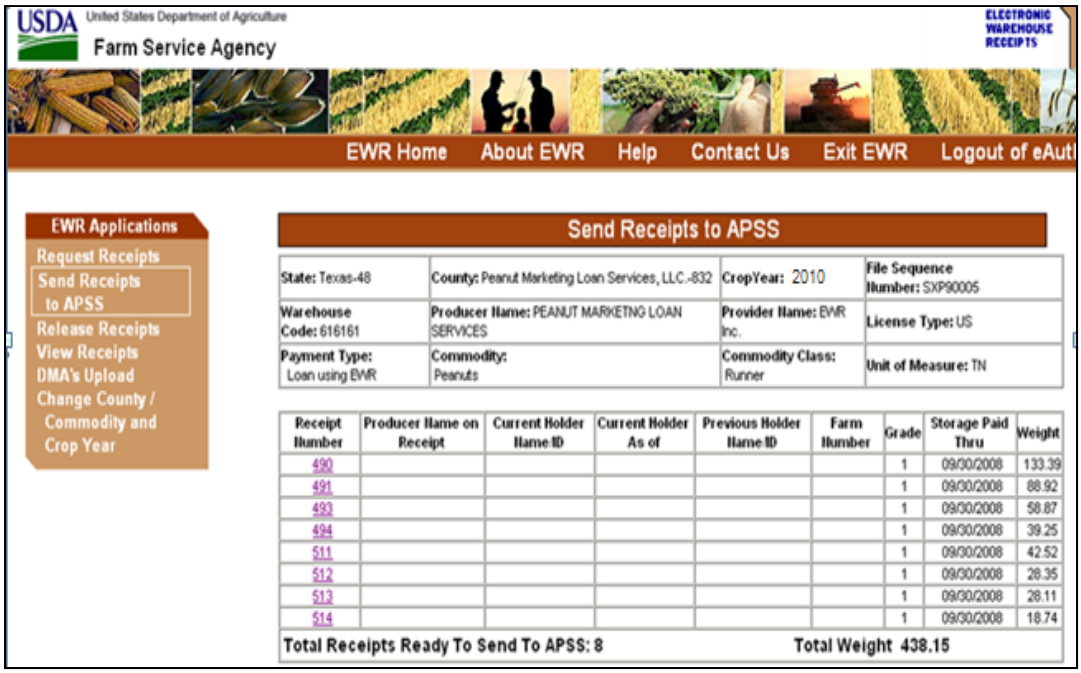
G Sending Preprocessed DMA Files to APSS

Send the preprocessed file to APSS according to this table.

Step	Action
1	Under "EWR Applications", CLICK "**Send Receipts to APSS**" and complete the process according to paragraph 6. The following is an example of a Search Receipts to Send to APSS Screen. **Note:** The preprocessed DMA file will be displayed when users do the following: • for "File Selection Criteria" CLICK "**All Files**" • under the "File Sequence Num/Producer" drop-down menu, select the applicable pre-processed file to send to APSS.

11 Handling DMA Preprocessed Files (Continued)

G Sending Preprocessed DMA Files to APSS (Continued)

Step	Action
2	Review and verify the receipts to be sent to APSS displayed on the Send Receipts to APSS Screen. The following is an example of the Send Receipts to APSS Screen.  CLICK "**Submit**" to send the receipt to APSS.
3	Perform the normal loan/LDP and producer ID and verification routines in APSS.
4	Complete the loan-/LDP-making process and disburse the loan to the account specified by DMA in the normal manner.

H Releasing Paper Warehouse Receipts Included in Preprocessed DMA Files

See subparagraph 8 A for the "Release Code/Reason" to use when releasing paper warehouse receipts. However, unlike the "Release Receipts" option, the release paper warehouse receipt function will:

- update the status of the receipt in FSA's web-based EWR system database **only**
- **not** send any transaction to the applicable provider's system.

Preprocessed File Specifications

A File Naming Conventions and Standards

Format standards require that each peanut loan/LDP receipt data file name consist of the following:

- a 3-character alphabetic prefix code that identifies the creating entity

  Note: PSD shall issue the prefix code to DMA's. The following prefix codes have been issued to DMA's that have been approved.

DMA Name	Prefix Code for EWR	Prefix Code for Paper Receipt
Concordia Allied Producers (13-806)	SEE	SEP
American Peanut Marketing Associations, LLC (13-808)	SFE	SFP
Peanut Marketing Loan Services (48-832)	SXE	SXP
VC Peanut DMA LLC (51-802)	VCE	VCP

- a 5-digit numeric File Sequence Number

- all files will have a ".DAT" file extension.

  Notes: All file names will consist of capital letters and numbers.

  Each record in the file will contain **256** bytes plus a carriage return and line feed character at the end of each record.

  The first digit of the sequence number shall be the last digit of the crop year. The remaining digits shall:

  - start at 0001
  - will be in increments of 1 for each file created by an entity.

Examples: The following are 2 example file names for VC Peanut DMA, LCC:

- VCE00001.DAT would be the first 2010 CY file using **EWR**
- VCP00020.DAT would be the twentieth 2010 CY file using **paper receipts**.

Preprocessed File Specifications (Continued)

B Header Record Format

Each file **must** have a header record with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code **must** remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the DMA service County Office where the loan or LDP will be made. This code **must** remain consistent throughout the entire file.	802 (For VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of crop year.	10
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number **must** remain consistent throughout the entire file.	50001
13	1	Alpha	Left	ENTER "**A**".	A
14	17			Space fill.	
31	5	Alpha	Left	ENTER "**PNUT** ".	PNUT
36	3	Alpha	Left	Peanut type code; **must** be "**RUN**", "**VAL**", "**VIR**", "**SPE**", or "**SPW**".	RUN
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-Numeric	Left	Preparation code. **Note:** For loan/LDP based on: • paper receipts use code "**2P**" • EWR use code "**2E**".	2P
47	33	Alpha	Left	Enter the producer name; free form text.	John T. Logan

Preprocessed File Specifications (Continued)

B Header Record Format (Continued)

Position	Size	Type	Justified	Explanation		Example
80	1	Numeric	Right	Indicate either payment type as follows: • "**1**" for loan • "**2**" for LDP.		1
81	2	Alpha	Left	License type code. Enter 1 of the following: • "**US**" for Federal license • "**NL**" for nonlicense • the standard 2 letter postal abbreviation (such as TX for Texas) for State-licensed warehouses.		US
83	2	Numeric	Right	Numeric State code where peanuts were inspected.		01
85	157			Space fill.		
242	3	Alpha	Left	Entry should match the first 3 letters of the file name. This is the file prefix code assigned by PSD to the entity creating the file.		VCP (For VC Peanut DMA using paper receipt)
245	1			Space fill.		
246	4	Numeric	Right	**IF using...**	**THEN enter...**	
				EWR's	the number of EWR records.	0000
				paper receipts	zeros.	
250	4	Numeric	Right	EWR's	zeros.	0004
				paper receipts	the number of paper receipt records.	
254	1			Space fill.		
255	1	Numeric	Left	**IF using...**	**THEN enter...**	
				EWR's	• "**1**" for loan • "**2**" for LDP.	
				paper receipts	space fill.	
256	1	Numeric	Right	EWR's	"**1**"	3
				paper receipts	"**3**".	

Preprocessed File Specifications (Continued)

C Receipt Record Format

Each file must have 1 or more receipt records with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of the crop year.	04
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "**W**".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt. This **must** be numeric and have **no** duplicates within the file.	00076362
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in "CCYYMMDD" format.	20080913
39	8	Numeric		Date storage starts. Enter in "CCYYMMDD" format.	20080913
47	1	Numeric	Right	ENTER "Seg" for this receipt ("**1**", "**2**", or "**3**" as appropriate).	1
48	8	Numeric	Right	Net pounds.	00002500
56	6.2	Numeric	Right	Net tons rounded to 2 decimals.	00000125
64	8	Numeric	Right	Loose shelled kernels (LSK) pounds.	00000500
72	6.2	Numeric	Right	LSK tons rounded to 2 decimals.	00000025
80	8	Numeric	Right	Total pounds.	00003000
88	6.2	Numeric	Right	Total tons rounded to 2 decimals.	00000150
96	3.2	Numeric	Right	Enter extra large kernels (ELK) percent; zero fill if **not** "VIR" peanuts.	03500 (35 percent)

Preprocessed File Specifications (Continued)

C Receipt Record Format (Continued)

Position	Size	Type	Justified	Explanation	Example
101	2.2	Numeric	Right	Enter moisture percent.	1000 (10 percent)
105	3.2	Numeric	Right	Enter foreign material percent.	00700 (7 percent)
110	3.2	Numeric	Right	Enter sound split (SS) percent.	00500 (5 percent)
115	3.2	Numeric	Right	Enter total sound mature kernels (SMK) percent.	07500 (75 percent)
120	3.2	Numeric	Right	Enter other kernels (OK) percent.	00250 (2.5 percent)
125	3.2	Numeric	Right	Enter total damage percent.	00100 (1 percent)
130	3.2	Numeric	Right	Enter hull percent.	02150 (21.5 percent)
135	3.2	Numeric	Right	Enter total hull and kernel percent.	10000 (100 percent)
140	2.2	Numeric	Right	Enter rancidity, mold, and decay (RMD) percent; valid range is 0 (minimum) through 1.00 (maximum). Field will allow 2 digits and 2 decimals.	0050 (.50 percent)
144	2.2	Numeric	Right	Enter the total amount of receiving charges.	1075 ($10.75)
148	1	Alpha	Left	ENTER either "**Y**" for "Yes" or "**N**" for "No" to indicate whether the receiving charges have been paid.	Y
149	8	Numeric		Date storage paid through for this receipt. Enter in "CCYYMMDD" format.	20081231
157	2	Alpha		ENTER "**TT**" (constant value).	TT
159	1.4	Numeric	Right	Prepaid in-charges per ton.	80000 ($8.0000)
164	1.4	Numeric	Right	Prepaid out-charges per ton.	50000 ($5.0000)
169	1.6	Numeric	Right	Monthly storage charge per ton.	2820000 ($2.820000)
176	81			Space fill.	

Preprocessed File Specifications (Continued)

D Trailer Record Format

Each peanut EWR data file **must** have a trailer record with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code **must** remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the county where the loan or LDP will be made. This code **must** remain consistent throughout the entire file.	802 (For VC Peanut DMA.)
6	2	Numeric	Right	Enter the last 2 digits of crop year.	09
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number **must** remain consistent throughout the entire file.	40001
13	2	Alpha	Left	ENTER "**ZZ**".	ZZ
15	4	Numeric	Right	ENTER "**9999**".	9999
19	12			Space fill.	
31	4	Numeric	Right	Enter total number of receipts records in file.	0003
35	222			Space fill.	

DMA Service County Office Contact Information

The following are the service County Office contacts.

DMA Name	Service County Office	E-Mail Address	Contact
Concordia Allied Producers	Worth, Georgia	vicki.moore@ga.usda.gov	Vicki Moore Phone: 229-776-6985 Ext. 111
American Peanut Marketing Associations, LLC	Calhoun, Georgia	carla.cook@ga.usda.gov	Carla Cook Phone: 229-849-2415
Peanut Marketing Loan Services, LLC	Eastland, Texas	sharon.curtis@tx.usda.gov	Sharon Curtis Phone: 254-629-1636, Ext. 104
VC Peanut DMA, LCC	Southampton, Virginia	beth.francis@va.usda.gov	Beth Francis Phone: 757-653-2532, Ext. 113