UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

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

Processing Peanut EWR's and Preprocessed Files Using FSA's Web-Based EWR System

Approved by: Acting Deputy Administrator, Farm Programs

1. Cing Taimmy

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 instructions for the following:

- processing peanut EWR's for MAL and Electronic Loan Deficiency Payments (eLDP) using FSA's web-based EWR system
- handling preprocessed files submitted by peanut DMA's to their service County Office.

Disposal Date	Distribution
November 1, 2013	State Offices; State Offices relay to County Offices, Peanut CMA's, and DMA's

2 General Information

A Definitions [7 CFR 735.3]

<u>Central Filing System (CFS)</u> is an electronic system operated and maintained by a provider, as a disinterested third party authorized by DACO, where information about EWR's, U.S. Warehouse Act (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.

<u>Electronic Warehouse Receipts (EWR's)</u> are receipts authorized by DACO to be issued or transmitted under the USWA as electronic documents.

<u>Provider</u> 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.

<u>Holder</u> 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's central filing system (CFS)
 - transfer peanut EWR data to APSS to complete the loanmaking or LDP-making process
 - release peanut EWR's when loans are liquidated
 - electronically transfer EWR's to either of the following:
 - new holders after the loan is repaid
 - KCCO at forfeiture
- eliminates entering paper warehouse receipt-related data needed to complete price support MAL or LDP transactions in APSS
- allows the DMA service County Office to handle the preprocessed files submitted by 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
Reset EWR downloaded for LDP in error.	ULD
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 eLDP's.

3 Responsibilities

A Producer Responsibilities

The producer shall:

- deliver the commodity to the warehouse operator
- 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 the peanuts were inspected
- ACRE-election indicator.

County Office or DMA shall determine the producer's ACRE-election 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 warehouses
- 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 Carlos Valdivia, COD, at 202-690-3898 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
- transfer EWR to eLDP to complete LDP request
- 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 producer's loan/LDP folder
- complete loan/LDP applications using EWR's
- record liquidation transactions associated with loan 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 provides steps to access FSA's web-based EWR system.

Step	Action								
1	Access the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/. CLICK "FSA Applications" under Resources on the left.								
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. Information on security operations including eAuthentication may be found at https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Audience.aspx. The following is an example of the eAuthentication Login Screen.								
	United States Department of Agriculture USDA eAuthentication								
	What is an account? Create an account Update your account Administrator Links Local Registration Authority Login Local Registration Forgot your User ID? Password: Forgot your Password? Change My Password Login								
	Login with my USDA Employee LincPass								

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

B Initial View Receipts Selection Option

After completing the eAuthentication login process, FSA's web-based EWR system will display Screen EWR010, State, County, Commodity and Crop Year Selection Screen, with the "**View Receipt**" option on the left navigation menu. This option allows the user to view EWR's for a specific commodity and crop year, before accessing other EWR processing functions.

The following is an example of the initial EWR010 Screen.

United States Department of Agricult	ure /						ELECTRONIC WAREHOUSE RECEIPTS	
M	Sama	-	and i	-		A CA	a martin	
		EWR Home	About EWR	Help	Contact Us	Exit EWR	Logout of	eAuth
EWR Applications		State, Co	unty, Commodit	y and Cr	op Year Selec	tion		^
View Receipts	State : Mississippi - 2	8		Count	y:Leflore - 083			- 1
	Commodity:	Se	lect a commodity 💌					
	Crop Year:	201	12 ~					
		ĺ	Submit					
	Screen Id : EWR010	View Receipts can I State, County, Com in the left navigatio	be selected now fro modity, and Crop Ye n menu.	m the left r ear selection	navigation menu. ons need to be sub	mitted before oth	ner links will ap	pear

Select the applicable "**Commodity**" and the "**Crop Year**" from the drop-down menu options associated with the EWR to view and CLICK "**Submit**". Screen EWR010 will be redisplayed to enter additional information.

United States Department of Agriculture Farm Service Agency		ELECTRONIC WARCHOLSE RECEIPTS
	EWR Home About	ut EWR Help Contact Us Exit EWR Logout of eAuth
EWR Applications	Vie	w Receipts Selection
View Receipts View Report	State : Mississippi - 28	County : Leflore - 083
	Commodity : Peanuts - All	Crop Year: 2012
	State:	Mississippi (28)
	County:	Leflore (083) v
	Commodity:	Peanuts-All Y
	Crop Year:	2012 ~
	Warehouse Code:	Select a warehouse
	Receipt Number:	(Optional with warehouse Code)
	File Sequence Number:	Select a file sequence number 👻
		Submit Cancel
	Screen Id : EWR010	

Note: Additional menu options will be displayed on the left based on the security role of the user.

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

B Initial View Receipts Selection Option (Continued)

The user can elect to:

• continue by completing the information on Screen EWR010, and clicking "Submit".

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

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

Other commodity selections are applicable to rice EWR's. See paragraph 9 for additional information on the "**View Receipts**" option.

• select another function from the left navigation menu.

Note: Use the "**Change State, County, Commodity and Crop Year**" option on the left to perform other EWR functions.

C State, County, Commodity, and Crop Year Selections

Select "**Change State, County, Commodity and Crop Year**", under the EWR Applications Menu on the left, to select the applicable State, county, peanut type, and crop year to process. CLICK "**Submit**" and Screen EWR000, Welcome to the Electronic Warehouse Receipts Program Screen will be displayed.

 Liter Department of Agenciative

 EWR Home
 About EWR
 Help
 Contact Us
 Exit EWR
 Logout of eAuth

 EWR Home
 About EWR
 Help
 Contact Us
 Exit EWR
 Logout of eAuth

 EWR Applications

 Request Receipts

 County : Leffore - 083

 County : Leffore - 083

 Commodity : Peanuts - RUN

 Welcome to the Electronic Warehouse Receipts Program

 Welcome to the Electronic Warehouse Receipts Program

 Descent to the Electronic Warehouse Receipts Program

 Welcome to the Electronic Warehouse Receipts Program

 Descent to the Electronic Warehouse Receipts Program

The following is an example of Screen EWR000.

Multi-county users, including County Offices acting as CMA or DMA service County Office, shall use this option to switch to the applicable County Office.

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

D EWR Applications Menu

The EWR Applications Menu on the left 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 The 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-election indicator.

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

Note: See Notices PS-697 and LP-2171 for additional information.

B Processing Request Receipts

The following table provides steps for requesting EWR's.

Step	Action									
1	Under EWR Applica	ations, CLICK "Request Receipts" to request EWR data								
	associated with the p	producer's application. The following is an example of a								
	Request Receipts Sc	reen.								
	USDA United States Department of Application									
	Farm Service Agency EVVIE Hoome About EVVIE Help Contact Us Evil EVVIE Logicut of AAuth									
	EVWI Applications Desperts Constant Second Records	Request Receipts State : Mississippi - 28 County : Leflore - 083								
	ne AFSS Nortunae Sincrolyme View Decempts Champs Sinte	Commodity: Prearuts - RUN Crop Year : 2012 Produce Name PEANUT FARMS Wandwake Code EXISTET FARMS								
	Country, Committeeling and Crop View	Payment Type @Loan using EV/R OLDP using EV/R Enter Receipt Numbers								
		If you need to enter additional receipts, select "Add More Receipts" below. If not select "Submit"								
		Add Mone Riccupts								
		Screen 1d : EWR020								
	Note: To request EV	WR's for another commodity, select "Change State, County,								
	Commodity and Crop Year" according to subparagraph 4 C and choose									
	the applicabl	e commodity to process.								
2	On the Request Rece	eipts 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								
	"Warehouse Code"	have to exactly match the name in SCINIS.								
	warehouse Code	Select the applicable warehouse code from the drop-down								
		menu.								
		Notes: A list of participating warehouses will be displayed on								
		the dron-down menu. The warehouse code will also								
		indicate the corresponding name of the EWP 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.								
3	If needed, CLICK "	Add More Receipts" to enter additional EWR's. A Request								
	Receipts Continuation	on Screen will be displayed.								
4	CLICK "Submit" to	send the request for EWR's. FSA's web-based EWR system								
	will retrieve the requ	lested EWR's from the applicable provider's system.								

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 Receipts Results Screen.

SDA 🖙	arm Service Agency										ELECTRO WEADING RECEIPT	,
1		297.	1500	EWR H	ome Abou	t EWR	Help C	Contact Us	Exit EV	NR.	Logout	of eAu
EWR A	pplications				R	equest R	Receipts Re	sults				
Request Receipts Send Receipts to AP25 Rolease Roceipts View Receipts Change State. County, Commodity and Crop Year	State: Meansp	pi-28		County: Leffore-SI	13	CropYear: 2	212	File Sequenc	e Numi	ber: 2 // FCCC	010	
	Warehouse Co	det 72055		Producer Name:	tir Peanut	Provider Name	et EVVR Inc.	License Typ	e: US			
	Payment Type: Loan using EVR			Commodity: PEANUTS		Commodity Class: Runner		Unit of Measure: Th				
	Return Receipt to Receipt Provider Number		Producer Name on Receipt	Current Holder Name10	Current Holder As of	Previous Holder Name10	Farm Number	Grade	Storage Pais Thru	Weight		
	Return Re	ceipt	77000	PEANUT PARINS	tc county office / Coopport	10/01/12	ABC WHISE MIDDAS	720			23.92	
						Total Va	lid Receipts:	1		Tot	al Weight:	23.92
		Receipt Number	Reason	n Reason Description					1	e Seg hum		
		-	Total Receipts Returned: 0									
	Receipts re	quested. P	'lease prir	t using "Printer F	riendly Page Printer	* below before Friendly Page	selecting an acti	on from the l	et mer	nu.		
		Screen Id : I	EWR022									

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 the following table.

Position	Format	Description	Comments
1-2	EW	Indicates that the	Constant indicator assigned to all
		file has an EWR.	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; 2012 crop
			year shall be assigned the letter "F".
4-8	Number	Numeric file	Starts with "00001" each crop year.
		sequence counter.	
Note: See	e Exhibit 1 for	the DMA preprocess	ed file naming system.

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.

State: Mississippi-28		County: Leflore-083	0	copYear: 2	012	File Sequence Num	ber; E\	VF00010	
Narehouse Code: 7	72055	Producer Name: Mr. Peanut Provider Name: EWR Inc.			License Type: US				
Payment Type: Loar	nt Type: Loan using EV/R Commodity: PEANUTS Commodity Class: Runner		Unit of Measure: TN						
Receipt Number	Producer Name on Receipt	Current Holder Name10	Current Holder As	of	Previous Holder Name 10	Farm Number	Grade	Storage Paid Thru	Weight
77000	PEANUT FARMS	to county office / C000001	10/01/12	10/01/12 ABC WHSE/M123456		720	1	07/31/13	23.92
			Total Valid	Receipt	K1			Total Weigh	; 23.92
Receipt Number	Reason Code			Reason D	escription			File S	ng Num
			Total Receip	ts Return	ed: 0				

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 the "Printer Friendly Page" option.						
	IF	THEN go to step					
	all EWR's are valid	4.					
	at least 1 EWR was downloaded in error	2.					

D Validating Requested EWR's (Continued)



6 The 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.

6 The Send Receipts to APSS Option (Continued)

A General Information (Continued)

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.

Note: Beginning with the 2010 CY, all LDP requests must be processed using the eLDP system. See paragraph 12 for instructions on handling EWR for eLDP request.

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.



6 The Send Receipts to APSS Option (Continued)

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

Step	Action							
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.							
	USDA Farm Service Agency						ELECTRONIC WAREHOUSE RECEIPTS	
		61	7800	21		S. IT	and the	
		EWI	R Home About F	EWR Help	Contact Us	Exit EWR	Logout of	eAuth
	EWR Applications		Sen	d Receipts to	APSS			
	Request Receipts State: Mas Send Receipts Warehous to APSS	e Code: 72055 Pro	nty: Lefore-083 Jucer Name: Mr. Peanut	CropYear: 201 Provider Name	e: EWR Inc. L	ile Sequence Numbe icense Type: US	n EWF00010	
	Release Receipts Payment T View Receipts Loan using Changes State	EWR PEA	nmodity: NUTS	Runner	lass: U	init of Measure: TN		
	County, Commodity Number and Crop Year 77001	r Producer Name on Receipt PEANUT FARMS	Current Holder NameID CCC - Kansas City /	Current Holder As of 10/1/12	ABC WHSEM123455	Farm Number 720 1	Storage Paid Thru 07/31/13	Weight 23.92
	Total Re	ceipts Ready To Send	To APSS: 1				Total Weight:	23.92
				Submit				
	Screen ld : EWR032							
	Note: Under the "Received	ipt Numbe	e r " colum	n, click	the spec	ific rece	eipt nu	mber to
	display the EWR	data; a "P	rinter Fri	endly F	Page" op	otion wil	ll be di	splayed.
5	CLICK "Submit", to tra	nsfer EWF	a for sele	ected Fil	le Seque	ence Nu	mbers	to
	APSS. The Send Receipt	ts to APSS	Results S	creen w	ill be di	splayed	with	
	confirmation that EWR's	s have been	n sent to A	PSS.				
6	CLICK "Printer Friend	ly Page" t	o print the	report	and file	the repo	ort in th	ne 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.

7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
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
	 Form H Lotton 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
4	Screen PLC09500 will be displayed. Enter the File Sequence Number of the
	process the loan
	process the total.
	The following is an example of Screen PLC09500.
	832-PEANUT HKTG LOAN SERV PLC09500
	PEANUT PRODUCER CY LORN# COMM
	Enter file name for peanut data <u>EWF00004</u>
	Press "Enter" To Continue Cmd7=End Of Job

7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
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-697. Verify the prefilled information on the screen when completing the
	loanmaking process.

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 loanmaking 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. See subparagraph 12 for instructions on handling EWR for eLDP.

8 The 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	Select EWR holders from the
	redeemed.	"Receipt Holders" drop-down menu
		or the user may enter the holder ID in
	Important: Complete the	the "Holder ID" box. This holder ID
	repayment	should match the holder ID provided
	process in APSS	by the person or entity redeeming the
	before releasing	loan. EWR will be released to the new
	the EWR using	EWR holder through the applicable
	the FSA EWR	provider's system.
	system.	
		Note: The applicable provider's
		system will return an error
		message if the new noider
4 Deconcentration/Sulit	Descint	ENVD will be reset to its prodownload
4-Reconcentration/Split	Receipt.	status and raturned to the issuing
	• has been approved for	warehouse through the applicable
	• has been approved for	provider's system
	reconcentration	provider s system.
	• needs to be split at	Note: See paragraph 10 for
	producer's request	additional instructions on
	producer s request.	reconcentration.
5-Receipt Data Error	There is an error in the EWR	EWR will be automatically returned to
-	data.	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	EWR will be reset to its predownload
	County Office by mistake.	status and automatically returned to
		the previous holder through the
		applicable provider's system.
		Note: EWD may be requested by
		Note: Ewk may be requested by
8 Pacaint Downloadad	EWP was downloaded by the	EWP will be re-set to its pro
in error for LDP	County Office for LDP in error	download status by removing the LDP
	County Office for EDF in error.	indicator and the County Office
		association from the receipt
9-Forfeiture	EWR under loan is forfeited	EWR will be released to KCCO and
		will be included in CCC inventory.

B Selecting EWR's to Release

This table provides steps for releasing EWR's.

р	Action
	Under EWR Applications, CLICK "Release Receipts" to access the release EWR
	functions. The following is an example of the Search Receipts for Release Screen
	USDA United States Department of Agriculture
	Farm Service Agency
	EWR Home About EWR Help Contact Us Exit EWR Logout of eAuth
	FWR Applications Search Deceints For Delease
	Request Receipts Send Receipts State : Mississippi - 28 County : Leffore - 083
	Implementation Commodity: Peanuts - RUN Crop Year: 2012 Release Receipts File Sequence Number: EVEC0003 - Mr. Peanut in
	Change State, County, Commodity and Crop Year Release Code & Reason: [Select Reason Code & Reason] Release Code & Reason: [Select Reason: [Sel
	8 - Receipt Downloaded in Error for LDP 9 - Forfeiture
	Screen Id : EWR040
	From the drop-down menus, select the appropriate:
	• "Release Code & Reason".
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screen that will be displayed.
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screen that will be displayed.
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screer that will be displayed.
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screer that will be displayed.
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screer that will be displayed. Image: State and State and
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screer that will be displayed. Improve the screen of the scr
	 "Release Code & Reason". CLICK "Next" to go to the next screen. The following is an example of the screen that will be displayed. Image: Service Agency: Image
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B Selecting EWR's to Release (Continued)

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 3 Verify the "Release To" and the "Release Code & Reason" displayed on portion of the screen before continuing with the release process. 4 Click the "Release Receipt" box that corresponds with the EWR number treleased. Note: If there are more EWR's in the selected File Sequence Number, scr through the page to view additional EWR's. Ensure that the selected corresponds to the receipt that has been repaid through APSS. 5 If the EWR is being released to a holder other than the previous holder, a we message will be displayed on the Select Receipts for Release Screen. The following is an example of the screen with warning message. 	Sector Release Content of the
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DMA's Upload County, Commodity and Crop Year To the previous holder W123466 (0Y2 Peanut LLC) If this is och please continue. If not, select Release Receipts from EWR Applications menu of Left to start the release process over. If this is not continue if not, select Release Receipts from EWR Applications menu of Left to start the release process over. It this is not continue if not, select Release Receipts from EWR Applications menu of Left to start the release process over. It this is not continue if not, select Release Receipt Release Receipt Release Receipt Release Receipt Release Receipt Release To the release reliable is the release reliable re	Select Receipts for Release ESSAGES Warning: You are Releasing Receipts to holder M123466 (ABC Whse Inc.) instead of releasing to the previous holder W123466 (XYZ Peanut LLC) If this is ok, please continue. If not, select Release Receipts from EWR Applications menu on the Left to start the release process over. Teras-6 County: Any County, TX-XXXX CropYear: 2012

B Selecting EWR's to Release (Continued)

5 Note: DMA's using paper receipt shall release the receipt that has been repaid the producer or authorized agent in the normal manner. The EWR sy will display the following message if the user attempts to release a pareceipt that has been repaid. Search Receipts For Release MESSAGES • Error ReleaseReceiptsAction - Paper receipts can be released only for receipt data error, downloaded in error, reconcentrationspit. CLICK "Back" to undo the selection and redisplay all EWR's for release. CLICK "Continue" to proceed with the release process. The Confirm Receipt Release Screen will be displayed. The following is an example of a Confirm Receipts for Release Screen. WW Home About EWR Help Contact Us Exit EWR Logout of the Receipts for Release Screen. WW Home About EWR Help Contact Us Exit EWR Logout of Receipts for Release Screen. WW Home About EWR Help Contact Us Exit EWR Logout of Receipts for Release Screen. W Receipts for Release Intermet Receipts for Release Screen. W Receipts for Release Screen. W Receipts for Release Intermet Receipts for Release Screen. W Receipts for Receipts for Release Screen. W Receipts for Receipts for Release Intermet Receipt Rec	Action	
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EVR Applications Confirm Receipts for Release Send Receipts to APSS Release Receipts View Receipts View Receipts View Receipts View Receipts View Receipts OMA's Upload Commodity: Commodity Commodity Class: Unit of Measure: Thi Commodity: Commodity Class: Unit of Measure: Thi County: Commodity Release To: VC Peanut DUA Current Date: 10/31/12 2-Repayment Of Receipt Release To: VC Peanut DUA The Sequence Ilumber: EWS Receipt Previous Holder Name: Periode A Receipt Storage Paid Thru 275552 Peanut Producer XYZ Peanut LUCY 09/30/12 164 1 15/31/12 Clancel Submit	I. a Confirm Receipts for Release Screen.	ONCO
Request Receipts Send Receipts to APSS Sate: Texas-45 County: TX-JOOX CropYcer: 2012 File Sequence Humber:EVS Warehouse Code: 72055 Producer Hame: Poanut Proudcor Provider Hame: EVR Inc. License Type: US View Receipts OMA's Upload Commodify: Commodify: Commodify: Name State, County, Commodify and Crop Year Release Te: VC Pearut DIA Current Date: Release Code & Reason: Number Receipt Provious Holder Hame:0 Previous Holder Hame:10 Previous Holder As Farm Grade Storage Paid Number Receipt Northwear XYZ Pearut LUCY 03:0112 164 1 15/31/12 Total Receipts Selected For Release: 1 Total Weight: Cancel Submit	Confirm Receipts for Release	of eAuth
to APSS Release Receipts View Receipts UNW Receipts UMW Receipts UMW Receipts UMW Receipts UMW Receipts UMW Receipts UMW Receipts Release Te: VC Peanut DUA Receipt Re	County Bay County TV VVV	of eAuth
View Receipts DMA's Upload Change State, County, Commodity and Crop Year Perceipt Previous Holder Name 10 Current Date: 10/31/12 Release Code & Reason: 2 - Repayment Of Receipt Receipt Number Producer Name on Receipt Previous Holder Name10 Previous Holder As of Number Farm Grade Storage Paid Thru 22352 Pacent Producer XYZ Peamit LUC* 09/30/12 164 1 15/31/12 Total Receipt Selected For Release: 1 Total Weight: Cancel Submit	woung: my wronty, IA wood Uropiteen: 2012 File sequence RumbertEWR	of eAuth
Change State, County, Commodity and Grop Year Receipt Producer Name on Previous Holder Name1D Previous Holder As Farm Grade Storage Paid Number Receipt XVZ Peanst LICY 03/30/12 164 1 E/31/12 Total Receipts Selected For Release: 1 Total Weight:	Producer flame: Peanut Proudeer Provider flame: EVR Inc. License Type: US Commodity: Commodity Class: Unit of Measure: Th	ouve the count
Receipt Producer liame on llumber Previous Holder liame 10 Previous Holder liame10 Previous Holder As of Farm Rumber Grade Storage Paid Thru ZZ802 Paanut Producer XYZ Peanut LLOY 09/30/12 164 1 15/31/12 Total Receipts Selected For Release: 1 Total Weight:	Producer Name: Poanut Proudoar Provider Name: EVR Inc. License Type: US Commodity: Commodity: Cass: Unit of Measure: Th PANUTS Current Date: Release Code & Reason: VA	of cAuth
ZZ803 Peanut Producer XZ2 Peanut CLOP 09/30/12 164 1 15/31/12 Total Receipts Selected For Release: 1 Total Weight:	Producer Name: Pearut Proudear Provider Name: EVR Inc. License Type: US Commodity: Commodity: Commodity Class: PEARUTS Vriphia Unit of Measure: Thi UA Current Date: Release Code & Reason: 10:31/12 2 - Resyment of Receipt	of eAuth
Total Receipts Selected For Release: 1 Total Weight:	Producer Name: Pearut Proudeer Provider Name: EVR Inc. Usense Type: US Commodity: Lisense Type: US Commodity: Lise	ourse of eAuth
[Cancel.] [Submit]	Producer Name on Verdicer Previous Holder Name 10 Previous Holder 10 Previous 10	veight
	Description Previous Requested Number EV/F Producer Name: Pearut Proudeor Provider Name: EV/F License Type: US Commodity Commodity Classi Unit of Measure: Thi PEANUTS Vripnia Unit of Measure: Thi UA Current Date: Release Code & Reason: UA Current Date: Release Code & Reason: UA Previous Holder Name:1D 2 - Resyment of Receipt Certification Previous Holder Name:1D 6 Receipt XYZ Pearet LUCY 09/30/12 164 1 5/31/12 Veducer Wr120460 09/30/12 164 1 5/31/12	Veight 12.51

B Selecting EWR's to Release (Continued)



9 The 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.

Selecting "**Change State, County, Commodity and Crop Year**" under EWR Applications according to subparagraph 4 B allows authorized users to view EWR's meeting the specified criteria. The option prompts the user to indicate the:

- State
- County
- Commodity
- Crop Year
- Warehouse Code
- Receipt No. (optional with warehouse code)
- File Sequence Number (FSN).

Note: Enter either the warehouse code or FSN associated with the EWR to view.

9 The View Receipts Option (Continue)

B View Receipts Provisions (Continued)

The View Receipts option allows users to view the details of the selected EWR.

Step		Acti	on				
1	Under EWR Appli	cations, CLICK "View F	Receipts" to access t	he view receipt			
	functions. The following is an example of the View Receipts Screen.						
	USDA United States Department of Agricultur	•		ELECTRONIC WEARCHOUSE RECEIPTS			
	Farm Service Agency	BORALL S					
		EWR Home	bout EWR Help Contact Us	Exit EWR Logout of eAuth			
			View Resolute Colection				
	Request Receipts Send Receipts	State : Mississippi - 28	County : Leflore -	083			
	to APSS Release Receipts	Commodity : Peanuts - All	Crop Year : 2012				
	View Receipts Change State,	State:	Mississippi (28) 🗸				
	County, Commodity and Crop Year	County:	Lefore (083) V				
		Commodity:	Peanuts-All v				
		Crop Year:	2012 🛩				
		Warehouse Code:	Serect a warehouse	Code)			
		Receipt Number.	(Optional with wareh	ouse Code)			
		File Sequence Num	er. Select a tre sequence number with				
			Submit Cancel				
		Screen Id : EWR010					
	Select the applicab	le "Warehouse Code" o	r " File Sequence N	umber/Producer"			
	option from the dr	op-down menus, and type	in the receipt numb	per, if desired (this is			
	optional).		1	, , , , , , , , , , , , , , , , , , ,			
2	CLICK "Submit".	The following Select R	eceipts for View Scr	een will be			
	displayed.	-	-				
	USDA United States Department of Agricu	have		ELECTRONIC			
	Farm Service Agenc						
				The Charles In			
		EWR Home Abou	t EWR Help Contact Us E	xit EWR Logout of eAuth			
	EWR Applications Select Receipts for View						
	Request Receipts						
	to APSS	Commodity: Pearuts - RUN	CropYear: 2012				
	View Receipts	Receipt Number State County	Loan L0P Ind Loan Number	Fleseouence Number			
	Change State,	75000 28 083	Loan Common Comm	ABE00001			
	and Crop Year	77000 28 083	Loan	A8E00002			
		Screen Id : EWR052					
	L						

9 The View Receipts Option (Continued)

B View Receipts Provisions (Continued)

Click the ap			Acti	on			
	Click the applicable button to select " View Type " as follows:						
 FSA – to view EWR's and paper receipts, if applicable Provider – to view EWR's in the Provider system. 							
Note: Pape FSA	r warehou 's web-ba	ise receipt sed EWR	s may be vi system will	iewed usin l display a	ng the " F S in error m	SA" view ty essage if "	ype only View
Тур	e", "Provi	der 1s se	lected.				
Under the "I WR data w	vill be disp	umber" c blayed. Th	olumn, clic ne followin	g is an exa	ample of '	er to be vie " View Typ	wed. The", " FS
		R	eport of FSA View A	As of 10/24/2012			
Electronic Wareho	ouse Receipt						
File Sequence Number:	Crop Year: 2012	Warehouse Code: 72115	Ropt Number : 53513	Litense Type	License Number 6-624	Negotiable Ropt Y	insured Y
Paper Number 0	Pri Unit of Measure : TN	Pri Gross Unit: 216.83	Pri Net Units: 209.31	Code: US Warehouseman Is Depositor: N	Sec Unit of	Sec Gross Unit: 0	Sec Net
Merged Warehouse: N	FSA Status: Released	FSA State Code: 13	F SA County Code : 201	Date Ropt Issued : 05/21/2012	Release Resson : 2 - Repayment Of Received	DeterTime Last Changed: Thursday October 25, 2012 5:02 % PM CDI	Delivery City: Colquit
V/arehouse Name: Any V/arehouse	Delivery State Code: GA	Delivery County Code:	Warehouseman Signature: JOHN DOE	Received From: . A & B Farms	Farm Number; 1887	Farm State Code: 13	Producer Name : A & B Farm
Farm County Code : 201	Curr Holder Id: 1/120454	Curr Holder Name: Sam Farmer	Curr Holder Data/Time: Thursday, Octobér 25, 2012 8:02:25 PM 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 : Thursday, October 25, 2012 8:02:26 PM CDT	Provider Id: 4701	Storage Start Date: 05/15/2012	Prepaid in Charges: 0	Prepaid Out Charges : 5	Storage Charge: 0	Date Storage Paid Thru: 06/30/2013
Grade: 1	Graded: P	Class: RUN	Commodity: PEANUTS	Receiving Chrg Paid in	8:N		
		-					
Loose sheled Kernel (LS Tons: 7.52	K) LSK Pounds: 15,047	Total Tons: 216.63	Total Pounds: 433,651	Molsture : 9.36	(Pot): 0.37	ct Poreign Material (FM) Pct: 2.53	Virginia ELK Pot: 0
Virginia Fancy Pct: 0	Pet:0	Valencia Discolored Pot:0	Total KRS:0	SMKRS Pet: 73.44	Sound Spits (SS) Pct:	2.17 Total SMK Pct: 75.61	Other Kernels (OK) Pot: 2:59
Damaged Split Pct: 0 Parent Warehouse	Total Kernel Pct: 751 Parent Warehouse	57 Hull Pot: 21.1	Flevus Found: N Receiving Charge (Chg)	Total Hull Kernel Pot: 99.67	Freeze Pot: 0	RMD Pot:	Storage Status : U
City: Donalsonville	State: GA	Other Cha:	Amount: Custom Harvesting Cho:	land Account Cho:	Monthly Storage	Total Cleaning Cha:	Total Dellas Cha:
Total Clean Dry Chg:	Total Hauling Chg:	Total Other Chg:	Buying Point	Buying Point Name:	Chg: 2.71 Receipt Value : 79349.5	CCC Loan Status: Appr	aved
Price Support							
			1				DeterTime Root
Loan/LDP Number: 1320100001	Deta Loan/LDP Approved: 05/27/2012	Date Loan/LDP Application, 05/22/2912	Dete Loan/LDP Diebursement: 05/27/2012	Ropt Loan Value : \$0.00	Date Loan Documents Received: 05/22/2012	Dete Loan Repayment: 10/15/2012	Released : Wednesday, October 19, 2012 20750 PM CDT
Loan or LDP: Loan	RecourseNon- Recourse Loan::	Data Forfaited:	CCC Storage Paid Thru Dete: 06/30/2012	Loan Maturity Date: 00	5/50/2012		
	Note: Pape FSA Type Under the "I EWR data w Electronic Wareha File Sequence Number: EV70155 Paper Number 0 Merged Viamhouse: N Merged Viamhouse: N Merged Viamhouse Name: 201 Viamouse Farm County Code : 201 Pay Houte Name: 201 Pay Houte Name: 201 Pay Houte Name: 201 Pay Houte Name: 201 Damaged Spit Pet: 0 Damaged Spit Pet: 0	Note: Paper warehous FSA's web-ba Type", "Provi Under the "Receipt N WR data will be disp Electronic Warehouse Receipt Paper Number 0 Privation Statement Paper Number 0 Privation Statement Paper Number 0 Privation Statement Yearn County Code : 201 Cutr Hodder History 122336 Yearn County Code : 201 Cutr Hodder History 122336 Paper Number 0 Prive Moder Name: Code : 201 Yearn County Code : 201 Cutr Hodder History 122336 Yearn County Code : 201 Cutr Hodder History 122336 Paper Number 0 Prive Moder Datements: 2012 State 2023 224 PHI CDT Grass: 1 Grasse: F Electronic Warehouse Receipt Class: Electronic Warehouse Receipt Class: Electronic Warehouse Receipt Class: Electronic Warehouse Receipt Class: Electronic Warehouse Parent Yranhouse Criss : 722 Viencola Crassed Private Code: CA Price Support Total Hauling Chg: LeanLDP Approver: 05:27:20:12	Note: Paper warehouse receipt FSA's web-based EWR Type", "Provider" is se Under the "Receipt Number" co EVR data will be displayed. The Event Warehouse Receipt Paper Number: Receipt Number: Crop Year: 2012 Vannouse Receipt Paper Number: Vannouse Code: 72009 Paper Number: Crop Year: 2012 Vannouse: Pfild Status: Ressee Paper Number: Delivery Status Code: Call Vermit Code: Pfild Status: Ressee Paper Number: Delivery County Code: Call Vermit Code: Pfild Status: Ressee Paper Number Code: Pfild Status: Ressee Paper Number Code: Pfild Status: Ressee Paper Number Status: Call Code: Call Paper Number Status: Pfild Status: Paper Number Status: Call Tode: Fild Code: Call Paper Number: Pfild Status: Paper Number: Pfild Status: Paper Number: Pfild Status: Paper Num	Note: Paper warehouse receipts may be vised FSA's web-based EWR system will Type", "Provider" is selected. Under the "Receipt Number" column, clic. Under the "Receipt Number" column, clic. EWR data will be displayed. The followin Report of FSA View A Report Number: Same A Net Control Warehouse Receipt Classing Net Control Control Point Moder Control Point Mode	Note: Paper warehouse receipts may be viewed using FSA's web-based EWR system will display a Type ", "Provider" is selected. Under the "Receipt Number" column, click the received will be displayed. The following is an example of FSA View As of 1024/2012 Electronic Warehouse Receipt Phile Begintes Number: Ore Yest: 2012 Yest Number: Ore Yest: 2012 Paper Number: Ore Yest: 2012 Yest Number: Provider Yest: 2012 Paper Number: Ore Yest: 2012 Yest Number: Ore Yest: 2012 Paper Number: Provider Massee: TN Paper Number: Provider Ores: GA Needed Viewhouse: Pask State Code: GA Needed Viewhouse: Pask State: Researce Paper Number: Pask State: Code: GA Needed Viewhouse: Pask State: Code: GA Paper Number: Pask State: Code: GA Needer Name: Code: Provider Oreganization Paper Number: Paper Number: Code: 201 Needer Name: Code: Provider Oreganization Paper Number:	Note: Paper warehouse receipts may be viewed using the "FS FSA's web-based EWR system will display an error m Type", "Provider" is selected. Under the "Receipt Number" column, click the receipt number WR data will be displayed. The following is an example of " Electronic Warehouse Receipt Paper Number" Copy Var: 2012 Paper Number" Paper Number" Paper Number" Copy Var: 2012 Paper Number" Paper Number" Paper Number" Paper Number State Name: 2017 Paper Number	Note: Paper warehouse receipts may be viewed using the "FSA" view ty FSA's web-based EWR system will display an error message if " Type", "Provider" is selected. Under the "Receipt Number" column, click the receipt number to be vie EWR data will be displayed. The following is an example of "View Type" Report of FSA View As of 1024/2012 Exctronic Warehouse Receipt Twee spaces number: Orge Yer: 21 0 Warehouse: Provider "International Control of the SA View As of 1024/2012 Exctronic Warehouse Receipt The following is an example of "View Type" Twee spaces number: Orge Yer: 21 0 Warehouse: Provider Hats: Weiget Vanhouse: Provider Hats:

9 The 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 6, 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.

Notice PS-698

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

C Distributing CCC-699's

County Offices shall:

- keep original CCC-699 in the 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

Upon notification by the warehouse 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 630 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

County Office shall process a warehouse-to-warehouse transfer for the peanuts being concentrated. 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 when processing the loan being transferred.

Note: Use the correction process according to 12-PS and re-process the new loan using the EWR data in the replacement receipt.

F Releasing Replacement EWR's

When the outstanding quantity is repaid during reconcentration, record the repayment in the normal manner. 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 the DMA service County Office contact in Exhibit 2.

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 applications in APSS
- complete and disburse LDP applications using eLDP.

Peanut DMA's shall be responsible for initiating corrections to 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 meet all warehouse receipt requirements and grouped together according to subparagraph 5 A.

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	Create a crop year-specific folder named F:\Application Data\yyyy Peanut EWR , where "yyyy" is the applicable crop year			
	Example: F:\Application Data\2012 Peanut EWR, for 2012 crop year preprocessed files.			
3	Save the preprocessed file attachment to the folder that was created.			

E Uploading DMA Files

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

-		Action	
1	Access FSA's web-ba	ased EWR system according to par	agraph 4.
	Note: DMA service	County Office, shall have a "DMA	A's Upload" option listed on
	the EWR App	plications Menu.	1 1
2	CLICK "DMA's Upl	oad" under EWR Applications.	
	The following is an ex	xample of the Select Upload File for	or DMA Screen that will be
	displayed.		
	USDA United States Department	it of Agriculture Agency	ELECTRONIC WAREHOUSE RECEIPTS
		23 - 61	
	EWR Applications	Select Upload File	For DMA
	Request Receipts Send Receipts to APSS Release Receipts	State : Texas - 48 County :	Peanut Marketing Loan Services, LLC 832
	DMA's Upload	Commodity : Peanuts - RUN Crop Yea	1: . 2012
	Commodity and	Select File for DMA Upload :	Part (Provide)
	Crop Year	F:Application Data/2012 Peanut EWR(SXE20005	.DAT Drowse
		Upload	
2		Screen Id : EWR070	1 (*1 / 1 1
3	CLICK Browse and	d select the applicable preprocessed	a file to upload.
4	CLICK "Urlead" I	£ (h = - 1 = (= 1 + - 1 +	
4	CLICK " Upload ". It Paper Receipt Results	f the selected preprocessed file has	paper receipts, the DMA
4	CLICK " Upload ". If Paper Receipt Results	f the selected preprocessed file has s Screen will be displayed.	paper receipts, the DMA
4	CLICK " Upload ". If Paper Receipt Results	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results	paper receipts, the DMA
4	CLICK "Upload". If Paper Receipt Results	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marinting Loan Services, LLC-832 [CropYear: 2012]	File Sequence Humber: SXP20025
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pearul 1 Warehouse Code: 616161 Commodity: Pearul 3	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur	File Sequence Number: SXP20025
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 County: Pearul 1 Warehouse Code: 616161 Commodity: Pearul 3 Beceipt Humber	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame ID	File Sequence Number: SXP20025
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 County: Pearul 1 Warehouse Code: 616161 Commodity: Pearuls Receipt Humber 4482	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame ID	File Sequence Humber: SXP20025 rer Unit of Measure: TN Grade Weight 1 70.85
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pearul 1) Warehouse Code: 616161 Commodity: Pearul 5 Receipt Humber 4482 4483 4573	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 [CropYear: 2012] [Commodity Class: Rur Current Holder Hame ID]	File Sequence Humber: SXP20025 rer Unit of Measure: TN Grade Weight 1 70.85 1 65.41 1 70.295
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 County: Pearul 1 Warehouse Code: 616161 Commodity: Pearul 3 Receipt Humber 4482 4483 4503 4504	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame ID	File Sequence Humber: SXP20025 ver Unit of Measure: TN Grade Weight 1 70.86 1 65.41 1 02.96 1 16.48
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pearul 1) Warehouse Code: 616161 Commodity: Pearul 3 Receipt Humber 4482 4483 4503 4505	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 [CropYear: 2012 [Commodity Class: Run Current Holder Hame ID	Grade Weight 1 70.85 1 16.68
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 County: Pearults Warehouse Code: 616161 Commodity: Pearults Receipt Humber 4482 4483 4503 4504 4505 4506	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Name 10	Grade Weight 1 70.85 1 16.48 1 16.48 1 16.48
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 County: Pearul 1 Warehouse Code: 616161 Commodity: Pearul 5 Receipt Humber 4482 4483 4504 4505 4506	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame ID Total Valid Receipts: 6	Grade Weight 1 66.41 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48 1 16.48
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pearul 1 Warehouse Code: 616161 Commodity: Pearul 5 Receipt Humber 4482 4483 4503 4504 4505 4506 Receipt Humber	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame ID Total Valid Receipts: 6 Reason Code	File Sequence Number: SXP20025 rer Unit of Measure: TN Grade Weight 1 70.86 1 86.41 1 16.48 1 16.48 1 16.48 Total Weight: 218.67 Reason Description
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pear.at I Warehouse Code: 616161 Commodity: Pear.ats Receipt Humber 4482 4483 4503 4504 4505 8606 Receipt Humber	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame ID Total Valid Receipts: 6 Reason Code Total Receipts Returned: 0	File Sequence Humber: SXP20025 mer Unit of Measure: TN Grade Weight 1 70.85 1 65.41 1 32.96 1 16.43 1 16.43 1 16.43 1 16.43 Total Weight: 218.67 Reason Description
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 County: Pearul 1 Warehouse Code: 616161 Commodity: Pearul 3 Receipt Humber 4482 4483 4693	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Name 10	File Sequence Number: SXP20025 The Unit of Measure: TN Grade Weight 1 70.86 1 65.41 1 2026
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pear.41 Warehouse Code: 616161 Commodity: Pear.43 Receipt Humber 4482 4483 4504 4505 4505 8506 Receipt Humber 5creen 1d: EWR074	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marieting Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rue Current Holder Hame ID Total Valid Receipts: 6 Reason Code Total Receipts Returned: 0 ing EWR may be viewed using eith	File Sequence Humber: SXP20025 rer Unit of Measure: TN Grade Weight 1 06.41 1 16.48 1 16.48 1 16.48 Total Weight: 218.67 Reason Description close window ther the "FSA" or "Provider
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pear.43] Warehouse Code: 616161 Commodity: Pear.43 Receipt Humber 4482 4483 4503 4504 4505 4506 Receipt Humber Screen 1d: EMR074 Note: DMA files us: view options.	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame 10 Total Valid Receipts: 6 Reason Code Total Receipts Returned: 0 ing EWR may be viewed using eith DMA paper warehouse receipts n	File Sequence Humber: SXP20025 rer Unit of Measure: TN Grade Weight 1 05.41 1 16.48 1 16.48 1 16.48 Total Weight: 218.67 Reason Description close window ther the "FSA" or "Provider hay only be viewed using
4	CLICK "Upload". If Paper Receipt Results State: Texas-48 [County: Pear.43] Warehouse Code: 616161 Commodity: Pear.43 Receipt Humber 4482 4483 4503 4504 4505 4506 Receipt Humber Screen 13: EMR074 Note: DMA files us: view options. "FSA" view	f the selected preprocessed file has s Screen will be displayed. DMA Paper Receipt Results Marketing Loan Services, LLC-832 CropYear: 2012 Commodity Class: Rur Current Holder Hame 10 Total Valid Receipts: 6 Reason Code Total Receipts Returned: 0 ing EWR may be viewed using eith DMA paper warehouse receipts m type.	receipts, the DMA

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.

EWR Hon	ne About EWR	t Help Co	ontact Us Exit	EWR Logout of
R Applications	Ľ.	v	iew Receipts	
Receipts PSS ase Receipts Receipts	State :	Texas - 48	County :	Peanut Marketing Loan Services, LLC 832
's Upload sge County / nmodity and p Year	Commodity :	Peanuts - RUR	Crop Year :	2012
	O Warehouse Cod	616161 -	EWR Inc.	
	Receip	t Number:	(Optional)	

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

Farm Service A	A A A	Anton and	12.1	-	
EWR Home	About EWR	Help	Contact	Us Exit E	WR Logout
Applications		Sele	ct Rece	ipts for View	
nt Receipts Receipts SS	Filesequence Humbert SXP00025	Warehouse Code: 616161		CropYear12012	View Type: ©FSA O Provider
Receipts	Receipt Humber	State	County	LoanLDP	nd Loan Humi
e County /	4482	48	832	Loan	
nodity and	4483	48	832	Loan	
ACC	4503	48	832	Lown	
	4504	40	832	Loan	
	4505	40	832	Loan	
	4506	40	832	Loan	

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

F Viewing DMA Receipts (Continued)

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

Report of Paper Receipt View As of 09/30/2012													
Electronic Wareh	ouse	Receipt											
File Sequence Number: SXP 20001	Crop Y	ear: 2012	Wareh Code:	ouse 72010	Rcpt Nurr	nber:1686	License Ty Code: US	pe	License N 0263	lumber 6-	Negotiable Rc	pt Y	Insured Y
Paper Number 1686	Pri Unit Measu	t of re: TN	Pri Gro Unit: 1	ri Gross nit: 199.9 Pr		Pri Net Units: 195.97		Warehouseman is Depositor:		Sec Unit of Measure: LB		it: 0	Sec Net Units: 391944
Merged Warehouse: N	FSA Sta APSS	atus: Sent To	FSA State Code: 48		FSA Cou	FSA County Code: 832		Date Rcpt Issued: 08/30/12		Release Reason:		st Changed: Monday, 12 11:07:43 AM CDT	Delivery City:
Warehouse Name: ABC: Peanut Co LTD	Delivery State Delivery Cour Code: 48 Code: 000		ry County 000	Warehouseman Signature:		Received From: Farm		Farm Num	arm Number: Farm State Co		ode:	Producer Name :	
Farm County Code :	Curr H	older Id:	Curr H Name:	lolder	Curr Hold	der Date/Time:	Sub Holder	ld:	Sub Holde	er Name:	Sub Holder Da	ite/Time:	Prev Holder Id:
Prev Holder Name:	Prev He Date/Ti	older me:	Provid	ler Id:	Storage Date: 08/	Start 30/2012	Prepaid in (Charges: 0	Prepaid Out Charges: 0		Storage Char	ge: 0	Date Storage Paid Thru: 05/30/2013
Grade: 1	Graded: Class:RUN Commodity: PEANUTS Receiving Chrg Paid Ind: N												
Electronic Warehouse Receipt Classing													
Loose Shelled Kernel (Tons: 3.93	LSK)	LSK Pounds: 7,	853	Total Tons:	s: 199.9 Total Pounds: 3		Moisture:		9.24 Total Damage Kerne (Pct): 0		ige Kernel Pct	Foreign Material (FM) Pct: 1.58	Virginia ELK Pct: 0
Virginia Fancy Pct: 0		Valencia Cracke Pct: 0	ed	Valencia Dis Pct: 0	ia Discolored Total KRS:0		SMKRS Pct: 70.4		70.4	Sound Splits (SS) Pct: 2.15		Total SMK Pct: 72.55	Other Kernels (OK) Pct: 2.76
Damaged Split Pct: 0		Total Kernel Pct: 77.46		Hull Pct: 24.	4.69 Flavus Found:			Total Hull Kernel Pct: 100		Freeze Pct: 0		RMD Pct:	Storage Status:
Parent Warehouse City	:	Parent Wareho State:	use	Lot Number	:	Receiving Charg Amount:	je (Chg)	Receiving (Paid: N	Chg	Receiving	Chg Per:	Cleaning Chg:	Drying Chg:
Clean Dry Chg:		Hauling Chg:		Other Chg:		Custom Harves	ting Chg:	Seed Acco	unt Chg:	Monthly St	orage Chg:	Total Cleaning Chg:	Total Drying Chg:
Total Clean Dry Chg:		Total Hauling Cl	hg:	Total Other	Chg:	Buying Point Nu	mber: 48	Buying Poi	nt Name:	Receipt Va	lue:	CCC Loan Status:	
Price Support													
Loan/LDP Number:	Date Lo Approv	oan/LDP ved:	Date L Applic	oan/LDP ation:	Date Loa Disburse	n/LDP ement:	Rcpt Loan V	/alue: \$0.00	Date Loan Documen Received:	ts	Date Loan Rep	payment:	Date/Time Rcpt Released:
Loan or LDP: Loan	Recour Recour	rse/Non- rse Loan::	Date F	orfeited:	CCC Stor Date:	age Paid Thru	Loan Matur	ity Date:					·
Screen Id : EWR056P													close window

G Sending Preprocessed DMA Files to APSS

Send the preprocessed file to APSS according to this table.

Step			Action	1							
1	Under EWR Appl	ications, CLICH	K "Send Re	eceipts to APS	S" and complete the						
	process according	to paragraph 6.									
	The following is a	in example of a	Search Rec	eipts to Send t	o APSS Screen.						
	USDA United States Department of A	grouture			ELECTRONIC						
	Farm Service Age	EWR Home	About EWR	Help Contact Us	Exit EWR Logout of eAuth						
	EWR Applications Search Receipts To Send To APSS										
	Send Receipts to APSS Release Receipts	State :	Texas - 48	County :	Peanut Marketing Loan Services, LLC 832						
	View Receipts DMA's Upload	Commodity :	Peanuts - RUN	Crop Year: 2012							
	Commodity and Crop Year	File Selection Criteria		@ All Files C New Files							
		File Sequence Num/F	roducer.	SXE20005-PEANUTMARKETING SERVICES							
				Next							
		Screen Id : EWR030									
	Note: The prepro	ocessed DMA fi	le will be d	isplayed when	users do the following:						
	• for " Fi	le Selection Cr	iteria" CLI	ICK "All Files	"						
	• from th	ne "File Sequen	ce Num/Pi	roducer" drop-	-down menu, select the						
	applica	applicable pre-processed file to send to APSS.									

G Sending Preprocessed DMA Files to APSS (Continued)

Step					Action	ı						
2	Review and verify t	he recei	ipts to	be	sent to A	APSS d	isplayed	l on t	the S	Send F	Recei	ipts
	to APSS Screen.		-									_
	The following is an example of the Send Receipts to APSS Screen.											
	USDA United States Department of Age Farm Service Ager	iculture hCV								ELC: WLD RCC	EPTS	
		12	- Statement	1	1.1	Sale of the	27	t.	1		S. di	
			WR Hon	ne /	About EWR	Help (Contact Us	Exit E	WR	Logout	of eAut	
											1	
	Request Receipts	States Terrar	48	Countre	Sei Rearra f Marcierina Los		10 APSS	12	de Sequ	ence		
	to APSS Refease Receipts	Warehouse Code: 61616	1	Produce	Name: PEANUT M	ARKETING LOAN	Provider llame	IL Blumber: SXP20011 IN DAR License Type: US		_		
	View Receipts DMA's Upload	Payment Typ Loan using 8	pec SVR	Commodity: Pearuts			Commodity Cl Runner	lass: e	Unit of Measure: TN		1	
	Change County / Commodity and Croo Year	Receipt liumber	Producer I Rece	Hame on Current Holder Current Holder eigt Hame ID As of		Previous Holder Name ID	Farm Burnber	Grade	Storage Paid Thru	Weight		
		492					0		1	09/00/2008	133.39	
		492								09/00/2008	58.87	
		424	1				0	1	1	09/00/2008	39.25	
		511							1	09/00/2008	42.52	
		51.2	-					1	1	09/00/2008	28.11	
		\$1.4	1						1	09/00/2008	18.74	
		Total Rec	eipts Rea	dy To S	end To APSS:	8	То	tal Weig	pht 438	1.15		
	CLICK "Sh:4"		1			C						
	CLICK Submit to	5 send t	ne rec	eip	tio APS	ъ.						
3	Perform the normal	loan/LI	OP an	d pr	oducer	ID and	verificat	ion 1	rout	ines ir	n AP	SS.
4	Complete the loan-/	LDP-m	aking	pro	cess and	d disbui	se the lo	oan t	o th	e acco	unt	
	specified by DMA i	n the no	ormal	mai	nner.							

H Releasing Paper Warehouse Receipts Included in Preprocessed DMA Files

Paper warehouse receipts shall be released:

- when receipt has error
- when receipt was downloaded in error
- for reconcentration/split.

See subparagraph 8 A for the release reason code to use when releasing paper warehouse receipts.

12 Processing eLDP Using EWR

A General Information

The eLDP software has been enhanced to allow FSA County Offices to use EWR's to process eLDP's. EWR's downloaded for eLDP will be marked for exclusive use of the State and County Office that downloaded the EWR and will block other users from using the same EWR to request for another MAL or LDP.

The eLDP requestor using EWR must provide to the Service Center, the warehouse code and EWR numbers that go with the eLDP application. The eLDP system will retrieve the EWR's based on the information specified in the eLDP request, and will add the quantity from the EWR's that were successfully downloaded. The resulting quantity shall be used to complete the eLDP application.

B Adding EWR to eLDP Request

Users must complete the eLDP pre-processing requirements according to 15-PS, Part 2, before processing the eLDP request. If the producer is using EWR with the application, the user must CLICK "Add EWR" on the Screen ID eLDPApplMain01.



The following is an example of the Screen ID eLDPApplMain01.

If the user is a CMA or DMA Service Center, the following screen will be displayed.

Farm Service Agenc	59	A DEFICIENCY PAYMENTS
	eLDP Home About eLDP eLDP Hoto Contact US I	xit eLDP Logout of eAuth
CMA Application Welcome Role: County	Please select the type of operation from the navigation bar to the left. The types of application described below.	s and profile functions are
Home CMA Application - Add Farm Stored CMA - Add Warehouse CMA	 Add Farm Stored CMA - To add a farm stored eLDP application for a CMA. Add Warehouse CMA + To add a warehouse eLDP application for a CMA. Add EWR CMA - To add a EWR eLDP application for a CMA. 	
- Add EWR CMA - Inquire CMA - Correct CMA - Delete CMA	 Inquire CMA - To view eLD² application details of a CMA. Correct CMA - To Correct eLDP Application details of a CMA. Delete CMA - To delete an eLDP application for a CMA. 	
Version: 20	Screen ID eLDPCmaApplMain01	

12 Processing eLDP Using EWR (Continued)

B Adding EWR to eLDP Request (Continued)

Complete the applicable Producer Search and Storage Location Screens according to 15-PS, paragraphs 321 and 322.

When completed, Screen ID eLDPApplPayInfo2, Part B Producer Payment Information section will be displayed. Enter the EWR numbers associated with the request at the lower section of Part B. Enter individual EWR numbers in the "Warehouse Receipt #" column. Indicate "Rows to Add" as needed, and CLICK "Add Rows". User may add 5 rows at a time.

Line#	Warehouse Receipt#	Quantity (Cwt.)	EWR Message	
1				K
2				K
3				K
4				R
5				K
		Rows to add:	1 V Add Rows	
		Get EWRs	Tack Cancel Help	
Screen ID (eLDPAppIPayInfo02			
				Back To

The following is an example of the EWR entry block.

CLICK "Clear", to clear EWR entry on each line. After all EWR's are listed, CLICK "Get EWRs" to download EWR's into eLDP.

If the download is successful, the Quantity column will be automatically filled. The "**EWR Message**" column will display the status of the download process, or display any error message, if applicable.

The following is an example of the result of a request.

Warehouse	Receipt#			Quantity (Cwt.)		EWR Message
185	1			1	23.45 Download	sed
	Calculate	Edit	Back	Cancel	Help	

CLICK "**Back**" to return to the previous screen, Storage Location Screen, to correct warehouse code entry. CLICK "**Edit**" to return to the previous page which allows user to add/remove EWR's that were previous entered. If there are no errors in the entry, CLICK "**Calculate**". The screen will be redisplayed with the summary based on the EWR's that were successfully downloaded.

12 Processing eLDP Using EWR (Continued)

C Completing eLDP Request

Complete the eLDP application in the normal manner. Print the pdf format of the Application Summary and file in the producer folder.

D Returning EWR's

The Administrative menu has been enhanced to handle EWR-related functionality. The following is an example of Screen ID eLDPAdminMain01.



The option to:

- "**Return EWR Receipt**" shall be used if the eLDP system times-out or if the connection is dropped during the download process
 - **Note:** This option will display Screen ID Return EWRReceipts and allow the user to return the EWR to the Provider. The EWR will be reset to its pre-download status and will be available for re-download by the user.
- "Delete EWR Receipts" shall be used only after the "Return Receipts" function was not completed successfully.

Note: This option will display Screen ID DeleteEWRReceipts and allow the user to remove the EWR from the eLDP system.

User may view the receipt according to paragraph 9, to verify the status of the EWR.

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.

	Prefix Code	Prefix Code for
DMA Name	for EWR	Paper Receipt
Concordia Allied Producers (13-806)	SEE	SEP
American Peanut Marketing Associations, LLC	SFE	SFP
(13-808)		
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:
 - VCE20001.DAT would be the first 2012 CY file using **EWR**
 - VCP20020.DAT would be the twentieth 2012 CY file using paper receipts.

B Header Record Format

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

Position	Size	Туре	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP	51
			_	will be made. This code must remain	
				consistent throughout the entire file.	
3	3	Numeric	Right	Code for the DMA service County Office	802
				where the loan or LDP will be made. This	(For VC
				code must remain consistent throughout the	Peanut
				entire file.	DMA)
6	2	Numeric	Right	Enter last 2 digits of crop year.	10
8	5	Numeric	Right	File Sequence Number that increases by 1	20001
				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.	
13	1	Alpha	Left	ENTER "A".	Α
14	17			Space fill.	
31	5	Alpha	Left	ENTER " PNUT ".	PNUT
36	3	Alpha	Left	Peanut type code; must be " RUN ", " VAL ",	RUN
				" VIR ", " SPE ", or " SPW ".	
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-	Left	Preparation code.	2P
		Numeric			
				Note: For loan/LDP based on:	
				• paper receipts, use code " 2P "	
				• EWR, use code "2E".	
47	33	Alpha	Left	Enter the producer name; free form text.	John T.
					Logan

B Header Record Format (Continued)

Position	Size	Туре	Justified	Expl	anation	Example		
80	1	Numeric	Right	Indicate either payr	nent type as follows:	1		
				 "1" for loan "2" for LDP. 				
81	2	Alpha	Left	License type code. following:	License type code. Enter 1 of the following:			
				• "US" for Feder				
				• "NL" for nonlic	• "NL" for nonlicense			
				• the standard 2 h abbreviation (su for State-license				
83	2	Numeric	Right	Numeric State code inspected.	13			
85	157			Space fill.				
242	3	Alpha	Left	Entry should match the file name. This assigned by PSD to file	VCP (For VC Peanut DMA using paper receipt)			
245	1			Space fill.				
246	4	Numeric	Right	IF using	THEN enter			
_			0	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".			

C Receipt Record Format

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

Position	Size	Туре	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP	51
				will be made. This code must remain	
				consistent throughout the entire file.	
3	3	Numeric	Right	Code for DMA service County Office	802
				where the loan or LDP will be made.	(for VC Peanut
				This code must remain consistent	DMA)
				throughout the entire file.	
6	2	Numeric	Right	Enter last 2 digits of the crop year.	11
8	5	Numeric	Right	File Sequence Number that increases by	20001
				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.	
13	1	Alpha	Left	ENTER "W".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt.	00076362
				This must be numeric and have no	
				duplicates within the file.	
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in	20120913
				"CCYYMMDD" format.	
39	8	Numeric		Date storage starts. Enter in	20120913
				"CCYYMMDD" format.	
47	1	Numeric	Right	ENTER "Seg" for this receipt ("1", "2",	1
				or " 3 " as appropriate).	
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;	03500
				zero fill if not " VIR " peanuts.	(35 percent)

C Receipt Record Format (Continued)

Position	Size	Туре	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)	07500
			_	percent.	(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)	0050
				percent; valid range is 0 (minimum)	(.50 percent)
				through 1.00 (maximum). Field will	
				allow 2 digits and 2 decimals.	
144	2.2	Numeric	Right	Enter the total amount of receiving	1075
				charges.	(\$10.75)
148	1	Alpha	Left	ENTER either "Y" for "Yes" or "N" for	Y
				"No" to indicate whether the receiving	
				charges have been paid.	
149	8	Numeric		Date storage paid through for this receipt.	20111231
				Enter in "CCYYMMDD" format.	
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.	

D Trailer Record Format

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

Position	Size	Туре	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP	51
				will be made. This code must remain	
				consistent throughout the entire file.	
3	3	Numeric	Right	Code for the county where the loan or	802
				LDP will be made. This code must	(For VC Peanut
				remain consistent throughout the entire	DMA.)
				file.	
6	2	Numeric	Right	Enter the last 2 digits of crop year.	11
8	5	Numeric	Right	File Sequence Number that increases by 1	20001
				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.	
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	0003
			-	file.	
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	Worth, Georgia	vicki.moore@ga.usda.gov	Vicki Moore
Producers			Phone: 229-776-6985
			Ext. 111
American Peanut	Calhoun, Georgia	carla.cook@ga.usda.gov	Carla Cook
Marketing			Phone: 229-849-2415
Associations, LLC			Ext. 100
Peanut Marketing	Eastland, Texas	sharon.curtis@tx.usda.gov	Sharon Curtis
Loan Services, LLC			Phone: 254-629-1636
			Ext. 104
VC Peanut DMA,	Southampton, Virginia	beth.francis@va.usda.gov	Beth Francis
LCC		_	Phone: 757-653-2532
			Ext. 113