

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 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.

<p>Disposal Date</p> <p>November 1, 2013</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices, Peanut CMA's, and DMA's</p>
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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 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.

Electronic Warehouse Receipts (EWR's) are receipts authorized by DACO to be issued or transmitted under the 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'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.

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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.

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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.

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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.

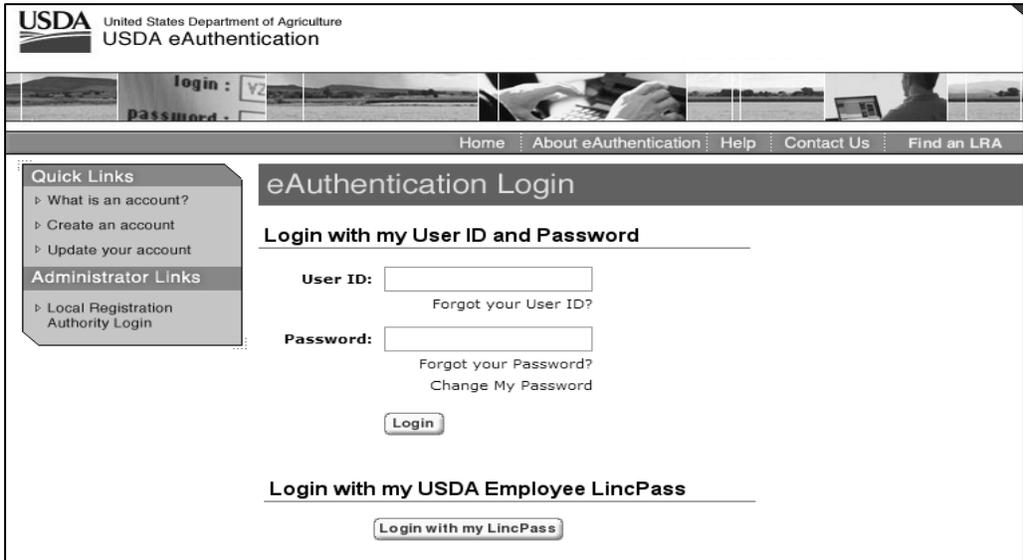
- print "printer-friendly pages" to file in the producer's loan/LDP folder
- complete loan/LDP applications using EWR's
- record liquidation transactions associated with loan in APSS **before** releasing EWR
- handle preprocessed DMA file, if applicable.

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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	<p>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.</p> <p>The following is an example of the eAuthentication Login Screen.</p> 

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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.

The screenshot shows the initial EWR010 screen. At the top, there is a header with the USDA logo and 'Farm Service Agency' on the left, and 'ELECTRONIC WAREHOUSE RECEIPTS' on the right. Below the header is a navigation bar with links: 'EWR Home', 'About EWR', 'Help', 'Contact Us', 'Exit EWR', and 'Logout of eAuth'. The main content area has a left navigation menu with 'EWR Applications' and 'View Receipts'. The main title is 'State, County, Commodity and Crop Year Selection'. The form displays 'State : Mississippi - 28' and 'County : Leflore - 083'. Below this are two dropdown menus: 'Commodity:' with a 'Select a commodity' option, and 'Crop Year:' with '2012' selected. A 'Submit' button is located below the dropdowns. At the bottom, there is a note: 'View Receipts can be selected now from the left navigation menu. State, County, Commodity, and Crop Year selections need to be submitted before other links will appear in the left navigation menu.' The screen ID is 'EWR010'.

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.

The screenshot shows the EWR010 screen after selection. The left navigation menu now includes 'View Receipts' and 'View Report'. The main title is 'View Receipts Selection'. The form displays 'State : Mississippi - 28' and 'County : Leflore - 083'. Below this is 'Commodity : Peanuts - All' and 'Crop Year : 2012'. There are several more dropdown menus: 'State:' with 'Mississippi (28)', 'County:' with 'Leflore (083)', 'Commodity:' with 'Peanuts-All', and 'Warehouse Code:' with 'Select a warehouse'. There are also text input fields for 'Receipt Number:' (with a note '(Optional with warehouse Code)') and 'File Sequence Number:' (with a note 'Select a file sequence number'). 'Submit' and 'Cancel' buttons are at the bottom. The screen ID is 'EWR010'.

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

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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.

The following is an example of Screen EWR000.

The screenshot shows the USDA Farm Service Agency website for the Electronic Warehouse Receipts Program. The header includes the USDA logo and navigation links: EWR Home, About EWR, Help, Contact Us, Exit EWR, and Logout of eAuth. The main content area displays the program title and selected options: State: Mississippi - 28, County: Leflore - 083, Commodity: Peanuts - RUN, and Crop Year: 2012. A left navigation menu lists EWR Applications: Request Receipts, Send Receipts to APSS, Release Receipts, View Receipts, Change State, County, Commodity and Crop Year. A welcome message reads: 'Welcome to the Electronic Warehouse Receipts Program. Please select an action from the links on the left menu.' The screen ID is 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.

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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.

5 The Request Receipts Option (Continued)

B Processing Request Receipts

The following table provides steps for requesting EWR's.

Step	Action	
1	<p>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.</p>  <p>Note: To request EWR's for another commodity, select “Change State, County, Commodity and Crop Year” according to subparagraph 4 C and choose the applicable commodity to process.</p>	
2	On the Request Receipts Screen, complete the following required data.	
	<p>Data</p>	<p>Description</p>
	‘Producer Name’	<p>Type the producer name.</p> <p>Note: This will be used to identify the request, but does not have to exactly match the name in SCIMS.</p>
	“Warehouse Code”	<p>Select the applicable warehouse code from the drop-down menu.</p> <p>Notes: 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.</p>
	“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 Screen will be displayed.	
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.	

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5 The 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 Receipts Results Screen.

The screenshot shows the 'Request Receipts Results' screen. At the top, it identifies the user as being from the United States Department of Agriculture Farm Service Agency. The main content area is titled 'Request Receipts Results' and displays the following information:

- State: Mississippi-28, County: Leflore-083, Crop Year: 2012, File Sequence Number: EW000010
- 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

Below this is a table of receipt details:

Return Receipt to Provider	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
Return Receipt	72000	PEANUT FARM	16 County office / C000001	10/01/12	ABC WHEAT/12345	700	1	01/01/12	23.92
Total Valid Receipts: 1									Total Weight: 23.92

Below the table, it shows 'Total Receipts Returned: 0' and a 'Reason Description' table which is currently empty. At the bottom, there is a 'Printer Friendly Page' button and the screen ID '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 file has an EWR.	Constant indicator 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; 2012 crop year shall be assigned the letter “F”.
4-8	Number	Numeric file sequence counter.	Starts with “00001” each crop year.
Note: See Exhibit 1 for the DMA preprocessed file naming system.			

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5 The 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: 10/01/12								
State: Mississippi-28		County: Leflore-083		CropYear: 2012		File Sequence Number: EWF00010		
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: TL		
Receipt Number	Producer Name on Receipt	Current Holder NameID	Current Holder As of	Previous Holder NameID	Farm Number	Grade	Storage Paid Thru	Weight
77000	PEANUT FARMS	to county office / C000001	10/01/12	ABC WHSE/M123456	720	1	07/31/13	23.92
Total Valid Receipts: 1							Total Weight: 23.92	
Receipt Number	Reason Code	Reason Description					File Seq Num	
Total Receipts Returned: 0								
Screen 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 the " Printer Friendly Page " option.
	IF...
	all EWR's are valid
	at least 1 EWR was downloaded in error
	THEN go to step ...
	4.
	2.

5 The Request Receipts Option (Continued)

D Validating Requested EWR's (Continued)

Step	Action
2	<p>Use the “Return Receipt” button to return the EWR to the provider. This will remove the EWR from the File Sequence Number being processed.</p> <p>The following is an example of a Request Receipts Results Screen.</p> 
3	<p>CLICK the “Return Receipt” button that corresponds to the EWR downloaded in error or with error. A Confirm Return Receipts Screen will be displayed. Upon confirmation, the selected EWR will be returned to the provider and reset to its pre-download status.</p>
4	<p>Process and complete the File Sequence Number containing valid EWR's for transfer to APSS according to paragraph 6.</p>

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.

Step	Action
1	<p>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.</p> 
2	<p>Click either of the applicable options to select the appropriate “File Selection Criteria” as follows:</p> <ul style="list-style-type: none"> • “All Files”, the list of all File Sequence Numbers processed will be displayed, including preprocessed files that were previously transferred to APSS <p>Note: When “All Files” is selected, preprocessed DMA files uploaded using DMA’s upload (paragraph 11) will be displayed.</p> <ul style="list-style-type: none"> • “New Files”, the list of all File Sequence Numbers processed that have not been previously transferred to APSS will be displayed.

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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	<p>CLICK “Next”, the following Send Receipts to APSS Screen will be displayed.</p>  <p>Note: Under the “Receipt Number” column, click the specific receipt number to display the EWR data; a “Printer Friendly Page” option will be displayed.</p>
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.

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7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
3	<p>From the Price Support - Loan Making Menu, PLA000, ENTER “9”, “Warehouse Peanut Loans Using Preprocessed Data”, and PRESS “Enter”.</p> <p>This is an example of Screen PLA000.</p> <div data-bbox="435 520 1406 953" style="border: 1px solid black; padding: 5px;"> <pre> COMMAND PLA000 MO 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 </pre> </div>
4	<p>Screen PLC09500 will be displayed. Enter the File Sequence Number of the peanut preprocessed file that was transferred to APSS, which will be used to process the loan.</p> <p>The following is an example of Screen PLC09500.</p> <div data-bbox="418 1199 1398 1654" style="border: 1px solid black; padding: 5px;"> <pre> 832-PEANUT MKTG LOAN SERV PLC09500 PRICE SUPPORT - LOAN MAKING Version: AB32 08-01-2012 3:17 Term IY ----- PEANUT PRODUCER CY LOAN# COM# Enter file name for peanut data EWF00004 Press "Enter" To Continue Cmd7=End Of Job </pre> </div>

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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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8 The Releasing Receipts Option

A General Information

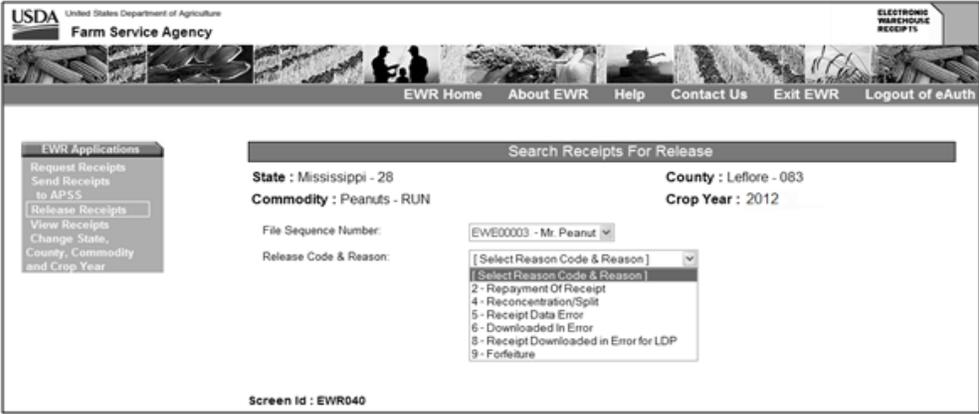
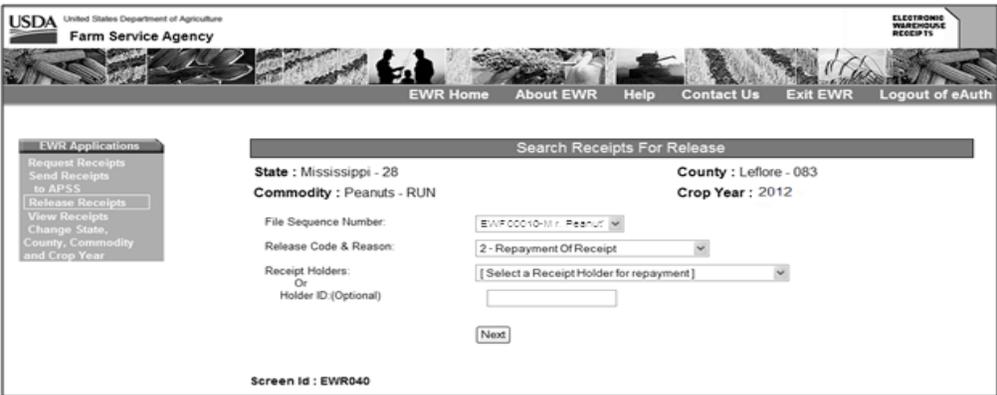
EWR's that have been downloaded by the County Office may be released for the following reasons.

Release Code/Reason	Condition	Action/Result
2-Repayment of Receipts	EWR under loan is being 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 may 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: <ul style="list-style-type: none"> • 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.
8-Receipt Downloaded in error for LDP	EWR was downloaded by the County Office for LDP in error.	EWR will be re-set to its pre-download status by removing the LDP 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.

8 The Releasing Receipts Option (Continued)

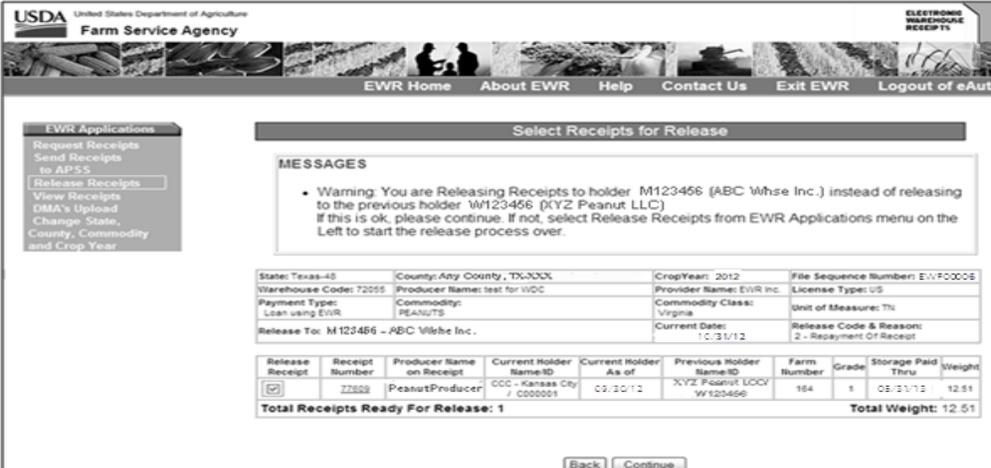
B Selecting EWR's to Release

This table provides steps for releasing EWR's.

Step	Action
1	<p data-bbox="391 436 1474 506">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.</p>  <p data-bbox="391 982 1045 1018">From the drop-down menus, select the appropriate:</p> <ul data-bbox="391 1058 786 1129" style="list-style-type: none"> • “File Sequence Number” • “Release Code & Reason”. <p data-bbox="391 1169 1463 1241">CLICK “Next” to go to the next screen. The following is an example of the screen that will be displayed.</p>  <p data-bbox="391 1717 1474 1885">Note: If the “Release Code & Reason” selected is “2- Repayment of Receipt”, the system will prompt the user to select EWR holder from the “Receipt Holders” drop-down menu or the user can enter the holder ID in the “Holder ID” box. If the Holder ID is other than the Previous Holder ID, the system will display a warning message. See Step 5 for an example.</p>

8 The Releasing Receipts Option (Continued)

B Selecting EWR's to Release (Continued)

Step	Action
2	<p>CLICK “Next”. The following Select Receipts for Release Screen will be displayed.</p> 
3	<p>Verify the “Release To” and the “Release Code & Reason” displayed on the upper portion of the screen before continuing with the release process.</p>
4	<p>Click the “Release Receipt” box that corresponds with the EWR number to be released.</p> <p>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.</p>
5	<p>If the EWR is being released to a holder other than the previous holder, a warning message will be displayed on the Select Receipts for Release Screen. The following is an example of the screen with warning message.</p> 

8 The Releasing Receipts Option (Continued)

B Selecting EWR's to Release (Continued)

Step	Action																																								
5	<p data-bbox="386 365 1433 506">Note: DMA's using paper receipt shall release the receipt that has been repaid to the producer or authorized agent in the normal manner. The EWR system will display the following message if the user attempts to release a paper receipt that has been repaid.</p> <div data-bbox="402 537 1425 779" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; background-color: #cccccc;">Search Receipts For Release</p> <p>MESSAGES</p> <ul style="list-style-type: none"> • Error: ReleaseReceiptsAction - Paper receipts can be released only for receipt data error, downloaded in error, or reconcentration/split. </div> <p data-bbox="386 837 1451 942">CLICK “Back” to undo the selection and redisplay all EWR's for release. CLICK “Continue” to proceed with the release process. The Confirm Receipts for Release Screen will be displayed.</p> <p data-bbox="386 982 1295 1016">The following is an example of a Confirm Receipts for Release Screen.</p> <div data-bbox="402 1050 1433 1604" style="border: 1px solid black; padding: 10px;">  <p data-bbox="423 1241 586 1444">EWR Applications Request Receipts Send Receipts to APSS Release Receipts View Receipts DMA's Upload Change State, County, Commodity and Crop Year</p> <p data-bbox="662 1241 1409 1268" style="text-align: center;">Confirm Receipts for Release</p> <table border="1" data-bbox="662 1272 1409 1388"> <tr> <td>State: Texas-48</td> <td>County: Any County, TX-0000</td> <td>Crop Year: 2012</td> <td>File Sequence Number: EWR00008</td> </tr> <tr> <td>Warehouse Code: 72005</td> <td>Producer Name: Peanut Producer</td> <td>Provider Name: EWR Inc.</td> <td>License Type: US</td> </tr> <tr> <td>Payment Type: Loan using EWR</td> <td>Commodity: PEANUTS</td> <td>Commodity Class: Virginia</td> <td>Unit of Measure: Tn</td> </tr> <tr> <td>Release To: VC Peanut DMA</td> <td></td> <td>Current Date: 10/31/12</td> <td>Release Code & Reason: 2 - Repayment Of Receipt</td> </tr> </table> <table border="1" data-bbox="662 1409 1409 1503"> <thead> <tr> <th>Receipt Number</th> <th>Producer Name on Receipt</th> <th>Previous Holder Name/ID</th> <th>Previous Holder As of</th> <th>Farm Number</th> <th>Grade</th> <th>Storage Paid Thru</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>77800</td> <td>Peanut Producer</td> <td>XYZ Peanut LLC W123456</td> <td>02/20/12</td> <td>164</td> <td>1</td> <td>8/31/12</td> <td>12.51</td> </tr> <tr> <td colspan="7">Total Receipts Selected For Release: 1</td> <td>Total Weight: 12.51</td> </tr> </tbody> </table> <p data-bbox="976 1566 1110 1593" style="text-align: center;">Cancel Submit</p> </div>	State: Texas-48	County: Any County, TX-0000	Crop Year: 2012	File Sequence Number: EWR00008	Warehouse Code: 72005	Producer Name: Peanut Producer	Provider Name: EWR Inc.	License Type: US	Payment Type: Loan using EWR	Commodity: PEANUTS	Commodity Class: Virginia	Unit of Measure: Tn	Release To: VC Peanut DMA		Current Date: 10/31/12	Release Code & Reason: 2 - Repayment Of Receipt	Receipt Number	Producer Name on Receipt	Previous Holder Name/ID	Previous Holder As of	Farm Number	Grade	Storage Paid Thru	Weight	77800	Peanut Producer	XYZ Peanut LLC W123456	02/20/12	164	1	8/31/12	12.51	Total Receipts Selected For Release: 1							Total Weight: 12.51
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8 The Releasing Receipts Option (Continued)

B Selecting EWR's to Release (Continued)

Step	Action
6	<p>CLICK “Submit” to complete the release process. The Release Receipts Results Screen will be displayed.</p> <p>The following is an example of a Release Receipts Results Screen.</p>  <p>Screen Id : EWR046</p>
7	<p>CLICK “Printer Friendly Page” to print the data and file the report in the loan/LDP folder.</p>

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:

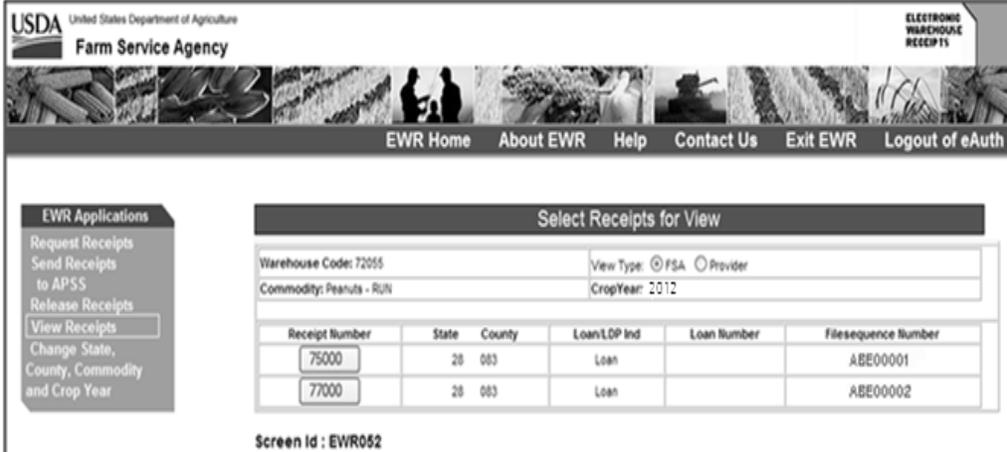
- State
- County
- Commodity
- Crop Year
- Warehouse Code
- Receipt No. (optional with warehouse code)
- File Sequence Number (FSN).

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	Action																		
1	<p>Under EWR Applications, CLICK “View Receipts” to access the view receipt functions. The following is an example of the View Receipts Screen.</p>  <p>Select the applicable “Warehouse Code” or “File Sequence Number/Producer” option from the drop-down menus, and type in the receipt number, if desired (this is optional).</p>																		
2	<p>CLICK “Submit”. The following Select Receipts for View Screen will be displayed.</p>  <table border="1" data-bbox="662 1766 1406 1854"> <thead> <tr> <th>Receipt Number</th> <th>State</th> <th>County</th> <th>Loan/LOP Ind</th> <th>Loan Number</th> <th>Filesequence Number</th> </tr> </thead> <tbody> <tr> <td>75000</td> <td>28</td> <td>083</td> <td>Loan</td> <td></td> <td>ABE00001</td> </tr> <tr> <td>77000</td> <td>28</td> <td>083</td> <td>Loan</td> <td></td> <td>ABE00002</td> </tr> </tbody> </table>	Receipt Number	State	County	Loan/LOP Ind	Loan Number	Filesequence Number	75000	28	083	Loan		ABE00001	77000	28	083	Loan		ABE00002
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9 The View Receipts Option (Continued)

B View Receipts Provisions (Continued)

Step	Action																																																																																																																								
3	<p>Click the applicable button to select “View Type” as follows:</p> <ul style="list-style-type: none"> • FSA – to view EWR’s and paper receipts, if applicable • Provider – to view EWR’s in the Provider system. <p>Note: Paper warehouse receipts may be viewed using the “FSA” view type only. FSA’s web-based EWR system will display an error message if “View Type”, “Provider” is selected.</p>																																																																																																																								
4	<p>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”.</p> <div data-bbox="386 768 1455 1801" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Report of FSA View As of 10/24/2012</p> <p>Electronic Warehouse Receipt</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>File Sequence Number: EVR00129</td> <td>Crop Year: 2012</td> <td>Warehouse Code: T2019</td> <td>Rcpt Number: 53013</td> <td>License Type Code: US</td> <td>License Number: 6-624</td> <td>Negotiable Rcpt Y</td> <td>Insured Y</td> </tr> <tr> <td>Paper Number: 0</td> <td>Pri Unit of Measure: TN</td> <td>Pri Gross Unit: 216.83</td> <td>Pri Net Units: 209.31</td> <td>Warehouseman Is Depositor: N</td> <td>Sec Unit of Measure: LB</td> <td>Sec Gross Unit: 0</td> <td>Sec Net Units: 419604</td> </tr> <tr> <td>Merged Warehouse: N</td> <td>F&A Status: Released</td> <td>F&A State Code: 13</td> <td>F&A County Code: 201</td> <td>Date Rcpt Issued: 09/21/2012</td> <td>Release Reason: 2- Repayment Of Receipt</td> <td>Date/Time Last Changed: Thursday, October 25, 2012 5:02:26 PM CDT</td> <td>Delivery City: COQUIT</td> </tr> <tr> <td>Warehouse Name: Any Warehouse</td> <td>Delivery State Code: GA</td> <td>Delivery County Code:</td> <td>Warehouseman Signature: JOHN DOE</td> <td>Received From: A & B Farms</td> <td>Farm Number: 1507</td> <td>Farm State Code: 13</td> <td>Producer Name: A & B Farms</td> </tr> <tr> <td>Farm County Code: 201</td> <td>Curr Holder ID: LV121456</td> <td>Curr Holder Name: Sam Farmer</td> <td>Curr Holder Date/Time: Thursday, October 25, 2012 5:02:26 PM CDT</td> <td>Sub Holder ID:</td> <td>Sub Holder Name:</td> <td>Sub Holder Date/Time:</td> <td>Prev Holder ID: C00001</td> </tr> <tr> <td>Prev Holder Name: CCC - Kansas City</td> <td>Prev Holder Date/Time: Thursday, October 25, 2012 5:02:26 PM CDT</td> <td>Provider ID: 4701</td> <td>Storage Start Date: 03/19/2012</td> <td>Prepaid In Charges: 0</td> <td>Prepaid Out Charges: 0</td> <td>Storage Charge: 0</td> <td>Date Storage Paid Thru: 04/01/2013</td> </tr> <tr> <td>Grade: 1</td> <td>Graded: F</td> <td>Class: RUN</td> <td>Commodity: PEANUTS</td> <td colspan="4">Receiving Chg Paid Ind: N</td> </tr> </table> <p>Electronic Warehouse Receipt Classing</p> <table border="1" style="width: 100%; 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5	<p>CLICK “Back” to return to the Select Receipts for View Screen.</p>																																																																																																																								

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 Reconciling Warehouse-Stored Loans Using EWR’s

A General Information

8-LP, Part 6, Section 3 provides guidelines on reconciling 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 reconciled shall complete the reconciliation 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 - Reconciliation/Split**”
- notify the warehouse that EWR has been released for reconciliation.

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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**".

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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.

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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.

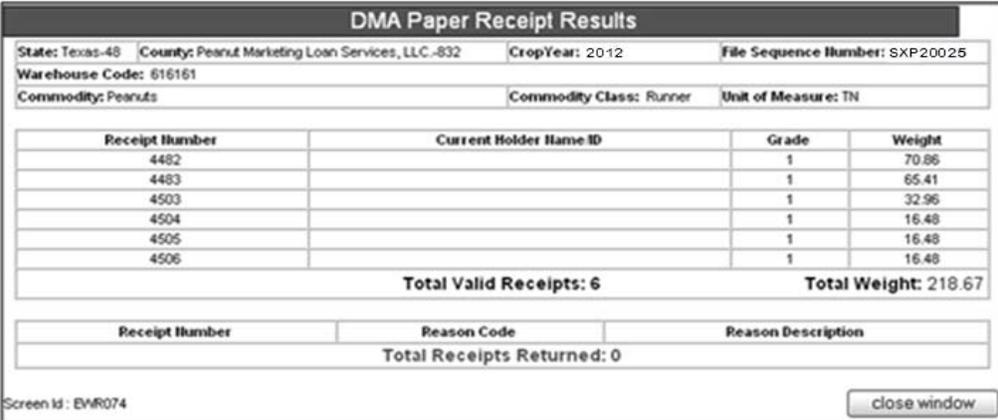
Step	Action
1	Print e-mail received with DMA loan/LDP application. Keep a copy of the e-mail in DMA's loan folder.
2	Create a crop year-specific folder named F:\Application Data\yyyy Peanut EWR , where "yyyy" is the applicable crop year Example: F:\Application Data\2012 Peanut EWR , for 2012 crop year preprocessed files.
3	Save the preprocessed file attachment to the folder that was created.

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11 Handling Preprocessed DMA Files (Continued)

E Uploading DMA Files

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

Step	Action
1	<p>Access FSA’s web-based EWR system according to paragraph 4.</p> <p>Note: DMA service County Office, shall have a “DMA’s Upload” option listed on the EWR Applications Menu.</p>
2	<p>CLICK “DMA’s Upload” under EWR Applications.</p> <p>The following is an example of the Select Upload File for DMA Screen that will be displayed.</p> <div style="text-align: center;">  </div>
3	CLICK “ Browse ” and select the applicable preprocessed file to upload.
4	<p>CLICK “Upload”. If the selected preprocessed file has paper receipts, the DMA Paper Receipt Results Screen will be displayed.</p> <div style="text-align: center;">  </div> <p>Note: DMA files using EWR may be viewed using either the “FSA” or “Provider” view options. DMA paper warehouse receipts may only be viewed using “FSA” view type.</p>

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.

Receipt Number	State	County	Loan LDP Ind	Loan Number
4482	48	832	Loan	
4483	48	832	Loan	
4503	48	832	Loan	
4504	48	832	Loan	
4505	48	832	Loan	
4506	48	832	Loan	

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

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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 09/30/2012							
Electronic Warehouse Receipt							
File Sequence Number: SXP 20001	Crop Year: 2012	Warehouse Code: 72010	Rcpt Number : 1686	License Type Code: US	License Number 6-0263	Negotiable Rcpt Y	Insured Y
Paper Number 1686	Pri Unit of Measure: TN	Pri Gross Unit: 199.9	Pri Net Units: 195.97	Warehouseman is Depositor:	Sec Unit of Measure: LB	Sec Gross Unit: 0	Sec Net Units: 391944
Merged Warehouse: N	FSA Status: Sent To APSS	FSA State Code: 48	FSA County Code: 832	Date Rcpt Issued: 08/30/12	Release Reason:	Date/Time Last Changed: Monday, September 1, 2012 11:07:43 AM CDT	Delivery City:
Warehouse Name: ABC Peanut Co LTD	Delivery State Code: 48	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:	Storage Start Date: 08/30/2012	Prepaid in Charges: 0	Prepaid Out Charges: 0	Storage Charge: 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 (LSK) Tons: 3.93	LSK Pounds: 7,853	Total Tons: 199.9	Total Pounds: 399,797	Moisture: 9.24	Total Damage Kernel Pct (Pct): 0	Foreign Material (FM) Pct: 1.58	Virginia ELK Pct: 0
Virginia Fancy Pct: 0	Valencia Cracked Pct: 0	Valencia Discolored Pct: 0	Total KRS : 0	SMKRS Pct: 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: 24.69	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: 48	Buying Point Name:	Receipt Value:	CCC Loan Status:	
Price Support							
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:			
Screen Id : EWR056P							close window

11 Handling DMA Preprocessed Files (Continued)

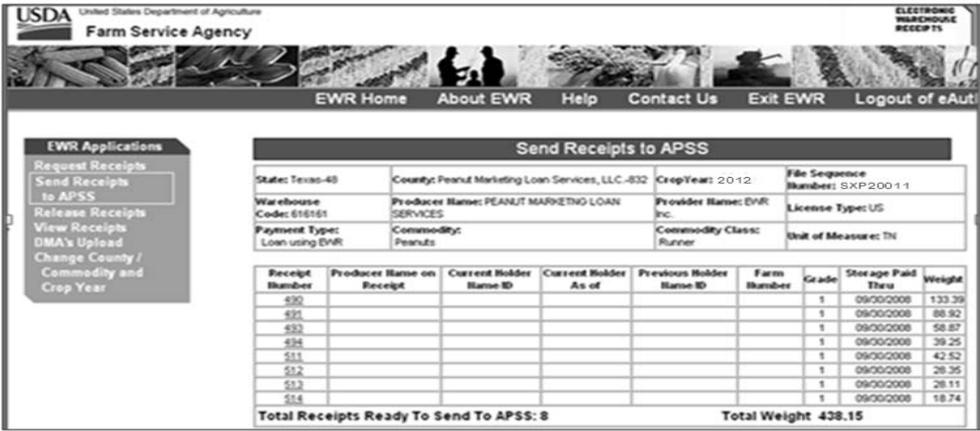
G Sending Preprocessed DMA Files to APSS

Send the preprocessed file to APSS according to this table.

Step	Action
1	<p>Under EWR Applications, CLICK “Send Receipts to APSS” and complete the process according to paragraph 6.</p> <p>The following is an example of a Search Receipts to Send to APSS Screen.</p>  <p>Note: The preprocessed DMA file will be displayed when users do the following:</p> <ul style="list-style-type: none"> • for “File Selection Criteria” CLICK “All Files” • from 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	<p>Review and verify the receipts to be sent to APSS displayed on the Send Receipts to APSS Screen.</p> <p>The following is an example of the Send Receipts to APSS Screen.</p>  <p>CLICK “Submit” to send the receipt to APSS.</p>
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

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.

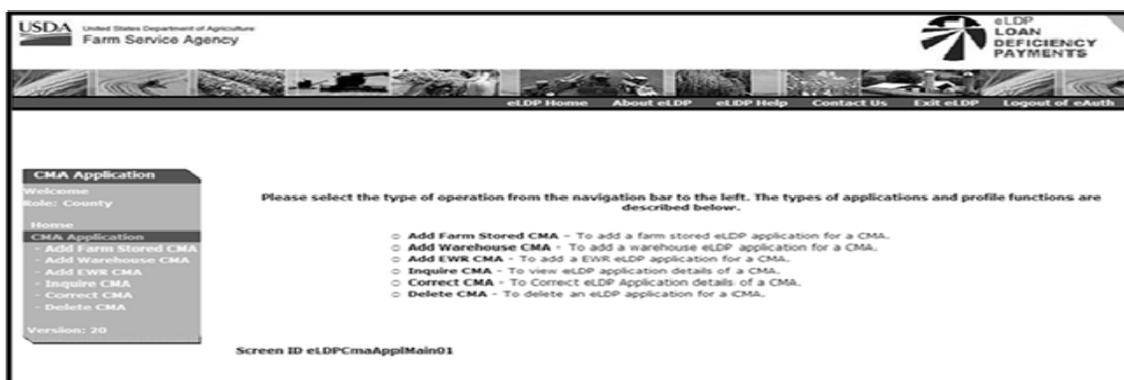
B Adding EWR to eLDP Request

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 eLDPAppMain01.

The following is an example of the Screen ID eLDPAppMain01.



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



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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 eLDPAppPayInfo2, 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.

The following is an example of the EWR entry block.

The screenshot shows a table with five rows for entering EWR information. Each row has columns for Line#, Warehouse Receipt#, Quantity (Cwt.), and EWR Message. Below the table are buttons for 'Get EWRs', 'Back', 'Cancel', and 'Help'. A 'Rows to add:' dropdown is set to '1' with an 'Add Rows' button next to it. Each row has a 'Clear' button on the right side.

Line#	Warehouse Receipt#	Quantity (Cwt.)	EWR Message	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear

Rows to add: 1

Screen ID eLDPAppPayInfo02

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.

The screenshot shows the 'EWR Quantity Information' screen. It displays a table with columns for Warehouse Receipt#, Quantity (Cwt.), and EWR Message. The Warehouse Receipt# is 1861, the Quantity is 123.45, and the EWR Message is 'Downloaded'. Below the table are buttons for 'Calculate', 'Edit', 'Back', 'Cancel', and 'Help'.

Warehouse Receipt#	Quantity (Cwt.)	EWR Message
1861	123.45	Downloaded

Screen ID eLDPAppPayInfo02

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.

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:

- VCE20001.DAT would be the first 2012 CY file using **EWR**
- VCP20020.DAT would be the twentieth 2012 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.	20001
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • “1” for loan • “2” for LDP. 		1
81	2	Alpha	Left	License type code. Enter 1 of the following: <ul style="list-style-type: none"> • “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.		13
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...	0000
				EWR’s paper receipts	the number of EWR records. 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 paper receipts	<ul style="list-style-type: none"> • “1” for loan • “2” for LDP. 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.	11
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.	20001
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.	20120913
39	8	Numeric		Date storage starts. Enter in "CCYYMMDD" format.	20120913
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.	20111231
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.	11
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.	20001
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 Ext. 100
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