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

For: Tobacco State and County Offices

**Information About and Instructions for Using
Tobacco Transition Payment Program (TTPP) Web-Based Software (eTTPP)**

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Notice TB-1135 provided software instructions for data inquiries, data maintenance, and other contract functions.

B Purpose

This notice:

- provides tobacco State and County Offices with general information about software enhancements

- provides tobacco State and County Offices with instructions for accessing and using the eTTPP homepage

- obsoletes Notice TB-1135.

Some software screens displayed in this notice may have had minor revisions made. Additional automation instructions will be provided when warranted.

Disposal Date	Distribution
March 1, 2006	Tobacco State Offices; State Offices relay to applicable County Offices

2   General Information About eTTPP

A   Authorized Users

Only FSA personnel and authorized contractors can access eTTPP.

B   Access

Access to eTTPP requires **all** authorized users to have a current user ID and password. See paragraph 3 for specific information about accessing eTTPP.

C   Functionality

eTTPP software:

- operates on a Kansas City-based central server

- is available through PC 24/7 except during routine backup and maintenance periods

- is Rehabilitation Act Section 508 compliant for disabled persons

- interfaces with the Service Center Information Management System (SCIMS) to obtain name and address information

- allows FSA:

  - National and State Offices to make data inquiries for quota holders and producers
  - County Offices and authorized contractors:

    - to record farm and tract descriptions (optional)

    - to make data inquiries for quota holders and producers

    - for **quota holders** to:

      - **add** or **delete** tract owners
      - **change** farm or tract base quota levels (BQL's) and/or quota holder BQL's

    - for **producers** to:

      - record farm descriptions (optional)
      - **add** or **delete** producers
      - **change** farm BQL's and producer BQL's

2   General Information About eTTPP (Continued)

C   Functionality (Continued)

- to **create**, **update contract status,** or **cancel** contracts for quota holders and producers

- view contract reports in "PDF format".

3   Secure Access to eTTPP

A   Security, User ID's, and Passwords

Access to eTTPP is secured by **user ID's** and **passwords** that are obtained through the **eAuthentication** registration Level 2 process.

Information about obtaining user ID's, passwords, and Level 2 authority to conduct electronic business with USDA can be found:

- in Notice IRM-357

- at **www.usda.gov** by clicking on "View USDA Customer Statement", and then clicking on "Get a Login".

B   Accessing eTTPP

Reminder: Access to eTTPP is by Agency PC's. eTTPP does not function on County Office IBM AS-400 computers.

Authorized users shall access eTTPP by the following **only**:

- accessing the FSA Intranet web site at **http://intranet.fsa.usda.gov/fsa/**
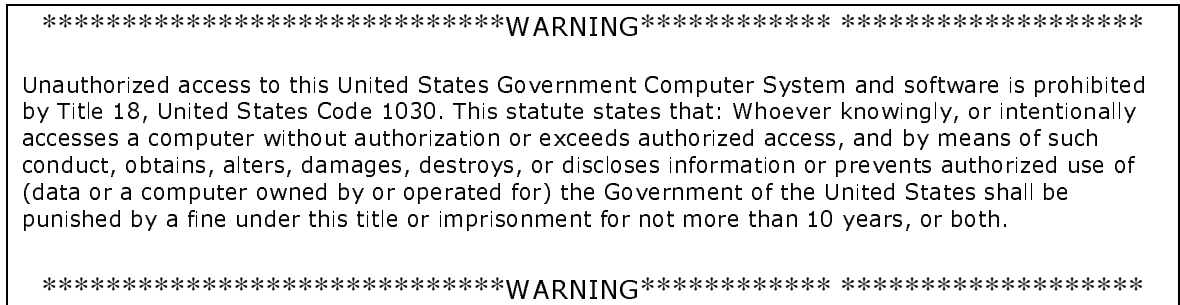- click "**Tobacco Transition Payment Program**" under "Programs".

Important: **Do not** access eTTPP by typing URL into the dialogue box.

3   Secure Access to eTTPP (Continued)

B   Accessing eTTPP (Continued)
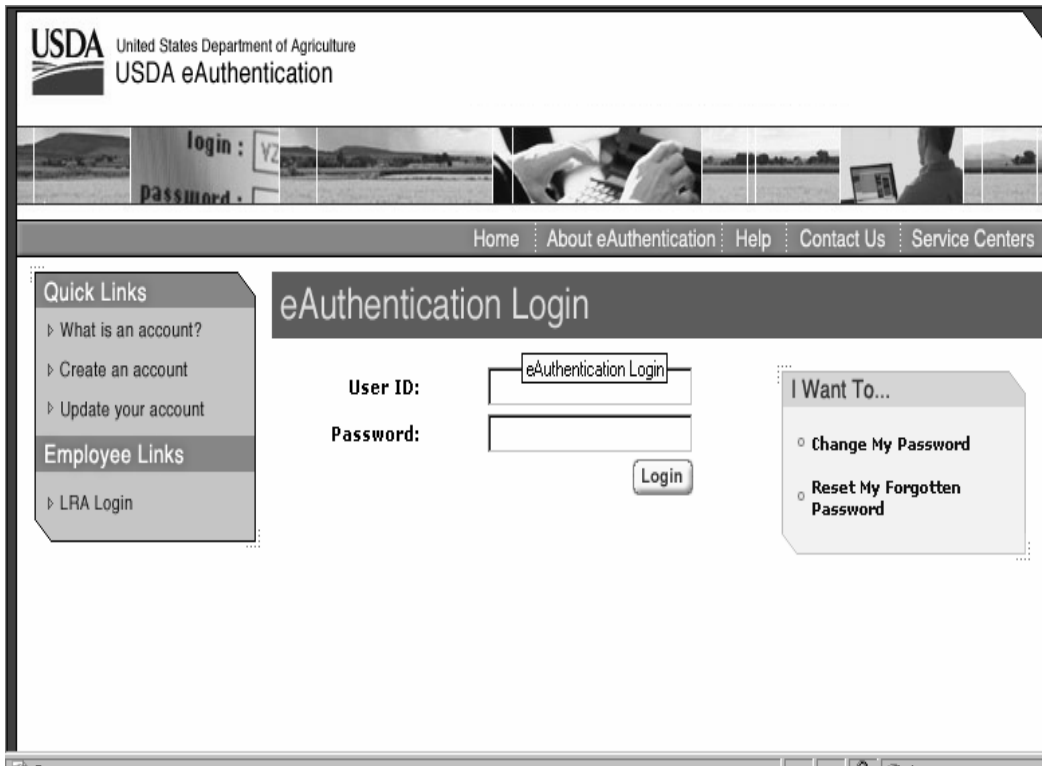
The following warning will be displayed.

******************************WARNING************ *******************
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

******************************WARNING************ *******************

To proceed, click "Continue" and the **eAuthentication Login Screen** will be displayed. See subparagraph C.

C   eAuthentication Login

The following is an example of the eAuthentication Login Screen for entering a user ID and password.

After successfully logging-in through the eAuthentication Login Screen, the Tobacco Transition Payment Program Homepage will be displayed. See paragraph 4.

4   eTTPP Homepage

A   Tobacco Transition Payment Program Homepage

The following is an example of the Tobacco Transition Payment Program Homepage.
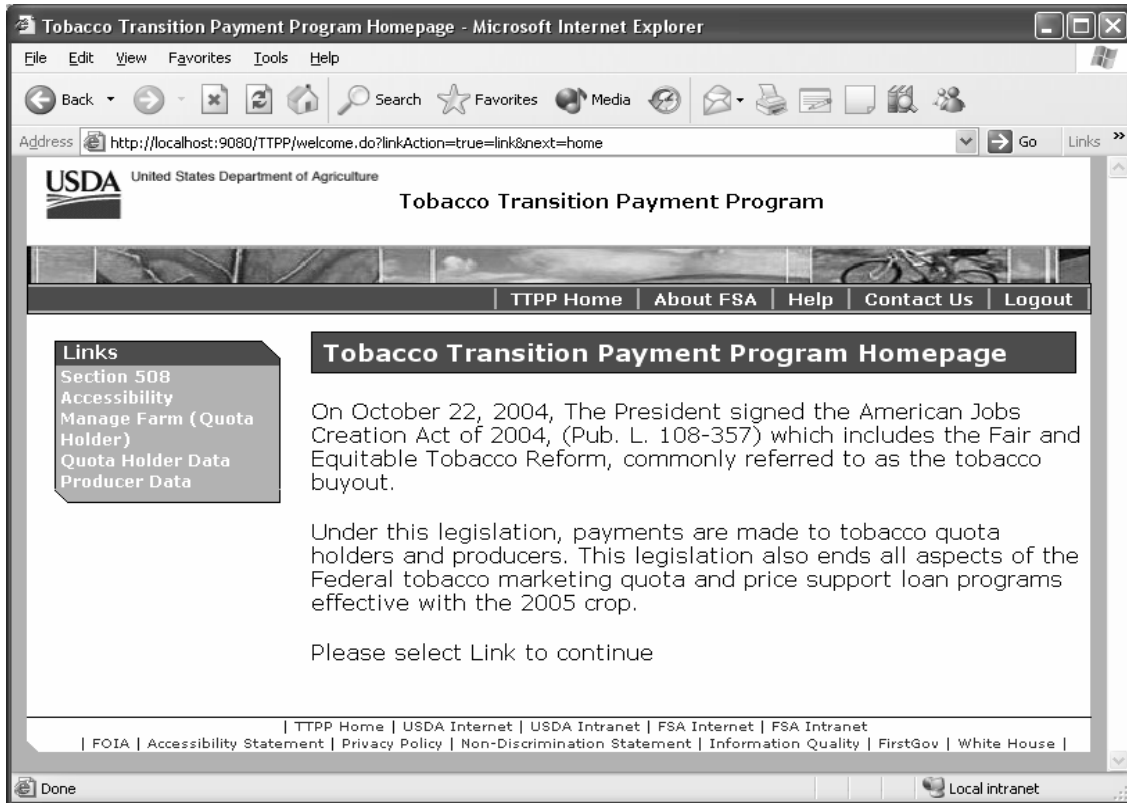
All options listed on the Tobacco Transition Payment Program Homepage under the heading
"**Links**" are functional, as follows:

- "Section 508 Accessibility" provides the FSA's accessibility statement and information
  about calling the National Help Desk at 800-255-2434 for additional information about
  access to eTTPP by disabled authorized users

- "Manage Farm (Quota Holder)" allows changes to the farm and tract level BQL's
  (paragraph 5)

- "Quota Holder Data" initiates processing actions for quota holders (paragraph 7)

- "Producer Data" initiates processing actions for producers (paragraph 8)

- "TTPP Home" returns the user to the Homepage from any point in eTTPP processing.

Note: "Logout" logs the user out at any point in eTTPP processing and has been relocated
to the TTPP banner.

5   eTTPP Manage Farm (Quota Holder)

A   Farm Inquiry/Maintenance (Quota Holder)

The following is an example of the eTTPP Farm Inquiry/Maintenance (Quota Holder) Screen. This screen provides the ability to search for farm and tract BQL data using the **farm serial number**.
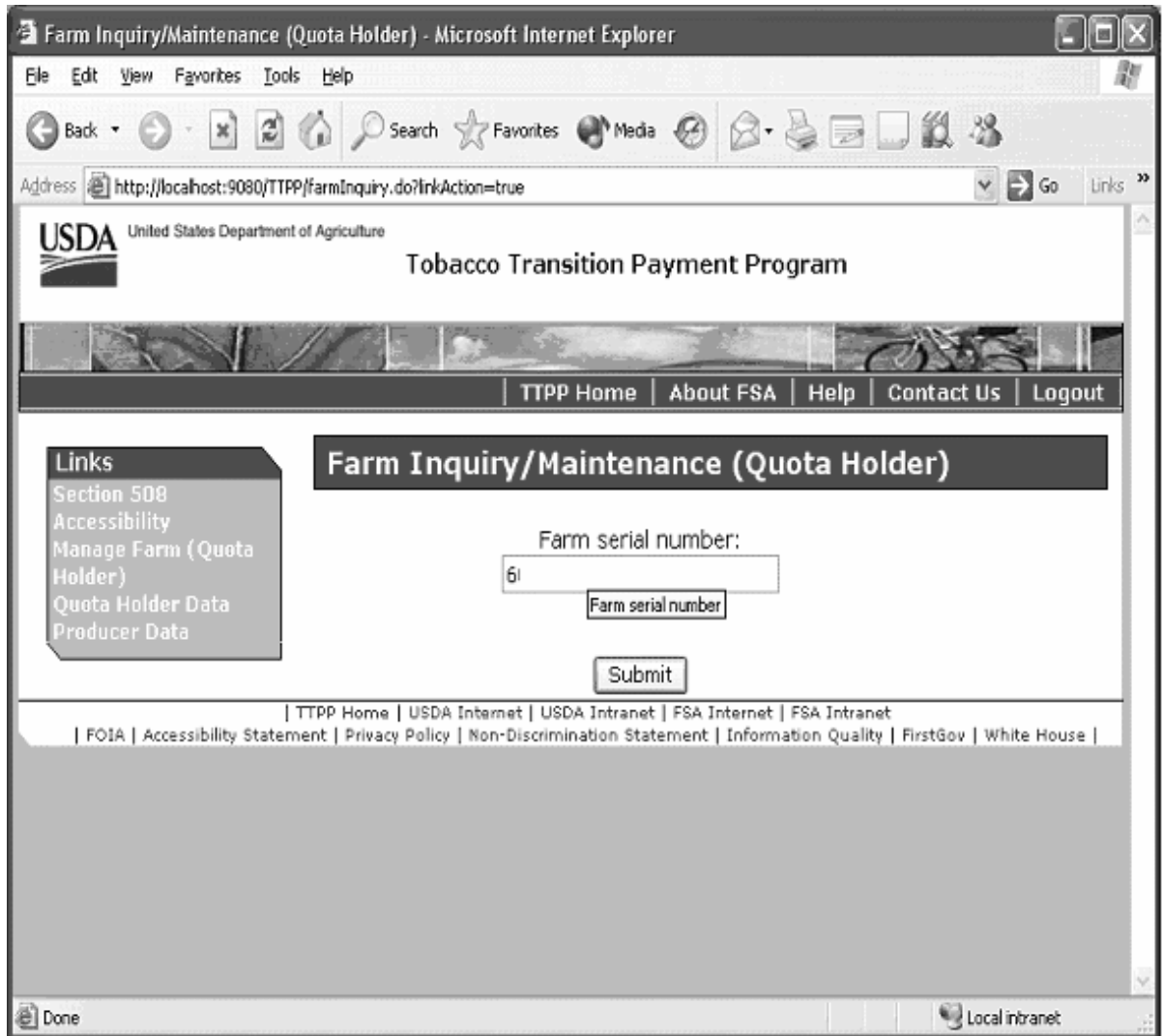
To search for farm and tract BQL data for a quota holder, enter the farm serial number and click "Submit".

5   eTTPP Manage Farm (Quota Holder) (Continued)

B   Tobacco Transition Payment Program Farm Maintenance Screen

The following is an example of the eTTPP Farm Maintenance (Quota Holder) Screen. The purpose of this screen is to **view** and **edit**:

- quota holder farm BQL and/or tract BQL
- farm and/or tract descriptions.
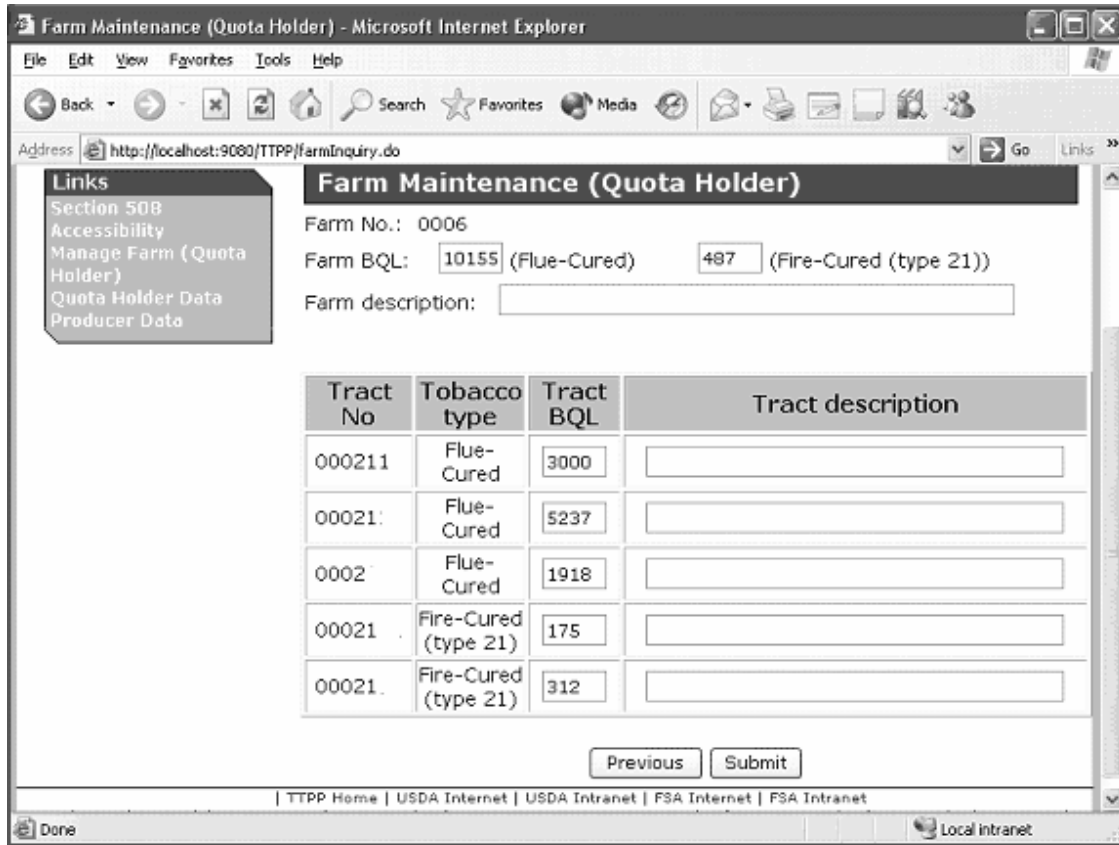
To:

- **change** farm or tract BQL for the quota holder, change **quantity** displayed in the "Farm BQL" field, for applicable kind of tobacco, and click "Submit" to update

- **enter** optional farm or tract description, type it in the description box and click "Submit" to update

- **change or delete** farm or tract description, click in the description box, make the required change, and click "Submit" to update.

After actions have been updated successfully, click "Previous" to return to the eTTPP Farm Inquiry/Maintenance (Quota Holder) Screen. See subparagraph A.

6   eTTPP Data Options and Search Methods

A   Data Options

eTTPP data is stored at the central processing site and all processing options are initiated by either **quota holder** or **producer** data.

From the Tobacco Transition Payment Program Homepage, the user shall start eTTPP processing from the options under "**Links**" by selecting either of the following:

- "**Quota Holder Data**", in which a screen will be displayed showing the methods of searching **quota holder** data (subparagraph B)

- "**Producer Data**", in which a screen will be displayed showing the methods of searching **producer** data (subparagraph B).

B   Inquiry Search Methods

The user shall start inquiry searches of either **quota holder** or **producer** data by using any of the following 4 search methods:

- "**tax ID and type**", for:

  - quota holders (subparagraph C)
  - producers (subparagraph D)

- "**farm serial number**", for:

  - quota holders (subparagraph C)
  - producers (subparagraph D)

- "**contract number**", for:

  - quota holders (subparagraph C)
  - producers (subparagraph D)

- "**SCIMS Name Search**" (subparagraph E).

6   eTTPP Data Options and Search Methods (Continued)

C   Quota Holder Inquiry Search Methods

The following is an example of the Quota Holder Inquiry/Maintenance Screen that displays search methods for **quota holder** data.
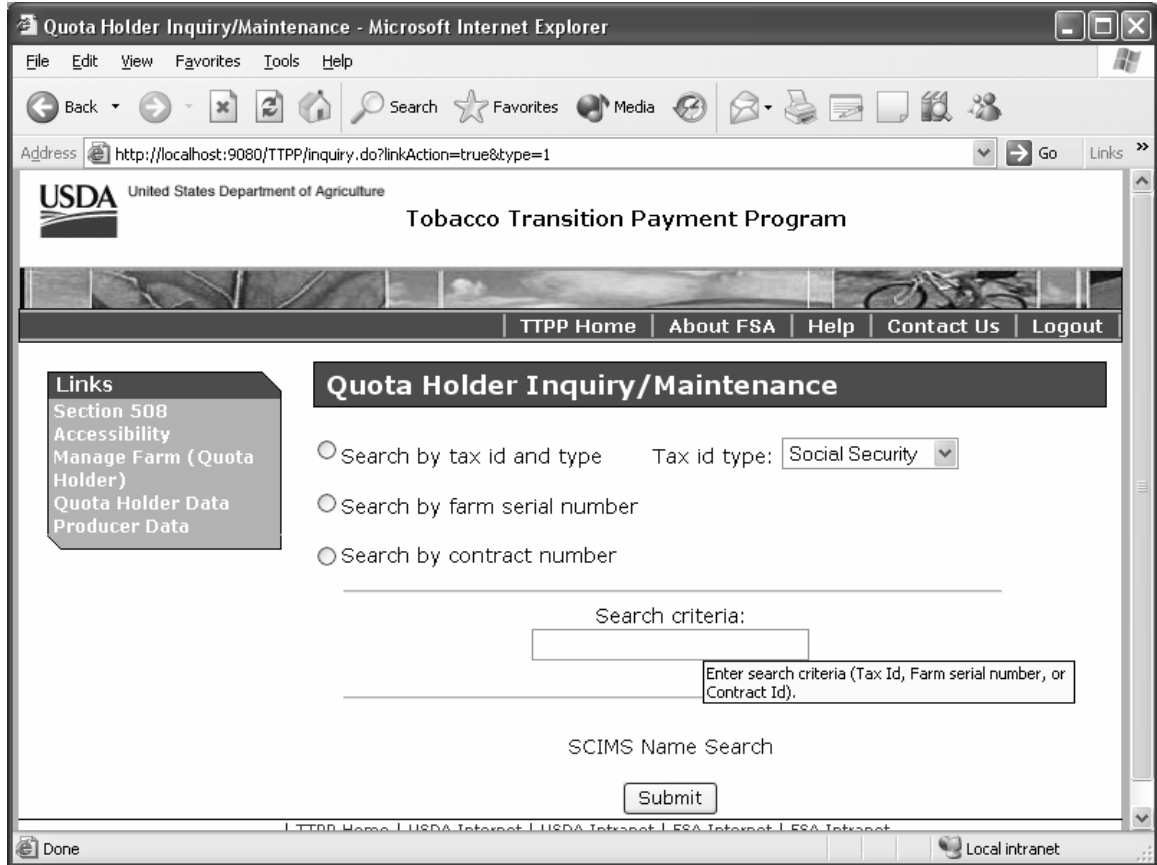
To search **quota holder** data, limited as applicable to the State or county, by:

- "**tax ID and type**", select the applicable **type** from the "Tax ID Type" dropdown box, enter the applicable tax ID number in the "Search Criteria" box, and click "Submit"

    Note: The Quota Holder Inquiry/Maintenace - **Summary** Results Screen will be displayed. See subparagraph 7 A.

- "**farm serial number**", enter the applicable **farm number** in the "Search Criteria" box and click "Submit"

    Note: The Quota Holder Inquiry/Maintenance - **Summary** Results Screen will be displayed. See subparagraph 7 A.

6   eTTPP Data Options and Search Methods (Continued)

**C   Quota Holder Inquiry Search Methods (Continued)**

- "**contract number**", enter an existing **contract number** in the "Search Criteria" box and click "Submit"

  Note: The View **Contract** - Results Screen will be displayed. See subparagraph 9 C.

- click "**SCIMS Name Search**". A series of **SCIMS search** screens will be displayed. See subparagraph E.

D   Producer Inquiry Search Methods

The following is an example of the Producer Inquiry/Maintenance Screen that displays search methods for **producer** data.
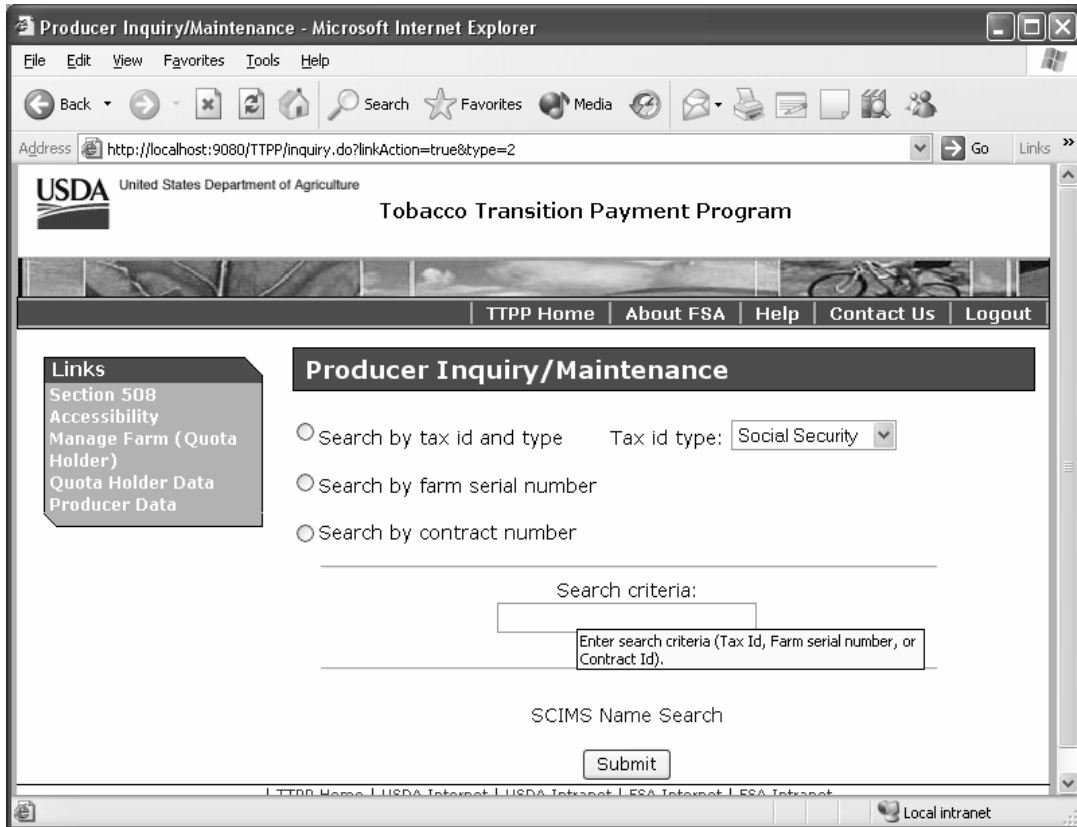
To search **producer** data, limited as applicable to the State or county, by:

- "**tax ID and type**", select the applicable **type** from the "Tax ID Type" dropdown box, enter the applicable tax ID number in the "Search Criteria" box, and click "Submit"

  Note: The Producer Inquiry/Maintenance - **Summary** Results Screen will be displayed. See subparagraph 8 A.

6 eTTPP Data Options and Search Methods (Continued)

D Producer Inquiry Search Methods (Continued)

- "**farm serial number**", enter the applicable **farm number** in the "Search Criteria" box and click "Submit"

    Note: The Producer Inquiry/Maintenance - **Summary** Results Screen will be displayed. See subparagraph 8 A.

- "**contract number**", enter an existing **contract number** in the "Search Criteria" box and click "Submit"

    Note: The View **Contract** - Results Screen will be displayed. See subparagraph 9 I.

- click "**SCIMS Name Search**". A series of **SCIMS search** screens will be displayed. See subparagraph E.

E SCIMS Name Search

The following is an example of the **initial** SCIMS Customer Search Page.
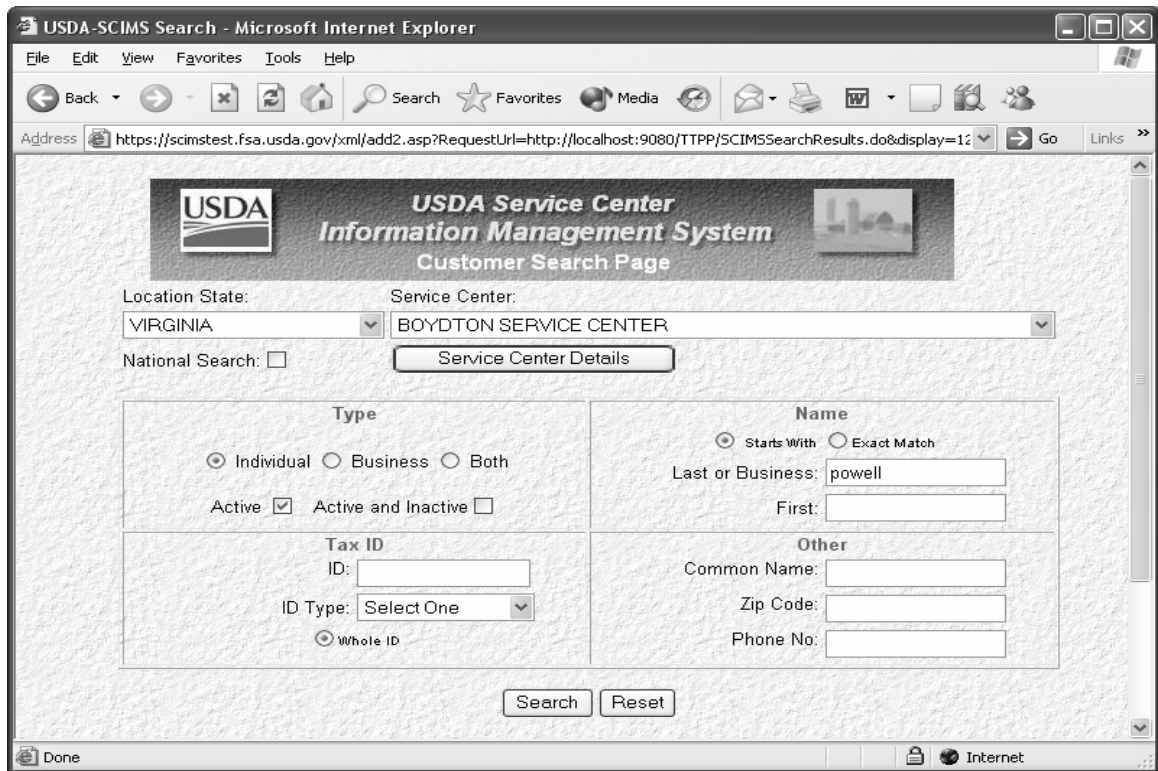
Make applicable entries and click "Search" to search the SCIMS database. Data will be returned according to subparagraph F.

6   eTTPP Data Options and Search Methods (Continued)

F   SCIMS Search Results

The following is an example of the Search Results Screen that displays the SCIMS name search results.
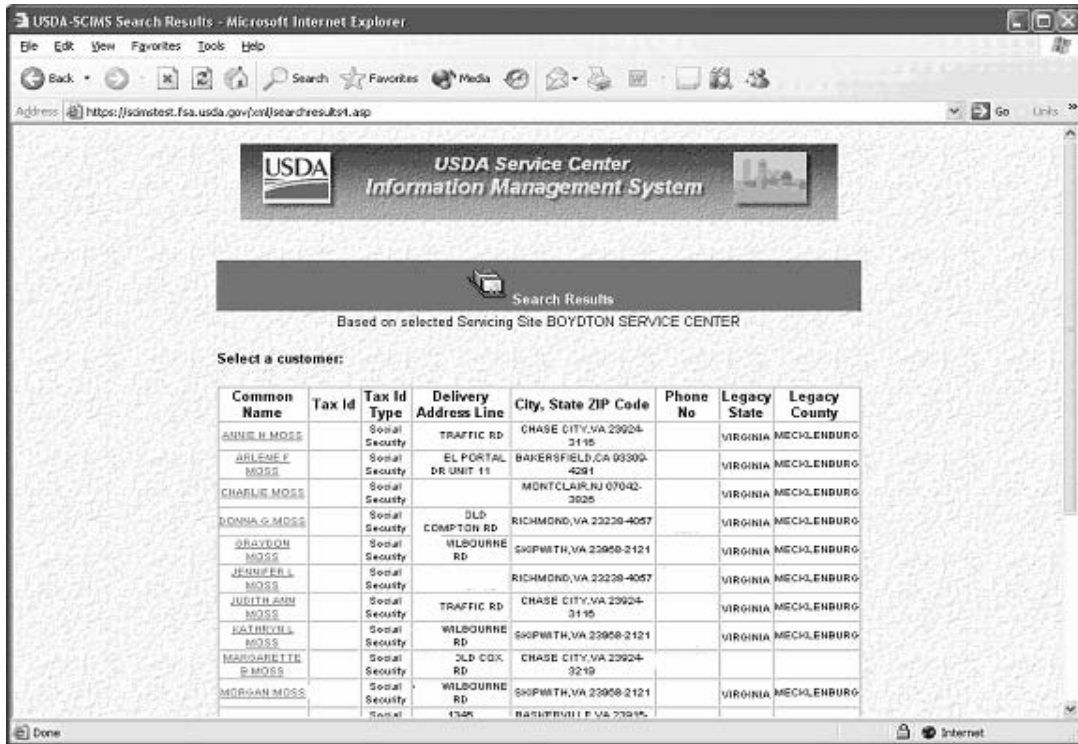
Click on the desired **name** under the "Common Name" column.

For a:

- **quota holder**, the Quota Holder Inquiry/Maintenance - Summary Results Screen will be displayed with its customer ID, name and address, and tax ID fields filled by the SCIMS search results (subparagraph 7 A)

- **producer**, the Producer Inquiry/Maintenance - Summary Results Screen will be displayed with its customer ID, name and address, and tax ID fields filled by the SCIMS search results (subparagraph 8 A).

7   Quota Holder Data Inquiry and Maintenance

A   Summary Results for Quota Holders

The following is an example of the Quota Holder Inquiry/Maintenance - Summary Results Screen that allows the user to begin the process of either of the following:

- viewing and editing quota holder data by tract
- creating a quota holder contract.

Important: Users **must** view or edit, as applicable, all data **before** creating a contract.

To:
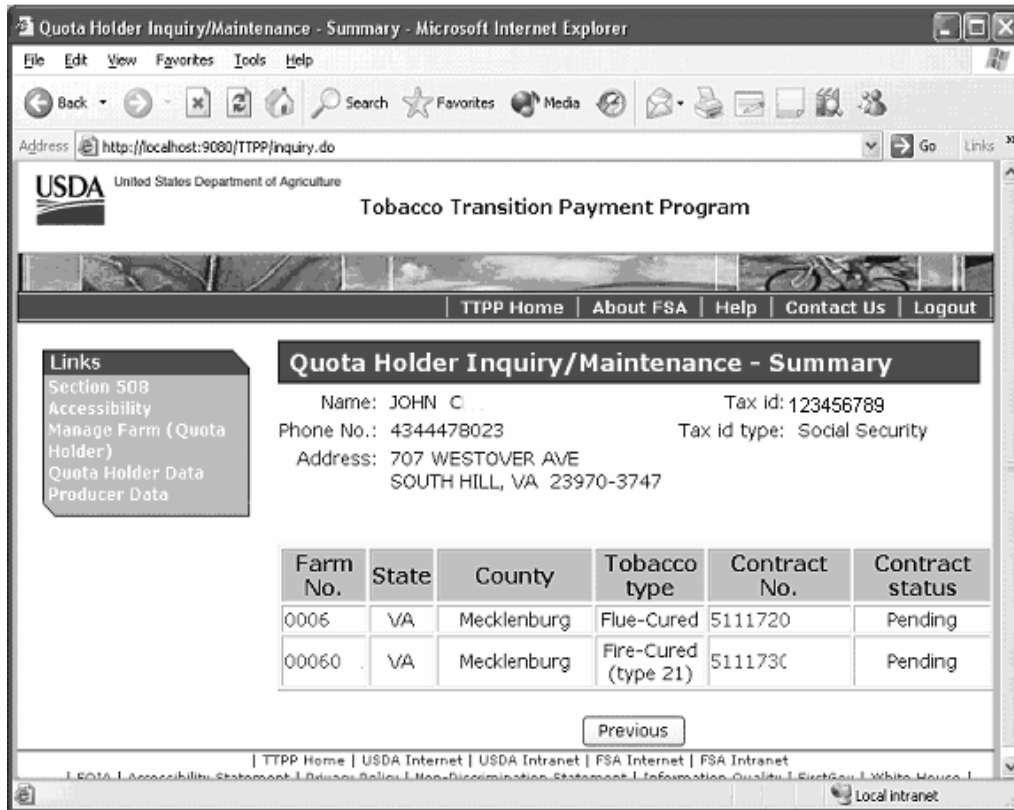
- **view** or **edit** data by tract number, click on the **farm number**, such as "0006", displayed under the "Farm No." column

    Note: The Quota Holder Inquiry/Maintenance - Detail Results Screen will be displayed. See subparagraph B.

- **create** a contract, click on the **contract number** under the "Contract No." column. The Create Contract Screen for quota holders will be displayed. See subparagraph 9 A.

Click "Previous" to return to **quota holder** search methods. See subparagraph 6 C.

7   Quota Holder Data Inquiry and Maintenance (Continued)

   B   Detail Results for Quota Holders

   The following is an example of the Quota Holder Inquiry/Maintenance - Detail Results Screen
   that allows the user to do 1 of the following:

   - enter a farm description (optional)
   - proceed to see detail results of tracts
   - change "Tract BQL"
   - add the quota holder to tract.
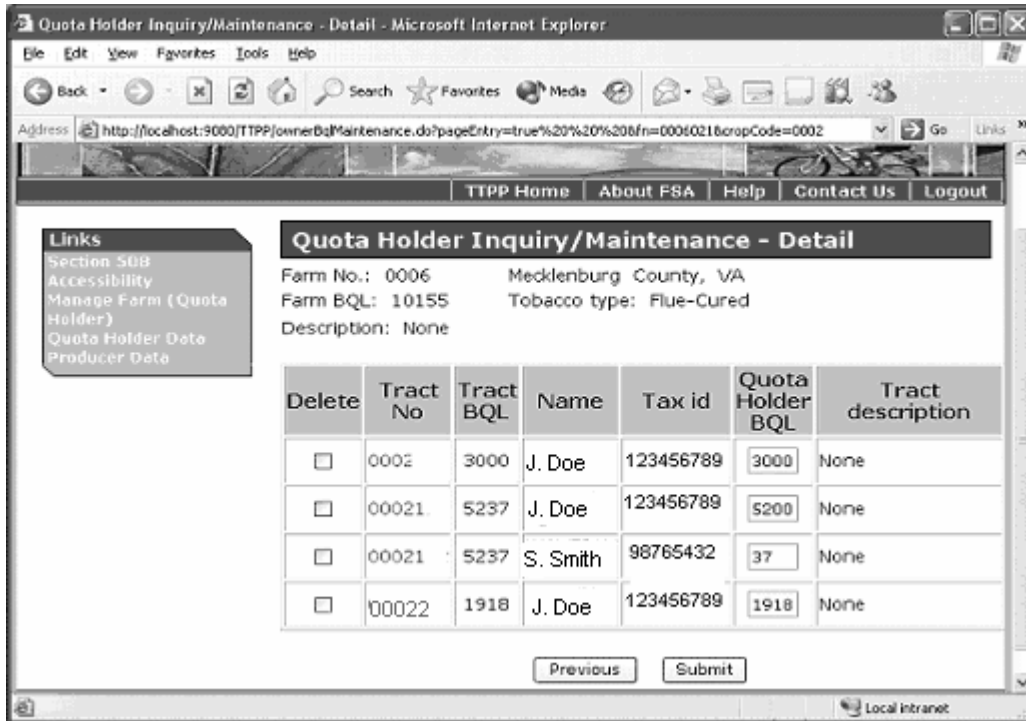
   To:

   - **enter** optional farm description, type it in the description box and click "Submit" to
     update

   - **change** "Tract BQL", change the BQL quantity, such as "3000", displayed under the
     "Tract BQL" column and click "Submit" to update

   - **add** the quota holder to the tract, click the tract number under the "Tract No" field.

   The system will validate that the sum of all "Tract BQL's" does not exceed "Farm BQL".
   After all actions have successfully updated, click "Previous" to return to the Quota Holder
   Inquiry/Maintenance - Summary Results Screen. See subparagraph A.

7   Quota Holder Data Inquiry and Maintenance (Continued)

   C   Adding Tract Owner for Quota Holders

   The following is an example of the Quota Holder Inquiry/Maintenance - Add to Tract Screen that allows the user to add a quota holder to a tract by tax ID or SCIMS name search.
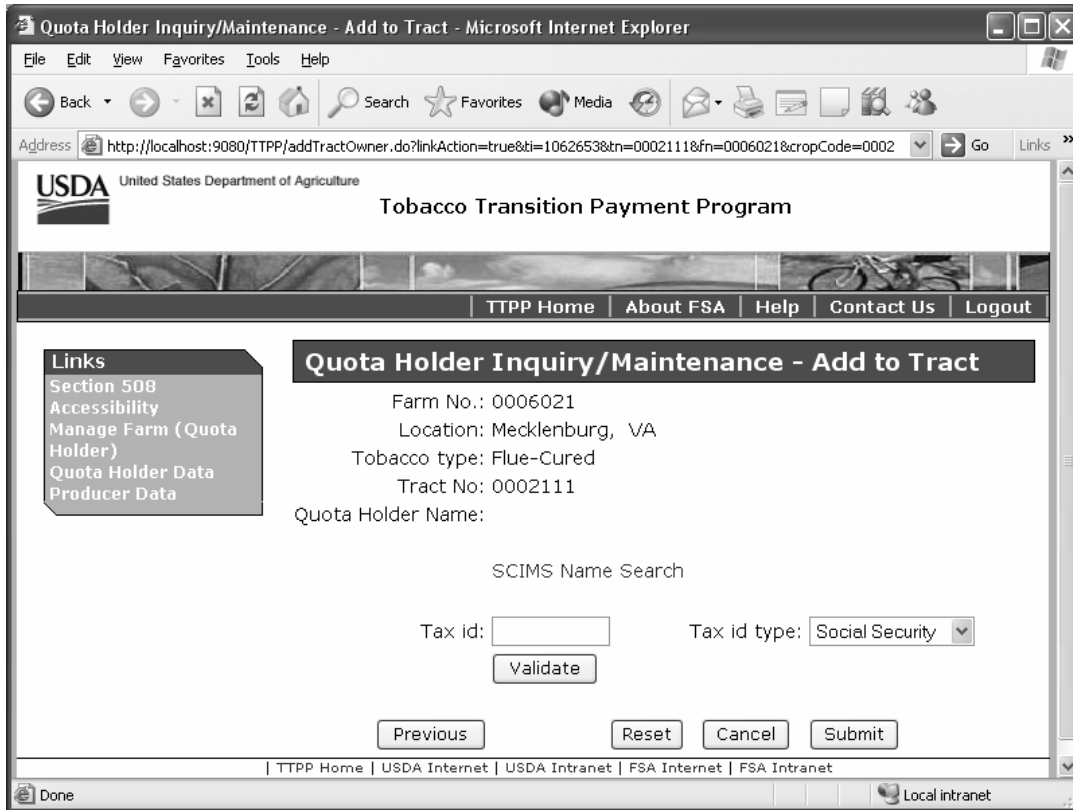
   To **add** a quota holder to a tract, do 1 of the following.

   - **Enter** applicable ID number in the "Tax ID" box, select applicable ID type from the "Tax ID Type" dropdown box, and click "Submit" to update. After clicking "Submit", the Detail Screen with the message "Update Successful" will display with the new quota holder on the tract.

   - **Click** "SCIMS Name Search". See subparagraphs 6 E and F. After the user completes the SCIMS search function, the name (owner) selected will be shown on the Quota Holder Inquiry/Maintenance - Add Tract Owner Screen to the right of "Quota Holder Name".

   - **Click** the **"Validate"** button to verify the tax ID entered matches the intended individual.

   After the applicable action has updated successfully, click "Previous" to return to the Quota Holder Inquiry/Maintenance - Detail Results Screen. See subparagraph B.

8   Producer Data Inquiry and Maintenance

A   Summary Results for Producers

The following is an example of the Producer Inquiry/Maintenance - Summary Results Screen that allows users to begin the process of either of the following:

- viewing or editing producer data by farm
- creating a producer contract.

Important: Users **must** view or edit, as applicable, all data **before** creating a contract.

To:
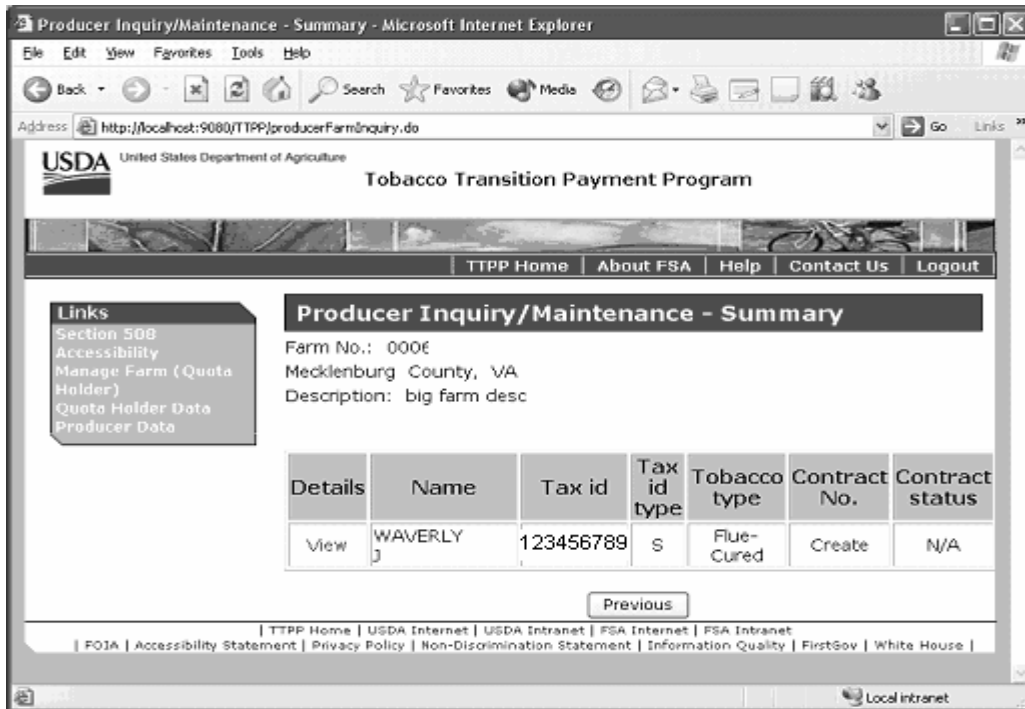
- **view** or **edit** data by farm, click "View" under the "Details" column

    Note: The Producer Inquiry/Maintenance - Detail Results Screen will be displayed. See subparagraph B.

- **create** a contract, click "**Create**" under the "Contract No." column. The Create Contract Screen for producers will be displayed. See subparagraph 9 G.

Note: If the user searches by tax ID, the name and address will display. The screen in this subparagraph was displayed using the farm number.

Click "Previous" to return to **producer** data search methods. See subparagraph 6 D.

8   Producer Data Inquiry and Maintenance (Continued)

B   Detail Results for Producers

The following is an example of the Producer Inquiry/Maintenance - Detail Results Screen that:

- allows the user to enter a farm description (optional)
- allows the user to add a producer to the farm or delete a producer from the farm
- **requires** the user to **enter** flue-cured or burley farm BQL from farm spreadsheet by year
- allows the user to change displayed farm BQL for types other than flue-cured and burley
- allows the user to change producer BQL for all kinds of tobaccos.
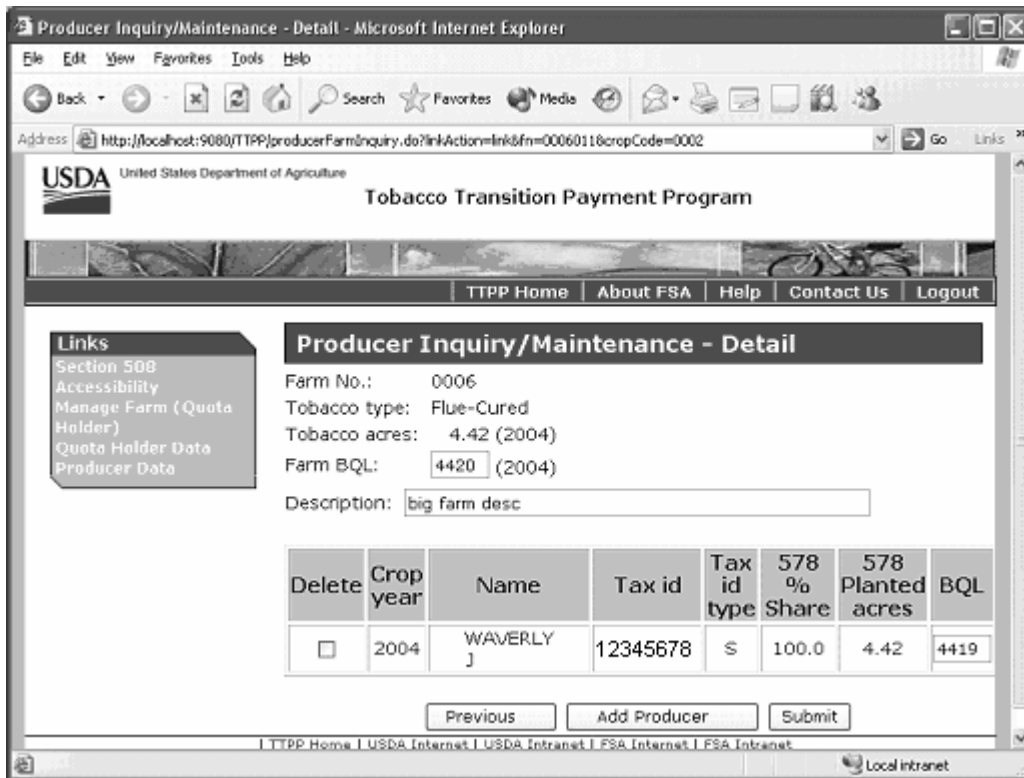
To:

- **enter** optional farm description, type it in the description box and click "Submit" to update

- **delete** producer, click on "□" under the "Delete" column and click "Submit" to update

- **enter** farm BQL for flue-cured or burley, enter **quantity** displayed by year to the right of the "Farm BQL" field and click "Submit". The Producer Inquiry/Maintenance - Detail Results Screen will be redisplayed.

Click "Previous" to return to **producer** summary results. See subparagraph A.

8   Producer Data Inquiry and Maintenance (Continued)

B   Detail Results for Producers (Continued)

The following is an example of the Producer Inquiry/Maintenance - Detail Results Screen that
has been redisplayed to show the farm BQL data that has been entered by the user.
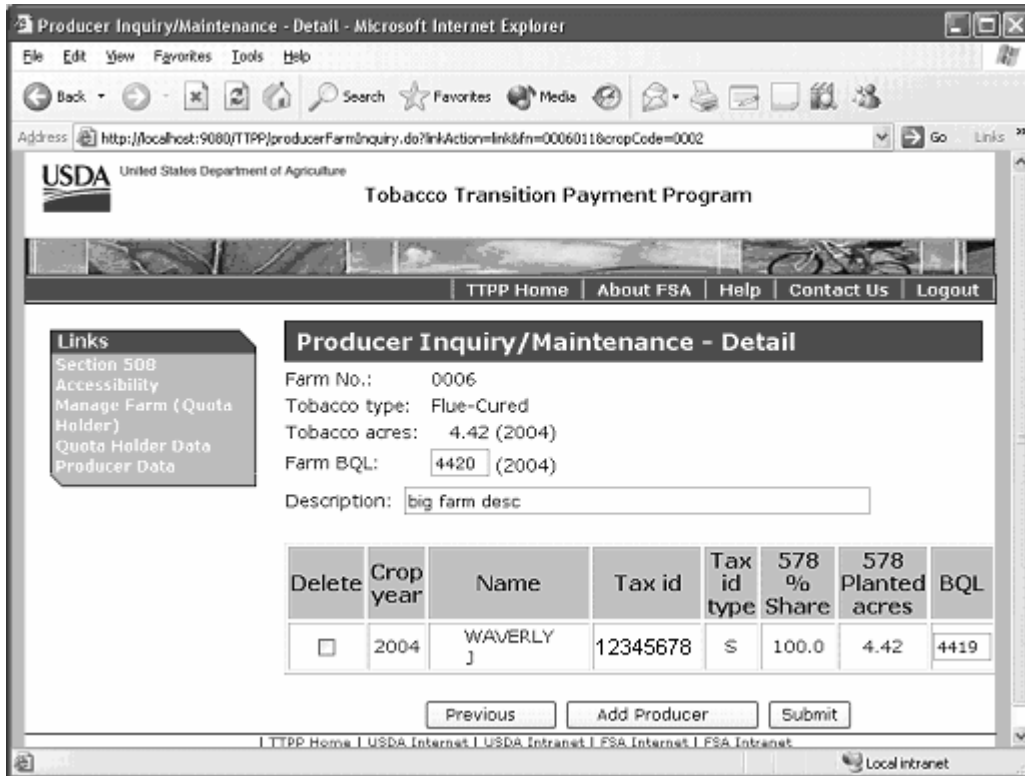
To:

- **enter** optional farm description, type it in the description box and click "Submit" to
  update

- **delete** producer, click on "□" under the "Delete" column and click "Submit" to update

- **change** producer BQL, enter **quantity** displayed by year under the "BQL" column and
  click "Submit" to update

  Note: If not adding a producer to the farm, click "Previous" to return to the Producer
  Inquiry/Maintenance - Summary Results Screen. See subparagraph A.

- **add** producer to the farm, click "Add Producer" so the Producer Inquiry/Maintenance -
  Add Farm Producer Screen will be displayed. See subparagraph C.

8   Producer Data Inquiry and Maintenance (Continued)

C   Adding Farm Producer for Producers

The following is an example of the Producer Inquiry/Maintenance - Add Farm Producer Screen that allows the user to add a producer to the farm by tax ID or SCIMS name search.
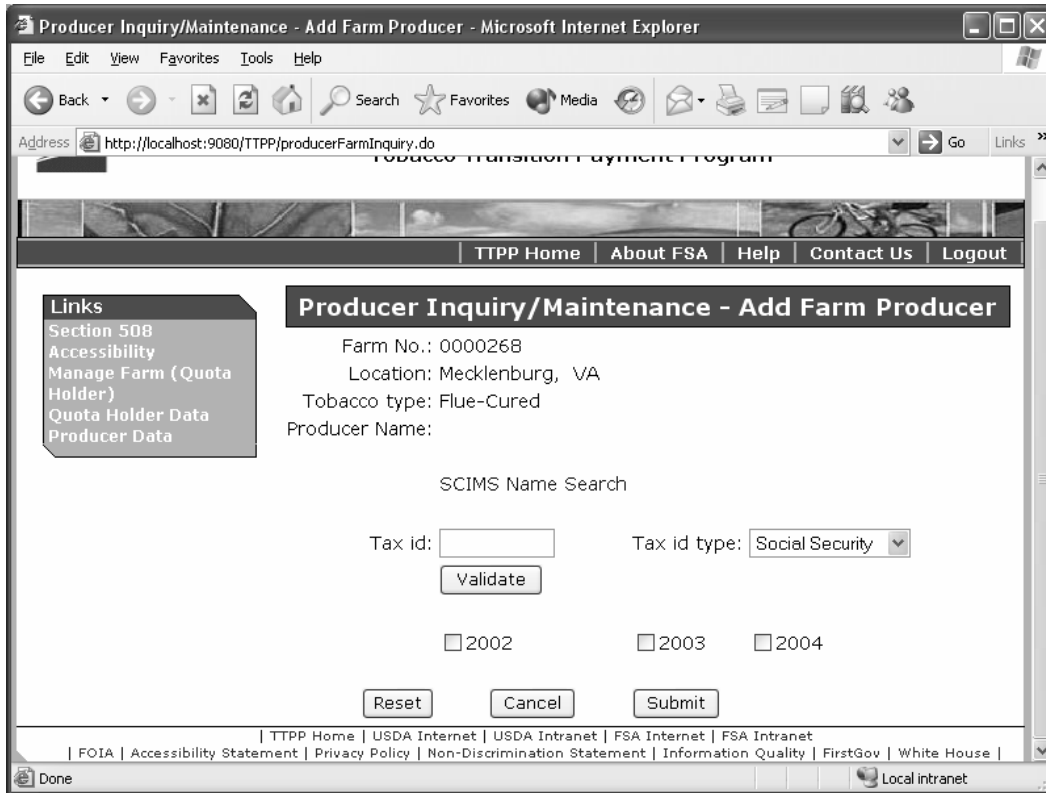
To **add** a producer to the farm, do 1 of the following.

- **Enter** applicable ID number in the "Tax ID" box, select applicable ID type from the "Tax ID Type" dropdown box, click on "□" before the applicable years, and click "Submit" to update. The Producer Inquiry/Maintenance - Add Farm Producer Screen will be redisplayed with the added producer shown to the right of "Producer Name". Click "Submit" again and the Producer Inquiry/Maintenance - Detail Results Screen will be redisplayed showing the added producer. See subparagraph D.

- **Click** on "□" before the applicable years and click "SCIMS Name Search". See subparagraphs 6 E and F. After the user has completed SCIMS search functions, the name selected will be shown on the Producer Inquiry/Maintenance - Add Farm Producer Screen to the right of "Producer Name". Click "Submit" and the Producer Inquiry/Maintenance - Detail Results Screen will be redisplayed showing the added producer. See subparagraph D.

- Click the **"Validate"** button to verify the tax ID entered matches the intended individual.

8   Producer Data Inquiry and Maintenance (Continued)

D   Detail Results for Added Farm for Producers

The following is an example of the Producer Inquiry/Maintenance - Detail Results Screen, same format as shown in subparagraph B, which now displays the **added** producer and allows the user to:

- enter a farm description (optional)
- add **another** producer to the farm or delete a producer from the farm
- change farm BQL by year and/or change producer BQL.

Complete actions on the Producer Inquiry/Maintenance - Detail Results Screen according to the instructions in subparagraph B. When all applicable actions have been completed and updated, click "Previous". The Producer Inquiry/Maintenance - Summary Results Screen will be redisplayed. See subparagraph A.

9   Creating and Updating eTTPP Contracts

A   Creating Contract for Quota Holders

The following is an example of the **quota holder** Create Contract Screen that will be displayed when the user clicks on the **contract number** according to subparagraph 7 A.

Important: The contract will be created for the **quota holder** who was initially selected according to subparagraph 6 C, regardless of the number of quota holders shown on the Create Contract Screen.
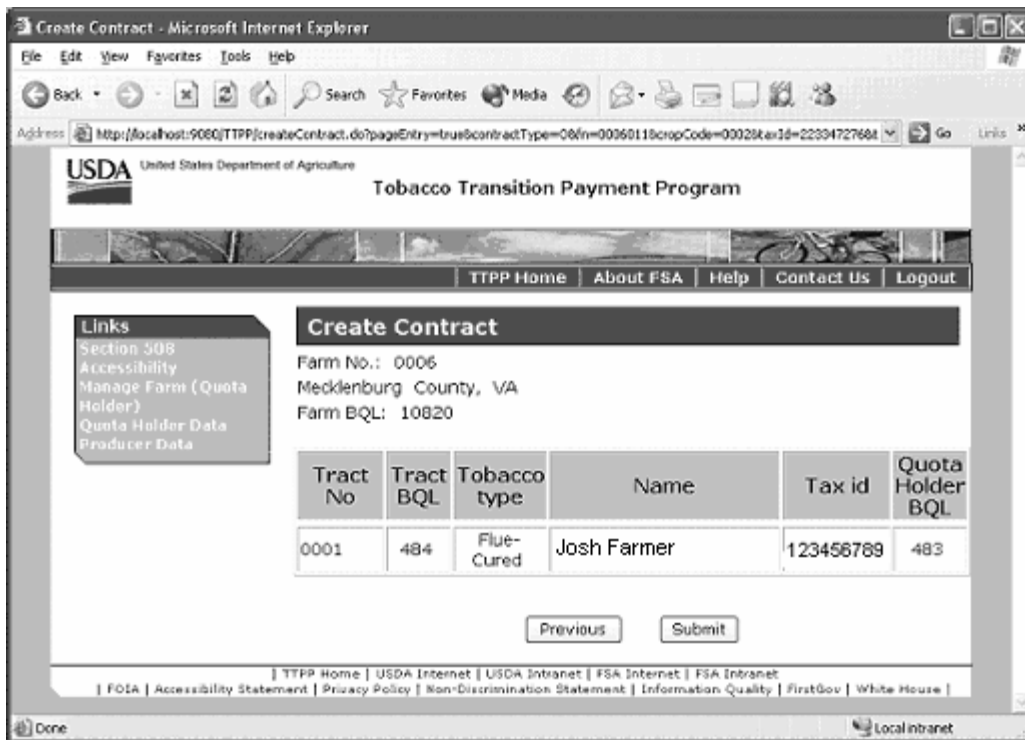
Review the **quota holder** data **summarized** and:

- to **continue** with the contract process, click "Submit"

    Note: The Create Contract - Results Screen will be displayed. See subparagraph B.

- **if user decides not to continue** with the contract process, select the applicable option under "Links"

    Note: See the applicable paragraph based on the selection.

- click "Previous" to return to the Quota Holder Inquiry/Maintenance - Summary Results Screen. See subparagraph 7 A.

9   Creating and Updating eTTPP Contracts (Continued)

B   Creating Contract Results for Quota Holders

The following is an example of the **quota holder** Create Contract - Results Screen that will be displayed when the user clicks "Submit" according to subparagraph A.
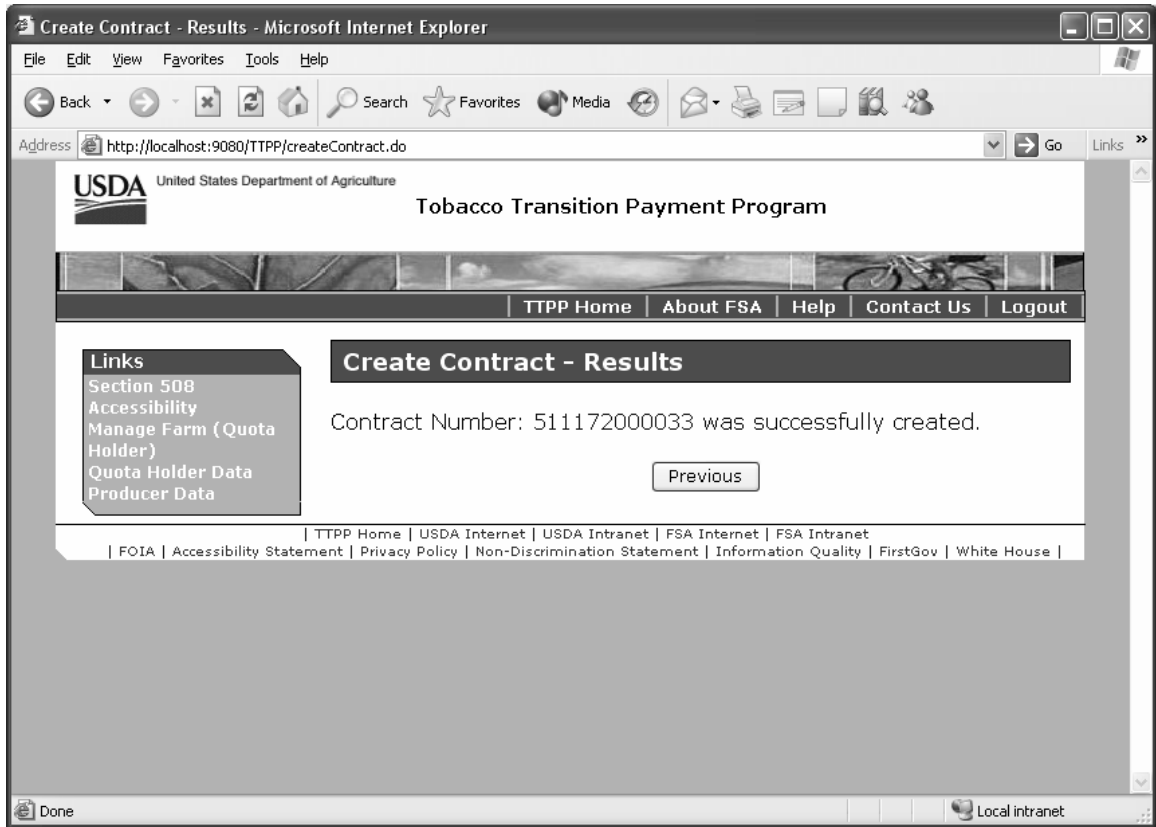
The Create Contract - Results Screen:

- informs the user that the **quota holder** contract was "successfully created"
- allows the user to:

    - proceed with the contract process

    - click "Previous" to return to the Quota Holder Inquiry/Maintenance - Summary Results Screen. See subparagraph 7 A.

To **proceed**, click on the **contract number**, such as "511172000033", and the View Contract - Results Screen will be displayed. See subparagraph C.

9 Creating and Updating eTTPP Contracts (Continued)

C Viewing Contract Results for Quota Holders

The following is an example of the **quota holder** View Contract - Results Screen that allows the user to perform the following contract functions:

- update
- cancel
- view in .PDF format.
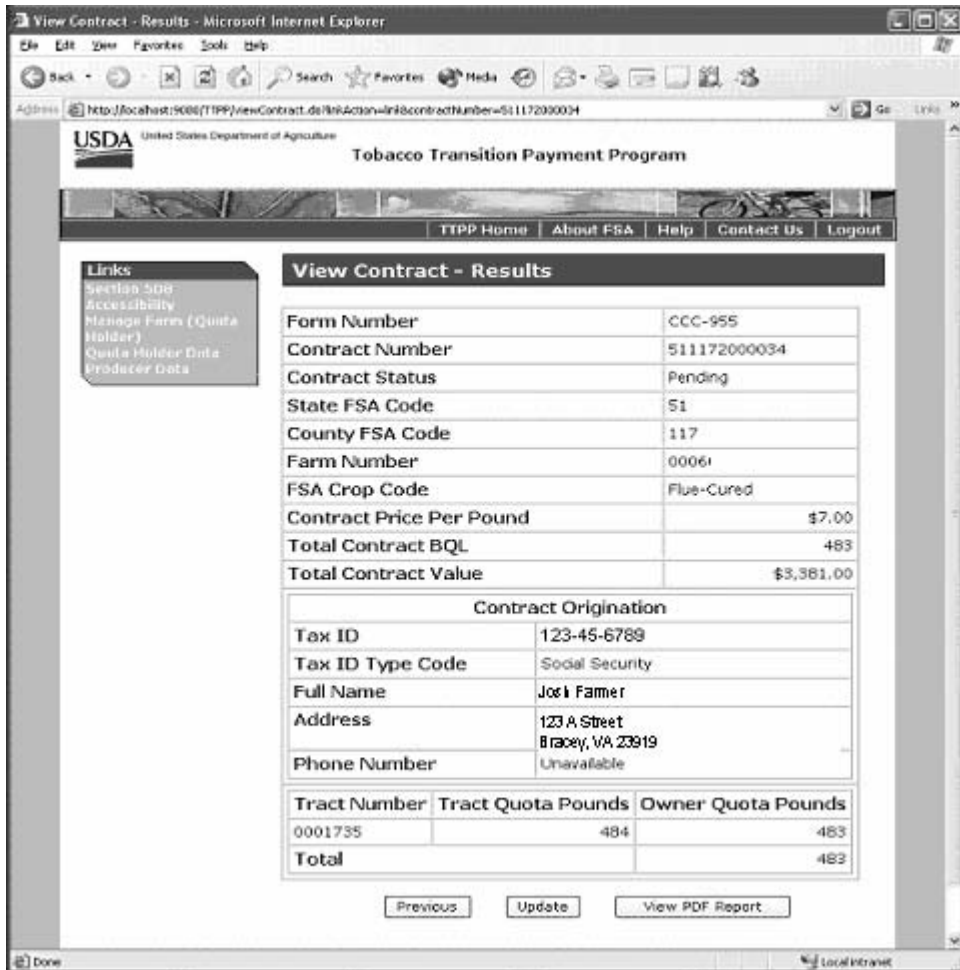
When the user clicks:

- **"Update"**, the Update Contract Screen will be displayed (subparagraph E)
- **"View PDF Report"**, a contract summary will be displayed (subparagraph D)
- **"Previous"**, a screen of additional summary data will be displayed.

9   Creating and Updating eTTPP Contracts (Continued)

D   Viewing PDF Report for Quota Holders

The following is a **partial** example of the **quota holder** "View PDF Report", which is an actual CCC-955.

CCC-955 (03-03-05) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Contract Number 511172000037	2. Farm Serial Number 0005
TOBACCO TRANSITION PAYMENT QUOTA HOLDER CONTRACT	3. Producer $7.00 Per Pound of Base Quota Level/10 Years	
	4. Contract Period FROM(MM-DD-YYYY): TO: 03-14-2005 09-30-2014	

NOTE: The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004 (the Act)). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR LOCAL FSA COUNTY OFFICE OR USDA SERVICE CENTER.

5. Basic Quota Level (BQL) By Kind Of Tobacco:

100

_____ lbs. Flue-Cured   _____ lbs. Virginia Sun-Cured

_____ lbs. Burley   _____ lbs. Fire-Cured

_____ lbs. Dark Air-Cured   _____ lbs. Cigar

This Contract is entered into between the Commodity Credit Corporation (CCC) and the undersigned tobacco quota holder (Participant). The Participant agrees to the terms contained in this Contract, including the Appendix to this Contract, entitled Appendix to CCC-955. Providing a false certification to the government is punishable by imprisonment, fines, and other penalties. All information provided herein is subject to verification by CCC. By signing below, the Participant acknowledges that a copy of the Appendix to CCC-955 has been provided to such person. The terms and conditions of this Contract are contained in this form CCC-955 and in the Appendix to CCC-955.

6. Participant Information:

A. Name and Address DARREL BONE 10617 CALLE DE ELENA CORRALES, NM 87048-8920 B. Telephone Number	C. Tax Identification Number *****5555

Important: To return to view **quota holder** contract results, click the browser **"Back"** button in the upper left corner. See subparagraph C. **The only time the "Back" arrow should be used in eTTPP is to move back from a PDF formatted report**.

9   Creating and Updating eTTPP Contracts (Continued)

E   Updating Contract for Quota Holders

The following is an example of the **quota holder** Update Contract Screen that allows the user to change the **contract status** to "Cancel", "Completed", "In Dispute", or "Pending". See paragraph 10.
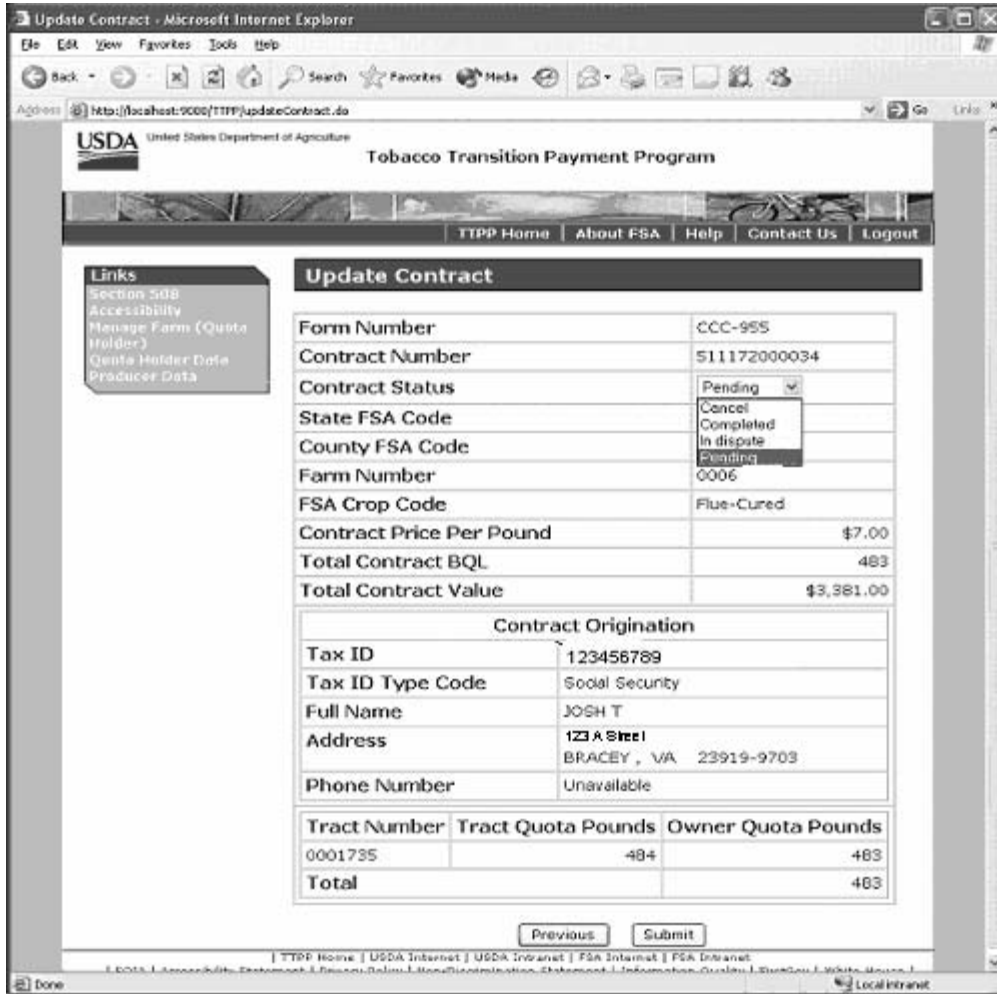
To:

- **update** a contract, make applicable selection from the dropdown box to the right of "Contract Status" and click "Submit" to update
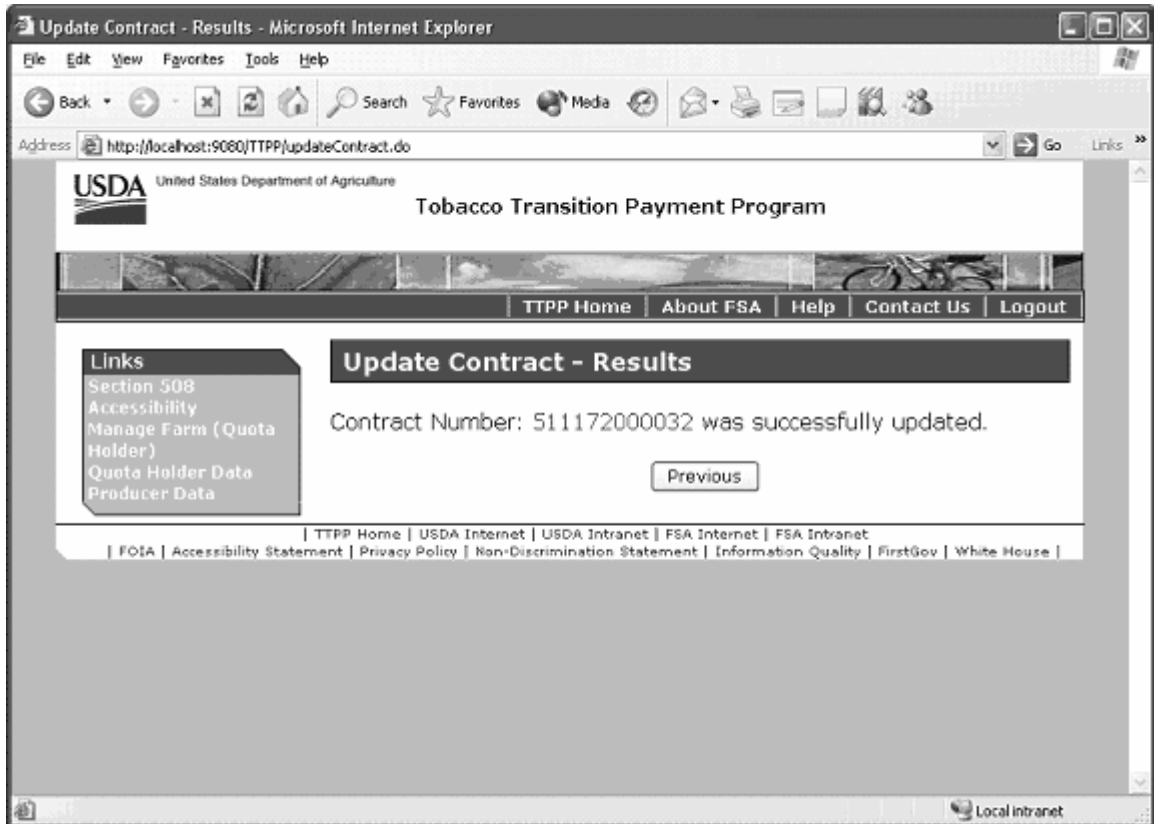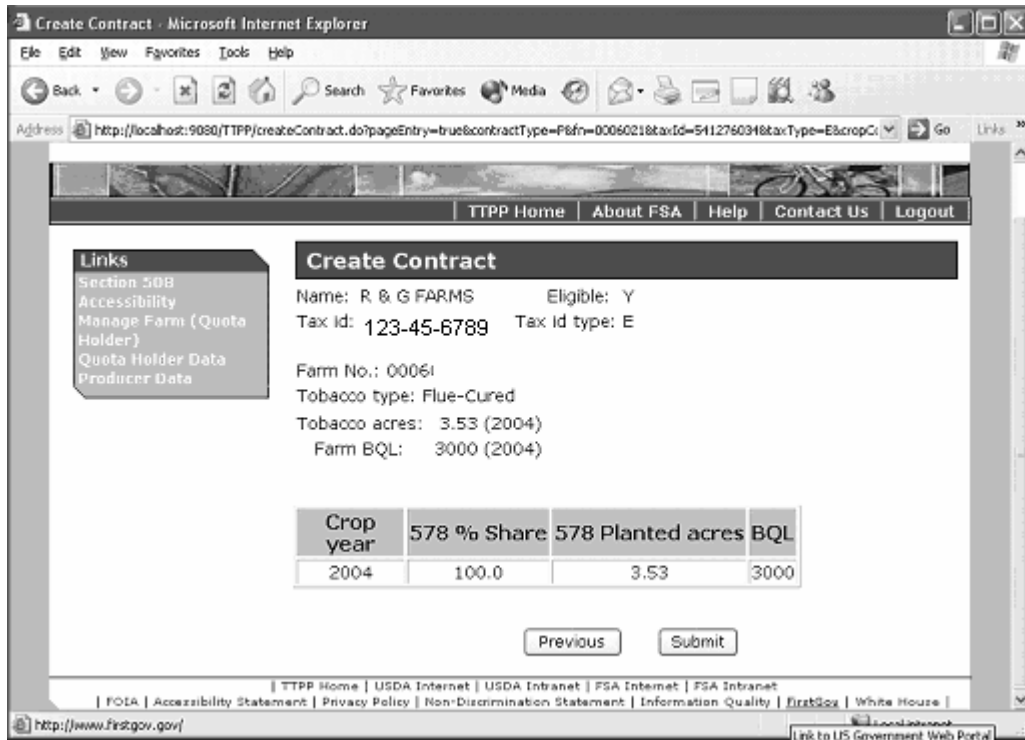
    Note: The Update Contract - Results Screen for **quota holders** will be displayed. See subparagraph F.

- return to the View Contract - Results Screen, click "Previous". See subparagraph C.

9   Creating and Updating eTTPP Contracts (Continued)

F   Updating Contract Results for Quota Holders

The following is an example of the **quota holder** Update Contract - Results Screen.

Click on:

- the **contract number**, such as "511172000032", and the user will be returned to view the **quota holder** contract results (subparagraph C)

- **"Previous"** to return to the Quota Holder Inquiry/Maintenance - Summary Results Screen. See subparagraph 7 A.

9   Creating and Updating eTTPP Contracts (Continued)

G   Creating Contract for Producers

The following is an example of the **producer** Create Contract Screen that will be displayed when the user clicks "**Create**" according to subparagraph 8 A.

Review the **producer** data **summarized** and to:

- **continue** with the contract process, click "Submit"

    Note: The Create Contract - Results Screen will be displayed.   See subparagraph H.

- **not continue** with the contract process, select the applicable option under "Links".   See the applicable paragraph based on the selection.

9   Creating and Updating eTTPP Contracts (Continued)

H   Creating Contract Results for Producers

The following is an example of the **producer** Create Contract - Results Screen that will be displayed when the user clicks "Submit" according to subparagraph G.
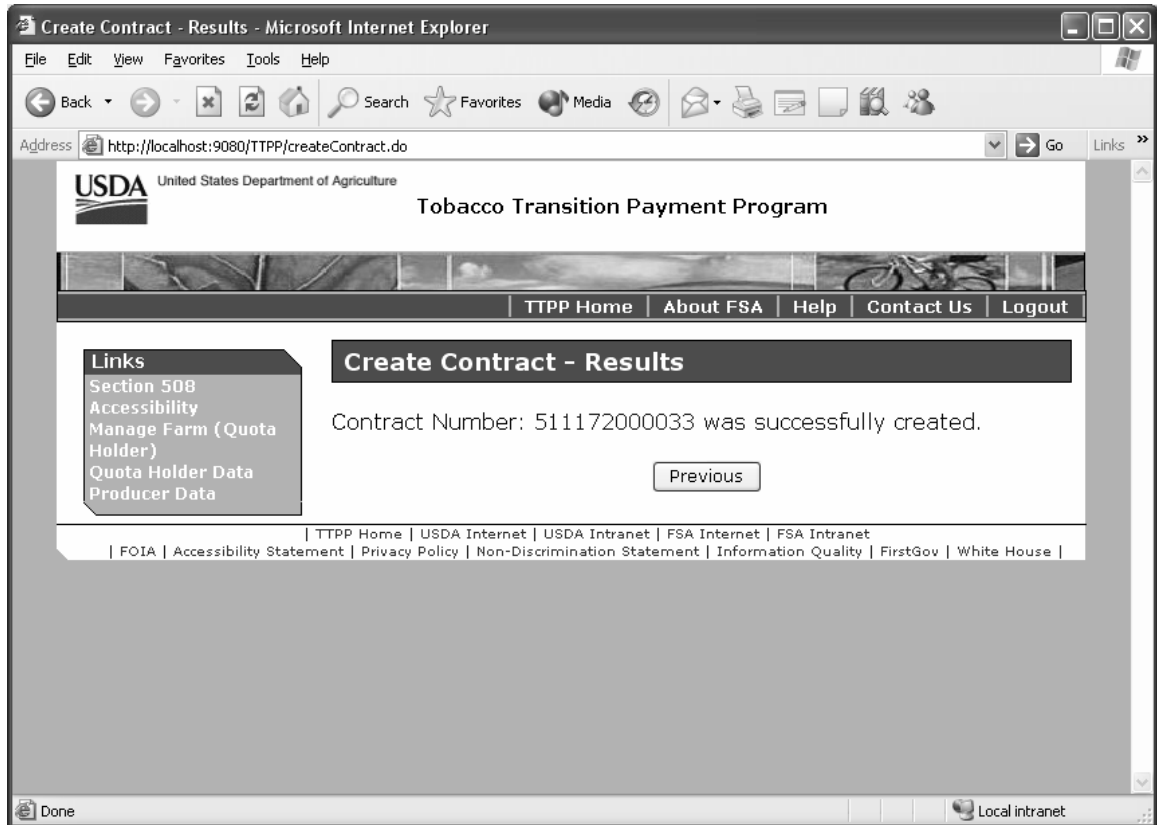
The Create Contract - Results Screen:

- informs the user that the **producer** contract was "successfully created"
- allows the user to:

  - proceed with the contract process

  - click "Previous" to return to the Producer Inquiry/Maintenance - Summary Results Screen. See subparagraph 8 A.

To **proceed**, click on the **contract number**, such as "511172000033", and the View Contract - Results Screen will be displayed. See subparagraph I.

9   Creating and Updating eTTPP Contracts (Continued)

I   Viewing Contract Results for Producers

The following is an example of the **producer** View Contract - Results Screen that allows the user to perform the following contract functions:

- update
- cancel
- view in .PDF format.
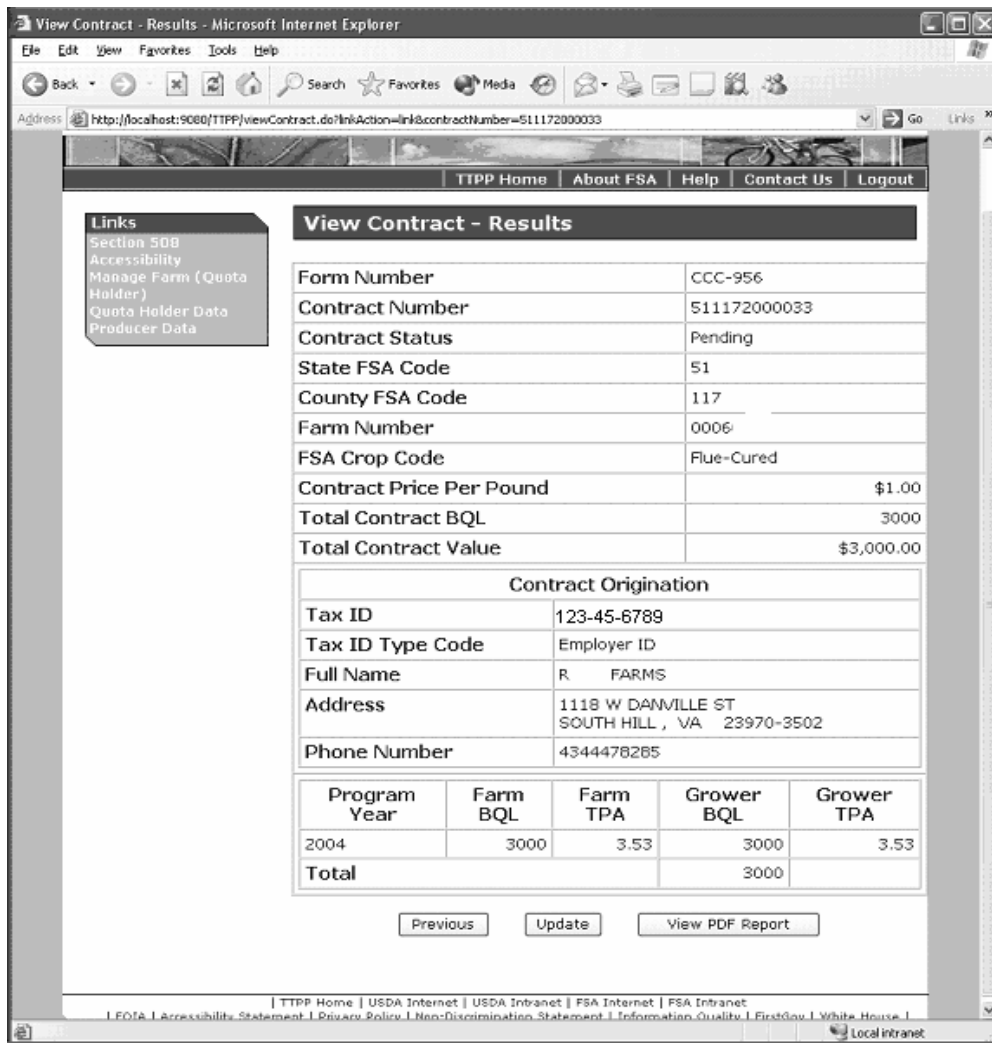
When the user clicks:

- **"Update"**, the Update Contract Screen will be displayed (subparagraph K)
- **"View PDF Report"**, a contract summary will be displayed (subparagraph J)
- **"Previous",** a screen of additional summary data will be displayed.

Note: The acronym "TPA" means tobacco planted acres.

9   Creating and Updating eTTPP Contracts (Continued)

J   Viewing PDF Report for Producers

The following is a **partial** example of the **producer** "View PDF Report", which is an actual CCC-956.

Important: To return to view **producer** contract results, click the browser "**Back**" button in the upper left corner. See subparagraph I. **The only time the "Back" arrow should be used in eTTPP is to move back from a PDF formatted report**.

9   Creating and Updating eTTPP Contracts (Continued)

K   Updating Contract for Producers

The following is an example of the **producer** Update Contract Screen that allows the user to change the **contract status** to "Cancel", "Completed", "In Dispute", or "Pending". See paragraph 10.
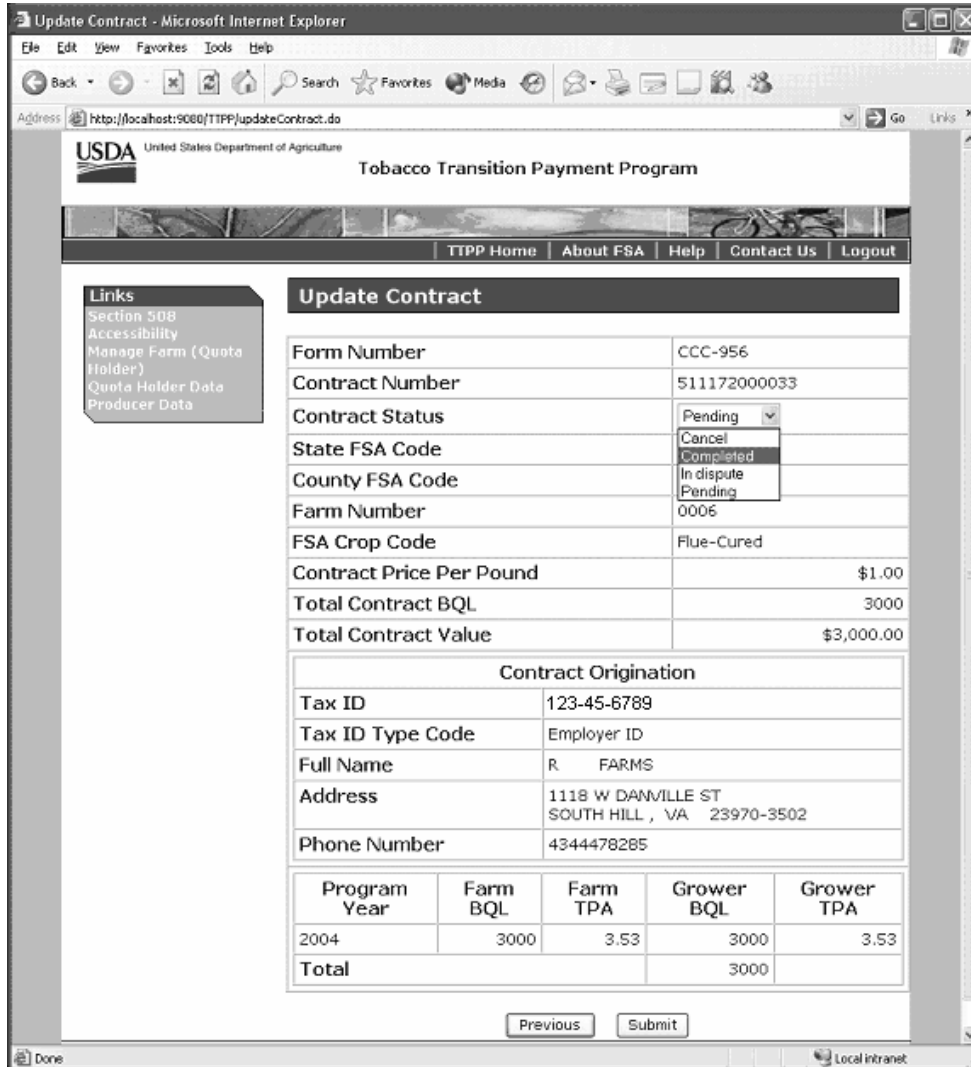
To:

- **update** contract, make applicable selection from the dropdown box to the right of "Contract Status" and click "Submit" to update

  Note: The Update Contract - Results Screen for **producers** will be displayed. See subparagraph L.

- return to the View Contract - Results Screen, click "Previous". See subparagraph I.
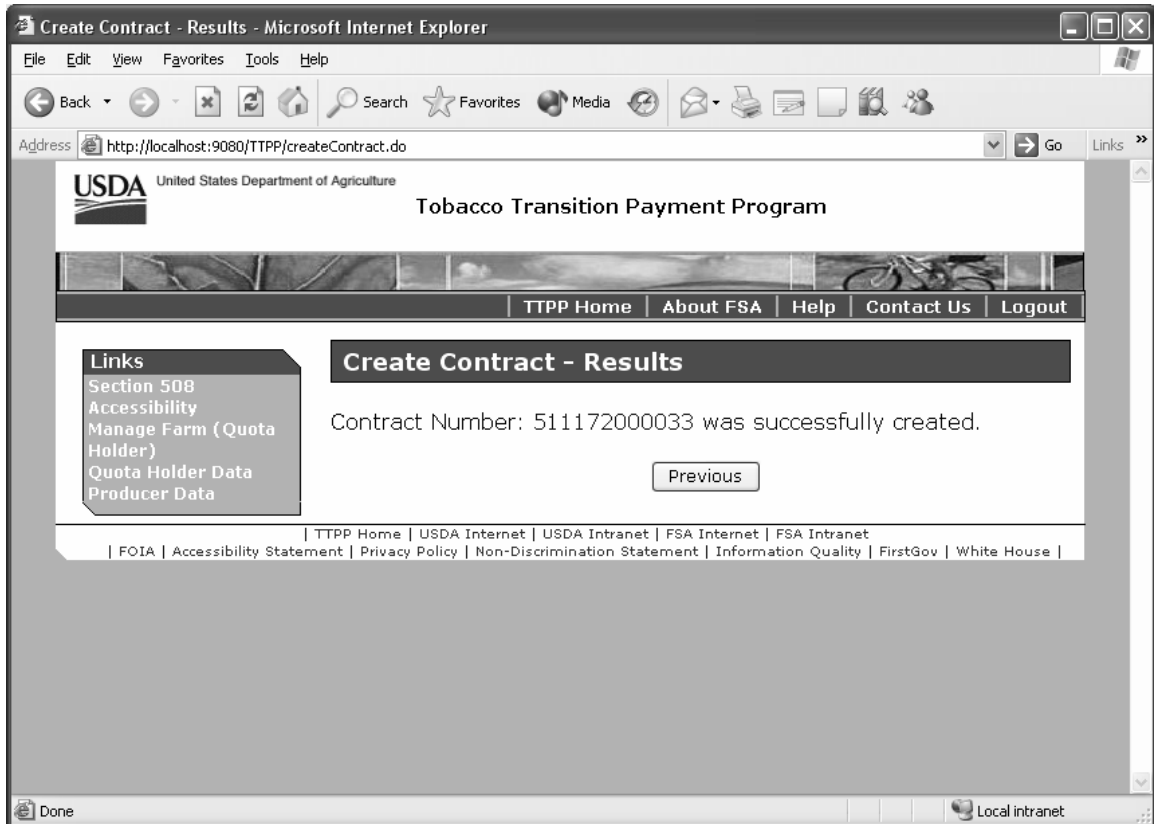
9   Creating and Updating eTTPP Contracts (Continued)

L   Updating Contract Results for Producers

The following is an example of the **producer** Update Contract - Results Screen that allows the user to:

- view the **producer** contract results (subparagraph I)
- return to previous pages.

Click on:

- the **contract number**, such as "511172000033", and the user will be returned to view the **producer** contract results (subparagraph I)

- "Previous" to return to the Producer Inquiry/Maintenance - Summary Results Screen. See subparagraph 8 A.

10   Contract Status

   A   Updating Contract Status for Quota Holders or Producers

   County Offices shall use the following contract status, as applicable.

   •   "Cancel" means to delete the contract from the automated system. The contract number cannot be re-instated.

   •   "Completed" means the quota holder or producer has signed the contract.

   •   "In dispute" means the contract data is in dispute. All quota holder or producer contracts on the farm must be "in dispute" if any party disputes the data. That is, 1 of 3 quota holders on a farm disputes the quota holder's BQL, then all quota holder contracts for this farm must be placed "in dispute" until all parties have agreed or administrative appeals have been exhausted and all claimants' shares determined.

   •   "Pending" means the contract data has been entered, but the contract has not been signed.