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

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

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

Approved by: Deputy Administrator, Farm Programs

1   Overview

A Background

The peanut EWR software was migrated to FSA's web-based EWR system beginning with crop year (CY) 2009. 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 EWR 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 for producers through a single peanut EWR provider, "EWR, Inc."

Note: Paper warehouse receipts are acceptable for requesting peanut MAL's and will be processed according to applicable Price Support handbooks and notices.

B Purpose

This notice provides instructions for the following:

- processing peanut EWR's for MAL and electronic Loan Deficiency Payments (eLDP's) using FSA's web-based EWR system

- handling preprocessed files submitted by peanut DMA's to their service County Office.

Disposal Date	Distribution
February 1, 2015	State Offices; State Offices relay to County Offices, Peanut CMA's, and DMA's

2   General Information

A   Definitions [7 CFR 735.3]

<u>Central Filing System (CFS)</u> means an electronic system operated and maintained by a provider, as a disinterested third party authorized by DACO, where information relating to warehouse receipts, U.S. Warehouse Act (USWA) documents, and other electronic documents are recorded is maintained in a confidential and secure fashion independent of any outside influence or bias in action or appearance.

<u>Electronic Warehouse Receipts (EWR's)</u> means a warehouse receipt authorized by DACO to be issued or transmitted under the USWA in the form of an electronic documents.

<u>Provider</u> means a person authorized by DACO, as a disinterested third party, that maintains one or more confidential and secure electronic systems independent of any outside influence or bias in action or appearance.

<u>Holder</u> means a person that has possession in fact or by operation of law of a warehouse receipt, USWA electronic documents, or any electronic document.

B   Functionalities

FSA's web-based EWR system shall be used by County Offices when producers apply for MAL or LDP 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 process or eLDP to complete the LDP request

  - release peanut EWR's when loans are liquidated

  - electronically transfer EWR's to 1 of the following:

    - previous holder, if EWR does not pass validation
    - new holders, after the loan is repaid
    - KCCO at forfeiture

- eliminates entering paper warehouse receipt-related data needed to complete price support MAL in APSS or LDP in eLDP system

- allows DMA service County Office to handle the preprocessed files submitted by DMA's when requesting MAL or LDP.

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 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 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.

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

    - producer name
    - warehouse code
    - commodity type
    - commodity class
    - EWR number
    - State where the peanuts were inspected.

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 Dan Schofer, at 202-690-2434, with questions on EWR provider responsibilities.

3   Responsibilities (Continued)

D   FSA County Office Responsibilities

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

- download and process EWR's for price support activity

- verify that the downloaded EWR that goes with the loan/eLDP request meets the loan/eLDP criteria

- transfer EWR's to APSS to complete the loan application

- transfer EWR to eLDP system 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.
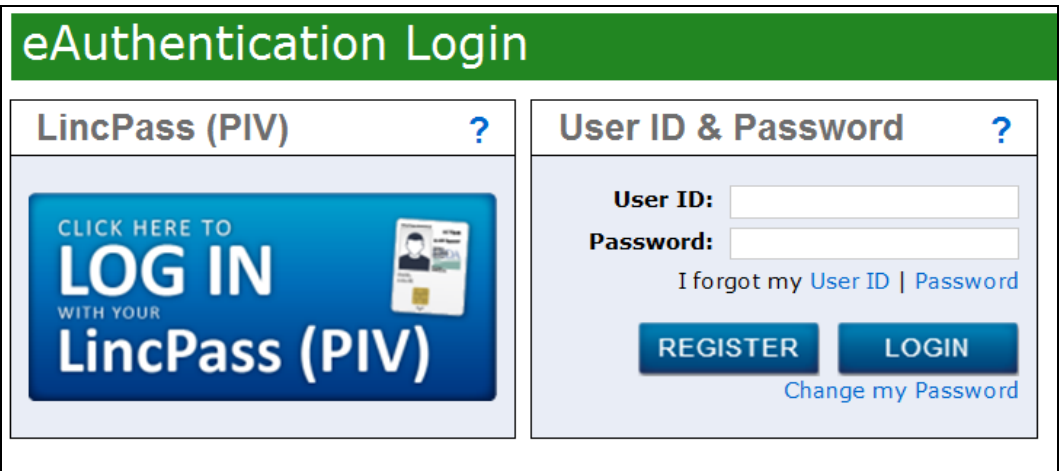
- print "printer-friendly pages" to file in the producer's loan/eLDP folder

- complete loan/eLDP applications using EWR's

- record liquidation transactions associated with loan in APSS **before** releasing EWR

- handle preprocessed DMA file, if applicable.

4   Using FSA's Web-Based EWR System

A   Accessing FSA's Web-Based EWR System

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

Step	Action
1	Access the FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa/applications.asp**. The Applications Page will be displayed.
2	Under **Applications Directory,** CLICK "**D-F**" to display the applications starting with letters D to F, then CLICK "**EWR – Electronic Warehouse Receipts**". **Note:** The application will be displayed under "**My Applications List**", if it has already been added to the list by the user.
3	The following eAuthentication Login Screen will be displayed to enter the appropriate credentials. Login. **Note:** Information on security operations, including eAuthentication, can be found at **https://www.eauth.usda.gov/mainPages/index.aspx**.

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

B Initial "View Receipts" Selection Option

After completing the eAuthentication login process, the following Screen EWR010, State, County, Commodity and Crop Year Selection Screen will be displayed. Under the EWR Applications Menu, the "**View Receipts**" option allows users to view EWR's for a specific commodity and CY, **before** accessing other EWR processing functions.

Select the applicable "**Commodity**" and "**Crop Year**" from the drop-down list options associated with the EWR to view and CLICK "**Submit**".

The following Screen EWR010 will be redisplayed to enter additional information.

Note: Under the EWR Applications Menu, additional menu options will be displayed based on the security role of the user.

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

B   Initial "View Receipts" Selection Option (Continued)

The user can elect to:

- continue by completing the information on Screen EWR010, and clicking " **Submit**"

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

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

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

- select another option under the EWR Applications Menu.

    Note: CLICK "**Change State, County, Commodity and Crop Year**" to perform other EWR functions.

C   State, County, Commodity, and CY Selections

Under the EWR Applications Menu, CLICK "**Change State, County, Commodity and Crop Year**"**,** to select the applicable State, county, peanut type, and CY to process, and CLICK "**Submit**", and the following Screen EWR000, Welcome to the Electronic Warehouse Receipts Program Screen will be displayed.

Multi-county users, including County Offices acting as CMA or DMA service County Office, shall use the "Change State, County, Commodity and Crop Year" option to switch to the applicable County Office.

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

D   EWR Applications Menu

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

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

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

5   "Request Receipts" Option

A   General Information

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

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

> **Note:** The ACRE program is **not** applicable to CY 2014 and subsequent CY's.

Notices LP-2199 and PS-724 provide additional information on CY 2014 MAL and LDP policies and procedures.

5   "Request Receipts" Option (Continued)

B Processing Request Receipts

The following table provides steps for requesting EWR's.

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

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

Step	Action
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.

5   "Request Receipts" Option (Continued)

C   Request Receipts Results

The following Request Receipts Results Screen will be displayed with EWR data retrieved from the applicable provider's system.

The upper portion of the Request Receipts Results Screen will display the:

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

*   file sequence number (FSN) assigned to the request.

Note: FSA's Web-Based EWR System assigns an 8-character alphanumeric FSN according to the following table.

Position	Format	Description	Comments
1-2	EW	Indicates that the file has EWR.	Constant indicator assigned to all EWR requests.
3	A to Z	CY indicator.	Starts with "A" for CY 2007 and is incremented by 1 for subsequent CY's; **CY 2014** shall be assigned the letter "**H**".
4-8	Number	Numeric file sequence counter.	Starts with "00001" each CY.
Note: See Exhibit 1 for the DMA preprocessed file naming system.				

5   "Request Receipts" Option (Continued)

    C   Request Receipts Results (Continued)

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

    D   Validating Requested EWR's

        Review the results of the request for accuracy and consistency with the loan or eLDP 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

Step	Action	
1	In the "**Receipt Number**" column, click the applicable EWR number to display the detail EWR data.	
	Note: EWR data is available with the "**Printer Friendly Page**" option.	
	IF…	**THEN go to step…**
	all EWR's are valid	4.
	at least 1 EWR was downloaded in error	2.

5 "Request Receipts" Option (Continued)

D Validating Requested EWR's (Continued)

Step	Action
2	On the following Request Receipts Results Screen, CLICK "**Return Receipt**" that corresponds to the EWR downloaded in error or with error. This will remove the EWR from FSN being processed.
3	A Confirm Return Receipts Screen will be displayed. After confirmation, the selected EWR will be returned to the provider and reset to its predownload status.
4	Process and complete FSN containing valid EWR's for transfer to APSS according to paragraph 6.

6 "Send Receipts to APSS" Option

A General Information

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

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

6   "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 resent to APSS to be available for processing in APSS.

Note: **A**ll 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	Under the EWR Applications Menu, CLICK "**Send Receipts to APSS**" to transfer the preprocessed file to APSS. The following Search Receipts to Send to APSS Screen will be displayed.
2	Click either of the following options, as applicable, to select the appropriate "**File Selection Criteria**": • "**All Files**", the list of all FSN's processed will be displayed, **including** preprocessed files that were previously transferred to APSS **Note:** When "**All Files**" is selected, preprocessed DMA files uploaded using DMA's upload (paragraph 11) will be displayed. • "**New Files**", the list of all FSN's processed that have **not** been previously transferred to APSS will be displayed.

6   "Send Receipts to APSS" Option (Continued)

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

Step	Action
3	From the "**File Seq Num/Producer**" drop-down list, select the applicable File Seq Number/producer to be transferred to APSS.
4	CLICK "**Next**", the following Send Receipts to APSS Screen will be displayed. **Note:** Under the "**Receipt Number**" column, click the specific receipt number to display the EWR data. A "**Printer Friendly Page**" option will be displayed.
5	CLICK "**Submit**" to transfer EWR's for selected FSN's 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.

7   Handling Preprocessed Data in APSS (Continued)

A   Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action

3	From the Price Support - Loan Making Menu, PLA000, ENTER "**9**", "**Warehouse Peanut Loans Using Preprocessed Data**", and PRESS "**Enter**".
	
	This is an example of Screen PLA000.
	
	`COMMAND                              PLA000                            M0`
	`PRICE SUPPORT - LOAN MAKING MENU`
	`--------------------------------------------------------------------------`
	
	`            1.   Farm Stored Regular Certified`
	`            2.   Farm Stored Regular Measured`
	`          * 3.   Farm Stored Reserve`
	`            4.   Warehouse Stored Regular`
	`          * 5.   Warehouse Stored Reserve`
	`            6.   Distress Certified`
	`            7.   Distress Measured`
	`            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`

4	The following Screen PLC09500 will be displayed. Enter FSN of the peanut preprocessed file that was transferred to APSS, which will be used to process the loan.
	
	`                    832-PEANUT MKTG LOAN SERV              PLC09500`
	`PRICE SUPPORT - LOAN MAKING              Version: AB32 08-29-14     3:17 Term IY`
	`--------------------------------------------------------------------------`
	` PEANUT PRODUCER                              CY     LOAN#      COMM`
	
	` Enter file name for peanut data   EWH00003`
	
	`Press "Enter" To Continue    Cmd7=End Of Job`

7   Handling Preprocessed Data in APSS (Continued)

   A   Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
5	PRESS "**Enter**". The producer's name associated with the transferred peanut EWR preprocessed file will be displayed.
6	ENTER "**Y**" or "**N**" to the question, "**Is this the correct file?**" **Note:** The producer name displayed after answering the question may **not** exactly match the SCIMS name and address record. APSS will process the loan for the person/entity displayed on the upper left hand corner of the screen and **not** the name shown on the completed preprocessed EWR file.
7	Continue with the warehouse-stored loan-making process according to Notice PS-724. Verify the prefilled information on the screen when completing the loanmaking process.

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

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

   B   LDP Processing Using Preprocessed Data

   All LDP requests must be processed using the eLDP system. **Do not** send the EWR's in the preprocessed file with "**Payment Type**", "**LDP**" to APSS. See subparagraph 12 for instructions on handling EWR for eLDP.

8   "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 list 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: • 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 reset to its predownload 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   "Releasing Receipts" Option (Continued)

B   Selecting EWR's to Release

This table provides steps for releasing EWR's.

Step	Action
1	Under the EWR Applications Menu, CLICK "**Release Receipts**" to access the release EWR's functions. The following Search Receipts for Release Screen will be displayed. From the drop-down lists, select the appropriate: • "File Sequence Number" • "Release Code & Reason". CLICK "**Next**" and the Search Receipts For Release Screen will be redisplayed with additional information. **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 list 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.

8   "Releasing Receipts" Option (Continued)

B   Selecting EWR's to Release (Continued)

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

8   "Releasing Receipts" Option (Continued)

B   Selecting EWR's to Release (Continued)

Step	Action
5	**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 following message will be displayed if the user attempts to release a paper receipt that has been repaid. CLICK "**Back**" to undo the selection and redisplay all EWR's for release. CLICK "**Continue**" to proceed with the release process. The following Confirm Receipts for Release Screen will be displayed.
6	CLICK "**Submit**" to complete the release process. The Release Receipts Results Screen will be displayed. The user will have the option to have a printer friendly format.
7	CLICK "**Printer Friendly Page**" to print the data and file the report in the loan/LDP folder.

9   "View Receipts" Option

A   General Information

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

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

* State
* county
* commodity
* CY
* warehouse code
* receipt number (optional with warehouse code)
* FSN.

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

9 "View Receipts" Option (Continued)

B Selecting Receipts to View

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

Step	Action
1	Under the EWR Applications Menu, CLICK "**View Receipts**" and the following View Receipts Screen will be displayed to access the view receipt functions. Select the applicable "**Warehouse Code**" or "**File Sequence Number**" option from the drop-down lists, type in the receipt number, if desired (this is optional), and CLICK "**Submit**".
2	The following Select Receipts for View Screen will be displayed.

9   "View Receipts" Option (Continued)

B   Selecting Receipts to View(Continued)

Step	Action
3	Click the applicable button to select "**View Type**", as follows: • "**FSA**", to view EWR's and paper receipts, if applicable • "**Provider**", to view EWR's in the Provider system. **Note:** Paper warehouse receipts may be viewed using the "**FSA**" view type only. If "**View Type**", "**Provider**" is selected, an error message will be displayed.
4	Under the "**Receipt Number**" column, click the receipt number to be viewed. The EWR data will be displayed. The following is an example of "**View Type**", "**FSA**".
5	CLICK "**Back**" to return to the Select Receipts for View Screen.

C   Viewing Reports

Under the EWR Applications Menu, the "View Report" option [Don't see this option.] will provide PSD and authorized State Office users the ability to view the list of EWR's and detail EWR data of EWR's with the following status:

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

10   Reconcentrating Warehouse-Stored Loans Using EWR's

A   General Information

8-LP, Part 6, Section 3 provides guidelines on reconcentrating loan collateral. Currently, APSS does **not** have the ability to process a warehouse-to-warehouse transfer using EWR's automatically. Warehouses electing to issue EWR's on the peanuts being reconcentrated shall complete the reconcentration process according to this paragraph in addition to the provisions in 8-LP.

B   Releasing EWR's

After CCC-699 approval, County Offices shall:

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

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

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

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.

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

   D   Processing Replacement EWR's

   After notification is received from 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

   Use the correction process to according to 12-PS to reverse the original loan and reprocess the new loan using the replacement receipt. If applicable, record any loan repayment associated with the original loan.

   F   Releasing Replacement EWR's

   When the outstanding quantity is repaid during reconcentration, record the repayment in the normal manner. County Offices shall release replacement EWR's that have been repaid according to paragraph 8 using "Release Code", "**2 - Repayment of Receipts**".

11   Handling Preprocessed DMA Files

   A   General Information

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

   - prepare the file according to FSA specified requirements in Exhibit 1

   - e-mail the preprocessed file with the loan application to the DMA service County Office contact in Exhibit 2.

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

   - validate the preprocessed file according to 1-CMA and all other requirements for processing peanut loans and LDP's

   - use FSA's web-based EWR system according to this notice

   - notify DMA of errors in the preprocessed file

   - complete and disburse DMA loan applications in APSS

   - complete and disburse LDP applications using eLDP.

   Peanut DMA's shall be responsible for initiating corrections to errors in EWR's.

   B   Preparing DMA Preprocessed Files

   DMA's shall **separate** the preprocessed files using paper warehouse receipts from preprocessed files 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 be grouped together according to subparagraph 5 A.

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.
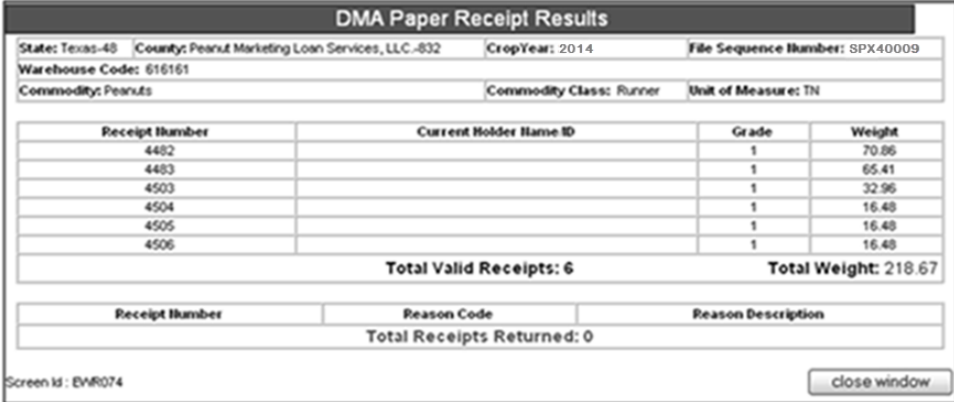
Step	Action
1	Print e-mail received with DMA loan/LDP application. Keep a copy of the e-mail in DMA's loan folder.
2	Create CY-specific folder named, "**F:\Application Data\yyyy Peanut EWR**", where "yyyy" is the applicable CY. **Example: F:\Application Data\2014 Peanut EWR**, for CY 2014 preprocessed files.
3	Save the preprocessed file attachment to the folder that was created.

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	Access FSA's web-based EWR system according to paragraph 4. **Note:** DMA service County Offices have the "DMA's Upload" option listed under the EWR Applications Menu.
2	Under the EWR Applications Menu, CLICK "**DMA's Upload**" and the following Select Upload File for DMA Screen will be displayed.
3	CLICK "**Browse**" and select the applicable preprocessed file to upload.
4	CLICK "**Upload**". If the selected preprocessed file has paper receipts, the following DMA Paper Receipt Results Screen will be displayed. **Note:** DMA files using EWR may be viewed using either "View Type", "**FSA**" or "**Provider**". DMA paper warehouse receipts may be viewed using **only** "View Type", "**FSA**".

11   Handling Preprocessed DMA Files (Continued)

F   Viewing DMA Receipts

Before sending the preprocessed electronic file to APSS, users shall view the receipts to ensure that the requirements are met according to subparagraph 5 A. Preprocessed paper warehouse receipt files are sent automatically to APSS, so paper warehouse receipt data can be viewed after the transfer process has been completed. 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 "View Type", "**FSA**" **only**. The following View Receipts Screen will be displayed to select the paper warehouse receipt to view. After making selections as applicable, CLICK "**Submit**" to select the file to view.

The following Select Receipts for View Screen will be displayed. Under the "**Receipt Number**" column, click the receipt number to view receipt details.

11   Handling Preprocessed DMA Files (Continued)

F   Viewing DMA Receipts (Continued)

The following is an example Screen EWR054 Report of Paper Receipt View As of….

Report of Paper Receipt View As of 10/29/2014

Electronic Warehouse Receipt

File Sequence Number: SXP40025	Crop Year: 2014	Warehouse Code: 72999	Rcpt Number : 2081	License Type Code: US	License Number 6-0263	Negotiable Rcpt Y	Insured Y
Paper Number 2061	Pri Unit of Measure: TN	Pri Gross Unit: 33.53	Pri Net Units: 33.02	Warehouseman is Depositor:	Sec Unit of Measure: LB	Sec Gross Unit: 0	Sec Net Units: 66049
Merged Warehouse: N	FSA Status: Sent To APSS	FSA State Code: 48	FSA County Code: 832	Date Rcpt Issued: 10/20/2014	Release Reason:	Date/Time Last Changed: Monday, October 20, 2014 8:27:50 AM CST	Delivery City:
Warehouse Name: 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: 4701	Storage Start Date: 10/20/2014	Prepaid in Charges: 0	Prepaid Out Charges: 0	Storage Charge: 0	Date Storage Paid Thru: 07/31/2015
Grade: 1	Graded:	Class: SPW	Commodity: PEANUTS	Receiving Chrg Paid Ind: N			

Electronic Warehouse Receipt Classing

Loose Shelled Kernel (LSK) Tons: 0.51	LSK Pounds: 1,019	Total Tons: 33.53	Total Pounds: 67,068	Moisture: 9	Total Damage Kernel Pct (Pct): 0	Foreign Material (FM) Pct: 3.69	Virginia ELK Pct: 0
Virginia Fancy Pct: 0	Valencia Cracked Pct: 0	Valencia Discolored Pct: 0	Total KRS : 0	SMKRS Pct: 70	Sound Splits (SS) Pct: 2.43	Total SMK Pct: 72.43	Other Kernels (OK) Pct: 4.57
Damaged Split Pct: 0	Total Kernel Pct: 79.43	Hull Pct: 23	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:			

[Back]   [Printer Friendly Page]

Screen Id : EWR054

11   Handling DMA Preprocessed Files (Continued)

G   Sending Preprocessed DMA Files to APSS

Send the preprocessed file to APSS according to the following table.

Step	Action
1	Under the EWR Applications Menu, CLICK "**Send Receipts to APSS**" and the following Search Receipts to Send to APSS Screen will be displayed. Complete the process according to paragraph 6. **Note:** The preprocessed DMA file will be displayed when users do the following: • for "**File Selection Criteria**", CLICK "**All Files**" • from the "**File Sequence Num/Producer**" drop-down list, select the applicable preprocessed file to send to APSS.

11   Handling DMA Preprocessed Files (Continued)

   G   Sending Preprocessed DMA Files to APSS (Continued)

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

   H   Releasing Paper Warehouse Receipts Included in Preprocessed DMA Files

   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 by the State and County Office that downloaded EWR and will block other users from using the same EWR to request for another MAL or LDP.

12   Processing eLDP Using EWR (Continued)

    A General Information (Continued)

The eLDP requestor using EWR **must** provide the warehouse code and EWR numbers that go with the eLDP application to the County Office. The eLDP system will retrieve the EWR's based on the information specified in the eLDP request, and will add the quantity from EWR's that were successfully downloaded. The resulting quantity shall be used to complete the eLDP application. Access eLDP according to the following table. See 15-PS for additional information on processing eLDP request.

Step	Action
1	Access the FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa/applications.asp**. The Applications Page will be displayed.
2	Under **Applications Directory,** CLICK "**D-F**" to display the applications starting with letters D to F, then CLICK "**eLDP, Electronic Loans Deficiency Payments**".
3	Login using eAuthentication using LincPass or user ID and password.

    B Adding EWR to eLDP Request

Users must complete the eLDP preprocessing requirements according to 15-PS, Part 2, **before** processing the eLDP request. If producer is using EWR with the application, on the following Screen ID eLDPApplMain01, under the Applications Menu, CLICK "**Add EWR**".
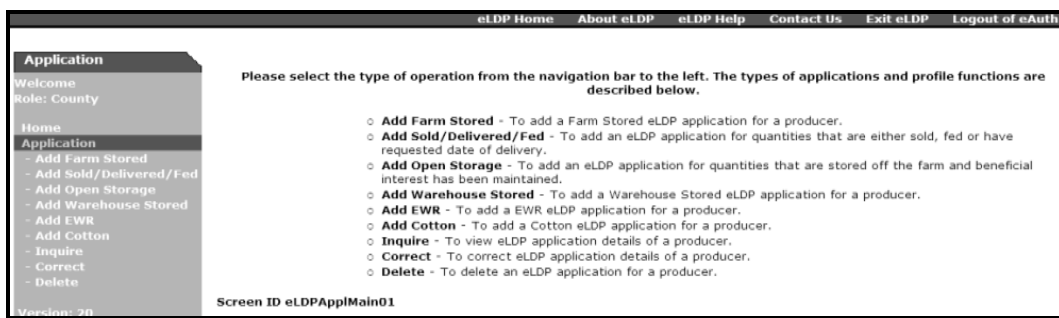
If the user is a CMA or DMA Service Center, the following screen will be displayed.
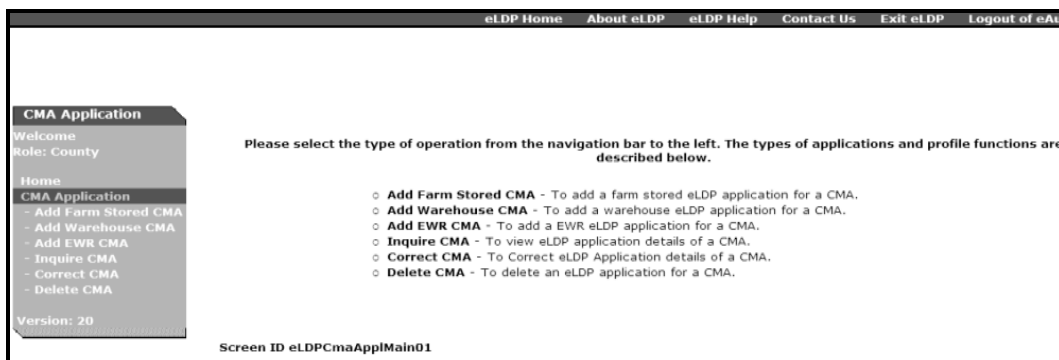
12   Processing eLDP Using EWR (Continued)

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, the following Screen ID eLDPApplPayInfo2, Part B, "Producer Payment Information" section will be displayed. Enter 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.

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

Line#	Warehouse Receipt#	Quantity (Cwt.)	EWR Message	
1				Clear
2				Clear
3				Clear
4				Clear
5				Clear
	Rows to add: 1 ⌄ Add Rows			
	Get EWRs Back Cancel Help			

Screen ID eLDPApplPayInfo02

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

- "**Back**" to return to the Storage Location Screen to correct warehouse code entry

- "**Edit**" to return to the previous page that allows user to add/remove EWR's that were previous entered

- "**Calculate**", if there are no errors in the entry.

EWR Quantity Information

Warehouse Receipt#	Quantity (Cwt.)	EWR Message
1861	123.45	Downloaded
Calculate Edit Back Cancel Help		

Screen ID eLDPApplPayInfo02

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

On the following Screen ID eLDPAdminMain01, the Administrative Menu has been enhanced to handle EWR-related functionality.

Screen ID eLDPAdminMain01
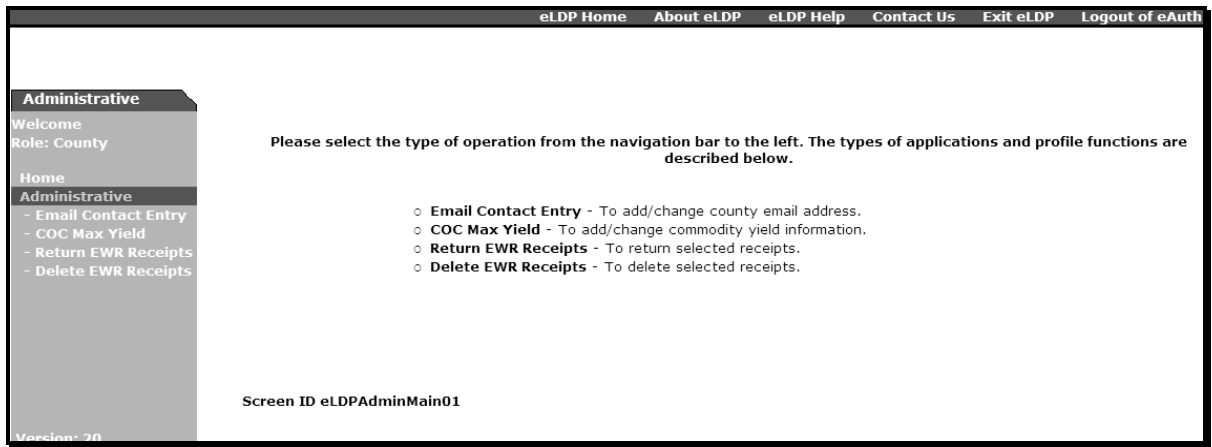
The option to:

- "**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 EWR Receipts and allow the user to return EWR to the Provider. EWR will be reset to its predownload status and will be available for redownload 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 Delete EWR Receipts and allow the user to remove EWR from the eLDP system.

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

- 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 CY. 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:

- VCE40001.DAT would be the first 2014 CY file using **EWR**
- VCP40020.DAT would be the twentieth 2014 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 CY.	14
8	5	Numeric	Right	FSN 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 CY. This number **must** remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "**A**".	A
14	17			Space fill.	
31	5	Alpha	Left	ENTER "**PNUT**".	PNUT
36	3	Alpha	Left	Peanut type code; **must** be "**RUN**", "**VAL**", "**VIR**", "**SPE**", or "**SPW**".	RUN
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-Numeric	Left	Preparation code. **Note:** For loan/LDP based on: • paper receipts, use code "**2P**" • EWR, use code "**2E**".	2P
47	33	Alpha	Left	Enter the producer name; free form text.	John T. Logan

Preprocessed File Specifications (Continued)

B   Header Record Format (Continued)

Position	Size	Type	Justified	Explanation		Example
80	1	Numeric	Right	Indicate either payment type as follows: • "**1**" for loan • "**2**" for LDP.		1
81	2	Alpha	Left	License type code. Enter 1 of the following: • "**US**" for Federal license • "**NL**" for nonlicense • the standard 2 letter postal abbreviation (such as TX for Texas) for State-licensed warehouses.		US
83	2	Numeric	Right	Numeric State code where peanuts were inspected.		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...**	
				EWR's	the number of EWR records.	0000
				paper receipts	zeros.	
250	4	Numeric	Right	EWR's	zeros.	0004
				paper receipts	the number of paper receipt records.	
254	1			Space fill.		
255	1	Numeric	Left	**IF using...**	**THEN enter...**	
				EWR's	• "**1**" for loan • "**2**" for LDP.	
				paper receipts	space fill.	
256	1	Numeric	Right	EWR's	"**1**"	3
				paper receipts	"**3**".	

Preprocessed File Specifications (Continued)

C Receipt Record Format

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

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of the CY.	14
8	5	Numeric	Right	FSN 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 CY. This number **must** remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "**W**".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt. This **must** be numeric and have **no** duplicates within the file.	00076362
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in "**CCYYMMDD**" format.	20140913
39	8	Numeric		Date storage starts. Enter in "**CCYYMMDD**" format.	20140913
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. **Note:** If no storage has been paid, the "date storage starts" shall be on entered on the receipt.	20141231
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 CY.	14
8	5	Numeric	Right	FSN 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 CY. This number **must** remain consistent throughout the entire file.	40001
13	2	Alpha	Left	ENTER "**ZZ**".	ZZ
15	4	Numeric	Right	ENTER "**9999**".	9999
19	12			Space fill.	
31	4	Numeric	Right	Enter total number of receipts records in the 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, LLC	Southampton, Virginia	**beth.francis@va.usda.gov**	Beth Francis Phone: 757-653-2532 Ext. 113