

FD 101 DAY 2

Expectations



- **Systems Background - PCIMS & ECOS**

- **ECOS system**



- **12 Step Order Cycle**



- **Delivery Order Status**



- **Entitlement management**

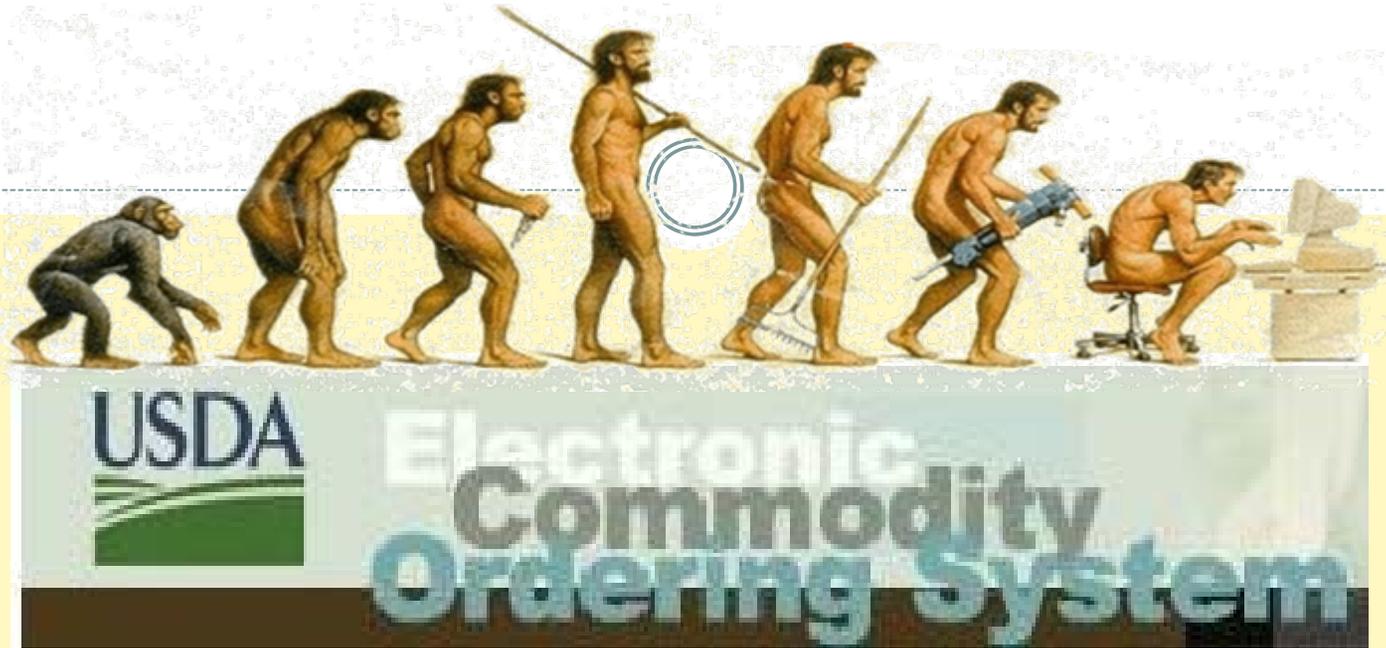
- **Agriculture Markets**

The 12 Steps of a Delivery Order



Peggy Cantfil, Operations Branch Chief
Todd Griffith, Systems Branch
Janice Fitzgerald, Systems Branch

Food Distribution Division
Food and Nutrition Service
Alexandria, Virginia

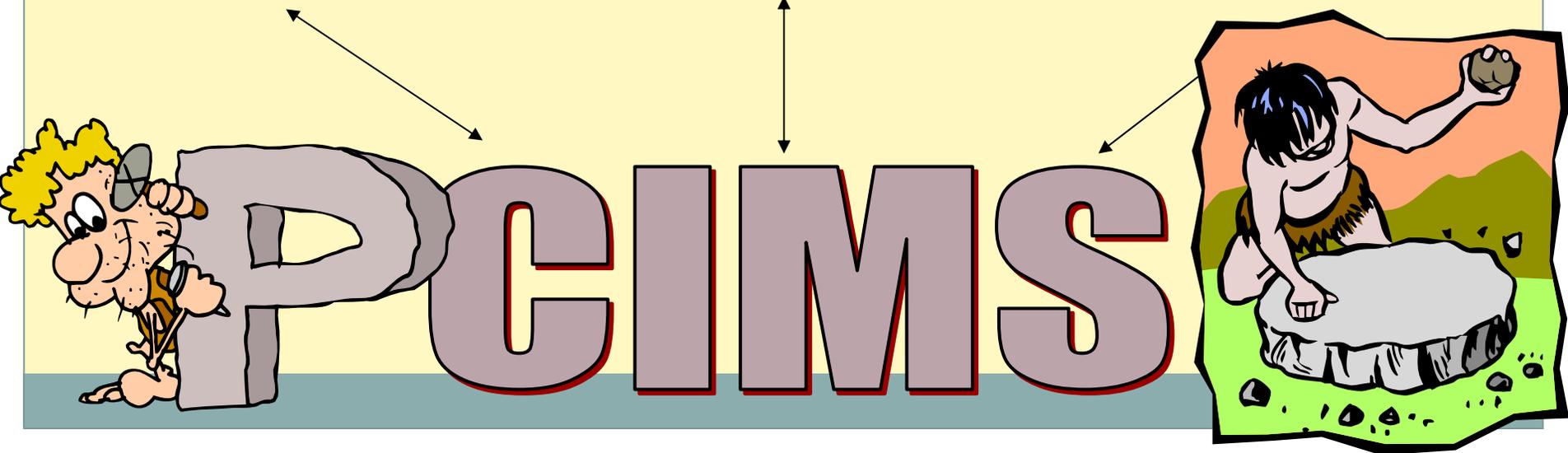
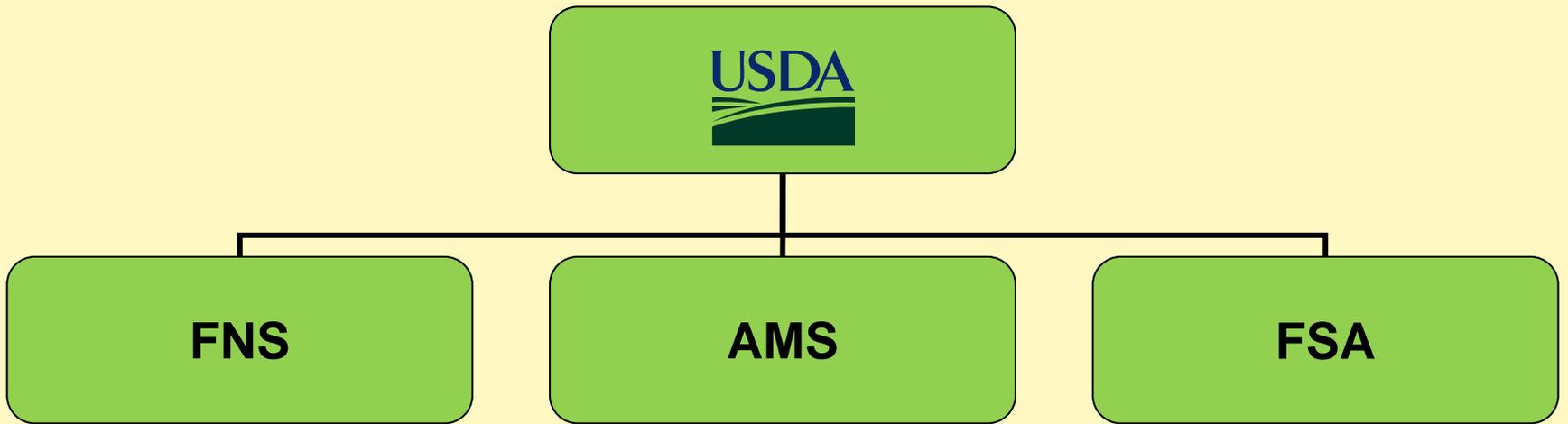


**Processed
Commodities
Inventory
Management
System**

**Web Based
Supply Chain
Management**



Tri-Agency System For Commodity Ordering & Procurement



FNS - Food and Nutrition Service



Food Distribution Division

- **Purchase Planning**
- **Offers/Surveys and Foods Available List**
- **Review Delivery Orders**
- **Create Invitations to Bid**
- **Monitor funding and entitlements**
- **Change orders and contract amendments**
- **Account for and reconcile funding**
- **Advocate for recipient agencies and States**

AMS - Agricultural Marketing Service



Group A Surplus Removal: Meat/Poultry/F&V

- **Procurement Branch**
 - **Market analysis**
 - **Issue invitations & analysis bids**
 - **Contracting office – Contract amendments**
 - **Monitor vendor performance – complaint follow up**
- **Grading and Standardization Branches**
 - **Technical product experts**
 - **Develop specifications**
 - **Grading of purchased & processed commodities**

FSA – Farm Service Agency



Price Support Group B: Grain, Dairy, Peanut and Oil Products

- **Washington D.C. – Headquarters**
 - **Policy, Specifications and Program Development**
- **Kansas City Commodity Office – KCCO**
 - **Create & issue invitations**
 - **Analyze Bids & award contracts**
 - **Administer Contracts for ALL commodities**
 - ✦ **Issue Notice to Deliver**
 - ✦ **Police Contracts – Late Delivery Reporting**



Electronic Commodity Ordering System

- **State ECOS system feeds orders to PCIMS & tracks State entitlement – web based**
- **ECOS is also a State-to-recipient agency commodity request & entitlement tracking system**

FNS – 7 Destination data sheets



- **FIRST...where to stick it?**
- **Do you have current FNS 07's?**
i.e. Destination Data Sheets for your receiving organizations
- **KCCO – Bev Cravens!**
- **Food distribution Form website**
<http://www.fns.usda.gov/fdd/forms/Default.htm>

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE
**DESTINATION DATA FOR DELIVERY OF
 DONATED FOODS**
 FNS Instruction 709-5

TYPE OF ACTION

 NEW CHANGE DELETE**SEE INSTRUCTIONS ON REVERSE**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average .5 hour 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.

| | | | | | |
|---|--|---|--|---|--|
| 1. NAME OF STATE DISTRIBUTING AGENCY | | 2. DESTINATION (CITY) RECEIVING POINT | | 3. STATE IN WHICH DISTRIBUTING AGENCY IS LOCATED | |
| 4. CONSIGN TO | | 5. CARE OF (Please provide Fax No. and E-mail address if available) | | | |
| ENTITY NO. | | | | | |
| 6. DELIVER TO (Street address, team track, warehouse, etc. Please provide Fax and E-Mail address if available) | | | | | |
| A. FOR RAIL DELIVERY | | | LIMITATIONS | | |
| B. FOR TRUCK DELIVERY | | | LIMITATIONS | | |
| 7. SHIP BY (Shipment may be made by rail or truck unless one of the following is checked) | | EXPLANATION OF NEED FOR THE RESTRICTION SHOWN | | | |
| <input type="checkbox"/> RAIL ONLY <input type="checkbox"/> TRUCK ONLY | | | | | |
| 8. TITLE AND ADDRESS ONLY OF PERSON TO WHOM THE FORWARDING NOTICE AND DISTRIBUTION AGENCY CONSIGNEE RECEIPT (Form MP-209A) SHOULD BE SENT | | | 9. TITLE AND ADDRESS ONLY OF PERSON TO WHOM THE NOTICE OF SHIPMENT SHOULD BE SENT | | |
| 10. OUTLET(S) SERVED | | | | | |
| <input type="checkbox"/> NUTRITION PROGRAM FOR THE ELDERLY (NPE) | | <input type="checkbox"/> CHARITABLE INSTITUTIONS | | <input type="checkbox"/> CHILD AND ADULT CARE FOOD PROGRAM (CACFP) | |
| <input type="checkbox"/> COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) | | <input type="checkbox"/> SUMMER FOOD SERVICE PROGRAM | | <input type="checkbox"/> FOOD DIST. PRGM ON INDIAN RESERVATIONS (FOPIR) | |
| <input type="checkbox"/> EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) | | | | <input type="checkbox"/> SUMMER CAMPS <input type="checkbox"/> SCHOOLS | |
| | | | | <input type="checkbox"/> OTHER (Specify) _____ | |
| IF DESTINATION IS A WAREHOUSE, COMPLETE ITEMS 11 THROUGH 14 | | | | | |
| 11. TYPE OF WAREHOUSE | | | 12. IF COMMERCIAL WAREHOUSE DELIVERY ACCEPTABLE BY | | |
| <input type="checkbox"/> STATE OWNED AND OPERATED <input type="checkbox"/> COMMERCIAL | | | <input type="checkbox"/> TRANSFER OF TITLE <input type="checkbox"/> LOCAL PICKUP | | |
| 13. TYPE(S) OF STORAGE PROVIDED | | | 14. HANDLING OF PERISHABLE FOODS (Check one) | | |
| <input type="checkbox"/> DRY <input type="checkbox"/> REFRIGERATED <input type="checkbox"/> FREEZER | | | <input type="checkbox"/> SHIPMENT ALWAYS ENTIRELY UNLOADED AND PLACED IN STORAGE <input type="checkbox"/> PART OF SHIPMENT ALWAYS OR SOMETIMES DISTRIBUTED FROM CAR OR WAREHOUSE PLATFORM | | |
| The above information is true and correct to the best of my knowledge and belief. | | | | | |
| 15. DATE | | | 16. SIGNATURE OF AGENCY REPRESENTATIVE | | |

DESTINATION

DISTRIBUTING AGENCY - Send a fax/copy to the Food and Nutrition Service Regional Office.

FNS REGIONAL OFFICE - Send a fax/copy to the Kansas City Commodity Office.



Electronic Commodity Ordering System

ECOS Set up and Administration

Administration

Click on an available menu link below for the action you wish to perform.

Organization

[View/Edit Users](#)

[Create New User](#)

[Delete Users](#)

[View/Edit \(SDA\) Organization Profile](#)

[Activate/Deactivate Delivery Location](#)

User Maintenance.

SDA Processors

[View/Edit Processors](#)

[Create New Processor](#)

[Delete Processors](#)

[Assign Catalogs](#)

State Processor
Maintenance.

SDA Recipient Agencies

[View/Edit Recipient Agencies](#)

[Create New Recipient Agency](#)

[View/Edit Co-ops](#)

[Create New Co-op](#)

Recipient Agency
Maintenance.

Messaging

[View/Edit Broadcast Messages \(0 on record\)](#)

[Create New Broadcast Message](#)

[Delete Broadcast Messages \(0 on record\)](#)

[Email](#)

Communications.

View SDA Profile

This is the profile for the **State Department of Education**. To update this profile select the "Edit" link in the appropriate section. Click the "Back" button to return to the previous screen.

General Information

State Distributing Agency Name: Alabama Department of Education

State Distributing Agency Code: 101

State: AL

Region: 03

Assigned Program(s): Child and Adult Care Food Program(CACF)
Emergency Food Assistance Program(EFAP)
Schools(SCH)
Summer Food Service Program(SFSP)

Contact Information

No contacts found

[Create New Contact](#)

Catalog Preferences

Round Survey Requisitions are due: 0 days prior to FNS orders

Group B Survey Requisitions are due: 0 days prior to FNS orders

Presurvey due date: No Presurvey Date (mm/dd/yyyy)

Presurvey Requisitions are due: 0 days prior to FNS orders

Initial Requisition Delivery Location: None Selected

[Edit](#)

RA Entitlement Preferences

Email Notification: On for Percentage of Entitlement: 110 and Over

Prevent RA Ordering: Off

[Edit](#)

Entitlement Information

[All](#) [2009](#) [2006](#)

Organization Administrators

| | | |
|---|--|---|
| Name: Jay Tester5 Role(s): System Admin Org Admin Email: Phone: 777-777-7777 Ext: | Name: Jay Tester4 Role(s): System Admin Org Admin Email: javad_dar@sra.com Phone: 777-777-7878 Ext: | Name: AL 101 Role(s): System Admin Org Admin Email: Phone: 0 Ext: |
|---|--|---|

[Create New Admin](#)

Customized Links

Link 1: [Commodity Foods](#)

[Create New Link](#) [Edit](#) [Delete](#)

[Back](#)



View User Profile

To modify this user's password or authorization information, select the appropriate link from the section(s) below. Click the **Back** button to return to the previous screen.

User Profile Detail

Name: First Last
Login: ChicoMarx1
Email:
Business Address: 3101 Park Center Dr
Suite 500
Alexandria, AL
Phone: 111-111-1111 **Ext:**
Fax:
Rules Acceptance Date:

[Edit](#) | [Change password](#)

Authorizations

Roles: User
Approvals: Require approval for all purchases above purchase limit.
Approver(s): AL 101
Purchase Limit: \$100,000.00
Assigned Programs: Summer Food Service Program
Default Program: Summer Food Service Program
Recall Contact?: No

[Edit](#)

Back



View SDA Delivery Location Status

To change the status of a delivery location for **Alabama Department of Education**, click on the "Edit" link associated with the Delivery Location. When selected from the Administration menu, this screen defaults to display all delivery locations. To display delivery locations that start with a specific letter, click on the desired letter link. If a letter is not linked, there are currently no delivery locations that start with that letter. Click the "Back" button to return to the Administration menu.

All Delivery Locations

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Delivery Locations

| | | |
|--|--|---|
| Entity Code: 441236 Location Name: INSTITUTIONAL FOOD SERVICE Active: Yes Address: 408 RACE STREET SELMA AL 367010000 US Edit | Entity Code: 445216 Location Name: INSTITUTIONAL FOOD SERVICE Active: Yes Address: 1903 SELMA AVENUE SELMA AL 367020000 US Edit | Entity Code: 440284 Location Name: INSTITUTIONAL FOOD SERVICE Active: Yes Address: 141 FELIX ROAD SELMA AL 367010000 US Edit |
|--|--|---|

[Back](#)

View Processor Profile

To modify the profile for **Milk**, select the appropriate link from the sections below.

General Information

Name: Milk
Description: For B410
Type: Processor

[Edit](#)

Categories for Commodity Assignment

Product Categories: [Cereal Products](#)
[Cheese](#)
[Flour](#)
[Fruits](#)
[Grains](#)
[Meat/Fish](#)
[Milk/Butter](#)
[Misc](#)
[Nut Products](#)
[Oils](#)
[Pasta](#)
[Poultry/Eggs](#)
[Vegetables](#)
[All Commodities](#)

Delivery Locations

Entity Code: 445135
Location Name: SEWARD'S ICE CREAM
Active: **Yes**
Address: 600 FISHER STREET
MOBILE AL 366070000
US

Entity Code: 444978
Location Name: UNITED REFRIGERATED SERVICES
Active: **Yes**
Address: INC
135 PRINCE STREET
MONTGOMERY AL 361040000
US



Create New Recipient Agency

Complete this form to create a new Recipient Agency for **State Department of Education**. When complete, click the "Continue" button. The next screen will allow you to create a new Administrator for the newly created Recipient Agency. You must complete both screens to successfully create a new Recipient Agency. Click "Cancel" to abort this activity and return to the Administration menu.

General Information

| | |
|---|--|
| Recipient Agency Name (must be unique): | <input type="text" value="Recipient Agency Name"/> |
| Parent Organization: | Alabama Department of Education |
| Recipient Agency ID (must be unique): | <input type="text" value="XX-123-MM"/> |
| County or City: | <input type="text" value="Springfield"/> |
| Zone/District: | <input type="text" value="Lower"/> |
| FIPS: | <input type="text"/> (Optional) |
| Warehouse Type: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Assigned Program(s): | <input type="checkbox"/> Child and Adult Care Food Program(CACF) <input type="checkbox"/> Summer Food Service Program(SFSP) <input type="checkbox"/> Emergency Food Assistance Program(EFAP) <input checked="" type="checkbox"/> Schools(SCH) |

Allowed Catalog

| | |
|------------------------------|-------------------------------------|
| Direct Delivery: | <input checked="" type="checkbox"/> |
| Processing Diversion: | <input type="checkbox"/> |

Continue

Cancel

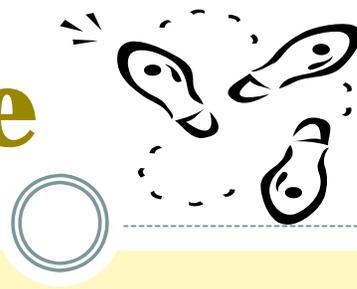


Ordering Cycle

12 STEPS!



12 Step Cycle



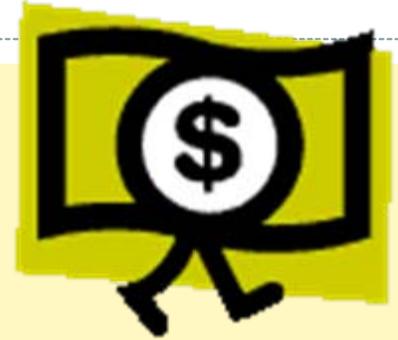
- 1. \$\$ - Funds/Purchase Plan/Entitlement**
- 2. FNS Offers / Foods Available / State Surveys RA**
- 3. State DA submit Orders thru ECOS to PCIMS**
- 4. FNS review orders and funds**
- 5. FNS/AMS/FSA Create Invitations to Bid**
- 6. FSA/ AMS Issue Invitations to Bid**
- 7. Vendor Bid – USDA Analysis – Contract Award**

12 Step Cycle



- 8. FSA Notice to Deliver –
Forwarding Notice Issuance**
- 9. Vendor Produce/Graded-Certify/
Shipment Notice**
- 10. Vendor delivers / BL / Receipting in
ECOS**
- 11. School district notified by warehouse/
processor/State**
- 12. Vendor invoice FSA – Payment in PCIMS**

Step 1: “Show me the money!”



- **Fund Sources by**
Fiscal Year: Oct 1 – Sept 30
 - **CNP & EFAP Entitlements**
- Program Years:**
- ✦ **School Year: July 1 – June 30**
 - ✦ **EFAP Program Year: Jan 1 – Dec 30**

Fund Sources - CNP



- **Section 32R**
 - ✦ **\$664 Million**
 - \$50 Million for DOD Fresh Program
 - \$614 Million for Poultry, Livestock and, Fruit and Vegetable (surplus removal) purchases only

- **Section 6e**
 - ✦ Remaining balance of entitlement funds
 - ✦ All of Group B orders
 - ✦ Covers about 40% of Group A purchases

BONUS

Section 416 Adj code H Group B Bonus for all programs

Section 32C Adj code G Group A Bonus for all programs

Fund Sources Household Programs



**The Emergency Food Assistance Program
Section 104**

**Commodity Supplemental Food Program
Section 17**

and

Nutrition Service Incentive Programs - Section 311

NPE Nutrition Program for Elderly

AAA Area Agencies on Aging

PURCHASE PLANNING



January



Bonus Planning ?



Average percentages for School Purchase Planning & Ordering



| | |
|--------------------------------|-------------|
| Beef | 22% |
| Tuna | 0.5% |
| Pork | 5% |
| Chicken | 13% |
| Eggs | 1% |
| Turkey | 9% |
| Fruits & Vegetables | 25% |
| Grains, Peanuts, Oils | 3% |
| Cheese | 22% |
| TOTAL | 100% |

School Year July – June Entitlement ESTIMATE !

$$\begin{aligned} & \text{PRIOR YEAR MEALS} \\ & \quad \times \\ & \quad \text{JULY RATE} \\ & \quad + \\ & \quad \text{12\% FUNDING} \\ & \quad + / - \\ & \text{PRIOR YEAR BALANCE} \\ & \quad = \\ & \text{TOTAL ENTITLEMENT \$\$} \end{aligned}$$



School Entitlement Timeline



| | |
|-------------------------|--|
| <u>Dec/Jan</u> | Enter Preliminary SY Entitlement Preliminary Purchase Plan Enter Offerings for States in ECOS |
| <u>March 1</u> | Value added (brown box) turkey orders due for the July-Nov delivery |
| <u>April/May</u> | Most other orders are due Open offerings again filter out July-Nov deliveries |
| <u>June 1</u> | Cheese orders due for Jan-Dec of next calendar year |
| <u>July</u> | “Published” Rate in Federal Register- estimate 12% Move preliminary Prior SY Balances to new SY |
| <u>November</u> | Finalize last SY entitlement & rollover Update current SY with final meals from prior year |



Electronic Commodity Ordering System

ECOS Schools/EFAP Entitlement



View SDA Entitlements

These are the SDA Entitlements for **Dept. of Education**. Click a year link to refresh this page with a different year's entitlements. Click the "Back" button to return to the previous screen.

[All](#) [2010](#) [2009](#) [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#) [2002](#) [2001](#)

Entitlement Information

| | |
|--|--|
| <p>Program Name: Emergency Food Assistance Program Program Code: EFAP Program Year: 2004 Beginning Balance: \$2,289,618 Previous Year's Meal Count: 2,289,618 CLOC Amount: 0 DOD Fresh Reserved Amount: \$0</p> <p>Edit</p> | <p>Program Name: Schools Program Code: SCH Program Year: 2004 Beginning Balance: \$15,316,577 Previous Year's Meal Count: 91,376,348 CLOC Amount: 0 DOD Fresh Reserved Amount: \$0</p> <p>Edit</p> |
| <p>Program Name: Summer Food Service Program Program Code: SFSP Program Year: 2004 Beginning Balance: \$23,404 Previous Year's Meal Count: 1,560,253 CLOC Amount: 0 DOD Fresh Reserved Amount: \$0</p> <p>Edit</p> | <p>Within the Administration page, a State can view its Beginning Entitlement, Meal counts and DoD amounts. The Entitlement amount shown is the result of the calculation: $((\text{Meal Rate} \times \text{Meal Count}) - \text{Cash or CLOC}) \pm \text{Prior Year Adjustments}$.</p> |



[Administration](#) > [View/Edit Recipient Agencies](#) > [View RA Profile](#) > Create New RA Entitlement

Create New RA Entitlement

To add new Entitlement information for **Autauga**, complete the form below and click the "Save" button. Only programs for which your SDA organization has an Entitlement are available. Click the "Back" button to abort this activity and return to the profile screen.

New Entitlement Detail

Program (code):

Program Year (yyyy):

Meal Count:

DOD Fresh Reserved Amount: (Optional)

Save

Back

Current Requisition --> 1 item(s)

Affect on entitlement with current requisition.

Estimated Requisition Value : \$6,924.35

Use this screen to make modifications to this requisition. To change the delivery location, select the *Ship to another address* link and select the location desired. If your desired location is not found, please contact your SDA. To remove an item from this requisition, select the checkbox for that commodity and click the **Update** button.

To complete this requisition, you must enter quantity information in the input box to the right of the delivery date(s) for which you would like the commodity delivered. You may enter comments into the comment box associated with each commodity if appropriate. When finished, click the **Update** button to capture your entries. To save this requisition for future modifications, click **Save Requisition**. To continue placing this requisition, click **Continue**.

The timer on the bottom left of the browser window will indicate the amount of time left in the session. Selecting the **Update** or **Save Requisition** button restarts the session clock. Reminder messages will appear at 5 minutes and again at 1 minute.

| | |
|----------------------------|--|
| Status : | INCOMPLETE |
| Requisition Type : | Non-Processed |
| Program : | SCH |
| Delivery Location : | 445317 SIOUX CITY COMMUNITY SCHOC 222 SOUTH FLOYD BOULEVARD SIOUX CITY, IA 511010000 |

[Ship to another address](#)

Calculated Entitlement Dollars : **Entitlement Dollars for Year 2006**
Entitlement Dollars for Year 2007

Links to view Entitlement levels with Actual orders, Planned Orders and ECOS requisitions.

| Remove | Commodity | Estimated Value Per Quantity | Quantity Desired Delivery Periods are to selected Delivery Location | | | |
|-----------------------------|---|------------------------------|--|----------------------------------|---------------|--------------------------------|
| 1. <input type="checkbox"/> | A343 APPLES Pack Size: 37/40 LB CARTON One Truck = 924 Cases Comment for Approver: <input type="text"/> | \$7.49 | Delivery Date | Cases | Delivery Date | Cases |
| | | | 09/15/2004 | <input type="text" value="924"/> | 09/30/2004 | <input type="text" value="0"/> |
| | | | 10/15/2004 | <input type="text" value="0"/> | 10/31/2004 | <input type="text" value="0"/> |
| | | | 12/31/2004 | <input type="text" value="0"/> | | |

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Entitlement Balance for SCH - Year : 2006

Entitlements:

| | |
|---|------------|
| Beginning Balance: | \$862,500 |
| DOD Fresh Amount: | \$0 |
| Total Ent. Requisitions on Delivery Orders: | \$0 |
| Total Ent. Requisitions on Planned Orders: | \$ 40,433 |
| Total Planned Requisitions: | \$ 89,601 |
| | <hr/> |
| Anticipated Ending Entitlement Balance: | \$ 732,466 |

Bonus:

| | |
|--|-----|
| Total Requisitions on Delivery Orders: | \$0 |
| Total Requisitions on Planned Orders: | \$0 |
| Total Planned Requisitions: | \$0 |

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Food Order

- [Delivery Order Status](#)
- [Delivery Order Inquiry](#)
- [Pre-Order Report](#)
- [Requisition Status](#)
- [Requisition By PCIMS](#)
- [Value of Commodities Received](#)
- [Commodity Code Outlays](#)
- [Round Survey](#)
- [Entity Codes](#)

Multi-Food

- [Requisitions](#)
- [Current Inventory](#)
- [Inventory Adjustment](#)
- [Trends](#)
- [Delivery Schedule](#)
- [Bill Of Lading](#)
- [Inventory Reconciliation](#)

Entitlement/Bonus

- [Ent/Bonus Status Detail](#)
- [Ent/Bonus Summary](#)
- [Requisition Ent/Bonus Status Detail](#)
- [Requisition Ent/Bonus Summary](#)
- [Requisition Ent Exception Summary](#)
- [Requisition Ent Exception Detail](#)
- [Program Entitlement](#)

Security

Entitlement/Bonus Status Detail Report

The Entitlement/Bonus Status Detail Report is used to monitor entitlement balances at the SDA level. It shows all delivery orders drawing down on the SDA's entitlement.

Please enter your selection criteria:

Program Year:

Program:

Entitlement / Bonus:

File Type:

Reports are available to view Entitlements at the State level, at the Recipient level and to view over entitlement exceptions if using this feature.

Also can view by base Program/Program Year values.

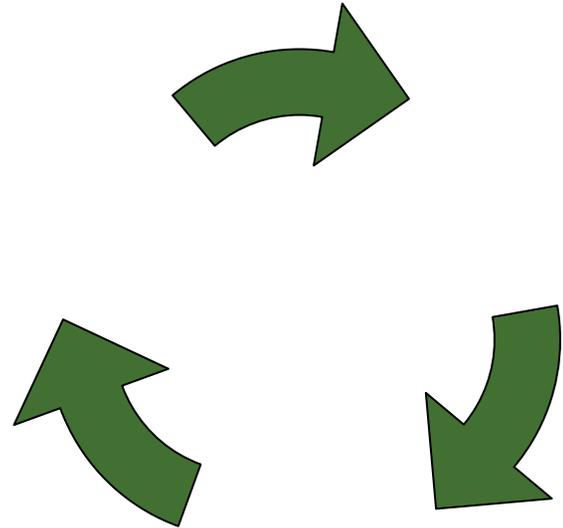
Step 2: May I take your order?



Delivery Order Flow



- **Recipient Agency Request (ECOS/other)**
- **State submits order thru ECOS to PCIMS**
- **Delivery Order in PCIMS**



Surveys & Pre Surveys in PCIMS



Become the catalogue in ECOS

- Who
- What
- When
- How much
- What type ie

- Due dates should allow 30 days to submit orders at a minimum

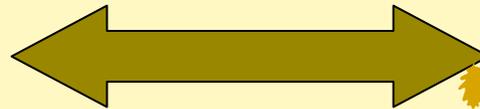
SURVEY TYPES



- **Shipping period Based**
 - Planned orders *will* contain delivery periods
 - Most orders purchased as requested
- **Priority Based**
 - ECOS automatically assigns priority numbers based on the *requested* delivery period
 - Planned orders *will not* contain delivery periods
shows 00/00/0000 date
 - May or may not be purchased as requested

ECOS Commodity Catalogue

- **List by commodity group, programs, commodities delivery dates in PCIMS**
- **State gets requests from School Districts or Food Banks via ECOS or other system**





Electronic Commodity Ordering System

ECOS Surveys and Entitlements

Dear SDA Griffith

This email is to inform you of new or updated survey(s) for SDA.

The following survey(s) are new:

Survey number: 04-I-89

- Description: DEHY BULK POTATO
- End Date: 12/18/2006
- Type: Priority
- Stage: Pre-Survey
- Shipping Periods: 03/31/2007 04/15/2007 04/30/2007
- Program(s): AAA CACF DF NPE SCH SFSP

Survey number: 42-I-30

- Description: CANNED,APPLESAUCE
- End Date: 12/18/2006
- Type: Shipping
- Stage: Pre-Survey
- Shipping Periods: 03/15/2007 03/31/2007 04/15/2007 04/30/2007 05/15/2007 05/31/2007 06/15/2007 06/30/2007
- Program(s): AAA CACF DF NPE SCH SFSP

The following survey(s) have been updated:

Survey number: 15-I-22 - CHIX BREADED - SY 2007

- Commodities removed: A516

Sincerely,

USDA ECOS



Filter Round Survey - Listing

Click on the number of the round survey you wish to filter.

| Round Survey | Survey Filtered? | Description | Survey Type | Survey Stage | Primary Program | Available Until Date |
|-------------------------|------------------|---------------------------|-------------|--------------|-----------------|----------------------|
| 05-K-21 | No | TEFAP BARTER CND CHICKEN | Shipping | Round | EFAP | 04/14/2008 |
| 08-K-22 | No | TEFAP BARTER FRZ CHICKEN | Shipping | Round | EFAP | 04/14/2008 |
| 05-K-27 | No | TEFAP BARTER TUNA&SALMON | Shipping | Round | EFAP | 04/14/2008 |
| 04-K-32 | No | HHP-CND JUICES ADJ CDE A | Shipping | Round | EFAP | 06/04/2008 |
| 06-K-42 | No | TEFAP BARTER PINTO BEANS | Shipping | Round | EFAP | 05/16/2008 |
| 09-K-98 | No | TEFAP BARTER PEANUT BUTTE | Shipping | Round | EFAP | 04/14/2008 |

[Back](#)

Filter Round Survey - 05-K-21

The tables below show Delivery Dates and Commodities that **will** or **will not** display in your Recipient Agency catalog. To *exclude* a delivery date/commodity from the catalog, click the checkbox next to that delivery date/commodity. To *include* a delivery date/commodity in the catalog, click the checkbox next to that delivery date/commodity. When you have completed your changes click the **Save** button. To abort changes, click the **Cancel** button. The **Back** button returns to the Filter Round Survey screen. Use the **Reset** button to move all commodities and dates to **will not** display.

Note: A commodity will not show in the RA catalog unless one or more delivery dates are included. This filter will only affect future requisitions or orders, not those that have already been placed.

Description: TEFAP BARTER CND CHICKEN
Program(s): DF EFAP
Primary Program: EFAP

Delivery Dates on Round Survey

Check/Uncheck All

Delivery Dates will display on Catalog

| Exclude | Delivery Dates | Exclude | Delivery Dates | Exclude | Delivery Dates |
|--------------------------|----------------|--------------------------|----------------|---------|----------------|
| <input type="checkbox"/> | 07/15/2008 | <input type="checkbox"/> | 09/15/2008 | | |

Check/Uncheck All

Delivery Dates will not display on Catalog

| Include | Delivery Dates | Include | Delivery Dates | Include | Delivery Dates |
|--------------------------|----------------|--------------------------|----------------|--------------------------|----------------|
| <input type="checkbox"/> | 07/31/2008 | <input type="checkbox"/> | 08/15/2008 | <input type="checkbox"/> | 08/31/2008 |
| <input type="checkbox"/> | 09/30/2008 | | | | |

Commodities on Round Survey

Check/Uncheck All

Commodities will display on Catalog

| Exclude | Commodity | Pack Size |
|--------------------------|----------------------------|----------------|
| <input type="checkbox"/> | A532 - CHICKEN CND 12.5 OZ | 48/12.5 OZ CAN |

Check/Uncheck All

Commodities will not display on Catalog

| Include | Commodity | Pack Size |
|---------|-----------|-----------|
|---------|-----------|-----------|

[For Your Reference](#) | [ECOS Training](#) | [Site Map](#) | [Links](#) | [Home](#) | [Contact Us](#)

[Reports](#) > [Round Survey](#)

Food Order

- [Delivery Order Status](#)
 - [Delivery Order Inquiry](#)
 - [Pre-Order Report](#)
 - [Requisition Status](#)
 - [Requisition By PCIMS](#)
 - [Value of Commodities Received](#)
 - [Commodity Code Outlays](#)
 - [Round Survey](#)
 - [Entity Codes](#)
- Multi-Food**
- [Requisitions](#)
 - [Current Inventory](#)
 - [Inventory Adjustment](#)
 - [Trends](#)
 - [Delivery Schedule](#)

Round Survey Report

The Round Survey Report provides Round Survey information by survey, delivery year and commodity group. This report can be used to monitor detailed commodity information by survey.

Please enter your selection criteria:

Round Survey:
Delivery Year:
Commodity Group:
Program:
Active / Inactive:
Entitlement / Bonus:
File Type:

Round Survey Report

1. Round Survey: 02 Delivery Year: K Commodity : 07 HHP ADJ A EGG MIX 6

| R/S Number | Survey Type | Survey Stage | Primary Program | Available Until Date | Fiscal Year of Purchase | Mode of Purchase |
|------------|-------------|--------------|-----------------|----------------------|-------------------------|------------------|
| 02-K-07 | Shipping | Round | EFAP | 06/13/2008 | 2008 | D |

Delivery Periods: 10/15/2008, 10/31/2008, 11/15/2008, 11/30/2008, 12/15/2008, 12/31/2008

Allowed Programs:

| Primary | Eligible Programs | Entitlement/Bonus | Adjustment Code |
|---------|-------------------|-------------------|-----------------|
| Y | EFAP | E | A |
| N | FDIR | E | |

Commodities Available:

| Commodity | Cases/Lbs | Truck Load | Pack Size | Cost/LB | Est. Truckload Value |
|------------------|-----------|------------|-------------|-----------|----------------------|
| A570 - EGG MIX 6 | Cases | 2000 | 48/6 OZ PKG | \$4.42484 | \$159,294 |

There is 1 commodity on this round survey (02-K-07)

Exercise 1



- Request the Round Survey report

- Selection Criteria

- ✦ Keep default for all except..

- Program = EFAP
- Active / Inactive = Active
- File Type = PDF

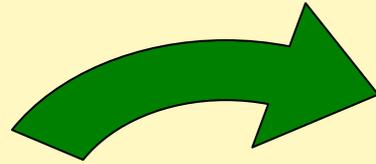


- Question: How many survey are contained on report?

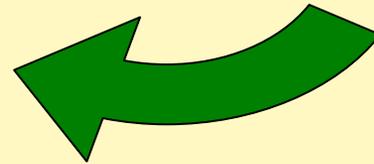


- **Request Program Entitlement report**
 - Program Year = 2009
 - Program = ALL
 - ✦ What is your states Meal Count?
 - ✦ What is your Preliminary Entitlement Balance?

Step 3: Order Submission



ECOS - SDA - ECOS - FNS - PCIMS



**RA order
Request
to State**



Electronic Commodity Ordering System

ECOS Ordering Exercise

Product Categories

- [Cereal Products](#)
- [Cheese](#)
- [Flour](#)
- [Fruits](#)
- [Grains](#)
- [Meat/Fish](#)
- [Milk/Butter](#)
- [Misc](#)
- [Nut Products](#)
- [Oils](#)
- [Pasta](#)
- [Poultry/Eggs](#)
- [Vegetables](#)

Product Category: Meat/Fish

To add a commodity or commodities to your cart first select a Program and Requisition Type. Then click the checkbox next to the commodity(ies) you wish to add and click the "Add to Cart" button. This screen will reload showing your current category selections and allow you to add more commodities to your cart. You should select a commodity from the list on screen. Click "Add to Cart" to add the commodity to your cart.

The catalog is built from the Survey information. All commodities, Delivery Dates and programs come directly from the surveys.

Please Select

Requisition Type: Non-Processed Processed

Program:

Delivery Location : 445317 SIOUX CITY COMMUNITY SCHOOL
222 SOUTH FLOYD BOULEVARD
SIOUX CITY, IA 511010000

[Ship to another address](#)

 [View Cart](#)

| Bonus Indicator | Add to Cart | Commodity Code | Commodity Description | Pack Size | Delivery Period | Available Program(s) | Orders Due No Later Than |
|-----------------|-------------------------------------|----------------|-----------------------|--------------|-------------------------|----------------------|--------------------------|
| | <input type="checkbox"/> | A639 | HAM SLC | 8/5 LB PKGS | 09/30/2005 - 11/30/2005 | DF EFAP SCH | 10/31/2005 |
| | <input type="checkbox"/> | A640 | PORK FRZ 36 | 36 LB CTN | 09/30/2005 - 11/30/2005 | DF EFAP SCH | 10/31/2005 |
| | <input checked="" type="checkbox"/> | A642 | PORK PTY, CK-SOC | 36 LB CTN | 09/30/2005 - 11/30/2005 | DF EFAP SCH | 10/31/2005 |
| | <input type="checkbox"/> | A643 | PORK BULK COARSE | 60 LB CTN | 09/30/2005 - 11/30/2005 | DF EFAP SCH | 10/31/2005 |
| | <input type="checkbox"/> | A672 | HAM ROAST | 32-40 LB CTN | 09/30/2005 - 11/30/2005 | DF EFAP SCH | 10/31/2005 |

Current Requisition --> 3 item(s)

Estimated Requisition Value : \$198,268.56

Use this screen to make modifications to this requisition. To change the delivery location, select a location desired. If you are a SDA, To remove an item, select the commodity and click the

Shows the estimated affect on entitlement for this requisition.

To complete this requisition, you must enter quantity information in the input box to the right of the delivery date(s) for which you would like the commodity delivered. You may enter comments into the comment box associated with each commodity if appropriate. When finished, click the **Update** button to capture your entries. To save this requisition for future modifications, click **Save Requisition**. To continue placing this requisition, click **Continue**.

The timer on the bottom left of the browser window will indicate the amount of time left in the session. Selecting the **Update** or **Save Requisition** button restarts the session clock. Reminder messages will appear at 5 minutes and again at 1 minute.

| | |
|---------------------------------------|---|
| Status : | INCOMPLETE |
| Requisition Type : | Non-Processed |
| Program : | SCH |
| Delivery Location : | 445317 SIOUX CITY COMMUNITY SCHO 222 SOUTH FLOYD BOULEVARD SIOUX CITY, IA 511010000 |
| Ship to another address | |
| Calculated Entitlement Dollars | Entitlement Dollars for Year 2006 Entitlement Dollars for Year 2007 |

Links to exactly where state is in relationship to Entitlement. Will group in three sections: (1) Actual Order, (2) Planned Orders, (3) Requisitions

| Remove | Commodity | Estimated Value Per Quantity | Quantity Desired Delivery Periods are to selected Delivery Location | | | |
|-----------------------------|---|------------------------------|--|-----------------------------------|---------------|----------------------------------|
| | | | Delivery Date | Cases | Delivery Date | Cases |
| 1. <input type="checkbox"/> | A642 PORK PTY, CK-SOC Pack Size: 36 LB CTN One Truck = 1100 Cases Comment for Approver: <input type="text"/> | \$34.20 | 09/30/2005 | <input type="text" value="0"/> | 10/15/2005 | <input type="text" value="0"/> |
| | | | 10/31/2005 | <input type="text" value="1100"/> | 11/15/2005 | <input type="text" value="0"/> |
| | | | 11/30/2005 | <input type="text" value="1100"/> | | |
| 2. <input type="checkbox"/> | A643 PORK BULK COARSE Pack Size: 60 LB CTN One Truck = 660 Cases Comment for Approver: <input type="text"/> | | 09/30/2005 | <input type="text" value="0"/> | 10/15/2005 | <input type="text" value="660"/> |
| | | | 10/31/2005 | <input type="text" value="0"/> | 11/15/2005 | <input type="text" value="330"/> |
| | | | 11/30/2005 | <input type="text" value="0"/> | | |
| 3. <input type="checkbox"/> | A422 PEACHES CUP FRZ Pack Size: 96/4 OZ CUP One Truck = 1540 Cases Comment for Approver: <input type="text"/> | \$20.19 | 08/15/2004 | <input type="text" value="1540"/> | 08/31/2004 | <input type="text" value="0"/> |
| | | | 09/15/2004 | <input type="text" value="0"/> | 09/30/2004 | <input type="text" value="0"/> |

Enter the quantity and Delivery Date you wish.

Update

Save Requisition

Continue

Requisition

Use this screen to make modifications to this requisition. To remove an item from this requisition, select the checkbox for that commodity and click the **Modify** button. To modify this requisition, select the checkbox for that commodity and click the **Update** button. To add a new delivery period, click the **Update** button. To complete the requisition, click the **Done** button. To update, click the **Update** button.

| | |
|---|--|
| Commodities in Requisition : | 3 item(s) |
| Estimated Requisition Value : | \$198,268.56 |
| Status : | SDA View Rollup |
| Requisition Type : | Non-Processed |
| Program : | SCH |
| Calculated Entitlement Dollars : | <u>Entitlement Dollars for Year 2006</u> <u>Entitlement Dollars for Year 2007</u> |

When you click the **Update** button, the amount of time left in your session will restart. Selecting the **Update** button restarts the session clock. Reminder messages will appear at 5 minutes and again at 1 minute.

| Commodity | Estimated Value Per Quantity | Quantity Desired | | | | Delivery Location |
|--|------------------------------|--|----------|---------------|----------|--|
| | | Delivery Periods are to selected Delivery Location | | | | |
| A642 PORK PTY, CK-SOC Pack Size: 36 LB CTN One Truck = 1100 Cases | \$34.20 | Delivery Date | Quantity | Delivery Date | Quantity | 888888 OVERFLO PUBLIC WAREHOUSE INC BALTIMORE HQ |
| | | 09/30/2005 | 0 | 10/15/2005 | 0 | |
| | | 10/31/2005 | 1100 | 11/15/2005 | 0 | |
| | | 11/30/2005 | 1100 | | | |
| A643 PORK BULK COARSE Pack Size: 60 LB CTN One Truck = 660 Cases | \$92.86 | Delivery Date | Quantity | Delivery Date | Quantity | 888888 OVERFLO PUBLIC WAREHOUSE INC BALTIMORE HQ |
| | | 09/30/2005 | 0 | 10/15/2005 | 660 | |
| | | 10/31/2005 | 0 | 11/15/2005 | 330 | |
| | | 11/30/2005 | 0 | | | |
| A422 PEACHES CUP FRZ Pack Size: 96/4 OZ CUP One Truck = 1540 Cases | \$20.19 | Delivery Date | Quantity | Delivery Date | Quantity | 888888 OVERFLO PUBLIC WAREHOUSE INC BALTIMORE HQ |
| | | 08/15/2004 | 0 | 08/31/2004 | 0 | |
| | | 09/15/2004 | 0 | 09/30/2004 | 0 | |

You can change a Delivery Location

You can change amounts and dates

Zero out the quantity will act as a cancel of that commodities request

Update Cancel Done Back

Requisition Roll Up - Summary

Select a commodity from the list below to begin the requisition roll up process.

| Commodity | Survey | Primary Program | Orders Due No Later Than | Requisition Type | Total Requested | Estimated Dollar Value |
|--|---------|-----------------|--------------------------|------------------|-----------------|------------------------|
| A343-APPLES | 01-F-34 | SCH | 10/31/2005 | Non-Processed | 924 | \$6,924.35 |
| A345-APPLE SLICES | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 912 | \$12,996.00 |
| A353-APRICOTS HALVES 300 | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 1,620 | \$24,421.50 |
| A359-CHERRIES 7 | 04-F-31 | SCH | 12/31/2005 | Non-Processed | 1,280 | \$16,837.78 |
| A360-APRICOTS 10 | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 912 | \$14,136.00 |
| A363-CHERRIES RED 10 | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 912 | \$20,271.78 |
| A367-BLUEBERRIES CULT | 04-F-31 | SCH | 12/31/2005 | Non-Processed | 1,320 | \$22,210.87 |
| A380-STRAWBERRIES SLC | 04-F-31 | SCH | 12/31/2005 | Non-Processed | 1,320 | \$22,718.34 |
| A382-APRICOTS DICED 10 | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 912 | \$18,468.00 |
| A401-F COCKTAIL 303 | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 1,425 | \$21,246.53 |
| A408-PEACHES CLING SLC | 01-F-30 | SCH | 12/31/2005 | Non-Processed | 912 | \$15,110.81 |
| A422-PEACHES CUP FRZ | 04-F-31 | SCH | 12/31/2005 | Non-Processed | 3,080 | \$62,180.29 |
| A424-PEACHES FRZ 20 | 04-F-31 | SCH | 12/31/2005 | Non-Processed | 1,900 | \$25,899.59 |
| A516-CHIX BREADED | 01-H-22 | SCH | 10/31/2005 | Non-Processed | 13,000 | \$306,735.00 |
| A517-CHIX DICED | 01-H-22 | SCH | 10/31/2005 | Non-Processed | 1,000 | \$60,500.00 |
| A546-TURKEY BRST LG | 01-H-23 | SCH | 10/31/2005 | Non-Processed | 633 | \$39,764.91 |
| A639-HAM SLC | 01-H-26 | SCH | 10/31/2005 | Non-Processed | 1,000 | \$60,000.00 |
| A640-PORK FRZ 36 | 01-H-26 | SCH | 10/31/2005 | Non-Processed | 1,100 | \$40,674.22 |
| A642-PORK PTY, CK-SOC | 01-H-26 | SCH | 10/31/2005 | Non-Processed | 3,300 | \$112,860.00 |
| A643-PORK BULK COARSE | 01-H-26 | SCH | 10/31/2005 | Non-Processed | 1,650 | \$153,222.49 |
| A672-HAM ROAST | 01-H-26 | SCH | 10/31/2005 | Non-Processed | 40,000 | \$55,636.00 |



Commodity Worksheet

To combine quantities before placing an order, select the rows to combine and click on the *Combine* button. To divide one or more combined rows, select the row(s) and click on the *Undo Combine* button. To split out specific line items from a row, select the *Line Item* link for the appropriate row. To decline line item(s), select the row(s) and click the *Decline* button. To update one or more desired quantities, enter the new total value into the input box and click the *Update Quantity* button. To associate or un-associate rows for split shipments, select the appropriate rows and click *Associate* or *UnAssociate* button. To place order(s), select the row(s) and click the *Place Order* button. The *Place Order* button will not be available for commodities associated with pre-surveys. To add or edit a Bulletin Board posting, select the *Post/View* link. To return to the Requisition Roll Up - Summary page, click the *Back* button.

Current Commodity: A240-TOMATOES 300

Estimated Dollar Value: \$24,096.34

Check/Uncheck All

One Truck = 1,620 Cases

| Selected | Assoc with | Requested Delivery Location | Requested Delivery Date | Total Cases Requested | Total Cases Desired | +/- Cases to Full Truckload | View Line Item (s) | Post/View BB |
|--------------------------|------------|-------------------------------|-------------------------|-----------------------|----------------------|-----------------------------|---------------------------|----------------------|
| <input type="checkbox"/> | | 450580 AMERICOLD SERVICES LLC | 10/15/2008 | 1,530 | <input type="text"/> | +90 / -1,530 | Line Item | Post |
| <input type="checkbox"/> | | 450580 AMERICOLD SERVICES LLC | 12/31/2008 | 1,530 | <input type="text"/> | +90 / -1,530 | Line Item | Post |

After completing work on this page, please use the Back button; otherwise, the commodity will remain locked to others for up to 30 minutes.



Bulletin Board

To update or remove your organization's postings, select the radio button next to the item and click **Update Posting**. Select **Back** to return to the Search for Postings page.

| Select | Commodity | Delivery Location | Delivery Date | Total Quantity Requested | Looking For | Contact Information |
|--------|---------------------------|-------------------------------|---------------|--------------------------|---------------|--|
| | A212-SWT POTATO BLK PROCC | McCain Foods | 11/15/2008 | 15,000 Pounds | 25,000 Pounds | Tysa Sherard North Carolina Dept. of Ag and Consumer Svcs TYSHA.SHERARD@NCMAIL.NET 919-575-4490 |
| | A232-POTATO BLK PROC FRZ | ConAgra Specialty Potato Prod | 10/15/2008 | 29,501 Pounds | 10,499 Pounds | Tysa Sherard North Carolina Dept. of Ag and Consumer Svcs TYSHA.SHERARD@NCMAIL.NET 919-575-4490 |
| | A232-POTATO BLK PROC FRZ | McCain Foods | 10/15/2008 | 500,000 Pounds | 20,000 Pounds | Tysa Sherard North Carolina Dept. of Ag and Consumer Svcs TYSHA.SHERARD@NCMAIL.NET 919-575-4490 |
| | B049-CHEESE BARREL 500 | Land O Lakes | 07/31/2009 | 20,000 Pounds | 20,000 Pounds | Roxann Greenlee Wyoming Dept of Education rgreen@educ.state.wy.us 307-777-6398 |
| | B480-PB DRUM | Smuckers | 08/15/2008 | 19,500 Pounds | 20,500 Pounds | Mike Birkmeyer Maryland Dept. of Education Mbirkmeyer@msde.state.md.us 410-767-0206 |

Back

Step 3: States Create & Submit Orders



- **Recipient Agency input:
Actual Data from ALL RA's
(ECOS/other)**
- **Truck loading and delivery date
coordination between Processor & State DA**
- **Split Shipment – ECOS Bulletin Board**

School Orders

40 / 60 Rule

- **40 % \$\$\$\$ delivered**

July 1 – Nov 15

- **60 % \$\$\$\$\$\$ delivered**

Nov 16 – June 30

33 / 67 Rule



THIS YEAR ONLY!!

School Orders

- **33 % \$\$\$\$ delivered**

July 1 – Nov 15

- **67 % \$\$\$\$\$\$ delivered**

Nov 16 – June 30

EFAP Orders

50 / 50 Rule

- **50 % \$\$\$\$ delivered**
Jan - June
- **50 % \$\$\$\$\$\$ delivered**
July - Dec

Step 3: Submit Delivery Orders



What is a D/O? A594 121 I 001w

Delivery Order - unique Record Number

– Key to accessing:

What: commodity

Who: State

When: delivery year

requested delivery date

Where: destination entity code

How many: cases/lbs

Step 3: Delivery Order (D/O) number



A594 121 I 001W

- A 594** **Group A & commodity code for Beef Course Ground**
- 121** **State Agency code = KY Dept of Ag**
- I** **Delivery Year – 07/01/06 - 06/30/07**
- 001W** **4 character sequence number (001 is unique and 001W is unique)**

Step 3: ECOS Status Codes



- **AC - Accepted Order awaiting PCIMS update**
- **BLANK – Opps!...not even sent from ECOS!**
- **RJ – Rejected from PCIMS**
- **DX – Deleted from PCIMS**
- **VP / VO – Valid Pre Order / Valid Order**
- **VA – Valid & Allocated Delivery Order**
- **CI – Complete and on an Invitation**
- **CN – Complete all Notice to Deliver issued**
- **SH – Bill of Lading or Receipt entered in PCIMS**
 - **Stands for Shipped BUT could be delivered!!**

EXERCISE 2



- **Viewing the catalog**
 - How many 'Cereal Products' are available to SCH
 - How many 'Poultry/Egg' items are available to EFAP

- **Place a Requisition**
 - Choose a Program
 - Change the Delivery Location
 - Add items from different Product Categories to cart
 - Check out
 - Remove one commodity from your Current Requisition
 - Add quantity and Update the requisition
 - ✦ How much is the current requisition valued at?
 - ✦ Do you have Entitlement available?
 - Place the requisition

- **Roll up to PCIMS**
 - View Requisition Roll Up summary
 - Select a commodity to Roll Up
 - Update the total quantity to equal 2 truck loads
 - Place your order and change the Delivery date for the total quantity

Step 4: FNS Reviews Data



Orders in VP or VO status

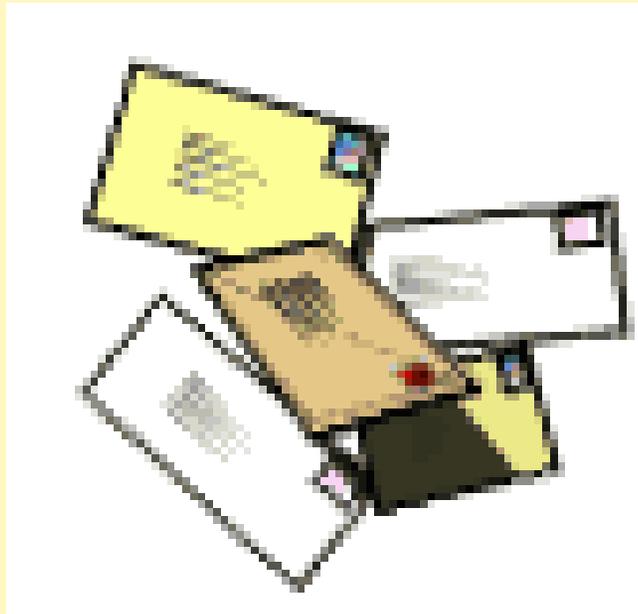
- **Funding considerations**
- **Capacity issues**
- **Split shipment matches**
- **Entitlement status**
- **Reallocate fair shares**
- **Offer additional commodities**

Step 5, 6 & 7



Invitations, Bids & Awards

June – NEXT April



Step 5: FNS, AMS & FSA



Create Invitation

- **D/O Status Changes to CI**
- **D/O tied to an Announcement/
Invitation #**



Electronic Commodity Ordering System

- **CI status means that it's on an invitation to be purchased – but not purchased yet**

Different Types of Invitations Processing



Long term

- **Delivery Request Purchase**
- **Cheese – Yearly min/max – 60 day prior update**
- **Grain, peanut and oil - Quarterly**
- **Fruit & Vegetable products – time of harvest**
- **IDIQ**

Ongoing Bi-weekly

- **Meat & Poultry Product**
- **Bulk Poultry – AMS coordinates w/ processor**
- **Awarded 4- 6 weeks prior to delivery**

Step 6

FSA & AMS issue invitation to bid & analyze bids

- **Order still **CI** status**
- **Solicit bids**
- **Vendor submits bids electronically**
- **FSA & AMS analyze bids**
 - **Price**
 - **Funds available**
 - **Vendor capacity**
 - **FNS input**



Step 7: FSA & AMS Award Contracts



**Meat and Poultry bought
about 4-6 weeks prior to delivery**



Step 8

FSA issues & e-mails delivery notice



- **D/O Status Code in ECOS = CN**
(completed Notice to Deliver)
- **Notice to Deliver –To vendor**
- **Forwarding Notice –To consignee**



Electronic Commodity Ordering System

ECOS Exercise

D/O STATUS REPORTS

BONUS/DETAIL ENTITLEMENT REPORT

PRIORITY NUMBERS

**Match D/O status reports with
entitlement detail report**

CSV file import demo



- **Entitlement Reports**

- **Program Entitlement**

- ✦ Shows Meal Count, Preliminary Beg. Entitlement and DoD Amount

- **Ent/Bonus Status Detail**

- ✦ Planned VS Actual orders
- ✦ Running Balance

- **Ent/Bonus Summary**

- ✦ Summarizes to show totals

• Delivery Order Report



- Shows Order information such as
 - ✦ Quantity
 - ✦ Delivery Date / Priority Number
 - ✦ Delivery Location
 - ✦ Status and Received Date

- Delivery Order Inquiry
 - ✦ View detail list on-line

- Commodity Code Outlays
 - ✦ Shows value for M/F requisitions



- **Requisition Reports**
 - Requisition Status
 - Requisition By PCIMS

- **Recipient Agency Level Reports**
 - Value of Commodities Received
 - Requisition Ent/Bonus Status Detail
 - Requisition Ent/Bonus Summary

- **Miscellaneous Reports**
 - Entity Codes
 - Security Listing
 - Commodity File

Exercise 3



- **Order Ent/Bonus Status Detail report**
 - Program Year = 2009
 - Program = SCH
 - Entitlement/Bonus = Entitlement
 - ✦ What is total dollar value of 'Planned Orders'?
 - ✦ What is total dollar value of 'Actual Orders'?

Exercise 3



- **Request D/O Status report for survey 01-K-23**
 - ✦ **File type = CSV**
 - ✦ **Save report with new name as a .xls**
 - ✦ **Open file**
 - ✦ **Sort by Commodity and locate if you have priority orders with out a Delivery period**

Step 9: Preparing to Deliver



- **Vendor produces and/or packages**
(Rarely pulls from inventory)
- **Commercial/USDA label option**
- **USDA grades or check loads or audits or certifies shipments – lab analysis**
- **Notice of Shipment – 24 hour unloading appointment**



Step 10: Receipting

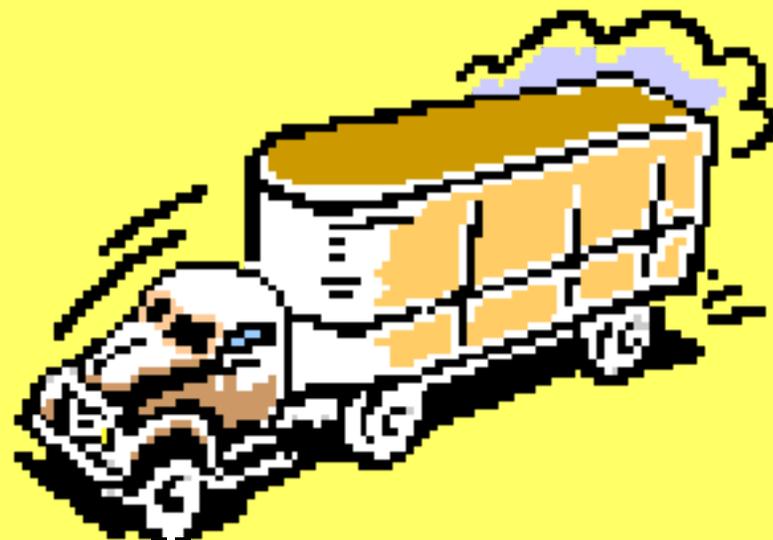


- **Truck shows up at destination**
- **Receiving Org Updates in ECOS**
- **Then D/O changes to SH
“shipped” status in ECOS**



Steps 10 & 11

Delivery & Receipt



Relevant Information



❖ FNS Instruction 709-5

Shipment & Receipt of Foods

❖ Special Notes

❖ FNS-57 Over/Short & Damage Report

❖ Public Voucher aka FSA-21

❖ Updates

Special Notes



- Any issue with the shipment must be addressed before signing the Bill of Lading.
- Once the Bill of Lading has been signed the shipment becomes the property of the Destination.
- Any issues should be noted on the Bill of Lading.
- If a concern with a shipment contact the Kansas City Commodity Office via the Name and Phone Number listed on the KC-269.

709-5



- Appointment & Unloading Information
- Website citation????
 - Section XIII (pages 18 thru 21)
 - ✦ **Appointments** – 24 hours in advance
 - ✦ **Unloading Times** – 2 hours palletized/ 6 hours non-palletized
 - ✦ **Unloading Responsibilities of Receiver/Shipper**
 - ✦ **Detention Charges**
 - ✦ **Pallet Exchange**
 - ✦ **Early Shipments** – by agreement of SDA

FNS-57 Form



FORM APPROVED OMB NO. 0584-0293

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

REPORT OF SHIPMENT RECEIVED OVER, SHORT AND/OR DAMAGED

SEE INSTRUCTIONS ON REVERSE

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

SECTION A - SHIPMENT IDENTIFICATION AND UNLOADING INFORMATION

| | | | | | |
|--|--------------------------|--|-------------------------------|------------------------------|--|
| 1. NAME OF COMMODITY | 2. TYPE OF PACK | 3. CONTRACT NO. | 4. DESTINATION CITY AND STATE | | |
| 5. DELIVERY ORDER NO. | 6. NOTICE TO DELIVER NO. | 7. METHOD OF DELIVERY <input type="checkbox"/> RAIL <input type="checkbox"/> TRUCK <input type="checkbox"/> PIGGYBACK | | 8. RR CAR, TRUCK, OR PIG NO. | |
| 9. UNLOADED STARTED (Date and Time) | | | COMPLETED (Date and Time) | | 10. OCEAN BILL OF LADING NO. (Overseas Shipment Only) |

SECTION B - OVERAGE, SHORTAGE, AND/OR DAMAGE

| | | | | | |
|--|---|--|--|---|--|
| 11. QUANTITY | | | | | |
| A. REPORTED SHIPPED | B. AMOUNT RECEIVED IN GOOD CONDITION | C. OVER | D. SHORT | E. DAMAGED | F. HIDDEN DAMAGE |
| 12A. DAMAGE/OVERAGE/SHORTAGE WHEN DISCOVERED | | 12B. HOW DISCOVERED | | | 13. CARRIER'S AGENT PRESENT DURING UNLOADING |
| <input type="checkbox"/> BEFORE UNLOADING | <input type="checkbox"/> DURING UNLOADING | <input type="checkbox"/> AFTER UNLOADING | <input type="checkbox"/> UNLOADING TALLY | <input type="checkbox"/> PHYSICAL RECOUNT | <input type="checkbox"/> OTHER |
| 14. DOOR SEAL NUMBERS | | | 13. CARRIER'S AGENT PRESENT DURING UNLOADING | | |
| A. INBOUND NUMBERS AND CONDITION OF SEALS | | | B. OUTBOUND SEAL NUMBERS (if Applicable) | | |
| 15. CARRIER'S AGENT NOTIFICATION | | | 16. DID CARRIER'S AGENT RESPOND TO NOTIFICATION? | | |
| A. NAME OF AGENT | C. HOW NOTIFIED | | <input type="checkbox"/> YES (In what way) <input type="checkbox"/> NO (Explain) | | |
| B. DATE NOTIFIED | <input type="checkbox"/> IN PERSON <input type="checkbox"/> FAX <input type="checkbox"/> TELEPHONE <input type="checkbox"/> E-MAIL | | | | |
| 17. COMPLETE IF APPLICABLE | | | | | |
| A. WAS MECHANICAL REFRIGERATION, EQUIPMENT OPERATING | | | B. TEMPERATURE OF REFRIGERATION UNIT/INTERIOR TEMP/COMMODITY | | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |

CONSIGNEE CERTIFICATION

I CERTIFY the information and statements above are, to the best of my knowledge and belief, true and correct.

| | |
|------|--|
| DATE | SIGNATURE OF CONSIGNEE OR REPRESENTATIVE |
|------|--|

CARRIER CERTIFICATION

Receipt of a copy of this report is hereby acknowledged and the facts contained herein are verified.

| | |
|------------------------------|-----------------------------|
| SIGNATURE OF CARRIER'S AGENT | NAME AND ADDRESS OF CARRIER |
| DATE | CARRIER REMARKS |

REMARKS (IF DAMAGED, PLEASE INDICATE NATURE AND DISPOSITION OF THE DAMAGE)

FNS – 57 Over/Short & Damage Report



- Detailed description of problem
- Amount damaged or short
- Seal Numbers
- Trailer Number
- Unloading Time
- If possible driver's signature
- Pictures

Submission of FNS-57



- **Mail to Kansas City Commodity Office**
 - **Include**
 - ✦ **Bill of Lading**
 - ✦ **Copy of Forwarding Notice (KC-269)**
 - ✦ **Pictures**

FSA - 21 Form



This form is available electronically.
FSA-21
 (03-11-03)

U.S. DEPARTMENT OF AGRICULTURE
 Farm Service Agency

PUBLIC VOUCHER - COMMODITY PROGRAMS
 (Agricultural Commodities and Related Services)

| 3A. VOUCHER PREPARED AT: _____ | | | | 3B. DATE (MM-DD-YYYY) | | 1. SERIAL NO. | | | |
|---|---|----------------------------------|------------------------|---|---|----------------------------|---------------------------------|--------------------|--|
| | | | | 4. UNITED STATES, DR., TO (Payee): _____ 5. AND (Joint Payees, if any) _____ | | | | 2. BU. VOUCHER NO. | |
| 7. PAYEE'S ADDRESS (Street, City, State, Zip Code) | | | | 6. PAYEE'S ACCOUNT NO. | | 9. PAID BY | | | |
| 8. ADDRESS TO WHICH CHECK SHALL BE MAILED | | | | | | | | | |
| 10. DATE OF DELIVERY OR SERVICE | A. DESCRIPTION OF TRANSACTION (State quality and grade of commodity) | | | B. QUANTITY (No. of Units) | C. UNIT | D. AMOUNT CLAIMED PER UNIT | E. AMOUNT CLAIMED | | |
| | | | | | | | DOLLARS | CENTS | |
| 11A. PROGRAM: | | | | | | | | | |
| 11B. PROGRAM: | | | | | | | | | |
| 12. CONTRACT NO. | | | | | | | | | |
| 13. DELIVERY ORDER NO. | | | | | | | | | |
| 14. SHIPPING POINT | | | | 15. DESIGNATION | | F. TOTAL | | | |
| 16. WEIGHT OF SHIPMENT | | 17. TRUCK LICENSE NO. OR CAR NO. | | 18. GOVERNMENT B/L NO. | | | | | |
| 19A. PAYEE'S CERTIFICATE | | | | | 20. FOR AUDIT USE ONLY | | | | |
| I certify that the above bill is correct and just; that payment has not been received; that the transactions enumerated above were performed as stated and that the payment is authorized to be made as indicated above. | | | | | A. Difference | | A1. | | |
| | | | | | A2. | | A3. | | |
| 19B. PAYEE | | | | | 19C. DATE (MM-DD-YYYY) | | A4. | | |
| 19D. BY | | | | | 19E. TITLE | | A5. | | |
| | | | | | | | B. Account verified correct for | | |
| | | | | | | | 19F. SIGNATURE OR INITIALS | | |
| 21. CERTIFICATE OF INSPECTOR (If inspector executes this certificate inspection need not be attached to voucher) | | | | | 22. CERTIFICATE OF CHECKLOADER (When checkloading is required by USDA) | | | | |
| I certify that I inspected the commodity listed above and found the quality to be of the grade stated. | | | | | I certify that I checked the delivery of the commodity listed above and found the quantity delivered correct as stated. | | | | |
| 21A. FEDERAL/STATE INSPECTOR (Signature) | | | 21B. DATE (MM-DD-YYYY) | | 22A. CHECKLOADER (Signature) | | 22B. DATE (MM-DD-YYYY) | | |
| 23. CERTIFICATE OF AUTHORIZED REPRESENTATIVE OF U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| Pursuant to authority vested in me, I certify that, if bill covers delivery of commodity, the commodity described, after having passed inspection, was received and accepted in good condition in the quantities stated, for and on behalf of the U.S. Department of Agriculture, or if bill covers service, exportation or diversion, that such service, exportation or diversion was performed as stated. | | | | | | | | | |
| A. AUTHORIZED REPRESENTATIVE SIGNATURE | | | | | | B. DATE (MM-DD-YYYY) | | | |
| 24. COST ACCOUNT | | | | 25. ENCUMBRANCE LIQUIDATED | | 26. REMARKS | | | |
| A. APPROP. OR LIMITATION SYMBOL | | B. AMOUNT | | A. UNITS | | | | B. AMOUNT | |
| | | \$ | | | | | | \$ | |
| | | \$ | | | | | | \$ | |

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

ORIGINAL - Send to Kansas City Finance Office, Finance Operations Division, Mail STOP 8588, P.O. Box 419205, Kansas City, MO 64141-6205.

Public Voucher FSA – 21



- **Claim form for reimbursable expenses**
 - Additional unloading time
 - Storage/Disposal Costs
 - Repackaging Costs
- **Used for costs associated with Holds & Recalls**
- **Submit to HQ (Budget implications)**

Updates



- **Storage Charges for Piggyback Shipments**
- **Canned Shipments Arriving Frozen**
- **Lumper Fees**
- **Fees for entering unloading area**

Step 11: “Come & get it!”



Various Receipt Notifications Possible:



- **Warehouse notifies RA of receipt ASAP**
- **Warehouse notifies DA, who notifies RA ASAP**
- **RA notifies DA of direct ship receipt**
- **Processor notifies DA of receipt**



Electronic Commodity Ordering System

ECOS Exercise: Receipting

PCIMS N/D Export

[View](#) the export layout. **Note: this is not official N/D data.**

You may type in the number of the N/D or search for N/Ds by other criteria.

Search by PCIMS N/D Number:

PCIMS N/D Number:

Or search by other criteria:

Delivery Year:

Ship NET Date:

Ship NLT Date:

Truck Delivery Location:

Rail Delivery Location:

N/D Status:

File Type:

| | | | | | | |
|--|-------------------|----------|------------|--------------------|-------------------------------------|-------------------------------|
| FORWARDING NOTICE | | | | DATE 3/13/08 | CONTRACT NO. OR WHSE 12028525502 | N/D NO. VDO20779262 |
| HAS BEEN INSTRUCTED TO DELIVER THE FOLLOWING COMMODITY PAGE 1 OF 1 | | | | DOCKET | ANNOUNCEMENT FV301 | INVITATION 75 |
| COMMODITY DESCRIPTION STRAWBERRIES, IQF, FROZEN | SERVICING CARRIER | PC 63 | PY 2008 | COMM. CODE 3140 | CERTIFICATE NO. | GRADE FOB OR FAS DESTIN |

MAILING ADDRESS OF SHIPPER
FROZUN FOODS INC
166 E. LA JOLLA STREET
PLACENTIA CA 92670-0000

LOCATION OF SHIPPER
TERMINAL FREEZERS .
608 E. 3RD AVENUE
OXNARD CA 93032-0000
PHONE: 816-926-2603

| WAREHOUSE LOT IDENTIFICATION | | | | CONSIGNEE PORTION | | | | | | |
|------------------------------|------------------------------------|------|-----------------------------------|----------------------------------|---------------|---------------------|-----------------------|-------------------|------------|--|
| LOT NO. | PC | PY | COMM. CODE | SIZE TYPE UNITS | NO. OF UNITS | NET WEIGHT | GROSS WEIGHT | CERTIFICATE NO. | EX N/D NO. | |
| | 63 | 2008 | 3140 | | 0 | 0 | 0 | | 0000000 | |
| FINAL | | | | CONSIGNEE AND DESTINATION 445262 | | | | ITEM NO 9 | | |
| TC 510 | DESTINATION AND STATE DARIEN WI | | DISPOSITION NUMBER A375155K002 | SIZE TYPE UNITS 30 LB CTN | UNITS 1320 | NET WEIGHT 39600 | GROSS WEIGHT 42240 | DELY CARR WICT | | |

C/O TRUCK DELY LOC
GENEVA LAKES COLD STORAGE
DIVISION OF VERSA
DARIEN WI 53114-0000

C/O RAIL DELY LOC

CONSIGNEE TO E-MAIL ANTONIO.ANTE@DPI.STATE.WI.US
DEPT OF PUBLIC INSTRUCTION
DONATED FOOD 155
DISTRIBUTION SECTION
MADISON WI 53707-7841

CALL FOR APPT.

CONTACT MANAGER
PHONE 262-724-3295
FAX 000-000-0000

CONTACT LAURA SIME
PHONE 608-267-9119
FAX 608-267-0363

CONSIGNEE RECEIPT FOR Wisconsin Dept of Public
NON-COMMON CARRIER MOVES

UNITS RECEIVED:

DATE RECEIVED

RECEIVED BY (SIGNATURE & TITLE)

| | | | |
|---|---------------------|---------------------|-----------------------|
| ROUTING TO ORDER EQUIPMENT ,PHONE | RATE ID | TRANS MODE | MILES 0 |
| FOR MORE INFO,PHONE JAN WIGGINS 816-926-2603 | UNITS 1320 | NET WEIGHT 39600 | GROSS WEIGHT 42240 |
| FOR TRANSPORTATION INFO,PHONE 000-0000 | SHIP NET 8/16/08 | SHIP NLT 8/31/08 | ***** |
| REMARKS: SHOW ON B/L: VENDOR/TRUCKER MUST CONTACT CONSIGNEE AT LEAST 24 HOURS BEFORE DELIVERY FOR APPOINTMENT TO UNLOAD.; | | | |

Receive Shipment

Complete the form below to receive the shipment. **Truck Qty** is the quantity on the truck, **Damaged** is the quantity that has been damaged and unloaded from the truck and **Rejected** is the quantity that has been rejected and not unloaded from the truck. **Description/ Reason** must be entered if there is any damaged or rejected quantity. Truck Qty may be optionally entered for the alternate unit of measure. Click the **Submit** button to receive this shipment. Click **Cancel** to cancel changes and return to the previous page.

The following shipment details cannot be edited if **15 days** have elapsed since the shipment was first receipted.
Please contact the ECOS help desk if there is a correction needed that cannot be accomplished through the Edit Shipment page.

Note: This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or damaged.

Shipment Details

Delivery Order Number: A743998J022

Date Shipment Received: (MM/DD/YYYY)

Notice To Deliver: VDO20773410

Entered By: Todd Griffith

Signed By:

Comment Of Receipt:

Capture who is entering, who signed and when received.

State: FNS Households

Entity Code:450579

AmeriCold Services - Syracuse, NY - Zone C

AMERICOLD SERVICES LLC

ZONE C

264 FARRELL ROAD

SYRACUSE NY 132090000

| Commodity | Ordered Qty | Truck Qty | Damaged | Rejected | Description of Damage/ Reason for Rejection |
|--------------|---------------|----------------------|----------------------|----------------------|---|
| A743-TUNA 12 | 1,800 Cases | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | 32,400 Pounds | <input type="text"/> | | | |

Capture quantity information of the receipt and any comments for Damaged / Rejected.

Submit

Cancel



Edit General Information

Enter the changes to the information below and click "Save" to apply them. Click "Cancel" to abort this activity and return to the Profile screen.

General Information

| | |
|--|--|
| Recipient Agency Name: | <input type="text" value="Recipient Agency #101"/> |
| Recipient Agency ID (must be unique): | <input type="text" value="0010000"/> |
| County or City: | <input type="text" value="Loudoun"/> |
| Zone/District: | <input type="text" value="Central"/> |
| FIPS: | <input type="text"/> (Optional) |
| Warehouse Type: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| RA Status: | <input checked="" type="radio"/> Active <input type="radio"/> Inactive |
| Assigned Program(s): | <input type="checkbox"/> Emergency Food Assistance Program(EFAP) <input checked="" type="checkbox"/> Schools(SCH) <input type="checkbox"/> Summer Food Service Program(SFSP) |



Edit Shipment

The following shipment details cannot be edited if **15 days** have elapsed since the shipment was first receipted.
Please contact the ECOS help desk if there is a correction needed that cannot be accomplished through the Edit Shipment page.

Note: This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or damaged.

Shipment Details

Delivery Order Number: A743998J003
Date Shipment Entered: 07/09/2007
Date Shipment Received: 07/09/2007
Notice To Deliver: VDO20724739
Signed By: marie spencer
Entered By: Bob Doxtator
Last Modified By:

Comment Of Receipt:

Receipt information can only be modified within 15 days of the initial receipt being entered.

State: FNS Households

Entity Code:450579
AmeriCold Services - Syracuse, NY - Zone C
AMERICOLD SERVICES LLC
ZONE C
264 FARRELL ROAD
SYRACUSE NY 132090000

| Commodity | Ordered Qty | Truck Qty | Rec'd Qty | Over | Short | Damaged | Rejected | Description of Damage/ Reason for Rejection |
|--------------|------------------------------|-----------------|-----------|------|-------|---------|----------|---|
| A743-TUNA 12 | 1,800 Cases 32,400 Pounds | 1,800 32,400 | 1,800 | 0 | 0 | 0 | 0 | |

Back

Exercise 4



- **Notice to Deliver**
 - Request the N/D's for 'K' year
 - ✦ How many N/Ds are contained in the file?

- **Receipt** (FNS to supply information)
 - Perform the Receipt process for the Orders provided

Step 12: “Show me the money “



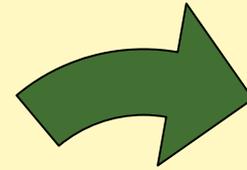
- **Vendor submits invoice to FSA**
- **Entered in PCIMS IF not received in ECOS**
- **Order goes to SH status when received in PCIMS**
- **Prompt payment - \$ spent**



Delivery Order Flow



- **Recipient Agency Request (ECOS/other)**
- **State submits order thru ECOS to PCIMS**
- **Delivery Order in PCIMS**



FD 101 DELIVERY ORDER CHANGES

○
oops!



Who Will Make the Changes?



- Once an order has been placed, **only FNS** HQ/RO can make changes to orders
- Contact the appropriate program specialist in HQ or Regional Office
- FDD provides list of contacts via email and FOCUS website
- ECOS Help Desk does **not** make changes to delivery orders

What Changes Can I Make?



- **Destination**
- **Quantity**
- **Program Usage**
- **Delivery Dates**
- **Provide complete delivery order information along with requested changes**

Status is everything in life!



- VO or VP -- Any change
- CI or II -- No changes at this time
- -- Ask Anyway
- VA, ND, CN -- Destination

Program Usage

Quantity

Must submit contract amendment form

- SH -- Program usage
- BLANK -- Oops! Finish Roll Up in ECOS

How and When Can I Cancel?

CANCEL

- Orders in VO or VP status can be cancelled at anytime
- Remember to contact appropriate program specialist in HQ or RO
- Provide complete Delivery Order Information
 - ✦ Use the D/O Status or D/O Inquiry Report, CSV file to get Excel format
- Confirm changes have been completed as requested

How Will I Know the Changes Have Been Completed?



- You will receive an email from ECOS
- You should also receive an email from the program specialist
- YOU should also check !

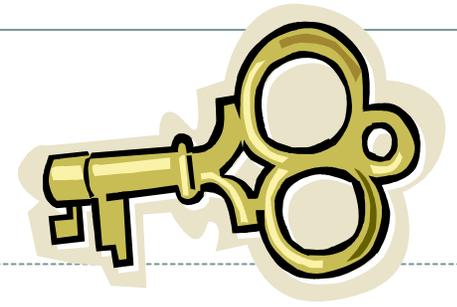


Contract Amendments



- **Changing an order that is bought: CI or VA or CN status**
- **Communication is Key**
- **Please be reasonable**
- **7 Step Process**
- **Be Aware, nothing is guarantee**

Communication is Key



- Communication at the earliest stage is the best way to make this process more efficient
 - **It allows time for FDD to assess what has to be done and when it has to be done**
 - **It allows all parties the opportunity to plan their workloads**
 - **It allows vendors the time to make adjustments to scheduling**
- **State recipients/warehouse staff must be kept in the loop**

What are Contract Amendments?

- Contract amendments are **not** changes requested by a State directly to a vendor!!
 - ✦ **Any charges that accrue as a result of this type of request is the responsibility of the State**
- Contract amendments are between AMS or FSA and the vendor
 - ✦ **Are not automatic – no guarantee**
 - ✦ **Should be requested for emergency situations**
 - ✦ **Should be the last resort**

However if You Must



- **Good idea to alert HQ/RO of needs **ASAP****
- Provide complete info, new entity code and city/state
- **Only have a few orders to change**
 - ✦ **Submit amendment form to program specialist**
 - ✦ **Get info from the Delivery Order Status or Inquiry Report**
 - ✦ **Submit forms 30 days prior to the beginning of the delivery period on the order via email**
- **Mass movement from one warehouse to another**
 - ✦ **Use ECOS Delivery Order Status Report, use as CSV file/Excel format and modify**
 - ✦ **Please don't fill out a hundred forms!**
 - ✦ **Contact program specialist**



7. Step Process !

1. **SDA submits form via email**
2. **HQ/RO makes changes and submits paperwork to and FSA** **AMS**
3. **AMS and FSA contact vendors**
4. **Vendors decide we can make changes**
May increase freight costs
5. **FSA must recalculate avg. cost of the contract**
Affects avg. cost for all orders on that contract
6. **FSA, AMS and FDD must make changes to the orders when amendment is approved**
7. **Notice to Deliver must be reissued and mailed – then the amendment is complete !**

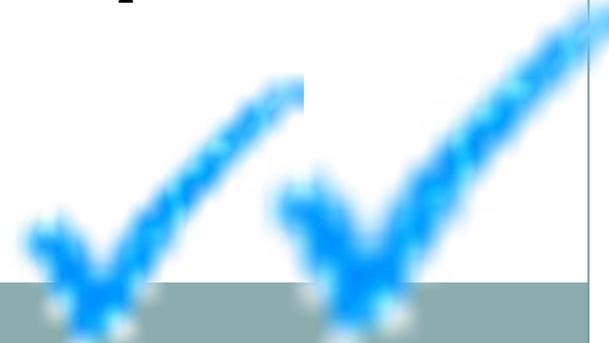
Be Aware



- You may not see changes overnight

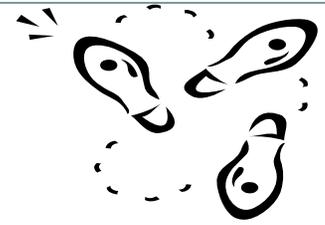
- ✦ **Mainframe changes can take several days**
- ✦ **Changes to the d/o does not mean the amendment is final!**
- ✦ **Issuance of the Notice to Deliver with the changes signals the amendment is final.**
- ✦ **You MUST check on status and follow up**
- ✦ **Good Luck!**

**Still no guarantee your order will ship exactly as requested
Vendors have to connect the dots too!**

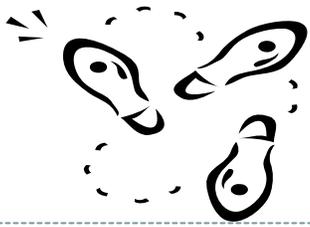




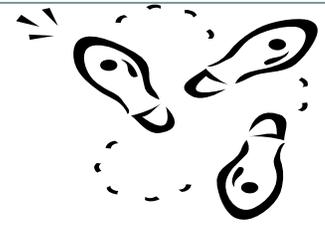
12 Step Cycle



- 1. \$\$ - Funds/Entitlement/Purchase Plan**
- 2. FNS Offers / Foods Available / State Surveys RA**
- 3. State DA submit Orders thru ECOS to PCIMS**
- 4. FNS review orders and funds**
- 5. FNS/AMS/FSA Create Invitations to Bid**
- 6. FSA/ AMS Issue Invitations to Bid**
- 7. Vendor Bid – USDA Analysis – Contract Award**



12 Step Cycle



- 8. FSA Notice to Deliver –
Forwarding Notice Issuance**
- 9. Vendor Produce/Graded-Certify/
Shipment Notice**
- 10. Vendor delivers / BL / Receipting in
ECOS**
- 11. School district notified by warehouse/
processor/State**
- 12. Vendor invoice FSA – Payment in PCIMS**

Livestock Timing for July delivery

Bass Ackwards

- 
11. RA's are notified of receipt ASAP & withdraw commodities **07/31** _____
 10. Vendor delivers **07/1-15** – Receiving Organization enters receipt in ECOS _____
 9. Vendor produces & arranges transportation & makes appointment **06/1-28** _____
 8. Notice to Deliver issued (4-5 wks prior to del) - **05/21** _____
 7. Bids due & analyzed & contract award **05/21** _____
 6. Invitation issued **5/7** _____
 5. Invitation created FNS **5/1** _____
 4. FNS review orders & funds **4/15-5/1** _____
 3. State roll up and submit orders **4/15** _____
 2. Surveys Opened **01/02** & closed **4/15** Orders Due _____
 1. Entitlements _____

The End

