



Food Distribution National Policy Memorandum

United States
Department of
Agriculture

Food and
Nutrition
Service

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Alexandria, VA
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DATE: April 25, 2011

POLICY NO.: FD-062: Food Distribution Program on Indian Reservations (FDPIR), The Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Nutrition Services Incentive Program (NSIP), Processing Program, Charitable Institutions, and Summer Camps

SUBJECT: Electronic Receipting for USDA Direct and Multi-Food Shipments

The purpose of this memorandum is to advise you of a new requirement for all Receiving Organizations (i.e., organizations that receive shipments of the Department of Agriculture (USDA) foods, including Distributing Agencies, Indian Tribal Organizations [ITO], recipient agencies, processors, and warehouses). With the recent conversion to the new Web-Based Supply Chain Management (WBSCM) system, Receiving Organizations must now receipt for shipments of USDA Foods electronically in WBSCM.

Through this memorandum, we replace form FNS-57 (the Over, Short and Damaged Report) and the former Electronic Commodity Ordering System (ECOS) receipting function with a new, mandatory WBSCM Shipment Receipt Function and the accompanying WBSCM Shipment Notification Report. Combined, the WBSCM Shipment Receipt Function and Shipment Notification Report meet FNS regulations, at 7 CFR 250.16, for receipting of shipments. The WBSCM Shipment Receipt Function will also eliminate the need for Receiving Organizations to fax multi-food receipts to the national multi-food warehouses. This memorandum should be used in conjunction with FNS Instruction 709-5, which provides procedures regarding the shipment and receipt of foods.

As a result of this change, Receiving Organizations are now required to enter all shipment receipts within three business days of delivery, using the WBSCM Shipment Receipt Function. This requirement applies both to direct and multi-food shipments of USDA Foods.

The WBSCM Shipment Receipt Function allows Receiving Organizations to issue receipts for USDA Foods electronically, thereby communicating delivery status information to stakeholders in real-time. This action also changes the status of the order to "OREC" (i.e., "order received") status. WBSCM also contains a Shipment Notification Report that can be used to verify when a shipment has been received. This is especially useful for organizations using WBSCM or State system downloads to plan distributions based upon receipt information.

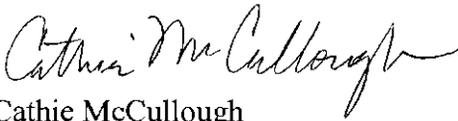
In addition, the following items are critically dependent upon proper WBSCM receipting:

- (1) **Vendor Payment Matching Process:** Electronic documentation generated by entering receipting information is used as part of the vendor payment matching process, which allows for accurate and timely payments to USDA vendors;
- (2) **Value of Commodities Received Report:** Only receipted requisitions and sales orders display on the Value Of Commodities Received Report; which State Agencies and ITOs must retain and report annually for audit purposes.
- (3) **Claims:** Proper documentation is necessary for USDA to submit claims for shortages and/or damaged products with vendors. Absent an accurate receipt, a claim cannot be pursued.
- (4) **Recalls:** Systematic tracking of received product and the reporting of product disposition requires a record of receipt.

A complete explanation of the shipment receipting function can be found in the WBSCM application under Help > Training > Work Instructions > External > Fulfillment (WI-Ext) > Domestic > Enter Customer Shipment Receipt.

Distributing Agencies should direct all their Receiving Organizations to register for WBSCM. To register, Receiving Organizations should contact the WBSCM Help Desk at WBSCMHelp@ams.usda.gov. Applied uniformly, this procedure will streamline operations, result in administrative cost savings for the Receiving Organizations, and provide just-in-time order status information.

If you have any questions or need further clarification of this function please contact the WBSCM Help Desk at the above email address or call the Help Desk at 703-305-2914.


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