POLICY ALERT

Date: July 14, 2011
Reference: # FDP 2011-05
To: Food Distribution Program (FDP) Contractors – Processors Only
Subject: Electronic Receipting for United States Department of Agriculture (USDA) Foods
Effective Date: July 1, 2011

Purpose
INFORM processors of new requirements to receipt for shipments of USDA Foods electronically in the Web-Based Supply Chain Management (WBSCM) system.
ADD Item 10790, Electronic Receipting for USDA Foods, to the Food Distribution Program Handbook

Implementation
July 1, 2011

Background
The WBSCM Shipment Receipt Function and the WBSCM Shipment Notification Report replace the Form FNS-57 (Over, Short and Damaged Report) and the Electronic Commodity Ordering System (ECOS).

Procedure
Add the following to your FDP Handbook:

10790  Electronic Receipting for USDA Foods

Processors must do electronic receipting of all received USDA Foods shipments using the WBSCM system. Processors are required to enter all shipment receipts into WBSCM within three business days of a USDA Foods delivery.

To register for WBSCM, contact the help desk at WBSCMHelp@ams.usda.gov.

Timely and accurate receipting is important as other functions are dependent on WBSCM shipment receipting:

a. Vendor payments are matched with shipment receipts. Vendors will not be paid until the shipments are receipted in WBSCM.
b. The Value of Commodities Received Report only shows receipted requisitions and sales orders. The Texas Department of Agriculture (TDA) is required to report this information annually for audit purposes.
c. Claims cannot be pursued if the receipt is inaccurate.
d. Tracking of received product is essential in the event of a recall.

Processors may access the Food Distribution Program Handbook online at www.snptexas.org.

continued

This Policy Remains in Effect Until Further Notice
<table>
<thead>
<tr>
<th><strong>Authority</strong></th>
<th>USDA Policy Memorandum FD-062: Electronic Receipting for USDA Direct and Multi-Food Shipments, April 25, 2011, and FNS Instruction 709-5.</th>
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<tbody>
<tr>
<td><strong>Contact</strong></td>
<td>If you have any questions please contact Commodity Operations at 877-TEX-MEAL (877-839-6325).</td>
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