



Food Distribution National Policy Memorandum

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
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Alexandria, VA
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POLICY NO.: FD-062: Food Distribution Program on Indian Reservations (FDPIR), 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 & Summer Camps

SUBJECT: Electronic Receipting for USDA Commodity Shipments

The Electronic Commodity Ordering System (ECOS) Shipment Receipt function, and the accompanying ECOS Shipment Notification Report, meet FNS regulations (7 CFR §250.16) for receipting of commodity shipments. Since this function can be used to replace existing Federal requirements and helps in the reduction of paperwork, States are encouraged to adopt this practice.

The Shipment Receipt function of ECOS allows receiving organizations [i.e. processors, warehouses, direct shipment school districts and SDA's] to receipt for commodity shipments electronically and to communicate delivery information to stakeholders promptly. Recipient Agencies in States using ECOS at the local level can monitor the status of their commodity deliveries by requesting a Requisition by PCIMS Report. Receipting in ECOS, allows recipients to verify delivery in real time, to plan menus accordingly and to move commodities through the system quickly.

When a shipment has been receipted, ECOS sends a notification to the SDA via e-mail. This action also changes the status of the delivery order to "SH" (i.e. shipped) status. ECOS also contains a Shipment Notification Report that can be used by the SDA to verify when a shipment has been received. **Absent** this function the delivery order status is misleading - remaining in a "CN" (complete notice to deliver) status until it is paid for in PCIMS; then the status changes to a "SH" status, long after the shipment has been delivered. An explanation of status codes can be found on ECOS' home page under "For Your Reference".

Please note that the electronic receipt does not substitute for the FNS-57 (Over, Short and Damage Report). The FNS-57 must still be completed and submitted to the Kansas City Commodity Office for processing. A complete explanation of the shipment receipting function and FNS-57 reporting process can be found in the ECOS SDA and Receiver training manuals. The form is available at the <http://www.fns.usda.gov/fdd/forms/> site.

SDA's should direct all their receiving organizations to register in ECOS. To register receiving organizations please contact the ECOS Help Desk at ECOSHelpDesk@fns.usda.gov.

FNS strongly encourages all States to use this ECOS function which will save time and paperwork, as well as provide timely information to recipient agencies. Unique State procedures are costly. This procedure applied uniformly will streamline operations and result in administrative cost savings at the State and receiving organization level.

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



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