

The 12 Steps of a Delivery Order



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Food and Nutrition Service
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Areas to cover



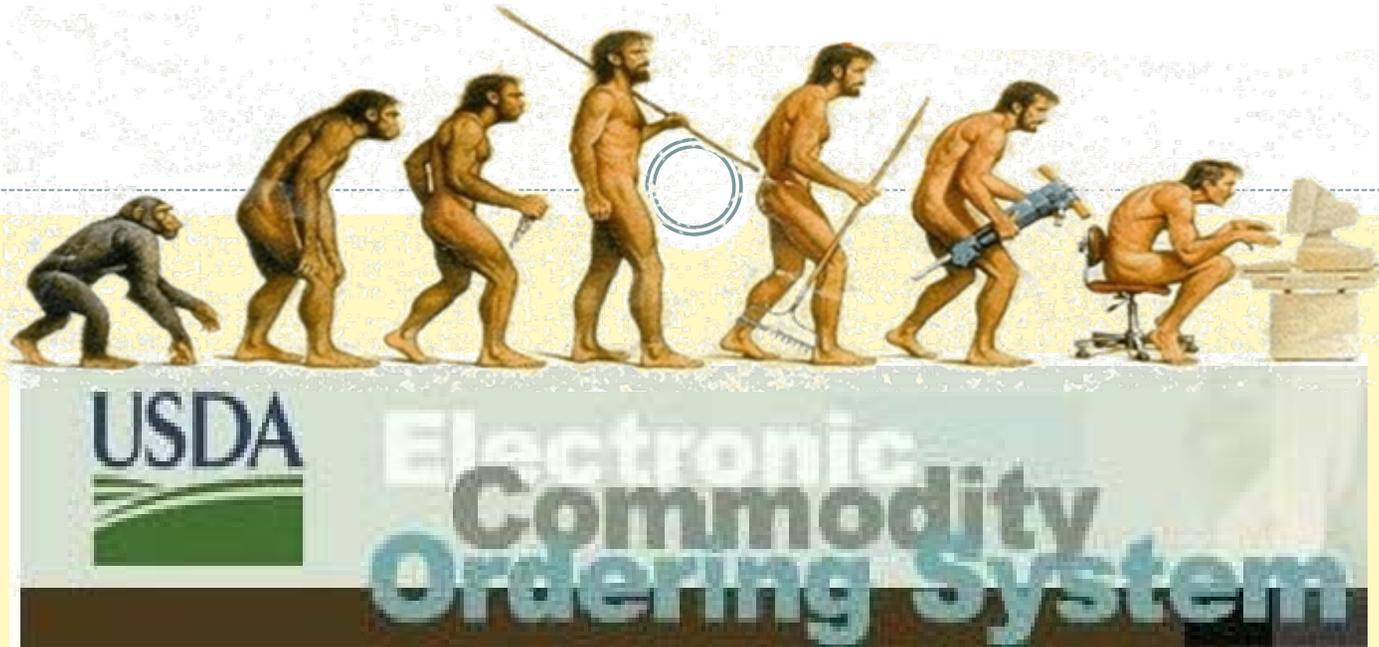
• **Systems Background - PCIMS & ECOS**



12 Step Order Cycle



• **Computer System Flow & Delivery Order Status**



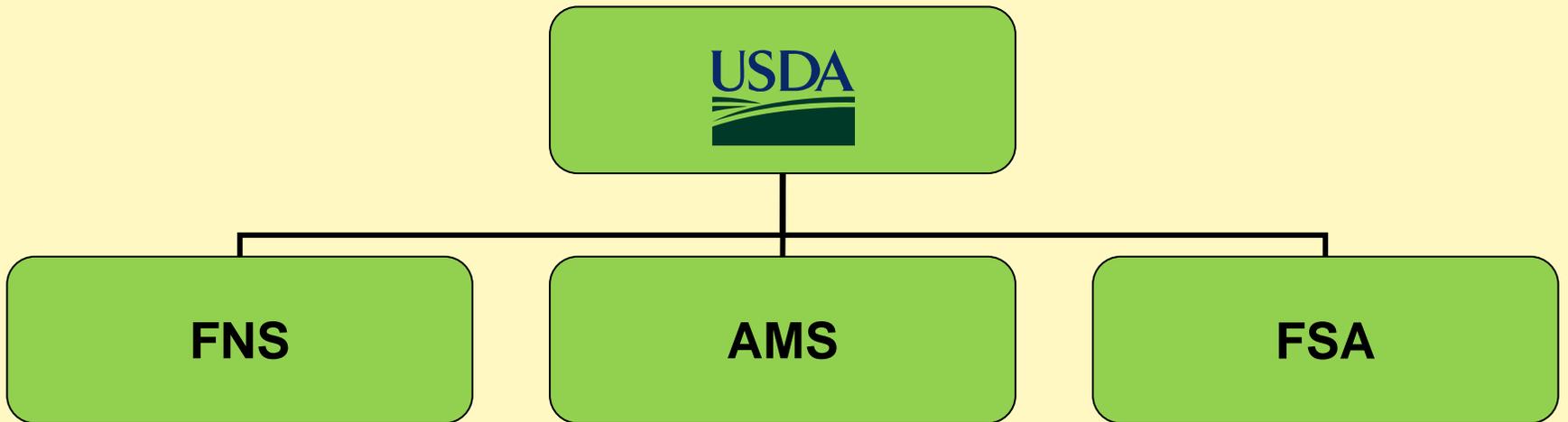
**Processed
Commodities
Inventory
Management
System**



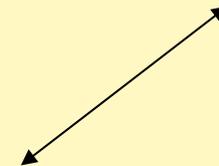
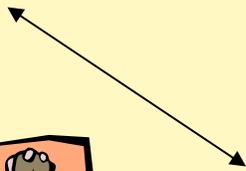
**Web Based
Supply Chain
Management**



Tri-Agency System For Commodity Ordering & Procurement



PCIMS



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**



Electronic Commodity Ordering System

What can Processors “DO” in ECOS?

- **View Product Catalog at “home page”**
- **View when surveys open and close**
- **View Entity Codes for each State**
- **Track orders**
- **Export orders**



Electronic Commodity Ordering System

What can Processors “DO” in ECOS?

- **View order quantities by RA**
- **Receive shipments**
- **View past orders**
- **Receive email notice of order status changes**

View Product Catalog at “home page”

USDA Electronic Commodity Ordering System : Home

USDA Electronic Commodity Ordering System

Administration

Home

Product Categories

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

Welcome

We hope that your participation in the FNS system. We are interested in hearing from

View when surveys open and close



Product Category: Cheese

The catalog below displays all commodities currently being offered by USDA for programs to o

Bonus Indicator	Commodity Code	Commodity Description	Pack Size	Delivery Period
	B007	CHSE RDU FAT 2	12/2 LB LOAVES	07/15/2008 - 06/30/2009
	B027	CHED RD FT SHD Y 6/5	6/5 LB	07/15/2009 - 12/31/2009
	B027	CHED RD FT SHD Y 6/5	6/5 LB	01/15/2009 - 06/30/2009
	B028	CHED RD FT SHD W 6/5	6/5 LB	07/15/2009 - 12/31/2009
	B028	CHED RD FT SHD W 6/5	6/5 LB	01/15/2009 - 06/30/2009
	B030	CHEESE PASTUR BULK	40 LB BLK	07/15/2009 - 12/31/2009
	B030	CHEESE PASTUR BULK	40 LB BLK	01/15/2009 - 06/30/2009
	B031	CHEDDAR SHRED Y 6/5	6/5 LB	07/15/2009 - 12/31/2009
	B031	CHEDDAR SHRED Y 6/5	6/5 LB	01/15/2009 - 06/30/2009
	B032	CHEDDAR SHRED W 6/5	6/5 LB	07/15/2009 - 12/31/2009
	B032	CHEDDAR SHRED W 6/5	6/5 LB	01/15/2009 - 06/30/2009

Processors View Entity Codes for Each State



Administration

Administration

Click on an available menu link below for the action you

Organization

[View/Edit Organization Profile](#)

Regional Processor Organization

[View/Edit Regional Processor \(0 on record\)](#)

[Create New Regional Processor](#)

[View/Edit Plants](#)



Select each
plant to view
Entity Codes

Processors can track orders



Electronic Commodity Ordering System

Administration

Reports

Food Order

[Delivery Order Status](#)

[Recipient Order Status](#)

Security

[Security Listing](#)

Commodity File

[Commodity File](#)

Shipping Notifications

[Received Shipments](#)

[Received Multi-Food Shipments](#)

Reports

To access a report, select criteria specific to the report. This gives you a view of the report format.



Processors can export orders

USDA Electronic Commodity Ordering System

Administration Training

[My Account](#)

[My Account](#) > PCIMS N/D Export

- Profile Information
- Bulletin Board
- Import/Export
 - Export Order**
 - Export N/D**
- Import/Export
- Shipment Notifications

PCIMS N/D Export for Receivers

[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:

Organization: Processor name here.....

Delivery Year: J

Ship NET Date: All

Ship NLT Date: All

Truck Delivery Location: All

Rail Delivery Location: All

N/D Status: All

File Type: XML

Submit Query

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

Processors can track Split Shipment orders

USDA Electronic Commodity Ordering System

Administration

My Account

- + Profile Information
- Bulletin Board
- Bulletin Board
- + Import/Export
- + Shipment Notifications

My Account

The **My Account** area is the primary interaction with the system. The

View orders by commodity codes

View order quantities by RA



Electronic Commodity Ordering System

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Receiving Shipments



Electronic Commodity Ordering System

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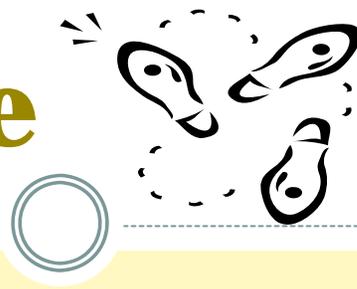


Ordering Cycle

12 STEPS!



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**

Step 1: “Show me the money!”



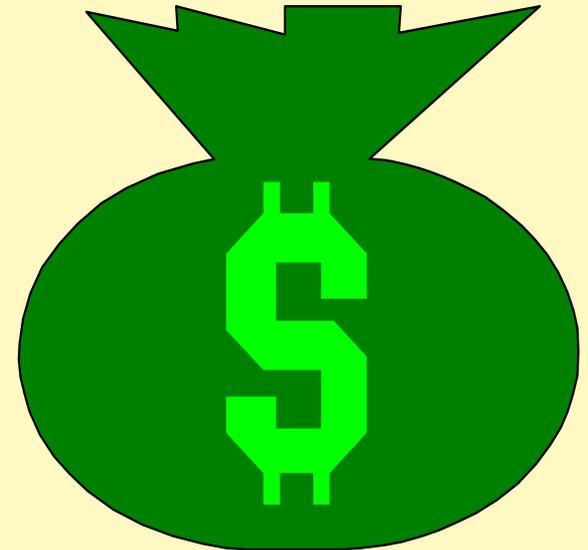
- **Fund Sources**
- **CNP Entitlements**
- **Purchase Plan**



Entitlement ESTIMATE !



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



Entitlement



Entitlement & Order Timeline



<u>January</u>	Enter Offerings for States in ECOS
<u>February</u>	Enter Preliminary SY Entitlement Preliminary Purchase Plan Transmit AMS product surveys and “dollar estimates”
<u>March 1</u>	Value added (brown box) turkey orders due for the SY
<u>May</u>	Most other orders are due
<u>June 1</u>	Cheese orders due for Jan-Dec of next calendar year
<u>July</u>	“Published” Rate in Federal Register- estimate 12%
<u>August</u>	Move preliminary Prior SY Balances to new SY Open offerings again and new offerings
<u>November</u>	Update current SY Entitlement – final meals from prior year New Offerings available orders for Jan-June delivery due

PURCHASE PLANNING



January - February



NATIONAL COMMODITY ORDERING AVERAGE PERCENTAGES



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

Bonus Planning ?

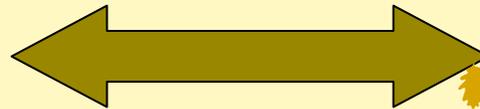


Step 2: May I take your order?

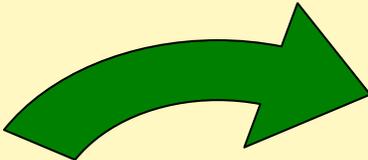


Commodity Catalogue

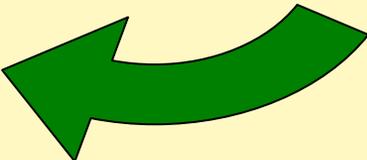
- **Nov thru April...**
 - ✦ **Processors go out & try to get their items spec'd on RA's Bids**
 - ✦ **School and State bids go out**
 - ✦ **Awards & orders made**
- **State gets requests from School Districts**



Step 3: Order Submission

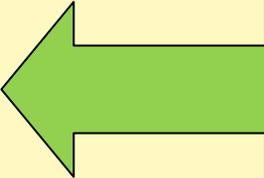


ECOS - SDA - ECOS - FNS - PCIMS



**RA order
Request
to State**

Processor gets items spec'd for processing & is awarded RA Bids



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**

40 / 60 Rule



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

July 1 – Nov 15

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

Nov 16 – June 30

35 / 65 Rule



THIS YEAR ONLY!!

- **35 % \$\$\$\$ delivered**

July 1 – Nov 15

- **65 % \$\$\$\$\$\$ delivered**

Nov 16 – June 30

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

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)**

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!!

Step 4: FNS Reviews Data



Orders in VP or VO status April-June

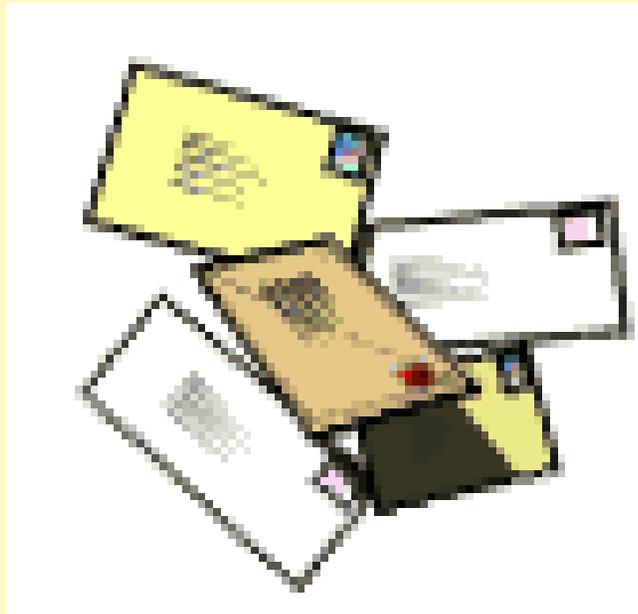
- **Funding considerations
(40-60 % Rule or 35-65% Rule)**
- **Capacity issues**
- **Split shipment matches**
- **Entitlement status**
- **Offer additional commodities**

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

- **Processor will be able to view the order status under “My Account”**
- **CI status means that it’s on an invitation to be purchased – but not purchased yet**

Processors can track orders



USDA Electronic Commodity Ordering System

Administration

Reports

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View order quantities by RA



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Different Types of Invitations Processing



Long term

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

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**
- **Industry should encourage their own suppliers to bid to their destination.**
- **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**

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**



Step 11: “Come & get it!”



Various Receipt Notifications Possible:



- **Processor notifies State DA of receipt by receiving in ECOS**
- **Processor ships to pre-arranged destination**



Electronic Commodity Ordering System

Administration

[My Account](#) > Receive Shipment -Search

- Profile Information
- Bulletin Board
- Import/Export
- Shipment Notifications

[Receive Shipment](#)

[View/Edit Shipment](#)

Receive Shipment - Search

To add shipment receipt information to an Order, enter the appropriate text box and Select **Find Order**. Select **Clear**

Note: This ECOS process does not replace the requirements and/or damaged.

Order Number:

AND/ OR

Notice To Deliver Number:

Find Order

Clear

Step 12: “Show me the money “



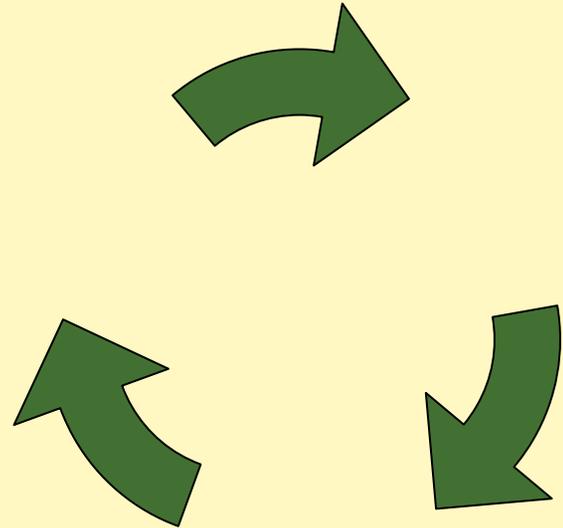
- **Vendor submits invoice to FSA**
- **Entered in PCIMS IF not received in ECOS**
- **Order goes to SH status when received in PCIMS**
- **Prompt payment - \$ spent**



Delivery Order Flow

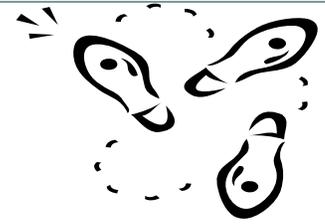


- **District Request (ECOS/other)**
- **State submits order thru ECOS to PCIMS**
- **Delivery Order in PCIMS**





12 Step Cycle



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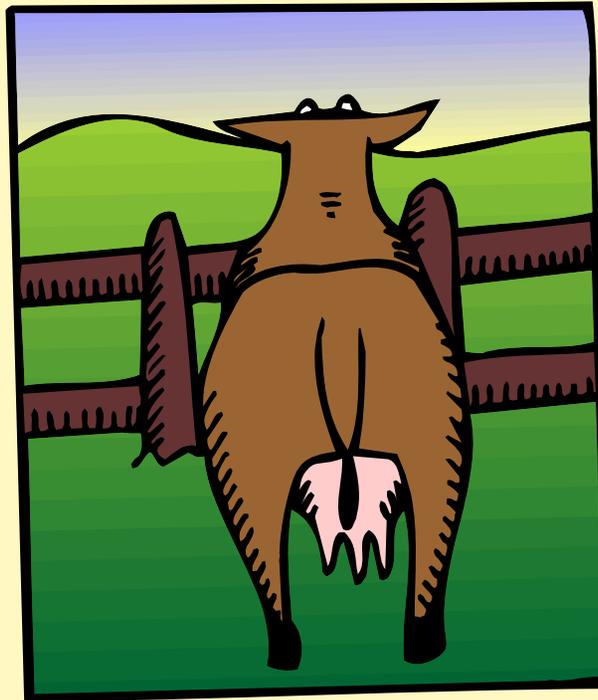


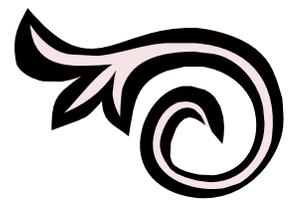
12 Step Cycle



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The End



 Break 



15 MINUTES