

February 12, 2007

NOTICE TO THE TRADE

TRANSITION TO ELECTRONIC NOTICES TO DELIVER

The Kansas City Commodity Office (KCCO) is in the process of implementing a system that will allow for the electronic delivery of all Notices to Deliver (ND) via email. This will streamline the process by replacing the need to fax and mail hard copies of the documents to multiple parties. This implementation is scheduled for March 2, 2007. As of this date, KCCO will no longer mail ND's, but will only send them via email.

In preparation for this event, here is additional information:

1. The electronic ND will have the same format and information as the current document, and will be sent as an attachment to an email. The attachment can have as many as 20 ND documents bundled together. One copy of the back side of the ND will also be sent as a separate attachment within the same email. The email will appear to come from a KCCO specialist and the subject line will be formatted with the following information: USDA N/D Document - # Documents. The body of the message will include a list of the ND numbers attached.
2. The system permits the use of just one email address per vendor. The ND is being sent to the email address currently on record with Commodity Procurement Branch. If the ND is sent to an email other than what you desire, please contact us and provide the correct email address.
3. The computer used to receive email needs to have a working printer so the ND forms can be printed and submitted with the invoice package.
4. Please ensure the computer used to receive emails has an internet browser installed, such as Internet Explorer. The ND file has a file extension of ".htm," and can be viewed with a web browser.
5. Please ensure the email mailbox used has sufficient room to accept emails with attachments averaging about 300KB each. If the email is undelivered, the system will not email those ND's out again.
6. Just as bid submission via DEBES is a contractual requirement, you must have the ability to accept and print electronic N/Ds in order to do business with AMS.

We hope for and anticipate a smooth transition. If you have any questions or concerns, or would like to provide a different email address, please contact Ron Ulibarri at ronald.ulibarri@usda.gov. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Tuckwiller', with a long horizontal flourish extending to the right.

Dave Tuckwiller, Chief
Commodity Procurement Branch
Fruit and Vegetable Programs