

## **United States Department of Agriculture**

Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

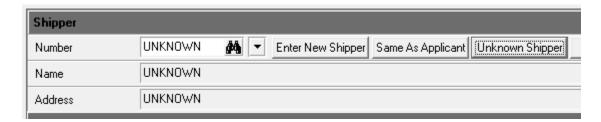
## **PATCH # 021**

**DOCUMENT:** Fresh Electronic Inspection Reporting/Resource System (FEIRS) electronic programs revision.

**REMARKS:** The following guidance is to be followed when completing the Shipper information in FEIRS. Under the Shipping tab the known shipper name and location information is to be entered on all FEIRS certificates.

## **UNKNOWN SHIPPER**

If the applicant fails to specify the shipper and it is not possible to obtain their name and address, select Unknown Shipper (see below).



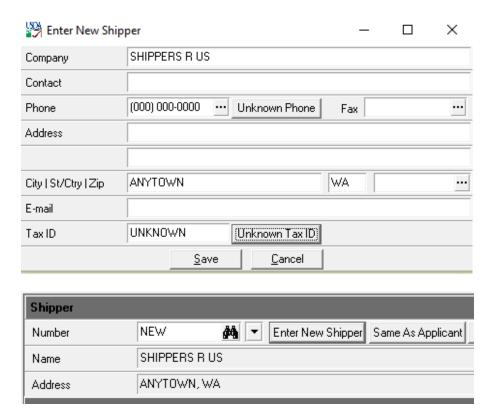
## APPLICANT SPECIFIED SHIPPER

Many specified shippers have FEIRS accounting codes already assigned. These shipper codes all begin with 21200 and can be located by clicking on the binocular icon next to the Number field and searching the listed accounting codes for ones that begin with 21200. Codes with 21200 are the only accounts to be selected in the Shipper Number field for all non-test applicant certificates (see below).



This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed above. After incorporation into the document listed above this PATCH will become obsolete. USDA is an equal opportunity provider, employer, and lender.

If the specified shipper does not have an existing 21200 code then their information must be entered as a new shipper. When entering a new shipper click on Enter New Shipper and complete the Company, City, State/Country fields and select Unknown Phone and Unknown Tax ID before selecting Save (see below).



If the specified shipper is also the applicant do <u>not</u> select Same As Applicant as this would place a non-21200 code into the Shipper Number field. You must select their respective 21200 code or if a code is not listed enter as a new shipper. It is permissible to select Same As Applicant only when completing test certificates and the applicant is "Test Applicant."

Requests to create a 21200 accounting code for an unlisted shipper can be forwarded to the Service Center, include: Company name, Address, City, State/Country, Zip code, and Phone Number. Once the shipper account is created and activated FEIRS users must perform a FEIRS transmit cycle to capture the newly created 21200 accounting code.

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