



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).

Shipper	
Number	UNKNOWN ▼ Enter New Shipper Same As Applicant Unknown Shipper
Name	UNKNOWN
Address	UNKNOWN

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).

Shipper	
Number	21200WDLJ ▼ Enter New Shipper Same As Applicant
Name	A & N FARMS
Address	LEAMINGTON, ON

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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).

Company	SHIPPERS R US		
Contact			
Phone	(000) 000-0000	Unknown Phone	Fax
Address			
City St/Ctry Zip	ANYTOWN	WA	
E-mail			
Tax ID	UNKNOWN	Unknown Tax ID	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Shipper	
Number	NEW <input type="button" value="Enter New Shipper"/> <input type="button" value="Same As Applicant"/>
Name	SHIPPERS R US
Address	ANYTOWN, WA

If the specified shipper is also the applicant do not 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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