



United States Department of Agriculture

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

PATCH # 023

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

REMARKS: The following guidance is to be followed when completing the COD information in FEIRS.

FEDERAL NON-COD ACCOUNT STATUS


When an applicant’s account status is non-COD (i.e. to be billed via an invoice) their selected account in FEIRS will automatically populate the COD block with “N” and state “INVOICE” (see below). The applicant will receive a bill for the listed fee on this certificate.

Applicant	
Number	21134B5MD <input type="button" value="New Applicant"/> <input type="button" value="Clear"/> <input checked="" type="checkbox"/> Filter By Local Market
COD	N <input type="button" value="INVOICE"/>
Name	DAAKS INTERNATIONAL, INC.
Address	GRANADA HILLS, CA
Applicant Remarks	

FEDERAL COD ACCOUNT STATUS

When an applicant’s account status is COD (i.e. to make immediate payment via check, money order or credit card) their selected account in FEIRS will automatically populate the COD block with “Y” and state “CHECK” (see below). The employee must collect a check, money order or process a credit card transaction at the time of service before the certificate can be issued or results reported. The applicant will not receive a bill for the listed fee on this certificate as payment has been made. See the FEIRS homepage or contact the Service Center for current procedures for processing credit card payments.

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.

Applicant	
Number	21134GN18  <input type="button" value="New Applicant"/> <input type="button" value="Clear"/> <input checked="" type="checkbox"/> Filter By Local Market
COD	Y <input type="button" value="CHECK"/> Check No: <input type="text" value=""/> Amount: <input type="text" value=""/>
Name	DOLE BERRY CO.
Address	MONTEREY, CA
Applicant Remarks	

The check or money order number and amount are required fields. For credit card transactions the last four digits of the credit card number will be entered on the certificate in place of the check or money order number.

The check/money order/last four credit card numbers and amount will be listed automatically on the completed certificate. For credit card transactions under REMARKS on the certificate include this statement: “Credit card payment authorization number__ _ _ _ _.” This number will be provided from the SCI employee processing the transaction.

All payments made at the time of service must have the COD status set as “Y” on the certificate, for proper processing, to ensure that a bill is not sent and to avoid possible double payment on the account.


FEDERAL MANUAL ADJUSTMENT OF ACCOUNT STATUS


Applicant account status is determined by the customer when completing their new vendor application. This status is set when their FEIRS account is established. However, there are times when it is permissible for this status to be manually adjusted on a certificate from billing to COD. This may be due to an unresolved delinquency or questionable payment history on the billing account. If a supervisor determines that a certificate should not be billed but payment should be immediately collected, it is permissible to instruct the employee to manually adjust the COD status on the certificate from “N” to “Y”. This will change the account status for this certificate only and COD procedures as described above will be followed and no bill will be sent. Permanent changes to an applicant’s account status must be made via the Service Center.

It is only permissible to change the COD status from “N” to “Y”, do not manually adjust from “Y” to “N” for existing applicant accounts. This will cause the applicant to receive a bill for service and lead to a possible double payment on the account.

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For non-existing applicant accounts it is permitted to adjust the status from COD “Y” to “N” when entered as New Applicant and it has been verified that they have an account in good standing in another SCI office (see below). SCI [Vendor Form \(4/13\)](#) is required to be completed and submitted to the Service Center for all new FEIRS applicant accounts.

Applicant	
Number	NEW  <input type="button" value="New Applicant"/> <input type="button" value="Clear"/> <input checked="" type="checkbox"/> Filter By Local Market
COD	Y <input type="button" value="CHECK"/> Check No: <input type="text" value=""/> <input type="button" value="..."/> Amount: <input type="text" value=""/> <input type="button" value="..."/>
Name	BOB'S BURGERS
Address	SAYERVILLE, NJ
Applicant Remarks	<input type="text"/>

Applicant	
Number	NEW  <input type="button" value="New Applicant"/> <input type="button" value="Clear"/> <input checked="" type="checkbox"/> Filter By Local Market
COD	N <input type="button" value="INVOICE"/>
Name	BOB'S BURGERS
Address	SAYERVILLE, NJ
Applicant Remarks	<input type="text"/>

FEDERAL-STATE COD ACCOUNT STATUS AND MANUAL ADJUSTMENT

All Fed-State FEIRS applicant accounts are created with a COD account status. However, this status may be manually adjusted on a certificate from billing to COD as based on the State’s internal account status of their applicant. FEIRS does not process billing for Fed-State applicants but FEIRS certificates should reflect the correct status of the State’s internal applicant account. Thus, if a State’s internal applicant account status is to collect a check, money order, credit card, etc., then their FEIRS COD status would stay as “Y” when the applicant is selected in FEIRS and required COD fields completed. If the State’s internal applicant account status is to bill and invoice, then the FEIRS COD status would be manually adjusted to “N.” This will aid the State’s internal billing service in coordinating and verifying applicant account statuses.

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For non-existing Fed-State FEIRS applicant accounts it is permitted to adjust the status from COD “Y” to “N” when entered as New Applicant as based on the State’s internal account status of their applicant (see above). SCI [Vendor Form \(4/13\)](#) is required to be completed and submitted to the Service Center for all new Fed-State FEIRS applicant accounts.

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