



Agricultural Marketing Service  
United States Department of Agriculture

# The Purchase Order, Waiver Requests & Reminders

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Commodity Procurement Staff





# What is that number?

# Where is that number?





# The Purchase Order

**United States Department of Agriculture**  
**1400 Independence Avenue,**  
 S.W. # Room 3522  
 Mailstop Code 0256  
 Washington, DC 20036

**Purchase order**  
 Description: **AG-3J14-P-14-0008**  
 Purchase order number: **4100000104**  
 Date: **11/06/2013**  
 Contracting Officer: **Felicita Lofton**  
 Purchasing Group: **AMS-Livestock**

**Purchase Order**  
**Domestic Commodity**  
 Supplier:

Supplier Plant Address:

Vendor Shipping Point Address

### Purchase Order Header

PO Scenario: **Standard**  
 Award Type: **Definite Delivery**  
 Solicitation Number: **2000002122**  
 Solicitation Description: **AG-LFSH-S-14-0002-P0001**

### Purchase Order Item Details

Item	Description	Required By	Units	Quantity/UOM Weight	Unit price/ Net value
1	100198-SALMON PINK CAN-24/14.75 OZ	04/01/2014-04/15/2014	1,600.000 CS	35,400.000 LB 44,958.000 LB	4,091.00 USD/100 CS 65,456.00 USD

ZFD - FOB Destination Solicitation Item: 70 **Sales order: 5000184292 Item : 100**

**Goods Recipient:**  
 CA Dept. of Education  
 1430 N STREET SUITE 1500

**Ship-to Address:**  
 SAN FRANCISCO FOOD BANK  
 200 TOLAND STREET#



# When to submit waiver request?

- When you are shipping short
- When you will be delivering late
- When you need to change your Processing /Supplier Plant, and /or Shipping Point
- When you are out of spec (primarily F&V)
  - Not Current Production
  - Salt, sugar, etc.
  - Drained Weight/Net Weight





# Waiver Request Template



*OFFICIAL COMPANY LETTERHEAD*

October 28, 2014

**Contracting Officer Name**

USDA AMS, Commodity Procurement  
1400 Independence Avenue, S.W. Room 3522  
Washington, DC 20250-0239

\_\_\_\_\_ **Waiver Request**

We are requesting ... \_\_\_\_\_.

# The Details

Sincerely,

***VENDOR SIGNATURE REQUIRED***

**Michael Rowe**  
**Executive Director**  
**John Doe Meats, Inc.**





# Short Shipment Waiver Request

**Contracting Officer Name**

USDA AMS, Commodity Procurement  
1400 Independence Avenue, S.W. Room 3522  
Washington, DC 20250-0239

## Short Shipment Waiver Request

We are requesting a short shipment waiver for pork picnics for the following reason,

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Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Actual Pounds Contracted	Actual Pound Shipped
Pork Picnic	4100000XXX	2	5000XXXXX	100	40,020 lbs.	38,000 lbs.

Sincerely,

Michael Rowe  
Executive Director  
John Doe Meats, Inc.





# Not-Later-Than (NLT) Date Waiver Request

**Contracting Officer Name**

USDA AMS, Commodity Procurement  
1400 Independence Avenue, S.W. Room 3522  
Washington, DC 20250-0239

## Not-Later-Than (NLT) Date Waiver Request

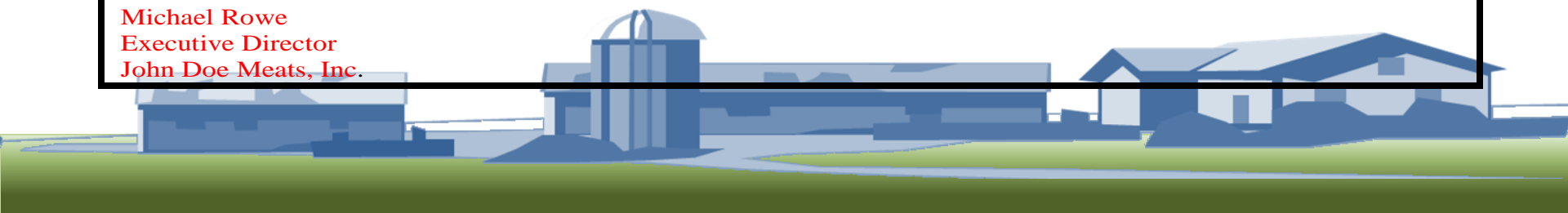
We are requesting an extension to ship later than the NLT date for the following reason,

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Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original NLT Date	New NLT Date
4100000XXX	7	5000XXXXX	100	00/00/2014	00/00/2014
	8	5000XXXXX	100	00/00/2014	00/00/2014
	9	5000XXXXX	200	00/00/2014	00/00/2014

Sincerely,

Michael Rowe  
Executive Director  
John Doe Meats, Inc.





# Processing & Supplier Plant / Shipping Point Waiver Request

**Contracting Officer Name**  
Commodity Procurement USDA  
AMS Contracting Branch Room 3522  
Washington, DC 20250-0239

## Processing & Supplier Plant / Shipping Point Waiver Request

We are requesting a (**processing plant / supplier plant/ shipping point change**) for the following reasons, \_\_\_\_\_.

Material Description	Purchase Order #	Revised Plant / Point
Pork Picnic	4100000XXX	John Doe Meats 787 Parks Road Brighton, NE 27779

Entire Purchase Order	Purchase Order #	Revised Plant / Point
Yes	4100000XXX	John Doe Meats 787 Parks Road Brighton, NE 27779

Sincerely,

Michael Rowe  
Executive Director  
John Doe Meats, Inc.







# Non-Compliant Waiver Request

**Contracting Officer Name**

Commodity Procurement USDA  
AMS Contracting Branch Room 3522  
Washington, DC 20250-0239

## Non-Compliant Waiver Request

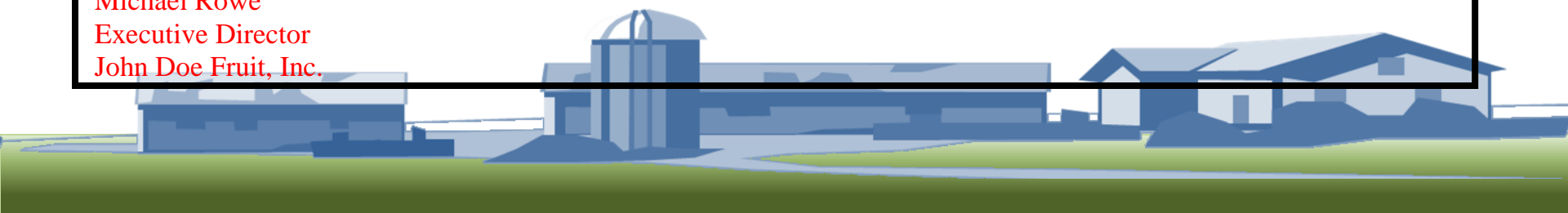
We are requesting a non-compliant waiver for the following reasons,

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Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original Cases / Lbs.	Non-Compliant Cases/ Lbs.
Blueberries	4100000XXX	44	5000XXXXX	100	40, 020 lbs.	38,000 lbs.

Sincerely,

Michael Rowe  
Executive Director  
John Doe Fruit, Inc.





# Your thoughts about waiver request templates?





# Reminders

- Timely Bid Submission Solutions
  - ASAP Contact your Specialist and the Team Lead
    - (Greta Samuel (LPS) & Casey Wong Buehler (F&V))
  - ASAP Contact the AMS WBSCM Help Desk
    - [AMSWBSCMHelpdesk@ams.usda.gov](mailto:AMSWBSCMHelpdesk@ams.usda.gov)
    - (877) 927-2648
- Employee Training is Essential for AMS and You
  - New staff training is a must
  - Utilize the WBSCM Training and Staff continuously





# Reminders

- Invoice Inquiries Require the Following Information
  - Material
  - Purchase Order Number (410000XXXX)
  - Purchase Order Item Number (XX)
  - Sales Order Number (5000XXXXXX)
  - Sales Order Item Number (100) or Purchase Requisition Number (41000XXX)
  
- Submit Separate Waivers for Separate Specialist
  - Destination changes are subject to FNS request and verification
  - Contact your Specialist to clarify





# Reminders

- Vendors **Are Not** Expected to Alter Delivery Destinations at the Recipients Request
  - Destination changes are subject to FNS request and verification
  - Contact your Specialist to clarify
  - Deliver to the contracted destination or risk loss of payment
- Things to ***AVOID!!***
  - Waiting until the “Bids Due Date” to submit your bids
  - Verify you clicked “Submit Response” button and there is a time in the “Submitted” column
  - False Certification
  - Check your SAM expiration

