

Information Sheet

TX-UNPS Food Distribution Program Processing Survey

Survey Information

- Survey Number – This field is read-only and displays the number for this survey.
- Due Date – This field is read-only and provides the date that all requests are due in TX-UNPS for this survey.
- Survey Type – This field is read-only and displays the type of survey being utilized.
- Survey Name – This field is read-only and provides the name of this survey.
- Processing Co-op - This field is read-only and displays the Co-op name.

Special Instructions

- This field is read-only and will display instructions from TDA, if applicable.

Survey Form

- Check here to indicate you **will not** participate in this survey – If the CE chooses not to place requests in this survey, they will check this box and select the “Continue” button at the bottom of the screen. Clicking the “Continue” button will navigate a second page and the CE will continue this transaction by selecting the “Submit Survey” button. Clicking on the “Submit Survey” button will navigate to a third page and the CE will finalize this transaction by selecting the “Finished” button.
- Commodity – This is read-only and displays information on the available product. This column provides the commodity material number and commodity name. This section also notifies the CE if the commodity is an Entitlement product (cost will be deducted from CE’s entitlement) or a Bonus product (entitlement will not be charged). This section also displays the commodity pack size information and the estimated cost per pound.
- Unit Type – This is read only and provides the unit of measure (pounds) for the commodity.
- Units Diverted – After the pounds are converted into truckload orders, this field will display the number of units actually ordered with USDA.
- Units to Process – This is a data entry field. The CE types in the total number of pounds they wish to divert to a processor.
- Processor – This is a drop down field. The CE selects the appropriate Processor from the dropdown list. Please contact TDA if a name of a processor is missing from the dropdown list.

Entitlement

- Reserved Processing Entitlement – This is read-only and displays the amount of entitlement committed in the Contract Entity Information Update section of the CE Contract Packet.
- Reserved Processing Entitlement Used – This is a read-only field. This field will calculate and adjust based on the quantity entered in the “Units to Process” box AFTER the “Calculate Entitlement” button has been clicked.

- Reserved Processing Entitlement Remaining - This is read-only and displays the amount of entitlement that is available to use on this survey. Note: This field will change after clicking on the “Calculate Entitlement” button, as pounds are modified.
- Calculate Entitlement – The CE will click on this button after adding the quantity they request to commit in the “Units to Process” box. TX-UNPS will update the “Reserved Processing Entitlement Remaining” field. Note: TX-UNPS will display an error message if the CE enters units that exceed the “Reserved Processing Entitlement Remaining.”
- Continue – After completing all units to process, the CE will click “Calculate Entitlement” and then click the “Continue” button. The page will navigate to a second page and the CE will continue this transaction by selecting the “Submit Survey” button.
- Cancel – The CE will click on this button if they need to make changes while in this survey. **Please note:** Once the “Finished” button has been selected, the transaction has been saved in TX-UNPS and the CE will need to “Modify” the survey to make changes.
- Submit Survey - button will bring up a third page and the CE will finalize this transaction by selecting the “Finished” button. The requests have then been saved in TX-UNPS.