



USDA Receiving Document

This form applies to USDA direct shipments. Please enter information into USDA's Web-Based Supply Chain Management (WBSCM) system within 48 hours of receipt.

Program: The Emergency Food Assistance Program (TEFAP) Trade Mitigation Program (TMP)

If you have an issue with the load call (360) 725-5641.

Contractor Name:

Contact Name:

(The person who signed for the load)

Order Information

Date of Receipt:

Sales Order (5000) Number:

Material Number:

Commodity Description:

Total Number of Cases Received:

Truck Information

Inbound Seal Number:

(Located on the truck door when it arrives)

Outbound Seal Number:

(Located on the truck door when it departs)

Carrier Name:

Temperature on Arrival:

(Only needed for a refrigerated or freezer truck)

Did you receive 24 hours' notice of delivery? Yes No

Overage / Shortage

Cases Over:

(Compared to the shipping list from FA)

Cases Short:

(Compared to the shipping list from FA)

When was the Overage / Shortage Discovered?

Before Unloading During Unloading After Unloading Miscount

Damage / Disposition *

Cases Damaged:

When was the Damage Discovered?

Before Unloading During Unloading After Unloading Miscount

Disposition of Damaged Product:

*If you find damaged items after the commodity is receipted, you must fill out a Commodity Loss / Adjustment Report and account for the damage on your monthly TEFAP Inventory Report.