



United States Department of Agriculture

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

PATCH # 030

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

REMARKS: To help alleviate billing issues, make every attempt to supersede a certificate within the monthly billing period that begins and ends approximately the 25th of a month. This PATCH provides instructional guidelines for when billed certificates are superseded after the billing period. This most likely occurs the day or two after the monthly billing period ends and extra diligence is required during this period. **No matter the reason (fee adjustment, correction to shipper, adding a PO, etc.), SCI billing personnel must be notified as outlined below whenever a supersede is completed outside of the billing period on a previously billed certificate.** This will ensure that the applicant is assessed the appropriate charges to their account.

GUIDELINES FOR SUPERSEDING CERTIFICATES AFTER MONTHLY BILLING

If a billed FEIRS certificate is superseded after the monthly billing, the following steps must be followed:

- Verify that the original certificate has indeed been billed.
 - The original certificate must be checked by a supervisor or Inspector-in-Charge (IIC) via the [SS568 Certificate Review – Individual Certificate](#) SQL report located in the OIC SQL folder (see below).

Home > Fresh Products - FEIRS > OIC > SS568 - Certificate Review - Individual Certificate

Certificate Number:

- If the Certificate Review report lists the billing status as “Billed” and lists a FMFI confirmation number (see below), the original certificate has

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been billed and the supersede certificate needs to be forwarded to SCI billing personnel for account review and possible adjustment.

Billing	Billing Status	Summary/ FMMI Number	Billing Date	Billing Amount
	Billed	1803011348	12/28/2017	\$279.00

- Forward the supersede certificate to SCIServiceCenter@ams.usda.gov with a subject line of “Superseded Billed Certificate T-072-0253-13672”
- As the original certificate has previously been billed, SCI billing personnel will review the fee on the supersede certificate to determine if an adjustment to the applicant’s account is necessary.
- Transmit the supersede certificate and forward a copy to the applicant and shipper of record.

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