

Processor Guidance to Complete FNS-7 Destination Data Form

Below are guidelines of how to complete FNS-7 (Destination Data for Delivery of USDA (Donated) Foods) with various Ship-To relationships:

- I. To add a brand new processor delivery plant location
- II. To add an additional processor delivery plant location
- III. To add a new Ship-To location for an existing processor that is a different company (Subcontractor or New Storage Location).

I. Brand New Processor (Multi or In-State)

Type of Action: New Ship-To

(Can also use this format for a change of information or to inactivate)

Section A:

Field 1: Processor Name (Limited to 40 characters)

Field 2: Processor Ship-To address

Field 3: Processor Ship-To city

Field 4: Processor Ship-To state

Field 5: Processor Ship-To zip code

Field 6: Leave Blank

Field 7: Ship-To location email contact

Field 8: Ship-To location phone number

Field 9: Leave Blank

Field 10: Leave Blank

Field 11: Leave Blank

Field 12: Leave Blank

Field 13: Leave Blank or specify

Section B: Leave Blank

Section C: Type of Warehouse

Field 24A: Commercial

Field 24B: Transfer of Title

Field 25: Single or National

Field 26: Leave blank

Field 27: Type(s) of storage: check all that are applicable

Field 28: Check one

- II. To add an additional processor delivery plant location: when a processor has an additional plant location that belongs to them and uses their company name.

Section A:

Field 1: Processor Name (Limited to 40 characters)

Field 2: Processor additional Ship-To address

Field 3: Processor additional Ship-To city

Field 4: Processor additional Ship-To state

Field 5: Processor additional Ship-To zip code

Field 6: Leave Blank

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Field 7: Ship-To additional location email contact

Field 8: Ship-To additional location phone number

Field 9: Leave Blank

Field 10: Leave Blank

Field 11: Leave Blank

Field 12: Leave Blank

Field 13: Leave Blank or specify

Section B: Leave Blank

Section C: Type of Warehouse

Field 24A: Commercial

Field 24B: Transfer of Title

Field 25: Single or National

Field 26: Leave blank

Field 27: Type(s) of storage: check all that are applicable

Field 28: Check one

- III. To add a Ship-To location that is a different company on behalf of the processor (subcontractor or storage).

Section A:

Field 1: Processor Name Limited to (40 characters) (this is completed in Step 9)

Field 2: Subcontractor or Storage Company Ship-To address

Field 3: Subcontractor or Storage Company Ship-To city

Field 4: Subcontractor or Storage Company Ship-To state

Field 5: Subcontractor or Storage Company Ship-To zip code

Field 6: Leave Blank

Field 7: Subcontractor or Storage Company email contact

Field 8: Subcontractor or Storage Company phone number (and website info if applicable)

Field 9: DBA or c/o Ship-To (Subcontractor or Storage Company Name) (Limited to 40 characters)

Field 10: Leave Blank

Field 11: Leave Blank

Field 12: Leave Blank

Field 13: Leave Blank or specify

Section B: Leave Blank

Section C: Type of Warehouse

Field 24A: Commercial

Field 24B: Transfer of Title

Field 25: Single or National

Field 26: Leave blank

Field 27: Type(s) of storage: check all that are applicable

Field 28: Check one