KC-144

## Farm Service Agency

prototype 2.0

Best Viewed at 800x600

MESC110D	
Privacy Statement	Enter the following to log on:  Logon ID:
Contacts / Logon Help	Password:
Public Information	To Change Password enter:  New Password:
	Verify Password:
	Logon
	Your session will time out after 30 minutes without accessing the server.
	Notices:

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# Farm Service Agency Port Entry System

prototype

Privacy Act and Public Burden Statements

Nondiscrimination Statement

KC-144

MESH1000

Logon

Contacts / Logon Help Privacy Act and Public Burden Statements

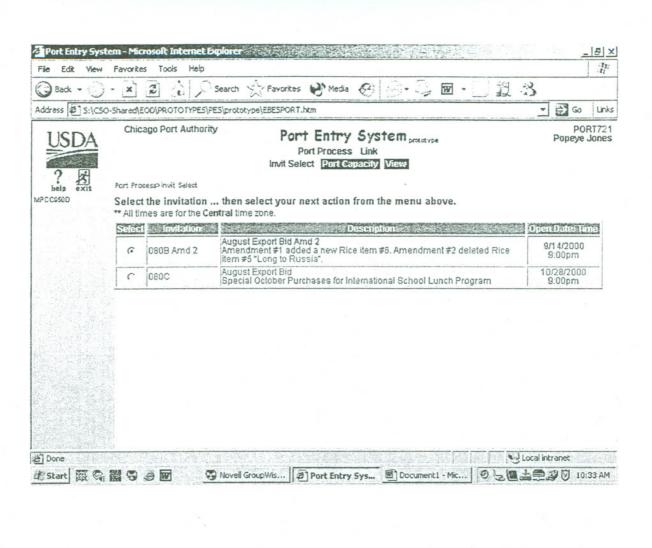
The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the information is 7 CFR, Subtitle B, Chapter 14, part 1496.6. The information will be used to determine the port capacity for an Invitation over a specified shipping period. Failure to furnish the requested information will result in nonconsideration of commodity awards to that particular port. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

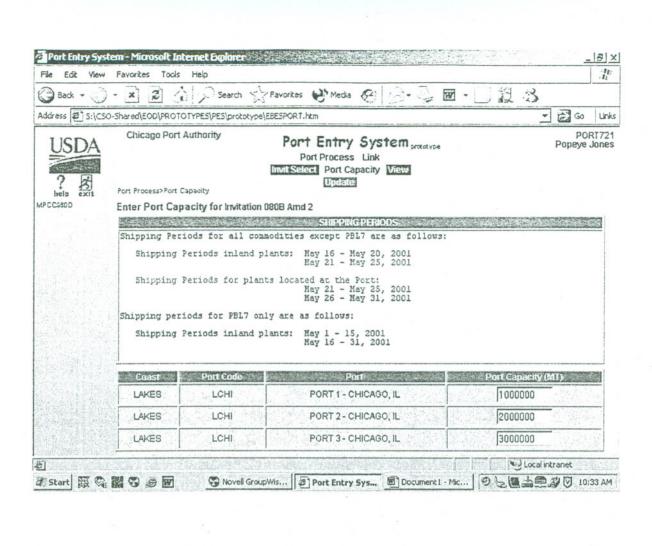
Federal Agencies may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average less than 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U. S. Department of Agriculture, Kansas City Commodity Office (OMB No. 0560-0177), Chief, Planning and Analysis Division, Stop 8768, Kansas City, Missouri 64141-6205.

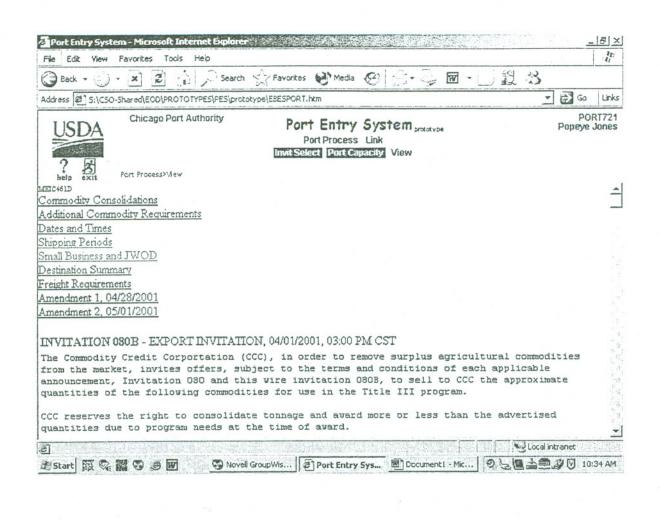
#### Nondiscrinination Statement

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\* PES \*

PES On-Line Help - MPCC5060

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## PES Online Help

The Port Entry System (PES) automates the entry of port capacities from Port Authorities. PES captures the port information, reports, and transmits information to the USDA Electronic Bid Entry System (EBES), Processed Commodities Inventory Management System (PCIMS), the Ketron Linear Processor, and computer systems of AID and FAS. PES automates the port capacity entry portion of the commodity procurement process. It captures high level commodity request information to further allow the competitive purchase of commodities for export food assistance programs. Based on assigned security levels, PES users have the ability to: enter port capacity quantities modify port capacity quantities view requests Note Online Help opens to PES Online Help. Once you've printed this, use the mouse to jump to remaining topics under the PES links and print those as well.

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### SECURITY Access and Issues

To preserve the integrity of PES, roles (security levels) will be assigned to each user. Roles are created in the Security Administration System (SAS) by designated personnel of Kansas City Commodity Office, Export Operations Division (KCCO/EOD). At logon, access to PES will be limited to the level of security assigned. An Administrator role will be authorized to perform the following for their entity: View the list of people that are related to their entity. Add a new person to their entity. Modify the information for a person related to their entity. Establish and maintain Logon ID and Password information for a person related to their entity. View the information for a person related to their entity. Security issues are of primary importance. Assigned security roles define a person's access rights to various functions. Additionally, an entity's business operations remain private unless there is a "need to know" established within FARES to ensure a proper flow of documentation for the performance of duties within the foreign food assistance programs. Business functions within PES are based on Entity Type and within each Entity Type there are levels of access. Accordingly, menu options, function buttons, and page buttons vary according to the security role of the individual at logon.

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## **Business Functions for Entity Type Port Authority**

Port Authority:

- Port Authorities may enter or modify port capacity quantities of ports assigned to their port authority.
- Port Authorities may view port capacity quantities originated by a Transloader entity type if listed as a Related Entity of type TRANSLOADER.
- Port Authorities may not view/edit port capacity records of other Port Authorities or non-related Transloaders.

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## Business Functions for Entity Type Transloader

Transloader:

- Transloaders may enter or modify only port capacity quantities of ports assigned to their transloader entity.
- Transloaders may not view/edit port capacity records of other Port Authorities or Transloaders.

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#### Initial Logon to PES

The following steps must be completed for a user logon ID to have access to the Port Process and Port Capacity pages:

- Ensure load ports are listed and have a port code on CTS page MECC510D. The Port Capacity within CTS will be zero.
- Within Types and Locations (page MECC401D):
  - 1. Check Entity Type. There should be a port authority type in the drop down list on Page MECC430D. If not, add the Port Authority type.
  - Check Person Type. There should be a contact Person for the port authority on Page MECC440D. If not, add the contact person.
- Within SAS, select the entity type PORT AUTHORITY from the drop down list on page MESC135D. If the entity type is not there, add the entity type on page MESC135A.
- Within SAS, add a related person on page MESC149D. After Updating this related person from the Add function, click
  on the Logon ID button from the application menu and set the security tables (Page MESC160D) for this User ID.
- Set the Executable pages for this Entity Type on page MESC230D.
- Select Roles for this Port Authority ID on page MESC240D.
- Assign inquire or update access to these roles on page MESC250D.

Logon to Internet using URL to be provided by EOD. Enter Logon ID provided. Enter "PASSWRD\$1" as default password. Immediately enter and verify your new password New Password. Min/Max length – 9. One character must be alphabetic. One character must be numeric (0-9). One character must be a special character: ! @ # \$ % \ & \* ~ ? , Verify Password. The Verify Password must be identical to the New Password field. If not, the user will receive an error message.

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## Logon to PES

Logon to Internet using URL to be provided by EOD. Enter Logon ID provided. Enter user password. Click Logon. You are now in PES . . . Menu options within PES will be displayed according to the access (security) role you have been assigned. Session will time out after 30 minutes (approx.) without accessing the server. Best window size for viewing is 800x600. Options from the Logon Page Privacy Statement. Contacts/Logon Help Selection of Standard or 508 Accessibility Version.

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## PES Navigation Menu

The PES Main Navigation Bar provides for smooth transitions throughout the PES Application Frames.

Menu options within PES are in two levels:

- FUNCTION. First row targets the area of operations to be engaged.
- ACTION. Second row correlates to each data entry screen and updates the database or performs another action or service.

The ACTION options will change to reflect the function (or page) previously selected.

Currently, there are no PAGE level menu options within PES.

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## PORT AUTHORITY AND TRANSLOADER entities

A port authority may have multiple locations for shipment actions. These are designated as transloader locations and will be entered into the related entity field for a given entity/port authority. These may be specific pickup points along the transportation route, such as delivery ships from one lakes location to another with the commodity transferred enroute to different ships to meet transportation needs or waterway restrictions.

Any transloader entries will display as separate entries on the port capacity invitation selection listing.