

F. Completing an FAS-924Ae “License Surrender Form”

1. When you select this option from the main menu, it will retrieve your dairy import licenses for the current year. An example of the FAS-924Ae, “License Surrender Form” screen is shown in Fig. 49. You will see the “License Amount” and “License Balance” for each license.

To select a license, which you want to enter surrender amount, click on the box for that license in the column “Click to Select”. After you have completed your selections and are ready to continue (Fig. 50), click on the “Continue with Surrender” button at the bottom of this screen.

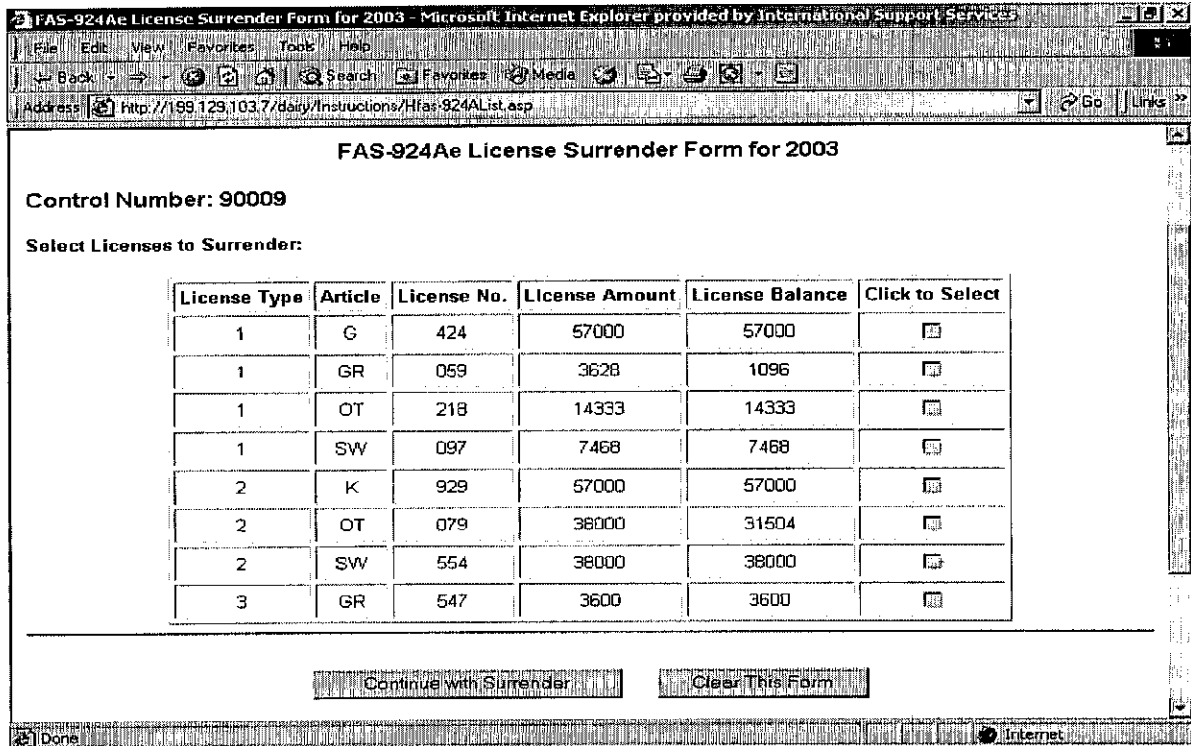


Fig. 49 – FAS-924Ae Application

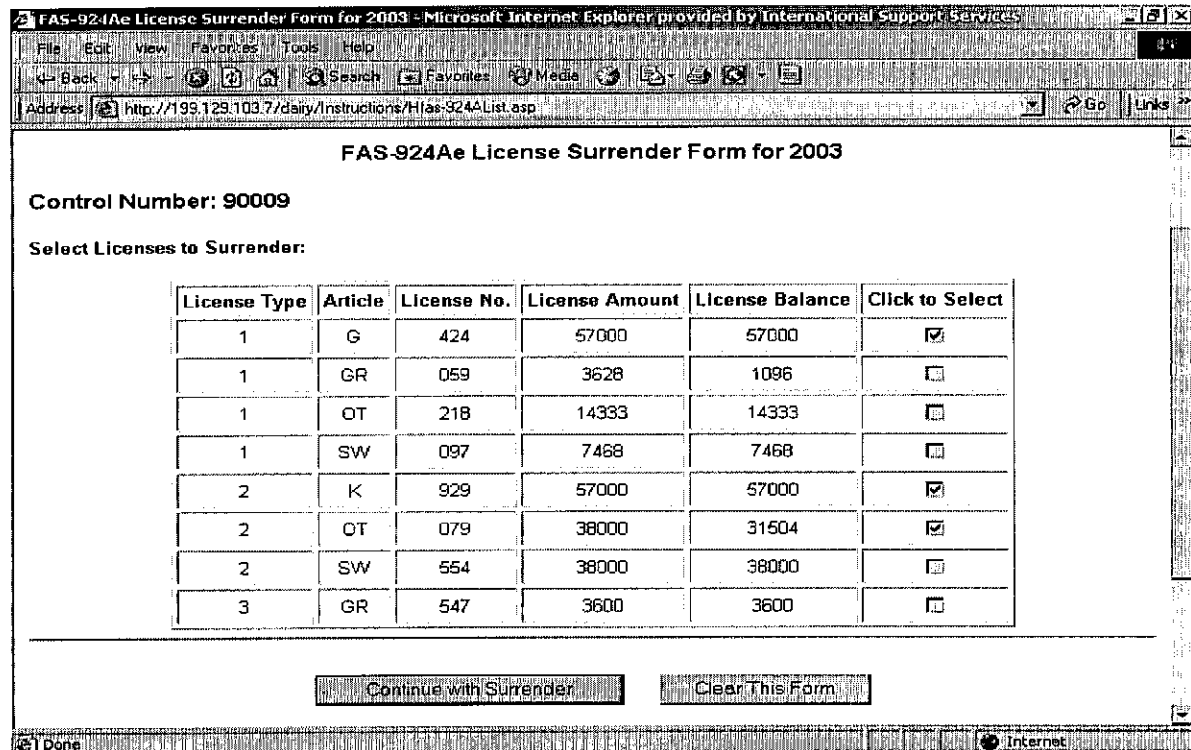


Fig. 50 - FAS-924Ae Application Select

A list of the selected licenses will appear, Fig. 51. Enter a surrender amount for each license selected. Fig. 52 is an example of an error message. In this case, the surrender amount is greater than the license balance. When you have completed entering the surrender amounts (Fig. 53), click on the “Continue” button. Fig. 54 is a summary of the surrender amounts entered for each of the selected licenses. If you need to make changes, click on the “Previous Page” button. This will take you back to the previous screen where you can make changes. When you are ready to submit this surrender application, click on the “Submit Surrender Application” button, Fig. 54.

2. The system will start validating your licenses. If there are no errors, you will see Fig. 55 displayed. Your application has been successfully submitted to the DAIRY staff for their review.

NOTE: Please be sure your application is correct before submitting. After you have submitted your FAS-924Ae, “License Surrender Form”, you may not make changes. If you need assistance, please call the DAIRY staff at (202)720-9439.

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service
FAS-924Ae License Surrender Form for 2003

Control Number: 26000

Enter the Amount to Surrender for each selected license:

License Type	Article	License No.	License Amt	License Balance	Amount to Surrender in Kilograms
1	G	424	57000	57000	<input type="text"/>
2	K	929	57000	57000	<input type="text"/>
2	OT	079	38000	31504	<input type="text"/>

[Return to Dairy Import Licenses System Menu](#)

Fig. 51- FAS-924Ae Application Selected

FAS-924Ae License Surrender Form for 2003 - Microsoft Internet Explorer

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Address: http://199.129.103.7/dairy/fas-924ASelect.asp Go Link

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service
FAS-924Ae License Surrender Form for 2003

Control Number: 26000

Enter the Amount to Surrender

License Type: [] Amount to Surrender 57001 is greater than the License Balance 57000. In Kilograms

Microsoft Internet Explorer

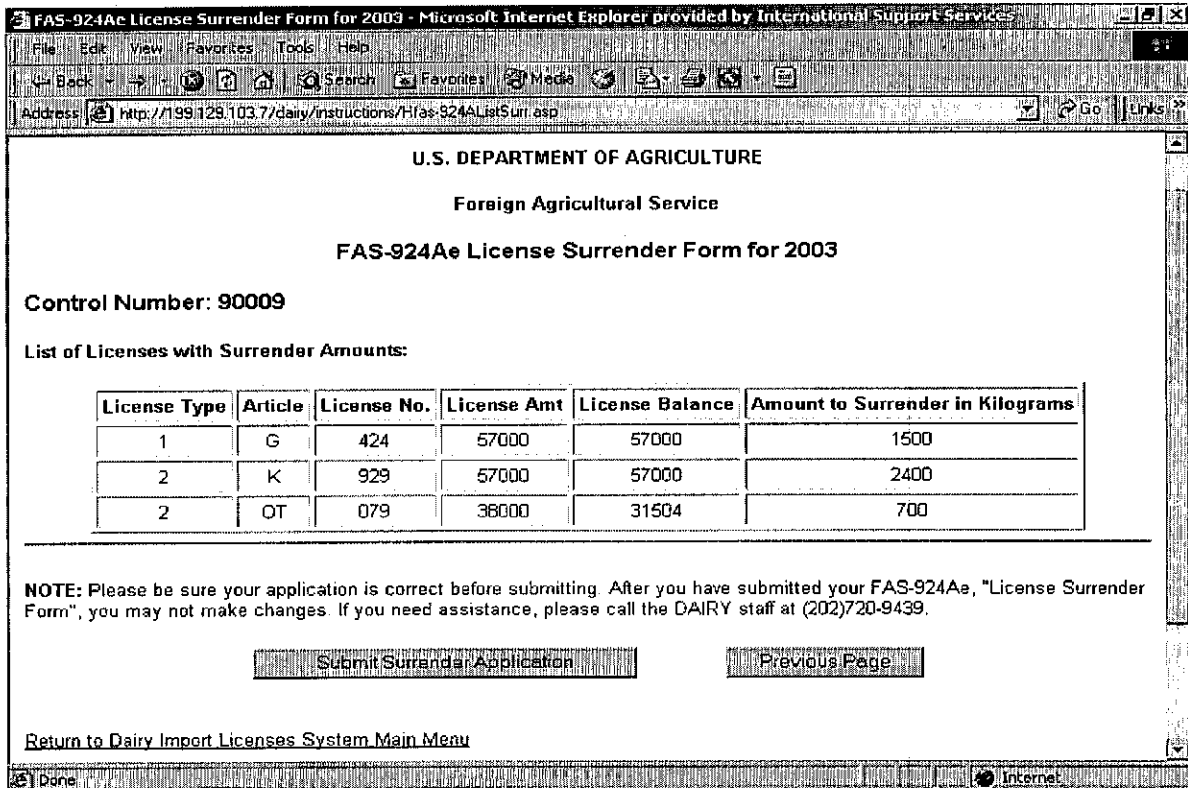


Fig. 54 - FAS-924Ae Application Entered

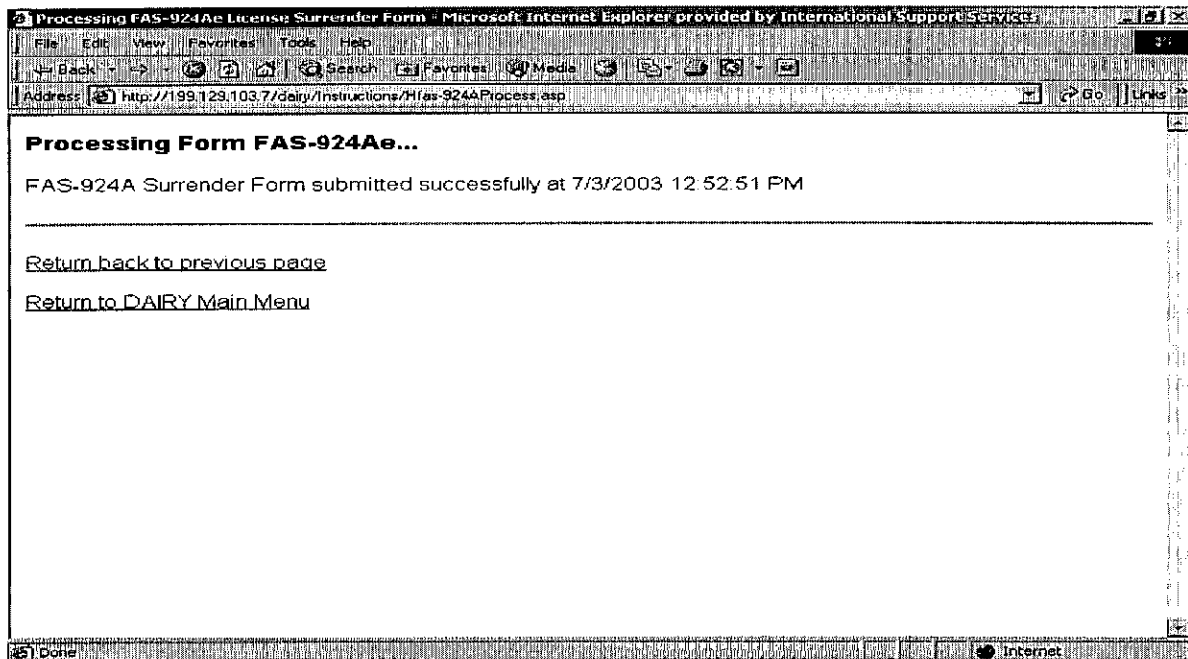


Fig. 55 - FAS-924Ae Application Processed

G. Completing an FAS-924Be “Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts”

1. When you select this option from the main menu, it will retrieve your dairy import licenses for the current year. An example of the FAS-924Be, “Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts” screen is shown in Fig. 56. You will see the “License Amount” and “License Balance” for each license.

To select a license for which you want to enter an amount, click on the box for that license in the column “Click to Select”. After you have completed your selections and are ready to continue (Fig. 57), click on the “Continue with Request Additional TRQ” button at the bottom of this screen. (We will discuss the option of requesting new licenses later in this document.)

A list of the selected licenses will appear, Fig. 58. Enter a requested reallocation amount next to each selected license in the column “Amount Requested in Kilograms”, Fig. 59. If you need to make changes to the list of selected licenses, click on the “Previous Page” button. This will take you back to the previous screen where you can select or de-select licenses. If you are ready to submit this application, click on the “Continue” button, Fig. 59. (We will discuss the option of requesting new licenses later in this document.)

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 90009

Select Licenses to Request Additional TRQ:

License Type	Article	License No.	License Amount	License Balance	Click to Select
1	G	424	57000	57000	<input type="checkbox"/>
1	GR	059	3628	1096	<input type="checkbox"/>
1	OT	218	14333	14333	<input type="checkbox"/>
1	SW	097	7468	7468	<input type="checkbox"/>
2	K	929	57000	57000	<input type="checkbox"/>
2	OT	079	38000	31604	<input type="checkbox"/>
2	SW	554	38000	36000	<input type="checkbox"/>
3	GR	547	3600	3600	<input type="checkbox"/>

Continue with Request for Additional TRQ Skip to New License Request

Clear This Form

Fig. 56 - FAS-924Be Application

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003 - Microsoft Internet Explorer pro...

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Address http://199.129.103.7/dairy/Instructions/Hfas-924BList.asp Go Links

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 90009

Select Licenses to Request Additional TRQ:

License Type	Article	License No.	License Amount	License Balance	Click to Select
1	G	424	57000	57000	<input type="checkbox"/>
1	GR	059	3628	1096	<input type="checkbox"/>
1	OT	218	14333	14333	<input type="checkbox"/>
1	SW	097	7468	7468	<input type="checkbox"/>
2	K	929	57000	57000	<input type="checkbox"/>
2	OT	079	38000	31504	<input type="checkbox"/>
2	SW	554	38000	38000	<input checked="" type="checkbox"/>
3	GR	547	3600	3600	<input checked="" type="checkbox"/>

Continue with Request for Additional TRQ Skip to New License Request

Clear This Form

Done Internet

Fig. 57 - FAS-924Be Application Select

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003 - Microsoft Internet Explorer pro...

File Edit View Favorites Tools Help

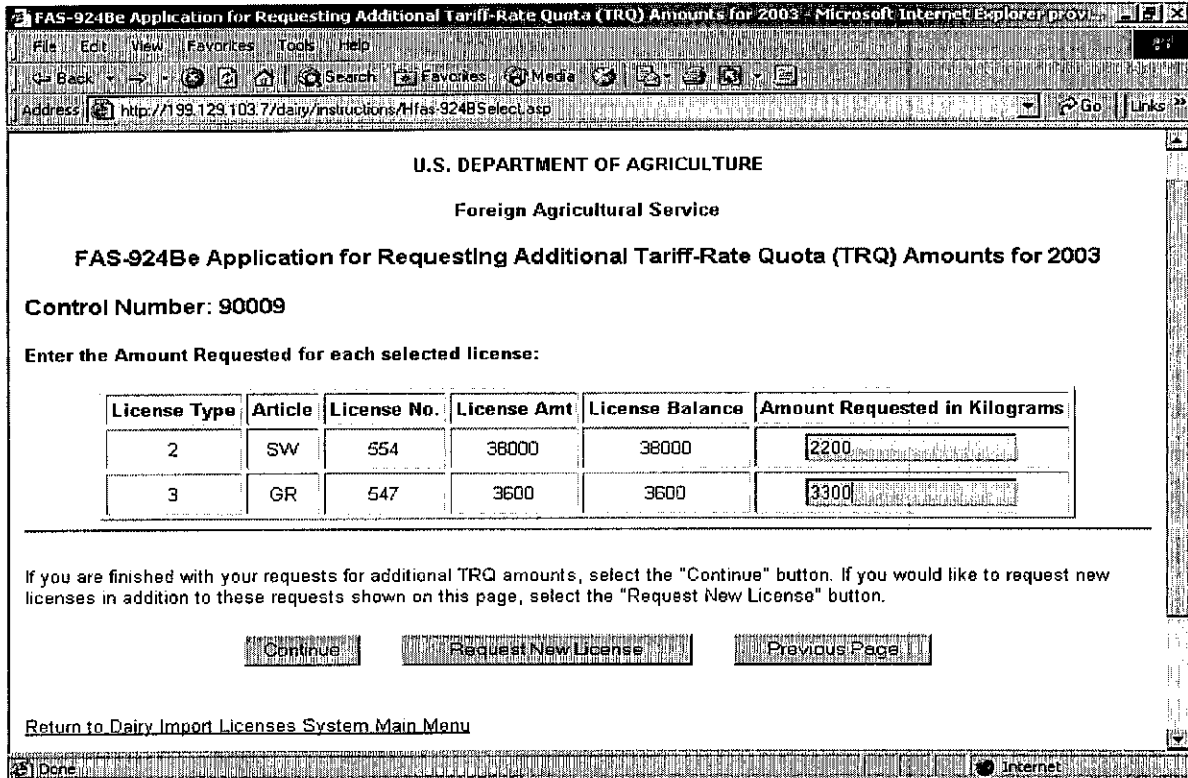


Fig. 59 - FAS-924Be Application Amount Entered

Fig. 60 will appear. On this screen, you will rank the order of the requests to be submitted. Fig. 61 is an example of the rank order. Click on "Continue" button when you are done.

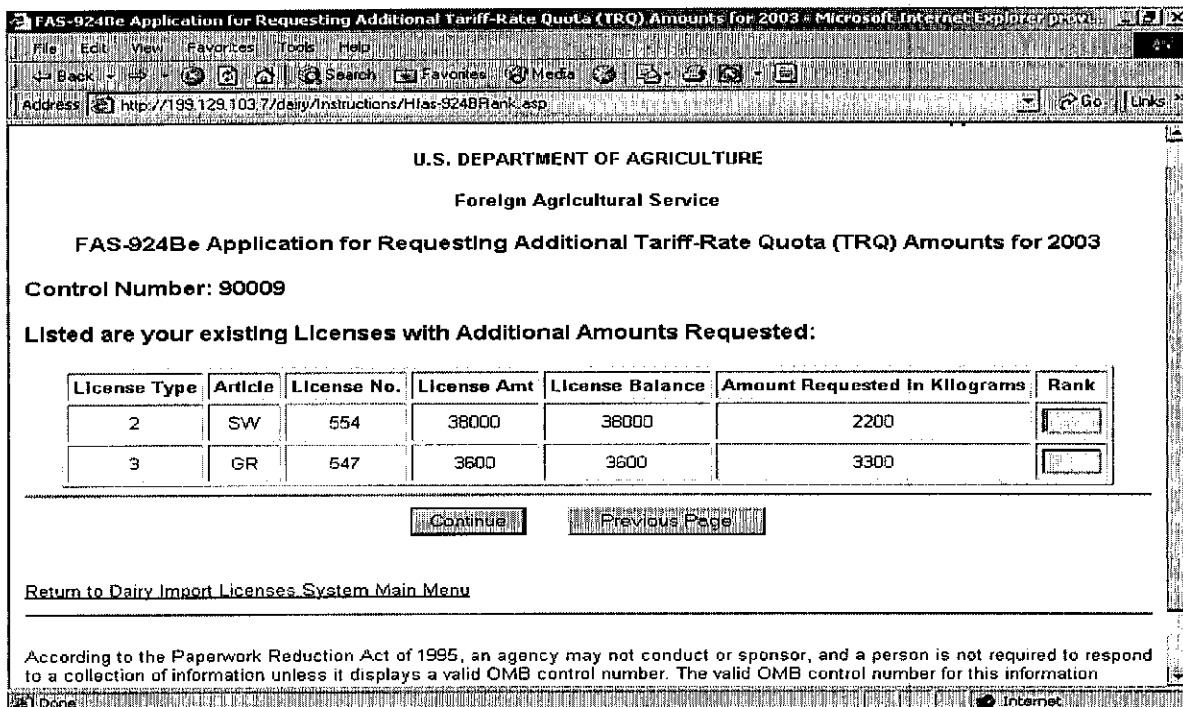


Fig. 60 - FAS-924Be Application Enter Rank

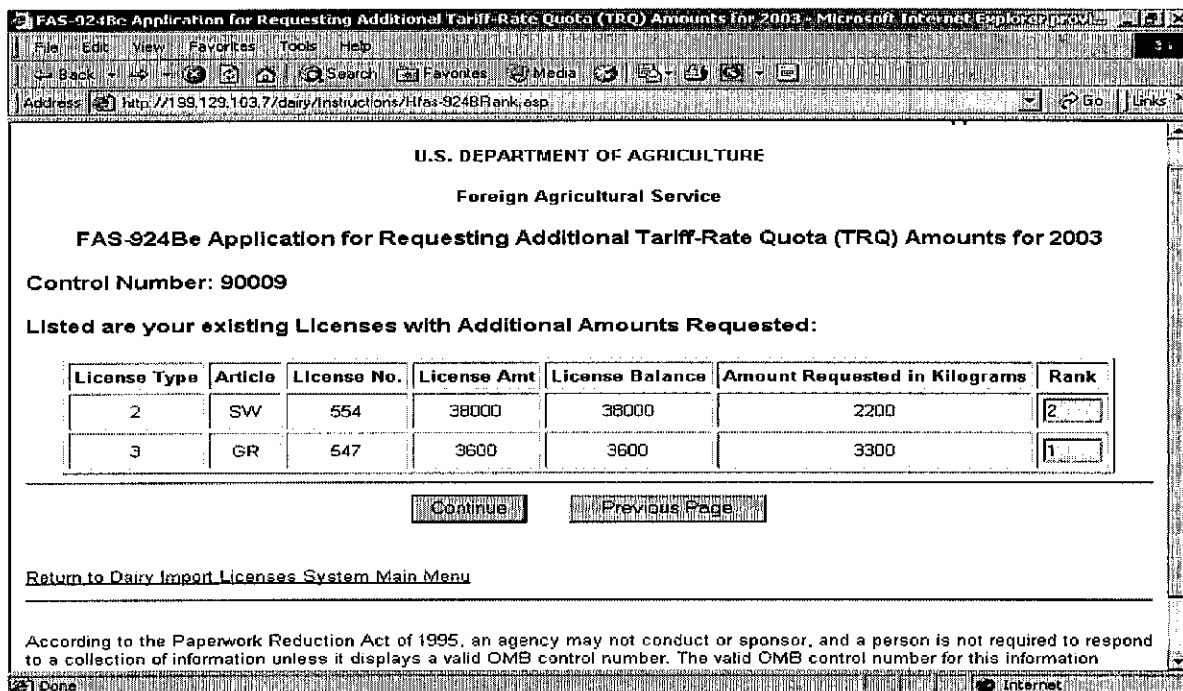


Fig. 61 - FAS-924Be Application Rank Entered

Fig. 62 will appear. This is a summary of your ranking of additional amounts requested for your existing licenses. If you need to make changes, click on the "Previous Page" button. This will take you back to the previous screen where you can make changes to the rank order. If you want to sort this list by

rank, click on the column “Rank”. This will automatically sort your requests, Fig. 63. If you are ready to submit your requests, click on “Submit Requests” button.

The system will start validating your licenses. If there are no errors, you will see Fig. 64 displayed. Your application has been successfully submitted to the DAIRY staff for their review.

NOTE: Please be sure your application is correct before submitting. After you have submitted your FAS-924Be, “Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts”, you may not make changes. If you need assistance, please call the DAIRY staff at (202)720-9439.

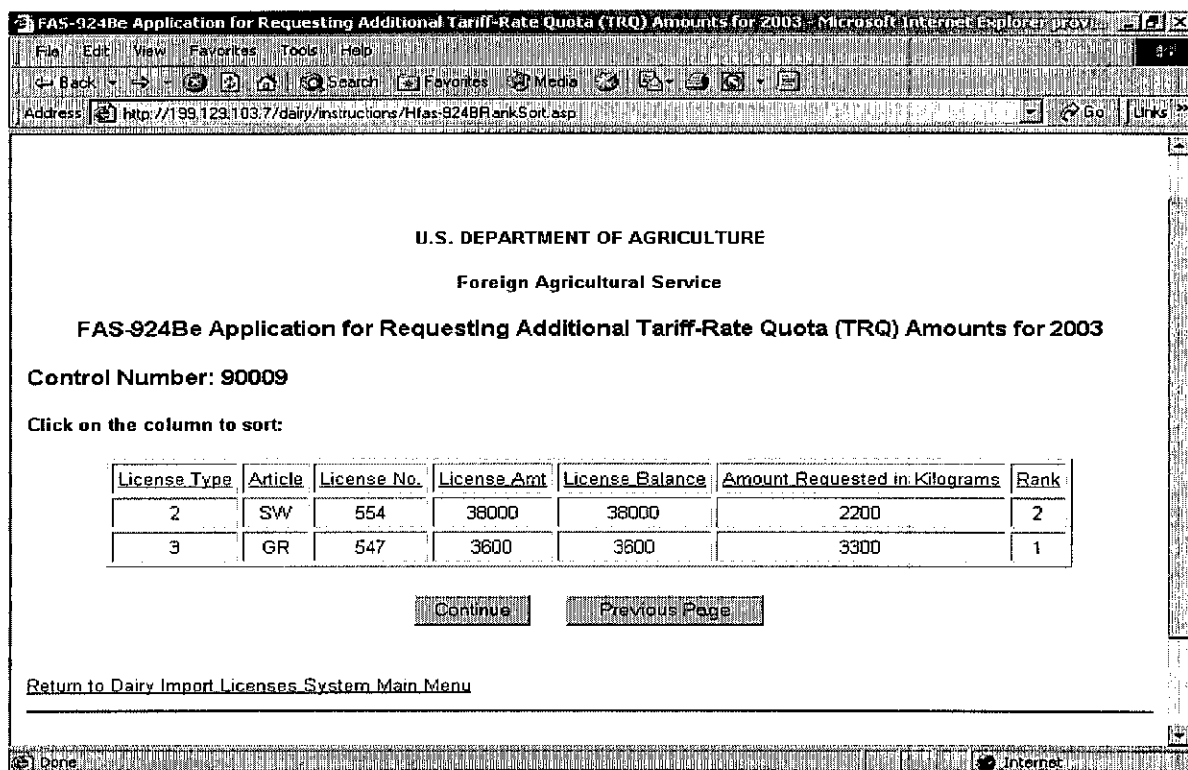


Fig. 62 - FAS-924Be Application List

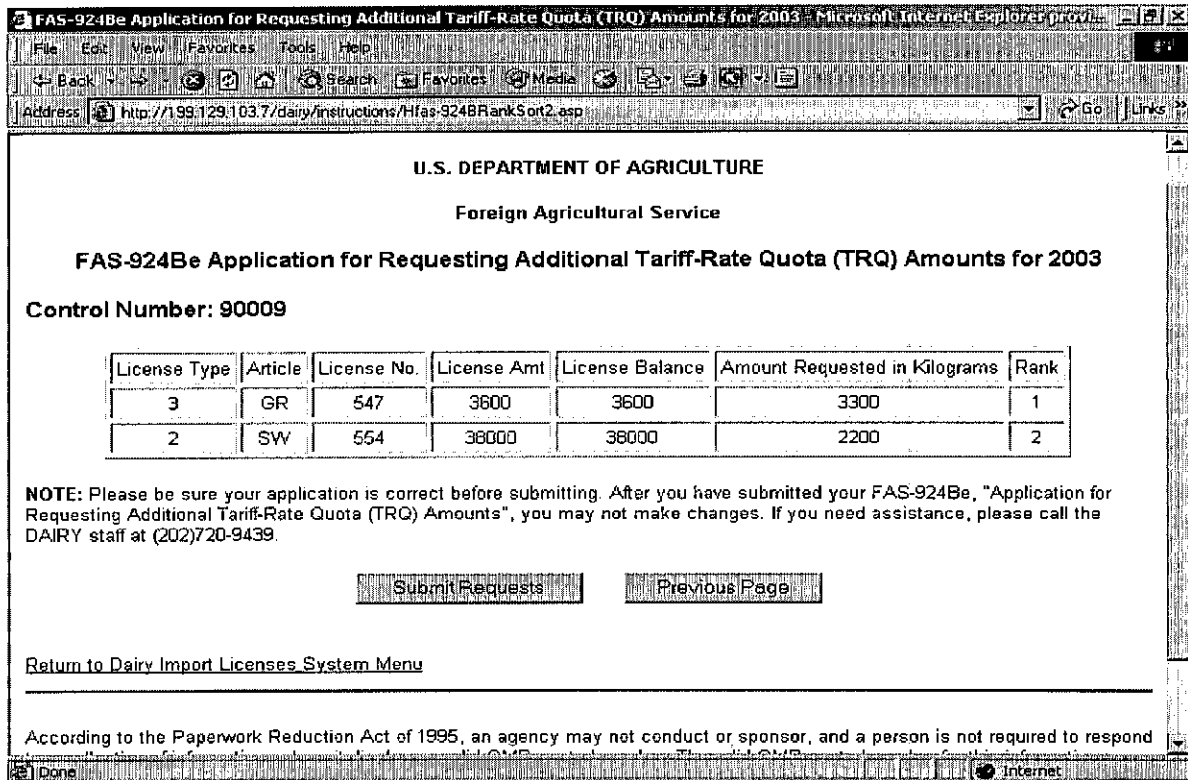


Fig. 63 - FAS-924Be Application Rank Sorted

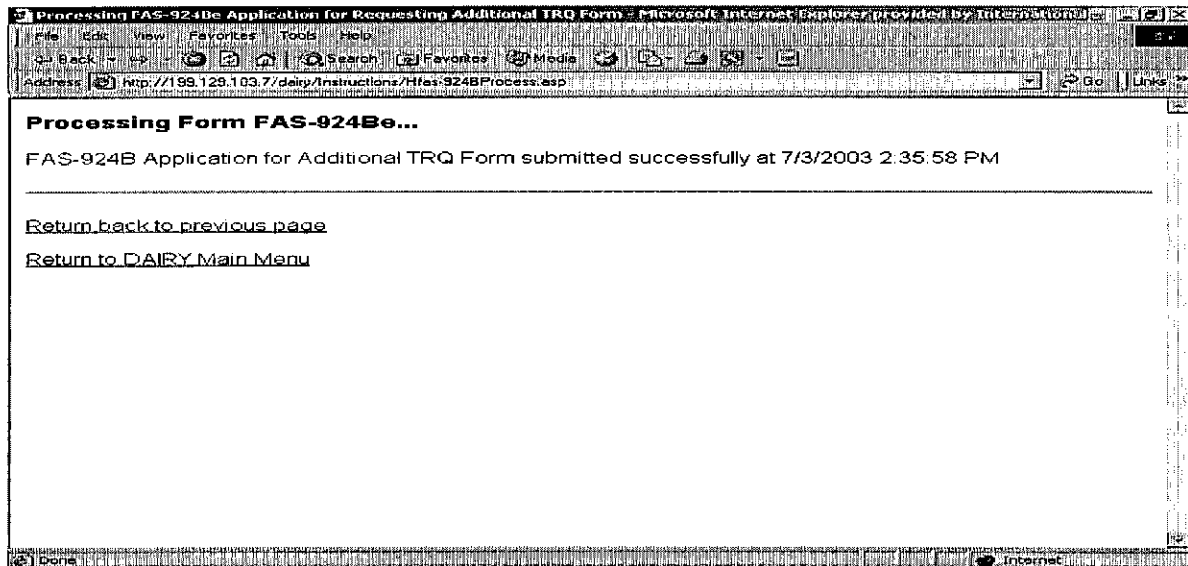


Fig. 64 - FAS-924Be Application Processed

2. If you want to request new licenses, there are two ways of doing this. If you want to request new licenses in addition to the ones you selected from your existing license, click on the "Request New License" button on Fig. 59. If you don't want to request any additional amounts for your existing licenses

but you want to request new licenses, click on the “Skip to New License Request” button on Fig. 56.

Fig. 65 will appear. If you had request additional amounts for your existing licenses, you will see your existing licenses’ request at the top of the screen. If you didn’t, meaning you came from “Skip to New License Request” (Fig. 56), the top part of this screen will be blank. On the bottom portion of the screen, you will see the section to request new licenses. The “License Type” for new licenses will be a “9”. You are not allow to change this field.

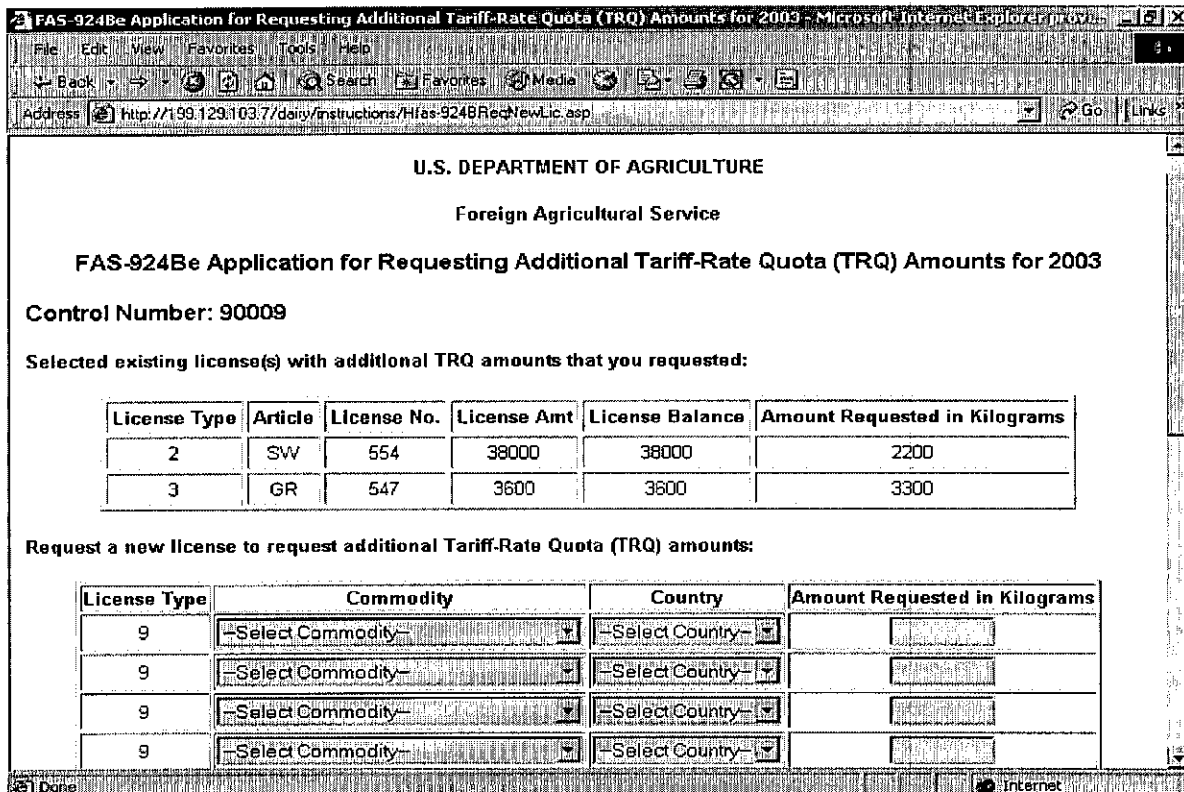


Fig. 65 - FAS-924Be Application Request New Licenses

To enter a new license, click on the “Commodity” drop down window to select the commodity you want, Fig. 66. Use the scroll bar on the side of the drop down window to go up and down. After you have selected the commodity, the “Country” drop down window will automatically display a list of available countries for the selected commodity, Fig. 67. The “Country” drop down window will be blank if you did not select a commodity.

NOTE: In the “Country” drop down window for each of the commodities, you will see “Any Country” as an option. This option is made available to allow for the possibility that the commodity has been globalized or may be globalized later.

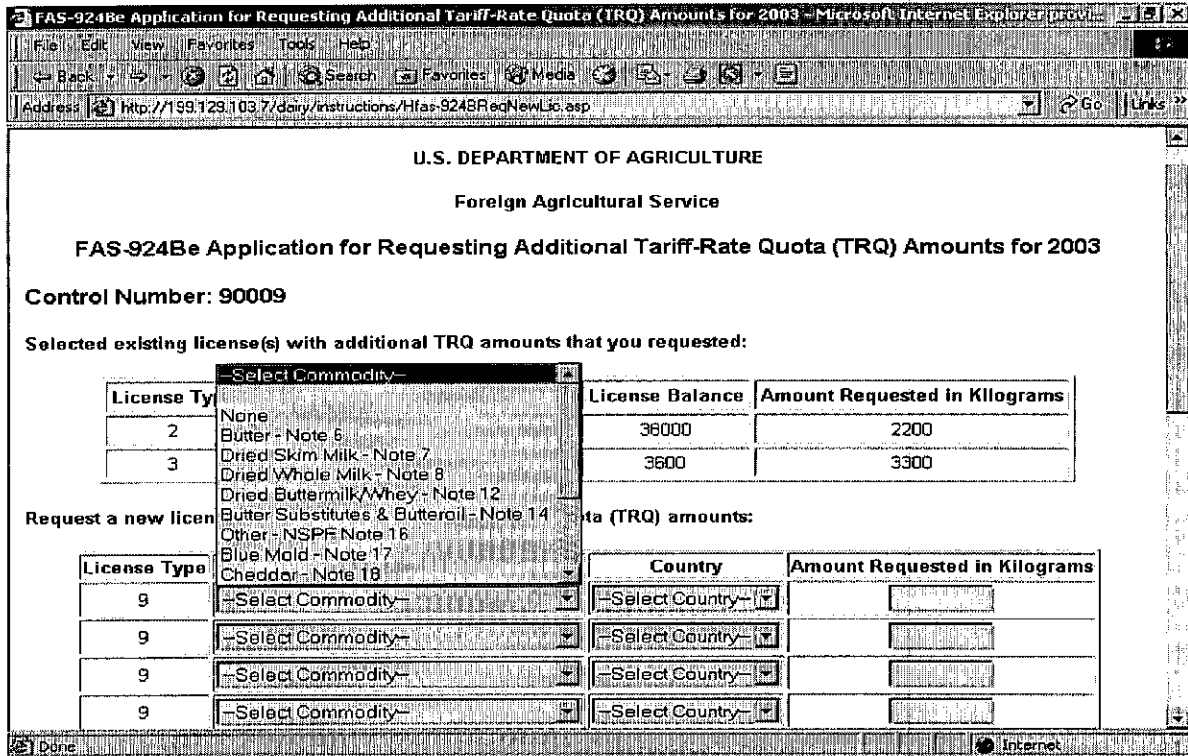


Fig. 66 - FAS-924Be Application Select Commodity

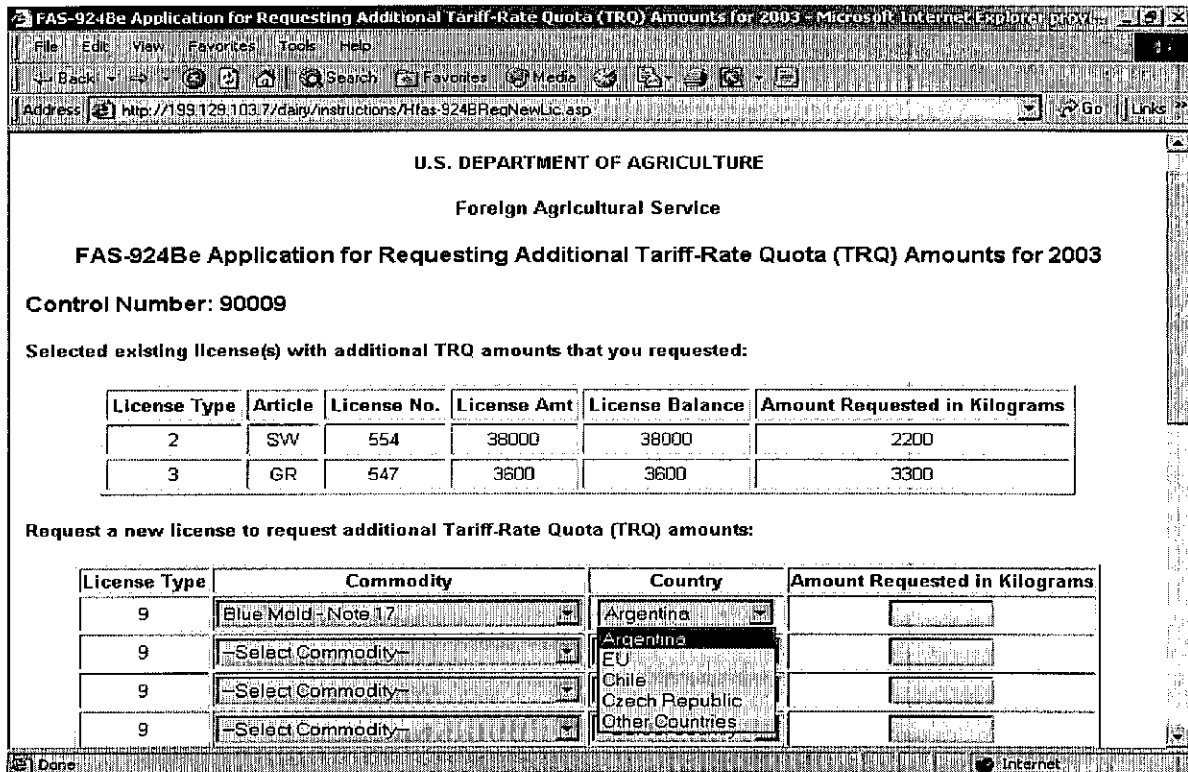


Fig. 67 - FAS-924Be Application Select Country

After selecting the commodity and country, enter an amount in the “Amount Requested in Kilograms”, Fig. 68. If you need to make changes or go back to the previous screen, click on the “Previous Page” button. When you are finished entering your request for new licenses, click on “Continue” button at the bottom of the screen, Fig. 69.

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 90009

Selected existing license(s) with additional TRQ amounts that you requested:

License Type	Article	License No.	License Amt	License Balance	Amount Requested in Kilograms
2	SW	554	38000	38000	2200
3	GR	547	3600	3600	3300

Request a new license to request additional Tariff-Rate Quota (TRQ) amounts:

License Type	Commodity	Country	Amount Requested in Kilograms
9	Blue Mold - Note 17	Argentina	4400
9	Edam & Gouda - Note 20	Czech Republic	5500
9	-Select Commodity-	-Select Country-	
9	-Select Commodity-	-Select Country-	

Fig. 68 - FAS-924Be Application Amount Entered

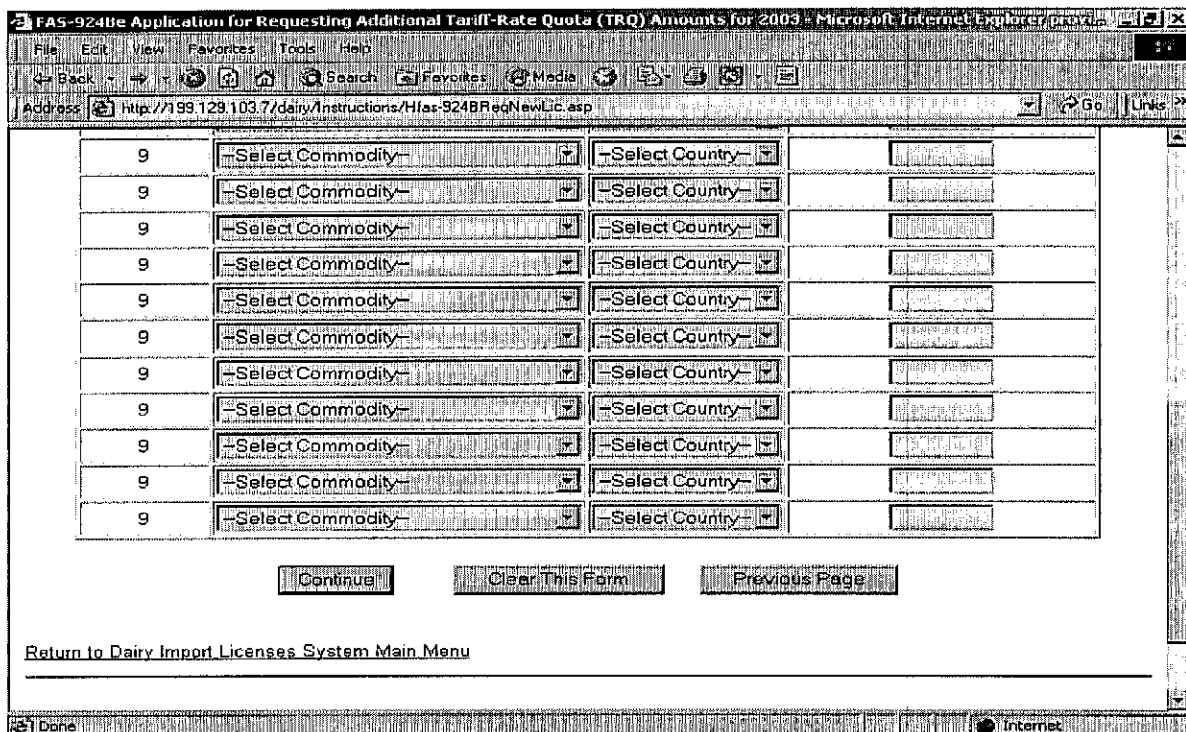


Fig. 69 - FAS-924Be Application – Cont.

Fig. 70 will appear for you to rank your requests. If you need to make changes to the list of selected licenses, click on the “Previous Page” button. This will take you back to the previous screen where you can select or de-select licenses. When you are finished ranking your request (Fig. 71), press the “Continue” button. Fig. 72 will appear. Click on the “Rank” column to sort the requests by rank. You will then see Fig. 73 with your requests in rank order. If you need to make changes to the rank order, click on the “Previous Page”. This will take you back to the screen where you can make changes to the rank order. When you’re ready, click on “Submit Requests” button at the bottom of Fig. 73 to process these requests.

The system will start validating your licenses. If there are no errors, you will see Fig. 64 displayed. Your application has been successfully submitted to the DAIRY staff for their review.

NOTE: Once you have submitted your FAS-924Be, “Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts”, you may not make changes to them so please be sure your application is correct before submitting them. If you need assistance, please call the DAIRY staff at (202)720-9439.

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003 - Microsoft Internet Explorer

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Address: http://199.129.103.7/dairy/instructions/H/fas-924BRankNewLic.asp

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 9009

Enter the Rank for the selected license(s):

License Type	Article	Commodity Name	Country	License No.	License Amt	License Balance	Amount Requested in Kilograms	Rank
2	SW	Swiss or Emmenthaler - Note 25	EU	554	38000	38000	2200	<input type="text"/>
3	GR	Gruyere Process - Note 22	Switzerland	547	3600	3600	3300	<input type="text"/>
9	B	Blue Mold - Note 17	Argentina	999	0	0	4400	<input type="text"/>
9	E	Edam & Gouda - Note 20	Czech Republic	999	0	0	5500	<input type="text"/>

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Fig. 70 - FAS-924Be Application Enter Rank

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003 - Microsoft Internet Explorer

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Address: http://199.129.103.7/dairy/instructions/H/fas-924BRankNewLic.asp

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 9009

Enter the Rank for the selected license(s):

License Type	Article	Commodity Name	Country	License No.	License Amt	License Balance	Amount Requested in Kilograms	Rank
2	SW	Swiss or Emmenthaler - Note 25	EU	554	38000	38000	2200	<input type="text" value="2"/>
3	GR	Gruyere Process - Note 22	Switzerland	547	3600	3600	3300	<input type="text" value="3"/>
9	B	Blue Mold - Note 17	Argentina	999	0	0	4400	<input type="text" value="1"/>
9	E	Edam & Gouda - Note 20	Czech Republic	999	0	0	5500	<input type="text" value="4"/>

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Fig. 71 - FAS-924Be Application Rank Entered

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003 - Microsoft Internet Explorer

Address: http://199.129.103.7/dairy/instructions/Hfas-924BRankNewLicSort.asp

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 90009

Click on the column to sort:

License Type	Article	Commodity Name	Country	License No.	License Amt	License Balance	Amount Requested in Kilograms	Rank
2	SW	Swiss or Emmenthaler - Note 25	EU	554	38000	38000	2200	2
3	GR	Gruyere Process - Note 22	Switzerland	547	3600	3600	3300	3
9	B	Blue Mold - Note 17	Argentina	999	0	0	4400	1
9	E	Edam & Gouda - Note 20	Czech Republic	999	0	0	5500	4

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Fig. 72 - FAS-924Be Application Rank

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003 - Microsoft Internet Explorer

Address: http://199.129.103.7/dairy/instructions/Hfas-924BRankNewLicSort2.asp

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control Number: 90009

License Type	Article	Commodity Name	Country	License No.	License Amt	License Balance	Amount Requested in Kilograms	Rank
9	B	Blue Mold - Note 17	Argentina	999	0	0	4400	1
2	SW	Swiss or Emmenthaler - Note 25	EU	554	38000	38000	2200	2
3	GR	Gruyere Process - Note 22	Switzerland	547	3600	3600	3300	3
9	E	Edam & Gouda - Note 20	Czech Republic	999	0	0	5500	4

NOTE: Please be sure your application is correct before submitting. After you have submitted your FAS-924Be, "Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts", you may not make changes. If you need assistance, please call the DAIRY staff at (202)720-9439.

Submit Requests Previous Page

Fig. 73 - FAS-924Be Application Rank Sorted

H. Selecting “Submitted FAS-923 Certification Form

1. When you select this option from the main menu, it will retrieve your current Certification Form for Dairy Import License that you have submitted through the Internet.
2. Fig. 73 is an example of a submitted FAS-923e Certification for Dairy Import License.
3. You are not permitted to make changes to your application from this screen. If you need to make changes, select “FAS-923e Certification Form for Dairy Import Licenses” option from the main menu. This option will let you edit your information.

Submitted FAS-923e Certification Form for Dairy Import Licenses for 2004

Control No.: 90009
IRS Number: 99-123456789
Company Name: CHEESE CO, INC.

1. Mailing Address: Street1: 1234 Moss Lane
Street2: Suite 007
City: Fairfax State: VA ZipCode: 90012 - 1234

2. Name of Representative: John Smith 3. Agent for Service of Process: Mary Jones

4. Telephone: 212 - 222 - 3333 5. FAX Number: 212 - 555 - 6666

6. Email Address: jsmith@cheese.com

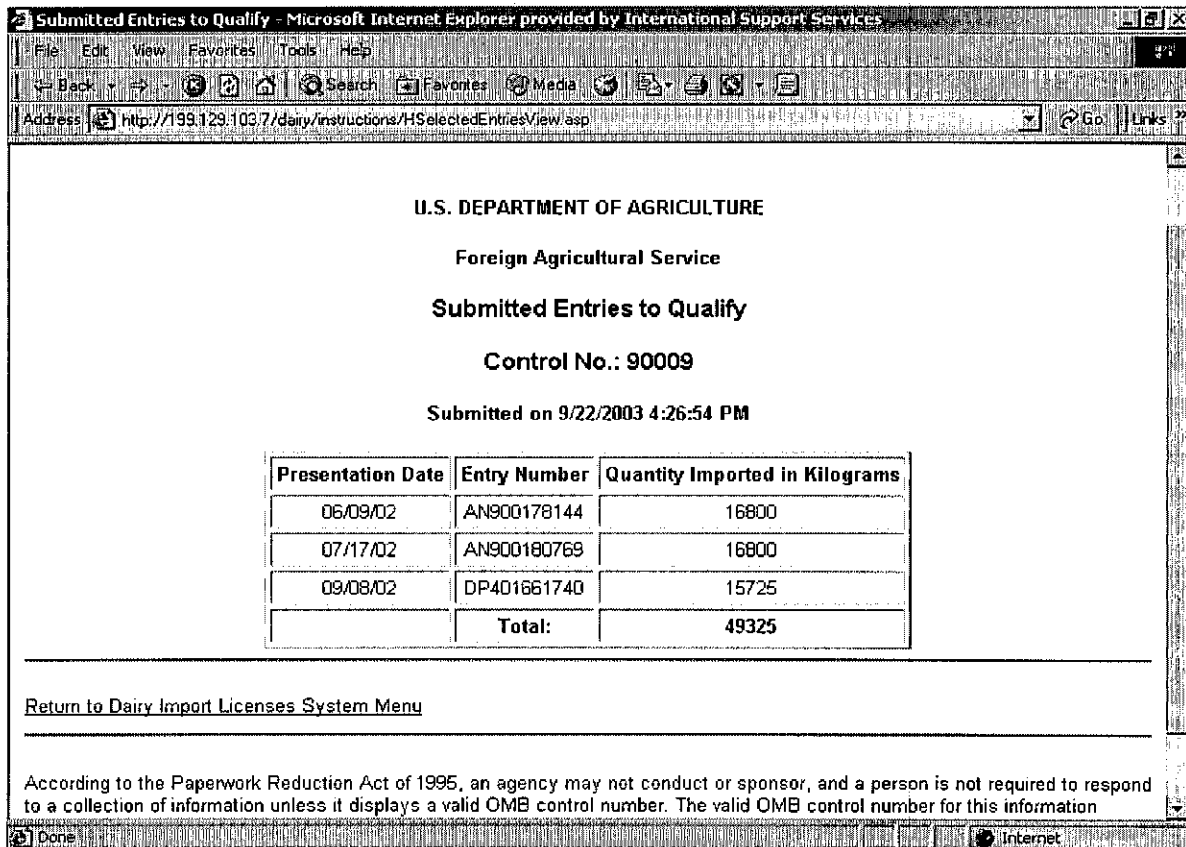
7. Check the box to identify whether you are applying for license as an:
 Importer Exporter Manufacturer

LIST OF FIRM'S OWNERS

Fig. 74 – Submitted FAS-923e Certification Form

I. Selecting “Submitted Entries to Qualify”

1. When you select this option from the main menu, it will retrieve all your applications that you have submitted in this system.
2. Fig. 75 is an example of a summary of submitted entries.
3. You are not permitted to make changes to your application from this screen.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Submitted Entries to Qualify - Microsoft Internet Explorer provided by International Support Services". The address bar shows the URL "http://199.129.103.7/dairy/instructions/HSelectedEntriesView.asp". The main content area displays the following text:

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service
Submitted Entries to Qualify
Control No.: 90009
Submitted on 9/22/2003 4:26:54 PM

Presentation Date	Entry Number	Quantity Imported in Kilograms
06/09/02	AN900178144	16800
07/17/02	AN900180769	16800
09/08/02	DP401661740	15725
	Total:	49325

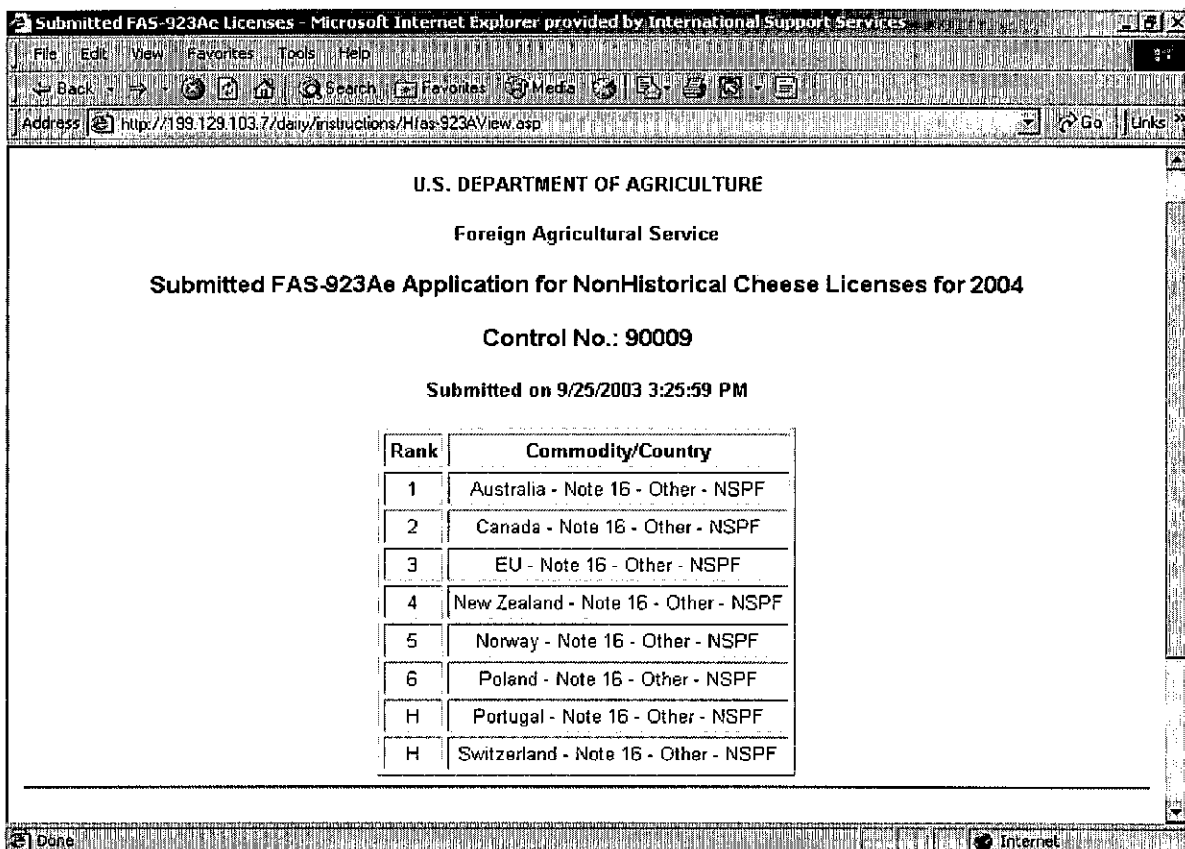
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Fig. 75 – Submitted Entries to Qualify

J. Selecting “Submitted FAS-923Ae Applications for NonHistorical Cheese Licenses”

1. When you select this option from the main menu, it will retrieve a summary of your current application for nonhistorical cheese licenses that you have submitted through the Internet.
2. Fig. 76 is an example of a summary of a submitted FAS-923Ae Application for NonHistorical Cheese Licenses.
3. You are not permitted to make changes to your application from this screen.



Submitted FAS-923Ae Licenses - Microsoft Internet Explorer provided by International Support Services

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Address: <http://199.129.103.7/dairy/instructions/Hfas-923AView.asp> Go Links

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

Submitted FAS-923Ae Application for NonHistorical Cheese Licenses for 2004

Control No.: 90009

Submitted on 9/25/2003 3:25:59 PM

Rank	Commodity/Country
1	Australia - Note 16 - Other - NSPF
2	Canada - Note 16 - Other - NSPF
3	EU - Note 16 - Other - NSPF
4	New Zealand - Note 16 - Other - NSPF
5	Norway - Note 16 - Other - NSPF
6	Poland - Note 16 - Other - NSPF
H	Portugal - Note 16 - Other - NSPF
H	Switzerland - Note 16 - Other - NSPF

Done Internet

Fig. 76 - Submitted FAS-923Ae Application

K. Selecting “Submitted FAS-923Be Application for NonHistorical NonCheese Licenses”

1. When you select this option from the main menu, it will retrieve a summary of your current application for nonhistorical noncheese licenses that you have submitted through the Internet.
2. Fig. 77 is an example of a summary of a submitted FAS-923Be Application for NonHistorical NonCheese Licenses.
3. You are not permitted to make changes to your application from this screen.

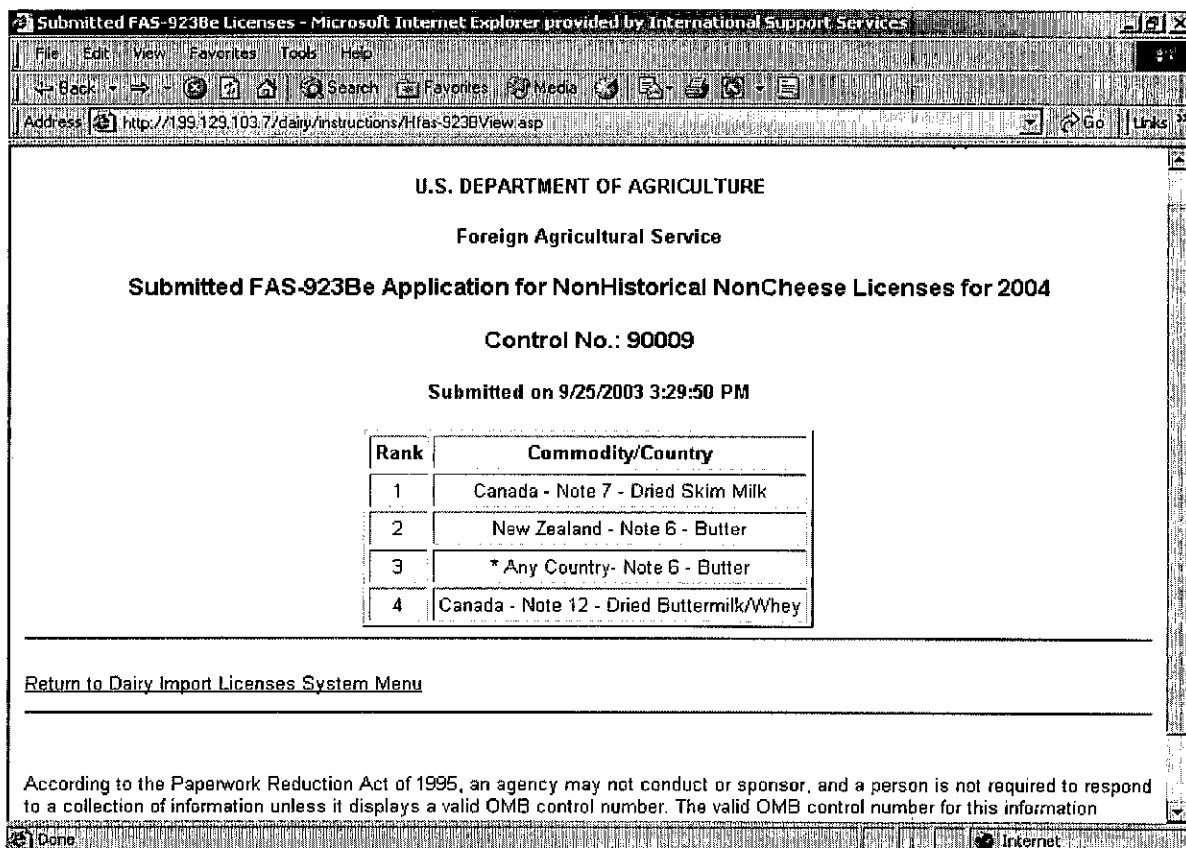


Fig. 77 Submitted FAS-923Be Application

L. Selecting “Submitted FAS-924Ae License Surrender Form”

1. When you select this option from the main menu, it will retrieve a summary of your current application for license surrender form that you have submitted through the Internet.
2. Fig. 78 is an example of a summary of a submitted FAS-924Ae License Surrender Form.
3. You are not permitted to make changes to your application from this screen.

Submitted FAS-924Ae - Microsoft Internet Explorer provided by International Support Services

File Edit View Favorites Tools Help

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Address: <http://199.129.103.7/dairy/instructions/Hfas-924AView.asp> Go Links

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service
Submitted FAS-924Ae License Surrender Form for 2003
Control No.: 90009
Submitted on 9/25/2003 3:35:09 PM

License Type	Article	License No.	Amount to Surrender in Kilograms
1	G	424	1500
2	K	929	2400
2	OT	079	700

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Fig. 78 - Submitted FAS-924Ae Application

M. Selecting “Submitted FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts”

1. When you select this option from the main menu, it will retrieve all your applications that you have submitted in this system.
2. Fig. 79 is an example of a summary of submitted FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts.
3. You are not permitted to make changes to your application from this screen.

Submitted FAS-924Be - Microsoft Internet Explorer provided by International Support Services

Address: <http://199.129.103.7/dairy/instructions/Hfas-924BView.asp>

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

Submitted FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts for 2003

Control No.: 90009

Submitted on 9/25/2003 3:40:33 PM

Rank	License Type	Commodity	Country	License No.	Amount Requested in Kilograms
1	9	Blue Mold - Note 17	Argentina	999	4400
2	2	Swiss or Emmentaler - Note 25	EU	554	2200
3	3	Gruyere Process - Note 22	Switzerland	547	3300
4	9	Edam & Gouda - Note 20	Czech Republic	999	5500

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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information

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Fig. 79 - Submitted FAS-924Be Application

N. Selecting “Review Entries”

1. When you select this option from the main menu, Fig. 80 will appear. Select the year for the licenses you want to review by clicking on the drop down window and click on the “Continue” button to continue.
2. Fig. 81 will appear with a list of all your licenses for the selected year. Select the license you want by clicking on the column, “License No.”.
3. Fig. 82 will appear with a list of all the entries for the selected license number for your review.
4. Fig. 83 will appear when you click on the “Calculate % Usage” button in Fig. 81. This will generate a column with the percent usage of each license.

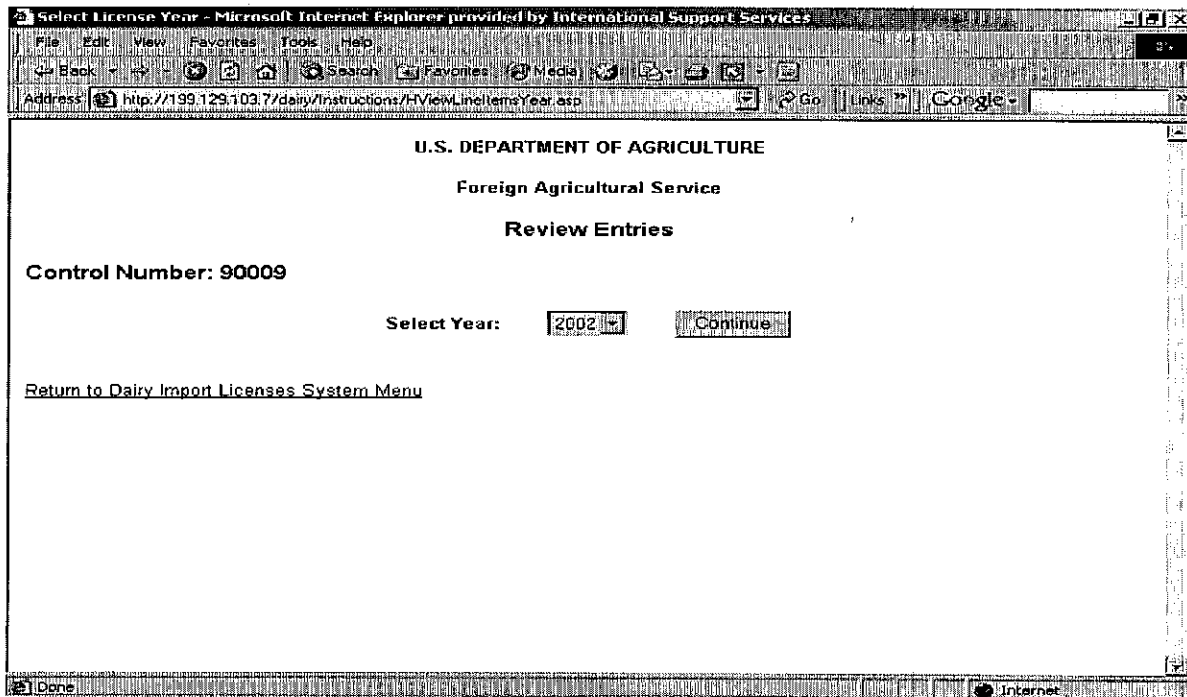


Fig. 80 - Select Year

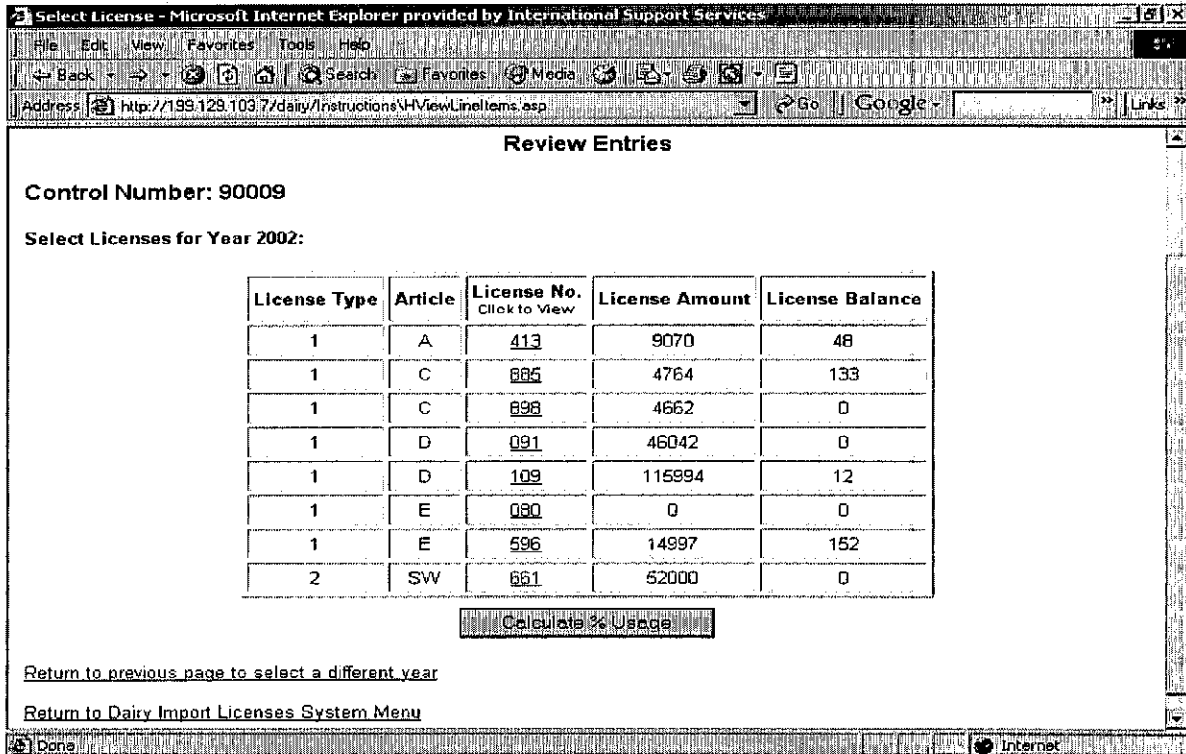


Fig. 81 – List of Licenses

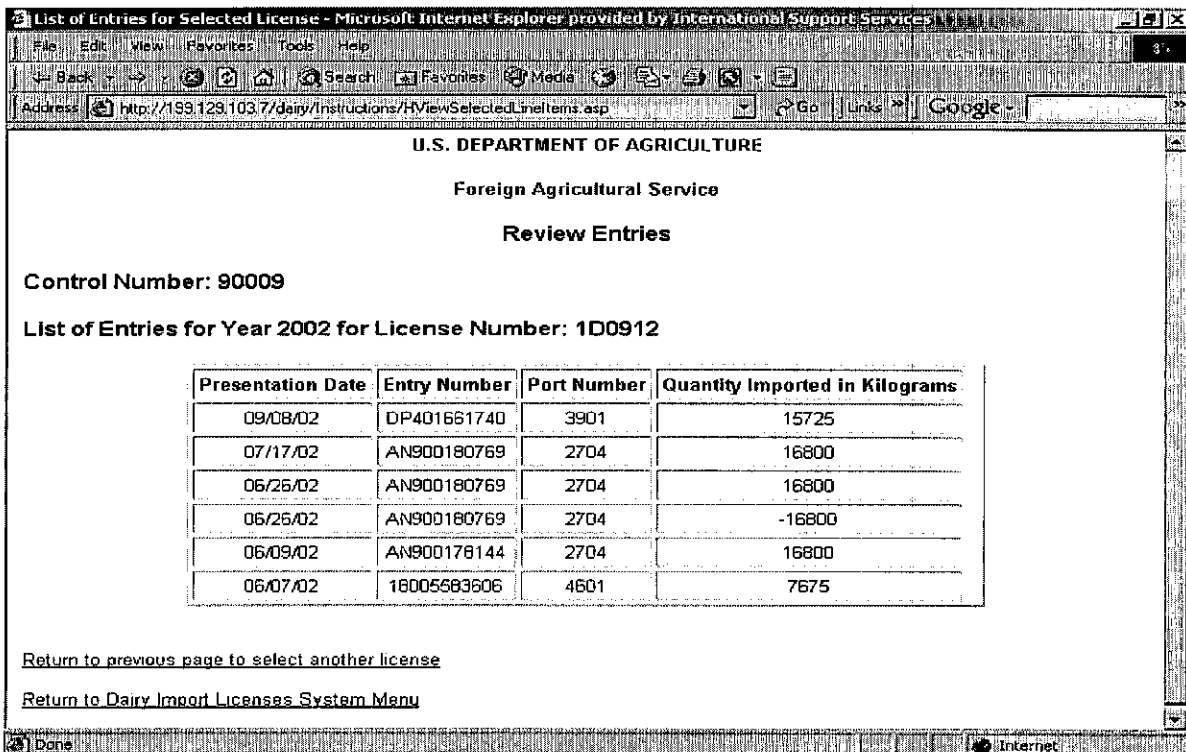


Fig. 82 – List of Entries for a License

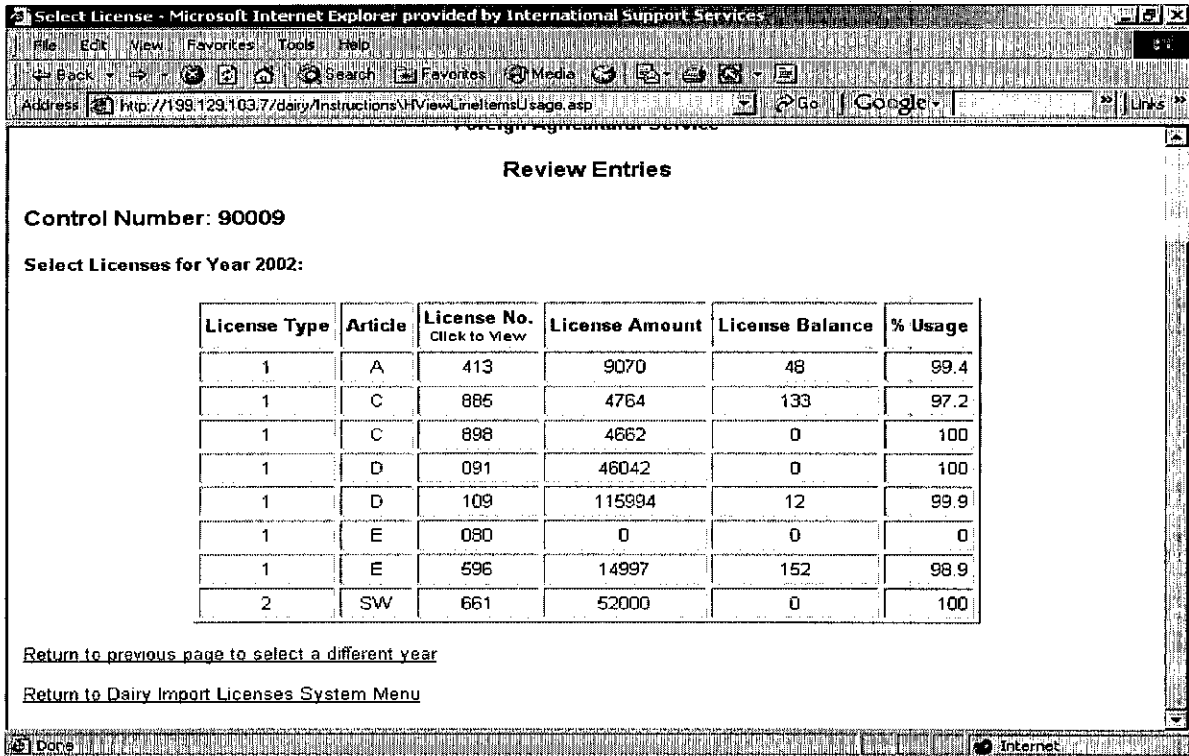


Fig. 83 – List of Licenses and Percent Usage

O. Completing “Update User Information”

1. When you select this option from the main menu, Fig. 84 will appear. This will displayed your information that we currently have in the system. You may make changes to any of the information in the gray boxes.
2. When you’re ready to save your changes, click on the “Submit Updated Information” button. If there are no errors, you will see Fig. 85 displayed. Your changes have been successfully submitted.
3. This selection is available for you to update your information at any time.

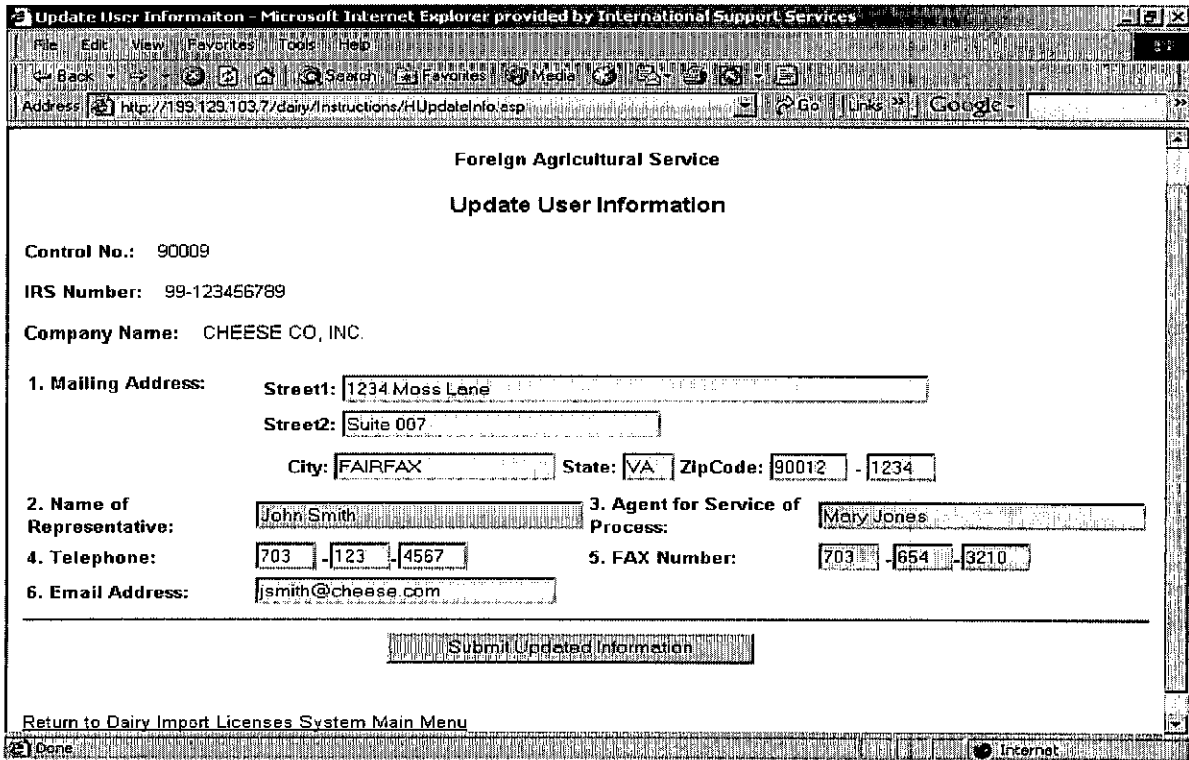


Fig. 84 – Update User Information

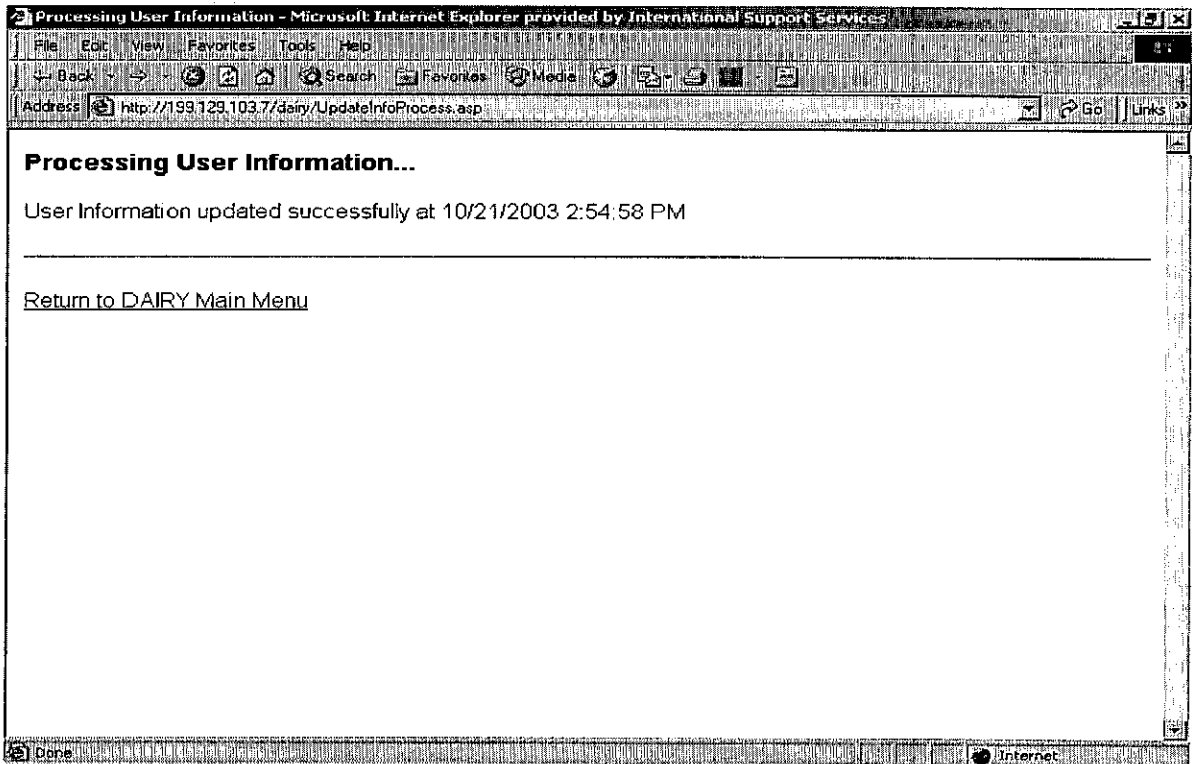


Fig. 85 – Processed Message

P. Selecting “Logout of Dairy Import Licenses System”

1. When you select this option from the main menu, it will log you out of the DAIRIES System and USDA eAuthentication System.
2. Fig. 86 will appear.

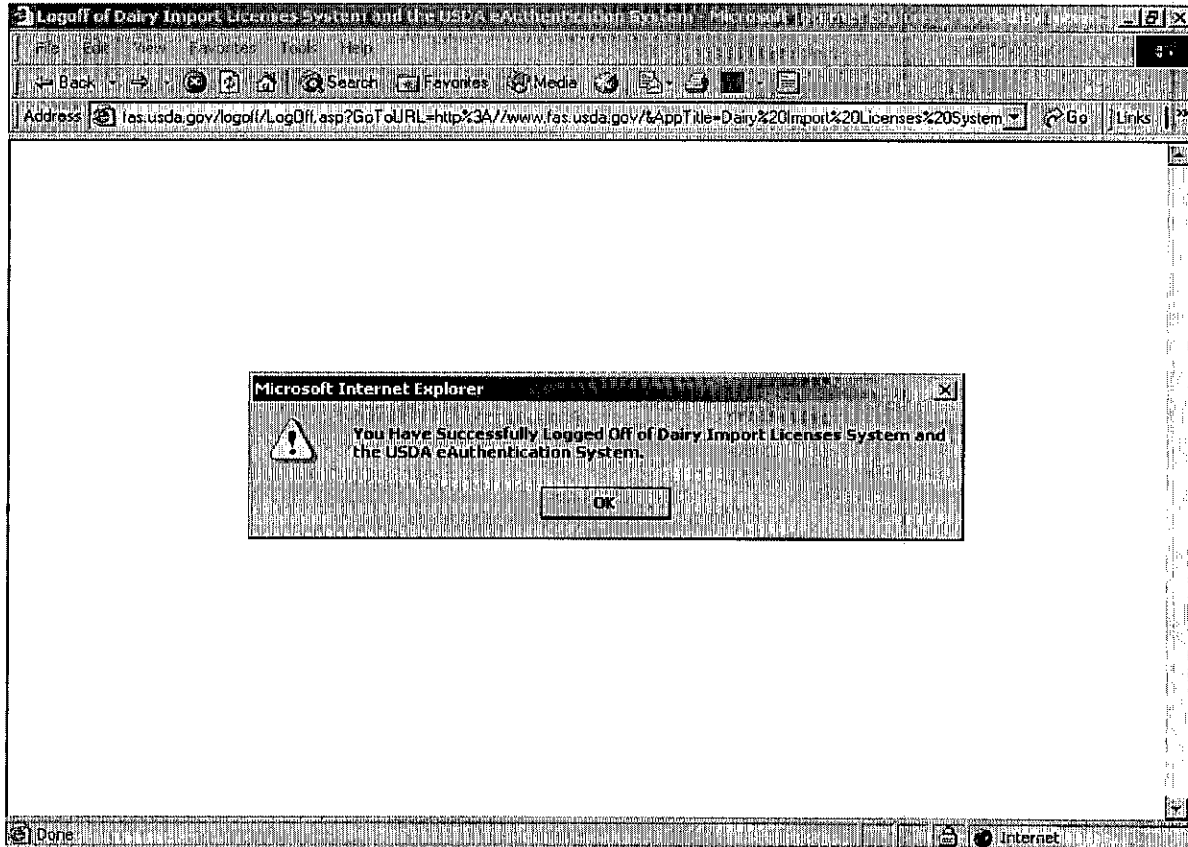


Fig. 86 – Logout Screen