

**ADDENDUM TO THE PROVIDER AGREEMENT  
TO ELECTRONICALLY FILE AND MAINTAIN  
COTTON WAREHOUSE RECEIPTS**

This Addendum between \_\_\_\_\_  
(Provider) and the Farm Service Agency (FSA) authorizes the Provider to establish and maintain a database and system, referred to as a central filing system (CFS) for the purpose of electronically filing cotton electronic warehouse receipts issued under the United States Warehouse Act (USWA) and permits the Provider to accept the filing of electronic warehouse receipts from other than USWA licensed warehouse operators in such electronic data filing system. Such electronically filed warehouse receipts for cotton are hereafter referred to as "Electronic Warehouse Receipts (EWRs)."

This Addendum sets forth the Provider's minimum requirements for EWR record formatting, reporting requirements and the protocols to be used in the transmission of such information.

**I. Receipt Record Data Requirements**

FSA, in administration of the USWA, the regulations found at 7 CFR Part 735, the Provider Agreement To Electronically File And Maintain Electronic Warehouse Receipts, and this Addendum, may at any time require the Provider to furnish information beyond the minimum requirements shown in this Addendum.

**A. Required Information**

The Provider shall, at a minimum make the elements listed below available to every USWA and non-USWA licensed warehouse operator issuing EWRs in the CFS. The Provider shall ensure that all of these fields are completed by all warehouse operators. The Provider shall advise warehouse operators that it is the warehouse operator's responsibility to supply the necessary data to complete each element.

USWA license number, if applicable\*

Receipt number

License type, US if Federally licensed, NL if not licensed or the two letter Postal abbreviation if State licensed, will be displayed adjacent to the receipt number

Issuance date

Receipt status

Indicate whether the receipt is "Not Negotiable", or "Negotiable" according to the nature of the receipt

Cancellation date (date cancellation batch file received and accepted in the Provider's system)

Name of warehouse

Location of warehouse (City)

Location of warehouse (State)

Warehouse operator

Location receipt issued (City)

Location receipt issued (State)

Received from

Holder

Lot identification (multiple bale receipts)

Cotton graded

**Indicate:** "Agricultural Marketing Service classing data attached," or "Other classing data attached," or "Not graded at request of the depositor"

Crop year (not required on non-negotiable multiple bale EWRs)  
 Net weight (non-negotiable EWRs must show the total net weight)  
 Number of bales (multiple bale EWRs)  
 Warehouse Code  
 Receipt Type (single bale or multiple bale)  
 Paper receipt number (if applicable)  
 Compression status  
 Compression Paid or Unpaid  
 Receiving Charges Paid or Due  
 Storage Paid through Date  
 Location of Bale  
 Gin Code\*\* (Does not apply to non-negotiable multiple bale EWRs)  
 Gin Tag\*\* (Does not apply to non-negotiable multiple bale EWRs)  
 Gross and Tare weight (non-negotiable EWRs must show the total gross and tare weight.)  
 Name of person authorized to sign warehouse receipt  
 Terms and conditions (Refer to Section III for USWA licensed warehouse operators and Section IV for state or non-licensed warehouse operators for terms and conditions that apply to each EWR that must be furnished by the warehouse operator issuing the EWRs).

\* Enter Federal or State license number, if not licensed, zero fill field

\*\*In case of reconcentrated cotton this element can be the previous storing warehouse code and receipt number.

#### B. Additional Information

The Provider shall, at a minimum make the element listed below available to every USWA and non-USWA licensed warehouse operator issuing EWRs in the CFS. The Provider shall ensure that this field is completed by all warehouse operators. The Provider shall advise warehouse operators that it is the warehouse operator's responsibility to supply the necessary data to complete this element. This addendum does not restrict the number of fields that may be made available to warehouse operators.

Commodity Credit Corporation (CCC) Agreement (Y or N)

#### C. Required elements that can be modified without the warehouse operator being the holder

FSA may modify the elements, "receiving charges paid or due", and "storage paid through date", on EWRs that CCC is the holder and payments have been made to the warehouse operator. The Provider shall notify the warehouse operator of any changes.

FSA will allow the warehouse operator to modify the element, "location of bale", without being the holder of the EWR. The Provider shall notify the current holder of the EWR of any changes.

#### D. Converting Electronic to Paper

When converting from an electronic to a paper warehouse receipt, the Provider shall advise the warehouse operator to print on the face of the paper warehouse receipt the EWR number.

## **II. Transmission of Data**

Upon request by FSA all transmissions of data shall be secured and transmitted via telecommunications hardware and software according to the requirements described in Attachment I Provider Specifications for interfacing with Warehouse Examiners' Communications Software (WECS).

## **III. Terms and Conditions For USWA Licensed Warehouse Operators**

The following information must be recorded on all EWR's.

The statements:

Incorporated or Unincorporated and if incorporated, under what laws.

Insured, to what extent, by the warehouse operator against loss by fire, lightning and other risks.

Weight was determined by a weigher licensed under the USWA.

The applicable charges claimed by the warehouse operator for storage and other services.

In the event the relationship existing between the warehouse operator and any depositor is not that of strictly disinterested custodianship, a statement setting forth the actual relationship.

## **IV. Terms and Conditions For State or Non-Licensed Warehouse Operators**

The following information must be recorded on all EWR's.

The statements:

Incorporated or Unincorporated and if incorporated, under what laws.

Insured, to what extent, by the warehouse operator against loss by fire, lightning and other risks.

The authority, that the warehouse operator issues warehouse receipts under, state warehouse code for state licensed warehouses or Uniform Commercial Code for non-licensed warehouses.

The amount of bond or financial assurance backing the EWR.

Weight was determined by a weigher licensed or approved under what laws or authority, or "Not weighed on request of depositor."

The applicable charges claimed by the warehouse operator for storage and other services.

In the event the relationship existing between the warehouse operator and any depositor is not that of strictly disinterested custodianship, a statement setting forth the actual relationship.

**V. Contact**

Chief, Licensing Branch  
Warehouse Licensing and Examination Division  
Kansas City Commodity Office  
P. O. Box 419205 - Stop 9148  
Kansas City, MO 64141-6205

Phone: 816-823-1144

Fax: 816-926-1548

---

Provider

---

Signature

---

Title

---

Date

---

Deputy Administrator for Commodity Operations, FSA

---

Date

---

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the regulations at 7 CFR 735. The information will be used to complete the terms of an agreement between the Provider and the Deputy Administrator for Commodity Operations. Furnishing the requested information is voluntary, however, without it, eligibility to become a provider under the United States Warehouse Act and the decision as to the applicant's eligibility for a provider agreement must be made in part on the basis of the information provided. 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 U.S.C. 286, 287, 371, 641, 651, 1001; 1014, and 31 U.S.C. 3729, may be applicable to the information provided.*

*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 an OMB control number. The valid OMB control number of this information collection is 0560-0120. The time required to complete this information collection is estimated to average 30 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. **RETURN THIS COMPLETED FORM TO THE KANSAS CITY COMMODITY OFFICE, POST OFFICE BOX 419205, KANSAS CITY, MO 64141-6205.***

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.*