

Administrative Committee for Pistachios
 4938 East Yale Avenue, Suite 102
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INSTRUCTIONS

All Reports are due by the 10th of each month.

Definitions:

Open Inshell: Naturally open product with unstained or lightly stained shells. **Report on inshell weight basis.**

Artificially Opened: Closed shell product that has been split by mechanical or other means. **Report on inshell weight basis.**

Closed Shell: Product that is closed and does not meet specifications of open inshell. **Report on inshell weight basis.**

Shelling Stock: Dark stain, stick-tights, shell damage, etc. **Report on inshell weight basis.**

Loose Kernels: Any kernels that are not in the shell. **Report on kernel weight basis.**

Non-Handler Purchases: Purchases of product from an entity other than a processor, such as a broker, re-bagger, etc.

First Handler: Processor who initially receives deliveries from a producer /grower and is responsible for paying the assessment.

Instructions (by line number):

1 **Beginning Inventory** – bring forward the ending inventory figure from the prior month’s report.
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2 **Grower Deliveries This Month (New Crop)** – report new crop received from grower deliveries during the month covered by this report. Include product that will be custom processed. Do not report total new crop to date.
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3 **Current Month’s Shipments - Domestic** – report all domestic shipments this month. Product that is custom processed should not be reported as a shipment until it leaves your plant.
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Do not include: Inter-Handler Sales or Purchases or Non-Handler Purchases.

4 **Current Month’s Shipments – Export** – report all export shipments. Attach Export Shipments by Country of Destination (second page of this form). **Do not include product exported for splitting that will be returned to your inventory.** (See example under Inventory Adjustments).
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5 **Current Month’s Inter-Handler Transfers** – report by handler any sale, purchase or transfer of product from another handler. This figure must agree with the respective handler’s report and will be verified by Commission staff. Both handlers must report the same category of product. For example: Handler #1 reports a sale to Handler #2 of 10,000 lbs. of inshell and 20,000 lbs. of shelling stock. Handler #2 must report a purchase of 10,000 lbs. of inshell and 20,000 lbs. of shelling stock. **Do not include any non-handler purchases or product that will be transferred for custom processing and returned to your inventory.**
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6 **Non-Handler Purchases of Product** – Report outside purchases of product only from someone other than a handler. For example, a purchase made from a re-bagger or broker should be reported here.
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7 **Inventory Adjustments** – Report adjustments to inventory due to splitting, shelling, shrinking, loss of product, etc. Please give a brief explanation of any adjustment made. Do not report pounds lost due to further processing of shelling stock or closed shell product. Below are examples of calculations for some of the inventory adjustments. The reported adjustment should be the sum of all adjustments (splitting, shelling, shrink, etc.).

Example #1 (Splitting Adjustment): Handler A decides to split 10,000 lbs. of closed shell. This results in 7,500 lbs. of artificially opened product and 300 lbs of loose kernels. He should report a reduction of closed shell inventory of 10,000 lbs. and an addition to inshell of 7,500 lbs. and loose kernels of 300 lbs. The 2,200 lbs. that is lost will not be reported.

Example #2 (Shelling Adjustment): Handler B decides to shell 10,000 lbs. of shelling stock. This results in 4,100 lbs. of loose kernels. He should report a reduction of shelling stock inventory of 10,000 lbs. and an addition to loose kernel inventory of 4,100 lbs. The 5,900 lbs. that is lost will not be reported.

Example #3: In October, Handler C exports 10,000 lbs. of closed shell to China for splitting. He will not report the reduction in closed shell inventory until the product returns to his plant. In December the product is returned to Handler C. He receives 7,500 lbs. of artificially opened product and 300 lbs. of loose kernels. On his December report, Handler C deducts the original 10,000 lbs. from his closed shell inventory and adds 7,500 lbs. to his artificially opened inventory and 300 lbs. to his loose kernel inventory. The 2,200 lbs. that is lost will not be reported.

Artificially Opened Export Adjustments

Product that is exported for splitting should not be reported until it is received back into your inventory. At that time report a reduction in closed shell inventory by the original amount exported and an addition to your artificially opened and loose kernel inventories.

8 **Ending Inventory** – report ending inventory by calculating additions and subtractions to beginning inventory as detailed in this report.
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Export Shipments

Complete the attached Export Shipment by Country of Destination report. **All export shipments must be exported by country, not region.** If a shipment is made to a country not listed, report in the **other** category for the appropriate region,

writing in the name of the country.

Processor: _____ Prepared by: _____

AREA/COUNTRY	OPEN INSHELL	ARTIFICIALLY OPENED	CLOSED SHELL	SHELLING STOCK	KERNELS
Argentina					
Australia					
Belgium					
Brazil					
Bulgaria					
Canada					
Chile					
China					
Colombia					
Costa Rica					
Cyprus					
Czech Republic					
Denmark					
Ecuador					
Egypt					
France					
Germany					
Greece					
Guatemala					
Hong Kong					
India					
Indonesia					
Israel					
Italy					
Japan					
Korea					
Latvia					
Lebanon					
Lithuania					
Luxembourg					
Malaysia					
Mexico					
Netherlands					
New Zealand					
Norway					
Peru					
Philippines					
Poland					
Portugal					
Republic of South Africa					
Romania					
Russia					
Singapore					
Spain					
Sweden					
Switzerland					
Tahiti					
Taiwan					
Thailand					
United Arab Emirates					
United Kingdom					
Venezuela					
Vietnam					
Other (Specify)					
Other (Specify)					
Other (Specify)					
Other (Specify)					

Other (Specify)					
TOTALS					

**ADMINISTRATIVE COMMITTEE FOR PISTACHIOS
MONTHLY REPORT OF INVENTORY/SHIPMENTS
FOR THE MONTH OF: _____**

Report must be submitted to the ACP by the 10th of each month regarding the previous month's inventory/shipments.

PLEASE READ INSTRUCTIONS THOROUGHLY BEFORE COMPLETING THIS FORM	OPEN INSHELL	ARTIFICIALLY OPENED	CLOSED SHELL	SHELLING STOCK	LOOSE KERNELS
(1) Beginning Inventory					
(2) Grower Deliveries This Month (New Crop)		N/A			N/A
(3) Current Month's Shipments - Domestic					
(4) Current Month's Shipments - Export					
(5) Current Month's Inter-Handler Transfers					
Transfer from:					
Transfer to:					
(6) Non-Handler Purchases of Product					
(7) Inventory Adjustments (Please Explain)					
(8) Ending Inventory					

The undersigned on behalf of the reporting processor certifies to the Administrative Committee for Pistachios that the report represents a complete and accurate record of all shipment and inter-handler transfers during the reporting month. If you have any questions, please call the ACP office before completing this form.

Processor: _____

Date: _____

By: _____

Phone: () _____

Title: _____

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