

<b>KC-366</b> (2-15-02)	USDA-FSA	CONTRACT NO.  0	COMMODITY  0	INVITATION NO.  0	
<b>SHIPMENT INFORMATION LOG</b>					
CONTRACTOR 0	MILL POINT 0	N/D NO.  0	U. S. PORT  0		
		N/D UNITS	CONSIGNEE (PVO)  0		
If split car, please indicate → <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, show number of voluntary agencies involved: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 0			Other (Indicate below): <input type="checkbox"/> 0

**PART 1 - TO BE COMPLETED BY SHIPPER**

(If shipping by truck, show only the totals per N/D No.)

**PART 2 - TO BE COMPLETED BY RECEIVER**

(Utilizing Dock and Consignee Receipts)

RAILCAR TRAILER OR CONTAINER NO.	DATE SHIPPED	ROUTE	UNITS SHIPPED	NET WEIGHT (LBS.)	GROSS WEIGHT (LBS.)	REQUEST NO.				BOOKING NO.	
						O	S	D	UNLOAD DATE	(A) Total Units	
(A)	(B)	(C)	(D)	(E)	(F)						
											0
											0
										(C) Quantity received at the port in Good Condition =	
										(D) Total Units identified on all Vessel Loading Observation certificates. -	
										(E) Other Units damaged/short (after being received at the port in good condition). -	
										(F) Ocean Bill(s) of Lading Units =	
										(G) OBL(s) Net Weight (Lbs.)	
										(H) OBL(s) Gross Weight (Lbs.)	
										REMARKS	
<b>(A) = TOTAL UNITS/WEIGHT →</b>			0	0	0	0	0	0	0	<b>← (B) = NET - Over/Short/Damaged</b>	

SIGNATURE (Shipper)	DATE	SIGNATURE (Unloader)	DATE
		SIGNATURE (Booking Agent/Freight Forwarder)	DATE

INSTRUCTIONS FOR COMPLETING FORM KC-366

Part 1	Part 2	Example
<p>(A) Number on railcar or container.</p> <p>(B) Date shipped from plant or warehouse.</p> <p>(C) Route = List all railroads participating in this movement between origin and destination.</p> <p>(D) Number of units per railcar, trailer, or container.</p> <p>(E) Net weight of the units.</p> <p>(F) Gross weight of the units.</p>	<p>(A) Total Units = Total units shipped per Notice to Deliver.</p> <p>(B) Net O/S/D = Total units over, minus units short and damaged.</p> <p>(C) Quantity received at the port in <b>Good Condition</b>. = Total Units (A) minus Net O/S/D (B).</p> <p>(D) Total units identified as being removed or not loaded on all Vessel Loading Observation (VLO) certificates. Copies of the VLO certificates are provided to the steamship companies by USDA, Federal Grain Inspection Service (FGIS) and must accompany the completed form KC-366.</p> <p>(E) Other units damaged/short (after being received at the port in good condition). = Units short or damaged and not loaded that are not covered by a VLO certificate.</p> <p>(F) Ocean Bill(s) of Lading units = Total units of the Notice to Deliver as represented on the Ocean Bill of Lading.</p> <p>(G) OBL(s) Net Weight = Total net weight of the Notice to Deliver as represented on the Ocean Bill of Lading.</p> <p>(H) OBL(s) Gross Weight = Total gross weight of the Notice to Deliver as represented on the Ocean Bill of Lading.</p>	<p>1,000</p> <p>- 100</p> <p>= 900</p> <p>- 75</p> <p>- 50</p> <p>= 775</p> <p>42,714.13</p> <p>43,400.00</p>
<p><i>If you have questions concerning the following subjects, please call the number listed.</i></p>		
<p><b>Shipping and Delivery Questions</b> - Export Operations Division - (816) 926-6707.</p>		
<p><b>Vendor Payments</b> - Commodity Financial Operations Division, Settlement Branch, (816) 926-6205.</p>		
<p><b>Completion of KC-366</b> - Commodity Financial Operations Division, Settlement Branch, (816) 926-6172.</p>		
<p><b>Car Tracing</b> - Traffic Management Division, Traffic Operations Branch, (816) 926-6304.</p>		
<p><b>Claims</b> - Traffic Management Division, Freight Settlement Branch, (816) 926-6547.</p>		
<p><b>Payment of Claims</b> - Debt Management Division, Commodity Programs Debt Branch, (816) 926-6734.</p>		

PRIVACY ACT, PUBLIC BURDEN, AND NONDISCRIMINATION 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 following information is 7 CFR, Chapter XIV, Part 1496. The information will be used to evaluate bids to purchase commodities and provide services. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in non-consideration. 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 206, 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 15 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 Department of Agriculture, Clearance Officer, OIRM (OMB No. 0560-0177), Stop 7630, Washington, D.C. 20250-7630.

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, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5864 (voice or TDD). USDA is an equal opportunity provider.

## Instructions For KC-366

### **SHIPMENT INFORMATION LOG**

**Enter a brief description of who uses the form and what it is used for here.**

The commodity suppliers that have contracted to deliver commodities for export under food assistance programs use this form to record their shipments by completing Part 1. USDA uses the information to track the shipments. The freight forwarder/receiving stevedores complete Part 2 of the form to record the receipt of the commodity at the port. The freight forwarders submit the completed form to USDA with a closing package to finalize the record of shipment and delivery.

**Indicate how and where to send the completed form here. Example: Submit the original of the completed form in hard copy or facsimile to the appropriate FSA servicing office.**

The commodity suppliers complete Part 1 and FAX to USDA, the receiving stevedores, and the appropriate freight forwarder. The receiving stevedores/freight forwarder complete Part 2 and mail the form with other documents to USDA.

***The commodity supplier must complete Items 1 through 10 and all of Part 1. The freight forwarder must complete all of Part 2.***

#### *Items 1-10*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1	The appropriate contract number.
2	The commodity being shipped.
3	The Invitation Number.
4	The name of the commodity contractor.
5	The location of the plant shipping the commodity.
6	The Notice to Deliver Number (N/D).
7	The contracted delivery point.
8	The number of units contracted to be delivered on this N/D.
9	The consignee as show on the N/D
10	If the car is split between more than one N/D, indicate the number of different consignees involved.
Part 1 (A)	The railcar or container number.
Part 1 (B)	The date shipped from the plant or warehouse.
Part 1 ©	The route – show all railroads participating in this movement between the origin and the destination.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
Part 1 (D)	The number of units per railcar, trailer, or container.
Part 1 (E)	The net weight of the units.
Part 1 (F)	The gross weight of the units.

*Part 2 to be completed by the receiving stevedores/freight forwarder.*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
Part 2 Request No.	The commodity request number.
Part 2 Booking No.	The steamship booking number.
Part 2 EX Railcar	The number of units over-shipped in column "O" if applicable. The number of units under-shipped in column "S" if applicable. The number of units damaged in column "D" if applicable. The date unloaded.
Part 2 (A)	The total units to be shipped according to the N/D.
Part 2 (B)	The "Net O/S/D" is the total units over minus the number of units short and damaged.
Part 2 (C)	The total units received at the port in good condition is calculated by subtracting Part 2 (B) from Part 2 (A).
Part 2 (D)	The number of units damaged during loading. This information required and is obtained from the VLO certificate.
Part 2 (E)	Any damage other than units damaged during loading. (Also referred to as terminal damage.)
Part 2 (F)	Total units of the N/D as represented on the Ocean Bill(s) of Lading.
Part 2 (G)	The total net weight of the N/D as represented on the Ocean Bill of Lading.
Part 2 (H)	The total gross weight of the N/D as represented on the Ocean Bill of Lading)