

EXPORT SALES REPORTING INSTRUCTIONS

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PAPERWORK REDUCTION ACT NOTICE

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EXPORT SALES REPORTING INSTRUCTIONS

I. GENERAL

1.100 Foreword

These instructions are designed to be placed in a loose-leaf notebook. As changes are required, single pages or entire Sections may be reissued. At appropriate times a new index will be issued listing page numbers and the issued date to keep everyone informed of the latest instructions available.

Suggestions submitted in writing pertaining to this instruction manual are welcome and will be given consideration.

The telephone numbers for the Export Sales Reporting Staff are:

Voice: 202 720-9209 FAX: 202 690-3270
202 690-3273

1.200 Supplies-Reporting Forms and Supplies

Additional reporting forms, regulations and/or instructions manuals may be obtained from the FAS homepage at <http://www.fas.usda.gov> or by contacting the Export Sales Reporting staff.

1.300 Reference

These instructions are intended to complement, but not replace, the export sales regulations. It is suggested that the export sales regulations be placed in the same notebook with these instructions for handy reference.

1.400 Definitions

Definitions are reprinted from Section 20.4 of the Export Sales Reporting Regulations for your reference.

- (a) "Administrator." The Administrator, Foreign Agricultural Service, U.S. Department of Agriculture.
- (b) "Buy-Back Contract." A transaction under which a reporting exporter having sold a commodity for export to a foreign buyer liquidates the export sale contract by making an offsetting purchase of the same kind of commodity from the same foreign buyer.
- (c) "Commodity." Wheat and wheat flour, feed grains, oilseeds, cotton, rice, cattle hides and skins, beef, and products thereof, and any other agricultural commodity

the Secretary may designate. "Commodity" shall also mean a commodity having identifying characteristics as described in any announcement issued pursuant to Section 20.5 such as class (es) of wheat, rice, or staple length(s) of cotton. Mixed wheat shall be considered to be the predominant wheat class of the blend. This definition excludes commodities to be used for seed which have been treated in such a manner that their use is limited to seed for planting purposes or on which a certificate has been issued by a recognized seed testing laboratory setting forth variety, germination and purity.

- (d) "**Country of Destination.**" (1) Any country outside the United States or (2) any territory or possession of the United States. Country of destination shall be the ultimate destination of the export, and shall not be deemed to be the country through which any transshipment takes place.
- (e) "**Export.**" A shipment of a commodity from the United States destined to a country specified in paragraph (d) of this section. The commodity shall be deemed to have been exported on the date of the applicable export carrier on-board bill of lading or the date the commodity was received for shipment, as specified on the bill of lading, in the case of commodity received for shipment in a lash barge or containerized van if a through on-board bill of lading is issued for shipment to a country specified in paragraph (d) of the section.
- (f) "**Export Carrier.**" The vessel on which a commodity is exported from the United States to a country specified in paragraph (d) of this section, or if export is by railcar, truck, or airplane, "export carrier" means such railcar, truck, or airplane.
- (g) "**Exports for Exporter's Own Account.**" A transaction involving shipments made by the reporting exporter which are unsold at the time of export, shipments on consignment to selling agents of the reporting exporter for subsequent sale for the account of the reporting exporter, shipments by the reporting exporter that have not been allocated to any outstanding export sale, and shipments from the United States to any other foreign country in bond for subsequent shipment to a third country.
- (h) "**Export Sales.**" A transaction entered into between a reporting exporter and a foreign buyer. The transaction must be represented by a written document evidencing that (1) the exporter agrees to export the commodity, (2) the foreign buyer agrees to receive the commodity, (3) a fixed price or an agreed upon mechanism by which such a price can be determined is established, and (4) payment will be made to or for the account of the reporting exporter by or on the behalf of the foreign buyer for delivery of the commodity. The quantity of "outstanding export sale" means the quantity not yet exported under an export sale. The terms of delivery specified in the written agreement, such as FAS vessel, FOB vessel, C&F, CIF, etc., do not determine whether a transaction is an export sale which must be reported. A transaction which otherwise meets this definition and is subject to the posting of an exporter performance bond or letter of credit from the foreign buyer is included in this definition and such a transaction shall be reported under these regulations. However, a transaction which becomes operative only upon the

imposition of export controls is excluded from this definition of "export sale" and such a transaction shall not be reported under these regulations.

- (i) **"Foreign Buyer and Foreign Seller."** A person whose place of doing business with respect to the transaction is outside the United States. Foreign buyer or foreign seller includes a person who maintains a place of doing business outside the United States even through the transaction is concluded in the United States by his agent who has a place of business in the United States or by his employee who does not maintain a place of doing business in the United States. (If such employee maintains a place of doing business in the United States with respect to the transaction, the resulting contract is construed to be domestic sale.) Notwithstanding the foregoing, all foreign governments, agencies and instrumentalities are considered foreign buyers or foreign sellers even through transactions are concluded by their employees in the United States or they maintain a place of business with respect to the transaction in the United States.
- (j) **"Marketing Year."** The reporting period specified for a commodity in Section V.
- (k) **"Optional Origin Contracts."** A transaction involving an export sale contract between a reporting exporter and a foreign buyer under which the reporting exporter has the option of exporting the commodity from the United States or from one or more other exporting countries or an export sale contract under which no origin is specified.
- (l) **"Person."** An individual, partnership, corporation, association or other legal entity.
- (m) **"Purchases from Foreign Sellers."** A transaction involving the purchase of a U.S. commodity from a seller whose place of business with respect to the transaction is outside the United States. An optional origin purchase is not reportable.
- (n) **"Quantity."** The actual contract quantity (exclusive of any upward or downward tolerance) specified in the agreement between the reporting exporter and foreign buyer or seller.
- (o) **"Reporting Exporter."** A person who enters into a transaction referred to in this section whose place of doing business with respect to such transaction is in the United States. A reporting exporter shall include any person who sells a commodity to a foreign buyer irrespective of whether or not such person may appear as the shipper on the export documentation or whether or not such person is required to file a Shipper's Export Declaration. A reporting exporter would not normally include agents of either the reporting exporter or foreign buyer, brokers, or freight forwarders unless such agent, brokers or freight forwarders are acting in the capacity of a principal. In the case of a "string transaction," the reporting exporter is the entity with an outstanding export sale who is either the first member or the nearest member in the string to the U. S. supplier of the commodity. (See examples in Section 20.6(c) of the Export Sales Reporting Regulations.)

(p) "**United States.**" All of the 50 States, the District of Columbia and Puerto Rico.

1.500 Submission of Reports

Reference Section 20.6 and Section 20.10 of the Export Sales Reporting Regulations.

- 1.501 Reports should be completed in dark ink or typewritten and submitted weekly by facsimile machine (FAX) or electronic submission. Reports submitted by facsimile machine do not have to be followed by the original through the mail. The original report should be kept on file for reference. Firms wishing to submit computer printouts in lieu of standard report forms must contact the Export Sales Reporting staff for approval.
- 1.502 When completing the report, each page must show the complete name and address of the exporter as well as the person or persons authorized to execute the form. The name of the exporter is required on each page so that all outstanding sales for each commodity can be identified for each firm. In order that any questions regarding a report can be quickly resolved, the name, title, office location and telephone number of the authorized person or persons are required. For each report, it is suggested that FAS-97 and FAS-100 be completed first, followed by FAS-98.
- 1.503 A report is required for each commodity listed in Section V until a zero balance is attained. Section V is the same as Appendix I of the Export Sales Reporting Regulations with the addition of assigned commodity codes. A zero balance must be reported prior to discontinuing reporting of a commodity.
- 1.504 After reporting a zero balance, it is the responsibility of each exporter to commence reporting again once a new export sale, a new export for exporter's own account, a new purchase from a foreign seller, or a new optional origin sale is made. Forms FAS-97, FAS-98 or FAS-100 should be used in these instances. Item 6 should begin with zero for the first reporting period. **(See Example 1, Column 3, Line 6).**
- 1.505 Records for each reporting exporter should be established and maintained so as to eliminate the possibility of within company and between company duplication of reporting. Section 20.6(c) of the Export Sales Reporting Regulations provides several examples of who is considered the reporting exporter.
- 1.506 Reports shall be submitted:
- (a) By FAX to: (202) 690-3270 or (202) 690-3273
 - (b) Internet: https://ww2.fas.usda.gov/esr_rpt
 - (c) Ascii Comma Delimiter Text file esr@fas.usda.gov
- 1.507 Questions regarding the report may be discussed with the Export Sales Reporting Staff by telephoning (202) 720-9209 or by FAX, or Email: esr@fas.usda.gov.

1.600 Time of Reporting

- 1.601 Weekly Reporting. Reporting shall be on a weekly basis for those commodities designated in Section V, Paragraph 5.100. Weekly reports shall reflect activity from Friday through Thursday of the reporting week. Reports must be received in the Export Sales Reporting office, by midnight, Eastern time on the following Monday unless otherwise approved in advance by that office. If Friday or Monday is a national holiday, the due date shall be Tuesday.
- 1.602 Monthly Reporting. Reporting shall be on a monthly basis only for those commodities designated in Section V, Paragraph 5.200. Monthly reports shall reflect activity through the last day of the month. Reports must be submitted in a manner to reach the Export Sales Reporting Staff, by midnight, Eastern time on the fourth business day after the end of the month.
- 1.603 Daily Reporting. Reporting shall be on a daily basis for significant export sales activity affecting export commitments of U.S. agricultural commodities designated in Section III, Paragraph 3.102. Reports must be telephoned to the Export Sales Reporting Staff at (202) 720-9209, no later than 3:00 p.m., Eastern time on the next business day following the reportable transactions. (See Section III, Paragraph 3.100 for additional instructions).

II. COMPLETING REPORT FORMS

2.100 Items Common to all Forms (SEE EXAMPLE I) (FAS-97, FAS-98, FAS-99, and FAS-100)

2.101 Item 1 - Report for Period Ending.

1 REPORT FOR PERIOD ENDING		
MO.	DA.	YR.

Enter as two digit sets for month and date, (the last day of the reporting period) and four digit set for year.

Example: December 18, 2003 should be entered 12/18/2003.

2.102 Item 2 - Commodity Name.

2 COMMODITY NAME

Refer to Section V of these instructions. Also, refer to Section 20.6(f) of the Export Sales Reporting Regulations for contracts with optional class or kind of commodity. Enter appropriate commodity as it appears in the list of commodities and subject to reporting.

2.103 Item 3 - Commodity Code.

3 COMMODITY CODE

Enter the commodity code as it appears in Section V of these instructions. Submit separate forms for each commodity.

2.104 Item 4 - Marketing Year.

4 MARKETING YEAR			
20	___ / ___	01	02 03
<u>(For FAS use only)</u>			

Enter the marketing year the commodity will be or is expected to be shipped. See the list of commodities in Section V for the defined marketing year. Contracts with delivery schedules providing for shipment in more than one marketing year should be allocated based on the expected time of shipment. The final two-digits of the beginning and ending year of the marketing year should be recorded, such as "01/02".

Except for cattle hides and skins and beef, only the final two-digits of the marketing year (same as calendar year) should be recorded for cattle hides and skins and beef. Submit separate forms for each marketing year.

2.105 Item 5 - Country of Destination.

5 COUNTRY OF DESTINATION			
	<u>NAME</u>	<u>NAME</u>	
	<u>CODE</u>	<u>CODE</u>	

Enter country name and four-digit country code from Section IV of these instructions. Do not show a specific port as a country. Shipments to countries not on the provided list will be given specific codes as the need arises. If the country of destination is not shown in Section IV, enter only the name of the country of destination. If the country of destination is not specified or known at time of filing the report enter "unknown" (code 9990).

2.106 Exporter/Firm Number.

<u>EXPORTER (Name and Address)</u>	
<u>FIRM</u>	
<u>NO.</u>	

Fill in complete company name and full mailing address on each page of the report. Enter your assigned "firm number" in the box provided.

2.107 Person(s) Authorized to Execute this Form.

PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number)
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Give full name(s), title(s) of person(s), and ten-digit telephone number. This should be the person(s) in the company responsible for filling out the report and who can be contacted if there are questions about the report. If this person is in an office at a different location from the mailing address of the exporter, give the office location.

2.108 Certification.

CERTIFICATION	
The undersigned hereby certifies that the information contained in this report of ___page(s) in an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.	
SIGNATURE	DATE

The person authorized to sign the report need sign only the first page after entering in the space provided the number of pages submitted with each report.

2.109 Unit of Measure. All commodities must be reported in the following unit of measure:

Raw Cotton	-	Running Bales
Cattle Hides & Skins	-	Pieces, Hide Equivalent, or Pounds, as appropriate
All Other Commodities	-	Metric Tons

2.110 Unusual Entries. Flag with an asterisk any unusual entries and explain in the remarks section. Errors in previous reports should also be noted in this manner. **(See Example 3, Column 1, Line 10).**

(SEE FORM FAS-97 ON REVERSE)

FAS-97, REPORT OF OPTIONAL ORIGIN SALES

FAX: 202-690-3270 or 3273

OMB Approval No. 0551-0007

FAS-97 Rev. 11-01

U. S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

REPORT OF OPTIONAL ORIGIN SALES

NOTE: This report is required by law (Section 602 of the Agricultural Trade Act of 1978, as amended). Any person who knowingly fails to report export sales pursuant to requirements of this Law can be subject to a \$25,000 fine or imprisonment for not more than one year, or both.

IMPORTANT: Report should be typewritten or prepared in ink. TO BE TREATED AS CONFIDENTIAL information under Section 602 of the Agricultural Trade Act of 1978, as amended. Reference instructions for export sales report, a separate document.

EXPORTER (Name and Address)		1 REPORT FOR PERIOD ENDING YR. MO. DA. FIRM NO.		PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number)	
2 COMMODITY NAME		5 COUNTRY OF DESTINATION			
3 COMMODITY CODE		NAME	NAME	NAME	NAME
4 MARKETING YEAR 20___/___		CODE	CODE	CODE	CODE
		<input type="text" value="01"/>	<input type="text" value="02"/>	<input type="text" value="03"/>	
UNIT OF MEASURE AS SPECIFIED IN INSTRUCTIONS					
6 Outstanding optional origin sales from Item 15 of previous report	100	100	100	100	100
7 Increases resulting from new optional origin sales, contract adjustments, change in marketing year or change in commodity	110	110	110	110	110
8 Increases resulting from change in destination	115	115	115	115	115
9 Sum of 6, 7, and 8	120	120	120	120	120
10 Options exercised to export the commodity from the United States only. Transfer to Form FAS-98, Item 7	130	130	130	130	130
11 Options exercised to export the commodity from other than the United States	140	140	140	140	140
12 Decreases resulting from cancellations, contract adjustments, buy-backs, change in marketing year or change in commodity	150	150	150	150	150
13 Decreases resulting from change in destination	155	155	155	155	155
14 Sum of 10, 11, 12 and 13	160	160	160	160	160
15 Outstanding balance for which an option has not been exercised (9 minus 14)	170	170	170	170	170

REMARKS

CERTIFICATION

The undersigned hereby certifies that the information contained in this report of ___page(s) is an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.

SIGNATURE

DATE

2.200 Form FAS-97 Report of Optional Origin Sales.

(United States and Other Countries - See Opposite Page.)

- 2.201 Refer to paragraphs 2.100 through 2.110 for items 1 through 5, exporter, person (s) authorized to execute form, certification, and unit of measure.
- 2.202 Item 6. Enter by country of destination, the total quantity of outstanding optional origin export sales from Item 15 of the previous report. If there was no outstanding sales balance from the previous report, enter zero. Do not include any tolerances. For wheat flour report actual product weight. Do not convert to whole wheat basis.
- 2.203 Item 7. Enter by country of destination:
- (a) Total quantity of **optional origin sales** made during the reporting period; plus,
 - (b) Any increase to the contract quantity previously reported.
- If a commodity under an optional origin export sale was reported but now a different commodity is to be exported, include the quantity for the new commodity. If the marketing year of an optional origin sale previously reported has been changed, include the quantity under the new marketing year. (See 2.208 and 2.209 for reducing the quantity previously reported).
- 2.204 Item 8. Enter the quantity of this commodity for this marketing year transferred to this country from another previously reported destination.
- 2.205 Item 9. Enter by country of destination, the total of Items 6, 7, and 8.
- 2.206 Item 10. Enter by country of destination, the quantity in which an option was exercised to export the commodity from the United States and also include the quantity in Item 7 of FAS-98.
- 2.207 Item 11. Enter by country of destination, the quantity in which an option was exercised during the reporting period to export the commodity from other than the United States.
- 2.208 Item 12. Enter by country of destination, the total quantity of optional origin sales canceled or contract adjustment, or part thereof. Include "buyback" of optional origin contracts here. If the commodity or marketing year of an optional origin sale previously reported has been changed, include the incorrect quantity of the commodity as previously reported.
- 2.209 Item 13. Enter the quantity of this commodity for this marketing year transferred from this country to another destination.
- 2.210 Item 14. Enter by country of destination, the total of Items 10, 11, 12, and 13.
- 2.211 Item 15. Enter by country of destination, the total **outstanding balance** of optional origin sales. Item 9 minus Item 14.

(SEE FORM FAS-98 ON REVERSE)

FAS-98, REPORT OF EXPORT SALES AND EXPORTS

FAX: 202-690-3270 or 3273

OMB Approval No. 0551-0007

FAS-98 Rev. 11/01

U. S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

REPORT OF EXPORT SALES AND EXPORTS

NOTE: *This report is required by law (Section 602 of the Agricultural Trade Act of 1978, as amended). Any person who knowingly fails to report export sales pursuant to requirement of this Law can be subject to a \$25,000 fine or imprisonment for not more than one year, or both.*

IMPORTANT: Report should be typewritten or prepared in ink. **TO BE TREATED AS CONFIDENTIAL** information under Section 602 of the Agricultural Trade Act of 1978, as amended. Reference instructions for export sales report, a separate document.

EXPORTER (Name and Address)	1 REPORT FOR PERIOD ENDING			PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number)
	YR.	MO.	DA.	
FIRM NO.				

2 COMMODITY NAME	5 COUNTRY OF DESTINATION			
	NAME	NAME	NAME	NAME
3 COMMODITY CODE				
4 MARKETING YEAR 20__ / __	CODE	CODE	CODE	CODE
	<input type="text" value="01"/>	<input type="text" value="02"/>		

UNIT OF MEASURE AS SPECIFIED IN INSTRUCTIONS				
6 Outstanding export sales from item 15 of previous report	010	010	010	010
7 Increases resulting from new export sales, contract adjustments, loading tolerances, changes in marketing year, change in commodity or sales made against exports for exporter's own account	020	020	020	020
8 Inc. resulting from change in destination	025	025	025	025
9 Sum of 6, 7, and 8	030	030	030	030
10 Decreases resulting from purchases from foreign sellers	040	040	040	040
11 Decreases resulting from cancellations, contract adjustment, buybacks, loading tolerances, changes in marketing year, or change in commodity	050	050	050	050
12 Dec. resulting from changes in destination	055	055	055	055
13 Quantity exported against sales	060	060	060	060
14 Sum of 10, 11, 12, and 13	070	070	070	070
15 Outstanding balance of export sales (9 minus 14)	080	080	080	080

REMARKS

CERTIFICATION

The undersigned hereby certifies that the information contained in this report of __ page(s) is an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.

SIGNATURE	DATE
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2.300 Form FAS-98. Report of Export Sales and Exports.

(United States Origin Only - See Opposite page.)

- 2.301 General. When purchases from foreign sellers exceed export sales to a destination, a negative balance results. Therefore, Items 6, 9 and 15 may be negative as long as this situation exists. Item 10 may also be negative, for any reporting period that has reductions in previously reported purchases from foreign sellers that exceeded increases during the period. All negative entries should be placed in brackets [] to distinguish them for editing. (See **Examples 2 and 3**).
- 2.302 Refer to paragraphs 2.100 through 2.110 for items 1 through 5, exporter, person (s) authorized to execute form, certification, and unit of measure.
- 2.303 Item 6. Enter by country of destination, the **outstanding balance** of export sales from Item 15 of previous report. If there was no outstanding balance from the previous week, enter zero. Do not include tolerances. For wheat flour, report actual product weight. Do not convert to whole wheat basis.
- 2.304 Item 7. Enter by country of destination:
- (a) Total quantity of export sales made during the reporting period exclusive of any upward or downward tolerance;
 - (b) Any increase to the contract quantity of export sales previously reported;
 - (c) Any export sale made against an export that has already been made for the exporter's own account; and
 - (d) Any optional origin sales for which the option to export from the United States was exercised during the reporting period and reported in Item 10 of FAS-97.

If a commodity has been shipped, but an upward adjustment is needed to cover tolerances in the contract, the adjustment should be made here. (See **Example 2, Column 2, Line 4**). If a commodity under an optional commodity sale for export was reported and now a different commodity is to be exported, include the quantity of the new commodity. If the marketing year of an export sale previously reported has been changed, include the quantity as an export sale under the new marketing year. (These changes may require a new FAS-98). If an export sale and the export against that export sale were made during the reporting period, include the export sale quantity even though shipment has already been made.

- 2.305 Item 8. Enter the quantity of this commodity for this marketing year transferred to this country from another previously reported destination. (See **Example 3, Column 1, Line 8**).
- 2.306 Item 9. Enter by country of destination, the total of Items 6, 7, and 8.

- 2.307 Item 10. Enter by country of destination, only quantities of U.S. origin purchases from foreign sellers entered into during the reporting period and changes which affect previously reported outstanding balances. Refer to Section 20.4(m) of the Export Sales Reporting Regulations for definition of purchases from foreign sellers. Show quantities of cancellations, buy-backs, contract reductions, reductions in applications such as changes in destination and applications to domestic sales for foreign purchases [negative values] in brackets. (See **Example 3, Column 1, Line 10**). All reporting of foreign purchases is to be reflected in this item.
- 2.308 Item 11. Enter by country of destination, total quantity of export sales canceled, or part thereof. Such changes include changes in destination, contract quantity adjustments, buy-backs, cancellations, and applications to domestic sales. If a commodity was exported during the reporting period and a downward adjustment in the export sale is needed to allow for tolerances in the contract, the downward adjustment should be made in this item. If the commodity or marketing year of an export sale previously reported has been changed, include the quantity of the commodity as previously reported. (See **Example 1, Column 1, Line 11**).
- 2.309 Item 12. Enter the quantity of this commodity for this marketing year transferred from this country to another destination. (See **Example 3, Column 2, Line 12**).
- 2.310 Item 13. Enter by country of destination, exports made against sales previously reported. If an export sale and shipment against the sale were both made during the reporting period, include the quantity exported. Quantity should include dockage, but exclude packaging material. Responsibility for reporting export shipments involved in “string transactions” containing one or more purchases from foreign sellers is assigned to the reporting exporter with an outstanding export sale who is either the first member or the nearest member in the string to the domestic supplier of the commodity. The export shipment is to be reported when the vessel has been loaded and advice of loading given. Exports should not be reported to unknown destination unless the exporter has made a diligent effort to obtain the ultimate destination reported to the Bureau of Customs on the Shipper's Export Declaration. When the destination is not obtainable, a notation should be included in the remarks section. Any correction of a quantity previously reported in this item requires special handling for summary purposes. Explain the situation in detail in the remarks section so that appropriate action can be taken to adjust previously reported exports.
- 2.311 Item 14. Enter by country of destination, the total of Items 10, 11, 12 and 13.
- 2.312 Item 15. Enter by country of destination, the total **outstanding balance** of export sales. Item 9 minus Item 14.

(SEE FORM FAS-100 ON REVERSE)

FAX: 202-690-3270 or 3273

OMB Approval No. 0551-0007

FAS-100 Rev. 11-01

U. S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

REPORT OF EXPORTS FOR EXPORTER'S OWN ACCOUNT

NOTE: *This report is required by law (Section 602 of the Agricultural Trade Act of 1978, as amended). Any person who knowingly fails to report export sales pursuant to requirement of this Law can be subject to a \$25,000 fine or imprisonment for not more than one year, or both.*

IMPORTANT: Report should be typewritten or prepared in ink. **TO BE TREATED AS CONFIDENTIAL** information under Section 602 of the Agricultural Trade Act of 1978, as amended. Reference instructions for export sales report, a separate document.

EXPORTER (Name and Address)	1 REPORT FOR PERIOD ENDING			PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number)
	YR.	MO.	DA.	
	FIRM NO.			

2 COMMODITY NAME	5 COUNTRY OF PRESENT LOCATION OR INTERMEDIATE DESTINATION			
	NAME	NAME	NAME	NAME
3 COMMODITY CODE				
4 MARKETING YEAR	CODE	CODE	CODE	CODE
20 ___ / ___				
	01	02	03	

UNIT OF MEASURE AS SPECIFIED IN INSTRUCTIONS

6 Outstanding quantity exported for exporter's own account (from Item 12 of previous report)	200	200	200	200
7 New exports made for exporter's own account and/or changes in destination	210	210	210	210
8 Sum of 6 and 7	220	220	220	220
DISPOSITION	230	230	230	230
9 Applied to new and/or outstanding sales. Transfer to Form FAS-98, Item 7 (new sales only) and Item 13				
10 Decreases resulting from sales to other U.S. exporters, contract tolerances and changes in destination	240	240	240	240
11 Sum of 9 and 10	250	250	250	250
12 Outstanding balance in exporter's own account (8 minus 11)	260	260	260	260

REMARKS

CERTIFICATION

The undersigned hereby certifies that the information contained in this report of ___page(s) is an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.

SIGNATURE

DATE

2.400 Form FAS-100. Report of Exports for Exporter's Own Account.

(United States Origin Only - See Opposite Page.)

2.401 General. This form is designed to give balance sheet control to exports for exporter's own account (Refer to Section 20.4(g) of the Export Sales Reporting Regulations). While this category is small, it has often been misunderstood and difficult to control. Through proper use of this form, all transactions relating to exports for own account will be traceable. The FAS-100 is an intermediate step in the flow of transaction reporting. In general, this form is used to report commodities that have been shipped from the U.S. but are unsold or have not been allocated to existing sales contracts.

Examples where FAS-100 should be used are:

- (a) Reporting of commodities held in bond outside the U.S. for later shipment to other foreign countries;
- (b) Commodities that are in transit to a foreign country but no buyer has been identified (unsold afloat); and
- (c) Commodities shipped on consignment to selling agents of the reporting exporter for subsequent sale for the reporting exporter.

2.402 Refer to paragraphs 2.100 through 2.110 for Items 1 through 5, exporter, person (s) authorized to execute form, certification, and unit of measure.

2.403 Item 5. Country refers to the location where the commodity will be held in the exporter's own account for later shipment to its final destination. If the commodity is "unsold afloat", report country as "unknown". Refer to Paragraph 2.105 for general discussion of reporting destinations.

2.404 Item 6. Report by country of present location, the **outstanding balance** from the previous report, or report zero if there was no previous balance.

2.405 Item 7. Enter by country of destination:

- (a) New exports of unsold commodities for exporter's own account;
- (b) The quantity of this commodity transferred to this country of destination from another previously reported destination; (Also see paragraph 2.408(c).)
- (c) Quantities of this commodity purchased domestically from another reporting exporter after having been exported for account of such exporter and not applied to new or outstanding sale. If quantity purchased is to be applied to new export sale not previously reported, include on FAS-98, Item 7 and Item 13. If quantity is to be applied to previously reported outstanding sale, enter this quantity on FAS-98, Item 13; and

- (d) Increases to quantities previously exported and reported due to contract tolerances and adjustments.
- 2.406 Item 8. Enter by country of destination, the total of Items 6 and 7.
- 2.407 Item 9. Enter by country of destination:
- (a) The quantity of previously reported exports for own account applied to new export sales. Include this quantity on FAS-98, Item 7 and 13 under appropriate country of destination; and
 - (b) The quantity of previously reported exports for own account applied to outstanding export sales previously reported on FAS-98. Include this quantity on FAS-98, Item 13, under appropriate country of destination.
- 2.408 Item 10. Enter by country of destination, decreases in exporter's own account the quantity previously reported resulting from:
- (a) Sales to another reporting exporter;
 - (b) Contract loading tolerances or warehouse adjustments; or
 - (c) Transfers from this country of destination to another destination. Include also in Item 7 for new destination.
- 2.409 Item 11. Enter by country of destination, the total of Items 9 and 10.
- 2.410 Item 12. Enter by country, **outstanding balance** of exports for exporter's own account. Item 8 minus Item 11.

III. ADDITIONAL REPORTS AND INFORMATION

3.100 Daily Reporting of Significant Export Sales Activity

- 3.101 Background. The system for daily reporting of significant export sales activity was originally established on September 12, 1974, under the provisions of Section 20.11 of the Export Sales Reporting Regulations. This daily reporting requirement, which supplements the weekly reporting system, provides timely information on significant export sales activity affecting export commitments of designated U.S. agricultural commodities.
- 3.102 Commodities to be Reported. Wheat, corn, grain sorghum, barley, oats, soybeans, soybean cake and meal, and soybean oil. Transactions involving wheat are reportable whether comprised of one class, several classes or changes among classes.
- 3.103 Quantities to be Reported:
- (a) For Reportable Commodities Except Soybean Oil - Quantities of 100,000 metric tons, or more, in any one calendar day. Quantities totaling 200,000 metric tons, or more, (excluding any previously reported daily sales) in any one reporting period (Friday through Thursday) for transactions described below; and
 - (b) For Soybean Oil Only - Quantities of 20,000 metric tons, or more, in any one calendar day. Quantities totaling 40,000 metric tons, or more, (excluding any previously reported daily sales) in any one reporting period (Friday through Thursday) for transactions described below.
- 3.104 Transactions to be Reported. Transactions which involve one commodity to one country of destination (including "unknown destinations") in quantities specified in paragraph 3.103 are reportable as follows:
- (a) Export sales of U.S. or optional origin commodities;
 - (b) Purchases of U.S. commodities from foreign sellers; and
 - (c) Changes in previously reported export sales or purchases of U.S. commodities from foreign sellers. Reportable changes affecting export sales of U.S. or optional origin commodities and purchases of U.S. commodities from foreign sellers previously reported under either the weekly or daily reporting systems include:
 - 1. Increases;
 - 2. Cancellations, buy-backs, or reductions;

3. Changes in country of destination including changes:
 - (a) from one country of destination to one or more countries of destination; or
 - (b) from one or more countries of destination to one country of destination;
4. Changes in commodity, including changes in classes of wheat or marketing year;
5. Corrections or adjustments; and
6. Options exercised under optional origin export sales including options exercised to export the commodity
 - (a) from the United States; or
 - (b) from other than the United States.

3.105 Transactions not to be Reported. Transactions under Title I, Public Law 480, need not be reported under the daily reporting system but must be reported under the weekly reporting system.

3.106 Reporting Transactions. By no later than 3:00 p.m., Eastern time on the next business day following the date of reportable transactions, exporters must make a telephonic report to the Export Sales Reporting Staff on (202) 720-9209 or if unable to contact the ESR staff, please send the following information to the ESR mail box at esr@fas.usda.gov. The information to be reported is as follows:

- (a) Name, address and telephone number of reporting exporter;
- (b) Assigned firm number;
- (c) Name of person reporting;
- (d) Type of transaction;
- (e) Commodity (including classes of wheat);
- (f) Country of destination;
- (g) Quantity - by delivery period and by marketing year;
- (h) Date of export sale or foreign purchase;
- (i) Whether or not an optional origin export sale;

(j) Contract number; and

(k) Name of buyer.

When reporting changes to previously reported transactions as described in paragraph 3.104(c), the following additional information must be furnished:

(l) Original country of destination, commodity, marketing year or other information reported;

(m) Date of:

1. Reportable change to previously reported export sales or foreign purchases; or
2. Reportable option exercised under optional origin export sales; and

(n) Date previously reported and daily report transaction number assigned, if applicable.

- 3.107 **Confirming Information Reported.** A copy of the form on which reported information is recorded will be immediately returned by FAX to the reporting exporter. The information contained on the form should be reviewed as soon as it is received and corrections, if any, should be reported promptly by telephone. Written confirmation to the Export Sales Reporting Staff by the reporting exporter is optional.
- 3.108 **Release of Summary Information.** Summaries of daily reported transactions will be included in a Departmental press release issued at 9:00 a.m., on the next business day. In addition, compilations of such transactions will be included in the weekly "U.S. Export Sales" report. However, the names of exporters and their individual reports will remain confidential in accordance with Section 20.7 of the Export Sales Reporting Regulations.
- 3.109 **Other Reporting Requirements.** Daily reports do not relieve the exporter from the requirement to make weekly and other reports required by the Export Sales Reporting Regulations.

**FAS-99, CONTRACT TERMS SUPPORTING EXPORT SALES
AND FOREIGN PURCHASES**

3.200 Form FAS-99. Contract Terms Supporting Export Sales and Foreign Purchases

(See Opposite Page.)

- 3.201 General. Refer to Sections 20.6(d) and 20.11 of the Export Sales Reporting Regulations. Reporting exporters will be notified on an individual basis when to file FAS-99. This notification will include the date of report to be used in Item 1 of the form. Reporting exporters should be certain that the outstanding balance reported on FAS-97 and FAS-98 corresponds with the sales and purchases reported on FAS-99. A copy may be made of the prior report and updated by drawing a line through contracts no longer outstanding and adding new contracts on additional pages. When using this method, always change the date in Item 1 and recertify the report with an original signature. Separate sheets should be used for:
- (a) U.S. origin export sales;
 - (b) Optional origin export sales; and
 - (c) Foreign purchases.
- 3.202 Export Sales. When reporting export sales, cross out "Foreign Purchases" in the title of the form.
- 3.203 Foreign Purchases. When reporting foreign purchases, cross out "Export Sales" in the title of the form.
- 3.204 Refer to paragraphs 2.100 through 2.109 for Items 1 through 4, exporter, person(s) authorized to execute form, certification, and unit of measure.
- 3.205 Column A. Enter your firm's contract number.
- 3.206 Column B. Enter the date of the contract.
- 3.207 Column C. Enter the name of the foreign buyer or seller as shown on the contract.
- 3.208 Columns D and E. Enter the beginning and ending dates of the delivery period specified in the contract. These dates should only be changed on subsequent reports if the contract has been renegotiate or amended. If the delivery period spans two marketing years, allocate the quantity to be shipped each marketing year. Report on separate forms the allocated quantity to be delivered each marketing year. If the delivery period begins in May and ends in June and the commodity marketing year ends on May 31, allocate the quantity to be shipped in each of the two months. Report the quantity for May on the form for the current marketing year and the amount for June on the form for the next marketing year. If the delivery period begins September 2001 and ends December 2001, report 09/01 in column (D) and 12/01 in column (E).

- 3.209 Column F. Enter the delivery terms specified in the contract (FOB, CIF, C&F, FAS, etc.).
- 3.210 Column G. Enter the actual quantity as stated in the contract in units specified in Section 5.100.
- 3.211 Column H. Enter the quantity scheduled for export during the marketing year and not yet exported against the contract exclusive of upward or downward tolerances.
- 3.212 Columns I and J. Enter the country of destination as stated in the contract and the country code from Section IV of these instructions. If not known at the time of filing the report, enter "unknown" (9990).

IV. REGION, FOREIGN COUNTRY, AND CODES

4.100 The following country and revised four-digit code listing is to be used to identify country of destination for each column completed on all forms. The listing is alphabetized by region for ease in locating the country. Always use the full four-digit code. Countries may be abbreviated where necessary.

<u>COUNTRY</u>	<u>NEW CODE</u>	<u>COUNTRY</u>	<u>NEW CODE</u>
REGION: <u>EUROPEAN UNION - 27</u>		REGION: <u>OTHER EUROPE</u>	
		<u>Continued</u>	
Austria	4330	Azores	4670
Belgium-Luxembourg	4230	Bosnia-Herzegovina	4793
Bulgaria	4870	Croatia	4791
Cyprus	4910	Gibraltar	4720
Czech Republic	4351	Iceland	4000
Denmark	4090	Macedonia	4794
Estonia	4470	Norway	4030
Finland	4050	Switzerland	4410
France (Andorra)	4270	Turkey	4890
Germany	4280	Yugoslavia (Serbia and Montenegro)	4799
Greece	4840		
Hungary	4370		
Ireland	4190		
Italy	4750	REGION: <u>FORMER SOVIET UNION - 12</u>	
Latvia	4490	Armenia	4631
Lithuania	4510	Azerbaijan	4632
Malta	4730	Belarus	4622
Netherlands	4210	Georgia	4633
Poland	4550	Kazakhstan	4634
Portugal	4710	Kyrgyzstan	4635
Romania	4850	Moldova	4641
Slovakia	4359	Russia	4621
Slovenia	4792	Tajikistan	4642
Spain (Includes Canary Islands)	4700	Turkmenistan	4643
Sweden	4010	Ukraine	4623
United Kingdom	4120	Uzbekistan	4644
REGION: <u>OTHER EUROPE</u>		REGION: <u>JAPAN</u>	
Albania	4810	Japan	5880

<u>COUNTRY</u>	<u>NEW CODE</u>
REGION: <u>TAIWAN</u>	
Taiwan	5830
REGION: <u>CHINA</u>	
China	5700
REGION: <u>INDIA</u>	
India	5330
REGION: <u>OTHER ASIA AND OCEANIA</u>	
Afghanistan	5310
American Samoa	9510
Australia	6020
Bahrain	5250
Bangladesh	5380
Brunei	5610
Burma	5460
Cambodia (Kampuchea)	5550
French Pacific Is. (Includes Tahiti)	6410
Guam (US)	9350
Hong Kong	5820
Indonesia	5600
Iran	5070
Iraq	5050
Israel (Incl. Gaza ST)	5080
Jordan	5110
Korea, Rep. of	5800
Kuwait	5130
Laos	5530
Lebanon	5040
Macau	5660
Malaysia	5570
Marshall Islands	6810
Micronesia, Federated States of	6820
Minor Outlying Isl. (US) (Includes Midway Islands and Wake Islands)	9800

<u>COUNTRY</u>	<u>NEW CODE</u>
REGION: <u>OTHER ASIA AND OCEANIA</u>	
<u>Continued</u>	
Mongolia	5740
Nepal	5360
New Zealand	6140
No. Mariana Islands (Includes Saipan)	9610
North Korea	5790
Oman	5230
Other Pacific Islands (Includes Nauru, Fiji, and Tonga)	6860
Pakistan	5350
Palau	6830
Papua New Guinea	6040
Philippines	5650
Qatar	5180
Saudi Arabia	5170
Singapore	5590
Southern Asia (Includes Bhutan and the Maldives)	5680
Southern Pacific Islands	6220
Sri Lanka	5420
Syria	5020
Thailand	5490
United Arab Emirates	5200
Vietnam	5520
Western Samoa	6150
Yemen	5210
REGION: <u>AFRICA</u>	
Algeria	7210
Angola	7620
Benin	7610
Botswana	7930
British Ind. Ocean Terr.	7810
Burkina Faso	7600
Burundi	7670
Cameroon	7420
Comoros	7890
Central African Rep.	7540
Chad	7560
Congo (Brazzaville)	7630
(Incl. Pointe Noire)	
Cote D'Ivoire (Ivory Coast)	7480

COUNTRY **NEW**
CODE

REGION: **AFRICA**
Continued

Djibouti	7770
Egypt	7290
Equatorial Guinea	7380
Eritrea	7741
Ethiopia	7740
French Indian Ocean Areas (Incl. Reunion & French Southern and Antarctic Lands)	7900
Gabon	7550
Gambia	7500
Ghana	7490
Guinea-Bissau (Includes Cape Verde)	7640
Guinea-Conakry	7460
Kenya	7790
Lesotho	7990
Liberia	7650
Libya	7250
Madagascar	7880
Malawi	7970
Mali	7450
Mauritania	7410
Mauritius & Dependencies	7850
Morocco	7140
Mozambique	7870
Namibia	7920
Niger	7510
Nigeria	7530
Rwanda	7690
Saint Helen	7580
Senegal	7440
Seychelles & Dependencies (UK)	7800
Sierra Leone	7470
Somalia	7700
South Africa	7910
Sudan	7320
Swaziland	7950
Tanzania	7830
Togo	7520

COUNTRY **NEW**
CODE

REGION: **AFRICA**
Continued

Tunisia	7230
Uganda	7780
Western Sahara	7370
Congo, Dem. Rep. of (Zaire) (Incl. Matadi)	7660
Zambia	7940
Zimbabwe	7960

REGION: **WESTERN HEMISPHERE**

Argentina	3570
Bahamas (UK)	2360
Barbados	2720
Belize	2080
Bermuda	2320
Bolivia	3350
Brazil	3510
Canada	1220
Cayman Islands	2440
Chile	3370
Colombia	3010
Costa Rica	2230
Cuba	2390
Dominican Republic	2470
Ecuador	3310
El Salvador	2110
Falkland Is. (Islas Malvinas)	3720
French Guiana	3170
French West Indies (Includes Guadeloupe & Dependencies, and Martinique)	2830
Greenland	1010
Guatemala	2050
Guyana	3120
Haiti	2450
Honduras	2150
Jamaica	2410
Leeward & Windward Is. (UK) (Includes Antigua, Dominica, St. Vincent and Tortola)	2480
Mexico	2010

<u>COUNTRY</u>	<u>NEW CODE</u>
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REGION: WESTERN HEMISPHERE

Continued

Netherlands Antilles (Includes Aruba, Curacao, Saba, St. Eustatius, and St. Martin (southern part)	2770
Nicaragua	2190
Panama	2250
Paraguay	3530
Peru	3330
St. Pierre & Miquelon (FR)	1610
Suriname	3150
Trinidad & Tobago	2740
Turks and Caicos Islands	2430
Uruguay	3550
Venezuela	3070
Virgin Islands (US)	9110

REGION: UNKNOWN

Unknown	9990
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V. COMMODITIES SUBJECT TO REPORTING, UNITS OF MEASURE TO BE USED IN REPORTING, AND BEGINNING AND ENDING DATES OF MARKETING YEARS

5.100 The following listing identifies commodities to be reported on a weekly basis. The name of the commodity (may be abbreviated if necessary) must appear in Item 2 on each sheet of all forms submitted with corresponding commodity code in Item 3 and marketing year in Item 4.

Commodity to be Reported	Commodity Code	Unit of Measure to be Used in Reporting	Beginning of Marketing Year	End of Marketing Year
Wheat - Hard red winter	101	Metric Tons	June 1	May 31
Wheat - Soft red winter	102	Metric Tons	June 1	May 31
Wheat - Hard red Spring	103	Metric Tons	June 1	May 31
Wheat - White (including hard and soft white)	104	Metric Tons	June 1	May 31
Wheat - Durum	105	Metric Tons	June 1	May 31
Wheat - Products - All wheat flours (including clears) bulgur, semolina, farina, and rolled, cracked and crushed wheat	201	Metric Tons	June 1	May 31
Barley - Unmilled (including feed and hull-less waxy barley)	301	Metric Tons	June 1	May 31
Corn - Unmilled (including waxy, cracked - if 50% whole kernels)	401	Metric Tons	Sept. 1	Aug. 31
Rye - Unmilled	501	Metric Tons	June 1	May 31
Oats - Unmilled	601	Metric Tons	June 1	May 31
Grain Sorghums - Unmilled	701	Metric Tons	Sept. 1	Aug. 31
Soybeans	801	Metric Tons	Sept. 1	Aug. 31
Soybean Cake and Meal	901	Metric Tons	Oct. 1	Sept. 30

V. COMMODITIES SUBJECT TO REPORTING, UNITS OF MEASURE TO BE USED IN REPORTING, AND BEGINNING AND ENDING DATES OF MARKETING YEARS

Commodity to be Reported	Commodity Code	Unit of Measure to be Used in Reporting	Beginning of Marketing Year	End of Marketing Year
Soybean Oil - including: crude (including degummed), once refined, soybean salad oil (including refined and further processed by bleaching, deodorizing or winterizing), hydrogenated, or packaged oil	902	Metric Tons	Oct. 1	Sept. 30
Flaxseed	1001	Metric Tons	June 1	May 31
Linseed Oil - including raw, boiled	1101	Metric Tons	June 1	May 31
Sunflowerseed Oil crude, once refined, sunflowerseed salad oil (refined and further processed by bleaching, deodorizing or winterizing), hydrogenated	1110	Metric Tons	Oct. 1	Sept. 30
Cottonseed	1201	Metric Tons	Aug. 1	July 31
Cottonseed Cake and Meal	1202	Metric Tons	Oct. 1	Sept. 30
Cottonseed Oil - including crude, once refined, cottonseed salad oil (refined and further processed by bleaching, deodorizing or winterizing), hydrogenated	1203	Metric Tons	Oct. 1	Sept. 30
Cotton - American Pima - Raw, extra long staple	1301	Running Bales	Aug. 1	July 31
Cotton - Upland - Raw, staple length 1 1/16 inches and over	1401	Running Bales	Aug. 1	July 31

V. COMMODITIES SUBJECT TO REPORTING, UNITS OF MEASURE TO BE USED IN

REPORTING, AND BEGINNING AND ENDING DATES OF MARKETING YEARS

Commodity to be Reported	Commodity Code	Unit of Measure to be Used in Reporting	Beginning of Marketing Year	End of Marketing Year
Cotton - Upland - Raw, staple length 1 inch up to 1 1/16 inches	1402	Running Bales	Aug. 1	July 31
Cotton - Upland - Raw, staple length under 1 inch	1403	Running Bales	Aug. 1	July 31
Rice - Long grain, rough (including parboiled)	1498	Metric Tons	Aug. 1	July 31
Rice - Medium, short and other classes, rough (including parboiled)	1499	Metric Tons	Aug. 1	July 31
Rice - Long grain, brown (including parboiled)	1501	Metric Tons	Aug. 1	July 31
Rice - Medium, short and other classes, brown (including parboiled)	1502	Metric Tons	Aug. 1	July 31
Rice - Long grain, milled (including parboiled)	1503	Metric Tons	Aug. 1	July 31
Rice - Medium, short and other classes, milled (including parboiled, brewers rice)	1504	Metric Tons	Aug. 1	July 31
Cattle Hides and Skins - Whole cattle hides, (excluding wet blues)	1601	Pieces	Jan. 1	Dec. 31
Cattle Hides and Skins - Whole calf skins (excluding wet blues)	1602	Pieces	Jan. 1	Dec. 31
Cattle Hides and Skins - Whole kip skins, (excluding wet blues)	1603	Pieces	Jan. 1	Dec. 31

V. COMMODITIES SUBJECT TO REPORTING, UNITS OF MEASURE TO BE USED IN

REPORTING, AND BEGINNING AND ENDING DATES OF MARKETING YEARS

Commodity to be Reported	Commodity Code	Unit of Measure to be Used in Reporting	Beginning of Marketing Year	End of Marketing Year
Cattle Hides and Skins - Cattle, calf, and kip cut into croupons, crops, dossets, sides, butts and butt bends (hide equivalent) (excluding wet blues)	1604	Number	Jan. 1	Dec. 31
Cattle Hides and Skins - Cattle, calf and kip, in cuts not otherwise specified; pickled/limed (excluding wet blues)	1605	Pounds	Jan. 1	Dec. 31
Cattle, calf and kip, Wet blues - unsplit (whole or sided) hide equivalent	1606	Number	Jan. 1	Dec. 31
Cattle, calf and kip, Wet blues - grain splits (whole or sided) hide equivalent	1607	Number	Jan. 1	Dec. 31
Cattle, calf and kip, Wet blues - splits, (excluding grain splits)	1608	Pounds	Jan. 1	Dec. 31
Beef - fresh, chilled or frozen Muscle cuts/whether or not boxed	1701	Metric Tons	Jan. 1	Dec. 31

5.200 The following listing identifies commodities to be reported on a monthly basis.

Commodity to be Reported	Commodity Code	Unit of Measure to be Used in Reporting	Beginning of Marketing Year	End of Marketing Year
NONE	--	--	--	--

FAX: 202-690-3270 or 3273

EXAMPLE 1

FAS-98 Rev. 11-01

U. S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

REPORT OF EXPORT SALES AND EXPORTS

NOTE: *This report is required by law (Section 602 of the Agricultural Trade Act of 1978, as amended). Any person who knowingly fails to report export sales pursuant to requirement of this Law can be subject to a \$25,000 fine or imprisonment for not more than one year, or both.*

IMPORTANT: Report should be typewritten or prepared in ink. **TO BE TREATED AS CONFIDENTIAL** information under Section 602 of the Agricultural Trade Act of 1978, as amended. Reference instructions for export sales report, a separate document.

EXPORTER (Name and Address) AQC EXPORTS INC 436 AXTON RD SOUTH PORT, XL 75420	1 REPORT FOR PERIOD ENDING			PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number) JOHN B. PUBLIC EXPORT MGR. 436 AXTON RD. SOUTHPORT, XL 75420 202-690-3274
	YR.	MO.	DA.	
	03	12	04	
	FIRM NO.			

2 COMMODITY NAME COTTON 1-16 " & OVER	5 COUNTRY OF DESTINATION			
	NAME	NAME	NAME	NAME
3 COMMODITY CODE 1401	JAPAN	TAIWAN	SOUTH KOREA	
4 MARKETING YEAR 2003/ 04	CODE	CODE	CODE	CODE
01 02 03	5880	5830	5800	

UNIT OF MEASURE AS SPECIFIED IN INSTRUCTIONS				
6 Outstanding export sales from item 15 of previous report	010	010	010	010
	5,800	3,600	0	
7 Increases resulting from new export sales, contract adjustments, loading tolerances, changes in marketing year, change in commodity or sales made against exports for exporter's own account	020	020	020	020
			13,000	
8 Increases resulting from change in destination	025	025	025	025
9 Sum of 6, 7, and 8	030	030	030	030
	5,800	3,600	13,000	
10 Decreases resulting from purchases from foreign sellers	040	040	040	040
11 Decreases resulting from cancellations, contract adjustment, buybacks, loading tolerances, changes in marketing year, or change in commodity	050	050	050	050
	70	1,800		
12 Decreases resulting from changes in destination	055	055	055	055
13 Quantity exported against sales	060	060	060	060
	1,230	1,800	6,000	
14 Sum of 10, 11, 12, and 13	070	070	070	070
	1,300	3,600	6,000	
15 Outstanding balance of export sales (9 minus 14)	080	080	080	080
	4,500	0	7,000	

REMARKS

▲	▲	▲
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>

CERTIFICATION

The undersigned hereby certifies that the information contained in this report of ___page(s) is an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.

SIGNATURE

DATE

FAX: 202-690-3270 or 3273

EXAMPLE 2

OMB Approval No. 0551-0007

FAS-98 Rev. 11-01

U. S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

REPORT OF EXPORT SALES AND EXPORTS

NOTE: *This report is required by law (Section 602 of the Agricultural Trade Act of 1978, as amended). Any person who knowingly fails to report export sales pursuant to requirement of this Law can be subject to a \$25,000 fine or imprisonment for not more than one year, or both.*

IMPORTANT: Report should be typewritten or prepared in ink. **TO BE TREATED AS CONFIDENTIAL** information under Section 602 of the Agricultural Trade Act of 1978, as amended. Reference instructions for export sales report, a separate document.

EXPORTER (Name and Address)	1 REPORT FOR PERIOD ENDING			PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number)
	YR.	MO.	DA.	
Week 1 report 12/04/03				Week 2 report 12/11/03
	FIRM NO.			

2 COMMODITY NAME	5 COUNTRY OF DESTINATION			
	NAME	NAME	NAME	NAME
3 COMMODITY CODE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 MARKETING YEAR	CODE	CODE	CODE	CODE
20 / <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

UNIT OF MEASURE AS SPECIFIED IN INSTRUCTIONS

6 Outstanding export sales from item 15 of previous report	010	1,000	010	[300]	010	010
7 Increases resulting from new export sales, contract adjustments, loading tolerances, changes in marketing year, change in commodity or sales made against exports for exporter's own account	020		020	1,831	020	020
8 Increases resulting from change in destination	025		025		025	025
9 Sum of 6, 7, and 8	030	1,000	030	1,531	030	030
10 Decreases resulting from purchases from foreign sellers	040	1,300	040		040	040
11 Decreases resulting from cancellations, contract adjustment, buybacks, loading tolerances, changes in marketing year, or change in commodity	050		050		050	050
12 Decreases resulting from changes in destination	055		055		055	055
13 Quantity exported against sales	060		060	331	060	060
14 Sum of 10, 11, 12, and 13	070	1,300	070	331	070	070
15 Outstanding balance of export sales (9 minus 14)	080	[300]	080	1,200	080	080

REMARKS

Column 1

Column 2

CERTIFICATION

The undersigned hereby certifies that the information contained in this report of ___page(s) is an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.

SIGNATURE

DATE

FAX: 202-690-3270 or 3273

EXAMPLE 3

OMB Approval No. 0551-0007

FAS-98 Rev. 11-01

U. S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

REPORT OF EXPORT SALES AND EXPORTS

NOTE: *This report is required by law (Section 602 of the Agricultural Trade Act of 1978, as amended). Any person who knowingly fails to report export sales pursuant to requirement of this Law can be subject to a \$25,000 fine or imprisonment for not more than one year, or both.*

IMPORTANT: Report should be typewritten or prepared in ink. **TO BE TREATED AS CONFIDENTIAL** information under Section 602 of the Agricultural Trade Act of 1978, as amended. Reference instructions for export sales report, a separate document.

EXPORTER (Name and Address) AQC EXPORTS INC 436 AXTON RD SOUTH PORT, XL 75420	IREPORT FOR PERIOD ENDING			PERSON(S) AUTHORIZED TO EXECUTE THIS FORM (Name, title, office location & phone number) JOHN B. PUBLIC EXPORT MGR. 436 AXTON RD. SOUTHPORT, XL 75420 202-690-3274
	YR. 03	MO. 12	DA. 04	
	FIRM NO. 365			

2	COMMODITY NAME	5 COUNTRY OF DESTINATION			
3	COMMODITY CODE	NAME JAPAN	NAME UNKNOWN	NAME	NAME
4	MARKETING YEAR 2003/ 04	CODE 5880	CODE 9990	CODE	CODE
		01	02	03	

UNIT OF MEASURE AS SPECIFIED IN INSTRUCTIONS					
6	Outstanding export sales from item 15 of previous report	010 25,401	010 127,005	010	010
7	Increases resulting from new export sales, contract adjustments, loading tolerances, changes in marketing year, change in commodity or sales made against exports for exporter's own account	020	020	020	020
8	Increases resulting from change in destination	025 25,401*	025	025	025
9	Sum of 6, 7, and 8	030 50,802	030 127,005	030	030
10	Decreases resulting from purchases from foreign sellers	040 [8,000]**	040	040	040
11	Decreases resulting from cancellations, contract adjustment, buybacks, loading tolerances, changes in marketing year, or change in commodity	050	050	050	050
12	Decreases resulting from changes in destination	055	055 25,401*	055	055
13	Quantity exported against sales	060	060	060	060
14	Sum of 10, 11, 12, and 13	070 [8,000]	070 25,401	070	070
15	Outstanding balance of export sales (9 minus 14)	080 58,802	080 101,604	080	080

REMARKS

* CHANGE IN DESTINATION
**PURCHASE CONTRACT CANCELLED

▲
Column 1

▲
Column 2

CERTIFICATION

The undersigned hereby certifies that the information contained in this report of ___page(s) is an accurate statement. A false statement in the certification may subject the undersigned to criminal and civil penalties under Federal statutes.

SIGNATURE

DATE
