



# Creating the QSP Proposal in UES

USDA FAS OTP POD GPB

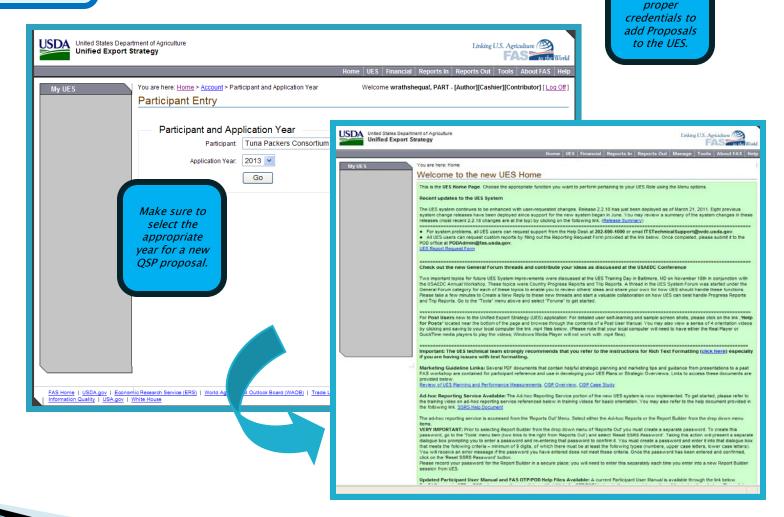
Cornetto September 2017

The public reporting burden for this information collection is estimated to be 1,100 hours. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Attn: OMB Number (0551-xxxx), 1400 Independence Avenue, SW, Washington, DC 20250-1023. You are not required to respond to this collection of information unless a valid OMB control number is displayed.



1. Log in to the Unified Export Strategy (UES) with appropriate credentials.





This Guide

assumes you

have the



#### Current | Change

Tuna Packers Consortium "Test Participant-Ignore", Year 2008

#### Plan Explorer

- · By Prom. Commodity
- By Market Definition

#### Plan Actions

- · Copyover / Snapshot
- Plan Submittal
- Application Report

#### Plan Sections

- Application Notes
- Industry Goal
- Market Definition
- Promoted Commodity
- Targeted Market
- Constraint
- Activity
- Admin Activity
- World Wide Personnel
- Contingent Liability
- EMP Proposal
- TASC Proposal
- QSP Proposal

2. Begin by clicking once on the MARKET DEFINITION link. Then click on the CREATE NEW MARKET DEFINITION link or ADD MARKET DEFINITION LINK (IF USING FAS STANDARD MARKET INFO).

The green boxes at the top of the UES pages provide instruction on the drop down selections.

## Market Definition

'Market Definitions' are equivalents of 'Regions' in legacy UES system with minor changes. Even single countries have to be a Definitions in the upgraded system.

Below is the list of Market Definitions defined for this application. You may select an action using the link buttons to the right of Use the 'Create New Market Definition' button located at the top right side of the list to create a new definition. You may choose definition as defined by the FAS using the 'Add FAS Market Definition' button.

The 'Targeted Market' link against a Market Definition navigates to the list of Targeted Markets identified for that Market.

Create New Market Definition

Market Title	Market Type	Action
Afghanistan	Geographic Market	Edit   View   Delete   Targeted Market
dsdffs	Geographic Market	Edit   View   Delete   Targeted Market
FAS-ASIA	FAS Standard	Edit   View   Delete   Targeted Market
FAS-EUROPE	FAS Standard	Edit   View   Delete   Targeted Market
Global	Geographic Market	Edit   View   Delete   Targeted Market

A Participant has the choice of defining their own Market Definitions or selecting from the FAS defined Standard Markets. The latter are pre-defined Market Definitions where the Title, Kind, Description and Country association is FAS determined. (Since FAS is often requested to provide reports and ad-hoc data about countries where UES programs support industry efforts, FAS uses these standard markets to encourage participants to select from them for standardization purposes although that is not mandatory). Single Countries too will need to be created as Market Definitions to be used in the Plan.



Market Title - Enter a descriptive label that uniquely represents the Market where the proposed

activities will take place. The label should depict the geographical area or marketing characteristic

being addressed.

Market Description - Enter text that serves as a description of the Market.

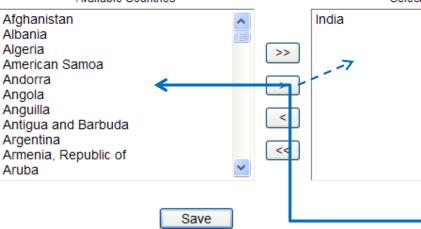
Market Kind - Choose from dropdown a value that best describes the Market.

Yellow fields are always required fields in UES. Market Title: ASIA

Market Description: India Fish heads

Market Kind: Geographic Market \*





Selected Countries

4. Select countries from the Available Countries list. Hold the CTRL key to select multiple countries. After all countries are selected click once on the right arrow button to add your selection to the Selected Countries area.

5. When the Selected Countries area is complete, click Save.



The newly created Market Definition now appears.

Market Title	Market Type	Action
Afghanistan	Geographic Market	Edit   View  Delete   Targeted Market
ASIA	Geographic Market	Edit   View   Delete   Targeted Market
dsdffs	Geographic Market	Edit   View  Delete   Targeted Market
FAS-ASIA	FAS Standard	Edit   View   Delete   Targeted Market
FAS-EUROPE	FAS Standard	Edit   View   Delete   Targeted Market
Global	Geographic Market	Edit   View   Delete   Targeted Market
North America	Geographic Market	Edit   View   Delete   Targeted Market
Test MD	Geographic Market	Edit   View   Delete   Targeted Market

6. The next step is to add the Promoted Commodity. Click once on the Promoted Commodity link.

## **Plan Sections**

- Application Notes
- Industry Goal
- · Market Training
- Promoted Commodity
- Ameled Market
- Constraint
- Activity
- Admin Activity
- World Wide Personnel
- Contingent Liability
- EMP Proposal
- TASC Proposal
- QSP Proposal



#### Current | Change

Tuna Packers Consortium "Test Participant-Ignore", Year 2008

#### Plan Explorer

- By Prom. Commodity
- By Market Definition

#### Plan Actions

- Copyover / Snapshot
- Plan Submittal
- Application Report

#### Plan Sections

- Application Notes
- Industry Goal
- Market Definition
- Promoted Commodity
- · Targeted Market
- Constraint
- Activity
- Admin Activity
- World Wide Personnel
- Contingent Liability
- EMP Proposal
- TASC Proposal
- QSP Proposal

You are here: Home > UES > Application > Promoted Commodity

# Promoted Commodity

Below is the list of **Promoted Commodities** defined for this application. You may select an action using the link buttons to the right of each Promoted Commodity. Use the **'Create New'** button located at the top right side of the list to create a new Promoted Commodity.

The 'Targeted Market' link against a Promoted Commodity navigates to the list of Targeted Markets identified for that Commodity.

Create New

Promoted Commodity	Commodity Aggregate	U.S. Origin	Value Added	Action	<u> </u>
AFATS	Animal Fats	%	No	Edit   View   Delete   Targeted Market	
ALLHS	All Food & Ag Products	%	No	Edit   View   Delete   Targeted Market	
BRNDY	Brandy	%	No	Edit   View   Delete   Targeted Market	
orange	Oranges, Fresh	100%	No	Edit   View   Delete   Targeted Market	
sa butter	Butter	100%	No	Edit   View   Delete   Targeted Marke	
sa test	Breeding Sheep	56%	No	Edit   View   Delete   Targeted Market	

7. To add a new commodity, click the Create New link once.

Please note that new Grants Recipients will not see any archived tables within these screens.

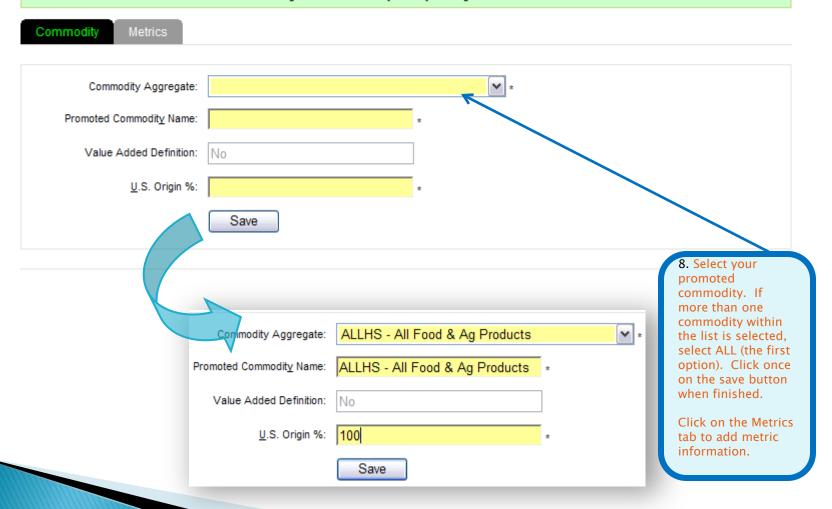


# Create Promoted Commodity

Use this screen to create a new Promoted Commodity. This replaces the "Analysis of U.S. and World Market Situation" in the legacy system. It asks for the same information, but breaks it down into more detailed sections. If last year's UES information is still current, you may just cut and paste into the relevant sections.

Enter the necessary information in the appropriate fields and click SAVE button

The new commodity created appears on the list page. Select 'Edit' against it to edit any information or enter Metrical information for that Promoted Commodity. Metrical data can be entered on the **Metrics tab**. Navigate to Metrics tab by directly clicking on the tab.





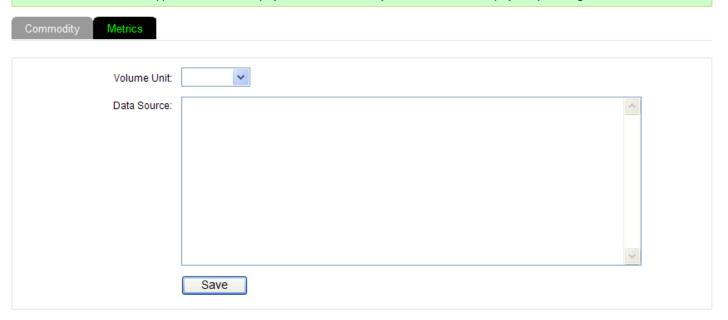
# **Edit Promoted Commodity**

Use this screen to enter/ edit **Promoted Commodity Metrics**. Metrics data can be entered line by line using the 'Create New' link or can be copied from a spreadsheet using 'Create in Spreadsheet Mode' link, both located on the top right of the list. You may select an action using the link button to the right of the metrics defined. Remember to include the **Source(s)** of the Metrical data and identify the **Volume Unit**, if applicable.

HINT: Additional columns will appear in Metrics for display. This is because the system calculates and displays the percentages from the data entered.

8a. Select appropriate unit from Volume Unit drop-down box.

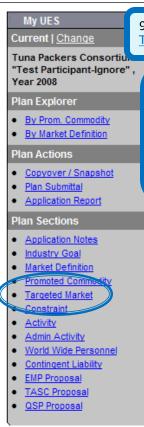
Explicit information on input can be found in the UES Participant User Manual, pp. 57-59



Create New | Create in Spreadsheet Mode

	U.S. and World Production and Trade Commodity Aggregate: All Food & Ag Products												
i		US Proc	luction	US Ex	port	•	as a Share Production	World	Trade		Share of d Trade		
	Year	Vol.(Unit)	Value(\$)	Vol.(Unit)	Value(\$)	Vol.(%)	Value(%)	Vol.(Unit)	Value(\$)	Vol.(%)	Value(%)	Status	Action





9. Click once on the Targeted Market link.

10. Locate your previously selected Market Definition and Promoted Commodity from their respective drop down menus.

# ket Create

e as the former Table 4: "U.S. and World Production and Trade" from the legacy system. Participants should provide the current year and 6 years after the current year.

a unique combination of a Promoted Commodity and a Market Definition. Make sure you create the appropriate Promoted Commodity or to creating the Targeted Market. Use this page to identify a Targeted Market and enter Basic information. Once created, the trics' tabs appear where additional Targeted Market information can be entered. To navigate to these tabs, click on the tab directly.





Current | Change

Tuna Packers Consortium "Test Participant-Ignore" , Year 2008

## Plan Explorer

- . By Prom. Commodity
- By Market Definition

#### Plan Actions

- Copyover / Snapshot
- Plan Submittal
- · Application Report

#### Plan Sections

- Application Notes
- Industry Goal
- Market Definition
- Promoted Commodity
- BITUEICU MASKE

# Constraint

- Activity
- Admin Activity
- World Wide Personnel
- Contingent Liability
- EMP Proposal
- TASC Proposal
- QSP Proposal

You are here: Home > UES > Application > Constraint

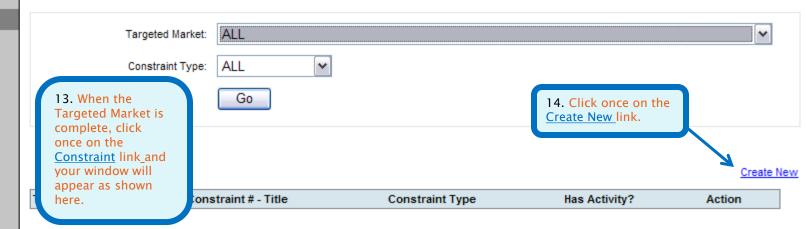
# Constraint

Listed below are the **Constraints** identified for the Targeted Markets. To narrow your search, enter appropriate Search Criteria. You may select an action using the link buttons to the right of each Constraint. Use the **'Create New'** link located on the top right to define a new Constraint.

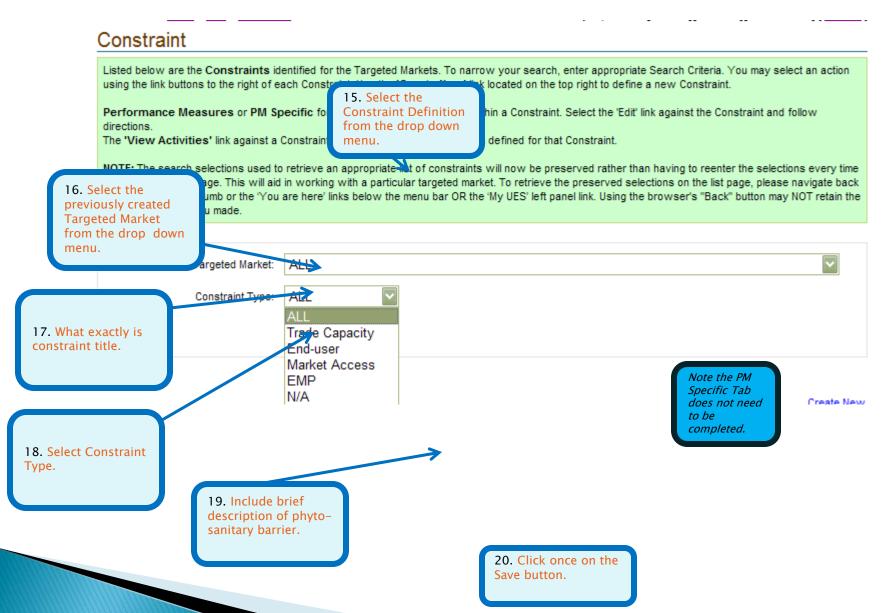
Performance Measures or PM Specific for a Constraint can be defined within a Constraint. Select the 'Edit' link against the Constraint and follow directions.

The 'View Activities' link against a Constraint takes you to the list of Activities defined for that Constraint.

Note: The search selections used to retrieve an appropriate list of constraints will now be preserved rather than having to reenter the selections every time you launch this list page. This will aid in working with a particular targeted market. To retrieve the preserved selections on the list page, please navigate back by using the breadcrumb or the 'You are here' links below the menu bar OR the 'My UES' left panel link. Using the browser's "Back" button may NOT retain the search selections you made.









## Current | Change

Tuna Packers Consortium "Test Participant-Ignore", Year 2013

#### Plan Explorer

- By Prom. Commodity
- · By Market Definition

#### Plan Actions

- · Copyover / Snapshot
- Plan Submittal
- · Application Report

#### Plan Sections

- · Application Notes
- Executive Summary
- Industry Goal
- Market Definition
- · Promoted Commodity
- · Targeted Market
- Constraint
- Comodian
- Activity
- Admin Activity
- World Wide Personnel
- Contingent Liability
- EMP Proposal
- TACC Proposes

QSP Proposal

Activity Fund Update

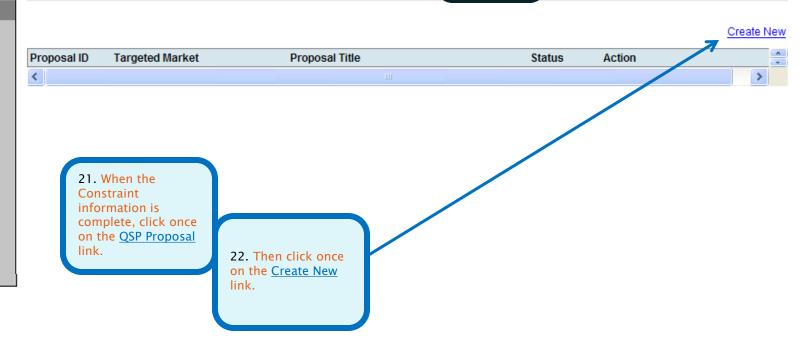
# You are here: <u>Home</u> > <u>UES</u> > <u>Application</u> > Proposals

QSP Proposals

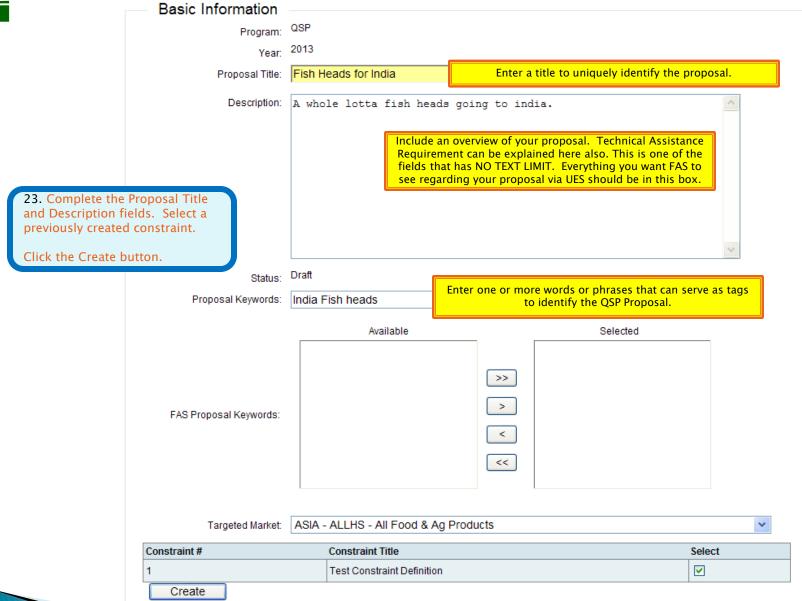
Below is the list of **Proposals** defined by the Participant for an applicable Program and Program Year. Choose the appropriate action link buttons to the right of the Proposals to perform the action specific to your UES Role. Select the 'Create New' link on the top right of the list to create a new Proposal.

Please note that **you can not prepare** a new proposal until you have created the Market Definition, Promoted Commodity, Target Market (combination of Market Definition and Promoted Commodity). Constraint, and specific Performance Measures for your current plan year.



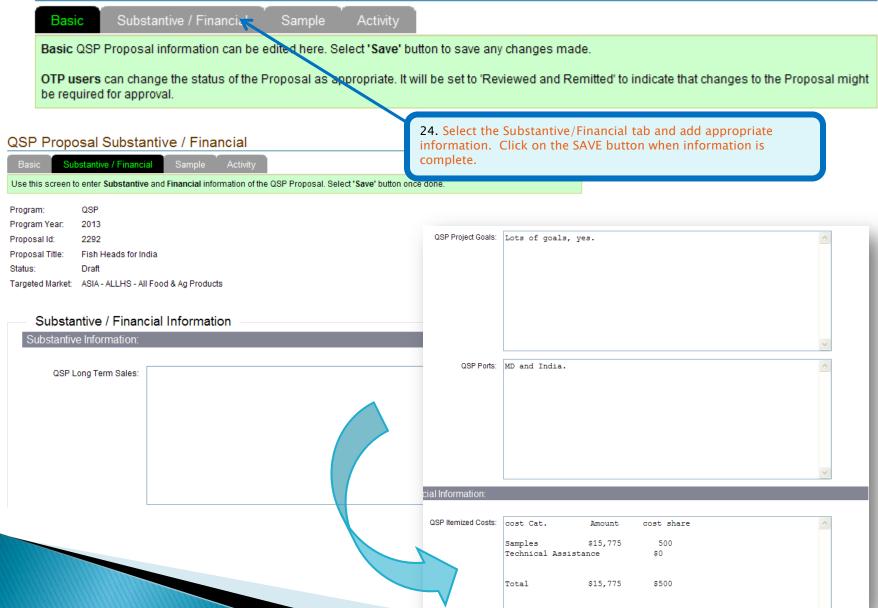




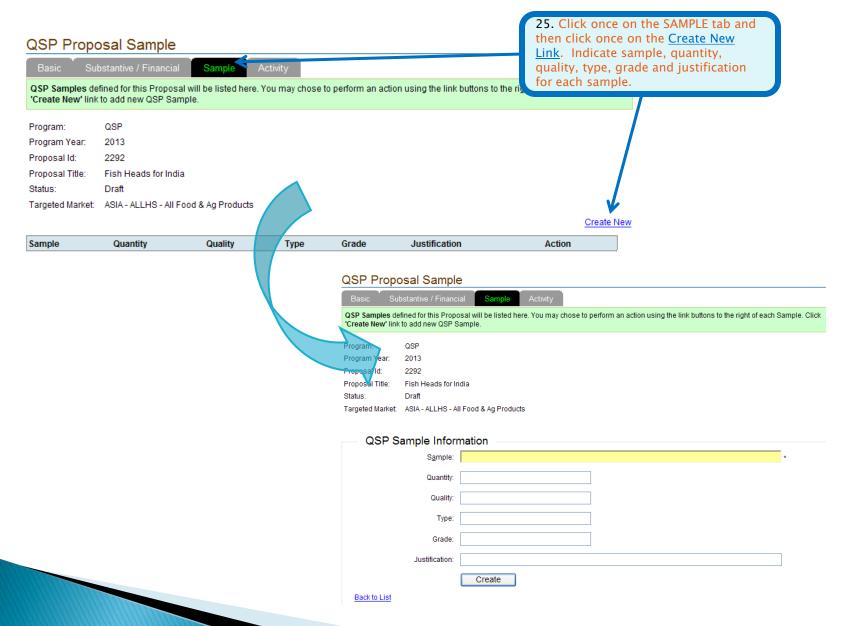




# Edit QSP Proposal









26. Click once on the Activity tab. Activities defined for the proposal will be listed on this tab and edit links against each activity provided. You may choose a particular constraint and select "Go" to display the activities associated to only that constraint. Note that the list will be empty until activities are defined for the proposal

If no activities appear here, click on the <u>Activity Link</u> under the Plan Sections Navigation Area.

# Proposal Activity

Substantive / Financial

Sample

Activity

is the list of QSP Activities identified for this Proposal. The list can be filtered by Constraint. Choose the appropraite action link buttons ctivity to perform the action specific to your UES Role.

aven't already created and associated Activities to this Proposal, they will not appear here. In order to create QSP Activities, select the

Plan Sections' in the 'My UES' panel. Make sure you associate it to this Proposal at the time of creation

n: QSP

m Year: 2013 al ld: 2292

al Title: Fish Heads for India

Draft

d Market: ASIA - ALLHS - All Food & Ag Products

Constraint:

1-Test Constraint Definition



Constraint # Activity Code Activity Title

Current | Change

My UES

Tuna Packers Consortium "Test Participant-Ignore", Year 2013

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- By Prom. Commodity
- By Market Definition

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- Copyover / Snapshot
- Plan Submittal
- · Application Report

#### Plan Sections

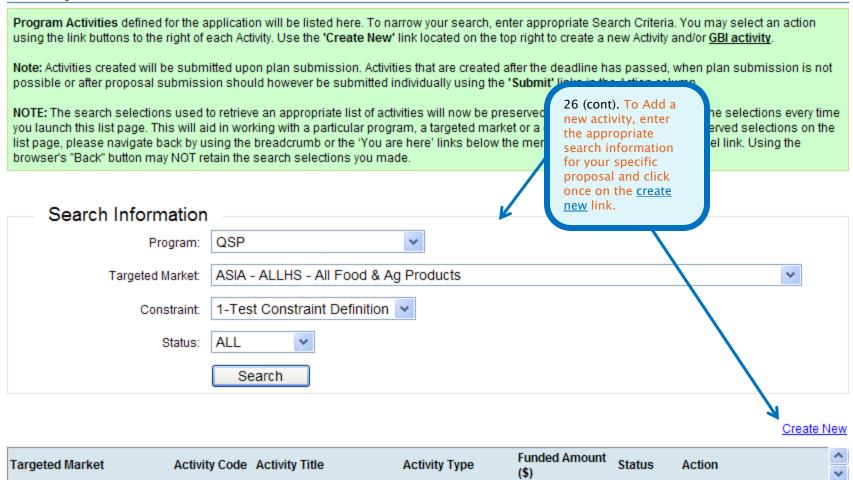
- · Application Notes
- Executive Summary
- Industry Goal
- Market Definition
- Promoted Commodity
- Targeted Market
- Constraint
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- Activity Fund Update







# Activity





27. Pull the basic information in the appropriate fields.

28. Add the following information including the requested grant amount. Click the Save button when complete. **Explicit** information on this section can be found in the **Participant** user manual pp. 96-98.

## **Activity Create**

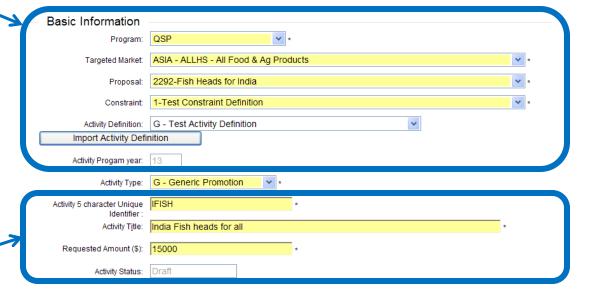
Activities proposed to address the identified Constraint can be defined here. Start by choosing the appropriate Program, Targeted Market and Constraint. Remember to identify the related Proposal when creating an EMP/TASC/QSP Activity.

#### Note:

- 1. Appropriate Targeted Markets and Constraints must be identified prior to creating an Activity. If you haven't already created, you will not find them on this page. In that case, please goto Targeted Markets/ Constraints page from Plan Sections Index to create them.
- 2. Respective Proposals have to be created prior to identifying EMP, TASC or QSP Activities.

You may chose to use an Activity Definition to create the Activity. To do so, chose the Activity Definition from the list and select, 'Import Activity Definition' button to copy the Definition information to the Activity. Enter appropriate information and select the 'Create' button to create the Activity. Once created, the other tabs will appear accordingly, where more information pertaining to the activity can be entered. Tabs may vary by Program.

Note: Funded Amount for an Activity should be entered only after Allocation to that Program has been made.





# **Activity Event**

Basic

Event

Substantiv

Content

Joir

QSP Specific

Activity Tag

Events, if any, for the Activity can be defined here and will be listed once created. You may select an action using the link buttons to the right of the Event. To add a new event to the activity, select 'Create New' link button located on the top right of the Y 2011, but this could

provide useful information for participants and FAS.

Events get submitted along with the Activity upon Activity or Plan Submission. Events created individually. Use the 'Submit' action link against an Event to submit it.

Targeted Market: ASIA - ALLHS - All Food & Ag Products

Constraint: 1 - Test Constraint Definition

Activity Code: Q13GXIFISH

Activity Title: India Fish heads for all

Requested Amount: \$15,000

Funded Amount:

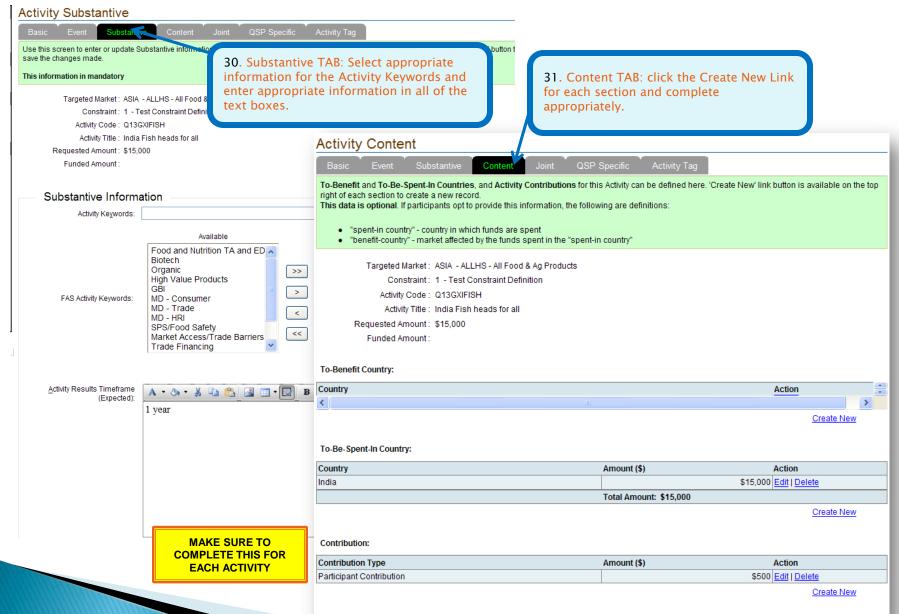
29. Click once on the Event tab and enter appropriate information. Save when complete.

Complete information on the Substantive, Content, and QSP Specific tabs.

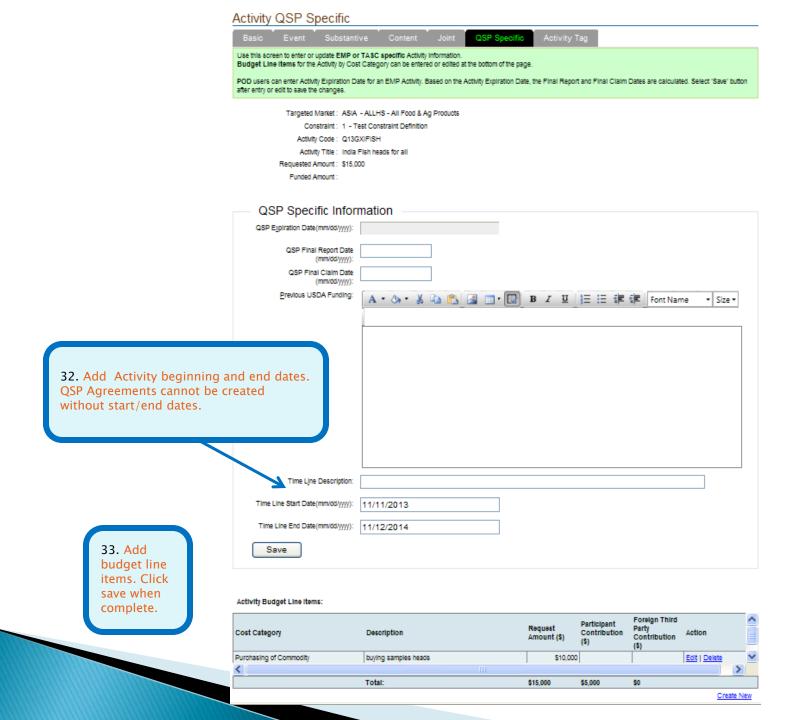
wever be submitted

Create New











Specific Information Previous USDA Funding: A - 🐎 - 🐰 🐴 🖺 🏄 🛄 - 🕡 D I 🖳 🗓 🖫 🏥 Font Name - Size -Describe previous USDA grants you may have received. Time Line Description: Time Line Start Date 10/1/2011 (mm/dd/yyyy): Time Line End Date 9/30/2012 (mm/dd/yyyy): Save

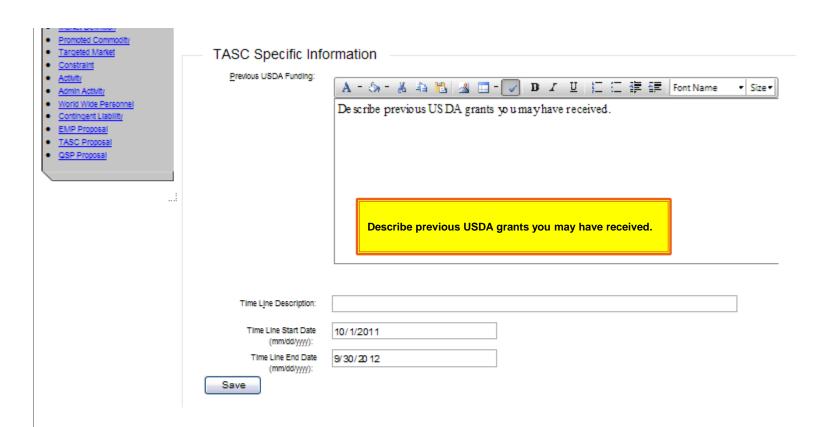
For each subsequent Line item, click the Create New link and repeat steps 41 & 42.

#### Activity Budget Line Items:

Cost Category	Description	Request Amount (\$)	Participant Contribution (\$)	Foreign Third Party Contribution (\$)	Action
Travel	International air travel - 10 perople	\$15,000	\$10,000	\$1,000	Edit   Delete
	Total:	\$15,000	\$10,000	\$1,000	

Create New





#### Activity Budget Line Items:

Cost Category	Description	Request Amount (\$)	Participant Contribution (\$)	Foreign Third Party Contribution (\$)	Action
Seminar, Conference Facilities	training venue for 3 days	\$20,000	\$10,000	\$0	Edit   Delete
Travel	International air travel - 10 perople	\$15,000	\$10,000	\$1,000	Edit   Delete
	Total:	\$35,000	\$20,000	\$1,000	

Create New



You are here: Home > Financial > Promised Contribution

Welcon Promised Contribution

Actual Contribution

# **Promised Contribution**

**Promised Contributions** by Program for a Participant's application can be viewed/ entered here. Select 'Create New' link to enter Program.

Authorized FAS personnel can select a Participant/ Year and click 'Go' to see the Participant's Promised Contributions.

Participant ID:

Tuna Packers Consortium "Test Participant-Ignore" - TPC

Program Year:

2013 ٧

top of your screen.
Create a new contribution entry if not already completed.

34. Select

Promised

from the

Navigation Bar at the

Contribution

Create New

	Applicant/Participant F	Promised Contribution	Industry Promised Contribution		Total Promised Contribution			
Program	(%)	(\$)	(%)	(\$)	(%)	(\$)	V	Action
EMP	50		50		100			<u>Edit</u>
QSP		2		3,500			3,502	<u>Edit</u>



## Current | Change

Tuna Packers Consortium "Test Participant-Ignore", Year 2013

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- · By Prom. Commodity
- . By Market Definition

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- Copyover / Snapshot
- · Plan Submittal
- · Application Report

#### Plan Sections

- Application Notes
- · Executive Summary
- Industry Goal
- Market Definition
- Promoted Commodity
- Targeted Market
- Constraint
- Activity
- Admin Activity
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- QSP Proposal
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# **QSP Proposals**

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Please note that you can not prepare a new proposal until you have created the Market Definition, Promoted Commodity, Target Market (combination of Market Definition and Promoted Commodity), Constraint, and specific Performance Measures for your current plan year.

Program: QSP
Year: 2013

#### Create New

35. Click on the OSP Proposal Link, locate your proposal, then click the submit link. If an error message appears regarding the passed submission date, please contact your QSP marketing specialist.

	Proposal Title	Status	Action	^
idheads	Fishhead samples for EVERYONE!!	Submitted	Edit   View   Delete   Submit	
Food & Ag Products	Fish Heads for India	Submitted	Edit   View   Delete   Submit	V