

**AGRICULTURAL MARKETING SERVICE  
ADDENDUM TO THE PROVIDER AGREEMENT  
TO ELECTRONICALLY FILE AND MAINTAIN  
COFFEE WAREHOUSE RECEIPTS**

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

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

**I. Receipt Record Data Requirements**

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

**A. Required Information**

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

USWA license number, if applicable\*

Warehouse Code

Holder

Receipt number and License type, US if Federally licensed, NL if not licensed or the two letter postal abbreviation if State licensed, will be displayed in front of the receipt number and will be an integral part of the receipt number

Paper receipt number (if applicable)

Issuance date (date issuance file is received and accepted in the Provider's system)

Receipt status

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

Cancellation date (date cancellation file is received and accepted in the Providers system)

Name of warehouse

Location of receiving warehouse (City)

Location of receiving warehouse (State)

Warehouse operator (legal entity of warehouse operator)

Location receipt issued (City)

Location receipt issued (State)

- Quantity (number of units)
- Quantity units (type of units - Metric Tons, Long Tons, Pounds, Kilograms, 70kg Bags, 69kg Bags, 75kg Bags, 46kg Bags)
- Packaging Type (Bags, Bulk, Super-Sacks, Cartons)
- Product (general product description - Green Coffee, Decaffeinated Coffee, Soluble Coffee, Semi Roast Coffee, Roasted Coffee)
- Lot identification number
- Origin
- Name of person authorized to sign warehouse receipt
- Terms and conditions (Refer to Section for USWA licensed warehouse operators and Section for State or non-licensed warehouse operators for terms and conditions that apply to each EWR that must be furnished by the warehouse operators issuing the EWRs).
- Indicate “ Not graded on request of the depositor”, “Grade determined by NYBOT licensed grader”, “Grade determined by State licensed grader” or “Grade determined by non licensed grader” (or, a toggle for any other statement applicable to the coffee industry).

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

B. Converting Electronic to Paper

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

**II. Transmission of Data**

Upon request by AMS all transmissions of data shall be secured and transmitted via telecommunications hardware and software according to the requirements as agreed to by AMS and the Provider.

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

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

The statements:

Incorporated or Unincorporated and if incorporated, under what laws.

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

Weight was determined by a weigher licensed under the USWA.

The grade or other class stated in this receipt is in accordance with the Standards \_\_\_\_\_ . If the grade is that for which no official coffee standards of the United States are in effect, the grade or other class shall be stated in accordance with the standards, if any, adopted by the local board of trade, chamber of commerce, or by the coffee trade generally in the locality in which the warehouse is located, subject to the authorization of the AMS, or in the absence of these standards, in accordance with any standards authorized for the purpose by the AMS.

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

Upon the surrender of this receipt and the payment of all liens due the warehouse operator, said coffee will be delivered to the order of the holder as defined in 7 CFR Part 735.

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

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

The statements:

Incorporated or Unincorporated and if incorporated, under what laws.

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

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

The amount of bond or financial assurance backing the receipt.

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

If grade indicator reflects grade determined by a State or NYBOT licensed grader, state Grade was determined by a grader licensed or approved under what laws or authority:-

Grade was determined according to what standards.

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

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

Upon the surrender of this receipt and the payment of all liens due the warehouse operator, said coffee will be delivered to the order of the holder as defined in 7 CFR Part 735.

#### **V. Disputes**

All disputes arising under any transaction within this Addendum shall be determined by the application of the laws of New York State except that the laws of New York relating to the legal doctrines of the choice of law and determination of venue shall not be applicable.

#### **VI. Contact**

Chief, License and Storage Contract Branch  
Warehouse and Commodity Management Division  
P. O. Box 419205 - Stop 9148  
Kansas City, MO 64141-6205  
Phone: 816-926-6474  
Fax: 844-930-0174

(a) Name of Provider

(b) Signature of Provider

(c) Title of Provider

(d) Date

(e) Signature of Administrator of the Agricultural Marketing Service

(f) Date

**NOTE** : *The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 735, the United States Warehouse Act (Pub. L. 106-472), and the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.). The information will be used to establish and maintain a database and central filing system for electronically filing coffee warehouse receipts and electronic documents issued under the United States Warehouse Act. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-3, Consultants File. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to obtain new licensing or retain existing licensing under the United States Warehouse Act.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays an OMB control number. The valid OMB control number of this information collection is 0581-0305. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.*  
**RETURN THIS COMPLETED FORM TO THE WAREHOUSE AND COMMODITY MANAGEMENT DIVISION, STOP 9148, P.O. BOX 419205, KANSAS CITY, MO 64141-6205.**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.*

**Instructions For WA-460-11 Coffee**

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

Used by authorized providers to contract with AMS to provide services to users of the provider’s electronic storage and transfer system.

Submit the original of the completed form in hard copy or facsimile to the Warehouse and Commodity Management Division (WCMD), STOP 9148, P.O. Box 419205, Kansas City, MO 64141-6205; or FAX 844-930-0174. Customers who have established electronic access credentials with WCMD may electronically transmit this form to WCMD.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with WCMD, follow the instructions provided at the USDA eForms web site.

***Providers complete Page 1 and Page 4.***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
A Name of Provider	Enter complete name of Provider, on page 1.
(a) Name of Provider	Enter complete name of Provider, on page 4.
(b) Signature	Enter signature of Provider’s authorized person, on page 4.
(c) Title	Enter title of Provider’s authorized person, on page 4.
(d) Date	Enter date of signature of Provider’s authorized person, on page 4.

***Page 4 items (e) and (f) are for AMS use only.***