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4 Organization Questions	Client Type
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	Contact Questions	Finance Data
	Advocacy Center Questions	Finance Data
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427 Organization Questions	Project Data
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Content
U.S. organization
Foreign organization
Other Researcher
Student
General population
Alternate Contact Title
Alternate Contact Email
Alternate Contact Tel
Salutation
First Name
Last Name
Contact First Name
Contact Last Name
Title
Telephone
Daytime Phone Number
Fax
Office Phone
Cell/Mobile Number
Affiliation
Email
User ID and Password
Address 1
Address 2
City
State
Zip Code
Website
Contact Person: (Designated point of contact for the Applicant, which may be an independent third-party representative, if a
Primary
Administrative
Purchaser
Recipient/End User
Requestor
Decision Maker
President/CEO
Auditors
Shareholders
Board of Directors
International Marketing
Manager
Banker
In-country Representative
Mission Sponsor

Principal U.S. Subcontractors

Alternate Contact

Application Information: Type of Application

Choices: E Award for Exports; E Award for Export Service; E Star Award for Exports; E Star Award for E E Star Applicants: Year of previous E Award receipt

E Award for Exports or E Star Award for Exports Applicants: U.S. Export Statistics: Provide figures for plus your most recent quarterly data. Data should include shipments to Canada and Mexico, but not F licensing agreements in sales figures; list licensing income separately

Additional Organization Information: Educational Institution: (Please select all that apply) Four-Year Co School/Boarding School, English Language Program, Public/Private/Non-Profit, Private/For-Project, Oth Primary NAICs Code(1): Only complete if a Private/For-Profit Institution

Average Annual Revenues(2): Only complete is a Private/For-Profit Institution

Accrediting type and body:

Do you have recruitment partners selling your courses online?

When your educational institution is assessing potential partners, including recruitment agents in targ promotion and/or recruitment a primary qualifier?

Does your educational institution understand online transaction options and patterns for your courses behavior in the education sector)

Type of educational institution:

Total number of undergraduate/graduate students:

Accrediting body:

List degrees offered:

Please list any specific educational institutions, associations, agents, etc., that we should not contact:

Does your educational institution have cross-border sales channels for online courses for credit or offe own website, marketplace, social media or in-country partner?

Please provide 2-3 keywords that visitors would use to search for your school in a search engine:

Does your educational institution employ in-house talent to manage your online presence? If so, in w webmaster, or do you use a contracted 3rd party service provider?

Do your in-country agents have an established online recruitment reputation and robust online recrui Number of international students on campus:

Number of international students from the country of interest:

Brief description of your educational institution:

Describe the programs/degrees and any unique programs or characteristics:

Do you have the following available for international students (check all that apply)?:

Minimum TOFEL score required:

Do you accept IELTS?

If setting up an overseas campus, please describe the financial benefits to the US.

If academia, please check which best describes you: Faculty/Business; Faculty/Education; Faculty/Oth Describe the event in which the USG official is to participate (e.g., site visit, announcement, ribbon-cu

What is your latest information on the status of this event?

What additional actions must occur before the event can materialize (e.g., financing needs to be secu A draft press release from your company announcing the event.

Specific points you would like the U.S. government official to highlight regarding the event.

List any specific organizations, from the private and public sectors, with whom you know you, wish to Outline of promotional campaign to be conducted in recruiting mission (e.g., mailing, fax campaign, b specific as possible and include target dates, when available.

Deadline for accepting applications from participants.

Proof, such as a copy of letter of invitation, that your mission has a host organization in countries that Specify any need for special space and/or equipment for audiovisual presentations or technical progra

How is the event financed (state whether financed wholly by event operator or if supported or underv organizations and financial obligation of each, including chambers of commerce, associations, busine Contact titles and names at show:

What are your business objectives for attending [name of trade show]?

Please identify decision makers for this event [name, title, organization].

If you are an exhibitor at [event name], with is your booth number?

Basic history or description of show.

Specify product categories within this fair.

Number of exhibitors/participants (U.S. and others) expected:

Number of visitors expected:

Please provide a description of your event.

Please rank organization's top three objectives in participating in this trade mission (1=highest, 3=lov finding joint venture partners, exposure to new business prospects, product testing/market research,

Event name and date:

Event location:

Booth number at show:

Name of building and street address:

Name of fair grounds or other location which event will occupy:

Attach authority to occupy event site:

Attach license or permit to operate the event:

Date event opens:

Date event closes:

If no license or permit is required, please indicate this.

Person(s) attending show:

How did you find out about this event: e-mail, media; printed press; website; other

Annual exports (as % of total sales): Less than 25%, More than 25%

Total number of countries currently exporting to:

Top three countries of export for the previous four years:

What government and private sector export promotion events do you participate in?

Describe any instances in which you had to retrofit or redesign products or services to sell them in an How do you overcome language obstacles with your international customers?

Describe any trade barriers your organization has faced and how they were overcome.

If applicable, describe how you have developed a market abroad for products not previously exported

If applicable, describe how you have opened a new market previously closed or extremely limited to *i* Describe any other strategies you employ for increasing international sales.

Describe how increased exports have affected employment for your organization.

How have you notified exporters of trade opportunities?

What documentation assistance have you provided to exporters?

Describe any overseas trade missions that you have sponsored.

Describe any programs you provided for international businesses.

Describe any other export services that you provide.

Provide three cases studies describing exporters that have increased exports as a result of your help, alternately, describe how the organization's activities have resulted in community-wide export expan Percent of revenue generated through exports:

Countries in which sales are made in order of importance:

Not counting your profit margin, what percent of the cost to your foreign buyer derives from U.S. sour Export Control Classification Code

Is your company willing to modify its product to meet foreign standards

Can the company promptly fill any new export orders from its present inventory?

How is your product typically distributed and marketed in the US and other countries?

Product/service wishing to export:

Does U.S. content represent at least 51% of the value of the finished product?

How would you describe your firm's top management commitment to supporting export activities? What are the company's international sales objectives for the next 3 years (as % of total sales)

What prompted your company to export?

Number of employees whose jobs are attributable to exporting:

Export stats: Year, total sales, export sales, percent exports to total sales, income from licensing agre Name key exporting problems

Name factors that could inhibit international sales of your company or company's products/services.

New-to-exporting

New-to-market

Increase-to-market

Exporting Experience/Information

Number of years exporting

Products exported

Annual exports (% of total sales)

Novice, Intermediate, Successful

Countries exporting to (please provide the names of the countries to which you exported and the approximate dollar value of

Are you currently selling your product or service online to consumers in overseas countries?

Countries of interest

Does the product/service to be exported require any special technical support of after-sales service?

Have you inquired about IP requirements in foreign markets?

Which international distribution channels does your company currently use?

Are there specific export issues that you would like to discuss?

Not counting your profit margin, what percent of the cost to your foreign buyer derives from US sources?

Do you have access to capital and can that money be dedicated to developing market share in one or more foreign countries? Do you have enough excess capacity to handle foreign sales orders?

Do you have the resources in your company to learn about and comply with US export controls, foreign government import co

Have you exported in the past two years and, if so, was it based on a deliberate plan or strategy?

Company Export Profile

US exporters

What type(s) of information were you looking for when visiting Export.gov?

How would you rate the overall usability of Export.gov?

Did you know that you could sign-up for e-mail updates from Export.gov?

What is your organization's objective to export?

Type of export counseling desired.

How interested are you in establishing a business connection with (name of organization) for export sales to (location)?

What exporting-related training have you conducted for your employees and/or international customers?

b) If yes, please list the license and /or application number(s) and status: License/Application Number(s): Status of Applicati

How is your product typically distributed and marketed in other countries?

Is your company willing to modify its product to meet foreign standards?

Will patent/trademark/copyright protection abroad be necessary?

Name factors that could inhibit international sales of your company

What specific innovations can you offer to (foreign enterprise)?

Value and detailed description of all projected US export content

States from which the projected US export content will be sources

Description of product or service exported

What is your international sales model? (E.g. direct sales, distributors/agents)

Do you currently sell online to overseas consumers?

Name and contact info for company official in charge of international sales/marketing

Will patent/trademark/copyright protection abroad be necessary

What specific innovations can you offer to foreign enterprise?

Trade references (name/product, country, year, volume)

If export rights are limited to a number of countries, please list countries.

question?

Annual Sales

Financial data information

Capital structure

Credit Card Information: Cardholder name, Credit card type (Visa, Master card, etc), Expiration date, ( Check Payment: Account holder name, ACH/Routing number, Account number, Check number

Sales Frequency: Longer Term Suppliers, Short Term Supplier, Irregular Purchases, Single Purchases

Name and contact information for company official in charge of financing

Annual Sales (\$)

Gender: (Select all that apply) (Optional)

- Female
- Male
- Transgender, non-binary, or another gender

Prefer not to answer

Potential services: Market Research, Gold Key Service, International Company Profile, Advocacy, etc. Are there any specific companies, or types of companies, you would like us to contact? If so, please name them.

Business Service Provider categories

Additional Business Service Provider listings authorization of international posts to disclose name of client to the target comp International business in which your company is interested.

Would you like a free subscription to Commercial News USA?

Desired dates for services

Alternate Dates

**Desired** locations

Additional services (needed/requested)

Explain advantages you can provide

Describe role of foreign business partner (s) (i. e. JV, etc) Provide name (s) address(es) and CEOs of foreign business partner o

List all signatories for any agreements to be witness (name, title, organization)

Please describe the legal nature and impact of any document that will be signed.

Are you a member of the Industry Business Association/Club or Chamber of Commerce?

Services/assistance requested from the post if status in approved (e.g., one-on-one business appoints, plant visits, translators

Target date of advance trip, name of advance officer.

Please provide a brief description of how organization's participation is consistent with the goals and objectives of this mission

If government, please check which best describes you: federal, state, local

Outline your goals and objectives.

Indicate names of VIP leaders, if appropriate.

Proposed itinerary. Please give as much detail as possible.

Please highlight the competitiveness of the applicant's bid or proposal in terms of technology, price, full lifecycle cost, best va Division or subsidiary of

What seminars, workshops, or conferences has your organization conducted?

Describe any preference, technical qualification, servicing capabilities, requirements, or pre-qualifications that ideal prospects If this company is a subsidiary, the parent company(ies) and any controlling individual(s)

Are you currently working with a US Export Assistance Center (USEAC), Dept of Commerce, US Embassy or other government If working with USEAC, please provide City and Trade Specialist Name:

Share Information with other TPCC Agencies

Delegation

Securities Exchange Commission Affiliation/Reporting

NAICs Code/Category

HS Code

ISO 9000 Registered

TQM/Six Sigma Certified

Working towards Certification

Anticipated Year to Complete Certification

Agreement concerning bribery and corporate policy prohibiting bribery

Certification

Referral OIO, ODO, IBP, Trade Missions, Partner, CS Event

Under which state's laws is your organization organized

Provide relevant industrial economic sector(s)

Have you ever participated in any of the following CS services (check all that apply)?

What type of contacts are you seeking (check all that apply)?

Describe any preferences, qualifications, servicing capabilities, requirements, or pre-qualifications that Please List any specific educational institutions, associations, agents, etc., that you would like us to co

Is your institution seeking representation on an exclusive basis in this market?

Do you have an exclusive arrangement with your current partner?

Is your representative aware that you are seeking additional representation?

**Desired Locations/Cities** 

Additional Services (please note any other assistance that would be required)

U.S. Embassy/Consulate Commercial Specialist Responsible for Lead:

U.S. Embassy/Consulate Post:

**Companies You Currently Represent:** 

For Tenders Trade Leads - Companies That are Already Pre-Qualified:

Is There a Sovereign or Corporate Guarantee for This Project? (Yes/No) \*Imperative to Know this For E Can Bid be Submitted in English? (Yes/No)

What Type of Business Contacts You Are Seeking:\* Manufacturer, Joint Venture Partner or Licensee, A Should Responding Firms Write in English or Another Language: English, Other/Please Specify:

Do You Want Responses from U.S. Manufacturers Only or Are Agents and Distributors Acceptable?: U. Is a Service Contract Required? (Yes/No)

Place of Domicile

Bidder of Record:

a) Is the applicant the bidder of record? (Please check one.) (Yes/No)

b) If no, please provide the name and nationality of the bidder of record: Name: Nationality:

Is the applicant bidding as part of a partnership, consortium, joint venture, or other form of associatio a) If yes, please list below: (If needed, list any additional partners in a separate attachment.) Partner 1 - Company Name, Contact Name, Title, Nationality, Telephone, Email address Partner 2 - Company Name, Contact Name, Title, Nationality, Telephone, Email address Partner 3 - Company Name, Contact Name, Title, Nationality, Telephone, Email address

Advocacy Type: a) Is this a request for (please check only one): Commercial (non-Defense) Advocacy b) If this is for Defense Advocacy, is this a (please check only one): Foreign Military Sale (FMS)?, Direc

Reason for Requested Assistance:

ITAC(s) of Interest

blank

entity.

What Specific Information Do You Want U.S. Suppliers to Provide to You When They Respond?

How did you learn about this program?

How would you change or improve the site?

What enhancements would make it more useful?

Have you signed-up for any of our e-mail updates?

How would you rate the overall usefulness of our e-mail updates?

How could we make our e-mail updates more useful to you?

Do you have (foreign language)-speaking staff members with applicable qualifications that could worl Other services or activities

Associated Companies/Division or Subsidiaries

**BSP** categories

Additional BSP listings

Authorization of overseas post to disclose name of client to the target company/individual

What type of business contacts are you seeking?

Is your firm seeking representation on an exclusive basis in this market?

Describe any preference, technical qualifications, servicing capabilities, requirements, or pre-qualifications

Is your representative/partner aware you are seeking additional representation?

What is the outcome or result you expect to accomplish by working with CS?

List priority countries of most importance to you.

For each market you have selected, please specify questions/topics you would like to discuss with the The U.S Commercial Service has offices at US Embassies/Consulates in 82 countries. Can we be of ass Are there any specific companies, or types of companies, you would like us to contact? If so, please n

Are there specific companies you would not like us to contact? If so, please name them.

If applicable, please provide the necessary contact information of your current representative/partner

Short Business Service Provider Description

Complete Business Service Provider Description

Description of company/products/services/objectives

Challenged, Mixed effective, effective

Are you looking for representation in <country>?

If import rights are limited to a number of countries, please list countries

Product/service wishing to import

Firms' objective to import: (Choose all that apply)

Import Control Classification Code

Can the company promptly fill any new import orders from its present inventory?

Number of years importing

Have you previously tried to import from the U.S.?

Are there specific import issues that you would like to discuss?

How would you describe your firm's top management commitment to supporting import activities?

What prompted your company to import?

Do you have an international marketing plan?

What international marketing and promotional methods have you used?

Where are you most interested in marketing your product?

How is your company planning to develop sales in target markets?

What new markets are you targeting to expand future sales?

What promotional methods does your company use domestically?

What market research do you conduct?

If no, does your company need help developing a US marketing plan?

Does your firm have a US marketing plan?

What promotional methods does your company use domestically?

Organization may provide any information that it considers relevant to the purpose of the trade mission regarding diversity ar

Is your company (check all that apply): Woman-owned (Organization is at least 51% owned, operated, and controlled by a mir

Is your company (check all that apply): Veteran-owned (Organization is at least 51% owned, operated, and controlled by a mir forces)

Is your company (check all that apply): Minority-owned (Organization is at least 51% owned, operated, and controlled by a mi Asian-Pacific, Black, Hispanic, or Native American)

Is your company (check all that apply): Disabled-owned (Organization is at least 51% owned, operated, and controlled by a mi Disabilities Act)

Is your company (check all that apply): Religious Minority-owned (Organization is at least 51% owned, operated, and controlle within the United States)

Is your company (check all that apply): LGBTQ+ owned (Organization is at least 51% owned, operated, and controlled by a mir queer + community)

Is your company (check all that apply): Minority Serving Institutions (an accredited academic institution whose enrollment of a enrollment, including graduate and undergraduate and full- and part-time students.)

Is your company (check all that apply): None of the above / Don't know

If respondent selects Minority-owned, ask the following question: What is your race and/or ethnicity? Select all that apply. - American Indian or Alaska Native

For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat - Asian

For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.

- Black or African American

For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

- Hispanic

For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.

- Native Hawaiian or Other Pacific Islander

For example, Native Hawaiian, Samoan, Chamarro, Tongan, Fijian, Marshellese, etc.

- White

For example, English, German, Irish, Italian, Polish, Scottish, etc.

Do you identify with any of the followng groups that the federal government, in Executive Order 1398 • Members of religious minorities

- Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons
- Persons with disabilities
- Persons who live in rural areas
- Persons otherwise adversely affected by persistent poverty or inequality.

• No, I do not identify with any of these groups.

Institution website address Organization Name **Organization Address 1: Organization Address 2:** Organization City: Organization Country: Organization Web Site: Number of Employees Ownership Percentage Organization Description Year Organization Established Federal Tax ID Number or EIN Trade License Number **IRS Waiver Form** Preferred business language Foreign-language speaking staff Staff with applicable gualifications to work on foreign enterprise projects Chamber registration number Safety record Under which state's law is your organization organized Is your company register with the state or Commonwealth and provide name Duns and Bradstreet number Who are your major competitors

List name and location of other companies

## What is your organization's primary function the XXX industry What domestic channels of distribution does you company employ?

What markets/product categories does your organization represent or plan to represent in the (industry name) industry? Con Entertainment/Content; Computer Hardware & Software; Connected Home; Lifestyle Electronics, Content Distribution; Teleco Wireless & Wireless Devices; Electronic Gaming; Other (Industry category names and subcategories selected via radio buttons

Agent/Rep/Distributor

Importer

Area Developer

Business or organization type (Manufacturer, Distributor, Trade Association, etc.)

Manufacturer

Service Provider

Educational Institution

Franchisor (Master, Unit)

Client Organization

Associate Organizations

Division or Subsidiaries

Ownership/Parent Organization

Corporate

Headquarters

Sponsoring Organization

Bank

Organization Type:\* Distributor/Representative, National Government, Export Management Company, Service Company, Frar

Full Corporate Name

Headquarters Address - Street, City, State/Province, Postal Code, Country

Ownership (Identify any parent companies and the percentage of ownership of each parent.)

Number of Employees - In U.S.A., Outside U.S.A.

Size (number of employees?): blank, 0-50, 51-100, 100-250, 250-500, 500+

What is your organization's primary function in the (industry name) industry? Consumer Electronics: IT/MIS; Finance &Investment (Organization primary functions, category names and subcategories sel

Trade license number

Organization's objective

Describe any special features of your company's operations, interests or objectives in the target mark Is your company represented in the country/region? If yes, is this arrangement exclusive?

Who are your major competitors?

Provide additional information that CS should be aware of to fully understand your company and its re

How effective is your company with the following activities: Conducting market research; developing partners; protecting intellectual property; ensuring compliance with US or foreign laws; managing pay sufficient production capacity.

Would you be able to establish a reliable supply chain to (organization)?

Please list the ecommerce sales channels in which you sell your products/services online:

Is there a Local Content Requirement? If So, How Much? Yes/If Yes, How Much?/No

Describe the product/service(s) you are looking for. Please be as specific as possible.\*

If You Already Have a U.S. Supplier(s) in Mind, Please Indicate the Company of Interest Below.

Quantity Needed: Price Range/Dollar (\$) Value:

Quantity Needed: Purchase Needed By/Submission Deadline:\*

General description of trade activities and products and services of the U.S. entity to be represented.

U.S. goods provided by your company

Product/Service contain 51 percent U.S. content?

Product/Service description

List the most important end-users or end-user industries for this product

Does the product require any special technical support or after-sales service

Does the product have patent/trademark/copyright registration

Describe product/service competitive advantages, unique selling proposition, applications, and unique

Benefits/unique features

US good provided by your company

US services provided by your company

If you don't manufacture the product, provide name and location of manufacturers' headquarters

If not manufacturer, does your firm have documented sales or distribution authorization for the produ Please list end-users and/or industries that use this product

Is the company's product sourced/produced entirely in the US?

Is product/service currently being sold in US

Product categories/industries to be promoted.

If you do not manufacture the product, provide name and location of manufacturer's headquarters

If not the manufacturer, does your firm have documented sales or distribution authorization for the product?

Please list end users and/or industries that use this product

Describe product/services competitive advantages, unique selling proposition, applications, and unique features that different

Does the product require any special technical support or after-sales service?

Does the product have patent/trademark/copyright registration?

Discuss Intellectual Property:

List the Most Important End-Users or End-User Industries for This Product / Service:

What Type of Licensing or Registration Does the Product You Are Seeking Require in Your Country?

Provide overall economic value of the project or transaction

How will the project be financed (if known)?

Is the applicant or any of its partners seeking U.S. Government financing through EXIM Bank or the Development Finance Cor a) If yes, please name the institution(s) and status of the applicantion(s):

b) If no, please indicate whether the Applicant or any of its partners plan to seek or would like assistance in seeking such finar

Is the project financed by any of the following Multilateral Development Banks (MDBs): World Bank (V Bank (AfDB), European Bank for Reconstruction and Development (EBRD), or the Asian Development a) If yes, please specify the MDB:

Identify all foreign and domestic entities involved, including ownership and control and role of each entity in the project. Entit

What if any agreements/approvals have preciously occurred in connection with this project?

How will this project/transaction affect the environment?

Project: Name of Project, Location, Country

Please provide a description of the project or procurement the applicant is pursuing ("the project)".

Please list the foreign government entity or entities responsible for awarding the project and other officials who may have int What is the current status of the project? (Please include applicant interactions with foreign government decision- makers to

Please provide the specific timeframe for when project actions will take place and when decisions will be made (if known). Int

Please indicate the best estimate or actual values (in U.S. Dollars only) contributed to the project by theApplicant and other co a) U.S.-Sourced Goods Provided by Applicant:

b) U.S.-Sourced Services Provided by Applicant:

c) U.S.-Sourced Goods Provided by Other Companies:

d) U.S.-Sourced Services Provided by Other Companies:

e) Total U.S.-Sourced Goods and Services: (a + b + c + d)

f) Foreign-Sourced Goods Provided by Applicant:

g) Foreign-Sourced Services Provided by Applicant:

h) Foreign-Sourced Goods Provided by Other Companies:

i) Foreign-Sourced Services Provided by Other Companies:

j) Total Foreign-Sourced Goods and Services: (f + g + h + i)

k) Total Project Value: (e + j)

I) Percent U.S.-Sourced Goods and Services: % ( $e \div k$ ) x 100

proposal: (If needed, list any additional companies in a separate attachment.) Company: Location: Company: Locatio

Please identify the competitors for the project: (*If needed, list any additional competitors in a separate attachment.*) a) U.S. Competitors: Company - Company - Company - Company - Company - Company -

b) Foreign (2007 HS) Competitors: Company on Nationality, (USTDA) - providing support for Nationality ject?"(Ye a) If yes, please indicate whether USTDA project support is through feasibility studies, tra b) If no, please indicate whether the Applicant or any of its partners plan to seek or would project: (Yes/No)

Is the applicant or any of its partners receiving advocacy or other assistance from a foreign government for the project? (Yes/I a) If yes, please list the foreign government(s), and partner(s), if applicable:

Figure 1. Race and Ethnicity Question with Minimum Categories, Multiple Detailed Checkboxes, and W FOR INTERNAL FEDERAL GOVERNMENT USE ONLY)

What is your race and/or ethnicity? Select all that apply and enter additional details in the spaces belo • American Indian or Alaska Native – Enter, for example, Navajo Nation, Blackfeet Tribe of the Bla Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.

• Asian - Provide details below:

• Chinese • Asian Indian • Filipino • Vietnamese • Korean • Japanese

Enter, for example, Pakistani, Hmong, Afghan, etc.

• Black or African American - Provide details below.

• African American • Jamaican • Haitian • Nigerian • Ethiopian • Somali

Enter, for example, Trinidadian and Tobagonian, Ghanaian, Congolese, etc.

• Hispanic or Latino - Provide details below.

• Mexican • Puerto Rican • Salvadoran • Cuban • Dominican • Guatemalan

Enter, for example, Colombian, Honduran, Spaniard, etc.

• Middle Eastern or North African - Provide details below.

• Lebanese • Iranian • Egyptian • Syrian • Iraqi • Israeli

Enter, for example, Moroccan, Yemeni, Kurdish, etc.

• Native Hawaiian or Pacific Islander - Provide details below.

• Native Hawaiian • Samoan • Chamorro • Tongan • Fijian • Marshallese

*Enter, for example, Chuukese, Palauan, Tahitian, etc.* 

• White – Provide details below.

• English • German • Irish • Italian • Polish • Scottish

Enter, for example, French, Swedish, Norwegian, etc.

Figure 2. Race and Ethnicity Question with Minimum Categories Only and Examples (DO NOT DISTRIE What is your race and/or ethnicity? Select all that apply.

• American Indian or Alaska Native – For example, Navajo Nation, Blackfeet Tribe of the Blackfee Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.

• Asian – For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.

• Black or African American – For example, African American, Jamaican, Haitian, Nigerian, Ethiopia

- Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatem
- Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli

• Native Hawaiian or Pacific Islander - For example, Native Hawaiian, Samoan, Chamorro, Tonga

• White - For example, English, German, Irish, Italian, Polish, Scottish, etc.

Figure 3. Race and Ethniciy Question with Minimum Categories Only (DO NOT DISTRIBUTE - FOR INTE What is your race and/or ethnicity?

Select all that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or Pacific Islander
- White

Is your [organization] familiar with the international regulatory requirements that impact cross-border fees and tax such as Value Added Tax (VAT) or Digital Service Tax (DST) obligations)? If so, what is y Has your [organization] taken General Data Protection Regulation (GDPR) into consideration?

Does your [organization] have an IT security program, and have you updated it in the last 6 months to Does your [organization] have an established digital strategy that supports your ability to conduct on Does your [organization] use online platforms overseas to promote the institution? If so, which platfor Does your [organization] website include a translation mechanism (i.e. Google translate)?

If your [organization] website is translated, have you assigned someone to reply to inquiries in that la Is your [organization] utilizing any 3rd party service providers to help manage your online presence in Is your [organization] talking, thinking, or actively engaged in a cross-border digital strategy?

Is your [organization] aware of what your competition is doing online? If so, what have you learned a

Does your [organization] have established Key Performance Indicators (KPIs) to track your website an with us to establish baseline performance benchmarks?

Is there any additional information you would like to provide about your website or digital strategy?

Please provide your top three competitor website URLs for benchmarking purposes.

1.

2.

3.

When was your website designed or last updated?

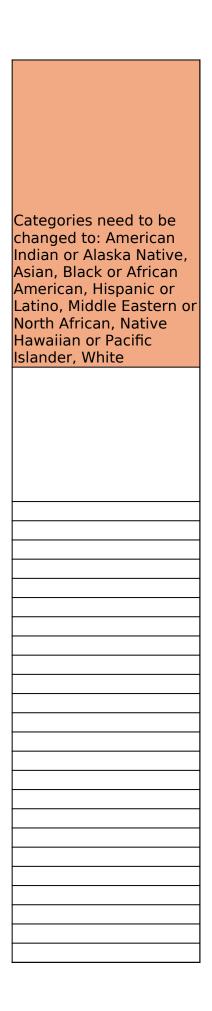
How is your website managed?: In-house web designer: creates content, updates site, search engine search engine

Do you track your website's analytics? If so, can you share them with us in order establish a perform

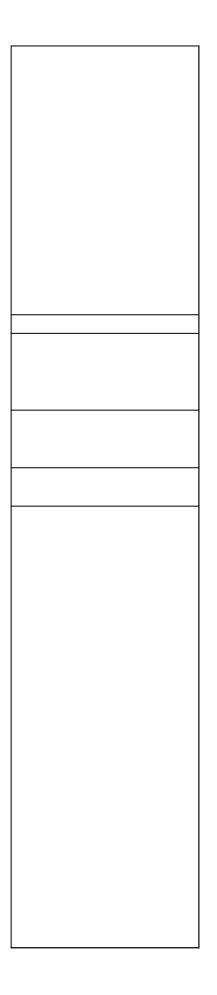
Have you done website search engine optimization (SEO) to your online promotional content in advar How would you change or improve the site? What enhancements would make it more useful?

Business Unit Affected

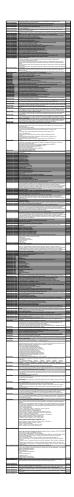




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Categories
Advocacy Questionnaire
Advocacy Questionnaire: I. PROJECT
Advocacy Questionnaire: II. PARTNERS
Advocacy Questionnaire: III. COMPETITORS
Advocacy Questionnaire: IV. LICENSING & APPLICATIONS
Advocacy Questionnaire: V. FINANCING
Advocacy Questionnaire: VI. REQUESTED ASSISTANCE
Applicant Information
Contact Type
Data
Digital Readiness Assessment (Education-Questionnaire 2.0)
Digital Regulatory Compliance (e.g. GDPR/Privacy Shield)
Digital Sales Channels
Domestic Only
E-Awards
Events & Activities
Export Data
General Information
Information
Institution Online Information
International Only
Level of Digital Engagement:Internal Client Digital Capacity
Marketing Data
Marketing
Marketing Client Types
Minority Data
Organization Type
Other Information
Payment Information
Sales Frequency Sponsoring Entity or Organization Information
Sponsoring Entity or Orgnization Information Trade Leads Intake Form
Project Data Bradust/Sanvisa Data
Product/Service Data

Stage 2
Client Type
Contact Type
E-Awards
Educational Institution Data
Events & Activities
Exhibitor/Show Data
Export Data
Import Data
Finance Data
General Information
Institution Online Information
Level of Digital Engagement:Internal Client Digital Capacity
Marketing Data
Minority Data
Organization Type
Product/Service Data
Project Data
Website Data

Final
Client Type
Contact Information
Contact Type
E-Awards
Educational Institution Data
Events & Activities
Export Data
Finance Data
Gender Data
General Information
Import Data
Marketing Data
Minority Data
Organization Information
Organization Type
Product/Service Data
Project Data
Race and Ethnicity Data
Website Data

Category	Sub-Category
Organization	General Information
Organization	Product/Service Data
Organization	General Information
Organization	General Information
Contact Questions	Contact Information
District Export Councils	District Export Council/Committee
District Export Councils	Contact Information
District Export Councils	Contact Information
District Export Councils	Contact Information
District Export Councils	Organizational Information
District Export Councils	Export Data
District Export Councils	Export Data
District Export Councils	Export Data
Events & Activities Questions	Organizational Information
Events & Activities Questions	Organizational Information
Events & Activities Questions	Organizational Information
Events & Activities Questions	Export Data
Events & Activities Questions	Export Data
Export Management Company	General Information

WGR	General Information
WGR	Organizational Information
WGR	Website Data
REC (Rural Export Center)	Organizational Information
REC (Rural Export Center)	Organizational Information
REC (Rural Export Center) REC (Rural Export Center)	Organizational Information Organizational Information
REC (Rural Export Center)	Organizational Information
REC (Rural Export Center) REC (Rural Export Center)	Organizational Information
RAISE REC (Rural Export Contor)	Marketing Data Organizational Information
RAISE	Organizational Information
RAISE	Organizational Information
RAISE RAISE	Product/Service Data Organizational Information
RAISE	Marketing Data
RAISE	Marketing Data
RAISE	Contact Information
Export Management Company Export Management Company	Export Data General Information
Export Management Company	General Information
Export Management Company	General Information
Export Management Company	Product/Service Data
Export Management Company Export Management Company	General Information General Information

WGR	Website Data
WGR	General Information
WGR	General Information
EMC	Organizational Information
EMC	Finance Data
EMC	Organizational Information
EMC	Organizational Information
EMC	Organizational Information
EMC	Export Data
EMC	Export Data
EMC	Organizational Information
EMC	Organizational Information
EMC	District Export Council/Committee
EMC	General Information
Education Global Team	Minarity Data
	Minority Data
Advacacy Questiennaire	Draiget Data
Advocacy Questionnaire	Project Data
Advocacy Questionnaire	Project Data

Advocacy Questionnaire	Project Data
Advocacy Questionnaire	Project Data
Advocacy Questionnaire	General Information
Advocacy Questionnaire	General Information
Advocacy Questionnaire Advocacy Questionnaire	Export Data Project Data
Advocacy Questionnaire	Project Data
Advocacy Questionnaire	Project Data

Content

CAS # (Chemical Abstract Service Number) under the Organization Questions/Data

Product description (*e.g.,* physical characteristics, **CAS #**, function, application, principal or end use within the critical sector, etc.)

What is the relevant supply chain sector

What is the relevant supply chain subsector (if any)

Resume/Bio

Please Select Your District Export Council/Committees

Please enter your name as you would like us to use it: Prefix, First Name, Middle Initial or Name (if used), Last name, Suffix (if used)

In one brief sentence, please describe your work.

Please provide your work contact information. You may use a personal email address if preferred. Your Position, Company/Organization Name, Business Address, City, State, Zip Code, Email, Phone Number, Compay/Organization website

Please select your industry, Please select one or more...Aerospace, Agribusiness, Automotive, Builiding Products and Construction, Chemicals, Consumer Goods, Defense Products, E-Commerce, Education, Energy including Renewable, Environmental Industries, Financial Services, Franchising, Government (state or local government agency), Health and Medical, Information and Telecom, Logistics, Machinery, Manufacturing, Media and Entertainment, Metals, Professional Services, Technology, Textiles and Apparel, Travel and Tourism, Transportation

Please indicate any professional expertise that might be useful for counseling exporters. Please select one or more...Accounting/Taxes, Compliance/Export Controls, Documentation, Export Readiness Counseling, Free Trade Agreements, Identifying/Qualifying International Buyers, General Legal/Intellectual Property/Partnership Agreements, Logistics/Supply Chain, Marketing/Social Media/eCommerce, Market Research/Market Entry Strategies, Methoids of Payment/Finance/Insurance, Trade Policy, Standards/Product Registration/Certification

Please indicate any regional expertise that might be useful in counseling exporters. Please select one or more...North America (Canda and Mexico), Central & South America & Caribbean, Africa & The Middle East, Europe and Eurasia, China, Asia and Oceania

Please provide a brief statement with your qualifications to be a DEC Member. You may include: Awards received or professional honors, Trade issues you are interested in, Other community work. You may include information regarding diversity or traditional under-representation in business, especially if you feel it would help connect with relevant business communities. Per the DEC Manual, you must disclose if you represent one or more foreign governments, including as Honorary Consuls, or are employed by an entity owned by or affiliated with a foreign government. This may disqualify you from appointment to a DEC. Determination of eligibility is made on an individual basis based on the individual's ability to carry out the duties of a DEC Member representing solely the interests of the U.S. exporting community without the influence of foreign government interests, as well as the potential of the foreign appointment to raise appearance issues.

Does your company file reports with the Securities and Exchange Commission?

Is this business a U.S. subsidiary of a foreign-owned company?

Number of U.S. employees

Total number of countries currently exporting to

Top three countries of export for the previous four years

Would your company like to continue to be listed in the EMC Directory? (Y/N)

What has been your experience regarding the EMC Directory?

Would you be willing to provide a public testimonial? (Y/N)

Do you take possession of the client's products? (Y/N)

Would you like to add additional industries to your listing?

Would you like to add additional specializations to your listing?

Would you like to add additional export regions to your listing?

Please provide any additional information:

Position

What are you hoping to accomplish with market research? (Find new markets, expand current markets, etc. Please add specific details when possible.)

Please list here any hyperlinks for marketing materials (e.g. links to online .pdf brochures, online videos, etc.). If you prefer, please email any materials to your local contact along with this form.

What are the unique advantages of your product or service? What is your value proposition to your customers?

What are the characteristics of your best customers?

Please provide links to 3 companies who exemplify your ideal client (even if they are US based companies)

Please provide links to top competitors

What market information will be most useful for you? What are factors that predict a good market for you?

Name of the Foreign Company

Website of the Foreign Company

Address of the Foreign Company

Contact Name(s) of the Foreign Company

Email of Contact of the Foreign Company

Phone of Contact of the Foreign Company

Would you like us to look for any specific concerns regarding the foreign company?

From your website's analytics, please provide:

Number of International site visitors last year: this year:

Number of International prospects (email addresses collected) last year: this year:

International sales revenue via website in the last year: this year:

How much does your company spend on digital marketing per year?

Do you sell your product/service via your website, or do you utilize a third-party platform (e.g.,

Amazon, Ebay, Tmall, Flipcart, etc)? If you use a third party, what platform can your products be purchased from?

Do you have distributors selling your product/service online?

International Sales: last year: this year:

Site Session TIme: last year: this year:

Company Activity: (Please select all that apply)

- Manufacturer
- Distributor/Representative
- Export Management Company
- Service Company
- Franchiser
- Other (specify):

Are you currently working with a U.S. Local Trade Office? (Y/N) If yes, please provide the City and the name of the Trade Specialist: How much money/time has your company spent on website improvements since receiving the WGR?

Would you be interesting in providing a testimonial to be published on Trade.gov? (Y/N) Please provide any additional feedback on the WGR Service:

Number of Years in Business

Average Annual Revenue: Less than \$1 Million, \$1-3M, \$3M+

Industry or Industries Served: Agriculture, Alcohol, Apparel, Automotive, Aviation, Construction, Chemicals, Children's Products, Crafting, Diverse, Education, Electronics, Fertilizer, Finance, Food Service, Food/Beverage/Groceries, Health Care, HVAC, Industrial Products, Infrastructure, Lawn and Garden, Logistics, Manufacturing Equipment, Marine, Mining/Minerals, Oil and Gas, Personal Care, Pet/Animal Care, Power and Energy, Pharmaceutical, Rail, Technology, Transportation, Water/Wastewater, Weapons

If another industry, please explain:

As an EMC, what services do you provide to your clients?

Primary Export Regions/ Countries

Secondary Export Regions/ Countries

Current Clients or References (2 or 3):

Local Trade Specialist:

Are you a member of the District Export Council/Committee? (Y/N)

Additional Information:

If Minority Serving Institution, please select the category or categories with which you most closely identify. Please check all that apply.

Asian American and Native American Pacific Islander-Serving Institution (AANAPISI)

Alaska Native and Native Hawaiian-Serving Institution (ANNH)

Historically Black Colleges and Universities (HBCU)

Hispanic-Serving Institution (HSI)

Native American-Serving Nontribal Institution (NASNTI)

Predominantly Black Institutions (PBI)

Tribal Colleges and Universities (TCU)

What is the current status of the project? Please include interactions with the U.S. embassy/consulate in-country and foreign government decision-makers, and other project particulars such as requests from the foreign government for information, proposal, or quotation.

Please provide the specific timeframe of any project milestones. In addition to estimated final award date, please include interim milestones and associated dates (if known) such as tender release, bid submission, or downselection.

Interim Milestone(s) and Associated Date(s): Estimated Final Award Date: Please identify which of the project goods and/or services will be U.S.-sourced and from which U.S. state orterritory they will be exported:

a)U.S.-Sourced Goods and/or Services Provided by the Applicant: (list of Goods or Services and their U.S. State/Territory)

b)U.S.-Sourced Goods and/or Services Provided by Other Companies: (list of Goods or Services, Company, and U.S. State/Territory)

**TO BE REMOVED** c) From which U.S. state(s) would exports be made, should the applicant be awarded the project? (If needed, list any additional states in a separate attachment.) State: State: State: State: State: State: State:

# TO BE REMOVED: d) & e)

Please identify which of the project goods and/or services are foreign-sourced:

a) Foreign-Sourced Goods and/or Services Provided by Applicant: (list of Goods or Services, Company, Country)

b) Foreign-Sourced Goods and/or Services Provided by Other Companies:(list of Goods or Services, Company, Country)

Is the Applicant bidding as part of a partnership, consortium, joint venture, or other form of associationwith other companies? (Yes/No)

a)If yes, please list below (If needed, list any additional partners in a separate attachment.): Partner 1: Company Name, Company Nationality, Role of Partner, Contact Name, Contact Title, Telephone, Email Address

Partner 2: Company Name, Company Nationality, Role of Partner, Contact Name, Contact Title, Telephone, Email Address

Partner 3: Company Name, Company Nationality, Role of Partner, Contact Name, Contact Title, Telephone, Email Address

Advocacy Type: a) Is this a request for (please check only one): Commercial (non-Defense) Advocacy?, Defense Advocacy?

b) If this is for Defense Advocacy, is this a (please check only one): Foreign Military Sale (FMS)?, Direct Commercial Sale (DCS)?, **Hybrid (FMS/DCS)**, To be Determined

Export Licensing: a) Are there items or technology to be exported in connection with the project that require U.S. Government marketing or export license? (Yes/No) b) If yes, please list the license and /or application number(s) and status: **(required)** License/Application Number(s): Status of Application**(s)**:

How will the project be financed (if known)?

Is the project financed by any of the following Multilateral Development Banks (MDBs): World Bank (WB), Inter-American Development Bank (IDB), African Development Bank (AfDB), European Bank for Reconstruction and Development (EBRD), or the Asian Development Bank (ADB)? (Yes/No/**Not Sure**)

a) If yes, please specify the MDB:

Is the U.S. Trade and Development Agency (USTDA) providing support for the project? (Yes/No/Not Sure)

a) If yes, please indicate whether USTDA project support is through feasibility studies, training grants, or other assistance **(if known)**:

b) If no, please indicate whether the Applicant or any of its partners plan to seek or would like assistance in seeking support from USTDA for the project: (Yes/No)

Status	Recommender
	Alysha Taylor (3/8)
	Alysha Taylor (3/8)
	Alysha Taylor (3/8) Alysha Taylor (3/8)
	Leo Kim
	Laura Barmby
	Laura Barmby
	Laura Barmby
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	Laura Barmby
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	Carlos Ortiz

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Jason Capehart
Jason Capehart
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Revised	Jason Capehart
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	Jason Capehart
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	lagan Canabart
	Jason Capehart
	Jason Capehart
	Jason Capehart
	Jason Capehart
	Jason Capehart

Sponsor/Stakeholder	Business U
Alysha Taylor	I&A
Amy Freedman	OCFAO
Blanche Ziv	I&A
Brendan Millan	CX
Cairo Jenning	OGC
Carlos Ortiz	OSE
David Nufrio	GM
David Weil	GM
Eric Johnson	GM
Ericka Ukrow	CX
lan Garner	GM
James Bledsoe	GM
Jason Capehart	GM
Jeffrey Odum	I&A
John Seo	GM
Karen Ballard	GM
KATHRYN KRISHNAN	E&C
Laura Barmby	GM
Lauren Gramp	CX
Nakuma Wani-Kenyi	OGC
Pinki Thakker	GM
Timothy Lord	GM
Stephanie Zable	OGC

Title
(Sr. Director)
(Deputy Director of OIE)
(GM Director OSE)
Advocacy
Mindi Hertzog is contact now?
(Director of Communications & Digital Strategy)

\_

(Director of Communications & Digital Strategy)

Notes
Confirmed no changes/additions necessary. 7/29

free to share this request to other offices that can contribute. Response by end of Aug

just. 60day ends Sept 8.

Instrument
Applications for Designation of a Fair
Application Form for Philippines Presidential Trade and Investment Mission
Business Service Provider (BSP) Form
Company Questionnaire
Featured U.S. Exporter (FUSE) Registration
Service Request Form_ICP
WGR Company Intake Questionnaire
Application for Certified Trade Mission (CTM)
U.S. Commercial Service Company Questionnaire for Tourism Industry
Educational Institutions Company Questionnaire
Franchisor Service Questionnaire_2020
Advocacy Questionnaire 2025
Service Request Form (SCP)
Service Request Form (SLP)
WGR Intake Form (Educational Institutions)
WGR Gap Analysis Template (Educational Institutions)
E and E Star Award Application
New District Export Council Member Application
2024 IA Annual Customer Feedback Survey (0275)
EMC Directory Feedback Form

			Public Burden
Sponsor	Business Unit	Burden Hours	Statement
Jeffrey Odum	I&A	30min per	<b>Needs updating</b>
David Nufrio	GM	In circulation?	<b>Not PRA compl</b>
Carlos Ortiz	OSE	5min per	Needs updating
Carlos Ortiz	<b>OSE/USField</b>	10min per	Up to date
Carlos Ortiz	OSE	5min per	Needs updating
Carlos Ortiz	OSE	10min per	Needed
James Bledsoe	GM		Needed
Carlos Ortiz	OSE	60min per	Needs updating
Karen Ballard	GM	10min per	Needs updating
Pinki Thakker	GM	10min per	Needs updating
Eric Johnson	GM		Needed
Jason Capehart, Timothy Lord	Advocacy	250 (yearly)	Yes
Carlos Ortiz	OSE		
David Weil	SelectUSA		
James Bledsoe	GM		
James Bledsoe	GM		Needs updating
Laura Barmby	GM		Needs updating a
Laura Barmby	GM		
Kate Von Richthofen	I&A	16.67 annually	No
Carlos Ortiz			

Form

Blank Application For Designation Of A Fair.pdf

PTIM Company Application Form - v.12.20.23 Draft - OGC Review.docx Business Service Provider (BSP) Form 0625-0143.pdf

Company Questionnaire.pdf (2025)

Featured U.S. Exporter (FUSE) Registration Service.pdf

Service Request Form\_ICP.pdf

WGR Company Intake Questionnaire 2.0.docx

Application for Certified Trade Mission (OCT2017).pdf

U.S. Commercial Service Company Questionnaire for Tourism Industry.pdf

Educational Institution (Company) Questionnaire-2024.pdf

Franchisor Service Questionnaire\_2020.pdf

Advocacy Questionnaire 2025

Service Request Form (SCP)

WGR Intake Form (Educational Institutions) WGR Gap Analysis Template (Educational Institutions)

E and E Star Award Application expires 2024.pdf

2024 IA Annual Customer Feedback Survey.docx

#### Status

# Has old OMB # on it, no expiration date.

Needs review

# Needs expiration date updated

Updated

Standard Company Questionnaire being used in its place since decommissioning of

Needs expiration date updated

Needs expiration date and OMB control #

Needs expiration date updated

Needs expiration date updated

Needs expiration date updated. Has Qs to be updated per Eos.

Internal? No OMB Control No. or date. Questions not in library.

#### Needs expiration date updated

eMenu.