

**FARM SERVICE AGENCY  
ADDENDUM TO THE PROVIDER AGREEMENT  
TO ELECTRONICALLY FILE AND MAINTAIN  
TOBACCO WAREHOUSE RECEIPTS**

This Addendum between \_\_\_\_\_  
(Provider) and the Farm Service Agency (FSA) 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 tobacco electronic warehouse receipts issued under the United States Warehouse Act (USWA) and permits the Provider to accept the filing of electronic warehouse receipts from other than USWA licensed warehouse operators in such electronic data filing system. Such electronically filed warehouse receipts for tobacco 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**

FSA, 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 the CFS. The Provider shall ensure that all of these 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\*
- Receipt number and License type, US is 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
- Issuance date (date issuance batch file is received and accepted in the Providers system)
- Receipt status
- Indicate whether the receipt is "Not Negotiable", or "Negotiable" according to the nature of the receipt
- Cancellation date (date cancellation batch file is received and accepted in the Providers system)
- Name of warehouse
- Location of warehouse (City)
- Location of warehouse (State)
- Warehouse operator
- Location receipt issued (City)

Location receipt issued (State)  
Received from  
Holder  
Warehouse Code

The identification number given to each package  
Paper receipt number (if applicable)  
Received by Truck or Rail  
Receiving Charges Paid or Due  
Net weight  
Type, if applicable  
Grade  
Grade statement

**Indicate:** “Not graded on request of the depositor”, or “Grade determined by USWA licensed grader”.

Inspection certificate number (if applicable)  
Condition, if applicable  
Form, if applicable  
Name of person authorized to sign warehouse receipt  
Terms and conditions (Refer to Section III for USWA licensed warehouse operators and Section IV 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).

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

**B. Additional Information**

The Provider shall, at a minimum make the element listed below available to every USWA and non-USWA licensed warehouse operator issuing EWRs in the CFS. The Provider shall advise warehouse operators that it is the warehouse operator’s responsibility to supply the necessary data to complete this element. This addendum does not restrict the number of fields that may be made available to warehouse operators.

Commodity Credit Corporation (CCC) Agreement (Y or N)  
Quality factors applicable to the specific tobacco

**C. Required elements that can be modified without the warehouse operator being the holder**

FSA will allow the warehouse operator to modify the element, “receiving charges paid or due”, without being the holder of the EWR. The Provider shall notify the current holder of the EWR of any changes.

**D. 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**

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Upon request by FSA all transmissions of data shall be secured and transmitted via telecommunications hardware and software according to the requirements described in Attachment I Provider Specifications for interfacing with Warehouse Examiners' Communications Software (WECS).

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### **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.

Grade was determined by a "Grader licensed under the USWA" or "Not graded on request of depositor".

The grade or other class stated in this receipt is in accordance with the Official Tobacco Grading Standards of the United States. If the grade of tobacco is that for which no official tobacco 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 tobacco trade generally in the locality in which the warehouse is located, subject to the authorization of the FSA, or in the absence of these standards, in accordance with any standards authorized for the purpose by the FSA.

Whenever the grade is stated, the type, form, and condition must also be stated.

The applicable charges 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.

### **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 warehouse code 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".

Grade was determined by a grader licensed or approved under what laws or authority or "Not graded on request of depositor".

Grade was determined according to what standards.

Whenever the grade is stated, the type, form, and condition must also be stated.

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The applicable charges 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.

\_\_\_\_\_  
Provider

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Kansas City Commodity Office, FSA

\_\_\_\_\_  
Date

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the regulations at 7 CFR 735. The information will be used to complete the terms of a license and contract between the warehouse operator and the Deputy Administrator Commodity Operations. Furnishing the requested information is voluntary, however, without it, eligibility to become a provider under the United States Warehouse Act and the decision as to the applicant's eligibility for a provider agreement must be made in part on the basis of the information provided. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including: 18 U.S.C. 286, 287, 371, 641, 651, 1001, 1014, and 31 U.S.C. 3729, may be applicable to the information provided.

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 0560-0120. 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. **RETURN THIS COMPLETED FORM TO THE KANSAS CITY COMMODITY OFFICE, POST OFFICE BOX 419205, KANSAS CITY, MO 64141-6205.**