



## Web User Guide: Monthly Report Form

Instructions for providing P&SP-341 can be found in [Instructions For Monthly Report: Estimates of Swine to be Delivered Under Contract \(P&SP-341-A\)](#).

This guide provides supplemental information on submitting the form on the GIPSA website located at <http://scl.gipsa.usda.gov/>

To submit information on the web site, you will need a user name, password, and electronic signature ID. If you do not have this information, contact GIPSA at

USDA GIPSA  
Suite 317  
210 Walnut Street  
Des Moines, Iowa 50309

Or

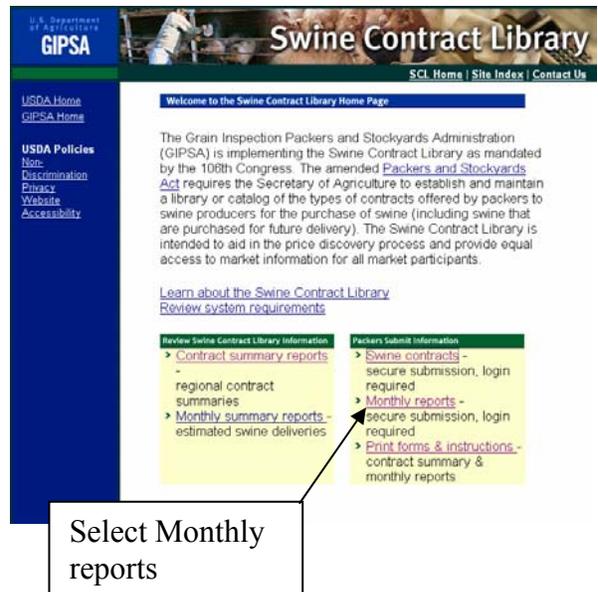
515-323-2501

Or

[SwineContractLibrary.GIPSA@usda.gov](mailto:SwineContractLibrary.GIPSA@usda.gov)

### How do I complete this form online?

On the Swine Contract Library Homepage (<http://scl.gipsa.usda.gov/>), select Monthly Reports under Packer Submit Information. The Login page will appear.



On the Login page, enter your user name and password; then select Continue. The Monthly Report general information page will appear.

Tab between the fields or select each field with your mouse.

Cancel will clear the user name and password.

Select Click here to view our Privacy Policy to view the USDA privacy policy page.

Select Forgotten your password? to contact GIPSA.

Select SCL Home to return to the Swine Contract Library Homepage.

Login

This is a secure session for submission of information for the Swine Contract Library. Ten minutes of inactivity will result in a warning message. The warning will give you 5 minutes to resume the session before automatically returning to the Swine Contract Library home page and losing all information from this session.

Enter your user name

Enter your password

Continue Cancel

[Click here to view our Privacy Policy](#)

[Forgotten your password?](#)

[SCL Home](#)

On the Monthly Report general information page, select submit a new Monthly Report. If you have previously saved a Monthly Report and wish to retrieve that information, select work on a "Saved" report. The Monthly Report introduction page will appear.

Select any of the questions for more information on that topic.

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### Submit Monthly Reports - Form P&SP-341

A separate report must be submitted for each plant. Provide estimates for each of the following 12 months for all existing contracts. Submit the report by the 15th of each month.

You can [submit a new Monthly Report](#) or [work on a "Saved" report](#)

You may review the questions below before you begin.

Select the question(s) of your choice

- [Do I need to submit monthly reports?](#)
- [What information do I need to submit and when is it due?](#)
- [What if a contract does not specify the number of head committed?](#)
- [When do I change previously reported estimates?](#)
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**Do I need to submit monthly reports?**

You must submit monthly reports if you are a packer purchasing at least 100,000 swine per year and slaughtering swine, or having swine slaughtered, at a federally-inspected swine processing plant that meets either of the following conditions:

(1) A swine processing plant that slaughtered an average of at least 100,000 swine per year during the immediately preceding 5 calendar years, with the average based on those periods in which the plant slaughtered swine, or

If you selected submit a new Monthly Report and had a previously saved report in the system, you will see this warning. If you wish to discard the previously entered data, select Submit a new

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### Warning!

You may only have one **Saved Monthly Report**. You can edit one that you previously saved or submit a new one. If you submit a new report your saved report will be deleted.

[Submit a new Monthly Report](#) | [Edit a Saved Monthly Report](#)

Monthly Report. If you wish to continue entering data on the previously save report, select Saved Monthly Report.

The Monthly Report introduction page contains basic information regarding completing the electronic form. You may also choose to print or download the form for hardcopy submission by selecting print the form.

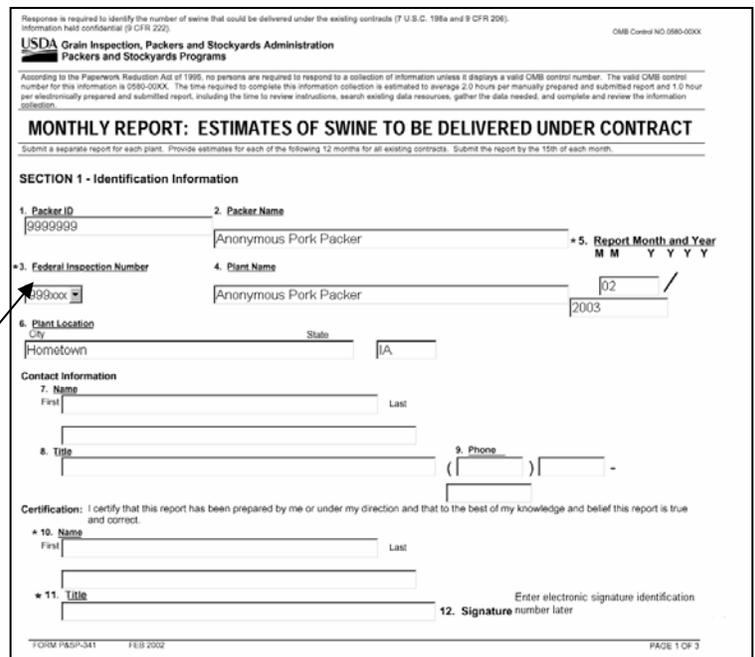
Select Continue to go to P&SP-341 page 1.



On P&SP-341 page 1, enter information into the appropriate fields. Move between fields by tabbing or select each field with your mouse. Notice that some fields have been filled from your login information.

If you represent a packer with more than one plant, select Federal Inspection Number of the plant for which you are submitting a monthly report. The plant name and location information will be updated.

Select Federal Inspection Number for the plant



The Report Month and Year, Federal Inspection Number, Certification Name and Title must be completed before moving to the next page of the form.

Select Continue on the bottom of the first page to continue to page 2 of the form.

Cancel clears all of the entries on this page.

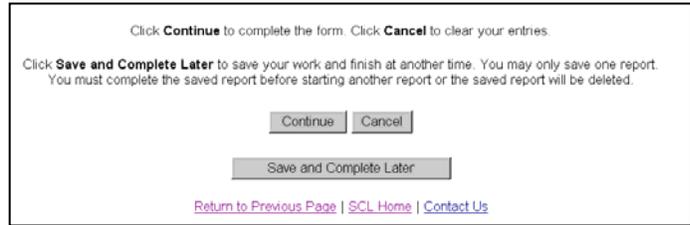
Save and Complete Later saves the information you have entered and allows you to complete the form at another time. If you select this option, a confirmation page will appear.

Return to Previous Page returns you to the Monthly Report introduction page.

SCL Home returns you to the Swine Contract Library Home Page

Contact Us opens an email form that allows you to contact GIPSA with any questions or concerns.

NOTE: Selecting Return to Previous Page, SCL Home, or Contact Us will clear all of the information you have entered. You must select Save and Complete Later if you wish to continue entering data for a specific plant at another time.



Save and Complete Later Confirmation Page

On page 2 of the form, enter the estimated number of swine to be delivered under existing contracts. Item 17, Available Contracts, must be completed for any contract type with non-zero entries.

Select Continue at the bottom of the page to go to page 3 of the form.

Packer ID and Federal Inspection Number prefilled

15. Month/Year		16. CONTRACT TYPES					
		Swine or Pork Market Formula with Ledger	Swine or Pork Market Formula without Ledger	Other Market Formula with Ledger	Other Market Formula without Ledger	Other Purchase Arrangement with Ledger	Other Purchase Arrangement without Ledger
03 / 03		0	0	0	0	0	0
04 / 03		0	0	0	0	0	0
05 / 03		0	0	0	0	0	0
06 / 03		0	0	0	0	0	0
07 / 03		0	0	0	0	0	0
08 / 03		0	0	0	0	0	0
09 / 03		0	0	0	0	0	0
10 / 03		0	0	0	0	0	0
11 / 03		0	0	0	0	0	0
12 / 03		0	0	0	0	0	0
01 / 04		0	0	0	0	0	0
02 / 04		0	0	0	0	0	0

17. Available Contracts

Yes	No										
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\* Available contracts means that producers may obtain this type of contract. Select Yes to indicate that this type of contract is currently available to producers.

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[Return to Previous Page](#) returns you to page 1 of the form.

The remaining buttons function the same as on page 1 of the form.

Click **Continue** to complete the form. Click **Cancel** to clear your entries.

Click **Save and Complete Later** to save your work and finish at another time. You may only save one report. You must complete the saved report before starting another report or the saved report will be deleted.

Continue Cancel

Save and Complete Later

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On page 3 of the form, enter the estimated maximum number of swine to be delivered under existing contracts. Complete item 22, Expansion Clauses in Contracts.

Select [Continue](#) to complete the report. The e-signature page will appear

Packer ID and Federal Inspection Number prefilled

USDA Grain Inspection, Packers and Stockyards Administration  
Packers and Stockyards Programs

18. Packer ID: 9999999 19. Federal Inspection Number: 9999000

**SECTION 3 - Estimated Maximum Number of Swine to be Delivered Under Existing Contracts**

20. Month/Year	21. CONTRACT TYPES					
	Swine or Pork Market Formula with Ledger	Swine or Pork Market Formula without Ledger	Other Market Formula with Ledger	Other Market Formula without Ledger	Other Purchase Arrangement with Ledger	Other Purchase Arrangement without Ledger
03 / 03	0	0	0	0	0	0
04 / 03	0	0	0	0	0	0
05 / 03	0	0	0	0	0	0
06 / 03	0	0	0	0	0	0
07 / 03	0	0	0	0	0	0
08 / 03	0	0	0	0	0	0
09 / 03	0	0	0	0	0	0
10 / 03	0	0	0	0	0	0
11 / 03	0	0	0	0	0	0
12 / 03	0	0	0	0	0	0
01 / 04	0	0	0	0	0	0
02 / 04	0	0	0	0	0	0

22. Expansion Clauses in Contracts:  1  2  3  1  2  3  1  2  3  1  2  3  1  2  3

\*\* Place a check in the boxes next to the appropriate codes to indicate the types of expansion clauses in use.  
 (1) Classes that allow for a range in the number of swine to be delivered  
 (2) Classes that require a greater number of swine to be delivered as the contract continues  
 (3) Other classes that provide or allow for expansion in the numbers of swine to be delivered

FORM P&SP-341 FEB 2002 PAGE 3 OF 3

Click **Continue** to complete the form. Click **Cancel** to clear your entries.

[Return to Previous Page](#) returns you to page 2 of the form.

The remaining buttons function the same as on page 1 of the form.

Click **Continue** to complete the form. Click **Cancel** to clear your entries.

Click **Save and Complete Later** to save your work and finish at another time. You may only save one report. You must complete the saved report before starting another report or the saved report will be deleted.

Continue Cancel

Save and Complete Later

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On the e-signature page, enter the electronic signature ID provided to you with your user name and password.

Select Submit to complete the submission process. A confirmation page will appear.

Cancel clears your e-signature.

SCL Home returns you to the Swine Contract Library Homepage.

Enter your Electronic Signature ID here

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### Submit Monthly Reports - Electronic Signature

Step 3 of 4

To ensure the security of this data you must enter your electronic signature identification number.

Step 4 of 4

Click **Submit** to submit your report. Click **Cancel** to clear the signature.

[SCL Home](#)

On the confirmation page, Return to SCL Home returns you to the Swine Contract Library Home Page.

Submit another Monthly Report returns you to the Monthly Report introduction page.

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## Swine Contract Library

### Submit Monthly Reports - Confirmation

You report has been submitted.

[Return to SCL Home](#) or [Submit another Monthly Report](#)