

Web User Guide: Example Contracts

Guidelines for providing example contracts can be found in [Guidelines for Providing Example Contracts, Completing the Optional Contract Submission Cover Sheet, and Documenting Verbal Contracts.](#)

This guide provides supplemental information on submitting example contracts 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

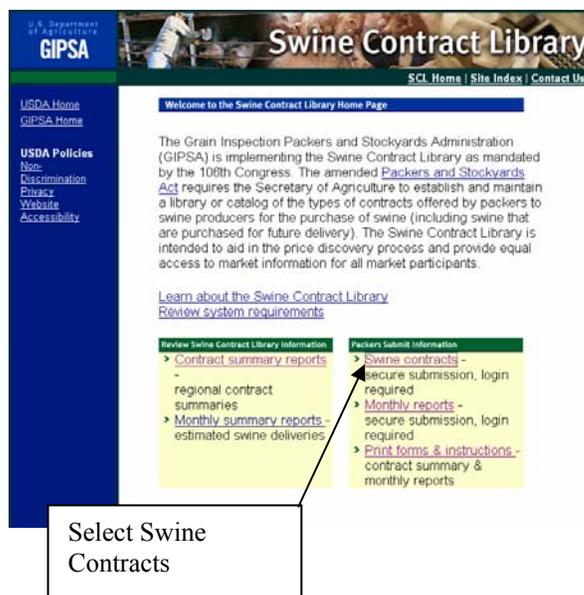
515-323-2501

Or

SwineContractLibrary.GIPSA@usda.gov

How do I submit example contracts online?

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



On the Login page, enter your user name and password; then select [Continue](#). The Plant identification 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.

On the Plant identification page select the Federal Inspection Number of the plant for which you wish to provide contract information. Select [Continue](#) when the correct information is displayed. The General Contract Information page will appear.

Select [Cancel](#) to clear your Federal Inspection Number choice.

Select [SCL Home](#) to return to the Swine Contract Library Homepage.

[Contact Us](#) takes you to the Contact Us page from which you can open an email form that allows you to contact GIPSA with any questions or concerns.

The packer ID, packer name, Federal Inspection Number, and plant name associated with your username are displayed. For packers with more than one plant, the Federal Inspection Numbers of all the plants will be listed in a drop down box.

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](#)

Plant Identification

You may submit example contracts for the following locations:

PACKER ID:

PACKER NAME:

Select a Federal Inspection Number

PLANT NAME:

PLANT LOCATION:

(This identification information will be transmitted to GIPSA with your submission.)

Select the plant for which you are submitting a contract, and then click **Continue**. Click **Cancel** to clear your entries.

Continue Cancel

[SCL Home](#) | [Contact Us](#)

How do I submit example contracts online without using the GIPSA guidelines?

On the General Contract Information page, select [Attach Files](#). The Submit Example Contracts page will appear.

Submit Example Contracts

To Complete Submission using GIPSA guidelines, select [Submit Optional Contract Submission Cover Sheet](#).

To go directly to contract submission, select [Attach Files](#).

Review the questions below before completing the contract submission process.

- [Do I need to provide swine contract information?](#)
- [What existing or available contracts do I need to provide?](#)
- [What criteria do I use to select example contracts?](#)
- [How and where do I send my contracts?](#)
- [What are the penalties for not complying?](#)

Do I need to provide swine contract information?

You must provide example contracts if you are a packer, as defined in 9 CFR 206.1, purchasing at least 100,000 swine per year and slaughtering swine 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
- (2) Any swine processing plant that did not slaughter swine during the immediately preceding 5 calendar years that has the capacity to slaughter at least 100,000 swine per year based on plant capacity information.

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On the Submit Example Contracts page, attach the file or files containing your example contract. Each example contract should be submitted separately. If the information for a single example contract is contained in several files, you may attach as many files as necessary on this page.

To locate a file on your system, enter the path in the Find File field or [Select Browse](#) to search your system. Once you have found the correct file, select [Attach](#). Repeat the process to attach additional files. If you inadvertently attach an incorrect file, highlight the file name and select [Remove](#).

Submit Example Contracts

Step 1 of 3

Attach the contract and all other relevant documents. Each example contract must be submitted separately. Attach relevant files to your example contract by repeating steps 2 and 3 as needed.

Use one of the following formats: Microsoft Word Document, ASCII text, RTF.

Step 2 of 3 **Step 3 of 3**

Click **Browse** to select the file, or type the path to the file in the box below.

Find File:

Click **Attach** to move the file to the Attachments box by clicking **Attach**.

Highlight a file name and click **Remove** to delete files from the list.

File transfer times vary (30 seconds up to 10 minutes).

Attachments:

Click **Continue** when you are done.

When all files for an example contract are attached, select [Continue](#). The Contract Submission Confirmation Page will appear.

[Return to Previous Page](#) returns you to the Contract introduction page.

[SCL Home](#) returns you to the Swine Contract Library Home Page

[Contact Us](#) takes you to the Contact Us page from which you can open 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.

On the confirmation page, [Return to SCL Home](#) returns you to the Swine Contract Library Home Page.

[Submit another Contract](#) returns you to the Contract introduction page.

Submit Example Contracts - Confirmation

The following files have been submitted. If there are any problems with your submission, you will be notified.

- PackerDueDate.DOC

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

How do I submit example contracts online using the GIPSA guidelines?

On the General Contract Information page, select [Submit Optional Contract Submission Cover Sheet](#) to provide contact and other information with your contract submission. The Contract submission introduction page will appear.

On the General Contract Information page, select any of the questions for more information on that topic.

The screenshot shows the 'Submit Example Contracts' page. A callout box points to the link 'Submit Optional Contract Submission Cover Sheet'. Another callout box points to a list of five questions: 'Do I need to provide swine contract information?', 'What existing or available contracts do I need to provide?', 'What criteria do I use to select example contracts?', 'How and where do I send my contracts?', and 'What are the penalties for not complying?'.

Submit Example Contracts

To Complete Submission using GIPSA guidelines, select [Submit Optional Contract Submission Cover Sheet](#).

To go directly to contract submission, select [Attach Files](#).

Review the questions below before completing the contract submission process.

- [Do I need to provide swine contract information?](#)
- [What existing or available contracts do I need to provide?](#)
- [What criteria do I use to select example contracts?](#)
- [How and where do I send my contracts?](#)
- [What are the penalties for not complying?](#)

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The Contract Submission Introduction page contains basic information regarding completing the optional cover sheet. You may also choose to print or download the optional cover sheet for hardcopy submission by selecting [print the cover sheet](#).

Select [Continue](#) to go to the Optional Contract Submission Cover Sheet page.

The screenshot shows the 'Submit Optional Contract Submission Cover Sheet' page. It includes instructions on how to use the optional cover sheet, a list of nine steps to follow, and a 'Continue' button. A 'Return to Previous Page' link is also visible at the bottom.

Submit Optional Contract Submission Cover Sheet

Use the optional cover sheet on the next page to submit online or [print the cover sheet](#) to submit a hardcopy.

Follow nine steps to submit the Optional Contract Submission Cover Sheet, Verbal Contract Optional Documentation Sheet and any necessary attachments online. The first step is listed on this page. Step 3 is only completed for verbal contracts.

Step 1 of 9

Complete the relevant fields on the optional cover sheet. Press the tab key to move between fields, or click in the desired field. If you would like an explanation of what is requested in a particular field, click on the field name.

[Continue](#)

[Return to Previous Page](#)

On the Optional Contract Submission Cover Sheet page, 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, you can select another Federal Inspection Number by returning to the SCL Homepage and selecting Swine Contracts again.

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

OPTIONAL CONTRACT SUBMISSION COVER SHEET

Identification Information

1. **Packer ID**

2. **Packer Name**

3. **Date of Submission** **MM** / **DD** / **YYYY**

4. **Federal Inspection Number**

5. **Plant Name**

6. **Plant Location** **State**

Contact Information

7. **Name**

8. **Title**

9. **Phone** () -

Contract Information

10. **Contract Name**
(A unique identifier for this contract. This will facilitate communication regarding this contract.)

11. **Date Effective** **MM** / **DD** / **YYYY**

12. **Submission Type** New Replacement Expired Withdrawal Of Offer

13. **Existing Contract Name**

14. **Is this a verbal agreement?** Yes No

15. **Signature**

16. **Name**

17. **Title**

Select **Yes** if you wish to use the Optional Verbal Contract Documentation Sheet

Step 2 of 9

Click **Continue** to complete the Optional Contract Submission Cover Sheet. Click **Cancel** to clear your entries.

Select Continue on the bottom of the page to move to the next step. If you selected Yes in item 14, the Verbal Contract Optional Documentation Sheet page will appear. If you selected No or made no selection in item 14, the Attach contract files page will appear.

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

[Return to Previous Page](#) | [SCL Home](#) | [Contact Us](#)

Cancel clears all of the entries on this page.

Return to Previous Page returns you to the Contract introduction page.

SCL Home returns you to the Swine Contract Library Home Page

Contact Us takes you to the Contact US page from which you can open 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.

On the Verbal Contract Optional Documentation Sheet page, enter descriptions of terms from verbal contracts.

Packer ID, Packer Name, Federal Inspection Number, and Plant Name prefilled

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

**Verbal Contract
Optional Documentation Sheet**

1. Packer ID: 9999999
2. Packer Name: Anonymous Pork Packer
3. Federal Inspection Number: 9999999
Plant Name: Anonymous Pork Packer

5. Base Price Determination
6. Application of Ledger
7. Carcass Merit Premiums and Discounts
8. Noncarcass Merit Premiums and Discounts
9. Length of Agreement
10. Other Provisions

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Select Continue on the bottom of the page to move to the next step. The Attach contract files page will appear. To complete the submission without attaching files, select Continue on the Attach contract files page.

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

[Return to Previous Page](#) | [SCL Home](#) | [Contact Us](#)

The remaining buttons function the same as on the Optional Contract Submission Cover Sheet page.

The process for attaching files is the same as the steps shown described on page 3 of the Web User Guide. Steps 4, 5, and 6 on this page correspond to steps 1, 2, and 3 as shown on page 3.

When submitting the cover sheet with files, the e-signature page will appear when you select Continue (Step 7).

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.

Submit Optional Contract Submission Cover Sheet -
Electronic Signature

Step 8 of 9

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

Step 9 of 9

Click **Submit** to submit the optional contract submission cover sheet, the verbal contract optional documentation sheet (if verbal contract), and the attached files. Click **Cancel** to clear the signature.

Enter your electronic signature ID

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

Submit another Contract returns you to the Contract introduction page.

Submit Optional Contract Submission Cover Sheet -
Confirmation

The following files have been submitted. If there are any problems with your submission, you will be notified.

- Print Forms.txt

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