

Need Help? Procedures

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Where to Start

How do I create an account with Food Export?

1. Proceed to the [New Visitor Registration](#).
2. Type your organization name into the box.

3. If your organization does exist, its name will show up in red below along with the organization's headquarters state. Click the organization name to join this organization.

Name	State
Test Organization 1	IL
Test Organization 1	IL

Existing Organization Window

You are creating an account and joining it to **Test Organization 1**.

Your account will have to be approved by **Test Organization 1's** Account Administrator before you will have access.

Only click Continue if you are authorized to join to **Test Organization 1's** Account.

[Cancel](#) [Agree and Continue](#)

A pop-up window will appear. This pop-up explains that you will join the organization record, but your account will need to be approved by the account administrator for your organization. This approval will occur after you create your account. If you choose to continue, please click Agree and Continue.

4. Enter in your individual information.

ACCOUNT INFORMATION
Enter your username, email, and password below.

Username

! The Username field is required.

Email Address

! The Email Address field is required.

Please note that you can choose any username. If your username is already taken, you will be alerted via text below the box. ! Username is in use.

You will also be alerted if your email address is already taken. If you enter a username or email address that's already taken, you'll need to enter something new in each box.

ADDRESS

Copy address from organization information previously entered

309 W Washington St

Address Line 2

Address Line 3

Chicago

IL 60606-3217

UNITED STATES

Province

You can copy the address from the organization record if that is your mailing address. If you choose to copy the org address, it will appear but not allow you to make any changes. You can also copy your contact information from the organization record. If you enter a new address, you will be prompted on the next page to verify this address.

Address Recommendation

Address you entered	Recommended address
309 W Washington St Ste 600 Chicago, IL 60606 UNITED STATES	309 W Washington St Ste 600 Chicago, IL 60606-3206 UNITED STATES
Use this address	Use this address
Return to previous step	

- Once you enter in your information, you've created an account! You'll receive a confirmation email from info@foodexport.org confirming your Online Account Request. Please note that although you can log into [My Food Export Portal](#) immediately, you are not immediately able to register for activities other than webinars and seminars. Food Export and the account administrator for your organization must approve your record. This can take up to two business days, at which point you'll be contact via phone or email that your account is fully activated.
- If your organization does not appear in the box, you will need to create a new organization record. Please click "If your organization was not listed, please click here to create an account and add your organization."

Find my organization

Before you create an account, let's make sure your organization doesn't already have an account.

Name	State
<div style="border: 2px solid red; display: inline-block; padding: 2px;"> If your organization was not listed, please click here to create an account and add your organization. </div>	

You must certify that you're authorized to create an account for your organization by clicking "Agree and Continue".

Organization Confirmation

You are creating an account for **My Food Export Company**.

By doing so you are asserting that you are authorized to do so on behalf of **My Food Export Company**.

- Please enter in the contact information **for your organization**. The highlighted fields below are required.

ADDRESS	CONTACT INFORMATION
<input style="width: 95%;" type="text" value="Mailing Address"/> <div style="background-color: yellow; padding: 2px; margin-bottom: 5px;"> ⓘ The Mailing Address field is required. </div> <input style="width: 95%;" type="text" value="Address Line 2"/> <input style="width: 95%;" type="text" value="Address Line 3"/> <input style="width: 95%;" type="text" value="City"/> <div style="background-color: yellow; padding: 2px; margin-bottom: 5px;"> ⓘ The City field is required. </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input style="width: 95%;" type="text" value="State"/> </div> <div style="width: 45%;"> <input style="width: 95%;" type="text" value="Postal Code"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input style="width: 95%;" type="text" value="UNITED STATES"/> </div> <div style="width: 45%;"> <input style="width: 95%;" type="text" value="Province"/> </div> </div>	<input style="width: 95%;" type="text" value="Phone Number"/> <input style="width: 15%; margin-left: 10px;" type="text" value="Ext."/> <div style="background-color: yellow; padding: 2px; margin-bottom: 5px;"> ⓘ The Phone Number field is required. </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 95%;"> <input style="width: 95%;" type="text" value="UNITED STATES"/> </div> <div style="width: 5%;"> <input style="width: 95%;" type="text" value="v"/> </div> </div> <input style="width: 95%;" type="text" value="Fax"/> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 95%;"> <input style="width: 95%;" type="text" value="UNITED STATES"/> </div> <div style="width: 5%;"> <input style="width: 95%;" type="text" value="v"/> </div> </div> <input style="width: 95%;" type="text" value="Company Website URL"/>

- The system will recommend that you use the validated address listed as the "Recommended address". If the recommended address is not correct, you can click "Use this address" for the Address you entered. If neither

address is correct, you can choose “Return to the Previous Step” to enter your correct organization address.

Address Recommendation	
Address you entered	Recommended address
309 W Washington St Ste 600 Chicago, IL 60606 UNITED STATES	309 W Washington St Ste 600 Chicago, IL 60606-3206 UNITED STATES
Use this address	Use this address
Return to previous step	

9. You’ll then enter in your individual information.

ACCOUNT INFORMATION
Enter your username, email, and password below.
<input type="text" value="Username"/>
ⓘ The Username field is required.
<input type="text" value="Email Address"/>
ⓘ The Email Address field is required.

Please note that you can choose any username. If your username is already taken, you will be alerted via text

below the box. ⓘ Username is in use.

You will also be alerted if your email address is already taken. If you enter a username or email address that’s already taken, you’ll need to enter something new in each box.

ADDRESS
<input checked="" type="checkbox"/> Copy address from organization information previously entered
<input type="text" value="309 W Washington St"/>
<input type="text" value="Address Line 2"/>
<input type="text" value="Address Line 3"/>
<input type="text" value="Chicago"/>
<input type="text" value="IL"/> <input type="text" value="60606-3217"/>
<input type="text" value="UNITED STATES"/>
<input type="text" value="Province"/>

You can copy the address from the organization record if that is your mailing address. If you choose to copy the org address, it will appear but not allow you to make any changes. You can also copy your contact information from the organization record. If you enter a new address, you will be prompted on the next page to validate this address.

10. Now you’ll create an organization profile. Choose the option that best describes your organization. Once you choose an option, please click “Continue”. To return to the previous steps, choose an option and click “Previous”.

Organization Profile

Which of the following best describes your organization?

Food manufacturers or processors, independent growers, export trade organizations, wholesalers/brokers, and producer cooperatives
(U.S. SUPPLIER)

Association, agency, or other organization serving the food industry, such as federal or state agencies, U.S. Export Assistance Centers, and food trade organizations
(PARTNER)

International Buyer of U.S. Food and agricultural products
(BUYER)

Vendor providing export-related services
(VENDOR)

Previous **Continue**

11. In the Supplier Profile, all bolded fields are required. Please note that while there are five pages to complete, only the first page of information are required. You can move between the pages by clicking “Next” when you’re done with a page or by clicking the page header.

Please provide further details:

I recently met a buyer from Canada who would like to order from me. I need help responding to this buyer inquiry.

Next »

Company Description

Additional Information (Highly Recommended)

Export Interest and Experience

Market Access Program Participation

Previous **Continue**

12. For Company Description, write a brief description of your company appropriate for potential customers.

Company Description

Please provide a general description of your business appropriate for potential customers:

« Previous **Next »**

13. For Additional Information (Highly Recommended), this information is not required.
14. For Export Interest and Experience, you can choose the region/countries where you currently export or are interested in exporting to. Please note that if you answered no to the question “Are you currently exporting?” in the Company Profile page, these boxes will be greyed out, and you will not be able to check these boxes. You can click the “+” next to each region to choose a specific country in that region.

Export Interest and Experience

Please select which region/countries you are either current exporting or interested in exporting.

Region	Currently Exporting	Interested in Exporting
+ Asia Pacific	<input type="checkbox"/>	<input type="checkbox"/>
+ Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
+ Central America	<input type="checkbox"/>	<input type="checkbox"/>
+ Europe	<input type="checkbox"/>	<input type="checkbox"/>
+ Middle East	<input type="checkbox"/>	<input type="checkbox"/>
+ North Africa	<input type="checkbox"/>	<input type="checkbox"/>
- North America	<input type="checkbox"/>	<input type="checkbox"/>
CANADA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MEXICO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ South & Central Asia	<input type="checkbox"/>	<input type="checkbox"/>
+ South America	<input type="checkbox"/>	<input type="checkbox"/>
+ Sub Saharan Africa	<input type="checkbox"/>	<input type="checkbox"/>

« Previous Next »

15. For Market Access Program Participation, answer the question as to whether or not you've worked with another group utilizes MAP funding. To see a list of food industry groups that utilize MAP funding, answer yes to the question. If you answer yes, you must choose the organization with which you worked previously.

Market Access Program Participation

Have you participated in, or actively work with, another food industry group that receives Market Access Program (MAP) funding?

Yes

If so, which of the following organization?

<input type="checkbox"/> Alaska Seafood Marketing Institute	<input type="checkbox"/> Almond Board of California
<input type="checkbox"/> American Hardwood Export Council	<input type="checkbox"/> American Peanut Council
<input type="checkbox"/> American Seed Trade Association	<input type="checkbox"/> American Sheep Industry Association
<input type="checkbox"/> American Soybean Association- WISHH	<input type="checkbox"/> APA- The Engineered Wood Association
<input type="checkbox"/> Blue Diamond Almonds	<input type="checkbox"/> Brewers Association
<input type="checkbox"/> California Agricultural Export Council	<input type="checkbox"/> California Cherry Advisory Board
<input type="checkbox"/> California Cling Peach Board	<input type="checkbox"/> California Dried Plum Board

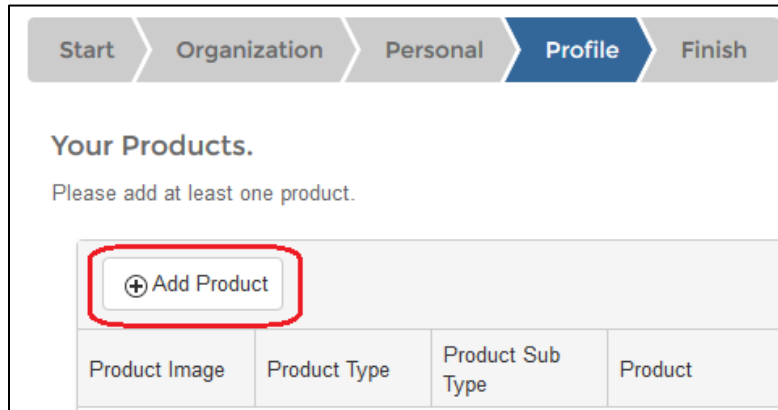
« Previous Previous Continue

16. Once you've completed the Company Profile, choose "Continue". If you forgot any fields, the page where you forgot the field will reopen, and an error message will appear in yellow until you complete the field.

Please select at least one. If so, which of the following organization?

17. If you are a supplier, you must add a product in order to complete your account. Click "Add Product", and a pop-up window will appear in which you will enter product information. Please note that while there are five pages

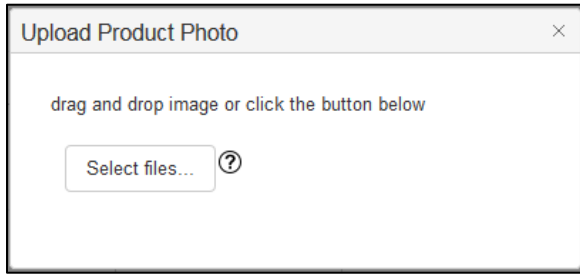
to complete, only the first page of information are required. You can move between the pages by clicking “Next” when you’re done with a page or by clicking the page header. All product information can be edited once your account is created.



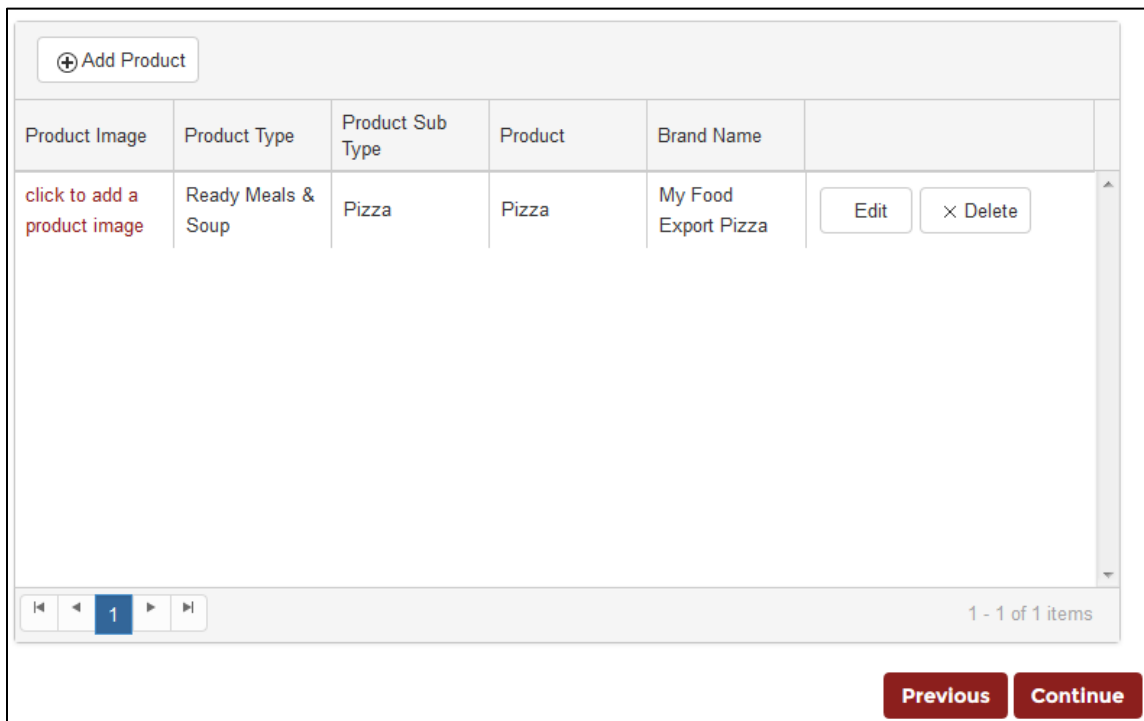
18. All bolded fields are required in the product pop-up.

19. Please choose a product type, sub-type, and product that best fits your product. If you do not own the brand, click “no” for “Do you own this brand?”. You’ll be required to enter the Brand Owner’s name.
20. For Industry Segments, choose the most appropriate segment(s) for your product.
21. For Label Claims, choose the most appropriate claim(s) for your product. If you have a Label Claim that is not listed, please add it in the Product Description field under “Brand Information.
22. For Channels, choose the most channel(s) for your product.

23. For Label Languages, choose the language(s) that are available for your label at this time.
24. Please enter any information in the fields for Additional Information (Recommended). You are not required to upload a product image, but you may choose to do so. We recommend that the image be 600 by 600 pixels for the best formatting results. Acceptable image formats include .jpg, .jpeg, .gif, and .bmp.



25. Once you've finished entering product information, click "Create". The pop-up will close, and a summary of the product information will show in the product table. You can enter as many products as you wish. Once you've finished, click "Continue".



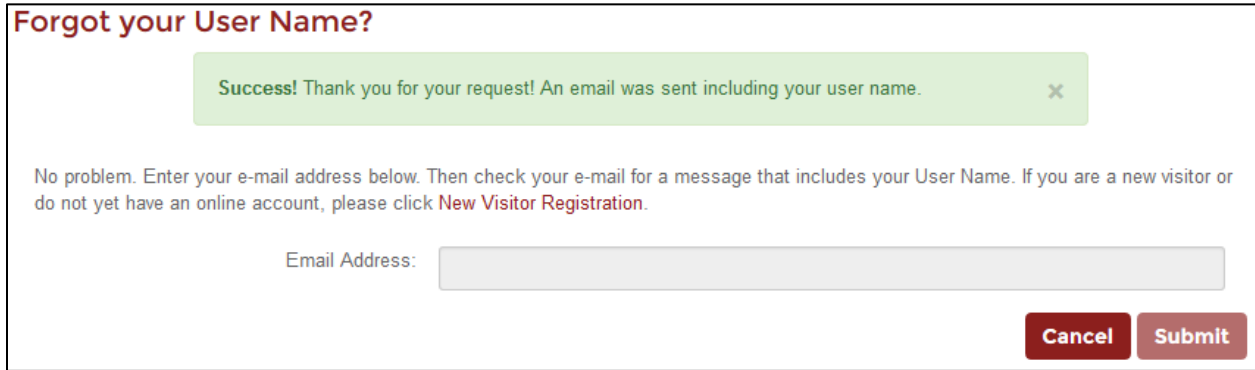
26. Once you enter in your information, you've created an account! You'll receive a confirmation email from info@foodexport.org confirming your Online Account Request. Please note that although you can log into [My Food Export Portal](#) immediately, you are not immediately able to register for activities other than webinars and seminars. Food Export must approve your record. This can take up to two business days, at which point you'll be contact via phone or email that your account is fully activated.

What if I forgot my username and/or password?

If you are unable to log into [My Food Export Portal](#) ***because you forgot your username:***

1. Please click [Forgot User Name?](#).
2. Enter your email address and click Submit. This will generate an email to you with your username. If clicking Submit was a success, you'll see a green text box notifying you. If this green text box appears, but you do not

receive an email, check all spam and junk inboxes for this email. The email will come from info@foodexport.org and is titled **Food Export User Name Request**.



Forgot your User Name?

Success! Thank you for your request! An email was sent including your user name. ✕

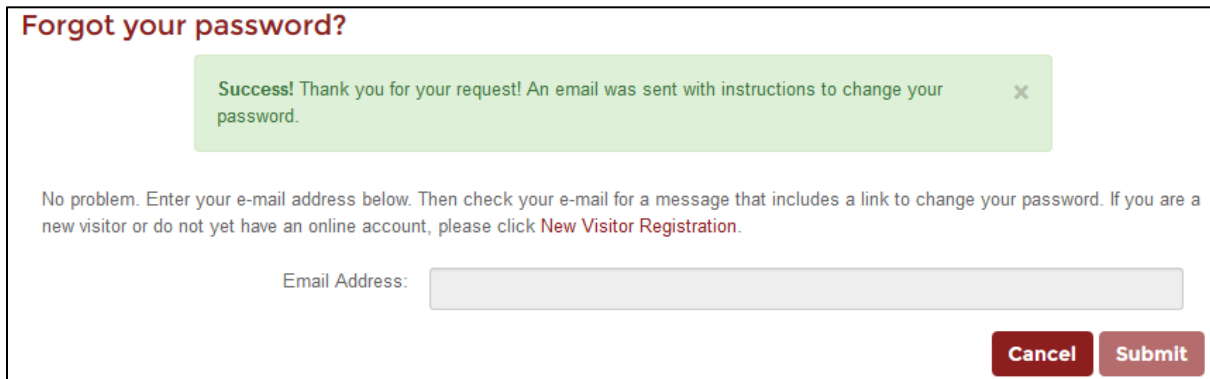
No problem. Enter your e-mail address below. Then check your e-mail for a message that includes your User Name. If you are a new visitor or do not yet have an online account, please click [New Visitor Registration](#).

Email Address:

3. Follow the link in the email to log in with your username, which is provided in the email.

If you are unable to log into [My Food Export Portal](#) ***because you forgot your password:***

1. Please click [Forgot Password?](#).
2. Enter your email address and click Submit. This will generate an email to you with a link to change your password. If clicking Submit was a success, you'll see a green text box notifying you. If this green text box appears, but you do not receive an email, check all spam and junk inboxes for this email. The email will come from info@foodexport.org and is titled **Request to Reset Food Export Password**.



Forgot your password?

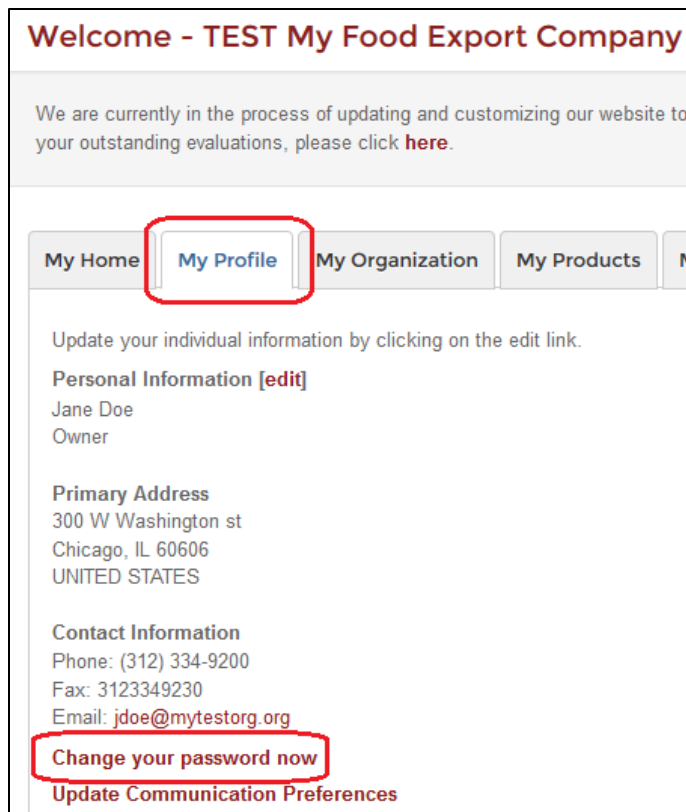
Success! Thank you for your request! An email was sent with instructions to change your password. ✕

No problem. Enter your e-mail address below. Then check your e-mail for a message that includes a link to change your password. If you are a new visitor or do not yet have an online account, please click [New Visitor Registration](#).

Email Address:

3. Follow the link in the email to reset your password.

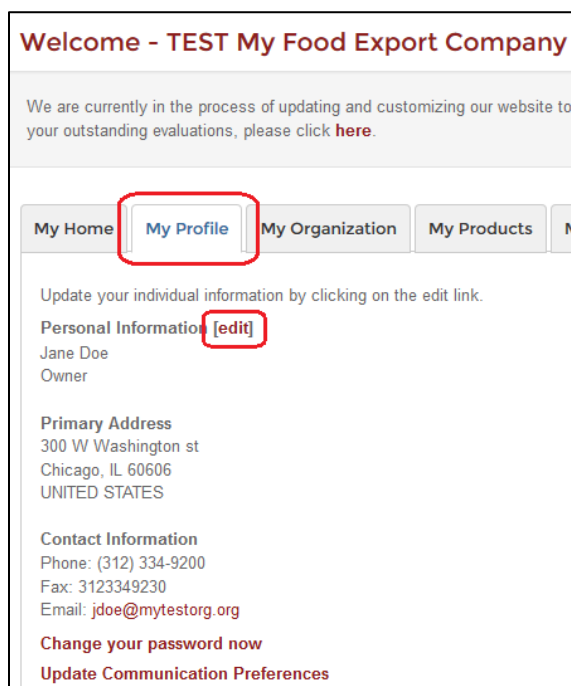
If you are logged in and would like to change your password, proceed to [My Food Export Portal](#). In the My Profile tab, click the maroon link Change your password now.



Navigating My Food Export Portal

How do I update my individual and organization contact information?

1. Log into [My Food Export Portal](#).
2. To change your individual contact information, proceed to the My Profile tab and click the maroon Edit link next to Personal Information.



3. You can edit any information that is not in a grey text box. If the information in the grey text box is not accurate, please edit your organization contact information as instructed below. Edit all information and click Save.

Update Personal Information
Grey text boxes can not be edited because the information is linked to your organization. If you wish to change the information please do so in the My Organization tab, or contact Food Export for assistance.

NAME
Prefix:
Jane
Middle Name:
Doe
Owner:

ADDRESS
300 W Washington st
Address Line 2:
Address Line 3:
Chicago
IL: 60606
UNITED STATES
Province:

EMAIL
jdoe@mytestorg.org

PHONE
(312) 334-9200 Ext.
Country:

FAX
3123349230
UNITED STATES

Buttons: Cancel Save

4. To change your organization contact information, proceed to the My Organization tab and click the maroon Edit link next to Organization Information.

Welcome - TEST My Food Export Company

We are currently in the process of updating and customizing our website to your outstanding evaluations, please click [here](#).

My Home My Profile My Organization My Products M

Update the information by clicking on the edit link.

Organization Information [edit]
TEST My Food Export Company [manage other organization]

Primary Address
TEST My Food Export Company
300 W Washington st
Chicago, IL 60606

Contact Information
Phone: 3123349200
Fax: 3123349230
WebSite: www.foodexport.org

Profile Detail [edit]
Supplier

Member Permissions [edit]

5. Edit any information on this page and click Update.

Update Organization Information

COMPANY NAME

ADDRESS

CONTACT INFORMATION

If you'd like to add a company logo, click Add/Remove Company Logo. A pop-up will appear, and you can pick a file from your computer to include as your company logo. The suggested size of the image is 600 by 600 pixels. We only accept images that are .jpeg, .jpg, .gif, .png, and .bmp.

Upload Logo ×

drag and drop image or click the button below

?

If you successfully save new contact information and update your record, you'll see a green text box that reads Success! Record Updated.



How do I update my organization's profile?

1. Log into [My Food Export Portal](#).
2. Proceed to the My Organization tab and click the maroon Edit button next to Profile Detail.

Welcome - TEST My Food Export Company

We are currently in the process of updating and customizing our website to your outstanding evaluations, please click [here](#).

My Home My Profile **My Organization** My Products M

Update the information by clicking on the edit link.

Organization Information [\[edit\]](#)
TEST My Food Export Company [\[manage other organization\]](#)

Primary Address
TEST My Food Export Company
300 W Washington st
Chicago, IL 60606

Contact Information
Phone: 3123349200
Fax: 3123349230
WebSite: www.foodexport.org

Profile Details [\[edit\]](#)
Supplier

Member Permissions [\[edit\]](#)

3. Make any edits you wish and then click Update. All bolded fields are required. For information on completing the Supplier profile, see the New Visitor Registration form instructions #11-16.

How do I subscribe or unsubscribe to a mailing list?

1. Log into [My Food Export Portal](#).
2. In the My Profile tab, click the maroon link Update Communication Preferences.

Welcome - TEST My Food Export Company

We are currently in the process of updating and customizing our website to your outstanding evaluations, please click [here](#).

My Home **My Profile** My Organization My Products M

Update your individual information by clicking on the edit link.

Personal Information [\[edit\]](#)
Jane Doe
Owner

Primary Address
300 W Washington st
Chicago, IL 60606
UNITED STATES

Contact Information
Phone: (312) 334-9200
Fax: 3123349230
Email: jdoe@mytestorg.org

[Change your password now](#)

[Update Communication Preferences](#)

- Here, select the Food Export activities and mailings for which you'd like to be contacted. Once done, click "Update", and your mailing preferences will save.

My Home My Profile My Organization My Products My Activities Branded Program My Wishlist

Communication Preferences

Please select from the options below to update your communication preferences from Food Export-Midwest and Food Export-Northeast

- Global Food Marketer eBulletin
- Focused Trade Missions
- Global Food Marketer Newsletter
- Food Export Helpline
- Seminars
- Branded Program
- Market Builder
- Online Product Catalog
- Food Show Plus!
- Webinars

Cancel Update

How do I work with more than one organization record?

With just one login, you can manage more than one organization's information.

- Log into [My Food Export Portal](#).
- Visit the My Organization tab. If you have permission to access more than one organization, there is a hyperlink next to the Organization Name that reads "Manage Other Organizations". Click this link.

Welcome - TEST My Food Export Company

We are currently in the process of updating and customizing our website to reflect your outstanding evaluations, please click [here](#).

My Home My Profile My Organization My Products

Update the information by clicking on the edit link.

Organization Information [\[edit\]](#)
TEST My Food Export Company [\[manage other organization\]](#)

Primary Address
TEST My Food Export Company
300 W Washington st
Chicago, IL 60606

Contact Information
Phone: 3123349200
Fax: 3123349230
WebSite: www.foodexport.org

Profile Detail [\[edit\]](#)
Supplier

Member Permissions [\[edit\]](#)

3. Click the “Select Organization” dropdown and choose the organization that you’d like to manage. Then click “Select”. You’ll then have access to manage the selected organization at your appropriate permission level. If you think you should have access to an organization that is not listed in this dropdown, please call Food Export.



What are member permissions?

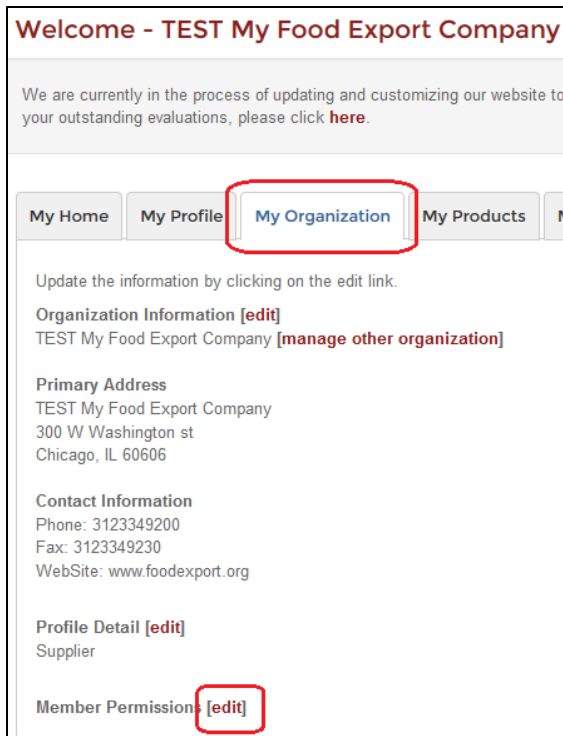
Any individual who wishes may have an account with Food Export, and each individual account is tied to an organization record. Each individual has one of four permission levels with the organization(s) to which he/she is tied:

1. *Admin* – He/she is the primary contact at the organization for Food Export. The individual can see and do anything in the company record. They also have the responsibility of approving any new individuals to the organization record, and they are the only individuals who can edit permission levels for other individuals tied to their organization. He/she can access and edit information in the Branded Program tab.
2. *Branded* – The individual can perform any task for the organization except approve new individuals for the organization record and edit/update permission levels for those individuals.
3. *User* – The individual has the same access level as a Branded permissions, except he/she cannot view or update information in the Branded Program tab.
4. *None* – The individual does not have any privileges with the organization record. He/she can view his/her individual and organization contact information but cannot register for any activities other than webinars and seminars.

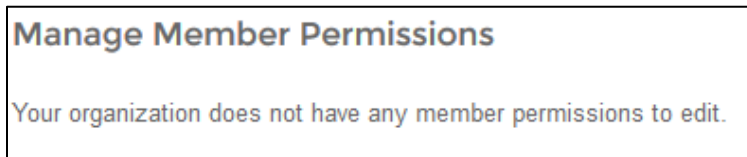
How do I grant access to new members of my organization or edit their permissions?

Only Admins can edit Member Permissions and approve new individuals requesting to join the Food Export account for your organization. To Edit Member Permissions and grant access to new individuals:

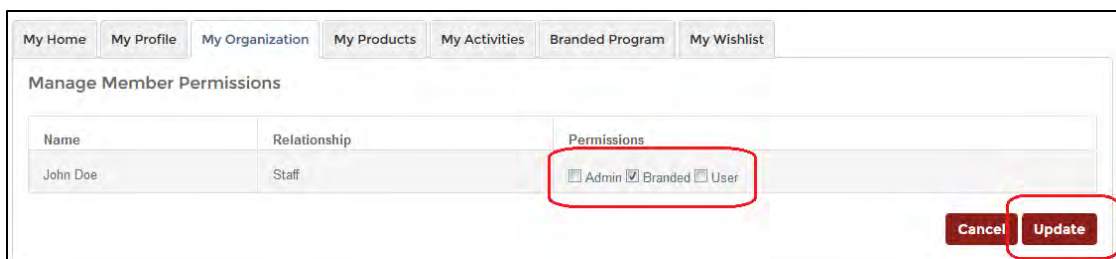
1. Log into [My Food Export Portal](#).
2. Under the My Organization tab, click “Edit” next to Member Permissions.



3. If you are the only member of your organization with a Food Export account, there are no additional members for you to manage permissions and you'll see this:



4. If there is more than one member of your organization with a Food Export account, you'll see his/her name(s) and the option to check which permission level he/she is granted. You may choose more than one permission level, but please note that the individual will ultimately receive the highest level permission you grant him/her. Once you are satisfied with each individual's permission level, click the maroon "Update" button. All permission levels will save.



If you are not an Admin and need a different permission level than you were granted, please contact the Admin at your organization request that he/she update your permission level. If you are unsure who the Admin for your organization is, please contact Food Export.

What is My Wishlist?

My Wishlist allows you to save upcoming Food Export events by clicking a heart icon. You'll receive notifications about deadlines for these events, and you'll see all your events in one place.

How do I add an event to My Wishlist?

1. Log into [My Food Export Portal](#).
2. You can add activities to your Wishlist from three different locations. On all pages, a grey heart will appear. To add an activity to your Wishlist, click the grey heart, and it will turn maroon. The maroon heart icon in the upper righthand corner will add a number as well.



- 1) The webpage for the specific activity you're interested in pursuing.

- 2) The webpage for the activity type you're interested in pursuing.

Programs & Activities - Focused Trade Missions

Experience total market immersion for your product and brand. Travel and explore a market. There's no better way to understand the local food industry landscape, assess the competition and learn about the promotion of your products.

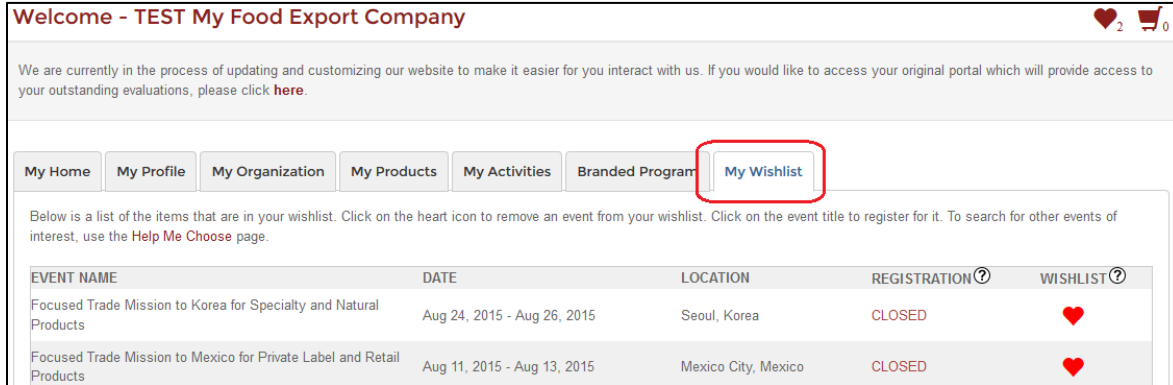
[Help Me Choose](#)

EVENT NAME	DATE	LOCATION	REGISTRATION	WISHLIST
Focused Trade Mission to El Salvador for Retail and Food Service Products	Jul 09, 2015 - Jul 10, 2015	San Salvador El Salvador	CLOSED	♥
Focused Trade Mission to Hong Kong for Retail and Food Service Products	Jul 13, 2015 - Jul 14, 2015	Hong Kong	CLOSED	♥
Focused Trade Mission to Southern China for Retail and Food Service Products	Jul 15, 2015 - Jul 17, 2015	Shen Yang and Beijing China	CLOSED	♥
Focused Trade Mission to Mexico for Private Label and Retail Products	Aug 11, 2015 - Aug 13, 2015	Mexico City, Mexico	CLOSED	♥
Focused Trade Mission to Korea for Specialty and Natural Products	Aug 24, 2015 - Aug 26, 2015	Seoul, Korea	CLOSED	♥
Focused Trade Mission to Canada for Specialty and Natural Products	Sep 08, 2015 - Sep 10, 2015	Toronto, Canada	OPEN	♥
Focused Trade Mission to the Caribbean for Retail and Food Service Products	Oct 06, 2015 - Oct 07, 2015	Santo Domingo, Dominican Republic	OPEN	♥
Focused Trade Mission to Singapore for Retail and Foodservice Products	Oct 18, 2015 - Oct 19, 2015	Singapore	OPEN - Early Bird	♥
Focused Trade Mission to the Philippines for Retail and Foodservice Products	Oct 20, 2015 - Oct 21, 2015	Manila, Philippines	OPEN - Early Bird	♥
Focused Trade Mission to Cambodia for Retail and Foodservice Products	Oct 22, 2015 - Oct 23, 2015	Phnom Penh, Cambodia	OPEN - Early Bird	♥
Focused Trade Mission to Shanghai for Seafood	Nov 01, 2015 - Nov 02, 2015	USA	OPEN - Early Bird	♥

- 3) If you aren't certain what activity type you're interested in, visit the [Help Me Choose](#) page to search all our program offerings. You can also download a PDF of our annual activity calendar on this page to view all our program offerings.

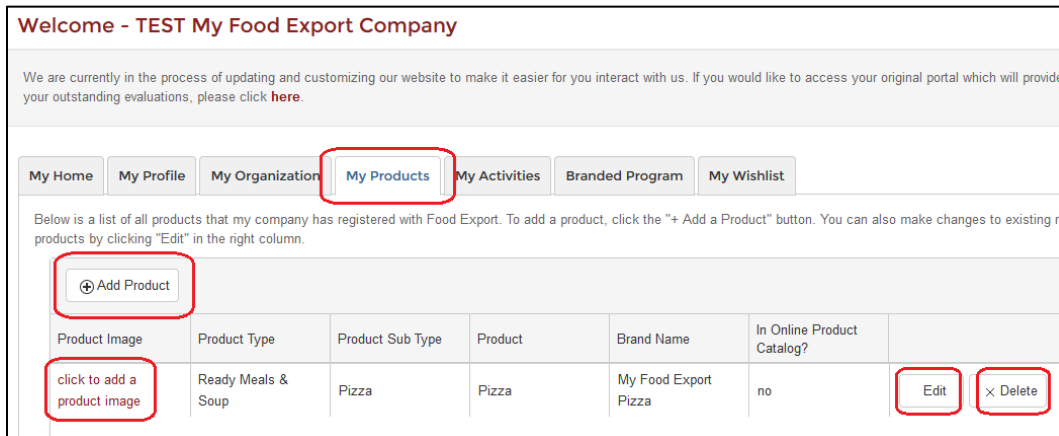
How do I access My Wishlist?

1. Log into [My Food Export Portal](#).
2. Click the My Wishlist tab. All items for which you clicked the heart icon appear on this page.
3. To visit the activity page and/or register for the activity, follow the hyperlink for that particular activity.



How do I update my product information?

1. Log into My Food Export Portal.
2. Proceed to the My Products tab.



3. Any products already entered on behalf of your company are listed here. To edit a product, click the edit button just to the right of the product information. To remove the product, click the delete button just to the right of the product information.
4. If you'd like to add a new product, click "Add Product". This will generate a pop-up that allows you to enter product information.
5. Please note that there are five pages in this pop-up to complete. You can move between the pages by clicking "Next" when you're done with a page or by clicking the page header. All product information can be edited once your account is created.
6. All bolded fields are required in the product pop-up.

Add Product [X]

Required fields are in bold

Brand Information ▲

Items in bold are required fields

Product Type [Please select a value ▼]

Product Sub-Type [Please select a value ▼]

Product [Please select a value ▼]

Brand Name [Text Input]

Product Description ⓘ [Text Area]

Do you own this brand? [Yes ▼]

[Next »]

Industry Segments ▼

Label Claims ▼

Channels ▼

Label Language(s) ▼

Additional Information (Recommended) ▼

[✔ Create]

7. Please choose a product type, sub-type, and product that best fits your product. If you do not own the brand, click “no” for “Do you own this brand?”. You’ll be required to enter the Brand Owner’s name.
8. For Industry Segments, choose the most appropriate segment(s) for your product.
9. For Label Claims, choose the most appropriate claim(s) for your product. If you have a Label Claim that is not listed, please add it in the Product Description field under “Brand Information.
10. For Channels, choose the most channel(s) for your product.
11. For Label Languages, choose the language(s) that are available for your label at this time.
12. Please enter any information in the fields for Additional Information (Recommended). You are not required to upload a product image, but you may choose to do so. We recommend that the image be 600 by 600 pixels for the best formatting results. Acceptable image formats include .jpg, .jpeg, .gif, and .bmp.

Upload Product Photo [X]

drag and drop image or click the button below

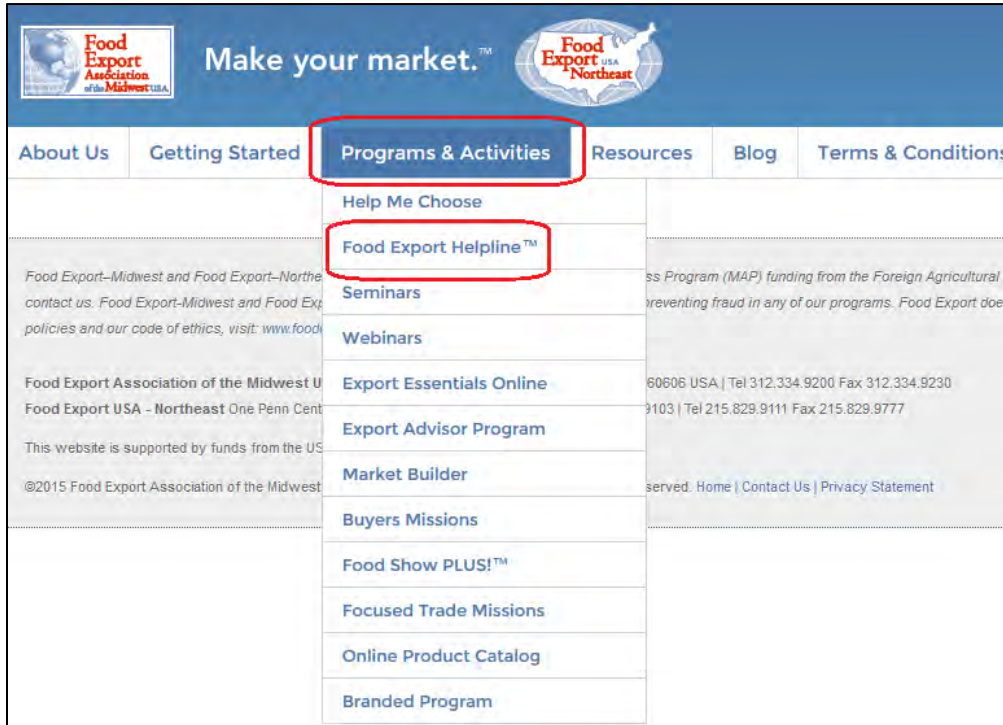
[Select files... ⓘ]

13. Once you've finished entering product information, click "Create". The pop-up will close, and the product information will show in the product table. You can enter as many products as you wish.

Registering for Food Export Activities

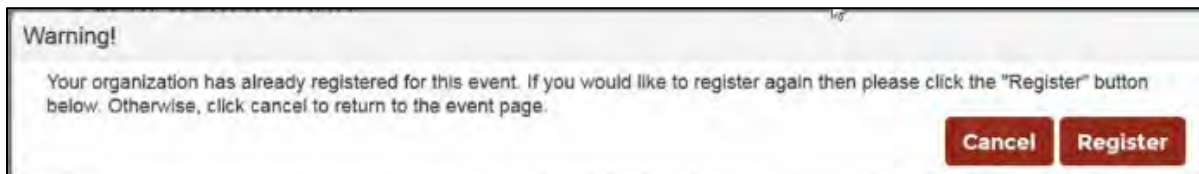
How do I register for the Food Export Helpline?

1. Log into [My Food Export Portal](#).
2. Proceed to the Food Export Helpline page, an option in the dropdown menu for Programs & Activities.



Register Online

3. Click the green Register Online button.
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage companies not register more than once for the Food Export Helpline.



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.

Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

- Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
- Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

Confirm Acceptance of Business Transaction Conditions

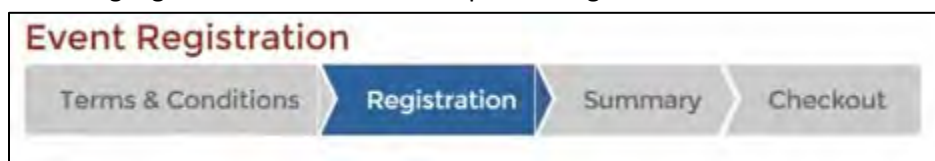
I understand that Food Export-Midwest and Food Export-Northeast serve solely as the facilitator and coordinator of this event/service.

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Food Export-Midwest and Food Export-Northeast do not participate in and are not responsible for the proceedings or outcomes of any resulting commercial transactions, including communication, procurement, product specifications or quality, shipping, customs and/or payment or other issues.

I acknowledge that I have read and understand the statement.

- The chevrons at the top let you know where you’re at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



- Be sure that your address is correct for your organization. If not, click “Edit” to update the address.

Organization: TEST My Food Export Company

Address Information

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

- Choose the Primary Contact for this event. Whomever you choose will be contacted by the export counselor by phone and email immediately following the registration. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.

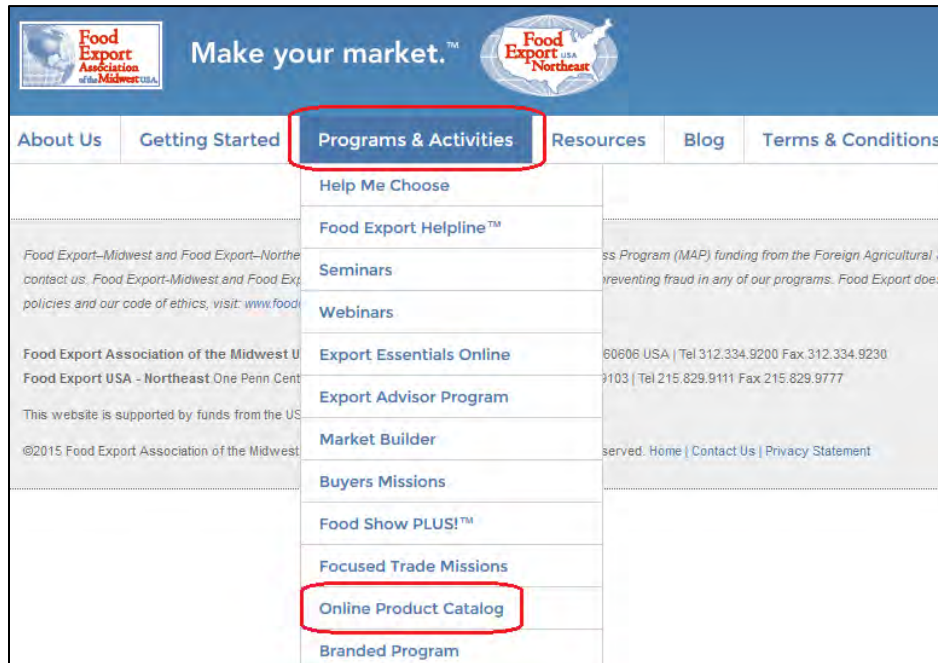
What are your goals for participation in this event/service?

In the box, please provide a brief overview of what questions you have the Food Export Helpline export counselor. Then click Register Now.

11. Then you're done! You'll see Thank You page pop up. You'll receive a confirmation email from info@foodexport.org. You'll be contacted by Dennis Lynch within 1-2 business days.

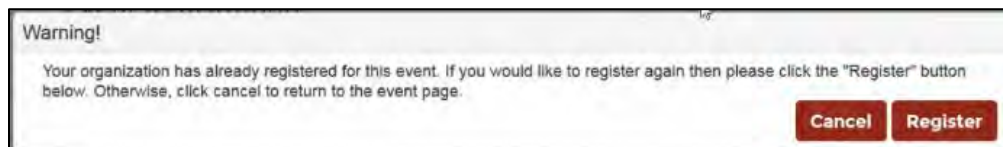
How do I register for the Online Product Catalog?

1. Log into [My Food Export Portal](#).
2. Proceed to the Online Product Catalog page, an option the dropdown menu for Programs & Activities.



Register Online

3. Click the green Register Online button.
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage companies not register more than once for the Online Product Catalog.



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.

Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

- Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
- Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

Confirm Acceptance of Business Transaction Conditions

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I acknowledge that I have read and understand the statement.

- The chevrons at the top let you know where you’re at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



- Be sure that your address is correct for your organization. If not, click “Edit” to update the address.

Organization: TEST My Food Export Company

Address Information

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

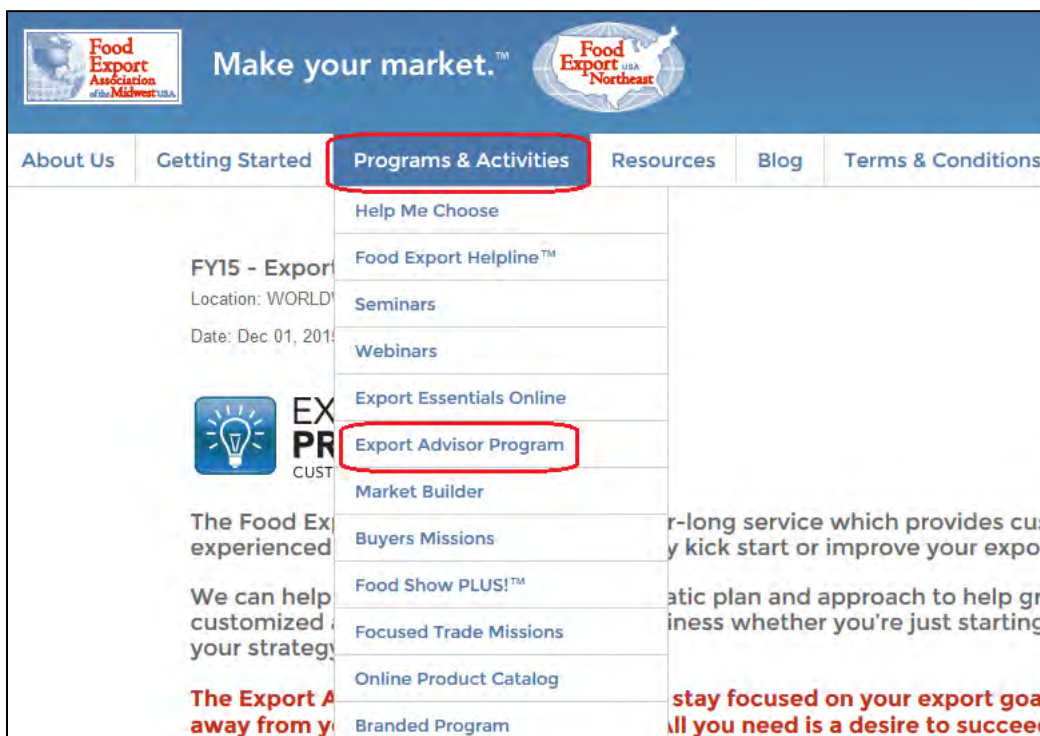
- Choose the Primary Contact for this event. Whomever you choose will receive all leads from the catalog via email from tradelead@foodexport.org. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form. Then click Register Now.
- Then you’re done! You’ll see Thank You page pop up. You’ll receive a confirmation email from info@foodexport.org. You’ll receive all trade leads going forward that pertain to your product.
- To edit your product information and add products to the Online Product Catalog, go to My Food Export Portal and click the My Products tab. All products that are in the Online Product Catalog will have “yes” marked in the “in Online Product Catalog?” field. If you’d like to add a product to the catalog, click “Edit” and check the box to

add to the Online Product Catalog. You can learn more about editing product information and adding products to the catalog in the section [How do I update my product information?](#)

Product Image	Product Type	Product Sub Type	Product	Brand Name	In Online Product Catalog?	
click to add a product image	Ready Meals & Soup	Pizza	Pizza	My Food Export Pizza	no	Edit x Delete

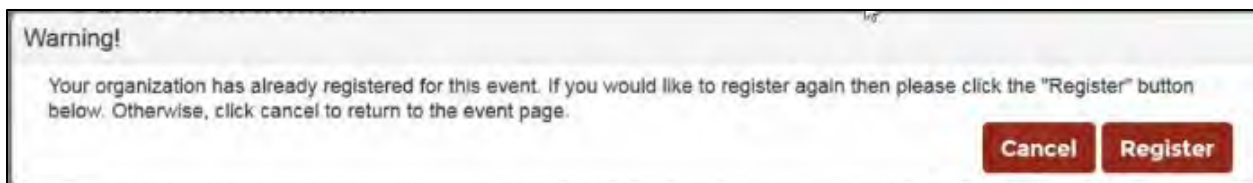
How do I register for the Food Export Advisor Program?

1. Log into [My Food Export Portal](#).
2. Proceed to the Food Export Advisor Program page, an option the dropdown menu for Programs & Activities.



[Register Online](#)

3. Click the green Register Online button.
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage companies not register more than once for the Food Export Advisor Program.



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click save.

Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

- Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
- Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

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I acknowledge that I have read and understand the statement.

- The chevrons at the top let you know where you’re at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.

Event Registration

Terms & Conditions **Registration** Summary Checkout

- Be sure that your address is correct for your organization. If not, click “Edit” to update the address.

Organization: TEST My Food Export Company

Address Information

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

- Choose the Primary Contact for this event. Whomever you choose will be contacted by the export counselor by phone and email immediately following the registration. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.

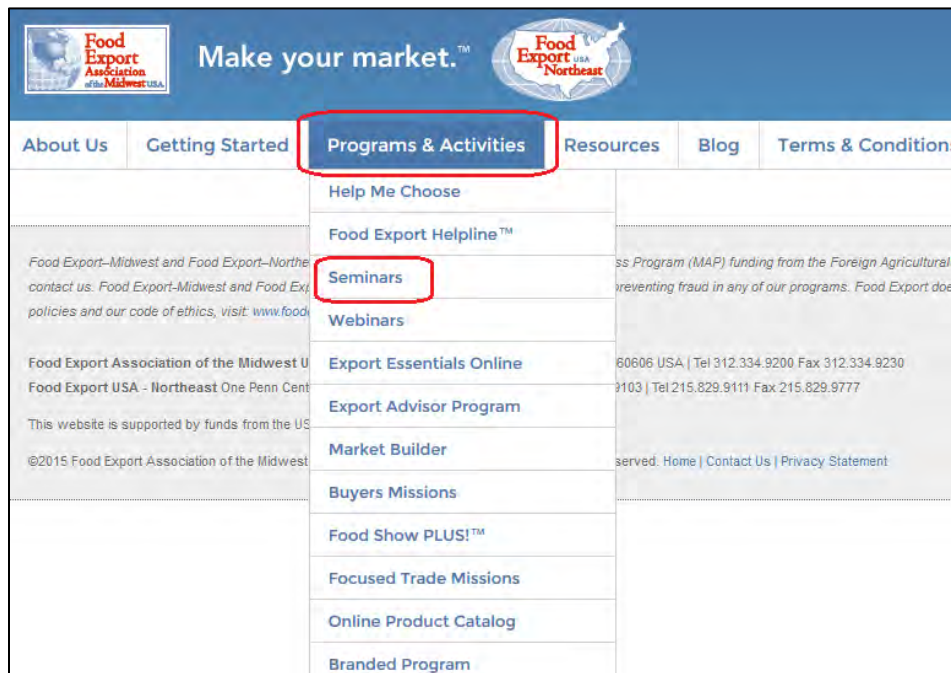
What are your goals for participation in this event/service?

In the box, please provide a brief overview of what your goals are for the Advisor Program. Then click Register Now.

11. Then you're done! You'll see Thank You page pop up. You'll receive a confirmation email from info@foodexport.org. You'll be contacted by Food Export staff in 1-2 business days to take a full assessment of your needs.

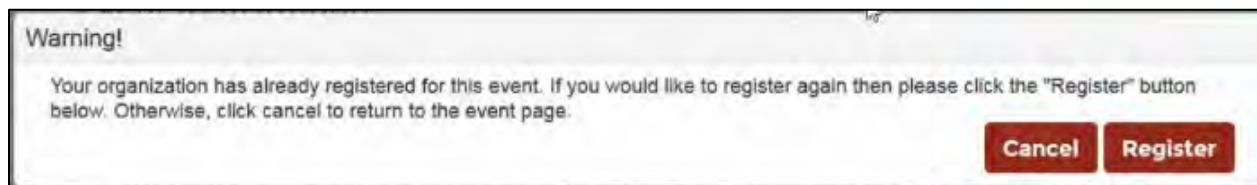
How do I register for a seminar?

1. Log into [My Food Export Portal](#).
2. Proceed to the Seminars page, an option the dropdown menu for Programs & Activities, and choose the seminar for which you'd like to register.



Register Online

3. Click the green Register Online button.
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage each individual from an organization register for a webinar because each individual receives unique webinar login information.



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.

Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

- Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
- Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

Confirm Acceptance of Business Transaction Conditions

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I acknowledge that I have read and understand the statement.

- The chevrons at the top let you know where you’re at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.

Event Registration

Terms & Conditions **Registration** Summary Checkout

- Check to be sure you’re registering for the correct seminar. Be sure that your address is correct for your organization. If not, click “Edit” to update the address.

Organization: TEST My Food Export Company

Address Information

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

- Choose the Primary Contact for this event. This is the individual who will be attending the seminar. If you want someone who is not listed in the dropdown to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.
- Then tell us what your goals are for this seminar, i.e. what you are hoping to learn. This will help us tailor the content to your organization’s specific needs. Then click Next.

What are your goals for participation in this event/service?

Back
Next

12. Now you're on the Summary page, which provides a registration summary of all the information you just entered. To make any modifications, click the blue Modify button. You also have the option to enroll your organization in the Online Product Catalog. This is a free service that showcases your products to international buyers in a web-based catalog. Check the box if you would like to register. If all the information is correct, click Confirm Registration and Add to Cart. You have not paid for the activity at this point.

Event Registration

Terms & Conditions > Registration > **Summary** > Checkout

Registration Summary

Seminar: "The Best Ways to Get Started in Exporting" (registration deadline 8/18/15)	\$50.00	Modify
Primary Contact for this event: Jane Doe		

Enroll your organization in the Online Product Catalog. ?

Additional information will be requested and can be updated in the My Activities tab of your portal.
What is the Online Product Catalog?

Cancel
Confirm Registration and Add to Cart

13. You'll then move to your shopping cart, in which you'll have the option register for another activity or check out. An order summary of all the activities in your shopping cart is listed. You can click "Register for Another Event" to register for something else, or click Next to proceed to billing and payment.

Event Registration

Terms & Conditions > Registration > Summary > **Checkout**

Order Summary

Event	Cost	
Seminar: "The Best Ways to Get Started in Exporting"	\$50.00	Delete Modify
Grand Total:		\$50.00

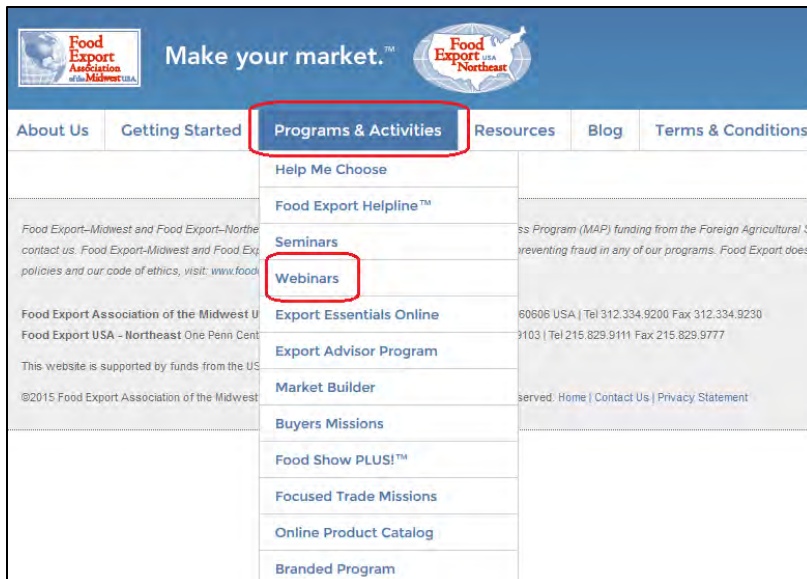
Register for Another Event
Next

Billing and Payment

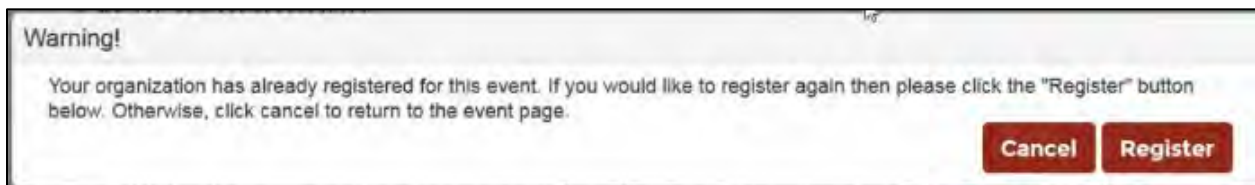
14. Under Billing and Payment, you'll enter your credit card information and click "Submit". This is when your credit card is billed and you are registered for the event.
15. Then you're done! You'll be redirected to our Thank You page. You'll receive a confirmation email from billing@foodexport.org, and the activity coordinator will be in touch within a few days to introduce himself/herself and discuss next steps.

How do I register for a webinar?

1. Log into [My Food Export Portal](#).
2. Proceed to the Webinars page, an option the dropdown menu for Programs & Activities, and choose the webinar for which you'd like to register.



3. Click the green Register Online button.
4. If your organization has already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking “Register”. We encourage each individual from an organization register for a webinar because each individual receives unique webinar login information.



5. You may need to qualify your company, an option that occurs once a year. All the information we’ve previously received about your company is listed here. Please update any needed fields and then click Submit.

Organization Eligibility

All questions listed in **bold** are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

6. Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
7. Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

Confirm Acceptance of Business Transaction Conditions

I understand that Food Export-Midwest and Food Export-Northeast serve solely as the facilitator and coordinator of this event/service.

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I acknowledge that I have read and understand the statement.

Decline **Accept**

- The chevrons at the top let you know where you're at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



- Check to be sure you're registering for the correct webinar. Be sure that your address is correct for your organization. If not, click "Edit" to update the address.

Organization: TEST My Food Export Company

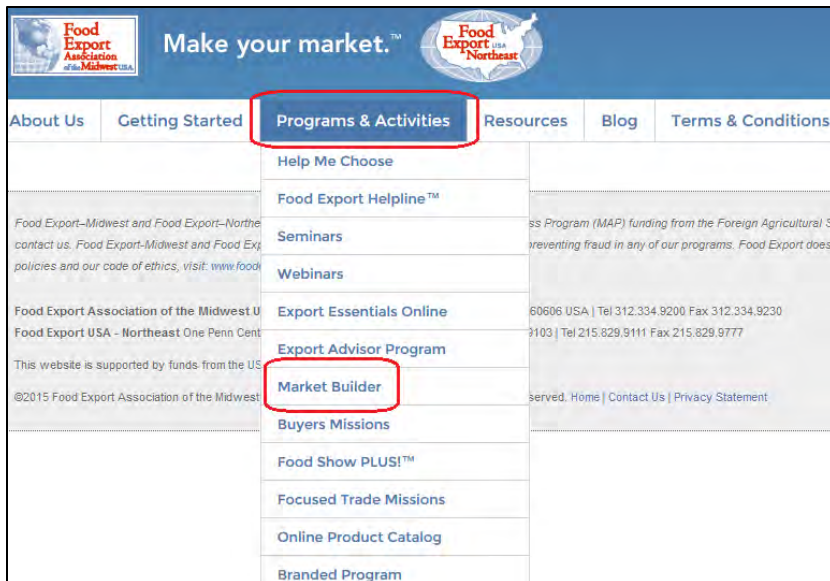
Address Information **Edit ?**

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

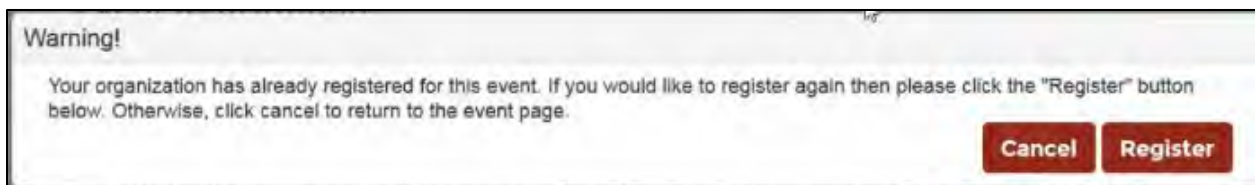
- Choose the Primary Contact for this event. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.
- Select the attendees, i.e. who is actually going to the webinar. Each attendee will receive webinar login information via email. You must choose at least one attendee. For the second attendee, you can choose another individual or To Be Determined. If you choose To Be Determined, you'll need to update this to the individual's name later on. Then click Register Now.
- Then you're done! You'll be redirected to our Thank You pop-up. You'll receive a confirmation email from info@foodexport.org, and the activity coordinator will be in touch within a few days to introduce himself/herself and discuss next steps.
- One day prior to the webinar, you'll receive a "Meeting Confirmation" email from meetings@meetings.readytalk.com with your personal link to log into the webinar.

How do I register for a Market Builder?

- Log into [My Food Export Portal](#).
- Proceed to the Market Builder page, an option in the dropdown menu for Programs & Activities, and choose the region for which you'd like to conduct Market Builder. Please note that the Market Builder is listed by region, but you will need to choose a specific country for your Market Builder.



3. Click the green Register Online button.
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register".



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.

 A form titled "Organization Eligibility" with a light gray background. It contains several questions and input fields:

- "Which business type best describes your company?" with a dropdown menu set to "Manufacturer/Processor".
- "Are you a U.S. Company?" with radio buttons for "Yes" (selected) and "No".
- "Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging?" with radio buttons for "Yes" (selected) and "No".
- "What is the ownership structure of your business?" with a dropdown menu set to "Corp - Not Tax Exempt".
- "What is your Dun & Bradstreet number?" with an empty text input field.
- "Is your company owned or partially owned by a non-U.S. entity?" with radio buttons for "Yes" and "No".
- "How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?" with a dropdown menu set to "50".

 At the bottom right, there are two red buttons: "Cancel" and "Submit", with the "Submit" button highlighted by a red box.

6. Please read and agree to Terms & Conditions. Be sure to check the box "I agree to the Terms & Conditions" and click Accept.
7. Once you accept, you'll also need to read and accept our Business Transaction Conditions. Be sure to check the box "I acknowledge that I have read and understand the statement" and click Accept.

Confirm Acceptance of Business Transaction Conditions

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I acknowledge that I have read and understand the statement.

[Decline](#) [Accept](#)

8. The chevrons at the top let you know where you're at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



9. Choose what type of Market Builder package you'd like to conduct. Market Scan includes the following on a specific product of your choosing: store check, distribution analysis, importation analysis, competitive product shopping, distributor referrals and a targeted importer list. Rep Finder includes: distributor referrals, targeted importer list and in-market assistance. Market Builder Combo is a combination of both services.

Register

Market Builder - Japan Registration Includes:

Your choice of the Market Scan or Rep Finder Service, or the Market Builder Combo (both the Market Scan and Rep Finder) services.

Market Scan includes the following on a specific product of your choosing: store check, distribution analysis, importation analysis, competitive product shopping, distributor referrals and a targeted importer list.

Rep Finder includes: distributor referrals, targeted importer list and in-market assistance.

Market Builder Combo is a combination of both services.

Location: Japan
Start Date: Nov 01, 2014 End Date: Oct 31, 2015

Event Fee	Price
<input type="radio"/> Market Scan (you will be billed \$450 per market, per product - J15JDD)	\$450.00
<input type="radio"/> Rep Finder (you will be billed \$550 per market, per product - J15JDD)	\$550.00
<input type="radio"/> Market Builder (you will be billed \$800 per market, per product - J15JDD)	\$800.00

10. Check to be sure you're registering for the correct Market Builder. Be sure that your address is correct for your organization. If not, click "Edit" to update the address.

Organization: TEST My Food Export Company

Address Information [Edit ?](#)

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

11. Choose the Primary Contact for this event. Whomever you choose will be the contact with whom Food Export schedules the initial kick-off call, conducts logistics, sends the final report, etc. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.
12. Select attendees. These are individuals that will be included in the conference calls, reports, and other Market Builder-related services.

13. Answer the question “What are your goals for participation in this event?”. Please thoroughly describe what you’re looking for from the Market Builder package. Then click Next.
14. Under Activity Information, indicate the market for which you’d like us to conduct your market study. You may only choose one market. You will then tell us of your exposure to that particular market, so that we’re able to provide the most appropriate study for your company needs. Please check if you have an importer or distributor already in place for this market. Finally, you will tell us on which product you’d like us to conduct the market study. You may only choose one product. If the product you’d like us to use is not listed, click the Add a Product button. A pop-up will appear in which you can add a new product. Please visit the section [How Do I Update My Product Information?](#) to learn how to complete the product pop-up. Then click Next.

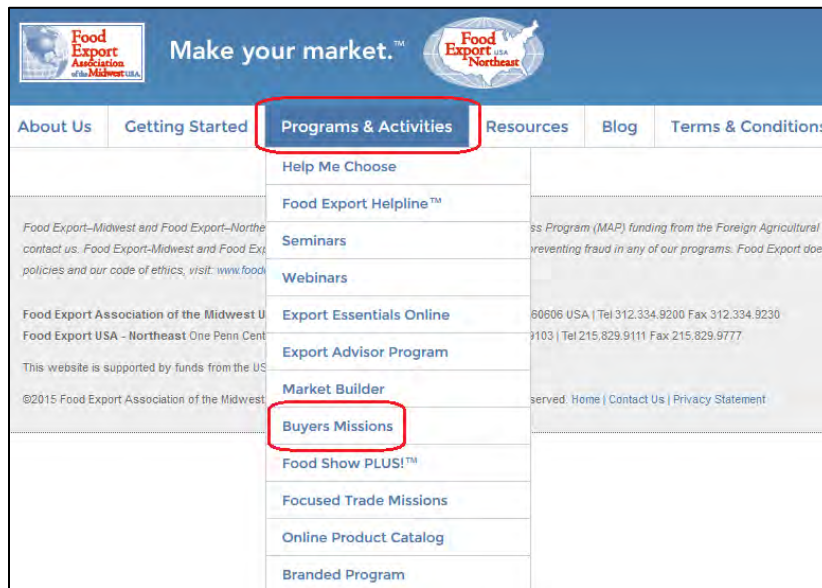
15. Now you’re on the Summary page, which provides a registration summary and all the answers you previously provided. To make any modifications, click the blue Modify button. You also have the option to enroll your organization in the Online Product Catalog. This is a free service that showcases your products to international buyers in a web-based catalog. Check the box if you would like to register. If all the information is correct, click Confirm Registration and Add to Cart. You have not paid for the activity at this point.

16. You’ll then move to your shopping cart, in which you’ll have the option register for another activity if you’d like or check out. An order summary of all the activities in your shopping cart is listed. You can click “Register for Another Event” to register for something else, or click Next to proceed to billing and payment.

17. Under Billing and Payment, you'll enter your credit card information and click "Submit". This is when your credit card is billed and you are registered for the event.
18. Then you're done! You'll be redirected to our Thank You page. You'll receive a confirmation email from billing@foodexport.org, and Food Export will be in touch within a few days to introduce himself/herself and discuss next steps.
19. This page will say Action Required! It is required that you complete tasks in My Food Export Portal for each activity. You can review instructions about this in the section [How Do I Complete My Tasks?](#).

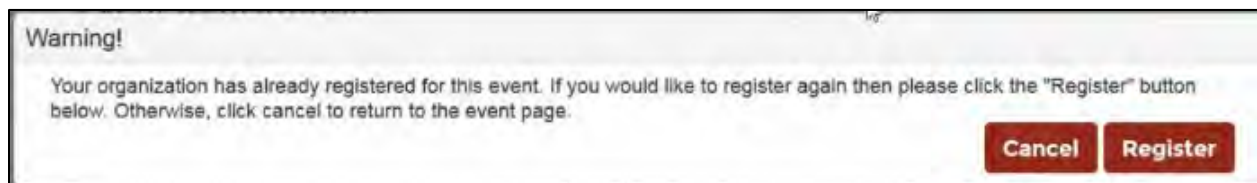
How do I register for a Buyers Mission?

1. Log into My Food Export Portal.
2. Proceed to the Buyers Mission page, an option the dropdown menu for Programs & Activities, and choose the buyers mission for which you'd like to register.



[Register Online](#)

3. Click the green Register Online button.
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage companies not register more than once for a buyers mission.



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.

Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

- Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
- Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

Confirm Acceptance of Business Transaction Conditions

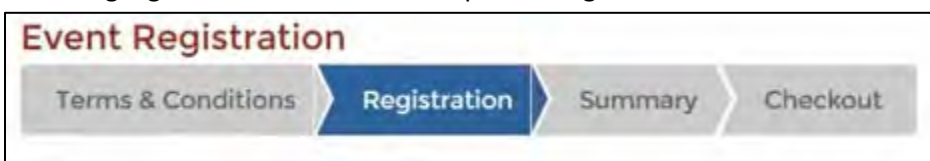
I understand that Food Export-Midwest and Food Export-Northeast serve solely as the facilitator and coordinator of this event/service.

Business transactions and sales made are at the sole discretion of the participating buyer and seller.

Food Export-Midwest and Food Export-Northeast do not participate in and are not responsible for the proceedings or outcomes of any resulting commercial transactions, including communication, procurement, product specifications or quality, shipping, customs and/or payment or other issues.

I acknowledge that I have read and understand the statement.

- The chevrons at the top let you know where you’re at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



- Check to be sure you’re registering for the correct buyers mission. Be sure that your address is correct for your organization. If not, click “Edit” to update the address.

Organization: TEST My Food Export Company

Address Information

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

- Choose the Primary Contact for this event. Whomever you choose will be the contact with whom the activity coordinator communicates and sends all schedules, logistical information, questions, etc. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.
- Select the attendees, i.e. who is actually going to the event. You must choose at least one attendee. For the second attendee, you can choose another individual or To Be Determined. If you choose To Be Determined, you’ll need to update this to the individual’s name later on. Then click Next.

12. Under Activity Information, choose which days you'd like to have your meetings. You can choose one or more days, depending on your preference. If you need to add another lunch attendee, you have the option to do so here if lunch is available to attendees at all.

Register

Activity Information

Select options for 2015 Midwest Buyers Mission: Chicago, IL

Please Check to Have Your Meetings on Thursday, July 30th, 2015

Additional Options

Your registration includes one attendee at a networking lunch with the buyers and In-Market Representatives. If you would like a second staff member to attend this lunch please select the option below. Further, if you would like free, customized assistance in preparing for the event, please select the option below. The assistance includes: selecting the right buyers, establishing Harmonized System product codes, understanding terms of sale/preparing quotations accordingly, and more.

Second Attendee for Midwest Buyers Mission Lunch (\$75.00)

I Would Like Assistance Preparing For This Event (\$0.00)

Previous Next

13. Now you're on the Summary page, which provides a registration summary. To make any modifications, click the blue Modify button. You also have the option to enroll your organization in the Online Product Catalog. This is a free service that showcases your products to international buyers in a web-based catalog. Check the box if you would like to register. If all the information is correct, click Confirm Registration and Add to Cart. You have not paid for the activity at this point.

Event Registration

Terms & Conditions Registration Summary Checkout

Registration Summary

FY15 - Midwest Buyers Mission - G15MBM-IL - Registration Deadline 06/09/2015 \$300.00 [Modify](#)

Primary Contact for this event:
Jane Doe

Track/Session:
Please Check to Have Your Meetings on Thursday, July 30th, 2015

Enroll your organization in the Online Product Catalog [?](#)

Additional information will be requested and can be updated in the My Activities tab of your portal.
What is the Online Product Catalog?

Cancel Confirm Registration and Add to Cart

14. You'll then move to your shopping cart, in which you'll have the option register for another activity if you'd like or check out. An order summary of all the activities in your shopping cart is listed. You can click "Register for Another Event" to register for something else, or click Next to proceed to billing and payment.

Event Registration

Terms & Conditions Registration Summary Checkout

Order Summary

Event	Cost	
2015 Midwest Buyers Mission: Chicago, IL	\$300.00	Delete Modify
Grand Total:	\$300.00	

[Register for Another Event](#) [Next](#)

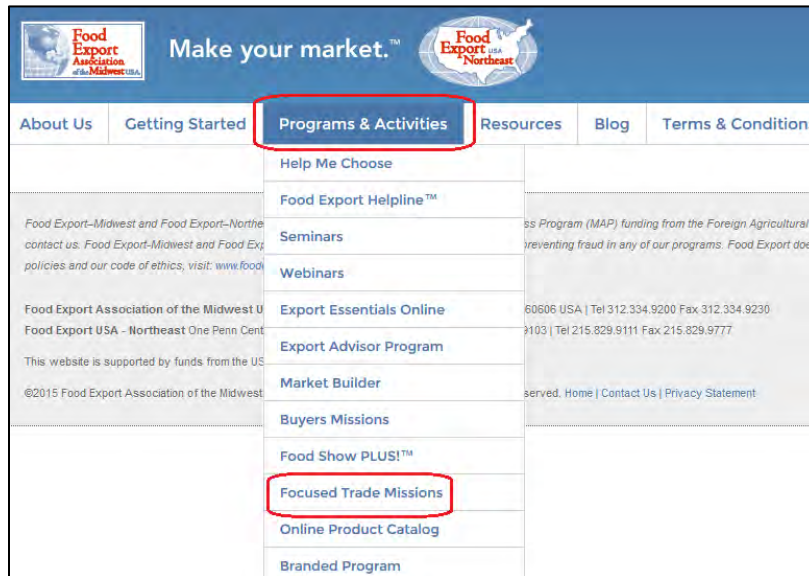
Billing and Payment

15. Under Billing and Payment, you'll enter your credit card information and click "Submit". This is when your credit card is billed and you are registered for the event.

- Then you're done! You'll be redirected to our Thank You page. You'll receive a confirmation email from billing@foodexport.org, and the activity coordinator will be in touch within a few days to introduce himself/herself and discuss next steps.
- This page will say Action Required! It is required that you complete tasks in My Food Export Portal for each activity. You can review instructions about this in the section [How Do I Complete My Tasks?..](#)

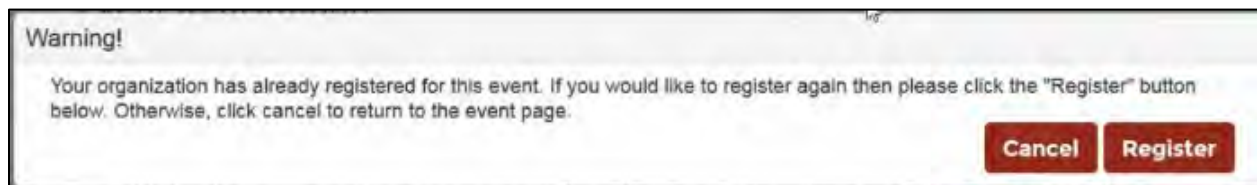
How do I register for a Focused Trade Mission?

- Log into [My Food Export Portal](#).
- Proceed to the Focused Trade Mission page, an option the dropdown menu for Programs & Activities, and choose the Focused Trade Mission for which you'd like to register.



[Register Online](#)

- Click the green Register Online button.
- If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage companies not register more than once for a Focused Trade Mission.



- You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.

Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

- Please read and agree to Terms & Conditions. Be sure to check the box “I agree to the Terms & Conditions” and click Accept.
- Once you accept, you’ll also need to read and accept our Business Transaction Conditions. Be sure to check the box “I acknowledge that I have read and understand the statement” and click Accept.

Confirm Acceptance of Business Transaction Conditions

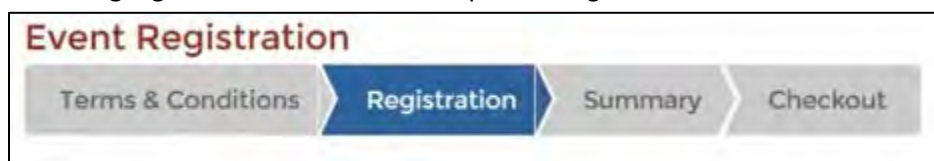
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I acknowledge that I have read and understand the statement.

- The chevrons at the top let you know where you’re at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



- Check to be sure you’re registering for the correct Focused Trade Mission. Be sure that your address is correct for your organization. If not, click “Edit” to update the address.

Organization: TEST My Food Export Company

Address Information

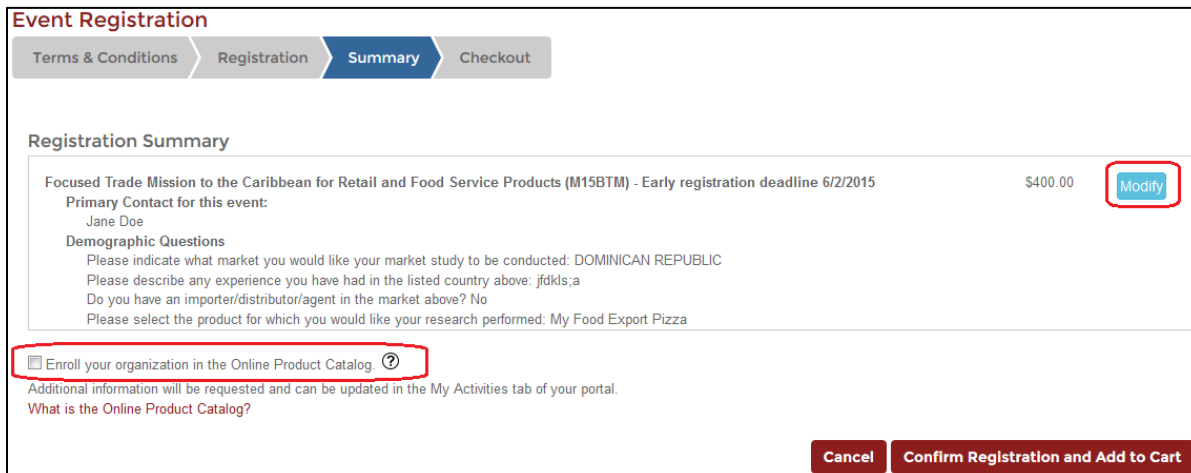
Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

- Choose the Primary Contact for this event. Whomever you choose will be the contact with whom the activity coordinator communicates and sends all schedules, logistical information, questions, etc. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.
- Select the attendees, i.e. who is actually going to the event. You must choose at least one attendee. For the second attendee, you can choose another individual or To Be Determined. If you choose To Be Determined, you’ll need to update this to the individual’s name later on.

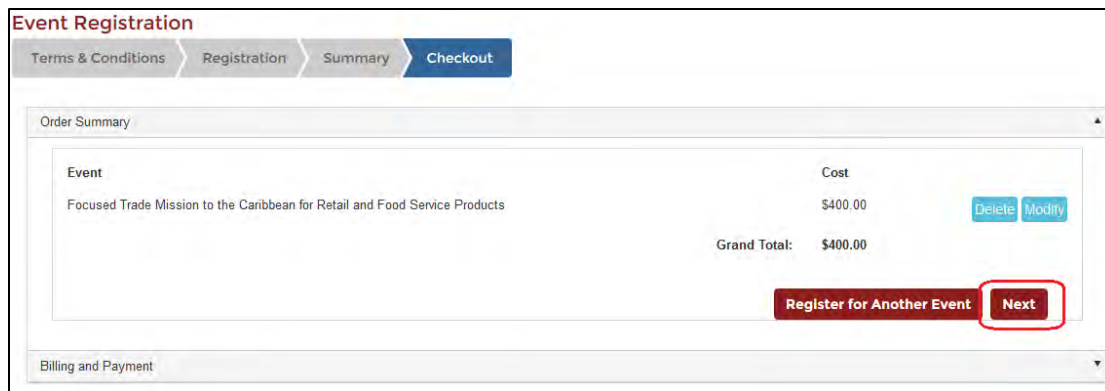
12. Answer the question “What are your goals for participation in this event?”. Please thoroughly describe what you’re looking for from the Focused Trade Mission. Then click Next.
- Under Activity Information, indicate the market for which you’d like us to conduct your market study. You may only choose one market. You will then tell us of your exposure to that particular market, so that we’re able to provide the most appropriate study for your company needs. Please check if you have an importer or distributor already in place for this market. Finally, you will tell us on which product you’d like us to conduct the market study. You may only choose one product. If the product you’d like us to use is not listed, click the Add a Product button. A pop-up will appear in which you can add a new product. Please visit the section [How Do I Update My Product Information?](#) to learn how to complete the product pop-up. Then click Next.



13. Now you’re on the Summary page, which provides a registration summary and all the answers you previously provided. To make any modifications, click the blue Modify button. You also have the option to enroll your organization in the Online Product Catalog. This is a free service that showcases your products to international buyers in a web-based catalog. Check the box if you would like to register. If all the information is correct, click Confirm Registration and Add to Cart. You have not paid for the activity at this point.



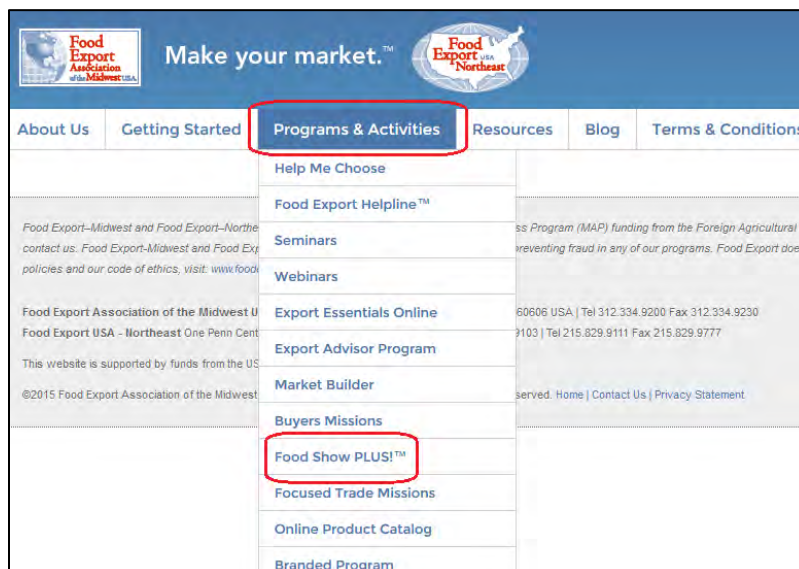
14. You’ll then move to your shopping cart, in which you’ll have the option register for another activity if you’d like or check out. An order summary of all the activities in your shopping cart is listed. You can click “Register for Another Event” to register for something else, or click Next to proceed to billing and payment.




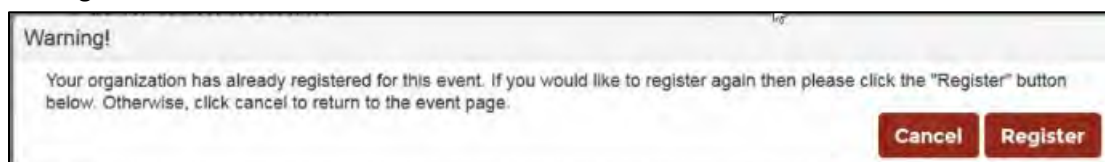
15. Under Billing and Payment, you'll enter your credit card information and click "Submit". This is when your credit card is billed and you are registered for the event.
16. Then you're done! You'll be redirected to our Thank You page. You'll receive a confirmation email from billing@foodexport.org, and the activity coordinator will be in touch within a few days to introduce himself/herself and discuss next steps.
17. This page will say Action Required! It is required that you complete tasks in My Food Export Portal for each activity. You can review instructions about this in the section [How Do I Complete My Tasks?](#).

How do I register for a Food Show PLUS!?

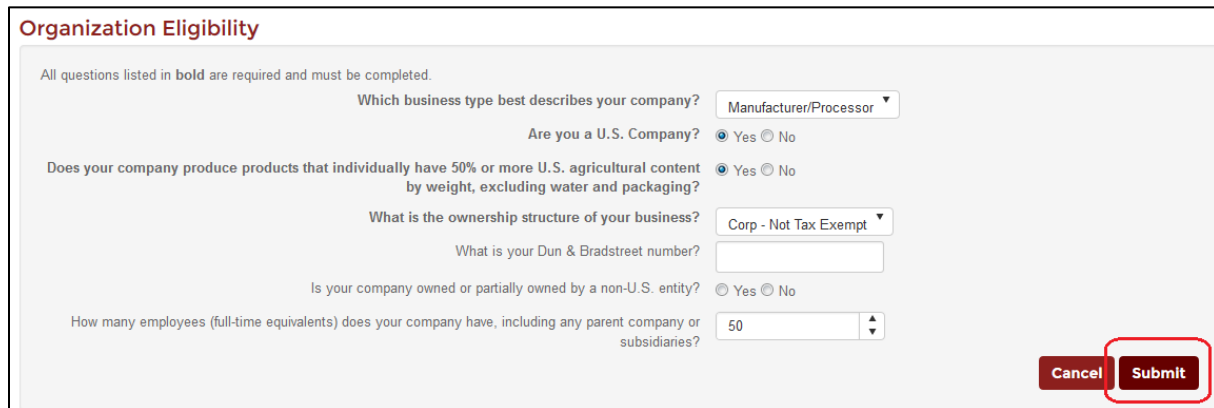
1. Log into [My Food Export Portal](#).
2. Proceed to the Food Show PLUS! page, an option the dropdown menu for Programs & Activities, and choose the Food Show PLUS! for which you'd like to register.



3. Click the green Register Online button. 
4. If you've already registered for this event, a pop-up will appear warning you of this. You can click cancel to end the registration process, or you can re-register the company by clicking "Register". We encourage companies not register more than once for a Food Show PLUS!.



5. You may need to qualify your company, an option that occurs once a year. All the information we've previously received about your company is listed here. Please update any needed fields and then click Submit.



Organization Eligibility

All questions listed in bold are required and must be completed.

Which business type best describes your company?

Are you a U.S. Company? Yes No

Does your company produce products that individually have 50% or more U.S. agricultural content by weight, excluding water and packaging? Yes No

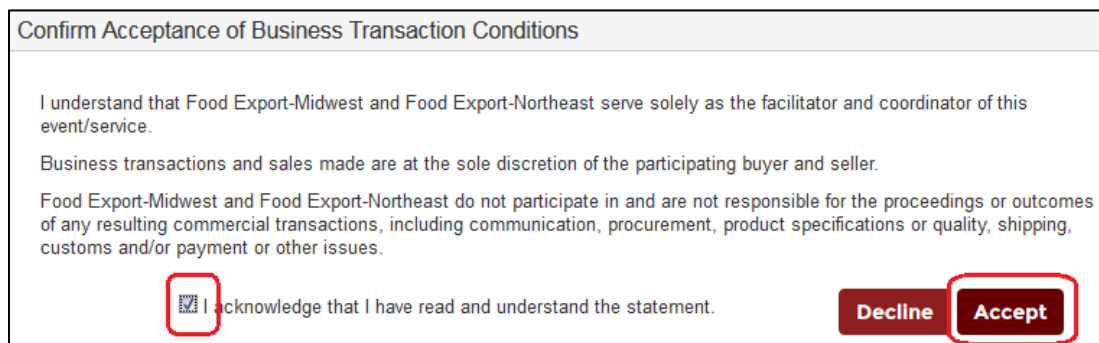
What is the ownership structure of your business?

What is your Dun & Bradstreet number?

Is your company owned or partially owned by a non-U.S. entity? Yes No

How many employees (full-time equivalents) does your company have, including any parent company or subsidiaries?

6. Please read and agree to Terms & Conditions. Be sure to check the box "I agree to the Terms & Conditions" and click Accept.
7. Once you accept, you'll also need to read and accept our Business Transaction Conditions. Be sure to check the box "I acknowledge that I have read and understand the statement" and click Accept.



Confirm Acceptance of Business Transaction Conditions

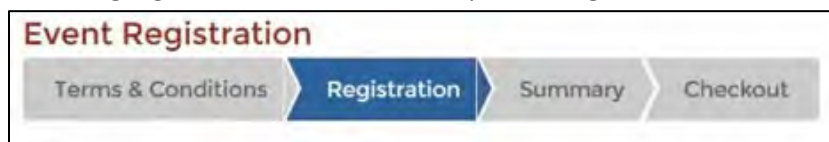
I understand that Food Export-Midwest and Food Export-Northeast serve solely as the facilitator and coordinator of this event/service.

Business transactions and sales made are at the sole discretion of the participating buyer and seller.

Food Export-Midwest and Food Export-Northeast do not participate in and are not responsible for the proceedings or outcomes of any resulting commercial transactions, including communication, procurement, product specifications or quality, shipping, customs and/or payment or other issues.

I acknowledge that I have read and understand the statement.

8. The chevrons at the top let you know where you're at in the registration process. You are currently in the step that is highlighted in blue. The next step is the registration itself.



Event Registration

Terms & Conditions **Registration** Summary Checkout

9. Check to be sure you're registering for the correct Food Show PLUS!. Be sure that your address is correct for your organization. If not, click "Edit" to update the address.



Organization: TEST My Food Export Company

Address Information ?

Primary Address:
300 W Washington st
Chicago, IL 60606
UNITED STATES

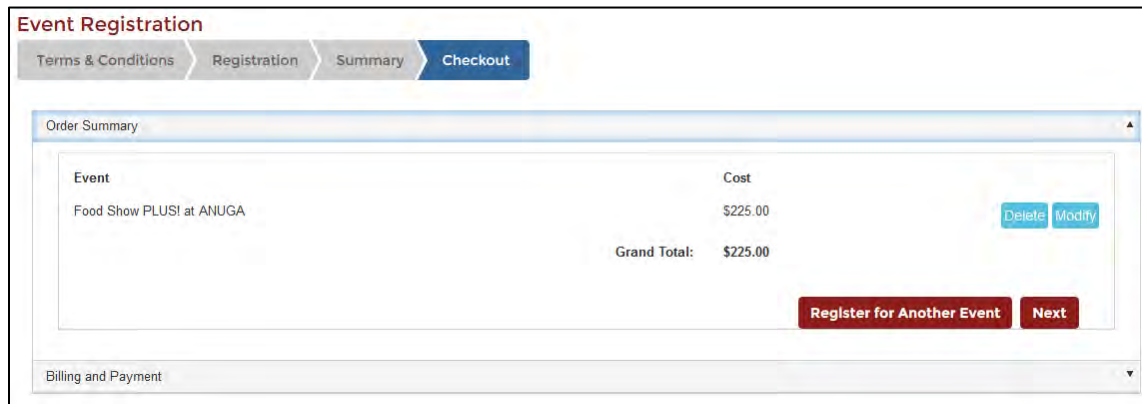
10. Choose the Primary Contact for this event. Whomever you choose will be the contact with whom the activity coordinator communicates and sends all schedules, logistical information, questions, etc. If you want someone who is not listed to be the primary contact, please call Food Export or have he/she complete the New Visitor Registration Form.

11. Select the attendees, i.e. who is actually going to the event. You must choose at least one attendee. For the second attendee, you can choose another individual or To Be Determined. If you choose To Be Determined, you'll need to update this to the individual's name later on.
12. Answer the question "What are your goals for participation in this event?". Please thoroughly describe what you're looking for from the Food Show PLUS! service. Then click Next.
13. Under Activity Information, indicate the market for which you'd like us to conduct your market study. You may only choose one market. You will then tell us of your exposure to that particular market, so that we're able to provide the most appropriate study for your company needs. Please check if you have an importer or distributor already in place for this market. Finally, you will tell us on which product you'd like us to conduct the market study. You may only choose one product. If the product you'd like us to use is not listed, click the Add a Product button. A pop-up will appear in which you can add a new product. Please visit the section [How Do I Update My Product Information?](#) to learn how to complete the product pop-up.

If Food Export is offering booth space at the show, you will have the option to add the booth space to your registration here. Then click Next.

14. Now you're on the Summary page, which provides a registration summary and all the answers you previously provided. To make any modifications, click the blue Modify button. You also have the option to enroll your organization in the Online Product Catalog. This is a free service that showcases your products to international buyers in a web-based catalog. Check the box if you would like to register. If all the information is correct, click Confirm Registration and Add to Cart. You have not paid for the activity at this point.

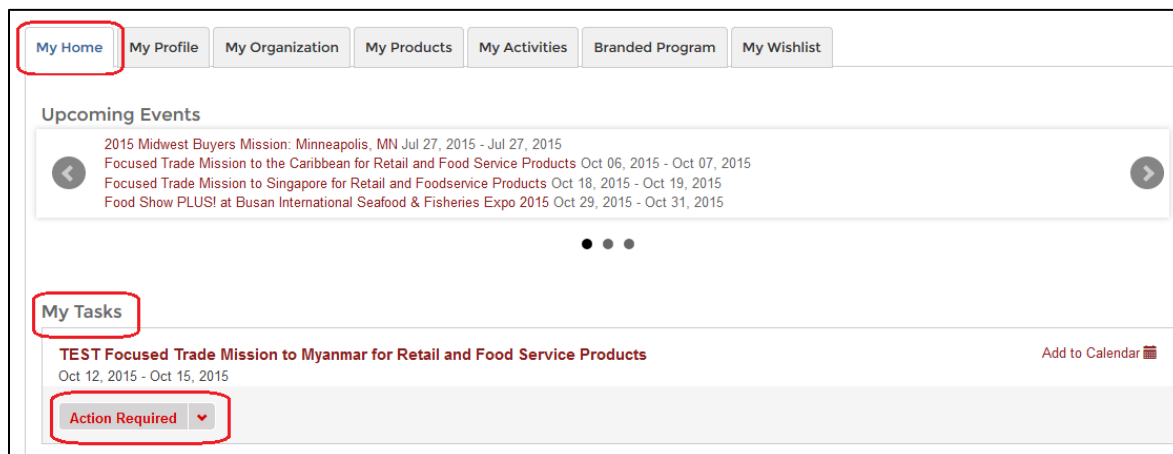
15. You'll then move to your shopping cart, in which you'll have the option register for another activity if you'd like or check out. An order summary of all the activities in your shopping cart is listed. You can click "Register for Another Event" to register for something else, or click Next to proceed to billing and payment.



16. Under Billing and Payment, you'll enter your credit card information and click "Submit". This is when your credit card is billed and you are registered for the event.
17. Then you're done! You'll be redirected to our Thank You page. You'll receive a confirmation email from billing@foodexport.org, and the activity coordinator will be in touch within a few days to introduce himself/herself and discuss next steps.
18. This page will say Action Required! It is required that you complete tasks in My Food Export Portal for each activity. You can review instructions about this in the section [How Do I Complete My Tasks?](#).

How do I complete My Tasks for my event registration?

1. Log into [My Food Export Portal](#).
2. Scroll down and see My Tasks. If you have outstanding tasks for the activity that you registered for, the activity will be listed here. If you click the dropdown for Action Required, you will see all the tasks that you need to complete for this activity. You can click the task, and a pop-up will appear for you to complete the task.



You can also access your tasks under the My Activities tab in My Food Export Portal. In My Activities, you'll see all the activities that you've registered for.

Welcome - Food Export Association of the Midwest USA

We are currently in the process of updating and customizing our website to make it easier for you interact with us. If you would like to access your original portal which will provide access to your outstanding evaluations, please click [here](#).

My Home My Profile My Organization My Products **My Activities** Branded Program My Wishlist

Below is a list of activities that you have registered for. Each section that has a **RED** exclamation point requires your attention. Once you complete the action(s), the exclamation point(s) will disappear; the registration process for the activity is finished. Some tasks will be grayed out (Action Not Available) if they aren't available yet, or if the deadline has passed and they can no longer be edited.

Action Needed Action Completed Action Not Available

ACTIVITY REGISTRATION

Caribbean & Central American Buyers Mission for Retail & Food Service Products Add to Calendar




Jun 23, 2015 - Jun 25, 2015

Attendees	Organization Info	Products	Buyers Rankings	Invoices/Receipts
<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Due Apr 21, 2015

Specialty Foods Buyers Mission at the Summer Fancy Food Show Add to Calendar

Jun 26, 2015 - Jun 29, 2015

Attendees	Organization Info	Products	Buyers Rankings	Invoices/Receipts
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Due May 23, 2015

Any uncompleted tasks will have an action needed icon . All completed tasks will have an action completed icon . All unavailable tasks have a grey circle . This means that you have not completed this task, but you are unable to complete this task at this time. Food Export will notify you when you will be able to complete this task. You can also add an event to your calendar by clicking Add to Calendar on the right-hand side. You must complete all uncompleted tasks by the due date listed. To complete a task, click the task. A pop-up will appear for each task.

- For the **Attendees** task, choose the attendees who will attend the event from the dropdown. If the contact needs special accommodations, please make this by choosing an option from the Accommodations/Accessibility dropdown. If you'll be receiving lunch at the buyers mission, there will be a dietary restrictions dropdown to complete as well, if dietary restrictions apply for the contact. If the individual that is attending is not listed here, please have him or her complete the New Visitor Registration Form to create an individual account OR call Food Export to add the individual to the organization record. If you make edits but will need to make further adjustments later, click "Save and Edit Later". If you choose the correct attendees and accessibility options, and no further updates are needed, click "I'm Finished". You'll be unable to edit this information once you click "I'm Finished".

Attendees

Required fields are in **bold**

Please update information for attendees listed below. Persons with disabilities who require alternate means for communication of program information or accessibility please contact us.
Note that this registration does not allow you to remove attendees.

Attendees	Name	Accommodations/Accessibility
Attendee 1	Administrator Fake ▼	None ▼

Close Save and Edit Later I'm Finished

4. For the **Organization Info** task, you'll tell us information about your company that we can use for your profile that we share with buyers. To start, you'll tell us if your company is currently exporting. If so, you'll estimate your annual export sales, give us the first year you started exporting, and tell us to which markets you're currently exporting. It is optional to tell to which markets you're interested in exporting. Please note that there are two accordions in this task. When done with the "Export" accordion, click Next or the "Organization Info" accordion to fill out the next page.

Organization Info

Required fields are in **bold**

Export

Are you currently exporting? Yes No

If yes, please estimate your company's annual export sales: \$1,000,001 - \$25,000,000 ▼

If yes, what year did you start exporting? 2015

To which regions or countries are you currently exporting?

AFGHANISTAN ALBANIA ALGERIA ANDORRA ANGOLA
 ANGUILLA ANTARCTICA ANTIGUA ARGENTINA ARMENIA
 ARUBA AUSTRALIA AUSTRIA AZERBAIJAN BAHAMAS
 BAHRAIN BANGLADESH BARBADOS BELARUS BELGIUM
 BELIZE BENIN BERMUDA BHUTAN BOLIVIA
 BOSNIA BOTSWANA BRAZIL BRITISH INDIAN OCEAN TERRITORY BRITISH VIRGIN ISLANDS

Please select the market(s) of interest:

AFGHANISTAN ALBANIA ALGERIA ANDORRA ANGOLA
 ANGUILLA ANTARCTICA ANTIGUA ARGENTINA ARMENIA
 ARUBA AUSTRALIA AUSTRIA AZERBAIJAN BAHAMAS
 BAHRAIN BANGLADESH BARBADOS BELARUS BELGIUM
 BELIZE BENIN BERMUDA BHUTAN BOLIVIA
 BOSNIA BOTSWANA BRAZIL BRITISH INDIAN OCEAN TERRITORY BRITISH VIRGIN ISLANDS

Next »

In the Organization Info accordion, please choose a business type from the dropdown, give us a general company description, and provide us with your company logo. This information helps us create a thorough supplier profile of your company to share with the buyers at the buyers mission.

Organization Info

Required fields are in bold

Export

Organization info

Please estimate your company's total annual sales: \$100,000 - \$500,000

Please provide a general description of your business appropriate for potential customers:

OK, let's try it.

What year was the company founded? (YYYY) 1980

What is your employer or tax identification number (EIN/TIN)?

22395679

Do you have a Dunn & Bradstreet number? Yes No

If yes, what is your Dunn & Bradstreet number?

123

In which state is your company incorporated? IL

Is your company owned or partially owned by a non-U.S. entity? Yes No

In which state(s) does your company have a production facility?

<input type="checkbox"/> AK	<input type="checkbox"/> AL	<input type="checkbox"/> AR	<input type="checkbox"/> AS	<input type="checkbox"/> AZ
<input type="checkbox"/> CA	<input type="checkbox"/> CO	<input type="checkbox"/> CT	<input type="checkbox"/> DC	<input type="checkbox"/> DE
<input type="checkbox"/> FL	<input type="checkbox"/> GA	<input type="checkbox"/> GU	<input type="checkbox"/> HI	<input type="checkbox"/> IA
<input type="checkbox"/> ID	<input checked="" type="checkbox"/> IL	<input type="checkbox"/> IN	<input type="checkbox"/> KS	<input type="checkbox"/> KY
<input type="checkbox"/> LA	<input type="checkbox"/> MA	<input type="checkbox"/> MD	<input type="checkbox"/> ME	<input type="checkbox"/> MI

In which state(s) does your company source ingredients?

<input type="checkbox"/> AK	<input type="checkbox"/> AL	<input type="checkbox"/> AR	<input type="checkbox"/> AS	<input type="checkbox"/> AZ
<input type="checkbox"/> CA	<input type="checkbox"/> CO	<input type="checkbox"/> CT	<input type="checkbox"/> DC	<input type="checkbox"/> DE
<input type="checkbox"/> FL	<input type="checkbox"/> GA	<input type="checkbox"/> GU	<input type="checkbox"/> HI	<input type="checkbox"/> IA
<input type="checkbox"/> ID	<input checked="" type="checkbox"/> IL	<input type="checkbox"/> IN	<input type="checkbox"/> KS	<input checked="" type="checkbox"/> KY
<input type="checkbox"/> LA	<input type="checkbox"/> MA	<input type="checkbox"/> MD	<input type="checkbox"/> ME	<input type="checkbox"/> MI

Please provide a high resolution company logo

« Previous

Close Save and Edit Later I'm Finished

If you make edits but will need to make further adjustments later, click “Save and Edit Later”. If you edit the information and/or no further updates are needed, click “I’m Finished”. You’ll be unable to edit this information once you click “I’m Finished”.

- For the **Products** task, you will choose which products you plan to promote during the buyers mission. We will include these products in your supplier profile that we share with the buyers. All the products that you’ve entered in our database are listed on this page. To promote a product, it must have an Industry Segment and Channel listed. If a product has an Industry Segment and/or Channel, there will be a green check icon in those boxes. In the example, Food Export Soda Pop and John Doe’s Super Cookie have both Industry Segment and Channel filled in; there are green checks in these boxes. These products can be promoted by clicking the Promote icon in the product row.

Products

Required fields are in bold

Below are the products that you have added to your product portfolio, and are available for you to promote at an event. To select a product, click the promote button. If that option is not available, please update the required fields by clicking the edit button. The table below indicates which required fields are completed with a check mark.

Add Product

Brand Name	Product	Industry Segment	Channel	Flavors/Varieties	Edit	Promote at Event?
Food Export Soda Pop	Soda/Pop	✓	✓	✓	Edit	Promote
John Doe's Super Cookie	Ready-to-Eat Cookies	✓	✓		Edit	Promote
Midwest's Pasta Sensations	Plain/Flour Noodle		✓		Edit	Promote
Northeast's Famous Pies	Ready-to-Eat Pastries & Tarts		✓		Edit	Promote

PRODUCTS TO PROMOTE

Brand Name	Product	Product Sub Type	Product Type	Edit

Close Save and Edit Later I'm Finished

Once you click the Promote Icon, the product will move down to the Products to Promote section.

Products

Required fields are in bold

Below are the products that you have added to your product portfolio, and are available for you to promote at an event. To select a product, click the promote button. If that option is not available, please update the required fields by clicking the edit button. The table below indicates which required fields are completed with a check mark.

Add Product

Brand Name	Product	Industry Segment	Channel	Flavors/Varieties	Edit	Promote at Event?
John Doe's Super Cookie	Ready-to-Eat Cookies	✓	✓		Edit	Promote
Midwest's Pasta Sensations	Plain/Flour Noodle		✓		Edit	Promote
Northeast's Famous Pies	Ready-to-Eat Pastries & Tarts		✓		Edit	Promote

PRODUCTS TO PROMOTE

Brand Name	Product	Product Sub Type	Product Type	Edit
Food Export Soda Pop	Soda/Pop	Soft-Drinks	Beverages	Remove

Close Save and Edit Later I'm Finished

If a product is missing an Industry Segment and/or Channel, the boxes will be blank.

Brand Name	Product	Industry Segment	Channel	Flavors/Varieties	Edit	Promote at Event?
John Doe's Super Cookie	Ready-to-Eat Cookies	✓	✓		Edit	Promote

In this example, the product is missing its Flavors/Varieties but it has an Industry Segment and Channel. This product cannot be promoted until the Flavors/Varieties is filled in, so the Promote button is greyed out. To add the Flavors/Varieties, click the Edit button.

Please note that there are five pages in this pop-up to complete. You can move between the pages by clicking “Next” when you’re done with a page or by clicking the page header. All product information can be edited once your account is created. You can learn more about updating product information in the section [How Do I Update My Product Information?](#). Once you’ve finished entering product information, click “Update”. The pop-up will close, and the update product information will show in the product table. You can then click “Promote” to promote the product at the event.

You can also add a new product if you wish. To add a new product, click Add Product. This will create the same pop-up referenced above. Once you’ve created the product, click “Create”. The pop-up will disappear, and you’ll see the product listed in the table. You can then click “Promote” to promote the product at the event.

If you make edits but will need to make further adjustments later, click “Save and Edit Later”. If you edit the information and/or no further updates are needed, click “I’m Finished”. You’ll be unable to edit this information once you click “I’m Finished”.

6. The **Buyers Rankings** task is only required for buyers missions. It is your opportunity to prioritize the international buyers that you would like to meet with at an event. These rankings are important so that Food Export can match you with the appropriate buyers to the best of our ability. To rank buyers in the order in which you would like to meet with them, click on the Add button.

Buyers Ranking

Required fields are in **bold**

Buyer Rankings are your opportunity to prioritize the international buyers that you would like to meet with at an event. These rankings are important so that Food Export can match you with the appropriate buyers to the best of our ability.

To rank buyers in the order in which you would like to meet with them, click on the Add button. Then drag the buyer to the position in the list (#1 preferred buyer on top, #10 buyer at the bottom of the list, etc.). If you would like to exclude a buyer from the ranking, click on the Remove button.

To see the buyer's profile, hover over "View Profile". To review a list of all buyer profiles, download the Buyer Profile document (PDF) at the bottom of the table.

Buyer Rank	Country	Organization	Name	Title	Profile (Mouse over for profile)	Action
-	UNITED STATES	Food Export Association of the Midwest USA	Brendan Wilson	International Marketing Program Assistant	View Profile	ADD
-	UNITED STATES	Food Export USA - Northeast	Andrew Haught	International Marketing Program Assistant	View Profile	ADD

[Download all buyer profiles](#)

Close Save and Edit Later I'm Finished

Then drag the buyer to the position in the list (#1 preferred buyer on top, #10 buyer at the bottom of the list, etc.). If you would like to exclude a buyer from the ranking, click on the Remove button.

Buyer Rank	Country	Organization	Name	Title	Profile (Mouse over for profile)	Action
1	UNITED STATES	Food Export USA - Northeast	Andrew Haught	International Marketing Program Assistant	View Profile	<input type="button" value="REMOVE"/>
2	UNITED STATES	Food Export Association of the Midwest USA	Brendan Wilson	International Marketing Program Assistant	View Profile	<input type="button" value="REMOVE"/>

To see the buyer's profile, hover over "View Profile".

Buyers Ranking

Required fields are in bold

Buyer Rankings are your opportunity to prioritize the international buyers that you would like to meet with at an event. These rankings are important so that Food Export can match you with the appropriate buyers to the best of our ability.

To rank buyers in the order in which you would like to meet with them, click on the Add button. Then drag the buyer to the position in the list (#1 preferred buyer on top, #10 buyer at the bottom of the list, etc.). If you would like to exclude a buyer from the ranking, click on the Remove button.

To see the buyer's profile, hover over "View Profile". To review a list of all buyer profiles, download the Buyer Profile document (PDF) at the bottom of the table.

Buyer Rank	Country	Organization	Name	Title	Profile (Mouse over for profile)	Action
1	UNITED STATES	Food Export USA - Northeast	Andrew Haught	International	View Profile	<input type="button" value="REMOVE"/>
2	UNITED STATES	Food Export Association of the Midwest USA	Brendan Wilson			

Contact Info
Address: Food Export USA - Northeast 1617 John F Kennedy Blvd
Ste 420 Philadelphia, PA 19103-1804
Buyer: Andrew Haught
Email: thamilton@foodexport.org
Title: International Marketing Program Assistant
Phone: (215)829-9111
Website: samtestco

Company Information
Year Founded: 2006
Nature of Business: Manufacturer/Processor

Shipping Information & Quotation Preferences
Consolidator in the US: No

To review a list of all buyer profiles, download the Buyer Profile document (PDF) at the bottom of the table.

Buyers Ranking


Required fields are in **bold**

Buyer Rankings are your opportunity to prioritize the international buyers that you would like to meet with at an event. These rankings are important so that Food Export can match you with the appropriate buyers to the best of our ability.

To rank buyers in the order in which you would like to meet with them, click on the Add button. Then drag the buyer to the position in the list (#1 preferred buyer on top, #10 buyer at the bottom of the list, etc.). If you would like to exclude a buyer from the ranking, click on the Remove button.

To see the buyer's profile, hover over "View Profile". To review a list of all buyer profiles, download the Buyer Profile document (PDF) at the bottom of the table.

Buyer Rank	Country	Organization	Name	Title	Profile (Mouse over for profile)	Action
1	UNITED STATES	Food Export USA - Northeast	Andrew Haught	International Marketing Program Assistant	View Profile	<input type="button" value="REMOVE"/>
2	UNITED STATES	Food Export Association of the Midwest USA	Brendan Wilson	International Marketing Program Assistant	View Profile	<input type="button" value="REMOVE"/>

 [Download all buyer profiles](#)

If you make edits but will need to make further adjustments later, click "Save and Edit Later". If you edit the information and/or no further updates are needed, click "I'm Finished". You'll be unable to edit this information once you click "I'm Finished".

- For the **Activity Goals** task, you will edit and confirm your goals for a Food Show PLUS! and Focused Trade Missions only. All bolded fields are required. Please provide a brief description of what you're looking for from this service. Then indicate the market for which you'd like us to conduct your market study. You may only choose one market. You will then tell us of your exposure to that particular market, so that we're able to provide the most appropriate study for your company needs. Please check if you have an importer or distributor already in place for this market. Finally, you will see which product you'd like us to conduct the market study. If you make edits but will need to make further adjustments later, click "Save and Edit Later". If you edit the information and/or no further updates are needed, click "I'm Finished". You'll be unable to edit this information once you click "I'm Finished".

Activity Goals

Required fields are in **bold**

What are your goals for participation in this event/service?

Make money!

Please indicate what market you would like your market study to be conducted: INDIA

Please describe any experience you have had in the listed country above: Never been.

Do you have an importer/distributor/agent in the market above? Yes No

The product for which you would like your research performed: Angelinacco

- For the ***Invoices/Receipts*** task, you can view and print your open invoice if we have not yet received your payment. If we have received your payment, you can view and print your receipt here.

Invoices					
INVOICE #	DATE	INVOICE TOTAL	TOTAL PAYMENT	BALANCE	VIEW/PRINT
76564	Apr 27, 2015	0.00	0.00	0.00	View/Print

[Close](#)

How do I complete an activity evaluation?

- Log into [My Food Export Portal](#).
- Go to the My Activities tab to submit an evaluation for an activity you participated in. If you need to complete an evaluation, the “Action Needed” symbol will appear under the Evaluation or Follow-Up Evaluation tasks. Click “Evaluation” to submit your Initial Evaluation, or “Follow-Up Evaluation” if you are looking to submit your Follow-Up Evaluation.

My Home
My Profile
My Organization
My Products
My Activities
Branded Program
My Wishlist

Below is a list of activities that you have registered for. Each section that has a **RED** exclamation point requires your attention. Once you complete the action(s), the exclamation point(s) will disappear; the registration process for the activity is finished. Some tasks will be grayed out (Action Not Available) if they aren't available yet, or if the deadline has passed and they can no longer be edited.

Action Needed
 Action Completed
 Action Not Available

ACTIVITY REGISTRATION

Northeast Buyers Mission
Jan 26, 2015 - Jan 29, 2015

[Add to Calendar](#)

Attendees	Activity Goals	Organization Info	Products	Buyers Rankings	Invoices/Receipts	Evaluation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
						Past Due
Follow Up Evaluation						
Past Due						

FY15 - Online Product Catalog 2015
Nov 01, 2014 - Oct 31, 2015

Activity Goals	Organization Info	Products	Evaluation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			Past Due

Specialty Foods Buyers Mission at the Summer Fancy Food Show
Jun 26, 2015 - Jun 29, 2015

[Add to Calendar](#)

Attendees	Activity Goals	Organization Info	Products	Buyers Rankings	Invoices/Receipts	Evaluation
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
						Past Due




3. You will be directed to the screen below :

Evaluation

Name: Specialty Foods Buyers Mission at the Summer Fancy Food Show
 Description: Attendance by up to two company representatives, one-on-one meetings with buyers, a table to display products, and a listing in the supplier profiles directory.
 Location: New York, NY Dates: Jun 26, 2015 - Jun 29, 2015

Contacts & Sales Contributions Overall Performance Summary

Based on the services provided by Food Export – Midwest / Food Export - Northeast, please answer to the best of your ability the following questions regarding contacts and sales made. Bolded questions are required.

Buyer Information		Met With Buyer?
+	 ANTIGUA A.S. Bryden & Son's Limited Mr Gregory Mazely	<input type="radio"/> Yes <input type="radio"/> No
+	 BRAZIL Latinex International Mr Eduardo Barreto Moraes	<input type="radio"/> Yes <input type="radio"/> No
+	 BRAZIL Multivarejo-Grupo Pão de Açucar Sandra Caires Seboia	<input type="radio"/> Yes <input type="radio"/> No

Cancel Save & Edit Later Next


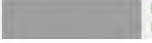
4. If you met with any of the listed buyers, select “ Yes” under the "Met with Buyer?" Column. The options show below will appear under the buyer if you selected “Yes”.

Evaluation

Name: Specialty Foods Buyers Mission at the Summer Fancy Food Show
 Description: Attendance by up to two company representatives, one-on-one meetings with buyers, a table to display products, and a listing in the supplier profiles directory.
 Location: New York, NY Dates: Jun 26, 2015 - Jun 29, 2015

Contacts & Sales Contributions Overall Performance Summary

Based on the services provided by Food Export – Midwest / Food Export - Northeast, please answer to the best of your ability the following questions regarding contacts and sales made. Bolded questions are required.

Buyer Information		Met With Buyer?
-	 ANTIGUA A.S. Bryden & Son's Limited Mr Gregory Mazely	<input checked="" type="radio"/> Yes <input type="radio"/> No
	How many new foreign buyer contacts were made?	<input type="text" value="1"/>
	How many new agent relationships were made?	<input type="text" value="1"/>
	Please rate the overall quality of this buyer:	<input type="text" value="Excellent"/>
	What are your actual export sales as a result of your participation?	<input type="text" value="\$"/>
	What are your projected export sales as a result of your participation?	<input type="text" value="\$"/>
+	 BRAZIL Latinex International	<input type="radio"/> Yes <input type="radio"/> No

Cancel Save & Edit Later Next

- Fill out the fields next to the questions with which you had a result. When you enter a value for "What are your actual export sales as a result of your participation?", more options will appear for you to fill out.

ANTIGUA
A.S. Bryden & Son's Limited
Mr Gregory Mazely

How many new foreign buyer contacts were made? 1

How many new agent relationships were made? 1

Please rate the overall quality of this buyer: Excellent

What are your actual export sales as a result of your participation? \$1

Did this sale represent a 20% increase or more in export sales? Please select a value

Did this sale represent a first time export sale to a market? Please select a value

Did this sale represent your first time export sale ever? Please select a value

What are your projected export sales as a result of your participation? \$

Cancel Save & Edit Later Next

- Once you enter your Projected Export Sales, the buyer evaluation for this particular buyer will close and be marked with a check mark. This means you've completed all necessary information about this buyer for the evaluation. Please complete all information needed for all the buyers, then click "Next".

Buyer Information

Buyer Information	Met With Buyer?
ANTIGUA A.S. Bryden & Son's Limited Mr Gregory Mazely	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BRAZIL Latinex International Mr Eduardo Barreto Moraes	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRAZIL Multivarejo-Grupo Pão de Açúcar Sandra Caires Seboia	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cancel Save & Edit Later Next

- Then you will see this next screen :

Evaluation

Name: Specialty Foods Buyers Mission at the Summer Fancy Food Show
Description: Attendance by up to two company representatives, one-on-one meetings with buyers, a table to display products, and a listing in the supplier profiles directory
Location: New York, NY Dates: Jun 25, 2015 - Jun 29, 2015

Contacts & Sales Contributions Overall Performance Summary

Contributions are expenses which you incurred AND/OR time you spent participating in this program/service. Hours: time you spent planning, executing and/or traveling. Costs: any costs you incurred to participate. Examples of incurred hours and costs: travel time/costs, staff hours, preparation time, sample costs, freight, booth expenses, promotional materials, etc. Bolded questions are required.

How many hours have you and your staff spent as it relates to carrying out this program/service? # of hours

What costs have you incurred as it relates to your participation in this program/service? \$

This activity offered high value relative to cost: Strongly Agree Agree No Opinion Disagree Strongly Disagree N/A

Cancel Back Save & Edit Later Next

8. You will then be directed to review the information you entered.

Evaluation

Name: Specialty Foods Buyers Mission at the Summer Fancy Food Show
Description: Attendance by up to two company representatives, one-on-one meetings with buyers, a table to display products, and a listing in the supplier profiles directory.
Location: New York, NY **Dates:** Jun 26, 2015 - Jun 29, 2015

Contacts & Sales
Contributions
Overall Performance
Summary

Below is a preview of all of your responses to the evaluation. Please review your answers and if ready click SUBMIT. You cannot edit your response on this form directly. Click Save & Edit Later if you would like to revise your answers at a later time. If you select Cancel you will cancel out of this evaluation and your responses will not be saved.

Contacts & Sales

+	Buyer Information	Met With Buyer?
	<div style="display: flex; align-items: center;"> <div style="width: 60px; height: 60px; background-color: #ccc; display: flex; align-items: center; justify-content: center; margin-right: 10px;">No Image</div> <div> <p>ANTIGUA</p> <p>A. S. Bryden & Son's Limited</p> <p>Mr Gregory Mazely</p> </div> </div>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<div style="display: flex; align-items: center;"> <div style="width: 60px; height: 60px; background-color: #ccc; display: flex; align-items: center; justify-content: center; margin-right: 10px;">No Image</div> <div> <p>BRAZIL</p> <p>Latinex International</p> <p>Mr Eduardo Barreto Moraes</p> </div> </div>	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<div style="display: flex; align-items: center;"> <div style="width: 60px; height: 60px; background-color: #ccc; display: flex; align-items: center; justify-content: center; margin-right: 10px;">No Image</div> <div> <p>BRAZIL</p> <p>Multivarejo-Grupo Pão de Açúcar</p> <p>Sandra Caires Seboia</p> </div> </div>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Contributions

How many hours have you and your staff spent as it relates to carrying out this program/service?

What costs have you incurred as it relates to your participation in this program/service?

9. If you need to edit any of the information, click Modify at the bottom of the page. If you don't need to edit any of the information, click Submit.

Cancel
Modify
Save & Edit Later
Submit

10. You will be directed to this final screen:

My Home
My Profile
My Organization
My Products
My Activities
Branded Program
My Wishlist

Thank You For Your Evaluation

Your Specialty Foods Buyers Mission at the Summer Fancy Food Show Evaluation Has Been Received
 Thank you for providing valuable feedback that will help Food Export-Midwest and Food Export-Northeast develop the best programs and activities for you and your organization.

Activity Name	Evaluation Type	Due Date	Status
Northeast Buyers Mission	Initial	Past Due	Due
FY15 - Online Product Catalog 2015	Final	Past Due	Due
Northeast Buyers Mission	Follow Up	Past Due	Due

Go to ["My Home"](#) to see any Action Required activities

Branded Program

How do I complete a pre-qualification?

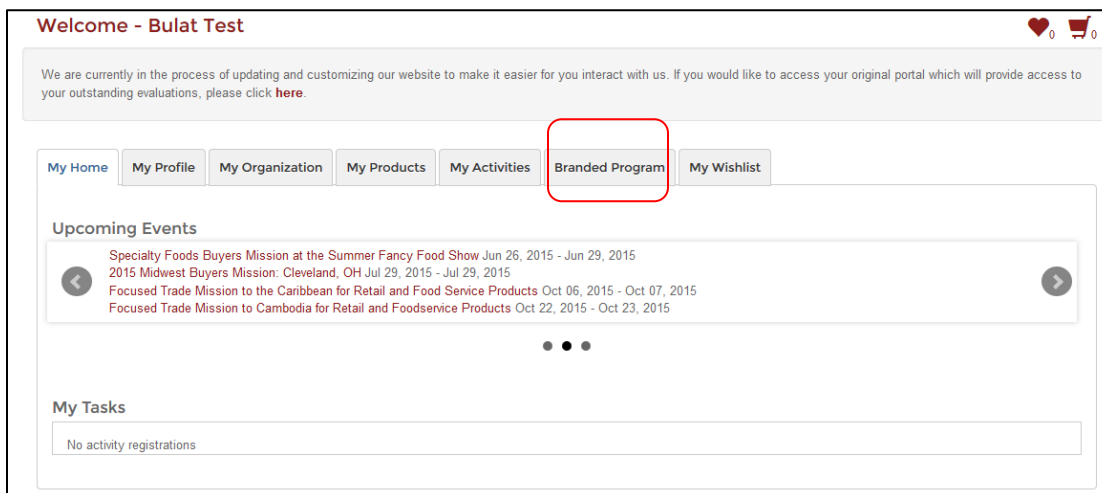
The purpose of the pre-qualification worksheet is to determine the company's eligibility for the Branded Program. Please be prepared to complete the Pre-Qualification Worksheet with the following information:

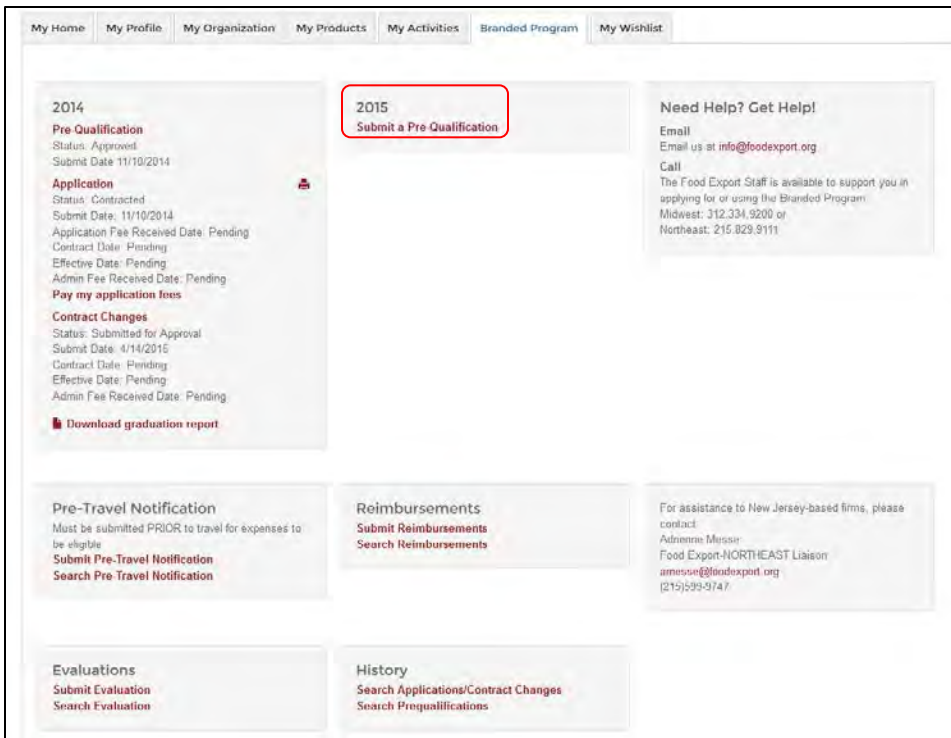
1. The company's nine-digit Federal Tax ID Number
2. Number of employees (including employees within all parent and subsidiary companies)
3. Average annual gross sales for the prior three years
4. Brief summary of how the company plans to utilize Branded Program funds
5. Year and location the company was established
6. North American Industry Classification System (NAICS) code – this is a code used to classify the company within a specific industry sector. [For more details please, visit the Small Business Administration's website.](#)
7. Dun and Bradstreet number (if applicable)
8. Product information – Brand name(s) and brief product description(s)

Prerequisite: If you do not have a user name and password, go to www.foodexport.org and select the link "New Visitor Registration" to create a username and password. Once you have received an email confirmation that your registration has been approved, follow the instructions below to submit the prequalification.

How to Access the Branded Program Pre-Qualification:

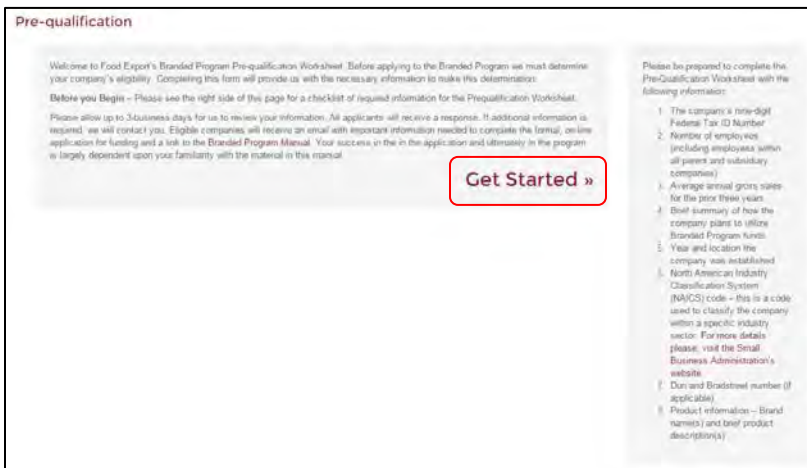
Go to www.foodexport.org and click on the "Login" link in the upper right corner of the page. Enter your user name and password to access the "Food Export Portal". Select the "Branded Program" tab and click on the link to "Submit a Pre-Qualification" within the appropriate program year. (See below images).





How to Complete the Branded Program Prequalification:

The first page of the form will provide you with basic information regarding the pre-qualification review and approval process. Please review the terms and select the “Get Started” link to begin the pre-qualification form.



The pre-qualification worksheet is divided into four sections: Company Information, Company Details, Product and Promotional Information, and Certification.

The first section, Company Information, will pre-populate with demographic information that you provided during registration. Complete all applicable fields, noting that fields highlighted in bold are required.

Fields located on the left of this page (Company Name, Contact Info, and Contact Person) cannot be edited in the pre-qualification worksheet. To update your company information, return to the main Food Export Portal page and select the “My Organization” tab. Please be aware that information you enter in the pre-qualification worksheet will update the organization record.

Pre-Qualification

Program Year: 2015

Company Information

Items in bold are required fields

COMPANY NAME
Bulat Test

CONTACT INFO
123 Test
Galloway, NJ 08205
PHONE: (609)233-6121
EMAIL: ibulat523@gmail.com

CONTACT PERSON
Bulat Hamitov

Tax ID Number
012345678
Enter the company's 9-digit tax identification number (EIN/TIN).

Year Founded
2013
Enter the year the company was founded.

Number of Employees (Full Time Equivalent)
17
Number of employees (full-time equivalents) including those of all parent companies and all subsidiary companies

Average Gross Revenue
\$0.00
Enter the company's average annual gross sales for the prior 3 years.

Dun and Bradstreet number
32-524-5658
Please enter the company's 9-digit Dun and Bradstreet number, if there is one.

Parent/Subsidiary Organization Type
Please select an option
Please select an organization relationship type

Next »

Company Details
Product and Promotional Information
Certification

Save and submit later Submit

The next section, Company Details, requires you to classify your company using the North American Industry Classification System (NAICS) code. This section may be pre-populated if you have filled out a pre-qualification for past Branded program years. If you have a variety of products, we ask that you choose the sectors, subsectors, and title code that best describe your company. [For more information regarding NAICS codes, please visit the Small Business Administration's website here.](#)

Pre-Qualification

Program Year : 2015

Company Information

Company Details

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE
Please identify your NAICS code for your industry. Start by selecting the Sector that best fits your industry, then select the Subsector and finally the specific Title Code.

Sector
Sector 31-33 - Manufacturing

Subsector
Subsector 311 - Food Manufacturing

Title Code
(311514) Dry, Condensed, and Evaporated Dairy Product Manufacturing

« Previous Next »

Product and Promotional Information
Certification

Save and submit later Submit

The next section, Product and Promotional Plans, requires that you provide us with a general description of how your company plans to utilize the Branded Program. Briefly describe your anticipated promotional activities, the countries in which you will be conducting those activities, and the products/brands that you will be promoting.

Pre-Qualification

Program Year : 2015

Company Information

Company Details

Product and Promotional Information

Items in bold are required fields

How does your company plan to use this program? Describe the company's export promotion plans and target export markets:

test

496 characters remaining

Please provide a brief description of the brands and products you plan to promote

test

496 characters remaining

« Previous Next »

Certification

Save and submit later Submit

The final section, Certification, requires that you review the terms and conditions of participation in the Branded Program. Please read each statement carefully, and if applicable, check the corresponding box. Select the “Submit” button to finalize your prequalification.

Pre-Qualification

Program Year : 2015

Company Information

Company Details

Product and Promotional Information

Certification

Check all boxes that apply to the applicant company:

- Company has product in sufficient quantity to assure continued supply to international buyers.
- Company is willing and able to pay the \$250 Application Fee upon submission of application, as well as the administrative fee (6% of the total approved allocation) upon approval of application.
- Company is willing and able to pay for the proposed promotions in advance of claiming reimbursement.
- Company is promoting products which individually have 50% or more U.S. agricultural content by weight exclusive of added water and packaging.
- Company is promoting branded products for which they are the exclusive recipient of Market Access Program (MAP) Branded Program funding in the targeted county markets.
- Company is willing to provide detailed descriptions and documentation of promotional activities, related expenses and resulting export sales. Company is willing to complete an end-of-year program evaluation form.

« Previous

Save and submit later Submit

You will receive a confirmation email that we have received your pre-qualification. Please allow three business days for us to review your pre-qualification worksheet. You will receive a second email notification, advising the status of your prequalification. If approved, you will then be able to submit a Branded Program application.

Thank You

Thank you for submitting your 2015 prequalification. Please allow approximately 72 hours for us to process your submission. Once approved you will receive an email from us which will give you everything you need to be prepared for the formal application process. If we have any questions on the information you supplied, you will be in contacted via email.

Contact Us

If you do not hear back within 72 hours...

My Dashboard

Go to your dashboard page to see all of your profile information, Events and upcoming activities

How do I complete an application?

Prerequisite: If you have received notification that your Branded Program Prequalification has been approved, you may submit your Branded Program Application.

How to Access the Branded Program Application:

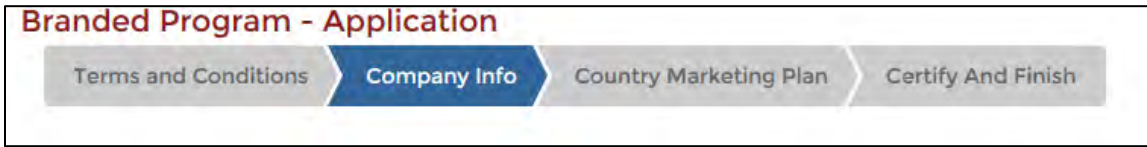
Go to www.foodexport.org and click on the "Login" link in the upper right corner of the page. Enter your user name and password to access the "Food Export Portal". Select the "Branded Program" tab and click on the link to "Submit an Application" within the appropriate program year. (See below images).

The screenshot shows the 'Welcome - Bulat Test' user interface. At the top, there is a navigation bar with tabs: 'My Home', 'My Profile', 'My Organization', 'My Products', 'My Activities', 'Branded Program' (highlighted with a red box), and 'My Wishlist'. Below the navigation bar, there is a message: 'We are currently in the process of updating and customizing our website to make it easier for you interact with us. If you would like to access your original portal which will provide access to your outstanding evaluations, please click [here](#).' The main content area is divided into three columns. The left column contains information for the 2014 program, including 'Pre-Qualification' (Status: Approved, Submit Date: 11/10/2014), 'Application' (Status: Contracted, Submit Date: 11/10/2014), and 'Contract Changes' (Status: Submitted for Approval, Submit Date: 4/14/2015). The middle column contains information for the 2015 program, including 'Pre-Qualification' (Status: Approved, Submit Date: 4/27/2015) and a 'Submit an Application' button (highlighted with a red box). The right column contains a 'Need Help? Get Help!' section with contact information for email, call, and Midwest/Northeast phone numbers. At the bottom, there are three more sections: 'Pre-Travel Notification', 'Reimbursements', and contact information for New Jersey-based firms.

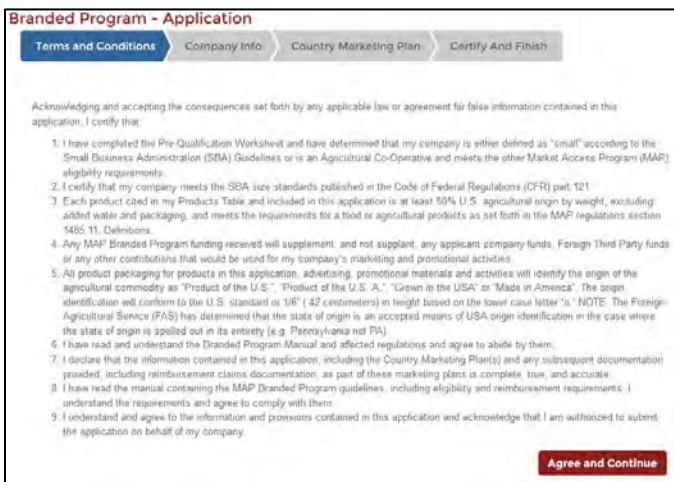
The Branded Program Application consists of multiple sections, including country marketing plans. Before you begin the Branded Program application, obtain the following information:

- Overall company domestic and export sales for last two years and projections for next two years.
- Anticipated promotional activities and the corresponding expense to conduct those activities.
- Current and projected sales figures for each country in your application
- Complete contact information for any foreign third party that will appear in your reimbursement documentation.

The Branded Program Application is divided into four sections: Terms and Conditions, Company Info, Country Marketing Plan, and Certify and Finish. You can easily move back and forth between the completed portions of your application by selecting the appropriate sections of the navigation bar. (See image below)



The first section of the application, Terms and Conditions, requires you to acknowledge the terms and conditions of Branded Program participation. Please review the contents and select the “Agree and Continue” button to move to the next section of the Branded Program application.



In the second section of the application, Company Information, you will be asked to assign an individual from your organization as the primary point of contact both the application and reimbursements. The same person can be selected for both roles. Note that only registered users within your organization that have been assigned Branded Program permissions will appear in the drop down menu. If the individual does not have a user name and password, go to www.foodexport.org and select the link “New Visitor Registration” to create a username and password. If a registered user has not been assigned Branded Program permission, please contact your organizations Branded Program administrator (first registered user within your organization).

Items in bold are required fields

Company Info

Company Name: Bulat Test
 Application Date: 4/27/2015
 First Export Year:

Select the primary point(s) of contact at your company for questions regarding the Branded Program application and subsequent reimbursement claims documentation.

Application Contact: Please identify the best contact(s) at your company for application and reimbursement related questions.
Only individuals with an existing profile in the Food Export database who have been assigned Branded Program access permission tied to your company may be selected. If you do not see the desired individual listed here, your company's Food Export Account Administrator may need to provide the desired individual with Branded Program access Permission.

Don't see the application contact you want?
Choose from more

Reimbursement Claims Contact:

PRODUCT SALES

Enter past and projected sales figures. Please be accurate as possible and do not leave any space blank. Place a 0 where applicable. Round to the nearest dollar.

Calendar Year	Total Domestic Sales	Total Export Sales
2013	<input type="text" value="\$25,000.00"/>	<input type="text" value="\$47,000.00"/>
2014	<input type="text" value="\$111,000.00"/>	<input type="text" value="\$10,000.00"/>
2015(Projected)	<input type="text" value="\$18,000.00"/>	<input type="text" value="\$70,000.00"/>
2016(Projected)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Is your company a minority-owned business?

Is your company a woman-owned business?

In the past or present, has your company or any affiliated company received funds from any other state or federal program, or any Market Access Program (MAP) Branded Program funds from another commodity organization or State Regional Trade Group? If yes, please select the organizations below that apply.
 Yes No

Continue to marketing plans

HELP
 The question to the left refers to the U.S. Department of Agriculture's Market Access Program (MAP) which is the source of funding for the Branded Program and all other Food Export programs and services. It is important that you disclose any funding received by your company from another agency receiving MAP funding.

The next section is where you will develop a country marketing plan. Be advised that the template is identical for all countries you select except for the United States as the only eligible activities here are the approved tradeshow.

Branded Program - Application

Terms and Conditions > Company Info > **Country Marketing Plan** > Certify And Finish

CREATE A COUNTRY MARKETING PLAN

4 steps to developing a Country Marketing Plan:

1. Select the country in which you'd like to promote your brand.
2. Select the products you'd like to promote. You may select products that have already been registered for your organization or you may add a new product.
3. Select the brand-building activities you've identified for that country.
4. Review a summary of all country marketing plans you've developed as part of this branded program application.

Click and begin typing to select your country:

Let's get started

Simply click on the drop down and either scroll to the country you wish to add or enter the first letter in the name.

For the United States you will first come to the tradeshow section.

Terms and Conditions Company Info **Country Marketing Plan** Certify And Finish

Country Marketing Plan - UNITED STATES

Tradeshow

TRADESHOWS
Add or Edit U.S. Trade Shows below. Check the box if you have exhibited in the last 3 years and if you have used Branded Program Funds.
If you have exhibited at this show in the past three years please check the box.
If you have also used Branded funds for this show in the past three years please indicate that by checking the box as well.

Trade Show	Exhibited / Last 3 Yrs	Branded Funds Used
<input checked="" type="checkbox"/> All Things Organic at Natural Products Expo East (Baltimore, MD, 9/17/2015 - 9/20/2015)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> American Feed Industry Expo (TBD, GA, 1/28/2015 - 1/30/2015)		
<input type="checkbox"/> American Food Fair at National Restaurant Association Show (Chicago, IL, 5/18/2015 - 5/19/2015)		
<input type="checkbox"/> Americas Food & Beverage Show (Miami, FL, 10/27/2015 - 10/28/2015)		
<input type="checkbox"/> BrewExpo America (Portland, OR, 4/14/2015 - 4/17/2015)		
<input type="checkbox"/> Duty Free Show of the Americas (Orlando, FL, 3/22/2015 - 3/25/2015)		
<input type="checkbox"/> Global Pet Expo - American Pet Products Association (Orlando, FL, 3/4/2015 - 3/6/2015)		

U.S. TRADE SHOW FINANCIALS

When you enter your sales estimates please remember we are looking for EXPORT SALES Projections only.

Export Sales Estimate	Total Eligible Expenses	Requested Reimbursement	Administrative Fee
\$0.00	\$0.00	\$0.00	\$0.00

Additional Comments

Next >

Products

Save and review

MY MARKETING PLANS
Total: \$0.00
Reimbursement: \$0.00
Admin Fee: \$0.00

REMINDER
There are two fees related to participating in the Branded Program. Upon completion of your application you will be required to pay a \$250.00 application fee.
The second fee is an administrative fee based upon your total approved allocation request and is assessed only upon approval of your application. The calculator display at the top right of the screen keeps a running total of your allocation request from all marketing plans as well as the estimated administrative fee.

Click on the button with the plus sign that says “Add Trade Show”. Beneath that a drop down menu will appear from which you can select the eligible U.S. tradeshow(s) where you plan to exhibit. In the column labeled “Exhibited/Last 3 Yrs”, check the box if you have exhibited at this show in any of the prior 3 years. If so, in the column next to it, check the box if you had received Branded Program reimbursement for any of those 3 years. When you are done click “Update” when you are done. If you have selected the wrong show, click “Cancel”. Repeat the process for all U.S. shows you wish to exhibit.

Beneath this section you will see “U.S. TRADE SHOW FINANCIALS. Here we ask you to enter the total export sales you are projecting as a result of exhibiting at all of the shows you have selected. In the next box enter the total eligible expenses for all of the shows. The Requested Reimbursement (Allocation) amount will auto calculate in the next box as will the administrative fee box. This displays how much in administrative fees you will be charged if your allocation request is approved in full.

After you hit “Next” this section will collapse and the section under it marked “Products” will expand.

Branded Program - Application

[Terms and Conditions](#)[Company Info](#)[Country Marketing Plan](#)[Certify And Finish](#)

Country Marketing Plan - UNITED STATES

Tradeshow

Products

Please be aware we need to see the BRAND NAME and a general description of the products being promoted in this country. We will not need a separate line item for each variation of flavor or size. If you have a wide array of product under the same BRAND NAME (ie; pet food and beverages) we will need a separate entry for each.

You must complete the required information for each product you wish to add to your marketing plan. If you are unable to select the product you want, click the "Edit Product" link to complete the required information.

Check the box next to the brand name of the product you will be promoting in this country. If the brand or product does not appear on the list you may add it by clicking the "Add New Product" button below.

Brand Name	Product	New to Market	
<input type="checkbox"/> Bu's Booze	Distilled Spirit		Edit Product
<input type="checkbox"/> Bulat Test	Plain Granola		Edit Product
<input checked="" type="checkbox"/> bulat test	Fruit Snacks	<input type="checkbox"/>	Edit Product

[Add Product](#)[« Previous](#)

MY MARKETING PLANS

Total: \$0.00

Reimbursement: \$0.00

Admin Fee: \$0.00

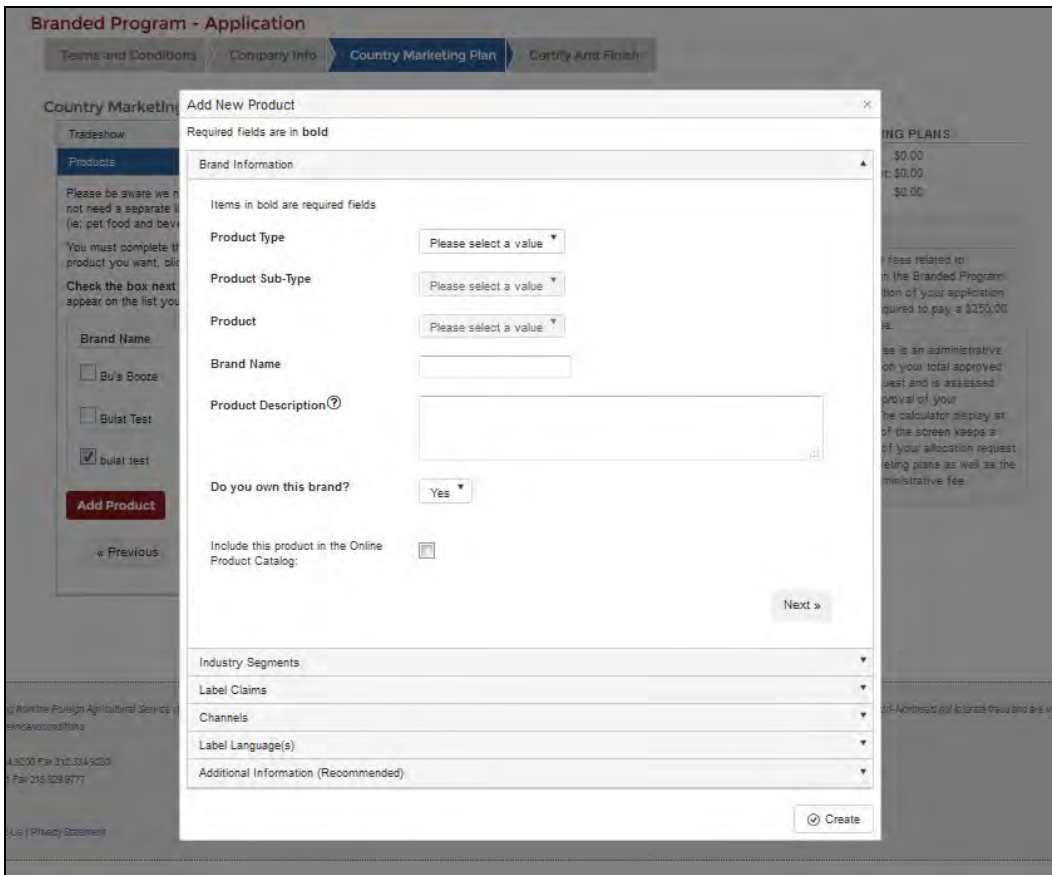
REMINDER

There are two fees related to participating in the Branded Program. Upon completion of your application you will be required to pay a \$250.00 application fee.

The second fee is an administrative fee based upon your total approved allocation request and is assessed only upon approval of your application. The calculator display at the top right of the screen keeps a running total of your allocation request from all marketing plans as well as the estimated administrative fee.

[Save and review](#)

All of the products association with your organization record will appear. Simply check the box next to the brand/product you wish to promote with the Branded Program. Once you do another check box will appear in the "New to Market" column. Simply click on it if applicable. If you do not see a product listed you can add it here by clicking on "Add Product".

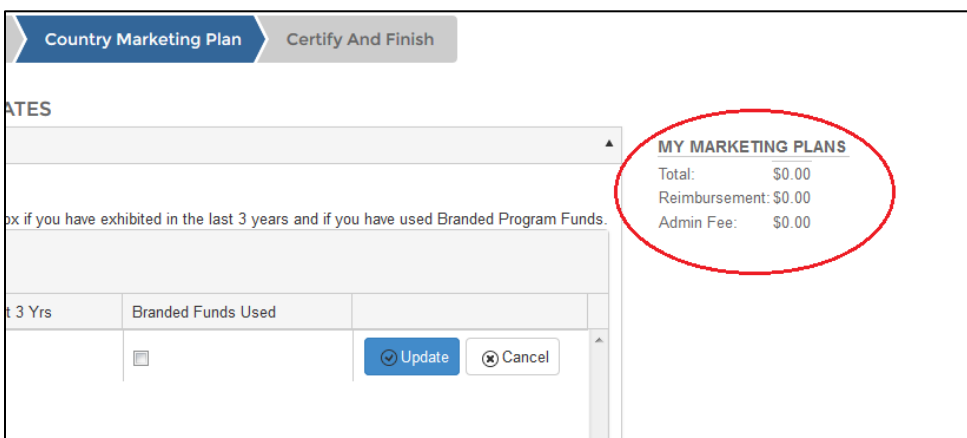


A pop-up box will open where you can enter the product information. You will see it is identical to the box that you entered product information in when doing the new user registration. Again the Branded Information box is required, the other accordions beneath it are not but highly recommended. All products you enter here will now appear in your organization record.

Please note for the Branded program it is not necessary for you to enter a product entry for all varieties (sizes, flavors) of your product. If you have different product types (ie, cookies and beverages) under the same brand name than please create separate entries.

When all products have been added/selected click “save and review”.

Before we continue please take another look at the marketing plan and notice the circled section.



This will keep a running total of all of your marketing plans and reimbursement amounts you are projecting as well as the proposed administrative fee (assuming your application is approved at the full request. Information for a plan will not populate unless you have completed the marketing plan and saved it.

Branded Program - Application

Terms and Conditions Company Info **Country Marketing Plan** Certify And Finish

Summary

To review or edit a plan, click on the name of the appropriate country below. To remove a plan from your application click on "x delete" that appears to the right of the market.

Country	Sales	Expenses	Reimbursement	Administrative Fee	
UNITED STATES	\$10,000.00	\$5,000.00	\$2,500.00	\$150.00	x delete
Total:	\$10,000.00	\$5,000.00	\$2,500.00	\$150.00	

Save and Return Later Create another marketing plan I'm done adding marketing plans. Certify and finish

Upon saving your marketing plan you will be brought to a page that summarized your request. From here you may click on the country name to review or edit the plan, you may click on the red x on the far right of the screen and delete the plan, you can certify and submit the application or click on the "Create another marketing plan" button.

Branded Program - Application

Terms and Conditions Company Info **Country Marketing Plan** Certify And Finish

CREATE A COUNTRY MARKETING PLAN

4 steps to developing a Country Marketing Plan:

1. Select the country in which you'd like to promote your brand.
2. Select the products you'd like to promote. You may select products that have already been registered for your organization or you may add a new product.
3. Select the brand-building activities you've identified for that country.
4. Review a summary of all country marketing plans you've developed as part of this branded program application.

Click and begin typing to select your country:

JAPAN JAMAICA JAPAN JORDAN KAZAKHSTAN

Let's get started

Again we are taken to this screen where we can select a country. For the purposes of these instructions we will select Japan.

Branded Program - Application

[Terms and Conditions](#)[Company Info](#)[Country Marketing Plan](#)[Certify And Finish](#)

Country Marketing Plan - JAPAN

Country Information

Items in bold are required fields

FIRST YEAR OF EXPORT

What year did you begin exporting to JAPAN?
If you are new to this market use the year for which you are requesting funds:

COUNTRY SELECTION

Why did your company choose JAPAN and what opportunities exist for your product in this market?

ACTIVITY GOALS

Describe what you hope to achieve by conducting the activities that are identified in the Activities section below

ESTIMATED COUNTRY PRODUCT SALES

Calendar Year	Export Sales	If sales have not increased, or are not projected to increase, please explain why
2013	\$0.00	<input type="text"/>
2014	\$0.00	<input type="text"/>
2015 (Projected)	\$0.00	<input type="text"/>
2016 (Projected)	\$0.00	<input type="text"/>

[Next »](#)[Save and review](#)

MY MARKETING PLANS

UNITED STATES \$5,000.00

Total: \$5,000.00

Reimbursement: \$2,500.00

Admin Fee: \$150.00

REMINDER

There are two fees related to participating in the Branded Program. Upon completion of your application you will be required to pay a \$250.00 application fee.

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This time we are brought to a slightly different looking page. You will be required to briefly tell us why you chose this country, what you hope to achieve and your sales history and projections. Please note that while it is acceptable to enter "zeroes" for the two historical years it is not acceptable in the projected years.

Notice on the upper right side under My Marketing Plans the United States is now in display along with the total funding and admin fee.

Branded Program - Application

Terms and Conditions > Company Info > **Country Marketing Plan** > Certify And Finish

Country Marketing Plan - JAPAN

Country Information

International Buyer / Customer

Add a third party contact: importer, distributor, or buyer information. When entering the information in this section it is especially important that you include any company who will appear in any of the reimbursement documentation that details the transaction between you and a vendor in the promotion of your product.

+ Add A Contact

Importer / Distributor / Buyer...	First Name	Last Name
No items to display		

« Previous Next »

Products to Promote

Activities

Foreign Trade Show / Trade Mission

The next page asks about your in-market contacts such as buyer, importers, distributors and agents you may be working with. If you have such a relationship and they will be appearing in claim documentation we ask that you list them. Click on the “+ Add A Contact” button.

Country Marketing Plan - JAPAN

Country Information

Add an International Buyer / Customer

Items in bold are required fields

If you have told us about your foreign partner previously, you may select them from the drop-down list below. You will have the opportunity to update their contact information should this be necessary. If you are adding a new international partner, proceed to the Primary Contact section and complete the required fields.

Select contact from existing list

Importer / Distributor / Buyer Name

Primary Contact

First Name **Last Name** **Phone**

First Name Last Name Phone

Mailing Address

Mailing Address

Address 2

Address 2

City

City

State or Province **Postal Code**

State or Province Postal Code

Select a country: JAPAN

Add **Cancel**

Like adding a product, a pop-up box will appear. If you are a returning participant or you have entered a contact in a previous plan you can select them from the drop down box. Otherwise you can enter contact information. The Importer/Distributor/Buyer Name field (presumably a company name), Primary contact first and Last Name field, Mailing address, city, Phone and Email fields are all required. When complete click "Add". You can repeat the process as many times as you need to as well as edit or delete information as needed.

Branded Program - Application

Terms and Conditions > Company Info > **Country Marketing Plan** > Certify And Finish

Country Marketing Plan - JAPAN

Country Information ▼
 International Buyer / Customer ▼
Products to Promote ▲

Please be aware we need to see the BRAND NAME and a general description of the products being promoted in this country. We will not need a separate line item for each variation of flavor or size. If you have a wide array of product under the same BRAND NAME (ie: pet food and beverages) we will need a separate entry for each.

You must complete the required information for each product you wish to add to your marketing plan. If you are unable to select the product you want, click the "Edit Product" link to complete the required information.

Check the box next to the brand name of the product you will be promoting in this country. If the brand or product does not appear on the list you may add it by clicking the "Add New Product" button below.

Brand Name	Product	New to Market	
<input type="checkbox"/> Bu's Booze	Distilled Spirit		Edit Product
<input type="checkbox"/> Bulat Test	Plain Granola		Edit Product
<input checked="" type="checkbox"/> bulat test	Fruit Snacks	<input type="checkbox"/>	Edit Product

Add Product

« Previous Next »

Activities ▼
 Foreign Trade Show / Trade Mission ▼

Save and review

MY MARKETING PLANS

UNITED STATES \$5,000.00
 Total: \$5,000.00
 Reimbursement: \$2,500.00
 Admin Fee: \$150.00

REMINDER

There are two fees related to participating in the Branded Program. Upon completion of your application you will be required to pay a \$250.00 application fee.

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The next section is Products. You will notice it is identical in look and function as the product section in the Marketing plan demonstrated for the United States.

Country Marketing Plan - JAPAN

- Country Information ▾
- International Buyer / Customer ▾
- Products to Promote ▾
- Activities ▲

Check the box(es) next to the description(s) that best match the promotion plans in this market. Provide a brief description of the activity and the best estimate of total, eligible expenses related to the activity. This estimate will be used to determine the 50% reimbursement allocation requested for this market.

Be aware that if you select Foreign Trade Show/Trade Mission you will be prompted to select the specific shows and missions in the next section.

Promotion Plan	Description	Eligible Expense
<input type="checkbox"/> Advertising in newspapers and magazines		
<input type="checkbox"/> Advertising on billboards		
<input checked="" type="checkbox"/> Advertising on television or radio	tv adds	\$1,000.00
<input type="checkbox"/> Advertising online or via social media		
<input type="checkbox"/> Conducting international trade seminars		
<input type="checkbox"/> Contractors for promotions		
<input checked="" type="checkbox"/> Foreign trade shows / trade missions (including travel)	Select your events in the next section	\$5,000.00
<input type="checkbox"/> Freight charges for shipping samples		
<input checked="" type="checkbox"/> In-Store sampling events	sampling	\$25,000.00
<input type="checkbox"/> Label / package modifications		
<input type="checkbox"/> Other		
<input type="checkbox"/> Producing and distributing promotional giveaway items		
<input type="checkbox"/> Producing and distributing promotional literature		
<input type="checkbox"/> Temporary promotional displays		
<input type="checkbox"/> Websites targeting international audiences		
Total Eligible Expense:		\$31,000.00
Reimbursement Request:		\$15,500.00

« Previous

Next »

Foreign Trade Show / Trade Mission ▾

Save and review

MY MARKETING PLANS

UNITED STATES \$5,000.00
 Total: \$5,000.00
 Reimbursement: \$2,500.00
 Admin Fee: \$150.00

REMINDER

There are two fees related to participating in the Branded Program. Upon completion of your application you will be required to pay a \$250.00 application fee.

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The biggest difference between a plan for the U.S. and other countries is the activity page. You will see several different types of eligible promotions listed. Check the box next to the ones that match what you have planned in country. Give brief description as well as your best estimate of the total amount you will spend. You will notice that it totals the amount and shows the reimbursement Request (allocation) as well.

Country Marketing Plan - JAPAN

- Country Information ▾
- International Buyer / Customer ▾
- Products to Promote ▾
- Activities ▾
- Foreign Trade Show / Trade Mission ▲

MY MARKETING PLANS

UNITED STATES \$5,000.00
 Total: \$5,000.00
 Reimbursement: \$2,500.00
 Admin Fee: \$150.00

REMINDER

There are two fees related to participating in the Branded Program. Upon completion of your application you will be required to pay a \$250.00 application fee.

The second fee is an administrative fee based upon your total approved allocation request and is assessed only upon approval of your application. The calculator display at the top right of the screen keeps a running total of your allocation request from all marketing plans as well as the estimated administrative fee.

Check the box next to the trade show(s) and trade mission(s) you have planned for this market. Once selected, please estimate the number of international buyers and distributors/agents you hope to meet at the event. Repeat until you have added all of the events in your promotion plan for this country, and then click "Next."

If you do not see the tradeshow listed, you may add a NEW TRADESHOW in the next step. NOTE: any unlisted tradeshows are subject to review and approval by the Branded Program staff.

Under buyer goals please enter the number of foreign buyer contacts you hope to make by exhibiting at this show. Be advised we do mean contacts, not necessarily making a sale to them.

"Distributor goals" refers to number of relationships you hope to establish.

Trade Show	Buyer Goals	Distributor Goals
<input type="checkbox"/> BioFach Japan (Tokyo, 11/20/2015 - 11/22/2015)		
<input type="checkbox"/> FoodEx Japan (Tokyo City, 3/3/2015 - 3/6/2015)		
<input type="checkbox"/> IFIA Japan (Tokyo, 5/20/2015 - 5/22/2015)		
<input type="checkbox"/> Japan Board of Vet Practitioners Show (Tokyo, 9/26/2015 - 9/28/2015)		
<input type="checkbox"/> Japan Home Show (Tokyo, 11/12/2015 - 11/14/2015)		
<input type="checkbox"/> Japan International Seafood and Technology Expo (Tokyo, 8/20/2015 - 8/22/2015)		
<input type="checkbox"/> Japan Pet Fair (Tokyo, 4/2/2015 - 4/5/2015)		
<input type="checkbox"/> Japan Supermarket Tradeshow (JSSA) (Tokyo, 2/10/2015 - 2/12/2015)		

Have additional trade activities not listed above? Let us know about your new opportunities for this program year.

Addition of a new trade event does not guarantee its approval. You will be notified of its eligibility before application approval.

[+ Add an Unlisted Trade Event](#)

Trade Show Name	Country	City	Start Date	Buyer Goals	Distributor Goals
No items to display					

If you selected Tradeshows from the list of possible activities then the next page you come to is this one. You will see that there are two nearly identical sections but they serve very different purposes. The top section is where you select the show from the list that Food Export has in its data base. Do this by clicking on the button that says "+Add Trade Activity".

Foreign Trade Show / Trade Mission

Let us know about your trade activity plans. Don't see the trade activity listed here? Don't worry, you'll have a chance to let us know about your unlisted opportunities on the next step. Click the Add Trade Activity Button to get started.

Trade Show	Buyer Goals	Distributor Goals	
Food Ex Japan (Tokyo 3/3/2015 - 3/6/2015)	25	2	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

1 - 1 of 1 items

Have additional trade activities not listed above? Let us know about your new opportunities for this program year.

Once you have selected a show you will need to enter Buyer Goals (which is the number of foreign buyer “contacts” you hope to make, Distributor Goals refers to the number of distributor relationships you hope to form. Once you have entered the information click on “Update”. Repeat for all shows you wish to exhibit at in this country.

The list of tradeshows that appears is not exhaustive. There are shows that we may not know about or have information on. If you do not see an activity listed go to the next section below and click on the “+ Add New Trade Activity” button.

Add a New Trade Activity

Use this form to suggest a new trade activity for this market.
 REMINDER: Any new events are subject to review and approval. Once you have added an event it will appear in the Trade Show list as “pending” until approval is issued. Food Export staff will contact you regarding the eligibility determination of the suggested event.

Trade Show Name

Website

When and where does the trade show occur?

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

City

JAPAN

Enter the number of new contacts you would like to make by attending this trade show or trade mission.

Buyer Goals: 0 Distributor Goals: 0

A light box will appear where you may enter the show and required information. Please be aware that entering the show information is no guarantee it will be eligible. The Branded Program manager will research your event and inform you with in the next few days whether or not it will be eligible. If it is not, you will be given an opportunity to adjust your funding request.

Branded Program - Application

Terms and Conditions > Company Info > **Country Marketing Plan** > Certify And Finish

Summary
To review or edit a plan, click on the name of the appropriate country below. To remove a plan from your application click on "x delete" that appears to the right of the market.

Country	Sales	Expenses	Reimbursement	Administrative Fee	
JAPAN	\$10,000.00	\$31,000.00	\$15,500.00	\$930.00	x delete
UNITED STATES	\$10,000.00	\$5,000.00	\$2,500.00	\$150.00	x delete
Total:	\$20,000.00	\$36,000.00	\$18,000.00	\$1,080.00	

Save and Return Later Create another marketing plan **I'm done adding marketing plans. Certify and finish**

When you have finished adding all of the countries please take a moment to review the summary. If you are satisfied with the information provided click "I'm done."

Certify Application
Acknowledging and accepting the consequences set forth by any applicable law or agreement for false information contained in this application, I certify that:

- I have completed the Pre-Qualification Worksheet and have determined that my company is either defined as a "small" business according to the Small Business Administration (SBA) Guidelines or is an agricultural co-operative and meets the other Market Access Program (MAP) eligibility requirements.
- I certify that my company meets the SBA size standards published in the Code of Federal Regulations (CFR) part 121.
- Each product cited in my Products Table and included in this application is at least 50% U.S. agricultural origin by weight, excluding added water and packaging, and meets the requirements for a food or agricultural products as set forth in the MAP regulations section 1485.11, Definitions.
- Any MAP Branded Program funding received will supplement, and not supplant, any applicant company funds, Foreign Third Party funds or any other contributions that would be used for my company's marketing and promotional activities.
- All product packaging for products in this application, advertising, promotional materials and activities will identify the origin of the agricultural commodity as "Product of the U.S.", "Product of the U.S.A.", "Grown in the USA" or "Made in America". The origin identification will conform to the U.S. standard of 1/8" (.42 centimeters) in height based on the lower case letter "o." NOTE: The Foreign Agricultural Service (FAS) has determined that the state of origin is an accepted means of USA origin identification in the case where the state of origin is spelled out in its entirety (e.g. Pennsylvania not PA).
- I have read and understand and agree to abide by the following terms and conditions: Food Export - Midwest and Food Export - Northeast do not discriminate on the basis of age, disability, national origin, ancestry, race, gender, religion, sexual orientation, marital status, political affiliation, or military status. Persons with disabilities who require alternate means of communication of program information should contact us. Food Export-Midwest and Food Export - Northeast do not tolerate fraud in their programs or services, and expect all participants to comply with our code of ethics that can be found at: www.foodexport.org/codeofethics
- If you suspect any instance of fraud, please contact our Ethics Reporting Line at: www.foodexport.ethicspoint.com or 1-855-727-6716 (domestic, toll-free)
- We reserve the right to deny services to any firm or individual which, in the sole opinion of Food Export - Midwest or Food Export - Northeast, does not comply with MAP, FAS, Food Export - Midwest or Food Export -Northeast regulations or policies, or otherwise reflects positively on them, their member states, FAS, or the U.S. Department of Agriculture (USDA), in pursuit of their mission of increasing food and agricultural exports, or for continued public support for their programs. For more information, please see our Terms and Conditions at: www.foodexport.org/termsandconditions
- I declare that the information contained in this application, including the Country Marketing Plan(s) and any subsequent documentation provided, including reimbursement claims documentation, as part of these marketing plans is complete, true, and accurate.
- I have read the manual containing the MAP Branded Program guidelines, including eligibility and reimbursement requirements. I understand the requirements and agree to comply with them.
- I understand and agree to the information and provisions contained in this application and acknowledge that I am authorized to submit the application on behalf of my company.

You must digitally sign and send this document by entering your name and birth month.

First Name Last Name Birth Month

CONFIDENTIALITY STATEMENT: The information in this application may be subject to disclosure under the Freedom of Information Act. Only information that would be likely to impair the Government's ability to obtain necessary information or cause substantial competitive harm to the applicant may be withheld under exception 4 of the FOIA, 5 U.S.C. 552(b)(4).

If this application is requested from FAS under FOIA, the applicant will be notified and may fully explain, in writing, any objections to the disclosure of any specified portion of the information requested.

BACK TO SUMMARY **I HAVE READ AND CERTIFY THE AGREEMENT**

The next page is the certification page where you will digitally sign and certify the information you have provided to us and submit the application.

Branded Program - Application

[Terms and Conditions](#)[Company Info](#)[Country Marketing Plan](#)[Certify](#)[Checkout](#)

Check Out

Please confirm your order for the \$250.00 Application Fee for the Branded Program.

Review your Billing Address and Payment method.

Once your payment has been received your application will be processed.

Select a Billing address:

Joe Yotti
Branded Program Manager
Food Export Association of the Midwest USA
309 W Washington St Ste 600
Chicago, IL 60606-3206
UNITED STATES

Payment Information:

Name on Card:

Card Type:

Card Number:

Expiration Date:

CVV:

[SAVE AND SUBMIT LATER](#)[SUBMIT](#)

The last page is where you pay the \$250.00 application fee by credit card. Simply fill in the information and click “Submit”. If for any reason you are not ready or able to enter credit card information simply click on “Save and Submit Later”, but remember your application is not officially submitted (and cannot be reviewed and approved) until your fee is paid.

Approval can take from 3 to 4 weeks. You may be contacted if we have further clarifications or questions.

How do I complete a contract change?

Throughout the course of the year you are free to make a variety of changes. These instructions will assist you. Many of them are extremely simple such as adding activities, adding agent and distributor contacts, increasing your projections, etc. However there are some changes which are a little more complex and will ultimately require approval of the Branded Staff and your contract to be amended. Such as:

1. Adding a new country

- A country marketing plan must be submitted for the new country. Additional funds may be requested, or already approved funds can be shifted from another country in your approved application.

2. Increasing funds for a Country

- Prior to submitting an amendment request, companies should contact Food Export- Midwest or Food Export-Northeast to check on the availability of additional funds.
- Spending beyond your original allocation in a country may be reimbursed only after the change has been approved.
- If a company receives additional funding, they will be required to pay a 6% administrative fee on the additional allocation being requested.
- Total allocations (original plus all subsequent allocations) may not exceed USD\$300,000 per company for the Program Year.

3. Adding additional products to a country marketing plan

- Additional brand names can be added to your already approved country plans.

- If you do not own the brand name, you must also submit an exclusivity agreement or private label agreement which must be signed by the brand name owner as well as the Branded Program participant.
- Expenses to promote a product not in your country plan will not be eligible unless you submit an contract change first and it is approved.

What you should have ready before submitting a Contract Change

- Do I need additional funding, and if so, exactly how much?
- Do I know what marketing activities I will be performing in the new country so that I can complete a new country marketing plan?
- Do I have all of my importer's contact information?
- If I am going to promote a new product and I do not own the brand name, will I be able to get an exclusivity agreement or private label agreement from the brand owner?

Important Reminders Regarding Contract Changes

- Changes to your Branded Program Agreement must be made prior to incurring the new expense.
- It is not necessary to submit contract change to shift existing funds between existing countries in your application. The funds can be used as you need them in all of your approved countries.
- Multiple changes should be submitted at one time, not as individual requests.
- You cannot submit a new contract change until we have received your fee and signed agreements from any previously approved contract change (if applicable) and your original program agreement.
- If you have contract change request in process, you cannot submit a new one.
- You cannot reduce your allocation online. Requests for reducing allocations must be submitted in writing to Food Export staff with a detailed explanation. These requests are reviewed on a case by case basis. Program fees are non-refundable.

Submitting the Contract Change Online

- After logging in go to your Branded tab
- Under the application for the program year you want to make changes to you will see the words "Change Contract". Simply click here to begin.

Welcome - Bulat Test

We are currently in the process of updating and customizing our website to make it easier for you interact with us. If you would like to access your original portal which will provide access to your outstanding evaluations, please click [here](#).

My Home My Profile My Organization My Products My Activities **Branded Program** My Wishlist

2014

Pre-Qualification
Status: Approved
Submit Date 11/10/2014

Application
Status: Contracted
Submit Date: 11/10/2014
Application Fee Received Date: Pending
Contract Date: Pending
Effective Date: Pending
Admin Fee Received Date: Pending
Pay my application fees

Contract Changes
Status: Submitted for Approval
Submit Date: 4/14/2015
Contract Date: Pending
Effective Date: Pending
Admin Fee Received Date: Pending
Download graduation report

2015

Pre-Qualification
Status: Approved
Submit Date 4/27/2015

Application
Status: Contracted
Submit Date: 4/27/2015
Application Fee Received Date: 4/27/2015
Contract Date: 4/27/2015
Effective Date: 4/27/2015
Admin Fee Received Date: 4/27/2015
Pay my application fees
Change Contract

Download graduation report

Need Help? Get Help!

Email
Email us at info@foodexport.org

Call
The Food Export Staff is available to support you in applying for or using the Branded Program.
Midwest: 312.334.9200 or
Northeast: 215.829.9111

Pre-Travel Notification
Must be submitted PRIOR to travel for expenses to be eligible
Submit Pre-Travel Notification
Search Pre-Travel Notification

Reimbursements
Submit Reimbursements
Search Reimbursements

For assistance to New Jersey-based firms, please contact:
Adrienne Messe
Food Export-NORTHEAST Liaison
amesse@foodexport.org
(215)599-5747

Evaluations
Submit Evaluation
Search Evaluation

History
Search Applications/Contract Changes
Search Prequalifications

The page you are brought to looks very similar to the summary page you saw during the application process. The one difference is the green colored field on the Total line. This will come into play if you change funding levels.

MY MARKETING PLAN CHANGES

From this page you may request changes to your existing Branded Program application by clicking "Edit" to the far right of the appropriate country.

To add a new market, click "Add Additional Marketing Plan".

Be aware that modifying funding levels, adding new products, or adding new markets will require review by Branded Program staff. Upon approval, an amendment to your application may be issued with an invoice related to increased allocations.

Shifting existing funds between existing approved markets requires no formal request. Simply submit the reimbursement requests using the Reimbursements section of the Branded Tab on My Food Export Portal.

Contract changes cannot be made if your company has any un-paid Branded Program fees or has not yet returned signed contracts from your original application or a previously submitted contract change.

Country	Original Allocation	New Allocation	Allocation Change	Admin Fee	
JAPAN	\$15,500.00	\$15,500.00	\$0.00	\$0.00	Edit
UNITED STATES	\$2,500.00	\$2,500.00	\$0.00	\$0.00	Edit
Total	\$18,000.00	\$18,000.00	+\$0.00	+\$0.00	

Save and Return Later **Add Additional Marketing Plan**

If your changes involve your existing markets simply click on the Edit button next to it. You will find yourself back inside the country plan. Be advised that some sections cannot be changed including all information on the first page of the marketing plan. Click Next and you will open the accordion for the International Buyer/Customer

Country Marketing Plan - JAPAN

Country Information [Back to requested changes](#)

International Buyer / Customer

If you have an existing relationship with buyers in this market please include their information below. IF YOUR MARKETING PLANS ARE BEING EXECUTED BY YOUR INTERNATIONAL PARTNER IN THIS MARKET YOU MUST INCLUDE THEIR INFORMATION IN THIS SECTION.

[+ Add A Contact](#)

Importer / Distributor / Buyer Name	First Name	Last Name

« Previous Next »

Products to Promote

Activities

Foreign Trade Show / Trade Mission

Review

[Save and review](#)

Like the entire process this page of the country marketing plan is no different from the original application. If you wish to add an international buyer/contact simply click the “Add a Contact” button and enter information in the required fields (Company name, contact first and last name, street address, city, phone number and email address) and click “Add”.

Before proceeding, you will notice in the upper right corner the words “Back to requested Changes” this is a link that will return you to the summary page at the beginning of the process. It appears throughout the plan. Be aware that if you click this link none of the information entered thus far will be saved.

Country Marketing Plan - Germany

Country Information B

International Buyer / Customer

Products to Promote

Please be aware we need to see the BRAND NAME and a general description of the products being promoted in this country. We will not need a separate line item for each variation of flavor or size. If you have a wide array of product under the same BRAND NAME (ie; pet food and beverages) we will need a separate entry for each.

Brand Name	Product	New to Market
<input checked="" type="checkbox"/> Celestia's Cinnamon Cider	Cider/Perry	<input checked="" type="checkbox"/>

[Add Product](#)

« Previous Next »

Activities

Foreign Trade Show / Trade Mission

Review

[Save and review](#)

The Next button takes you to the product page. If you wish to add a product that is listed in your line but not included for this country you simply check the box next to the brand name and click next. If the product is completely new and has never been part of the application you will need to click “Add Product”.

Update Product

Brand Information

Product Type Product Type ▾

Product Sub-Type Product Sub-Type ▾

Product Product ▾

Brand Name

Do you own this brand? Yes No

Show in OPC?

Next »

Industry Segments ▾

Label Claims ▾

Channels ▾

Languages ▾

Additional Information (Recommended) ▾

A new window opens. From here simply select the product type, then Sub-Type and finally Product. Enter the new Brand name, let us know if you own the brands. If you indicate you do not you will be prompted to enter the name of the company who does own the brand. The check box offers you the opportunity to add your product to the online product catalog and receive trade leads. All other information is recommended but not required and can be filled in at a later date. To complete this process scroll down in this box past the other accordions and click on the button that says “create”.

The product will now appear on the list but you must still check the box next to it to include it in your marketing plan.

The next section is the activity section.

Activities

Check the box(es) next to the description(s) that best match the promotion plans in this market. Provide a brief description of the activity and the best estimate of total, eligible expenses related to the activity. This estimate will be used to determine the 50% reimbursement allocation requested for this market.

Be aware that if you select Foreign Trade Show/Trade Mission you will be prompted to select the specific shows and missions in the next section.

Promotion Plan	Description	Eligible Expense	New/Updated Eligible Expense
<input type="checkbox"/>	Advertising in newspapers and magazines		
<input type="checkbox"/>	Advertising on billboards		
<input checked="" type="checkbox"/>	Advertising on television or radio tv adds	\$1,000.00	\$1,000.00
<input type="checkbox"/>	Advertising online or via social media		
<input type="checkbox"/>	Conducting international trade seminars		
<input type="checkbox"/>	Contractors for promotions		
<input checked="" type="checkbox"/>	Foreign trade shows / trade missions (including travel)	\$5,000.00	\$5,000.00
<input type="checkbox"/>	Freight charges for shipping samples		
<input checked="" type="checkbox"/>	In-Store sampling events sampling	\$25,000.00	\$25,000.00
<input type="checkbox"/>	Label / package modifications		
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Producing and distributing promotional giveaway items		
<input type="checkbox"/>	Producing and distributing promotional literature		
<input type="checkbox"/>	Temporary promotional displays		
<input type="checkbox"/>	Websites targeting international audiences		
Total Eligible Expense:		\$31,000.00	\$31,000.00
Reimbursement Request:		\$15,500.00	\$15,500.00

« Previous Next »

This is where you would go to add an activity and increase your existing funding levels. To do this you simply enter the field marked “New/Updated Eligible Expense” next to the activity you are adding or editing, and change the amount listed. If your change alters lowers your overall allocation total you will receive a warning informing you. Additionally if you increase your total you will be given a reminder that this change will require an administrative fee. You may check a new activity and enter an amount increasing your overall funding or you may lower an amount in an existing activity thereby adding an activity without changing funding levels. You may also add tradeshow.

Country Marketing Plan - JAPAN

Country Information
 International Buyer / Customer
 Products to Promote
 Activities
 Foreign Trade Show / Trade Mission
 Review

Back to requested changes

The following changes to your Marketing Plan (JAPAN) have been requested:
 Trade Shows Added:
 Products Added:
 Buyers Added:
 Activities Added:
 Current Approved Funds: \$15,500.00
 New Funds Requested: \$15,500.00
 Total Increase Requested: +\$0.00
 Administrative Fee: +\$0.00

« Previous

Save and review

The last page is a summary that details all of the change you have made to your marketing plan. It also informs you that any increases to your funding level require approval and a formal change to your contract. Once you check the box acknowledging this you may click “Save and Review”.

MY MARKETING PLAN CHANGES

Changes to your Branded Program Agreement must be made prior to incurring the new expense. It is *not* necessary to submit a contract change to shift funds between already approved countries in your application. The funds can be used as you need them in all of your approved countries. Multiple changes should be submitted at one time, not as individual requests.

You cannot submit a new contract change request until we have received your fee and signed agreements from a previously approved contract change (if applicable) and your original program agreement. If you have a contract change request in process, you cannot submit a new contract change. You cannot reduce your allocation online. Requests for reducing allocations must be submitted in writing to Food Export staff with a detailed explanation. These requests are reviewed on a case by case basis. Program fees are non-refundable.

Country	Original Allocation	New Allocation	Allocation Change	Admin Fee	
GERMANY	\$22,500.00	\$26,500.00	\$4,000.00	\$240.00	Edit
Total	\$22,500.00	\$26,500.00	+\$4,000.00	+\$240.00	

The changes made to your country marketing plan has resulted in an increased funding request, and will incur additional cost.

Add Additional Marketing Plan I'm done adding changes

You will be returned to your application summary page. The original funding the change you have made and the resulting fee you would need to pay upon approval now displays. You have the option to formally submit the changes or edit further, or add a new marketing plan.

MY MARKETING PLAN CHANGES

Changes to your Branded Program Agreement must be made prior to incurring the new expense. It is *not* necessary to submit a contract change to shift funds between already approved countries in your application. The funds can be used as you need them in all of your approved countries. Multiple changes should be submitted at one time, not as individual requests.

You cannot submit a new contract change request until we have received your fee and signed agreements from a previously approved contract change (if applicable) and your original program agreement. If you have a contract change request in process, you cannot submit a new contract change. You cannot reduce your allocation online. Requests for reducing allocations must be submitted in writing to Food Export staff with a detailed explanation. These requests are reviewed on a case by case basis. Program fees are non-refundable.

Country	Original Allocation	New Allocation	Allocation Change	Admin Fee	
GERMANY	\$22,500.00	\$26,500.00	\$4,000.00	\$240.00	Edit
UNITED STATES	N/A	\$4,000.00	\$4,000.00	\$240.00	Edit
Total	\$22,500.00	\$30,500.00	+\$8,000.00	+\$480.00	

The changes made to your country marketing plan has resulted in an increased funding request, and will incur additional cost.

Add Additional Marketing Plan I'm done adding changes

For demonstration purposes I have added a U.S. tradeshow plan. As you can see my allocation has increased by \$8,000 and I will owe an additional \$480. I may now submit if I chose. If I do not wish to increase my fund but still keep the U.S. plan I can still click Edit next to Germany.

I will click “Next” until I reach the “Activities” accordion for Germany. I must now lower the total “Expenses” in this section by \$16,000.

MY MARKETING PLAN CHANGES

Changes to your Branded Program Agreement must be made prior to incurring the new expense. It is *not* necessary to submit a contract change to shift funds between already approved countries in your application. The funds can be used as you need them in all of your approved countries. Multiple changes should be submitted at one time, not as individual requests.

You cannot submit a new contract change request until we have received your fee and signed agreements from a previously approved contract change (if applicable) and your original program agreement. If you have a contract change request in process, you cannot submit a new contract change. You cannot reduce your allocation online. Requests for reducing allocations must be submitted in writing to Food Export staff with a detailed explanation. These requests are reviewed on a case by case basis. Program fees are non-refundable.

Country	Original Allocation	New Allocation	Allocation Change	Admin Fee	
GERMANY	\$22,500.00	\$18,500.00	(\$4,000.00)	(\$240.00)	Edit
UNITED STATES	N/A	\$4,000.00	\$4,000.00	\$240.00	Edit
Total	\$22,500.00	\$22,500.00	+\$0.00	+\$0.00	

[Add Additional Marketing Plan](#) [I'm done adding changes](#)

As you can see by lowering the allocation for Germany the total allocation will not increase and there will be no additional administrative fee. You can now click “I’m Done Adding Changes and you will be prompted to agree to terms and conditions once again.

TERMS AND CONDITIONS

Acknowledging and accepting the consequences set forth by any applicable law or agreement for false information contained in this application, I certify that:

1. I have completed the Pre-Qualification Worksheet and have determined that my company is either defined as “small” according to the Small Business Administration (SBA) Guidelines or is an Agricultural Co-Operative and meets the other Market Access Program (MAP) eligibility requirements.
2. I certify that my company meets the SBA size standards published in the Code of Federal Regulations (CFR) part 121.
3. Each product cited in my Products Table and included in this application is at least 50% U.S. agricultural origin by weight, excluding added water and packaging, and meets the requirements for a food or agricultural products as set forth in the MAP regulations section 1485.11, Definitions.
4. Any MAP Branded Program funding received will supplement, and not supplant, any applicant company funds, Foreign Third Party funds or any other contributions that would be used for my company’s marketing and promotional activities.
5. All product packaging for products in this application, advertising, promotional materials and activities will identify the origin of the agricultural commodity as “Product of the U.S.,” “Product of the U.S. A.,” “Grown in the USA” or “Made in America”. The origin identification will conform to the U.S. standard or 1/8” (.42 centimeters) in height based on the lower case letter “o.” NOTE: The Foreign Agricultural Service (FAS) has determined that the state of origin is an accepted means of USA origin identification in the case where the state of origin is spelled out in its entirety (e.g. Pennsylvania not PA).
6. I have read and understand the Branded Program Manual and affected regulations and agree to abide by them.
7. I declare that the information contained in this application, including the Country Marketing Plan(s) and any subsequent documentation provided, including reimbursement claims documentation, as part of these marketing plans is complete, true, and accurate.
8. I have read the manual containing the MAP Branded Program guidelines, including eligibility and reimbursement requirements. I understand the requirements and agree to comply with them.
9. I understand and agree to the information and provisions contained in this application and acknowledge that I am authorized to submit the application on behalf of my company.

[Back](#) [Agree and Finish](#)

How do I complete a pre-travel notification?

No travel reimbursements can be filled out unless a Pre-Travel Notification is on file. Simply click on “Submit Pre-Travel Notification” as shown below.

My Food Export

Areas of this portal are not yet fully functional, if you would like to access your original portal and all functionality, please click [here](#).

[New Portal](#) | [My Profile](#) | [My Organization](#) | [My Products](#) | [Branded Program](#)

2014

Pre-Qualification
 Status: Approved
 Submit Date 8/19/2014

Application

Status: Contracted
 Submit Date: 1/1/2014
 Application Fee Received Date: 1/1/2014
 Contract Date: 1/3/2014
 Effective Date: 1/2/2014
 Admin Fee Received Date: 1/3/2014
[Create a new Amendment](#)

2015

Pre-Qualification
 Status: Denied
 Submit Date 8/19/2014

Pre-Travel Notification

[Submit Pre-Travel Notification](#)
[Search Pre-Travel Notification](#)

Reimbursements

[Submit Reimbursement](#)
[Search Reimbursement](#)

Select the appropriate program year, relevant country and trade show. Only those countries and tradeshow listed in your application will be available based on the information you submitted in your application. If the country/show is not on a drop down list please contact us. Though not required you have the option to enter text in the Comments and the Special request Box. The city and dates of the show will display as will the products you will be promoting at the tradeshow. If something seems incorrect contact us immediately.

Add Pre-Travel Notification

Before you can apply for reimbursement for foreign trade show travel related costs, you must submit a pre-travel notification (previously called FAS or Post Notification). Your notification must be submitted before the first day of the show or event. You will not be able to submit a notification either during or after the event.

Program Year:

Select Country and Trade Show

COLOGNE 10/19/2014 - 10/21/2014

My Registered Products
 Below is the list of all products you have registered to promote as part of the Branded Program

Product Type	Product Sub Type	Product Category	Product Name
Beverages	Beer/Cider	Cider/Perry	Celestia's Cinnamon Cider

At the bottom of the form you must enter the name and title of each traveler. Though we can only reimburse the travel expenses of two company representatives you should provide the names of all travelers. Simply enter the name and title and then click the button that says "Add". If you need to you can edit and entry or delete one entirely.

Add Travelers
Select all the travelers participating in this event. Two are eligible for reimbursement in the Branded Program.

Registered Travelers

Name	Title	
John Doe	Owner	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Once all travelers have been submitted click on “Submit” and an email will be sent to the FAS Post of the country you will be traveling too. You will also receive a copy of the email along with the Branded Program staff.

How do submit a reimbursement claim?

Reimbursement requests are submitted on-line. The reimbursement section of the Branded Program on-line system allows you to:

1. Fill out a Reimbursement Request form for a Promotional expense

Most eligible expenses for the Branded Program would fall under this category. This covers all expenses incurred for promotion of your product, eligible label or packaging modifications, trade show related expenses (except travel) and freight for samples. **Required documentation:**

- Invoice
- Proof of Payment
- Proof of Activity
- Proof of USA

2. Fill out a Reimbursement Request form for a Travel Expense

This form is for those expenses incurred for traveling to exhibit at a Foreign Trade show. One form should be filled out for each traveler (up to two travelers per company per show). **Required documentation:**

- **FAS Post Notification** – you must notify FAS prior your travel
- **Trip Report**
- **Airline Itinerary/Invoice**
- **Passenger Receipt**
- **Itemized Hotel Bill**
- **Proof of Payment** (for flight and hotel)
- **Proof of activity, Proof of USA**

Once you have submitted the Reimbursement Request Form(s) on line you need to **print** the form, **attach the backup documentation**, and **mail** the information to:

Food Export Association – Midwest
309 W. Washington St, Ste. 600
Chicago, IL 60606

or

Food Export USA – Northeast
One Penn Center
1617 JFK Boulevard, Ste. 420
Philadelphia, PA 19103

To complete a reimbursement form, click on "Submit Reimbursements" as shown below.

The screenshot shows the 'My Food Export' portal interface. At the top, there is a navigation bar with tabs for 'New Portal', 'My Profile', 'My Organization', 'My Products', and 'Branded Program'. Below the navigation bar, there are two main sections for the years 2014 and 2015. The 2014 section includes 'Pre-Qualification' (Status: Approved, Submit Date: 8/19/2014) and 'Application' (Status: Contracted, Submit Date: 1/1/2014, Application Fee Received Date: 1/1/2014, Contract Date: 1/3/2014, Effective Date: 1/2/2014, Admin Fee Received Date: 1/3/2014) with a 'Create a new Amendment' link. The 2015 section includes 'Pre-Qualification' (Status: Denied, Submit Date: 8/19/2014). At the bottom, there are two buttons: 'Pre-Travel Notification' (with sub-links 'Submit Pre-Travel Notification' and 'Search Pre-Travel Notification') and 'Reimbursements' (with sub-links 'Submit Reimbursement' and 'Search Reimbursement'). The 'Submit Reimbursement' link is highlighted with a red rectangular box.

The next page you are taken to has a series of drop downs where you select the program year, then country where the activity took place or that was targeted. The next drop down asks you to choose between Travel or Non Travel. Travel encompasses airfare, lodging, and daily Meals & Incidental Expenses (M&IE). If your expense you are submitting is not one of those three than select Non Travel.

If you choose Non Travel an additional drop down menu will appear where you can select the type of expense you are submitting for.

The screenshot shows the 'Add Reimbursement' form. At the top, there are three dropdown menus: '2014', 'GERMANY', and 'Non Travel'. Below these is a dropdown menu for 'Activity' which is open, showing a list of options: 'Activity', 'Advertisements', 'Demonstrations', 'Direct Mail', 'Freight for samples', 'Give Away Items', 'In store promotions', and 'Label modification'. The 'Activity' option is currently selected. Below the dropdowns, there are two tabs: 'Invoice Details' and 'Summary'. A 'Save' button is located below the tabs. At the bottom of the form, there is a disclaimer: 'We do not discriminate on the basis of age, disability, national origin or ancestry, race, gender, religion, sexual orientation or military status. Persons with disabilities who do not comply with FAS, MAP or other applicable laws may not be eligible for application or participation.' Below the disclaimer, there is contact information for SDA, Foreign Agricultural Service, and the Food Export Association of the Midwest USA and Food Export USA - Northeast.

Some selections may require additional information. For instance selecting Trade Show Booth expense will result in one more drop down where you would select the show you were submitting expenses for. Label modification would result in two text fields where you would enter the name of the product being modified and another box where you would enter the reason for the modification.

For the purposes of this guide we will select “Advertising”. Click on “Invoice Details” and an accordion opens. Invoice amount in foreign currency is optional. Enter the U.S. Dollar amount you were charged. The reimbursement amount will pre-populate.

Enter the vendor name next. This is the party who is charging you. Then enter the vendor invoice date, vendor number, and the date you paid the invoice.

The screenshot shows a web form titled "Add Reimbursement". At the top, there are four dropdown menus: "2014", "GERMANY", "Non Travel", and "Advertisements". Below these is an accordion menu with "Invoice Details" selected. The "Invoice Details" section contains the following fields:

- Invoice amount in foreign currency: \$0.00
- Invoice amount in U.S. dollars: \$5,000.00
- Reimbursement rate: 50%
- Reimbursement requested: 2500.00
- Vendor name: Fake Publishing
- Vendor invoice date: 2/2/2014
- Vendor invoice number: KBI244
- Payment date: 3/5/2014

At the bottom of the accordion is a "Summary" section, and a "Save" button is located at the bottom left of the form.

Click on Summary to open then next and final accordion. Select the method of payment you used to pay the invoice from the drop down. Then check the first box to indicate that you understand you must submit proof of payment (which is described below based on your method of payment). A description of the appropriate proof of activity (Based on activity you selected) will also appear. The last step is to check the check box acknowledging that you must submit proof of activity.

All that is left is to click “Save”. Upon doing that you will be given a prompt where by you can choose to submit another reimbursement or tell the system you are done.

If you select a Travel from the drop down the page below will load. Select the tradeshow and traveler from the drop down lists. Please note that information from these two drop downs come directly from the Pre Travel Notifications you submitted. If you do not have one on file you will not be able to proceed. The last step in this accordion is to enter the travel dates. As you can see from the example below the start and end date for travel is well outside the eligible date range. The system will still be able to calculate it accurately.

Add Reimbursement

2014 GERMANY Travel

Trade Show Details

A Pre-Travel Notification must be submitted before you can apply for a reimbursement.

Anuga 2014

Cologne 10/19/2014 - 10/21/2014

John Doe, Owner

Enter travel dates

10/15/2014 to 10/23/2014

Airfare

Lodging, Meals and Incidentals

Totals

Trip Report

Summary

A Pre-Travel Notification must be submitted before sending a reimbursement request. All documents must be translated into English before submitting for reimbursement.

Please include the following:

- Copy of travel itinerary/passenger ticket
- Copy of itemized hotel bill
- Method of payment: Credit card statement, Copy of Canceled Check
- Proof of activity: Photo of Trade Show Booth showing U.S. origin statement

I understand and agree to submit the above required documents

I certify that the amounts stated and documents submitted for this claim are true and correct. I understand that Food Export USA – Midwest and Food Export USA – Northeast reserve the right to request original documentation when necessary. I understand that all claims are subject to audit and that my records of this transaction must be kept available for review for five years.

Save

Click on “Airfare to open the next accordion. Simply enter the amount you paid for your airline ticket, check the box to confirm you flew on a U.S. or EU carrier and select the method of payment used.

Airfare

Airfare Amount \$1,500.00

Is Airline an E.U. or U.S. flag carrier?

Required Documents

You must submit a copy of your invoice itinerary showing price and ticket number and/or a copy of your passenger ticket receipt

Method of Payment credit card statement

Lodging, Meals and Incidentals

Totals

Trip Report

Summary

Save

The next accordion section is lodging however before you can proceed you must provide information so that your per diem for lodging and M&IE can be calculated properly. To do this click on the button that says “Calculate Eligible Expense”.

Lodging, Meals and Incidentals

Use calculator to determine eligible lodging reimbursement amounts

Lodging Amount

Require Documents A copy of your itemized hotel bill is required for lodging expenses.

Method of Payment

Meals & Incidentals:

This amount is calculated as 100% the per diem rate for each hotel check-in day, excluding the first and last day which are calculated at 75% the per diem rate.

Once you click that button a light box opens. The first section asks you to enter the date of the night you checked into the hotel. The second box is to enter the date of the last night you stayed. Please take note, we are not asking for the check-out date but the date of the last night you paid for a room.

Eligible Expenses Calculator

Use this worksheet to calculate the eligible lodging expense.

Check in Date Last Night Stayed

Step 1. Eligible Days. The number of days is based on information submitted above

Step 2. Enter the total U.S. dollar amount charged on your credit card statement:

Step 3. Enter the total amount from your hotel bill in foreign currency:

Step 4. Enter the nightly room rate in foreign currency (include all taxes that were included)

Step 5. Total U.S. Dollar Room rate:

Lodging per diem rate for city:

Step 6. Comparing the amount in Step 5 with the allowable per diem (refer to the State Departments website for Per diem rates by country and date), the nightly room rate is:

Step 7. Total amount of eligible lodging expenses:

Step 1. The work sheet will take those two dates, compare it to the dates of the tradeshow and provide you with the number of days you are eligible for lodging. The possible range is the days of the show plus two before and one after.

Step 2. You are to enter the U.S. dollar amount you were charged for the entire hotel bill, as it appears on your credit card statement.

Step 3. You are required to enter the total amount billed in Foreign currency as it appears on your hotel bill. The purpose of entering the information in step 2 and 3 is to determine the currency conversion rate to be used in later steps.

Step 4. You are to enter the nightly room rate in foreign currency (this includes all taxes associated. All other fields at this point are calculated.

Step 5. Uses the date from 2 and 3 to convert the amount in 4 into U.S. dollars. The field beneath that displays the nightly per diem rate for that city as established by the U.S. State Department.

Step 6. Looks at the two amounts in step 5 and displays the lower of the two. This is the nightly rate your reimbursement will be based on.

Step 7. Multiplies the amount in step 6 by the number in step 1 to produce your total eligible lodging expense for this trip.

Click Save and Continue and the amounts will populate the lodging form.

The screenshot shows a web form with a sidebar on the left containing menu items: Trade Show Details, Airfare, Lodging, Meals and Incidentals (highlighted in blue), Totals, and Trip Report. The main content area displays the following information:

Lodging Amount	\$1,265.00
Require Documents	A copy of your itemized hotel bill is required for lodging expenses.
Method of Payment	Credit card statement
Meals & Incidentals:	630.00

Below the table, a note states: "This amount is calculated as 100% the per diem rate for each hotel check-in day, excluding the first and last day which are calculated at 75% the per diem rate." At the bottom of the form, there are two buttons: « Previous and Next ».

You must also select the method of payment you used to pay for the hotel and subsequent proof of payment you will provide.

Below that is the Meals & Incidental Expenses you are eligible to receive. This amount is based on the eligible travel days and the daily per diem rate for the city you are traveling to.

The screenshot shows the same web form with the sidebar menu items: Trade Show Details, Airfare, Lodging, Meals and Incidentals, Totals (highlighted in blue), Trip Report, and Summary. The main content area displays the following information:

Total Eligible Expenses	4395.00
Reimbursement Requested	2197.50

At the bottom of the form, there are two buttons: « Previous and Next ». At the very bottom right, there are two red buttons: Cancel and Submit.

You will next be shown the grand total of all eligible expenses (airfare, lodging, and M&IE) and the corresponding reimbursement amount.

Trade Show Details	▼
Airfare	▼
Lodging, Meals and Incidentals	▼
Totals	▼
Trip Report	▲
* Summary of Experience – include a market overview	
<input type="text"/>	
* List of accomplishments – were goals met?	
<input type="text"/>	
* List of contacts made	
<input type="text"/>	
<input type="button" value="« Previous"/>	<input type="button" value="Next »"/>
Summary ▼	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

The final piece of information required is the trip report. All parts must be completed by the travelers. For the list of contacts it is acceptable to simply photo copy the business cards collected and include it with the claim documentation, but please enter “See attached” in the corresponding field.

Trade Show Details ▾

Airfare ▾

Lodging, Meals and Incidentals ▾

Totals ▾

Trip Report ▾

Summary ▲

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I certify that the amounts stated and documents submitted for this claim are true and correct. I understand that Food Export USA – Midwest and Food Export USA – Northeast reserve the right to request original documentation when necessary. I understand that all claims are subject to audit and that my records of this transaction must be kept available for review for five years.

« Previous

Cancel Submit

To complete the process you must review the required documentation and check off that you understand and then click “Submit”.

Where can I access my graduation history?

1. To view your graduation history, log into [My Food Export Portal](#).
2. Under the Branded Program tab, you can view the current program year. Under the current program year, click the link “Download graduation report”.

Welcome - Food Export Association of the Midwest USA

We are currently in the process of updating and customizing our website to make it easier for you interact with us. If you would like to provide your outstanding evaluations, please click [here](#).

My Home My Profile My Organization My Products My Activities **Branded Program** My Wishlist

2014

Pre-Qualification

Status: Approved
Submit Date 12/12/2014

Application

Status: In Process
Submit Date: 1/5/2015
Application Fee Received Date: Pending
Contract Date: Pending
Effective Date: Pending
Admin Fee Received Date: Pending

[Download graduation report](#)

2015

[Submit a Pre-Qualification](#)

3. This will create a pop-up window that allows you to save and view a PDF file of the report.

