

U. S. DEPARTMENT OF COMMERCE  
BUSINESS AND DEFENSE SERVICES ADMINISTRATION  
INTERNATIONAL LIAISON & TRADE OPPORTUNITIES STAFF  
BDSA-541  
WASHINGTON, D. C. 20230

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BELEM, PARA, BRAZIL

INSTRUCTIONS FOR PREPARING UNITED STATES TRADE OPPORTUNITY FORM GA-101A

Form GA-101A is to be used exclusively for reporting private export trade opportunities (ETO's) covering either direct purchases and/or agency agreements by private foreign firms.

Reporting of foreign government tenders and import opportunities should continue to be made on the old form GA-101.

Form GA-101A consists of a snap-out pad containing four parts:

(1) Original (white), (2) Division (yellow), (3) ADP-Post (blue) and (4) Follow-up (green). The reverse sides of copies (3) and (4) call for follow-up information. Copy (4) Follow-up (green) should be retained by the post until the reporting of follow-up information is required (9 months after submission of the original T.O.). All other copies should be transmitted (after removal of the snap-out carbons) with enclosures, if any, in an envelope marked "Trade Opportunities", addressed to the Foreign Communications Division, Office of Foreign Commercial Services, Department of Commerce.

The following instructions are to be followed in completing each item on the form:

ORIGINAL (FRONT)

1. (a) Country name - Name of country in which post is located.  
(b) Country code - Obtain code for your country from Schedule C - Classification of Country Designation used in Compiling the United States Foreign Trade Statistics. Schedule C is included in Schedule B - Statistical Classification of Domestic and Foreign Commodities exported from the United States - issued to all posts by the Bureau of Census. Schedule C begins on page XI of Schedule B. Example - Chile has code 337, Mexico 201, etc.
2. (a) Post name - Name of city in which post is located.  
(b) Post code - The post code for all embassies is 01. All other posts within a single country are numbered according to their alphabetical arrangement, e.g., Germany - Bonn 01, Berlin 02, Bremen 03, Dusseldorf 04, Frankfurt 05, Hamburg 06, Munich 07, Stuttgart 08. Post codes should be given as a 2 digit number with the first being 0, i.e. 04 not 4. These codes are for ADP identification purposes.



3. Serial no. - ETO's have their own numbering system which is separate from those to be used for foreign government tenders and import opportunities. Begin a new series on July 1 of each Fiscal Year numbering each ETO submitted consecutively beginning with the four digit number 0001. All four boxes (6,7,8 and 9) must be used with the digit 0 preceding the actual number when necessary, i.e. 0002, 0042, 0137, 1256.
4. Date - Month, Date, Year. Indicate numerically, with the digit 0 before the actual digit when necessary, i.e., January 6, 1970 is 010670.
5. SIC No. (5 digits) - Insert in boxes 16-20 the 5 digit Standard Industrial Classification number of the product requested in Item 6. Do not use boxes 21 and 22. Use the Numerical List of Manufactured Products (MC-63-2 or MC-67-1) referred to in 10 FAM 925(n) - World Trade Directory Report - 1A - 341 (Revised). The 5-digit SIC number classifies the U.S. product requested not the type of establishment of the requesting firm. A request for household refrigerators by a distributor should be classified 36321 (Household Refrigerators) not 50640 - Wholesaler of Electrical Appliances etc. The firms type of business should be indicated in Item 10 - Type of business.
6. Product, Commodity, or Service - Give as complete information as possible on the product, commodity or service desired including quantity, specifications, delivery, etc. The more detailed this information, the easier it is for U.S. companies to offer their products and eliminate needless correspondence. It should be borne in mind that this Trade Opportunity service is primarily for the benefit of the U.S. business community not the foreign businessman.
7. Type of opportunity -
  - (a) Direct Purchase - check if company desires to purchase from the U.S. for its own use or for distribution to others.
  - (b) Agency - Check if company desires to represent a U.S. firm and will not actually purchase or stock the products or commodity.
8. Correspondence requested in - Self explanatory.
9. Name of Firm or Agency to be contacted - Give name only - address is to be given in Item 11.
10. Type of business (check no more than 3) - The boxes checked should be consistent with Item 7, i.e. importers, distributors and manufacturers would normally be checked as Direct purchase in Item 7, not Agency.
11. Address of Firm or Agency - Address of firm or agency listed in Item 9.

12. WTDR -

- (a) If there is a "current" WTDR on the firm give month and year. "Current" means not more than 12 months old which is a change from the previous 18 months requirement and is consistent with 10 FAM 926.2.
- (b) If there is a WTDR which is not "current" check "In preparation" and include in Item 15 - Remarks - "WTDR of (month & year) being revised". The revised WTDR should be submitted as soon as possible.
- (c) If a WTDR has not been submitted for the firm and the company is considered suitable for trade contacts with U.S. firms check "In preparation" and include in Item 15 - Remarks - a statement as to the financial and general business reputation of the firm. The required WTDR should be submitted as soon as possible.

13. Estimated Annual Volume - Check the appropriate box. This is a judgement by the post and is most useful for the U.S. business community. It will also enable the post to screen ETO's of marginal value.

14. Special Handling - If Special Handling is recommended the ETO will receive priority handling and copies will be sent to Commerce Field Offices and BDSA industry divisions for individual attention. Justification for Special Handling should be given in Item 15 - Remarks - covering the potential market, timing involved, if any, and other factors which justify recommending this priority.

15. Comments - Report any special information as to marketability, long range potential, tariff or non-tariff matters, local preferences, competition and other factors which will enable U.S. business to evaluate this opportunity.

When applicable include Special Handling justification (see Item 14) or WTDR statement (see Item 12).



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INSTRUCTIONS FOR PREPARING THE FOLLOW-UP REPORT ON GA-101A  
i.e. copies 3 (blue) and 4 (green)

The follow-up report is to be submitted 9 months after the original GA-101A has been submitted. Commerce will return to the post copy # 3 (blue) after the information has been put on machine cards for incorporation into the Commerce Automatic Data Processing (ADP) system. The post is to obtain the information requested from the foreign firm on whose behalf the original ETO was submitted. (See Instructions at top of page)

Submit copy # 4 (green) to Commerce and retain copy # 3 (blue) for your files.

1. Country code - Same as on the front.
2. Post code - Same as on the front.
3. Serial No. - Same as on the front. This is the principal control number in ADP processing of these data.
4. No. of replies

From U.S. - Number of responses the foreign firm received from U.S. firms as a result of this ETO.

From foreign firms - Number of responses received from firms in third countries.

5. Results of Trade Opportunity

One of boxes 10, 15, 16, 17, 18 must be checked

Actual Purchase - Check box 10 if the firm informs you that it actually purchased the products from the U.S. If the actual dollar value of such purchases is available complete boxes 11-14 (Thousands of dollars).

If the firm became an agent (box 15) and obtained orders for the U.S. firm check "actual purchase" and give dollar value of such orders, if available.

If available give complete name and address of U.S. firm(s) from whom the purchases were made or orders placed.

Agency Agreement - Check box 15 if the firm has become an agent for a U.S. firm. Give name and address of U.S. firm if available.

Firm still negotiating - Check box 16 if the firm has not yet (9 months after the original submission of the Trade Opportunity) made purchases or came to an agency agreement but is still negotiating with

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one or more U.S. firms which responded to the Trade Opportunity. Include in Item 7 - Remarks - any information that may be helpful to such U.S. firms in concluding the negotiation.

No business resulted - Check box 17 if the foreign firm did not do any business with the U.S. firms which responded or if there were no responses from U.S. firms. Be sure to complete item 6 -

No reply from foreign firms - Check box 18 if after suitable efforts by the post the firm does not provide any information on the results of the T.O. See Instructions at the top of the form. The lack of reply from the firm may indicate the unsuitability of its being considered for future T.O.'s.

6. Reason no business resulted - If box 17 is checked one or more of boxes 19-29 must be checked. This section of the form is most valuable to the U.S. business community and Commerce and also should be to the post. It can indicate what are the problem areas which U.S. business should consider in the post's country as well as for certain products. Obtaining this information will enable the post to better assess the market for U.S. products as well as alert it to current problems which may deserve the post's attention.

7. Remarks - Include any observations that will be useful to U.S. business not only concerning this specific Trade Opportunity but the overall market for the products involved.

Include any available information on problems involving specific U.S. firms who responded to the Trade Opportunity.

See also instructions for Item 5 - Firm still negotiating.