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Agency For International Development  
Office of Procurement Policy, Planning  
& Evaluation, MS/PPE  
Washington, D. C. 20523-1435;  
and  
Office of Management and Budget  
Paperwork Reduction Project (0412-0020)  
Washington, D. C. 20503

**EXECUTION OF FORM.** This form is designed for use with the U.S. Standard Master for International Trade. An original and one (1) copy of this form, completed by the following suppliers, as applicable, must accompany each invoice for which payment is requested:

(a) **Commodity Supplier** - executed by the commodity supplier covering the cost of the commodity, including the cost of any commodity-related service paid by the commodity supplier for its own or the buyer's account;

(b) **Transportation Supplier (Carrier)** - executed by each carrier or in the case of a through Bill of Lading, the issuing carrier, for the cost of the ocean or air transportation financed by A.I.D., whether or not the transportation is paid by the commodity supplier;

(c) **Insurance Supplier (Insurer)** - executed by the insurer (or under the circumstances set forth in Section 201.52(b) (2) of A.I.D. Regulation 1, by an insurance broker or the commodity supplier), whether or not the insurance is paid by the commodity supplier, for the cost of marine insurance financed by A.I.D. when such cost exceeds \$50.

The original must be signed by a person authorized by the supplier who shall indicate his/her title and certify to his/her authority.

**LANGUAGE.** The form must be completed in the English language only and all amounts of money must be shown in U.S. dollars.

**OBTAINING FORMS.** The form (as well copies of A.I.D. Regulation 1 referenced in this form) may be obtained in limited quantities from banks holding A.I.D. Letters of Commitment, from district offices of the Department of Commerce, the A.I.D. office in the supplier's country, or the Resources Management Division, Agency for International Development, Washington, D. C. 20523-1410. The form may be reproduced, providing the reproduction is identical in size and format.

**INSTRUCTIONS FOR COMPLETING ENTRIES ON INVOICE-AND-CONTRACT ABSTRACT**

**GENERAL INSTRUCTIONS**

Except as provided in the instructions for specific blocks, suppliers must complete all blocks or enter the letters 'NA' (Not Applicable), as follows:

**Commodity Supplier** - Complete all Blocks except 12 and 13; however, if the commodity supplier has paid for the transportation and/or insurance for its own or the buyer's account, Blocks 12 and/or 13 will also be completed by the commodity supplier. Block 11 is to be completed only when the address in block 1 is a U.S. address.

**Transportation Supplier (Carrier)** - Complete Blocks 1 through 8 as well as 13, 14, and 16.

**Insurance Supplier (Insurer)** - Complete Blocks 1 through 8a as well as 12, 14, and 16.

**INSTRUCTIONS FOR INDIVIDUAL BLOCKS**

**Block 1:** Enter the commodity supplier's name and address.

*Caution: if the form is executed by the carrier or the insurer, enter the commodity supplier's name and address in Block 1 and complete Block 16.*

**BLOCK 2:** For A.I.D. use only.

**BLOCK 3:** Enter A.I.D. implementing document number furnished in the Letter of Credit or Importer's instructions. This number will normally be the Letter of Commitment number.

**BLOCK 4: ENTER THE IMPORTER'S NAME AND ADDRESS.**  
*Caution: on other documents prepared from the Standard Master, such as the Bill of Lading, the corresponding block may call for the name and address of the party whom the carrier is to give notice of arrival. When such party is not the importer, be sure to enter the importer's name and address.*

**BLOCK 5:** Enter the name of the vessel.

**BLOCK 6:** Enter the flag of registry.

**BLOCK 7:** Enter the port shown on the Bill of Lading.

**BLOCK 8: COMMODITY INFORMATION**

a. Enter the description of each commodity and its U.S. Department of Commerce Schedule B number, if available. For multi-item invoices, enter a summary description of the group of items and the appropriate Schedule B number (s), if available.

- b. Enter the Bill of Lading weight.
- c. Enter the Bill of Lading measurement.

**BLOCK 9: INVOICE INFORMATION**

a. Enter the number of the accompanying invoice to which this abstract relates.

- b. Enter the invoice date.
- c. Enter the net amount for which the supplier seeks payment (see paragraphs 5 and 6 of the Supplier's Certificate).

**BLOCK 10: CONTRACT INFORMATION**

- a. Enter the contract number.
- b. Enter the date of the contract.
- c. Enter the total contract amount.
- d. Enter the country of source as defined in Section 201.01 of A.I.D. Regulation 1.

**BLOCK 11: SUPPLIER INFORMATION**

Complete only when a U.S. address is indicated in Block 1. The information is required to enable A.I.D. to compile reports requested by Congress.

a. Indicate whether the supplier is a small business concern as defined in FAR 19.101 (CFR Title 48). "Small business concern" means a concern, including its affiliates, that is independently owned and operated (for profit), not dominant in its field of operations, and qualified as a small business under the criteria and size standards in 13 CFR 121 (see FAR 19.102). If there is no size standard in 13 CFR 121 for the industry, field of operation, or activity in which a concern is engaged, the concern is a small business if, including its affiliates, it is independently owned and operated (for profit), is not dominant in the field of operation, and, for manufacturing concerns -- has no more than 500 employees, or for concerns offering services -- its average annual receipts for its preceding 3 fiscal years do not exceed \$3.5 million.

b. If the supplier is not a small business, enter the best estimate of the percentage of the total invoice amount paid or to be paid to subcontractors or suppliers of components who are small business concerns.

c. Indicate whether the supplier is a socially and economically disadvantaged enterprise. "Socially and economically disadvantaged enterprise" means a business--

- (i) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more socially disadvantaged individuals, and
- (ii) whose management and daily business operations are controlled by one or more such individuals.

"Socially disadvantaged" individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their qualities as individuals.