

Sample Waiver Request Templates

October 21, 2015

The waiver templates are suggested samples for vendor use when submitting a request. The information requested is specific to each sample, thus the areas highlighted in red text identify where the required information should be entered by the vendor. Vendors may copy or cut & paste the language and /or table into their own company letterhead. The samples include the following:

- Not-Later-Than (NLT) Date Waiver Request—Page 2.
- Short Shipment Waiver Request—Page 3.
- Processing & Supplier Plant / Shipping Point Waiver Request—Page 4.
- Waiver Request of Commodity Specification Requirement—Page 5.

NOTE: The sample Purchase Order below identifies where one can find the requested information.

<p>United States Department of Agriculture 1400 Independence Avenue, S.W. # Room 3522 Mailstop Code 0256 Washington, DC 20036</p>	<p>Purchase order Description: AG-3J14-P-14-0008 <u>Purchase order number: 41000</u> Date: 11/06/2013 <u>Contracting Officer: Felicitas Lofton</u> Purchasing Group: AMS-Livestock</p>																																										
<table border="0" style="width: 100%;"> <tr> <td colspan="3">Purchase Order</td> </tr> <tr> <td colspan="3">Domestic Commodity</td> </tr> <tr> <td style="width: 33%;">Supplier:</td> <td style="width: 33%;">Supplier Plant Address:</td> <td style="width: 33%;">Vendor Shipping Point Address</td> </tr> <tr> <td>ICICLE SEAFOODS, INC</td> <td>ICICLE SEAFOODS-PETERSBURG AK</td> <td>ICICLE/ASTORIA WHSE-ASTORIA OR</td> </tr> <tr> <td>4019 21ST AVE W</td> <td>411 NORDIC ST</td> <td>70 W MARINE DR</td> </tr> <tr> <td>SEATTLE, WA-98199-1251(US)</td> <td>PETERSBURG, AK -99833-1147(US)</td> <td>ASTORIA,OR-97103-6014(US)</td> </tr> <tr> <td>Phone: [REDACTED]</td> <td>Phone: [REDACTED]</td> <td>Phone: 000-000-0000</td> </tr> <tr> <td>Email: [REDACTED]</td> <td>Email: [REDACTED]</td> <td>Email: ASK@FOR.EMAIL</td> </tr> </table>		Purchase Order			Domestic Commodity			Supplier:	Supplier Plant Address:	Vendor Shipping Point Address	ICICLE SEAFOODS, INC	ICICLE SEAFOODS-PETERSBURG AK	ICICLE/ASTORIA WHSE-ASTORIA OR	4019 21ST AVE W	411 NORDIC ST	70 W MARINE DR	SEATTLE, WA-98199-1251(US)	PETERSBURG, AK -99833-1147(US)	ASTORIA,OR-97103-6014(US)	Phone: [REDACTED]	Phone: [REDACTED]	Phone: 000-000-0000	Email: [REDACTED]	Email: [REDACTED]	Email: ASK@FOR.EMAIL																		
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<p>Purchase Order Header PO Scenario: Standard Award Type: Definite Delivery Solicitation Number: 2000002122 Solicitation Description: AG-LFSH-S-14-0002-P0001</p>																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: left; background-color: #f2f2f2;">Purchase Order Item Details</th> </tr> <tr> <th style="width: 5%;">Item</th> <th style="width: 30%;">Description</th> <th style="width: 15%;">Required By</th> <th style="width: 10%;">Units</th> <th style="width: 15%;">Quantity/UOM</th> <th style="width: 25%;">Unit price/ Net value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100198-SALMON PINK CAN-24/14.75 OZ</td> <td>04/01/2014-04/15/2014</td> <td>1,600.000 CS</td> <td>35,400.000 LB 44,958.000 LB</td> <td>4,091.00 USD/100 CS 65,456.00 USD</td> </tr> <tr> <td colspan="6"> ZFD - FOB Destination Solicitation Item: 70 <u>Sales order: 5000184292 Item : 100</u> </td> </tr> <tr> <td colspan="3">Goods Recipient:</td> <td colspan="3">Ship-to Address:</td> </tr> <tr> <td colspan="3">CA Dept. of Education</td> <td colspan="3">SAN FRANCISCO FOOD BANK</td> </tr> <tr> <td colspan="3">1430 N STREET SUITE 1500</td> <td colspan="3">200 TOLAND STREET#</td> </tr> </tbody> </table>		Purchase Order Item Details						Item	Description	Required By	Units	Quantity/UOM	Unit price/ Net value	1	100198-SALMON PINK CAN-24/14.75 OZ	04/01/2014-04/15/2014	1,600.000 CS	35,400.000 LB 44,958.000 LB	4,091.00 USD/100 CS 65,456.00 USD	ZFD - FOB Destination Solicitation Item: 70 <u>Sales order: 5000184292 Item : 100</u>						Goods Recipient:			Ship-to Address:			CA Dept. of Education			SAN FRANCISCO FOOD BANK			1430 N STREET SUITE 1500			200 TOLAND STREET#		
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Figure 1.

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

USDA AMS, Commodity Procurement
1400 Independence Avenue, S.W. Room 3522
Washington, DC 20250-0239

Not-Later-Than (NLT) Date Waiver Request

We are requesting an extension to deliver later than the contracted NLT date for the following reason(s):

Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original NLT Date	New NLT Date
4100000XXX	7	5000XXXXX	100	00/00/2014	00/00/2014
	8	5000XXXXX	100	00/00/2014	00/00/2014
	9	5000XXXXX	200	00/00/2014	00/00/2014

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Meats, Inc.

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

USDA AMS, Commodity Procurement
1400 Independence Avenue, S.W. Room 3522
Washington, DC 20250-0239

Short Shipment Waiver Request

We are requesting a short shipment waiver for **the product shown below** for the following reason(s):

_____.

Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Actual Pounds Contracted	Actual Pound Shipped
Pork Picnic	4100000XXX	2	5000XXXXX	100	40,020 lbs.	38,000 lbs.

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Meats, Inc.

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

Commodity Procurement USDA
AMS Contracting Branch Room 3522
Washington, DC 20250-0239

Processing & Supplier Plant / Shipping Point Waiver Request

We are requesting a (processing plant / supplier plant/ shipping point change) for the following reason(s): _____.

Purchase Order #	Purchase Order Item Number #	Revised Plant / Point
4100000XXX	1	John Doe Meats 787 Parks Road Brighton, NE 27779

Entire Purchase Order	Purchase Order #	Revised Plant / Point
	4100000XXX	John Doe Meats 787 Parks Road Brighton, NE 27779

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Meats, Inc.

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

Commodity Procurement USDA
AMS Contracting Branch Room 3522
Washington, DC 20250-0239

Waiver Request of Commodity Specification Requirement

We are requesting a waiver for the product listed below which does not meet the specification requirements of the contract for the following reason(s):

_____.

Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original Cases / Lbs.	Non-Compliant Cases/ Lbs.
Blueberries	4100000XX X	44	5000XXXX X	100	40,020 lbs.	38,000 lbs.

Entire Purchase Order	Purchase Order #
	4100000XXX

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Fruit, Inc.