



United States  
Department of  
Agriculture

September 25, 2006

Farm and Foreign  
Agricultural Services

Farm Service  
Agency

Kansas City  
Commodity Office  
P.O. Box 419205  
Kansas City,  
Missouri  
64141-6205

**To: Commodity Vendors**  
**From: Export Operations Division, Kansas City Commodity Office**  
**Subject: Export Bid Entry System Training, November 6<sup>th</sup>-8<sup>th</sup>,  
Kansas City, MO**

USDA's Commodity Operations will hold a training session open to all commodity vendors involved in food aid related exports. A new version of EBES, the commodity bid entry system, will be coming online soon. This training will provide users of the system with a basic understanding of the steps involved in entering bids within this version, and will consist of one day of hands on experience. It will be held over three days, November 6<sup>th</sup>-8<sup>th</sup>, at the Kansas City Commodity Office. Commodity vendors may indicate their choice of days to attend, and we will honor the requested dates if possible. The following is a link to the registration form, which is due no later than **Friday, October 27<sup>th</sup>**:

[http://www.fsa.usda.gov/Internet/FSA\\_File/ebes\\_registration\\_form\\_word.doc](http://www.fsa.usda.gov/Internet/FSA_File/ebes_registration_form_word.doc) or  
[http://www.fsa.usda.gov/Internet/FSA\\_File/ebes\\_registration\\_form\\_pdf.pdf](http://www.fsa.usda.gov/Internet/FSA_File/ebes_registration_form_pdf.pdf)

Also, below is a link to general visitor information and access instructions for the training location. Any questions regarding the training should be directed to Ken Martin, Kansas City Commodity Office, (816) 926-6552.

**USDA Commodity Vendor EBES Training**  
**November 6-8, 2006**  
**9:00 am – 3:00 pm**  
**Farm Service Agency, Kansas City, MO**  
**Facility and Visitor Information**

**Location**

U.S. Department of Agriculture  
6501 Beacon Street  
Kansas City, Missouri

**Building Security**

All visitors are required to check in and be cleared at the security desk, south lobby.

**Driving Directions**

The USDA Kansas City Beacon Office Facility is located in southeast Kansas City, Missouri, West of Interstate 435 and 63rd St.

**Traveling South Bound**

Take I-435 South to the 350 East/63rd Street Raytown Exit (Exit 66). Proceed West or right on 63rd Street approximately 1 mile to Winchester Ave (traffic light) and turn left (South) into Winchester Center. Proceed approximately 1/4 mile to 65th Street or Beacon Drive. Turn right (West) on 65th Street and the USDA Beacon Facility is on the right (North) side of street. Follow the applicable sign.

**Traveling North Bound**

Take I-435 North to the 63rd Street Exit (Exit 66A). Turn left (West) at the light. Proceed West to Winchester Ave. (traffic light) and turn left (South) into Winchester Center. Proceed approximately 1/4 mile to 65th Street or Beacon Drive. Turn right (West) on 65th Street and the USDA Beacon Facility is on the right (North) side of street. Follow the applicable entrance sign.

**Parking**

Parking is available in the visitor parking lot unless otherwise directed by security. It is free.

**Smoking**

Smoking is permitted outside the West and North doors only. Signs are posted to identify designated areas.

**Visitor's Lounge** (ground floor, room G-40)

This room is equipped with two phones, and two PC workstations to allow travelers to check e- mail, complete work processing, and make phone calls to their home office. A combination copier/fax and printer is also available.

**ATM- Mazuma Credit Union**

Located in the south lobby vestibule.

**Courtesy Telephones** (ground floor)

A bank of courtesy telephones is located in the cross-corridor near the training rooms.

**Nurse/Health Unit/Lactation Room** (ground floor - Room G08)

Two full time nurses and facilities are available for your needs.

**Lost and Found**

Please call or see security guard located in the South Lobby (6-4587) or the ASD Help Desk (6-6111).

**Hotels**

For all hotels in the area and visitor information visit:

<http://www.visitkc.com/>

For hotels most convenient to the USDA building and attractions visit:

<http://www.countryclubplaza.com/plaza.aspx?pgID=886>

**Vending/Microwave** (ground floor)

Located in the cross-corridor near the training rooms

**Cafe** (1st floor NE corner)

Full service cafeteria serving breakfast and lunch.

Hours: 6:30 a.m. - 9:30 a.m.

Snacks/Beverages: 6:30 a.m. - 2:30 p.m.

Lunch: 11:00 a.m. - 1:30 p.m.

