

# Prior Notice – Step 2 – Obtain Prior Notice #



### FDA Industry Systems

[System Status](#)

[Help Desk](#)

To make submissions to FDA (e.g., Food Facility Registration, Prior Notice, etc.) you must first create an account. Select "Create New Account" below.

If you already have an account, enter your account ID and password.

**Is your computer secure?** Before using FDA Industry Systems (FIS), FDA strongly encourages all users to have current antivirus and antispyware software installed on your computer to help ensure the privacy of the information being entered.

#### NEW USERS

[Create New Account](#)

[See Instructions](#)

[See Tutorials](#)

[Help Desk](#)

#### LOGIN

Existing account holders, enter your account ID and password.

Account ID:

Password:  [Forgot your password?](#)

*Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.*

I understand

**Account Management**

- >> Edit Account Profile
- >> Change My Password
- >> Update System Access
- >> Create a Subaccount
- >> Deactivate a Subaccount
- >> Reactivate a Subaccount

**Welcome** You are logged in as [User Name]

Welcome to the FDA Industry Systems.  
You are logged in to your account for company **FEDEX**

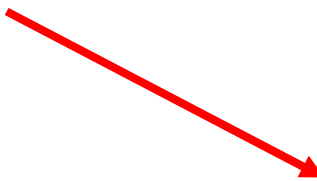
You may choose an option on the left to manage your account or select an FDA system below. To obtain access to available FDA systems, choose the Update System Access option to add the FDA system to your account.

**FDA Unified Registration Listing Systems**

- Food Facility Registration
- Low Acid Canned Food
- Device Registration & Listing
- Drug Facility Registration

**Other FDA Systems**

- Prior Notice**





## Welcome to the Prior Notice System Interface

The Prior Notice System Interface enables you to submit Prior Notices for Imported Food Articles to the Food and Drug Administration (FDA).

<b>Get Started</b>	▶ Overview of how to submit a Prior Notice for Food Importation.
<b>Learn New Features</b>	▶ Overview of New Features available in this version of the Prior Notice System Interface.
<b>Create New Web Entry</b>	<p>Creating a Web Entry is the first step in creating Prior Notices. A Web Entry contains information that one or more food articles you intend to import share (e.g., arrival information). After Creating a Web Entry, create, review, and submit Prior Notices. Prior Notices include information about the Product, its Quantity and Packaging, and other related information, such as the Manufacturer or Grower/Consolidator and the Shipper.</p> <p><b>You must complete the Web Entry after you have submitted all Prior Notices that you are planning to submit as part of this Web Entry. This will allow U.S. Customs and Border Protection to receive the Prior Notice review decisions in time from the U.S. Food and Drug Administration (FDA) for all articles in the Web Entry. The system automatically "Completes" Web Entries with submitted Prior Notices when the Prior Notice submission timeframe elapses (see the "Complete Web Entry" Help topic).</b></p>
<b>Find Existing Web Entry</b>	▶ Use this feature to find Web Entries that you have already created.
<b>Find Existing Prior Notice</b>	▶ Use this feature to find Prior Notices that you have already created. To submit Holding Facility information for a Prior Notice submitted via PNSI by this account or another account within the same company, search for the Prior Notice and click the Submit Holding Facility button.
<b>View/Submit Holding Facility</b>	▶ To submit Holding Facility information for a Prior Notice that has been submitted via the U.S. Customs' and Border Protection (CBP) Automated Commercial System (ACS) or by another PNSI user of a different company click on the View/Submit Holding Facility button.
<b>Manage Favorites</b>	▶ Use this feature to maintain Favorite Facilities that you have already created.




**1 Web Entry (Create)**

Select the Entry Type for the Web Entry and click on the Next button. Refer to the Help for the descriptions of the entry types.

Choose this for shipment to US

\*Entry Type: **Consumption, Express Courier**

 Need Help?

**Next >>** **Cancel**

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Prior Notice v1.10.00, December 10, 2008

2, 2, Thu Apr 23 02:25:53 EDT 2009

OR




**1 Web Entry (Create)**

Select the Entry Type for the Web Entry and click on the Next button. Refer to the Help for the descriptions of the entry types.

Choose this for shipment bypass US  
Example: Canada

\*Entry Type: **Transportation and Exportation, Express Courier**

 Need Help?

**Next >>** **Cancel**

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Prior Notice v1.10.00, December 10, 2008

2, 2, Thu Apr 23 02:25:53 EDT 2009

To create a new Web Entry, enter the information on this page and then click on the Save button. Required items are marked with an asterisk (\*).

### Entry Information

Enter all Entry Information marked with an asterisk (\*). If you do not have an Entry Identifier, leave the Entry Identifier blank and enable the Not Known checkbox to request the system to assign you one.

The Anticipated Port of Arrival and the Anticipated Arrival Date and Time are optional for the Consumption, Express Courier entry type. This information should only be provided if it has been confirmed by express courier company.

\*Entry Identifier:   Not Known. (Requests a system-generated identifier.)

\*Entry Type: Consumption, Express Courier

\*How many Prior Notices do you or your company intend to submit for this Web Entry?

### Port of Arrival

Enter the Port Code for the Port of Arrival and the Arrival Date and Time. Please note if the Arrival Date and Time is in the past then this Date and Time is considered the Actual Date and Time. If the Arrival Date and Time is in the present/future then the Date and Time is considered the Anticipated Arrival Date and Time. The time should be in the time zone of the Port of Arrival. If you do not know the Port Code, select the state and click on the Find Port Code button. Indicate the Border Crossing if available.

Port:

State: Alaska

OR Port Code:

Anticipated Border Crossing:

Anticipated Arrival Date:  (MM/DD/YYYY)

Anticipated Arrival Time:  (24-hour clock HH:MM)

### Submitter

The Submitter is the person with knowledge of the required Prior Notice information submitted to FDA. Select the country containing the business location of the Submitter and then click on the Enter Submitter button to provide further information about the Submitter.

\*Country: United States (US)

### Importer

Is the Importer the same as the Submitter? Yes

If the Importer is not the same facility as the Submitter, select the country containing the business location of the Importer and click on the Enter Importer button to provide further information about the Importer.

\*Country: United States (US)

### Carrier

The Carrier is the transporter of the food from the "Country from which the article is shipped" into the United States. Select the applicable Mode of Transportation and then click on the Enter Carrier button to provide information about the Carrier.

\*Mode of Transportation: Express Courier - Air

Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information.

#### Find Port Code

Select the City and Port Name to determine the Port Code and then click on the Next button.

Select a specific port: Anchorage, FEDEX Anchorage (3195)

Shipper Info. \*Leave blank for the Food Registration Facility Column.

Any 3<sup>rd</sup> Party involving? If not either put yes same as Shipper or key in Receiver information

#### Follow the Info Below

Mode of Transportation: Express Courier - Air

Association (IATA) Two-Character Code. If you do not know the IATA Code, click on the Find Code button.

\* IATA Code: FX

\*\* Carrier Name: FEDERAL EXPRESS

\*\* Country of the Carrier: Select Country Name

to you by the Express Courier.

\* Airway Bill or Tracking Number:

Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information.

Fedex's Tracking number

Save when it's done



[1 Create Web Entry](#) [2 Create Prior Notice](#)

**1 Web Entry (View)**

[Copy](#) [Copy Prior Notice From Another Web Entry](#) [Cancel](#)

This page displays all known information about the Web Entry. You may edit information in the Web Entry or its related facilities by clicking on the appropriate Edit button, if there are no submitted Prior Notices associated with it. To create a new Prior Notice, click on the Create Prior Notice option above.

**Web Entry**

[Edit](#)

Entry Identifier: ###-3968549-3

Status: Open

Port of Arrival: UPS Anchorage, Anchorage, AK (3196)

Entry Type: Consumption, Express Courier

Anticipated Arrival Date and Time:

Number of Intended Prior Notices: 1

**Submitter**

[Edit](#)



Registration Number:  
Name:  
Phone:  
Fax:  
e-mail:



**Importer**

[Edit](#)



Registration Number:

**Carrier**

[Edit](#)

Mode of Transportation: Express Courier - Air  
Carrier Name: FEDERAL EXPRESS  
Carrier Code (IATA): FX

Airway Bill or Tracking Number:

**Prior Notices**

None available.

[1 Create Web Entry](#)

[2 Create Prior Notice](#)



## 2 Prior Notice: Article (Create)

To create a Prior Notice, enter the Article information. You must enter or select a value for each item marked with an asterisk, "\*".

Entry Identifier: ###-3928656-6

\*Country from which the Article is Shipped:

Please enter the Harmonized Tariff Schedule (HTS) Code as a six or eight or ten digit number. For more information on HTS codes click here: [HTS Codes](#)

Harmonized Tariff Schedule (HTS) Code:

### Product Information

Enter the exact seven-character Product Code. Use the Search button to find the Product Code. Use "99", meaning "Not Elsewhere Classified", as the last two characters of the Product Code ONLY if a specific code for food does not exist.

\*FDA Product Code:

FDA Product Description: SUSHI FISH PASTE (SALTY JAPANESE FISH PASTE MADE FROM FERMENTING FISH W/COOKED RICE), NONFLEX PLASTIC, COMMERCIALY STERILE

\*Common or Usual Name/Market Name:

### Production Identifiers

Production Identifiers are the Lot Codes, Production Codes, or other identifiers associated with products. The production identifiers are mandatory if the product is required to bear such numbers by the FD&C Act or by FDA regulations. Use the Add and Delete buttons to add or remove Production Identifiers.

### Quantity and Packaging

You may invoke the wizard to build the Quantity and Packaging for this Article by clicking on this button.

For packaged food, enter the weight or volume of the smallest (Base) unit. For, example, 16 "ounces, weight (avdp)", if the smallest unit is a 16 oz can. If the product has no packaging, enter the net weight or volume as the Base Unit and check the Bulk-shipment checkbox. The system will ignore all Packaging information if the Bulk-shipment checkbox is checked.

You must create a separate Prior Notice for each article of food with a different base unit.

\*Base Unit (Number and Measure):    Bulk-shipment (no packages)

For packaged food, provide the estimated quantity of food that will be shipped, described from the largest container to smallest package size (up to five packaging levels may be provided). For example, 500 Cases, with 40 Cans per Case (The weight of the individual can is the base unit).

	Number	Package Type	Total Quantity:
Largest Package to Smallest Package	<input type="text" value="1"/>	<input type="text" value="Bag"/>	<input type="button" value="Calculate"/>
▼	<input type="text"/>	<input type="text"/>	
▼	<input type="text"/>	<input type="text"/>	
▼	<input type="text"/>	<input type="text"/>	
▼	<input type="text"/>	<input type="text"/>	

Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information.

#### Find Product Code

Either search for products or build Product Codes from their component parts.

##### Search

Find Product Codes by entering keywords and/or partial Product Codes and clicking on the Search button.

Product Name:

Product Code: Industry  Class  Group

##### Select Product Industry

Find Product Codes by selecting a Product Industry and clicking on the Next button.

Alcoholic Beverage - 32  
Animal Feed(Non-Medicated) - 70  
Baby Food Prod - 40  
Bakery Prod/Dough/Mix/Idng - 03  
Beverage Base/Cond/Nectar - 30  
Byproducts For Animal Foods - 71  
Candy W/O Chew/Special/Chew Gum - 33  
Cereal Prep/BreakFast Food - 05

\* Food Facility Registration Number:  **Find From Favorites**

\* Name:

Street Address:

\* City:

Country Subdivision:  (state, province, etc.)

Country:  **Change Country**

ZIP/Mail Code:

Manufacturer is not required to register or Manufacturer Identity not known

Reasons for Registration Number Exemption or Identity of Manufacturer Not Provided:

Should this Facility be the default Manufacturer for new Prior Notices for this Web Entry?

Add to my Favorite list

**Save** **Cancel**

Do not need to include

Choose best reason



**Submit Prior Notice**

[Web Entry](#) | [Article](#) | [Related Facilities](#)

**2 Prior Notice: Related Facilities (View)**

**Copy** **Cancel PN**

Entry Identifier: ###-3928656-6

Article Number: 0001

**Manufacturer**

If the food is no longer in natural state, the FDA Country of Production is generally the country where the food was made. Select the FDA Country of Production from the drop-down list. Then, click on the Enter Manufacturer button.

\*FDA Country of Production:

**Enter Manufacturer**

**Shipper**

**Edit**

**Owner**

Select the Country where the Owner's business is located. Then, click on the Enter Owner button.

Country:

**Enter Owner**

**Ultimate Consignee**

**Edit**

**Holding Facility (Required if this Prior Notice is Submitted Post Refusal)**

If U.S. Customs and Border Protection (CBP) has directed this article to a Holding Facility, click on the Enter Holding Facility button to provide specific information about the Holding Facility.

**Enter Holding Facility**

**Submit Prior Notice**

Shipper Address

Owner Address: Shipper or Receiver or 3<sup>rd</sup> party

Receiver's Address

**Article**

Article Number: 0001  
FDA Country of Production: [Redacted]  
Country from which the Article is Shipped: [Redacted]

**Product Information**

FDA Product Code: [Redacted]  
FDA Product Description: [Redacted]  
Common or Usual Name/Market Name: [Redacted]

**Production Identifiers**

**Quantity and Packaging**

Total Quantity: 1 Kilograms  
Base Unit: 1 Kilograms  
Packaging from largest to smallest package: 1 Bag

**Related Facilities**

**Manufacturer**

[Redacted]

**Shipper**

[Redacted]

**Owner**

**Ultimate Consignee**

[Redacted]

**Holding Facility**

Article Not Held

Yes  No

### 3 Submit Prior Notice?

Please verify that the information contained within your Web Entry and Prior Notice is correct to the best of your knowledge. After you submit your first Prior Notice, you may no longer edit information in that Prior Notice or the associated Web Entry. Are you sure that you are ready to submit this Prior Notice?

Transmitter: [REDACTED]

Yes  No



### 4 Complete Web Entry?

Prior Notice Submission Confirmed. Confirmation Number: [REDACTED]

You must complete the Web Entry after you have submitted all Prior Notices that you are planning to submit as part of this Web Entry. This will allow U.S. Customs and Border Protection (CBP) to receive the Prior Notice review decisions in time from the U.S. Food and Drug Administration (FDA) for all articles in the Web Entry. Completing the Web Entry indicates that you do not need to submit further Prior Notices for this Web Entry. It cancels all remaining Draft Prior Notices and prevents you from submitting additional associated Prior Notices. After Completing the Web Entry, you should use the "Print Summary" button to generate the Web Entry Summary Confirmation that you should present to U.S. Customs and Border Protection (CBP) or the FDA at the Port of Arrival. The Prior Notice Confirmation Number must accompany food carried by or otherwise accompanying an individual (1.279 (f)). If, after completing your Web Entry, you should become aware of substantive changes to the information in your Web Entry or Prior Notices (such as changes in product, or related facilities), you must resubmit the Prior Notice and should cancel the Web Entry or incorrect Prior Notices and then copy the Web Entry to make changes as appropriate. Changes to the Anticipated Arrival information, Estimated Quantity, or Planned Shipment information do not represent changes that require resubmission of Prior Notice.

The following Prior Notices have not been submitted and will be canceled upon completion of this Web Entry.

Article	Product	Create Date
No draft Prior Notices available.		

Are you ready to "Complete" your Web Entry?

Yes  No

