



**FDA
Prior Notice System Interface**

Overview

- ▶ **The Prior Notice Concept: Terms and Definitions**
- ▶ **Tutorial Modules**

The Prior Notice Concept: Terms and Definitions

▶ Prior Notice

- Notification to the US Food and Drug Administration (FDA) of an import shipment of an article of food prior to arrival in the United States.
- Includes information about the product identity and facilities in its chain of custody. Examples of facilities include manufacturer, grower, shipper, owner, and ultimate consignee. Information required varies by entry type.
- Anyone with knowledge of the required information may submit a Prior Notice through the FDA Prior Notice System Interface.

▶ Article of Food

- An “article” is any item subject to Prior Notice.

▶ Web Entry

- The Information that applies to one or more Articles subject to Prior Notice requirements in one shipment.
- It includes information such as the anticipated arrival port, date, and time; the submitter; importer; and the carrier. Information required varies by entry type. As Express all Entities should use “Consumption, Courier Express” for entry web type.

Tutorial Modules

- ▶ **Module 0 – Creating Account with FDA**
- ▶ Module 1 – Creating a New Web Entry
- ▶ Module 2 – Creating and Submitting a Prior Notice
- ▶ Module 3 – Finding Existing Web Entries
- ▶ Module 4 – Finding Existing Prior Notices
- ▶ Module 5 – Canceling a Prior Notice
- ▶ Module 6 – Copying a Prior Notice

Module 0 - Creating Account with FDA

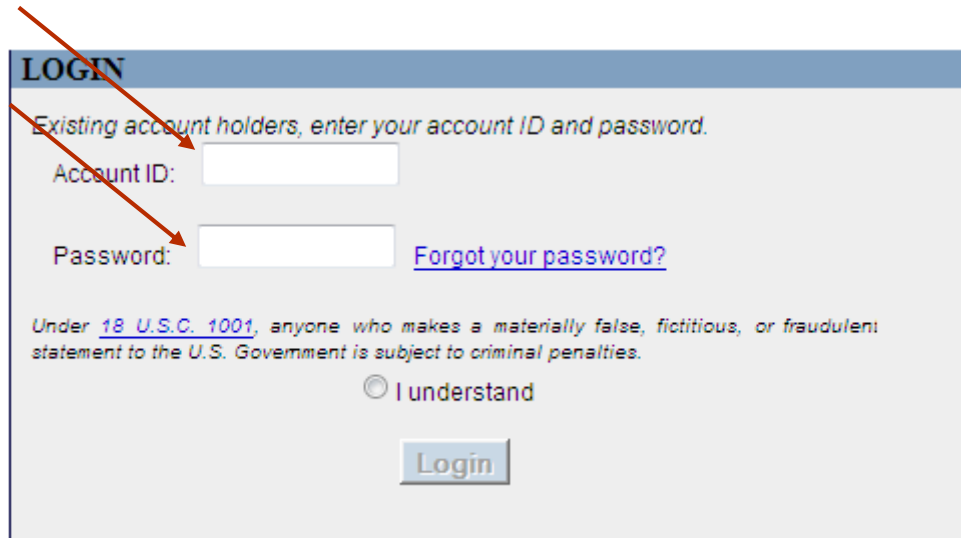


Prior Notice System Interface

Login

- [New Account](#)
- [More Information](#)
- [PNSI Help](#)

Form 3540
OMB Approval Number: 0910-0520
OMB Expiration Date: 05/31/2010
See [OMB Burden Statement](#)



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

- ▶ Navigate to the **FDA Industry Access** page (www.access.fda.gov)
- ▶ On the **FDA Industry Access** page, choose the **Login** button under Prior Notice System Interface.
- ▶ On the **Login** page, enter your FDA Industry Systems **Account ID** and **Password**
- ▶ Confirm that you understand the consequences of 18 U.S.C. 1001 by choosing **I understand**
- ▶ Choose the **Login** button
- ▶ If you do not have a user account, create a user account by choosing "*Create New Account*" under the New Users section.

NEW USERS

Create New Account

See Instructions

See Tutorials

Help Desk

CREATE AN ACCOUNT

Select the systems you will need to access: >> Get Help ?

FDA Unified Registration Listing Systems

Food Facility Registration

Low Acid Canned Food

Device Registration and Listing Module

Drug Facility Registration

Shell Egg Producer Registration

Other FDA Systems

Prior Notice

Continue Cancel

- ▶ Select the systems you will need to access
- ▶ Choose “Prior Notice” under other FDA System then click continue.
- ▶ Fill all the required fields with the shipper information provided in the commercial invoice:
 - First & Last Name.
 - Job Title & Company Name.
 - Phone Number.
 - Physical Address (Business) of Account Holder – Shipper.
 - Password & Secret Question.
 - Mark “I Understand” and click continue.

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 **ara67728**

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

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
- Shell Egg Registration

Other FDA Systems

- Prior Notice**

- ▶ Once you get a welcome message with the Registration & Prior Notice System options activated. Choose the **Prior Notice** button. You will be prompted to update your account with an email address, if one was not provided previously, before you can select the Prior Notice button

Accessing the Prior Notice System Interface

The Welcome to the Prior Notice

System Interface page displays, listing

the options to which you have access on the left side.

- **Get Started** Overview of how to submit a Prior Notice for Food Importation
- **Learn New Features Overview** of New Features available in this version of the Prior Notice System Interface
- **Create New Web Entry** guides you to the first step in creating a Prior Notice. .
- **Find Existing Web Entry** allows you to find a Web Entry that you or your company has already created.
- **Find Existing Prior Notice** allows you to find a Prior Notice that you or your company has already created.
- **View/Submit Holiday Facility** submit Holding Facility information for a Prior Notice that has been submitted
- **Manage Favorites** Use this feature to maintain Favorite Facilities that you have already created

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).

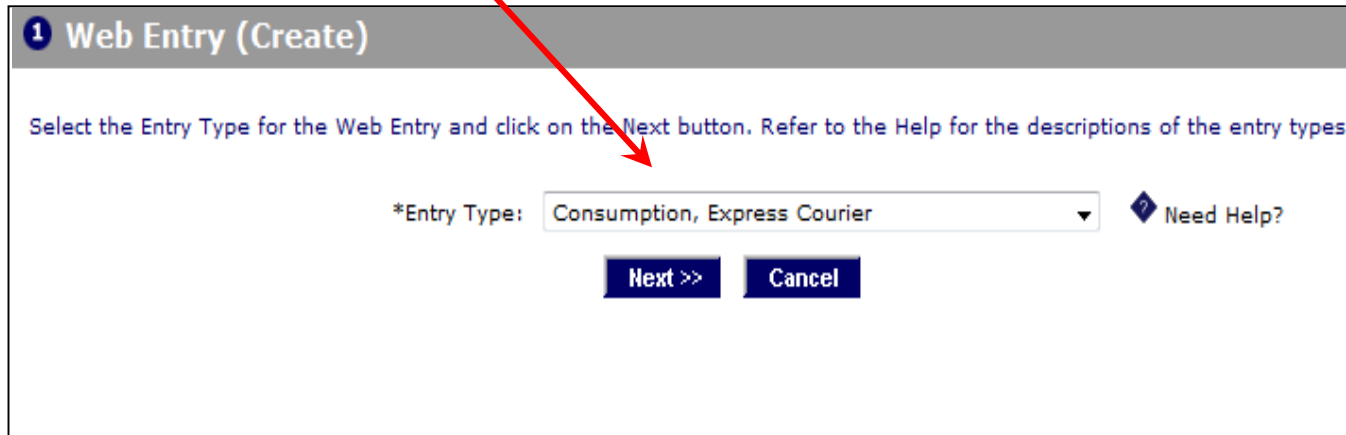
Get Started	Overview of how to submit a Prior Notice for Food Importation.
Learn New Features	Overview of New Features available in this version of the Prior Notice System Interface.
Create New Web Entry	Creating a Web Entry is the first step in creating Prior Notices. A Web Entry contains information 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. <i>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).</i>
Find Existing Web Entry	Use this feature to find Web Entries that you have already created.
Find Existing Prior Notice	Use this feature to find Prior Notices that you have already created. To submit Holding Facility information for a Prior Notice submitted via PINS1 by this account or another account within the same company, search for the Prior Notice and click the Submit Holding Facility button.
View/Submit Holding Facility	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 PINS1 user of a different company click on the View/Submit Holding Facility button.
Manage Favorites	Use this feature to maintain Favorite Facilities that you have already created.

Click on the **Create a New Web Entry** button to display the **Create Web Entry** page.

Tutorial Modules


- ✓ **Module 0 – Creating account with FDA**
- ✓ **Module 1 – Creating a New Web Entry**
 - ▶ **Module 2 – Creating and Submitting a Prior Notice**
 - ▶ **Module 3 – Finding Existing Web Entries**
 - ▶ **Module 4 – Finding Existing Prior Notices**
 - ▶ **Module 5 – Canceling a Prior Notice**
 - ▶ **Module 6 – Copying a Prior Notice**

Module 1 – Creating a New Web Entry: Selecting the Entry Type



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.

*Entry Type:  Need Help?

Next >> **Cancel**

1. Select **Consumption, Express Courier** from the **Entry Type** drop-down list..
2. Click on the **Next >>** button. (Clicking **Cancel** would return you to the **Find Web Entries** page.)

Entering the Web Entry Information

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.

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

*Entry Type: Consumption

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

3. Input Entry information:

- *Entry Identifier*: click on the **Not Known** checkbox to have the system generate an Entry Number.
- *How Many...?* Enter the number of Prior Notices your company intends to submit for this Web Entry, i.e., the number of articles of food subject to the Prior Notice requirement in the shipment. This number is an estimate that you can increase or decrease prior to submission.

Entering Submitter Information


Submitter

The Submitter is the person with knowledge of the required Prior Notice information submitted to FDA. The Transmitter is the person who is logged into the system and who transmits the information either as the Submitter or on behalf of the Submitter. If you are the Submitter, answer Yes to the question below.

Are you the Submitter for this Web Entry? No

If you are NOT the Submitter, 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: Jordan (JO)



- ▶ ARAMEX is considered as the TRANSMITTER of information logged in the system, so you have to fill the above question with “No”.
- ▶ Fill the submitter information, the submitter is simply the person who fills the commercial invoice and provides ARAMEX with the information.

Entering Submitter Information

Food Facility Registration Number:

*Business Name:

*Street Address:

*City:

* Country Subdivision: (state, province, etc.)

*Country: Jordan

ZIP/Mail Code:

Enter the Submitter's Name and provide the phone, fax, and e-mail, if they exist.

*First Name:

*Last Name:

Phone:

Fax:

▶ Enter the Mandatory Submitter field:

- Business Name
- Street Address
- City
- Country subdivision
- First and Last names

Fill the Registration number if available.

Press the button “Save” to get back to the web entry main page.

Entering Importer Information

Importer

Is the Importer the same as the Submitter? ▾

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: ▾

1. If the Importer and Submitter are the same, select **Yes** in the drop-down list and continue with Entering Carrier Information.
2. If the Importer and Submitter are not the same, select the **Country** where Importer's business is located.
3. Click on the **Enter Importer** button. The **Enter Importer** page displays.

Entering Importer Information (continued)

1 Web Entry: Importer (Enter)

If the Importer is the same facility as the Submitter, enable the checkbox below and then click on the Save button. Note: If you enable this checkbox, the system will not save any other data you enter for the Importer.

Importer same Facility as Submitter

If the Importer is NOT the same Facility as the Submitter, do one of the following:

>> If you have the Importer's Food Facility Registration Number, enter it along with the Facility Name and the City.

>> If you do not have the Importer's Food Facility Registration Number, enter at least all required address items denoted by an asterisk (*).

Food Facility Registration Number:

*Name:

*Street Address:

*City:

*Country Subdivision: (state, province
etc.)


*Country: United States [Change Country](#)




4. In the **Enter Importer** page, if you have the Importer's Food Facility Registration Number, enter it, and the Importer's Business Name and City. If you do not have the Importer's Food Facility Registration Number, enter all required information, denoted by asterisks.
5. Click on the **Save** button. The **View Web Entry** page displays with the Entry and Importer information in static text.

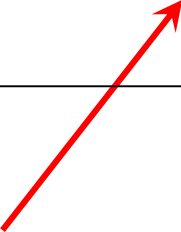
Entering Carrier Information

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.

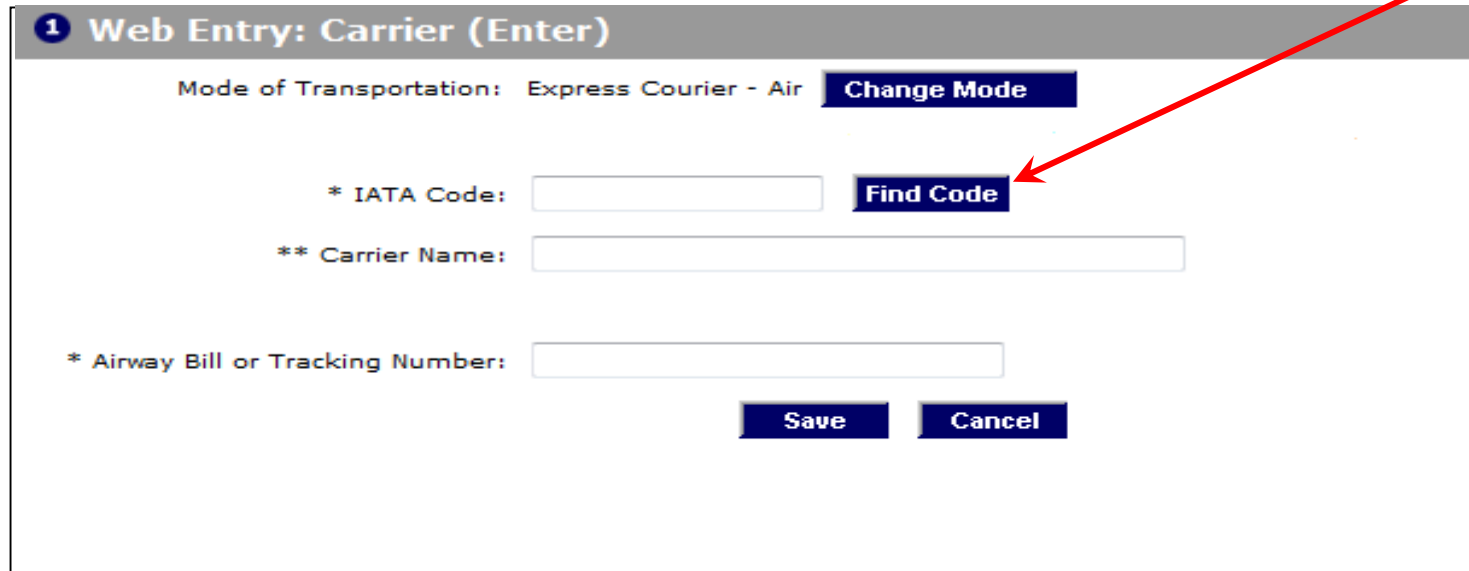
*Mode of Transportation: 



1. In the **Create Web Entry** page, Enter the mode of transportation from the drop down list and click on the **Enter Carrier** button.

Entering Carrier Information (continued)



1 Web Entry: Carrier (Enter)

Mode of Transportation: Express Courier - Air **Change Mode**

* IATA Code: **Find Code**

** Carrier Name:

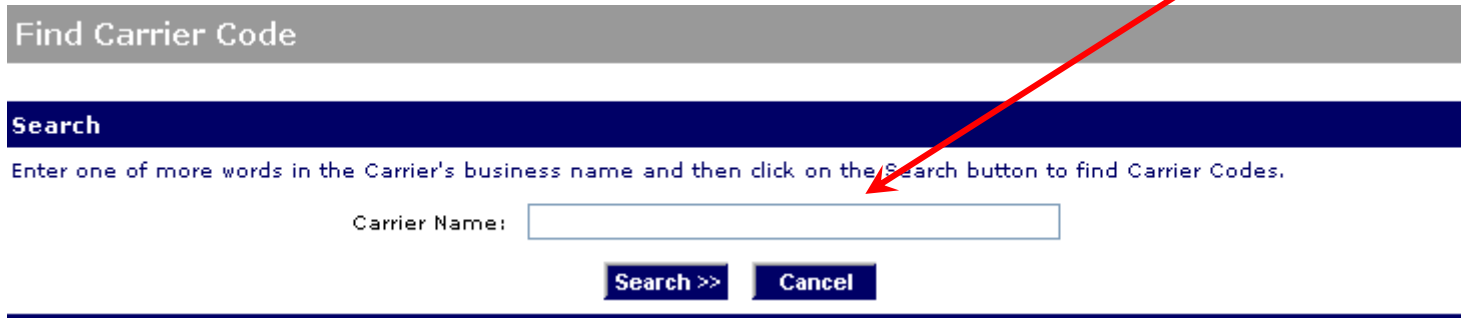
* Airway Bill or Tracking Number:

Save **Cancel**

2. To describe the carrier, enter the Standard Carrier Alpha Code (SCAC). If you do not know the code, click on the **Find Code** button to display the **Find Carrier Code** page.

Note: If there is no Carrier Code, then enter the Carrier Name, and Country of the Carrier, and the license number of the truck.

Entering Carrier Information: Selecting a Carrier Code



The screenshot shows a web interface for finding carrier codes. It features a grey header bar with the text "Find Carrier Code". Below this is a dark blue bar with the word "Search" in white. Underneath, there is a line of instructional text: "Enter one or more words in the Carrier's business name and then click on the Search button to find Carrier Codes." This text is followed by a text input field labeled "Carrier Name:". Below the input field are two buttons: "Search >>" and "Cancel". A red arrow originates from the top right of the page and points to the "Search >>" button.

3. On the **Find Carrier Code** page, enter at least three characters of the carrier's business name in the Carrier Name textbox and Click on the **Search>>** button. A list of Carriers displays in the Carrier section.

Entering Carrier Information: Selecting a Carrier Code

Search

Enter one or more words in the Carrier's business name and then click on the Search button to find Carrier Codes.

Carrier Name:

Search >>

Cancel

Select Carrier

Select a Carrier from the list.

Carrier	Code
BRIT AIR	DB
BRITANNIA AIRWAYS	BY
BRITISH AIRWAYS	BA
BRITISH MEDITERRANEAN AIRWAYS	KJ
BRITISH MIDLAND AIRWAYS	BD

- Click on the hyperlink for the appropriate carrier in the **Carrier** column. The Enter Carrier page displays with the Carrier Code and Carrier Name populated.

Entering Carrier Information (continued)

Enter the Tracking Number assigned to you by the Express Courier.

* Airway Bill or Tracking Number:

5. To describe the shipment, enter the house Bill of Lading Number.
6. Click on the **Save** button.

Editing and Saving a Web Entry

Prior Notice of Food Importation: Web Entry - Microsoft Internet Explorer provided by Booz Allen Hamilton

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John Smith, Smith International

Web Entries | **Prior Notices**

Enter Web Entry

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.

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

*Entry Type: Consumption

*Mode of Transportation: Land, Truck

*How many Prior Notices do you or your company intend to submit for this Web Entry? 2

Port of Arrival

Enter the Port Code for the Port of Arrival and 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 Anticipated Point of Crossing, if available.

Port: (0901)

State: **Find Port Code**

OR *Port Code: 0901

Anticipated Point of Crossing: Peace Bridge

*Anticipated Arrival Date: 12/05/2003 (MM/DD/YYYY)

*Anticipated Arrival Time: 10:30 AM (hh:mm)

Submitter [Edit](#)

Smith International
1 Main Street
Alexandria, Virginia 22311
UNITED STATES

Registration Number:
Name: John Smith
Phone:
Fax:
e-mail: jsmith@smith.com

Importer [Edit](#)

Super Foods Corporation
233 Broadway
New York City, New York 10279
UNITED STATES

Registration Number:

Carrier [Edit](#)

Carrier Name: LEOPOLD EXPRESS
Carrier Code(SCAC): LEOP

Trip Identifier: 12361
Bill of Lading - Master: 12342122911

Save **Cancel**

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PriorNotice v1.0 build-0.0.51, December 4, 2003

1. The **View Web Entry** page displays with the Entry, Submitter, Importer and Carrier information in static text.
2. To modify Web Entry information, edit information in the Entry Information and Port or Arrival sections or click on the **Edit** hyperlink in the Submitter, Importer, or Carrier section headers. You may continue to modify Web Entry information until you or your company has submitted the first Prior Notice for this Web Entry.
3. Review all of the Entry information to make sure that it is accurate. If satisfied with the information, click on the **Save** button.

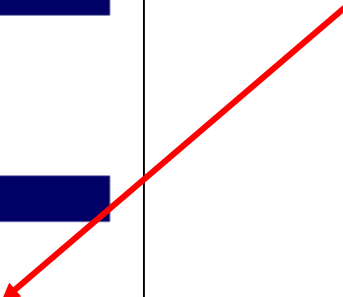
Tutorial Modules

- ✓ Module 0 – Creating account with FDA
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Module 2 - Creating & submitting the Prior Notice

System

Importer Edit	
afasdf sadfsd fsdfdsf, Mississippi 11182 UNITED STATES	Registration Number:
Carrier Edit	
Mode of Transportation: Air Carrier Name: BRITISH AIRWAYS Carrier Code (IATA): BA Country:	
Prior Notices	
None available.	
1 Create Web Entry 2 Create Prior Notice	



- ▶ To create a new Prior Notice, click on the **Create Prior Notice** option on the **View Web Entry** page
- ▶ Fill the country from which the article is shipped.
- ▶ Fill in the product information by:

Module 2 - Creating & submitting the 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: ###-0182799-1

*Country from which the Article is Shipped:

*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:

*Common Name:

- ▶ Fill the country from which the article is shipped.
- ▶ Fill in the product information by:

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**

Search >> **Reset** **Cancel**

Select Product Industry

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

CEREAL PREP/BREAKFAST FOOD - 05	▲
CHEESE/CHEESE PROD - 12	
CHOC/COCOA PROD - 34	■
COFFEE/TEA - 31	
COLOR ADDITIV FOOD/DRUG/COSMETIC - 50	
DIETARY CONV FOOD/MEAL REPLACEMENTS - 41	
DRESSING/CONDIMENT - 27	
EGG/EGG PROD - 15	▼

Next >> **Cancel**

- ▶ To fill the product code, there are 2 search criteria:
 - Writing the product name for example Chocolate
 - Choosing the product industry from the provided list

You will get a list from which you will need to specify your food item clear description based on the commercial invoice.

- ▶ Click Next.

Selecting a Product Code

Prior Notice of Food Importation: Find Product Code: Select Product Group - Microsoft Internet Explorer

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John Smith, Smith International

Find Product Code: Select Product Group

To complete the Product Code, click on the appropriate Product Name in the Products column.

[Previous](#) [Cancel](#)

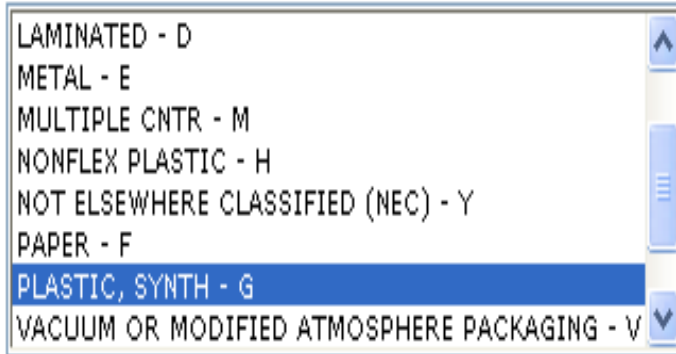
Products	Industry	Class	Group
CLAM CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	14
CONGEE, SEAFOOD CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	23
CRAB CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	20
CRABMEAT RAVIOLI, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	07
FISH CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	15
FISH FILLET SANDWICHES, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	11
HORS D'OEUVRE CONTAINING FISHERY/SEAFOOD PRODUCTS, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	08
LOBSTER CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	17
MEALS SEPARATED IN SERVING CONTAINER W/SHELLFISH (CLAMS, OYSTERS, MUSSELS, SCALLOPS, ETC.)	16	W	03
MEALS SEPARATED IN SERVING CONTAINER WITH CRUSTACEANS (E.G., CRAB, CRAYFISH, LOBSTER, SHRIMP/PRAWNS)	16	W	02
MEALS SEPARATED IN SERVING CONTAINER WITH FISH/FISH PRODUCTS, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	01
MEALS SEPARATED IN SERVING CONTAINERS W/MIXED FISHERY/SEAFOOD PRODUCTS	16	W	04
MIXED FISHERY/SEAFOOD PRODUCTS, N.E.C.	16	W	99
OYSTER CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	13
SEAFOOD CHOWDER/SOUP/STEW/BISQUE, N.E.C., MIXED FISHERY/SEAFOOD PRODUCTS	16	W	21
SEAFOOD NEWBURG, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	09
SEAFOOD SALAD (SHRIMP, CRAB, ETC.), MIXED FISHERY/SEAFOOD PRODUCTS	16	W	22
SHARKFIN CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	19
SHRIMP CHOW MEIN DINNERS, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	05
SHRIMP CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	18
SHRIMP CREOLE, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	10
SHRIMP EGG ROLLS, MIXED FISHERY/SEAFOOD PRODUCTS	16	W	06

Internet

The **Find Product Code: Select Product Group** page displays all Product Groups within the Product Class. Select a Product Group by clicking on a hyperlink in the Products column (e.g., MIXED FISHERY/SEAFOOD PRODUCTS)

Completing the product information

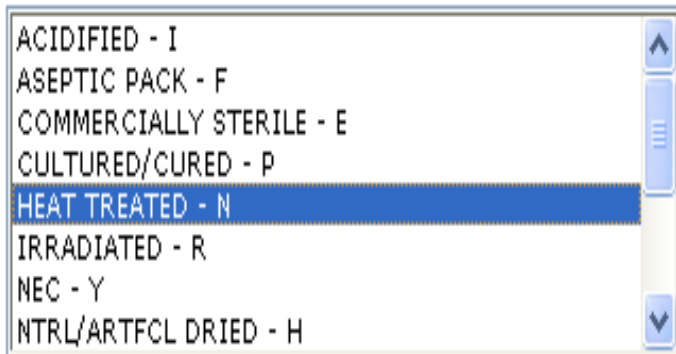
*Packaging Method (Subclass):



A dropdown menu with a list of packaging methods. The selected item is 'PLASTIC, SYNTH - G'. The list includes: LAMINATED - D, METAL - E, MULTIPLE CNTR - M, NONFLEX PLASTIC - H, NOT ELSEWHERE CLASSIFIED (NEC) - Y, PAPER - F, PLASTIC, SYNTH - G, and VACUUM OR MODIFIED ATMOSPHERE PACKAGING - V.

LAMINATED - D
METAL - E
MULTIPLE CNTR - M
NONFLEX PLASTIC - H
NOT ELSEWHERE CLASSIFIED (NEC) - Y
PAPER - F
PLASTIC, SYNTH - G
VACUUM OR MODIFIED ATMOSPHERE PACKAGING - V

*Process Applied:



A dropdown menu with a list of processes applied. The selected item is 'HEAT TREATED - N'. The list includes: ACIDIFIED - I, ASEPTIC PACK - F, COMMERCIALY STERILE - E, CULTURED/CURED - P, HEAT TREATED - N, IRRADIATED - R, NEC - Y, and NTRL/ARTFCL DRIED - H.

ACIDIFIED - I
ASEPTIC PACK - F
COMMERCIALY STERILE - E
CULTURED/CURED - P
HEAT TREATED - N
IRRADIATED - R
NEC - Y
NTRL/ARTFCL DRIED - H

- ▶ Once you choose the exact product description, you need to:
 - Specify the Packing Method from the available list
 - Specify what type of process applied to the shipped food article:
 - Press Select
- ▶ You will return to the Prior Notice main page to fill the common name for the food article used in the origin country.

Filling Prior Notice Related Facilities

Manufacturer

If the food is no longer in natural state, the FDA country of Production is 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

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

*Country:

Enter Shipper

- ▶ Fill the FDA Country of Production for the food article.
- ▶ Press Enter Manufacturer to fill the mandatory information.

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

* Name:

Street Address:

* City:

Country Subdivision: (state, province, etc.)

Country: Lebanon (LB) **Change Country**

ZIP/Mail Code:

Fill in the registration number (it is provided by the manufacturer if registering in the FDA), fill the name of the manufacturer, city and country subdivision as in the commercial invoice and click on Save.

View Prior Notice: Related Facilities


[Submit](#) [Copy](#) [Cancel PN](#)

Entry Identifier: +++-0081733-0

Article Number: 0001

Manufacturer

[Edit](#)

Patchi
Amman,  Ammān
JORDAN

Shipper

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

*Country:

Enter Shipper

- ▶ Fill in the shipper country and click on Enter shipper.

Filling Prior Notice Related Facilities - Owner

Owner

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

Country:



4. Enter the Owner of the article of food at the time of Prior Notice submission.
 - a) Click on the **Enter Owner** button. The **Enter Owner** page displays.

2 Prior Notice: Owner (Enter)

If the Owner is the same Facility as another that you have already entered for this Prior Notice, select the Facility and click on the Save button. (If you do this, the system will ignore any other data you enter for the Owner.)

Owner same Facility as: 



Otherwise, do one of the following:

- >> If you have the Owner's Food Facility Registration Number, enter it along with the Facility Name and the City.
- >> If you do not have the Owner's Food Facility Registration Number, enter at least all required address items denoted by an asterisk (*).

Food Facility Registration Number:

*Name:

*Street Address:

*City:

* Country Subdivision: 
(state, province, etc.)

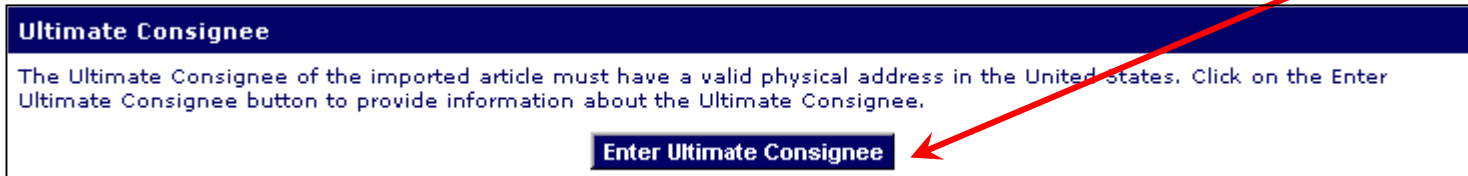
Country: United States (US) [Change Country](#)

- ▶ If the Owner is the same Facility as another that you have already entered for this Prior Notice, select the Facility. Otherwise fill in the owner information; Facility Registration Number “if available”, Business Name, and City, or all required address information.

Note: If you do this, the system will ignore any other data you enter for the Owner.

- ▶ Click on the **Save** button. The **View Prior Notice: Related Facilities** page displays with the Owner information in static text.

Adding Related Facilities: Ultimate Consignee



Ultimate Consignee

The Ultimate Consignee of the imported article must have a valid physical address in the United States. Click on the Enter Ultimate Consignee button to provide information about the Ultimate Consignee.

Enter Ultimate Consignee

5. Enter the Ultimate Consignee by clicking the **Enter Ultimate Consignee** button. The **Enter Ultimate Consignee** page is displayed. The Ultimate Consignee must be located in the United States. Click on the **Enter Ultimate Consignee** button. The process is the same as for Owner, except that the address information is mandatory.

Submitting the Prior Notice

Holding Facility

If United States 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](#)

[3 Submit Prior Notice](#)



1. The **View Prior Notice: Related Facilities** page displays with all facility information in static text. Review this information and make corrections using any **Edit** hyperlink.
2. After you have verified that your Prior Notice is complete and accurate, click on the **Submit** hyperlink. The system verifies that your data is complete and issues a Confirmation Number.

Submitting the Prior Notice

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?

Yes

No

answer the above question which asks about you being sure of submitting the prior notice with YES.

Clicking yes will take you to the following page which has the prior notice confirmation number, which you have to write on the AWB in the description field.

Completing the Web Entry

4 Complete Web Entry?

Prior Notice Submission Confirmed. Confirmation Number: 040008741415

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 submit to United States Customs and Border Protection (CBP) at the Port of Arrival. 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, quantity, or related facilities), you may cancel the Web Entry or incorrect Prior Notices and then copy the Web Entry to make changes as appropriate.

Are you ready to "Complete" your Web Entry?

Yes

No

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.

The final step will be to print a copy of the prior notice and attach it along with the invoice on the info axis.

Tutorial Modules

- ✓ Module 0 – Accessing the Prior Notice System Interface
- ✓ Module 1 – Creating a New Web Entry
- ✓ Module 2 – Creating and Submitting a Prior Notice
- ✓ **Module 3 – Finding Existing Web Entries**
 - ▶ Module 4 – Finding Existing Prior Notices
 - ▶ Module 5 – Canceling a Prior Notice
 - ▶ Module 6 – Copying a Prior Notice

Module 3 - Finding Existing Web Entries


Get Started	▶ Overview of how to submit a Prior Notice for Food Importation.
Learn New Features	▶ Overview of New Features available in this version of the Prior Notice System Interface.
Create New Web Entry	▶ Creating a Web Entry is the first step in creating Prior Notices. A Web Entry contains information that one or more food article Entry, create, review, and submit Prior Notices. Prior Notices include information about the Product, its Quantity and Packaging Grower/Consolidator and the Shipper. You must complete the Web Entry after you have submitted all Prior Notices that you are planning to submit as part of this Web Notice review decisions in time from the U.S. Food and Drug Administration (FDA) for all articles in the Web Entry. The system's Prior Notice submission timeframe elapses (see the "Complete Web Entry" Help topic).
Find Existing Web Entry	▶ Use this feature to find Web Entries that you have already created.
Find Existing Prior Notice	▶ Use this feature to find Prior Notices that you have already created. To submit Holding Facility information for a Prior Notice : company, search for the Prior Notice and click the Submit Holding Facility button.
View/Submit Holding Facility	▶ To submit Holding Facility information for a Prior Notice that has been submitted via the U.S. Customs' and Border Protection different company click on the View/Submit Holding Facility button.
Manage Favorites	▶ Use this feature to maintain Favorite Facilities that you have already created.



- ▶ Login with the account name you used to for the required web entry
- ▶ Click on "Prior Notice" under other FDA Systems
- ▶ Click on Find an Existing Web Entry from the main page

Find Web Entries


The list of Web Entries on this page defaults to Web Entries that have either associated Prior Notices in draft form or associated Prior Notices without an assigned status. On this page, you can do the following:


- ▶ To find existing Web Entries, select or enter at least one search criterion and then click on the Search button to find exist Web Entries.
- ▶ To create a new Web Entry, click on the Create Web Entry option in the Web Entries tab.

Prior Notices for Web Entry: 

Anticipated Arrival Date from:  to:  (MM/DD/YYYY)

Entry Identifier:

Mode of Transportation: 

Entry Type: 

To view an Existing Web Entry, click on an Entry Identifier in the Entry Identifier column. Within the Web Entry, you may edit the Web Entry, or create or cancel associated Prior Notices.

- ▶ Select any search criteria to find the required web entry and click Search.

Tutorial Modules

- ✓ Module 0 – Accessing the Prior Notice System Interface
- ✓ Module 1 – Creating a New Web Entry
- ✓ Module 2 – Creating and Submitting a Prior Notice
- ✓ Module 3 – Finding Existing Web Entries
- ✓ **Module 4 – Finding Existing Prior Notices**
- ▶ Module 5 – Canceling a Prior Notice
- ▶ Module 6 – Copying a Prior Notice

Module 4 - Finding Existing Prior Notices

Get Started	▶ Overview of how to submit a Prior Notice for Food Importation.
Learn New Features	▶ Overview of New Features available in this version of the Prior Notice System Interface.
Create New Web Entry	▶ Creating a Web Entry is the first step in creating Prior Notices. A Web Entry contains information that one or more food article Entry, create, review, and submit Prior Notices. Prior Notices include information about the Product, its Quantity and Packaging Grower/Consolidator and the Shipper. You must complete the Web Entry after you have submitted all Prior Notices that you are planning to submit as part of this Web Notice review decisions in time from the U.S. Food and Drug Administration (FDA) for all articles in the Web Entry. The system's Prior Notice submission timeframe elapses (see the "Complete Web Entry" Help topic).
Find Existing Web Entry	▶ Use this feature to find Web Entries that you have already created.
Find Existing Prior Notice	▶ Use this feature to find Prior Notices that you have already created. To submit Holding Facility information for a Prior Notice : company, search for the Prior Notice and click the Submit Holding Facility button.
View/Submit Holding Facility	▶ To submit Holding Facility information for a Prior Notice that has been submitted via the U.S. Customs' and Border Protection different company click on the View/Submit Holding Facility button.
Manage Favorites	▶ Use this feature to maintain Favorite Facilities that you have already created.

- ▶ Login with the account name you used to for the required web entry
- ▶ Click on "Prior Notice" under other FDA Systems
- ▶ Click on Find an Prior Notice from the main page

Module 4 - Finding Existing Prior Notices



Find Prior Notices

The list of Prior Notices on this page defaults to those in Draft status (i.e., not yet submitted). Enter search criteria and click on the Search button to find other Prior Notices.

Status:

Entry Identifier:

Confirmation Number

Submission Date from:  to:  (MM/DD/YYYY)

View an existing Prior Notice by clicking on an Article Number hyperlink. View an existing Web Entry by clicking on an Entry Identifier hyperlink. Within a Web Entry, you may edit the Web Entry or create or cancel associated Prior Notices.

Cancel PN							
	Entry Identifier	Article	Product	Status	Status Date	Confirmation	Submitted
<input type="checkbox"/>	+++0080675-0	0001	ARAQ	Submitted	03/10/2004 11:14:52	040004184415	03/10/2004 11:14:52
	+++0081733-0	0001	Chocolate	Canceled	03/11/2004 06:05:15	040004236915	03/11/2004 05:43:48

- ▶ Select any search criteria to find the required Prior Notice and click Search.

Tutorial Modules

- ✓ Module 0 – Accessing the Prior Notice System Interface
- ✓ Module 1 – Creating a New Web Entry
- ✓ Module 2 – Creating and Submitting a Prior Notice
- ✓ Module 3 – Finding Existing Web Entries
- ✓ Module 4 – Finding Existing Prior Notices
- ✓ **Module 5 – Canceling a Prior Notice**
- ▶ Module 6 – Copying a Prior Notice

Module 5 - Canceling a Prior Notice

The screenshot shows the 'Find Prior Notices' page in the Prior Notice System Interface. A table lists several Prior Notices with columns for Entry Identifier, Article, Product, Status, Status Date, Confirmation, and Submitted. A red arrow points to the 'Cancel PN' hyperlink above the table and to the checkbox next to the entry with Entry Identifier '###-0000535-4' and Status 'Draft'.

Entry Identifier	Article	Product	Status	Status Date	Confirmation	Submitted
<input type="checkbox"/> ###-0000533-6	0001	Canned clam chowder	Draft	12/03/2003 04:44 PM		
<input type="checkbox"/> ###-0000535-4	0001	Canned Clam Chowder	Draft	12/04/2003 06:31 PM		
<input checked="" type="checkbox"/> ###-0000535-4	0002	Canned Clam Chowder	Draft	12/04/2003 08:01 PM		
<input type="checkbox"/> ###-0000535-4	0003	Canned Clam Chowder	Submitted	12/04/2003 08:13 PM	030000008544	12/04/2003 08:13 PM
<input type="checkbox"/> ###-0000535-4	0004	Canned Clam Chowder	Draft	12/04/2003 09:17 PM		
<input type="checkbox"/> ###-0000533-1	0001	Canned Clam Chowder	Submitted	12/05/2003 01:25 AM	030000008754	12/05/2003 01:25 AM

You may cancel Prior Notices that are inaccurate or that are for articles that you will not import.

Canceling a prior notice changes the status of a the Prior Notice from “Draft” or “Submitted” to “Canceled”.

You may cancel Prior Notices in the **Find Prior Notices** page, the **View Web Entry** page, or the **Prior Notice Confirmation** page.

To cancel from the **Find Prior Notices** page:

1. Enable the checkbox to the left of the Entry Identifier of each Prior Notice you want to cancel. You may click on more than one checkbox to select multiple prior notices to cancel.
2. Click on the **Cancel PN** hyperlink. The page updates to display “Canceled” as the Status and the current date/time in the Status Date.

Canceling a Prior Notice (continued)

The screenshot shows the 'Prior Notice of Food Importation: Find Web Entries' page in Microsoft Internet Explorer. The page header includes the FDA logo and navigation links. The main content area is titled 'Find Web Entries' and contains a table with the following data:

Entry Identifier	Submitter	Prior Notices	Port of Arrival	Anticipated Arrival
###-0000533-6	Smith, John	0/1	Buffalo-Niagara Falls, Buffalo, NY (0901)	12/05/2003 10:30 AM
###-0000535-4	Smith, John	1/3	Buffalo-Niagara Falls, Buffalo, NY (0901)	12/06/2003 11:23 AM
###-0000553-1	Smith, John	1/1	Buffalo-Niagara Falls, Buffalo, NY (0901)	12/05/2003 10:30 AM

A red arrow points to the 'Entry Identifier' column header. Below the table, the copyright information reads: 'Copyright © 2003 Prior Notice. PriorNotice v1.0 build-0.0.51, December 4, 2003'.

To cancel from the **View Web Entry** page:

1. Find the Web Entry, on the **Find Web Entry** page.
2. Click on the hyperlink on the **Entry Identifier** of the Web Entry that contains the Prior Notices you want to cancel.

Canceling a Prior Notice (continued)

Prior Notice of Food Importation: View Web Entry - Microsoft Internet Explorer provided by Booz Allen Hamilton

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Address

PRIOR NOTICE SYSTEM INTERFACE
UNITED STATES FOOD AND DRUG ADMINISTRATION

Home | Contact Us | Help | Logoff

John Smith, Smith International

Web Entries | **Prior Notices**

Create Web Entry Create Prior Notice

View Web Entry

This page displays all known information about the Web Entry. You may edit information in the Web Entry by clicking on any Edit link, if there are no submitted Prior Notices associated with it. To create a new Prior Notice, click on the Create Prior Notice option underneath the Web Entries tab.

Web Entry [Edit](#)

Entry Identifier: ###-0000533-6 Entry Type: Consumption
Port of Arrival: Buffalo-Niagara Falls, Buffalo, NY (0901) Mode of Transportation: Land, Truck
Anticipated Arrival Date and Time: 12/05/2003 10:30 AM Anticipated Point of Crossing: Peace Bridge
Number of Intended Prior Notices: 2

Submitter [Edit](#)

Smith International Registration Number:
1 Main Street Name: John Smith
Alexandria, Virginia 22311 Phone: 703-555-2345
UNITED STATES Fax:
e-mail: jsmith@smith.com

Importer [Edit](#)

Super Foods Corporation Registration Number:
233 Broadway
New York City, New York 10279
UNITED STATES

Carrier [Edit](#)

Carrier Name: LEOPOLD EXPRESS Trip Identifier: 12361
Carrier Code(SCAC): LEOP Bill of Lading - Master: 12342122911

Prior Notices

To view and work on any Prior Notice, click on the Article Number. To cancel Prior Notices, click on the applicable checkboxes and then click on the Cancel PN option.

[Cancel PN](#)

Article	Product	Status	Status Date	Confirmation	Submitted
<input checked="" type="checkbox"/>	0001	Canned clam chowder	Draft	12/03/2003 04:44 PM	

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Internet

Canceling from the **View Web Entry** page (continued):

3. Enable one or more checkboxes to the left side of the Entry Identifier of each Prior Notice you want to cancel.
4. Click on the **Cancel PN** hyperlink. The page updates to display "Canceled" as the Status and the current date/time in the Status Date.

Canceling a Prior Notice (continued)

The screenshot shows a web browser window titled "Prior Notice of Food Importation: Prior Notice Confirmation: Canceled - Microsoft Internet Explorer provided by Booz Allen Hami". The browser's address bar and menu bar are visible. The main content area displays the "PRIOR NOTICE SYSTEM INTERFACE" logo and the FDA logo. A navigation bar includes "Web Entries" and "Prior Notices" tabs, with "Web Entry" and "Create Prior Notice" links. A red arrow points to the "Cancel PN" link in the top right corner of the main content area. Below the navigation bar, a message states: "The carrier must supply the information on this page to US Customs and Border Protection at the Port of Arrival." The main content area is titled "Prior Notice Confirmation: Submitted" and includes a "Copy" and "Cancel PN" link. The status is "Submitted". The confirmation number is 030000008754, and the confirmation date/time is 12/05/2003 01:25 AM. The transmitter is Smith International. Below this, a "Web Entry" section provides details: Entry Identifier: ###-0000553-1, Entry Type: Consumption, Port of Arrival: Buffalo-Niagara Falls, Buffalo, NY (0901), Mode of Transportation: Land, Truck, Anticipated Arrival Date and Time: 12/05/2003 10:30 AM, and Anticipated Point of Crossing: Peace Bridge. The "Submitter" section lists Smith International, 1 Main Street, Alexandria, Virginia 22311, UNITED STATES, with registration number, name (John Smith), phone, fax, and email (jsmith@smith.com). The "Importer" section lists Super Foods Corporation, 233 Broadway, New York City, New York 10279, UNITED STATES, with registration number. The "Carrier" section lists LEOPOLD EXPRESS, Carrier Code(SCAC): LEOP, Trip Identifier: 12361, and Bill of Lading - Master: 12342122911. The "Article" section lists Article Number: 0001 and Country of Production: Canada (CA).

To cancel from **Prior Notice Confirmation**:

Click on the **Cancel PN** hyperlink. The **Prior Notice Confirmation** page refreshes, changing the Status from "Submitted" to "Canceled".

Tutorial Modules

- ✓ Module 0 – Accessing the Prior Notice System Interface
- ✓ Module 1 – Creating a New Web Entry
- ✓ Module 2 – Finding Existing Web Entries
- ✓ Module 3 – Creating and Submitting a Prior Notice
- ✓ Module 4 – Finding Existing Prior Notices
- ✓ Module 5 – Canceling a Prior Notice
- ✓ **Module 6 – Copying a Prior Notice**

Module 6 - Copying a Prior Notice

Prior Notice of Food Importation: View Web Entry - Microsoft Internet Explorer provided by Booz Allen Hamilton

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PRIOR NOTICE SYSTEM INTERFACE UNITED STATES FOOD AND DRUG ADMINISTRATION

Home | Contact Us | Help | Logoff

John Smith, Smith International

Web Entries | **Prior Notices**

Create Web Entry Create Prior Notice

View Web Entry

This page displays all known information about the Web Entry. You may edit information in the Web Entry by clicking on any Edit link, if there are no submitted Prior Notices associated with it. To create a new Prior Notice, click on the Create Prior Notice option underneath the Web Entries tab.

Web Entry

Entry Identifier: ###-0000553-1 Entry Type: Consumption
Port of Arrival: Buffalo-Niagara Falls, Buffalo, NY (0901) Mode of Transportation: Land, Truck
Anticipated Arrival Date and Time: 12/05/2003 10:30 AM Anticipated Point of Crossing: Peace Bridge
Number of Intended Prior Notices: 2

Submitter

Smith International
1 Main Street
Alexandria, Virginia 22311
UNITED STATES

Registration Number:
Name: John Smith
Phone:
Fax:
e-mail: jsmith@smith.com

Importer

Super Foods Corporation
233 Broadway
New York City, New York 10279
UNITED STATES

Registration Number:

Carrier

Carrier Name: LEOPOLD EXPRESS Trip Identifier: 12361
Carrier Code(SCAC): LEOP Bill of Lading - Master: 12342122911

Prior Notices

To view and work on any Prior Notice, click on the Article Number. To cancel Prior Notices, click on the applicable checkboxes and then click on the Cancel PN option.

Cancel PN	Article	Product	Status	Status Date	Confirmation	Submitted
<input type="checkbox"/>	0001	Canned Clam Chowder	Canceled	12/05/2003 11:23 AM	030000008754	12/05/2003 01:25 AM
<input type="checkbox"/>	0002	Canned Clam Chowder	Draft	12/05/2003 11:34 AM		

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Done Internet

Use the Copy feature to copy a Prior Notice within a Web Entry. Copying allows you to avoid repetitive data entry for similar Prior Notices. You may also cancel a Prior Notice and then copy it, to correct errors in a Prior Notice you have already submitted.

1. Navigate to the Prior Notices you wish to copy. To access a Prior Notice from the **View Web Entry** page, click on the corresponding Article Number hyperlink in the Article column.

Copying a Prior Notice (continued)

The screenshot shows a web browser window displaying the 'Prior Notice of Food Importation: View Prior Notice: Article' page. The page is titled 'View Prior Notice: Article' and includes a navigation bar with 'Web Entries' and 'Prior Notices' tabs. The 'Prior Notices' tab is active, and the 'View Prior Notice: Article' page is displayed. The page contains the following information:

Entry Identifier: ###-0000553-1

Article

Article Number: 0002
Country of Production: Canada (CA)
Country from which the Article was Shipped: Canada (CA)
Harmonized Tariff Schedule (HTS) Code: 210410

Product Information

FDA Product Code: 16WEE14
FDA Product Description: CLAM CHOWDER/SOUP/STEW/BISQUE, MIXED FISHERY/SEAFOOD PRODUCTS, METAL, COMMERCIALY STERILE
Common Name: Canned Clam Chowder

Production Identifiers

V07C0703
V07C0704
V07C0705

Quantity and Packaging

Total Quantity: 90,000,000 Kilograms
Base Unit: 2500 Kilograms
Packaging from largest to smallest container: 800 Case
45 Can, Cylindrical

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2. If the Prior Notice is in Submitted or Canceled status, the **Prior Notice Confirmation** page displays. If the Prior Notice is in “Draft” status, the **View Prior Notice: Article** page displays.

3. Click on the **Copy** option. It displays in the same place on the **Prior Notice Confirmation** and **View Prior Notice** pages. The **Edit Prior Notice: Article** page displays the new Prior Notice with the same information as in the Prior Notice you copied, except that it has the next available Article Number for the Prior Notice within the Web entry. For example, copying a Prior Notice for Article 0001 creates a Prior Notice for Article 0002, if 0002 does not already exist within the Web Entry.

Thank you

For any questions, or requiring further details, please email: [Express Service \(AMEU\)](#)