## FDA PRIOR NOTICE DATA SHEET

Pleas	se complete a	any field below that	is not provid	ed on your	Customs invoice				Pag	e	of
Submitting company name and address						7. Shipper name	e and addres	ss (if same	as Submitting, en	ter "Sa	ame")
Comp	pany:			Company:							
Addre	ess 1:			Address 1:							
Addre	ess 2:			Address 2:							
City:					City:						
State	/Prov:					State/Prov:					
Coun	try:			Country:							
2. Tel	lephone:			3. Fax:		8. FDA registration number:					
	-			•		Ultimate consignee name and address (if not					
4. Co	ntact name:					indicated on the			35 (11 1101		
						Name:					
5. Em	ail Address:					Address 1:					
6. FD	A registration	number				Address 2:					
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1						City:					
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11. Coi	untry Shipped	12. Port of Arrival	13. Estimated	Arrival Date mm/dd/yy	14. Estimated Arrival Time Al			16. Carrier C	Country & SCAC code	_	
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17. AIN	vay bili/bill of lac	ang		18. Trip Num	ber	19. Licence plate nu	mber and provi	nce/state (pri	vate vehicle only)		
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For eac	ch product on y	your invoice, the follow	wing informati	on is require	d:						
	20. Common, usual, or market name:				21. Estimated quanti	ity and UOM		22. Lot/code numbe	r		
	23. Country of	23. Country of production 24. HTS code**		25: FDA product code**							
	26. Manufacturer name and address:			28. Grower/consolidator name and address (goods in natural state only)							
	Name: Address 1:				Name: Address 1:						
	Address 2:				Address 2:						
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	27. FDA Regis	stration number:				1					
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					City:						
					State/Prov:						
						Country:					
	27. FDA Regis	tration number:									

Continuation pages should be used for additional lines (products)

# FDA PRIOR NOTICE DATA SHEET

### CONTINUATION SHEET

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### FDA PRIOR NOTICE DATA SHEET

### **Completion Guidelines**

#### Instructions to complete the Form.

We recommend that you follow these general guidelines for completing your FDA Prior Notice Data Sheet:

Complete Field 1 to Field 10 and Field 20 to Field 28 of the FDA Prior Notice Data Sheet and send the prior notice information along with your U.S. Commercial Invoice to your carrier

It is only necessary to complete those fileds of information on the FDA Prior Notice Data Sheet that are not provided on your U.S. Commercial or Customs Invoice.

Your carrier will complete Field 11 to Field 18.

Carriers do not need to complete Field 15, Filed 16, or Field 17 if the carrier affixes their Pre-arrival processing System (PAPS) label to the U.S. Commercial Invoice.

Carriers must fax the Prior Notice Data Sheet and U.S. Commercial Invoice.

#### FIELD CONTENT DEFINED:

- Submitting company name and address to be completed by any person with knowledge of the required information including, but not limited to, manufacturers, importers, and shippers.
- Field 2- 5: Are required by the FDA for prior notice submission
- FDA registration number is the number assigned by FDA for all food facilities that manufacture, process, pack or hold food for consumption in the United States
- Shipper name and address the shipper is the owner or exported of the article of food who consigns and ships the article
- from a foreign country to the United States
- Field 11: Country shipped is the country from which the article of food is loaded onto the conveyance that brings it to the United States.
- Port of arrival is the prot where the article of food first arrives in the United States Field 16:
- Carrier country and SCAC code the identification of the carrier is the Standard Carrier Abbreviation Code (SCAC). If the SCAC code is not applicable then the name and the country of carrier is required. Carriers can apply for a SCAC code by visiting the National Motor Freight Traffic Association website at www.nmfta.or/scac2.htm.

#### LINE/PRODUCT DETAILS SECTION:

The line/product details section (Field 20 to Field 28) must be completed for each article of food.

One shipment may include many articles of food and each article requires a separate prior notice transmission. So, for example, your shipment may be made up of canned tuna in the following sizes, brand names, and manufacturers:

1. Tuna	24/12 oz cans	2,000 cases	Company 1, Brand X
<ol><li>Tuna</li></ol>	48/6 oz cans	1,000 cases	Company 1, Brand X
<ol><li>Tuna</li></ol>	24/12 oz cans	300 cases	Company 2, Brand Y
4. Tuna	6/6 oz cans	2.400 cases	Company 2, Brand Y

This constitutes one shipment of food, with four articles of food, and so Field 20 to Field 28 must be completed separately for each of the four articles of food

- Lot or code number is the identification number or code of a production lot, which can more specifically identify a product. FDA regulations currently require code or lot numbers for low acid canned foods, acidified foods and infant formula. Submission of this identifier for other types of food is optional.
- Field 23: Country of production:

For an article of food that is in its natural state: The country where the article of food was grown, including harvested, or collected and readied for shipment to the United States

For an article of food that is no longer in its natural state (that has been synthesized, prepared, treated, modified, or

The country where the article was made. Field 25: FDA product code - this code can be determined in consultation with your customs broker, or by going online at www.fda.gov

- and consulting the FDA Product Code Builder
- Field 26: Manufacturer name and address is the facility that makes food from one or more ingredients, or synthesizes, prepares, treats, modifies, or manipulates food, including food crops or ingredients.
- FDA registration number is the number the FDA has assigned to the facility that has manufactured the article of food that is
- imported into the United States
- Grower/Consolidator name and address is a person who engages in growing and harvesting or collecting crops, raising animals,