

# FDA PRIOR NOTICE DATA SHEET

Please complete any field below that is not provided on your Customs invoice

Page \_\_\_\_ of \_\_\_\_

1. Submitting company name and address Company: _____ Address 1: _____ Address 2: _____ City: _____ State/Prov: _____ Country: _____				7. Shipper name and address (if same as Submitting, enter "Same") Company: _____ Address 1: _____ Address 2: _____ City: _____ State/Prov: _____ Country: _____	
2. Telephone: _____ 3. Fax: _____				8. FDA registration number: _____	
4. Contact name: _____				9. Ultimate consignee name and address (if not indicated on the Customs invoice): Name: _____ Address 1: _____ Address 2: _____ City: _____ State/Prov: _____ Country: _____	
5. Email Address: _____				10. Shipment reference numbers: _____	
6. FDA registration number: _____ (if required for this facility)					
11. Country Shipped	12. Port of Arrival	13. Estimated Arrival Date mm/dd/yy	14. Estimated Arrival Time AM PM	15. Carrier Name	16. Carrier Country & SCAC code
17. Airway bill/bill of lading			18. Trip Number	19. Licence plate number and province/state (private vehicle only)	

For each product on your invoice, the following information is required:

<b>LINE / PRODUCT</b>	20. Common, usual, or market name:		21. Estimated quantity and UOM	22. Lot/code number	
	23. Country of production	24. HTS code**	25. FDA product code**		
	26. Manufacturer name and address: Name: _____ Address 1: _____ Address 2: _____ City: _____ State/Prov: _____ Country: _____		28. Grower/consolidator name and address (goods in natural state only) Name: _____ Address 1: _____ Address 2: _____ City: _____ State/Prov: _____ Country: _____		
	27. FDA Registration number:				

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	27. FDA Registration number:				

**Continuation pages should be used for additional lines (products)**

# FDA PRIOR NOTICE DATA SHEET

## CONTINUATION SHEET

Page \_\_\_\_ of \_\_\_\_

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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 fields 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, Field 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:

Field 1: 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.

Field 6: 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.

Field 7: Shipper name and address - the shipper is the owner or exporter 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.

Field 12: Port of arrival - is the port 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.org/scac2.htm](http://www.nmfta.org/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
2. Tuna	48/6 oz cans	1,000 cases	Company 1, Brand X
3. Tuna	24/12 oz cans	300 cases	Company 2, Brand Y
4. Tuna	6/6 oz cans	2,400 cases	Company 2, Brand X

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.

Field 22: 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 manipulated):* 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](http://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.

Field 27: 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.

Field 28: Grower/Consolidator name and address - is a person who engages in growing and harvesting or collecting crops, raising animals, or both.