



### Completion Guidelines

#### Instructions to Complete the Form

Speed Global Services is pleased to be your customs broker. 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 to the Speed Global Services location where the goods will arrive.
- In order for Speed Global Services to review, augment and transmit prior notice data elements within the timeframes required by FDA, prior notice documentation must be received by the Speed Global Services port of arrival location no less than:
  - Truck: 4 hours before shipment estimated time of arrival at first port of arrival
  - Air/Rail: 6 hours before shipment estimated time of arrival at first port of arrival
  - Water: 5 business days prior to shipment estimated time of arrival at first port of arrival

#### 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.
- Fields 2 to 5: are required by the FDA for prior notice submission. Speed Global Services will also capture this information in its system to automatically send, by fax or email, FDA prior notice confirmation to the contact(s) listed in these fields.
- 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 Detail 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/ 66 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.



## FDA PRIOR NOTICE DATA SHEET

- 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 (the 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.

### **For Questions**

If you have questions regarding any section of this form, please call our U.S. Client Service Center at 1-800-437-4324. For assistance in French, call 1-800-361-3097.