



PRIOR NOTICE FORM INSTRUCTIONS

Date/Time Sent: Enter the date and time you are submitting the completed prior notice form to NGJ.

Part 1 – SUBMITTER INFORMATION

Provide your firm's name, your name, and your firm's business address. If your firm is registered with FDA, you can provide your FDA registration number along with your firm's city and country instead of the full address.

Provide your firm's phone and fax numbers, and the e-mail address at which you wish to be contacted.

Part 2 – INFORMATION ABOUT THE PARTIES TO THE TRANSACTION

Shipper: Enter the name and address of the shipper. **Enter the shipper's FDA registration number unless the shipper is not required to register.**

Importer: Provide the name and address of the importer of record (i.e., bond holder for Customs purposes). If the importer of record is registered with FDA, the importer's FDA registration number may be provided along with its city and country instead of the full address. This section may be left blank if the food is to be transshipped through the United States in bond on a Transportation and Exportation (T&E) entry.

Owner: Provide the name and address of the party who owns the merchandise at the time of arrival at the port of entry. If the owner is registered with FDA, the owner's FDA registration number may be provided with its city and country instead of the full address. This section may be left blank if the food is to be transshipped through the United States in bond on a Transportation and Exportation (T&E) entry.

Ultimate Consignee: Provide the name and address of the ultimate consignee. If the ultimate consignee is registered with FDA, the ultimate consignee's FDA registration number may be provided with its city and country instead of the full address. This section may be left blank if the food is to be transshipped through the United States in bond on a Transportation and Exportation (T&E) entry.

PART 3 – ANTICIPATED ARRIVAL INFORMATION

Anticipated U.S. Port of Arrival: If the port has more than one border crossing, include the specific crossing.

Anticipated Date and Time of Arrival at U.S. Port: Provide what is anticipated. A prior notice will not be inadequate if the anticipated date and time of arrival changes between the time the prior notice is submitted and the time the shipment arrives at the border.

Carrier Identification: Provide either the carrier's SCAC (Standard Carrier Abbreviation Code) or IATA (International Air Transportation Association) code, as applicable. Contact your carrier for this information. If neither code applies, list the carrier's name and country where indicated.

Mode of Transportation: Indicate whether the food will import the United States via road, rail, sea or air.

PART 4 – PLANNED SHIPMENT INFORMATION

Bill of Lading Number(s) or Airway Bill of Lading Number(s): Obtain this information from your carrier and provide it here.

Container Number: Provide this number ONLY if the cargo is containerized.

Additional Information: Depends on mode of transportation. Obtain this information from your carrier if necessary.

PART 5 – INFORMATION ABOUT THE FOOD ARTICLE

Complete this section for **each food article**. If more than one kind of food is shipped, complete this section for the **first food article**. Use continuation sheet(s) for additional food articles.

Complete FDA Product Code: Provide the complete FDA product code. For information about FDA product codes and how to create them, use the FDA's online product code builder at: <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>

Name of Article (common/usual/market name): Provide the common, usual or market name of the food article.

FDA Country of Production: Enter the FDA country of production of the item. "FDA country of production" is defined as follows:

- For an article 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 country where the article was made.

Harmonized Tariff Schedule (HTS) Code: Provide the **first six digits** of the HTS code.

Manufacturer: If the food is no longer in its natural state, complete this section and skip the "grower" section. Food is "no longer in its natural state" if it has been made from one or more ingredients or synthesized, prepared, treated, modified, or manipulated. If the manufacturer has an account number with NGJ, please include it. **If the food is no longer in its natural state, the manufacturer's FDA registration number must be provided unless the article is to be transshipped, stored and exported, or further manipulated and exported.**

Grower: If the food is in its natural state, complete this section and skip the "manufacturer" section. Provide the name and growing location address of the grower, if known. If you do not know the identity of the grower or, if the item has been consolidated, the identity of any of the growers, you may provide the name and address of the firm that has consolidated the articles of food from different growers or different growing locations.

Additional Growers: If there is more than one grower of food items on the imported shipment, and you know the identity of the additional growers, enter their information as appropriate. Attach additional sheet if necessary.

Estimated quantity: Provide the estimated quantity of food that will be shipped, described from the largest container number to the smallest package size.

Lot code/other identifier: Provide this information if the food article is a low acid canned food or infant formula.