



Data Elements Required for FDA Prior Notice Transmission

If you would like FedEx Express to transmit the Prior Notice on your behalf, please provide the following data elements, on your commercial invoice or on this form.

FedEx Express AWB No.:	Date of Shipment:	Country Shipped From:
Submitter		Shipper, if different from Submitter
Company Name: Address: Contact Name: Title: Email: Phone No.: Fax No.: ▶▶ FDA Registration No.: Remarks:		Company Name: Address: Contact Name: Title: Email: Phone No.: Fax No.: ▶▶ FDA Registration No.: Remarks:
▶▶ Importer		▶▶ Ultimate Consignee
Company Name: Address: Contact Name: Title: Email: Phone No.: Fax No.: Remarks:		Company Name: Address: Contact Name: Title: Email: Phone No.: Fax No.: Remarks:
Commodity Information – provide the following for EACH food item in the shipment		
Description of food Item (Common, Usual or Market Name):		Harmonized Tariff Code (if available):
Quantity:	Unit of Measure:	FDA Product Code (if available):
Type of packaging (in contact with the food item):		Lot #/Code # (if applicable):
Type of packaging (in contact with the food item):		Country of Production:
Select Type of Firm that applies to this product (select only one): <input type="checkbox"/> Grower (for food in natural state only) OR <input type="checkbox"/> Manufacturer (for food no longer in its natural state) If Grower applies, provide (if known): If Manufacturer applies, provide: Name: Name: Address: Address: ▶▶ Manufacturer Registration No.: Remarks:		
Commodity Information – provide the following for EACH food item in the shipment		
Description of food Item (Common, Usual or Market Name):		Harmonized Tariff Code (if available):
Quantity:	Unit of Measure:	FDA Product Code (if available):
Type of packaging (in contact with the food item):		Lot #/Code # (if applicable):
Type of packaging (in contact with the food item):		Country of Production:
Select Type of Firm that applies to this product (select only one): <input type="checkbox"/> Grower (for food in natural state only) OR <input type="checkbox"/> Manufacturer (for food no longer in its natural state) If Grower applies, provide (if known): If Manufacturer applies, provide: Name: Name: Address: Address: ▶▶ Manufacturer Registration No.: Remarks:		

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Commodity Information – provide the following for <u>EACH</u> food item in the shipment			
Description of food Item (Common, Usual or Market Name):			Harmonized Tariff Code (if available):
Quantity:	Unit of Measure:	FDA Product Code (if available):	Lot #/Code # (if applicable):
Type of packaging (in contact with the food item):			Country of Production:
Select Type of Firm that applies to this product (select only one): <input type="checkbox"/> Grower (for food in natural state only) OR <input type="checkbox"/> Manufacturer (for food no longer in its natural state)			
If Grower applies, provide (if known): Name: Address:		If Manufacturer applies, provide: Name: Address:	
Remarks:		▶▶ Manufacturer Registration No.: Remarks:	
Commodity Information – provide the following for <u>EACH</u> food item in the shipment			
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Quantity:	Unit of Measure:	FDA Product Code (if available):	Lot #/Code # (if applicable):
Type of packaging (in contact with the food item):			Country of Production:
Select Type of Firm that applies to this product (select only one): <input type="checkbox"/> Grower (for food in natural state only) OR <input type="checkbox"/> Manufacturer (for food no longer in its natural state)			
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If Grower applies, provide (if known): Name: Address:		If Manufacturer applies, provide: Name: Address:	
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Type of packaging (in contact with the food item):			Country of Production:
Select Type of Firm that applies to this product (select only one): <input type="checkbox"/> Grower (for food in natural state only) OR <input type="checkbox"/> Manufacturer (for food no longer in its natural state)			
If Grower applies, provide (if known): Name: Address:		If Manufacturer applies, provide: Name: Address:	
Remarks:		▶▶ Manufacturer Registration No.: Remarks:	

Instructions for Completing the FedEx Express Prior Notice Form for Transmission to FDA

Complete the FedEx Express PN Transmission Form using this instruction sheet. The data elements required for PN transmission are listed as they appear on the form from left to right. All information provided to FedEx must be correct and complete to minimize shipment delays/refusals due to incomplete or incorrect PN information.

- FedEx Express AWB No.:** The FedEx air waybill number for the shipment.
- Date of Shipment:** The date the shipment is tendered to FedEx.
- Country Shipped From:** The country from which the article of food is shipped.
- Submitter:** Name and address of individual/company responsible for providing complete and accurate PN data elements.
- Shipper:** The name/address of owner/exporter who consigns and ships the article of food from a foreign country to/through the U.S.
- Shipper FDA Registration No.:** Number assigned by FDA to an individual/company that manufactures, processes, packs, or holds foods. Provide Shipper's Registration No. if shipper is required to register with FDA. If shipper is not required to register with FDA, indicate "**Not Required**" instead of Registration No. and specify exemption in Remarks. See <http://www.cfsan.fda.gov/~furls/cpgreg2.html> for applicable registration exemption.
▶▶ This data element is not required for non-U.S. destined shipments transiting the U.S.
- Importer:** Name and address of individual/company responsible for importing food items into the U.S. This could be the same as ultimate consignee/sold-to-party.
▶▶ This data element is not required for non-U.S. destined shipments transiting the U.S.
- Ultimate Consignee:** Name and address of individual/company receiving the food articles in the U.S. This may be the same as the sold-to-party.
▶▶ This data element is not required for non-U.S. destined shipments transiting the U.S.
- Description of Food Item:** Common or usual or market name of the article of food which identifies the product. Provide a detailed description of each food product in shipments with multiple food items, such as gift baskets, etc.
- HTS Code:** The 6-digit Harmonized Tariff Schedule Code, if available.
- Quantity:** The quantity or amount of food described from the largest container to the smallest package size. Example, 100 pallets of 2/100 lb cartons each of dehydrated pig ears for a total of 20,000 lbs.
- Unit of Measure:** The basic quantity into which a food item is divided. Examples include lb, kg, dozen, bottle, gallon, etc.
- FDA Product Code:** A unique 7-character code that describes a product for FDA purposes by industry type, class, packaging, process, and specific distinctive character. Provide this code if available.
- Lot or Code No.:** Lot or Code numbers are the identification numbers or code of a production lot which specifically identifies a product for screening and examination purposes. This number is required for low acid canned foods, acidified foods, and infant formulas.
- Type of packaging:** Complete description of the packaging material in contact with the food item. For example, glass/plastic bottle, plastic bag, paper wrapper, cardboard box, metal can, etc.
- Country of Production (FDA):** The country where the article of food was made/processed, if product is no longer in its natural state OR the country where the article of food was grown, if the product is in its natural state.
- Type of Firm:** Select Grower, if food item is in its natural state **OR** select Manufacturer, if food item is no longer in its natural state.
- Grower:** The name of the grower and the address of the location where the article of food was grown. This is required for articles of food in their natural state.
Note: Shipments containing food products from multiple growers require PN for each article of food and must include the grower's information, if known. If growers are unknown and a consolidator is involved, you may provide the consolidator's information.
- Manufacturer:** Name and address of the manufacturer of a food item that is no longer in its natural state.
- Manufacturer Registration No.:** Number assigned by FDA to manufacturers of food products. This number is required for food imported into the US if food is no longer in its natural state. If Registration No. is not available, provide reason code in the Remark field - See <http://www.cfsan.fda.gov/~pn/cpgpn4.html> for applicable code.
▶▶ This data element is not required for non-U.S. destined shipments transiting the U.S.

Note: Prior Notice for food shipments that fall in the following categories is not necessary:

1. Shipments containing 'homemade' or 'store-bought' food products, shipped from one individual (not a business) to another individual (not a business) for personal use (non-business purposes)
2. Meat, poultry, and egg products exclusively regulated by the U.S. Department of Agriculture (USDA)
3. Shipments arriving in the USA and directly exported from the Port of Arrival (foreign-to-foreign through one US port)