

## FDA Prior Notice System Interface Shipment Instructions

Are you shipping to a consolidation point?

- YES, Shipping to consolidation point - you do not need to file prior notice.
- NO, Shipping direct to US - you will need to file prior notice. Continue Reading:

**Prior notice can be filed by the brewery or freight forwarder** - *Craft Imports can also assist with prior notice if difficulties arise. Most freight forwarders including DHL will file prior notice for a small fee.*

**Filing Prior Notice on your own:**

- First you will need to compile the details of your shipment - Please see the attached final Prior Notice for the types of details you will need.
- In order to file prior notice, you will have to log in to your FDA Registration account.
- Once in your account, you will scroll down to select Prior Notice System Interface.
- Once in the PNSI you will be able to Create New Web Entry - Click here to begin your entry.

**Create the Web Entry.** The Web Entry contains information about the collective shipment. You must create a Web Entry **before** creating the Prior Notices associated with the Web Entry. For more information, see the [Web Entries](#) topic

**Create a Prior Notice.** The Prior Notice contains information directly related to the food products imported in the shipment. A Web Entry may contain one or more Prior Notices. As you create your Prior Notice, you may set facilities that apply to other articles in the shipment as default, to avoid duplicate data entry. For example, if all food products in this shipment have the same manufacturer, you should set the manufacturer as default. You may save the Prior Notices in "Draft" status and update them later. For more information, see the [Prior Notices](#) topic.

**Review and Edit the Web Entry and the First Prior Notice.** . Review your information and make all necessary changes. For more information, see the [Reviewing and Editing a Prior Notice](#) topic.

**Save the Prior Notice.** On the "Save Prior Notice" screen, you will have the option to save your Prior Notice - "Yes" or edit your Prior Notice or Web Entry - "No". Saving a Prior Notice does NOT submit the Prior Notice to FDA. You must complete your Web Entry to submit your Prior Notice information. For more information, see the [Submitting a Prior Notice](#) topic.

**Create an Additional Prior Notice** Continue to create additional Prior Notices until you have completed one for each food article in the shipment. If individual Prior Notices within the Web Entry contain similar information, select the Prior Notice that is most similar to the one you need to create, use the copy function, and then make changes as required. For more information, see the [Prior Notices](#) topic.

**Complete the Web Entry and Print the Summary Confirmation.** When you have completed and saved all Prior Notices you intend to submit for your Web Entry, complete the Web Entry. Completing the Web Entry indicates to FDA that you are done adding Prior Notices to the Web Entry and submits your Prior Notices to FDA. (See the [Completing a Web Entry](#) topic.) FDA recommends printing the Web Entry Summary Confirmation for your records and to facilitate presentation of the confirmation number(s) to CBP or FDA upon arrival at the port. Note that a copy of the confirmation (with the PN Confirmation Number) must accompany any article of food carried or otherwise accompanying an individual (unless excluded under IFR § 1.277(b)(1)), and be provided to CBP or FDA upon arrival. (See the [Accessing the Web Entry Summary Confirmation](#) topic.)