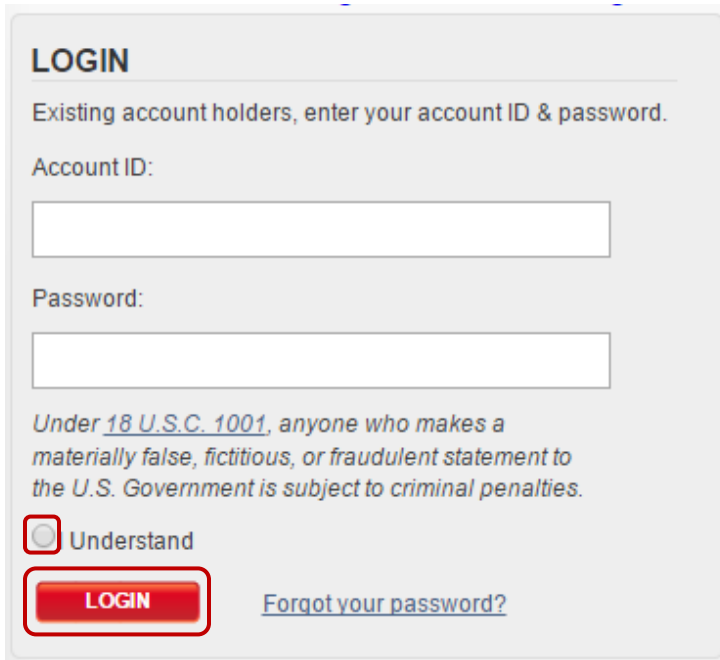


Instructions to File a Prior Notice

1. To access the FDA registration page, copy and paste this link in your internet browser:
https://www.fda.gov/food/guidanceregulation/foodfacilityregistration/default.htm
2. Click on **the Login/Create Account** option, located to the left of the screen.
3. If you have never used the FDA system before, you will need to create a new username. If you already have login information, enter it and select **I understand** to access your account.



LOGIN

Existing account holders, enter your account ID & password.

Account ID:

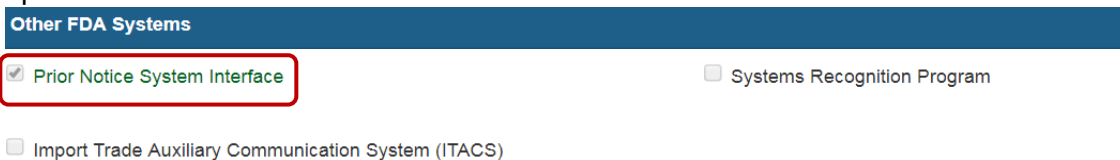
Password:

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

Understand

LOGIN [Forgot your password?](#)

4. Scroll down to **Other FDA Systems** and select the **Prior Notice System Interface** option.



Other FDA Systems

Prior Notice System Interface Systems Recognition Program

Import Trade Auxiliary Communication System (ITACS)

5. Select **Create New Web Entry**
6. **Entry Type:** Select *Consumption, Express Courier* from the drop down. Click on Next
7. **Entry Information**
 - Entry Identifier: Select Not Known

- How many Prior Notices do you or your company intend to submit for this web entry: Enter in the amount of different product types you are shipping. For instance, if you are sending in 12 bottles of XX vodka and 18 bottles of YY vodka, you would enter in the number 2 as there are two types of product being imported.

8. **Port of Arrival:** Skip this section

9. **Submitter:** Select Yes

Submitter

The Submitter is the person with knowledge of the required Prior Notice information submitted to FDA. The Transmitter is the p
Submitter. If you are the Submitter, answer Yes to the question below.

Are you the Submitter for this Web Entry? Yes ▼

If you are NOT the Submitter, select the country containing the business location of the Submitter and then click on the Enter S

*Country/Area: United States (US) ▼

10. **Importer:** Enter Park Street's information as shown below.

Park Street Imports
 1000 Brickell Avenue
 Suite 915
 Miami, FL 33131

11. **Carrier:**

- Mode of Transportation - Select *Express Courier – Air* from the drop down box.
- Click on the Enter Carrier option.
 - . Skip IATA Code
 - . Carrier Name – Enter name of the shipping carrier (ex. FedEx).
 - . Airway Bill or Tracking Number - Enter the tracking number.
 - . Click on the Save option.

12. Review all information for accuracy and click on **Create Prior Notice** located at the bottom of the screen.

13. **Country from which Article is Shipped:** Select the country of departure from the drop down box

14. **FDA Product Information:**

- Product Code
- Click on Search
 - Scroll down to Select Product Industry
 - Click on *Alcoholic Beverage – 32*
 - Click on Next
 - Select Class - Type of Spirit

- Click on Next
- Product Group – Choose the option that best applies to the product being imported.
- Packaging Method – Glass
- Process Applied - Commercially Sterile
- Click on Select
- BRAND NAME
- Common or Usual Name/ Market Name – Enter the Brand Name of the product

15. Quantity and Packaging:

- Base Unit – Choose the appropriate unit of measure from the drop down. Liters and milliliters are usually recommended. Remember to enter the base unit number for a single bottle.
- Number & Package Type – Enter number of bottles and choose Bottle, Protected Cylinder from the drop down.

16. Has this Article Been Refused by Country/Area: Select No

17. Click on Save

18. Manufacturer:

- Select the country of production.
- Click on the **Manufacturer** button and complete the information requested with an asterisk. The facility will automatically populate as the manufacturer for Prior Notice, Web Entry.

19. Shipper:

- Select Country
- Click on the Enter Shipper button and complete the information requested with an asterisk.

20. Owner:

- Select country where the owner's business is located
- Click on the Enter Owner button and complete the information requested with an asterisk.

21. Ultimate Consignee:

- Select Country
- Click on the Ultimate Consignee button and complete the information requested with an asterisk with Park Street information.
Park Street Imports
1000 Brickell Avenue
Suite 915
Miami, FL 33131

22. Holding Facility: Skip this option

23. Click on **Submit**

24. Review all information and select **Yes**