



User Guide Features

This user guide provides helpful information about the Prior Notice System Interface (PNSI), including:

- Navigating the Home Page
- Creating a New Prior Notice
- Managing Submissions
- Managing Favorite Entities

Document Version

Version 1
Updated 11/6/2024

The Prior Notification System Interface (PNSI) is used to provide notification to the FDA of imported shipments of articles of food prior to their arrival in the US. This can include information about the product, quantity, and packaging, and related facilities such as the manufacturer, shipper, owner, and ultimate consignee.

This user guide walks through how navigate through the home page, create and submit a Prior Notice, review submissions, and view the favorites tab.

Contents

PNSI Home Page	2
Create New Prior Notice	5
Prior Notice- Navigation Panel	6
Prior Notice- Shipment Details	8
Prior Notice- Carrier/Mode of Transportation/Port of Arrival	9
Prior Notice- Submitter Information	10
Prior Notice- Importer Details	11
Prior Notice Overview	12
Create New Food Article	13
Submissions Tab	33
View or Edit a Prior Notice	34
Copy a Prior Notice	35
Cancel or Delete a Prior Notice	37
My Food Articles (Line Items)	38
Favorites Tab	39



PNSI Home Page

1. Double click on Prior Notice System Interface from the Online Account Administration (OAA).

Account Management

Account Management

Edit Account Profile
Change My Password
Update System Access
Create a Subaccount
Deactivate a Subaccount
Reactivate a Subaccount

Welcome to the FDA Industry Systems. You are logged in as [redacted] for [redacted].

You may choose an option on the left to manage your account or select an FDA system below.
To obtain access to available FDA systems, choose the **Update System Access** option to add the FDA system to your account.

Registration and Listing Programs

Food

Food Facility Registration Export Listing Module

Acidified/Low-Acid Canned Foods Registration and Process Filing Qualified Facility Attestation

Other FDA Systems

Prior Notice System Interface Systems Recognition Program

Import Trade Auxiliary Communication System (ITACS) CBER Biological Product Deviation Reporting (CBER eBPDR)

CDER Office of Manufacturing Quality (CDER OMQ e-Portal) Observations and Corrective Action Report (OCAR) Industry Portal

Note: If PNSI is not currently an available system, you can make it available by going into **Update System Access** in the Navigation Panel on the left and selecting Prior Notice System Interface.

Account Management

Account Management

Edit Account Profile
Change My Password
Update System Access
Create a Subaccount
Deactivate a Subaccount
Reactivate a Subaccount



2. On the PNSI home page you can view background information about PNSI, access help materials, create new prior notices and view submissions.

Home Submissions Favorites PNSI

Prior Notice System Interface (PNSI)

Welcome, [User Name]

Welcome to PNSI

Prior Notice System Interface (PNSI) is the public service for notification to the FDA of a scheduled importation of a food shipment.

The Prior Notice System Interface allows individuals and organizations to submit, track and manage their notifications to the FDA.

Upon submitting the required information electronically, a **Prior Notice Confirmation Number** will be generated for each different article of food.

Enter your shipment information first, followed by details on each item of food in your shipment. Once you've finished, you'll receive a summary of the information for your shipment.

Click the 'SAVE' button to proceed to the next once you finish a section. After you've completed and saved your preliminary notice information, take a moment to review it.

Your final step will be to submit.

CREATE NEW PRIOR NOTICE

VIEW PREVIOUS SUBMISSIONS & DRAFTS

What you need to know

Additional Resources and Frequently Asked Questions

- Code of Federal Regulations
- Guidance For Industry
- Guidance for Food Facility Registration Number

To see important information before you begin

Show me information to have on hand before I begin

Need Help?

For help with FDA Industry Systems (FIS) or technical assistance, contact:
Data Management Support Services (DMSS)
Tel#: 800-216-7331
Outside USA Tel#: 240-247-8804
Monday-Friday 9:00 a.m. – 6:00 p.m. EST
(excluding holidays)
FURLS@fda.gov

For regulatory questions, contact:
Division of Targeting and Analysis
Tel#: 866-521-2297
Outside USA Tel#: 571-468-1488
Prior.notice@fda.hhs.gov

Contact for import questions not related to prior notice:
Division of Import Operations
Tel#: 301-796-0356
FDALImportsinquiry@fda.hhs.gov

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Prior Notice v15.0.0.592 | October 14, 2024, 12:54
Mon Oct 14 2024 03:09:58 (Eastern Daylight Time)

3. There are three various features on the Top Navigation Bar.
 - A. Select **Home**, **Submission**, or **Favorites** to navigate to another page.

Note: The page you are on is highlighted so you can easily see where you are in the system.
 - B. Select the **PNSI icon** in the top right corner to logout.

Home Submissions Favorites

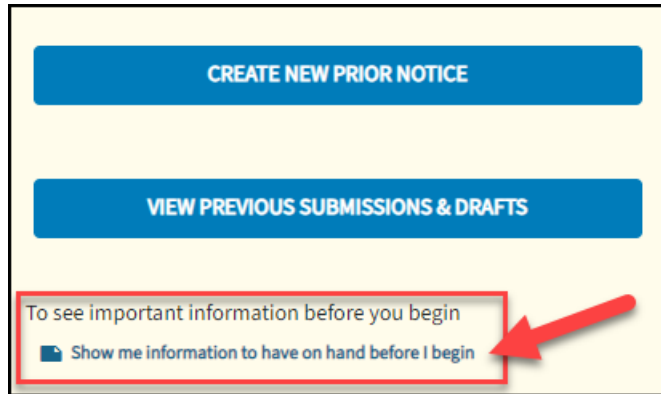
PNSI

Logout

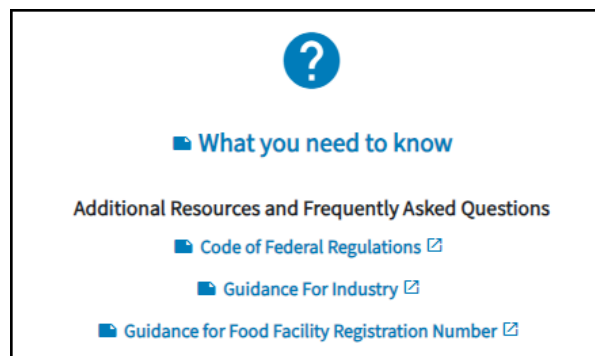
Welcome, [User Name]

4. Select the **Create New Prior Notice** button or **View Previous Submissions & Drafts** button in the center of the home page to work on or review Prior Notices.

Note: Under the View Previous Submissions & Drafts button, review the important information section.



5. For help information including Additional Resources and Frequently Asked Questions, select an item from the What you need to know section on the right-hand side of the home page.

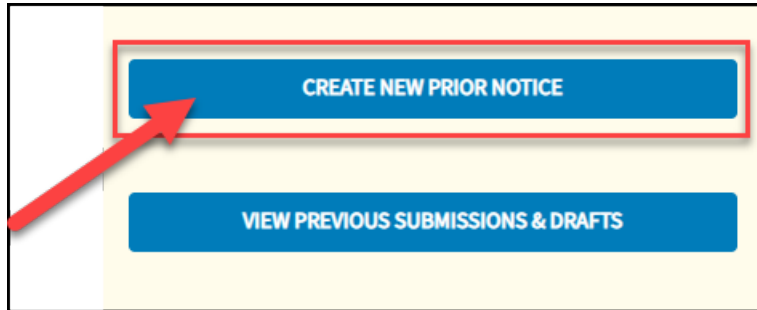


6. If you need assistance using PNSI, contact FDA's support services located at the bottom of the home page.

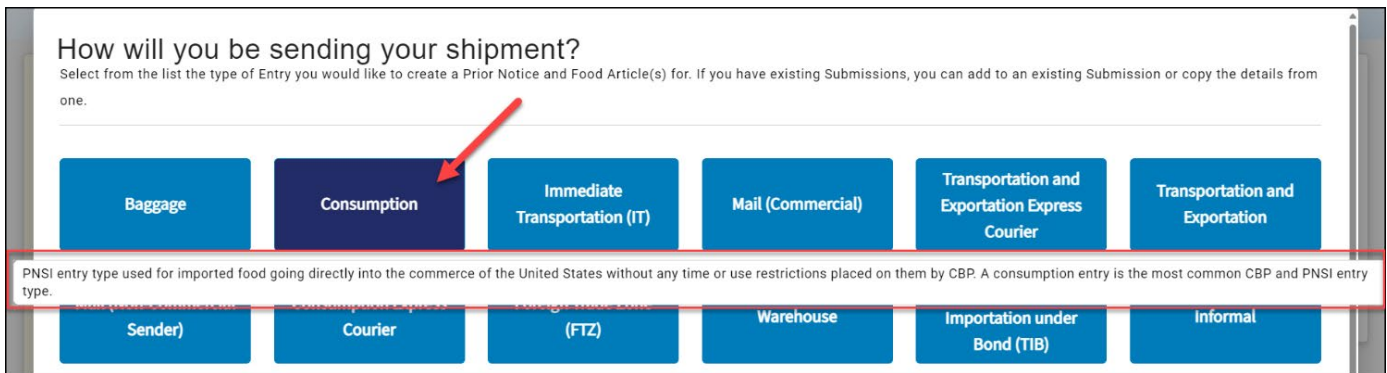
<p>Need Help? For help with FDA Industry Systems (FIS) or technical assistance, contact: Data Management Support Services (DMSS) Tel#: 800-216-7331 Outside USA Tel#: 240-247-8804 Monday-Friday 9:00 a.m. – 6:00 p.m. EST (excluding holidays) FURLS@fda.gov</p>	<p>For regulatory questions, contact: Division of Targeting and Analysis Tel#: 866-521-2297 Outside USA Tel#: 571-468-1488 Prior.notice@fda.hhs.gov</p>	<p>Contact for import questions not related to prior notice: Division of Import Operations Tel#: 301-796-0356 FDAImportsinquiry@fda.hhs.gov</p>
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Create New Prior Notice

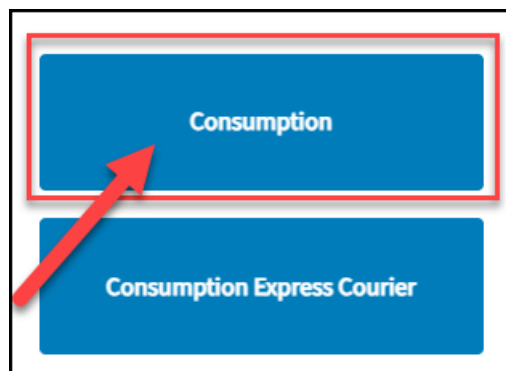
1. To begin a Prior Notice, select the **Create New Prior Notice** button in the center of the home page.



2. A pop-up window displays the available shipment types. Hover over a shipment type to view the definition.



3. Select the shipment type applicable for the Prior Notice. After selecting a shipment type, you are not able to change the type. To choose a different shipment type, you must create a new Prior Notice.



Note: The fields on the following screens may vary based on the shipment type.

Prior Notice- Navigation Panel

- The **Navigation Panel** is on the left-hand side of the page. Use the **Navigation Panel** to move through each section of the Prior Notice request.

Prior Notice - Shipment Details

Shipment Identifier: is your Entry Number.
Required Fields are marked with an asterisk (*)

Shipment Details

Carrier/Mode of Transportation/Port of Arrival

Submitter Details

Importer Details

Prior Notice Overview

WHAT IS THE SHIPMENT TYPE?


Do you have a Customs Entry Number?

Yes No - I want the system to generate

My shipment type is:

Consumption


CANCEL & RETURN HOME





- If a section is missing a field, a **red exclamation mark** displays beside the page title. To edit, simply click on the page title in the **Navigation Panel**.

Shipment Details

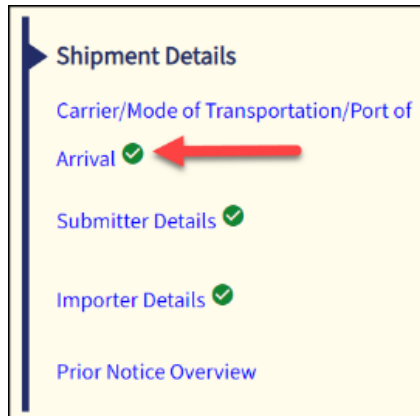
Carrier/Mode of Transportation/Port of Arrival

Arrival 

Submitter Details 

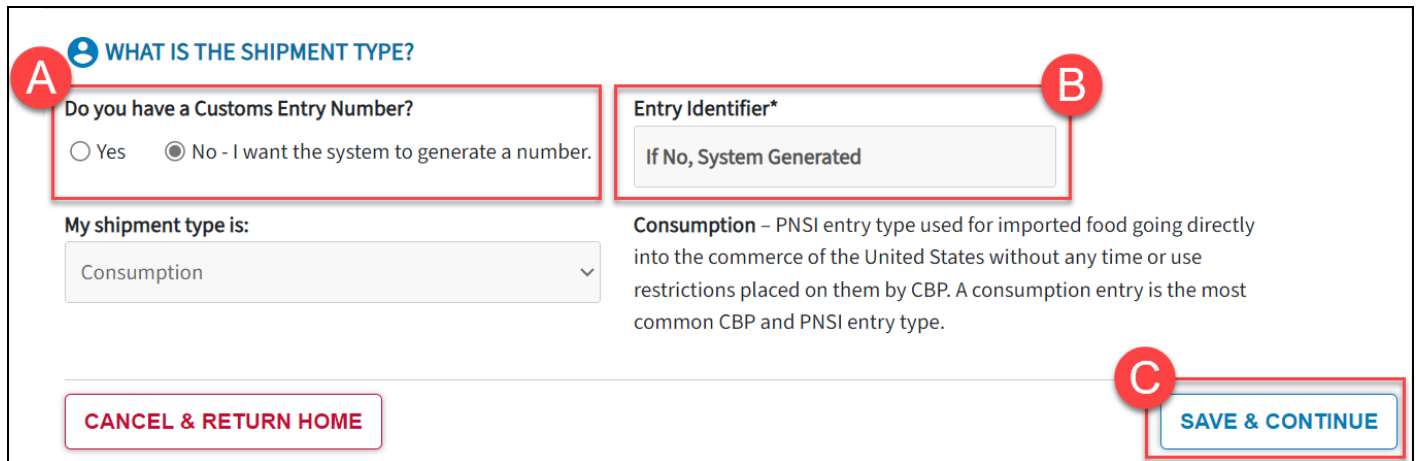


6. As you complete each section, a **green checkmark** displays beside the title.



Prior Notice- Shipment Details

7. You land on the **Prior Notice- Shipment Details** page.
 - A. If you have a Customs Entry Number, select **Yes**. The system defaults to No – I want the system to generate a number. If you leave this selected, the system auto-generates the number for you.
 - B. If you selected Yes, add the **Entry Identifier** on the right.
 - C. Select **Save & Continue**.



WHAT IS THE SHIPMENT TYPE?

Do you have a Customs Entry Number?

Yes No - I want the system to generate a number.

Entry Identifier*

If No, System Generated

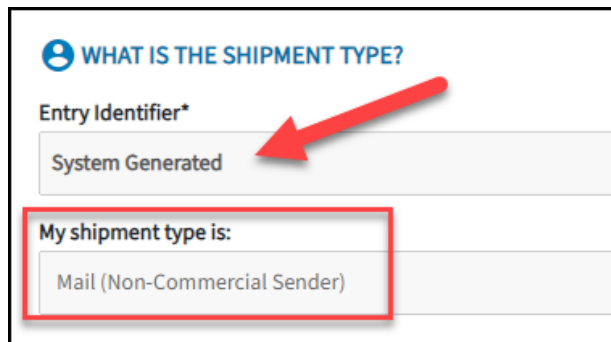
My shipment type is:

Consumption

Consumption – PNSI entry type used for imported food going directly into the commerce of the United States without any time or use restrictions placed on them by CBP. A consumption entry is the most common CBP and PNSI entry type.

CANCEL & RETURN HOME **SAVE & CONTINUE**

Note: By default, only the **Mail Commercial** and **Non-Mail Commercial** shipment types have System Generated Entry Identifiers.



WHAT IS THE SHIPMENT TYPE?

Entry Identifier*

System Generated

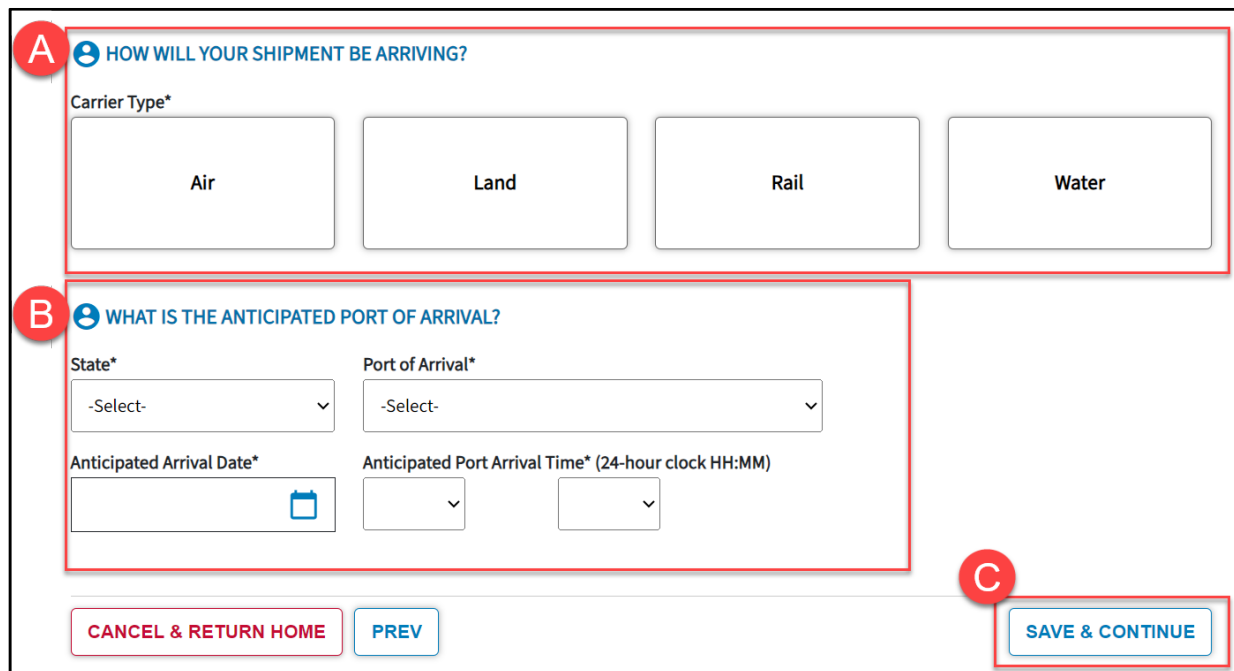
My shipment type is:

Mail (Non-Commercial Sender)

Prior Notice- Carrier/Mode of Transportation/Port of Arrival

8. On the **Prior Notice- Carrier/Mode of Transportation/Port of Arrival** page.
 - A. Select the **Carrier Type** to complete the Carrier Information.
 - B. Complete the **Carrier Information** pertaining to the selected Carrier Type. All required fields are indicated with an asterisk next to the field name.

Note: The fields vary based upon the Carrier Type.
 - C. Select **Save & Continue** after completing all required fields.



A HOW WILL YOUR SHIPMENT BE ARRIVING?

Carrier Type*

Air Land Rail Water

B WHAT IS THE ANTICIPATED PORT OF ARRIVAL?

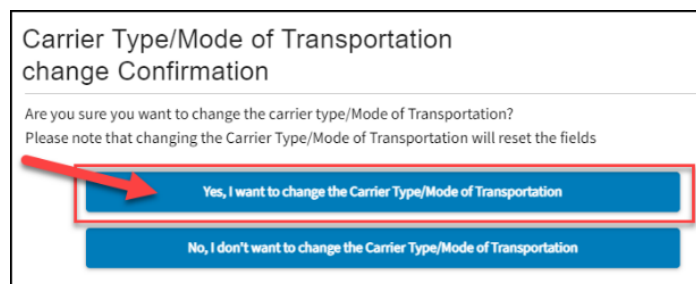
State* Port of Arrival*

-Select- -Select-

Anticipated Arrival Date* Anticipated Port Arrival Time* (24-hour clock HH:MM)

CANCEL & RETURN HOME PREV SAVE & CONTINUE

Note: If you select another Carrier Type, a pop-up window appears prompting you to choose **Yes, I want to change the Carrier Type/Mode of Transportation** or **No, I don't want to change the Carrier Type/Mode of Transportation**.



Carrier Type/Mode of Transportation change Confirmation

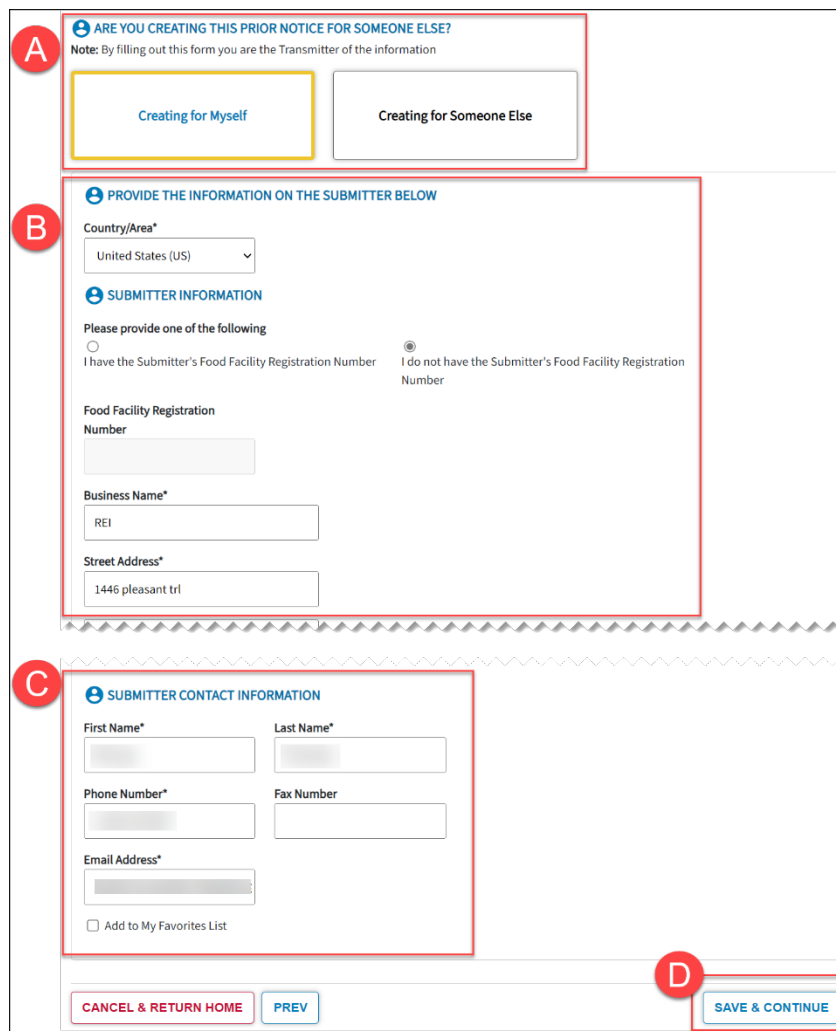
Are you sure you want to change the carrier type/Mode of Transportation?
Please note that changing the Carrier Type/Mode of Transportation will reset the fields

Yes, I want to change the Carrier Type/Mode of Transportation

No, I don't want to change the Carrier Type/Mode of Transportation

Prior Notice- Submitter Information

9. Complete the **Submitter Information** page.
 - A. Select who you are completing the form for, **Creating for Myself** or **Creating for Someone Else**.
Note: Select **Creating for Myself** to pre-populate the Submitter Information fields. Select **Creating for Someone Else** to manually type in the information or choose from a favorites list to populate the information.
 - B. Complete the **Submitter Information**.
 - C. Complete the **Submitter Contact Information**.
Note: Select **Add to My Favorites List** to autogenerate this address for future information.
 - D. Select **Save & Continue**.



A ARE YOU CREATING THIS PRIOR NOTICE FOR SOMEONE ELSE?
 Note: By filling out this form you are the Transmitter of the information

Creating for Myself Creating for Someone Else

B PROVIDE THE INFORMATION ON THE SUBMITTER BELOW

Country/Area*
 United States (US)

C SUBMITTER INFORMATION

Please provide one of the following

I have the Submitter's Food Facility Registration Number I do not have the Submitter's Food Facility Registration Number

Food Facility Registration Number

Business Name*
 REI

Street Address*
 1446 pleasant trl

C SUBMITTER CONTACT INFORMATION

First Name* Last Name*

Phone Number* Fax Number

Email Address*

Add to My Favorites List

D CANCEL & RETURN HOME PREVIOUS SAVE & CONTINUE

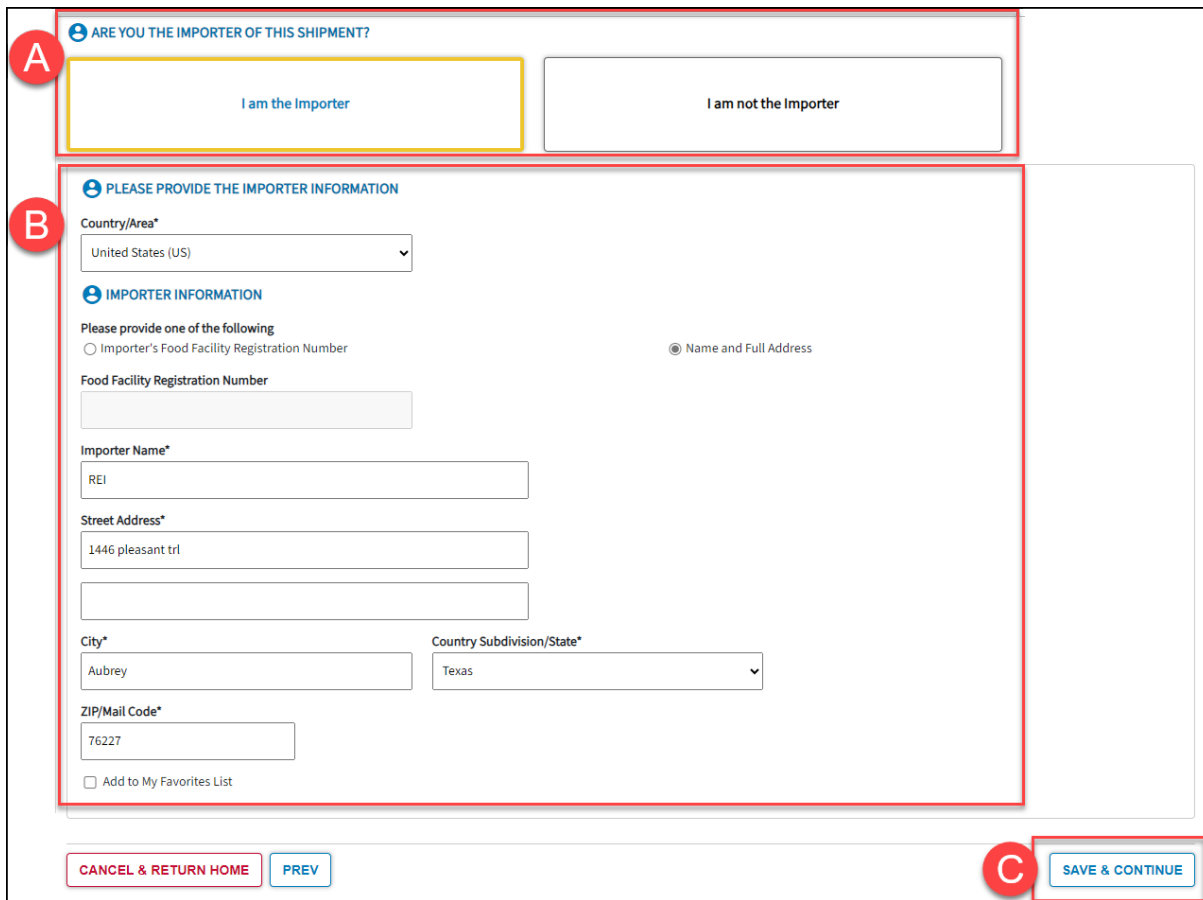
Prior Notice- Importer Details

10. Complete the **Importer Details** page.

- A. Select the Importer of the shipment.
- B. Complete the Importer Information.

Note: If you select, **I am the Importer**, the Importer information fields auto-populate based on data entered in the Submitter section. If you select, **I am not the importer**, you can choose from a favorites list to populate the information.

- C. Select **Save & Continue**.



The screenshot shows the 'Prior Notice- Importer Details' form. It is divided into two main sections: 'ARE YOU THE IMPORTER OF THIS SHIPMENT?' and 'PLEASE PROVIDE THE IMPORTER INFORMATION'.

Section A: 'ARE YOU THE IMPORTER OF THIS SHIPMENT?' contains two radio buttons: 'I am the Importer' (selected) and 'I am not the Importer'.

Section B: 'PLEASE PROVIDE THE IMPORTER INFORMATION' contains the following fields:

- Country/Area*:** A dropdown menu with 'United States (US)' selected.
- IMPORTER INFORMATION:** A sub-section with the instruction 'Please provide one of the following' and two radio buttons: 'Importer's Food Facility Registration Number' (unselected) and 'Name and Full Address' (selected).
- Food Facility Registration Number:** An empty text input field.
- Importer Name*:** A text input field containing 'REI'.
- Street Address*:** A text input field containing '1446 pleasant trl'.
- City*:** A text input field containing 'Aubrey'.
- Country Subdivision/State*:** A dropdown menu with 'Texas' selected.
- ZIP/Mail Code*:** A text input field containing '76227'.
- Add to My Favorites List:** An unchecked checkbox.

Section C: At the bottom right, there is a 'SAVE & CONTINUE' button.

Navigation buttons at the bottom include 'CANCEL & RETURN HOME', 'PREV', and 'SAVE & CONTINUE'.



Prior Notice Overview

11. After saving the Importer Details section, the **Prior Notice Overview** page opens.

- Green check marks** indicate the section is complete.
- If you need to edit a section, select the **pencil edit icon** beside the section or select the **Back to: Edit Prior Notice** option on the top left corner of the page.
- To add the Food Articles for your submission, select the **Add Food Article** button on the bottom right corner.

Note: The **Submit to FDA** button is disabled and gray. Once you add the Food Article, it is enabled and turns blue to submit to the FDA.

SUMMARY

[Back to: Edit Prior Notice](#) B

Entry Identifier ###-0846263-8	Port of Arrival FedEx Corp Honolulu, HI	Submitter REI	Importer REI	Food Article Count 0	Status In Progress
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<p>SHIPMENT DETAILS</p> <p>Entry Identifier ###-0846263-8</p> <p>Shipment Type Consumption</p> <p><small>Note: If Entry Type is incorrect for this Prior Notice, it cannot be edited. You will need to create a new Prior Notice with the correct Entry Type.</small></p>	<p>MODE OF TRANSPORTATION/PORT OF ARRIVAL A</p> <p>ARRIVAL A</p> <p>Carrier Type AIR</p> <p>Carrier Subtype Air</p> <p>Carrier Name AIR.CANADA</p>	<p>SUBMITTER DETAILS B</p> <p>Food Facility Registration Number </p> <p>Submitter REI, 1446 Pleasant Knoll Trl, Aubrey, Texas, 76227-2496, United States</p> <p>Name <input type="text"/></p> <p>Phone <input type="text"/></p>	<p>IMPORTER DETAILS A</p> <p>Food Facility Registration Number </p> <p>Importer REI, 1446 pleasant trl, Aubrey, Texas, 76227, United States</p>
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FOOD ARTICLES

Add the Products that will be included in your Submission. Repeat this process until all your Products have been added.

Article	Product	Status	Status Date	PN Confirmation Number	Total Quantity	Actions
No Food Articles						

<< 0 - 0 of 0 >>

DELETE SUBMISSION
+ ADD FOOD ARTICLE
SUBMIT TO FDA



Create New Food Article

12. The **Create New Food Article** page opens after selecting Add Food Article.
 - a. The left **Navigation Panel** displays the sections that need to be completed to add a food article.
 - b. Select **Create New Food Article** or **Copy from a Previous Food Article**.
 - c. If you know the FDA Product Code, enter it in the **FDA Product Code** field. If you do not know the product code, select **Product Code Search**. (Follow the next step to search for the Product Code.) Type the **Common or Usual Name/Market Name**.
 - d. Provide any lot or production code information available in the **Production Identifiers** box.
 - e. Select **Save & Continue**.

Create New Food Article

To create a new Food Article, please fill out the required information below. Required fields are marked with an asterisk (*).

Entry Identifier ###-0846263-8	Port of Arrival FedEx Corp Honolulu, HI	Submitter REI	Importer REI	Food Article Count 0	Status In Progress
-----------------------------------	--	------------------	-----------------	-------------------------	-----------------------

A

Article and Product Information

Quantity and Packaging

Refusal Information

Manufacturer

Shipper

Owner

Ultimate Consignee

Review

B

Create New Food Article
Copy from a Previous Food Article

ARTICLE DETAILS

Article Number

C

PRODUCT INFORMATION

FDA Product Code* FDA Product Description

PRODUCT CODE SEARCH

Common or Usual Name/Market Name*

D

PRODUCTION IDENTIFIERS

Please provide any lot or production code information available

Separate different codes with comma

E

SAVE & CONTINUE

GO TO SUBMISSION OVERVIEW

13. Once you select Product Code Search, the **Product Code Search** page displays.
 - A. If you know the product name, type it in the **Search Product Name**. If recognized, the industry selection filters based upon the product name.
 - B. Use the drop-down menu to **Select Industry**.
 - C. Select the drop-down menu for each category to generate the **Class, Subclass, PIC, and Product (Group)**.
 - D. Click **Select** to continue.

Product Code Search

Build your product code by selecting the Product code components or narrow your search by searching for product name.

[Back to: Article & Product Information](#)

BUILD THE PRODUCT CODE

Find Product Codes by entering keywords and/or in Product Name and/or selecting a Product Industry.

Industry & Product Code/Additional Product Code Portions

A

B

Select Industry
 Cheese/Cheese Products - 12

Industry ?	Class ?	Subclass ?	PIC ?	Group ?
12	D	J	O	95

C

Class
 Soft Cheese Made From Cow Milk - D

Subclass
 Wood - J


PIC
 PASTEURIZED - O

Product(Group)
 SKYR(D-95)

CLEAR

D

SELECT



14

Need more help? Contact Help Desk:
appsdesk@fda.hhs.gov
 240-247-8803 (Direct)
 866-807-3742 (Opt.1 then Opt. 2)



14. Clicking select will return you to the **Create New Food Article** page.

- A. The **FDA Product Code** and **FDA Product Description** populate based on information selected on the Product Code Search page.
- B. Select **Save & Continue**.

PRODUCT INFORMATION

A

FDA Product Code*
12DJ095 **PRODUCT CODE SEARCH**

FDA Product Description
SKYR,Wood,PASTEURIZED

Common or Usual Name/Market Name*
Cheese

GO TO SUBMISSION OVERVIEW

PRODUCTION IDENTIFIERS

Please provide any lot or production code information available

Separate different codes with comma

B

SAVE & CONTINUE

15. After selecting Save & Continue, you land on the **Quantity and Packaging** page. For smaller shipments,
 - A. Select **Packaged Shipment**. (Follow the next step for Bulk Shipment.)
 - B. Include the **Package Count** and use the drop-down menu to select the **Package Type**. You can add up to 5 levels of packaging by clicking **Add Row**.
 - C. Include the **Base Unit Measure** and use the **drop-down menu** to select the weight or volume value.
 - D. Select **Save & Continue**.

A **HOW IS YOUR PACKAGE BEING SHIPPED?**

Packaged Shipment

Bulk Shipment


B **Step 1:** Please enter the largest level of packaging first. Click 'Add Row' to enter the next largest level of packaging. Continue this process until you have accounted for all packaging levels of your product. You can enter up to 5 levels. Take note of and ensure the total quantity calculated below is correct.

List the packages from **largest to smallest**:

Package Count	Package Type
3	Box ⌵ ✖

+ Add Row

Packaged: For example, chocolates in a box or vegetables in a can



C **Step 2:** What is the weight or volume of a single food article?

Base Unit Measure
5

Dozen ⌵

Total Quantity: 15 DOZ

GO TO SUBMISSION OVERVIEW

PREV

D SAVE & CONTINUE

16. If you have a containerized shipment,
- Select **Bulk Shipment**.
 - Enter the **Total Unit Measure** and use the **drop-down menu** to select the amount base unit.
 - Select **Save & Continue**.

A

HOW IS YOUR PACKAGE BEING SHIPPED?

Packed Shipment

Bulk Shipment


Step 1: Please provide the total amount of the food article expressed as the total amount of the base unit.

B

Total Unit Measure

Barrels (4 v)

Bulk-shipment: For example, grain shipped in a rail car or milk shipped in a tank truck.



~ 143 Tons of Grain

Bulk Shipment
Total Quantity

GO TO SUBMISSION OVERVIEW

PREV

C
 SAVE & CONTINUE

17. After selecting Save & Continue, you land on the **Refusal Information** page.
- If the article of food has been refused entry by any country, select **Yes**. If it has not been denied entry, select **No**, and skip to C.
 - Use the drop-down menu to select the **Country/Area of Refusals**. You can add up to 5 countries by clicking **Add Row**. To delete a Country, click on the **red X**.
 - Select **Save & Continue**.

A

HAS THIS ARTICLE OF FOOD BEEN REFUSED ENTRY BY ANY REGULATORY AGENCY OF ANOTHER COUNTRY/AREA?

Yes No

B

Select the Country/Areas of Refusals

Albania (AL) v

X

+ Add Country

GO TO SUBMISSION OVERVIEW

PREV

C
 SAVE & CONTINUE

18. If the Product Code represents processed food, the **Manufacturer** displays. (Skip to the next step if your Product Code is for fresh produce.)
- If you select **Yes**, you have a **Food Facility Registration Number**, type the number in the section below. If you select, **No**, you do not have a **Food Facility Registration Number**, you must provide a reason.
 - If you select **No**, choose a **Reason the Registration Number is Not Being Provided** from the drop-down menu.
 - If you have the Manufacturer's information saved, click on the **Select From My Favorites** to autogenerate the Name and Address fields.
 - If you do not have the Manufacturer's information saved, complete the **Name** and **Address** fields manually.
 - Select **Yes** or **No** from the drop-down to answer whether the Manufacturer is the same for new line items in your shipment.
 - Select **Save & Continue**.

ARE YOU ABLE TO PROVIDE THE MANUFACTURER'S FOOD FACILITY REGISTRATION NUMBER?

A Do you have Food Facility Registration Number?
 Yes No

B Reason the Registration Number is Not Being Provided*
 K (Unable to determine the registration number of the manufacturer) ▼

Food Facility Registration Number
 C [SELECT FROM MY FAVORITES](#)

D Name*

Street Address*

Country* Country Subdivision*
 ▼ ▼

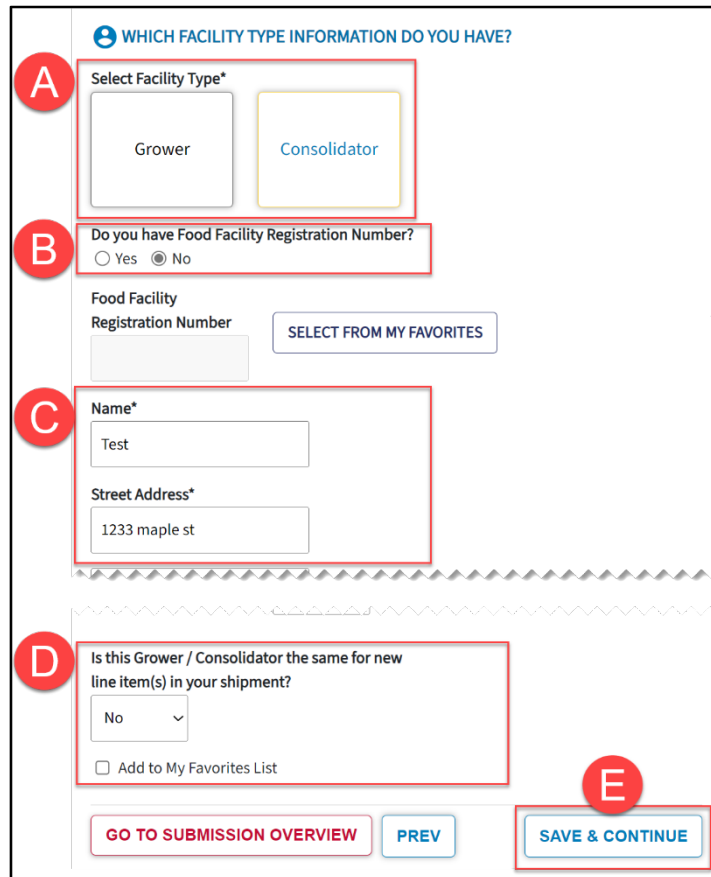
City* ZIP/Mail Code*

E Is this Manufacturer the same for new line item(s) in your shipment?
 ▼
 Add to My Favorites List

F [GO TO SUBMISSION OVERVIEW](#) [PREV](#) [SAVE & CONTINUE](#)

19. If the Product Code is for harvested food in its natural state, you land on the **Grower/Consolidator**.

- A. Select the Facility Type.
Note: Consolidator can only be selected if the grower(s) are not known.
- B. If you have the Food Facility Registration Number, select Yes, and type the number in the section below. If you do not have the Food Facility Registration Number, select No.
- C. Complete the Facility Name and Address fields manually or selecting from favorites.
- D. Select Yes or No from the drop-down to answer whether the Grower/Consolidator is the same for new line items in your shipment.
- E. Select Save & Continue.



WHICH FACILITY TYPE INFORMATION DO YOU HAVE?

A Select Facility Type*

B Do you have Food Facility Registration Number?
 Yes No

Food Facility Registration Number

C Name*

 Street Address*

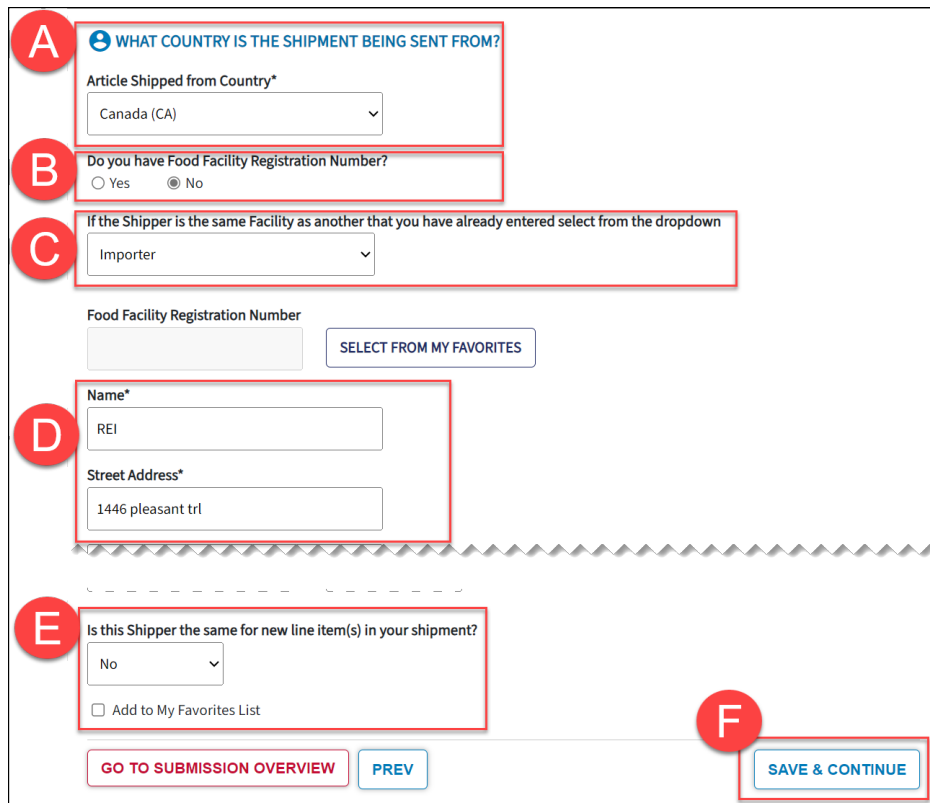
D Is this Grower / Consolidator the same for new line item(s) in your shipment?

 Add to My Favorites List

E

20. Next, the **Shipper** page opens.

- A. Select the **Country** the article is shipping from by using the **drop-down menu**.
- B. If you have the **Food Facility Registration Number**, select **Yes**, and type the number in the section below. If you do not have the **Food Facility Registration Number**, select **No**.
- C. If the Shipper is the same facility as another you have already entered, select from the **drop-down menu**.
- D. The Name and Address fields autogenerate after you select the Shipper. If the Shipper is different from other facilities, manually enter the name and address fields or select from your favorites.
- E. Select **Yes** or **No** from the drop-down to answer whether the Shipper is the same for new line items in your shipment.
- F. Select **Save & Continue**.



A WHAT COUNTRY IS THE SHIPMENT BEING SENT FROM?
 Article Shipped from Country*
 Canada (CA) ▼

B Do you have Food Facility Registration Number?
 Yes No

C If the Shipper is the same Facility as another that you have already entered select from the dropdown
 Importer ▼

Food Facility Registration Number

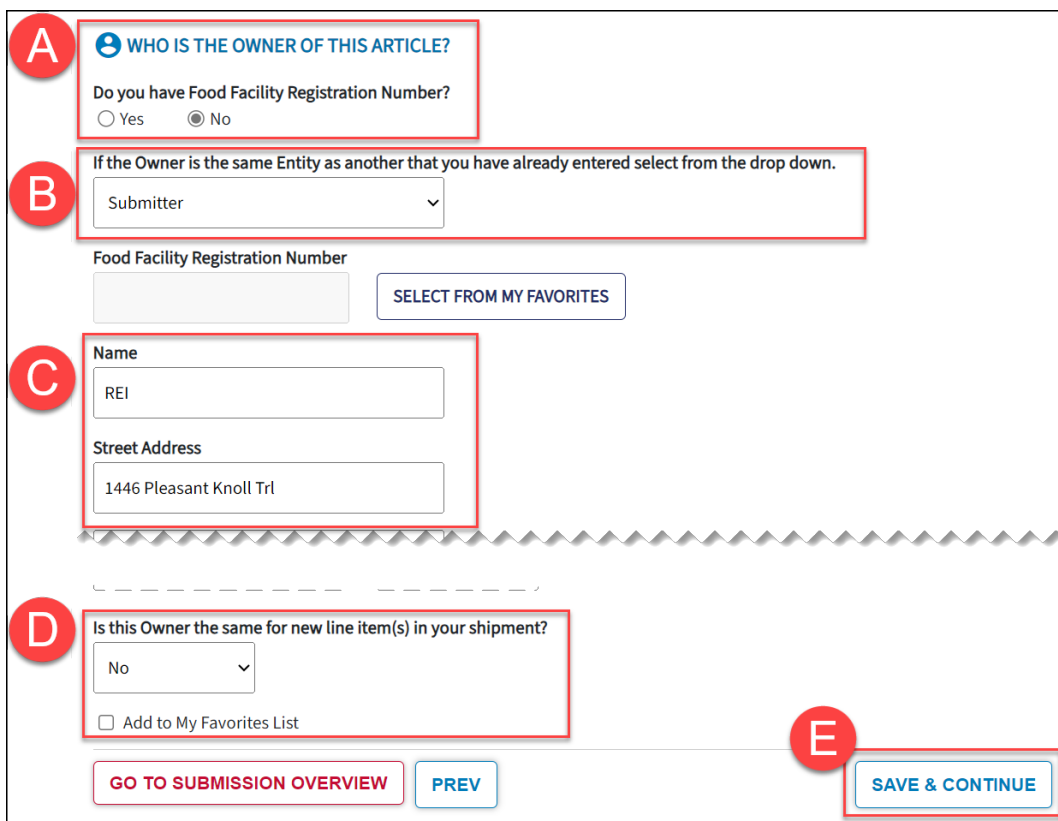
D Name*
 REI
 Street Address*
 1446 pleasant trl

E Is this Shipper the same for new line item(s) in your shipment?
 No ▼
 Add to My Favorites List

F

21. After selecting Save & Continue, the **Owner** page displays.

- A. If you have the **Food Facility Registration Number**, select **Yes**, and type the number in the section below. If you do not have the **Food Facility Registration Number**, select **No**.
- B. If the Owner is the same facility as another you have already entered, select from the **drop-down menu**.
- C. The Name and Address fields autogenerate after you select an Owner. If the Owner is different from other facilities, manually enter the name and address fields or select from your favorites.
- D. Select **Yes** or **No** from the drop-down to answer whether the Owner is the same for new line items in your shipment.
- E. Select **Save & Continue**.



A WHO IS THE OWNER OF THIS ARTICLE?

Do you have Food Facility Registration Number?
 Yes No

B If the Owner is the same Entity as another that you have already entered select from the drop down.
 Submitter

Food Facility Registration Number

C Name
 Street Address

D Is this Owner the same for new line item(s) in your shipment?

 Add to My Favorites List

E



22. Next, complete the **Ultimate Consignee** page.

- A. If you have the **Food Facility Registration Number**, select **Yes**, and type the number in the section below. If you do not have the **Food Facility Registration Number**, select **No**.
- B. If the Ultimate Consignee is the same facility as another you have already entered, select from the **drop-down menu**.
- C. The Name and Address fields autogenerate after you select an Ultimate Consignee. If the Ultimate Consignee is different from other facilities, manually enter the name and address fields or select from your favorites.
- D. Select **Yes** or **No** from the drop-down to answer whether the Ultimate Consignee is the same for new line items in your shipment.
- E. Select **Save & Continue**.

A

WHO IS THE ULTIMATE CONSIGNEE FOR THIS FOOD ARTICLE?

Do you have Food Facility Registration Number?

Yes No

B

If the Ultimate Consignee is the same Facility as another that you have already entered select from the dropdown

Importer ▼

Food Facility Registration Number

SELECT FROM MY FAVORITES

C

Name*

REI

Street Address*

1446 pleasant trl

D

Is this Ultimate Consignee the same for new line item(s) in your shipment?

No ▼

Add to My Favorites List

E

GO TO SUBMISSION OVERVIEW

PREV

SAVE & CONTINUE

23. After completing all pages, select **Review** in the Navigation Panel.



Note: Any changes you make automatically save. You do not need to select Save & Continue before selecting the next page from the Navigation Panel.



24. Review the fields on the **Review** page.

- A. If all the information is correct, select **Add Article to my Prior Notice Submission**.
- B. If you select **Save for Later**, the article's status shows **In Progress** on the Submission Page. You must add the article before submitting to FDA.

ARTICLE DETAILS

Article Number
1

PRODUCT INFORMATION

FDA Product Code* FDA Product Description
12DJ095 SKYR, Wood, PASTEURIZED

Common or Usual Name/Market Name*
Cheese

QUANTITY AND PACKAGING

Packaged Shipment Bulk Shipment (no packages)

Base Unit Count Base Unit of Measure
5 Pounds (avdp)

List the packages from largest to smallest:

Package Count	Package Type
3	Box

Total Quantity: 15 LB

PRODUCTION IDENTIFIERS

Does the item have any lot or production codes?*

Yes No

Please provide whatever code information is available

REFUSAL INFORMATION

Has this article of food been refused entry by any other country/Area?

Yes No

ULTIMATE CONSIGNEE

Do you have Food Facility Registration Number?

Yes No

Food Registration Number Ultimate Consignee Information

REI
1446 pleasant trl
Aubrey, Texas 76227
United States

A

B



25. After selecting Add Article to my Prior Notice Submission, you land on the **Add Article Confirmation** pop-up window. Select **Yes, Create new Food Article** or **No, Done creating Food Articles** to continue to the **Submission Summary** page.

Add Article Confirmation

Food Article successfully added to Prior Notice.
Do you want to create a new Food Article?

Yes, Create new Food Article

No, Done creating Food Articles



26. The **Submission Summary** page opens.

- A. The data ribbon at the top of the page auto populates with the data entered from each section.
- B. A **Food Article Added** notification appears at the top of the page.
- C. The status of the food article is **Added to Prior Notice**.
- D. Select the pencil edit icon or trash can delete icon in the Actions column to edit or remove the food article.
- E. You can add another food article by selecting the **Add Food Article** button at the bottom of the page.

Submission: ###-0847605-3

SUMMARY
[Back to: Edit Prior Notice](#)

Entry Identifier ###-0847605-3	Port of Arrival Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	Status In Progress
-----------------------------------	---------------------------------	------------------	-----------------	-------------------------	-----------------------

Food Article Added! If you wish to add another **Food Article**, use the **button below**.
 If you have **completed** all your Food Articles, you can submit everything to the FDA with the button in the **bottom right**.

SHIPMENT DETAILS

Entry Identifier | ###-0847605-3

Shipment Type | Consumption

Note: If Entry Type is incorrect for this Prior Notice, it cannot be edited. You will need to create a new Prior Notice with the correct Entry Type.

MODE OF TRANSPORTATION/PORT OF ARRIVAL

Carrier Type | AIR

Carrier Subtype | Air

Carrier Name | AIR CANADA

Port of Arrival | Honolulu , HI

Anticipated Arrival Date/Time | 2024-10-17 08 : 15

Airway Bill - Master | 01412345678

SUBMITTER DETAILS

Food Facility Registration Number |

Submitter | REI, 1446 Pleasant Knoll Trl, Aubrey, Texas, 76227-2496, United States

Name | Shravya Tanneeru

Phone | 1-469-6476497

Email | SHRAVYALAKSHMI.TANNEERU@FDA.HHS.GOV

IMPORTER DETAILS

Food Facility Registration Number |

Importer | REI, 1446 pleasant trl, Aubrey, Texas, 76227, United States

FOOD ARTICLES

Add the Products that will be included in your Submission. Repeat this process until all your Products have been added.

Article	Product	Status	Status Date	PN Confirmation Number	Total Quantity	Actions
0001	Raspberries	Added to Prior Notice	10/17/2024		10	

<< 1 - 1 of 1 >>

DELETE SUBMISSION

+ ADD FOOD ARTICLE **SUBMIT TO FDA**



27. There are two options to edit fields on the Submission Summary page.

- Click on the **Back to: Edit Prior Notice** option on the top left corner to return to the Prior Notice page.
- Click on the **Edit** icon to return to a specific section.
- If you are ready to submit the Prior Notice, select **Submit to FDA**.

Submission: ###-0847605-3

A SUMMARY
[Back to: Edit Prior Notice](#)

Entry Identifier ###-0847605-3	Port of Arrival Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	Status In Progress
-----------------------------------	---------------------------------	------------------	-----------------	-------------------------	-----------------------

Food Article Added! If you wish to add another **Food Article**, use the **button below**. If you have **completed** all your Food Articles, you can submit everything to the FDA with the button in the **bottom right**.

<p>B SHIPMENT DETAILS</p> <p>Entry Identifier ###-0847605-3</p> <p>Shipment Type Consumption</p> <p>Note: If Entry Type is incorrect for this Prior Notice, it cannot be edited. You will need to create a new Prior Notice with the correct Entry Type.</p>	<p>B MODE OF TRANSPORTATION/PORT OF ARRIVAL ✓</p> <p>Carrier Type AIR</p> <p>Carrier Subtype Air</p> <p>Carrier Name AIR CANADA</p>	<p>B SUBMITTER DETAILS ✓</p> <p>Food Facility Registration Number </p> <p>Submitter REI, 1446 Pleasant Knoll Trl, Aubrey, Texas, 76227-2496, United States</p> <p>Name Shravya Tanneeru</p> <p>Phone 1-469-6476497</p>	<p>B IMPORTER DETAILS ✓</p> <p>Food Facility Registration Number </p> <p>Importer REI, 1446 pleasant trl, Aubrey, Texas, 76227, United States</p>
--	--	--	---

0001	Raspberries	Added to Prior Notice	10/17/2024	10		
------	-------------	-----------------------	------------	----	--	--

<< 1 - 1 of 1 >>

C [DELETE SUBMISSION](#) [ADD FOOD ARTICLE](#) [SUBMIT TO FDA](#)

Note: You cannot edit any fields after submitting the Prior Notice.



28. Review the **Submission** page.

- Select the **Back to: Existing Submissions** link in the top left corner of the page to go to the Manage Submissions page.
- The status shows **Submitted to FDA**.
- The Prior Notice fields are complete and cannot be edited.
- The Food Article Status is **Submitted**.

Submission: ###-0847605-3 CANCEL SUBMISSION

A SUMMARY + SUBMIT HOLDING FACILITY GENERATE PDF

[Back to: Existing Submissions](#)

Entry Identifier ###-0847605-3	Port of Arrival Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	Status Submitted to FDA
-----------------------------------	---------------------------------	------------------	-----------------	-------------------------	----------------------------

C

SHIPMENT DETAILS

Entry Identifier | ###-0847605-3

Shipment Type | Consumption

MODE OF TRANSPORTATION/PORT OF ARRIVAL

Carrier Type | AIR

Carrier Subtype | Air

Carrier Name | AIR CANADA

Port of Arrival | Honolulu, HI

Anticipated Arrival Date/Time | 2024-10-17 08 : 15

Airway Bill - Master | 01412345678

SUBMITTER DETAILS

Food Facility Registration Number |

Submitter | REI, 1446 Pleasant Knoll Trl, Aubrey, Texas, 76227-2496, United States

Name | Shravya Tanneeru

Phone | 1-469-6476497

Email | SHRAVYALAKSHMI.TANNEERU@FDA.HHS.GOV

IMPORTER DETAILS

Food Facility Registration Number |

Importer | REI, 1446 pleasant trl, Aubrey, Texas, 76227, United States

FOOD ARTICLES

Add the Products that will be included in your Submission. Repeat this process until all your Products have been added.

Article	Product	Food Article Status	Status Date	PN Confirmation Number	Total Quantity
0001	Raspberries	Submitted	10/17/2024	240114914550	10

D

29. Three options are available on the top right corner of the Submission page: **Cancel Submission**, **Submit Holding Activity**, and **Generate PDF**.

Submission: ###-0846263-8

SUMMARY

[Back to: Existing Submissions](#)

CANCEL SUBMISSION

+ SUBMIT HOLDING FACILITY GENERATE PDF



30. If you need to cancel your submission, select the **Cancel Submission** button. The Prior Notice status updates to Canceled but is not deleted.

Manage Submissions

My Prior Notices (Entry) Submissions

My Food Articles (Line Items)

Mail (Commercial)	10/10/2024	+++0840524-0						In Progress			
Consumption	10/09/2024	###0840474-6	FedEx Corp Honolulu	REI	Test	AIR CANADA		Canceled			
Mail (Commercial)	10/08/2024	+++0835912-0						In Progress			



31. If you need to submit a holding facility, select the **Select Holding Facility** button.

- A. Complete the **Specific Holding Location**, **Date Available at Location**, and select the **Holding Location Type** from the drop-down menu.
- B. Complete the **Contact Information**.
Note: The holding facility defaults the Country to the United States (US). The holding facility cannot be outside of the United States.
- C. Select the **Food Article(s)** included in the Prior Notice.
- D. Select **Add Holding Facility**.

Prior Notice: Holding Facility
Required Fields are marked with an asterisk (*)

Entry Identifier ###-0846263-8	Port of Arrival FedEx Corp Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	Status Submitted to FDA
-----------------------------------	--	------------------	-----------------	-------------------------	----------------------------

A **HOLDING FACILITY INFORMATION**

Specific Holding Location

Date Available at Location*

Holding Location Type*

B **CONTACT INFORMATION**

Contact First Name*

Contact Last Name*

Contact Phone Number

HOLDING FACILITY ADDRESS

Food Facility Registration Number

Name*

Street Address*

Add to My Favorites List

C **FOOD ARTICLES INCLUDED IN PRIOR NOTICE**

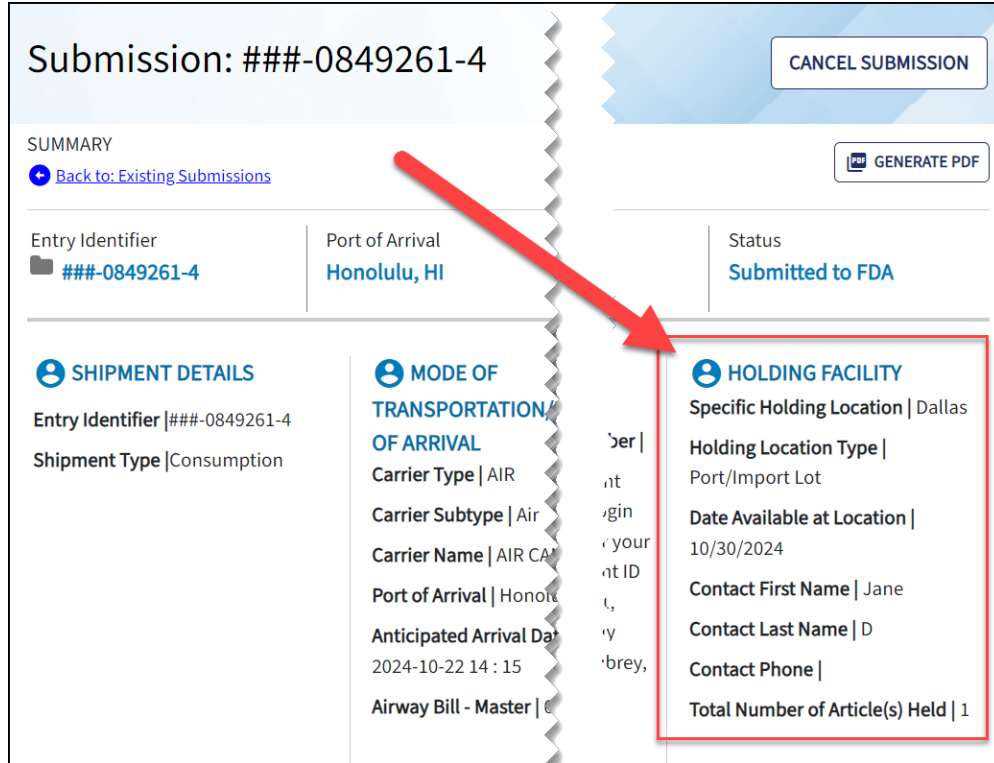
Please select the specific Food articles that are included in the Holding Facility:

	Article #	Product	PN Confirmation #	Total Quantity	Manufacturer OR Grower/Consolidator
<input type="checkbox"/>	0001	Cheese	240114909425	15	REI

<< < 1 - 1 of 1 >>

D

32. You can now see the **Holding Facility** information on the Submission page. **Note:** Once the Holding Facility is submitted, it can not be edited.



Submission: ###-0849261-4

CANCEL SUBMISSION

GENERATE PDF

SUMMARY
[Back to Existing Submissions](#)

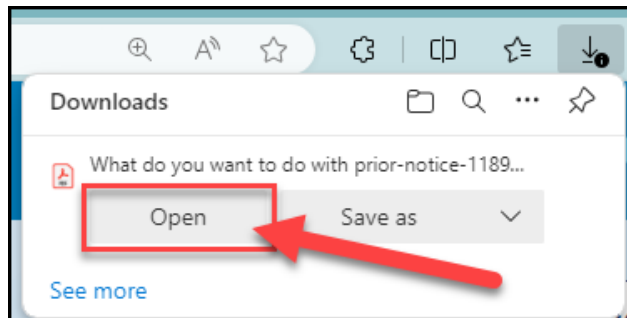
Entry Identifier ###-0849261-4	Port of Arrival Honolulu, HI	Status Submitted to FDA
-----------------------------------	---------------------------------	----------------------------

SHIPMENT DETAILS
 Entry Identifier |###-0849261-4
 Shipment Type |Consumption

MODE OF TRANSPORTATION/ OF ARRIVAL
 Carrier Type | AIR
 Carrier Subtype | Air
 Carrier Name | AIR CA
 Port of Arrival | Hono
 Anticipated Arrival Dat
 2024-10-22 14 : 15
 Airway Bill - Master |

HOLDING FACILITY
 Specific Holding Location | Dallas
 Holding Location Type |
 Port/Import Lot
 Date Available at Location |
 10/30/2024
 Contact First Name | Jane
 Contact Last Name | D
 Contact Phone |
 Total Number of Article(s) Held | 1

33. To download a copy of the PDF, select **Generate PDF** and click **Open** or **Save as**.



Downloads

What do you want to do with prior-notice-1189...

Open Save as

See more



34. The PDF includes the Prior Notice bar code.

**PRIOR NOTICE
SYSTEM INTERFACE**
UNITED STATES FOOD AND DRUG ADMINISTRATION

**U.S. FOOD & DRUG
ADMINISTRATION**

F24X11931801

Prior Notice Summary Confirmation

Print this Prior Notice Summary for presentation to U.S. Customs and Border Patrol (CBP) or the Food and Drug Administration (FDA) at the port of arrival. This information must be presented as follows:

- International mail- The PN Confirmation Number must appear on the Customs Declaration (e.g., CN22 or CN23 or U.S. equivalent) that accompanies the package, and the parcel must bear the confirmation number.
- Carried by an Individual - a copy must accompany the parcel and a copy must be provided to US Customs or FDA upon arrival.
- Shipped article - PN confirmation number must accompany article and provided to Customs or FDA upon arrival.

PRIOR NOTICE

Envelope Number: F24X11931801	Entry Type: Mail (Commercial)
Entry Identifier: +++-0857515-0	Anticipated Shipment Date: 11/02/2024
Number of Food Articles: 1	

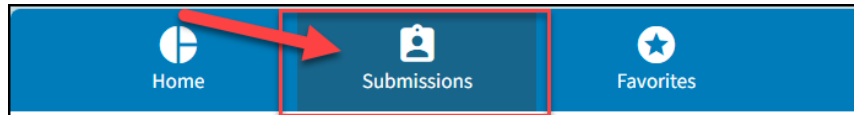
Submitter	United States Recipient
Shravya Tanneeru	REI
REI	1446 pleasant trl
1446 Pleasant Knoll Trl	Aubrey, Texas, 76227
Aubrey, Texas, 76227-2496	UNITED STATES
UNITED STATES	

FOOD ARTICLES

Article #	Product Name	Manufacturer or Grower /Consolidator	Country	Submission Date	Confirmation Number
0001	Roll	Test	United States	11/01/2024	240114995665

Submissions Tab

- To view all Prior Notice submissions, select the **Submissions** tab at the top of the page.



- By default, the **Submissions** page opens on the **My Prior Notices (Entry) Submissions** tab.
 - Search for a submission by **Entry Type**, **Submitter**, **Mode of Transportation**, **Status Dates**, or **Entry Number** and select **Search**.
 - All submissions are listed on the page.
 - View the status of each submission, **In Progress**, **Submitted to FDA**, or **Canceled**.
 - Depending on the status of the submission, the following actions are available, **View**, **Copy**, or **Delete**.

Manage Submissions

My Prior Notices (Entry) Submissions

My Food Articles (Line Items)

A

ENTRY TYPE | Any ▼

STATUS DATE FROM | Select date 📅

STATUS DATE TO | Select date 📅

ENTRY NUMBER |

SUBMITTER |

MODE OF TRANSPORTATION | Any ▼

RESET
SEARCH

Entry Type	Status Date	Entry Number	Port of Arrival	Submitter	Importer	Carrier	Status	Actions
Consumption	10/15/2024	###-0846266-5		REI	REI		In Progress	👁️ 📄 🗑️
Consumption	10/15/2024	###-0846264-7		REI			In Progress	👁️ 📄 🗑️
Baggage	10/11/2024	+++0843667-0	Cobb County International Airport, Kershaw, Georgia	REI	REI	"AERO NOMAD AIRLINES" LLC	Submitted to FDA	👁️ 📄 🗑️
Consumption	10/11/2024	###-0843668-6				AEROLANE LINEAS AEREA NACIONAL DBA LATAM AIRLINES ECUADOR	In Progress	👁️ 📄 🗑️

<< 1 - 10 of 23 >>

View or Edit a Prior Notice

- To view or edit a submission click on the **blue eye icon**.



- On the **Summary Submission** page, if the Prior Notice's status is **In Progress**, you can edit the fields. If the Prior Notice's status is **Canceled** or **Submitted**, you cannot edit any fields except the **Holding Facility**.

Submission: ###-0847605-3

SUMMARY

[Back to: Edit Prior Notice](#)

Entry Identifier ###-0847605-3	Port of Arrival Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	Status In Progress
-----------------------------------	---------------------------------	------------------	-----------------	-------------------------	-----------------------

Food Article Added! If you wish to add another Food Article, use the button below. If you have **completed** all your Food Articles, you can submit everything to the FDA with the button in the **bottom right**.

SHIPMENT DETAILS

Entry Identifier | ###-0847605-3
Shipment Type | Consumption

Note: If Entry Type is incorrect for this Prior Notice, it cannot be edited. You will need to create a new Prior Notice with the correct Entry Type.

MODE OF TRANSPORTATION/PORT OF ARRIVAL

Carrier Type | AIR
Carrier Subtype | Air
Carrier Name | AIR CANADA
Port of Arrival | Honolulu, HI
Anticipated Arrival Date/Time | 2024-10-17 08:15
Airway Bill - Master | 01412345678

SUBMITTER DETAILS



Food Facility Registration Number |
Submitter | REI, 1446 Pleasant Knoll Trl, Aubrey, Texas, 76227-2496, United States
Name | Shravya Tanneeru
Phone | 1-469-6476497
Email | SHRAVYALAKSHMI.TANNEERU@FDA.HHS.GOV

IMPORTER DETAILS

Food Facility Registration Number |
Importer | REI, 1446 pleasant trl, Aubrey, Texas, 76227, United States

FOOD ARTICLES

Add the Products that will be included in your Submission. Repeat this process until all your Products have been added.










Article	Product	Status	Status Date	PN Confirmation Number	Total Quantity	Actions
0001	Raspberries	Added to Prior Notice	10/17/2024		10	 

<< 1 - 1 of 1 >>

[DELETE SUBMISSION](#) [ADD FOOD ARTICLE](#) [SUBMIT TO FDA](#)

Copy a Prior Notice

1. The copy icon is enabled only if the Prior Notice's status shows **Submitted to FDA**.

Status	Actions
In Progress	  
In Progress	  
Submitted to FDA	  

2. Select the **blue copy icon** to make a copy of an existing Prior Notice.



3. Select Confirm on the **Copy Prior Notice Confirmation** pop-up window.

Copy Prior Notice Confirmation

Are you sure you want to copy this Prior Notice?



- If you want to copy the Prior Notice with the food article, select the food article from the list and select **Copy with Selected Food Articles**. If you do not want to continue with a food article, select **Copy with No Food Articles**.

Copy Prior Notice and Select the Food Article

Please select the specific Food articles that you want to copy along with the Prior Notice:

Entry Identifier ###-0847605-3	Port of Arrival Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	Status Submitted to FDA
-----------------------------------	---------------------------------	------------------	-----------------	-------------------------	----------------------------

<input type="checkbox"/>	Article #	Product	Total Quantity
<input checked="" type="checkbox"/>	0001	Raspberries	10

<< 1 - 1 of 1 >>

CANCEL

COPY WITH NO FOOD ARTICLES

COPY WITH SELECTED FOOD ARTICLES



5. A copy of the **Summary Submission** page opens.
 - A. The Prior Notice copy is assigned a new **Submission Number**.
 - B. The status is **In Progress**.
 - C. You can edit all the fields while in progress.
 - D. If you did not copy a food article or need to add another food article, select the **Add Food Article** button.
 - E. Select **Submit to FDA** when all fields are complete.

A Submission: ###-0849268-7

SUMMARY

[Back to: Edit Prior Notice](#)

Entry Identifier ###-0849268-7	Port of Arrival Honolulu, HI	Submitter REI	Importer REI	Food Article Count 1	B Status In Progress
-----------------------------------	---------------------------------	------------------	-----------------	-------------------------	--

✓ **Food Article Added!**

If you wish to add another **Food Article**, use the **button below**.
If you have **completed** all your Food Articles, you can submit everything to the FDA with the **button in the bottom right**.

SHIPMENT DETAILS

Entry Identifier | ###-0849268-7

Shipment Type | Consumption

Note: If Entry Type is incorrect for this Prior Notice, you must file a new Prior Notice.

MODE OF TRANSPORTATION/PORT OF ARRIVAL

ARRIVAL ✓

Carrier Type | AIR

C

SUBMITTER DETAILS ✓

Food Facility Registration Number |

Submitter | REI, 1446 Pleasant Knoll Trl, Aubrey, Texas, 76227-2496, United States

IMPORTER DETAILS ✓

Food Facility Registration Number |

Importer | REI, 1446 pleasant trl, Aubrey, Texas, 76227, United States

FOOD ARTICLES

Add the Products that will be included in your Submission. Repeat this process until all your Products have been added.

Article	Product	Status	Status Date	PN Confirmation Number	Total Quantity	Actions
0001	Raspberries	In Progress	10/21/2024		10	

<< 1 - 1 of 1 >>

DELETE SUBMISSION

+ ADD FOOD ARTICLE

SUBMIT TO FDA

E

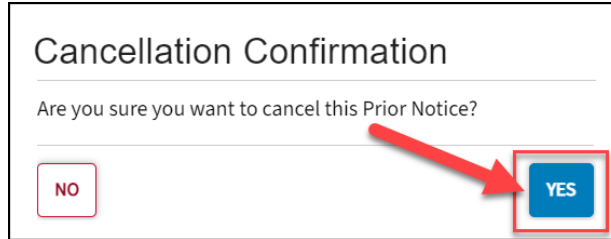
Cancel or Delete a Prior Notice

1. To delete a Prior Notice, select the **red trash icon**.

Need more help? Contact Help Desk:
appsdesk@fda.hhs.gov
 240-247-8803 (Direct)
 866-807-3742 (Opt.1 then Opt. 2)

37

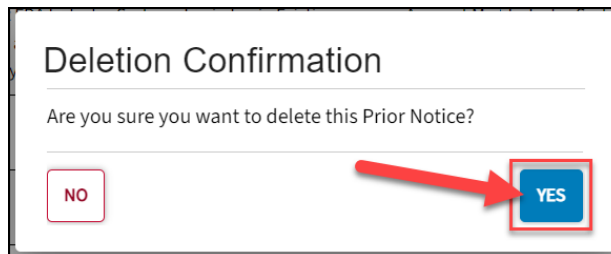
- If the Prior Notice's status is **Submitted to FDA**, the prior notice cannot be deleted entirely. To continue, select **Yes** on the **Cancellation Confirmation** pop-up window.



The status updates to **Canceled**.

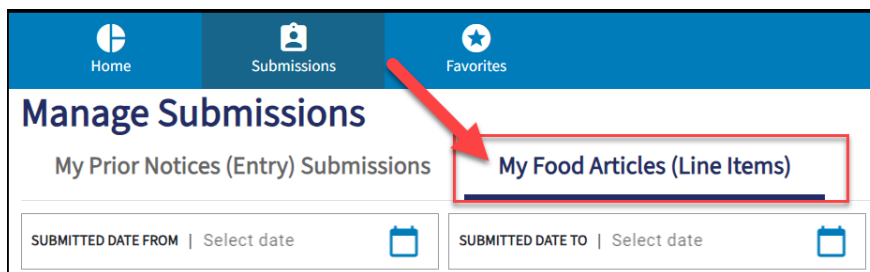


- If the prior notice's status is **In Progress**, the prior notice can be deleted permanently. To continue, select **Yes** on the **Deletion Confirmation** pop-up window.



My Food Articles (Line Items)

- To view only the submitted food articles, select the **My Food Articles (Line Items)** at the top of the **Manage Submissions** page.





2. The **My Prior Notices (Entry) Submissions** section opens.
 - A. Search for a submission by **Submitted Dates, Product Name, Product Code, Product Description, Common Name, Manufacturer, Shipper, or Consignee** and select **Search**.
 - B. All food articles are listed on the page.

Home
Submissions
Favorites
PNSI

Manage Submissions

My Prior Notices (Entry) Submissions
My Food Articles (Line Items)

A

SUBMITTED DATE FROM | Select date

SUBMITTED DATE TO | Select date

PRODUCT NAME |

PRODUCT CODE |

PRODUCT DESCRIPTION |

COMMON NAME |

MANUFACTURER |

SHIPPER |

CONSIGNEE |

RESET SEARCH

B FOOD ARTICLES

Product Code/Description	Common Name	Manufacturer	Shipper	Consignee	Submitted Date
40CYO30 / WHEAT BASE FORMULA PRODUCT (BABY), Not Elsewhere Classified (NEC), PASTEURIZED	Test1	Test	Test	REI	10/21/2024
40CYO30 / WHEAT BASE FORMULA PRODUCT (BABY), Not Elsewhere Classified (NEC), PASTEURIZED	Test1	Test	Test	REI	10/21/2024
32YFI99 / KAELDERMELK (FERMENTED ALCOHOLIC NORWEGIAN BEVERAGE TYPICALLY MADE FROM MARE'S MILK), Paper, ACIDIFIE	Raspberries	Test	REI	REI	10/21/2024

Note: This is a read-only page. There are no actions available.

Favorites Tab

1. If you add an address by selecting **Add to My Favorites List**, it auto populates in the **Favorites Tab**.

Country*

United States (US)

Country Subdivision*

Texas

City*

Aubrey

ZIP/Mail Code*

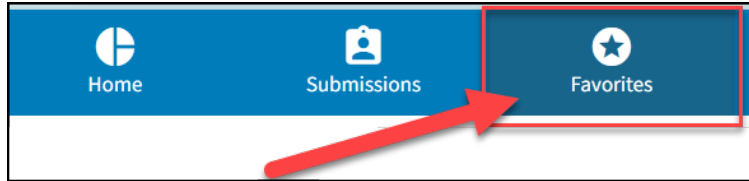
76227

Is this Ultimate Consignee the same for new line item(s) in your shipment?

No

Add to My Favorites List

2. To view the favorites list, select the **Favorites** tab from the top navigation bar.





3. The **My Favorite Entities** page opens.

- A. Search for an address by the **Entity Name**, **Country**, or **City** and select **Search**.
- B. The list of entities is on the page. Select the **drop-down arrow** to the left of the Entity column to expand the entity details.
- C. To delete an entity, select the **red trash icon** on the right side of the page in the Actions column.

My Favorite Entities

ENTITY NAME | COUNTRY | Any CITY |

Entity	Registration Number	Street Address	City	State/Country Subdivision	Country	Zip/Mail Code	Actions
^ Test		1233 maple st	Aubrey	Texas	United States	76227	
POC: <input type="text"/>		Phone Number: <input type="text"/>		Email: <input type="text"/> @gmail.com			
v Test		1233 maple st	Aubrey	Texas	United States	76227	
v Manufacturer		123 Test Drive	City	Huila	Angola	12345	