



# **U.S. Food and Drug Administration Voluntary Qualified Importer Program (VQIP) Portal User Guide**

Document Version: 2.0  
Version Date: January 2020

## Table of Contents

---

1	VQIP Portal.....	1
1.1	Notice of Intent to Participate .....	1
2	Submit a New VQIP Application .....	3
2.1	Section A: Applicant and Firm Information .....	5
2.2	Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information .....	6
2.3	Section C: Quality Assurance Program.....	9
2.4	Section D: Filer/Broker Information .....	11
2.5	Section E: Foreign Supplier Information.....	14
2.6	Section F: Comments.....	21
2.7	Section G: Summary .....	22
2.8	Section H: e-Signature .....	23
2.9	Application Confirmation .....	24
3	View Completed Application .....	24
4	Amend an Approved VQIP Application .....	25
4.1	Applicant and Firm Information .....	27
4.2	FSVP or HACCP Importer Information.....	27
4.3	Quality Assurance Program .....	31
4.4	Filer/Broker Information.....	32
4.5	Foreign Supplier and Foods.....	35
4.6	Reason for Amendment .....	46
4.7	e-Signature.....	46
5	Application Renewal .....	47
5.1	Notice of Intent to Participate .....	47
5.2	Create Application.....	48
5.3	Section A: Applicant and Firm Information .....	50
5.4	Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information .....	51
5.5	Section C: Quality Assurance Program.....	53
5.6	Section D: Filer/Broker Information .....	53
5.7	Section E: Foreign Suppliers and Foods.....	55
5.8	Section F: Comments.....	56
5.9	Section G: Summary .....	56

5.10 Section H: e-Signature ..... 58

5.11 Application Confirmation ..... 59

## Table of Figures

---

Figure 1.1 – Account Management .....	1
Figure 1.2 – Voluntary Qualified Importer Program (VQIP) Home Screen .....	2
Figure 1.3 – Submit Notice of Intent to Participate .....	3
Figure 2.1 – VQIP Home Screen: Create Application.....	3
Figure 2.2 – Status Bar .....	4
Figure 2.3 – Navigation Buttons .....	4
Figure 2.4 – Option to be listed on the VQIP Importers List. ....	5
Figure 2.5 – C-TPAT Status .....	5
Figure 2.6 – Add Contact: Select a Type of Importer .....	6
Figure 2.7 – Enter a DUNS Number or Add me as an FSVP/HACCP Importer .....	6
Figure 2.8 – Select the FSVP/HACCP Importer Address.....	7
Figure 2.9 – Search for FSVP/HACCP Importer DUNS Number.....	7
Figure 2.10 – Search Results of FSVP/HACCP Importer DUNS Number.....	8
Figure 2.11 – FSVP/HACCP Contact Information .....	9
Figure 2.12 – QAP: Add Attachment .....	9
Figure 2.13 – QAP: Comments .....	10
Figure 2.14 – QAP: Attachment(s) .....	10
Figure 2.15 – Add Filer/Broker or Add me as a Filer/Broker.....	11
Figure 2.16 – Select the Filer/Broker Address.....	11
Figure 2.17 – Search for Filer/Broker DUNS Number .....	12
Figure 2.18 – Search Results for Filer/Broker DUNS Number .....	12
Figure 2.19 – Filer/Broker Contact Information .....	14
Figure 2.20 – Enter the DUNS Number of a Foreign Supplier.....	14
Figure 2.21 – Select the Foreign Supplier Address.....	15
Figure 2.22 – Search for a Foreign Supplier DUNS Number.....	15
Figure 2.23 – Search Results of a Foreign Supplier DUNS Number.....	16
Figure 2.24 – Foods to be Imported for a Foreign Supplier.....	18
Figure 2.25 – Foods to be Imported for a Foreign Supplier: One FSVP/HACCP Importer .....	18
Figure 2.26 – Foods to be Imported for a Foreign Supplier: Multiple FSVP/HACCP Importers .....	19
Figure 2.27 – Foods to be Imported for a Foreign Supplier: Associate Food to Importer(s).....	19
Figure 2.28 – Foods to be Imported for Foreign Supplier: Associated Food to Importer(s).....	20
Figure 2.29 – Foreign Supplier Information .....	20
Figure 2.30 – Comments.....	21
Figure 2.31 – Application Summary, Part 1 .....	22

Figure 2.32 – Application Summary, Part 2.....	23
Figure 2.33 – e-Signature Page .....	23
Figure 2.34 – Confirmation Message .....	24
Figure 3.1 – VQIP Home: Edit/View Application.....	24
Figure 4.1 – VQIP Home: Edit/View Application.....	25
Figure 4.2 – VQIP Home: Amendment.....	25
Figure 4.3 – Add Amendment .....	26
Figure 4.4 – Program Amendment .....	26
Figure 4.5 – Applicant and Firm Information .....	27
Figure 4.6 -- FSVP or HACCP Importer Information.....	27
Figure 4.7 – FSVP/HACCP Importer Contact(s) Table.....	28
Figure 4.8 – FSVP/HACCP Importer Contact(s) Table: Delete Icon and Add FSVP/HACCP .....	28
Figure 4.9 – Add FSVP/HACCP: Select a Type of Importer.....	28
Figure 4.10 – Add FSVP/HACCP: Enter a DUNS Number.....	28
Figure 4.11 – Select the FSVP/HACCP Importer Address .....	29
Figure 4.12 – Search for FSVP/HACCP Importer DUNS Number.....	29
Figure 4.13 -- Search Results of FSVP/HACCP Importer DUNS Number.....	30
Figure 4.14 – FSVP/HACCP Importer Contact(s) .....	30
Figure 4.15 – QAP.....	31
Figure 4.16 – QAP: Attachment(s) Table .....	31
Figure 4.17 – QAP: Add Attachment .....	31
Figure 4.18 – QAP: Comments .....	32
Figure 4.19 – QAP: Attachment(s) .....	32
Figure 4.20 – Filer/Broker Information.....	32
Figure 4.21 – Filer/Broker Information Table.....	33
Figure 4.22 – Filer/Broker Information Table: Delete Icon and Add Filer/Broker .....	33
Figure 4.23 – Add Filer/Broker: Enter a DUNS Number .....	33
Figure 4.24 – Select the Filer/Broker Address.....	33
Figure 4.25 – Search for Filer/Broker DUNS Number .....	34
Figure 4.26 – Search Results for Filer/Broker DUNS Number .....	34
Figure 4.27 – Filer/Broker Information.....	35
Figure 4.28 – Foreign Supplier Information .....	35
Figure 4.29 – Foreign Supplier Information Table .....	35
Figure 4.30 – Foreign Supplier Information Edit: Replace Certifications .....	36
Figure 4.31 – Foreign Supplier Information: Replace Certifications Tables.....	37
Figure 4.32 – Foreign Supplier Information Edit: Replaced Certification .....	37
Figure 4.33 – Foreign Supplier Information Edit: Manage Products and Associations..	37
Figure 4.34 – Foreign Supplier Information Edit: Certifications not yet in the Program .	38
Figure 4.35 – Foreign Supplier Information: Foods to be Imported for a Foreign Supplier	

.....	38
Figure 4.36 – Foreign Supplier Information: Associate Food to Importer(s) .....	39
Figure 4.37 – Foreign Supplier Information: Associated Food to Importer(s) .....	39
Figure 4.38 – Foreign Supplier Information: Added Certification .....	40
Figure 4.39 – Foreign Supplier Information: Edit .....	40
Figure 4.40 – Add Foreign Supplier: Enter a DUNS Number .....	41
Figure 4.41 – Search for the Foreign Supplier DUNS Number.....	41
Figure 4.42 – Search Results for Foreign Supplier DUNS Number.....	42
Figure 4.43 – Search Again for Foreign Supplier DUNS Number .....	42
Figure 4.44 – Foreign Supplier Information: Add Foreign Supplier Certification.....	43
Figure 4.45 – Foreign Supplier Information: Foods to be Imported for a Foreign Supplier .....	43
Figure 4.46 – Foreign Supplier Information: Associate Food to Importer(s) .....	44
Figure 4.47 – Foreign Supplier Information: Associated Food to Importer(s) .....	44
Figure 4.48 – Foreign Supplier Information: Certification .....	45
Figure 4.49 – Foreign Supplier Information: Add Foreign Supplier .....	45
Figure 4.50 – Reason for Amendment .....	46
Figure 4.51 – e-Signature Page .....	46
Figure 5.1 – Renew: Notice of Intent to Participate .....	47
Figure 5.2 – Renew: Submit Notice of Intent to Participate .....	48
Figure 5.3 – Renew: Submitted Notice of Intent to Participate .....	48
Figure 5.4 – Renew: Create Application.....	49
Figure 5.5 – Renew: Create Application Options .....	49
Figure 5.6 – Renew: Create Application (“Yes”) .....	49
Figure 5.7 – Renew: Create Application (“No”) .....	50
Figure 5.8 – Renew: Create Application (“Next”).....	50
Figure 5.9 – Renew: Applicant and Firm Information .....	51
Figure 5.10 – Renew: FSVP/HACCP Importers .....	52
Figure 5.11 – Renew: FSVP/HACCP Importers - Action Column.....	52
Figure 5.12 – Renew: FSVP/HACCP Importers - Select a Type of Importer.....	52
Figure 5.13 – Renew: QAP - Attachment(s) Table .....	53
Figure 5.14 – Renew: QAP - Add Attachment.....	53
Figure 5.15 – Renew: Filer/Broker .....	54
Figure 5.16 – Renew: Filer/Broker - Action Column .....	54
Figure 5.17 – Renew: Add Filer/Broker .....	54
Figure 5.18 – Renew: Foreign Supplier Information.....	55
Figure 5.19 – Renew: Foreign Supplier Information - Action Column .....	55
Figure 5.20 – Renew: Add Foreign Supplier .....	56
Figure 5.21 – Renew: Comments.....	56
Figure 5.22 – Renew: Application Summary, Part 1.....	57

Figure 5.23 – Renew: Application Summary, Part 2.....	58
Figure 5.24 – Renew: e-Signature Page .....	59
Figure 5.25 – Renew: Confirmation Message .....	59

# 1 VQIP Portal

To access the VQIP portal, log in to FDA Industry Systems (FIS) at <https://www.access.fda.gov/>. If you have previously created an FIS account, enter your Account ID and Password to log in. If you have not previously created an FIS account, follow the prompts and provide the requested information to establish an account.

## 1.1 Notice of Intent to Participate

After logging in to FDA Industry Systems (FIS) at <https://www.access.fda.gov/>, choose "Voluntary Qualified Importer Program" from the list of available systems under FSMA Programs(s) (Figure 1.1).

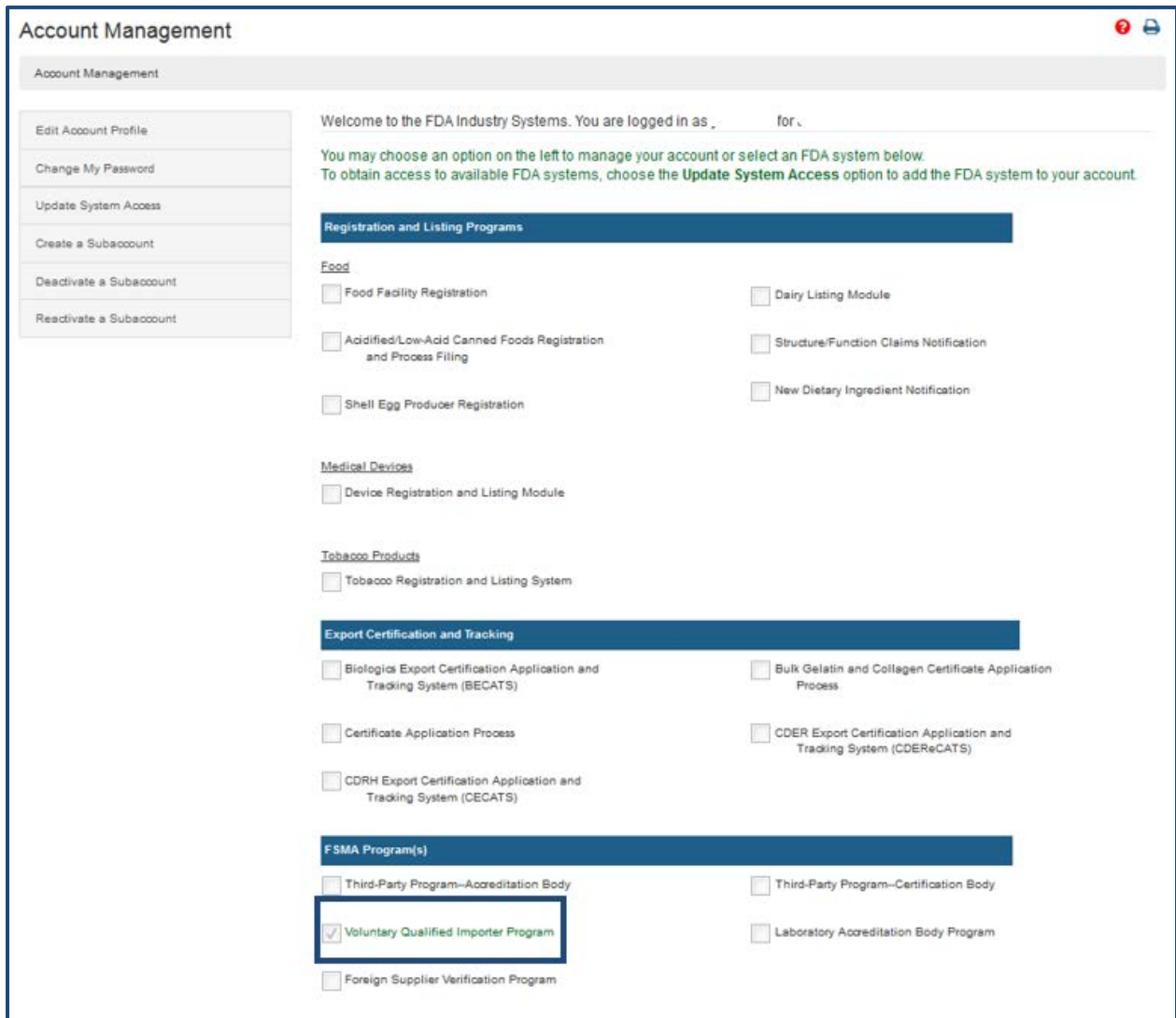


Figure 1.1 – Account Management

The system will take you to the Voluntary Qualified Importer Program (VQIP) page. Select the "Notice of Intent to Participate" option on the left side of the screen (Figure 1.2) to inform FDA of your interest in participating in the program.



VQIP Home

VQIP Home

Notice of Intent to Participate

## Welcome

### Welcome to the Voluntary Qualified Importer Program (VQIP) Portal

Use this site to submit your Notice of Intent to Participate and your Application to participate in VQIP. You may submit your Notice of Intent to Participate and VQIP Application between January 1 and May 31 each year, prior to the beginning of the next VQIP fiscal year, which begins on October 1. Your Notice of Intent to Participate and VQIP Application are required by section 806(c) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 384b(c)).

**FDA's Voluntary Qualified Importer Program Guidance for Industry:**  
<http://www.fda.gov/downloads/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/UCM448558.pdf>

**Voluntary Qualified Importer Program (VQIP) Application User Guide:**  
[Step-by-Step Instructions](#)

**How do I submit my Notice of Intent to Participate in VQIP?**  
 You may submit your Notice of Intent to Participate in VQIP during the VQIP application period (i.e., January 1 – May 31). Click on the 'Notice of Intent to Participate' link on the left navigation menu to let FDA know that you intend to participate in VQIP during the next fiscal year (October 1 to September 30).

**How do I create my VQIP Application?**  
 After you submit an "Intent to Participate" you will be able to click on the 'Create Application' link on the left navigation menu to create a VQIP application for the next fiscal year (October 1 to September 30). The system will open the first section of the application and you will complete each section sequentially.

**How do I edit a previously saved VQIP Application?**  
 After you create and save an application you will be able to click on the 'Edit/View Application' link on the left navigation menu, and use the navigation options to edit or continue filling in your previously saved application.

**How do I submit my VQIP Application?**  
 After you fill in the required information in the application, prior to submitting your application, the system will provide you with a summary screen that allows you to review all of the information in your application. After you review the summary screen and determine that you are ready to submit your application, the system will provide an option to submit your VQIP application with FDA.

**Must I pay a fee to participate in VQIP?**  
 Yes, there is an annual fee associated with your participation in VQIP. You must pay the fee after FDA approves your application and prior to the beginning of benefits on October 1.

**How do I pay the fee?**  
[FDA Industry User Fees Page](#)

---

**PAPERWORK REDUCTION ACT NOTICE**  
**FDA Form 4041**  
**Form Approval: OMB No. 0910-0840**  
**Expiration Date: 07/31/2020**  
 The agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

The time required to complete this collection of information is estimated to average 80 hours per initial response for a one-time reporting burden and 20 hours per response thereafter, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. It is anticipated that it will take an additional 20 hours for those initial responses that require additional information after initial FDA review. This form is a vehicle to collect this information. Send comments about this burden estimate or any other aspect of this collection of information, including suggestions for reducing the paper burden to:

Department of Health and Human Services  
 Food and Drug Administration  
 Paperwork Reduction Act (PRA) Staff  
[PRASStaff@fda.hhs.gov](mailto:PRASStaff@fda.hhs.gov)

**Note: The system will automatically time out if there is no activity for 30 minutes. Unsaved data will be lost.**

**Figure 1.2 – Voluntary Qualified Importer Program (VQIP) Home Screen**

Your firm name and the fiscal year for which the agency is currently accepting applications for VQIP will display on the Home screen. Select “Submit Notice of Intent to Participate” (Figure 1.3) to send your notice to FDA.



Figure 1.3 – Submit Notice of Intent to Participate

## 2 Submit a New VQIP Application

The system will return you to the Voluntary Qualified Importer Program (VQIP) home screen. You may log out and log in at any point to create your application. Logging into the VQIP Portal will return you to this VQIP Home Screen. Select “Create Application” to begin the application process (Figure 2.1).

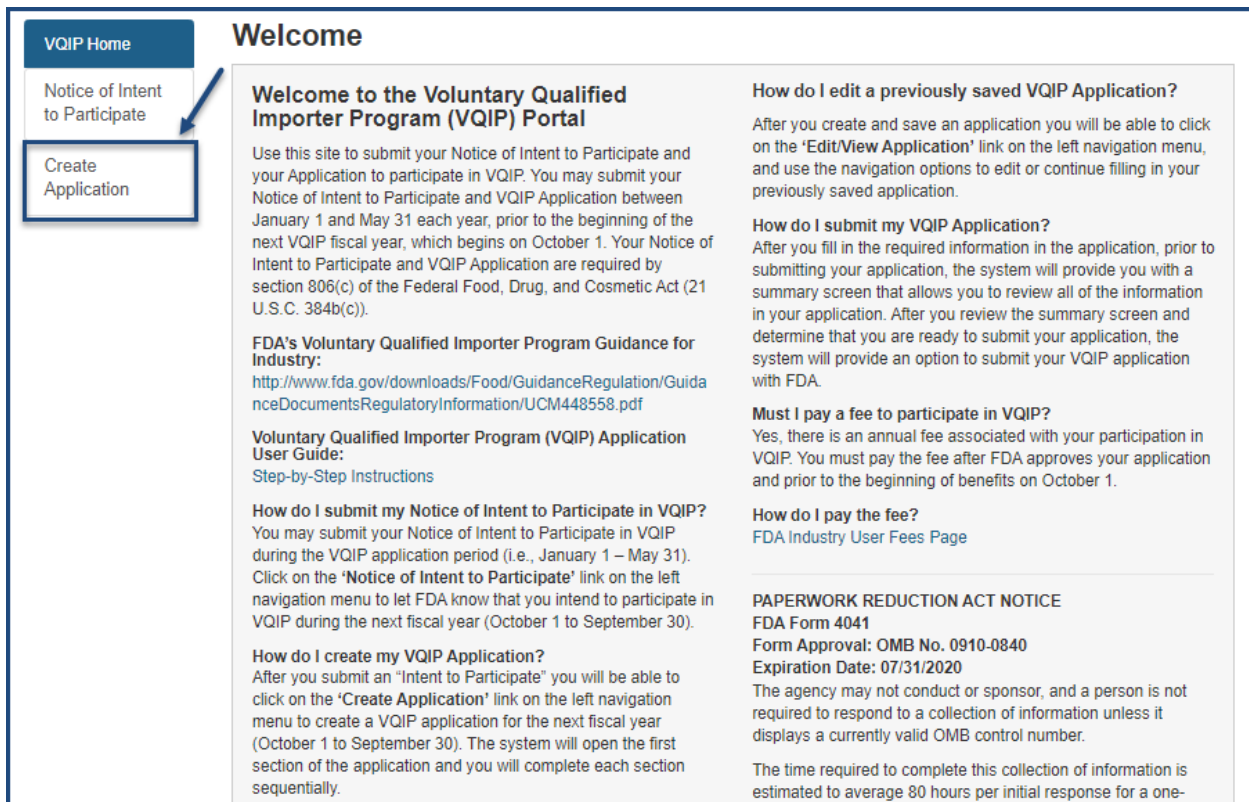
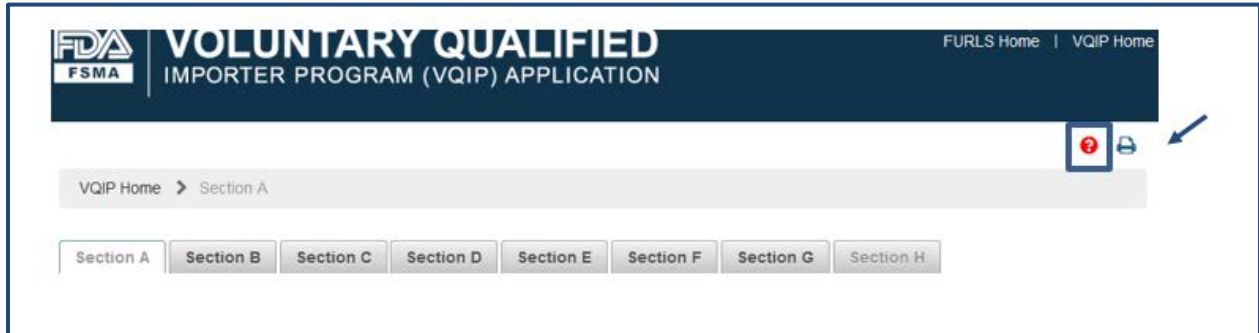


Figure 2.1 – VQIP Home Screen: Create Application

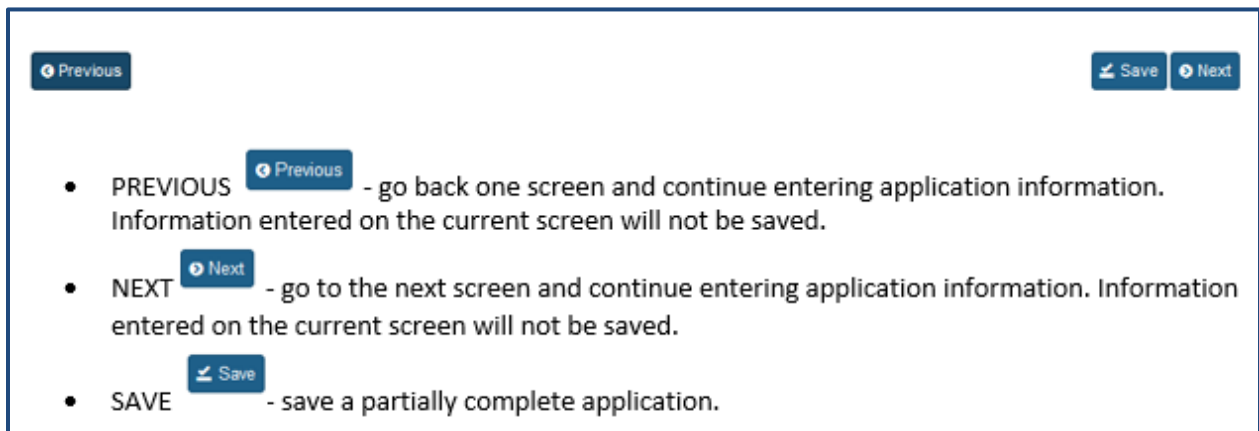
At the top of every application page, there will be a status bar to track your progress through each step of the online application process (Figure 2.2). The help link (i.e., the red question mark, shown below) will open this VQIP Portal User Guide. At the top right of each page, there is a "FURLS Home" link. This will take you back to the FIS/FURLS home page (Figure 1.1) and the "VQIP Home" link will take you to the VQIP home page

(Figure 1.2).



**Figure 2.2 – Status Bar**

Each screen also includes navigation buttons such as the following (Figure 2.3):



**Figure 2.3 – Navigation Buttons**

## 2.1 Section A: Applicant and Firm Information

Applicant firm information and contact information are pre-filled based on your Online Account Administration (OAA) information.

Section 805(g) of the FD&C Act requires FDA to maintain a publicly available list of approved VQIP Importers. Select “Yes” or “No” to indicate whether you want to be included on the publicly available list of VQIP Importers (Figure 2.4).

A benefit of VQIP is that FDA will post a publicly available list of approved VQIP importers on FDA's VQIP Web page. Do you agree to have your name listed on this publicly available list ?

Yes  No

**Figure 2.4 – Option to be listed on the VQIP Importers List.**

Select “Yes” or “No” to indicate whether you are a Customs-Trade Partnership Against Terrorism (C-TPAT) Tier 2 or Tier 3 member.

If you select “Yes,” you must add the C-TPAT Account Number (Figure 2.5). If you are not a C-TPAT Tier 2 or 3 member, select “No.”

After you have finished this activity, you will have completed Section A. Select “Next” to navigate to Section B.

**C-TPAT Status**

Are you a C-TPAT Tier 2 or Tier 3 member?

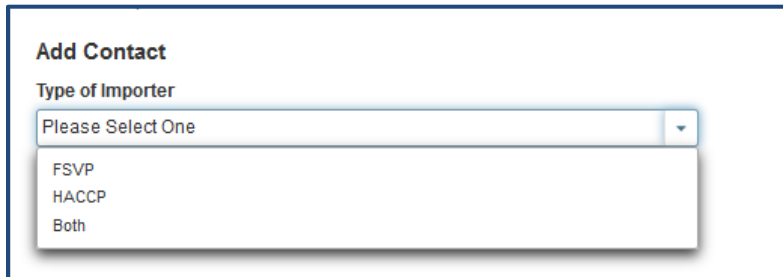
Yes  No

C-TPAT Account Number

**Figure 2.5 – C-TPAT Status**

## 2.2 Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information

In this section, you will be asked to enter the FSVP or HACCP Importer information for the foods you will include in your application. For each FSVP or HACCP Importer, use the drop-down arrow to select the type of Importer. When you enter the information for each food (Section E), associate the FSVP or HACCP Importer for the food from the list of Importers created from the information you entered in this Section B.



The screenshot shows a form titled "Add Contact". Below the title is a label "Type of Importer" followed by a dropdown menu. The dropdown menu is open, showing three options: "FSVP", "HACCP", and "Both". The text "Please Select One" is visible at the top of the dropdown list.

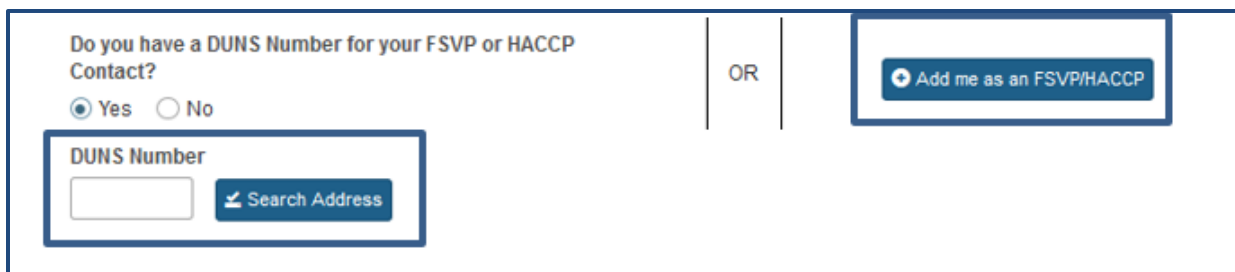
Figure 2.6 – Add Contact: Select a Type of Importer

After selecting the Type of Importer (Figure 2.6), the system will display a prompt: “Do you have a DUNS number for your FSVP/HACCP Contact?”

If you select “Yes,” the system displays a field to enter the DUNS number (Figure 2.7) for that Importer.

Enter the DUNS number and select “Search Address.” The system will display the Importer information. The system will also display the corresponding contact information for the VQIP Importer, as reflected in your OAA account.

If more than one firm is displayed, choose the correct address listed, and click “Select & Continue” (Figure 2.8). If you will serve as a FSVP/HACCP Importer for any of the foods you are importing under the program, add yourself by selecting “Add me as an FSVP/HACCP” (Figure 2.7).



The screenshot shows a form with the question "Do you have a DUNS Number for your FSVP or HACCP Contact?". There are two radio buttons: "Yes" (selected) and "No". Below this is a "DUNS Number" input field and a "Search Address" button. To the right of the question, there is an "OR" separator and a button labeled "Add me as an FSVP/HACCP".

Figure 2.7 – Enter a DUNS Number or Add me as an FSVP/HACCP Importer

**Select one address**

Entered search criteria has returned multiple results. Please select the correct address from the list below.

DUNS Number	Firm's Legal Name	Firm Address	Select Address
			Select & Continue
			Select & Continue
			Select & Continue

**Figure 2.8 – Select the FSVP/HACCP Importer Address**

If you do not have the DUNS number for the FSVP or HACCP Importer, you may select “No” (Figure 2.7). The system will display a screen where you can enter the FSVP or HACCP Importer contact information and search to find a match (Figure 2.9).

FURLS will search the database and return the DUNS number. If a DUNS number is not returned, check the search fields or follow up with the FSVP or HACCP Importer to obtain the DUNS number.

Do you have a DUNS Number for your FSVP or HACCP Contact?  Yes  No

OR [Add me as an FSVP/HACCP](#)

Firm Name:  [Search Address](#)

Address Line 1:

Address Line 2:

City:

Zip Code (Postal Code):

Country/Area:

State/Province/Territory:

**Figure 2.9 – Search for FSVP/HACCP Importer DUNS Number**

Once the DUNS number or applicant information is entered, the system will search for the match and display the corresponding contact information displayed in the left column (Figure 2.10).

FSVP/HACCP Contact Information	
DUNS Number	Telephone Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Firm Name	Country Area Phone Number Extension
Address Line 1	Fax Number (Optional) <input type="text"/> <input type="text"/> <input type="text"/>
Address Line 2	Country Area Fax Number
-	Email Address <input type="text"/>
City	Web Address (Optional) <input type="text"/>
State/Province/Territory	
Zip Code (Postal Code)	
Country/Area	
Is this the correct FSVP/HACCP Contact address? <input type="radio"/> Yes <input type="radio"/> No	




Figure 2.10 – Search Results of FSVP/HACCP Importer DUNS Number

Fields Included in this Section	Description
<b>Country Code for Telephone Number</b>	For foreign numbers, the three-digit telephone country code of the facility
<b>Area Code for Telephone Number</b>	The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered
<b>Telephone Number</b>	The telephone number of the facility being registered
<b>Extension for Telephone Number</b>	The telephone extension dialed after the telephone number of the facility being registered
<b>Country Code for Fax Number (Optional)</b>	For foreign numbers, the three-digit (telephone) country code of the fax machine for the facility
<b>Area Code of Fax Number (Optional)</b>	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the fax machine for the facility being registered
<b>Phone Number for Fax Number (Optional)</b>	The telephone number of the fax machine for the facility being registered
<b>E-mail Address</b>	An electronic mail address for the facility being registered
<b>Web Address (Optional)</b>	An Internet address of a website, file, document or directory

After completing the required contact information and verifying the correct FSVP/HACCP address, select “Save.” The system will display the new contact information (Figure 2.11).

The icons to alter the contact information can be found in the Action column. The pencil icon will allow you to edit contact information & manage certifications. The magnifying glass icon will allow you to view the contact information details. The trash can icon will allow you to delete this contact information from your selection. You may add, edit, view, or delete contacts as necessary.

Once you have made the necessary edits, you will have completed Section B. Select “Next” to navigate to Section C.

Firm Name	DUNS Number	Firm Address	Type Of Importer	Action
				  

**Add Contact**

Type of Importer

Please Select One

Figure 2.11 – FSVP/HACCP Contact Information

### 2.3 Section C: Quality Assurance Program

Upload your written Quality Assurance Program and any supporting documents by selecting the “Browse” button. The system will open a dialog box where you can select the file(s) (Figure 2.12).

**Add Attachment**

**Note:**

1. Allowed file types are pdf, png, jpeg, gif, bmp, jpg, jpe, jfif, tif, tiff, doc, docx, ppt, xls,lsx, txt, pptx, rtf.
2. Maximum file size allowed is 50 MB per file.

+ Browse   Upload   Cancel

Figure 2.12 – QAP: Add Attachment

Once a file has been selected, the “Upload” and “Cancel” buttons will be activated. To attach the selected file to your application, select “Upload.”

A pop-up window appears where you have the option to add comments regarding the file you uploaded. Once you have added your comments, click “OK” (Figure 2.13).



### Comments (Optional)

Add comments regarding the attached QAP.

Enter attachment comment here

4000 characters remaining.

**Figure 2.13 – QAP: Comments**

The uploaded file will be displayed with options to Edit/View your comments related to the file. You may also delete the attachment by selecting the trash can icon in the Action column (Figure 2.14).

You may continue to add more files to this section by selecting “Browse.”

Once all files have been added, you will have completed Section C. Select “Next” to navigate to Section D.

File Name	Date of Upload	Comments	Action
Quality Assurance Program.doc	2017-12-06	Edit / View	

#### Add Attachment

**Note:**

1. Allowed file types are pdf, png, jpeg, gif, bmp, jpg, jpe, jfif, tif, tiff, doc, docx, ppt, xls, xlsx, txt, pptx, rtf.
2. Maximum file size allowed is 50 MB per file.

---

**Figure 2.14 – QAP: Attachment(s)**

## 2.4 Section D: Filer/Broker Information

The system will prompt you with a message: “Do you have a DUNS number for your Filer/Broker?”

If you select “Yes,” the system will display a field for you to enter the DUNS number (Figure 2.15) corresponding with a Filer/Broker.

Enter the DUNS number and select “Search Address” to have the system display the Filer/Broker information. If more than one firm is displayed, select the correct address from the list. Click “Select & Continue” (Figure 2.16).

If you will serve as the Filer/Broker for any of the foods you are importing under the program, you may add yourself by selecting “Add me as a Filer/Broker” (Figure 2.15).



**Add Filer/Broker**

Do you have a DUNS Number for your Filer/Broker?

Yes  No

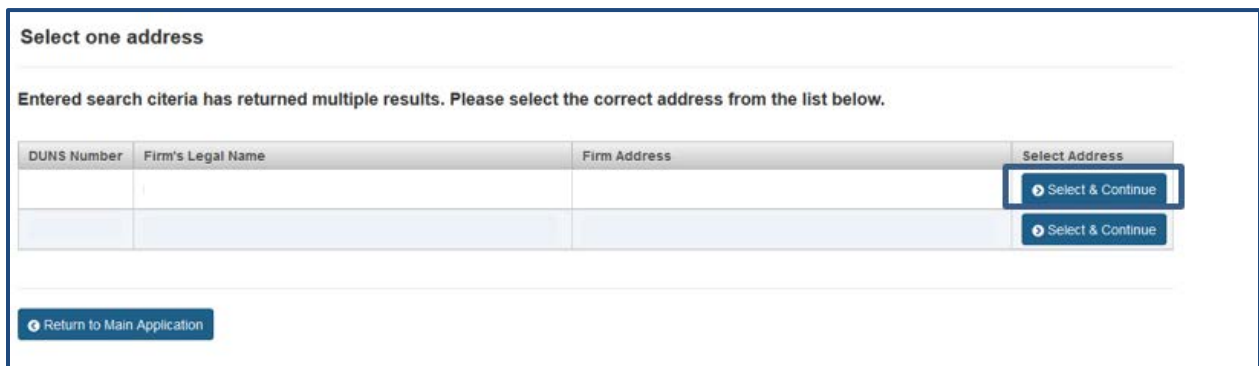
DUNS Number

[Search Address](#)

OR

[Add me as a Filer Broker](#)

Figure 2.15 – Add Filer/Broker or Add me as a Filer/Broker



Select one address

Entered search criteria has returned multiple results. Please select the correct address from the list below.

DUNS Number	Firm's Legal Name	Firm Address	Select Address
			<a href="#">Select &amp; Continue</a>
			<a href="#">Select &amp; Continue</a>

[Return to Main Application](#)

Figure 2.16 – Select the Filer/Broker Address

If you do not have the DUNS number for the Filer/Broker, you may select “No” (Figure 2.15). The system will display the screen reflected in Figure 2.17 (below). You may enter the Filer/Broker contact information and search to find a match (Figure 2.17).

FURLS will search its database and return the DUNS number. If a DUNS number is not returned, check the search fields or follow up with the Filer/Broker to obtain the DUNS number.

**Add Filer/Broker**

Do you have a DUNS Number for your Filer/Broker?  
 Yes  No

Firm Name:

Address Line 1:

Address Line 2:

City:

Zip Code (Postal Code):

Country/Area:

State/Province/Territory:

**Figure 2.17 – Search for Filer/Broker DUNS Number**

Once the DUNS number is entered, the system will search for the match and display the corresponding contact information in the left column (Figure 2.18).

**Filer/Broker Information**

DUNS Number	Telephone Number
Firm Name	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address Line 1	Country Area Phone Number Extension
Address Line 2	Fax Number (Optional)
City	<input type="text"/> <input type="text"/> <input type="text"/>
State/Province/Territory	Country Area Fax Number
Zip Code (Postal Code)	Email Address
Country/Area	<input type="text"/>
	Web Address (Optional)
	<input type="text"/>
	Filer/Broker Code
	<input type="text"/>

Is this the correct Filer/Broker address?  
 Yes  No

**Figure 2.18 – Search Results for Filer/Broker DUNS Number**

Fields Included in this Section	Description
<b>Country Code for Telephone Number</b>	For foreign numbers, the three-digit telephone country code of the facility
<b>Area Code for Telephone Number</b>	The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered
<b>Telephone Number</b>	The telephone number of the facility being registered
<b>Extension for Telephone Number</b>	The telephone extension dialed after the telephone number of the facility being registered
<b>Country Code for Fax Number (Optional)</b>	For foreign numbers, the three-digit (telephone) country code of the fax machine for the facility
<b>Area Code of Fax Number (Optional)</b>	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the fax machine for the facility being registered
<b>Phone Number for Fax Number (Optional)</b>	The telephone number of the fax machine for the facility being registered
<b>E-mail Address</b>	An electronic mail address for the facility being registered
<b>Web Address (Optional)</b>	An Internet address of a website, file, document or directory
<b>Filer/Broker Code</b>	Each customs broker has a designated three-digit filer code that will consist of letters and/or numbers. Every entry number submitted by a customs broker will start with their designated three-digit filer code and will contain an additional eight digits after the filer code. (i.e., xxx-xxxxxxx-x)

Once you complete the required contact information and verify it is the correct Filer/Broker address, select “Save.” The system will display the newly added contact information (Figure 2.19).

The icons to alter the contact information can be found in the Action column. The pencil icon will allow you to edit contact information & manage certifications. The magnifying glass icon will allow you to view the contact information details. The trash can icon will allow you to delete this contact information from your selection. You may add, edit, view, or delete contacts as necessary.

After you have finished, you will have completed Section D. Select “Next” to navigate to Section E.

**Filer/Broker Information**

Firm Name	DUNS Number	Firm Address	Action

**Add Filer/Broker**

Do you have a DUNS Number for your Filer/Broker?

Yes  No

OR

Figure 2.19 – Filer/Broker Contact Information

## 2.5 Section E: Foreign Supplier Information

The system will display a prompt: “Do you have a DUNS number for your foreign supplier?”

If you select “Yes,” the system will display a field to enter the DUNS number (Figure 2.20) for the foreign supplier.

Enter the DUNS number and select “Search Address” to have the system display the foreign supplier information.

**Foreign Supplier Facility Information**

Provide the information for each foreign supplier of food for humans or animals that you will import under VQIP. Once a foreign supplier has been added to your VQIP application, you will have the opportunity to add foods from that foreign supplier

I affirm that the foods I include in this application meet relevant FDA food labeling regulations.

**Add Foreign Supplier Information**

Do you have the DUNS Number for the foreign supplier?

Yes  No

DUNS Number

Figure 2.20 – Enter the DUNS Number of a Foreign Supplier

If more than one firm is displayed, select the correct address from the list and click “Select & Continue” (Figure 2.21).

**Select one address**

Entered search criteria has returned multiple results. Please select the correct address from the list below.

DUNS Number	Firm's Legal Name	Address Line 1	Address Line 2	City	Zip Code (Postal Code)	State/Province/Terr	Country/Area	Select Address
								Select & Continue
								Select & Continue

[Return to Main Application](#)

DUNS Number:  [Search Address](#)

**Figure 2.21 – Select the Foreign Supplier Address**

If you select “No” (Figure 2.20), the system will display a screen where you can enter the foreign supplier information and search to find a match (Figure 2.22).

FURLS will search its database and return the DUNS number. If a DUNS number is not returned, check the search fields or follow up with the Foreign Supplier to obtain the DUNS number.

**Foreign Supplier Information**

Provide the information for each Foreign Supplier of food for humans or animals that you will import under VQIP. Once a Foreign Supplier has been added to your VQIP application, you will have the opportunity to add foods from that Foreign Supplier.

I affirm that the foods I include in this application meet relevant FDA food labeling regulations.

**Add Foreign Supplier Information**

Do you have the DUNS Number for the Foreign Supplier?

Yes  No

Firm Name:  [Search Address](#)

Address Line 1:

Address Line 2:

City:

Zip Code (Postal Code):

Country/Area:

State/Province/Territory:

**Figure 2.22 – Search for a Foreign Supplier DUNS Number**

Once the DUNS number is entered, the system will search for the match, display the corresponding contact information in the left column, and complete the required fields in the right column (Figure 2.23). It will list all valid certifications for the DUNS number of the foreign supplier that was entered.

Select the desired certifications from the table by clicking on the box next to the certificate(s).

More information about managing certifications by amending an approved application is in Section 4.5, Foreign Supplier and Foods.

Answer “Yes” or “No” when prompted: “Is this the correct foreign supplier address?”

If you select “No,” you have the option to “Search Again.” Once you select “Yes,” click “Save.”

The screenshot displays a web form titled "Foreign Supplier Information". At the top, there is a checkbox labeled "I affirm that the foods I include in this application meet relevant FDA food labeling regulations." Below this, the form is divided into two columns. The left column contains fields for "DUNS Number", "Firm Name", "Address Line 1", "Address Line 2", "City", "State/Province/Territory", "Zip Code (Postal Code)", and "Country/Area". The right column contains fields for "Telephone Number" (split into Country, Area, Phone Number, and Extension), "Fax Number (Optional)" (split into Country, Area, and Fax Number), "Email Address", "Web Address (Optional)", and "FCE Number (Optional)".

At the bottom of the form, there is a table with three columns: "Facility Certification Number", "Issue Date Range", and "Expiration Date Range". Each column has a search input field. A blue arrow points to a small checkbox in the first row of the table. Below the table are navigation buttons: "<<<" and ">>>" on the left, "(1 of 2)" in the center, and "<<<" and ">>>" on the right.

At the very bottom, there is a question: "Is this the correct foreign supplier address?" with radio buttons for "Yes" and "No".

Figure 2.23 – Search Results of a Foreign Supplier DUNS Number

Fields Included in this Section	Description
<b>Country Code for Telephone Number</b>	For foreign numbers, the three-digit telephone country code of the facility
<b>Area Code for Telephone Number</b>	The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered
<b>Telephone Number</b>	The telephone number of the facility being registered
<b>Extension for Telephone Number</b>	The telephone extension dialed after the telephone number of the facility being registered
<b>Country Code for Fax Number (Optional)</b>	For foreign numbers, the three-digit (telephone) country code of the fax machine for the facility
<b>Area Code of Fax Number (Optional)</b>	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the fax machine for the facility being registered
<b>Phone Number for Fax Number (Optional)</b>	The telephone number of the fax machine for the facility being registered
<b>E-mail Address</b>	An electronic mail address for the facility being registered.
<b>Web Address (Optional)</b>	An Internet address of a website, file, document, or directory
<b>Food Canning Establishment (FCE) Number (Optional)</b>	Commercial processors of low-acid and acidified foods located in the U.S. and all processors in other countries who export low-acid canned food or acidified food products into the U.S. must register their processing plants with FDA

The system displays the available foods associated with the Foreign Supplier certificate you have selected in (Figure 2.24). **You will need to scroll to the right to view the entire table.**



**Foods to be Imported for**

<input type="checkbox"/>	Product Code	FDA Product Description	Importer's Product Description	FSVP/HACCP	SID	Facility Certificatic
<input type="checkbox"/>	20ACE01	Fruit/Fruit Prod/Berries/... <a href="#">more</a>		(0)	<input type="text"/>	
<input type="checkbox"/>	21EEN03	Fruit/Fruit Prod/Mixed Fr... <a href="#">more</a>		(0)		
<input type="checkbox"/>	21VES48	Fruit/Fruit Prod/Sub/Trop... <a href="#">more</a>		(0)		
<input type="checkbox"/>	22AMN16	Fruit/Fruit Prod/Vine Fru... <a href="#">more</a>		(0)		
<input type="checkbox"/>	40EYN10	Baby Food Prod/Fruit/Juic... <a href="#">more</a>		(0)		

**Figure 2.24 – Foods to be Imported for a Foreign Supplier**

Select the foods you will import from this Foreign Supplier by clicking on the box in the first column of each row (Figure 2.24).

If your application has only one FSVP/HACCP Importer, the system will automatically assign the food to the FSVP/HACCP Importer.

Click “Save” and “Return to Foreign Supplier” (Figure 2.25).

**Foods to be Imported for**

<input type="checkbox"/>	Product Code	FDA Product Description	Importer's Product Description	FSVP/HACCP	SID	Facility Certificatic
<input type="checkbox"/>	20ACE01	Fruit/Fruit Prod/Berries/... <a href="#">more</a>		(0)	<input type="text"/>	
<input checked="" type="checkbox"/>	21EEN03	Fruit/Fruit Prod/Mixed Fr... <a href="#">more</a>		(1)		
<input type="checkbox"/>	21VES48	Fruit/Fruit Prod/Sub/Trop... <a href="#">more</a>		(0)		
<input checked="" type="checkbox"/>	22AMN16	Fruit/Fruit Prod/Vine Fru... <a href="#">more</a>		(1)		
<input type="checkbox"/>	40EYN10	Baby Food Prod/Fruit/Juic... <a href="#">more</a>		(0)		

**Figure 2.25 – Foods to be Imported for a Foreign Supplier: One FSVP/HACCP Importer**

If you have added more than one FSVP/HACCP Importer (Section B), click on the “(0)” to view the FSVP/HACCP Importer(s) (Figure 2.26).

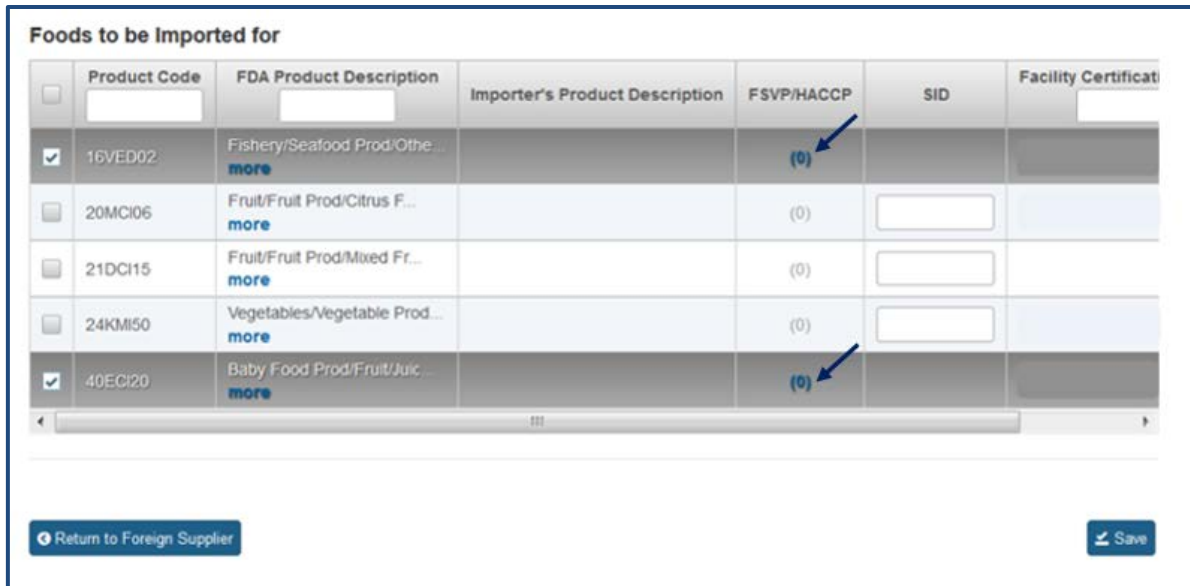


Figure 2.26 – Foods to be Imported for a Foreign Supplier: Multiple FSVP/HACCP Importers

Select the FSVP/HACCP Importer(s) to associate the food from this Foreign Supplier to the desired FSVP and/or HACCP Importer (Figure 2.27).

Select “Close.”

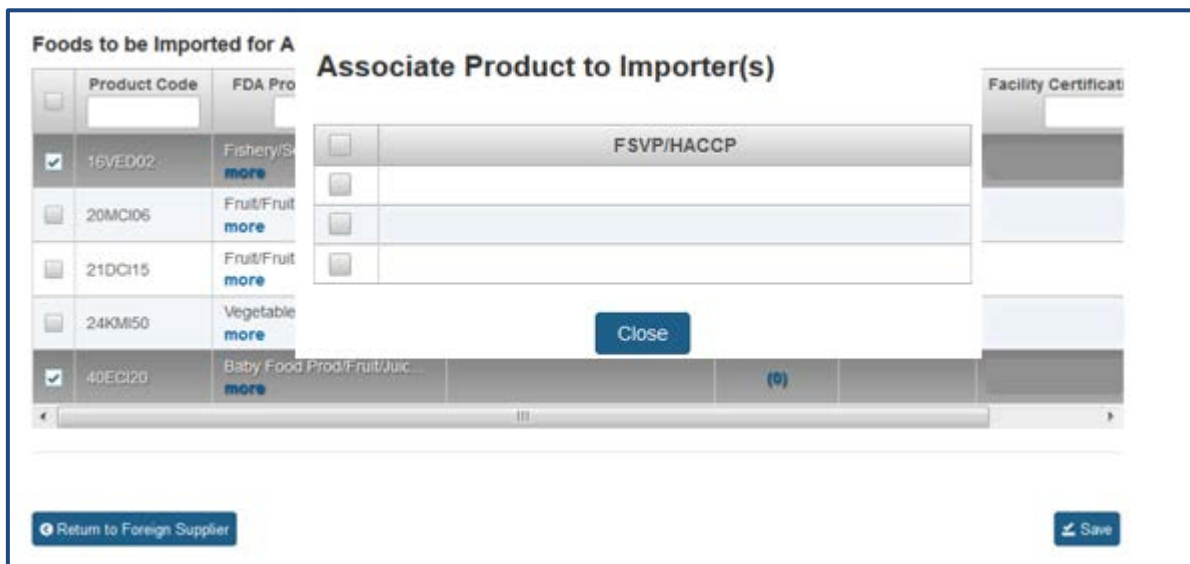


Figure 2.27 – Foods to be Imported for a Foreign Supplier: Associate Food to Importer(s)

When the FSVP/HACCP Importer(s) have been associated with a food from this Foreign Supplier, the FSVP/HACCP column will show “(1)” (Figure 2.28).

Select “Save” and “Return to Foreign Supplier.”

Foods to be Imported for						
<input type="checkbox"/>	Product Code	FDA Product Description	Importer's Product Description	FSVP/HACCP	SID	Facility Certificat
<input checked="" type="checkbox"/>	16VED02	Fishery/Seafood Prod/Othe... <a href="#">more</a>		(1)		
<input type="checkbox"/>	20MCI06	Fruit/Fruit Prod/Citrus F... <a href="#">more</a>		(0)	<input type="text"/>	
<input type="checkbox"/>	21DCI15	Fruit/Fruit Prod/Mixed Fr... <a href="#">more</a>		(0)	<input type="text"/>	
<input type="checkbox"/>	24KMI50	Vegetables/Vegetable Prod... <a href="#">more</a>		(0)	<input type="text"/>	
<input checked="" type="checkbox"/>	40ECI20	Baby Food Prod/Fruit/Juic... <a href="#">more</a>		(1)		

**Figure 2.28 – Foods to be Imported for Foreign Supplier: Associated Food to Importer(s)**

The system will display a table of the Foreign Suppliers added to your VQIP application (Figure 2.29). You may add more foreign suppliers. You may also edit, view, or delete the foreign suppliers via icons in the Action column.

The third icon in the Action column allows you to view and edit foods associated with a foreign supplier.

After you add all foreign suppliers, check the box to affirm the foods included in the application meet relevant FDA food labeling regulations.

Once you have finished, you will have completed Section E. Select “Next” to navigate to Section F.

**Foreign Supplier Facility Information**

Provide the information for each foreign supplier of food for humans or animals that you will import under VQIP. Once a foreign supplier has been added to your VQIP application, you will have the opportunity to add foods from that foreign supplier

I affirm that the foods I include in this application meet relevant FDA food labeling regulations.

**Foreign Supplier(s)**

Firm Name	DUNS Number	Firm Address	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Add Foreign Supplier Information**

Do you have the DUNS Number for the foreign supplier?

Yes  No

**Figure 2.29 – Foreign Supplier Information**

## 2.6 Section F: Comments

In this section you may provide comments regarding your application. You may use this space to further explain information you included in your application or to explain anticipated changes that may impact your application (Figure 2.30).

Once you have finished, you will have completed Section F. Select “Next” to navigate to Section G.



The image shows a rectangular form field with a blue border. At the top left, it is labeled "Comments (Optional)". Inside the field, there is a light gray placeholder text that reads "Enter application comment here". At the bottom left of the field, there is a small text label that says "4000 characters remaining."

**Figure 2.30 – Comments**

## 2.7 Section G: Summary

Review your application before submitting it for processing (Figure 2.31 and 2.32). Selecting “Edit” in the upper right corner of each Section prompts the corresponding data entry screen from which you can edit and save changes.

Once all sections have been verified, you will have completed Section G. Select “Next” to navigate to Section H.

Section ASection BSection CSection DSection ESection FSection GSection H

### Section G: Summary

---

**Section A: Applicant and Firm Information** [Edit](#)

A benefit of VQIP is that FDA will post a publicly available list of approved VQIP importers on FDA's VQIP Web page. Do you agree to have your name listed on this publicly available list ?

--

Firm Name	Name
Firm Address	Contact Number
Web Address	Telephone Number:
--	Ext: --
Are you a C-TPAT Tier 2 or 3 member?	Fax Number: --
--	Email Address
	DUNS Number

---

**Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information** [Edit](#)

Firm Name	DUNS Number	Address	Type of Importer	Action
				Q

---

**Section C: Quality Assurance Program** [Edit](#)

File Name	Date of Upload	Comments

Figure 2.31 – Application Summary, Part 1

**Section D: Filer/Broker Information** [Edit](#)

Firm Name	DUNS Number	Firm Address	Filer/Broker Code	Action
				Q

---

**Section E: Foreign Supplier Facilities and Foods** [Edit](#)

Firm Name	DUNS Number	Address	Action
			Q

---

**Section F: Comments** [Edit](#)

No comments entered

Figure 2.32 – Application Summary, Part 2

## 2.8 Section H: e-Signature

An e-Signature is the electronic equivalent of a hand-written signature. Please read the statement carefully.

Acknowledge you have read and approved it by providing your e-signature and date at the bottom of the page (Figure 2.33).

Select “Submit” to submit the application for processing.

You may also provide the names and titles of individual who assisted with completion of the VQIP application.

I am the VQIP Applicant. By signing this application, I certify that all information provided in support of my application is true and correct to the best of my knowledge. I understand that misrepresentations and omissions will constitute sufficient grounds for rejection or subsequent revocation of my participation in the program and may constitute a violation of 18 U.S.C. 1001.

Name of VQIP Applicant
Title of VQIP Applicant
Date

Names and titles of Individuals that assisted with completion of the VQIP application (Optional)

Previous
Submit

Figure 2.33 – e-Signature Page

## 2.9 Application Confirmation

The following message will appear, indicating that your application was submitted successfully (Figure 2.34).

### Confirmation

Thank you for submitting your VQIP Application. The system is currently scanning the files you uploaded. Until the scan is complete, your VQIP application status will display as "Pending."  
Click here to view your VQIP application status, application number, etc., on the VQIP dashboard.

Figure 2.34 – Confirmation Message

## 3 View Completed Application

To view the entire application in its final form, select “VQIP Home” at the top left side of the Menu.

Once directed to the VQIP Home Page, select Edit/View Application (Figure 3.1).

Select the “magnifying glass” under the Action tab to view the completed application.

### Voluntary Qualified Importer Program

- VQIP Home
- Notice of Intent to Participate
- Edit/View Application**

#### Application Information:


Date of Submission	Fiscal Year	Application Status	Fee Status	Action
	2018	Pending	Pending	

Figure 3.1 – VQIP Home: Edit/View Application

## 4 Amend an Approved VQIP Application

Once your VQIP application is approved (Figure 4.1), you should promptly amend your VQIP application to provide information or documentation when you take any of the actions described in the VQIP Guidance for Industry. The system will provide the “Amendment” option (Figure 4.2).



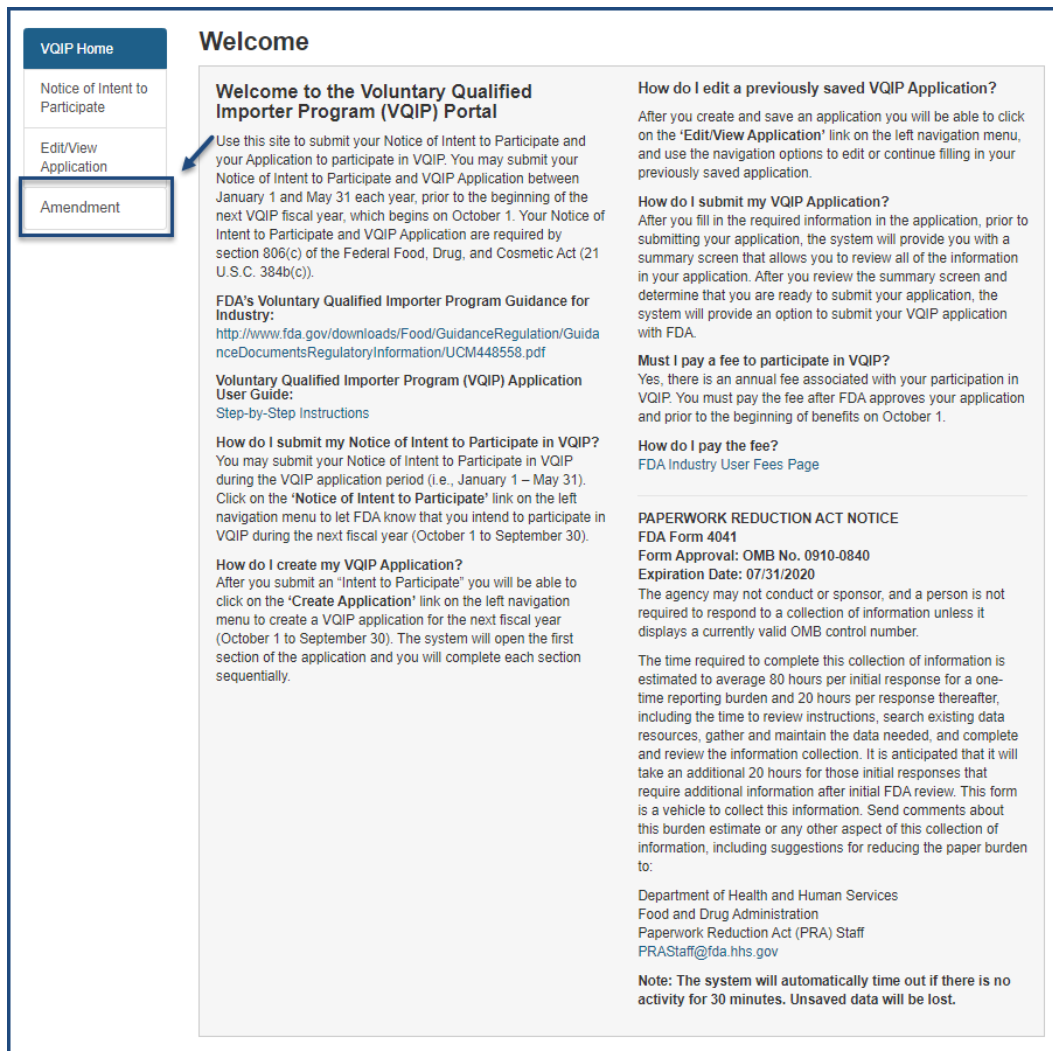
Application Information:				
Date of Submission	Fiscal Year	Application Status	Fee Status	Action
2018-03-23	2019	Approved	Paid	 

Figure 4.1 – VQIP Home: Edit/View Application

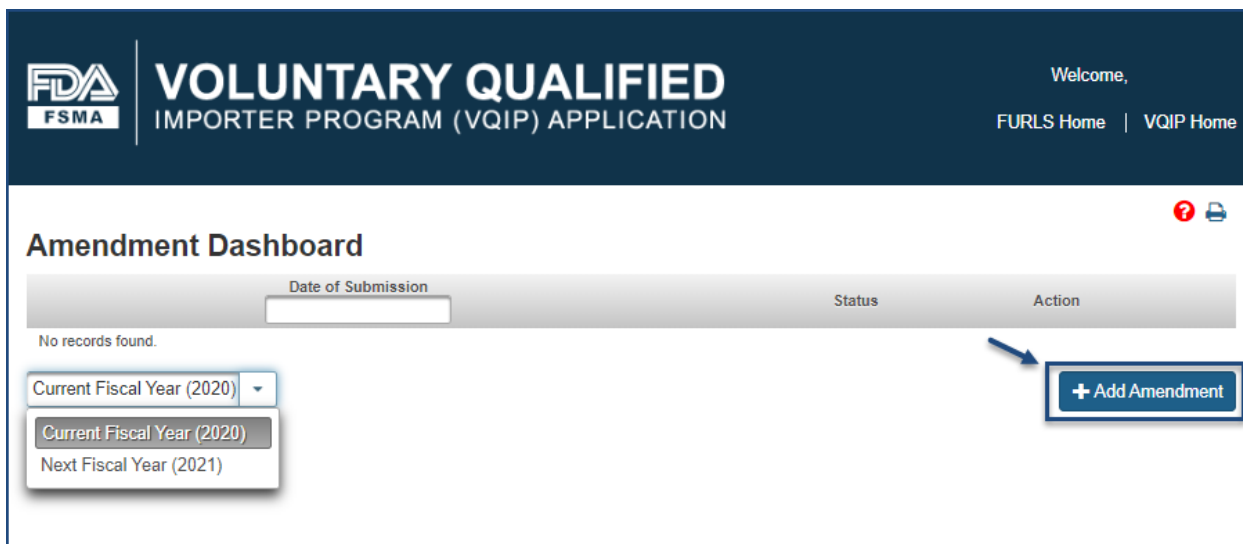


The screenshot shows the VQIP Home page. On the left, there is a navigation menu with the following items: "VQIP Home", "Notice of Intent to Participate", "Edit/View Application", and "Amendment". The "Amendment" item is highlighted with a blue box and a blue arrow pointing to it. The main content area is titled "Welcome" and contains several sections of text and links. The first section is "Welcome to the Voluntary Qualified Importer Program (VQIP) Portal" and includes instructions on how to use the site. The second section is "How do I edit a previously saved VQIP Application?" and provides instructions on how to edit an application. The third section is "How do I submit my VQIP Application?" and provides instructions on how to submit an application. The fourth section is "Must I pay a fee to participate in VQIP?" and provides information on the annual fee. The fifth section is "How do I pay the fee?" and provides a link to the "FDA Industry User Fees Page". The sixth section is "PAPERWORK REDUCTION ACT NOTICE" and provides information on the agency's commitment to reducing paperwork. The seventh section is "Department of Health and Human Services" and provides contact information for the Paperwork Reduction Act (PRA) Staff. The eighth section is "Note: The system will automatically time out if there is no activity for 30 minutes. Unsaved data will be lost."

Figure 4.2 – VQIP Home: Amendment

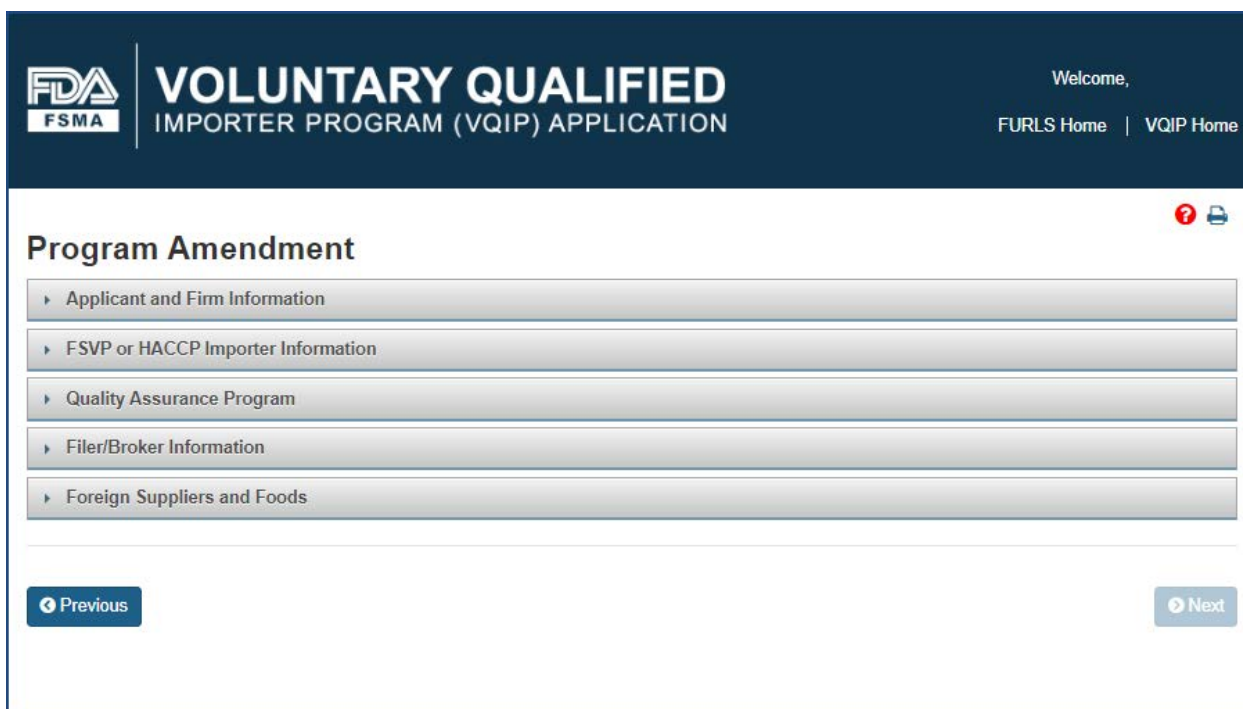
Select “Amendment” from the menu on the left side of the screen. To view the Amendment Dashboard and begin the amendment process, select an applicable Fiscal Year from the drop-down. Select “Add Amendment” to navigate to the Program Amendment page (Figure 4.3).





**Figure 4.3 – Add Amendment**

The Program Amendment page will display as collapsed sections. Clicking the arrow to the left of the section expands the section. The “Next” button will be activated once an update is made to any of the section(s) (Figure 4.4).



**Figure 4.4 – Program Amendment**

The information displayed in these sections is carried over from the approved application. Proceed to the section you want to view or edit.

## 4.1 Applicant and Firm Information

After expanding the “Applicant and Firm Information” section, the system displays pre-populated information; this can be amended (Figure 4.5).

▼ Applicant and Firm Information

A benefit of VQIP is that FDA will post a publicly available list of approved VQIP importers on FDA's VQIP Web page. Do you agree to have your name listed on this publicly available list ?

Yes  No

**C-TPAT Status**

Are you a C-TPAT Tier 2 or Tier 3 member?

Yes  No

C-TPAT Account Number

Figure 4.5 – Applicant and Firm Information

## 4.2 FSVP or HACCP Importer Information

After expanding the “FSVP or HACCP Importer Information” section, the system will display a table containing the previously submitted FSVP/HACCP Importers (Figure 4.6).

▼ FSVP or HACCP Importer Information

Provide the following information about the FSVP or HACCP importer subject to the relevant FDA regulations for each food, if you are not the FSVP or HACCP importer. The relevant regulations are those on (1) FSVP (21 CFR part 1 subpart L), (2) importation of juice processed under a hazard analysis and critical control point (HACCP) system (21 CFR 120.14), or (3) importation of fish and fishery products processed under HACCP (21 CFR 123.12). Certain categories of foods are not covered by FSVP. For more information, see <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472461.pdf>.

Note:  
If you want to delete an FSVP or HACCP Importer, you first need to remove the associations to foods in Section E. If you would like to receive benefits for those foods in the future, you will need to add another FSVP or HACCP importer.

**FSVP/HACCP Importer Contact(s)**

Firm Name	DUNS Number	Firm Address	Type of Importer	Action
			FSVP	

**+ Add FSVP/HACCP**

Figure 4.6 -- FSVP or HACCP Importer Information

You may choose an FSVP/HACCP Importer from the table to edit, view, or delete the FSVP/HACCP Importer by selecting the icons from the “Action” column (Figure 4.7).







FSVP/HACCP Importer Contact(s)				
Firm Name	DUNS Number	Firm Address	Type of Importer	Action
			FSVP	  

Figure 4.7 – FSVP/HACCP Importer Contact(s) Table

The delete icon is only functional when:

- There are more than one FSVP/HACCP Importers in the table
- An FSVP/HACCP Importer is **NOT** associated with any Foreign Supplier in the Foreign Supplier and Foods section

\*Note: The delete icon will be grayed out if the above conditions are not met (Figure 4.8).


FSVP/HACCP Importer Contact(s)				
Firm Name	DUNS Number	Firm Address	Type of Importer	Action
			FSVP	  

[+ Add FSVP/HACCP](#)

Figure 4.8 – FSVP/HACCP Importer Contact(s) Table: Delete Icon and Add FSVP/HACCP

To add additional contacts, select “Add FSVP/HACCP” (Figure 4.8). Selecting a “Type of Importer” from the drop-down (Figure 4.9) will display a prompt: “Do you have a DUNS Number for your FSVP or HACCP Contact?”

Type of Importer

Please Select One 

- FSVP
- HACCP
- Both

[Cancel](#)

Figure 4.9 – Add FSVP/HACCP: Select a Type of Importer

If you select “Yes,” the system displays a field to enter the DUNS number (Figure 4.10) for that Importer.

Do you have a DUNS Number for your FSVP or HACCP Contact?

Yes  No

DUNS Number

[Search Address](#)

[Cancel](#)

Figure 4.10 – Add FSVP/HACCP: Enter a DUNS Number

Enter the DUNS number and select “Search Address.” The system will display the Importer information.

If more than one firm is displayed, choose the correct address listed, and click “Select & Continue” (Figure 4.11).

**Figure 4.11 – Select the FSVP/HACCP Importer Address**

If you do not have the DUNS number for the FSVP or HACCP Importer, you may select “No” (Figure 4.10). The system will then display a screen where you can enter the FSVP or HACCP Importer contact information and search for a match (Figure 4.12).

FURLS will search the database and return the DUNS number. If a DUNS number is not returned check the search fields or follow up with the FSVP or HACCP Importer to obtain the DUNS number.

**Figure 4.12 – Search for FSVP/HACCP Importer DUNS Number**

Once the DUNS number or FSVP/HACCP contact information is entered, the system will search for the match and display the corresponding contact information displayed in the left-hand column (Figure 4.13).

DUNS Number  
 Firm Name  
 Address Line 1  
 Address Line 2  
 -  
 City  
 State/Province/Territory  
 Zip Code (Postal Code)  
 Country/Area

Telephone Number  
     
 Country Area Phone Number Extension  
 Fax Number (Optional)  
    
 Country Area Fax Number  
 Email Address  
  
 Web Address (Optional)

Is this the correct FSVP/HACCP Importer Contact address?  
 Yes  No

**Figure 4.13 -- Search Results of FSVP/HACCP Importer DUNS Number**

After entering the required contact information and verifying the correct FSVP/HACCP address, select “Add FSVP/HACCP.” The system will display the newly added contact information in the “FSVP/HACCP Importer Contact(s)” table (Figure 4.14).

- FSVP or HACCP Importer Information

Provide the following information about the FSVP or HACCP importer subject to the relevant FDA regulations for each food, if you are not the FSVP or HACCP importer. The relevant regulations are those on (1) FSVP (21 CFR part 1 subpart L), (2) importation of juice processed under a hazard analysis and critical control point (HACCP) system (21 CFR 120.14), or (3) importation of fish and fishery products processed under HACCP (21 CFR 123.12). Certain categories of foods are not covered by FSVP. For more information, see <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472461.pdf>.

Note:  
 If you want to delete an FSVP or HACCP Importer, you first need to remove the associations to foods in Section E. If you would like to receive benefits for those foods in the future, you will need to add another FSVP or HACCP importer.

**FSVP/HACCP Importer Contact(s)**

Firm Name	DUNS Number	Firm Address	Type of Importer	Action
			FSVP	

**Figure 4.14 – FSVP/HACCP Importer Contact(s)**

### 4.3 Quality Assurance Program

After expanding the “Quality Assurance Program” section, the system will display a table containing previously submitted attachments (Figure 4.15).

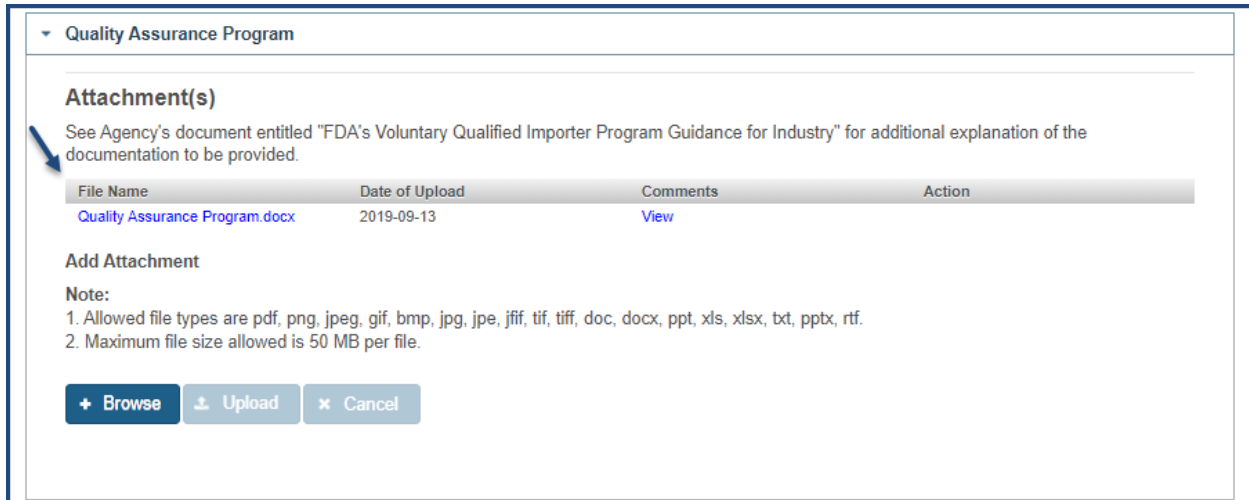


Figure 4.15 – QAP

To open an existing attachment, select the file name or view the comments related to the file by selecting “View” from the “Attachment(s)” table (Figure 4.16).

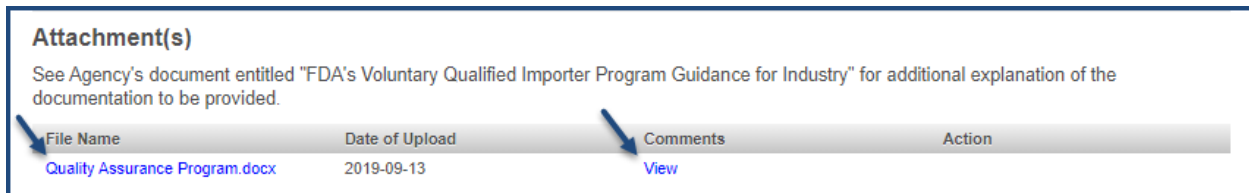


Figure 4.16 – QAP: Attachment(s) Table

You may add more files to your Amendment by selecting “Browse.” The system will open a dialog box where you can select the file(s) (Figure 4.17).

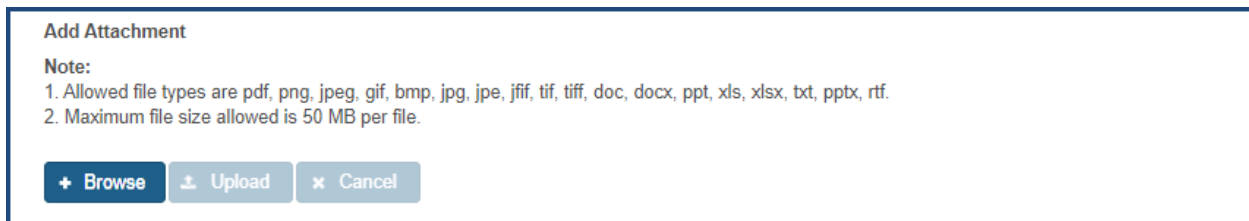


Figure 4.17 – QAP: Add Attachment

Once a file has been selected, the “Upload” and “Cancel” buttons will be activated. To attach the selected file to your amendment, select “Upload.”

A pop-up window appears where you have the option to add comments regarding the file you are uploading. Once you have added your comments, click “OK” (Figure 4.18).

### Comments (Optional)

Add comments regarding the attached QAP.

Enter attachment comment here

4000 characters remaining.

✓ OK

**Figure 4.18 – QAP: Comments**

The uploaded file will be displayed with options to “Edit/View” your comments related to the file. You may also delete the attachment by selecting the trash can icon in the “Action” column.

\*Note: You will not be able to delete the previously submitted attachment(s) (Figure 4.19).

#### Attachment(s)

See Agency’s document entitled “FDA’s Voluntary Qualified Importer Program Guidance for Industry” for additional explanation of the documentation to be provided.

File Name	Date of Upload	Comments	Action
<a href="#">Quality Assurance Program.docx</a>	2019-09-13	<a href="#">View</a>	
<a href="#">Amendment QAP.docx</a>	2019-09-18	<a href="#">Edit / View</a>	

**Figure 4.19 – QAP: Attachment(s)**




## 4.4 Filer/Broker Information

After expanding the “Filer/Broker Information” section, the system will display a table containing the previously submitted Filer/Broker(s) (Figure 4.20).

▼ Filer/Broker Information

The filer/broker is the person responsible for (1) submitting entry and entry summary data on the food into the Automated Commercial Environment (ACE) and submitting import documents into the International Trade Auxiliary Communication System (ITACS) or through CBP’s Document Imaging System (DIS). You should only use paperless filers/brokers who received acceptable results during their last FDA Filer Evaluation. You may also obtain information about a filer/broker’s compliance status from FDA Filer Evaluation Outcomes at: <https://www.fda.gov/ForIndustry/ImportProgram/ActionsEnforcement/ucm459491.htm> .

▶ Filer/Broker Information

Firm Name	DUNS Number	Firm Address	Action
			  

+ Add Filer/Broker

**Figure 4.20 – Filer/Broker Information**

You may choose a Filer/Broker from the table to edit, view, or delete. To do so, select the corresponding icons from the Action column (Figure 4.21).



Figure 4.21 – Filer/Broker Information Table

The delete icon is only functional when there are more than one Filer/Brokers in the table. If just one Filer/Broker exists, the icon will be grayed out (Figure 4.22).



Figure 4.22 – Filer/Broker Information Table: Delete Icon and Add Filer/Broker

You may add additional Filer/Brokers by selecting "Add Filer/Broker" (Figure 4.22). The system will display a prompt: "Do you have a DUNS number for your Filer/Broker?"

If you select "Yes," the system will display a field for you to enter the DUNS number (Figure 4.23) for a corresponding Filer/Broker.

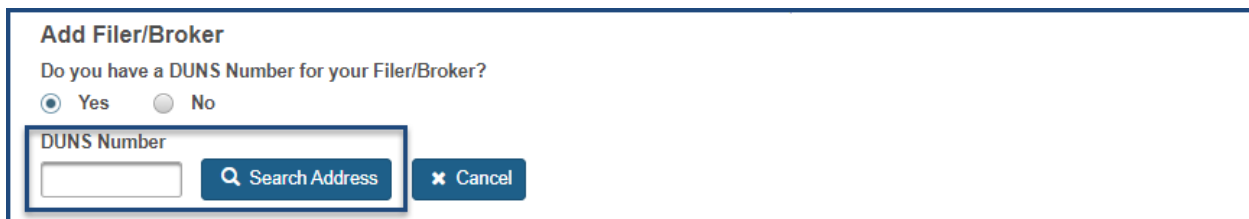


Figure 4.23 – Add Filer/Broker: Enter a DUNS Number

Enter the DUNS number and select "Search Address" to have the system display the Filer/Broker information. If more than one firm is displayed, select the correct address from the list. Click "Select & Continue" (Figure 4.24).

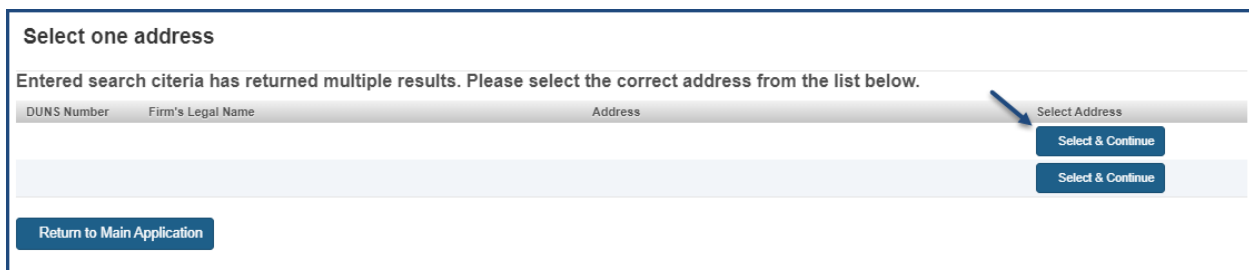


Figure 4.24 – Select the Filer/Broker Address



If you do not have the DUNS number for the Filer/Broker, you may select “No” (Figure 4.23). The system will display a screen where you can enter the Filer/Broker contact information and search to find a match (Figure 4.25).

FURLS will search the database and return the corresponding DUNS number. If a DUNS number is not returned, check the search fields or follow up with the Filer/Broker.

The screenshot shows a web form titled "Add Filer/Broker". At the top, it asks "Do you have a DUNS Number for your Filer/Broker?" with radio buttons for "Yes" and "No", where "No" is selected. Below this are input fields for "Firm Name:", "Address Line 1:", "Address Line 2:", "City:", "Zip Code (Postal Code):", "Country/Area:" (a dropdown menu with "Please Select One" selected), and "State/Province/Territory:" (a dropdown menu with "Please Select One" selected). A blue "Search Address" button with a magnifying glass icon is positioned to the right of the "Address Line 1" field. A blue "Cancel" button with a close icon is in the bottom right corner.

Figure 4.25 – Search for Filer/Broker DUNS Number

Once the DUNS number is entered, the system will search for the match and display the corresponding contact information in the left-hand column (Figure 4.26).

The screenshot shows a web form displaying search results. On the left side, there are input fields for "DUNS Number", "Firm Name", "Address Line 1", "Address Line 2", "City", "State/Province/Territory", "Zip Code (Postal Code)", and "Country/Area". On the right side, there are input fields for "Telephone Number" (split into Country, Area, Phone Number, and Extension), "Fax Number (Optional)" (split into Country, Area, and Fax Number), "Email Address", "Web Address (Optional)", and "Filer/Broker Code". At the bottom, there is a question "Is this the correct Filer/Broker address?" with radio buttons for "Yes" and "No". Two buttons are in the bottom right corner: a blue "+ Add Filer/Broker" button and a blue "Cancel" button with a close icon.

Figure 4.26 – Search Results for Filer/Broker DUNS Number

After completing the required contact information and verifying the correct Filer/Broker address, select “Add Filer/Broker.” The system will display the newly added contact information in the “Filer/Broker Information” table (Figure 4.27).

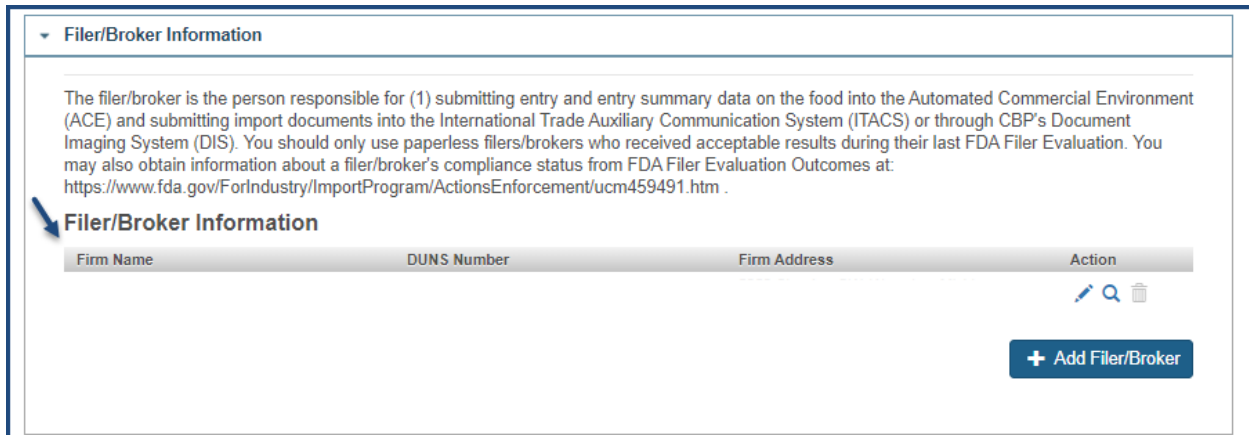


Figure 4.27 – Filer/Broker Information

## 4.5 Foreign Supplier and Foods

After expanding the “Foreign Suppliers and Foods” section, the system will display a table containing the previously submitted Foreign Supplier(s) (Figure 4.28).

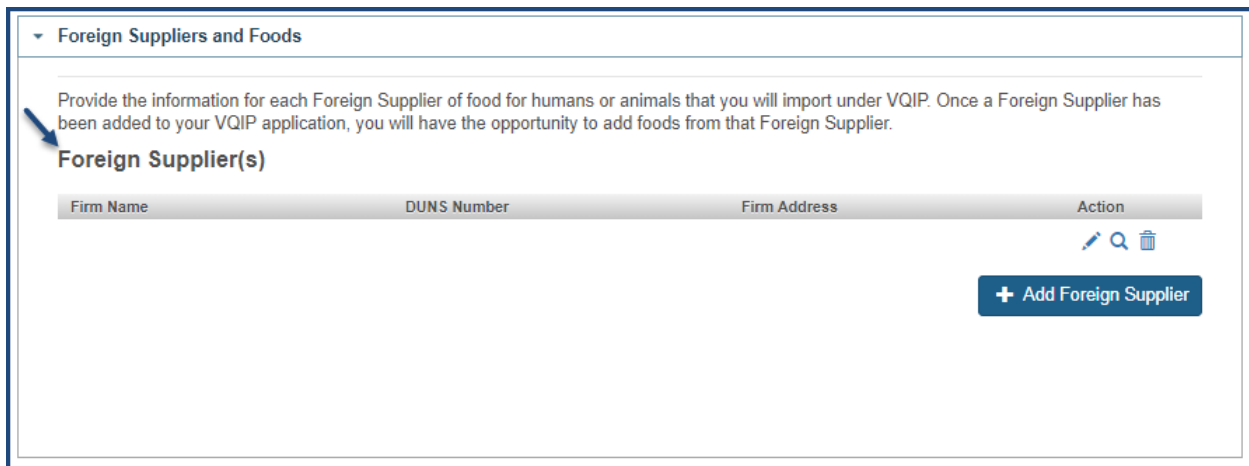


Figure 4.28 – Foreign Supplier Information

You may choose a Foreign Supplier from the table to edit, view, or delete the Foreign Supplier by selecting the icons from the Action column (Figure 4.29).



Figure 4.29 – Foreign Supplier Information Table

Select the edit icon from the action column (Figure 4.29). You may manage certifications by replacing, deleting, or adding certifications in the program (Figure 4.30).

To replace a certificate from the program, select the “Replace Certification(s)” checkbox (Figure 4.30).

### Foreign Supplier Information

Firm Name: \_\_\_\_\_

Telephone Number:          Fax Number (Optional):

Country    Area    Phone Number    Extension      Country    Area    Fax Number

Email Address: \_\_\_\_\_      Web Address (Optional): \_\_\_\_\_

FCE Number (Optional):

I affirm that the foods I include in this application meet relevant FDA food labeling regulations.

Managing certifications:

1. To replace certifications that are in the program, check the box labeled Replace Certification(s).
2. To delete without replacing certifications that are in the program select the Delete without Replace column beside the certification in the Manage Products and Associations table.
3. To add a certification to the program select the Add to Program column beside the certification(s) in the Certifications not yet in the Program table.

**Replace Certification(s)**

#### Manage Products and Associations

Certification	Expiration Date	Products	Delete without Replace
0002	2020-09-01	(4)	
0001	2020-09-01	(4)	

#### Certifications not yet in the Program

Certification	Expiration Date	Products	Add to Program
0003	2020-09-02	(0)	

**Figure 4.30 – Foreign Supplier Information Edit: Replace Certifications**

The system will display two tables, “Certifications to be Replaced” and “Certifications Available for Replacement” (Figure 4.31). The “Certifications to be Replaced” table lists the certifications submitted during the application. “Certifications Available for Replacement” table lists the certifications not submitted during the application and, those eligible for addition to the program.

To view the available certificates in the “Certifications Available for Replacement” table, select a certificate from the “Certifications to be Replaced” table (Figure 4.31).

\*Note: Certifications in the “Certifications Available for Replacement” table will only appear if the selected certificates from the “Certifications to be Replaced” table have at least one product in common.

**Replace Certification(s)**

**Warning:** Once you replace a certification it cannot be undone.

**To replace certification(s):**

1. Select the replacement certification(s) in the "Certifications to be Replaced" table
2. Select the certification(s) in the "Certifications Available for Replacement" table
3. Click Done

Certifications to be Replaced		
Select	Certification	Expiration Date
<input checked="" type="checkbox"/>	0002	2020-09-01
<input type="checkbox"/>	0001	2020-09-01

Certifications Available for Replacement		
Select	Certification	Expiration Date
<input type="checkbox"/>	0003	2020-09-02

**Figure 4.31 – Foreign Supplier Information: Replace Certifications Tables**

Once a certification is replaced, the certification will be moved from the “Certifications not yet in the Program” table to “Manage Products and Associations” table (Figure 4.32).

**Replace Certification(s)**

**Manage Products and Associations**

Certification	Expiration Date	Products	Delete without Replace
0001	2020-09-01	(4)	
003	2020-09-02	(2)	

**Certifications not yet in the Program**

Certification	Expiration Date	Products	Add to Program
No records found.			

**Figure 4.32 – Foreign Supplier Information Edit: Replaced Certification**

To delete a previously submitted certificate, select the trash can icon from the “Delete without Replace” column listed under “Manage Products and Associations” table (Figure 4.33).

**Manage Products and Associations**

Certification	Expiration Date	Products	Delete without Replace
0002	2020-09-01	(4)	
0001	2020-09-01	(4)	

**Figure 4.33 – Foreign Supplier Information Edit: Manage Products and Associations**

To add new certification(s) to the existing Foreign Supplier, select the plus icon next to the desired certificate(s) listed under the “Certifications not yet in the Program” table (Figure 4.34).

Certifications not yet in the Program			
Certification	Expiration Date	Products	Add to Program
0003	2020-09-02	(0)	

**Figure 4.34 – Foreign Supplier Information Edit: Certifications not yet in the Program**

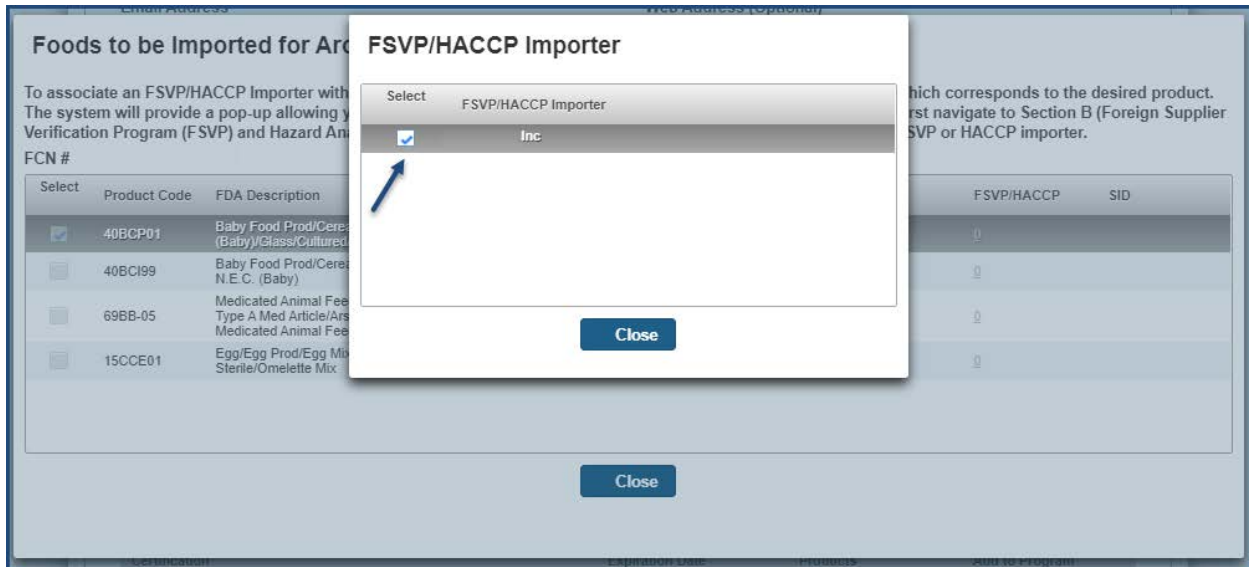
The system displays the available foods associated with the Foreign Supplier certificate you selected (Figure 4.35).

Foods to be Imported for					
<p>To associate an FSVP/HACCP Importer with a product, click the number link (0) in the FSVP/HACCP Importer column which corresponds to the desired product. The system will provide a pop-up allowing you to make the product association. If no options are available, you must first navigate to Section B (Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information) to add an FSVP or HACCP importer.</p>					
FCN #					
Select	Product Code	FDA Description	Importers Product Description	FSVP/HACCP	SID
<input type="checkbox"/>	40BCP01	Baby Food Prod/Cereal (Baby)/Glass/Cultured/Cured/Barley Cereal (Baby)		<a href="#">0</a>	
<input type="checkbox"/>	40BCI99	Baby Food Prod/Cereal (Baby)/Glass/Acidified/Cereal, N.E.C. (Baby)		<a href="#">0</a>	
<input type="checkbox"/>	69BB-05	Medicated Animal Feeds/Category II/Type C Feed From Type A Med Article/Arsanilate Sodium Category II, Medicated Animal Feed		<a href="#">0</a>	
<input type="checkbox"/>	15CCE01	Egg/Egg Prod/Egg Mixes/Glass/Commercially Sterile/Omelette Mix		<a href="#">0</a>	
<a href="#">Close</a>					

**Figure 4.35 – Foreign Supplier Information: Foods to be Imported for a Foreign Supplier**

Select the food(s) you will import from the Foreign Supplier by clicking on the box in the first column of each row (Figure 4.35). The system will display a “FSVP/HACCP Importer” pop-up. Select the appropriate FSVP/HACCP Importer(s) to associate the food from the Foreign Supplier with the desired FSVP and/or HACCP Importer (Figure 4.36).

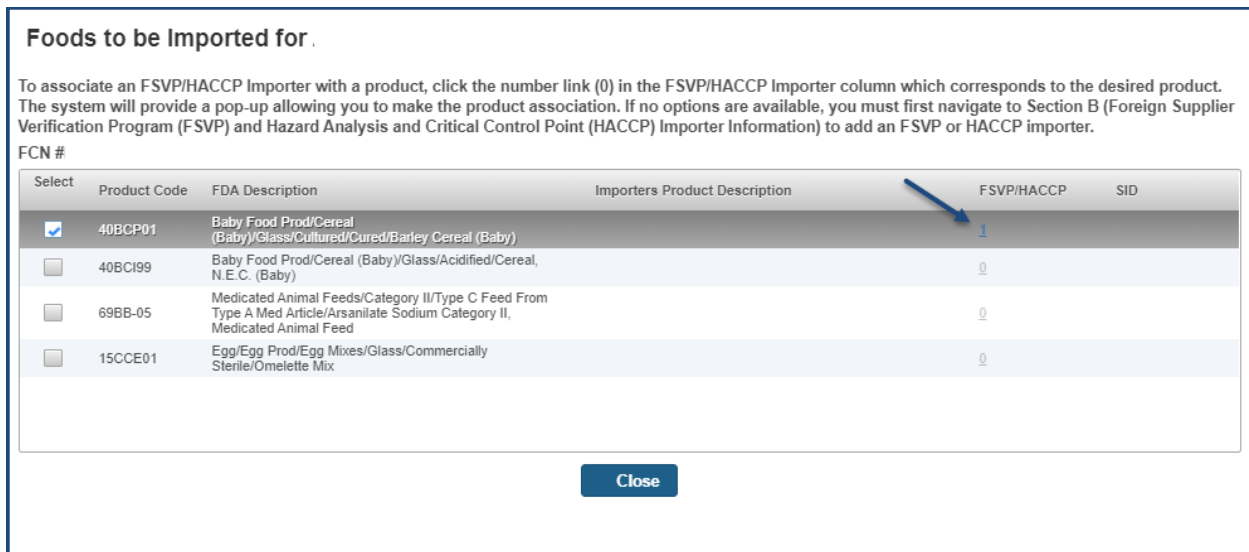
Select “Close.”



**Figure 4.36 – Foreign Supplier Information: Associate Food to Importer(s)**

When the FSVP/HACCP Importer(s) have been associated with a food from this Foreign Supplier, the FSVP/HACCP column will show “1.” To amend the FSVP/HACCP Importer(s), select “1” (Figure 4.37).

Select “Close.”



**Figure 4.37 – Foreign Supplier Information: Associated Food to Importer(s)**

To amend the product(s) associated to the desired certification, you may select “(1)” (Figure 4.38).

Once a certification is added, it will be moved from the “Certifications not yet in the Program” table to “Manage Products and Associations” table (Figure 4.38).

Replace Certification(s)

### Manage Products and Associations

Certification	Expiration Date	Products	Delete without Replace
002	2020-09-01	(4)	
001	2020-09-01	(4)	
003	2020-09-02	(1)	

Certifications not yet in the Program

Certification	Expiration Date	Products	Add to Program
No records found.			

**Figure 4.38 – Foreign Supplier Information: Added Certification**

Once you have made the necessary edits in Foreign Suppliers and Foods section, check the box to affirm the foods included in the amendment meet relevant FDA food labeling regulations (Figure 4.39).

Select “Done.”

### Foreign Supplier Information

Firm Name:

Telephone Number:

Country Area Phone Number Extension

Fax Number (Optional):

Country Area Fax Number

Email Address:

Web Address (Optional):

FCE Number (Optional):

I affirm that the foods I include in this application meet relevant FDA food labeling regulations.

Managing certifications:

- To replace certifications that are in the program, check the box labeled Replace Certification(s).
- To delete without replacing certifications that are in the program select the Delete without Replace column beside the certification in the Manage Products and Associations table.
- To add a certification to the program select the Add to Program column beside the certification(s) in the Certifications not yet in the Program table.

Replace Certification(s)

### Manage Products and Associations

Certification	Expiration Date	Products	Delete without Replace
0002	2020-09-01	(4)	
0001	2020-09-01	(4)	

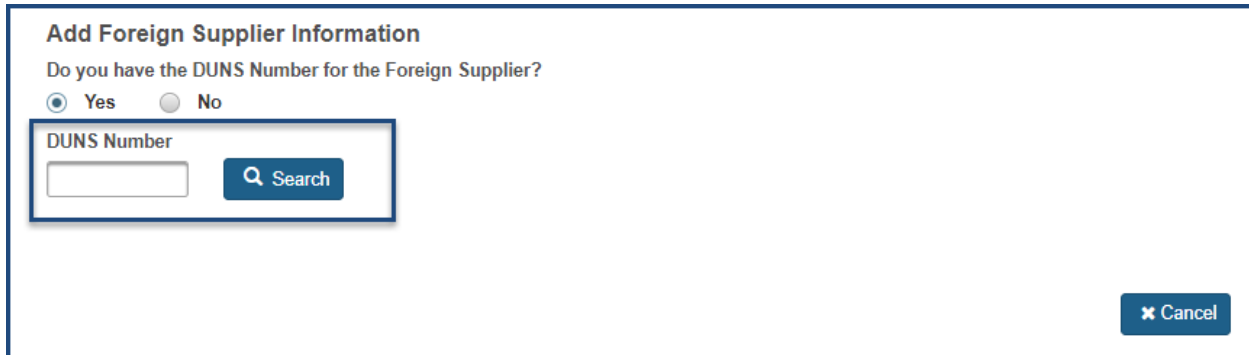
Certifications not yet in the Program

Certification	Expiration Date	Products	Add to Program
0003	2020-09-02	(0)	

**Figure 4.39 – Foreign Supplier Information: Edit**

You may add Foreign Supplier(s) by selecting “Add Foreign Supplier” (Figure 4.40). The system will prompt you with a message: “Do you have the DUNS number for the Foreign Supplier?”

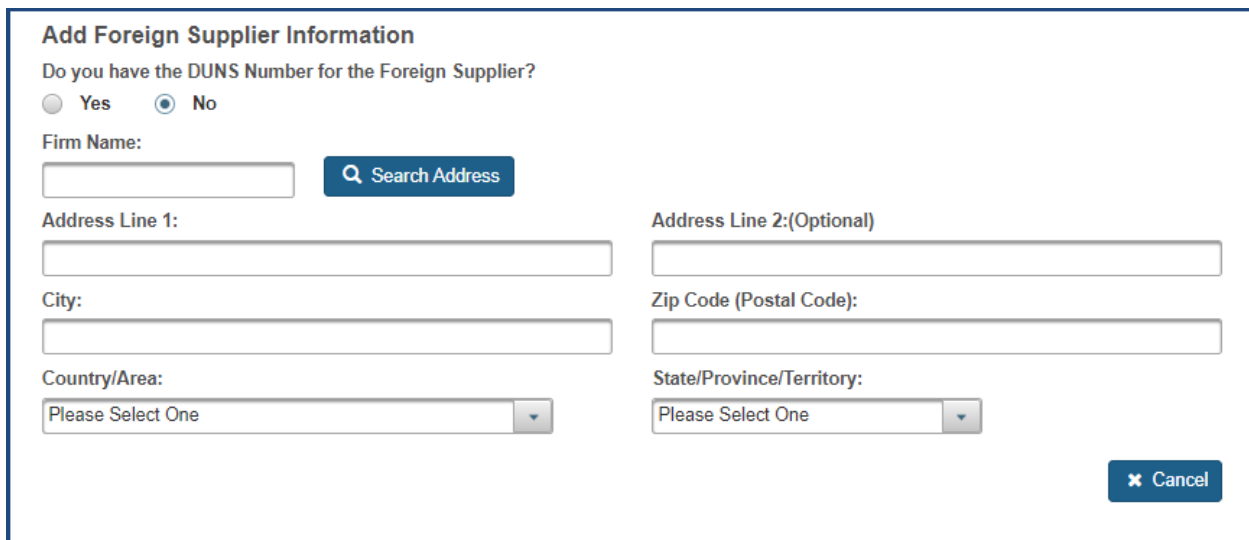
If you select “Yes,” the system will display the field for you to enter a DUNS number (Figure 4.40) corresponding to a Foreign Supplier.



**Figure 4.40 – Add Foreign Supplier: Enter a DUNS Number**

Enter the DUNS number and select “Search” to have the system display the Foreign Supplier information.

If you do not have the DUNS number for the Foreign Supplier, you may select “No” (Figure 4.40). The system will display a screen where you can enter the Foreign Supplier contact information and search to find a match (Figure 4.41).



**Figure 4.41 – Search for the Foreign Supplier DUNS Number**

FURLS will search the database and return the DUNS number. If a DUNS number is not returned, check the search fields or follow up with the Foreign Supplier to obtain the DUNS number.

Once the DUNS number is entered, the system will search for the match and display the corresponding contact information in the left-hand column (Figure 4.42).



**Foreign Supplier Information**

DUNS Number

Firm Name

Address Line 1

Address Line 2

--

City

State/Province/Territory

Zip Code (Postal Code)

Country/Area

Telephone Number

Country Area Phone Number Extension

Fax Number (Optional)

Country Area Fax Number

Email Address

Web Address (Optional)

FCE Number (Optional)

Is this the correct Foreign Supplier address?

Yes  No

**Figure 4.42 – Search Results for Foreign Supplier DUNS Number**

After completing the required contact information, respond to the question “Is this the correct Foreign Supplier address?”

If you select “No,” the system will display an option for you to search for the correct address again (Figure 4.43).

Is this the correct Foreign Supplier address?

Yes  No

Note: Please click

**Figure 4.43 – Search Again for Foreign Supplier DUNS Number**

If you select “Yes,” the system will display the available Certification(s) that are associated to the corresponding Foreign Supplier (Figure 4.44).

To add certifications to the corresponding Foreign Supplier, select the checkbox next to the desired certificate (Figure 4.44).

Is this the correct Foreign Supplier address?

Yes  No

Select	Certification Number	Date Issued	Expiration Date	Products
<input type="checkbox"/>	USE-RGD-19-900011	2019-09-23	2020-09-20	(0)

**Figure 4.44 – Foreign Supplier Information: Add Foreign Supplier Certification**

The system displays the available foods associated with the Foreign Supplier certificate you selected (Figure 4.45).

**Foods to be Imported for**

To associate an FSVP/HACCP Importer with a product, click the number link (0) in the FSVP/HACCP Importer column which corresponds to the desired product. The system will provide a pop-up allowing you to make the product association. If no options are available, you must first navigate to Section B (Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information) to add an FSVP or HACCP importer.

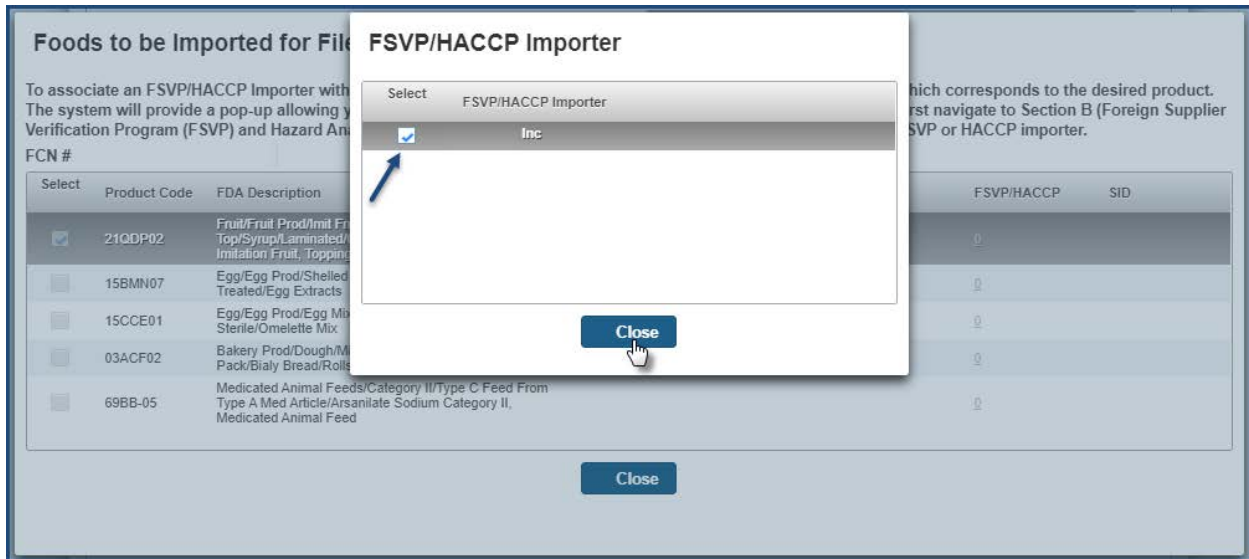
FCN #

Select	Product Code	FDA Description	Importers Product Description	FSVP/HACCP	SID
<input type="checkbox"/>	21QDP02	Fruit/Fruit Prod/Imit Fruit Top/Syrup/Laminated/Cultured/Cured/Citrus Flavored Imitation Fruit, Topping or Syrup		<a href="#">0</a>	
<input type="checkbox"/>	15BMN07	Egg/Egg Prod/Shelled Egg Prod/Multiple Cntr/Heat Treated/Egg Extracts		<a href="#">0</a>	
<input type="checkbox"/>	15CCE01	Egg/Egg Prod/Egg Mixes/Glass/Commercially Sterile/Omelette Mix		<a href="#">0</a>	
<input type="checkbox"/>	03ACF02	Bakery Prod/Dough/Mix/icing/Bread/Rolls/Glass/Aseptic Pack/Bialy Bread/Rolls		<a href="#">0</a>	
<input type="checkbox"/>	69BB-05	Medicated Animal Feeds/Category II/Type C Feed From Type A Med Article/Arsanilate Sodium Category II, Medicated Animal Feed		<a href="#">0</a>	

**Figure 4.45 – Foreign Supplier Information: Foods to be Imported for a Foreign Supplier**

Select the foods you will import from the Foreign Supplier by clicking on the box in the first column of each row (Figure 4.45). The system will display a “FSVP/HACCP Importer” pop-up. Select the appropriate FSVP/HACCP Importer(s) to associate the food from the Foreign Supplier with the desired FSVP and/or HACCP Importer (Figure 4.46).

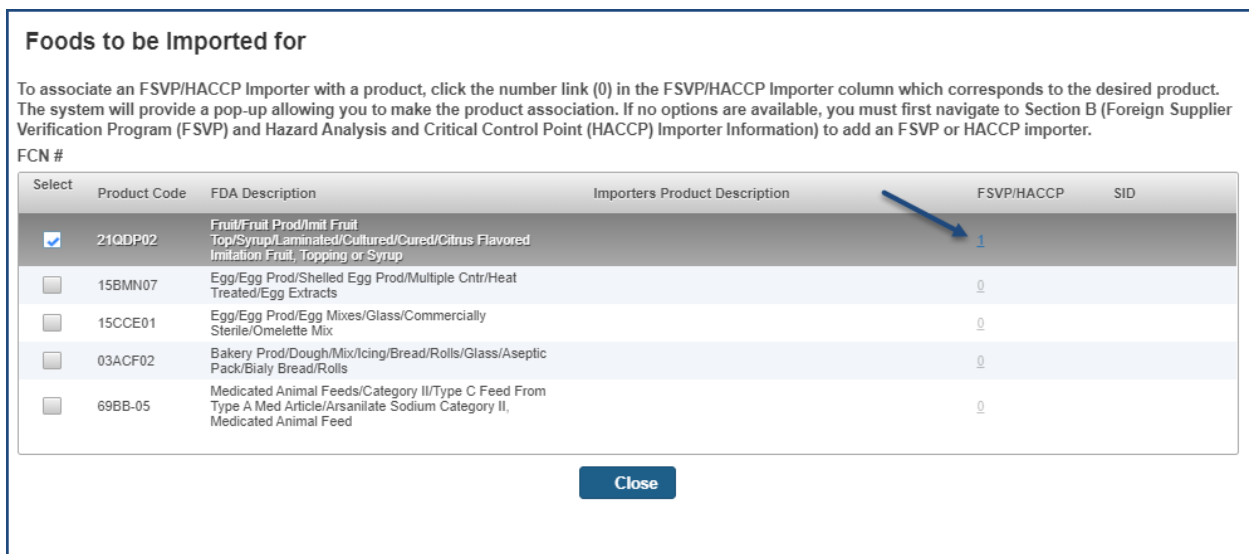
Select “Close.”



**Figure 4.46 – Foreign Supplier Information: Associate Food to Importer(s)**

When the FSVP/HACCP Importer(s) have been associated with a food from this Foreign Supplier, the FSVP/HACCP column will show “1.” To amend the FSVP/HACCP Importer(s), select “1” (Figure 4.47).

Select “Close.”



**Figure 4.47 – Foreign Supplier Information: Associated Food to Importer(s)**

To amend the product(s) associated to the desired certification, you may select “(1)” (Figure 4.48).

Select	Certification Number	Date Issued	Expiration Date	Products
<input checked="" type="checkbox"/>	011	2019-09-23	2020-09-20	(1)

**Figure 4.48 – Foreign Supplier Information: Certification**

Once you have added the Certification(s), check the box to affirm the foods included in the amendment meet relevant FDA food labeling regulations (Figure 4.49).

Foreign Suppliers and Foods

Provide the information for each Foreign Supplier of food for humans or animals that you will import under VQIP. Once a Foreign Supplier has been added to your VQIP application, you will have the opportunity to add foods from that Foreign Supplier.

**Foreign Supplier(s)**

Firm Name	DUNS Number	Firm Address	Action
			✎ 🔍 🗑

**Foreign Supplier Information**

DUNS Number

Firm Name

Address Line 1

Address Line 2

City

State/Province/Territory

Zip Code (Postal Code)

Country/Area

Telephone Number

Country  Area  Phone Number  Extension

Fax Number (Optional)

Country  Area  Fax Number

Email Address

Web Address (Optional)

FCE Number (Optional)

Is this the correct Foreign Supplier address?  
 Yes  No

I affirm that the foods I include in this application meet relevant FDA food labeling regulations.

Select	Certification Number	Date Issued	Expiration Date	Products
<input checked="" type="checkbox"/>	1011	2019-09-23	2020-09-20	(1)

**Figure 4.49 – Foreign Supplier Information: Add Foreign Supplier**

To add the Foreign Supplier, select “Add.” The system will display the newly added Foreign Supplier in the “Foreign Supplier(s)” table (Figure 4.49).

## 4.6 Reason for Amendment

Once you have made the necessary edits, the “Reason for Amendment” comment field will be activated at the bottom of the Program Amendment page. You may use this space to explain the reason for changes in your application (Figure 4.50).



The screenshot shows a form titled "Reason for Amendment". It features a large text input field with the placeholder text "Enter reason for amendment". Below the input field, it indicates "4000 characters remaining."

Figure 4.50 – Reason for Amendment

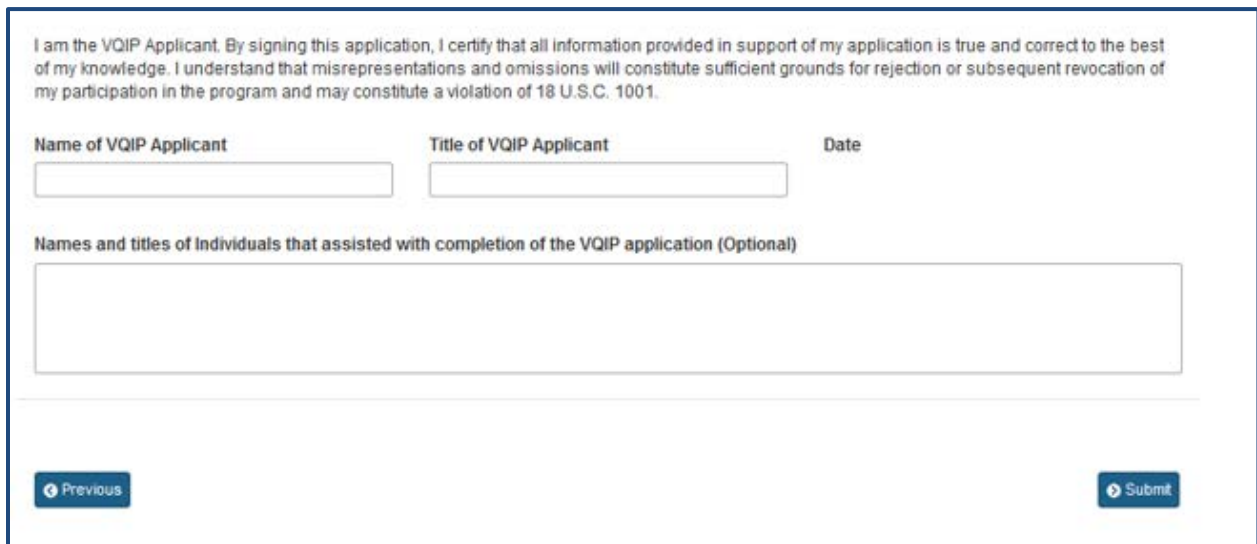
## 4.7 e-Signature

An e-Signature is the electronic equivalent of a hand-written signature. Please read the statement carefully.

Acknowledge you have read and approved it by providing your e-signature and date at the bottom of the page (Figure 4.51).

Select “Submit” to submit the amendment for processing.

You may also provide the names and titles of individual who assisted with completion of the VQIP application.



The screenshot shows the e-Signature page. It begins with a certification statement: "I am the VQIP Applicant. By signing this application, I certify that all information provided in support of my application is true and correct to the best of my knowledge. I understand that misrepresentations and omissions will constitute sufficient grounds for rejection or subsequent revocation of my participation in the program and may constitute a violation of 18 U.S.C. 1001." Below this, there are three input fields: "Name of VQIP Applicant", "Title of VQIP Applicant", and "Date". Underneath these is a large text area labeled "Names and titles of individuals that assisted with completion of the VQIP application (Optional)". At the bottom of the form, there are two buttons: "Previous" and "Submit".

Figure 4.51 – e-Signature Page

## 5 Application Renewal

If you are an existing user of "Voluntary Qualified Importer Program," who has applied for benefits in the past, you will have the option to re-use your previously submitted application information for the next benefit year.

### 5.1 Notice of Intent to Participate

After logging in to FDA Industry Systems (FIS) at <https://www.access.fda.gov/>, choose "Voluntary Qualified Importer Program" from the list of available systems under FSMA Programs(s) (Figure 1.1).

The system will take you to the Voluntary Qualified Importer Program (VQIP) page. Select the "Notice of Intent to Participate" option on the left side of the screen (Figure 5.1) to inform FDA of your interest in participating in the program.

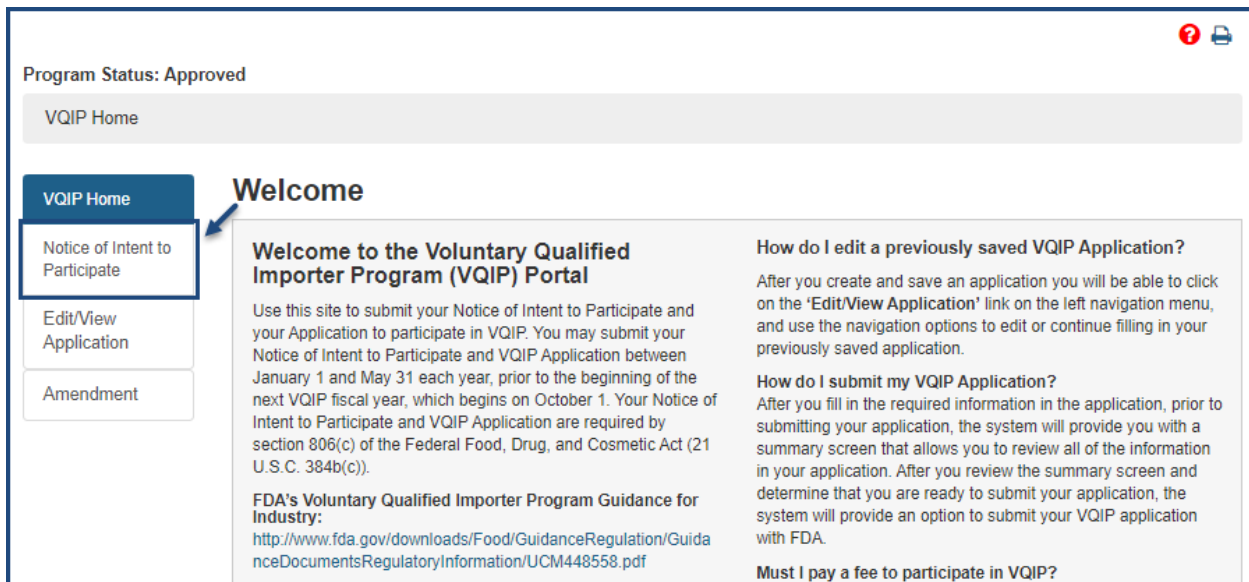


Figure 5.1 – Renew: Notice of Intent to Participate

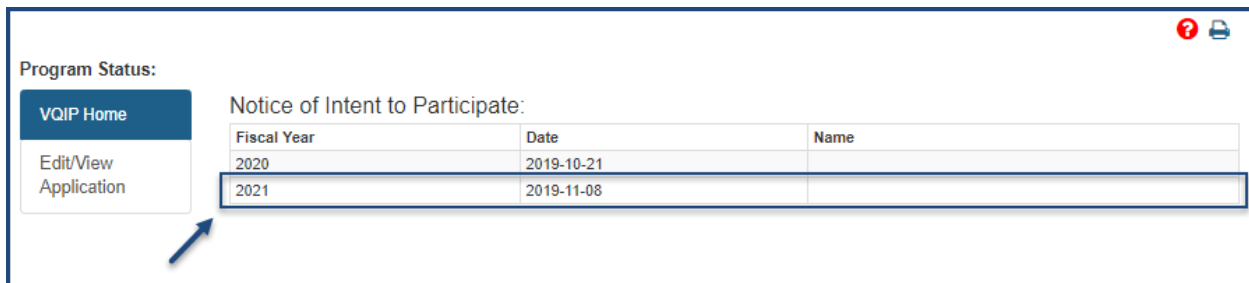
Your firm name and the fiscal year for which the agency is currently accepting applications for VQIP will display on the "Notice of Intent to Participate" page (Figure 5.2). You must submit the Notice of Intent to Participate in order to apply for benefits for the new fiscal year.

Select "Submit Notice of Intent to Participate" (Figure 5.2) to send your notice to FDA.



**Figure 5.2 – Renew: Submit Notice of Intent to Participate**

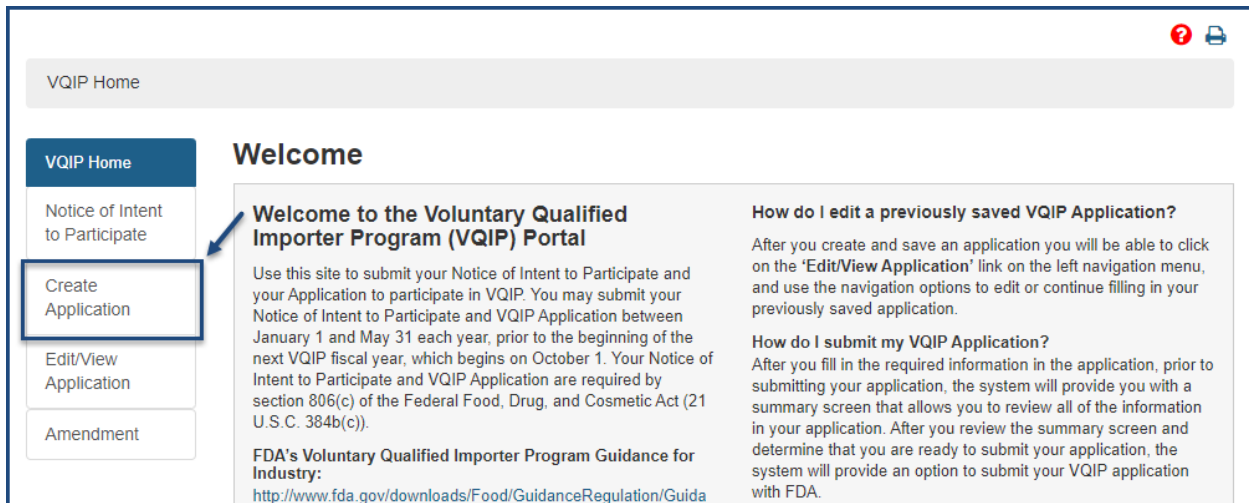
Once you submit the “Notice of Intent to Participate,” the system will include the submitted notice information in the “Notice of Intent to Participate” table (Figure 5.3).



**Figure 5.3 – Renew: Submitted Notice of Intent to Participate**

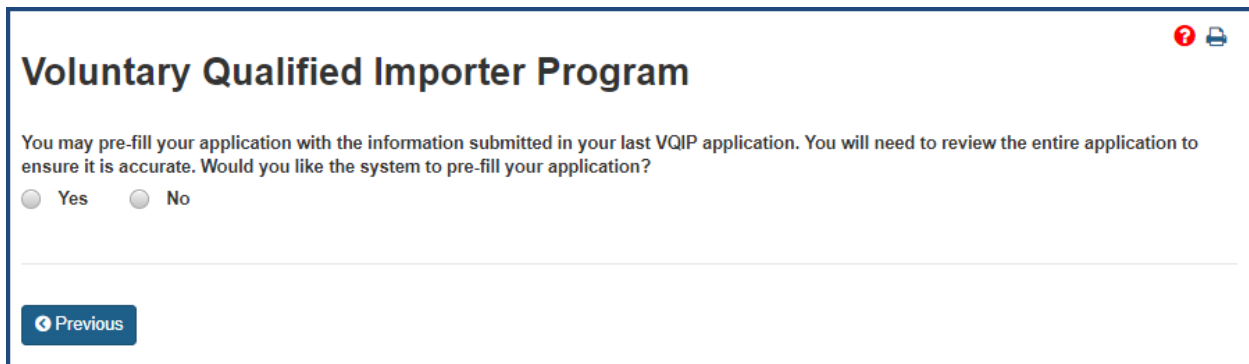
## 5.2 Create Application

The “Create Application” menu option will be displayed from the VQIP Home page after submitting the notice of intent to participate (Figure 5.4).



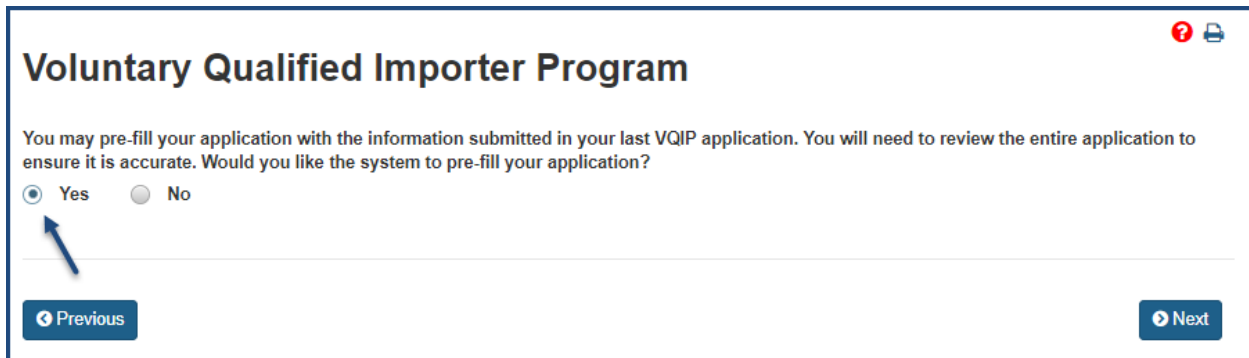
**Figure 5.4 – Renew: Create Application**

Select “Create Application” menu option (Figure 5.4) to begin the application process. You will be asked if you want to renew the application using the previously submitted information (Figure 5.5).



**Figure 5.5 – Renew: Create Application Options**

If you choose “Yes” (Figure 5.6), the application will be prefilled with your previously-entered application information; you can still edit the prefilled information in the application.

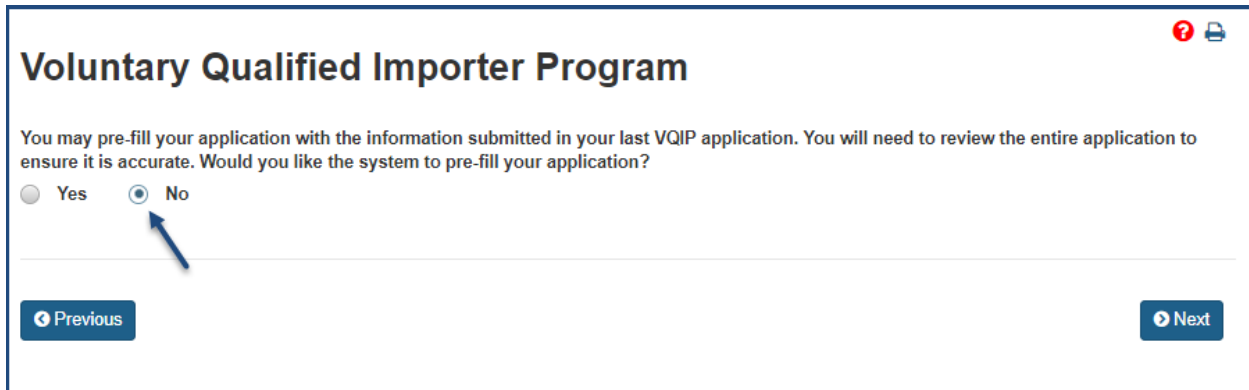


**Figure 5.6 – Renew: Create Application (“Yes”)**

If you choose “No” (Figure 5.7), the previously-entered application information will not



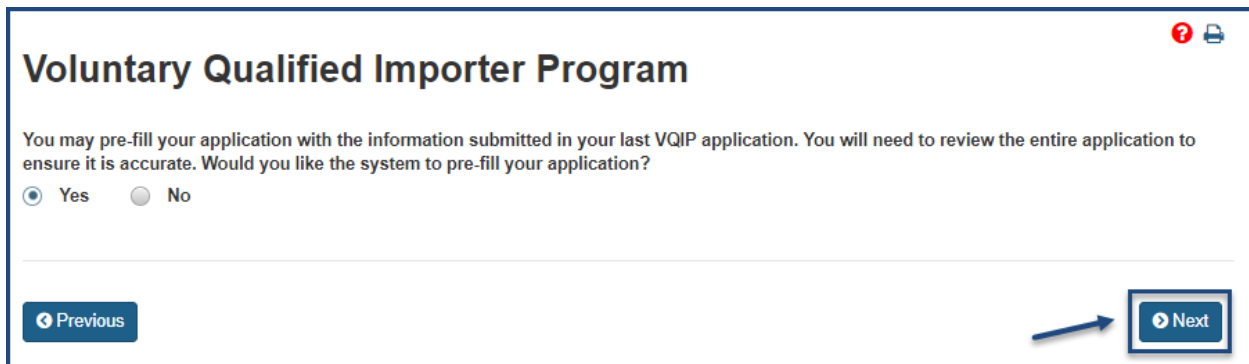
be pre-filled. All the application information must be entered.



The screenshot shows a web form titled "Voluntary Qualified Importer Program". At the top right, there are icons for help (a red question mark) and print. The main heading is "Voluntary Qualified Importer Program". Below the heading is a paragraph: "You may pre-fill your application with the information submitted in your last VQIP application. You will need to review the entire application to ensure it is accurate. Would you like the system to pre-fill your application?". There are two radio buttons: "Yes" (unselected) and "No" (selected). A blue arrow points to the "No" radio button. At the bottom, there are two buttons: "Previous" on the left and "Next" on the right.

Figure 5.7 – Renew: Create Application (“No”)

The “Next” button displayed at the bottom of the page will be activated once an option is selected (Figure 5.8).



The screenshot shows the same web form as Figure 5.7. The "Yes" radio button is now selected. The "Next" button at the bottom right is highlighted with a blue border and a blue arrow points to it. The "Previous" button remains on the left.

Figure 5.8 – Renew: Create Application (“Next”)

Click the “Next” button (Figure 5.8) to begin editing or adding the application information. The system will display Section A, “Applicant and Firm Information” (Figure 5.9).

### 5.3 Section A: Applicant and Firm Information

Applicant firm information and contact information are pre-filled based on your OAA information. Though pre-filled, you may edit the following two questions, as necessary:

- “A benefit of VQIP is that FDA will post a publicly available list of approved VQIP importers on FDA’s VQIP Web page. Do you agree to have your name listed on this publicly available list?”
- “Are you a C-TPAT Tier 2 or 3 member?”

VQIP Home > Section A

Section A Section B Section C Section D Section E Section F Section G Section H

### Section A: Applicant and Firm Information

This document is the application form for participation in FDA's Voluntary Qualified Importer Program (VQIP) in accordance with section 806 of the Federal Food, Drug, and Cosmetic Act (FD&C Act).

A benefit of VQIP is that FDA will post a publicly available list of approved VQIP importers on FDA's VQIP Web page. Do you agree to have your name listed on this publicly available list ?

Yes  No

This page displays your account information that was submitted with the VQIP application. To view or update your current account information click the FURLS Home link in the upper right corner and then select "Edit Account Profile."

Firm Name	Name	Contact Number
Firm Address	Email Address	Telephone Number:
DUNS Number	Web Address	Ext:
		Fax Number:

**C-TPAT Status**

Are you a C-TPAT Tier 2 or Tier 3 member?

Yes  No

[Previous](#) [Save](#) [Next](#)

Figure 5.9 – Renew: Applicant and Firm Information

After you have completed Section A, you may select “Next” to navigate to Section B.

## 5.4 Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information

In this section, the system will display a table containing the previously submitted FSVP/HACCP Importers (Figure 5.10).

VQIP Home > Section A > Section B




Section A Section B Section C Section D Section E Section F Section G Section H

### Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information

Provide the following information about the FSVP or HACCP importer subject to the relevant FDA regulations for each food, if you are not the FSVP or HACCP importer. The relevant regulations are those on (1) FSVP (21 CFR part 1 subpart L), (2) importation of juice processed under a hazard analysis and critical control point (HACCP) system (21 CFR 120.14), or (3) importation of fish and fishery products processed under HACCP (21 CFR 123.12). Certain categories of foods are not covered by FSVP. For more information, see <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472461.pdf>.

Note:  
If you want to delete an FSVP or HACCP Importer, you first need to remove the associations to foods in Section E. If you would like to receive benefits for those foods in the future, you will need to add another FSVP or HACCP importer.

#### FSVP/HACCP Importer Contact(s)

Firm Name	DUNS Number	Firm Address	Type of Importer	Action
			FSVP	  

#### Add Contact

Type of Importer  
Please Select One




  

Figure 5.10 – Renew: FSVP/HACCP Importers

You may choose an FSVP/HACCP Importer from the table to edit, view, or delete. To do so, select the corresponding icons from the “Action” column (Figure 5.11).

#### FSVP/HACCP Importer Contact(s)




Firm Name	DUNS Number	Firm Address	Type of Importer	Action
			FSVP	  

Figure 5.11 – Renew: FSVP/HACCP Importers - Action Column

You may also include additional contacts by selecting the “Type of Importer” from the drop-down (Figure 5.12). For step-by-step instructions on how to add an FSVP/HACCP Importer, refer to Section 2.2.

#### Add Contact

Type of Importer

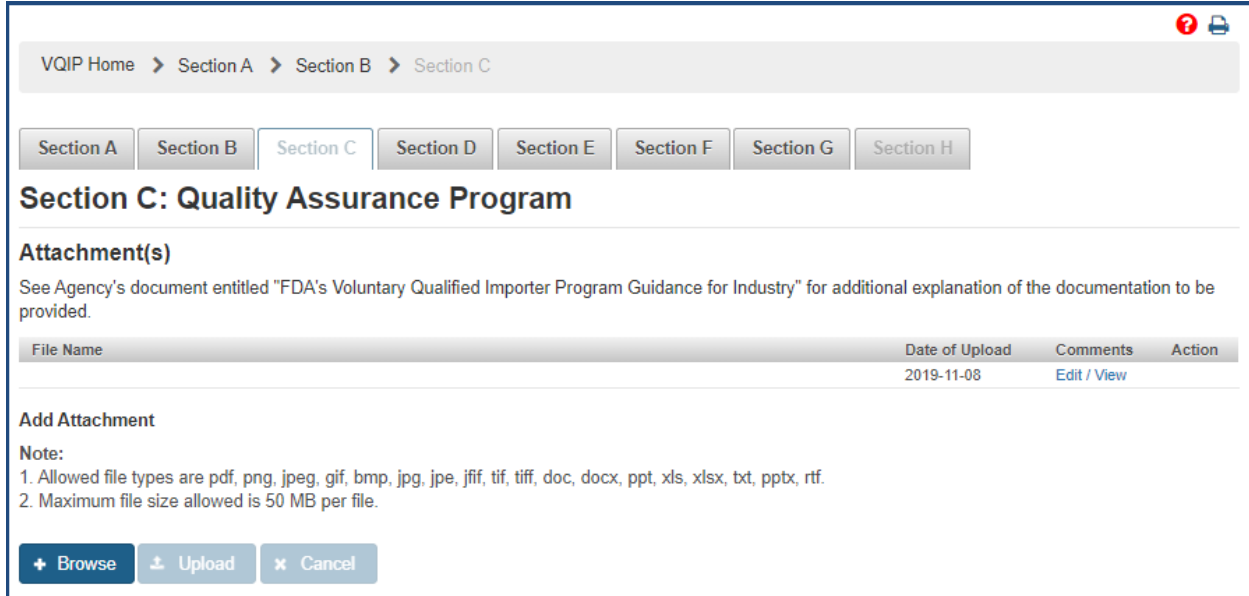
Please Select One

- FSVP
- HACCP
- Both

Figure 5.12 – Renew: FSVP/HACCP Importers - Select a Type of Importer

## 5.5 Section C: Quality Assurance Program

In this section, the system will display a table containing previously submitted attachments (Figure 5.13). You will have the ability to view or delete previously submitted attachments and edit previously submitted comments.



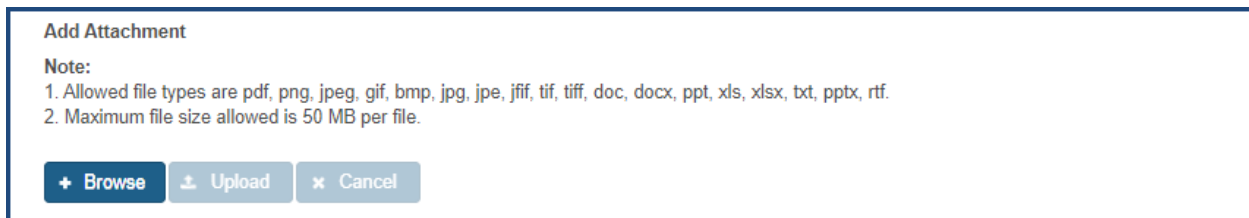
The screenshot shows a web application interface for 'Section C: Quality Assurance Program'. At the top, there is a breadcrumb trail: 'VQIP Home > Section A > Section B > Section C'. Below this is a navigation bar with buttons for 'Section A', 'Section B', 'Section C' (which is highlighted), 'Section D', 'Section E', 'Section F', 'Section G', and 'Section H'. The main heading is 'Section C: Quality Assurance Program'. Underneath, there is a section titled 'Attachment(s)' with a note: 'See Agency's document entitled "FDA's Voluntary Qualified Importer Program Guidance for Industry" for additional explanation of the documentation to be provided.' Below the note is a table with the following data:

File Name	Date of Upload	Comments	Action
	2019-11-08		<a href="#">Edit / View</a>

Below the table, there is an 'Add Attachment' section with a 'Note:' and two instructions: '1. Allowed file types are pdf, png, jpeg, gif, bmp, jpg, jpe, jfif, tif, tiff, doc, docx, ppt, xls, xlsx, txt, pptx, rtf.' and '2. Maximum file size allowed is 50 MB per file.' At the bottom of this section are three buttons: '+ Browse', 'Upload', and 'Cancel'.

Figure 5.13 – Renew: QAP - Attachment(s) Table

You may add more files to your application by selecting “Browse” (Figure 5.14). The system will open a dialog box where you can select the file(s). For step-by-step instructions on how to add an attachment, refer to Section 2.3.



The screenshot shows a dialog box titled 'Add Attachment'. It contains a 'Note:' section with two instructions: '1. Allowed file types are pdf, png, jpeg, gif, bmp, jpg, jpe, jfif, tif, tiff, doc, docx, ppt, xls, xlsx, txt, pptx, rtf.' and '2. Maximum file size allowed is 50 MB per file.' At the bottom of the dialog box are three buttons: '+ Browse', 'Upload', and 'Cancel'.

Figure 5.14 – Renew: QAP - Add Attachment

## 5.6 Section D: Filer/Broker Information

In this section, the system will display a table containing the previously submitted Filer/Broker(s) (Figure 5.15).




VQIP Home > Section A > Section B > Section C > Section D

Section A Section B Section C Section D Section E Section F Section G Section H

### Section D: Filer/Broker Information

The filer/broker is the person responsible for (1) submitting entry and entry summary data on the food into the Automated Commercial Environment (ACE) and submitting import documents into the International Trade Auxiliary Communication System (ITACS) or through CBP's Document Imaging System (DIS). You should only use paperless filers/brokers who received acceptable results during their last FDA Filer Evaluation. You may also obtain information about a filer/broker's compliance status from FDA Filer Evaluation Outcomes at: <https://www.fda.gov/ForIndustry/ImportProgram/ActionsEnforcement/ucm459491.htm>.

#### Filer/Broker Information

Firm Name	DUNS Number	Firm Address	Action
			  

#### Add Filer/Broker

Do you have a DUNS Number for your Filer/Broker?

Yes  No

**Figure 5.15 – Renew: Filer/Broker**

You may choose a Filer/Broker from the table to edit, view, or delete. To do so, select the corresponding icons from the “Action” column (Figure 5.16).

#### Filer/Broker Information

Firm Name	DUNS Number	Firm Address	Action
			  

**Figure 5.16 – Renew: Filer/Broker - Action Column**

You may add additional Filer/Brokers by selecting “Yes” to “Do you have a DUNS Number for your Filer/Broker?” (Figure 5.17). For step-by-step instructions on how to add a Filer/Broker, refer to Section 2.4.

#### Add Filer/Broker

Do you have a DUNS Number for your Filer/Broker?

Yes  No

**Figure 5.17 – Renew: Add Filer/Broker**

## 5.7 Section E: Foreign Suppliers and Foods

In this section, the system will display a table containing the previously submitted Foreign Supplier(s) (Figure 5.18).

The screenshot shows the VQIP application interface for Section E: Foreign Supplier Information. At the top, there is a breadcrumb trail: VQIP Home > Section A > Section B > Section C > Section D > Section E. Below this, there are tabs for Section A through Section H, with Section E selected. The main heading is "Section E: Foreign Supplier Information". Underneath, there is a sub-heading "Foreign Supplier Information" followed by a paragraph: "Provide the information for each Foreign Supplier of food for humans or animals that you will import under VQIP. Once a Foreign Supplier has been added to your VQIP application, you will have the opportunity to add foods from that Foreign Supplier." A checkbox is checked with the text "I affirm that the foods I include in this application meet relevant FDA food labeling regulations." Below this is the heading "Foreign Supplier(s)" and a table with columns: Firm Name, DUNS Number, Firm Address, and Action. The table is currently empty. To the right of the table are icons for edit, search, list, and delete. Below the table, there is a section "Add Foreign Supplier Information" with the question "Do you have the DUNS Number for the Foreign Supplier?" and radio buttons for "Yes" and "No". To the right of this is an "OR" separator and a blue button labeled "+ Add me as a Foreign Supplier". At the bottom of the form, there are buttons for "Previous", "Save", and "Next".

Figure 5.18 – Renew: Foreign Supplier Information

You may choose a Foreign Supplier from the table to view or delete. To do so, select the corresponding icons from the “Action” column (Figure 5.19).

This is a close-up screenshot of the "Action" column in the "Foreign Supplier(s)" table. The table has columns for Firm Name, DUNS Number, Firm Address, and Action. The "Action" column contains four icons: a pencil (edit), a magnifying glass (search), a list (view all), and a trash can (delete). A blue box highlights these icons.

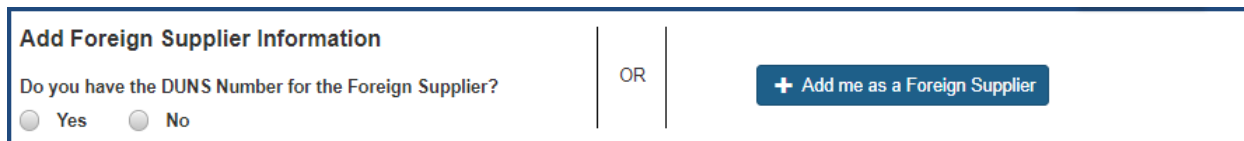
Figure 5.19 – Renew: Foreign Supplier Information - Action Column

To select certifications and associate foods to the respective certifications for a Foreign Supplier, you must select the edit icon from the “Action” column displayed in the table (Figure 5.19).

It will list all the valid certifications available for the selected Foreign Supplier. Select the desired certifications from the table and then select the food(s) you will import from the Foreign Supplier. For step-by-step instructions on how to add certifications and associate foods, refer to Section 2.5.

You may add additional Foreign Suppliers by selecting “Yes” to “Do you have the DUNS number for the Foreign Supplier?” or “Add me as a Foreign Supplier” button

(Figure 5.20). For step-by-step instructions on how to add a Foreign Supplier, refer to Section 2.5.



**Add Foreign Supplier Information**

Do you have the DUNS Number for the Foreign Supplier?

Yes  No

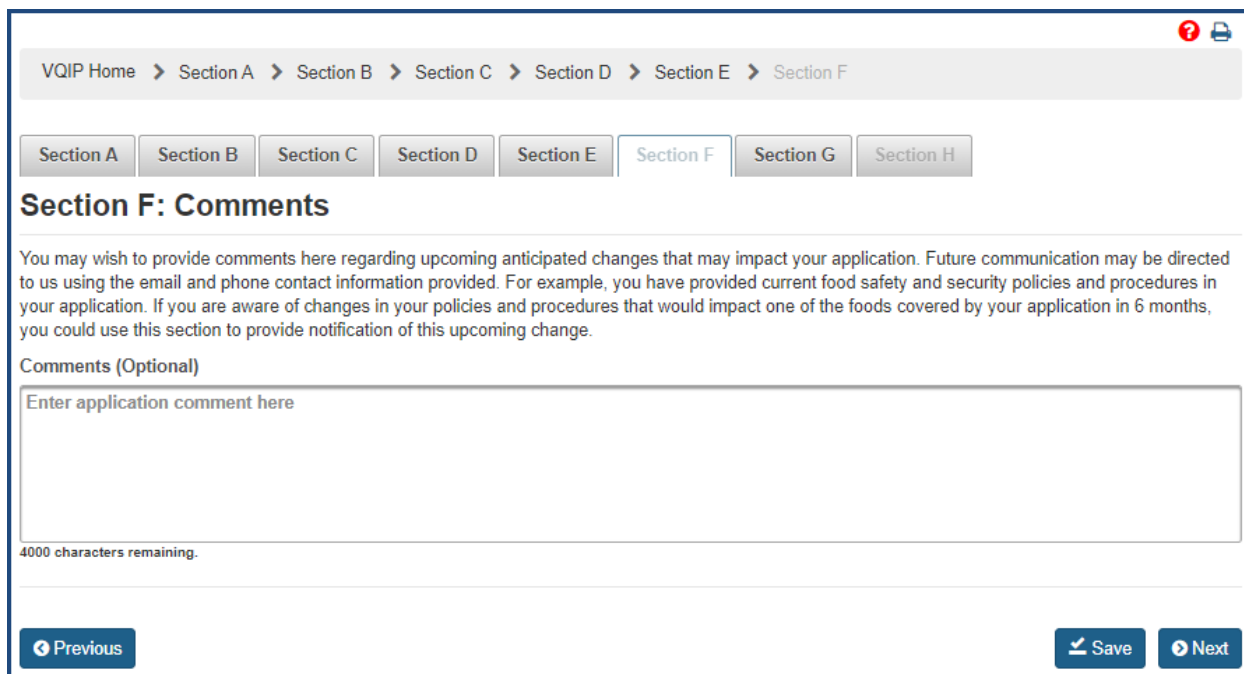
OR

[+ Add me as a Foreign Supplier](#)

**Figure 5.20 – Renew: Add Foreign Supplier**

## 5.8 Section F: Comments

In this section you may provide comments regarding your application. You may use this space to further explain information you included in your application or to explain anticipated changes that may impact your application (Figure 5.21).



VQIP Home > Section A > Section B > Section C > Section D > Section E > Section F

Section A Section B Section C Section D Section E Section F Section G Section H

### Section F: Comments

You may wish to provide comments here regarding upcoming anticipated changes that may impact your application. Future communication may be directed to us using the email and phone contact information provided. For example, you have provided current food safety and security policies and procedures in your application. If you are aware of changes in your policies and procedures that would impact one of the foods covered by your application in 6 months, you could use this section to provide notification of this upcoming change.

Comments (Optional)

Enter application comment here

4000 characters remaining.



[Previous](#) [Save](#) [Next](#)

**Figure 5.21 – Renew: Comments**

Once you have finished, you will have completed Section F. Select “Next” to navigate to Section G.

## 5.9 Section G: Summary

Review your application before submitting it for processing (Figure 5.22 and 5.23). Selecting “Edit” in the upper right corner of each section prompts the corresponding data entry screen from which you can edit and save changes.

VQIP Home > Section A > Section B > Section C > Section D > Section E > Section F > Section G

[Section A](#)
[Section B](#)
[Section C](#)
[Section D](#)
[Section E](#)
[Section F](#)
[Section G](#)
[Section H](#)

## Section G: Summary

---

### Section A: Applicant and Firm Information [Edit](#)

A benefit of VQIP is that FDA will post a publicly available list of approved VQIP importers on FDA's VQIP Web page. Do you agree to have your name listed on this publicly available list ?

Yes

Firm Name	Name
Firm Address	Contact Number
Web Address	Telephone Number:
--	Ext:
	Fax Number:
Are you a C-TPAT Tier 2 or 3 member?	Email Address
No	DUNS Number

---

### Section B: Foreign Supplier Verification Program (FSVP) and Hazard Analysis and Critical Control Point (HACCP) Importer Information [Edit](#)

Firm Name	DUNS Number	Address	Type of Importer	Action
			FSVP	<a href="#">Q</a>

---

### Section C: Quality Assurance Program [Edit](#)

File Name	Date of Upload	Comments
	2019-11-08	

Figure 5.22 – Renew: Application Summary, Part 1



### Section D: Filer/Broker Information

Edit

Firm Name	DUNS Number	Firm Address	Filer/Broker Code	Action
				Q

---

### Section E: Foreign Suppliers and Foods

Edit

Firm Name	DUNS Number	Address	Action
			Q

---

### Section F: Comments

Edit

No comments entered

---

Previous
Save
Next

Figure 5.23 – Renew: Application Summary, Part 2

## 5.10 Section H: e-Signature

An e-Signature is the electronic equivalent of a hand-written signature. Please read the statement carefully.

Acknowledge you have read and approved it by providing your e-signature and date at the bottom of the page (Figure 5.24).

Select “Submit” to submit the application for processing.

You may also provide the names and titles of individual who assisted with completion of the VQIP application.

VQIP Home > Dashboard > Section A > Section B > Section C > Section D > Section E > Section F > Section G > Section H

Section A Section B Section C Section D Section E Section F Section G Section H

## Section H: e-Signature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing your e-Signature and date at the bottom of the page. An e-Signature is the electronic equivalent of a hand-written signature.

I am the VQIP Applicant. By signing this application, I certify that all information provided in support of my application is true and correct to the best of my knowledge. I understand that misrepresentations and omissions will constitute sufficient grounds for rejection or subsequent revocation of my participation in the program and may constitute a violation of 18 U.S.C. 1001.

Name of VQIP Applicant  Title of VQIP Applicant  Date 2019-11-08

Names and titles of Individuals that assisted with completion of the VQIP application (Optional)

[Previous](#) [Submit](#)

Figure 5.24 – Renew: e-Signature Page

## 5.11 Application Confirmation

The following message will appear, indicating that your application was submitted successfully (Figure 5.25).

**Confirmation**

Thank you for submitting your VQIP Application. The system is currently scanning the files you uploaded. Until the scan is complete, your VQIP application status will display as "Pending."  
[Click here](#) to view your VQIP application status, application number, etc., on the VQIP dashboard.

Figure 5.25 – Renew: Confirmation Message