



## Food & Drug Administration (FDA) Prior Notice Instructions for Deringer Clients

To fulfill your prior notice requirements, please follow the process below so Deringer can transmit your information. If you use other means to satisfy the requirement (such as EDI or FDA's web page), the directions below are not applicable.

- Step 1. Complete your normal shipping documents.
- Step 2. Complete the FDA Prior Notice form. We will assume that any information left blank on the form is an indication that it is repetitive information found on the Combination Invoice for this shipment.
- Step 3. Fax all documents to the Deringer customer service center processing the shipment. A list of fax numbers can be found on [Deringer's website](#). Since the FDA requires two (2) hours advance notice of cargo arriving at a land border crossing, four (4) hours by rail or air, and eight (8) hours by water, Deringer requires customer paperwork well in advance to support the FDA prior notice requirements.
- Step 4. Using your PAPS, reference, entry, or tracking number, please use Deringer's eShipPartner Track My Shipment or eShipPartner Tracking & Tracing tools to check the status of your shipment. Customers can also contact a Deringer customer service center to check the status of the shipment. A message will display indicating the time of day the shipment will be allowed entry into the US. Shippers should not authorize the departure of their shipment until they receive this information, unless they have other safeguards in place to prevent premature arrival at the border.

### Additional Important Information

A prior notice confirmation, given by FDA, means that the FDA paperwork process has been initiated and the shipment is authorized to clear through US Customs & Border Protection (CBP) at the port of entry two hours from receipt of the prior notice confirmation. Although CBP releases the shipment at the port of entry, FDA may still be processing the shipment while it is in transit. FDA shipments should be held intact until FDA provides a "May Proceed" notice, which can take from one hour to several weeks in the event that the product(s) require testing or inspection. Deringer's eShipPartner Track My Shipment or eShipPartner Tracking & Tracing can provide verification of FDA's "May Proceed" approval.