Instructions for Submission of Voluntary Qualified Importer Program (VQIP) Application

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Food and Drug Administration
Office of Foods and Veterinary Medicine
Office of Regulatory Affairs
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Introduction

To participate in VQIP, you will need electronic access to FDA's Industry Systems Web site http://www.access.fda.gov. Under the "Voluntary Qualified Importer Program" section, you will need to set up a "User Account." During the VQIP application period (i.e., January 1 - May 31 prior to the October 1 beginning of the VQIP fiscal year), you will log on to the "Voluntary Qualified Importer Program" to:
- Submit a Notice of Intent to Participate in VQIP
- Submit a VQIP application

You should gather the information you will need prior to beginning each process. All information submitted will need to be in English.

Note that you do not have to complete the application in one session. You may use the "Save to Draft" link to save a partially completed application. You should also "Save to Draft" often as you enter information in the application.

A. VQIP User Account

When you set up your VQIP User Account, you will create a User ID and Password. You will use your User ID and Password for future log in to your VQIP User Account and to the "Voluntary Qualified Importer Program." The information you provide in your VQIP User Account will be used to autopopulate similar fields in your VQIP application. You will need to provide the following information to establish your VQIP User Account:
- Contact information
  - Name
  - Phone number
  - Email
- Firm information
  - Firm name (legal business name and any other names under which you conduct your business.)
  - DUNS number (field will autopopulate if the address is provided)
  - Address, includes street address, city, zip code, country, state/province (field will autopopulate if the DUNS number is provided)
  - Phone number
  - Fax number (if available)
  - Email address
  - Web address (if available)

You may log on and update information in your VQIP User Account at any time.

B. Notice of Intent to Participate in VQIP

To submit a Notice of Intent to participate in VQIP, you will need your User ID and Password. On FDA's Industry Systems Web page at http://www.access.fda.gov, log

in to the "Voluntary Qualified Importer Program." Click on the "Notice of Intent to Participate" link to submit your Notice of Intent to Participate in VQIP.

C. VQIP Application – First Year

On FDA's Industry Systems Web page at http://www.access.fda.gov, log in to the "Voluntary Qualified Importer Program." Click on the "Create a New Application" link to begin creating your VQIP application. To complete your application, you will need the following information:
- User ID and password
- C-TPAT participation information (participation in C-TPAT is not a prerequisite for VQIP, but you should acknowledge any such participation)
- VQIP Quality Assurance Program (See Section F)
- Filer/broker information for each filer/broker who will submit entry documents to U.S. Customs and Border Protection (CBP) for foods you import under VQIP:
  - o DUNS number (field will autopopulate if address is provided)
  - o Firm name
  - o Address, includes street address, city, zip code, country, state/province (field will autopopulate if DUNS number is provided)
  - o Phone number
  - o Fax number (if available)
  - o Email address
  - o Web address (if available)
  - o Filer/broker code
- Foreign supplier information for each foreign supplier of food for humans or animals that you will import under VQIP:
  - o DUNS number (if known)
  - o Firm name
  - o Address, includes street address, city, zip code, country, state/province
  - o Phone number
  - o Fax number (if available)
  - o Email address
  - o Web address (if available)
  - o Foreign supplier certification number
- FSVP or HACCP importer for each food, if you are not the FSVP or HACCP importer
  - o DUNS number (field will autopopulate if address is provided) Firm name
  - o Address, includes street address, city, zip code, country, state/province (field will autopopulate if DUNS number is provided)
  - o Phone number
  - o Fax number (if available)
  - o Email address
  - o Web address (if available)
- Food identification information for each food:
  - o FDA product code (7 characters)

     o Importer description of food (in English)
     o Attestation that the food label is compliant with applicable FDA regulations related to the risk of the food

Your application will include a question on whether you want to be included on the publicly available list of approved VQIP importers posted on FDA's VQIP Web page.

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 you provided. You will be prompted to acknowledge that you have reviewed the information and to certify that the information in the application is true and correct.

You will click on the "Submit" link to file your VQIP application with FDA. The system will acknowledge receipt of your application and will provide you with a unique application number. Use your application number in future correspondence with FDA regarding your VQIP application and to identify entries of VQIP foods. (See Question H.9.)

D. VQIP Application – Subsequent Year

If you are a VQIP participant (i.e., you are currently receiving VQIP benefits), you may submit your application to participate in VQIP for the next VQIP fiscal year as follows:
- During the VQIP application period (i.e., January 1 - May 31), log on to the "Voluntary Qualified Importer Program" at http://www.access.fda.gov.
- Click on the "Notice of Intent to Participate" link and submit your Notice of Intent to Participate in VQIP.
- Prior to beginning the process for creating a new application, you should ensure that your current application is accurate. Click on the "Create Application for Renewal" link to begin the process for creating your application for the next fiscal year. You will be prompted to identify whether you intend to replicate your current application or create a new application and manually fill in all required fields.

E. VQIP Application Amendments

You should promptly amend your VQIP application to provide information or documentation that is necessary to maintain your eligibility to participate in VQIP. (See Question C.1 and I.1.)

You also may amend your VQIP application to:
- Add a food from a foreign supplier already in your VQIP;

- Remove a food, the foreign supplier of a food, or the FSVP or HACCP importer for a food;
- Replace the foreign supplier or FSVP or HACCP importer for a food that is already listed in your VQIP application; and
- Add or remove a filer/broker. (See Questions I.2 and I.3.)

When you amend your application, you will be prompted to enter a brief explanation of the reason for the amendment.