



U.S. Food and Drug Administration Voluntary Qualified Importer Program (VQIP) Portal

Submission of VQIP Application User Guide

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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.

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).

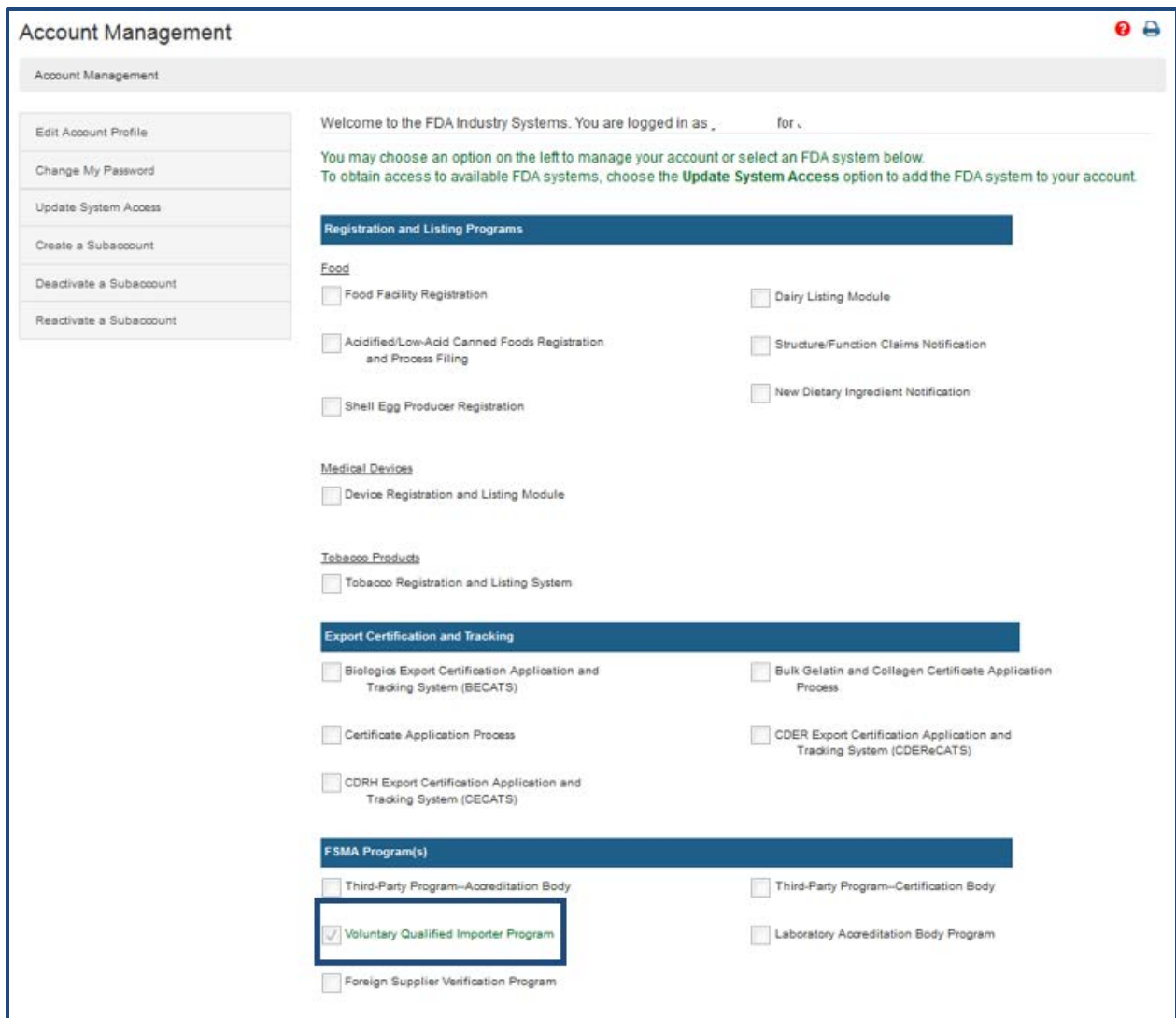


Figure 1.1 – Account Management

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.

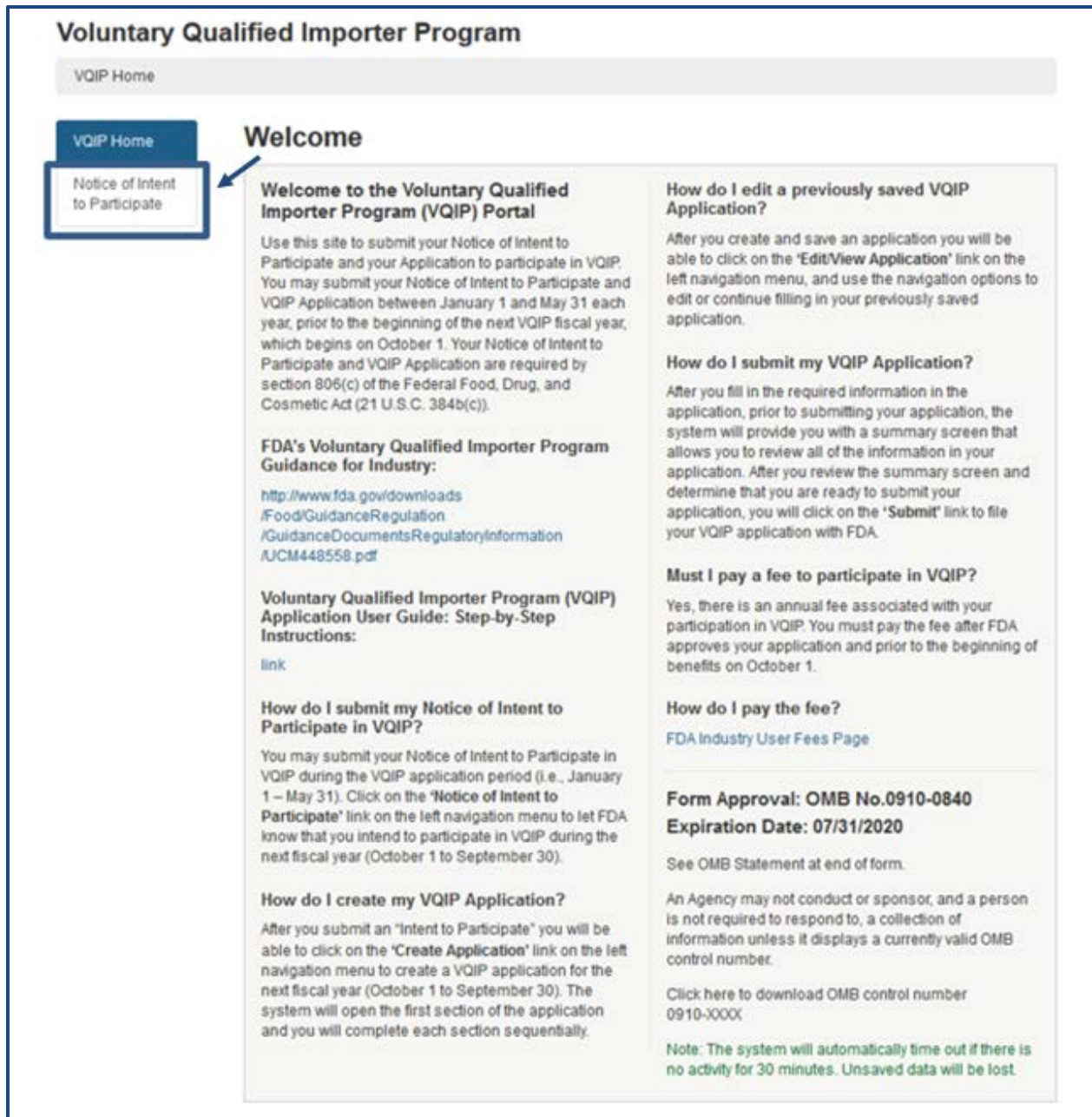


Figure 1.2 – Voluntary Qualified Importer Program (VQIP) Home Screen

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

The system will return you to the Voluntary Qualified Importer Program 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 1.4).

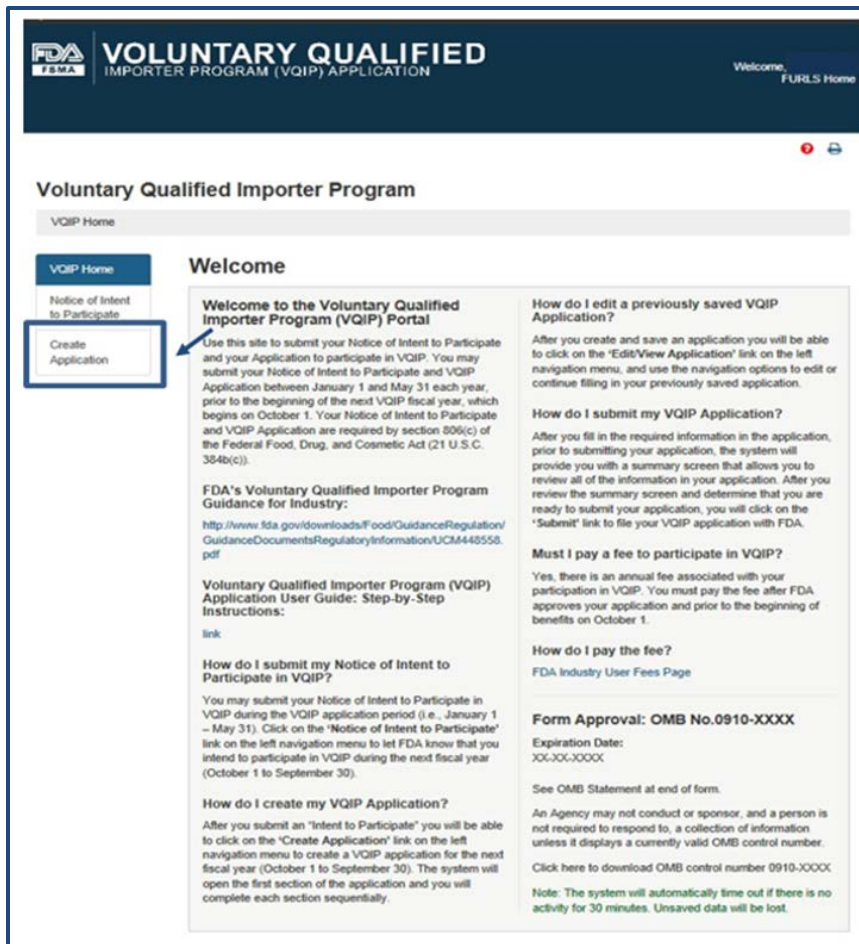


Figure 1.4 – VQIP Home Screen: Create Application

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 1.5). The help link (i.e., the red question mark, shown below) will open this VQIP 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).

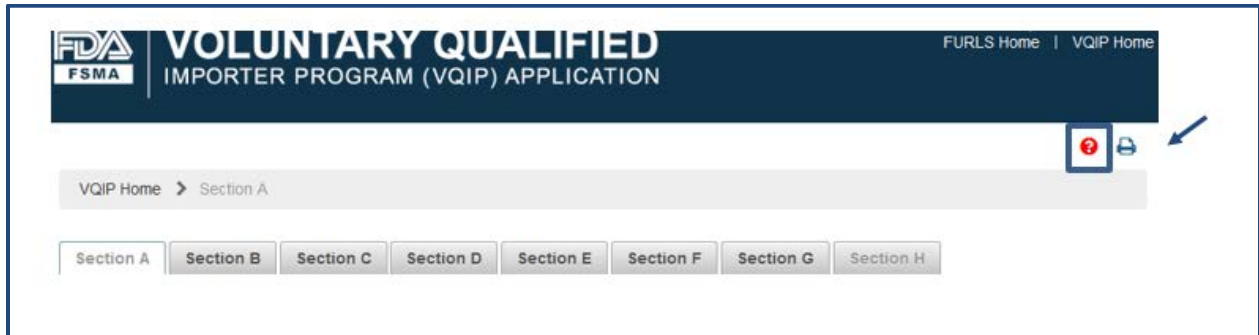


Figure 1.5 – Status Bar

Each screen also includes navigation buttons such as the following (Figure 1.6):

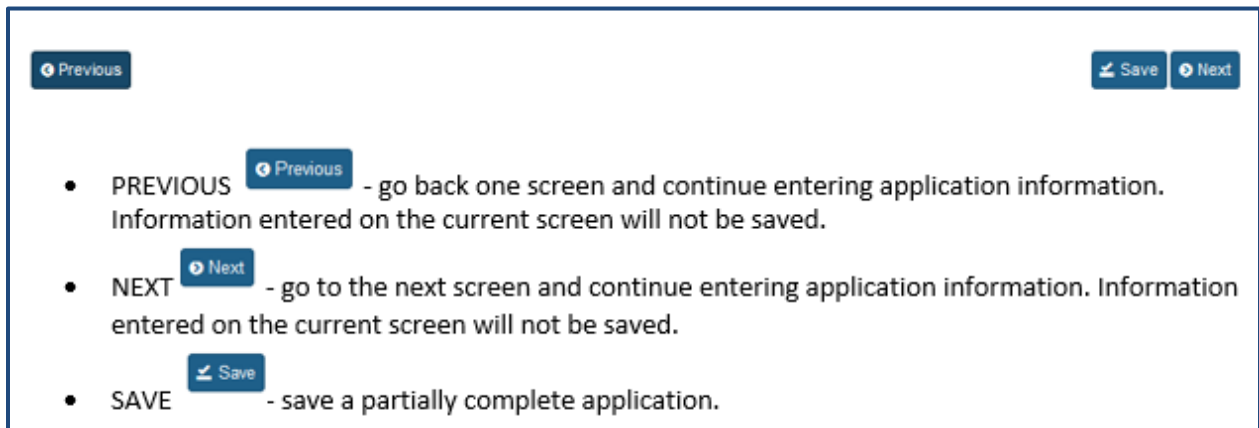


Figure 1.6 – Navigation Buttons

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 2.1).

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 2.1 – 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 2.2). 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?

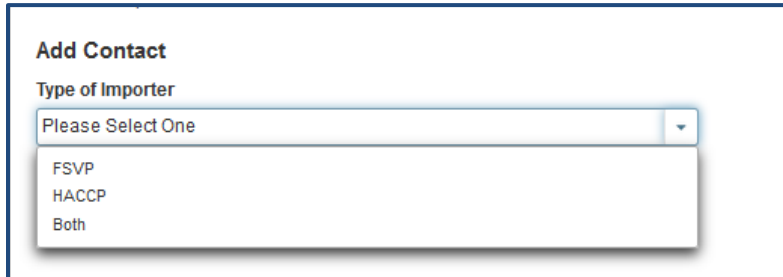
Yes No

C-TPAT Account Number

Figure 2.2 – C-TPAT Status

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.



Add Contact
 Type of Importer
 Please Select One
 FSVP
 HACCP
 Both

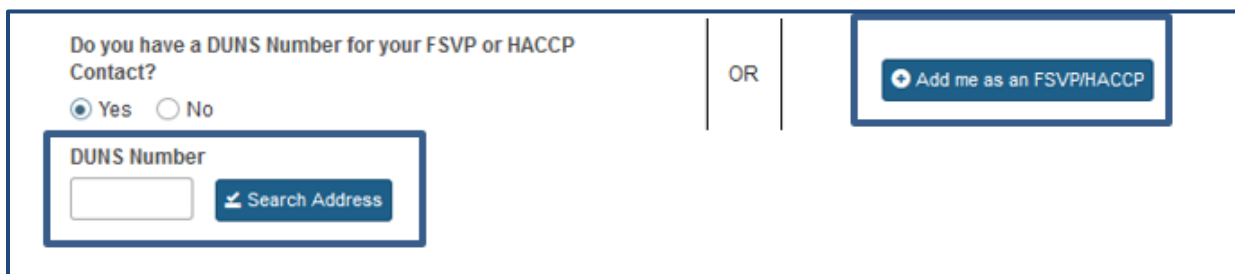
Figure 3.1 – Add Contact: Select a Type of Importer

After selecting the Importer type (Figure 3.1), 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 3.2) 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 3.3). 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 3.2).



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

DUNS Number

OR

Figure 3.2 – 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 3.3 – 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 3.2). The system will display a screen where you can enter the FSVP or HACCP importer contact information and search to find a match (Figure 3.4).

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

Firm Name:

Address Line 1:

Address Line 2:

City:

Zip Code (Postal Code):

Country/Area:

State/Province/Territory:

Figure 3.4 – 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 3.5).

FSVP/HACCP Contact Information

DUNS Number Telephone Number

Firm Name Country Area Phone Number Extension

Address Line 1 Fax Number (Optional)

Address Line 2 Country Area Fax Number

City Email Address

State/Province/Territory Web Address (Optional)

Zip Code (Postal Code)

Country/Area

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

Figure 3.5 – Search Results of FSVP/HACCP Importer DUNS Number

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

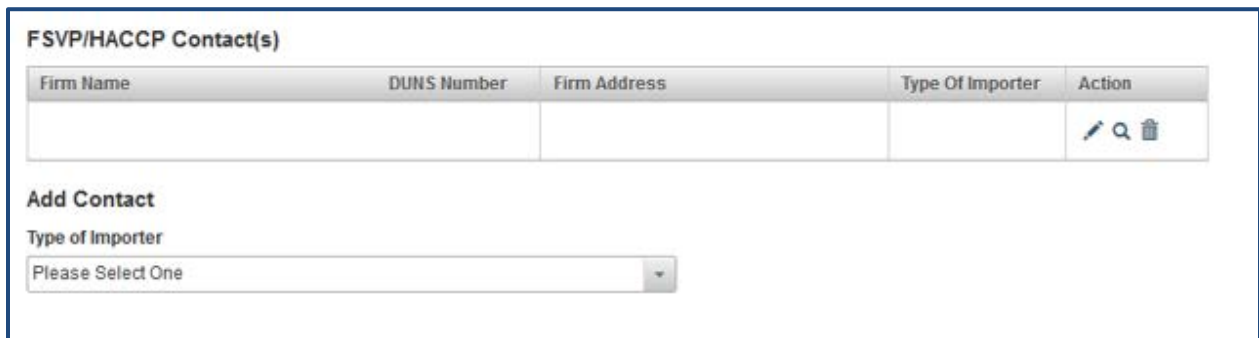
After completing the required contact information and verifying the correct FSVP/HACCP address, select “Save”. The system will display the new contact information (Figure 3.6).




The icons to alter the contact information can be found in the Action column – the last column in FSVP/HACCP Contact(s) information.

*Note: The pencil icon will allow you to edit the contact information. The magnifying glass icon will allow you to view the FSVP/HACCP Importer Contact details. The trash can icon will allow you to delete this contact information from your selection.

You may add additional contacts by selecting a “Type of Importer” from the drop down, which will display the option to add another FSVP/HACCP Importer (Figure 3.4). You may add, edit, view, or delete contacts.

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 3.6 – FSVP/HACCP Contact Information

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 4.1).

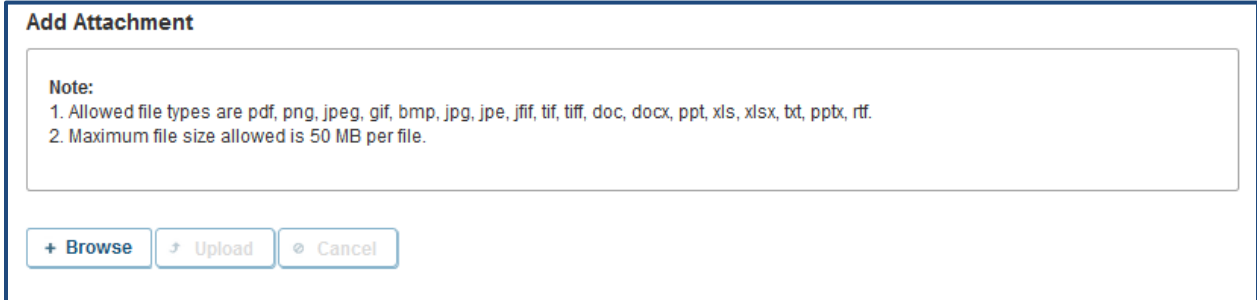


Figure 4.1 – QAP: Add Attachment

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 4.2).




Figure 4.2 – 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 4.3).

You may continue to add more files to your application 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.

+ Browse Upload Cancel

Previous
Save Next

Figure 4.3 – QAP: Attachment(s)

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 5.1) 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 5.2).

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 5.1).



Add Filer/Broker

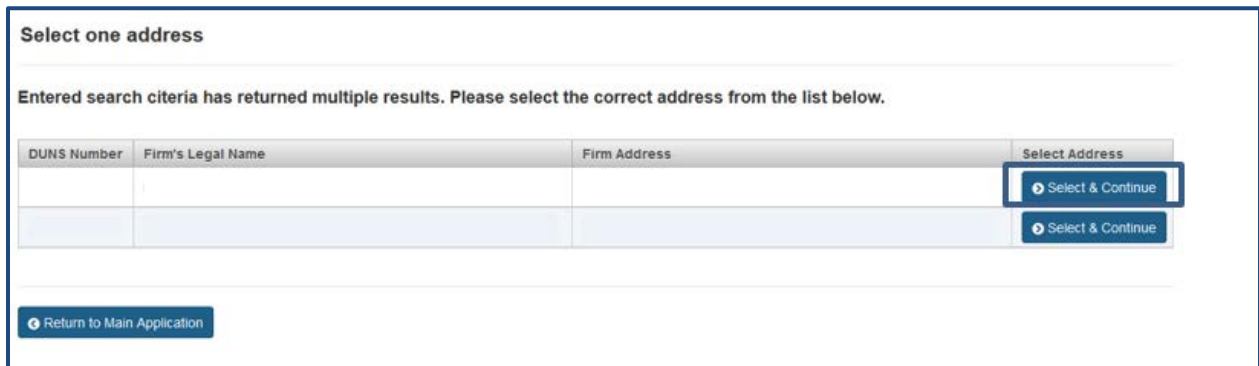
Do you have a DUNS Number for your Filer/Broker?

Yes No

DUNS Number

OR

Figure 5.1 – 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
			<input type="button" value="Select & Continue"/>
			<input type="button" value="Select & Continue"/>

Figure 5.2 – Select the Filer/Broker Address

If you do not have the DUNS number for the Filer/Broker, you may select “No” (Figure 5.1). The system will display the screen reflected in Figure 5.3 (below). You may enter the Filer/Broker contact information and search to find a match (Figure 5.2).

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:
 Search Address

Address Line 1:

Address Line 2:

City:

Zip Code (Postal Code):

Country/Area:

State/Province/Territory:

Figure 5.3 – 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 5.4).

Filer/Broker Information

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

Figure 5.4 – Search Results for Filer/Broker DUNS Number




Fields Included in this Section	Description
Country Code for Telephone Number	For foreign registrations, the three-digit telephone country code of the facility being registered
Area Code for Telephone Number	The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered
Telephone Number	The telephone number of the facility being registered
Extension for Telephone Number	The telephone extension dialed after the telephone number of the facility being registered
Country Code for Fax Number (Optional)	For foreign registrations, the three-digit (telephone) country code of the fax machine for the facility being registered
Area Code of Fax Number (Optional)	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the fax machine for the facility being registered
Phone Number for Fax Number (Optional)	The telephone number of the fax machine for the facility being registered
E-mail Address	An electronic mail address for the facility being registered
Web Address (Optional)	An Internet address of a website, file, document or directory
Filer/Broker Code	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 5.5).

The icons to alter the contact information can be found in the Action column – the last column in Filer/Broker information. The pencil icon will allow you to edit the contact information. The magnifying glass icon will allow you to view the Filer/Broker contact 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

[Add me as a Filer Broker](#)

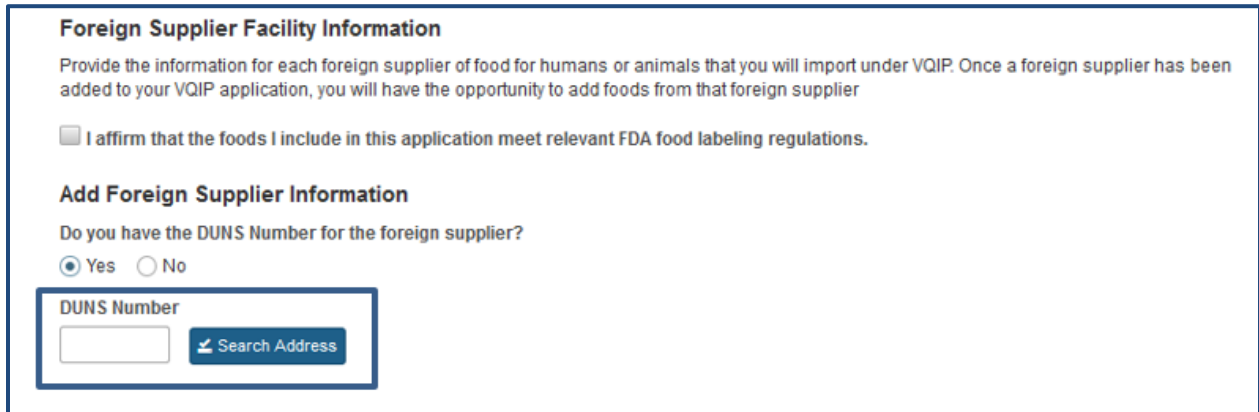
Figure 5.5 – Filer/Broker Contact Information

Section E: Foreign Supplier Facility 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 6.1) 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

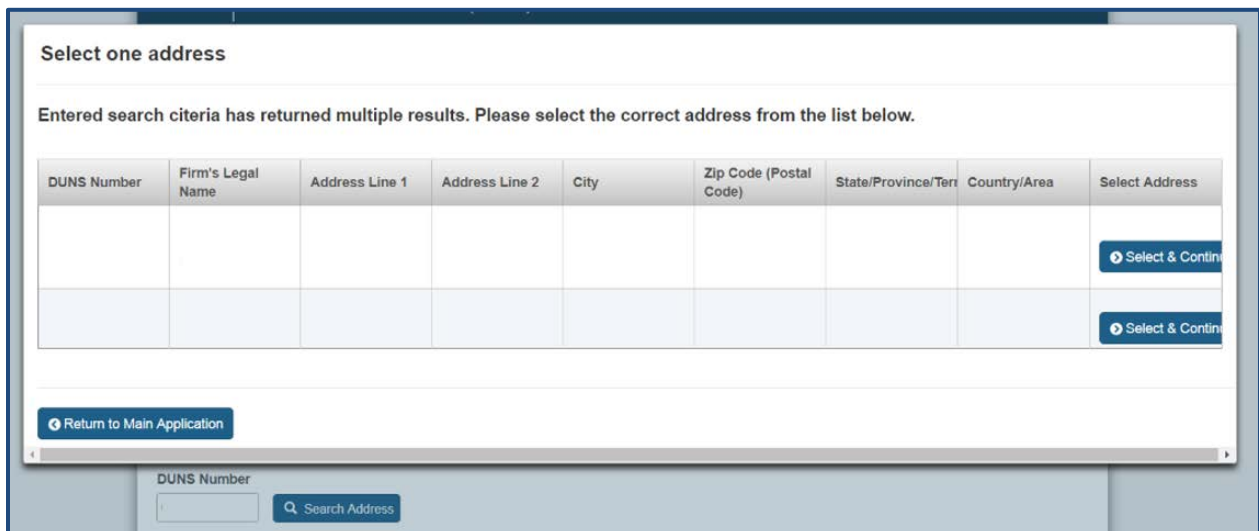
Do you have the DUNS Number for the foreign supplier?

Yes No

DUNS Number

Figure 6.1 – 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 6.2).



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
								<input type="button" value="Select & Continue"/>
								<input type="button" value="Select & Continue"/>

DUNS Number

Figure 6.2 – Select the Foreign Supplier Address

If you select “No” (Figure 6.1), the system will display a screen where you can enter the foreign supplier information and search to find a match (Figure 6.3).

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:

Address Line 1:

Address Line 2:

City:

Zip Code (Postal Code):

Country/Area:

State/Province/Territory:

Figure 6.3 – 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 6.4). 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).

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”.

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.

Foreign Supplier Information

DUNS Number Telephone Number

Firm Name Country Area Phone Number Extension

Address Line 1 Fax Number (Optional)

Address Line 2 Country Area Fax Number

City Email Address

State/Province/Territory Web Address (Optional)

Zip Code (Postal Code) FCE Number (Optional)

Country/Area

Facility Certification Number	Issue Date Range	Expiration Date Range
<input type="text"/>	<input type="text"/> YYYY-MM-DD - <input type="text"/> YYYY-MM-DD	<input type="text"/> YYYY-MM-DD - <input type="text"/> YYYY-MM-DD

(1 of 2)

Is this the correct foreign supplier address?
 Yes No

Figure 6.4 – Search Results of a Foreign Supplier DUNS Number

Fields Included in this Section	Description
Country Code for Telephone Number	For foreign registrations, the three-digit telephone country code of the facility being registered
Area Code for Telephone Number	The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered
Telephone Number	The telephone number of the facility being registered
Extension for Telephone Number	The telephone extension dialed after the telephone number of the facility being registered
Country Code for Fax Number (Optional)	For foreign registrations, the three-digit (telephone) country code of the fax machine for the facility being registered
Area Code of Fax Number (Optional)	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the fax machine for the facility being registered
Phone Number for Fax Number (Optional)	The telephone number of the fax machine for the facility being registered
E-mail Address	An electronic mail address for the facility being registered.
Web Address (Optional)	An Internet address of a website, file, document, or directory
Food Canning Establishment (FCE) Number (Optional)	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 facility certificate you have selected in (Figure 6.5). **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/... more		(0)	<input type="text"/>	
<input type="checkbox"/>	21EEN03	Fruit/Fruit Prod/Mixed Fr... more		(0)		
<input type="checkbox"/>	21VES48	Fruit/Fruit Prod/Sub/Trop... more		(0)		
<input type="checkbox"/>	22AMN16	Fruit/Fruit Prod/Vine Fru... more		(0)		
<input type="checkbox"/>	40EYN10	Baby Food Prod/Fruit/Juic... more		(0)		

|||

Figure 6.5 – 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 6.5).

If the application has only one FSVP/HACCP importer, the system will automatically assign the food to the FSVP/HACCP importer. The FSVP/HACCP column displays the number “(1)” for each food when selected.

Click “Save” and “Return to Foreign Supplier” (Figure 6.6).

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/... more		(0)	<input type="text"/>	
<input checked="" type="checkbox"/>	21EEN03	Fruit/Fruit Prod/Mixed Fr... more		(1)		
<input type="checkbox"/>	21VES48	Fruit/Fruit Prod/Sub/Trop... more		(0)		
<input checked="" type="checkbox"/>	22AMN16	Fruit/Fruit Prod/Vine Fru... more		(1)		
<input type="checkbox"/>	40EYN10	Baby Food Prod/Fruit/Juic... more		(0)		

Figure 6.6 – Foods to be Imported for a Foreign Supplier: One FSVP/HACCP Importer

If the application has more than one FSVP/HACCP Importer, click on the “(0)” to view the FSVP/HACCP importer(s) (Figure 6.7).

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... more		(0)		
<input type="checkbox"/>	20MCI06	Fruit/Fruit Prod/Citrus F... more		(0)	<input type="text"/>	
<input type="checkbox"/>	21DCI15	Fruit/Fruit Prod/Mixed Fr... more		(0)	<input type="text"/>	
<input type="checkbox"/>	24KMI50	Vegetables/Vegetable Prod... more		(0)	<input type="text"/>	
<input checked="" type="checkbox"/>	40ECI20	Baby Food Prod/Fruit/Juic... more		(0)		

Figure 6.7 – 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 6.8).

Select “Close”.

Foods to be Imported for A

<input type="checkbox"/>	Product Code	FDA Pro	Associate Product to Importer(s)			Facility Certificat
<input checked="" type="checkbox"/>	16VED02	Fishery/S more	<input type="checkbox"/>	FSVP/HACCP		
<input type="checkbox"/>	20MCI06	Fruit/Fruit more	<input type="checkbox"/>			
<input type="checkbox"/>	21DCI15	Fruit/Fruit more	<input type="checkbox"/>			
<input type="checkbox"/>	24KMI50	Vegetable more	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	40ECI20	Baby Food Prod/Fruit/Juic... more		(0)		

Figure 6.8 – 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 6.9).

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... more		(1)		
<input type="checkbox"/>	20MCI06	Fruit/Fruit Prod/Citrus F... more		(0)	<input type="text"/>	
<input type="checkbox"/>	21DCI15	Fruit/Fruit Prod/Mixed Fr... more		(0)	<input type="text"/>	
<input type="checkbox"/>	24KMI50	Vegetables/Vegetable Prod... more		(0)	<input type="text"/>	
<input checked="" type="checkbox"/>	40ECI20	Baby Food Prod/Fruit/Juic... more		(1)		

Figure 6.9 – 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 6.10). 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="edit"/> <input type="button" value="search"/> <input type="button" value="delete"/>

Add Foreign Supplier Information

Do you have the DUNS Number for the foreign supplier?

Yes No

Figure 6.10 – Foreign Supplier Facility Information

Section F: Comments

You may provide comments here regarding anything you would like. 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 7.1).

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

Comments (Optional)

Enter application comment here

4000 characters remaining.

Figure 7.11 – Comments

Section G: Summary

Review your application before submitting it for processing (Figure 8.1). 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 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 ?

--

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

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 8.1.1 – Application Summary, Part 1

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

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

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

Firm Name	DUNS Number	Address	Action
🔍			🔍 ☰

Section F: Comments [Edit](#)

No comments entered

Figure 8.2.2 – Application Summary, Part 2

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 9.1).

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Figure 9.1 – e-Signature Page

Application Confirmation

The following message will appear, indicating that your application was submitted successfully (Figure 10.1).

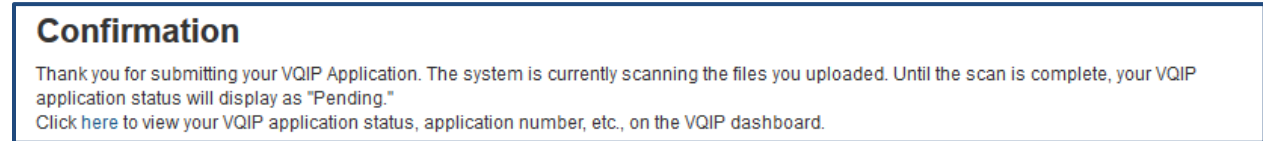


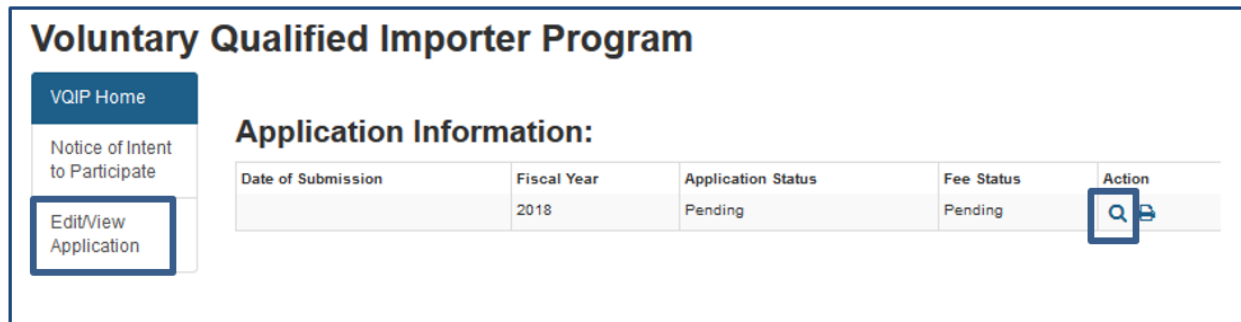
Figure 10.1 – Confirmation Message

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 10.2).

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 11.2 – VQIP Home: Edit/View Application