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):

- **PREVIOUS** - go back one screen and continue entering application information. Information entered on the current screen will not be saved.
- **NEXT** - go to the next screen and continue entering application information. Information entered on the current screen will not be saved.
- **SAVE** - save a partially complete application.

![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).

![Figure 2.1 – Option to be listed on the VQIP Importers List.](image)

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.

![Figure 2.2 – C-TPAT Status](image)
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: Select a Type of Importer](image)

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).

![Enter a DUNS Number or Add me as an FSVP/HACCP Importer](image)

Figure 3.2 – Enter a DUNS Number or Add me as an FSVP/HACCP Importer
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.

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).
### Fields Included in this Section

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country Code for Telephone Number</strong></td>
</tr>
<tr>
<td>For foreign registrations, the three-digit telephone country code of the facility being registered</td>
</tr>
<tr>
<td><strong>Area Code for Telephone Number</strong></td>
</tr>
<tr>
<td>The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered</td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
</tr>
<tr>
<td>The telephone number of the facility being registered</td>
</tr>
<tr>
<td><strong>Extension for Telephone Number</strong></td>
</tr>
<tr>
<td>The telephone extension dialed after the telephone number of the facility being registered</td>
</tr>
<tr>
<td><strong>Country Code for Fax Number (Optional)</strong></td>
</tr>
<tr>
<td>For foreign registrations, the three-digit (telephone) country code of the fax machine for the facility being registered</td>
</tr>
<tr>
<td><strong>Area Code of Fax Number (Optional)</strong></td>
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<td><strong>Phone Number for Fax Number (Optional)</strong></td>
</tr>
<tr>
<td>The telephone number of the fax machine for the facility being registered</td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
</tr>
<tr>
<td>An electronic mail address for the facility being registered</td>
</tr>
<tr>
<td><strong>Web Address (Optional)</strong></td>
</tr>
<tr>
<td>An Internet address of a website, file, document or directory</td>
</tr>
</tbody>
</table>

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.

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).

![Add Attachment](image)

**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).

![Comments (Optional)](image)

**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.
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).

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.
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).

Figure 5.4 – Search Results for Filer/Broker DUNS Number
<table>
<thead>
<tr>
<th>Fields Included in this Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Code for Telephone Number</td>
<td>For foreign registrations, the three-digit telephone country code of the facility being registered</td>
</tr>
<tr>
<td>Area Code for Telephone Number</td>
<td>The three-digit telephone area code (for domestic addresses) or city code (for foreign addresses) for the facility being registered</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>The telephone number of the facility being registered</td>
</tr>
<tr>
<td>Extension for Telephone Number</td>
<td>The telephone extension dialed after the telephone number of the facility being registered</td>
</tr>
<tr>
<td>Country Code for Fax Number (Optional)</td>
<td>For foreign registrations, the three-digit (telephone) country code of the fax machine for the facility being registered</td>
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<td>The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the fax machine for the facility being registered</td>
</tr>
<tr>
<td>Phone Number for Fax Number (Optional)</td>
<td>The telephone number of the fax machine for the facility being registered</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>An electronic mail address for the facility being registered</td>
</tr>
<tr>
<td>Web Address (Optional)</td>
<td>An Internet address of a website, file, document or directory</td>
</tr>
<tr>
<td>Filer/Broker Code</td>
<td>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-xxxxxxxx-x)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>DUNS Number</th>
<th>Firm Address</th>
<th>Action</th>
</tr>
</thead>
</table>

**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.

![Figure 6.1 – Enter the DUNS Number of a Foreign Supplier](image)

If more than one firm is displayed, select the correct address from the list and click “Select & Continue” (Figure 6.2).

![Figure 6.2 – Select the Foreign Supplier Address](image)

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.
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”.
Figure 6.4 – Search Results of a Foreign Supplier DUNS Number
<table>
<thead>
<tr>
<th>Fields Included in this Section</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td>An electronic mail address for the facility being registered</td>
</tr>
<tr>
<td><strong>Web Address (Optional)</strong></td>
<td>An Internet address of a website, file, document, or directory</td>
</tr>
<tr>
<td><strong>Food Canning Establishment (FCE) Number (Optional)</strong></td>
<td>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</td>
</tr>
</tbody>
</table>

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.**

![Figure 6.5 – Foods to be Imported for a Foreign Supplier](image-url)
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).

![Figure 6.6 – Foods to be Imported for a Foreign Supplier: One FSVP/HACCP Importer](image)

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

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”.

Figure 6.7 – Foods to be Imported for a Foreign Supplier: Multiple FSVP/HACCP Importers

Figure 6.8 – Foods to be Imported for a Foreign Supplier: Associate 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.
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.

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.

Figure 8.1.1 – Application Summary, Part 1
### Figure 8.2.2 – Application Summary, Part 2

#### Section D: Filer/Broker Information

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>DUNS Number</th>
<th>Firm Address</th>
<th>Filer/Broker Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Section E: Foreign Supplier Facilities and Foods

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>DUNS Number</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Section F: Comments

No comments entered
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.

![Figure 9.1 – e-Signature Page](image-url)
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.

![Figure 11.2 – VQIP Home: Edit/View Application](image-url)