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

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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).

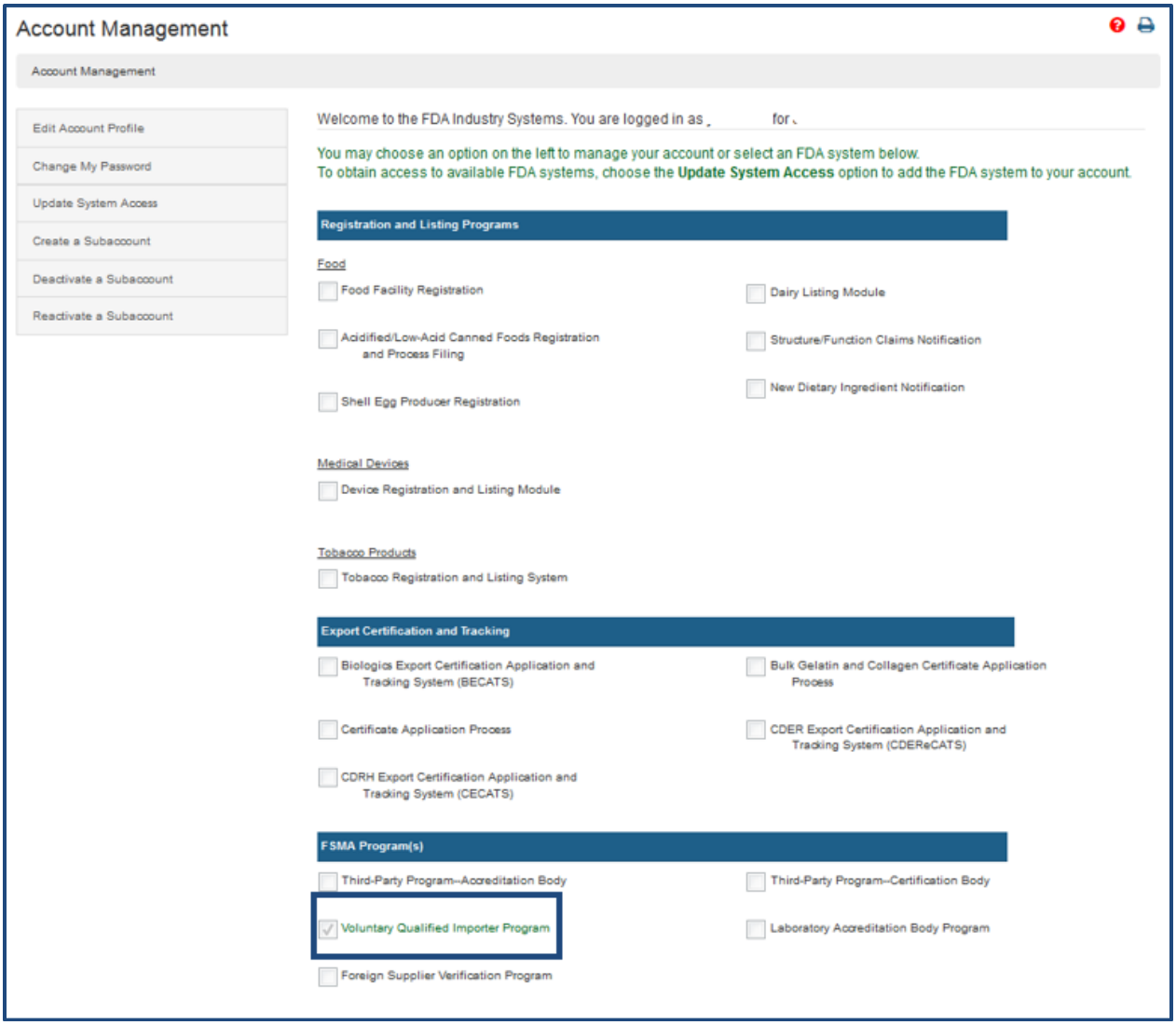

Figure 1.1 – Account Management

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.

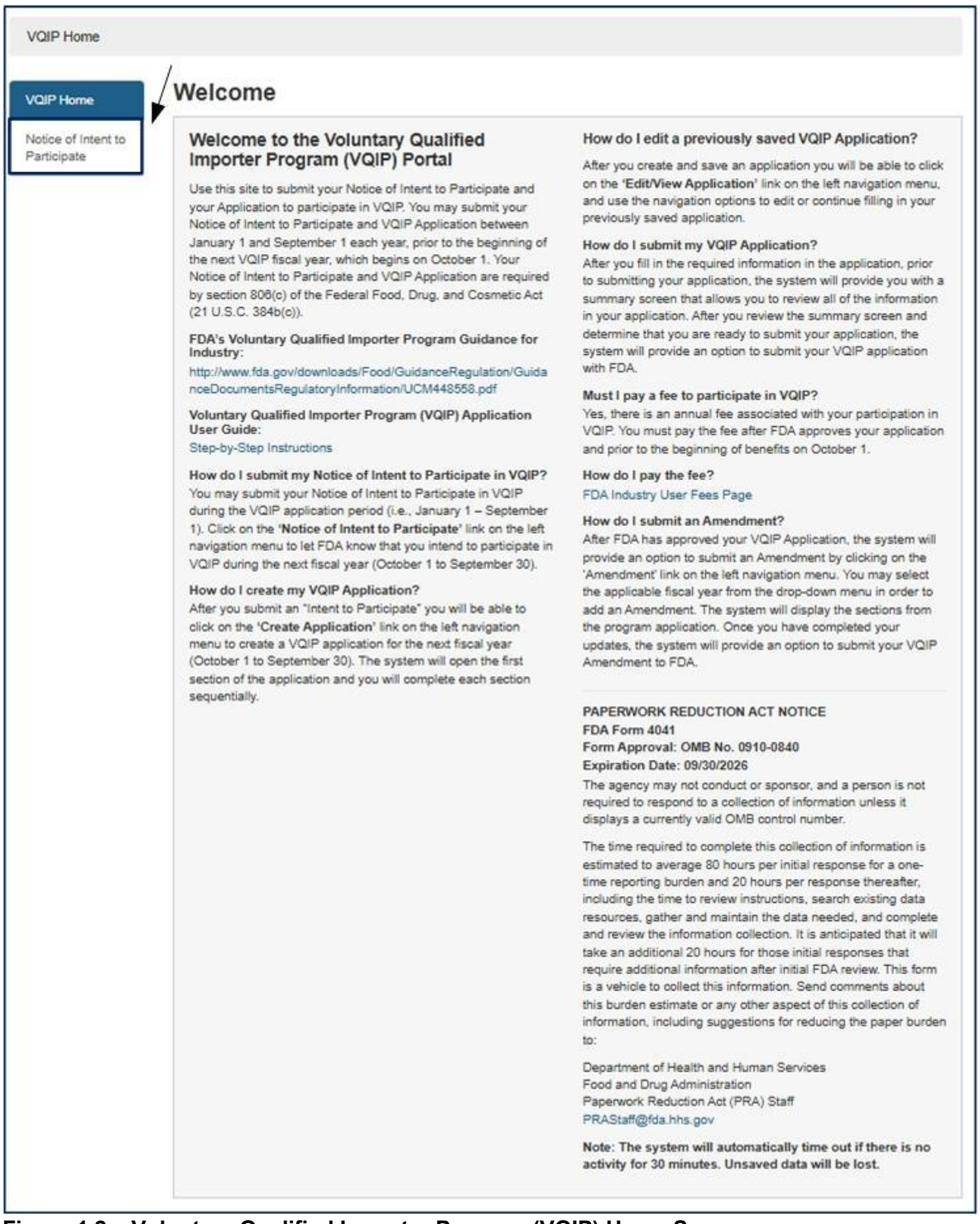

Figure 1.2 – Voluntary Qualified Importer Program (VQIP) Home Screen

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.

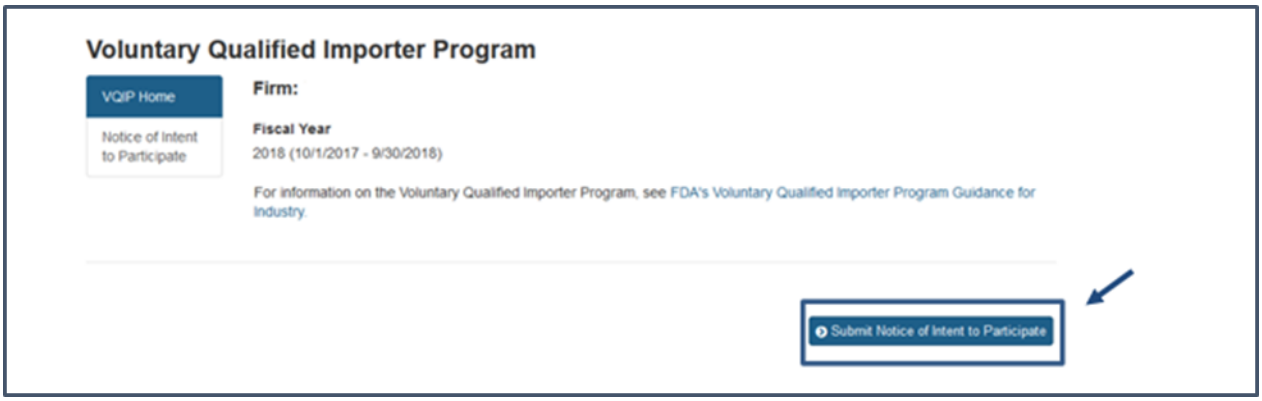

Figure 1.3 – Submit Notice of Intent to Participate

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).

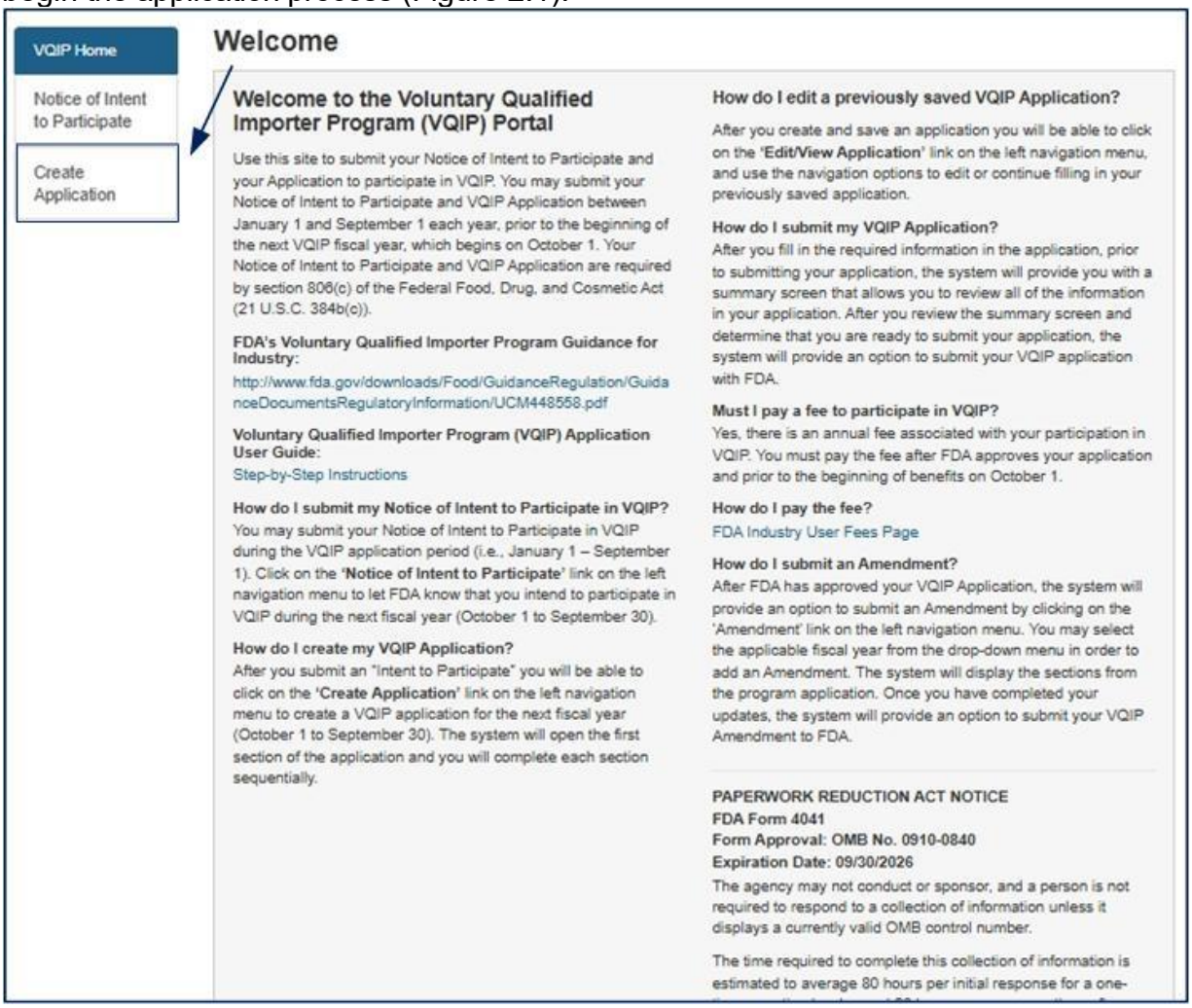

Figure 2.1 – VQIP Home Screen: Create Application

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).

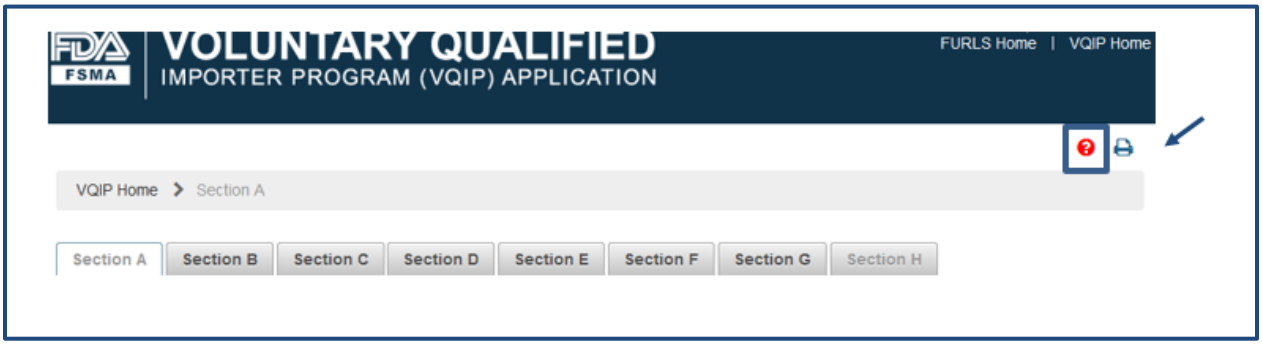

Figure 2.2 – Status Bar

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

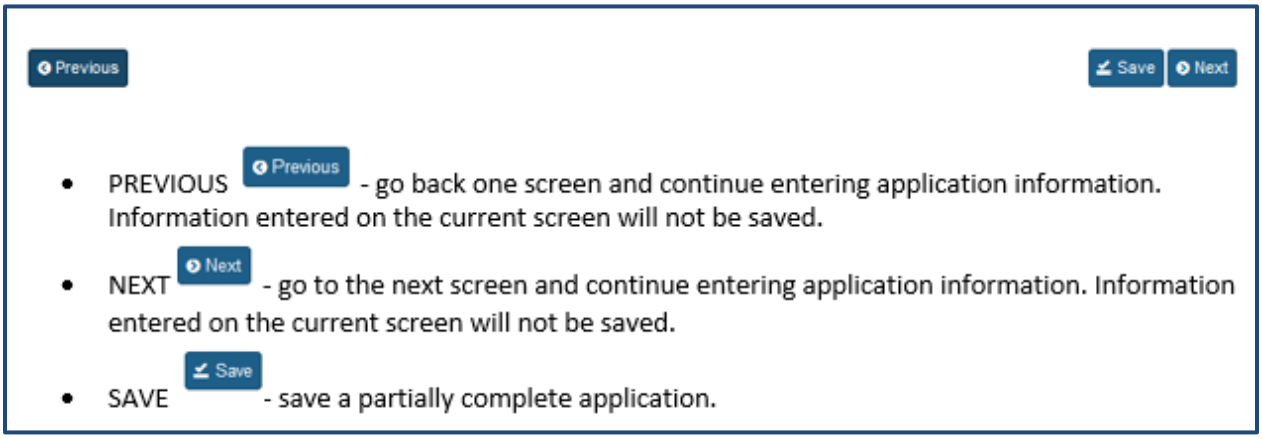

Figure 2.3 – Navigation Buttons

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).

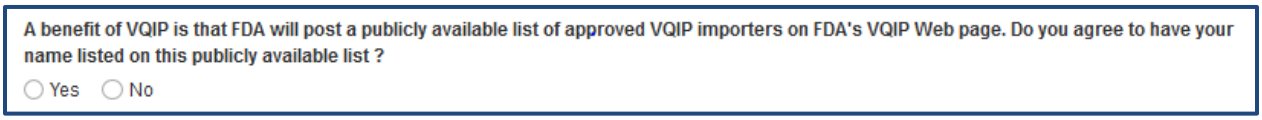

Figure 2.4 – Option to be listed on the VQIP Importers List.

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.

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.

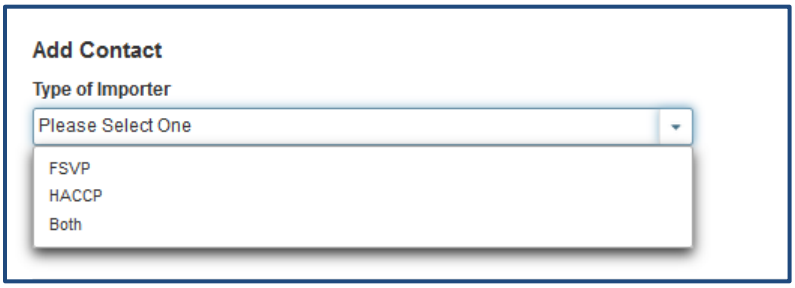

Figure 2.6 – Add Contact: Select a Type of Importer

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).

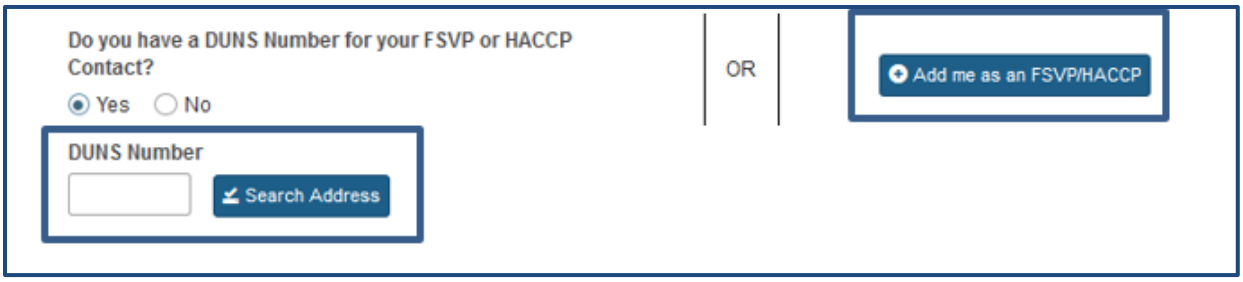

Figure 2.7 – Enter a DUNS Number or Add me as an FSVP/HACCP Importer

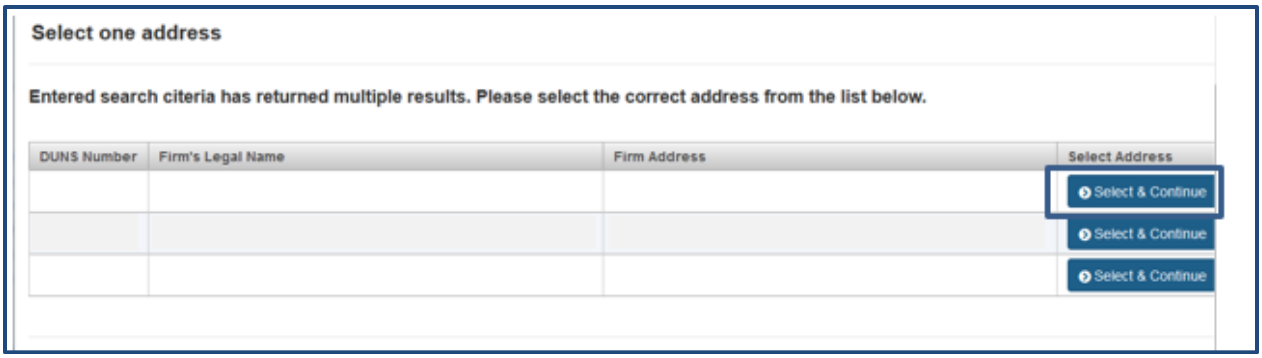

Figure 2.8 – Select the FSVP/HACCP Importer Address

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.

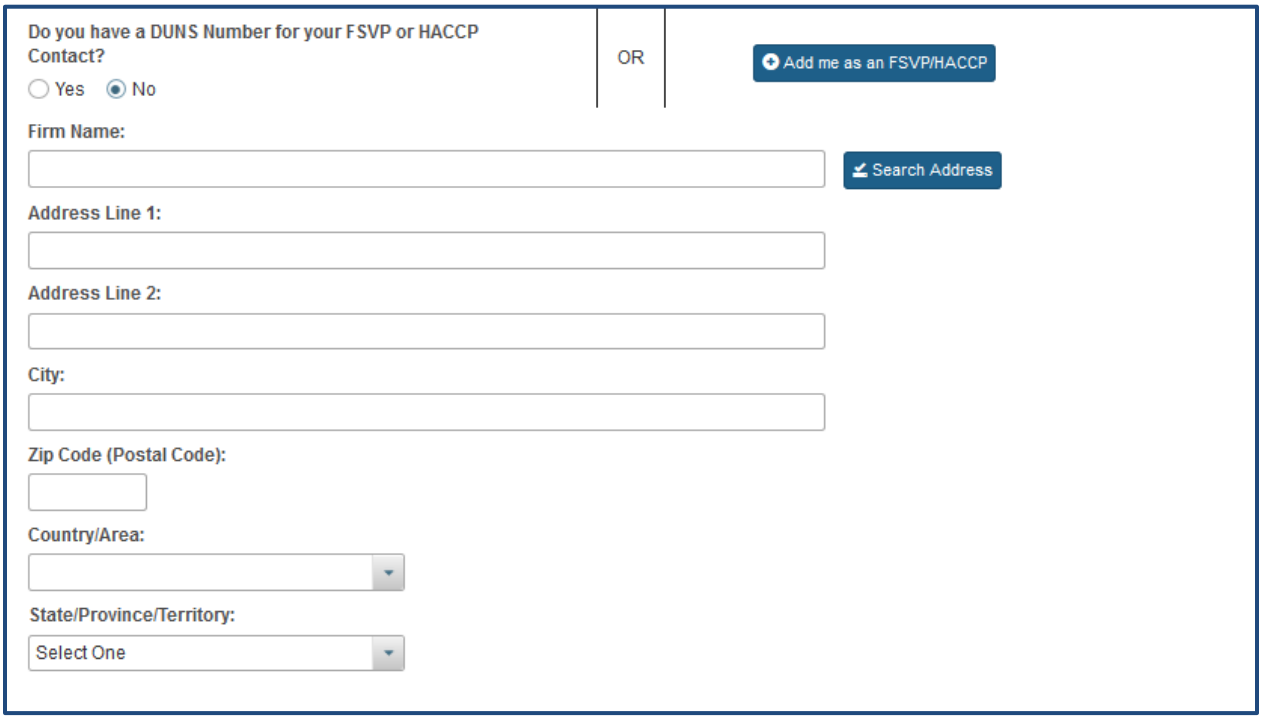

Figure 2.9 – Search for FSVP/HACCP Importer DUNS Number

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).

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

Fields Included in this Section	Description
Country Code for Telephone Number	For foreign numbers, the three-digit telephone country code of the facility
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 numbers, the three-digit (telephone) country code of the fax machine for the facility
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 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.

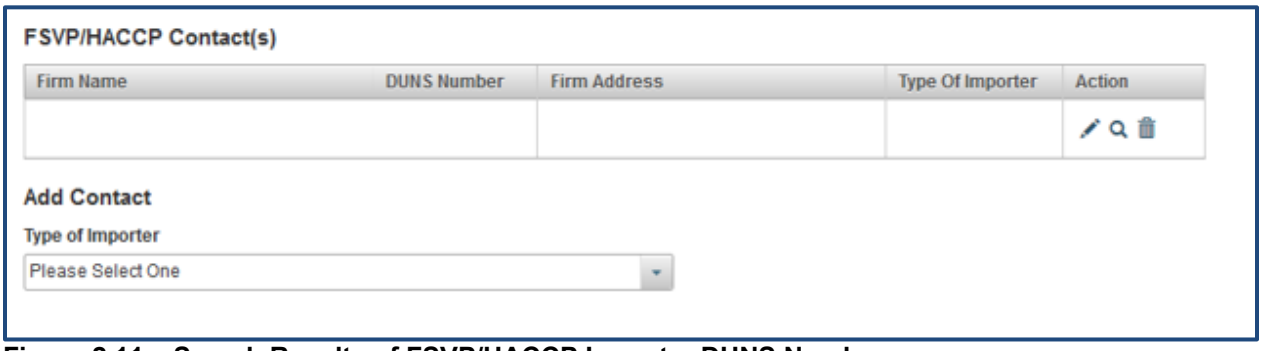

Figure 2.11 – Search Results of FSVP/HACCP Importer DUNS Number

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).

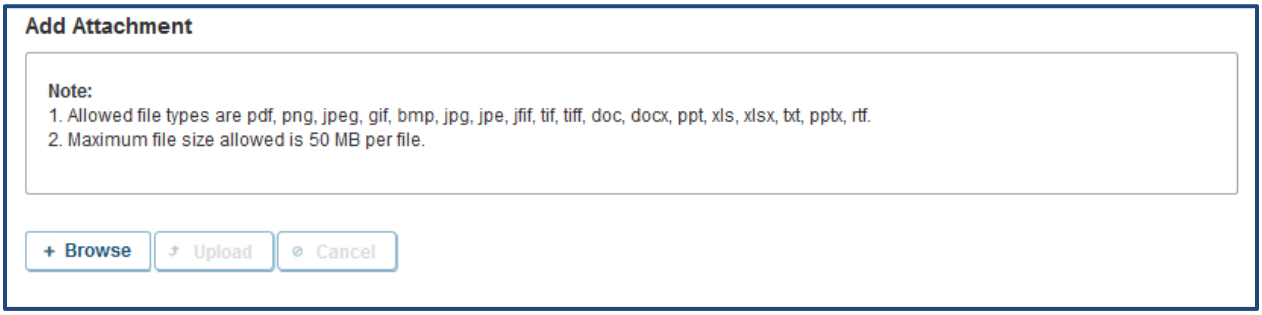

Figure 2.12 – Search Results of FSVP/HACCP Importer DUNS Number

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).

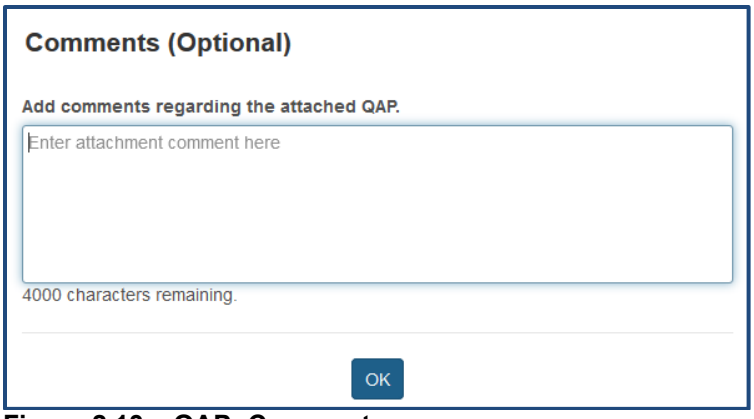

Figure 2.13 – QAP: Comments

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.

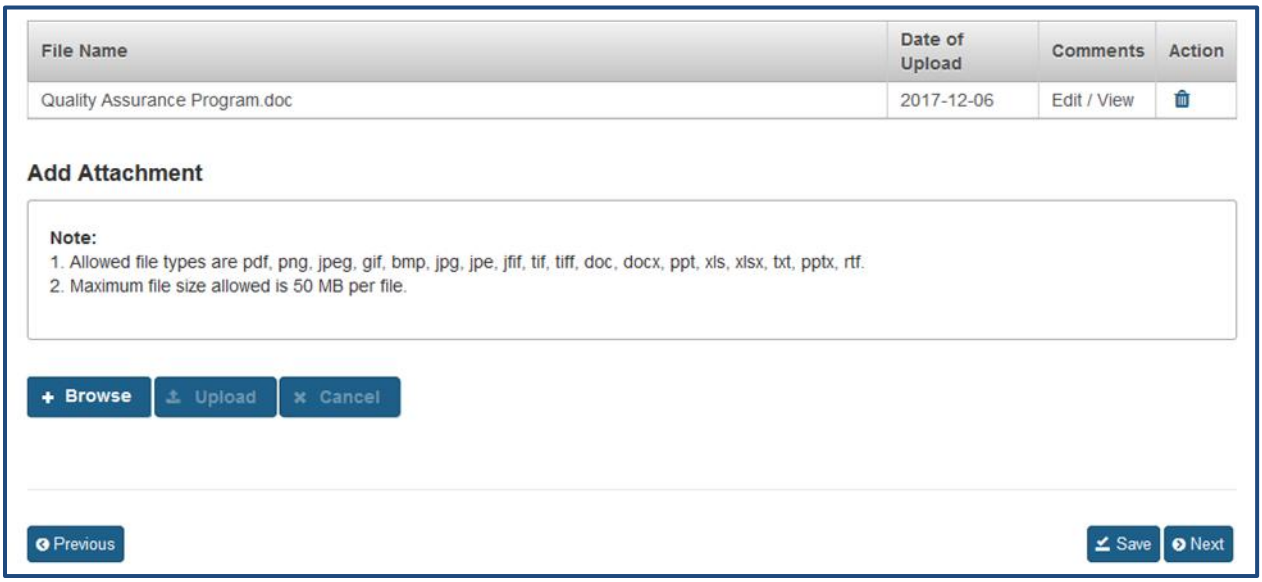

Figure 2.14 – QAP: Attachment(s)

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).

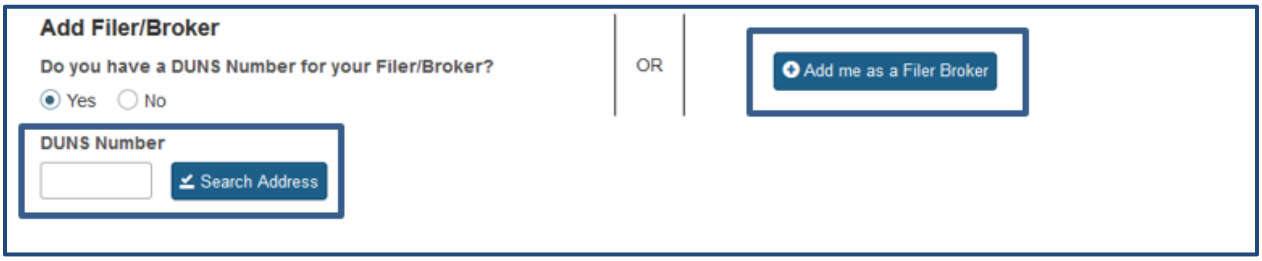

Figure 2.15 – Add Filer/Broker or Add me as a Filer/Broker

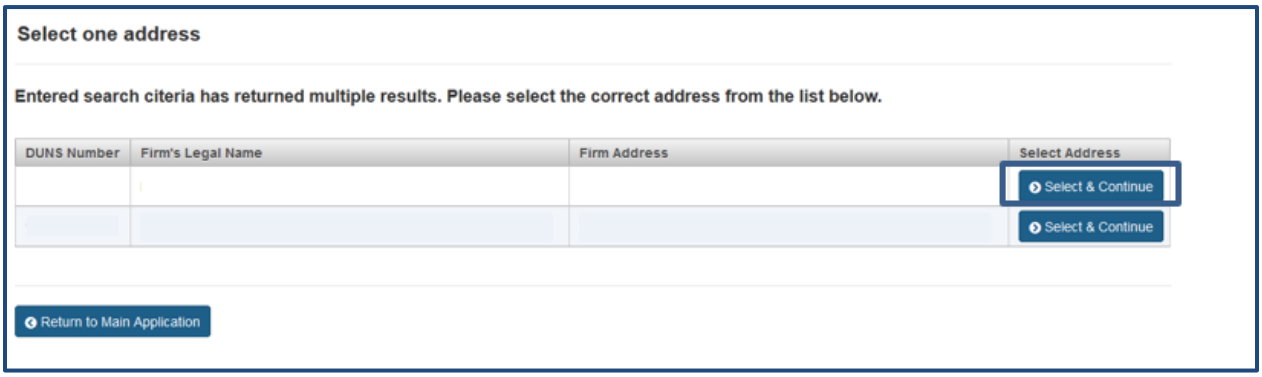

Figure 2.16 – Select the Filer/Broker Address

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.

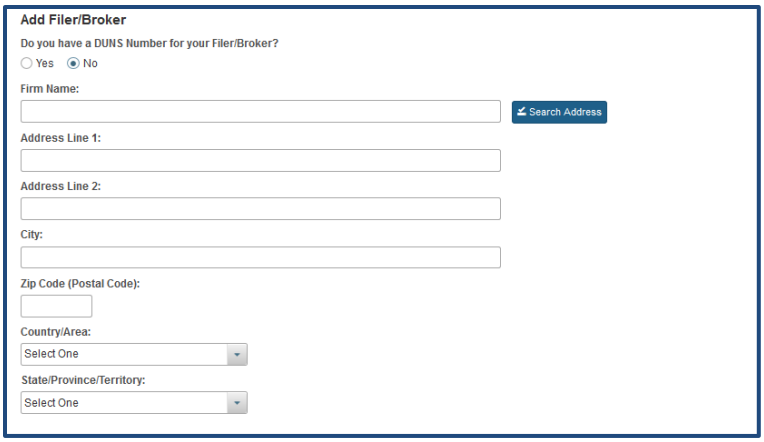

Figure 2.17 – Search for Filer/Broker DUNS Number

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).

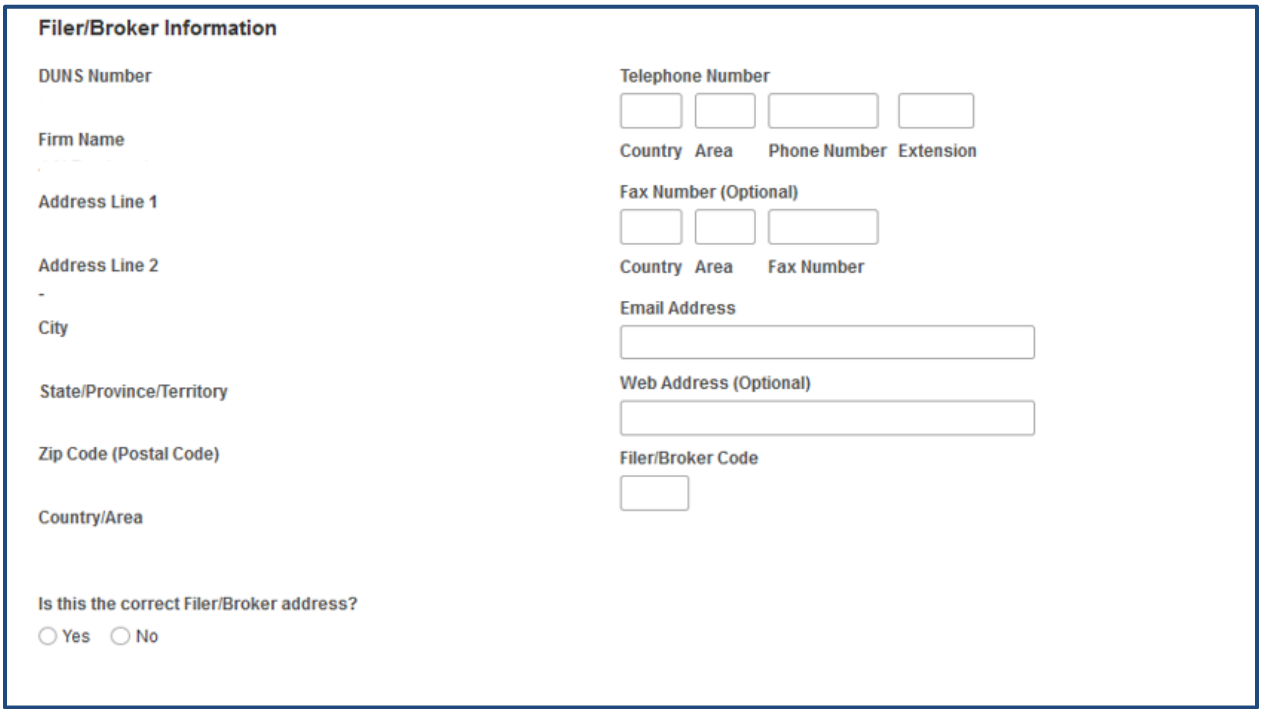

Figure 2.18 – Search Results for Filer/Broker DUNS Number

Fields Included in this Section	Description
Country Code for Telephone Number	For foreign numbers, the three-digit telephone country code of the facility
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 numbers, the three-digit (telephone) country code of the fax machine for the facility
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 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.

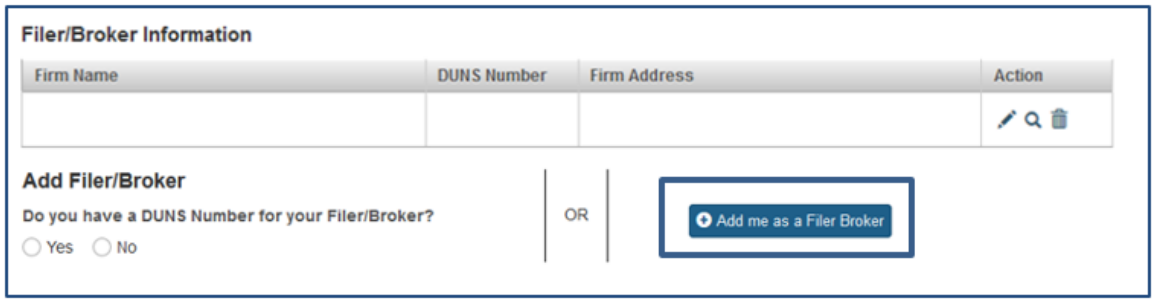

Figure 2.19 – Filer/Broker Contact Information

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.

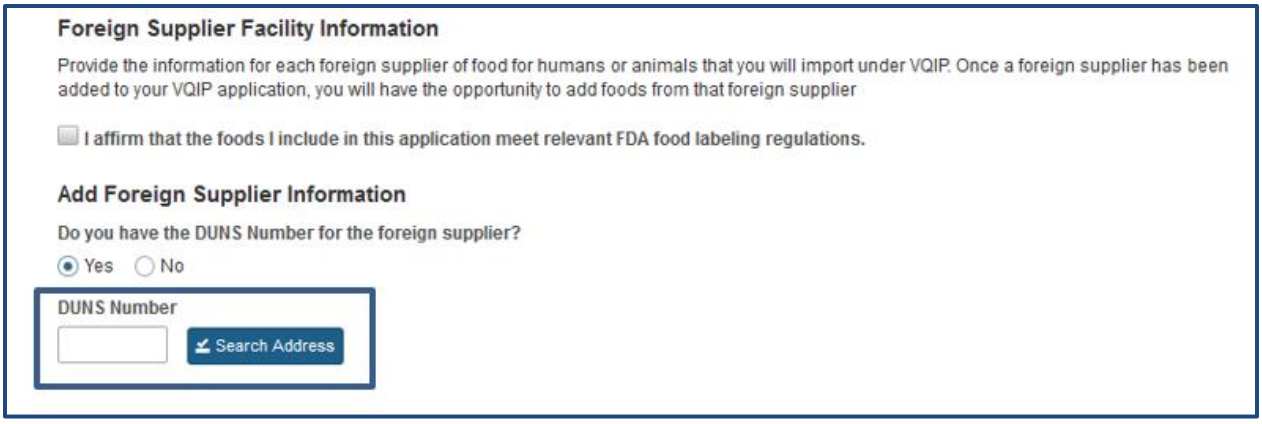

Figure 2.20 – Enter the DUNS Number of a Foreign Supplier

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

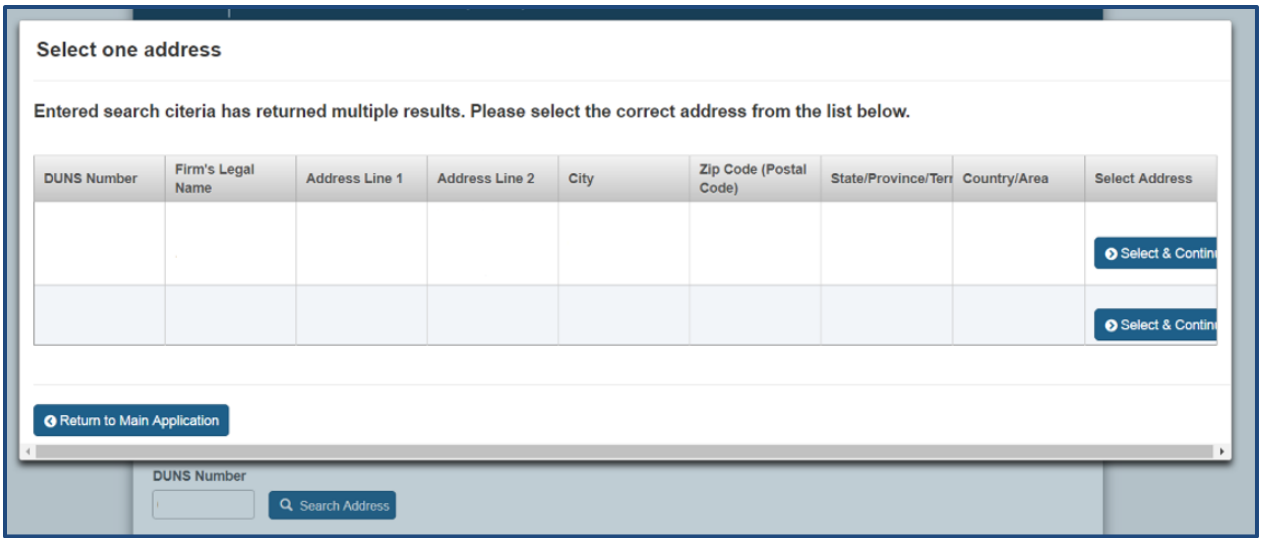

Figure 2.21 – Select the Foreign Supplier Address

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.

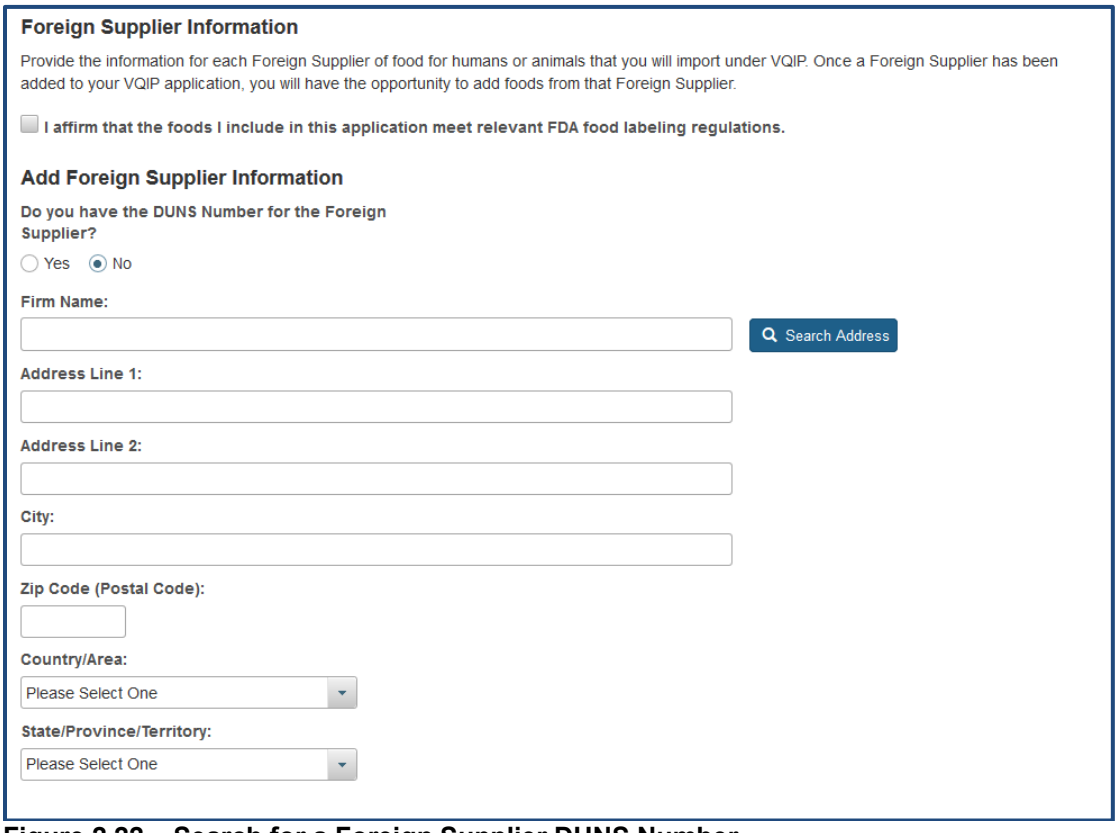

Figure 2.22 – Search for a Foreign Supplier DUNS Number

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.”

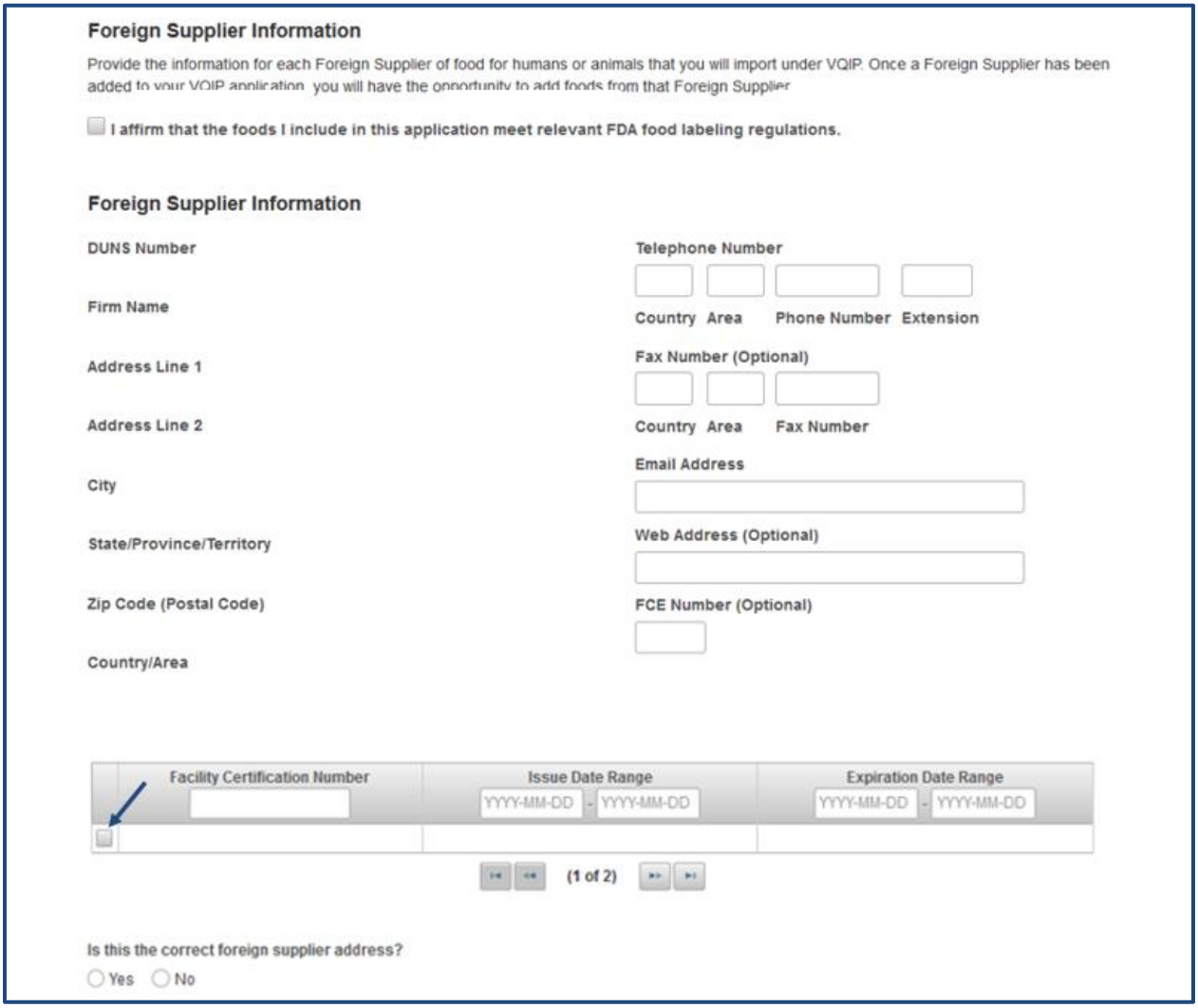

Figure 2.23 – Search Results of a Foreign Supplier DUNS Number

Fields Included in this Section	Description
Country Code for Telephone Number	For foreign numbers, the three-digit telephone country code of the facility
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 numbers, the three-digit (telephone) country code of the fax machine for the facility
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 certificate you have selected in (Figure 2.24). **You will need to scroll to the right to view the entire table.**

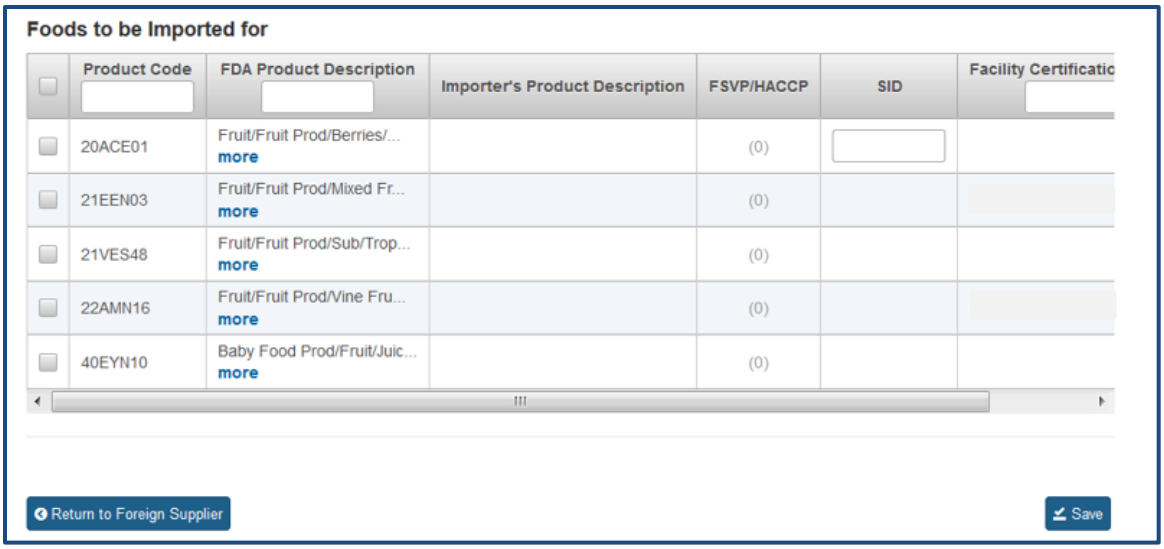

Figure 2.24 – Foods to be Imported for a Foreign Supplier

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).

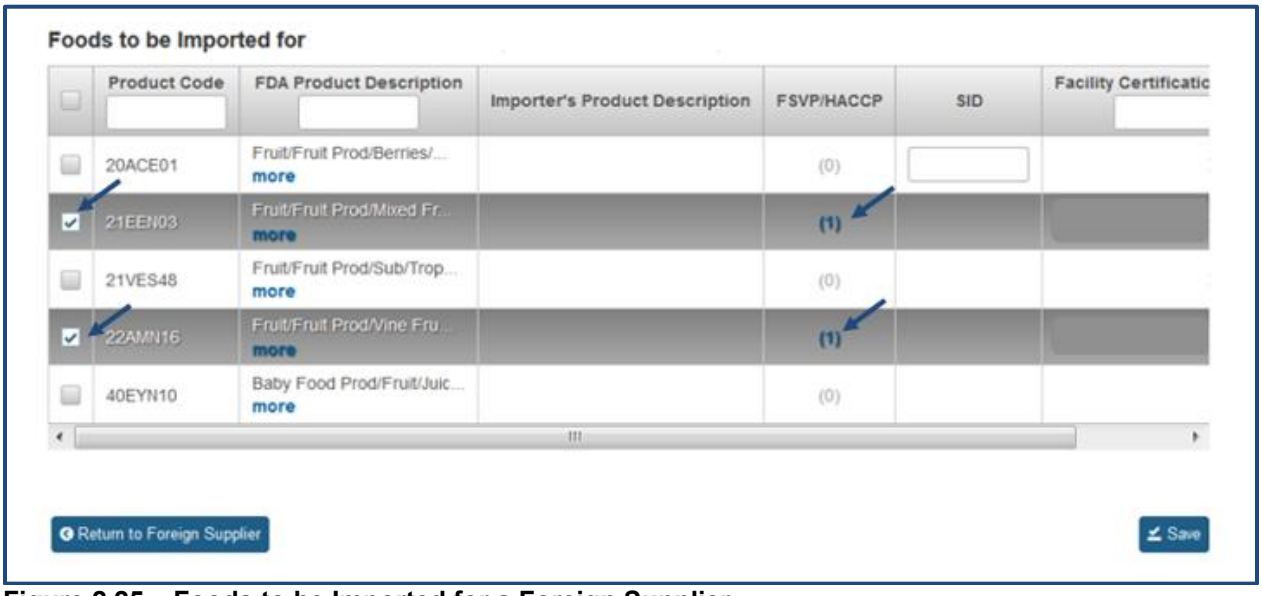

Figure 2.25 – Foods to be Imported for a Foreign Supplier

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).

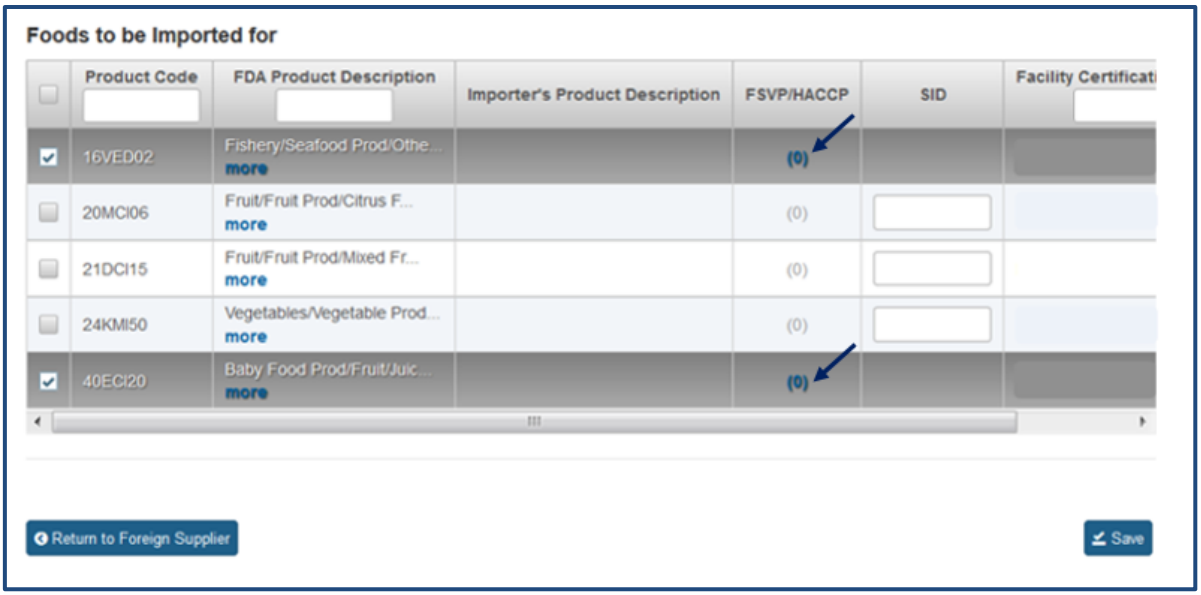

Figure 2.26 – Foods to be Imported for a Foreign Supplier

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.”

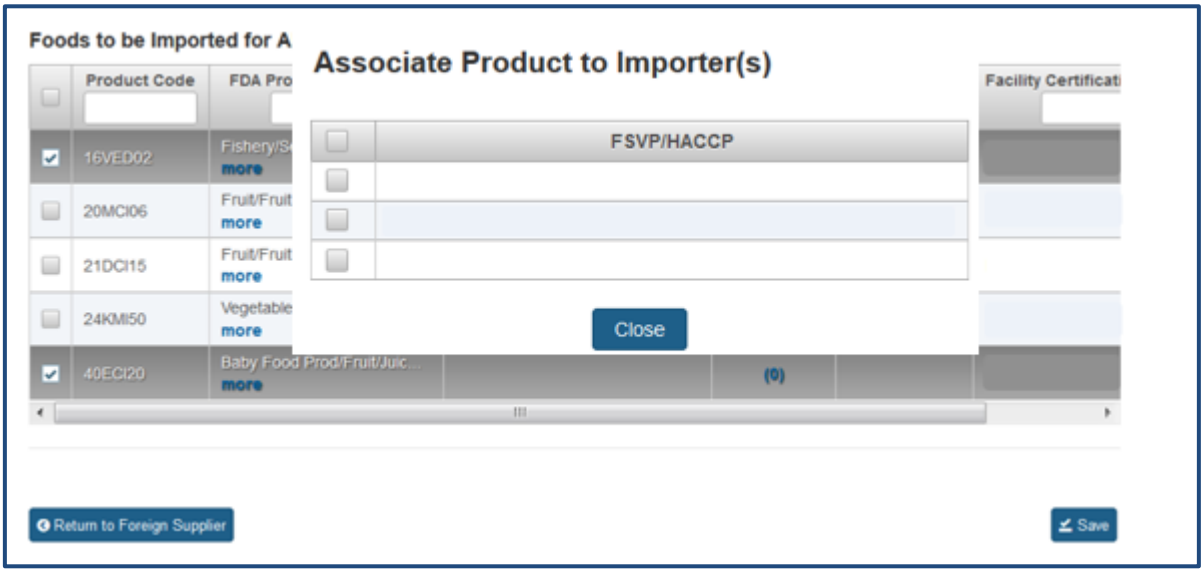

Figure 2.27 – Foods to be Imported for a Foreign Supplier

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.”

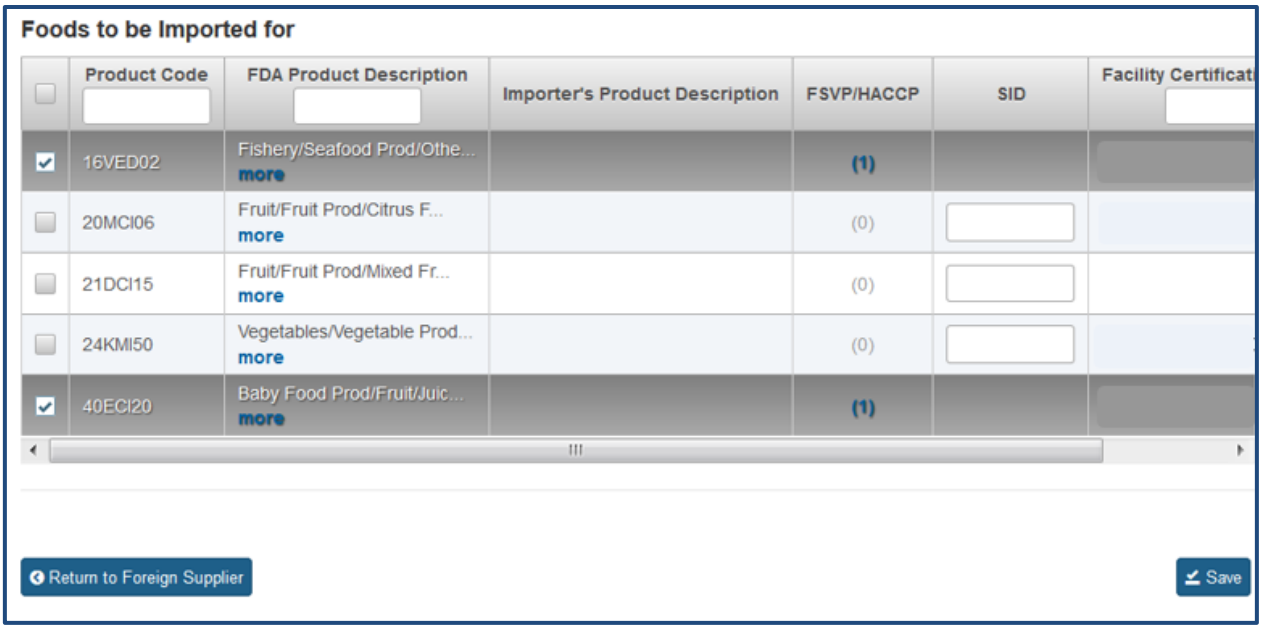

Figure 2.28 – Foods to be Imported for Foreign Supplier: Associated Food to Importer(s)

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.

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.

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.

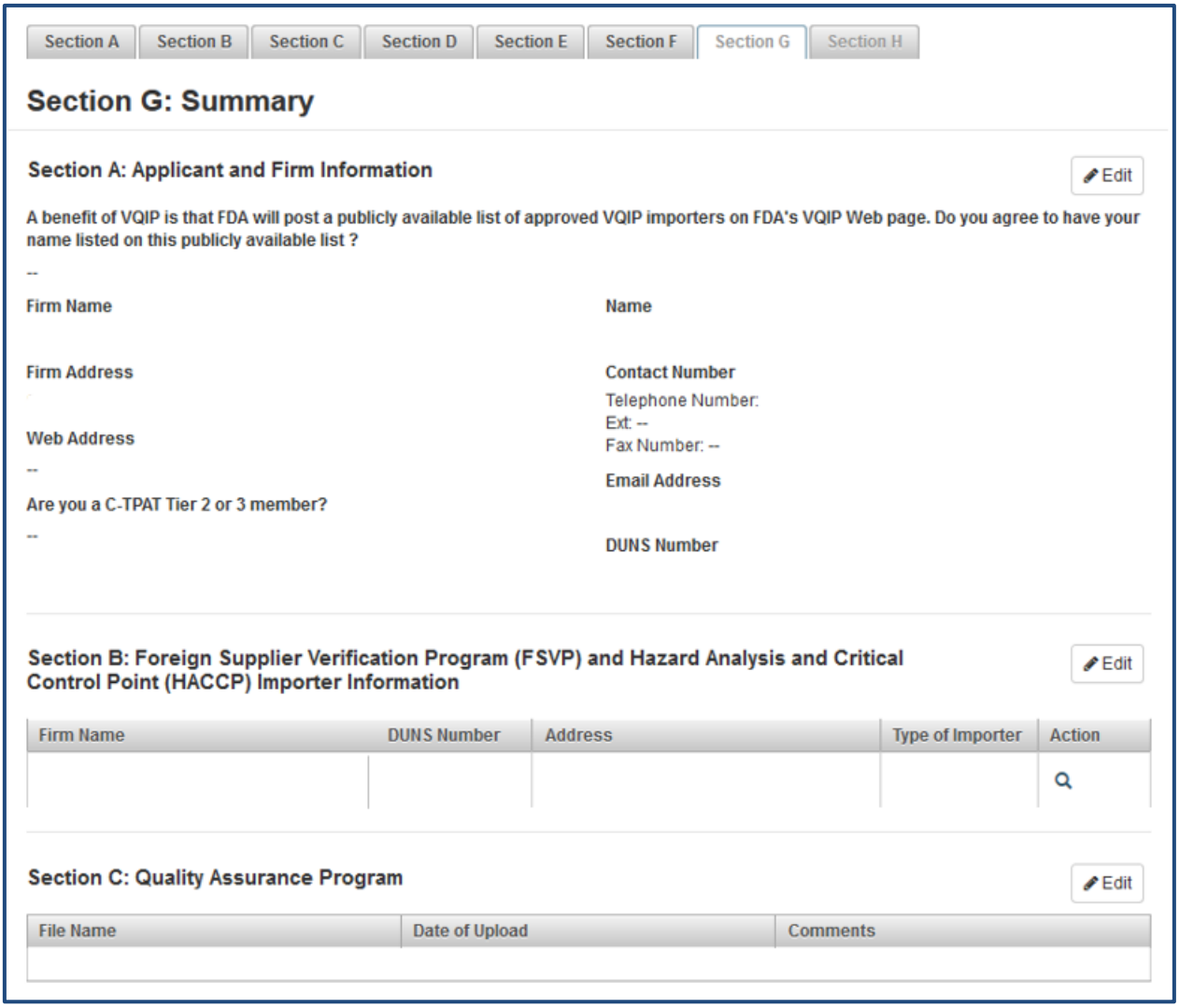

Figure 2.31 – Application Summary, Part 1

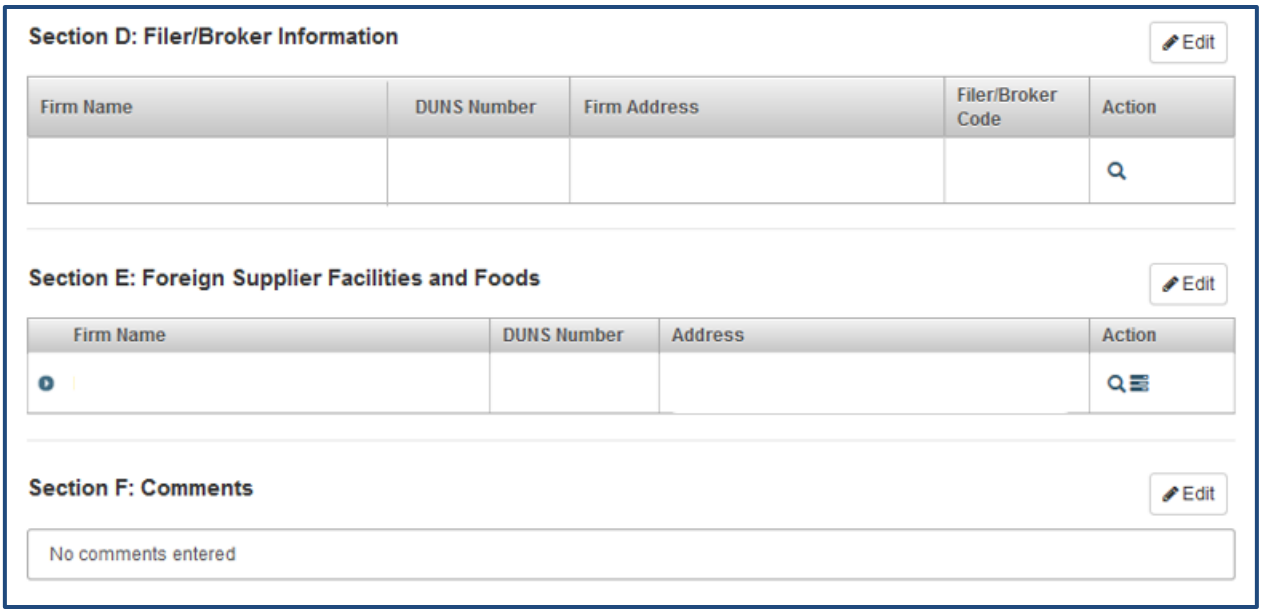

Figure 2.32 – Application Summary, Part 2

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.

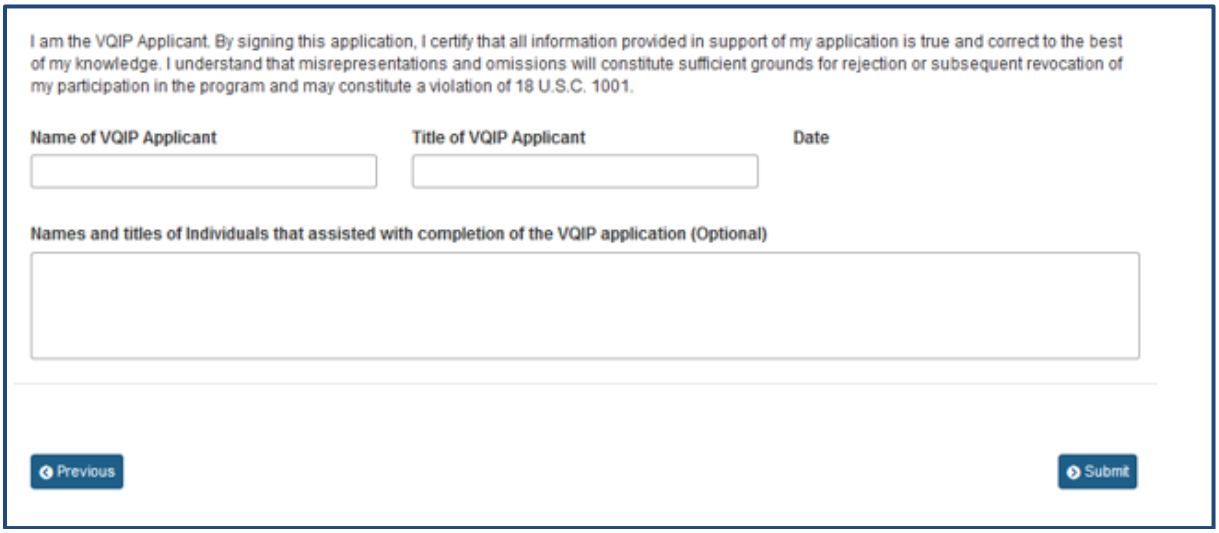

Figure 2.33 – e-Signature Page

2.9 Application Confirmation

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

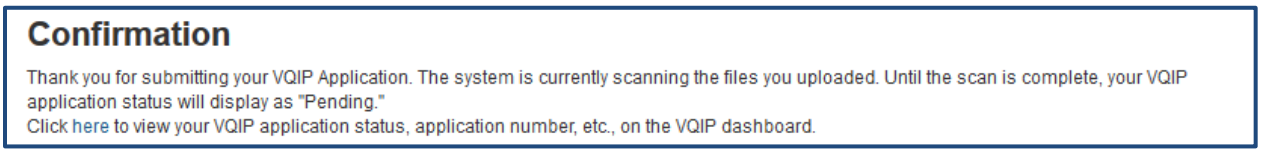

Figure 2.34 – Confirmation Message

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.

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).

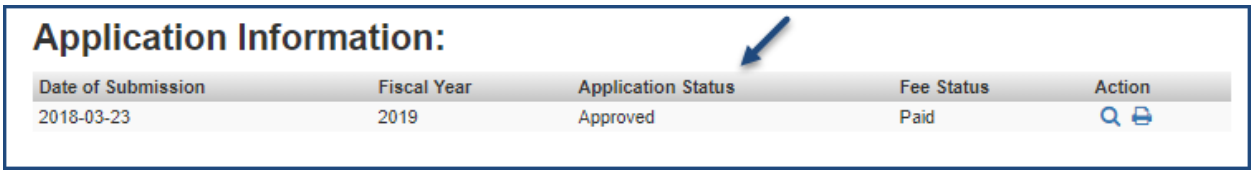

Figure 4.1 – VQIP Home: Edit/View Application

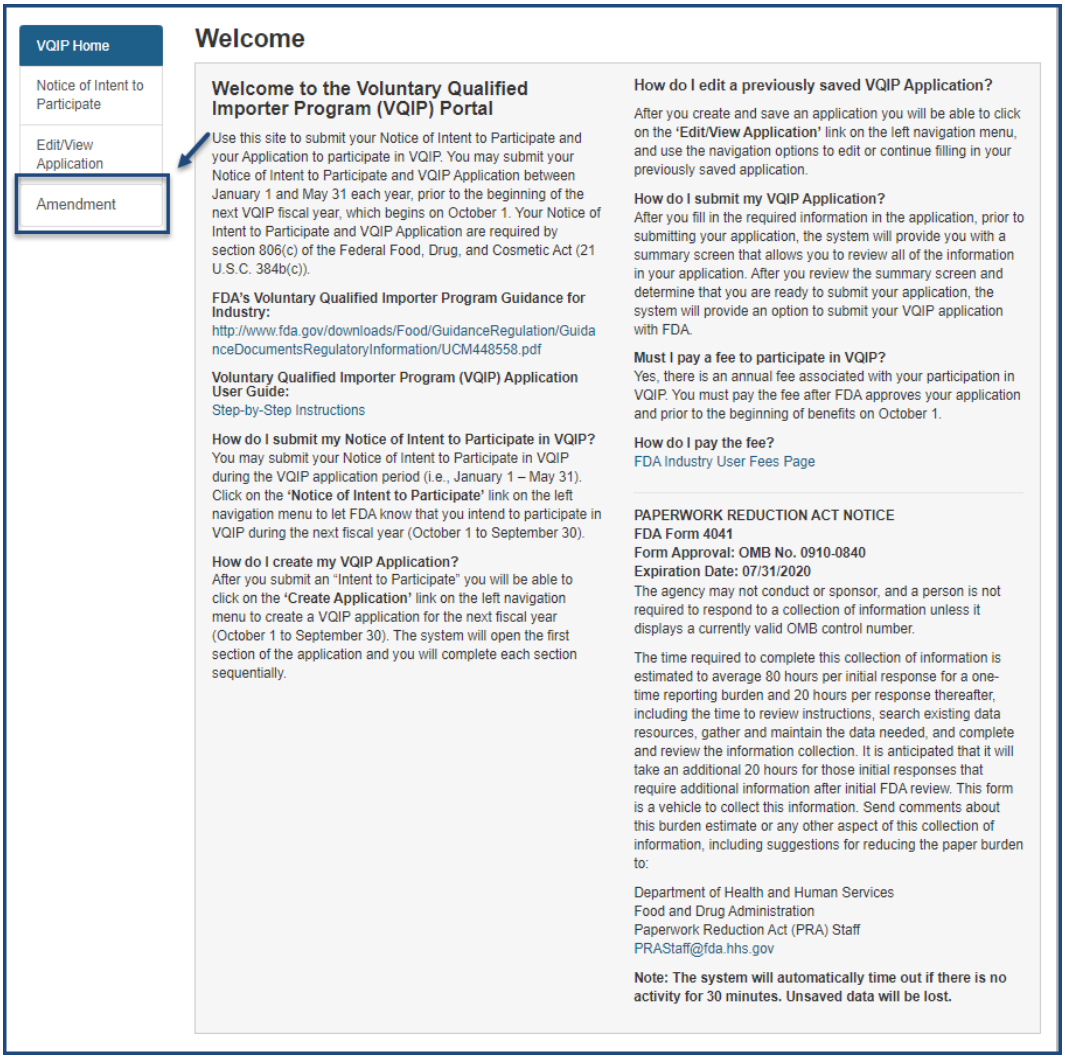

Figure 4.2 – VQIP Home: Amendment

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).

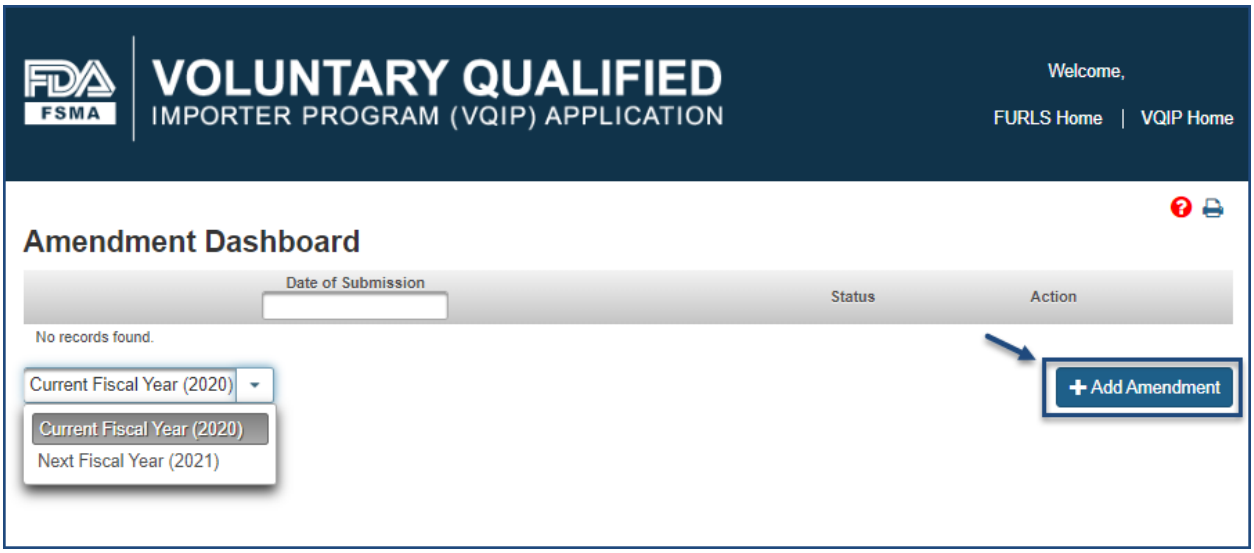

Figure 4.3 – Add Amendment

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).

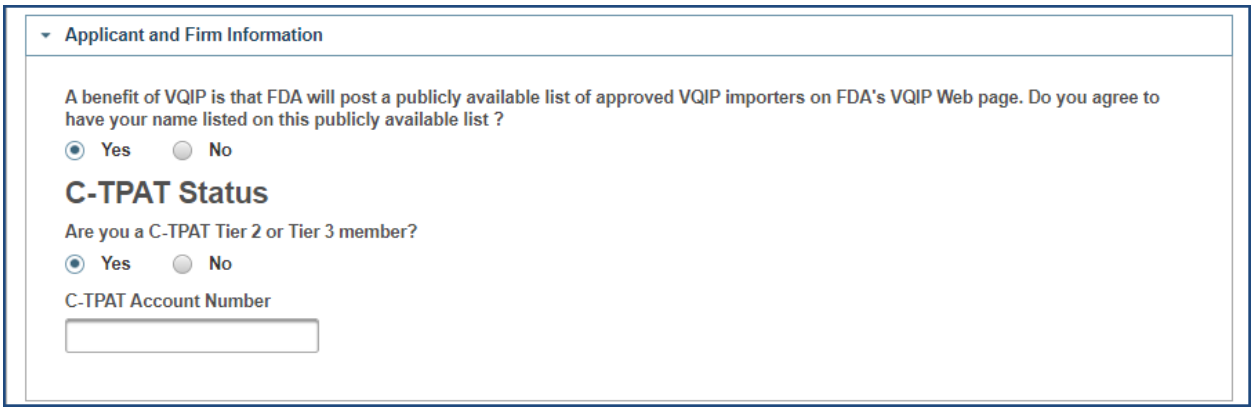

Figure 4.5 – Applicant and Firm Information

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).

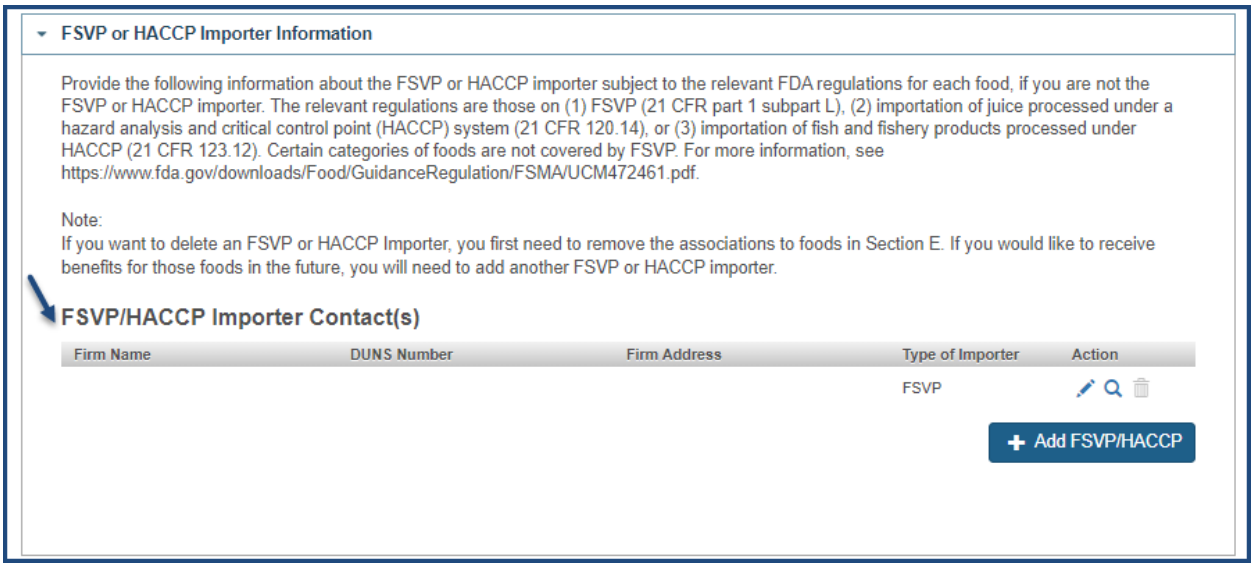

Figure 4.6 -- FSVP or HACCP Importer Information

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).

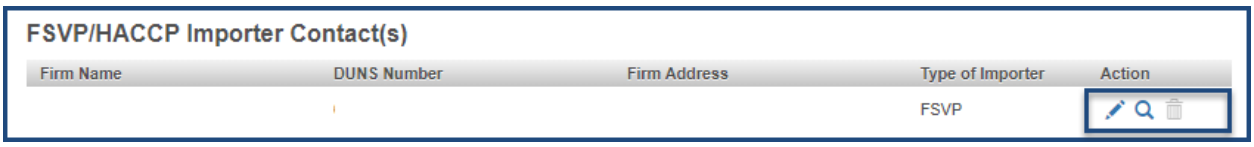

Figure 4.7 – FSVP/HACCP Importer Contact(s) Table

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).

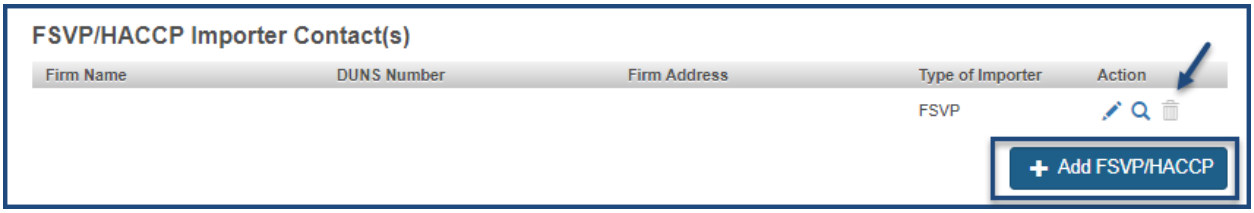

Figure 4.8 – FSVP/HACCP Importer Contact(s) Table: Delete Icon and Add FSVP/HACCP

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?”

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.

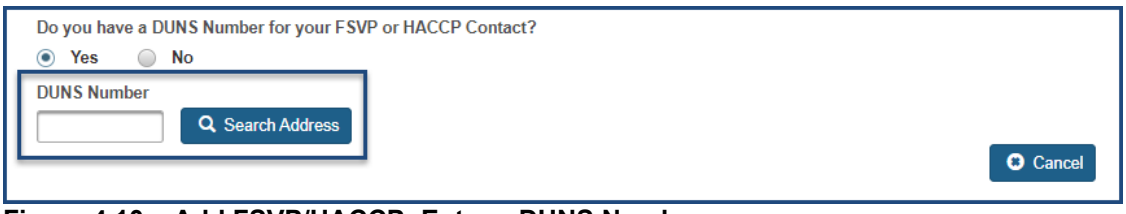

Figure 4.10 – Add FSVP/HACCP: Enter a DUNS Number

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.

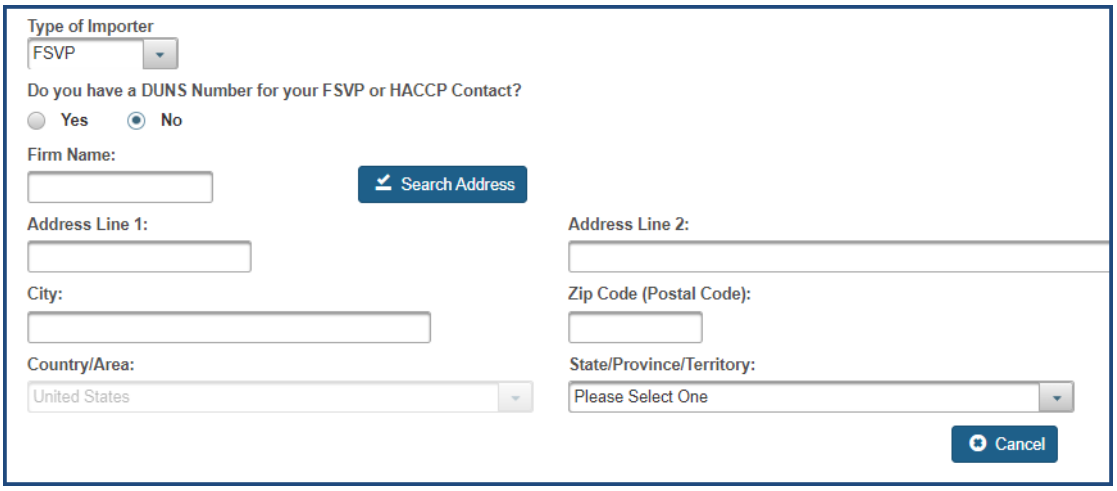

Figure 4.12 – Search for FSVP/HACCP Importer DUNS Number

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).

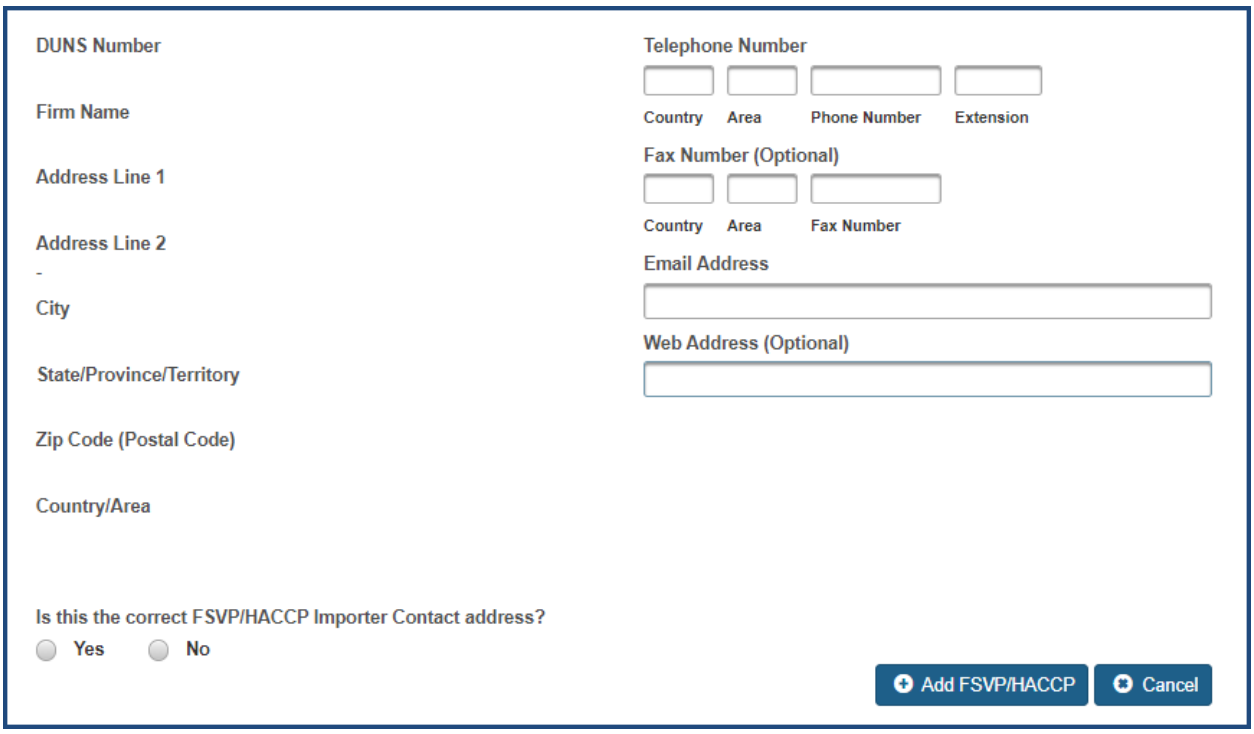

Figure 4.13 -- Search Results of FSVP/HACCP Importer DUNS Number

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).

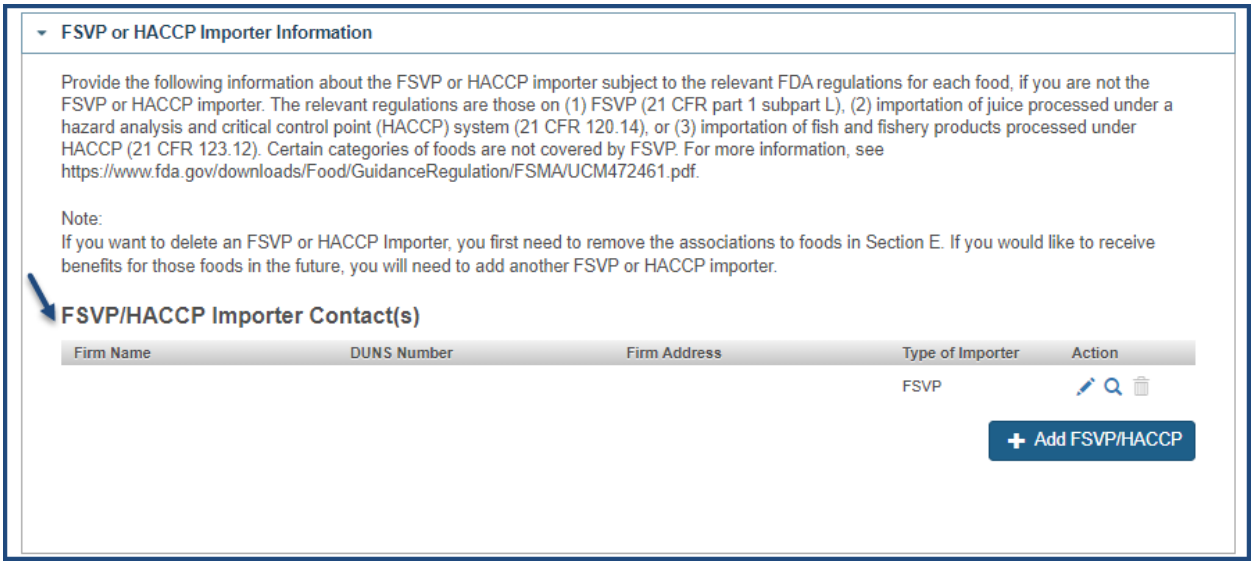

Figure 4.14 – FSVP/HACCP Importer Contact(s)

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).

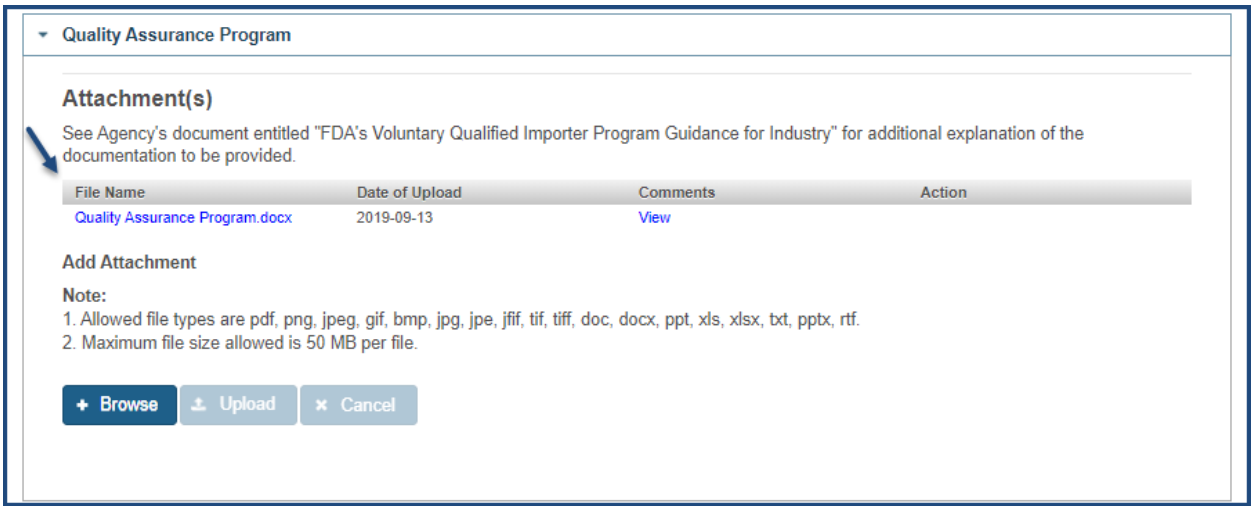

Figure 4.15 – QAP

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).

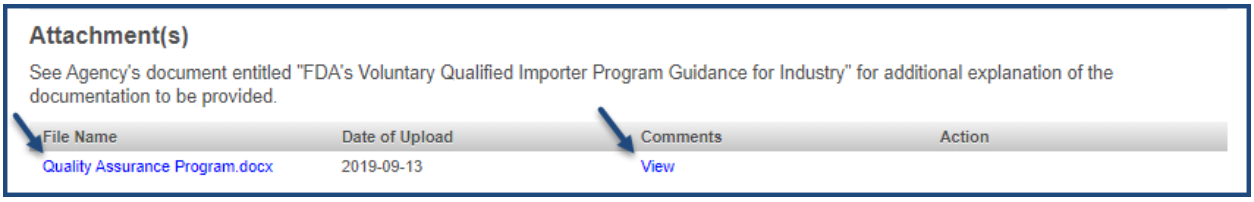

Figure 4.16 – QAP: Attachment(s) Table

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).

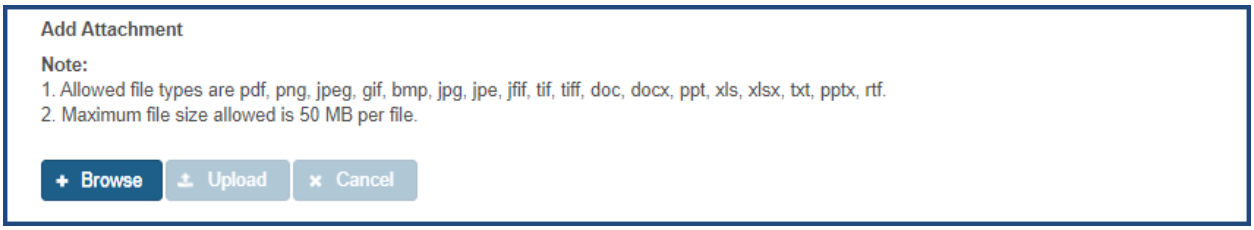

Figure 4.17 – QAP: Add Attachment

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).

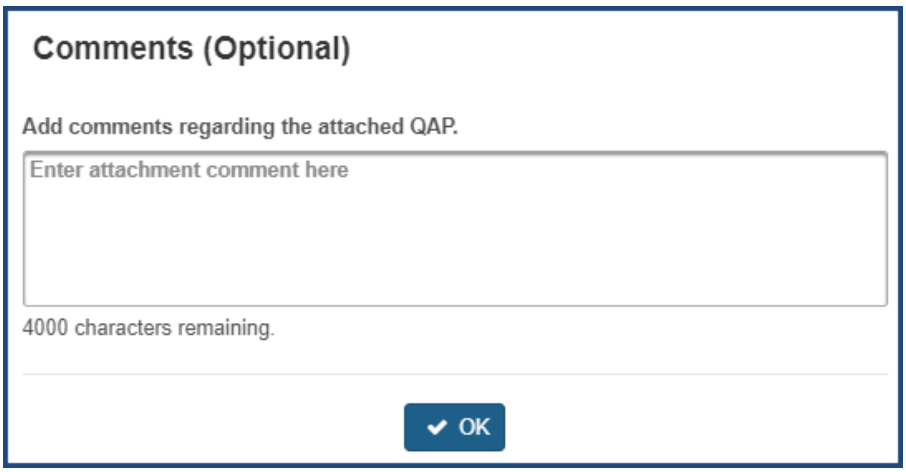

Figure 4.18 – QAP: Comments

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).

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).

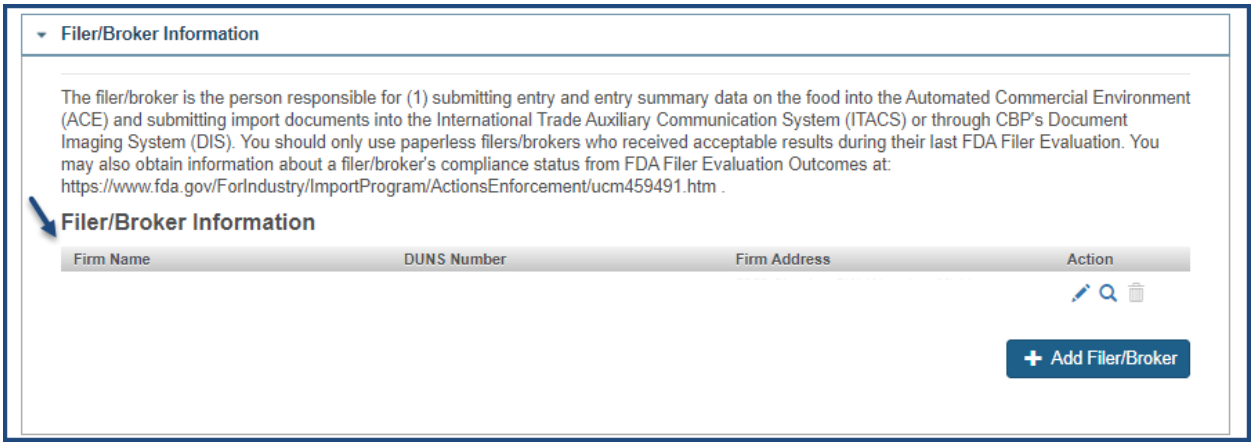

Figure 4.20 – Filer/Broker Information

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).

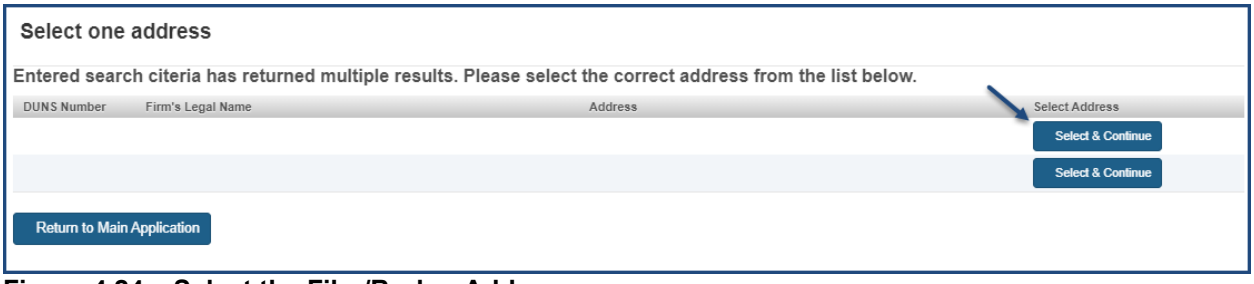

Figure 4.24 – Select the Filer/Broker Address

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.

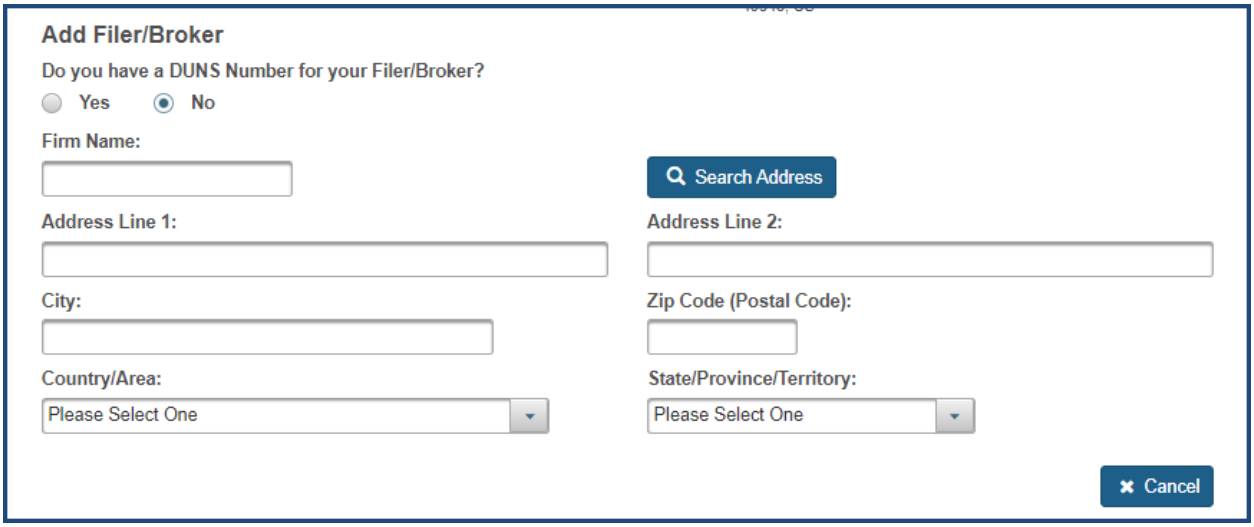

Figure 4.25 – Search for Filer/Broker DUNS Number

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).

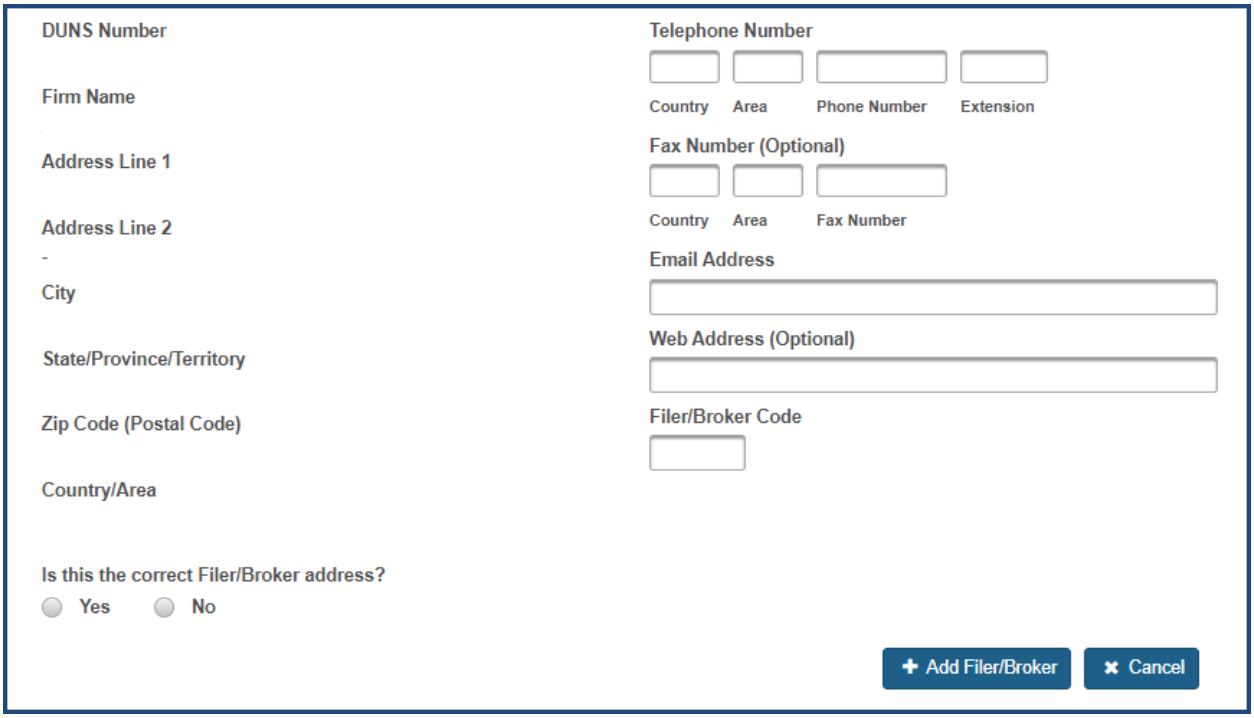

Figure 4.26 – Search Results for Filer/Broker DUNS Number

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).

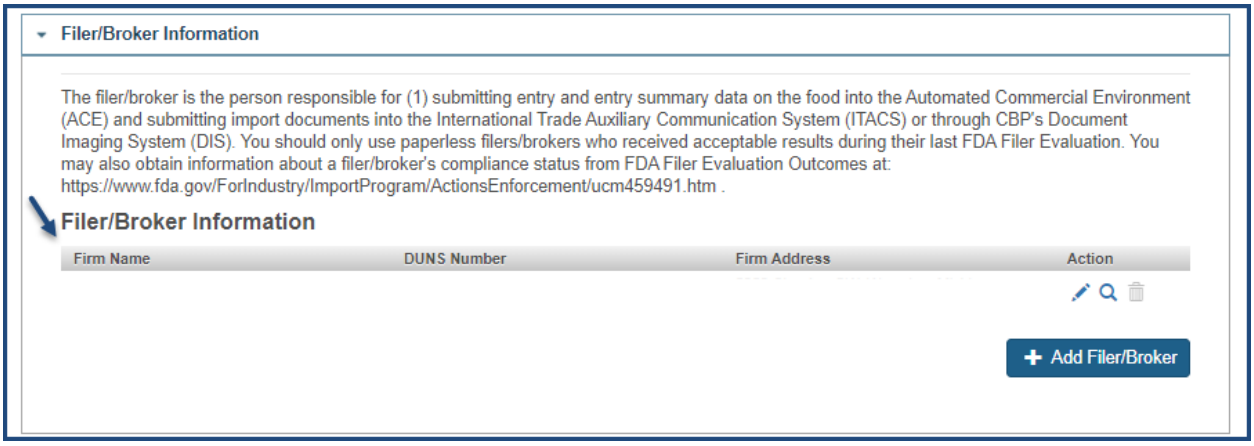

Figure 4.27 – Filer/Broker Information

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).

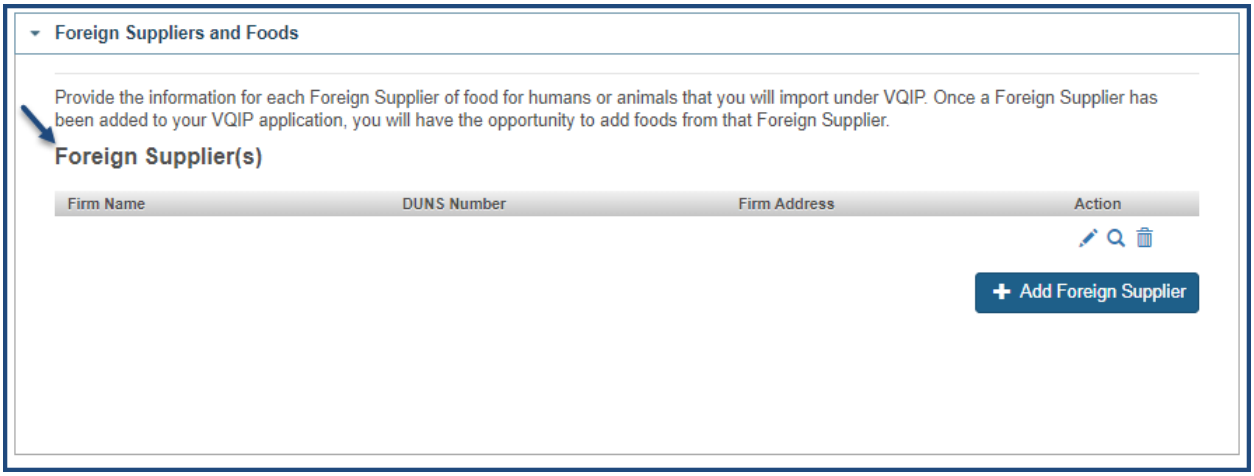

Figure 4.28 – Foreign Supplier Information

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).

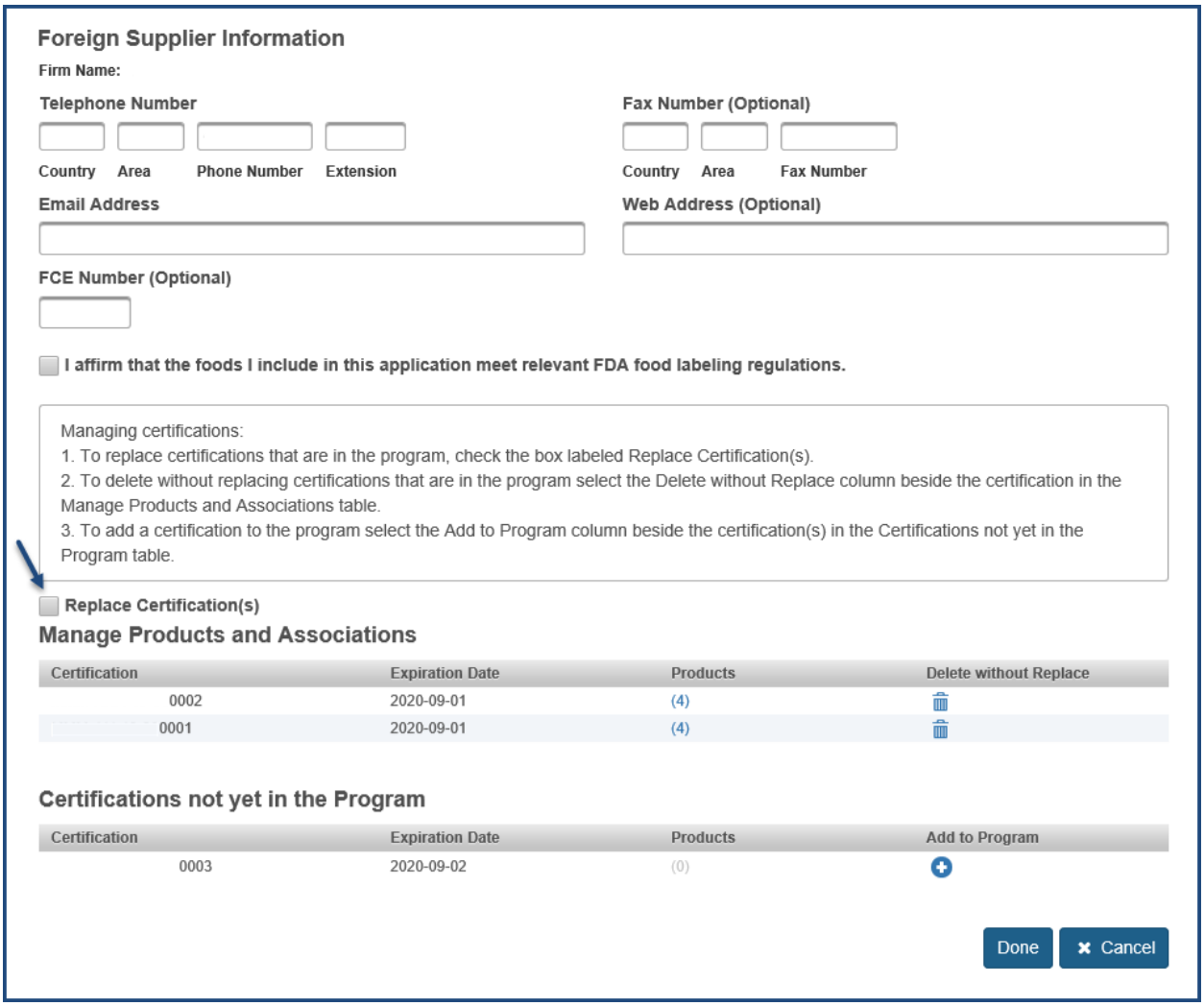

Figure 4.30 – Foreign Supplier Information Edit: Replace Certifications

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.

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).

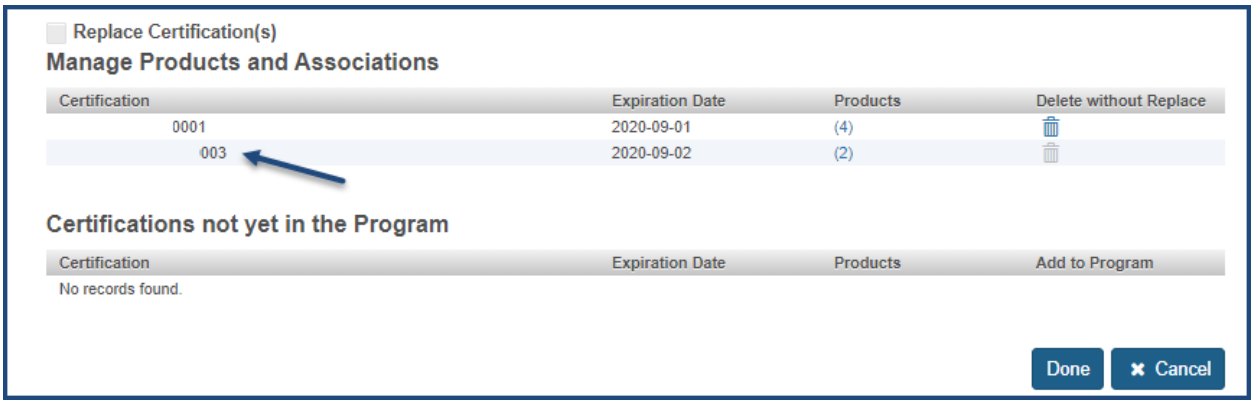

Figure 4.32 – Foreign Supplier Information Edit: Replaced Certification

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).

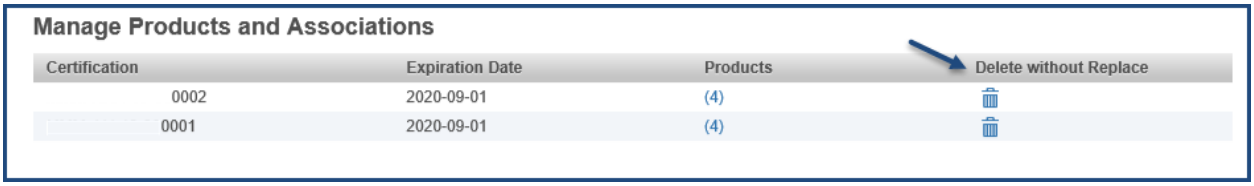

Figure 4.33 – Foreign Supplier Information Edit: Manage Products and Associations

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).

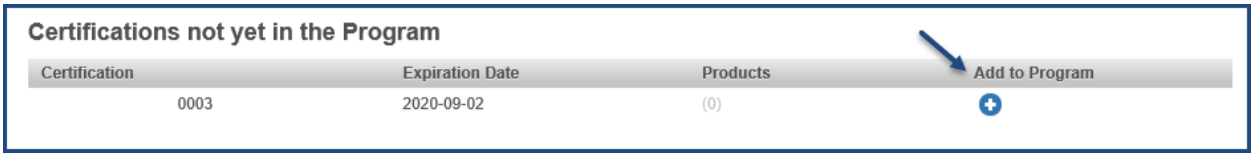

Figure 4.34 – Foreign Supplier Information Edit: Certifications not yet in the Program

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

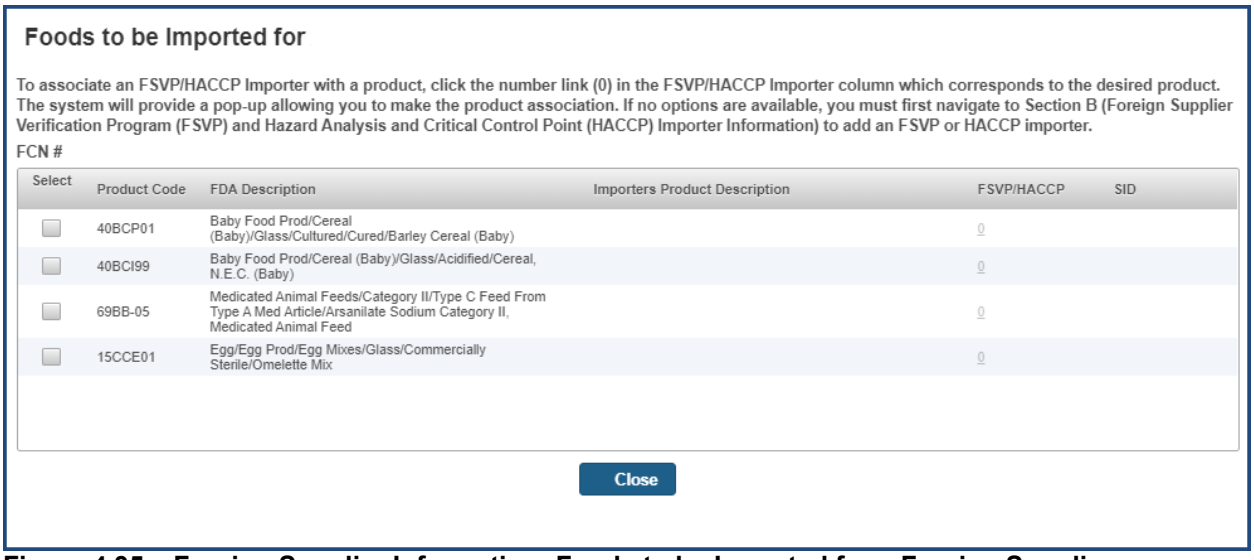

Figure 4.35 – Foreign Supplier Information: Foods to be Imported for a Foreign Supplier

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.”

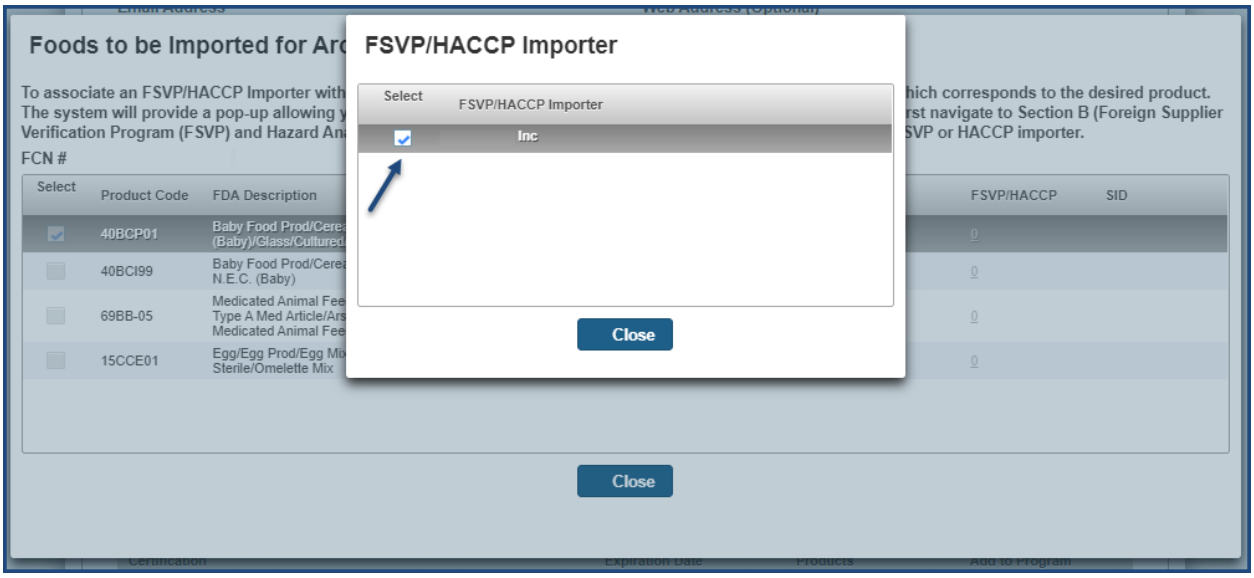

Figure 4.36 – Foreign Supplier Information: Associate Food to Importer(s)

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."

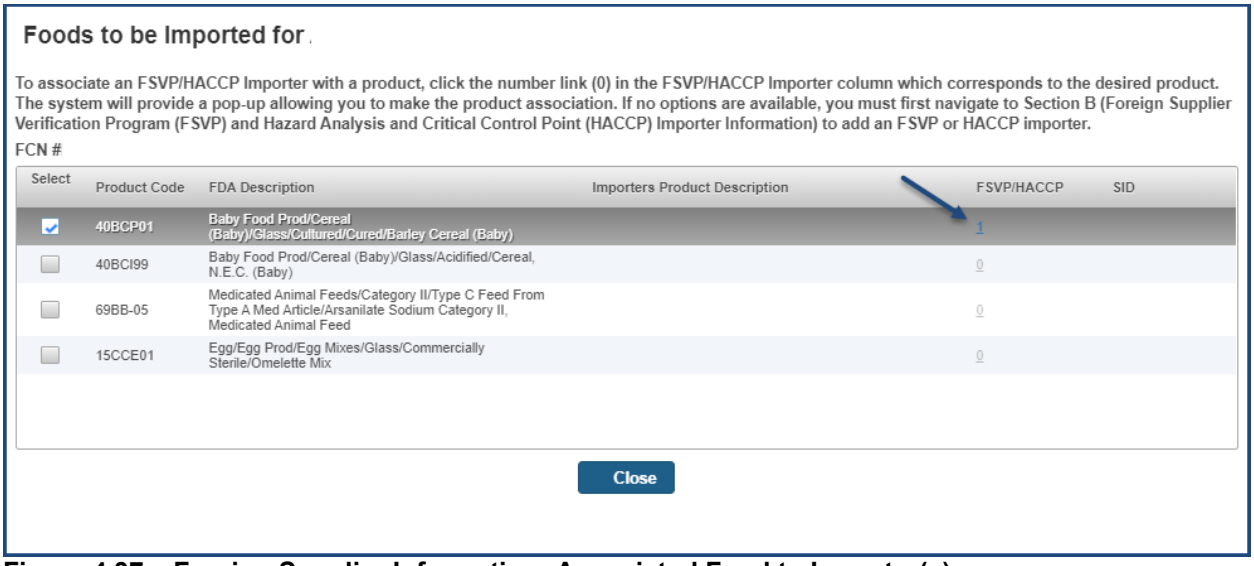

Figure 4.37 – Foreign Supplier Information: Associated Food to Importer(s)

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).

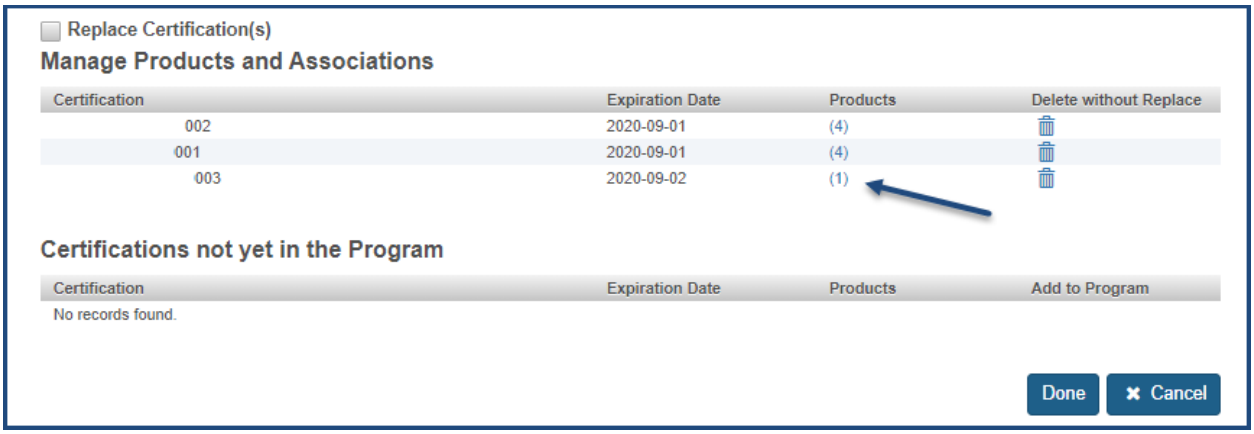

Figure 4.38 – Foreign Supplier Information: Added Certification

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.”

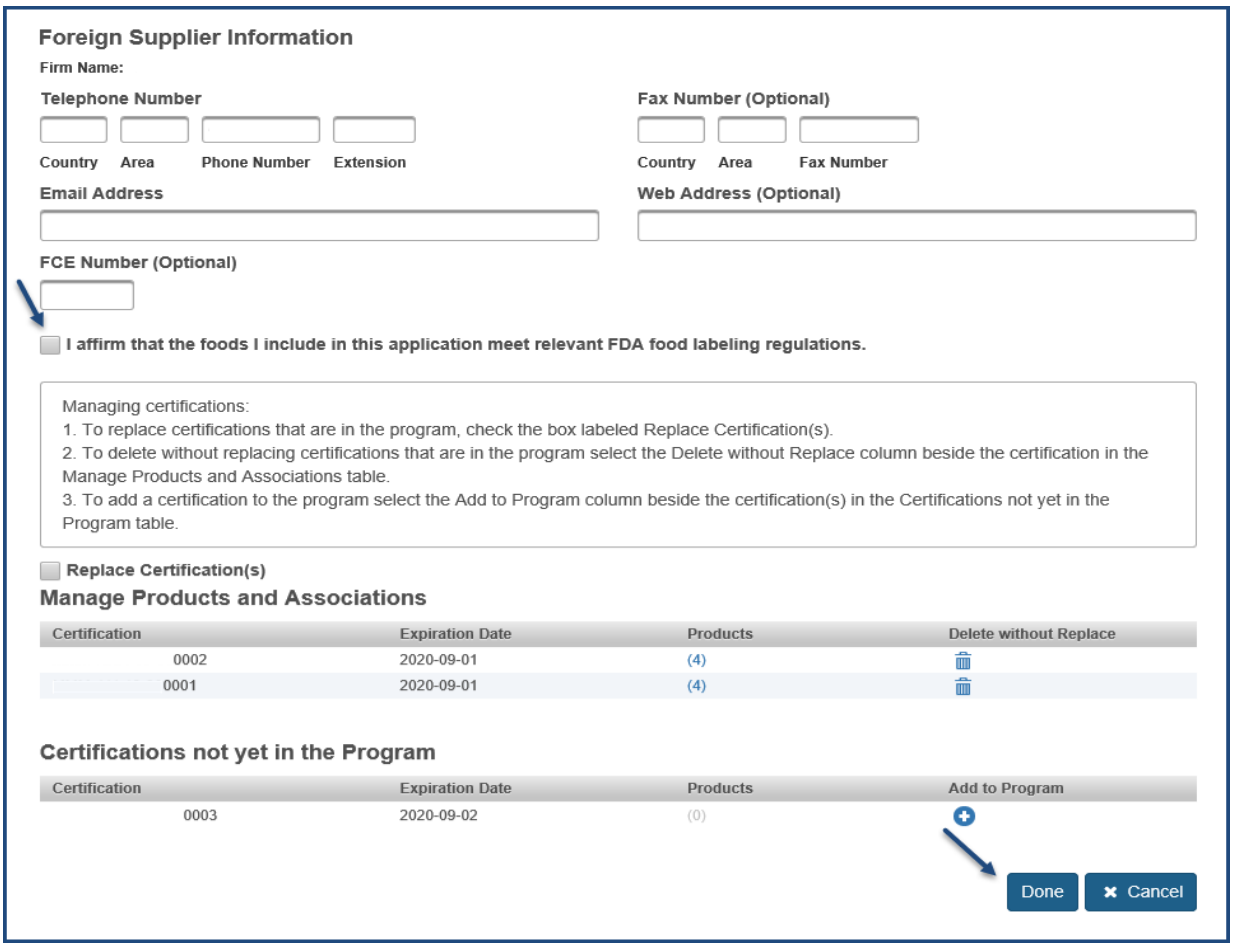

Figure 4.39 – Foreign Supplier Information: Edit

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.

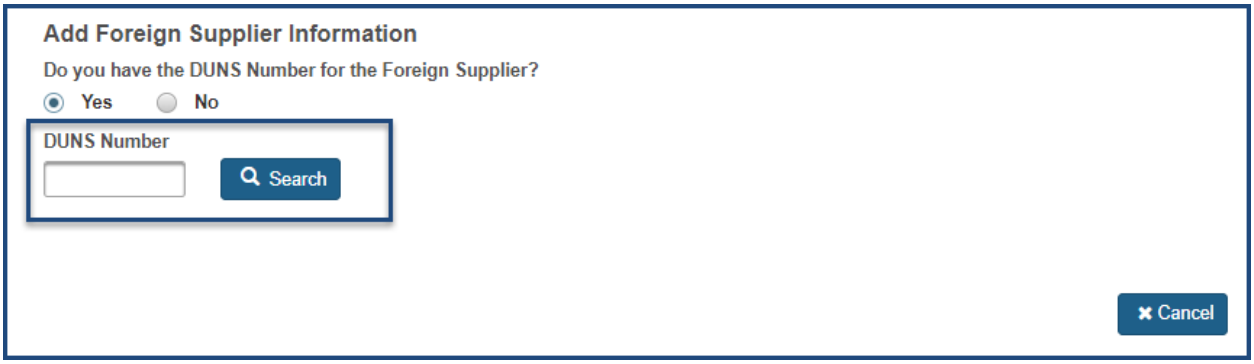

Figure 4.40 – Add Foreign Supplier: Enter a DUNS Number

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).

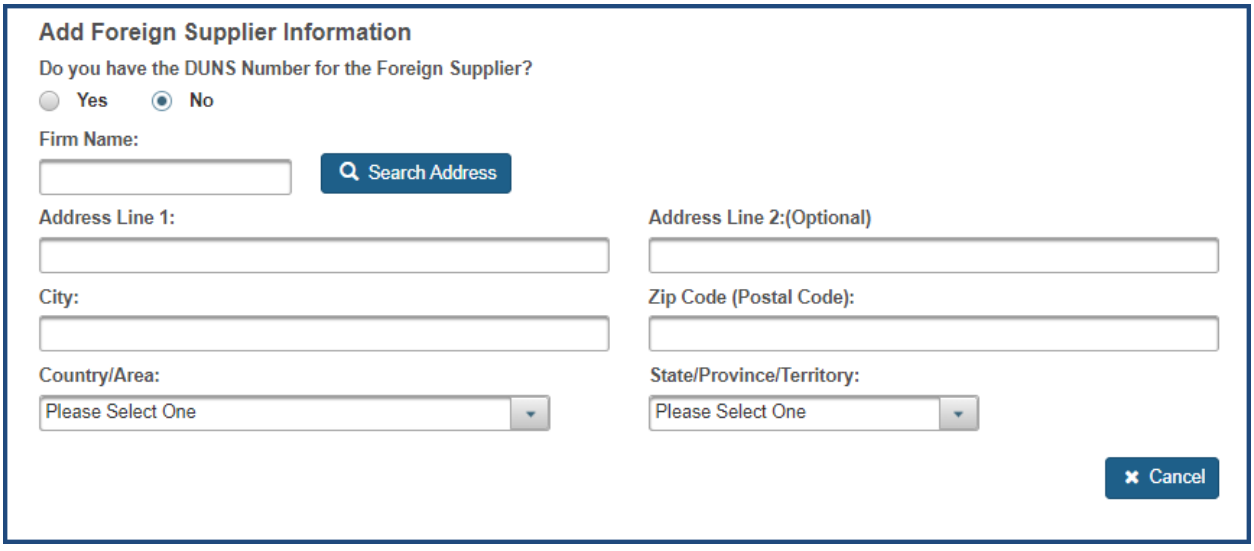

Figure 4.41 – Search for the Foreign Supplier DUNS Number

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).

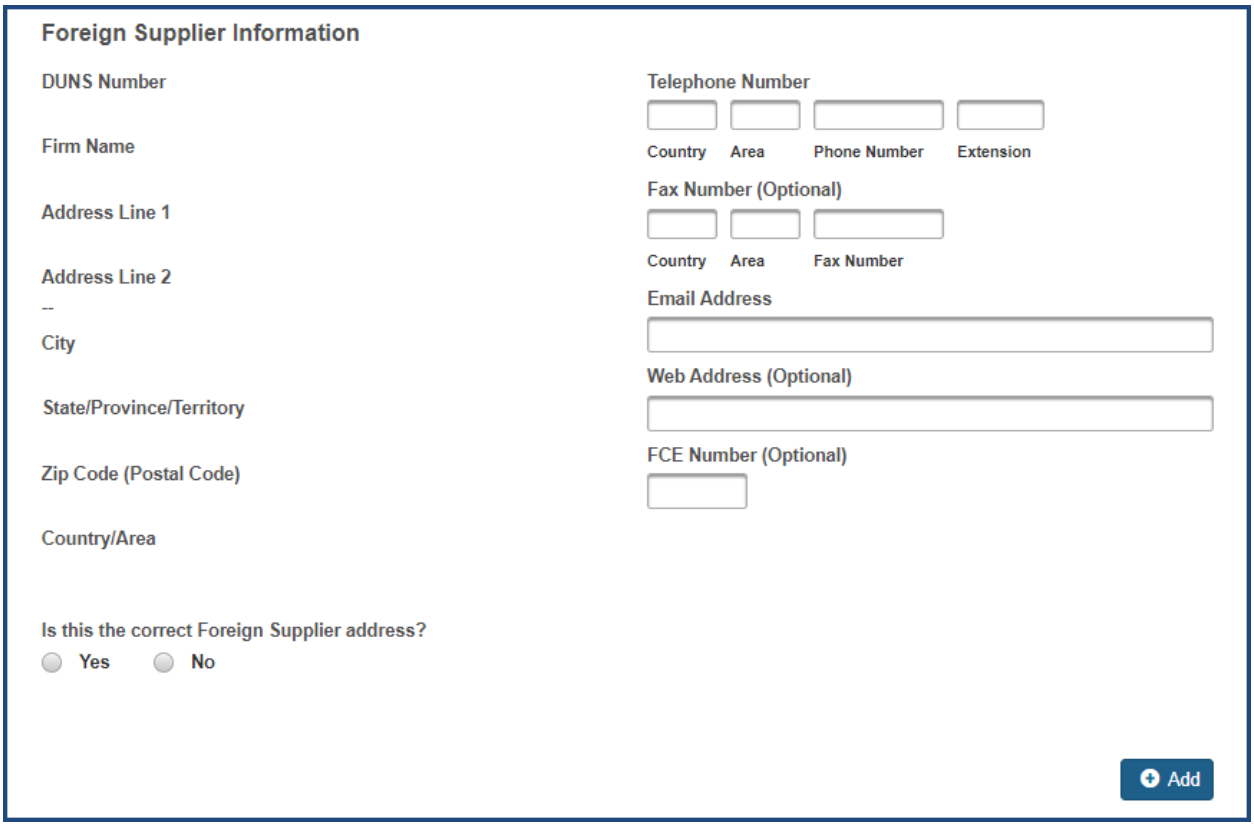

Figure 4.42 – Search Results for Foreign Supplier DUNS Number

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).

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).

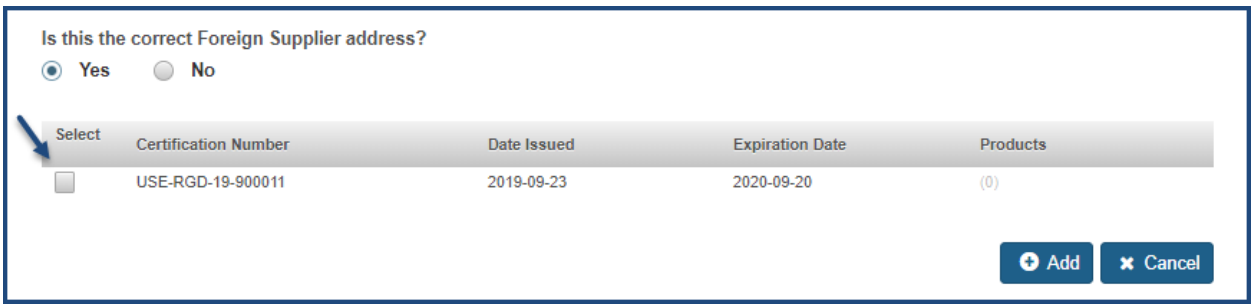

Figure 4.44 – Foreign Supplier Information: Add Foreign Supplier Certification

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

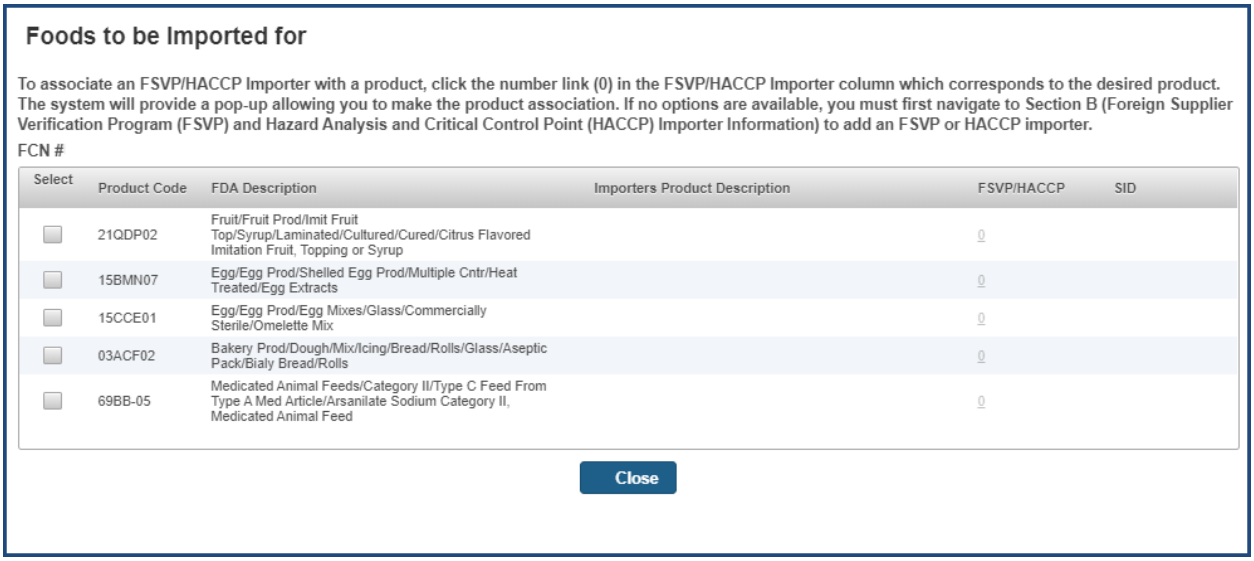

Figure 4.45 – Foreign Supplier Information: Foods to be Imported for a Foreign Supplier

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.”

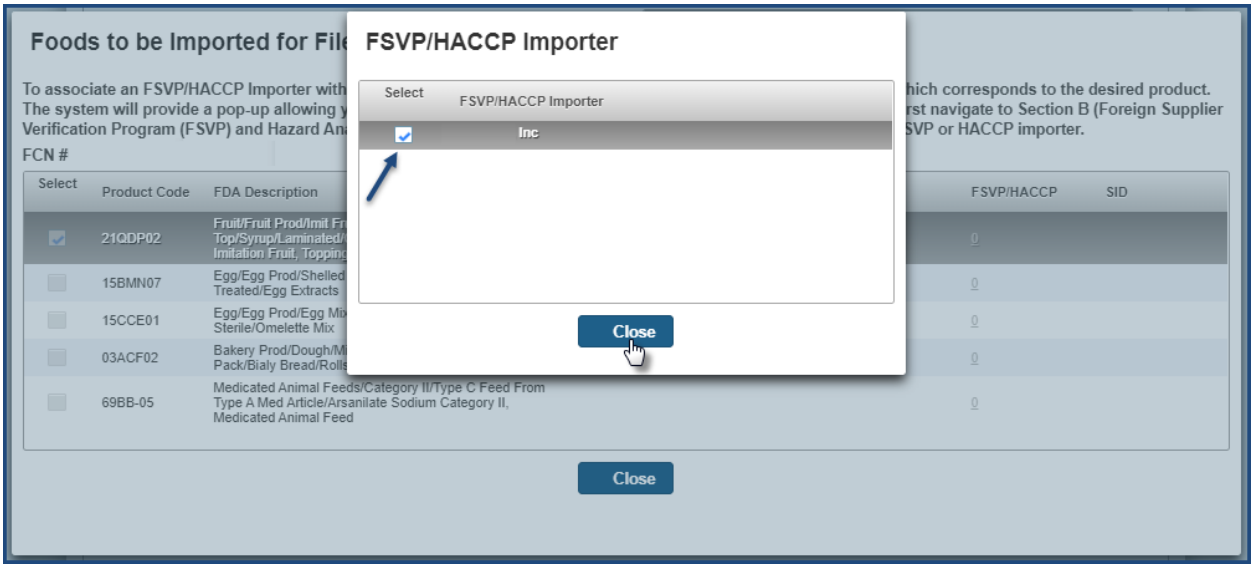

Figure 4.46 – Foreign Supplier Information: Associate Food to Importer(s)

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."

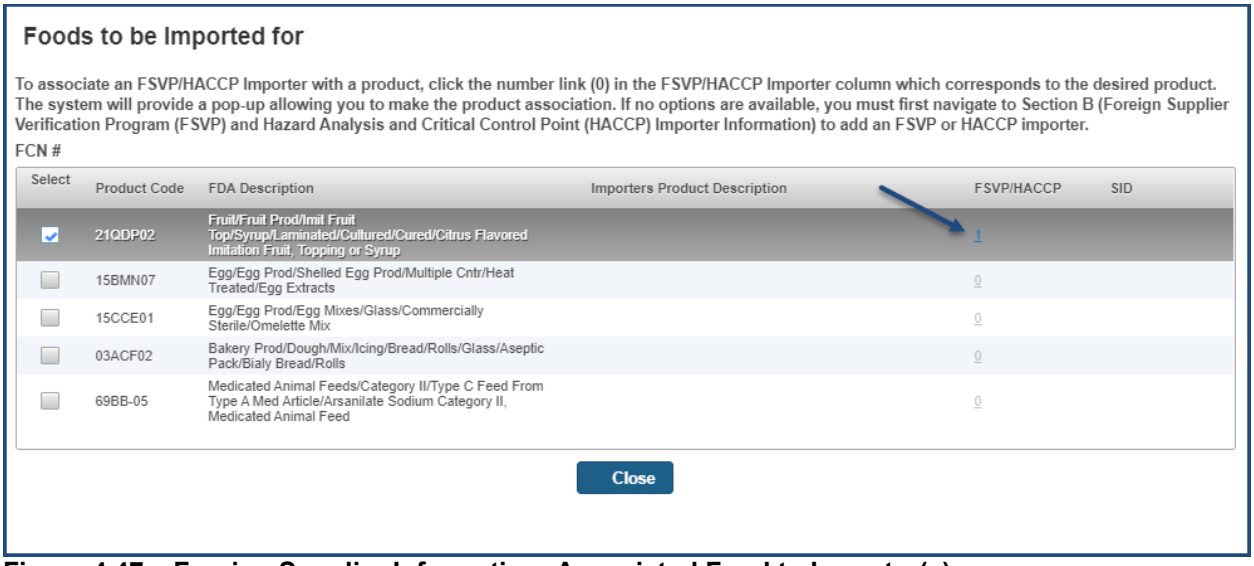

Figure 4.47 – Foreign Supplier Information: Associated Food to Importer(s)

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

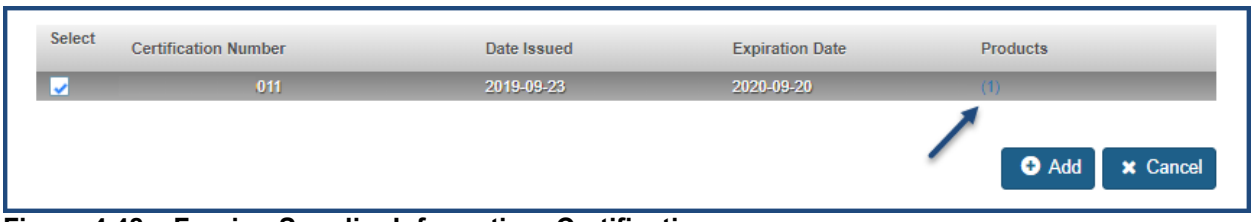

Figure 4.48 – Foreign Supplier Information: Certification

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).

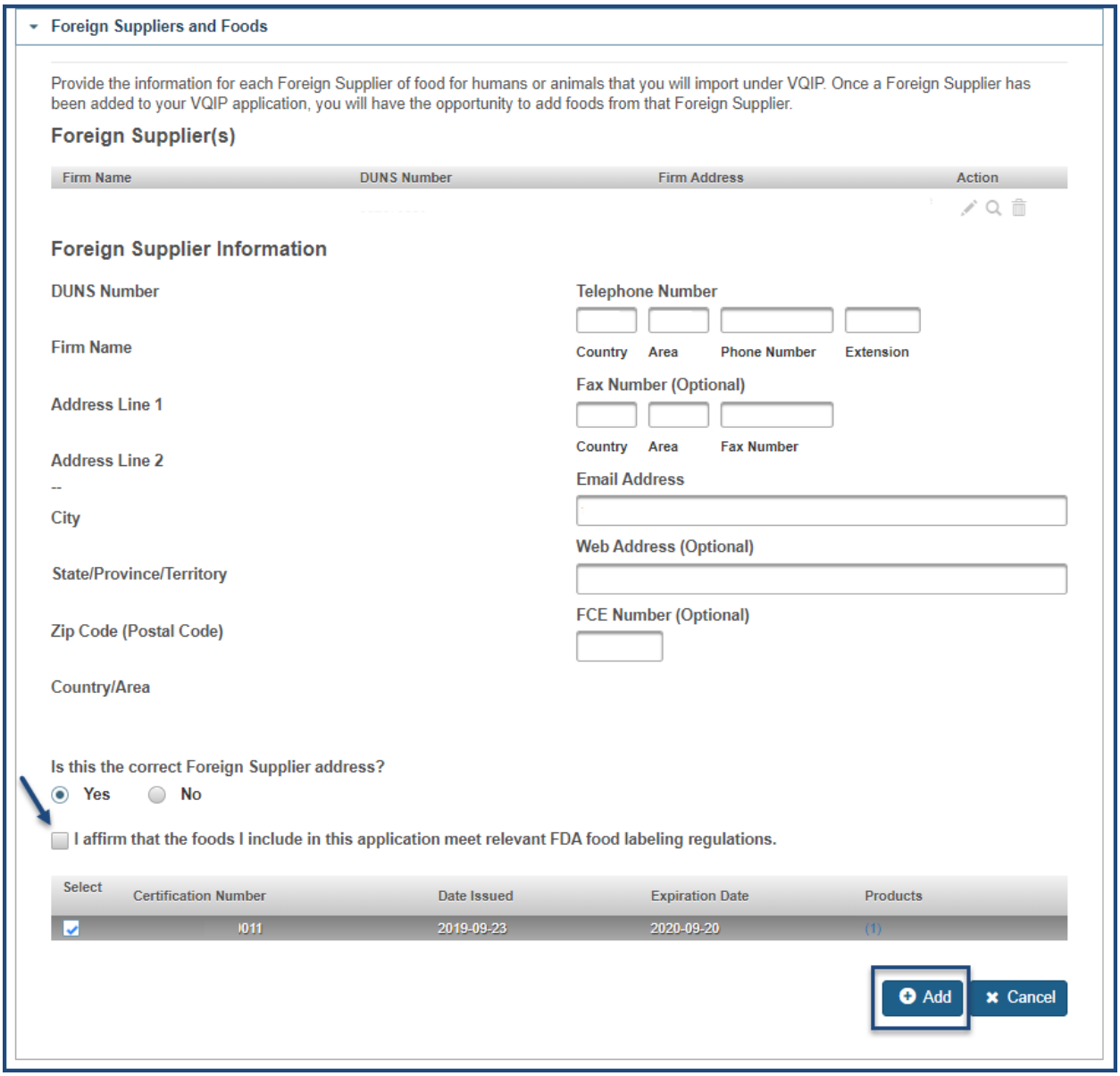

Figure 4.49 – Foreign Supplier Information: Add Foreign Supplier

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).

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.

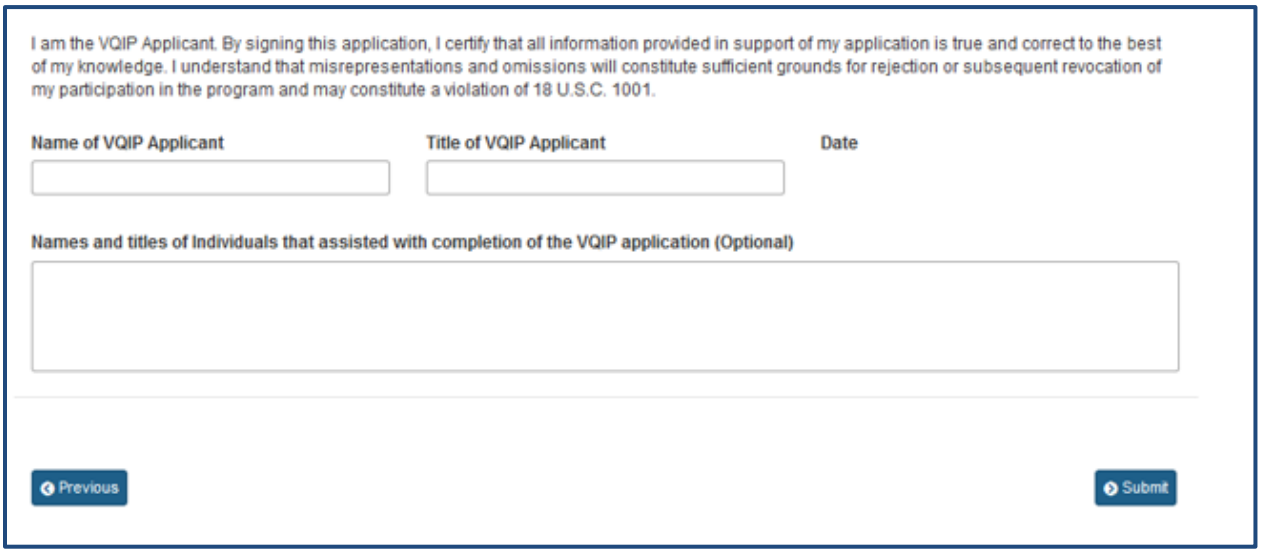

Figure 4.51 – e-Signature Page

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.

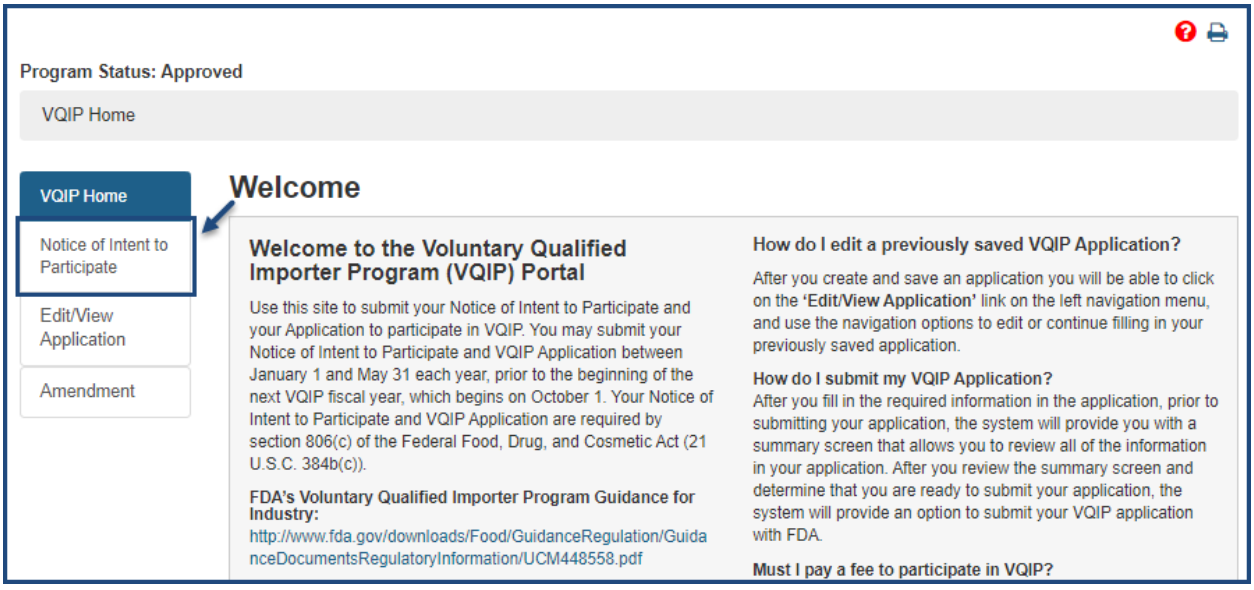

Figure 5.1 – Renew: Notice of Intent to Participate

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).

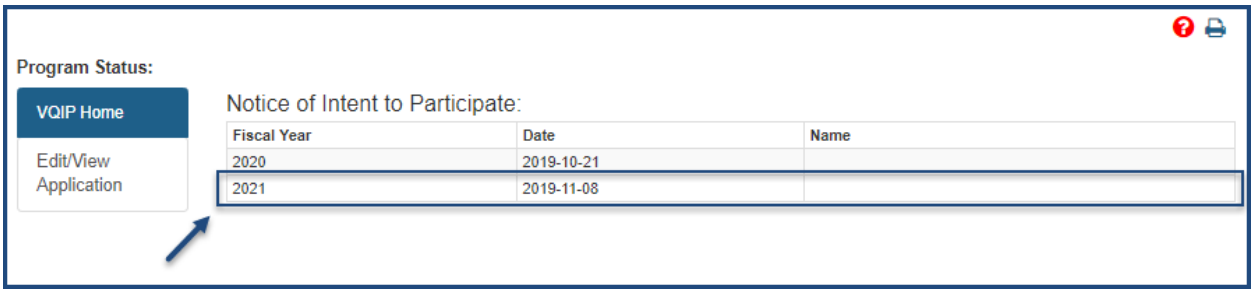

Figure 5.3 – Renew: Submitted Notice of Intent to Participate

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).

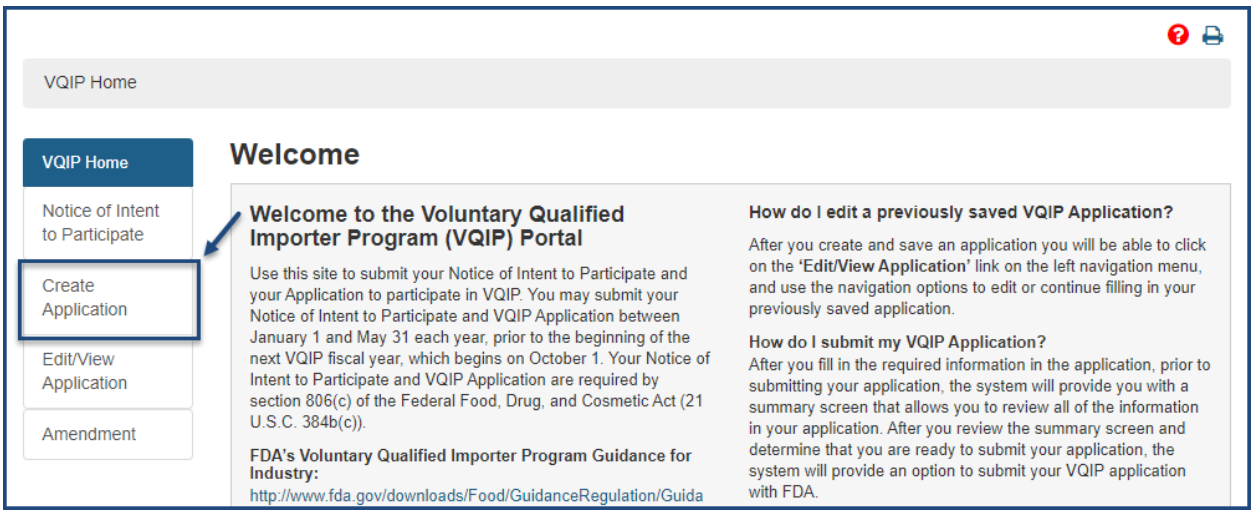

Figure 5.4 – Renew: Create Application

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).

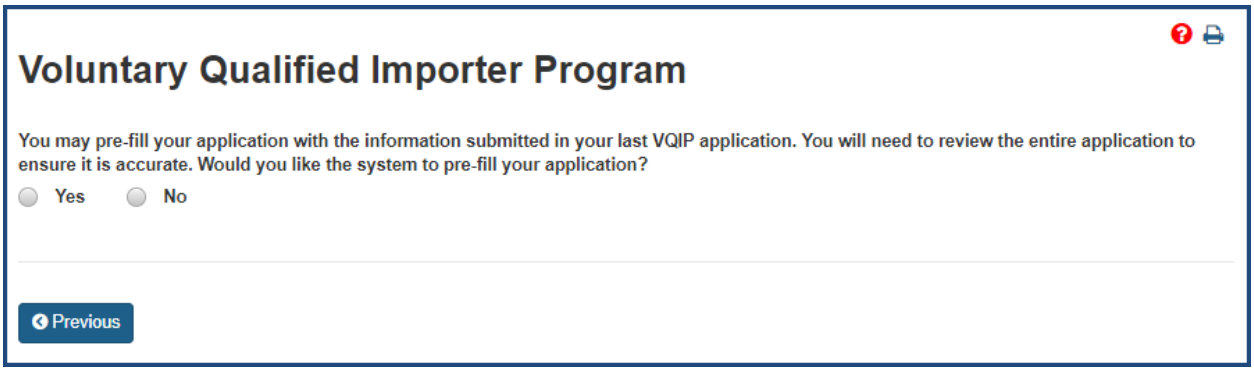

Figure 5.5 – Renew: Create Application Options

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.

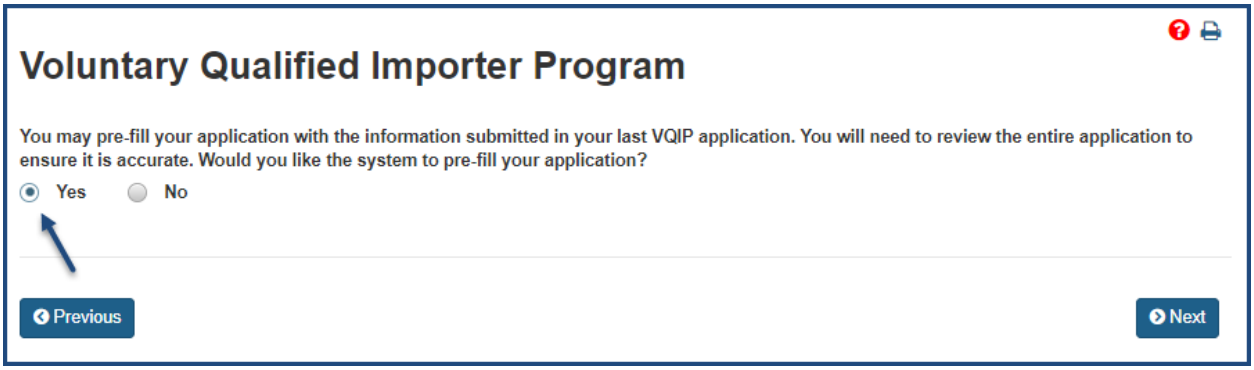

Figure 5.6 – Renew: Create Application ("Yes")

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

be prefilled. All the application information must be entered.

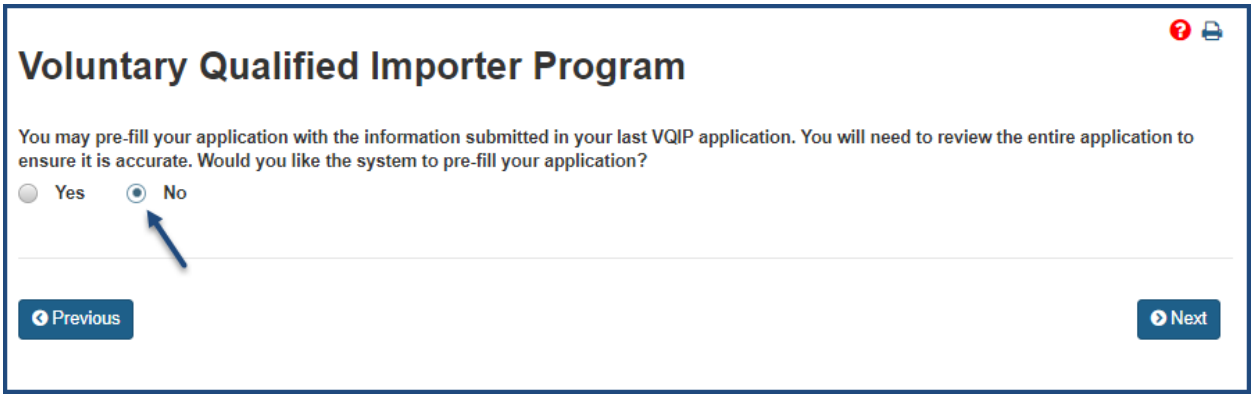

Figure 5.7 – Renew: Create Application ("No")

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

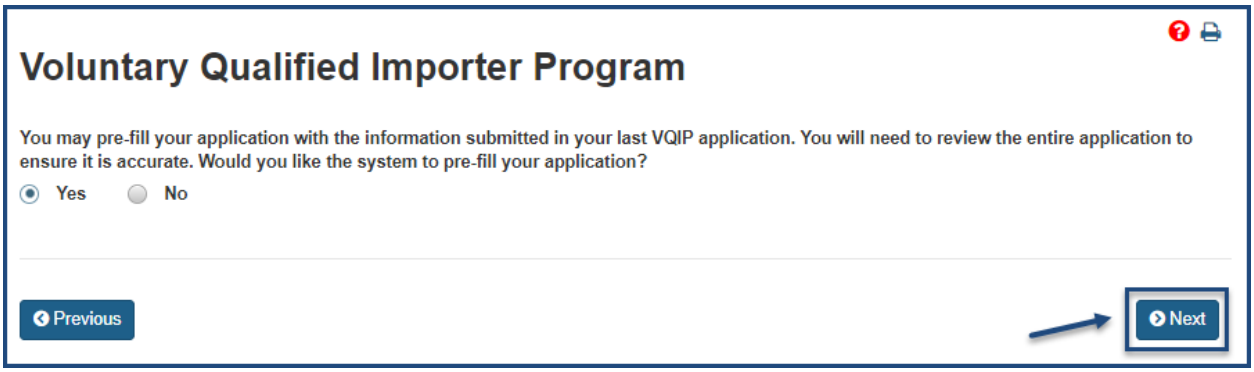

Figure 5.8 – Renew: Create Application ("Next")

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?"

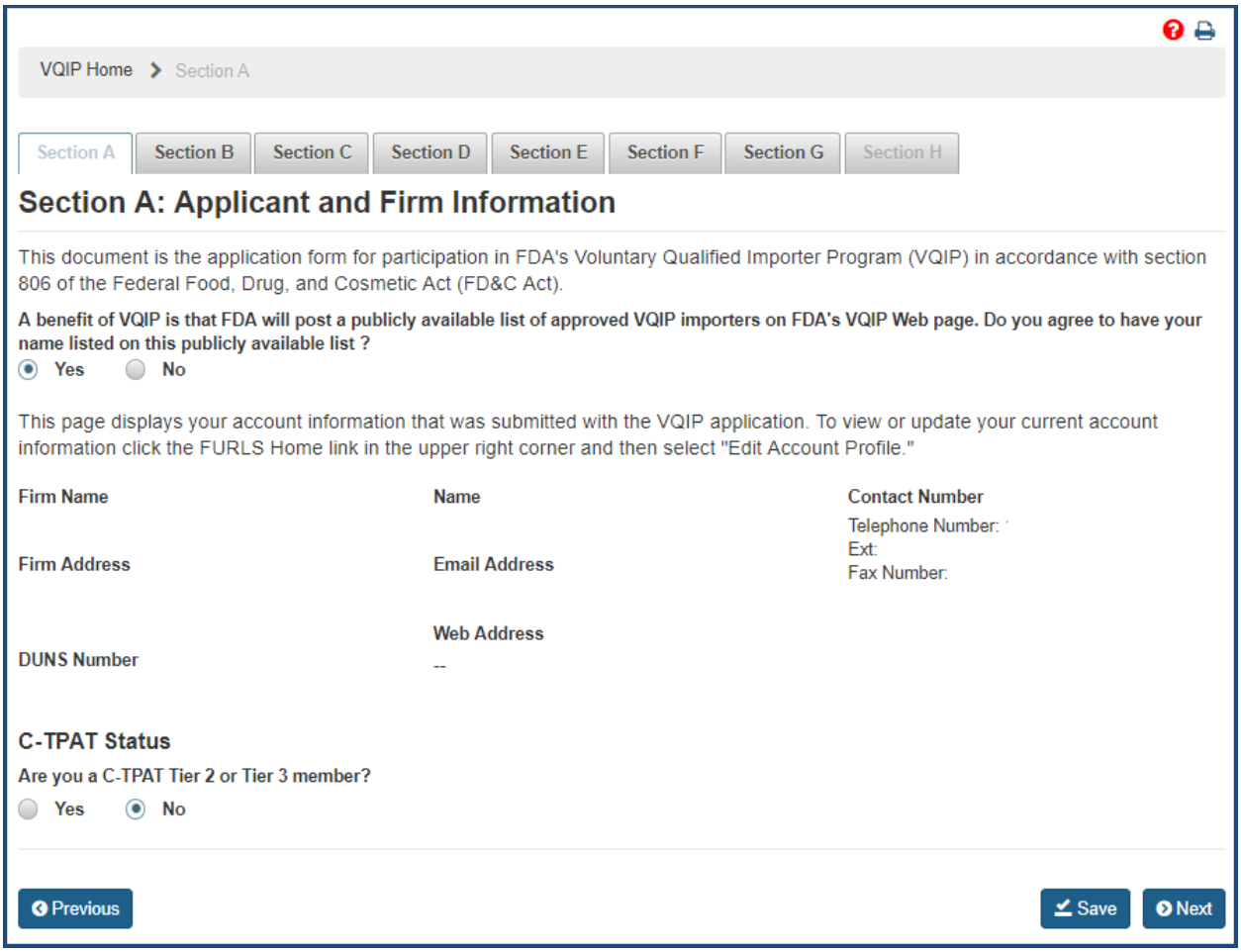

Figure 5.9 – Renew: Applicant and Firm Information

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).

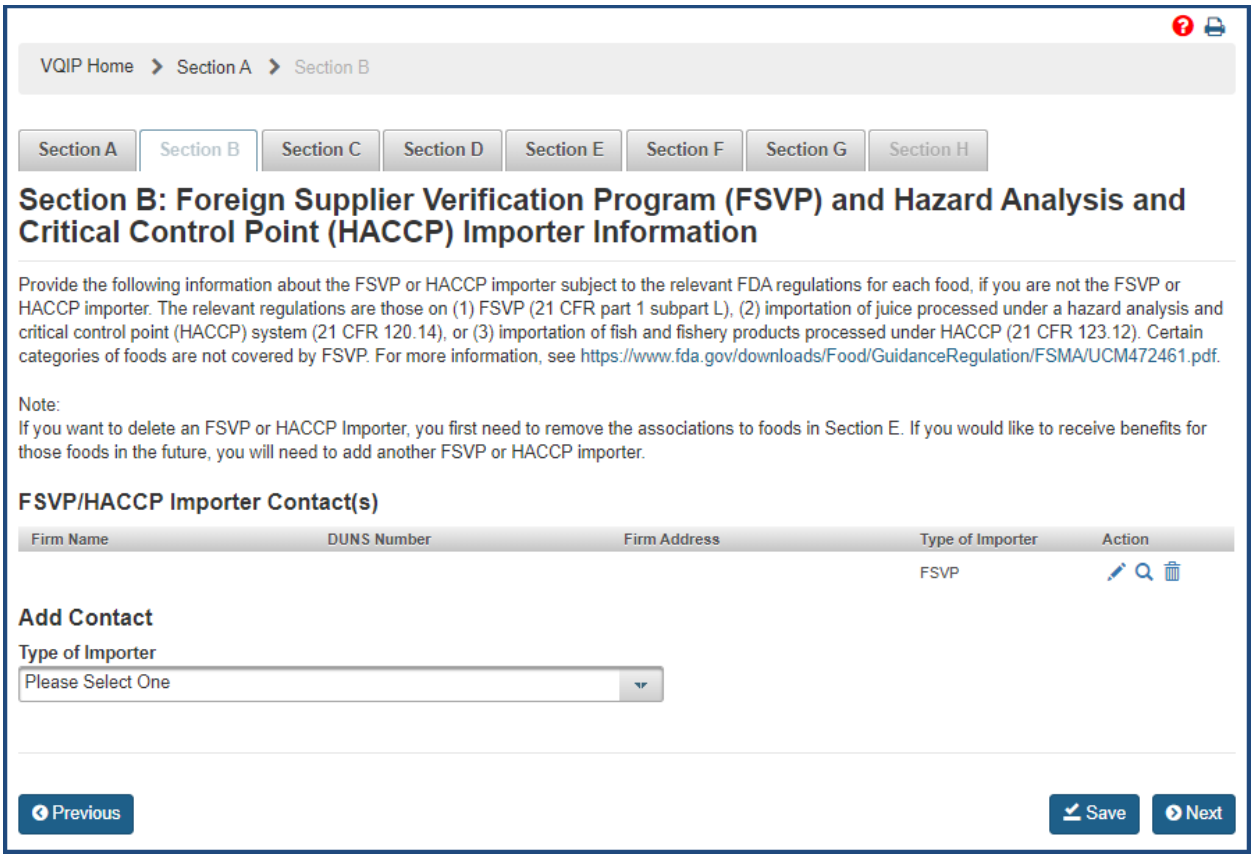

Figure 5.10 – Renew: FSVP/HACCP Importers

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).

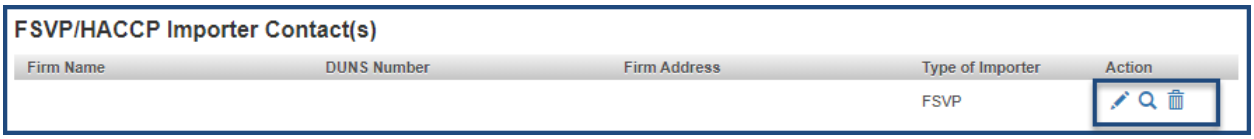

Figure 5.11 – Renew: FSVP/HACCP Importers - Action Column

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.

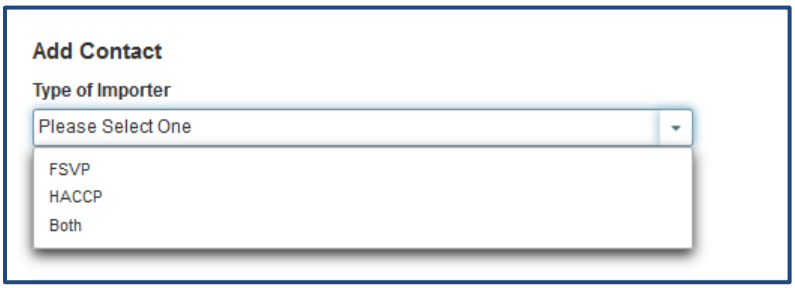

Figure 5.12 – Renew: FSVP/HACCP Importers - Select a Type of Importer

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.

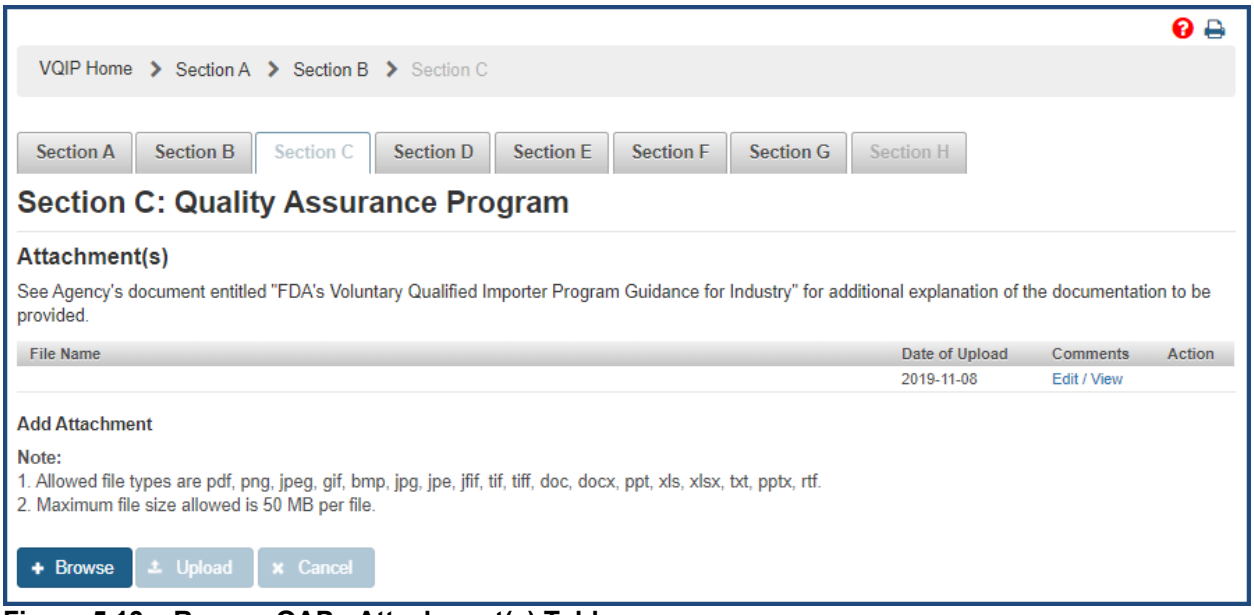

Figure 5.13 – Renew: QAP - Attachment(s) Table

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.

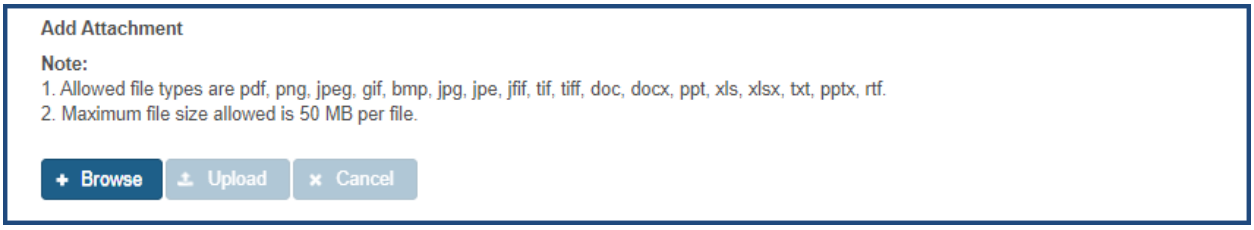

Figure 5.14 – Renew: QAP - Add Attachment

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).

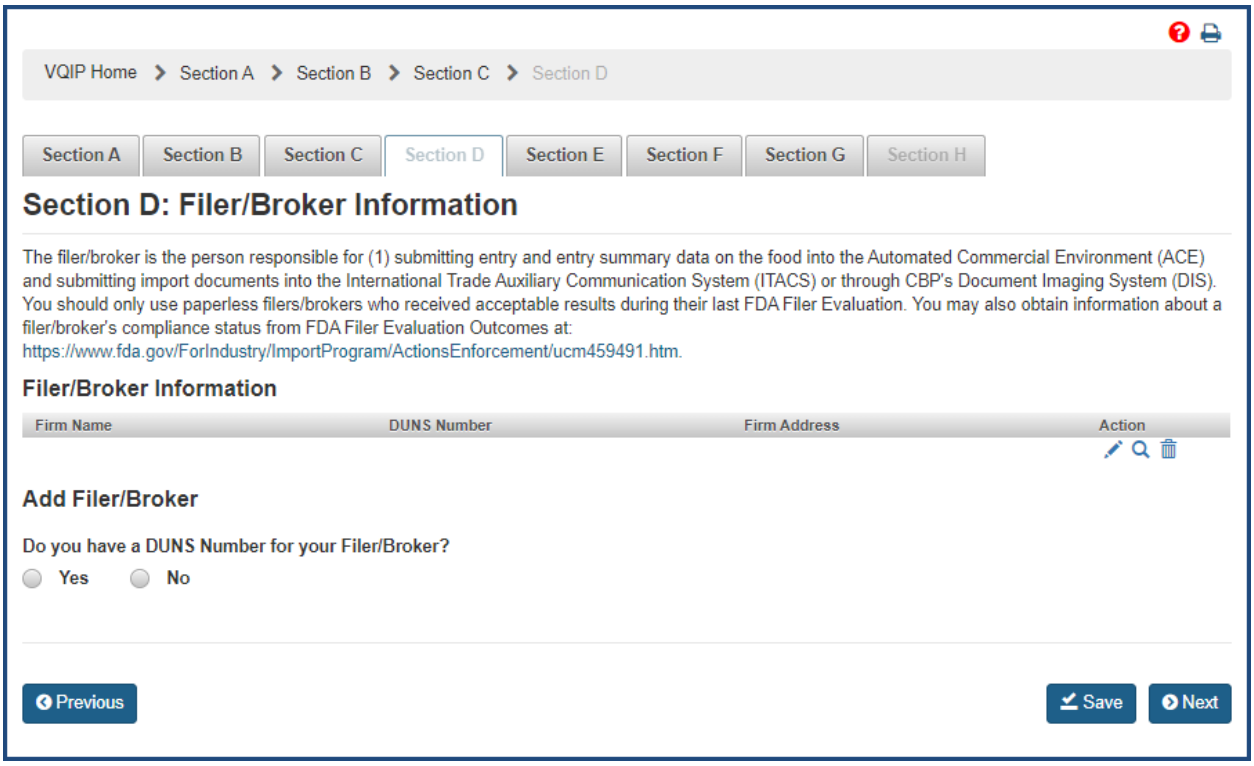

Figure 5.15 – Renew: Filer/Broker

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).

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.

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).

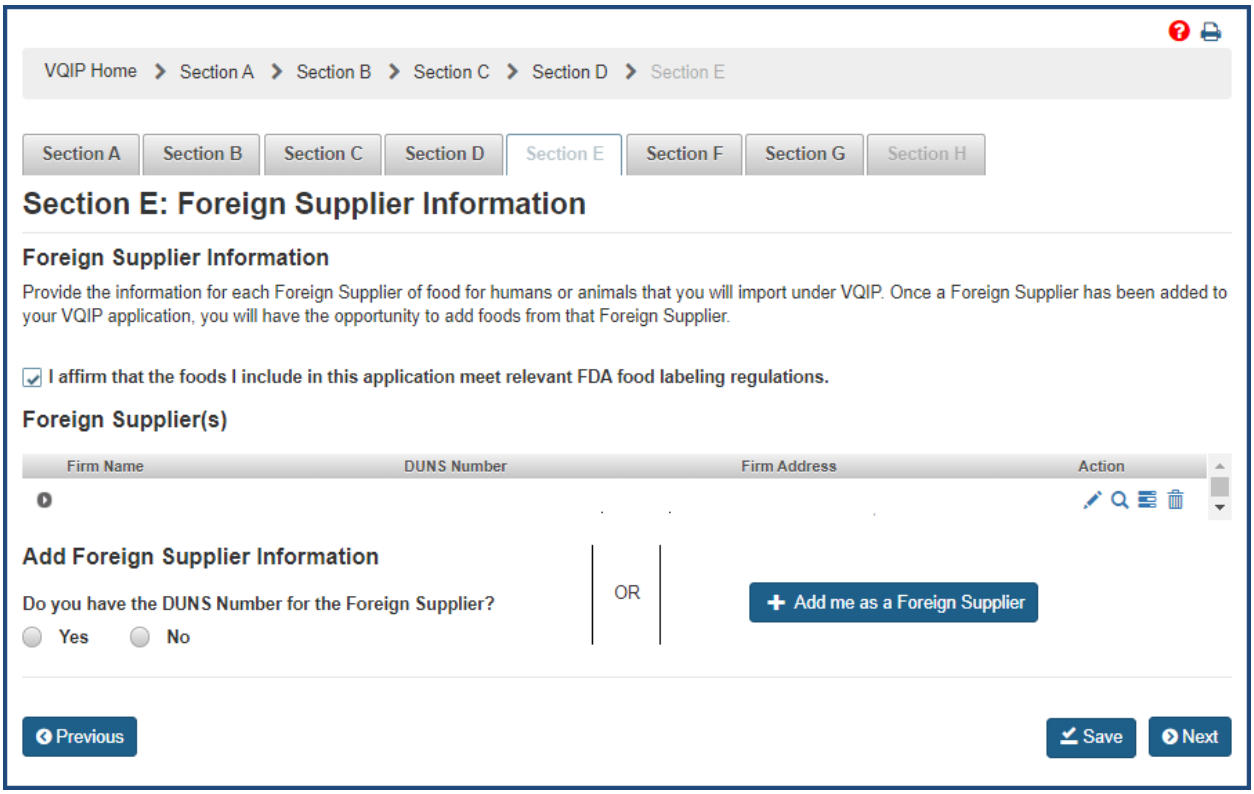

Figure 5.18 – Renew: Foreign Supplier Information

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).

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.

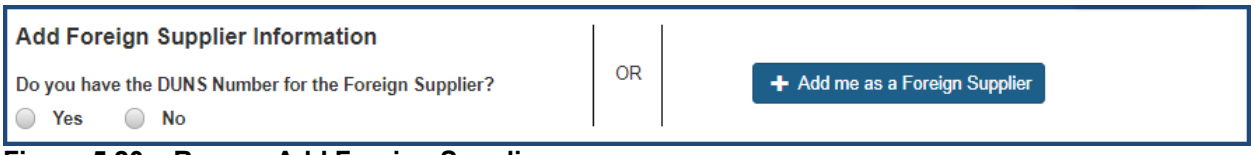

Figure 5.20 – Renew: Add Foreign Supplier

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).

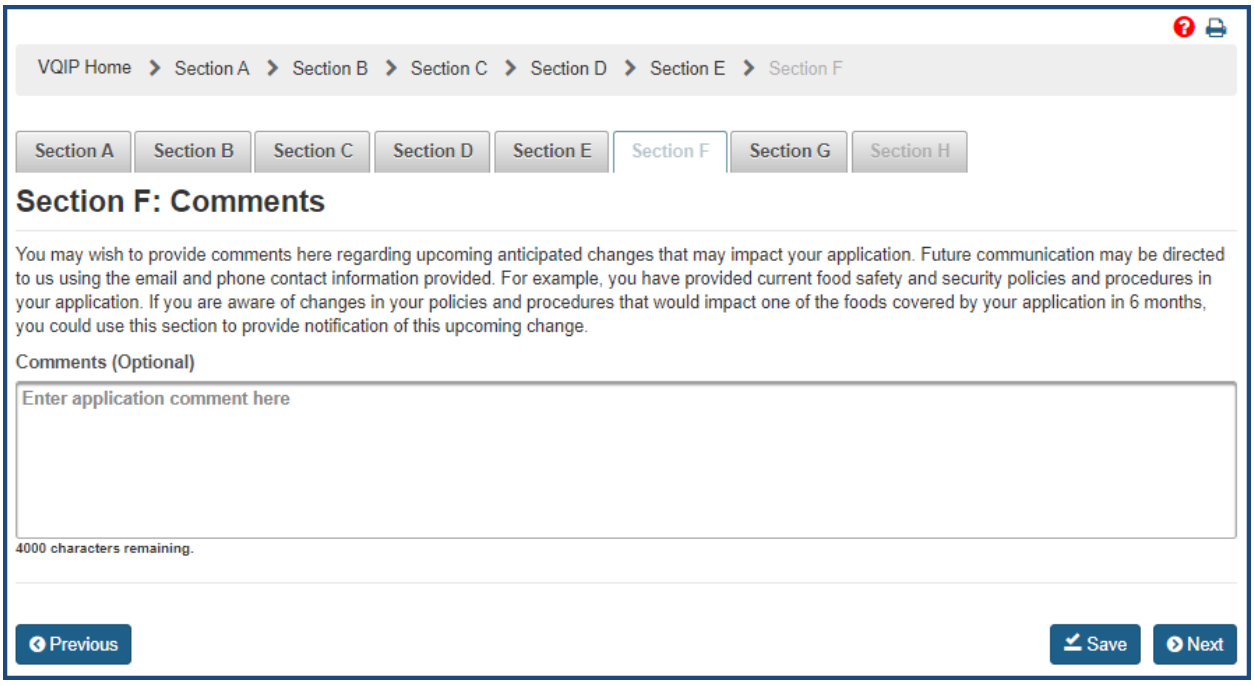

Figure 5.21 – Renew: Comments

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.

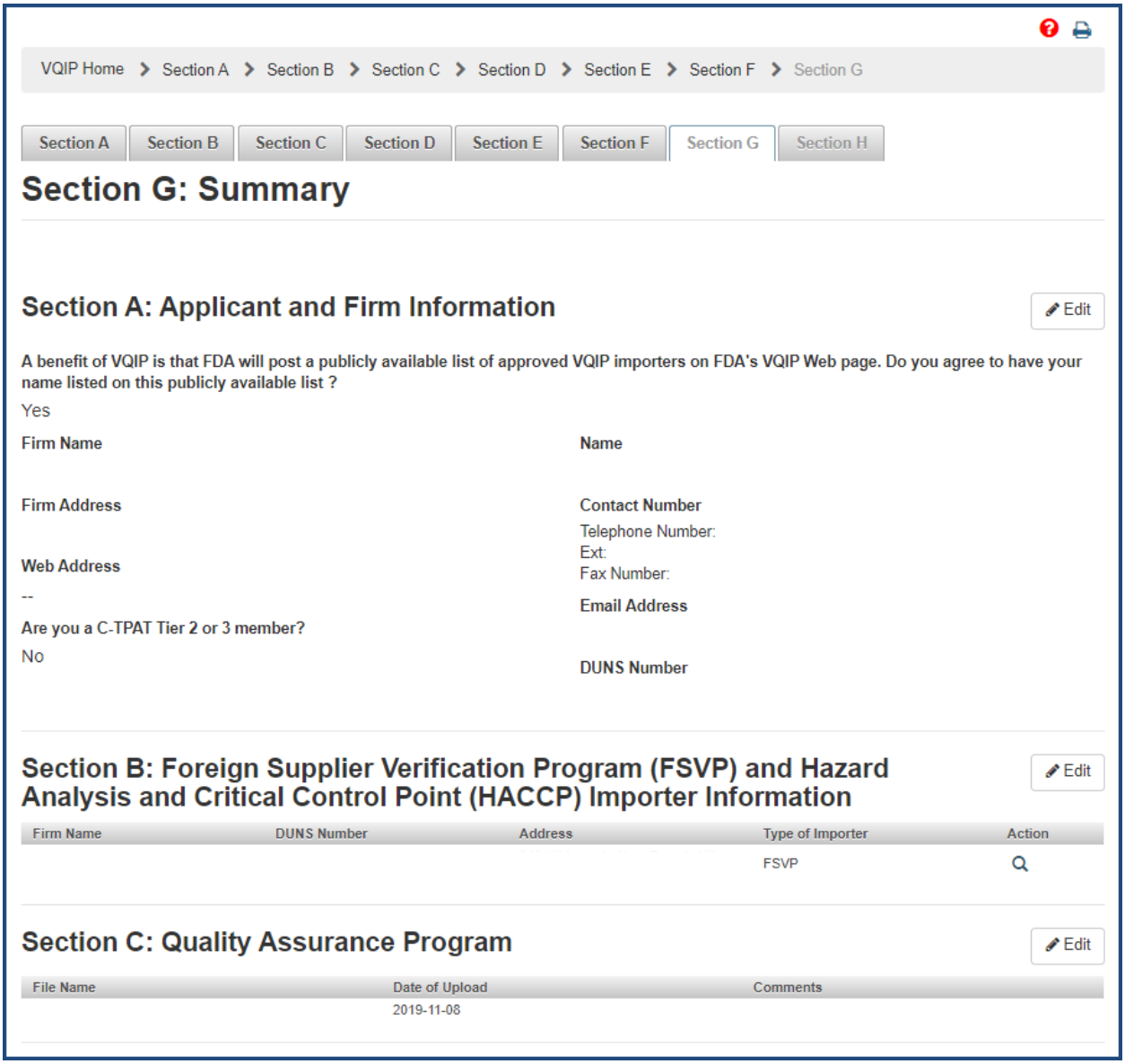

Figure 5.22 – Renew: Application Summary, Part 1

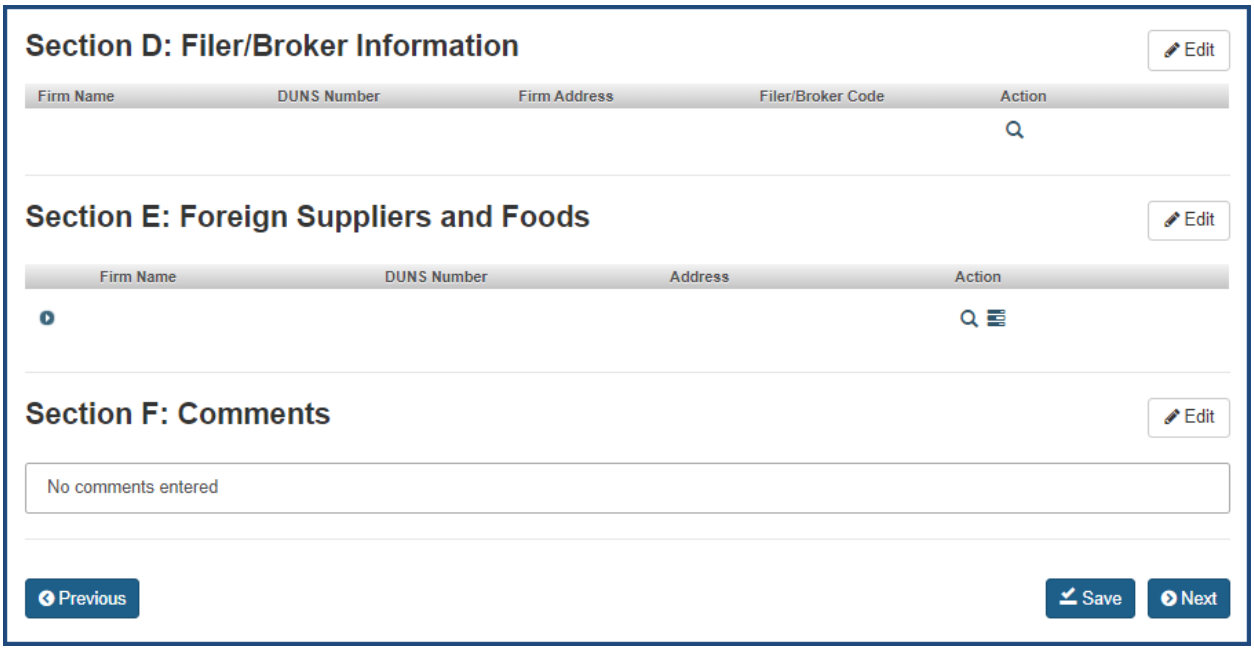

Figure 5.23 – Renew: Application Summary, Part 2

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.

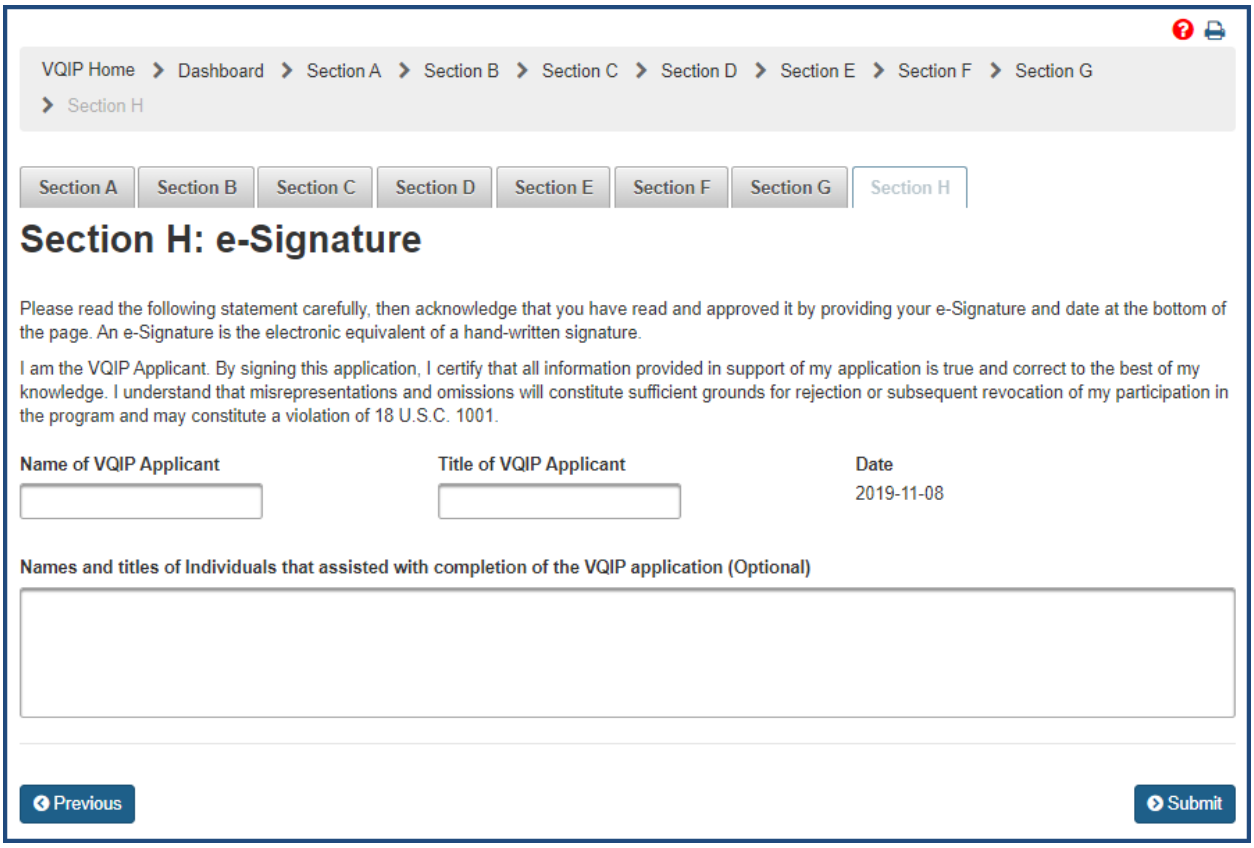

Figure 5.24 – Renew: e-Signature Page

5.11 Application Confirmation

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

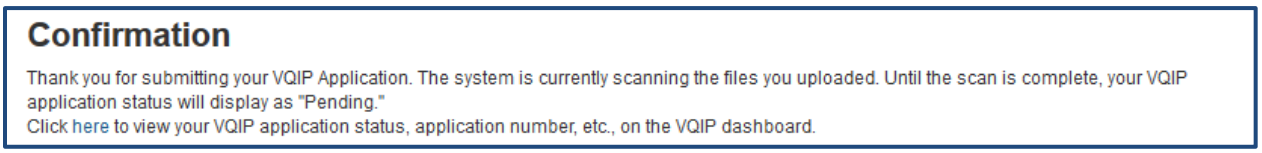

Figure 5.25 – Renew: Confirmation Message