

Food Facility Registration User Guide: Additional Capabilities

食品企业设施注册用户指南：其他功能

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Cancel Registrations

取消注册

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the "Cancel Registration" option from the FFR main menu (Figure 1).

从在线账户管理（OAA）页面登录食品企业设施注册（FFR）系统后，在 FFR 主菜单（图 1）点击“取消注册”的选项。

Figure 1 图 1

FFR Home	Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started.
Register a Food Facility	<p>PAPERWORK REDUCTION ACT NOTICE</p> <p>The burden for this collection of information is estimated to average between 1 and 12 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the following address:</p> <p>Department of Health and Human Services Food and Drug Administration Office of Chief Information Officer Paperwork Reduction Act (PRA) Staff PRASStaff@fda.hhs.gov</p> <hr/> <p>For more information regarding food facility registration, please visit: http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm</p> <p>For assistance, please contact the FDA Industry Systems Help Desk: 1-800-216-7331 301-575-0156 furls@fda.gov</p> <p>(Technical, Computer & General Questions) Help desk hours are Monday to Friday from 7:30 am to 11:00 pm Eastern Standard Time</p> <hr/> <p>Please Note: The system will automatically time out if there is no activity for 30 minutes.</p>
Biennial Registration Renewal - 2014	
Update Facility Registration	
Cancel Registration	
Search Facility Registrations	
Link Registration to your Account	
Manage Registrations Among Accounts	
Confirm Notification Receipt	
Retrieve Registration PIN	
View Registration (U.S. Agent only)	

A registration's status can be Valid, Invalid, or Cancel. The Valid and Invalid statuses are internal FDA designations. The only action that primary (i.e., Enterprise) account and Subaccount holders can make is cancelling a registration. Cancelling a registration is irreversible and a new registration will be required for a facility that has been cancelled.

注册的状态可以是有效、无效或取消。有效和无效状态为 FDA 内部使用的状态界定。主账户（即企业）和子账户持有人可以进行的唯一操作是取消注册。取消注册是不可逆的，已取消注册的企业设施将需要重新注册。

Select a registration that you want to cancel. All registrations that are linked to your account will be displayed. To continue the process with a particular registration, select the hyperlinked registration number (Figure 2a and Figure 2b).

选择要取消的注册。系统将显示您帐户下的所有注册。要继续取消某一个注册，请选择点击有链接的注册号（图 2a 和图 2b）。

Cancel Registration Status-- Step 1

取消注册 — 第一步

Figure 2a 图 2a

FFR Home > Cancel Registration

FFR Home

Register a Food Facility

Biennial Registration Renewal - 2014

Complete Draft Registration

Update Facility Registration

Cancel Registration

Search Facility Registrations

Link Registration to your Account

Manage Registrations Among Accounts

Confirm Notification Receipt

Retrieve Registration PIN

View Registration (U.S. Agent only)

Cancel Registration

Your account has access to the following registrations. Click on the registration number you want to cancel.

Show entries

Registration Number	Facility Name	Facility Address
---------------------	---------------	------------------

Figure 2b 图 2b

Showing 1 to 2 of 2 entries

Registration Number	Facility Name	Facility Address

Cancel Registration Status-- Step 2

取消注册—第二步

The system displays the Cancel Facility Registration page with basic facility information (Facility Name, Registration Number, Facility Address, Registration Status, and Cancellation Status Date). To cancel the registration, select a reason for the cancellation and provide the name and role of the submitter for the particular cancellation in order to fulfill/satisfy the Certification Statement (Figure 3a and Figure 3b).

The system pops up fields to enter authorized individual information if the user selects option B that is “Another Authorized Individual”.

系统将显示“取消企业设施注册”页面，其中包含企业设施的基本信息（企业设施名称、注册号、企业设施地址、注册状态和取消日期）。要取消注册，请选择取消的原因，并提供取消注册提交人的姓名和职责，以完成认证声明（图 3a 和图 3b）。

如果用户选择选项 B，即“另一个被授权个人”，系统会弹出输入被授权个人信息的方框。

Figure 3a 图 3a

Cancel Facility Registration

Facility Name	Registration Number
Facility Address	Registration Status
	Cancellation Status Date

Reason For Cancellation

CERTIFICATION STATEMENT

The owner, operator, or agent-in-charge of the facility, or an individual authorized by the owner, operator, or agent-in-charge of the facility, must submit this form. By submitting this form to FDA, or by authorizing an individual to submit this form to FDA, the owner, operator, or agent-in-charge of the facility certifies that the above information is true and accurate. An individual (other than the owner, operator or agent-in-charge of the facility) who submits the form to the FDA also certifies that the above information submitted is true and accurate and that he/she is authorized to submit the registration on the facility's behalf. An individual authorized by the owner, operator, or agent-in-charge must below identify by name the individual who authorized submission of the registration. Under 18 U.S.C 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

Name of the Submitter

Select One Option

OWNER, OPERATOR, or AGENT-IN-CHARGE

ANOTHER AUTHORIZED INDIVIDUAL

Figure 3b 图 3b

Name of the Submitter

Select One Option

OWNER, OPERATOR, or AGENT-IN-CHARGE

ANOTHER AUTHORIZED INDIVIDUAL

Individual's Name City

Country/Area State, Province or Territory

Street Address, Line 1 Telephone Number

Country Area Phone Number Extension

Street Address, Line 2 E-Mail Address

Zip/Postal Code

Please enter 'NONE' in Zip code field if Zip codes are not used in selected Country/Area

Fields Included in this Section 本部分包含的字段

<p>Reason for Cancellation 取消注册的原因</p>	<p>The reason for changing the status of the registration to Cancel. 变更注册状态为“取消”的原因。</p>
<p>Name of the Submitter 提交人姓名</p>	<p>The first name and last name (surname) of the person submitting this form. 此表格提交人的名字和姓氏。</p>

<p>Role of the Submitter 提交人的职责</p>	<p>Specify whether the owner, operator, or agent in charge of the facility, or an individual authorized by the owner, operator, or agent in charge of the facility is submitting this form. Choose: OWNER, OPERATOR, or AGENT-IN-CHARGE (Stop here, form is completed). - or - ANOTHER AUTHORIZED INDIVIDUAL (Fill in Figure 3b) 明确提交此表格的人是企业设施的所有者、经营者或负责代理人，还是企业设施的所有者、经营者或负责代理人所授权的其他个人。选择：OWNER, OPERATOR, or AGENT-IN-CHARGE（如果选择该选项，则表格到此完成） - 或 - ANOTHER AUTHORIZED INDIVIDUAL (在图 3b 示例表格中填写)</p>
<p>Indicate who authorized you to submit the cancellation 说明授权提交注册取消的人</p>	<p>If you selected ANOTHER AUTHORIZED INDIVIDUAL because you are not the owner, operator, or agent in charge, you need to identify the person who is submitting this cancellation. Choose: Owner, Operator, or Agent in Charge (Stop here, form is completed). - or - Fill in the name of individual who authorized cancellation on behalf of owner, operator, or agent in charge (Fill in below). 如果您选择了 ANOTHER AUTHORIZED INDIVIDUAL 因为您不是企业设施的所有者、经营者或负责代理人，您需要填写提交取消注册人的名字。选择：Owner, Operator, or Agent in Charge（如果选择该选项，则表格到此完成）。 - 或 - 填写代表企业设施的所有者、经营者或负责代理人授权取消注册的人的名字（在后面按要求填写）。</p>
<p>Individual's Name 个人的姓名</p>	<p>The name of the Individual who is submitting the cancellation form. 提交取消注册表格的人的姓名。</p>
<p>Country/Area 国家/地区</p>	<p>The Country/Area of the person who is submitting this form, if applicable. 此表格提交人的国家/地区，如适用。</p>

<p>Street Address, Line 1 街道地址，第 1 行</p>	<p>The address of the person who is submitting this form, if applicable. This can be a physical/geographical location or other mailing address. 此表格提交人的地址，如适用。该地址可以是实际/地理位置或其他邮寄地址。</p>
<p>Street Address, Line 2 街道地址，第 2 行</p>	<p>The address of the person who is submitting this form, if applicable. This can be a physical/geographical location or other mailing address. 此表格提交人的地址，如适用。该地址可以是实际/地理位置或其他邮寄地址。</p>
<p>City 城市</p>	<p>The city in which the authorized individual is located. 被授权个人所在的城市。</p>
<p>State, Province or Territory 州、省或地区</p>	<p>The state, province, or territory where the authorized individual is located. 被授权个人所在的州、省或地区。</p>
<p>Zip/Postal Code 邮政编码</p>	<p>The zip code (for domestic addresses) or postal code (for foreign addresses) where the authorized individual is located. Please enter 'NONE' in the “Zip/Postal Code” field if Zip codes are not used in selected Country/Area. 被授权个人所在地的邮政编码，即 zip code（美国国内地址）或 postal code（国外地址）。如果所选国家/地区未使用邮政编码，请在“邮政编码”方框中输入“无”。</p>
<p>Telephone Number Country 电话号码 国家代码</p>	<p>For foreign addresses, the three-digit country code of the telephone number for the authorized individual. 对于国外地址，被授权个人电话号码的三位数国家代码。</p>
<p>Telephone Number: Area 电话号码 地区代码</p>	<p>The three-digit area code (for domestic addresses) or city code (foreign facilities) of the telephone number for the authorized individual. 被授权个人电话号码的三位数区号（美国国内地址）或城市代码（国外企业设施）。</p>

Telephone Number: Phone Number 电话号码 电话号码	The telephone number for the authorized individual. 被授权个人的电话号码。
Telephone Number: Extension 电话号码: 分机号	The telephone extension, if any, dialed after the telephone number, for the authorized individual. 被授权个人的电话号码后面加拨的分机号码（如有）。
E-mail Address 电子邮件地址	The electronic mail address of the authorized individual. 被授权个人的电子邮件地址。

Figure 3c 图 3c

Cancel Registration Status-- Step 3

取消注册 — 第三步

After providing the required information and confirming the cancellation of the registration, the system will display that the registration was successfully cancelled (Figure 4a). If authorizer cancels the registration, registration will not be cancelled and will be displayed in the list until the 'Owner, operator or agent-in-charge' confirms the cancellation (Figure 4b). Canceled registrations can still be viewed using the Search Facility Registrations function.

提供所需信息并确认取消注册后，系统将显示注册已成功取消（图 4a）。如果被授权人取消注册，注册将暂时不被取消，并将仍然显示在列表中，直到“所有人、经营者或负责代理人”确认取消（图 4b）。已取消的注册仍然可以通过查询企业设施注册功能查看。

Search Facility Registrations

查询企业设施注册

Search Facility Registrations – Search Criteria

查询企业设施注册–查询条件

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the “Search Facility Registrations” option from the FFR main menu (Figure 5a and Figure 5b).

从在线账户管理（OAA）页面登录食品企业设施注册（FFR）系统后，在 FFR 主菜单点击“查询企业设施注册”的选项（图 5a 和图 5b）。

Figure 5a 图 5a

The screenshot shows the FFR Home page. At the top left, there is a navigation menu with the following items: FFR Home (highlighted), Register a Food Facility, Biennial Registration Renewal - 2014, Complete Draft Registration, Update Facility Registration, Cancel Registration, Search Facility Registrations, Link Registration to your Account, Manage Registrations Among Accounts, Confirm Notification Receipt, Retrieve Registration PIN, and View Registration (U.S. Agent only). The main content area features a welcome message: "Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started." Below this is a "PAPERWORK REDUCTION ACT NOTICE" box containing text about the burden of information collection and contact information for the Paperwork Reduction Act (PRA) Staff. Another box provides information on how to get more information regarding food facility registration, including a URL and contact details for the FDA Industry Systems Help Desk. A final box contains a "Please Note" message: "The system will automatically time out if there is no activity for 30 minutes." At the bottom of the page, there is a footer with the text: "Form Approval: OMB No.0910-0502, Expiration date: 08/31/2019".

Figure 5b 图 5b

Food Facility Registration

FFR Home > Search Facility Registrations

FFR Home

Register a Food Facility

Biennial Registration Renewal - 2014

Complete Draft Registration

Update Facility Registration

Cancel Registration

Search Facility Registrations

Link Registration to your Account

Manage Registrations Among Accounts

Confirm Notification Receipt

Retrieve Registration PIN

View Registration (U.S. Agent only)

Search Facility Registrations

Search results will only display the registrations that are associated with your account.

You can search registrations by Facility information or by US Agent information. Please select one of the following options to continue:

- Search Registration by facility information
- Search Registration by US Agent information

Next

Form Approval: OMB No.0910-0502, Expiration date: 08/31/2019

Use this feature to search for domestic and/or foreign registrations by Facility or by U.S. Agent information (Figure 6). Once you have located the facility you are searching for, you can update the registration, change the registration status, or simply review the registration.

使用此功能可按企业设施或美国代理信息查询美国国内和/或国外企业的注册（图 6）。找到要查询的企业设施后，您可以更新注册、更改注册状态，或仅查看注册。

Figure 6 图 6

Search Facility Registrations

Search results will only display the registrations that are associated with your account.

You can search registrations by Facility information or by US Agent information. Please select one of the following options to continue:

- Search Registration by facility information
- Search Registration by US Agent information

Please select one of the following options to specify facility location for your search:

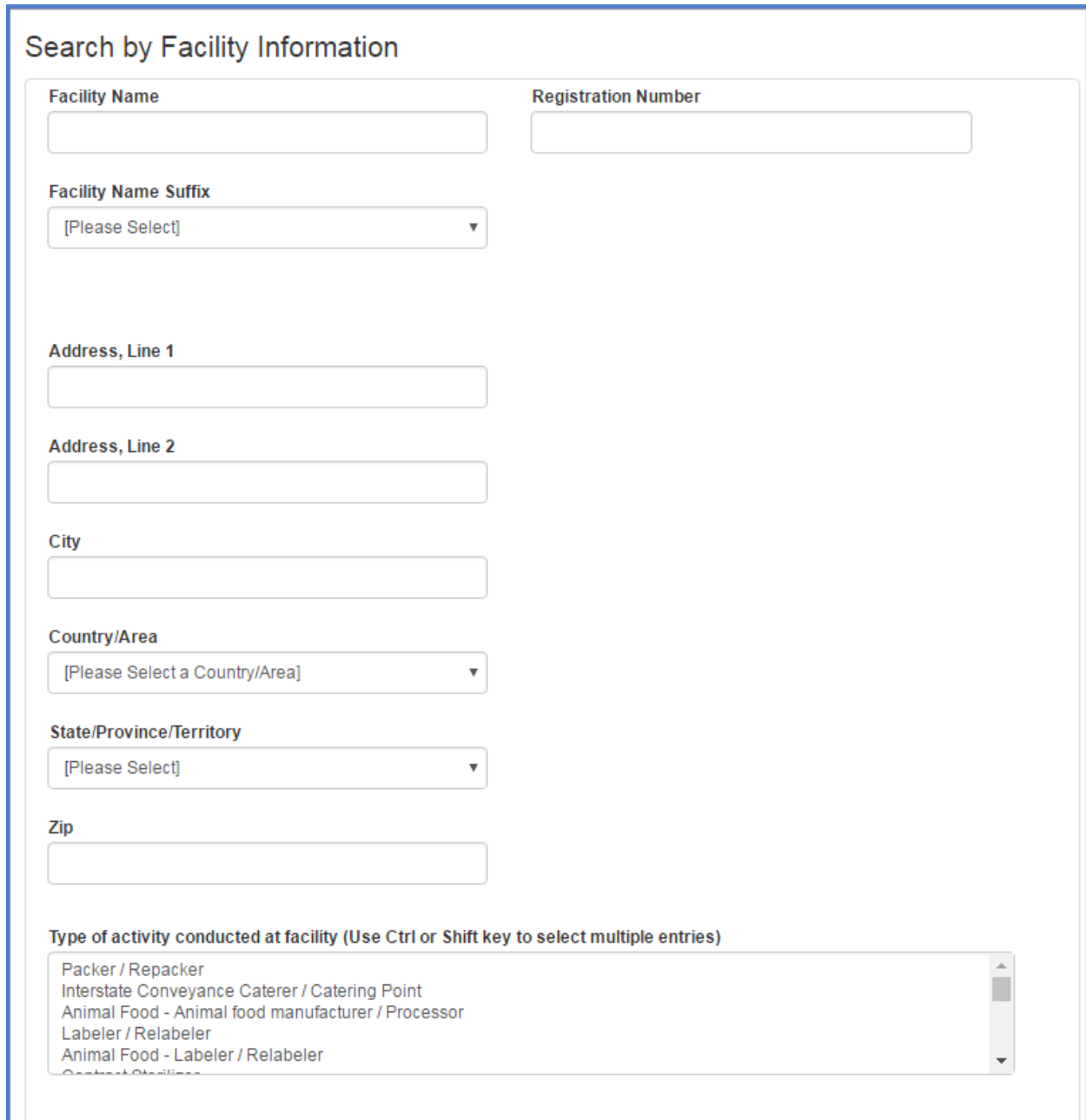
- Domestic
- Foreign
- Both

[Next](#)

You must enter data in at least one of the search criteria in order for the system to return any results (Figure 7). You can perform wildcard searches. For example, you can enter “JU” to search for all facility names that begin with JU. If your search returns more than 50 registrations, the system will provide you with the option to view the results or to refine the search.

您必须至少输入一个查询条件，以便系统查询到任何结果（图 7）。您可以执行模糊搜索。例如，您可以输入“JU”来搜索所有以 JU 开头的企业设施名称。如果您的搜索查询到的注册数超过 50 个，系统将为您提供查看结果或优化搜索的选项。

Figure 7 图 7



The image shows a web form titled "Search by Facility Information". It contains several input fields and dropdown menus for searching facilities. The fields are arranged in a vertical stack on the left side, with a "Registration Number" field on the right. The fields include: Facility Name (text input), Registration Number (text input), Facility Name Suffix (dropdown menu with "[Please Select]"), Address, Line 1 (text input), Address, Line 2 (text input), City (text input), Country/Area (dropdown menu with "[Please Select a Country/Area]"), State/Province/Territory (dropdown menu with "[Please Select]"), and Zip (text input). At the bottom, there is a multi-select dropdown menu for "Type of activity conducted at facility (Use Ctrl or Shift key to select multiple entries)". The visible options in this menu are: Packer / Repacker, Interstate Conveyance Caterer / Catering Point, Animal Food - Animal food manufacturer / Processor, Labeler / Relabeler, and Animal Food - Labeler / Relabeler.

Search Facility Registrations – Search Results

查询企业设施注册—查询结果

The system displays all results from the specific search criteria used (Figure 8). To view registration information details, select the hyperlinked registration number. You may also modify the current search criteria, start a new search, or export all search

results to a Microsoft Excel spreadsheet (the export only includes the information displayed in the search results table).

系统将显示使用特定搜索条件查询到的所有结果（图 8）。要查看详细注册信息，点击带有链接的注册号。您还可以修改当前的查询条件、进行新的查询或将所有的查询结果导出到 Microsoft Excel 电子表格（导出的内容仅包括查询结果表中显示的信息）。

To update a registration, select the radio button to the left of the Registration Number, and at the bottom of the screen choose Update Registration.

要更新注册，请选择注册号左侧的单选按钮，然后在屏幕底部选择“更新注册”。

To cancel a registration, select the appropriate radio button from the first column and choose the Cancel Registration button.

要取消注册，请在第一列中选择相应的单选按钮，然后点击“取消注册”。

Figure 8 图 8

Search Results

[Modify Search](#) [New Search](#) [Export to Excel](#)

Active Registrations: 3 **Cancelled Registrations: 2** **Total Registrations: 5**

Note: denotes Cancelled Registrations

The following registrations match your search criteria. You can use the up and down arrows to sort the registration list.

Show entries

Select	Registration Number	Facility Name	Facility Address	City	State - Zip	Country/Area
<input checked="" type="checkbox"/>	11749700152	Global Net Services inc.	11820 Parklawn Dr	Rockville	Maryland-20852	UNITED STATES
<input type="checkbox"/>	13629221174	BLS Foodstuff	123 Main St	Laurel	Maryland-20707	UNITED STATES
<input type="checkbox"/>	15729102650	PDDP	890, indian street	ernakulam	Kerala-20000	INDIA
<input checked="" type="checkbox"/>	17461247888	Global Net Services inc.	11820 Parklawn Dr	Rockville	Maryland-20852	UNITED STATES
<input type="checkbox"/>	17955416208	Global Net Services inc.	11820 Parklawn Dr	Rockville	Maryland-20852	UNITED STATES

Showing 1 to 5 of 5 entries

[Cancel Registration](#) [Update Registration](#)

Link Registration to Your Account

将注册关联到您的账户

Select the “Link Registration to your Account” option from the FFR main menu to link a registration to your account. Provide the registration number and PIN information for the account to be linked (Figure 9). If the link is successful, the system confirms that your account has access to the registrations specified (these registrations may be updated as well). If the link is not successful, the system displays one of the following three possible status messages:

1. Cannot Create Link. The Account Number already has access to this registration.
2. The PIN entered is not a valid PIN in the database.
3. The registration number is not found in the system.

在 FFR 主菜单中选择“将注册关联到您的帐户”选项，将注册关联到您的帐户。输入要关联帐户的注册号和密码（图 9）。如果关联成功，系统将确认您的帐户可以访问指定的注册（这些注册也可能会更新）。如果关联不成功，系统将显示以下三种可能的状态消息之一：

1. 无法创建关联。帐号已有该注册的访问权限。
2. 输入的密码不是数据库中的有效密码。
3. 系统中找不到所输入的注册号。

Figure 9 图 9

The screenshot displays the 'Food Facility Registration' (FFR) web application. The main heading is 'Food Facility Registration' with a help icon and a user icon. Below the heading is a breadcrumb trail: 'FFR Home > Link Registration to your Account'. On the left is a vertical navigation menu with the following items: 'FFR Home', 'Register a Food Facility', 'Complete Draft Registration', 'Update Facility Registration', 'Cancel Registration', 'Search Facility Registrations', 'Link Registration to your Account' (highlighted in blue), 'Manage Registrations Among Accounts', 'Confirm Notification Receipt', 'Retrieve Registration PIN', and 'View Registration (U.S. Agent only)'. The main content area is titled 'Link Registration to your Account'. It contains two input fields: 'Registration Number' and 'Pin'. A blue 'Submit' button is located at the bottom right of the form area.

Manage Registrations Among Accounts

管理不同账户的注册

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the "Manage Registrations Among Accounts" option from the FFR main menu.

从在线账户管理（OAA）页面登录食品企业设施注册（FFR）系统后，在 FFR 主菜单点击“管理不同账户的注册”选项。

In this section you may "assign" or "unassign" registrations to particular Subaccounts using the tab marked "Subaccount Access". The tab, "Your Registrations", lets you view the registrations that are assigned to your account and are available for you to assign to your Subaccounts. You may also use the "Other Access" tab to view the other Accounts, if any, which share access to your registrations.

在本部分，您可以使用“子帐户访问”选项把注册“分配”到特定子帐户或“取消分配”。通过“您的注册”选项，您可以查看分配到您的帐户并可以由您再分配到您的子帐户的注册。您还可以使用“其他访问”选项查看共享您的注册访问权限的其他帐户（如果有）。

Manage Registrations Among Accounts -- Step 1

管理不同账户的注册 — 第一步

Indicate which Subaccount you would like to assign or unassign registrations from (Figure 10a and 10b).

说明您要往哪个子帐户分配或取消分配注册（图 10a 和 10b）。

Select the Subaccount that you would like to work with and indicate whether you want to assign or unassign a registration.

选择要使用的子帐户，并明确是要分配还是取消分配注册。

To select an account:

1. Select the desired Subaccount.
2. Choose one of the following:
 - Assign Registration (if you want to add a registration to that account)

- or -

- Unassign Registration (if you want to remove a registration from that account)

选择帐户：

1. 选择要操作的子帐户。
2. 选择以下选项之一：
 - 分配注册（如果您想向该帐户添加注册）

-或-

- 取消分配注册（如果您想从该帐户中删除注册）

Figure 10a 图 10a

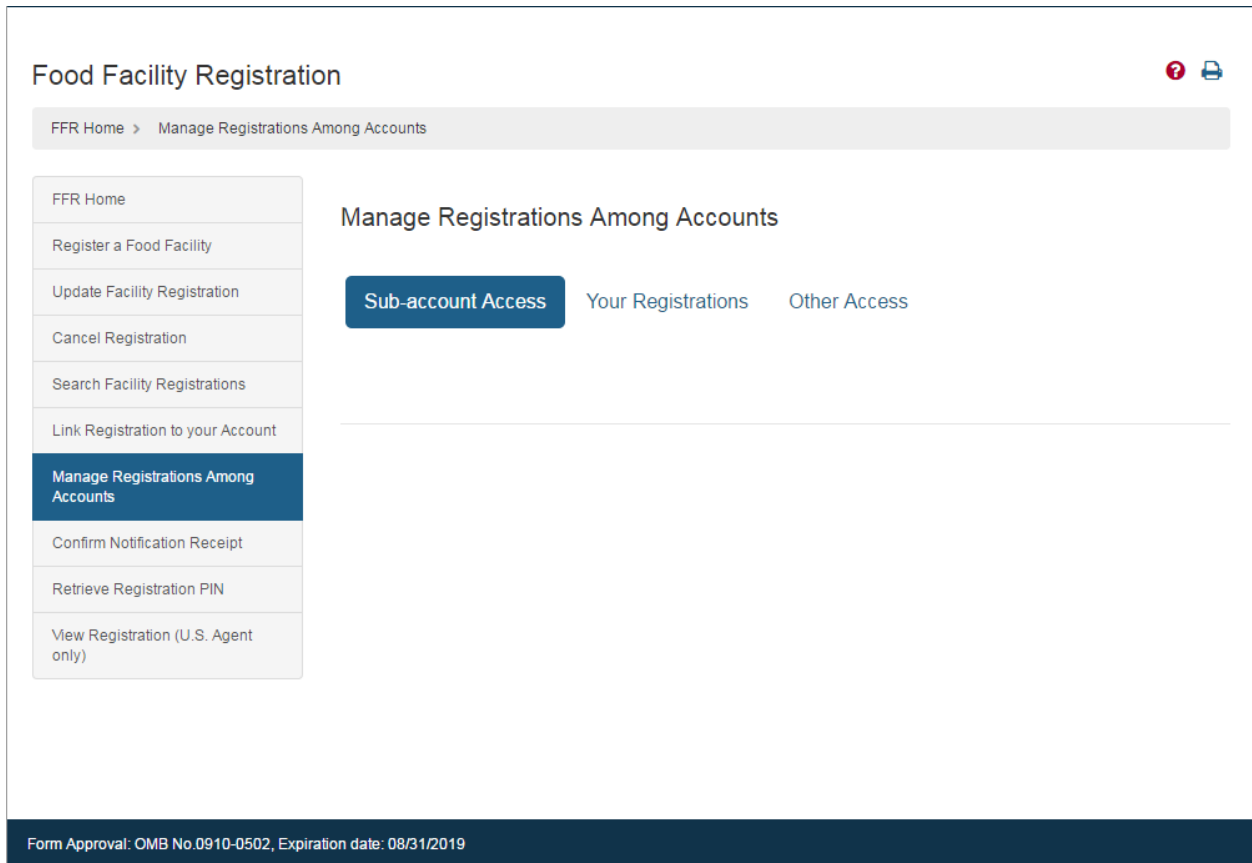


Figure 10b 图 10b

Sub-account Access Your Registrations Other Access

These are your Sub-accounts with a list of their registrations. Please select one Sub-account to which to assign or unassign a registration.

Select	Acct No.	Acct Name	Regs Not Linked to your Accounts	Registration Number	Facility Name
<input checked="" type="radio"/>			0		

[▶ Assign Registration](#) [▶ Unassign Registration](#)

Manage Registrations Among Accounts -- Step 2 (Assign)

管理不同账户的注册 — 第二步（分配）

To assign registrations to the selected Subaccount, select one or more of the registrations displayed and choose to assign the registration(s) (Figure 10c).

要将注册分配给所选子帐户，请选择显示的一个或多个注册，然后选择分配注册（图 10c）。

Figure 10c 图 10c

Selected Account Number:

Please select one or more of the facilities on this list to assign to the above account.

Select	Registration Number	Facility Name	Facility Address
<input type="checkbox"/>			
<input type="checkbox"/>			

[◀ Previous](#) [▶ Assign Registration](#)

Manage Registrations Among Accounts -- Step 2 (Unassign)

管理不同账户的注册 — 第二步（取消分配）

To unassign registrations to the selected Subaccount, select one or more of the registrations displayed and choose to unassign the registration(s) (Figure 11):

要取消向所选子帐户分配注册，请选择显示的一个或多个注册，然后选择取消分配注册（图 11）：

Figure 11 图 11

Selected Account Number:

Please select one or more of the facilities on this list to un-assign from the above account.

Select	Registration Number	Facility Name	Facility Address
<input type="checkbox"/>)
<input type="checkbox"/>			

◀ Previous

▶ Unassign Registration

Manage Registrations Among Accounts -- Step 3

管理不同账户的注册 — 第三步

When the process is complete the system will display that the assignment or unassignment of the registration(s) was successful (Figure 12).

当此过程完成后，系统将显示注册的分配或取消分配操作成功（图 12）。

Figure 12 图 12

Selected Account Number:

Assign Registration Successful!

Confirm Notification Receipt

确认收到通知

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the “Confirm Notification Receipt” option from the FFR main menu (Figure 13).

从在线账户管理（OAA）页面登录食品企业设施注册（FFR）系统后，在 FFR 主菜单点击“确认收到通知”的选项（图 13）。

Confirm Notification Receipt 确认收到通知

If your registration number and PIN were sent to you by mail, you were also sent a receipt code to confirm that you received the information.

如果您的注册号和密码是通过邮寄发送给您的，您还将收到一个确认码，以确认您收到了信息。

You can confirm that you received a Notification of Registration from FDA using the Confirm Notification Receipt function. If you use the online confirmation form, you do not have to send a confirmation by postal mail. To confirm, enter the Receipt Code from the notification you received (Figure 13). Note that if multiple registrations require confirmation, the system will also ask for the Registration Number.

您可以使用“确认收到通知”功能确认您收到了 FDA 的“注册通知”。如果您选择在线确认，则无需通过邮寄方式发送确认。确认时，请输入您收到的通知中的“确认码”（图 13）。请注意，如果有多个注册需要确认，系统还将要求提供注册号。

Confirm Registration Submission 确认注册

When the authorized individual submits the registration the Owner operator will receive a receipt code and the Owner operator has to enter the receipt code in order to confirm registration submission.

当被授权个人提交注册时，所有者、经营者将收到一个确认码，所有者、经营者必须输入确认码以确认注册提交。

For any Foreign Facility registration the U.S Agent will receive the receipt code and he has to confirm that he is the U.S Agent for the selected facility.

对于任何美国境外企业设施的注册，该企业设施的美国代理将收到确认码，且美国代理必须确认他是该企业设施的美国代理。

Confirm Cancellation Receipt 确认取消注册

If an individual other than the Owner, Operator, or Agent in Charge initiates a request to cancel a registration, the Owner, Operator, or Agent in Charge will receive a receipt code by email. To confirm, enter the Receipt Code from the notification you received (Figure 13). Note that if it is not confirmed, the registration will not be cancelled and will remain in its current status.

如果所有者、经营者或负责代理人以外的个人提出取消注册的申请，则所有者、经营者或负责代理人将通过电子邮件收到确认码。确认时，请输入您收到的通知中的确认码（图 13）。如果不进行确认，则注册将不会被取消，仍保持之前的状态。

Fields Included in this Section 本部分包含的字段

Receipt Code 确认码	A reference number assigned by FDA to a facility registration for purposes of confirming a Notification of Registration/Cancellation. FDA 为企业设施注册分配的参考编号，用于确认注册/取消注册的通知。
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Figure 13 图 13

The screenshot shows the 'Food Facility Registration' website interface. At the top, there is a header with the title 'Food Facility Registration' and icons for help and print. Below the header is a breadcrumb trail: 'FFR Home > Confirm Notification Receipt'. On the left side, there is a vertical navigation menu with the following items: 'FFR Home', 'Register a Food Facility', 'Update Facility Registration', 'Cancel Registration', 'Search Facility Registrations', 'Link Registration to your Account', 'Manage Registrations Among Accounts', 'Confirm Notification Receipt' (highlighted in blue), 'Retrieve Registration PIN', and 'View Registration (U.S. Agent only)'. The main content area is titled 'Confirm Notification Receipt' and contains a form with a 'Receipt Code' label, an input field, and a blue 'Submit' button. At the bottom of the page, there is a dark blue footer with the text: 'Form Approval: OMB No.0910-0502, Expiration date: 08/31/2019'.

The system will display if the confirmation was confirmed.

系统将显示是否已进行确认。

View Registration (U.S. Agent Only)

查看注册（仅美国代理）

After logging in to the Food Facility Registration (FFR) system from the Online Account Administration (OAA) page, choose the “View Registration (U.S Agent Only)” option from the FFR main menu.

从在线账户管理（OAA）页面登录食品企业设施注册（FFR）系统后，在 FFR 主菜单点击“查看注册（仅美国代理）”的选项。

View Registration (U.S. Agent Only)

查看注册（仅美国代理）

This feature can be used by the U.S. Agent of a facility to view the facility’s registration information. You should enter the Receipt Code that you received by email (Figure 14) and click on “Find Registration”.

企业设施的美国代理可以使用此功能查看企业设施的注册信息。请输入您通过电子邮件收到的确认码（图 14），然后点击“查找注册”。

Receipt Code 确认码

A reference number assigned by FDA to a facility registration for purposes of confirming a Notification of Initial Agent Assignment.

FDA 为企业设施注册分配的参考编号，用于确认“初始代理指定通知”。

Figure 14 图 14

The screenshot shows a web interface for finding registrations. On the left is a vertical navigation menu with the following items: FFR Home, Register a Food Facility, Biennial Registration Renewal - 2014, Update Facility Registration, Cancel Registration, Search Facility Registrations, Link Registration to your Account, Manage Registrations Among Accounts, Confirm Notification Receipt, Retrieve Registration PIN, and View Registration (U.S. Agent only). The main content area is titled 'Find Registration' and features a 'Receipt Code' label above a text input field. To the right of the input field is a blue button with a magnifying glass icon and the text 'Find Registration'.

Note: FDA offers these translations as a service to a broad international audience. We hope that you find these translations useful. While the agency has attempted to obtain translation that are as faithful as possible to the English version, we recognize that the translated versions may not be as precise, clear, or complete as the English version. The official version of these documents is the English version.

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