Packaging and Ingredients Supplier Handbook

(Self-Manufacturing Plants)

Supplemental Guide

AVAILABLE AT:

ALBERTSONS FOR SUPPLIERS

CONTENTS

WELCOME

Thank you for your interest in exploring business opportunities with Albertsons Companies. We are pleased that you are showing interest in doing business with us. Albertsons Companies has continually upheld its commitment to provide added value on world-class quality products, combined with award-winning service to all our customers. We are very excited to share this dynamic vision with our business partners as well.

A. REQUIRED BUSINESS DOCUMENTS

1. A completed MNDA
2. A completed W-9 form with Supplier's tax identification number and physical address.
3. A Broad Form V end or's Endorsement (ISO Form CG 2015)
4. Certificate of Insurance (COI)
5. Sample Supplier invoice showing net payment terms.
6. Award Letter
7. Supply Agreement (SSA)
8. Product Undertaking Agreement (PUA) – specific to awarded business

B. ITEM SET-UP & MAINTENANCE

Albertsons Item Codes

Albertsons Companies uses M3 manufacturing systems. All items will have a unique 6-digit numerical code, which will correlate to the ingredient or packaging material ("materials") being ordered. Suppliers must reference Albertsons' M3 number in the pricing, invoicing, and shipping processes. Suppliers will be required to provide their item code and description (if any) to Albertsons. Albertsons will then assign item codes and share back to Supplier. *Example below:*

Albertsons M3 Data			Supplier Item Data	
Supplier Name	Albertsons M3 Item #	Albertsons M3 Item Description	Supplier Item #	Supplier Item Description
Supplier XYZ	522550	ingredient item abc	xxxxx-q	ing item ab54
Supplier XYZ	522550	packaging item abc	xxxxx-q	pack item ab54

Required Item Information

Suppliers will be required to complete the Supplier Item Information file. *Example below:*

All Suppliers								Packaging Suppliers				Printed Packaging Suppliers		
Supplier	Item Group	Item Number	Item Description	UOM	Order Lead Time (must match RFP)	Minimum Order QTY (must match RFP)	Minimum Production QTY (if any)	Common or Unique Size	Common or Unique Material	Material Type	Minimum Run QTY	Printing Type	# Colors	Minimum Print QTY
Supplier A			packaging abc	M (000)	14 days	1,000.0	stock	Common	Common	HDPE resin	stock			
Supplier B			packaging efg	Each	14 days	50,000.0	100,000.0	Common	Unique	x% PCR HDPE resin	100,000.0			
Supplier C			packaging xyz	Each	14 days	25,000.0	stock	Common	Common	PP resin	25,000.0	dry-offset	6	25,000.0
Supplier D			ingredient abc	LB	21 days	100.0	N/A							

Artwork Design

Specific to printed packaging and labels, Suppliers will be required to provide dielines and complete PWO (project work order) files at the start of any business, and as requested from time-to-time as the business may require. Example below:

PLEASE NOTE THE BELOW:
- Please submit editable dielines in Adobe Illustrator file format at 100% size. Make sure they are vector files.
- After completing the below, please fill out Printer Spec Form for EACH printer listed. (i.e., if you have 5 total printers, you need to submit 5 printer specs).
- Final files from Albertsons are NOT to be altered without consulting with the Albertsons team.
- Artwork reviewer is usually a press or prepress persons familiar with artwork and print process

Final Materials Notes:
- Shipping direct to printer is HIGHLY recommended to prevent any delay.
- If you decide to have press ready files sent to Supplier instead of Printer, you are responsible for relaying files to your printer to ensure there are no delays.
- For physical proofs, a choice of "Send to Both Supplier and Printer contacts" will result in additional charges

SUPPLIER TO COMPLETE ALL SECTIONS BELOW WHICH ARE SPECIFIC TO ARTWORK REVIEWS AND RECEIVING FINAL PRESS READY FILES AND PRINTED TARGET PROOFS

ARTWORK ROUTING CONTACTS

SUPPLIER: ARTWORK CONTACT INFORMATION – Required		PRINTER #1: ARTWORK CONTACT INFORMATION – Required (DO NOT PLACE SUPPLIER INFO HERE)		PRINTER #2: ARTWORK CONTACT INFORMATION	
SUPPLIER COMPANY NAME:		PRINTER COMPANY NAME:		PRINTER COMPANY NAME:	
SUPPLIER CONTACT: (Artwork Reviewer)		PRINTER CONTACT NAME: (Artwork Reviewer)		PRINTER CONTACT NAME: (Artwork Reviewer)	
SUPPLIER ARTWORK REVIEWER PHONE #:		PRINTER ARTWORK REVIEWER PHONE #:		PRINTER ARTWORK REVIEWER PHONE #:	
SUPPLIER ARTWORK ADDRESS, CITY, STATE, ZIP:		PRINTER ARTWORK ADDRESS, CITY STATE, ZIP:		PRINTER ARTWORK ADDRESS, CITY STATE, ZIP:	
SUPPLIER ARTWORK CONTACT EMAIL:		PRINTER CONTACT EMAIL:		PRINTER CONTACT EMAIL:	
WILL BOTH SUPPLIER AND PRINTER REVIEW ARTWORK ? (If supplier only they will be reviewing on behalf of both printer and supplier)	MUST CHOOSE ONE	OKAY TO CONTACT PRINTER?	MUST CHOOSE ONE	OKAY TO CONTACT PRINTER?	MUST CHOOSE ONE
		FTP SITE INFORMATION: (If Applicable)		FTP SITE INFORMATION: (If Applicable)	

SUPPLIER TO COMPLETE ALL SECTIONS BELOW

FINAL MATERIALS SHIPPING

	WHERE DO YOU WANT THE ELECTRONIC FILES TO GO?	WHERE DO YOU WANT THE PHYSICAL PROOFS TO GO?
PRINTER #1	MUST CHOOSE ONE	MUST CHOOSE ONE
PRINTER #2	MUST CHOOSE ONE	MUST CHOOSE ONE
IF AN ALTERNATE SHIP-TO IS NEEDED PLEASE PROVIDE CONTACT ADDRESS		
EXTRA CHARGES ARE INCURRED IF SENDING MORE THAN ONE PHYSICAL PROOF		

SUPPLIER TO COMPLETE ALL SECTIONS BELOW

SUBSTRATE TYPE	DIE LINE FILE NAME (specify dieline file name PER packaging artwork component) MUST MATCH EXACT FILE NAME OF PROVIDED DIELINES	DIE LINE DIMENSIONS IN INCHES	PRINTER NAME AS LISTED ABOVE	STN # – This is REQUIRED (STN is the Plant Approval # provided by Albertsons QA) Format: " SXXXX "	STN Placement (STN# MUST be inkjetted or embedded)	COO – Country of Origin (Must list each product as a separate line for each COO) Only fill this out if COO	COO Placement (If needed, must inkjet or embed on art) Embedded info will appear on the artwork	Supplier/Manufacturer Codes (supplier's item codes to put on the artwork. – Optional)	Supplier / Printer item notes (any additional special notations per SKU – Optional) (put USDA EST here, if required)
Foil	LID.ai	2.25"X4"	Printer Name	S3452	Embed on Art	Product of USA	Inkjet	123456FA	Do not type in yellow marked box on dieline
Plastic	CUP.ai	12"X4"	Printer Name	S3452	Inkjet	Produce of Chile	N/A	R36974	Add supplier code on left dust flap
MUST CHOOSE ONE					MUST CHOOSE ONE		MUST CHOOSE ONE		

An important aspect of the design process is the utilization of BLUE, the electronic project, proofing and data management system. All projects are run through this system allowing for total control over the flow and tracking of information and access of up to the minute scheduling tools by anyone dedicated to the project including our Suppliers and printers. The system is quick and easy to use and very intuitive. Example of landing page below:

Paste example here

C. QUALITY ASSURANCE REQUIREMENTS AND PROCEDURES

All suppliers must complete Albertsons Companies required 8020_0570 Supplier Questionnaire and QA paperwork, which will be received during the RFP process / prior to any business being conducted. All ingredient suppliers must adhere to SafetyChain requirements.

8020 Sample

Albertsons Companies

Albertsons Companies, as part of their Supplier Approval process, would like to know more about your company's personnel, manufacturing processes, programs and procedures. Please answer the following questions and provide materials

General Information

Date							
Company Name:							
Address:							
City:					State:		Zip Code:
Type of Company*:	Manufacturer ☐		Packager ☐		Broker ☐		Distributor ☐
Regulatory Registration # (ie. IMS, USDA estab #, ICSSL)							
Site Location(s) Address if different from above:							

*Note if Manufacturer, Packager, Broker or Distributor. If Broker or Distributor, a separate form must be submitted for each manufacturing or co-packing location.

Personnel Information

SALES	Name:	
	Title:	
	Email:	
	Phone:	
QA/TECHNICAL	Name:	
	Title:	
	Located at Manufacturing Site or Corporate Location?	
	Email:	
	Phone:	
CUSTOMER SERVICE	Name:	
	Title:	
	Email:	
	Phone:	
RECALL CONTACT	Name:	
	Title:	
	Email:	
	Phone:	

Item Information: Please identify all items supplied to Albertsons. Attach a separate list if necessary.

	DESCRIPTION/SIZE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Certifications: Please list certifications (i.e., SQF, BRC, Organic) that you currently have or are in the process of attaining.

Certification	Date	Score	Comments

Manufacturing Location:			
	Question	**Answer**	**Additional Comments**
Sourcing	Is the supplied material sold directly from the manufacturing company? If no, please clarify if a broker/3rd party agent is used.		
	Is the supplied material sourced only from the US? If NO, list the countries		
	Is your facility and outside warehouse if used registered under the FDA Food Facility Registration program?		
	Are you following the Foreign Supplier Verification Program for the product(s) you are supplying?		
	Indicate which regulatory jurisdiction and code the products fall under. For non-US please indicate regulatory body and country.		
Quality Systems	Does the facility have a Food Safety and Quality Manual?		
	Does the facility have a documented training program?		
	Does the facility have an internal systems audit program in place? List audits and frequency.		
	Does the facility have a supplier and raw material approval program?		
	Does the facility have an effective document control system to ensure correct versions of documents and records are available and in use?		
	Does the facility have a written and documented customer complaint program?		
HACCP/Food Safety System	Does the facility have an operational Food Safety/Haccp plan?		
	Does the facility have a Preventive Controls Qualified Individual (PCQI) responsible for the Food Safety Plan? Describe the credentials of the PCQI. If no PCQI, provide the credentials of the person responsible for the HACCP or Food Safety Plan.		
	Have all critical control points (CCP), preventive controls, critical limits and monitoring procedures been identified, documented and implemented? List the CCP/Preventive Controls		
	Do you have a documented GMP Program?		
	Does the facility maintain a documented Pest Control Program covering all areas of the facility and grounds? Please note in Additional information section if the facility is serviced by an outside provider or by in-house personnel.		
Recall and Traceability	Does the facility have a written recall plan for all products and contact packaging?		
	Do you conduct mock recalls? If so, how often?		
	Can you trace a shipment of your product back to specific batch or lot#?		
	Does the facility have a documented rework policy and does it ensure all rework and carryover use is recorded and traceable?		
	Does the facility have a formal written HOLD program for nonconforming product?		
Manufacturing Exposure	Are other allergens manufactured in the same facility as the supplied ingredient? If yes, list those allergens (Wheat, Milk, Egg, Soybean, Peanut, Tree nuts, Fish, Crustacean Shellfish, **Sesame**).		
	Are other allergens manufactured on the same production line as the supplied ingredient? If yes, list those allergens (Wheat, Milk, Egg, Soybean, Peanut, Tree nuts, Fish, Crustacean Shellfish).		
	Are sensitive or high risk products processed in the same facility as the supplied ingredients? List the products		
	Are sensitive or high risk products processed on the same production line as the supplied ingredient? List the products		
	Does any packaging or packaging component (including but not limited to closures, coatings, inks, dyes, labels, pigments, adhesives, stabilizers or other additives) that you supply contain intentionally added perfluoroalkyl substances ("PFAS") or PFAS above 100 ppm? PFAS is defined as a class of fluorinated organic chemicals that contain at least one fully fluorinated carbon atom.		
	Is product produced using or has been exposed to radiation?		

Manufacturing			
	Question	**Answer**	**Additional**
Foreign Material Control	Does the facility have a documented foreign material program? List the Foreign Material Control Devices and		
	Are all materials (raw, WIP-work in progress, or finished product) prior to packaging protected from contamination with tight		
	Does the facility have a map or list, which is audited periodically of all glass, ceramics, brittle or hard plastics locations?		
Testing	Does the facility have a written procedure & documentation for routine calibration of all measuring devices including		
	Does the facility have a written physical, microbiological and or chemistry testing		
	Does the facility have written protocols for the handling of ingredients or products		
	Does the facility produce any items for the customer (Albertsons) that have a history of EMA (Economically Motivated Adulteration)?		
Food Defense	Does the facility have a written Food Security Program based on site specific		
	Does the facility restrict access to all areas of the plant to only authorized personnel		
Sanitation	Does the facility have a Master Sanitation Schedule		
	Does the facility have written Standard Sanitation		
	Is there a system in place for the prevention of cross contamination and contact with cleaning equipment & tools,		
Equipment	Are all refrigeration units maintaining proper temperatures according to product type and equipped with thermometers being		
	Is all food contact equipment clean and in good repair with no temporary repairs that		
Maintenance	Does the facility have a written Preventative Maintenance Program which covers all equipment and facilities to keep them in a		
	Following maintenance or repairs, is the equipment cleaned and sanitized before food		
Environmental Monitoring Program	Is there an Environmental Monitoring Program and is reviewed annually? List test		
	Are results tracked and trended?		
	Are there corrective actions taken to eliminate the cause of an environmental		
Worker Hygiene	Does the facility have a written personal hygiene policy that is adopted by all personnel including visitors?		
	Are employees with symptoms of illness or open wounds excluded from working in		
	Are there adequate accessible hand sinks at the entrances of and in food handling and		
Storage and Receiving	Are all packaging materials and raw ingredients received and stored properly in a manner to protect from cross		
	Is all in-process product and finished product properly protected to prevent		
	Is there a system in place to ensure that materials are only purchased from approved		
	Does the facility have a written and documented program with training for receiving inbound and outbound food, packaging materials and finished good to		
Transportation	Is the supplied material shipped "Direct" from the supplying facility to the manufacturing facility? If No, describe the		
	Is the transport vehicle used to transport food items only? If NO, how is the supplied raw material adequately protected from		
	Is the supplied material fully packaged, completely enclosed in a container ?		
	Will trailers be secured with seals or a padlock during transit?		
	Does your supplied material fall under the FDA FSMA Sanitary Transportation for Human and Animal Food rule?		
	Does the supplied material require time and temperature control for food safety (TCS)? If yes, explain how time/temperature is		
Food Safety and Regulatory History	Have you had any recalls or withdrawals within the last 2 years? If yes, please explain.		
	Have you received any FDA Form 483/violation letters or other Food Safety Regulatory Viloations, import bans or		
	Has the facility had any food safety complaints within the last 24 months? If		
	Have critical nonconformance/hold issues been identified in the last two years? If YES		
	Did your last GFSI or Food Safety audit result in any significant deficiencies?		
	Did you complete the corrective actions in response to significant deficiencies identified above (Regulatory/Food Safety		

To All Ingredient Suppliers,

Below is a list of documents that are required by our regulatory and certifying agencies to be kept on hand for all ingredients that are used in this manufacturing facility.

☑		
☐	**1**	Specification Sheet – including location/site of manufacturing
☐	**2**	Ingredient Statement – including all sub-ingredients
☐	**3**	Example label on packaging or picture of individual package with legible label
☐	**4**	Country of Origin – for all components of the raw material
☐	**5**	Allergen Statement – list of all allergens in the item and potential exposure to other allergens
☐	**6**	Allergen Control Policy
☐	**7**	Regulatory Compliance Statement - guaranteeing compliance with FD&C Act, Title 21 CFR Parts 170-189 for food-contact packaging materials, and regulated food additives comply with FDA, Food Chemical Codex, or equivalent international regulation
☐	**8**	PFAS disclosure statement for packaging – guaranteeing that there are no intentionally added PFAS or PFAS greater than 100 ppm
☐	**9**	Foreign Supplier Verification Program Compliance and Program Description including verification activities with records if applicable
☐	**10**	Confirmation statement of compliance to FDA Facility Registration Requirements for foreign and domestic facilities including warehouses and distributors that hold food. Owners, operators, or agents in charge of either a domestic or foreign facility that is engaged in manufacturing/processing, packing or holding of food must register with the FDA .
☐	**11**	Lot Coding Explanation
☐	**12**	COA Example, Testing Method, Laboratory
☐	**13**	Third Party Audit Report – including most recent full audit report documentation, corrective actions and certificate, GFSI audits
☐	**14**	Flow Diagram and CCPs/Preventive Controls Summary Plan
☐	**15**	Foreign Material Policy – including final screen size, magnet pull strengths and critical limits for metal detection
☐	**16**	Food Safety Programs – including brief description ; Food Safety Controls for Food Packaging Materials. Include rework/repackaging programs.
☐	**17**	Transportation and Storage Practices
☐	**18**	Environmental Testing Policy and Corrective Action Procedure
☐	**19**	Pesticide Testing and Monitoring Program – for agricultural, fish, fishery products ,where applicable
☐	**20**	Heavy Metal Testing and Monitoring Program – for agricultural, fish, fishery products , where applicable
☐	**21**	Verification Practices to Control Mycotoxins (e.g., aflatoxin, patulin) – for agricultural products with history/potential for mycotoxins
☐	**22**	Evidence of Good Agricultural Practices (if applicable)
☐	**23**	Annual Letter of Authenticity and any relevant testing /frequency – for any ingredient with history of EMA (Economically Motivated Adulteration)
☐	**24**	Current Kosher Certificate (if applicable)
☐	**25**	Current Halal Certificate (if applicable)
☐	**26**	Organic Certification/Natural Status/Non GMO Certification (if applicable)
	☐	(1) GMO status statement
	☐	(2) Organic Certificate, System Plan, Fraud Prevention Plan and NOP Import Certificate
	☐	(3) Non irradiation compliance
	☐	(4) Non usage of sewage sludge compliance
	☐	(5) Disclosure of usage of any synthetic compounds

General Quality Requirements

The material shall conform to the quality parameters specified herein and shall be produced, packaged and stored in accordance with current good manufacturing practices (cGMPs) under sanitary conditions. Material failing to perform satisfactorily under plant conditions is subject to rejection.

The seller shall warrant that the material shall comply with all applicable provisions of the Federal Food, Drug and Cosmetic Acts, all other applicable federal laws and regulations and State and Local codes as amended and that such material is neither adulterated nor misbranded. A Continuing Product Guaranty shall be furnished per the preceding each year.

Albertsons Companies reserves the right to inspect supplier's facilities. Qualification as an approved supplier and/or retention of status may be contingent upon inspection of supplier's facilities.

No change in composition of the material or grade substitution may be permitted without our prior evaluation and authorization. Quality Assurance and Strategic Sourcing must be notified two (2) months in advance of any changes in product makeup. Supplier must submit a sample of changed product for approval by Albertsons Companies along with such notification.

Acceptance of the shipment shall be contingent upon compliance with specifications. Material failing to meet all specifications is subject to rejection and return at the supplier's expense. Each shipment must be uniform in character, exhibit no signs of deterioration, and perform in a satisfactory manner. Reasonable uniformity of chemical and physical characteristics from shipment to shipment is expected.

The supplier will be held responsible for informing the Strategic Sourcing Manager and Quality Assurance Department of any real or expected deviations from these specifications. Performance and analytical testing are required by Quality Assurance prior to approval of any changes.

A bill of lading shall accompany each shipment. Shelf Life should be in accordance with "Minimum Acceptable Shelf Life" as detailed in the Packaging and Ingredients Supplier Handbook (PISH-SM V.1).

Delivery to Albertsons Companies locations shall be made via clean trucks, trailers or rail cars, suitable for transportation and protection of its contents with respect to integrity and quality, and in keeping with good manufacturing practices.

Packaged material shall be packed in suitable containers to preserve and protect product integrity and quality during customary conditions of handling, shipping and storage. Containers must be labeled in compliance with all applicable regulations including clear identification of the material, manufacturer's name, lot number, applicable special designations, and net f, and the Albertsons Companies Item Code number. Damaged containers which fail to provide protection to product integrity and/or quality will be rejected at the time of receiving.

Albertsons Companies requires that a Certificate of Analysis (COA) attesting to the conformance to specific specification requirements of each lot be submitted by the supplier. The COA must be communicated to the plant receiving the shipment prior to or accompanying the delivery. Results may be communicated by phone and email to ensure timely reporting, however, they must be confirmed in writing. The scope and content of the COA is part of this specification.

This material must conform to Kosher dietary laws and regulations where applicable. Specific materials require the certifying agency's symbol appear on every unit or container received at our plants. Kosher certificates must be updated annually.

In addition to all of the above, if the material is imported, each lot(s) must have clearance from U.S. customs and pass all F.D.A./U.S.D.A. inspections prior to shipment to Albertsons Companies locations. Imported raw materials may require, at the discretion of Albertsons Companies, independent laboratory analysis prior to receipt, with the expense borne by the supplier.