



# **Packaging and Ingredients Supplier Handbook**

**(Self-Manufacturing Plants)**



**Lucerne**FOODS<sup>SM</sup>

**AVAILABLE AT:**

**[ALBERTSONS FOR SUPPLIERS](#)**

## CONTENTS

<b>WELCOME .....</b>	<b>2</b>
<b>A. DOCUMENTS REQUIRED FOR NEW SUPPLIER SETUP.....</b>	<b>2</b>
<b>B. REQUIREMENTS FOR NEW ITEM SET-UP (&amp; CHANGES) .....</b>	<b>3</b>
Ingredients Samples and Specifications .....	3
Packaging Samples and Specifications.....	3
Albertsons Item Codes .....	3
Packaging and Artwork Design .....	3
Cost Changes .....	4
Product Changes.....	4
<b>C. QUALITY ASSURANCE REQUIREMENTS AND PROCEDURES.....</b>	<b>4</b>
Packaging General Specifications .....	4
Shipping Package and Delivery Requirements.....	4
Pallet Label Requirements .....	5/6
.....	5
Product Recall or Withdrawal.....	6
Minimum Acceptable Shelf Life at Time of Delivery to Manufacturing Plants .....	6
<b>D. ORDER PROCESSING AND BILLING INFORMATION.....</b>	<b>6</b>
Procedure .....	6
Communication .....	7
Billing .....	7
Shipping Discrepancies .....	7
Other Deductions.....	7
Rebate and Other Program Checks .....	7
Supplier Inquiries and Correspondence .....	7
<b>MANUFACTURING PLANTS ADDRESSES AND CONTACT INFORMATION .....</b>	<b>9</b>

## 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 Supplemental Guide to this document for reference is available for review at: [PISH-SM Supplemental Guide V.1](#)

### A. DOCUMENTS REQUIRED FOR NEW SUPPLIER SETUP

Once you have been selected to become an Albertsons Companies supplier, please send back the following mandatory documents to your Strategic Sourcing Contact:

1. An executed MNDA

2. An executed CCG
3. A completed [W-9](#) form with your company's tax identification number and physical address. 4. A [Broad Form Vendor's Endorsement \(ISO Form CG 2015\)](#) & COI
5. A sample of your company's invoice showing net payment terms.
6. Packaging and/or Ingredient Specification and Quality Information and Documentation (see B. & C.)

There may be additional forms required. Please check with your Strategic Sourcing contact.

## **B. REQUIREMENTS FOR NEW ITEM SET-UP (& CHANGES)**

### ***Ingredient Samples and Specifications***

New items must be reviewed and approved by Albertsons Companies prior to manufacturing plants ordering. Samples are required, and plant trials of the ingredients may also be required.

Suppliers are required to send the appropriate Albertsons Companies contact samples along with:

1. Raw material/ingredient specification
2. Ingredient statement (including nutrient / material composition)
3. Allergen statement
4. Bio-engineering documentation
5. Claims
6. 100gm nutritional detail
7. Certificate of Analysis (COA)
8. Completed 8020\_0570 Supplier Questionnaire and Quality Assurance documentation

**Samples received without the requested documents may be destroyed.**

### ***Packaging Samples and Specifications***

New items must be reviewed and approved by Albertsons Companies prior to manufacturing plants ordering. Prior to any production runs, your Albertsons Strategic Sourcing and/or Packaging Engineering contacts will contact you to request samples.

Samples will be required to ensure design functionality and operational compatibility. Albertsons will request samples for printed labels and printed packaging prior to production runs. This request may come directly from an Albertsons project coordinator or from your Strategic Sourcing contact.

**NOTE:** Specific to printed packaging and labels, Suppliers will be required to provide [die lines](#) 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.

### ***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.

### ***Packaging and Artwork Design***

To maintain Albertsons Companies' standards, we employ and utilize the BLUE system for our dedicated pre-press work along with our creative design vendors.

When commencing work on new items, design changes, line extensions or maintenance programs for our labels, an Albertsons Companies project coordinator will contact you or your Strategic Sourcing contact to provide details as to the items, schedules, and costs associated with the rollout of package design and production work. In conjunction with your Strategic Sourcing contact, the Supplier will make sure Albertsons has the latest information regarding printing and [die line](#) specifications. Your primary Albertsons Companies contacts will continue to be with Strategic Sourcing, and Supplier should feel free to contact them with any questions related to ongoing business matters.

An Important aspect of this [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. When you are contacted about new design work or product updates you will be instructed on how to access the system and upload your information. The system is quick and easy to use and very intuitive.

We look forward to working with you and to the continuing success of our Manufacturing products and Strategic Sourcing partnership.

### **Cost Changes**

Suppliers may not increase cost prices charged to Albertsons Companies, unless expressly agreed in writing by Albertsons Companies in the applicable agreement between the parties.

All Cost Change Forms must be submitted to Supplier's Strategic Sourcing contact with at least 60day minimum advance notice ([Link: Notice of Cost Changes](#)). Submission of Form by Supplier and receipt of Form by Albertsons does not constitute acceptance of a proposed Cost Change. Cost Changes are subject to the Strategic Sourcing review and validation process.

### **Product Changes**

No formulation (including allergen), labeling, specification, and/or packaging changes may be made without prior approval and express written consent from Albertsons Companies. Suppliers wishing to change production facilities must notify via email their Albertsons Companies Strategic Sourcing Contact.

Information as required in the *Ingredient Samples and Specifications* section may be required once again if any changes are made at product or plant level:

## **C. QUALITY ASSURANCE REQUIREMENTS AND PROCEDURES**

All **Ingredient & Packaging** suppliers must complete Albertsons Companies required 8020 paperwork, which Supplier will receive during initiation of RFP process / prior to business being conducted. All ingredient suppliers must adhere to SafetyChain requirements, which Albertsons' Quality Assurance uses to collect and maintain up to date documentation for suppliers and items.

### **Packaging General Specifications**

The supplier will be contacted by a member of our Strategic Sourcing and/or Package Engineering group regarding specifications. A specification spreadsheet will be required from the Supplier applicable to the packaging the Supplier is providing. The supplier will be asked to provide full specification information. Information to be requested includes but is not limited to the following:

- 1) Product description.
- 2) Material type, size, dimensions, tolerances, and tests.
- 3) Applicable performance characteristics and tolerances / tests.
- 4) Printing specifics and tests.
- 5) Applicable regulatory requirements for the materials. 6) Shipping / palletization information.

Suppliers will also be asked to provide dimensional part drawings. The preferred method is an electronic CAD file. File types include: ".dwg", ".dxf", and ".eps".

### **Shipping Package and Delivery Requirements**

1. Each container shall bear appropriate identification including:
  - a) Product Name
  - b) Net weight
  - c) Supplier
  - d) Ingredient statement and additive reference
  - e) Lot number

2. The Bill of Lading for each bulk shipment shall include the following information:
  - a) Product name
  - b) Supplier
  - c) Lot number
  - d) Certificate of Analysis upon delivery

### ***Pallet Label Requirements***

The purpose is to ensure consistency in the display of item code, UPC, product identity, quantity, lot code, production date, and bar code formats to aid in shipping and receiving accuracy.

All pallets of any materials must include a label to identify the material. A minimum of one label per pallet per item is required. The following pages specify a recommended design layout along with an example. Pallet labels shall be 4" by 6" or a half sheet of letter size paper.

Acceptable bar code formats include; Code 39, Code 128, UPC, or I2 of 5. Use of another format must be approved in writing by Albertsons prior to utilization. The bar code of the M3 item code or UPC must be scannable from a distance of eight feet. Bar codes for dates and lot numbers shall be scannable from three feet. Labels may include other information provided all Albertsons Companies' required information is displayed in the proper position on the label.

We expect compliance with these requirements upon the initiation of business. If, after 60 days, pallets of any materials supplied do not have the required labels the product will be rejected, and this may result in you receiving a handling charge.

If you have further questions, please contact your normal Albertsons Companies contact either in Strategic Sourcing or at the plant.

Layout:

<p style="text-align: center;"><b>M3 item code</b></p> <p style="text-align: center;">Bar code of M3 item code</p> <p style="text-align: center;">ITEM DESCRIPTION</p> <p style="text-align: center;">Open code date or production date PLUS Bar Code (yyyy-mm-dd) Lot</p> <p style="text-align: center;"># PLUS Bar Code</p> <p><b><i>Container Quantity</i></b></p>
---

Sample:

301087	
	
<b>“BASIC SPECIAL LARGE”</b> <b>CHOPPED ONION</b>	
Production date: 2000-07-10	
Lot # K010BUK	
Net Wt. 125 lb.	
Product of U.S.A.	

### ***Product Recall or Withdrawal***

In the event of a recall or withdrawal, the supplier should immediately notify in writing the Manufacturing Plant and the Strategic Sourcing Contact with the following information:

1. Plant affected
2. Product and quantity affected Commented [MP1]: And quantity
3. PO Number
4. Lot Code / Print Date
5. Delivery Date
6. Vendor Claim reference number
7. Reason for the recall / withdrawal
  - For recalls, the recall classification or ICSR number, if FDA has provided one
8. Company Contact, phone number, e-mail address

### ***Minimum Acceptable Shelf Life At Time of Delivery to Manufacturing Plants***

A bill of lading should accompany each shipment. The supplier should identify the lot number(s) and corresponding quantity(ies) of each lot comprising the shipment on the bill of lading. The shipment shall be comprised of a single lot or as few lots as is possible and practical and will be shipped to Albertsons Companies on a FIFO basis.

Suppliers shall provide the date of manufacture for all materials shipped to Albertsons Companies locations. Materials should have at least 66% remaining or more than three months if total shelf-life is less than 6 months, when stored at optimal conditions, as stated in the Shelf Life and Storage Requirements section of this specification, remaining when received at a plant.

Those materials with less than 66% remaining will be accepted at the discretion of the plant Quality Assurance Department and the Strategic Sourcing contact.

Any other questions should be directed to your Strategic Sourcing Contact.

## ***D. ORDER PROCESSING AND BILLING INFORMATION***

### ***Procedure***

1. Manufacturing Plants will submit Purchase Orders to Suppliers.
2. Suppliers must acknowledge receipt of Purchase Orders by email to the ordering plant as soon as they are received. Copy of the Strategic

3. The Certificate of Analysis (COA) must accompany delivery.
4. If a Purchase Order is received with a price that is not correct, please contact your Strategic Sourcing Contact to review the discrepancy. Ensure a revised PO is issued before products ship.

### ***Communication***

If orders are changed, please contact the Manufacturing Plant and your Strategic Sourcing Contact so paperwork can be updated prior to shipment.

### ***Billing***

Invoices should be emailed to [USMFGAccountsPayable@albertsons.com](mailto:USMFGAccountsPayable@albertsons.com).

### ***Shipping Discrepancies***

Invoice adjustments will be taken for quantity variances caused by shipment/picking error, shortages, and damages in the event the entire load is not rejected.

### ***Other Deductions***

Albertsons Companies reserves the right to deduct from outstanding supplier payables for allowances, bill backs, returns, post audits, and other receivables. Albertsons Companies also reserves the right to demand payment by check on balances past due.

### ***Rebate and Other Program Checks***

All Consumer Brands and Albertsons Companies Supply Operations rebate or other program checks should be sent to the Lockbox address listed below. These checks should NOT be hand delivered or mailed to the Sourcing Group. Please include sufficient backup with the check to clearly indicate the type of disbursement (e.g. volume rebate, retroactive pricing adjustment, etc.). In addition, please include details as to how the amount was calculated (e.g. on a volume rebate, include period covered, item number, item description, amount per unit and number of units).

#### **LOCKBOX ADDRESS INFORMATION**

Albertsons Companies  
4757 Collections Center Dr. Chicago,  
IL 60693

**Important Note:** Once you have sent your check or rebate, please email the check number, check amount and supporting documents to your Strategic Sourcing Contact.

### ***Supplier Inquiries and Correspondence***

To research your invoice payment status or to submit an inquiry, please visit the Albertsons Vendor Self-Serve website at: <https://albertsons.apexportal.net> You will need your A/P Vendor Number which is found on your check stub from Albertsons. Use this number for both User ID & password by entering Your A/P Vendor# in the vendor field on the website.

Specific, limited Supplier inquiries regarding Accounts Payable transactions and discrepancies may be directed to the manufacturing plant and strategic sourcing contact.

Supplier correspondence on open invoices should be initiated within six months of the initial invoice date and should reference the relevant invoice(s) by number.

## ***MANUFACTURING PLANTS ADDRESSES***

Operational Unit	Plant Number	Facility	Plant Address
Beverage	8275	Bellevue Beverage	1500 - 124th Ave NE Bellevue, WA 98005
Beverage	8277	Denver Beverage	6405 E 45th Ave Denver, CO 80216
Beverage	8274	Richmond Beverage	1921 San Joaquin St. Richmond, CA 94804
Bread	8111	Clackamas Bread	9450 SE Mangan Dr. Clackamas, OR 97015
Bread	8131	Los Angeles Bread	3415 S Boxford Avenue City of Commerce, CA 90040
Bread	8122	Richmond Bread	905 South 34th Street Richmond, CA 94804
Dairy	8403	Bellevue Milk	1723 124th Ave NE Bellevue, WA 98005
Dairy	8404	Clackamas Milk	16800 SE Evelyn St. Clackamas, OR 97015
Dairy	8402	Denver Milk	4301 Forest Street Denver, CO 80216
Dairy	8420	Hatfield Milk	847 Forty Foot Road Hatfield, PA 19440
Dairy	8409	Los Angeles Culture	3361 S Boxford Avenue City of Commerce, CA 90040
Dairy	8409	Los Angeles Milk	3361 S Boxford Avenue City of Commerce, CA 90040
Dairy	8416	San Leandro Milk	2000 Adams Avenue San Leandro, CA 94577
Dairy	8413	Tempe Milk	1115 W Alameda Dr. Tempe, AZ 85282
Grocery	8245	Merced Grocery	2761 Cooper Avenue Merced, CA 95340
Grocery	8225	Riverside Grocery	14950 Meridian Parkway March Air Reserve Base, CA 92518
Ice Cream	8485	Bellevue Ice Cream	1747 - 124th Ave NE Bellevue, WA 98005
Ice Cream	8487	Phoenix Ice Cream	2434 E Pecan Road Phoenix, AZ 85040