



February 15th, 2012

To: Our valued vendors and customers supplying items
From: Create-A-Pack Food's (CAP) – Receiving department
Re: Company Receiving Policies- Update

Effective Date: March 05, 2012

In following with SQF guidelines and in order to maintain control of our incoming materials, this letter is to inform all vendors shipping to any Create-A-Pack Foods location, of the requirements regarding inbound shipments. Failure to follow the procedures will result in the inability for CAP to receive product.

If you are using a 3rd party carrier it is your responsibility to inform them of our policies

- Pre- shipment notification-

Prior to shipping any product to CAP, CAP must be supplied, in writing via fax or e-mail, the following:

- Material Spec sheets, Kosher Certificates (whenever applicable), Nutritional Info, and an Allergen Statement (one time)
- Certificate of Analysis for raw materials (each delivery) certs@capfoodinc.com
- Certificate of Conformance for primary contact packaging supplies (each delivery); not needed for secondary non-contact packaging supplies (i.e. cartons, outer case, labels) certs@capfoodinc.com
- A CAP P.O. number must be attained prior to product arrival at CAP. PO's are available from our purchasing department:

Raw Ingredients 262-354-1210 (Sue G) sgillingham@capfoodinc.com

Packaging Supplies 262-567-6069 Ext 278 (Kurt) kkrueger@capfoodinc.com

Note: Sending information to anyone other than purchasing, i.e. sales is unacceptable

- P.O.'s must contain the quantity being sent, description, and CAP item number

- Delivery Appointments-

All deliveries must have an appointment scheduled.

CAP receiving hours are- 8:00 a.m. -3:00 p.m.

1730 Executive Drive, Oconomowoc – appointments- 262-354-1791 (Rhonda) execs@capfoodinc.com

1880 Executive Drive, Oconomowoc – appointments- 262-354-1791 (Rhonda) execs@capfoodinc.com

W1344 Industrial Drive, Ixonia – appointments- 262-354-1215 (Matt) mgawel@capfoodinc.com

W1205 Elmwood Avenue, Ixonia –appointments—262-567-6069 Ext. 267 (Kristin) elmshipping@capfoodinc.com

-Trucks arriving without a dock appointment will be received only if they have proper documentation and will be on wait until a dock is available.

-Trucks arriving without proper paperwork will be instructed to contact the shipping party- to redirect to a local storage facility or return the shipment.

Failure to follow procedure penalties will result in the following:

- 1) \$150.00 per instance of a truck showing up without notice but with correct documentation
- 2) \$250.00 per instance a truck shows up without a P.O. or incorrect documentation, this is an administration fee over and above any outside storage fees that will be incurred. Any storage fees will be the responsibility of the vendor.

We apologize for any inconvenience, but we do thank you for your understanding.