



PROPRIETARY BRANDS SUPPLIER INTAKE FORMS

FOOD ITEMS

(Food, Pet Food & OTC with Nutritional Panels)

Thank you for your partnership with Sam's Club Proprietary Brands.
This **Supplier Intake Form** is critical to properly start the packaging artwork development.

PROJECT DESCRIPTION

SAM'S CLUB BRAND MANAGER PLEASE SELECT THE BRAND MANAGER YOU ARE WORKING WITH FOR THIS PROJECT

SYDNEY NORWOOD	KATIE SCHIFANO	APRIL EVANS	JOHN JENSEN	KENDALL SALLEE	PHETH PHILALY
ANNA ISBELL	MAGGIE CHANG	MEG ZAPATA	MELISSA HEIBULT	SKY LIU	

IMPORTANT DATES

AGENCY DUE DATE FOR ARTWORK FILES		PRINTER DUE DATE FOR FILES / PLATES		DESIRED IN-CLUB DATE	
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**All parts of this document must be completed and submitted per the instructions below.
Please ensure there is a response in every field of this form.
If a field is not applicable to your item place "NA" in that field.**

Please fill form out completely and accurately and submit all requested documents within 5 days. Failure to do so will result in the delay of starting your project and you will also incur a fee of \$125/day per component.

Working with this **ADOBE ACROBAT** document:

1. Open the File in Adobe Acrobat Pro
2. Select the **HAND TOOL** from the Menu Bar.
3. Click on the desired text box. You will see an "I" flashing indicating a text entry.
4. Fill out **ALL** text fields.
5. You can copy and paste into any field to avoid duplicate entries from your internal systems.
6. When completed select **FILE > SAVE AS**
7. Name the file: **FYE Year_Quarter_Generic Item Descriptor_Line ID_Asset Type**
(see further information on next page)
8. Upload all assets to The Hive



myArtwork Asset Naming Convention

When naming an asset to be uploaded into myArtwork, use the following naming convention:

- FYEYear_Quarter_GenericItemDescriptor_Lineid_AssetType
- Note: You will take the "FYEYear," "Quarter," and "GenericItemDescriptor" from item name.

For example, the correct way to name the SIF for the Canned Peas Item (with the line id 13345) that will hit clubs December 2017 is:

2018_Q4_CannedPeas_13345_SIF

Asset Types are as follows:

- Dielines at 100% for All Printed Components: DieLine_ComponentName
 - Example: DieLine_FrontLabel or DieLine_Tray
- Supplier Intake Form=SIF
- Packaging Intake Form=PIF
- Ingredient Specs per Ingredient= IS1 (IS=Ingredient Spec, 1=# of Ingredient listed on formulation sheet in SIF)
 - Example: For the below formulation sheet, the Ingredient Spec for "Peas" would be listed as IS1 and the Ingredient Spec for "Sugar" would be listed as IS3.

PRODUCT NAME 2018_Q4_CannedPeas_13345		UPC # 0 7874210330 3
ORDER NUMBER	(%)	FORMULA RAW INGREDIENTS
1.	55%	Peas
2.	40%	Water
3.	3%	Sugar
4.	2%	Salt

- 100g Unrounded Nutritional Information for the total item=100g
For example, the correct way to name the assets for the Canned Peas Project (with the line id 13345) that will hit clubs December 2017 is:

2018_Q4_CannedPeas_13345_DieLine_Label
 2018_Q4_CannedPeas_13345_DieLine_OuterCase
 2018_Q4_CannedPeas_13345_SIF
 2018_Q4_CannedPeas_13345_PIF
 2018_Q4_CannedPeas_13345_IS1
 2018_Q4_CannedPeas_13345_IS3
 2018_Q4_CannedPeas_13345_IS4

2018_Q4_CannedPeas_13345_100g

A Few Additional Notes:

- We are using Fiscal Year Ending as the year and Walmart Quarters as the Quarter.
- These dates should be for when the item is projected to hit clubs.
-
- The Walmart fiscal year ends January 31. This means that the Fiscal Year Ending number does not necessarily correlate to the calendar year. The fiscal year for today (5/15/17) is 2018 because it ends January 31, 2018.
- Walmart Quarters are as follows: Q1= February-April, Q2= May-July, Q3= August-October, Q4= November-January.

Work can not begin on your item(s) until all required forms and files have been submitted complete and correct to The Hive.

REQUIRED FORMS:

- SAM'S CLUB SUPPLIER INTAKE FORM (SIF)**
- SAM'S CLUB SUPPLIER & FACTORY PROFILE FORM**
- SAM'S CLUB STRUCTURAL PACKAGING INTAKE SHEET (PIF)**

REQUIRED FILES:

- CURRENT PACKAGING ARTWORK IN PDF FORMAT**
- PRIMARY PACKAGING & SECONDARY DIE LINES**
 - Include ALL components (packaging, tray, carton, etc.)
 - Dielines must be scaled at 100%, with dimensions and date code areas visible.
- REQUIRED SEALS & SYMBOLS LOGOS** (in editable EPS vector format)
- 100 GRAM NUTRITIONALS**
- INGREDIENT SPECIFICATIONS**
 - Specification sheet for each ingredient in your product.
- FOR CATEGORIES 48, 77, 79 AND 72 ONLY**

Is this product finished at the Club before displaying it for Member purchases? For example, does the Club add toppings or use cooking spray to finish the item for sale?

 - **YES** - include your 'recipe' sheet
 - **NO** - no additional information required
- PHOTOS**
 - Images of food that is to be supplied.
- REQUIRED SAMPLES**
 - Packaging substrates.
 - Packaged kitchen samples (for photography)

COMPANY INFORMATION

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP CODE
BILLING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP CODE

CONTACTS

SALES	EMAIL	PHONE
DAY TO DAY	EMAIL	PHONE
APPROVAL OF ART RELEASE	EMAIL	PHONE
ACCOUNTS PAYABLE	EMAIL	PHONE
BILLING/INVOICE	EMAIL	PHONE
POINT CONTACT FOR REGULATORY COMPLIANCE REVIEW TEAM	EMAIL	PHONE
<p>*PO# MUST provide if required by your company on invoices</p>		

MANUFACTURING FACILITIES

PLANT LOCATION #1	PLANT CONTACT NAME	EMAIL	PHONE
WALMART FACTORY ID #1			
PLANT LOCATION #2	PLANT CONTACT NAME	EMAIL	PHONE
WALMART FACTORY ID #2			
PLANT LOCATION #3	PLANT CONTACT NAME	EMAIL	PHONE
WALMART FACTORY ID #3			

Please provide detailed information on each packaging component. If your product has more than one packaging component, complete the packaging table. It is also helpful to include photos or illustrations showing shelf presentation.

IT IS MANDATORY FOR ALL PACKAGING FACTORIES BE ATTACHED TO ITEMS. FOR ANY QUESTIONS, CONTACT THE RESPONSIBLE SOURCING TEAM. YOU CAN ALSO SEARCH IN RETAIL LINK FOR ETHICAL SOURCING REQUIREMENTS.

PACKAGING TABLE

# OF SELLING UNITS PER TRAY/CASE	# OF SELLING UNITS VISIBLE WHEN VIEWED FROM THE FRONT OF THE TRAY/CASE	# OF SELLING UNITS VISIBLE WHEN VIEWED FROM THE SIDE OF THE TRAY/CASE

COMPONENT INFORMATION

Please provide a description of each component type that makes up your packaging

COMPONENT TYPE 1	
COMPONENT TYPE 2	
COMPONENT TYPE 3	
COMPONENT TYPE 4	

PRODUCT INFORMATION
FRONT OF PACK (PRIMARY DISPLAY PANEL)

CATEGORY NAME & NO.		UPC #
FULL PRODUCT NAME AS IT MUST APPEAR ON FRONT OF PACKAGING	NATIONAL BRAND EQUIVALENT (IF APPLICABLE)	
PRODUCT DESCRIPTION		
FLAVOR/VARIETY		
SUB DESCRIPTOR 1	SUB DESCRIPTOR 2	
NET WT US/METRIC	PACK COUNT FOR MULTI PACK	
KEY SELLING FEATURES (IN ORDER OF IMPORTANCE)		
LEGALLY APPROVED TRADEMARK NAMES (IF APPLICABLE)		
SHOULD THIS ITEM BE CONSIDERED FOR BI-LINGUAL PACKAGING? (HIGH - INDEX HISPANIC ITEMS ONLY) <input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THERE A COMPONENT # THAT NEEDS TO BE PRINTED ON FRONT OF PACK/FRONT LABEL? IF SO, PLEASE LIST HERE:		

MANDATORY COPY

PRODUCT INFORMATION BACK/SIDE OF PACK (SECONDARY DISPLAY PANELS)

NUTRITION INFORMATION (CUT AND PASTE BELOW) Needs to be editable information.

Net Weight (per item)	Per serving	PLEASE SELECT			
Servings per Container					
Serving Size					
Amount per Serving					
Calories					
		% Daily Value			
Total Fat	g			g	%
Saturated Fat	g			g	%
Trans Fat	g			g	
Polyunsaturated Fat	g			g	
Monounsaturated Fat	g			g	
Cholesterol	mg			mg	%
Sodium	mg			mg	%
Total Carbohydrate	g			g	%
Dietary Fiber	g			g	%
Soluble Fiber	g			g	
Insoluble Fiber	g			g	
Total Sugars	g			g	
Includes		Added Sugars	g		%
Protein	g			g	%
Vitamin D	mcg (IU)	%	Vitamin B12	mcg	%
Calcium	mg	%	Biotin	mcg	%
Iron	mg	%	Pantothenic Acid	mg	%
Potassium	mg	%	Phosphorus	mg	%
Vitamin A	mcg	%	Iodine	mcg	%
Vitamin C	mg	%	Magnesium	mg	%
Vitamin E	mg	%	Zinc	mg	%
Vitamin K	mcg	%	Selenium	mcg	%
Thiamin	mg	%	Copper	mg	%
Riboflavin	mg	%	Manganese	mg	%
Niacin	mg	%	Chromium	mcg	%
Vitamin B6	mg	%	Molybdenum	mcg	%
Folate	mcg DFE	%	Chloride	mg	%
(mcg folic acid)			Choline	mg	%

Ingredients Statement (As intended to appear on the finished package):

If you used the unrounded serving weight to determine the nutrition (e.g., 28.35g instead of 28g) indicate the unrounded weight here:

Is dual column information required?
Yes No

If YES, please fill out per container information.

NOTE:
Are your values calculated for the new NLEA format?
Yes No

Which NLEA format should Equator use?
New Old*

If using old format, please enter Calories from Fat per serving and as prepared.
Calories from fat per serving
Calories from fat as prepared

Should a value for fluoride be added under Sodium in the NLEA, please provide the required value
Fluoride mg

NOTE:
Vitamin A quantitative values are in mcg RAE.

ALLERGEN INFORMATION	In product	In facility	Does this product contain allergens? If so, please specify allergen statement and/or any "May contain" statement to be included on the finished package:
Milk & Milk By-products			<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Eggs			
Fish			
Crustacean Shellfish			
Tree Nuts			
Wheat			
Peanuts			
Soy			

PRODUCT INFORMATION
BACK/SIDE OF PACK (SECONDARY DISPLAY PANELS)

ROMANCE COPY
ARE YOU REQUIRED TO DECLARE A COUNTRY OF ORIGIN UNDER CBP (CUSTOMS AND BORDER PROTECTION) OR USDA REQUIREMENTS? IF YES, INDICATE THE APPROPRIATE STATEMENT. IF NO, DO YOU MEET FTC'S (FEDERAL TRADE COMMISSION) REQUIREMENTS FOR "MADE IN THE USA?"
PREPARATION / SERVING INSTRUCTIONS
USAGE SUGGESTIONS / RECIPE
OTHER REQUIRED LEGAL / REGULATORY STATEMENTS
CALL CENTER / CONTACT NUMBER (IF DIFFERENT THAN SAM'S CONTACT)
REQUIRED HANDLING/STORAGE INSTRUCTIONS

PRODUCT CLAIMS:

CLAIM	YES	Claim not on the label but meets the requirement	Certification Attached	Comments
Preservative Free				
Low Sodium				
Reduced Sodium				
Sodium Free				
Low Cholesterol				
Cholesterol Free				
Zero Calorie				
Low Calorie				
GMO Free				
Gluten Free				
Sugar Free				
Reduced Sugar				
No Artificial Flavors				
Real Seal (Dairy)				
Responsibly Sourced Palm Oil				
Contains Omega-3				
Cage Free Eggs				
Cage Free Chicken				
BPA Free				
All Natural				
BST, rBGH Free				
Made With Whole Grain				
Antibiotic Free (ABF)				
Fat Free				
Og. Trans-Fat				
Fat Claims				
Other				

CERTIFICATION & REGULATION:

CLAIM	YES	Claim not on the label but meets the requirement	Certification Attached	Comments
Kosher (Specify Classification) OU Star K Circle K				
Organic Certified				
Rain Forest Alliance				
Certified Humane Raised				
Fair Trade Certified				
Meet CA Prop 65				
Palm Oil Sustainability <small>Is Sustainable Palm Oil used on this item?</small>				
Palm Oil RSPO				
USDA <small>(Facility ID to be printed on package)</small>				
Packaging Sustainability Claims				
Other				

Submit logo artwork in vector format for each claim checked.

DIETARY:

CLAIM:	
CLAIM COMMENTS:	
OTHER CLAIMS	

HAZARD WARNING:

CLAIM:	
CLAIM COMMENTS:	
OTHER CLAIMS	

GENERAL CLAIM:

CLAIM:	
CLAIM COMMENTS:	
OTHER CLAIMS	

MARKETING CLAIM:

CLAIM:	
CLAIM COMMENTS:	
OTHER CLAIMS	

FRONT OF PACK (FOP) CLAIM:

CLAIM:	
CLAIM COMMENTS:	
OTHER CLAIMS	

BACK OF PACK (BOP) CLAIM:

CLAIM:	
CLAIM COMMENTS:	
OTHER CLAIMS	

1. Complete the **FORMULA RAW INGREDIENTS** table below.
2. For each ingredient listed, attach the **INGREDIENT SPECIFICATION** in order.
(EXAMPLE: If you have 10 ingredients listed, you should have 10 Ingredient Specifications sheets attached.
Please use the resource documents provided on the support page in myArtwork.)
3. Attach the **100 G. UNROUNDED DATA** for the **NUTRITIONAL FACTS** panel.

PRODUCT NAME	UPC #
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ORDER NUMBER	(%)	FORMULA RAW INGREDIENTS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
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27.		
28.		
29.		
30.		

When all completed, forms, dielines, and photo direction (if needed) have been received, agency will issue ESTIMATES for your approval. When you sign and return the estimate, work will begin on your project.

AGENCY HANDLES THE FOLLOWING:

- CONCEPTUAL DESIGN WORK
- DESIGN ADAPTATIONS
- ROUTING OF DIGITAL PACKAGING FILES
- PHOTOGRAPHY
- PRODUCTION ART
- PREPRESS
- ASSET COLLECTION