



PRIVATE BRANDS

SUPPLIER PRODUCT INTAKE FORM

FOOD ITEMS

(Food, Pet Food & OTC with Nutritional Panels)

Thank you for your partnership with Sam's Club Private Brands.

This form is critical to properly start first item and then packaging artwork development.

All parts of the document must be completed and submitted correctly and as per the instructions.

PRODUCT/ITEM DESCRIPTION

SAM'S CLUB PRIVATE BRAND EXECUTION MANAGER (PBE)

NAME:

SAM'S CLUB PRODUCT DEVELOPMENT & SOURCING (PD&S)

NAME:

SAM'S CLUB CATEGORY NAME AND NUMBER

| CATEGORY NAME | CATEGORY NUMBER |
|---------------|-----------------|
| | |

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IMPORTANT INSTRUCTIONS!

EXCLUSIVITY/OWNERSHIP INTENT (TO BE COMPLETED BY SAM'S CLUB PRODUCT DEVELOPMENT)

NOTE: All product design and details contained herein represent the minimum requirements for product submission to Sam's Club. As such, they are intended as a starting point of the development process, not the final design. Refinement and adjustment is expected as we pursue robust statistical controls that will be included in the Final Technical Specification.

- Sam's Club intends to retain exclusivity of the product/item/packaging.
- Sam's Club intends to retain ownership of the product/item/packaging.

All parts of this document must be completed and submitted per the instructions below.

PART 1

Product Development (pages 4-16)

Please fill out all information in Part 1 below up to page 16. This section will be used as a preliminary Product Design Specification document. It would be advised to work with your technical team to help answer questions around Product Specifications, Quality, Food Safety, Formulations and Labeling. Please ensure that your answers represent the finished product. Please do not leave any spaces blank; if you are waiting on information, please make us aware of those by filling in (Not Currently Available). Upon completion, Part 1 of this form should be signed by ONE of the following designated supplier contacts: Product Development lead, Quality lead, Food Safety lead, Regulatory lead and returned to your Sam's Club Product Development partner. Once finalized by supplier and approved by Sam's Club, no changes should be made without first contacting your Product Development partner.

PART 2

Design Development (pages 17-24)

The design development section of this form can be completed at any time throughout the product development process, but must be completed and returned to your PBE/approved prior to Hive-Art kickoff/packaging design development. In order to maintain project timing and avoid late fees, this form as well as all other forms/files listed in the Design Checklist on page 18 must be uploaded into the Hive-Art system and assets upload task completed within the time constraint provided by the creative agency. If assets are not complete, the creative agency will reach out to you with additional information needed as well as an updated timeline, which may no longer meet your requested FTP date.

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 last page.)
8. Work with your SPD/PBE on alignment as appropriate for each section of the document.
9. Once all parties are aligned and signed off, upload this form – along with all other necessary assets to Hive-Art.

COMPANY INFORMATION

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

CONTACTS

| | | |
|---|------------------------------|-------------------|
| SALES | EMAIL | PHONE |
| RESEARCH & DEVELOPMENT LEAD | EMAIL | PHONE |
| PD, TECHNICAL & REGULATORY | EMAIL | PHONE |
| QUALITY | EMAIL | PHONE |
| FOOD SAFETY | EMAIL | PHONE |
| ACCOUNTS PAYABLE/INVOICING: PROCESS & PAYMENT OF INVOICES <small>For regulatory review, design, and photography billing - all of which may bill separately by agency. Note any PO references or invoice process submission requirements</small> | EMAIL | PHONE |
| Sara Lasco | slasco@georgianut.com | 847-324-3600 |
| Regulatory Review/Design PO(s) - if required: | Regulatory Review PO: | Design PO: |

PACKAGING DEVELOPMENT/HIVE-ART CONTACTS*

**See Addendum for expectations around each of these roles as it relates to artwork development. Artwork will be billed in two stages - design and production. If photography is executed outside of the design studio, that will be billed separately. Supplier will be provided an estimate for acknowledgment prior to work beginning and a signed estimate and PO - if required by either your organization or our agency - must be returned prior to work beginning.*

| | | |
|---|--------------|--------------|
| SALES | EMAIL | PHONE |
| ASSETS UPLOADER <small>(recommend this be someone familiar with the product specific points of the item)</small> | EMAIL | PHONE |
| ARTWORK REVIEW <small>(if not the same as assets uploader, should confer with assets uploader during reviews)</small> | EMAIL | PHONE |

MANUFACTURING FACILITIES

| | | | |
|---|---------------------------|--------------|-----------------|
| PLANT NAME #1 <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> | PLANT CONTACT NAME | EMAIL | PHONE |
| ADDRESS | CITY | STATE | ZIP CODE |
| WALMART FACTORY ID # | USDA Factory ID # | | |
| PLANT NAME #2 | PLANT CONTACT NAME | EMAIL | PHONE |
| ADDRESS | CITY | STATE | ZIP CODE |
| WALMART FACTORY ID # | USDA Factory ID # | | |
| PLANT NAME #3 | PLANT CONTACT NAME | EMAIL | PHONE |
| ADDRESS | CITY | STATE | ZIP CODE |
| WALMART FACTORY ID # | USDA Factory ID # | | |

SAMPLE IDENTIFICATION

| | |
|--|---|
| PRODUCT DESCRIPTION / SAMPLE NAME / IDENTIFICATION | |
| SUB DESCRIPTOR 1 | SUB DESCRIPTOR 2 |
| FLAVOR/VARIETY | |
| PRODUCT/SAMPLE CODE (Lot Code, Lab ID, Formula Code) | |
| BEST IF USED BY/EXPIRATION DATE OF PRODUCT/SAMPLES | BEST IF USED BY DATE PLACEMENT ON PACK (I.E. TOP LEFT OF BACK LABEL) |
| NET CONTENTS STATEMENT (with metric unit) | COUNTRY OF ORIGIN STATEMENT |
| METHOD OF SAMPLE PRODUCTION <input type="checkbox"/> Full Scale Production <input type="checkbox"/> Pilot Plant Production <input type="checkbox"/> R&D Sample or Lab Sample STATUS OF FORMULA - SAMPLE <input type="checkbox"/> Existing Supplier Formula Scale Production <input type="checkbox"/> New Formula <input type="checkbox"/> Reformulation of previous sample • Note: If this is a reformulation of a previous sample, please describe what has changed: <input style="width: 400px; height: 20px;" type="text"/> | |

INGREDIENT STATEMENT

*As it should appear on label/package per U.S. regulatory requirements.
Special Note: Specify the type of modified food starches (e.g., modified corn starch, modified wheat starch).*

INGREDIENT STATEMENT:

| ALLERGEN INFORMATION | In product | In facility |
|-------------------------|------------|-------------|
| Milk & Milk By-products | | |
| Eggs | | |
| Soy | | |
| Wheat | | |
| Peanuts | | |
| Tree Nuts | | |
| Crustacean Shellfish | | |
| Fish | | |
| Sesame | | |

Does this product contain allergens? If so, please specify allergen statement and/or any "May contain" statement to be included on the finished package.

Sesame should be disclosed but will not be listed on pack until further notice. For all FDA and USDA regulated labels - Allergens that are in the product will be included in a "CONTAINS" statement. For all FDA regulated labels - Allergens that are in the facility will be included in a "MAY CONTAIN TRACES OF" statement.

1. Complete the **FORMULA RAW INGREDIENTS**.
2. Attach the **100 G. UNROUNDED DATA** for the **NUTRITIONAL FACTS** panel.

| ORDER NUMBER | (%) | FORMULA RAW INGREDIENTS |
|--------------|-----|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
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| 24. | | |
| 25. | | |
| 26. | | |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |

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

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

NOTE: For dual, complete first and second columns. For dual mix/prepared, fill out first and third columns.

If you used the unrounded serving weight to determine the nutrition (e.g., 28.35g instead of 28g) indicate the unrounded weight or liquid density (g/mL) here.

| Net Weight (per item) | | Per serving | | Per unit or per container/package | | | | As prepared | | | |
|---|-----------|---------------|--|---|-----|---|----|---|-----------|----|---|
| Servings per Container | | | | | | | | | | | |
| Serving Size | | | | | | | | | | | |
| Amount per Serving | | | | | | | | | | | |
| Calories | | | | | | | | | | | |
| | | % Daily Value | | | | | | % Daily Value | | | |
| Total Fat | g | % | | g | % | | g | % | | g | % |
| Saturated Fat | g | % | | g | % | | g | % | | g | % |
| Trans Fat | g | | | g | | | g | | | g | |
| Polyunsaturated Fat | g | | | g | | | g | | | g | |
| Monounsaturated Fat | g | | | g | | | g | | | g | |
| Cholesterol | mg | % | | mg | % | | mg | % | | mg | % |
| Sodium | mg | % | | mg | % | | mg | % | | mg | % |
| Total Carbohydrate | g | % | | g | % | | g | % | | g | % |
| Dietary Fiber | g | % | | g | % | | g | % | | g | % |
| Soluble Fiber | g | | | g | | | g | | | g | |
| Insoluble Fiber | g | | | g | | | g | | | g | |
| Total Sugars | g | | | g | | | g | | | g | |
| Includes | g | | | g | | | g | | | g | |
| Added Sugars | g | % | | g | % | | g | % | | g | % |
| Protein | g | % | | g | % | | g | % | | g | % |
| *Do not fill out vitamins/minerals beyond Vitamin D, Calcium, Iron and Potassium unless they are supposed to be declared. | | | | *Do not fill out vitamins/minerals beyond Vitamin D, Calcium, Iron and Potassium unless they are supposed to be declared. | | | | *Do not fill out vitamins/minerals beyond Vitamin D, Calcium, Iron and Potassium unless they are supposed to be declared. | | | |
| Vitamin D | mcg (IU) | % | | Vitamin B12 | mcg | % | | Vitamin D | mcg (IU) | % | |
| Calcium | mg | % | | Biotin | mcg | % | | Calcium | mg | % | |
| Iron | mg | % | | Pantothenic Acid | mg | % | | Iron | mg | % | |
| Potassium | mg | % | | Phosphorus | mg | % | | Potassium | mg | % | |
| Vitamin A | mcg | % | | Iodine | mcg | % | | Vitamin A | mcg | % | |
| Vitamin C | mg | % | | Magnesium | mg | % | | Vitamin C | mg | % | |
| Vitamin E | mg | % | | Zinc | mg | % | | Vitamin E | mg | % | |
| Vitamin K | mcg | % | | Selenium | mcg | % | | Vitamin K | mcg | % | |
| Thiamin | mg | % | | Copper | mg | % | | Thiamin | mg | % | |
| Riboflavin | mg | % | | Manganese | mg | % | | Riboflavin | mg | % | |
| Niacin | mg | % | | Chromium | mcg | % | | Niacin | mg | % | |
| Vitamin B6 | mg | % | | Molybdenum | mcg | % | | Vitamin B6 | mg | % | |
| Folate | mcg DFE | % | | Chloride | mg | % | | Folate | mcg DFE | % | |
| (mcg folic acid) | | | | Choline | mg | % | | (mcg folic acid) | | | |

REGULATING BODY FDA USDA

Establishment Number (which must be placed on pack)

SHELF LIFE & CODE DATE INFORMATION

| | | |
|---------------------------------------|---|------|
| SHELF LIFE (from Date of Manufacture) | Is the shelf life based on a documented study? <input type="checkbox"/> YES <input type="checkbox"/> NO Indicate number of days | |
| | Shelf life based on food safety and organoleptic review. | |
| CODE DATE | click arrow for calendar ↓ | |
| PRINT / INK COLOR | BEST IF USED BY: | LOT# |
| LOCATION ON PACKAGE | | |

PREPARATION/SERVING INSTRUCTIONS

Blank area for Preparation/Serving Instructions.

USAGE SUGGESTIONS/RECIPE

Blank area for Usage Suggestions/Recipe.

REQUIRED HANDLING/STORAGE INSTRUCTIONS

Blank area for Required Handling/Storage Instructions.

PRODUCT INFORMATION FRONT OF PACK (PRIMARY DISPLAY PANEL)

FULL PRODUCT NAME AS IT MUST APPEAR ON FRONT OF PACKAGING

| | |
|---------------------------------------|--|
| FLAVOR/VARIETY (IF APPLICABLE) | NATIONAL BRAND EQUIVALENT (IF APPLICABLE) |
|---------------------------------------|--|

| | |
|-------------------------|----------------------------------|
| NET WT US/METRIC | PACK COUNT FOR MULTI PACK |
|-------------------------|----------------------------------|

KEY SELLING CLAIMS OR FEATURES (IN ORDER OF IMPORTANCE) — MANDATORY

KEY SELLING CLAIMS OR FEATURES (IN ORDER OF IMPORTANCE) — OPTIONAL

LEGALLY APPROVED TRADEMARK NAMES (IF APPLICABLE)

SHOULD THIS ITEM BE CONSIDERED FOR BILINGUAL PACKAGING? (HIGH-INDEX HISPANIC ITEMS ONLY) YES NO

IS THERE A COMPONENT # THAT NEEDS TO BE PRINTED ON THE FRONT OF PACK/FRONT OF LABEL? IF SO PLEASE LIST HERE:

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 USA?"

OTHER REQUIRED LEGAL/REGULATORY STATEMENTS

REGULATORY GUIDELINES (SPECIFY IF ANY COPY HAS GUIDELINES FOR SIZE OR PLACEMENT (IE. X COPY NEEDS TO BE 1/2 THE HEIGHT OF PRODUCT NAME & IMMEDIATELY BELOW X))

PRODUCT CLAIMS/CERTIFICATIONS/REGULATIONS

Submit logo artwork in vector format for each claim checked

| CLAIM | Desired Claims on Label (completed by Sam's Club) | Product Qualifies for Claim (completed by Supplier) | Certification Attached | Required disclaimer statement or guideline |
|---------------------------------|---|---|------------------------|--|
| Og. Trans Fat | | | | |
| All Natural | | | | |
| Antibiotic Free | | | | |
| BPA Free | | | | |
| Cage Free Chicken | | | | |
| Cage Free Eggs | | | | |
| Caramel Color Added | | | | |
| Certified Humane Raised | | | | |
| Cholesterol Free | | | | |
| Contains Omega-3 | | | | |
| Contains Phenylalanine | | | | |
| Fair Trade Certification | | | | |
| Fat Claims | | | | |
| Fat Free | | | | |
| From Concentrate | | | | |
| Gluten Free | | | | |
| GMO Free | | | | |
| Hazard Warning | | | | |
| Hormone Free | | | | |
| Kosher-Circle K | | | | |
| Kosher-Other | | | | |
| Kosher-OU | | | | |
| Lactose Free | | | | |
| Low Calorie | | | | |
| Low Cholesterol | | | | |
| Low Sodium | | | | |
| Made in/Product of the USA | | | | |
| Made With Whole Grain | | | | |
| Meets CA Prop 65 | | | | |
| No Artificial Colors | | | | |
| No Artificial Flavors | | | | |
| No Artificial Preservatives | | | | |
| Organic Certified | | | | |
| Packaging Sustainability Claims | | | | |
| Palm Oil Sustainability | | | | |
| Preservative Free | | | | |

*If there are additional selling features/benefits to be noted, please complete in section 2 under "Product Information Front of Pack."

PRODUCT CLAIMS/CERTIFICATIONS/REGULATIONS

Submit logo artwork in vector format for each claim checked

| CLAIM | Desired Claims on Label (completed by Sam's Club) | Product Qualifies for Claim (completed by Supplier) | Certification Attached | Required disclaimer statement or guideline |
|-------------------------------------|---|---|------------------------|--|
| Rain Forest Alliance | | | | |
| rBST/rBGH Free | | | | |
| Real Seal (Dairy) | | | | |
| Reduced Sodium | | | | |
| Reduced Sugar | | | | |
| Responsibly Sourced Palm Oil (RSPO) | | | | |
| Sodium Free | | | | |
| Sugar Free | | | | |
| USDA Choice | | | | |
| USDA Natural | | | | |
| USDA Prime | | | | |
| Vegan | | | | |
| Vegetarian | | | | |
| Vegetarian Fed | | | | |
| Zero Calorie | | | | |
| *Other Nutrient Claim | | | | |
| *Other Nutrient Claim | | | | |
| *Other Sustainability/Traceability | | | | |

*If there are additional selling features/benefits to be noted, please complete in section 2 under "Product Information Front of Pack."

BIOENGINEERING DISCLOSURE

Is this product subject to the National Bioengineered Food Disclosure Standard requiring a bioengineered food disclaimer on product label?

Yes

No

If Yes: Indicate the appropriate disclosure:

BIOENGINEERED FOOD.

CONTAINS A BIOENGINEERED FOOD INGREDIENT.

CONTAINS BIOENGINEERED FOOD INGREDIENTS.

Helpful Information:

A link to the rule may be found here:

<https://www.federalregister.gov/documents/2018/12/21/2018-27283/national-bioengineered-food-disclosure-standard>

The link to the USDA's decision tree to determine whether an item is subject to labeling can be found here:

<https://www.ams.usda.gov/rules-regulations/be/zingtree>

* Walmart Inc & Sam's Club will not allow the voluntary disclosure of BE derived content when the item does not contain detectable genetic material.

KEY PRODUCT ATTRIBUTES & STANDARDS

Walmart Global Food Safety guidelines may have been updated since the issuance of this document. It is the manufacturer’s responsibility to ensure that the correct guidelines are followed. The latest revision can be found in the “hive” <https://hive.samsclub.com> > Library/Help Tab > myLibrary > Sam’s Club > 4. Compliance Reference Documents.

Acknowledgment of review and acceptance of this policy.

ITEM 1

| Product: <input style="width: 250px; height: 20px;" type="text"/> | | KEY PRODUCT ATTRIBUTES & STANDARDS | | | |
|--|------------------------|------------------------------------|----------|--------------|---------------------------------|
| SAMPLE – SUBMITTED DURING DEVELOPMENT | | PRODUCTION & QUALITY CONTROL | | | |
| Attributes Observed/Measured | Sample Results (units) | Target | Minimum | Maximum | Methodology |
| Physical Attributes (Ex. Sensory properties, Net weight bulk density, defects, L-a-b color, breakage, etc.) | | | | | |
| (EXAMPLE) Net Weight | OZ | 64 OZ | 64 OZ | 66 OZ | calibrated and certified scales |
| (EXAMPLE) Net Weight | FL OZ | 32 FL OZ | 32 FL OZ | 34 FL OZ | calibrated and certified scales |
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| Please contact Sam’s Club Product Development Manager if additional lines are needed. | | | | | |
| Chemical Attributes (Ex. %moisture, %oil, %salt, ph, Brix, etc.) | | | | | |
| (EXAMPLE) %moisture | % | 71% | 70% | 73% | METHOD 9040C |
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| Please contact Sam’s Club Product Development Manager if additional lines are needed. | | | | | |
| Microbiological Attributes (Ex. Total plate count, yeast, mold, etc.) | | | | | |
| (EXAMPLE) Aerobic Plate Count | CFU/gram | <5,000 CFU/gram | 0 CFU/g | <5,000 CFU/g | AOAC 990.12 |
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| Please contact Sam’s Club Product Development Manager if additional lines are needed. | | | | | |

ITEM 2

| KEY PRODUCT ATTRIBUTES & STANDARDS | | | | | |
|--|------------------------|------------------------------|---------|---------|-------------|
| SAMPLE - SUBMITTED DURING DEVELOPMENT | | PRODUCTION & QUALITY CONTROL | | | |
| Attributes Observed/Measured | Sample Results (units) | Target | Minimum | Maximum | Methodology |
| Physical Attributes (Ex. Sensory properties, Net weight bulk density, defects, L-a-b color, breakage, etc.) | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | |
| Chemical Attributes (Ex. %moisture, %oil, %salt, ph, Brix, etc.) | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | |
| Microbiological Attributes (Ex. Total plate count, yeast, mold, etc.) | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | |

KEY PRODUCT ATTRIBUTES & STANDARDS

ITEM 3

| Product: _____ | | KEY PRODUCT ATTRIBUTES & STANDARDS | | | |
|--|------------------------|------------------------------------|---------|---------|-------------|
| SAMPLE – SUBMITTED DURING DEVELOPMENT | | PRODUCTION & QUALITY CONTROL | | | |
| Attributes Observed/Measured | Sample Results (units) | Target | Minimum | Maximum | Methodology |
| Physical Attributes (Ex. Sensory properties, Net weight bulk density, defects, L-a-b color, breakage, etc.) | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | |
| Chemical Attributes (Ex. %moisture, %oil, %salt, ph, Brix, etc.) | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | |
| Microbiological Attributes (Ex. Total plate count, yeast, mold, etc.) | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | |

ITEM 4

| Product: <input style="width: 250px;" type="text"/> | | | | | | KEY PRODUCT ATTRIBUTES & STANDARDS | | | | | |
|--|--|------------------------|--|---|---------|---|-------------|--|--|--|--|
| SAMPLE – SUBMITTED DURING DEVELOPMENT | | | | PRODUCTION & QUALITY CONTROL | | | | | | | |
| Attributes Observed/Measured | | Sample Results (units) | | Target | Minimum | Maximum | Methodology | | | | |
| Physical Attributes (Ex. Sensory properties, Net weight bulk density, defects, L-a-b color, breakage, etc.) | | | | | | | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | | | | | | | |
| Chemical Attributes (Ex. %moisture, %oil, %salt, ph, Brix, etc.) | | | | | | | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | | | | | | | |
| Microbiological Attributes (Ex. Total plate count, yeast, mold, etc.) | | | | | | | | | | | |
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| <i>Please contact Sam's Club Product Development Manager if additional lines are needed.</i> | | | | | | | | | | | |

PLACE ANY ADDITIONAL PHYSICAL, CHEMICAL, MICRO INFORMATION/PHOTOS BELOW OR PROVIDE A SEPARATE ATTACHMENT.

PLACE PHOTO OF FINAL PACKAGE WITH LABEL APPLIED OR PROVIDE A SEPARATE ATTACHMENT.

SPACE AVAILABLE ON PACKAGE FOR LABELING (square inches):

DIMENSIONS OF THE LABEL:

ACKNOWLEDGMENT OF TECHNICAL ACCURACY

Upon completion, SECTION 1 of this form should be signed by ONE of the following designated supplier contacts: Product Development lead, Quality lead, Food Safety lead, Regulatory lead.

I acknowledge that the information contained in SECTION 1 is true and accurate to the best of my knowledge.

NAME:

TITLE:

E-SIGNATURE: *Krista Homer*

PHOTOS/ADDITIONAL INFORMATION

This section to be used for raw materials/in-process specification images, final product specification images, defect images, etc.

Final FTP date will be impacted if assets are received late and/or are incomplete.

Please fill form out completely and accurately submit all required forms/files (see page 20) into Hive-Art within 5 days of project kickoff unless otherwise noted by the agency as part of an expedited timeline. Failure to do so will result in the delay of starting your project and you may also incur a fee of \$125/day per missing/incomplete component.

AGENCY SCOPE

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

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

IMPORTANT DATES

IS REGULATORY AGENCY APPROVAL NEEDED THAT WILL IMPACT TIMELINE, I.E., USDA OR OTHER? YES NO

SPECIFY NEED:

AGENCY TO PROVIDE TIMELINE BASED ON THE ABOVE DATES.

DATES WILL MOVE TO REFLECT ACTUAL RECEIPT OF ASSETS AND SAM'S CLUB/SUPPLIER ALIGNMENT OF ALL CONTENT AT KEY MILESTONES AS OUTLINED IN TIMELINE.

CHECKLIST

REQUIRED FORMS:

- SAM'S CLUB SUPPLIER PRODUCT INTAKE FORM
- SAM'S CLUB STRUCTURAL PACKAGING INTAKE FORM (PIF)

REQUIRED FILES:

- CURRENT PACKAGING ARTWORK IN PDF FORMAT
- PRIMARY PACKAGING & SECONDARY DIELINES
 - Include ALL components (packaging, carton, tray, insert, 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 FORM(S)
- INGREDIENT SPECIFICATIONS FORM(S)
 - 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
- PRODUCT VISUALS
 - Current product image
- REQUIRED SAMPLES — upon agency request
 - Packaging substrates
 - Packaged kitchen samples (for photography)
- HOW2RECYCLE LABEL
 - For information on how to obtain a HOW2RECYCLE label, please reference the guidance document listed in the Hive-Artwork Support Pages section.

REMINDER-PROOFING RESPONSIBILITIES

SUPPLIER IS ULTIMATELY RESPONSIBLE FOR CORRECT AND LEGALLY COMPLIANT LABEL/ARTWORK. THIS INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING (AS APPLICABLE):

- | | |
|---|---|
| <input type="checkbox"/> ITEM NAME | <input type="checkbox"/> HOW2RECYCLE |
| <input type="checkbox"/> WEIGHT | <input type="checkbox"/> MADE IN THE USA |
| <input type="checkbox"/> INGREDIENTS | <input type="checkbox"/> BEST IF USED BY |
| <input type="checkbox"/> NUTRITION FACTS PANEL | <input type="checkbox"/> SPECIAL ITEM-SPECIFIC LOGOS, CALLOUTS, HANDLING REQUIREMENTS (I.E. KEEP REFRIGERATED, KEEP FROZEN, STORE IN A COOL DRY PLACE) |
| <input type="checkbox"/> CLAIMS | <input type="checkbox"/> USE-APPROPRIATE PHOTOGRAPHY (THIS MEANS "IS THE ITEM ACCURATELY REPRESENTED" NOT "DO I LIKE THE PHOTOGRAPHY STYLE PROPPING, ETC.") |
| <input type="checkbox"/> ANY OTHER "REGULATED" STATEMENTS/CALLOUTS | <input type="checkbox"/> UPC ACCURACY, PLACEMENT, AND SCANNABILITY |
| <input type="checkbox"/> COOKING/STORAGE INSTRUCTIONS | <input type="checkbox"/> ALL PACKAGING SHOULD BE REVIEWED IN FULL AT EACH ROUND OF PROOFING |
| <input type="checkbox"/> ALLERGEN WARNINGS | |
| <input type="checkbox"/> SAFETY WARNINGS | |
| <input type="checkbox"/> GENERAL GRAPHICS (DIELINE ACCURACY, ARE ALL GRAPHICS APPLIED APPROPRIATELY TO ALL PROVIDED DIELINES, INTERACTION BETWEEN PRIMARY AND SECONDARY PACKAGING TO ENSURE NO KEY INFORMATION IS OBSTRUCTED, ETC.) | |

NOTE: All projects are scoped for TWO (2) rounds of review. The purpose of the first review is to identify changes needed. The purpose of the second review is confirm changes are made. If changes are made during the second round, additional fees will apply and timeline will be impacted.

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.

COMPONENT INFORMATION

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

| | | Design Needs | Dieline Name |
|---|--|--|--------------|
| COMPONENT TYPE 1 | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| COMPONENT TYPE 2 | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| COMPONENT TYPE 3 | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| COMPONENT TYPE 4 | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| COMPONENT TYPE 5 | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES TRAY OR TRANSPORTATION LID REQUIRE CATEGORY STICKER? | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |

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 | CASE NET WEIGHT |
|----------------------------------|--|---|-----------------|
| | | | |

CASE LABELING (Fresh/Frozen Categories only)

| | |
|-----------------|-------------|
| SUPPLIER NUMBER | ITEM NUMBER |
|-----------------|-------------|

PRODUCT INFORMATION BACK OF PACK

ROMANCE COPY

OTHER INFORMATION

OTHER MANDATORY INFORMATION NOT SPECIFIED ELSEWHERE

CALL CENTER/CONTACT NUMBER

(Alt/non-Sam's Club call center information should be provided ONLY if directed by PBE)

HIVE-ART CONTACTS

Supplier Sales:

- Will have view-only access to projects.

Supplier Assets:

- Responsible for gathering and uploading required assets (Supplier Intake Form, Packaging Intake Form, dielines, etc.) into the the Hive-Art system.
- If discussion with third-party regulatory or product development is required, this would be the supplier contact who should be involved in those conversations.
- Multiple people in your organization can have this user role (so that tasks can be delegated if needed). However, there can only be 1 person assigned to this role per item-level project.

Supplier Artwork Approver:

- Responsible for reviewing/providing comments/approving artwork proofs in the system. If multiple individuals need to review proofs, this contact would coordinate that review internally to ensure all necessary parties have reviewed and that their comments have been captured and uploaded in the annotation module.
- It is strongly recommended that, in order to save rework time and cost, the artwork reviewer confer with the person who completed the Combined SPIF to ensure understanding and alignment.
- Multiple people in your organization can have this user role (so that tasks can be delegated if needed). However, there can only be 1 person assigned to this role per item-level project.

Note:

You can have individual contacts for each of these roles OR a single user can have multiple user roles assigned to them.



Hive-Artwork Asset Naming Convention

When naming an asset to be uploaded into Hive-Artwork, 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 SPIF for the Canned Peas Item (with the line id 13345) that will hit clubs December 2017 is:

2018_Q4_CannedPeas_13345_SPIF

Asset Types are as follows:

- Dielines at 100% for All Printed Components: DieLine_ComponentName
 - Example: DieLine_FrontLabel or DieLine_Tray
- Supplier Product Intake Form = SPIF
- Packaging Intake Form=PIF
- Ingredient Specs per Ingredient= IS1 (IS=Ingredient Spec, 1=# of Ingredient listed on formulation sheet in SPIF)
 - 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 | | UPC # |
|--------------------------|-----|-------------------------|
| 2018_Q4_CannedPeas_13345 | | 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_SPIF
- 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.