

## Standard Operating Procedures

### Import Orders

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### Vendor Reference Manual

## Albertsons Companies, Inc.

Updated: June 11, 2024

(Previous Update: September 28, 2023)

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**JUNE 11,2024 REMOVED FROM SOP: Payments (Import PO) Letters of Credit**

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#### INTRODUCTION

The enclosed information contains details about the standard operating procedures required to conduct import business with Albertsons Companies, Inc. and ICI Worldwide, Inc. as their agent. All vendors are required to review and understand this information prior to accepting orders. Use the SOP to guide you through the import process.

#### **Contact Information –**

##### **ICI Worldwide, Inc.**

*Headquarters*  
175 West Bonita Avenue  
PO Box 8  
San Dimas, CA 91773  
USA  
Phn: (909) 592-6431  
Fax: Please contact the ICI employee  
for their individual Fax#.

##### **Xereen, Ltd.**

*ICI Worldwide Overseas Office*  
Unit 412, Tower B, Hung Hom Commercial Centre  
37-37 Ma Tau Wai Road, Hung Hom  
Kowloon, Hong Kong

Phn: (852) 2773-3316  
Fax: (852) 2773-3303

ICI Worldwide's overseas liaison office, Xereen Ltd., is responsible for all order shipment follow up. Xereen provides a valuable service in assisting all overseas vendors with the booking process, Certificate of Inspection Checklist, etc. Please allow Xereen staff members every courtesy in their efforts to contact and assist you with shipments.

#### **Office Directories –**

Office directories for ICI Worldwide, Inc. and Xereen, Ltd. are available online at:  
[http://www.iciworldwide.com/alb\\_mis/documentation/directory.pdf](http://www.iciworldwide.com/alb_mis/documentation/directory.pdf)

#### **CENTURY DISTRIBUTION SERVICES**

Group email: [AL\\_Borigin@hk.cds-net.asia](mailto:AL_Borigin@hk.cds-net.asia)

Origin Contacts: Please refer to Century's Origin Contact List on the next page.

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Country	Origin	Contact List			
		Name	Title	Email Address	Telephone#
China	Xiamen,CN	Lia Hong	Operation	<a href="mailto:lia.hong@cn.cds-net.asia">lia.hong@cn.cds-net.asia</a>	0592-2110616
China	Xiamen,CN	Shirley Fang	Operation	<a href="mailto:shirleyfang@cn.cds-net.asia">shirleyfang@cn.cds-net.asia</a>	0592-2110623
China	Xiamen,CN	Summer Cai	Assistant Operation Supervisor	<a href="mailto:summer.cai@cn.cds-net.asia">summer.cai@cn.cds-net.asia</a>	0592-2686973
China	Xiamen,CN	Katherine Peng	Sr. Operation Supervisor	<a href="mailto:katherine.peng@cn.cds-net.asia">katherine.peng@cn.cds-net.asia</a>	0592-5626638
China	Fuzhou,CN	Lia Hong	Operation	<a href="mailto:lia.hong@cn.cds-net.asia">lia.hong@cn.cds-net.asia</a>	0592-2110616
China	Fuzhou,CN	Shirley Fang	Operation	<a href="mailto:shirleyfang@cn.cds-net.asia">shirleyfang@cn.cds-net.asia</a>	0592-2110623
China	Fuzhou,CN	Summer Cai	Assistant Operation Supervisor	<a href="mailto:summer.cai@cn.cds-net.asia">summer.cai@cn.cds-net.asia</a>	0592-2686973
China	Fuzhou,CN	Katherine Peng	Sr. Operation Supervisor	<a href="mailto:katherine.peng@cn.cds-net.asia">katherine.peng@cn.cds-net.asia</a>	0592-5626638
China	Hong Kong	Kitty Yeung	Operations	<a href="mailto:Kitty.Yeung@hk.cds-net.asia">Kitty.Yeung@hk.cds-net.asia</a>	852-28622464
China	Hong Kong	Summer Chan	Operations Supervisor	<a href="mailto:summer.chan@hk.cds-net.asia">summer.chan@hk.cds-net.asia</a>	852-28622464
China	Ningbo	Danni Jiang	Operation	<a href="mailto:Danni.Jiang@cn.cds-net.asia">Danni.Jiang@cn.cds-net.asia</a>	0574-89262115
China	Ningbo	Curry Dong	Document	<a href="mailto:curry.dong@cn.cds-net.asia">curry.dong@cn.cds-net.asia</a>	0574-89262170
China	Ningbo	Alice Wang	Supervisor	<a href="mailto:alice.wang@cn.cds-net.asia">alice.wang@cn.cds-net.asia</a>	0574-89262162
China	Ningbo	Lily wang	Asst. Manager	<a href="mailto:lily.wang@cn.cds-net.asia">lily.wang@cn.cds-net.asia</a>	0574-89262110
China	Yantian	KiKi Liu	Operations Manager	<a href="mailto:kiki.liu@cn.cds-net.asia">kiki.liu@cn.cds-net.asia</a>	86-755-21841035
China	Yantian	Kitty Pan	Operations Supervisor	<a href="mailto:kitty.pan@cn.cds-net.asia">kitty.pan@cn.cds-net.asia</a>	86-755- 89398728
China	Yantian	Dinah Shen	Operation Clerk	<a href="mailto:Dinah.Shen@cn.cds-net.asia">Dinah.Shen@cn.cds-net.asia</a>	86- 755- 22917896
China	Yantian	Zard Zheng	Document Clerk	<a href="mailto:Zard.Zheng@cn.cds-net.asia">Zard.Zheng@cn.cds-net.asia</a>	86- 755- 21841007
China	Yantian	Jasper Huang	Assistant Operations Supervisor	<a href="mailto:Jasper.huang@cn.cds-net.asia">Jasper.huang@cn.cds-net.asia</a>	86- 755- 89398732
CAMBODIA	Phnom Penh	JERMYN LEE	OCEAN ASSISTANCE MANAGER	<a href="mailto:jermyn@transpeedcambodia.com">jermyn@transpeedcambodia.com</a>	855 15 811 388
CAMBODIA	Phnom Penh	CHANRIM	Ocean Ops Supervisor	<a href="mailto:chanrim@transpeedcambodia.com">chanrim@transpeedcambodia.com</a>	855 12 693 548
CAMBODIA	Phnom Penh	SOVANNANDARA	OCEAN OPS	<a href="mailto:sovann_dara@transpeedcambodia.com">sovann_dara@transpeedcambodia.com</a>	855-86-287525
Vietnam	Ho Chi Minh / Vung Tau	Lynn Van	Operations Manager	<a href="mailto:Lynn.Van@vn.cds-net.asia">Lynn.Van@vn.cds-net.asia</a>	+84-28-38221545 – Ext: 121
Vietnam	Ho Chi Minh / Vung Tau	Andrew Hoac	Asst. General Manager	<a href="mailto:Andrew.Hoac@vn.cds-net.asia">Andrew.Hoac@vn.cds-net.asia</a>	+84-28-38221545
Vietnam	Haiphong	Ms Huyen Phung	Hanoi Manager	<a href="mailto:Huyen.Phung@vn.cds-net.asia">Huyen.Phung@vn.cds-net.asia</a>	+84 24 36331124
Vietnam	Haiphong	Jade Pham	Operation Staff	<a href="mailto:Jade.Pham@vn.cds-net.asia">Jade.Pham@vn.cds-net.asia</a>	+84 24 36331124 - Ext : 103
Indonesia	Jakarta, Panjang	Andy Tirta	Manager	<a href="mailto:Andy.Selamet@id.cds-net.asia">Andy.Selamet@id.cds-net.asia</a>	+ 62 21 5214080 ext. 304 / 305 / 306 / 307
Indonesia	Jakarta, Panjang	Hannin Pradita	Asst. Manager	<a href="mailto:Soulthoni.Hannin@id.cds-net.asia">Soulthoni.Hannin@id.cds-net.asia</a>	+ 62 21 5214080 ext. 304 / 305 / 306 / 307
Indonesia	Jakarta, Panjang	Yessi Sinabutar	Ops, Docs, Billing	<a href="mailto:Yessi.Sinabutar@id.cds-net.asia">Yessi.Sinabutar@id.cds-net.asia</a>	+ 62 21 5214080 ext. 304 / 305 / 306 / 307
Indonesia	Jakarta, Panjang		Group Email	<a href="mailto:CenturyIndonesia@id.cds-net.asia">CenturyIndonesia@id.cds-net.asia</a>	+ 62 21 5214080 ext. 304 / 305 / 306 / 307
China	Shanghai	Monica Fan	Operations	<a href="mailto:monica.fan@cn.cds-net.asia">monica.fan@cn.cds-net.asia</a>	021-25019049
China	Shanghai	Helen Zhang	asst. ops operations	<a href="mailto:helen.zhang@cn.cds-net.asia">helen.zhang@cn.cds-net.asia</a>	021-25019012
China	Shanghai	Steven Ye	Ops manager	<a href="mailto:steven.ye@cn.cds-net.asia">steven.ye@cn.cds-net.asia</a>	021-25019012
China	Shanghai	Shirly Wang	BOM	<a href="mailto:shirly.wang@cn.cds-net.asia">shirly.wang@cn.cds-net.asia</a>	021-25019009
China	Qingdao	Laney Yi	Documentations clerk	<a href="mailto:Laney.yi@cn.cds-net.asia">Laney.yi@cn.cds-net.asia</a>	0532-55523412
China	Qingdao	Sue Lu	Assistant Operations Supervisor	<a href="mailto:Sue.lu@cn.cds-net.asia">Sue.lu@cn.cds-net.asia</a>	0532-55523371
China	Qingdao	Hathaway Bai	Operations Supervisor	<a href="mailto:Hathaway.bai@cn.cds-net.asia">Hathaway.bai@cn.cds-net.asia</a>	0532-55526361
China	Qingdao	Joan Zheng	Assistant Branch Operations Manager	<a href="mailto:Joan.zheng@cn.cds-net.asia">Joan.zheng@cn.cds-net.asia</a>	0532-55523369
China	Dalian	Ellie Ma	Documentations clerk	<a href="mailto:Ellie.ma@cn.cds-net.asia">Ellie.ma@cn.cds-net.asia</a>	0532-55523394
China	Dalian	Sue Lu	Assistant Operations Supervisor	<a href="mailto:Sue.lu@cn.cds-net.asia">Sue.lu@cn.cds-net.asia</a>	0532-55523371
China	Dalian	Hathaway Bai	Operations Supervisor	<a href="mailto:Hathaway.bai@cn.cds-net.asia">Hathaway.bai@cn.cds-net.asia</a>	0532-55526361
China	Dalian	Joan Zheng	Assistant Branch Operations Manager	<a href="mailto:Joan.zheng@cn.cds-net.asia">Joan.zheng@cn.cds-net.asia</a>	0532-55523369

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#### **GMP: GOOD MANUFACTURING / BUSINESS PRACTICES**

Albertsons Companies, Inc. is committed to the promotion of safe, ethical, and humane labor practices and working conditions, and expects each supplier to share in that commitment. All vendors must be in compliance with all local regulations and legal requirements of the country of manufacture.

- **Child Labor** – Albertsons Companies, Inc. does not support the use of workers below the local/legal minimum age requirement.
- **Animal Welfare** – Albertsons Companies, Inc. does not support the harsh or unethical treatment of animals.
- **Slavery / Trafficking / Forced Labor** – Albertsons Companies, Inc. will not tolerate the exploitation or forcible use of workers.
- **Unfair / Unsafe / Harsh Working Conditions** – workers must be treated fairly and must be provided with a healthy, safe, and clear work environment.
- **Conflict of Interest / Confidentiality** –
  - Albertsons Companies, Inc. and ICI Worldwide, Inc. have a strict policy which prohibits solicitation or offering of any gifts or gratuities. We ask every vendor to respect this policy.
  - Vendor should have a strict policy of confidentiality and not disclose any proprietary information to others regarding products or the E-Sys Global® computer system that is being used.
- **C-TPAT (Customs-Trade Partnership Against Terrorism)** - Due to the recent terrorist threat, every vendor should do their utmost to comply with the C-TPAT (Customs-Trade Partnership Against Terrorism) requirements. **Century Distribution Services** can assist the vendor with suggestions for compliance.

**See next page for List of Zero Tolerances as defined by Albertsons Companies, Inc.**

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#### LIST OF ZERO TOLERANCE ISSUES AS DEFINED BY ALBERTSONS COMPANIES, INC.

- Attempted / Committed Bribery
- Illegal Transhipments
- Unresolved Unfavourable Legal Judgements
- Lack of Business License
- Record Falsification
- Underage Labor
- Involuntary Labor: Forced Overtime with Threat, Coercion or Penalty
- Involuntary Labor: Prison Labor
- Involuntary Labor: Bonded or Indentured Labor
- Involuntary Labor: Use of Trafficked Humans or Slavery for Labor
- Withholding Employees' Original Identification Documents
- Withholding Deposit as Condition of Employment
- Unauthorized Home Working
- Nonpayment of Wages
- Paying Below Minimum Wage
- Physical Abuse/ Corporal Punishment
- Refusal to Hire or Termination Based on Union Affiliation
- Sexual Harassment
- Access Denied
- Unsafe / Hazardous Workplace or Dormitory Conditions
- Blocked or Padlocked Emergency Exit(s) or Dormitories
- Potential Structural Collapse
- Missing Safety Devices that may lead to Serious injury and / or Life Threatening Accident
- Inadequate Machine Guarding
- Immediate Fire Hazard from Unsafe Electrical Conditions
- Immediate Fire Hazard from Unsafe Chemical Management
- Missing Fire Inspection Certificate
- No Fire Prevention Measures in Process Areas (e.g. No Fire Extinguishers or Emergency Lights)

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#### **DECLARATION FORMS**

Albertsons Companies requires ALL declarations and related forms to be reviewed, completed, signed, and returned by ALL vendors **within 5 working days** of Order Confirmation. **Late submissions of the UYGHUR and PFAS declarations / documents are subject to fines. Vendor will be fined US\$200/daily, for each day past the deadline, until the required documentation is submitted.** The forms listed below will be forwarded to vendors as follows:

- Import vendors will receive with the Purchase Order Notification e-mails from ICI Worldwide.
- Domestic vendors will receive with the Albertsons Program Timing Letter email from Albertsons.

#### **LIST OF DECLARATIONS AND RELATED FORMS REQUIRED BY ALBERTSONS COMPANIES:**

**Specific detailed instructions for each of these declarations / forms, contact emails for document submission, and examples of each document can be found on the following pages.**

- 1) UYGHUR FORCED LABOR PREVENTION ACT "UFLPA" (3 required forms):
  - a. ALBERTSONS LETTER OF ACKNOWLEDGMENT
  - b. AFFIDAVIT OF COMPLIANCE
    - i. Vendors with a US office must have the Affidavit of Compliance notarized.
    - ii. Overseas vendors that do not have a US office must have the document signed and stamped with their company chop.
  - c. CERTIFICATE OF ORIGIN (UYGHUR)
- 2) PFAS DECLARATION / polyfluoroalkyl substances (1 required form).
- 3) 1,4 DIOXANE DECLARATION (2 forms provided) –
  - a. One form to be signed if vendor (company) DOES NOT supply various Household Cleansing, Personal Care or Cosmetic products defined on form.  
- OR -
  - b. One form to be signed if vendor (company) DOES supply various Household Cleansing, Personal Care or Cosmetic products defined on form that are compliant to the allowable trace concentrations as identified in New York Environmental Conservation Law Articles 35 and 37.
- 4) CHEMICALS IN COOKWARE DECLARATION (2 forms provided) –
  - a. One form to be signed if vendor (company) DOES NOT supply Cookware products as defined on form.  
- OR -
  - b. One form to be signed if vendor (company) DOES supply Cookware products that:
    - i. do not contain a chemical identified by the California Department of Toxic Substances Control as a "Candidate Chemical."
    - ii. do contain a chemical identified by the California Department of Toxic Substances Control as a "Candidate Chemical."
- 5) PHTHALATES DECLARATION (2 forms provided) -
  - a. One form to be signed if vendor (company) DOES NOT supply products as defined on form.  
- OR -
  - b. One form to be signed if vendor (company) DOES supply products defined on form that do not contain intentionally added phthalates including, but not limited to, components listed on form.

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#### 1) **UYGHUR FORCED LABOR PREVENTION ACT "UFLPA" (3 required forms)**

Please note, on December 23, 2021, President Biden signed into law the Uyghur Forced Labor Prevention Act which goes into effect on June 21, 2022. In order to comply with Federal requirements, Albertsons Companies is requiring **ALL** vendors to review, sign and return the following **Albertsons Letter of Acknowledgement** and the **Affidavit of Compliance** **within 5 working days** of Order Confirmation.

**Vendor will be fined US\$200/daily, for each day past the deadline, until the Letter of Acknowledgement and the Affidavit of Compliance are submitted. \*Please refer to the separate deadline below for the Certificate of Origin (UYGHUR).**

#### UYGHUR FORMS (examples on following pages):

- Albertsons Letter of Acknowledgement
- Affidavit of Compliance -
  - Vendors with a US office must have the Affidavit of Compliance **notarized**.
  - Overseas vendors that do not have a US office must have the document **signed and stamped with their company chop**.
- Certificate of Origin (for UYGHUR)
  - **\*Deadline: At time of shipment, all Import vendors are required to furnish the Certificate of Origin (UYGHUR) in addition to / along with the standard set of Albertsons shipping documents to Barbara Yamaguchi: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com). Late submissions of this document and all shipping documents are subject to fines. Vendor will be fined US\$200/daily, as determined by Barbara Yamaguchi (ICI Logistics Mgr.), until the required documentation is submitted.**

#### INSTRUCTIONS:

**ALL** vendors must review, sign, and return the **Letter of Acknowledgement** and **Affidavit of Compliance** **within 5 working days** of Order Confirmation.

- IMPORT VENDORS - email these completed documents to:  
Richard Glaab: [richard@iciworldwide.com](mailto:richard@iciworldwide.com) and copy Joel De Haro: [joel@iciworldwide.com](mailto:joel@iciworldwide.com)
- DOMESTIC SUPPLIERS (All Christmas and All Summer programs) -  
email these completed documents to Lisa Roach: [lisa.roach@albertsons.com](mailto:lisa.roach@albertsons.com)
- DOMESTIC SUPPLIERS (Valentine, Easter, BTS, Winter Merchandise, Halloween, and Harvest categories) -  
email these completed documents to Nataliya Edwards: [nataliya.edwards@albertsons.com](mailto:nataliya.edwards@albertsons.com)

#### UYGHUR FORCED LABOR PREVENTION ACT (UFLPA) - UPDATE

Update 9/21/2022: Albertsons Companies strongly recommends the seasonal vendors refrain from using cotton components in their products. CBP (Customs and Border Patrol) reserves the right to place a hold on items at port of entry even when there is no cotton content present. In such case Vendor will have to provide ALL OR SOME of the documents below within **5 working days** after getting alerted about their Cargo Hold. **Vendor will be fined US\$200/daily, for each day past the 5 working day deadline, until ALL required documentation is submitted.**

1. CBP will require significantly more documentation than the affidavit to prove no sourcing from Xinjiang if they stop a shipment. We need to be prepared to gather this information from suppliers if one of our shipments is held up by CBP and have them produce it **very quickly**. This would include:
  - a. Certificate of Origin (UYGHUR), per the example on the following pages.
  - b. Detailed description of supply chain including imported merchandise and components thereof, including all stages of mining, production, or manufacture (e.g., flow charts).
  - c. The role(s) of the entities in the supply chain, including shippers and exporters, and any related persons.

(continued...)

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- d. A list of suppliers associated with each step of the production process, including names and contact information (addresses, email addresses, and phone number)
- e. Affidavits from each company or entity involved in the production process.
- f. Supply chain traceability documents (lot codes, etc.)
- g. A list of all manufacturing or processing facilities and locations
- h. Purchase orders
- i. Invoice for all suppliers and sub-suppliers
- j. Packing list
- k. Bill of materials
- l. Payment records
- m. Seller's inventory records, including dock/warehouse receipts.
- n. Shipping records, including manifests, bills of lading (e.g., airway/vessel/trucking)
- o. Buyer's inventory records, including dock/warehouse receipts.
- p. Invoices and receipts for all suppliers and sub-suppliers
- q. Import/export records

For further guidance, please refer to the following CBP link on the Uyghur Forced Labor Protection Act that goes into effect on June 21. [Uyghur Forced Labor Prevention Act U.S. Customs and Border Protection Operational Guidance for Importers \(cbp.gov\)](https://www.cbp.gov/trade/importers/uyghur-forced-labor-prevention-act)

## Standard Operating Procedures Import Orders

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250 E. Parkcenter Blvd.  
Boise, ID 83706

April 7, 2022

To Whom It May Concern:

As you may be aware, on December 23, 2021, President Biden signed into law the Uyghur Forced Labor Prevention Act, Pub. L. 117-78 (2021) (the "UFLPA" or "Act"). The UFLPA is intended to strengthen the prohibition against importation of goods made with forced labor into the United States. In particular, under the UFLPA, any goods, wares, articles, and merchandise mined, produced, or manufactured wholly or in part in China's Xinjiang Uyghur Autonomous Region (the "XUAR") are presumed to be made with forced labor and are therefore unfit for entry at any U.S. ports (the "UFLPA Presumption"). The UFLPA Presumption also extends to goods, wares, articles, and merchandise produced by a variety of entities identified by the Forced Labor Enforcement Task Force ("FLETF Entities").

On June 21, 2022, the UFLPA Presumption takes effect (the "Presumption Effective Date"). In anticipation of the Presumption Effective Date, Albertsons Companies, Inc., on behalf of itself and its subsidiaries (collectively, "Albertsons"), is providing notice to its Vendors that they will be responsible for providing documentation necessary to rebut the UFLPA Presumption and to comply with the UFLPA.

You have been identified as an Albertsons Vendor that supplies products that may be subject to the UFLPA Presumption and that are used in Albertsons Own Brand products, products Albertsons manufactures for third parties, products sold in Albertsons stores or products not for resale. Under the terms of Albertsons' Continuing Commodity Guaranty (the "CCG") all Vendors represent and warrant that they will comply with all applicable laws regarding labor and certify that no involuntary labor is used in the manufacture of its products. Further, the CCG also obligates Vendors to indemnify Albertsons for its products to comply with applicable federal laws.

Specific to the UFLPA Presumption, we are now asking that all our Vendors like you provide sufficient documentation to support that each shipment of products they provide Albertsons are neither produced using forced labor in the XUAR nor produced by a FLETF Entity, consistent with any guidance that may be developed by the FLETF pursuant to Section 2(d)(6) of the Act. Unless and until guidance is issued that may provide additional or different requirements, each shipment must at the least include a Certificate of Origin and an Affidavit regarding the origin and components of the product, in form and substance consistent with the attached. Additional documentation that must be provided when requested by Albertsons to support a given shipment may include purchase orders, invoices, proofs of payments, a list of production steps and records, transportation documents, daily manufacturing process reports, and any other information that Albertsons or the FLETF may determine is relevant to rebutting the UFLPA presumption.

Working together to be the *favorite local supermarket*®



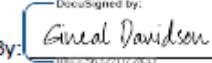
Letter continued...

## Standard Operating Procedures Import Orders

DocuSign Envelope ID: 83C08D58-4C80-4627-82EA-A0EF3ACE6769

Please confirm receipt of this notice and acknowledge Vendor's acceptance of responsibility for complying with the UFLPA by signing the Acknowledgment below and returning a copy to us *no later than fourteen (14) days following the date you receive this notice* either by (1) mail to the attention of Teri Banks at the address above, or (2) email to: [ss.contracts@albertsons.com](mailto:ss.contracts@albertsons.com). Failure to do so may result in refusal of shipments and/or termination of our supply partnership. If your organization is currently providing Albertsons with products and is unable to rebut the UFLPA as stated above and in the attached Certificate of Origin and Affidavit, please contact us immediately using the email address above.

Yours truly,  
ALBERTSONS COMPANIES, INC.

DocuSigned by:  
By:   
Gineal Davidson, SVP Merchandising

### ACKNOWLEDGEMENT

I acknowledge that \_\_\_\_\_ ("Company") has received this notice and accepts responsibility for complying with the UFLPA:

COMPANY NAME: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

continued...

## Standard Operating Procedures

### Import Orders

#### Certificate of Origin

#### (Vendor Compliance Under Uyghur Forced Labor Prevention Act)

Vendor name and address:

Vendor Invoice No(s):

Albertsons Purchase Order No(s):

This is to confirm that the product shipping under the above-mentioned invoice number(s) and Albertsons purchase order number(s) are in compliance with the Uyghur Forced Labor Prevention Act and do not involve forced labor or materials from the Xinjiang area of China.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

continued...

## Standard Operating Procedures Import Orders

DocuSign Envelope ID: 83C06D58-4C80-4627-82EA-A0EF3ACE6769

### AFFIDAVIT

I \_\_\_\_\_ am the \_\_\_\_\_ [seller/owner of the merchandise and hereby certify that \_\_\_\_\_ ("Company") has made every reasonable effort to determine the source of the merchandise and of every component thereof and to ascertain the character of labor used in the production of the merchandise and each of its components. Based on that investigation, I have concluded that no forced labor in the People's Republic of China, including from the Xinjiang Uyghur Autonomous Region, was employed in any stage of the mining, production, or manufacture of the merchandise or any component thereof. I further have concluded that the merchandise has not been sourced from any entity identified by the FLETF as having worked to facilitate the use of forced labor with the Xinjiang government.

COMPANY NAME: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Standard Operating Procedures

### Import Orders

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#### **2) PFAS DECLARATION / polyfluoroalkyl substances (1 required form)**

In compliance with Title 2 of New York ECL Article 37, California AB1200, and other relevant state laws, Albertsons Companies requires every vendor to declare that any products they supply to Albertsons do not contain intentionally added perfluoroalkyl substances ("PFAS") in either the product or its packaging. Albertsons Companies is requiring **ALL** vendors to review, sign and return the PFAS Declaration form **within 5 working days** of Order Confirmation.

**Vendor will be fined US\$200/daily, for each day past the deadline, until the required documentation is submitted.**

**FORM:**

- PFAS Declaration (example on following page)

**INSTRUCTIONS:**

**ALL** vendors must review, sign, and return the declaration form **within 5 working days** of Order Confirmation.

- IMPORT VENDORS - email completed declaration to:  
Richard Glaab: [richard@iciworldwide.com](mailto:richard@iciworldwide.com) and copy Joel De Haro: [joel@iciworldwide.com](mailto:joel@iciworldwide.com)
- DOMESTIC SUPPLIERS (All Christmas and All Summer programs) -  
email completed declaration to Lisa Roach: [lisa.roach@albertsons.com](mailto:lisa.roach@albertsons.com)
- DOMESTIC SUPPLIERS (Valentine, Easter, BTS, Winter Merchandise, Halloween, and Harvest categories) -  
email completed declaration to Nataliya Edwards: [nataliya.edwards@albertsons.com](mailto:nataliya.edwards@albertsons.com)

## Standard Operating Procedures

### Import Orders

#### PFAS Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, all products that Company supplies to Albertsons Companies, Inc. for sale at Albertsons' banners or to be used in Albertsons' Own Brand products, products Albertsons manufactures for third parties, or products not for resale do not contain intentionally added perfluoroalkyl substances ("PFAS")<sup>1</sup> in either the product or its packaging, including but not limited to any components of the product or packaging such as closures, coatings, inks, dyes, labels, pigments, adhesives, stabilizers or other additives, and is otherwise in compliance with Title 2 of New York ECL Article 37, California AB1200, and other relevant state laws.

---

Name

---

Date

---

Title

---

Entity

<sup>1</sup> PFAS is defined as a class of fluorinated organic chemicals that contain at least one fully fluorinated carbon atom.

## Standard Operating Procedures

### Import Orders

#### **3) 1,4 DIOXANE DECLARATION (2 forms provided)**

1,4 Dioxane Declaration refers to the prohibition of distribution/sale of specific products to contain 1,4 Dioxane except for trace concentrations. (New York Environmental Conservation Law Articles 35 and 37). Albertsons Companies is requiring ALL vendors to review, sign and return the declaration within 5 working days of Order Confirmation.

#### **FORMS (examples on following pages):**

**Vendor must complete and submit ONLY the “one” declaration form that applies to your products.**

- One form to be signed if vendor (company) **DOES NOT** supply various Household Cleansing, Personal Care or Cosmetic products defined on form.  
**- OR -**
- One form to be signed if vendor (company) **DOES** supply various Household Cleansing, Personal Care or Cosmetic products defined on form that are compliant to the allowable trace concentrations as identified in New York Environmental Conservation Law Articles 35 and 37.

#### **INSTRUCTIONS:**

ALL vendors must review, sign, and return the appropriate declaration form within 5 working days of Order Confirmation.

- IMPORT VENDORS - email completed declaration to:  
Richard Glaab: [richard@iciworldwide.com](mailto:richard@iciworldwide.com) and copy Joel De Haro: [joel@iciworldwide.com](mailto:joel@iciworldwide.com)
- DOMESTIC SUPPLIERS (All Christmas and All Summer programs) -  
email completed declaration to Lisa Roach: [lisa.roach@albertsons.com](mailto:lisa.roach@albertsons.com)
- DOMESTIC SUPPLIERS (Valentine, Easter, BTS, Winter Merchandise, Halloween, and Harvest categories) –  
email completed declaration to Nataliya Edwards: [nataliya.edwards@albertsons.com](mailto:nataliya.edwards@albertsons.com)

#### **ADDITIONAL INFORMATION:**

1,4 Dioxane – Prohibition of distribution/sale of specific products to contain 1,4 Dioxane except for trace concentrations. (New York Environmental Conservation Law Articles 35 and 37):

A. Household Cleansing Product:

1. Household cleansing product" means any product, including but not limited to soaps and detergents, containing a surfactant as a wetting or dirt emulsifying agent, and used primarily for domestic or commercial cleaning purposes, including but not limited to, the cleansing of fabrics, dishes, food utensils and household and commercial premises.
2. Trace concentrations cannot exceed:
  - i. 2ppm by 12/31/2022
  - ii. 1ppm by 12/31/2023

B. Personal Care Product:

1. "Personal care product" shall mean any product intended for cleaning or cleansing any part of the body, such as the skin and hair, and including but not limited to, hair shampoo, hair conditioner, soap, bath gels and other bath products.
2. Trace concentrations cannot exceed:
  - i. 2ppm by 12/31/2022
  - ii. 1ppm by 12/31/2023

C. Cosmetic Product:

1. The term "cosmetic product" shall mean any article (a) intended to be rubbed, sprinkled, or sprayed on, introduced into, or otherwise applied to the human body or any part thereof for beautifying, promoting attractiveness, or altering the appearance, and (b) intended for use as a component of any such article.
2. Trace concentrations cannot exceed:
  - i. 10ppm by 12/31/2022

## Standard Operating Procedures

### Import Orders

#### 1,4 Dioxane Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, the Company does not supply Albertsons Companies, Inc. or its affiliates the following products:

Household Cleansing Products – defined to include any product, including but not limited to soaps and detergents, containing a surfactant as a wetting or dirt emulsifying agent and used primarily for domestic or commercial cleaning purposes, including but not limited to, the cleansing of fabrics, dishes, food utensils and household and commercial premises.

Personal Care Products – defined to include any product intended for cleaning or cleansing any part of the body, such as the skin and hair, and including but not limited to, hair shampoo, hair conditioner, soap, bath gels and other bath products.

Cosmetic Products – defined to include any article (a) intended to be rubbed, sprinkled, or sprayed on, introduced into, or otherwise applied to the human body or any part thereof for beautifying, promoting attractiveness, or altering the appearance, and (b) intended for use as a component of any such article.

Name	Date
Title	
Entity/Company Name	

## Standard Operating Procedures

### Import Orders

#### 1,4 Dioxane Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, all household cleansing, personal care, and cosmetic products, as defined in New York Environmental Conservation Law Articles 35 and 37, that Company supplies to Albertsons Companies, Inc. or its affiliates are compliant to the allowable trace concentrations identified in New York Environmental Conservation Law Articles 35 and 37.

Name	Date
_____	
Title	
_____	
Entity/Company Name	
_____	

## Standard Operating Procedures

### Import Orders

#### **4) CHEMICALS IN COOKWARE DECLARATION (2 forms provided)**

Chemical Disclosures for Cookware - If any chemical listed on California Department of Toxic Substances Control's Candidate Chemicals List: <https://dtsc.ca.gov/scp/candidate-chemicals-list/> is intentionally added and present in the product's handle or the cookware surface, it must be disclosed on the manufacturer's website starting 1/1/2023 and on the label starting 1/1/2024. Albertsons Companies is requiring ALL vendors to review, sign and return the declaration within 5 working days of Order Confirmation.

#### **FORMS (examples on following pages):**

**Vendor must complete and submit ONLY the "one" form that applies to your products.**

- One form to be signed if vendor (company) DOES NOT supply Cookware products as defined on form.  
– OR –
- One form to be signed if vendor (company) DOES supply Cookware products that:
  - do not contain a chemical identified by the California Department of Toxic Substances Control as a "Candidate Chemical."
  - do contain a chemical identified by the California Department of Toxic Substances Control as a "Candidate Chemical."

#### **INSTRUCTIONS:**

ALL vendors must review, sign, and return the appropriate declaration form within 5 working days of Order Confirmation.

- IMPORT VENDORS - email completed declaration to:  
Richard Glaab: [richard@iciworldwide.com](mailto:richard@iciworldwide.com) and copy Joel De Haro: [joel@iciworldwide.com](mailto:joel@iciworldwide.com)
- DOMESTIC SUPPLIERS (All Christmas and All Summer programs) -  
email completed declaration to Lisa Roach: [lisa.roach@albertsons.com](mailto:lisa.roach@albertsons.com)
- DOMESTIC SUPPLIERS (Valentine, Easter, BTS, Winter Merchandise, Halloween, and Harvest categories) –  
email completed declaration to Nataliya Edwards: [nataliya.edwards@albertsons.com](mailto:nataliya.edwards@albertsons.com)

#### **ADDITIONAL INFORMATION:**

Chemical Disclosures for Cookware - If any chemical listed on California Department of Toxic Substances Control's Candidate Chemicals List: <https://dtsc.ca.gov/scp/candidate-chemicals-list/> is intentionally added and present in the product's handle or the cookware surface, it must be disclosed on the manufacturer's website starting 1/1/2023 and on the label starting 1/1/2024.

California AB1200 [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB1200](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1200)

\*Cookware is defined as durable houseware items that are used in homes and restaurants to prepare, dispense, or store food, foodstuffs, or beverages. 'Cookware' includes pots, pans, skillets, grills, baking sheets, baking molds, trays, bowls, and cooking utensils.

## Standard Operating Procedures

### Import Orders

#### Chemicals in Cookware Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, my company does not supply Cookware, as defined below,<sup>1</sup> to Albertsons Companies, Inc. or its affiliates.

*Cookware is defined as durable houseware items that are used in homes and restaurants to prepare, dispense, or store food, foodstuffs, or beverages. 'Cookware' includes pots, pans, skillets, grills, baking sheets, baking molds, trays, bowls, and cooking utensils. Further information can be found at [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB1200](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1200)*

Name	Date
Title	
Entity/Company Name	

<sup>1</sup> *Cookware is defined as durable houseware items that are used in homes and restaurants to prepare, dispense, or store food, foodstuffs, or beverages. 'Cookware' includes pots, pans, skillets, grills, baking sheets, baking molds, trays, bowls, and cooking utensils.*

## Standard Operating Procedures

### Import Orders

#### Chemicals in Cookware Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, the "Cookware" products identified below, as defined by California's Safer Food Packaging and Cookware Act, Chapter 15 to Part 3 of Division 104 of Cal. Health & Safety Code ("[AB1200](#)"),<sup>1</sup> that Company supplies to Albertsons Companies, Inc. or its affiliates

(1) do not contain a chemical identified by the [California Department of Toxic Substances Control as a "Candidate Chemical"](#)

OR

(2) do contain a chemical identified by the California Department of Toxic Substances Control as a "Candidate Chemical" and the Company has disclosed to consumers all required information by AB1200 by publishing it on the manufacturer's website, listed here:

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Entity/Company Name \_\_\_\_\_

List all Cookware items: (description and UPC):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Cookware is defined as durable houseware items that are used in homes and restaurants to prepare, dispense, or store food, foodstuffs, or beverages. 'Cookware' includes pots, pans, skillets, grills, baking sheets, baking molds, trays, bowls, and cooking utensils.

## Standard Operating Procedures

### Import Orders

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#### **5) PHTHALATES DECLARATION (2 forms provided)**

The Phthalates Declaration refers to prohibition of a manufacturer, supplier, or distributor from selling a food packaging that contains intentionally added ortho-phthalates (often referred to as "phthalates"). Albertsons Companies is requiring **ALL** vendors to review, sign and return the declaration **within 5 working days** of Order Confirmation.

#### **FORMS (examples on following pages):**

**Vendor must complete and submit ONLY the "one" form that applies to your products.**

- One form to be signed if vendor (company) **DOES NOT** supply products as defined on form.  
– OR –
- One form to be signed if vendor (company) **DOES** supply products defined on form that do not contain intentionally added phthalates including, but not limited to, components listed on form.

#### **INSTRUCTIONS:**

**ALL** vendors must review, sign, and return the appropriate declaration form **within 5 working days** of Order Confirmation.

- IMPORT VENDORS - email completed declaration to:  
Richard Glaab: [richard@iciworldwide.com](mailto:richard@iciworldwide.com) and copy Joel De Haro: [joel@iciworldwide.com](mailto:joel@iciworldwide.com)
- DOMESTIC SUPPLIERS (All Christmas and All Summer programs) -  
email completed declaration to Lisa Roach: [lisa.roach@albertsons.com](mailto:lisa.roach@albertsons.com)
- DOMESTIC SUPPLIERS (Valentine, Easter, BTS, Winter Merchandise, Halloween, and Harvest categories) –  
email completed declaration to Nataliya Edwards: [nataliya.edwards@albertsons.com](mailto:nataliya.edwards@albertsons.com)

## Standard Operating Procedures

### Import Orders

#### Phthalates Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, the Company does not supply food packaging (e.g., cups, plates, bottles, food storage containers) or products contained in food packaging to Albertsons Companies, Inc. or its affiliates.

Food packaging means a package or packaging component that is intended for direct food contact.

Name	Date
_____	
Title	
_____	
Entity/Company Name	
_____	

## Standard Operating Procedures

### Import Orders

#### Phthalates Declaration ("Declaration")

I, \_\_\_\_\_ [Name], am authorized to provide this Declaration on behalf of \_\_\_\_\_ ("Company"), in my role as \_\_\_\_\_ [Title].

I hereby certify that, to the best of my knowledge and after a reasonable inquiry, all food packaging that Company supplies to Albertsons Companies, Inc. or its affiliates, does not contain intentionally added phthalates,<sup>1</sup> including but not limited to any components of the packaging, such as closures, coatings, inks, dyes, labels, pigments, adhesives, plasticizers, stabilizers, or other additives.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Entity/Company Name

## Standard Operating Procedures

### Import Orders

#### **VENDOR / MANUFACTURER COMPLIANCE**

ICI Worldwide, Inc. / Albertsons Companies, Inc. are not responsible for vendor compliance of regulations of the following:

- FDA Requirements: Food & Drug Administration
- California Prop 65 Testing and Labeling Requirements: The Office of Environmental Health Hazard Assessment (OEHHA).
- Shipment of Hazardous Materials: the U.S. Department of Transportation (DOT)
- CPSIA (Consumer Products Safety Improvement Act): The Consumer Products Safety Commission

It is ultimately the vendor's responsibility to keep informed of any FDA, Prop 65, DOT & CPSIA updates/requirements by regularly checking the websites for these administrations, as follows.

#### **FDA Compliance (Food & Drug Administration)**

Vendors/Manufacturers shall be in compliance with mandatory requirements set forth by FDA. The Food & Drug Administration regularly updates the FDA requirements. Please visit: <http://www.fda.gov/ForIndustry/default.htm>

#### **California Prop 65 Compliance (Office of Environmental Health Hazard Assessment)**

Effective Aug. 31, 2018: UPDATED Regulations for NEW Labelling Requirements for Prop 65. Please refer to the OEHHA website. Vendors/Manufacturers shall be in compliance with mandatory requirements set forth by OEHHA for California Prop 65 Testing and Labeling. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program and is part of the California Environmental Protection Agency (Cal/EPA). The OEHHA regularly updates the Prop 65 requirements, please visit: <http://oehha.ca.gov/prop65/background/p65plain.html>

#### **Shipment of Hazardous Materials (U.S. Department of Transportation)**

Vendors/Manufacturers shall be in compliance with mandatory requirements set forth by the U.S. Department of Transportation (DOT) for shipment of Hazardous Materials, please visit: <https://www.transportation.gov>

#### **CPSIA Compliance (Consumer Products Safety Improvement Act)**

Manufacturers of imported goods shall be in compliance with mandatory requirements for all inspection and recordkeeping under the Consumer Product Safety Improvement Act of 2008 (CPSIA) Law. The Consumer Product Safety Commission regularly updates the CPSIA requirements, please visit: <http://www.cpsc.gov/about/cpsia/cpsia.html>. ICI Worldwide, Inc. / Albertsons Companies, Inc. are not responsible for vendor compliance with regulations of Consumer Products. It is the vendor's responsibility to keep informed of any CPSIA updates/requirements by regularly checking the Consumer Product Safety Commission website above.

**TOYS AND CHILD RELATED PRODUCTS** are covered under the **CPSIA** requirements. Each item must have:

- **TEST REPORT (TOYS & CHILD RELATED PRODUCTS) –**
  - A new, full test report must be submitted for each Toy/Child Related Item ordered. Item must be tested for each Shipment.
  - Albertsons Companies, Inc. will NO LONGER ACCEPT Third Party and pre-production testing reports for any toy or child-related products covered by the CPSC. Albertsons Companies, Inc. has designated that SGS, ITS (Intertek), and BV (Bureau Veritas) will be the only facilities approved for toy/child related product testing.
  - Please refer to the new, specific item testing details outlined in the "Toys & Child Related Item Testing Requirements / Procedures" section in this SOP.
- **"CPC" CHILDREN'S PRODUCT CERTIFICATE (for ALL toys and child related items) –**
  - Only 1 item per CPC form is acceptable.
  - CPC must be based on results from Albertsons Companies, Inc. designated Testing Facilities (either SGS, ITS (Intertek), or BV (Bureau Veritas) for toy/child related product testing. Specific SGS, ITS (Intertek), and BV (Bureau Veritas) contact information can be found in "Toys & Child Related Item Testing Requirements / Procedures" section.

continued...

## Standard Operating Procedures

### Import Orders

- Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>

Copies of Test Reports, CPC's and all CPSIA documentation must be e-mailed to Barbara Yamaguchi – ICI Worldwide: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com).

## NEW CONSUMER PRODUCT SAFETY REQUIREMENTS

### **The Consumer Product Safety Improvements Act of 2008 (CPSIA)**

The new regulation requires manufacturer, importer, and owner of private label (if the shipment is under private label) to issue a "Certificate of Conformity" declaring and assuring the shipment complies with any rule, ban, standard or regulation enforced by Consumer Product Safety Commission. These may include, but are not limited to 16CFR1500.44 Fabric Flammability, 16CFR1303 Lead Content, ASTM F963-07 Mechanical Hazards, ASTM F963-09 Labeling, CPSC Section 101 and CPSC Section 108. Please see CPSC website, indicated above, for exact testing requirements and for regular updates to these requirements.

Civil penalties for Consumer Product Safety violations are increased to a maximum of \$100,000 per violation and capped at \$15 million. Criminal penalties may include fines, forfeiture of assets associated with the violation and up to five years in jail.

#### **CPSIA strictly enforces the following:**

- **Lead Content** – the lead content in Children's products, and the lead in paint on Children's products, cannot exceed the allowable lead content.
- **Lead content** - the lead content in paint on Furniture Articles, or canned paint, for consumer use cannot exceed the allowable lead content.
- **Choking Hazards & Small Objects** – Small objects and items for children aged 3 and under must meet CPSIA testing requirements for various hazards (i.e., choking, flammability, sharp objects, heavy metals/lead, and other hazards)
- **Phthalates** - the amount of specific Phthalates in specific Children's products cannot exceed the allowable limits as set forth by CPSIA.
- **Product Tracking Code information is required by CPSIA on Children's products and packaging.**   
**Albertsons Companies, Inc. requires Product Tracking Code date on item to be in "U.S. Military" format (date/month/year). Example: the 6<sup>th</sup> day of December 2009 would read "061209" in U.S. Military format.**

## **ILLINOIS LEAD POISONING PREVENTION ACT (Child-related items, Toys, and Outdoor Furniture)**

Please see the following page for a copy of a letter addressing this prevention act and labeling requirements as it pertains to vendors of toys, other child-related products, and outdoor furniture.

## **OREGON USA REVISES TOXIC FREE KIDS ACT (Products for Children under the age of 12)**

Please see the following page for a copy of a letter addressing the latest Revision to Oregon's Toxic Free Kids Act as it pertains to manufacturers and vendors (including importers or domestic distributors by statute) of products for children under the age of 12.

## Standard Operating Procedures

### Import Orders

#### ILLINOIS LEAD POISONING PREVENTION ACT (Child-related items, Toys, and Outdoor Furniture)



ICI WORLDWIDE, INC.

#### Illinois Lead Poisoning Prevention Act (Chapter 410 ILCS 45)

##### **IMPORTANT**

Dear Vendor,

The intent of this letter, on behalf of Albertsons Companies, is to advise/remind vendors of toys, other child-related products and outdoor furniture of the Illinois Lead Poisoning Prevention Act and related labeling requirements. Albertsons Companies/ICI Worldwide Inc. leaves the responsibility of compliance to vendors of these categories.

The following table is provided for reference only. Please contact your testing labs with any questions pertaining to protocols and related warning labeling details if necessary.

<b>Lead content</b> <b>(Applicable to paint on toys, children's jewelry, childcare article)</b> <b>(Illinois)</b>	<b>Illinois (Chapter 410 ILCS 45)</b> <b>Lead Poisoning Prevention Act</b> <b>(LPPA)</b>  Warning statement is required if over 0.004% (40 ppm) but less than the limit established by Federal law
<b>Lead content</b> <b>(Applicable to products other than: paint on toys, children's jewelry, childcare articles)</b> <b>(Illinois)</b>	<b>Illinois (Chapter 410 ILCS 45)</b> <b>Lead Poisoning Prevention Act</b> <b>(LPPA)</b> <b>Section 6 (c)</b>  Warning statement is required if over 600 ppm

Regards,

ICI Worldwide Inc.

## Standard Operating Procedures

### Import Orders



# ICI WORLDWIDE, INC.

#### Oregon USA Revises Toxic Free Kids Act HB 3034 (Chapter 426, 2023)

#### **IMPORTANT**

Dear Vendor,

The intent of this letter, on behalf of Albertsons Companies, is to advise/update manufacturers (including importers or domestic distributors by statute) of Oregon's Toxic-Free Kids Act requirements on products for children under the age of 12, as indicated below.

On July 2023, Oregon, USA approved [HB 3034](#) (Chapter 426, 2023) to **amend** the Act by allowing the OHA to better regulate HPCCCH in children's products. The latest revision contains several important provisions.

The following table is provided for reference only. Please contact your testing labs with any questions pertaining to these protocols.

Oregon, USA, Revises Toxic-Free Kids Act			August 9, 2023
Substances:	Region:	Products:	
High Priority Chemicals of Concern for Children's Health (HPCCCH)	US state of Oregon	Products for children under the age of 12	
The Toxic-Free Kids Act (the Act) in the US state of Oregon authorizes the Oregon Health Authority (OHA) to establish and maintain a list of High Priority Chemicals of Concern for Children's Health (HPCCCH) that are used in the manufacture of products for children under the age of 12, and to establish rules governing what manufacturers must do to comply with the Act.			
According to the Act, reporting is required if an HPCCCH is:			
<ul style="list-style-type: none"><li>- Intentionally added and equal to, or greater, than the practical quantification limit (PQL), or</li><li>- A contaminant that is equal to or greater than 100 ppm</li></ul>			
An HPCCCH, however, is required to be removed, substituted with a less hazardous alternative, or have a waiver approved by the OHA by January 1, 2022 (or when a manufacturer has made three biennial notifications to the OHA of children's products containing HPCCCH at or above the de minimis level) if the children's product falls within any of the following three categories:			
<ul style="list-style-type: none"><li>- Cosmetics</li><li>- Intended for children under the age of three, or</li><li>- "Mouthable" as defined under ORS 431A.253</li></ul>			
In July 2023, Oregon approved <a href="#">HB 3034</a> (Chapter 426, 2023) to <b>amend</b> the Act by allowing the OHA to better regulate HPCCCH in children's products. The latest revision contains, <i>inter alia</i> , several important provisions. It:			
<ul style="list-style-type: none"><li>- Adds new definitions for 'Class of chemicals' and 'Subclass of chemicals'.</li><li>- Allows the OHA to establish a class of chemicals on the list and to exclude specific members of the class of chemicals, or a subclass of chemicals, that do not share the same hazards as other members of the class of chemicals.</li><li>- Mandates the brand name and model (in addition to product category of the children's product that contains the chemical) as part of the reporting requirements (effective January 1, 2025)</li><li>- Permits manufacturers (includes importers and domestic distributors by statute) to continue to sell or offer for sale the children's product for three years after a hazard assessment has been submitted if the OHA fails to act within 180 days.</li><li>- Clarifies that an approved or deemed approved hazard assessment is valid for three years and a manufacturer must resubmit the hazard assessment at the end of this period.</li></ul>			
Unless specified above, the amendments will become effective on January 1, 2024.			
Per the Act, the disclosure of brand name and model apply to notices submitted to the OHA on or after January 31, 2026			

Regards,  
ICI Worldwide, Inc.

ICI Worldwide, Inc. San Dimas Office • 175 W. Bonita Ave. • San Dimas, CA 91773 • PH: (909) 592-6431

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## Standard Operating Procedures

### Import Orders

#### Item Test Reports, CPC's and GCC's

Vendors/manufacturers are required to submit the following mandatory documents for EACH ITEM on the Purchase Order. Copies of Test Reports, CPC's, GCC's and any other documentation for CPSIA must be e-mailed to:

Barbara Yamaguchi – ICI Worldwide: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

**ALL ITEMS require an Item Test Report, and a CPC or GCC form, as indicated below:**

- **TEST REPORTS (GENERAL MERCHANDISE items) –**
  - A current, full test report must be submitted. Original Test reports must be dated within 1 year of the Albertsons Companies, Inc. PO Ship Date, or will be rejected.
  - Third party test reports meeting these requirements are acceptable IF they have been reviewed and approved by the Albertsons Companies, Inc. lab, SGS Consumer Testing Services.
  - Please refer to the specific item testing details outlined in the "General Merchandise-Item Testing Requirements / Procedures" section in this SOP.
- **TEST REPORTS (TOYS & CHILD RELATED PRODUCTS) –**
  - A new, full test report must be submitted for each Toy/Child Related Item ordered. Item must be tested for each Shipment.
  - Albertsons Companies, Inc. will NO LONGER ACCEPT Third Party and pre-production testing reports for any toy or child-related products covered by the CPSC. Albertsons Companies, Inc. has designated that SGS, ITS (Intertek), and BV (Bureau Veritas) will be the only facilities approved for toy/child related product testing.
  - Please refer to the new, specific item testing details outlined in the "Toys & Child Related Item Testing Requirements / Procedures" section in this SOP.
- **"CPC" CHILDREN'S PRODUCT CERTIFICATE (for ALL toys and child related items) –**
  - Only 1 item per CPC form is acceptable.
  - CPC must be based on results from Albertsons Companies, Inc. designated Testing Facilities (either SGS, ITS (Intertek), or BV (Bureau Veritas) for toy/child related product testing. Specific SGS, ITS (Intertek), and BV (Bureau Veritas) contact information can be found in "Toys & Child Related Item Testing Requirements / Procedures" section.
  - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>
- **"GCC" GENERAL CONFORMITY CERTIFICATE (for ALL other items).**
  - Only 1 item per GCC form is acceptable. GCC must show a Test date within 1 year of the Albertsons Companies, Inc. PO Ship Date, or will be rejected.
  - GCC must be based on results from tests conducted by an accredited 3<sup>rd</sup> party testing facility. Information on accredited Testing Facilities can be found at: <http://www.cpsc.gov/ABOUT/Cpsia/labaccord.html>
  - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>

## Standard Operating Procedures

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#### **Compliance Requirements for Chemical Based Products: New Partner “SMARTER SORTING”**

Albertsons Companies has switched partners for Potentially Hazardous Product registrations.

The following is effective immediately, starting with the Summer program #532-22 purchase orders.

Albertsons will only accept registrations from their new partner Smarter Sorting. All product registrations with their previous partner, WERCSmart, will no longer be accepted moving forward.

Please refer to the message below from Albertsons Companies. Please also review their Supplier Letter (for information on registration fees), and a Table of Potentially Hazardous Items on the following pages.

Please use this link to start the registration process. Signup Portal: <https://portal.smartersorting.com/sign-up/albertsons>

Albertsons Companies has switched partners for Potentially Hazardous Product registrations.

We are now only accepting registrations from our **new** partner Smarter Sorting. All product registrations with our previous partner, WERCSmart, will no longer be accepted moving forward.

Please reach out to all Suppliers, Manufacturers, and Brokers, who have products that may require registration (see table for examples) and have them register their products right away to be sure there is no hold-up of the products being sold or used in our stores.

The following link should be provided to Suppliers, Manufacturers, and Brokers, so they can start the registration process. Please review the attached Supplier Letter for additional Information on registration fees.

Signup Portal: <https://portal.smartersorting.com/sign-up/albertsons>

Please be aware: Potentially Hazardous Product registration is a business requirement and will not be allowed to be circumvented. Fines for non-compliance are quite costly and can quickly reach into the millions of dollars.

We are here for any questions!

Cheers,  
Art Correia

Mgr. Environmental Projects  
Hazardous Waste | WERCSmart | Smarter Sorting  
Corporate Environmental Risk and Compliance  
208-789-7423 | [artur.correia@albertsons.com](mailto:artur.correia@albertsons.com)



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## Standard Operating Procedures

### Import Orders



9/21/2021

Greetings Valued Vendor Partners,

As you know, many of the products sold in our stores fall under the category of potentially hazardous materials and thus they must be disposed of correctly if they are damaged/leaking. Albertsons Companies has a regulatory obligation to handle and dispose of hazardous products in accordance with Federal, State, and Local environmental regulations. The review and classification of these products is beyond the scope of a grocery retailer and thus is contracted to a third-party classification company.

Vendors and manufacturers who wish to do business with Albertsons Companies are required to register potentially hazardous product with Smarter Sorting for review. This process is not new, it has been a requirement for many years and was previously handled by the WERCS. After thorough review and consideration, Albertsons Companies has chosen Smarter Sorting as our new classification partner moving forward.

All potentially hazardous products are required to be registered with Smarter Sorting immediately, as Legacy WERCS registrations will no longer be accepted as of June 2021. Please be aware, failure to register a potentially hazardous product with Smarter Sorting can cause the SKU to be put on hold until UPC registration can be verified. Item registrations are not automatic, and it is the vendors responsibility to register their products with Smarter Sorting.

To help with the transition, all items with a previous registration (prior to June 2021) with WERCSmart, that are also released to Albertsons, will be able to register with Smarter Sorting on a promotion that offers zero cost until June 2022 (after which time they will be invoiced for annual registration fees for the period June 2022 to June 2023). All NEW items are required to register with Smarter Sorting and pay the registration fees starting immediately. The transition started June of 2021 and will end June of 2022. Starting June 1, 2022 we expect all products to have an active and paid registration with Smarter Sorting.

We are here to answer any of your questions and thank you for your continued partnership.

Cheers,  
Art Correia  
Mgr. Environmental Projects  
Hazardous Waste | WERCSmart | Smarter Sorting  
Corporate Environmental Risk and Compliance  
[artur.correia@albertsons.com](mailto:artur.correia@albertsons.com)



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## Standard Operating Procedures

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Chemical Containing	<ul style="list-style-type: none"><li>Products which contain a powder, gel, paste, or liquid that is not intended for human consumption.</li><li>Products that are advertised or labeled to kill, repel, or prevent the growth of any living organism.</li><li>Pesticides and other products regulated and/or registered under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)</li><li>Products containing any substance regulated and/or registered with any federal, state, or local regulatory authority.</li><li>All cleaning products (including cleaners labeled "all Natural").</li></ul>
Medication	<ul style="list-style-type: none"><li>Products intended to enter the body via consumption, absorption, or inhalation.</li><li>All products labeled with Drug Facts, Supplement Facts, or Active Ingredients.</li><li>All OTCs, vitamins, and/or nutritional supplements.</li><li>Lozenges, pills or capsules (e.g., pain reliever, vitamins, water pills, etc.)</li><li>Patches (heated and/or medicated), Medicated swabs, wipes, and bandages.</li><li>Contraceptive foams, films, and spermicides</li><li>Inhalers</li></ul>
General Merchandise and Personal Care	<ul style="list-style-type: none"><li>E-cigarettes (contain chemicals and electronics)</li><li>Nicotine replacement products: nicotine gum, patches, or lozenges</li><li>Cosmetics</li><li>Perfume and fragrances</li><li>Lip balm, lip creams, and petroleum jelly</li><li>Liquids (e.g., liquid soap, shampoo, conditioner, body wash, baby wash, cough medicine, eye drops, ear drops, nasal spray, etc.)</li><li>Medicated shampoos, gums, ointments, and creams</li><li>Suntan lotion (cream and spray), skin lotions, creams, and ointments.</li><li>Equipment sold with chemicals (e.g. vaporizer sold with medication, air fresheners)</li></ul>
Food/Grocery	<ul style="list-style-type: none"><li>Energy bars, energy/vitamin drinks, dietary supplements, liquid meal replacements, liquid water enhancers, food coloring, cooking oil, extracts containing alcohol.</li></ul>
Aerosols	<ul style="list-style-type: none"><li>Any product that contains a compressed gas or propellant (e.g., hair spray, cooking oil, shave cream, spray paint, spray cheese, cleaning products, whip cream, etc.)</li></ul>
Batteries	<ul style="list-style-type: none"><li>All batteries and battery containing products. (hearing aid, noise or light making toys).</li></ul>
Light Bulbs	<ul style="list-style-type: none"><li>Fluorescent lamps and compact fluorescent bulbs</li><li>Halogen lamps</li><li>High-Intensity Discharge HID lamps (grow lamps)</li></ul>
Electronics	<ul style="list-style-type: none"><li>Electrical Component Containing – Any product that contains a cord or circuit board.</li></ul>
Flammable or Combustible	<ul style="list-style-type: none"><li>Flammable or combustible products as defined by DOT, OSHA, or NFPA.</li></ul>
Department of Transportation	<ul style="list-style-type: none"><li>Items regulated for DOT Transport for any mode of transportation.</li><li>Items requiring placards. (corrosive, flammable solid, flammable liquid, flammable gas, ORM-D, etc.)</li></ul>
* This list is only for reference and should not be viewed as all inclusive. Albertsons Companies reserves the right to make changes to registration requirements at any time, to reflect changes in federal, state, and local regulation or Albertsons Companies policies.	

## Standard Operating Procedures

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#### **FACTORY AUDITS / GENERAL INFORMATION**

- SGS Consumer Testing Services has been nominated by Albertsons Companies, Inc. to perform Factory Audits if vendor/factory is unable to provide satisfactory third-party audit certificate.
- Albertsons Companies, Inc. Factory Audits conducted by SGS will cover **3 modules: Social Compliance, Factory Quality Assessment and Factory Security.**
- The cost of the initial factory audit conducted by SGS will be the responsibility of Albertsons Companies, Inc. The cost of any follow-up factory inspections, due to excessive failures, will be the responsibility of the vendor/factory.
- Factory audits, either conducted by SGS or by third party, with rating between "A" through "D" will be accepted with proper follow-up audits. Rating "E" with any critical non-conformances as provided by Albertsons Companies, Inc. will result in cancellation of order. Albertsons Companies, Inc. **will not** accept 2<sup>nd</sup> party audits conducted by another retailer's own overseas offices or performed on their behalf by their nominated agent.
- Factory audits conducted by SGS on behalf of Albertsons Companies, Inc. are the sole property of Albertsons Companies, Inc.
- Please contact Sandy Hong at Xereen, Ltd. (Hong Kong) to schedule a Factory Audit.

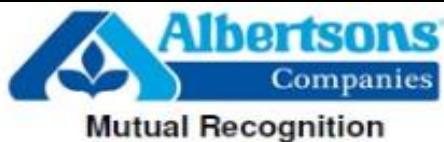
Sandy Hong, Manager - Xereen, Ltd.  
Phone: (852)2773-3333  
E-mail: [sandyhong@xereen.com](mailto:sandyhong@xereen.com)

#### **Third Party Audits / Albertsons Companies, Inc. Mutual Recognition Requirements**

- Please refer to the Albertsons Companies, Inc. Mutual Recognition requirements, on the following 3 pages. Vendor/factory must make sure their audit report meets the Albertsons Companies, Inc. criteria before submitting to SGS for review. A report reviewing fee of **US\$155** may be charged to the vendor/factory if a critical non-conformance issue is found in the submitted report.
- Recognized and acceptable audit programs include BSCI, International Toy Council (ICTI) CARE Program, SMETA, SA8000, or WRAP which may differ slightly to the local law.
- At this time, only third-party factory audits conducted by SGS, BV, ITS and TUV will be accepted.
- Third Party Factory Audits must be dated within 1 year of Albertsons Companies, Inc. PO ship date, or will be rejected.
- All third-party audits submitted by vendors/factories will be reviewed by SGS and the cost of this review will be the responsibility of Albertsons Companies, Inc. The follow-up for any deficiencies in third party audits will be handled by SGS and the cost will be at the vendor's expense.

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Mutual Recognition aims at reducing audit duplication. Recognizing other social compliance audit report and security audit report can help reduce audit fatigue, cost and cycle time. Albertsons LLC accept audit reports if the criteria are met, but is not obligated to recognize any report. Depending on audit results, Albertsons partial audit or full audit would be required.

Audit reports should meet the following criteria to be considered under Mutual Recognition:

- 1) Below Critical Non-Conformances were NOT addressed in the audit report
  - Attempted / Committed Bribery
  - Illegal Transhipments
  - Unresolved Unfavourable Legal Judgements
  - Lack of Business License
  - Record Falsification
  - Underage Labor
  - Involuntary Labor: Forced Overtime with Threat, Coercion or Penalty
  - Involuntary Labor: Prison Labor
  - Involuntary Labor: Bonded or Indentured Labor
  - Involuntary Labor: Use of Trafficked Humans or Slavery for Labor
  - Withholding Employees' Original Identification Documents
  - Withholding Deposit as Condition of Employment
  - Unauthorized Home Working
  - Nonpayment of Wages
  - Paying Below Minimum Wage
  - Physical Abuse/ Corporal Punishment
  - Refusal to Hire or Termination Based on Union Affiliation
  - Sexual Harassment
  - Access Denied
  - Unsafe / Hazardous Workplace or Dormitory Conditions
  - Blocked or Padlocked Emergency Exit(s) or Dormitories
  - Potential Structural Collapse
  - Missing Safety Devices that may lead to Serious Injury and / or Life Threatening Accident
  - Inadequate Machine Guarding
  - Immediate Fire Hazard from Unsafe Electrical Conditions
  - Immediate Fire Hazard from Unsafe Chemical Management

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- Missing Fire Inspection Certificate
- No Fire Prevention Measures in Process Areas (e.g. No Fire Extinguishers or Emergency Lights)

2) Audit report must be within the last 12 months from shipment date.

3) By recognized audit program and audit firm

#### A) Social Compliance Assessment Report

Recognized audit program	<ul style="list-style-type: none"><li>● Business Social Compliance Initiative (BSCI)</li><li>● International Council of Toy Industries (ICTI) CARE Program</li><li>● SEDEX Members Ethical Trade Audit (SMETA)</li><li>● Social Accountability 8000 (SA8000)</li><li>● Worldwide Responsible Accredited Production (WRAP)</li></ul>
Recognized audit firm	<ul style="list-style-type: none"><li>● No requirement</li></ul>

#### B) Security Assessment Report

Recognized audit program	<ul style="list-style-type: none"><li>● The Supplier Compliance Audit Network (SCAN) Program</li><li>● SGS Security Audit Program</li><li>● Intertek Security Audit Program (GSV)</li><li>● Bureau Veritas Security Audit Program</li><li>● TÜV Security Audit Program</li></ul>
Recognized audit firm	<ul style="list-style-type: none"><li>● SGS</li><li>● Bureau Veritas</li><li>● Intertek</li><li>● TÜV</li></ul>

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4) Suppliers must have the authority (ownership) to share the audit report with Albertsons

The supplier is liable to check their audit reports that the above criteria are met before submission of the report to SGS for review. Report reviewing fee may be charged to supplier if the critical non-conformance is found in the submitted report.

SGS will confirm with Albertsons LLC that whether report is acceptable or not, and note Albertsons that partial audit or full audit would be required for the supplier.

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### “Desktop” Audit / Self-Assessment Form Questionnaire

- “Desktop” Audits/Self-Assessment Form in lieu of full factory audits, will be determined by Albertsons Companies, Inc. on a case-by-case basis, per factory/per program. The “Desktop” paper Audit will be conducted by SGS.
- Factory will be required to complete the Albertsons Companies, Inc. Self-Assessment Form questionnaire, provided by SGS, as a form of due diligence. The completed Self-Assessment Form must be submitted to Ricky Ip, Nancy Fu, **and Shirley Feng**:

Ricky Ip - Supply Chain Assessments & Solutions (SAS)  
SGS Hong Kong Limited, 3/F, On Wui Centre, 25 Lok Yip Road, Fanling, NT, Hong Kong.  
Phone : +852 2774 7130  
E-mail : [ricky\\_ip@sgs.com](mailto:ricky_ip@sgs.com)

Nancy Fu - Project Leader, Supply chain Assessments & Solutions (SAS)  
SGS-CSTC Standards Technical Services Co., Ltd.  
SGS Bldg., No., 4, Jianghao Industrial Park No. 430, Jihua Road, Bantian, Longgang District, Shenzhen, China  
Phone : +86 755 2532 8888 ext. 8854  
E-mail: [Nancy.fu@sgs.com](mailto:Nancy.fu@sgs.com)

Shirley Feng – Customer Service (Wuhan)  
SGS-CSTC Standard Technical Services Co., Ltd. Wuhan Branch  
Building 5, Zone 6, The Private-enterprise Science and Technology Industrial Park,  
Economic and Technological Development Zone, Wuhan, China 430056  
Phone: +86 27 5933 0000, ext. 8130  
E-mail: [shirley.feng@sgs.com](mailto:shirley.feng@sgs.com)

## Standard Operating Procedures

### Import Orders

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#### **PURCHASE ORDER PRODUCT INSPECTIONS**

Albertsons Companies, Inc. requires inspections of products prior to shipment. To ensure your orders are shipped on time, please note following:

#### **Product Inspection requirements:**

- Vendor must request an Inspection Appointment 10 days prior to the first day of their PO ship window. Please contact Sandy Hong, Angela Cheng, and John Lam at Xereen, Ltd. (Hong Kong) to schedule an appointment.

Sandy Hong, Manager - Xereen, Ltd.  
Phone: 852 2773 3333  
E-mail: [sandyhong@xereen.com](mailto:sandyhong@xereen.com)

Angela Cheng - Xereen, Ltd.  
Phone: 852 2773 3399  
E-mail: [angelacheng@xereen.com](mailto:angelacheng@xereen.com)

John Lam - Xereen, Ltd.  
Phone: 852 2773-3383  
E-mail: [johnlam@xereen.com](mailto:johnlam@xereen.com)

- The previously approved production sample must be available in the factory for the inspector's reference.
- Production of goods must be 100% complete and at least 80% of production must be packaged.
- Sandy, Angela, and John must be notified of any requests to change the scheduled inspection appointment no later than 4 days prior to confirmed inspection date. Failure to do so will result in a vendor fine of US\$100 plus travel costs, if any travel expenses have been incurred.
- Re-inspection charges will be at the vendor's expense if the initial inspection results in rejection of product.
- All inspection expenses will be paid directly by ICI Worldwide, Inc. and the inspector will not charge any fee directly to the vendor or factory for any issues that may arise.

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#### **MANDATORY ITEM TESTING / TEST REPORT UPLOADS**

Item testing is mandatory for **every item** on the Albertsons Companies, Inc. purchase orders. **There are SEPARATE & SPECIFIC testing procedures for TOYS / CHILD RELATED PRODUCTS and GENERAL MERCHANDISE items.** Please refer to the requirements/procedures listed below and on the following page.

#### **TEST REPORT UPLOADS:**

- It is the vendor's responsibility to upload item test reports to a specific website, for **every item** (on the Albertsons Companies, Inc. Purchase Orders for direct import).
- **Vendors will receive a "Test Report Upload Request / Instruction" e-mail within 30 days after PO's have been issued.**
- **All item test reports must be uploaded no later than 14 days prior to the earliest PO ship date.**
- This upload process is separate from Shipping Document submissions. Vendors are still required to submit copies of **approved** Item Test Reports with their Shipping Documents, **CPCs**, and GCC's directly to Barbara Yamaguchi, as outlined in this SOP.

#### **GENERAL MERCHANDISE - Item Testing Requirements/Procedures:**

1. Vendors will bear the cost of testing at an accredited testing facility (i.e., Accordia Global, BSCI, Bureau Veritas, Elevate, Intertek, Omega, SGS, or UL).
2. Testing Protocols: ALL items ordered by Albertsons Companies, Inc. will require product testing reports done by accredited testing labs. Please note that Albertsons Companies, Inc. does not have their own testing protocol and will accept third party testing valid within one year. Testing must be done in accordance with standard protocols required by U.S. government agencies for importation into the U.S., such as CPSIA, FDA or individual State Government agency requirements such as California Prop 65. Please note that all vendors will be responsible for being compliant with all testing and labeling requirements mandated by California Prop. 65 or any other individual State or Federal government laws or agencies.
3. Original test reports must be dated within 1 year of Albertsons Companies, Inc. PO ship date, or will be rejected.
4. "Like item" test reports are acceptable, with prior approval by Albertsons Companies, Inc. / ICI Worldwide, Inc., if the item on test report is from the same factory and made of the same materials as item ordered on Albertsons Companies, Inc. PO's.
5. Albertsons Companies, Inc. will accept a Group Test Report for an item, if the report includes the mandatory testing for import to the US and CA Prop.65. (Currently there is no specific protocol for Group Testing for Albertsons Companies, Inc.).
6. Third Party item test reports:
  - a. In lieu of testing, vendors may submit a 3rd party testing report from Accordia Global, BSCI, Bureau Veritas, Elevate, Intertek, Omega, SGS, or UL.
  - b. 3<sup>rd</sup> party test reports from labs other than BV, SGS or ITS may be allowed on a case-by-case basis. The report must have been issued to a major retailer.
  - c. All 3<sup>rd</sup> party test reports must be reviewed by either SGS, BV (Bureau Veritas), or ITS (Intertek) for the fee indicated on following page "Lab Contacts/Fees" list. This cost is the responsibility of the vendor. If an item has more than 1 test report to cover the various parts or components of the item, the vendor must submit all applicable test reports for that item at the same time – SGS, BV, or ITS will review those reports together for the fee only. Please submit 3<sup>rd</sup> party test reports to the appropriate contact person on the "Lab Contacts/Fees" list.
  - d. When submitting 3<sup>rd</sup> party test reports on items falling under CPSIA and FDA requirements, vendor/factory must include 1pc sample of the item to the appropriate Lab contact person listed on the following page.

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LAB CONTACTS/FEES - Updated 8/2/23			
LAB	GENERAL FEE	CONTACT (for Review of 3rd Party Test Report for <u>General Items</u> , must include 1pc sample on CPSIA/FDA items)	CONTACT (for Review of 3rd Party Test Report for <u>B/O and Electrical items</u> , must include 1pc sample)
BV	US\$60.00	<b>BV (BUREAU VERITAS)</b> 5/F, Block B, Minlida Industrial Building, 4th Zone of Honghualing Industrial Park, Xili Town, Nanshan District, Shenzhen, Guangdong, P.R.C. <b>Attn: Ms. Rita Ye</b> <b>Tel: +86 755 8613 5338</b> <b>Mobile: +86 189 2520 4643</b> <b>Email: <a href="mailto:Rita.ye@bureauveritas.com">Rita.ye@bureauveritas.com</a></b>	<b>BV (BUREAU VERITAS)</b> 5/F, Block B, Minlida Industrial Building, 4th Zone of Honghualing Industrial Park, Xili Town, Nanshan District, Shenzhen, Guangdong, P.R.C. <b>Attn: Ms. Rita Ye</b> <b>Tel: +86 755 8613 5338</b> <b>Mobile: +86 189 2520 4643</b> <b>Email: <a href="mailto:Rita.ye@bureauveritas.com">Rita.ye@bureauveritas.com</a></b>
ITS	<b>US\$50.00</b> <b>(*Battery Operated item: US\$200. Electrical item: US\$250.)</b>	<b>ITS (INTERTEK)</b> 6/F, Garment Centre, 576 Castle Peak Road, Kowloon, Hong Kong. <b>Attn: David Leung</b> <b>Tel: +852 2173 8650</b> <b>Email: <a href="mailto:David.Leung@intertek.com">David.Leung@intertek.com</a></b>  <b>&amp;</b> <b>Attn: Thomas Tsang</b> <b>Tel: +852 2173 8935</b> <b>Email: <a href="mailto:Thomas.tsang@intertek.com">Thomas.tsang@intertek.com</a></b>	<b>ITS (INTERTEK)*</b> 2/F, Garment Centre, 576 Castle Peak Road, Kowloon, Hong Kong. <b>Attn: Rafter Tse</b> <b>Tel (direct): +852 2173 8526</b> <b>Mobile: +852 5340 8313 (HK)</b> <b>Mobile: +86 150 0204 1462 (China)</b> <b>E-mail: <a href="mailto:rafter.tse@intertek.com">rafter.tse@intertek.com</a></b>
SGS	US\$50.00	<b>SGS HONG KONG LIMITED</b> 1/F On Wui Centre, 25 Lok Yip Road Fanling, N.T., Hong Kong, China <b>Attn: Phoebe Chu</b> <b>Email: <a href="mailto:Phoebe.Chu@sgs.com">Phoebe.Chu@sgs.com</a></b>  <b>&amp;</b> <b>Attn: Eva Chu</b> <b>Email: <a href="mailto:Eva-PS.Chu@sgs.com">Eva-PS.Chu@sgs.com</a></b>	<b>SGS HONG KONG LIMITED</b> 1/F On Wui Centre, 25 Lok Yip Road Fanling, N.T., Hong Kong, China <b>Attn: Phoebe Chu</b> <b>Email: <a href="mailto:Phoebe.Chu@sgs.com">Phoebe.Chu@sgs.com</a></b>  <b>&amp;</b> <b>Attn: Eva Chu</b> <b>Email: <a href="mailto:Eva-PS.Chu@sgs.com">Eva-PS.Chu@sgs.com</a></b>

**TOYS & CHILD RELATED PRODUCTS – specific Lab Contacts and Item Testing Requirements/Procedures can be found on following page.**

## Standard Operating Procedures

### Import Orders

#### TOYS & CHILD RELATED PRODUCTS - Item Testing Requirements/Procedures:

1. Third Party and pre-production testing reports will no longer be accepted for any toy or child related products covered by the CPSC.
2. Vendors/Factories will be required to test samples from actual production when packaging is **50%-100%** complete.
3. Vendors/ Factories will not be allowed to send production samples directly to designated labs. These samples will be pulled and handled by a team member of the lab conducting the testing, bagged, sealed and labeled to be sent to their respective lab.
4. The cost of retrieving the production samples will be the responsibility of Albertsons Companies, Inc. The cost of forwarding the samples and actual testing costs will be the responsibility of the vendor/factory. The testing facilities will not conduct testing of any samples if the carton seal has been tampered with. The cost of retrieving a second set of samples will be the responsibility of the vendor/factory.
5. Testing protocols will remain the same as before, e.g., products must meet all mandatory standards set by the U.S. government agencies along with state agencies such as California Prop 65 and others. It is the responsibility of the vendor/factory to be cognizant of these requirements. Group testing of items and assortments is accepted and encouraged whenever possible. Multiple items can be pulled from the same factory at one time. Any additional questions should be directed to the testing facility.
6. Albertsons Companies, Inc. has designated that **SGS, ITS (Intertek), and BV (Bureau Veritas)** will be the only facilities approved for toy/child related product testing. The contacts at these facilities are as follows:

#### SGS Contact

Ms. June Li (Shenzhen)  
Email: [June.Li@sgs.com](mailto:June.Li@sgs.com)  
Tel: +86 0755 2532 8888 Ext. 8803

#### ITS Contacts

Mr. Ken Suen (Hong Kong)  
Email: [ken.suen@intertek.com](mailto:ken.suen@intertek.com)  
Tel: +852 2173 8701

Ms. Harper Huang (Shenzhen)  
Email: [harper.huang@intertek.com](mailto:harper.huang@intertek.com)  
Tel: +86 755 2602 0078  
Mobile: +86 181 2648 4760

#### BV Contact

Ms. Rita Ye  
Email : [Rita.ye@bureauveritas.com](mailto:Rita.ye@bureauveritas.com)  
Tel: +86 755 8613 5338  
Mobile: +86 189 2520 4643

continued...

## Standard Operating Procedures

### Import Orders

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7. Any additional questions or concerns should be addressed at the time of order placement. Please contact the following:

**ICI Worldwide, Inc. Contact**

Stan Yamaguchi  
Email: [stan@iciworldwide.com](mailto:stan@iciworldwide.com)  
Tel: (909) 592-6431, Ext. 115

**Xereen Ltd. Contact**

Sandy Hong  
Email: [sandyhong@xereen.com](mailto:sandyhong@xereen.com)  
Tel: (852) 2773-3333

## Standard Operating Procedures

### Import Orders

#### **VENDOR REQUIREMENTS & INSTRUCTIONS (Import and Domestic Vendors)**

Thank you for your interest in becoming an Albertsons Companies, Inc. vendor. Following are specific instructions for:

- Vendor Registration / Gaining access to the "E-Sys Global®" online quoting system.
- New Vendor Set-Up Instructions & Required Forms.

#### **VENDOR REGISTRATION / ACCESS TO "E-SYS GLOBAL®" ONLINE QUOTING SYSTEM**

All vendors (Import and Domestic) are required to use the ICI Worldwide "E-Sys Global®" online system to electronically quote items.

#### **NEW VENDOR SET-UP INSTRUCTIONS & FORMS (Import and Domestic Vendors)**

Please note that Albertsons Companies, Inc. has instituted a new policy requiring that the Documents & Forms (listed below) must be completed prior to gaining access to the ICI Worldwide "E-Sys Global" System for quoting. These forms must be returned within seven days before a login and password will be issued for access to E-Sys. **ALL VENDORS** (both Import and Domestic) are required to complete, and then submit the following documents to:

- **Domestic Vendors** – Please return all forms under one cover to Shala Axel (email: [Shala.Axel@albertsons.com](mailto:Shala.Axel@albertsons.com)), Stephanie Larkin (email: [Stephanie.Larkin@albertsons.com](mailto:Stephanie.Larkin@albertsons.com)) and Nick Stinemates (email: [nick@iciworldwide.com](mailto:nick@iciworldwide.com))
- **Import Vendors** – Please return all forms under one cover to Joel De Haro (email: [joel@iciworldwide.com](mailto:joel@iciworldwide.com)) and Sandra Salcido (email: [sandra@iciworldwide.com](mailto:sandra@iciworldwide.com))

#### **Documents & Forms**

At the time of Vendor's request for E-Sys registration (login and password), the \*Vendor Sheet and the \*ACH Set-Up Form will be provided by ICI Worldwide, Inc. You may click on the links below to directly access the remaining forms.

1. **Albertsons Companies, Inc. Vendor Sheet** – To be completed by both Import and Domestic Vendors. (\*This excel sheet will be provided by ICI Worldwide).  
[Link to Vendor Sheet](#)
2. **W-8 (Individuals), W-8 (Entities), W-9** – The W-8 (Individuals) to be completed for **Import** vendor that is individually owned. The W-8 (Entities) to be completed by Import Vendor that is owned in a partnership. W-9 to be completed by Domestic vendor. Please click on a link below:  
**W-8 (IMPORT / Individual):** <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>  
**W-8 (IMPORT / Entities):** <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>  
**W-9 (DOMESTIC):** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
3. **IMPORT vendor setup: Albertsons Companies, Inc. ACH Setup Form** – To be completed by Import vendors for payment setup by Albertsons Companies, Inc. Treasury Department. (\*This excel form will be provided by ICI Worldwide).  
[Link to ACH Setup Form](#)
4. **DOMESTIC vendor setup: EDI –Here is the link to the EDI form for Albertsons Companies, Inc.:**  
<http://suppliers.safeway.com/pages/BecomeASupplier.htm?page=TradingPartner.htm#top>  
**EDI page with DUNS list Ship-To Locations:** <http://suppliers.safeway.com/docs/DunsListing-USA.pdf>
5. **Bank Reference Letter** – To be completed by Import vendors as part of setup by Albertsons Companies, Inc. Treasury. (Please refer to SAMPLE letter within following pages).

continued...

## Standard Operating Procedures

### Import Orders

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**6. Continuing Commodity Guaranty and Indemnity Agreement (CCG)**

**Revisions and cross-outs will require approval from Albertsons Companies, Inc. Legal Department.** – To be completed by both Import and Domestic vendors. Please click on the following link:

[http://suppliers.safeway.com/docs/CCG\\_Revised\\_cln.pdf](http://suppliers.safeway.com/docs/CCG_Revised_cln.pdf)

**7. Mutual Non-Disclosure Agreement** – To be completed by both Import and Domestic vendors. Please click on the following link:

[http://suppliers.safeway.com/usa/forms/MUTUAL\\_NONDISCLOSURE AGREEMENT.pdf](http://suppliers.safeway.com/usa/forms/MUTUAL_NONDISCLOSURE AGREEMENT.pdf)

**8. Additional Information can be found on the following supplier web portal.**

<http://suppliers.safeway.com/>

**9. Vendor Invoice** – Domestic vendors are to provide a blank invoice, showing remit to address, for vendor setup purposes. Import vendors will not need to submit as we will forward the shipping invoices to Albertsons Companies, Inc. Treasury for processing of FOB payment directly.

**10. Product Liability Insurance** - In addition to the forms above, Albertsons Companies, Inc. requires both Import and Domestic vendors to provide a **Product Liability Certificate of Insurance**. The "PLI" Certificate must provide and meet the specific requirements for Albertsons Companies, Inc. as outlined on the next page.

continued...

## Standard Operating Procedures Import Orders

Bank Reference SAMPLE Letter (for Requirement #5 on previous page)

# SAMPLE

**Bank Letterhead**  
*(must contain full address and phone number)*

Date:

TO WHOM IT MAY CONCERN:

This letter confirms that *(name/company name)* of *(full address including zip code)* is a customer in good standing of this Bank and in our opinion can meet his usual business commitments.

*(name/company name)* has been a client at this bank for the past *(number)* of years. Over this period *(name)* has operated *(type of account)*.

*(Account Number)*  
*(Routing Number)*  
*(Swift Code)*

Sincerely,

*(Bank signing Officer)*

## Standard Operating Procedures

### Import Orders

#### **PRODUCT LIABILITY CERTIFICATES OF INSURANCE REQUIREMENTS - UPDATED**

Albertsons Companies, Inc. requires both Import and Domestic vendors to provide a Product Liability Insurance ("PLI") Certificate. The Certificate of Insurance ("COI") must provide and meet the specific requirements for Albertsons Companies, Inc. as outlined below.

#### **PLI CERTIFICATE SUBMISSIONS / NEW & RENEWED CERTIFICATES**

It is the vendor/supplier's responsibility to maintain a valid and current **PLI Certificate with Additional Insured Endorsement Form Page** on file with either Albertsons (for Domestic suppliers) or ICI Worldwide (for Import vendors), as indicated below.

Vendor is also required to submit their yearly "**Renewed**" **PLI Certificate with Additional Insured Endorsement Form Page** prior to policy expiration date and immediately upon receipt of the renewal from your insurance company.

- DOMESTIC SUPPLIERS WITH APEX LOG-IN – upload copies to the APEX Portal.
- DOMESTIC SUPPLIERS WITH NO APEX LOG-IN – email copy to the following address:  
[Supplier.Support@safeway.com](mailto:Supplier.Support@safeway.com)
- IMPORT VENDORS/SUPPLIERS – email copies to the following:  
Keith Yamaguchi – [PLI@iciworldwide.com](mailto:PLI@iciworldwide.com)  
cc: Amanda Thorn-Schwarz - [amanda@iciworldwide.com](mailto:amanda@iciworldwide.com)

#### **PLI CERTIFICATE REQUIREMENTS**

##### **COVERAGES AND LIMITS –**

Albertsons Companies has **revised** their required coverages and limits as outlined below. This applies to **ALL** vendors (Import and Domestic) and takes effect as follows:

- **New Vendors – \$4,000,000 on initial vendor set-up.**
- **Existing Vendors – Increase to \$4,000,000 upon renewal of their Product Liability Insurance.**

**Insurance by Provider.** Without limiting Provider's indemnification of Albertsons as provided herein and as a material condition of this Agreement, Provider will maintain continuous coverage of insurance policies during the Term of this Agreement with at least the amount of coverage identified below:

- Albertsons Companies, Inc. requires **\$4,000,000** Product Liability Insurance of not less than a total of **\$2,000,000** Bodily Injury and **\$2,000,000** Property Damage, for each occurrence.

(Company may satisfy such coverage limits set forth above with coverage provided under an umbrella policy.)

- Certificate must indicate if the policy aggregate limit has in any way been impaired due to a loss (or losses) as of the date of issue of insurance certificate.
- In section marked "Type of Insurance", the box/column labeled "ADDL INSD" must be checked (✓).

**Continued on next page...**

## Standard Operating Procedures

### Import Orders

#### INSURED PARTY -

The "Vendor" (party named as registered user of the E-Sys Global quoting system) must appear as the named Insured party on the PLI Certificate.

**Please note:** Purchase orders, and payments of vendor invoices will be issued to this "Vendor," as the Beneficiary. If the vendor's banking information indicates payment to a Beneficiary (other than the "Vendor" named on Quotation, PO or PLI Certificate) then both the Vendor and "other" Beneficiary MUST be named as Insured Parties on the same PLI certificate. Separate PLI certificates will not be accepted.

#### CERTIFICATE HOLDER NAME AND ADDRESS -

**"Albertsons Companies, Inc., and its subsidiaries, and ICI Worldwide, Inc.  
175 W. Bonita Ave., P.O. Box 8  
San Dimas, CA 91773"**

#### ENDORSEMENTS –

##### a) Additional Insured Statement:

The following Additional Insured Statement must be listed on PLI Certificate (in section marked Description of Operations):

**"Albertsons Companies, Inc. and its subsidiaries, and ICI Worldwide, Inc., Xereen Ltd., and Sun Point Co., Ltd. are named as Additional Insured."**

(Please note: Xereen, Ltd. and Sun Point Co., Ltd. are affiliates/companies of ICI Worldwide, Inc. and are therefore required to be specifically named in the Additional Insured Statement ONLY. They MUST NOT appear in the Certificate Holder information).

##### b) Additional Insured Endorsement Form Page:

An Additional Insured Endorsement Form page either "Blanket" or "Specific" Form, MUST be included with PLI Certificate.

- It must show the current Product Liability Policy Number, exactly as it appears on the PLI Certificate.
- If submitting the "Specific" endorsement form, it must include the following statement:

**"Albertsons Companies, Inc. and its subsidiaries, and ICI Worldwide, Inc., Xereen Ltd., and Sun Point Co., Ltd. are named as Additional Insured."**

**Questions regarding Product Liability -** Please direct all questions regarding Albertsons Companies, Inc. PLI requirements to:

Attn: Keith Yamaguchi – [PLI@iciworldwide.com](mailto:PLI@iciworldwide.com)

cc: Amanda Thorn-Schwarz - [amanda@iciworldwide.com](mailto:amanda@iciworldwide.com)

ICI Worldwide, Inc. – PLI Dept.,  
175 W. Bonita Ave., P.O. Box 8, San Dimas, CA 91773 USA  
Phone: 909-592-6431, ext. 131 (Keith Yamaguchi)

## Standard Operating Procedures

### Import Orders

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#### **QUOTATION INTEGRITY / ACCURACY**

Please note that Albertsons Companies, Inc. is currently utilizing multiple systems for order processing and there have been changes to the order flow that make it imperative that all information in E-Sys is accurate. The task of changing information in the Albertsons Companies, Inc. systems after orders are cut, such as item UPC's, port changes, etc., will not be tolerated due to the amount of time and effort it takes to make these changes. **Fines will be enforced!**

#### **FINES**

A penalty of up to USD\$6,000.00 (for product issues, per instance) will be assessed due to, but not limited to, any mislabeling or incorrect UPC's, etc. This is at the discretion of Albertsons Companies, Inc.

#### **IMPORT PURCHASE ORDERS / ORDER CONFIRMATIONS / PAYMENTS**

The preferred method of payment by Albertsons Companies, Inc. is Wire Transfer ("TT"). Payment terms are "TT 15 days" to ALL vendors. If you are unable to accept payment by TT, please notify ICI Worldwide and Albertsons Companies, Inc. at the time of initial item review meeting, prior to finalizing quotations. If payment by Letter of credit is approved by Albertsons Companies, Inc., vendor will be responsible for all LC charges.

1. Import Purchase Orders will be issued to Vendor (name) indicated on quotation to Albertsons Companies, Inc.
2. Vendor is responsible to review PO for accuracy, confirm all order details and provide the following current and accurate information for payment processing:
  - a. Beneficiary & Advising Bank full and complete names and addresses.
  - b. Beneficiary's complete Bank Account Number.
  - c. Advising Bank's complete 9 digit "ABA Routing" Number, if applicable
  - d. Advising Bank's complete 11 digit "International Swift Code" Number. \*\* Swift Codes MUST be 11 digits in length, as required by banks. Inaccurate Swift Codes may be rejected which may result in a Beneficiary charge of a minimum of USD\$25.00 per submission.
3. Albertsons Companies, Inc. requires the "Vendor" (named on the item quotation) to be named as the Insured party on the Product Liability Insurance (PLI) certificate. Purchase orders, and payments of purchase orders, will also be issued to this "Vendor," as the Beneficiary. If your banking information indicates payment to a different Beneficiary (other than the "Vendor" named on Quote/PO/PLI), then this "other" Beneficiary (company) must also be named as an Insured party. Both companies MUST be named as Insured on the same PLI certificate. Separate PLI certificates will not be accepted. Please refer to section PRODUCT LIABILITY (PLI) & REQUIREMENTS for specific Certificate of Insurance details.

**(For specific information regarding DOMESTIC Seasonal Purchase Orders, Payments, Deliveries – please refer to the section “DOMESTIC SEASONAL PURCHASE ORDER REQUIREMENTS” in this SOP).**

## Standard Operating Procedures

### Import Orders

#### **Payments: TT/Wire Transfers**

The preferred method of payment by Albertsons Companies, Inc. is Wire Transfer ("TT"). Payment terms are "TT 15 days" to ALL vendors. If you are unable to accept payment by TT, please notify ICI Worldwide and Albertsons Companies, Inc. at the time of initial item review meeting, prior to finalizing quotations.

#### **Beneficiary Payment Requirements**

TT Payment of Purchase Orders will be issued to Beneficiary (the "Vendor" named on item quotation), therefore Product Liability Insurance (PLI) certificate MUST name this Beneficiary (the "Vendor") as insured. If your banking information indicates payment to a different Beneficiary (other than the "Vendor" named on Quote/PO/PLI), then this "other" Beneficiary (company) must also be named as an Insured party. Both companies MUST be named as Insured on the same PLI certificate. Separate PLI certificates will not be accepted. (Please refer to section PRODUCT LIABILITY (PLI) & REQUIREMENTS for specific Certificate of Insurance details).

#### **Request for TT Payment**

ICI Worldwide, Inc. will process Wire Transfer Requests and Amendments for Purchase Orders and changes based on details of vendor's Confirmation of Order as well as the Beneficiary / Advising Bank information by vendor to ICI Worldwide. Please contact ICI Worldwide Finance Dept. – Jody Helgren via e-mail for Wire Transfer payment instructions.

Jody Helgren

E-mail: [jody@iciworldwide.com](mailto:jody@iciworldwide.com)

#### **TT Payment Issuance / Documents Required for Payment**

Barring any discrepancies, Albertsons Companies, Inc. will process all TT payments in 15 working days **after a COPY of the original "Clear" FCR is e-mailed to [Barbara@iciworldwide.com](mailto:Barbara@iciworldwide.com).** The **FCR** is issued by the **Century Distribution Services** office at point of origin after merchandise has been tendered to the stated ocean carrier and all proper documentation has been submitted. It is the vendor's responsibility to thoroughly review, understand and meet all the terms and conditions for payment release. **Please see following 'Documents Required' for a breakdown of a complete set of documents.**

#### **TT Payment Issuance / Special Documents Required for Payment**

Vendor will be required to present complete sets of any original applicable **Special** Documents from the following pages, to:

Barbara Yamaguchi

ICI Worldwide, Inc.

Phn: (909) 592-6431, ext. 130

[barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

#### **TT / Wire Transfer Fees**

Wire Transfer fees and advising bank Transaction fees are for the account of the beneficiary.

## Standard Operating Procedures

### Import Orders

#### Payments: TT/Wire Transfers (Document Requirements)

All shipping documents must still be consigned to "[Albertsons LLC](#)."

#### Shipping Document Templates

There are specific document templates that are required for shipments of imported items for Albertsons Companies, Inc. ICI Worldwide, Inc. will forward the current [Albertsons LLC](#) Document Template Excel File Workbook to each vendor along with Purchase Order Notification e-mail.

- Vendor MUST return the completed [Albertsons LLC](#) Document Template [Excel File](#) (one set per each FCR issued) via e-mail to Barbara Yamaguchi <[barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)>. Do NOT send scanned copies of excel file print outs.
- Vendor may NOT alter or delete any portion of the document template workbook, unless specifically noted on template.
- Failure to submit shipping documents on the current [Albertsons LLC](#) excel template will require vendor to revise and resubmit shipping documents. Vendor will be responsible for demurrage incurred due to document delay.
- All import vendors must submit complete and accurate documents to [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com) no later than 2 days **after vessel sails**. Documents received later than two days after vessel sailing will be subject to late document fees of **US\$500.00 per set**.
- The "**Clear**" FCR (not "**verify copy**") may not be available by 2 days after the vessel sails, ICI is aware of this. In the meantime, Vendors need to submit the completed LLC Shipping Document Template and any additional CUSTOMS CLEARANCE DOCUMENTATION (Trademark Releases, CCIB, CPSIA, etc.) to ICI no later than 2 days after the vessel sails. The "**Clear**" FCR (not "**verify copy**") needs to be submitted as soon as it becomes available. It IS the vendor's responsibility to request the "**Clear**" FCR (not "**verify copy**") and be sure that it is e-mailed to [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com) as soon as the vendor receives it.

Detailed "Document Requirements" are listed under topics "Payments: Letter of Credit" or "Payments: Wire Transfer/TT."

#### Overview

Shipping documents are prepared by the vendor and submitted as per the following step by step instructions.

1. All vendors are required to use the specific [Albertsons LLC](#) document templates (for Commercial Invoice, Packing Lists, Beneficiary Certificates, Inspection Checklists, etc.) forwarded to you by ICI with purchase orders. **Each page in the Document Template MUST include Vendor Name/Logo, FULL address, phone#, Fax#, E-mail, and must include date issued. Incomplete documents will not be accepted.**
2. Vendor is now required to submit a completed Certificate of Inspection Checklist for each shipment of goods purchased by Albertsons Companies, Inc. This checklist must be completed by the manufacturer's representative, certifying that the designated item was inspected prior to shipment and conforms to the conditions stated in the Albertsons purchase order and Albertsons Companies, Inc./ICI Worldwide, Inc. SOP.
3. Vendor must submit the complete set of shipping documents [via E-mail](#) (one set per each FCR issued), including a copy of the Certificate of Inspection Checklist, directly to Barbara Yamaguchi as instructed in the following pages.
4. One original **FCR** will be issued by the **Century Distribution Services** office at point of origin for every commercial invoice (one invoice per port, per DC, per vessel).
5. Vendor **MUST** submit a copy of the "**Clear**" FCR (not "**verify copy**"). NO original **FCR** will be accepted for endorsement and release. **The vendor will be held responsible for any fees or damages incurred as a result of failure to comply. For questions regarding this requirement, please contact Barbara Yamaguchi at (909) 592-6431 x130.**

continued...

## Standard Operating Procedures

### Import Orders

6. **Lead Testing Certificate** – vendor must submit Original Testing Certificate from a certified lead testing laboratory stating No Presence of Lead Contents, or an Original Beneficiary's statement certifying that Lead Testing Certificate is not required. Please see "Shipping Documents" for a complete list of all specialized documents.
7. **California Prop 65 Testing and Labeling** – Effective Aug. 31, 2018: UPDATED Regulations for NEW Labelling Requirements for Prop 65. Please refer to the OEHHA website. Vendor must submit Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary's statement certifying that California Prop 65 Testing and Labeling is not required.

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) <http://oehha.ca.gov/prop65/background/p65plain.html>

- **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com). Testing Reports must show test date within the past 12 months or will be rejected.
- **PROP 65 LABELS** – It is the vendor's responsibility to comply with labeling requirements established by the OEHHA. Effective Aug. 31, 2018: UPDATED Regulations for NEW Labelling Requirements for Prop 65. Please refer to the OEHHA website.

Copies of test records and any other documentation for PROP 65 must be e-mailed, along with each completed shipping document template, to Barbara Yamaguchi – ICI Worldwide: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

ICI Worldwide, Inc. / Albertsons Companies, Inc. are not responsible for vendor compliance of regulations of California Prop 65. It is ultimately the vendor's responsibility to keep informed of any updates or requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.

8. **ALL ITEMS require an Item Test Report, and a CPC or GCC form, as indicated below:**

- **TEST REPORTS (GENERAL MERCHANDISE items) –**
  - A current, full test report must be submitted. Original Test reports must be dated within 1 year of the Albertsons Companies, Inc. PO Ship Date, or will be rejected.
  - Third party test reports meeting these requirements are acceptable IF they have been reviewed and approved by the Albertsons Companies, Inc. lab, SGS Consumer Testing Services.
  - Please refer to the specific item testing details outlined in the "General Merchandise-Item Testing Requirements / Procedures" section in this SOP.
- **TEST REPORTS (TOYS & CHILD RELATED PRODUCTS) –**
  - A new, full test report must be submitted for each Toy/Child Related Item ordered. Item must be tested for each Shipment.
  - Albertsons Companies, Inc. will NO LONGER ACCEPT Third Party and pre-production testing reports for any toy or child-related products covered by the CPSC. Albertsons Companies, Inc. has designated that SGS, ITS (Intertek), and BV (Bureau Veritas) will be the only facilities approved for toy/child related product testing.
  - Please refer to the new, specific item testing details outlined in the "Toys & Child Related Item Testing Requirements / Procedures" section in this SOP.

continued...

## Standard Operating Procedures

### Import Orders

- **“CPC” CHILDREN’S PRODUCT CERTIFICATE (for ALL toys and child related items) –**
  - Only 1 item per CPC form is acceptable.
  - CPC must be based on results from the Albertsons Companies, Inc. designated Testing Facilities (either SGS, ITS (Intertek), or BV (Bureau Veritas) for toy/child related product testing. Specific SGS, ITS (Intertek), and BV (Bureau Veritas) contact information can be found in “Toys & Child Related Item Testing Requirements / Procedures” section.
  - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>
- **“GCC” GENERAL CONFORMITY CERTIFICATE (for ALL other items).**
  - Only 1 item per GCC form is acceptable. GCC must show a Test date within 1 year of the Albertsons Companies, Inc. PO Ship Date, or will be rejected.
  - GCC must be based on results from tests conducted by an accredited 3<sup>rd</sup> party testing facility. Information on accredited Testing Facilities can be found at: <http://www.cpsc.gov/ABOUT/Cpsia/labaccord.html>
  - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>

Copies of Test Reports, CPC’s, GCC’s and all documentation for CPSIA must be e-mailed to:  
Barbara Yamaguchi – ICI Worldwide: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

9. **California Prop 65 Testing and Labeling** – Effective Aug. 31, 2018: UPDATED Regulations for NEW Labelling Requirements for Prop 65. Please refer to the OEHHA website. Vendor must submit Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required.

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) <http://oehha.ca.gov/prop65/background/p65plain.html>

- **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com). Please refer to section “Mandatory Item Testing” for specific requirements on GENERAL must show test date within the past 12 months or will be rejected.
- **PROP 65 LABELS** – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA. Effective Aug. 31, 2018: UPDATED Regulations for NEW Labelling Requirements for Prop 65. Please refer to the OEHHA website.

Copies of test records and any other documentation for PROP 65 must be e-mailed, along with each completed shipping document template, to Barbara Yamaguchi – ICI Worldwide - [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

ICI Worldwide, Inc. / Albertsons Companies, Inc. are not responsible for vendor compliance of regulations of California Prop 65. It is the vendor’s responsibility to keep informed of any updates or requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.

Detailed “Document Requirements” are listed in sections “Payments: Wire Transfer/TT” (or “Payments: Letter of Credit”)

## Standard Operating Procedures Import Orders

**ISSUE TO:**

All documents must still be consigned to "Albertsons LLC":

**Albertsons LLC**  
250 Park Center Blvd., Boise, ID 83706

**NOTIFY:**

1<sup>st</sup> Notify Party:

**Carmichael Int'l Service**  
1 So. Linden Ave., Suite 5, So. San Francisco, CA 94080

2<sup>nd</sup> Notify Party:

**ICI WORLDWIDE, INC.**  
175 W. Bonita Ave., San Dimas, CA 91773

**Payments: TT/Wire Transfers (Distribution / Mailing Addresses)**

Vendor must distribute full and complete sets of documents as indicated below:

- 1 complete set of document copies for all shipments including Certificate of Inspection Checklist and a **copy of the "Clear" FCR (not "verify copy")** must be **e-mailed** under one cover to:

Barbara Yamaguchi ([barbara@iciworldwide.com](mailto:barbara@iciworldwide.com))  
**ICI Worldwide, Inc.**  
Phn: (909) 592-6431, ext. 130

- 1 complete sets of any applicable **original Special Documents (including Test Reports and GCC's)** from the list on following pages, to:

Barbara Yamaguchi ([barbara@iciworldwide.com](mailto:barbara@iciworldwide.com))  
**ICI Worldwide, Inc.**  
Phn: (909) 592-6431, ext. 130

## Standard Operating Procedures

### Import Orders

**Payments: TT/Wire Transfers (Components of a Complete Set of Documents & Issuing Party)**  
**All shipping documents for Albertsons Companies, Inc. orders must still be consigned to “Albertsons LLC.”**

A complete set of documents consists of the following:

- **Commercial Invoice** (issued by Vendor)
- **Packing List** (issued by Vendor)
- **Copy of the “Clear” FCR , not a “verify copy”** (issued by **Century Distribution Services**)
- **Certificate of Inspection Checklist** (issued by Manufacturer’s Representative)
- **Beneficiary’s Statement** (issued by Vendor)
- **Beneficiary’s Certificate** (issued by Vendor)

**Complete instructions for each document are detailed below.**

#### **Commercial Invoice (issued by Vendor)**

All vendors are required to use the specific Albertsons LLC document templates (for Commercial Invoice, Packing Lists, Beneficiary Certificates, Inspection Checklists, etc.) forwarded to you by ICI with purchase orders. Vendor is to prepare one commercial invoice per FOB point, per vessel, per distribution center. Signed or Stamped Original Commercial Invoice showing Letter of Credit number certifying merchandise is as per Albertsons Companies, Inc. PO numbers. Original Invoice must also show actual Manufacturer’s Name and Address and Country of Origin and detailed item descriptions. Original Invoice must indicate specific Program Number – **multiple programs numbers are not acceptable**. Buying commission included in the total FOB price is acceptable if within the LC amount.

\*If delivering product to an Origin consolidation facility the vessel name on Commercial Invoice may be “A Vessel.”

#### **Commercial Invoice / Container Manifest of Factory Loads**

If there is room in a shipping container, it is acceptable to load another order for the same DC, however it is the vendor’s responsibility to manifest the contents of the container & load by PO#, item# & brief description, and carton count.

- **FCL shipments / Full Container Loads (responsibility of vendor)**  
Vendor may issue 1 master invoice for shipment to a single DC as long as each container is manifested by PO#, item# & brief description, and carton count.
- **LCL shipments / Less than Container Loads (responsibility of freight forwarder)**  
If shipment is consolidated, it is the responsibility of freight forwarder to manifest by container & PO#, item# & brief description, and carton count.

Invoices must contain the following information (**incomplete documents will not be accepted**):

1. Each page in the Document Template MUST include Vendor Name/Logo, FULL address, phone#, fax#, and e-mail address.
2. Invoice & Packing List MUST include date.
3. Invoice Number
4. Albertsons Companies, Inc. purchase order number
5. Program#
6. Terms – “TT” (15 days), or “LC” (only if LC arrangement has been pre-approved by Albertsons Companies, Inc.)
7. Carton count per item
8. Grand total carton count
9. Detailed description of product to support US HTS classification.

Please note that for U.S. Customs purposes item descriptions on invoices must be detailed and clearly state the following:

- 1.) Items MUST be listed/grouped by PO#.
- 2.) Description should not reflect the information on the Albertsons Companies, Inc. purchase order. The invoice description must detail the item as completely as possible without restriction to the description length. Description must state function of the item and material used. (For example, Iron Planter Stand, Glass candle holder) continued...

## Standard Operating Procedures

### Import Orders

- 3.) Complete and accurate RAW material breakdown if more than one material used in production of item.
- 4.) If assortment, we require a complete assortment breakdown with description of each item in the assortment along with the number of each and individual costs shown for each item in the assortment. (For example, on a Christmas rattan wreath assortment, we need to know if the assortment consists of Santa, Snowman, and Reindeer along with individual item costs.)
- 5.) Unacceptable descriptions would be Halloween Décor Assortment, Santa/Snowman Holiday Assortment.

1. Country of Origin
2. Port of loading
3. Destination
4. Container number and size (if applicable)
5. Albertsons Companies, Inc. SKU number (ALB Item#) and quantities shipped.
6. Quantity shipped in unit of measure to coincide with the tariff code.
7. Net and gross weight for merchandise unless on packing list. **\*Master shipping cartons exceeding 100 lbs. (or 45 kilos) must be delivered to Freight Forwarder on Pallet for CFS or LCL shipment.**
8. Purchase price of each item in the currency of purchase order
9. Rebates, drawback, bounties separately itemized if applicable
10. Goods or services furnished for the production of the merchandise not included in the invoice price (i.e., assists)
11. Terms of sale, i.e., "Net 15, Draft/At Sight, etc.
12. Trade terms, i.e., INCOTERMS (EXW, FOB, CIF, etc.)
13. Seller/Shipper company name, address, contact person, phone, and fax.
14. Manufacturer/Supplying factory company name and address
15. Consignee/Buyer company name and address

#### Packing List (issued by Vendor)

Original Packing List showing carton count, weights, and measurements. **\*Master shipping cartons exceeding 100 lbs. (or 45 kilos) must be delivered to Freight Forwarder on Pallet for CFS or LCL shipment.**

#### FCR / Forwarder's Cargo Receipt (issued by **Century Distribution Services**) –

All shipping documents must still be consigned to **Albertsons LLC**. One original FCR will be issued by the **Century Distribution Services** office at point origin for each Commercial Invoice consigned to **Albertsons LLC**, 250 Park Center Blvd., Riverview, Boise, ID 83706, marked Freight Collect and Notify **Carmichael Int'l Service, 1 So. Linden Ave., Suite 5, So. San Francisco, CA 94080** and **ICI Worldwide, Inc., 175 W. Bonita Ave., San Dimas, CA 91773**. The cargo received date on the FCR shall be considered the date of shipment. A copy of the "Clear" FCR (not "verify copy") is acceptable in lieu of original FCR. **No original FCR's will be accepted for endorsement and release.**

#### Certificate of Inspection Checklist (issued by Manufacturer's Representative)

Original Certificate of Inspection Checklist issued to **Albertsons LLC** by Manufacturer's Representative, certifying that the designated merchandise was inspected prior to shipment and found to conform to the conditions stated in Albertsons purchase order and ICI Worldwide, Inc. SOP. A Certificate of Inspection Checklist is required for each shipment of goods purchased by Albertsons Companies, Inc. and must be completed prior to each **shipment** by the manufacturer's representative.

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## Standard Operating Procedures

### Import Orders

#### Original Beneficiary's Statement (issued by Vendor)

Beneficiary's Statement certifying that one complete set of documents, including Certificate of Inspection Checklist and a copy of the "Clear" FCR (not "verify copy"), has been e-mailed under one cover to ICI Worldwide, Inc., Attn: Barbara Yamaguchi.

#### Original Beneficiary's Certificate (issued by Vendor)

In lieu of presenting the following declarations, vendor may submit 1 Original Beneficiary Certificate statement listing the specific declarations that are Not Applicable. Vendor is responsible to submit any special documents they declare "IS REQUIRED" on Beneficiary Certificate. Special documents must be included with shipping documents.

1. **Certificate of Origin / Form A / Special Customs Invoice** (issued by Government of Country of Origin)  
Original Certificate of Origin / Form A / Special Customs Invoice, if applicable, or Original Beneficiary's Statement certifying Certificate of Origin/Form A/Special Customs Invoice is not required.
2. **Visa** (issued by Government of Country of Origin).  
Original Visa Document, if applicable or Original Beneficiary's Statement certifying Visa Document is not required.
3. **Textile Declaration** (issued by Vendor)  
Original Textile Declaration showing Country of Origin, if applicable, or Original Beneficiary's Statement certifying Textile Declaration is not required.
4. **CCIB Certificate "Ceramics Commodities Inspection Bureau"** (issued by Vendor).  
Original CCIB Certificate, if applicable or Beneficiary's Statement certifying CCIB Certificate is not required.
5. **WPM Certificate "Wood Packing Material"** (issued by Vendor).  
Original WPM Certificate, if applicable or Beneficiary's Statement certifying WPM Certificate is not required. The US Government Regulation documentation regarding this requirement may be found at (copy and paste the link into your browser if the link does not launch):  
[http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr\\_2005/janqtr/7cfr319.40-3.htm](http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr_2005/janqtr/7cfr319.40-3.htm)
6. **Interim Footwear Invoice Form 5523** (issued by Vendor)  
Original Interim Footwear Invoice Form 5523, if applicable, or Beneficiary's Statement certifying Interim Footwear Invoice Form 5523 is not required.
7. **FCC Document "Federal Communications Commission"** (issued by Vendor).  
Original FCC Document, if applicable or Beneficiary's Statement certifying FCC Document is not required.
8. **TSCA Statement "Toxic Substance Control Act"** (issued by Vendor).  
Original TSCA Statement, if applicable or Beneficiary's Statement certifying TSCA Statement is not required.
9. **Licensing, Copyright and Trademark Releases** (issued by holder of said License).  
Copy of Letter Authorizing Release of License, Copyright, Trademark issued by holder of said license, copyright, trademark, if applicable or Original Beneficiary's Statement certifying Licensing, Copyright and Trademark Releases is not required.
10. **Importer Security Filing "10+2" Form** (issued by **Century Distribution Services**).  
Importer Security Filing "10+2" Form is a MANDATORY requirement. Vendor is responsible to obtain the completed ISF "10+2" from **Century Distribution Services**. Please contact **Century Distribution Services** regarding same.

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## Standard Operating Procedures

### Import Orders

#### 11. **“Lacey Act – PPQ 505” Form (issued by Vendor)**

Original “Lacey Act – PPQ 505” form for items made of Wood or containing Wood, if applicable, or Beneficiary’s Statement certifying “Lacey Act – PPQ 505” form is not required.

#### 12. **Lead Testing Certificate (issued by Certified Lead Testing Laboratory)**

Original Testing Certificate from a certified lead testing laboratory stating **No presence of lead contents**, or Original Beneficiary’s statement certifying that Lead Testing Certificate is not required.

#### 13. **Food and Drink Related Items**

Vendors / Manufacturers are required to submit a current **TESTING REPORT** and a **GENERAL CONFORMITY CERTIFICATE (“GCC”)** for every item that comes in contact with Food or Drink. A current **TESTING REPORT** and **GCC** for each applicable item must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months or will be rejected. 3<sup>rd</sup> party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be e-mailed to:

Barbara Yamaguchi – ICI Worldwide: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

#### The **GENERAL CONFORMITY CERTIFICATE (“GCC”)**:

- Must be based on results from tests conducted by an accredited 3<sup>rd</sup> party testing facility. Information on accredited Testing Facilities can be found at: <http://www.cpsc.gov/ABOUT/Cpsia/labaccord.html>
- Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>

#### 14. **California Prop 65 Testing and Labeling (issued by Certified Lead Testing Laboratory, Prop 65 Warning Labels issued by Vendor)**. Effective Aug. 31, 2018: UPDATED Regulations for NEW Labelling Requirements for Prop 65. Please refer to the OEHHA website. Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required.

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) <http://oehha.ca.gov/prop65/background/p65plain.html>

- **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com). Testing Reports must show test date within the past 12 months or will be rejected. **3<sup>rd</sup> party test reports meeting these requirements are acceptable if they have been reviewed and approved by Albertsons Companies, Inc. lab, SGS Consumer Testing Services, as indicated in the Item Testing Requirements.**
- **PROP 65 LABELS** – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA.

Copies of test records and any other documentation for PROP 65 must be e-mailed, along with each completed shipping document template, to Barbara Yamaguchi – ICI Worldwide [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

**ICI Worldwide, Inc. / Albertsons Companies, Inc. are not responsible for vendor compliance of regulations of California Prop 65. It is the vendor’s responsibility to keep informed of any updates or requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.**

continued...

## Standard Operating Procedures

### Import Orders

#### 15. Consumers Product Safety Improvement Act (issued by Vendor)

Original signed Beneficiary's statement certifying that as manufacturers of imported goods shall be in compliance with mandatory requirements for all inspection and recordkeeping under the Consumer Product Safety Improvement Act of 2008 (CPSIA) Law, or original signed Beneficiary's statement certifying that certificate is not required.

**TOYS AND CHILD RELATED PRODUCTS** are covered under the **CPSIA** requirements. Each item must have:

- **TEST REPORT (TOYS & CHILD RELATED PRODUCTS) –**
  - A new, full test report must be submitted for each Toy/Child Related Item ordered. Item must be tested for each Shipment.
  - Albertsons Companies, Inc. will NO LONGER ACCEPT Third Party and pre-production testing reports for any toy or child-related products covered by the CPSC. Albertsons Companies, Inc. has designated that SGS, ITS (Intertek), and BV (Bureau Veritas) will be the only facilities approved for toy/child related product testing.
  - Please refer to the new, specific item testing details outlined in the "Toys & Child Related Item Testing Requirements / Procedures" section in this SOP.
- **"CPC" CHILDREN'S PRODUCT CERTIFICATE (for ALL toys and child related items) –**
  - Only 1 item per CPC form is acceptable.
  - CPC must be based on results from Albertsons Companies, Inc. designated Testing Facilities (either SGS, ITS (Intertek), or BV (Bureau Veritas) for toy/child related product testing. Specific SGS, ITS (Intertek), and BV (Bureau Veritas) contact information can be found in "Toys & Child Related Item Testing Requirements / Procedures" section.
  - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at <http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf>

Copies of Test Reports, CPCs, and any other documentation for CPSIA must be e-mailed to:  
Barbara Yamaguchi – ICI Worldwide: [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

#### NEW CONSUMER PRODUCT SAFETY REQUIREMENTS

##### The Consumer Product Safety Improvements Act of 2008 (CPSIA)

The new regulation requires manufacturer, importer, and owner of private label (if the shipment is under private label) to issue a "Certificate of Conformity" declaring and assuring the shipment complies with any rule, ban, standard or regulation enforced by Consumer Product Safety Commission. These may include, but are not limited to 16CFR1500.44 Fabric Flammability, 16CFR1303 Lead Content, ASTM F963-07 Mechanical Hazards, ASTM F963-09 Labeling, CPSC Section 101 and CPSC Section 108. Please see the CPSC website for exact testing requirements.

Civil penalties for Consumer Product Safety violations are increased to a maximum of \$100,000 per violation and capped at \$15 million. Criminal penalties may include fines, forfeiture of assets associated with the violation and up to five years in jail.

The Consumer Product Safety Commission is regularly updating the CPSIA requirements, please visit <http://www.cpsc.gov/about/cpsia/cpsia.html> for the most current information

##### \*CPSIA / Product Tracking Code information

Albertsons Companies, Inc. requires Product Tracking Code date on item to be in "U.S. Military" Format (Date/Month/Year). **Example:** the 6<sup>th</sup> day of December 2009 would read "061209" in U.S. Military format.

ICI Worldwide, Inc. / Albertsons Companies, Inc. are not responsible for vendor compliance of regulations of Consumer Products. It is the vendor's responsibility to keep themselves informed of any CPSIA updates/requirements by regularly checking the Consumer Product Safety Commission website above.

continued...

## Standard Operating Procedures

### Import Orders

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#### 16. Container Weight Verification Certificate (issued by Vendor)

Effective July 1, 2016, vendors are held responsible for meeting the SOLAS container weight verification requirements. All containers will need to be weighed in accordance with the SOLAS requirements. The VGM (CARGO WEIGHT, PACKING MATERIAL WEIGHT and CARGO TARE WEIGHT) will need to be verified and correctly declared prior to loading. **The SHIPPER of each FACTORY LOADED CONTAINER is required to supply a copy of the verified weight certificate along with all of the additional required shipping documents to ICI.**

Vendors of FACTORY LOADED CONTAINERS are required to make booking arrangements well enough in advance to allow enough time to complete the VGM, so the shipment is not delayed. For additional information please visit [www.imo.org/en/ourwork/safety/cargoes](http://www.imo.org/en/ourwork/safety/cargoes) .

## Standard Operating Procedures

### Import Orders

#### DOMESTIC SEASONAL PURCHASE ORDER REQUIREMENTS

#### Compliance Trade Letter – Domestic Vendors Only



April 12, 2018

To Our Valued Suppliers,

At Albertsons Companies, we are focused on making every day a better day for our team, customers and vendors in every community we serve. As a key supplier partner, you are integral to our ability to deliver on that promise. Ensuring we have the products that our shoppers want when they want them is an important part of this goal, so we are writing today to notify you of our plan to better enforce our compliance requirements.

To align with current industry practices, all Albertsons Cos. Distribution Centers will begin enforcing our standard compliance requirements on July 1, 2018. Starting June 1, 2018, we will begin monitoring to provide you with feedback if there are processes that need to improve.

A high-level outline of the compliance requirements is listed below for your convenience. All compliance expectations are available online via SupplierCentral here:

<http://suppliers.safeway.com/pages/BecomeASupplier.htm> and also on our eDeals site here: <https://mydt.demandtec.com/dteai/login>.

Please remember that we require a delivery appointment on all shipments. Starting May 15, 2018, all delivery appointments must be scheduled through the One Network Scheduling platform [www.onenetwork.com](http://www.onenetwork.com).

Compliance Description	
Late Purchase Order	Late to delivery appointment within shift
Fill-rate on PO <90%	Not hiring unloading service
Delay at Origin – customer pick-up	Incorrect product shipped or product not ordered
Failure to make a delivery appointment	Incomplete or missing packing slips
No show for delivery appointment	Poor Quality or Incorrect Pallet Type

We appreciate your cooperation and thank you for your continued partnership.

Dennis Clark

Amanda Martinez

Mark Panzer

Senior Vice President  
Corporate Merchandising

Group Vice President  
Corporate Procurement

Senior Vice President  
Pharmacy Health & Wellness

Working together to be the *favorite local supermarket*™



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## Standard Operating Procedures

### Import Orders

#### **Standard Vendor Compliance Schedule/Fees – Domestic Vendors Only**

##### **STANDARD VENDOR COMPLIANCE SCHEDULE**

<b>Description</b>	<b>Fee (per PO)</b>
Late Purchase Order to Due Date	\$500
Fill-rate on PO <90%	\$500
Delay at Origin – customer pick-up	\$250
Failure to schedule a delivery appointment	\$250
No show for delivery appointment	\$250
Late to delivery appointment	\$250
Failure to hire unloading service (prepaid loads)	\$250
Incorrect product shipped or product not ordered	\$200
Incomplete or missing packing slip	\$200
Failure to schedule online (manual scheduling fee)	\$100

All fees assessed by PO occurrence, tracked and billed monthly. Fees will be deducted from any outstanding invoices. If there are fees due Albertsons Companies that have not been deducted within sixty (60) days, Vendor must pay by check.

#### **Frequently Asked Questions: Albertsons Companies, Inc. Compliance Program – Domestic Vendors Only**

Please refer to pages at end of “Domestic” section for FAQ on the Albertsons Companies, Inc. Compliance Program.

#### **New Vendor Set-Up Forms – Import & Domestic Vendors**

Please refer to section “**NEW VENDOR SET-UP INSTRUCTIONS & FORMS (Import and Domestic Vendors)**” in this SOP for specific instructions, and documents & forms required by Albertsons Companies, Inc. from ALL vendors.

#### **Domestic PO Requirements: Payments / Delivery Appointment Scheduling & Instructions**

**TERMS: Albertsons Companies, Inc. has new cash terms on domestic vendors: Terms will be 2% net 30 on orders issued after October 1, 2016.**

- Domestic seasonal purchase orders are being issued & managed by each DC.
- Domestic PO inquiries should be addressed to the appropriate DC contact from the **Updated DC Contact list on the following page.**
- Late deliveries **must** be approved by the Seasonal buyer **prior** to contacting the DC.
- Domestic delivery appointments must be scheduled on One Network Enterprise's online web-based scheduling platform, effective immediately. **Please see page 53 for Albertsons Companies, Inc. Inbound Appointment Scheduling Policy** for specific instructions on scheduling through One Network.

continued...

## Standard Operating Procedures

### Import Orders

#### **DC Contacts for Seasonal Domestic PO's (listed by program) - Updated**

Below are the lists for the 2022-2023 and 2023-2024 seasonal programs.

<b>2022 - 2023 SEASONAL TIMELINE</b>					
YEAR	PROGRAM #	PROGRAM NAME	NATIONAL SALES MANAGER	BUYER	BUYER E-MAIL
2022	554	BTS IMPORT	NATALIYA	MARIE	marie.diesburg@albertsons.com
2022	555	BTS		MARIE	marie.diesburg@albertsons.com
2022	562	WINTER GLOVES FALL GOODS	NATALIYA	JACK	jack.evers@albertsons.com
2022	565	HALLOWEEN NOVELTY	NATALIYA	JACK	jack.evers@albertsons.com
2022	575	CHRISTMAS LIGHTS / PLUSH	LISA	MARIE	marie.diesburg@albertsons.com
2022	589	CHRISTMAS CARDS / PAPER	LISA	MARIE	marie.diesburg@albertsons.com
2022	569	HALLOWEEN CANDY		CANDY BUYERS	
2022	577	CHRISTMAS TOYS	LISA	MARIE	marie.diesburg@albertsons.com
2022	579	CHRISTMAS TRIM DÉCOR	LISA	MARIE	marie.diesburg@albertsons.com
2022	594	BLACK FRIDAY	LISA	MARIE	marie.diesburg@albertsons.com
2022	493	CHRISTMAS GIFTSET	LISA	MARIE	marie.diesburg@albertsons.com
2022	761	NEW YEARS	LISA	MARIE	marie.diesburg@albertsons.com
2022	570	FALL FOILWARE	NATALIYA	JACK	jack.evers@albertsons.com
2022	593	CHRISTMAS CANDY		CANDY BUYERS	
2023	505	VALENTINE NOVELTY	NATALIYA	JACK	jack.evers@albertsons.com
2023	509	VALENTINE CANDY		CANDY BUYERS	
2023	510	EASTER NOVELTY	NATALIYA	MARIE	marie.diesburg@albertsons.com
2023	526	EARLY SUMMER	LISA	MARIE	marie.diesburg@albertsons.com
2023	533	PATIO / FURNITURE	LISA	JACK	jack.evers@albertsons.com
2023	410	GARDEN	LISA	JACK	jack.evers@albertsons.com
2023	514	EASTER CANDY		CANDY BUYERS	
2023	531/532	SUMMER	LISA	MARIE	marie.diesburg@albertsons.com
2023	762	PATRIOTIC	LISA	MARIE	marie.diesburg@albertsons.com
2023	522	LAWN & GARDEN	LISA	MARIE	marie.diesburg@albertsons.com

**2023-2024 list can be found on the following page.**

## Standard Operating Procedures

### Import Orders

2023 - 2024 SEASONAL TIMELINE						
YEAR	PGM#	PROGRAM NAME	NATIONAL SALES MANAGER	E-MAIL	PROCUREMENT BUYER	BUYER E-MAIL
2023	554	BTS SEASONAL	NATALIYA EDWARDS	<a href="mailto:Nataliya.edwards@albertsons.com">Nataliya.edwards@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	555	BTS STATIONERY	YANA HANSEN	<a href="mailto:yana.hansen@albertsons.com">yana.hansen@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	562	WINTER GLOVES FALL GOODS	NATALIYA EDWARDS	<a href="mailto:Nataliya.edwards@albertsons.com">Nataliya.edwards@albertsons.com</a>	MARIE DIESBURG	<a href="mailto:marie.diesburg@albertsons.com">marie.diesburg@albertsons.com</a>
2023	565	HALLOWEEN NOVELTY	NATALIYA EDWARDS	<a href="mailto:Nataliya.edwards@albertsons.com">Nataliya.edwards@albertsons.com</a>	MARIE DIESBURG	<a href="mailto:marie.diesburg@albertsons.com">marie.diesburg@albertsons.com</a>
2023	575	CHRISTMAS LIGHTS / PLUSH	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	589	CHRISTMAS CARDS / PAPER	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	569	HALLOWEEN CANDY	CHAD BETTIS	<a href="mailto:chad.bettis@albertsons.com">chad.bettis@albertsons.com</a>	CANDY BUYERS	
2023	577	CHRISTMAS TOYS	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	579	CHRISTMAS TRIM DÉCOR	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	594	BLACK FRIDAY	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	493	CHRISTMAS GIFTSET	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	761	NEW YEARS	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2023	570	FALL BAKE	YANA HANSEN / NATALIYA EDWARDS	<a href="mailto:yana.hansen@albertsons.com">yana.hansen@albertsons.com</a> <a href="mailto:Nataliya.edwards@albertsons.com">Nataliya.edwards@albertsons.com</a>	MARIE DIESBURG	<a href="mailto:marie.diesburg@albertsons.com">marie.diesburg@albertsons.com</a>
2023	593	CHRISTMAS CANDY	CHAD BETTIS	<a href="mailto:chad.bettis@albertsons.com">chad.bettis@albertsons.com</a>	CANDY BUYERS	
2024	505	VALENTINE NOVELTY	NATALIYA EDWARDS	<a href="mailto:Nataliya.edwards@albertsons.com">Nataliya.edwards@albertsons.com</a>	MARIE DIESBURG	<a href="mailto:marie.diesburg@albertsons.com">marie.diesburg@albertsons.com</a>
2024	509	VALENTINE CANDY	CHAD BETTIS	<a href="mailto:chad.bettis@albertsons.com">chad.bettis@albertsons.com</a>	CANDY BUYERS	
2024	510	EASTER NOVELTY	NATALIYA EDWARDS	<a href="mailto:Nataliya.edwards@albertsons.com">Nataliya.edwards@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2024	526	EARLY SUMMER	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	MARIE DIESBURG	<a href="mailto:marie.diesburg@albertsons.com">marie.diesburg@albertsons.com</a>
2024	533	PATIO / FURNITURE	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2024	410	GARDEN	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	MARIE DIESBURG	<a href="mailto:marie.diesburg@albertsons.com">marie.diesburg@albertsons.com</a>
2024	514	EASTER CANDY	CHAD BETTIS	<a href="mailto:chad.bettis@albertsons.com">chad.bettis@albertsons.com</a>	CANDY BUYERS	
2024	531/532	SUMMER	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2024	762	PATRIOTIC	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>
2024	522	LAWN & GARDEN	LISA ROACH	<a href="mailto:lisa.roach@albertsons.com">lisa.roach@albertsons.com</a>	JACK EVER	<a href="mailto:jack.evers@albertsons.com">jack.evers@albertsons.com</a>

## Standard Operating Procedures

### Import Orders

#### **Domestic Vendors Only: Deliveries / Inbound Appointment Scheduling Policy and Instructions**

Effective immediately, Domestic delivery appointments must be scheduled on One Network Enterprise's online web-based scheduling platform, per instructions below.



#### **Inbound Appointment Scheduling Policy**

Albertsons Companies is continually seeking to improve our supply chain reliability and efficiency by eliminating practices that increase costs. To streamline the inbound receiving process, beginning May 20, 2018, delivery appointments will be required for all PO's on all shipments being delivered to Albertsons Distribution Centers.

All appointments must be scheduled on One Network Enterprise's online web-based scheduling platform at [www.onenetwork.com](http://www.onenetwork.com).

Delivery appointments should be scheduled:

- As soon as possible after receipt of a PO, and
- On or as close as possible to the requested arrival date.

Should an appointment be unavailable, a request can be submitted within the One Network scheduling platform for an alternate appointment.

#### **One Network Signup Process**

Joining One Network is simple. To register, visit [www.onenetwork.com](http://www.onenetwork.com) and click the "Join Now" button. After filling out the required fields, you will receive an email invitation to join One Network.

For questions about getting set up as a partner to schedule Albertsons Cos. warehouse delivery appointments, contact One Network directly at [help@onenetwork.com](mailto:help@onenetwork.com).

#### **One Network Membership Cost\***

Carrier Pricing - One Network charges a nominal one-time setup fee of \$250, a monthly user fee of \$50, and \$1.00 per appointment charged after your first fifty free appointments each month.

Vendor Pricing - One Network charges a nominal one-time setup fee of \$500, a monthly user fee of \$100, and \$1.00 per appointment charged after your first one hundred free appointments each month.

*\*Payment will be required prior to your company being activated on the One Network.*

Please note - the one-time setup fee will be waived if signup occurs prior to June 15, 2018.

Working together to be the *favorite local supermarket*™



continued...

## Standard Operating Procedures

### Import Orders

#### **Frequently Asked Questions: Albertsons Companies, Inc. Compliance Program - Domestic Only**

Answers to FAQ's can be found below and on following 2 pages. (Addendum with clickable links immediately following).

#### Frequently Asked Questions- Vendor Compliance Program

Q- When is a Purchase Order considered late?

- A- Arrival Date- A purchase order is considered on time if it is delivered within two days of the original requested arrival date.
- B- Appointment Time- A Purchase order is considered on time if it arrives within 30 minutes of the scheduled appointment time.

Q- What is the Fill Rate measurement?

- A- Each PO must be filled to at least 90% of ordered case quantity.

Q- Are there exceptions allowed?

- A- Exceptions for fill rate and on time will be granted in extenuating circumstances including but not limited to natural disasters.

Q- What if there are no delivery appointments available in ONE Network for the Requested Arrival Date?

- A- ONE Network will track appointment availability. If delivery appointments were not available on the due date, no compliance fee will be imposed. The expectation is that you secure the next available delivery appointment. On time delivery to that appointment is still expected.

Q- Does this apply to FTL and LTL orders?

- A- Yes, the compliance program applies to both FTL and LTL orders. For additional information about our LTL Optimization program please contact [LTL.Optimization@safeway.com](mailto:LTL.Optimization@safeway.com)

Q- Will there be a compliance fee if the buyer ordered with less than full leadtime?

- A- No compliance fee will be imposed if the buyer orders with less than Albertsons system leadtime. Lead time discrepancies should be communicated to the buyer.

Q- Will there be advanced notice before the compliance fee is imposed?

- A- Compliance will be reviewed daily by DC Operations and Procurement personnel but no advanced notice of fees will be given. A monthly scorecard with PO data, detailing compliance issues will be available upon request. Fees will be assessed at the end of each Albertsons fiscal period.

Q- Can an order accumulate multiple fees?

- A- Yes, compliance fees are based on each PO's adherence to program policies.

Q- Is there a dispute process?

- A- Yes, there will be a dispute process available. Email disputes to [compliance.disputes@albertsons.com](mailto:compliance.disputes@albertsons.com)

Q- Do published National Allocations count against fill rates?

- A- Exceptions for fill rate will be granted in extenuating circumstances including but not limited to natural disasters.

continued...

## Standard Operating Procedures

### Import Orders

**Q- Are the compliance fees assessed to the carrier when it is a carrier issue?**

**A- All compliance fees are assessed to the supplier. The Vendor Compliance program will replace the existing Delivery Compliance program.**

**Q- If tracking to be late, can I cancel my appointment and re-schedule?**

**A- Yes, you can cancel or reschedule your delivery appointment up to two hours in advance of the scheduled appointment to avoid the no-show fee but will still be held accountable for all other compliance components.**

**Q- Do your Distribution Centers require a delivery appointment for all PO's?**

**A- Yes, every PO must have a scheduled delivery appointment in ONE Network. For more information on One Network please refer to <https://bis.onenetwork.com/web/albertsons> and to sign up with One Network, go to [www.onenetwork.com](http://www.onenetwork.com) and click the "join now" button.**

**Q- How is delay at origin calculated?**

**A- The compliance fee applies if our truck is held two hours or more past their scheduled pickup time.**

**Q- What is considered incomplete paperwork?**

**A- All deliveries should be accompanied by a bill of lading, manifest and/or invoice stating the PO number, quantity and description of each product, and a packing list attached to the shipment. Please refer to our Routing Guidelines for additional information.**

<https://suppliers.safeway.com/pages/BecomeASupplier.htm?page=RoutingGuidelines.htm>

**Q- What information will I receive on a compliance deduction remit to advice?**

**A- Under the INVOICE column on the remit to advice, there will be a 13 digit indicator starting with COMPL for compliance. The next 6 digits will indicate the PO number with a compliance violation followed by a two digit indicator of the violation. *ex. COMPL123456LF* See key below to translate the abbreviations.**

Performance Metric	Description	Abbreviation Code	Fee
Low Fill	Fill Rate < 90%	LF	500
Late Due	Vendor delivered/destination pre-paid late > 2 days	LD	500
Origin Delay	Customer pick up/origin collect PO's delayed > 2 hours for loading or appt	OD	250
No Show	Missed appointment for scheduled shift	NS	250
Late Appt	> 30 minutes late for appointment	LA	250
No Appt	Carrier delivers to facility without a scheduled appointment in ONE Network	NA	250
Lumper	Unloading service not hired for unload of purchase order	NH	250
Product	Product shipped not on order or incorrect	BP	200
Docs	Purchase Order documentation does not meet requirements	BD	200
ABSAPPT	Appointment not created using ONE Network, manual appointment request	AB	250

continued...

## Standard Operating Procedures

### Import Orders

Q- When should I schedule a purchase order delivery appointment in One Network?

A. All PO's should be scheduled within 24-48 hrs of receipt to ensure appointment options are available for the expected due date.

Q- What is the cutoff for making an appointment on-line?

A. Appointments can be scheduled up to 12hrs prior to the receiving shift.

Q- Can I request, cancel or reschedule my appointment within 12hrs prior to the receiving shift?

A. Yes, there is a manual appointment request capability within One Network.

Q- Do I need to be a One Network member to schedule appointments?

A. Yes, all appointments must be scheduled via the One Network system (exclusions Ponca City, Collington and Lancaster DC's).

Q- How do I become a One Network member?

A. Visit [www.onenetwork.com](http://www.onenetwork.com) and click the "Join Now" button. After filling out the required fields, you will receive an email invitation to join One Network.

Q- Do I need to assign an appointment to all PO's?

A. Yes, One Network provides the ability to include multiple PO's on a single appointment.

Q- Where can I find additional documentation on scheduling within One Network?

A. <https://bis.onenetwork.com/web/albertsons/training;jsessionid=BCA0245F52C1EAF7BBB4C03128FA76B8>

#### ADDENDUM: Following are "clickable" versions of the links referenced in the FAQ's:

- Optimization program please contact [LTL.Optimization@safeway.com](mailto:LTL.Optimization@safeway.com)
- Yes, there will be a dispute process available. Email disputes to [compliance.disputes@albertsons.com](mailto:compliance.disputes@albertsons.com)
- Yes, every PO must have a scheduled delivery appointment in ONE Network. For more information on One Network please refer to [https://bis.onenetwork.com/web/Albertsons Companies, Inc.](https://bis.onenetwork.com/web/Albertsons%20Companies,%20Inc.) and to sign up with One Network, go to [www.onenetwork.com](http://www.onenetwork.com) and click the "join now" button.
- All deliveries should be accompanied by a bill of lading, manifest and/or invoice stating the PO number, quantity and description of each product, and a packing list attached to the shipment. Please refer to our Routing Guidelines for additional information.  
<https://suppliers.safeway.com/pages/BecomeASupplier.htm?page=RoutingGuidelines.htm>
- Additional documentation on scheduling within One Network:  
<https://bis.onenetwork.com/web/albertsons/training;jsessionid=BCA0245F52C1EAF7BBB4C03128FA76B8>

## Standard Operating Procedures

### Import Orders

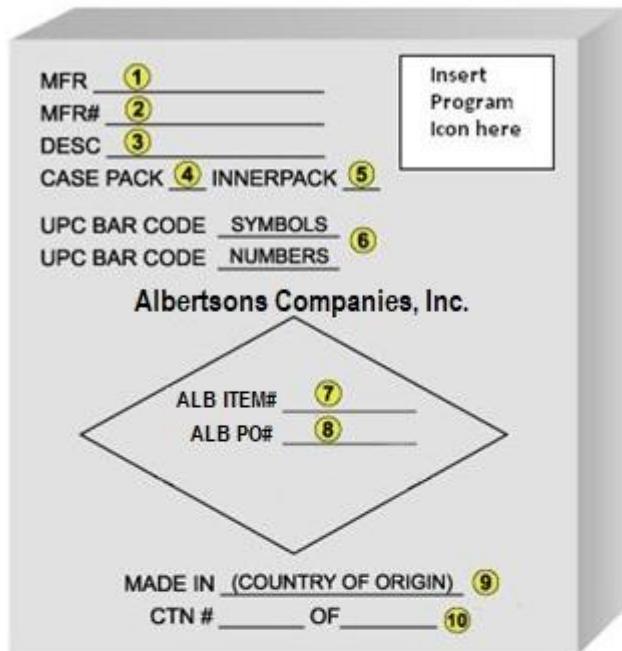
#### **Carton Marks - REVISED**

The following carton marks must be used for Albertsons Companies, Inc. purchase orders.

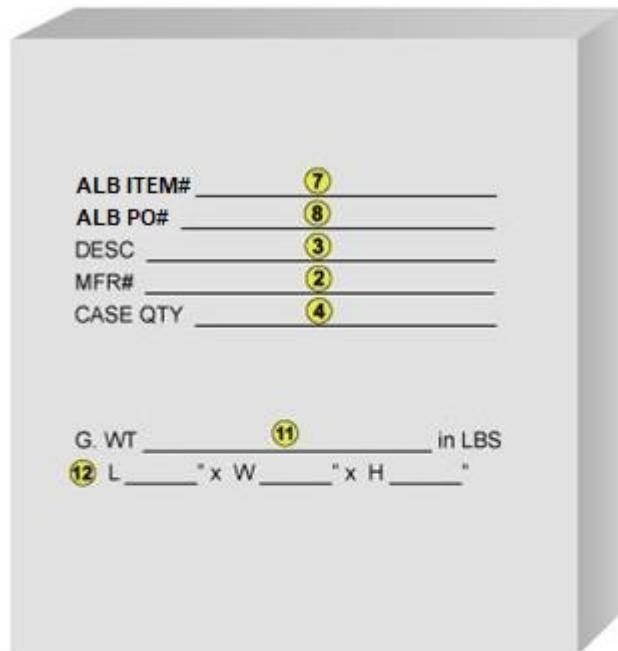
- The Albertsons name (above diamond on carton front) has been changed to "**Albertsons Companies, Inc.**"
- The information on the Master Carton Front (in diamond), the Master Carton Sides, and the Inner Carton Front & Back has been changed to "**ALB ITEM# \_\_\_\_**" and "**ALB PO# \_\_\_\_**".

**\*Master shipping cartons exceeding 100 lbs. (or 45 kilos) must be delivered to Freight Forwarder on Pallet for CFS or LCL shipment.**

#### **Master Carton Front and Back**



#### **Master Carton Sides**



#### **Inner Carton Front & Back**



## Standard Operating Procedures

### Import Orders

#### Carton Marking Instructions

1. ICI/Vendor Name
2. Vendor Item Number
3. Item Description
4. Number of pieces in carton
5. Number of pieces in inner carton. If no inner carton, use the same pc count as in master carton.
6. Insert scannable UPC bar code and type numbers.
7. Albertsons Companies, Inc. item number
8. Albertsons Companies, Inc. PO number
9. Country of Origin – Albertsons Companies, Inc. **requires** that every carton be marked with the country of origin (Made In \_\_\_\_). Cartons must be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article (or container) will permit with the country of origin name in English.
10. Carton \_\_\_\_ (number each carton) OF \_\_\_\_ (total number of cartons)
11. Carton Gross Weight (in pounds). **Master shipping cartons exceeding 100 lbs. (or 45 kilos) must be delivered to Freight Forwarder on Pallet for CFS or LCL shipment.**
12. Carton Dimensions (Length x Width x Height) in inches.
13. Program Icon – see following pages Seasonal program information for Program Icons & instructions.

Please note:

“DC NAME \_\_\_\_\_” is no longer required on carton marks. It has been removed from the information required in diamond on Master Carton Front and Back.

#### **FINES**

**A penalty of up to USD\$6,000.00 (for product issues, per instance) will be assessed due to, but not limited to, any mislabeling or incorrect UPC's, etc. This is at the discretion of Albertsons Companies, Inc.**

## Standard Operating Procedures

### Import Orders

#### Legacy ALBERTSONS Distribution Centers

Specific shipping instructions will be advised.

<b>Legacy ALBERTSONS DC's</b>	
<b>MAIN DISTRIBUTION CENTERS</b>	<b>OCCASIONAL DISTRIBUTION CENTERS</b>
<b>8710 MERIDIAN</b> ALBERTSONS SUNDRIES CENTER 3649 E. COMMERCIAL CRT MERIDIAN, ID ZIP: 83642 PHN: 208-887-4042	<b>8231 SALT LAKE</b> SALT LAKE DISTRIBUTION CENTER 620 WEST 600 NORTH NORTH SALT LAKE, UT ZIP: 84054 PHN: 801-299-7000
<b>8720 PONCA CITY</b> ALBERTSONS PONCA CITY-NORTH 2500 INDUSTRIAL BLVD. PONCA CITY, OK ZIP: 74601 PHN: 580-718-7700	<b>8252 PORTLAND DISTR.</b> ALBERTSONS PORTLAND DISTRIBUTION 17505 N.E. SAN RAPHAEL STREET PORTLAND, OR ZIP: 97230 PHN: 503-251-9200
<b>8750 IRVINE</b> ALBERTSONS IRVINE 9300 TOLEDO WAY IRVINE, CA ZIP: 92618 PHN: 949-855-2430	<b>8261 BREA</b> BREA DISTRIBUTION CENTER 200 N. PUENTE BREA, CA ZIP: 92821 PHN: 714-990-8357
<b>8779 ELWOOD</b> PARTNERS 26634 S. WALTON DRIVE ELWOOD, IL ZIP: 60421 PHN: 815-423-9100	<b>8354 WELLS</b> SHAW'S WELLS WAREHOUSE 416 SPENCER INDUSTRIAL PARK WELLS, ME ZIP: 04090 PHN: 717-335-4000
<b>8790 LANCASTER</b> ALBERTSONS LANCASTER 500 SO. MUDDY CREEK RD. DENVER, PA ZIP: 17517 PHN: 717-335-4000	<b>8770 MELROSE PARK</b> MELROSE PARK DISTRIBUTION 1955 W NORTH AVE MELROSE PARK, IL ZIP: 60160 PHN: 708-531-6444, 708-531-6441
<b>8220 TOLLESON</b> TOLLESON DISTRIBUTION CENTER 400 SOUTH 99th AVE. TOLLESON, AZ ZIP: 85353 PHN: 602-382-5537	

## Standard Operating Procedures

### Import Orders

#### **Legacy SAFEWAY Distribution Centers**

Specific shipping instructions will be advised.

<b>Legacy SAFEWAY DC's</b>	
8530 DENVER	8272 HOUSTON (TEXAS)
4350 Dahlia St.,	HOUSTON GROCERY
Denver, CO	10700 Telge Road
ZIP: 80216	Houston, TX
Phn: 303-320-8950	ZIP: 77095
Attn: Jason Cesario	Phn: 205-967-5381
	Attn: Chuck Crotwell
<b>8761 EL MONTE</b>	
SAFEWAY (rvsd FACILITY #8761)	<b>8706 ROANOKE (TEXAS)</b>
4344 Shirley Avenue	743 Henrietta Creek Road
El Monte, CA	Roanoke, TX
ZIP: 91731	ZIP: 76262-6349
Phn: 626-258-8400	Phn: 817-490-8118
Attn: Sam Jaramillo	Attn: Scotty Garner
<b>8913 HEBRON (CPS EAST)</b>	<b>8608 AUBURN (SEATTLE/Northwest)</b>
CPS EAST WAREHOUSE	3520 Pacific Avenue, South
3680 Langley Drive	Auburn, WA
HEBRON, KY	ZIP: 98002
ZIP: 41048	Phn: 253-299-5095
Phn: 859-334-5260	Attn: Jeff Smith
Attn: Tony Baer	
<b>8560 TRACY (CPS WEST/NorCal)</b>	<b>8921 UPPER MARLBORO (MD)</b>
16900 WEST SHULTE ROAD	16020 Leeland Rd.,
TRACY, CA	Upper Marlboro, MD
ZIP: 95377	ZIP: 20774
Phn: 209-833-4857	Phn: 310-918-6570
Attn: Danny Dutra	Attn: Tracy Bloedel
<b>8500 TEMPE (PHOENIX)</b>	<b>8925 BETHLEHEM (C&amp;S DISTRIBUTION)</b>
1115 W. Alameda Drive	C & S DISTRIBUTION CENTER
Tempe, AZ	125 North Commerce Way
ZIP: 85282	Bethlehem, PA
Phn: 480-894-4316	ZIP: 18017
Attn: Jimmy Woodruff	Phn: 610-837-5714
	Attn: Don Peterson
<b>8630 CLACKAMAS (PORTLAND/Northwest)</b>	
16800 S.E. Evelyn Street	
Clackamas, OR	
ZIP: 97015	
Phn: 503-657-6415	
Attn: Nick Sienkiewicz	

## Standard Operating Procedures

### Import Orders

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#### Seasonal Program Information

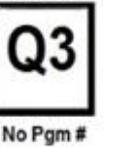
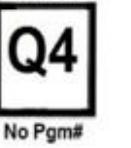
##### **Seasonal Program Icons and Instructions**

Per Albertsons Companies, Inc. requirements, a specific symbol, called a "Program Icon", has been assigned to represent each of the following programs and their corresponding program numbers: seasonal, floral, quarterly, and basic.

As a required part of the carton markings, the specific "Program Icon" must be printed in the upper right-hand corner of the front and back of the export carton containing the corresponding items.

##### **Seasonal Program Icon Reference**

Below is a list of seasonal program icons and the corresponding Albertsons Companies, Inc. program numbers.

<b>Icon:</b> 	<b>Spring / Summer (multi-carton)</b> 	<b>Easter</b> 	<b>School</b> 
<b>Program#:</b> 526, 532, 533, 762	<b>Program#:</b> 532, 533 (early ship)	<b>Program#:</b> 510	<b>Program#:</b> 555 (domestic) 554 (import)
<hr/>			
<b>Icon:</b> 	<b>Fall</b> 	<b>Winter / Xmas</b> 	<b>Valentine</b> 
<b>Program#:</b> 565	<b>Program#:</b> 562 (561), 570	<b>Program#:</b> 493, 575, 577, 579, 589, 594, 761	<b>Program#:</b> 505
<hr/>			
<b>Icon:</b> 	<b>2nd Qtr</b> 	<b>3rd Qtr</b> 	<b>4th Qtr</b> 
<b>Program#:</b> No Pgm#	<b>Program#:</b> No Pgm#	<b>Program#:</b> No Pgm #	<b>Program#:</b> No Pgm#
<hr/>			
<b>Icon:</b> 	<b>AG Promo</b> 		
<b>Program#:</b> No Pgm#	<b>Program#:</b> 201, 202, 203, 204 205, 206, 207		

## Standard Operating Procedures

### Import Orders

#### Program Icon Examples

Please refer to the above program icon reference in order to locate the correct icon to be used for each Albertsons Companies, Inc. item purchased. Match the program & program number to the corresponding program icon.

#### For example:

If the item purchased is: UL 50 Light Set  
It falls under Program#: 579  
Which is Program (category): Fall / Winter / Xmas



The corresponding icon is:

#### Multi Carton SKUs purchased under the same Program Number & Program Category:

#### For example:

If the item purchased is: 6 pc Patio Set  
And item breakdown is: 1 pc Table = Ctn #1  
4 pcs Chairs = Ctn #2  
1 pc Umbrella = Ctn #3  
It falls under Program#: 532  
Which is Program (category): Spring / Summer  
(multi-carton)



The corresponding icon is:

## Standard Operating Procedures

### Import Orders

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### Standard Operating Procedures

#### Import Orders

#### Image Upload Requirements

It is the vendor's responsibility to upload an image for each item selected by Albertsons LLC. Images must be uploaded to the following host website Box.Net. The link (new web host address), login information along with all image requirements are shown below. Images must meet the following criteria.

#### STEP 1:

The system will prompt you to "sign up" once. It's free to you. Instructions for this are below. Please note that once you have signed up, you will not have to again. Click the below link for instructions to create your Box account.

<https://ivie.box.com/s/4d3870e6a145fb2853e4>

Once you have signed up you will need to go to the specific folder within the Albertsons Vendor Images via this link to upload your images. Example:

Halloween 2013 folder link: <https://ivie.box.com/s/fd7n5i3o1vxzh5nbuwlw>

#### STEP 2: Upload image/image criteria

300 dpi

Tif & JPG images are acceptable

EPS images are NOT acceptable

CMYK

Clipped

Only load item images, do not load images of displays

We prefer images to be 5x5 inches or larger, but we will accept anything above 3x3 inches.

A folder has been created for the specific program (example: "Halloween 2013"). Please save all images in appropriate folder. The link

Save / name all images by its 12 digit UPC Number: 123456789123.

Do not use any dashes, dots or spaces when naming your images: 134-268-268d / 205.jpg / 0 12345 98754 1; these do not work.

#### STEP 3: Notify IVIE & ASSOCIATES

Once STEP 2 has been completed, the system will automatically notify the production teams that a new image has been uploaded as they are all collaborators on the folders.

If you need assistance with any of the above, please contact the following:

#### Ivie & Associates, Inc.

601 Silveron Blvd. Suite 200

Flower Mound, Texas 75028

(972) 899-5000

(972) 899-8701 Direct Dial

E-Mail: [imagemgmt@ivieinc.com](mailto:imagemgmt@ivieinc.com)