

The Meijer logo features the word "meijer" in a bold, lowercase, red sans-serif font. The two dots above the "i" are blue. A registered trademark symbol (®) is located at the end of the word.

meijer[®]

MEIJER SUPPLIER GUIDE

Contents

- 1. Introduction 4
 - a. Purpose of Guide 4
- 2. Meijer Overview..... 4
 - a. History..... 4
 - b. Key Company Facts 4
 - c. Meijer Philosophy 4
 - d. Meijer Core Values..... 4
- 3. Meijer Corporate Policies 5
 - a. Meijer Supplier Code of Conduct..... 5
 - c. Gifts, Business Courtesies, and Supplier Relationships 6
- 4. Meijer Requirements for Business..... 7
 - a. Supplier Agreements 7
 - b. Right to Audit..... 8
- 5. Supplier Selection 9
 - a. Supplier Capabilities Assessment 9
 - b. Non-Disclosure Agreements 9
 - c. Financial Due Diligence..... 9
 - d. Legal Due Diligence..... 9
 - e. Quotation..... 9
 - i. Costing Expectations..... 9
 - ii. Supplier Selection 10
 - f. Quality..... 10
 - i. Supplier and Facility Approvals..... 10
 - ii. Product Approval 12
 - iii. Post Launch Activities 12
 - 1. Product Concerns..... 12
 - 2. Product Withdrawals & Recalls..... 12
 - g. Packaging & Labeling 12
 - i. Packaging Artwork Development 13
 - ii. Labeling Specifications:..... 13
 - iii. Printing Packaging and Print Quality Management..... 14
 - h. Supply Chain Requirements..... 15
 - i. CTPAT 15
 - ii. EDI..... 15

iii. Ordering	15
iv. Meijer Supply Chain Network	16
v. Logistics Requirements	16
vi. Invoicing	17
i. Supplier On-Boarding.....	17
6. Summary	18

1. Introduction

a. Purpose of Guide

This guide is intended to provide prospective Suppliers a high level overview on doing business with Meijer. This guide provides an overview of Meijer and some basic operating principles, as well as, high level overviews of policies and procedures that are contained in other Meijer established Supplier guides. Understanding and alignment on the business requirements and processes outlined in this guide are critical to forming a successful partnership with Meijer.

Additional information on how to conduct business with Meijer is also included in various subject matter guidelines that will be provided to on-boarded Suppliers.

2. Meijer Overview

a. History

Meijer was founded in 1934 by Hendrick Meijer in Greenville, Michigan as a convenience grocery store. In 1962, Hendrick, and his son, Fred pioneered the first supercenter format store in America. Meijer now offers a complete one-stop shopping experience, from Grocery and Health and Beauty Care to over 40 other departments including Apparel, Automotive, Home Decor, Pharmacy, Electronics, Pets and more.

b. Key Company Facts

Meijer is a major Midwest retailer operating a supercenter format 24 hours a day, 364 days per year.

- Opened 200th store in 2013
- Over 60,000 team members
- 13th largest “privately-owned” company in the United States
- 10th largest grocery retailer in the United States
- Third generation family owned business
- Located in 6 Midwestern states (Michigan, Illinois, Indiana, Ohio, Kentucky, Wisconsin)
- Presence in many of the largest cities in the USA
- Stores are on average 200,000sq/ft. or 18,600 m²

LINKED Video

c. Meijer Philosophy

Meijer continues to operate on a simple philosophy that led Hendrik to start this business in the first place: "...take care of your customers, team members, and community... and all of those will take care of you, just like a family."

d. Meijer Core Values

Customers: Fred Meijer always said, "Customers don't need us, we need them." At Meijer, we focus on our customers and thrive by meeting their needs and exceeding their expectations.

Competition: Retailing is a fast-paced business that demands continuous improvement. Meijer is committed to keeping our competitive spirit strong and staying nimble and flexible to win in the marketplace.

Family: Meijer is a family business. We believe in treating each other with dignity and respect. We are committed to strengthening the communities we serve.

Freshness: Meijer is known for freshness. A focus on fresh food, thinking and innovation makes us better at serving our customers.

Safety & Health: Meijer provides a safe and healthy environment for our team members. We create a safe shopping experience for our customers and offer products and services to help our customers lead healthier lives.

3. Meijer Corporate Policies

a. Meijer Supplier Code of Conduct

Meijer is committed to conducting business in a responsible and ethical manner. We expect our Supplier partners to embrace our philosophy and have established a Supplier code of conduct which outlines our expectations. Referenced under the Meijer VendorNet>Home Page> Vendor Documents >[Supplier Code of Conduct](#).

b. Foreign Corrupt Practices Act

Meijer complies with the Foreign Corrupt Practices Act (FCPA) and anti-bribery laws in any country in which we conduct business. We strictly prohibit all forms of bribery and corruption. The FCPA makes it unlawful to make payments to foreign government officials to assist in obtaining or retaining business, influencing a foreign official, or to secure an improper advantage in the marketplace.

Meijer FCPA Policy:

Prohibited Payments

Suppliers and representatives are strictly prohibited from directly or indirectly engaging in bribery. This includes making, promising, authorizing, offering, receiving, or soliciting: (i) anything of value to a foreign government official on behalf of the company to secure an improper advantage, obtain or retain business or direct business to any other person or entity; (ii) any other bribe, kickback, or any other form of corrupt payment, whether or not the payments are made to government officials, agencies, or third parties interacting directly with government officials or other third parties. Bribery is defined as occurring when a person offers, gives, or promises to give an improper advantage to another individual in exchange for improperly performing a relevant function or activity.

Third Parties

Suppliers are strictly prohibited from working with third parties whom the employee knows will, or is likely to, use payments to engage in bribes, kickbacks, or other corrupt

payments. Third parties include buying agents, brokers, consultants, contractors, or any other intermediary that is acting on behalf of Supplier. All third parties representing or acting on behalf of Supplier must comply with this policy.

Types of Payments

Prohibited payments include anything of value provided for an improper purpose and may include gifts, travel, meals, lodging, entertainment, gift cards, loans, non-arms-length transactions, or political or charitable donations. Supplier will not permit facilitation payments. While facilitation payments may be allowable by US law, they are illegal under many local and International laws. Facilitation payments are small payments usually made to perform and secure routine non-discretionary government action by foreign clerical government officials.

Record Keeping

All expenses involving foreign government officials must be recorded accurately in accordance with the company's accounting policies, including the purpose and amount of the expense. Government officials include: (i) officers or employees of a foreign government or any department, agency or instrumentality of the government; (ii) officers or employees of a company or business owned in whole or in part by a government; (iii) officers or employees of a public international organization (i.e., the UN, World Bank); (iv) foreign political parties' officials and candidates for political office; and (v) the spouses or other immediate family members of any of the foregoing. Suppliers are responsible for determining whether they are dealing with a government official.

Non-Compliance

This policy is designed to ensure compliance with the FCPA and related anti-corruption laws to protect Meijer and its team members from serious financial and reputational harm that can result from violating the FCPA's anti-bribery provisions.

Should you have questions about this policy or become aware of a situation that may be in conflict with this policy you should contact the call the ethics resource number below.

- Meijer Hotline 1-888-691-0779

c. Gifts, Business Courtesies, and Supplier Relationships

Meijer is committed to fair and competitive relationships with all Suppliers. Meijer avoids any actions that create a perception that favorable treatment of outside entities was sought, received or given in exchange for personal business courtesies.

Generally, Suppliers should not provide business courtesies to any persons working on behalf of Meijer. Business courtesies include gifts, gratuities, meals, refreshments, entertainment, services, sporting events, special access to events, trips, shows, or any

other form of value or financial support. There are some exceptions to this provision. Here are some specific rules applicable to your relationship with Meijer:

1. **Nominal Promotional Items.** This policy does not apply to promotional gifts such as calendars, pens, etc. valued at less than \$50 USD.
2. **Meals, Refreshments, and Entertainment.** Meijer team members may accept invitations for business meals with companies we work with. Such meals should be appropriate to an independent business relationship in all aspects, including the number of such meals and their cost.
3. **Business Travel.** Suppliers may sometimes pay for legitimate business expenses with prior approval from Meijer Leadership.
4. **Alcoholic Beverages.** Alcoholic beverages are not to be a part of a meal if a Meijer team member is returning to work, or if the purpose of the lunch or dinner meeting is to resolve a business concern that we have with a supplier. No Meijer team member will accept any gifts, loans of money, free merchandise, treats, discounts, premiums, rebates, property of any description or any item of value from a beer, wine, or alcoholic manufacturer, wholesaler, or representative.

4. Meijer Requirements for Business

a. Supplier Agreements

Meijer purchases Merchandise every day for its retail business. Standardized processes and uniform terms for all Suppliers allow Meijer to function in a way that promotes healthy business operations. Meijer's general contractual requirements are located in the Master Terms and Conditions, which incorporates by reference various Supplier Guides. Variable business terms are established, agreed to, and amended by using Meijer's VendorNet.

i. Master Terms and Conditions

The Master Terms and Conditions is an agreement that details the general terms and conditions for all Suppliers working with Meijer. If a Supplier is selected to commence business relations with Meijer, the Supplier must agree to Meijer's Master Terms and Conditions, which contains provisions addressing various matters, including intellectual property rights, warranties, dispute resolution, termination, indemnification, confidentiality, and insurance. The insurance requirements are listed below:

Required Insurance Coverage	
Insurance Type	Limits
CGL (Commercial General Liability)	≥ US \$3 million per occurrence; ≥ US \$5 million in the aggregate.
Auto Liability	≥ US \$1 million
Workers' Comp	Statutory Limits
Employer Liability	≥ US \$500,000

Policy Requirements

Coverages must:

- (1) be an occurrence policy and not a claims-made policy;
- (2) not contain a self-insurance retention;
- (3) not contain any exclusion for punitive damages where the exclusion is allowed by applicable law;
- (4) contain a specific provision that defense costs are supplemental and do not erode or exhaust the policy limits;
- (5) contain a specific provision waiving any and all rights of recovery, contribution, or subrogation against Meijer, its parents, affiliates, and subsidiaries, and all of their respective directors, offices, employees, agents, and insurers; and
- (6) cover claims brought in the U.S.

A Supplier's submission of a bid or quotation to Meijer constitutes acknowledgement and consent to all provisions contained in the Merchandise Purchase Order Terms and Conditions linked below.

[Master Terms and Conditions](#)

ii. Supplier Guides

Meijer maintains various guides in the VendorNet ("Supplier Guides"), which contain more specific terms related to logistics, order placement, product requirements, and various processes and procedures. These Supplier Guides are incorporated into the Master Terms and Conditions and establish additional contractual terms.

iii. Business Terms

Pricing, shipping, payment, non-saleable product, allowance and other variable business terms ("Business Terms") in Meijer's VendorNet will contractually bind the parties and supplement the Master Terms and Conditions. The Business Terms may be amended through Meijer's VendorNet. Once the new terms have been properly updated and accepted by Meijer through the VendorNet, the new terms will contractually bind the parties and supersede any prior terms that conflict with the new terms.

b. Right to Audit

Meijer and its employee, agent or contractor have the right to inspect Supplier's production and storage facilities with prior notice, during normal business hours. In addition, Supplier must annually, at Supplier's cost and expense, conduct third party audits of all production facilities.

5. Supplier Selection

a. Supplier Capabilities Assessment

Meijer will request information from Suppliers in order to help understand overall Supplier capabilities to be a successful partner with Meijer. Meijer collects information by multiple methods; the most common is an electronic Request for Information (RFI). Key topics typically included in a Meijer RFI include the following: contact information, general company information, shipping history to the United States, manufacturing capabilities, design and product development capabilities, logistics capabilities, quality assurance and regulatory awareness and practices, and packaging and labeling partnerships and practices.

b. Non-Disclosure Agreements

Meijer will require that a signed Non-Disclosure Agreement (NDA) is in place prior to disclosing Meijer business critical information. An NDA creates a confidential relationship between the parties to protect any type of confidential and proprietary information, trade secrets and other nonpublic business information.

c. Financial Due Diligence

To assist in evaluating overall corporate financial stability, Meijer requires that each Supplier complete a financial review and register with Dunn & Bradstreet (D&B) at www.dnb.com (for Domestic Suppliers) or Trace, Inc. (Trace) at www.TRACEinternational.org (for International Suppliers). Supplier will incur a nominal fee for registration with Trace, Inc. In the alternative, Meijer will accept Supplier's most recent 2 years of financial statements. Failure to fully cooperate in this process will disqualify Supplier from doing business with Meijer.

d. Legal Due Diligence

Supplier is obligated to fully cooperate throughout Meijer's legal due diligence process, which may include Supplier completing a questionnaire, submitting its business registration, and registering and working with Meijer's third party due diligence provider, Trace (www.TRACEinternational.org) to validate Supplier's information. Failure to fully cooperate in this process will disqualify Supplier from doing business with Meijer.

e. Quotation

i. Costing Expectations

1. **Initial Costs**- Cost information is collected in or various formats including an RFQ (Request for Quote) during the initial costing phase. Regardless of the format, Supplier should provide any and all cost components and related information requested. Consult with your Meijer representative or Agent for specific information by category.
2. **Formal costs**- All formal cost quotations must be submitted on the latest version of the Meijer Quotation sheet. This form is available from the Meijer representative or Agent.
3. **Currency**- All costs should be quoted in U.S dollars.
4. **Products quoted** – Products must comply with all federal, state and local regulations in the U.S. Products must also meet Meijer in- house testing protocols where applicable.

5. **Delivery types:**

- a. FOB - FOB costs should include packaging, packaging artwork and testing costs as well as labor and material costs. If you have questions about the type of packaging or testing required for your product or product category, please consult with your Meijer representative or Agent.
 - b. LDP/ or DDP- LDP or DDP costs should include packaging, packaging artwork, labor, material, duty and transportation costs.
6. **Payment terms-** Meijer's standard payment terms are 2% 30, Net 90. Many product categories, by the nature of the industry cycle, require longer payment terms. Meijer will work with suppliers to ensure appropriate payment terms are in place.
7. **Order Lead time-** Lead times for initial and replenishment orders should be communicated for each product or product group.
8. **Ocean Freight-** Costs should be quoted based on FCL (full container load) and LCL (less than container load) shipments including any applicable fees. Container Freight Station charges (if applicable), origin fees and documentation fees are the responsibility of the supplier. Meijer has an appointed freight forwarder that all international Suppliers are required to book freight through.

ii. **Supplier Selection**

Meijer is committed to supplying our customers with the best product at the best value and quality level. Meijer will evaluate a Supplier's partnership ability based on many factors including but not limited to cost competitiveness, product quality, open communication, timely service, market knowledge, financial stability, production capabilities, logistics, inventory and flexibility.

f. **Quality**

i. **Supplier and Facility Approvals**

Meijer requires Suppliers and facilities to supply a third-party audit report, including corrective action, and, where applicable, the associated quality scheme certificate. Audit reports and corrective action will be requested annually, every two years or every three years based on product and facility risk. Meijer's quality team may request additional data supporting the corrective action plan and may request a Meijer commissioned facility audit. Meijer reserves the right to conduct Supplier audits at any time during normal business hours. Meijer quality or a designated third-party auditor shall be permitted access to facilities used to produce products for Meijer. Meijer also reserves the right to accept other third-party certifications.

Minimally, all facility quality management programs must include the following elements.

- Management responsibility
- Personnel training and qualification requirements

- Documentation control, data management and record retention
- Facility management and maintenance
- Inspection, measurement, test and production equipment, use and maintenance
- Design control
- Incoming raw material, packaging and labeling procurement, acceptance, storage and use controls
- Product identification and traceability
- Production and process controls, including validation and change management
- Product acceptance and quality
- Product holding and distribution
- Nonconforming product control, including corrective and preventative action
- Internal audit
- Complaint handling

Food facilities must submit a Global Food Safety Initiative (GFSI) audit report conducted under an acceptable scheme prior to doing business with Meijer. Refer to the GFSI website for additional information including the most current list of acceptable schemes <http://www.mygfsi.com/about-gfsi/gfsi-recognised-schemes.html>. These facilities must also maintain their registration as required by the Food Safety Modernization Act.

Certification to one of the above GFSI schemes is preferred for produce. However, the minimum standard is USDA GAP Certification. Both the farm and the packing shed must be certified. Additionally, Meijer's produce standard includes produce produced from non-GMO seed and produce which has not been irradiated. The requirements of the Food Safety Modernization Act shall be adhered to.

Pet food facilities are expected to comply with the requirements of the Food Safety Modernization Act.

Softlines, Home Textiles, Hardlines and Home, Consumables, Drug Store and Health and Beauty Care (HBC) facilities must submit an acceptable third-party facility quality assessment report conducted within one year of the first production date of Meijer product. This report should cover all applicable elements as listed above. Drug store and HBC facilities must demonstrate compliance with the applicable Good Manufacturing Practices (cGMPs) as defined by 21 Code of Federal Regulations (CFR). Medical device facilities must maintain their facility registration under Federal Food, Drug and Cosmetic Act (FD&C Act). Facilities producing products which must comply with the Consumer Product Safety Improvement Act (CPSIA) will be obligated to sign a facility compliance statement prior producing product for Meijer.

Facilities producing pesticide products and devices must comply with the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) including facility registration.

Meijer prohibits the use of subcontractors without prior written notification and approval by Meijer. Supplier should provide commercial best efforts to discover any unauthorized subcontracting and any conditions that violate a Meijer product regulatory or social compliance standard or any product regulatory standard promulgated by local, international, or U.S. law.

ii. Product Approval

Suppliers are obligated to provide safe, compliant products meeting Meijer quality standards. These standards will be communicated at the onset of each project via a product requirements matrix. Each matrix will specifically outline the facility, product, packaging and labeling requirements, expected substantiation and review requirements. Third party inline reviews and final inspections during production are required for all products. Reviews are to be arranged by the Supplier using approved third-party auditors.

Testing requirements will vary depending on the product type. All regulatory testing requirements must be met including those required to substantiate product claims. All testing must be conducted in a certified lab unless prior arrangements have been made and approved by Meijer's quality and regulatory team. The Consumer Product Safety Commission (CPSC) required certificate of compliance (COC) may be requested at any time for products for which this certificate is required. For Meijer branded products as well as those directly imported, an additional CPSC compliance statement will be required.

iii. Post Launch Activities

1. Product Concerns

Suppliers are obligated to conduct an investigation at the request of Meijer's quality and regulatory team for all product concerns which may suggest a potential quality defect or regulatory irregularity. Corrective action plans will be required for all defects posing a potential safety or health risk or a regulatory irregularity. Corrective action plans may also be required in other situations at the discretion of the quality and regulatory team.

Meijer will fulfill its regulatory agency reporting obligations in the event a Supplier is unwilling to submit incidents requiring reporting.

2. Product Withdrawals & Recalls

Supplier shall comply with all U.S. laws and regulations related to product safety and recalls.

g. Packaging & Labeling

This section provides an overview of Meijer packaging labeling and printing expectations.

The Meijer Owned Brand team and in partnership with Meijer Supplier partners, are responsible for ensuring that Meijer packaging and labeling meets all legal and regulatory compliance guidelines, packaging print quality and Meijer brand standards. The labeling and packaging must accurately reflect the product and its attributes.

Once business is awarded your Meijer business team contacts will provide program specific details and specifications.

i. Packaging Artwork Development

To meet the high volume of packaging annually, across diverse categories, the Meijer Packaging Team has established processes and timelines that all Suppliers must follow. Once accepted as a Supplier and when a project is initiated, a Meijer Packaging Specialist is assigned as your primary contact and will assist in on-boarding to Meijer packaging processes.

Meijer Packaging has several different processes based on type of packaging needed:

- Meijer managed packaging design, production art and prepress (locked trapped files)
- Meijer managed packaging design and production artwork (Supplier prepress)
- Supplier-managed packaging development from Meijer supplied brand and packaging style guides
- Supplier-managed packaging maintenance updates

Meijer utilizes the latest Adobe Creative Suite software for packaging development. All artwork is created in Adobe Illustrator and expectation is for Meijer Suppliers partners producing art on Meijer's behalf to also maintain up-to-date software.

ii. Labeling Specifications:

Once packaging format/type (box, bag, bottle, hangtag, sew-in label, etc.) is determined the following information will be required:

Die-lines: Supplier to provide final packaging die lines for each item in Adobe Illustrator at 100% scaling with all appropriate crop marks, copy safe areas, and measurements indicated.

Copy Points: Supplier to provide copy, care instructions, warnings, selling features, special call outs, and country of origin.

Photography: Available Supplier photography, hi-res (300dpi), will be reviewed and used if acceptable.

Product Samples: Accurate product samples for photography if applicable.

Supplier Art: If Supplier is creating the artwork, Meijer will supply a design standard/templates to follow that will include specs, placement of sticker, colors, and etc.

Routing and Approvals: Meijer team will review and approve production artwork prior to prepress and final proofs.

Final Proof Review:

Final proofs are required prior to production to ensure print quality and color consistency across a range of packaging.

iii. **Printing Packaging and Print Quality Management**

Supplier partners are expected to select and utilize printing partners with the capability and expertise to deliver quality packaging on a consistent basis that meets our expectations.

It is the Supplier's responsibility to organize and purchase plates and printing for their packaging.

For domestic/U.S. packaging printing:

- Meijer and Meijer Production Art/Prepress House will work closely throughout the packaging development process to ensure printer can meet our specifications.

For overseas/international packaging printing:

- Quality and consistency of packaging printing is critical. Expectations are that Suppliers will select overseas printers that can meet established print quality standards.

- Meijer accepts Supplier printers who can prove quality standards through routine certification. The printer of Supplier's choice must have 6 color presses and use Adobe Illustrator, minimum version 3.0. Supplier printer will need to submit the Printer Self Evaluation Form and send to SGSAP for approval. There is a onetime fee to Supplier of \$350.00 for this service.

- Meijer also has several nominated printers available. Meijer Packaging Production Manager will assist Suppliers with contacts, communication and qualification of any new printers.

- **Print Quality Management (PQM)** – for overseas final proof review - print samples are inspected by Meijer partner SGSAP (Southern Graphic Systems Asia Pacific). SGSAP will work on Meijer's behalf to manage the print quality. The cost for the PQM performed by SGSAP will be paid for by Meijer.

It is the Supplier's responsibility to ensure that there are no toxins used in the manufacturing of Meijer packaging and labeling.

Packaging labeling questions can be directed through your Meijer Sourcing contact that will put you in contact with Meijer Packaging Team.

h. Supply Chain Requirements

i. CTPAT

Meijer maintains Tier 3 C-TPAT certification, which is the highest level certification. Maintaining this status requires that Meijer adopt and maintain best in class security measures. All Supply Chain Service providers are required to be C-TPAT certified. All import Suppliers are required to complete either an on-line factory security evaluation or on-site audit annually and prior to the Supplier's first PO ship date for each factory.

Meijer will accept Suppliers who participate in a Mutual Recognition Arrangement. Mutual Recognition (MR) is the signing of a document between U.S. Customs and Border Protection (CBP) and a foreign Customs Administration that indicates that the security requirements or standards of the foreign industry partnership program, as well as its verification procedures, are the same or similar with those of the C-TPAT program. Mutual Recognition Arrangements (MRA) are bilateral understandings between two Customs Administrations. Substantiation of C-TPAT or an approved MRA membership will allow Supplier to waive annual on-site audit requirements.

ii. EDI

All Suppliers are required to exchange business documents (i.e. purchase orders, invoices, etc.) using either EDI or Web Forms. Our preferred method is AS2 of the current specifications developed by EDIINT for transporting data between organizations via the Internet. EDINT is required to exchange EDI; and can be either managed by your company or through a third party provider. For those that are not set up through EDINT, you will be set up to with the web form tool that utilizes the use of web technology, available on the Meijer VendorNet.

iii. Ordering

Meijer will generate a purchase order that will authorize the shipment of goods at the price and terms noted on the Purchase Order.

Meijer generates the following different types of purchase orders based on our merchandising systems.

1. Direct Store Delivery (DSD) - Store generates the orders and product is shipped to each store.
2. Single Location – Used when product will be shipped to a specific Meijer Location.
3. Multiple Locations – Used when shipping to multiple Meijer locations.
4. Cross Dock – Used when shipping to the Distribution Facility and packing and labeling the orders by Store.
5. Direct to Customer – Used when product is shipping direct to customer (consumer)

iv. Meijer Supply Chain Network

Meijer delivering facilities are listed below. These facilities are utilized by Meijer to distribute goods to our store networks.

Meijer Distribution Facilities						
	Lansing, MI	Grand Rapids, MI	Tipp City, OH	Newport, MI	Middlebury, IN	Pleasant Prairie, WI
Dry Grocery	X		X	X		X
Refrigeration	X		X	X	X	X
Freezer	X		X	X	X	X
General Merchandise	X	X	X			X
Apparel	X	X	X			X

Facility Addresses:

- Lansing, MI
 - 3301 S. Creyts Road, Lansing, MI 48917
- Grand Rapids, MI
 - 2725 Walker Ave. N.W., Grand Rapids, MI 49544
- Tipp City, OH
 - 4220 S. County Road 25A, Tipp City, OH 45371
- Newport, MI
 - 8857 Swan Creek Road, Newport, MI 48166
- Middlebury, IN
 - 536 N. Main St., Middlebury, IN 46540
- Pleasant Prairie, WI
 - 8900 Green Bay Road, Pleasant Prairie, WI 53158

v. Logistics Requirements

Domestic Shipments:

Meijer has established the Supplier Reference and Requirement Guide and the International Logistics Guide located on the Meijer VendorNet as a comprehensive guide for all shipments received at Meijer. Both of these guides have information required for US Domestic and Global shipment transactions.

For all collect, prepaid and expense Less Than Truckload (LTL) orders, it's the responsibility of the shipper to contact a Meijer Preferred Carrier and schedule a pickup appointment. All PO's shipping on the same day from one location to one Meijer destination must be combined onto a Master Bill of Lading.

International Shipments:

The Supplier must work directly with the Meijer selected freight forwarder named in the Meijer International Logistics Guide located on the Meijer VendorNet, not

with the ocean carrier. Delivery of full containers and less than container load is then coordinated between the Supplier and the freight forwarder.

The Supplier must complete a booking on-line with Meijer's Freight Forwarder, as early as 30 days prior to the PO ship date but no later than 21 days prior to the PO ship date. Please note that Meijer defines PO ship date as the day the ocean vessel leaves the harbor.

Consolidation of Less than Container Load (LCL) Ocean Shipments:

Delivery to the consolidator's facility should be made at least 7 days prior to the Meijer ship sailing date. Consolidator's facility timelines may vary. Contact Meijer's local freight forwarder office to confirm the consolidator's facility timelines.

The Supplier must transfer finished goods to Meijer specified freight forwarder facility. The freight forwarder is responsible for consolidating multiple Supplier orders into full container shipments based on expected delivery date. The freight forwarder is responsible for moving freight to the port for exportation. Local consolidation fees will be charged to the Supplier.

Full Container Load (FCL) Ocean Shipments:

Empty containers must be requested 10 to 14 days in advance of the shipment date from Meijer freight forwarder. This will allow the forwarder time to book space on a vessel and arrange for the container to be available to the factory in a timely manner. All Supplier factory loaded containers must be floor loaded. To avoid delays and Supplier penalties, Suppliers are required to deliver containers to the port of origin no later than the vessel cutoff date of the sailing as specified on locally published listings. Suppliers should first try to load containers by a single destination (Distribution Facility). If there is not enough volume to warrant direct-to-DC shipments, split loads (between Tipp City & Lansing or Grand Rapids) may be loaded upon approval from the freight forwarder.

vi. Invoicing

Invoices must be submitted by either EDI or Web Invoice on the Meijer VendorNet. Meijer methods of payment against invoices include; Electronic Funds Transfer (EFT), Letter of Credit, or Pay by Check.

i. Supplier On-Boarding

Meijer Supplier management has a series of internet based systems that will enable Suppliers to be on boarded at Meijer, and then exchange information and data to manage the business relationship. The initial request for information will collect: Supplier contact information, ship point/port information, electronic communication connections and tax forms. Suppliers that Meijer intends to award business will advance to the next step of information collaboration and be granted access to the Meijer VendorNet. With access to the Meijer VendorNet, Meijer and Supplier are able to collaborate and exchange data. Included in this system is the ability to electronically sign agreements and contracts, and maintain detailed product level information.

6. Summary

In this Supplier Success guide, Meijer has provided you with a high level overview of doing business with Meijer. The intent of this guide is not to provide detailed procedures on how to conduct business with Meijer, but make you aware of general business principles and ways of working with Meijer. This guide also references several other Meijer business guides that are available to answer more detailed questions on doing business with Meijer. We hope that you found this guide useful in gaining a better understand how to work successfully with Meijer.

If you have questions involving any of the content in this guide, please reach out to your business point of contact at Meijer to address any questions or concerns you may have regarding the content contained in this guide.