APPROVED SUPPLIER PROGRAM

3 Steps for New Vendor and New Item Set-Up

Welcome to the URM family of vendors. We support the GFSI (Global Food Safety Initiative). To complete the vendor set-up and approval process, we have prepared this document to assist you. This process is designed to verify that we have the correct product and supplier information to efficiently move the product through our supply chain as well as ensure prompt payments and consumer protection. Please complete all of the steps below and provide all required documentation to either your Category Manager or through TraceGains as directed.

Step 1:

☐ From your Category Manager, obtain and fill in the Vendor information (Vendor Sheet tab) on the URM New Item Sheet.

Gather all required information for your business, manufacturing facility, and item(s):

Accounting and Insurance

☐ W-9
☐ Valid certificate of insurance (COI). All URM insurance requirements are included at the end of this document.
☐ URM Product Supplier Continuing Guarantee & Indemnification Agreement
☐ EDI contact person information

Food Safety & Regulatory Compliance

Facility Information

☐ FDA or USDA registration document (if applicable).
☐ The food manufacturing facility's most recent third-party food safety audit certificate and any corrective actions. **Note:** Local, State, FDA, or USDA inspections are not acceptable substitutes.
☐ Recall/Emergency contact document (PDF, Word, or Excel doc with contact names and numbers).
☐ Food Contact Packaging document
☐ For seafood suppliers: the applicable HACCP certificate from an accredited certifying body.
☐ Organic, Gluten-free, Kosher, or GMO certifications for product label claims (if all products in the facility are covered by a certification).
☐ Foreign Supplier Verification Program (FSVP) compliance (if applicable).

Item Information

☐ Organic, Gluten-free, Kosher, or GMO certifications for product label claims (if only certain items within a facility are certified).

☐ Any applicable Safety Data Sheets (SDSs) for dangerous or hazardous items (chemicals, fuels, etc.).

☐ Nutritional information & Product Specification, as required by the Category Manager (include any microbiological limits if applicable).

☐ Ensure packaging meets requirements for Conflict Minerals (if applicable).

☐ I-JEP compliance and third-party certification for U.S. egg-laying flocks (if applicable).

Step 2:

Once the information is gathered, you will need to join the TraceGains Network. The sign-up page is located here: https://gather.tracegains.com/Identity/Account/Register

1. Create a TraceGains account.
2. Create a Supplier Group
3. Configure your Supplier Group.

Once those tasks are done, you can add URM as a connection. If you are already registered with TraceGains, simply add URM as a connection. For more on-demand training services, TraceGains has set up a resource site for your use: https://enterprise-support.tracegains.com/hc/en-us.

The Resource Center is accessed by clicking on the TG icon in the bottom right corner of your screen:
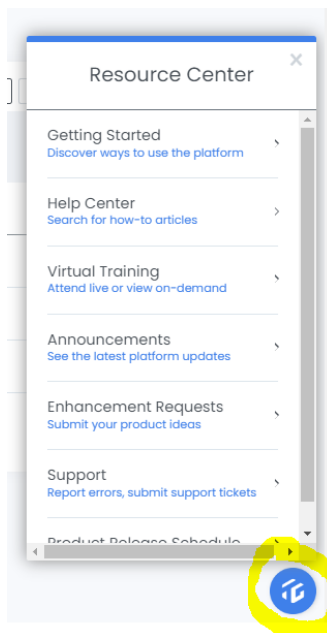
If you need sign-up assistance or for any TraceGains support questions, please email support@tracegains.com.

Step 3:

☐ Submit the Vendor information (with the Vendor Sheet tab) on the URM New Item sheet to your respective Category Manager.

☐ Upload your gathered information into TraceGains.

To do this, click on the gear to the left of URM, click attach document, and use all applicable drop-down boxes. Please ensure to set the correct expiration date if needed. Note: some of this documentation will apply only to the facility and some documentation to the items. See the required documents list in Step 1.

☐ Complete the URM Continuing Guaranty and Indemnification document.

Once the documents are completed and uploaded, they will flow through to URM automatically. If you complete any "Post Once" documents, they can then automatically flow to any/all other customers to whom you are connected to simplify the documentation process for you.

URM will review, comment, and/or approve all documents supplied in the TraceGains Network. That way the entire process is transparent to you and updated in real-time. Once all documents are approved, you will be an "Approved Vendor" and URM will be able to begin ordering.

Going forward:

Document management (changes, expirations, and renewals) will be maintained in TraceGains. Maintaining these documents in an "Approved" status will be critical to ensuring uninterrupted business. If a vendor falls into an "unapproved" status, transactions may be stopped, and products will no longer be available for purchase through URM Stores Inc.

Certificate of Insurance Requirements

COIs must:

☐ Be an unadulterated scanned or digitized version of an original document.
☐ List all subsidiaries or DBAs covered by the certificate provided.
☐ Be kept current as a responsibility of the vendor.
☐ Be complete in its entirety and signed. Binders are not acceptable.

The certificate of Insurance must cover all of the following items:

☐ Commercial General Liability (including products/completed operations), and Automobile Liability (including non-owned & hired autos):
  o each with a minimum limit of $2,000,000 per occurrence (use of umbrella or excess policy to meet this requirement is acceptable).
☐ All policies are to be primary and non-contributory and provide at least 30-day notice of cancellation.
☐ URM Stores Inc. is named as Additional Insured with respect to Commercial General Liability, Automobile Liability, and Excess/Umbrella Liability.
☐ All policies to provide waiver of subrogation in favor of URM Stores Inc.