



Share-ify
585 East State Road 434
Longwood, Florida 32750

June 16, 2020

RE: IMPORTANT - New Requirement for all PFG Suppliers subject to 29 CFR 1910.1200

Dear Valued Customer,

Since 2017, Performance Food Group (PFG) has partnered with Share-ify to manage all necessary documents, including: product specifications, 3rd party facility audits, standards documents, customer complaint investigations, contact information, and any information pertinent to programs which govern regulatory compliance, food safety, quality assurance, and detailed product information.

On March 9, 2020, PFG expanded the use of Share-ify to Corporate Safety & Hazard Management.

PFG suppliers that are subject to the United States Department of Labor, Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 are required, by law, to produce Safety Data Sheets with their products and are now required by PFG to use Share-ify when providing this information to Performance Food Group.

In the letters dated March 26 and June 15, PFG stated:

“PFG QA, Brands Support, Corporate Safety and Procurement will require all PFG suppliers to subscribe to and utilize Share-ify by Wednesday, March 25, 2020, with completed product specifications for all PFG products by April 10, 2020. Share-ify will also be used for other documents requested by PFG.”

Please see the copy of the PFG Announcement letter attached herein which you should have already received via email from Performance Food Group or from Share-ify.

On behalf of the entire Share-ify Team, welcome to Share-ify!

We are truly excited to have you as the newest member of our community of nearly 13,000 companies from around the world!

Share-ify is a cloud-based platform that allows easier access to, and exchange of, manufacturing information so that customers can develop complete product specifications and safety data sheets. Share-ify enables suppliers to disclose directly with PFG all necessary documents, including safety data sheets, product specifications, 3rd party facility audits, customer complaint investigations, and any information pertinent to programs which govern hazard management and safety.

Companies will maintain their own profile on Share-ify, upload information, and then share this information with one or many companies in their network. As your network grows, you are able to leverage sharing information easily in one place with many companies and business contacts.

To begin using Share-ify, you must set up your account. Please follow these steps:

<u>Step</u>	<u>Instructions</u>
1	You should have received an email invoice for your subscription to Share-ify. One is attached herein. Please either pay that invoice electronically, or mail in your payment via US mail. If you have any billing related questions, please email us at bills@share-ify.com . For those requiring a W-9, one is attached to the invoice email and included herein.
2	Register for a webinar training. The next one is scheduled for Thursday, July 16 at 1:00 PM Eastern Time. https://attendee.gotowebinar.com/register/7748845988004834319 When you register successfully, you will receive an email confirmation that you are registered. After this training, you will receive your credentials.
3	Now that you are signed up and trained, You will receive credentials. If you have not received them after the webinar, email service@share-ify.com to request them.
4	Next, you will log-on and validate the following information
	<ul style="list-style-type: none"> • Company Legal Name • Company Legal Address • Company Phone Number • Company Website • Company Facility (s) Information (Name) • Company Facility (s) Address • Company Contacts / Users (Name, Title, Department, Email Address, Phone) • Add any additional Company Contacts / Users to Share-ify
	If any of the above information is missing or inaccurate, you will update it on Share-ify
5	Next, you will upload each Safety Data Sheet. If given your current resources you would like assistance to upload these, you can have Share-ify enter them on your behalf for a \$20 fee per safety data sheet. Discounts may be available based on quantity.
6	After you add the first Safety Data Sheet, you must “share it” with PFG. After you share it, PFG will receive an email from Share-ify. Additionally, please email your PFG contact to let them know you have completed the process. This will ensure the correct people are connected to you and that they are receiving your notifications. They will also confirm that you have added information correctly.

7	PFG will receive your information and respond back with either an approval, rejection, or request for additional information. Once it is approved, you will receive an email notification and see an “approved” status on the information shared.

PFG Supplier Subscription & Set Up Rates:

- \$480 to connect to PFG only
- For large or multi-national companies, subscription pricing ranges but does not exceed \$10,800.
- For companies new to Share-ify, a set-up fee of \$480 is also required for the first year.

In addition to sharing information back and forth with PFG, your subscription allows you to share information on a “View Only” basis with your 3rd Party Connections (such as a customer or supplier) for free. Your trading partners may sign up to receive a “View Only” subscription for free.

This letter should be forwarded to the members of your team that handle hazard compliance or safety data sheets.

If you should have any questions regarding this program, please contact us at service@share-ify.com. You have our full attention. My team and I respond to these emails personally.

Thank You, and we look forward to working with you!

Sincerely,

Ernesto Nardone

Ernesto Nardone
Chief Executive Officer
Share-ify