

January 26, 2024

Dear McLane Approved Supplier,

We are excited to introduce our new partnership with Share-ify. Share-ify is an online document sharing service that will allow us to streamline communication, manage food safety and quality assurance related documentation in one place.

Moving forward, all McLane approved suppliers are required to maintain up to date Food Safety and Quality Assurance documentation using Share-ify. Maintaining an active subscription to Share-ify will be a requirement for our business and supply partners. Any non-compliant suppliers will be at risk of becoming unapproved and losing the McLane business.

All Current, Fresh and Private Label suppliers must login to Share-ify and ensure documentation is uploaded and shared with McLane by February 9, 2024.

- McLane Fresh and Private Label Suppliers, see Appendix A for documentation requirements.
- Private Label Products, specifications will be defined as data that captures all technical and clinical details about a product, its nutritional's, packaging, processing, and label requirements including picture.
- Depending on industry standards, Suppliers may be asked to provide additional information not listed in Appendix A, at McLane's sole discretion.
- For National Branded Products, proprietary info will not be collected however ingredients, allergens, nutritional's, preparation instructions, labels, FSQA Contacts including 24 Hour Emergency Contact Information, Certificates of Insurance, Applicable Supplier Agreements, and Signed McLane ESG- (environmental, social, and (corporate) governance) will be captured.

All documents shared with the McLane Food Safety and Quality Assurance Team via the Share-ify platform are considered confidential.

If you are currently a Share-ify subscriber and you have already uploaded data, you can easily re-share it with us. If you have an active subscription and need assistance with uploading the requested information, please reach out to the Customer Success Team at service@share-ify.com.

If you are a new subscriber to Share-ify, they will be reaching out to you to obtain a subscription. Also, as a courtesy, and to ensure that our suppliers can meet the required deadline, a member of the Share-ify Customer Success Team may be in touch with you to assist with the on-boarding process. You may have to request your IT department to "whitelist" Share-ify's domain (share-ify.com) to receive their notifications and emails.

Thank you for your continued support as a partner to McLane and our customers by complying with this important requirement. If you have questions, please send an email to mclanefreshqa@mclaneco.com



Keith Ross
Senior Vice President, Merchandising

Appendix A*

- FSQA Contacts including 24 Hour Emergency Contact Information
- Certificates of Insurance (COI)
- Product Specifications
- HACCP/PC Plan and production flow chart
- Certificates of Analysis (when applicable)
- Product Certifications (Kosher, Organic, etc.)
- California Propositions and CA Food Safety Act info/compliance registrations/certifications when applicable
- Applicable Supplier Requirements
- Facility Audits
- GFSI Certifications
- Foreign Supplier Verification (when applicable)
- FSMA Compliance Statement
- Complaint Investigations
- Safety Data Sheet when applicable and Root Cause Analysis
- Signed McLane Fresh Supplier Requirements
- Signed McLane ESG- (environmental, social, and (corporate) governance)

* Share-ify does not replace the normal processes McLane uses to manage and approve its supplier relationships rather, this signifies that McLane has received sufficient information to verify your compliance with McLane's request for the applicable information and documentation through Share-ify. Therefore, please be aware you may receive other requests for information and documentation from McLane in connection with your business relationship with McLane.