

November 5, 2024

Dear PFG Supplier:

Since 2016, Performance Food Group and Share-ify™ have partnered to implement an enterprise-wide Quality Assurance data and document sharing platform, which is required for all suppliers across all PFG business units and supplier segments (Foodservice, Vistar, and Convenience).

Per the terms of the PFG Supplier Agreement, all PFG-approved suppliers are required to have an active subscription to Share-ify™ and must upload the following required food safety and compliance documents:

Requirements for PFG Suppliers

- **Required Uploads** (Items 1 - 6 are required for all suppliers; 7 - 9 are as needed based on type of supplier)
 1. **Supplier Letter of Guarantee**
 2. **Supplier QA contact information, updated in the system per facility and an additional company-based person or sales contact for PFG**
 3. **Due to heightened state of Risk Analysis, please work with Share-ify™ to ensure all facilities are set up correctly on the Share-ify platform**
 4. **3rd Party Audit / Certification, including but not limited to Food Safety/Good Manufacturing Practices Audit/Certification Program, for each facility that manufactures product that we house in our Opcos**
 5. **Product Specifications for all products supplied to PFG**
 - a. **Ensure all labeling guarantees are addressed (e.g., country of origin, nutrition & allergen, bioengineered ingredients, etc.)**
 - b. **Attach supporting documents for product specific claims (e.g., gluten-free, Kosher, Organic, fat-free, Child Nutrition, BHP-free, etc.)**
 - c. **Attach compliance documents for state specific regulation (e.g., Prop 65, Prop 12, etc.)**
 6. **FDA Public Health Security and Bioterrorism Preparedness and Response Act of 2002 registration**
 7. **HACCP and/or Preventive Control Plans as required by the Foreign Supplier Verification Program**
 8. **Responsible additive, antibiotic, and pesticide usage policies**
 9. **Responsible Sourcing Certificates**
 - a. *Be sure to specify if a particular certification is not applicable to our organization as well*
- An active Share-ify™ subscription is a MANDATORY component of the PFG Supplier Approval Program per the terms of the PFG Supplier/Vendor Agreement.
 - **PFG Brand standards require receipt of compliance data and food safety documents**
 - **Data and documents are required to validate product information for items housed by PFG Opcos**
 - PFG must comply with the Preventive Controls Rule of the Food Safety Modernization Act (FSMA) and therefore must be able to track, document, and report the required information
 - These requirements are both PFG specific and specific to shared customers

Share-ify Subscription

- Existing Share-ify™ subscribers:
 - If you have an active Share-ify™ subscription, you do not need to pay anything more to connect to PFG
 - With no lapse in coverage, your renewal will be equal to your current annual subscription rate
 - Business Subscription: \$640
 - Multicompany Subscription: \$960 + \$50 per connection

- If your subscription is less than 12 months expired, your account can be reactivated for a fee of \$175
- If your subscription is more than 12 months expired, reactivation will be at the original on-boarding cost, as follows:
 - Service Fee for Business Subscription: \$640
 - Service Fee for Multicompany Subscription: \$960
- New Share-ify™ subscribers:
 - A set-up fee equal to the current annual subscription rate will be assessed.
 - Annual subscription rate PLUS first year service fee for Business Subscription: \$1280 first year rate
 - Annual subscription rate PLUS first year service fee for Multicompany Subscription: \$1920 first year rate
- Invoice Auto-Deduction (APPROVAL NEEDED)
 - Many suppliers have requested this option, so if your company prefers PFG to auto-deduct for the Share-ify™ subscription cost from an outstanding invoice, you must use the promo code ____ when checking out on the Share-ify™ website to approve the invoice auto-deduction process
 - Upon your company's approval to auto-deduct, the subscription cost will be auto-deducted within 30 days from an open invoice from any PFG facility where your company ships product
 - Without auto-deduction approval your company is expected to maintain an active Share-ify™ subscription on its own and may be disqualified as an approved supplier if not properly in compliance with this requirement

For further discussion about the PFG QA program, email pfgsuppliercompliance@pfgc.com.



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