



December, 2024

Dear Smoothie King Approved Supplier,

**YOU WILL BE ASKED TO ACKNOWLEDGE THIS LETTER UPON YOUR NEXT LOGIN TO SHARE-IFY**

This is a requirement reminder from the R&D and Supply Chain team for Smoothie King that all approved Smoothie King suppliers provide facility food safety documents using the designated online document sharing service Share-ify™, per the terms of the Smoothie King Supplier/Vendor Agreement. To maintain status as an approved Smoothie King supplier, an active subscription to Share-ify™ is required, along with all required documentation uploaded in Share-ify™ and properly shared with Smoothie King. This is the same requirement being made by our distribution partner Performance Food Group (PFG) and having one active membership will satisfy both the needs of SKFI and PFG.

It is your responsibility to ensure that all documents and information in Share-ify are current. All uploaded documents must include the appropriate expiration dates. **Please take this opportunity to review your information and documents; ensure that each appropriate document is uploaded with the correct expiration date.** If any are expired, simply click on the yellow Archive & Replace button to upload the current document and update the expiration date.

- Supplier Letter of Guarantee
- FSMA Compliance Statement
- Certificate of Insurance – including waiver of subrogation and limits covering at least \$10mm
- HACCP/PC Plan and production flow chart as required by the Foreign Supplier Verification Program
- California Proposition 65 Letter
- Country of Origin Declaration
- Allergen Declaration Statement
- Lot Code Legend Description
- Case Label Template
- Sample COA Documentation
- GRAS Statement
- Natural Statement and/or No Artificial Flavors or Preservatives Statement
- No Added rBST/rBGH Statement (for dairy products only)
- FDA Public Health Security and Bioterrorism Preparedness and Response Act of 2002 registration
- 3<sup>rd</sup> Party Food Safety/Good Manufacturing Practices Audit/Certification Program, for each facility that manufactures product for Smoothie King
- Product Specifications & 100g Unrounded Nutritional Information for all products supplied to Smoothie King
  - Ensure all labeling guarantees are addressed (e.g., country of origin, nutrition & allergen, bioengineered ingredients, etc.)
  - Attach supporting documents for specific claims (e.g., Gluten Free, Kosher, Organic, NGMO, NSF)
- 24 Hour Emergency Contact Information, updated in the system per each facility

- Update contact information: go to profile tab, then contacts tab. This information is to always be keep current

All documents shared with Smoothie King Corporate QA via the Share-ify™ platform are considered confidential and are protected by the NDA or confidentiality provisions in the supply agreement in place with your company. If you have an active subscription and need assistance with uploading the requested information, please refer to the orange on- screen help buttons to view the user guide, or you may reach out to the Customer Success Team at [service@share-ify.com](mailto:service@share-ify.com). If you need to obtain a subscription, go to [www.share-ify.com](http://www.share-ify.com) and click on “Get Started Today,” or send an email to [service@share-ify.com](mailto:service@share-ify.com) and reference this letter.

Please contact [MaKenzi.Blalock@SmoothieKing.com](mailto:MaKenzi.Blalock@SmoothieKing.com) if you have any questions about this notice. Thank you for your continued support to Smoothie King and our customers by complying with this important requirement.

A handwritten signature in black ink that reads "MaKenzi Blalock". The signature is written in a cursive, flowing style.

MaKenzi Blalock  
Manager of Quality Assurance and Technical Services