



**Manufacturing**

**816 GRANDVILLE, MI**

**Manufacturing Vendor  
Requirements and  
Reference Guide**

## Introduction

This document is a supplement to the Meijer Master Terms and Conditions. It further defines outlines Meijer Roasting and Packaging requirements. Current version of the guide is located on the Web at <https://www.meijervendornet.com/>.

### A. Delivery Requirements

<b>Location</b>	3040 Remico Street SW Grandville, MI 49418
<b>Hours of Operation</b>	M-T 6:00AM – 4:30PM
<b>Delivery Hours</b>	M-T 8:00AM – 2:00 PM Any changes to PO <b>MUST</b> be communicated prior to delivery.
<b>Pallets</b>	Height 62" maximum including pallet All Pallets securely wrapped
<b>Lot Codes</b>	Clearly marked and defined in Specification No mixed lot codes or products on a pallet
<b>Trailer Temps</b>  <b>Ambient &lt;70 ° F</b>	November 1 – April 30 Trailer temperature set to 60°-70° F  May 1 to October 31 Trailer temperature set to 60
<b>Prepaid Loads</b>	Must have Load ID and appointment secured before arrival. ID and Appointment obtained on Meijer VendorNet.
<b>PO Order/Time Changes</b>	Must be communicated to Planners prior to PO arrival including but not limited to delivery date, quantities, etc. Short deliveries must be communicated ahead of time.

### B. Documents Requirements

1. **Meijer Specification** - All facilities are required to complete and maintain Meijer Specification templates for each approved product. These specifications are to be reviewed annually. The specification is used for the accepting and rejecting of product shipped and must include all areas required.
2. **Third party audits**  
Current GFSI approved audit certifications for each approved facility. Must be updated as needed. A 90-day grace period will be given to facilities with expired documents. Any facilities where documents are past 90 days from expiration supplier may be inactivated unless appropriate status justification is submitted.
3. **Continuing Letter of Guarantee**  
Required of all food and food contact packaging facilities. Must be signed and on vendors letterhead. Renewed every 24 months.
4. **COA's or COC** - Required at time of delivery if required
  - a. Proper documentation **MUST** be received prior to delivery of products. If not received, product will be placed on hold until received.
  - b. Submit all information to [COA816.COA816@meijer.com](mailto:COA816.COA816@meijer.com)

## C. Communications on Topics Important to Us

### 1. Changes

Notification to Grandville of any change to product or process affecting label or product quality must be communicated to the facility **90 days** minimum, prior to change. This includes:

- Change to product
- Change to price
- Discontinuance of product
- Changes to ingredients impacting label or nutritional
- Deviations to specification. Written approval from QA required.

2. **Product Concerns** - When you are advised of an issue, please send corrective actions to QA within 48 hours. If the problem involves a credit it must be communicated through Ariba and by email submit to the Planner and QA.

### 3. Discontinuance of Specific Products by Vendor

Vendor must give Meijer at least ninety (90) days prior written notice to discontinue the production of any specific Own Brand or Control Brand Product. Upon Vendor's discontinuance of Product manufacture and supply for any reason, Vendor will provide all reasonable transition assistance to Meijer at no charge, including, but not limited to, providing copies of all related records.

### 4. Supplier Scorecard

Effective 2021 a scorecard will be used to monitor vendor performance in the following areas by the management team.

- Product Quality – conformance to specification
- Documents – Accuracy, communication
- Product Performance – How the product performs in Meijer Operations environment (i.e. excess dust or defects, packaging or inconsistency)
- Supplier Performance – Responsiveness and follow through with Planners.
- Delivery Performance – Ahead of schedule, on time or late

The scorecard is based on a 7-point scale for each category above. All Suppliers begin with a 5-point score. Those receiving a total score of less than 4 will be sent an alert to communicate the reason for the ratings and monitored to alleviate any issues from repeating.

Thank you for your assistance.

**816 Management Team**

#### KEY CONTACTS

Email address / Phone

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