



Direct Store Delivery “DSD” Vendor Compliance Policy

Schnuck Markets, Inc.

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Introduction

Our Vision

At Schnuck Markets, Inc. (“SMI” or “Schnucks”) we strive to nourish customers’ lives and provide an outstanding customer experience by being the friendliest stores in town. We rely heavily on our vendor partnerships to help optimize our supply chain, maintain excellent in-stock positions and keep prices low with the goal of providing the best service possible in our communities. This DSD Vendor Compliance Policy (“Policy”) will allow us to perpetuate and improve our current vendor relationships. It is imperative that all vendors and their representatives that deliver to and provide service to our stores read this document in its entirety and adhere to all outlined policies.

Our Mission

It is the mission of Schnucks to utilize our brand promise and COMET values (directly below) to improve the customer experience by nourishing their lives.

Our Values

Customer First: We are a customer-centric organization which works to maintain 1:1 customer relationships.

One Team Of Merchants: We are one team of merchants who support each other in working towards a common goal.

Midwest Family Values: We are a company who places a strong emphasis on corporate citizenship and ethics.

Execute to Win: We set high expectations for ourselves because we value the impact we make on our communities.

Try New Things: We are constantly challenging ourselves to step outside our comfort zones and embrace change as a competitive advantage.

Scope

This Policy applies to all third party vendors providing direct store deliveries or services at one or more of our store locations. Procurement teams may impose additional specifications on orders.

Receiving Requirements

General Shipping and Invoicing Requirements:

- Purchase orders must ship complete. Any order that will not arrive on the date and time as scheduled must immediately be communicated to the Store Manager.
- A bill of lading/ packing list with the following detail must accompany each shipment to a Schnucks store and the carton/ case that contains the packing list must be clearly and conspicuously identified. The packing list must include the following detail:
 - SMI store address
 - Purchase Order Number, in cases where Schnucks issues the Purchase Order.
 - SMI Invoice Number
 - Total amount ordered by item
 - Total amount of cases shipped by item
 - Unit of Measure (UOM)
 - Accurate product description
 - UPC
 - Item Cost
 - Item weight, where applicable
- Cases must be clearly labeled with product description and Case UPC.
- All pallets must be secured with shrink wrap.
- Schnucks requires that all DSD orders are invoiced electronically. The electronic invoices must be uploaded into the SMI system and available to SMI store teammates prior to or at the time the product is delivered to the store. The electronic invoice must contain line item detail for each item delivered. Manual invoices will not be paid.
 - Liquor invoices will be paid through iControl but still will be required to be uploaded through the SMI system.
- Electronic invoicing options are as follows:
 - EDI NEX or DEX Invoices
 - Please email edisupport@schnucks.com to begin the EDI onboarding process.
 - Submit invoices to our *Transcepta Procure-to-Pay Network*
 - To enroll in Transcepta, visit this site: <http://connect.transcepta.com/schnucks>
For more information and/or assistance with enrollment, please contact Transcepta Supplier Connection Team at schnucks.info@transcepta.com
 - Scan Based Trading
 - Please email edisupport@schnucks.com to begin the SBT onboarding process.

EDI Transmissions

The first critical step of successful EDI transactions is to verify that Schnucks Item Maintenance data matches the data in your internal system. This includes, but is not limited to, UPC, GTIN, Cost, Unit of Measure, and Case Quantity. EDI will not work properly if our data does not align. You can contact your merchandising representative for more information and what you can do to ensure item updates are made timely.

Please email edisupport@schnucks.com to begin the EDI onboarding process.

You will be assigned a Schnucks Representative that will work directly with you to help test connections and the appropriate transactions.

We request that you also contact Schnucks prior to undergoing any major system changes on your side that may impact the EDI process. We can help test those changes and work through any issues that might arise before it hits production.

Delivery and Receiving Procedure:

Schnucks requires its DSD vendors to adhere to the following procedures when delivering product(s) to its stores.

- All deliveries must be made during receiving hours unless previously authorized. Receiving hours for all SMI store locations typically run from 6am-2pm unless otherwise posted.
- All vendors must deliver products through the backroom receiving area in each store.
- All vendors, with the exception of SBT vendors, will be directed to put incoming products in the store's receiving square for inspection. No product can be brought to the sales floor until it has been checked in by the receiving teammate. A Schnucks receiving teammate must check in all product deliveries and will inspect the load and product for correct quantities, damage, quality and temperature (temperature controlled loads only).
- All vendors (including drivers) must sign in upon arrival to each store location in the back room. After signing in, all vendors must obtain a disposable vendor badge and the badge must be visible at all times while servicing the store.
- All deliveries to an SMI store must be accompanied by an electronic invoice per the "General Shipping Requirements" section above (SBT vendors are excluded from this requirement). The Schnucks receiving teammate will enter all invoices and credits into the SMI DSD receiving system, adjust the invoice according to its OS&D process as necessary, and close out the invoice upon receipt of the product (SBT vendors are excluded from this process).
- Schnucks drivers with deliveries have priority at the dock. In our Division One stores (Rockford, IL metro area and DeKalb, IL), UNFI warehouse deliveries have priority at the dock.
- Vendors must bring all out-of-date/damaged products they find while working on the sales floor to the designated credit staging area. This product may not leave our store until a credit has been processed.
- Schnucks will handle overages, shortages, damages and refusals upon delivery according to the following procedure. SMI reserves the right to reject any delivery that does not comply with safety and packaging requirements, as well as unauthorized products and any product out of temperature range, cross-contaminated, pest infested, or damaged.
 - Definitions
 - Overage/Mispick: product delivered but was not included on the invoice.
 - Shortage: product ordered by SMI and on the invoice but not included in the delivery.
 - Damage: product considered unsalable. Any open packages, broken product seals, leaking product, missing labels, or crushed cases are considered damaged.
 - Refused Product: any product that was damaged (see definition above), product that SMI does not currently carry in inventory, product not ordered by SMI, products with quality issues, including not meeting shelf life requirements, or overages not approved by the SMI merchandising team.
 - Product Liability:
 - Overage: SMI will confirm the overage and SMI may buy the product or may initiate a return with refusal of the product.
 - Shortage: In the event of a shortage, the vendor is expected to contact the SMI buyer to expedite a new PO for the shorted product and delivery of product at the vendor's expense.

- **Damage**: The vendor must remove any damaged product from the SMI store upon identification of damage.
 - **Refusal**: Any refused product must be removed from the SMI store by the vendor upon refusal by the SMI receiving teammate.
- Schnucks reserves the right to refuse the product at the time of delivery and if a vendor representative is not present at time of delivery, may request a disposition recommendation from the vendor. Upon notification by Schnucks, vendor options are listed below:
 - **Vendor Pickup** - A return authorization number must be provided in response to a request for disposition, and the product must be picked up by the vendor within seven (7) calendar days or it will be subject to disposal by Schnucks. The vendor may not remove the product from the store until the vendor issues a credit for the refused product. The vendor is responsible for making pick-up arrangements.
 - **Authorized Disposal** - Schnucks reserves the right to recoup the cost of disposal for a product that requires special handling and/or equipment or is recalled. A fine to cover Schnucks' or its 3PL's costs of disposal may be imposed on the vendor. In some cases, Schnucks may require the vendor to pick up in lieu of disposal.
 - **Authorized Donation** - SMI may donate product to an organization/entity at Schnucks' discretion.
- SMI reserves the right to adjust the invoice to reflect the actual quantity that was received and to not pay for the refused product. Any return authorization requirements must be established in advance with the Schnucks Vendor Compliance team. Schnucks reserves the right to assess a handling charge based on the complexity of the order for all return authorization exceptions granted.

Vendor Credit Procedures (Direct to Store Vendors excl. Liquor and SBT):

SMI requires all DSD vendors to follow the credit procedures outlined in this section of the Policy with the exception of liquor vendors and SBT vendors. All credit eligible product should be stored in the store's designated credit staging area(s). Vendor returns must be processed within 7 days. DSD vendor credit must be issued for outdated products, damaged products, and mispicks. These credits must be processed using the same method the vendor uses to supply SMI with a delivery invoice. If the vendor sends an invoice via the NEX method, the credit will need to be created under the Invoice Create method.

PROCEDURE:

- All credits for merchandise leaving the store must be processed and removed the same day as a delivery of the new product. The credits should be processed on a separate invoice than the delivery invoice.
- All quantities of returned merchandise should be counted and verified by the receiver against the credit issued by the vendor.
- Once entered in the DSD Receiving System, the receiver should print a copy of the DSD Receiving Report for the credit, sign and stamp, and give a copy to the vendor.
- For vendors that use the same invoice number for credits and deliveries, receivers should ask them to add a "-CR" to the end of the credit invoice number.

EFFECTIVE IMMEDIATELY:

- Vendors are responsible to process their eligible credits. However, in the event it becomes necessary, Schnucks reserves the right to process a credit on the behalf of the vendor for any eligible product left after seven (7) days.

Store Closure Procedure:

In the event a store closure occurs, you will partner with your SMI Category Manager to facilitate the removal of your residual product and merchandising equipment.

Receiving Security

- All receiving doors will remain locked when not actively in use. Use the doorbell at the back of the store to indicate your arrival. The store phone number is posted at each location if you need to call for assistance.
- All vendors are subject to inspection of any and all boxes, totes, bags, backpacks, trays, carts, or any other item that they plan to take out of our store. Any item of merchandise in a representative's possession in the store must be paid for and accompanied by a receipt.
- Vendor Identification Requirement - All vendors or representatives are required to wear a uniform, logo shirt, or official name tag displayed while on-duty and on Schnucks premises. The Schnucks Receiver and/or Manager on Duty may refuse access to the store if the legitimacy of the vendor is questioned.

Stocking Standards

- Vendor representatives may not block aisles with equipment, product, or trash.
- Vendors must stock products so that product labels face forward.
- Only proper shelf tags are allowed (no handwritten tags or signs are permitted). A schnucks teammate can generate shelf tags upon request.
- When stocking, vendors must pull outdated and damaged products from the SMI shelf.
- The vendor representative must rotate their product - the closest dated product in the front.

Item Level Inventories:

Twice annually Schnuck Markets will conduct a physical Item Level Inventory. The following standards must be adhered to leading up to and including the day of the physical inventory. Signs indicating when the inventory will take place will be posted on the backroom doors leading onto the sales floor four weeks prior to the inventory. If there are any questions, please speak to the Schnucks receiver or one of the store management teammates.

- Orders must be written to fill the shelves and floor displays only.
- Vendor backstock areas should be reasonable and must be within approved backstock space allocation.
- DSD products must be stocked only in designated item-specific locations, as indicated by the Schnuck retail shelf tag. Any stocking of products to fill holes in the incorrect location could result in inaccurate physical and financial inventory numbers. Any violation will be reported to the vendor management team.
- Vendors must keep backstock areas organized and straighten at all times.
- All backstock that Schnuck teammates have counted and flagged as counted into the backroom must not be touched by the vendor until the physical inventory has been completed.
- Vendors must credit and remove all damages from the backroom at least 7 days prior to the physical inventory.
- No sales floor merchandising, stocking or servicing will be permitted during hours specified on the signs posted on the backroom doors notifying all vendors of the inventory

- The Store Management team will inform the vendors when the inventory count is completed and vendors can return to stocking

Vendor Safety

The safety of our teammates, customers, and vendors is of utmost importance to Schnucks.

Backroom Safety

- When using a cell phone in the backroom, vendors should be aware of their surroundings and are prohibited from operating any equipment.
- Vendor representatives must be aware of their surroundings when using equipment and must report any damage to equipment or property to the Schnucks Manager on Duty immediately.
- Vendor representatives may not place empty pallets leaning against shelving or the wall.
- Vendor representatives must place all products, empty boxes, pallets, or truck beds in a location with adequate clearance so as not to cause a tripping hazard.
- Non-working family or friends are not permitted in receiving areas while a Vendor representative is working in the store.
- All product pallets, whether mixed product, half stacked, single or double stacked should arrive to stores shrink wrapped and must be stored shrink wrapped at all times. Shrink wrapping requires circling the pallet at a minimum of 5-8 times.

Sales Floor Safety

- Vendor representatives must keep all products, empty boxes, shrink wrap, and other items off the floor and out of the way for customers and Schnucks teammates. Before leaving the aisle, the vendor representative must check the area. Vendor representatives must not leave any extra product, shrink wrap, empty boxes/cardboard, etc. on the floor.
- When pulling trucks or pallets out onto the sales floor, vendor representatives must look through the windows and slowly pull product to the sales floor to prohibit hitting a customer or teammate.
- Vendor representatives must maneuver slowly throughout the sales floor and always look as they pull/ move product in an effort to not run into Schnucks customers and teammates.

Baler Policy

- Cardboard and plastic should be separated and recycled into the correct receptacles. Vendors may put cardboard into the baler but are not allowed to operate it.

Powered Industrial Truck Use

Any vendor or their representative operating a powered industrial truck belonging to or on the premises of SMI (or any of its subsidiaries) must adhere to the following guidelines:

- Only 18 years or older, trained, and authorized persons are allowed to operate powered industrial lift equipment. They must have successfully completed formal training on this equipment and kept up to date with the OSHA 29 CFR 1910.178.
- Vendors must train their own representatives in accordance with the training standards published by OSHA 29 CFR 1910.178.
- **All operators must show documentation immediately upon request by Schnucks that they have successfully completed required training on the powered industrial lift equipment.**
- Any equipment-related accident involving a vendor or its representative must be reported immediately to the Schnucks Manager on Duty.

Vendor representatives injured in a Schnucks store must report the injury to the Manager on Duty immediately. Vendors must immediately report any unsafe conditions or hazards of concern to the MOD.

Prohibited items

Vendors and their representatives are prohibited from having the following items in SMI stores:

- Any type of firearms (whether loaded or not)
- Knives with blades longer than 4 inches if not required by job function.
- Illegal substances
- Any objects or substances carried for the purposes of harming or threatening others.

Hazardous Materials

Vendor and its representatives must follow United States Department of Transportation regulations for all shipments that contain hazardous materials, specifically those set forth by the Federal Hazardous Substances Act (FHSA). No shipment may contain any product that is categorized as a banned hazardous material under the FHSA.

Schnucks Food Safety Standards:

Purpose:

Schnucks will stock and serve only the safest and freshest foods to our customers. Product temperature plays a key role in the safety and quality of products requiring refrigeration. Below are the required temperature standards for fresh and frozen products delivered to our stores. These standards are in compliance with federal and state requirements.

Scope:

These standards apply to the temperature, quality, and integrity of inbound products coming from our DSD Vendors to our stores.

Procedure:

Our receivers have the right to conduct a visual inspection of all incoming products at store level. They will be checking for:

- Damaged product
- Items that might have been mishandled (raw product that may have contaminated ready-to-eat foods, etc.)
- Signs of thawing and refreezing (pooling water and large ice crystals on boxes or product, etc.)
- Trailer/Truck sanitation
- Any other issues that may impact the safety and quality of the food

Our receivers reserve the right to refuse damaged products, any product they deem is not safe for our customers, and any product that does not meet our quality standards. If a pest issue is identified with a DSD delivery, the receiver is instructed to refuse ALL products.

Food Safety Receiving Temperatures Guidelines

| Food Safety Receiving Temperatures Guidelines | | |
|-----------------------------------------------|----------------|-------------------------------------------------------------------|
| Refrigerated foods | 41° F or below | Consult the MOD or Food Safety if the temperature is > 45° F |
| Frozen Food should be frozen solid | 0° F or below | Consult the MOD or Food Safety if the load temperature is > 10° F |

All temperatures between 41° F and 135° F are in the **TEMPERATURE DANGER ZONE (TDZ)**. This is the temperature range that most disease-causing bacteria can grow and grow quickly.

Product Recalls

In an effort to offer the highest level of food safety, product quality and service to our guests, Schnucks has a policy that reserves the right to assess fees and penalties on manufacturer and supplier recalls and withdrawals issued on products.

Notification

- Recalls and withdrawals must be communicated IMMEDIATELY by a phone call/urgent voicemail and urgent email 24/7 to the following with receipt confirmed:
 - ❖ Your Schnucks Category Contact AND
 - ❖ SMI Call Center: ISGCC@schnucks.com Phone: (314) 994-4425 AND
 - ❖ Schnucks Food Safety (foodsafetyrecallteam@schnucks.com)

In the event of any and all product recalls that are required or agreed upon between the vendor and SMI, the affected products will be returned to the Vendor at Vendor's expense, segregated at stores for vendor pickup with an agreed upon pickup timeline, or otherwise disposed of as provided for in SMI's Product Recall Procedures. This expense, unless otherwise agreed in writing between Vendor and SMI is as follows:

| Category or Class | Number of Stores Potentially Receiving Product | | SMI Warehouse only (product not distributed to stores) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------|--------------------------------------------------------|
| | 0-20 | 21+ | |
| Product Removal due to Consumer Advisories | \$500 | \$1000 | \$500 |
| Class III/Withdrawal | \$500 | \$1000 | \$500 |
| Class II | \$1000 | \$3000 | \$500 |
| Class I | \$2000 | \$4000 | \$500 |
| Expansion of existing recall | ½ of the original fee | ½ of the original fee | ½ of the original fee |
| <ul style="list-style-type: none"> ○ Delayed notification of recall or delayed response to recall inquiry is subject to \$1000 fee. ○ Special circumstances may apply. ○ There is a 20 day time frame on "pull and hold" items, after which time the items will be destroyed and a disposal fee will be charged. ○ Any additional fees or expenses for notification incurred by SMI may be passed on. | | | |

Insurance Requirements:

"DSD Vendor must comply with Schnuck Markets, Inc. insurance requirements that can be found at Schnucks.com under Suppliers section."

Shelf Life Requirements

All products must be shipped with sufficient shelf life to adhere to SMI shelf life requirements so that we maintain our promise to our customers of being the *Best in Fresh*. SMI reserves the right to refuse any product that does not meet the required amount of shelf life days at the time of receipt. This will result in refusal of product, disposition and possible disposal. Each shipment by the vendor must contain products with longer shelf life than prior shipments of the same products by the vendor. In the event of a non-compliant shipment, SMI reserves the right to refuse cases, pallets or the entire shipment.

The following minimum shelf life requirements apply to all DSD product deliveries:

Bakery: contact your SMI category manager

Dairy: contact your SMI category manager

Frozen: 60 days of shelf life prior to the expiration date printed on the packaging for the product

All other products: a minimum of 14 days of shelf life

For the DSD vendor partners responsible for stocking and maintaining shelf presentation, they must regularly inspect their products on SMI shelves. All product with less than the minimum days of shelf life, as listed above, MUST be removed from the sales floor and a credit must be issued in accordance with the time frame stated in this Policy. Failure to adhere to this may result in SMI store teams pulling and crediting the products manually. SMI has the right to then deduct the credit balance from a Vendor invoice and pitch the product at the store.

Case Labeling

Shelf life labeling on each case should be clear and legible to receiving personnel. It should be facing outward so that it can be read and recorded efficiently.

Country of Origin Labeling Requirements**Compliance**

All shipments must adhere to requirements articulated in the Country of Origin Labeling regulations (COOL) set forth by the United States Department of Agriculture. For additional information on the regulations, please visit the following link: <https://www.ams.usda.gov/rules-regulations/cool>

For a review of the most frequently asked questions, please visit the following link:

<https://www.ams.usda.gov/sites/default/files/media/COOL%20FAQs%20Final.pdf>

Package Labeling

In accordance with these regulations, all shipments must clearly and distinctly declare the Country of Origin on the master case, as well as on any interior packages that will be for individual retail sale.

Bill of Lading

All inbound Bills of Lading are required to list, by line item, the Country of Origin. If possible, vendors should list Country of Origin information on the invoice as well.

Accounting Requirements

Failure to comply with the following accounting policies may result in late or inaccurate payments.

Supplier Onboarding

All new Suppliers are required to register as a new Schnucks Supplier using the Schnucks self-service web portal. The Supplier will receive a registration email and access code from Schnucks with a link to the website for this self-registration process. For any issues with this process, please call the Vendor Setup team at (314) 994-4420 ext. 2 or email vendorsetup@schnucks.com. All future updates to a Suppliers' address, banking, contact information, etc. must also be made through the same website using the login established during registration.

All new Suppliers providing regulated alcohol items must register with iControl, the 3rd Party service provider utilized for payments and item synchronization. Upon completion of registration with Schnucks and assignment of a vendor number you will be contacted by iControl to register with their system.

Invoicing Requirements

All invoices are required to be received through our electronic invoice receiving systems. Suppliers who have a Scan Based Trading agreement with Schnucks are exempt from invoice submission. Paper invoices are not acceptable, will not be processed and may lead to delays in payment. Paper invoices include invoices submitted via US Mail, FedEx/UPS, fax, and email. Invoices must be submitted electronically via one of the three methods below.

1. EDI standard transmission (see "EDI Transmissions" section for additional information)
2. DEX invoices at store level
3. Transcepta Procure-to-Pay network

Transcepta Procure-to-Pay Network for Electronic Invoicing

Schnucks requires that all suppliers enroll in the Transcepta Network if invoices are not already being submitted electronically in any other format. By sending your invoices electronically over the Transcepta Network, you're assured:

- Immediate, secure invoice submission and guaranteed delivery to Schnucks' Accounts Payable system, eliminating all the costs and delays of mailed invoices.
- Automatic invoice validation and automatic notification of incomplete invoices, speeding corrections and facilitating processing and payment.
- Greater visibility into the payment process, tracking invoice status via confirmation emails from Transcepta or through the Transcepta supplier web portal.

As a Valued Supplier, there are **NO FEES** to participate. Registration and connection with Transcepta does not require any changes to existing systems or invoice formats.

- If already registered with Transcepta begin sending invoices through the system to ensure payment. Contact Schnucks at AccountsPayable@Schnucks.com with any item code validation issues
- If you have not already registered with Transcepta, begin your connections process by going to <http://connect.transcepta.com/Schnucks>.

- If you aren't sure whether or not you have an account with Transcepta please contact Registration@transcepta.com or call (949) 382-2841.

If you have any support related questions about how your company invoices today, or if you're experiencing rejections for reasons other than item codes, please contact Support@transcepta.com or call (949) 382-2842.

Payment and Terms Requirements

All payments will be issued electronically via virtual credit card or ACH/EFT, however, if the Supplier currently receives payment at time of delivery due to legal requirements (COD), there will be no change in the payment method. Failure to accept payment via virtual credit card or ACH/EFT may lead to delays in payment. Check payments are no longer issued by Schnucks.

- Schnucks standard payment terms for **virtual credit card payment is net 30 days** unless contractually negotiated.
- Schnucks standard payment terms for Suppliers who select **ACH/EFT payment is net 60 days** unless contractually negotiated.
- Schnucks is willing to pay faster if offered a cash discount.

Schnucks Trade Partners Portal

Suppliers will be enrolled in the Trade Partners Portal when they are set up as a new supplier. This portal should be the first stop for payment remittance and deduction questions. Suppliers should contact VendorPortalAdmin@schnucks.com for assistance accessing the website. Features and reports available in the system are listed below.

- Payment history including remittances and scheduled payments
- DSD invoice discrepancies
- Warehouse invoice discrepancies
- Deduction backup for the following types
 - Scan Bill Backs (SBB)
 - Lump Sums (LSB)
 - Vendor Guaranteed Product (VGP)
 - Schnucks Retail Deduction (SRD)

The Trade Partner Portal may also be used to submit cost changes as well as initiate promotional contracts. Please see Exhibit A for additional information.

Accounting and Other Contacts

Suppliers should always first use the self-service Trade Partners Portal for assistance in answering any invoice or payment questions. Secondly, questions related to the following types of deductions should be directed as follows:

- Audit deductions (ATG) – Schnucks@atgaudits.com
- Audit deductions (LL) – Schnucks@prgx.com
- Reclaim deductions (DG) - ReturnsInvoices@inmar.com or (866) 248-3163
- Vendor Compliance deductions - VendorCompliance@schnucks.com
 - i.e. LTL-NOT ON ODFL, NO RF TEMP MNTOR, CARRIER NO SHOW, OVER 30MIN LATE, ARRIVED W/O APPT, CNCLD APPT LATE

- Global Promotion supplier funding (GP) & Digital Coupon supplier funding (SCH) deductions - mvassile@schnucks.com
- Coupon redemption deductions (CP) - djones@schnucks.com

For all other questions or disputes, the Supplier should contact AccountsPayable@Schnucks.com for further assistance.

- Invoice payment questions and discrepancies must be submitted within 90 days of payment date for consideration and review for repayment.
- Schnucks Accounts Payable does not research invoices until they are at least 15 days past due.

Invoicing Free Product

Any Product being delivered as free goods at no charge must be shown on the invoice as a separate line item. For example, if the Supplier is shipping 120 cases of Product A, of which 20 cases are free, the Supplier must have Product A listed twice on the invoice. One line should list the Product sold to Schnucks and the other line should list the free Product.

Supplier Invoice Reconciliation

To ensure invoices are paid accurately, Schnucks reconciles the prices and quantity for each Product on the invoice against the cost offers previously submitted by the Supplier and the quantities entered into our receiving systems at the time of delivery. It is imperative that every component of the cost structure on the Vendor invoice matches the cost offer submitted by the Supplier exactly. Failure to submit costs as they will be invoiced will result in inaccurate payments to the Supplier. Schnucks processes invoices for payment based on the product received during the electronic check in process.

Correcting Discrepancies at time of DSD Delivery

Discrepancies between the DSD Supplier invoice and the Schnucks generated electronic invoice can result from cost or pack differences, shortages, damages, or the attempted delivery of unauthorized Products. The driver is responsible for making the necessary corrections to the Supplier's invoice and forwarding this information to the appropriate department within the Supplier's organization.

Delivery of Unauthorized Products

Any unauthorized Products shipped to a Schnucks store will be refused at the time of delivery, and it will be the Supplier's responsibility to have the product returned. Schnucks will not pay for any unauthorized Products delivered.

The introduction of new items by the vendor should be sent to the Category Manager for review and approval ahead of time.

Credits

Credit for returned Product may not be included on a delivery invoice. All credits must be issued on a separate electronic credit memo.

Deductions from Payments to Suppliers

Schnucks reserves the right to deduct outstanding Supplier receivables from payments to the Supplier. These receivables include, but are not limited to, allowances, shortages, damaged items, bill backs, returns, post audits, coupon redemption bill backs, and other receivables. Schnucks also reserves the right to demand payment by check on past due balances or overpayments.

Payments Audit Policy

Schnucks performs post payment audits of all payments and billings made to our Suppliers. We perform this audit in accordance with the guidelines set forth below and we expect all Suppliers to comply with these guidelines.

Post Payment Audit Policy

Schnucks complies with the Food Marketing Institute (FMI)/Grocery Manufacturers Association (GMA) Invoice Deduction Guidelines concerning post payment audit claims for pricing and promotional discrepancies. Schnucks strives to submit all post payment audit claims within 24 months from the end of the calendar year of the deal. However, Schnucks reserves the right, as protected under applicable statutes of limitations, to submit post payment audit claims within 48 months of the deal.

Post Payment Audit Claims

When a discrepancy is found, Schnucks auditors, ATG or PRGX, will follow the guidelines below to process the claim and recover the funds. Schnucks deducts post payment audit claims from current payments to the Supplier. However, Schnucks reserves the right to bill the Supplier for balances that cannot be deducted from current payments. With each post payment audit claim submitted, ATG and PRGX, on behalf of Schnucks, emails the appropriate back-up documentation to support the claim in advance of deduction. Documentation that was previously sent to Schnucks by the Supplier (i.e., original invoices) or previously sent by Schnucks to the Supplier (i.e., payment remittances) will not be provided.

Disputing Post Payment Audit Claims

Suppliers must comply with the following guidelines when disputing a post payment audit claim. ATG and PRGX, on behalf of Schnucks, submits post payment audit claims to our Suppliers via email prior to deduction. Suppliers must communicate all disputes to ATG (Schnucks@atgaudits.com) and PRGX (Schnucks@prgx.com) in the same manner. Responses will be made to all disputes within 30 days. If no additional communication is received from the Supplier within 60 days of the response, we consider the dispute resolved.

Promotional Funds

Suppliers cannot deduct post payment audit claims from current year promotional funds.

Product Identification Requirements

As a vendor of Schnucks, we require that you identify your products with UPC barcodes or PLU codes that can be scanned at point of sale. Each UPC must be approved, set up and established as "carried in store" before the item can be invoiced or shipped to the store. Any item not previously approved will be identified as a "Not Found" and will be refused by the store.

UPC/GTIN Policy:

- All products delivered for the purpose of resale must have a readable UPC barcode affixed to the Product or the Product's "sellable" packing. The exceptions are items that have been declared exempt, such as fresh flowers, produce, etc.

- Vendor must communicate to its Schnucks Representative, in writing, any changes to current UPC numbers, as well as the addition of new numbers, no less than ninety (90) days prior to shipment of that product to SMI.

Schnucks Corporate Responsibility/Ethical Business Conduct for Vendors

Schnucks is committed to pursuing environmental and green initiatives. Schnucks requests that, whenever practicable and reasonable, its law firms and vendors consider the environment before printing documents, use electronic means for the transmission/filing of documentation, and use technology in lieu of travel in making appearances.

Schnucks encourages good relationships with our product suppliers, vendors, and professional service providers (collectively “product and service suppliers”). Much of our reputation for integrity and fairplay comes from the manner in which we deal with our product and service providers. Therefore, it is our policy to deal fairly but firmly with product and service providers—showing them the same courtesy and consideration we would expect them to show us.

Product and service suppliers are treated as partners in affording our customers a broad assortment of quality products and services at the lowest cost. We foster mutually beneficial business relationships with our suppliers, work together to promote efficiencies and demand fair and equal pricing, terms and products with all forms of consumer outlets. In addition, the Company regularly engages the service of vendors, lawyers, consultants and other professionals. Payments that include fees and commissions are an integral part of business activity. While selection for performance of a specific service may involve a degree of subjectivity, the choice is always predicated on quality, competence, competitive price and service, business relationships and evidence that our vendors adhere to the same standards of integrity demanded by our Business Conduct Policy.

Product and service suppliers must be dealt with at arm’s length. All business with product and service suppliers must be free of favoritism. A conflict of interest arises in dealing with product and service suppliers when a Schnucks teammate could potentially base decisions to do business with a supplier on personal gain. Because of this, Schnucks wants to make sure that teammates are not in a position to be improperly influenced by a supplier. Below are guidelines to make sure Schnucks teammates are not put in a conflict situation.

1. GIFTS, ENTERTAINMENT AND OTHER GRATUITIES

Teammates must not solicit or accept gifts, entertainment or other gratuities intended to or that appear to influence business decisions. Solicitation of gifts is never authorized under any circumstance. Gifts, entertainment and gratuities should only be accepted if disclosed and approved by a teammate’ facility/business unit manager. For corporate teammates, gifts, entertainment or gratuities must be approved at the manager level or above.

Entertainment, meals and/or refreshments may be accepted if: (1) provided in the course of a meeting or other occasion, the purpose of which is to hold bona fide business discussions; (2) of reasonable

value; and (3) would have been paid by the Company as a reasonable business expense, had they not been paid for by a third party. A teammate may otherwise accept a very modest gift, including entertainment, meals and/or refreshments, in the interest of maintaining a good relationship with a vendor. However, for store teammates, all gifts over \$50.00 must be reported by the Store Manager to the Division Manager, who will determine final disposition of the gift. For teammates at non-store facilities, all gifts over \$50.00 must be reported to a teammate's supervisor, who will determine final disposition of the gift. All gifts over \$100.00 must be reported to your manager or the Manager of Human Resources, who will determine final disposition of the gift. No gift of an approximate value of more than \$500.00 can be accepted. Teammates should, if offered such sized gifts, politely explain that Company Policy prohibits such gifts. Such circumstances should be viewed as they would if all of the details were to be made completely public. Any questions with regard to these rules should be timely referred to the Legal Department. Cash and cash equivalents—including gift certificates and gift cards—must never be offered to teammates or accepted, regardless of amount. Teammates must reject any offer of payment of cash, cash equivalents, from a vendor.

All payments from a vendor must be handled and accounted for through the Company's receivables/payables system. Management is responsible for enforcing the provisions of this Policy and should use good judgment in a manner that would be favorably viewed by senior management. Any questions regarding the appropriateness of gifts must be directed to the Compliance Officer.

A. BUSINESS TRIPS

From time to time, invitations are offered to attend special events that usually involve similar offers to large numbers of people from the retail food business. In other instances, a supplier may sponsor an outing or meeting. Teammates receiving such invitations must discuss the matter with a Strategy Team member. Consideration should be given to whether such attendance, if approved, is viewed as personal or whether it would advance the interests of the Company. In the latter case, reimbursement of expenses would be appropriate. If the invitation involves air travel or overnight stays, Schnucks teammates must obtain the advance approval of a Strategy Team member in order to accept the invitation.

B. PREMIUMS AND PRIZES

Every effort will be made to request that promotional allowances be given directly to Schnucks in the form of reduced cost or cash. Authorized promotions from our merchandising departments should be in writing and state the qualifications for the premium and specifically name the teammate who receives the premium. Authorized promotions must be approved by the appropriate merchandising Vice President. Schnucks teammates may not benefit personally from any purchase of goods or services for the Company nor derive any personal gain from transactions made on behalf of the Company. Premiums awarded by suppliers are considered property of the Company. Any premium received by any teammate must be turned over to the Company. These premiums will then be handled in accordance with accepted Company practice. Any store displays having an intrinsic value (for example, an ice chest) that are supplied and left by a vendor and all other items received from a vendor (such as items bearing the vendor's logo, large volumes of trinkets or excess promotional items) should be surrendered to the Store Manager. If the value of such display items or other items is greater than \$50.00, the Store

Manager must consult his or her Division Manager, who may consult the Legal Department where appropriate, for final disposition of the item. Prizes that a teammate or any member of a teammate's family receives as a result of trade convention drawings or lotteries held by companies or vendors related to your area of responsibility must be reported and turned in to the Company. Teammates may retain only those prizes won through a Company-approved promotion or contest in which teammates have been informed in advance by the Company that teammates are eligible for the prize.

C. SAMPLES

Samples and advertising or promotional materials that are reasonable to the time and circumstances are permitted. Surplus samples should be accumulated for donation to a charitable organization or to others assisting in the product evaluation. If you are unsure, you should always check with your supervisor. Making the surplus samples available to your co-workers would also be appropriate.

2. COMPLIANCE WITH LAWS

It is the policy of Schnucks that teammates must observe and comply with all laws and regulations applicable to operation(s) performed on behalf of the company and to attend to the affairs of the Company in accordance with the highest ethical standards. Schnucks teammates who become aware of a violation or potential violation by the Company of any law or regulation, or any breach of these requirements of the Business Conduct Policy must report the same to the teammate's manager, the Manager of Human Resources, the Teammate Hotline at (314) 994-4357 ext. 1 / 1(800) 829-9901 ext. 4357 ext.1, or to any member of management. Vendors of Schnucks may anonymously report any perceived violations of the law or ethical violations to the Schnucks ethics hotline at 1-866-670-0007 or online at www.lighthouse-services.com/schnucks.

A. ANTI-TRUST LAWS

It is Schnucks policy that teammates must strictly comply with Anti-trust laws. In general, Anti-trust laws are intended to preserve and promote fair and honest competition. Anti-trust laws prohibit competitors from making any agreements restricting or limiting competition between themselves. This prohibition applies whether the agreement is oral or written, explicit or implicit, formal or informal. The prohibition applies no matter where or how the unlawful agreement is entered—whether via a business meeting, over the telephone, or in a restaurant. It is the Company's policy to strictly comply with the Anti-trust laws. To this end, teammates are prohibited from entering into arrangements with Schnucks competitors to set or control prices, rates, trade practices or marketing policies. Teammates must avoid any situation in which it might even appear that Schnucks has entered into such an arrangement. Vendors are prohibited from assisting any Schnucks teammate in violating Anti-trust laws.

B. GOVERNMENT PAYMENTS

No Schnucks teammate or vendor may make or offer to make direct or indirect payments—either money or items of value—to officials of any government, at any level, to persuade that person to favor the Company. Any payments made to government must be for a legitimate business purpose and must be made to the official office or agency of government and not to any employee of any government office agency in their private capacity.

It is Schnucks' policy to strictly comply with all applicable anti-corruption laws, including, but not limited to, the Foreign Corrupt Practice Act ("FCPA"). The FCPA is a U.S. Federal Statute that generally makes it illegal for any officer, director, employee, agent, or stockholder acting on behalf of a United States based company, to corruptly offer to pay, promise to pay, or authorize the payment directly or indirectly, of "anything of value" (money, goods, services, etc.) to a foreign official for the purpose of obtaining or retaining business. In short, United States companies, their employees and their business partners and representatives may not attempt to bribe foreign government officials for the benefit of the Company. Therefore, no Schnucks teammate or vendor may play any part in any action designed to make such illegal offers or payments to foreign government officials. This includes helping to provide money or facilitating payments made by other teammates, partners, or agents operating on behalf of the Company overseas. Many other countries around the world have laws similar to FCPA, including the United Kingdom and Canada and depending where a Company teammate or agent may be, those laws may well also apply. All teammates are required to conduct themselves in such a way so as not to violate any anti-corruption laws in any country where the Company may be operating. Schnucks vendors are prohibited from assisting any Schnucks teammate in violating any applicable anti-corruption law. Suspected violations should be reported to the Schnucks ethics hotline at 1-866-670-0007 or online at www.lighthouse-services.com/schnucks.

C. ACCOUNTING PRACTICES

Schnucks follows accepted accounting rules and controls. The books of account, budgets, projections and evaluations, expense accounts and other similar papers must be accurate. No false or misleading entries may be made in the Company's books or records for any reason. No undisclosed or unrecorded account or fund may be established for any purpose. The Company must carefully and properly account for all assets and expenses. No payment of Company funds will be approved or made without adequate supporting documentation or for any use contrary to this Policy. Expense reports must be honest, accurate and complete in all respects when submitted. No intentional, misleading or self-serving manipulation of any company record, program or document will be tolerated. Schnucks vendors are prohibited from participating in any activity that would result in a violation of Schnucks' accounting practices.

Glossary

| | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assets | Money, property, services, facilities, or anything else of value owned or paid for by Schnucks. |
| Conflict of Interest | Any other business or personal interest that affects or which could be viewed by others to affect your ability to act objectively and in the best interest of SMI. |
| COOL | Country of Origin Labeling |
| Damages | Product that would be unsalable by SMI if it were sent to a retail location. Damages can include, but are not limited to, the following: any open packages, broken product seals, leaking product, crushed cases, etc. |
| Drop Trailer | The trailer can be left onsite for unloading unattended by the driver for approved carriers with scheduled appointments. |
| FHSA | Federal Hazardous Substances Act |
| FIFO | First in, first out |
| MOD | Manager on Duty |
| Overages | Any product sold by SMI that was on the trailer but was not included on the BOL |
| PO | Purchase Order |
| SBT | Scan-based trading |
| Shortage | Any products ordered by SMI, and on the BOL, but not included on the trailer |
| SMI | Schnuck Markets, Inc. |
| UOM | Unit of Measure |

Exhibit A

Trade Portal Information

Portal URL: <https://tradepartners.schnucks.com/>

Accessing the Site:

- If you have forgotten your password, click on “Forgot Password”.
- If you are locked out of your account, contact the Administrator of your account.
- If you are the administrator of your account or you don't know who your administrator is; go to the “**Help/Contact Us**”. When sending an email, please include: subject, name, company name, your schnucks vendor or customer/broker number, and any message that could help us expedite your request.



The image shows a 'User Login' form with a blue header. It contains two input fields: 'Email' and 'Password'. Below these fields is a 'Login' button. A red box highlights a link labeled 'Forgot Password' located below the 'Login' button.

Store Clusters:

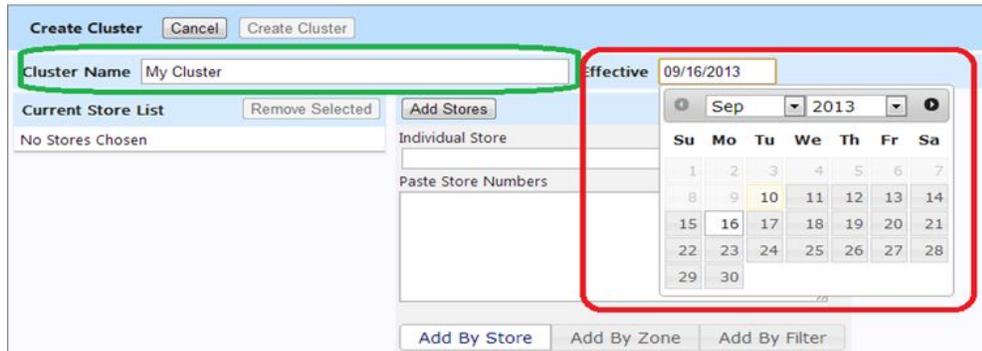
- You have the ability to set up store clusters.
- Clusters must be given the following: Name, Effective Date, and Stores

Creating a store cluster:

- Click “New Cluster”
- Enter a cluster name and choose an effective date (defaults to current date)

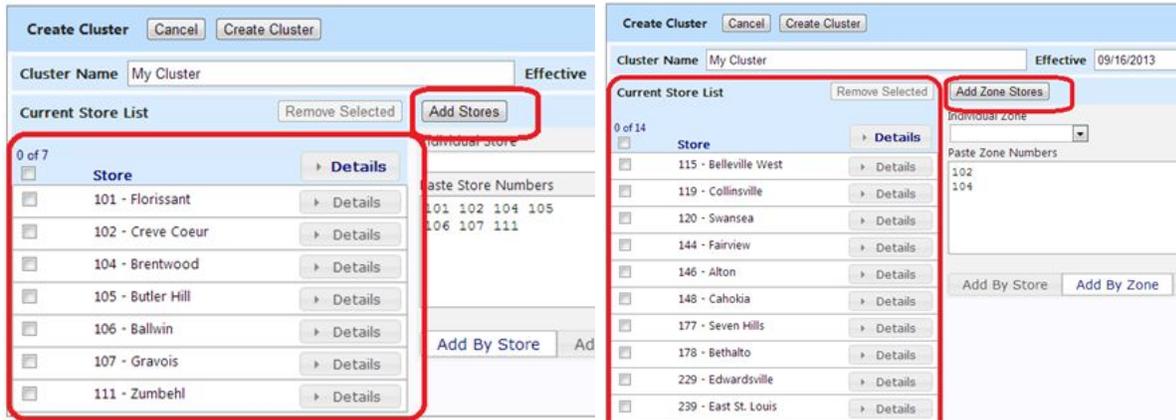
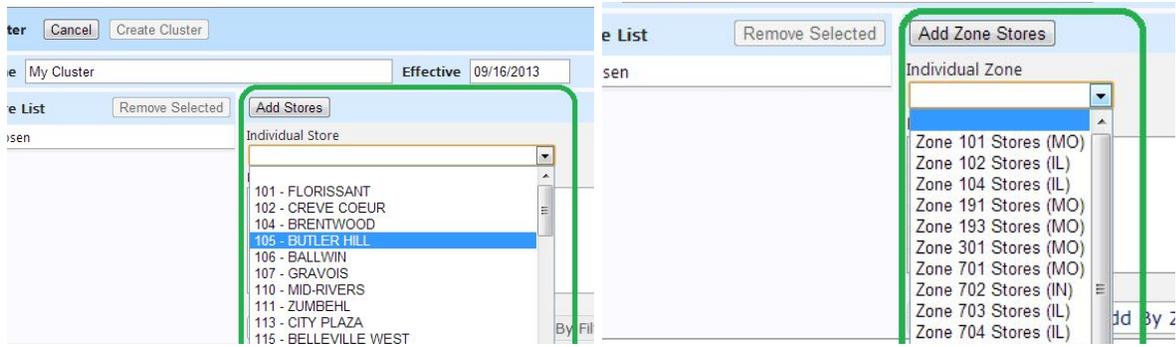


The image shows a 'Store Clusters' table with columns for 'Cluster ID', 'Cluster Name', and 'Effective Date'. Below the table are several buttons: 'Export Clusters', 'Copy Selected', 'Rename Selected', and 'New Cluster'. The 'New Cluster' button is highlighted with a green box.

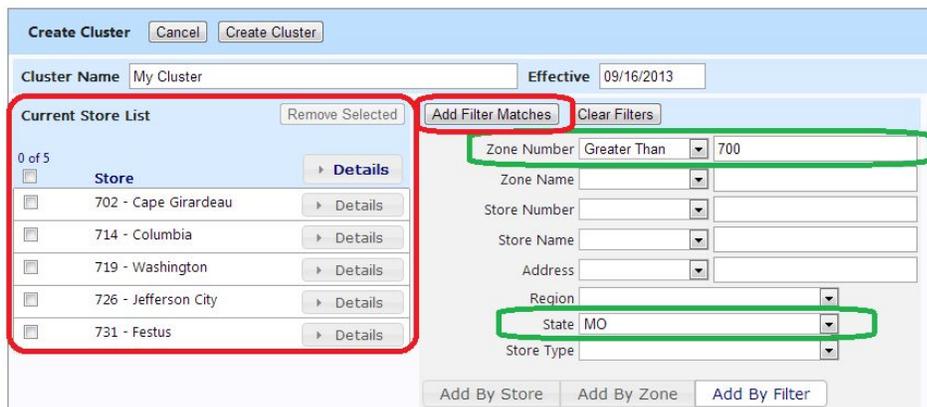


The image shows the 'Create Cluster' form. It has a 'Cluster Name' field containing 'My Cluster' (highlighted with a green box) and an 'Effective' date field containing '09/16/2013' (highlighted with a red box). Below these fields is a calendar for September 2013. The 'Current Store List' section shows 'No Stores Chosen'. At the bottom, there are buttons for 'Add By Store', 'Add By Zone', and 'Add By Filter'.

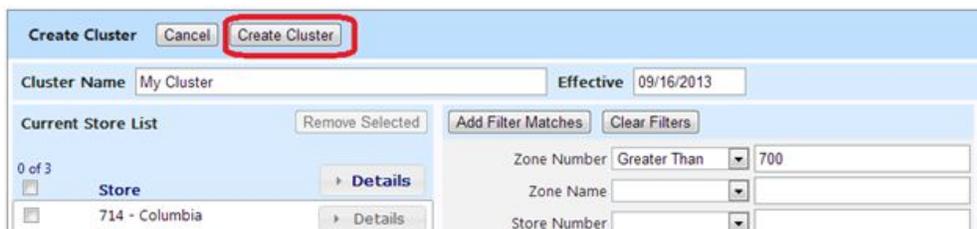
- Add Stores by Store, Zone, or by using filters.
 - Click “Add Stores”/”Add Zone Store” to add the stores to the “Current Store List”:

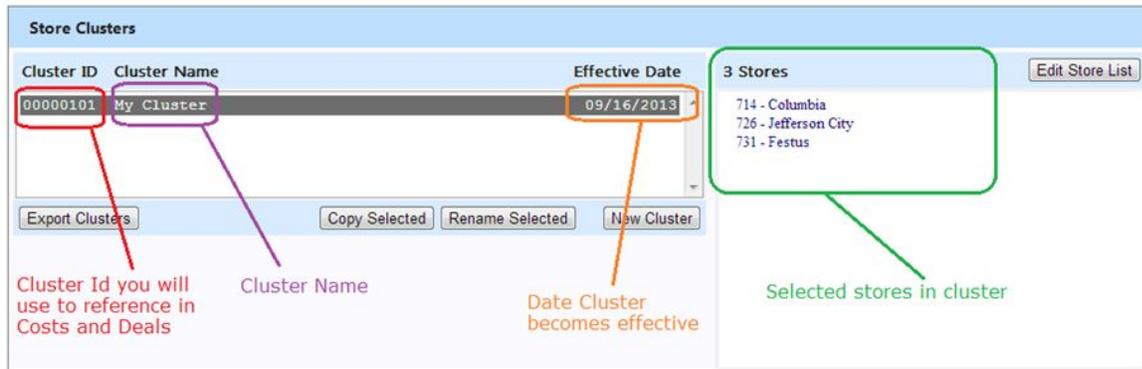


- Using Filters
 - There are multiple filter options - use 1 to many fields to search for stores.
 - If using more than one field only stores that meet all of the criteria will be chosen.



- To Save the new cluster, click "Create Cluster". You will then return to the first screen where all cluster information is displayed





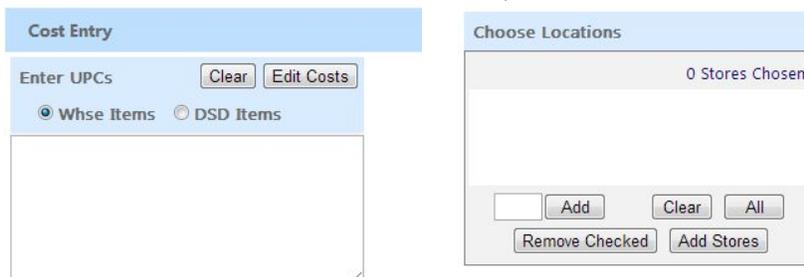
Enter Costs:

- You have the ability to enter costs for items in three different ways
 - Cost Entry - Single items or groups of items pasted to a list
 - Cost Upload - Upload costs from your own spreadsheet.
 - Cost Entry Brackets - Enter costs at bracket levels. Current brackets must be set up in our system.
- All cost entries must include the following information: New cost and Effective Date which must be in the future.
- If you are logged in as a vendor costs will default to your vendor number
- If you are logged in as a customer/broker you will need to pick the vendor you are entering the cost for from the drop down



Cost Entry:

- You must choose either Warehouse (Whse Items) or DSD items. Default is Whse Items.
- DSD items must have stores selected to proceed.
- You can type in upc numbers or paste from a list.
 - UPCs entered do not need to be in an up and down list as long as there is a space between each individual upc.



- Next Click Edit Costs
- Enter a store list → Choose all stores, enter individual stores, choose a zone, or choose one of your pre-defined store clusters
- Before we proceed with setting up costs, lets review the ways you can choose locations

- Single store entry
- Enter store number in text box and click add

- All Stores
- Click "All" and all Supermarket Stores load.

- Adding Stores by Selecting Store, Zone or Clusters
- Click Add Stores

- After you click "Add Stores" the following screen will appear

Now we can proceed with entering costs

- Only the first 10 upc's will be returned
- Any Upc that is in a family group will return all family members
- Items not in family are listed individually
- Stores that have a cost are listed in a drop down menu

Current purchase cost will show up in the purchase cost text box (costs are blackout for privacy reasons)

- To make changes to cost, click "Edit". Background changes to pink.

MASTER MIX BLOODY MARY

7049121225 – MASTER MIX BLOODY MARY 03380*Z

| Purchase Cost | Vendor Pack | Effective Date | Cost Found At |
|-------------------------------|-------------|----------------|---------------|
| <input type="text" value=""/> | 12 | 09/24/2013 | 10 Stores |

MASTER MIX BLOODY MARY

7049121227 – MASTER MIX BLOODY MARY 05920*Z

| Purchase Cost | Vendor Pack | Effective Date | Cost Found At |
|-------------------------------|-------------|----------------|---------------|
| <input type="text" value=""/> | 6 | 09/24/2013 | 10 Stores |

MASTER MIX SWEET & SOUR

- Save is completed for all stores the cost was currently found at and the background color turns green.

MASTER MIX BLOODY MARY

7049121227 – MASTER MIX BLOODY MARY 05920*Z

| Purchase Cost | Vendor Pack | Effective Date | Cost Found At |
|-------------------------------|-------------|----------------|---------------|
| <input type="text" value=""/> | 6 | 10/07/2013 | 10 Stores |

Cost Upload

- You can enter costs using a spreadsheet. The following columns will must be included
- The only file type you can use is .xls or .xlsx; which are both Excel file types.
- The max amount of rows that can be uploaded is 1000, it will not error if there are more than 1000 rows but it will stop uploading after the max amount has been reached.
- Logged on as a vendor
 - Upc OR SMI Item number
 - Cost
 - Effective Date
 - Vendor Pack
- Logged on as a Customer/Broker
 - Upc OR SMI Item number
 - Cost
 - Effective Date
 - Vendor Pack
 - Vendor Number -->SMI vendor number associated with the cost you are submitting
- Option Fields for All
 - Individual Store Number
 - Store Cluster Id → Generated when you create your store clusters
 - If there is no store or cluster designation for DSD items the cost will be saved for all stores that currently have a cost of file. For warehouse items you never need a store or cluster designation
- Once the file has been uploaded it will display on the screen
- Next you must map the columns of your spreadsheet in the “Column Mappings” area next to the grid.

Cost and vendor number are hidden in this example for privacy reasons

Uploaded Spreadsheet 508 Rows

| UPC | ITEM_NBR | PRODUCT_DESCRIPTION | VENDOR_PACK | BEGIN DATE | COST | VENDOR |
|------------|----------|-------------------------|-------------|------------|------|--------|
| 3680009115 | 7117299 | TC LIP BALM TWIN/CHERRY | 12 | 09/30/2013 | | |
| 4131803003 | 302682 | SCH CHUNKY SOUP BEEF | 12 | 09/30/2013 | | |
| 4131803004 | 302683 | SCH CHUNKY SOUP CHICKEN | 12 | 09/30/2013 | | |
| 4131803005 | 302680 | SCH CHUNKY SOUP SIRLOIN | 12 | 09/30/2013 | | |
| 4131803006 | 302684 | SCH NEW ENG CLAM CHOWDR | 12 | 09/30/2013 | | |
| 4131803015 | 302686 | SCH CREAM OF CELERY | 24 | 09/30/2013 | | |
| 4131803017 | 302688 | SCH VEGETABLE BEEF SOUP | 24 | 09/30/2013 | | |
| 4131803018 | 302689 | SCH CHICKEN BROTH | 24 | 09/30/2013 | | |
| 4131803019 | 302690 | SCH VEG VEGETABLE SOUP | 24 | 09/30/2013 | | |
| 4131803020 | 302691 | SCH TOMATO SOUP | 24 | 09/30/2013 | | |
| 4131803021 | 302692 | SCH CREAM OF MUSHROOM | 24 | 09/30/2013 | | |
| 4131803022 | 302693 | SCH CHICKEN NOODLE SOUP | 24 | 09/30/2013 | | |

Column Mappings

Required *

At Least One Required *

UPC - Not Mapped - *

Schnucks Item # - Not Mapped - *

Cost - Not Mapped - *

Effective Date - Not Mapped - *

Vendor Pack - Not Mapped - *

Vendor ID - Not Mapped - *

Individual Store - Not Mapped -

Store Cluster ID - Not Mapped -

Validate Uploaded Spreadsheet

Column Mappings

Required *

At Least One Required *

UPC: UPC *

Schnucks Item #: - Not Mapped - *

Cost: COST *

Effective Date: BEGIN DATE *

Vendor Pack: VENDOR_PACK *

Vendor ID: VENDOR *

Individual Store: - Not Mapped -

Store Cluster ID: - Not Mapped -

Validate Uploaded Spreadsheet

- Fields have been mapped, next click “Validate Uploaded Spreadsheet”
- You will get a grid of “invalid rows” if any of your rows do not meet the validation requirements in your spreadsheet. You can choose to fix the spreadsheet and start over, or you can upload the valid rows and then resubmit the invalid rows later after you have fixed the data.
- If you found that you mapped some columns incorrectly you can “Go Back to Column Mapping” and change the map.

Invalid Rows 3 Rows

| PRODUCT_DESCRIPTION | VENDOR_PACK | BEGIN DATE | COST | VENDOR | Invalid Reason |
|------------------------|-------------|------------|------|--------|-------------------------------------------------|
| CHNUCKS STRAW PRESERVE | 12 | 09/03/2013 | | | Effective Date invalid |
| SCH PLATE 8 7/8 FOAM | 0 | 09/30/2013 | | | Vendor Pack invalid |
| TC NASAL SPRAY REGULAR | 6 | 09/30/2013 | | | Either UPC or Schnucks Item # must have a value |

Actions

Submit Valid Rows

Go Back to Column Mapping

Abort Upload

Valid Rows 505 Rows

| UPC | ITEM_NBR | PRODUCT_DESCRIPTION | VENDOR_PACK | BEGIN DATE | COST | VENDOR |
|------------|----------|-------------------------|-------------|------------|------|--------|
| 3680009115 | 7117299 | TC LIP BALM TWIN/CHERRY | 12 | 09/30/2013 | | |
| 4131803003 | 302682 | SCH CHUNKY SOUP BEEF | 12 | 09/30/2013 | | |
| 4131803004 | 302683 | SCH CHUNKY SOUP CHICKEN | 12 | 09/30/2013 | | |

- After the upload has finished you will get this message. You will receive an email within the next hour so you can review any additional errors not caught in the up-front validation

Cost Upload

Choose Spreadsheet for Upload

Choose File No file chosen

Upload Chosen Spreadsheet

Spreadsheet Has Header Row
1,000 Rows Max

Submit Complete

Submitted 505 cost change records.

An email with detailed results will be sent to you.

It is important to review the results email. It will show any errors encountered while processing your upload that could not be found by the up-front validation.

Review Submitted Cost Changes

- There is a default date range of one week but you can change the date range to any time frame.
- Click "Load Report"

Review Submitted Cost Changes

From To

- When the results return there will be 3 different headers: pending, rejected, and accepted
- The data result will appear under each header

| | | |
|------------------------------|--------------------------------|-------------------|
| Pending Cost Changes | 08/01/2013 - 10/03/2013 | 50 Pending |
| Rejected Cost Changes | 08/01/2013 - 10/03/2013 | 1 Rejected |
| Approved Cost Changes | 08/01/2013 - 10/03/2013 | 1 Approved |

Reports Available:

- Payment History → review payment submitted by Check, EFT, scheduled payments, and payment History
- Item Movement → See a week's worth of item movement on items you carry.
- DSD Invoice Search → View your DSD invoices at an item level detail.
- Warehouse Invoice Discrepancy → View warehouse invoice discrepancy information, including summary and item level detail. Only invoices that have been processed electronically are available through this tool.