



D.F. Stauffer Biscuit Co., Inc.

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PRODUCT REQUIREMENTS FOR INGREDIENT SUPPLIERS

Thank you for your attention to the requirements in the Compliance Thermometer list. The percentage of compliance on your Thermometer does not include product-specific documents that are required by D. F. Stauffer Biscuit Company. Product-specific documents are all documents that pertain to a single product. In order to be compliant with D. F. Stauffer Biscuit Company, the product requirements below need to be fulfilled in addition to the requirements on the Thermometer list.

The following requirements should be posted in the "Supporting Documents" tab of a Product document in icix. To create a Product, go to the My Documents tab, choose the option for "Product", and type in your product name. From within the Product document, click on the Supporting Documents tab and you will be able to share and upload the below requirements for your product.

Product-specific Requirements:

Compliance

- Sample COA
- HACCP Plan for Ingredient
- Allergen Information
- MSDS/GHS
- GMO Statement
- Country of Origin
- Letter of Continuing Guarantee
- Bioterrorism Act Compliance Letter
- Trace Recall Program
- Lot code explanation
- Shelf life Policy
- California Transparency Supply Chain Act compliance statement
- 24/7 Emergency Contact List with areas of responsibility

Certificate

- Copy of GFSI Certification or 3rd party audit
- Kosher Certificate
- Organic Certificate
- Certificate of Insurance

Product

- Product Specification
- Nutritional Information as part of the product specification

If you supply the same product to multiple customers, please note: When you share a product listing with a customer, you are sharing all of the documents within the supporting documents tab with the customer you are sharing it with. If you post any documents in your product listing for a specific customer and you do not want other customers to be able to view those documents, you may want to create separate product listings and share accordingly.

icix Help Page and Technical Assistance

For more information on how to use icix, please visit the icix Help Page, which includes a training webinar schedule, training videos, and instructional documents. You can find the Help tab on the right side of your icix site. If you need technical assistance or have encountered any technical issues, please contact icix Member Support. icix Member Support Contact Information:

Phone: 1-877-888-4249, Option 1

Live Chat: <http://www.gotoassist.com/ph/icix>

Email: membersupport@icix.com

