

# General Purchasing Requirements for Suppliers



## 1. General Company Information

### Address

Company name:	
Street:	
PO Box:	
Postal code/city:	
Country:	
Contact Person:	
Telephone:	
Email/ Homepage:	
Emergency contact details in case of a crisis (must be available after office hours)	
Telephone number:	
Contact name:	

## 2. Scope

These Purchasing Requirements apply to all ingredients delivered to Unifine Food & Bake Ingredients. All aspects of these General Purchasing Requirements are mandatory for the supplier and must be adhered to.

## 3. Introduction

All contracts for the purchase of raw materials by Unifine Food & Bake Ingredients are governed by our General Terms and Conditions of Purchase. These Purchasing Requirements are part of the binding terms and conditions between Unifine Food & Bake Ingredients and the supplier. In the event of conflict between the General Terms and Conditions of Purchase and these Purchasing Requirements, the provisions of these Purchasing Requirements shall prevail.

These Purchasing Requirements shall not be amended or any of them waived unless Unifine Food & Bake Ingredients specifically agrees such in writing.

Unifine Food & Bake Ingredients reserves the right to refuse any delivery that is not conforming to these Purchasing Requirements or the agreed material specification.

## 4. Delivery

All products delivered must have a minimum of 75% of remaining shelf life at the day of the delivery. In case of special agreements about a minimum remaining shelf life those agreements have to be followed.

## 5. Information on delivery note

Shipping documents have to be given for each delivery. They have to include the following information:

- Article number and name
- Consignees order number
- Name (or initials) and address of the supplier
- Quantity/Net weight
- Best before date
- Batch

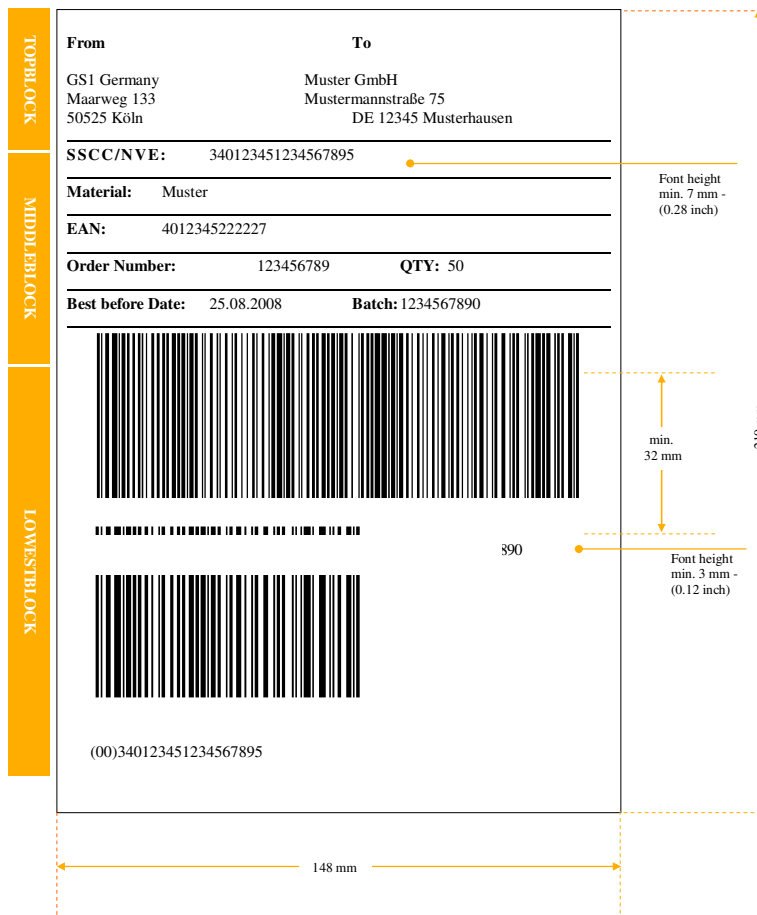
## 6. Coding

The supplier should identify and label each pallet or handling unit with an industry standard label. Following GS1 Unifine Food & Bake Ingredients has defined the necessary information and format required for packaging materials identification according to this guideline.

The following information must be provided in human readable and barcode format (to enable scanning by Unifine Food & Bake Ingredients e.g. batch and production information etc. of the delivery):

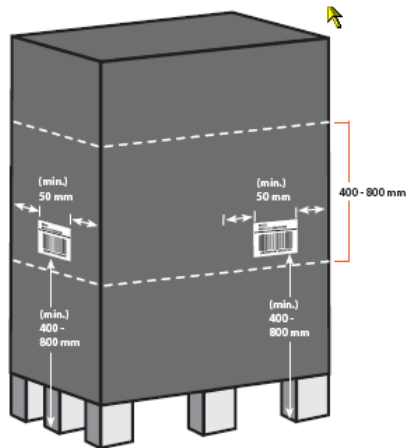
- Article number
- Consignees order number
- Quantity/ Net weight
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Label dimension: A5 (148 mm x 210 mm) – 6 x 8 inch



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For all types of pallets, including full pallets containing individual trade items and single trade items, the target height for the bottom of the bar code symbol is between 400 mm (16 inches) and 800 mm (32 inches) from the base of the pallet. For pallet less than 400 mm (16 inches) high, the bar code symbol should be placed as high as possible. The symbol including its quiet zones should be at least 50 mm (2.0 inches) from any vertical edge to avoid damage.



All products delivered to Unifine Food & Bake Ingredients have to be placed on exchangeable Euro pallets (120 x 80cm) without any overlap.

Pallets must be clean, dry, covered with a top cover and taint free (see *GF812a Appendix GPR for Supplier - Unacceptable Pallet Conditions*). Where wooden pallets are used, a layer of paper or polyethylene must be used to separate the first layer of packaging units from the pallet surface.

Pallets that are damaged, unstable or unsafe will be rejected or restacked at the cost of the supplier.

## 7. Batch

A batch code is limited to max. 10 digits and must not be duplicated within a two-year period after the material expiry date. For every transport unit (e.g. pallet) it is only permitted to deliver a homogeneous batch of a material. The supplier should deliver homogeneous batches containing one or max. two manufacturing batch(es) per pallet when clearly identified.

## 8. Traceability

Based on EU regulation 178/2002 the supplier must at all times operate a traceability system.

- to identify the processing plant, the production batch and the date of production
- to obtain the manufacturing and quality reports related to each batch produced
- to identify the method and date of transportation, the haulier involved and the locations the material has been stored at.

The complete traceability of a material, including upstream suppliers must be provided to Unifine Food & Bake Ingredients on request within a maximum of 24 hours.

## 9. Transport

The packaging and shipping of products to Unifine Food & Bake Ingredients must be in such a way that it does not affect the quality of the product. The vehicles used shall be suitable for the purpose maintained in good repair and hygienic condition. The products must be treated with care and protected against the following during storage and transportation:

- chemical contamination
- strong odours
- adverse humidity
- pests
- exposure to glass and broken glass
- debris or other physical contaminants

Where a temperature controlled vehicle is used, the refrigerated transport shall be capable of maintaining product temperature within specification, under maximum load, whilst the product is stored on the vehicle. Appropriate automatic or manual systems for recording vehicle temperature shall be in place and records of temperature maintained.

Transport contractors must have a procedure in place for vehicle breakdown, vehicle maintenance and cleaning.

## 10. Packaging

All products delivered to Unifine Food & Bake Ingredients may only be packed in packaging that complies with the current EU packaging guidelines. Packaging material has to be free from odours that can influence the product negatively and free from any kind of contamination and residues.

Furthermore a food grade certificate must be available for each packaging used.

## 11. Product Specifications

The supplier shall at all times supply in conformity with all aspects of the agreed specification. Any additives used in the delivered ingredient must be declared on the raw material specification. Any processing aids remaining in the delivered ingredient must be declared.

## 12. Method of analysis/Certificate of Analysis

The supplier has implemented an end product control of every batch for the agreed Quality Control parameters. Furthermore a certificate of analysis (no certificate of conformity) has to be sent with each delivery. Certificates of analysis, must clearly indicate the batch(es) for which the analyses relate to, the agreed testing parameters and reference methodology and the date of delivery if sent in advance.

If no specific method of analysis is quoted on the Unifine Food & Bake Ingredients specifications then internationally recognized methods must be used.

## 13. Food Law

The supplier guarantees that all delivered goods comply with the current EU food law especially with regard to composition and declaration. Also other effective food law guidelines have been considered. The supplier guarantees, that legal requirements regarding veterinary drugs and radio activity are strictly observed.

### **Pesticides**

The delivered product complies with the Council Directive 396/2005/EC incl. 178/2006/EC, 149/2008/EC and 206/2008/EC relating to the fixing of maximum levels for pesticides residues in/on foodstuffs.

### **Aflatoxins**

Regarding Aflatoxin the product complies with the requirements of the Council Directive 1881/2006/EC.

### **Heavy Metals**

The heavy metal content of the product corresponds to the requirements of the Council Directive 1881/2006/EC fixing the maximum levels for heavy metals residues in/on foodstuffs.

### **Dioxin/Pentachlorophenol (PCP)**

The maximum levels for the content of dioxin and PCP in/on foodstuffs stated in the Council Directive 1881/2006/EC are not exceeded.

### **GMO**

The supplier confirms that no genetically modified products are delivered to Unifine Food & Bake Ingredients which have to be declared according to the EU regulations 1829/2003 and 1830/2003.

- The supplier must give details of the source, origin and GMO status of all ingredients, additives and processing aids on the Ingredient Data Form.
- The supplier must inform Unifine Food & Bake Ingredients if a material they supply is required to be labelled (as containing GMO) and provide details of any non-GMO alternatives available.

The supplier is expected, where applicable and upon request, to provide evidence of IP status (IP status is Identity Preserved status) to Unifine Food & Bake Ingredients and its affiliates. This is normally requested for ingredients that have a high risk of being from or being in cross contamination with a GMO source, such as Soya lecithin or maize to be used in cereals. It is a specialised certification that covers the whole supply chain of an ingredient from the seed used for the crops to the point of final packaging and transport

### **Allergens**

- If the supplier is unable to ensure that its products are without allergenic substances or without potential traces of allergenic substances, the supplier must highlight this in the Major Allergen Declaration that he will provide.
- Ingredients must be protected during manufacturing and packing from the possibility of cross contamination with allergenic substances.

Where cross contamination with allergenic substances is a potential hazard Unifine Food & Bake Ingredients and its affiliates must be notified so that adequate measures can be agreed to safeguard the consumer.

### **MSDS**

The supplier must ensure that all sites where materials are to be used are given their relevant Material Safety Data Sheets (MSDS) in advance of the first delivery and are updated where appropriate. If the delivered products are subjected to EU regulation 1907/2006 the MSDS must comply with the mentioned regulation.

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## 14. Changed Procedures

The supplier must give in advance written notice to Unifine Food & Bake Ingredients about any change in the recipe or processing of the material when such change

- affects the legal status of the material
- affects the performance of the material
- represents a deviation from the specification
- changes the manufacturing site.

The supplier must then receive written consent from Unifine Food & Bake Ingredients prior to the change taking place.

Ingredient data relating to Countries of Origin and Countries of Processing not affecting the above may be modified by the supplier are subject to the supplier notifying Unifine Food & Bake Ingredients in writing of such changes within two weeks of the change.

## 15. GMP

All processing must be carried out under hygienic conditions and in accordance with general principles of Good Manufacturing Practice.

Ingredients, processing aids and packaging materials must not be processed, stored or transported with any other material that could taint, contaminate or adversely affect the functionality or impart off odours or flavours to the material that when later processed, could contaminate the finished product.

The ingredient materials must be packaged in suitable hygienic wrapping without loose or detachable closures or other potential foreign body hazards e.g. staples.

All suppliers' storage locations and transport must be kept clean, dry, free from infestation and odours that could taint the materials, and maintained at temperatures and humidity's appropriate for the material.

## 16. Supplier Management / Security

The supplier agrees to install a quality system and to apply consistent and appropriate quality checks on the materials and the processes to ensure conformity with the requirements of the Unifine Food & Bake Ingredients specification and Purchasing Requirements throughout the period of supply.

### *Stock Management*

Excess ingredient materials and substandard stock must be disposed of under controlled conditions so that they cannot re-enter the supply chain

### *Tampering/Site security*

It is essential that all materials are manufactured, stored and delivered in a way that tampering or other acts of sabotage are minimized. The supplier must have a site-security plan to protect the materials manufactured and the employees

## 17. Quality Management

The Supplier must have a Quality Management System and a HACCP System in place. Please attach the relevant certificates (ISO9001, ISO22000, BRC, IFS, HACCP, EUROPGAP etc.).

## 18. Non-conformity Management

Unifine Food & Bake Ingredients will be entitled to accept and/or reject upon receipt or during use any material delivered by the supplier failing to meet the requirements of this GTR document or of the Unifine Food & Bake Ingredients Specifications or related documents. Unifine Food & Bake Ingredients will notify the supplier in writing if any products delivered under this agreement do not conform to the specifications.

A detailed description of the problem and if required samples are to be sent to the supplier by Unifine Food & Bake Ingredients. In all cases, the supplier shall keep Unifine Food & Bake Ingredients promptly informed about the corrective actions carried out.

Unifine Food & Bake Ingredients will be entitled to reject any product which does not conform to the specification and will, in such cases, return any such product, at supplier's cost and expenses, to the supplier's manufacturing plant, including all sorting and destruction costs of the incriminated goods. Should any products reveal not to conform to the specification or to be otherwise defective only after said products have been distributed to the markets, the supplier will refund the corresponding price to Unifine Food & Bake Ingredients and reimburse to Unifine Food & Bake Ingredients the actual costs and expenses incurred in connection with the recovery and distribution of containers.

Without prejudice of any other rights of Unifine Food & Bake Ingredients, the supplier will promptly deliver to the client products in replacement of the non-conforming products.

## 19. Ethical Trading Policy

Unifine Food & Bake Ingredients is concerned about the welfare of workers in their supply chain and in the environmental impact that their operations have on the environment.

Unifine Food & Bake Ingredients is committed to following the standards of the Ethical Trading Initiative (ETI) – called The Base Code. See *GF812a Appendix GPR for Suppliers - Ethical Trading Initiative - ETI Base Code Appendix A* for a detailed copy.

- Employment is freely chosen
- Working conditions are safe and hygienic
- Working hours are not excessive
- Living wages are paid
- Freedom of association and the right to collective bargaining are respected
- No harsh or inhuman treatment is allowed.
- No discrimination is practiced
- Regular Employment is provided
- Child labour shall not be used

In order to aid in the implementation of the ETI Base Code Unifine Food & Bake Ingredients will aim to follow some implementation principles.

- Commitment to the ETI Base Code
- Monitor, verify and report on the implementation progress on an annual basis.
- Raise awareness and provide training where appropriate
- Negotiate with suppliers to implant corrective actions where required
- Set management procedures so as to allow for discussions with suppliers in respect of labour pricing and incentives.

Date:

Signature of Supplier: