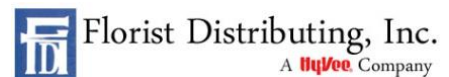


Hy-Vee & Subsidiaries

Supplier Handbook / Routing Guide



NOW AVAILABLE AT

<http://supplierhub.hy-vee.com/>

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“Hy-Vee” in this document refers to Hy-Vee and its Subsidiaries. All content, rules, conduct, etc. discussed as Hy-Vee in this document is applicable to all Subsidiaries.

The goal of this vendor guide is to provide a detailed source of Hy-Vee’s supply chain practices. One of our goals is to continue to grow with our suppliers, as we serve eight states and millions of customers. By communicating our best practices and policies with you, we can continue to grow sales and business relations most efficiently. Hy-Vee reserves the right to change any of the below practices, policies, or procedures at any time at its discretion.

Supply Chain Vision

Hy-Vee is synonymous with quality, variety, value, and superior customer service. We are “A Helpful Smile in Every Aisle.” Within our Supply Chain, Hy-Vee extends our helpful smiles to your company. We want to help our vendors be the best that they can be. We strive to carry the right products, in the right quantity, at the right place, at the right time. With solid policy, communication, and practices, we look forward to the opportunity in working with you.

Mission Statement

At Hy-Vee, we are making lives easier, healthier, and happier. These three missions cannot be complete without a joint relationship between our company and you, our vendor. By working together to innovate and grow our businesses, in return we make this happen for our customers.



SUPPLIER HUB MODULE

Confidentiality

The Vendor Designated on the signature page (“Vendor”) acknowledges that it may have access to or possession of Confidential Information that is proprietary to Hy-Vee, its employees, directors, or officers. This information is not publically known and may have value. Confidential Information is defined can be written, electronic, oral, or visual among the subjects of employees, marketing, sales, finance, pricing, customer information, future planning, operations, administration, etc.

Vendor must protect said Confidential Information with responsible care, like it is protecting it’s own proprietary information. The Vendor is not allowed to use or disclose any of the information to any party without Hy-Vee’s permission. The Vendor and its employees must fulfill this obligation to Hy-Vee and agree to not use this information for commercial purposes.

Please contact Hy-Vee if you are unsure what is considered Confidential Information, what information should or should not be shared, and with any questions regarding confidentiality. All information sharing must be approved for release in writing by Hy-Vee.

Most Vendor’s will have access to our Supplier Hub Program, available at supplierhub.hy-vee.com. All of the above statements from this section “Confidentiality,” are applicable to the Supplier Hub Program. The Supplier Hub Program is not to be misused. Please direct any further questions to the Hy-Vee Purchasing Department.

At Hy-Vee’s request, a Vendor must surrender and return all Confidential Information within the time frame permitted. Vendors are not permitted to make electronic or paper copies of any Hy-Vee Confidential Information without written consent from Hy-Vee.

New Supplier Set Up

To be set up as a new supplier, you will need to fill out a form. This form is available through the purchasing department. The purchasing assistant for your category has this Excel sheet available, which is then set up in our Electronic Data Interface System.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

New Item Set Up

Setting up a new item is a function that can be completed on the Supplier Hub. Please visit supplierhub.hy-vee.com. Chose the item maintenance form on the home page, then select the “new” mode. There is a FAQ list on the right hand side for your convenience.

Product Samples

Samples received from suppliers are the property of Hy-Vee and must be consumed or used by the employees for the purpose of sampling or testing the product, or donated to charity.

UNDERSTANDING RELATIONSHIP MODULE

Diversity

Small enterprises are welcome at Hy-Vee, as we welcome opportunities to grow our sales and business relations together. If you need any guidance, feel free to reach out to your category's buyer assistant.

Grocery – Contact Jenna Willert – 515-267-7785

Health & Beauty Care – Contact Ivy Pierick – 515-267-2826

Produce – Contact Heather Reed – 515-267-2974

General Merchandise – Contact Scott Haugen – 515-267-2921

Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831

Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

At Hy-Vee, we encourage minority owned businesses to become our Vendors, we welcome all enterprises equally with a helpful smile. Hy-Vee does not discriminate based on race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, or disability.

For additional information about Hy-Vee and its supplier process, please send contact information to:

Hy-Vee, Inc.

ATTN: Purchasing Department

5820 Westown Parkway

West Des Moines, Iowa 50266

515-267-2800

Gift/Gratuity Policy

It is permissible to accept an invitation for a meal in the company of someone having an existing or potential business association with Hy-Vee. Repeated meals with the same individual or company should not be accepted. Unusually expensive meals should be avoided.

Personal gifts in excess of \$25 should not be accepted without approval by a regional Senior Vice President if at store level or a Vice President if at the office. No employee should accept, directly or indirectly, any entertainment, gifts or services from any supplier or potential supplier under circumstances from which it might be inferred that the purpose was to improperly influence the employee's judgment.

If an employee is invited to a social, cultural, or athletic (including participatory) event by a supplier with whom he or she has a business relationship, it is permissible for the employee (and spouses or guest(s) if invited) to attend and/or participate, including local transportation for attendance. Employees who accept such invitation, or feel that it would be in the best interest of the Company to do so, should have approval from their immediate supervisor. Local events do not require approval from the corporate office. We do not encourage employees to request tickets from vendors. If, however, an employee does ask a vendor or supplier if tickets are available, the employee is required to pay the supplier for the tickets and any other costs they may incur.

Employees (and spouse/guest) may attend industry or supplier sponsored out of area business, social, cultural, or athletic (including participatory) events where there is a value or benefit to the Company as a result of that attendance. Where it is customary in connection with such attendance, meals, tickets, lodging, and transportation may be accepted by employees, and where appropriate, by spouses/guests. Employees must have advance approval by their Assistant Vice President, Operations for out of area events and if it includes transportation or lodging it must be approved by the Chairman, President, or CEO.

Continued or frequent gifts from the same individual or company should not be accepted. Incentives earned by employees based upon volume purchases or sales are the property of the Company. Incentives should be paid to Hy-Vee by check where possible. If a prize or premium is given instead of a check, incentives should be used for Company contests or drawings, sold for cash, or donated to charity.

Employees must neither solicit nor accept gifts, products, or services from suppliers for personal events. Examples would be food, decorations, etc. for a wedding; beverages for a personal party, etc.

When an employee makes a direct purchase of a product from a supplier, the employee must pay the standard wholesale price or the Company special price, directly to the supplier. Example: The supplier may offer a discounted rate to Hy-Vee employees. Your price must be the same as the price offered to all other employees.

Employees who have direct business relationships with suppliers must disclose their personal purchases from such suppliers to their supervisors. Example: Employees should not accept special services or rates for snow removal, lawn services, heating and air conditioning maintenance from vendors that provide service to the store as a "sweetheart deal."

Universal Product Code (UPC)

It is very important that Hy-Vee has the most up to date item information. Having the most up to date information helps to help our common goal of growing sales and business relations. It is required that each item has a unique UPC.

ELECTRONIC DATA INTERFACE (EDI) MODULE

Communication

EDI is available as way of communication B2B. This system is extremely helpful in replenishment and the payment process. Our EDI system can transmit orders, generate POs, invoice, deduct, credit, etc. Our EDI coordinator Sandi Smith can be reached at ssmith@hy-vee.com. Small enterprises or enterprises without an EDI system can use email communication for ordering and other processes, etc.

How to Get Started

There is an EDI form available within the Chariton Inbound Freight packet. This packet is processed by the category's buyer assistant. To see if you have been approved for EDI, please contact your category's buyer assistant. They can be found in the New Supplier Setup section within the Supplier Hub module.

Receiving PO's

Hy-Vee uses an Electronic Data Interface system for sending and receiving information including Purchase Orders. The Hy-Vee EDI system can be set up to transmit purchase orders electronically to your system. If your enterprise does not have an EDI system, the Hy-Vee system will create a purchase order and deliver it to an email address on file. The Hy-Vee Purchasing Department **will not** send or receive purchase orders via fax machine or hard copy.

Vendors who utilize a business relationship with individual Hy-Vee stores may use fax and hard copy communications per approval by the store accounting coordinator.

Sending Invoices

Invoices can also be sent through the EDI system. Small enterprises without EDI capabilities may use email for sending invoices. Questions can be directed to your category's merchandiser.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

E-Commerce Contact
Our mailing address is:
Hy-Vee, Inc.

ATTN: Purchasing Department
5820 Westown Parkway
West Des Moines, IA 50266

Our general information:
Reception: 515-267-2800

Fax is neither accepted nor available

Purchasing Department email: jwillert@hy-vee.com or your buyer assistant by category listed above.

Website: www.hy-vee.com

Supplier Website: www.supplierhub.hy-vee.com

Data Sync

At this time Data Sync is not available through the Hy-Vee, Inc. EDI system.

CURRENT SUPPLIER MODULE

Renewing Vendor's Endorsement

Please see Appendix B in this routing guide for information. Hy-Vee, Inc. requires the attached Certificate Liability Insurance to be completed upon the start of the business relationship. Renewing this endorsement includes updating any and all information to your knowledge on this form.

Labels

There are several pieces of information that must be included on master cases. These include: the name of the vendor, the Hy-Vee purchase order number, the case U.P.C., product description, master case pack, code date where applicable, and unit U.P.C. For breakdown items, the inner case pack and the amount of inner cases included are also mandatory for the master case. Including the Hy-Vee product code is optional, but would be very nice to have, if possible.

There are also several requirements for information needed on the inner case of breakdown items. These include: the case U.P.C., product description, inner case pack, and unit U.P.C. Including the Hy-Vee product code is optional, but would be very nice to have, if possible.

Item Changes

Timely notification of product changes are important. All product changes must be compliant with company guidelines. Some of the common issues include:

- Using the same U.P.C. case code when the product has changed (including pack size)
- The changing of an U.P.C. number without notifying Hy-Vee
- The changing of pack size without proper notification
- Low quality barcode printing on merchandise, cases, and/or pallets that will not scan
- No U.P.C. on merchandise, cases, and/or pallets

To update an existing item, use the Item Maintenance Form, and select "Permanent Update." This is located on the SupplierHub. You will be prompted to enter the existing Hy-Vee item code for the product being updated. The item change will then be reviewed by our team. The status of the review is also available on the SupplierHub.

Cost Changes

On the SupplierHub, select a vendor name or number and then select increase or decrease. A price increase require a 28 day notice. A price decrease can be the next business day. Then, select a first ship date, this date can be the next day following the date entered in the first buy date window. Narrow items listed for this supplier by using the search window, search drop downs, or filter by category, subcategory, unit cost, and pack. By clicking "select items," the items will drop down below the grid. Price changes can be entered for only the items selected. You can change the price by percentage or case cost. By entering a reference title of your liking, you can search for this submitted form later. There is a comments section if you would like to include any, they will be attached to the form. Hit submit when you have finished completing the form. You can check the status of your form anytime by looking under the Listings menu. Remember to save the file.

Promotion Allowance

Hy-Vee will on occasion buy product when it is on promotion. However, due to the time required in ordering, processing these orders, receiving these orders, and slotting these orders, Hy-Vee reserves the right to ship the deal product to our stores days before or after the deal dates are set. The amount of logistics required for operating 240 stores is the main reason we reserve the right to allow early/delayed shipments of this product. The supplier will be compensated for the deal product at the deal price.

Best Practice Letter



Dear Supplier:

The purpose of this letter is to assure that our network of suppliers follow the guidelines, rules, and regulations in this handbook/ routing guide. By following this guide, suppliers will be using the best practices possible to mutually grow our businesses. If you think an action is questionable, please contact your category's buyer assistant to inquire further. Everything in this guide is provided to help your enterprise succeed in providing our customers with your product.

If you are ever in question about if something is allowed or not, please contact us before completing the activity. This will result in having less problems to fix, and accurate ordering, processing, and compensation. The guidelines, rules, and regulations listed in this guide will apply to all Hy-Vee and Subsidiaries suppliers and vendors. Following this guide can save your enterprise from future deductions.

We thank you for your interest in growing your business with Hy-Vee.

Sincerely,

Purchasing Department

Product Recall

Please make it a top priority to review the recall procedures, as you are responsible for following these instructions IMMEDIATELY if a product you supply Hy-Vee is recalled.

Complete a Recall Items Form on SupplierHub. Hy-Vee's preferred disposition is to DESTROY any recalled product. Once a form is submitted, it is immediately pushed out to stores. Forms are not reviewed prior to publication.

Thus, it is important to be thorough and accurate.

If Hy-Vee is not affected by a recall, do not submit a recall form on SupplierHub. Also, the contact person on the form must be immediately available to answer inquiries.

If notice of recalls is typically distributed by someone in your company who does not currently have a Hy-Vee SupplierHub login, an invitation to join SupplierHub is available in User Maintenance.

Hy-Vee stores will enter their recall quantities via a Hy-Vee intranet. The recall contact will receive the recall details once the recall is closed, approximately 14 days post recall. Suppliers will be charged for all destroyed product before discounts, warehouse labor, and disposal fees.

Another piece of our recall procedure is the FMI Product Recall Portal. Hy-Vee expects the companies we do business with to subscribe to and begin using the FMI portal to provide notifications of product recalls. A FMI Product Recall Portal brochure has been posted on the SupplierHub that will provide you with additional information.

Until an interface can be set up between Hy-Vee and the FMI portal, recall notices will need to be posted both through the FMI portal and the Hy-Vee SupplierHub recall items form.

With these procedures help us distribute notices of recalls to our stores in a timely manner and ensure that the products offered to our consumers are safe.

Reclamation Policy

Hy-Vee will charge the vendor for any product that must be pulled and disposed of. These charges include dump and transportation fees, along with labor. Please be diligent in sending quality product, and using care in transport.

Fees can become very costly very quickly. The price break down for our facilities are listed below.

Distribution Center	Dump Fee	Transportation Fee	Labor Cost
Chariton, IA – Frozen*	Weight x .02	\$1.50 per mile + 11 x gal fuel price	\$35 per hr per person
Chariton, IA – Produce*	Weight x .02	\$1.50 per mile + 11 x gal fuel price	\$35 per hr per person
Chariton, IA – HBC	\$37/ton	Fuel cost + Driver Labor	\$30 per hr per person
Chariton, IA – Groc	\$37/ton	Fuel cost + Driver Labor	\$30 per hr per person
Cherokee, IA – GM	\$75/pallet	Included in Dump Fee	Included in Dump Fee
Cherokee, IA- Groc	\$75/pallet	Included in Dump Fee	Included in Dump Fee
* Please note: If cases are light, (approx. 5lbs.) a flat rate of \$1 per case may be substituted.			
* Please note: If a full pallet, cost as percent of truck may be substituted.			
All charges and decisions are subject to the discretion of the facility manager.			

Direct Store Delivery (DSD)

The purchasing department works directly with individual suppliers on Direct Store Delivery purchases/arrangements. Policies for DSD are set for each individual supplier. DSD purchases will now be converting to making purchase orders. Working with DSD can be arranged to be on the SupplierHub. The purchaser and the vendor should come to an agreement to decide if the DSD setup will be included on the SupplierHub.

SUPPLY CHAIN MODULE

Distribution Centers

There are multiple facilities that Hy-Vee uses to receive, store, and ship products to our 243 stores. Our main distribution center is in Chariton, Iowa. This facility is home to our grocery, produce, frozen, and general merchandise departments. Another grocery facility, along with general merchandise, is located in Cherokee, Iowa.

Our subsidiaries also use multiple facilities to fulfill its needs. Perishable Distributors of Iowa is located in Ankeny, Iowa. Florist Distributing Incorporated, Bakery Manufacturing, Central Fill Pharmacy, and Lomar Distributing are located in Des Moines, Iowa. D&D Foods is located in Omaha, Nebraska.

A list of DUNS numbers and ship to addresses for Hy-Vee can be found in Appendix G to this document.

For your convenience, there is a rest stop facility approximately one mile south of our Chariton distribution center. All breaks must be taken off Hy-Vee property. Please see the attached appendix below for further information on this policy.

Please note, the Hy-Vee Distribution Center has implemented a new visitor management system that will require all outside carrier drivers to officially check in at traffic control stations to be allowed access to the Hy-Vee facility.

The outside carrier driver will be required to produce some type of formal identification (I.D. card or driver's license). This will be given to the security officer when checking into the facility. The driver's identification information will be scanned and automatically entered into Hy-Vee's visitor management system. Once this is done the security officer will ask the driver for some basic information such as a contact phone number, company name, etc.

When the process is completed, a Hy-Vee Visitor Badge will be issued to the outside carrier driver. It will be required that this visitor badge be worn at all times while the driver is on Hy-Vee property.

If you have any questions, please contact:

Shawna Savage
Manager, Inbound Freight
Hy-Vee, Inc.
1801 Osceola Avenue
Chariton, Iowa 50049
641-774-7207
ssavage@hy-vee.com

Receiving Hours

Distribution Center	Address	Receiving Days	Receiving Hours
Chariton, IA – Groc 01	1801 Osceola Ave, 50049	Sun, Mon, Wed	7:00am-12:00am
Chariton, IA - Groc 01	1801 Osceola Ave, 50049	Tues, Thurs-Sat	5:00am-12:00am
Chariton, IA – Froz 03	21591 490 th Ave, 50049	Sunday thru Friday	7:00am-10:00pm
Chariton, IA – Froz 03	21591 490 th Ave, 50049	Saturday	7:00am-2:00pm
Chariton, IA – Prod 02	21591 490 th Ave, 50049	Saturday & Sunday	7:00am-12:00am
Chariton, IA – Prod 02	21591 490 th Ave, 50049	Monday thru Friday	5:00am-12:00am
Chariton, IA – HBC 04	1802 Osceola Ave, 50049	Monday thru Friday	7:00am-2:00pm
Chariton, IA – RX 05	1802 Osceola Ave, 50049	Monday thru Friday	7:00am-2:00pm
Cherokee, IA–Groc 2001	1010 Riverview Dr, 51012	Sunday	8:00am-12:00am
Cherokee, IA-Groc 2001	1010 Riverview Dr, 51012	Monday thru Friday	24 hours
Cherokee, IA-Groc 2001	1010 Riverview Dr, 51012	Saturday	1:00am-11:00pm
Cherokee, IA – GM 2004	1010 Riverview Dr, 51012	Monday thru Friday	6:00am-11:00pm
Cherokee, IA – GM 2004	1010 Riverview Dr, 51012	Sunday	9am-12pm, 9pm-11pm
<p style="text-align: center;">PLEASE NOTE: HBC AND GM LOADS ARE DRIVER ASSIST. CLOSED: THANKSGIVING AND CHRISTMAS ONE SHIFT ONLY: CHRISTMAS EVE AND DAY BEFORE THANKSGIVING OUR PREFERRED LTL CARRIER IS OLD DOMINION (SEE APPENDIX) PLEASE SEE BELOW ON HOW TO MAKE AN APPOINTMENT FOR RECEIVING</p>			

Schedule Inbound Appointments

The Hy-Vee Inbound Freight team has made scheduling inbound appointments to our warehouse quick and easy. We are now implementing an online system for this process. Simply log on to www.retalixtraffic.com and log in with your vendor credentials. Please see the attached appendix with step by step instructions on how to set up a delivery to our facilities. Please note: We would like appointments scheduled at least 24 hours in advance, if possible.

Temperature Device Requirements (TempTrip System)

Effective August 25th, 2014, Hy-Vee has implemented the TempTrip System. In cooperation with our supply chain partners, Hy-Vee continually strives to improve the safety and quality of food products for our customers. A critical component in ensuring safety and quality is maintaining the proper temperatures of products throughout the supply chain.

Hy-Vee is changing our initiative to monitor product temperatures during transportation on both inbound and outbound loads. The temperature monitoring program that is being initiated utilizes the Sealed Air- TempTrip System. The TempTrip device will be removed once product arrives at the Chariton warehouse. A new device will be placed in each outbound store delivery at the point of loading. **This replaces our current TempTale program.**

The program uses a TempTrip LED tag that is placed in or on select containers throughout the load. The Tag is activated by holding the start button until a light flashes to indicate the Tag has begun to record temperatures. Tags will be collected and read at the receiving location. We are requesting a TempTrip tag be placed with all shipments of temperature sensitive product beginning November 1, 2014.

Hy-Vee has negotiated a price for the TempTrip LED Tag of \$8.00 per tag. Please order at least one month's volume of TempTrip tags per order. All Tags are programmed and do not require any software or hardware (other than the Tag) to be purchased and installed by the supplier.

TempTrip Tags can be ordered by calling 303-895-3455 or email accounts@temptrip.com

A few simple steps will ensure accurate temperature readings on products:

- ✓ Document the recorder's serial number on the bill of lading
 - ✓ Start the monitor when the product is loaded
 - ✓ Place the monitor inside a container of product
- ✓ Place a fluorescent "temp recorder" sticker on that specific container
- ✓ Ensure the "temp recorder" sticker is visible from the tail for the trailer






A Frequently Asked TempTrip Questions Document is located in in the Appendix of this routing guide.

Case/Pallet Label Requirements

There are several pieces of information that must be included on master cases. These include: the name of the vendor, the Hy-Vee purchase order number, the case U.P.C., product description, master case pack, code date where applicable, and unit U.P.C. For breakdown items, the inner case pack and the amount of inner cases included are also mandatory for the master case. Including the Hy-Vee product code is optional, but would be very nice to have, if possible.

There are also several requirements for information needed on the inner case of breakdown items. These include: the case U.P.C., product description, inner case pack, and unit U.P.C. Including the Hy-Vee product code is optional, but would be very nice to have, if possible.

Please note all U.P.C.'s must be easily legible. Table 1: Supported bar code symbologies are next.

GTIN Data Structure	Legacy Terminology	Symbology	Sample
GTIN-12	UPC, UCC-12	UPC-A	 9 87654 32109 8
GTIN-13	EAN, JAN, EAN-13	EAN-13	 5 901234 123457 >
GTIN-14	ITF Symbol	ITF-14	 9 87 65432 10921 3
GTIN-14	UPC Case Code	GS1 DataBar	 (01)00075678164125
GTIN-14	UCC Code 128, EAN Code 128	GS1-128	 (01)95012345678903(3103)000123

Shelf Life Acceptable Minimums

Within your new vendor forms, you will complete a question asking for your shelf-life acceptable minimums. This is calculated in number of days. For example, if you choose your shelf-life acceptable minimum to be 41 days. If any product is received with 40 days or less to expiring, the receiver will refuse the product. If you have any questions regarding this setting, you can contact your category's buyer assistant.

LTL Process and Best Practices

Hy-Vee has a preferred LTL carrier for vendor delivered freight. Using Old Dominion is beneficial for our partnership. They are contracted with Hy-Vee and do not consolidate our shipments. This means we receive product every day, ensuring our customers have your products. Using other carriers can result in fees off any open payables. Please read the "Other Deductions" section of this routing guide for more information. It can be found underneath the Electronic Funds Transfer Module.

All deliveries must make a scheduled appointment to our facilities, please see the Schedule Inbound Appointments section under the Supply Chain Module. We suggest making inbound appointments at least 24 hours in advance, however we understand that sometimes that is not possible.

Bills of Lading / Packing List

There is a bill of lading example located in Appendix H of this routing guide. An acceptable bill of lading should include: the name and addresses of the shipper/consignor, the agent shipper/consignor and their address, a delivery address (Hy-Vee DC), shipment number, carrier, reference number, customer order number, trailer number, seal number, ship date, country of origin, purchase order number, export number, notes, Refer temperature setting, pallet transactions, signature lines, appointment time, arrival time, departure time, cases received, itemized list with description, commodity and supplements.

Receiving Shortages and Overages (OSD)

Hy-Vee's policy is to pay overages and deduct shortages. These discrepancies will be calculated by comparing volume ordered versus volume received during check-in at our distribution centers. The warehouse then will notify the category buyer assistant of the discrepancy. If you receive notification of this discrepancy, you may log on to the SupplierHub and correct or view the invoice.

Backhauls/ CPU

Some requirements for backhauls/ CPU include having a CPU agreement in place, having CPU pricing, having the pick-up allowance invoiced on a separate line, and having EDI capabilities.

Unloading

There are a few Hy-Vee facilities that require driver assist unloading. These facilities are the Chariton HBC/pharmacy warehouse located at 1802 Osceola Ave, and the Cherokee warehouse at 1010 Riverview Drive. Please note that the driver assist is required only on prepaid freight. The supplier cannot pass the costs of driver assistance on to Hy-Vee or its subsidiaries.

Pallets

Hy-Vee and its subsidiaries accept CHEP, PECO, iGPS, and white wood pallets. Hy-Vee does not participate in a pallet exchange program at this time. The type of pallet used will be set up on the vendor form as specified by the vendor, and will be processed by the category buyer's assistant.

Here is some contact information for the pallet companies:

Peco – Stan Sucharzewski – 914-376-5444

iGPS – Jerry Mesa – 214-471-3624

Chep – Linde Fincher – 636-675-4010

Chep Corporate Office – 1-800-243-7872

Hazardous Materials

All hazardous substances must comply with the Federal Hazardous Substance Labeling Act. Please note: any hazardous materials must be noted on the Bill of Lading.

Vendor Compliance

All suppliers of Hy-Vee and affiliates must adhere to all policies, rules, and regulations while in business with Hy-Vee. Hy-Vee reserves the right to amend, delete, or add policies, rules, and regulations to its supplier program, which must be followed. Failure to follow said policies, rules, and regulations can result in fees. Please see below for a current fee schedule.

*****REVIEW COMMITTEE: PLEASE INSERT YOUR FEE SCHEDULE HERE*****

FDA Clean Trailer Regulations

On August 10, 2005 President George W. Bush signed into law the Sanitary Food Transportation Act (SFTA). The Act amends the Federal Food, Drug, and Cosmetic Act (FDCA) and requires the Department of Health and Human Services (HHS) to publish regulations establishing sanitary food transportation practice. These regulations apply to shippers, rail and motor vehicles and anyone else involved in transporting food.

As part of the SFTA implementation the FDA issued an Advance Notice of Proposed Rulemaking (ANPRM) in 2010 for the purpose of collecting data and information from the public about food transportation issues. Although the final rules will be issued later this year or early next year the FDA has issued interim guidance on the sanitary transport of food. This guidance is non-binding but lays out best practices from the FDA and Food Safety and Inspection Service (FSIS).

Below is a list of opportunities where food may be at risk for chemical, physical, or biological contamination:

- ✓ Improper refrigeration or temperature control of food products (temperature abuse)
- ✓ Improper management of transportation units (or storage facilities used during transport) to preclude cross-contamination, including improper sanitation, backhauling hazardous materials, not maintaining tanker wash records, improper disposal of wastewater, and aluminum phosphide fumigation methods in railcar transit
- ✓ Improper packing of transportation units (or storage facilities used during transport), including incorrect use of packing materials and poor quality pallets
- ✓ Improper loading practices, conditions, or equipment, including improper sanitation of loading equipment, not using dedicated units where appropriate, inappropriate loading patterns, and transporting mixed loads that increase the risk of cross-contamination
- ✓ Improper unloading practices, conditions, or equipment, including improper sanitation of equipment and leaving raw material on loading docks after hours
- ✓ Poor pest control in transportation units (or storage facilities used during transport)
- ✓ Lack of driver/employee training and/or supervisor/manager/owner knowledge of food safety and/or security
- ✓ Poor transportation unit design and construction
- ✓ Inadequate preventative maintenance for transportation units (or storage facilities used during transport), resulting in roof leaks, gaps in doors, and dripping condensation or ice accumulations.
- ✓ Poor employee hygiene
- ✓ Inadequate policies for the safe and/or secure transport (or storage during transport) of foods, e.g., lack of or improper use of security seals
- ✓ Improper handling and tracking of rejected loads and salvaged, reworked, and returned products of products destined for disposal
- ✓ Improper holding practices for food products awaiting shipment or inspection including unattended product, delayed holding of product, shipping of produce while in quarantine, and poor rotation and throughput.

In order to prevent any of the issues mentioned above the FDA and FSIS recommend shippers, carriers, and anyone else involved in the transporting of food to focus on the following:

- ✓ Appropriate temperature control during transport
- ✓ Sanitation, including monitoring and ensuring the sanitation and condition of transportation vehicles as appropriate, pest control, and sanitation associated with loading/unloading procedures
- ✓ Appropriate packaging/packing of food products and transportation units (e.g., good quality pallets, correct use of packing materials)
- ✓ Good communication between shipper, transporter, and receiver
- ✓ Employee awareness and training

Hy-Vee will be using the FDA guidelines when receiving product from shippers and carrier to ensure the product we sell to our customers is of the highest food safety standards. We appreciate your help in making sure the product you bring in to us follows the guidelines the FDA has to set. Following is a list for reference of Hy-Vee's safety, sanitation, and equipment requirements:

- ✓ Interior surfaces of trailer free of visible foreign materials (no animal waste, pests, dirt, snow, mud, mold, mildew, fluids)
- ✓ Bulkheads, ceilings, and sidewalls free of visible foreign materials
- ✓ Floors, walls, and pallets free of spilled/leaking fluids from previous loads
- ✓ Odor free (smell like product being delivered)

For further help in learning what you can do to ensure food safety and quality while in transit please visit: <http://www.fda.gov/food/foodsafety/ucm203420.htm>. This website gives information about good distribution practices, appropriate record keeping and proper storage for eggs, dairy, and other types of food. The website also gives details on maintaining proper security and sanitation of the vehicles transporting food.

More information can be found at www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/FoodSafety/ucm2.

If you have any questions, please contact:

Shawna Savage
Manager, Inbound Freight
Hy-Vee, Inc.
1801 Osceola Avenue
Chariton, Iowa 50049
641-774-7207
ssavage@hy-vee.com

GM Carton Markings

GM cartons need to have an itemized packing list and itemized Bill of Lading. Markings should be in bold black print. GM carton markings should also have a description and UPC, a shipping case pack, an inner carton pack, a purchase order number, and the country of origin listed.

NOTIFICATION OF SUPPLIER CHANGE MODULE

Merger, Acquisition, and Divestiture of Product

At Hy-Vee we pride ourselves on having the best assortments in the grocery industry. With your partnership we expect to be first to market on new and innovative items. With the thousands of new items we process each year we need your help in discontinuing items and liquidating on deleted items.

In order to continue to reduce our cost of doing business and move all suppliers to best-in-class practices, Hy-Vee will continue to enforce our long policy for all items.

Suppliers/Brokers must liquidate remaining inventory of discontinued items within four weeks of the discontinuation date. If the inventory still remains on these items at the four week anniversary date, the inventory will be reduced to half price and liquidated to retail stores. The difference between regular store cost and sell price will be processed as an invoice deduction on your four week anniversary date. Deletions may come as a result of an efficient assortment on limited sku's, and overall category review or a discontinuation by you- the supplier. Whatever the reason, your assistance in this matter will help to insure continued strong sales growth through ongoing progress in the efficiency of our operation and product assortment. Please do all you can to access national/corporate funding to effectively eliminate this inventory.

While we understand the store-level inventory liquidation could be a huge undertaking for you, we would strongly urge you to give special consideration to prompt liquidation of retail inventory at stores that have more than one month's inventory on hand. Liquidation of this inventory in a timely manner will increase speed of shelf and increase sales on items that are selling by allowing appropriate shelf space. We appreciate your prompt attention and thank you for your support.

ACCOUNTING MODULE

Invoice Requirements

There are several requirements in having a reputable invoice. These include: a purchase order, an invoice date, an amount due, a description or detail of products sold, terms, and your company info.

Payment Policies

Hy-Vee calculates due dates and amounts based on vender terms. The time for terms starts when the product is received by Hy-Vee, NOT when it is invoiced.

Insurance Requirements

A Certificate of Insurance form is available in Appendix B of this routing guide packet. Hy-Vee, Inc. its Subsidiaries, Officers, Directors, and Employees are included as additional insured. Please send the completed Certificate of Insurance to lvansice@hy-vee.com or fax it to 515-267-2935. This email may also be used if you have questions, comments, or concerns regarding the Certificate of Insurance Form.

ELECTRONIC FUNDS TRANSFER MODULE

Payment Remit to Address Changes

Address changes must be sent to Hy-Vee EDI coordinator Sandi Smith. Email is preferred, due to mail sorting delays. Sandi can be reached at ssmith@hy-vee.com. Changes will not be made until an official statement of the address change is received.

Supplier Inquiries and Correspondence

If you have questions, comments, or concerns, please visit the Hy-Vee SupplierHub. Your merchandiser is good contact to stay in touch with company news, and occasionally meet with to plan for upcoming needs, etc. For an appointment with your merchandiser, please contact your category's buyer assistant.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

Deduction Contact List/ Codes and Remittance Advice

If you need advice, or have questions or concerns regarding deductions, please contact your category's buyer assistant. Appendix I of this routing guide contains a key of EDI deduction codes.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

Invoice Processing

Invoice processing is completed by your category's buyer assistant. Please contact them with any questions regarding invoices.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

DSD A/P Invoice Requirements

Terms for DSD are generally thirty days, if you would like to change this or have questions regarding DSD terms, please contact Kay Gwinn at kgwinn@hy-vee.com or 515-267-2877.

DSD Invoices for most vendors must be submitted and signed at the store level. The store will accept these invoices and send them to the store payables department at our corporate facility. When we have an invoice from a store, we will set up the vendor information as a new vendor. This option is for the small vendors who do not have product in our warehouses, but deliver to specific stores directly. If you are only in specific stores, all business is transacted between the individual stores and have no contact with the category purchasing assistant. When the new vendor information has been set up by the store payables department, you can chose to be paid by an ACH payment or by paper check. Please remember that all DSD level invoices must go through the store level and not directly to the corporate office. Stores cannot directly pay supplier for product. Payments must be made by ACH or paper check by the corporate office. Thank you for your understanding.

If you are a vendor, and you would like to grow into having product in our warehouses available for purchase to all Hy-Vee stores, please contact your category's buyer assistant, which will help you with that process.

Payment Due Date Calculation

Hy-Vee calculates due dates and amounts based on vender terms. The time for terms starts when the product is received by Hy-Vee, NOT when it is invoiced.

Cash Discount Calculations

Cash Discounts are taken off the gross amount, not the net. The terms will be set up with the Vendor on a Vendor by Vendor basis. If you have questions regarding cash discount calculations, please contact your category's buyer assistant.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

Other Deductions

Our preferred LTL carrier for Vendor Delivered Freight is Old Dominion. Please see Appendix A below for more information about our preferred LTL provider. Using other LTL carriers to deliver product such as FedEx, can result in automatic deductions from your invoice. FedEx consolidates freight deliveries which slows down deliveries, and bills Hy-Vee for certain activities, such as: unloading, sort & segregate, detention after fifteen minutes, and appointment scheduling. If Hy-Vee is directly billed for these activities, please note that the amount of said bill will be deducted from your invoice. If you need any

assistance moving away from FedEx and to our preferred LTL carrier, please contact Karla Heffron at kheffron@hy-vee.com or 515-267-7750. Please see the Preferred LTL carrier section for more information.

Hy-Vee reserves the right to deduct other charges where its representatives see fit.

EFT Requirements

An EFT form is included in your packet from our inbound freight team. Our EFT/EDI coordinator, Sandi Smith is available to go over all EFT and EDI functions. She can be reached at 641-774-7647 or ssmith@hy-vee.com.

Direct Store Delivery Remit to Address Change

As stated before, having the most up to date information is extremely important at Hy-Vee. Please report any address changes as soon as possible to our DSD payables coordinator Kay Gwinn. You can contact her at kgwinn@hy-vee.com or call 515-267-2877.

Supplier Payment and Deduction Inquiries

If you have questions regarding payment or deductions, please contact your category buyer assistant.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

Accounts Payable Contacts

If you have questions regarding accounts payable, please contact your category buyer assistant.

Grocery – Contact Jenna Willert – 515-267-7785
Health & Beauty Care – Contact Ivy Pierick – 515-267-2826
Produce – Contact Heather Reed – 515-267-2974
General Merchandise – Contact Scott Haugen – 515-267-2921
Retail Frozen Foods – Contact Vickie Thompson – 515-267-2831
Food Service Frozen Foods – Contact Nicole Evans – 515-457-3810

The following pages are the appendixes to this routing guide. If you have any further questions, please contact your category buyer assistant. We look forward to growing our businesses together!

Appendix A – Preferred LTL Carrier



November 13, 2013

Dear Vendor:

Hy-Vee, Inc. is pleased to announce Old Dominion as our Preferred LTL Carrier. This program is designed to stream line all “nonperishable” dry LTL shipments consigned to our Distribution Centers. Our main goal is to maximize productivity for both of our companies while maintaining better in-stock positions for our customers and their expanding store base.

The benefits of this program will result in competitive freight pricing, improved service, decreased transit time, and reduced scheduling conflicts. In turn, it will require less time tracking shipments, decrease damages, improve turnaround time on product, returns, and will virtually eliminate all unloading detention.

We are committed to continuously improving our Supply Chain to provide quick and efficient movement of product to our stores. Our program of allowing a select, preferred carrier to consolidate less than truckload shipments in our yards helps facilitate efficient and on time movement into our Distribution Centers. The grocery consolidation program has worked well for us and we will continue to support this program with our preferred carrier as it is helpful in reducing congestion, costs and improving efficiency here at Hy-Vee, Inc.

We realize as a prepaid shipper you have many choices, however, we have experienced excellent results with our preferred carrier LTL consolidation program.

Old Dominion handles a large portion of our LTL freight and supports our supply chain daily at all of our Distribution Centers. Old Dominion has been working closely with our personnel and has an excellent understanding of our Supply Chain and local operations. This familiarity benefits both of our companies. We have experienced excellent service with Old Dominion.

Contacts are as follows:

- Dana Caldwell - National Account Coordinator / 336-822-5422 / Dana.Caldwell@odfl.com
- Matt Penley - Director of Supply Chain Sales / 336-442-4513 / Matt.Penley@odfl.com

We would appreciate your participation in our new inbound routing program. If you have any questions or concerns about our Preferred LTL Carrier Program, please feel free to contact me.

Sincerely,

Shawna Savage

Hy-Vee, Inc.


Shawna Savage


SSavage@Hy-Vee.com

Manager, Inbound Freight

Telephone: 641-774-7207

Appendix B: Certificate of Liability Insurance





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER Holmes Murphy & Associates PO Box 9207 West Des Moines, IA 50306-9207	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Name of Vendor Street Address of Vendor City, State Zip of Vendor	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 30%;">NAIC #</th> </tr> <tr> <td>INSURER A: Carrier with minimum rating of A- by AM Best</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Carrier with minimum rating of A- by AM Best		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: Carrier with minimum rating of A- by AM Best													
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

POLICY	LTH	AGRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
			GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMOD AGG \$ 2,000,000
			AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
			EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? No If yes, describe under SPECIAL PROVISIONS below				<input checked="" type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> WITH-EN E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - SA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
			OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Hy-Vee, Inc. its Subsidiaries, Officers, Directors, and Employees are included as additional insured.
 Please send the Certificate of Insurance to lvansice@hy-vee.com or fax it to 515-267-2935.

CERTIFICATE HOLDER Hy-Vee, Inc. 5820 Westown Parkway West Des Moines, IA 50266	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
--	---

ACORD 25 (2001/08)
© ACORD CORPORATION 1988

Appendix C: Break Policy at Chariton Distribution Center

A = Hy-Vee Perishable Warehouse
21591 490th Ave.
Chariton, IA 50049

B = Truck Stop
2130 Court Ave.
Chariton, IA 50049



A = Hy-Vee Grocery Warehouse
1801 Osceola Ave.
Chariton, IA 50049

B = Truck Stop
2130 Court Ave.
Chariton, IA 50049

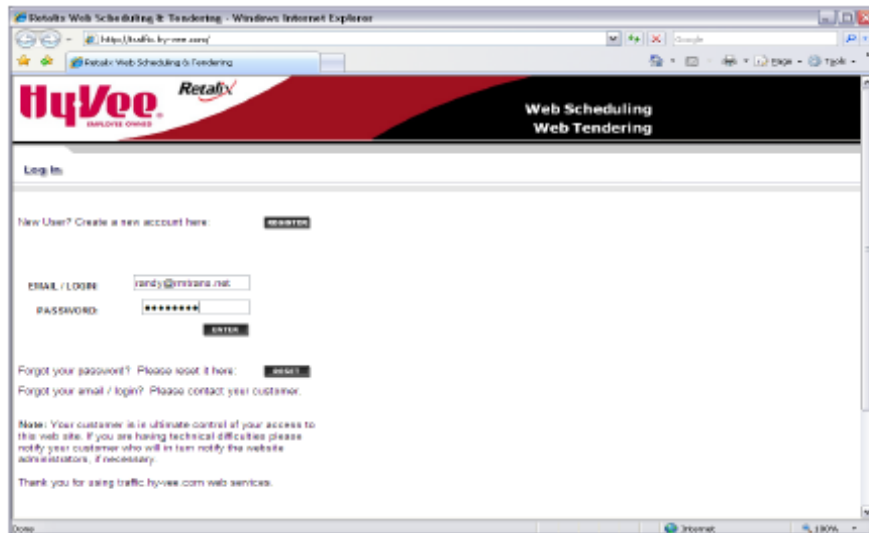
Appendix D: Web Scheduling Delivery Times

Scheduling a Web Appointment for Hy-Vee

Website: <http://www.etailxtraffic.com>

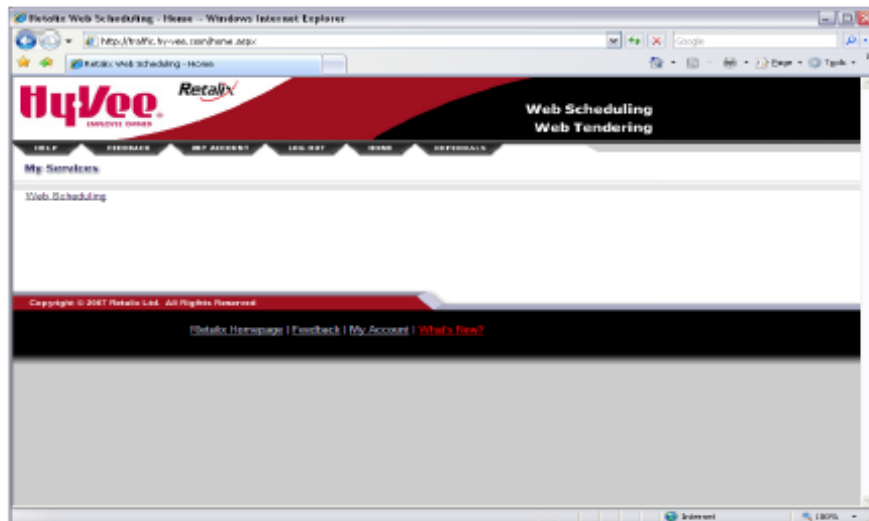
Follow these steps to make a web appointment for Hy-Vee:

Step 1 – log on to website



The screenshot shows the login page of the Hy-Vee Web Scheduling & Tendering system. The browser window is titled "Retailix Web Scheduling & Tendering - Windows Internet Explorer". The address bar shows "http://traffic.hy-vee.com/". The page features the Hy-Vee logo and the text "Web Scheduling Web Tendering". Below the header, there is a "Log In" section. It includes a link for "New User? Create a new account here" with a "REGISTER" button. The login form has fields for "EMAIL / LOGIN" (containing "jandy@midstate.net") and "PASSWORD" (masked with asterisks), followed by an "ENTER" button. There are also links for "Forgot your password? Please reset it here:" and "Forgot your email / login? Please contact your customer:". A disclaimer states: "Note: Your customer is in ultimate control of your access to this web site. If you are having technical difficulties please notify your customer who will in turn notify the website administrators, if necessary." and a thank you message: "Thank you for using traffic.hy-vee.com web services."

Step 2 – select web scheduling



The screenshot shows the dashboard of the Hy-Vee Web Scheduling & Tendering system after logging in. The browser window is titled "Retailix Web Scheduling - Home - Windows Internet Explorer". The address bar shows "http://traffic.hy-vee.com/home.aspx". The page features the Hy-Vee logo and the text "Web Scheduling Web Tendering". Below the header, there is a navigation menu with links: "HOME", "REGISTER", "MY ACCOUNT", "LOG OUT", "ABOUT", and "CONTACT". The main content area is titled "My Services" and includes a link for "Web Scheduling". At the bottom, there is a copyright notice: "Copyright © 2017 Retailix Ltd. All Rights Reserved." and a footer with links: "Retailix Homepage | Feedback | My Account | What's New?"

Step 3 – enter PO# and then click add

The screenshot shows the 'RetailX Web Scheduling - Enter Orders' page in a Windows Internet Explorer browser. The page has a red and black header with the 'Hy-Vee' logo and 'RetailX' branding. Below the header is a navigation bar with links: 'HELP', 'FEEDBACK', 'MY ACCOUNT', 'LOG OUT', 'HOME', and 'SERVICES'. A secondary navigation bar contains links: 'Request An Appointment', 'View My Current Appointments', 'Add Web Scheduling For A Customer', and 'How Do I Use Web Scheduling?'. The main content area is titled 'Request An Appointment' and shows a progress bar with four steps: 'Step 1 - Enter Orders', 'Step 2 - Change Orders', 'Step 3 - Final Review', and 'Step 4 - Request Received'. Under 'Step 1 - Enter Orders', there is a form with a 'Customer' dropdown set to 'Hy-Vee Food Stores, Inc. - Chardon Distribution Center (Chardon, IA)', a 'PO #' field containing '655330', and an 'Add' button. Below this is a table with columns: 'Orders On This Load', 'PO #', 'Order Date', 'Due Date', 'Cases', 'Weight', 'Pallets', 'Cube', 'Vendor', 'Origin (City, State)', and 'Load #'. At the bottom of the form are 'Next' and 'Reset' buttons. The footer contains copyright information and links to 'RetailX Homepage', 'Feedback', 'My Account', and 'Home Page'.

Step 4 – click next

The screenshot shows the 'RetailX Web Scheduling - Enter Orders' page in a Windows Internet Explorer browser, now at 'Step 2 - Change Orders'. The page layout is identical to the previous screenshot, but the 'PO #' field now contains '655330' and the 'Add' button is disabled. The table below the form now displays data for the order. The table has columns: 'Orders On This Load', 'PO #', 'Order Date', 'Due Date', 'Cases', 'Weight', 'Pallets', 'Cube', 'Vendor', 'Origin (City, State)', and 'Load #'. The data row shows: '655330', '1/4/2011', '1/10/2011', '204.00', '2,717.00', '0.00', '59.00', 'CROWN PAULT PRODUCTS CO', 'CHARDON, OH', and '1'. Below the table are 'Next' and 'Reset' buttons. The footer contains copyright information and links to 'RetailX Homepage', 'Feedback', 'My Account', and 'Home Page'.

Step 5 – (2 options)

- Option 1 – Make appointment now
 - o Select date and time from drop down box on left hand side of screen
 - o Click reserve this appointment
 - Selecting this option automatically schedules the appointment and redirects the screen to new screen with appointment confirmation.
- Option 2 – Submit a request for review
 - o Select date and time frame from drop down box on right hand side of screen
 - o Click request appointment
 - Selecting this option will send a notification to scheduler to schedule the PO for an appointment available within the time frame requested.
 - A system generated email will be sent to carrier once the PO is scheduled with a time and confirmation number.

Hy-Vee Web Scheduling - Change Orders - Windows Internet Explorer

http://traffic.hy-vee.com/scheduleAppointment.aspx

Hy-Vee Web Scheduling - Change Orders

Request An Appointment View My Current Appointments Add Web Scheduling For A Customer How Do I Use Web Scheduling?

Request An Appointment

Step 1 - Enter Orders Step 2 - Change Orders Step 3 - Final Review Step 4 - Request Received

Customer: Hy-Vee Food Stores, Inc. - Chilton Distribution Center (Chilton, WI)
 Customer Contact: Chilton Receiving (84) 774-7176 Chiltonreceiving@hyveefood.com

Add Previous Orders

Orders On This Load:

Order On This Load	PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin City/State
55555	1/4/2011	1/12/2011	294.00	2,717.00	0.00	55.00	0.00	OS&S&S SUP PRODUCTS CO	
			Total	294.00	2,717.00	0.00	55.00		

Please select an appointment.

Make an appointment now

Available Appointment Date: Wednesday 1/12/2011

12:00 AM
 1:00 AM
 5:00 AM

Note: Available appointments are time sensitive. Avoiding delays once you have reached this step will ensure the best chance of reservation of your preferred appointment.

Reserve this appointment Cancel

OR

Submit a request for review

Requested Delivery Date: 1/12/2011

Requested Delivery Time: Anytime

Note: Your request will be placed in an appointment queue. Once your appointment has been scheduled, you will be notified by email of the appointment time.

Request Appointment Cancel

Enter any additional comments about your preferences here

Done

***Note that comments can be added during the scheduling process in the box at the bottom of the screen. This should be used for ship with PO's that are for another facility, but will be unloaded at the destination scheduled. Or for notes regarding the appointment requested.

***Not all carriers have access to the schedule appointment now option. I.E. Hy-Vee backhaul

Appendix E. TempTrip Questions

Thank you for your support of our temperature monitoring program and your attention to detail. Below are a few Q/A's that may help.

Does this requirement apply to shipments that are managed by Hy-Vee and/or Hy-Vee backhauls?

Yes. The recorder will need to be started and placed at the point of loading by your employees and will not be available to our drivers.

How many temperature recorders per load are required?

One TempTrip device per each load is required to be inside of a case of product, on either the 2nd or 3rd layer from the top of the pallet, with a fluorescent "TempTrip" sticker attached to the specific case visible from the tail of the trailer.

Does this requirement apply to supply items or shelf stable products?

This requirement does not apply to shelf stable products. This requirement only applies to temperature sensitive, perishable, and/or frozen goods.

Can we use a different temperature recording device that we have in stock?

Hy-Vee will require the switch over to TempTrip as soon as possible. The TempTrip devices will be fully integrated into our receiving process. If you have previously purchased a different device specific to Hy-Vee we ask that you change to the TempTrip recorder after your current inventory of recorders has depleted. If you are able to use the other recorders for different customers helping to deplete your inventory it would be appreciated.

Does this requirement apply to product that is being held at a 3rd party storage facility?

Our goal is 100% monitoring of temperature sensitive/perishable/frozen product inbound and the TempTrip will be required in order to receive that product. The TempTrip devices may need to be ordered and stocked by the third party facility in order to be started and included in the shipment when they are loading trucks for Hy-Vee.

Will product be refused if temperature does not meet requirements?

There will be Produce temperature parameters however the plan is not to refuse everything outside of the parameters. The plan is to further investigate the temperature exposure and to work with our suppliers to determine the product disposition on a case by case basis pending the sensitivity of the items in question.

The next page contains step by step instructions on how to active your TempTrip device.



TempTRIP[®] Quick start – Activating a TT-UHF01 Tag

TempTRIP's UHF Temperature tags come pre-packaged in a clear adhesive pouch.

One tag is required per each vendor's shipment of product.



1. To activate TempTRIP's UHF tag, press and hold the start button for approximately 3 seconds (wait for the green LED light to blink). The light will blink four times, indicating that the tag has started logging temperatures.

2. Place tag **OUTSIDE** product case with the provided clear adhesive pouch. The tag should be attached as shown and be **visible from the back of the trailer**. Place the box on the top layer or the 2nd layer from the top of the pallet.



3. Apply the provided orange alert label **ABOVE** or **BELOW** the TempTRIP tag. Alert label and tag must be visible from the tail of the trailer.

Copyright © 2014 TempTRIP, LLC – 10900 Dover St. Broomfield, CO 80021 | (303) 895-3455

February 29, 2016

To our Valued Supplier:

All Temperature sensitive loads being shipped into Hy-Vee and its Subsidiaries are required to have a "Temp Trip" temperature recorder device on board showing temperature during transit. Hy-Vee and its Subsidiaries are continually striving to improve the safety and quality of food products for our customers and in order to have complete HACCP and Quality Control records, we must review the temperatures throughout transportation.

Starting **April 1, 2016**, a 90 day tracking period for compliance will start. After the 90 day tracking period you will then start to be assessed a "Corrective Action" charge of \$100 per occurrence in which the temperature record was not available at receiving. This will include recorders that were not started when placed with the product. The \$100 charge will be assessed as a deduction to cover labor cost associated with investigation and documentation of corrective actions. It is not our intent to assess punitive charges, but rather keep the supply chain cost as efficient as possible. Your cooperation in delivering loads to Hy-Vee and Subsidiaries that are problem free is very much appreciated.

If for some reason shipments continue to arrive with temp reorder issues we may be forced to refuse shipments after multiple occurrences. Correction Action incidents will be tracked on a 1 year rollover. If you don't have a report in 1 year, then you are dropped off of the report and you start at a first notice at the next instance.

Corrective Action


1. Written Notification
2. \$100 Per Occurrence
3. \$100 Per Occurrence
4. \$100 + Potential Refusal

A few simple steps will ensure that we are getting accurate temperature readings on our Perishable inbound products:

- Document the device serial number on the Bill of Landing
- Document location of device
- Start the recorder after the product is loaded
- Place a fluorescent "temp recorder" sticker at the immediate location of the device
- The Temp Trip device should be placed on outside of the case
- Ensure the recorder is visible from the tail of trailer

If you have questions, need more information about Corrective Action or would like additional information regarding status, please contact Karl Kruse at 515-267-2859 or KKruse@hy-vee.com.

We appreciate your help in complying with our HACCP and Quality Control procedures.



Karl Kruse
Senior Vice President, Supply Chain
Hy-Vee, Inc.
5820 Westown Parkway
West Des Moines, IA 50266
515-267-2859



Matt Dougan
Vice President, Procurement
Hy-Vee, Inc.
5820 Westown Parkway
West Des Moines, IA 50266
515-267-7710

HY-VEE, Inc.

856

Ship Notice/Manifest-SH

Version 005010 UCS - Inbound

Heading:

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
	ST	Transaction Set Header	1			Mandatory	Mandatory
100	BSN	Beginning Segment for ASN	1			Mandatory	Mandatory

Detail: Shipment

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
Loop ID - HL				200,000			
200	HL	Hierarchical Level	1			Mandatory	Mandatory
800	TD1	Carrier Details (QTY and WGT)	20			Optional	Optional
900	TD5	Carrier Details (Routing Seq/Transit Time)	12			Mandatory	Optional
1000	TD3	Carrier Details (Equipment)	12			Optional	Optional
1100	REF	Reference Identification	1			Mandatory	Optional
1200	PER	Admin Communications Contact	3			Optional	Optional
1400	DTM	Date/Time Reference	10			Mandatory	Optional
Loop ID - HL/N1				200			
1600	N1	Name	1			Optional	Optional

Detail: Order

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
Loop ID - HL				200,000			
200	HL	Hierarchical Level	1			Mandatory	Mandatory
500	PRF	Purchase Order Reference	1			Mandatory	Optional
800	TD1	Carrier Details (QTY and WGT)	20			Mandatory	Optional
900	TD5	Carrier Details (Routing Seq/Transit Time)	12			Optional	Optional

Detail: Tare

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
Loop ID - HL				200,000			
200	HL	Hierarchical Level	1			Mandatory	Mandatory
1300	MAN	Marks and Numbers	>1			Mandatory	Optional
1500	PAL	Pallet Information	1			Optional	Optional

HY-VEE, Inc.

856

Ship Notice/Manifest-SH

Version 005010 UCS - Inbound

Detail: Pack

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
Loop ID - HL				200,000			
200	HL	Hierarchical Level	1			Mandatory	Mandatory
300	LIN	Item Identification	1			Mandatory	Optional
400	SN1	Item Detail (Shipment)	1			Mandatory	Optional
1300	MAN	Marks and Numbers	>1			Optional	Optional

Detail: Item

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
Loop ID - HL				200,000			
200	HL	Hierarchical Level	1			Optional	Mandatory
300	LIN	Item Identification	1			Optional	Optional
400	SN1	Item Detail (Shipment)	1			Optional	Optional
600	PO4	Item Physical Details	1			Optional	Optional
700	PID	Product/Item Description	200			Optional	Optional

Summary:

Sequence	ID	Segment Name	Max Use	Repeat	Notes	Hy-Vee Use	Standards
2000	CTT	Transaction Totals	1			Optional	Optional
	SE	Transaction Set Trailer	1			Mandatory	Mandatory

HY-VEE, Inc.

SE

Ship Notice/Manifest-SH
Transaction Set Trailer

Seq: NA Max: 1
Summary - Mandatory
Loop: HL Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
SE01	Number of Included Segments	Mandatory	NO	1/10	Number of segments
SE02	Transaction Set Control Number	Mandatory	AN	4/9	

HY-VEE, Inc.

ST

Ship Notice/Manifest-SH
Transaction Set Header

Seq: NA Max: 1
Heading - Mandatory
Loop: NA Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
ST01	Transaction Set Header	Mandatory	ID	3	856
ST02	Transaction Set Control Number	Mandatory	AN	4/9	

BSN

Beginning Segment for ASN

Seq: 100 Max: 1
Heading - Mandatory
Loop: NA Elements: 5

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
BSN01	Purpose Code	Mandatory	ID	2	00
BSN02	Shipment Identification	Mandatory	AN	2/30	
BSN03	Date	Mandatory	DT	8	
BSN04	Time	Mandatory	AN	4/8	
BSN05	Hierarchical Structure	Optional	ID	4	0001

HL

Hierarchical Level
Shipment

Seq: 200 Max: 1
Detail - Mandatory
Loop: HL Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
HL01	Hierarchical ID Number	Mandatory	AN	1/12	
HL03	Hierarchical Level	Mandatory	ID	1/2	S = Shipment

TD1

Carrier Details(QTY and WGT)
Shipment

Seq: 800 Max: 20
Detail - Optional
Loop: HL Elements: 5

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
TD101	Packaging Code	Mandatory	AN	3/5	
TD102	Lading Quantity	Conditional	N0	1/7	
TD106	Weight Qualifier	Optional	ID	1/2	
TD107	Weight	Conditional	R2	1/10	
TD108	Unit or Basis For Measurement	Conditional	ID	2	

HY-VEE, Inc.

TD5

Ship Notice/Manifest-SH
Carrier Details (Routing Seq/Transit
Time)
Shipment

Seq: 900 Max: 12
Detail - Mandatory
Loop: HL Elements: 6

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
TD501	Routing Sequence Code	Optional	ID	1/2	
TD502	Id Code Qualifier	Conditional	ID	1/2	
TD503	Identification Code	Conditional	AN	2/80	
TD504	Transportation Type CD	Conditional	ID	1/2	
TD505	Routing	Conditional	AN	1/35	
TD506	Shipment/Order Status	Conditional	ID	2	

TD3

Carrier Details (Equipment)
Shipment

Seq: 1000 Max: 12
Detail - Optional
Loop: HL Elements: 3

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
TD301	Equipment Desc Code	Conditional	ID	2	
TD302	Equipment Initial	Optional	AN	1/4	
TD303	Equipment Number	Conditional	AN	1/15	

REF

Reference Identification
Shipment

Seq: 1100 Max: 1
Detail - Mandatory
Loop: HL Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
REF01	Ref Number Qualifier	Mandatory	ID	2/3	
REF02	Reference Number	Conditional	AN	1/50	

PER

Administrative Communications
Contact
Shipment

Seq: 1200 Max: 3
Detail - Optional
Loop: HL Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
PER01	Contact Function Code	Mandatory	ID	2	
PER02	Name	Optional	AN	1/60	

HY-VEE, Inc.

DTM

Ship Notice/Manifest-SH

Seq: 1400

Max: 10

Date/Time Reference
Shipment

Detail - Mandatory

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
DTM01	Routing Sequence Code	Mandatory	ID	3	011 = Ship Date 067 = Schedule Date 010 = Pickup Date 002 = Requested Arrival Date 017 = Estimated Arrival Date
DTM02	Id Code Qualifier	Conditional	DT	8	CCYYMMDD

N1

Name
Shipment

Seq: 1600

Max: 1

Detail - Optional

Loop: HL/N1

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
N101	Entity ID	Mandatory	ID	2/3	BO = Broker or Sales Office ST = Ship To SF = Ship From BT = Bill To
N104	ID Code	Conditional	AN	9	Duns Number (9) + Suffix(4)

HL

Hierarchical Level
Order

Seq: 200

Max: 1

Detail - Mandatory

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
HL01	Hierarchical ID Number	Mandatory	AN	1/12	
HL03	Hierarchical Level	Mandatory	ID	1/2	O = Order

PRF

Purchase Order Reference
Order

Seq: 500

Max: 1

Detail - Mandatory

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
PRF01	Purchase Order Number	Mandatory	AN	1/22	
PRF02	Purchase Order Date	Optional	DT	8	CCYYMMDD

HY-VEE, Inc.

TD1

Ship Notice/Manifest-SH	Seq: 800	Max: 20
Carrier Details (Qty and WGT) Order	Detail - Mandatory	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
TD101	Packaging Code	Optional	AN	3/5	
TD102	Lading Quantity	Conditional	NO	1/7	

TD5

Carrier Details (Routing Seq/Transit Time) Order	Seq: 900	Max: 12
	Detail - Optional	
	Loop: HL/N1	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
TD505	Routing	Conditional	AN	1/35	
TD506	Shipment/Order Status Code	Conditional	ID	2	

HL

Hierarchical Level Tare	Seq: 200	Max: 1
	Detail - Mandatory	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
HL01	Hierarchical ID Number	Mandatory	AN	1/12	
HL03	Hierarchical level Code	Optional	ID	1/2	T = Tare

MAN

Marks and Numbers Tare	Seq: 1300	Max: >1
	Detail - Mandatory	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
MAN01	Marks and Number Qualifier	Mandatory	ID	1/2	
MAN02	Marks and Numbers	Mandatory	AN	1/48	

HY-VEE, Inc.

PAL

Ship Notice/Manifest-SH	Seq: 1500	Max: 1
Carrier Details (Qty and WGT) Order	Detail - Optional	
	Loop: HL	Elements: 11

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
PAL01	Pallet Type Code	Optional	ID	1/2	
PAL02	Pallet Tiers	Optional	N0	1/3	
PAL03	Pallet Blocks	Optional	N0	1/3	
PAL04	Pack	Optional	N0	1/6	
PAL09	Height	Conditional	R2	1/8	
PAL10	Unit/Basis Measurement	Conditional	ID	2	
PAL11	Gross Weight Per Pack	Conditional	R2	1/9	
PAL12	Unit/Basis Measurement Code	Conditional	ID	2	
PAL13	Gross Volume Per Pack	Conditional	R2	1/9	
PAL14	Unit/Basis Measurement Code	Conditional	ID	2	
PAL15	Pallet Exchange Code	Optional	ID	1	

HL

Hierarchical Level Pack	Seq: 200	Max: 1
	Detail - Mandatory	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
HL01	Hierarchical ID Number	Mandatory	AN	1/12	
HL03	Hierarchical level Code	Mandatory	ID	1/2	P = Pack

LIN

Item Identification Pack	Seq: 300	Max: 1
	Detail - Mandatory	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
LIN02	Product/Service ID Qualifier	Mandatory	ID	2	UA
LIN03	Product/Service ID	Mandatory	AN	1/48	UPC Package Code

HY-VEE, Inc.

SN1

Ship Notice/Manifest-SH

Seq: 400

Max: 1

Item Detail (Shipment)
Pack

Detail - Mandatory

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
SN102	Number of Units Shipped	Mandatory	R4	1/10	
SN103	Unit/Basis of Measurement Code	Mandatory	ID	2	

MAN

Marks and Numbers
Pack

Seq: 1300

Max: >1

Detail - Optional

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
MAN01	Marks and Number	Mandatory	ID	1/2	
MAN02	Marks and Numbers	Mandatory	AN	1/48	

HL

Hierarchical Level
Item

Seq: 200

Max: 1

Detail - Optional

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
HL01	Hierarchical ID Number	Mandatory	AN	1/12	
HL03	Hierarchical level Code	Mandatory	ID	1/2	I = Item

LIN

Item Identification
Item

Seq: 300

Max: 1

Detail - Optional

Loop: HL

Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
LIN02	Product/Service ID				
	Qualifier	Mandatory	ID	2	UP
LIN03	Product/Service ID	Mandatory	AN	1/48	UPC Package Code with Check
LIN04	Product/Service ID	Conditional	ID	2	UI
	Qualifier				
LIN05	Product/Service ID	Mandatory	AN	1/48	UPC Package Code

HY-VEE, Inc.

SN1

Ship Notice/Manifest-SH	Seq: 400	Max: 1
Item Detail (Shipment) <i>Item</i>	Detail - Optional	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
SN102	Number of Units Shipped	Mandatory	R4	1/10	
SN103	Unit/Basis of Measurement Code	Mandatory	ID	2	

PO4

Item Physical Details <i>Item</i>	Seq: 600	Max: 1
	Detail - Optional	
	Loop: HL	Elements: 3

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
PO401	Pack	Optional	N0	1/6	
PO402	Size	Conditional	R3	1/8	
PO403	Unit/Basis of Measurement	Conditional	ID	2	

PID

Product/Item Description <i>Item</i>	Seq: 700	Max: 200
	Detail - Optional	
	Loop: HL	Elements: 2

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
PID01	Item Description Type	Mandatory	ID	1	
PID05	Description	Conditional	AN	1/80	

CTT

Transaction Totals	Seq: 2000	Max: 1
	Detail - Mandatory	
	Loop: NA	Elements: 1

Segment Info

Ref Desc	Name	Usage	Type	Length	Expected Values
CTT01	Number of Line Items	Mandatory	N0	1/6	

Appendix G: DUNS numbers and addresses

HY-VEE, Inc.

Ship to Duns and Addresses

Chariton Warehouse

DUNS NUMBER

0069256710101

Ship To Address

Hy-Vee, Inc.
Grocery Division
1801 Osceola Avenue
Chariton, IA 50049

0069256710102

Hy-Vee, Inc.
Produce Division
21591 490th Street
Chariton, IA 50049

0069256710103

Hy-Vee, Inc.
Frozen Food Division
21591 490th Street
Chariton, IA 50049

0069256710104

Hy-Vee, Inc.
General Merchandise Division
1802 Osceola Avenue
Chariton, IA 50049

0069256710105

Hy-Vee, Inc.
Pharmaceutical Division
1802 Osceola Avenue
Chariton, IA 50049

Chariton Overflow

DUNS NUMBER

0028206780000

Ship To Address

Des Moines Cold Storage, Inc.
800 New York Ave
Des Moines, IA 50313
Phone: 515-283-8050
Fax: 515-283-8061
General Inquiries:

DMCold01@DMColdStorage.com

0914276250000

KC Storage
Interstate Underground Warehou:
8201 East 23rd ST.
Kansas City, MO 64129
Phone: 816-833-0000
Fax: 816-833-2085

HY-VEE, Inc.

Ship to Duns and Addresses

Cherokee Warehouse

DUNS NUMBER

Ship To Address

0069256710201

Hy-Vee, Inc.
Grocery Division
1010 Riverview Drive
Cherokee, IA 51012

0069256710204

Hy-Vee, Inc.
General Merchandise Division
1010 Riverview Drive
Cherokee, IA 51012

Bill to Duns and Addresses

Chariton

DUNS NUMBER

Ship To Address

0069256710100

Hy-Vee, Inc.
5820 Westown Parkway
West Des Moines, IA 50266

Cherokee

0069256710200

Hy-Vee, Inc.
1010 Riverview Drive
Cherokee, IA 51012

[illegible]

Appendix I: EDI deduction codes

ZZ: Mutually Defined

337

Time

TYPE: TM MIN=4 MAX=8

Time expressed in 24-hour clock time as follows:
HHMM, or HHMMSS, or HHMMSS.D, or
HHMMSSDD, where H = hours (00-23), M =
minutes (00-59), S = integer seconds (00-59) and
DD = decimal seconds; decimal seconds are
expressed as follows: D = tenths (0-9) and DD =
hundredths (00-99)

TRANSACTION SETS USED IN:

800	224	210	214	810	817	814	819	820
824	830	831	846	850	852	855	856	857
864	867	875	876	877	878	879	883	887
882	883	890	895	896	897	898	909	921
923	894	935	943	944	946	947		

SENDER MESSAGES:

AT7	E10	B04	B47	B14	EFT	RR4	CJR	DM
RS:	627	682	OS	NE	CT	HAM	600	601
RHP	84	W7						

338

Terms Discount Percent

TYPE: R3 MIN=1 MAX=6

Terms discount percentage, expressed as a
percent, available to the purchaser if an invoice is
paid on or before the Terms Discount Due Date

340 Allowance or Charge Code

TYPE: ID MIN=1 MAX=3

Code identifying the type of allowance or charge

TRANSACTION SETS USED IN:

875	876	878	879	880	881	882	886	889
894	895	845						

SENDER CODES:

045 672

CODE	DESCRIPTION	NOTE
1	Free Goods	
2	Sink Allowance	
3	Count and Re-count	
4	Fuel Allowance	
5	Allowance Non-Performance	
6	Pallet Charge	
7	Clear Freight Charge	
10	Drayage	
	Military drayage allowance	
11	Blind Freezing	
12	Communication Expense	
13	Handling In	
14	Handling Out	
15	Lease	
16	Weight in Charge	
17	Physical Inventory	
18	Per Hire	

Codes out there to use

VII - DATA ELEMENT DICTIONARY
ALLOWANCE OR CHARGE CODE • 340

INDUSTRY CONVENTIONS AND
IMPLEMENTATION GUIDELINES FOR EDI

CODE	DEFINITION	NOTE	CODE	DEFINITION	NOTE
19	Postage		53	Freight Allowance	
20	Slow Freezing		54	Pickup Allowance	
21	Storage		55	Warehouse Allowance	
22	Supplies			An allowance given to a customer who operates a bona fide warehouse, at which he stocks and from which he distributes products to multiple outlets	
23	Taking Weights		57	Vehicle Load Allowance	
24	Telephone, Telex, Fax		58	Unsaleable Merchandise Allowance	
25	United States Department of Agriculture (USDA) Inspection		60	Label Allowance	
26	Unloading		61	Handling Allowance	
27	Withdrawal Line Item Rate		62	Freshness/Leaker Allowance	
28	Direct Product Handling (DPC)		63	Floor Stock Protection	
29	Price Adjustment Percent (PCT)		64	Truckload Allowance	
30	Post Damaged Handling (PDC)		65	New Item Allowance	
31	Reclamation Center Handling (Chute)			Monies offered by a manufacturer to a chain or wholesale customer to cover costs involved in new items or products. New distribution allowances are specific new item allowances.	
32	Reclamation Shared Responsibility (SRS)		66	Slotting Allowance	
33	Maximum Price Percent (MAX)			Monies offered by a manufacturer to a chain or wholesale customer to cover the costs involved in designating a certain section in the customer's warehouse for a new product.	
34	Minimum Price Percent (MIN)		67	New Distribution Allowance	
35	Conversion Allowance			Monies offered by a manufacturer to a chain or wholesale customer to cover costs involved in the initial distribution of a new product among retail units.	
40	Slip Sheet Allowance		68	Scanner Allowance	
41	Terms Allowance			Allowance which is paid on products that are scanned at the retail level during a specific time frame.	
42	Central Buy		70	Allowance for Consignment Merchandise	
	Allowance taken for large quantities bought through headquarters		75	New Store Allowance	
43	Display Allowance		80	Combination Performance and Non-performance	
	Allowance for merchandise displayed in traffic areas		81	Direct Plant Ship Allowance	
44	Early Buy Allowance		88	Mutually Defined	
	Allowance taken for merchandise ordered previous to regularly scheduled order dates		90	Performance Allowance	
45	New Discount		91	Glaze Allowance	
	Allowance taken for a new mutually defined discount		92	In Transit Price Protection	
46	New Warehouse		93	COOP Credit	
	Allowance for first shipment into a new distribution facility		94	Cigarette Stamping	
47	Competitive Marketing Allowance		95	Swell	
	Allowance for special promotional activities for a specific product		96	Grouped Items	
48	Special Buy		97	Cents Off	
	Allowance for a special purchase from supplier		100	Advertising Allowance	
50	Lump Sum		101	Voluntary Price Reduction	
	Total allowance amount granted by vendor or broker usually when relationships to a specific item and/or specific rate is not identifiable				
51	Trade Discount				
52	Quantity Discount				

CODE	DEFINITION	NOTE
105	Pallet Allowance Allowance which is paid on a pallet basis	
106	Show Allowance Allowance for merchandise displayed at a convention	
107	Indirect Customer Allowance Promotional dollars offered to indirect customers	
110	Adjustment	
111	Check Adjustment	
112	Funds Return	
113	Generic Supply Charge	
114	Hardware Maintenance Charge	
116	Media Charge	
117	Per Claim Charge	
118	Per Item Media Charge	
119	Programming Charge	
120	Service Adjustment	
121	Software Maintenance Charge	
490	Goods and Services Credit Allowance	
491	Tax Credit Allowance	
499	Other Allowance	
501	Taxes	
502	Carrier	
503	Special Handling	
504	Freight	
505	Insurance	
506	Railcar Loading	
507	Switch Charge	
508	USDA Inspected, Stamping Certification	
509	Labeling	
510	Koshering	
511	Warehouse	
512	Palletizing	
513	Enclosure	
514	Surcharge	
515	Stopcharge	
516	Delivery Charge	
517	Demurrage	
518	Service Charge	
519	Less Than Truckload Charge	
520	Cut	
521	Paralleling	
522	Broken Lot	
523	Special Packaging	
524	Reel	

CODE	DEFINITION	NOTE
525	Deposit Charge - Resale Item	
526	Beverage Tax	
527	Environmental Handling Charge	
537	State or Province Tax	
550	Deposit Charge - Non-Resale Item	
560	Equipment Rental Charge	
561	Equipment Service Charge	
562	Inter-warehouse Freight Charge	
565	Inbound Postage	
566	Outbound Postage	
990	Goods and Services Charge	
999	Other Charges	

341 Allowance or Charge Number

TYPE=AN MIN=1 MAX=16

The number assigned by a vendor referencing an allowance, promotion, deal or charge

TRANSACTION SETS USED IN:

867	875	876	878	880	881	882	888	889
894	895	945						

SEGMENTS USED IN:

G24 G42 G45 G72 ITA

342 Percent of Invoice Payable

TYPE=R3 MIN=1 MAX=5

Amount of invoice payable expressed in percent

TRANSACTION SETS USED IN:

210	810	812	830	850	855	857	875	876
880	882	888	889	894	895			

SEGMENTS USED IN:

G23 ITD

343 Installment Total Invoice Amount Due

TYPE=N2 MIN=1 MAX=10

Deferred or installment portion of the total invoice (including charges, less allowances) before terms discount (if discount is applicable)

TRANSACTION SETS USED IN:

875	876	880	882	888	889	894	895
-----	-----	-----	-----	-----	-----	-----	-----

ALLOWANCE/CHARGE CODES USED IN EDI INVOICIN 2/16/2015

HEADER ALLOWANCES (WIRL400 FILE)

slip sheet unloading allowance(40) → eh_vendor_up_down
swell(95)
mutually defined(88)
quantity discount(52)
warehouse allowance(55)
full truckload allowance(64)
unsaleable merchandise allowance(58)
performance allowance(90)
special handling(503)
price & marketing(47)
consignment merchandise(70)
label allowance(60)
tax charge(501)
other charges(999)
trade discount(51)
freshness/leaker allowance(62)
surcharge(514)

Codes A

surcharge(514) → eh_prepay_and_add
stopcharge(515)
delivery charge(516)
freight(504)
service charge(518)
multi stop charge (990)

freight allowance(53) → eh_fit_allow_amt
pick-up allowance(54)

special buy(48) → eh_adj_amount
shrink allowance(2)
floor stock protection(63)
palletizing(512)
other(499)
special packaging(523)
fuel allowance (04)
lump sum(50)
special handling(503)
pallet allowance(105)

terms allowance(41)→ eh_whse_discount
new warehouse(46)
handling allowance(61)
new distribution allowance(67)

DETAIL ALLOWANCES (WIRL410) FILE

new distribution allowance(67) → ed_off_invoice_amt
early buy allowance(44)
display allowance(43)
slotting allowance(65)
cents off(97)
price and marketing allowance(47)
advertising allowance(100)
new discount(45)
performance allowance(90)
combination performance and non-performance(80)
trade discount(51)
allowance non-performance(5)
special buy(48)
other allowance(499)
handling allowance(61)
shrink allowance(2)
terms allowance(41)
new warehouse(46)
voluntary price reduction(101)
slotting allowance(66)

free goods(1) → ed_free_goods_amt

label allowance(60) → ed_item_up_down_amt
swell(95)
freshness/leaker allowance(62)
cigarette stamping(94)
warehouse allowance(55)
full truckload allowance(64)
quantity discount(52)
unsaleable merchandise allowance(58)
slip sheet unloading allowance(40)
palletizing(512)

pallet allowance(105)
other charges(999)

surcharge(514) → ed_prepay_and_add_amt
stopcharge(515)
delivery charge(516)
freight(504)

freight allowance(53) → ed_freight_allow_amt
pick-up allowance(54)

NOTE NUMBERS IN PARENTHESIS ARE ALLOW/CHG CODE

allowances and charges as of 03/01/00

CODES USED ON OMI TABLE FILE(OMSD550 TABLE08) ARE AS
FOLLOWS:

-EH_VENDOR_UP_DOWN--> UD, OU (OI=DTL UD=HDR)
-EH_PREPAY_AND_ADD--> PP
-EH_FRT_ALLOW_AMT--> FA
-EH_WHSE_DISCOUNT--> OI (OI=DTL OI=HDR(WHSE_DISC))
-EH_ADJ_AMOUNT--> AA, OA (OI=DTL AA=HDR), UA (UD=DTL
AA=HDR)

DETAIL ALLOWANCE/CHARGE FIELDS INCLUDE:

-ED_OFF_INVOICE_AMT--> OI,OU(OI=DTL UD=HDR),(OA OI=DTL
AA = HDR)
-ED_FREE_GOODS_AMT--> FG
-ED_ITEM_UP_DOWN_AMT--> UD, UA(UD=DTL AA=HDR)
-ED_PREPAY_AND_ADD_AMT--> PP
-ED_FREIGHT_ALLOW_AMT--> FA

HY-VEE INC.
ACCOUNTS PAYABLE
Adjustment Codes for Financial EDI
(Updated: 04/01/15)

<u>EDI CODES</u>	<u>PROMPT PAYABLE CODES</u>	<u>HY-VEE PAYABLE CODES</u>
01 - Pricing Error	LC - List Cost OC - Overcharge OI - Off Invoice PI - Price Increase RD - Rate Decrease RI - Rate Increase UC - Invoice Charge	M - C/P List Cos. A - C/P Overcharge O - C/P Off Invoice A2 - C/P Price Increase E - C/P Rate Decrease F - C/P Rate Increase I - C/P Invoice Charge 1 - S/P Miscellaneous Credit
02 - Allowance/Charge Error	FA - Freight Allowance	Q - C/P Freight Allowance
03 - Extension Error		3 - S/P Extension/Addition Error
06 - Quantity Contested	SH - Shortage	H - C/P Shortage
11 - Returns - Damage	DG - Damaged Goods	L - C/P Damaged Goods 1 - C/P Damaged Goods DA - C/P Damage 4 - S/P Freight/Short/Damaged
48 - Service Charge	AA - Fuel Surcharge	A4 - C/P Fuel Surcharge
52 - Credit for Previous Overpayment	FO - Overcharge OP - Overpayment	V - C/P Overcharge B - C/P Overpayment 7 - S/P Credit Paid 9 - S/P Paid Wrong Vendor
53 - Remittance for Previous Underpayment	FU - Undercharge UP - Underpayment	W - C/P Undercharge J - C/P Underpayment 6 - S/P Credited Twice 8 - S/P Charge Credited
54 - Freight Deducted	BH - Backhaul FB - Vendor Paid Freight	A3 - C/P Backhaul X - C/P Vendor Paid Freight

HY-VEE INC.
ACCOUNTS PAYABLE
Adjustment Codes for Financial EDI
(Updated: 04/01/15)

<u>EDI CODES</u>	<u>PROMPT PAYABLE CODES</u>	<u>HY-VEE PAYABLE CODES</u>
71 - Advertising Allowance	PA - Prepaid Ad	S - C/P Prepaid Ad
72 - Authorized Return	RM - Returned Merchandise WR - Returned Mdse, Warehouse Return	G - C/P Returned Merchandise K - C/P Returned Mdse, Whse Return
85 - Distribution Discount/Allowance	FR - Freshness Allowance OA - Shrink/Swell Allowance PC - Pallet Allowance US - Unloading Allowance WH - Warehouse Allowance	A5 - C/P Freshness Allowance A7 - C/P Shrink/Swell Allowance A9 - C/P Pallet Allowance B3 - C/P Unloading Allowance B4 - C/P Warehouse Allowance
86 - Duplicate Payment		5 - S/P Paid Twice
94 - Fixtures Charge	RC - Equipment Rental Charge UA - Palletizing	B1 - C/P Equipment Rental Charge B2 - C/P Palletizing
97 - Handling Charge	HN - Special Handling/Custom	A6 - Special Handling/Custom
A5 - Overage	OV - Overage	C - C/P Overage
D8 - Count and Recount Allowance	BB - Billback BD - Billback Deviation	P - C/P Billback U - C/P Billback Deviation 2 - C/P Billback
GA - Free Goods	FG - Free Goods	T - C/P Free Goods
GB - Coupon Related		CO - C/P Coupon Damage 4 - C/P Coupon Deduction
L1 - Audit		AU - C/P External Auditor 5 - C/P External Auditor
L2 - Discount	WD - Warehouse Discount	R - C/P Warehouse Discount

HY-VEE INC.
ACCOUNTS PAYABLE
Adjustment Codes for Financial EDI
(Updated: 04/01/15)

EDI CODES

L7 - Miscellaneous Deductions

PROMPT PAYABLE CODES

ID	-	Item Down Deduction
IU	-	Item Up Deduction
PD	-	Pallet Deduction
VU	-	Vendor Up

HY-VEE PAYABLE CODES

	Y	-	C/P Item Down Deduction
	Z	-	C/P Item Up Deduction
	D	-	C/P Pallet Deduction
	A1	-	C/P Vendor Up
	AD	-	C/P Ad Fees
	AR	-	C/P Deduct for A/R
	CD	-	C/P Cash Donations-Charity
	DS	-	C/P DS Add Fees
	GU	-	C/P Hy-Vee Supplier review
	PB	-	C/P Payback
	PW	-	C/P Event Discount
	P1	-	C/P Pallets -VDM
	P2	-	C/P Pallets - Cherokee
	SH	-	C/P Show Fees
	SP	-	C/P Scanner Promotion
	TH	-	C/P Triathlon
	TR	-	C/P Credit Due Truck
	TV	-	C/P HVTV Ad
	0	-	S/P Other Deductions
	G	-	S/P Hy-Vee Supplier Review
	W	-	S/P Event Discount
	N	-	C/P Vendor Down
	1	-	S/P Miscellaneous Credits
MA – Marketing Allowance	OU	-	Market/Trade Allowance

NOTE:

C/P - Company Payable
S/P - Stores Payable
Adjustment Code in Hy-Vee Invoices will contain a code from either the Prompt Payable Codes or the Hy-Vee Payable Codes