Standard Operating Procedures
Import Orders

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Introduction

The enclosed information contains details about the standard operating procedures required to conduct import business with Albertsons LLC and ICI Worldwide, Inc. as their agent. All vendors are required to review and understand this information prior to accepting orders. Use the SOP to guide you through the import process.

Contact Information –

ICI Worldwide, Inc.
Headquarters
175 West Bonita Avenue
PO Box 8
San Dimas, CA 91773
USA
Phn: (909) 592-6431
Fax: (909) 592-7416

Xereen, Ltd.
ICI Worldwide Overseas Office
Unit 412, Tower B, Hunghom Commercial Centre
37-37 Ma Tau Wai Road, Hunghom
Kowloon, Hong Kong
Phn: (852) 2773-3316
Fax: (852) 2773-3303

APL LOGISTICS
USA Office
Jodi Finkelman
Logistics Analyst
APL Logistics
16220 N. Scottsdale Rd. Suite #300
Scottsdale, AZ 85254
Direct: 602.586.4727
Email: Jodi_Finkelman@apllogistics.com

ICI Worldwide’s overseas liaison office, Xereen Ltd., is responsible for all order shipment follow up. Xereen provides a valuable service in assisting all overseas vendors with the booking process, Certificate of Inspection Checklist, etc. Please allow Xereen staff members every courtesy in their efforts to contact and assist you with shipments.

Office Directories –
Office directories for ICI Worldwide, Inc. and Xereen, Ltd. are available online at:
GMP: GOOD MANUFACTURING PRACTICES / SOCIAL COMPLIANCE

Albertsons LLC is committed to the promotion of safe, ethical and humane labor practices and working conditions, and expects each supplier to share in that commitment. All vendors must be in compliance with all local regulations and legal requirements of the country of manufacture.

- **Child Labor** – Albertsons LLC does not support the use of workers below the local/legal minimum age requirement.
- **Animal Welfare** – Albertsons LLC does not support the harsh or unethical treatment of animals.
- **Slavery / Trafficking / Forced Labor** – Albertsons LLC will not tolerate the exploitation or forcible use of workers.
- **Unfair / Unsafe / Harsh Working Conditions** – workers must be treated fairly and must be provided a healthy, safe and clean work environment.

- **Conflict of Interest / Confidentiality** –
  - Albertsons LLC and ICI Worldwide, Inc. have a strict policy which prohibits solicitation or offering of any gifts or gratuities. We ask every vendor to respect this policy.
  - Vendor should have a strict policy of confidentiality and not disclose any proprietary information to others regarding product or the E-Sys Global® computer system that is being used.
- **C-TPAT (Customs-Trade Partnership Against Terrorism)** - Due to the recent terrorist threat, every vendor should do their utmost to comply with the C-TPAT (Customs-Trade Partnership Against Terrorism) requirements. APL Logistics can assist the vendor in suggestions for compliance.

### List of Zero Tolerance Issues as defined by Albertsons LLC

<table>
<thead>
<tr>
<th>Issue</th>
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</thead>
<tbody>
<tr>
<td>Attempted/Committed Bribery</td>
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<tr>
<td>Illegal Transshipment</td>
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<tr>
<td>Unresolved Unfavorable Legal Judgments</td>
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<tr>
<td>Lack of Business License</td>
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<tr>
<td>Record Falsification</td>
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<tr>
<td>Underage Labor</td>
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<tr>
<td>Involuntary Labor: Forced Overtime with Threat, Coercion or Penalty</td>
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<tr>
<td>Involuntary Labor: Prison Labor</td>
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<tr>
<td>Involuntary Labor: Bonded or Indentured Labor</td>
</tr>
<tr>
<td>Involuntary Labor: Use of Trafficked Humans or Slavery for Labor</td>
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<tr>
<td>Withholding Employees’ Original Identification Documents</td>
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<tr>
<td>Withholding Deposit as a Condition of Employment</td>
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<tr>
<td>Unauthorized Subcontracting</td>
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<tr>
<td>Unauthorized Home Working</td>
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<tr>
<td>Nonpayment of Wages</td>
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<tr>
<td>Paying Below Minimum Wage</td>
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<tr>
<td>Physical Abuse/Corporal Punishment</td>
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<tr>
<td>Refusal to Hire or Termination Based on Union Affiliation</td>
</tr>
<tr>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Access Denied</td>
</tr>
<tr>
<td>Unsafe/Hazardous Workplace or Dormitory Conditions</td>
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<tr>
<td>Blocked or Padlocked Emergency Exit(s) or Dormitories</td>
</tr>
<tr>
<td>Potential Structural Collapse</td>
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<tr>
<td>Missing Safety Devices that may lead to Serious Injury and/or Life Threatening Accident</td>
</tr>
<tr>
<td>Inadequate Machine Guarding</td>
</tr>
<tr>
<td>Immediate Fire Hazard from Unsafe Electrical Conditions</td>
</tr>
<tr>
<td>Immediate Fire Hazard from Unsafe Chemical Management</td>
</tr>
<tr>
<td>Missing Fire Inspection Certificate</td>
</tr>
<tr>
<td>No Fire Prevention Measures in Process Areas (e.g. No Fire Extinguishers or Emergency Lights)</td>
</tr>
</tbody>
</table>
FACTORY AUDITS
Random factory audits may be conducted at any time, at the discretion of Albertsons LLC. In the meantime, in lieu of factory audits conducted by Albertsons LLC, all vendors must have factory audit certificates conducted by a 3rd party/other retailer available for review if requested. The audit certificate must be dated within 1 year of Albertsons PO ship date.

VENDOR / MANUFACTURER COMPLIANCE
ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of the following:

- FDA Requirements: Food & Drug Administration
- California Prop 65 Testing and Labeling Requirements: the Office of Environmental Health Hazard Assessment (OEHHA)
- CPSIA (Consumer Products Safety Improvement Act): The Consumer Products Safety Commission

It is ultimately the vendor’s responsibility to keep themselves informed of any FDA, Prop 65 & CPSIA updates/requirements by regularly checking the websites for these administrations, as follows.

FDA Compliance (Food & Drug Administration)
Vendors/Manufacturers shall be in compliance with mandatory requirements set forth by FDA. The Food & Drug Administration regularly updates the FDA requirements, please visit: [http://www.fda.gov/ForIndustry/default.htm](http://www.fda.gov/ForIndustry/default.htm)

Food and Drink Related Items
Vendors/Manufacturers are required to submit a current TESTING REPORT and a GENERAL CONFORMITY CERTIFICATE (“GCC”) for every item that comes in contact with Food or Drink. A current TESTING REPORT and GCC for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected. 3rd party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be e-mailed to:

Barbara Yamaguchi – ICI Worldwide: barbara@iciworldwide.com

The GENERAL CONFORMITY CERTIFICATE (“GCC”):

- Must be based on results from tests conducted by an accredited 3rd party testing facility. Information on accredited Testing Facilities can be found at: [http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html](http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html)

California Prop 65 Compliance (Office of Environmental Health Hazard Assessment)
Vendors/Manufacturers shall be in compliance with mandatory requirements set forth by OEHHA for California Prop 65 Testing and Labeling. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program and is part of the California Environmental Protection Agency (Cal/EPA). The OEHHA regularly updates the Prop 65 requirements, please visit: [http://oehha.ca.gov/prop65/background/p65plain.html](http://oehha.ca.gov/prop65/background/p65plain.html)

CPSIA Compliance (Consumer Products Safety Improvement Act)
Manufacturers of imported goods shall be in compliance with mandatory requirements for all inspection and recordkeeping under the Consumer Product Safety Improvement Act of 2008 (CPSIA) Law. The Consumer Product Safety Commission regularly updates the CPSIA requirements, please visit: [http://www.cpsc.gov/about/cpsia/cpsia.html](http://www.cpsc.gov/about/cpsia/cpsia.html)

ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of Consumer Products. It is ultimately the vendor’s responsibility to keep themselves informed of any CPSIA updates/requirements by regularly checking the Consumer Product Safety Commission website above.

Continued on next page…
If your items are covered under the **CPSIA** documentation requirements, a current **TESTING REPORT** and **GENERAL CONFORMITY CERTIFICATE** ("GCC") for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected. 3rd party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be emailed to:

Barbara Yamaguchi – ICI Worldwide:  [barbara@iciworldwide.com](mailto:barbara@iciworldwide.com)

The **GENERAL CONFORMITY CERTIFICATE** ("GCC"):
- Must be based on results from tests conducted by an accredited 3rd party testing facility. Information on accredited Testing Facilities can be found at: [http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html](http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html)

*If CPSIA does not apply to your items, you must indicate “is not required” on the Beneficiary Certificate (found in the Albertsons LLC Document Template workbook) and submit with shipping documents. The Albertsons LLC Document Template workbook will be provided to you at the time of PO issue.*

**NEW CONSUMER PRODUCT SAFETY REQUIREMENTS**

*The Consumer Product Safety Improvements Act of 2008 (CPSIA)*

The new regulation requires manufacturer, importer, and owner of private label (if the shipment is under private label) to issue a “Certificate of Conformity” declaring and assuring the shipment complies with any rule, ban, standard or regulation enforced by Consumer Product Safety Commission. These may include, but are not limited to 16CFR1500.44 Fabric Flammability, 16CFR1303 Lead Content, ASTM F963-07 Mechanical Hazards, ASTM F963-09 Labeling, CPSC Section 101 and CPSC Section 108. Please see CPSC website, indicated above, for exact testing requirements and for regular updates to these requirements.

Civil penalties for Consumer Product Safety violations are increased to a maximum of $100,000 per violation and capped at $15 million. Criminal penalties may include fines, forfeiture of assets associated with the violation and up to five years in jail.

**CPSIA strictly enforces the following:**
- **Lead Content** – the lead content in Children’s products, and the lead in paint on Children’s products, cannot exceed the allowable lead content.
- **Lead content** - the lead content in paint on Furniture Articles, or canned paint, for consumer use cannot exceed the allowable lead content.
- **Choking Hazards & Small Objects** – Small objects and items for children age 3 and under must meet CPSIA testing requirements for various hazards (i.e. choking, flammability, sharp objects, heavy metals/lead, and other hazards)
- **Phthalates** - the amount of specific Phthalates in specific Children’s products cannot exceed the allowable limits as set forth by CPSIA.
- **Product Tracking Code information is required by CPSIA on Children’s products and packaging**
  Albertsons LLC requires Product Tracking Code date on item to be in “U.S. Military” format (date/month/year). **Example:** the 6th day of December 2009 would read “061209” in U.S. Military format.

**ADDITIONAL RANDOM ITEM TESTING**

Albertsons LLC requires additional random testing on selected items, at their discretion, from current orders IN ADDITION to the normal vendor testing requirements that still must be followed. Albertsons LLC will be responsible for the initial cost of this random testing to be done by an accredited testing facility of their choice. Please note vendor will bear the cost of the initial test if selected item fails the testing protocol. The testing protocol will cover all necessary points as set forth by FDA, CPSIA and California Prop 65 requirements for U.S. Customs entry into the United States.
Purchase Order Requirements
Per Albertsons LLC requirements:

- CURRENT VENDORS must have valid Product Liability Certificate on file with ICI Worldwide, Inc.
- NEW VENDORS must submit copy of their PLI Certificate to ICI Worldwide’s San Dimas office (pli@iciworldwide.com).

ICI must receive PLI certificate by the time you have confirmed your Purchase Orders. Failure to submit PLI by this time will result in a delay in further processing of your order with Albertsons LLC.

Please refer to the “Product Liability Insurance” section for further information and requirements for issuing of PLI certificate.

Purchase Orders / Order Confirmations / Payments
The preferred method of payment by Albertsons LLC is Wire Transfer (“TT”). Payment terms are “TT 15 days” to ALL vendors. If you are unable to accept payment by TT, please notify ICI and Albertsons LLC at the time of initial item review meeting, prior to finalizing quotations. If payment by Letter of credit is approved by Albertsons LLC, vendor will be responsible for all LC charges.

1. Purchase Orders will be issued to Vendor (name) indicated on quotation to Albertsons LLC.

2. Vendor is responsible to review PO for accuracy, confirm all order details and provide the following current and accurate information for payment processing:
   a. Beneficiary & Advising Bank full and complete names and addresses.
   b. Beneficiary’s complete Bank Account Number.
   c. Advising Bank’s complete 9 digit “ABA Routing” Number, if applicable
   d. Advising Bank’s complete 11 digit “International Swift Code” Number. **Swift Codes MUST be 11 digits in length, as required by banks. Inaccurate Swift Codes may be rejected which may result in Beneficiary charge of a minimum of USD$25.00 per submission.

3. Albertsons LLC requires the “Vendor” (named on the item quotation) to be named as the Insured party on the Product Liability Insurance (PLI) certificate. Purchase orders, and payments of purchase orders, will also be issued to this “Vendor”, as the Beneficiary. If your Banking Information indicates payment to a different Beneficiary (other than the “Vendor” named on Quote/PO/PLI), then this “other” Beneficiary (company) must also be named as an Insured party. Both companies MUST be named as Insured on the same PLI certificate. Separate PLI certificates will not be accepted. Please refer to section PRODUCT LIABILITY (PLI) & REQUIREMENTS for specific Certificate of Insurance details.

Continued on next page...
Payments: TT/Wire Transfers
The preferred method of payment by Albertsons LLC is Wire Transfer ("TT"). Payment terms are "TT 15 days" to ALL vendors. If you are unable to accept payment by TT, please notify ICI and Albertsons LLC at the time of initial item review meeting, prior to finalizing quotations.

Beneficiary Payment Requirements
TT Payment of Purchase Orders will be issued to Beneficiary (the “Vendor” named on item quotation), therefore Product Liability Insurance (PLI) certificate MUST name this Beneficiary (the “Vendor”) as insured. If your banking information indicates payment to a different Beneficiary (other than the “Vendor” named on Quote/PO/PLI), then this “other” Beneficiary (company) must also be named as an Insured party. Both companies MUST be named as insured on the same PLI certificate. Separate PLI certificates will not be accepted. (Please refer to section PRODUCT LIABILITY (PLI) & REQUIREMENTS for specific Certificate of Insurance details).

Request for TT Payment
ICI Worldwide, Inc. will process Wire Transfer Requests and Amendments for Purchase Orders and changes based on details of vendor’s Confirmation of Order as well as the Beneficiary / Advising Bank information by vendor to ICI Worldwide’s. Please contact ICI Worldwide Finance Dept. – Jody Helgren via e-mail for Wire Transfer payment instructions.

Jody Helgren
E-mail: jody@iciworldwide.com

TT Payment Issuance / Documents Required for Payment
Barring any discrepancies, Albertsons LLC will process all TT payments in 15 working days after original FCR has been issued. The FCR is issued by the APL Logistics office at point of origin after merchandise has been tendered to the stated ocean carrier and all proper documentation has been submitted. It is the vendor’s responsibility to thoroughly review, understand and meet all the terms and conditions for payment release. Please see ‘Documents Required’, as follows, for a breakdown of a complete set of documents.

TT Payment Issuance / Special Documents Required for Payment
Vendor will be required to present complete sets of any original applicable Special Documents from list on page 15, to the following.

- Barbara Yamaguchi at ICI Worldwide, Inc.
  Barbara Yamaguchi
  ICI Worldwide, Inc.
  175 W. Bonita Ave., P.O. Box 8
  San Dimas, CA  91773
  USA
  Phn: (909) 592-6431, ext. 130
  barbara@iciworldwide.com

TT / Wire Transfer Fees
Wire Transfer fees and advising bank Transaction fees are for the account of the beneficiary.
Payments: TT/Wire Transfers (Document Requirements)

Shipping Document Templates
There are specific document templates that are required for shipments of import items for Albertsons LLC. ICI Worldwide, Inc. will forward the current Albertsons LLC Document Template Excel File Workbook to each vendor along with Purchase Order Notification e-mail.

- Vendor MUST return the completed Albertsons LLC Document Template Excel File via e-mail to Barbara Yamaguchi <barbara@iciworldwide.com>. Do NOT send scanned copies of excel file print outs.
- Vendor may NOT alter or delete any portion of the document template workbook, unless specifically noted on template.
- Failure to submit shipping documents on the current Albertsons LLC excel template will require vendor to revise and resubmit shipping documents. Vendor will be responsible for demurrage incurred due to document delay.
- All import vendors must submit complete and accurate documents to barbara@iciworldwide.com no later than 2 days after vessel sails. Documents received later than two days after vessel sailing will be subject to late document fees.
- The "clean" FCR (not "verify copy") may not be available by 2 days after the vessel sails, ICI is aware of this. In the meantime, Vendors need to submit the completed LLC Shipping Document Template and any additional CUSTOMS CLEARANCE DOCUMENTATION (Trademark Releases, CCIB, CPSIA...etc.) to ICI no later than 2 days after the vessel sails. The "clean" FCR (not "verify copy") needs to be submitted as soon as it becomes available. It IS the vendor’s responsibility to request the "clean" FCR (not "verify copy") and be sure that it is e-mailed to barbara@iciworldwide.com as soon as the vendor receives it.

Detailed “Document Requirements” are listed under topics “Payments: Letter of Credit” or “Payments: Wire Transfer/TT”.

Overview
Shipping documents are prepared by vendor and submitted as per the following step by step instructions.

1. All vendors are required to use the specific Albertsons LLC document templates (for Commercial Invoice, Packing Lists, Beneficiary Certificates, Inspection Checklists, etc.) forwarded to you by ICI with purchase orders.

2. Vendor is now required to submit a completed Certificate of Inspection Checklist for each shipment of goods purchased by Albertsons LLC. This checklist must be completed by the manufacturer’s representative, certifying that the designated item was inspected prior to shipment and conforms to the conditions stated in Albertsons LLC purchase order and ICI Worldwide, Inc. SOP.

3. Vendor must submit the complete set of shipping documents via E-mail, including a copy of the Certificate of Inspection Checklist, directly to Barbara Yamaguchi as instructed in the following pages.

4. One original FCR will be issued by the APL Logistics office at point of origin for every commercial invoice (one invoice per port, per DC, per vessel).

5. Vendor MUST submit a copy of the "clean" FCR (not “verify copy”). NO original FCR will be accepted for endorsement and release. Vendor will be held responsible for any fees or damages incurred as a result of failure to comply. For questions regarding this requirement, please contact Barbara Yamaguchi at (909) 592-6431 x130.

Continued on next page…
6. **Lead Testing Certificate** – vendor must submit Original Testing Certificate from a certified lead testing laboratory stating No Presence of Lead Contents, or an Original Beneficiary’s statement certifying that Lead Testing Certificate is not required. Please see “Shipping Documents” for a complete list of all specialized documents.

7. **California Prop 65 Testing and Labeling** – vendor must submit Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required.

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EP) [http://oehha.ca.gov/prop65/background/p65plain.html](http://oehha.ca.gov/prop65/background/p65plain.html)

- **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to barbara@iciworldwide.com. Testing Reports must show test date within the past 12 months, or will be rejected.

- **PROP 65 LABELS** – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA.

Copies of test records and any other documentation for PROP 65 must be e-mailed to the following:

Barbara Yamaguchi – ICI Worldwide
barbara@iciworldwide.com

*ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of California Prop 65. It is ultimately the vendor’s responsibility to keep themselves informed of any updates/requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.*

8. **Food and Drink Related Items** – vendors/manufacturers are required to submit a current TESTING REPORT and a GENERAL CONFORMITY CERTIFICATE (“GCC”) for every item that comes in contact with Food or Drink. A current TESTING REPORT and GCC for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected. 3rd party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be e-mailed to:

Barbara Yamaguchi – ICI Worldwide: barbara@iciworldwide.com

The GENERAL CONFORMITY CERTIFICATE (“GCC”):

- Must be based on results from tests conducted by an accredited 3rd party testing facility. Information on accredited Testing Facilities can be found at: [http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html](http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html)

- Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at [http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf](http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf)

Continued on next page…
9. **California Prop 65 Testing and Labeling** – vendor must submit Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required.

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) [http://oehha.ca.gov/prop65/background/p65plain.html](http://oehha.ca.gov/prop65/background/p65plain.html)

- **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to barbara@iciworldwide.com. Testing Reports must show test date within the past 12 months, or will be rejected.

- **PROP 65 LABELS** – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA.

Copies of test records and any other documentation for PROP 65 must be e-mailed to the following:

Barbara Yamaguchi – ICI Worldwide
barbara@iciworldwide.com

ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of California Prop 65. It is ultimately the vendor’s responsibility to keep themselves informed of any updates/requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.

Detailed “Document Requirements” are listed in sections “Payments: Wire Transfer/TT” (or “Payments: Letter of Credit”)

Continued on next page…
ISSUE TO:
All documents must be consigned to:

Albertsons LLC
250 Park Center Blvd., Boise, ID 83706

NOTIFY:
1st Notify Party:
Carmichael Int’l Service
1 So. Linden Ave., Suite 5, So. San Francisco, CA 94080

2nd Notify Party:
ICI WORLDWIDE, INC.
175 W. Bonita Ave., San Dimas, CA 91773

Payments: TT/Wire Transfers (Distribution / Mailing Addresses)
Vendor must distribute full and complete sets of documents as indicated below:

- 1 complete set of document copies for all shipments including Certificate of Inspection Checklist and a copy of the “clean” FCR (not “verify copy”) must be e-mailed under one cover to:

  Barbara Yamaguchi (barbara@iciworldwide.com)
  ICI Worldwide, Inc.
  175 W. Bonita Ave., P.O. Box 8
  San Dimas, CA 91773 USA
  Phn: (909) 592-6431, ext. 130

- 1 complete sets of any applicable original Special Documents including Test Reports and GCC’s from list on pages 15-17, to the following.

  Barbara Yamaguchi (barbara@iciworldwide.com)
  ICI Worldwide, Inc.
  175 W. Bonita Ave., P.O. Box 8
  San Dimas, CA 91773 USA
  Phn: (909) 592-6431, ext. 130
Payments: TT/Wire Transfers (Components of a Complete Set of Documents & Issuing Party)

A complete set of documents consists of the following and is issued by:

- **Commercial Invoice** *(issued by Vendor)*
- **Packing List** *(issued by Vendor)*
- Copy of the "clean" FCR (not “verify copy”) *(issued by APL Logistics)*
- **Certificate of Inspection Checklist** *(issued by Manufacturer’s Representative)*
- **Beneficiary’s Statement** *(issued by Vendor)*
- **Beneficiary’s Certificate** *(issued by Vendor)*

*Complete instructions for each document are detailed below*

**Commercial Invoice** *(issued by Vendor)*

All vendors are required to use the specific Albertsons LLC document templates (for Commercial Invoice, Packing Lists, Beneficiary Certificates, Inspection Checklists, etc.) forwarded to you by ICI with purchase orders. Vendor is to prepare one commercial invoice per FOB point, per vessel, per distribution center. Signed or Stamped Original Commercial Invoice showing Letter of Credit number certifying merchandise is as per Albertsons LLC PO numbers. Original Invoice must also show actual Manufacturer’s Name and Address and Country of Origin and detailed item descriptions. Original Invoice must indicate specific Program Number – **multiple programs numbers are not acceptable**. Buying commission included in the total FOB price is acceptable if within the LC amount.

"If delivering product to an origin consolidation facility then vessel name on Commercial Invoice may be “A Vessel”.

**Commercial Invoice/Container Manifest of Factory Loads**

If there is room in a shipping container, it is acceptable to load another order for the same DC, however it is the vendor’s responsibility to manifest the contents of the container & load by PO#, item# & brief description, and carton count.

- **FCL shipments / Full Container Loads** *(responsibility of vendor)*
  Vendor may issue 1 master invoice for shipment to a single DC as long as each container is manifested by PO#, item# & brief description, and carton count.

- **LCL shipments / Less than Container Loads** *(responsibility of freight forwarder)*
  If shipment is consolidated, it is the responsibility of freight forwarded to manifest by container & PO#, item# & brief description, and carton count.

**Invoices must contain the following information:**

1. Invoice Date
2. Invoice Number
3. Albertsons LLC purchase order number
4. Program#
5. Terms – “TT” (15 days), or “LC” *(only if LC arrangement has been pre-approved by Albertsons LLC)*
6. Carton count per item
7. Grand total carton count
8. Detailed description of product to support US HTS classification

Please note that for U.S. Customs purposes item descriptions on invoices must be detailed and clearly state the following:

1.) Description should not reflect the information on the Albertsons LLC purchase order. The invoice description must detail the item as completely as possible without restriction to the description length. Description must state function of the item and material used. (For example, Iron Planter Stand, Glass candle holder) **continued on next page...**
2.) Complete and accurate RAW material breakdown if more than one material used in production of item.
3.) If assortment, we require a complete assortment breakdown with description of each item in the assortment along with the number of each and individual costs shown for each item in the assortment. (For example, if a Christmas rattan wreath assortment, we need to know if the assortment consists of Santa, Snowman and Reindeer along with individual item costs.)
4.) Unacceptable descriptions would be: Halloween Décor Assortment, Santa/Snowman Holiday Assortment.

9. Country of Origin
10. Port of loading
11. Destination
12. Container number and size (if applicable)
13. Albertsons LLC SKU number and quantities shipped
14. Quantity shipped in unit of measure to coincide with the tariff code
15. Net and gross weight for merchandise unless on packing list
16. Purchase price of each item in the currency of purchase order
17. Rebates, drawback, bounties separately itemized if applicable
18. Goods or services furnished for the production of the merchandise not included in the invoice price (i.e. assists)
19. Terms of sale, i.e. “Net 15, Draft/At Sight, etc.”
20. Trade terms, i.e. INCOTERMS (EXW, FOB, CIF, etc.)
21. Seller/Shipper company name, address, contact person, phone and fax
22. Manufacturer/Supplying factory company name and address
23. Consignee/Buyer company name and address

Packing List (issued by Vendor)
Original Packing List showing carton count and weights and measurements.

FCR/Forwarder’s Cargo Receipt (issued by APL Logistics)
One original FCR will be issued by the APL Logistics office at point origin for each Commercial Invoice consigned to Albertsons LLC, 250 Park Center Blvd., Riverview, Boise, ID 83706, marked Freight Collect and Notify Carmichael Int’l Service, 1 So. Linden Ave., Suite 5, So. San Francisco, CA 94080 and ICI Worldwide, Inc., 175 W. Bonita Ave., San Dimas, CA 91773. The cargo received date on the FCR shall be considered the date of shipment. A copy of the “clean” FCR (not “verify copy”) is acceptable in lieu of original FCR. No original FCR’s will be accepted for endorsement and release.

Certificate of Inspection Checklist (issued by Manufacturer’s Representative)
Original Certificate of Inspection Checklist issued to Albertsons LLC by Manufacturer’s Representative, certifying that the designated merchandise was inspected prior to shipment and found to conform to the conditions stated in Albertsons LLC purchase order and ICI Worldwide, Inc. SOP. A Certificate of Inspection Checklist is required for each shipment of goods purchased by Albertsons LLC and must be completed prior to each shipment by the manufacturer’s representative.

Continued on next page…
Original Beneficiary’s Statement *(issued by Vendor)*
Beneficiary’s Statement certifying that one complete set of documents, including Certificate of Inspection Checklist and a copy of the “clean” FCR (not “verify copy”), has been e-mailed under 1 cover to ICI Worldwide, Inc., Attn: Barbara Yamaguchi.

Original Beneficiary’s Certificate *(issued by Vendor)*
In lieu of presenting the following declarations, vendor may submit 1 Original Beneficiary Certificate statement listing the specific declarations that are Not Applicable. Vendor is responsible to submit any special documents they declare “IS REQUIRED” on Beneficiary Certificate. Special documents must be included with shipping documents.

1. **Certificate of Origin / Form A / Special Customs Invoice** *(issued by Government of Country of Origin)*
   Original Certificate of Origin / Form A / Special Customs Invoice, if applicable, or Original Beneficiary’s Statement certifying Certificate of Origin/Form A/Special Customs Invoice is not required.

2. **Visa** *(issued by Government of Country of Origin).*
   Original Visa Document, if applicable or Original Beneficiary’s Statement certifying Visa Document is not required.

3. **Textile Declaration** *(issued by Vendor)*
   Original Textile Declaration showing Country of Origin, if applicable, or Original Beneficiary’s Statement certifying Textile Declaration is not required.

4. **CCIB Certificate “Ceramics Commodities Inspection Bureau”** *(issued by Vendor).*
   Original CCIB Certificate, if applicable or Beneficiary’s Statement certifying CCIB Certificate is not required.

5. **WPM Certificate “Wood Packing Material”** *(issued by Vendor).*
   Original WPM Certificate, if applicable or Beneficiary’s Statement certifying WPM Certificate is not required. The US Government Regulation documentation regarding this requirement may be found at (copy and paste the link into your browser if the link does not launch):
   [http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr_2005/janqtr/7cfr319.40-3.htm](http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr_2005/janqtr/7cfr319.40-3.htm)

6. **Interim Footwear Invoice Form 5523** *(issued by Vendor)*
   Original Interim Footwear Invoice Form 5523, if applicable, or Beneficiary’s Statement certifying Interim Footwear Invoice Form 5523 is not required.

7. **FCC Document “Federal Communications Commission”** *(issued by Vendor).*
   Original FCC Document, if applicable or Beneficiary’s Statement certifying FCC Document is not required.

8. **TSCA Statement “Toxic Substance Control Act”** *(issued by Vendor).*
   Original TSCA Statement, if applicable or Beneficiary’s Statement certifying TSCA Statement is not required.

9. **Licensing, Copyright and Trademark Releases** *(issued by holder of said License).*
   Copy of Letter Authorizing Release of License, Copyright, Trademark issued by holder of said license, copyright, trademark, if applicable or Original Beneficiary’s Statement certifying Licensing, Copyright and Trademark Releases is not required.

10. **Importer Security Filing “10+2” Form** *(issued by Vendor & completed by ICI Worldwide).*
    Importer Security Filing “10+2” Form is a MANDATORY requirement. Vendor is responsible to fill in their portion of the form and then submit to ICI Worldwide to be completed. (“10+2” Form available in LLC document template workbook).

Continued on next page...
11. **“Lacey Act – PPQ 505” Form (issued by Vendor)**
Original “Lacey Act – PPQ 505” form for items made of Wood or containing Wood, if applicable, or Beneficiary’s Statement certifying “Lacey Act – PPQ 505” form is not required.

12. **Lead Testing Certificate (issued by Certified Lead Testing Laboratory).**
Original Testing Certificate from a certified lead testing laboratory stating **No presence of lead contents**, or Original Beneficiary’s statement certifying that Lead Testing Certificate is not required.

13. **Food and Drink Related Items** – vendors/manufacturers are required to submit a current **TESTING REPORT** and a **GENERAL CONFORMITY CERTIFICATE (“GCC”)** for every item that comes in contact with Food or Drink. A current **TESTING REPORT** and **GCC** for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected. 3rd party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be e-mailed to:
   Barbara Yamaguchi – ICI Worldwide: barbara@iciworldwide.com

   **The GENERAL CONFORMITY CERTIFICATE (“GCC”):**
   - Must be based on results from tests conducted by an accredited 3rd party testing facility. Information on accredited Testing Facilities can be found at: http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html
   - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf

14. **California Prop 65 Testing and Labeling (issued by Certified Lead Testing Laboratory, Prop 65 Warning Labels issued by Vendor).**
Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required.

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) http://oehha.ca.gov/prop65/background/p65plain.html

   - **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to barbara@iciworldwide.com. Testing Reports must show test date within the past 12 months, or will be rejected.
   - **PROP 65 LABELS** – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA.

Copies of test records and any other documentation for PROP 65 must be e-mailed to the following:

   Barbara Yamaguchi – ICI Worldwide
   barbara@iciworldwide.com

ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of California Prop 65. It is ultimately the vendor’s responsibility to keep themselves informed of any updates/requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.
15. Consumers Product Safety Improvement Act (issued by Vendor)

Original signed Beneficiary’s statement certifying that as manufacturers of imported goods shall be in compliance with mandatory requirements for all inspection and recordkeeping under the Consumer Product Safety Improvement Act of 2008 (CPSIA) Law, or original signed Beneficiary’s statement certifying that certificate is not required.

If your items are covered under the CPSIA documentation requirements, a current TESTING REPORT and GENERAL CONFORMITY CERTIFICATE (“GCC”) for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected.

Copies of test records and any other documentation for CPSIA must be e-mailed to the following:

Barbara Yamaguchi – ICI Worldwide
barbara@iciworldwide.com

NEW CONSUMER PRODUCT SAFETY REQUIREMENTS
The Consumer Product Safety Improvements Act of 2008 (CPSIA)

The new regulation requires manufacturer, importer, and owner of private label (if the shipment is under private label) to issue a “Certificate of Conformity” declaring and assuring the shipment complies with any rule, ban, standard or regulation enforced by Consumer Product Safety Commission. These may include, but are not limited to 16CFR1500.44 Fabric Flammability, 16CFR1303 Lead Content, ASTM F963-07 Mechanical Hazards, ASTM F963-09 Labeling, CPSC Section 101 and CPSC Section 108. Please see CPSC website for exact testing requirements.

Civil penalties for Consumer Product Safety violations are increased to a maximum of $100,000 per violation and capped at $15 million. Criminal penalties may include fines, forfeiture of assets associated with the violation and up to five years in jail.

The Consumer Product Safety Commission is regularly updating the CPSIA requirements, please visit http://www.cpsc.gov/about/cpsia/cpsia.html for the most current information.

*CPSIA / Product Tracking Code information

Albertsons LLC requires Product Tracking Code date on item to be in “U.S. Military” format (date/month/year). Example: the 6th day of December 2009 would read “061209” in U.S. Military format.

ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of Consumer Products. It is ultimately the vendor’s responsibility to keep themselves informed of any CPSIA updates/requirements by regularly checking the Consumer Product Safety Commission website above.
Payments: Letters of Credit

The preferred method of payment by Albertsons LLC is Wire Transfer ("TT"). Payment terms are "TT 15 days" to ALL vendors. If you are unable to accept payment by TT, please notify ICI and Albertsons LLC at the time of initial item review meeting, prior to finalizing quotations.

Beneficiary Payment Requirements

LC Payment of Purchase Orders will be issued to Beneficiary (the “Vendor” named on item quotation), therefore Product Liability Insurance (PLI) certificate MUST name this Beneficiary (the “Vendor”) as insured. If your banking information indicates payment to a different Beneficiary (other than the “Vendor” named on Quote/PO/PLI), then this “other” Beneficiary (company) must also be named as an Insured party. Both companies MUST be named as insured on the same PLI certificate. Separate PLI certificates will not be accepted. (Please refer to section PRODUCT LIABILITY (PLI) & REQUIREMENTS for specific Certificate of Insurance details).

Request for Letter of Credit / Amendments

ICI Worldwide, Inc. will generate letter of credit requests and amendments for purchase order changes based on details of vendor’s confirmation of order as well as the beneficiary/advising bank information by vendor to ICI Worldwide. Charges for same are to be determined on a case by case basis. Please contact ICI Worldwide Finance Dept. – Jody Helgren via e-mail for LC amendments or payment status information.

Jody Helgren
E-mail: jody@iciworldwide.com

Letter of Credit Issuance / Documents Required for Payment

Once vendor has received original letter of credit, it is their responsibility to thoroughly review, understand and meet all the terms and conditions of same.

Vendor will be required to present complete sets of original documents, as indicated in the letter of credit, to the following:

- Advising Bank – who will forward to Albertsons LLC issuing bank for payment release.

Letter of Credit Issuance / Special Documents Required for Payment

Vendor will be required to present complete sets of original Special Documents as indicated in the letter of credit, to the following. Please refer to page 25 for a list of Special documents.

- Advising Bank – who will forward to Albertsons LLC issuing bank for payment release.
- Barbara Yamaguchi at ICI Worldwide, Inc.

Barbara Yamaguchi
ICI Worldwide, Inc.
175 W. Bonita Ave., P.O. Box 8
San Dimas, CA 91773
USA
Phn: (909) 592-6431, ext. 130
barbara@iciworldwide.com

Manner of presentation of documents for letter of credit payment, including number of days in which to present documents for payment, is dictated by the actual letter of credit. Please see Document Requirements for a breakdown of a complete set of documents.
Letter of Credit Fees

Following fees are for the account of the beneficiary:

- All foreign banking charges
- Charges for the Full Telex Cable covering issue of letter of credit - will be deducted from the proceeds
- Discrepancy fees which may include, but are not limited to, the following:
  - Incorrect Beneficiary name and/or address
  - Incorrect advising bank name and/or address
  - Changes in country of origin resulting in amendment being issued and charged back to the vendor
  - Non-compliance of purchase order ship date(s)
  - Seller's request for full cable transmission or express courier of the letter of credit
  - Draw against expired letter of credit
  - Stale documents
  - Non-compliance with document requirements as stated in the purchase order and letter of credit.
    (Example: Vendor fails to submit either the "CCIB Certificate", or a "Beneficiary Certificate stating that CCIB Certificate is not required", when it is clearly a specified document requirement).

Payments: Letters of Credit (Document Requirements)

Shipping Document Templates

There are specific document templates that are required for shipments of import items for Albertsons LLC. ICI Worldwide, Inc. will forward the current Albertsons LLC Document Template Excel File Workbook to each vendor along with Purchase Order Notification e-mail.

- Vendor MUST return this completed Albertsons LLC Document Template Excel File via e-mail to Barbara Yamaguchi <barbara@iciworldwide.com>. Do NOT send scanned copies of excel file print outs.
- Vendor may NOT alter or delete any portion of the document template workbook, unless specifically noted on template.
- Failure to submit shipping documents on the current Albertsons LLC excel template will require vendor to revise and resubmit shipping documents. Vendor will be responsible for demurrage incurred due to document delay.
- All import vendors must submit complete and accurate documents to barbara@iciworldwide.com no later than 2 days after vessel sails. Documents received later than two days after vessel sailing will be subject to late document fees.
- The "clean" FCR (not “verify copy”) may not be available by 2 days after the vessel sails, ICI is aware of this. In the meantime, Vendors need to submit the completed LLC Shipping Document Template and any additional CUSTOMS CLEARANCE DOCUMENTATION (Trademark Releases, CCIB, CPSIA…etc.) to ICI no later than 2 days after the vessel sails. The "clean” FCR (not verify copy”) needs to be submitted as soon as it becomes available. It IS the vendor’s responsibility to request the "clean” FCR (not “verify copy”) and be sure that it is e-mailed to barbara@iciworldwide.com as soon as the vendor receives it.

Detailed “Document Requirements” are listed under topics “Payments: Letter of Credit” or “Payments: Wire Transfer/TT”.

Continued on next page…
Overview
Shipping documents are prepared by vendor and submitted as per the following step by step instructions.

1. All vendors are required to use the specific Albertsons LLC document templates (for Commercial Invoice, Packing Lists, Beneficiary Certificates, Inspection Checklists, etc.) forwarded to you by ICI with purchase orders.

2. Vendor is now required to submit a completed Certificate of Inspection Checklist for each shipment of goods purchased by Albertsons LLC. This checklist must be completed by the manufacturer’s representative, certifying that the designated item was inspected prior to shipment and conforms to the conditions stated in Albertsons LLC purchase order and ICI Worldwide, Inc. SOP.

3. Vendor must submit the complete set of shipping documents via E-mail, including a copy of the Certificate of Inspection Checklist, directly to Barbara Yamaguchi as instructed in the following pages.

4. One original FCR will be issued by the APL Logistics office at point of origin for every commercial invoice (one invoice per port, per DC, per vessel).

5. Vendor will submit the complete set of documents, including copy of “clean” FCR (not “verify copy”), and Certificate of Inspection Checklist to the bank for payment.

6. Vendor MUST submit a copy of the “clean” FCR (not “verify copy”). No original FCR will be accepted for endorsement and release. Vendor will be held responsible for any fees or damages incurred as a result of failure to comply. For questions regarding this requirement, please contact Barbara Yamaguchi at (909) 592-6431 x130.

7. Lead Testing Certificate – vendor must submit Original Testing Certificate from a certified lead testing laboratory stating No Presence of Lead Contents, or an Original Beneficiary’s statement certifying that Lead Testing Certificate is not required. Please see “Shipping Documents” for a complete list of all specialized documents.

8. Food and Drink Related Items – vendors/manufacturers are required to submit a current TESTING REPORT and a GENERAL CONFORMITY CERTIFICATE (“GCC”) for every item that comes in contact with Food or Drink. A current TESTING REPORT and GCC for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected. 3rd party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be e-mailed to: Barbara Yamaguchi – ICI Worldwide: barbara@iciworldwide.com

The GENERAL CONFORMITY CERTIFICATE (“GCC”):
- Must be based on results from tests conducted by an accredited 3rd party testing facility. Information on accredited Testing Facilities can be found at: http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html
- Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf.

Continued on next page…
9. California Prop 65 Testing and Labeling – vendor must submit Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required

California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) http://oehha.ca.gov/prop65/background/p65plain.html

- TESTING REPORTS – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to barbara@iciworldwide.com. Testing Reports must show test date within the past 12 months, or will be rejected.
- PROP 65 LABELS – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA.

Copies of test records and any other documentation for PROP 65 must be e-mailed to the following:
Barbara Yamaguchi – ICI Worldwide
barbara@iciworldwide.com

ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of California Prop 65. It is ultimately the vendor’s responsibility to keep themselves informed of any updates/requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.

Detailed “Document Requirements” are listed under topics “Payments: Letter of Credit” or “Payments: Wire Transfer/TT”.

Continued on next page…
ISSUE TO:
All documents must be consigned to:

Albertsons LLC
250 Park Center Blvd., Boise, ID 83706

NOTIFY:
1st Notify Party:

Carmichael Int’l Service
1 So. Linden Ave., Suite 5, So. San Francisco, CA 94080

2nd Notify Party:

ICI WORLDWIDE, INC.
175 W. Bonita Ave., San Dimas, CA 91773

Payments: Letters of Credit (Distribution / Mailing Addresses)
Vendor must distribute full and complete sets of documents as indicated below:

- 1 complete set of document copies for all shipments including Certificate of Inspection Checklist and a copy of the “clean” FCR (not “verify copy”) must be e-mailed under one cover to:

  Barbara Yamaguchi (barbara@iciworldwide.com)
  ICI Worldwide, Inc.
  175 W. Bonita Ave., P.O. Box 8
  San Dimas, CA 91773 USA
  Phn: (909) 592-6431, ext. 130

- 1 complete sets of any applicable original Special Documents [including Test Reports and GCC’s] from list on pages 25-27, to the following.

  Barbara Yamaguchi (barbara@iciworldwide.com)
  ICI Worldwide, Inc.
  175 W. Bonita Ave., P.O. Box 8
  San Dimas, CA 91773 USA
  Phn: (909) 592-6431, ext. 130

- 1 complete set of original documents, including a copy of the “clean” FCR (not “verify copy”) must be submitted to:

  Vendor’s advising bank for payment

Continued on next page…
Payments: Letters of Credit Components of a Complete Set of Documents & Issuing Party

A complete set of documents consists of the following and is issued by:

- **Original Commercial Invoice** *(issued by Vendor)*
- **Original Packing List** *(issued by Vendor)*
- **Copy of the “clean” FCR (not “verify copy”)* *(issued by APL Logistics)*
- **Original Certificate of Inspection Checklist** *(issued by Manufacturer's Representative)*
- **Original Beneficiary’s Statement** *(issued by Vendor)*
- **Original Beneficiary’s Certificate** *(issued by Vendor)*

*Complete instructions for each document are detailed below*

**Commercial Invoice** *(issued by Vendor)*

All vendors are required to use the specific Albertsons LLC document templates (for Commercial Invoice, Packing Lists, Beneficiary Certificates, Inspection Checklists, etc.) forwarded to you by ICI with purchase orders. Vendor is to prepare one commercial invoice per FOB point, per vessel, per distribution center. Signed or Stamped Original Commercial Invoice showing Letter of Credit number certifying merchandise is as per Albertsons LLC PO numbers. Original Invoice must also show actual Manufacturer’s Name and Address and Country of Origin and detailed item descriptions. Original Invoice must indicate specific Program Number – multiple programs numbers are not acceptable. Buying commission included in the total FOB price is acceptable if within the LC amount.

*If delivering product to an origin consolidation facility then vessel name on Commercial Invoice may be “A Vessel”.*

**Commercial Invoice/Container Manifest of Factory Loads**

If there is room in a shipping container, it is acceptable to load another order for the same DC, however it is the vendor’s responsibility to manifest the contents of the container & load by PO#, item# & brief description, and carton count.

- **FCL shipments / Full Container Loads (responsibility of vendor)**
  Vendor may issue 1 master invoice for shipment to a single DC as long as each container is manifested by PO#, item# & brief description, and carton count.
- **LCL shipments / Less than Container Loads (responsibility of freight forwarder)**
  If shipment is consolidated, it is the responsibility of freight forwarded to manifest by container & PO#, item# & brief description, and carton count.

**Invoices must contain the following information:**

1. Invoice Date
2. Invoice Number
3. Albertsons LLC purchase order number
4. Program#
5. Terms – “TT” (15 days), or “LC”(only if LC arrangement has been pre-approved by Albertsons LLC)
6. LC#
7. Carton count per item
8. Grand total carton count
9. Detailed description of product to support US HTS classification

Please note that for U.S. Customs purposes item descriptions on invoices must be detailed and clearly state the following:

1.) Description should not reflect the information on the Albertsons LLC purchase order. The invoice description must detail the item as completely as possible with no restriction to the description length. Description must state function of the item and material used. (For example, Iron Planter Stand, Glass candle holder) continued on next page...
2.) Complete and accurate RAW material breakdown if more than one material used in production of item.
3.) If assortment, we require a complete assortment breakdown with description of each item in the assortment along with the number of each and individual costs shown for each item in the assortment. (For example, if a Christmas rattan wreath assortment, we need to know if the assortment consists of Santa, Snowman and Reindeer along with individual item costs.)
4.) Unacceptable descriptions would be: Halloween Décor Assortment, Santa/Snowman Holiday Assortment.

10. Country of Origin
11. Port of loading
12. Destination
13. Container number and size (if applicable)
14. Albertsons LLC SKU number and quantities shipped
15. Quantity shipped in unit of measure to coincide with the tariff code
16. Net and gross weight for merchandise unless on packing list
17. Purchase price of each item in the currency of purchase order
18. Rebates, drawback, bounties separately itemized if applicable
19. Goods or services furnished for the production of the merchandise not included in the invoice price (i.e. assists)
20. Terms of sale, i.e. Net 15, Draft/At Sight, etc.
21. Trade terms, i.e. INCOTERMS (EXW, FOB, CIF, etc.)
22. Seller/Shipper company name, address, contact person, phone and fax
23. Manufacturer/Supplying factory company name and address
24. Consignee/Buyer company name and address

Packing List (issued by Vendor)
Original Packing List showing carton count and weights and measurements.

FCR/Forwarder’s Cargo Receipt (issued by APL Logistics)
One original FCR will be issued by the APL Logistics office at point origin for each Commercial Invoice consigned to Albertsons LLC, 250 Park Center Blvd., Riverview, Boise, ID 83706, marked Freight Collect and Notify Carmichael Int’l Service, 1 So. Linden Ave., Suite 5, So. San Francisco, CA 94080 and ICI Worldwide, Inc., 175 W. Bonita Ave., San Dimas, CA 91773. The cargo received date on the FCR shall be considered the date of shipment. (Copy of the “clean” FCR (not “verify copy”) is acceptable in lieu of original FCR). No original FCR’s will be accepted for endorsement and release.

Certificate of Inspection Checklist (issued by Manufacturer’s Representative)
Original Certificate of Inspection Checklist issued to Albertsons LLC by Manufacturer’s Representative, certifying that the designated merchandise was inspected prior to shipment and found to conform to the conditions stated in Albertsons LLC purchase order and ICI Worldwide, Inc. SOP. A Certificate of Inspection Checklist is required for each shipment of goods purchased by Albertsons LLC and must be completed prior to each shipment by the manufacturer’s representative.

Continued on next page…
Original Beneficiary’s Statement *(issued by Vendor)*
Beneficiary’s Statement certifying that one complete set of documents, including Certificate of Inspection Checklist and a copy of the “clean” FCR (not “verify copy”), has been e-mailed under 1 cover to ICI Worldwide, Inc., Attn: Barbara Yamaguchi.

Original Beneficiary’s Certificate *(issued by Vendor)*
In lieu of presenting the following declarations, vendor may submit 1 Original Beneficiary Certificate statement listing the specific declarations that are Not Applicable. Vendor is responsible to submit any special documents they declare “IS REQUIRED” on Beneficiary Certificate. Special documents must be included with shipping documents.

1. **Certificate of Origin / Form A / Special Customs Invoice** *(issued by Government of Country of Origin)*
   Original Certificate of Origin / Form A / Special Customs Invoice, if applicable, or Original Beneficiary’s Statement certifying Certificate of Origin/Form A/Special Customs Invoice is not required.

2. **Visa** *(issued by Government of Country of Origin)*
   Original Visa Document, if applicable or Original Beneficiary’s Statement certifying Visa Document is not required.

3. **Textile Declaration** *(issued by Vendor)*
   Original Textile Declaration showing Country of Origin, if applicable, or Original Beneficiary’s Statement certifying Textile Declaration is not required.

4. **CCIB Certificate “Ceramics Commodities Inspection Bureau”** *(issued by Vendor)*
   Original CCIB Certificate, if applicable or Beneficiary’s Statement certifying CCIB Certificate is not required.

5. **WPM Certificate “Wood Packing Material”** *(issued by Vendor)*
   Original WPM Certificate, if applicable or Beneficiary’s Statement certifying WPM Certificate is not required. The US Government Regulation documentation regarding this requirement may be found at (copy and paste the link into your browser if the link does not launch):
   http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr_2005/janqtr/7cfr319.40-3.htm

6. **Interim Footwear Invoice Form 5523** *(issued by Vendor)*
   Original Interim Footwear Invoice Form 5523, if applicable, or Beneficiary’s Statement certifying Interim Footwear Invoice Form 5523 is not required.

7. **FCC Document “Federal Communications Commission”** *(issued by Vendor)*
   Original FCC Document, if applicable or Beneficiary's Statement certifying FCC Document is not required.

8. **TSCA Statement “Toxic Substance Control Act”** *(issued by Vendor)*
   Original TSCA Statement, if applicable or Beneficiary's Statement certifying TSCA Statement is not required.

9. **Licensing, Copyright and Trademark Releases** *(issued by holder of said License)*
   Copy of Letter Authorizing Release of License, Copyright, Trademark issued by holder of said license, copyright, trademark, if applicable or Original Beneficiary’s Statement certifying Licensing, Copyright and Trademark Releases is not required.

10. **Importer Security Filing “10+2” Form** *(issued by Vendor & completed by ICI Worldwide)*
    Importer Security Filing “10+2” Form is a MANDATORY requirement. Vendor is responsible to fill in their portion of the form and then submit to ICI Worldwide to be completed. (“10+2” Form available in LLC document template workbook).

Continued on next page…
11. **“Lacey Act – PPQ 505” Form (issued by Vendor)**

   Original “Lacey Act – PPQ 505” form for items made of Wood or containing Wood, if applicable, or Beneficiary’s Statement certifying “Lacey Act – PPQ 505” form is not required.

12. **Lead Testing Certificate (issued by Certified Lead Testing Laboratory)**.

   Original Testing Certificate from a certified lead testing laboratory stating No presence of lead contents, or Original Beneficiary’s statement certifying that Lead Testing Certificate is not required.

13. **Food and Drink Related Items** – vendors/manufacturers are required to submit a current TESTING REPORT and a GENERAL CONFORMITY CERTIFICATE (“GCC”) for every item that comes in contact with Food or Drink. A current TESTING REPORT and GCC for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected. 3rd party test reports, meeting these requirements, are acceptable. Copies of Test Reports, GCC’s and any other documentation for CPSIA must be e-mailed to:

   Barbara Yamaguchi – ICI Worldwide: barbara@iciworldwide.com

   **The GENERAL CONFORMITY CERTIFICATE (“GCC”):**
   
   - Must be based on results from tests conducted by an accredited 3rd party testing facility. Information on accredited Testing Facilities can be found at: [http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html](http://www.cpsc.gov/ABOUT/Cpsia/labaccred.html)
   - Must include specific information. For further details, please see Part 1110 of Title 16 of the Code of Federal Regulations located at [http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf](http://edocket.access.gpo.gov/2008/pdf/E8-27356.pdf)

14. **California Prop 65 Testing and Labeling (issued by Certified Lead Testing Laboratory, Prop 65 Warning Labels issued by Vendor)**.

   Original Testing Certificate from a certified lead testing laboratory advising Lead Content not exceeding the acceptable levels established by the Office of Environmental Health Hazard Assessment (OEHHA) for California Prop 65, or an Original Beneficiary’s statement certifying that California Prop 65 Testing and Labeling is not required

   California Prop 65 Labeling is required on all items being shipped to retail stores in California. Proposition 65 requires that a Warning Label be affixed to each individual item, notifying Californians about significant amounts of chemicals in the products they purchase. The Office of Environmental Health Hazard Assessment (OEHHA) administers the Proposition 65 program. OEHHA is part of the California Environmental Protection Agency (Cal/EPA) [http://oehha.ca.gov/prop65/background/p65plain.html](http://oehha.ca.gov/prop65/background/p65plain.html)

   - **TESTING REPORTS** – a current Testing Report from a certified lead testing laboratory, for each applicable item, must be submitted with shipping documents to barbara@iciworldwide.com. Testing Reports must show test date within the past 12 months, or will be rejected.
   - **PROP 65 LABELS** – It is the vendor’s responsibility to comply with labeling requirements established by the OEHHA.

   Copies of test records and any other documentation for PROP 65 must be e-mailed to the following:

   Barbara Yamaguchi – ICI Worldwide

   barbara@iciworldwide.com

   **ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of California Prop 65. It is ultimately the vendor’s responsibility to keep themselves informed of any updates/requirements by regularly checking the Office of Environmental Health Hazard Assessment (OEHHA) website above.**

**Continued on next page...**

Last Updated: November 20, 2015
15. **Consumers Product Safety Improvement Act (issued by Vendor)**
Original signed Beneficiary’s statement certifying that as manufacturers of imported goods shall be in compliance with mandatory requirements for all inspection and recordkeeping under the Consumer Product Safety Improvement Act of 2008 (CPSIA) Law, or original signed Beneficiary’s statement certifying that certificate is not required.

If your items are covered under the CPSIA documentation requirements, a current TESTING REPORT and GENERAL CONFORMITY CERTIFICATE (“GCC”) for each applicable item, must be submitted with shipping documents. Testing Reports and GCC’s must show test date within the past 12 months, or will be rejected.

Copies of test records and any other documentation for CPSIA must be e-mailed to the following:

Barbara Yamaguchi – ICI Worldwide
barbara@iciworldwide.com

**NEW CONSUMER PRODUCT SAFETY REQUIREMENTS**

*The Consumer Product Safety Improvements Act of 2008 (CPSIA)*
The new regulation requires manufacturer, importer, and owner of private label (if the shipment is under private label) to issue a “Certificate of Conformity” declaring and assuring the shipment complies with any rule, ban, standard or regulation enforced by Consumer Product Safety Commission. These may include, but are not limited to 16CFR1500.44 Fabric Flammability, 16CFR1303 Lead Content, ASTM F963-07 Mechanical Hazards, ASTM F963-09 Labeling, CPSC Section 101 and CPSC Section 108. Please see CPSC website for exact testing requirements.

Civil penalties for Consumer Product Safety violations are increased to a maximum of $100,000 per violation and capped at $15 million. Criminal penalties may include fines, forfeiture of assets associated with the violation and up to five years in jail.

The Consumer Product Safety Commission is regularly updating the CPSIA requirements, please visit [http://www.cpsc.gov/about/cpsia/cpsia.html](http://www.cpsc.gov/about/cpsia/cpsia.html) for the most current information

*CPSIA / Product Tracking Code information*
Albertsons LLC requires Product Tracking Code date on item to be in “U.S. Military” format (date/month/year).
Example: the 6th day of December 2009 would read “061209” in U.S. Military format.

ICI Worldwide / Albertsons LLC are not responsible for vendor compliance of regulations of Consumer Products. It is ultimately the vendor’s responsibility to keep themselves informed of any CPSIA updates/requirements by regularly checking the Consumer Product Safety Commission website above.
Product Liability Insurance & Requirements

Albertsons requires the “Vendor” (named on the item quotation) to be named as the Insured party on the PLI certificate. Purchase orders, and payments of purchase orders (by TT or LC), will also be issued to this “Vendor”, as the Beneficiary. If your Banking Information requests payment to a different Beneficiary (other than the “Vendor” named on Quotation/PO/PLI), then this “other” Beneficiary (company) must also be named as an Insured party. Both companies MUST be named as Insured on the same PLI certificate. Separate PLI certificates will not be accepted.

Albertsons LLC requirements -

- NEW VENDORS must submit a copy of their PLI Certificate (Certificate of Insurance) for Albertsons LLC/ICI Worldwide, Inc. to ICI’s San Dimas office (pli@iciworldwide.com). Certificate must be issued per the specific policy requirements listed in section below.
  - ICI must receive a valid/correct PLI Certificate at the time Vendor begins the quotation process. Failure to submit valid/correct PLI to ICI by the time Albertsons PO’s are issued will result in a delay in further processing of your order with Albertsons LLC.
- CURRENT VENDORS must have a current & valid Product Liability Certificate on file with ICI Worldwide, Inc.
  - Vendors are required to maintain a current/active PLI certificate on file with ICI’s San Dimas office. It is the Vendor’s responsibility to submit a copy of their yearly Renewed PLI certificate to ICI as soon as it becomes available.

Product Liability Insurance policy must provide and meet the following requirements:

Coverage –

- Albertsons LLC requires $2,000,000 Product Liability Insurance of not less than a total of $1,000,000 for bodily injury and property damage for each occurrence.
- Certificate must indicate if the policy aggregate limit has in any way been impaired due to a loss (or losses) as of the date of issue of insurance certificate.

Named Additional Insured – The Named Additional Insured statement must read exactly as worded below. Please do not include any additional comments or wording to this statement. (“Xereen, Ltd.” and “Sun Point Co., Ltd.” are affiliates/companies of ICI Worldwide, Inc. and are therefore required to be specifically named in the Additional Insured statement only. They must not appear in the Certificate Holder information).
  - “Albertsons LLC and ICI Worldwide, Inc., Xereen Ltd, and Sun Point Co., Ltd. are named as Additional Insured.”

Include with Certificate –

- Additional Insured Endorsement Form – either Blanket or Specific Form.

Certificate Holder – The Certificate Holder information must read exactly as worded below:

- Albertsons LLC and ICI Worldwide, Inc.
  175 W. Bonita Ave., P.O. Box 8
  San Dimas, CA 91773

QuestionsRegarding Product Liability -

Please direct your questions regarding Albertsons LLC Product Liability Insurance requirements and Certificates of Insurance to:

Attn: Peggy Cortez
ICI Worldwide, Inc. – PLI Dept.
175 W. Bonita Ave., P.O. Box 8, San Dimas, CA 91773 USA
pli@iciworldwide.com
Phn: (909) 592-6431, ext. 126 / Fax: (909) 592-7416
CARTON MARKS
The following carton marks are to be used for Albertsons LLC purchase orders:

Master Carton
Front and Back

Master Carton
Sides

Inner Carton Front & Back
Carton Marking Instructions

1. ICI/Vendor Name
2. Vendor Item Number
3. Item Description
4. Number of pieces in carton
5. Number of pieces in inner carton. If no inner carton, then use same pc count as in master carton.
6. Insert scannable UPC bar code and type numbers
7. Albertsons LLC item number
8. Albertsons LLC PO number
9. Country of Origin – Albertsons LLC requires that every carton be marked with the country of origin (Made In ____). Cartons must be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article (or container) will permit with the country of origin name in English.
10. Carton ____(number each carton) OF ____ (total number of cartons)
11. Carton Gross Weight (in pounds)
12. Carton Dimensions (Length x Width x Height) in inches.
13. Program Icon – see following pages Seasonal program information for Program Icons & instructions.
14. Distribution Center – enter the name of Albertsons LLC Distribution Center (example: “MERIDIAN”). A list of Albertsons LLC DC’s can be found on the following page.
## Legacy ALBERTSONS Distribution Centers

Specific shipping instructions will be advised.

### Legacy ALBERTSONS DC's

<table>
<thead>
<tr>
<th>MAIN DISTRIBUTION CENTERS</th>
<th>OCCASIONAL DISTRIBUTION CENTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8710 MERIDIAN</strong></td>
<td><strong>8231 SALT LAKE</strong></td>
</tr>
<tr>
<td>ALBERTSONS SUNDRIES CNTR, 3649 E COMMERCIAL CRT, MERIDIAN, ID</td>
<td>SALT LAKE DISTRIBUTION CENTER, NORTH SALT LAKE, UT</td>
</tr>
<tr>
<td>ZIP: 83642</td>
<td>ZIP: 84054</td>
</tr>
<tr>
<td>PHN: 208-887-4042</td>
<td>PHN: 801-299-7000</td>
</tr>
</tbody>
</table>

| **8720 PONCA CITY**                        | **8252 PORTLAND DISTR.**                         |
| ALBERTSONS PONCA CITY-NORTH, 2500 INDUSTRIAL BLVD, PONCA CITY, OK | ALBERTSONS PORTLAND DISTRIBUTION, 17505 N.E. SAN RAFAEL STREET |
| ZIP: 74601                                  | ZIP: 79230                                        |
| PHN: 580-718-7700                          | PHN: 503-251-9200                                |

| **8750 IRVINE**                            | **8261 BREA**                                    |
| ALBERTSONS IRVINE, 9300 TOLEDO WAY, IRVINE, CA | BREA DISTRIBUTION CENTER, 200 N PUENTE, BREA, CA |
| ZIP: 92618                                  | ZIP: 92821                                       |
| PHN: 949-855-2430                          | PHN: 714-990-8357                                |

| **8779 ELWOOD**                            | **8354 WELLS**                                   |
| PARTNERS, 26634 S. Walton Drive, ELWOOD, IL | SHAW'S WELLS WAREHOUSE, 416 SPENCER INDUSTRIAL PARK, WELLS, ME |
| ZIP: 60421                                  | ZIP: 04090                                       |
| PHN: 815-423-9100                          | PHN: 717-335-4000                                |

| **8790 LANCASTER**                         |                                                   |
| ALBERTSONS LANCASTER, 500 SO. MUDDY CREEK RD, DENVER, PA |                                                   |
| ZIP: 17517                                  |                                                   |
| PHN: 717-335-4000                          |                                                   |

| **8220 TOLLESON**                          |                                                   |
| TOLLESON DISTRIBUTION CENTER, 400 SOUTH 99th AVE, TOLLESON, AZ |                                                   |
| ZIP: 85353                                  |                                                   |
| PHN: 602-382-5537                          |                                                   |
**Legacy SAFEWAY Distribution Centers**

Specific shipping instructions will be advised:

<table>
<thead>
<tr>
<th>Legacy SAFEWAY DC’s</th>
<th>Legacy SAFEWAY DC’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>8530 DENVER</td>
<td>8630 PORTLAND (Northwest)</td>
</tr>
<tr>
<td>4600 Stapleton Drive South</td>
<td>16800 S.E. Evelyn Street</td>
</tr>
<tr>
<td>Denver, CO</td>
<td>Clackamas, OR</td>
</tr>
<tr>
<td>ZIP: 80216</td>
<td>ZIP: 97015</td>
</tr>
<tr>
<td>303-320-8950</td>
<td>503-657-6415</td>
</tr>
<tr>
<td>Attn: Jason Cesario</td>
<td>Attn: Nick Sienkiewicz</td>
</tr>
<tr>
<td>8913 CPS EAST</td>
<td>8706 HOUSTON</td>
</tr>
<tr>
<td>CPS EAST WAREHOUSE</td>
<td>743 Henrietta Creek Road</td>
</tr>
<tr>
<td>3680 LANGLEY DRIVE</td>
<td>Roanoke, TX</td>
</tr>
<tr>
<td>HEBRON, KY</td>
<td>ZIP: 76262-6349</td>
</tr>
<tr>
<td>ZIP: 41048</td>
<td>817-490-8118</td>
</tr>
<tr>
<td>859-334-5260</td>
<td>Attn: Scotty Garner</td>
</tr>
<tr>
<td>Attn: Tony Baer</td>
<td></td>
</tr>
<tr>
<td>8560 CPS WEST (NorCal)</td>
<td>8608 SEATTLE (Northwest)</td>
</tr>
<tr>
<td>16900 WEST SHULTE ROAD</td>
<td>3520 Pacific Avenue, South</td>
</tr>
<tr>
<td>TRACY, CA</td>
<td>Auburn, WA</td>
</tr>
<tr>
<td>ZIP: 95377</td>
<td>ZIP: 98002</td>
</tr>
<tr>
<td>209-833-4857</td>
<td>253-299-5095</td>
</tr>
<tr>
<td>Attn: Danny Dutra</td>
<td>Attn: Jeff Smith</td>
</tr>
<tr>
<td>8500 PHOENIX</td>
<td>8761 SCAL (Vons)</td>
</tr>
<tr>
<td>1115 W. Alameda Drive</td>
<td>12801 Excelsior Drive</td>
</tr>
<tr>
<td>Tempe, AZ</td>
<td>Santa Fe Springs, CA</td>
</tr>
<tr>
<td>ZIP: 85282</td>
<td>ZIP: 90670</td>
</tr>
<tr>
<td>480-894-4316</td>
<td>562-802-6348</td>
</tr>
<tr>
<td>Attn: Jimmy Woodruff</td>
<td>Attn: Art Polanco</td>
</tr>
</tbody>
</table>
Seasonal Program Information

Seasonal Program Icons and Instructions
Per Albertsons LLC requirements, a specific symbol, called a "Program Icon", has been assigned to represent each of the following programs and their corresponding program numbers: seasonal, floral, quarterly and basic.
As a required part of the carton markings, the specific "Program Icon" must be printed in the upper right hand corner of the front and back of the export carton containing the corresponding items.

Seasonal Program Icon Reference
Below is a list of seasonal program icons and the corresponding Albertsons LLC program numbers.

<table>
<thead>
<tr>
<th>Icon:</th>
<th>Program#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring / Summer</td>
<td>526, 532, 533, 762</td>
</tr>
<tr>
<td>Spring / Summer (multi-carton)</td>
<td>532, 533 (early ship)</td>
</tr>
<tr>
<td>Easter</td>
<td>510</td>
</tr>
<tr>
<td>School</td>
<td>655 (domestic), 554 (import)</td>
</tr>
<tr>
<td>Halloween</td>
<td>665</td>
</tr>
<tr>
<td>Fall</td>
<td>662 (661), 570</td>
</tr>
<tr>
<td>Winter / Xmas</td>
<td>493, 575, 577, 579, 589, 594, 761</td>
</tr>
<tr>
<td>Valentine</td>
<td>505</td>
</tr>
<tr>
<td>Floral / Garden</td>
<td>401, 522</td>
</tr>
<tr>
<td>1st Qtr</td>
<td>No Pgm#</td>
</tr>
<tr>
<td>2nd Qtr</td>
<td>No Pgm#</td>
</tr>
<tr>
<td>3rd Qtr</td>
<td>No Pgm #</td>
</tr>
<tr>
<td>4th Qtr</td>
<td>No Pgm#</td>
</tr>
<tr>
<td>Basic</td>
<td>No Pgm#</td>
</tr>
<tr>
<td>AG Promo</td>
<td>201, 202, 203, 204, 205, 206, 207</td>
</tr>
</tbody>
</table>
Program Icon Examples

Please refer to the above program icon reference in order to locate the correct Icon to be used for each Albertsons LLC item purchased. Match the program & program number to the corresponding program icon.

For example:

If the item purchased is: UL 50 Light Set
It falls under Program#: 579
Which is Program (category): Fall / Winter / Xmas

The corresponding Icon is:

Multi Carton SKU's purchased under the same Program Number & Program Category:

For example:

If the item purchased is: 6 pc Patio Set
And item breakdown is: 1 pc Table = Ctn #1
4 pcs Chairs = Ctn #2
1 pc Umbrella = Ctn #3
It falls under Program#: 532
Which is Program (category): Spring / Summer (multi-carton)

The corresponding Icon is:
Standard Operating Procedures
Import Orders

Image Upload Requirements

It is the vendor’s responsibility to upload an image for each item selected by Albertsons LLC. Images must be uploaded to the following host website Box.Net. The link (new web host address), login information along with all image requirements are shown below. Images must meet the following criteria.

**STEP 1:**
The system will prompt you to “sign up” once. It's free to you. Instructions for this are below. Please note that once you have signed up, you will not have to again.
Click the below link for instructions to create your Box account.
[https://vie.box.com/s/4d31870e6a145b285d4](https://vie.box.com/s/4d31870e6a145b285d4)

Once you have signed up you will need to go to the specific folder within the Albertsons Vendor Images via this link to upload your images. Example:
Halloween 2013 folder link: [https://vie.box.com/s/7w3e1yvzh5nbuwl](https://vie.box.com/s/7w3e1yvzh5nbuwl)

**STEP 2: Upload image/image criteria**
- 300 dpi
- TIF & JPG images are acceptable
- EPS images are NOT acceptable
- CMYK
- Clipped

Only load item images, do not load images of displays.
We prefer images to be 5x5 inches or larger, but we will accept anything above 3x3 inches.
A folder has been created for the specific program (example: “Halloween 2013”). Please save all images in appropriate folder. The link
![Folder link](https://vie.box.com/s/7w3e1yvzh5nbuwl)

Save / name all images by its 12 digit UPC Number. Do not use any dashes, dots or spaces when naming your images: 134-268-268d / 205.jpg / 0 12345 9875 61; these do not work.

**STEP 3: Notify IVIE & ASSOCIATES**
Once **STEP 2** has been completed, the system will automatically notify the production teams that a new image has been uploaded as they are all collaborators on the folders.

If you need assistance with any of the above, please contact the following:

**Ivie & Associates, Inc.**
601 Silveron Blvd. Suite 200
Flower Mound, Texas 75028
(972) 899-5000
(972) 899-8701 Direct Dial
E-Mail: [imagemgmt@ivieinc.com](mailto:imagemgmt@ivieinc.com)