

Vendor Specification Request/ FSMA Compliance

1626 Oak St., P.O. Box 2107  
La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

Dear Vendor,

Kwik Trip, Inc. requires our vendors to comply with all relevant laws and regulations. All vendors who provide products and raw materials (including packaging) to Kwik Trip, Inc. are required to have supply-chain preventive controls. If your Food Safety Plan identifies a hazard that requires a supply-chain preventive control, you must provide a statement in writing to Kwik Trip, Inc. Vendor Risk (at [Vendors@kwiktrip.com](mailto:Vendors@kwiktrip.com)) declaring if the hazard was controlled or if the hazard was not controlled.

**Vendors shall develop and maintain a change management program to manage and notify Kwik Trip, Inc. of all changes to ingredients, manufacturing processes, packaging, raw materials, recipes and formulations, specifications, labels, and/or manufacturing locations, including subcontracting at least 60 days prior to the change.**

As part of our Food Defense Program, you must notify Kwik Trip, Inc. in writing if your company is involved in a recall.

For the product we purchase from you, please provide the following specification information:

Food ingredient or product	Packaging material
Ingredient statement	Ingredient statement
Nutrition Information: <ul style="list-style-type: none"> <li>Based on a 100g sample following 2016 FDA labeling requirements</li> <li>Ingredient Percentage Ranges</li> </ul>	
Microbiological Limits (If you do not analyze the microbiological content you must provide scientific evidence that states why your material is exempt from analysis)	Microbiological Limits (If you do not analyze the microbiological content you must provide scientific evidence that states why your material is exempt from analysis)
Specification sheet (with quality attributes)	Specification Sheet with technical attributes
Shelf Life <u>unopened</u> & temperature requirements for storage	Shelf Life
Shelf Life <u>opened</u> & temperature requirements for storage	
Explanation of lot/code	Explanation of lot/code
SDS (if applicable)	SDS (if applicable)
Allergen (if applicable)	Allergen (if applicable)
Kosher & Halal Status (if applicable)	
Celiac Letter (if applicable)	
Organic Certification (if applicable)	
GMO Statement	
Country of Origin	Country of Origin
Sanitation Validation Process of your manufacturing facility	Sanitation Validation Process of your manufacturing facility
Shipping & Storage Temperature Requirements	Shipping & Storage Temperature Requirements
Manufacturing locations of the items we purchase from you	Manufacturing locations of the items we purchase from you
Contact Person for questions	Contact Person for questions
	FDA compliance letter for food contact packaging

**OUR MISSION**

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*