

## Supplier Instructions

### SYSCO Brand Packaging Graphics Development



- All product specifications in the SYSCO Quality Assurance Database have been updated and the appropriate QA Technician has been contacted for the approval.
- The attached document “Quality Assurance Compliance for Existing SYSCO Suppliers” has been read and given it to the Supplier/Vendor’s Quality Assurance Department to review and to take appropriate action.**
- Alterations ordered on artwork, including those that are due to **non-compliant QA Specifications**, may result in additional artwork charges.

**Packaging projects will not commence until all specifications in the QA Database are entered by the Supplier. Nutrition and ingredient information will be used from the QA Database to produce your artwork so IT IS HIGHLY RECOMMENDED THAT THE SUPPLIER/VENDOR HAS ALL QA SPECIFICATIONS APPROVED PRIOR TO PACKAGING DEVELOPMENT.**

- The “Hold Harmless”, “Confidentiality Agreement” and “Certificate of Insurance” documents are in compliance with SYSCO Corporation.
- The attached form **“Initial Job Information Form – SYSCO Packaging Development”** has been completed in. (Use additional copies of this form to list all SUPCs that require packaging graphics development. Please provide an Excel worksheet that contains the information on the form if you have several items. Call your SYSCO BSCC contact to get a list of your SUPCs.)
- The Supplier/Vendor’s SYSCO Packaging Printers have read the SYSCO Printer Instructions and filled out the appropriate information form. Each printer has used the appropriate “Non-Corrugated Printer Information” form or “Corrugated Printer Information” form. Please have the Printer return the completed forms to Southern Graphics with hardcopies (or PDF files) of the packaging die-line layout specifications.
- The Printer has provided a hardcopy (or PDF file) and electronic files (EPS format preferred) of the packaging die-line specifications for each SYSCO product. File names correlate with the hardcopy specification. Please also provide print card miniatures of previous packaging if available.
- All forms are filled out completely.
- The Supplier/Vendor has gathered all electronic files of “illustrations” and “photographs” that appear on current packaging. *(If you cannot locate the files, new photographs and illustrations may need to be created. The only file formats accepted are Photoshop, Illustrator, and Freehand. Place the files on a CD. Include **non-proprietary** illustrations or photographs that you would like to use. Using stock images keeps reproduction costs down.)*

**The above requirements must be complete and accurate before packaging development begins. Failure to meet these requirements may result in delay in delivering product to SYSCO customers, increased artwork charges, extended lead times, and increased reproofing time!**

*Thank you for adhering to these procedures,*

*Phillip Orosco, SYSCO Corporation, Senior Manager, Packaging & Labeling*