

ConAgra Foods  
**NUCLEUS**  
**REWIRING TO WIN**

August 9, 2010

Dear ConAgra Foods Supplier:

As you may be aware, ConAgra Foods started implementing SAP systems in February 2008. We told you that we would continue to keep you informed about changes to come.

Below you will find important information regarding the **SAP Phase I through Phase X Go-Lives** and the new requirements that ConAgra will have because of this implementation. **Please take the time to review the entire correspondence. We look forward to your support in making this transition as seamless as possible.**

**PHASE I THROUGH PHASE X – If you provide materials and/or services to the following plants or Corporate departments the new requirements are in effect.**

**Phase I - 2008: April 2008**

- Quincy, MI – 4551 Squires Road, Quincy, MI 49082
- St Louis, MO – 8501 Page Ave, St Louis MO 63114

**Phase II – June 2008**

- Hamburg, IA – 2201 Washington St, Hamburg, IA 51640
- Hamburg, IA – 2301 Washington St, Hamburg, IA 51640
- Hamburg, IA – 3140 S. Washington St, Hamburg, IA 51640
- Lakeview, IA – 2683 350<sup>th</sup> St, Lakeview, IA 51450
- Marion, OH – 3333 Harding Hwy East, Marion, OH 43302
- Marion, OH – 3007 Harding Hwy East, Marion, OH 43302
- Morral, OH – 2970 County Hwy. 74, Morral, OH 47977
- Rensselaer, IN – 750 E. Drexel Pkwy, Rensselaer, IN 47978
- Brookston, IN – 162 E. 900 South, Brookston, IN 47923

**Phase III – September 2008**

- St. Louis, MO – 8064 Chivvis Drive, Saint Louis, MO 63123
- Fresno, CA – 5626 East Shields Avenue, Fresno, CA 93727
- Maple Grove, MN – 10949 91<sup>st</sup> Ave N, Maple Grove 55369
- Lincoln, NE – 5020 S 19<sup>th</sup> St, Lincoln, NE 68512

**Phase IV – January 2009**

- Humboldt, TN – 1500 N. Central Ave, Humboldt, TN 38343
- Lakeville, MN – 21325 Hamburg Avenue, Lakeville, MN 55044
- Menomonie, WI – 104 W. River Road, Menomonie, WI 54751
- Waterloo, IA – 2701 Midport Blvd. Waterloo, IA 50703-9709

**Phase V – April 2009**

- Troy, OH – 801 Dye Mill Road, Troy OH 45373
- Trenton MO – 1401 Harris Avenue, Trenton MO 64683
- Rossville IL – One Creative Way, Rossville IL 60963
- Newport TN – 540 East Broadway, Newport TN 37821

**Phase VI – July 2009**

- Archbold OH – 901 Stryker St. Archbold OH 43502
- Milton PA – 30 Marr Street, Milton PA 17847
- Sylvester GA – 101 S. Seabrook, Sylvester, GA 31791

**Phase VII – October 2009**

- Marshall, MO – 200 Banquet Drive, Marshall, MO 65340
- Macon, MO – 216 Vine Street, Macon MO 63552
- Memphis FG WM

**Phase VIII – March 2010**

- Batesville, AR - 1810 St. Louis St., Batesville, AR 72501
- Oakdale, CA - 554 S. Yosemite Ave., Oakdale, CA 95361
- Helm, CA - 16429 W. Kamm Ave., Helm, CA 93627

**Phase IX – May 2010**

- Council Bluffs, IA – 1023 S. 4<sup>th</sup> St., Council Bluffs, IA 51503
- Indianapolis, IN – 4300 W. 62<sup>nd</sup> St., Indianapolis, IN 46268
- Memphis, TN – 1351 Williams Ave., Memphis, TN 38104

**Phase X – August 2010**

- Russellville, AR – 3100 E. Main St., Russellville, AR 72802
- Turner Falls, MA – 153 Industrial Blvd., Turner Falls, MA 01376
- Lake View, IA – 2683 350<sup>th</sup> St., Lake View, IA 51450

**The following Corporate departments also are included:**

- Information Systems and Services
- Capital Engineering
- Human Resources – Eleven ConAgra Drive, Omaha, NE 68102
- Human Resources Service Center – 5645 N. 90<sup>th</sup> St, Omaha, NE 68134
- Human Resources Supply Chain – Nine ConAgra Drive, Omaha, NE 68102
- Corporate Staffing – One ConAgra Drive, Omaha, NE 68102
- Organization Development - One ConAgra Drive, Omaha, NE 68102
- Warehousing Distribution and/or Support Services for Finished Goods w/in Consumer Foods - This change will not impact any ConAgra business transactions outside of Consumer Foods, so Lamb Weston and Food Ingredients are excluded from this change process.
- Research, Quality and Innovation (RQ&I) – most common ConAgra RQ&I delivery addresses include:
  - Six ConAgra Drive, Omaha NE 68102
  - Five ConAgra Drive, Omaha NE 68102
  - One ConAgra Drive, Omaha NE 68102
  - Innovation Research 275 North 78<sup>th</sup> St Omaha NE 68114
  - Innovation Research 215 E. Diehl Rd. Naperville IL 60563
  - 7700 France Avenue South, Suite 200, Edina, MN 55435
  - Quality and Food Safety 1308 NE McClain Rd. Bentonville AR 72712
- Real Estate, Security and Facilities
- Finance
- Corporate Communications – One ConAgra Drive, Omaha Ne 68102
- Enterprise Procurement, 9 ConAgra Drive, Omaha, NE 68102
- Supply Chain Admin (Omaha)
- Contract Manufacturing (Corporate only – Omaha)
- Continuous Improvement (CPS)
- Frozen Manufacturing (Corporate only – Omaha)
- Snacks Manufacturing (Corporate only – Edina, Omaha)
- Refrigerated Manufacturing (Corporate only – Omaha, Naperville)
- Grocery Manufacturing (Corporate only – Omaha, Naperville)
- Environment, Safety & Health (ESH) (Omaha)
- Logistics - (Omaha)
  - Warehousing (Corporate only)
  - Transportation (Corporate only)
  - Sales & Operations Planning (S&OP)
- Customer Service (Omaha)
- Project Management Office (PMO) (Omaha)
- Sales (See Sales office locations on page of letter)

The changes **ONLY APPLY** to these Plants and Departments; if you ship to any other ConAgra location, the process for those other locations stays the same for now.

#### **CHANGES IN SHIPMENTS**

- Date of Manufacture of lots and lot numbers must be on the packing slip and/or Bill of Lading (BOL) for all materials with a part number excluding maintenance, repair and operating (MRO) items.
- **Single lots per pallet are required. (No mixed pallets).**
- Purchase Order numbers are required on the Packing List and/or BOL.
- Place ConAgra Item # on Packing slip and/or BOL.
- ConAgra will enforce a “no purchase order, no receipt” process.
- Placards placed on materials **MUST** reflect the new material part number.

#### **CHANGES IN QUALITY PARAMETERS (focused on Certificate of Analysis (COA) requirements)**

- All raw materials require a COA to be sent to the facility prior to shipment
  - COA fax numbers and distribution list can be found at the following address:  
<https://beta.icix.com/secure/link.asp?docId=205697>
- Date of Manufacture must be on the COA and Bill of Lading
- Lot Number must be on the COA
- Lot Code must be on the Bill of Lading
- The kill date must be included for raw fresh poultry on the BOL.
- Brokers and Distributors must provide COA's and BOL's with information listed above

**If you cannot comply or have questions on the Quality Parameters listed above, please contact ConAgra Foods Supplier Quality at [supplier.quality@conagrafoods.com](mailto:supplier.quality@conagrafoods.com).**

#### **CHANGES IN ACCOUNTS PAYABLE**

- If you are a utility company for natural gas, electricity, water or sewer and currently send your monthly invoices to PO Box 2440, Spokane, WA 99210-2440, **DO NOT** change the billing address to Omaha, continue to send your invoices to the Spokane address.
- If you are a Telecom provider and you currently send your ConAgra invoices to Avotus Corporation 430 Mountain Avenue, New Providence, NJ 07974-2761 **DO NOT** change the billing address to Omaha, continue to send your invoices to Avotus as you currently are doing.
- If you have been notified that you are a “P-Card Only” payment method supplier or received a purchase order that states “P-Card” for method of payment, **DO NOT** send those associated invoices to the PO Box listed below. The preferred method would be for you to send an email confirmation / receipt to the cardholder including all the details of the purchase for sales and use tax and reconciliation purposes. **If you do send an invoice for a “P-Card” purchase you should send it directly to the cardholder’s address.**
- Invoices for the locations specified in this letter will need to be sent to the address below:  
**ConAgra Foods BSC AP**  
PO BOX 642210  
OMAHA NE 68164
- Invoices will require the following information to be processed:
  - Purchase order (PO) number and, if applicable, line item from the PO. The line item numbers on the invoice should match the line item number on the PO.
  - Contact name at ConAgra Foods Inc. (the person you worked with from ConAgra related to the PO).
  - The material number referred to on the Purchase Order.
  - Invoice number
  - Invoice date
  - Same unit of measure, currency and value as denoted on the PO.
  - Tax and freight should be listed on a separate line for each invoice.
  - Payment terms
- Questions on invoice payment status should be directed to [APhelp@conagrafoods.com](mailto:APhelp@conagrafoods.com) or 402-240-8210. Note that this email address is for *inquiry only* and that invoices should be sent to the mailing address provided above.

- If you are a freight carrier and you currently send your invoices (for inbound shipments) to the locations specified in this letter, you will need to send your invoices to the address below:

**ConAgra Foods BSC**  
5645 N. 90<sup>th</sup>; MS 90-115  
Omaha, NE 68134

- Freight carrier invoices will need the following information for timely processing:
  - Purchase order (PO) number for the goods received on the inbound raw material and packaging shipment or contact name at ConAgra Foods Inc. (the person you worked with from ConAgra related to the PO).
  - Master Bill of Lading (MBOL) or SBOL number.
  - Each charge listed as a separate line item
  - Bill of Ladings attached for all orders on the shipment (attached to paper invoices).
  - Only net weight to be billed, not pallet weight.

#### **CHANGES IN PURCHASE ORDERS**

- PO numbers will be automatically generated; ConAgra is **NOT** using the typical SAP “45” PO numbering scheme.
- Old PO numbers will be accepted after cutover as we will be transferring them to the new SAP system. You will **NOT** receive new POs from ConAgra for transactions in process on August 30, 2010.
- ConAgra’s terms and conditions for our PO’s can be found at:  
<http://conagrafoodscompany.com/pdf/POTermsandConditions.pdf>
- If you receive PO’s that have “Pcard” listed as method of payment, it will be clearly noted. Please ensure that duplicate shipments are not sent for orders that have been placed verbally as the hard copy PO is sent for back up.

If you have any questions or concerns please contact Matt Evans at [Matthew.Evans@conagrafoods.com](mailto:Matthew.Evans@conagrafoods.com).

Best regards,



DK Singh  
Senior Vice President, Enterprise Procurement  
ConAgra Foods

## ConAgra Sales Office Locations

**Anaheim, CA**

8101 E Kaiser Blvd, Suite 160  
Anaheim, CA 92808

**Baltimore, MD**

9920 Franklin Square Drive, Suite 130  
Baltimore, MD 21236

**Bentonville, AR**

1308 NE McClain Road  
Bentonville, AR 72712

**Bloomington (SuperValu/Albertson's)**

3600 American Blvd., Suite 700  
Bloomington, MN 55431

**Charlotte, NC**

13860 Ballantyne Corporate Place, Ste 450  
Charlotte, NC 28277

**Edina, MN**

7700 France Avenue South  
Edina, MN 55435

**Foxborough, MA**

100 Foxborough Blvd, Ste 230  
Foxborough, MA 02035

**Grand Rapids, MI**

801 Broadway Ave NW, Ste 210  
Grand Rapids, MI 49504

**Mason, Ohio**

7308 Central Parke Blvd  
Mason, OH 45040

**Naperville, IL**

215 W Diehl Road  
Naperville, IL 60563

**Omaha, NE**

Five ConAgra Drive  
Omaha, NE 68102

**Overland Park, KS**

11225 College Blvd., Ste 330  
Overland Park, KS 66210

**Plano, TX**

2805 N. Dallas Pkwy., Ste 525  
Plano, TX 75093

**Pleasanton, CA**

5934 Gibraltar Dr. Ste 201  
Pleasanton, CA 94588

**San Antonio, TX**

700 E. Sonterra Blvd, Ste 1218  
San Antonio, TX 78258

**Tampa, FL**

3104 Cherry Palm Drive, Ste 220  
Tampa, FL 33619

**Walker, MI**

2735 Walkent Dr NW Suite A  
Walker, MI 49544