

ConAgra Foods
NUCLEUS
REWIRING TO WIN

October 26, 2009

Dear ConAgra Foods Supplier:

As you may be aware ConAgra Foods started implementing SAP systems Feb. 23, 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 VII 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 VII – 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 350th 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 91st Ave N, Maple Grove 55369
- Lincoln, NE – 5020 S 19th 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

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. 90th 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 78th 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**

The changes **ONLY APPLY** to these Plants and departments,, so if you also 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 can not comply or have questions on the Quality Parameters listed above, please contact ConAgra Foods Supplier Quality at 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, 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
 - 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. The line item numbers on the invoice should match the line item number on the PO.
 - Final invoice total including any taxes or freight
 - Payment terms
- 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. 90th; 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 shipments 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.
- If you are interested in sending invoices via fax or e-mail, please contact ConAgra Foods BSC Accounts Payable at APhelp@conagrafoods.com or 402-240-8210 to obtain the necessary request forms and approval.
- Questions on invoice payment status should be directed to APhelp@conagrafoods.com or 402-240-8210.

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 after your go live date.
- 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 Karen Dappen at Karen.Dappen@conagrafoods.com
Best regards,



DK Singh
Senior Vice President, Enterprise Procurement
ConAgra Foods