



Information Bulletin

To all agents and suppliers

Further Details Regarding the Importance of Properly Filling Out Documents

We want to remind you that when we process an offer, most of the information for the item's electronic information sheet is automatically generated. If information is missing or wrong, checks and searches must be done manually, which delays the processing and may entail an administrative fee of \$200 per offer.

The same fees may apply if, when the order is received, the Quality Control Department finds that the CUP/EAN13 and/or SCC/EAN14 bar codes are not entered on the item's information sheet.

This can even result in the product being dropped from a publication. It can also affect the performance calculation for the product. The same is true if you notify us of these changes after the order has been issued. In addition, as stipulated in the offer's terms and conditions, the offer could automatically be refused if it contains false or erroneous information.

To help you, here is a non-exhaustive list of the main errors and ways of avoiding them:

[Spontaneous Offer \(OS\) and Call-for-Tenders \(AO\) Forms](#)

[Offer Renewal \(RC\) Form](#)

By accurately providing all the information requested in the item's offer, you will ensure the offer is processed expeditiously and without impact on the issuing of the order or the planned release period.

We thank you for your cooperation.

For more information, please contact
our Business Relations Assistance Service (SARA),
through [Contact SARA](#) or at 514 254-2711.