

2026 Annual PFG Product Specification Update and Food Safety Documentation Review

<To PFG Branded Supplier>

This email serves as the 2026 annual reminder to branded product suppliers for Performance Food Group, Inc. (PFG), that now is the time for your quality assurance team to update product specifications and share critical food safety documents with the PFG QA team using Share-ify™ as the designated document sharing system.

Log-in to Share-ify™ to ensure the following two (2) tasks are completed for PFG by **02/27/2026**; a key focus in 2026 for PFG QA will be product specification completeness as detailed below in Task 1.

TASK 1 - PRODUCT SPECIFICATION REVIEW REQUIREMENT:

- **All PFG Branded product specifications must be entered into Share-ify™ and completed for all ten (10) specification tabs, which are:**
 1. General Information Tab (Attach MFG Spec)
 2. Shelf Life and Storage
 3. Origin/Branding/Usage
 4. Customer Processing Instructions (Cooking and/or Preparation Instructions printed on packaging)
 5. Nutrition Information per Nutrition Facts Panel
 6. Ingredient Statement
 7. Allergen Declaration
 8. Analytical
 - Chemical attributes (pH, water activity, viscosity, salt %, breading %, etc.)
 - Critical to Quality Attributes (weight, thickness, piece count, color, etc.)
 - Organoleptic/Sensory Attributes (Visual Appearance, Texture/Mouthfeel, Flavor/Aroma)
 - Defects (broken pieces, fines, shorts, voids, etc.)
 9. Packaging (label and box pictures)
 10. Special Instructions (Lot Code Information)
- Attach all supporting documents for product specific claims (e.g., gluten-free, Kosher, anti-biotic-free, Child Nutrition compliant, etc.)

TASK 2- CRITICAL FOOD SAFETY DOCUMENTATION SHARING REQUIREMENT:

- Letter of Guarantee (HACCP or Preventative Controls)
- Most **recent facility 3rd party Food Safety Audit with corrective actions** for each item
 - *If a facility is GFSI certified, provide both the Certificate and the complete audit report and corrective actions*
 - *Due to heightened state of Risk Analysis, Share-ify™ will work with your team to ensure all facilities are set up correctly on the platform*
- FDA Public Health Security and Bioterrorism Preparedness and Response Act of 2002 registration
- HACCP/PC Plan – only as required by the Foreign Supplier Verification Program
- Supplier QA contact information: update in the system per facility and an additional company-based person sales contact for PFG
- Upload all relevant responsible sourcing certificates
 - *Specify if a particular certification is not applicable to our organization as well*

To login [Click here](#) and proceed with the 2026 updates.

All documents shared with PFG corporate QA via the Share-ify™ platform are kept confidential and protected by the NDA or confidentiality provisions in the packer agreement in place with your company.

For system questions, email Share-ify™ directly at service@share-ify.com and the Customer Success Team will assist. For PFG program/requirement questions or concerns, email the PFG QA team directly at pfgfoodsafetydocsub@pfgc.com. Using these TWO (2) points of contact effectively will make things easier and quicker for everyone.

Thank you for your continued support to PFG as a valued brands supplier.



J. Keith Jackson
VP, Performance Food Group Food Safety & Quality Assurance