



Supplier's Guidelines

The content of this Annex applies only to Monterrey Plant (HERSMEX).

PURPOSE:

Our business performance is based on the logistical reliability, which is determined by how we co-operate with our suppliers. This manual is made to improve and ensure this process. It describes the main issues of co-operation in Monterrey Location and it is intended to support our suppliers by offering summarized, binding information.

SHIPMENTS

Suppliers must follow delivery conditions according to Hershey's Purchase Order (PO), there are 3 different ways to ship the goods:

- Shipments through Laredo Texas warehouse
- Shipments through a Sea Port
- Direct Shipments to Monterrey (Monterrey International Airport)

Import documents through Laredo Texas warehouse:

<ul style="list-style-type: none"> • Invoice • Certificate of Origen (Rules of origin must be followed according to each Free Trade Agreement) • BL (All shipments delivered at Expeditors warehouse should arrive with Bill of Lading consigned to: 	<p>Expeditors International of Washington 8510 W. Bob Bullock Loop Laredo, Tx 78045 USA Southbound Terminal Phone: 956-721-7070</p>
<ul style="list-style-type: none"> • Certificate of Shelf Life 	

INVOICE must read:

<p>Bill to Address: The Hershey Company 19 EAST CHOCOLATE AVENUE Hershey, PA 17033 Tax ID: 23-0691590</p>

<p>Consignee to Address: HERSMEX S. DE R.L. DE C.V. AV. INDUSTRIAS DEL PONIENTE # 201 COLONIA CENTRO, GENERAL ESCOBEDO NUEVO LEON, MEXICO C.P. 66050 Tax ID: HER060908TH9</p>
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Note: Invoice and shelf life information must match with physical goods shipped and packaging product labels (quantity, item number, weight, lot number etc.)

To avoid any problems concerning shipments, customs clearance and payments, the shipping documents must be sent by e- mail to the following contacts as soon as the shipment leaves supplier's facility.

MTYPlanningTeam@hersheys.com
MTYImport-Export@hersheys.com
PackingHouse@hersheys.com
RawMaterial@hersheys.com
Alonso.Moreno@expeditors.com
Omar.Torres@expeditors.com
ricardo.bermea@expeditors.com
nld-sbhershey@expeditors.com

Additional import documents that must be provided depending on the type of product may apply :

- Free Sale Certificate (Original should be send to the custom broker)
- Affidavit (Original should be send to the custom broker)
- Certificate of analysis (Original should be send to the custom broker)
- USDA Certificate (Original should be send to the custom broker)
- Material Safety Data Sheet (MSDS for dangerous goods only)
- Sugar percentage (for chocolates, candies and gums)
- Sugar re-export Program (for chocolates, candies and gums)

If missing documents goods could not be released and will remain at customs until the documents are received complete and correct. Each additional day has an extra charge so we can not storage the products in the border.

To avoid delays for customs clearance, import documents are necessary to be added also in the shipment.

One box/drum/bag of the complete shipment should have the documents attached (e.g. in a plastic bag, envelope, folder). This package should be clearly marked in order for our broker to be able to identify it easily.

Custom Broker Contact:

Shipments through Laredo Texas warehouse

For delivery place negotiated in the PO or with the supplier, Hersmex custom broker should be notify as follow:

- **Shipments through Laredo Texas warehouse**
Notify to: Alonso Moreno / Ricardo Bermea
Expeditors International
8510 West Bob Bullock Loop
Laredo, TX 78045
Office US (956) 721-7070
nld-sbhershey@expeditors.com