



## SUPPLIER CONFIRMATION LETTERS

### ACCEPTABLE CRITERIA: Supplier Confirmation Letters

The Purpose of supplier confirmation letters is to:

- Help reduce unnecessary testing for the Suppliers.
- Facilitate transparency of material identification and origin in product.
- Ensure complete authenticity.
- Assure products meet all federal and state guidelines.

Suppliers may submit letters of confirmation that state the materials being used in a specific product meet all regulatory guidelines for FDA GRAS, FDA food safety for non-stick coatings, and liquid(s), as long as the below criteria are met:

1. Confirmation Letters Must be on Company Letter Head
2. Letters MUST state the following information:
  - Material invoice number / Certificate number for each PID#  
*NOTE: All invoices or certificates must be indicated if there is more than one.*
  - PID# (MMG style number), Brand, Description of PID
  - Component(s) related to Statement of Compliance
  - Season
  - Production times
  - PO#, if possible
  - Statement of compliance
  - Applicable regulation (e.g. FDA GRAS, FDA 21 CFR 175-177)
3. Copies of the material invoice(s)/certificates MUST be Included & meet the following requirements:
  - All documents are dated within 1 year of ex-factory date.
  - Material Invoice/Certificate is the material list and serves the purpose of "Proof of material".
  - Proof of Material must be linked to the actual production styles.
4. Signed/Chopped by Officer of the Company or PI/QC/QA Executive

#### Additional requirements for Merchandise containing, or that is, a Liquid, Paste, Putty, or Gel:

All merchandise containing liquid must have a Material Safety Data Sheet (MSDS) **AND** Toxic Risk Analysis (TRA).

- MSDS is required without exception.
- TRA Testing will be required if a TRA cannot be provided or if TRA is determined to be unacceptable.

MSDS and TRA must meet the following requirements:

1. MSDS:
  - Must be dated within 1 year
  - Must list all ingredients by percentage, so that the combined percentages total 100%
  - Must state the name of the Supplier producing the liquid/substance
  - Must indicate the item in which the liquid/substance is being used
2. TRA:
  - Must be dated within 1 year
  - Must state that there are no harmful chemicals
  - Must not contain any banned chemicals
  - TRA will be acceptable for 5 years as long as Supplier provides YEARLY a confirmation letter stating that there are no changes to the liquid/substance or liquid/substance Supplier.



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**ACCEPTABLE CRITERIA: Layout of Supplier Confirmation Letter Example**

*[Company Letterhead]  
[Company Name & Logo]  
[Company Contact Information]  
[Company Address]*

**DECLARATION FOR [STATE WHAT THE LETTER IS FOR] ON [BRAND & PROGRAM NAME]**

[DATE ISSUED]

**Macy's Merchandising Group**  
[PROVIDE MMG OFFICE]

WE, the under signed declare that the goods described below:

<b>PID#</b>	<b>Description</b>
<u>[LIST PID# OF EACH STYLE]</u>	<u>[LIST OUT DESCRIPTION FOR EACH STYLE THIS LETTER APPLIES TO.]</u>

Which are regularly supplied to MACY'S MERCHANDISING GROUP INTERNATIONAL LLC, are used with [SPECIFY MATERIAL USED & COMPONENT IT IS USED ON] (Certificate No.: [LIST CERTIFICATE # OF DOCUMENT ASSOCIATED WITH THIS LETTER]), as provided [SPECIFY ANY SUPPORTING DOCUMENTS] compliance with the [SPECIFY REGULATORY REQUIREMENT] requirements.

This declaration is valid for all further supplies of these products dispatched from Ship Window [SPECIFY SHIP DATE RANGE] to Ship Window [SPECIFY SHIP DATE RANGE] ([INDICATE SEASON & YEAR OF STYLES]). WE acknowledge that we must immediately inform MACY'S MERCHANDISING GROUP INTERNATIONAL LLC, by separate letter if this declaration is no longer valid.

Sincerely,  
[Signature]  
[Name]  
[Title]