REG. NO. 1929/001817/07 (PTY) LTD

7 September 2018

Dear Trading Partner,

Public holiday order generation considered a normal order day

Order Generation Times for Public Holidays
Generation of orders on a public holiday will occur as per your normal order schedule. Should a nominated public holiday result in a change to generation times of orders you will be notified via the Supplier Portal (B2B). Please be reminded of order generation times (not applicable for manual orders): • 09h00 Bread Suppliers • 10h00 Perishables Suppliers • 15h00 All Suppliers • 17h00 All Suppliers
Important Business Rules
• A purchase order number will be a requirement for receiving stock at our stores and distribution centres. When delivering products, they must be on the purchase order. Additional products / lines added to the invoice, which do not appear on the Purchase Order, is not permitted. Deliveries to only include what was ordered. • Suppliers must make use of Shoprite's Supplier Portal (B2B) to obtain orders, as our stores and distribution centres will no longer print and email copies of the order to our suppliers. • Notify the relevant Shoprite Buyer if the delivery date appearing on Purchase Orders differs to your nominated delivery day.

Please be reminded that the Supplier Portal (B2B) is our main channel of communication to you. It is important that you have access and view on a regular basis.

Do not hesitate to contact us should you have any queries.

Regards,

Jaco de Swardt
Chief Buyer: Foods

Jaco Pansegrouw
Head of Procurement