Supplier Request for Information (RFI)

Return completed form to recallteam@usfoods.com

SUPPLIER INFORMATION

Date _____ Supplier Name _____ USDA Number/Plant Number _____

Contact Name _____ Email _____ Phone Number _____

Address of Product Manufacture (as available) - *if additional space is needed, please include as an attachment.*

AFFECTED PRODUCTS

US Foods Product Number (APN and PSYS)	Manufacturer Product Number	Brand Name	Product Description	Lot Code or Date Code/ Expiration	GTIN	Ship Date *Earliest ship date to US Foods*

Note: *If affected product list exceeds the space above, provide additional product and detail in an Excel file.*

REMOVAL TYPE

– Is this event a health threat issue? Select One

Select One	Type	Definition
☐	Recall – Class I	Health hazard situation in which there is a reasonable probability that eating the food will cause health problems or death. Recall ISCR# required for FDA products only:
☐	Recall – Class II	Potential health hazard situation in which there is a remote probability of adverse health consequences form eating the food.
☐	Recall – Class III	Situation in which eating the food will not cause adverse health consequences.
☐	Withdrawal	Removal due to a quality issue with the affected product. No known health hazard.
☐	Hold	A temporary status until the supplier decides the disposition of the affected product. If upgraded to withdrawal or recall, a new RFI needs to be completed.

REMOVAL REASON

Select All Applicable	Reason	Details	Select All Applicable	Reason	Details
☐	Chemical		☐	Physical	
☐	Microbiological		☐	Quality	
☐	Packaging/Labeling		☐	Regulatory	
☐	Undeclared Allergen	Specify the Allergen(s):			
☐	Other				

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MARKETS

Choose ALL markets shipped the affected product. Providing an Excel file for shipping locations is also acceptable.

Site Location/Code	Site Location/Code	Site Location/Code	Site Location/Code
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location
Choose a Location	Choose a Location	Choose a Location	Choose a Location

DISPOSITION*

– Select the disposition for the affected product at the DC: Select One

CUSTOMER CONTACT*

– Is US foods customer contact required (i.e. the customers we shipped affected product).
NOTE: Contact required for ALL recalls. Select One

– If YES, select the disposition for the affected product at the customer.
NOTE: If Vendor Pickup is selected, supplier must pick up the affected product from the customer. No US Foods trucks can be used. Select One

**Not required for Holds.*

Disclaimer: Suppliers are responsible for all costs associated with any removal action. Suppliers will be charged an administrative fee per market for all actions, including labor fees. For an explanation of fees, please reach out to recallteam@usfoods.com.