

Dear Supplier

Regarding price changes, the following three documents shall always be sent to Menigo:

- Price change template
- Regular list of basic prices
- Covering letter motivating the alert of price change. We do only accept price changes electronically to our mailbox prisavisering@menigo.se.

To be stated in the Subject Line: Price alert, your Company name, and the date of coming to force. *Ex. Price changes Charlies Chocolate Factory 2011-02-07.* Incomplete price notifications and/or in hard copy will be entirely rejected. Hence, we will not handle the price alert before having a correct alert containing a price alert template, the regular list of basic prices and a covering letter. Any additions must be sent 7 weeks before the coming to force at the latest.

It is important to note that a price alert not automatically means that a price change is accepted by Menigo. An announced price change is accepted only after negotiation, with a written consent from responsible category manager at an agreed level.

- As a part of our striving for ongoing improvement and streamlining of our price change process, we have created a new Price change template, partly altered and simplified for DLF, from 2011-02-07 and onwards. Automatic formulas are to be found under Tab 1. Except for information about items, you should only add current price and the new price – the spreadsheet will calculate the change. The formula columns are locked.
- You can only chose EITHER price/package or price/kg. Price/kg is only used if the merchandise is a registered as a product sold by weight. The line above the headlines is unlocked and can be used by the Excel function Search line.

Price change template: An Excel spreadsheet containing the price change. It has two tabs, one for the price change and the other contains a more detailed cost breakdown. The new Price change template can be found at : <http://www.menigo.se/leverantorer/sidor/default.aspx>. The spreadsheet will be used as a base towards our end customers and will be forwarded electronically. Under the first tab, please write supplier info, e.g. your article number, name, current price, new price and motivation/reason. Only changed articles are to be included in the alert. Chose price/package or price/kg, depending on whether the article is a product sold by weight or not. Verify with your Menigo contact person that the prices and units correspond with the information in the Menigo system. Some columns contain calculations and are therefore locked to prevent error values and misunderstandings Current price is the price before any line discounts. The line above the headlines is locked and can be used for e.g. The Excel-function Search line for article information, summaries etc Under the second tab, "cost breakdown", you specify the price change in detail per article for e.g. exchange rate fluctuations, energy, fuel and increased raw material costs. This information is a common request from our customers. Upon exchange rate fluctuations, the date for the previous as well as for the current calculation rate must be stated. Please also indicate the exchange rate fluctuation share of the entire price change.

Regular list of basic prices: The pricelist is valid from the date of entry. Compliance between information in the price alert template and the by Menigo registered information is of great importance. Verify with your Menigo contact person that the prices and units correspond with the Menigo database.

Cover letter: A document where you describe in written the reasons and the scope of your emerged need combined with an overall clarification of the desired price change. The document is accepted in PDF, word or other format. Supplier name and date of entry must be stated. *The text of the e-mail will not be treated as a covering letter.*

The price increases are to be received in a separate Excel document. The price decreases are to be received in a separate Excel document.

Menigo Restaurants & Catering

To give us reasonable time to notify our common customers, the price alert must be provided **8 weeks before** the date of the coming to force at the very latest. Price changes may only occur at the following dates

- The first non-holiday Monday in February
- The first non-holiday Monday in May
- The first non-holiday Monday in September
- The first non-holiday Monday in November

Price changes for Menigo regarding alcoholic beverages over 3, 5% may only be made at the following dates:

- The first non-holiday Monday in April
- The first non-holiday Monday in October

Menigo Restaurant Equipment

Price changes for Menigo concerning Restaurant Equipment shall be advised to inkop.rur@menigo.se at least 8 weeks the coming to force and can only be made at one of the following dates:

- The first non-holiday Monday in January.
- The first non-holiday Monday in April
- The first non-holiday Monday in October

Menigo Convenience Stores

For meat, fresh fish, fruit and vegetables, a special arrangement shall be made about the time for the price change. For other perishables, groceries and other products at least 12 weeks is applicable (for further information, please go to www.ecr.se).

Sincerely,



Jonas Köhler