TRACEABILITY DOCUMENTATION FLOW CHART

PAPER RECORDS	DIGITAL RECORDS

PURCHASE ORDER

	ONLY APPROVED SUPPLIERS IN FISHBOWL
APPROVED SUPPLIER LIST IN POLICY BOOK	FISHBOWL: PO#, DATE, SUPPLIER, COST
PAPER INVOICES STORED	DIGITAL INVOICES STORED

RECEIVING & STORAGE

| RECEIVING SUMMARY LOG: DATE, ITEM, QTY, VENDOR, LOT# | RECEIVE PO IN FISHBOWL: LANDED COST, LOT#, QTY, ASSIGN ON-SITE STORAGE LOCATION WHERE APPLICABLE |

BATCH CREATION

| PAPER RECIPE: QTY, BATCH LOT#, INGREDIENT QTY & LOTS | FISHBOWL MANUFACTURE ORDER: QTY, BATCH LOT#, INGREDIENT QTY & LOTS |

PRODUCTION RUNS

| PRODUCTION LOG: BATCH LOT#, BEST BY DATE, TRANSFER INFO, CARBONATION INFO, QTY/TYPE PACKAGED | FISHBOWL MANUFACTURE ORDER: BATCH LOT#, PACKAGING COMPONENT LOT#S, BEST BY DATE, QTY/TYPE PACKAGED |

SALES ORDERS & DELIVERY

SIGNED PACKING SLIPS WITH LOT NUMBERS FOR DISTRIBUTORS AND PUBLIX	DIGITAL SALES ORDERS VIA FISHBOWL, LILYPAD, SPS COMMERCE
SAMPLE LOG, DONATION LOG, WALK-IN CUSTOMER LOG	LOT NUMBERS PICKED FOR SALES ORDERS IN FISHBOWL
SELF DISTRIBUTION DELIVERY LOG WITH CUSTOMER SIGNATURES	

RETURNED PRODUCT

| CUSTOMER COMPLAINT LOG | RETURNED MERCHANDISE AUTHORIZATION ISSUED, LOT NUMBER REQUIRED |
| RETURNED PRODUCT LOG | |