

## **Standard Operating Procedures for Purchased Liquid Feeds**

The following policy will be used for purchased liquid feeds from a toll mill manufacturer:

### **1) New Products**

- a) The ASM or Specialist will request new formulas by using the Custom Formulation Request or National and Area Product Request forms. These forms can be found on the Portal under Departments/Formulation Services/Documents.
- b) Formulations will work directly with the toll mill manufacturer, forwarding the ingredient costs to Pricing, and a copy of the label to Beef Marketing.
- c) The Pricing Department will work with Beef Marketing to establish margins and commissions.
- d) The Pricing Department will maintain the liquid price cards and enter pricing adjustments as determined by the manufacturer.
- e) There will not be any product pages for liquid feeds. Labels will be made available through Beef Marketing.

### **2) Current Products**

- a) Price inquiries for current products will be made to the Pricing Department
- b) Product label inquiries for current products will be made to Beef Marketing

### **3) Discontinued Products**

- a) Inactive products are subject to being discontinued by either ADM Alliance Nutrition or the toll mill manufacturer.
- b) Reinstatement of these products must be done by the ASM or Specialists through the use of Product Change Request Form. This form is found on the Portal under Departments/Formulation Services/Documents.
- c) Follow remaining steps above in 1) b – e

Note: Deviations from these procedures will delay completion date.

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