

# J&J Snack Foods Vendor Portal Tutorial 2023





## What is the Vendor Portal?

- ❖ The J&J Snack Food Vendor Portal (Vendor Portal, or VP), is an online system that J&J Snack Foods (JJSF) utilizes to house our supplier documentation for all of our facilities.



## Which facilities are owned and operated by J&J Snack Foods?

Facility Name	Address
Bakers Best	1880 North Penn Road, Hatfield, PA 19440
Holly Ridge	312 Sound Road, Holly Ridge, NC 28445
Texas Twist	2305 Belt Line Road, Suite 210, Carrollton, TX 75006
Country Home Bakers	720 Metropolitan Parkway, Atlanta, GA 30310
California Churro	715 Via Lata, Colton, CA 92324
Daddy Ray's	1070 Industrial Court, Moscow Mills, MO 63362
Vernon	5353 Downey Road, Vernon, CA 90058
Hill & Valley	320 44th Street, Rock Island, IL 61201
Weston	103 Depot Street, Weston, OR 97886
MIA	Rocky Glen Industrial Park, Rocky Glen Rd, Moosic
Philly Swirl	1102 N. 28th Street, Tampa, FL 33605
Bellmawr	361 Benigno Boulevard, Bellmawr, NJ 08031
Uptown Bakeries	300 Eagle Court, Bridgeport, NJ 08014
Dippin' Dots LLC	5101 Charter Oak Drive Paducah, KY 42001
New York Pretzel LLC	200 Moore Street Brooklyn, NY 11206
Pennsauken	6000 Central Highway, Pennsauken, NJ 08109



## What documents do I need to put into the Vendor Portal?

❖ Documents are split into two categories:

### **Vendor** Level and **Item** Level

#### **Vendor Level**

documentation refers to food safety policies, programs, certificates, audits, and statements tied to the respective location of manufacture.

#### **Item Level**

documentation refers to specifications, certificates, and statements tied to specific items supplied to JJSF.



## What are the specific Vendor and Item level documentation we require?

### ❖ Vendor Level

- ❖ Food Safety/HACCP Plans
- ❖ Letter of Guarantee (LOG)
- ❖ Facility Allergen program
- ❖ Facility Organic Certification
- ❖ Facility Supply-Chain Program
- ❖ Sustainability Report
- ❖ 3<sup>rd</sup> Party Audit Certificate
- ❖ 3<sup>rd</sup> Party Audit Report
- ❖ Food Fraud Information
- ❖ Chemical Hazards
- ❖ RSPO Certification
- ❖ Foreign Supplier Verification Program Statement (FSVP)
- ❖ Supplier Requirements Manual

### ❖ Item Level

- ❖ Allergen Statement
- ❖ Country of Origin Statement
- ❖ Gluten Free Statement
- ❖ GMO/Bioengineering Statement
- ❖ Ingredient Declaration
- ❖ Ingredient Percentage Breakdown
- ❖ Lot Code Information
- ❖ Safety Data Sheet
- ❖ 100g Nutritional Report
- ❖ Proposition 65 Statement
- ❖ Technical Data Sheet/Specification Sheet
- ❖ Kosher Certificate
- ❖ Sample COA
- ❖ Sample Label
- ❖ Chemical Hazards
- ❖ Halal Statement
- ❖ Vegan



## Vendor Level Documentation: Glossary

### ❖ Letter of Guarantee (LOG)

- ❖ Written letter stating the item(s) the supplier provides are not adulterated or misbranded in accordance with 21 CFR or equivalent rules/regulations

### ❖ GFSI 3<sup>rd</sup> Party Audit Certificate

- ❖ Audit certificate is proof that:
  - ❖ A neutral party has audited the facility; and
  - ❖ The facilities' food safety programs meet internationally recognized standard (SQF, BRCGS, FSSC 20000, IFS)

### ❖ GFSI 3<sup>rd</sup> Party Audit Report

- ❖ Discloses information pertaining to any food safety concerns that we would need to be aware of at the manufacturing facility according to the auditing body

### ❖ HACCP/FSMA-Compliant Food Safety Plan

- ❖ Acceptable documents to upload to this section include the entire food safety plan, a HACCP flow chart, summary of CCP's, Summary of Preventative Controls

### ❖ Facility Supply Chain Program

- ❖ Ensures that the vendor has a formal system to approve their own suppliers to mitigate food safety and traceability liabilities

### ❖ Facility Allergen Program

- ❖ Ensures that the facility has a program in place to prevent accidental contamination from an allergen



## Vendor Level Documentation: Glossary (Cont.)

### ❖ Food Fraud Information

- ❖ Ensures that Economically Motivated Adulteration is taken into consideration and Food Fraud Vulnerability Assessments are in place.

### ❖ FSVP Statement

- ❖ Statement attesting the supplier ensures foreign suppliers of food products meet similar requirements to US-based companies.

### ❖ Sustainability Report

- ❖ General Summary of Vendor's commitment to sustainability and/or actions to support sustainability.

### ❖ Organic Certification

- ❖ 3<sup>rd</sup> party certificate demonstrating manufacturing location's compliance to National Organic Program or equivalent.



## Item Level Documentation: Glossary

### ❖ Allergen Statement

- ❖ Declaration stating which allergen(s) are present in the ingredient; often accompanied by an allergen matrix for the company or facility

### ❖ Country of Origin

- ❖ Statement identifying where the ingredient (and sometimes it's components) originate from

### ❖ Gluten Free Statement

- ❖ Usually, a statement from the supplier referencing detectable levels and Gluten Free Claims
- ❖ Pertains only to products which do not contain gluten

### ❖ GMO/Bioengineering Statement (The National Bioengineered Food Disclosure Standard)

- ❖ Genetically Engineered status of an item; NON-GMO Project verified documentation acceptable

### ❖ Ingredient Declaration

- ❖ Declaration of ingredients present in the item sold to J & J Snack Foods.

### ❖ Ingredient Declaration with percent breakdown

- ❖ Declaration of ingredients present in the item sold to J & J Snack Foods and the % of the item they make-up

### ❖ Lot Code Identification

- ❖ Graphic or statement showing how the lot code is printed and how to interpret it

### ❖ Safety Data Sheet (SDS) Document

- ❖ Requires as part of HAZCOM; shows information pertaining to the chemical dangers and properties and associated with the item



## Item Level Documentation: Glossary (Cont.)

- ❖ **100g Nutritional Report**
  - ❖ FDA complaint nutritional reports based upon 100g of the item supplied to J&J Snack Foods
- ❖ **Proposition 65 Statement**
  - ❖ Regarding the item's disclosure status as it relates to California's Prop 65 law
- ❖ **Technical Data Sheet/Specification Sheet**
  - ❖ General qualitative and quantitative attributes of the item
- ❖ **Kosher Certificate**
  - ❖ Certificate to demonstrate the Kosher status of the item
- ❖ **Sample COA**
  - ❖ An example COA of the item to be sent to J&J Snack Foods
- ❖ **Sample Label**
  - ❖ Photo or diagram of the item's label
- ❖ **Chemical Hazards**
  - ❖ Selection of the pertinent chemical hazards (e.g. heavy metal, mycotoxins, pesticides), in the item and how they are controlled



## How to Access the Vendor Portal

- ❖ Go to <http://vendorportal.jjsnackfoodservice.com/>
- ❖ Click on the 'Log In' button as shown to the right

J&J SNACK FOODS CORP. Home User Resources Report Contact Search Vendor or Item Go Hello jjsf ! Log out

speccompliance@jjsnack.com

### J&J Snack Foods Corp. Vendor Portal

Welcome to the J&J Snack Foods Vendor Portal System. Your unique username & password, which is necessary to access your company requirements, can be found in the body of the email sent recently. A link to the [system's tutorial](#) is also available your reference. Thank you for your prompt cooperation in providing J&J Snack Foods with this information!

Log in »

2023 - J&J Snack Foods Corp. Vendor Portal System

ebtest:58535/Account/Login



## Logging Into the Vendor Portal

- ❖ Enter your username and password to access the Vendor Portal, as shown to the right
- ❖ If you are a new vendor for JJSF, a username and password will be automatically generated for you. You will receive your username and password in an email
- ❖ If you are an existing vendor, please log in with your credentials
- ❖ If you forget your login credentials, please email JJSF Spec Compliance ([SpecCompliance@jjsnack.com](mailto:SpecCompliance@jjsnack.com))

### Log in.

Use a local account to log in.

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**Username**

**Password**

Remember Me

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© 2023 - J&J Snack Foods Corp. Vendor Portal System



## Vendor Portal Landing Page

❖ After logging in, you will be greeted with a page like the one on the right

❖ This page includes the name of your company and all items J & J Snack Foods purchases from you

**J&J SNACK FOODS CORP** Home User Resources Report Contact Search Vendor or Item Go

Upload / View Vendor Documents Create / View Vendor Contact

Your Company Here (13512) Admin Note

Messages 0 [jjsf]: Just Uploaded Item Docume... Apr 13 2023 9:

Address: Your Address Here ...

Vendor Type Vendor Category Add Comment

Comment:

U Uploaded A Approved C Completed E Expired N New

JJSF Item	Vendor Item/SKU	Item Description	Status
140-1090	1234	ORGANIC COCONUT CREAM	U hide
280-1028	12345	BANANA PUREE	U E hide

Back to List



## Uploading Vendor Level Documentation

❖ To upload Vendor Level Documents, such as a GFSI Certificate, click on the orange “Upload/View Vendor Documents” button at the top of the page

The screenshot shows the vendor portal interface for J&S SNACK FOODS CORP. The top navigation bar includes links for Home, User Resources, Report, and Contact, along with a search bar labeled 'Search Vendor or Item'. Below the navigation bar, there is a prominent orange button labeled 'Upload / View Vendor Documents'. To the right of this button are two other buttons: a green 'Create' button and a blue 'Message' button. Below the orange button, the text 'Your Company Here (13512)' is displayed in blue, followed by a red 'Admin Note' button. Underneath, the address 'Address: Your Address Here . . .' is shown. At the bottom of the main content area, there are three buttons: an orange 'Vendor Type' button, a green 'Vendor Category' button, and a blue 'Add Comment' button.



## Uploading Vendor Level Documentation (Cont.)

- ❖ Prior to uploading vendor documents, click on the “Create/View Mfg Info” button
- ❖ This will allow you to see if the manufacturing location providing J&J Snack Foods with ingredients is already listed
  - ❖ This information is required for optimal food safety traceability





## Adding a New Manufacturing Facility

- ❖ If the manufacturing facility for an item is not listed, it will need to be added
- ❖ If there are no manufacturing facilities yet listed for any items, the initial page will look like the below
- ❖ Click on “Create New” as shown, to enter the information for a new manufacturing facility



[Create New](#)

Mfg Info

Mfg ID	Mfg Name	Address1	Address2	City	State	Zip	Document Contact	Document Contact Phone
--------	----------	----------	----------	------	-------	-----	------------------	------------------------

[Back to Vendor Documents](#)

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## Adding a New Manufacturing Facility (Cont.)

\* Mfg Name

\* Address1

\* Address2

\* City

\* State

\* Zip Code

\* Document Contact

\* Document Contact Phone

[Back to List](#)

- ❖ Enter in the required details and hit “create”
- ❖ The details will now appear on the Mfg. Info page as shown
  - ❖ These details will allow you to select specific locations for certain documentation uploaded (ex. Multiple 3<sup>rd</sup> Party Certifications for more than one manufacturing facility)
- ❖ Click “Back to Vendor Documents” to proceed to uploading

Mfg Info

Mfg ID	Mfg Name	Address1	Address2	City	State	Zip	Document Contact	Document Contact Phone
844	Awesomeness Foods	100 Green Street		Philadelphia	PA	19063	jsmith@awesomefoods.com	800-867-5309

[Back to Vendor Documents](#)



## Uploading Vendor Documents

- ❖ In this example, we will upload a GFSI 3<sup>rd</sup> Party Audit Certificate
- ❖ On the Vendor Documents Page, click on the “Select Files” tab next to GFSI or Acceptable 3<sup>rd</sup> Party Audit Certificate

SNACK FOODS CORP. Home User Resources Report Contact Search Vendor or Item Go Hello jjsf | Log off

Your Company Here (13512) Messages 0

Address: Your Address Here ...

Create / View Mfg Info

### Vendor Documents

	Not Applicable	Report Name	Uploaded Files	Last Log
+ Select files...	<input type="checkbox"/> Not Applicable	Chemical Hazards Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	Facility Allergen Program highlighting controls to prevent cross contact Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	FACILITY GMO CERTIFICATION Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	FACILITY ORGANIC CERTIFICATION Not Approved		Archived!
+ Select files...	<input type="checkbox"/> Not Applicable	Facility Supply-Chain Program Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	Food Fraud Information Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	Food Safety/HACCP Plan Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	Foreign Supplier Verification Program (FSVP) Statement Not Approved		
+ Select files...	<input type="checkbox"/> Not Applicable	GFSI or acceptable 3rd Party Audit Certificate Not Approved		Archived!



## Uploading Vendor Documents (Cont.)

- ❖ Once you click on “Select Files”, a dialogue box will appear, asking for details like the manufacturing location related to the document you are uploading.
- ❖ From the ‘MFG’ drop down menu, select the location of manufacture related to the document you are uploading

Upload Requirement

PLEASE SELECT THE CORRESPONDING MANUFACTURING FACILITY  
if your location does not show below, please create by clicking [Add New Mfg](#) or contact [speccompliance@jjsnack.com](mailto:speccompliance@jjsnack.com)

\* MFG: Awesomeness Foods

\* City: PLEASE SELECT  
All Manufacturers  
INDUSTRIAS BORJA INBORJA S A El Oro Ecuador

\* State: Awesomeness Foods

\* Document Contact:

\* Document Contact Phone:

\* Expiration Date:

Cancel Success!



## Uploading Vendor Documents (Cont.)

- ❖ Complete the remaining contact information pertaining to the manufacturing location.
- ❖ On the bottom of the dialogue box, enter the expiration date of the document you are uploading
- ❖ After selecting/entering the date, click “Success!” to upload the document

Home User Resources Report Contact Search Vendor or Item Go

### Upload Requirement

PLEASE SELECT THE CORRESPONDING MANUFACTURING FACILITY  
if your location does not show below, please create by clicking [Add New Mfg](#) or contact [speccompliance@jjsnack.com](mailto:speccompliance@jjsnack.com)

\* MFG: Awesomeness Foods

\* City: city

\* State: state

\* Document Contact: john

\* Document Contact Phone: doe

\* Expiration Date: 12/31/2023

Dec 2023

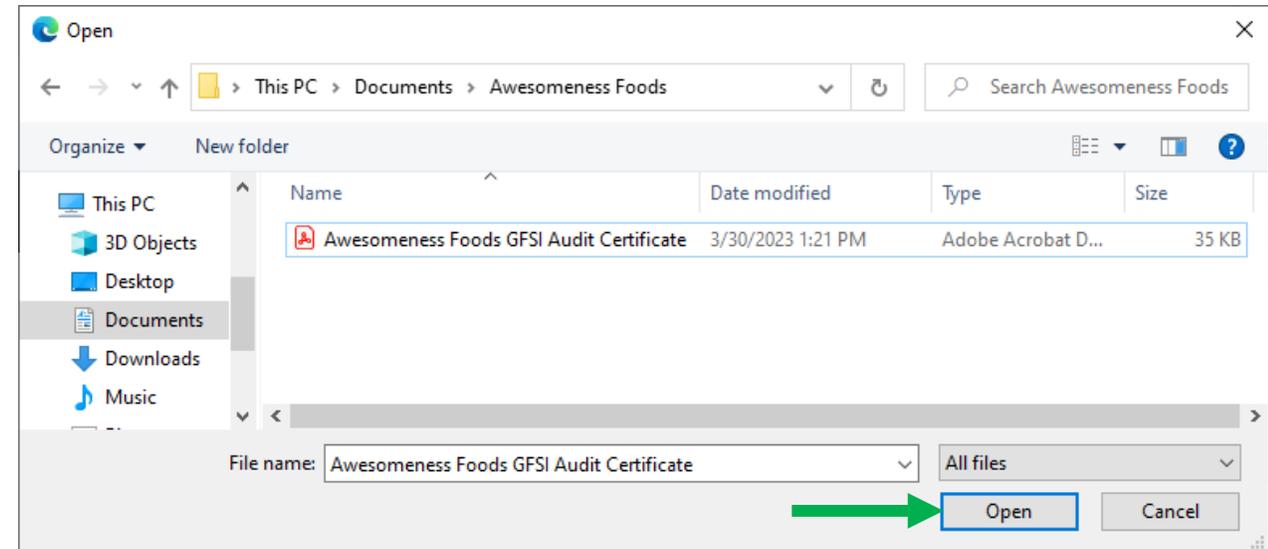
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Cancel Success!



## Uploading Vendor Documents (Cont.)

- ❖ A dialogue box will open which will allow you to search and find the corresponding document to update as shown to the right.
- ❖ Once you find the document select “Open” as show on the right to upload it.





## Uploading Vendor Documents (Cont.)

- ❖ After uploading, your screen should look like the one on the right.
- ❖ Click on the [blue hyperlink](#) to ensure it uploaded properly.
- ❖ If the link opens the document, the upload was successful and no further steps for the GFSI Certificate upload are required.

The screenshot displays the J&J Snack Foods Corp. vendor portal. The navigation bar includes 'Home', 'User Resources', 'Report', 'Contact', a search bar, and user information 'Hello jjsf!' and 'Log off'. The main content area lists various document requirements, each with a 'Select files...' button, a 'Not Applicable' checkbox, and a 'Not Approved' status. The 'GFSI or acceptable 3rd Party Audit Certificate' row is highlighted in yellow, indicating a successful upload. The document name is 'Awesomeness20Foods20city20state\_\_299.pdf', uploaded on 3/30/2023 at 1:26PM. A blue arrow points to the document name. Other rows include 'FACILITY GMO CERTIFICATION', 'FACILITY ORGANIC CERTIFICATION', 'Facility Supply-Chain Program', 'Food Fraud Information', 'Food Safety/HACCP Plan', 'Foreign Supplier Verification Program (FSVP) Statement', 'GFSI or acceptable 3rd Party Audit Report', 'Letter of Guarantee', 'Supplier Requirements Manual Acceptance', and 'Sustainability Report'. A 'Back to List' link is at the bottom left.

Document Category	Status	Document Name	Upload Date
FACILITY GMO CERTIFICATION	Not Approved		
FACILITY ORGANIC CERTIFICATION	Not Approved		
Facility Supply-Chain Program	Not Approved		
Food Fraud Information	Not Approved		
Food Safety/HACCP Plan	Not Approved		
Foreign Supplier Verification Program (FSVP) Statement	Not Approved		
GFSI or acceptable 3rd Party Audit Certificate	Archived!	Awesomeness20Foods20city20state__299.pdf	Mar 30 2023 1:26PM
GFSI or acceptable 3rd Party Audit Report	Not Approved		
Letter of Guarantee	Not Approved		
Supplier Requirements Manual Acceptance	Not Approved		
Sustainability Report	Not Approved		



## Uploading Vendor Documents (Cont.)

- ❖ Upload the remainder of the Vendor Level documentation
- ❖ Continue to add any remaining vendor level documentation pertinent to your operation. This typically includes:
  - ❖ Letter of Guarantee (LOG)
  - ❖ GFSI 3<sup>rd</sup> Party Audit Report
  - ❖ HACCP/Food Safety Plan
  - ❖ Allergen Program
  - ❖ Organic Certificate
  - ❖ FSVP Statement, etc.
- ❖ **Remember to update documents as they expire or change, such as a GFSI Certificates and GFSI Audit Reports**



## Uploading Item Documents

- ❖ To return to item level documentation from the vendor level documentation page, either click on your Company Name at the top of the page or select 'Back to List' at the bottom of the page.

**J&S SNACK FOODS CORP.** Home User Resources Report Contact Search Vendor or Item Go Hello jjsf! Log off

**Your Company Here (13512)** Messages 0

Address: Your Address Here . . .

Create / View Mfg Info

### Vendor Documents

	Not Applicable	Report Name	Uploaded Files	Last Log
+ Select files...	<input type="checkbox"/>	Chemical Hazards Not Approved		
+ Select files...	<input type="checkbox"/>	Facility Allergen Program highlighting controls to prevent cross contact Not Approved		
+ Select files...	<input type="checkbox"/>	FACILITY GMO CERTIFICATION Not Approved		
+ Select files...	<input type="checkbox"/>	FACILITY ORGANIC CERTIFICATION Not Approved		
+ Select files...	<input type="checkbox"/>	Facility Supply-Chain Program Not Approved		Archived!
+ Select files...	<input type="checkbox"/>	Food Fraud Information Not Approved		
+ Select files...		Food Safety/HACCP Plan Not Approved		
+ Select files...	<input type="checkbox"/>	Foreign Supplier Verification Program (FSVP) Statement Not Approved		
+ Select files...		GFSI or acceptable 3rd Party Audit Certificate Not Approved		Archived!

[Back to List](#)



## Uploading Item Documents

- ❖ The items/ingredient your company provides to J & J Snack Foods will appear in blue.
- ❖ Each 7-digit item number in blue correspond to an item supplied to J & J.
- ❖ To access or upload the item level documentation, click on the corresponding 7-digit number as shown on the right.

**J&J SNACK FOODS** CORP Home

Upload / View Vendor Documents

Your Company Here

Address: Your Address Here . . .

Vendor Type Vendor Category Add

Comment:

**U** Uploaded **A** Approved **C** Completed **E**

JJSF Item	Vendor Item/S
140-1090	
280-1028	

[Back to List](#)



## Uploading Item Documents (Cont.)

- ❖ Similar to the Vendor Document upload process, click 'Select Files...', and provide any information if prompted (such as manufacturing location or expiration date)
- ❖ Once your file has been selected and uploaded, repeat until all documentation has been uploaded into the appropriate location
- ❖ The example on the right displays the item page for an ingredient which does not have any documents uploaded to it yet.

**J&S SNACK FOODS CORP.** Home User Resources Report Contact Search Vendor or Item Go Hello jjsf! Log off

Your Company Here

Address: Your Address Here ...

JJSF Item: 140-1090 ORGANIC COCONUT CREAM Vendor Item/SKU: 1234 Vendor GTIN/UPC:

GS1 Compliance: None

	Not Applicable	Report Name	Uploaded Files	Last Log
+ Select files...		100g NUTRITIONAL REPORT (5-27-16 FDA RULING COMPLIANT ONLY) Not Approved	Archived!	
+ Select files...		Allergen Statement Not Approved	Archived! Archived!	(Apr 13 2023 12:48PM) Unchecked Approved Ingredient Document
+ Select files...	Not Applicable <input type="checkbox"/>	Chemical Hazards Not Approved		
+ Select files...		Country of Origin Statement Not Approved	Archived!	
+ Select files...	Not Applicable <input type="checkbox"/>	Gluten Free Not Approved	Archived! Archived!	
+ Select files...		GMO Statement Not Approved	Archived!	(Apr 13 2023 12:48PM) Unchecked Approved Ingredient Document



## Uploading Item Documents (Updating Documents)

- ❖ In this example we are going to walk through updating old or expired documentation, specifically a Kosher Certificate which expired on 4/30/2022.
- ❖ Before uploading a new document, click on the cloud icon as shown on diagram 1.
- ❖ Once successfully archived, the screen should appear similar diagram 2.

Diagram 1

+ Select files... Kosher Cert (Apr 13 2023 9:01AM) Approved Ingredient Document

Approved Expired: 4/30/2022 Archived!

Approved Expired: 4/30/2022 Comment 13512\_26931\_KCR\_800.pdf2021 Jun 1 5:33PM

Diagram 2

+ Select files... Kosher Cert (Apr 13 2023 9:01AM) Approved Ingredient Document

Approved Expired: 4/30/2022 Archived!



## Uploading Item Documents (Updating Documents)

- ❖ After archiving the old version, click on “Select Files” to upload the new version.

The screenshot shows a document card for 'Kosher Cert'. On the left, there is a green button labeled '+ Select files...'. To the right of the button, the document title 'Kosher Cert' is displayed above an orange 'Approved' status tag and a red 'Expired: 4/30/2022' tag. Below these is a red 'Archived!' tag. On the far right, a grey box contains the text '(Apr 13 2023 9:01AM) Approved Ingredient Document'.



## Uploading Item Documents (Updating Documents)

- ❖ After clicking “Select Files”, enter in the expiration date.

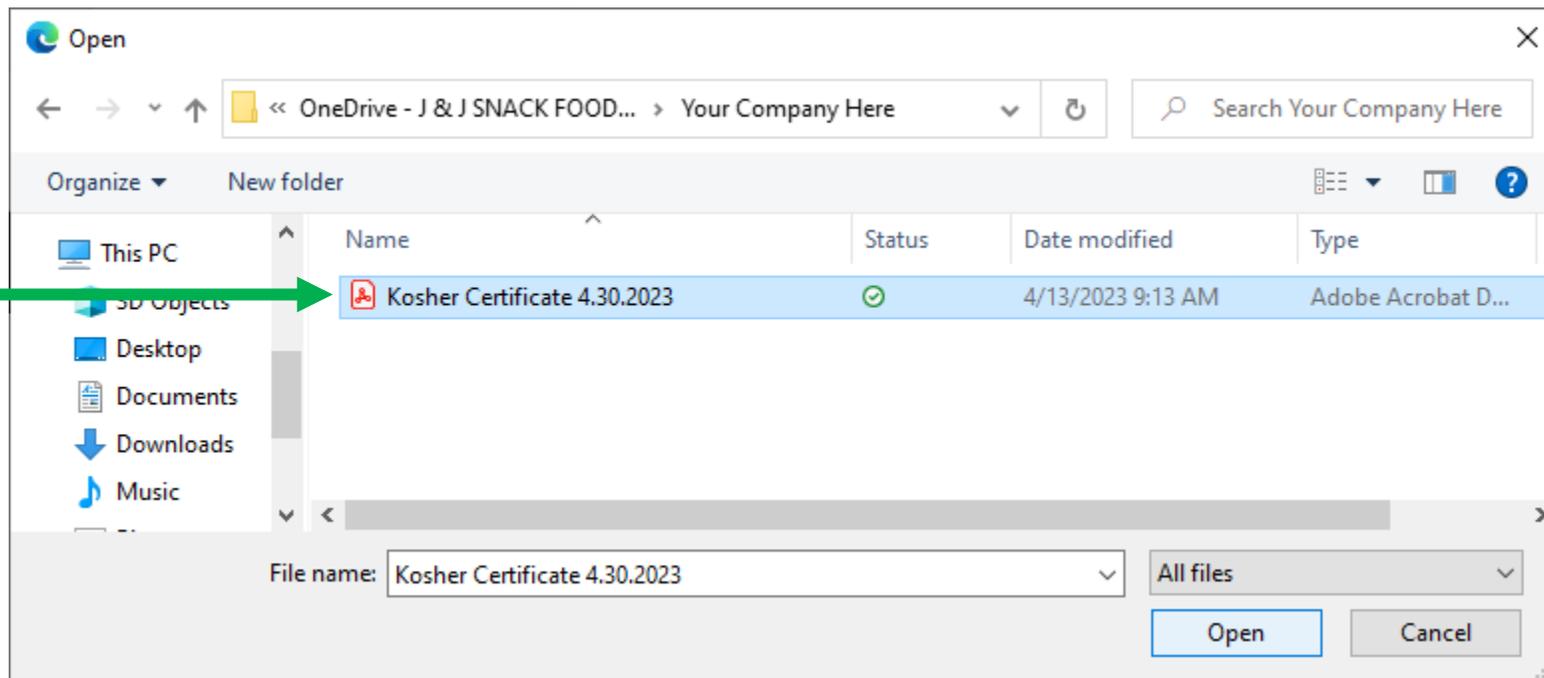
The screenshot displays the J&S SNACK FOODS CORP. web application interface. A modal dialog box titled "Upload Requirement" is open, featuring a text input field for "Expiration Date" containing the value "04/30/2023". A green arrow points from the text "enter in the expiration date." to this field. The dialog also includes "Cancel" and "Success!" buttons. The background shows a list of documents with columns for document name, status, and date.

Document Name	Status	Date
13512_26931_GLF_362.pdf	Not Approved	Jun 1 6:37PM
(Apr 13 2023 9:01AM) Approved Ingredient Document		
13512_26931_GMO_412.pdf	Approved	Jun 1 5:34PM
(Apr 13 2023 9:01AM) Approved Ingredient Document		
13512_26931_IGD_292.pdf	Approved	Jun 1 6:37PM
Expiration: none		
(Apr 13 2023 9:01AM) Approved Ingredient Document		



## Uploading Item Documents (Updating Documents)

- ❖ A dialogue box will populate; select the corresponding updated Kosher Certificate to upload.





## Uploading Item Documents (Updating Documents)

- ❖ After uploading, your screen should look like the one on the right.
- ❖ Click on the [blue hyperlink](#) to ensure it uploaded properly.
- ❖ If the link opens the document, the upload was successful and no further steps for the Kosher Certificate upload are required.
- ❖ Continue to upload documentation which is not up-to-date. For example, upload an updated TDS if the version in the Portal is not the most recent Revision from your company.



+ Select files...  
Kosher Cert  
Not Approved Expiration: 4/30/2023  
Archived!  
Not Approved Expiration: 4/30/2023 Comment  
13512\_26931\_KCR\_955.pdf|2023  
(Apr 13 2023 9:15AM)  
Uploaded Ingredient Document  
Apr 13 9:15AM



**Remember to notify J & J Snack Foods by email for when changes occur which impact the ingredient declaration or food safety.**

## **Examples of changes which require notification are as follows:**

- Change in ingredient declaration
- Change in allergens
- Change in 100g nutritional reports
- Change in Kosher or GMO/BE Status
- Change in manufacturing location



**When changes occur which impact the ingredient declaration or food safety, email the contacts below. Utilize the same contacts for any questions pertaining to the Vendor Portal.**

- ❖ **Vendor Portal Email:**  
[SpecCompliance@jjsnack.com](mailto:SpecCompliance@jjsnack.com)
- ❖ **Adam Kingsbury, Supply Quality Manager:**  
[akingsbury@jjsnack.com](mailto:akingsbury@jjsnack.com)
- ❖ **Chelsea Coccia, Supply Quality Document Specialist:**  
[ccoccia@jjsnack.com](mailto:ccoccia@jjsnack.com)
- ❖ **Courtney “CJ” Creighton, Supply Quality Auditor:**  
[ccreighton@jjsnack.com](mailto:ccreighton@jjsnack.com)

**THANK  
YOU!**

**Please be sure  
to update any  
information  
as it changes  
or expires!**