

## Supplier Requirements for Organic Shipping

There are several essential requirements that suppliers must meet to begin supplying Organic wine to Matthew Clark Bibendum Ltd and throughout supply. These requirements have been summarised below, expanded on, and relate to Matthew Clark Bibendum's compliance for Organic import. This document details specifically:

- a. Matthew Clark Bibendum's Organic Shipping Procedure
- b. Failure to Comply
- c. Appendix 1: Guidance on GB COI completion
- d. Appendix 2: Bibendum Off Trade Shipping Procedure for UK retailers & Bulk.

Some of the required documentation below will be requested at the supplier onboarding stage but can be requested throughout supply and must be maintained.

### Valid Organic certificate

- Suppliers must be certified by a certification body (CB) recognised as an 'approved certifier' – that being organic certification bodies recognised as applying the EU standards in non-EU countries (**See Annex IV: Council Regulation (EC) No1235/2008 annex IV**).
- Documents must state that the company is certified to the EU regulation and make explicit reference to the regulations (***834/2007 & 889/2008***).
- The scope of the certification must include export.
- Equivalent 3<sup>rd</sup> countries where national standards are accepted as equivalent to EU can be seen in ***Council Regulation (EC) No 1235/2008 annex III***.

### Complaint Organic label

- Label pdfs for all Organic products supplied to Matthew Clark Bibendum must be provided on request. Label pdfs must be submitted to Bibendum technical team when a new vintage is approved or if the design changes.

### Other

- Compliance with the Organic Shipping Procedure detailed
- Accurate & endorsed GB Certificate of Inspection (COI) for each consignment.
  - COI to be endorsed by certification body in the country of origin *before* the consignment leave the country (***EC Regulation No 1235/2008***)
- Dedicated Organic contact for queries.
- The formal description of the wine in all paperwork (invoices, shipping documents, Bill of Lading, packing list, commercial invoice) must reference the wine as 'Organic'. E.g., "*Organic Pinot Noir 2019 75cl*" for Organic integrity throughout the shipment.

Bibendum Technical (in addition to any other relevant departments) **must** be informed immediately at the earliest stages for the following:

- Failure to comply to the Organic Shipping Procedure on a consignment at any time.
- Change in organic status of wines supplied (i.e., between vintages) to allow appropriate item set up *before* shipment.
- Additions to the approved range of organic SKUs supplied to Matthew Clark Bibendum.

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**Contacts**

Job Title	Role	Name	Contact
Technical Manager	Primary Organic advisor contact	Jess Long	<a href="mailto:jlong@bibendum-wine.co.uk">jlong@bibendum-wine.co.uk</a>
Compliance Technologist	Supporting Organic advisor contact	Maria Trabold Nicacio	<a href="mailto:mtnicacio@bibendum-wine.co.uk">mtnicacio@bibendum-wine.co.uk</a>
Compliance Technologist	Supporting Organic advisor contact	Shane Sarjooparsad	<a href="mailto:ssarjooparsad@bibendum-wine.co.uk">ssarjooparsad@bibendum-wine.co.uk</a>
Technical Team	Supporting function	Technical Team	<a href="mailto:technical@bibendum-wine.co.uk">technical@bibendum-wine.co.uk</a>
MCB Supply Planning	Purchase orders	Supply Planning Team	<a href="mailto:mcsupplyplanners@matthewclark.co.uk">mcsupplyplanners@matthewclark.co.uk</a>
Buying/Assistant Buyers	Product portfolio and set up	Buying Team	<a href="mailto:buying@bibendum-wine.co.uk">buying@bibendum-wine.co.uk</a>
Bibendum Off Trade Supply Chain	Purchase orders (Off Trade/retailer only)	BOT Supply Chain	<a href="mailto:BOTSupplychain@bibendum-offtrade.co.uk">BOTSupplychain@bibendum-offtrade.co.uk</a>

**Acronyms**

MCB = Matthew Clark Bibendum

BOT = Bibendum Off Trade

CB = Certification Body

GB COI = GB Certificate of Inspection

BL = Bill of Lading

PHA = UK Port Health Authority

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## Matthew Clark Bibendum's Organic Shipping Procedure

To successfully import organic product into the UK, each import must satisfy the requirement for Organic certification (**Council Regulation (EC) No 1235/2008**) and clear the Port of entry with a valid GB Certificate of Inspection (COI).

**Please see Appendix 2 for all modifications to this procedure for Bibendum Off Trade purchase orders destined for the UK retailers or bulk shipments.**

1. Purchase Order will be placed by the Matthew Clark Bibendum Planning team ([mcsupplyplanners@matthewclark.co.uk](mailto:mcsupplyplanners@matthewclark.co.uk)).
2. The chosen UK freight forwarder is included in the order placement. E.g., DHL, Hillebrand.
3. The supplier exporting is responsible for preparing the associated digital GB COI for the consignment and getting this signed and stamped (referred to as endorsed) with their certification body (CB).
  - Endorsing must be done by the CB *before* the consignment leaves the country. Details of how the COI should be completed are detailed below in Appendix 1.
  - **A draft GB COI on each consignment should be emailed to Bibendum Technical for approval before proceeding for the first 5 shipments after supplier onboarding. Thereafter, this will be advised by Bibendum individually. It is advisable that the draft is sent for approval on each order if there is any doubt before proceeding\***
4. Once the digital GB COI has been endorsed by the CB, the supplier must send the GB COI to the relevant UK Freight Forwarder to present at Port Health Authority (PHA) for each consignment.
5. The UK freight forwarder must notify the PHA of the arrival of an organic consignment. PHA is responsible for checking the GB COI and consignment. They have the authority to stop entry of organic produce not accompanied by a valid GB COI. The PHA checks that the information on the GB COI matches with the goods being imported and other documents associated with the shipment such as Bill of Lading.
6. If the information is correct, PHA will endorse the GB COI and the goods are permitted to enter GB as organic. If a valid endorsed GB COI is **not** presented at the time of import, the stock will be put on hold until this is presented – see **Failure to Comply**.

### Failure to Comply

Any failure to adhere to the requirements set out that results in a significant impact on Matthew Clark Bibendum's compliance and integrity to the EU Organic Food & Drinks Standard could result in any of the following but is not limited to:

- Entry into the UK denied at Port would specifically result in either stock return, destruction, or loss of Organic status of the wine. Costs incurred for demurrage can be at the supplier's expense.
- Delisting of the Organic stock or supplier
- Costs associated with rework and relabelling of any non-compliant stock.
- Administrative costs associated with any administration of non-compliance

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## Appendix 1: Guidance on GB COI completion

Each section of the GB COI must be completed correctly on each shipment. In the instance that this does not occur, and an issue arises, any costs incurred will be passed back to the supplier. We also encourage you to discuss any queries you have with COI completion with you Control Body.

### **BOX 1**

Name, Address and code of control body or authority in the third country. This body also completed boxes 4 to 8.

### **BOX 2**

Indicates which regulations are relevant

### **BOX 3**

Serial number of the certificate, assigned by the third country control body (this should be a logical series unique to each consignment)

### **BOX 4**

Name and address of the operator exporting the products from the country in Box 8. Exporter = the operator performing the last operation for the purposes of preparation and sealing products in appropriate packaging or containers.

### **BOX 5**

Operator(s) who produced or processed the products in the third country mentioned in box 7.

### **BOX 6**

Control body(ies) or authority(ies) for monitoring compliance of the production of processing of the products with the rules or organic production in the country mentioned in box 7.

### **BOX 7**

Country of origin means the country where the product has been produced/grown or processed.

### **BOX 8**

Country of export means the country where the product has been subject to the last operations for the purposes of preparation and sealed in appropriate packaging or containers.

### **BOX 9**

Country of clearance means **Great Britain**. Point of entry of release for free circulation – do not list UK.

### **BOX 10**

Country of destination **Great Britain** – do not list UK

### **BOX 11**

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Box 11 refers to the name, address and EORI number of the UK certified Importer, Bibendum. This should be completed on all occasions as Matthew Clark Bibendum:

**Matthew Clark Bibendum Limited – Technical Department 109a Regents Park Road, NW1 8UR, London, Great Britain.**

**EORI: GB GB891557680000**

### **BOX 12**

Box 12, “First Consignee” is the legal entity to whom the imported consignment is delivered and who will receive it for further preparation in the UK. This therefore refers to the destination of the stock in the UK. For all purchase orders destined for Matthew Clark, Royal Portbury Dock, the address should be completed as follows:

**The Bristol Port Company**

**St Andrews Road, Avonmouth, Bristol, BS11 9DQ**

**EORI: GB 891557680000**

*\*An exception to BOX 12 will exist if the purchase order is for a UK retailer or bulk shipment as seen in Appendix 2.*

### **BOX 13**

Descriptions of products the includes codes for the products concerned, trade name, number of boxes, lot number and net weight. The product name should include the description ‘organic’. (Lot code must match that of the purchase invoice or any other accompanying documents).

**BOX 14/15** – optional

**BOX 16** – Total gross weight expressed in appropriate units

### **BOX 17**

Means of transport arriving at the point of entry

### **BOX 18**

Declaration of control authority or control body issuing the certificates (**Signature and stamp must be in a different colour to that of the printing**)

### **BOX 19**

Completed by the competent authority or by the importer

### **BOX 20**

Completed by the competent authority, if appropriate, before the preparation or splitting operation in the circumstances and at the verification of the consignment

### **BOX 21**

Shall be filled in by the first consignee at the reception of the products when the checks have been completed. This will be completed by Matthew Clark Bibendum.

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## **Appendix 2: Bibendum Off Trade Shipping Procedure for UK retailers or Bulk.**

There are some minor modifications to the Bibendum shipping procedure for any orders direct to the UK retailers (e.g., Sainsbury's) or for Organic bulk wine. Please see below the key differences:

- PO will be placed as described but will be issued by Bibendum Off Trade Supply team (BOT Supply Chain [BOTSupplychain@bibendum-offtrade.co.uk](mailto:BOTSupplychain@bibendum-offtrade.co.uk)).
- The UK freight forwarder will be that chosen by the retailer.
- **BOX 12** first consignee on the GB COI will depend on who the order is destined for:

**Retailers** – For all retailer orders that go directly from supplier to retailer warehouse, BOX 12 should be listed as the “**certified UK receiving warehouse**”. Please contact Bibendum Technical when a new Organic retailer listing is confirmed for full confirmation on what to list in BOX 12 as this can vary.

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