

PBG New Product Request Timeline						
Business Partners Responsibilities			New Product Request Timeline	Dates / Deadlines		
Brokers/ Manufacturers	PBG Members	Executive Committee/ US Foods	Steps in the Process			
✓			New Product Request Form submitted with ALL Required Attachments (Broker/Manufacturer and district will review Customer Master for like product prior to submission)	Throughout year		
		✓	PBG email sent to member to agree to student test the product	Throughout year		
	✓		Member responds to PBG email YES or NO to student test the product	Throughout year		
✓			Vendor provides samples to member for student testing	Throughout year		
		✓	Email sent to member to request test results	Throughout year		
	✓		Member must: 1. Conduct student testing AND 2. Submit test results via online form	Throughout year		
		✓	PBG Executive Committee decide on approved requests to be reviewed at Division Meetings (Deadlines for new item requests July 31st and October 31st)		August	November
	✓		PBG Members attend Member Meetings to review new items and provide usage to Exe. Director		September	December
		✓	PBG Executive Committee determine items for price solicitation based on District/Division usage (This process will also be done throughout the year for very unique items)		September	December
		✓	Specifications prepared for approved products by Ex. Dir.		September	December
		✓	US Foods processes pricing solicitations		September	December
✓			Vendor responds to the US Foods product pricing solicitation		September	December
		✓	Pricing and product submissions reviewed by US Foods and Ex. Dir.		October	January
		✓	Recommendations for award presented for review, discussed, adjusted as appropriate and AWARDED by the Executive Board		October	January
		✓	US Foods contracts with awarded vendor		October	January
		✓	Exe. Director will update product information on website		October	January
		✓	US Foods will prepare a forecast sheet for newly awarded items. Executive Director will forward forecast sheets to member districts and instruct them to return the completed sheets to their Division Account Rep at US Foods		October	January
		✓	Products are added to the Customer Master for members to add to Order Guides and then available to order from US Foods		October	January