



317-566-9750 • Fax 317-566-9751  
14390 Clay Terrace Blvd., Suite 205 • Carmel, IN 46032

April 24, 2025

Dear Valued Supply Partners,

As you know, new tariffs on imported products, effective April 2, 2025, have been implemented under Section 232 of the Trade Expansion Act of 1962.

Heartland Food Group is actively working to minimize the impact of these tariffs, especially given our customers' **emphasis on maintaining competitive pricing for consumers**.

To navigate this evolving situation collaboratively and ensure clarity, we are outlining our **immediate expectations regarding tariffs**:

1. **Prior Authorization Required:** Please obtain explicit prior authorization from Heartland before including any tariff-related costs in your invoices. To request this, please contact your Heartland Buyer representative via email.
2. **Advance Notice for Price Increases:** Heartland requires a minimum of **90 days' written notice** to your key Heartland contact for any tariff-related price increases.
3. **PO Tracking with Tariff Percentage:** We expect our supply partners to maintain and provide on a regular basis, a clear list of Heartland purchase orders that are subject to tariffs, including the specific tariff percentage for each.
4. **Detailed Justification and Documentation:** Any request for tariff-related charges must include comprehensive documentation demonstrating how the specific products or services purchased by Heartland are directly affected. Comprehensive documentation should include the percentage, country of origin of the material/country of manufacture, as applicable. Additionally, a separate line item detailing the tariff surcharge must be included on your invoices.
5. **Impact Mitigation Strategy and Financial Support:** We request an explanation outlining your company's short- and medium-term strategies for addressing the impact of these tariffs. As valued partners, we also **request your consideration of financial support in helping to mitigate these impacts**, specifically by exploring opportunities to lower the percentage of the tariff impact passed on to Heartland.
6. **Unauthorized Charges:** Please be aware that any unauthorized tariff-related charges will be disputed and may lead to payment delays.

7. **Existing Purchase Orders:** We expect all existing purchase orders to be fulfilled according to the originally agreed-upon delivery dates and terms.

We believe that open communication and adherence to these guidelines will allow us to manage these challenges effectively together.

Please do not hesitate to reach out to your Heartland Buyer representative if you have any questions.

Thank you for your continued partnership.

Sincerely,

A handwritten signature in cursive script that reads "Eddie Pellegrino".

Eddie Pellegrino

President, Heartland Food Products Group