

Grocery Department Vendor Guidelines

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1. Please **DO NOT** drop in to demonstrate product. Call and set an appointment with the appropriate buyer first.
2. Vendor/seller will have ready at the initial meeting:
 - Wholesale price list.
 - Product samples to leave for evaluation.
 - Professionally packaged product that meets local and state laws.
 - A full ingredient list and proof of certification.
 - Completed Vendor Guidelines Form
 - Copies of the vendor/seller Health Department license and commercial kitchen license.

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3. The vendor/seller and the buyer/Co-op will have professional, constructive communication at all times which will include civil discourse, reciprocal listening and respectful acknowledgement of diverse perspectives and needs.
 4. All processed foods must be manufactured in a licensed kitchen as per local and state regulations.
 5. All product ingredients must be displayed on the packaging/label. All product ingredients must comply with the Moscow Food Co-op ingredient standards list.
 6. Not all products are accepted for sale; if the product(s) is local or certified organic that doesn't guarantee we will sell it.
 7. If an accepted product does not demonstrate salability within a four (4) month time

period, product may be discontinued at a discounted price and will not be re-ordered.

MOSCOW FOOD CO-OP 

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8. Product needs to be delivered between 9am-4pm on Tuesday or Thursday or by pre-arranged appointment to a staff member in the Grocery Department. No other product is to be delivered except approved, ordered product.

9. The Co-op/buyer expects customer returned products to be refunded or given credit by the supplier on the next order.

10. We encourage the vendor/seller to do one (1) demo sampling during the first month that the product is on the Co-op grocery shelf. Our demo coordinator is willing to assist with demos, if the vendor/seller requests help. Free product for demos should be sent to the demo coordinator with information about the product.

11. The vendor/seller must give the Co-op/buyer a completed W-9 tax form prior to the initial sale.

12. Invoices must have:

- the vendor/seller company name
- who the individual check will be made out to
- address check is sent to and phone number
- terms of sale (net 7, net 14, net 30 or net 60)
- itemized listing of merchandise with wholesale pricing
- invoice number on the invoice with date that merchandise is shipped or delivered

13. Introduction Process:

- Contact Co-op/buyer to introduce product.
- Meet with Co-op/buyer to drop off product to be evaluated.
- Co-op/buyer will then evaluate product and determine if it meets MFC grocery department criteria and is sellable at MFC. The Co-op/buyer will get back to the vendor/seller about the product evaluation within ten (10) days.
- If product meets criteria, Co-op/buyer will place an order from vendor/seller and terms will be set.
- Product must be checked in by a grocery department staff person.
- Invoices will be checked against product received and need staff signature and date received on the invoice.
- After the product is received, the invoice will be processed and submitted to the MFC finance department. Vendor/seller will be paid according to set terms. Payments are not made on delivery.

- Co-op/buyer will set up a system for re-order with the vendor/seller after the initial order has sold.



Vendor information:

Company name_____

Owner name printed_____

Owner name signed_____

Date_____

Contact information

Phone_____

Email_____

Address_____

✓ Licenses and certificates attached as needed.