

Meat Department Vendor Guidelines

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1. Vendor/seller must read and complete a vendor application form and then call to make an appointment with the Co-op meat buyer.
2. Do not drop in to demonstrate product without calling to make an appointment first.
3. Vendor/seller will have ready:
 - Wholesale price list with competitive prices in order to be salable.
 - Product samples to taste and evaluate.
 - Product that is in continuous, year-round supply.
 - Product that is all natural. No hormones or antibiotics administered via shots or food. (Exceptions made for those required by law.)
 - Professionally packaged, USDA inspected product that meets local and state laws.
 - A faxed copy from the Department of Health inspector that the vendor/seller's operation has passed state guidelines and regulations.
 - A full ingredient list and proof of certification (if applicable).
 - Copies of the vendor/seller Health Department license and commercial kitchen license.
4. 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.
5. Preference will be given to single source chain of custody.
6. Animals must be raised in a humane, sustainable way. The Co-op/buyer will not accept product from animals raised in pens. Animals must have access to fields and fresh water at all times. Preference will be given for animals raised on non-GMO feed.
7. If a Department of Health inspection is not passed, product will be pulled immediately from the shelf at the vendor/buyer's expense.
8. All product ingredients must be displayed on the packaging/label. All product ingredients must comply with the Moscow Food Co-op ingredient standards list.
9. Vendor/seller is responsible for leaks and will credit Co-op/buyer for leaking product.
10. If product does not demonstrate salability within a two (2) month time period, product on hand may be liquidated and will not be re-ordered.
11. The final say of whether a product meets the Moscow Food Co-op Meat Departments standards belongs to the Meat Department Manager.
12. The Co-op/buyer will not provide a contract to vendor/seller.

13. Product needs to be delivered between 9am-5pm Monday through Sunday. No other product is to be delivered except approved, ordered product.

14. Co-op/buyer always has right of refusal at delivery based on product quality.

15. We encourage the vendor/seller to do one (1) demo sampling during the first month that the product is on the Co-op meat department shelf or provide 2 lbs. of product for Co-op/buyer to sample to customers. Our demo coordinator is willing to assist with demos, if the vendor/seller requests help.



16. 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

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

18. For orders to be placed:

- Read and fill out the Vendor Application Form.
- Contact Co-op/buyer to set a product review appointment.
- Meet with Co-op/buyer to drop off product to taste and/or review product.
- Co-op/buyer will then evaluate product and decide if it meets MFC meat department criteria. The Co-op/buyer will get back to the vendor/seller about the product evaluation within seven (7) days and will set terms then.
- If product meets criteria, Co-op/buyer will either place an order or purchase product outright from vendor/seller at terms set after product evaluation.
- Product must be checked in by a meat department staff person.
- Invoices will be checked against product received and need meat department staff signature and date received on the invoice.
- When product is received invoice will be 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 product has been evaluated.

Vendor information:

Company name _____

Owner name printed _____

Owner name signed _____

Date_____

Contact information

Phone_____

Email_____

Address_____

Licenses and proof of certification attached as needed.