

Wellness 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 wellness or mercantile buyer.
2. **DO NOT** show up to demonstrate product without making an appointment first.
3. Vendor/seller will have ready:
 - Wholesale price list
 - Samples or visual catalogue
 - Professionally packaged product
 - Displays for merchandizing
 - If applicable, a full ingredient list and proof of certification.
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. The Wellness Department does not purchase product from multi-level marketing businesses.
6. The final say of whether a product meets the Moscow Food Co-op Wellness Department's standards belongs to the Wellness Department Manager.
7. Vendor/seller should have the flexibility to trade out if product isn't selling within two (2) months.
8. Co-op/buyer has the authority to decide whether product(s) will be put on consignment or bought outright.
9. Consignment:
 - If product does not turn more than twice per month within a four (4) month period, Co-op/buyer will contact vendor/seller to pick up product. If product isn't retrieved within a thirty (30) day period it may be liquidated at the discretion of the Co-op/buyer.

10. Non-consignment:

- If product does not demonstrate salability within a four (4) month time period product may be liquidated at a discounted price and will not be re-ordered.

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11. Seasonal sales:

- Co-op/buyer must receive product two (2) months before holiday.
- Christmas product must be received by Co-op/buyer by October 1st. This means that product has to be reviewed and approved before the October 1st deadline.
- If seasonal product has not been sold by the end of the holiday, it will either be liquidated or returned to the consigner. For more details see numbers 6 and 7 above.

12. Product needs to be delivered between 9am-5pm Monday-Sunday to a staff member in the Wellness Department. No other product is to be delivered except approved, ordered product.

13. Invoices must have:

- the vendor/seller company name
- who the individual check will be made out to
- address check is sent to
- terms of sale (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

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

15. Orders 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 review product.
- Co-op/buyer will then evaluate product and decide if it meets MFC wellness or mercantile department criteria. The Co-op/buyer will get back to the vendor/seller about the product evaluation within fourteen (14) days.
- If product meets criteria, Co-op/buyer will either place an order or purchase product outright from vendor/seller at terms set during appointment. Vendor/seller will be responsible for retrieving demo product or samples within seven (7) days of being contacted by Co-op/buyer. Demo product or samples that are not picked up by the vendor/seller will be liquidated at the discretion of the Co-op/buyer.
- When product is received invoice will be submitted to the MFC finance department. Vendor/seller will be paid according to set terms.
- Co-op/buyer will set up a system for re-order with the vendor/seller during the product review appointment.

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Vendor information:

Company name _____

Owner name printed _____

Owner name signed _____

Date _____

Contact information

Phone _____

Email _____

Address _____

Business establishment date _____

Licenses and proof of certification attached as needed.