



Vendor Information

Please read the following information carefully. Please fill out/complete all required informational questions contained herein, and attach all required documentation. **Failure to provide all required information will make the product ineligible for consideration until all required information is received.**

General Information:

1. **DO NOT** drop in to demonstrate product or drop off product without all the required information. **IT WILL NOT BE CONSIDERED.**
2. The Vendor/Seller and the Department/Buyer will have professional, constructive communication at all times, which will include civil discourse, reciprocal listening and respectful acknowledgement of diverse perspectives and needs.
3. All processed foods must be manufactured in a licensed commercial kitchen as per local and state regulations.
4. All product ingredients must be displayed on the packaging or label, if applicable.
5. All product ingredients must comply with the Boise Co-op ingredient standards list which varies slightly depending on the specific department. Please refer to the new product standard list for specifics.
6. **Not all products are accepted.** There is no guarantee that we will sell your product, even if the product(s) is local and/or certified organic.

Required Information/Samples/Documentation:

1. Wholesale Price List, with SRP if any.
2. Product samples to taste and evaluate for ALL products the Vendor/Seller wishes to submit.
3. Product must be placed in actual retail packing, including UPC, if applicable. For packaged products, preference will be given to UPC'd items and generally, packaged non-UPC'd items will not be considered.
4. A full ingredient list and proof of ingredient certification for processed/manufactured items.
5. Copies of Vendor/Seller health department license and commercial kitchen license, if applicable.

6. Proof of Vendor/Seller liability insurance, if held.
7. Delivery/distribution method and frequency of available deliveries.

Product Submission Process:

1. Read and fill out this Vendor Information Form.
2. Contact the correct Department/Buyer to arrange delivery of a product sample and required information listed above.
3. Department/Buyer will then evaluate product and decide if it meets the Boise Co-op's departmental criteria and fits our product mix. The Department/Buyer will try to get back to the Vendor/Seller about the product evaluation within fourteen (14) days. If the Department/Buyer does not contact the Vendor/Seller within fourteen (14) the Vendor/Seller may contact the appropriate Department/Buyer to follow up regarding their product.
4. If product meets criteria and is selected, the Department/Buyer and Vendor/Seller will agree upon the terms of product price, ordering, and delivery method/frequency.

If the product is selected by Boise Consumer Co-op:

1. Once ordered, the products need to be delivered to the appropriate staff member in the Department selling the product. Specific receiving days and times are unique to the Departments and the Vendor/Seller will be required to adhere to that Department's standards or the product will not be accepted for delivery.
2. Products will be ordered and stocked by the Boise Co-op's Department staff members. Guaranteed sale/buy back products such as baked goods are the exception, though they still must be checked in according to Department procedures.
3. All self-delivered products must include an invoice at the time of delivery and checked in by the department they are ordered by.
4. The Boise Co-op expects all customer returned products to be refunded or given credit by the Vendor/Supplier on the next order invoice.
5. We encourage the Vendor/Seller to do one (1) demo sampling per month during the first three (3) months that the product is in the Co-op. It is expected that the Demo product will be provided free of charge by the Vendor/Seller. Please contact our Marketing Department to arrange timely Demos. Mo Valko, Ext. #541, Email: marketing@boise.coop
6. If product does not demonstrate salability within a three (3) month time period, product may be discontinued at a discounted price and will not be re-ordered.

Accounts Payable/Invoicing Requirements:

In the event that a Vendor/Seller is selected, the Vendor/Seller must submit all required documentation to our Accounts Payable Department, including but not limited to, a W9 with the appropriate Tax Identification Number. All submitted invoices must contain the following:

1. Vendor/Seller company name
2. Name to whom the check will be issued
3. Address the check is to be mailed to and contact phone number
4. Terms of sale; We accept Net 15 or longer for all vendors; If a vendor would like terms less than Net 15 (e.g. net 10, net 7, etc.) we are willing to negotiate an early or quick pay discount in such circumstances; CODs and Net Due will not be accepted
5. Itemized listing of merchandise with wholesale pricing listed; Shipping costs, if any
6. Invoice number; Date of the invoice; If product was shipped or delivered

Vendor information:

Date: _____

Company name: _____

Owner name printed: _____

Owner name signed: _____

Contact phone: _____

Contact email: _____

Contact address: _____

*****Please Attach Cost Sheets, Licenses and Certificates as needed*****