

SKAGIT VALLEY FOOD CO-OP

New Vendor Application Mercantile Dept



Become a Vendor

The Skagit Valley Food Co-op is dedicated to supporting local producers, but like any responsible business, must balance this priority with labor efficiencies, cost, category requisites, and the diverse needs of our owner-members.

This packet is intended to help you, the **potential vendor**, understand what the Co-op is looking for before you contact us. The information in the packet allows us to evaluate potential products more efficiently. **Completion of our vendor application does not guarantee placement in our store.** Depending on the time of year, it may take us a few weeks to respond to your application.

Our store is a busy place and the volume of visitors we have makes it impractical for our department managers to meet with potential vendors. Our staff cannot accept samples on the retail floor. As a courtesy to our customers and staff, we ask that you **do not drop in or call our department managers.**

If you are already established with us as a vendor, distributor or product representative, you do not need to fill out this form. To introduce new items, please drop off samples in our Administration Office, Suite 301 in the Co-op Building during normal business hours. Samples left without contact or pricing information may not be given consideration.

The Steps

- Review our **business standards** and **product selection guidelines** (below).
- Once you've determined that your product is a good fit for the Co-op, send us your application along with any applicable documents and product samples.
- After reviewing your information, we will be in contact to let you know if we have additional questions and whether or not we will be accepting your product into the store.
- If your product is accepted for retail sale in our store, we will ask you to sign a **new vendor agreement**, which includes payment terms and procedures for recalls, credits, etc.

The Co-op's Business Standards

Are you retail ready?

- Are you licensed to do business in Washington State?
- Do you have a wholesale or resellers permit?
- Does your business carry liability insurance?
- Do your products have a bar code label? (For retail packaging it is preferred, but not required).
- Do you have the ability to accept orders via phone and email during standard business hours?
- Are you able to provide a detailed and accurate invoice at the time of delivery?

The Mercantile Dept's Product Selection Guidelines

If you have visited our store, you know that we offer a unique shopping experience to Skagit County. More than a natural foods store, we offer a world of culinary delights and quality goods that support a healthy life. Here are the over-arching guidelines that we use when assessing a new product. You don't have to meet every criteria, but meeting most will help you get placed on our shelves.

- High quality at a fair price
- Strong focus on products that support healthful living
- Strong focus on hand-crafted, artisan, and **local** production
- Responsibly-produced and mission-oriented products and companies
 - For example: Organic, Non-GMO, Fair-Trade, Direct-Trade, and programs that support social programs.
- Products that are non-toxic and environmentally sound
- Free from artificial flavors, colors, fragrances, and preservatives
- Products that limit or reduce packaging waste
- Free from BPA, PVC, and phthalate
- Sustainably-sourced materials

What does local mean? We define "locally produced" as a product that is grown or made within 250 miles or a 4-hour drive of the Co-op. We define "local company" as a business whose owners live or offices are located within 250 miles or a 4-hour drive of the Co-op.

New Vendor Application

Business Name _____

Mailing address _____

Alternate address (please explain) _____

Website _____

Social Media _____

Business Phone _____

Cell Phone _____

Fax _____

Email _____

Owner's Name _____

Main Contact Person _____

Business Tax ID # _____

Distribution Method:

- UPS or FEDEX
- Self-distributing.

What is your minimum purchase requirement?

Please list up to four retailers that carry your products:

Have your products ever been implicated in a food borne illness outbreak or been the subject of a Class 1 Recall? If yes, please explain. Feel free to attach additional information.

- Please attach a copy of the following documents:**
 - Business License
 - Wholesale or Resellers Permit, if applicable
 - Liability Insurance
 - Other applicable documents such as Fairtrade Certification, B Corp documents, or charitable giving metrics.
 - Sample Invoice
 - Excel spreadsheet of products with UPC and pricing
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Tell us about your product.

Why is your product a good fit for the Co-op's customers?

Vendor Application and samples can be mailed to:

Skagit Valley Food Co-op

Attention: Category Manager

202 S. First Street

Mount Vernon, WA 98273

OR

You can drop off the application with samples in our Admin Office, Suite 301 on the third floor of the Co-op building.

For Internal Use by Department Manager

Date _____ Name _____

Did vendor provide the following documents?

- Business License
- Wholesale Permit
- Liability Insurance
- Sample Invoice
- Excel spreadsheet of product with UPCs

Did vendor meet additional department specific requirements? Yes No

Locally Made Locally Owned It's One World

Is packet complete? What Information needs follow-up? _____

Next steps:

- Accepted: ***New Vendor Agreement*** sent on _____
- Not Accepted: Reason _____ Notice sent on _____

