



# BELFAST COMMUNITY CO·OP

*Owned by you. Food for all.*

123 High St - Belfast, Maine 04915  
Phone 207-338-2532 - Fax 207-338-5234

## PRODUCE VENDOR PARTNER GUIDE

We are excited to have you as a part of the Co-op community of owners, workers, and vendors that make the Belfast Community Co-op a great place to shop, work, and sell your products to. This handbook will guide you through the expectations and processes of being a supplier to our Co-op's produce department.

Please review the following guide and contact us if you have any questions. Fill out and return the attached agreement pages at the end of the document.

### **The Belfast Community Co-op Ends Policy**

*The Belfast Community Co-op exists so that our member-owners and our community will have:*

- *A thriving, just, and sustainable local food economy.*
- *A source of healthy, nutritious, affordable food, and water.*
- *An efficiently managed, democratically governed, inclusive cooperative enterprise.*
- *A greater understanding of health, food systems, cooperatives, and economic & environmental sustainability.*
- *An invested, engaged, and empowered staff that thrive in a safe, respectful, inclusive, and equitable workplace.*

When you are chosen to become a vendor partner it is partly because your products contribute to these ends.

*Updated July '2*

## ORDERING

The produce department prefers to place orders via email but, on occasion, places orders via telephone or an online platform the farmer uses. We will establish with you an ordering schedule and preferred method of ordering at the beginning of each growing season.

## PRICING

As stated in the Belfast Community Co-op Ends Policy, a part of our mission is to support local farmers and suppliers as well as offering healthy and affordable food to our community. To make this happen takes cooperation. We rely on you to set your wholesale prices, and we set our prices using a consistent margin that reflects the current market. We strive to buy as much local produce as we can sell. Please keep in mind that higher wholesale prices may end up with a retail price out of reach for the average customer, which may decrease the amount we purchase from you.

## PRODUCT STANDARDS AND PACKAGING

Produce sold to the co-op must be free of dirt, debris, pests, and visible pest damage. It must be reasonably retail-ready. If you aren't sure, consider whether you would feature the item at your own market stand. Items that are sold by the count/"each" must be uniformly sized.

Items sold in individual packages should be packed with quality in mind. Overfilling tomatoes into pints will cause damage. Similarly, leafy greens that are placed into bags without properly drying will go bad more quickly.

All greens and sprouts sold in individual bags must have a packed-on date affixed to the back of each bag. We suggest using paper stickers similar to price gun stickers. All packed-on dates must be stickered using a standard DD/MM format unless permission to use a different method is previously agreed upon.

Produce must be washed, properly chilled, and ready for sale upon delivery.

Produce must be delivered in containers that are clean, clearly labeled, and constructed in such a manner that the produce does not stick out from the container. Do not use containers that previously contained toxic or hazardous materials, raw meat, or any other contaminants.

All containers must have affixed labels that include:

Farm Name  
Date delivered  
Item  
Weight/Count

We will save containers for farmers if those containers are non-cardboard (plastic totes, wooden crates, etc.). Accumulated containers must be picked up at each delivery. During peak season pickup may need to occur multiple times per week. Saved containers are located in our basement.

*Note: if you are distributing another farm's produce, both the label on the box AND the information on the invoice must contain that specific farm's name and location. No exceptions.*

## CHANGES

Please notify the produce buyer as soon as possible if you need to adjust the quantity delivered, change a delivery day, or have an issue with an invoice. Otherwise, deliveries must reflect quantities ordered and price agreed upon.

# INVOICING

## Sample Invoice

• Invoices should contain all of the following information:

- Vendor Name
- Vendor Address
- Vendor Contact Info (Phone and/or Email)
- Date
- Invoice Number
- Terms
- For each item sold: Quantity/Item Description/Per Unit Price/ Extended Price
- Invoice Total

All items circled in red are required for payment

The image shows a sample invoice form with several fields circled in red. These include: 'Your Company' (with sub-fields for Address and Phone Number), 'Company Name & Address', 'SHIP TO:' (with 'Santa' circled), 'INVOICE #12345', 'DATE: 4/12/2018', 'Invoice # & Date of Delivery', 'TO:' (with recipient address: Ballast Co-op, 123 High St, Ballast, Maine 04815, 207-538-2552), 'TERMS: 7 terms', and the 'TOTAL' field at the bottom right. The table below contains the following data:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
120	Product A Product Description	10.00	1200.00
85	Product B	12.00	1020.00
	Product quantity	Shipping	Line total
SUBTOTAL			\$2220.00
SALES TAX			Subtotal
SHIPPING & HANDLING			
TOTAL DUE			\$2220.00
			Total

• Hand written invoices must be legible and display the required information above. Please do not use napkins, scrap pieces of paper, or anything difficult to read.

• Adjustments to invoices must be readable in order to verify calculations. Do not write over pertinent information when adjusting an invoice. If you need to adjust an invoice, make one clean line through the amount to be adjusted. Please make the reason for the adjustment clear.

**Note:** if you are distributing another farm's produce, both the label on the box AND the information on the invoice must contain that specific farm's name and location. No exceptions.

THANK YOU FOR YOUR BUSINESS!

# INVOICE PAYMENT

- New vendors should submit contact / payment information with the first delivery (W9 provided).
- Invoices will be paid at NET 7, 14 or 30 days based on the vendor's terms (no P.O.D. excluding Beer/Wine. No consignment).
- Checks will be mailed unless requested by the vendor for pick-up.
- Checks are issued weekly. We strive to pay all properly approved invoices within the terms listed on the invoice.
- Address updates must be emailed or mailed to Accounts Payable in a timely fashion to avoid lost checks. A Stop Payment fee may be charged for any lost checks resulting from failure to update your address or misplaced checks.

# DELIVERY STANDARDS

Delivery times will be confirmed when orders are placed or by prior arrangement between the farmer and the Co-op. Deliveries can be made between 7:00am and 5:00pm Monday -- Friday and between 7:00am and 2:00pm on Saturday. We cannot accept deliveries at other times unless by prior notification and special arrangement.

A completed invoice must accompany each delivery. No exceptions.

Delivering to other customers in our parking lot is not allowed. We understand the logistical challenges of rural food systems, but due to increased customer traffic we cannot allow delivery vehicles to park in our lot for longer than necessary.

## RECEIVING PROTOCOL

- Any vehicle larger than a passenger van should park around back (in front of the rear side door off of Pendleton Alley). The delivery will be received through the back, regardless of size. Vehicles the size of a passenger van or smaller may park in front as long as there is only one trip through the front door with the delivery. If the parking lot is near full, please park around back regardless of the size of the vehicle.
- The Belfast Community Co-op is NOT equipped with a loading dock. We use a forklift for unloading.
- If delivering early, please turn off your vehicle & refrigeration units as a courtesy to our residential neighbors.
- If a Belfast Community Co-op representative has not greeted your arrival at the Pendleton door, please call 207-338-2532 and alert us of your arrival or push the doorbell next to the Pendleton Street door.

## LARGE TRUCK DELIVERY PROTOCOL

Large trucks (semi-trailer) **MUST** come up Pendleton Street from Cross Street and then back into the receiving area on the east side of the store - While this is against traffic signage on this one-way street, we have an easement for deliveries. Going around the building from the customer parking lot is only an option for medium to small trucks. Property damage has occurred from large trucks attempting to come in from High Street.





# **BELFAST COMMUNITY CO-OP**

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## **BELFAST COMMUNITY CO-OP STAFF CONTACT INFORMATION**

We look forward to carrying your products in the produce department. Please reach out to our Produce Department leadership with questions.

- General Produce email: [produce@belfast.coop](mailto:produce@belfast.coop)

## **FILLING OUT THE VENDOR AGREEMENT**

Once you have finished reading this document, please fill out the next page if you are a new vendor. If you are an existing vendor, you only need to sign and date the Vendor Agreement portion on the bottom of the page.



# BELFAST COMMUNITY CO-OP

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## New Vendor Information Form and Vendor Partner Agreement

\*This form must be signed and returned to us before your FIRST payment will be processed.

Please attach copies of the following **checked** items:

- Food Manufacturing License     
  Sales Tax Permit     
  Organic Certification

\_\_\_\_\_  
Legal Business Name

\_\_\_\_\_  
DBA/Doing Business As

- Corporation   
  Partnership   
  Individual Proprietorship     
  Other: \_\_\_\_\_

\_\_\_\_\_  
Checks made payable to

- Net 7   
  Net 14   
  Net 30

Other \_\_\_\_\_

\_\_\_\_\_  
Contact Name

Discount offered? \_\_\_\_\_

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Other contact

Mailing address if different \_\_\_\_\_

How will we receive invoices? \*Please only send one invoice.

- Attach to box   
  Emailed   
  Mailed   
  Faxed   
  Hand delivered

## Belfast Community Co-op Vendor Partner Agreement

By signing this form you are agreeing that you understand the Belfast Community Co-op's policies and will abide by our agreement.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Farm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature