



Local Vendor Application Part 1

1. Please complete this form to see if you meet our basic requirements. **You must be able to meet the vendor expectations and provide the required documentation listed below to move on to the next phase of the application process.**
2. Please submit this completed form and supporting documentation to:

Email: local@hannaford.com
Fax: 207-885-2733 Attn: Local Team
Hannaford
PO Box 1000 Portland, ME 04104

Step 1 – Your Company Information:

Company and/or Brand Name: _____

Product Type: _____

Name of Primary Contact: _____

Contact Information:

➤ Email (required): _____

➤ Phone (include area code): _____

Website: _____

Where is your product manufactured/grown? _____

What is the City and State listed on product label: _____ same as above _____

Who can deliver your product to stores?

Myself or my company _____ My distributor(s) _____ Both _____

***Note the Local Program is open to direct store delivery only. We cannot accept applications needing central distribution/ warehouse program, or shipments from 3rd party carriers (ex. UPS)*

If you use a distributor, list their name: _____ NA _____

What is your current distribution radius? _____

Were your annual sales last year under \$1 million? Y _____ N _____

Will you be exclusively sold to Hannaford? Y _____ N _____

Step 2 – Vendor Expectations:

1. Hannaford's Local Program only works with Direct Store Delivery (DSD) suppliers that deliver themselves or, through a distributor to one or more stores. We cannot accept applications needing central distribution/ warehouse program. We cannot accept shipments from 3rd party carriers of any type (UPS, FedEx or any third party carrier).
2. It is our expectation that vendors will deliver at least one time per week AND stock shelves at time of delivery. *Stocking shelves at delivery does not apply to bulk produce.

3. All local vendors must agree to be guaranteed sale (take back and replace product free of charge if a product goes out of code/expires, is delivered damaged, or if a customer damages the item on shelf.). *Does not apply to bulk produce or beer/wine/liquor
4. If the product is refrigerated or frozen, it must be delivered in a refrigerated truck.
5. We cannot accept applications for the following product types: Unpasteurized milk, unpasteurized juices/ciders, sashimi and sushi, sprouts.
6. This application is for your product "as is" today.

I have read and understand the above information _____

Step 3 – Required Documentation:

Please submit this form, along with all required documentation listed below. **Please send in one of the following formats: Word .doc or .docx, PDF, JPEG, TIF, PNG.*

1. Product image for packaged items including:

- UPC barcode & net weight (*Not required for scale weighted items)
- Nutrition facts panel (Exempt items include: Coffee, Tea leaves, Alcohol, Water, Maple Syrup, Honey)
- Ingredient list (Required for food composed of more than one ingredient)
- Allergen statement if your product contains Milk, Eggs, Fish, Crustacean shellfish, Tree nuts, Peanuts, Wheat, and Soybeans/soy
- 'Sell-By Date', 'Best if Used by Date' or 'Expiration Date'
- Place of production stated on product label
- Documentation of any claims made on product packaging (ex. Gluten free, Certified Organic)

2. Proof of business registration:

- State registration of LLC, LP, LLP, corporations (C CORPS, S CORPS, B CORPS, CLOSE CORP), Nonprofits, and Cooperatives (typically available through your state's Secretary of State) *OR*, a Tax ID is required for any Sole Proprietorship

3. Proof of regulation: From one of the following entities — Dept. of Agriculture; Dept. of Public Health; Dept. of Environmental Health; Local City Health Dept.; etc.:

- If you are selling products only within the state you operate – you need a state or local health license (**This would restrict you from selling to retail outlets across state lines)
- If you are selling products across state lines – you need a federal license issued by the USDA or FDA and possibly a state level license (Department of Health or Department of Agriculture)

4. Proof of recent inspection:

- Example: Recent inspection by FDA, USDA, State, County or City regulatory agency

5. Food Safety: High risk items are listed below. If your product is listed as high risk, you must be able to provide proof that your product/facility meets the applicable food safety standards listed. Our Category Team and Food Safety Team may decide to visit your place of production upon review.

- **Fresh Produce:** Must be certified in USDA Good Agricultural Practices (GAP) for at least one edible crop in the following sections: General Questions, Part 1 (Farm Review) and Part 2 (Field Harvesting and Packing). Certification in Harmonized GAP, Global GAP, SQF 1000, CAPS and Massachusetts Commonwealth Quality is accepted in lieu of USDA GAP. *Note: Hannaford offers a recurring reimbursement of up to \$750 for each local grower each year (in ME, NH, MA, VT, and NY) to help cover the cost of a successful Hannaford-approved food safety audit.
 - **Herbs/micro greens:** Must meet the Code of Federal Regulations & FDA Preventative Controls Rule, FSMA's Produce Rule and State food codes. Need risk assessment and documented validation by supplier to eliminate pathogens.

- **Semi-Hard Cheeses using unpasteurized milk:** Must meet Code of Federal Regulations & FDA Preventative Controls Rule and State food codes. Need risk assessment and documented validation by supplier to eliminate pathogens due to using unpasteurized milk against regulatory requirements.
 - **Fresh Dairy Products:** Must meet Code of Federal Regulations & FDA Preventative Controls Rule, FSMA's Produce Rule and State food codes. Need risk assessment and documented validation by supplier to eliminate pathogens.
 - **Shell Eggs:** Must meet Code of Federal Regulations & FDA Preventative Controls Rule and State food codes. Must comply with Federal and State requirements.
 - **Meat Products:** All meat must comply with USDA requirements and have USDA Est. # inspection code stamped on product packaging:
 - **Ground Beef:** Must meet USDA - ground beef production plus interventions on raw materials. Need risk assessment and documented validation by supplier to eliminate pathogens on raw materials and finished product.
 - **4-H local (lamb, goat, and cow):** Products only available in retail packaging that include USDA Est. # can be accepted.
 - **Seafood (Fresh or Frozen):** Must be licensed by Trace Register (Information on Trace Register can be found on their website, www.traceregister.com). Must meet Seafood HACCP, Code of Federal Regulations & FDA Preventative Controls Rule and State food codes. Need risk assessment and documented validation by supplier to eliminate pathogens. Local seafood must be caught or harvested in the Gulf of Maine or from farms located within our 5 state retail footprint.
 - **Mulloscun Shellfish (oysters, clams, mussels) (live):** Must meet Interstate Shellfish Sanitation Program (ISSP). Must be registered and maintain acceptable rating.
 - **Fresh or Frozen "Ready-to-Eat" Prepared Foods (processed produce, salads, sandwiches, soups, salsa, sauces, hummus, dips etc.):** Must meet Code of Federal Regulations & FDA Preventative Controls Rule and State food codes. Need Risk assessment and documented validation by supplier to eliminate pathogens.
 - **Low Acid Foods:** A low-acid canned food (LACF) is any food (other than alcoholic beverages) with a finished equilibrium pH greater than 4.6 and a water activity greater than 0.85, excluding tomatoes and tomato products having a finished equilibrium pH less than 4.7 (FDA definition). Must meet FDA low acid process controls (21 CFR 108).
 - **Acidified Foods (pickled):** An acidified food (AF) is a low-acid food to which acid(s) or acid food(s) are added and which has a finished equilibrium pH of 4.6 or below and a water activity (aw) greater than 0.85 (FDA definition). Must meet FDA low acid process controls (21 CFR 114).
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Step 4 – Next Steps:

1. We will send you a 'Local Vendor Insurance Agreement' with the necessary insurance limits that you will need to agree to obtain should your product be accepted by our Category Team. * You do not need to obtain the necessary insurance limits *prior* to being accepted by our Category Team.
 2. We will determine if your business/products meet our expectations and requirements. Then we will send you Part 2 of our application to gather details about your product for our Category Team to review.
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Q&A:

- **Who decides if my application is accepted or not?** Our Category Management teams make all decisions on whether your application is accepted.
- **When will my application be evaluated?** Our Local Team will let you know when your application has been sent to Category Management for evaluation and Category will let you know when your evaluation date is being scheduled for.
- **How long will it take to hear back if my application is accepted or not?** This will depend on when the Category Management team can schedule the evaluation of your application. They will contact you when they need samples sent in and/or an appointment to be made with you so that all details can be worked out for any potential supplier agreement they want to make with you.
- **If approved, what are the next steps?** If your application is approved, your point of contact on our Category Team will work with you to get your company or your distributor setup in our system so that your product(s) are authorized for deliveries and payment. Then your point of contact on our Category Team will work with you to get your approved items set up in our system, priced and authorized for the approved stores. *Your items will not be able to be accepted into our stores without set up and authorization in our system.* If you are accepted as a Local Vendor you will be notified when your product is ready to deliver to stores with all necessary information.
- **Can you suggest a distributor?** We *cannot* assist you with finding a distributor. If you use a distributor then you should list them by name on your application.
- **How does Hannaford choose the specific locations and number of stores that my product will go into?** This initially depends upon your market area and delivery capabilities. For instance, in a large geographical area with very few of our store locations, we may suggest that you initially service only 3-5 stores. If you do business within a denser, more developed geographical location (ex., the Capital district of a state) that has many of our stores in that location, we may suggest that you initially service 10-20 stores. Should your application be accepted, *Category Management* and *you* will ultimately work out the initial number of stores and the specific locations you feel comfortable servicing. Over time, this number of stores can grow through Store Expansion requests.
- **Which stores can my product be in?** Our Local Team will suggest the most relevant stores for your product but, Category Management will determine the particular store locations you may service should your application be accepted.
- **How much volume will stores move?** Hannaford cannot predict how much volume of product that each of our stores will sell or "move". Your best estimate should be used and may be based upon what you already sell at competitors. With the exception of produce growers, all of our approved Local Vendors are expected to stock shelves on a weekly basis and track their own detailed sales volume.
- **If I have multiple SKU's, how many of my products can I expect to be approved for?** We typically ask new applicants to limit the number of SKU's they submit of one product type to between 1-5 varieties of their top selling products. [Ex. If Whole Bean Coffee is the product, the Local Team would ask the applicant to submit their 3 top selling SKU's/UPC's for review.] The number of SKU's our stores can carry from you can grow over time, through Line Extension requests.

- **Who decides where my product is placed in store(s)?** If accepted, Category Management will determine where your product(s) will be placed in our stores. Your company or your distributor will be responsible for following merchandising directions.
- **Is my product cost negotiable?** The Local Team is unable to discuss volume, cost, supply, guaranteed sale, or final terms with you. Should Category Management be interested in accepting you as a Local Vendor, you may negotiate final delivered cost of your product with them and have the opportunity to discuss questions about terms of acceptance. It is Hannaford's expectation that you come to us with a well thought out cost configuration based upon your products' sales history and should include your final cost of delivered product and Suggested Retail Price (SRP). *Please know that we cannot accept any variable costs and are unable to provide you with margin details (ex. we cannot accept additional delivery fees or variable costs based on volume purchased).*
- **What does it mean to be Guaranteed Sale?** It means that you will agree to take back and replace product free of charge if a product goes out of code/expires, is delivered damaged, or if a customer damages the item on shelf. Concerns about these terms can be discussed with Category Management at the time of your application's evaluation.

To be completed by Local Team:

<i>Date Received</i> _____
<i>Recommended Store Cluster(s):</i>
<i>Recommended Store # & Name</i>