

VENDOR SETUP CHECKLIST

Please return this completed checklist when submitting all requested paperwork

MANDATORY DOCUMENTS

Please complete and submit the following DPI Forms (provided by DPI):

- DPI Vendor Agreement (including Exhibits A, B, C & D)
 - Agreement Amendment (if applicable)
- W-9 Taxpayer ID Form
- DPI New Vendor Information Form
- DPI New Item Information Form
- DPI Vendor Portal Authorization Form
- DPI PO Contact Sheet
- Not Applicable

Please submit the following required documents:

- Certificate of Liability Insurance (COI) (**MUST PROVIDE ANNUAL UPDATE**)
COI form is to be provided by the insurance carrier listing DPI Specialty Foods and all Subsidiaries as additional insured. COI should verify Vendor is carrying Commercial General Liability (incl. personal injury and products coverage) and Automobile Liability with \$2,000,000 per occurrence and \$4,000,000 aggregate as well as Workers Compensation in no less than the statutory minimums required by the state(s) in which Vendor operates.
- Current Food Safety 3rd Party Audit (**MUST PROVIDE ANNUAL UPDATES**)
- Copy of your Current Food Safety Program including a Functioning HACCP Plan
- Proof of FDA Registration
- Product Photos to include UPC and all Product Labeling
- Product Specifications (including nutritional and ingredients)
- Current Price List

NON MANDATORY DOCUMENTS (check all that apply)

If applicable, please complete and submit the following DPI Forms (provided by DPI):

- DPI EFT Enrollment Form and Discount Terms Agreement
- Broker Representation Authorization from Vendor
- Not Applicable
- Not Applicable

If applicable, please provide the following additional documents:

- Kosher Certificate
- Organic Certificate
- Diversity Certificate
- Hazmat Information
- OSHA Forms
- MSDS Forms
- Kroger Only: GS1 Certificate**
- Not Applicable
- Not Applicable
- Not Applicable
- Not Applicable
- Not Applicable
- Not Applicable
- Not Applicable

Vendor Name: _____

Taxpayer ID: _____

Submitted By: _____

Current Date: _____