



**COMMUNITY CO-OP**

SINCE 1973

## **Local Vendor Application and Product Submission Guidelines for Packaged Grocery or Wellness products**

Oryana Community Co-op is a mission driven cooperative tasked to provide high quality products grown or produced in ecologically sustainable ways and offered at fair value to member/owners and the community. Oryana is always seeking to expand our local offerings with more high quality products that meet our high standards. With this in mind we ask that you review the Oryana Product Purchasing Guidelines before you submit your application, to help you better understand what “high quality” and “sustainably produced” means to us. After reviewing the guidelines and want to proceed please submit a completed application.

- For packaged grocery products please submit your application to: Category Manager Jason Parks; [jparks@oryana.coop](mailto:jparks@oryana.coop).

Decisions about new products are made on a departmental level by the Department Manager. Once your application has been submitted a Manager will get back with you within 30 days. At that time you may be asked to submit a sample(s) of your product(s) complete with labels, packaging and any other accompanying documentation requested.

Thank you for your patience and cooperation as we process your request.

Revised August 2017



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## Vendor Application for Packaged Grocery or Wellness Products

Name  
Mailing Address  
County  
Phone  
Email  
Website  
Business and/or Brand Name  
Federal Tax ID/Employer Number

Is your product  
Local...products grown or produced within a 100 mile radius of Oryana  
Regional...products grown or produced within the State of Michigan

### Company Description

Please give a brief history/description of your company including the year the business was started.

Explain what makes your products unique

List the products you would like to sell at Oryana

Where else can shoppers find your product(s)?

Is your product(s) Certified Organic? Y/N  
If yes, please include a copy of your certification with application

Is your product(s) created in a licensed, inspected, approved facility? Y/N  
If yes, are you inspected by the Health Department or the Michigan Department of Agriculture? Y/N  
Please include a copy of any processing license and a copy of documentation of liability insurance. (If your product contains meat a USDA approval stamp must appear on the packaging)

If the answer is no, are you sure that you are exempt from such licensing or inspections? Y/N  
For more information on Michigan Cottage Food law and exempt status visit:  
[michigan.gov/documents/mda/A\\_Cottage\\_Foods\\_Checklist](http://michigan.gov/documents/mda/A_Cottage_Foods_Checklist)

Where do you source your ingredients?

List all ingredients used in your product(s)

List nutritional information for your product(s)

If submitting a supplement or vitamin product is it GMP certified? Y/N  
If yes please provide documentation of GMP certification

Does your product have a UPC code? Y/N  
We ask that all packaged products sold through Oryana contain UPC codes. For more information on purchasing UPC codes for small businesses check out [www.BuyABarcode.com](http://www.BuyABarcode.com).

How often are able to make deliveries?                      What day(s) of the week?

Do you use a distributor/broker? If yes please provide that information.

Case quantity

Unit or case Cost

Please attach a wholesale price list and any other promotional materials you may have for your product(s)

Considerations:

Tell us why you believe your product(s) would sell at Oryana

Is there anything else about your product(s) or Company you would like us to know?

Please submit your completed application to:  
Category Manager Jason Parks [jparks@oryana.coop](mailto:jparks@oryana.coop)