



Product Supplier On-Boarding Requirements

The following are the minimum requirements to become a supplier for The Save Mart Companies. Included are the requirements as mandated by the Food Safety Modernization Act (FSMA) and Foreign Supplier Verification Program (FSVP).

ALL suppliers of product for resale to complete this page.

ENROLL WITH REPOSITRAK

Required for all suppliers of resale products.

More Information:

You will receive an invitation to join via email at the request of The Save Mart Companies.

SUPPLIER AGREEMENT

Terms and Conditions that will govern all your company's transactions with The Save Mart Companies.

Please visit the Save Mart Supplier Portal (<https://supplier.savemart.com>).

W-9 FORM

Request for Taxpayer Identification Number & Certification.

The W-9 standard IRS form can be found at: www.irs.gov/pub/irs-pdf/fw9.pdf

REMITTANCE

Complete Supplier-Vendor Authorization Form to ensure proper set-up in Save Mart's AP system.

Please visit the Save Mart Supplier Portal (<https://supplier.savemart.com>).

INSURANCE

See Supplier Agreement for details of required insurance coverage.

Please visit the Save Mart Supplier Portal (<https://supplier.savemart.com>).

24-HOUR EMERGENCY CONTACT LIST

Emergency contacts required in the event of a crisis.

Please complete the template found in Repositrak.

THIRD PARTY AUDIT

Global Food Safety Initiative (GFSI), Hazard Analysis and Critical Control Points (HACCP Plan), Risk Assessment, etc.

www.nsf.org/
www.fda.gov/food/guidanceregulation/haccp

COUNTRY OF ORIGIN STATEMENT (C.O.O.L.)

If manufactured outside of the U.S.

Please complete the template found in Repositrak

FDA REGISTRATION NUMBER

Food & Drug Administration (FDA) Registration number (food suppliers only) or attestation of good standing with FDA.

www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration

USDA ESTABLISHMENT NUMBER

United States Department of Agriculture (U.S.D.A.) Establishment Number (meat regulated suppliers only).

www.fsis.usda.gov/mpidirectory

If supplier will be supplying food products that are excluded from the Foreign Supplier Verification Program:

LETTER OF ASSURANCE

To explain current status and justification for not needing to comply with FSMA/FSVP.

www.fda.gov/food/guidanceregulation/fsma
www.fda.gov/food/guidanceregulation/fsma/ucm361902.htm