

Policy when Requesting a New Item to be Set Up

7/24/19

If requesting an item to be stocked for a particular customer- the customer must meet the following:

- FoodPRO must have a minimum of 30% of the business and a minimum of \$1500 Week Sales
 - If Acct has \$5000 week potential- would need to purchase min \$1500 week to qualify
 - If Acct has \$7500 week potential – would need to purchase min \$2250 week to qualify
 - If Acct has \$10,000 week potential- would need to purchase min \$3000 week to qualify
 - Account must be in good A/R standing

Once an account has qualified to have a new item brought into stock, the TM must complete the New Item Request Form electronically and have the Customer and DM sign off on the form. The form is then sent to the Credit Manager, Director of Sales and VP of Purchasing for further Management approval. If approved by management, the form will be sent to the appropriate buyer for processing.

If a TM is requesting an item be set up as a Special Order, they need to send the request to the appropriate buyer and copy their DM. The DM can approve or deny that request based on the customer standing.

The customer must have been purchasing from FoodPRO on a consistent basis for at least 60 days and be in good credit standing before requesting to Stock a New Item.

See Special Order Coaching Guidelines before Special Ordering for a customer.

In all cases a new item number will require at least 24 hours to be set up in Retailix. Once set up, the buyer will convey the Item Number to the TM.