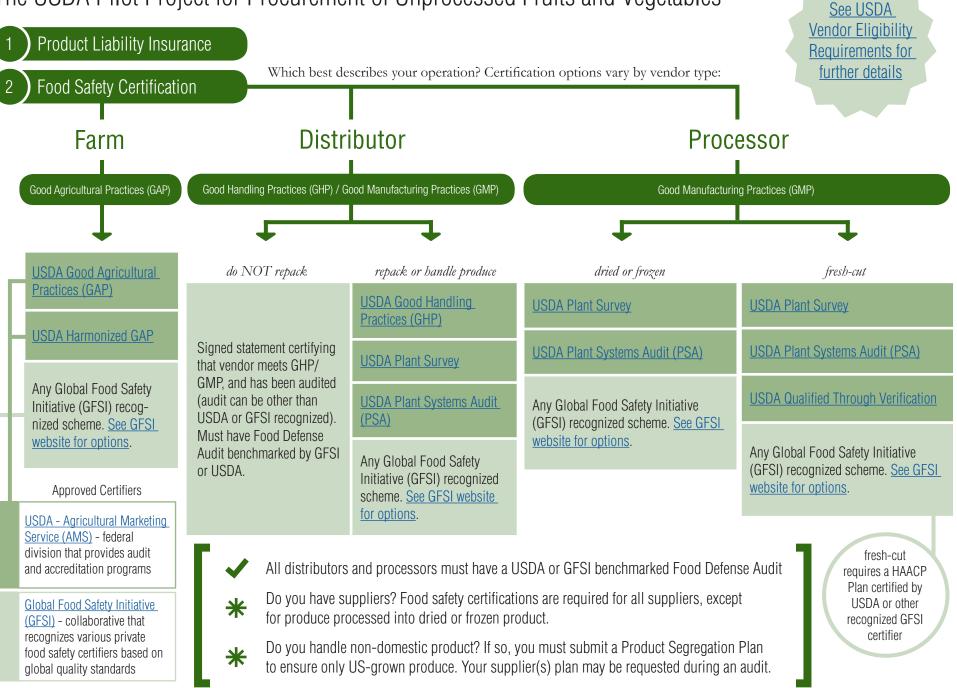
Vendor Requirements

The USDA Pilot Project for Procurement of Unprocessed Fruits and Vegetables



Vendor Application Instructions

The USDA Pilot Project for Procurement of Unprocessed Fruits and Vegetables

For vendors with required (1) product liability insurance and (2) food safety certifications

Complete two forms

(1) Vendor Application Form (electronic signatures accepted)

Attachment A - Company Info

List only products that will be sold through the pilot. All products must be certified through USDA Good Agricultural Practices (GAP) or other approved certifier.

Attachment B - Self-Certification (yes/no check boxes)

Operations that sell more than 2,000 lbs per day and/or operations that negociate the sale of produce on behalf of another person (i.e. a broker) need a <u>PACA</u><u>license</u>. Farms that handle their own product are exempt.

Operations that manufacture, process, pack or hold food for human consumption need a <u>FDA Food Facility Registration</u> (registration is free). Farms are exempt.

Attachment C - Domestic Origin Requirement (yes/ no check boxes)

This pilot is for US-grown food only. If you handle any non-domestic product, you must include your Product Segregation Plan. You are also responsible for your supplier(s) compliance. Their segregation plan may be requested upon audit.

Attachment D - Suppliers

If you plan to sell products from other suppliers, list those suppliers and their products. Only include suppliers that you will use for the pilot. Remember that you must be able to document food safety certifications for each of your suppliers. Vendors can also add more suppliers after becoming approved.

Attachment D is not required if you do not work with any other suppliers.

Visit <u>USDA-AMS</u> website for vendor application forms, eligibility requirements, list of approved vendors, invoice templates and more resources

include

(2) WBSCM Form (obtain online and save as pdf)

This form registers your business to accept payment from USDA

• Unless your operation is a Farm Service Agency, select "Central Vendor" instead of "International Freight Vendor"

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- Requires a <u>SAM</u> (System for Award Management) registration and <u>DUNS</u> number which are both easy and free to obtain on their websites
- Business Type If unknown or not officially certified, select "small business" or however you identify your business on SAM.gov
- Operation Type Self-identify based on categories or select "other" and type individual response

1 Vendor Application Form (Attachments A-D)

2 WBSCM Form (pdf)

3 Additional Attachments

Food Safety Certification (for applicant, & supplier(s) if applicable) HACCP Plan (fresh-cut processors only) Product Segregation Plan (vendors handling non-domestic product)

Submit application to fvpilot@ams.usda.gov