



New Vendor and Product Submittal Criteria

SunCoast Market Co-op is a community owned grocery store serving the communities of the South Bay area. We offer a full selection of produce, grocery, dairy, frozen, meat, seafood, supplements, and personal care products as well as an in house kitchen making freshly prepared foods daily. We inspect every product to ensure the ingredients and overall quality meets our standards.

1. All information and samples should be sent to:

Andre Chavez, General Manager
SunCoast Market Co-op
Attn: New Products
600 Palm Ave., Suite 107
Imperial Beach, CA 91932
gm@suncoastmarket.coop

2. New Vendor

- a. Must fill out New Vendor Profile form completely
- b. Include a copy of Business License
- c. Include a copy of liability insurance with SunCoast Market Co-op specifically named
- d. Any missing information will delay our ability to review your product(s).
- e. Include a vector image of the company/brand logo.
- f. Include a short paragraph about your company that is web and/or social media ready.

3. New Products (new or existing vendor)

- a. Must fill out a New Product Submittal form completely.
- b. Items without UPCs are less likely to be approved.
- c. Labels must be up to all government standards. A good resource for labels can be found at: sandiegocounty.gov/content/sdc/deh/fhd/food/cottagefood.html
- d. Must include all suppliers who distribute product and their order codes on separate lines of form.
- e. Free fills for opening orders are recommended.
- f. Shipping fees, if any, must be disclosed before any product is ordered.
- g. At least one sample is required (although more are accepted) of each product.
- h. We also require that a full ingredient list of each product is included with the form.

- j. All new items are on a 90 day probation period. If sales are not at expectations, sales rep/brokers must credit SunCoast Market Co-op for the remaining inventory of slow moving products. Slow moving products to be discontinued will be based upon SunCoast Market Co-op movement analysis.
- k. Product will not be received unless accompanied by an invoice.

A Quick Note About UPCs

To help us get your products on shelves smoothly—and make sure everything scans the way it should—we ask that all items delivered to the co-op include a UPC (Universal Product Code) on the packaging. These little barcodes make a big difference in helping us receive, track, and sell your products without hiccups.

Why UPCs Help Everyone

Having a UPC on your product means:

- Faster checkouts
- Fewer inventory mistakes
- A smoother experience for staff and customers alike

Where You Can Get UPCs

Getting a UPC is simple, and there are a few good options depending on how many products you offer.

The official place to get UPCs:

- GS1 US (the main U.S. provider): <https://www.gs1us.org/upcs-barcodes-prefixes/how-to-get-a-upc-barcode>
- GS1 Global (if you're outside the U.S.): <https://www.gs1.org/standards/get-barcodes>

Easy, small-batch options:

- inFlow—a GS1 US partner offering single UPCs: <https://www.inflowinventory.com/gtin-barcodes>
- BuyABarcode.com—GS1-compliant barcodes with quick access: <https://www.buyabarcodes.com/pricing>

If you have questions or want help figuring out which option is best, we're always happy to talk through it with you. We appreciate your partnership and look forward to getting your products to our shoppers!

Questions?

- a. Any questions regarding the information required should be directed to the general manager.