

# IWDC "Vendor Profile" Information Sheet

<b>IWDC VENDOR PROFILE</b>
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**NAME OF VENDOR** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE, ZIP** \_\_\_\_\_

**KEY CONTACT** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**WEBSITE** \_\_\_\_\_

**HOW LONG HAS YOUR COMPANY BEEN IN BUSINESS?** \_\_\_\_\_

**TERRITORY COVERED** \_\_\_\_\_

*The IWDC has 148 "main store" locations (with over 630 total locations) throughout the United States (including Alaska), Canada & Mexico. In order to be an "APPROVED" IWDC vendor, your overall program **MUST** include these territories.*

*Comments:* \_\_\_\_\_

**BREAKDOWN OF SALES REPS (Including "open-non covered" areas)**  
*(Mandatory : Your sales representatives must get credit for making sales calls/sales to our IWDC members)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAMES OF CURRENT IWDC DISTRIBUTORS/MEMBERS DOING BUSINESS WITH? (If known)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Do you have updated NAFTA documents? \_\_\_\_\_  
If not, would you provide them in the future? \_\_\_\_\_

TOTAL CURRENT DOLLAR SALES WITH IWDC DISTRIBUTORS/MEMBERS? (If known)

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DISTRIBUTION: DO YOU SELL EXCLUSIVELY THROUGH DISTRIBUTORS?

YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

ARE THERE ANY SITUATIONS IN WHICH YOUR COMPANY WILL SELL DIRECT TO THE  
END-USER?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

DO YOU HAVE LIMITED OR SELECT DISTRIBUTORSHIPS?

YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

DOES YOUR COMPANY HAVE A MINIMUM ADVERTISED PRICING (MAP) POLICY?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT ARE THE MARGINS FOR DISTRIBUTORS: \_\_\_\_\_

IF YES, WHAT IS YOUR COMPANY POLICY IF MAP IS NOT ADHERED TO?:

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ARE YOUR PRODUCTS MARKETED THROUGH OTHER CHANNELS? E.G. MAIL ORDER  
CATALOGS, MASS RETAILERS, WEB SITES.

YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST KEY PRODUCT/ITEMS

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WHAT WOULD YOU ESTIMATE YOUR MARKET SHARE TO BE IN THE INDUSTRY?

LIST YOUR COMPETITORS

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WHAT IS YOUR COOP AD DOLLAR (Min of 1%) PROGRAM? (Dist advertising dollars)

EXPLAIN THE PROGRAM

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WHAT IS YOUR MINIMUM ORDER BILLING (DOLLARS AND/OR SELL PACKS)?

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WHAT IS YOUR FREIGHT POLICY? (Canada must be included)

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PLEASE LIST NUMBER OF SHIPPING POINTS/DISTRIBUTION CENTERS AND LOCATIONS:

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PLEASE EXPLAIN YOUR DROP SHIP POLICY TO END-USERS (INCLUDING FREIGHT TERMS):

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WHAT IS YOUR NORMAL SHIPPING TIME AFTER RECEIPT OF ORDER (PROCESSING TIME)?

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WHAT IS YOU CURRENT FILL RATE PERCENTAGE?

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WHAT ARE YOUR STANDARD CREDIT TERMS?

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IWDC CREDIT TERM PROPOSAL

(all central invoicing through IWDC is 2% over and above standard terms)

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**INCLUDE YOUR PROPOSED PRICING PROGRAM. IWDC represents over \$2 Billion in overall sales**

*(To be an "APPROVED" vendor for the IWDC, your proposal MUST offer the best overall program)*

*(this can be sent as an attachment)*

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# IWDC "Vendor Profile" Information Sheet

WHAT IS YOUR STANDARD DISTRIBUTOR PRICE OFFERING AND HOW DOES THIS PROPOSAL DIFFER?

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WHAT IS YOUR PROPOSED REBATE PROGRAM?

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DOES YOUR COMPANY OFFER EDUCATIONAL DISCOUNTS? IF YES, EXPLAIN.

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DOES YOUR COMPANY OFFER TRAINING?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, AT YOUR FACULTY, DISTRIBUTOR'S FACILITY OR CENTRALIZED LOCATION?

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LIST YOUR WARRANTY PROCEDURES:

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WHAT IS YOUR PROPOSED RETURN OF GOODS POLICY?

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PLEASE LIST ALL PRODUCT APPROVALS (I.E. UL, CSA, AWS, CWB, ANSI)

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Are ALL your products marked with UPC/bar coding?

YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU HAVE ANNUAL PRICE INCREASES?

YES \_\_\_\_\_ NO \_\_\_\_\_

IWDC REQUIRES WRITTEN EXPLANATION FOR INCREASES AND MINIMUM 60 DAYS NOTICE

WILL YOU COMPLY?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF NECESSARY, WHAT IS YOUR COMPANY'S "RECALL" POLICY/PROCEDURE?

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IF APPROVED, WOULD YOU OFFER OUR MEMBERS AN INITIAL "SIGN-UP" INCENTIVE?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF "APPROVED" BY THE IWDC, WE REQUIRE THAT YOUR COMPANY COMMUNICATE WITH IWDC MEMBERS VIA MAIL, EMAIL, OR IN-PERSON VISITS ANNOUNCING AGREEMENT, INCLUDING LITERATURE, PRICES AND IDENTIFICATION OF WHO THE SALESPERSON IS TO EACH IWDC "MAIN STORE" LOCATION WITHIN 6 WEEKS.

WILL YOUR COMPANY COMPLY? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL YOU ATTEND/DISPLAY AT OUR YEARLY SALES & PURCHASING CONVENTION?

YES \_\_\_\_\_ NO \_\_\_\_\_

WILL YOU ADVERTISE IN OUR 4-COLOR 700 PAGE "END USER" RESOURCE CATALOG?  
(BOTH HARD COPIES AND ELECTRONIC MEDIA)

*(Normally published every three/four years)* YES \_\_\_\_\_ NO \_\_\_\_\_

WHERE ARE YOUR PRODUCTS MANUFACTURED? (COUNTRY OF ORIGIN) \_\_\_\_\_

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DOES YOUR COMPANY HAVE PRODUCT LIABILITY INSURANCE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, HOW MUCH? \_\_\_\_\_

PLEASE ATTACH COPY OF INSURANCE LIABILITY CERTIFICATE.

IF APPROVED, IWDC MUST BE LISTED AS "ADDITIONAL INSURED" UNDER YOUR PRODUCT LIABILITY INSURANCE.

COMMENTS: \_\_\_\_\_

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NOTE: THE TERM "IWDC" REFERS TO THE COOPERATIVE AND ALL OF IT'S MEMBERS

Please email this form to: [vendorsales@iwdc.coop](mailto:vendorsales@iwdc.coop)