

PRODUCER PRODUCT LABELING + DROP-OFF PROCESS FOR DISTRIBUTION

Product Preparation

- Please make sure the cart is closed before beginning to prepare items for distribution
 - Customers may remove items from their shopping basket until the cart is officially closed
- View your invoice under Producer Panel
 - If selling: refrigerated, frozen fixed, eggs, dairy, or plants, choose 'by Product'
 - For all other items, choose 'by Storage/Customer'
- If you've sold a variable weight product, enter your weight(s) before printing labels
 - To enter product weights, view your invoice 'by Product' (as instructed above); input weight in the textbox next to product, then click the 'Update' button. If a customer has ordered multiple of one item, add up the weights and enter the sum in the textbox.
- IF you cannot deliver something, view your invoice 'by Customer' (as instructed above); click the OUT radio button next to the product, then hit 'Update'. **Send an email to updates@iowafood.coop to let us know AS well as to the customer, along with an explanation. The customer's email address is found on your producer invoice.**

Product Packaging + Labeling

- Each item delivered must have a producer + item identification
- Note: Each sales cycle the IFC website formats new labels for you to be used if your items are shelf stable (NON) or frozen (FROZ).
- Labels can be found:
 - Log in to sales site and click Producer Panel
 - Click on one label per product (found on the top right side)
 - Click for labels (one label per product)
 - Print to cut or format onto adhesive labels
 - Attach to your products

Each product type requires a specific label depending on how items are stored in our space.

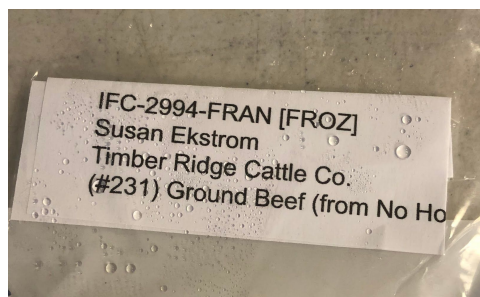
Frozen items (FROZ): products stored in freezers (Deliver in clear plastic bag--no boxes or reusable cloth bags) with the label taped to the top or inside of the plastic bag) OR if the label is able to affix to the product then no bag is required. If a member's order does not fit in one bag label bags: 1 of 2 // 2 of 2. Examples of FROZ products: frozen meat or frozen items that require a weight to be entered.

Sample label for FROZ

Customer number // location where item will be picked up // type of product
 Customer name
 Producer name
 Product number and title

IFC-3603 WDM (FROZ)
 Denise Harrison
 Yoke S Ranch
 #3261 Corriente Beef Brisket (1 brisket)

Example of taping label inside plastic bag.



Frozen fixed (FZFX): products stored in freezers with a fixed price. Examples: pouches of bone broth, quarts of frozen soup, frozen smoothies, frozen baked goods, frozen yogurt, frozen butter, ice cream.

Sample label for FROZ (fixed): NO ADDITIONAL LABELING NEEDED IF COMPANY NAME AND ITEM NAME ON PACKAGING; if not, producer name and title.

Producer name
Product title

Refrigerated (REF): products stored in refrigerators except dairy or eggs.

Examples: kombucha, greens, beets and other vegetables, prepared foods.

Please note: Prepared foods must include a 'prepared on' date and 'best by' date on packaging. If item is bagged the bag must be tied so contents do not fall out--Example: leafy greens. If consumer orders 2 or more of the same product DO NOT package items together.

Sample label for Refrigerated (REF): NO ADDITIONAL LABELING NEEDED IF COMPANY NAME AND ITEM NAME ON PACKAGING; if not, producer name and title.

Producer name
Product number
Product title

Eating Well Farm
#6572
Gourmet Lettuce Blend

Shelf Stable products (NON): products which do not require refrigeration and can be placed directly onto customer shelving units. Examples: salsa, jerky, baked goods, honey, and coffee. All (NON) NON-FOOD items (soap, bug spray, personal care products/makeup) must be in their own sealed packaging.

Sample label for Shelf Stable products (NON):

Customer number // location where item will be picked up // type of product
Customer name
Producer name
Product number and title

IFC-4578 FRAN (NON)
John Truex
Galassi Foods
#8876 Galassi Pasta Sauce Original (1 24oz jar)

Plants (PLNT): Examples: prairie flowers, herbs, transplants. If you are selling a customer-specific arrangement or plant-related product, please list and label as NON, instead of PLNT.

Sample label for Plants (PLNT)

Producer name
Product number
Product title

Pickle Creek
#1234
Rosemary Plant

Dairy (DAIR): items stored in refrigerators with a fixed price. Examples: milk, cheese, cottage cheese, and yogurt. NO LABELING NEEDED IF COMPANY NAME AND ITEM NAME ON PACKAGING; if not, producer name and title required.

Eggs: Only producer name, title, and size required. Please label the egg size on the end of the carton as pictured.



Drop Off Time Frames + Procedures for Distribution

Drop Off Time Frames

- It is essential to watch email for Sign-Up Genius link in order to reserve a drop off time slot
- Tuesday of distribution week (check email for times)

- Wednesday of distribution week (check email for times)
- **We will out of stock your products/not be able to deliver your products if not dropped off on time**

Checking In Products at Franklin Plaza

- A staff member will have a copy of your invoice and direct you on how to unpack and arrange your products for the most efficient check in
- Your check from the previous cycle will be available for pick-up