

SELLING ON-SITE AT IOWA FOOD COOPERATIVE

Our Franklin store offers a small retail area where we showcase a selection of products from our producers. We have dry goods shelves, two freezers, and a refrigerator. The fees are the same as the online format (17.5% deducted from producer sales and 15% added to consumer sales) and the amount you sell on-site is added to your bi-weekly check. **Our new software has much-improved our previous on-site capabilities, but your cooperation is crucial as we continue to refine this process!**

In order to sell onsite:

- **Your product(s) must be listed in the IFC software.**

If you only want your item(s) to be available for sale on-site, and not on the web, simply do NOT check a listing status checkbox when you create your item(s). Leaving these boxes unchecked will create a listing but it will be unlisted.

- You must email onsite@iowafood.coop if you'd like to sell on-site as staff must add an on-site flag to your listing(s).

Once staff has been notified, you will notice the 'Listed for on-site sale' box has been checked:

Fresh Iowa Mulberries
Product 099941

Listing status


Listed for web sale?
 Listed for on-site sale?
 Archived?

Only IFC staff can change this setting.
 Listed varieties cannot be archived.

To unlist a variety, uncheck both 'Listed' checkboxes. Varieties cannot be listed and archived at the same time.
 Entirely archived products are separated from listed and unlisted products when viewing the **Producer Inventory** or **Producer Catalog**.

- **Even if you've already sold item(s) on-site before, you must continue to email onsite@iowafood.coop whenever you'd like to bring items.** This allows staff to determine need and arrange for a drop off time if it isn't during our normal distribution hours. Please note: a majority of work by staff is done from home. Do not assume someone will be at the cooperative to accept your products if you show up unannounced.
- All items must be labeled using software-generated labels:
From your Producer catalog or Producer inventory page, locate your item(s) and hit the 'Labels' button next to the item(s) you want to bring for

sale. Please make sure your item is listed for on-site (as seen in the Status column):

 **Product 099941**

Fresh Iowa Mulberries

Refrigerated (not dairy/eggs)

Vegan Naturally grown

Right off the tree! Delicious in crisps and pies; jams and cakes! These mulberries are wildcrafted from our Century Farm in rural Blackhawk County. Mulberries keep for one week in the fridge or can be frozen. They arrive in a compostable clamshell. One quart.

[Edit product](#)

Variety	Size / kind	Web price	Offer [?]	Last order [?]	This order [?]	Avail [?]	Mgd	Status			
0015122	One Quart, Purple Mulberries	\$17.99	200	0	0	200	No	Listed (web and on-site)	History	Labels	Edit
0015123	One Quart, White Mulberries	\$18.99	34	0	0	34	No	Listed (web only)	History	Labels	Edit

[Add variety](#)

After clicking the Labels button, enter the quantity of labels you wish to print.

- If your items are variable weights, you will be prompted to enter in product weights prior to printing labels. You must enter each weight and ensure you match the label with the corresponding physical product!

Your price may be written on the product itself or written on the labels after printing.

If your item is too small for the entire software-generated label, you may cut the QR code portion and affix that.

- **Only staff can change on-site prices (your items ARE allowed to have separate prices for on-site and web sales) and only staff can change your on-site inventory numbers. If you would like either of these changed, email onsite@iowafood.coop**
- Items sold will be visible via the Producer invoices link on your Producer tab

Invoice time	Invoice ID	Cycle ID	Type	Total
Jun 23, 2021 2:55 PM	00450-PW	036	Web	\$0.00
Jun 23, 2021 1:34 PM	00442-PW	034	Web	\$0.00
Jun 23, 2021 6:38 AM	00438-PW	033	Web	\$0.00
Jun 19, 2021 4:32 PM	00432-PW	029	Web	\$29.67
Jun 18, 2021 8:51 PM	00418-PW	028	Web	\$0.00
Jun 18, 2021 1:30 AM	00032-PN	026	On-site	\$807.23
Jun 16, 2021 5:19 PM	00413-PW	025	Web	\$0.00
Jun 15, 2021 3:39 PM	00401-PW	023	Web	\$0.00

- This is a consignment agreement between the seller and the Iowa Food Cooperative. Products that do not sell and that have a short date/shelf life will be donated to volunteers or food pantry, unless you make other arrangements.