

Wakefern Food Corporation



WAKEFERN NEW VENDOR INFORMATION REQUEST FORM

All information must be complete or the request cannot be processed.

Division: _____

Category Manager: _____

Manufacturer Name: _____

Address: _____

Contact Name: _____

Select one: Vendor Food Broker

E-Mail: _____

Phone: _____

Fax: _____

Lead Time: _____

Terms: _____

Remittance Address: _____

Accounting Contact

Name: _____

Phone: _____

Fax: _____

A current CERTIFICATE OF INSURANCE must be filed with Exigis.

Please see below for instructions.

\$5 million minimum with Wakefern listed as certificate holder.

A sample of your company's INVOICE indicating the remit to address must be attached.

A letter, on company LETTERHEAD, stating the remit to address must be attached.

Please fill out the Reclamation Form attached.

Wakefern Buyers/Analysts – Please provide a copy of this form to Casey Grogan (P7-117) or fax to ext 5589.

The process for submitting a certificate of insurance has changed. Paper Certificates of Insurance are no longer valid; we have moved to a paperless environment. You are required to comply with the new process.

You have been identified as a vendor who is either currently conducting business with Wakefern or attempting to conduct business with Wakefern. Before Wakefern will conduct business with a vendor, they must first validate that the vendor has the proper insurance coverage.

The Wakefern Risk Management Portal provided to you by EXIGIS is assisting in this process.

THE OVERALL PROCESS

New and existing vendors are required to participate in this new process. You will be asked to enter the contact information for your insurance provider(s). The Wakefern Risk Management Portal provided to you by EXIGIS will notify your insurance provider(s) and ask them for your insurance coverage details. Your insurance provider will attach a certificate of insurance. The Wakefern Risk Management Portal will determine if you are compliant with the standards set forth by Wakefern.

Once you are compliant, you will receive an e-mail confirmation from the Wakefern Risk Management Portal. This e-mail confirmation must be printed and provided to your Wakefern representative as part of the “New Vendor/Supplier packet” materials.

WHAT YOU NEED TO DO

1. Go to <http://prod1.exigis.com/wakefern>
2. You will be asked to register by entering your email address into the secure, web-based system available 24/7.
3. You will be asked to provide the email address for your insurance provider (Broker, Producer) for General Liability (GL), Automobile Liability (AL), Workers Compensation (WC) and Excess Liability (XS).
4. When you are done, click on ‘submit’ to continue.
5. You will get a confirmation message with a verification number for tracking purposes and your user name and password
6. You will be notified via email when a compliance status has been made. (You do not have to check the status as you will be notified, however, if you wish to track the progress, login to <http://prod1.exigis.com/wakefern> Then to go ‘view status’ and look for your verification number.

HELPFUL HINTS

There is a training video in the portal that will walk you through the exact process if you need additional assistance. This video can be found on the <http://prod1.exigis.com/wakefern> page and also on the ‘help and training’ link on the top right of the portal once logged in.

Your user name once assigned to you after registration will always be your first initial and last name. For example, Kelly Smith would be KSmith. Your password can be reset at anytime automatically by clicking on the ‘forgot my password’ link on the portal login page. For technical support contact support@exigis.com or call 1-888-808-0872.