



Do you live in Kaniva and have something to sell?



Purple Starfish

Supplier Policy

If you would like to become a supplier, please fill out this form.

Name	
Address	
Town	
Postcode	
BH Phone	
AH Phone	
Mobile	
Email	
Bank	
Account Name	
BSB	
Acc No	
Are you selling food?	
Do you have any of the following certificates?	
Food Safety Level 1	
Food Safety Level 2	
Registered Kitchen	
Please provide copies of the certificates.	
Would you like to volunteer at the shop?	

AIM:

The success of the Purple Starfish shop is to provide potential small business operators with an environment to test their products.

PURPOSE:

To provide Purple Starfish suppliers and volunteers with clear guidelines regarding supply of goods to the shop.

PROCEDURES:

Eligibility of Suppliers

Products will be accepted for sale if they are made, baked, or grown in Kaniva and surrounding areas. Those from further afield may apply to the committee to submit goods for sale.

The process for having goods assessed for suitability for the shop is as follows;

- 1) Bring product into the Purple Starfish
- 2) Fill in a Supplier form which will be left for the PS Treasurer
- 3) If the volunteer on duty is in doubt of the viability of a product they are to refer it to at least 2 committee members for approval. A supplier may have to wait a few days for a reply if the item is non-perishable.

Commission

The Purple Starfish charge a small commission of 16% to assist with running costs so please add 20% to the price of your goods. Suppliers are encouraged to round off the price to the nearest 10 cents.

Presentation and Shelf Life

1. All goods (especially cooking) to be securely wrapped in clear plastic or plastic bags.
2. Plates, foam trays and plastic bags **MUST** be **NEW** to avoid contamination.
3. No packet cake mixes to be used.
4. All cooking to clearly show date of baking, use by date and ingredients.
5. The shop reserves the right to reject goods that are not up to standard. If several people are supplying similar goods please keep to some price conformity.

Food and Goods

1. Suppliers are responsible for checking on left-over goods (perishables) and arranging for pick up.
2. **Fruit and Vegetables** are to be tied in bunches or in plastic bags or covered with plastic and suppliers initials placed on all goods. Exceptions are citrus fruits which may be in bags, containers or sold separately. They should be clean and free of excess soil. The PS has baskets and wipe clean labels/price tickets available for use.
3. Unsaleable garden produce will be **disposed of** when perished.
4. **Plants** are to be named and include suppliers initials on plastic or wooden labels inserted into the pots. Plants are to be in clean pots, not in old tins etc. Commercial labels to be removed from pots. Plants should be checked before sale and regularly thereafter to ensure the label and plant are in good condition. Plants will be **disposed of** if in poor condition and at the end of the year if not collected.
6. **Preserves** (jams, pickles, chutney, sauce). Use only new **glass jars and bottles**—not plastic. Preserve labels must list price, ingredients, a 2 year best before date, date made, volume and address.
7. **Craft Items** can be on display for 12 months and must have a ticket attached with price, item name and supplier initials

Food and Goods continued

7. **cont...** (on the back of the ticket please include the date of entry into the shop—month and year).
8. **Baked Goods** must include a label with date of baking, use by date, supplier initials and ingredients. Light cakes, Fresh Cream Cakes, Pies, Pasties and Savouries not to exceed more than 4 days from baking. Biscuits, Slices and Pavlova not to exceed 2 weeks from date of baking. At 1pm Friday baked goods need to be picked up or arranged to be placed in the freezer at the Starfish where they can be sold at a discounted rate determined by the supplier. People selling baked goods must have Food Handling Level 1 and adhere to food safety guidelines. Goods requiring refrigeration should be transported in eskies.
9. Eggs - must be brought into the PS within 7 days of laying and have a due date with a 4 week shelf life from the time they are laid. Egg cartons should be clean and labelled with the date laid. Eggs are to be collected daily and wiped clean.

General Information

1. All items should be listed in our “Supplier Folder”, you can use your own invoices or fill out our product sheet. This is so that you can keep track of your products submitted.
2. All items are displayed at the suppliers risk
3. Pays are paid into your nominated account at the end of each month.
4. We encourage all suppliers to contribute to the running of the shop in whatever form they are able to assist. The PS relies on volunteers to be able to open and as such we are able to keep our operating costs to a minimum.
5. LINK’s registered kitchen is available for use for a small fee for baking goods to sell in the PS.
6. A regular audit of products may lead to one of the following;
 - Price reduction as negotiated with the supplier
 - Items taken off display requiring the supplier to collect item
 - Item to be disposed of at the discretion of the committee