



New Item Set Up Form

Description:			
Pack Size:	Example: 2/5 lb, 1/500ct, 1/1 rl, 3/6v, 1/35# pl, etc...		
Manufacturer:			
Brand Name:			
Manufacturer Code:			
UPC Code:			
Primary Vendor	Who product will be purchased from if different than manufacturer		
Vendor Reorder Code	If not purchasing from manufacturer		
Cost:			
Burden Amount:	If applicable		
Catch Weight:	Y	or	N
Special Order:	Y	or	N
Stock Item:	Y	or	N
Replacing Item:	Include item code and brief description of item being replaced		
Case Cube	List decimal or box Dimensions (Length, Width, and Height)		
Quantity per Pallet:			
Quantity per Layer:	TI		
Layers per Pallet:	HI		
Order Quantity	Layer or pallet quantities if needed		
Net Weight			

Buyers:

All product specification/information sheets, sell sheets, point of sale, or other product information must be submitted in email to sues@colonyfoods.com. (Please send original file(s) and not scanned copies) Please submit new information as it becomes available to attach to product in system.

Buyer Responsibility Check List:

- Add or modify substitute items
- Submit online product disposition changes (*, ?, ~, etc)
- Submit online Market pricing update(s)