



## **Wheatbelt, Inc.**



**11721 NW Plaza Circle**

**Kansas City, MO 64153**

**Phone: (816) 243-8222 Fax: (816) 243-8236**

**Web address: [www.wheatbeltusa.com](http://www.wheatbeltusa.com)**



## About Us

Incorporated in 1955, Wheatbelt was founded by a small group of retailers that has grown to a nationwide membership with over 300 locations. Wheatbelt is a member-owned buying group supplying independent Farm, Ranch and Home retailers with products and services.

**New Vendors** must be approved by a Merchandising Coordinator. Programs should reflect a Wheatbelt advantage – extended terms, PPD freight, discounts, lowest net pricing or rebates that make Wheatbelt competitive with national chains. We work with our vendors to develop long-term relationships that include communication, innovative programs and show specials to mutually benefit our members. It is important that you are able to sell product and drop-ship to all locations. Exceptions must be addressed with your Merchandising Coordinator.

**Programs, promotions and weekly news** are communicated by the Wheatbelt Merchandising Coordinators to our membership via our weekly email program, and most importantly by attending our buying shows. Wheatbelt Shows are held in Kansas City three times a year – February, June and September.

**Price changes** we require 60 days' notice in writing on price changes (increases or decreases), including an explanation of percent of the change, whether it is across the board or select categories. It should also include the reason for the price change. We will then communicate on your behalf to the Wheatbelt membership, and post the new price list on your vendor page.

**A significant benefit to our vendors** is the central billing policy. With over 60 years of credit history – we guarantee payment of your invoices. Approved vendors invoices are paid by Wheatbelt. Wheatbelt is the only account to set up and credit inquiry to make.

**Wheatbelt, Inc. is committed to the success and growth of our members!** Work with your Merchandising Coordinator to advise you through the process of becoming an approved and successful vendor.



## Trade Show Information

**Wheatbelt show attendance** is an important consideration prior to becoming an approved vendor. The shows are a vital key to growing your Wheatbelt business, and historically 75% of our volume is generated as the result of a show.

**Wheatbelt Shows** are held in February, June and September at the KCI Expo Center in Kansas City, Missouri. Shows are by email invitation. We offer three booth types – regular, corner and center isles starting at \$1350 for a regular booth, plus a \$75 fee for each invoicing company in the booth.

**Shows offer opportunities** to offer extended terms, pricing and freight discounts, in addition to the everyday program. Each vendor must complete a show sheet by the deadline detailing the show program, starting and ending dates for show specials. Show sheets are posted to the membership, and stored up to one year on our website. \* See following page for regular show sheet example

**Wheatbelt Merchandising Coordinators** mutually share your commitment to bringing the best show experience and programs to the membership. We encourage you to work closely with us. Merchandising Coordinators will advise you about additional marketing and show venues to increase your company's exposure, highlight booth specials, and new items.



## Credit Reference Information

The following is being presented to help you in establishing a line of credit for our firm. Wheatbelt is a distributor of a complete line of merchandise to independently owned Farm & Home Stores in 31 states. The main office is located at:

**11721 Plaza Circle, Kansas City, MO 64153**  
**P.O. Box 20287 (Zip 64195)**  
**Phone (816) 243-8222 Fax (816) 243-8236**  
**Federal Tax ID #45-0251664**

**The following are submitted as a credit reference:**

**Delta Consolidated**

4800 Krueger Drive  
Jonesboro, AR 72401  
(870) 935-3711 Fax (870) 935-7073

**Key Industries**

400 Marble Rd - P. O. Box 389  
Fort Scott, KS 66701-9990  
(620) 223-2000 Fax (620) 223-5822

**Behlen Country**

P. O. Box 569  
Columbus, NE 68601  
(402) 563-7285 Fax (402) 563-7447

**Fimco Corporation**

891 Two Rivers Dr. - P.O. Box 1700  
Dakota Dunes, SD 57049  
(605) 232-6800 Fax (605) 232-6814

**Keystone Steel & Wire**

7000 S. W. Adams  
Peoria, IL 61641  
(309) 697-7020 Fax (309) 697-7486

**Bank of Blue Valley Attn: Steve Fleischaker**

11935 Riley, P.O. Box 26128  
Overland Park, KS 66225-6128  
(913) 338-1000

If you need any further information, please feel free to contact the Wheatbelt office.

Respectfully submitted,

**Gary L. Mack**

Gary L. Mack  
Chief Operating Officer



# Wheatbelt, Inc.

## Vendor Information and Agreement

### Business Location Information

Company Name \_\_\_\_\_ Sales Contact \_\_\_\_\_  
Street Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Website: \_\_\_\_\_ Toll Free (\_\_\_\_) \_\_\_\_\_

### Show Contact Information

Name: \_\_\_\_\_ EMail \_\_\_\_\_ Phone: \_\_\_\_\_

### Accounting / Invoice Remittance Information

Company Name \_\_\_\_\_ A/R Contact \_\_\_\_\_  
(Name as it appears on invoice)  
Street Address \_\_\_\_\_ Email \_\_\_\_\_  
PO Box \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Toll Free (\_\_\_\_) \_\_\_\_\_

Are you interested in submitting billing transactions via electronic data transmission?  Yes  No

### Manufacturer's Representative Information

(Complete if sales representative is from third party organization)

N A

Company Name \_\_\_\_\_ Contact \_\_\_\_\_  
Street Address \_\_\_\_\_ Email \_\_\_\_\_  
PO Box \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Toll Free (\_\_\_\_) \_\_\_\_\_

### Wheatbelt Program

Core Product (s) \_\_\_\_\_ Payment Terms \_\_\_\_\_  
Shipped From \_\_\_\_\_ Freight Terms \_\_\_\_\_ Minimum Order \_\_\_\_\_  
Warranty \_\_\_\_\_ Defective Policy \_\_\_\_\_  
Select one:  Freight amount allowed in terms discount  Freight amount not allowed in terms discount

### Wheatbelt Trade Discount

NA

Trade Discount \_\_\_\_\_% Specify how traded discounts will be shown on invoices.  
Select one:  Discount is reflected in line item price  Discount is listed separately on the invoice

### Vendor Coop Program

NA

Coop Allowance (% , accrual, etc) \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Claims  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email Contact \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

### Vendor Rebate Program

NA

Rebate Allowance (% , accrual, etc) \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Claims  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email Contact \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

### Vendor Authorization and Acknowledgement

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

All of our programs listed above are guaranteed to be equivalent or superior to any current programs offered to existing Wheatbelt, Inc. members and all programs offered to any member will be made available to every member. If not, Wheatbelt is authorized to automatically make deductions to achieve the same program level for each member. We guarantee we will not encourage or engage in any direct programs with Wheatbelt, Inc. members. We acknowledge receiving a copy of Wheatbelt, Inc.'s vendor information packet and agree to the billing document content standards specified in the packet.

### Merchandising Department Approval

DMM Code: \_\_\_\_\_  
Committee #: \_\_\_\_\_  
DMM Approval: \_\_\_\_\_  
Approval Date: \_\_\_\_\_  
New  Update  # \_\_\_\_\_

### Accounting Department Approval

Entered by: \_\_\_\_\_  
Date Entered: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Approval Date: \_\_\_\_\_



## **Wheatbelt Certificate of Liability Insurance**

A Certificate of Liability Insurance is required, listing Wheatbelt as an additional insured. Make sure the company name listed on the certificate matches the name used on your invoices. It will save time if you request Wheatbelt as a "Certificate Holder" through your insurance company as it will allow them to send us a copy each time your certificate is renewed.

Wheatbelt cannot carry product liability insurance as we do not sell or take ownership of products at our company.

Return this form along with the Certificate of Liability Insurance to our office.

Company Insured: \_\_\_\_\_

(As listed on invoices)



## Accounts Payable Billing Information

### Approved Vendor Set Up

A unique vendor ID number will be assigned to each new vendor who has been approved to do business with us. Prior to issuing a Vendor ID number, Wheatbelt requires the vendor to properly complete and return an assigned Vendor Information Agreement (VIA) form to our office. Once the VIA is processed, you will be contacted by your Vendor Service Representative (VSR) with your Vendor ID number and proper billing procedures.

### Central Billing

Timely processing and prompt payment of vendor invoices are a key priority for us. All invoices and credit memos should be submitted directly to the Wheatbelt office and never to our member stores. If a member store does make a request to be setup with direct billing status, let them know that under the terms of your Vendor Agreement with Wheatbelt, all billing documents must be submitted directly to us. Any invoice or credit memo sent directly to the stores and then forwarded to our office will have payment terms applied based on the day they are received at Wheatbelt rather than the date of the document.

All invoices and credit memos submitted must contain your Wheatbelt Vendor ID number in the bill to section. See example below.

**WB VENDOR IS 000000**  
**WHEATBELT INC**  
**PO BOX 20287**  
**KANSAS CITY, MISSOURI 64195-0287**

Invoices and credit memos submitted must contain the store number in the ship-to section (preferably in the first line). See example below.

**WB STORE NO 000999-000001**  
**WHEATBELT STORE**  
**123 MAIN STREET**  
**EVERYWHERE, MO 64152**

**Remit invoices and credit memos to [ap@wheatbeltinc.com](mailto:ap@wheatbeltinc.com)**