



Wheatbelt, Inc.



11721 NW Plaza Circle
Kansas City, MO 64153
Phone: (816) 243-8222 Fax: (816) 243-8236
Web address: 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.

A significant benefit to our vendors is the ventral 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 \$1250 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. We also operate redistribution warehouses to supplement our drop ship program to these stores. 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

In an effort to achieve our goals, we have in place content standards we use to process billing documents (invoices, credit memos and debit memos) and statements submitted by our vendors. Vendors should be prepared to implement these prior to submitting billing documents for payment. An overview of our current vendor billing document process is presented below.

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 billing documents are a key priority for us. All bills 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 documents sent directly to the stores and then forwarded to our office will have payment terms applied based on the day received by Wheatbelt rather than the date of the document.

Our member stores should not request a vendor to send them additional copies of billing documents. If a store does make a request for additional copies, please refer them to Wheatbelt for fulfillment of their request. We do not expect our vendors to take on this additional burden as our member stores have online access to our Document Management System (DMS). Member stores can easily download or print, at their convenience, any billing document we have received and processed. If we do not have the billing document in question, your Vendor Service Representative will contact you.

Vendor Payments and Statements

If payments are not being received by the specified term due dates or past due items are still open after receiving payment, please contact your Wheatbelt VSR. **Do not resubmit past due billing documents prior to contacting your VSR**, they are your primary contact for payment questions, monthly statements and open invoices.

Billing Document Content Standards



In order to process billing documents in an accurate, timely and efficient fashion, vendors need to implement the following content standards.

1. **Bill-To Information** – Within this standard, we are requiring the first line of the bill-to section contain the words “WB VENDOR ID” plus your six digit Vendor ID number. Wheatbelt’s name and address must appear on subsequent lines. An example of the bill-to format using a generic Vendor ID is show below:

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

Note: In the example above, all letters are capitalized without punctuation marks. Using this standard makes the information more readily identifiable for both data extraction and human identification. Do not eliminate any leading or trailing zeroes in the Vendor ID.

2. **Ship-To Information** – Within this standard a single line of the ship-to section (preferably the first line) must contain the words “WB STORE NO” plus the Wheatbelt assigned six-digit member store number and the six-digit ship to location number. The member store number and ship-to location number, which must be listed in the membership directory, identifies the location receiving the product, unless the order is a non-network 3rd party drop shipment.

EXAMPLE 1

WB STORE NO 000999-000001
FARMERS
EVERYDAY FARMERS
AVENUE
1234 AMERICAN AVENUE
97728
PORTLAND, OR 97728
000999-000001

EXAMPLE 2

EVERYDAY FARMERS

WB STORE NO 000999-000001

1234 AMERICAN AVENUE

PORTLAND, OR 97728

EXAMPLE 3

EVERYDAY

1234 AMERICAN

PORTLAND, OR

WB STORE NO

Note: In the examples above, all letters are capitalized without any punctuation marks other than a hyphen between the member store number and ship-to location number. Using this standard makes the information more readily identifiable for both data extraction and human identification. Do not eliminate any leading or trailing zeros in the member store number or ship-to location number.

Remit invoices to: ap@wheatbeltinc.com