

PBG New Product Registration Process for Vendors

PREPARED FOR

THE POWER BUYING GROUP



LINK to the Form is included in Step 1 of the instructions below

1 To initiate a new product review, the vendor may enter this link in your browser.
https://tpowerbg.com/lfserver/PBG_ProductReview

- 2 Complete all fields on the form.
- The email address provided will be used for all contact on the progress of this product
 - Be certain the member program has **ALREADY** agreed to test the product. Members will receive an email from PBG and are required to confirm their interest in the product
 - Pricing is “ballpark” and will not be used as the submitted price for a PBG price solicitation.

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New Product Request Form

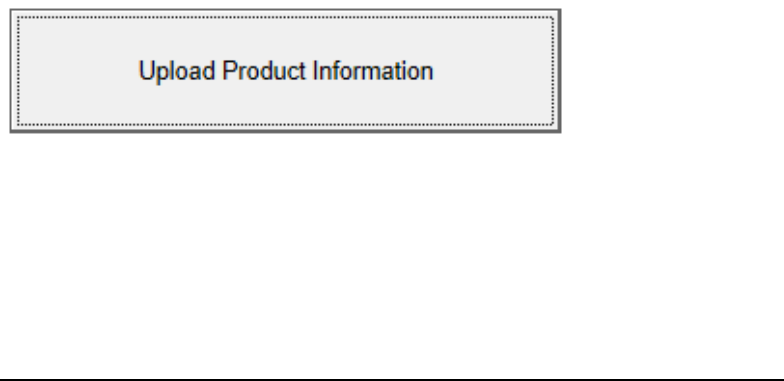
Product Information - Completed by Vendor

Vendor Company Name	Vendor Phone Number	
Kraft	(214) 707-4840	
Vendor Contact Name	Email	
Dusty Swan	dswan@controlthepaper.com	
Street Address	<input type="checkbox"/> Yes <input type="checkbox"/> No Does your company have other products on the current PBG pricing solicitations through US Foods?	
3112 Grantham Drive	<input type="checkbox"/> Yes <input type="checkbox"/> No Is commodity processing available for this product?	
City State Zip Code	Requested Testing District	Requested Test Date
Richardson TX 75082	Test District 2	1/27/2015
	Product Delivery Date	
	1/28/2015	
Product Brand and Description	Product Code	Unit
Green Beans	123555258	Case
	Approximate Commercial Cost/Case	Portions Per Case
	\$54.00	65
	Approximate Commercial Cost/Portion	
	\$0.83	

Product specifications must include:
 Composition
 Intended use
 Dimensions
 Units per case

For food products, the most current specifications, including DATE:
 Manufacturer's name and product ID#
 Weight and number of pieces per serving
 Product weight and number of servings per case/unit
 Complete ingredient listing

3 Click the Upload Product Information button to open the attachment window to attach the files for this specific new product. This is **REQUIRED** and **ALL** requested info **MUST BE ATTACHED** in **one .pdf file** with the **product ID#** in the file name.



4 The Add New Attachment page opens. Click Browse to select the file to attach.
NOTE: members are to test the product(s) as agreed and submit the completed student testing results form by the stated deadline for new product submission or within 30 days of receiving the samples; whichever comes first.

Add New Attachment

Type: File

Address: No file selected.

Title:

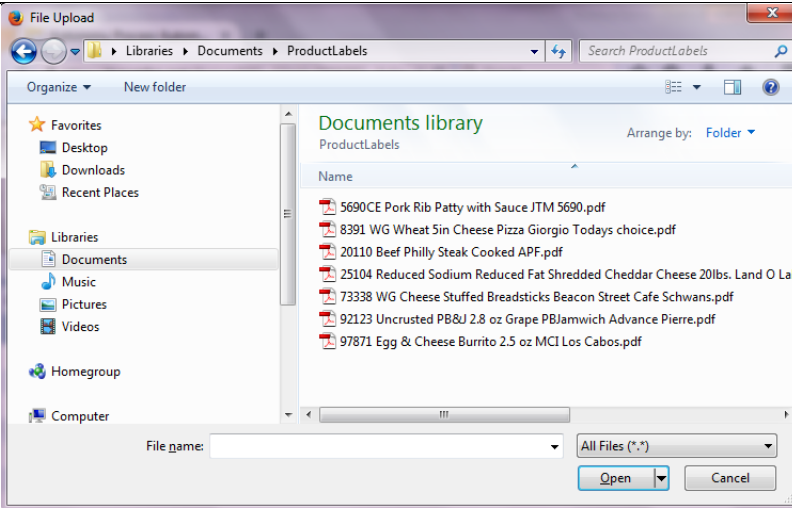
Finish Add Reset Delete

Attachments for: PBG_ProductRegReq

Title	Included By	Date
There are no items to show in this view.		

5 The File Upload dialog opens. Browse to the directory where the ONE complete file containing the nutritional data and ALL required elements for this product is stored.

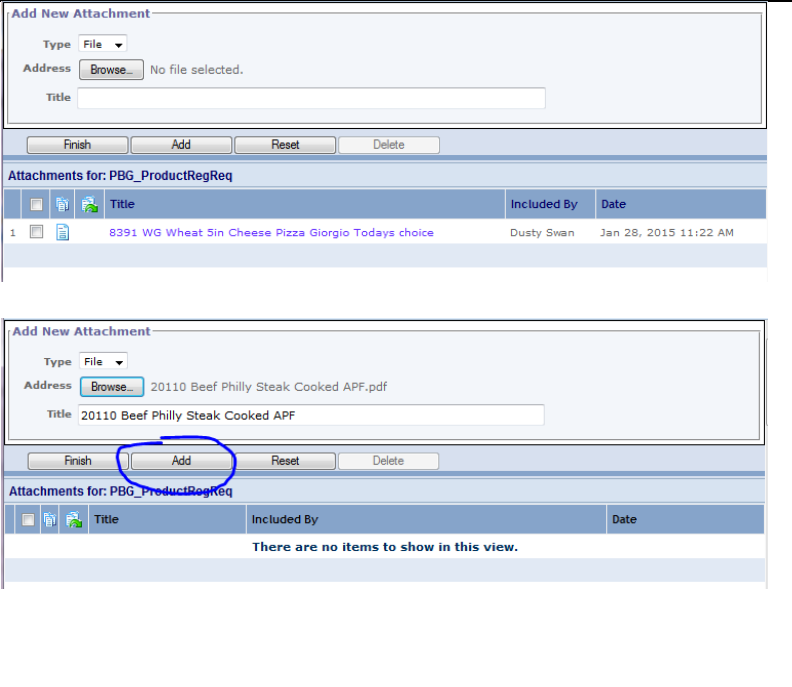
Select the ONE file and click Open to close the Upload dialog and return to the attachment window.



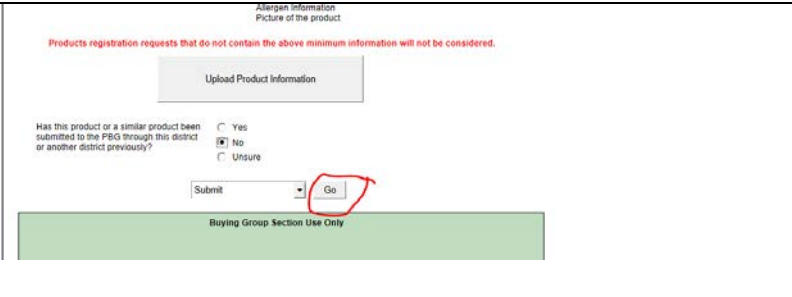
6 NOTE: the one .pdf of combined files including ALL requested product information will move forward through the process.

An incomplete file will not move forward and the submitting vendor will receive an email stating the request is halted due to incomplete information.

The vendor will then need to submit another request that does include all requested product information to be approved for PBG review.



7 To submit the form, select Submit from the lower drop list and click the 'Go' button.



8 If the submittal was successful this screen will be displayed.

Questions?
Please contact the PBG Executive Director at:
powerbuyinggroup@gmail.com

