

## Local Purchase Supplier: Quick Reference Guide



We appreciate your interest in becoming a Walmart supplier and would like to introduce you to the Local Purchase Program. This program provides an avenue for small, domestic suppliers to sell their locally made, shelf ready products at Walmart stores within their area.

Due to product compliance regulations and other factors, products in the categories below are not included in the Local Purchase Program and must follow the National process. More information can be found at [www.corporate.walmart.com/suppliers](http://www.corporate.walmart.com/suppliers).

- Apparel
- Infant/Toddler
- Toys
- Jewelry
- Ladies Accessories
- Pesticides (any and all products claiming to kill, mitigate or repel a living organism)
- Chemicals
- Flammable Material
- Audio, video & publications (books)
- Newspapers
- Alcoholic beverages

### Minimum Requirements for Suppliers

#### Standards for Suppliers

The Standards for Suppliers are Wal-Mart Stores, Inc.'s fundamental expectations of its suppliers related to social and environmental conditions in all our markets. Download the Standards for Suppliers Poster and Standards for Suppliers Manual at <http://corporate.walmart.com/global-responsibility/ethical-sourcing/standards-for-suppliers>.

#### Federal Taxpayer Identification number (TIN)

Suppliers must have a current Federal Taxpayer Identification Number (TIN) to do business with Wal-Mart Stores Inc. [http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))

#### Dun & Bradstreet Registration (D&B)

If you do not currently have a D&B number, please contact D&B at 1-866-815-2749 to register. Please have your D&B information up-to-date before submitting your application. Suppliers with a risk rating of 7, 8, or 9 will not be considered.

For assistance or to inquire about your current risk rating, contact: [wmvendors@dnb.com](mailto:wmvendors@dnb.com) or (866)815-2749.

#### Insurance Requirements

Product Liability Insurance will be required at the time the buyer grants an Online Supplier Agreement. For insurance requirements and additional information, visit <http://www.corporate.walmart.com/suppliers/references-resources/insurance-requirements>.

#### GTIN/UPC Membership Number

Walmart requires a UPC code on your application. To obtain a UPC code visit [www.gs1us.org](http://www.gs1us.org) or call (866) 280-4013.

#### Food Safety Requirements

Companies providing edible products must meet our food safety requirements to become a supplier. For all requirements, go to our website <http://corporate.walmart.com/suppliers/food-safety-audits>.

#### Product Safety and Compliance

Product Safety and Compliance programs identify, mitigate and monitor risk associated with general merchandise. You will be required to submit all product test reports as well as your General Certificates of Conformity (GCC). For more minimum requirements and additional information, visit <http://corporate.walmart.com/suppliers/minimum-requirements>.

#### Diverse Suppliers

Once you are issued a Walmart Supplier number and your company is certified as a diverse supplier, please register on the Walmart Supplier Diversity Portal at [WalmartSupplierDiversityRegistration.cvmsolutions.com](http://WalmartSupplierDiversityRegistration.cvmsolutions.com).

## Local Purchase Supplier Checklist

1. **Learn about the Local Purchase Program process**  
<http://corporate.walmart.com/suppliers/apply-to-be-a-supplier/local-suppliers>
2. **Review the minimum requirements**  
Visit <http://corporate.walmart.com/suppliers/minimum-requirements>.
3. **Contact your local Store Manager to discuss your product**  
Visit <http://www.walmart.com/store/finder> to locate local Walmart stores and phone numbers.
4. **Obtain Supervisor Approval**  
If your local Store Manager wants to sell your product in their store, he or she will gain necessary approvals and provide you with the Regional Merchandise Manager's (RMM) name so you can enter it into the Online Product Submission Form.
5. **Submit Online Product Submission Form**  
Complete the [Online Product Submission Form](#). When the form is submitted, in the Buyer Name field put the RMM name. In the Item Description field put "Local Product". **Make a note of the Application ID number** once submission is completed, this is a reference number you will need to track the progress of your product submission.
6. **Complete Supplier Questionnaire**  
If a buyer is interested and wants to learn more about your product, you will receive an automated notice to complete a Supplier Questionnaire. If rejected, you will receive a notification. Please allow 4 weeks for the buyer to respond.
7. **Wait for Buyer's Final Decision**  
Once process is completed, Buyers make the final decision about who becomes a Walmart supplier. Please know that Store Managers **are not** buyers. If your Questionnaire is approved you will receive an email containing the link to the Online Supplier Agreement. Once all approvals are complete the supplier will receive a final e-mail with their vendor number and completion notice. Upon receipt of their vendor number the supplier can work with the Store Manager to get items setup.

Stores are not required to purchase products from local suppliers. The buyer has sole discretion to discontinue business with the supplier at any time. Suppliers must only sell approved items and must follow the appropriate process to have an item file created.

**\*\*Disclaimer** – Walmart will not be liable for any cost incurred by a company in any attempt to meet Walmart's requirements. Suppliers must evaluate all costs involved in meeting our requirements before applying.

**For assistance or to learn the status of your Online Product Submission form, please contact Supplier Administration**

**479-273-4133**  
[supadm@wal-mart.com](mailto:supadm@wal-mart.com)