



VENDOR SETUP FORM

OFFICE: 909-355-1300 | FAX: 909-770-8127

Please provide the following information and email to:
Thank you.

- **Supplier:**
 - Name: Trans-Portes
Inc. _____
 - Remittance Address: 2458 S Santa Fe Ave., Vista CA,
92084 _____
 - Credit Terms: NET 20
days _____

- **Certificate of Insurance Required– please send via email to Jill.Clark@vitcofoods.com**
 1. \$ 1 Million Each Occurrence General Liability
 2. \$ 2 Million General Aggregate
 3. \$ 1 Million Auto Liability
 4. \$ 3.5+ Million Each Occurrence Umbrella Liability
 5. \$ 1 Million Proof of Workers Compensation

- **Letter of Guarantee Required– please send via email to the Category Manager handling your supplier setup.**

- **AR Contact**
 - Name: Lourdes
Guzman _____
 - Email: accounting@superfruitstraders.com _____

 - Phone #: (442) 339-
4685 _____.

- We prefer to pay via ACH – Please send your ROUTING AND ACCOUNT NUMBER to Effie.Andrade@vitcofoods.com

- Email Address to send PO's: thiago@superfruitstraders.com ,
felipe@superfruitstraders.com _____

- **Inside Customer Service**
 - Name: Thiago
Portes _____
 - Email: thiago@superfruitstraders.com _____



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- Phone #: _____(805)696-5957 _____
- Fax #: _____
- Outside Sales Rep
 - Name: _____ Lynn Diva _____
 - Email: _____
lynn@superfruitstraders.com _____
 - Phone #: _____(619) 252-6428 _____
- Pick Ups/Deliveries
 - Pick Up Location: _____ Lineage
Logistics _____
 - Pick Up Address: _____4100 Bandini Blvd, Vernon, CA,
90058 _____
 - Dock Hours: _____6:00 am – 4:00
pm _____
 - Appts Required Y/N: _____ Y _____
 - Appointment Phone #: _____(323) 980 -
0556 _____
 - Minimums: Delivery: _____ Pick Up: _____1 pallet (168
tubs) _____
 - Lead Time: _____minimum of two days in advance, but 1 week or two of advance
notice preferrable _____

PLEASE NOTE:

- Once an order is received, please confirm quantity and cost to buyer within 24 hours
- Delivery appointments must be requested and confirmed at least 24 hours in advance with Appointment Desk at Receiver@vitcofoods.com or 909-355-1300 x408
- Delivery appointments that have not been confirmed may be subject to rejection at dock and/or unloading fees at Vitco's discretion



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- Backhaul/Pick-up appointments from your location by Vitco trucks must be confirmed via email with Transportation at Transportation@vitcofoods.com
- All products must be palletized
 - Vitco prefers our suppliers to participate in pallet exchange
 - If this is a challenge, please contact the Category Manager you are working with to discuss
- Receiving Hours: 5am-11am, M-F
- Supplier: Please provide any other information that would be useful

_____ All pick up appointments must be made one day in advance by 2:00 pm at Lineage Logistics.

Vitco Distributors Inc
715 E. California str
Ontario, CA 91761