



Instructions on How to Effectively Utilize the Annual Approved Distributor Listing

The Super Co-Op is designed to assist member districts with the effective use of USDA Foods ordering and distribution in a transparent and auditable manner to ensure compliance with all state and federal regulations. In the USDA Foods Processing Program, the Super Co-Op utilizes a single bank of pounds that allows approved distributors and manufacturers directly shipping to schools equal access to the available pounds.

To effectively manage the pounds, the Super Co-Op leadership and the Super Co-Op administrator must have visibility into who is selling cases utilizing those pounds and the frequency of reporting those transactions. Furthermore, member districts require this information to conduct their annual procurement/renewal processes and validate that they receive the proper credits and rebates associated with the USDA Foods Processing Program.

The Annual Approved Distributor List provides members with the following information:

1. The list of approved distributors
2. The approved USDA Processors that each distributor partners with
3. The method of providing raw material discount(s) at the time of purchase (Value Pass Through)
4. The frequency in which each distributor reports and how these reports are generated/submitted to each manufacturer

Approved Super Co-op Distributors

The approved distributor list is available annually and posted on the Super Co-Op web page at:

<https://www.super-coop.org/>

The first tab provides the list of approved distributors:

Super Co-Op Approved Distributors 2024-25						
SY2024-25	General Point of Contact	General Point of Contact Phone	General Point of Contact Email	Recall Contact	Recall Contact Phone	Recall Contact Email
Epallet	Amy Hodgkin	833-372-5538	amyhodgkin@epallet.com	Meliza Pena	833-372-5538	customer.success@epallet.com
Gold Star Foods	Stephanie Ewing	530-295-7055	sewing@goldstarfoods.com	Karen Rosales	909-843-9615	recall@goldstarfoods.com
KBI Foods Distribution Inc.	Karo Budagyan	818-439-9494	karo@kbifooddistribution.com	Sara Budagyan	747-313-7073	info@kbifooddistribution.com
Newport Farms	Greg Wunsch	951-739-0841 x109	greg@newportfarms.com	Madison Morgan	951-739-0841	dm@newportfarms.com
Sunrise Produce Co.	Lisa Marquez	951-257-5972	lmarquez@sunriseproduce.com	Gerson DePaz	800-534-4526	gdepaz@sunriseproduce.com
SYSCO - Central California	Chris Medina	510-226-3261	sacidsdest@pac-sysco.com	Norma Dalila Camarena	209-272-4523	normadalila.camarena@sysco.com
SYSCO - Los Angeles	Ralph Ybarra	626-681-7402 cell:626-681-7402	Ralph.Ybarra@sysco.com	Luis Hernandez	626-705-0632	luis.hernandez@sysco.com
SYSCO - Riverside	Brian Booher	951-601-5525	brian.booher@sysco.com	Rafael Wuence	951-601-5710	rafael.wuence@sysco.com
SYSCO - Sacramento	Sacramento Bid Box/Chris Medina	209-491-7246	sacidsdest@pac-sysco.com	Mike Lapacka		mike.lapacka@sysco.com
SYSCO - San Diego	Dustin Weigelt	958-513-7317	Dustin.Weigelt@sysco.com	Nabi Nabiev	858-513-7302	nabi.nabiev@sysco.com
SYSCO - San Francisco	Christopher Medina	510-602-8159	cmedina@sysco.com	Clarence Moadory	510-226-3127	clarence.moadory@sysco.com
SYSCO - Ventura	Jennie Calzada de Anda	805-205-7811	jennie.calzada@sysco.com	Ruth Valencia	805-205-7209	ruth.valencia@sysco.com
The Daniels Company	Tennelle Paige	530-895-3187	tennelle@tancofoods.com	David Molina	530-895-3187	david@dancofoods.com
Valley Fruit & Produce	Carrie Lalonde	213-256-9055	blids@valleyproduce.com_cib@valleyproduce.com	Linda Mendez	213-216-2874	foodsafety@valleyproduce.com
Valley Food Service	June Singleton	559-451-9050	june@valleyfood.com	Steve Singleton	559-799-2454	steves@valleyfood.com

During Super Co-Op Members' annual procurement/renewal process, only approved distributors can be awarded items purchased with a raw material discount(s). In addition, members should validate that the items awarded are only for the manufacturers listed by each



distributor. Each distributor generates the manufacturer list based on the commercial relationships that the distributor has with the manufacturers. Super Co-op members can purchase commercial items from the distributor of their choosing.

Below is an example of the specific Distributor list (each Distributor has their tab) outlining:

- The designated manufacturer partners
- Value Pass-through method used
- Report type and reporting frequency

Certification by Distributor for Delivery of USDA Foods End Products for Super Co-Op Districts in the State of California 2024-25				
Distributor Name	Newport Farms			
Processor Name	Report Type	Report Mechanism	Value Pass Through	Frequency
Yang's	Sales Report	Submit to Manufacturer	Net Off Invoice	Weekly
Donlee	Processor Direct	InfoBank	Fee For Service	As Ordered
Integrated	Processor Direct	Submit to Manufacturer	Net Off Invoice	As Ordered

Definitions

Value Pass-Through Methods

Value Pass Through methods define how the raw material discounts will be managed and how member districts should see these discounts on their invoice. Understanding the Value Pass Through methods will also allow members to identify variations in pricing during their procurement evaluation.

Net off Invoice (NOI)

Distributors purchase end products from the manufacturer at the full commercial price and sell the item with the raw material discount at the time of purchase. Discounts should be visible on the invoice. If raw material pounds are not available, members will pay the full commercial price.

Closed SKU NOI (C/S NOI)

Distributors purchase end products from the manufacturer at the full commercial price and sell the item with the raw material discount at the time of purchase. Discounts should be visible on the invoice. If raw material pounds are unavailable, the distributor cannot sell the item and will be required to provide an acceptable substitute item.

Fee for Service (FFS)/Modified Fee for Service (MFFS)

Distributors purchase end products from the manufacturer at the net of commodity price, meaning the raw material discount has already been applied. The items are sold at the net of commodity price with a separate line item for the delivery fee (aka Fee for Service). If raw material pounds are unavailable, the distributor cannot sell the item and will be required to provide an acceptable substitute item.

**Fee for Service Through a Distributor**

School Districts purchase the end product from the manufacturer directly and designate the distributor as the location for delivery. The distributor will only charge the school for the drayage/delivery fee since the payment for the product was made to the manufacturer.

Report Types and Frequency

The purpose of understanding how individual distributors report raw material pound utilization is to determine how long it will take to see your transactions on the Super Co-Op website and identify where potential gaps could be in the process if transactions are not reported timely.

Template Upload/Manual/Sales Report

This is a manual process where distributor sales transactions are entered into a reporting template and then uploaded into the manufacturer's 3rd party clearinghouse (K12 and/or PL).

Direct Upload

This is an automated process that occurs on a specific schedule to obtain transactions from a distributor's computer system and uploads directly into the manufacturer's 3rd party clearinghouse (K12 and/or PL).

File Transfer

This is an automated process that occurs on a specific schedule for manufacturers that utilize their systems for tracking raw material pounds utilization. An automated file is generated and transferred to the manufacturer's system (Don Lee, Garden Banner, 20th Century, Nardone).

Processor Direct

This is a manual process where distributor sales transactions are emailed directly to the manufacturer representative to upload the transactions into the manufacturer's 3rd party clearinghouse (K12 and/or PL) or their system.