**NCPA REQUEST for APPROVAL OF NEW SUPPLY PRODUCTS**

**The deadline for submitting NEW Supply Product Approval requests for the next bid period is June 30th**

|  |  |
| --- | --- |
| Manufacturer Name:  | Contact Name for Inquiries concerning this submittal: |
| Brokerage Name: | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted:  |  |

**Submit one (1) new product per form. If product normally has multiple sizes, include all codes and sizes on the same form. There is not a limit to the number of products that may be submitted during a year.**

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| --- | --- | --- | --- | --- | --- |
| **pRODUCT dESCRIPTION** | **Brand Name** | **manufacturer PRODUCT code# and GTIN#** | **Pack SIZE** | **servings per case** | **approx. cost per serving** |
|  |  |  |  |  |  |

**REquired Product Documentation CheckList**

**This request form should be the first page of a PDF with product documentation organized as closely as possible in the order below.**

**Vendor to enter Yes/No for each document included with your submittal.**

**Yes/NO SUPPLY PRODUCTS**

|  |  |
| --- | --- |
|  | Completed Request for Approval Form |
|  | Product Specification Sheet(s). \*To assure that each specification sheet is the most current and accurate, it should be reviewed, signed and dated by an authorized representative no earlier than one month prior to the submittal date of this request. Product Specification Sheets should include: |
|  | Manufacturer’s name and product code # |
|  | Dimensions of product  |
|  | Number of units per case |
|  | Product description, including composition, with enough information to determine if the product is a NEW product or a product that matches an existing specification |
|  | Photo of product or individual package if IW |

**DIRECTIONS FOR COMPLETING SUBMITTAL:**

* **Create a SINGLE PDF file of Required Documentation listed above. Name the PDF file as follows: Brand, Product Code and Brief Description: Example:  *Clorox 7007 Bleach***
* **DO NOT include unnecessary pages or graphics. Submittals with more than one PDF attachment will be rejected.**
* Scan and e-mail to linda.marshburn@dpi.nc.gov **. *Use the Following Subject Line format for sending one E-Mail per manufacturer: Manufacturer Name- NCPA NEW PRODUCT APPROVAL REQUEST***

**NCPA Procedure:** Each specification goes through a paper screen review to verify this is a new product and does not match a current specification. The NCPA Board of Directors will review all product information and reserves the right to reject any product that they do not feel will have wide appeal to member districts. Manufacturer agrees to provide samples for testing by the NCPA Board of Directors.