Alaska Food Hub: Vendor Getting Started Guide

1. Attend an in-person for a Training if possible
   Dates and walk-in office hours will be announced:
   http://www.alaskafoodhub.org/producer-education-opportunities/

2. Complete Producer Check List
   There are several pieces of information we need from you to get started. Please visit our check list online for a complete list of all that is required to become a vendor with the Alaska Food Hub.

   NOTE: Your Vendor Membership Payment must be made online only.
   W9 consideration: checks will be written out to your Business/Farm Name (on the W9) unless you indicate otherwise.
   http://www.alaskafoodhub.org/producer-check-list/

3. Sign-up on Food Hub Marketplace
   Visit our Online Marketplace website and click SIGN-UP (located in top menu)
   http://alaskafoodhub.localfoodmarketplace.com/

   Login Here
   The Kenai Peninsula Food Hub is Now Closed for the Season
   We'll resume again in April 2017! Thank you for your support!
4 Email robbi@inletkeeper.org afterwards
Our Online Marketplace software will generate an email to set up your password, as a customer.
After you are set up, email robbi@inletkeeper – she will convert your customer account into a PRODUCER account so you can access a variety of training materials to review for “homework.”

5 Complete ALL Online Training Videos
After receiving your login information, return to the Online Marketplace and login (at the bottom of the page; the top login is for customers):

Once logged in, go to the QUESTION MARK on the right side of the screen:
This will take you to a menu of training materials and videos.
Clicking on each tab, Producer Guide: Home and Producer Videos, will open a variety of information.

Please review all tabs and try doing what you've just learned (but be sure to unlist products if you don’t have them for sale). This area will be a great resource to come back to with questions.

6 Begin setting up your Producer Page and Products
This will take some time at first, but we've already loaded quite a number of products to make this step easier. Initial set-up may take 1-3 hours. After this, your weekly updates should only take about 15-20 minutes.

7 Questions?
Try and find and answer in the Producer Training Manual and Videos. If you still are having trouble, email robbi@inletkeeper.org to set up some time to talk, via phone.

Thank you all for your patience as we enter our FIFTH Season, with COVID19 pandemic safety in mind. There’s bound to be some bumps, tweaks, failures, and successes- we're always looking to improve. We are committed to communication, transparency, and most importantly, supporting our LOCAL PRODUCERS!

If you have any questions or concerns, please feel free to call or email anytime. We’ll do our best to address any issues in a timely manner.

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www.alaskafoodhub.org