



P.O. Box 953, Bonaire, GA 31005 www.agrowstar.com
Call: 478-225-4095 Email: tbrandon@agrowstar.com Fax: (888) 744-8943

FREIGHT VENDOR REQUIREMENTS

Thank you for inquiring about becoming a freight vendor for AGrowStar. To create a vendor account, we need the following information:

1. IRS Form W-9 (Request for Taxpayer Identification Number and Certification)
2. AGrowStar Freight Vendor Form
3. Certificate of Insurance - specifically naming AGrowStar as an Additional Insured with respect to auto and cargo liability and general liability. The certificate of insurance must show a minimum of:
 - a. \$1,000,000 coverage for Auto Liability
 - b. \$25,000 coverage for Cargo Liability

LOAD DOCUMENTATION: Upon receipt of the destination's receiving ticket, drivers should inspect the ticket to be sure that AGrowStar is listed as the customer on the ticket.

IN CASES OF SIGNIFICANT WEIGHT DISCREPANCIES, THE DRIVER SHOULD NOTIFY AGROWSTAR **IMMEDIATELY** WHEN THE LOAD IS WEIGHED AT THE DESTINATION.

For loads shipped directly from the farm, you must have an AGrowStar Direct-Ship ticket with an assigned Direct-Ship Log control number. A Direct-Ship Log number must be obtained prior to each truck being loaded. Drivers must call AGrowStar at (800) 710-2476 ext. 1118 with the destination delivery information before they will be issued the control number for the next load.

All original signed destination delivery paperwork should be returned to AGrowStar at P.O. Box 953, Bonaire, Georgia, 31005, or to your local AGrowStar elevator as soon as possible - *preferably within 24 hours of the load being delivered.*

DESTINATION DELIVERY: If any load - which you pick up - will NOT be delivered to its destination within 24 hours, please advise us before the truck leaves the origin.

When you are ready to submit invoices, please use the AGrowStar load sheet format or download the form; invoices should also be submitted to the same address or be emailed to tbrandon@agrowstar.com

PAYMENT OF FREIGHT INVOICES: Your freight settlements are created using origin weights at the time of shipment from the elevator. Invoices must reference both the AGrowStar origin weight and AGrowStar origin scale ticket number for loads picked up at the elevator. For loads direct-shipped from a producer to a processor, the AGrowStar Direct-Ship Log number must be referenced along with the destination delivery ticket number. The AGrowStar origin scale ticket number should be referenced on all inventory transfers from one AGrowStar facility to another. Payments will be processed upon receipt of the invoice.



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FREIGHT VENDOR ACCOUNT INFORMATION

CONTACT INFORMATION - (PLEASE PRINT IF SUBMITTING A WRITTEN FORM)

Account Owner (First Name and Last Name)			Social Security Number
Address			Office Phone Number
City	State	Zip Code	Cell Phone Number
Email Address			Fax Number

CHECK THE TYPE OF ACCOUNT: INDIVIDUAL OR BUSINESS ENTITY

If a Business Entity, provide Legal Entity Name		Type of Business Entity <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other _____
Federal Tax ID Number - <i>if operating as a legal business entity</i>		
MC Number		
DOT Number	Number of Tractors	Number of Trailers and Types: <input type="checkbox"/> Hoppers _____ <input type="checkbox"/> Dumps _____ <input type="checkbox"/> Belts _____ <input type="checkbox"/> Walking Floor _____
Authorized to Haul In the following states:		

I hereby certify, under penalty of perjury, that all of the above information which I have this day provided to AGrowStar is complete, accurate and true to the best of my knowledge.

SIGNATURE OF ACCOUNT OWNER

DATE

