

Checklist

Selecting your redistribution partner(s)



	Questions to ask the redistributor(s)	Information that you may need to provide
General information	<ul style="list-style-type: none"> ▶ What are your contact details? ▶ What is your scale of organisation? ▶ What type of redistributor are you (eg commercial, charity / community, digital)? ▶ Are you a registered company / charity? ▶ Where, geographically, do you collect from? ▶ Will you accept food beyond its best before date? 	<ul style="list-style-type: none"> ▶ Contact information of the staff responsible for food redistribution ▶ Summary of company activities and opening hours ▶ Any specific objectives you have (eg social impact / commercial return) ▶ Type and nature of foods on offer ▶ Necessary operational compliance (eg delivery crate requirements) ▶ Whether you are able to support the redistributor financially to minimise their distribution costs
Surplus to be supplied	<ul style="list-style-type: none"> ▶ What quantity and types of food are you able to deal with? ▶ What capacity for surplus do you have? ▶ What type of business can you collect from? ▶ Do you accept non-food items? ▶ Where in the supply chain can you collect from (eg farm, pack house, manufacture site, retailer depot, retailer store)? ▶ Do you have the ability and response time to deal with products with a shorter shelf life? ▶ Are you able to deal with retailer own label (if appropriate)? 	<ul style="list-style-type: none"> ▶ The types of food you are likely to have as surplus ▶ The quantities and how the goods are packed ▶ Why the goods are being offered (eg short life, quality rejections) ▶ The frequency in which surplus arises ▶ Any consideration for consolidating stock for redistribution ▶ Any quality or packaging issues typically associated with your surplus that the redistributor may need to be aware of

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Storage, transportation and pick up	<ul style="list-style-type: none"> ▶ Do you supply logistics, or do we have to deliver? ▶ How and when will the transfer happen? ▶ What size load can be handled? ▶ Does your logistics cover required temperature control? ▶ What processes do you have in place to ensure control of temperature through to the end user? ▶ If we are delivering stock, are there any requirements to meet on site? ▶ Do you have a forklift truck on site? ▶ How quickly can you respond to an offer? How quickly can we get the goods off site? ▶ What is the minimum quantity and shelf life you will accept? 	<ul style="list-style-type: none"> ▶ Your ability to store surplus food safely before a collection ▶ The amount of surplus likely to be supplied ▶ The temperature controls required ▶ Any important information for collections (eg parking restrictions, site safety)
Other information	<ul style="list-style-type: none"> ▶ Can you share your processes relating to health and safety, food safety, labelling and allergen control, product traceability and brand integrity? ▶ How will you keep track of your surplus redistributed? ▶ Can you help with communications and social media to share our work? ▶ Can we volunteer and get wider engagement? 	<ul style="list-style-type: none"> ▶ Contact for any missing ingredients from goods received (eg ingredients and allergens)

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