



## Supplier Onboarding Requirements for Local Manufacturers- 2026



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## Supplier Onboarding Requirements for Local Manufacturers

This document provides a consolidated overview of supplier onboarding requirements for locally manufactured products, based on the procedures and documentation requested by Massy Stores, Bounty Supermarkets, GMC and DSL. It is intended to guide local manufacturers through the information, forms, and supporting documents commonly required when seeking to have products listed with major retailers.

### Section 1: Massy Stores – Supplier Update Information

The following information is required by **Massy Stores** as part of its supplier's onboarding and update process. Prospective suppliers must complete all applicable fields accurately to ensure proper registration, payment processing, and internal approval within Massy's systems.

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#### SUPPLIER UPDATE FORM

**SUPPLIER NAME:** \_\_\_\_\_

**CHEQUE PAYABLE TO:** \_\_\_\_\_

\* If Cheque is to be made payable to a name different to the company name, an official signed and stamped letter must be submitted from the company stipulating this request.

**ADDRESS:** \_\_\_\_\_

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**TELEPHONE NO.:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**PAYMENT TERMS:**

7 DAYS  14 DAYS  30 DAYS  45 DAYS  NO TERMS / DUE IMMEDIATELY

**BANK DETAILS:**

**Bank Account:** \_\_\_\_\_ **Routing Code:** \_\_\_\_\_

**BANK NAME:** \_\_\_\_\_

**BANK ADDRESS:** \_\_\_\_\_

**VAT REGISTERED:**  YES  NO **VAT REGISTRATION #:** \_\_\_\_\_

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**SUPPLIER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECOMMENDED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**N.B. - STATEMENT OF ACCOUNT IS REQUIRED ON A MONTHLY BASIS**

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**OFFICE USE ONLY: FINANCE DEPARTMENT**

List:

1. Supplier Name
2. Cheque Payable To
3. Business Address
4. Telephone Number
5. Fax Number
6. Email Address
7. Contact Person
8. Payment Terms (7, 14, 30, 45 days or Due Immediately)
9. Bank Name
10. Bank Account Number
11. Routing Code
12. Bank Address
13. VAT Registration (Yes/No)
14. VAT Registration Number
15. Supplier Signature and Date
16. Recommended By – Name, Signature, Date
17. Reviewed By – Name, Signature, Date

#### **Required Supporting Documents – Massy Stores**

1. Completed Supplier Update Form
2. Business Registration
3. Certificate of Incorporation (where applicable)
4. TIN Certificate
5. VAT Certificate
6. Valid ID for owner(s) of the business
7. Character reference (sole traders)
8. Food Handler's Certificate (where applicable)
9. List of products offered with pricing
10. Product evaluation against current vendors
11. Approval email



## Section 2: Bounty Supermarkets – Supplier Documentation Requirements

The following information is required by **Bounty** as part of its supplier’s onboarding and update process. Prospective suppliers must complete all applicable fields accurately to ensure proper registration, payment processing, and internal approval within Bounty systems.

1. License of Premises (License to Manufacture) – for large-scale manufacturing
2. Permit to Manufacture (Micro Businesses)
3. Permit to Repackage (if applicable)
4. Certificate of Analysis (product quality testing)
5. Formal request letter to Bounty Supermarkets
6. Business Registration
7. TIN Certificate
8. VAT Registration Certificate (if VAT threshold is met)
9. Food Handler Certificate (depending on product type)

### Product Label Requirements – Bounty Supermarkets

1. Country of Origin
2. Product name and use (English language)
3. Product type
4. Brand name
5. Name of manufacturer
6. Date manufactured
7. Expiration or best-before date

All licenses issued by the Government Analyst – Food & Drug Department must be valid and renewed annually.

Documents for Bounty Supermarkets can be submitted electronically to [customerservice@bountyfarmgy.com](mailto:customerservice@bountyfarmgy.com).



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## Section 3: GMC – Supplier Documentation Requirements

The following requirements apply to suppliers seeking to have products listed at the **Guyana Shop (GMC)**. These documents are required to verify the supplier's identity, business legitimacy, and compliance with food safety and regulatory standards.

### REQUIREMENTS FOR PRODUCTS ENTERING THE GUYANA SHOP

1. Identification (ID card, Passport)
2. Business Registration
3. Food Handler's Certificate (snacks, eatables)
4. TIN Certificate –Taxpayer's Identification Number
5. Food and Drugs Certificate of Premises + List of approved products
6. Price list
7. Products

#### In cases of meat and Fish Products

1. Identification (ID card, Passport)
2. Business Registration
3. Food Handler's Certificate (snacks, eatables)
4. TIN Certificate –Taxpayer's Identification Number
5. Certificate of Wholesomeness- Ministry of Health, Veterinary Public Health Unit.
6. Price list
7. Products


In the cases of additional products being introduced to the Guyana Shop, the List of Approved Products, issued by the Food and Drugs Department has to be updated, granting permission for the product/s to be manufactured/packaged.



## Section 4: DSL – Supplier Documentation Requirements

The following requirements apply to suppliers seeking to have products listed at the **DSL**. These documents are required to verify the supplier's identity, business legitimacy, and compliance with food safety and regulatory standards.

1. Business Registration
2. Certificate of Incorporation Notice and Consent for Director and Secretary if applicable
3. Beneficial Owner Copy of National Identification Card or Passport
4. Taxpayers Identification Number (TIN) Certificate
5. VAT License (if registered)
6. Food Handler Certificate (if applicable)
7. Exchange Policy



38 Industrial Site Ruimveldt, Georgetown, Guyana  
Tel: (592) 227-8888, 225-3429, 225-3439 | Fax: (592) 227-8862

### DSL Vendor Profile

Business Name: .....

Business TIN: .....

Business Address: .....

Telephone Number: .....

Email address: .....

Cheque Payable to: .....

Contact person: .....

VAT Registration Number (if applicable) .....

Product Category .....

**Payment Terms:**  
All payment will be made 30 Days after delivery.

**Return/Exchange Policy**  
I have agreed to exchange damaged or expired items once communicated ..... in advance by means of telephone or email.

.....  
Signature of DSL Representative

.....  
Signature of Vendor

The vendor profile along with copies of the above documents should be submitted to [@dslpurchasing@demrum.com](mailto:dslpurchasing@demrum.com) or in person at DSL Ruimveldt Office. Lot 38 Industrial Site, Georgetown. Samples of the items should also be shared to verify barcodes and packaging. All products should contain the expiration date.


Once the products are approved and entered in our system, we will prepare a Purchase Order and indicate the required delivery date to the respective locations. Each new item's performance is reviewed after 6-8 weeks of stocking, based on its performance we would discontinue or continue stocking same.

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