

## Vendor Application Packet

Dear Prospective Vendor,

Companies interested in conducting business with Beacon Fisheries procurement services must have the following registration form(s) on file with our purchasing department prior to conducting business. In addition various documents are required for each shipment. All documents including this one are available on our web site for download.

<http://www.beaconfisheries.com>

- IRS W-9 Form (Domestic Vendors Only)** – The Federal Identification W-9 form must be completed, signed and returned for the registration to be completed. If you are operating as a sole proprietor or an individual, you must supply your legal first middle and last name and social security number or your Employer Identification Number (EIN). Vendors are responsible for notifying our purchasing department of any changes in the information provided in their vendor registration. Notification must be in writing and on your company letterhead.
- Certificate of Insurance** - As a condition of doing business with our company, please provide us with satisfactory evidence of General Liability insurance. Insurance certificates can be obtained by your insurance provider.
- HAACP Certificate of Compliance for Domestic Suppliers** – Domestic seafood suppliers are required to provide a signed HAACP certificate. Annual updates are required to keep your status current.
- HAACP Certificate of Compliance for International Suppliers** – Foreign seafood suppliers are required to provide a signed HAACP plan in English along with a HAACP certificate in English. Annual updates are required to keep your status current.
- Import Shipping Instructions** – We have specific shipping instructions and document requirements for all Import transactions.
- Tuna Fish Import Document** – NOAA Form 370 certificate of origin document will be required for each Tuna Fish shipment.
- Sword Fish Import Document** – ICCAT Swordfish statistical document will be required for each Sword Fish shipment.

New vendors or current vendors updating their information may fax or email the vendor information forms to: [smartin@beaconfisheries.com](mailto:smartin@beaconfisheries.com) or Fax: (904) 482-0000



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## Vendor / Supplier Information Forms

### Company Information

Company Name \_\_\_\_\_ Phone# \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State / Province / Neighborhood / Quarter \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Accounts Receivable Contact Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Fax# \_\_\_\_\_  
Buyer Contact Name \_\_\_\_\_  
Buyer Email Address \_\_\_\_\_  
Buyer Fax Number \_\_\_\_\_  
Buyer Cell Phone Number \_\_\_\_\_  
Company Website \_\_\_\_\_  
Is your company owned by a parent company? Y/N \_\_\_\_\_  
Parent Company Name \_\_\_\_\_  
Parent Company Phone Number \_\_\_\_\_  
Parent Company Website \_\_\_\_\_

### Payment Remittance Information (for payments sent to you)

#### Wire Instructions:

Bank Name \_\_\_\_\_  
Bank Physical Address:  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State / Province / Neighborhood / Quarter \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Bank Routing ABA# \_\_\_\_\_  
SWIFT Code \_\_\_\_\_  
Account# \_\_\_\_\_  
Receivers Name \_\_\_\_\_

### Terms Information

Payment Terms: \_\_\_\_\_  
Freight Terms \_\_\_\_\_  
Minimum Order Amount \_\_\_\_\_

## Import Shipping Instructions -- MIAMI

Broker Information: Transcargo Brokers, Inc.  
2535A NW 72nd Ave.  
Miami, FL 33122  
305-594-1928  
Rey Colon

Company Information: Beacon Fisheries, Inc.  
13107 Atlantic Blvd., Suite 201  
Jacksonville, FL 32225  
(904) 641-7778 (telephone)  
(904) 641-7767 (fax)

Shipping Address: Beacon Fisheries, Inc.  
2605 NW 75<sup>th</sup> Ave.  
Miami, FL 33122  
(305) 885-0605  
[imports@beaconfisheries.com](mailto:imports@beaconfisheries.com) (International email address)  
Beacon FDA No.: 10289933630

Prior to shipment, all original documents should be sent to Miami International Brokers and clean fax or email of the following documents to (904) 482-0000 or [imports@beaconfisheries.com](mailto:imports@beaconfisheries.com)

- Packing List
- Commercial Invoice (factura)
- Prior Notice (completed through the FDA website)
- HACCP Guarantee Letter
- Airway Bill
- Supplier FDA Registration No.
- NOAA Form 370 for Tuna Fish shipments
- ICCAT Form for Sword Fish shipments

All faxes should contain an informative cover sheet.  
All emails should contain an informative subject line.

Vendors shipping non-seafood products should obtain correct shipping address from our buyer.