

How does the new Purchase Order process work?

Before we can send you a PO, we have to have your most up-to-date pricing information in our system.

- Please submit **price files and price change notifications** via our [Current Vendor Pricing Updates](#) page on the **Monday one week prior** to the price change taking effect.
- Please use our [Price Communication Template](#). This is a standardized Excel template that expedites our price updates and is our preferred format for price communications. The required fields are marked on the template with an asterisk.

Our Buyers will submit orders using City Market purchase orders. If email is the ordering method for your account, the purchase order will be sent via email and should be used as the official order reference. Please see an example of a City Market purchase order below.

Purchase Order Document - DOWNTOWN

PO Number: 0000178-054 → PO number
Purchase date: 9/24/2026
Shipping date: 9/24/2026
Arriving date: 9/24/2026
Reference #

Buyer: **Receiving Shared** → Buyer who placed the order

Store location and where the order should be sent

City Market
Onion River Coop

Vendor Id: OPEN
Name: OPEN VENDOR
Contact: Jane Doe
Phone: 555-555-5555 fax:
Address: 123 Main Street
Springfield

Ship Via Id: D

Your information

Name:
Contact:
Phone:
Address:
fax:

Terms: Account: UPC or PLU Freight Terms:

Vnd #	Code	Description	Case Size	Quantity Order	Cost
7639925	0000000000113	Dark Chocolate Cranberries per LB	25	1 CASE	\$174.50
	0000000010047	Onion River Trucker Hat	1	5 Unit	\$16.95
40905	0020960700000	SPINACH Baby Org	4	10 CASE	\$16.90
1030	0085158800234	Joy Tonic Organic 2 fl	1	7 Unit	\$15.25
Case count: 11			Unit count: 12	Weight: 65	\$535.00

Note: Thank you so much! If you have any questions please email purchasing@citymarket.coop. → Personal note from Buyer

Vnd # is Item Code or Vendor Code

Total quantity ordered

Freight Weight: \$0.00
Freight Cubic: \$0.00
Number of units or lbs in case

Reviewing your order

After you receive an official PO, review the order details and note the PO#.

- If any pricing or pack sizes differ from the purchase order, please submit changes through our [Current Vendor Pricing Updates](#) page.
- If any availability or delivery details differ from the norm, please submit changes through our [Vendor General Questions form](#).

Invoices

Include the **PO#** from the Purchase Order on the invoice for that order. You now have the option to email your invoice rather than bring a physical copy. Email your invoices to [Receiving](#) prior to

delivery. We still require invoices to be available at time of delivery, so please email it before you arrive.

When will the first PO be submitted?

We are currently onboarding vendors and will email them when we are ready to begin submitting POs.

What are my payment terms?

Your payment terms with City Market are determined by our Finance and Purchasing Departments. Please reach out to [Accounts Payable](#) for your specific payment terms. Any prebuy, early payment, promotional, or other payment arrangements should be documented and confirmed with Finance and Purchasing before they take effect.

Where should credit memos be sent?

Please send all Credit Memos and credit-related documentation to [Credit Team](#). Include the purchase order number, invoice number, item details, quantity, reason for credit, and any supporting documentation when available.

Quick Guide for PO Process

Here's a quick highlight of the steps of our new PO process:

1. Submit cost information on the Monday one week prior to the price change taking effect – [Current Vendor Pricing Updates](#) page
2. Receive the PO from noreply@citymarket.coop
3. Notify us about any availability or delivery changes – [Vendor General Questions Form](#)
4. Notify us about any price or pack size discrepancies on PO – [Current Vendor Pricing Updates](#) page
5. Submit the invoice for delivery via email to [Receiving](#) or bring a physical copy with your delivery - Note the PO# on the invoice
6. Deliver order
7. Submit Credit Memos if needed via email [Credit Team](#)