



*Georgia Department of Public Health*

# **Food Sales Self-Reporting –Shelf Tag Survey Non-Corporate Vendors**

Presentation to: Vendor Advisory Forum

Presented by: Edwardo Hebbert

Date: December 8<sup>th</sup>, 2015

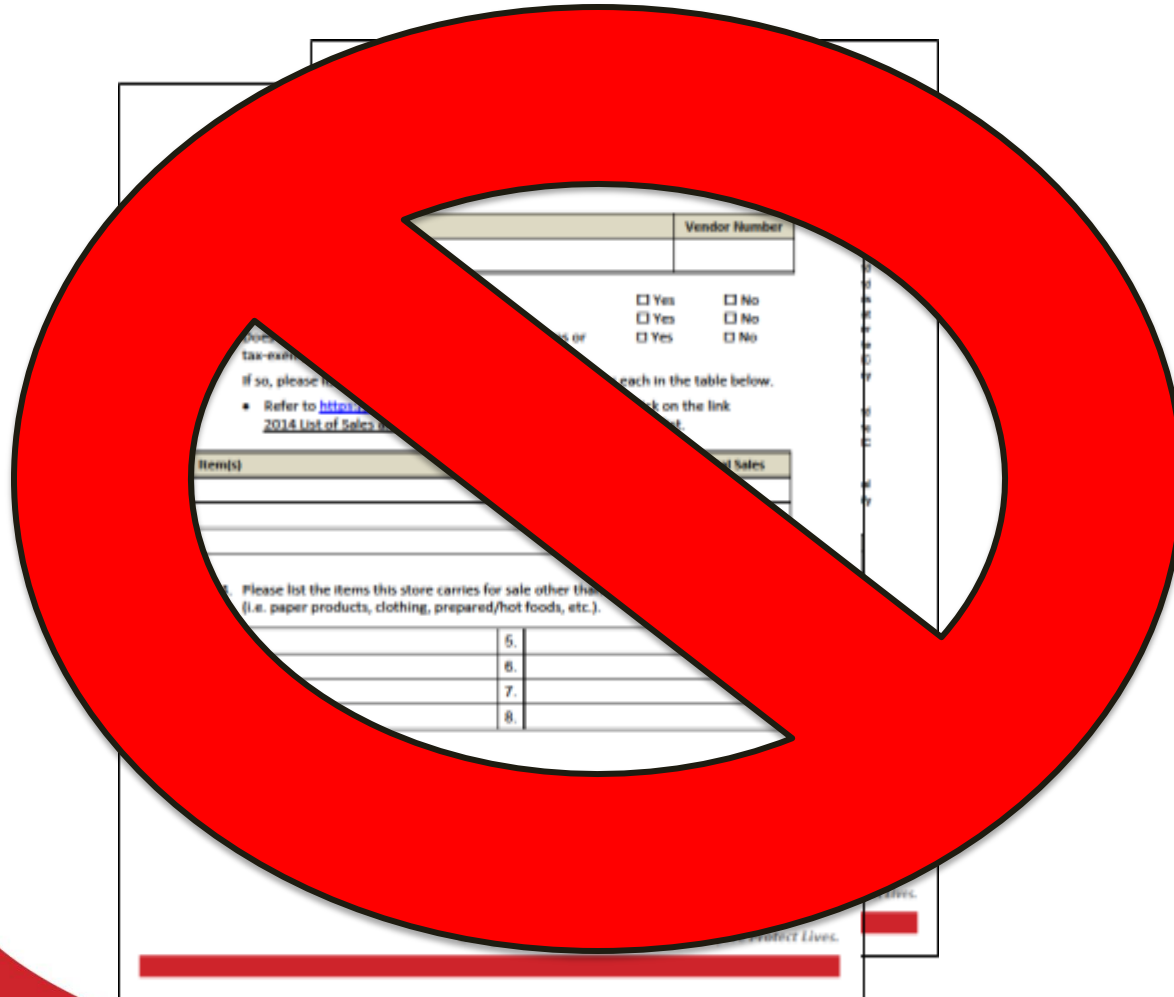


*We Protect Lives.*

# Food Sales Report Forms

Georgia WIC  
Vendor's Food  
Sales Report  
Forms.

No Longer Used



# Purpose of the Survey

1.

Each WIC authorized store must be assessed to ensure an accurate assessment of sales data.

2.

Paperless system. Electronic format to submit monthly food sales figures.

3.

Simply key in the information into the SENDSS Questionnaire and upload Sales and Use Report documents (ST-3's).

# Logging into the Survey



## Georgia Department of Public Health WIC Food Pricing Survey Login

Welcome to the Georgia WIC Program electronic website for shelf price collection.

Please follow these instructions carefully:

1. Enter your vendor number in the Vendor ID field and the password that was previously mailed to you. If you are part of a chain, use the Chain ID that was assigned to you. When the survey page comes up, please be sure to enter your e-mail address and fax number.
2. Enter the most or least expensive price, using dollars and cents, of each item in the size and brand or type indicated. It is mandatory to enter a price for all items marked with an asterisk (\*). If you do not stock or sell the product and it is not marked with an asterisk, you are not required to enter a price.
3. Upon completion, be sure to scroll to the bottom of the page and select SAVE. You will be asked to review your entries.
4. After reviewing your entries, click FINISH. You will be asked to SAVE or FINISH. Entries can be saved and completed later by clicking the SAVE button, or once you have entered all of your pricing information, click FINISH to finalize your survey.

Download Detailed Instructions: [PDF \(394k\)](#) [MS Word \(317k\)](#) Download Georgia Wic Approved Food List [PDF\(211K\)](#)

Vendor ID (or Corporate ID):

Password:

Login

Vendor Contact Number: 404-657-2900 or 866-814-5468


Log-In using the username (Vendor Number) and password provided by WIC Vendor Management. Click on the Login icon.

# Completing the Survey

The Vendor information is pre-populated. However, you can enter updates or any missing information.

Provide the name and phone number of the person completing the survey.

Georgia WIC Approved Foods Price List

 **Vendor Information**

Download Detailed Instructions: [PDF\(394K\)](#) Download Georgia Wic Approved Food List [PDF \(211k\)](#)

**Failure to inform the Georgia WIC Program of any change in vendor information could result in the application of a sanction.**

Vendor Number:

\*Full Legal Name of Store:

Full Legal Name of Corporation: (if applicable)

\*Physical Address:

\*Mailing Address:

\*Square Footage of Store (not including storage area and administrative space):  sq ft

Phone:    ext.  Fax Number:

Email:

GA Dept. of Agriculture ID:  SNAP Number:

Federal ID Number:  Store Manager Name:

Owners Name(s):

Is this store Incorporated? ☐ Yes ☐ No

**\*\*Georgia WIC Vendor Sales (GWVF-1) and Sales and Use Tax Data (ST-3 Forms):**  
**\*\*\*Required Monthly Sales Data:** Aug, Sep, and Oct 2015

Previously uploaded files: No files uploaded

This Survey was Completed By:

First Name  Last Name:

Title

Phone:    Email:

Please list additional email of key contact person who would like to receive periodic updates on WIC vendor issues. If you need more than one email, please enter the additional email addresses in the Comments section at the end of the survey.

# Price Listing Completion

Input the brand and prices in the appropriate sections.

An asterisk (\*) indicates you must fill in the price. Any missing information will be asked for when you finalize the survey.

Cheese- (Including Reduced Fat Cheeses)

[View WIC Minimum Inventory Requirements](#)

*Cheese	List Brand	16 oz (Least Expensive)
Block Cheeses		
American	Nacho Libre	\$ 2.22
Cheddar	Better Cheddar	\$ 4.44
Colby		\$
Colby/Jack		\$
Monterey Jack		\$
Mozzarella		\$
Swiss		\$
Sliced Cheeses		
American		\$
Cheddar		\$
Swiss		\$
String Cheeses		
Mozzarella		\$

Other

[View WIC Minimum Inventory Requirements](#)

Other	List Brand	
*Eggs (Grade A Large, Dozen Least Expensive)	Humpty Dumpty	\$ 2.34
*Legumes- Peas / Beans Dried (1 Pound Most Expensive)		\$
*Legumes- Peas / Beans Canned (15-16 oz Most Expensive without added sugar, fats, oils, or meats)		\$
*Peanut Butter (16-18 oz Most Expensive)		\$
*Fish		
	List Brand	5oz 6oz 7.5oz 14.75oz
Tuna Water Packed (Least Expensive)	Something Fishy	\$ 3.45
Salmon (Pink) (Least Expensive)		\$ \$ \$ \$

Juice

[View WIC Minimum Inventory Requirements](#)

*Juice	List Brand (48oz)	*64 oz Container (Least Expensive)	*48 oz Container (Least Expensive)	*11.5-12 oz Frozen (Least Expensive)	Refrigerated 64 oz Container
Orange		\$	\$	\$	\$

# Saving a Partially Completed Survey

You are not required to complete the entire survey in one session. A save feature allows you to save what has been entered and return later to continue the survey .

Georgia WIC Approved Foods Price List

- + Vendor Information
- + Milk Pricing
- + Cheese- (Including Reduced Fat Cheeses)
- + Other
- + Juice
- + Infant Foods
- + Whole Grains (Bread, Tortilla, Rice)
- + Cereal
- + Infant Formula
- + Comments

Save

To save, go to the bottom of the screen and select **"Save"**.

# Saving a Partially Completed Survey

After clicking "**Save**", a screen will appear that will allow you to review your survey and make changes.

Georgia WIC Approved Foods Price List Survey Id: 168123

- + Vendor Information
- + Milk Pricing
- + Cheese- (Including Reduced Fat Cheeses)
- + Other
- + Juice
- + Infant Foods
- + Whole Grains (Bread, Tortilla, Rice)
- + Cereal
- + Infant Formula
- + Comments

To make changes, click on "**Make Changes**".

Clicking on "**Next**" will display a dialogue box to either finalize the survey or finish later.



# Saving a Partially Completed Survey

The screenshot shows a survey interface with a list of categories on the left: Whole Grains (Bread, Tortilla, Rice), Cereal, Infant Formula, and Comments. A central dialog box titled 'Wic FP Survey System Message:' contains instructions. At the bottom of the dialog are two buttons: 'Finish Later' and 'Finalize Now', both of which are highlighted with red boxes. Red lines connect these buttons to explanatory text boxes below the screenshot.

Wic FP Survey System Message:

If you have not completely finished entering all of the food pricing, Click FINISH LATER to save your changes and come back to the survey another time.

If you have entered all of the required pricing, click FINALIZE NOW to submit the completed survey to the state of Georgia

Finish Later Finalize Now

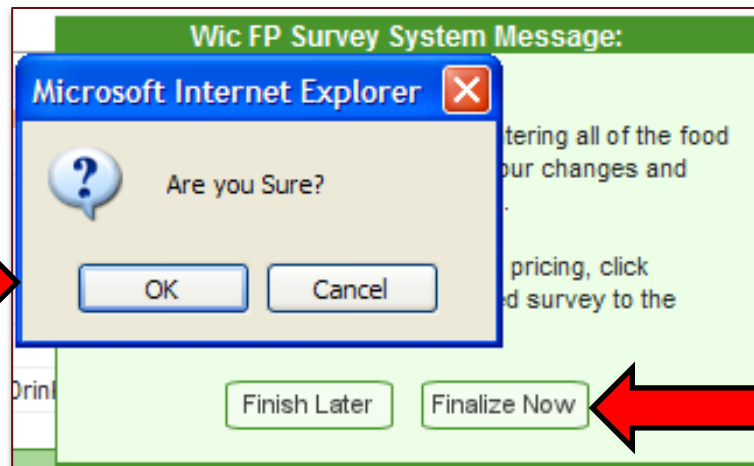
**Finish Later**. This option can be used when you want to return later to complete the survey.

**Finalize Now**. If you have completed the survey, select this option. Once selected, the system will check that all fields have been entered correctly. Any fields that have not been entered will be reported back to you.

# Finalizing a Completed Survey

Once you have completed the survey go to the bottom of the page and select "Save". The window below will appear.

You will be asked if you are sure you want to finalize the survey. Click "**OK**".



A dialog box will be displayed. Click on "**Finalize Now**".

# Missing Data Screen

## Questionnaire Incomplete

You may not finalize this survey at this time for the following reason(s):

- You must supply a first name, last name, and phone number for the person completing this survey.
- You must enter a price for \*Whole Milk and at least one price of the following milks \*(skim, low-fat, reduced fat) before you can finalize this response
- You must enter a price for \*Powder Milk - 3 quarts or \* Evaporated Milk - 12oz before you can finalize this response
- A price for either the 16 oz Block, Sliced or String Cheese Must be entered before you can finalize this response
- You must enter a price for \*Eggs before you can finalize this response
- You must enter a price for \*Legumes- Peas / Beans Canned (15-16 oz Most Expensive) before you can finalize this response
- You must enter a price for \*Legumes- Peas / Beans Dried (1 Pound Most Expensive) before you can finalize this response
- You must enter a price for \*Peanut Butter (16-18 oz Most Expensive) before you can finalize this

You may [click here](#) to return to this response, then click EDIT to make changes or you may login at another time and complete the required pricing.

Thank you for taking part in the WIC pricing survey, please [Click Here](#) to fill in a short questionnaire about your experience using this tool.


If the survey questionnaire is incomplete, the survey will prompt you in a new page.

Click on the hyperlink to return to the incomplete response, then click edit to make the necessary changes.

# Uploading Sales and Use Documents (ST-3 Forms)

As part of the Shelf Price Survey, Sales and Use documents (ST-3 Form) must be uploaded to the SENDSS website.

Georgia WIC Approved Foods Price List

 **Vendor Information**

Download Detailed Instructions: [PDF \(394K\)](#) Download Georgia Wic Approved Food List [PDF \(211k\)](#)

**Failure to inform the Georgia WIC Program of any change in vendor information could result in the application of a sanction.**

Vendor Number:

\*Full Legal Name of Store:

Full Legal Name of Corporation: (if applicable)

\*Physical Address:

\*Mailing Address:

\*Square Footage of Store (not including storage area and administrative space):

Phone: -- ext.  Fax Number:

Email:

GA Dept. of Agriculture ID:  SNAP Number:

Federal ID Number:  Store Manager Name:

Owners Name(s):

Is this store Incorporated? ☐ Yes ☐ No

**\*\*Georgia WIC Vendor Sales (GWVF-1) and Sales and Use Tax Data (ST-3 Forms):**

**\*\*\*Required Monthly Sales Data: Aug, Sep, and Oct 2015**

Previously uploaded files: No files uploaded

\*This Survey was Completed By:

First Name:  Last Name:

Title:

Phone: -- Email:

Please list additional email of key contact person who would like to receive periodic updates on WIC vendor issues. If you need more than one email, please enter the additional email addresses in the Comments section at the end of the survey.

Click on the "**Required Monthly Sales Data**" icon to open the Vendor Monthly Data screen.

# Uploading Sales and Use Documents (ST-3 Forms)

As part of the Shelf Price Survey, Sales and Use documents (ST-3 Form) must be uploaded to the SENDSS website.

Georgia Department of Public Health  
WIC

Vendor's Monthly Sales Data

Upload ST-3 Forms

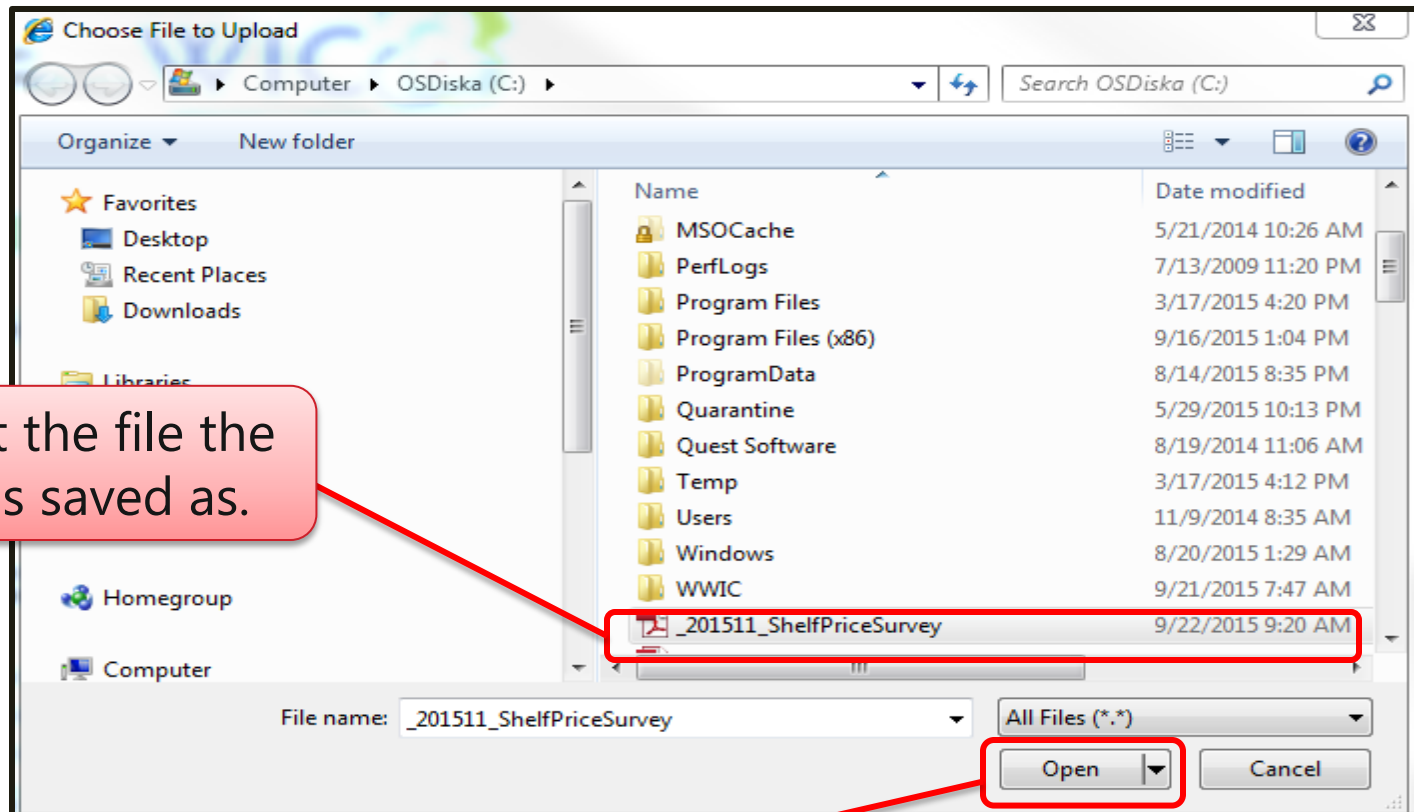
Upload a File:  
Please Select a File to Upload:

Browse... Upload File

Previously uploaded files:  
No files uploaded

Click on the "**Browse**" icon to open window explorer to choose a file to upload.

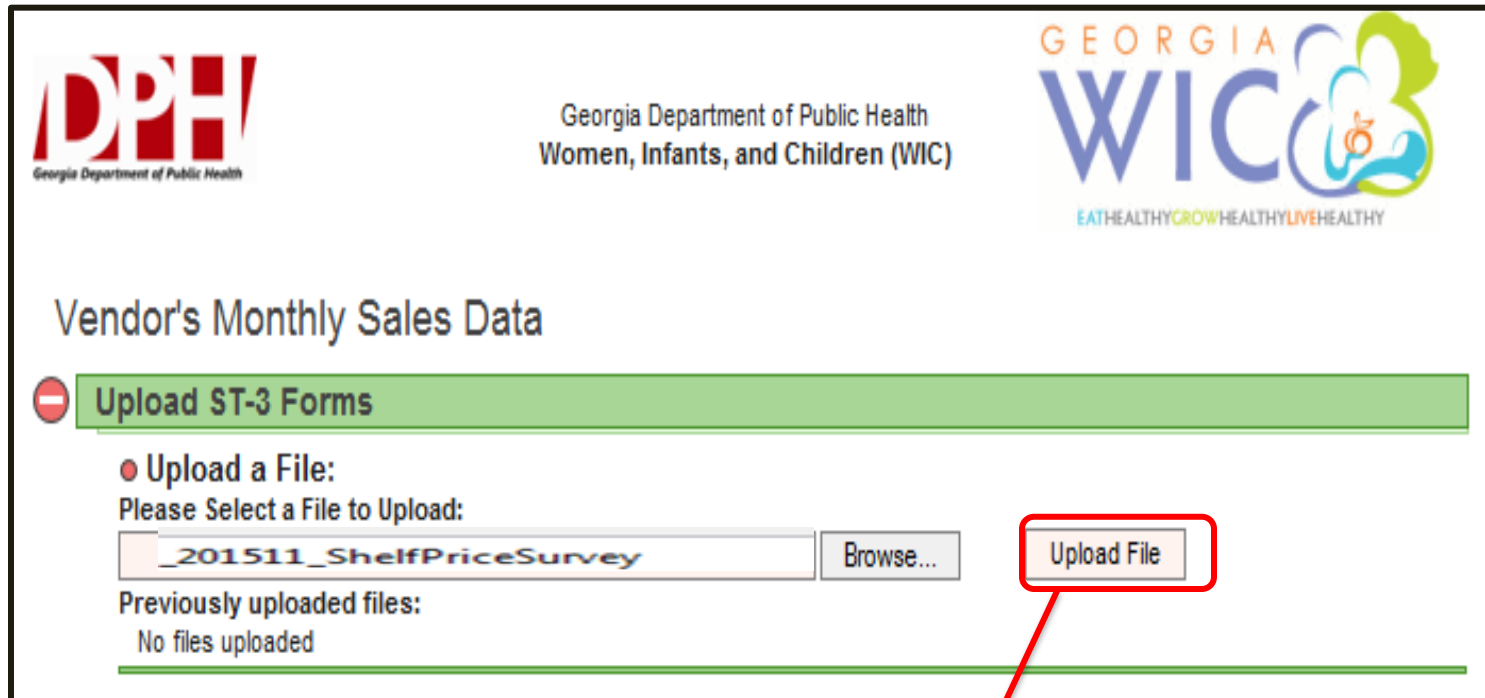
# Uploading Sales and Use Documents (ST-3 Forms)



Select the file the ST-3 is saved as.

Click the **Open** button on the window explorer in order to show the selected file. The file will show in the **Select File** box.

# Uploading Sales and Use Documents (ST-3 Forms)



The screenshot shows the 'Vendor's Monthly Sales Data' section of the WIC portal. It features a green bar with a minus icon and the text 'Upload ST-3 Forms'. Below this, there is a section for 'Upload a File' with the instruction 'Please Select a File to Upload:'. A text input field contains the filename '\_201511\_ShelfPriceSurvey', followed by a 'Browse...' button and an 'Upload File' button. The 'Upload File' button is highlighted with a red box and a red line pointing to a callout box. Below the input field, it says 'Previously uploaded files: No files uploaded'.

DPH  
Georgia Department of Public Health

Georgia Department of Public Health  
Women, Infants, and Children (WIC)

GEORGIA  
WIC  
EATHEALTHYGROWHEALTHYLIVEHEALTHY

### Vendor's Monthly Sales Data

–

Upload ST-3 Forms


● Upload a File:  
Please Select a File to Upload:

Previously uploaded files:  
No files uploaded

Click on the "**Upload**" file icon.

# Uploading Sales and Use Documents (ST-3 Forms)

Vendor's Monthly Sales Data

 Upload ST-3 Forms

● Upload a File:  
Please Select a File to Upload:

Browse... Upload File

Previously uploaded files:

File Name:	Upload Date
F1899419893/_201511_ShelfPriceSurvey.pdf	09-22-2015 01:56 pm

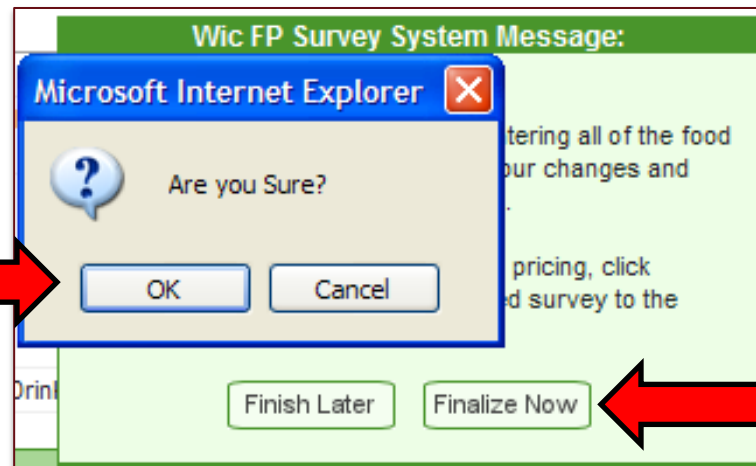
Once you click "**Upload**" the file name will appear here with the time and date.



# Finalizing a Completed Survey

Once you have completed the survey go to the bottom of the page and select "**Save**". The window below will appear.

You will be asked if you are sure you want to finalize the survey. Click "**OK**".



A dialog box will be displayed. Click on "Finalize".

# Survey Completed

If the survey questionnaire is complete, the survey will prompt you in a new page.

**Questionnaire Complete**

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Thank you very much for taking the time to complete this survey. Your response has been sent to the WIC Food Pricing program for review.

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You can close your browser. The survey is complete.

# Questions?



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