Food Sales Self-Reporting –Shelf Tag Survey Corporate Vendors

Presentation to: Vendor Advisory Forum

Presented by: Edwardo Hebbert

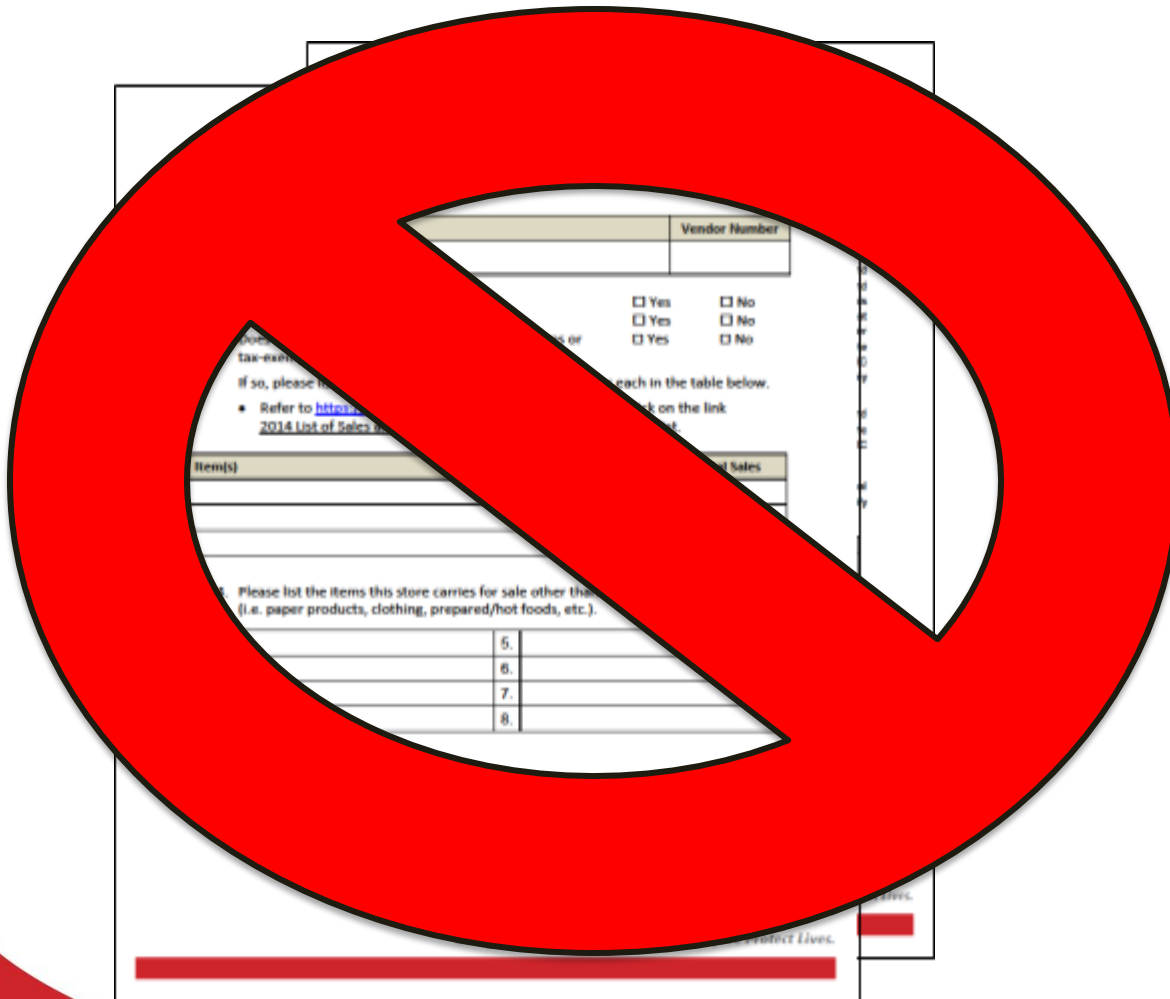Date: December 8th, 2015

Food Sales Report Forms

Georgia WIC Vendor's Food Sales Report.

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 surveypage 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.

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Logging into the Survey

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?
2987	TEST FOOD STORES #1	N
3491	TEST FOOD STORES #10	N
1270	TEST FOOD STORES #4	N
0143	TEST FOOD STORES #6	N
2197	TEST FOOD STORES #8	N
2870	TEST FOOD STORES #9	N

Click on the vendor number you wish to select and update.

Note: to complete a survey for multiple stores, select a store from the list that has a "**Y**" under the finalized column. If the Finalized column shows all "N" like the example, select the first store on the list instead.

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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: TEST

Full Legal Name of Corporation: (if applicable) TEST

*Physical Address: 1234 SOME STREET | SOME CITY | , GA | 30303 | -

*Mailing Address:

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

Phone: 404 - 657 - 2900 ext.   **Fax Number:** - -

Email: GAWIC@DHP.GA.GOV

GA Dept. of Agriculture ID: **SNAP Number:**

Federal ID Number: **Store Manager Name:**

Owners Name(s):

Is this store Incorporated? ○ Yes ○ No

*This Survey was Completed By:

First Name MARY   **Last Name:** SMITH

Title MANAGER

Phone: 404 - 657 - 2900   **Email:** MARY.SMITH@GMAIL.COM

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.

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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.

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

Make Changes   Next

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

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

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Saving a Partially Completed Survey

Whole Grains (Bread, Tortilla, Rice)

Cereal

Infant Formula

Comments

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.

Wic FP Survey System Message:

Microsoft Internet Explorer

? Are you Sure?

OK   Cancel

...tering all of the food ...ur changes and

...pricing, click ...ed survey to the

Drin

Finish Later   Finalize Now

You will be asked if you are sure you want to finalize the survey. Click "**OK**".
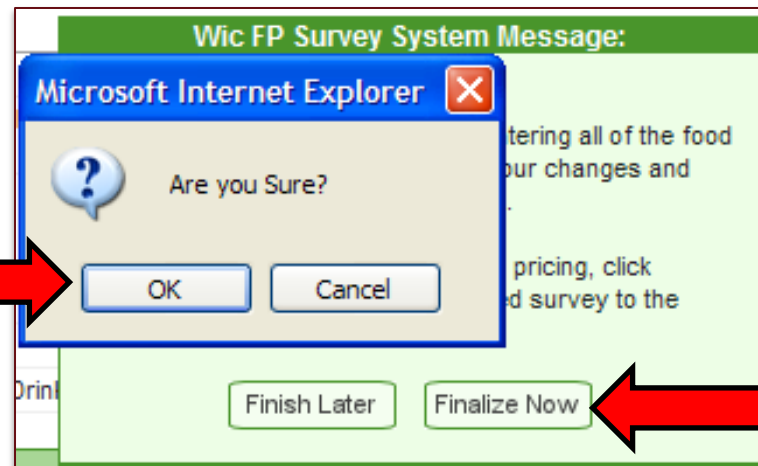
A dialog box will be displayed. Click on "**Finalize Now**".

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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.

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Survey Completed

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

Questionnaire Complete

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

Because this survey is for a Corporate WIC vendor, you may copy this response to other stores. Click Here to bring up this response and a list of stores that it may be copied to.

As a corporate vendor, you will click on "**Click Here**" to take you back to the survey to copy the information for additional stores.

Copying Multiple Stores

After selecting the "**Click Here**" hyperlink, the following screen will appear.

The "**+**" will not appear until the survey is completed and finalized. Click the "**+**" sign here.

Georgia WIC Approved Foods Price List

Survey Id: 4399

⊖ **Vendor Information**

NOTE: This Survey has been finalized.
No changes may be made to the data that was entered here.
If you need to make a change please contact:

Vendor Number:	2987
Vendor Name:	TEST FOOD STORES #1
Address:	
	, GA -
Phone:	(404) 752-6206 ext.
Fax:	() -
Email:	

This Survey was Completed By:

First Name	Alex
Last Name:	Cowell
Phone:	(404) 676-4444
Email:	

Since this survey is for a Corporate WIC Vendor, you may copy the pricing for this response to the other stores to save time.
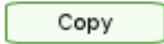
To copy this response to 1 or more stores:

1. Open up the list of stores by clicking on the plus (+) sign below.
2. Select the stores you wish to copy this survey to by checking the boxes next to the store name.
2. Click the "Copy" button to copy this survey to the selected stores.

Please note that this will overwrite any previously recorded response for the selected stores.

⊞   Stores:

[Copy]

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Copying Multiple Stores

After selecting the "**+**", the stores will appear at the bottom.

Select the stores you wish to copy the information to.

Click on the "**Copy**" icon. A message will appear instructing you to wait for the copy process to finish.

Georgia WIC Approved Foods Price List
Survey Id: 4399

⊖ **Vendor Information**

NOTE: This Survey has been finalized.
No changes may be made to the data that was entered here.
If you need to make a change please contact:

Vendor Number:	2987
Vendor Name:	TEST FOOD STORES #1
Address:	
	, GA -
Phone:	(404) 752-6206 ext.
Fax:	() -
Email:	

This Survey was Completed By:
First Name	Alex
Last Name:	Cowell
Phone:	(404) 676-4444
Email:	

Since this survey is for a Corporate WIC Vendor, you may copy the pricing for this response to the other stores to save time.

To copy this response to 1 or more stores:

1. Open up the list of stores by clicking on the plus (+) sign below.
2. Select the stores you wish to copy this survey to by checking the boxes next to the store name.
2. Click the "Copy" button to copy this survey to the selected stores.

Please note that this will overwrite any previously recorded response for the selected stores.

⊟ **Stores:** ▸ Select All ▸ Clear All

☑ TEST FOOD STORES #10 ☐ TEST FOOD STORES #9 ☑ TEST FOOD STORES #8
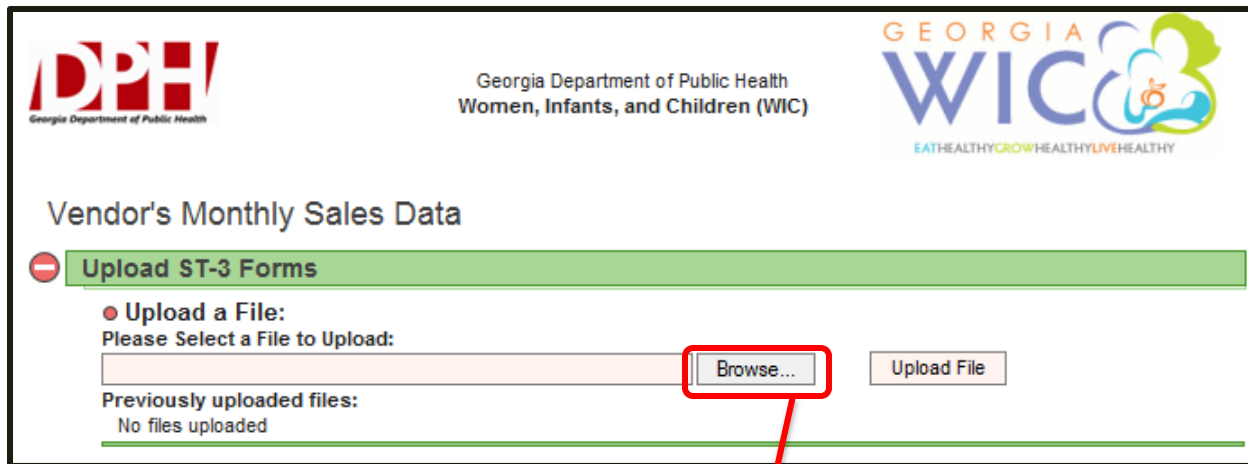☑ TEST FOOD STORES #4 ☑ TEST FOOD STORES #6

Copy

Copying Multiple Stores

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?	
2987	TEST FOOD STORES #1	Y	unfinalize
3491	TEST FOOD STORES #10	Y	unfinalize
1270	TEST FOOD STORES #4	Y	unfinalize
0143	TEST FOOD STORES #6	Y	unfinalize
2197	TEST FOOD STORES #8	Y	unfinalize
2870	TEST FOOD STORES #9	N	

Click the refresh icon on your browser and now the selected stores are now finalized.

NOTE: In this example, since we used Vendor ID 2870, it will not show as finalized. It is considered the primary for this example.

Using the Corporate Vendor ID, the primary Vendor ID (in this case 2870) would be selected to update the survey from this screen or to access the survey from the Login screen.

Making Changes to Finalized Surveys

This feature is for stores that have price variations for WIC approved items.

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?	
2987	TEST FOOD STORES #1	Y	unfinalize
3491	TEST FOOD STORES #10	N	
1270	TEST FOOD STORES #4	Y	unfinalize
0143	TEST FOOD STORES #6	Y	unfinalize
2197	TEST FOOD STORES #8	Y	unfinalize
2870	TEST FOOD STORES #9	N	

Click on the Vendor ID and the survey will open in edit mode. In edit mode you can make price changes. In this example, we unfinalized vendor #3491

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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.

Click on the "**Browse**" icon to open window explorer to choose a file to upload.
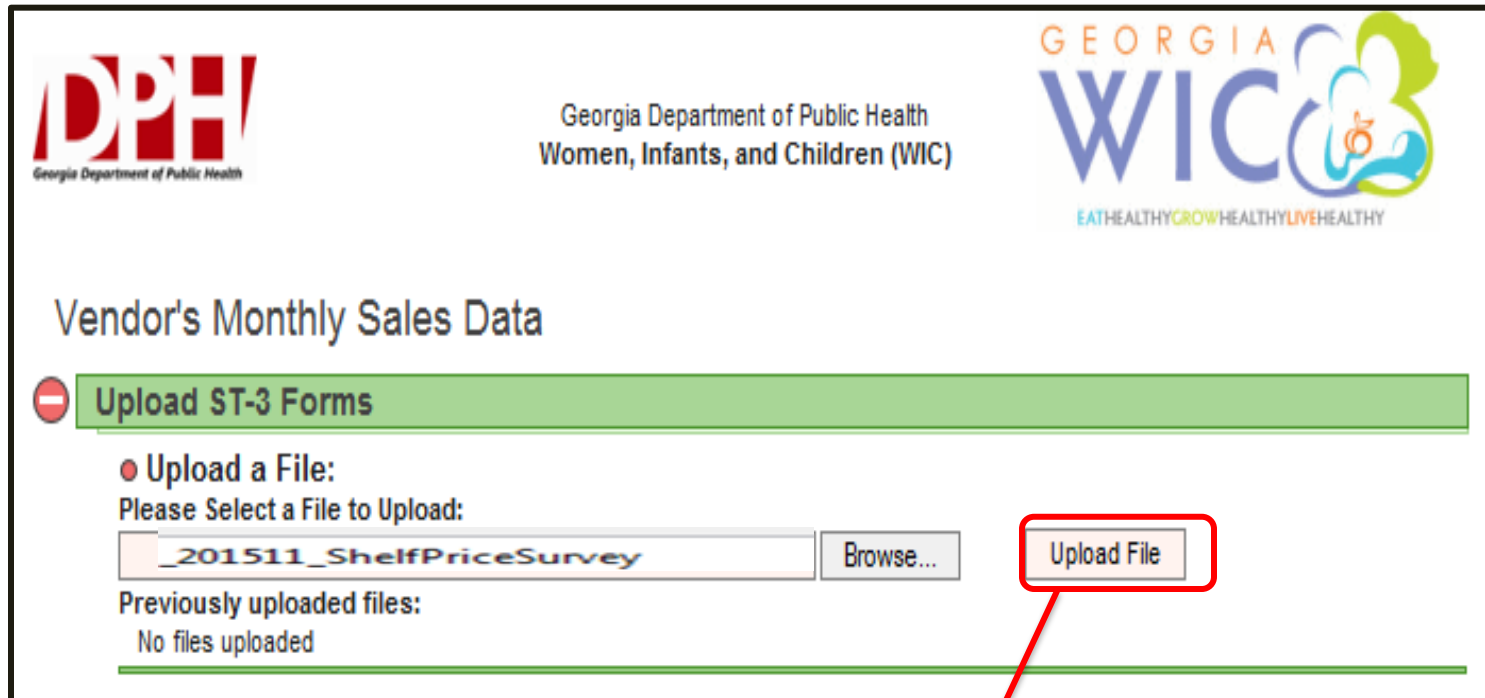
Uploading Sales and Use Documents (ST-3 Forms)
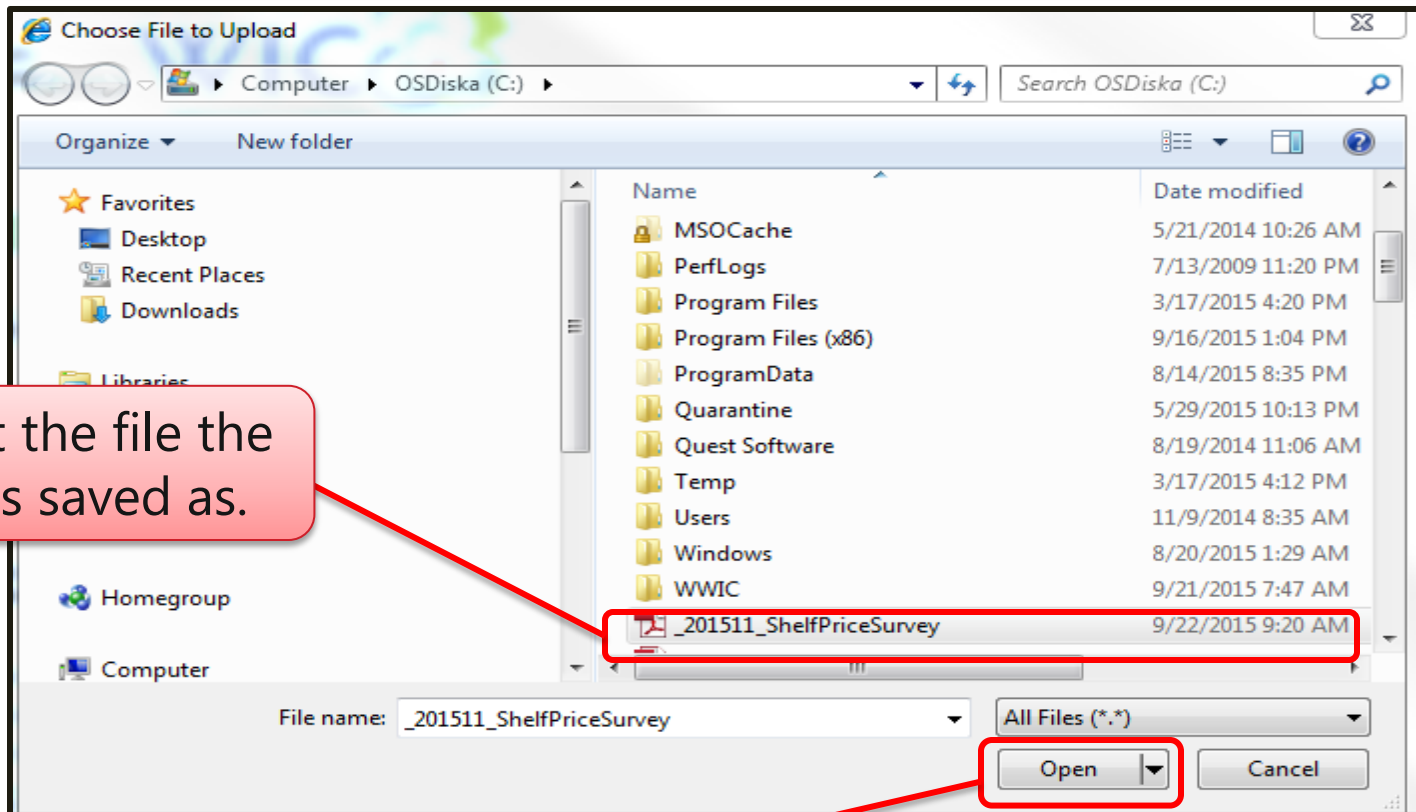
Select the file the ST-3 is saved as.

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)

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

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Uploading Sales and Use Documents (ST-3 Forms)

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

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Questions?