Food Sales Self-Reporting – Shelf Tag Survey

Corporate Vendors

Presentation to: Vendor Advisory Forum
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Date: December 8th, 2015
**Food Sales Report Forms**

Georgia WIC Vendor’s Food Sales Report.

No Longer Used

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<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Vendor Number</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Paper products</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Clothing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Prepared/Hot foods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other products (i.e. clothing, paper...)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

To save, go to the bottom of the screen and select "Save".
After clicking “Save”, a screen will appear that will allow you to review your survey and make changes.

To make changes, click on “Make Changes”.

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

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

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

Click the refresh icon on your browser and now the selected stores are now finalized.
This feature is for stores that have price variations for WIC approved items.

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
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.
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.

Vendor's Monthly Sales Data

Upload ST-3 Forms

Upload a File:
Please Select a File to Upload:

_pre201511_ShelfPriceSurvey

Previously uploaded files:
No files uploaded

Upload File
Once you click “Upload” the file name will appear here with the time and date.
Questions?