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

Presentation to: Vendor Advisory Forum
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Food Sales Report Forms

Georgia WIC Vendor’s Food Sales Report Forms.

No Longer Used
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

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 324k]  [MS Word 317k]  Download Georgia WIC Approved Food List [PDF 211k]

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

Vendor ID (or Corporate ID):  
Password:  

Login

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

To save, go to the bottom of the screen and select “Save”.

We Protect Lives.
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.

<table>
<thead>
<tr>
<th>Georgia WIC Approved Foods Price List</th>
<th>Survey Id: 168123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Information</td>
<td></td>
</tr>
<tr>
<td>Milk Pricing</td>
<td></td>
</tr>
<tr>
<td>Cheese- (Including Reduced Fat Cheeses)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Juice</td>
<td></td>
</tr>
<tr>
<td>Infant Foods</td>
<td></td>
</tr>
<tr>
<td>Whole Grains (Bread, Tortilla, Rice)</td>
<td></td>
</tr>
<tr>
<td>Cereal</td>
<td></td>
</tr>
<tr>
<td>Infant Formula</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

We Protect Lives.
“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”.

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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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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 “Required Monthly Sales Data” icon to open the Vendor Monthly Data screen.
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.
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”. 
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 has been sent to the WIC Food Pricing program for review.

You can close your browser. The survey is complete.
Questions?