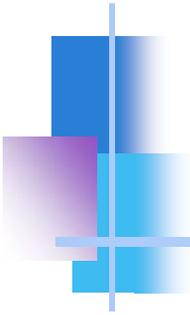


Arizona WIC Program Vendor Website User Guide

Arizona Department of Health Services
Arizona WIC Program
150 N. 18th Avenue, Suite 310
Phoenix, Arizona 85007





Introduction

Thank you for your interest in the Arizona WIC Program. In order for an applicant to become an authorized Arizona WIC Vendor, you must submit an application and Price Survey online. This means that you will need access to the Internet to complete this process.

The Vendor website has been enhanced to provide a more user-friendly environment when completing the application(s) and Price Survey(s) for your store(s).

In order to submit information on the website, you will need to request for access, or permission to use the site; upon submission, review and approval of your request, you will be provided with access to the website to complete and submit your application and Price Survey. **(You MUST complete your request for access first).**

Please allow the Arizona WIC Program 2-5 business days to respond to your request. You will be notified when your account has been activated via email. This User Guide will provide you with detailed instructions on:

1. How to Request Access
2. How to Complete the Application
3. How to Complete the Price Survey (individual stores and Zone Pricing for multiple stores)
4. Create Pricing Zones
5. How to Update Vendor Information (Store name, address, telephone, store contact and bank information).
6. How to access the Statewide Average for a food instrument

Please read the instructions thoroughly and if you have questions, please call any member of the Vendor Management team at 1-866-737-3935.

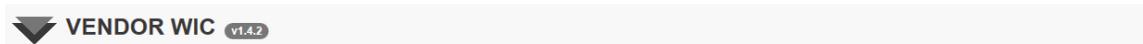
For technical and systems questions, contact the WIC Service Help Desk at 1-855-432-7220, select option 4 (for Vendors).

Getting Started

- To get to the website, you will need to type the following web address in your internet browser:

<http://vendor.azwic.gov>

- This web address will take you to the Vendor website.



A FEW FACTS



53% of all women, infants and children in Arizona are Eligible to participate in WIC

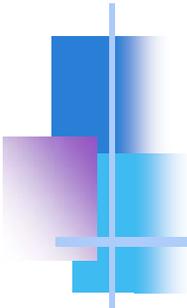


The eligible population participating in WIC continues to grow

700+

There are 700+ WIC approved vendors that help improve health outcomes in Arizona





Look and Feel of the Site

You can scroll down to see the page and scan the pictures to see additional information regarding the Arizona WIC Program.

MAKING A DIFFERENCE

The Arizona Supplemental Nutrition Program for Women, Infants and Children (WIC) provides nutrition education and breastfeeding support services, supplemental nutritious foods and referrals to health and social services. WIC serves pregnant, breastfeeding and postpartum women, infants and children under the age of five who are determined to be at nutritional risk. The Arizona WIC Program serves more than 160,000 women, infants and children each month, with services provided by 21 local agencies. The WIC Program is funded by the United States Department of Agriculture.



ARIZONA WIC VENDOR MANAGEMENT TEAM

The Vendor Management Team is responsible for the oversight and authorization of approximately 700 WIC Vendors in Arizona. Applications to participate as an Arizona WIC Vendor are accepted continuously throughout the year. Training is provided for new applicants and authorized WIC Vendors.

The Vendor Team provides technical assistance regarding the authorization process, Vendor Contract and WIC benefit redemptions. The Vendor Team also maintains the Arizona WIC Program Vendor List and works to ensure healthy foods are available for WIC clients throughout the state.

For additional information, contact any member of the Vendor Management Team at 602-542-1886 or 1-866-737-3935.



How to Apply to Become a WIC Vendor

The Arizona WIC Program authorizes retail grocery stores, pharmacies and commissaries to accept WIC benefits in their stores. To apply to become an authorized WIC Vendor, the store owner or owner representative must:

1. Contact the Arizona WIC Program to request an application packet.
2. Submit an online request to get access to the Vendor Web site.
3. After access is granted, submit an online application and price survey.
4. Mail in all required documents.
5. After all items are complete, you will be notified of the outcome of your application.

Visit the Arizona WIC Program Vendor Application information page at: <http://azdhs.gov/azwic/vendors/application.htm>



The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov), found online at www.ascr.usda.gov, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

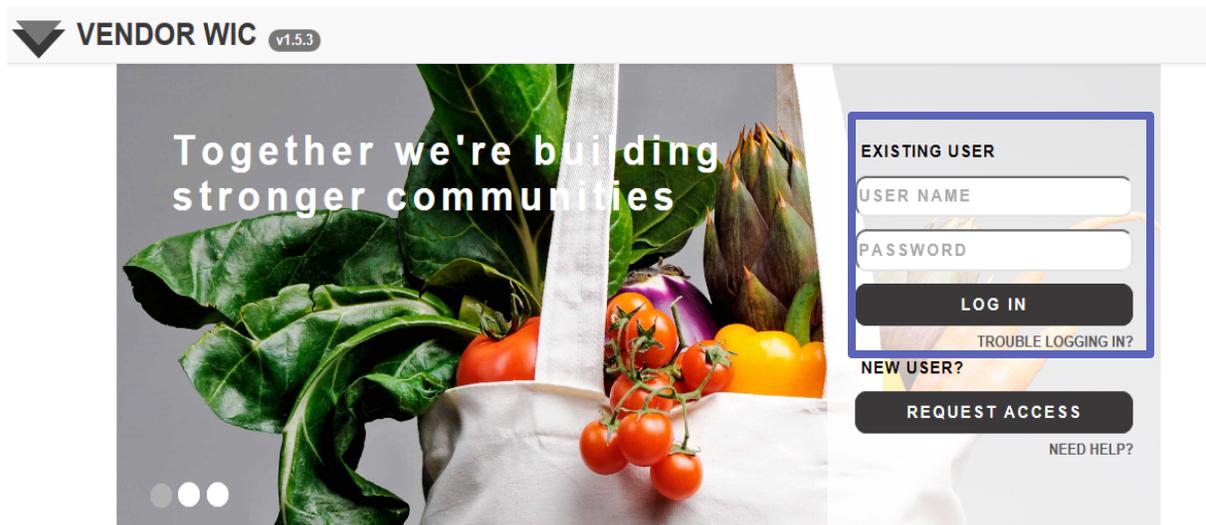
USDA is an equal opportunity provider and employer.



Look and Feel of the Site

On the right side of the screen is an area for:

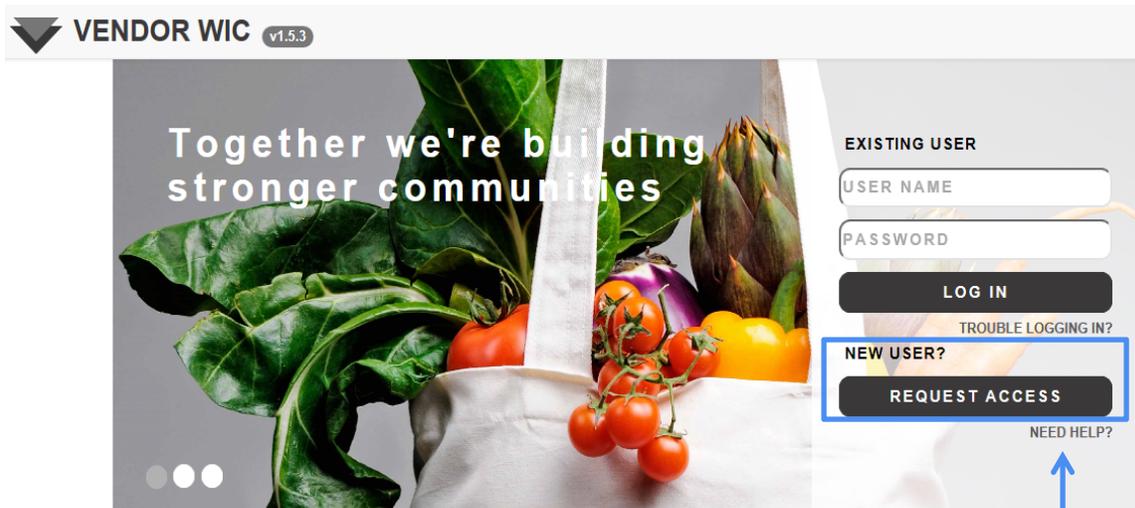
- The “EXISTING USER”
 - “USER NAME” and “PASSWORD” – this area is for when the user has gained access to the Vendor website to complete the application process.
 - “TROUBLE LOGGING IN?” – for existing users, this link will take you to the AZBNP Password Tool; it allows you to change your password, reset your password, edit profile, and unlock your account .



Look and Feel of the Site

On the right side of the screen is an area for:

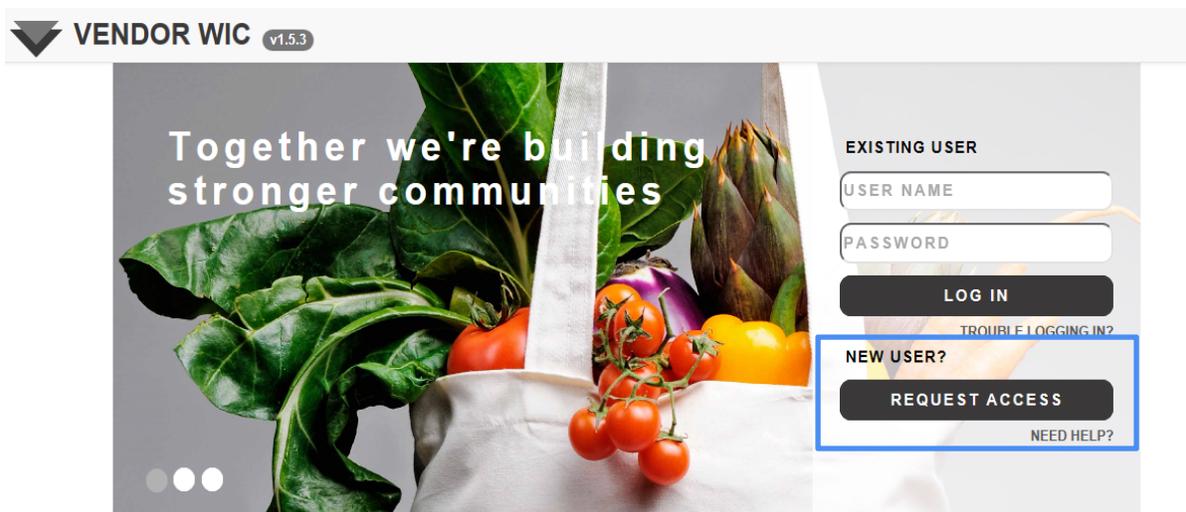
- “NEW USER?”
 - “REQUEST ACCESS” – for the new user who is not currently authorized but wishes to apply to be a Vendor in the WIC Program.



- “NEED HELP?” – this link contains contact information for program requirements and technical issues with the system.

Request for Access

First-time users must request for access by clicking on the “REQUEST ACCESS” button under “NEW USER?”.



VENDOR WIC v1.5.3

Together we're building stronger communities

EXISTING USER

USER NAME

PASSWORD

LOG IN

[TROUBLE LOGGING IN?](#)

NEW USER?

REQUEST ACCESS

[NEED HELP?](#)

Request for Access

There are three (3) steps to requesting for access. They are listed on the left side of the screen:

1. Questions - determine your eligibility
2. Apply for Access – Fill out the form
3. Confirmation – Complete the request process

The screenshot shows the Vendor WIC v1.1.2 interface. At the top right, there is a "Sign in" button. On the left, a sidebar titled "Request for Access" contains three steps: "Questions" (determine eligibility), "Apply for Access" (fill out form), and "Confirmation" (complete process). The main content area displays a question: "Is your store currently open and operating in Arizona?" with "Yes" and "No" buttons.

Request for Access

- Before you can request for access, you will need to answer four (4) questions. Each question will appear after the previous question is answered.

Vendor WIC v1.1.2 [Sign in](#)

Request for Access

Questions
First, determine your eligibility.

Do you own or are you a representative of a retail grocery store?

[Yes](#) [No](#)

Vendor WIC v1.1.2 [Sign in](#)

Request for Access

Questions
First, determine your eligibility.

Is your store currently open and operating in Arizona?

[Yes](#) [No](#)

Vendor WIC v1.1.2 [Sign in](#)

Request for Access

Questions
First, determine your eligibility.

Is your store a viable business open for at least 1 year?

[Yes](#) [No](#)

Vendor WIC v1.1.2 [Sign in](#)

Request for Access

Questions
First, determine your eligibility.

Is your store a full line grocery store?

[Yes](#) [No](#)

NOTE: The Applicant must meet each criterion in order to move to the next question.

Request for Access

Vendor WIC v1.1.2 Sign in

Request for Access

Questions
First, determine your eligibility.

Apply for Access
Then fill-out this form.

Confirmation
Complete the request process.

Congratulations! Based on your answers, you qualify to apply for authorization. Please fill out the form below.

First Name ✘
This field is required.

Middle Initial

Last Name ✘
This field is required.

Email Address ✘
This field is required.

Phone Number ✘
This field is required.

Complete the Form.

- Enter:
 - First Name
 - Middle Initial (optional)
 - Last Name
 - Email Address
 - Phone Number

All required fields are in red.

Request for Access

Vendor WIC v1.1.2 Sign in

Corporation Name

Store Name ✘
This field is required.

Address 1 ✘
This field is required.

Address 2

City

State

County

Zip ✘ [Get Cities](#)
This field is required.

Zip +4

- Complete the Form (continued).
 - Corporation Name (required if ownership is incorporated or is a Limited Liability Corporation, etc.)
 - Store Name
 - Address

Request for Access

Request for Access

Questions

First, determine your eligibility.

Apply for Access
Then fill-out this form.

Confirmation

Complete the request process.

Congratulations! Based on your answers, you qualify to apply for authorization. Please fill out the form below.

First Name	<input type="text" value="Riley"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Jackson"/>
Email Address	<input type="text" value="rjackson@jacksonco.ore"/>
Phone Number	<input type="text" value="(602) 542-1886"/>
Corporation Name	<input type="text" value="Jackson Food Company, Inc."/>
Store Name	<input type="text" value="Jackson Food Centers"/>
Address 1	<input type="text" value="150 North 18th Avenue"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
County	<input type="text"/>
Zip	<input type="text" value="85007"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="button" value="Get Cities"/>
Zip +4	<input type="text"/>

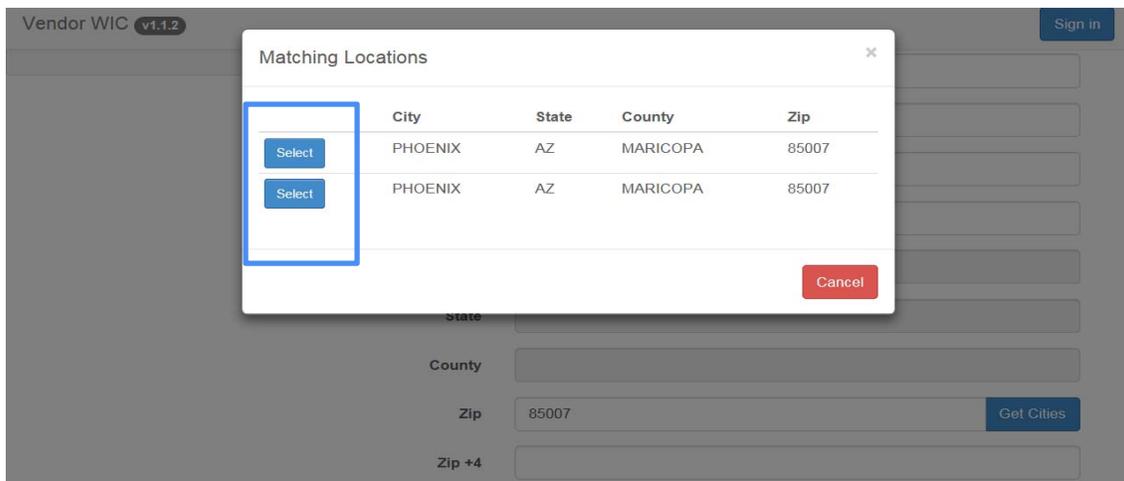
Note: The City, State, and County fields are grayed out. These will auto-populate once you:

1. Enter the Zip
2. Click on the “Get Cities” button

Request for Access

As previously mentioned, to fill the City, State, and County fields, you must:

- Select the City from the Matching Locations list



Once you select the right location, the City, State, and County will auto-populate.

City	PHOENIX	
State	AZ	
County	MARICOPA	
Zip	85007	Get Cities
Zip +4		

Request for Access

Request for Access

Questions
First, determine your eligibility.

Apply for Access
Then fill-out this form.

Confirmation
Complete the request process.

Congratulations! Based on your answers, you qualify to apply for authorization. Please fill out the form below.

First Name

Middle Initial

Last Name

Email Address ✖
Please enter a valid email address.

Phone Number

Corporation Name

Store Name

Address 1

Address 2

City

State

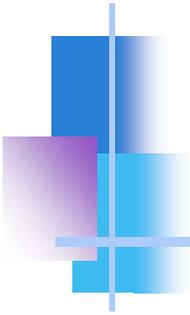
County

Zip

Zip +4

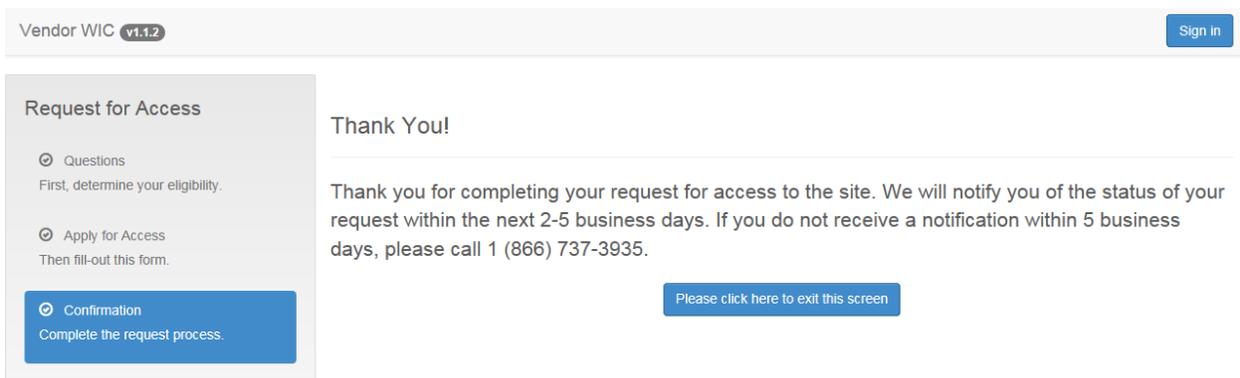
Cancel ←

After you have completed the form, click the “Save & Continue” button at the bottom of the screen.



Request for Access

Once you click on the “Save & Continue” button, you will receive the following message:



Vendor WIC v1.1.2 Sign In

Request for Access

- Questions
First, determine your eligibility.
- Apply for Access
Then fill-out this form.
- Confirmation
Complete the request process.

Thank You!

Thank you for completing your request for access to the site. We will notify you of the status of your request within the next 2-5 business days. If you do not receive a notification within 5 business days, please call 1 (866) 737-3935.

[Please click here to exit this screen](#)

Upon receiving access to the system, you will receive an email that contains your:

1. User Name
2. Password

After you receive your User Name and Password, go back to the website (www.vendor.azwic.gov) to log on to the system.

Logging on to the System

On the right side of the screen, it says “EXISTING USER.”
Enter your assigned information:

1. User Name in the first box
2. Your assigned Password in the second box
3. Click “LOG IN”



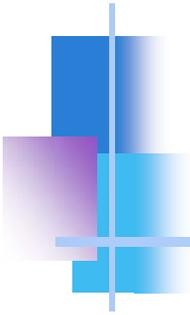
Vendor Web Dashboard

The screenshot shows the Vendor Web Dashboard interface. At the top left, there is a logo for 'VENDOR WIC v1.5.3' and a 'Dashboard' tab. On the top right, it says 'Signed in as Student5.' with a 'Sign out' button. The main content area is divided into several sections, each with a numbered callout:

- 1**: A yellow announcement box containing two messages. The first message says '1. WELCOME TO THE NEW VENDOR WEB SITE!' and the second says '2. ELECTRONIC SIGNATURE'.
- 2**: The 'Ownership' section, which includes links for 'Enter/Edit Ownership Information', 'Submit Application for Authorization' (with a status of 'Ownership Information is invalid or incomplete'), and 'Review Submitted Applications' (with a status of 'No applications submitted').
- 3**: The 'Stores / Outlets' section, which includes links for 'Add a Store' (with a status of 'No stores / outlets added'), 'Review Store Information', and 'Request Store Information Changes'.
- 4**: The 'Pricing' section, which includes links for 'Submit Vendor Price Survey', 'Review Submitted Price Surveys' (with a status of 'No surveys submitted'), and 'Statewide Average'.
- 5**: The 'Account' section, which includes links for 'Change Your Password' and 'Settings'.

When you sign in, you will see a Dashboard menu of sections.

1. Announcements
2. Ownership Section
3. Stores/Outlets Section
4. Pricing Section
5. Account Section

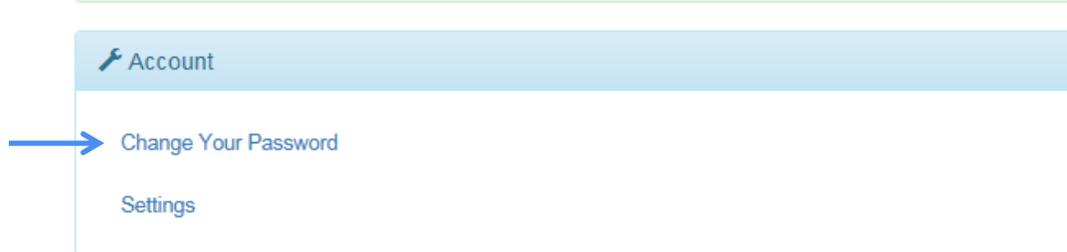


Account Section - Change Password

Before you start to enter any information, you MUST:

- Change your Password
- Configure Settings
 - Zones
 - Wholesalers

Start by clicking “Change Your Password.”



AZBNP Password Tool

This will bring up the AZBNP Password Tool.

In this section, you will be able to:

- Change your Password
- Reset your Password
- Unlock your account, if you are locked out (your account must already be set-up)
- Edit your profile

To change your Password, click “Change my Password.”



<u>Change my Password</u> Change your password if you know your current password	<u>Reset my Password</u> Reset your password if you don't know your current password
<u>Unlock my Account</u> Unlock your account if you remember your password	<u>Edit my Profile</u> Edit the questions and answers in your Password Reset Profile
<u>AIM North</u> <u>AIM South</u>	<u>User Guide</u> Step by step instructions for using application.

AZBNP Password Tool

Enter your :

1. User Name
2. Assigned Password
3. Click "Logon"



Enter your user name and password to change your password

Registration Information

1 → User Name: rjackson

2 → Password: ●●●●●●

Domain: WIC

3 → Logon

You will automatically be returned to Main Menu after 2:00 of inactivity

Inactivity Counter: 2:00

Return to Main Menu now

Inactivity Counter: After two minutes of inactivity, you will automatically be returned to the Main Menu.

AZBNP Tool - Change Password

Set your new Password:

- Enter your NEW Password
- Confirm the Password
- Click “Change Password”

The screenshot displays the 'AZBNP PASSWORD TOOL' interface. At the top, a blue banner contains the tool's name. Below the banner, the heading 'Set your new password' is centered. The form includes two radio buttons: 'Generate' (unselected) and 'Enter' (selected). A 'Generate Password' button is positioned to the right of the 'Generate' radio button. The 'Enter' section contains two password input fields labeled 'Password:' and 'Confirm:', both filled with black dots. Below these fields is a green progress indicator consisting of four squares, with the first three filled and the fourth partially filled, and a blue information icon to its right. A 'Change Password' button is located below the progress indicator. At the bottom of the form, a warning message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity'. Below this message is an 'Inactivity Counter: 1:52' and a 'Return to Main Menu now' button. The footer of the page is a blue bar with the text '©2010 Arizona Department of Health Services'.

AZBNP Tool - Change Password

Your Password has been changed.

You can click “Return to Main Menu now” button.

This will take you back to the start of the Password Tool.



AZBNP Tool – Edit Profile

Next you will edit your profile.

- Click “Edit my Profile”
- Enter your User Name
- Enter your Password
- Click “Logon”

AZBNP PASSWORD TOOL

Enter your user name and password to edit your password profile

Logon Information

User Name:

Password:

Domain:

You will automatically be returned to Main Menu after 2:00 of inactivity
Inactivity Counter: 1:58

©2010 Arizona Department of Health Services

AZBNP Tool – Edit Profile

To edit your profile:

1. Select two (2) Security Questions from the drop-down list and answer them.
2. Entering your own question and answer.
3. Clicking “Update.”



Answer these questions to complete your profile
Answers to all questions are required

Select a Question from the list.

Question: What is your favorite color? ← 1

Answer:

Select a Question from the list.

Question: What is your favorite food? ← 2

Answer:

Enter your own Question.

Question:

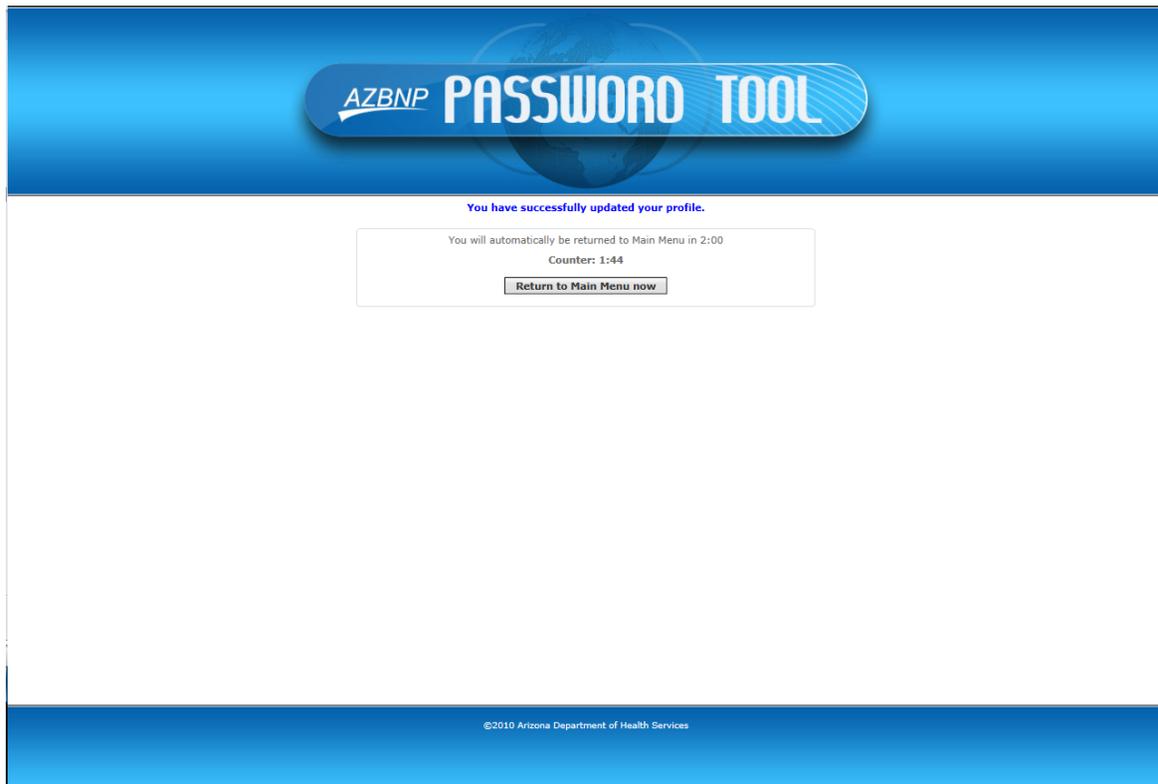
Answer:

← 3

You will automatically be returned to Main Menu after 2:00 of inactivity
Inactivity Counter: 1:39

Account Section

After you update your Password and edit your profile, you will need to close the Password Tool.



Reopen the Vendor website (<http://vendor.azwic.gov>) and log in.

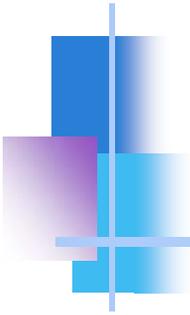
Account Settings

Next you will configure the settings for:

- Zones
- Wholesalers



- 1. Zone Grouping** - If you have multiple stores that have the same pricing structure or a group of stores who have the same pricing structure, you can configure the Zone Settings by clicking "YES." Instructions for setting up the Zones will be covered in the Price Survey section of this manual.
- 2. Managing Wholesalers** – wholesalers can be configured at the owner level or at the store level.
 - If the wholesalers will be at the owner level (all stores have same wholesaler), click "NO."
 - If the wholesalers will be at the store level (stores have different wholesalers), click "YES."
- 3. Click "Save"** – this will take you back to the Dashboard.

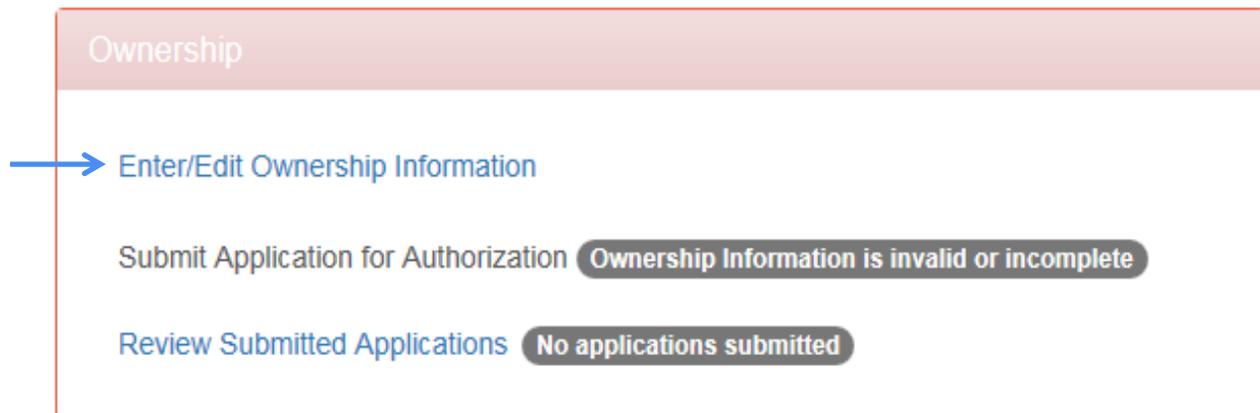


Ownership Section

Now you are ready to complete the Ownership section.

In this section, you will be able to complete and edit the Ownership information for the store(s) or outlets, review pending applications, see the status of the applications, submit completed store applications, and see the status of applications submitted.

Start by clicking “Edit Ownership Information.”



Ownership

→ [Enter/Edit Ownership Information](#)

[Submit Application for Authorization](#) **Ownership Information is invalid or incomplete**

[Review Submitted Applications](#) **No applications submitted**

Menu Items

As you navigate throughout the system, there will be three (3) menu items on the left side of the screen.

The screenshot displays the Vendor WIC system interface. At the top left, the logo 'VENDOR WIC v12.0' is shown next to a 'Dashboard' link. A 'Sign out' button is located at the top right. On the left side, a 'Tasks' sidebar is visible, listing several menu items: Owner, Addresses, Officers, Owner Bank, Owner Contacts, and Confirmation. The 'Owner' item is highlighted. The main content area contains a form with the following fields: Owner Name (required), DBA Name, Application Year (required), Owner Type (required), State Sales Tax ID (required), Federal EIN, Phone (required), Fax, Date when store was purchased by its present owner (required), and Place of Incorporation or Organization. Below the form, there are two questions with 'YES' and 'NO' radio buttons: 'Was seller a relative?' and 'Does the store owner or any officer retain full or part ownership, equal to or greater than 30%, of a currently authorized WIC Vendor other than the applicant store?'. The 'NO' option is selected for both questions.

Menu Items Above:

- 1. Vendor WIC** - This will take you back to the log-in screen.
- 2. Dashboard** - This will take you back to the main Dashboard menu.
- 3. Task Bar** - On each screen, a list of tasks will appear. This sidebar shows the steps that need to be completed for each section.

Ownership Information

VENDOR WIC v12.0 Dashboard Signed in as rjackson. [Sign out](#)

Tasks

- Owner**
- Addresses
- Officers
- Owner Bank
- Owner Contacts
- Confirmation

Owner Name ✘
This field is required.

DBA Name

Application Year ✘
This field is required.

Owner Type ✘
This field is required.

State Sales Tax ID ✘
This field is required.

Federal EIN

Phone ✘
This field is required.

Fax

Date when store was purchased by its present owner ✘
This field is required.

Place of Incorporation or Organization

Was seller a relative? YES NO

Does the store owner or any officer retain full or part ownership, equal to or greater than 30%, of a currently authorized WIC Vendor other than the applicant store?
 YES NO

Does the store owner or any officer serve as an officer or manager of a currently authorized WIC vendor other than the applicant store?
 YES NO

[Save & Continue](#) [Save](#) [Cancel](#)

Complete the Owner form in its entirety. Mandatory fields are in **RED** and must be answered in order to complete the screens. When the screens are completed, click the “Save & Continue” button at the bottom.

Ownership Information

VENDOR WIC v1.2.0 Dashboard Signed in as rjackson. [Sign out](#)

Tasks

- Owner
- Addresses
- Officers
- Addresses
- Officers
- Owner Bank
- Owner Contacts
- Confirmation

Owner Name Jackson Food Company, Inc. **1**

DBA Name Jackson Food Centers **1**

Application Year 2015 **2**

Owner Type 2015, 2016, 2017. This field is required. **3**

Application Year 2015

Owner Type PARTNERSHIP, CORPORATION, SOLE PROPRIETOR, CO-OP, MILITARY/GOVERNMENT, LIMITED LIABILITY CORPORATION, OTHER. **3**

State Sales Tax ID [Red X]

Federal EIN [Empty]

Enter the following information:

1. Owner Name and the DBA Name
2. Select the application year in which you are applying for from the drop-down list. (WIC operates on a federal fiscal year (FFY) that begins October 1 and ends September 30 of the following year. For example, October 1, 2014, through September 30, 2015, is FFY 2015. Therefore, if you are applying to participate in this timeframe, you will select Application Year 2015.)
3. Select the Owner Type from the drop-down list.

Ownership Information

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses
- Officers
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Owner Name: Jackson Food Company, Inc.

DBA Name: Jackson Food Centers

Application Year: 2015

Owner Type: CORPORATION

State Sales Tax ID: 9876-ORE **1**

Federal EIN: 51-123456 **1**

Phone: (602) 542-1886 **2**

Fax: **2**

Other Phone Type: WORK PHONE **3**

Other Phone Number: (602) 542-1886 **4**

Date when store was purchased by its present owner: 02/16/2014 **5**

Place of Incorporation or Organization: Arizona **6**

Enter the remaining fields:

1. Enter the State Sales Tax ID* (**required**) and Federal EIN.
2. Enter phone (**required**) and fax numbers.
3. Select the “Other Phone Type” from the drop-down **only** if there is an “Other Phone Number” to add.
4. Enter Other Phone Number (required **only** if “Other Phone Type” is selected).
5. Enter the date the store was purchased by the owner.
6. If the type of ownership is a corporation, enter the Place of Incorporation.

***NOTE: The State Sales Tax ID is used as your electronic signature; in the future, it must be entered exactly the way it is entered on this page.**

Ownership Information

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson: Sign out

Was seller a relative? 1

If Yes, Relationship

Does the store owner or any officer retain full or part ownership, equal to or greater than 30%, of a currently authorized WIC Vendor other than the applicant store? 2

If yes, please specify the name of the owner, officer and the Name of the store(s)

Does the store owner or any officer serve as an officer or manager of a currently authorized WIC vendor other than the applicant store? 3

If yes please specify the name of the owner, officer or manager and the name of the store(s)

Cancel 4

Next you will answer three (3) questions by clicking the correct answer.

All answers are defaulted to NO. You must confirm the correct answer.

1. Was seller a relative?
 - If yes, enter the relationship.
2. Does the store owner or any officer retain full or part ownership, equal to or greater than 30%, of a currently authorized WIC Vendor other than the applicant store?
 - If yes, please specify the name of the owner, officer, and the name of the store(s).
3. Does the store owner or any officer serve as an officer or manager of a currently authorized WIC vendor other than the applicant store?
 - If yes, please specify the name of the owner, officer or manager, and the name of the store(s).
4. Click the "Save & Continue" button at the bottom of the page.

Owner Address

Next you will be adding the addresses for the owner; you **MUST** add two (2) addresses:

- Mailing Address
- Street Address

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses**
- Officers
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

NOTE: Both a street address and a mailing address are required, even if they are the same location.

Add Address ← 1

Owner Addresses

Address Type	Address
--------------	---------

Cancel Save Save & Continue

1. Click the “Add Address” button at the top.

2. Then select the “Address Type” from the drop-down list.

VENDOR WIC v1.2.0 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses**
- Officers

Address Type

Address 1

This field is required.

2

Owner Address

Next enter:

1. The Street Address (“Address 1”)
2. The Zip Code and click the “Get Cities” button.

VENDOR WIC v1.2.0 Dashboard Signed in as rjackson. [Sign out](#)

Tasks

- Owner
- Addresses**
- Officers
- Owner Bank
- Owner Contacts
- Confirmation

Address Type

Address 1 ← **1**

Address 2

City

State

County

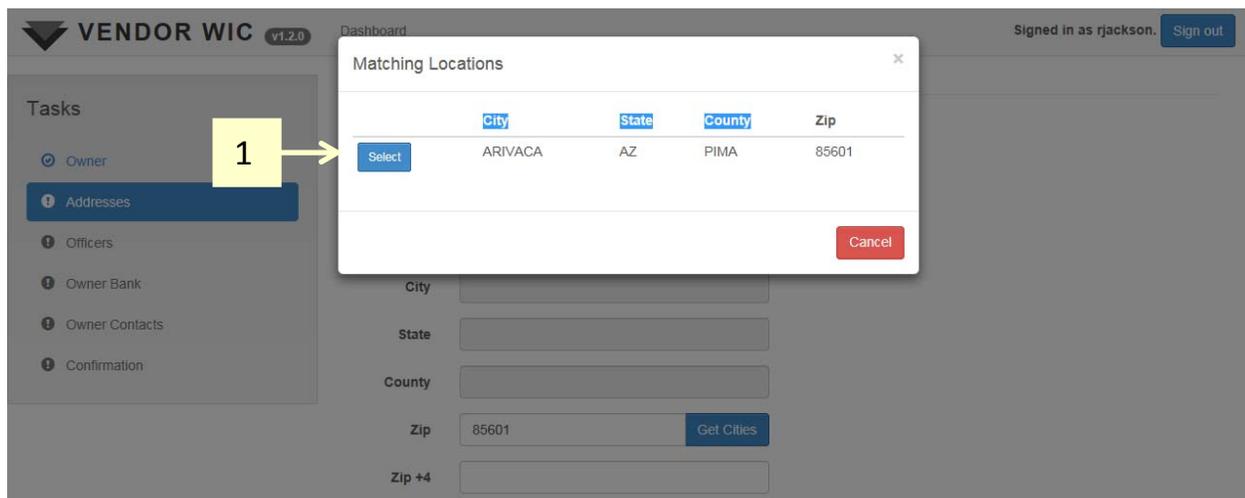
Zip ← **2**
This field is required.

Zip +4

Owner Address

Next:

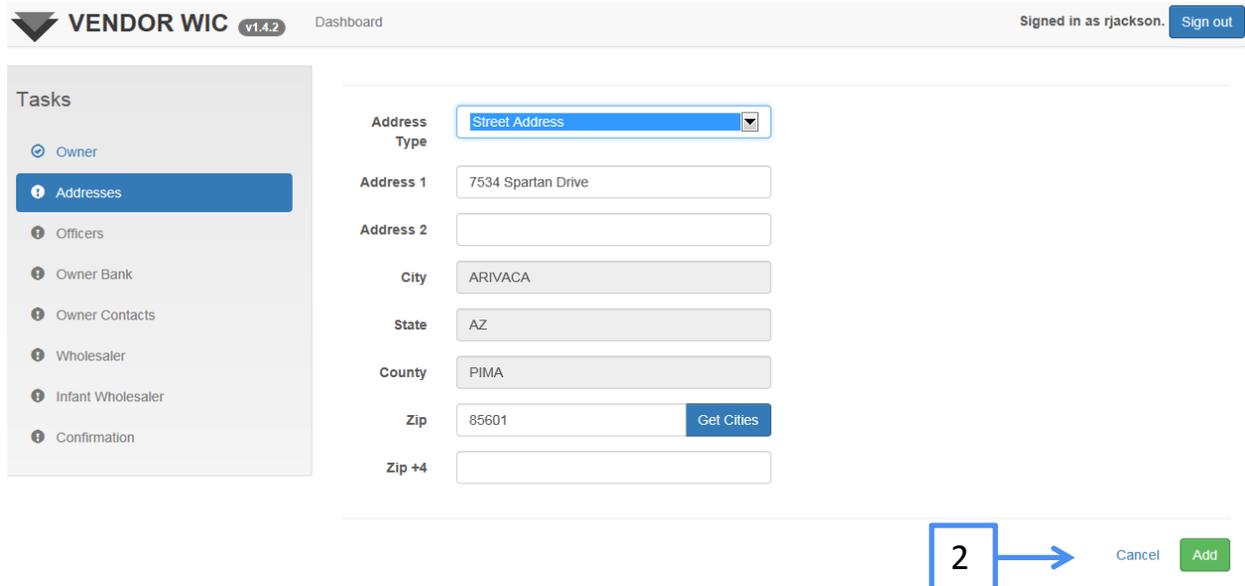
1. Select the city from the list.



The screenshot shows the Vendor WIC dashboard with a 'Matching Locations' modal open. The modal contains a table with the following data:

	City	State	County	Zip
Select	ARIVACA	AZ	PIMA	85601

A yellow box with the number '1' and an arrow points to the 'Select' button in the modal. The background form shows fields for City, State, County, Zip (85601), and Zip +4.



The screenshot shows the Vendor WIC dashboard with the 'Add' button highlighted. The form fields are as follows:

- Address Type: Street Address
- Address 1: 7534 Spartan Drive
- Address 2: (empty)
- City: ARIVACA
- State: AZ
- County: PIMA
- Zip: 85601
- Zip +4: (empty)

A blue box with the number '2' and an arrow points to the 'Add' button at the bottom right of the form.

2. Click the "Add" button at the bottom of the page.

Owner Address

After you add the Street Address, the address section will populate.
Next you must add the Mailing Address following the steps on the previous pages.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses**
- Officers
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

NOTE: Both a street address and a mailing address are required, even if they are the same location.

Add Address

Owner Addresses

Address Type	Address		
Street Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	Edit	Remove
Mailing Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	Edit	Remove

Cancel Save Save & Continue

After the Mailing Address is added, click the “Save & Continue” button at the bottom of the page.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses**
- Officers
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

NOTE: Both a street address and a mailing address are required, even if they are the same location.

Add Address

Owner Addresses

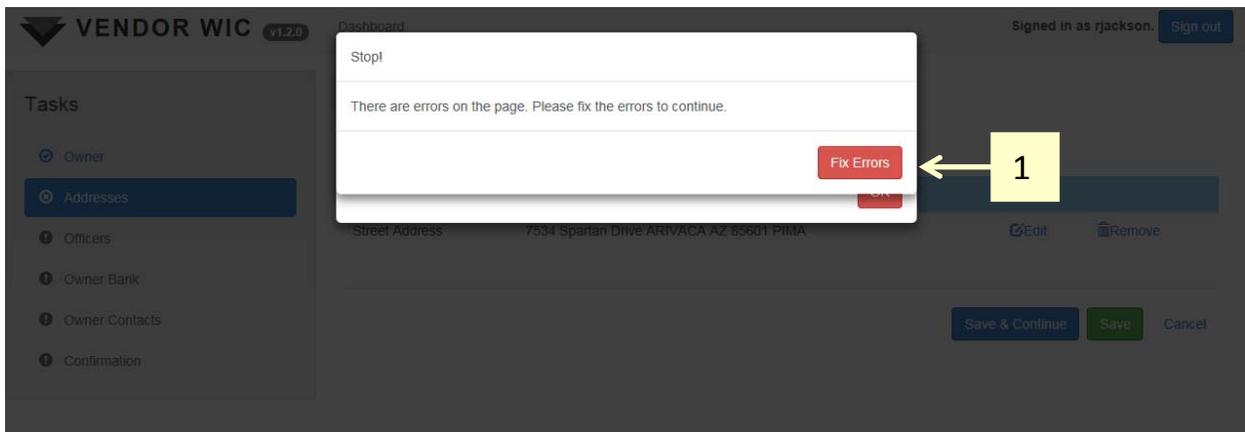
Address Type	Address		
Street Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	Edit	Remove
Mailing Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	Edit	Remove

Cancel Save Save & Continue

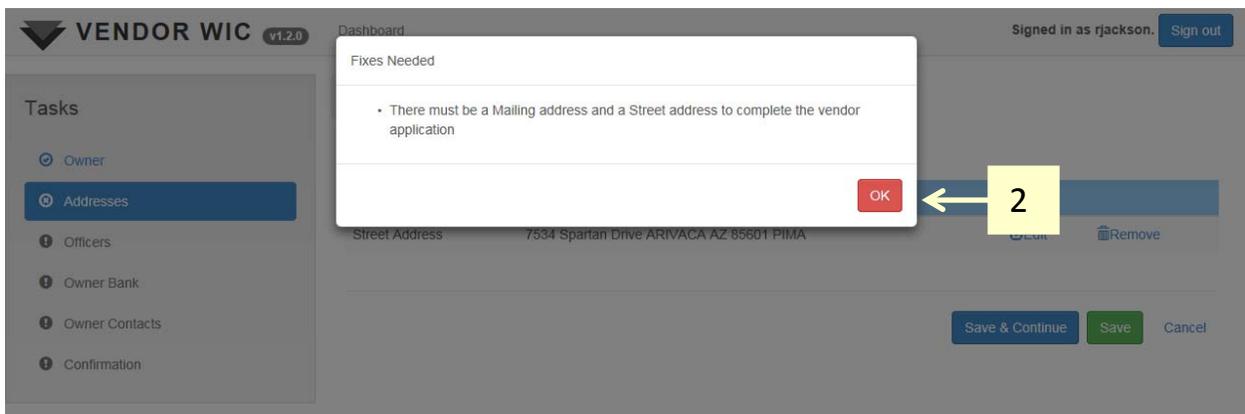
Owner Address – Possible Error Messages

NOTE:

If you do not add both the Street Address and Mailing Address, you will receive the following pop-up messages.



1. You will need to click the “Fix Errors” button.
2. Then click “OK” and add the missing type of address following the steps on the previous pages.



Adding Officers

After you save and continue from the Address screen, you will be directed to the Officer screen.

In this screen, you will be adding the officers of the corporation OR if the owner is sole proprietor, the information for the owner.

If ownership is shared across two or more officers, each officer must be entered, along with their percent of ownership. The percentage of ownership must equal 100%.

Note: When completing this section, one officer must be identified as the Primary Officer.

To add an Officer:

1. Click the “Add Officer” Button.

The screenshot shows the Vendor WIC dashboard interface. At the top left, the logo 'VENDOR WIC v1.2.0' is displayed next to the 'Dashboard' label. On the top right, it indicates the user is 'Signed in as rjackson.' with a 'Sign out' button. A left-hand navigation menu titled 'Tasks' includes options for 'Owner', 'Addresses', 'Officers' (which is highlighted in blue), 'Owner Bank', 'Owner Contacts', and 'Confirmation'. In the main content area, there is a button labeled 'Add Officer' with a blue arrow pointing to it from the right. Below this button is a table titled 'Officers' with columns for 'Name', 'SSN', 'Date of Birth', '% Owned', and 'Primary'. At the bottom right of the table area, there are three buttons: 'Save & Continue' (blue), 'Save' (green), and 'Cancel' (grey).

Adding Officers

Is the person you are entering the primary owner or primary officer of the company? Click the correct answer and enter the person's information.

Remember, all fields in red must be completed.

VENDOR WIC v1.2.3 Dashboard Signed in as rjackson. [Sign out](#)

Officers

Primary Officer? YES NO

First Name ✖
This field is required.

MI

Last Name ✖
This field is required.

Officer Percent Owned ✖
This field is required.

Date of Birth ✖
This field is required.

SSN ✖
This field is required.

Phone ✖
This field is required.

Fax

Other Phone

Address 1 ✖
This field is required.

Address 2

City

State

County

Zip ✖ [Get Cities](#)
This field is required.

Zip +4

[Add](#) [Cancel](#)

Adding Officers

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. [Sign out](#)

TASKS

- Owner
- Addresses
- Officers**
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Primary Officer? YES NO

First Name

MI

Last Name

Officer Percent Owned

Date of Birth

SSN

Phone

Fax

Other Phone

Address 1

Address 2

City

State

County

Zip [Get Cities](#)

Zip +4

[Cancel](#) [Add](#)

Remember, when entering the address information, you must enter the zip code and click “Get Cities” to fill the City, State, and County.

After the information is entered, click the “Add” button to save the information.

Adding Officers

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses
- Officers**
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add Officer

Officers

Name	SSN	Date of Birth	% Owned	Primary		
Riley P Jackson	555661234	05/22/1963	58 %	Yes	Edit	Remove

Cancel Save Save & Continue

Repeat the steps to add additional officers.

Remember: The total percentage of ownership must equal 100%.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses
- Officers**
- Owner Bank
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add Officer

Officers

Name	SSN	Date of Birth	% Owned	Primary		
Riley P Jackson	555661234	05/22/1963	58 %	Yes	Edit	Remove
Lea Jackson	444553214	10/01/1978	42 %	No	Edit	Remove

Cancel Save Save & Continue

After the all officers are entered, click the “Save & Continue” button to move to the next screen.

Owner Bank Information

Next you will complete the Owner Banking information. You can select an existing bank from the drop-down list or, if your bank is not displayed, you can add your bank.

To select an existing bank:

- Click the drop-down list.
- Select your bank.

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses
- Officers
- Owner Bank**
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add New Bank

Owner Bank [Dropdown menu with arrow pointing to it]

Routing Number [Input field]

Federal ID [Input field]

Street Address [Input field]

City [Input field]

State [Input field]

Zip [Input field]

County [Input field]

Zip4 [Input field]

Phone [Input field]

Fax [Input field]

Account Number [Input field] This field is required.

Will both regular and replacement food instruments be deposited only in the above account?

If No, Explain [Input field] This field is required.

Cancel

Owner Bank Information

The banking information will auto-fill after you select your bank from the drop-down list.

Next:

1. Enter your Account Number.
2. If both regular and replacement food instruments will be deposited into this account, select yes; if no, please explain.
3. Click “Save & Continue” at the bottom of the page.

The screenshot shows the 'Add New Bank' form in the Vendor WIC system. The form includes a sidebar with navigation links and a main form area with various input fields. Three numbered callouts are present: 1 points to the 'Account Number' field, 2 points to the 'Will both regular and replacement food instruments be deposited only in the above account?' question and its 'If No, Explain' field, and 3 points to the 'Save & Continue' button at the bottom right.

Vendor WIC v1.3.2 Dashboard | Signed in as rjackson. [Sign out](#)

Tasks

- Owner
- Addresses
- Officers
- Owner Bank**
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add New Bank

Owner Bank: CHASE BANK

Routing Number: 912191221

Federal ID: 860946296

Street Address: 940 NORTH G AVENUE

City: DOUGLAS

State: AZ

Zip: 85607

County: COCHISE

Zip4:

Phone:

Fax:

1 → Account Number: This field is required.

2 → Will both regular and replacement food instruments be deposited only in the above account? YES NO
If No, Explain: This field is required.

Cancel 3

Adding Owner Bank

If your bank does not appear in the drop-down list, you can add it.

1. Click the “Add New Bank” button.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson Sign out

Tasks

- Owner
- Addresses
- Officers
- Owner Bank**
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add New Bank ←

Owner Bank
This field is required.

Routing Number

Federal ID

Street Address

City

State

Zip

County

Zip4

Phone

Fax

Account Number
This field is required.

Will both regular and replacement food instruments be deposited only in the above account? YES NO

If No, Explain
This field is required.

Owner Bank Information

1. Enter the banking information (items below in red are mandatory fields)

- Name of Bank
- Routing Number
- Federal ID (optional)
- Street Address
- Zip (enter zip, click the “Get Cities” button and select city from list)
- Phone Number
- Fax Number (optional)

2. Click the “Add” button.

The screenshot shows the Vendor WIC v1.3.2 dashboard. The top navigation bar includes the logo, 'Dashboard', and 'Signed in as rjackson' with a 'Sign out' button. A left sidebar lists tasks: Owner, Addresses, Officers, Owner Bank (highlighted), Owner Contacts, Wholesaler, Infant Wholesaler, and Confirmation. The main content area is the 'Owner Bank' form, which contains the following fields and values:

Bank Name	Spartan Credit Union
Routing Number	11223344
Federal ID	
Address 1	1740 W. Adams Street
Address 2	
City	PHOENIX
State	AZ
County	MARICOPA
Zip	85007
Zip +4	
Phone	(602) 542-1886
Fax	(602) 542-1890

A blue box labeled '1' highlights the form fields. At the bottom of the form, there is a 'Cancel' button on the left and an 'Add' button on the right, which is highlighted by a blue box labeled '2' with an arrow pointing to it.

Owner Bank Information

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson Sign out

Tasks

- Owner
- Addresses
- Officers
- Owner Bank**
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add New Bank

Owner Bank: CHASE BANK
Bank of America
Wells Fargo

Routing Number: WELLS FARGO BANK
US Bank of Oregon

Federal ID: EASY BANK
BANK OF AMERICA
BANK OF AMERICA

Street Address: BANK OF AMERICA, N.A.
US BANK

City: NEVADA STATE BANK
WACHOVIA BANK

State: RAY FEDERAL CREDIT UNION
BANK OF AMERICA, N.A.
WELLS FARGO BANK NA

Zip: Swift M&I Bank
FRONTIER STATE BANK - TAYLOR
COMMUNITY FIRST NATIONAL BANK - AJO

County: BANK ONE, TUCSON
JPMorgan Chase

Zip4: BANK ONE
BANK OF AMERICA

Phone: WELLS FARGO BANK
WELLS FARGO BANK

Fax: BANK OF AMERICA - TUCSON
COMMERCE BANK OF ARIZONA
BANK OF AMERICA
Bank of America Global Client Service
SUNSTATE BANK

Spartan Credit Union

You can select the bank you entered from the drop-down list.

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson Sign out

Tasks

- Owner
- Addresses
- Officers
- Owner Bank**
- Owner Contacts
- Wholesaler
- Infant Wholesaler
- Confirmation

Add New Bank

Owner Bank: Spartan Credit Union

Routing Number: 11223344

Federal ID: 44332211

Street Address: 1740 W. Adams Street

City: PHOENIX

State: AZ

Zip: 85007

County: MARICOPA

Zip4:

Phone: (802) 542-1886

Fax:

Account Number: 987654

Will both regular and replacement food instruments be deposited only in the above account? YES NO

Cancel Save Save & Continue

The fields will auto-populate with the bank information. Next you will:

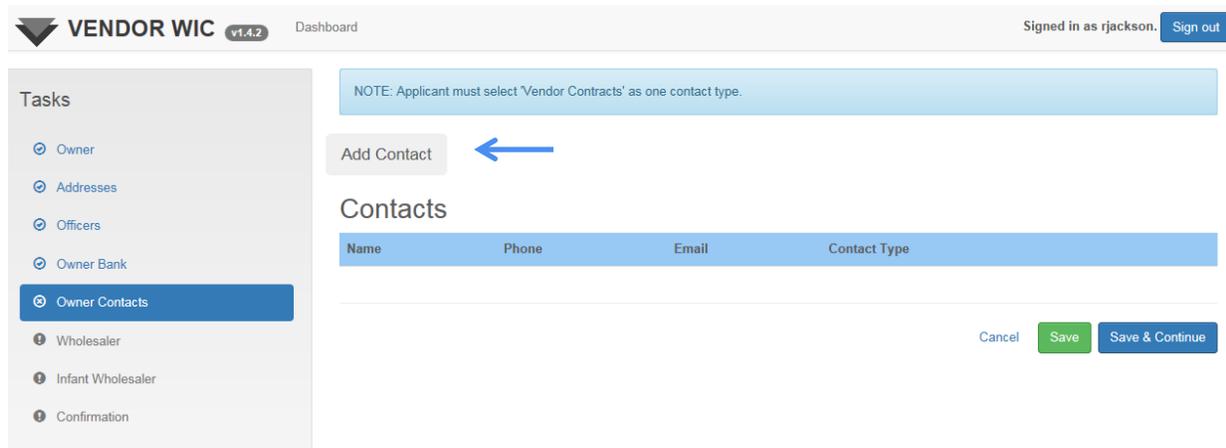
1. Enter your Account Number.
2. If both regular and replacement food instruments will be deposited into this account, select yes; if no, please explain.
3. Click "Save & Continue" at the bottom of the page.

Owner Contacts

The next task you will work on is the Owner Contacts. In this section, you will enter the contact person(s) for the owner.

To enter the contact information:

- Click “Add Contact”

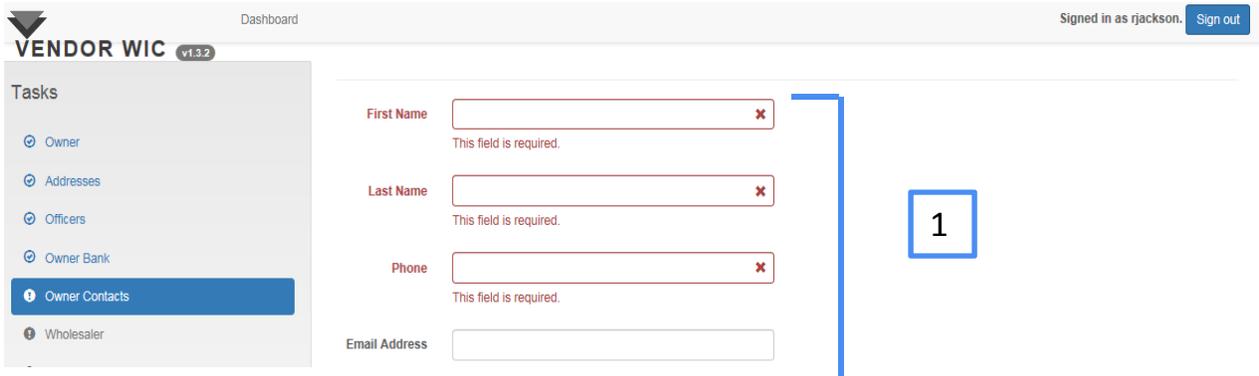


The screenshot shows the Vendor WIC dashboard. At the top, it says 'VENDOR WIC v1.4.2 Dashboard' and 'Signed in as rjackson. Sign out'. On the left, there is a 'Tasks' sidebar with options: Owner, Addresses, Officers, Owner Bank, Owner Contacts (highlighted), Wholesaler, Infant Wholesaler, and Confirmation. The main content area has a blue note: 'NOTE: Applicant must select 'Vendor Contracts' as one contact type.' Below the note is an 'Add Contact' button with a blue arrow pointing to it. Underneath is a table titled 'Contacts' with columns: Name, Phone, Email, and Contact Type. At the bottom right of the table area are buttons for 'Cancel', 'Save', and 'Save & Continue'.

Note: Applicant must select “Vendor Contracts” as one contact type.

1. Enter the required information

- First Name
- Last Name
- Phone Number
- Email Address



The screenshot shows the Vendor WIC dashboard with the 'Add Contact' form. The form has four input fields: 'First Name', 'Last Name', 'Phone', and 'Email Address'. Each of the first three fields has a red 'x' icon and the text 'This field is required.' below it. A blue bracket on the right side of the form groups the 'First Name', 'Last Name', and 'Phone' fields, with a blue box containing the number '1' next to it. The 'Email Address' field is empty. The sidebar on the left shows 'Owner Contacts' as the selected task. The top of the dashboard shows 'VENDOR WIC v1.3.2 Dashboard' and 'Signed in as rjackson. Sign out'.

Owner Contacts

1. Select the “Contact Type” from the drop-down list.

Note: There MUST be a person who is designated for “Vendor Contracts.”

The screenshot shows the 'Vendor WIC v1.3.2' dashboard. On the left is a 'Tasks' sidebar with 'Owner Contacts' selected. The main form contains fields for 'First Name' (Riley), 'Last Name' (Jackson), 'Phone' ((602) 542-1886), and 'Email Address' (Riley.jackson@Jacksonfoods.com). The 'Contact Type' dropdown menu is open, displaying a list of roles including 'OWNER/MANAGER', 'OWNER', 'CORP. OFFICER', 'MANAGER', 'BOOKKEEPER', 'STORE TRAINER', 'CUSTOMER SERVICES REPRESENTATIVE', 'HEAD CASHIER', 'CASHIER', 'CORP. SECRETARY', 'ASSISTANT MANAGER', 'HEAD BOOTH CLERK', 'SECRETARY/TREASURER', 'CHIEF EXECUTIVE OFFICER', 'CHAIRMAN OF THE BOARD', 'MEMBER, BOARD OF DIRECTORS', 'PRESIDENT', 'STORE DIRECTOR', 'REGIONAL/DISTRICT MANAGER', 'CASHIER/TRAINER', 'REJECTED FT OPERATIONS', 'REFUND REQUESTS', 'NEWSLETTER DISTRIBUTION', 'NEW STORE OPENINGS', 'VENDOR STAMPS', 'VENDOR CONTRACTS' (highlighted in blue), 'PARTNER', and 'MEMBER'. A blue box with the number '1' and an arrow points to the dropdown menu.

The screenshot shows the same 'Vendor WIC v1.3.2' dashboard. The 'Contact Type' dropdown menu is now closed, and 'VENDOR CONTRACTS' is selected. Below the dropdown, the text 'This field is required.' is visible. A blue box with the number '2' and an arrow points to the green 'Add' button at the bottom right of the form.

2. Click the “Add” button.

Repeat the steps to add additional contacts.

Owner Contacts

The contacts that have been entered will be displayed.

Once all contacts are entered, click the “Save & Continue” button at bottom of screen.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Owner
- Addresses
- Officers
- Owner Bank
- Owner Contacts**
- Wholesaler
- Infant Wholesaler
- Confirmation

NOTE: Applicant must select 'Vendor Contracts' as one contact type.

Add Contact

Contacts

Name	Phone	Email	Contact Type	Edit	Remove
Riley Jackson	(602) 542-1886	Riley.jackson@jacksonfoods.com	VENDOR CONTRACTS	Edit	Remove
Lea Jackson	(602) 542-1886	lea.jackson@jacksonfoods.com	OWNER/MANAGER	Edit	Remove

Cancel Save **Save & Continue** ←

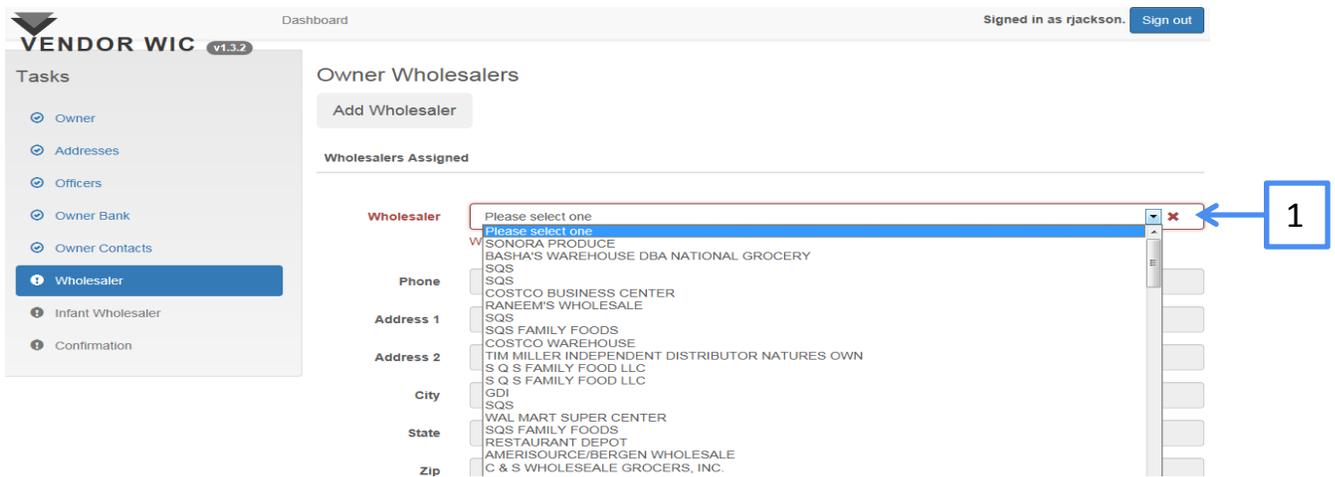
Owner Wholesaler

Next you will complete the Owner Wholesaler information (this functionality will occur IF the “Manage Wholesaler at Store Level” is “NO” in the Settings in the Account section).

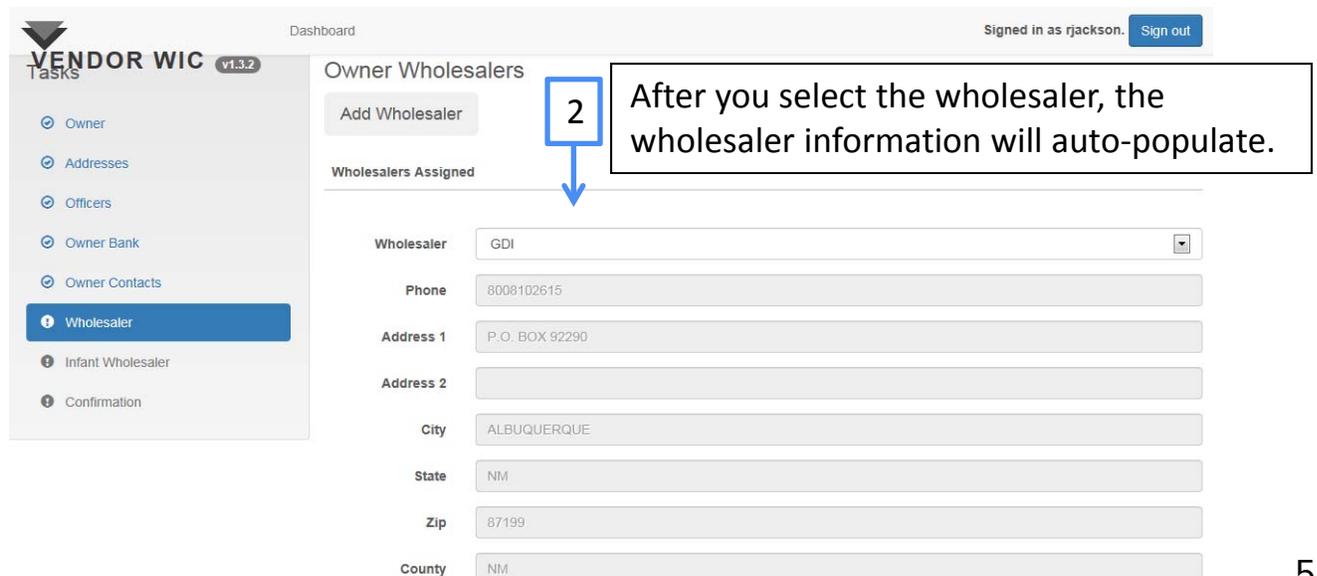
You can select an existing wholesaler from the drop-down list or, if your wholesaler is not displayed, you can add it.

To select an existing wholesaler:

1. Click the drop-down list and select your wholesaler.



The screenshot shows the Vendor WIC v1.3.2 interface. The user is signed in as rjackson. The page title is "Owner Wholesalers" and there is an "Add Wholesaler" button. Under "Wholesalers Assigned", there is a form with a "Wholesaler" dropdown menu that is open, showing a list of options including "GDI", "SONORA PRODUCE", "BASHA'S WAREHOUSE DBA NATIONAL GROCERY", "SQS", "COSTCO BUSINESS CENTER", "RANEEM'S WHOLESALE", "SQS", "SQS FAMILY FOODS", "COSTCO WAREHOUSE", "TIM MILLER INDEPENDENT DISTRIBUTOR NATURES OWN", "S Q S FAMILY FOOD LLC", "S Q S FAMILY FOOD LLC", "GDI", "SQS", "WAL MART SUPER CENTER", "SQS FAMILY FOODS", "RESTAURANT DEPOT", "AMERISOURCE/BERGEN WHOLESALE", and "C & S WHOLESALE GROCERS, INC.". A blue box with the number "1" and an arrow points to the dropdown menu.



The screenshot shows the Vendor WIC v1.3.2 interface. The user is signed in as rjackson. The page title is "Owner Wholesalers" and there is an "Add Wholesaler" button. Under "Wholesalers Assigned", there is a form with the "Wholesaler" dropdown menu set to "GDI". The other fields are auto-populated: "Phone" is "8008102615", "Address 1" is "P.O. BOX 92290", "City" is "ALBUQUERQUE", "State" is "NM", "Zip" is "87199", and "County" is "NM". A blue box with the number "2" and an arrow points to the "Wholesaler" dropdown menu. A text box on the right says "After you select the wholesaler, the wholesaler information will auto-populate."

Owner Wholesaler

Next you will select the food group(s) that are purchased from the selected wholesaler.

After all items are selected, click the “Save & Continue” button on the bottom of the page.

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson Sign out

Food Group

Selected	Food Group
<input checked="" type="checkbox"/>	BABY FOOD
<input type="checkbox"/>	BEANS/PEAS/LENTILS
<input type="checkbox"/>	CARROTS
<input type="checkbox"/>	CEREAL
<input type="checkbox"/>	CHEESE
<input type="checkbox"/>	DAIRY
<input type="checkbox"/>	EGGS
<input type="checkbox"/>	FORMULA
<input type="checkbox"/>	FORMULA (NON-INFANT)
<input type="checkbox"/>	FRUITS/VEGGIES
<input type="checkbox"/>	GOATS MILK
<input checked="" type="checkbox"/>	INFANT CEREAL
<input type="checkbox"/>	INFANT FORMULA
<input checked="" type="checkbox"/>	INFANT FRUITS/VEGGIE
<input type="checkbox"/>	INFANT JUICE
<input type="checkbox"/>	JUICE
<input type="checkbox"/>	JUICE FROZEN
<input type="checkbox"/>	MILK
<input type="checkbox"/>	OTHER
<input checked="" type="checkbox"/>	PEANUT BUTTER
<input type="checkbox"/>	SOYMILK
<input type="checkbox"/>	TOFU
<input type="checkbox"/>	TUNA
<input checked="" type="checkbox"/>	WHOLE GRAINS

Cancel Save Save & Continue

Owner Wholesaler – Adding a Wholesaler

If your wholesaler is not listed in the drop-down list, you can add it by:

Clicking the “Add Wholesaler” button.

The screenshot shows a web interface for managing 'Owner Wholesalers'. On the left is a 'Tasks' sidebar with options: Owner, Addresses, Officers, Owner Bank, Owner Contacts, Wholesaler (highlighted in blue), Infant Wholesaler, and Confirmation. The main area is titled 'Owner Wholesalers' and contains an 'Add Wholesaler' button with a blue arrow pointing to it. Below the button is a section 'Wholesalers Assigned'. The form fields are: 'Wholesaler' (a dropdown menu with 'Please select one' and a red 'x' icon), 'Phone', 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'County'. A note below the dropdown states: 'Wholesaler selection is required when no wholesalers have already been assigned to the vendor.' At the bottom, the 'Food Group' field is partially visible.

Owner Wholesaler – Adding a Wholesaler

Enter the following information:

1. Name of Wholesaler
2. Phone
3. Address
4. Zip and click the “Get Cities” button

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. [Sign out](#)

Tasks

- Owner
- Addresses
- Officers
- Owner Bank
- Owner Contacts
- Wholesaler**
- Infant Wholesaler
- Confirmation

Owner Wholesalers

Name: Jackson Food Distributors 1

Phone: (602) 542-1996 2

Address 1: 1959 Highland Drive 3

Address 2:

City:

State:

County:

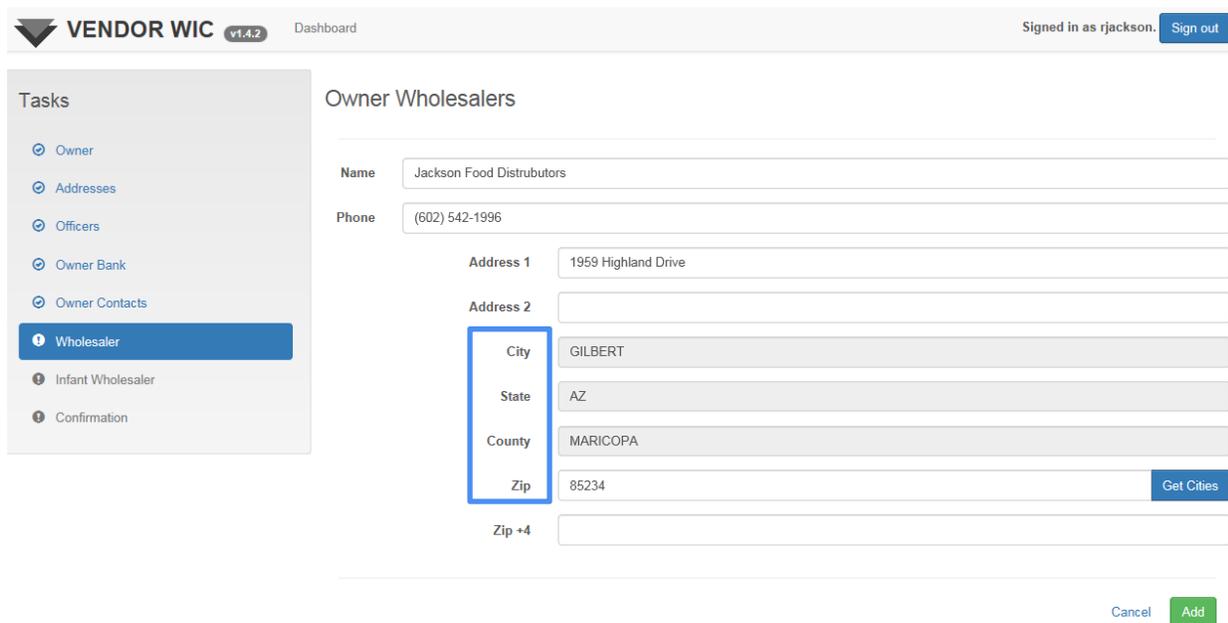
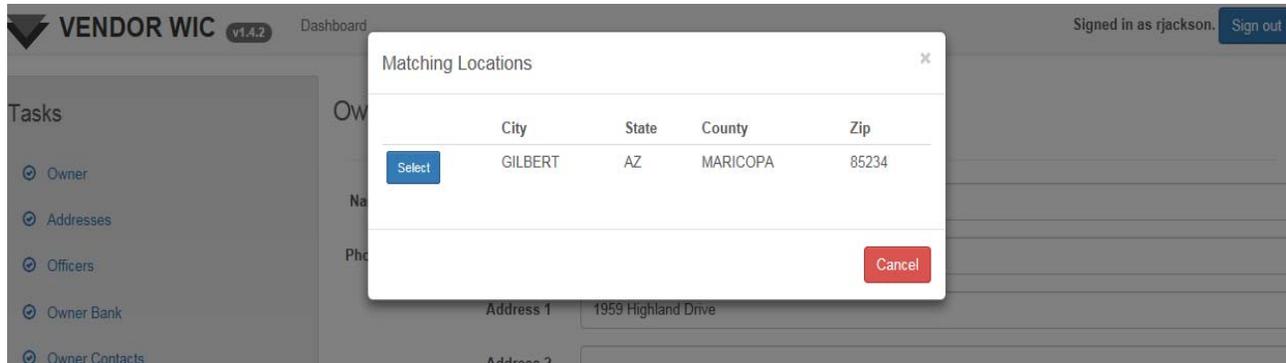
Zip: 85234 4 [Get Cities](#)

Zip +4:

[Cancel](#) [Add](#)

Owner Wholesaler – Adding a Wholesaler

- Select the city from the list



- The City, State, and County will auto-populate.
- Click the “Add” button to add the new wholesaler to the drop-down list.

Owner Wholesaler – Adding a Wholesaler

- Click the drop-down list and select the wholesaler you added.

The screenshot shows the 'Vendor WIC v1.4.2' dashboard. The 'Owner Wholesalers' section has an 'Add Wholesaler' button. Below it, the 'Wholesalers Assigned' section is empty. The form fields are: Wholesaler (dropdown menu open), Phone, Address 1, Address 2, City, State, Zip, County, and Food Group. The dropdown menu lists various wholesalers, with 'Jackson Food Distributors' highlighted at the bottom. A blue arrow points to this selection.

The screenshot shows the 'Vendor WIC v1.4.2' dashboard. The 'Owner Wholesalers' section has an 'Add Wholesaler' button. Below it, the 'Wholesalers Assigned' section is empty. The form fields are: Wholesaler (dropdown menu showing 'Jackson Food Distributors'), Phone (6025421996), Address 1 (1959 Highland Drive), Address 2, City (GILBERT), State (AZ), Zip (85234), County (MARICOPA), and Food Group. A blue box highlights the text: 'The wholesaler information will auto-populate.'

Owner Wholesaler – Adding a Wholesaler

- Select the food group(s) that are purchased from this wholesaler.

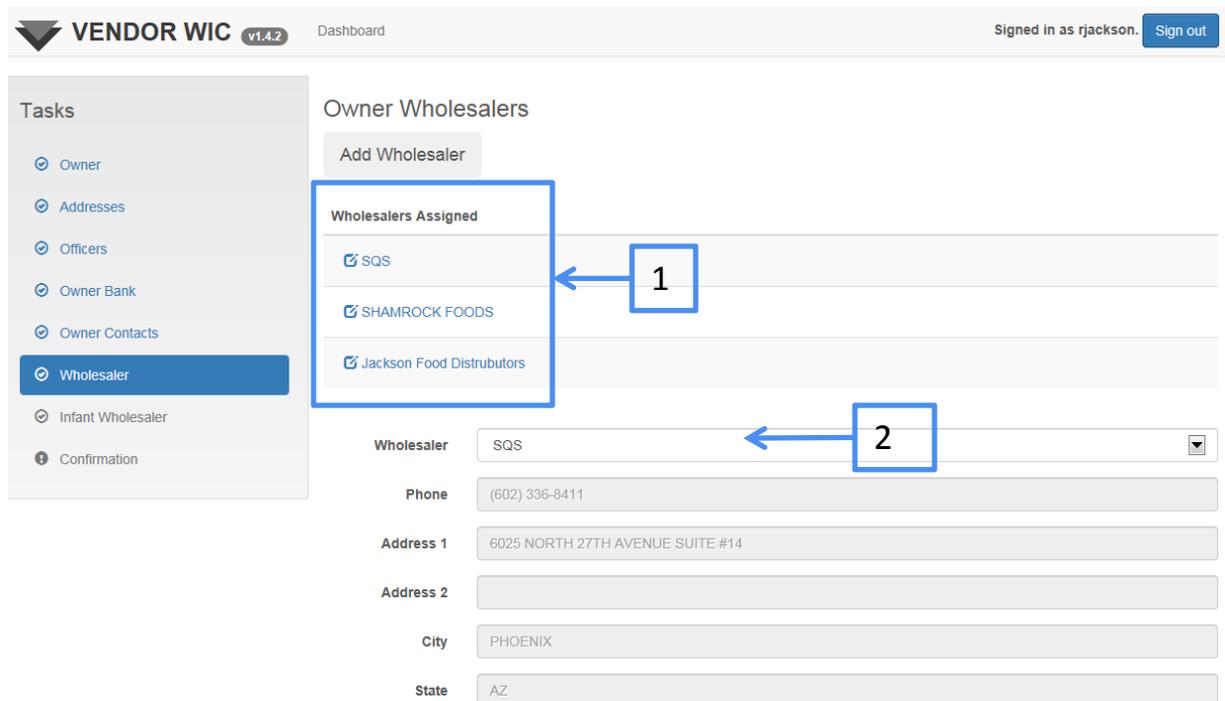
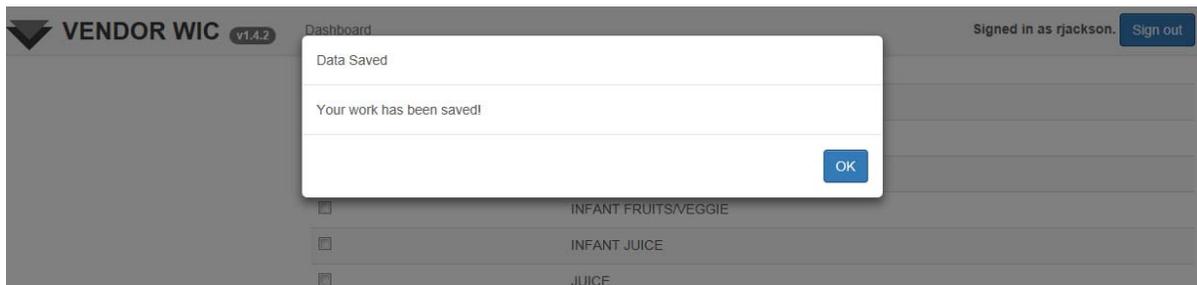
The screenshot shows the 'Vendor WIC v13.2' interface. At the top, it says 'Dashboard' and 'Signed in as rjackson.' with a 'Sign out' button. The main heading is 'Food Group'. Below this is a table with two columns: 'Selected' and 'Food Group'. The 'Selected' column contains checkboxes, and the 'Food Group' column lists various food categories. A blue box highlights the 'Selected' column, and a blue arrow points to it. At the bottom right, there are two buttons: 'Save' and 'Save & Continue', which are also highlighted with a blue box.

Selected	Food Group
<input checked="" type="checkbox"/>	BABY FOOD
<input type="checkbox"/>	BEANS/PEAS/LENTILS
<input type="checkbox"/>	CARROTS
<input type="checkbox"/>	CEREAL
<input type="checkbox"/>	CHEESE
<input type="checkbox"/>	DAIRY
<input type="checkbox"/>	EGGS
<input type="checkbox"/>	FORMULA
<input type="checkbox"/>	FORMULA (NON-INFANT)
<input type="checkbox"/>	FRUITS/VEGGIES
<input type="checkbox"/>	GOATS MILK
<input checked="" type="checkbox"/>	INFANT CEREAL
<input type="checkbox"/>	INFANT FORMULA
<input checked="" type="checkbox"/>	INFANT FRUITS/VEGGIE
<input type="checkbox"/>	INFANT JUICE
<input type="checkbox"/>	JUICE
<input type="checkbox"/>	JUICE FROZEN
<input type="checkbox"/>	MILK
<input type="checkbox"/>	OTHER
<input checked="" type="checkbox"/>	PEANUT BUTTER
<input type="checkbox"/>	SOYMILK
<input type="checkbox"/>	TOFU
<input type="checkbox"/>	TUNA
<input checked="" type="checkbox"/>	WHOLE GRAINS

- Click the “Save” button if you have additional wholesalers to add.
- Click “Save & Continue” to move to the next screen.

Owner Wholesaler – Adding a Wholesaler

- After you click “Save,” you will see a message letting you know the information has been saved.
- Click “OK” to return to the Owner Wholesaler screen.



1. The wholesalers that were selected will appear under “Wholesalers Assigned.”
2. The latest entry will appear in the Wholesaler information part of the screen.

Vendor Infant Wholesaler

Next you will:

1. Select your Infant Wholesaler from the list.
2. Click the “Save & Continue” button when all Infant Wholesalers are selected.

The screenshot shows the 'Vendor Infant Wholesaler' selection screen. On the left is a sidebar with a 'Tasks' menu where 'Infant Wholesaler' is highlighted. The main area contains a table of wholesalers with checkboxes in the 'Selected' column. A blue box labeled '1' highlights the 'Selected' column. At the bottom, there are 'Cancel', 'Save', and 'Save & Continue' buttons. A blue box labeled '2' points to the 'Save & Continue' button.

Selected	Wholesaler
<input type="checkbox"/>	WINCO FOODS
<input type="checkbox"/>	AFFILIATED FOODS
<input checked="" type="checkbox"/>	ASSOCIATED FOOD STORES
<input type="checkbox"/>	BASHAS' WAREHOUSE DBA NATIONAL GROCERY
<input type="checkbox"/>	CARDINAL HEALTH
<input type="checkbox"/>	COSTAL PACIFIC DISTRIBUTOR
<input type="checkbox"/>	GDI
<input type="checkbox"/>	MC KESSON DRUG CO.
<input type="checkbox"/>	PHOENIX DISTRIBUTION CENTER
<input type="checkbox"/>	SQS
<input checked="" type="checkbox"/>	UNIFIED WESTERN GROCERS
<input type="checkbox"/>	BRYSTOL-MYERS SQUIBB COMPANY - MEAD JOHNSON
<input type="checkbox"/>	NESTLE, USA
<input type="checkbox"/>	PBM NUTRITIONALS
<input type="checkbox"/>	SHS/NUTRICIA
<input type="checkbox"/>	SOLUS PRODUCTS, LLC
<input type="checkbox"/>	ABBOTT LABORATORIES/ROSS PRODUCTS DIVISION

Owner Contacts

After saving your entries, the Owner Information Confirmation screen is displayed.

Congratulations! You have completed the Owner Information section.

Click the “Continue” button to return to the Dashboard.

The screenshot shows the Vendor WIC v1.3.2 dashboard. At the top, it says "Dashboard" and "Signed in as rjackson." with a "Sign out" button. On the left, there is a "Tasks" sidebar with a list of items: Owner, Addresses, Officers, Owner Bank, Owner Contacts, Wholesaler, Infant Wholesaler, and Confirmation. The "Confirmation" item is highlighted with a blue background. The main content area displays the message "Changes to owner (Jackson Food Company, Inc.) have been saved." followed by two horizontal lines. A blue arrow points to a "Continue" button on the right side of the screen.

Adding Stores/Outlets

After you have entered the Owner Information, you will go back to the Dashboard.

Now you are ready to add a store to the owner.

The screenshot shows the Vendor WIC dashboard interface. At the top, there is a navigation bar with the logo 'VENDOR WIC v1.3.2', a 'Dashboard' tab, and a user profile 'Signed in as rjackson.' with a 'Sign out' button. Below the navigation bar are two yellow informational banners. The first banner says '1. WELCOME TO THE NEW VENDOR WEBSITE' and 'THE ARIZONA WIC PROGRAM IS HAPPY TO LAUNCH THE ENHANCED VERSION OF THE VENDOR WEBSITE!'. The second banner says '2. ELECTRONIC SIGNATURE' and 'YOUR STATE SALES TAX ID IS USED AS YOUR ELECTRONIC SIGNATURE WHEN SUBMITTING YOUR APPLICATION AND PRICE SURVEY. IT CAN BE FOUND ON THE OWNER INFORMATION SCREEN.' Below these banners are four main sections: 'Ownership', 'Pricing', 'Stores / Outlets', and 'Account'. The 'Ownership' section includes 'Edit Ownership Information', 'Review Pending Applications' (with a 'No pending applications' status), and 'Submit Application for Authorization' (with an 'All stores ready for submission' status). The 'Pricing' section includes 'Submit Vendor Price Survey', 'Review Submitted Price Surveys' (with a 'No submitted surveys' status), and 'Statewide Average'. The 'Stores / Outlets' section includes 'Add a Store' (with a 'No stores / outlets added' status), 'Review Store Information', and 'Request Store Information Changes'. The 'Account' section includes 'Change Your Password' and 'Settings'.

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson. [Sign out](#)

1. WELCOME TO THE NEW VENDOR WEBSITE
THE ARIZONA WIC PROGRAM IS HAPPY TO LAUNCH THE ENHANCED VERSION OF THE VENDOR WEBSITE!

2. ELECTRONIC SIGNATURE
YOUR STATE SALES TAX ID IS USED AS YOUR ELECTRONIC SIGNATURE WHEN SUBMITTING YOUR APPLICATION AND PRICE SURVEY. IT CAN BE FOUND ON THE OWNER INFORMATION SCREEN.

Ownership

- Edit Ownership Information
- Review Pending Applications **No pending applications**
- Submit Application for Authorization **All stores ready for submission**

Pricing

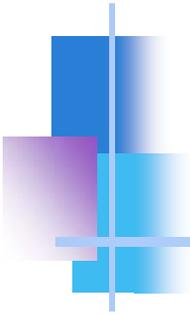
- Submit Vendor Price Survey
- Review Submitted Price Surveys **No submitted surveys**
- 🔍 Statewide Average

Stores / Outlets

- Add a Store **No stores / outlets added**
- Review Store Information
- Request Store Information Changes

Account

- Change Your Password
- Settings



Stores/Outlets Section

In this section, you will be adding stores to the owner.

- Click the “Add a Store” button.

Complete the outlet information by entering the required fields and answering the associated questions.



Adding a Store/Outlet

- Using the drop-down list, select the best option that describes your store.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Add Outlet

Tasks

- Add Outlet**
Add a new outlet
- Contacts
Contacts
- Addresses
Vendor Addresses
- Hours
Outlet Hours of Operation
- Bank
Add a Bank
- Sales
Outlet Sales Records
- Vendor
Vendor General Information
- Confirmation
Submit completed application

Select the option that best describes the applicant store:  

Explain Other: INTERNATIONAL, REGIONAL, OR LOCAL CHAIN
 SUPER CENTERS
 PHARMACY
 LARGE URBAN INDEP (> \$750,000 GROSS SALES)
 SMALL URBAN INDEP (< \$750,000 GROSS SALES)
 LARGE RURAL INDEP (> \$750,000 GROSS SALES)
 SMALL RURAL INDEP (< \$750,000 GROSS SALES)
 ABOVE 50% VENDOR COMMISSARY

Is Store a Super Center? YES NO

Is Store a Pharmacy? YES NO

Store Name 
This field is required.

Opening Date 
This field is required.

Phone Number 
This field is required.

Email Address

Fax

Other Phone Type 

Other Phone Number

Adding a Store/Outlet

1. Answer the questions
 - Is Store a Super Center?
 - Is Store a Pharmacy?
2. Enter:
 - Name of the Store
 - Opening Date
 - Phone Number
 - Email Address
 - Fax Number
 - Other Phone Type
 - Other Phone Number

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. [Sign out](#)

Vendor (2)

Is Store a Super Center? YES NO (1)

Is Store a Pharmacy? YES NO (1)

Store Name ✖
This field is required.

Opening Date ✖
This field is required.

Phone Number ✖
This field is required.

Email Address

Fax

Other Phone Type Please select one

Other Phone Number

Adding a Store/Outlet

1. Enter (continued):

- First Name of Store Contact Person
- Last Name of Store Contact Person
- Title of the Store Contact Person (select from the drop-down list)
- Start Date of the Store Contact Person

Dashboard Signed in as rjackson. [Sign out](#)

VENDOR WIC v1.3.2
Submit completed application

First Name ✕
This field is required.

Last Name ✕
This field is required.

Title ▾ ✕
This field is required.

Start Date at Store ✕
This field is required.

Next answer the questions.

NOTE: All questions default to “NO” so you will need to verify the answer by clicking the appropriate response.

Dashboard Signed in as rjackson. [Sign out](#)

VENDOR WIC v1.3.2

The applicant store is primarily a convenience store featuring a limited number of brands and relatively low inventory of each item. YES NO

The applicant store features a full, well-stocked line of grocery items with 5 or more varieties to choose from in each staple food category (breads and cereal, fruits and vegetables, meat, fish and poultry, and dairy). YES NO

The applicant store features non-grocery items as its major retail products. YES NO

The applicant store sells gasoline as a major product line. YES NO

The applicant store is a pharmacy that will only provide special infant and medical formulas as requested. YES NO

If the applicant is not a pharmacy, does the store/outlet have an in-store pharmacy? YES NO

Adding a Store/Outlet

- Next you will answer the question “Which WIC program(s) (if any) is the outlet currently authorized as a Vendor?”
 - Answer “YES” or “NO” to each of the following programs listed.
 - Arizona WIC Program
 - Navajo Nation WIC Program
 - ITCA WIC Program
 - None (if the store does not participate in any of the above WIC Programs, select “YES” for this answer)
- After you have completed this page, click the “Save & Continue” button at the bottom of the screen.

Which WIC program(s) (if any) is the outlet currently authorized as a Vendor? (Check all that apply)

Arizona WIC Program	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Navajo Nation WIC Program	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
ITCA WIC Program	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
None	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

Cancel



Save & Continue

Adding Store Contacts

Next you will add Store Contacts:

- To add a Contact:
 1. Click the “Add Contact” button

The screenshot shows the Vendor WIC v1.3.2 dashboard. The top navigation bar includes the logo, the text 'Dashboard', and the user information 'Signed in as rjackson.' with a 'Sign out' button. On the left, a 'Tasks' sidebar lists various actions: 'Add Outlet', 'Contacts', 'Addresses', 'Hours', 'Bank', 'Sales', 'Vendor', and 'Confirmation'. The 'Contacts' task is highlighted in blue. The main content area features an 'Add Contact' button with a blue arrow pointing to it. Below the button is a table with the following headers: 'Name', 'Phone', and 'Primary Contact'. At the bottom of the main area, there are 'Cancel', 'Save', and 'Save & Continue' buttons.

Adding Store Contacts

- To add a Contact:
 1. Is the person you are entering going to be the primary contact for the store? (each store must have one primary contact person)
 2. Enter
 - First Name
 - Last Name
 - Title (select the title from the drop-down list)
 - Phone Number
 3. Click the “Add” button to save the changes.

The screenshot shows the Vendor WIC v1.4.2 Dashboard. The 'Contacts' form is displayed with the following fields and annotations:

- Primary Contact:** YES/NO buttons. The 'NO' button is highlighted with a blue box and the number 1.
- First Name:** Text input field with a red border and a red 'x' icon. Below the field is the text 'This field is required.' A blue box with the number 2 points to this field.
- Last Name:** Text input field with a red border and a red 'x' icon. Below the field is the text 'This field is required.' A blue box with the number 2 points to this field.
- Title:** Drop-down menu with 'Please select one' and a red 'x' icon. Below the field is the text 'This field is required.'
- Phone Number:** Text input field with a red border and a red 'x' icon. Below the field is the text 'This field is required.'
- Buttons:** 'Cancel' and 'Add' buttons. The 'Add' button is highlighted with a blue box and the number 3.

- Repeat the steps to add additional Contacts

Adding Store Contacts

- Once all the Store Contacts are entered, Click the “Save & Continue” button.

The screenshot shows the Vendor WIC v1.3.2 dashboard. The top navigation bar includes the logo, 'Dashboard', and 'Signed in as rjackson. Sign out'. A left sidebar lists various tasks, with 'Contacts' highlighted. The main content area features an 'Add Contact' button and a table of existing contacts. At the bottom of the form, there are 'Cancel', 'Save', and 'Save & Continue' buttons, with a blue arrow pointing to the 'Save & Continue' button.

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson. Sign out

Tasks

- ☑ Add Outlet
Add a new outlet
- 📌 Contacts**
Contacts
- 📌 Addresses
Vendor Addresses
- 📌 Hours
Outlet Hours of Operation
- 📌 Bank
Add a Bank
- 📌 Sales
Outlet Sales Records
- 📌 Vendor
Vendor General Information
- 📌 Confirmation
Submit completed application

Add Contact

Contacts

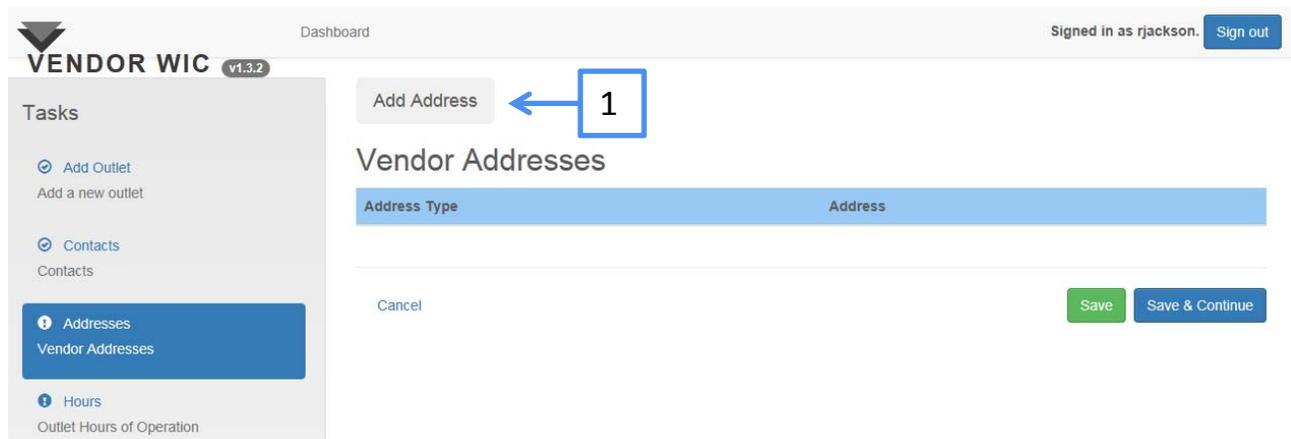
Name	Phone	Primary Contact		
Jackson, Lea	(602) 542-1886	No	Edit	Remove
Jackson, Riley	(602) 542-1886	Yes	Edit	Remove

Cancel Save Save & Continue ←

Adding Store Address

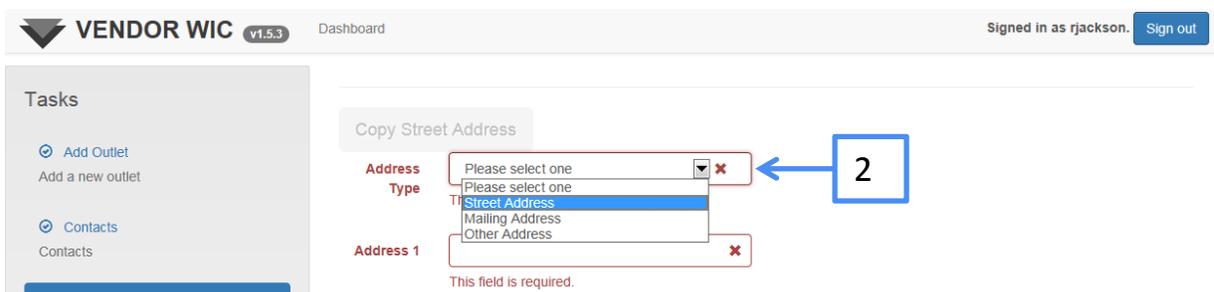
Next you will be adding the Addresses for the store/outlet; you **MUST** add two (2) addresses:

- Mailing Address
- Street Address



The screenshot shows the Vendor WIC dashboard. At the top, it says "Dashboard" and "Signed in as rjackson." with a "Sign out" button. On the left, there's a "Tasks" sidebar with options: "Add Outlet", "Contacts", "Addresses" (highlighted in blue), and "Hours". The main content area is titled "Vendor Addresses" and has an "Add Address" button at the top, which is circled in blue with the number "1" next to it. Below the button is a table with columns "Address Type" and "Address". At the bottom of the form, there are "Cancel", "Save", and "Save & Continue" buttons.

1. Click the “Add Address” button at the top.
2. Then select the address type from the drop-down list.



The screenshot shows the Vendor WIC dashboard with the "Add Address" form open. The "Address Type" dropdown menu is open, showing options: "Please select one", "Street Address" (highlighted in blue), "Mailing Address", and "Other Address". A blue box with the number "2" is next to the dropdown, with an arrow pointing to it. Below the dropdown, there's a "Copy Street Address" button and a "This field is required." error message. The "Address 1" field is also visible.

Adding Store Address

Next enter:

1. The street address
2. The Zip Code and click the “Get Cities” button.

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

Tasks

- ➊ Add Outlet
Add a new outlet
- ➋ Contacts
Contacts
- ➌ Addresses**
Vendor Addresses
- ➍ Hours
Outlet Hours of Operation
- ➎ Bank
Add a Bank
- ➏ Sales
Outlet Sales Records

Address Type: Street Address **1**

Address 1: 7534 Spartan Drive

Address 2:

City:

State:

County:

Zip: 85601 **Get Cities** **2**

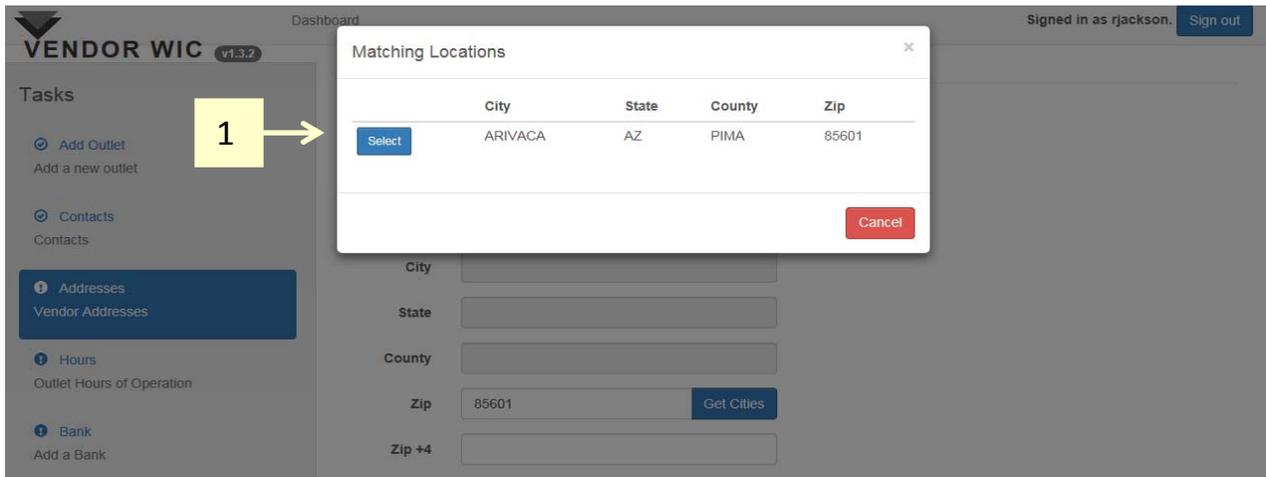
Zip +4:

Cancel

Adding Store Address

Next:

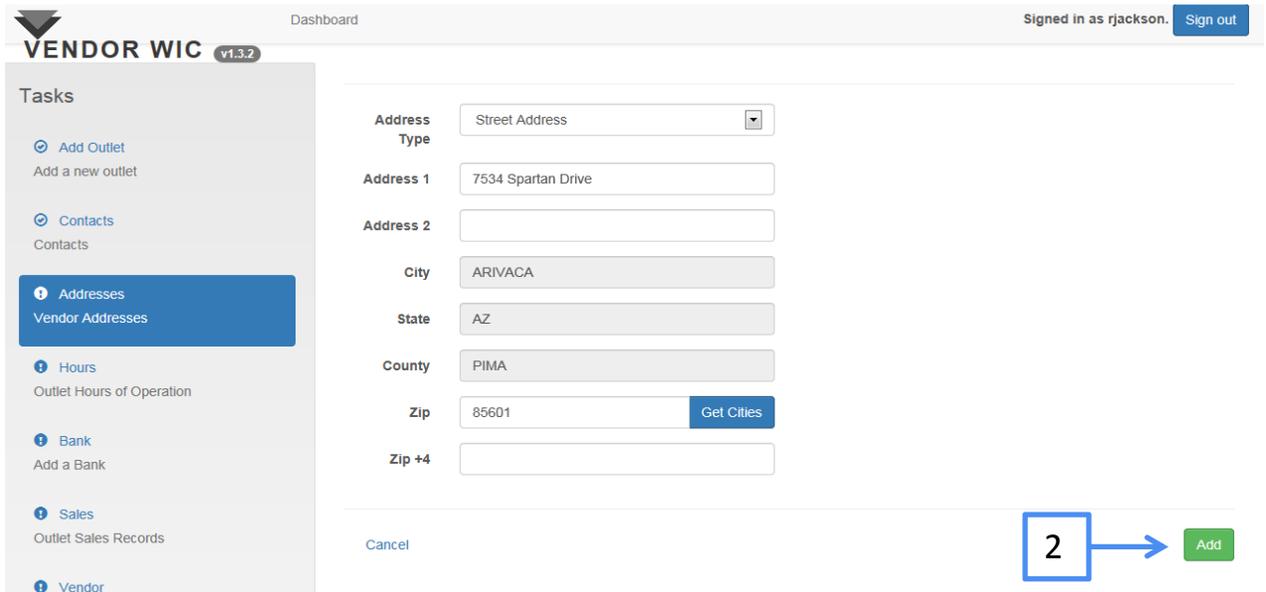
1. Select the city from the list.



The screenshot shows the Vendor WIC dashboard with a 'Matching Locations' modal open. The modal contains a table with the following data:

	City	State	County	Zip
Select	ARIVACA	AZ	PIMA	85601

A yellow box with the number '1' and an arrow points to the 'Select' button in the modal. The background shows the 'Addresses' section of the dashboard with fields for City, State, County, Zip, and Zip +4.



The screenshot shows the Vendor WIC dashboard with the 'Add Address' form. The form fields are filled with the following information:

- Address Type: Street Address
- Address 1: 7534 Spartan Drive
- Address 2: (empty)
- City: ARIVACA
- State: AZ
- County: PIMA
- Zip: 85601
- Zip +4: (empty)

A blue box with the number '2' and an arrow points to the 'Add' button at the bottom right of the form. The 'Cancel' button is also visible at the bottom left.

2. Click the "Add" button.

Adding Store Address

After you add the street address, the Address section will populate.
Next you must add the Mailing Address, even if it is the same as the Street Address.
Click on the “Add Address” Button.

The screenshot shows the 'VENDOR WIC v1.3.2' interface. On the left is a 'Tasks' sidebar with options: 'Add Outlet' (Add a new outlet), 'Contacts' (Contacts), 'Addresses' (Vendor Addresses), and 'Hours' (Outlet Hours of Operation). The 'Addresses' option is highlighted. In the main content area, there is an 'Add Address' button with a blue arrow pointing to it from the right. Below this is the 'Vendor Addresses' section, which contains a table with the following data:

Address Type	Address	
Street Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	Edit Remove

At the bottom of the 'Vendor Addresses' section, there are three buttons: 'Cancel', 'Save', and 'Save & Continue'.

Adding Store Address

If the Mailing Address is the same as the street address,

1. Click the “Copy Street Address” button. This will auto-populate the fields.
2. Select “Mailing Address” from the drop down list.
3. Click the “Add Button.

The screenshot shows the VENDOR WIC v1.5.3 Dashboard. The user is signed in as rjackson. The left sidebar contains a 'Tasks' menu with options: Add Outlet, Contacts, Addresses (highlighted), Hours, Bank, Sales, and Vendor. The main content area is titled 'Copy Street Address' and contains a form with the following fields: Address Type (dropdown menu), Address 1 (text input), Address 2 (text input), City (text input), State (text input), County (text input), Zip (text input), and Zip +4 (text input). A 'Get Cities' button is next to the Zip field. At the bottom right, there are 'Cancel' and 'Add' buttons. Three blue callout boxes with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Copy Street Address' button. Callout 2 points to the 'Mailing Address' option in the Address Type dropdown menu. Callout 3 points to the 'Add' button.

Adding Store Address

After the Mailing Address is added, click the “Save & Continue” button.

The screenshot shows the Vendor WIC dashboard. The top navigation bar includes the Vendor WIC logo (v1.3.2), the word 'Dashboard', and the user 'Signed in as rjackson.' with a 'Sign out' button. The left sidebar lists tasks: 'Add Outlet', 'Contacts', 'Addresses' (selected), 'Hours', and 'Bank'. The main content area is titled 'Vendor Addresses' and contains a table with two rows: 'Street Address' and 'Mailing Address', both with the address '7534 Spartan Drive ARIVACA AZ 85601 PIMA'. Below the table are 'Cancel', 'Save', and 'Save & Continue' buttons. A blue arrow points to the 'Save & Continue' button.

Vendor WIC v1.3.2 Dashboard Signed in as rjackson. Sign out

Tasks

- ✓ Add Outlet
Add a new outlet
- ✓ Contacts
Contacts
- Addresses**
Vendor Addresses
- ⓘ Hours
Outlet Hours of Operation
- ⓘ Bank
Add a Bank

Vendor Addresses

Address Type	Address	Edit	Remove
Street Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	✎ Edit	🗑 Remove
Mailing Address	7534 Spartan Drive ARIVACA AZ 85601 PIMA	✎ Edit	🗑 Remove

Cancel Save Save & Continue

Store Hours of Operation

Next you will enter the hours of operation for your store.

1. If your store is open 24 hours, click “YES”, and the time fields will gray out.
2. Complete the additional information:
 - Retail Square Footage
 - Outlet Storage Square Footage
 - Number of Full-Time Cashiers
 - Number of Part-Time Cashiers
 - Number of Checkout Lanes

VENDOR WIC v1.3.2

Dashboard Signed in as rjackson. Sign out

Tasks

- Add Outlet
Add a new outlet
- Contacts
Contacts
- Addresses
Vendor Addresses
- Hours**
Outlet Hours of Operation
- Bank
Add a Bank
- Sales
Outlet Sales Records
- Vendor
Vendor General Information
- Confirmation
Submit completed application

Store Hours of Operation

Pre-fill 24/7 YES NO ← 1

Day of Week	Open	Close	Closed	
Sunday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO
Monday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO
Tuesday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO
Wednesday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO
Thursday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO
Friday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO
Saturday	<input type="text"/>	<input type="text"/>	<input type="radio"/> YES	<input type="radio"/> NO

2 →

- Outlet Retail Square Footage** This field is required. ✕
- Outlet Storage Square Footage** This field is required. ✕
- Number of Full-Time Cashiers** This field is required. ✕
- Number of Part-Time Cashiers** This field is required. ✕
- Number of Checkout Lanes** This field is required. ✕

Store Hours of Operation

If the store is not open 24 hours a day:

1. Select "NO."
2. Enter the time the store opens and closes.
3. Select "YES" if the store is closed on any specific day.
4. Complete the additional information:
 - Outlet Retail Square Footage
 - Outlet Storage Square Footage
 - Number of Full-Time Cashiers
 - Number of Part-Time Cashiers
 - Number of Checkout Lanes

Dashboard Signed in as Jackson Sign out

VENDOR WIC v1.3.2

Add a new outlet

- Contacts
- Addresses
- Hours** Outlet Hours of Operation
- Bank
- Sales
- Vendor
- Confirmation

Pre-fill 24/7 YES **NO** ← 1

Day of Week Open ← 2 → Close Closed

Day of Week	Open	Close	Closed
Sunday			YES NO
Monday	6:00 AM	11:00 PM	YES NO
Tuesday	6:00 AM	11:00 PM	YES NO
Wednesday	6:00 AM	11:00 PM	YES NO
Thursday	6:00 AM	11:00 PM	YES NO
Friday	6:00 AM	11:00 PM	YES NO
Saturday	6:00 AM	11:00 PM	YES NO

3

4

Outlet Retail Square Footage This field is required. x

Outlet Storage Square Footage This field is required. x

Number of Full-Time Cashiers This field is required. x

Number of Part-Time Cashiers This field is required. x

Number of Checkout Lanes This field is required. x

Store Hours of Operation

Next answer the questions regarding:

1. ADA compliance
2. Health inspection violations
 - If yes, please explain.
 - If yes, was your license/permit revoked?
 - If yes, enter the dates the license/permit was revoked.
3. Click the “Save & Continue” button at the bottom of the page.

The screenshot shows the 'VENDOR WIC v1.4.2' dashboard with the 'Time Cashiers' form. The form includes the following fields and controls:

- Number of Checkout Lanes:** A text input field containing the value '5'. A blue box with the number '1' and an arrow points to this field.
- Does the outlet comply with the applicable provision of the Americans with Disabilities Act of 1990?:** A radio button form with 'YES' selected. A blue box with the number '2' and an arrow points to this section.
- Has the store ever been cited by the state or county health inspector for a violation?:** A radio button form with 'YES' selected. A blue box with the number '2' and an arrow points to this section.
- If Yes, Explain:** A text input field.
- If Yes, was your license/permit revoked?:** A radio button form with 'YES' selected. A blue box with the number '2' and an arrow points to this section.
- Revoke From Date:** A text input field.
- Revoke To Date:** A text input field.
- Buttons:** 'Cancel', 'Save', and 'Save & Continue'. A blue box with the number '3' and an arrow points to the 'Save & Continue' button.

Adding Store Bank Information

Adding the Store Bank information can be done in several different ways, by:

1. Adding a bank (if the bank is not listed in the drop-down list)
2. Copying from Owner (the Owner Bank information)
3. Selecting the bank from the drop-down list

The screenshot shows the Vendor WIC v1.5.3 Dashboard. The left sidebar contains a 'Tasks' menu with the following items: Add Outlet (Add a new outlet), Contacts (Contacts), Addresses (Vendor Addresses), Hours (Outlet Hours of Operation), Bank (Add a Bank), Sales (Outlet Sales Records), Vendor (Vendor General Information), and Confirmation (Submit completed application). The 'Bank' item is highlighted in blue. The main content area is titled 'Bank Information' and contains two tabs: 'Add Bank' and 'Copy Owner Bank Information'. The 'Add Bank' tab is active. The form fields are: Outlet Bank (a dropdown menu with a red border and a red 'x' icon, annotated with a blue box and arrow labeled '3'), Routing Number, Federal ID, Street, City, State, Zip, County, Phone Number, and Fax. Below these are three text input fields: Account #, Effective Date, and If No, Explain, all with red borders and red 'x' icons. At the bottom, there is a checkbox for 'Will both regular and replacement food instruments be deposited only in the above account' with 'YES' and 'NO' buttons. The top right of the dashboard shows 'Signed in as rjackson' and a 'Sign out' button.

Store Bank Information

If the store/outlet is using the same bank as the owner, then you can click the “Copy from Owner” button.

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- ➊ Add Outlet
Add a new outlet
- ➋ Contacts
Contacts
- ➌ Addresses
Vendor Addresses
- ➍ Hours
Outlet Hours of Operation
- ➎ Bank**
Add a Bank
- ➏ Sales
Outlet Sales Records

Bank Information

Add Bank Copy Owner Bank Information ←

Outlet Bank Please select one

This field is required.

Routing Number

Federal ID

Street

City

State

Zip

The Owner Bank information will auto-populate the fields.

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- ➊ Outlet Information
Basic Outlet Information
- ➋ Contacts
Contacts
- ➌ Addresses
Vendor Addresses
- ➍ Hours
Outlet Hours of Operation
- ➎ Bank**
Add a Bank
- ➏ Sales
Outlet Sales Records
- ➐ Vendor
Vendor General Information
- ➑ Confirmation
Submit completed application

Bank Information

Outlet Bank Spartan Credit Union

This field is required.

Routing Number 11223344

Federal ID

Street 1740 W. Adams Street

City PHOENIX

State AZ

Zip 85007

County MARICOPA

Phone Number 6025421886

Fax 6025421890

Account # 23698525

This field is required.

Effective Date

This field is required.

Store Bank Information

1. Enter the Effective Date.
2. Will both regular and replacement food instruments be deposited only in the above account?
 - If no, please explain.
3. Click the “Save & Continue” button at the bottom of the page.

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

Addresses
Vendor Addresses

Hours
Outlet Hours of Operation

Bank
Add a Bank

Sales
Outlet Sales Records

Vendor
Vendor General Information

Confirmation
Submit completed application

This field is required.

Routing Number 11223344

Federal ID 44332211

Street 1740 W. Adams Street

City PHOENIX

State AZ

Zip 85007

County MARICOPA

Account # 987654 ✖

This field is required.

Effective Date 04/25/2014

Will both regular and replacement food instruments be deposited only in the above account

YES **NO**

If No, Explain We have a separate account for replacement food instruments. ✖

This field is required.

Cancel Save Save & Continue

Sales Information

1. Next you will complete the Vendor Sales information for the store/outlet.
 - If the sales information is based upon actual sales, click the “Actual” button.
 - If the sales information is based on estimated sales, click the “Estimated” button.
2. Enter the sales information for:
 - Food \$
 - Alcohol \$
 - Tobacco \$
 - Lottery \$
 - Fuelage \$
 - Other \$
 - General Merchandise \$

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Vendor Sales Information

Enter outlet's individual annual gross receipts/sales **1**

Peer Groups: LARGE URBAN INDEP (> \$750,000 GROSS SALES)

Sales	Amount	Previous Price
Food \$	<input type="text" value="\$"/> <small>This field is required.</small>	<input type="text" value="\$"/>
Alcohol \$	<input type="text" value="\$"/> <small>This field is required.</small>	<input type="text" value="\$"/>
Tobacco \$	<input type="text" value="\$"/> <small>This field is required.</small>	<input type="text" value="\$"/>
Lottery \$	<input type="text" value="\$"/> <small>This field is required.</small>	<input type="text" value="\$"/>
Fuelage \$	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Other \$	<input type="text" value="\$"/> <small>This field is required.</small>	<input type="text" value="\$"/>
General Merchandise \$	<input type="text" value="\$"/> <small>This field is required.</small>	<input type="text" value="\$"/>
Gross \$	<input type="text" value="\$ 0.00"/> Gross \$ will auto-populate	

2

Sales Information

Vendor
Vendor General Information

Confirmation
Submit completed application

General Merchandise \$ \$

Gross \$

Fiscal year for above figures
Please choose one
2014
2015
2016
2017

Of the annual food sales (food\$), enter the dollar amounts for:

Sales	Amount	Previous Price
Cash \$	<input type="text" value="\$"/> <input type="button" value="x"/> This field is required.	\$ <input type="text"/>
Credit \$	<input type="text" value="\$"/> <input type="button" value="x"/> This field is required.	\$ <input type="text"/>
SNAP \$	<input type="text" value="\$"/> <input type="button" value="x"/> This field is required.	\$ <input type="text"/>
WIC \$	<input type="text" value="\$"/> <input type="button" value="x"/> This field is required.	\$ <input type="text"/>

1. Select the fiscal year for the figures entered above.
2. Enter the dollar amounts for each category from the annual food sales (food \$) entered above.
 - Cash \$
 - Credit \$
 - SNAP \$
 - WIC \$

Vendor Sales Information

Continuing down the page, you will answer the remaining questions:

1. Do you think that more than 50% of your annual revenue from the sale of food items come from WIC food instruments?
2. If yes, do you plan to provide incentive items to WIC program participants?
3. During the last five years, have you ever owned a store that received more than 50% of your annual food sales revenue from WIC food instruments?
4. Does the outlet's checkout register use optical scanning devices which record product and price information on the customer's receipts?

 **VENDOR WIC** v1.5.3 Dashboard Signed in as rjackson. [Sign out](#)

1 → Do you think that more than 50% of your annual revenue from the sale of food items come from WIC food instruments?
 YES NO

NOTE: The Arizona WIC Program completes a six-month assessment of all new Vendors to assure that the status initially assigned is appropriate. Upon completion of the assessment, if the Vendor's food sales from WIC food instruments exceed 50 percent of the total food sales, the Vendor Contract will be terminated unless the outlet is necessary to ensure participant access as specified in Federal Policies.

2 → If yes, do you provide or plan to provide incentive items to WIC program participants?
 YES NO

3 → During the last five years, have you ever owned a store that received more than 50% of you annual food sales revenue from WIC food instruments?
 YES NO

4 → Does the outlet's checkout register use optical scanning devices which record product and price information on the customer's receipts?
 YES NO

Vendor Sales Information

1. If the outlet's checkout register uses optical scanning devices, enter:
 - The number of POS Terminals
 - The number of Optical Terminals
 - Can the system be programmed to detect WIC authorized vs. non-authorized products?

VENDOR WIC v1.3.2 Dashboard Signed in as rjackson. [Sign out](#)

Does the outlet's checkout register use optical scanning devices which record product and price information on the customer's receipts?

YES NO

If yes, number of POS Terminals:

If yes, number of Optical Terminals:

If yes, can system be programmed to detect WIC authorized vs. non-authorized products?"

YES NO

1 →

Vendor Sales Information

Using the drop-down arrows, select the answers to each question.

How do you decide how much stock to order?

Please select one

Please select one

Conduct an informal 'Walk-through' inventory on a regular basis

Order a certain amount of each item

Other

Rely on an automated inventory control system

How often are the dairy cases restocked?

Please choose one

Please choose one

DAILY

TWICE WEEKLY

WEEKLY

How often are the WIC grocery items restocked?

How often are the WIC grocery items restocked?

Please choose one

Please choose one

DAILY

TWICE WEEKLY

WEEKLY

Cancel

Save

Save & Continue

Click "Save & Continue" after you complete the screen.

Vendor Sales Information

Complete the Vendor Information screen.

1. If the store accepts SNAP Benefits, click “YES.”
 - Enter the SNAP Authorization Number.
 - Enter the average SNAP dollar redemption volume/month.

Dashboard

Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

Tasks

- Select Outlet
Select an outlet to edit
- Outlet Information
Basic Outlet Information
- Contacts
Contacts
- Addresses
Vendor Addresses
- Hours
Outlet Hours of Operation

Vendor Information

Is the outlet currently authorized to accept Supplemental Nutrition Assistance Program (SNAP) Benefits in Arizona or any other state? YES NO

If yes, SNAP Authorization Number

If yes, average SNAP dollar redemption volume/month

Has this outlet, its owner, officers, or managers ever been suspended or disqualified from SNAP in Arizona or any other state? YES NO

If yes, give the name of the owners, managers, any officers, store(s), location(s) and the reason(s) and date of suspension or disqualification

2. Has this outlet, its owner, officers, or managers ever been suspended or disqualified from SNAP in Arizona or any other state?
 - If yes, give the name of the owners, managers, any officers, store(s), location(s) and the reason(s) and date of suspension or disqualification.

Vendor Sales Information

1. Has the store owner/manager ever participated in the WIC Program in Arizona or any other state
 - If yes, enter the Store Name.
2. Enter Address.
3. Enter "Date Of Participation" fields.

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

- Addresses
Vendor Addresses
- Hours
Outlet Hours of Operation
- Bank
Add a Bank
- Sales
Outlet Sales Records
- Vendor**
Vendor General Information
- Confirmation
Submit completed application

Has this outlet, its owner, officers, or managers ever been suspended or disqualified from SNAP in Arizona or any other state? YES NO

Has the store owner/manager ever participated in the WIC Program in Arizona or any other state? YES NO

Store Name

Address 1

Address 2

City

State

County

Zip [Get Cities](#)

Zip +4

Date Of Participation to

Vendor Sales Information

1. Has the outlet, manager, owner or officer been sanctioned for prior WIC violations?
 - If yes, please describe the incident(s).
2. Has the outlet, its owner, officers or managers ever been suspended or disqualified from WIC in Arizona or any other state?
 - If yes, give the name of the owner, officer(s), manager(s) and store(s) location and reason(s) and date(s) of the suspension or disqualification.

VENDOR WIC v1.3.2

Dashboard Signed in as rjackson. [Sign out](#)

[Addresses](#)
Vendor Addresses

[Hours](#)
Outlet Hours of Operation

[Bank](#)
Add a Bank

[Sales](#)
Outlet Sales Records

Vendor
Vendor General Information

[Confirmation](#)

Has this outlet, its owner, officers, or managers ever been suspended or disqualified from SNAP in Arizona or any other state? YES NO

Has the store owner/manager ever participated in the WIC Program in Arizona or any other state? YES NO

Has the outlet, manager, owner or officer been sanctioned for prior WIC violations? YES NO

If yes, describe

Has the outlet, its owner, officers or managers ever been suspended or disqualified from WIC in Arizona or any other state? YES NO

If Yes, give the name of the owner, officer(s), manager(s) and store(s) location, and the reason(s) and date(s) of the suspension or disqualification

Vendor Sales Information

1. During the last six years, have any of the current owner, officers, partners, or managers had a criminal conviction or had a civil judgment entered against them for any of the following activities: fraud, anti-trust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims or obstruction of justice?
 - If yes, please explain the activities involved, dates, and location (City and State).
2. After all questions are answered, click the “Save & Continue” button.

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

- Addresses Vendor Addresses
- Hours Outlet Hours of Operation
- Bank Add a Bank
- Sales Outlet Sales Records
- Vendor** Vendor General Information
- Confirmation Submit completed application

Has this outlet, its owner, officers, or managers ever been suspended or disqualified from SNAP in Arizona or any other state? YES NO

Has the store owner/manager ever participated in the WIC Program in Arizona or any other state? YES NO

Has the outlet, manager, owner or officer been sanctioned for prior WIC violations? YES NO

If yes, describe

Has the outlet, its owner, officers or managers ever been suspended or disqualified from WIC in Arizona or any other state? YES NO

If Yes, give the name of the owner, officer(s), manager(s) and store(s) location, and the reason(s) and date(s) of the suspension or disqualification

During the last six years, have any of the current owner, officers, partners, or managers had a criminal conviction or had a civil judgment entered against them for any of the following activities: fraud, anti-trust violations, embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims or obstruction of justice? YES NO

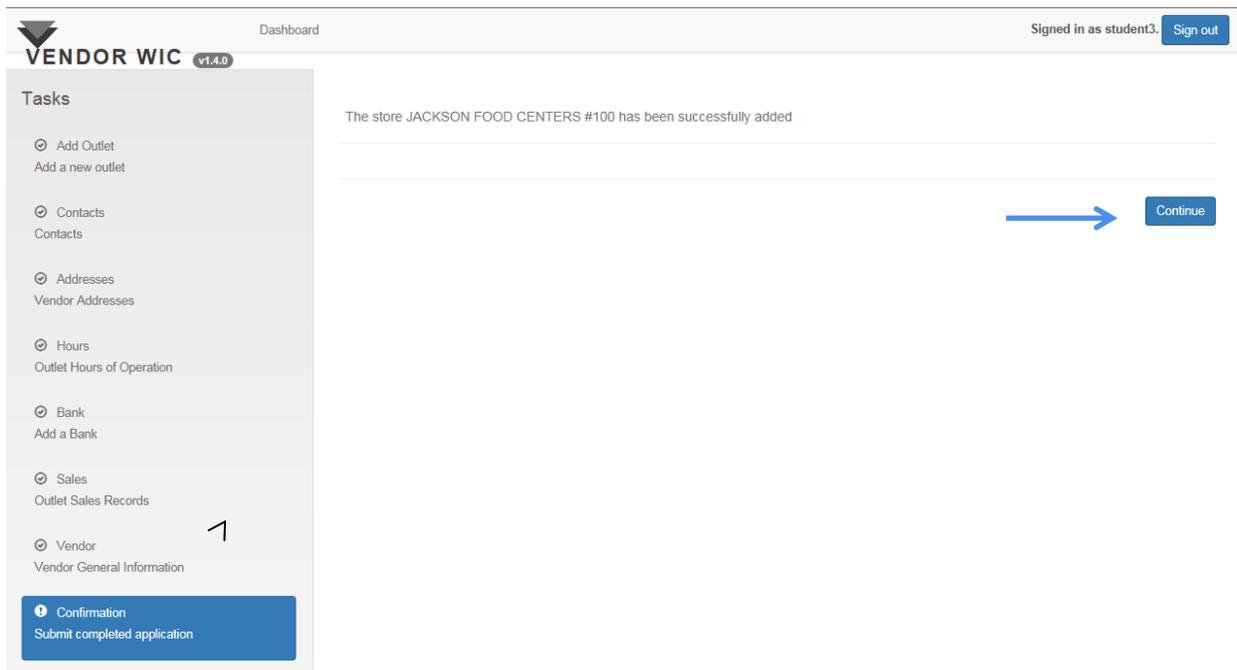
If Yes, please specify the name of the owner, officer or manager and the activities involved. (Please include dates and locations (i.e., City and State))

Cancel Save Save & Continue

Adding Store

The next screen will let you know that the store was successfully added.

- Click the “Continue” button.



The screenshot displays the Vendor WIC dashboard interface. At the top, the header includes the logo, the text "Dashboard", and the user status "Signed in as student3" with a "Sign out" button. The left sidebar contains a "Tasks" menu with several options, each preceded by a radio button icon. A blue box at the bottom of the sidebar is labeled "Confirmation" and contains the text "Submit completed application". The main content area shows a confirmation message: "The store JACKSON FOOD CENTERS #100 has been successfully added". Below this message, a blue arrow points to a "Continue" button.

Dashboard

Signed in as student3 [Sign out](#)

VENDOR WIC v1.4.0

Tasks

- Add Outlet
Add a new outlet
- Contacts
Contacts
- Addresses
Vendor Addresses
- Hours
Outlet Hours of Operation
- Bank
Add a Bank
- Sales
Outlet Sales Records
- Vendor
Vendor General Information

Confirmation
Submit completed application

The store JACKSON FOOD CENTERS #100 has been successfully added

[Continue](#)

Adding Multiple Stores

The next screen will display the name of the store that was added.

To add additional stores to this owner:

- Click the “Add Vendor” button and follow the steps from the previous pages.

Once all stores are entered, you can submit the applications at the same time.

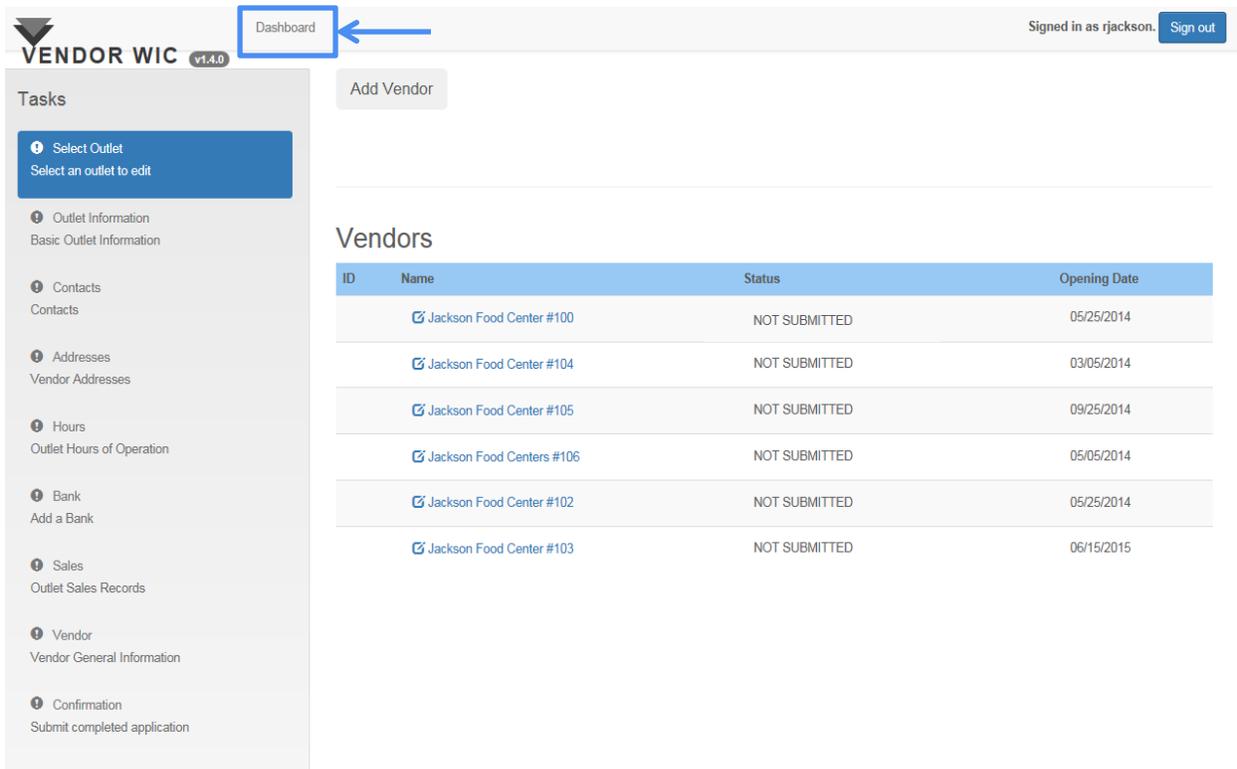
The screenshot shows the VENDOR WIC v1.4.0 Dashboard. The top navigation bar includes the logo, the text 'Dashboard', and the user information 'Signed in as student3.' with a 'Sign out' button. On the left, a 'Tasks' sidebar lists various actions: 'Select Outlet', 'Outlet Information', 'Contacts', 'Addresses', 'Hours', 'Bank', 'Sales', 'Vendor', and 'Confirmation'. The main content area features an 'Add Vendor' button with a blue arrow pointing to it. Below this is a 'Vendors' table with the following data:

ID	Name	Status	Opening Date
	Jackson Food Centers #100	NOT SUBMITTED	01/25/2014

Adding Stores

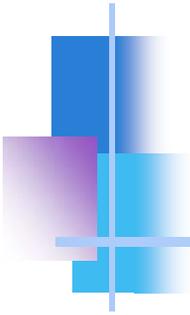
As the stores are entered, they will appear on the list of Vendors.

Click the word “Dashboard” to return to the Dashboard.



The screenshot shows the Vendor WIC v1.4.0 dashboard. At the top left, the logo "VENDOR WIC v1.4.0" is displayed. To its right, a "Dashboard" link is highlighted with a blue box and an arrow. Further right, the user is logged in as "rjackson" with a "Sign out" button. Below the header, there is a "Tasks" sidebar on the left and a main content area. The "Tasks" sidebar includes: "Select Outlet" (Select an outlet to edit), "Outlet Information" (Basic Outlet Information), "Contacts" (Contacts), "Addresses" (Vendor Addresses), "Hours" (Outlet Hours of Operation), "Bank" (Add a Bank), "Sales" (Outlet Sales Records), "Vendor" (Vendor General Information), and "Confirmation" (Submit completed application). The main content area has an "Add Vendor" button and a "Vendors" table. The table lists six vendors, all with a status of "NOT SUBMITTED".

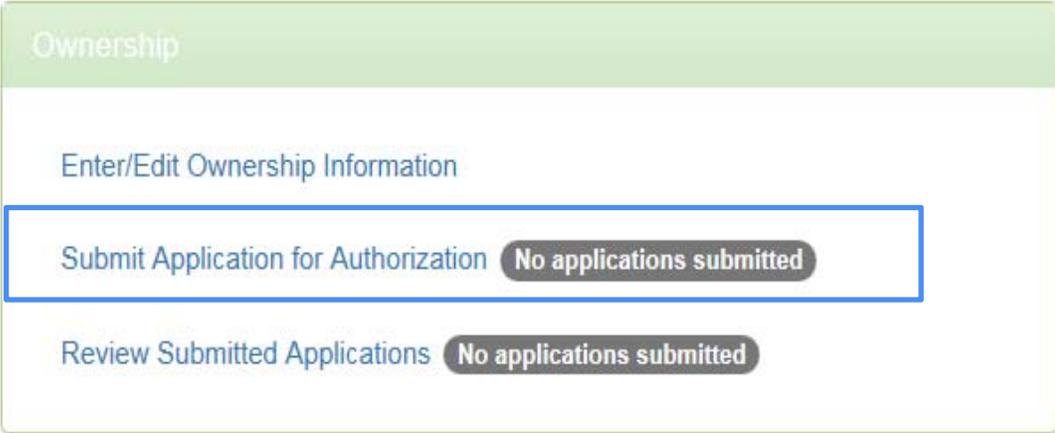
ID	Name	Status	Opening Date
	Jackson Food Center #100	NOT SUBMITTED	05/25/2014
	Jackson Food Center #104	NOT SUBMITTED	03/05/2014
	Jackson Food Center #105	NOT SUBMITTED	09/25/2014
	Jackson Food Centers #106	NOT SUBMITTED	05/05/2014
	Jackson Food Center #102	NOT SUBMITTED	05/25/2014
	Jackson Food Center #103	NOT SUBMITTED	06/15/2015



Submitting Applications

After all stores are entered, you can submit the applications at the same time.

Click “Submit Application for Authorization.”



Ownership

Enter/Edit Ownership Information

Submit Application for Authorization **No applications submitted**

Review Submitted Applications **No applications submitted**

Statement of Application

On the Statement of Application page:

1. Read the Statement of Application.
2. Check the box next to the Vendor name(s) to be submitted.
3. Click the “Save & Continue” button at the bottom of the page.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson Sign out

Tasks

- Statement Of Application
- Signature
- Submission Instructions

Statement of Application

Jackson Food Company, Inc.

Please read carefully and sign below:

The undersigned is authorized to act on behalf of the applicant identified on Page 1, who is applying for authorization to participate in the Arizona WIC Program. By submitting this application, the undersigned has declared that the business is open, fully stocked, and operational and authorized to accept food stamps. The undersigned has reviewed, verified, and understands the information contained in the vendor enrollment packet.

This application is only a request for a WIC Vendor Contract, and DOES NOT constitute a Contract nor does it guarantee authorization to participate in the Arizona WIC Program. The Arizona Department of Health Services or its designee may verify the information contained in the application during an on-site visit.

1. I certify that all information submitted on this application is accurate and complete.
2. I understand that if the application is approved and a contract is executed, I will be bound by all rules, and requirements of the Arizona WIC Program, in addition to the terms and conditions of the WIC Vendor Contract.
3. I understand that if any information contained in this application is found to be false, the application will be denied; or if authorized, can result in being suspended or disqualified from participating in the Arizona WIC Program.
4. I understand that by signing below I hereby authorize the Arizona WIC Program to perform, at its sole discretion, any administrative inquires or background checks which may be necessary to verify the information contained within this application.
5. The undersigned declared that he/she is the store's sole owner of has the delegated legal authority to sign the application on behalf of the owner.

Submit	Vendor Name	Authorization Status	Submission Status	Submission Date
<input type="checkbox"/>	Jackson Food Center #101	NOT SUBMITTED	READY FOR SUBMISSION	
<input type="checkbox"/>	Jackson Food Center #102	NOT SUBMITTED	READY FOR SUBMISSION	
<input type="checkbox"/>	Jackson Food Centers #103	NOT SUBMITTED	READY FOR SUBMISSION	
<input type="checkbox"/>	Jackson Food Centers #104	NOT SUBMITTED	READY FOR SUBMISSION	
<input type="checkbox"/>	Jackson Food Center #105	NOT SUBMITTED	READY FOR SUBMISSION	
<input type="checkbox"/>	Jackson Food Center #100	NOT SUBMITTED	READY FOR SUBMISSION	

Cancel Save & Continue

Submitting Application

Next you will sign the Statement of Application. Enter:

- First Name
- Last Name
- Title
- Sales Tax Number

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

Tasks

- Statement Of Application
- Signature**
- Submission Instructions

Statement of Application - Signature
Jackson Food Company, Inc.

First Name ✘
This field is required.

Last Name ✘
This field is required.

Title ✘
This field is required.

Sales Tax Number ✘
The value entered must match the Sales Tax Number associated with this account.

Cancel Click "Save & Continue." Save & Continue

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

Tasks

- Statement Of Application
- Signature
- Submission Instructions**

Application Submission Instructions
Jackson Food Company, Inc.

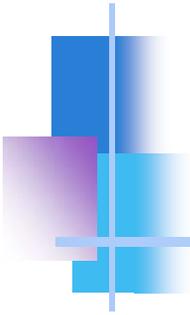
Submit the following to the Arizona WIC Program to complete the Vendor Application

1. Proof of ownership (Partnership Agreement, DBA Certificate, Complete Articles of Incorporation, and Articles of Organization)
2. Voided Check
3. Voided check for each outlet (if different than corporate information)
4. Store's current retail health operating permit

Continue

To complete the application, you will need to send in additional documentation. This is listed on the Application Submission Instruction page above.

Click "Continue" to return to the Dashboard.



Dashboard - Ownership

At the Dashboard menu in the Ownership section, you can view the progress of your application.

Edit Ownership Information - Once an application is submitted, the system is locked and you will not be able to edit any information until it is released by the Arizona WIC Program.

Submit Application for Authorization – This shows the number of stores that have been submitted.

Review Submitted Applications - This shows the number of applications that were submitted. Click on this to view the status.

Ownership

Edit Ownership Information **Applications pending; edits disabled**

Submit Application for Authorization **1 of 1 applications submitted**

Review Submitted Applications **1 application(s) submitted**

Dashboard - Ownership

Ownership

[Enter/Edit Ownership Information](#)

[Submit Application for Authorization](#) **1 of 1 applications submitted**

[Review Submitted Applications](#) **1 application(s) submitted**

Click Review Submitted Applications to see which stores have been submitted and the date they were submitted.

VENDOR WIC v1.3.2

Dashboard

Signed in as rjackson. [Sign out](#)

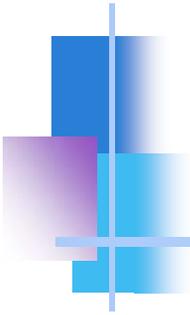
Tasks

- [Pending Applications](#)
- [View Application](#)

Pending Applications

Jackson Food Company, Inc.

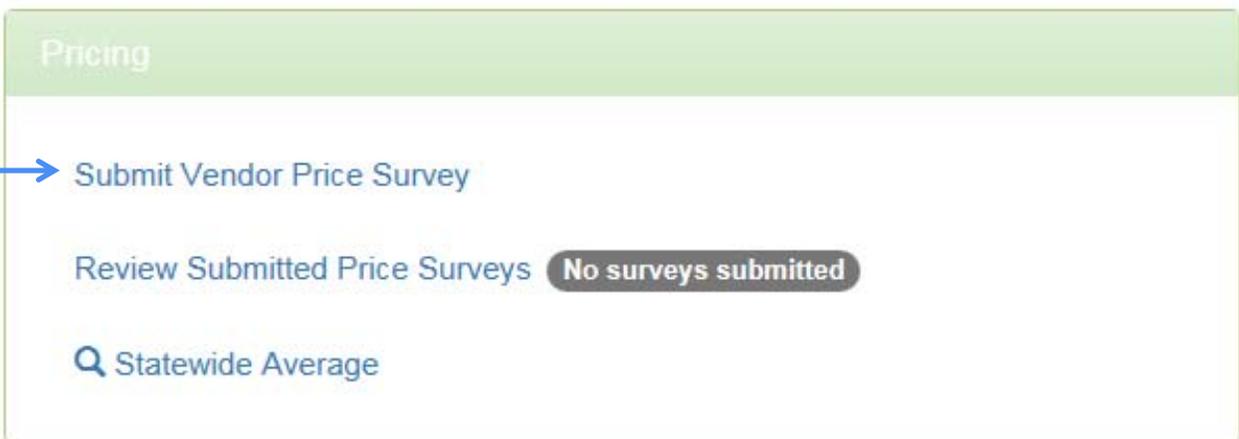
Vendor Name	Submission Date
Jackson Food Center #101	03/03/2015



Pricing Section

The next section that needs to be completed is the Pricing section. In this section, you will be able to complete, sign, and submit the Food Item Declaration and the Vendor Price Survey.

- Click “Submit Vendor Price Survey.”



Pricing

→ [Submit Vendor Price Survey](#)

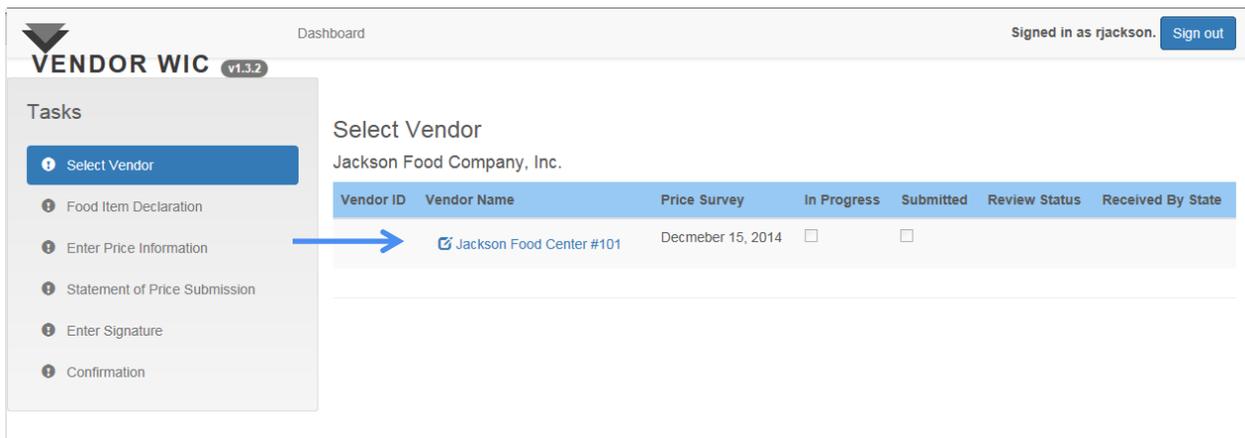
[Review Submitted Price Surveys](#) **No surveys submitted**

[🔍 Statewide Average](#)

NOTE: If your company has Zone Pricing for your outlets, it will be covered in a later section.

Price Survey - One Vendor

- Select the Vendor from the list by clicking on the Vendor Name.



The screenshot shows the VENDOR WIC v1.3.2 dashboard. The user is signed in as 'rjackson'. The 'Tasks' sidebar on the left includes 'Select Vendor' (highlighted), 'Food Item Declaration', 'Enter Price Information', 'Statement of Price Submission', 'Enter Signature', and 'Confirmation'. The main content area is titled 'Select Vendor' and shows 'Jackson Food Company, Inc.' with a table of vendors. A blue arrow points to the 'Jackson Food Center #101' entry in the table.

Vendor ID	Vendor Name	Price Survey	In Progress	Submitted	Review Status	Received By State
	Jackson Food Center #101	Decmeber 15, 2014	<input type="checkbox"/>	<input type="checkbox"/>		

If you have more than one store, creating Zones and Zone Price Surveys will follow.

Food Item Declaration

In this part of the section, you will complete the Food Item Declaration for the outlet you have selected.

All applicants and authorized Vendors must declare their store or house brand for refrigerated milk, eggs, and cheese.

VENDOR WIC v1.3.2

Dashboard Signed in as rjackson. Sign out

Tasks

- Select Vendor
- Food Item Declaration**
- Enter Price Information
- Statement of Price Submission
- Enter Signature
- Confirmation

Food Item Declaration

Jackson Food Center #101

All applicants and currently authorized Vendors must declare their store or house brand for the following WIC authorized food items:

- Refrigerated Cow's Milk (Milk)
- Cheese
- Eggs

Store Brands are defined as: A product that is manufactured and packaged for a particular store or retail chain.

House Brands are defined as: A proprietary brand of merchandise sold by one retailer (i.e., IGA Springfield, Shurfine, Western Family, Hy-Top, Market Pantry, etc.).

This declaration will cover the WIC Vendor Contract period effective upon submission of your online price survey through the end of the Vendor Contract.

Item	Description	Size	Store or House Brand Name
CHEESE	MOZZARELLA (STRING)	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> This field is required.
CHEESE	MOZZARELLA	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> This field is required.
CHEESE	BLENDED	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> This field is required.
CHEESE	COLBY	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> This field is required.
CHEESE	MONTEREY JACK	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> This field is required.

Enter your store's declared items. All fields are mandatory.

Food Item Declaration

When entering the declared brands, please remember:

- Only 16 ounce (1 pound) packages of cheese are allowed (“ALL SIZES” do not apply).
- If you do not carry a specific type of item, enter “Do Not Carry” for brand.

VENDOR WIC v1.4.0 Dashboard Signed in as rjackson. [Sign out](#)

CHEESE	COLBY	<input checked="" type="checkbox"/> ALL SIZES	Do Not Carry
CHEESE	MONTEREY JACK	<input checked="" type="checkbox"/> ALL SIZES	Banquet
CHEESE	CHEDDAR	<input checked="" type="checkbox"/> ALL SIZES	Banquet
EGGS	MEDIUM	<input checked="" type="checkbox"/> ALL SIZES	Do Not Carry
EGGS	LARGE	<input checked="" type="checkbox"/> ALL SIZES	Hickmans
MILK	WHOLE	<input checked="" type="checkbox"/> ALL SIZES	Shamrock
MILK	LOW FAT (1%)	<input type="checkbox"/> ALL SIZES	
		1 QUART	Shamrock
		1 HALF GALLON	Mountain Dairy
		1 GALLON	Mountain Dairy
MILK	REDUCED FAT (2%)	<input checked="" type="checkbox"/> ALL SIZES	Shamrock

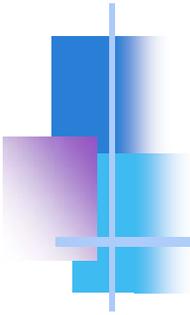
1

By submitting this form, I am declaring that the above-mentioned Store or House Brands for Milk, Cheese, and Eggs are identified. I further understand that this declaration determines that the store or house brands listed above are the only WIC authorized brands available to WIC Customers when they redeem their WIC food instruments.

I agree to sell a replacement item (milk, cheese, or eggs) to the WIC customer for the same price as the originally declared store or house brand if, for reasons beyond the store's control, the declared store or house brand item (milk, cheese, or eggs) is not available; and to post and maintain the official declaration signage provided by the Department in my milk, cheese, and egg cases.

Cancel

After all store or house brands are entered, click “Save & Continue.” This will take you to the Price Survey.



Market Basket

Before you can enter Price Survey on the Vendor website, you must gather the price information for the following WIC authorized food items:

Milk:

Declared Store or House Brand
Whole **and** Low Fat (1%)

Gallon Containers

Cheese:

Declared Store or House Brand
Cheddar **and** Monterey Jack

1 pound (16 ounce) packages

Eggs:

Declared Store or House Brand
Large white chicken

1 dozen carton

Juice:

Tree Top Apple
Any brand frozen orange juice

64 ounce container
11.5 or 12 ounce container

Cereal:

Cheerios (plain) **and** Kix (plain)

14 - 18 ounce package

Peanut Butter:

Any brand

16-18 ounce jar

Tuna:

Any brand water-packed

5 ounce can

Baby Food:

Any brand vegetable

4 ounce container

Infant Formula:

Similac Advance with Iron
Enfamil ProSobee

12.4 ounce powder
12.9 ounce powder

Price Survey - One Store

Next you will complete the Price Survey.

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.3.2

Tasks

- Select Vendor
- Food Item Declaration
- Enter Price Information**
- Statement of Price Submission
- Enter Signature
- Confirmation

Price Survey and Competitive Price Analysis

Jackson Food Center #101

Item	Brand/Variety	Size	Actual Size	Item Price
MILK	Store or House (Whole)	1 GALLON	<input type="text" value="1"/>	<input type="text" value="\$"/> ✘ This field is required.
MILK	Store or House (1%)	1 GALLON	<input type="text" value="1"/>	<input type="text" value="\$"/> ✘ This field is required.
INFANT FORMULA	Enfamil ProSobee (Powder)	12.9 OUNCE, FLUID OR DRY	<input type="text" value="12.9"/>	<input type="text" value="\$"/> ✘ This field is required.
CHEESE	Store or House (Cheddar)	1 POUND	<input type="text" value="1"/>	<input type="text" value="\$"/> ✘ This field is required.
CHEESE	Store or House (Monterey Jack)	1 POUND	<input type="text" value="1"/>	<input type="text" value="\$"/> ✘ This field is required.
EGGS	Store or House (Large, White, Chicken)	1 COUNT DOZEN	<input type="text" value="1"/>	<input type="text" value="\$"/> ✘ This field is required.
JUICE	Tree Top (Apple)	64 OUNCE, FLUID OR DRY	<input type="text" value="64"/>	<input type="text" value="\$"/> ✘ This field is required.
JUICE FROZEN	Any Brand (Frozen Orange Juice)	11.5 to 12 OUNCE, FLUID OR DRY	<input type="text" value=""/> ✘ This field is required.	<input type="text" value="\$"/> ✘ This field is required.
CEREAL	Cheerios (Plain)	14 to 18 OUNCE, FLUID OR DRY	<input type="text" value=""/> ✘ This field is required.	<input type="text" value="\$"/> ✘ This field is required.

1. Enter the price for each item.
2. For specific items, you are also required to enter the size of the item.

Price Survey – One Store

VENDOR WIC v1.3.2

Dashboard

Signed in as rjackson. [Sign out](#)

- Enter Price Information
- Statement of Price Submission
- Enter Signature
- Confirmation

Item	Brand/Variety	Size	Actual Size	Item Price
MILK	Store or House (Whole)	1 GALLON	1	\$ 3.99
MILK	Store or House (1%)	1 GALLON	1	\$ 3.99
INFANT FORMULA	Enfamil ProSobee (Powder)	12.9 OUNCE, FLUID OR DRY	12.9	\$ 15.99
CHEESE	Store or House (Cheddar)	1 POUND	1	\$ 4.49
CHEESE	Store or House (Monterey Jack)	1 POUND	1	\$ 4.49
EGGS	Store or House (Large, White, Chicken)	1 COUNT DOZEN	1	\$ 2.49
JUICE	Tree Top (Apple)	64 OUNCE, FLUID OR DRY	64	\$ 3.49
JUICE FROZEN	Any Brand (Frozen Orange Juice)	11.5 to 12 OUNCE, FLUID OR DRY	12	\$ 2.99
CEREAL	Cheerios (Plain)	14 to 18 OUNCE, FLUID OR DRY	18	\$ 3.89
CEREAL	Kix (Plain)	14 to 18 OUNCE, FLUID OR DRY	18	\$ 3.89
PEANUT BUTTER	Any Brand (Plain/Creamy/Chunky)	16 to 18 OUNCE, FLUID OR DRY	16.3	\$ 2.99
TUNA	Any Brand (Water-Packed)	5 OUNCE, FLUID OR DRY	5	\$ 0.99
BABY FOOD	Any Brand (any vegetable)	4 OUNCE, FLUID OR DRY	4	\$ 0.99
INFANT FORMULA	Similac Advance W/Iron (Powder)	12.4 OUNCE, FLUID OR DRY	12.4	\$ 15.99

Cancel [Save](#) [Save & Continue](#)

After all prices are entered:

Click "Save & Continue." This will take you to the Minimum Stock Requirements.

Minimum Stock Requirements

Next you will review the Arizona WIC Program's Minimum Stock and Variety Requirements.

1. To review the document, use the scroll bar on the side to see subsequent pages.
2. After you review the document, you must select "YES" to the question, "I agree that I have read the Arizona WIC Program's Minimum Stock Requirements and that this store meets those requirements."

Note: Your store must have the minimum stock and variety requirements on the shelf or stored onsite at the store's location.

3. Click the "Save & Continue" button.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Vendor
- Food Item Declaration
- Enter Price Information
- Minimum Stock Requirements**
- Statement of Price Submission
- Confirmation

Acknowledgement of Minimum Stock and Variety Requirements

Jackson Food Center #100

Item	Description	Quantity	Unit	Notes
Powder				
Infant cereal	Beechnut or Gerber, plain without fruit. <u>Only these varieties:</u> Barley Oatmeal Rice Whole Wheat	18 -- or -- 9	8 ounce boxes 16 ounce boxes	not applicable. any combination of 8 and 16 ounce boxes that equals 144 ounces

Do not count organic or high protein, mixed grain cereal, cereals with fruit, sugar, yogurt or formula or DHA/ARA added, single serving, cups, jars or cans.

8 of 8

I agree that I have read the Arizona WIC Program's Minimum Stock Requirements and that this store meets those requirements. YES NO

Cancel Save & Continue

Statement of Price Submission

Now you will submit the Food Item Declaration and Price Survey.

When signing this Statement of Price Submission, you are certifying that:

- You are authorized to act on behalf of the owner of the location(s) listed above;
- You have reviewed the Minimum Stock and Variety Requirements;
- Your store(s) has/have the Minimum Stock and Variety Requirements on the shelf or stored onsite at the stores' location(s); and
- The prices submitted on the Price Survey are true and correct.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Vendor
- Food Item Declaration
- Enter Price Information
- Minimum Stock Requirements
- Statement of Price Submission**
- Confirmation

Statement of Price Submission and Signature Collection
Jackson Food Center #100

By signing below you are certifying that:

1. You are authorized to act on behalf of the owner of the location(s) listed above; and
2. You have reviewed the Minimum Stock and Variety Requirements; and
3. Verify that your store(s) has/have the Minimum Stock and Variety Requirements on the shelf or stored onsite at the stores' location(s); and
4. The prices submitted on the price survey are true and correct.

1 → First Name x
This field is required.

Last Name x
This field is required.

Title x
This field is required.

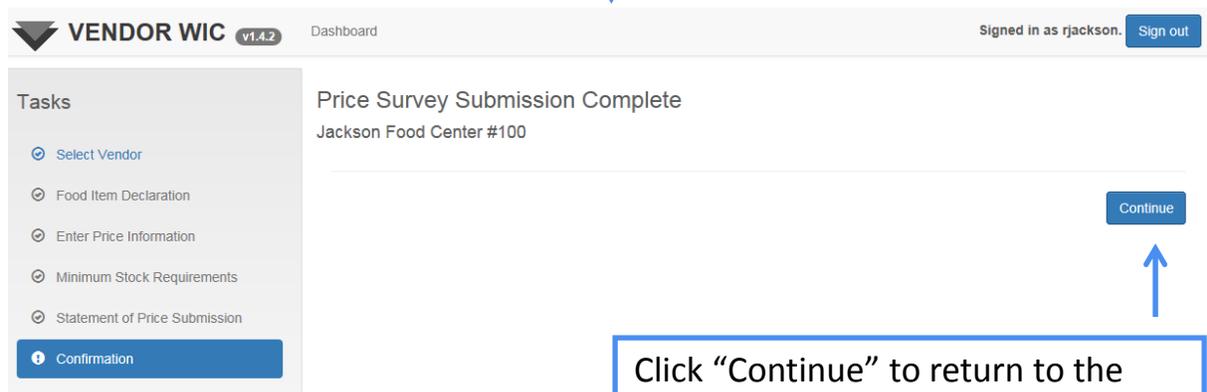
2 → Sales Tax Number x
The value entered must match the Sales Tax Number associated with this account.

3 → Cancel Save & Continue

1. Enter the First Name, Last Name, and Title of the person who completed the Food Item Declaration and Price Survey.
2. Enter the Sales Tax Number associated with this account. This entry must be exactly as it was entered in the Owner screen.
3. Click the "Save & Continue" button.

Statement of Submission

The Price Survey Submission Complete screen will appear after the “Save and Continue” button is clicked.



VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

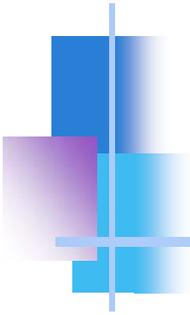
Tasks

- Select Vendor
- Food Item Declaration
- Enter Price Information
- Minimum Stock Requirements
- Statement of Price Submission
- Confirmation**

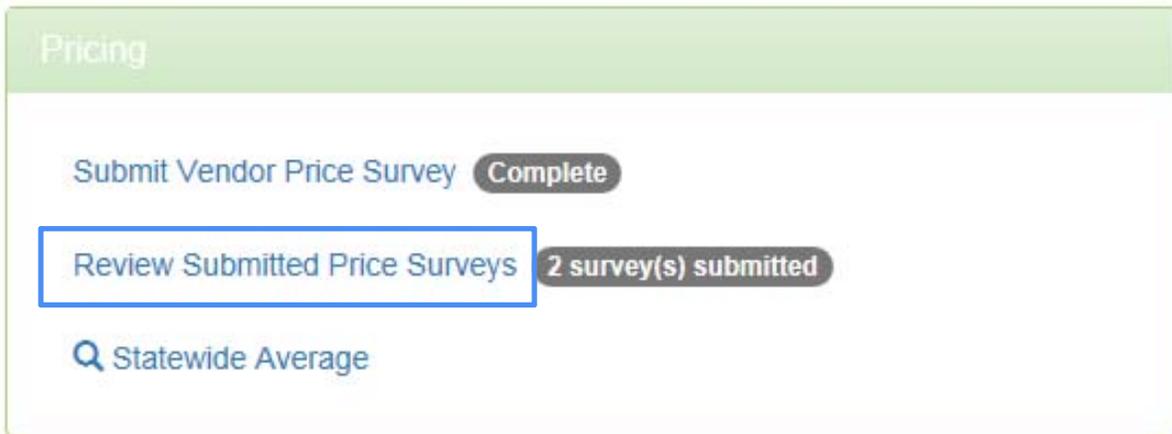
Price Survey Submission Complete
Jackson Food Center #100

Continue

Click “Continue” to return to the Dashboard.



Statement of Submission



Pricing

Submit Vendor Price Survey **Complete**

Review Submitted Price Surveys **2 survey(s) submitted**

🔍 Statewide Average

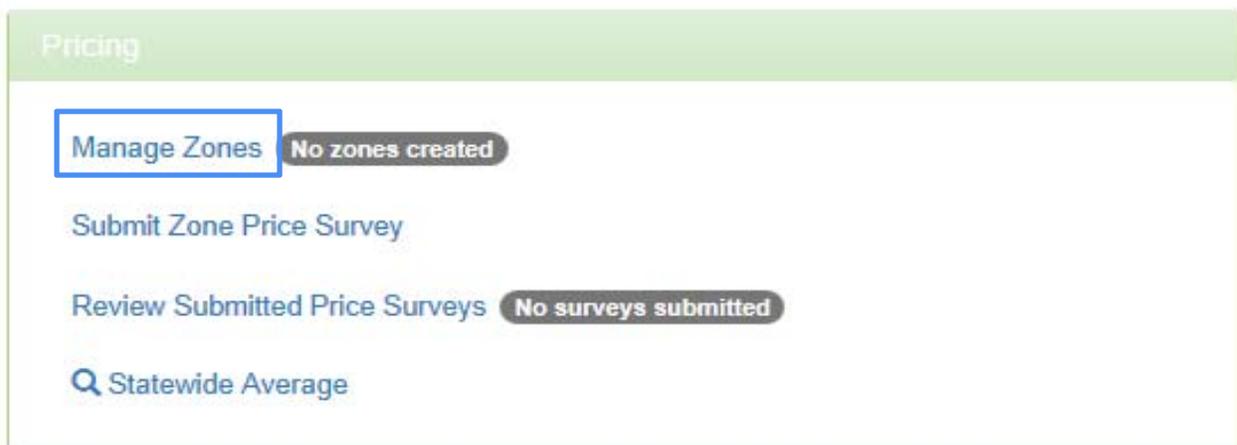
At the Dashboard, the Pricing section will show that a Vendor Price Survey was submitted.

Continue submitting the remaining Price Surveys for each store.

Creating Pricing Zones

The use of Zones allows the user to easily submit Price Surveys when they have a large number of stores that have an identical pricing structure. The user may set up one or more Zones and assign each store(s) to a Zone. The Price Survey data can then be entered one time and applied to all stores within the Zone.

- Click on Manage Zones (in the Pricing section).



NOTE: If you have not previously set up the Zone configurations from the Settings in the Account section, you can do so by clicking on Settings and then click "YES" on "Configure Vendors into Zone Groupings."

Creating Pricing Zones

To start the process, click the “Manage Zones” button.

Tasks

Assign Vendors To Zones

Manage Zones

Update Vendor's Zones
Jackson Food Company, Inc.

Assigned To: Select Zone To Filter

Zone	Vendor Name
No Zone Assigned	Jackson Food Center #100
No Zone Assigned	Jackson Food Center #101
No Zone Assigned	Jackson Food Center #102
No Zone Assigned	Jackson Food Center #105
No Zone Assigned	Jackson Food Centers #103
No Zone Assigned	Jackson Food Centers #104

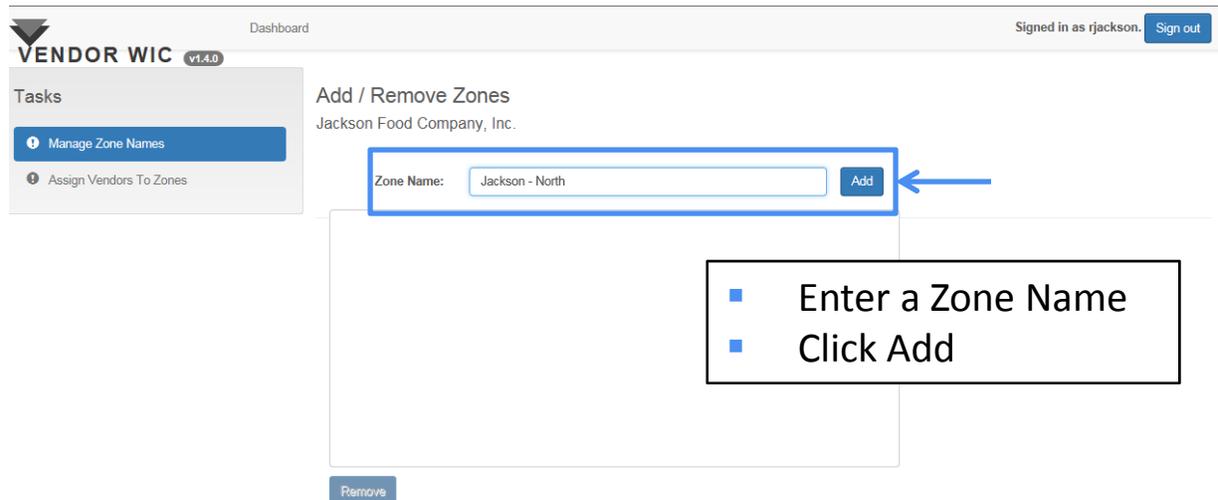
Cancel Save

1

Creating Pricing Zones

In this screen you will:

- Manage Zone Names (add and remove)



VENDOR WIC v1.4.0 Dashboard Signed in as rjackson. Sign out

Tasks

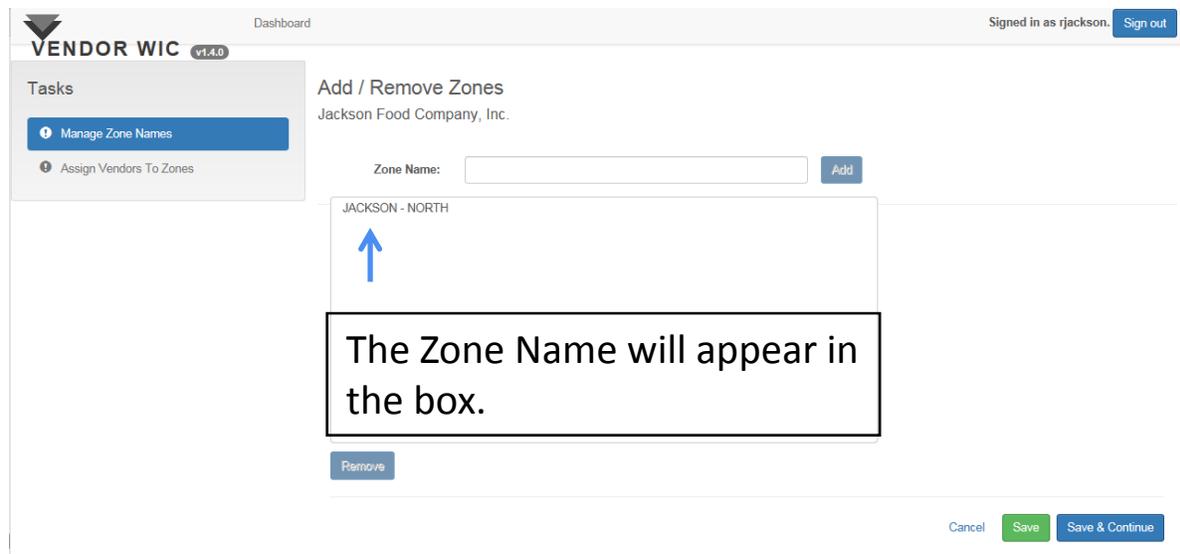
- Manage Zone Names
- Assign Vendors To Zones

Add / Remove Zones
Jackson Food Company, Inc.

Zone Name: Jackson - North Add

- Enter a Zone Name
- Click Add

Remove



VENDOR WIC v1.4.0 Dashboard Signed in as rjackson. Sign out

Tasks

- Manage Zone Names
- Assign Vendors To Zones

Add / Remove Zones
Jackson Food Company, Inc.

Zone Name: Add

JACKSON - NORTH

The Zone Name will appear in the box.

Remove

Cancel Save Save & Continue

You will be able to enter additional Zones as needed.

Creating Pricing Zones

Once all Zones are entered:

- Click the “Save & Continue” button.

VENDOR WIC v1.4.0 Dashboard

Signed in as rjackson. [Sign out](#)

Tasks

- Manage Zone Names
- Assign Vendors To Zones

Add / Remove Zones

Jackson Food Company, Inc.

Zone Name: [Add](#)

JACKSON - NORTH
JACKSON - SOUTH
JACKSON - CENTRAL
JACKSON - EAST

[Remove](#)

[Cancel](#) [Save](#) [Save & Continue](#)

Assigning Vendors to Zones

Next you will add the Stores to a Zone.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks: Assign Vendors To Zones

Manage Zones

Update Vendor's Zones
Jackson Food Company, Inc.

Assigned To: Select Zone To Filter

Zone	Vendor Name
No Zone Assigned	Jackson Food Center #100
No Zone Assigned	Jackson Food Center #101
No Zone Assigned	Jackson Food Center #102
No Zone Assigned	Jackson Food Center #105
No Zone Assigned	Jackson Food Centers #103
No Zone Assigned	Jackson Food Centers #104

To add the store to a Zone:

- Click the drop-down list next to the Vendor's Name.
- Select the name of the Zone to which the store will be assigned.

You will do this for each store that is listed.

Assigning Vendors to Zones

Once each store has been assigned to a Zone, click "Save."

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks
Assign Vendors To Zones

Manage Zones

Update Vendor's Zones
Jackson Food Company, Inc.

Assigned To: Select Zone To Filter

Zone	Vendor Name
JACKSON - NORTH	Jackson Food Center #100
JACKSON - NORTH	Jackson Food Center #101
JACKSON - SOUTH	Jackson Food Center #102
JACKSON - CENTRAL	Jackson Food Center #105
JACKSON - EAST	Jackson Food Centers #103
JACKSON - EAST	Jackson Food Centers #104

Cancel Save

You will receive a message that lets you know your work has been saved.

- Click "OK."

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks
Assign Vendors To Zones

Manage Zones

Update Vendor's Zones
Jackson Food Company, Inc.

Assigned To: Select Zone To Filter

Zone	Vendor Name
JACKSON - CENTRAL	Jackson Food Center #105
JACKSON - EAST	Jackson Food Centers #103
JACKSON - EAST	Jackson Food Centers #104
JACKSON - NORTH	Jackson Food Center #100
JACKSON - NORTH	Jackson Food Center #101
JACKSON - SOUTH	Jackson Food Center #102

Data Saved
Your work has been saved!
OK

Assigning Vendors to Zones

Now you will be able to view the stores in each Zone by:
Clicking the drop-down list and selecting the Zone you want to view.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks
Assign Vendors To Zones

Manage Zones

Update Vendor's Zones
Jackson Food Company, Inc.

Assigned To: Select Zone To Filter

Zone	Vendor Name
JACKSON - NORTH	Jackson Food Center #105
JACKSON - SOUTH	Jackson Food Centers #103
JACKSON - CENTRAL	Jackson Food Centers #104
JACKSON - EAST	Jackson Food Center #100
JACKSON - NORTH	Jackson Food Center #101
JACKSON - SOUTH	Jackson Food Center #102

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks
Assign Vendors To Zones

Manage Zones

Update Vendor's Zones
Jackson Food Company, Inc.

Assigned To: JACKSON - NORTH

Zone	Vendor Name
JACKSON - NORTH	Jackson Food Center #100
JACKSON - NORTH	Jackson Food Center #101

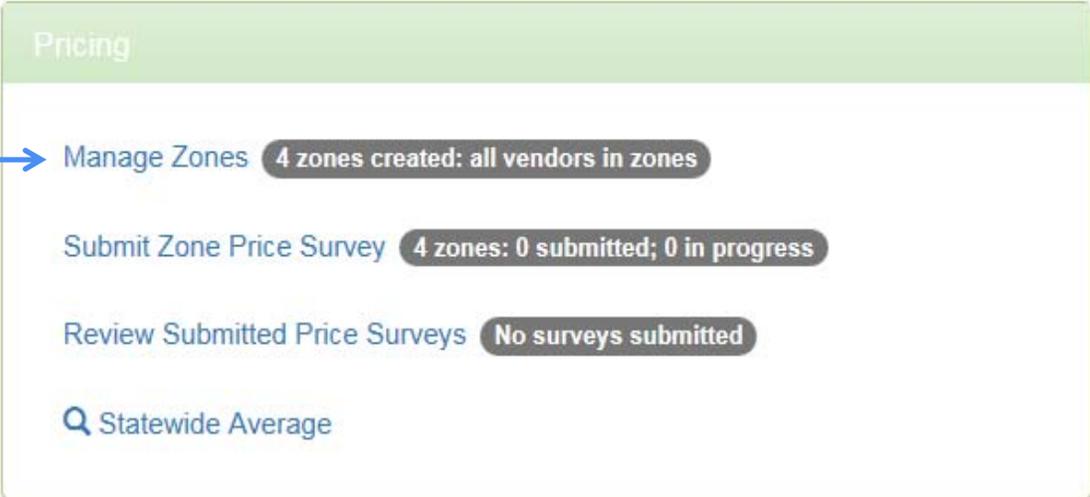
Cancel Save

To return to the Dashboard, click "Dashboard."

Assigning Vendors to Zones

The Pricing section will show:

- Next to “Manage Zones” that “4 zones created: all vendors in zones”



The screenshot displays a 'Pricing' section with a light green header. Below the header, there are four main options, each with a corresponding status indicator in a dark grey rounded rectangle:

- Manage Zones** (indicated by a blue arrow) with a status of **4 zones created: all vendors in zones**.
- Submit Zone Price Survey** with a status of **4 zones: 0 submitted; 0 in progress**.
- Review Submitted Price Surveys** with a status of **No surveys submitted**.
- Statewide Average** (indicated by a magnifying glass icon).

Removing Zones

If you need to remove a Zone, make sure that there are no stores assigned to it, then:

- Click the name of the Zone; this will highlight the name of the zone.
- Click “Remove” and this will remove the Zone from the list.

The screenshot shows the 'VENDOR WIC v1.4.0' dashboard. The user is signed in as 'rjackson'. The main content area is titled 'Add / Remove Zones' for 'Jackson Food Company, Inc.'. It features a 'Zone Name' input field with an 'Add' button. Below this is a list of zones: 'JACKSON - NORTH', 'JACKSON - SOUTH', and 'JACKSON - CENTRAL'. A blue arrow points to a 'Remove' button located below the list. At the bottom right, there are 'Cancel', 'Save', and 'Save & Continue' buttons.

Price Survey Zone Price Survey

To submit the Zone Price Survey, you will go to the Pricing section on the Dashboard.

- Click “Submit Zone Price Survey.”

Pricing

Manage Zones 4 zones created: all vendors in zones

Submit Zone Price Survey 4 zones: 0 submitted; 0 in progress

Review Submitted Price Surveys No surveys submitted

Statewide Average

VENDOR WIC v1.4.0 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Zone
- Food Item Declaration
- Enter Price Information
- Statement of Price Submission
- Enter Signature
- Confirmation

Select Zone
Jackson Food Company, Inc.

Zone Name	Price Survey	In Progress	Submitted	Review Status	Received By State
JACKSON - NORTH	DECEMBER 15, 2014	<input type="checkbox"/>	<input type="checkbox"/>		
JACKSON - SOUTH	DECEMBER 15, 2014	<input type="checkbox"/>	<input type="checkbox"/>		
JACKSON - CENTRAL	DECEMBER 15, 2014	<input type="checkbox"/>	<input type="checkbox"/>		
JACKSON - EAST	DECEMBER 15, 2014	<input type="checkbox"/>	<input type="checkbox"/>		

- Click the Zone Name that you will complete.

Price Survey Zone Price Survey

Next the Food Item Declaration must be completed for the Zone you have selected.

All applicants and authorized Vendors must declare their store or house brand for refrigerated milk, eggs, and cheese.

Dashboard Signed in as rjackson. Sign out

VENDOR WIC v1.4.0

Tasks

- Select Zone
- Food Item Declaration**
- Enter Price Information
- Statement of Price Submission
- Enter Signature
- Confirmation

Food Item Declaration

JACKSON - NORTH

All applicants and currently authorized Vendors must declare their store or house brand for the following WIC authorized food items:

- Refrigerated Cow's Milk (Milk)
- Cheese
- Eggs

Store Brands are defined as: A product that is manufactured and packaged for a particular store or retail chain.

House Brands are defined as: A proprietary brand of merchandise sold by one retailer (i.e., IGA Springfield, Shurfine, Western Family, Hy-Top, Market Pantry, etc.).

This declaration will cover the WIC Vendor Contract period effective upon submission of your online price survey through the end of the Vendor Contract.

Item	Description	Size	Store or House Brand Name
CHEESE	BLENDED	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> ✘ This field is required.
CHEESE	MOZZARELLA (STRING)	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> ✘ This field is required.
CHEESE	MOZZARELLA	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> ✘ This field is required.
CHEESE	COLBY	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> ✘ This field is required.
CHEESE	MONTEREY JACK	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> ✘ This field is required.
CHEESE	CHEDDAR	<input checked="" type="checkbox"/> ALL SIZES	<input type="text"/> ✘ This field is required.

Enter your store's declared items. All fields are mandatory.

Food Item Declaration

When entering the declared brands, please remember:

- Only 16 ounce (1 pound) packages of cheese are allowed (“ALL SIZES” do not apply).
- If you do not carry a specific type of item, enter “Do Not Carry” for brand.

Dashboard Signed in as rjackson. [Sign out](#)

VENDOR WIC v1.4.0

CHEESE	COLBY	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Do Not Carry"/>
CHEESE	MONTEREY JACK	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Banquet"/>
CHEESE	CHEDDAR	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Banquet"/>
EGGS	MEDIUM	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Do Not Carry"/>
EGGS	LARGE	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Hickmans"/>
MILK	WHOLE	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Shamrock"/>
MILK	LOW FAT (1%)	<input type="checkbox"/> ALL SIZES	<input type="text" value="1 QUART Shamrock"/>
			<input type="text" value="1 HALF GALLON Mountain Dairy"/>
			<input type="text" value="1 GALLON Mountain Dairy"/>
MILK	REDUCED FAT (2%)	<input checked="" type="checkbox"/> ALL SIZES	<input type="text" value="Shamrock"/>

By submitting this form, I am declaring that the above-mentioned Store or House Brands for Milk, Cheese, and Eggs are identified. I further understand that this declaration determines that the store or house brands listed above are the only WIC authorized brands available to WIC Customers when they redeem their WIC food instruments.

I agree to sell a replacement item (milk, cheese, or eggs) to the WIC customer for the same price as the originally declared store or house brand if, for reasons beyond the store's control, the declared store or house brand item (milk, cheese, or eggs) is not available; and to post and maintain the official declaration signage provided by the Department in my milk, cheese, and egg cases.

[Cancel](#) [Save](#) [Save & Continue](#)

After all store or house brands are entered, click “Save & Continue.” This will take you to the Price Survey.

Price Survey – Zone Price Survey

Next you will complete the Price Survey for the selected Zone.

Dashboard

VENDOR WIC v1.4.0

Signed in as rjackson. Sign out

JUICE	Tree Top (Apple)	64 OUNCE, FLUID OR DRY	64	\$
JUICE FROZEN	Any Brand (Frozen Orange Juice)	11.5 to 12 OUNCE, FLUID OR DRY		\$
CEREAL	Cheerios (Plain)	14 to 18 OUNCE, FLUID OR DRY		\$
CEREAL	Kix (Plain)	14 to 18 OUNCE, FLUID OR DRY		\$
PEANUT BUTTER	Any Brand (Plain/Creamy/Chunky)	16 to 18 OUNCE, FLUID OR DRY		\$
TUNA	Any Brand (Water-Packed)	5 OUNCE, FLUID OR DRY	5	\$
BABY FOOD	Any Brand (any vegetable)	4 OUNCE, FLUID OR DRY	4	\$
INFANT FORMULA	Similac Advance W/Iron (Powder)	12.4 OUNCE, FLUID OR DRY	12.4	\$

Cancel Save Save & Continue

1. Enter the price for each item.
2. For specific items, you are also required to enter the size of the item.

Zone Price Survey

VENDOR WIC v1.3.2

Dashboard

Signed in as rjackson. [Sign out](#)

- Enter Price Information
- Statement of Price Submission
- Enter Signature
- Confirmation

Item	Brand/Variety	Size	Actual Size	Item Price
MILK	Store or House (Whole)	1 GALLON	<input type="text" value="1"/>	<input type="text" value="\$ 3.99"/>
MILK	Store or House (1%)	1 GALLON	<input type="text" value="1"/>	<input type="text" value="\$ 3.99"/>
INFANT FORMULA	Enfamil ProSobee (Powder)	12.9 OUNCE, FLUID OR DRY	<input type="text" value="12.9"/>	<input type="text" value="\$ 15.99"/>
CHEESE	Store or House (Cheddar)	1 POUND	<input type="text" value="1"/>	<input type="text" value="\$ 4.49"/>
CHEESE	Store or House (Monterey Jack)	1 POUND	<input type="text" value="1"/>	<input type="text" value="\$ 4.49"/>
EGGS	Store or House (Large, White, Chicken)	1 COUNT DOZEN	<input type="text" value="1"/>	<input type="text" value="\$ 2.49"/>
JUICE	Tree Top (Apple)	64 OUNCE, FLUID OR DRY	<input type="text" value="64"/>	<input type="text" value="\$ 3.49"/>
JUICE FROZEN	Any Brand (Frozen Orange Juice)	11.5 to 12 OUNCE, FLUID OR DRY	<input type="text" value="12"/>	<input type="text" value="\$ 2.99"/>
CEREAL	Cheerios (Plain)	14 to 18 OUNCE, FLUID OR DRY	<input type="text" value="18"/>	<input type="text" value="\$ 3.89"/>
CEREAL	Kix (Plain)	14 to 18 OUNCE, FLUID OR DRY	<input type="text" value="18"/>	<input type="text" value="\$ 3.89"/>
PEANUT BUTTER	Any Brand (Plain/Creamy/Chunky)	16 to 18 OUNCE, FLUID OR DRY	<input type="text" value="16.3"/>	<input type="text" value="\$ 2.99"/>
TUNA	Any Brand (Water-Packed)	5 OUNCE, FLUID OR DRY	<input type="text" value="5"/>	<input type="text" value="\$ 0.99"/>
BABY FOOD	Any Brand (any vegetable)	4 OUNCE, FLUID OR DRY	<input type="text" value="4"/>	<input type="text" value="\$ 0.99"/>
INFANT FORMULA	Similac Advance W/iron (Powder)	12.4 OUNCE, FLUID OR DRY	<input type="text" value="12.4"/>	<input type="text" value="\$ 15.99"/>

[Cancel](#) [Save](#) [Save & Continue](#)

After all prices are entered:

Click the “Save & Continue” button at the bottom of the page. This will take you to the Minimum Stock Requirements.

Minimum Stock Requirements

Next you will review the Arizona WIC Program's Minimum Stock and Variety Requirements.

1. To review the document, use the scroll bar on the side to see subsequent pages.
2. After you review the document, you must select "YES" to the question, "I agree that I have read the Arizona WIC Program's Minimum Stock Requirements and that the stores in this zone meet those requirements."
Note: Your store must have the minimum stock and variety requirements on the shelf or stored onsite at the store's location.
3. Click the "Save & Continue" button.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Zone
- Food Item Declaration
- Enter Price Information
- Minimum Stock Requirements**
- Statement of Price Submission
- Confirmation

Acknowledgement of Minimum Stock and Variety Requirements
JACKSON - NORTH

WIC FOOD	BRAND/TYPE	AMOUNT	SIZE	# OF VARIETIES
Infant Formula	Similac Advance with Iron (with EarlyShield) Powder	36	12.4 ounce cans	not applicable.
	Enfamil Prosoabee Powder	18	12.9 ounce cans	not applicable.

8 of 8

I agree that I have read the Arizona WIC Program's Minimum Stock Requirements and that stores in this zone meet those requirements.

Cancel

Statement of Price Submission

Now you will submit the Food Item Declaration and Price Survey. When signing this Statement of Price Submission, you are certifying that:

- You are authorized to act on behalf of the owner of the location(s) listed above;
- You have reviewed the Minimum Stock and Variety Requirements;
- Your store(s) has/have the Minimum Stock and Variety Requirements on the shelf or stored onsite at the stores' location(s); and
- The prices submitted on the Price Survey are true and correct.

VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Zone
- Food Item Declaration
- Enter Price Information
- Minimum Stock Requirements
- Statement of Price Submission**
- Confirmation

Statement of Price Submission and Signature Collection
JACKSON - NORTH

By signing below you are certifying that:

1. You are authorized to act on behalf of the owner of the location(s) listed above; and
2. You have reviewed the Minimum Stock and Variety Requirements; and
3. Verify that your store(s) has/have the Minimum Stock and Variety Requirements on the shelf or stored onsite at the stores' location(s); and
4. The prices submitted on the price survey are true and correct.

1 → First Name This field is required. *

Last Name This field is required. *

Title This field is required. *

2 → Sales Tax Number *

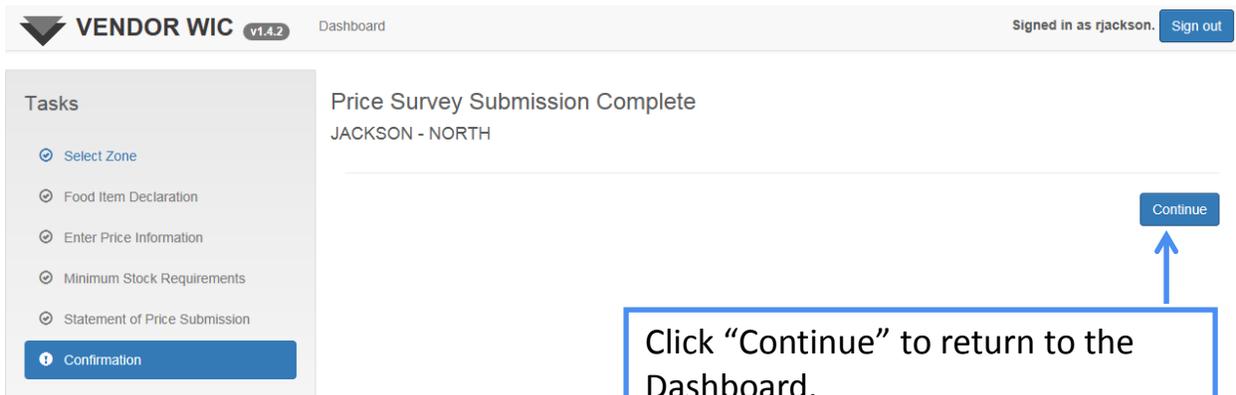
The value entered must match the Sales Tax Number associated with this account.

3 →

1. Enter the First Name, Last Name, and Title of the person completing the Food Item Declaration and Price Survey.
2. Enter the Sales Tax Number associated with this account. This entry must be exactly as it was entered in the Owner screen.
3. Click the "Save & Continue" button.

Statement of Submission

The Price Survey Submission Complete screen will appear after the “Save and Continue” button is clicked.



VENDOR WIC v1.4.2 Dashboard Signed in as rjackson. Sign out

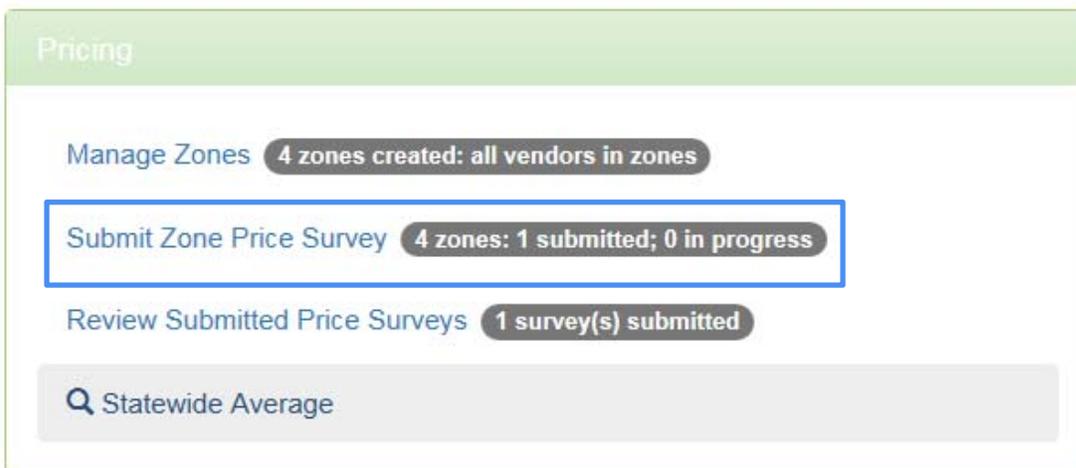
Tasks

- Select Zone
- Food Item Declaration
- Enter Price Information
- Minimum Stock Requirements
- Statement of Price Submission
- Confirmation

Price Survey Submission Complete
JACKSON - NORTH

Continue

Click “Continue” to return to the Dashboard.



Pricing

Manage Zones 4 zones created: all vendors in zones

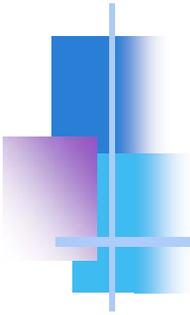
Submit Zone Price Survey 4 zones: 1 submitted; 0 in progress

Review Submitted Price Surveys 1 survey(s) submitted

Q Statewide Average

The Pricing section will show that one of the Zone Price Surveys was submitted.

Continue submitting the remaining Zone Price Surveys for each Zone created.



Store Information Changes

Authorized WIC Vendors are required to notify the Arizona WIC Program 30 days prior to the date that the change will occur.

Changes can be made to Basic Store Information, Address, and Banking information.

To make changes, click on “Request Store Information Changes” in the Stores/Outlets section.

Stores / Outlets

Add a Store **4 stores / outlets added**

Review Store Information

[Request Store Information Changes](#)

Store Information Changes

Updates to Basic Store Information, such as store name, email address, contact person's first name, last name, title and start date, phone, fax and other phone numbers can be changed.

After changes have been made OR if there are no changes to this information, click "Save & Continue."

The screenshot shows the 'Vendor WIC v1.3.3' dashboard. On the left, a 'Tasks' sidebar lists several options, with 'Store Basic Information' highlighted in blue. The main area contains a form for updating store information. The form has two columns of fields: 'New' and 'Current'. The 'New' fields are active text boxes, while the 'Current' fields are disabled grey boxes. The data entered in the 'New' fields is: Store Name: Jackson Food Center #101; Email Address: (empty); First Name: riley; Last Name: jackson; Title: OWNER/MANAGER; Start Date: 01/01/2012; Phone Number: (620) 555-1212; Fax: (empty); Other Phone Type: Please select one. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save & Continue'. A blue arrow points to the 'Save & Continue' button.

NOTE: You must click on "Save & Continue" on each screen to move to the next screen, even if you do not have any changes on that screen.

Store Information Changes

Changes can also be made to the Vendor Addresses.
Click the “Edit” button.

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Store
Select store to change
- Store Basic Information
Change basic store information
- Address**
Change Store Address
- Bank

Add Address

Vendor Addresses

Address Type	Address		
Street Address	7534 Spartan Drive CHANDLER AZ 85224 MARICOPA	Edit	Remove
Mailing Address	PO Box 1234 CHANDLER AZ 85224 MARICOPA	Edit	Remove

Cancel Save Save & Continue

Edit the address, then click the “Update” button.

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Store
Select store to change
- Store Basic Information
Change basic store information
- Address**
Change Store Address
- Bank
Change Bank information
- Signature
- Confirmation
Confirmation of Submission

Add Address

Address Type: Mailing Address

Address 1: PO Box 1234

Address 2:

City: CHANDLER

State: AZ

County: MARICOPA

Zip: 85224 [Get Cities](#)

Zip +4:

Cancel Update

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Store
Select store to change
- Store Basic Information
Change basic store information
- Address**
Change Store Address
- Bank

Add Address

Vendor Addresses

Address Type	Address		
Street Address	7534 Spartan Drive CHANDLER AZ 85224 MARICOPA	Edit	Remove
Mailing Address	7534 Spartan Drive CHANDLER AZ 85224 MARICOPA	Edit	Remove

Cancel Save Save & Continue

After the changes are made, click the “Save & Continue” button.

Store Information Changes

To change Bank information:

Click the drop-down list and select the new bank.

The screenshot shows the 'Change Bank Information' form. On the left, a 'Tasks' sidebar lists 'Bank' as the current step. The main form has several fields: 'New Bank' (a dropdown menu), 'New Name', 'Bank Name', 'New Account Number', 'Account Number', 'New Effective Date', and 'Effective Date'. The 'New Bank' dropdown is open, showing a list of banks with 'JP MORGAN CHASE BANK, N.A.' selected. A blue arrow points to the dropdown arrow on the right side of the 'New Bank' field.

The screenshot shows the 'Change Bank Information' form with the 'New Bank' dropdown closed. The 'New Bank' field now displays 'JP MORGAN CHASE BANK, N.A.'. The 'New Name' field also displays 'JP MORGAN CHASE BANK, N.A.'. The 'Bank Name' field displays 'MARINE AIR FEDERAL CREDIT UNION'. The 'New Account Number' field contains '654321', the 'Account Number' field contains '258945987', the 'New Effective Date' field contains '03/19/2015', and the 'Effective Date' field contains '01/01/2012'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save & Continue'. A blue box with the number '2' and an arrow points to the 'Save & Continue' button. A blue box with the number '1' and arrows points to the 'New Account Number' and 'New Effective Date' fields.

The new bank will auto-populate.

1. Enter the New Account Number and Effective Date.
2. Click "Save & Continue" at the bottom of the screen.

Store Information Changes

Now you are ready to submit the changes you have made.

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Store
Select store to change
- Store Basic Information
Change basic store information
- Address
Change Store Address
- Bank
Change Bank information
- Signature**
- Confirmation
Confirmation of Submission

Store Change Acceptance
Jackson Food Center #101

Please read carefully and sign below:

The undersigned is authorized to act on behalf of the applicant identified on Page 1, who is applying for store changes. By submitting this application, the undersigned has reviewed, verified, and understands the information contained in the vendor enrollment packet.

First Name This field is required.

Last Name This field is required.

Title This field is required.

Cancel **Save & Continue**

1. Enter the First and Last Name and the title of the person submitting the changes.
2. Click the “Save & Continue” button.

VENDOR WIC v1.5.3 Dashboard Signed in as rjackson. Sign out

Tasks

- Select Store
Select store to change
- Store Basic Information
Change basic store information

Thank you for your submission

3

3. Click the “Continue” button.

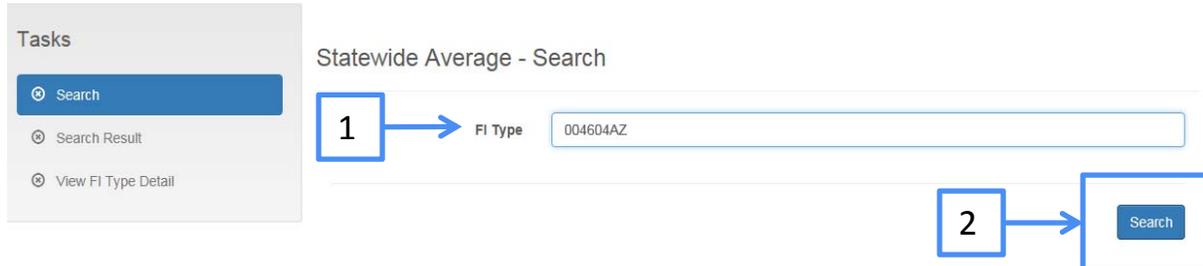
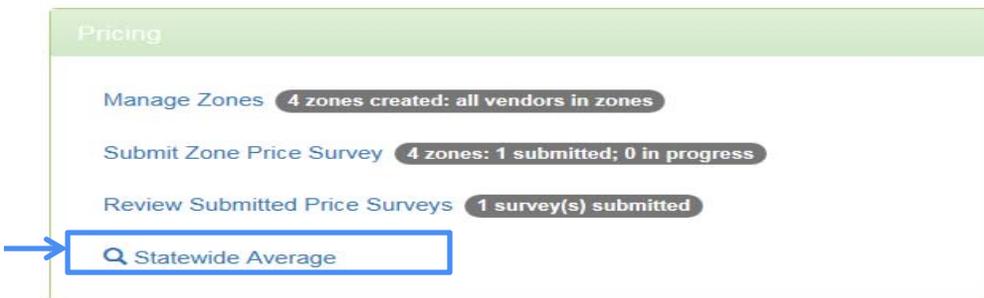
This will take you back to the Dashboard.

Statewide Average

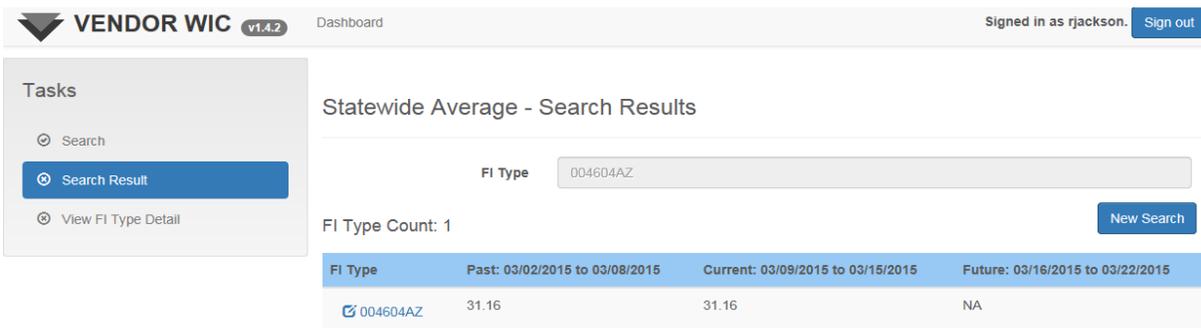
Vendors are able to view the Statewide Average for Food Instruments.

To view the Statewide Average:

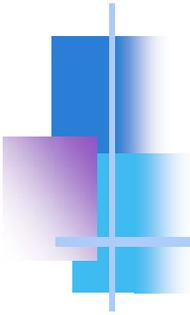
Click the “Statewide Average” link in the Pricing section.



1. Enter the FI Type
2. Click the Search button



The Statewide Average Results will display as above.



Any Questions?

These instructions were created to assist you in applying/updating your application to become an Arizona WIC Vendor.

In addition to submitting your application, you must also submit:

- Proof of ownership (i.e., Partnership agreement, Articles of Incorporation, etc.);
- Store's current retail health operating permit;
- Infant formula invoices (documenting both milk- and soy-based infant formula);
- A voided check;
- One (1) year of business bank statements and records.

If you have any questions, please contact any member of the Vendor Management team; we can be reached at 1-866-737-3935 or by email: josie.mada@azdhs.gov; mary.domingo@azdhs.gov ; olga.eddy@azdhs.gov; or mary.bookman@azdhs.gov.

For technical and system questions, contact the WIC Services Help Desk at 1-855-432-7220, select option 4 (for Vendors).

Thank you for your interest in the Arizona WIC Program.