



# Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

## HANDS WIC System

### Detailed Functional Design Document

**Vendor Web**

February 1, 2016

**Version 1.0**

# **Table of Contents**

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>REVISION HISTORY .....</b>	<b>5</b>
<b>1 INTRODUCTION.....</b>	<b>6</b>
<b>2 ACCESS REQUEST .....</b>	<b>7</b>
2.1 Home Page .....	7
2.2 Eligibility Questions .....	8
2.3 Access Request .....	9
2.4 GET CITIES .....	10
2.5 Requestor Ineligible / Thank You! .....	11
2.6 Login Screen .....	12
2.7 Request Approve/Deny.....	12
<b>3 OWNERSHIP INFORMATION.....</b>	<b>14</b>
3.1 Owner Information.....	14
3.2 Owner Addresses .....	15
3.3 Add Owner Address.....	17
3.4 Officers .....	18
3.5 Add Officer .....	18
3.6 Owner's Bank .....	20
3.7 Add New Bank.....	22
3.8 Owner Contacts.....	24
3.9 Add Owner Contact .....	25
<b>4 STORES AND OUTLETS .....</b>	<b>27</b>
4.1 Add Outlet.....	27
4.2 Outlet Contacts.....	29
4.3 Add Contact .....	30
4.4 Vendor Addresses .....	31
4.5 Add Address.....	32
4.6 Store Hours .....	33
4.7 Outlet Bank .....	34
4.8 Vendor Sales Information .....	36
4.9 Vendor Information .....	38
4.10 Select a Food Wholesaler.....	41

---

4.11	Add Food Wholesaler .....	43
4.12	Infant Wholesaler .....	44
4.13	Vendors .....	45
<b>5</b>	<b>PRICE SURVEY .....</b>	<b>47</b>
5.1	Food Item Declaration .....	48
5.2	Price Survey and Competitive Price Analysis .....	49
5.3	Statement & Acknowledgement of Price Survey Information .....	50
5.4	Signature Collection.....	51
<b>6</b>	<b>SUBMITTING AN APPLICATION FOR AUTHORIZATION .....</b>	<b>53</b>
6.1	Statement of Application .....	53
6.2	Statement of Application Signature .....	54
<b>7</b>	<b>VENDOR WEB: OTHER TOOLS AND FEATURES .....</b>	<b>55</b>
7.1	State-Wide Average Search .....	55
7.2	Statewide Average Search Results.....	55
7.3	Request Store Information Changes .....	56
7.4	Enable Zones.....	56
7.5	Manage Zones.....	57
7.6	Assigning Vendors to Zones.....	58
7.7	Submitting Price Surveys by Zone .....	59
<b>8</b>	<b>HANDS - VENDOR WEB ADMINISTRATION.....</b>	<b>61</b>
8.1	Vendor Web Admin: Applications Pending Review .....	61
8.2	Applications Pending Review – Search Results .....	62
8.3	Vendor Application Approve/Reject .....	63
8.4	Application Repository .....	65
8.5	Application Repository - Search Results .....	66
8.6	Application Summary .....	67
8.7	Store Review Search.....	68
8.8	Store Review Search Results .....	69
8.9	Store Review Details.....	70
<b>9</b>	<b>FOOD DECLARATION - CATEGORIES.....</b>	<b>72</b>
9.1	Food Declaration Category - Add.....	73
9.2	Food Declarations – Items .....	74
9.3	Food Declaration Item – Add .....	75

---

<b>10</b>	<b>MARKET BASKETS</b> .....	<b>77</b>
10.1	Market Basket Food Categories/Sizes .....	77
10.2	Market Basket Food Category/Sizes - Add .....	78
10.3	Market Basket Food Category/Sizes - Edit.....	79
10.4	Market Basket Available Food Items .....	80
10.5	Market Basket Available Food Items – Add.....	81
10.6	Market Basket Available Food Items – Edit.....	82
10.7	Available Market Baskets .....	83
10.8	Market Basket - Edit .....	85
10.9	Market Basket Food Item - Edit.....	86
10.10	Market Basket Food Item - Add .....	87
<b>11</b>	<b>PRICE SURVEYS</b> .....	<b>89</b>
11.1	Price Survey Search .....	89
11.2	Price Survey Search Results .....	90
<b>12</b>	<b>ANNOUNCEMENTS</b> .....	<b>92</b>
12.1	Search for Announcements .....	92
12.2	Announcement Search Results .....	93
12.3	Add Announcement .....	95
12.4	Edit an Announcement.....	96

## REVISION HISTORY

The chart below indicates revisions made to this document:

<b><u>Version</u></b>	<b><u>Name</u></b>	<b><u>Brief Description of Change</u></b>	<b><u>Published</u></b>
1.0	David Reisinger	Initial Draft	02-01-2016

## 1 INTRODUCTION

This document provides detailed functional design specifications for the HANDS Vendor Web portal.

The Vendor Web portal is used by retail food stores to apply to be a WIC approved vendor, to manage their WIC vendor store and ownership profiles, submit Price Surveys, and review food instrument redemption averages. Some vendors may also use the Vendor Web portal to assign stores to Managed (Price) Zones they have defined.

State WIC staff will not normally use the Vendor Web portal, but instead will use HANDS to view, approve, and reject WIC vendor applications, view owner and store profiles, price surveys, and other information. Specifications for the HANDS screens used to manage the Vendor Web portal are included in this document.

## 2 ACCESS REQUEST

To apply to be a WIC vendor, a retail store must request access to the WIC Vendor application form that resides in the Vendor Web portal. If approved, they may then access the portal and complete their application.

### 2.1 Home Page

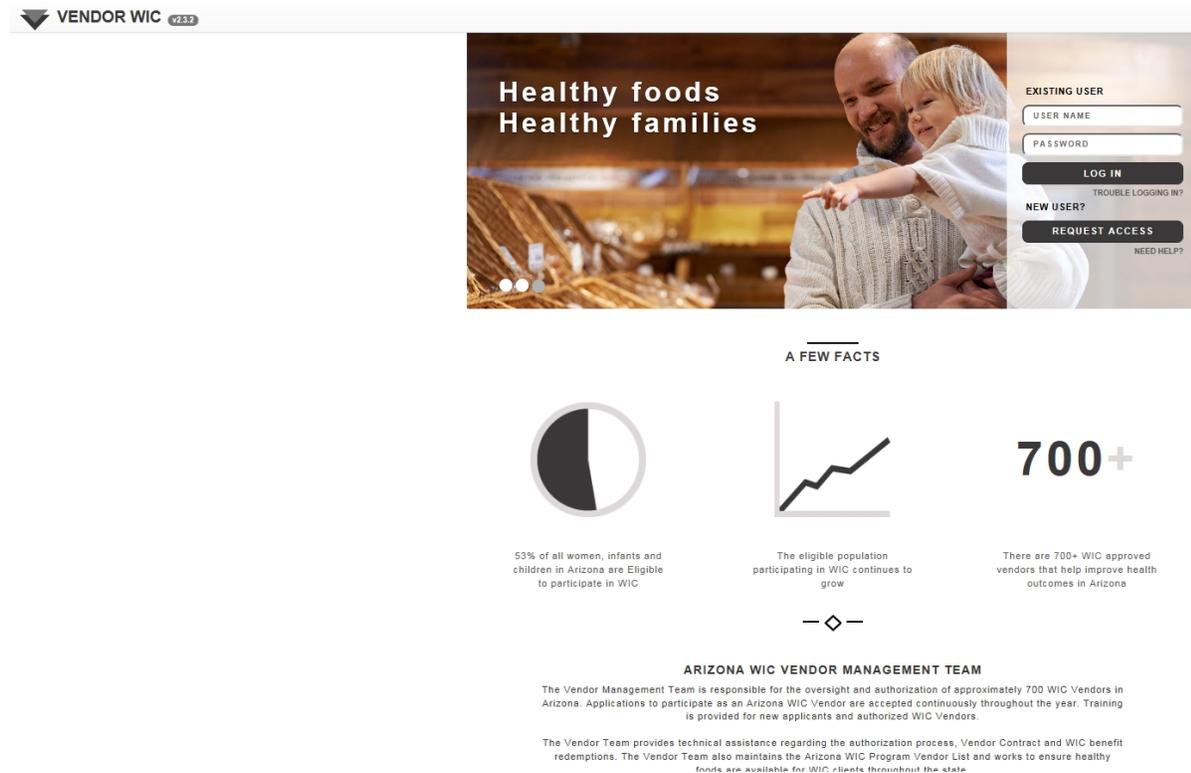


Figure 1 - Vendor Web Home Page

#### Fields:

- **User Name** – Entry field for the user to enter their user name for login.
- **Password** – Entry field for the user to enter their password for login.

#### Buttons:

- **Request for Access** - Navigates the user to the Request Access screen.
- **Log In** - Navigates the user to the Dashboard after the user name and password are correctly entered.

Calculation(s): None

Background Processes: None

## 2.2 Eligibility Questions

The user is prompted to answer several questions to determine if they are eligible for access to the Vendor Web portal.

The screenshot shows the 'Request for Access' page for Vendor WIC v1.0.8. On the left, a sidebar contains a 'Questions' section with the instruction 'First, determine your eligibility.' Below it are two other steps: 'Apply for Access' (Then fill-out this form.) and 'Confirmation' (Complete the request process.). The main content area displays four questions, each with a 'Yes' button and a 'No' button:

- Question 1: "Do you own or are you a representative of a retail grocery store?"
- Question 2: "Is your store currently open and operating in Arizona?"
- Question 3: "Is your store a viable business open for at least 1 year?"
- Question 4: "Is your store a full line grocery store?"

Figure 2 - Eligibility Questions

### Fields:

- **Do you own or are you a representative of a retail grocery store?** – Eligibility question #1.
- **Is your store currently open and operating in Arizona?** – Eligibility question #2.
- **Is your store a viable business open for at least 1 year?** – Eligibility question #3.
- **Is your store a full line grocery store?** - Eligibility question #4.

*Note: If a user answers "NO" to an eligibility question, the user returns to the Home page.*

### Buttons:

- **Sign In** - Navigates the user to the login screen.
- **Yes** - Indicates the question is true for the applicant.
- **No** - Indicates the question is false for the applicant.

*Calculation(s): None*

*Background Processes: None*

## 2.3 Access Request

The user is navigated to the Access Request screen if they answered all questions ‘Yes’ on the Eligibility Questions screen.

Vendor WIC v1.0.8 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**

**Middle Initial**

**Last Name**

**Email Address**

**Phone Number**

**Corporation Name**

**Store Name**

**Address 1**

**Address 2**

**City**

**State**

**County**

**Zip**  × Get Cities

**Zip +4**

Save & Continue Cancel

*Figure 3 - Access Request Form*

*Fields:*

- **First Name** – First name of the person requesting access.
- **Middle Initial** – Middle initial of the person requesting access.
- **Last Name** – Last name of the person requesting access.
- **Email Address** – Email address of the person requesting access.
- **Phone Number** – Phone number of the person requesting access.
- **Corporation Name** – Name of the corporation or owning entity.
- **Store Name** – Name of the store that is applying.

- **Address 1** – Street-1 of the person requesting access.
- **Address 2** – Street-2 of the person requesting access.
- **City** – City of the person requesting access.
- **State** – State of the person requesting access.
- **County** – County of the person requesting access.
- **ZIP** – ZIP Code of the person requesting access.
- **ZIP+4** – ZIP+4 Code of the person requesting access.

*Buttons:*

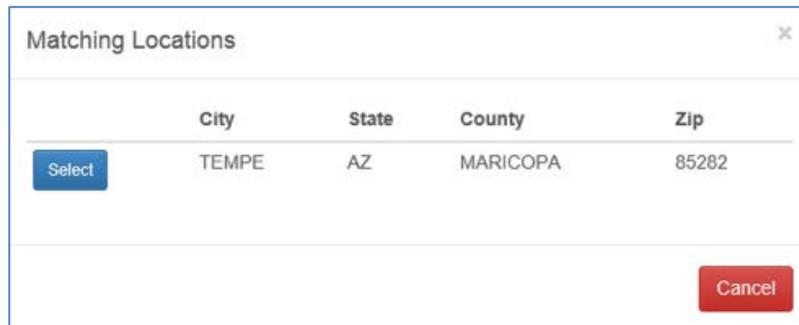
- **Sign In** - Navigates the user to the login screen.
- **Get Cities** - Causes the Get Cities pop-up to display.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 2.4 GET CITIES

A pop-up displaying all locations matching the ZIP Code entered on the parent screen.



*Figure 4 – Get Cities / Matching Locations*

*Fields:*

- **City** – The city associated with the ZIP Code.
- **State** – The State associated with the ZIP Code.
- **County** – The County associated with the ZIP Code.
- **ZIP** - The ZIP Code.

*Buttons:*

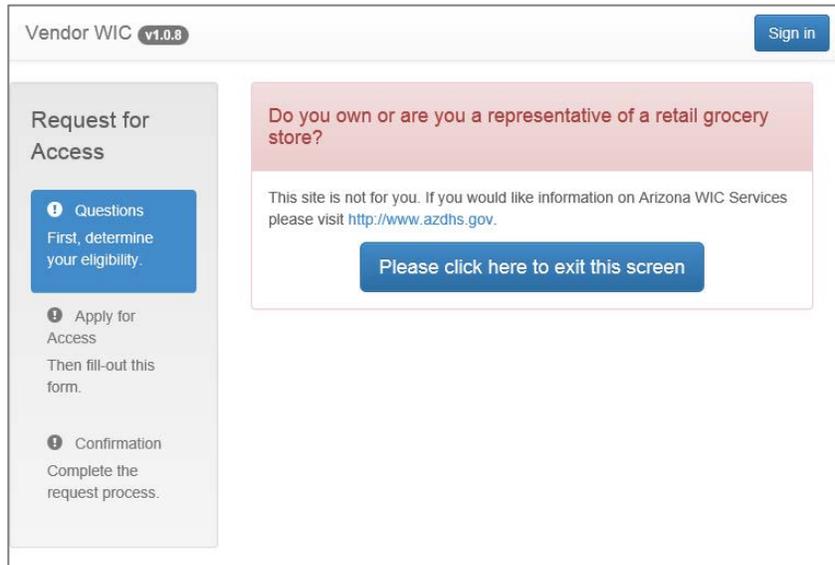
- **Select** - City, State, and County values associated with the Select button are populated into the address fields of the parent screen.
- **Cancel** - No entered or changed data is saved. Pop-up closes.

*Calculation(s): None*

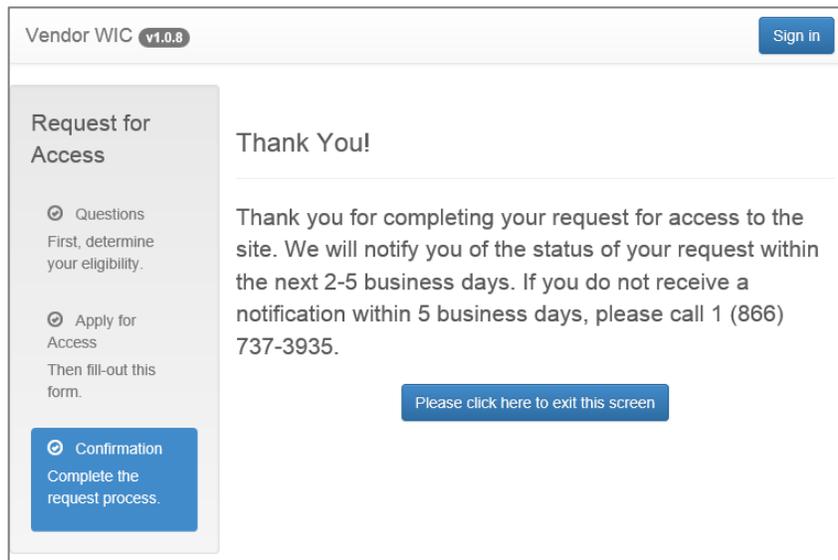
*Background Processes: None*

## 2.5 Requestor Ineligible / Thank You!

The Requestor Ineligible / Thank You screen provides an initial assessment of the applicant’s eligibility.



*Figure 5 - Requestor is Ineligible*



*Figure 6 – Requestor Eligible - Thank You Screen*

*Fields:* None

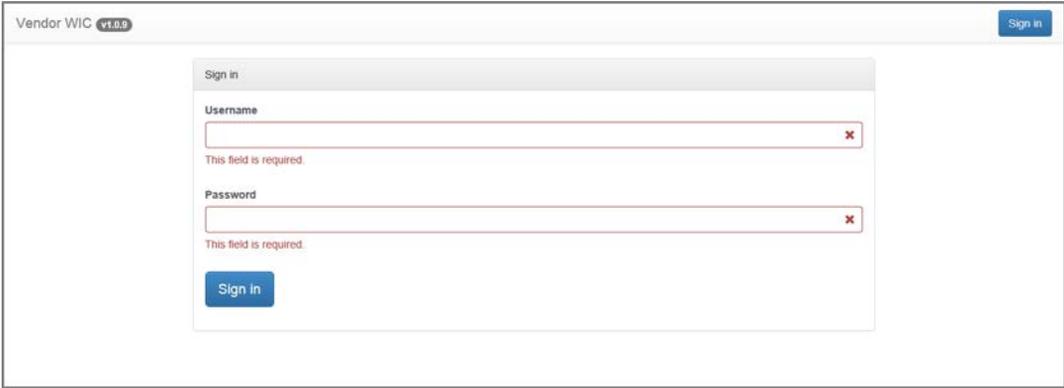
*Buttons:*

- **Sign In** - Navigates the user to the login screen.
- **Please click here to exit this screen** – Navigates the user to the login screen.

*Calculation(s):* None

*Background Processes:* None

## 2.6 Login Screen



*Figure 7 - Vendor Web Login Screen*

*Fields:*

- **Username** – The username of the sign-on account.
- **Password** - The password for the sign-on account.

*Buttons:*

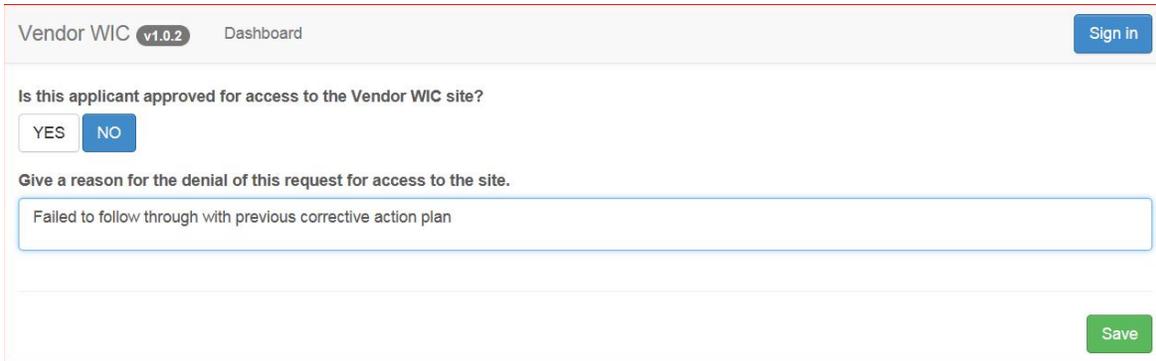
- **Sign In** - Navigates the user to the login screen.

*Calculation(s):* None

*Background Processes:* None

## 2.7 Request Approve/Deny

Upon submission of the request, an email is sent to a HANDS administrator. A link within the email will navigate the Administrator to the Request Approve/Deny screen. Upon click the 'Save' button, an approval or denial email is sent to the requestor.



The screenshot shows a web interface for 'Vendor WIC v1.0.2 Dashboard'. At the top right is a 'Sign in' button. The main content area contains a question: 'Is this applicant approved for access to the Vendor WIC site?'. Below this question are two buttons: 'YES' and 'NO', with 'NO' selected. Underneath is a text input field with the label 'Give a reason for the denial of this request for access to the site.' and the text 'Failed to follow through with previous corrective action plan'. At the bottom right of the form is a green 'Save' button.

*Figure 8 - Vendor Web Admin - Denied Application*

*Fields:*

- “Is this applicant approved for access to the Vendor WIC site?”
- “Give a reason for the denial of this request for access to the site”

*Buttons:*

- **Sign In** - Navigates the user to the login screen.
- **Save** - Saves all data entered or changed on the screen and navigates to the next screen in the process.

*Calculation(s): None*

*Background Processes: None*

### 3 OWNERSHIP INFORMATION

To process a WIC vendor application, the state WIC agency must know the ownership information about the applicant’s store (or stores). The information required relates to the owners, officers, banking institutions, and contacts.

#### 3.1 Owner Information

Vendor WIC v1.0.9 Dashboard Signed in as dreisinger. Sign out

**Tasks**

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

**Owner Name**  
NEW:dreisinger

**DBA Name**  
[Empty]

**Application Year**  
2015

**Owner Type**  
CORPORATION

**State Sales Tax ID**  
99999999

**Federal EIN**  
[Empty]

**Phone**  
(510) 399-7777

**Fax**  
[Empty]

**Date when store was purchased by its present owner**  
01/07/2008

**Place of Incorporation or Organization**  
Portland, ME

**Was seller a relative?**  
YES NO

**If Yes, Relationship**  
Father

**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

**If yes, please specify the name of the owner, officer and the Name of the store(s)**  
Bruce Baker, "Food and More"

**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

**If yes please specify the name of the owner, officer or manager and the name of the store(s)**  
Bruce Baker, "Food for Less"

Save & Continue Save Cancel

Figure 9 - Owner Information Screen

*Fields:*

- **Owner Name** – The assigned account name for the applicant.
- **DBA Name** – Doing Business As name for the applicant.
- **Application Year** – The year for which the applicant is applying to be a vendor.
- **Owner Type** – The legal structure of the owning organization.
- **State Sales Tax ID** – The Arizona Sale Tax ID of the owning organization.
- **Federal EIN** – The Federal EIN (i.e., Tax ID) of the owning organization.
- **Phone** – Telephone number of the owning organization.
- **FAX** – FAX number of the owning organization.
- **Date when store was purchased by its present owner** – Date store was purchased.
- **Place of Incorporation or Organization** – The city/state in which the entity is incorporated or organized.
- **Was seller a relative?** – Yes/No – was the store purchased from a relative?
- **If Yes, Relationship** – Explanation of the relationship to seller, if any.
- **“Does the store owner or any officer retain full or part ownership...?”** – Yes/No determination of other ownership of other WIC stores.
- **“If yes, please specify the name of the owner ...”** - Explanation of other WIC vendor activities, if any.
- **“Does the store owner or any officer serve as an officer or manager of a currently authorized WIC...?”** – Yes/No determination of other involvement with WIC stores.
- **“If yes please specify the name of the owner,..”** – Explanation of other involvement with WIC stores, if any.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes:*

- If Yes was answered to any question, the comment field must not be blank.

### 3.2 Owner Addresses

The Owner Addresses screen displays all owner addresses entered.

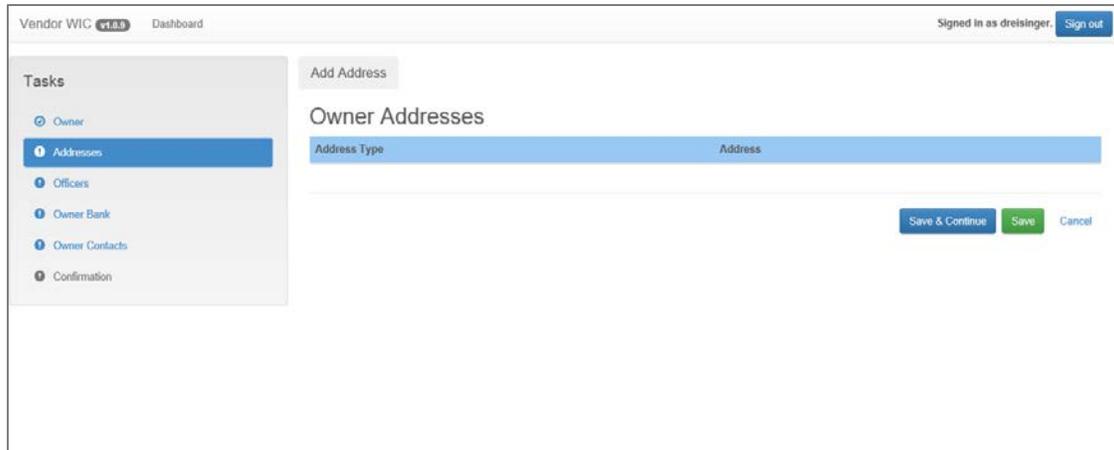


Figure 10 - Owner Addresses Screen before Adding

*Fields:*

- **Address Type** – The type of address that has been defined.
- **Address** – The address data.

*Buttons:*

- **Add Address** – Navigates to the Add Owner Address screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes:*

- Addresses with an Address Type of “Street Address” and “Mailing Address” must be entered.

### 3.3 Add Owner Address

Figure 11 - Add Owner Address

#### Fields:

- **Address Type** - The type of address being entered.
- **Address 1** - Street-1 address data
- **Address 2** - Street-2 address data
- **City** - Auto-populated by entering a ZIP and selecting a matching location from the Get Cities pop-up.
- **County** - Auto-populated by entering a ZIP and selecting a matching location from the Get Cities pop-up.
- **ZIP** - ZIP Code
- **ZIP+4** - ZIP+4 Code

#### Buttons:

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved. Returns user to the Owner Address screen.
- **Sign Out** - Logs the user out of the Vendor Web application.

Calculation(s): None

Background Processes: None

### 3.4 Officers

Officers are owners or key employees within the owning organization. One officer must be identified as the Primary Officer. If ownership is shared, each officer must be entered along with their Percent of Ownership.

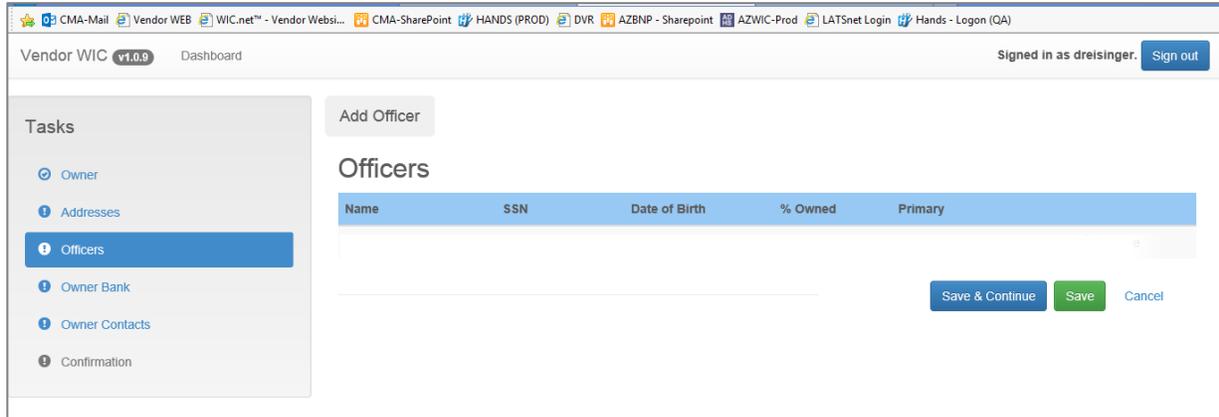


Figure 12 – Officers

#### Fields:

- **Name** - First and last name of the officer
- **SSN** - Social Security Number of the officer
- **Date of Birth** - Officers date of birth (mm/dd/yyyy)
- **% Owned** - Percentage of ownership in the organization.
- **Primary** - Indicates if the officer is the Primary Officer

#### Buttons:

- **Add Officer** – Navigates user to the Add Officer screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

Calculation(s): None

#### Background Processes:

- At least one officer must be designated as the Primary Officer.
- Ownership percentage must sum to 100%.

### 3.5 Add Officer

Allows input of information about an owning officer.

Vendor WIC v1.0.9 Dashboard Signed in as dreisinger. [Sign out](#)

**Tasks**

- [Owner](#)
- [Addresses](#)
- [Officers](#)
- [Owner Bank](#)
- [Owner Contacts](#)
- [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**

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

Figure 13 - Officers Screen

*Fields:*

- **Primary Officer** - Yes if the officer being added is the Primary Officer.
- **First Name** – First name of the officer.
- **MI** – Middle initial of the officer.
- **Last Name** – Last name of the officer.
- **Officer Percent Owned** - The percent ownership the officer has in the organization.
- **Date of Birth** – The officer’s date of birth (mm/dd/yyyy).
- **SSN** – The officer’s Social Security Number.
- **Phone** – Telephone for the officer.
- **FAX** – FAX number for the officer.
- **Other Phone** – Other telephone for the officer.
- **Address 1** – Street-1 address for the officer.

- **Address 2** – Street-2 address for the officer.
- **City** - Auto-populated by entering a ZIP and selecting a matching location from the Get Cities pop-up.
- **State** - Auto-populated by entering a ZIP and selecting a matching location from the Get Cities pop-up.
- **ZIP** – ZIP Code for the officer address.
- **ZIP+4** – ZIP+4 Code for the officer’s address.

*Buttons:*

- **Get Cities** - Opens the Get Cities pop-up.
- **Add** - Saves all data entered on the screen and navigates back to the Officers screen. The following validations are performed:
  - All required fields must be completed.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

### **3.6 Owner’s Bank**

Information on the owner’s bank must be provided to allow reimbursement for redeemed food instruments. You may add a new bank that has not yet been defined in the system, or select an existing bank.

Vendor WIC **v1.0.9** Dashboard Signed in as dreisinger. [Sign out](#)

**Tasks**

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

[Add New Bank](#)

**Owner Bank**  
Bank of Toledo

**Routing Number**  
399377377

**Federal ID**  
123409130

**Street Address**  
1606 N. Ajo Dr.

**City**  
PHOENIX

**State**  
AZ

**Zip**  
85042

**County**  
MARICOPA

**Zip4**

**Phone**  
(602) 399-9111

**Fax**

**Account Number**  
1398838383

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

YES  NO

If No, Explain

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

Figure 14 - Owner Bank

*Fields:*

- **Owner Bank** – Selection list of banks defined within the system.
- **Routing Number** – The selected bank’s routing number.
- **Federal ID** – The selected banks’ Federal ID.
- **Street Address** – The selected bank’s street address.
- **City** – The selected bank’s city.
- **State** – The selected banks’ state.
- **ZIP** – The selected banks’ ZIP Code.

- **County** – The selected bank’s county.
- **ZIP+4** –The selected bank’s ZIP+4 Code.
- **Phone** – The telephone for the selected bank.
- **FAX** - The FAX number for the selected bank.
- **Account Number** – The applicant’s account number with the selected bank.
- **“Will both regular and replacement food...”?** – Yes/No determination regarding processing of replacement food check deposits.
- **“If No, explain”** – Explanation of why replacement food check deposits should not be made to the specified bank and account number.

*Buttons:*

- **Add New Bank** - Navigates to the New Bank screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process. The following validations are performed:
  - All required fields must be completed.
- **Save** - Saves all data entered.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

### **3.7 Add New Bank**

If a bank does not already exist in the system, it can be added on the Add New Bank screen.

The screenshot displays the 'Vendor WIC v1.0.9' dashboard. The user is signed in as 'dreisinger'. The 'Tasks' sidebar includes: Owner, Addresses, Officers, Owner Bank (highlighted), Owner Contacts, and Confirmation. The main form area contains the following fields:

- Bank Name
- Routing Number
- Federal ID
- Address 1
- Address 2
- City
- State
- County
- Zip (with a 'Get Cities' button)
- Zip +4
- Phone
- Fax

At the bottom right of the form, there are 'Add' and 'Cancel' buttons.

Figure 15 - Add a Bank Screen

*Fields:*

- **Bank Name** - The name of the bank to added to the system.
- **Routing Number** – The routine number of the bank to be added.
- **Federal ID** – The Federal ID of the bank to be added.
- **Address 1** – The street-1 address of the bank to be added.
- **Address 2** – The street-2 address of the bank to be added.
- **City** – The city of the bank to be added.
- **State** – The state of the bank to be added.
- **County** – The county of the bank to be added.
- **ZIP** – The ZIP Code of the bank to be added.
- **ZIP+4** – The ZIP+4 Code of the bank to be added.
- **Phone** – The telephone of the bank being added.
- **FAX** – The FAX number of the bank being added.

*Buttons:*

- **Add** - Saves the data entered and navigates back to the prior screen (Owner Bank or Outlet Bank).
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

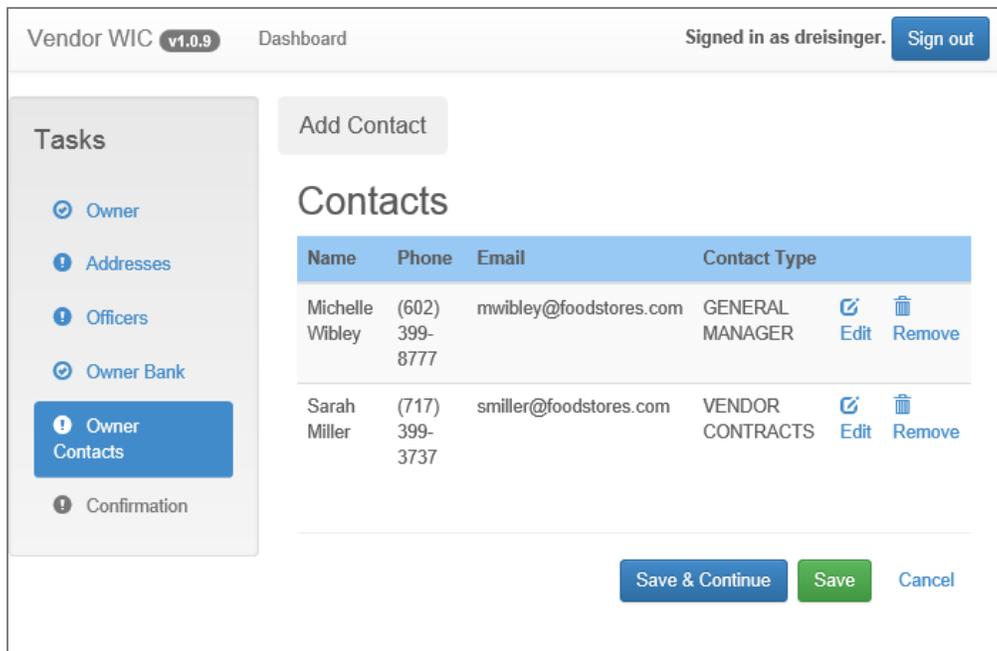
*Calculation(s): None*

*Background Processes:*

- The routing number entered must be unique within the system.

### 3.8 Owner Contacts

The Owner Contacts screen displays the contacts that have been entered for the owner.



*Figure 16 - Owner Contacts*

*Fields:*

- **Name** – The full name of the owner contact.
- **Phone** – The telephone number for the contact.
- **Email** – The email address for the contact.
- **Contact Type** – The type of contact.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes:*

- A contact with the Contact Type of “Vendor Contracts” has been defined.

### 3.9 Add Owner Contact

Allows a contact to be defined for the Owner

The screenshot shows the 'Add Owner Contact' form in the Vendor WIC v2.3.2 application. The form is displayed in a dashboard view with a sidebar on the left containing a 'Tasks' menu. The 'Owner Contacts' task is selected. The form fields are:

- First Name**: A text input field with a red border and a red 'x' icon. Below it, the text 'This field is required.' is displayed.
- Last Name**: A text input field with a red border and a red 'x' icon. Below it, the text 'This field is required.' is displayed.
- Phone**: A text input field with a red border and a red 'x' icon. Below it, the text 'This field is required.' is displayed.
- Email Address**: A text input field with a white border.
- Contact Type**: A dropdown menu with a white border, a red 'x' icon, and a small downward arrow. Below it, the text 'This field is required.' is displayed.

At the bottom right of the form, there are two buttons: a 'Cancel' button and an 'Add' button.

*Figure 17 – Add Owner Contact*

*Fields:*

- **First Name** – The first name of the contact to add.
- **Last Name** – The last name of the contact to add.
- **Phone** – The telephone of the contact to add.
- **Email Address** – The email address of the contact to add.
- **Contact Type** – The type of contact being added.

*Buttons:*

- **Add** - Saves all data entered or changed on the screen and navigates back to the Owner Contacts screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4 STORES AND OUTLETS

Stores and outlets that will be part of the WIC Vendor agreement must be declared so that state WIC staff can determine the store/outlet’s eligibility.

### 4.1 Add Outlet

The screenshot shows the 'Add Outlet' form in the Vendor WIC system. The interface includes a top navigation bar with 'Vendor WIC v1.0.9', 'Dashboard', and 'Signed in as dreisinger. Sign out'. A left sidebar lists various tasks such as 'Add Outlet', 'Contacts', 'Addresses', 'Hours', 'Bank', 'Sales', 'Vendor', 'Wholesaler', 'Infant Wholesaler', and 'Confirmation'. The main form area is titled 'Add Outlet' and contains the following fields and options:

- Select the option that best describes the applicant store:** A dropdown menu with 'ABOVE 50% VENDOR' selected.
- Explain Other:** A text input field.
- Is Store a Super Center?:** Radio buttons for 'YES' and 'NO', with 'NO' selected.
- Is Store a Pharmacy?:** Radio buttons for 'YES' and 'NO', with 'NO' selected.
- Store Name:** Text input field containing 'OAKHILL FOODS'.
- Opening Date:** Text input field containing '06/04/1990'.
- Phone Number:** Text input field containing '(602) 555-9393'.
- Email Address:** Text input field containing 'manager@oakhill.com'.
- Fax:** Text input field containing '(602) 555-9983'.
- First Name:** Text input field containing 'Margaret'.
- Last Name:** Text input field containing 'Oaks'.
- Title:** Dropdown menu with 'OWNER' selected.
- Start Date at Store:** Text input field containing '03/01/2015'.
- Primary Store Type:** A statement: 'The applicant store is primarily a convenience store featuring a limited number of brands and relatively low inventory of each item.' with 'YES' and 'NO' radio buttons, where 'NO' is selected.
- Full Grocery Line:** A statement: '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).' with 'YES' and 'NO' radio buttons, where 'YES' is selected.

Figure 18 - Add Outlet (top)

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

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

Arizona WIC Program YES NO

Navajo Nation WIC Program YES NO

ITCA WIC Program YES NO

None YES NO

Save & Continue Cancel

Figure 19 - Add Outlet (bottom)

*Fields:*

- **“Select the option that best describes the applicant store:”** – Prompt for store type.
- **Explain Other** – If “Other” selected as the store type, the explanation why “Other” was selected.
- **“Is Store a Super Center?”** – Yes/No prompt to determine if store is a super center.
- **“Is Store a Pharmacy?”** – Yes/No prompt to determine if store is a pharmacy.
- **Store Name** – The name of the store.
- **Opening Date** – The date the store opened for business (mm/dd/yyyy).
- **Phone Number** – The telephone for the store.
- **Email Address** - The email address for the store.
- **FAX** – The FAX number for the store.
- **First Name** – The first name of the store contact.
- **Last Name** - The last name of the store contact.
- **Title** – The title of the store contact.
- **Start Date at Store** – The date the store contact began working at the store.
- **“The applicant store is primarily a convenience...”** – Yes/No prompt to determine if the store is a convenience store.
- **“The applicant store features a full, well-stocked line...”** – Yes/No Prompt to determine if the store offers a full line of products with sufficient variety.
- **“The applicant store sells gasoline...”** – Yes/No prompt to determine if the store sells fuel.
- **“The applicant store is a pharmacy...”** – Yes/No prompt to determine if the store is a pharmacy focusing on infant formula.
- **“If the applicant is not a pharmacy...”** – Yes/No prompt to determine if the store has an in-house pharmacy.

- **Arizona WIC Program** – Prompt to determine if the store is currently a AZ WIC Vendor.
- **Navajo Nation WIC Program** – Prompt to determine if the store is currently a Navajo Nation WIC Vendor.
- **ITCA WIC Program** – Prompt to determine if the store is currently an ITCA WIC Vendor.
- **None** – Prompt to determine if the store is a participant in any WIC Vendor program.

*Buttons:*

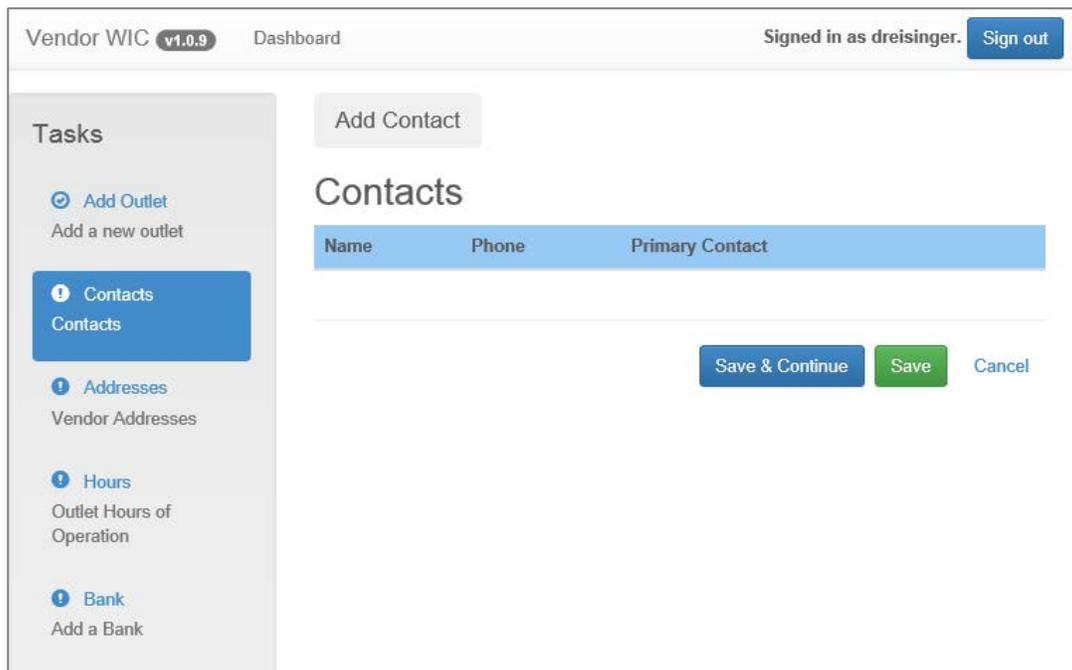
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.2 Outlet Contacts

Displays all contacts associated with the store/outlet. A Primary Contact must be defined.



*Figure 20 - Outlet Contacts*

*Fields:*

- **Name** – The full name of the store contact.
- **Phone** – Telephone for the store contact.

- **Primary Contact** – Indicates if the contact the Primary Contact.

*Buttons:*

- **Add Contact** - Navigates to the Add Contact screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes:*

- A Primary Contact must be defined.

### 4.3 Add Contact

The screenshot shows the 'Add Contact' form in the Vendor WIC v1.0.9 Dashboard. The form is titled 'Contacts' and includes a 'Primary Contact' section with 'YES' and 'NO' radio buttons. Below this are input fields for 'First Name' (Terri), 'Last Name' (Schultz), 'Title' (CORP. OFFICER), and 'Phone Number' ((510) 477-3993). At the bottom right, there are 'Add' and 'Cancel' buttons.

*Figure 21 - Add Contact*

*Fields:*

- **Primary Contact** – Yes/No indicator: is the contact being added the Primary Contact?
- **First Name** – First name of the contact.
- **Last Name** – Last name of the contact.
- **Title** – The title of the contact.

- **Phone Number** – The telephone for the contact.

*Buttons:*

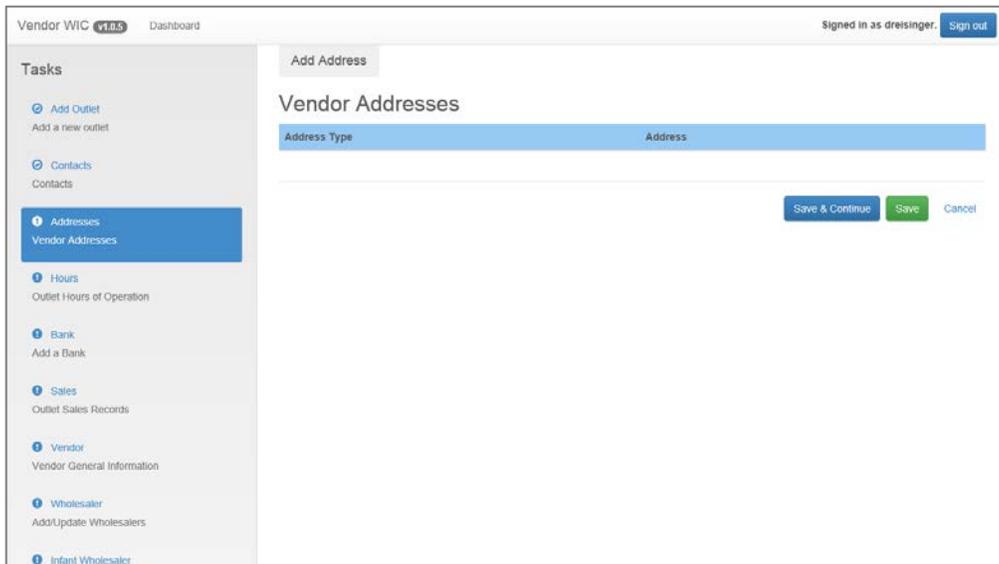
- **Add** - Saves all data entered and navigates back to the Outlet Contacts screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.4 Vendor Addresses

Displays addresses defined for the outlet. Both Mailing and Street addresses must be defined.



*Figure 22 - Vendor Addresses*

*Fields:*

- **Address Type** – Indicates the type of address defined (Mailing or Street).
- **Address** – The vendor's address (street, city, state, zip).

*Buttons:*

- **Add Address** – Navigates to the Add Address screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes:*

- A Mailing and Street address have been defined.

**4.5 Add Address**

The Add Address screen allows an address to be defined for an outlet.

The screenshot shows the 'Add Address' form in the Vendor WIC v1.0.5 Dashboard. The form is titled 'Add Address' and is part of the 'Addresses' section. The 'Address Type' is set to 'Street Address'. The 'Address 1' field contains '1400 S. Mill Ave.'. The 'Address 2' field is empty. The 'City' field contains 'TEMPE', the 'State' field contains 'AZ', and the 'County' field contains 'MARICOPA'. The 'Zip' field contains '85282' and has a 'Get Cities' button next to it. The 'Zip +4' field is empty. At the bottom right of the form, there are 'Add' and 'Cancel' buttons. The left sidebar shows 'Addresses' selected under 'Tasks'.

*Figure 23 - Add Address*

*Fields:*

- **Address Type** – The type of address to add. For example, Mailing or Street.
- **Address 1** – The street-1 address.
- **Address 2** – The street-2 address.
- **City** – The city of the address.
- **State** – The state of the address.
- **County** – The County of the address.
- **ZIP** – The ZIP Code of the address.
- **ZIP+4** – The ZIP+4 of the address.

*Buttons:*

- **Get Cities** - Opens the Get Cities pop-up.
- **Add** - Saves all data entered and navigates back to the Vendor Addresses screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.6 Store Hours

The store hours for each day of the week must be entered, or the weekday marked as closed.

Vendor WIC v1.0.5 Dashboard Signed in as dreisinger. 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
- Wholesaler  
Add/Update Wholesalers
- Infant Wholesaler  
Add/Update Infant Wholesalers
- Confirmation  
Submit completed application

### Store Hours of Operation

Pre-fill 24/7  YES  NO

Day of Week	Open	Close	Closed	
Sunday			<input checked="" type="radio"/> YES	<input type="radio"/> NO
Monday	8:00am	10:00pm	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Tuesday	8:00am	10:00pm	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Wednesday	8:00am	10:00pm	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Thursday	8:00am	10:00pm	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Friday	8:00am	10:00pm	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Saturday			<input checked="" type="radio"/> YES	<input type="radio"/> NO

Outlet Retail Square Footage: 4200

Outlet Storage Square Footage: 1000

Number of Full-Time Cashiers: 2

Number of Part-Time Cashiers: 12

Number of Checkout Lanes: 4

Has the store ever been cited by the state or county health inspector for a violation?  YES  NO

If Yes, Explain: Incident #2014-M0133

If Yes, was your license/permit revoked?  YES  NO

Revoke From Date: 01/01/2014

Revoke To Date: 12/31/2014

Does the outlet comply with the applicable provision of the Americans with Disabilities Act of 1990?  YES  NO

Save & Continue Save Cancel

Figure 24 - Store Hours

### Fields:

- Pre-fill 24/7?** – If “Yes” is selected, every day of the week will be marked as open for 24-hours. If “No” is selected, each day’s open and close time may be manually entered.

For each day of the week (Sunday through Saturday), the following fields are presented:

- Open** – The time of day the store opens for business.

- **Close** – The time of day the store closes for business.
- **Closed** – “Yes” if the store is closed for the entire day.
- **Outlet Retail Square Footage** – The total square footage of the retail area of the store.
- **Outlet Storage Square Footage** – The total square footage of the storage area of the store.
- **Number of full-time cashiers** – The number of full time cashiers employed by the store.
- **Number of part-time cashiers** – The number of part-time cashiers employed by the store.
- **Number of Checkout Lanes** – The number of checkout lanes at the store.
- **“Has the store ever been cited by state or county...”** – Yes/No prompt to determine if the store has a history of health violations.
- **“If Yes, explain”** – Explanation if health violations have occurred.
- **“If Yes, was your license/permit revoked?”** – Yes/No prompt to determine if the violations resulted in revocation of the health permit.
- **Revoke From Date** – If revoked, the date it was revoked.
- **Revoke To Date** – If revoked, the date the revocation ended.
- **“Does the outlet comply with the applicable provisions of the American...”?** – Yes/No prompt to determine if the store complies with ADA regulations.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.7 Outlet Bank

An outlet may use a bank different from the bank used by the owner(s). Each outlet must specify a bank they will use for both depositing redeemed food instruments and for reimbursement.

Vendor WIC v1.0.0 Dashboard Signed in as dreisinger. Sign out

**Tasks**

- 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
- Wholesaler  
Add/Update Wholesalers

**Add Bank**

Outlet Bank: Mega Bucks Bank

Routing Number: 88877766

Federal ID: 11122233

Street: 400 Easy Street

City: EL MIRAGE

State: AZ

Zip: 85335

County: MARICOPA

Account #: 9837434987

Effective Date: 05/01/2015

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

Save & Continue Save Cancel

*Figure 25 - Outlet Bank*

*Fields:*

- **Outlet Bank** – Selection list of banks defined within the system.
- **Routing Number** – The selected bank’s routing number.
- **Federal ID** – The selected banks’ Federal ID.
- **Street Address** – The selected bank’s street address.
- **City** – The selected bank’s city.
- **State** – The selected banks’ state.
- **ZIP** – The selected banks’ ZIP Code.
- **County** – The selected bank’s county.
- **Account Number** – The applicant’s account number with the selected bank.
- **Effective Date** – The date upon which deposits to the account can begin.
- **“Will both regular and replacement food...”?** – Yes/No determination regarding processing of replacement food check deposits.
- **“If No, explain”** – Explanation of why replacement food check deposits should not be made to the specified bank and account number.

*Buttons:*

- **Add Bank** – Navigates to the New Bank screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

### 4.8 Vendor Sales Information

This screen allows the user to enter estimated or actual sales dollar amounts for key categories such as food, gas, and alcohol, as well as the method of payment used for those purchased. Methods of payment include cash, credit card, food stamps, and WIC. Sales information may be actual values, or may be estimated values. Additional questions about sales, and grocery stocking are asked. Enter \$0 for categories that do not apply to the vendor.

The screenshot shows the 'Vendor Sales Information' form. At the top, there are tabs for 'Actual' and 'Estimated'. Below this is a dropdown for 'Peer Group' set to 'SUPER CENTERS'. The main section is a table with three columns: 'Sales', 'Amount', and 'Previous Price'. The rows include: Food \$, Alcohol \$, Tobacco \$, Lottery \$, Fuel \$, Other \$, and General Merchandise \$. Each row has a text input field for the amount and a dropdown for the previous price. Below the table is a 'Gross \$' field with a value of '0.00' and a 'Fiscal year for above figures' dropdown set to 'Please choose one'. A 'Signed in as name' and 'Log out' link are visible in the top right corner.

Figure 26 - Vendor Sales Information (upper section)

The screenshot shows the middle section of the 'Vendor Sales Information' form. It starts with the text 'Of the annual food sales (food\$), enter the dollar amounts for:'. Below this is a table with three columns: 'Sales', 'Amount', and 'Previous Price'. The rows include: Cash \$, Credit \$, SNAP \$, and WIC \$. Each row has a text input field for the amount and a dropdown for the previous price. Below the table are three survey questions, each with 'YES' and 'NO' radio buttons: 'Do you think that more than 50% of your annual revenue from the sale of food items come from WIC food instruments?', '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.', '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?', and 'Does the outlet's checkout register use optical scanning devices which record product and price information on the customer's receipts?'. A 'Signed in as name' and 'Log out' link are visible in the top right corner.

Figure 27 - Vendor Sales Information (middle section)

Figure 28 - Vendor Sales Information (bottom section)

*Fields:*

- **“Enter outlet’s individual annual gross receipts/sales”** – Yes/No prompt to determine if numbers are actual or estimated.
- **Peer Groups** – Selection list of state-defined Peer Groups.
- **Food \$** - Store income from food.
- **Previous Food** – For existing Vendors, this field will display the amount from their previous submission.
- **Alcohol \$** - Store income from alcohol.
- **Previous Alcohol** - For existing Vendors, this field will display the amount from their previous submission.
- **Tobacco \$** - Store income from tobacco.
- **Previous Tobacco \$** - For existing Vendors, this field will display the amount from their previous submission.
- **Lottery \$** - Store income from lottery.
- **Previous Lottery** - For existing Vendors, this field will display the amount from their previous submission.
- **Other \$** - Store income from other categories besides those listed.
- **Previous Other** - For existing Vendors, this field will display the amount from their previous submission.
- **General Merchandise \$** - Store income from general merchandise.
- **Previous General Merchandise** - For existing Vendors, this field will display the amount from their previous submission.
- **Gross \$** - Gross income of the store.
- **“Fiscal Year for the above figures”** – The year of the actual or estimated values (yyyy).
- **Cash \$** - The amount of gross income was in cash.
- **Previous Cash** - For existing Vendors, this field will display the amount from their previous submission.
- **Credit \$** - The amount of gross income that was via credit card.
- **Previous Credit** - For existing Vendors, this field will display the amount from their previous submission.
- **Food Stamps \$** - The amount of gross income that was via Food Stamps.
- **Previous Food Stamps** - For existing Vendors, this field will display the amount from their previous submission.
- **WIC \$** - The amount of gross income that was via WIC.
- **Previous WIC** - For existing Vendors, this field will display the amount from their previous submission.

- **“Do you think that more than 50% of your annual income...”** – Yes/No prompt to determine if the vendor is potentially a Above-50% WIC vendor.
- **“If Yes, do you provide or plan to provide incentive items to WIC program participants?”** – Yes/No prompt to determine if Above 50% WIC will offer incentives.
- **“Does the outlet’s checkout register use optical scanning devices which record product and price information on the customer receipts?”** – Prompt to determine if receipts will show product and price.
- **“If Yes, number of POS Terminals”** – The number of POS terminals on-site.
- **“If Yes, the number of Optical Terminals** – The number of optical terminals on-site.
- **“If Yes, can system be programmed to detect WIC authorized vs. non-authorized products?”** – Yes/No prompt to determine if POS devices recognize WIC products.
- **“How do you decide how much stock to order?”** – Allows selection of methods to determine stock re-order quantity.
- **“Explain Other”** – If user selected “Other” for re-order method, field allows explanation of method.
- **“How often are the dairy cases restocked?”** – Allows selection of frequency of dairy restocking.
- **“How often are the WIC grocery items restocked?”** – Allows selection of frequency of grocery item restocking

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.9 Vendor Information

Information about the outlet’s participation in WIC and SNAP, and other ‘program integrity’-related questions are gathered on this screen. If the user answers ‘Yes’ to any of the questions, they are required to further explain their answer in fields that become visible.

Vendor WIC **v1.0.9** Dashboard Signed in as dreisinger. [Sign out](#)

### Tasks

- 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**
- Wholesaler  
Add/Update Wholesalers
- Infant Wholesaler  
Add/Update Infant Wholesalers
- Confirmation  
Submit completed application

## 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

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

Figure 29 - Vendor Information (top section)

Has the outlet, manager, owner or officer been sanctioned for prior WIC violations?

If yes, describe

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 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?

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))

Figure 30 - Vendor Information (bottom section)

*Fields:*

- **“Is the outlet currently authorized to accept Supplemental Nutrition Assistance Program (SNAP) benefits in Arizona or any other state?”** – Yes/No prompt to determine if outlet is currently SNAP authorized.
- **“If yes, SNAP Authorization Number”** – Enables input of the SNAP Authorization number.
- **“If yes, average SNAP dollar redemption volume/month”** – The average SNAP redemption this outlet performs per month.
- **“Has this outlet, its owner, officers, or managers ever been suspended or disqualified from SNAP in Arizona or any other state?”** – Yes/No prompt to determine if vendor is associated with SNAP disqualifications.
- **“If yes, give the name of the owners, managers...”** – Enables input of details relating to the SNAP disqualification.
- **“Has the store owner/manager ever participated in the WIC Program in Arizona or any other state?”** – Yes/No prompt to determine if vendor was a previous WIC Vendor. Answering ‘Yes’ will allow entry of store information.
- **Store Name** – Name of store relating to other WIC participation.
- **Address-1** – Street-1 of the store relating to other WIC participation.

- **Address-2** – Street-2 of the store relating to other WIC participation.
- **City** – City of the store relating to other WIC participation.
- **County** – County of the store relating to other WIC participation.
- **ZIP** – ZIP Code of the store relating to other WIC participation.
- **ZIP+4** – ZIP+4 Code of the store relating to other WIC participation.
- **Date of Participation** – beginning participation date of the store relating to other WIC participation.
- **To** – ending participation date of the store relating to other WIC participation.
- **“Has the outlet, manager, owner, or officer been sanctions for prior WIC violations?”** – Yes/No prompt to determine if prior WIC violations have occurred.
- **“If yes, describe”** – Enables input of details relating to prior WIC violations.
- **“Has the outlet, its owner, officers or managers ever been suspended or disqualified from WIC in Arizona for any other state?”** – Yes/No prompt to determine if prior disqualification/suspension has occurred.
- **“If yes, give the name of the owner, officer(s), manager(s) and store(s) location...”** – Enables input of details relating to the disqualification/suspension.
- **“During the last six years, have any of the current owner, officers, partners, or managers had criminal conviction...”** – Yes/No prompt to determine if criminal or civil judgments entered against applicants.
- **“If yes, please specify the name of the owner, officer or manager and the activities involved...”** – Enables input of details relating to the criminal or civil convictions.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

#### **4.10 Select a Food Wholesaler**

From the Wholesaler drop-down, locate and select the food wholesaler that will provide groceries to this outlet.

The screenshot shows the 'Vendor Wholesaler' form in the Vendor WIC v1.0.9 Dashboard. The user is signed in as 'dreisinger'. The form is divided into several sections:

- Tasks:** A sidebar menu with options: 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), **Wholesaler (Add/Update Wholesalers)**, Infant Wholesaler (Add/Update Infant Wholesalers), and Confirmation (Submit completed application).
- Vendor Wholesaler:** The main form area with an 'Add Wholesaler' button and a 'Wholesalers Assigned' section.
- Wholesaler:** A dropdown menu with the text 'Please select one' and a downward arrow.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field.
- County:** A text input field.
- Phone:** A text input field.
- Fax:** A text input field.
- Food Group:** A section with a table header:
 

Selected	Food Group

At the bottom right, there are three buttons: 'Save & Continue' (blue), 'Save' (green), and 'Cancel' (grey).

Figure 31 - Select Food Wholesaler

*Fields:*

Wholesaler Selection

- **Wholesalers Assigned** – Lists the wholesalers who the user has identified as being wholesalers for this vendor. The list may be empty.
- **Wholesaler** – Selectable list of wholesalers currently defined in the system.
- **Address-1** – Street-1 of the selected wholesaler’s address.
- **Address-2** – Street-2 of the selected wholesaler’s address.

- **City** – City of the selected wholesaler’s address.
- **State** – State of the selected wholesaler’s address.
- **County** – County of the selected wholesaler’s address.
- **Phone** - Telephone number for the selected wholesaler.
- **FAX** – FAX number for the selected wholesaler.

#### Food Group Section

- **Selected** – Indicates if the associated Food Group is provided by the selected wholesaler.
- **Food Group** – A list of food groups available via wholesalers.

#### *Buttons:*

- **Add Wholesaler** – Opens the Add Wholesaler screen.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

### **4.11 Add Food Wholesaler**

Allows user to define a new food wholesaler.

Vendor WIC v1.0.5 Dashboard

Signed in as dreisinger. Sign out

**Tasks**

- 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

**Vendor Wholesaler**

Name: Associated Wholesale Grocery

Phone: (512) 938-3777

Address 1: 1801 N. Haywire Drive

Address 2:

City: TEMPE

State: AZ

County: MARICOPA

Zip: 85281 [Get Cities](#)

Zip +4:

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

*Figure 32 - Add Food Wholesaler*

*Fields:*

- **Name** - The name of the wholesaler.
- **Phone** - Telephone number for the wholesaler.
- **Address-1** – Street-1 of the wholesaler’s address.
- **Address-2** – Street-2 of the wholesaler’s address.
- **City** – City of the wholesaler’s address.
- **State** – State of the wholesaler’s address.
- **County** – County of the wholesaler’s address.
- **ZIP** – ZIP Code of the wholesaler’s address.
- **ZIP+4** – ZIP+4 Code of the wholesaler’s address.

*Buttons:*

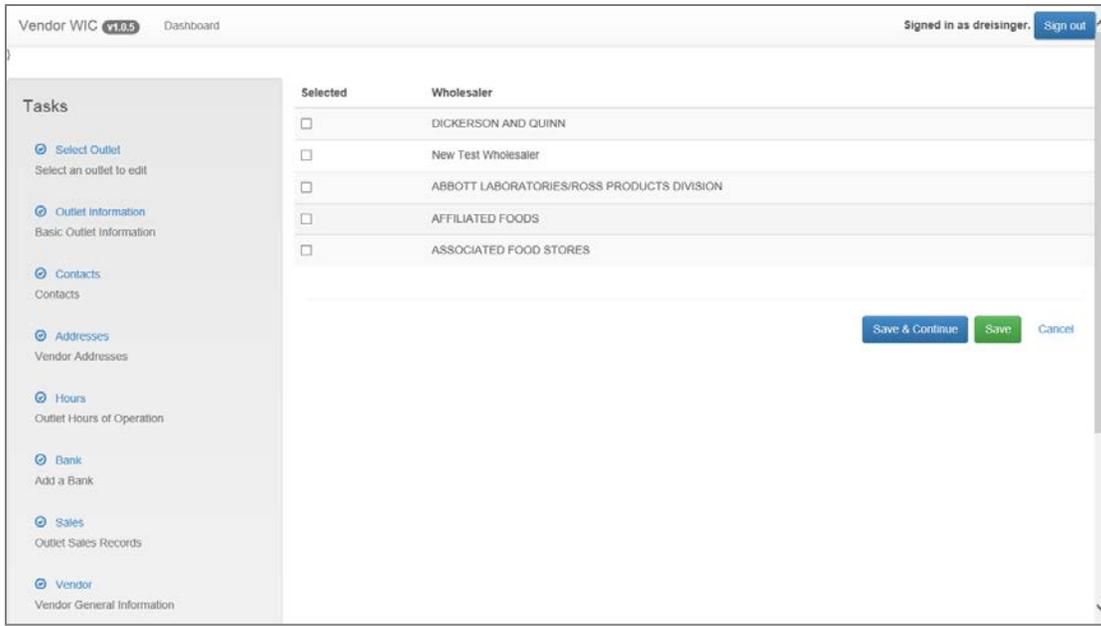
- **Add** – Adds the wholesaler to the list of available food wholesalers.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.12 Infant Wholesaler

Allows selection of one or more approved infant wholesalers.



*Figure 33 - Infant Formula Wholesaler*

*Fields:*

- **Selected** – Checked if the listed wholesaler is used by the vendor for infant formula.
- **Wholesaler** – Name of the infant formula wholesaler.

*Buttons:*

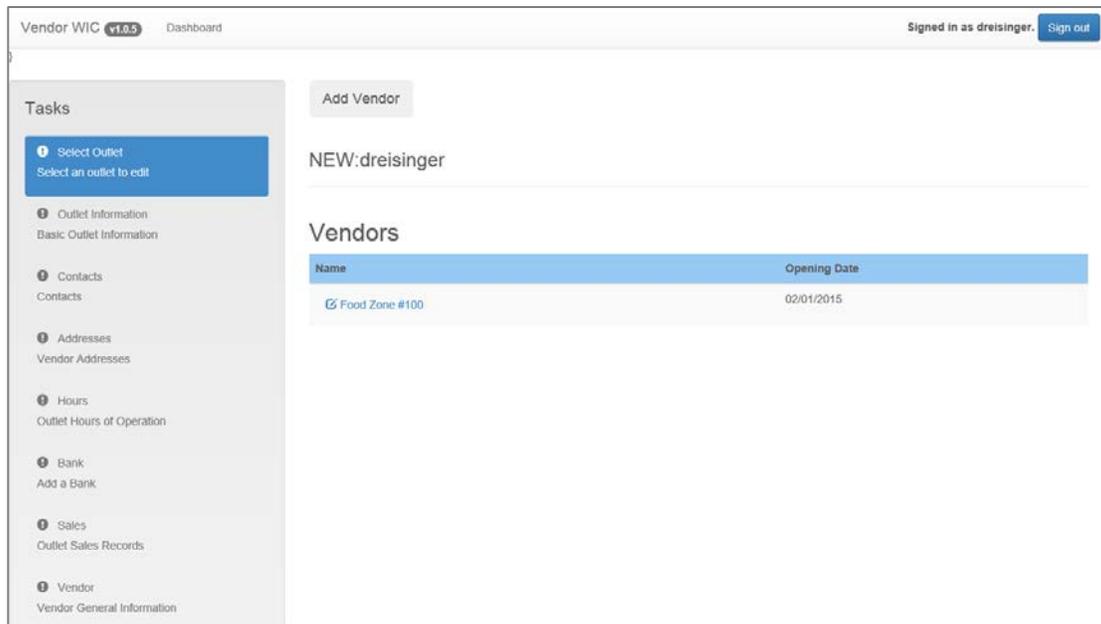
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

## 4.13 Vendors

The screen displays a list of vendors for this owner profile.



*Figure 34 - Vendors*

*Fields:*

- **Name** – The name of the vendor store/outlet.
- **Opening Date** – The user-reported opening date of the store.

*Buttons:*

- **Add Vendor** – Enables the user to add another Vendor.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

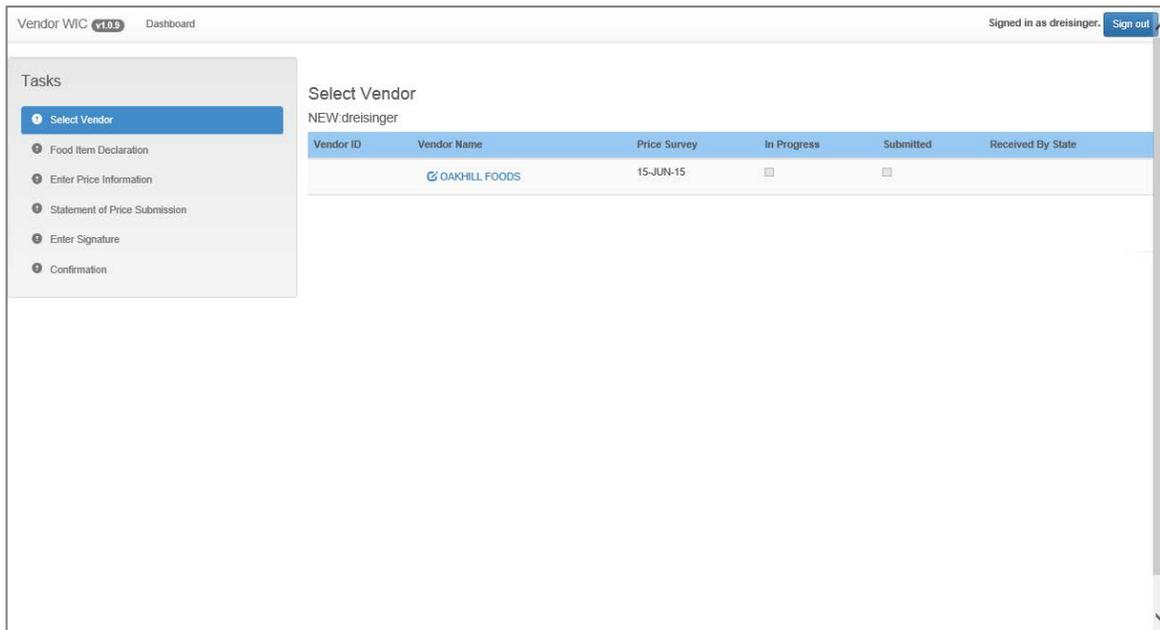
## 5 PRICE SURVEY

During the application process, and at times throughout the year, the outlet must provide prices for certain food items, as well as identify items that are “store or house brands”.

WIC staff will use the price survey information to determine if the outlet offers food items at a competitive price and will consider this in determining the outlets eligibility.

Click the ‘Submit Vendor Price Survey’ link.

The Select Vendor screen is displayed.



*Figure 35 - Select Vendor*

### *Fields:*

- **Vendor ID** – The Vendor ID of the vendor store/outlet.
- **Vendor Name** – The name of the vendor store/outlet. The vendor name is a hyperlink that, when clicked on, begins the price survey data entry process for that vendor.
- **Price Survey** – The state-defined Price Survey name.
- **In Progress** – Checked if the price survey has been started, but not yet submitted.
- **Submitted** – Checked if the price survey has been submitted, but not yet reviewed.
- **Reviewed by State** – Checked if the state has reviewed the submitted price survey.

### *Buttons:*

- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes: None*

### 5.1 Food Item Declaration

The State Agency will specify the food categories and product sizes for which the vendor must indicate if they carry a store or house brand.

Vendor WIC v1.0.9 Dashboard
Signed in as dreisinger. Sign out

**TASKS**  

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

## Food Item Declaration

### OAKHILL FOODS

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
MILK	STORE OR HOUSE (WHOLE)	<input type="checkbox"/> ALL SIZES <input type="checkbox"/> 1 GALLON <input type="checkbox"/> 1 QUART <input type="checkbox"/> 2 QUART	<input style="width: 100%;" type="text" value="GoodFoods"/> <input style="width: 100%;" type="text" value="GoodFoods"/> <input style="width: 100%;" type="text" value="Just A Little"/>
CHEESE	STORE OR HOUSE (MONTERAY JACK)	<input checked="" type="checkbox"/> ALL SIZES	<input style="width: 100%;" type="text" value="GoodFoods"/>
CHEESE	STORE OR HOUSE (CHEDDAR)	<input checked="" type="checkbox"/> ALL SIZES	<input style="width: 100%;" type="text" value="GoodFoods"/>
EGGS	STORE OR HOUSE (LARGE, WHITE, CHICKEN)	<input checked="" type="checkbox"/> ALL SIZES	<input style="width: 100%;" type="text" value="GoodFoods"/>
INFANT FORMULA	#10 CAN	<input checked="" type="checkbox"/> ALL SIZES	<input style="width: 100%;" type="text" value="GoodFoods"/>

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.

Save & Continue
Save
Cancel

Figure 36 - Food Item Declaration

Fields:

- **Item** – The Food Category.

- **Description** – The Food Sub-Category.
- **Size - All Sizes**– The product size. This field displays in two forms:
  - When checked, allows user to specify the brand name for all sizes.
  - When un-checked, specific sizes are displayed and a brand name must be specified for each listed size.
- **Store or House Brand Name** – The product’s store or house brand name.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** – Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.
- **Sign Out** - Logs the user out of the Vendor Web application.

*Calculation(s): None*

*Background Processes:*

- A store or brand name must be entered for each listed item.
- If the “All Sizes” checkbox has been un-checked, a store or brand name must be entered for all listed sizes.

## 5.2 Price Survey and Competitive Price Analysis

State WIC staff will define the food items that make up a ‘Market Basket’. A Market Basket is a set of items that all stores must carry and is used in determining a store’s of price competitiveness.

Vendor WIC v1.0.9 Dashboard Signed in as dreisinger. Sign out

Tasks

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

### Price Survey and Competitive Price Analysis

OAKHILL FOODS

Item	Brand/Variety	Size	Actual Size	Item Price
BREAKFAST CEREAL	Cheerios (Plain)	14 to 18 OUNCE, FLUID OR DRY	<input type="text"/> <span style="color: red;">✘</span> <span style="color: red;">This field is required.</span>	\$ <input type="text"/> <span style="color: red;">✘</span> <span style="color: red;">This field is required.</span>
MILK	HOOD	1 GALLON	<input type="text" value="1"/>	\$ <input type="text"/> <span style="color: red;">✘</span> <span style="color: red;">This field is required.</span>

Save & Continue Save Cancel

Figure 37 - Price Survey and Competitive Price Analysis

*Fields:*

- **Item** – The Food Category.
- **Brand/Variety** – The Food Sub-Category.
- **Size** – The specific size, or a size range, of the food item.
- **Actual Size** – Displayed only if a size range is specified in the Size field.
- **Item Price** – The price the vendor will charge for the specified item.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes:*

- If a size range is specified, an Actual Size must be entered for that item.
- An Item Price must be specified for all items listed.

### 5.3 Statement & Acknowledgement of Price Survey Information

The user is required to complete and sign the “Statement of Price Submission and Acknowledgement of Minimum Stock and Variety Requirements”.

Vendor WIC v1.0.9 Dashboard Signed in as dreisinger. Sign out

**Tasks**

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

**Statement of Price Submission and Acknowledgement of Minimum Stock and Variety Requirements**

OAKHILL FOODS

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.

**First Name**  
Lori

**Last Name**  
Lopez

**Title**  
Owner

Save & Continue Cancel

Figure 38 – Statement of Submission & Acknowledgement

*Fields:*

- **First Name** - The first name of the person completing the price survey.
- **Last Name** – The last name of the person completing the price survey.
- **Title** – Title of the person completing the price survey.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes:*

## 5.4 Signature Collection

The user is required to electronically sign for the submission of the price information and statement declaration. To electronically sign, the user must enter their State Tax Number.

Vendor WIC v1.0.9 Dashboard Signed in as dreisinger. Sign out

Tasks

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

Signature Collection

OAKHILL FOODS

Sales Tax Number

999999999

Save & Continue Cancel

Figure 39 - Electronic Signature Collection

*Fields:*

- **Sales Tax Number** - The AZ Sales Tax Number. This number must match the AZ Sales Tax Number entered when the owner was defined.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes:*

## 6 SUBMITTING AN APPLICATION FOR AUTHORIZATION

Applications must be submitted for review by the state WIC staff. Staff will review the application, price survey and related stocking information, and other factors to determine if the application should be approved and the outlet authorized to be a WIC vendor.

### 6.1 Statement of Application

*Select the Vendor(s) that will apply.*

The Statement of Application screen displays and all un-approved and un-submitted vendor applications.

Vendor WIC v1.0.9 Dashboard Signed in as dreisinger. Sign out

Tasks

- Statement Of Application
- Signature
- Submission Instructions

### Statement of Application

NEW:dreisinger

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.

- I certify that all information submitted on this application is accurate and complete
- 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.
- 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.
- 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 wich may be necessary to verify the information contained within this application.
- 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	Status	Submission Date
<input type="checkbox"/>	OAKHILL FOODS	READY FOR SUBMISSION	

Save & Continue Cancel

Figure 40 - Statement of Application

*Fields: Fields:*

- **Submit** – When checked, the associated vendor is included in the following application steps.
- **Vendor Name** – The name of the vendor.
- **Status** – The vendor’s status within the entire approval process.
- **Submission Date** – Blank if not yet submitted, Once submitted, the date the application was submitted is displayed.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes:*

## 6.2 Statement of Application Signature

The screenshot shows a web application interface for 'Vendor WIC v1.0.5'. The top right corner indicates the user is signed in as 'dreisinger' with a 'Sign out' button. A sidebar on the left lists 'Tasks' with three items: 'Statement Of Application', 'Signature' (which is selected and highlighted in blue), and 'Submission Instructions'. The main content area is titled 'Statement of Application - Signature' and shows the user 'NEW:dreisinger'. Below this, there are four input fields: 'First Name' containing 'David', 'Last Name' containing 'Yates', 'Title' containing 'Manager', and 'Sales Tax Number' containing '999999999'. At the bottom right of the form area, there are two buttons: 'Save & Continue' and 'Cancel'.

*Figure 41 - Statement of Application-Signature Screen*

*Fields: Fields:*

- **First Name** - The first name of the person completing the price survey.
- **Last Name** – The last name of the person completing the price survey.
- **Title** – Title of the person completing the price survey.
- **Sales Tax Number** – The AZ Sales Tax Number.

*Buttons:*

- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 7 VENDOR WEB: OTHER TOOLS AND FEATURES

The Vendor Web portal provides additional tools to assist WIC vendors.

### 7.1 State-Wide Average Search

The statewide average redemption amount for each FI-type may be viewed from the “Statewide Average” link within the Pricing section of the Vendor Web Dashboard.

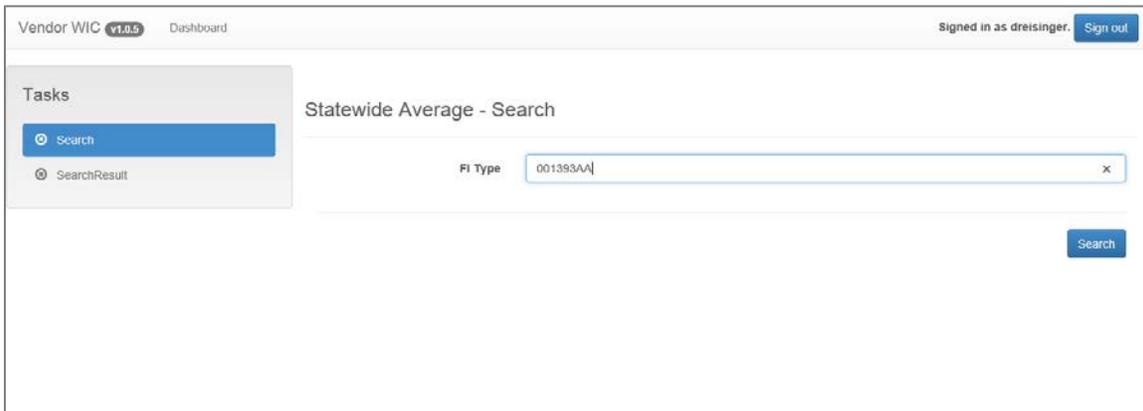


Figure 42 - Statewide Average - Search Screen

#### Fields:

- **FI Type** – The Food Instrument Type on which to search. If blank, all FI-Types are returned. If a partial FI-Type number is entered, all FI-Types beginning with the partial value will be returned.

#### Buttons:

- **Search** – Performs a search on the entered FI Type. If no FI Type value was entered, all known FI Types are returned in the search results.

Calculation(s): None

Background Processes: None

### 7.2 Statewide Average Search Results

Details of about the specified FI Type will be displayed, or all FI Types if FI Type was specified.

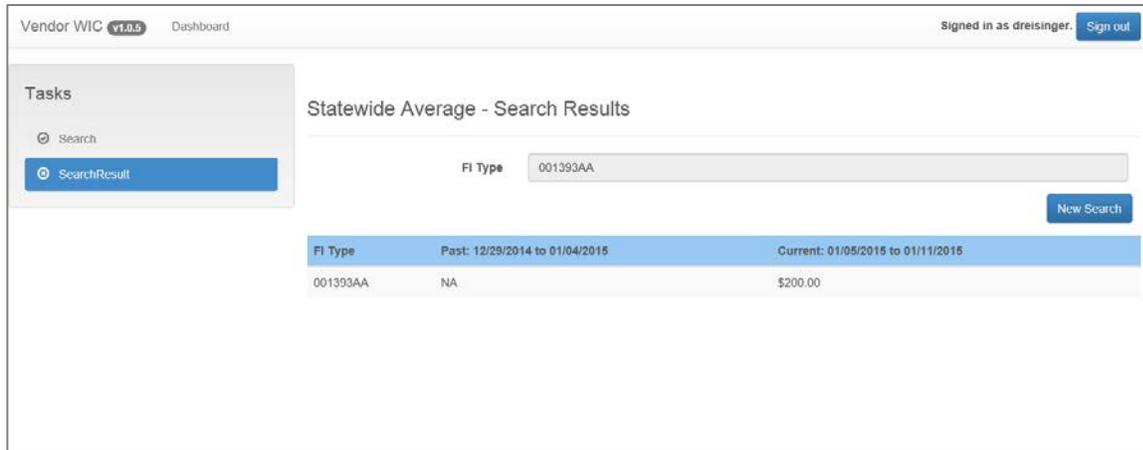


Figure 43 - Statewide Average Search Results

*Fields:*

- **FI Type** – The FI Type number.
- **Past <period>**: The previous date range over which the FI Type’s average was computed.
- **Current <period>**: The current date range over which the FI Type’s average was computed.

*Buttons:*

- **New Search**- Navigates the user back to the FI Type Search page.

*Calculation(s): None*

*Background Processes: None*

### 7.3 Request Store Information Changes

If the user would like to update their application, they may request that the application be made editable by clicking the “Request Store Information Changes” link on the Dashboard. A request to unlock the application will be sent to the state WIC staff.

### 7.4 Enable Zones

Pricing Zones allow the user to more easily submit Price Surveys for large number of stores that have identical pricing. To enable Zones, click the ‘Settings’ link within the Account section of the Dashboard.

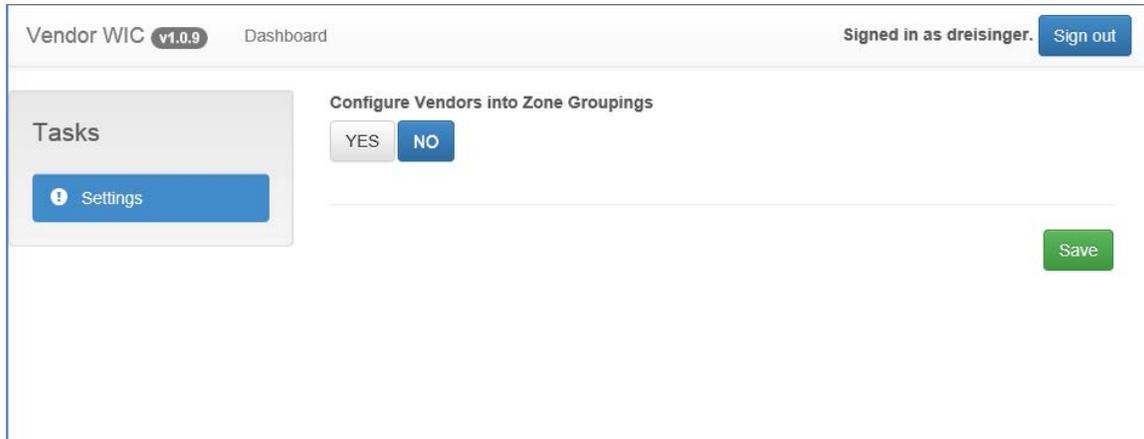


Figure 44 – Configure Zone Groupings

*Fields:*

- **“Configure Vendors into Zone Groupings”** – Yes/No prompt to change Zone configuration setting.

*Buttons:*

- **Save** - Saves all data entered or changed on the screen and navigates back to the Dashboard.

*Calculation(s): None*

*Background Processes:*

- The “Manage Zones” link now appears in the Ownership section of the Dashboard.

## 7.5 Manage Zones

The Manage Zones screen is displayed allows creation and deletion of Zones.

The screenshot displays the 'Add / Remove Zones' interface. At the top, it shows 'Vendor WIC v1.0.9' and 'Dashboard' on the left, and 'Signed in as dreisinger.' with a 'Sign out' button on the right. A 'Tasks' sidebar on the left contains two items: 'Manage Zone Names' (highlighted) and 'Assign Vendors To Zones'. The main content area is titled 'Add / Remove Zones' and shows 'NEW:dreisinger'. Below this, there is a 'Zone Name:' label followed by an empty text input field and an 'Add' button. A large, empty rectangular box represents the 'Zone List'. Below this box is a 'Remove' button. At the bottom right of the screen, there are three buttons: 'Save & Continue' (blue), 'Save' (green), and 'Cancel' (grey).

Figure 45 - Add/Remove Zones Screen

*Fields:*

- **Zone Name** – The name of the Zone to add.
- **(Zone List)** – An unlabeled field containing the list of defined zones.

*Buttons:*

- **Add** - Creates a new zone having the name entered into the Zone Name field. Disable until the Zone Name field is populated.
- **Remove** – Removes the zone that has been selected in the Zone List.
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes:*

- During Add, the Zone Name must be unique.

## 7.6 Assigning Vendors to Zones

The Assign Vendor to Zone screen allows a vendor to be assigned to a pricing Zone. A vendor is not required to be assigned to a zone.

Displayed next to each vendor is a drop-down selector that lists the defined zones. Changing the selection causes the vendor to be assigned to the selected zone, or un-assigned if a 'blank' is selected.

To filter the list of vendors to only those assigned to a specific zone, select the zone from the "Assigned To:" drop-down at the top of the screen.

The screenshot shows the Vendor WIC v1.0.9 Dashboard. At the top right, it says "Signed in as dreisinger." with a "Sign out" button. On the left, under "Tasks", "Assign Vendors To Zones" is selected. The main area features an "Assigned To:" dropdown menu. Below it is a table with two columns: "Zone" and "Vendor Name". The table has two rows: one with a dropdown menu and "OAKHILL FOODS", and another with a dropdown menu and "Food Zone #100". At the bottom right, there are "Save" and "Cancel" buttons.

Figure 46 - Assign Vendors to Zones

*Fields:*

- **Assigned To:** - Filters the listed vendors to only those assigned to the selected Zone. To view all vendors, select the <blank> field in this list.
- **Zone** – The Zone to which the Vendor is assigned. This is a selectable list of defined Zones. If the <blank> row in this is selected, the vendor will be removed from the Zone. To assign the vendor to a Zone, select the target Zone in this field.
- **Vendor Name** – The vendor assigned to the Zone.

*Buttons:*

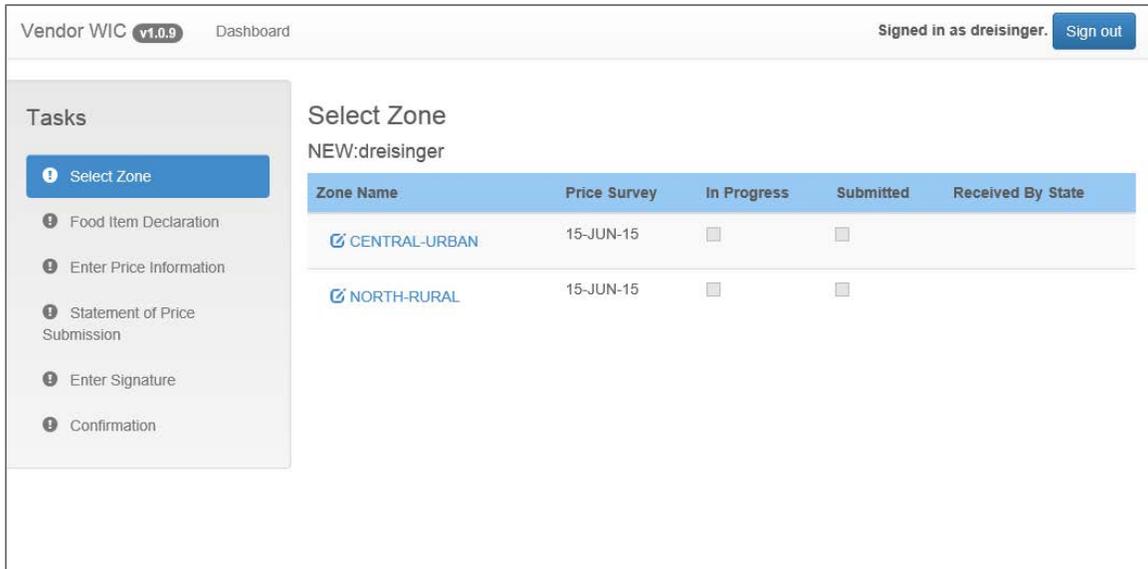
- **Save & Continue** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Save** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 7.7 Submitting Price Surveys by Zone

If Zones is enabled, Price Surveys may be submitted for all stores within the Zone. From the Dashboard, click the 'Price Zone Survey' link within the Pricing section. The Select Zone screen is displayed.



*Figure 47 - Select Zone*

*Fields:*

- **Zone Name** – The name of the Zone for which to submit a Price Survey. Clicking on Zone Name value will navigate the user to the Price Item Declaration screen.
- **Price Survey** – The state-defined Price Survey submission period.
- **In Progress** – Checked if price data has been entered, but not yet submitted.
- **Submitted** – Checked if price data has been submitted, but not yet received by the State.
- **Received by State** – Checked if the submitted price data has been received by the State.

*Buttons: None*

*Calculation(s): None*

*Background Processes: None*

## 8 HANDS - VENDOR WEB ADMINISTRATION

HANDS provides functionality for state WIC state that relates specifically to the Vendor Web portal. This functionality includes the following:

- Application Review
- Application Repository
- Food Declarations
- Market Baskets
- Price Survey Search & Review
- Store Review
- Announcements

### 8.1 Vendor Web Admin: Applications Pending Review

The Applications Pending Review screen allows staff to search for WIC vendor applications submitted via the Vendor Web portal and are pending staff review.

*Vendor / Vendor Admin / App Review tab*

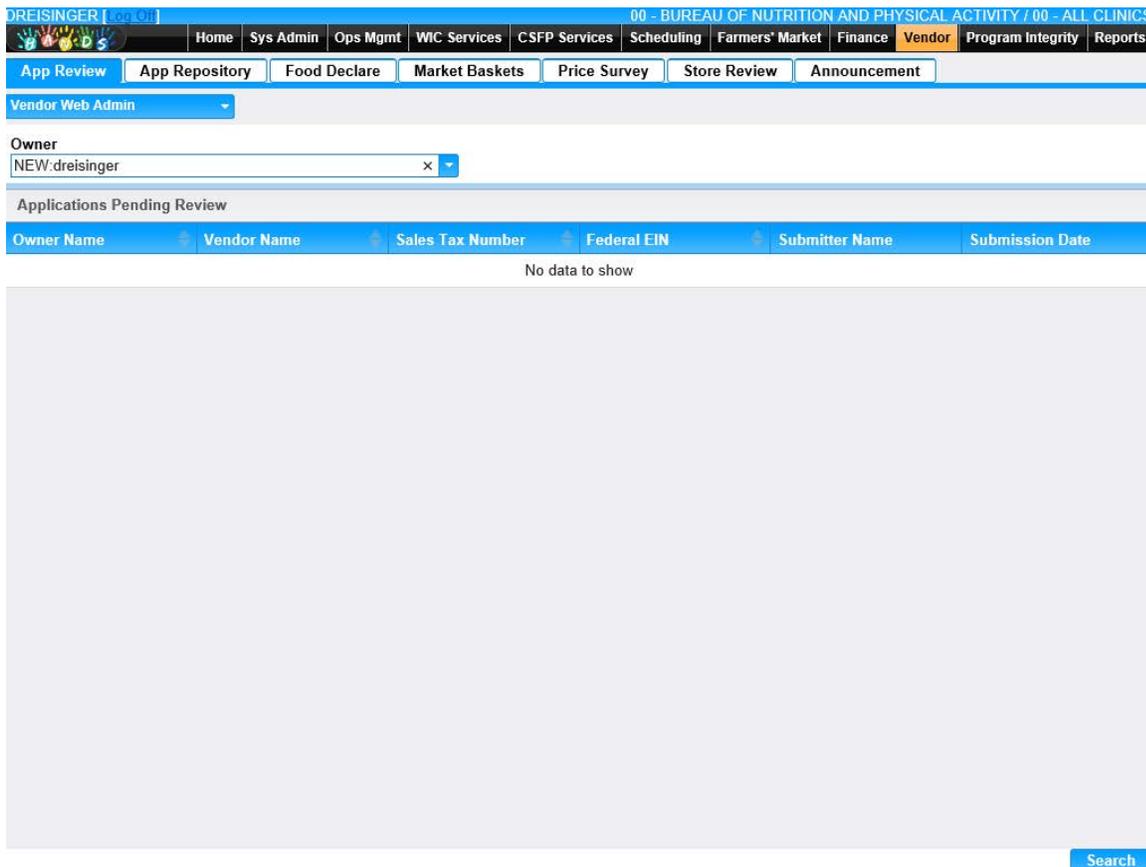


Figure 48 - Applications Pending Review – Search

*Fields:*

- **Owner** – A selectable list of owners that have applications pending review. If this field is blank, a search will return all pending applications.

*Buttons:*

- **Search** – Searched the list of pending applications and displays those matching the selected Owner.

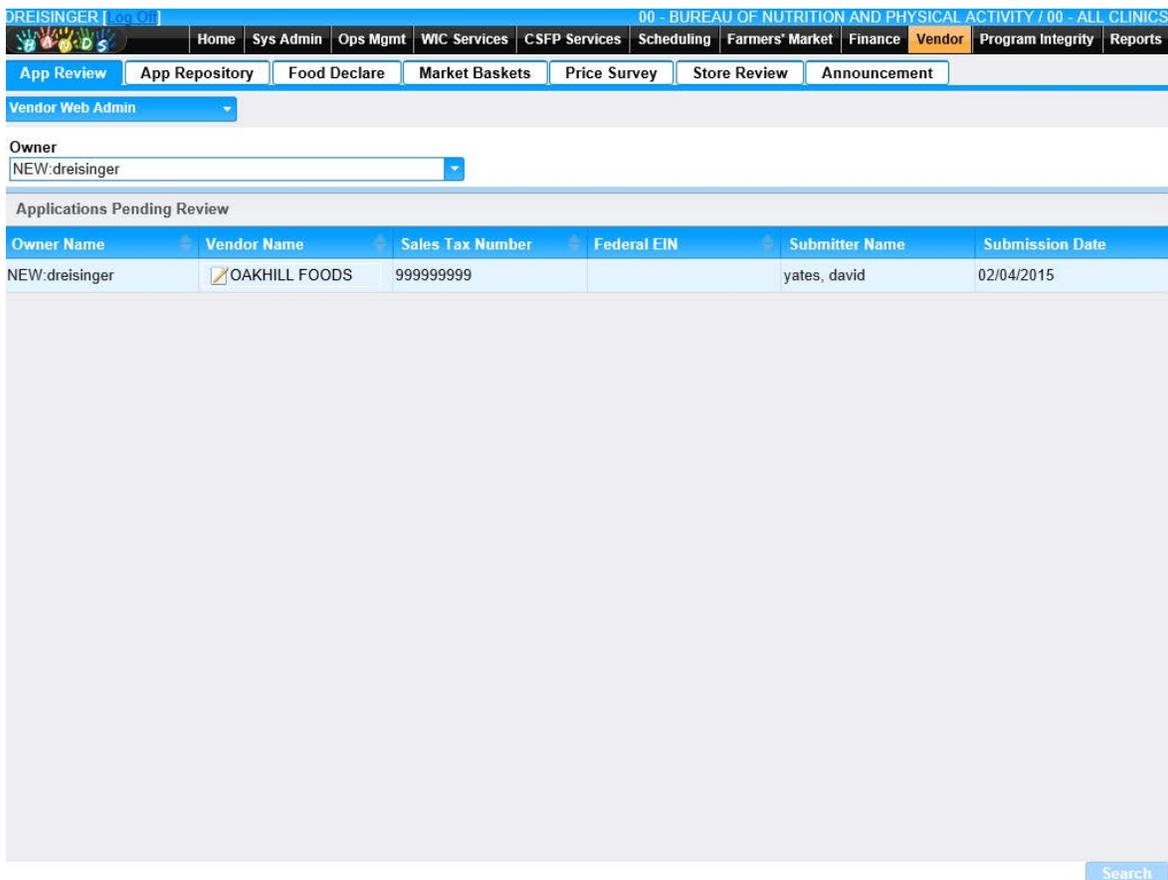
*Calculation(s): None*

*Background Processes: None*

## 8.2 Applications Pending Review – Search Results

Displays pending applications that match the search criteria.

*Vendor / Vendor Admin / App Review tab / Search*



*Figure 49 - Applications Pending Review - Search Results*

*Fields:*

- **Owner** – The selected owner, or blank.
- **Owner Name** – The name of the owner.
- **Vendor Name** – The name of the vendor.
- **Sales Tax Number** – The vendor's AZ Sales Tax Number.
- **Federal EIN** – The vendor's Federal EIN.
- **Submitter Name** – The name of the person who submitted the vendor application.
- **Submission Date** – The date the application was submitted.

*Buttons:*

- **Edit icon** () - Opens the Vendor Application Approve/Deny screen.
- **Search** - Initiates a new search based on the selected owner. While on the Search Results screen, this button is disabled until the Owner field value is changed.

*Calculation(s): None*

*Background Processes: None*

### **8.3 Vendor Application Approve/Reject**

The Vendor Application Approve/Reject screen allows the user to review pending applications and approve or reject them.

*Vendor / Vendor Admin / App Review tab / Search / Edit*

DREISINGER [Logout] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance **Vendor** Program Integrity Reports

Back to List

Owner Name NEW:DREISINGER	Vendor Name OAKHILL FOODS	Sales Tax Number 999999999
Submitter Name YATES, DAVID	Submitter Title manager	Submission Date 02/04/2015

Approve Reject

*Figure 50 - Vendor Application Approve/Reject*

*Fields:*

- **Owner Name** – The name of the owner.
- **Vendor Name** – The name of the vendor.
- **Sales Tax Number** – The vendor’s AZ Sales Tax Number.
- **Federal EIN** – The vendor’s Federal EIN.
- **Submitter Name** – The name of the person who submitted the vendor application.
- **Submission Date** – The date the application was submitted.

*Buttons:*

- **Approve** – Marks the application as ‘Approved’ and navigates the user to the Search Results screen.
- **Reject** – Marks the application as ‘Rejected’ and navigates the user to the Search Results screen.
- 

*Calculation(s): None*

*Background Processes: None*

## 8.4 Application Repository

The application repository provides review capability of all applications, current and past, that have been submitted.

*Vendor / Vendor Admin / App Repository tab*

The screenshot displays the 'App Repository' search interface. At the top, there is a navigation bar with tabs: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below this is a secondary navigation bar with tabs: App Review, App Repository, Food Declare, Market Baskets, Price Survey, Store Review, and Announcement. A dropdown menu for 'Vendor Web Admin' is visible. Below that is a search field labeled 'Owner'. The main content area is titled 'Archived Application Search Results' and contains a table with the following columns: Owner Name, Vendor Name, Sales Tax Number, Federal EIN, Submitter Name, and Submission Date. The table currently shows 'No data to show'. A 'Row count' dropdown is set to '10'. A 'Search' button is located at the bottom right of the table area.

*Figure 51 - Application Repository – Search*

*Fields:*

- **Owner** – A selectable list of owners that have applications pending review. If this field is blank, a search will return all submitted applications.

*Buttons:*

- **Search** – Searched the list of submitted applications and displays those matching the selected Owner.

*Calculation(s): None*

*Background Processes: None*

## 8.5 Application Repository - Search Results

This page displays all applications that match the selected owner.

*Vendor / Vendor Admin / App Repository tab / Search*

Owner Name	Vendor Name	Sales Tax Number	Federal EIN	Submitter Name	Submission Date
NEW:jwright	WIC Outlet	999999999		Wright, Jessica	01/12/2015
NEW:jwright	Forever WIC	999999999		Wright, Jessica	01/08/2015
NEW:jwright	Jessica's Jazzy Mart	999999999		Wright, Jessica	01/08/2015

Figure 52 - Application Repository - Search Results

### Fields:

- **Owner** – The selected owner, or blank.
- **Owner Name** – The name of the owner.
- **Vendor Name** – The name of the vendor.
- **Sales Tax Number** – The vendor's AZ Sales Tax Number.
- **Federal EIN** – The vendor's Federal EIN.
- **Submitter Name** – The name of the person who submitted the vendor application.
- **Submission Date** – The date the application was submitted.

### Buttons:

- **Edit icon** () - Opens the Vendor Application Summary screen.

- **Search** - Initiates a new search based on the selected owner. While viewing the Search Results screen, this button is disabled until the Owner field value is changed.

*Calculation(s): None*

*Background Processes: None*

## 8.6 Application Summary

Displays the archived application that was selected on the Search Results page.

*Vendor / Vendor Admin / App Review tab / Search / Edit*

The screenshot shows a web application interface with a navigation menu at the top. The 'Vendor' tab is selected. Below the navigation menu is a 'Back to List' button. The main content area displays a form with the following fields:

<b>Owner Name</b> CHARLIE BUCKET	<b>Vendor Name</b> Scrumdilyumptious Grocery	<b>Sales Tax Number</b> 999999999
<b>Submitter Name</b> BUCKET, CHARLIE	<b>Submitter Title</b> Manager	<b>Submission Date</b> 02/04/2015

*Figure 53 - Application Summary*

*Fields:*

- **Owner Name** – The name of the owner.
- **Vendor Name** – The name of the vendor.
- **Sales Tax Number** – The vendor's AZ Sales Tax Number.
- **Federal EIN** – The vendor's Federal EIN.

- **Submitter Name** – The name of the person who submitted the vendor application.
- **Submission Date** – The date the application was submitted.

*Buttons: None*

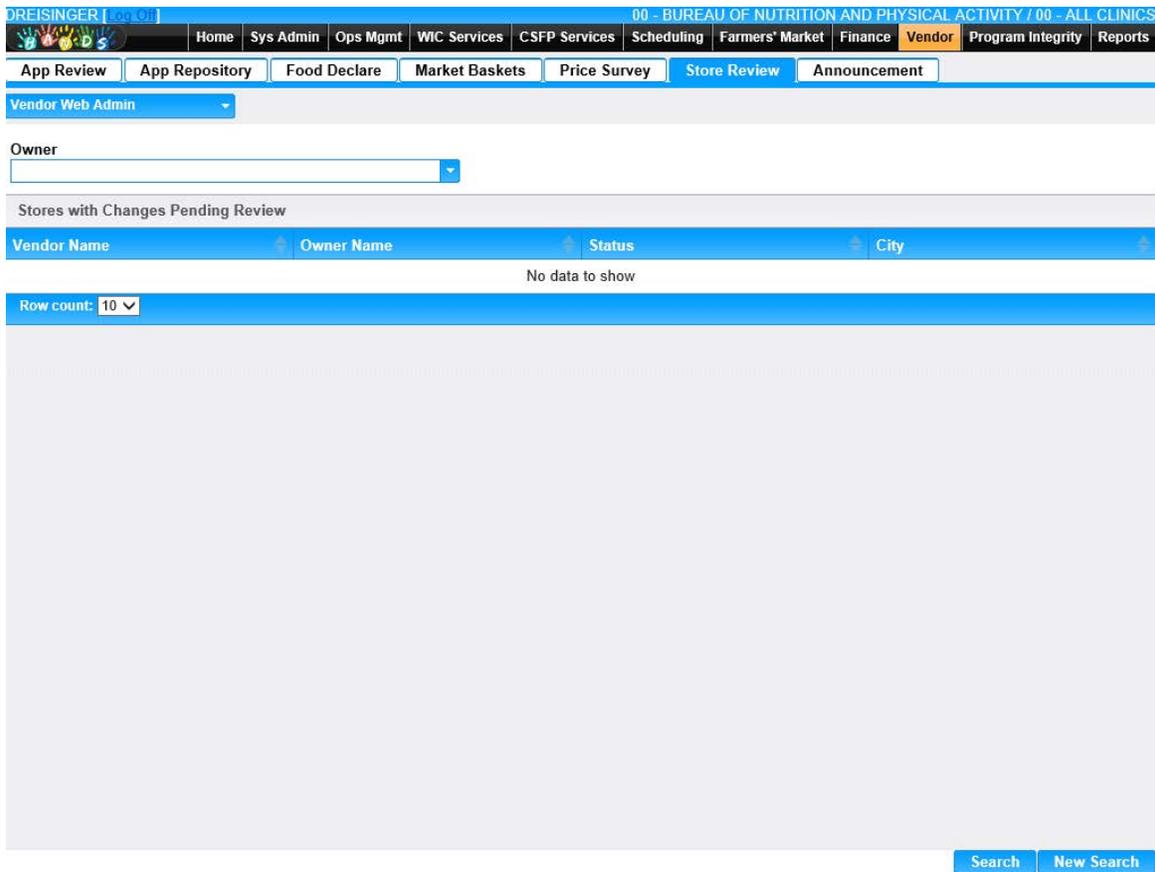
*Calculation(s): None*

*Background Processes: None*

### 8.7 Store Review Search

The HANDS Store Review screen displays applications that have been updated via the Vendor Web portal after having been submitted. Note that this is possible only if the vendor/applicant has requested and received privileges to edit their store information record.

*Vendor / Vendor Admin / Store Review tab*



*Figure 54 - Store Review Search*

*Fields:*

- **Owner** – A selectable list of owners that have applications having pending changes. If this field is blank, a search will return all applications having pending changes.

*Buttons:*

- **Search** – Initiates a search based on the selected Owner field value.
- **New Search** – Clears the Owner field and the displayed search results.

*Calculation(s): None*

*Background Processes: None*

## 8.8 Store Review Search Results

Displays the Store Review search results based on the selected Owner value.

*Vendor / Vendor Admin / Store Review tab / Search*

The screenshot displays the 'Store Review' search results interface. At the top, there is a navigation bar with 'Vendor' selected. Below it, a search criteria field for 'Owner' is visible. The main content area shows a table titled 'Stores with Changes Pending Review' with the following data:

Vendor Name	Owner Name	Status	City
Fizzy Lifting Drinks and More	Charlie Bucket	PENDING	EL MIRAGE

At the bottom of the table, there is a 'Row count' dropdown set to 10 and a status indicator 'Showing 1-1 of 1'. The page also includes a 'Search' button and a 'New Search' button.

*Figure 55 - Store Review Search Results*

*Fields:*

- **Owner** – The name of the owner search on.
- **Vendor Name** – The name of the vendor.
- **Owner Name** - The name of the owner.
- **Status** – Indicates that status of the update(s) to be reviewed.
- **City** – The city in which the vendor store physically resides.

*Buttons:*

- **Edit icon** () - Opens the Vendor Review Details screen.
- **Search** – Initiates a search based on the selected Owner field value.
- **New Search** – Clears the Owner field and the displayed search results.

*Calculation(s): None*

*Background Processes: None*

## 8.9 Store Review Details

Displays the details of the pending updates.

*Vendor / Vendor Admin / Store Review tab / Search / Edit*

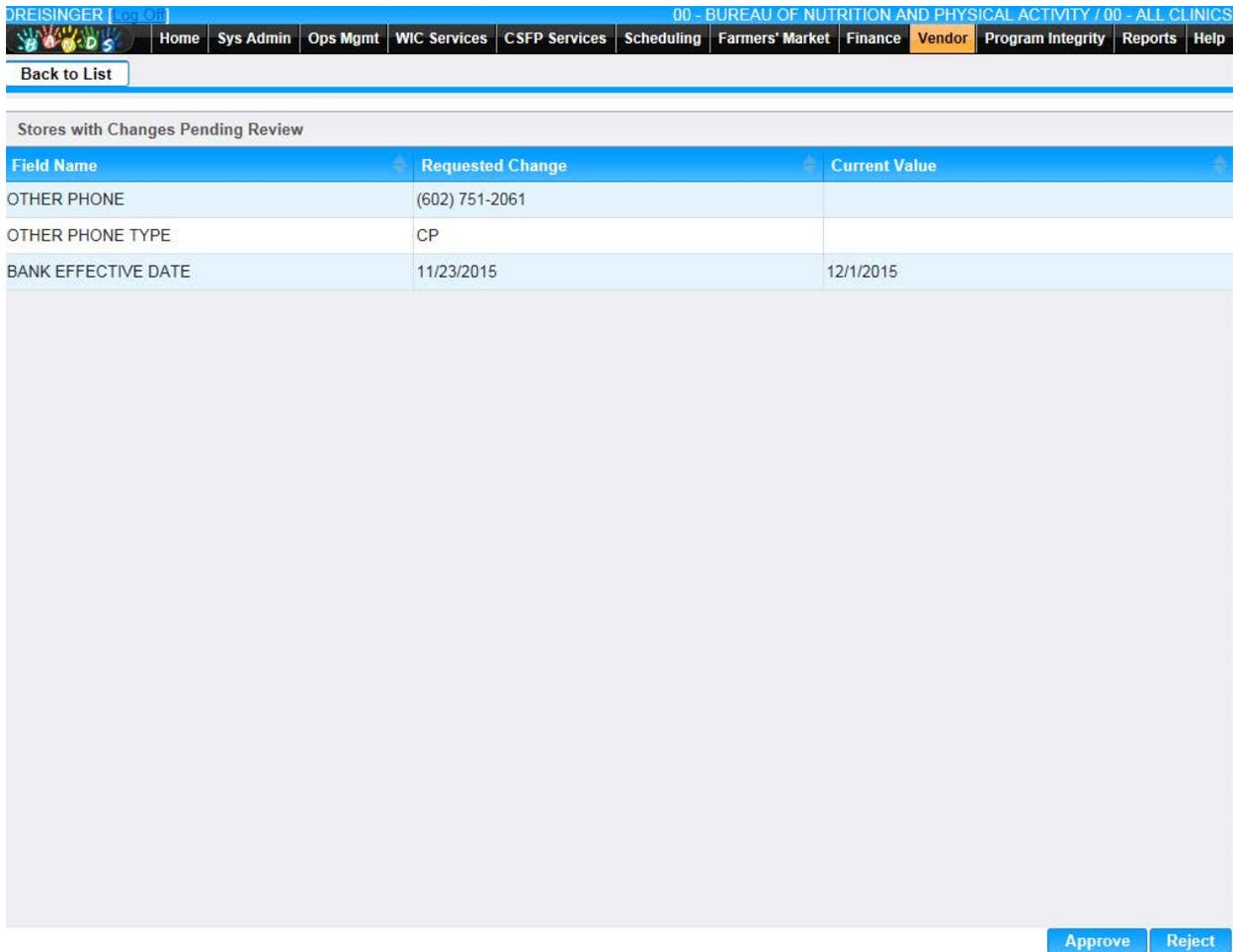


Figure 56 - Store Review Details

*Fields:*

- **Field Name** – The name of the field the change pertains to.
- **Requested Change** – The new value the vendor has asked to be assigned to the field.
- **Current Value** – The current value in the vendor’s profile.

*Buttons:*

- **Approve** – Submitted changes are accepted and applied to the vendor’s profile.
- **Reject** – Rejects the submitted changed values. The vendor’s profile is not updated.

*Calculation(s): None*

*Background Processes: None*

## 9 FOOD DECLARATION - CATEGORIES

The Food Declaration–Categories screen allows state WIC staff to define the food categories for which an applicant must declare their Store and House Brand names.

*Vendor / Vendor Admin / Food Declare / Categories tab*

Category	Description	Active		
INFANT FORMULA	#10 CAN	Yes		
BREAKFAST CEREAL	CHEERIOS	Yes		
BREAKFAST CEREAL	COCOA PUFFS	Yes		
EGGS	FRESH FARM (FREE-RANGE)	No		
MILK	STORE OR HOUSE (1%)	Yes		
CHEESE	STORE OR HOUSE (CHEDDAR)	Yes		
EGGS	STORE OR HOUSE (LARGE, WHITE, CHICKEN)	Yes		
CHEESE	STORE OR HOUSE (MONTERAY JACK)	Yes		
MILK	STORE OR HOUSE (WHOLE)	Yes		

*Figure 57 - Food Declaration - Categories*

### Fields:

- **Category** – The Food Category.
- **Description** – The Food Sub-Category for which to request store/brand name.
- **Active** – If ‘Yes’, the item will appear in the list of requested items. If ‘No’, the item will not appear in the list.

### Buttons:

- **Add** – Opens the Food Declaration Category Add screen.
- **Edit icon** () - Opens the Food Declaration Category Edit screen.
- **Delete icon** () - Deletes the Food Declaration Category item.
- **Save** - Saves all data entered or changed on the screen.

- **Reset** - Clears the fields and selections of their current values.

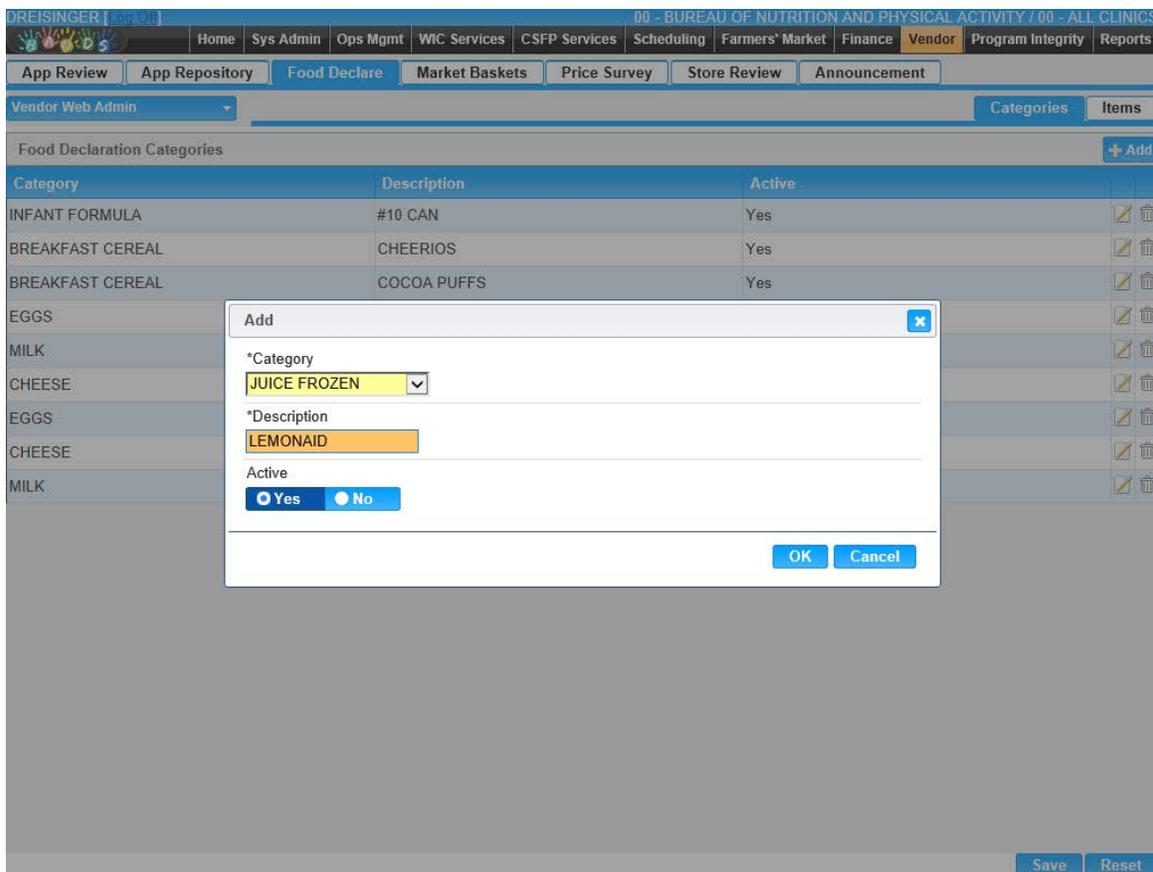
*Calculation(s): None*

*Background Processes: None*

## 9.1 Food Declaration Category - Add

Allows the addition of another Food Declaration Category item to the list.

*Vendor / Vendor Admin / Food Declare / Categories tab / Add*



*Figure 58 - Add a Food Declaration Category*

*Fields:*

- **Category** - The Food Category of the item to be added.
- **Description** – The Food Sub-Category of the item to be added.
- **Active** - ‘Yes’ if the item should be included in the list of items for which the vendor/applicant must provide store and house brand names. ‘No’ if the item should be omitted from the list.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen and closes the pop-up.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 9.2 Food Declarations – Items

The Food Declaration screen contains items considered to be minimum inventory stocking items. The items appear in the Vendor Web portal and the user will be required to provide a price for each item.

*Vendor / Vendor Admin / Food Declare / Items tab / Add*

Category	Quantity	Units Of Measure	Description	Active		
EGGS, STORE OR HOUSE (LARGE, WHITE, CHICKEN)	1	COUNT DOZEN	1 COUNT DOZEN, STORE OR HOUSE (LARGE, WHITE, CHICKEN)	Yes		
MILK, STORE OR HOUSE (WHOLE)	1	GALLON	1 GALLON, STORE OR HOUSE (WHOLE)	Yes		
INFANT FORMULA, #10 CAN	1	INDIVIDUAL SERVING	1 INDIVIDUAL SERVING, #10 CAN	Yes		
CHEESE, STORE OR HOUSE (CHEDDAR)	1	POUND	1 POUND, STORE OR HOUSE (CHEDDAR)	Yes		
MILK, STORE OR HOUSE (WHOLE)	1	QUART	1 QUART, STORE OR HOUSE (WHOLE)	Yes		
MILK, STORE OR HOUSE (WHOLE)	2	QUART	2 QUART, STORE OR HOUSE (WHOLE)	Yes		
CHEESE, STORE OR HOUSE (MONTERAY JACK)	8	OUNCE, FLUID OR DRY	8 OUNCE, FLUID OR DRY, STORE OR HOUSE (MONTERAY JACK)	Yes		

*Figure 59 - Food Declaration – Items*

*Fields:*

- **Category** - The Food Category of the food item.
- **Quantity** – The quantity of the item the vendor must have on-stock.
- **Units of Measure** – The unit of measure of the food item.
- **Description** – The description of the food item.
- **Active** - ‘Yes’ if the item should be included in the list of required food items. ‘No’ if the item should be omitted from the list.
- 

*Buttons:*

- **Add** – Opens the Food Declaration Item - Add screen.
- **Edit icon** () - Opens the Food Declaration Category Edit screen.
- **Delete icon** () - Deletes the Food Declaration Category item.
- **Save** - Saves all data entered or changed on the screen and closes the pop-up.
- **Reset** - Clears the fields and selections of their current values.

*Calculation(s): None*

*Background Processes: None*

### **9.3 Food Declaration Item – Add**

Allows the user to add a new food item to the Food Declaration list.

*Vendor / Vendor Admin / Food Declare / Items tab / Add*

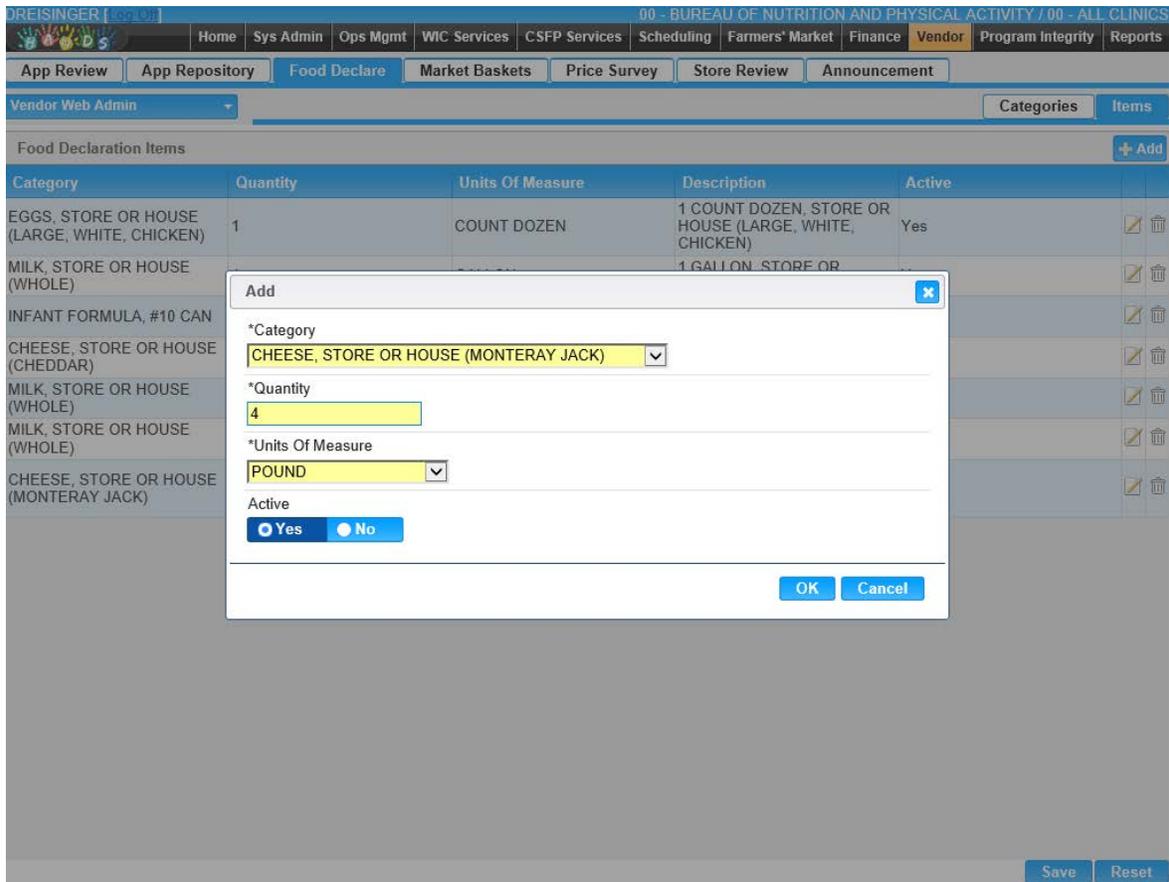


Figure 60 - Food Declaration Item – Add

*Fields:*

- **Category** - The Food Category of the food item.
- **Quantity** – The quantity of the item the vendor must have on-stock.
- **Units of Measure** – The unit of measure of the food item.
- **Description** – The description of the food item.
- **Active** - ‘Yes’ if the item should be included in the list of required food items. ‘No’ if the item should be omitted from the list.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen and closes the pop-up.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 10 MARKET BASKETS

State WIC staff may define a market basket for which the vendor/applicant must provide prices in order to be evaluated for price competitiveness.

### 10.1 Market Basket Food Categories/Sizes

The food categories and item sizes are defined from the Market Basket – Food Categories/Sizes screen.

*Vendor / Vendor Admin / Market Baskets / Food Categories/Sizes*

Description	Min Size	Max Size	Measurement Units
EGGS	1	1	COUNT DOZEN
MILK	1	1	GALLON
BABY FOOD	1	7	INDIVIDUAL SERVING
CHEESE	1	1	POUND
INFANT FORMULA	12.9	12.9	OUNCE, FLUID OR DRY
INFANT FORMULA	12.4	12.4	OUNCE, FLUID OR DRY
BABY FOOD	4	4	OUNCE, FLUID OR DRY
TUNA	5	5	OUNCE, FLUID OR DRY
PEANUT BUTTER	16	18	OUNCE, FLUID OR DRY
BREAKFAST CEREAL	14	18	OUNCE, FLUID OR DRY
BREAKFAST CEREAL	18	20	OUNCE, FLUID OR DRY
BREAKFAST CEREAL	14	16	OUNCE, FLUID OR DRY
JUICE FROZEN	11.5	12	OUNCE, FLUID OR DRY
JUICE	64	64	OUNCE, FLUID OR DRY

Figure 61 - Market Basket Food Categories/Sizes

Fields:

- **Description** – The Food Category of the item.
- **Min Size** – The minimum size of the food item, per the Measurement Units.
- **Max Size** – The maximum size of the food item, per the Measurement Units.
- **Measurement Units** – The units of measure of the food item.

*Buttons:*

- **Add** - Opens the Market Basket Food Category/Sizes - Add screen.
- **Edit icon** (✎) - Opens the Market Basket Food Category/Sizes - Edit screen.
- **Delete icon** (🗑) - Deletes the Market Basket Food Category/Sizes item.
- **Save** - Saves all data entered or changed on the screen.
- **Reset** - Clears the fields and selections of their current values.

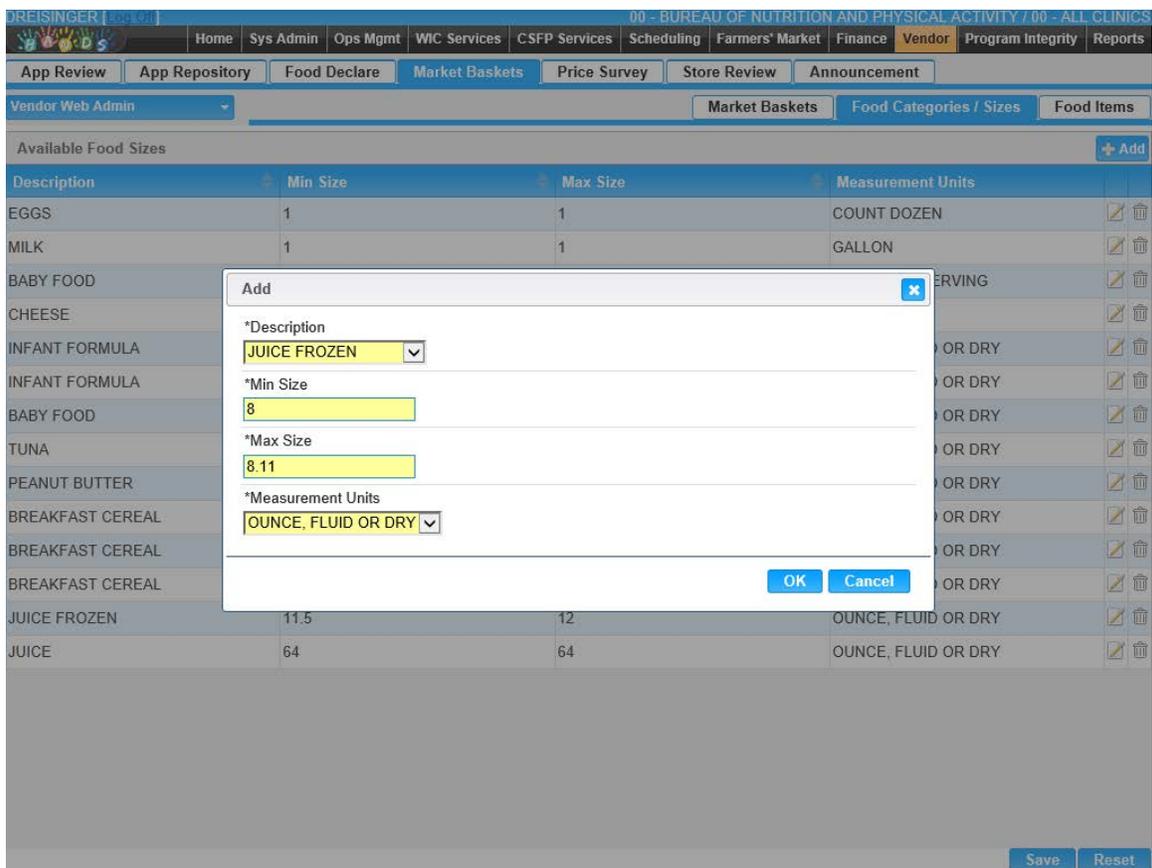
*Calculation(s): None*

*Background Processes: None*

### 10.2 Market Basket Food Category/Sizes - Add

Allows the user to add a Market Basket Food Category/Sizes item.

*Vendor / Vendor Admin / Market Baskets / Food Categories/Sizes - Add*



*Figure 62 - Market Basket - Food Categories/Sizes - Add*

*Fields:*

- **Description** – The Food Category of the item.
- **Min Size** – The minimum size of the food item, per the Measurement Units.
- **Max Size** – The maximum size of the food item, per the Measurement Units.
- **Measurement Units** – The units of measure of the food item.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen and closes the pop-up.
- **Cancel** - No entered or changed data is saved.

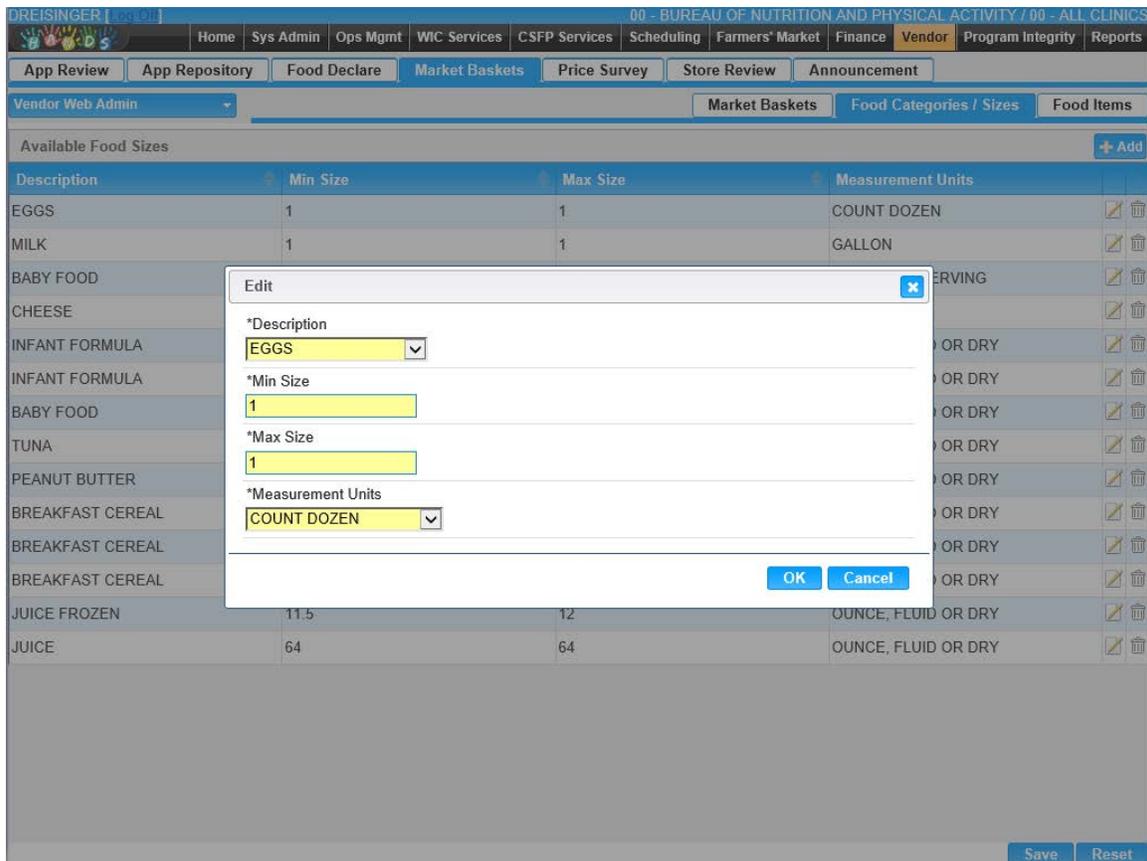
*Calculation(s): None*

*Background Processes: None*

### 10.3 Market Basket Food Category/Sizes - Edit

Allows editing of an existing Market Basket Food Category/Sizes Item

*Vendor / Vendor Admin / Market Baskets / Food Categories/Sizes - Edit*



*Figure 63 - Market Basket Food Categories/Sizes - Edit**Fields:*

- **Description** – The Food Category of the item.
- **Min Size** – The minimum size of the food item, per the Measurement Units.
- **Max Size** – The maximum size of the food item, per the Measurement Units.
- **Measurement Units** – The units of measure of the food item.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen and closes the pop-up.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

#### **10.4 Market Basket Available Food Items**

Market Basket items are items the State has identified as items available to be added to a Market Basket. Only these items will be selectable when attempting to add or modify a market basket.

*Vendor / Vendor Admin / Market Baskets / Food Items*

Description	Brand / Variety		
BREAKFAST CEREAL, 14 to 16 OUNCE, FLUID OR DRY	COCOA PUFFS		
BABY FOOD, 1 to 7 INDIVIDUAL SERVING	GERBER		
CHEESE, 1 POUND	HELLAGOOD		
BREAKFAST CEREAL, 14 to 18 OUNCE, FLUID OR DRY	CINNAMON TOAST CRUNCH		
MILK, 1 GALLON	HOOD		
MILK, 1 GALLON	Store or House (Whole)		
MILK, 1 GALLON	Store or House (1%)		
INFANT FORMULA, 12.9 OUNCE, FLUID OR DRY	Enfamil ProSobee (Powder)		
CHEESE, 1 POUND	Store or House (Cheddar)		
CHEESE, 1 POUND	Store or House (Monterey Jack)		
EGGS, 1 COUNT DOZEN	Store or House (Large, White, Chicken)		
JUICE, 64 OUNCE, FLUID OR DRY	Tree Top (Apple)		
JUICE FROZEN, 11.5 to 12 OUNCE, FLUID OR DRY	Any Brand (Frozen Orange Juice)		
BREAKFAST CEREAL, 14 to 18 OUNCE, FLUID OR DRY	Cheerios (Plain)		
BREAKFAST CEREAL, 14 to 18 OUNCE, FLUID OR DRY	Kix (Plain)		
PEANUT BUTTER, 16 to 18 OUNCE, FLUID OR DRY	Any Brand (Plain/Creamy/Chunky)		
TUNA, 5 OUNCE, FLUID OR DRY	Any Brand (Water-Packed)		
BABY FOOD, 4 OUNCE, FLUID OR DRY	Any Brand (any vegetable)		
INFANT FORMULA, 12.4 OUNCE, FLUID OR DRY	Similac Advance W/Iron (Powder)		

Figure 64 – Market Basket Available Food Items

Fields:

- **Description** – The description of the food item.
- **Brand/Variety** – The brand name, and in some cases, the variety of the food item.

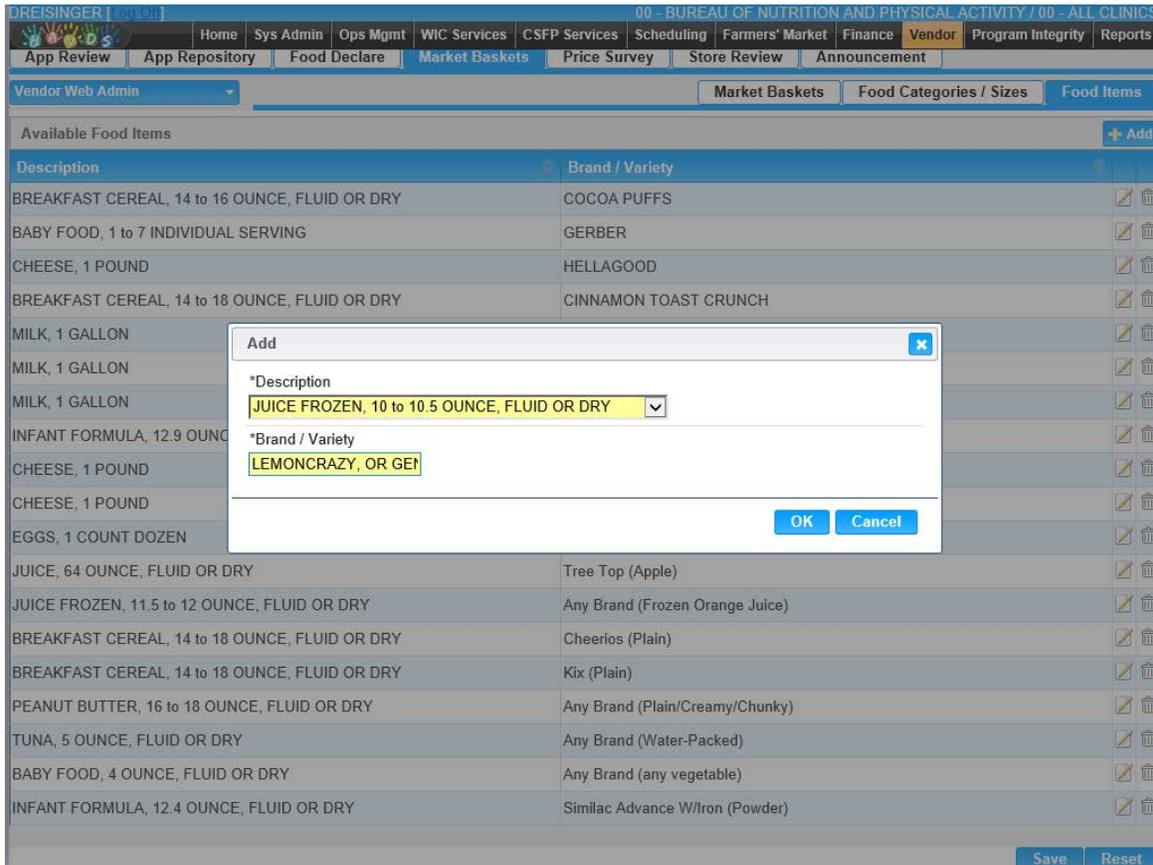
Buttons:

- **Add** – Opens the Market Basket Available Food Items – Add screen.
- **Edit icon** () - Opens the Market Basket Available Food Items - Edit screen.
- **Delete icon** () - Deletes the Market Basket Available Food Item.
- **Save** - Saves all data entered or changed on the screen.
- **Reset** - Clears the fields and selections of their current values.

Calculation(s): None

Background Processes: None

### 10.5 Market Basket Available Food Items – Add

*Vendor / Vendor Admin / Market Baskets / Food Items / Add**Figure 65 - Market Basket Food Item - Add**Fields:*

- **Description** – A selectable list of available food items.
- **Brand/Variety** – Manually entered brand/variety description.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen and closes the pop-up.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None**Background Processes: None***10.6 Market Basket Available Food Items – Edit***Vendor / Vendor Admin / Market Baskets / Food Items / Edit*

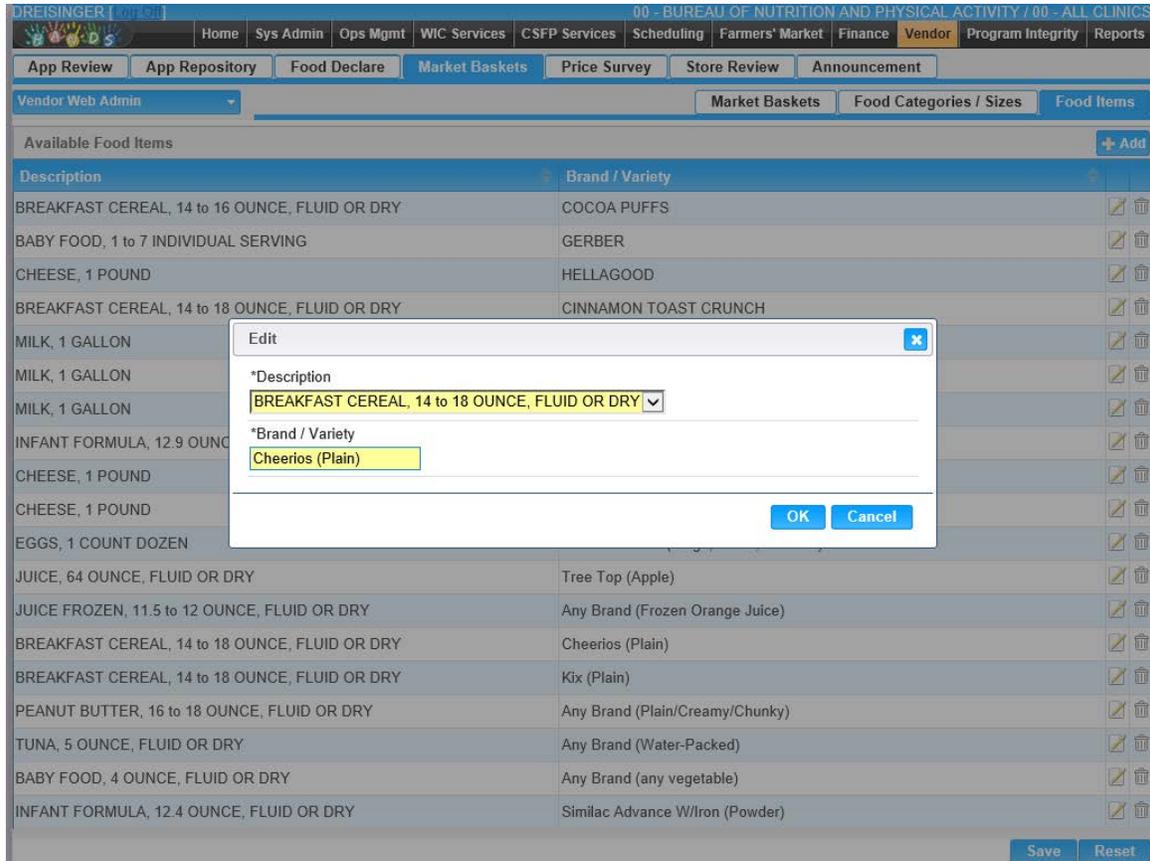


Figure 66 - Market Basket Food Items - Edit

*Fields:*

- **Description** – A selectable list of available food items.
- **Brand/Variety** – Manually entered brand/variety description.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen and closes the pop-up.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 10.7 Available Market Baskets

Market Baskets are used to estimate vendor price competitiveness by analyzing their submitted prices for basket items. Active and expired market baskets are displayed on the Available Market Baskets.

*Vendor / Vendor Admin / Market Baskets / Market Baskets*

Market Basket Name	Survey Date	Start Date	End Date
 15-JUN-2013	06/01/2013	06/01/2013	12/31/2013
 15-DEC-2014	12/15/2014	06/15/2014	12/15/2014
 15-JUN-15	01/01/2015	01/01/2015	06/15/2015
 15-Jun-14	06/15/2014	06/01/2014	11/30/2014

[Add](#)

*Figure 67 - Market Basket – Available Market Basket**Fields:*

- **Market Basket Name** – The name of the market basket.
- **Survey Date** – The date the survey pertains to. It is common for multiple surveys to be performed per year.
- **Start Date** – The date after which price surveys will be associated with this survey, provided they are submitted prior to the end date. Beginning on this date and prior to the end date, vendors will be required to provide prices for this basket.
- **End Date** – The date until which price surveys will be associated with this survey, provided they are submitted after the Start Date. After this date, vendors will no longer be required to provide prices for this basket.

*Buttons:*

- **Edit icon** () - Opens the Market Basket – Edit screen.
- **Add** – Opens the Available Market Basket – Add screen so a new basket can be defined.

Calculation(s): None

Background Processes: None

### 10.8 Market Basket - Edit

Vendor / Vendor Admin / Market Baskets / Food Items / Edit

The screenshot shows the 'Market Basket Edit' interface. At the top, there's a navigation bar with 'Vendor' selected. Below it, a 'Back to List' button is visible. The main form contains four input fields: '\*Market Basket Name' (15-JUN-15), '\*Survey Date' (01/01/2015), '\*Start Date' (01/01/2015), and '\*End Date' (06/15/2015). Below these fields is a section titled 'Market Basket Foods' with a '+ Add' button. This section contains a table with the following data:

Description	Brand / Variety	Min Size	Max Size	Measurement Units	
MILK	Store or House (Whole)	1	1	GALLON	[Edit] [Delete]
MILK	Store or House (1%)	1	1	GALLON	[Edit] [Delete]
CHEESE	Store or House (Cheddar)	1	1	POUND	[Edit] [Delete]
CHEESE	Store or House (Monterey Jack)	1	1	POUND	[Edit] [Delete]
EGGS	Store or House (Large, White, Chicken)	1	1	COUNT DOZEN	[Edit] [Delete]
JUICE	Tree Top (Apple)	64	64	OUNCE, FLUID OR DRY	[Edit] [Delete]
JUICE FROZEN	Any Brand (Frozen Orange Juice)	11.5	12	OUNCE, FLUID OR DRY	[Edit] [Delete]
PEANUT BUTTER	Any Brand (Plain/Creamy/Chunky)	16	18	OUNCE, FLUID OR DRY	[Edit] [Delete]
BREAKFAST CEREAL	COCOA PUFFS	14	16	OUNCE, FLUID OR DRY	[Edit] [Delete]
BREAKFAST CEREAL	CINNAMON TOAST CRUNCH	14	18	OUNCE, FLUID OR DRY	[Edit] [Delete]
BABY FOOD	Any Brand (any vegetable)	4	4	OUNCE, FLUID OR DRY	[Edit] [Delete]
INFANT FORMULA	Enfamil ProSobee (Powder)	12.9	12.9	OUNCE, FLUID OR DRY	[Edit] [Delete]

At the bottom right of the table area, there are 'Save' and 'Reset' buttons.

Figure 68 - Market Basket Edit

Fields:

- **Market Basket Name** – The name of the market basket.
- **Survey Date** – The date the survey pertains to. It is common for multiple surveys to be performed per year.
- **Start Date** – The date after which price surveys will be associated with this survey, provided they are submitted prior to the end date. Beginning on this date and prior to the end date, vendors will be required to provide prices for this basket. This date must be prior to the End Date.

- **End Date** – The date until which price surveys will be associated with this survey, provided they are submitted after the Start Date. After this date, vendors will no longer be required to provide prices for this basket. This date must be later than the Start Date.

*Buttons:*

- **Add** – Opens the Market Basket Food Items – Add screen.
- **Edit icon** () - Opens the Market Basket Food Items - Edit screen.
- **Delete icon** () - Deletes the selected Market Basket food Item.
- **Save** - Saves all data entered or changed on the screen and navigates to the next screen in the process.
- **Reset** - Clears the fields and selections of their current values.

*Calculation(s): None*

*Background Processes: None*

## **10.9 Market Basket Food Item - Edit**

Allows a editing of the food item in the selected market basket.

*Vendor / Vendor Admin / Market Baskets / Food Items / Edit*

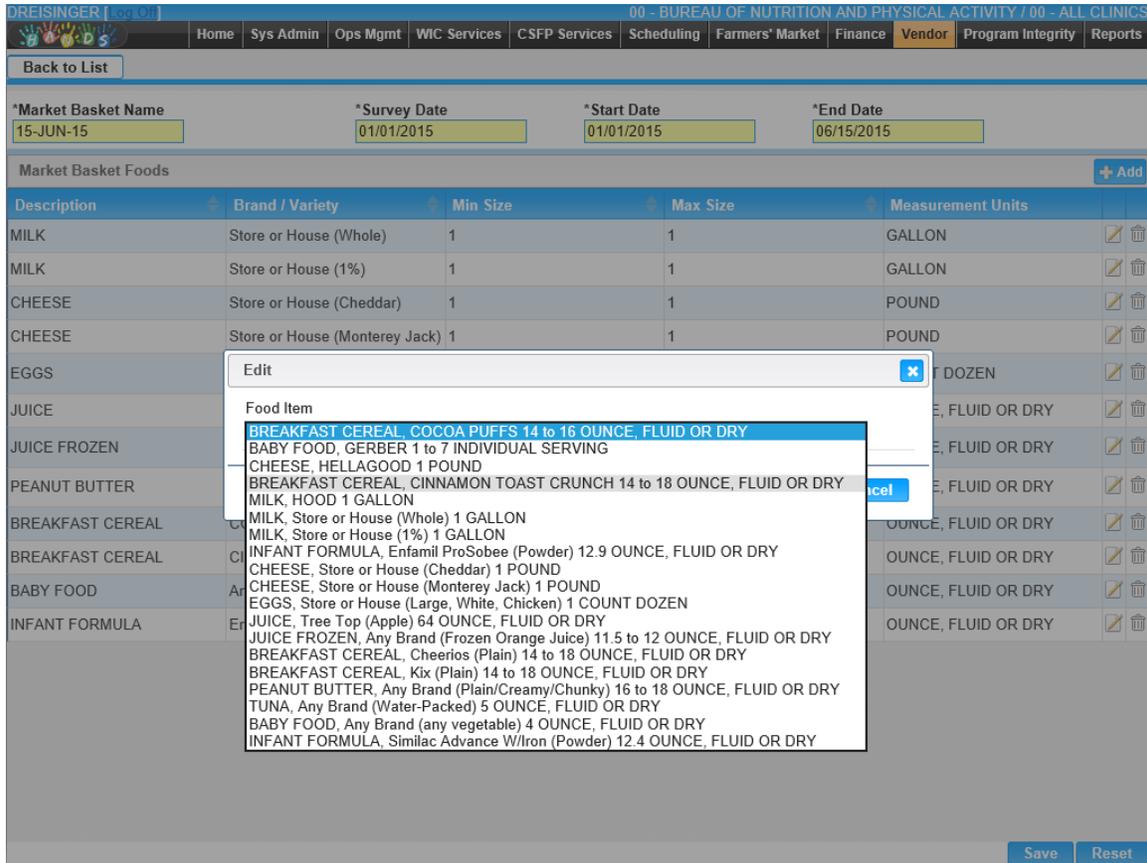


Figure 69 - Market Basket Item Edit

**Fields:**

- Food Item – A selectable list of food items that may make up the market basket.

**Buttons:**

- **OK** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.

Calculation(s): None

Background Processes: None

**10.10 Market Basket Food Item - Add**

Allows a food item to be added to the market basket.

*Vendor / Vendor Admin / Market Baskets / Food Items / Add*

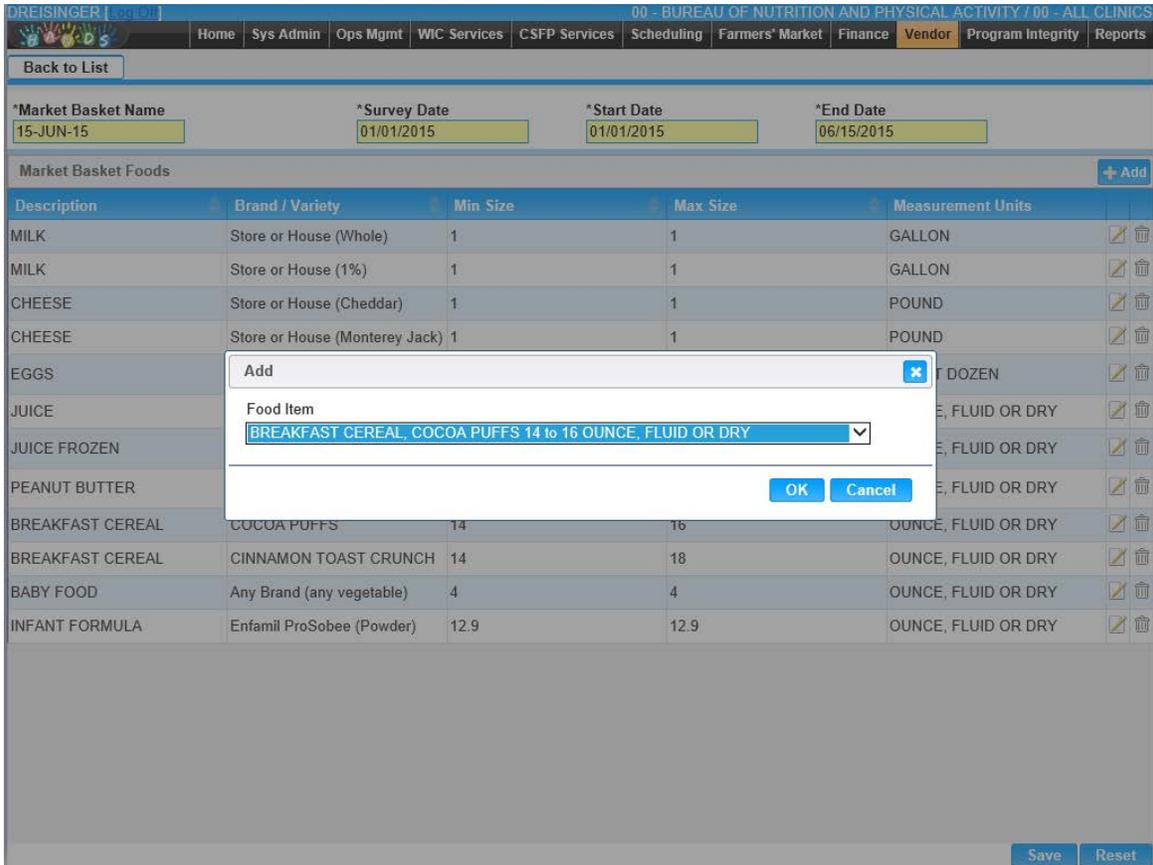


Figure 70 - Market Basket Add Item

*Fields:*

- Food Item – A selectable list of food items that may make up the market basket.

*Buttons:*

- **OK** - Saves all data entered or changed on the screen.
- **Cancel** - No entered or changed data is saved.

*Calculation(s): None*

*Background Processes: None*

## 11 PRICE SURVEYS

Price Surveys submitted via the Vendor Web portal can be reviewed from the HANDS Price Survey screen. Price Surveys are associated with a Survey Date based on the date they are submitted, and the Start and End Date of defined market baskets.

### 11.1 Price Survey Search

*Vendor / Vendor Admin / Price Survey*

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App Review App Repository Food Declare Market Baskets Price Survey Store Review Announcement

Vendor Web Admin

Owner  \*Survey Date

Submitted Price Surveys

Owner Name	Market Basket Description	Vendor	Zone
No data to show			

Row count: 10

Search New Search

*Figure 71 - Price Survey Search*

*Fields:*

- **Owner** – The name of the owner to search on. This field may be left blank to obtain all surveys for the selected Survey Date.
- **Survey Date** – The survey date to search on.

*Buttons:*

- **Search** – Performs a search based on the selected Owner and Survey Date values.
- **New Search** – Clears the values selected in the Owner and Survey Date field, as well as all search results.

*Calculation(s): None*

*Background Processes: None*

## 11.2 Price Survey Search Results

Displays the results of a Price Survey search.

*Vendor / Vendor Admin / Price Survey / Search*

The screenshot displays the 'Price Survey' search results interface. At the top, there is a navigation bar with various system modules. Below this, a search filter section includes a dropdown for 'Owner' and a date selector for '\*Survey Date' set to '1/1/2015'. The main content area is a table titled 'Submitted Price Surveys' with columns for Owner Name, Market Basket Description, Vendor, and Zone. The table lists 16 entries, each with a date of '15-JUN-15'. At the bottom of the table, there are navigation arrows, a 'Row count: 10' dropdown, and a 'Showing 1-10 of 16' indicator. Two buttons, 'Search' and 'New Search', are located at the bottom right of the interface.

Owner Name	Market Basket Description	Vendor	Zone
SOLE PROPRIETOR-10	15-JUN-15	TEST	N/A
NEW:jwright	15-JUN-15	WIC Outlet	N/A
Heather Purdy	15-JUN-15	Aidan's Fresh Market	N/A
Charlie Bucket	15-JUN-15	Wonka Vision Foods II	N/A
Charlie Bucket	15-JUN-15	Oompa Loompa Meat Market	N/A
NEW:jwright	15-JUN-15	Wic Lobby	N/A
NEW:jwright	15-JUN-15	Jessica's Jazzy Mart	N/A
NEW:jwright	15-JUN-15	Forever WIC	N/A
Charlie Bucket	15-JUN-15	Scrumdilyumptious Grocery	N/A
Charlie Bucket	15-JUN-15	Fizzy Lifting Drinks and More	N/A
NEW:dreisinger	15-JUN-15	Food Zone #100	N/A
Charlie Bucket	15-JUN-15	Blueberry Super Center	N/A
SOLE PROPRIETOR-10	15-JUN-15	INDEPENDENT - 107	N/A
NEW:dreisinger	15-JUN-15	N/A	CENTRAL-URBAN
Charlie Bucket	15-JUN-15	N/A	EAST
Charlie Bucket	15-JUN-15	N/A	WEST

*Figure 72 - Price Survey Results*

*Fields:*

- **Owner** – The name of the owner to search on. The owner that was search on, or blank if no selection was made.
- **Survey Date** – The survey date used in the search.
- **Owner Name** – The name of the owner.
- **Market Basket Description** – The name of the market basket the price survey pertains to.
- **Vendor** – The vendor the price survey pertains to.
- **Zone** – If the owner has enabled price Zones and has associated the vendor to a Zone, the Zone is shown.

*Buttons:*

- **Search** – Performs a search based on the selected Owner and Survey Date values.
- **New Search** – Clears the values selected in the Owner and Survey Date field, as well as all search results.

*Calculation(s): None*

*Background Processes: None*

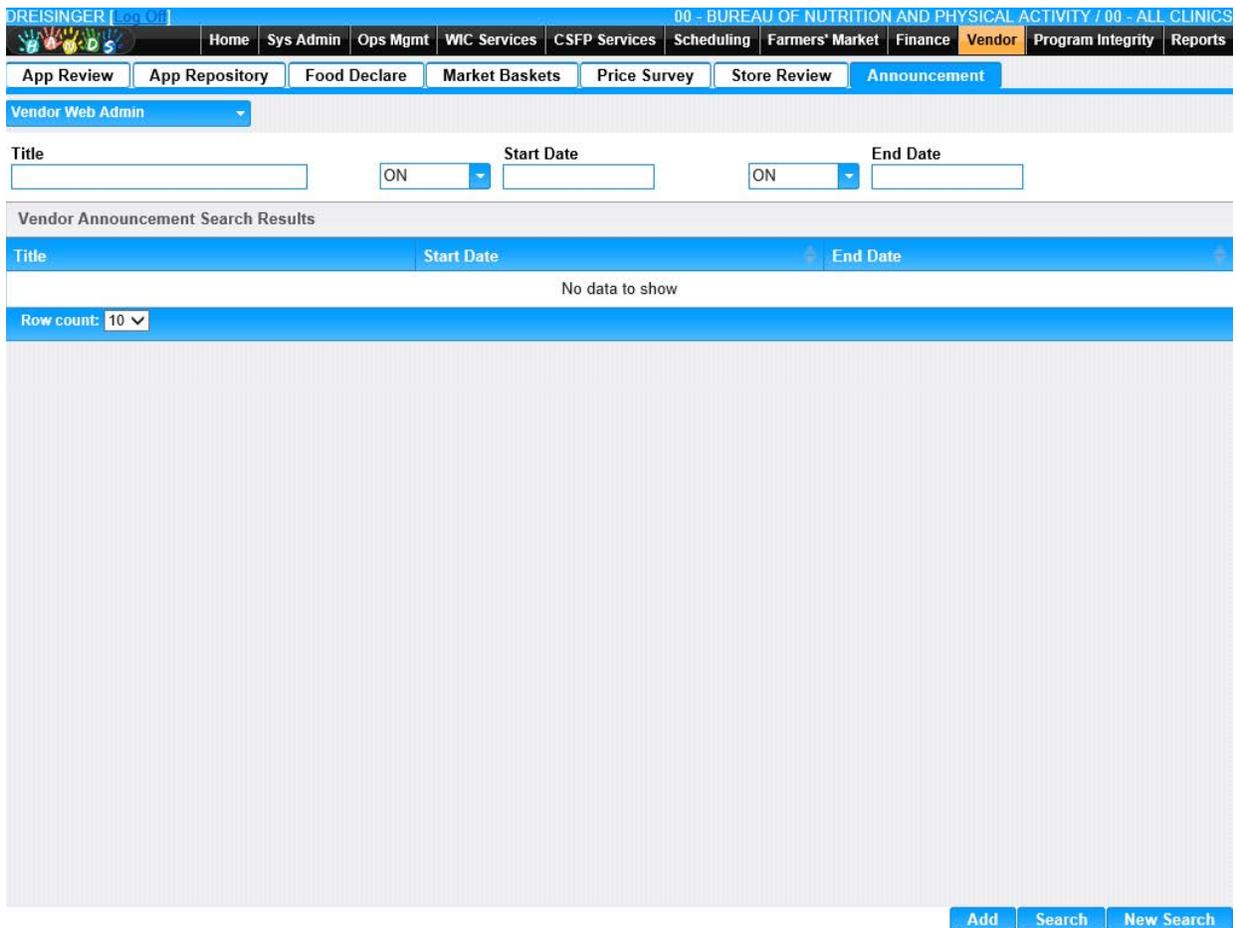
## 12 ANNOUNCEMENTS

State WIC staff may post announcements that will appear on the Vendor Web Dashboard screen.

### 12.1 Search for Announcements

The Announcement Search screen allows staff to search for all or specific announcements. To see all announcements, do not enter any search criteria and click 'Search'. Partial searches may be performed by entering only the beginning characters of the title.

*Vendor / Vendor Admin / Announcement*



*Figure 73 - Announcement Search*

*Fields:*

- **Title** – The title text to search on.

- **(Start Date Qualifier)** – An unlabeled select list that modifies the search to be ‘On’, ‘After’, or ‘Before’ the Start Date.
- **Start Date** – The date the announcement will become active. This value is used in conjunction with the Start Date Qualifier.
- **(End Date Qualifier)** – An unlabeled select list that modifies the search to be ‘On’, ‘After’, or ‘Before’ the End Date.
- **End Date** – The date the announcement will become inactive. This value is used in conjunction with the End Date Qualifier.

*Buttons:*

- **Add** – Navigates to the Add Announcement screen.
- **Search** – Performs a search based on the search criteria values.
- **New Search** – Clears the search criteria values as well as all search results.

*Calculation(s): None*

*Background Processes: None*

## **12.2 Announcement Search Results**

Displays the result of a search on announcements.

*Vendor / Vendor Admin / Announcement / Search*

Vendor Announcement Search Results

Title	Start Date	End Date
30TH ANNIVERSARY VIDEOS NOW AVAILABLE	01/30/2015	02/13/2015
CURRENT WEATHER PROJECTIONS	01/27/2015	01/28/2015
JONATHAN'S	02/04/2015	
JONATHAN'S AMAZING!	02/05/2015	
MADTRANSLATIONS: PROJECT PLANNING FOR 2015	01/29/2015	02/10/2015
MAXIMIZING YOUR PRODUCTIVITY WITH MADCAP FLARE	01/16/2015	01/26/2015
PRINTER UPDATES	01/30/2015	02/04/2015
REMINDER: PASSWORD RESET	01/19/2015	01/29/2015
SHARE THE NEWS - ARIZONA HANDS WIC SYSTEM SUCCESS	01/16/2015	01/21/2015
TARGETS OF OPPORTUNITY: MAXIMIZING PRODUCTIVITY	02/03/2015	02/04/2015
TEST	01/29/2015	01/29/2015
TEST FOR SPECIAL CHARACTERS	01/28/2015	01/31/2015
UPDATE: CURRENT WEATHER PROJECTIONS	01/27/2015	01/29/2015

Showing 1-10 of 13

Add Search New Search

Figure 74 - Announcement Search Results

Fields:

- **Title** – The announcement title text.
- **Start Date** – The date the announcement will become active.
- **End Date** – The date the announcement will become inactive.

Buttons:

- **Edit icon** () - Opens the Announcement - Edit screen.
- **Add** – Navigates to the Add Announcement screen.
- **Search** – Performs a search based on the search criteria values.
- **New Search** – Clears the search criteria values as well as all search results.

Calculation(s): None

Background Processes: None

## 12.3 Add Announcement

To add an announcement, click 'Add' on Search or Search Results screens.

*Vendor / Vendor Admin / Announcement / Add*

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Back to List

\*Title  
WELCOME TO VENDOR WEB TRAINING

\*Start Date  
02/08/2015

End Date  
02/10/2015

\*Message  
Welcome to the Vendor Web and Vendor Web Administration training class!!

Save Reset

*Figure 75 - Add Announcement*

### *Fields:*

- **Title** – The announcement title text. This value will appear prominently on the Vendor Web Dashboard.
- **Start Date** – The date on which the announcement will become active.
- **End Date** – The date on which the announcement will become inactive. If blank, the announcement will remain active until an End-Date has been entered and that date reached.
- **Message** – The full text of the announcement.

### *Buttons:*

- **Save** - Saves all data entered or changed on the screen.

- **Reset** – Clears the fields and selections of their current values.

*Calculation(s): None*

*Background Processes: None*

## 12.4 Edit an Announcement

An existing announcement can be edited by clicking the Edit icon next to the announcement title on the Announcement Search screen.

*Vendor / Vendor Admin / Announcement / Edit*

DREISINGER [Log Out] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports Help

Back to List

\*Title 2. FOOD ITEM DECLARATION: \*Start Date 06/11/2015 End Date

\*Message  
WHEN COMPLETING THE FOOD ITEM DECLARATION FORM, PLEASE ENSURE THAT IT IS FILLED OUT CORRECTLY WITH YOUR STORE OR HOUSE BRAND NAME FOR YOUR REFRIGERATED MILK, EGGS, AND CHEESE, NOT THE DOLLAR AMOUNT (I.E., IF YOUR STORE OR HOUSE BRAND FOR MILK IS "BETSY FARMS", ENTER "BETSY FARMS" AS THE BRAND NAME, NOT \$3.59/PRICE).

Save Reset

*Figure 76 - Announcement - Edit*

*Fields:*

- **Title** – The announcement title text. This value will appear prominently on the Vendor Web Dashboard.
- **Start Date** – The date on which the announcement will become active.
- **End Date** – The date on which the announcement will become inactive. If blank, the announcement will remain active until an End-Date has been entered and that date reached.
- **Message** – The full text of the announcement.

*Buttons:*

- **Save** - Saves all data entered or changed on the screen.
- **Reset** – Clears the fields and selections of their current values.

*Calculation(s): None*

*Background Processes: None*