

Shelf Price Submission

User Guide for WIC Vendors

Version 3.0 (Vendor)

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Table of Contents

1.	Getting Started	2
2.	Welcome and Home Page	2
3.	Select Shelf Price Submission	3
4.	Enter Low/High Prices	5
5.	Print a Blank Worksheet.....	6
6.	Save a Submission.....	7
7.	Print a Completed Submission	8
8.	Complete and Transmit a Submission.....	9
9.	Edit a Saved Submission	10
10.	Edit a Completed Submission	11
11.	View a Completed Submission.....	12
12.	Vendor Groups	13
13.	Group Maintenance – Create a New Vendor Group	14
14.	Group Maintenance – Create a New Vendor Group based on an Existing Vendor Group	16
15.	Group Maintenance – Change an Existing Vendor Group	18
16.	Group Maintenance – Delete an Existing Vendor Group.....	20
17.	Assign Groups to a Submission	22
18.	View a Group	24
19.	Print a Group.....	25

1. Getting Started

Before getting started on your submission, if you have two or more stores that have the **same** prices for every food item in the submission please go to page 12 to learn how you can create groups. Creating groups will make it easier to submit one submission for all of your stores that have the **same** pricing.

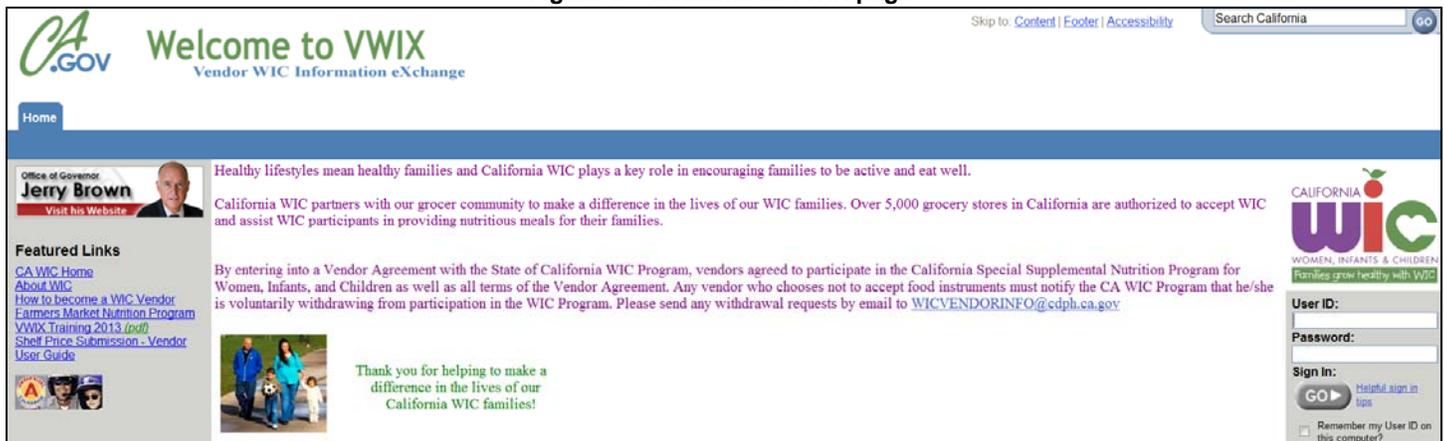
2. Welcome and Home Page

Type in the website address for VWIX – <https://vwix.ca.gov/VWIX/SignIn.aspx>

You will come to the *Welcome to VWIX* page of the VWIX website (Figure 1).

- Enter your User ID and Password
- Click the GO button

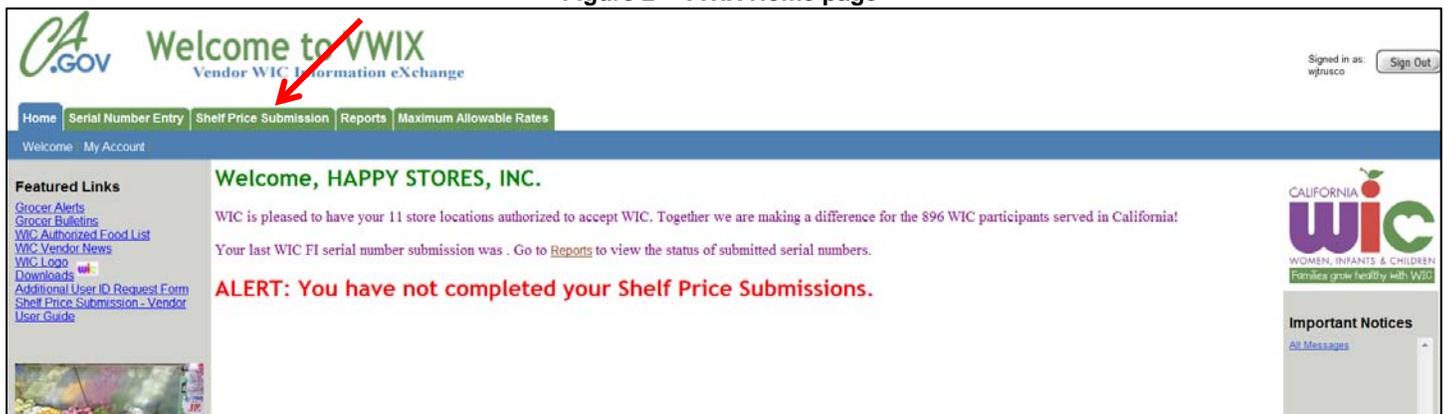
Figure 1 – Welcome to VWIX page



At the VWIX Home Page, if a Shelf Price Submission has been assigned to your store(s), you will see a red alert message (Figure 2) that indicates you have a Shelf Price Submission that has not been started.

- To access the submission, click on the *Shelf Price Submission* tab and then on *Shelf Price Submission* in the blue-bar submenu.

Figure 2 – VWIX Home page



3. Select Shelf Price Submission

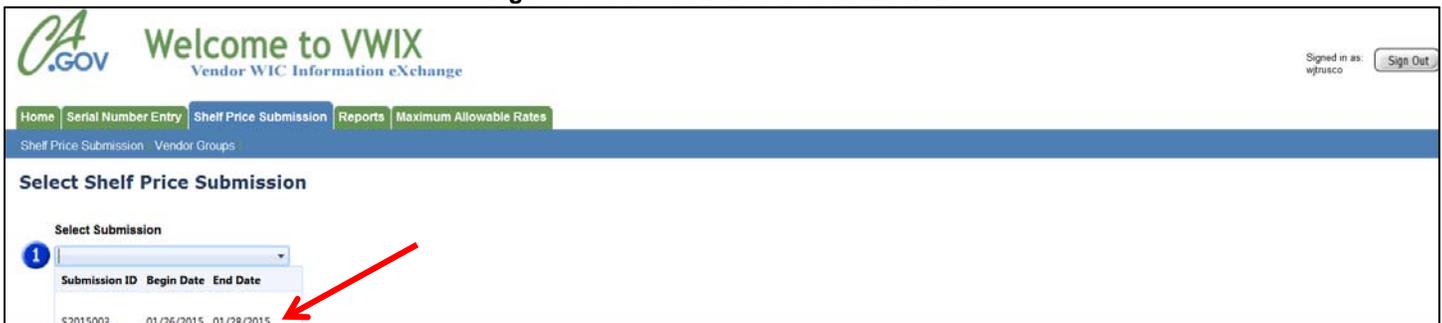
At the *Select Shelf Price Submission* screen (Figure 3) click on the drop down box.

Figure 3 – Select Shelf Price Submission



Select the submission by clicking on the submission in the drop down box. The beginning and end dates of the submission are displayed, as well as the submission number. **You must complete your submission within the dates outlined. If you start your submission on the day it is set to end, make sure that you complete and transmit the submission before or by 11:59 PM** (Figure 4).

Figure 4 – Select Shelf Price Submission



List Unstarted Submissions is the default. All vendor IDs that are assigned to the submission will display here. Check one or all of the boxes next to the vendor IDs (Figure 5).

Please note that if you select more than one vendor ID, you will be completing one submission for all vendor IDs you checked. You should only do this if all the prices are the **same** for all of the vendors you selected.

If you selected more than one vendor, make sure that you have enough time to finish the submission otherwise, if you **SAVE** the submission, when you return to finish it at a later time or date, you must complete a submission for each vendor ID individually.

Once you have verified that you checked the appropriate vendor IDs, click on *the* **Begin Submission** button to enter prices (Figure 5).

Figure 5 – Shelf Price Submission – Unstarted Submissions

Select Shelf Price Submission

Select Submission

1 S2015003

2 List Unstarted Submissions List Incomplete Submissions List Submitted Submissions

Select	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input type="checkbox"/>	999910	B4	HAPPY STORE #7	888 BATMAN ST	HANFORD	93230
<input type="checkbox"/>	999911	B4	HAPPY STORE #8	1734 WOLVERINE AVE	SACRAMENTO	95825
<input type="checkbox"/>	999912	B3	HAPPY STORE #9	744 AQUAMAN ST	SACRAMENTO	95835
<input type="checkbox"/>	999913	B3	HAPPY STORE #10	1298 MAGNETO DR	TULARE	93274
<input type="checkbox"/>	999914	B4	HAPPY STORE #11	1310 FLASH DR	SAN PABLO	94805
<input type="checkbox"/>	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
<input type="checkbox"/>	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601
<input type="checkbox"/>	999994	B4	HAPPY STORE #3	124 SUPERMAN HWY	PLEASANTON	94588
<input type="checkbox"/>	999996	B3	HAPPY STORE #4	1094 HULK ST	HAYWARD	94541
<input type="checkbox"/>	999997	B3	HAPPY STORE #5	935 IRON MAN WAY	SAN RAFAEL	94901
<input type="checkbox"/>	999998	B3	HAPPY STORE #6	2749 CAPTAIN AMERICA BLVD	BAKERSFIELD	93312

4

If you select more than one store, a dialogue box will appear and will give you information on creating a group (Figure 6). This step is optional. See page 12 for more information on how to create a group.

Figure 6 – Shelf Price Submission – Dialogue Box for Grouping Function

Select Shelf Price Submission

Select Submission

1 S2015003

2 List Unstarted Submissions List Incomplete Submissions List Submitted Submissions

Begin Submission

If you have two or more stores with the same prices for ALL food items in the submission, we recommend creating a **Group**.
Click [here](#) for instructions.

If you want to continue without creating a Group, click Begin Submission.

Select	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input checked="" type="checkbox"/>	999910	B4	HAPPY STORE #7	888 BATMAN ST	HANFORD	93230
<input checked="" type="checkbox"/>	999911	B4	HAPPY STORE #8	1734 WOLVERINE AVE	SACRAMENTO	95825
<input checked="" type="checkbox"/>	999912	B3	HAPPY STORE #9	744 AQUAMAN ST	SACRAMENTO	95835
<input checked="" type="checkbox"/>	999913	B3	HAPPY STORE #10	1298 MAGNETO DR	TULARE	93274
<input checked="" type="checkbox"/>	999914	B4	HAPPY STORE #11	1310 FLASH DR	SAN PABLO	94805
<input checked="" type="checkbox"/>	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
<input checked="" type="checkbox"/>	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601
<input checked="" type="checkbox"/>	999994	B4	HAPPY STORE #3	124 SUPERMAN HWY	PLEASANTON	94588
<input checked="" type="checkbox"/>	999996	B3	HAPPY STORE #4	1094 HULK ST	HAYWARD	94541
<input checked="" type="checkbox"/>	999997	B3	HAPPY STORE #5	935 IRON MAN WAY	SAN RAFAEL	94901
<input checked="" type="checkbox"/>	999998	B3	HAPPY STORE #6	2749 CAPTAIN AMERICA BLVD	BAKERSFIELD	93312

4

4. Enter Low/High Prices

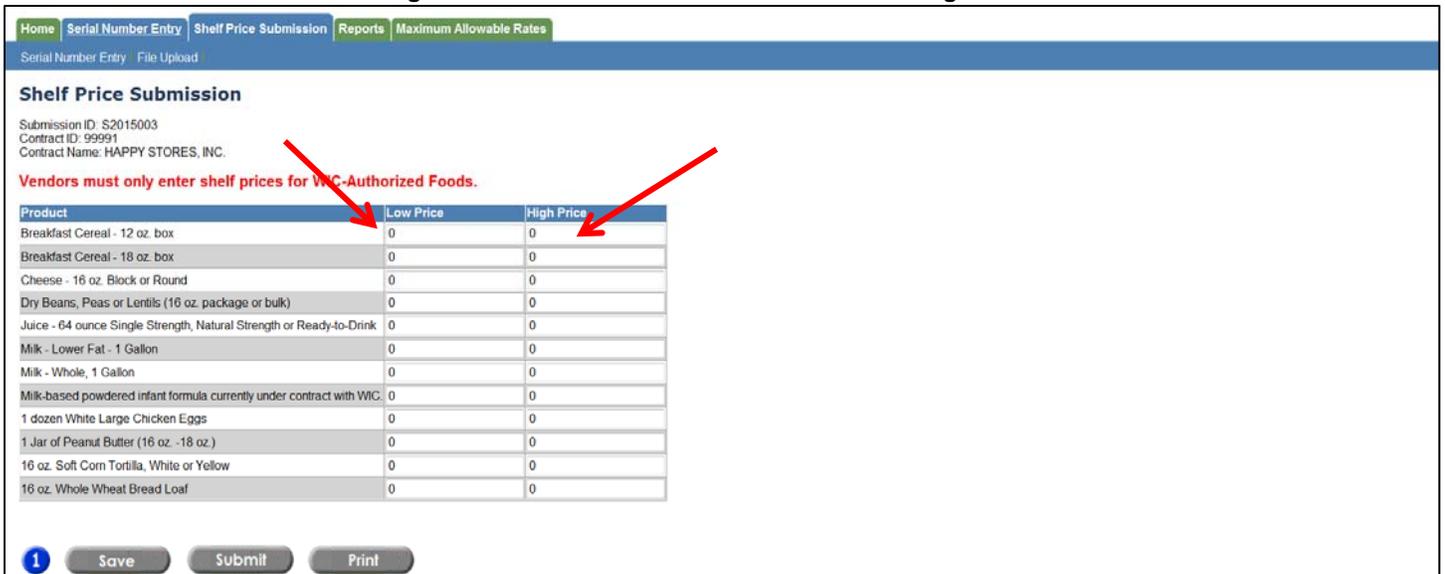
Enter the Low Price and the High Price for each food item in the submission (Figure 7).

PLEASE NOTE: The Low Price and the High Price can be the same.

Once you have entered your prices, you can either Save or Submit and/or print.

- Please note that after 75+ minutes of inactivity, you will be required to log in and re-enter the low/high prices.
- You can print a blank worksheet to complete manually before entering the low and high prices into the system (see page 5).
- If you begin your submission on the day the last day of the vendor prices submission period, you must complete the submission before or by 11:59 PM.
- Save or submit your submission before printing to avoid losing your data.

Figure 7 – Shelf Price Submission – Enter Low/High Prices



Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Serial Number Entry File Upload

Shelf Price Submission

Submission ID: S2015003
Contract ID: 99991
Contract Name: HAPPY STORES, INC.

Vendors must only enter shelf prices for WIC-Authorized Foods.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	0	0
Breakfast Cereal - 18 oz. box	0	0
Cheese - 16 oz. Block or Round	0	0
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0	0
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	0	0
Milk - Lower Fat - 1 Gallon	0	0
Milk - Whole, 1 Gallon	0	0
Milk-based powdered infant formula currently under contract with WIC	0	0
1 dozen White Large Chicken Eggs	0	0
1 Jar of Peanut Butter (16 oz. -18 oz.)	0	0
16 oz. Soft Corn Tortilla, White or Yellow	0	0
16 oz. Whole Wheat Bread Loaf	0	0

1 Save Submit Print

5. Print a Blank Worksheet

You can print a blank worksheet by clicking on the **Print** button

A new window will open as well as your printer dialogue box (Figure 8). Click on the **Print** button on your printer dialogue box to print the worksheet.

PLEASE NOTE: Depending on your security settings, pop-ups may be blocked on this website. You will not be able to print unless you allow the pop-ups. Select “always allow pop-ups from this site” to allow the blank worksheet to print.

Figure 8 – Print Window and Printer Dialogue Box

The screenshot shows a web application interface. At the top left, there is a header with the following information: Submission ID: S2015003, Contract ID: 99991, and Contract Name: HAPPY STORES, INC. Below this is a table with three columns: Product, Low Price, and High Price. The table lists various food items with a price of 0 for each. At the bottom of the page, there are three buttons: Save, Submit, and Print. A printer dialog box is open over the bottom right of the page. The dialog box has two tabs: General and Options. The General tab is active, showing a list of printers. The selected printer is '1694-East-2nd-Q01-SamsungML-551x-02 on phwiclenptrip01'. The dialog box also shows the printer's status (Ready), location (2039), and comment (10.226.26.235). There are options for 'Print to file', 'Preferences', and 'Find Printer...'. The 'Page Range' section has radio buttons for 'All', 'Selection', and 'Current Page', with 'All' selected. There is a 'Pages' input field with the value '1'. The 'Number of copies' is set to '1'. There is a 'Collate' checkbox which is checked. At the bottom of the dialog box, there are three buttons: Print, Cancel, and Apply. A red arrow points to the 'Print' button.

Submission ID: S2015003
Contract ID: 99991
Contract Name: HAPPY STORES, INC.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	0	0
Breakfast Cereal - 18 oz. box	0	0
Cheese - 16 oz. Block or Round	0	0
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0	0
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	0	0
Milk - Lower Fat - 1 Gallon	0	0
Milk - Whole, 1 Gallon	0	0
Milk-based powdered infant formula currently under contract with WIC.	0	0
1 dozen White Large Chicken Eggs	0	0
1 Jar of Peanut Butter (16 oz. -18 oz.)	0	0
16 oz. Soft Corn Tortilla, White or Yellow	0	0
16 oz. Whole Wheat Bread Loaf	0	0

Print

General Options

Select Printer

Add Printer

1694-East-2nd-Q01-SamsungCLP-775-33 on phwiclenptrip01 1694-East

1694-East-2nd-Q01-SamsungML-551x-02 on phwiclenptrip01 Adobe PC

Status: Ready Print to file Preferences

Location: 2039 Find Printer...

Comment: 10.226.26.235

Page Range

All Selection Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

Collate

Print Cancel Apply

6. Save a Submission

After you enter all or some of the low and high prices, you can save your submission to complete and submit at a later date by clicking on the **Save** button (Figure 9). The submission will be placed in the Incomplete Submissions list which you can access from the *Select Shelf Price Submission* page.

Your submission will not be complete or processed until you press the **Submit** button and receive a confirmation on your screen.

Figure 9 – Shelf Price Submission – Save A Submission

Home | Serial Number Entry | **Shelf Price Submission** | Reports | Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Shelf Price Submission

Submission ID: S2015003
Contract ID: 99991
Contract Name: HAPPY STORES, INC.

Vendors must only enter shelf prices for WIC-Authorized Foods.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	1.99	2.92
Breakfast Cereal - 18 oz. box	3.29	4.39
Cheese - 16 oz. Block or Round	3.59	5.03
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0.69	1.43
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	2.99	4.99
Milk - Lower Fat - 1 Gallon	4.29	5.99
Milk - Whole, 1 Gallon	0	0
Milk-based powdered infant formula currently under contract with WIC	0	0
1 dozen White Large Chicken Eggs	0	0
1 Jar of Peanut Butter (16 oz. -18 oz.)	0	0
16 oz. Soft Corn Tortilla, White or Yellow	0	0
16 oz. Whole Wheat Bread Loaf	0	0

1 Save Submit Print

If you have saved a submission, the next time you log in to VWIX or if you return to the home page, you will see a red alert message (Figure 10) that indicates you have a Shelf Price Submission that is incomplete.

Figure 10 – VWIX Home page

CA.GOV Welcome to VWIX
Vendor WIC Information eXchange

Signed in as: wfrusco Sign Out

Home | Serial Number Entry | **Shelf Price Submission** | Reports | Maximum Allowable Rates

Welcome: My Account

Welcome, HAPPY STORES, INC.

WIC is pleased to have your 11 store locations authorized to accept WIC. Together we are making a difference for the 896 WIC participants served in California!

Your last WIC FI serial number submission was . Go to [Reports](#) to view the status of submitted serial numbers.

ALERT: You have not completed your Shelf Price Submissions.

Important Notices
[All Messages](#)

Featured Links
[Grocer Alerts](#)
[Grocer Bulletins](#)
[WIC Authorized Food List](#)
[WIC Vendor News](#)
[WIC Logo](#)
[Downloads](#)
[Additional User ID Request Form](#)
[Shelf Price Submission - Vendor User Guide](#)

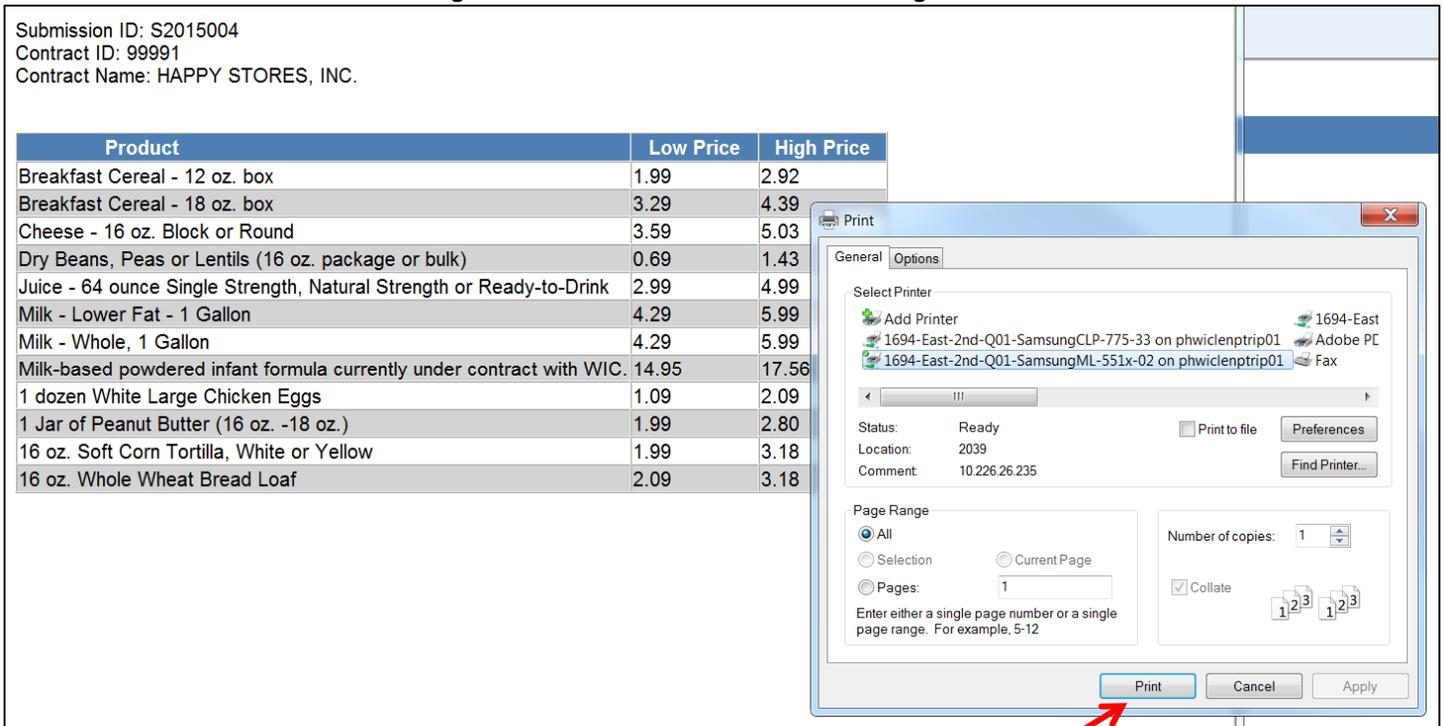
7. Print a Completed Submission

You can print a completed submission by clicking on the **Print** button. Make sure you save or submit your data before printing.

A new window will open as well as your printer dialogue box (Figure 11). Click on the **Print** button on your printer dialogue box to print the submission.

PLEASE NOTE: Depending on your security settings, pop-ups may be blocked on this website. You will not be able to print unless you allow the pop-ups. Select “always allow pop-ups from this site” so that you can print your submission.

Figure 11 – Print Window and Printer Dialogue Box



The screenshot shows a submission page with a table of products and their prices. A printer dialog box is overlaid on the right side of the page. The dialog box has a 'Print' button highlighted with a red arrow.

Submission ID: S2015004
Contract ID: 99991
Contract Name: HAPPY STORES, INC.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	1.99	2.92
Breakfast Cereal - 18 oz. box	3.29	4.39
Cheese - 16 oz. Block or Round	3.59	5.03
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0.69	1.43
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	2.99	4.99
Milk - Lower Fat - 1 Gallon	4.29	5.99
Milk - Whole, 1 Gallon	4.29	5.99
Milk-based powdered infant formula currently under contract with WIC.	14.95	17.56
1 dozen White Large Chicken Eggs	1.09	2.09
1 Jar of Peanut Butter (16 oz. -18 oz.)	1.99	2.80
16 oz. Soft Corn Tortilla, White or Yellow	1.99	3.18
16 oz. Whole Wheat Bread Loaf	2.09	3.18

Printer Dialogue Box (Print):

- General tab selected
- Select Printer: 1694-East, 1694-East-2nd-Q01-SamsungCLP-775-33 on phwiclentrip01, 1694-East-2nd-Q01-SamsungML-551x-02 on phwiclentrip01, Adobe PC, Fax
- Status: Ready
- Location: 2039
- Comment: 10.226.26.235
- Page Range: All (selected), Selection, Current Page, Pages: 1
- Number of copies: 1
- Collate: checked
- Buttons: Print (highlighted with red arrow), Cancel, Apply

8. Complete and Transmit a Submission

Once you have finished entering all of the low and high prices and verified your entries, you can complete and transmit your submission to the State for processing by clicking on the **Submit** button (Figure 12).

The submission will be placed in the Completed Submissions list which you can access from the *Select Shelf Price Submission* page.

Figure 12 – Shelf Price Submission – Complete and Transmit

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Shelf Price Submission

Submission ID: S2015004
Contract ID: 99991
Contract Name: HAPPY STORES, INC.

Vendors must only enter shelf prices for WIC-Authorized Foods.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	1.99	2.92
Breakfast Cereal - 18 oz. box	3.29	4.39
Cheese - 16 oz. Block or Round	3.59	5.03
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0.69	1.43
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	2.99	4.99
Milk - Lower Fat - 1 Gallon	4.29	5.99
Milk - Whole, 1 Gallon	4.29	5.99
Milk-based powdered infant formula currently under contract with WIC.	14.95	17.56
1 dozen White Large Chicken Eggs	1.09	2.09
1 Jar of Peanut Butter (16 oz. - 18 oz.)	1.99	2.80
16 oz. Soft Corn Tortilla, White or Yellow	1.99	3.18
16 oz. Whole Wheat Bread Loaf	2.09	3.18

1 Save Submit Print

9. Edit a Saved Submission

If you saved a submission and are now ready to complete and transmit, you can access your saved submission(s) from the *Select Shelf Price Submission* page.

Click on **List Incomplete Submissions** (Figure 13). The screen will display a list of the Vendor IDs with incomplete submissions. If you created a group, the incomplete submissions will be shown by group. Expand the group to see the incomplete stores. You can only select one Vendor ID or one Group submission at a time. Once you select the vendor you would like to view, click on **Begin Submission** to edit a submitted submission.

Figure 13 – Select Shelf Price Submission – List Incomplete Submissions

CA.GOV Welcome to VWIX Vendor WIC Information eXchange

Signed in as: wjrusco Sign Out

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Select Shelf Price Submission

Select Submission

1 S2015004

2 List Unstarted Submissions List Incomplete Submissions List Submitted Submissions

3 Select

Select	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input checked="" type="radio"/>	PG-3					
	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601
<input type="radio"/>	PG-4					

4

You can finish entering the low and high prices or change prices previously entered (Figure 14). Once you have finished making your changes, you can choose to **Save**, **Submit** and/or **Print** the submission.

Figure 14 – Shelf Price Submission

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Shelf Price Submission

Submission ID: S2015004
Contract ID: 99991
Contract Name: HAPPY STORES, INC.

Vendors must only enter shelf prices for WIC-Authorized Foods.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	1.99	2.92
Breakfast Cereal - 18 oz. box	3.29	4.39
Cheese - 16 oz. Block or Round	3.59	5.03
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0.69	1.43
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	2.99	4.99
Milk - Lower Fat - 1 Gallon	4.29	5.99
Milk - Whole, 1 Gallon	4.29	5.99
Milk-based powdered infant formula currently under contract with WIC.	14.95	17.56
1 dozen White Large Chicken Eggs	1.09	2.09
1 Jar of Peanut Butter (16 oz. -18 oz.)	1.99	2.80
16 oz. Soft Corn Tortilla, White or Yellow	1.99	3.18
16 oz. Whole Wheat Bread Loaf	2.09	3.18

1

10. Edit a Completed Submission

If you completed and transmitted a submission and need to edit and resubmit or simply view, you can access your completed and transmitted submission(s) from the *Select Shelf Price Submission* page.

Click on **List Submitted Submissions** (Figure 15). The screen will display a list of the Vendor IDs with completed submissions. You can only select one Vendor ID submission at a time. Once you select the Vendor you would like to view, click on **Begin Submission** or **View Selected Submission**.

Figure 15 – Select Shelf Price Submission – List Completed Submissions

CA .GOV Welcome to VWIX Vendor WIC Information eXchange

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Select Shelf Price Submission

Select Submission

1 S2015004

2 List Unstarted Submissions List Incomplete Submissions List Submitted Submissions

3

Select	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input type="radio"/>	999910	B4	HAPPY STORE #7	888 BATMAN ST	HANFORD	93230
<input type="radio"/>	999911	B4	HAPPY STORE #8	1734 WOLVERINE AVE	SACRAMENTO	95825
<input type="radio"/>	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
<input type="radio"/>	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601

4

You can change prices previously entered and submitted (Figure 16). Once you have finished making your changes, you can choose to **Save**, **Submit** and/or **Print** the submission.

CAUTION: If a submission has already been submitted twice, you will not be able to re-submit. Contact the WIC Vendor Management Branch (VMB) at **1-855-WIC-STOR (1-855-942-7867)** OR email to **WICVENDORINFO@cdph.ca.gov** to request approval to allow an override for one additional submission (Figure16).

Figure 16 – Contact VMB

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Shelf Price Submission

Submission ID: S2015004
Vendor ID: 999910
Contract ID: 999911
Vendor Name: HAPPY STORE #7
Date Completed: 1/28/2015 2:22:34 PM

Vendors must only enter shelf prices for WIC-Authorized Foods.

Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	1.99	2.92
Breakfast Cereal - 18 oz. box	3.29	4.39
Cheese - 10 oz. Block or Round	3.59	5.03
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0.69	1.43
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	2.99	4.99
Milk - Lower Fat - 1 Gallon	4.29	5.99
Milk - Whole, 1 Gallon	4.29	5.99
Milk-based powdered infant formula currently under contract with WIC.	14.95	17.56
1 dozen White Large Chicken Eggs	1.09	2.09
1 Jar of Peanut Butter (16 oz. -18 oz.)	1.99	2.80
16 oz. Soft Corn Tortilla, White or Yellow	1.99	3.18
16 oz. Whole Wheat Bread Loaf	2.09	3.18

Contact VMB at 1-855-WIC-STOR (1-855-942-7867) OR email to wicvendorinfo@cdph.ca.gov to request approval to allow an override for one additional submission.

1

11. View a Completed Submission

To view and/or print a completed submission, select the Vendor ID you would like to view and click on **View Selected Submission** (Figure 17).

Figure 17 – View Selected Submission

The screenshot shows the 'Select Shelf Price Submission' page. At the top, there is a navigation bar with 'Home', 'Serial Number Entry', 'Shelf Price Submission', 'Reports', and 'Maximum Allowable Rates'. Below this, there is a 'Select Submission' dropdown menu with 'S2015004' selected. There are three radio buttons for 'List Unstarted Submissions', 'List Incomplete Submissions', and 'List Submitted Submissions'. A table lists submissions with columns: Select, Vendor ID, Peer Group, Store Name, Store Address, City, and Zip Code. A red arrow points to the 'View Selected Submission' button at the bottom.

Select	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input type="radio"/>	999910	B4	HAPPY STORE #7	888 BATMAN ST	HANFORD	93230
<input type="radio"/>	999911	B4	HAPPY STORE #8	1734 WOLVERINE AVE	SACRAMENTO	95825
<input type="radio"/>	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
<input type="radio"/>	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601

You can print the submission by clicking on the **Print** button (Figure 18).

Figure 18 – View Selected Submission

The screenshot shows the 'View A Vendor's Submission' page. It displays submission details such as Submission ID, Market Basket, Vendor, Contract, Vendor Name, Submission Publish Date, Date Completed, and Submission Count. A 'Print' button is visible. Below the details is a table with columns: Product, Low Price, and High Price.

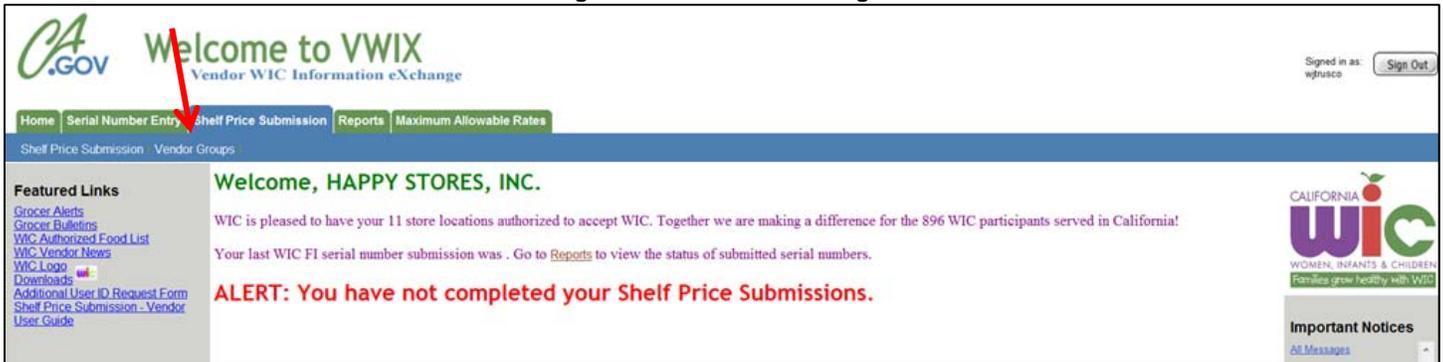
Product	Low Price	High Price
Breakfast Cereal - 12 oz. box	1.99	2.92
Breakfast Cereal - 18 oz. box	3.29	4.39
Cheese - 16 oz. Block or Round	3.59	5.03
Dry Beans, Peas or Lentils (16 oz. package or bulk)	0.69	1.43
Juice - 64 ounce Single Strength, Natural Strength or Ready-to-Drink	2.99	4.99
Milk - Lower Fat - 1 Gallon	4.29	5.99
Milk - Whole, 1 Gallon	4.29	5.99
Milk-based powdered infant formula currently under contract with WIC	14.95	17.56
1 dozen White Large Chicken Eggs	1.09	2.09
1 Jar of Peanut Butter (16 oz. -18 oz.)	1.99	2.80
16 oz. Soft Corn Tortilla, White or Yellow	1.99	3.18
16 oz. Whole Wheat Bread Loaf	2.09	3.18

12. Vendor Groups

PLEASE NOTE: The Vendor Group function is only for contracts that have two or more stores with the exact same pricing for all of the food items in the submission.

To begin creating your groups, click on the *Vendor Groups* link in the Shelf Price Submission tab (Figure 19) on the VWIX Home Page.

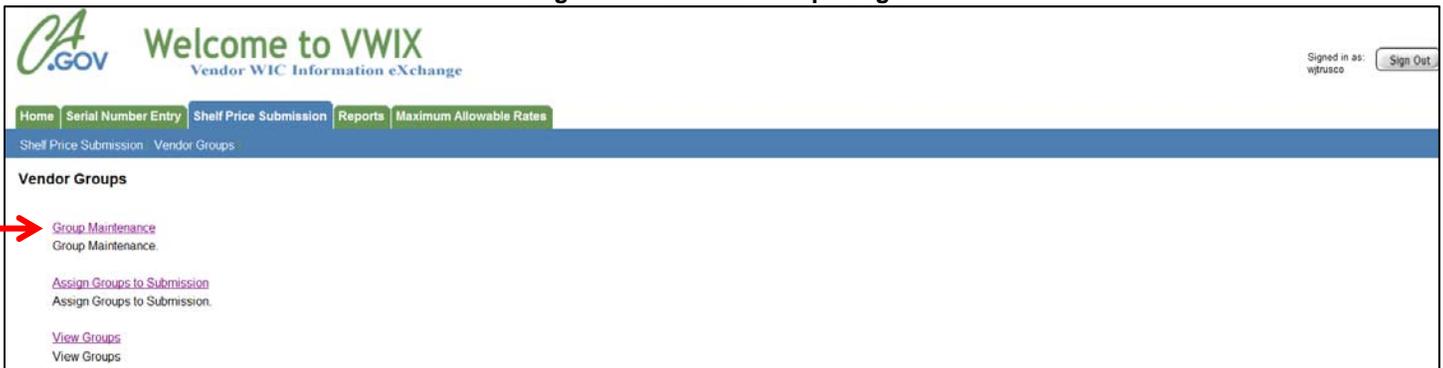
Figure 19 – VWIX Home Page



You will be taken to the Vendor Group page. There are three links on this page that you will use to create/change/delete, assign and view your groups.

Click on the *Group Maintenance* link (Figure 20).

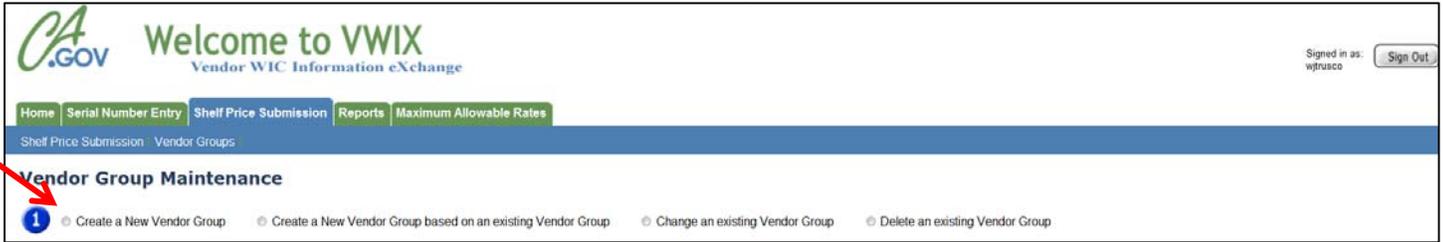
Figure 20 – Vendor Groups Page



13. Group Maintenance – Create a New Vendor Group

Click on **Create a New Vendor Group** to begin creating your groups (Figure 21).

Figure 21 – Vendor Group Maintenance Page

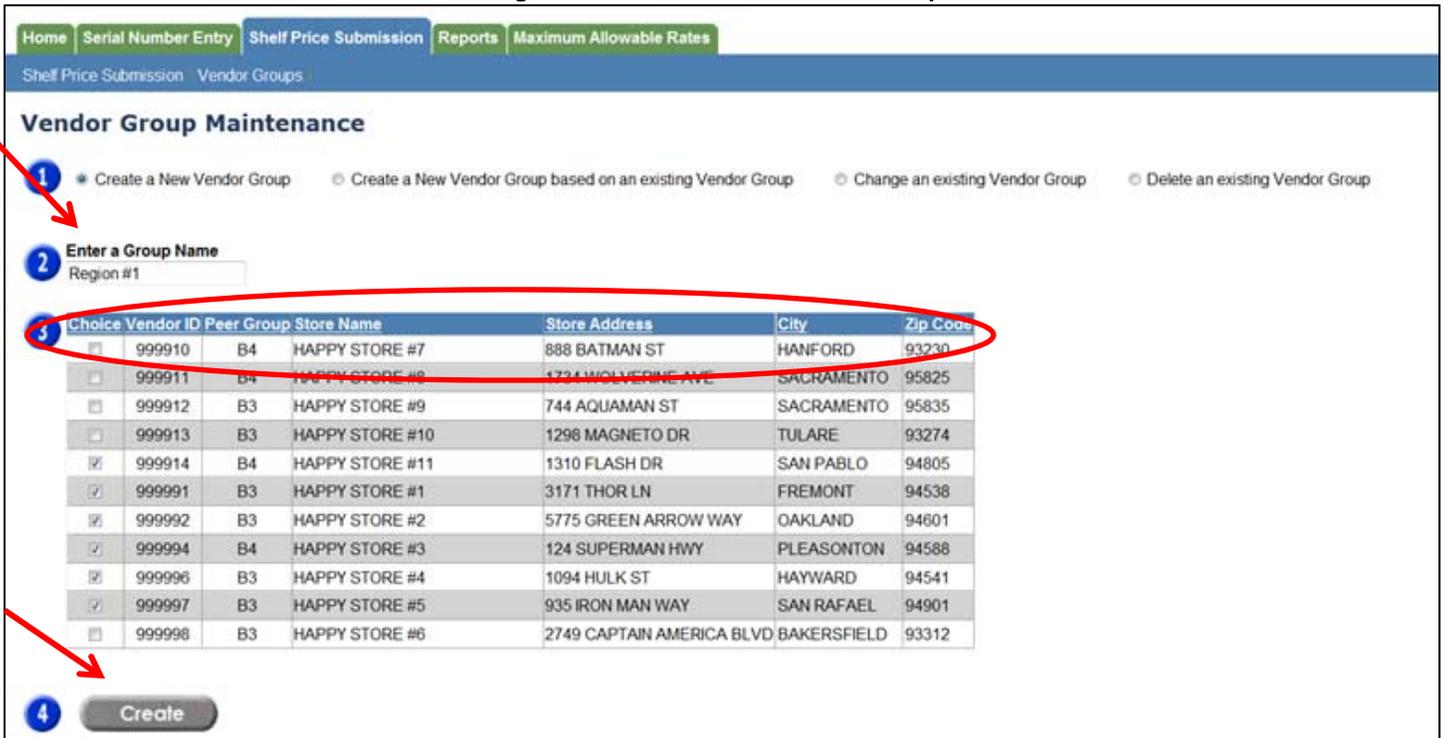


After you click on Create a New Vendor Group, you will see a text box where you can enter the name of your group (Figure 22). Your group name can include letters, special characters and/or numbers. Each group name must be unique.

You can sort your list by clicking on any of the six underlined column headings to help identify pricing regions by peer group or geographic area. Once you have sorted your list, you can begin clicking the boxes next to the stores that you want to place in your group. Although you can have the same store in multiple groups, it is recommended that you do not.

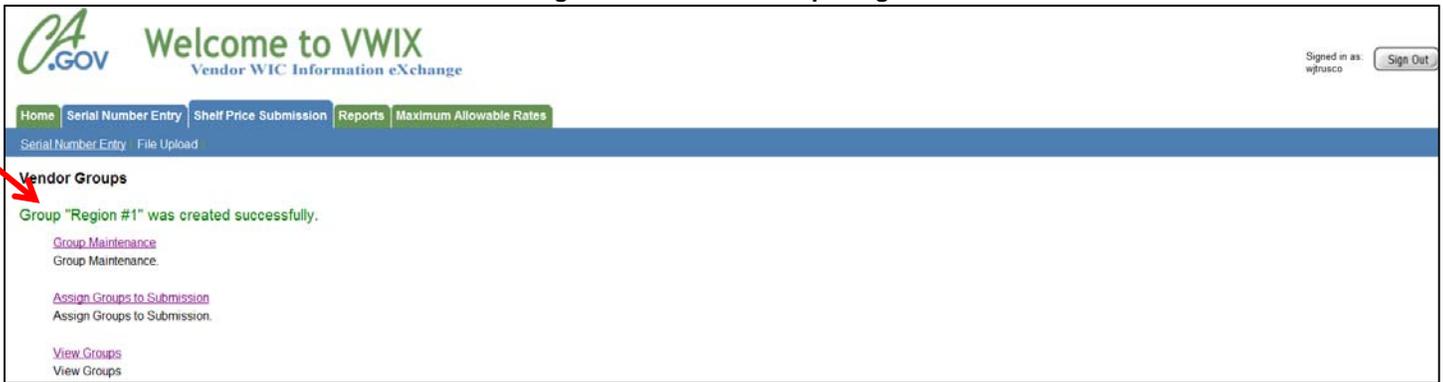
Once you have selected all of your stores, click on the **Create** button to create your group.

Figure 22 – Create a New Vendor Group



You will be returned to the Vendor Groups page and you will see a message that says your group was created successfully (Figure 23).

Figure 23 – Vendor Groups Page

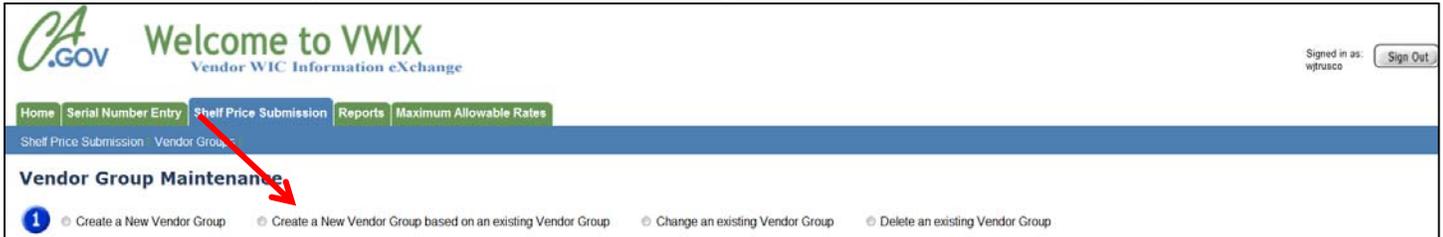


Repeat the above steps until you have created all of your groups.

14. Group Maintenance – Create a New Vendor Group based on an Existing Vendor Group

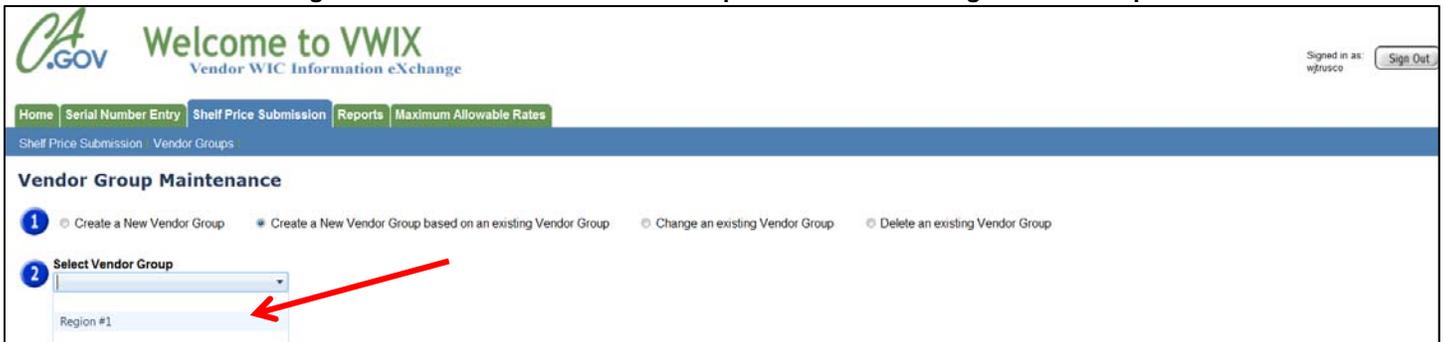
We recommend that you **DO NOT** create groups that have the same vendor in them as other groups. However, if you need to create a group based on a group you have already created, you can do so by using the **Create a New Vendor Group based on an existing Vendor Group** function in Group Maintenance (Figure 24). Please note that you will **not** be able to assign two groups with the same vendor to a submission.

Figure 24 – Create a New Vendor Group based on an existing Vendor Group



Click the down arrow in the **Select Vendor Group** drop-down box to select the group you want to copy (Figure 25).

Figure 25 – Create a New Vendor Group based on an existing Vendor Group



After you click on an existing group from the Select Vendor Group drop-down box, you will see a text box where you can enter the name of your new group (Figure 26).

You will see that the boxes are already checked next to the stores that are in the original group you selected. You can uncheck them or leave them checked and add other stores.

Once you have made your changes, click on the **Create** button to create your group.

Figure 26 – Create a New Vendor Group based on an Existing Vendor Group

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

Vendor Group Maintenance

1 Create a New Vendor Group Create a New Vendor Group based on an existing Vendor Group Change an existing Vendor Group Delete an existing Vendor Group

2 Select Vendor Group
Region #1

3 Enter a Group Name

4

Choice	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input type="checkbox"/>	999910	B4	HAPPY STORE #7	888 BATMAN ST	HANFORD	93230
<input type="checkbox"/>	999911	B4	HAPPY STORE #8	1734 WOLVERINE AVE	SACRAMENTO	95825
<input type="checkbox"/>	999912	B3	HAPPY STORE #9	744 AQUAMAN ST	SACRAMENTO	95835
<input type="checkbox"/>	999913	B3	HAPPY STORE #10	1298 MAGNETO DR	TULARE	93274
<input checked="" type="checkbox"/>	999914	B4	HAPPY STORE #11	1310 FLASH DR	SAN PABLO	94805
<input checked="" type="checkbox"/>	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
<input checked="" type="checkbox"/>	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601
<input checked="" type="checkbox"/>	999994	B4	HAPPY STORE #3	124 SUPERMAN HWY	PLEASANTON	94588
<input checked="" type="checkbox"/>	999996	B3	HAPPY STORE #4	1094 HULK ST	HAYWARD	94541
<input checked="" type="checkbox"/>	999997	B3	HAPPY STORE #5	935 IRON MAN WAY	SAN RAFAEL	94901
<input type="checkbox"/>	999998	B3	HAPPY STORE #6	2749 CAPTAIN AMERICA BLVD	BAKERSFIELD	93312

5 Create

You will be returned to the Vendor Groups page and you will see a message that says your group was created successfully (Figure 27).

Figure 27 – Vendor Groups Page – Success message

Home Serial Number Entry Shelf Price Submission Reports Maximum Allowable Rates

Shelf Price Submission Vendor Groups

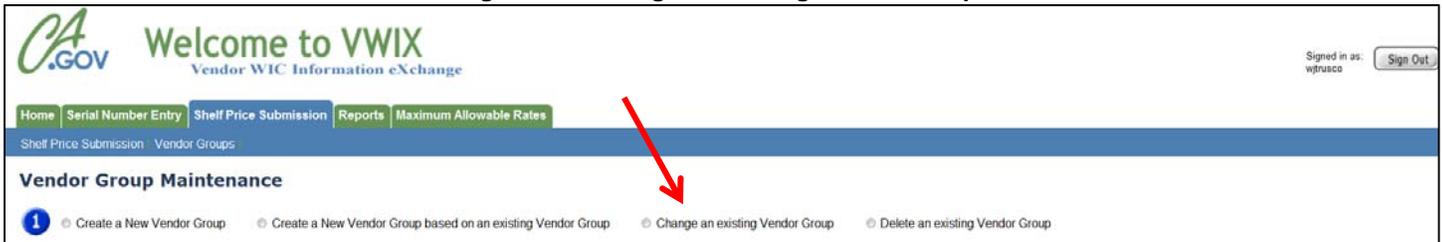
Vendor Groups

Group "Group 1" was created successfully.

15. Group Maintenance – Change an Existing Vendor Group

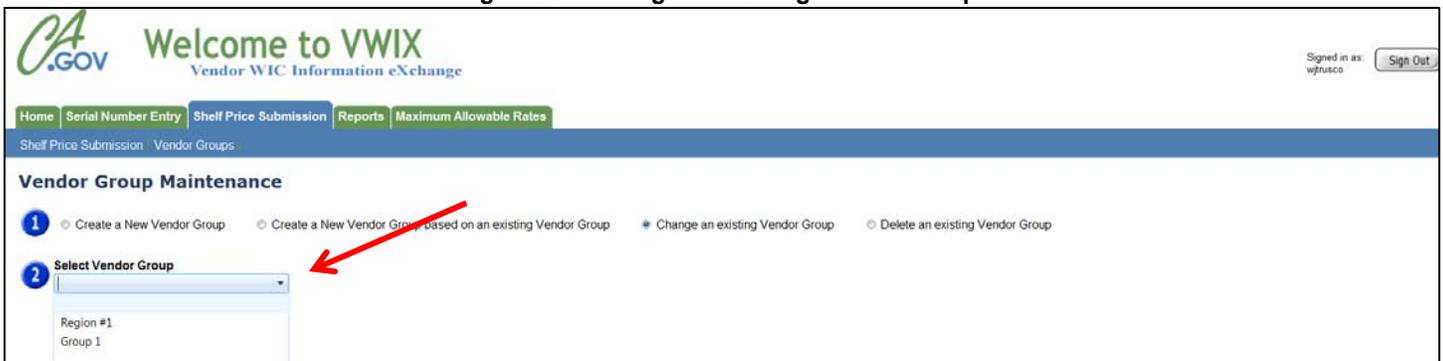
If you need to make any changes to an existing vendor group, select **Change an existing Vendor Group** function in Group Maintenance (Figure 28).

Figure 28 – Change an existing Vendor Group



Click the down arrow in the **Select Vendor Group** drop-down box to select the group you want to change (Figure 29).

Figure 29 – Change an existing Vendor Group



After you click on an existing group from the Select Vendor Group drop-down box, you will see that the boxes are already checked next to the stores that are in the group you selected. You can uncheck them or leave them checked and add other stores (Figure 30).

PLEASE NOTE: If your group has already been assigned to a submission AND the submission period is active AND the submission has been completed and transmitted, you cannot add any stores to that group. You can remove a store from a group even if the group has already submitted; however, it will not change the submission status of that store.

Once you have made your changes, click on the **Update** button to update your group.

Figure 30 – Change an existing Vendor Group

The screenshot shows the 'Vendor Group Maintenance' page. At the top, there are navigation tabs: Home, Serial Number Entry, Shelf Price Submission, Reports, and Maximum Allowable Rates. Below the tabs, there is a 'Welcome My Account' message. The main heading is 'Vendor Group Maintenance'. There are four numbered steps: 1. Create a New Vendor Group, 2. Create a New Vendor Group based on an existing Vendor Group, 3. Change an existing Vendor Group (selected), and 4. Delete an existing Vendor Group. Step 2 includes a dropdown menu for 'Region #1'. Step 3 is a table with columns: Choice, Vendor ID, Peer Group, Store Name, Store Address, City, and Zip Code. A red arrow points to the 'Update' button at the bottom left of the table area.

Choice	Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
<input type="checkbox"/>	999910	B4	HAPPY STORE #7	888 BATMAN ST	HANFORD	93230
<input type="checkbox"/>	999911	B4	HAPPY STORE #8	1734 WOLVERINE AVE	SACRAMENTO	95825
<input type="checkbox"/>	999912	B3	HAPPY STORE #9	744 AQUAMAN ST	SACRAMENTO	95835
<input type="checkbox"/>	999913	B3	HAPPY STORE #10	1298 MAGNETO DR	TULARE	93274
<input checked="" type="checkbox"/>	999914	B4	HAPPY STORE #11	1310 FLASH DR	SAN PABLO	94805
<input checked="" type="checkbox"/>	999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
<input checked="" type="checkbox"/>	999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601
<input checked="" type="checkbox"/>	999994	B4	HAPPY STORE #3	124 SUPERMAN HWY	PLEASANTON	94588
<input checked="" type="checkbox"/>	999996	B3	HAPPY STORE #4	1094 HULK ST	HAYWARD	94541
<input checked="" type="checkbox"/>	999997	B3	HAPPY STORE #5	935 IRON MAN WAY	SAN RAFAEL	94901
<input type="checkbox"/>	999998	B3	HAPPY STORE #6	2749 CAPTAIN AMERICA BLVD	BAKERSFIELD	93312

You will be returned to the Vendor Groups page and you will see a message that says your group was successfully saved (Figure 31).

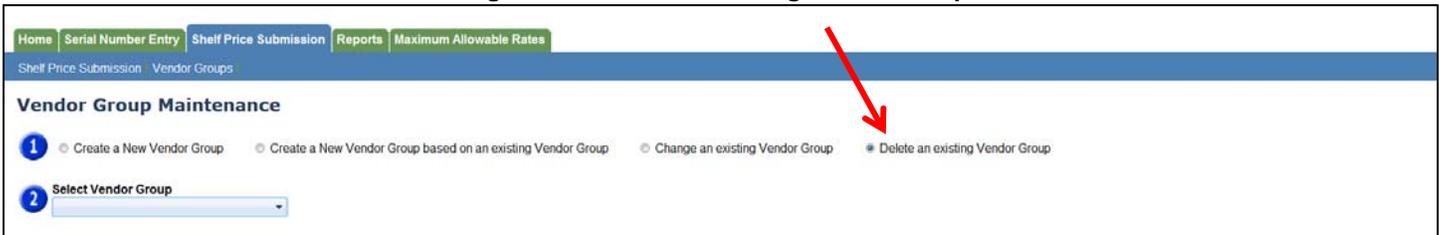
Figure 31 – Vendor Groups Page – Success message

The screenshot shows the 'Vendor Groups' page. At the top, there are navigation tabs: Home, Serial Number Entry, Shelf Price Submission, Reports, and Maximum Allowable Rates. Below the tabs, there is a 'Shelf Price Submission Vendor Groups' message. The main heading is 'Vendor Groups'. A green message states: 'Group "Region #1" was successfully saved.' Below the message, there are three links: 'Group Maintenance', 'Assign Groups to Submission', and 'View Groups'.

16. Group Maintenance – Delete an Existing Vendor Group

If you need to delete an existing vendor group, select the **Delete an existing Vendor Group** function in Group Maintenance (Figure 32).

Figure 32 – Delete an existing Vendor Group



Click the down arrow in the **Select Vendor Group** drop-down box to select the group you want to delete (Figure 33).

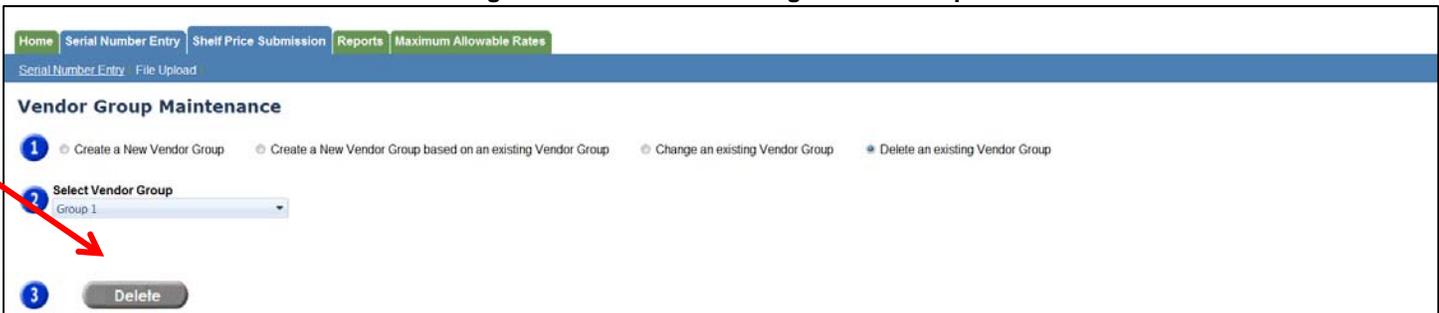
Figure 33 – Delete an existing Vendor Group



After you select the group you want to delete, you will see the **Delete** button. Click **Delete** if you are sure you want to delete the group that is displayed in the **Select Vendor Group** drop-down box (Figure 34).

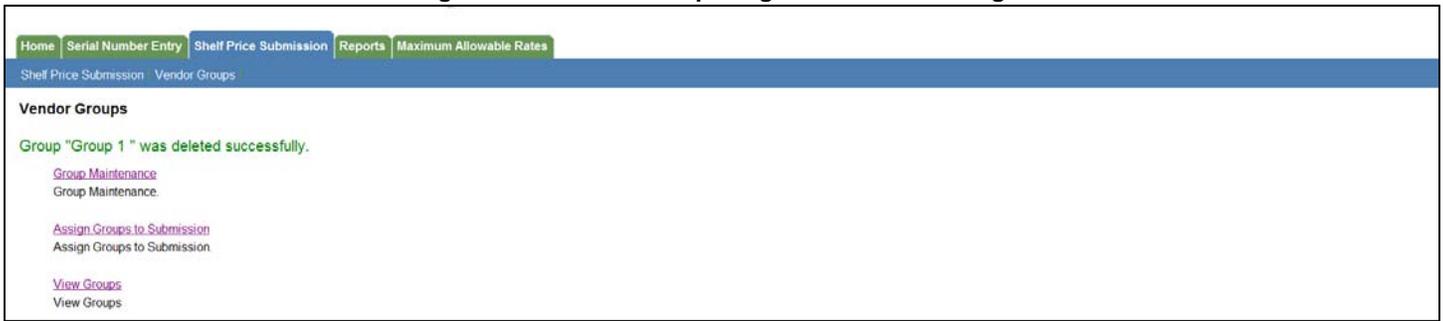
PLEASE NOTE: If a group is assigned to an active submission period, the group **cannot** be deleted. Once the submission period expires, the group can be deleted even if the group has submitted their shelf prices.

Figure 34 – Delete an existing Vendor Group



You will be returned to the Vendor Groups page and you will see a message that says your group was successfully deleted (Figure 35).

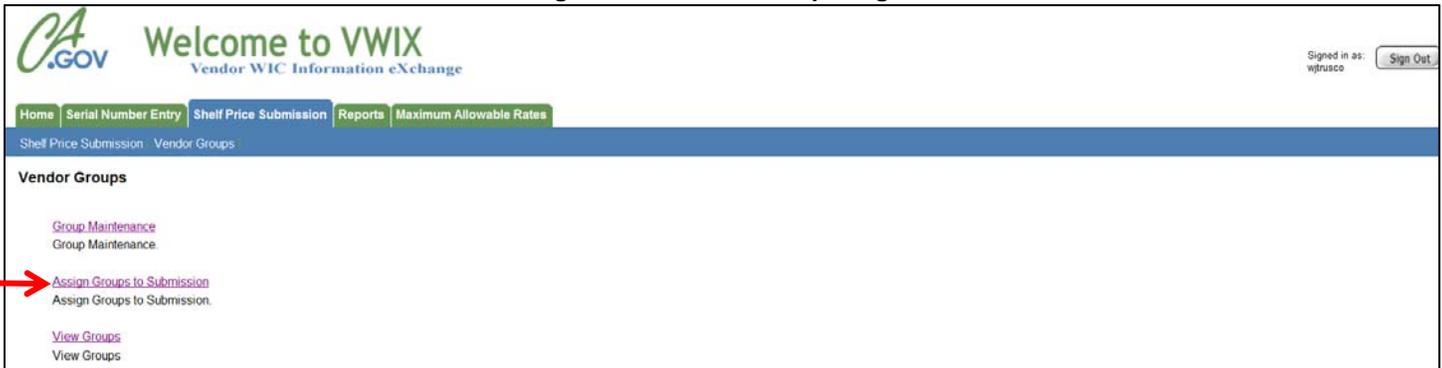
Figure 35 – Vendor Groups Page – Success message



17. Assign Groups to a Submission

After you create all of your groups, you can assign them to a submission by clicking on the *Assign Groups to Submission* link (Figure 36).

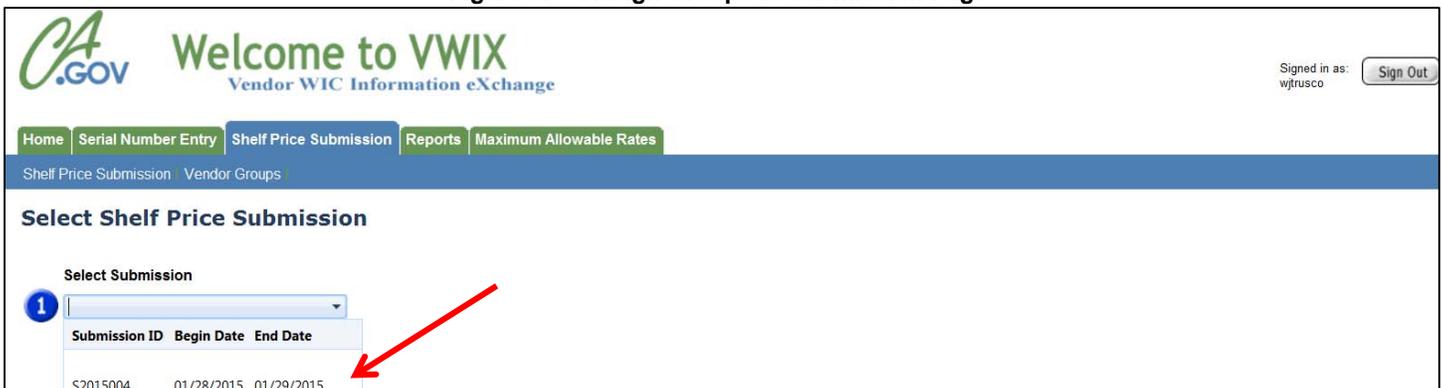
Figure 36 – Vendor Groups Page



It is recommended that you view your groups first, to check for accuracy, before assigning your groups to a submission.

There must be an active submission period for this function. Click on the down arrow in the Select Submission drop down box to select a submission (Figure 37).

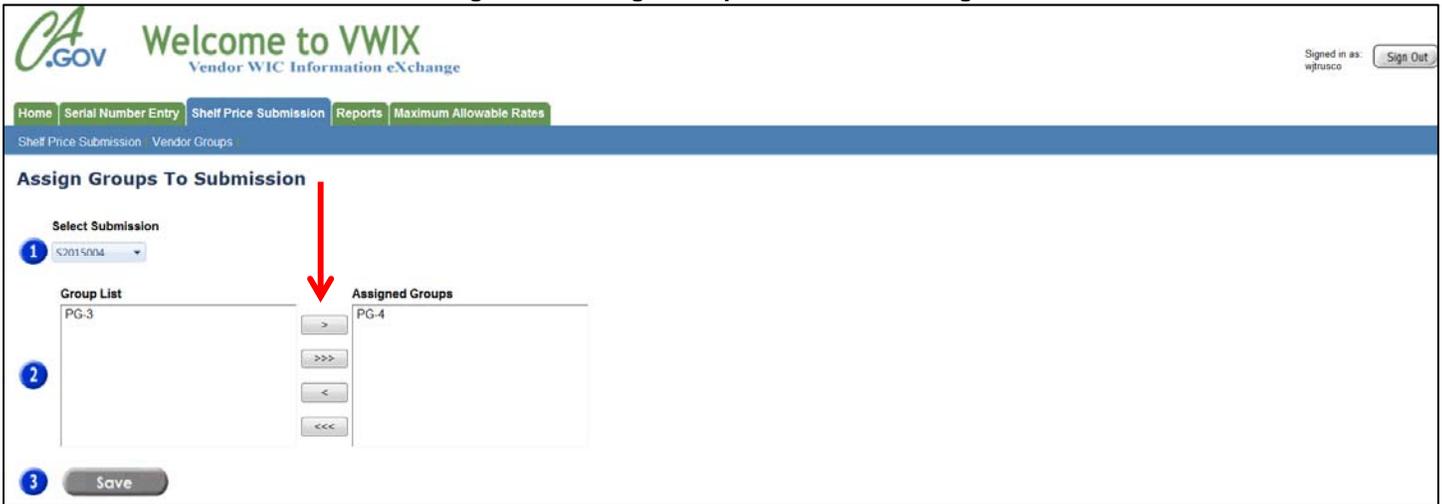
Figure 37 – Assign Groups to Submission Page



Select the group(s) from the Group List by clicking on the group(s) and then clicking on the right arrow to move to the Assigned Groups list. Or, simply click on the >>> button to assign all the groups to the submission. Once you moved your groups over to the Assigned Groups list, click on **Save** (Figure 38).

PLEASE NOTE: If you assign a vendor to two or more, the Program will only receive one set of prices.

Figure 38 – Assign Groups to Submission Page



You will be returned to the Vendor Groups page and you will see a message that says your group was successfully assigned (Figure 39).

Figure 39 – Vendor Groups Page – Success message

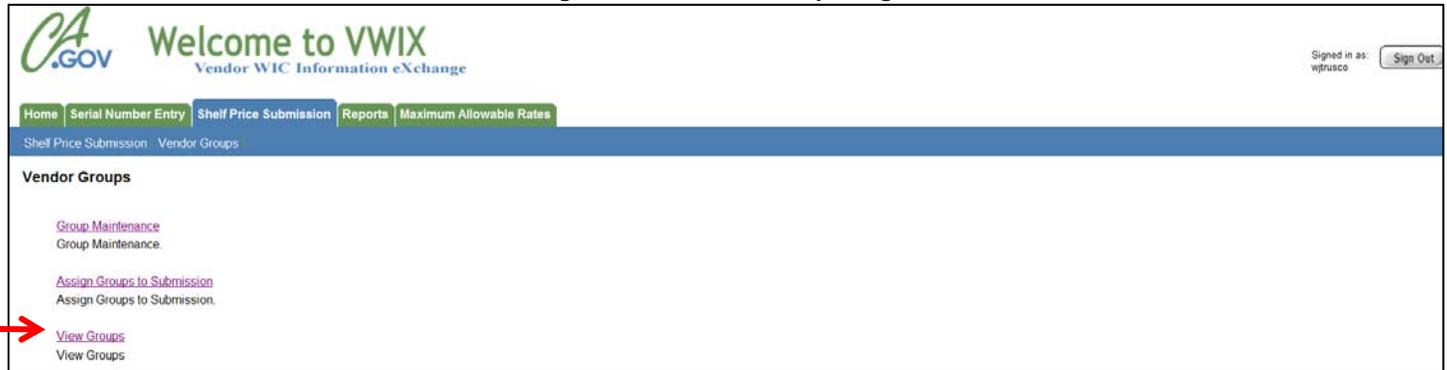


18. View a Group

After you create all of your groups, you can view them by clicking on the View Groups link (Figure 40).

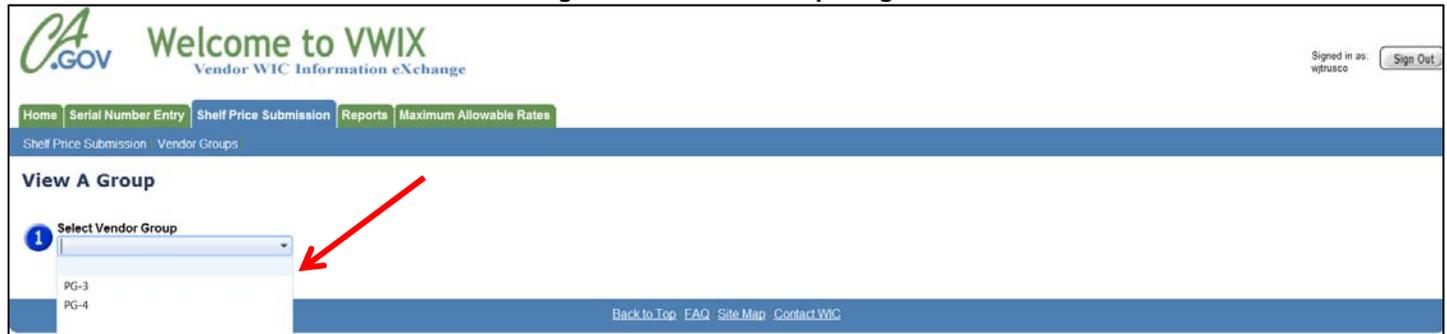
It is recommended that you view your groups before assigning to a submission to check for accuracy.

Figure 40 – Vendor Groups Page



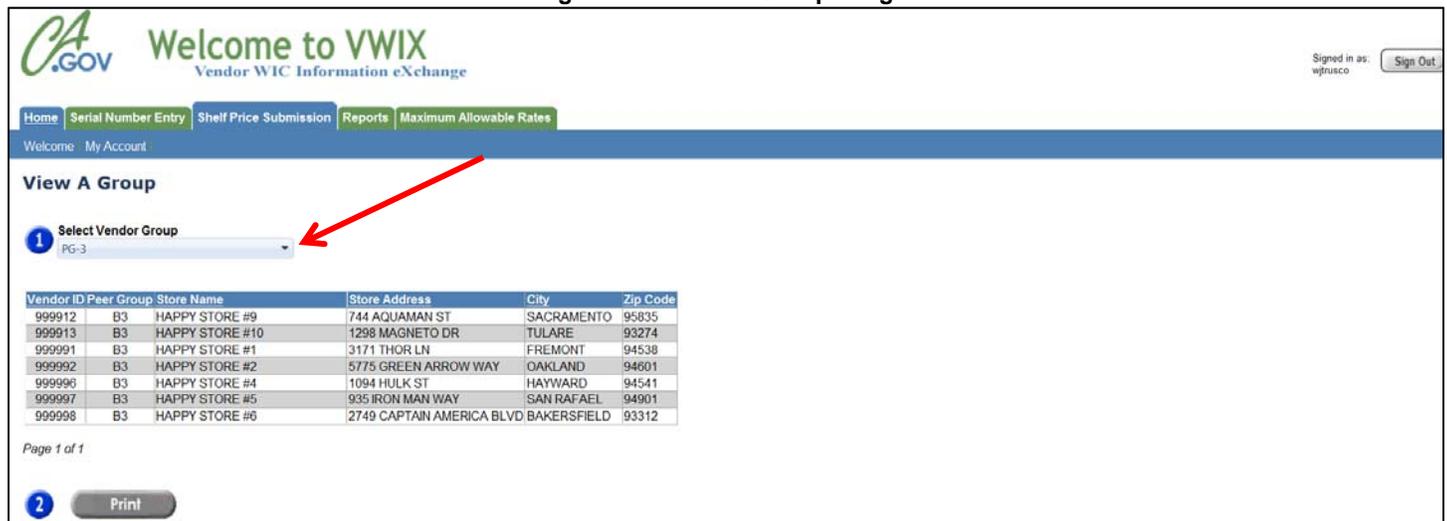
Click on the down arrow in the Select Vendor Group drop down box to select the group you want to view (Figure 41).

Figure 41 – Vendor Groups Page



The page will display all of the vendors in the selected group (Figure 42).

Figure 42 – Vendor Groups Page



19. Print a Group

You can print the group by clicking on the Print button. A new print window will open. Click print on the print dialogue box to print the group list (Figure 43).

Figure 43 – Vendor Groups Page

PG-3

Vendor ID	Peer Group	Store Name	Store Address	City	Zip Code
999912	B3	HAPPY STORE #9	744 AQUAMAN ST	SACRAMENTO	95835
999913	B3	HAPPY STORE #10	1298 MAGNETO DR	TULARE	93274
999991	B3	HAPPY STORE #1	3171 THOR LN	FREMONT	94538
999992	B3	HAPPY STORE #2	5775 GREEN ARROW WAY	OAKLAND	94601
999996	B3	HAPPY STORE #4	1094 HULK		
999997	B3	HAPPY STORE #5	935 IRON M		
999998	B3	HAPPY STORE #6	2749 CAPT		

The screenshot shows a Windows Print dialog box with the following details:

- General Tab:** Select Printer section with options: Add Printer, 1694-East-2nd-Q01-SamsungCLP-775-33 on phwiclenptrip01, 1694-East-2nd-Q01-SamsungML-551x-02 on phwiclenptrip01, 1694-East, Adobe PC, and Fax.
- Status:** Ready, Location: 2039, Comment: 10.226.26.235.
- Page Range:** All, Selection, Current Page. Input field contains '1'. Instruction: Enter either a single page number or a single page range. For example, 5-12.
- Number of copies:** 1.
- Collate:** Collate.
- Buttons:** Print, Cancel, Apply.