

# New VWIX Website User Guide

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## Welcome and Home Page

Type in the new website address for VWIX – <https://vwix.ca.gov/VWIX/SignIn.aspx>  
You will come to the Welcome page of the VWIX website. See below.



Type in the website user ID and password given to your business. Press Go.  
You will then come to the Home page. See below.



## Serial Number Entry Tab

The navigation tabs show the features available. Click on the Serial Number Entry tab in order to type in serial numbers.

Serial Number Entry

Select **FOODS INC.** vendor location where food instrument was accepted.

1 888846 - FUN FOODS #1 1A  Click here to confirm selection.

Enter FI Serial Numbers

2 9895364271	9895364289						

Minutes remaining to submit numbers: 73 Maximum of 56 Serial Numbers per Page

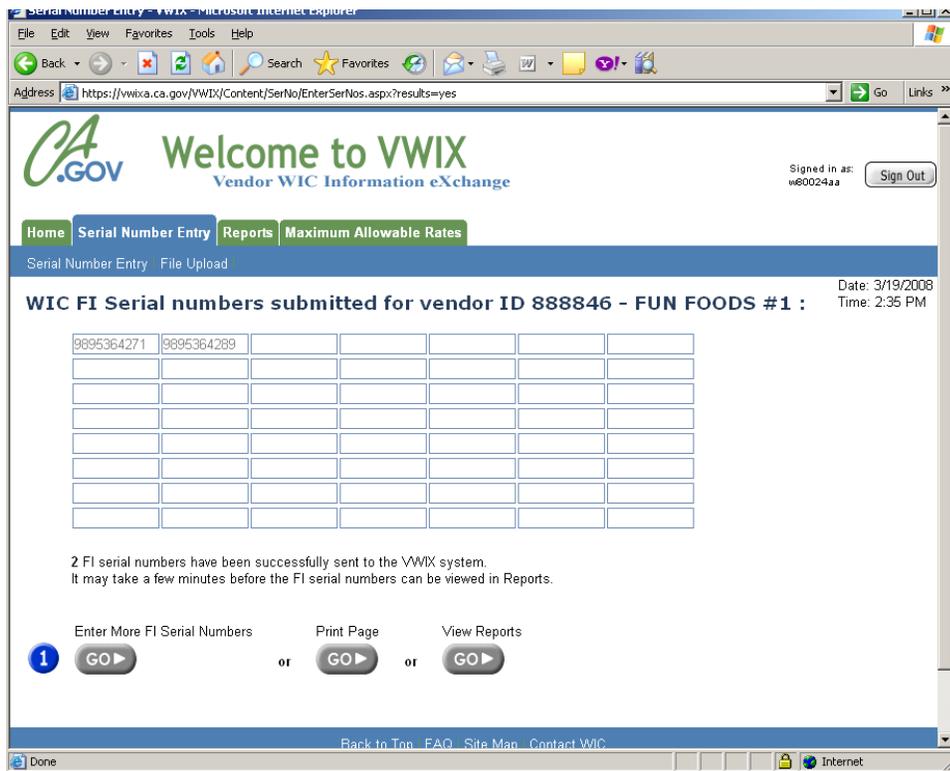
Submit FI Serial Numbers

3 GO ►

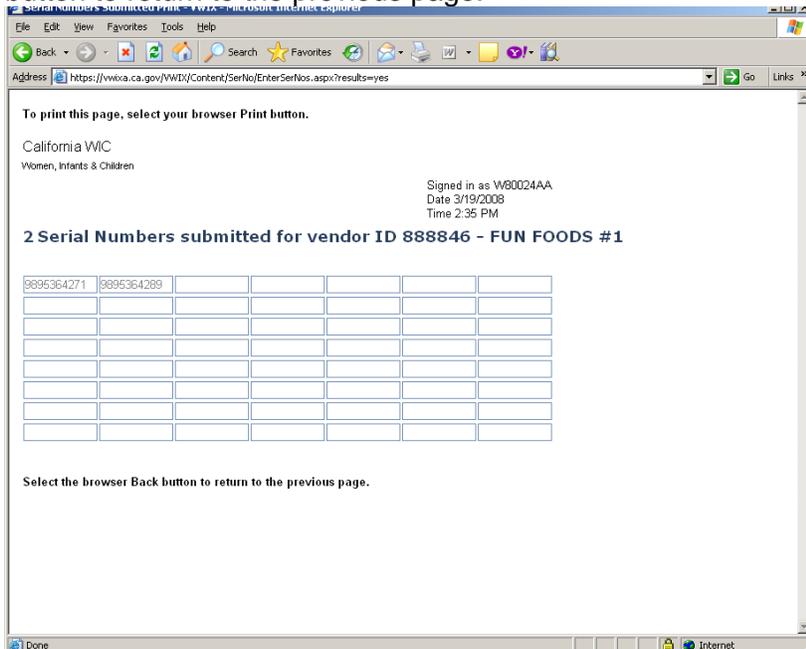
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The numbered dots guide you through the steps of correctly submitting your serial numbers to the State. #1 – If you have more than one store in your vendor contract, select the store where the WIC FI's were accepted. #1a – Click to confirm you chose the correct store. #2 – Type in the serial numbers of the WIC FI's. #3 – Press the Go button to submit the numbers.

You will come to the confirmation page which verifies that the serial numbers were submitted for the store you selected. You can select Enter More FI Serial Numbers to go back to the previous page. You can select the Print Page button to print out this confirmation. Or you can select View Reports to look at the FI serial numbers to view accepted/rejected status.

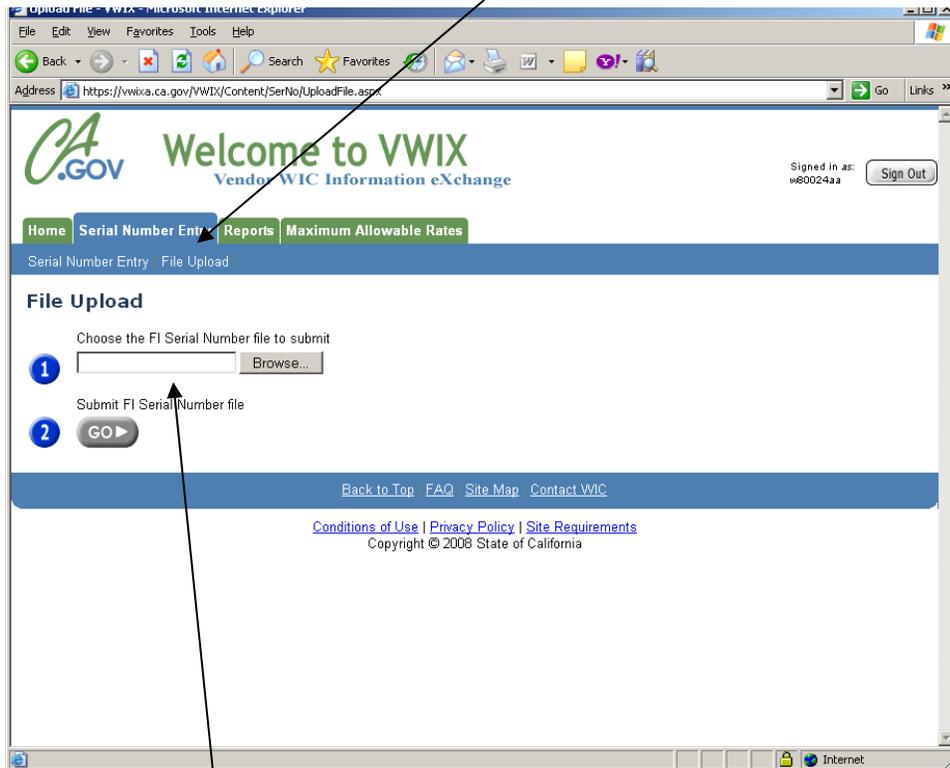


If you select the Print Page option, you will get a print friendly view of the information. See below. Use your browser's print button to print the confirmation. Select your browser's back button to return to the previous page.



## Serial Number Entry - Upload

If you submit FI serial numbers using the File Upload option, you will find this option within the Serial Number Entry tab, under File Upload on the submenu bar.

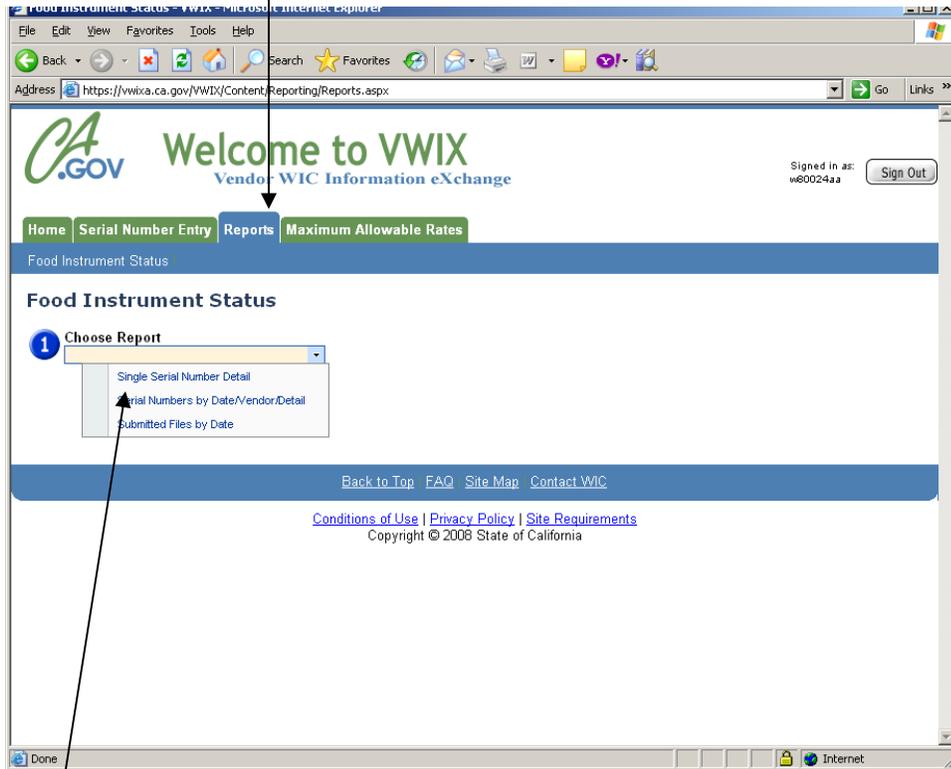


Follow the numbered dots. #1 – Choose the FI serial number file you want to submit. Click on Browse to locate the file. Select the FI serial number file you want to submit and it will appear in the upload window. #2 – Press the Go button to submit the file.

You will come to the confirmation page which verifies the file was submitted for your vendor contract. You can select to Upload Another File, select the Printer Friendly Page to print this confirmation, or select View Reports to see the status detail on the submitted FI serial numbers.

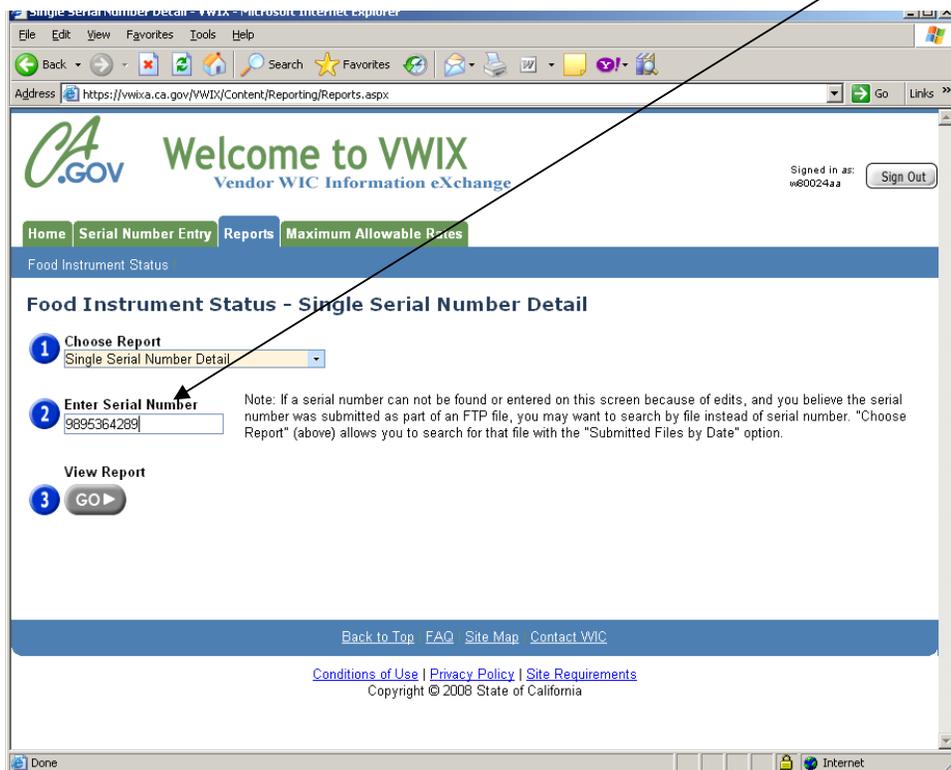
## Reports Tab – Single Serial Number Detail Reports

Click on the Reports tab to select a report to see feedback on FI serial number submissions.

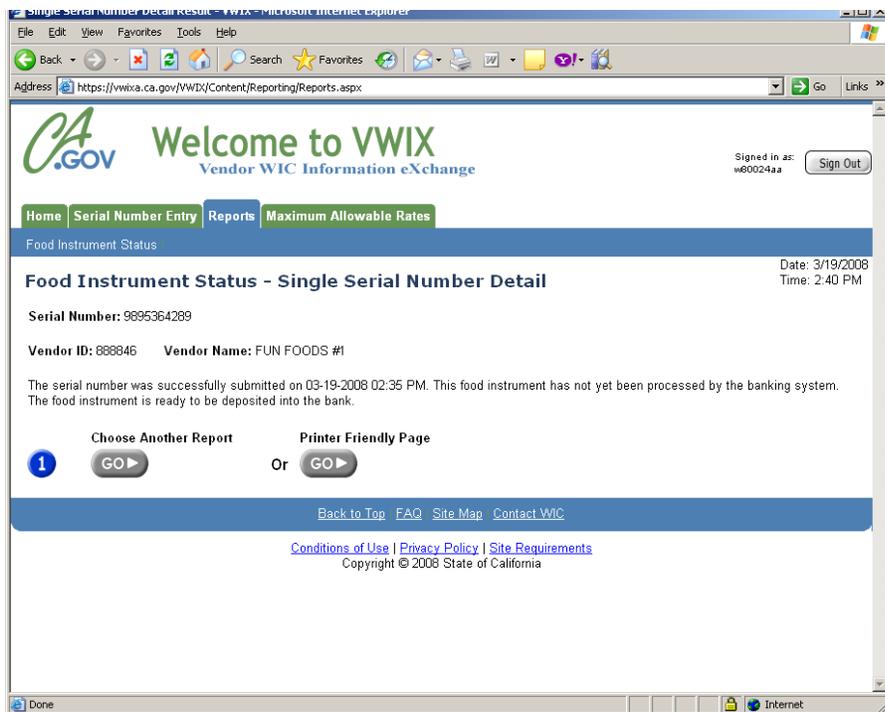


You can select any one of the three reports in the drop-down menu. Let's select the first report, Single Serial Number Detail.

You might select this report to view the exact disposition of a FI serial number. This is useful if you are reconciling FI's returned through the banking process. Type in the FI serial number. Press the Go button to view the report.



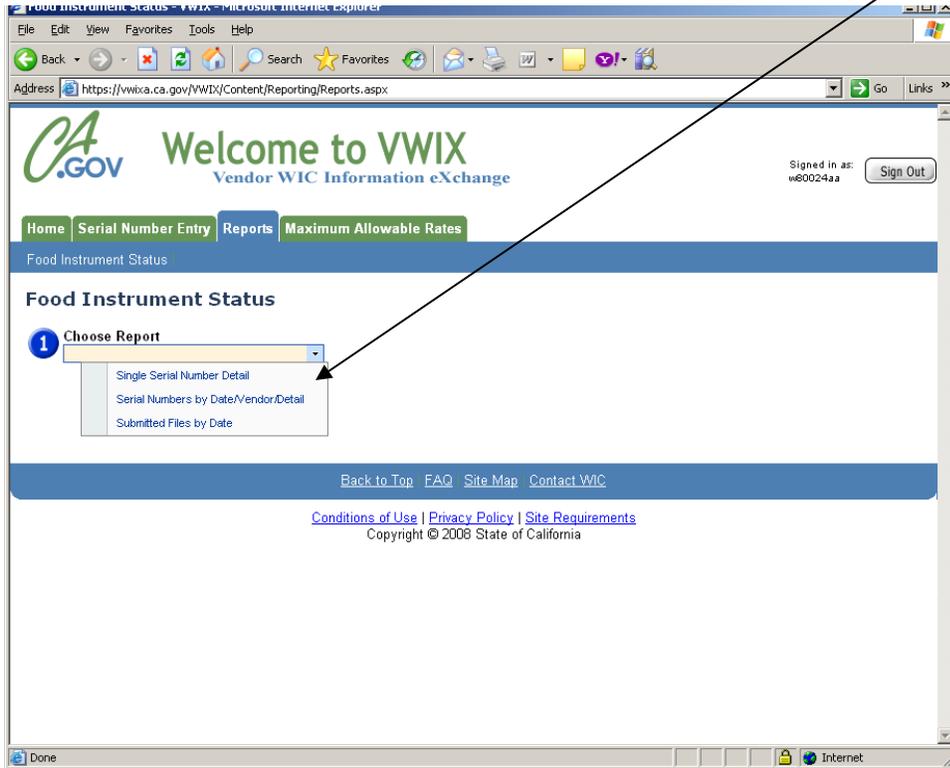
The detailed message for the FI serial number is displayed. See below.



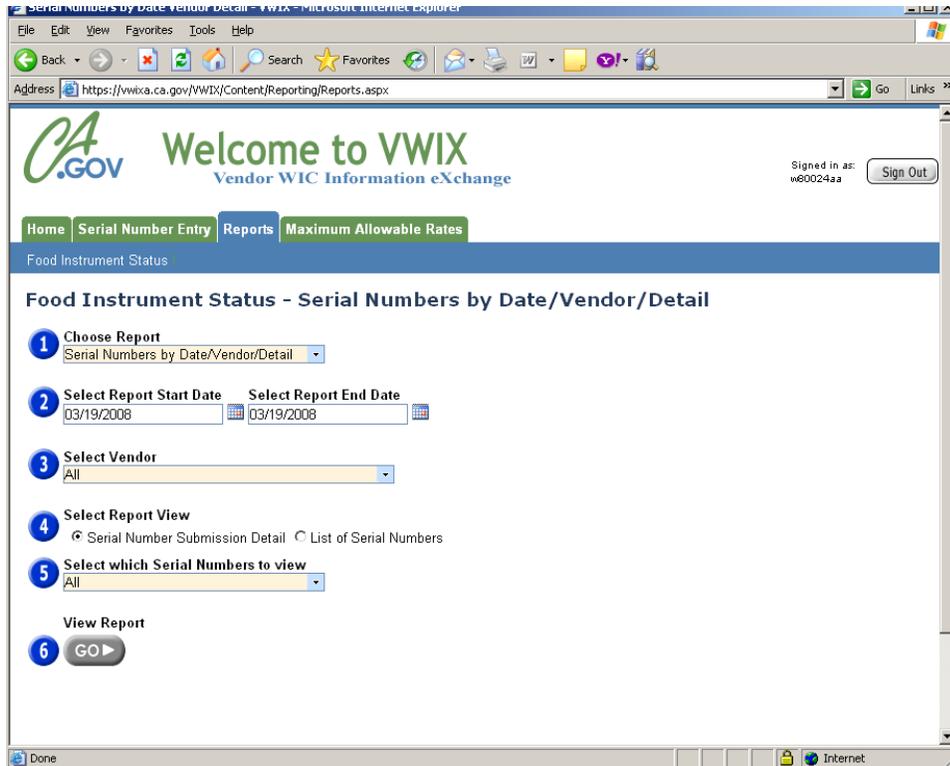
You can select Printer Friendly Page to print this message, or Choose Another Report.

## Reports Tab – Serial Numbers by Date/Vendor/Detail Report

The Reports tab lists three reports in the drop-down menu. Select the second report, Serial Numbers by Date/Vendor/Detail.



You will see numbered dots that allow you to select preferences for your report. # 2 – Select the date or date range for your report. The default is today’s date. #3 – Select which stores you want to see the serial number information: all stores, or a specific store if you have more than one store in your vendor contract. #4 – Select to view the submission detail, or view a list of serial numbers. #5 – Select which serial numbers you want to view: all, just the accepted serial numbers, or just the rejected serial numbers. #6 – Press the Go button to view the report.



The report below shows the preferences selected on the previous page. All serial numbers for all stores are displayed, showing the vendor ID number and the submission date and time.

Serial Numbers by Date Vendor Detail List - VWIX - Microsoft Internet Explorer

Address: https://vwixa.ca.gov/VWIX/Content/Reporting/Reports.aspx

CA.GOV Welcome to VWIX Vendor WIC Information eXchange

Signed in as: w60024aa Sign Out

Home Serial Number Entry Reports Maximum Allowable Rates

Food Instrument Status

Food Instrument Status - Serial Numbers by Date/Vendor/Detail Date: 4/23/2008 Time: 3:46 PM

3 serial numbers found for all of your vendors with the date range of 03/19/2008 to 03/19/2008 for all serial number types .

Serial Number	Status	Vendor ID	Vendor Name	Submission Date
<a href="#">989536427</a>	✓	888846	FUN FOODS #1	<a href="#">3/19/2008 2:35:39 PM</a>
<a href="#">989536428</a>	✓	888846	FUN FOODS #1	<a href="#">3/19/2008 2:35:39 PM</a>
<a href="#">999999999</a>	✓	888847	FUN FOOD #2	<a href="#">3/19/2008 11:26:18 AM</a>

Choose another report Save to .csv

1 GO Or GO

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You can sort the columns by clicking on the column heading. You can click on a field that is underlined to go to more detail. For example, if you click on the first serial number in the table, you will see the information below.

Serial Number Detail - VWIX - Microsoft Internet Explorer

Address: https://vwixa.ca.gov/VWIX/Content/Reporting/Reports.aspx

CA.GOV Welcome to VWIX Vendor WIC Information eXchange

Signed in as: w60024aa Sign Out

Home Serial Number Entry Reports Maximum Allowable Rates

Food Instrument Status

Food Instrument Status - Single Serial Number Detail Date: 3/19/2008 Time: 2:43 PM

Serial Number: 989536427

Vendor ID: 888846 Vendor Name: FUN FOODS #1

The serial number was successfully submitted on 03-19-2008 02:35 PM. This food instrument has not yet been processed by the banking system. The food instrument is ready to be deposited into the bank.

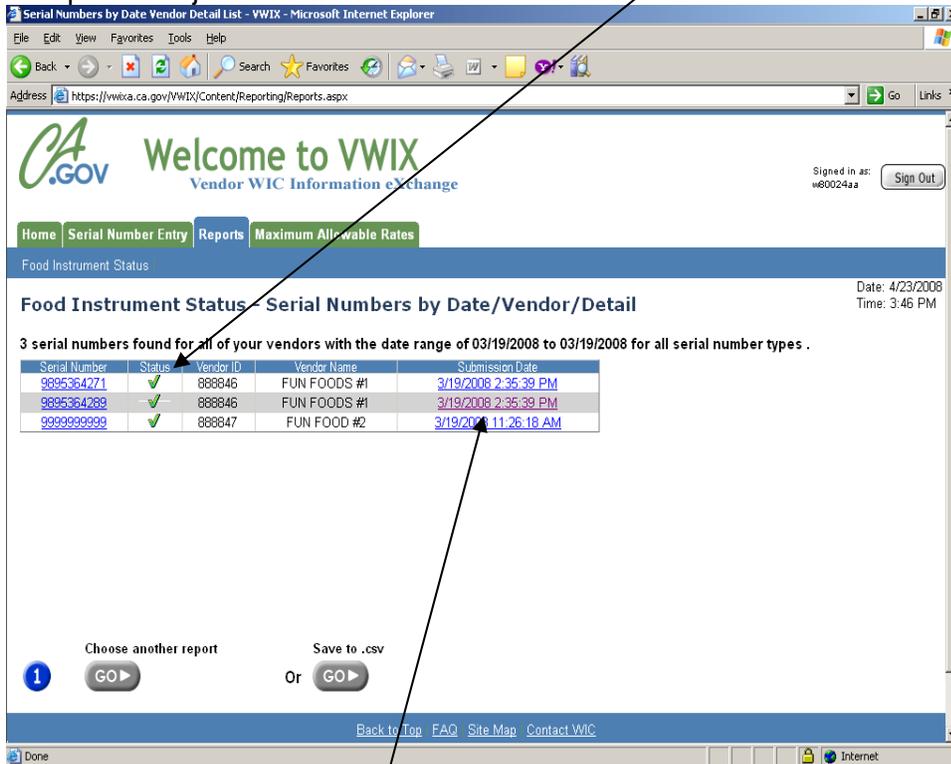
Return to Multiple SN Report Choose Another Report Printer Friendly Page

1 GO Or GO Or GO

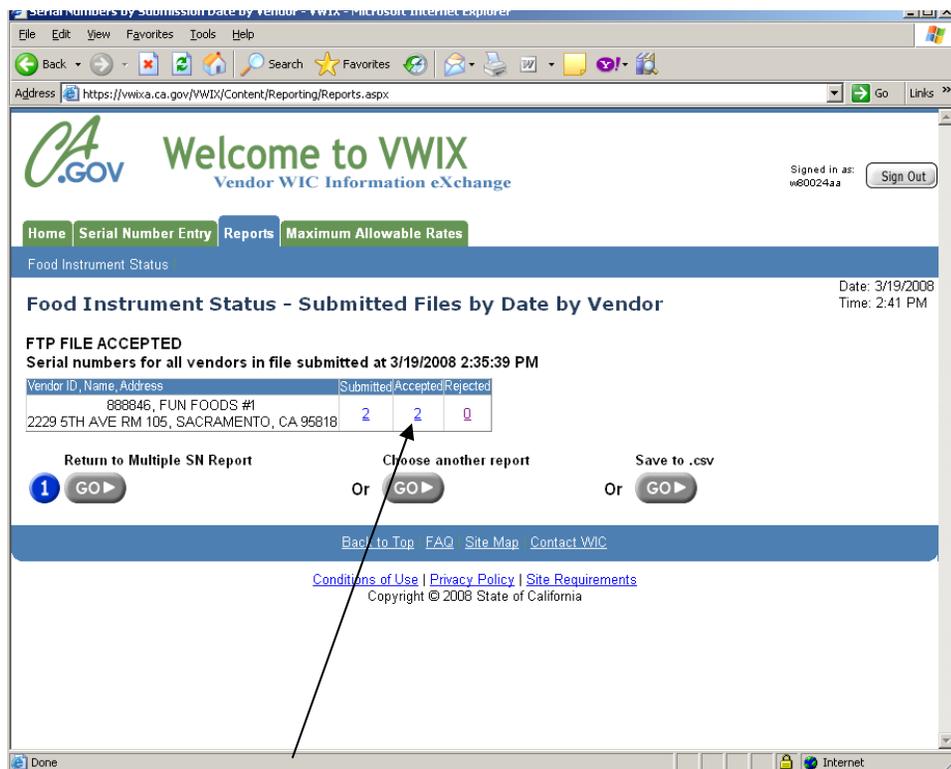
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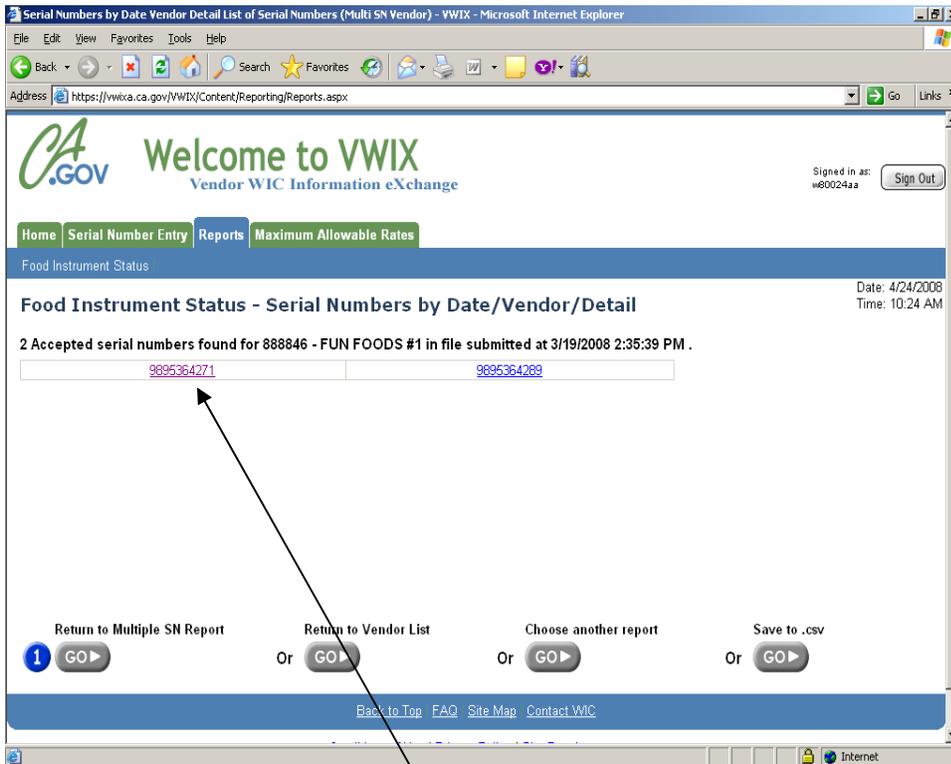
The report displays in the second column, a green check or a red "X" to graphically indicate an accepted or rejected serial number.



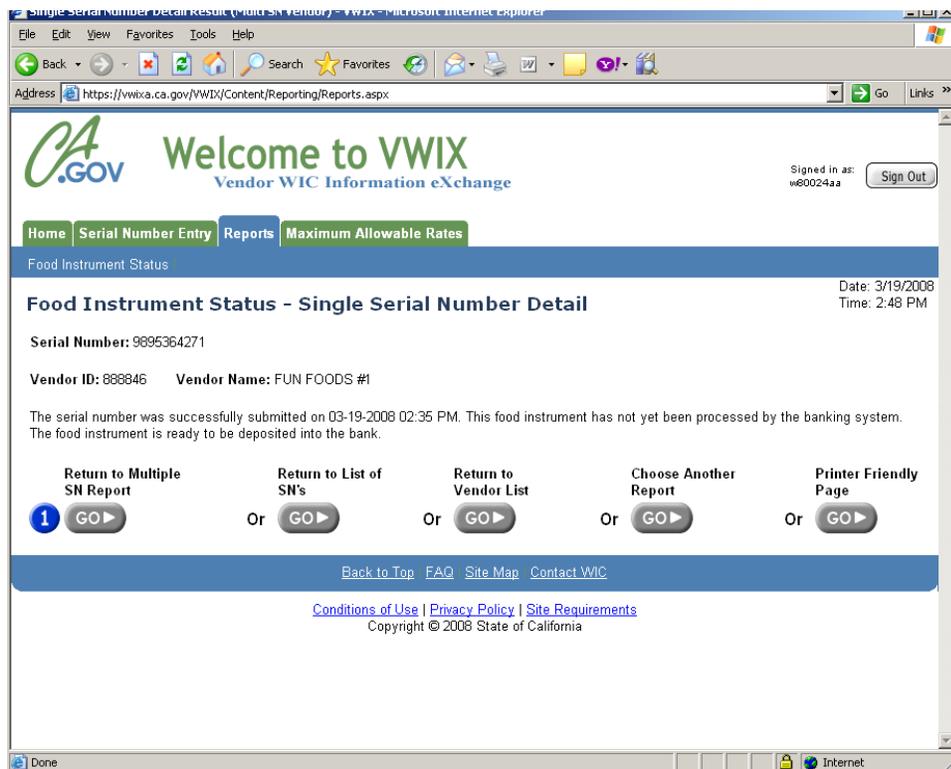
If you click on the submission date, you will see the report below.



You can click on the Accepted serial numbers, and see the report below.



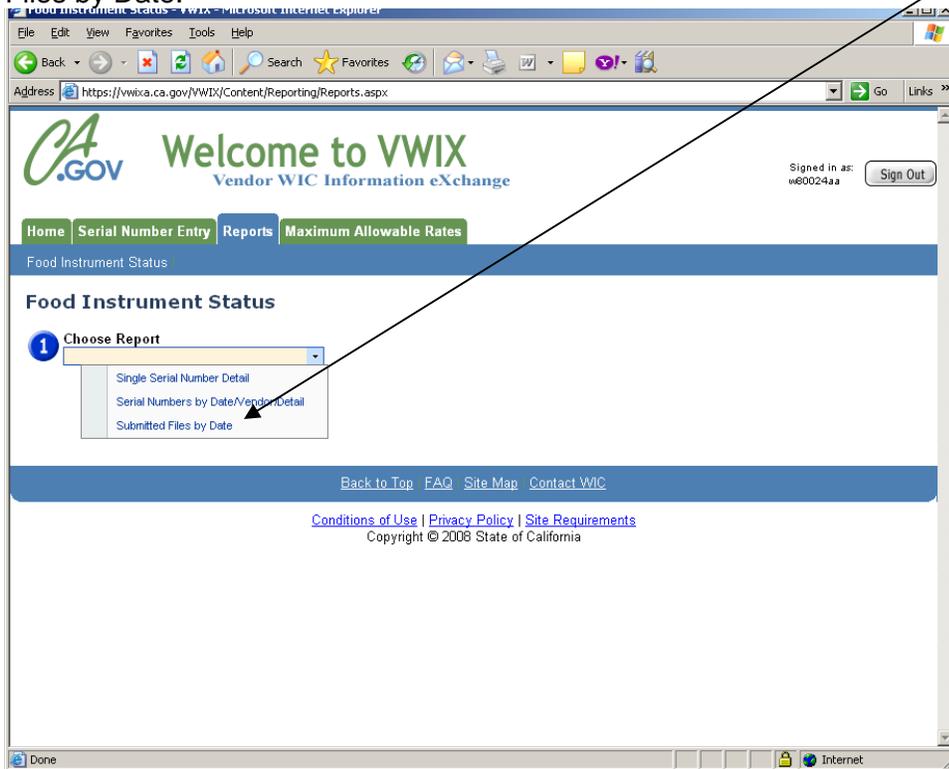
You can click on the specific serial number, and see the report below. There are several options at the bottom of this screen. You can save this to a .csv file, which means you can download this information and open it with a program such as Microsoft Excel.



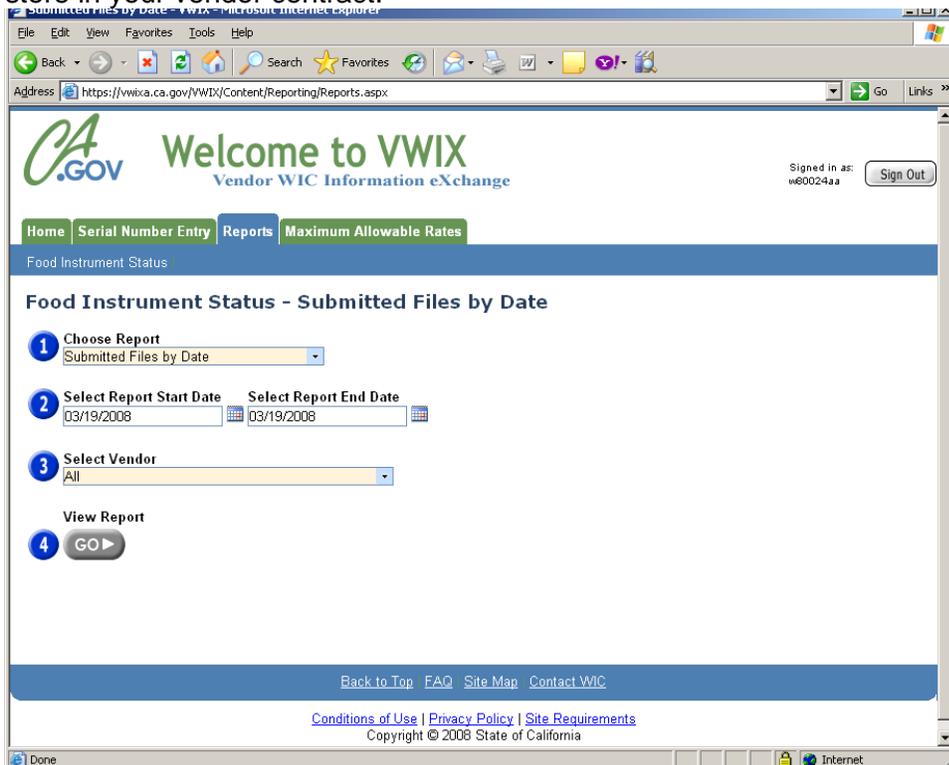
You can see several choices available at the bottom of this screen. Clicking on any of these will take you to the selected choice.

## Reports Tab – Submitted Files by Date Report

The Reports tab lists three reports in the drop-down menu. Select the third report, Submitted Files by Date.



You may select preferences for this report. See below. #2 – Select the date for the report. #3 – Select to see the report for all your stores, or a specific store if you have more than one store in your vendor contract.



The report is displayed below. You can click on the submission date, and get a report that displays the store name, address, vendor ID number, and a count of accepted and rejected serial numbers. As on other VWIX pages, there are buttons at the bottom of the page that provide choices

**Submitted Files by Date List - VWIX - Microsoft Internet Explorer**

Address: <https://vwix.ca.gov/VWIX/Content/Reporting/Reports.aspx>

**CA.GOV** Welcome to VWIX  
Vendor WIC Information eXchange

Signed in as: w80024aa [Sign Out](#)

[Home](#) [Serial Number Entry](#) [Reports](#) [Maximum Allowable Rates](#)

Food Instrument Status

**Food Instrument Status - Submitted Files by Date** Date: 4/24/2008  
Time: 1:44 PM

2 submitted files found for all of your vendors with the date range of 03/19/2008 to 03/19/2008 .

Submission Date	Status	Submitter ID	Submitted	Accepted	Rejected
<a href="#">3/19/2008 2:35:39 PM</a>	✓	W80024AA	2	2	0
<a href="#">3/19/2008 11:26:18 AM</a>	✓	WDPHILLI	1	1	0

Choose another report Save to .csv

[GO](#) Or [GO](#)

[Back to Top](#) [FAQ](#) [Site Map](#) [Contact WIC](#)

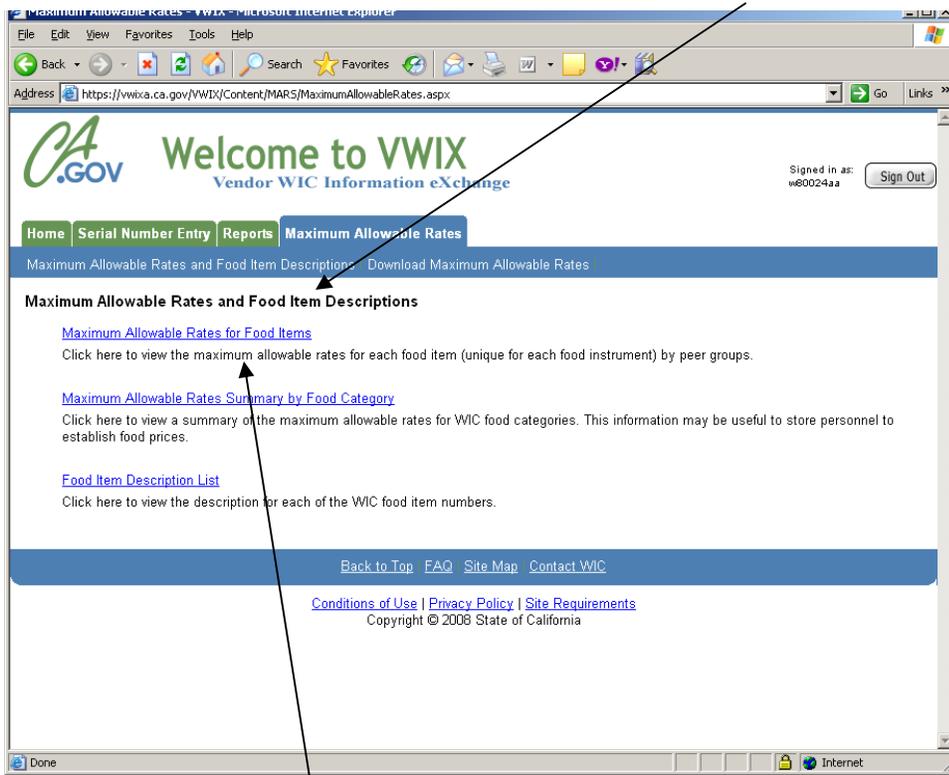
[Conditions of Use](#) | [Privacy Policy](#) | [Site Requirements](#)  
Copyright © 2008 State of California

Done

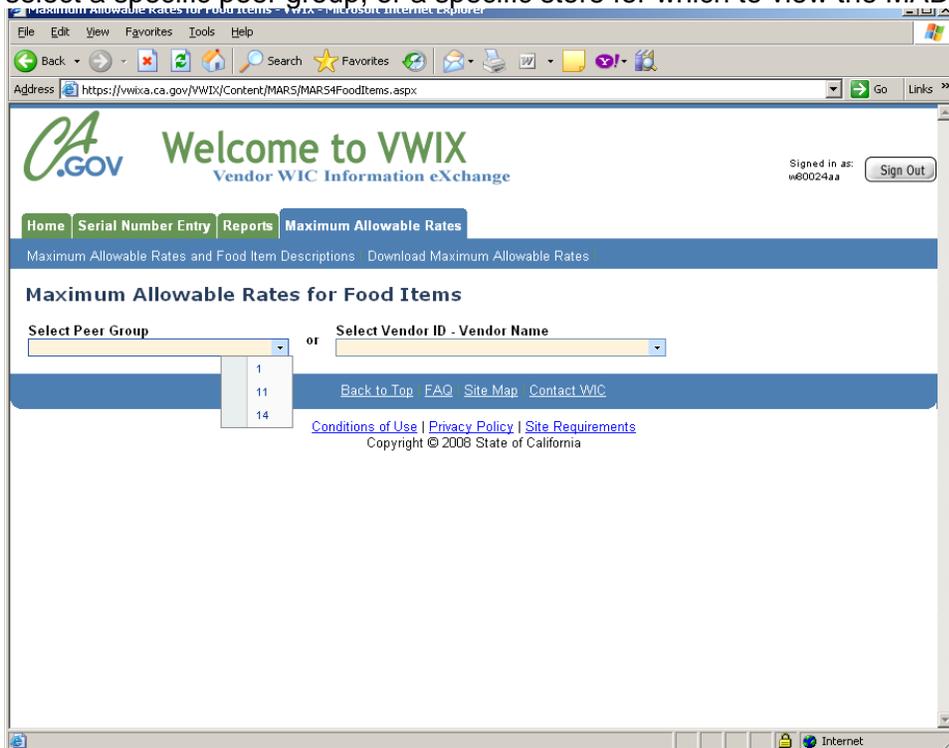
Start | 3 Microsoft... | DPhillips on '... | Audio CD (E:) | VWIX2 User ... | Administrato... | Windows Me... | Submitted ... | 1:44 PM

## Maximum Allowable Rates Tab

The Maximum Allowable Rates tab displays the maximum allowable rates (MADR's) in both report format and in download format. Let's look at the report format.



There are three reports available in this tab, each with a description of the contents of the report. Click on the first report, Maximum Allowable Rates for Food Item. See below. You may select a specific peer group, or a specific store for which to view the MADR's.



Peer group 11 was selected in this example. The date, both for the current MADR and the future MADR, is displayed in this example. You can download this information using the Save to .csv feature.

Maximum Allowable Rates for Food Items

Select Peer Group: 11 or Select Vendor ID - Vendor Name: [ ]

Peer Group	Food Item Nbr	Current MAR Effective Date	Current MAR	Future MAR Effective Date
11	0001	03/07/2008	5.26	03/21/2008
11	0002	03/07/2008	8.75	03/21/2008
11	0003	03/07/2008	10.52	03/21/2008
11	0004	03/07/2008	10.97	03/21/2008
11	0005	03/07/2008	16.39	03/21/2008
11	0006	03/07/2008	21.94	03/21/2008
11	0010	03/07/2008	3.50	03/21/2008
11	0100	03/07/2008	6.80	03/21/2008
11	0101	03/07/2008	14.64	03/21/2008
11	0226	03/07/2008	2.74	03/21/2008

Save to .csv [GO]

You can also select to see the MADR information for a selected store.

Maximum Allowable Rates for Food Items

Select Peer Group: [ ] or Select Vendor ID - Vendor Name: [ ]

- 888846 - FUN FOODS #1
- 888847 - FUN FOOD #2
- 888848 - FUN FOOD #3
- 888862 - THE FOOD STORE

Store #3 was selected in this example.

Maximum Allowable Rates for Food Items - VWIX - Microsoft Internet Explorer

Address: https://vwix.ca.gov/VWIX/Content/MARS/MARS4FoodItems.aspx

CA.GOV Welcome to VWIX Vendor WIC Information eExchange

Signed in as: w60024aa Sign Out

Home Serial Number Entry Reports Maximum Allowable Rates

Maximum Allowable Rates and Food Item Descriptions Download Maximum Allowable Rates

### Maximum Allowable Rates for Food Items

Select Peer Group  or Select Vendor ID - Vendor Name

Peer Group	Food Item Nbr	Current MAR Effective Date	Current MAR	Future MAR Effective Date
11	0001	03/07/2008	5.26	03/21/2008
11	0002	03/07/2008	8.75	03/21/2008
11	0003	03/07/2008	10.52	03/21/2008
11	0004	03/07/2008	10.97	03/21/2008
11	0005	03/07/2008	16.39	03/21/2008
11	0006	03/07/2008	21.94	03/21/2008
11	0010	03/07/2008	3.50	03/21/2008
11	0100	03/07/2008	6.80	03/21/2008
11	0101	03/07/2008	14.64	03/21/2008
11	0226	03/07/2008	2.74	03/21/2008

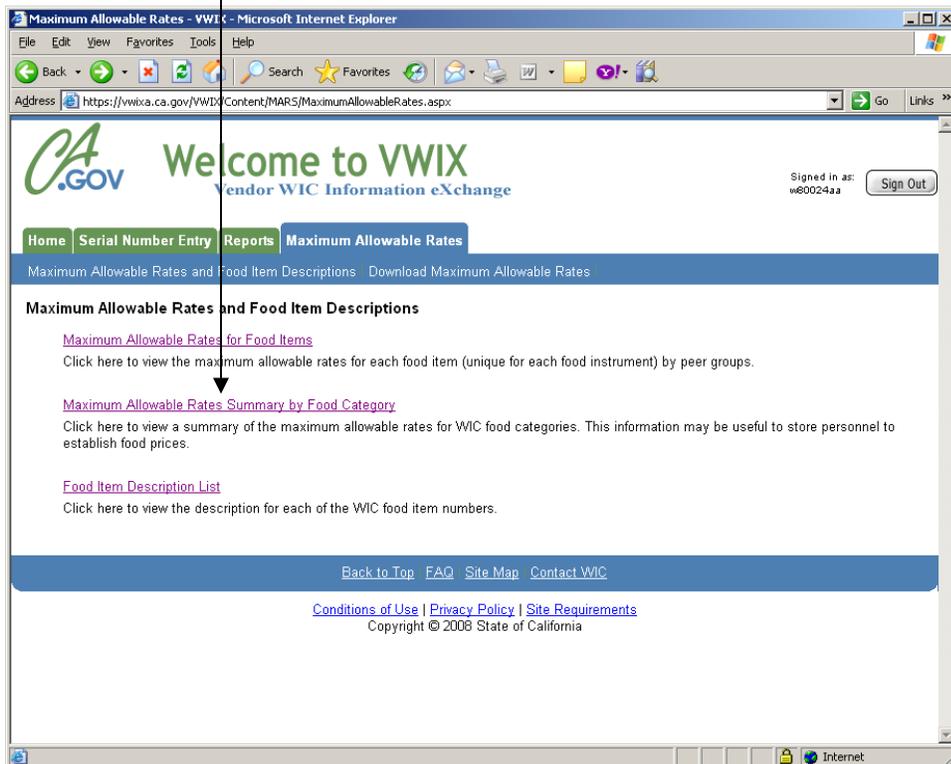
1 2 3 4 5 6 7 8 9 10 ...

Save to .csv

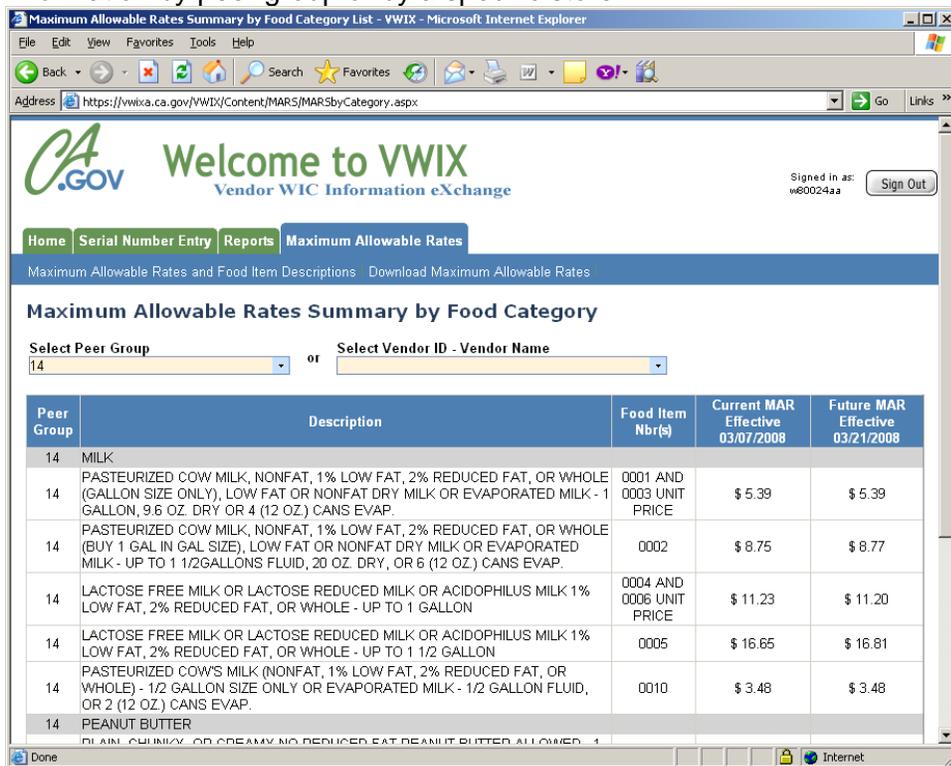
1 GO

Done Internet

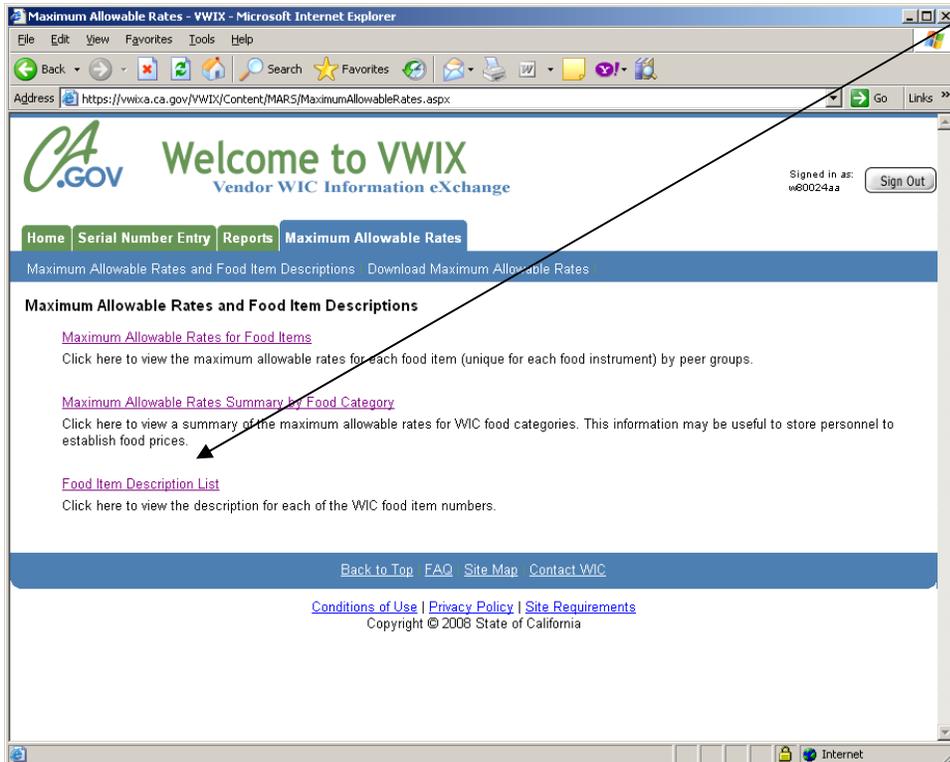
The second report available in the Maximum Allowable Rates tab is the Maximum Allowable Rates Summary by Food Category. This is summary information of maximum rates for WIC food categories.



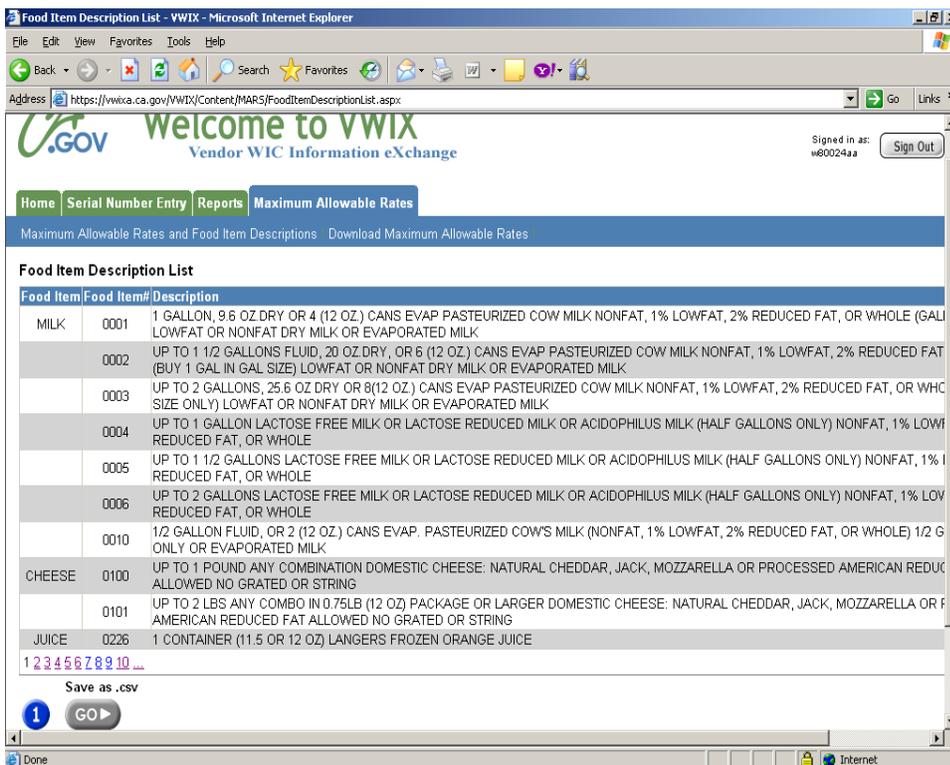
The report below shows this information for peer group 14. You can choose to see this information by peer group or by a specific store.



The third report available in the Maximum Allowable Rates tab is the Food Item Description List.



Below is a view of the Food Item Description List report.



## Maximum Allowable Rates Tab - Download

The Maximum Allowable Rates tab provides you with an option to download each of these three reports. You can save each of these reports to a .csv file, which means you can download this information and open it with a program such as Microsoft Excel. You can select any one of these three reports, select the preference of peer group or specific store, and download the information.

