

# WIC Materials For Authorized Vendors Ordering Process



Revision 09/2024

## Background:

- WIC Authorized Vendors can order free of charge: shelf talkers, posters, decals, shopping guides, etc. to identify themselves as a WIC Authorized Vendor or to identify a WIC authorized food item.
- These are the only materials produced and approved by the California WIC program.

## Procedures:

**You must submit your order using the most current Vendor Materials Order form (OSP 508). Orders submitted on older versions of the form (OSP 508) will not be processed.** To ensure you have the current version, visit our website at [www.wicworks.ca.gov](http://www.wicworks.ca.gov). On the left side menu, find *Grocers*. Click on *Authorized Vendors*. Click on *Vendor Materials Ordering Process (PDF)*.

**Step 1:** In order to type directly on the fillable order form, you may need to first save a copy to your computer.

**Step 2:** Enter all information requested on the form (OSP 508). The form must include:

- The 6-digit vendor number from your Vendor Agreement. If you do not know your vendor number, please call the WIC vendor line at (855) 942-7867.
- Your physical street address. Post Office (P.O.) box numbers will not be accepted.

**For corporate orders:** Please speak with your vendor consultant who will help you place an order. If you do not know the name and phone number for your vendor consultant, please call the WIC vendor line at (855) 942-7867 or send them an email at [WICVendorInfo@cdph.ca.gov](mailto:WICVendorInfo@cdph.ca.gov).

**Step 3:** Following your personal computer settings and instructions to save a PDF, save the completed order form to your computer.

**Step 4:** To order by email, follow your email server instructions to attach the order form to an outgoing message. Address the email to [WICOrders@dgs.ca.gov](mailto:WICOrders@dgs.ca.gov) and send it with the subject line "WIC Materials order form."

## Notes:

- Orders are filled within 15 working days after they are received by email. To follow up on the status of an order, please call (800) 585-7341 and follow the directions.
- Only items listed on the order form are available to order in the maximum limit specified. Your order will not be filled if additional materials or quantities are added to the form.
- If you are ordering materials for other stores you own or manage, please notify them that these materials will be arriving.

# WIC Materials For Authorized Vendors

All store information below is required. Only one order submitted per vendor number. You must submit your order using the most current of version this form (OSP 508). Orders submitted on older versions will not be processed. To ensure you have the current version, visit our website at [www.wicworks.ca.gov](http://www.wicworks.ca.gov).

## Vendor Information

|  |   |                           |          |
|--|---|---------------------------|----------|
| Vendor Store Name (not business ownership name)    |   | Vendor Number (6 digits)* | Date     |
| Shipping Address (no P.O. box—street address only) | New Address<br><input type="checkbox"/> | City                      | Zip Code |
| Contact Name (person submitting order)             | New Contact<br><input type="checkbox"/> | Contact Phone Number      |          |

## Order Information

| WIC Material  | Order Limit | Item # | # of Items in Package | # of Packages Ordered | Total Quantity Ordered |
|---|-------------|--------|-----------------------|-----------------------|------------------------|
| CA WAFL Shopping Guide—English (April 2, 2019)              | Limit 1 pk  | 910282 | 25                    |                       |                        |
| CA WAFL Shopping Guide—Spanish (April 2, 2019)              | Limit 1 pk  | 910283 | 25                    |                       |                        |
| We Accept WIC—Small Poster (8.5" x 11")                     | Limit 5     | 960048 | 1                     |                       |                        |
| We Accept WIC—Large Poster (18" x 24")                      | Limit 5     | 960049 | 1                     |                       |                        |
| Enjoy! Fruits and Vegetables, Wet Rack Sign (11" x 7")      | Limit 5     | 960084 | 1                     |                       |                        |
| Enjoy! Fruits and Vegetables, Dry Produce Sign (11" x 3.5") | Limit 5     | 960085 | 1                     |                       |                        |
| Enjoy! Fruits and Vegetables, Iron Man Sign (22" x 28")     | Limit 1     | 960086 | 1                     |                       |                        |
| Shelf Talkers "WIC Authorized"—Sheet                        | Limit 5 pks | 980075 | 90                    |                       |                        |
| WIC Card Decal—Small (3.5" x 5.5")                          | Limit 4     | 980086 | 1                     |                       |                        |
| WIC Card Decal—Large (5" x 8")                              | Limit 4     | 980088 | 1                     |                       |                        |

**\* If you do not enter your 6-digit vendor number, your order will not be filled!**

Refer to your Vendor Agreement for vendor number **or**  
 call (855) 942-7867 to speak to your Vendor Consultant **or**  
 email [WICVendorInfo@cdph.ca.gov](mailto:WICVendorInfo@cdph.ca.gov).