

Vendor Annual Training in VWIX

User Guide

Version 1.0

April 11, 2017



Vendor Annual Training User Guide

Table of Contents

- Getting Started.....2
- Welcome and Home Page.....2
- Annual Training.....3
- Begin Annual Training.....4
- Statement of Acknowledgement – On-line.....5
- Statement of Acknowledgement – By Mail.....6

Getting Started

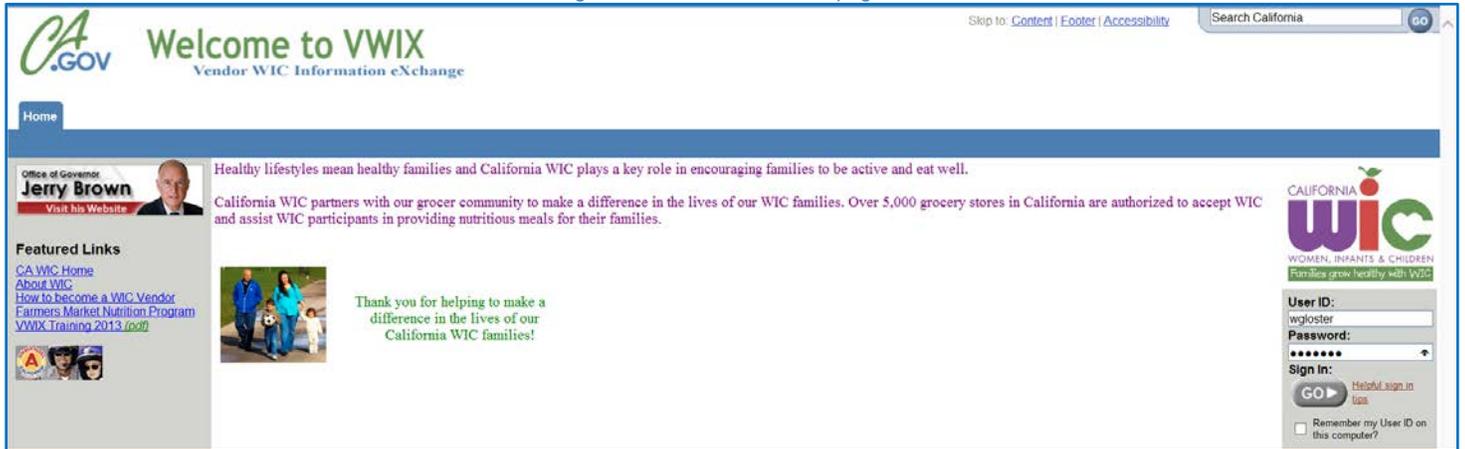
Type in the website address for VWIX – <https://vwix.ca.gov/VWIX/SignIn.aspx>

Welcome and Home Page

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

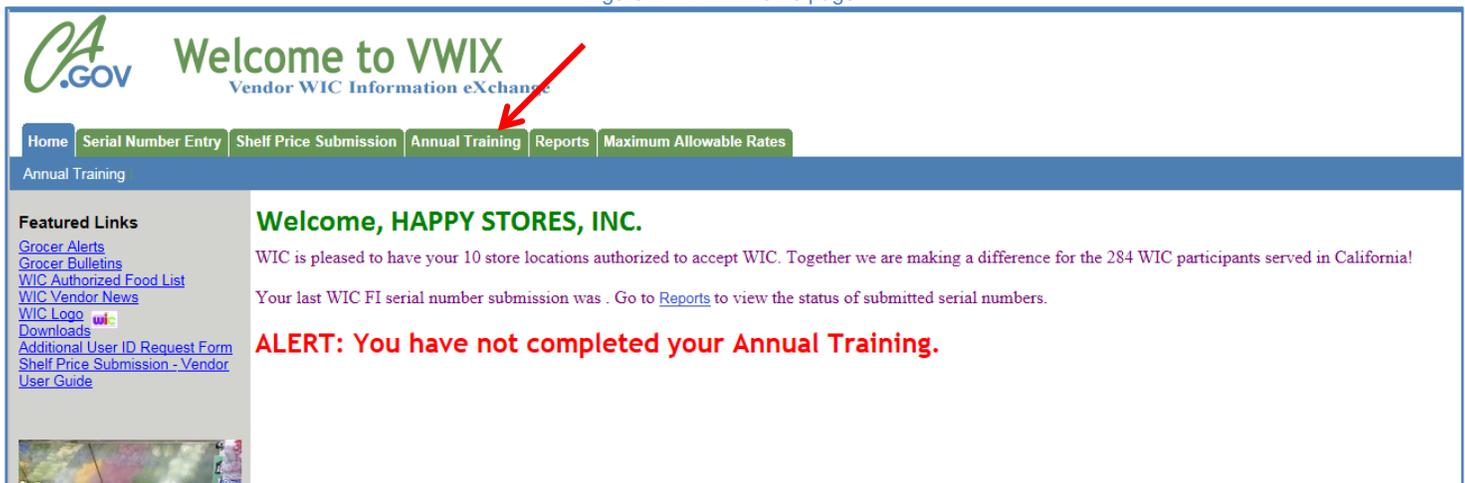
Figure 1 – Welcome to VWIX page



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

- To access the training, click on the Annual Training tab.

Figure 2 – VWIX Home page



Annual Training

At the Select Training screen (Figure 3) click on the drop down box.

Select the training by clicking on the Training ID in the drop down box. The beginning and end dates of the training are displayed in the drop down box. **You must complete your training within the dates outlined. If you start your training on the day it is set to end, make sure that you complete the training before or by 11:59 PM.**

Figure 3 – Select Training

CA.GOV Welcome to VWIX
Vendor WIC Information eXchange

Home Serial Number Entry Shelf Price Submission Annual Training Reports Maximum Allowable Rates

Annual Training

Select Training

Select Training

1

Training ID	Begin Date	End Date
T2017003	04/11/2017	04/28/2017

Back to Top FAQ Site Map Contact WIC

The vendor IDs that are assigned to the training will display here. Check one or all of the boxes next to the vendor IDs (Number 2, Figure 4). Once you have verified that you checked the appropriate vendor IDs, click on Begin Survey button to start the survey (Number 3, Figure 4).

Figure 4 – Select Training – Select Vendor(s) – Begin Training

CA.GOV Welcome to VWIX
Vendor WIC Information eXchange

Home Serial Number Entry Shelf Price Submission Annual Training Reports Maximum Allowable Rates

Annual Training

Select Training

Select Training

1 T2017003

Select All Select None

2

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

3 Begin Training

Begin Annual Training

The Annual Training page will display the most current training document. You can read the training material on-line by scrolling through the pages using the scroll bar to the right of the training document or, if you prefer, you can print the document by clicking on the printer icon on the upper left corner of the training document.

Figure 5 – Training Document

The screenshot displays the 'Annual Training' page on the CA.GOV website. The page header includes the CA.GOV logo and the text 'Welcome to VWIX Vendor WIC Information eXchange'. A navigation menu contains links for Home, Serial Number Entry, Shelf Price Submission, Annual Training (selected), Reports, and Maximum Allowable Rates. The main content area is titled 'Annual Training' and contains introductory text and regulations. A toolbar at the bottom of the page includes a printer icon (highlighted with a red arrow), a scroll bar (highlighted with a red arrow), and buttons for 'Fill & Sign' and 'Comment'. The training document itself is titled 'California WIC Vendor News Annual Vendor Training' and includes a table of contents and a section on the 'PURPOSE OF WIC'.

CA.GOV Welcome to VWIX
Vendor WIC Information eXchange

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

Annual Training

Annual Training

To complete the annual training requirement, review and read the training materials below, then follow the instructions in the Statement of Acknowledgement at the bottom of this page.

In accordance with article 4, section 71800 of the WIC Bulletin Regulations (W.B.R.) and pursuant to Title 22, California Code of Regulations, Section 40733 and Title 7 Code of Federal Regulations part 246.12(h)(3)(xii), at least one representative of a vendor must complete vendor training on an annual basis. Each vendor must certify the completion and understanding of the annual training materials within thirty (30) days of the receipt of their training. If the vendor fails to complete the annual training, the Department will provide a written notice to the vendor, who will then have thirty (30) days to complete and certify participation in annual training. Failure to complete and certify participation in annual training within thirty (30) days of the Department's written notice will result in the Department's termination of the vendor's agreement (W.B.R. § 71800(b-c)).

1 / 6 77.4% Fill & Sign Comment

California WIC Vendor News Annual Vendor Training

CALIFORNIA WIC
WOMEN, INFANTS & CHILDREN
Families grow healthy with WIC

Fall 2015

Inside this issue of
California WIC Vendor
News

- ◆ Purpose of WIC
- ◆ WIC Authorized Foods
- ◆ Minimum Stocking Requirements
- ◆ Infant Formula
- ◆ Conducting a WIC Transaction
- ◆ Shelf Price Submission

PURPOSE OF WIC

The WIC Program is a federally-funded nutrition program that helps families by providing nutrition education, breastfeeding support, prescriptions for nutritious foods, and healthcare referrals. WIC serves low-income women who are pregnant, breastfeeding, postpartum, infants and children under the age of five who have a nutritional need.

The purpose of WIC is to prevent health problems and improve

Statement of Acknowledgment - Online

Once you have read the entire training material, you must complete the Statement of Acknowledgement and either submit electronically or by mail.

To submit electronically, simply enter your first and last name and your job title and then click on the I AGREE button.

Figure 6 – Statement of Acknowledgement

Statement of Acknowledgement:

Date: 04/17/2017

Each WIC vendor is required to complete vendor training on an annual basis. Annual vendor training is completed by retrieving and reading the materials located on the Vendor WIC Information Exchange (VWIX) website. All vendors must certify their completion and understanding of the annual training materials within 30 days of notification by the Department to complete annual training. Failure to complete the annual training will result in termination of a vendor's agreement. (WIC Bulletin Regulations section 71800.)

If you are engaging in vendor training within the scope of your employment or in connection with your engagement as an independent contractor, then the term "Vendor" as used below, includes your employer or principal contractor, as applicable.

I, , hereby certify that I am authorized to complete annual vendor training on behalf of Contract ID: 99991, Contract Name: ANY VENDOR THAT SELLS FOOD, and agree to certify Vendor(s) participation in annual vendor training. I understand that vendors assume legal responsibility for the actions of employees, officers, owners, and directors who violate WIC Program rules and Vendor is responsible for training and informing all employees who participate in program transactions or handle WIC food instruments of WIC Program requirements contained in the annual training.

By clicking "I AGREE", I acknowledge that I have read and understand these terms and conditions and certify that I have read, completed, and understand the annual training materials.

To certify participation in vendor training by mail, please click [mail](#).

You will be redirected to a new page which will display all of the information related to the training that you completed. You can print this page for your records by clicking on the PRINT button or you can exit the screen.

Figure 7 – Congratulations page

 **Welcome to VWIX**
Vendor WIC Information eXchange

[Home](#) [Serial Number Entry](#) [Shelf Price Submission](#) [Annual Training](#) [Reports](#) [Maximum Allowable Rates](#)

Annual Training

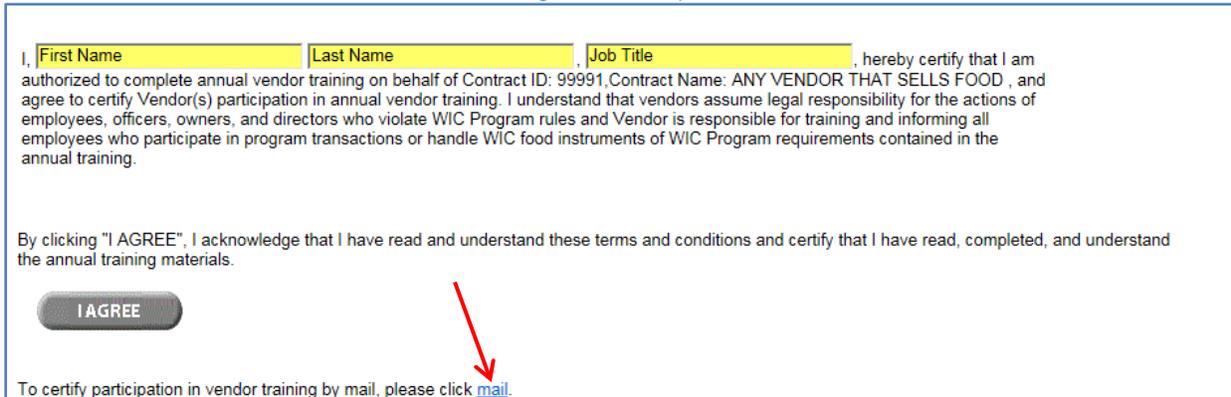
Congratulations! You have successfully completed and submitted your required annual training. Please print this page for your records.

Training ID:	T2017003
Contract:	99991
Contract Name:	ANY VENDOR THAT SELLS FOOD
Vendor:	999910, 999911, 999912
First Name:	Luca
Last Name:	Fralez
Title:	The Boss
Training Publish Date:	4/11/2017
Training Timeframe:	4/11/2017 - 4/28/2017
Date Completed:	4/17/2017 03:31:05 PM

Statement of Acknowledgement – By Mail

If you prefer to mail the Statement of Acknowledgement, you will need to enter your first and last name and your job title (see figure 6) and then click on the mail link (figure 8).

Figure 8 – Mail option



I, , hereby certify that I am authorized to complete annual vendor training on behalf of Contract ID: 99991, Contract Name: ANY VENDOR THAT SELLS FOOD, and agree to certify Vendor(s) participation in annual vendor training. I understand that vendors assume legal responsibility for the actions of employees, officers, owners, and directors who violate WIC Program rules and Vendor is responsible for training and informing all employees who participate in program transactions or handle WIC food instruments of WIC Program requirements contained in the annual training.

By clicking "I AGREE", I acknowledge that I have read and understand these terms and conditions and certify that I have read, completed, and understand the annual training materials.

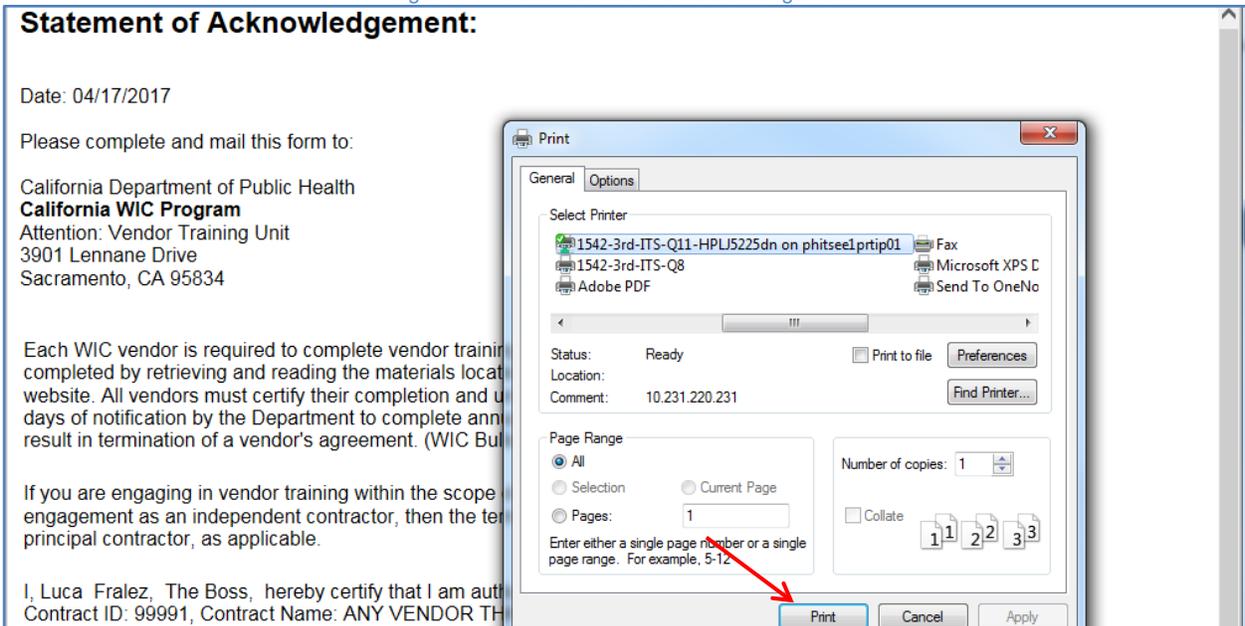
To certify participation in vendor training by mail, please click [mail](#).

A new window will open as well as your printer dialogue box (Figure 9). Click on the Print button on your printer dialogue box to print the Statement of Acknowledgement. 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 the Statement of Acknowledgement.

Complete the form and mail to:

California Department of Public Health
California WIC Program
Attention: Vendor Training Unit
3901 Lennane Drive
Sacramento, CA 95834

Figure 10 – Print Statement of Acknowledgement



Statement of Acknowledgement:

Date: 04/17/2017

Please complete and mail this form to:

California Department of Public Health
California WIC Program
Attention: Vendor Training Unit
3901 Lennane Drive
Sacramento, CA 95834

Each WIC vendor is required to complete vendor training completed by retrieving and reading the materials located on the website. All vendors must certify their completion and 30 days of notification by the Department to complete annual training. Failure to complete annual training may result in termination of a vendor's agreement. (WIC Bulletin 04/17/17)

If you are engaging in vendor training within the scope of your WIC Program as an independent contractor, then the terms of your engagement shall be governed by the terms of the principal contractor, as applicable.

I, Luca Fralez, The Boss, hereby certify that I am authorized to complete annual vendor training on behalf of Contract ID: 99991, Contract Name: ANY VENDOR THAT SELLS FOOD, and agree to certify Vendor(s) participation in annual vendor training. I understand that vendors assume legal responsibility for the actions of employees, officers, owners, and directors who violate WIC Program rules and Vendor is responsible for training and informing all employees who participate in program transactions or handle WIC food instruments of WIC Program requirements contained in the annual training.