



WIC Authorized Vendors Materials Ordering Process

Background:

- WIC Authorized Vendors can order free of charge shelf talkers, posters, decals, shopping guides etc. from the California WIC Program.
- These are the only materials vendors are allowed to use in order to identify themselves as a WIC Authorized vendor or to identify a WIC authorized food item.

Procedures:

Step 1: Download and use the most current Vendor Materials Order form (OSP 508) from the WIC website at www.wicworks.ca.gov or go directly to: <http://www.cdph.ca.gov/programs/wicworks/Documents/OSPOrderForms/WIC-OSPFForms-508.pdf>. Orders on old forms will not be processed.

Step 2: Complete all information requested neatly and clearly on the form OSP 508.

- Include your vendor number (the 6 digit number from your vendor agreement).
- Include your physical street address. Post Office (PO) box numbers will not be accepted.
- Only items listed on order form are available to be ordered; additional materials may not be added to form.
- Items marked "unavailable" are unable to be ordered at that time.

Step 3: FAX YOUR FORM to **(916) 928-4759**. Only FAXED orders are accepted and processed.

Orders are filled within 3 weeks of receipt of your FAX. If you do not receive your order after 3 weeks, resubmit your order on a new order form downloaded from the web.

Please Note: *If you are ordering materials for other stores you own or manage, please notify them that these materials will be arriving.*