Georgia Division of Public Health
WIC Food Pricing Survey

Survey Instructions

If you are a Corporate WIC Vendor responsible for completing multiple surveys, please skip to page five (5). Click Here

If you are an individual WIC Vendor, please follow the instructions below.

Logging on

On the survey login screen (https://sendss.state.ga.us/wicpricing), enter your WIC Vendor Number as the Vendor ID and use the Password sent to you in the mail.

Vendor ID (or Corporate ID):	Password:

Click on the Login button.   Login

Completing the survey
The Vendor Information is pre-populated. However, you can enter updates or any missing information. You must provide the name and phone number of the person completing the survey.

Georgia WIC Approved Foods Price List   Survey Id: 6197

Vendor Information

Vendor Number:	9999
Vendor Name:	test
Address:	other Some Street
	Some City street, GA 30064-1212
Phone:	404 - 657 - 9715 ext. 2182
Fax:	- -
Email:	1234

This Survey was Completed By:

First Name	Alex
Last Name:	Cowell
Phone:	404 - 642 - 3797
Email:	ajcowell@dhr.state.ga.us

An asterisk (*) indicates you must fill in the price. Any missing information will be asked for when you finalize a survey. To review a list of minimum stock requirements, click on the link (View Minimum Stock Requirements) at the top right corner of each section.

Section Example

Saving a partially completed Survey
You are not required to complete the entire survey in one session. A save feature allows you to save what has been entered and return later to continue the survey. To save, go to the bottom of the screen and select "Save". The screen will reappear in a read only format. This allows you to review your survey and make changes by clicking on the "Make Changes" button or clicking on the "Next" button will display a dialog box with two options.
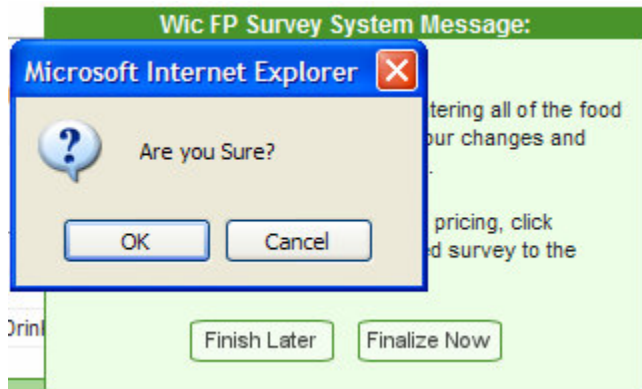

1. "Finish Later". This option can be used when you want to return later to complete the survey.

2. "Finalize Now". If you have finished completing the survey, select this option. When this option is selected the system will check that all fields have been entered correctly. Any fields that have not been entered will be reported back to you.

To revisit a saved survey, simply go to the survey login screen, enter your Vendor ID and Password and the survey page will be displayed with the information you have already entered and saved.

Finalizing a completed Survey
Once you have completed the survey go to the bottom of the page and select "Save". The dialog box shown above will be displayed. Click on "Finalize". You will be asked if you are sure you want to finalize the survey shown below.

Click on the "Okay" button and the system will check the survey for completeness. Any missing information will be displayed in a new page.

Missing data screen example

Questionnaire Incomplete

You may **not** finalize this survey at this time for the following reason(s):

● At least one price for **Similac Advance w/Iron** must be entered before you can finalize this response

You may click here to return to this response, then click EDIT to make changes or you may login at another time and complete the required pricing.

The validation failed because no price was given for Similac Advance with Iron. In order to finalize this survey, click on the link "Click here" to return back to the survey in edit mode. Once a price is entered, you can select "Save" then "Next" and click on the Are you sure dialog box "Yes". The survey should now display the following message if all other data has been entered correctly.

Survey Complete Message

Questionnaire Complete

Thank you very much for taking the time to complete this survey. Your response has been sent to the WIC Food Pricing program for review.

You can now close the browser.

Corporate WIC Survey Instructions

Logging on

On the survey login screen (https://sendss.state.ga.us/wicpricing), use the Corporate Vendor ID and Password sent to you in the mail.

Vendor ID (or Corporate ID):	Password:

Click on the login button.   Login

After clicking on the "Login" button you will see a screen displaying all the stores within the corporation. See example screen below.

Georgia Division of Public Health
WIC Food Pricing Survey

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?
2987	TEST FOOD STORES #1	N
3491	TEST FOOD STORES #10	N
1270	TEST FOOD STORES #4	N
0143	TEST FOOD STORES #6	N
2197	TEST FOOD STORES #8	N
2870	TEST FOOD STORES #9	N

From this screen, you have the ability to select and update each of the stores individually. If this is what you want to do, you will need to first select the store by clicking on the Vendor ID and follow the steps on page one under the heading "Completing the Survey". You will need to complete each vendor survey. If you want to fill in one survey for a store and have it replicate multiple stores, read the information below.

Completing a survey for multiple stores at one time.

Select a store from the list that hasn't been finalized. A "Y" will appear under the heading Finalized next to the store name if that survey is complete. The list above shows all stores have not been finalized. Vendor 2987 will be selected and used to update all stores excluding 2870.

The Vendor Information is pre-populated. However, you can enter updates or any missing information. You must provide the name and phone number of the person completing the survey.

Georgia WIC Approved Foods Price List   Survey Id: 4399

➖ **Vendor Information**

Vendor Number:	2987
Vendor Name:	TEST FOOD STORES #1
Address:	
	, GA
Phone:	404 -752 -6206 ext.
Fax:	- -
Email:	

This Survey was Completed By:

First Name	Alex
Last Name:	Cowell
Phone:	404 -676 -4444
Email:	

An asterisk (*) indicates you must fill in the price. Any missing information will be asked for when you finalize a survey. To review a list of minimum stock requirements, click on the link (View Minimum Stock Requirements) at the top right corner of each section.

Section Example

➖ **Cheese- (Including Reduced Fat Cheeses)**

                                                                    View Minimum Stock Requirements

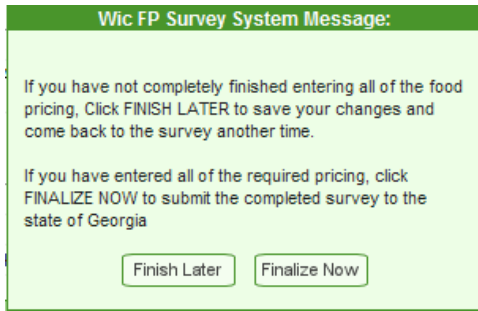| *Cheese	9 - 16 oz (Most Expensive)
Block Cheeses American, Cheddar, Colby, Monterey Jack, Mozzarella, Swiss, Colby/Jack	$ 6.20
Sliced Cheeses American, Swiss, Cheddar	$ 6.21
String Cheeses Mozzarella	$ 6.22

➖ **Other**

                                                                    View Minimum Stock Requirements

Other	
***Eggs** (Grade A Large, Dozen Least Expensive)	$ 6.23
***Legumes- Peas / Beans Dried** (1 Pound Most Expensive)	$ 6.24
Legumes- Peas / Beans Canned (14-16 oz Most Expensive)	$ 6.25
***Peanut Butter** (18 oz Most Expensive)	$ 6.26
Carrots Fresh (1 pound pre-sealed bag Most Expensive)	$ 6.27
Carrots Canned (14-16 oz Most Expensive)	$ 6.28
Tuna Water Packed (6 oz Most Expensive)	$ 6.29

Saving a partially completed Survey

You are not required to complete the entire survey in one session. A save feature allows you to save what has been entered and return later to continue the survey. To save, go to the bottom of the screen and select "Save". The screen will reappear in a read only format. This allows you to review your survey and make changes by clicking on the "Make Changes" button or clicking on the "Next" button will display a dialog box with two options.
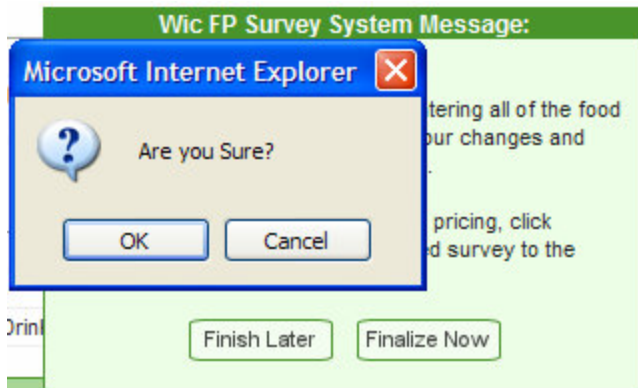

1. "Finish Later". This option can be used when you want to return later to complete the survey.

2. "Finalize Now". If you have finished completing the survey, select this option. When this option is selected the system will check that all fields have been entered correctly. Any fields that have not been entered will be reported back to you.

To revisit a saved survey, simply go to the survey login screen, enter your Vendor ID and Password and the survey page will be displayed with the information you have already entered and saved.

Finalizing a completed Survey

Once you have completed the survey, go to the bottom of the page and select "Save". The dialog box shown above will be displayed. Click on "Finalize". You will be asked if you are sure you want to finalize the survey shown below.

Click on the "Okay" button and the system will check the survey for completeness. Any missing information will be displayed in a new page.

Missing data screen example

Questionnaire Incomplete

You may **not** finalize this survey at this time for the following reason(s):

● At least one price for **Similac Advance w/Iron** must be entered before you can finalize this response

You may click here to return to this response, then click EDIT to make changes or you may login at another time and complete the required pricing.

The validation failed because no price was given for Similac Advance with Iron. In order to finalize this survey, click on the link "Click here" to return back to the survey in edit mode. Once a price is entered, you can select "Save" then "Next" and click on the Are you sure dialog box "Yes". The survey should now display the following message if all other data has been entered correctly.

Survey Complete Message

Questionnaire Complete

Thank you very much for taking the time to complete this survey. Your response for this survey has been sent to the WIC Food Pricing program for review.

Because this survey is for a Corporate WIC vendor, you may copy this response to other stores. Click Here to bring up this response and a list of stores that it may be copied to.

The text in the Questionnaire Complete screen has detected the store you have just finalized is a Corporate WIC Vendor. If you click on the "Click Here" link, it will take you back to the survey with a store copy feature shown below, under the contact details.

Georgia WIC Approved Foods Price List

⊖ Vendor Information

NOTE: This Survey has been finalized.
No changes may be made to the data that was entered here.
If you need to make a change please contact:

Vendor Number:	2987
Vendor Name:	TEST FOOD STORES #1
Address:	
	, GA -
Phone:	(404) 752-6206 ext.
Fax:	() -
Email:	

This Survey was Completed By:

First Name	Alex
Last Name:	Cowell
Phone:	(404) 676-4444
Email:	

Since this survey is for a Corporate WIC Vendor, you may copy the pricing for this response to the other stores to save time.

To copy this response to 1 or more stores:

1. Open up the list of stores by clicking on the plus (+) sign below.
2. Select the stores you wish to copy this survey to by checking the boxes next to the store name.
2. Click the "Copy" button to copy this survey to the selected stores.

Please note that this will overwrite any previously recorded response for the selected stores.

⊞ **Stores:**

[Copy]

Click on the (+) located to the left of the word "Stores" to view all stores where the survey can be copied.

⊟ **Stores:** ▸ Select All ▸ Clear All

☐ TEST FOOD STORES #10   ☐ TEST FOOD STORES #9   ☐ TEST FOOD STORES #8

☐ TEST FOOD STORES #4   ☐ TEST FOOD STORES #6

[Copy]

Select the stores by clicking in the check box next to the store name. Test Food store #9 will be done as an individual store and therefore should not be selected. See below:

⊟ **Stores:** ▸ Select All ▸ Clear All

☑ TEST FOOD STORES #10   ☐ TEST FOOD STORES #9   ☑ TEST FOOD STORES #8

☑ TEST FOOD STORES #4   ☑ TEST FOOD STORES #6

[Copy]

Next click on the "Copy" button, a message will appear asking that you wait for the copy process to finish and will return you back to the survey in read only format. You can close that browser window once the process has completed and return to the browser window with your list of stores. Click on the refresh icon and you will see that the selected stores are now finalized as below.

**Georgia Division of Public Health
WIC Food Pricing Survey**

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?	
2987	TEST FOOD STORES #1	Y	unfinalize
3491	TEST FOOD STORES #10	Y	unfinalize
1270	TEST FOOD STORES #4	Y	unfinalize
0143	TEST FOOD STORES #6	Y	unfinalize
2197	TEST FOOD STORES #8	Y	unfinalize
2870	TEST FOOD STORES #9	N	

Using the Corporate Vendor ID, you can select Vendor ID 2870 and update the survey from this screen or you can access this survey by entering the Vendor ID in the login screen.

Making Changes to Finalized Surveys

This feature is particularly useful if some of your stores have price variations for some WIC approved food items.

If you want to change any pricing details in surveys you have copied information to, you can unfinalize the survey and make edits. The screen shot above shows a link to unfinalize individual stores which have already been finalized. Click on the unfinalize link next to the store you wish to make changes to, the screen will return with the Finalized column displaying a "N" and the Unfinalize link will have disappeared. See next page.

Making Changes to Finalized Surveys Continued…..

**Georgia Division of Public Health
WIC Food Pricing Survey**

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?	
2987	TEST FOOD STORES #1	Y	unfinalize
3491	TEST FOOD STORES #10	N	
1270	TEST FOOD STORES #4	Y	unfinalize
0143	TEST FOOD STORES #6	Y	unfinalize
2197	TEST FOOD STORES #8	Y	unfinalize
2870	TEST FOOD STORES #9	N	

Click on the vendor id of the store you wish to make changes to and the survey will open in edit mode. You are now able to make any pricing changes. In the above example, vendor 3491 was unfinalized.

Saving a partially completed Survey after making edits
You are not required to complete the entire survey in one session. A save feature allows you to save what has been entered and return later to continue the survey. To save, go to the bottom of the screen and select "Save". The screen will reappear in a read only format. This allows you to review your survey and make changes by clicking on the "Make Changes" button or clicking on the "Next" button will display a dialog box with two options.

Wic FP Survey System Message:

If you have not completely finished entering all of the food pricing, Click FINISH LATER to save your changes and come back to the survey another time.

If you have entered all of the required pricing, click FINALIZE NOW to submit the completed survey to the state of Georgia

[Finish Later] [Finalize Now]

1. "Finish Later". This option can be used when you want to return later to complete the survey.

2. "Finalize Now". If you have finished completing the survey, select this option. When this option is selected the system will check that all fields have been entered correctly. Any fields that have not been entered will be reported back to you.

To revisit a saved survey, simply go to the survey login screen, enter your Vendor ID and Password and the survey page will be displayed with the information you have already entered and saved.

Finalizing a completed Survey

Once you have completed the edits to pricing on the the survey, go to the bottom of the page and select "Save". The dialog box shown above will be displayed. Click on "Finalize". You will be asked if you are sure you want to finalize the survey shown below.
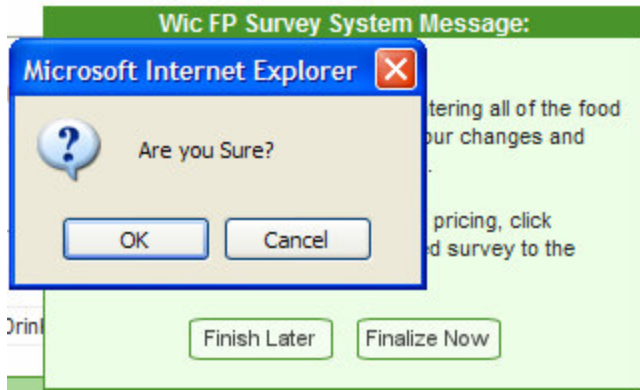
Click on the "Okay" button and the system will check the survey for completeness. Any missing information will be displayed in a new page.

The survey will be redisplayed in a read only format. You can close that browser window once the process has completed and return to the browser window with your list of stores. Click on the refresh icon ⟳ and you will see that the edited vendor survey is again finalized and will include the edits just made to any pricing. See below.

**Georgia Division of Public Health
WIC Food Pricing Survey**

Please select a survey from the following:

Vendor Id	Store Name	Finalized Y/N?	
2987	TEST FOOD STORES #1	Y	unfinalize
3491	TEST FOOD STORES #10	Y	unfinalize
1270	TEST FOOD STORES #4	Y	unfinalize
0143	TEST FOOD STORES #6	Y	unfinalize
2197	TEST FOOD STORES #8	Y	unfinalize
2870	TEST FOOD STORES #9	N	