

Vendor Price List Instructions

Complete a **Vendor Price List sheet** for each **WIC Authorized store** your company owns.

Fill in the top of the form with the Vendor Name, Vendor ID Number, Contact Name, and Phone Number. **NOTE: If your company owns multiple stores with the same pricing scheme, you may group the stores together on the same form. However, be sure to list each store's five digit WIC ID # in the upper right hand corner of the form. Fill in the contact name and phone number of the person responsible for filling out the form.**

In the column labeled **UPC**, enter the UPC for the highest priced food item in each of the categories listed. Fill in the number exactly as it appears on the product label. Do not arbitrarily add or take away leading or trailing 0's. Fill in the corresponding brand name in the **BRAND NAME** column. Where there are blanks in the **SIZE** column, indicated the total number of ounces for a given package (i.e. 16 oz. of Cheese or 18 oz. box of cereal). In the blank column labeled **PRICE** provide your highest shelf price for the food items listed. Include prices for every food item the store carries. Please note that **MANDATORY** items are those items in which you are required to stock as part of your WIC vendor agreement. **NON-MANDATORY** items are those items that you are not required to carry. **However, if your store does carry these food items, you must list your highest priced item. Remember your price inputs play an integral part in determining the true market values on which your maximum redemption amounts are calculated.**

For your convenience, some fields are pre-filled (e.g. SIZE, BRAND NAME, UPC). This is information already known to the Program.

(See examples below)

<u>FOOD ITEM</u>	<u>UPC</u>	<u>BRAND NAME</u>	<u>SIZE</u>	<u>PRICE</u>
Gerber Infant Cereal	015000007041	Gerber	8 oz.	

For boxes that are not already pre-filled, you must provide complete information.

<u>FOOD ITEM</u>	<u>UPC</u>	<u>BRAND NAME</u>	<u>SIZE</u>	<u>PRICE</u>
Beans	012345678910	Any Brand	15 oz	\$.99

GTIN/UPC Background information Global Trade Item Numbers (GTINs) uniquely identify trade items, which include both products and services sold, delivered, and/or invoiced at any point in the supply chain. The GTIN can be eight, twelve or thirteen digits in length. The most commonly encountered GTIN by general consumers is the GTIN-12 (UPC). Your shelf price submission to the Maryland WIC Program must conform to the GTIN format examples below. **Price forms that do not meet this requirement will not be accepted.**



NOTE: The Vendor Price List Form can be downloaded online at www.mdwic.org. The online PDF document contains interactive form fields. It can be completed online or downloaded, saved, and submitted via email (see the email addresses on the form). You may also use the sticky note feature to add comments or list the stores applicable for the form.