



SUMMARY

Vendors need to complete quarterly price surveys. Send vendors a price survey every quarter – January, April, July, and October, unless other time periods are specified by the State WIC office.

TO PRINT A PRICE SURVEY

1. Obtain appropriate price survey from Vendor management in WICnet.
2. Select “Price Survey” from the Vendor management dashboard in WICnet.
3. Go to the Setup Survey tab and look for the appropriate survey in the Surveys dropdown.
4. To print all your surveys for your agency, select the Print all button.
5. If you do not want to print all the surveys for your agency, select either Print blank or Print single. Click to the left of your store in the grid and the row will turn a teal green/blue color. You may then select either Print blank (will not print a cover letter for your survey) or Print single (will print the cover letter and survey).

Do NOT click the checkmarks under the Include checkbox to deselect any of the stores as this will permanently remove the store(s) from the survey.

ENTERING PRICES

To enter prices back into WICnet from your price surveys, follow these steps:

1. Go to the Vendor management dashboard and select Price survey.
2. Go to the Process survey tab, Record survey subtab.
3. Select the appropriate survey in the Survey dropdown.
4. Click on the store name in the grid to open up a pop-up where prices can be entered.
5. Enter the received date and completed date.
6. Enter the price for each of the foods in the Price column remembering to enter a decimal when appropriate. Double check that all prices are entered correctly before closing out the pop-up.



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PRICE SURVEYS

7. Make sure that all prices get entered under the correct item as some of the foods may be in a different order on the printed survey.
8. Do not enter the UPC's.
9. After making sure the prices are correct, hit "ok" to close the pop-up. Then go to the File menu and choose "save" to make sure your prices have been saved.

Date

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