



State of Louisiana
Louisiana Department of Health
Office of Public Health

TO: Louisiana Authorized WIC Vendors
FR: Natalie M Istre, Vendor Manager
DT: October 11, 2019
RE: WIC Vendor Price Report Submission

Dear WIC Vendors:

Thank you for your participation in the Louisiana WIC Program. You are critical to improving the health of WIC participants and we value your service.

We also value your efforts to offer competitive prices to help the Bureau of Nutrition Services limit costs and reach the greatest number of eligible individuals for the WIC Program. Currently, we are monitoring vendor price report sheets to assess if WIC food prices are competitive.

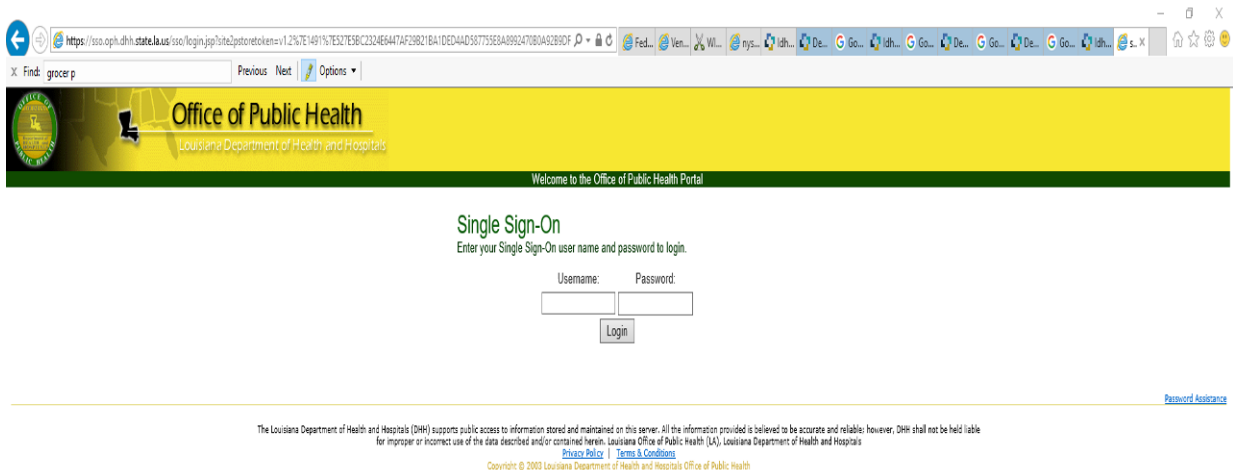
To assure the accuracy of the assessment, we are requesting that vendors begin uploading their vendor price reports through the WIC Vendor Portal website at <https://vendorportal.oph.dhh.la.gov>. We will only accept report submissions through the portal.

The final report is due by October 20, 2019, at 4:30 p.m. A separate report must be completed and submitted for each WIC authorized store. Review the *Louisiana WIC Vendor Guide* and follow your internal procedures to ensure the accuracy of each report.

Please test your vendor portal login name and password. If you should have any problems accessing the site, please email us at LAWICVendor@la.gov for an immediate resolution or suggestions. Reporting “trouble accessing the system” on the date the report is due will not result in an extension of the deadline. Missing the deadline or not reporting at all, can result in sanctions.

A few price report “hints and FAQs” are attached to this request. If you have any questions, please email us at LAWICVendor@la.gov and include in the subject line “WIC Vendor Portal Price Report.”

LA WIC VENDOR PRICE REPORT – HINTS AND FAQs



Above is a screenshot of the WIC Vendor Portal website. Please test your ability to access this website by logging on at: <https://vendorportal.oph.dhh.la.gov>. Email us at LAWICVendor@la.gov to resolve problems logging into this site. For other WIC Vendor information go to: www.ldh.la.gov/wicvendor

“I forgot my password.”

Reset your password by clicking on the Password Assistance button located on the right side of the WIC Vendor Portal login screen.

How do I assure that my report is complete?

Vendors should verify their report for completeness by putting a check mark in the “Verify Prices” box. This will enable an automated review for missing or incomplete information. Complete this step before clicking the “Save Price Report Sheet” button.

Verify Prices

How do I submit each report?

Vendors must verify their report for completeness first. A separate report must be completed for each store. To submit the report, click the “Save Price Report Sheet” button.

Save Price Report Sheet

How does this reporting affect my store?

WIC Vendor Price Reporting helps us to ensure cost competitiveness and to contain costs. Reporting helps to ensure that your store:

- Remains authorized to sell WIC approved foods.
- Creates or maintains access for WIC enrolled and certified individuals to do their shopping.
- Avoids termination from the program.
- Prevents financial penalties and losses.
- Stimulates healthy, competition.
- Contains costs.



Thank you vendors who have already submitted the WIC Vendor Price Report.

Contact the WIC Vendor Management Unit at:

Benson Tower • 1450 Poydras Avenue, 19th Floor • New Orleans, LA 70112 • Phone: (504) 568-8229