



# MEMORANDUM

MEMO TO: All Authorized Utah WIC Vendors

FROM: Nicole Reames  
Benefits Delivery and Integrity Coordinator  
Utah WIC Program

DATE: February 6, 2017

MEMO #: FY 2017-03

SUBJECT: **WIC Price Survey**

It is that time of year where the Vendor Price Management System (VPMS) survey is due to be completed. The price survey will be open from February 6 – 24, 2017.

As in the past, we request all vendors to submit the price survey through the Vendor Price Management portal.

Be sure to follow the directions posted on the website which will walk you through the registration and survey process.

#### Instructions:

1. Go to [www.wic.utah.gov/vendors/price-surveys/](http://www.wic.utah.gov/vendors/price-surveys/)
2. Click on the link, "VPMS Training". This will direct you to a document that provides all the instructions needed in order to complete and submit the price survey.
3. To link to the price survey, you will click on the link from the above website that is orange and states "Vendor Price Management System". After clicking on the link, you will be directed to the login screen of the VPMS. The directions from Step 2 will take you through the process of submitting your price survey.

Please be advised that if you have registered and submitted a price survey through the VPMS in the past, you will need to re-register. Also, when adding prices in the survey, make sure that you are adding the highest price available, not a sale price. This will ensure that your price for a particular item will be consistent until the next price survey is due.

If there are any questions or concerns please contact Nicole Reames at 801-273-2927 or via email at [nreames@utah.gov](mailto:nreames@utah.gov).

Thank you for all the support and healthy foods your store provides WIC participants. We value the partnership that we have with your store!

cc: Local WIC Clinic Directors  
Local WIC Clinic Vendor Coordinators