

330.70

Vendor Management Reports

Overview

Introduction

This policy describes the characteristics for the Vendor Management data system reports.

In this policy

A description of the Vendor Management Reports is located on the following pages.

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Vendor Management Reports

| Report Location | Report Name | Description | Comments |
|--------------------------------------|---|--|-----------------|
| Vendor Management | High Risk Vendor Analysis | | |
| Vendor Management General Reports | Vendor List | This report lists all WIC-authorized active vendors in the selected Local Agency. The report includes store name and address, phone number, and store type. | |
| Vendor Management General Reports | Vendor Authorization Actions Scheduled and Completed | This report is a list of the steps in the retailer authorization process that a retailer has been scheduled and for and completed. | |
| Vendor Management General Reports | Vendor Feedback | This report provides a listing of all the feedback received about vendors. | |
| Vendor Management General Reports | Routine Monitoring | This report is to assist staff in scheduling required monitoring visits. | |
| Vendor Management General Reports | Investigations Conducted | This report provides a listing of the Investigation monitoring activities conducted during a specified period to include compliance buy and inventory audit visits. | |
| Vendor Management General Reports | Vendor Sanction Summary | This report provides a listing of all vendors with open sanctions or any sanction within the last year. Descriptions of the violation, what sanction was imposed, the Sanction Points and the date the vendor was advised about the sanction are included. | |
| Vendor Management General Reports | Vendor Risk Summary | This report identifies vendors flagged as high risk and underlying risk factors to assist the State Office in targeting compliance buys. | |
| Vendor Management General Reports | Vendor Completed Education | This report identifies vendors flagged as high risk and underlying risk factors to | |

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| | | assist the State Agency in targeting compliance buys. The report includes high risk vendors and state specified risks. | |
| Vendor Management General Reports | Vendor Planned Education | This report provides a listing of scheduled education for a specific local agency or statewide covering a specified time period designated by the user to assist in planning the logistics of the education. | This report is used to determine the need for follow-up with vendors to reschedule missed education or take other action. |
| Vendor Management General Reports | Vendor Mailing Labels | This report provides a list of authorized stores and addresses in a label friendly format. | |
| Vendor Management General Reports | Vendor Farmers | This report provides a list of WIC-authorized farmers and their contact information. | |
| Vendor Management General Reports | Electronic Cash Register System | This report provides a listing of Electronic Cash Register Systems used by active Vendors at a specific date. | |
| Vendor Management General Reports | Claim Submission Errors | This report allows the WIC state office personnel to respond to questions regarding vendor claims where errors were found that affected paid amounts. | |
| Vendor Management General Reports | Retailer NTE Exceptions | This report allows WIC state personnel to monitor NTE exceptions and, subsequently, work with their vendors to minimize these exceptions. | |
| Vendor Management EBT Analysis | EBT Over Redemption | This report shows over redemptions from a PAN perspective. As benefits are aggregated onto the PAN for multiple participants, the system can only determine over redemptions from a PAN perspective. | |

| Report Location | Report Name | Description | Comments |
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| Vendor Management EBT Analysis | Percent of Food Redeemed - State | This report shows, from a statewide perspective, the amount of food that is redeemed in the context of what was issued with calculated percentages for a given time period. | The end date can change the results of the redeemed data. For best results, this report should be run with an end date that is the last day of a previous month. |
| Vendor Management EBT Analysis | Percent of Food Redeemed – LA/Clinic | This report shows, from a LA/clinic perspective, the amount of food that is redeemed in the context of what was issued with calculated percentages for a given time period. | The end date can change the results of the redeemed data. For best results, this report should be run with an end date that is the last day of a previous month. |
| Vendor Management EBT Vendor Sales | UPC/PLU Sales by Vendor | This report shows all the vendor sales for a UPC/PLU for a time period. The UPC/PLU number and the time period can be entered as a parameter. | |
| Vendor Management EBT Vendor Sales | Vendor EBT Redemption Summary | The Vendor EBT Redemption Summary Report summarizes redemptions transactions (purchases) at the peer group, vendor chain and the vendor levels. | |
| Vendor Management EBT Vendor Sales | Vendor EBT Sales | This report is used to view Vendor sales for a given fiscal year. | |
| Vendor Management EBT Vendor Sales | Vendor Formula Stocking | This report details the vendor sales of infant formula and WIC Eligible Medical Food UPCs/PLUs for a given time period. This allows a vendor to know the stocking impact of their sales. | |
| Vendor Management EBT Vendor Sales | Vendor UPC/PLU Sales | This report contains vendor sales details of UPC/PLUs. The report is grouped by Vendor, Category/Subcategory, followed by UPC/PLU. Each contains quantity sold, total claimed amount and total paid amount. | |
| Vendor Management EBT Vendor Sales | Vendor UPC Price Increase | This report shows the UPCs for any vendor which had a percent change in price within | |

| Report Location | Report Name | Description | Comments |
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| | | a given time period. The percent increase is based on comparing the lowest price versus the highest price of a UPC for each vendor. The percent increase threshold is entered as a parameter. | |
| Vendor Management EBT Vendor Sales | Vendor Quarterly | This report is for a set of vendors. Each vendor has a single page memo followed by a single page special form with quarterly (by month) sales data. | |
| Vendor Management EBT UPC/PLU | Formula Purchased | This report details the sales of infant formula and WIC Eligible Medical Food UPCs/PLUs for a given time period. The data that is reported can be controlled by selecting the vendors. | |
| Vendor Management EBT UPC/PLU | Top UPC/PLU Sold | This report shows the top UPC/PLUs sold within selected Subcategories. | The number of the top reported UPC/PLUs sold is a selectable parameter. |
| Vendor Management EBT UPC/PLU | UPC Price Compare | This report shows UPCs that are out of line in prices from other UPC in their subcategories. This is done by showing UPCs whose average prices are a given percentage about the average prices of the subcategory. | The percentage is a parameter entered by the user and represents the percentage over the average price of UPC's Subcategory. |
| Vendor Management EBT UPC/PLU | UPC/PLU List | This report contains the quantity and benefit details for active UPCs/PLUs within a given time period. | |
| Vendor Management EBT UPC/PLU | UPC/PLU List for Vendor | This report contains the active UPCs/PLUs within a given time period. | |
| Vendor Management EBT UPC/PLU | UPC/PLU Not Purchased | This report is to assist the state in determining which UPCs may need to drop from their list of available UPCs. | |
| Vendor Management EBT UPC/PLU | UPC/PLU Purchased | The EBT UPC/PLU Food Purchased Report shows the UPC counts and average prices | |

| Report Location | Report Name | Description | Comments |
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| | | for the selected categories over a selected time period | |

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