

INSTRUCTIONS FOR COMPLETING THE SHELF PRICE SURVEY

1.	Obtain the file ' Vendor Price Survey - BLANK 09-2009.xls ' file from the Arkansas WIC Program. The electronic version is available online at http://www.healthylarkansas.com/wic/vendormanagement/index.html . The file may also be e-mailed by contacting Teresa Turner at teresa.turner@arkansas.gov .
2.	On the top row of the spreadsheet, enter your 4-Digit WIC Vendor Stamp Number in the highlighted cell.
3.	On the top row of the spreadsheet, enter the Date your Price Survey is completed in the highlighted cell.
4.	In the first column of the spreadsheet, enter your 4-Digit WIC Vendor Stamp Number in the highlighted cells.
5.	In the highlighted cells of the spreadsheet, enter the UPC Code, Item Size, and/or Item Price that your store has in stock.
6.	Leave blank any information on products your store does not stock.
7.	In the highlighted cells at the end of the spreadsheet, enter all information for any Arkansas WIC products your store stocks that are not included in this price survey.
8.	Return the completed price survey <u>NO LATER THAN</u> September 15, 2009 .
9.	Submit completed price surveys to Teresa Turner at teresa.turner@arkansas.gov or Fax to (501) 661-2004.
10.	Direct any questions to Teresa Turner at teresa.turner@arkansas.gov or (501) 280-4495 OR Pamela Woodard George at pamela.woodardgeorge@arkansas.gov or (501) 661-2508.