

# VENDORS (FNS-700)

State agencies report their individual vendor data using OMB form FNS-700. Users can access this form by clicking on the Vendors tab located on the tan menu bar. At this screen, users will be able to inquire or update vendor information, add new vendors to the system, delete vendors no longer authorized, or upload vendor data from a .text file into the system.

## Inquire/Update Vendors

1. Select the *Inquire/Update Vendors* button located on the left side of the screen under the Vendor Menu.
2. Users can quickly search the system for a single vendor or locate vendors that share the same FNS number by doing the following:
  - Under the *Quick Search* section enter data into the following fields:
    - Fiscal Year
    - Vendor ID or
    - FNS Number

Click the *Search button*.

The screenshot displays the WIC TIP system interface. At the top, there are logos for USDA (United States Department of Agriculture Food and Nutrition Service) and WIC TIP (WIC The Integrity Profile (TIP) System). Below the logos is a navigation bar with links: Home, Print, New Window, Contact Us, Logout. A secondary navigation bar contains: Vendors | State Agencies | Reports | Submit FY Forms.

The main content area is divided into two sections:

- Vendor Menu:** A vertical sidebar on the left with the following options:
  - Inquire/Update Vendors (highlighted)
  - Add Vendor
  - Vendor Upload
    - Upload Vendor Data File
    - View Vendor Data File Errors
- Quick Search:** A section with the following fields and controls:
  - Vendor ID:** Enter Data (text box) and Starts (dropdown menu)
  - FNS Number:** Enter Data (text box) and Starts (dropdown menu)
  - State Agency:** Select One (dropdown menu)
  - Fiscal Year:** Select an item and click the Move button. The dropdown menu shows 2008, 2007, and 2008.
  - Fiscal Years Selected:** Only items shown are used for the search. The dropdown menu shows None Selected.
  - Buttons: Move >> and << Remove

At the bottom of the Quick Search section, there is a note: "Search Results are limited to 100 items" and a Search button.

If the vendor ID or FNS number are unknown, the user can enter additional data into the *Search on Vendor Information* section to locate the vendor(s).

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The *Search on Vendor Information Screen* allows users to search for vendors based on the criteria selected by the user, i.e., users can search for all high-risk vendors or WIC-only stores in a specific area code in their State. This section can also help locate vendors if the user does not know the Vendor ID or FNS number (if applicable).

## Search on Vendor Information

1. Locate vendors by selecting one or more search criteria on the *Search on Vendor Information* screen.
2. The search screen is divided into the following sections:
  - Vendor Information
  - Compliance Information
  - Administrative Reviews
  - Other Data
3. One or more of the fields must be selected to conduct the search.
4. Search results are limited to 100 records. Therefore, users may have to select more than one search field in order to narrow a search and display all records that meet the criteria.
5. Many of the search fields contain drop down menus or boxes to select one or more items to search on.

Select the search field(s) and click the *Search* button to display the search results.

**Search on Compliance Information**

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**Compliance Investigation:**  
Select an item and click the Move button

<div style="border: 1px solid gray; padding: 2px; width: 100px;">           Completed            Initiated            On-going         </div> <div style="text-align: center; margin-top: 5px;">Move &gt;&gt;</div>	<p>Only items shown are used for the search.</p> <div style="border: 1px solid gray; padding: 2px; width: 100px; height: 30px;">None Selected</div> <div style="text-align: center; margin-top: 5px;">&lt;&lt; Remove</div>
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**Type of Sanction:**  
Select an item and click the Move button

<div style="border: 1px solid gray; padding: 2px; width: 100px;">           Civil Money Penalties ▲            Disqualification            Fine ▼         </div> <div style="text-align: center; margin-top: 5px;">Move &gt;&gt;</div>	<p>Only items shown are used for the search.</p> <div style="border: 1px solid gray; padding: 2px; width: 100px; height: 30px;">None Selected</div> <div style="text-align: center; margin-top: 5px;">&lt;&lt; Remove</div>
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The Search Results screen displays all vendor records (up to 100 maximum) that meet the search criteria users select on the Search on Vendor Information Screen.

## Search Results

1. The *Search Results* screen displays the following information:

- Your search criteria
- Sorting Preferences
- Number of vendor records displayed
- Store name and address
- State Agency
- Vendor Type
- FNS Number (if applicable)
- New Vendor
- Risk Designation
- Compliance Investigation Status
- Type of Sanction (if applicable)
- Administrative Review (If applicable)

2. To view details for a specific vendor displayed on the search results screen you can click on the *Select* button located between the Vendor ID number and the FNS Number.

The system will display the vendor record and all information related to the vendor for the fiscal year requested.

<p><b>Your search criteria:</b>          State Agency=Indian Township, ME;          FiscalYear=2007</p>	<p><b>Sorting Preferences</b>  <b>Primary:</b> Vendor ID  <b>Secondary:</b> Vendor Name</p>	<input type="button" value="Sort"/>
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**Number of Vendors Returned: 2**

To view details for a Vendor, click the *Select* button.

<p><b>FY 2007 Vendor ID: 2407</b></p> <p><b>PRINCETON FOOD MART</b>          RT 1 MAIN ST          PRINCETON, Maine 04668</p> <p><b>State Agency:</b> Indian Township, ME  <b>Vendor Type:</b> Retail Vendor</p>	<input type="button" value="Select"/>	<p><b>FNS Number: 5632986</b></p> <p><b>New Vendor:</b> No  <b>Risk Designation:</b> NONE  <b>Compliance Investigation:</b> NONE</p> <p><b>Type of Sanction:</b> NONE  <b>Administrative Review:</b> NONE</p>
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State agencies can access the TIP subsystem and update their vendor records throughout the fiscal year.

## Update Vendor Record

1. To update a vendor record the user must select the vendor from the *Search Results* screen.
2. Users should verify that this is the vendor record to be updated.
3. This is a view only screen. Users can only view the data that is currently in the system for the vendor record requested.
4. State agencies can update their vendor records by scrolling down to the bottom of the page and selecting the *Update* button.

<b>Fiscal Year:</b> 2007		<b>Select a Different Fiscal Year:</b>	
State Agency: Indian Township, ME		2007 <input type="button" value="GO &gt;&gt;"/>	
<b>FNS 700 Data Last Updated:</b> 01/31/2007		<a href="#">View FNS 698</a>	
Data Entry User: database_maintenance		<a href="#">View FNS 699</a>	

  

<b>FNS 700: TIP DATA ENTRY FORM</b>		FNS 700-OMB Form Number: 0584-0401	
<b>Vendor ID:</b> 2407		<b>FNS Number:</b> 5632986	
<b>PRINCETON FOOD MART</b> RT 1 MAIN ST PRINCETON, Maine 04668		<b>Vendor Type:</b> Retail Vendor	
<b>Vendor Agreement:</b> NONE		<b>New Vendor:</b> No	
<b>Routine Monitoring Visits:</b> NONE		<b>Unauthorized Vendor:</b> No	
<b>Training:</b> NONE		<b>Annual WIC Redemptions:</b> NONE	
		<b>Redemption Months:</b> NONE	
		<b>Risk Designation:</b> NONE	
		<b>Compliance Investigations:</b> NONE	
		<b>Investigations by Other Entity:</b> NONE	
		<b>Compliance Buys:</b> NONE	
		<b>Inventory Audits:</b> NONE	
		<b>Date Referred to FSP:</b> NONE	

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5. Once users click on the Update button they will be at the screen that allows them to make changes and update any/all data fields.
6. To save the changes made to the data, users must click on the Save button located at the bottom of the screen.
7. The record will be saved.

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**Type of Sanction**

D - Disqualification

C - Civil Money Penalties

F - Fine

S - State Agency sanction

**No Sanction**

W - Warning Letter

N - No Sanctions

**Administrative Review**

NONE

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-041. The time required for completing this collection is estimated to range from 5 minutes to 434 hours per response hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection.

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## VENDORS (FNS-700)

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The TIP subsystem is designed to automatically populate certain data fields for the upcoming fiscal year once a State agency submits their current fiscal year report to FNS. This may result in vendors showing up on the next fiscal year report. State agencies should delete any vendor records that are not valid.

### Delete Vendor Record

1. To delete a vendor record the user must select the vendor from the *Search Results* screen.
2. Users should verify that this is the vendor record to be deleted.
3. This is a view only screen. Users can only view the data that is currently in the system for the vendor record requested.
4. State agencies can delete their vendor records by scrolling down to the bottom of the page and selecting the *Delete Vendor* button.
5. Once users click on the Delete button a screen will appear asking the user "Are you sure you want to delete the vendor?"
6. Users can select the *OK* button to delete the vendor record.
7. The record will be deleted.



# VENDORS (FNS-700)

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Most State agencies authorize new vendors each fiscal year. State agencies can add new vendors to the system at the Add Vendors screen.

## Add Vendor

1. Select the Add Vendor button located on the left side of the screen under the Vendor Menu.
2. Users can enter data into any or all of the data fields. To see all data fields you must scroll down the page.
3. Required fields are indicated by an asterisk and must be completed before the file can be saved.
4. If the vendor is authorized by the Food Stamp Program, the user can verify that the vendor's FNS number is correct by putting the number in the FNS Number field and clicking on the *Find FSP Store* button.
  - A search results page will be displayed.
  - If you select the store from the search results page the form will automatically display the FNS number and store location address in the appropriate TIP fields.
5. Complete all required fields and select the Save button to add the vendor into the system.

Vendor Menu		FNS 700: TIP DATA ENTRY FORM		FNS 700-OMB Form Number: 0584-0401	
<ul style="list-style-type: none"> <li>▸ Inquire/Update Vendors</li> <li>▸ Add Vendor</li> </ul>		<b>Add Vendor Information</b>			
<ul style="list-style-type: none"> <li>▸ Vendor Upload</li> <li>▸ Upload Vendor Data File</li> <li>▸ View Vendor Data File Errors</li> </ul>		<p>Required entries are indicated by an asterisk (*). Some required entries do not apply to unauthorized vendors.</p>			
		<p><b>*Vendor ID:</b> Enter Data</p>		<p><b>Verify FNS Number</b></p>	
		<p><b>*Fiscal Year:</b> Select One</p>		<p>An FNS number may exist for this Vendor. To verify a number or determine if a number exists, click <b>Find FSP Store</b> to search for FSP Stores. If you select a store from the search results, the FNS 700 Form redisplay with the FNS Number and the store location address copied to the appropriate fields.</p>	
		<p><b>*State Agency:</b> Select One</p>		<p>Enter a valid FNS Number below. To associate the FNS Number to the Vendor, click <b>Save</b>. Leave the FNS Number blank, if there is no FNS Number for this vendor.</p>	
		<p><b>FNS Number:</b> Enter Data</p>		<p>Find FSP Store</p>	
		<p><b>*Vendor Name:</b> Enter Data</p>		<p><b>Annual WIC Redemptions:</b> \$ Enter Data</p>	
		<p><b>Street Number:</b> Enter Data</p>		<p><b>Redemption Months:</b> Enter Data</p>	
		<p><b>Street Name:</b> Enter Data</p>		<p><b>Routine Monitoring Visits:</b> Enter Data</p>	
		<p><b>Additional Address:</b> (stall number, unit number, suite number) Enter Data</p>		<p><b>*Training:</b> No Training</p>	
		<p><b>*City:</b> Enter Data</p>		<p><b>*Type of Vendor:</b> Select One</p>	
		<p><b>*State:</b> Enter Data</p>		<p><input type="checkbox"/> <b>Unauthorized Vendor</b></p>	

# VENDORS (FNS-700)

State agencies planning to uploading their FNS-700 data into the TIP system from a .txt file each year can do so at the Upload Vendor Data screen. The .txt file must follow the FNS approved format in order for vendor data to successfully load into the TIP system.

## Upload Vendor Data

1. Select the **Upload Vendor Data File** button located on the left side of the screen under the Vendor menu.
2. Users should check to make sure the correct fiscal year and State Agency appear on the screen.
3. Click on the **Browse** button.

The screenshot shows the WIC TIP system interface. At the top left is the USDA logo (United States Department of Agriculture, Food and Nutrition Service). At the top right is the WIC TIP logo (WIC The Integrity Profile (TIP) System). Below these is a navigation bar with links: Home, Print, New Window, Contact Us, Logout. Below the navigation bar is a breadcrumb trail: >Vendors | State Agencies | Reports | Submit FY Forms.

The main content area is divided into two sections. On the left is the 'Vendor Menu' with options: Inquire/Update Vendors, Add Vendor, and Vendor Upload. Under 'Vendor Upload' are: Upload Vendor Data File (highlighted), and View Vendor Data File Errors. The main section is titled 'Upload Vendor Data File' and contains the following text: 'Data files must be in the approved file format before they can be uploaded. See [Instructions](#) for more information.'

There are three required fields:

- \*Fiscal Year: Select One (dropdown menu)
- \*State Agency: Select One (dropdown menu)
- \*Select the File to Upload: Click the Browse button to locate the file on your computer. Below this is a text input field and a 'Browse...' button.

At the bottom of the form is an 'Upload' button.

4. The system will direct you to locate your .txt file on the drive where you previously saved the file.
5. Highlight your file and double click to bring the file name into the browse field.
6. Once the file appears in the browse field you can click on the **Submit** button to upload the file.

7. The system will check the data to make sure it meets all business validation rules, and file format requirements before data is loaded into the system.
8. Users will receive email notification stating the file loaded successfully or the file contained errors that need to be corrected.

