

Vendor Drop Ship Procedures

1. Vendor is contacted by Clinic and provides availability of requested formula and CAN UNIT PRICE. Example: Neocate Powder 400G, \$31.00 per can.
2. Vendor receives faxed order form from clinic.

EXAMPLE 1 – From Clinic to Vendor

To be completed by WIC Clinic

LA/Clinic #: _____ Clinic Phone: _____ Date of Order: _____

Clinic Contact (Print name): _____ Benefit Month: _____

Participant Name: _____ PAN #: _____

Vendor Store Name: _____ Vendor Phone: _____

Vendor Representative Contacted: _____

Formula Requirements:

Name	Size & Form	Code	Quantity	Unit Price
Neocate Powder 400 g	Can Powder	11/050	10 Cans	\$31.00

3. Vendor pulls ordered quantity of formula from stock.
4. On Drop Ship Order Form, vendor clearly prints WIC Account #, WIC Outlet, the entire UPC(s) of formula to be shipped, package price, quantity shipped, claim price, total cost of formula being shipped, shipping and handling charge, total cost, date to be shipped, and vendor reference/order number (vendor format choice).

EXAMPLE 2 – To Be Completed by Vendor

UPC #	Pkg. (can or case)	Pkg. Price	Qty. Shipped	Claim Price
749735108048	Case – 4 cans	\$124.00	2	\$248.00
749735108041	1 can	\$31.00	2	\$62.00
Date Shipped: 6/12/07				
Vendor Signature:	Vendor Ref #		Total Formula Cost: Shipping & Handling:	\$310.00 \$5.00
			Total Cost:	\$315.00

5. Vendor makes copy of form, includes copy of formula shipment, and ships formula to clinic.
6. After the client has received the formula, signed and dated the Drop Ship Form, the clinic faxes the SIGNED for to the vendor.
7. After receiving the signed fax (Clinic acknowledgement of shipment receipt and Client signature/date), Vendor will clearly transcribe the information detailed in Procedure #4 onto the faxed SIGNED Drop Ship Form copy. Vendor will sign completed form.
8. Vendor will mail completed / signed Drop Ship Form.