

# Ohio WIC Omneity

Vendor Portal

User Manual

May 2014

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## Introduction, Instruction and Contacts

This manual is intended to assist vendor managers in navigating the WIC Omneity Vendor Portal through the initial log in, assigning access, completing a price survey, viewing payment history and assisting other employees in navigating the system.

If at any time you have a question about accessing the site and/or navigating, please call or email Alonza Hughes, 614.644.6211 or [alonza.hughes@odh.ohio.gov](mailto:alonza.hughes@odh.ohio.gov)

If you need to request access for someone else in your company/store, the information must be emailed from the address of the manager (the person whom initially set up the company/store access). We cannot grant access to the WIC Omneity Vendor Portal over the phone. Send the access request to [lisa.rhyan@odh.ohio.gov](mailto:lisa.rhyan@odh.ohio.gov)

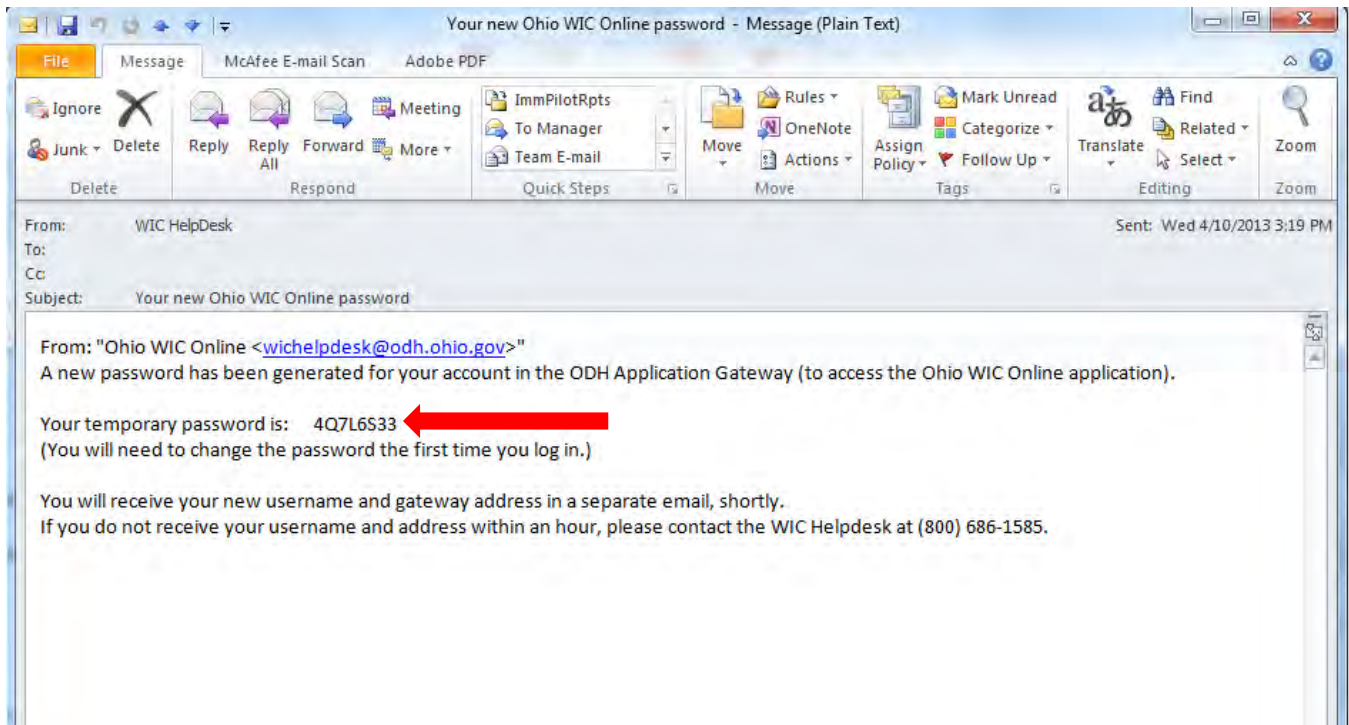
When requesting access, please include the following information:

- First and last name
- Email address
- Contact number of the person for whom the access is being requested
- Primary entity name
- Primary entity address
- WIC four digit vendor number
- Contact number of the person sending the request

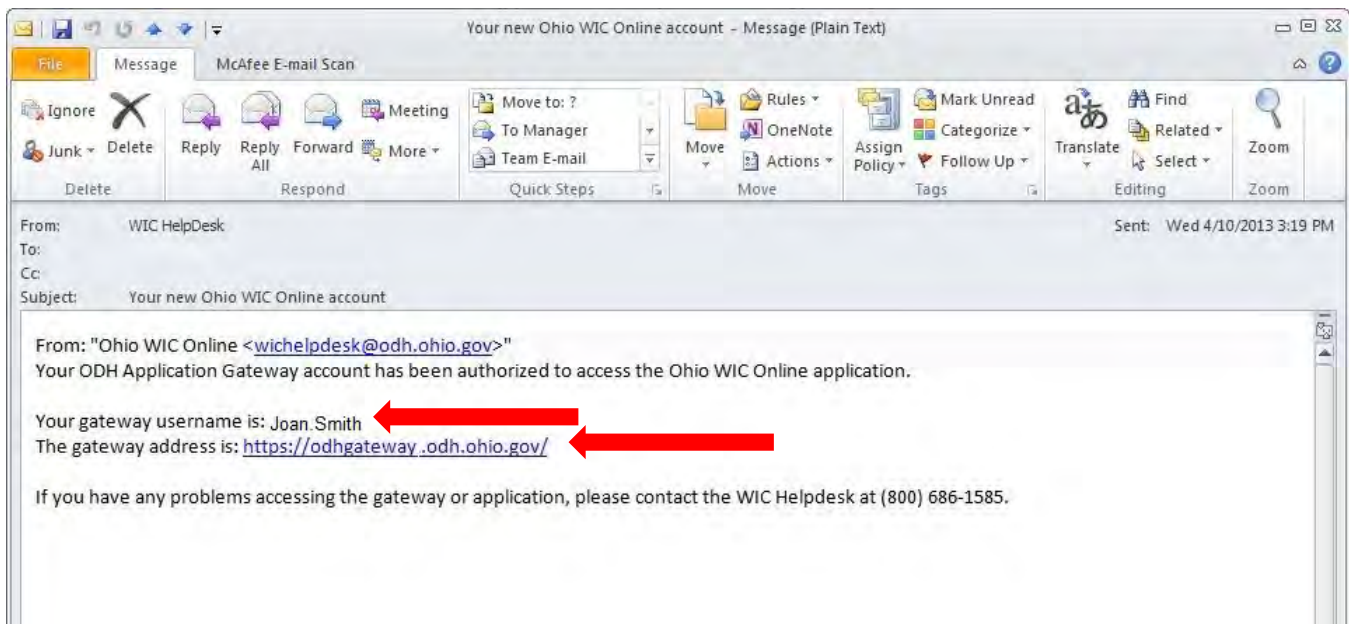
## Initial Manager Access

You will receive two emails containing the information you will need to access the WIC Omneity Vendor Portal from the ODH Application Gateway.

The first will contain your temporary password that you will use with your initial log in.



The second email will contain your user id and the web site address.



This is the initial login screen for the Gateway you will see when you click the link in the second email.

- Enter the information from the notification emails into the appropriate fields highlighted here in yellow.

File Edit View Favorites Tools Help

Test  
Build: 20120210  
V 2.0

Ohio.gov | Department of Health

**ODH Application Gateway**

**Login:**

Welcome to the Ohio Department of Health's (ODH) Application Gateway. This Gateway is provided to allow a single point of access to all ODH applications.

Please enter your identity information on the right and click on the "Login" button to access your applications.

\* User name:

\* Password:

Login

[I forgot my password](#)

[I forgot my user name](#)

\* Indicates required field

- Click the **"Login"** button after you enter your information.

The password from the email is a temporary password. You must create a new password and select a secret question and answer to use if your information needs to be verified.

- Complete the required fields, highlighted here in yellow (be sure that you follow the password rules) and then click the **“Continue”** button.

File Edit View Favorites Tools Help

Test  
Print 2/11/2011  
V 2.6

Ohio.gov | Department of Health

**ODH Application Gateway**

**Set Password and Secret Question:**

Set a new password and secret question.

**New Password:**

\* Password:

\* Confirm Password:

**Secret Question:**

\* Secret Question:

\* Secret Answer:

\* Indicates Required Field.

In order to comply with HIPAA standards the following password rules should apply:

- Must be a minimum length of eight(8) characters.
- Must include at least one numeric character.
  - Example: 1 2 3 4 5 6 7 8 9 0
- Must include at least one "special" character.
  - Example: ! # \$ % & \* \_ - + = ( ) ^ @ ~ ? | \ /

**Password Rules**

The User Account Summary displays. This screen displays: Username, primary email for that particular user and the secret question and answer.

- After reviewing, click the “Continue” button.



This is the main menu or Applications listing for the ODH Application Gateway.

- Click the “WICOmneity” link.





This is the main screen of the WIC Omneity Vendor Portal.

On the right side of the screen is the user name of the person signed into application.  
Next to the user name is the Logout button.

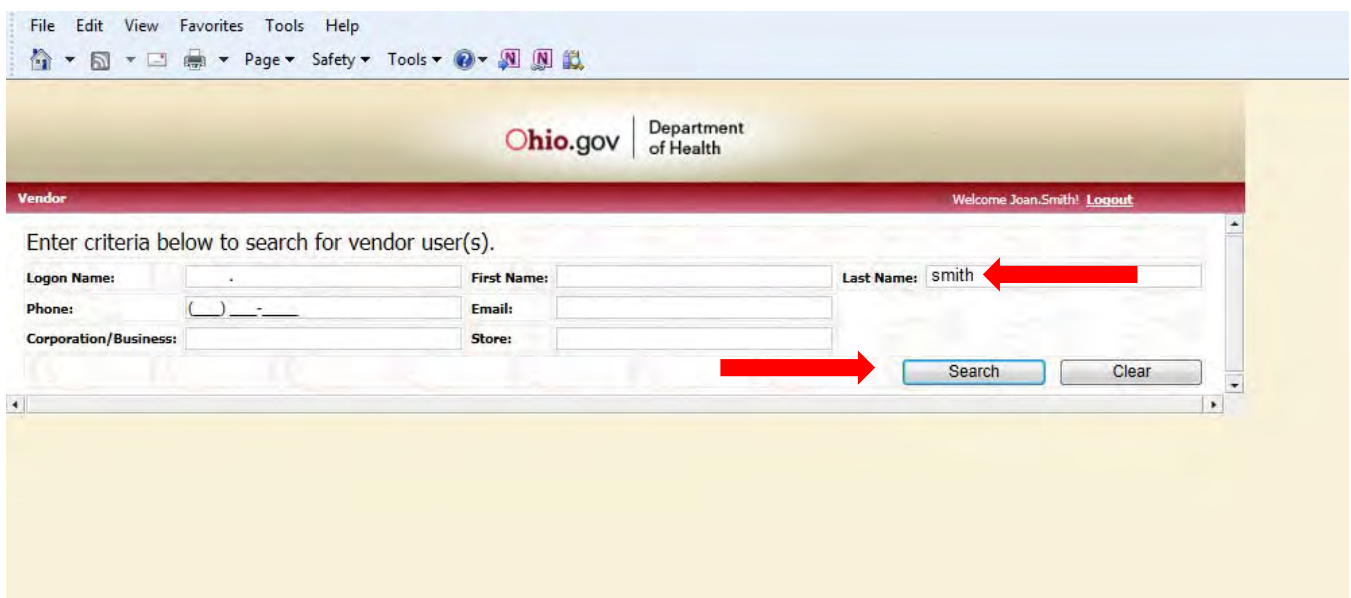
On the left side of the screen is the Vendor menu. Place the mouse pointer over Vendor and the menu displays.  
For now, the only option available is User Administration.

- Click the “**User Administration**” option.



This is the user search screen. This screen allows you, the manager, to search for yourself as well as other users assigned under you.

- Type your last name in the Last Name field and click the “**Search**” button.





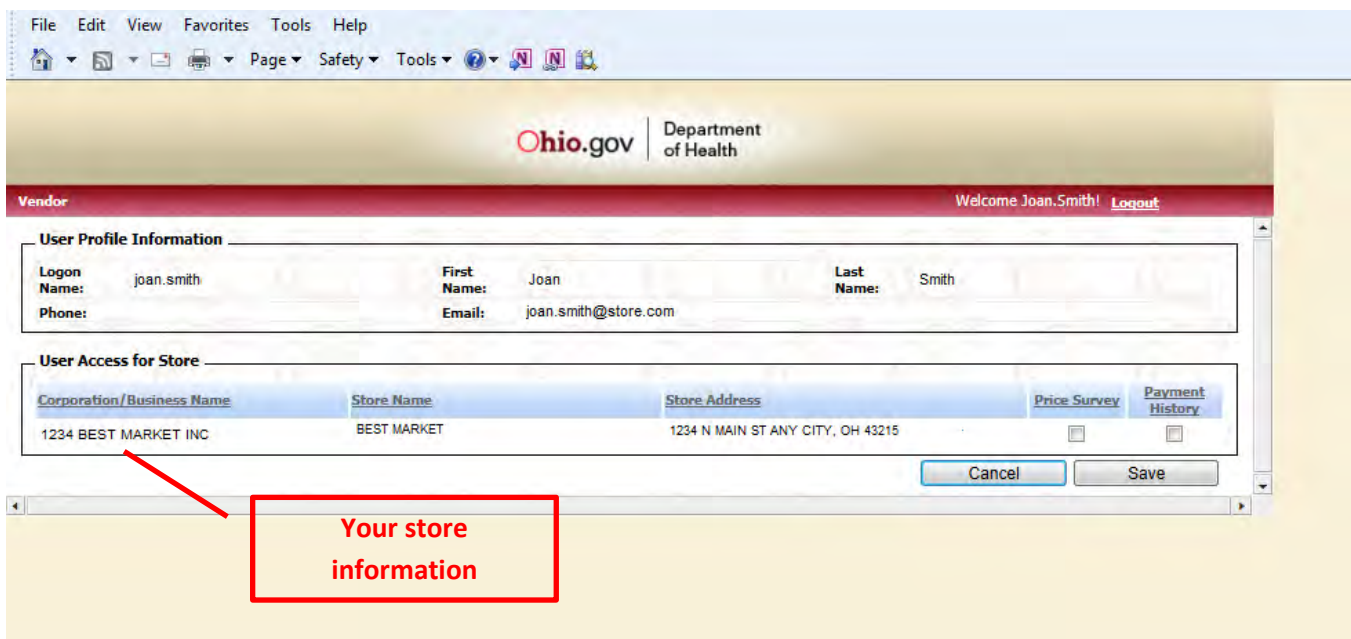
The search results display.

- Click the “**logon name**” to access the user information.



The User Profile Information displays.

You have already been assigned access for your store (in some cases you may have access to more than one store). You now need to grant yourself access to the Price Survey and Payment History screens. Please keep in mind that there may not be a Price Survey to complete at this time and/or, depending on the store, any Payment History information.



- To grant access to the Price Survey and Payment History information, click the “**box**” under the appropriate heading and a check mark will appear.
- After selecting the desired access, click the “**Save**” button.

The screenshot shows a web browser window with the Ohio.gov Department of Health Vendor portal. The user is Joan Smith. The 'User Access for Store' section contains a table with columns for Corporation/Business Name, Store Name, Store Address, Price Survey, and Payment History. The 'Price Survey' and 'Payment History' columns have checkboxes that are checked. A red arrow points to the 'Save' button at the bottom right of the table.

| Corporation/Business Name | Store Name  | Store Address                     | Price Survey                        | Payment History                     |
|---------------------------|-------------|-----------------------------------|-------------------------------------|-------------------------------------|
| 1234 BEST MARKET INC      | BEST MARKET | 1234 N MAIN ST ANY CITY, OH 43215 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

The user search screen displays with a notification that the user’s information has been saved.

The screenshot shows the Ohio.gov Vendor user search screen. A red arrow points to a notification message: 'Vendor user Smith, Joan (Joan.Smith) has been saved.' Below the notification is a search form with fields for Logon Name, First Name, Last Name, Phone, Email, Corporation/Business, and Store. There are 'Search' and 'Clear' buttons at the bottom right.

Assigning your own access is complete.

## Manager Assigns Employee Access

Repeat all of the same steps to assign access to other employees.

Start at the user search screen.

The first screenshot shows the initial search screen with the following form fields:

|                       |                      |             |                      |            |                      |
|-----------------------|----------------------|-------------|----------------------|------------|----------------------|
| Logon Name:           | <input type="text"/> | First Name: | <input type="text"/> | Last Name: | <input type="text"/> |
| Phone:                | <input type="text"/> | Email:      | <input type="text"/> |            |                      |
| Corporation/Business: | <input type="text"/> | Store:      | <input type="text"/> |            |                      |

Buttons: Search, Clear

The second screenshot shows the 'Last Name' field populated with 'Coffee' and the 'Search' button highlighted with a red arrow.

The third screenshot shows the search results table:

| Logon                        | First Name | Last Name | Phone | Email                  |
|------------------------------|------------|-----------|-------|------------------------|
| <a href="#">Berry.Coffee</a> | Berry      | Coffee    |       | berry.coffee@store.com |

Buttons: New Search

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

**User Profile Information**

|             |              |             |                        |            |        |
|-------------|--------------|-------------|------------------------|------------|--------|
| Logon Name: | Berry.Coffee | First Name: | Berry                  | Last Name: | Coffee |
| Phone:      |              | Email:      | berry.coffee@store.com |            |        |

**User Access for Store**

|                           |             |                                   |                          |                          |
|---------------------------|-------------|-----------------------------------|--------------------------|--------------------------|
| Corporation/Business Name | Store Name  | Store Address                     | Price Survey             | Payment History          |
| 1234 BEST MARKET INC      | BEST MARKET | 1234 N MAIN ST ANY CITY, OH 43215 | <input type="checkbox"/> | <input type="checkbox"/> |

Assigned store

Cancel Save

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

**User Profile Information**

|             |              |             |                        |            |        |
|-------------|--------------|-------------|------------------------|------------|--------|
| Logon Name: | Berry.Coffee | First Name: | Berry                  | Last Name: | Coffee |
| Phone:      |              | Email:      | berry.coffee@store.com |            |        |

**User Access for Store**

|                           |             |                                   |                                     |                                     |
|---------------------------|-------------|-----------------------------------|-------------------------------------|-------------------------------------|
| Corporation/Business Name | Store Name  | Store Address                     | Price Survey                        | Payment History                     |
| 1234 BEST MARKET INC      | BEST MARKET | 1234 N MAIN ST ANY CITY, OH 43215 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Assigned access

Cancel Save

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

Vendor user Coffee, Berry (Berry.Coffee) has been saved.

Enter criteria below to search for vendor user(s).

|                       |         |             |  |            |  |
|-----------------------|---------|-------------|--|------------|--|
| Logon Name:           |         | First Name: |  | Last Name: |  |
| Phone:                | ( ) - - | Email:      |  |            |  |
| Corporation/Business: |         | Store:      |  |            |  |

Search Clear



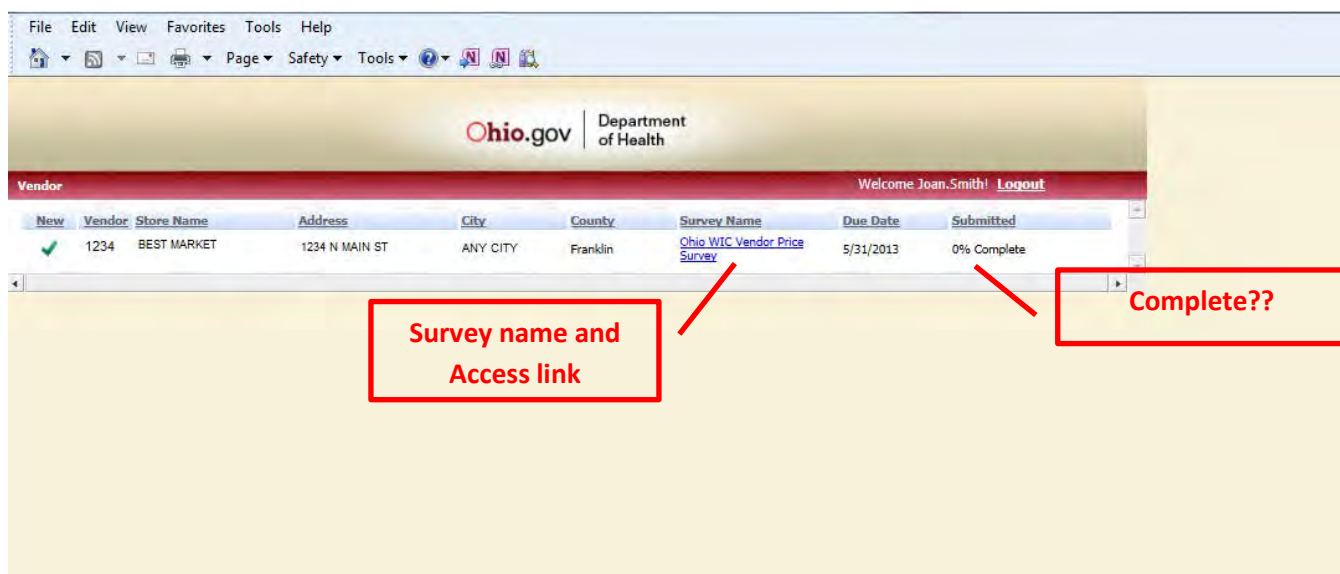
## Price Survey

- Access the Vendor Survey by placing the mouse pointer over “**Vendor**” to display the menu.
- Click the “**Price Survey**” option to display information assigned to your store.



The far right column **Submitted** tells you the percentage of the survey that is complete or if it has been completed and submitted (if submitted the submission date displays).

- Click the “**Survey Name**” link to access the survey.



This is a Vendor Price Survey.

All blank fields (highlighted here in yellow) must be completed in order to submit a complete survey. If there is an item listed that is not stocked in the store, click the box under the Not Stocked column.

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

**Ohio WIC Vendor Price Survey** Due Date: 05/31/2013

Store Name: BEST MARKET County: Franklin Vendor ID: 1234  
Address: 1234 N MAIN ST ANY TOWN, OH 43215

Record your highest shelf price, NOT SALE PRICE for the AUTHORIZED WIC food items in the brand, types, and package sizes shown.

| Item  | Brand                            | Type                         | Size          | Price | Not Stocked              |
|---|----------------------------------|------------------------------|---------------|-------|--------------------------|
| Milk  |                                  | 2% White Milk                | 1 gallon      | \$    | <input type="checkbox"/> |
| Eggs  |                                  | Chicken Grade A              | 1 dozen       | \$    | <input type="checkbox"/> |
| Peanut Butter                                   | Jif                              | Smooth or Chunky             | 18 oz. jar    | \$    | <input type="checkbox"/> |
| Juice   | Juicy Juice                      | Any WIC Authorized Flavor    | 64 oz. bottle | \$    | <input type="checkbox"/> |
| <b>Formula (Answer 2 of the following)</b>      |                                  |                              |               |       |                          |
| Formula   | Similac Advance Early Shield (bl | Concentrate liquid           | 13 oz.        | \$    | <input type="checkbox"/> |
| Formula   | Similac Isomil Soy (pink label)  | Concentrate liquid           | 13 oz.        | \$    | <input type="checkbox"/> |
| Bread   |                                  |                              | 16 oz. loaf   | \$    | <input type="checkbox"/> |
| Cereal  | General Mills                    | Cheerios                     | oz. box       | \$    | <input type="checkbox"/> |
| Infant Cereal                                   | Gerber                           | Any WIC Authorized Type      | 8 oz.         | \$    | <input type="checkbox"/> |
| <b>Infant Foods (Answer 2 of the following)</b> |                                  |                              |               |       |                          |
| Infant Food                                     | Beech-Nut                        | Any WIC Authorized Type      | 4 oz.         | \$    | <input type="checkbox"/> |
| Infant Food                                     | Beech-Nut                        | Any WIC Authorized Vegetable | 4 oz.         | \$    | <input type="checkbox"/> |
| Dried Beans                                     |                                  |                              | 16 oz.        | \$    | <input type="checkbox"/> |

Cancel Save

**Not Stocked**

- Click the **“Save”** button after completing all the blank fields.

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

### Ohio WIC Vendor Price Survey

Store Name: BEST MARKET County: Franklin Vendor ID: 1234 Due Date: 05/31/2013

Address: 1234 N MAIN ST ANY TOWN, OH 43215

Record your highest shelf price, NOT SALE PRICE for the AUTHORIZED WIC food items in the brand, types, and package sizes shown.

| Item  | Brand                            | Type                         | Size          | Price   | Not Stocked              |
|---|----------------------------------|------------------------------|---------------|---------|--------------------------|
| Milk  | Milk Barn                        | 2% White Milk                | 1 gallon      | \$ 1.00 | <input type="checkbox"/> |
| Eggs  | Miss Prissy's Picks              | Chicken Grade A              | 1 dozen       | \$ 1.49 | <input type="checkbox"/> |
| Peanut Butter                                   | Jif                              | Smooth or Chunky             | 18 oz. jar    | \$ 3.79 | <input type="checkbox"/> |
| Juice   | Juicy Juice                      | Any WIC Authorized Flavor    | 64 oz. bottle | \$ 3.89 | <input type="checkbox"/> |
| <b>Formula (Answer 2 of the following)</b>      |                                  |                              |               |         |                          |
| Formula   | Similac Advance Early Shield (b) | Concentrate liquid           | 13 oz.        | \$ 4.99 | <input type="checkbox"/> |
| Formula   | Similac Isomil Soy (pink label)  | Concentrate liquid           | 13 oz.        | \$ 5.69 | <input type="checkbox"/> |
| Bread   | Super Bread                      | 100% Whole Wheat             | 16 oz. loaf   | \$ 2.49 | <input type="checkbox"/> |
| Cereal  | General Mills                    | Cheerios                     | 18 oz. box    | \$ 4.99 | <input type="checkbox"/> |
| Infant Cereal                                   | Gerber                           | Any WIC Authorized Type      | 8 oz.         | \$ 2.49 | <input type="checkbox"/> |
| <b>Infant Foods (Answer 2 of the following)</b> |                                  |                              |               |         |                          |
| Infant Food                                     | Beech-Nut                        | Any WIC Authorized Type      | 4 oz.         | \$ 1.00 | <input type="checkbox"/> |
| Infant Food                                     | Beech-Nut                        | Any WIC Authorized Vegetable | 4 oz.         | \$ 1.00 | <input type="checkbox"/> |
| Dried Beans                                     | Bee Bean                         | Pinto                        | 16 oz.        | \$ 2.19 | <input type="checkbox"/> |

Cancel Save



The information entered in the Price Survey is saved.

- Click the **“Submit”** button to submit the price survey. The **Submit** button will not appear until after you have clicked Save and all the fields are complete.
- Click the **“Cancel”** button if submitting at a later time.

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

**Vendor** Welcome Joan.Smith! [Logout](#)

### Ohio WIC Vendor Price Survey

**Due Date: 05/31/2013**

**Store Name:** BEST MARKET **County:** Franklin **Vendor ID:** 1234  
**Address:** 1234 N MAIN ST ANY TOWN, OH 43215

Record your highest shelf price, NOT SALE PRICE for the AUTHORIZED WIC food items in the brand, types, and package sizes shown.

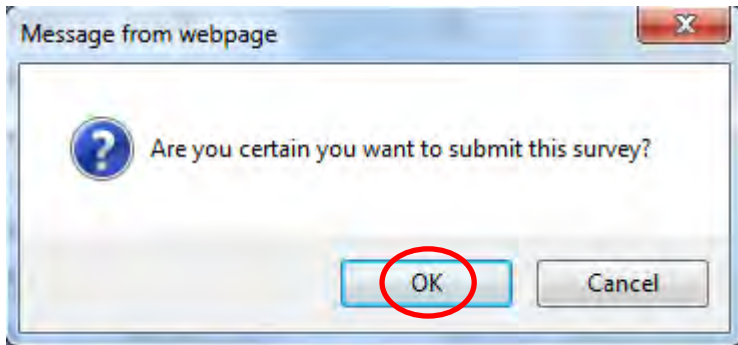
Changes have been saved. All questions have been answered completely. Click the submit button if you wish to submit the survey at this time.

| Item  | Brand                            | Type                         | Size          | Price   | Not Stocked              |
|---|----------------------------------|------------------------------|---------------|---------|--------------------------|
| Milk  | Milk Barn                        | 2% White Milk                | 1 gallon      | \$ 1.00 | <input type="checkbox"/> |
| Eggs  | Miss Prissy's Picks              | Chicken Grade A              | 1 dozen       | \$ 1.49 | <input type="checkbox"/> |
| Peanut Butter                                   | Jif                              | Smooth or Chunky             | 18 oz. jar    | \$ 3.79 | <input type="checkbox"/> |
| Juice   | Juicy Juice                      | Any WIC Authorized Flavor    | 64 oz. bottle | \$ 3.89 | <input type="checkbox"/> |
| <b>Formula (Answer 2 of the following)</b>      |                                  |                              |               |         |                          |
| Formula   | Similac Advance Early Shield (b) | Concentrate liquid           | 13 oz.        | \$ 4.99 | <input type="checkbox"/> |
| Formula   | Similac Isomil Soy (pink label)  | Concentrate liquid           | 13 oz.        | \$ 5.69 | <input type="checkbox"/> |
| Bread   | Super Bread                      | 100% Whole Wheat             | 16 oz. loaf   | \$ 2.49 | <input type="checkbox"/> |
| Cereal  | General Mills                    | Cheerios                     | 18 oz. box    | \$ 4.99 | <input type="checkbox"/> |
| Infant Cereal                                   | Gerber                           | Any WIC Authorized Type      | 8 oz.         | \$ 2.49 | <input type="checkbox"/> |
| <b>Infant Foods (Answer 2 of the following)</b> |                                  |                              |               |         |                          |
| Infant Food                                     | Beech-Nut                        | Any WIC Authorized Type      | 4 oz.         | \$ 1.00 | <input type="checkbox"/> |
| Infant Food                                     | Beech-Nut                        | Any WIC Authorized Vegetable | 4 oz.         | \$ 1.00 | <input type="checkbox"/> |
| Dried Beans                                     | Bee Bean                         | Pinto                        | 16 oz.        | \$ 2.19 | <input type="checkbox"/> |

**Submit** **Cancel** **Save**

After clicking **Submit**, a popup box displays asking if you are certain you want to submit the survey now.

- Click the **"Cancel"** button and you are directed back to the completed survey.
- If you are ready to complete the Price Survey, click the **"Ok"** button.



Clicking OK directs you back to the Vendor Survey listing. Notice the completion percentage under Submitted now reflects the date the survey was submitted.



You have completed the Price Survey

## Viewing Payment History

- Access the Payment History by placing the mouse pointer over **Vendor** to display the menu.
- Click the **“Payment History”** selection.



This is the selection screen.

You can access your statements by Remittance Advice or by using a more detailed search.

- Select a **Remittance Advice** from the drop down and then click the **“View Advice”** button. This will produce a .pdf of the same paper remittance advice you are accustomed to receiving.

The screenshot shows the Ohio.gov Department of Health Vendor portal. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main header displays the 'Ohio.gov' logo and 'Department of Health'. A red banner at the top left says 'Vendor', and the top right says 'Welcome Joan.Smith! Logout'.

The 'Remittance Advice Quick View' section is highlighted. It contains a 'Corporate Name' dropdown set to 'BEST MARKET'. Below it, the 'Remittance Advice' dropdown menu is circled in red, showing the selected value '01/29/2013 12XX3456'. A red arrow points from this dropdown to the 'View Advice' button. To the right of the dropdown is a 'Show Detail' button.

The 'Remittance Advice Detail Search' section is also visible, featuring fields for 'Vendor', 'Transaction' (set to 'All'), 'VBT', 'Voucher Date' (From/To), 'VBT Date' (From/To), 'Voucher', and 'Adjustment' (set to 'All'). There are 'Clear', 'Search', and 'Create CSV' buttons at the bottom of this section.

- Clicking the “**Show Detail**” button for the same advice will produce the following screen.

Notice the detail for that advice is listed at the bottom of the screen.  
Select any **Voucher** .pdf to view.

The screenshot shows the Ohio.gov Department of Health Vendor portal. At the top, it says "Ohio.gov | Department of Health". Below that, it says "Vendor" and "Welcome Joan Smith! Logout". The main section is titled "Remittance Advice Quick View". It has a dropdown for "Corporate Name" set to "BEST MARKET". Below that, it says "Remittance Advice" and has a dropdown for "01/29/2013 12XX3456". There are two buttons: "View Advice" and "Show Detail". A red arrow points to the "Show Detail" button. Below the buttons, there is a "Remittance Advice Detail Search" section with various filters like "Vendor", "Transaction", "VBT", "Voucher Date", "VBT Date", "Voucher", and "Adjustment". A red box highlights a table of payment history. The table has columns: Vendor, Corporate Name, VBT, VBT Date, Voucher, Voucher Date, Redeem Amt, Paid Amt, Transaction, Adjustment, and Adj Amt. There are three rows of data. A red arrow points to the "Detail" link in the bottom left corner of the table.

| Vendor | Corporate Name | VBT      | VBT Date   | Voucher  | Voucher Date | Redeem Amt | Paid Amt   | Transaction | Adjustment                    | Adj Amt   |
|--------|----------------|----------|------------|----------|--------------|------------|------------|-------------|-------------------------------|-----------|
| 1234   | BEST MARKET    | 01234567 | 01/29/2013 | 12XX3456 | 12/5/2012    | \$1,838.61 | \$1,675.89 | Paid        | Not to Exceed                 | -\$162.81 |
| 1234   | BEST MARKET    | 01234567 | 01/29/2013 | 12XX3456 | 12/5/2012    | \$8.98     | \$0.00     | Reject      | Invalid/Missing Redeemed Date | -\$8.98   |
| 1234   | BEST MARKET    | 01234567 | 01/29/2013 | 12XX3456 | 12/5/2012    | \$108.85   | \$0.00     | Reject      | Prior to Valid Date           | -\$108.85 |

Page 1 of 1 (Total Rows: 3)  
Page size: 100 Rows

**Detail**

You have completed the task of viewing your Payment History.