

Instructions for Form Use

- A. The Retailer Supply Request Form is to be used to order only the State WIC Office materials listed. Other eWIC materials can be ordered via the eWIC Processor.
- B. Enter the number of copies in the Quantity column for each requested item.
- C. Enter contact name, order date, store name, WIC ID number, address, city, state, ZIP, and phone number. Orders that are incomplete or illegible cannot be processed.
- D. Submit the completed form via one of the following methods:
 - 1. Email: WIC_Retailer@vdh.virginia.gov
 - 2. US Mail: Attn: Vendor Compliance Team
Division of Community Nutrition
Virginia Department of Health
109 Governor Street, 9th Floor
Richmond, VA 23219
- E. Filled orders usually arrive within five business days. If materials do not arrive within ten business days, contact the store's assigned Vendor Liaison.
- F. Contact the store's assigned Vendor Liaison for additional clarification.