

Virginia WIC Program  
**Retailer Supply Request Form**

Effective Date: March 1, 2017

**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](mailto:WIC_Retailer@vdh.virginia.gov)
2. US Mail: Attn: Vendor Compliance Team  
Division of Community Nutrition  
Virginia Department of Health  
109 Governor Street, 8<sup>th</sup> 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.