

APL and UPC Guide for WIC Vendors

January 2018

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Introduction to the Approved Products List (APL)

Approved Product List

The WIC Approved Product List (APL) is an electronic database that lists all authorized WIC food items.

For WIC participants to purchase a product, the Universal Product Code (UPC) or Price Look Up (PLU) code for that product must be included in this database.

Vendors, participants, and manufacturers will need to alert the NYS WIC Program of any new or missing UPCs for allowable products. **If the UPC or PLU for a product is not on the APL, participants will not be able to purchase that product.**

The NYS WIC Program will use PLUs set by the International Federation for Produce Standards (IFPS) for all fresh fruits and vegetables. No store-generated PLUs will be included on the APL.

Approved Product List

The APL will be updated within point-of-sale systems every night.

Vendors who use stand-beside point-of-sale devices will need to leave them on over night so the download can take place.

In integrated cash register systems, the vendor's IT department will be responsible for making sure the APL is downloaded every night.

Approved Product List

The following categories of UPCs and PLUs will not be included on the APL due to state and federal policies:

- **Store-generated** UPCs and PLUs cannot be included
- UPCs and PLUs for non-allowable products cannot be included (please refer to the [WIC Acceptable Foods Card](#) for help in determining whether a product is allowable)
- UPCs for variable-measure products (for example deli cheese or blocks of cheese that do not have a standardized weight) cannot be included
- UPCs for fresh produce (for example bags of salad) will not be included; these products should be mapped to the most similar IFPS PLU

Reviewing the APL to Find Missing Products

How to Use this Guide

This guide is meant to help you identify allowable WIC items in your store that are missing from the APL. This guide **does not** include every allowable food category. It only covers the types of food that are most likely to have missing UPCs because of the large variety of foods available.

This guide is **not** intended as a guide to allowable foods. For full information about allowable WIC foods, see the [WIC Acceptable Foods Card](#) or the [WIC Pictorial Foods Guide](#) found at <https://nyswicvendors.com/vendor-training/>.

Follow the directions provided on each page to make sure all your store's WIC allowable foods can be purchased.

How to Use this Guide

A copy of the full APL is available as a PDF or an Excel spreadsheet at <https://nyswicvendors.com/upc-resources/> for any vendors who want to review it in more detail.

There are also separate PDFs for each food category. To find a specific UPC or brand, download the PDF and use the search function.

Valid as of 10/11/2017

New York State WIC APL - Milk and Soy Beverage

To submit an item to be added to the APL, go to: <https://nyswicvendors.com/upc-resources/>

Email questions to: wicfoods@health.ny.gov.

UPC/PLU Number	Brand Name	Food Description	Package Size	Unit of Measure (UOM)
079403000344	Booth Brothers	Booth Brothers 1% Lowfat Milk 64oz	0.50	GAL
079403003505	Booth Brothers	Booth Brothers Nonfat Milk 128oz	1.00	GAL
079403000306	Booth Brothers	Booth Brothers Nonfat Milk 64oz	0.50	GAL
079403003161	Booth Brothers	Booth Brothers Whole Milk 128oz	1.00	GAL
079403000337	Booth Brothers	Booth Brothers Whole Milk 64oz	0.50	GAL
014000002162	Borden	Borden 1% Lowfat Milk 128oz	1.00	GAL
015473010340	Borden	Borden 1% Lowfat Milk 128oz	1.00	GAL
014000041048	Borden	Borden 1% Lowfat Milk 32oz	0.25	GAL
815473010445	Borden	Borden 1% Lowfat Milk 32oz	0.25	GAL
014000002322	Borden	Borden 1% Lowfat Milk 64oz	0.50	GAL
015473010395	Borden	Borden 1% Lowfat Milk 64oz	0.50	GAL
014000002209	Borden	Borden Nonfat Milk 128oz	1.00	GAL
815473010407	Borden	Borden Nonfat Milk 64oz	0.50	GAL
014000001042	Borden	Borden Whole Milk 128oz	1.00	GAL
015473010326	Borden	Borden Whole Milk 128oz	1.00	GAL
015473010357	Borden	Borden Whole Milk 128oz	1.00	GAL

Find

Find


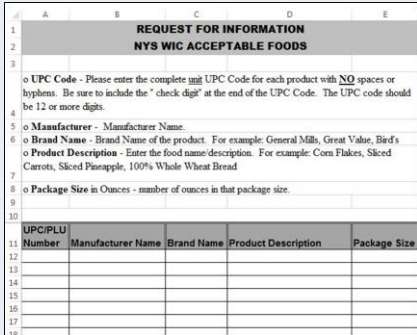
Previous

Next

Press CTRL and F to open the search box, then type the UPC or the brand of the product you want to find.

How to Use this Guide

If you see that there are WIC allowable products missing from the APL, or if you get new products in the future that need to be added:

For less than 10 items:	For more than 10 items:
Use the Electronic NYS WIC UPC Submissions Form	You may use either the Electronic NYS WIC UPC Submissions Form or the NYS UPC Submissions Spreadsheet .
	
See instructions on page 28 .	See instructions on page 36 .
If you need to submit more than 50 items at one time, contact wicfoods@health.ny.gov for guidance.	

Note: You will need to submit 2 photos of each submitted item. Refer to page [35](#) for guidance.

Store Brands

Look for all store brands or private label brands sold in your store in the list below. These brands are already included in the APL.

Always Save	Food Club	Key Foods	Red and White	Super A
Best Choice	Food Lion	Krasdale	Shopper's Value	Tops
Best Yet	Foodtown	Kroger	ShopRite	Valu Time
Bogopa	Freedom's Choice	Market Pantry	Shur Savings	Wegmans
C and W	Full Circle	My Essentials	Shurfine	Weis
Cherry Valley	Giant Eagle	Our Family	Signature Kitchens	White Rose
Clear Value	Great Value	Parade	Simply Balanced	
Essential Everyday	Hannaford	PICS/Price Chopper	Spartan	
Exceptional Value	Hy Top	Price Rite	Stewart's	
Fairway	IGA	Private Selection	Stop and Shop	

If you cannot find your store's brands, please contact wicfoods@health.ny.gov for guidance before you continue.

Milk

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any of the following allowable products:

Sizes	Types of Milk
Gallon	Whole
Half Gallon	1% Lowfat
Quart	Nonfat (Skim)
	Lactose Free Whole
	Lactose Free 1% Lowfat
	Lactose Free Nonfat (Skim)

Not allowed: flavored, organic, sweetened condensed, buttermilk, reduced fat (2%), or added calcium. For more information about allowed milk, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

Please note that the form will require you to submit photos of the products you wish to add. You will need to take these photos using a phone or digital camera **before** you fill in the form. For guidance on what the photos need to show, see page [35](#).

Milk

These brands are already included in the APL.

Battenkill Valley	Essential Everyday	Houlton Farms	Meadow Brook	Rutters
Best Yet	Farmer's Choice	Hudson Valley Fresh	Midland Farms	Save A Lot
Bogopa	Farmland	Hudson's Dairy	Monument Farms	Shamrock Farms
Boice Bros Dairy	Farmland Dairies	IGA	Mountainside Farms	ShopRite
Booth Brothers	Five Acre Farms	Ithaca Milk Company	My Essentials	Shurfine
Borden	Food Lion	Juniper Valley	Nice	Stewart's
Byrne Dairy	Foodtown	Key Foods	Nice N Easy	Stop and Shop
Cherry Valley	Gallikers	King Kullen	Oak Tree	Swiss
Clover Farms	Garelick	Kroger	Oakhurst	Thomas Dairy
Cream O'Land	Giant Eagle	Lactaid	Our Family	Tops
Crowley	Great Value	Left Field Farms	PICs/Price Chopper	Trinity Valley
Cub Foods	Green Hills	Lehigh Valley	Prairie Farms	Tuscan
Dairy Pure	Guida's	Lucerne Dairy	Price Rite	Upstate Farms
Dari Del Dairy	Hannaford	Mansfield	Q Milk	Valley Farm
Derle Farms	Hillcrest Dairy	Maola	Rollin Dairy	Wegmans
Derle Hygrade	Homeland	Marcus	Ronnybrook Farm Dairy	Weis
Elmhurst Dairy	Hood	Market Pantry	Rosenberger's	Welsh Farms

Eggs

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any of the following allowable products:

Sizes	Types of Eggs
Medium	White
Large	Brown

Not allowed: jumbo, extra-large, or high-cost specialty eggs (including organic, reduced cholesterol, cage free/free range, or omega-3). For more information about allowed eggs, see the [WIC Acceptable Foods Card](#).

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Please note that the form will require you to submit photos of the products you wish to add. You will need to take these photos using a phone or digital camera **before** you fill in the form. For guidance on what the photos need to show, see page [35](#).

Eggs

These brands are already included in the APL.

7 Select	Edward's	Kroger	Shadow Cross Farm
Ace Farm	Esbenshade Farms	Lakeview Farms	Shop 'n Save
Best Choice	Essential Everyday	Land O'Lakes	ShopRite
Best Yet	Farmer's Cow	Lewistown Valley Egg Ranch	Shurfine
Black River Valley Farms	Feather Ridge Farm	Lucerne Dairy	Smith's Quality Eggs
Bogopa	Giroux's	Market Pantry	Spartan
Byrne Dairy	Giunta's Meat Farms	Martin's Quality	Stewart's
Clover Valley	Great Value	Meadow Creek Farms	Stop and Shop
Coburn Farms	Hannaford	Mitlitsky	Sunny Meadow
Country Creek Farms	Hillandale Farms	Nature's Farms	Sunshine Farms
Country Daybreak	Hudson Fresh	Nelms	The Egg King
Croton Egg Farm	Ideal	New England Egg Farm	The Farmer's Glen
Crystal Spring	IGA	Pennsylvania Dutch Country	Thomas Poultry Farm
Cub Foods	James Farm	PICS/Price Chopper	Tops
Darrenkamp's	Jersey Lynne Farms	Piggly Wiggly	Trade Fair
Davidson's	Key Foods	Pine Belt	Wegmans
Davis	King Kullen	Price Rite	Weis
Derle Farms	Kreher	Puglisi Farm	Whitesville Farms
Dutch Farms	Kreider Farms	Saunder's	Willowbrook

Cheese

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any of the following allowable products:

Blocks or Pre-Cut Slices of:		
Pasteurized Process American	Colby	Muenster
Monterey Jack	Colby Jack	Any other blends of these cheeses
Provolone	Cheddar	

Not allowed: flavored, organic, imported, individually wrapped slices, or cheese foods/products/spreads. Do not submit UPCs for any cheeses cut or packaged in your store. For more information about allowed cheeses, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

If you are submitting more than 10 products, you may use the NYS WIC UPC Submissions Spreadsheet found on the same [webpage](#). For instructions on how to use the submissions spreadsheet, see page [37](#).

Please note that you must submit photos of all of the products you wish to add whether you use the form or the spreadsheet. You will need to take these photos using a phone or digital camera **before** you fill in the form. For guidance on what the photos need to show, see page [35](#).

Cheese

These brands are already included in the APL.

Alpine Lace	Dietz and Watson	Happy Farms	Original Cooper	Tropical
American Heritage	Dutch Farms	Heluva Good	Our Family	Walnut Creek
Amish Valley	Essential Everyday	Hoffman's	Parade	Wegmans
Andrew and Everett	Fairway	IGA	PICS	Weis
Applegate Farms	Farm Fresh	Key Foods	Polly O	White Rose
Arla	Farms Creamery	Kings	Price Rite	Yancey's Fancy
Avenue A	Finlandia	Kraft	Quesos La Ricura	Yummy
BelGioioso	Food Club	Krasdale	Sara Lee	
Best Choice	Food Lion	Kroger	Sargento	
Best Yet	Foodtown	Land O'Lakes	Shemesh	
Biazzo	Freedom's Choice	Les Petites Fermieres	ShopRite	
Boar's Head	Fresh and Healthy	Lucerne Dairy	Shurfine	
Borden Dairy	Frigo	Market Pantry	Sorrento	
Cabot	Galbani	McCadam	Stop and Shop	
Cherry Valley	Giant Eagle	Mehadrin	Super A	
Coburn Farms	Good Life	Miller's	The Cheese Factory	
Cooper	Great Lakes	Natural and Kosher	Thousand Islands	
Cracker Barrel	Great Value	Naturally Good Kosher	Tillamook	
Crystal Farms	Hannaford	Nature's Promise	Tnuva	
Cuba Cheese Shoppe	Haolam	Nice	Tops	

Fresh Vegetables and Fruits

Fresh produce UPCs are **not included** in the APL.

Fresh produce can only be redeemed using **IFPS PLU codes**.

- This can be done through automated mapping of fresh produce UPCs by your store's IT department or PLUs can be entered by hand in stand-beside point-of-sale devices.

The list of IFPS PLUs on the APL can be found at <https://nyswicvendors.com/upc-resources/>.

Frozen Vegetables and Fruits

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any allowable products.

Not allowed: added sugars, fats, or oils. For more information about allowed frozen vegetables and fruits, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

If you are submitting more than 10 products, you may use the NYS WIC UPC Submissions Spreadsheet found on the same [webpage](#). For instructions on how to use the submissions spreadsheet, see page [37](#).

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Frozen Vegetables and Fruits

These brands are already included in the APL.

Archer Farms	Food Lion	La Ricura	Seabrook Farms	Wild Oats
Best Choice	Foodtown	La Subrosa	Seapoint Farms	Woodstock
Best Yet	Freedom's Choice	Mama Tere	ShopRite	Wylwood
B'Gan	Fresh Frozen	Market Pantry	Shurfine	Wyman's
Birds Eye	Full Circle	Montana	Signature Kitchens	Yerek
Bodek	Gefen	Nash Brothers	Simple Truth	
C and W	Giant Eagle	Natural Directions	Simply Balanced	
Cadia	Golden Flow	Nature Blessed	Stahlbush Island Farms	
Campoverde	Goya	Nature's Basket	Stop and Shop	
Cascadian Farm	Great Value	Nature's Promise	SunVale	
Chiquita	Great Value	Nueva Cosecha	Super A	
Clear Value	Green Giant	O Organics	TJ Farms	
Colombia Food	Hannaford	Our Family	Tops	
Del Campo	Hanover	Parade	Tovah Family Farms	
Dole	Hy Top	Pardes Farms	Tradiciones Andinas	
Dole	Ibco	Peru Foods	Triunfo	
Dona Lisa	IGA	Pictsweet	Tropigood	
Earthbound Farm	Inca's Food	Price Chopper	Valu Time	
El Sembrador	James Farm	Price Rite	Veg Fresh	
Endico	John Copes	Private Selection	VIP	
Essential Everyday	Key Foods	Putul	Wegmans	
Fabi Saa	Krasdale	Regal Nonpareil	Weis	
Fairway	Kroger	Rico	Welch's	
Farm Fresh	La Centro Americana	Rio Grande	White Rose	
Flav R Pac	La Cholita	River Valley	Wholesome Pantry	
Food Club	La Fe	SAS	Wild Harvest	

Canned Vegetables and Fruits

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any allowable products.

Not allowed: any added sugars, fats, or oils. For more information about allowed canned vegetables and fruits, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

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Canned Vegetables and Fruits

These brands are already included in the APL.

Alessi	Del Campo	Giant Eagle	La Choy	Natural Directions	S and W	Weis
Allen's	Del Monte	Giorgio	La Costena	Natural Value	San Marzano	White Rose
Always Save	DeLallo	Glick's	La Fe	Nature's Place	Santa Cruz	Wild Harvest
America's Choice	Desert Pepper	Goya	La Fede	Nature's Promise	Season	Wild Oats
Applesnax	Diane's Garden	Great Value	La Preferida	O Organics	Seven Farms	World Classics
Archer Farms	Dole	Green Giant	La Victoria	Old El Paso	Shopper's Value	Wylwood
Asian Best	Dynasty	Green Mountain Gringo	Le Sueur	On The Border	ShopRite	Xochitl
Asian Gourmet	Essential Everyday	Greenway	Libby's	Ortega	Shur Savings	
Avenue A	Exceptional Value	Gringo Jack's	Liberty Gold	Our Family	Shurfine	
Best Choice	Fairway	Haddar	Lieber's	Pace	Signature Kitchens	
Best Yet	Family Gourmet	Haddon House	Luigi Vitelli	Pampa	Simple Truth	
Bhavani	Farm Fresh	Hannaford	Made With	Parade	Spartan	
Bionaturae	Field Day	Hanover	Mama Tere	Pastene	Stokely's	
Brad's	Food Club	Happy Harvest	Mancini	Pennsylvania Dutchman	Stop and Shop	
Bush's	Food Lion	Herdez	Margaret Holmes	PICs/Price Chopper	Sun Of Italy	
Cadia	Foodtown	Hunt's	Market Pantry	Polar	Super A	
Cantina	Freedom's Choice	Hy Top	Mishpacha	Pomi	To Jo	
Cento	Freshlike	Iberia	Mott's	Price Rite	Tops	
Cha Ching	Frontera	IGA	Mrs. Renfro's	Red And White	Tostitos	
Chi Chi's	Full Circle	Jardine's	Muir Glen	Red Gold	Tuttorosso	
Clear Value	Furmano's	Key Foods	Musselman's	RedPack	Ty Ling	
Contadina	Galil	Krasdale	Mutti	Reese	Unger's	
Cora	Gefen	Kroger	Napoletano	Rienzi	Valu Time	
Coyote Joe's	Geisha	Kuner's	Nash Brothers	Roland	Vermont Village	
Dei Fratelli	Gia Russa	La Centro Americana	Native Forest	Rotel	Wegmans	

Canned and Dried Beans

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any allowable products.

Canned beans must come in 15oz – 16oz containers and cannot contain any added sugars, fats, or oils. Dried beans must come in 16oz packages and cannot contain any ingredients other than beans, peas, or lentils. For more information about allowed canned or dried beans, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

If you are submitting more than 10 products, you may use the NYS WIC UPC Submissions Spreadsheet found on the same [webpage](#). For instructions on how to use the submissions spreadsheet, see page [37](#).

Please note that you must submit photos of all of the products you wish to add whether you use the form or the spreadsheet. You will need to take these photos using a phone or digital camera **before** you fill in the form. For guidance on what the photos need to show, see page [35](#).

Canned and Dried Beans

These brands are already included in the APL.

Allen's	Food Club	La Costena	S and W
Always Save	Food Lion	La Fe	Sabor Nuestro
Arrowhead Mills	Foodtown	La Preferida	Seven Farms
Bella Famiglia	Freedom's Choice	Lieber's	Shopper's Value
Best Choice	Full Circle	Luck's	ShopRite
Best Yet	Gefen	Made With	Shur Savings
Brad's	Giant Eagle	Market Pantry	Shurfine
Brown's Best	Gonsalves	Mother's Maid	Signature Kitchens
Bush's	Goya	Natural Directions	Simply Balanced
C and F	Great Value	Natural Value	Stop and Shop
Cadia	Green Valley	Nature's Place	Sun Of Italy
Camellia	Greenway	Nature's Promise	Super A
Cari Dom	Hannaford	O Organics	Tops
Cento	Hanover	Our Family	Unger's
Cherry Valley	Hurst's	Parade	Valutime
Clic	Hy Top	Pastene	Verde Valle
Conchita	Iberia	Peak	Vitarroz
Condal	IGA	PICs	Wegmans
Dakota's Pride	Jack Rabbit	Price First	Weis
DeLallo	Joan Of Arc	Price Rite	Westbrae
Delicioso	Key Foods	Progreso	Wholesome Pantry
Dunya Harvest	Krasdale	Puro	Wild Harvest
Eden	Kroger	Ramela	Wild Oats
Essential Everyday	Kuner's	Rienzi	Wylwood
Fairway	La Cena	Riverhead	Ziyad

Canned Fish

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any of the following allowable products:

Type of Fish	Sizes
Light Tuna	5oz and 6oz cans
Pink Salmon	5oz, 6oz, and 7.5oz cans
Sardines	3.75oz cans

Canned fish may be packed in water or oil. **Not allowed:** red salmon, blueback salmon, albacore tuna, added flavors. For more information about allowed canned fish, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

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Canned Fish

These brands are already included in the APL.

Ace Of Diamonds	Dagim	Gwaizi	Market Pantry	Price Chopper/PICs	Super Associated
Alshark	Dolores	Haddon House	Melech Hayam	Puro	Tiny Tots
Arkona	Double Q	Hannafor	Mishpacha	Real	Tops
Atun Fabi Saa	Elisfresh	Hy Top	Natural Sea	Red and White	Tuny
Avenue A	Empress	Icy Point	Nature's Promise	Reese	Valu Time
Beach Cliff	Essential Everyday	IGA	Northern Catch	Rio Mare	Van Camps
Bear and Wolf	Excelsior	Key Foods	Ocean Naturals	Royal	Van Martin
BenZ's	Food Club	King Oscar	Ocean Prince	Rubinstein	Wegmans
Best Yet	Gefen	Kirkland	Open Nature	Schwartz	Weis
Brunswick	Geisha	Krasdale	Our Family	Season	Wild Planet
Bumble Bee	Genova	Kroger	Pampa	ShopRite	Wild Selection
CalMex	Glick's	La Sirena	Pastene	Shurfine	
Cento	Grace	Lieber's	Pillar Rock	Signature Kitchens	
Chicken Of The Sea	Granadaisa	Lily	Port Clyde	Starkist	
Crown Prince	Great Value	Madame Gougousse	Port Side	Stop and Shop	

Peanut Butter

If any brand you sell is missing from the list on the next page, please submit the UPCs for that brand for any allowable products.

Peanut butter must come in 16oz – 18oz containers. **Not allowed:** organic, added palm oil, peanut spreads, or other added ingredients.

For more information about allowed peanut butter, see the [WIC Acceptable Foods Card](#).

Use the [NYS WIC UPC Submissions Form](#) link found at <https://nyswicvendors.com/upc-resources/>. For instructions on how to use the submissions form, see page [29](#).

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Peanut Butter

These brands are already included in the APL.

Adams Peanut Butter	Freedom's Choice	Market Pantry	Shopper's Value
Adom Foods	Gefen	Mishpacha	ShopRite
Algood	Giant Eagle	Nature's Place	Shur Savings
Always Save	Glick's	Nina International	Shurfine
Arrowhead Mills	Great Value	Nut And Butter	Signature Kitchens
Best Choice	Green Way	Once Again	Skippy
Best Yet	Haddar	Open Nature	Smucker's
Better Valu	Hampton Farms	Our Family	Stop and Shop
Brad's Naturals	Hannaford	Panner	Super A
Clear Value	Hy Top	Parade	Supreme
Crazy Richard's	IGA	Peanut Butter Boy	Teddie
Cream Nut	Jif	Peanut Delight	The Peanut Principle
Deggeh	Justins	Peter Pan	Tops
Essential Everyday	Kemach	Price Chopper/PICs	Urban Meadow
Exceptional Value	Key Foods	Planters	Valu Time
Fairway	Krasdale	Praise	Velvet
Farm Fresh	Krema	Price First	Vermont
Fifty 50	Kroger	Price Rite	Wegmans
Flavorite	Landis	Red and White	Weis
Food Club	Laura Scudder's	Reese's	White Rose
Food Lion	Lieber's	Saratoga Peanut Butter Company	Wild Friends
Foodtown	Maple Grove Farms	Schwartz	Yum Nature

Using the Electronic NYS WIC UPC Submissions Form

Electronic UPC Submissions Form

To submit individual UPCs to be added to the APL, use the [online form](https://nyswicvendors.com/upc-resources/) found on the NYS WIC Vendor Website at <https://nyswicvendors.com/upc-resources/>.

You will need the following information for each product:

- 12 or 13 digit UPC code
- Brand name
- Name of product
- Size of container
- Two photos of the product showing:
 - UPC code
 - Ingredients
 - Nutritional Information Panel
 - Name of Product
 - Size of package

You **will not** be able to submit the form without photos.

You will need to take these photos using a phone or digital camera **before** you fill in the form. For guidance on what the photos need to show, see page [35](#).

The screenshot shows the 'New York State WIC Program UPC Submissions' form. It has a teal background with white text and input fields. The form is divided into several sections: 'Contact Information' with fields for First name, Last name, Company Name, and Email; 'Enter today's date' with a Date field; 'Enter the product's 12 or 13 digit UPC number' with a UPC Number field; 'Enter the product's brand name' with a Brand Name field; and 'Include the type of food and the container size (ounces). For example, "Diced Tomatoes 14oz" or "Fat Free Milk 128oz"' with a Food Description field. At the bottom, there is a note: 'Attached pictures must clearly show the barcode, product name, and nutritional information including ingredients.' Below this note are two 'CHOOSE FILE' buttons for uploading photos.

Electronic UPC Submissions Form

Step 1: enter your name
and contact information



New York State WIC Program
UPC Submissions

Contact Information

First name

Last name

Company Name

Email

Enter today's date

Date

Electronic UPC Submissions Form

Step 2: choose today's date by clicking on the date box and then clicking the current date on the popup calendar.

New York State WIC Program
UPC Submissions

Contact Information

First name
Last name
Company Name
Email

Enter today's date

Date

Enter the product's 12 or 13 digit UPC

UPC Number

Enter the product's brand name

Brand Name

Calendar:

Sep 2017

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today Done

Electronic UPC Submissions Form

Step 3: Enter the product information including:

- the UPC
- the brand
- the product description

The screenshot shows a teal-colored form with four sections. Red arrows point from the list items on the left to the input fields in the form:

- Enter today's date**: The date field contains "09/15/2017".
- Enter the product's 12 or 13 digit UPC number**: The UPC Number field contains "867530912340".
- Enter the product's brand name**: The Brand Name field contains "Arthur's Finest".
- Include the type of food and the container size (ounces). For example. "Diced Tomatoes 14oz" or "Fat Free Milk 128oz"**: The Food Description field contains "Swiss Cheese Slices 7oz".

The product description should include the name of the product and the size in ounces.

Electronic UPC Submissions Form

Step 4: Upload 2 photos of the product by clicking the “choose file” buttons.

Attached pictures must clearly show the barcode, product name, and nutritional information including ingredients.


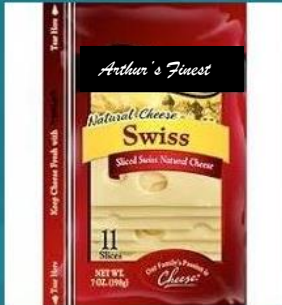
CHOOSE FILE CHOOSE FILE

Be sure to include all relevant package details. Refer to photo guidance on the next page.

Include the type of food and the container size (ounces). For example, "Diced Tomatoes 14oz" or "Fat Free Milk 128oz"

Food Description

Attached pictures must clearly show the barcode, product name, and nutritional information including ingredients.



Markup Rotate Crop Download Delete Markup Rotate Crop Download Delete

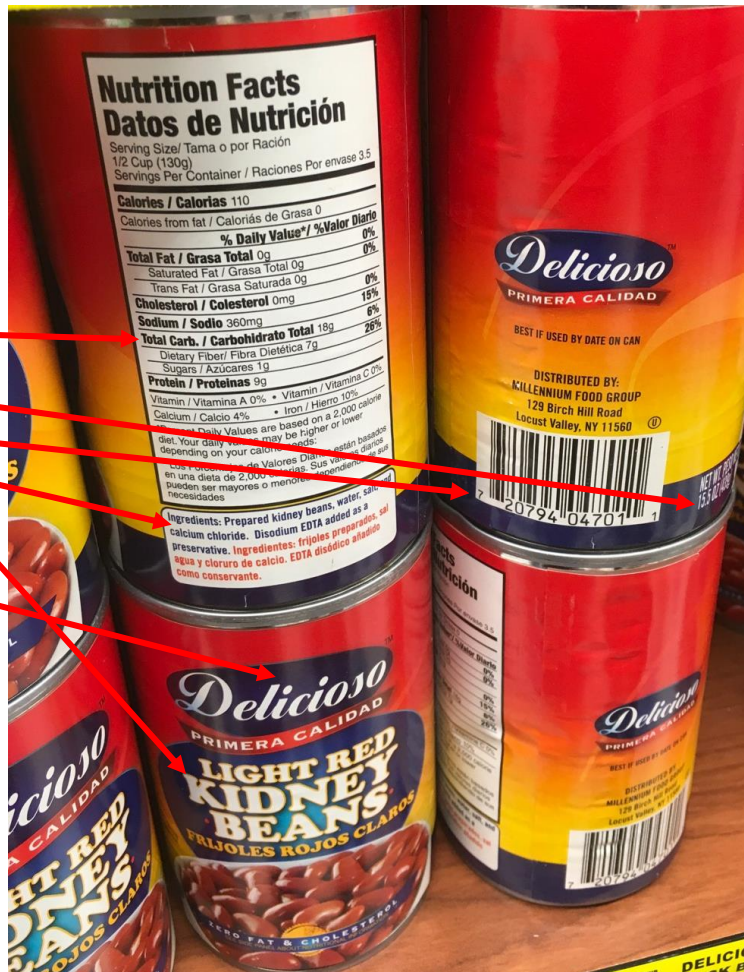
Electronic UPC Submissions Form

Product Photo Guidance

✓ Useable Photo

Clearly shows:

- nutrition panel
- size
- UPC
- ingredients
- product name
- brand



Not Usable Photo ✗

Does not clearly show:



- ingredients



Electronic UPC Submissions Form

Step 5: Complete the UPC submission process by clicking the “Submit” button.

Attached pictures must clearly show the barcode, product name, and nutritional information including ingredients.



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SAVE SUBMIT

If you do not include product pictures, an error message will appear when you click “Submit.”

app.form.com says:

Please answer the following question:
Attached pictures must clearly show the barcode, product name, and nutritional information including ingredients.

OK

Using the NYS WIC UPC Submissions Spreadsheet

UPC Submissions Spreadsheet

If you need to submit more than 10 UPCs at a time to be added to the APL, you should use the [Bulk Additions spreadsheet](https://nyswicvendors.com/upc-resources/) found on the NYS WIC Vendor Website at <https://nyswicvendors.com/upc-resources/>.

Step 1. Download and save the spreadsheet to a computer.

Step 2. Fill in the spreadsheet and save your changes.

Step 3. Take two photos of each product you included in the spreadsheet using your phone or a digital camera. For guidance on what the photos need to show, see page [35](#).

Step 4. Email the spreadsheet **and the photos** to wicfoods@health.ny.gov.

Note: Because digital photo files can be large, you may need to send more than one email with photos attached. Please do not submit more than 20 photos in a single email.

If you do not submit useable photos, the products cannot be added to the APL.

If you need to submit more than 50 UPCs at a time, you may contact wicfoods@health.ny.gov for help.

UPC Submissions Spreadsheet

You will need the following information for each product:

- 12 or 13 digit UPC code
- Brand name
- Name of product
- Size of container in ounces
- You must also email two photos of each product showing:
 - UPC code
 - Ingredients
 - Nutritional Information Panel
 - Name of Product
 - Size of package
 See Photo Guidance on page [35](#).

Include the Manufacturer Name if known. This information is not mandatory.

	A	B	C	D	E
1	REQUEST FOR INFORMATION				
2	NYS WIC ACCEPTABLE FOODS				
3					
4	o UPC Code - Please enter the complete <u>unit</u> UPC Code for each product with <u>NO</u> spaces or hyphens. Be sure to include the " check digit" at the end of the UPC Code. The UPC code should be 12 or more digits.				
5	o Manufacturer - Manufacturer Name.				
6	o Brand Name - Brand Name of the product. For example: General Mills, Great Value, Bird's				
7	o Product Description - Enter the food name/description. For example: Corn Flakes, Sliced Carrots, Sliced Pineapple, 100% Whole Wheat Bread				
8	o Package Size in Ounces - number of ounces in that package size.				
9					
10					
11	UPC/PLU Number	Manufacturer Name	Brand Name	Product Description	Package Size
12					
13					
14					
15					
16					
17					
18					

Contact Us:

You can find many useful resources on the NY State WIC Vendor Website at <https://nyswicvendors.com>.

If you have any questions or concerns about submitting products to be added to the APL, send an email to wicfoods@health.ny.gov.