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3. Entry of New Applicants

3.1 Entry of New Applicants

When a Vendor requests to become part of the WIC program, information about the Vendor is required by the Vendor Management system in order to automate the application approval process. The Applicant Information Dialog allows the user to gather initial contact information for a Vendor requesting a WIC application. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in “add” mode, the controls on the dialog will default to blank unless otherwise noted. If the dialog is in “view” mode, the controls on the dialog will default to the previously saved value and will be read only. The Applicant Information dialog is invoked in response to the following user actions:

- Selection of the Create New Applicant menu item from the Vendor List menu as described in [Chapter 02- Vendor List and Vendor Search](#). The dialog will display in “add” mode.
- Selection of the Create New Applicant toolbar button from the system toolbar as described in [Chapter 02- Vendor List and Vendor Search](#). The dialog will display in “add” mode.
- Selection of the Applicant event on the Events dialog as described in [Chapter 04 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when an Applicant event is selected as described in [Chapter 04 – Vendor Folder](#). The dialog will display in “view” mode.

Applicant Information

Vendor ID

Vendor Name Telephone Number

Store Type Ownership Type

Corporate Parent Peer Group

Vendor Address

Address State

County City ZIP

Mailing Address

Same as Physical

Address

City State ZIP

Contact Name

Title Salutation First Name Last Name

Authorized Agent

Title Salutation First Name Last Name

Notes

Deny Vendor... Waiting List... Send Application... Cancel

Figure 1 - Applicant Information Dialog (Add mode)

The screenshot shows a software dialog box titled "Applicant Information". It contains several sections of data entry fields:

- Vendor Information:** Vendor ID (0215713), Vendor Name (DAVID AIMS FOODS), Telephone Number (555-555-1212), Store Type (INDEPENDENT), Ownership Type (SOLE OWNERSHIP), Corporate Parent, Peer Group (INDEPENDENT).
- Vendor Address:** Address (4321 OAK ST.), State (WY), County (TILTON), City (BREYHOUSE), ZIP (77102-0000).
- Mailing Address:** A checkbox labeled "Same as Physical" is checked. Address (4321 OAK ST.), City (TILTON), State (WY), ZIP (77102-0000).
- Contact Name:** Title (VP), Salutation (MRS), First Name (JANE), Last Name (HOUSTON).
- Authorized Agent:** Title (MANAGER), Salutation (MR), First Name (MACHELLO), Last Name (SPICHOLLI).
- Notes:** A large empty text area.
- Buttons:** Print Waiting List..., Print Application..., Close.

Figure 2 - Applicant Information Dialog (View mode)

3.1.1 Controls

This section describes the behavior of the controls on the Applicant Information dialog.

3.1.1.1 Vendor ID Text Box

This control allows the user to enter or view the Vendor identifier. The text box is enabled when the Applicant Information dialog is active. The character type will be numeric and the length for the masked edit box will be 4 digits. The maximum size for this control is 4 digits. Special characters are not accepted in this field. If the value entered is less than the maximum allowed for the field, the value will be padded with preceding zeros. When working in "add" mode, the entry field will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

3.1.1.2 Vendor Name Text Box

This control allows the user to enter or view the name of the Vendor. The text box is enabled when the Applicant Information dialog is active. This control accepts entry of alphanumeric characters. The maximum size is fifty- (50) characters. All alphabetic characters will be forced to upper case and special characters are accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.3 Vendor Telephone Masked Edit Box (Telephone)

This control allows the user to enter or view the telephone number of the Vendor. The masked edit box is enabled when the Applicant Information dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be “999-999-9999” to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.4 Store Type Dropdown

This control allows the user to select or view the Vendor store type. The dropdown is enabled when the Applicant Information dialog is active. It is filled with a list of store types from the StoreType Table of the lookup database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

3.1.1.5 Ownership Type Dropdown

This control allows the user to select or view the Vendor ownership type. The dropdown is enabled when the Applicant Information dialog is active. It is filled with a list of ownership types from the Reference Dictionary Table of the lookup database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

3.1.1.6 Corporate Parent Dropdown

This control allows the user to select or view corporate parent of the Vendor. The dropdown is enabled when the Applicant Information dialog is active. It is filled with a list of corporate parent names from the CorporateParent entity within the database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

3.1.1.7 Peer Group Dropdown

This control allows the user to select or view the peer group of the Vendor. The dropdown is enabled when the Applicant Information dialog is active. It is filled with a list of peer groups from the PEERGROUP Table of the lookup database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

3.1.1.8 Vendor Address Text Boxes (Address1 & Address2)

These two controls (Address1 and Address2) allow the user to enter or view the physical address for the Vendor. The text boxes are enabled when the Applicant Information dialog is active. Both controls (address1 and address2) will accept entry of alphanumeric characters. The alphabetic characters will all be forced to upper case. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control(s) is populated with the previously saved entry.

3.1.1.9 Vendor State Dropdown (State)

This control allows the user to select the post office abbreviation for the physical state/territory of the Vendor. The dropdown will be enabled when the Applicant Information dialog is active. The drop down list will be in alphabetical order and read only. All fifty- (50) states are listed in their proper mailing abbreviation. It is filled with a list of states as defined in the Reference Dictionary Table of the lookup database. When working in “add” mode, the field will be initially blank. When working in “view” mode, the previously saved value is displayed.

3.1.1.10 Vendor County Dropdown (County)

This dropdown allows the user to select or view the County that corresponds to the State where the Vendor is located. Note: The applicable label will be displayed according to your state requirements. The dropdown is enabled when the Applicant Information dialog is active and a selection is made in the physical State dropdown. It is filled with a list of counties within the state as defined in the COUNTY Table of the lookup database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection. Upon a change to the physical State, the County field will be emptied.

3.1.1.11 Vendor City Dropdown (City)

This control allows the user to select or view the city in which the Vendor resides. The text box is enabled when the Applicant Information dialog is active and a selection has been made in the County field. If a selection is not made in the county field, the city text box will remain disabled. It is filled with a list of cities that are located within the county selected from the County drop-down list. The list of cities is obtained from the Reference Dictionary Table of the lookup database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

3.1.1.12 Vendor ZIP Masked Edit Box (ZIP)

This control allows the user to enter or view the ZIP code in which the Vendor resides. The masked edit box is enabled when the Applicant Information dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be “99999-9999” to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.13 Same as Physical Button

This control allows the user to copy the information from the Vendor physical address controls into the corresponding Vendor mailing address controls. If information exists in the Vendor mailing address controls, this information will be replaced with the physical address information. The Same as Physical button will be enabled when the Applicant Information dialog is active in “add” mode. It will have a mnemonic of “P”. If an address is entered in the Mailing address that is different from the Vendor Address, the user can use the mouse or press Alt+P to replace the entry with the same values found in the Vendor Address group box. This button is not present when working in “view” mode.

3.1.1.14 Vendor Mailing Address Text Boxes (Address1 & Address2)

These two controls (Address1 & Address2) allow the user to enter or view the mailing address for the Vendor. The text boxes are enabled when the Applicant Information dialog is active. Both controls (address1 and address2) will accept entry of alphanumeric characters. The alphabetic characters will all be forced to upper case. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. Pressing the Same as Physical button will populate the Mailing Address to match the entry in the Vendor Address rather than retyping the same values. When working in "view" mode, the control(s) is populated with the previously saved entry.

3.1.1.15 Vendor Mailing City Text Box (City)

This control allows the user to enter or view the mailing city of the Vendor. The text box is enabled when the Applicant Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. Pressing the Same as Physical button will populate the Mailing Address to match the entry in the Vendor Address rather than retyping the same values. Meaning, the city field will be copied from the Vendor Address, otherwise, entry is required. This text box is free form entry. When working in "view" mode, the control is populated with the previously saved entry.

3.1.1.16 Vendor Mailing State Dropdown (State)

This control allows the user to enter the post office abbreviation for the mailing state/territory of the Vendor. The dropdown will be enabled when the Applicant Information dialog is active. The drop down list will be in alphabetical order and read only. All fifty- (50) states are listed in their proper mailing abbreviation. It is filled with a list of states in the Reference Dictionary Table of the lookup database. When working in "add" mode, the field will default to the particular state for which the application is being used. When working in "view" mode, the control is populated with the previously saved selection.

3.1.1.17 Vendor Mailing ZIP Masked Edit Box (ZIP)

This control allows the user to enter or view the mailing ZIP code for the Vendor. The masked edit box is enabled when the Applicant Information dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be “99999-9999” to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.18 Contact Title Text Box (Title)

This control allows the user to enter or view the title for the Vendor contact. The text box is enabled when the Applicant Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.19 Contact Salutation Text Box (Salutation)

This control allows the user to enter or view the salutation for the Vendor contact. The text box is enabled when the Applicant Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be five (5) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.20 Contact First Name Text Box (First Name)

This control allows the user to enter or view the first name of the Vendor contact. The text box will be enabled when the Applicant Information dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to upper case. Special characters are permitted in this text box, but will be limited to apostrophe ('), comma (,), period (.), and dash (-). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.21 Contact Last Name Text Box (Last Name)

This control allows the user to enter or view the last name of the Vendor contact. The text box will be enabled when the Applicant Information dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to upper case. Special characters are permitted in this text box, but will be limited to apostrophe (’), comma (,), period (.), and dash (-). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.22 Authorized Agent Title Text Box (Title)

This control allows the user to enter or view the title for the Vendor authorized agent. The text box is enabled when the Applicant Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe (’). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.23 Authorized Agent Salutation Text Box (Salutation)

This control allows the user to enter or view the salutation for the Vendor authorized agent. The text box is enabled when the Applicant Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be five (5) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe (’). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.24 Authorized Agent First Name Text Box (First Name)

This control allows the user to enter or view the first name of the Vendor authorized agent. The text box will be enabled when the Applicant Information dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to upper case. Special characters are permitted in this text box, but will be limited to apostrophe (’), comma (,), period (.), and dash (-). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.25 Authorized Agent Last Name Text Box (Last Name)

This control allows the user to enter or view the last name of the Vendor authorized agent. The text box will be enabled when the Applicant Information dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to upper case. Special characters are permitted in this text box, but will be limited to apostrophe (’), comma (,), period (.), and dash (-). When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.26 Notes Text Box

This control allows the user to enter or view notes that have been documented pertaining to the vendor. The text box will be enabled when the Applicant Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be sixty-four thousand (64,000) characters. As text is entered in this control, the information will word wrap to accommodate multiple lines of text. A vertical scroll bar is visible and enabled when the text reaches the bottom or last visible line of this control. Alphabetic characters may be entered in mixed case (upper and lower case). Special characters are permitted in the text box. When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.1.1.27 Waiting List Button

This control allows the user to instruct the system to put the Vendor on the waiting list. Selection of this button will invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#) and provides the user with the option to generate a Wait Letter and mailing label. The Waiting List button is visible and enabled when the Applicant Information dialog is active in ‘add’ mode. It will have a mnemonic of “W”. The user can use the mouse or press Alt+W to instruct the button to invoke the Send Letter dialog. When working in view mode, this command is visible as “Print Waiting List” as described in this chapter.

3.1.1.28 Send Application Button

This control allows the user to instruct the system to add the Vendor as an applicant. Selection of this button will invoke the Send Vendor Application Letter dialog, as described in this chapter, and provides the user with the option to generate an application letter and mailing label. The Send Application button will be visible and enabled when the Applicant Information dialog is active in ‘add’ mode. It will have a mnemonic of “A”. The user can use the mouse or press alt+ A to instruct the button to invoke the Send Vendor Application Letter dialog. When working in view mode, this command is visible as “Print Application” as described in this chapter.

3.1.1.29 *Print Waiting List Button*

This control allows the user to instruct the system to generate a Waiting Letter and mailing label by invoking the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#). The Waiting List button will be visible and enabled when the Applicant Information dialog is active in “view” mode. It has a mnemonic of “W”.

3.1.1.30 *Print Application Button*

This control allows the user to instruct the system to generate a vendor application letter and mailing label to be sent. To do this, the user will invoke the Send Vendor Application Letter dialog as described in this chapter. The Print Application button will be visible and enabled when the Applicant Information dialog is active in “view” mode. It has a mnemonic of “A”.

3.1.1.31 *Deny Vendor Button*

This control allows the user to deny the applicant as a WIC approved Vendor. The Deny Vendor button will be visible and enabled when the Applicant Information dialog is active in ‘add’ mode. It will have a mnemonic of “D”.

3.1.1.32 *Cancel Button*

This control allows the user to exit the Applicant Information dialog without adding a new Vendor. The Cancel button will be visible and enabled when the Applicant Information dialog is active in “add” mode. It does not have a mnemonic. Characteristics of the Cancel button are defined in the *Consistencies*.

3.1.1.33 *Close Button*

This control allows the user to exit the Applicant Information dialog. The Close button will be visible and enabled when the Applicant Information dialog is active in “view” mode. Characteristics of the Close button are defined in the *Consistencies*. This command is not visible in add mode.

3.1.2 Processing

This section describes the processes that take place as a result of the actions taken on the Applicant Information dialog.

3.1.2.1 *Initializing the interface*

Upon the initial display of the dialog:

- The title bar text will be set to “Applicant Information”
- If the dialog is invoked from the Create New Applicant menu item or toolbar button, the system will check the values in the following business rules to determine the length and data type of the VendorID field.

- VENDORIDLENGTH
- VENDORID_NUMERIC
- If the VENDORID_STATE_ASSIGNED business rule = 'N', the system will assign the next available VendorID based on the length and data type and the VendorID field will be disabled. If the VENDORID_STATE_ASSIGNED = 'Y', the VendorID field will be enabled and default to blank.
- In Add mode all remaining fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the Waiting List, Send Application and Cancel buttons are visible. The Print Waiting List, Print Application, and Close buttons are not visible.
- In View mode the Print Waiting List, Print Application and Close buttons are visible. The Waiting List, Send Application and Cancel buttons are not visible

3.1.2.2 Same as Physical

Upon selection of the Same as Physical button:

- The system will copy the information in the Vendor Address (physical address) controls to the corresponding vendor Mailing Address controls. Any data in the vendor Mailing Address controls will be overwritten with the information from the Vendor Address (physical address) controls.

3.1.2.3 Edits

Upon selection of the Deny Vendor, Waiting List or Send Application button:

- If a value has not been entered in one of the following controls:
 - Vendor ID Text Box
 - Vendor Name Text Box
 - Vendor Telephone Masked Edit Box (Telephone)
 - Vendor Address Text Box (Address 1)
 - Vendor ZIP Masked Edit Box (ZIP)
 - Vendor Mailing Address Text Boxes (Address1)
 - Vendor Mailing City Text Box (City)
 - Vendor Mailing ZIP Masked Edit Box (ZIP)
 - Contact First Name Text Box (First Name)
 - Contact Last Name Text Box (Last Name)

the system will invoke a standard warning message with the text "An entry is required for the <control name>."

- If a value has not been selected in one of the following controls
 - Store Type Dropdown
 - Ownership Type Dropdown
 - Peer Group Dropdown

- Vendor State Dropdown (State)
- Vendor County Dropdown (County)
- Vendor City Dropdown (City)
- Vendor Mailing State Dropdown (State)

the system will invoke a standard error message with the text “A selection is required in the <control name>.”

- If “Corporation” has been selected in the Ownership Type Dropdown and a value has not been entered in the following controls
 - Authorized Agent First Name Text Box (First Name)
 - Authorized Agent Last Name Text Box (Last Name)

the system will invoke a standard error message with the text “An entry is required “An entry is required for the <control name>.”

- If “Corporation” has been selected in the Ownership Type Dropdown and a value has not been selected in the following controls
 - Corporate Parent Dropdown

the system will invoke a standard error message with the text “A selection is required in the <control name>.”

- If an incomplete entry has been entered in the following controls
 - Vendor Telephone Masked Edit Box (Telephone)
 - Vendor ZIP Masked Edit Box (ZIP)
 - Vendor Mailing ZIP Masked Edit Box (ZIP)

the system will invoke a standard error message with the text “A complete entry is required for the <control label>.” If any part of the four-digit extension is entered, the entire extension is required.

- If the Vendor ID entered by the user has been assigned to another Vendor, the system will invoke a standard error message with the text “Vendor ID already exists.”
- A blank record will be added to the StoreHours table for the Vendor.

3.1.2.4 Saving the Waiting List Information

Upon successful completion of the above listed edits when the Waiting List button is selected:

- The system will save the Vendor information
- The system will set the Vendor’s status to ‘Waiting List’
- The system will update the Event table and Vendor Event Log with the Applicant event
- The system will invoke the Send Letter dialog to print the Waiting List letter as described in this document.

3.1.2.5 Saving the Applicant Information

Upon successful completion of the above listed edits when the Send Application button is selected:

- The system will save the Vendor information as defined in the data map below.
- The system will set the Vendor's status to 'Applicant'.
- The system will update the Event table and Vendor Event Log with the Applicant event
- The system will invoke the Send Vendor Application Letter dialog to print the Application letter as described in this document.

3.1.2.6 Deny Vendor

Upon successful completion of the above listed edits when the Deny Vendor button is selected:

- The system will perform the edits listed above.
- The system will save the Vendor information as defined in the data map below.
- The system will set the Vendor's status to "Denied"
- The system will update the Event table, Follow-up Activity table, Denial table and Vendor Event Log with the Applicant event and Denial Follow-up Activity.
- The system will invoke the Deny Vendor dialog as described in *Chapter 13 - Vendor Denial* to send the Vendor Denial letter.

3.1.2.7 Close

Upon selection of the Close button:

- The system will dismiss the Applicant Information dialog and returns to the Event Tab within the Vendor Folder when working in view mode.

3.1.2.8 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Applicant Information dialog without saving and returns to the Vendor List Dialog when working in add mode.

3.1.2.9 Print Waiting List

Upon selection of the Print Waiting List button:

- The system will invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#) to generate the Waiting Letter.

3.1.2.10 Print Application

Upon selection of the Print Application button:

- The system will invoke the Send Vendor Application Letter dialog as described in this chapter.

3.1.2.11 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Vendor ID	Vendor	VendorID	VENDORIDLENGTH VENDORID_NUMERIC VENDORID_STATE_ASSIGNED
Vendor Name	Vendor	TradeName	
Telephone Number	Vendor	Telephone	
Store Type	Vendor	StoreTypeID	
OwnershipType	Vendor	OwnershipStructure	
CorporateParent	Vendor	CorporateParentID	
Peer Group	Vendor	PeerGroup	
(Vendor) Address	Vendor	PhysicalAddress1, PhysicalAddress2	
(Vendor) State	Vendor	PhysicalState	
(Vendor) County	Vendor	County	
(Vendor) City	Vendor	Municipality	
(Vendor) ZIP	Vendor	PhysicalZip	
(Mailing) Address	Vendor	MailingAddress1, MailingAddress2	
(Mailing) City	Vendor	MailingCity	

(Mailing) State	Vendor	MailingState	
(Mailing) ZIP	Vendor	MailingZip	
(Contact) Title	Vendor	WICContactTitle	
(Contact) Salutation	Vendor	WICContactSalutation	
(Contact) First Name	Vendor	WICContactFirstName	
(Contact) Last Name	Vendor	WICContactLastName	
(Authorized Agent) Title	Vendor	AuthorizedAgentTitle	
(Authorized Agent) Salutation	Vendor	AuthorizedAgentSalutation	
(Authorized Agent) First Name	Vendor	AuthorizedAgentFirstName	
(Authorized Agent) Last Name	Vendor	AuthorizedAgentLastName	
Notes	VendorNote	Text	
	Event	EventID	Sets ApplicantID
	Event	VendorID	
	Event	Description	
	Event	StartDate	Set to current system date
	Event	Type	Set to Type = Applicant code defined in the Reference Dictionary "Event Type"

	Event	ActionDate	Set Action Date if applicable
	Event	StaffID	Set to current system user
	Applicant	Primary	Set to 'Y' if create new vendor process
	Applicant	VendorID	
	Applicant	ApplicantID	Set to EventID
	Applicant	WaitingListDate	Set date if Waiting List
	Applicant	ApplicationSentDate	Current system date
	Applicant	ActionDate	Set if ActionDate is applicable
Added if Vendor is Denied			
	FollowUpActivity	FollowUpActivityID	SetsDenialID
	FollowUpActivity	VendorID	
	FollowUpActivity	StartDate	Set to current system date
	FollowUpActivity	Type	Set to Type = Vendor Denial code defined in the Reference Dictionary "Event Type"

	FollowUpActivity	ActionDate	Set if ActionDate is applicable
	FollowUpActivity	StaffID	Set to current system user
	Denial	VendorID	
	Denial	DenialID	Set to FollowUpActivityID
	Denial	FinalDate	Set to Current system date

3.2 Send Vendor Application Letter

The Send Vendor Application Letter dialog allows the user to select which address will receive a copy of the vendor application letter, and who at the address will be the recipient of the vendor application letter. After the user identifies these items, the system will generate the required vendor application letter(s). The system will also generate a mailing label for each vendor application letter, if indicated by the user. For each recipient selected, the system will generate a vendor application letter and mailing label to each address selected. The Send Vendor Application Letter dialog is invoked in response to the following user actions:

- Selection of the Send Application button on the Applicant Information dialog as described in this document.
- Selection of the Renewal event on the Events dialog as described in [Chapter 04 – Vendor Folder](#)
- Selection of the Send Letter event on the Events dialog.
- Selection of the Application Letter listed within the Sending Letter dialog as described in [Chapter 20 – Vendor Form Letters](#).

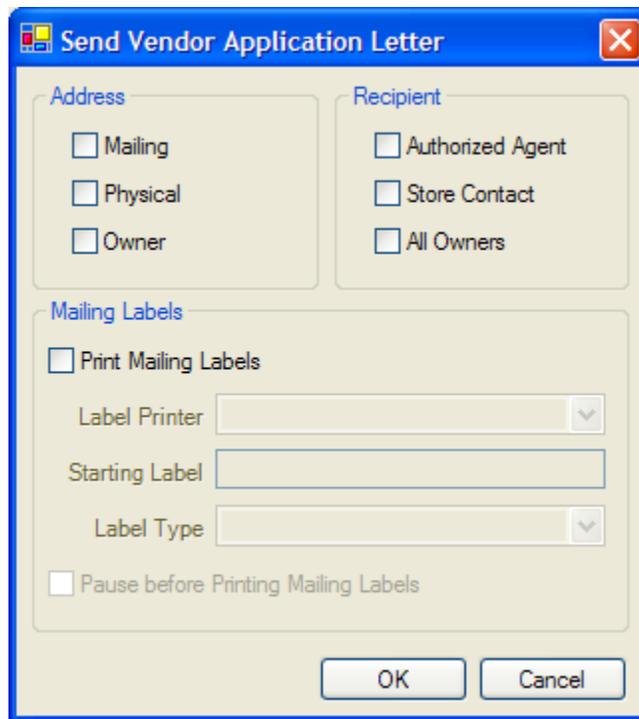


Figure 3- Send Vendor Application Letter Dialog

3.2.1 Controls

The controls for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#).

3.2.2 Processing

The processes for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#). In addition to the standard processes, the following processes will apply.

3.2.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to “Send Vendor Application Letter”

3.2.2.2 *Saving the Data*

Depending on how the Send Application Vendor Letter dialog was invoked, the system will add the applicant and letter information to the Event Log Tab of the Vendor Folder as follows:

- If the dialog was invoked when the user selected the Send Application button on the Applicant Information dialog that was accessed from the Create New Applicant menu item or toolbar button on the Vendor List Dialog, an Applicant event and related Letter Sent follow-up activity will be added to the Event Log of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will then return the user to the Vendor List Dialog.
- If the dialog was invoked when the user selected the Send Application button on the Applicant Information dialog that was accessed from the Events dialog, an Applicant event and related Letter Sent follow-up activity will be added to the Event Log tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will then return the user to the Event Log tab.
- If the dialog was invoked when the user selected the Renewal event on the Events dialog, a Renewal event and related Letter Sent follow-up activity will be added to the Event Log tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will then return the user to the Event Log tab.
- If the dialog was invoked when the user selected the Print Application button on the Applicant Information dialog that was accessed from the Details button on the Event Log tab, a Letter Sent follow-up activity will added to the Applicant event on the Event Log tab, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will then return the user to the Event Log tab.

3.2.2.3 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Send Vendor Application Letter dialog without generating a vendor application letter.
- If the Send Vendor Application Letter dialog was invoked when the user selected the Send Application button on the Applicant Information dialog that was accessed from the Events dialog of the Vendor Folder, the system will add the Applicant event to the Event Log tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will then return the user to the Event Log tab.
- If the Send Vendor Application Letter dialog was invoked when the user selected the Renewal event on the Events dialog, the system will add the Applicant event to the Event Log tab and then return the user to the Event Log tab.
- If the Send Vendor Application Letter dialog was invoked when the user selected the Send Application button on the Applicant Information dialog that was accessed from the Create New Applicant menu item or toolbar button on the Vendor List Dialog, an Applicant event will be added to the Event Log tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will then return the user to the Vendor List Dialog.
- If the Send Vendor Application Letter dialog was invoked when the user selected the Print Application button on the Applicant Information dialog that was accessed from the Details button on the Event Log tab, the system will return the user to the Event Log tab.

3.3 Log Application

When a Vendor returns a completed application to the state, it can be logged into the Vendor Management system. If necessary, this process can be started upon receipt of a faxed copy of the application and concluded once the original application is received. Notes can be added to the Log Application dialog to aid the user validating and entering the information from the application.

Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the Log Application dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only.

The Log Application dialog is invoked in response to the following user actions:

- Selection of the Log Application Follow-up activity on the Follow Up Activities dialog as described in [Chapter 04 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Log Application follow up activity by selecting the Detail button on the Events tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#). The Dialog will display in “view” mode.

The screenshot shows a Windows-style dialog box titled "Log Application". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following controls:

- Labels "Date Sent" and "Date Due" are positioned at the top.
- A "Date Postmarked or Faxed" label is followed by a date picker control showing slashes (//).
- A "Date Received" label is followed by a date picker control showing slashes (//).
- Two checkboxes are present: "Application Completed" and "Returned Undelivered", both of which are unchecked.
- A "Reason Returned" label is followed by a dropdown menu.
- A large text area labeled "Notes" is located at the bottom left.
- "OK" and "Cancel" buttons are located at the bottom right.

Figure 4- Log Application Dialog (Add Mode)

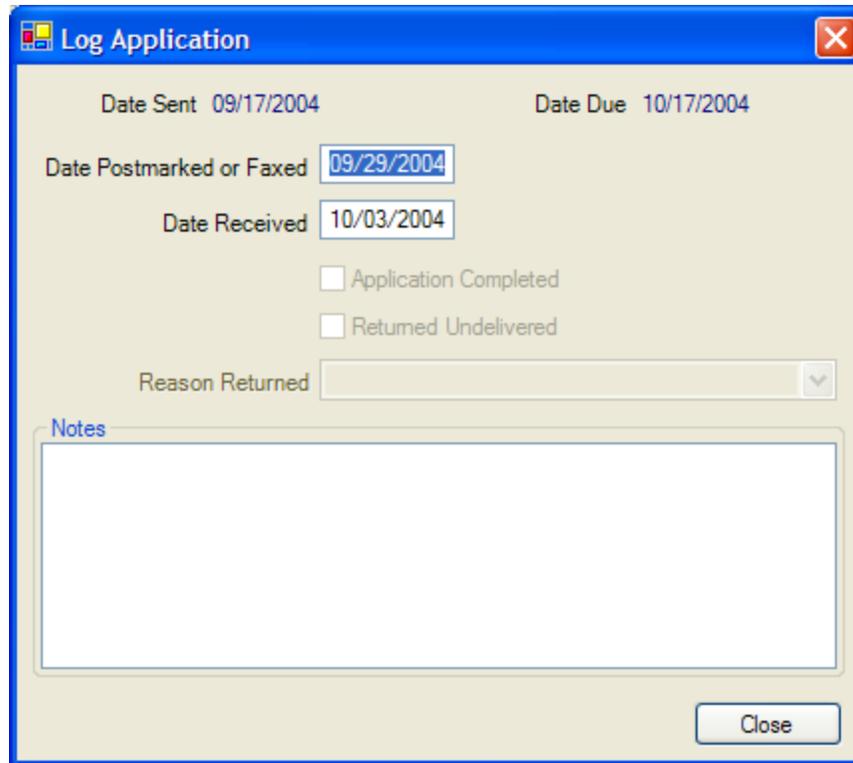


Figure 5- Log Application Dialog (View Mode)

3.3.1 Controls

This section describes the behavior of the controls on the Log Application Dialog.

3.3.1.1 Date Sent Text Label and Value (Date Sent)

This text label and value allows the user to view the date the vendor application letter was sent to the applicant. The value will be set to the date the vendor application letter was sent to the applicant. The value will be displayed in the inverse color of the dialog and will be read only. If no application letter was sent because the Send Vendor Application Letter dialog was cancelled, the Log Application dialog can still be accessed, but the Date Sent will have no value displayed.

3.3.1.2 Date Due Text Label and Value (Date Due)

This text label and value allows the user to view the date the vendor application letter was due to be returned by the applicant. The value will be set to the date the vendor application letter is due to be returned by the applicant. The system automatically calculates the Date Due as 30 days from the Date Sent. The value will be displayed in the inverse color of the dialog and read only. If no application letter was sent because the Send Vendor Application Letter dialog was cancelled, the Log Application dialog can still be accessed, but the Date Due will have no value displayed.

3.3.1.3 Date Postmarked or Faxed Masked Edit Box

This control allows the user to enter or view the date the application was faxed to the state or its postmark date. The masked edit box will be enabled when the Log Application dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. A valid date must be entered in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry.

3.3.1.4 Date Received Masked Edit Box

This control allows the user to enter or view the date the original completed application physically arrived at the state office. The masked edit box will be enabled when the Log Application dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. A valid date must be entered in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry.

3.3.1.5 Application Completed Check Box

This control allows the user to select or view the status of the application, when checked the application is “completed”. The check box is enabled when the Log Application dialog is active. When working in “add” mode, the control is initially unchecked (blank). When working in “view” mode, the control is populated with the previously saved selection. Otherwise, there are no edits defined for this control.

3.3.1.6 Returned Undelivered Check Box

This control allows the user to select or view the status of the application, when checked the application has been returned without being delivered to the applicant. The check box will be enabled when the Log Application dialog is active. If this control is selected with a checkmark, the Reason Returned dropdown will become enabled. If this control is deselected the Reason Returned dropdown will be disabled. When working in “add” mode, the control is initially unchecked (blank). When working in “view” mode, the control is populated with the previously saved selection.

3.3.1.7 Reason Returned Dropdown

This control allows the user to select or view the reason the application was returned without being delivered to the applicant. The dropdown will be enabled when the Log Application dialog is active and the Returned Undelivered check box is checked. The drop down list is populated with reasons listed in the Reference Dictionary Table of the lookup database and is read only. When working in “add” mode, the field will initially be disabled until the Reason Returned checkbox is checked. When working in “view” mode, the control is populated with the previously saved selection.

3.3.1.8 Notes Text Box

This control allows the user to enter or view notes about the Vendor or the application. The text box will be enabled when the Log Application dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be sixty-four thousand (64,000) characters. As text is entered in this control, the information will word wrap to accommodate multiple lines of text. Alphabetic characters may be entered in mixed case (upper and lower case). Special characters are permitted in the text box. A vertical scroll bar is enabled when the text entered reaches the bottom of the control. When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

3.3.1.9 OK Button

This control allows the user to instruct the system to dismiss the Log Application dialog and process the logging of the application. The OK button will be visible and enabled when the Log Application dialog is active in “add” mode. Characteristics of the OK button are defined in the *Consistencies*.

3.3.1.10 Cancel Button

This control allows the user to exit the Log Application dialog without logging the application. This button will be visible and enabled when the Log Application dialog is active in “add” mode. Characteristics of the Cancel button are defined in the *Consistencies*.

3.3.1.11 Close Button

This control allows the user to exit the Log Application dialog. This button will be visible and enabled when the Log Application dialog is active in “view” mode. Characteristics of the Close button are defined in the *Consistencies*.

3.3.2 Processing

This section describes the processes that take place as a result of the actions taken on the Log Application Dialog.

3.3.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to “Log Application”
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close button is not visible.
- In View mode the Close button is visible. The OK and Cancel buttons are not visible

3.3.2.2 *Edits*

Upon selection of the OK Button:

- If an entry has not been made in the Date Received Masked Edit Box, the system will invoke a standard error message with the text “An entry is required for the Date Received.”
- If the Returned Undelivered check box is checked, and no selection has been made in the Reason Returned dropdown, the system will invoke a standard error message with the text “A selection is required in the Reason Returned.”
- If an invalid value has been entered in one of the following date fields
 - Date Postmarked or Faxed
 - Date Received

the system will invoke a standard error message with the text “Invalid date entered.”

- If the Application Completed check box is selected and a valid Date Received is not entered, the system will invoke a standard error message with the text “You must enter a Date Received if the application is completed. Otherwise, clear the Application Completed check box.”
- If the Returned Undelivered check box is selected and a Reason Returned is not selected, the system will invoke a standard error message with the text: “You must select a Reason Returned if the application is returned undelivered. Otherwise, clear the Returned Undelivered check box.”
- A system generated Log Application follow up activity will be added to the Event Log of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed. The system will return the user to the Event Log tab.

3.3.2.3 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Log Application dialog and return the user to the Event Log tab of the Vendor Folder without saving any entered information or generating a Log Application follow up activity.

3.3.2.4 Close

Upon selection of the Close button:

- The system will dismiss the Log Application dialog and return the user to the Event Log tab of the Vendor Folder.

3.3.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Date Postmarked or Faxed	ApplicationReceived	PostmarkFaxDate	
Date Received	ApplicationReceived	ReceivedDate	
Application Completed	ApplicationReceived	Completed	LOGAPPINCOMPL ETE
Returned Undelivered	ApplicationReceived	ReturnedUndeliverable	LOGAPPINCOMPL ETE
Reason Returned	ApplicationReceived	ReturnedReason	LOGAPPINCOMPL ETE
Notes	ApplicationReceived	Notes	