

Vendor Files

- I. Vendor documentation to be retained ~~by the local vendor coordinator~~ includes:
 - a. ~~The vendor log in VISION will be utilized to document all contacts with the vendor;~~
 - b. A copy of the current Vendor Agreement will be uploaded in ~~VISION~~ Sharepoint by the State Office;
 - ~~b.c. Copies of specific correspondence via official memorandum sent to the vendor will be retained on the Utah WIC website;~~
 - ~~c.d. A copy of any written complaints concerning the vendor will be retained in emails and where necessary in VISION and also uploaded in VISION in the scanned documents in the vendor file;~~
 - e. A copy of monitoring instruments will be scanned into SharePoint under Vendor Management;
 - ~~d.f. A copy of Interactive Training records will be scanned into SharePoint under Vendor Management.~~
 - ~~e.g. Copies of documentation from vendor training will be scanned and uploaded into SharePoint under Vendor Management; and~~
 - ~~f. Copies of specific correspondence sent to the vendor.~~
- II. It is not required to retain paper documentation once all forms have been scanned and properly uploaded and documented in VISION and SharePoint.

Commented [J1]: VISION cannot hold the current agreement.

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