

A Road Map to Purchasing Goods from your Approved Mi Via Plan



Conduent
Phone: 1-166-916-0310
FAX: 1-866-302-6787
Mail or take forms to:
1720-A Randolph Rd SE
Albuquerque, NM 87106

Step 1

Take forms to vendor store or business

- Take to vendor store:
- Vendor Information Form (VIF) from the Vendor Packet
 - Mi Via Goods & Services Explanation Letter
 - Information or quote regarding approved item to purchase*

Step 2

Get vendor forms completed

1. Have vendor store complete, sign & date the VIF
2. Get quote or invoice of item to be purchased*
3. Participant or EOR also need to sign & date VIF
4. **Confirm that store will accept 3rd party TNT check**

Step 3

Submit form and get vendor "linked" to Plan in FOCoS

1. Send VIF to Conduent
2. Wait a few days for the Vendor store to be "linked" to your plan in FOCoS.
3. Ask your consultant for help if needed.

Step 5

Purchase Item from vendor

- Conduent will send you a check with the Vendor store's name on it.
- Take check to vendor store to exchange for approved item

Step 4

Submit PRF and quote to Conduent

- Send Payment Request Form (PRF) and item quote to Conduent

UNM CDD Mi Via
866-383-3820
Fax: 505-272-5883
www.cdd.unm.edu/mivia

*A quote from a store or website cart is needed before the Plan can be approved.

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Step 1 – Take the following forms to vendor store or business:

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- Mi Via Goods & Services Explanation Letter
- Information or quote regarding approved item to purchase

Step 2 – Get the vendor forms completed

1. Have vendor store complete, sign & date the VIF
2. Get quote or invoice of item to be purchased (a quote from a store or website cart is needed before the Plan can be approved)
3. Participant or EOR also need to sign & date VIF
4. Confirm that store will accept 3rd party TNT check

Step 3 – Submit form and get vendor “linked” to Plan in FOCoS

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2. Wait a few days for the Vendor store to be “linked” to your plan in FOCos
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Step 4 – Submit PRF and quote to Conduent

- Send Payment Request Form (PRF) and item quote to Conduent

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