

**Purpose:** Use this job aid to understand how the Agency Director/Agency Director Designee should display and electronically sign (approve) a Vendor Performance Report (VPR) as submitted by State law. Users must have been assigned the reviewer AASIS role to access VPR documents.

1. Go to the **Outlook Business email**

**NOTE:** An Outlook Business email is sent to the director or his/her authorized designee once an employee creates a VPR.



2. Click the **VPR Document number link**

Dear Dan Fields,

A Vendor Performance Report (VPR) has been created that requires your review. Please click the document number below or log into the Arkansas DFA -> VPR website and review the VPR number below to facilitate the Agency Director/Designee review procedure.

Vendor Performance Report (VPR) : [9000000114](#)

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**Note: This E-mail sent from test system (ECQ)**

**\*\*\*\*\*THIS IS AUTO GENERATED E-MAIL. PLEASE DO NOT REPLY TO THIS E-MAIL.\*\*\*\*\***

3. Complete the following fields:

- a. **User ID:** AASIS ID is required
- b. **Password:** AASIS password is required

4. Click the **Sign In** button

**NOTE:** This is **NOT** the same login page for EASE ESS –Employee Self Service and will not allow access to other EASE functions.



- Review the information on the Vendor Performance Report.

**Note:** Final VPR rating will only be checked at the end of the reporting period. Some documents are required to be reported quarterly throughout the life of the document.

- Click the **Approve VPR** button if the report is accurate for approval.

Vendor Performance Reporting

**Purchasing Document Information**

VPR Number: 900000114  
 Agency: 0610 /Department of Finance and Administration  
 Bid Number(if Applicable):  
 Purchasing Document Type: Contract(OA)  
 Document No.: 4600040165

**Agent Information**

Purchasing Agent Name: H. Marnie Davidson  
 (Contract Monitor Name)  
 Purchasing Agent Email Address: Marnie.Davidson@dfa.arkansas.gov  
 (Contract Monitor Email Address)  
 Purchasing Agent Phone Number: 501-324-9069  
 (Contract Monitor Phone Number)

**Vendor Information**

Vendor Name: XEROX CORPORATION  
 Vendor Tax ID: Tax ID Number 16-0468020  
 Vendor Email Address: christamm.wiseinger@xerox.com

**Rating Information**

Date of Rating: 06/12/2017  
 Final VPR

**Please choose ratings for below categories**

Customer Service: Standard  
 Delivery: Standard  
 Quality: Above Standard  
 Pricing: Standard

Overall Rating: Standard (A below standard rating requires explanation and documentation.)

Comments:

**Agency Director Information**

Agency Director/Designee Name: Dan Fields  
 (Name of Agency Director or Designee)  
 Agency Director/Designee Email Address: @dfa.arkansas.gov  
 Agency Director/Designee Review:

**Administrative Information**

VPR Status: Submitted by Agency  
 Admin Notes:

**Attachments**

Attached File(s)	Created By	Created On

**Creator Information**

VPR Created by (Submitted by):  
 VPR Created by Email Address (Email): @DFA.ARKANSAS.GOV



**VPR Review confirmation...**

By Clicking "Yes" below, the VPR has been reviewed by Agency Director/Designee ...Do you want to proceed?



- Click the **Yes** button to save the approval decision.

**NOTE:** This serves as an electronic signature for the director's review. The approval is date and time stamped and includes the name of the user who is approving (director/designee).

**Form Save Confirmation**

VPR No. 9000000114 Approved successfully



- Click the **OK** button
  - The Agency Director/Designee Review box is checked and marked reviewed with date and time stamp.

- Click the **Exit** button

**Agency Director Information**

Agency Director/Designee Name: Dan Fields  
 (Name of Agency Director or Designee)  
 Agency Director/Designee Email Address: @dfa.arkansas.gov

**Agency Director/Designee Review:**  Reviewed on 06/12/2017 at 11:20:44 by

**Administrative Information**

VPR Status: Submitted by Agency  
 Admin Notes:

**Attachments**

Attached File(s)	Created By	Created On

**Creator Information**

VPR Created by (Submitted by):  
 VPR Created by Email Address (Email):

