

**Purpose:** Use this job aid to display a previously submitted Vendor Performance Report (VPR) for review as required by State law. Users must be assigned an AASIS role of User, Reviewer, or Admin to access this report.

**Non-AASIS agency** users must manually complete all required fields on original submission. Amendments should auto-populate data captured from the original submission.

**AASIS agency** users must complete all non-populated required fields before submissions. Most fields are pre-populated from the AASIS document. Pre-populated fields must be updated in AASIS to maintain one accurate system of record.

1. Go to the Office of State Procurement (OSP) website [www.dfa.arkansas.gov/offices/procurement](http://www.dfa.arkansas.gov/offices/procurement)
2. Select the VPR sections:
3. Click the **VPR Reporting** link.



4. Complete the following fields:
  - a. **User ID:** AASIS ID is required
  - b. **Password:** AASIS password is required
5. 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.



**Search VPR's**

6 a-k

VPR Number:

Submit Date:  to:  (MM/DD/YYYY)

Status:

Agency:

Bid Number:

Document No.:

Purchasing Agent Name:  
(Contract Monitor Name)

Vendor Tax ID:

Vendor Name:

Overall Rating:

Agency Director/Designee Name:  
(Name of Agency Director or Designee)

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6. Complete the following **optional** selection fields:
- a. **VPR Number:** Ten digit document number, starting with a “9”, which is generated upon vendor performance report submission.
  - b. **Submit Date:** Date or range of dates the vendor performance report was submitted
  - c. **Status:** The status of the VPR document at the time of report generation.
    - i. In Process: OSP is reviewing submitted information
    - ii. Submitted by Agency: Displays after initial submission by agency
    - iii. Completed: OSP review is complete
    - iv. Returned by OSP: Errors may exist and revision is needed for further processing
  - d. **Agency:** Defined by business area and description. (users can type the business area or scroll to desired agency)
  - e. **Bid Number:** Bid number entered on VPR submission
  - f. **Document No.:** Unique identifying number assigned to the original purchasing document and entered in the VPR form (i.e. OA or PO number)
  - g. **Purchasing Agent Name:** Name entered on original VPR form who is knowledgeable about the ratings assigned (this is an editable field on the VPR form)
  - h. **Vendor Tax ID:** Unique number assigned to a vendors master data record
  - i. **Vendor Name:** Name of supplier of services or goods
  - j. **Overall Rating:** The rating category assigned to the overall VPR submission. Remember if at least one sub category was marked below standard the overall rating is automatically assigned below standard
  - k. **Agency Director/Designee Name:** an authorized employee or approved designee required by law to review and electronically sign the VPR for an agency

**TIP:** Click the **Reset** button to clear data from all fields and start a new search.

7. Click the **Submit** button

**NOTE:** Users can click the **Submit** button without any completed fields. However, to save time searching through the results, complete fields as necessary for your scenario.

VPR Report											
Download Results Comma (,) Delimited		Download Results Pipe ( ) Delimited									Count: 1
VPR No.	Bid No.	Document No.	Agency	Division	Vendor Name	Vendor Tax ID	Date Submitted	Status	Agent name	Overall rating	
<a href="#">9000000009</a>	8	4600040165	0610 / Department of Finance and Administration		XEROX CORPORATION	16-0468020	06/08/2017	Submitted by Agency	H. Marnie Davidson	Standard	

Search Again?

8. Click the **VPR No.** link to view the VPR document

**NOTE:** Users can export the results to an Excel spreadsheet by clicking the Download Results button(s)

**Vendor Performance Reporting**

**Purchasing Document Information**

VPR Number: 9000000009  
Agency: 0610 (Department of Finance and Administration)

Bid Number (if Applicable):  
Purchasing Document Type: Contract (CA)  
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: chris@arn.wisenger@xerox.com

**Rating Information**

Date of Rating: 06/08/2017  
 Final VPR

**PLEASE choose ratings for below categories**

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

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

Comments:

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

Agency Director/Designee Review:

**Administrative Information**

VPR Status: Submitted by Agency

Admin Notes:

**Attachments**

Attached File(s)	Created By	Created On
Sample Attachment.docx		06/08/2017

**Creator Information**

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

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[Back to Search Results](#) | [Search Again](#)

9. Click the **Back to Search Results** button to select a different document or the **Search Again** button to return to the search criteria page.