Purpose

Use this procedure to create and submit a Vendor Performance Report (VPR) as required by State procurement law.

Prerequisites

- Purchase Order (PO) or Outline Agreement (OA) must be approved and submitted to the vendor.
- Total Projected Cost of contract (PO or OA) must be $25,000 or more.

Menu Path

Enter the following URL address in the web browser of your computer, laptop or mobile device:

- http://www.dfa.arkansas.gov/offices/procurement/Pages/VPR.aspx

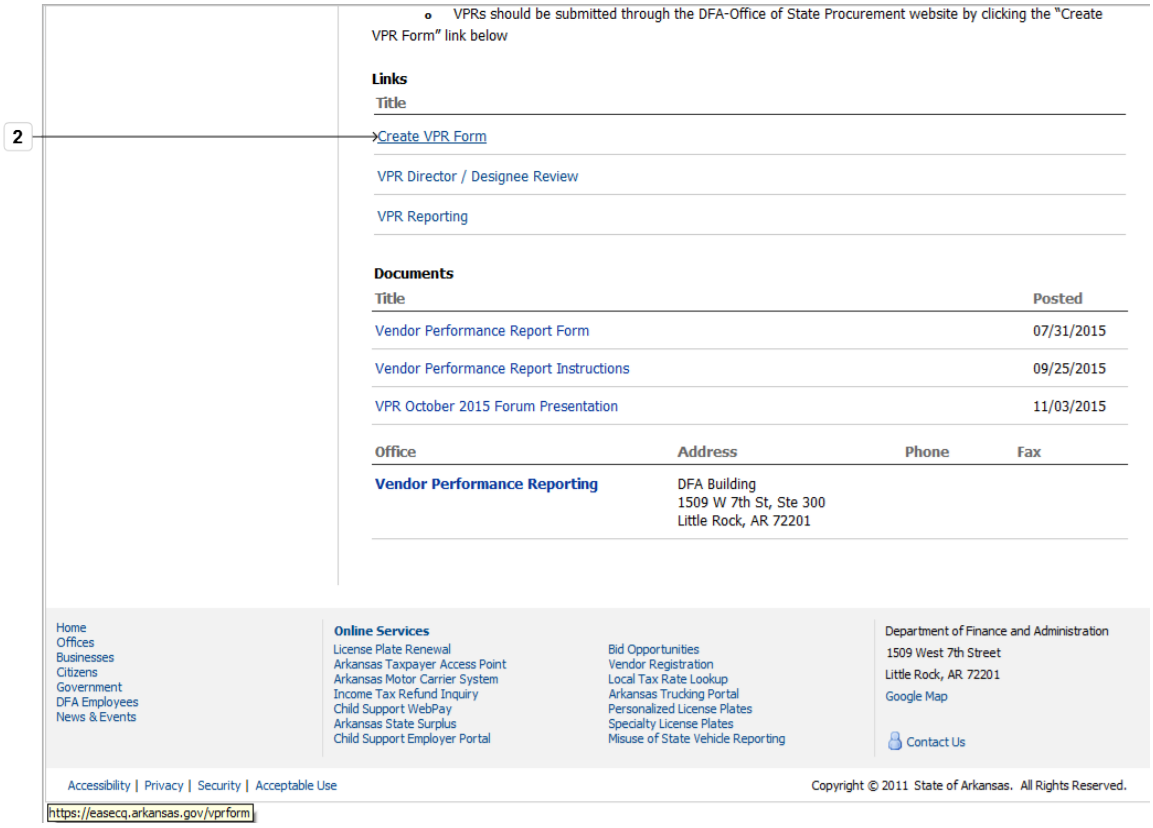
Tips and Tricks

- Property leases and construction projects are exempt from vendor performance reporting.
- The original contract number (PO or OA) is required for data entry.
- Values used in this transaction are for example only. Accurate data entry relies on a particular agency's business processes.

Procedure

1. Start the task from http://www.dfa.arkansas.gov/offices/procurement/Pages/VPR.aspx.

Desktop

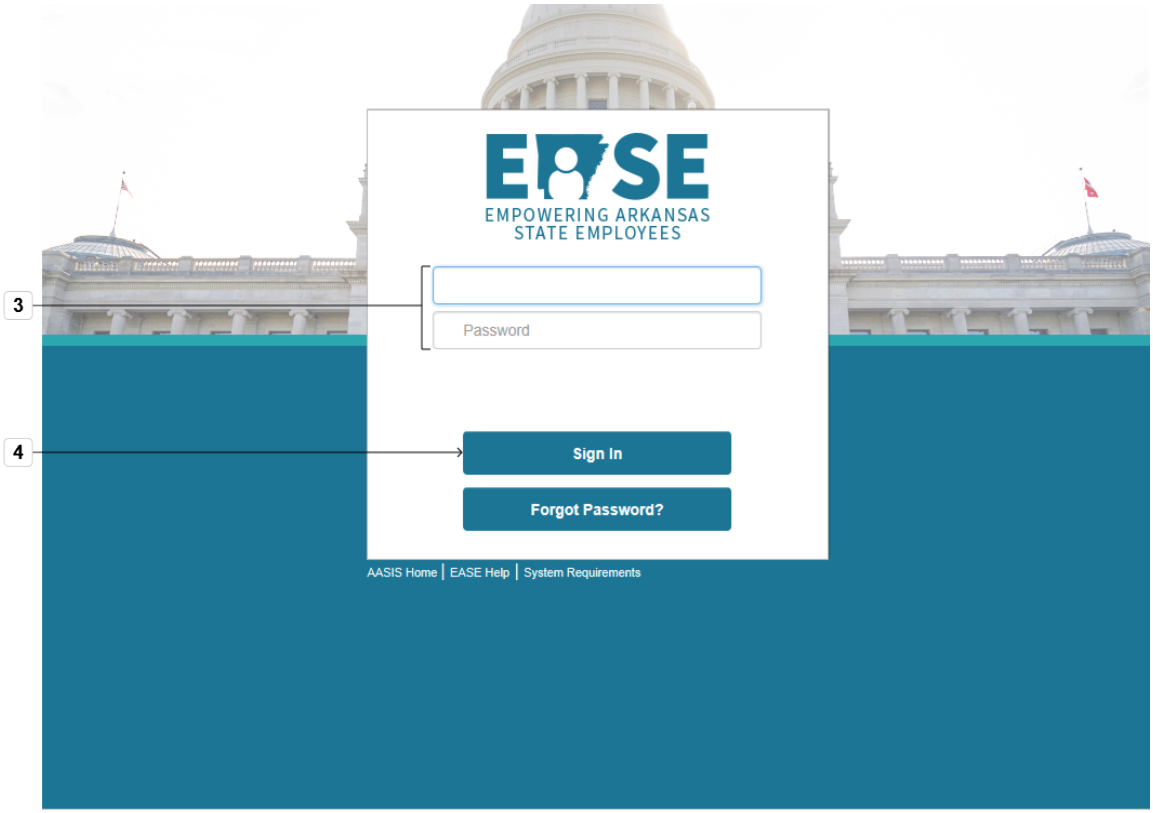


2. Click the **Create VPR Form** link.

An AASIS ID, password, and role authorization is required to log on.

This is **NOT** the same login page for EASE ESS-Employee Self service and will not allow access to other EASE functions.

EASE Login



3. As required, complete/review the following fields:

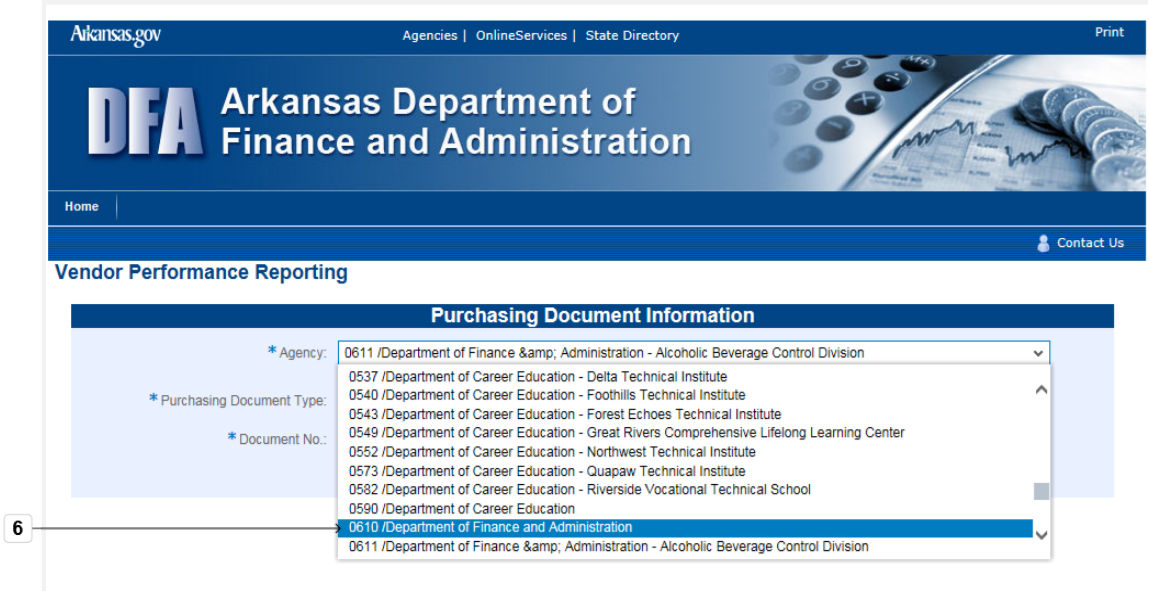
Field	R/O/C	Description
User	Required	Identification assigned to a user. **Example:** CSMITH
Password	Required	A password is a string of figures, letters or characters that the user must enter (along with the User ID) to be able to log on to the system. For security reasons, the system does not display a password as it is typed. To maintain this security, keep all passwords confidential and change them regularly. **Example:** Le@rning1

4. Click the **Sign In** button.

VPR form

5. Click **Agency dropdown** button.

VPR form



6. Select the agency from the list.

Example: "**0610 /Department of Finance and Administration"**

Click the scroll down button to view the list.

Time Saving Tip: Type the agencies four digit business area to move to the applicable agency instead of clicking the scroll bar.

VPR form

7. Click the **Purchasing Document dropdown** button.

VPR form

8. Select the applicable document type.

Example: "**Contract (OA)**"

VPR form

9. As required, complete/review the following fields:

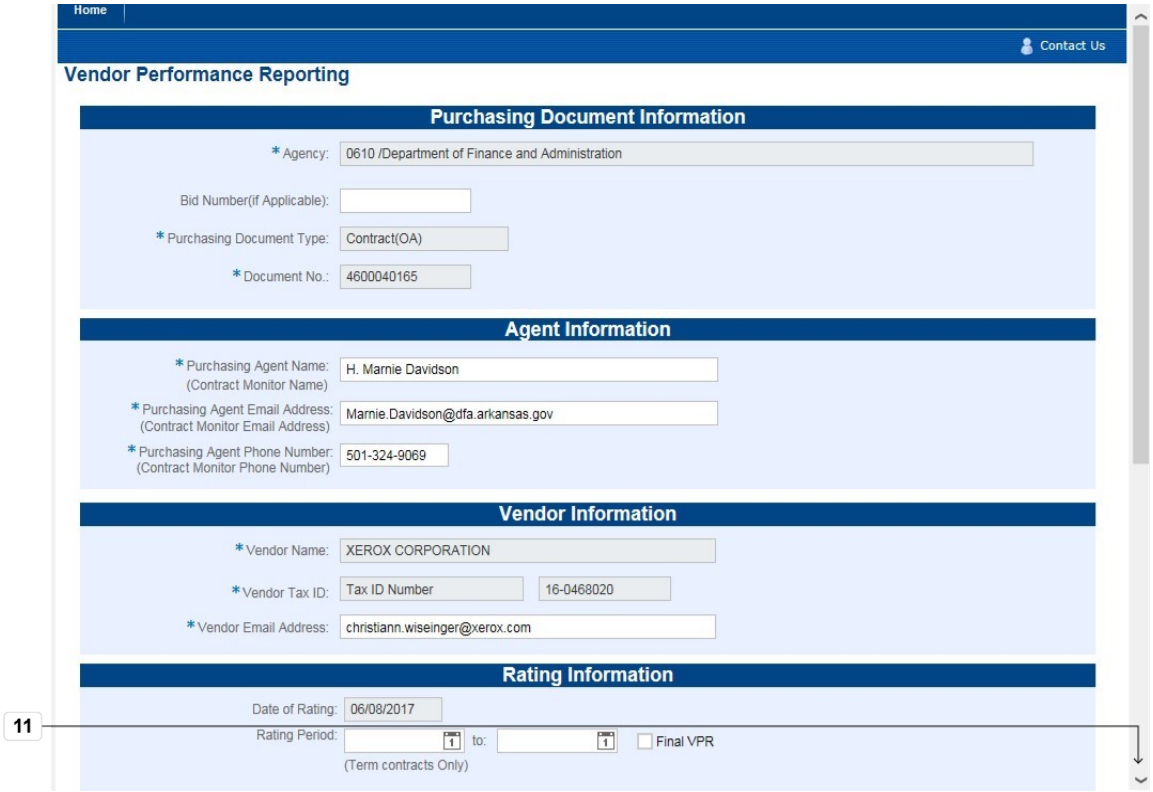
Field	R/O/C	Description
Document No.	Required	The unique identification value assigned to a business event as it is processed in the system; the system automatically creates and assigns document numbers as each document is posted--manual assigning of document numbers is not possible. **Example:** 4600040165

VPR form

10. Click the **Create VPR Form** button.

Click the **Reset** button to clear the data from the fields and start a new submission.

VPR form



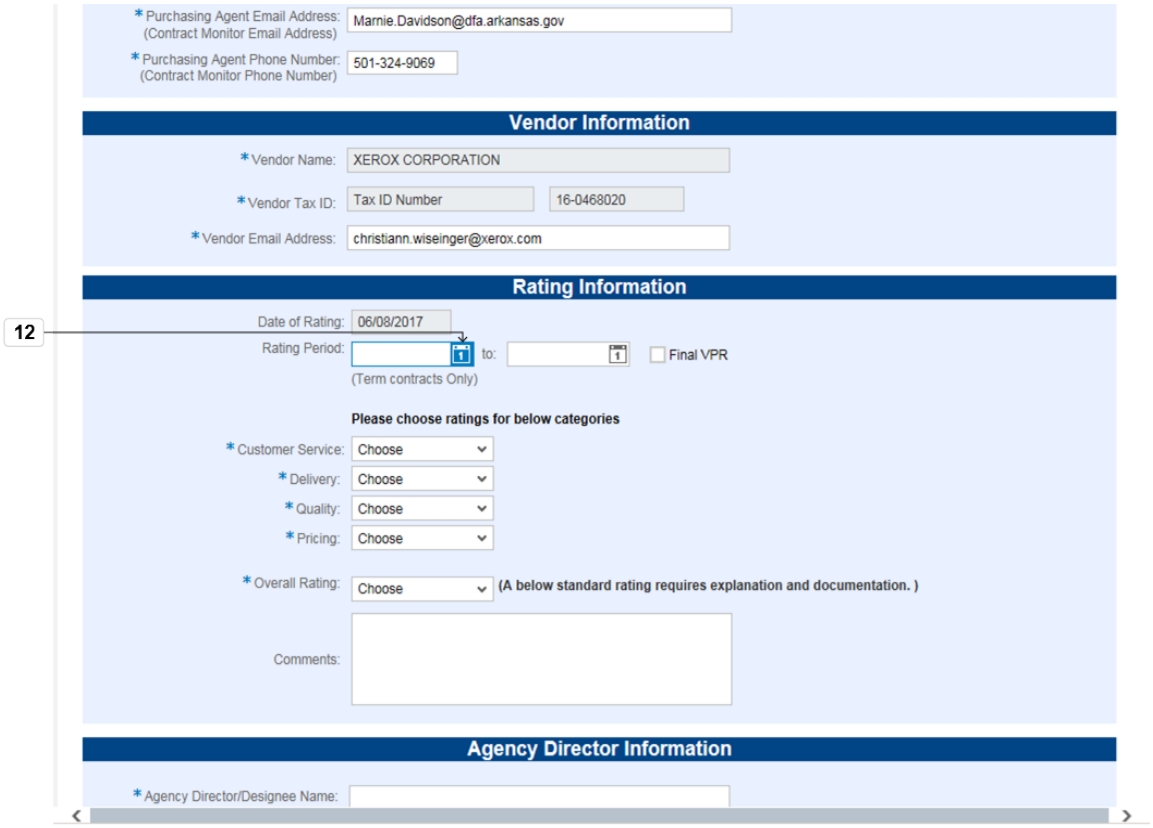
11. Click the **Scroll Down** arrow.

The **Agent Information** section should represent someone who can answer questions regarding the determined ratings.

The data is auto-generated for AASIS users from the purchasing document. Revise as necessary for accuracy.

The **Vendor Email** address can be edited for accuracy.

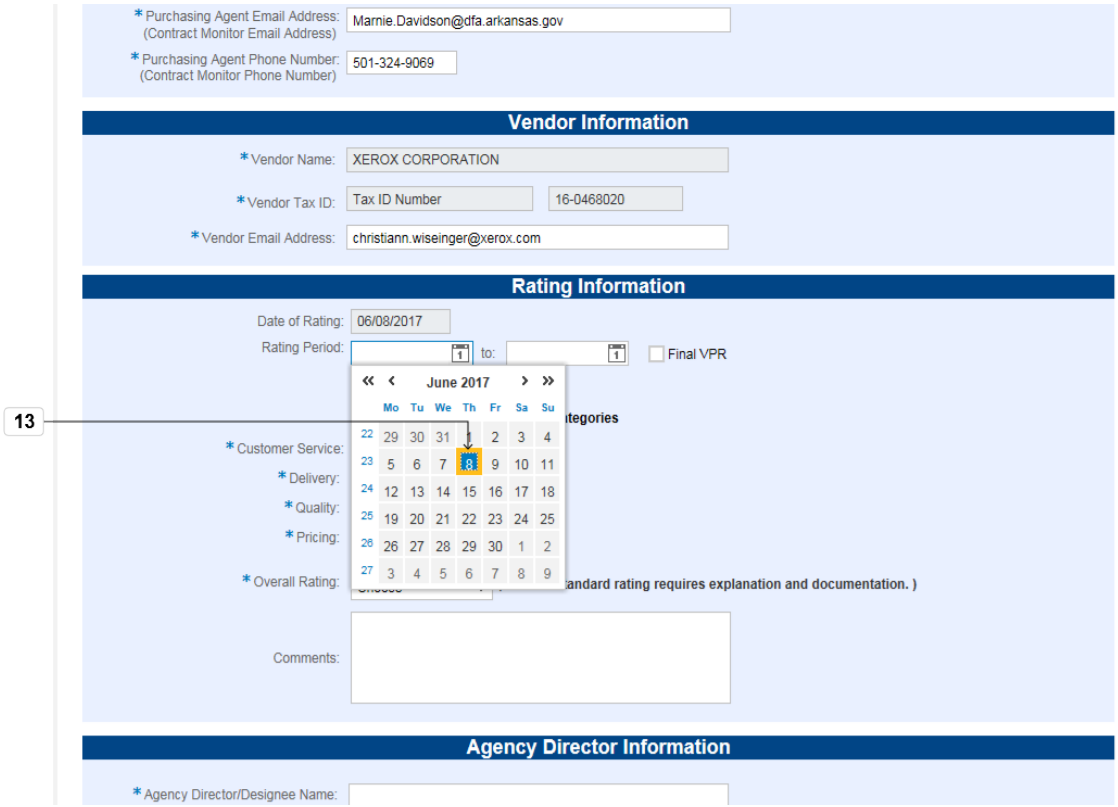
VPR form



12. Click the **Rating Period Start Calendar** button.

Fields notated by an asterisk (*) are required before saving.

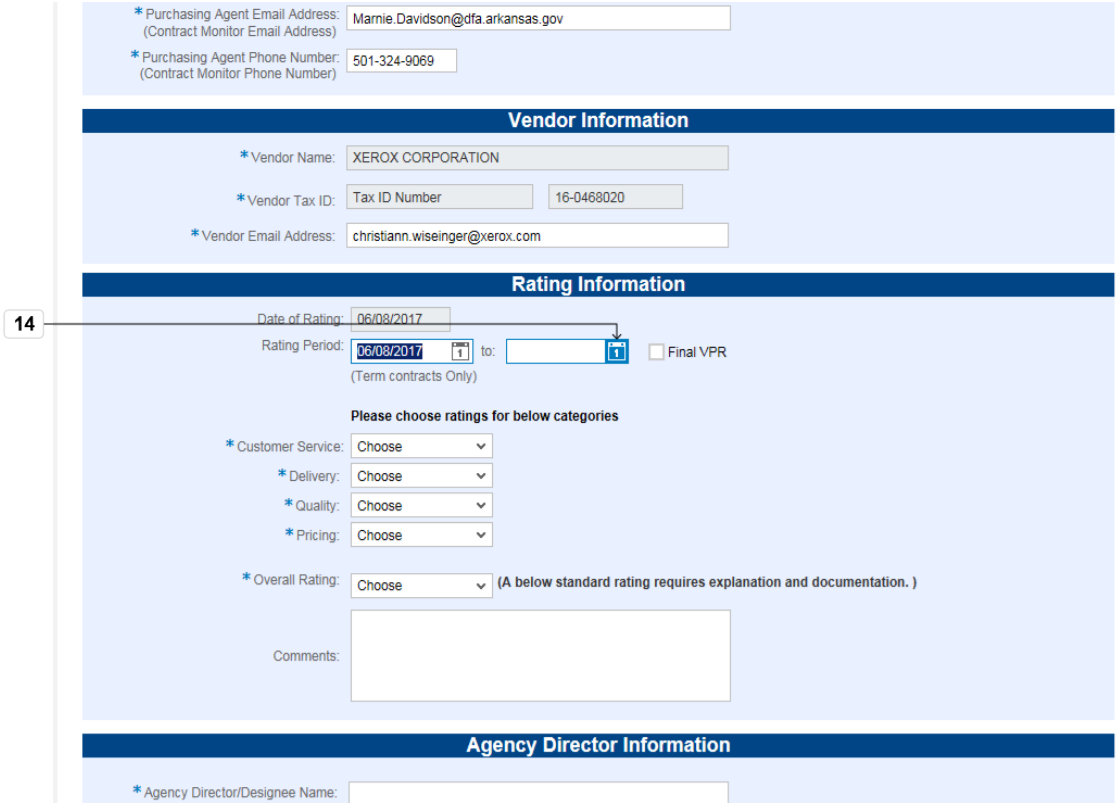
VPR form



13. Click the start date.

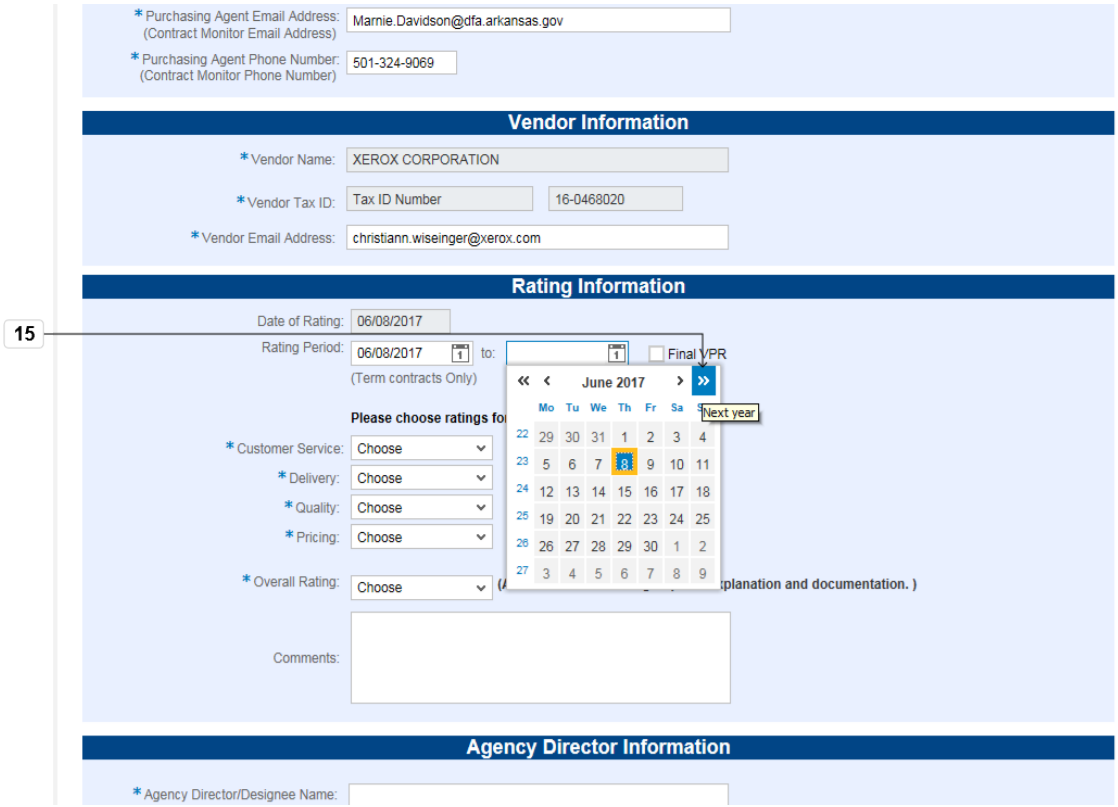
Example: "**8**" (06/08/2017)

VPR form



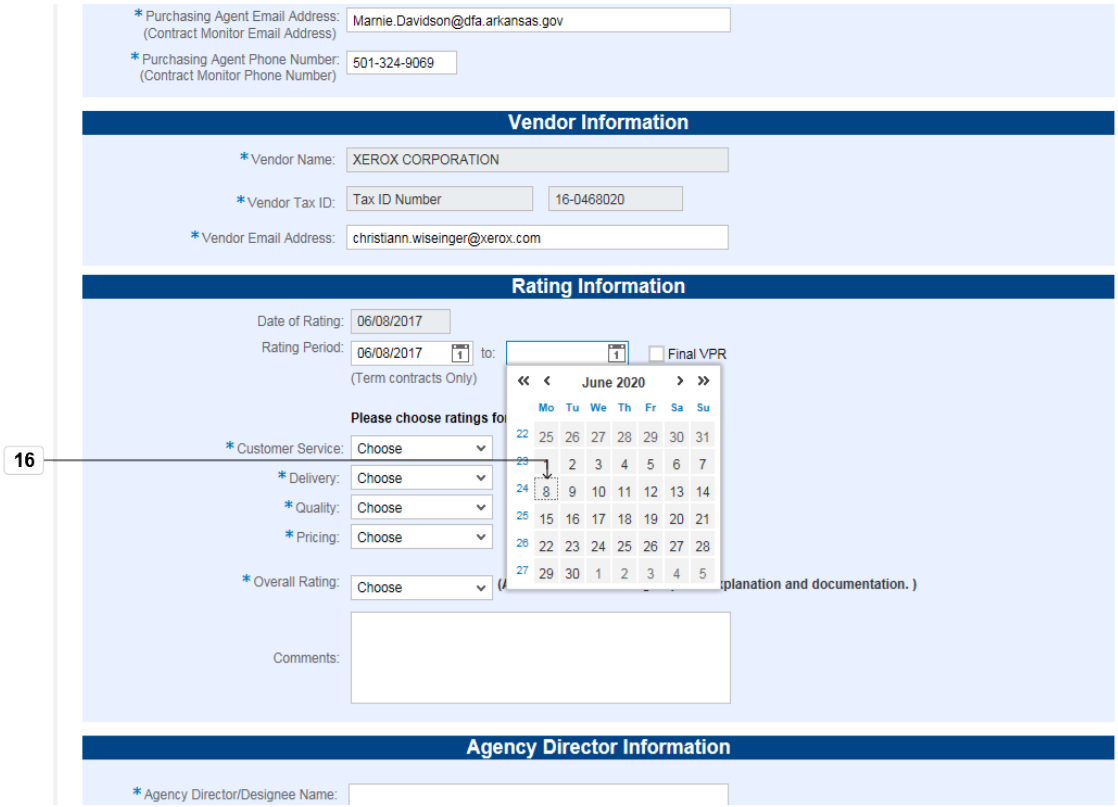
14. Click the **Rating Period End Calendar** button.

VPR form



15. Click in the **Next Year** button.

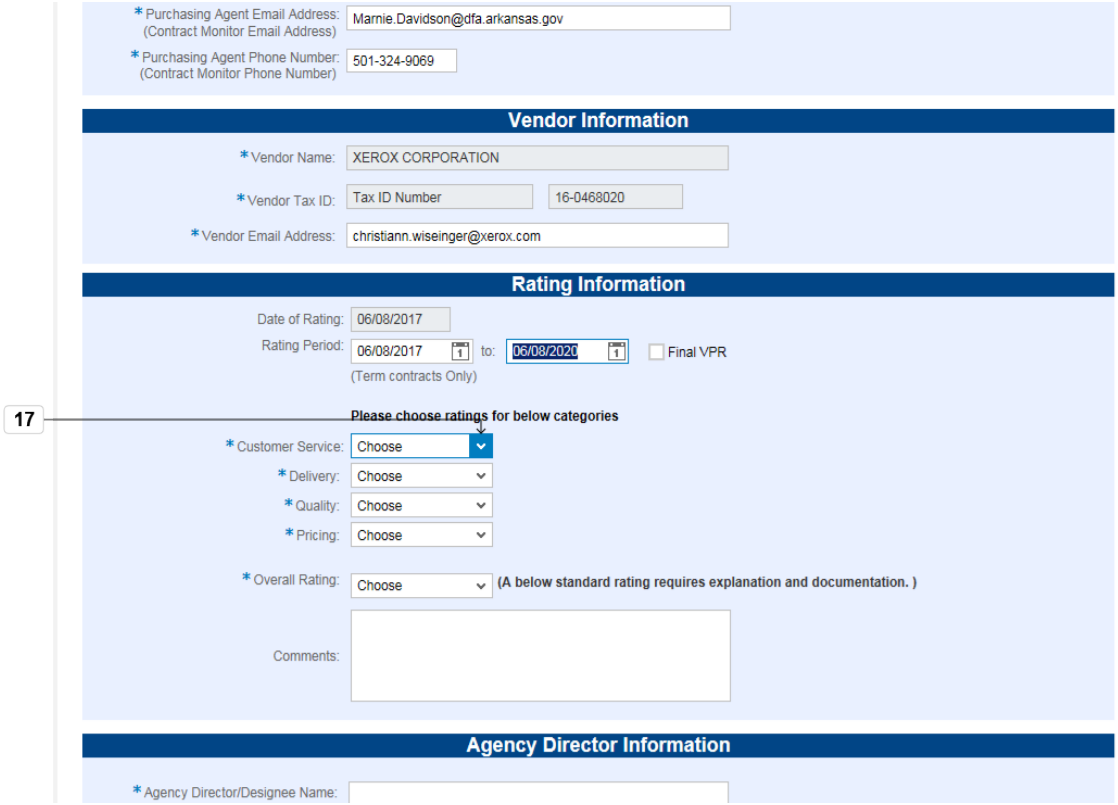
VPR form



16. Click the end date.

Example: "**8**"

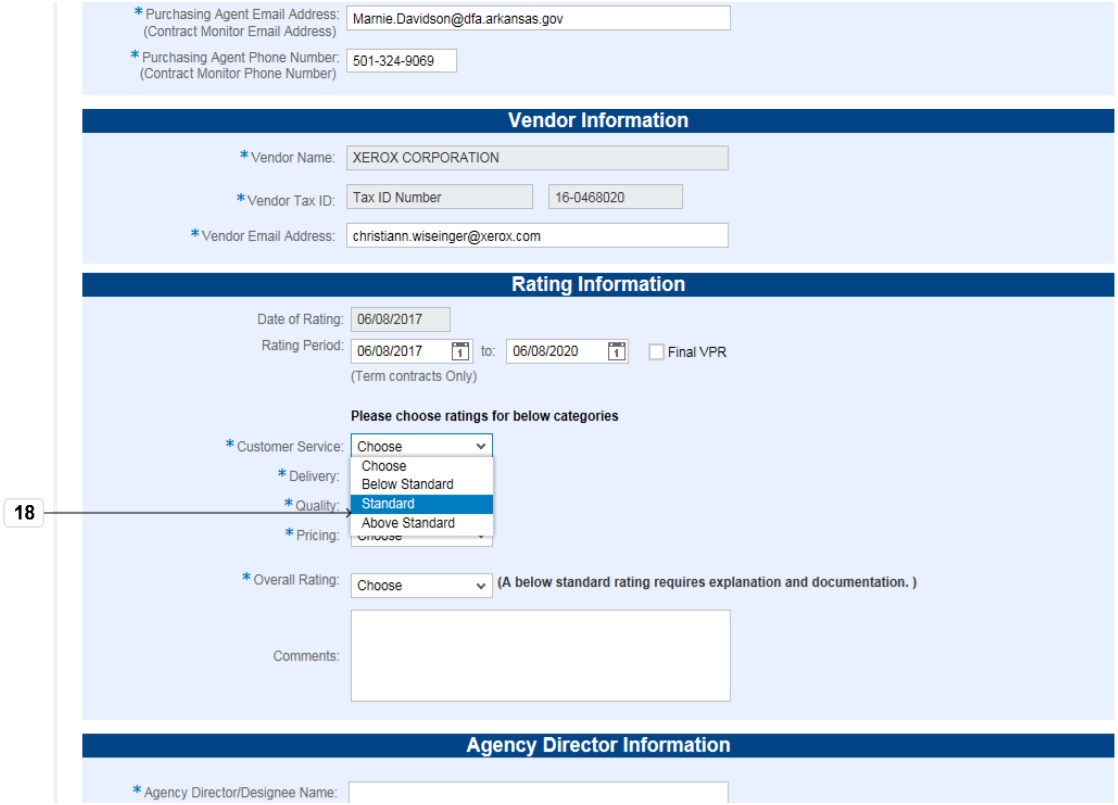
VPR form



17. Click the **Customer Service dropdown** button.

The **Final VPR** checkbox should only be marked on the last required report.

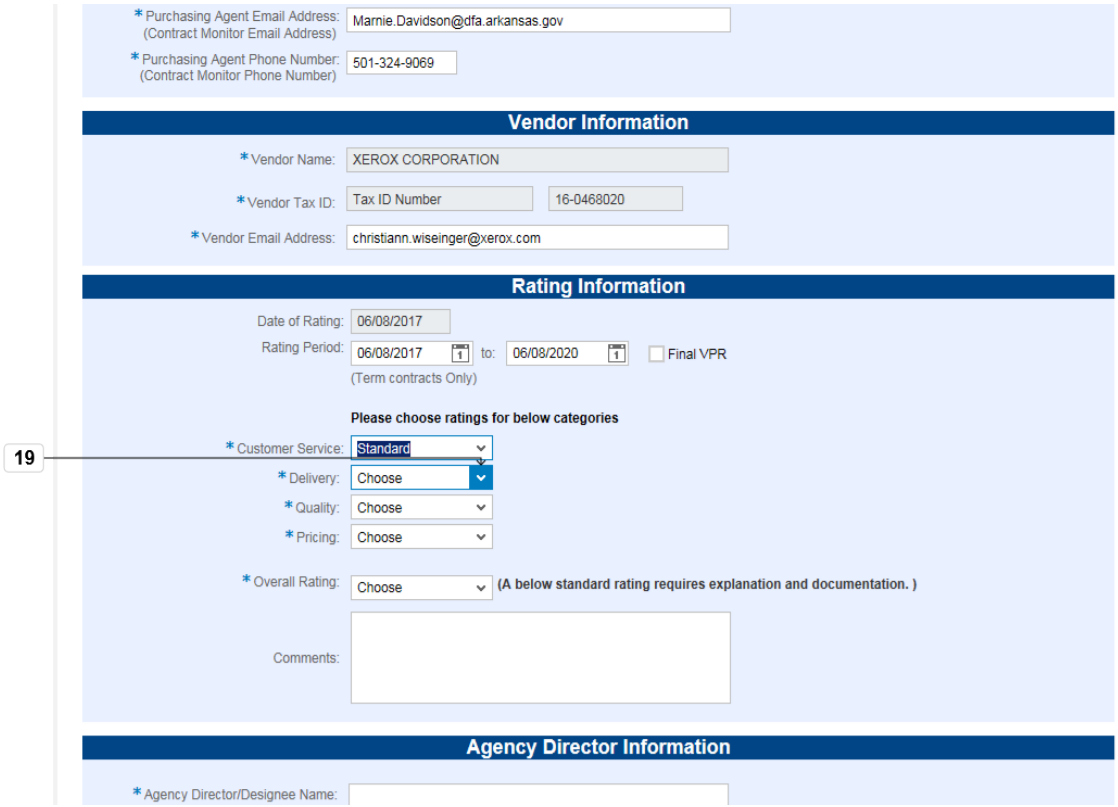
VPR form



18. Select the rating description.

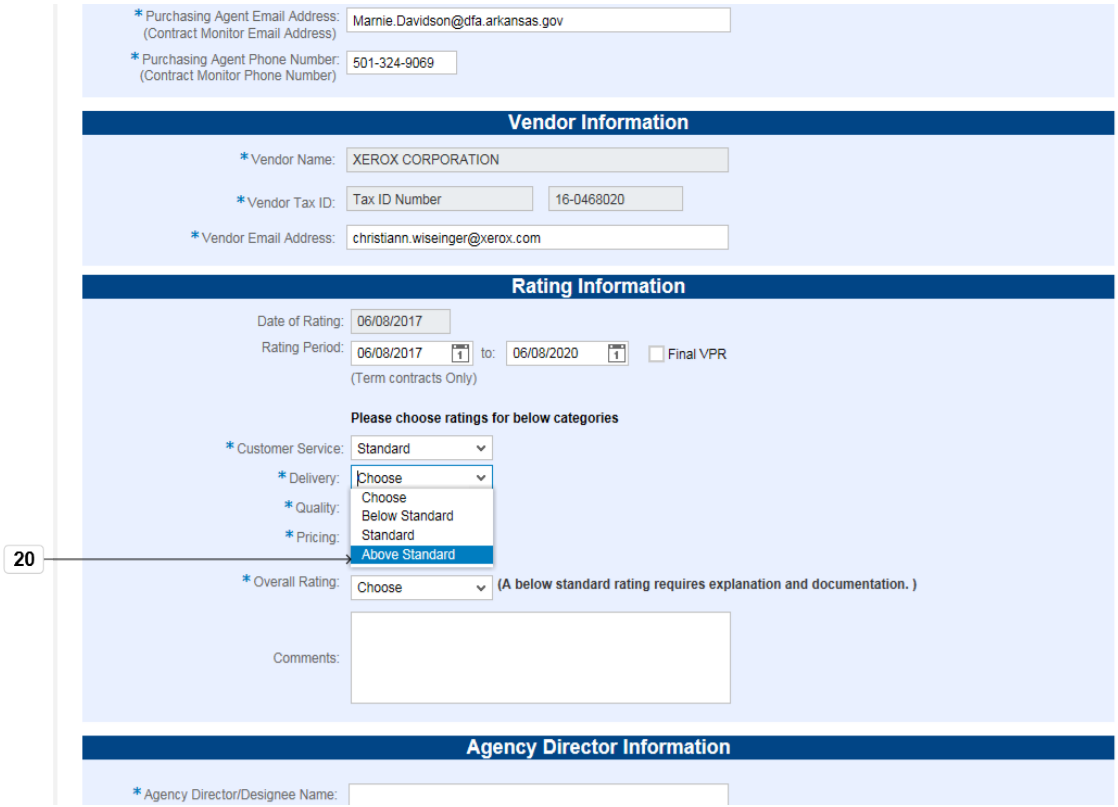
Example: **Standard**

VPR form



19. Click the **Delivery dropdown** button.

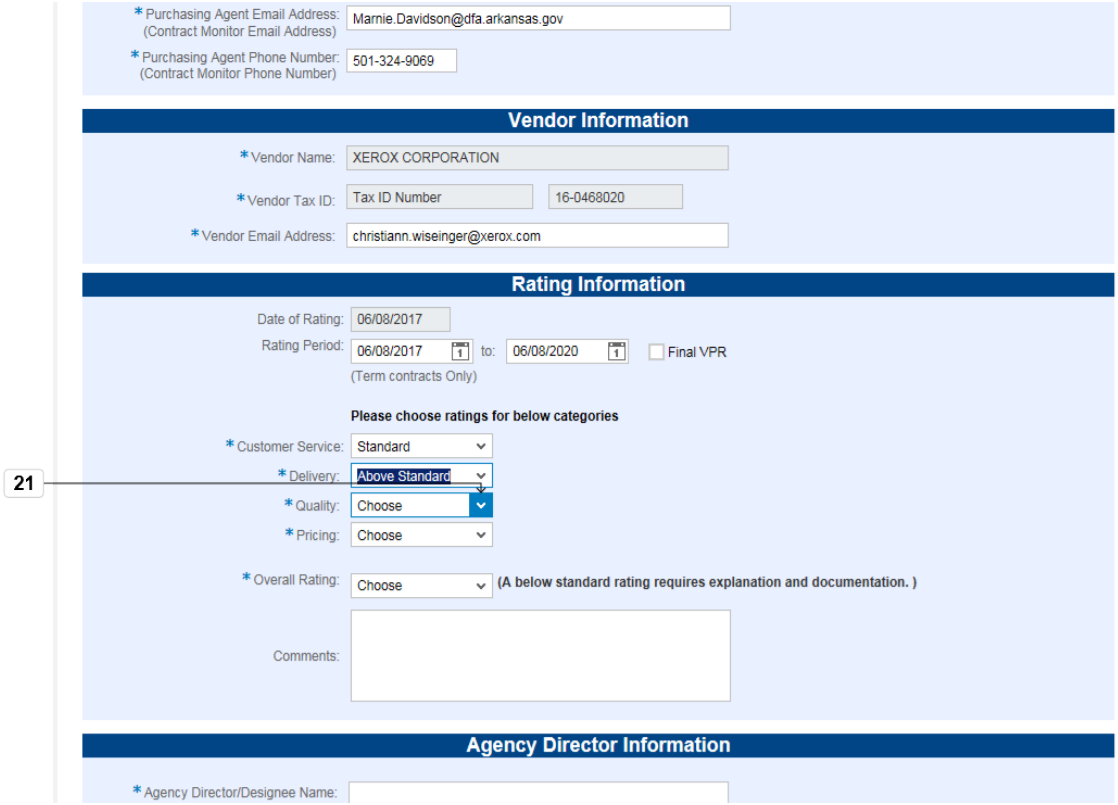
VPR form



20. Select the rating description.

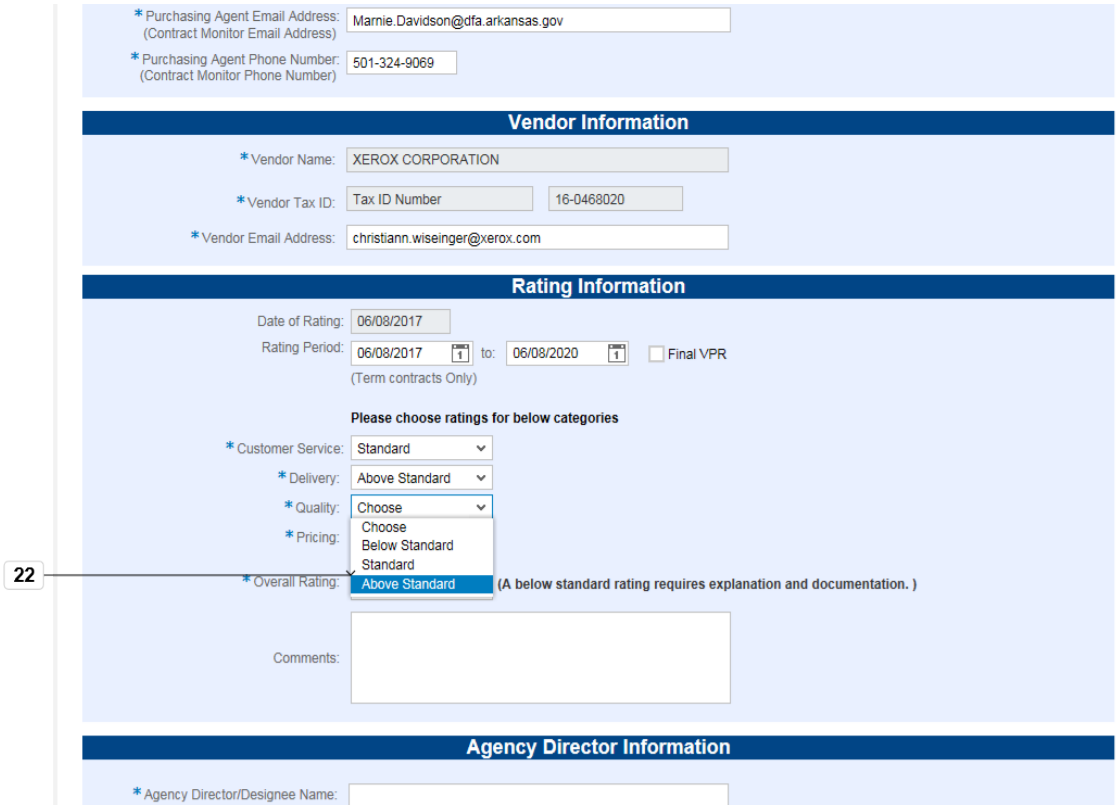
Example: "**Above Standard"**

VPR form



21. Click the **Quality** dropdown button.

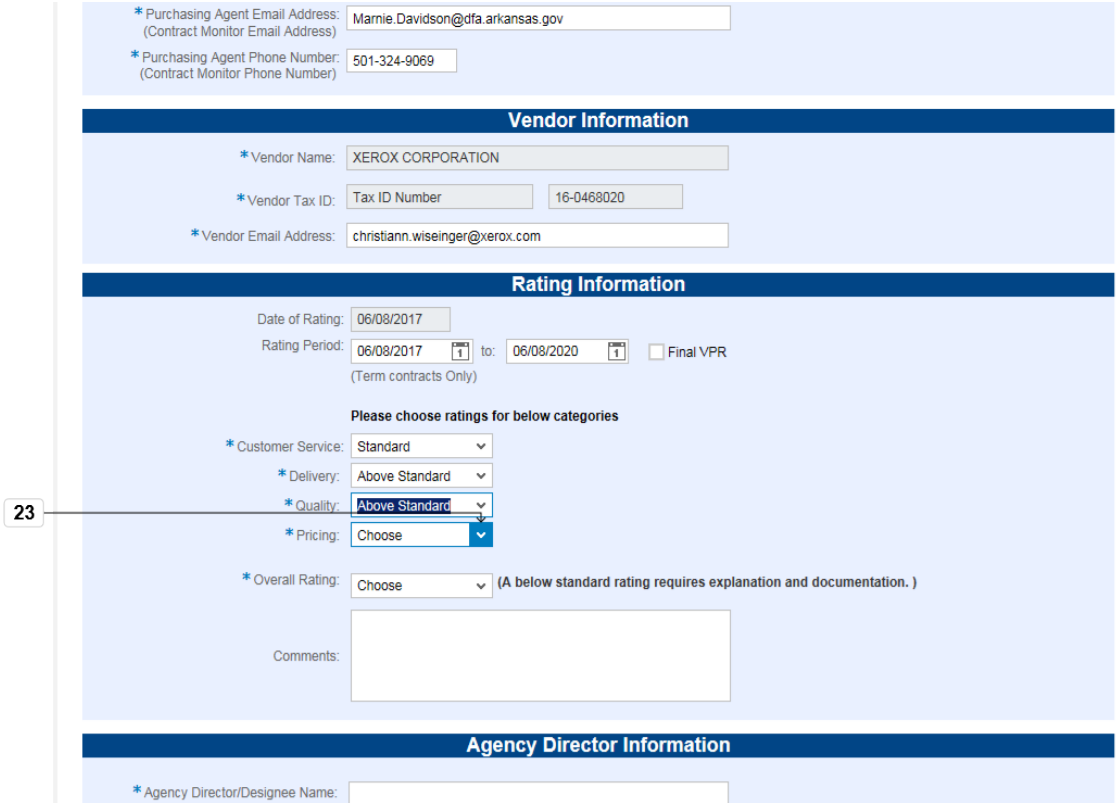
VPR form



22. Select the rating description.

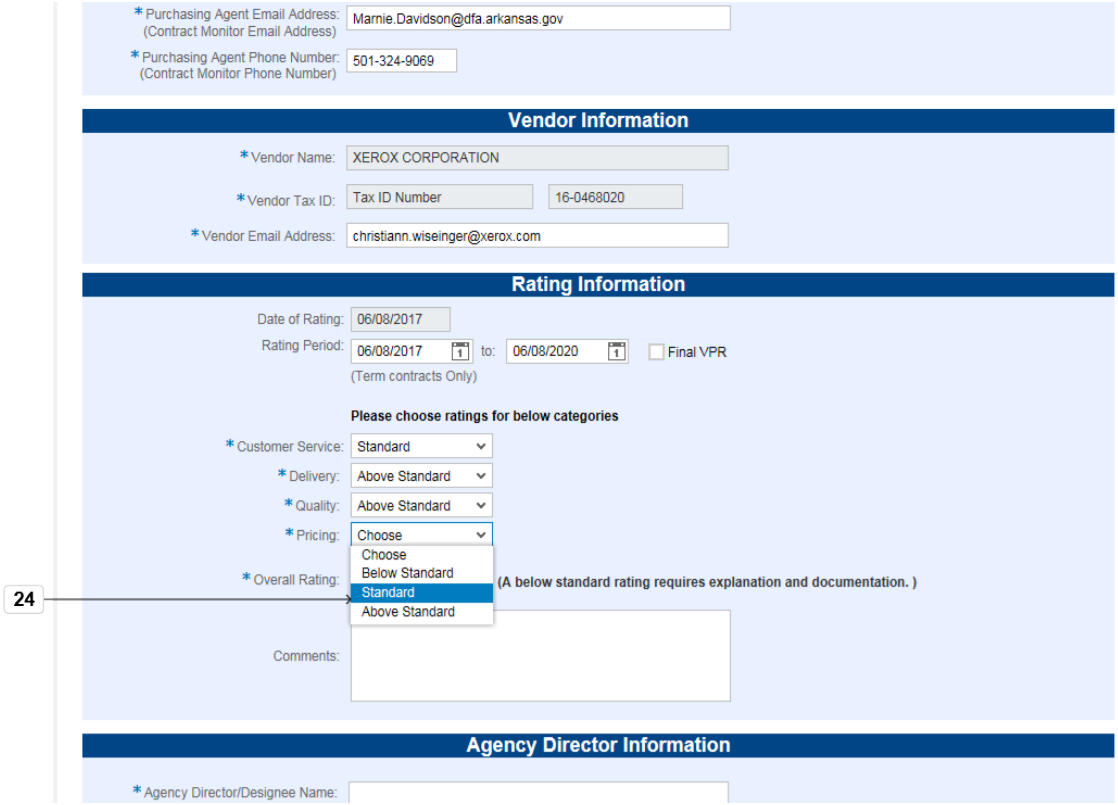
Example: **Above Standard**

(A below standard rating requires explanation and documentation.)



23. Click **Pricing dropdown** field.

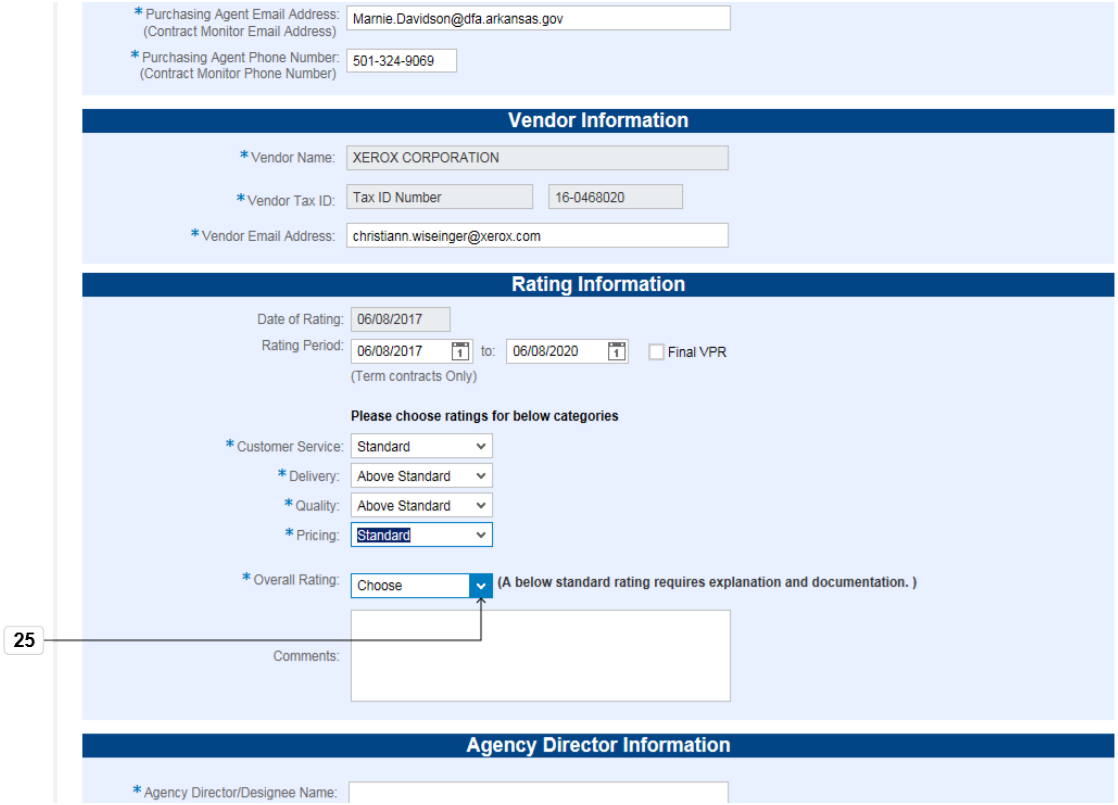
VPR form



24. Select the rating description.

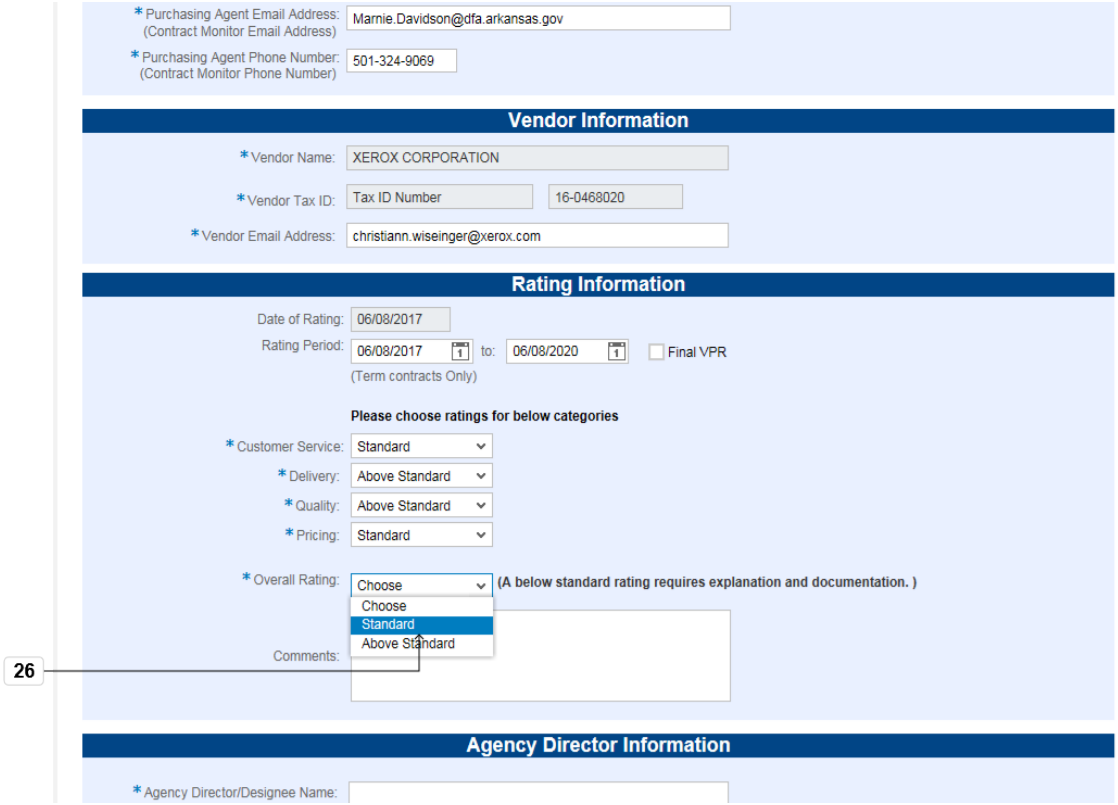
Example: **Standard**

VPR form



25. Click the **Overall Rating dropdown** button.

VPR form

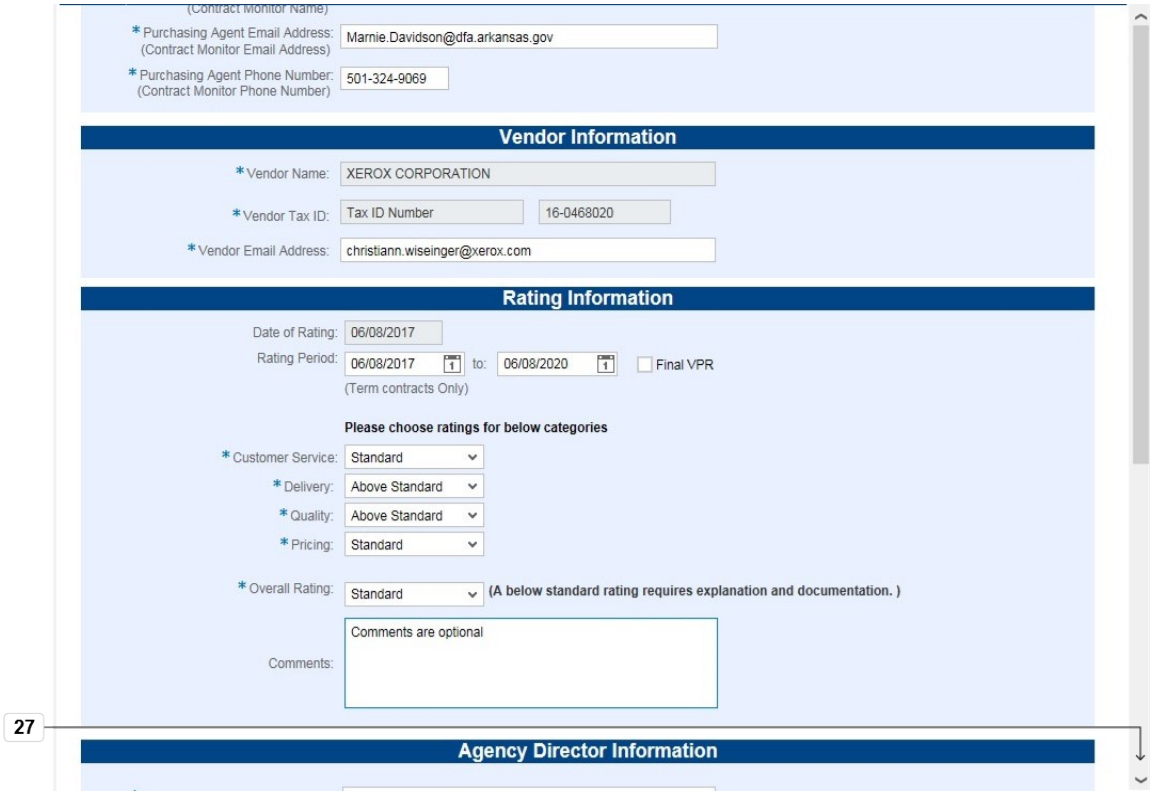


26. Select the rating description.

Example: **Standard**

If a **Below Standard** rating description is selected for **one or more** of the four rating categories, a **Below Standard Overall Rating** will be automatically chosen for the user.

VPR form



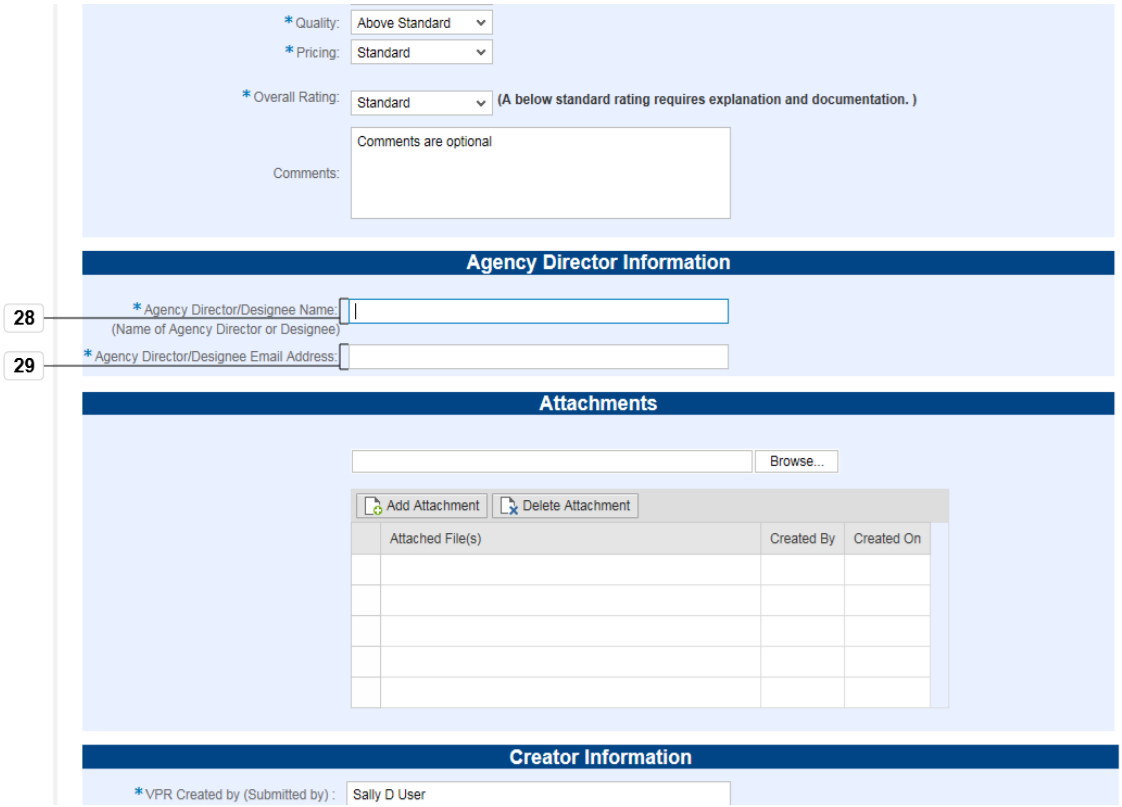
27. Click the **Scroll Down** button.

The **Comments** field is optional unless the overall rating is **Below Standard**.

The data in the **Agency Director Information** section generates an email notification when approval is needed.

Agencies may authorize designee responsibility to another employee. If so, type the designee name.

VPR form



28. As required, complete/review the following fields:

Field	R/O/C	Description
Agency Director or Designee Name	Required	The director position of an agency, whom is required to electronically approve the vendor performance report submission. Some agencies may have authorized a designee to substitute for the actual director. **Example:** Dan Fields

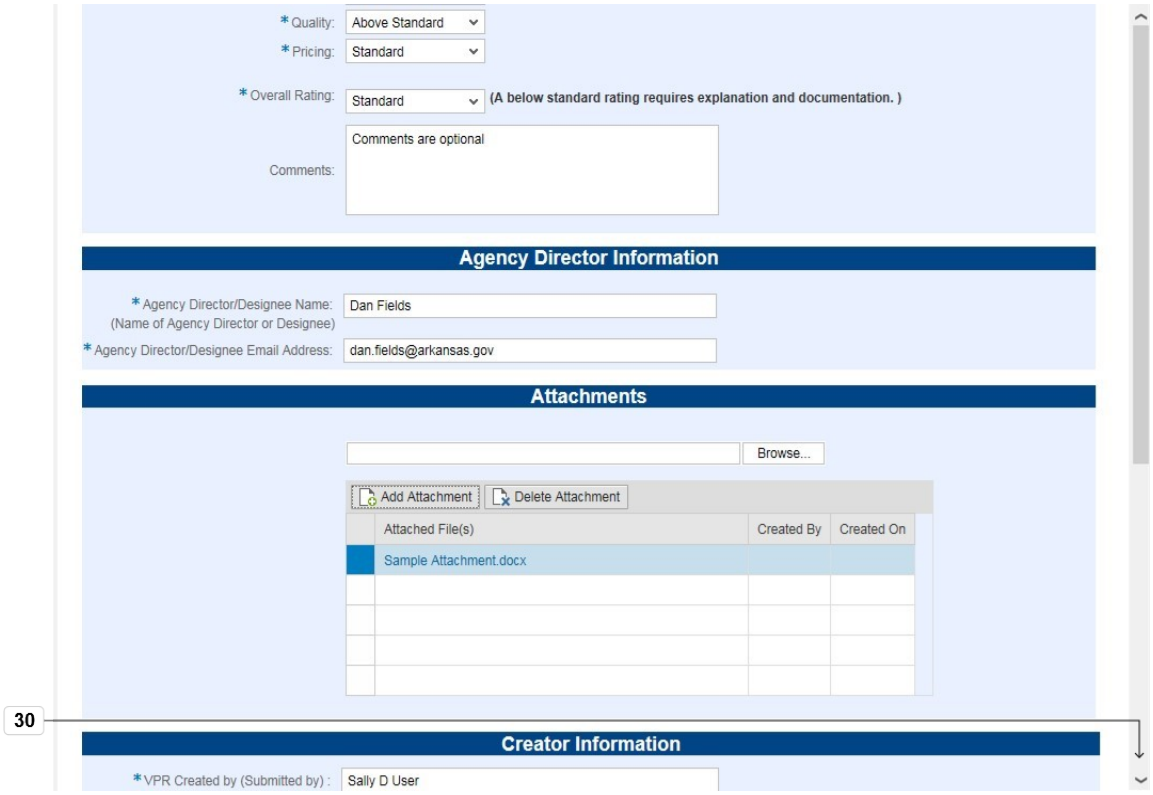
The email address provided will receive an approval task notification upon submission.

29. As required, complete/review the following fields:

Field	R/O/C	Description
Agency Director or Designee Email Address	Required	The business email address of the agency director or approved designee. This address is used to generate notification when approval is needed at director level. **Example:** dan.fields@arkansas.gov

Field	R/O/C	Description

VPR form



30. Click the **Scroll Down** arrow.

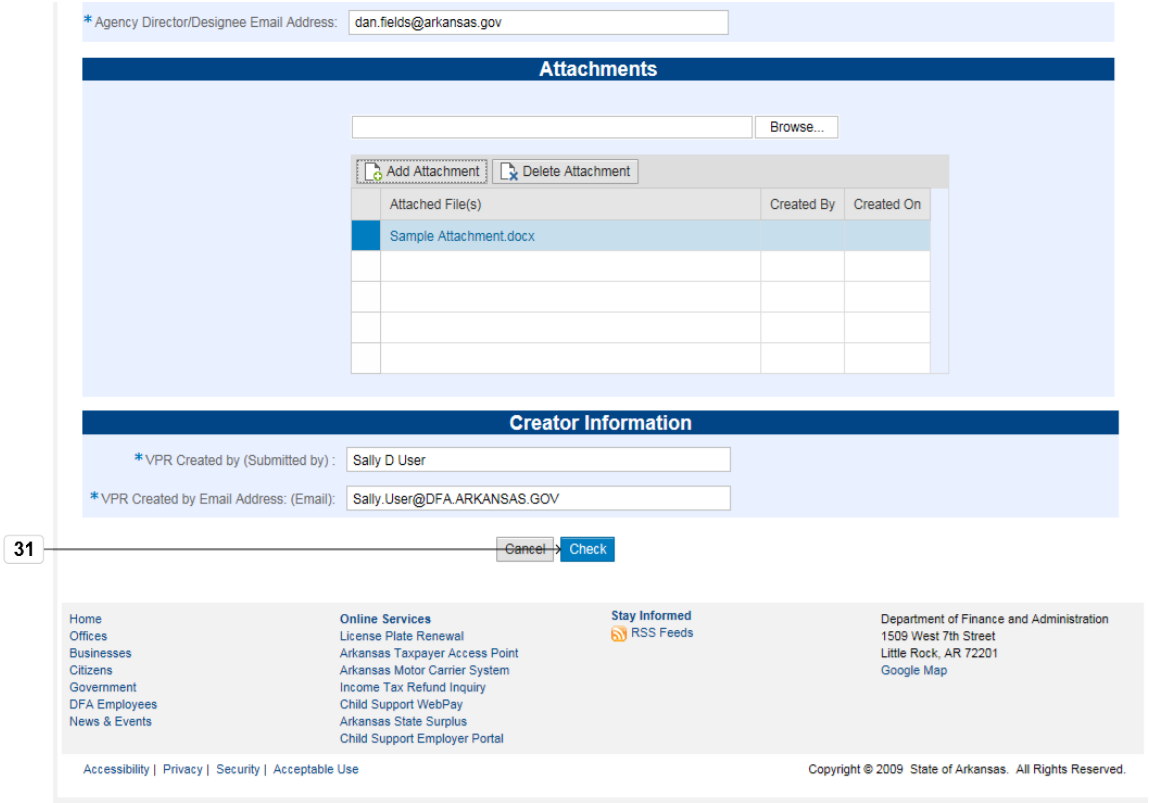
The Attachments section is optional, however supporting documentation is required for an overall rating of Below Standards.

1. Click the **Browse** button to find the attachment.

2. Click the **Add Attachment** button to attach it to the reporting form.

Attachments **DO NOT** auto populate from the AASIS contract.

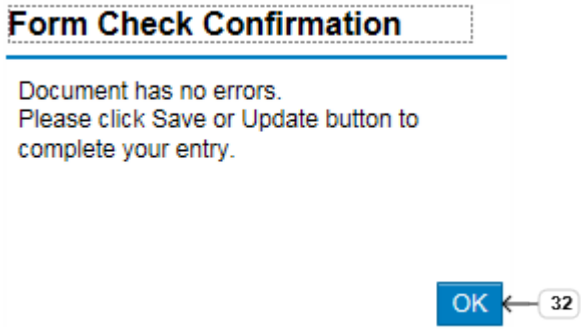
VPR form



31. Click the **Check** button.

The creator information is generated automatically from the user ID.

Form Check Confirmation

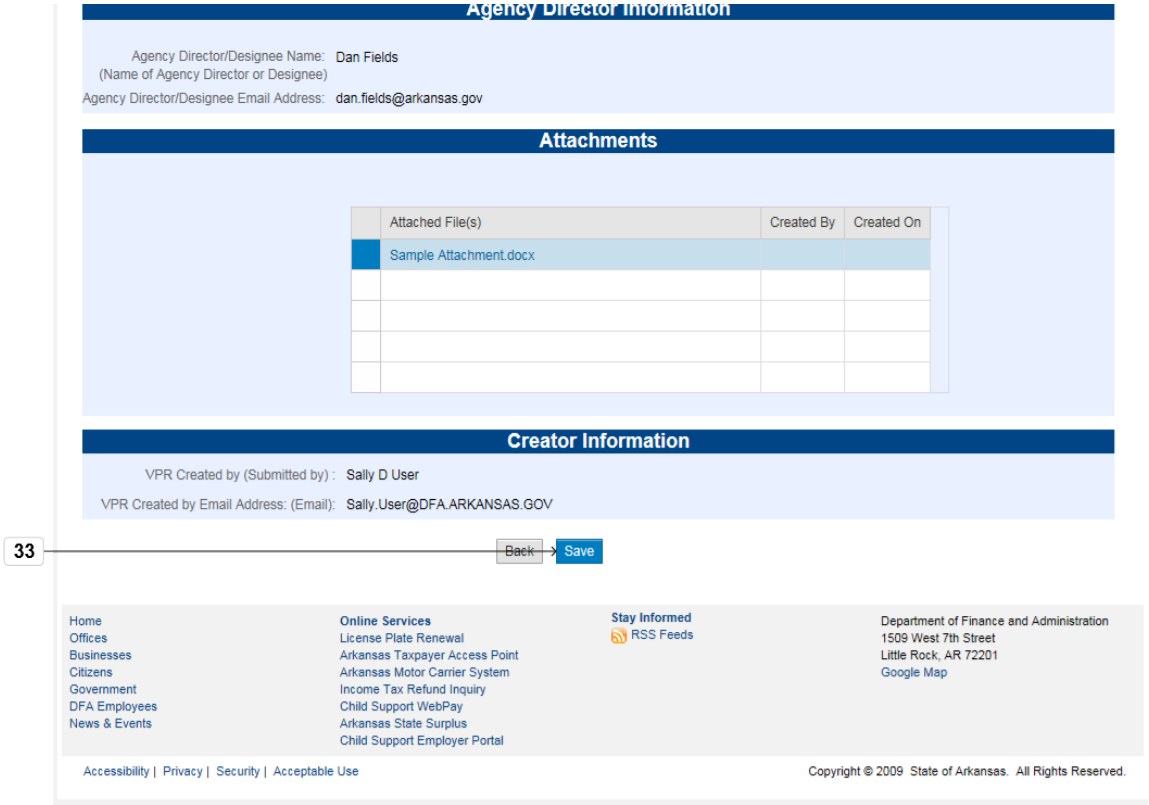


32. Click the **OK** button.

A "Document has errors" message will display when applicable.

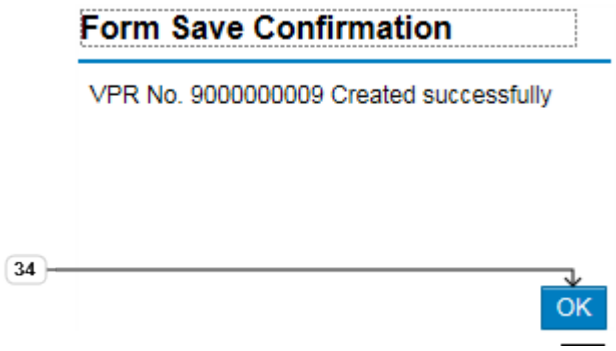
Users can click OK and scroll to the top of the form for a list of fields in error and the corresponding field in error will be highlighted red for data entry.

VPR form



33. Click the **Save** button.

Form Save Confirmation



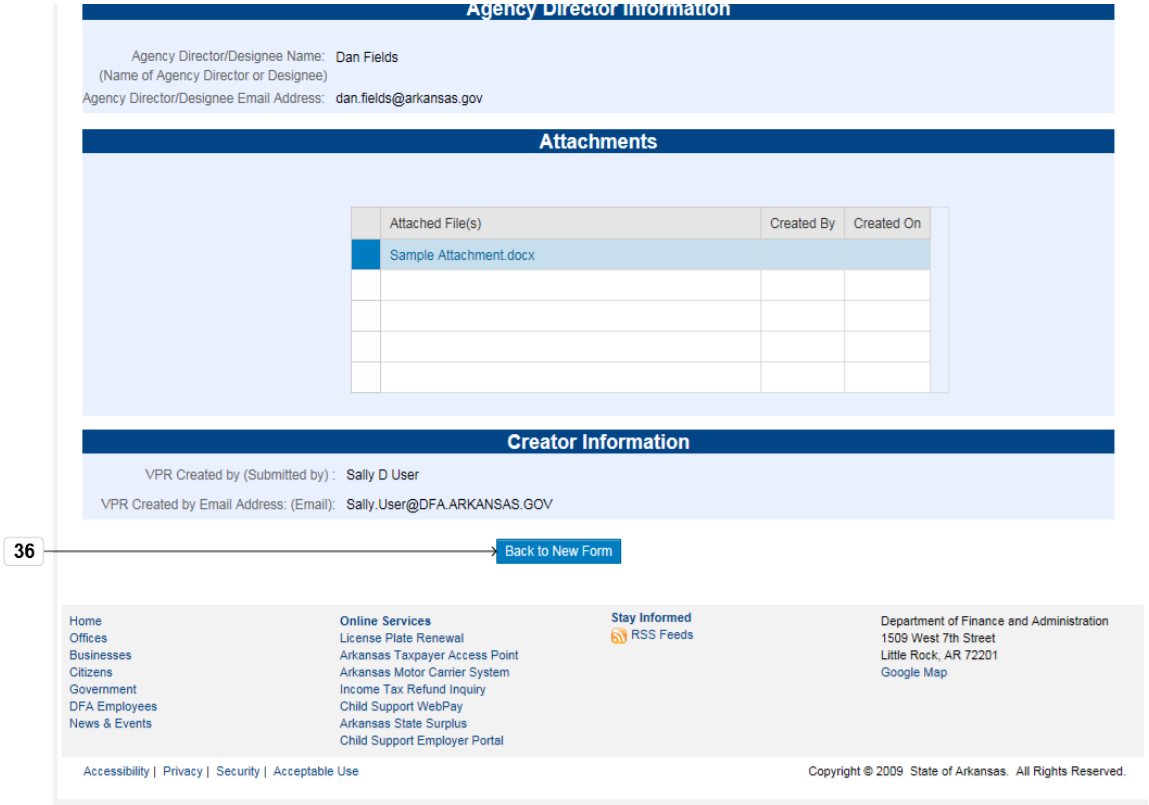
34. Click the **OK** button.

VPR form

35. Click the **Scroll Down** arrow.

A VPR document number is created after saving.

VPR form



36. Click the **Back to New Form** button.

If all VPR submissions are complete, close the web browser to log off.

Summary

You have successfully created and submitted a vendor performance report.

Next Steps

Close the web browser to log off.