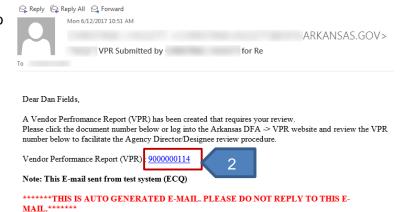


VPR Director Approval Job Aid

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.

- 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



- 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 <u>NOT</u> the same login page for EASE ESS –Employee Self Service and <u>will not allow</u> access to other EASE functions.





VPR Director Approval Job Aid

5. 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.

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



7. 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).



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

