

INSTRUCTIONS TO ATTACH EXCEPTION FORM IN VECTOR VENDOR MANAGEMENT SYSTEM (VMS)



When using either the “Non-Standard Job Title (Niche)” or “Standard Job Title – Rate Exception” requisition classes in VITA’s IT Contingent Labor Program, the hiring manager must complete the Exception Form, obtain signature from the agency head, and attach the completed form on the Approval page when creating the requisition in VectorVMS.

Step 1 – After entering all required information on the requisition in VectorVMS, the hiring manager must complete the submission by entering a Justification Comment and attaching the Exception Form on the Approval page, shown below.

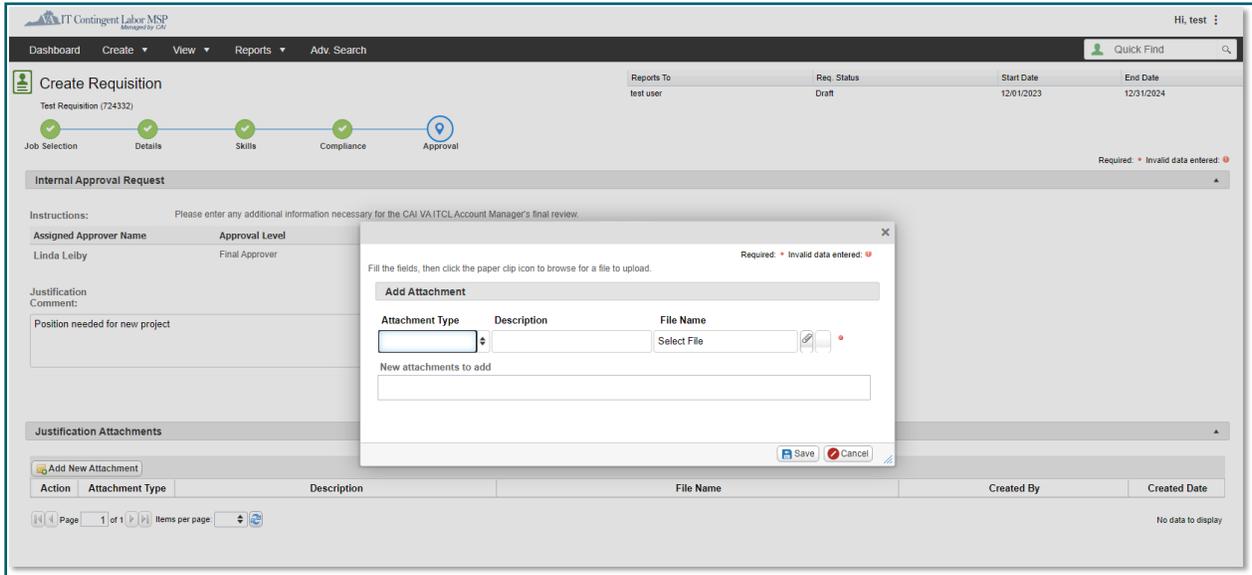
The screenshot shows the 'Create Requisition' page for Test Requisition (724332). The process flow includes Job Selection, Details, Skills, Compliance, and Approval. The 'Approval' step is currently active. The 'Internal Approval Request' section contains instructions, the assigned approver (Linda Leiby), and an empty 'Justification Comment' field. Below this is a table for 'Justification Attachments' with columns for Action, Attachment Type, Description, File Name, Created By, and Created Date. The page indicates 'No data to display' for the attachments table.

Step 2 – Enter the justification for the position in the “Justification Comment” field, highlighted below.

This screenshot is identical to the previous one, but the 'Justification Comment' field is now filled with the text 'Position needed for new project'. The 'Justification Attachments' table remains empty with 'No data to display'.

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Step 3 – Attach the completed and signed Exception Form in the “Justification Attachments” section by clicking on the “Add New Attachment” button. A new popup window, shown below, will display.

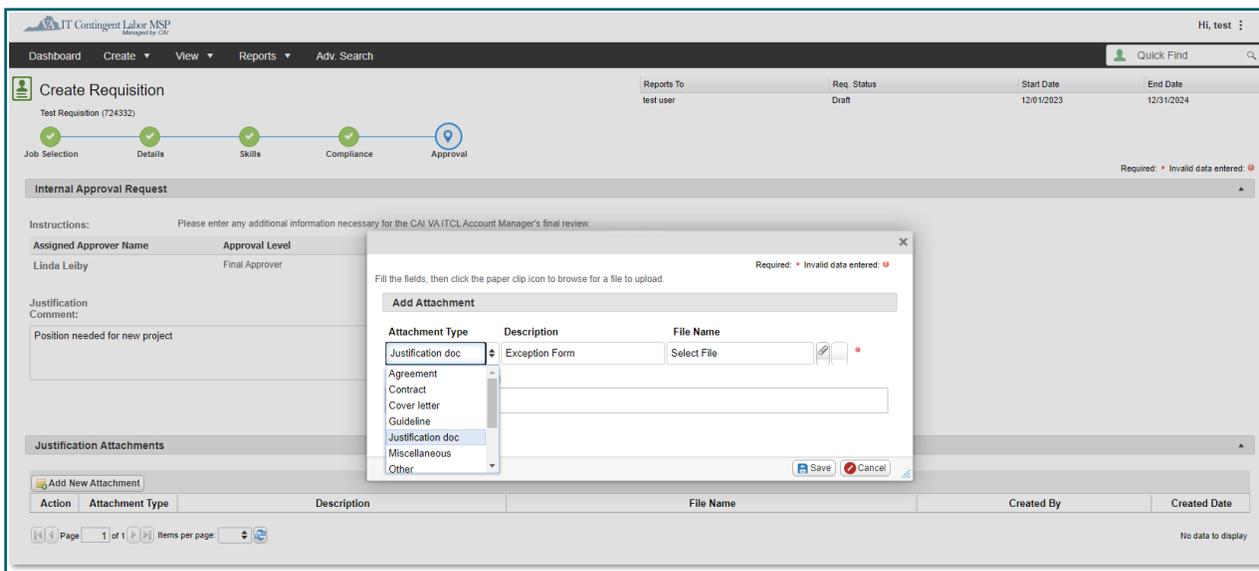


The screenshot shows the 'Create Requisition' page for Test Requisition (724332). The process flow includes Job Selection, Details, Skills, Compliance, and Approval. The 'Internal Approval Request' section is active, showing the assigned approver Linda Leiby and the justification comment 'Position needed for new project'. The 'Justification Attachments' section is empty. The 'Add New Attachment' button is visible. A popup window titled 'Add Attachment' is open, prompting the user to fill in the fields and click the paper clip icon to browse for a file to upload. The popup contains the following fields:

Attachment Type	Description	File Name
<input type="text"/>	<input type="text"/>	Select File

Buttons: Save, Cancel

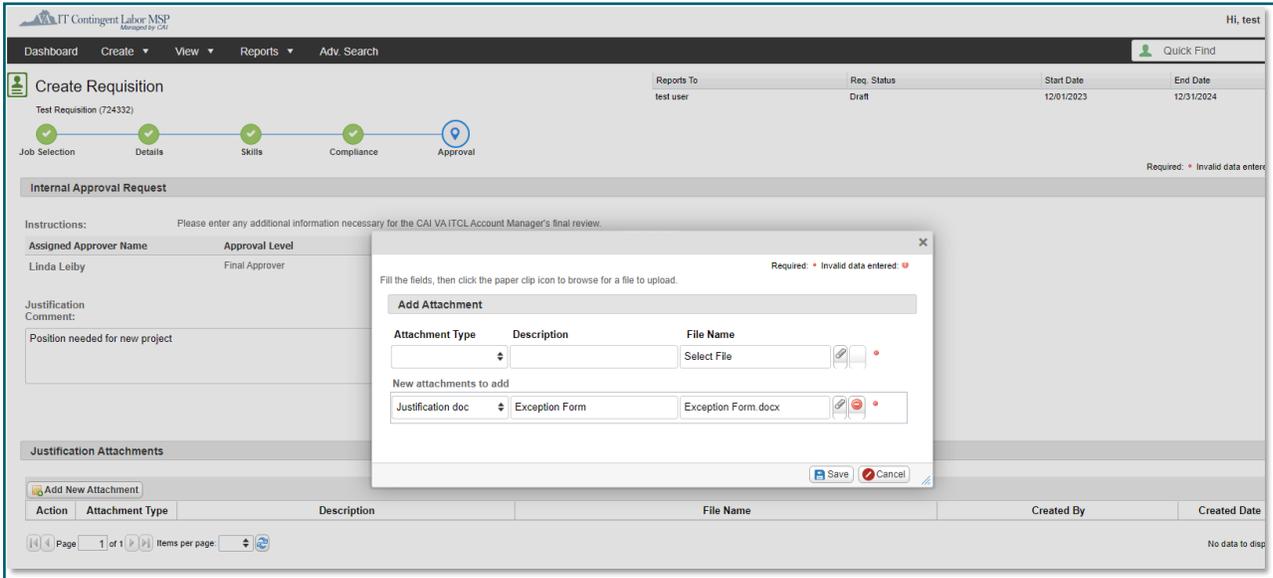
Step 4 – Select “Justification doc” from the “Attachment Type” drop-down list and enter “Exception Form” in the “Description” field.



The screenshot shows the 'Create Requisition' page with the 'Add Attachment' popup window open. The 'Attachment Type' dropdown menu is expanded, showing the following options: Justification doc, Agreement, Contract, Cover letter, Guideline, Justification doc, Miscellaneous, and Other. The 'Justification doc' option is selected. The 'Description' field contains the text 'Exception Form'. The 'File Name' field is 'Select File'. Buttons: Save, Cancel

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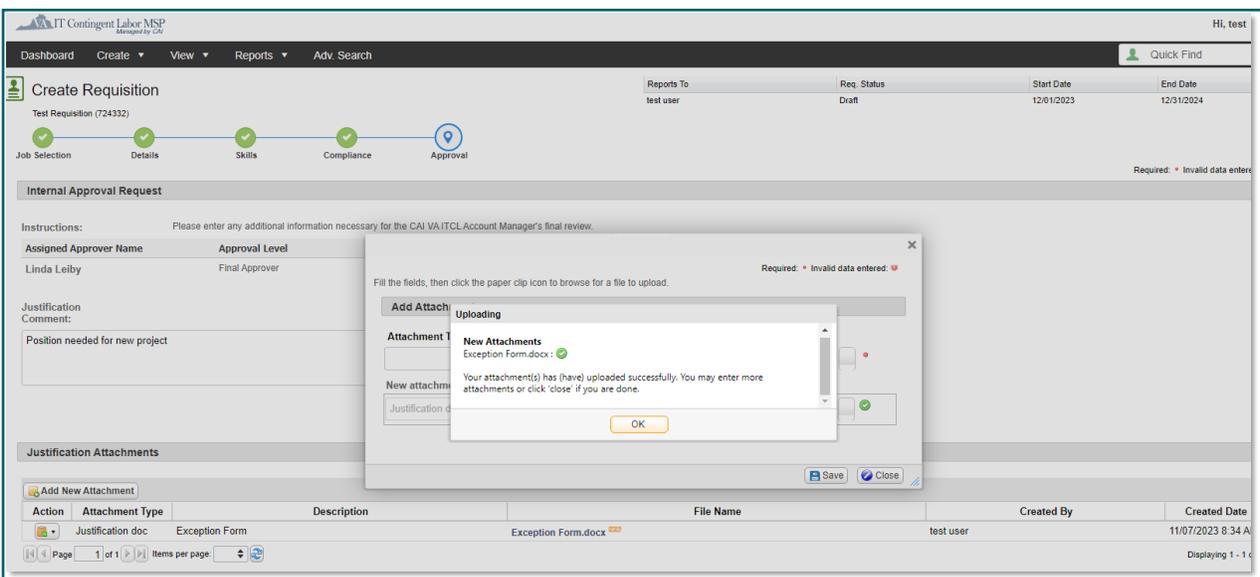
Step 5 – Click the paper clip icon, select the Exception Form file from your computer, and click the “Save” button.



The screenshot shows the 'Create Requisition' page for requisition 724332. The process flow is: Job Selection (checked), Details (checked), Skills (checked), Compliance (checked), and Approval (pending). The 'Internal Approval Request' section shows 'Assigned Approver Name' as Linda Leibby and 'Approval Level' as Final Approver. The 'Justification Comment' is 'Position needed for new project'. An 'Add Attachment' dialog box is open, showing a table with one attachment: 'Exception Form.docx'. The dialog box has 'Save' and 'Cancel' buttons.

Action	Attachment Type	Description	File Name	Created By	Created Date
	Justification doc	Exception Form	Exception Form.docx		

Step 6 – A message, shown below, will display to indicate the form was successfully attached. Click the “OK” button.

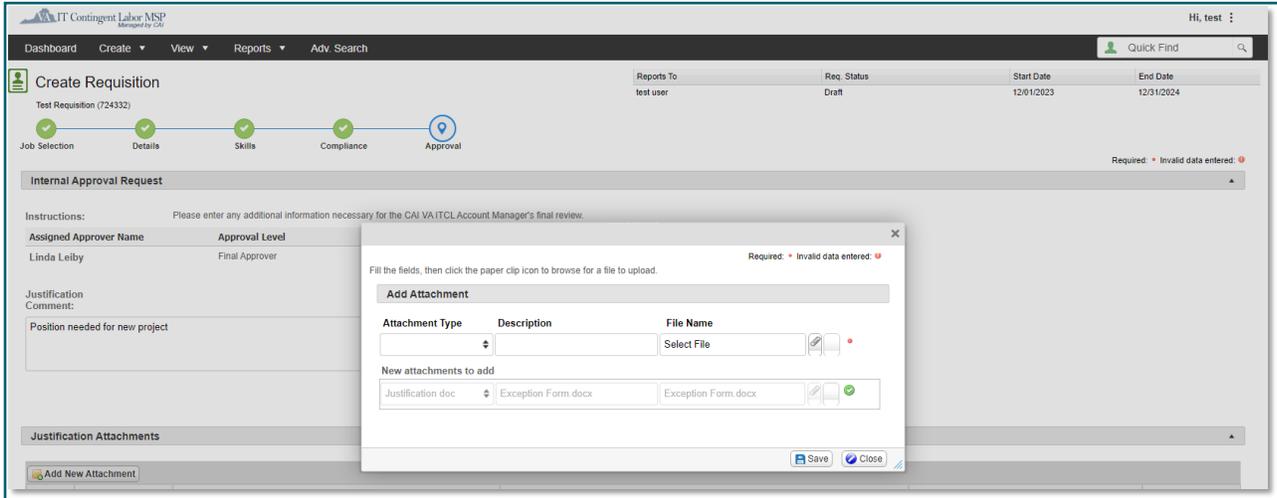


The screenshot shows the same 'Create Requisition' page as in Step 5. The 'Add Attachment' dialog box is now showing a success message: 'Your attachment(s) has (have) uploaded successfully. You may enter more attachments or click 'close' if you are done.' The dialog box has 'OK' and 'Close' buttons. The background table now shows the attachment 'Exception Form.docx' with a green checkmark in the 'File Name' column.

Action	Attachment Type	Description	File Name	Created By	Created Date
	Justification doc	Exception Form	Exception Form.docx	test user	11/07/2023 8:34 A

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Step 7 -- Additional documents may be attached if needed. After all documents have been attached, click the “Close” button.

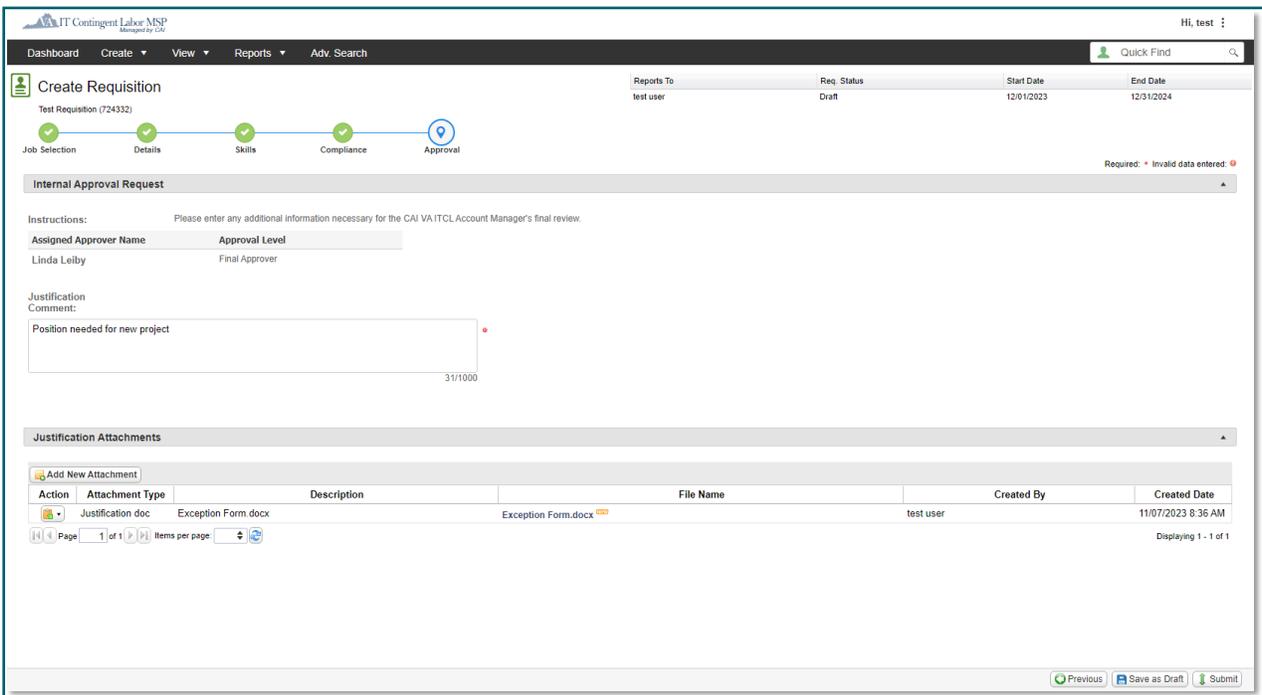


The screenshot shows the 'Create Requisition' page for a 'Test Requisition (724332)'. The process flow includes Job Selection, Details, Skills, Compliance, and Approval. An 'Internal Approval Request' section is visible, with instructions to provide additional information for the CAI VA ITCL Account Manager's final review. The assigned approver is Linda Leiby, a Final Approver. A justification comment is entered: 'Position needed for new project'. An 'Add Attachment' modal is open, showing a table for new attachments to add:

Attachment Type	Description	File Name
Justification doc	Exception Form.docx	Exception Form.docx

The modal also includes a 'Select File' button and a 'Save' button.

Step 8 – Click the “Submit” button when the requisition is ready to be routed through the approval process within VectorVMS



The screenshot shows the 'Create Requisition' page with the 'Add Attachment' modal closed. The 'Justification Attachments' section displays a table of attached files:

Action	Attachment Type	Description	File Name	Created By	Created Date
	Justification doc	Exception Form.docx	Exception Form.docx	test user	11/07/2023 8:36 AM

At the bottom of the page, there are buttons for 'Previous', 'Save as Draft', and 'Submit'.