As you may have noticed, several AASIS Communications regarding AASIS Procurement changes, PCS/TGS/VPR Portal updates and EASE Procurement approvals were recently issued.

Improvements have been made to the AASIS approval process for Purchase Requisitions (PRs), Purchase Orders (POs), and Outline Agreements (OAs). These approvals may now be executed in the EASE Portal via laptop, pc, tablet or smart phone. The AASIS approval functions remain as an existing option.

Improvements have also been made in the portal for submission of PCS and TGS contracts for legislative review. These changes will automate the processes and provide better controls.

First, the Professional Consultant Services (PCS), Technical and General Services (TGS) and Vendor Performance Report (VPR) portals have been integrated into the AASIS system. When accessing the portals, you will be prompted to enter your AASIS user ID and password.

In order to automate some of the data entry and improve accuracy, much of the information required for portal entry on a contract will be copied automatically from the AASIS OA or PO provided that the agency entering the contract is an AASIS using agency.

TGS and PCS portal entries require Purchase Order (PO) validity dates which exist on AASIS PO documents.

A document providing all the required details of a PCS or TGS contract must be uploaded and attached to the portal entry. This document must be in standard PDF format.

The following naming convention must be followed. For Original contracts, the PDF document should be named: 'AgencyNumber\_DocumentNumber\_OR'. Example '0610\_4501708468\_OR'

For contract amendments; AgencyNumber\_DocumentNumber\_AAmendmentNumber'. Example '0610\_4501708468\_A01' or '0610\_4501708468\_A05'.

If the PDF document is not attached or if it is incorrectly named, an error will result. The four digit agency number must be used.

Agency Director/ Designee Review of the VPR forms will now be done electronically. An original signature attachment for the VPR forms is no longer required. Please note that this does not apply to PCS1 and TGS1 forms. Supporting PCS1, PCS1A, TGS1 and TGS1A forms are still required.

The AASIS approval process for Purchase Orders (POs) and Outline Agreements (OAs) has changed. A number of improvements have been made to provide more automation and establish better controls.

Reporting Categories: The correct Report Category is now automatically determined by the AASIS system, based on the corresponding material group of the material number selected. Any individual material on a PO or OA will determine the Report Category for the document. The hierarchy for this determination is listed below:

1. ITCONSTR (IT Construction)

2. ITPCS (IT Professional Consultant Services)

3. ITTGS (IT Technical General Services)

4. ITCOMM (IT Commodities)

5. CONSTR (Construction)

6. PCS (Professional Consultant Services)

7. TGS (Technical General Services)

8. COMM (Commodities)

Closing OAs or OA items: If a line on an OA needs to be closed but has an open PO which references it, the OA line must be blocked, not deleted. To block the line, right click the cell next to the line item number, and select Block. Deleting that line will cause a system error and would stop a user from closing out the PO.

PR or PO approval rejection: Upon rejection of a Purchase Requisition (PR) or PO, the document creator must open that document, undo the rejection, make any changes necessary and save to restart that approval.

Approval triggers: Changes to Validity End Date, TPC (Total Projected Cost) or an increase in the number of Line Items now retriggers the Approval Process.

Approver selection: PO and OA creators will now receive an Outlook email reminding them to select an approver.

New routing codes for Our Reference: The drop-down box for the Our Reference field in the header of purchasing documents now includes new codes for ABA (DBA-Division of Building Authority).

Improvements have been made to the AASIS approval process for Purchase Requisitions (PRs), Purchase Orders (POs), and Outline Agreements (OAs). These approvals may now be executed in the EASE Portal.

Except for first level PR approvers, AASIS approvers will receive Outlook emails when their approval is needed. Approvers will receive up to 2 reminder Outlook emails when timely approval has not taken place.

Procurement approval functions for PR's, PO's and OA's can now be done using EASE on a laptop, pc, tablet or smart phone. The AASIS approval functions remain as an existing option.

ASE Procurement documents show header information, item details and attachments and are contained within the EASE Inbox.

Web based training and job aids are available.