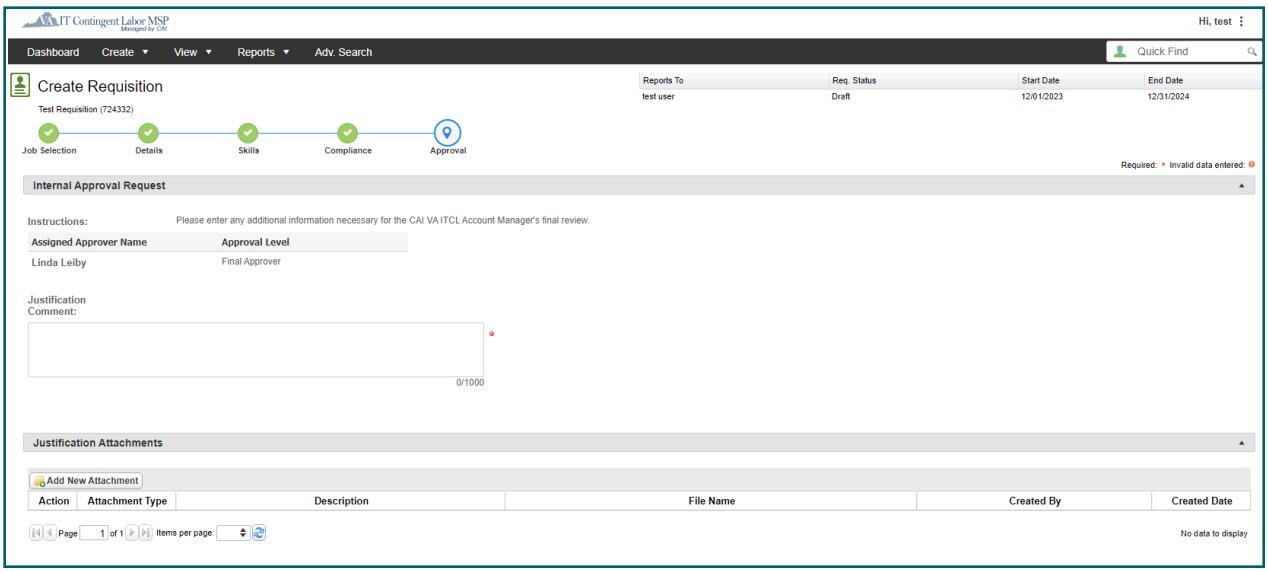
INSTRUCTIONS TO ATTACH EXCEPTION FORM IN VECTOR VENDOR MANAGEMENT SYSTEM (VMS)

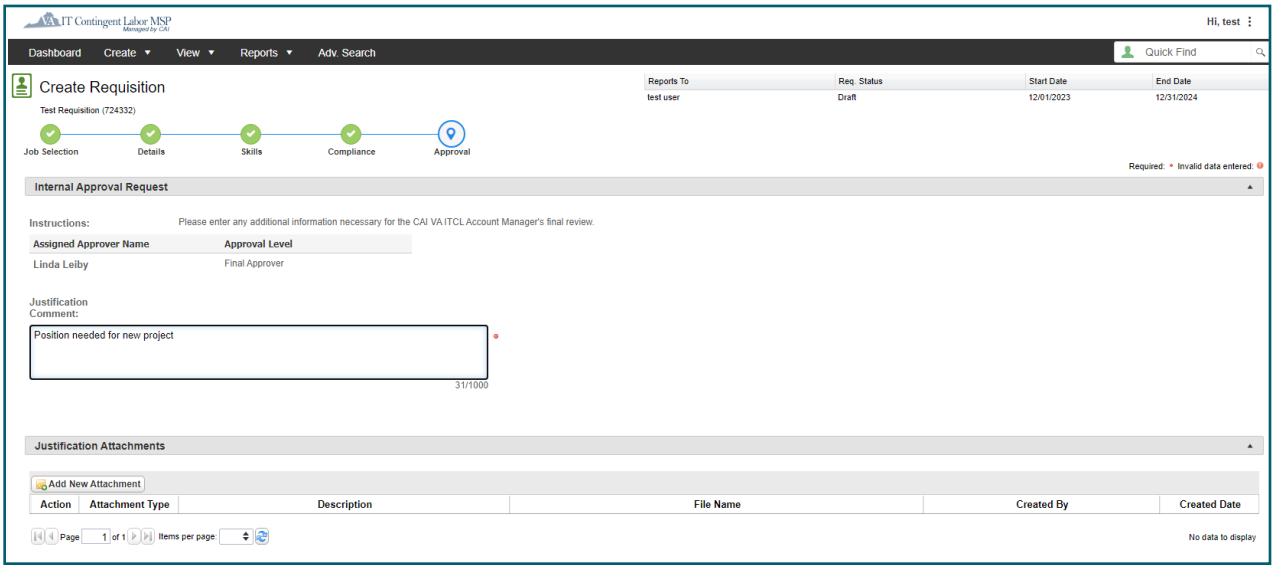
VIRGINIA IT AGENCY

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.



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



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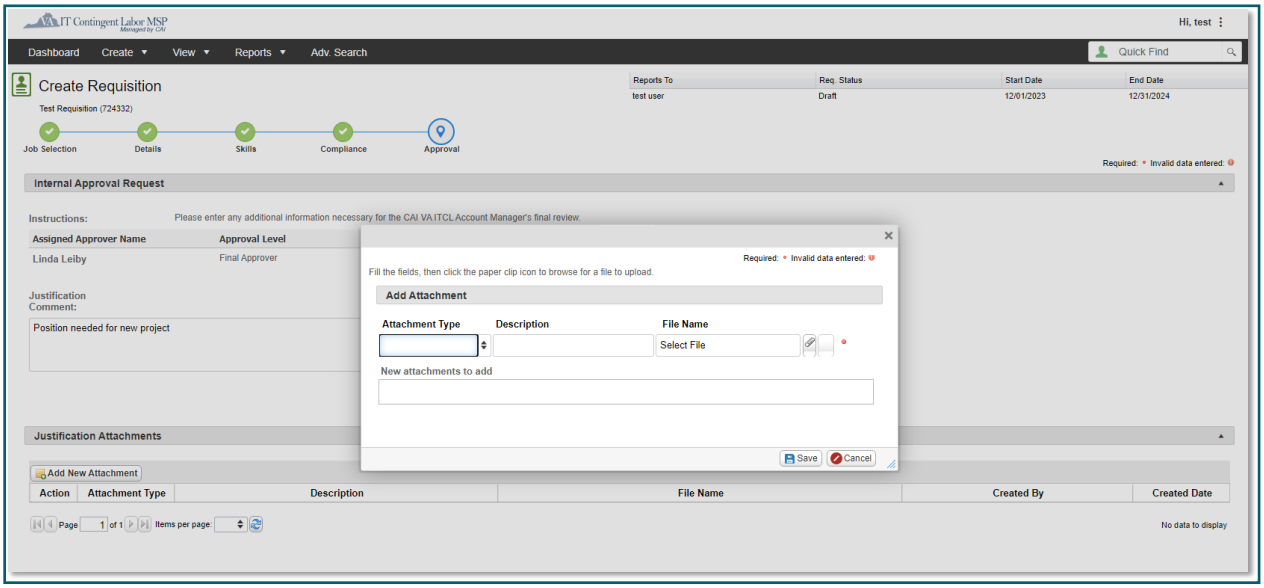
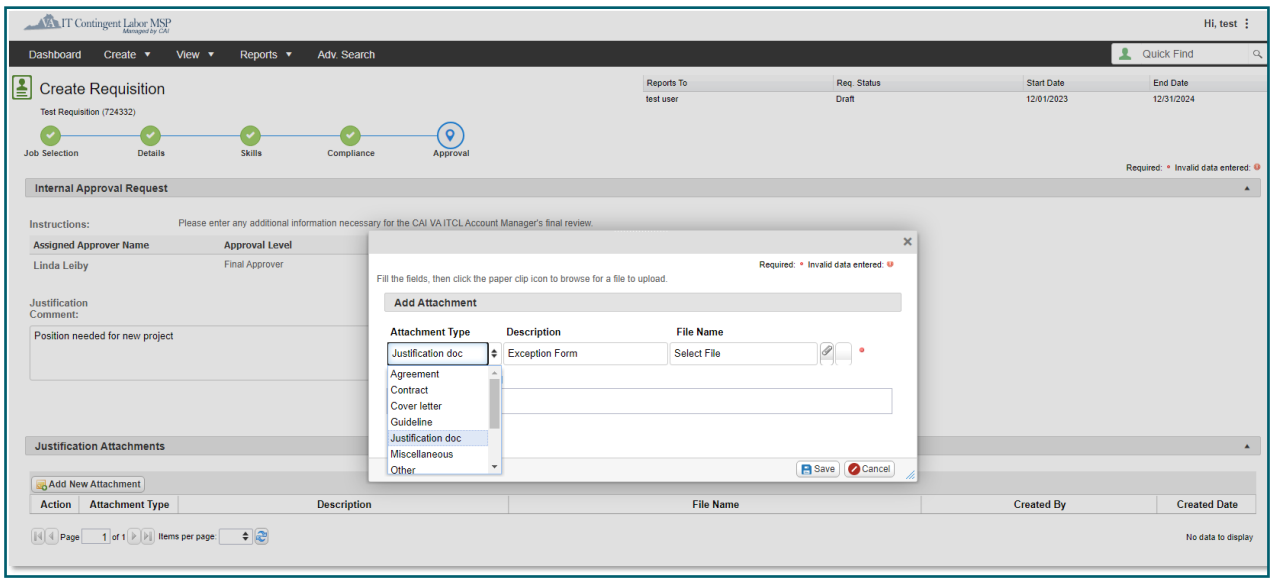
Step 3 –Attach the completed and signed Exception Form in the "Justification Attachments" section by clicking on the "Add New Attachment" button. A new popup window, shown below, will display.



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



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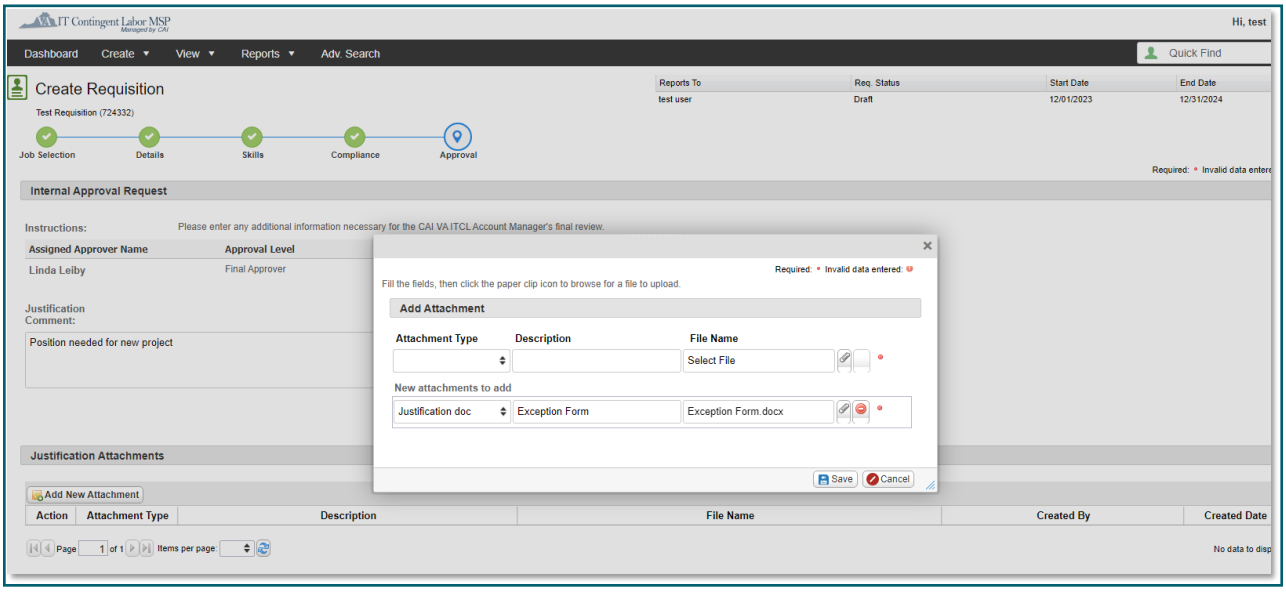
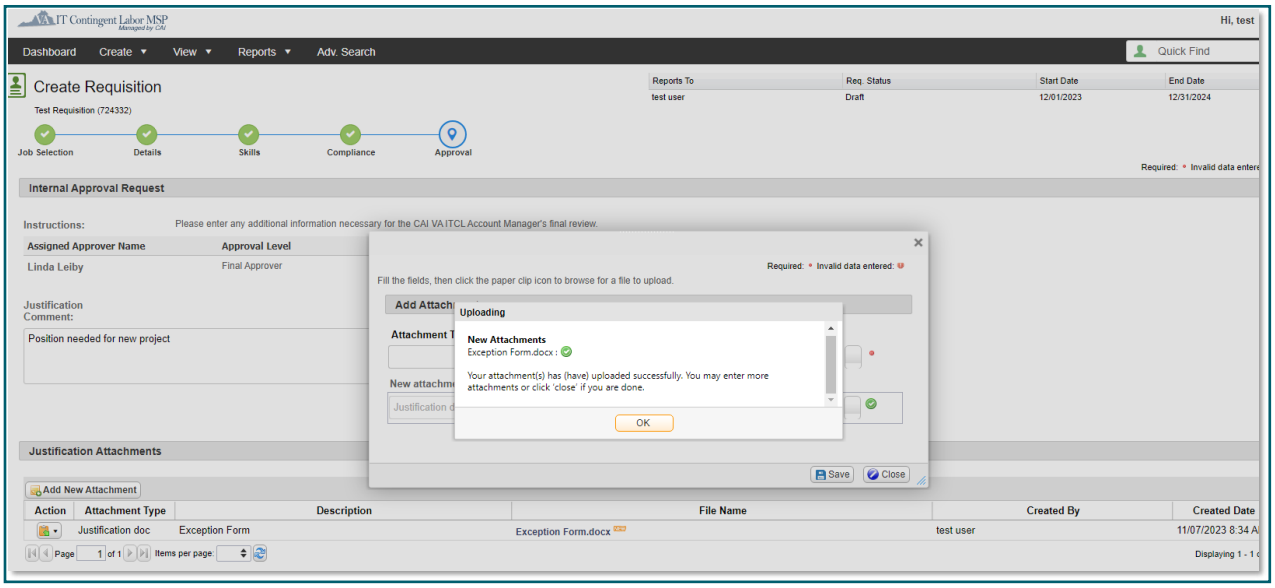
Step 5 –Click the paper clip icon, select the Exception Form file from your computer, and click the "Save" button.



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



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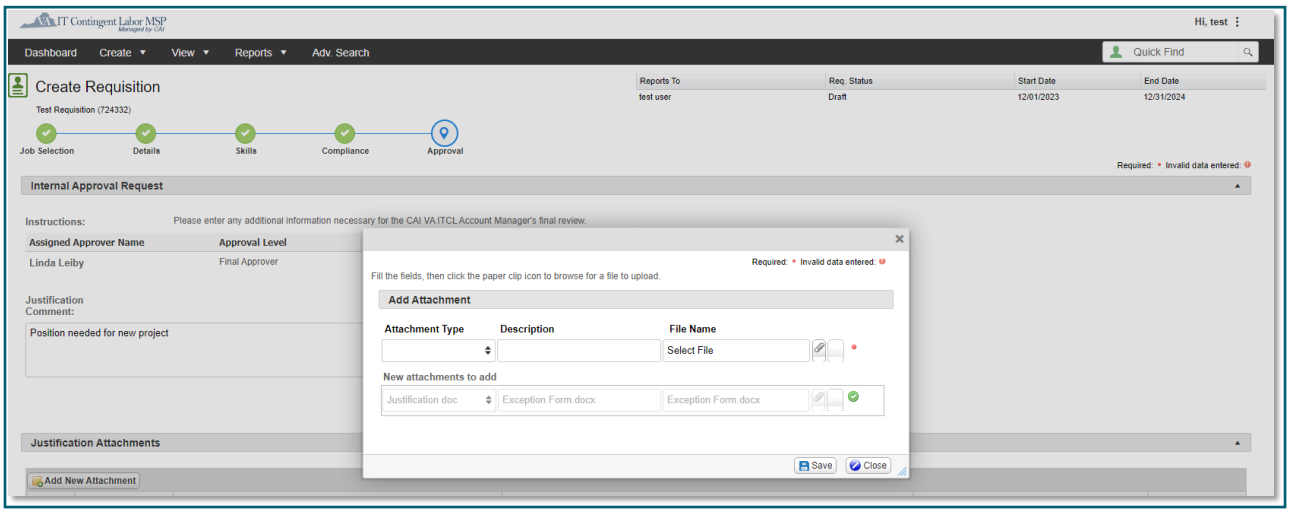
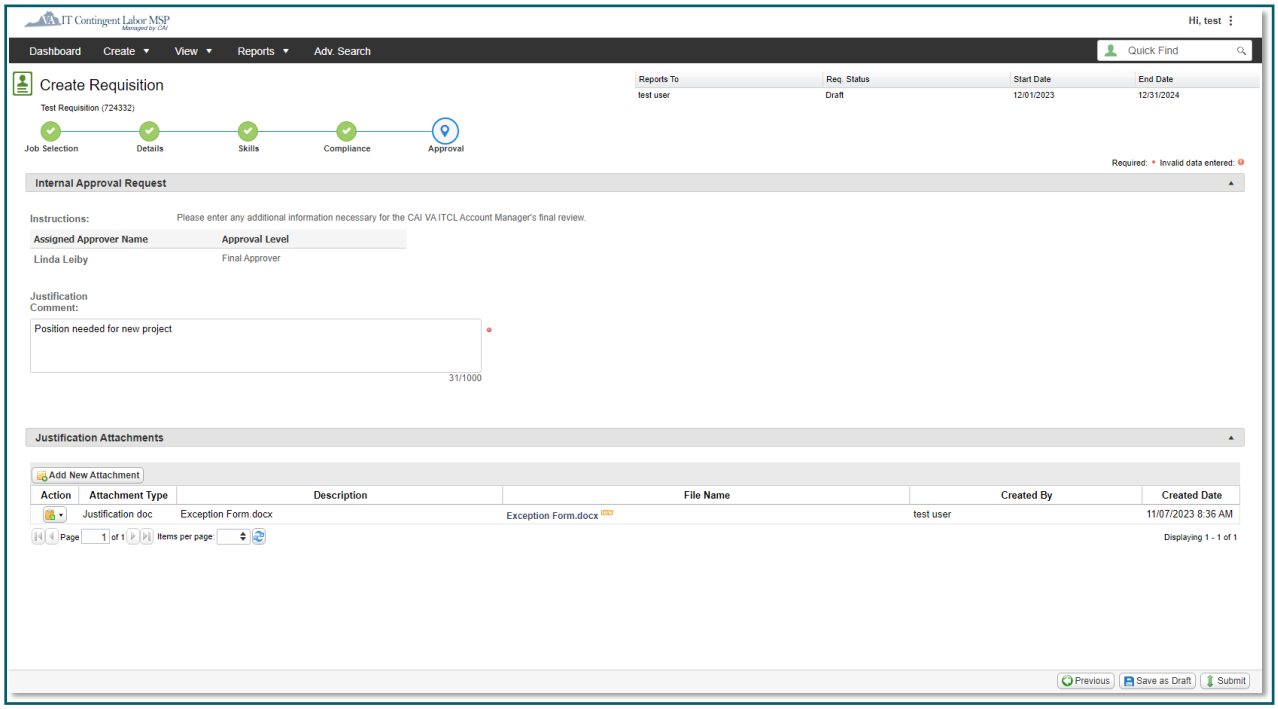
Step 7 –– Additional documents may be attached if needed. After all documents have been attached, click the "Close" button.



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