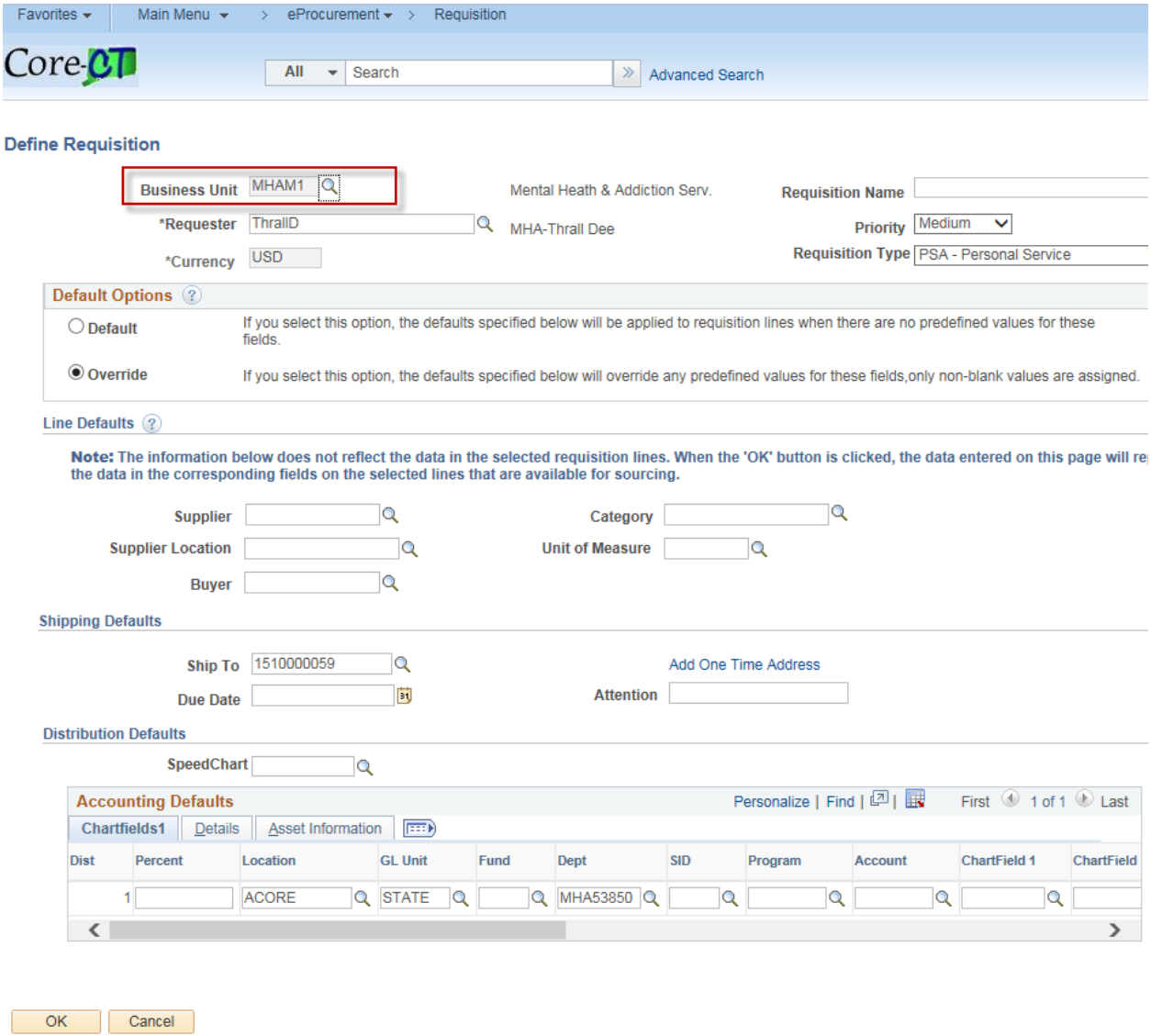
Types of Requisitions: PSA_POS

Navigation:

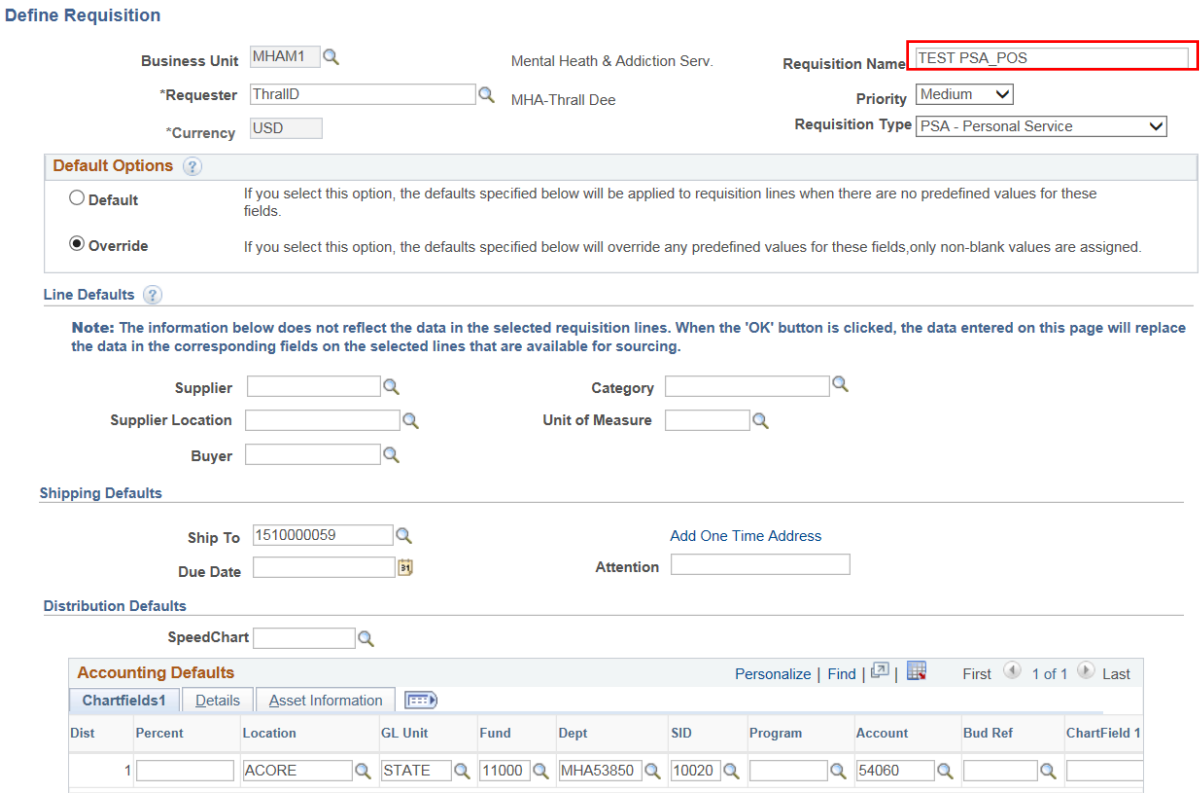
eProcurement > Requisition

Procedure:

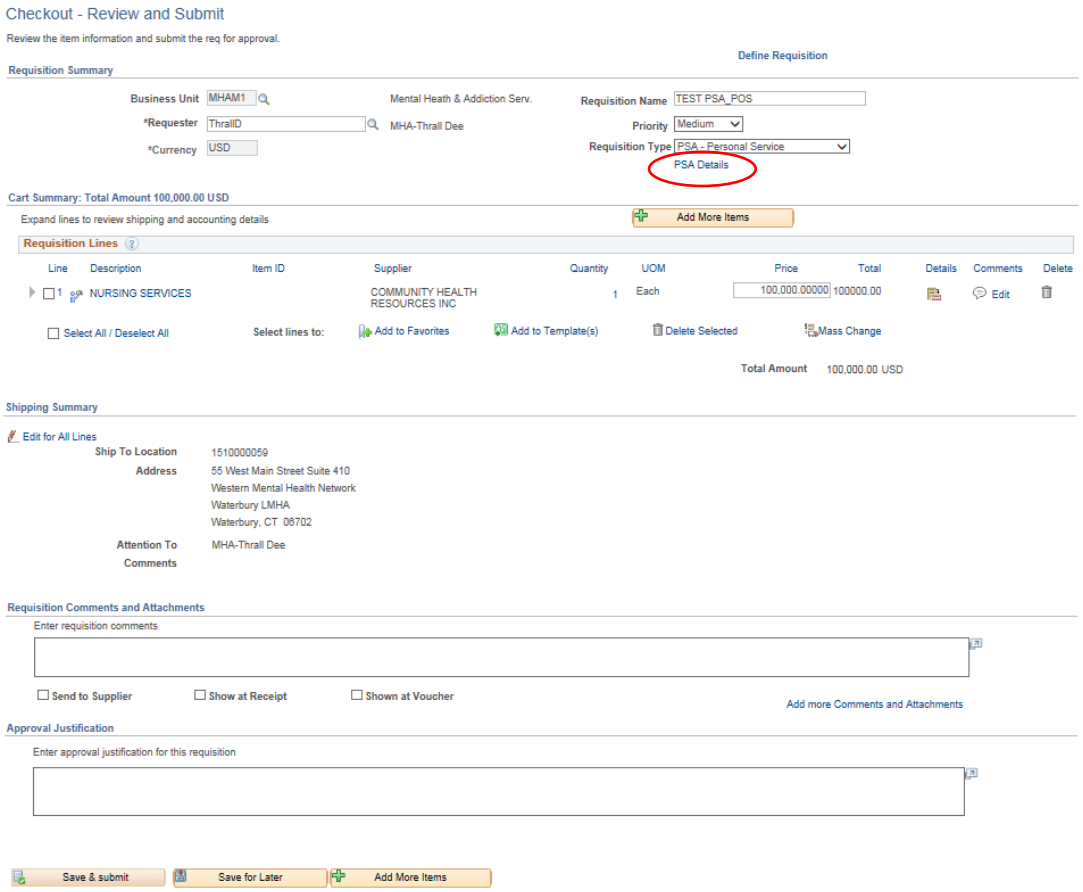
1. Enter **Business Unit**



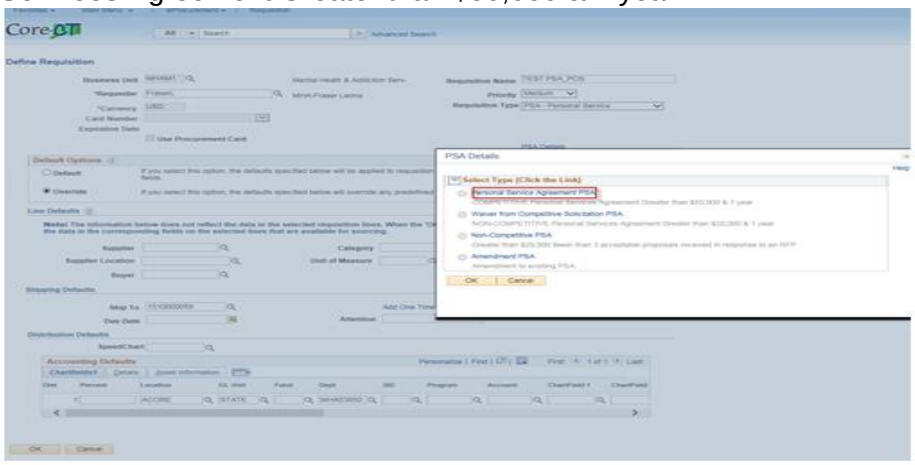
2. Enter the **Requisition Name**
3. **PSA – Personal** Service for the Requisition Type



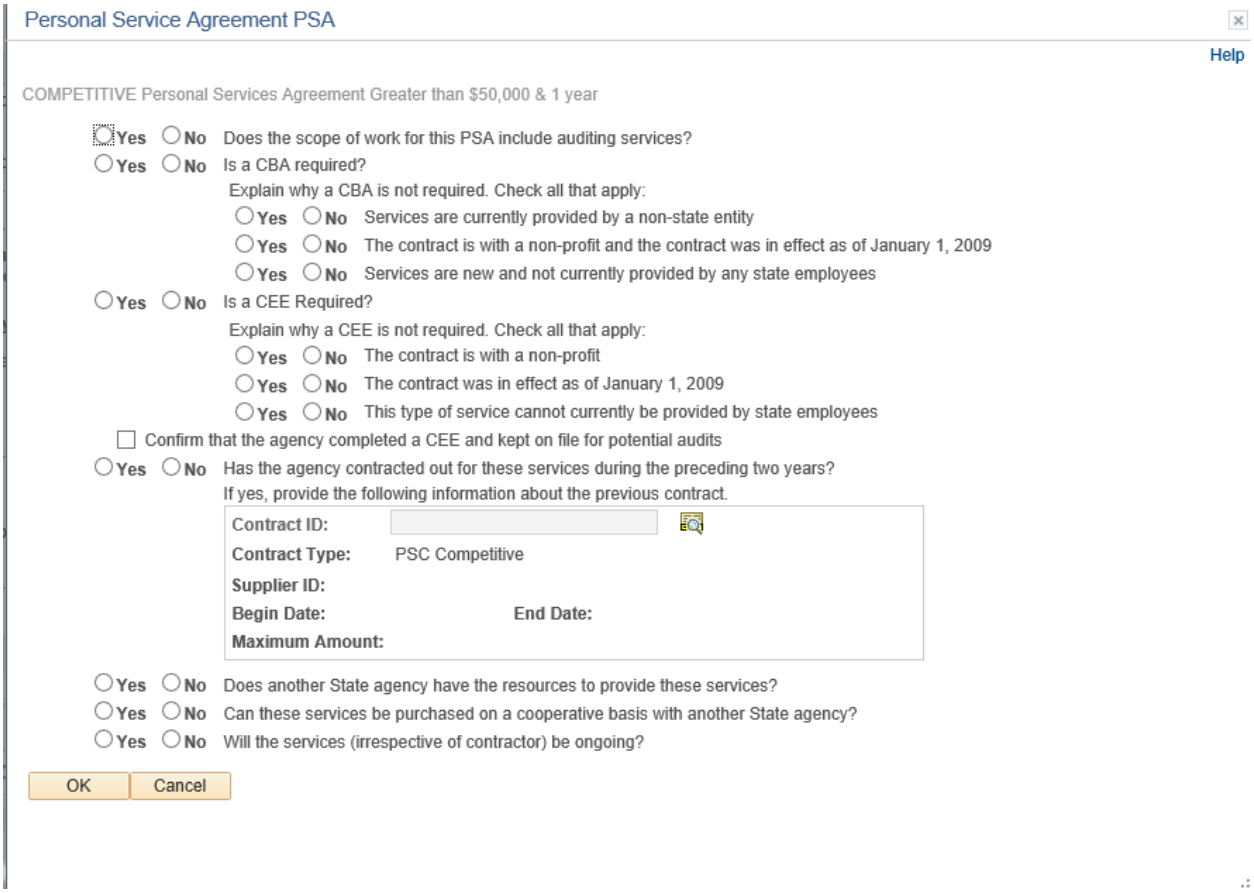
4. Click on the PSA Details Link



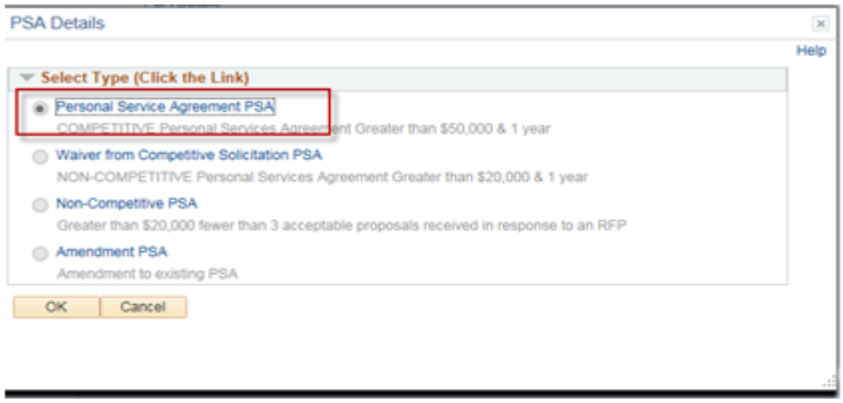
5. Click on Hyperlink for **Personal Service Agreement PSA – COMPETITIVE Personal Services** Agreement Greater than $50,000 & 1 year.



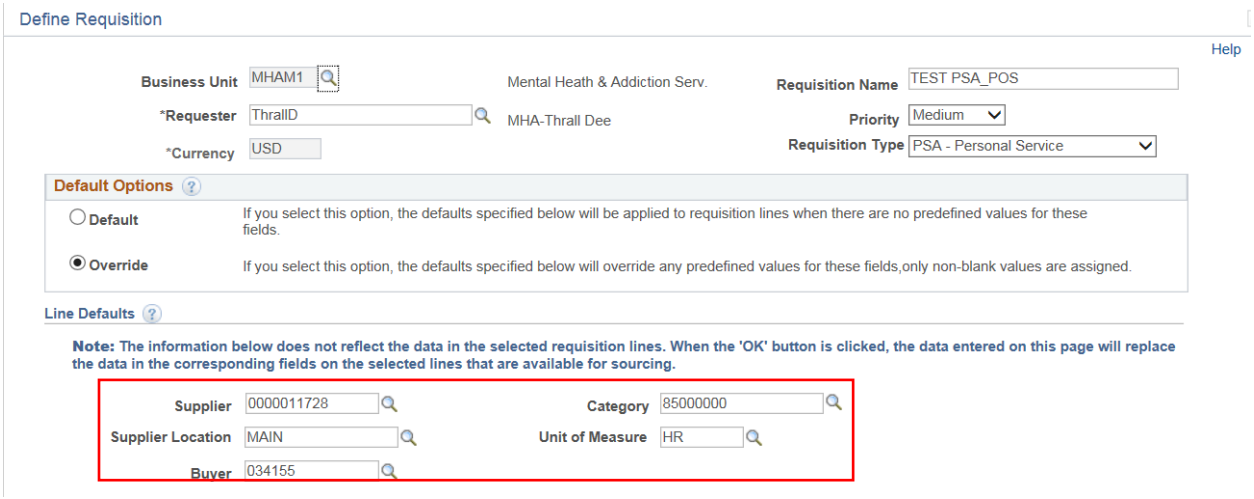
6. Answer all questions



7. Click **OK**

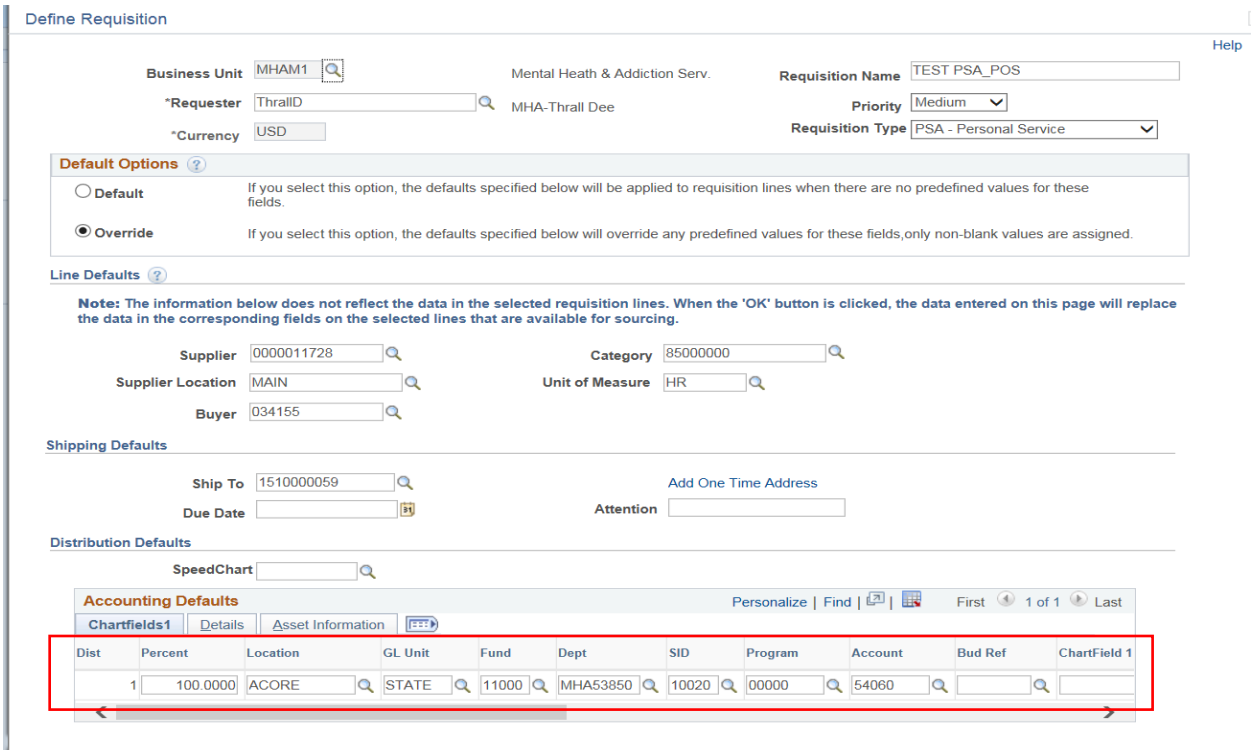


8. **Enter the Supplier ID**
9. **Buyer**
10. **Category**
11. **Unit of Measure**



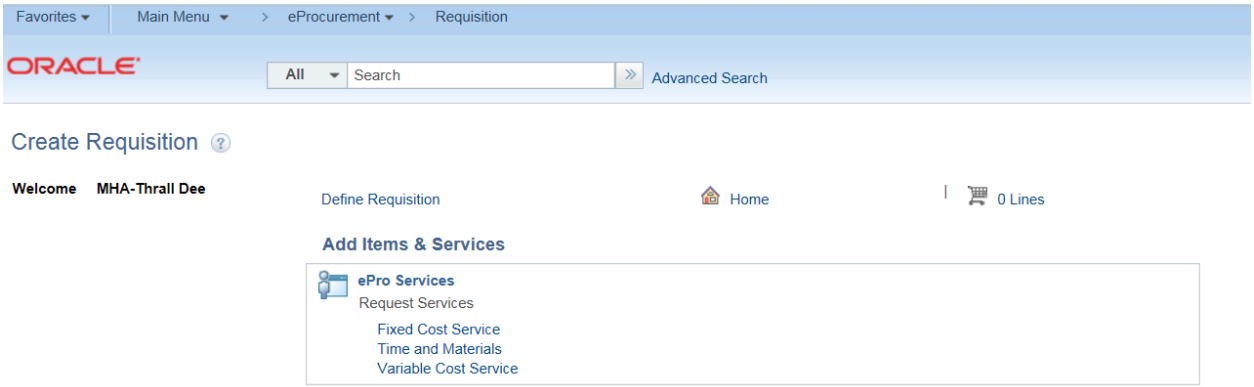
12. Enter Chartfields – If the chartfields are defaulted skip this step.

13. Click **OK**



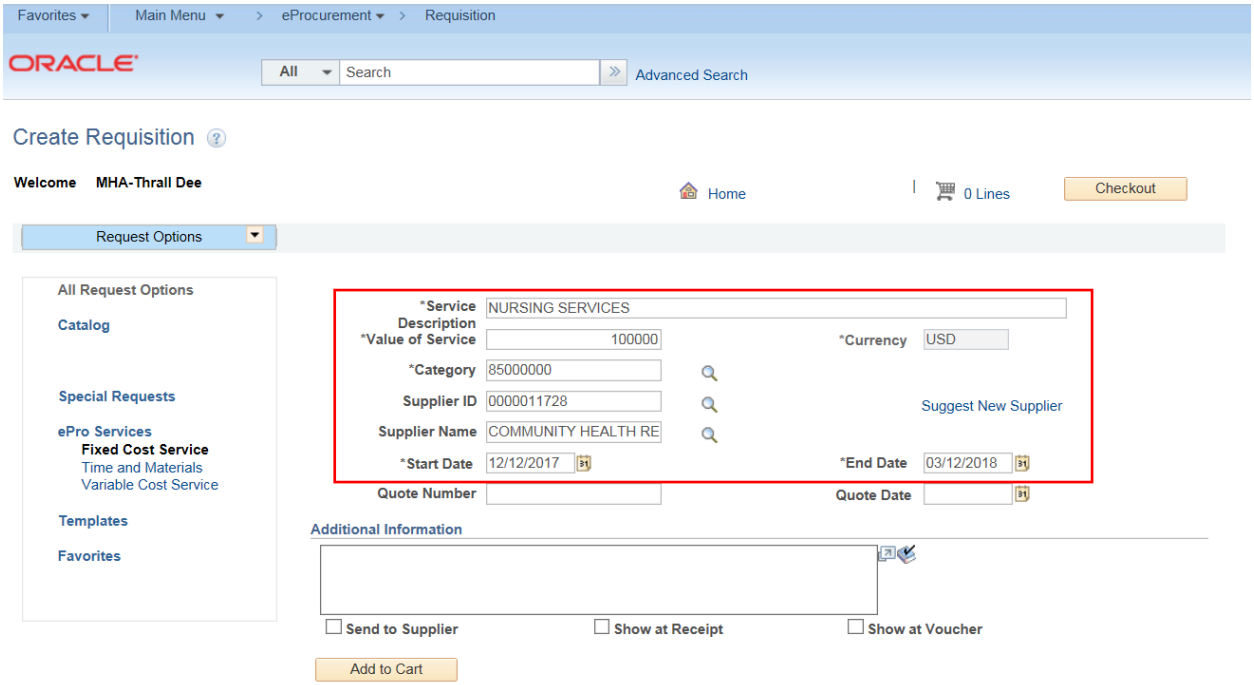
14. Click **Fixed Cost Service** link

Note: *The Category, Supplier ID, Supplier Name & Unit of Measure, fields populated with values entered on the Define Requisitions page.*

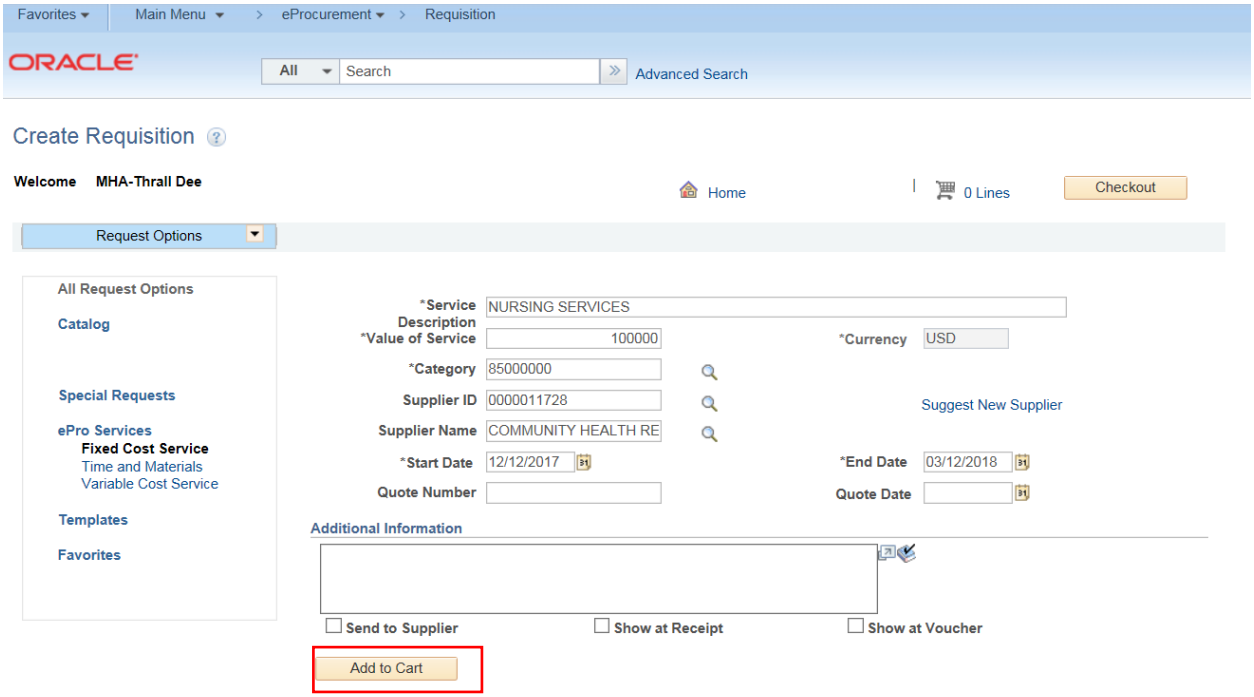


15. Enter **Priority of the requisition** (High, Med, Low) and then the **Item Description**
16. Enter **Value of Service**
17. Enter **Start Date**

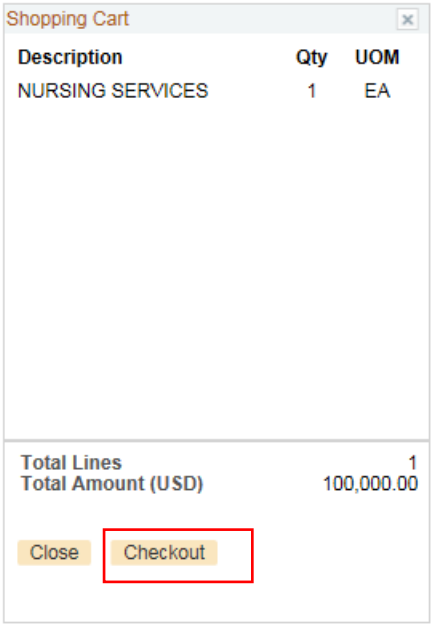
18. Enter **End Date**



19. Click **Add to Cart**

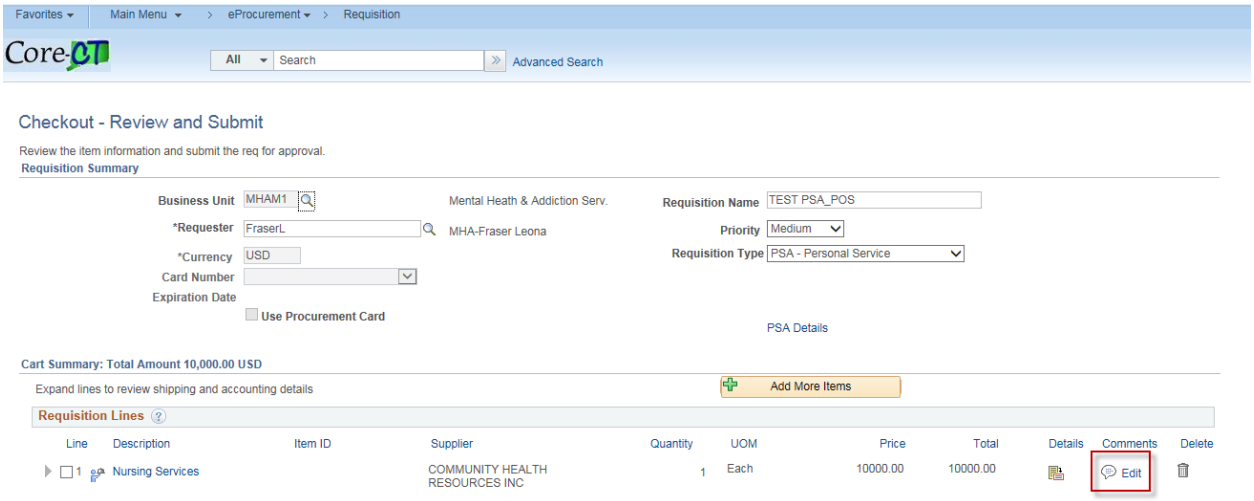


20. The **Shopping Cart** displays
21. Click **Checkout**

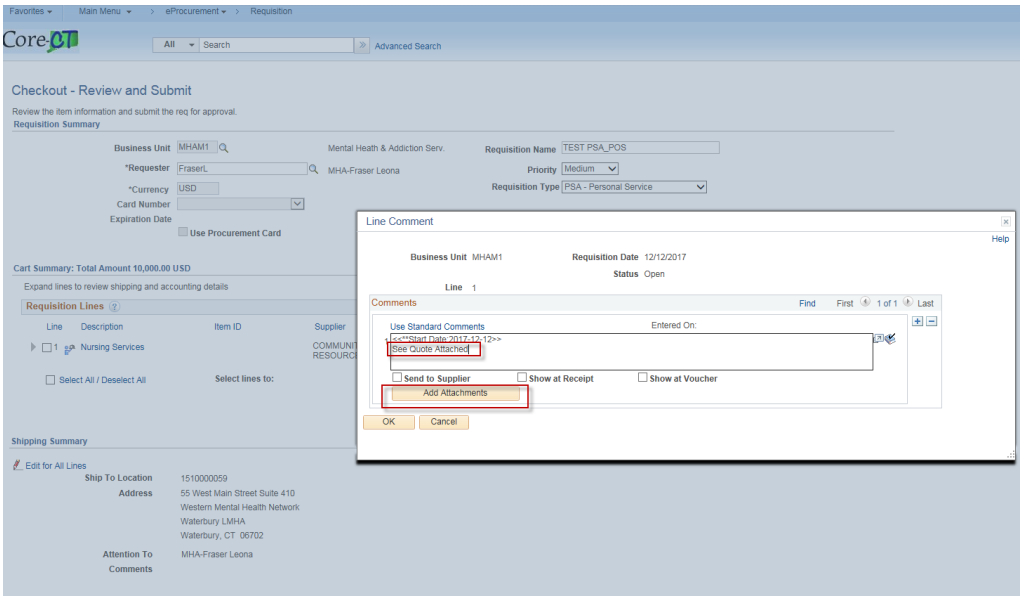


Note: *Do this process for additional services you wish to place on your requisition.*

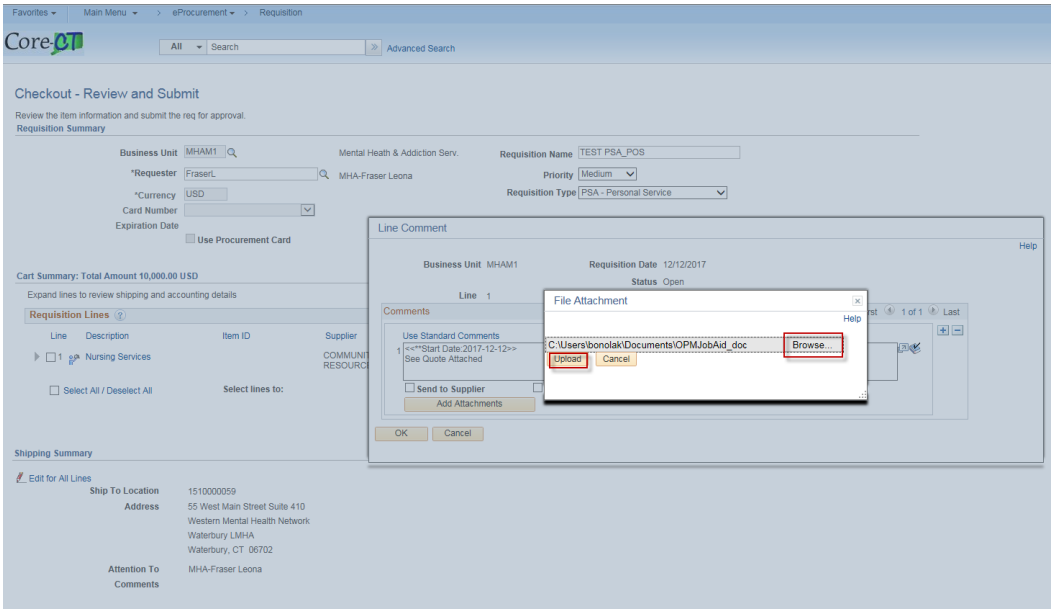
22. Click on the **Comments bubble**



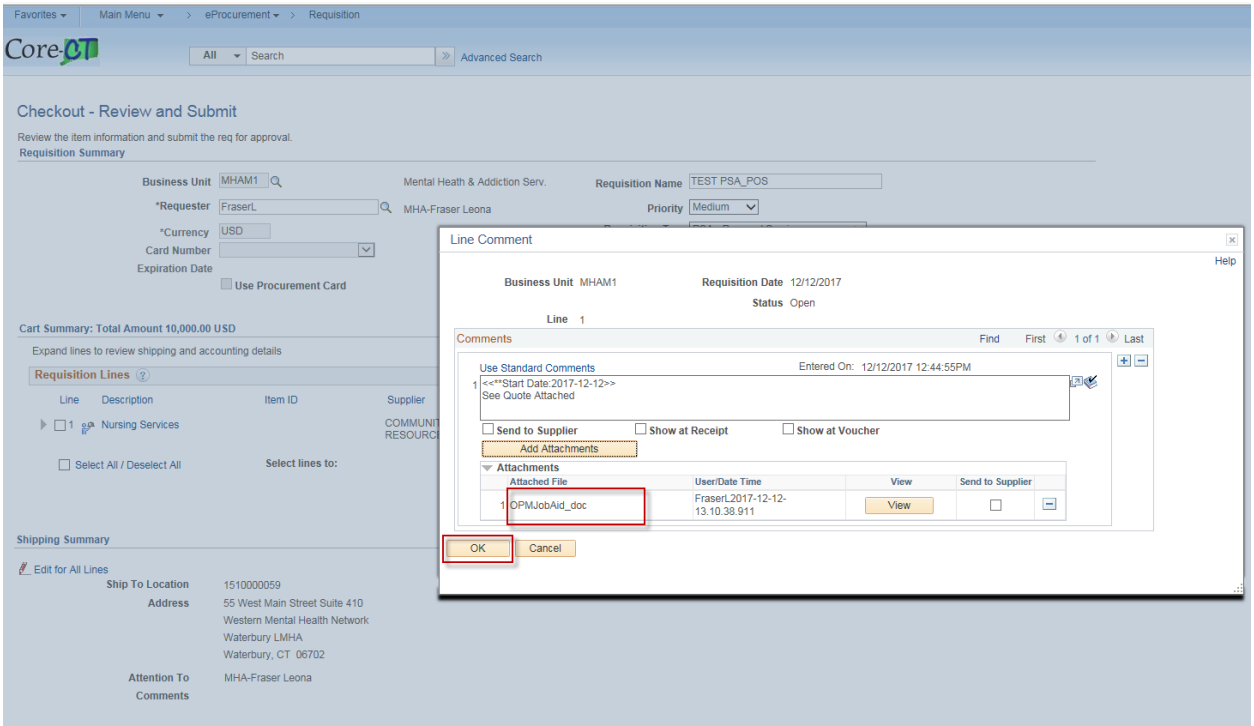
23. Add a **Comment**
24. Click on **Add Attachments**



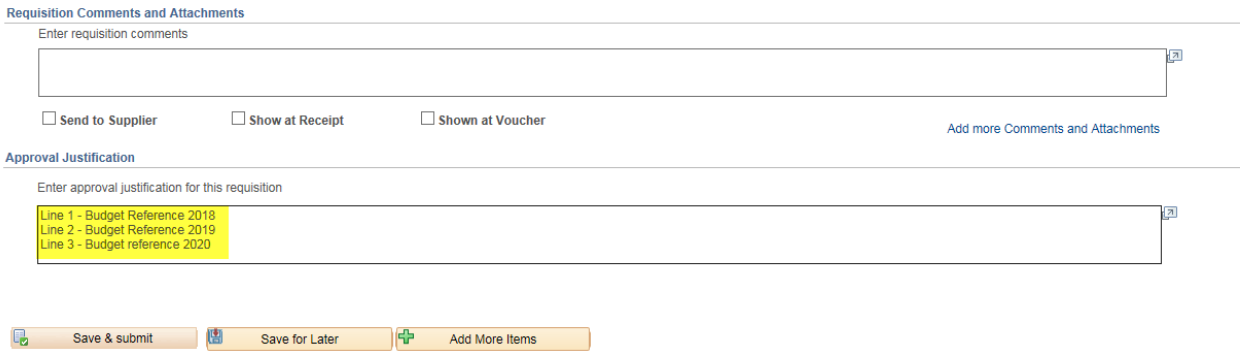
25. Click on **Browse** and find a file to attach
26. Click **Upload**



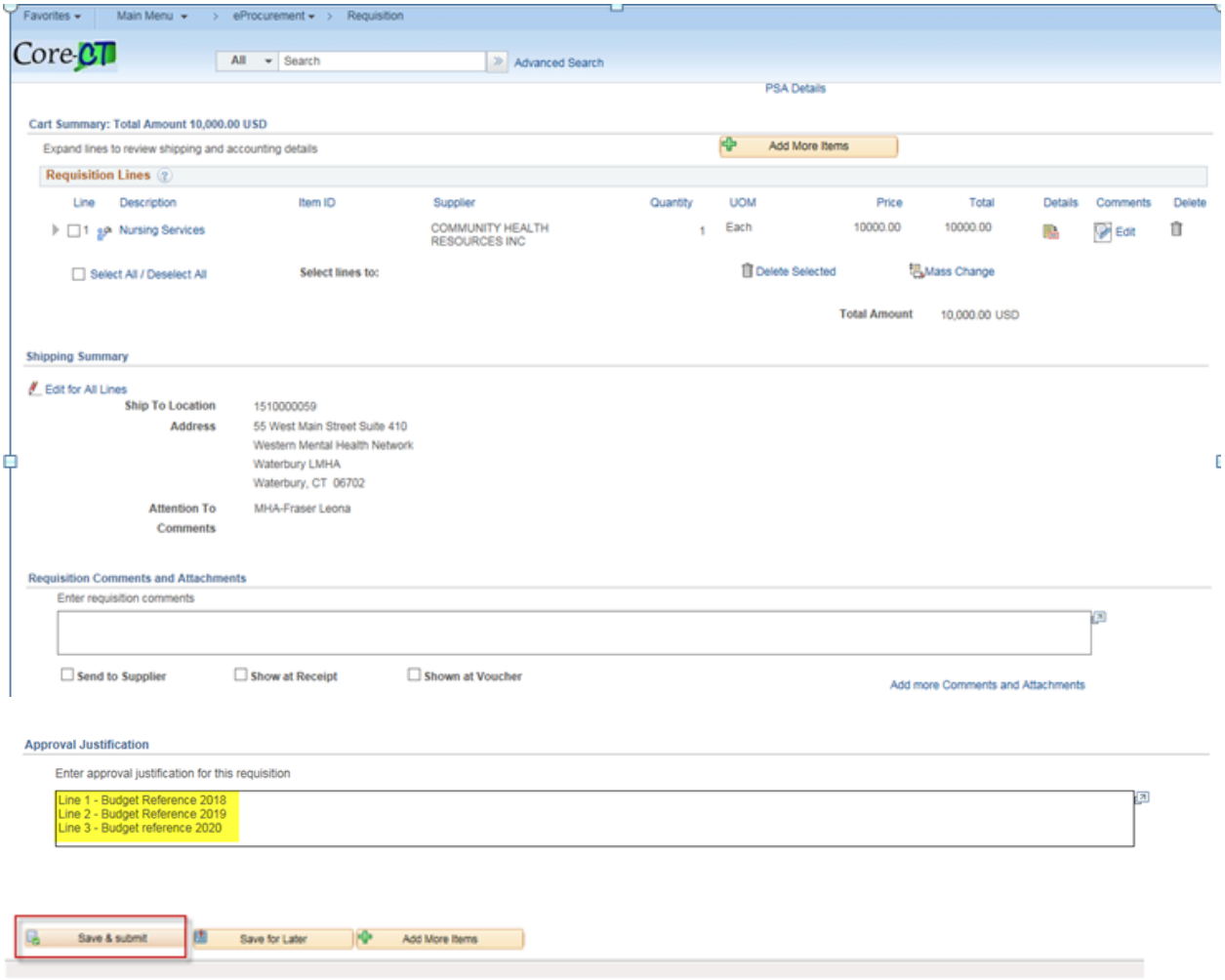
27. Click **OK**



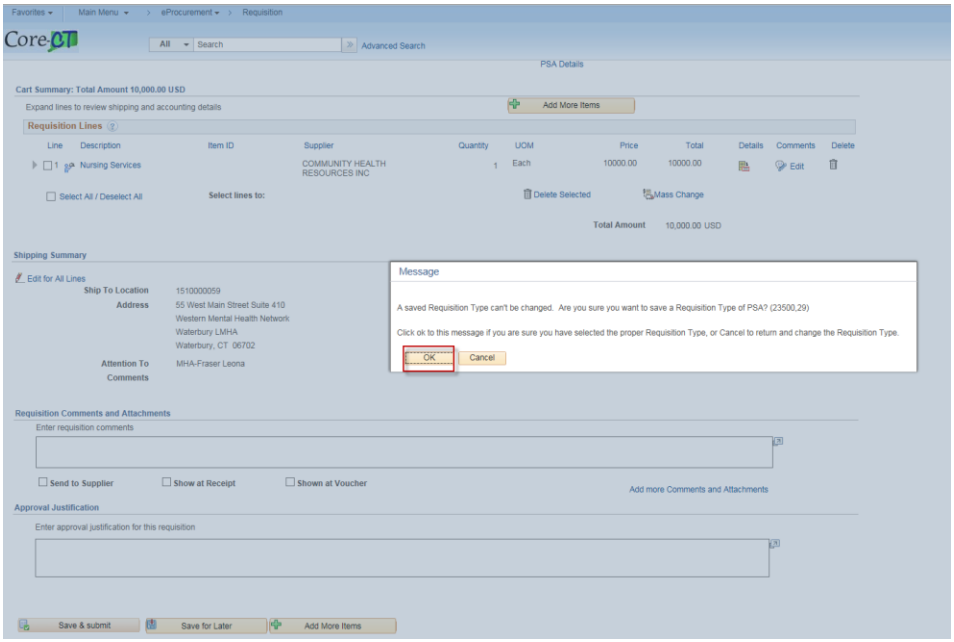
28. Enter the Budget Reference (Bud Ref) information in the Approval Justification field.



29. Click **Save & submit**



30. Click **OK**



- The requisition has been submitted to PSA_POS workflow and is in **pending status.**
- The requisition number displays on the header.
- The Bid/Contract ID starts with the year, agency acronym & requisition number. This field is editable when converting the req to a contract.
- Default for this requisition is Amount Only. If you need to change to QTY un-check the Amount Only Box in the line details.

(Once the requisition is converted into a contract, the Contract ID will have a suffix added to it of either PSA-01 or POS-01 depending upon which requisition type was chosen).

Confirmation

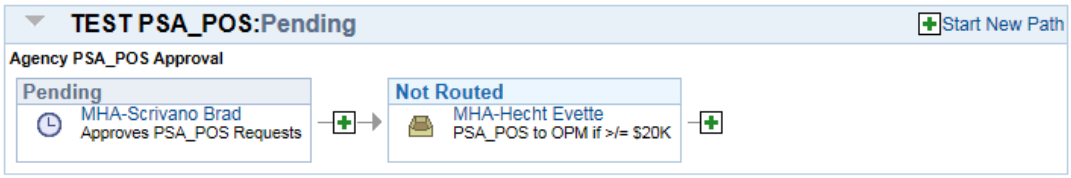
Your requisition has been submitted.

Requested For MHA-Thrall Dee
Requisition Name TEST PSA_POS
Requisition ID 0000031884
Business Unit MHAM1
Status Pending
Priority Medium
Budget Status Not Checked

Number of Lines 1
Total Amount 100,000.00 USD
Bid ID 18MHA31884
PSA Details

View printable version Edit This Requisition

Agency PSA_POS Approval



PSA_POS OPM APPROVAL

Apply Approval Changes

Create New Requisition Manage Requisitions