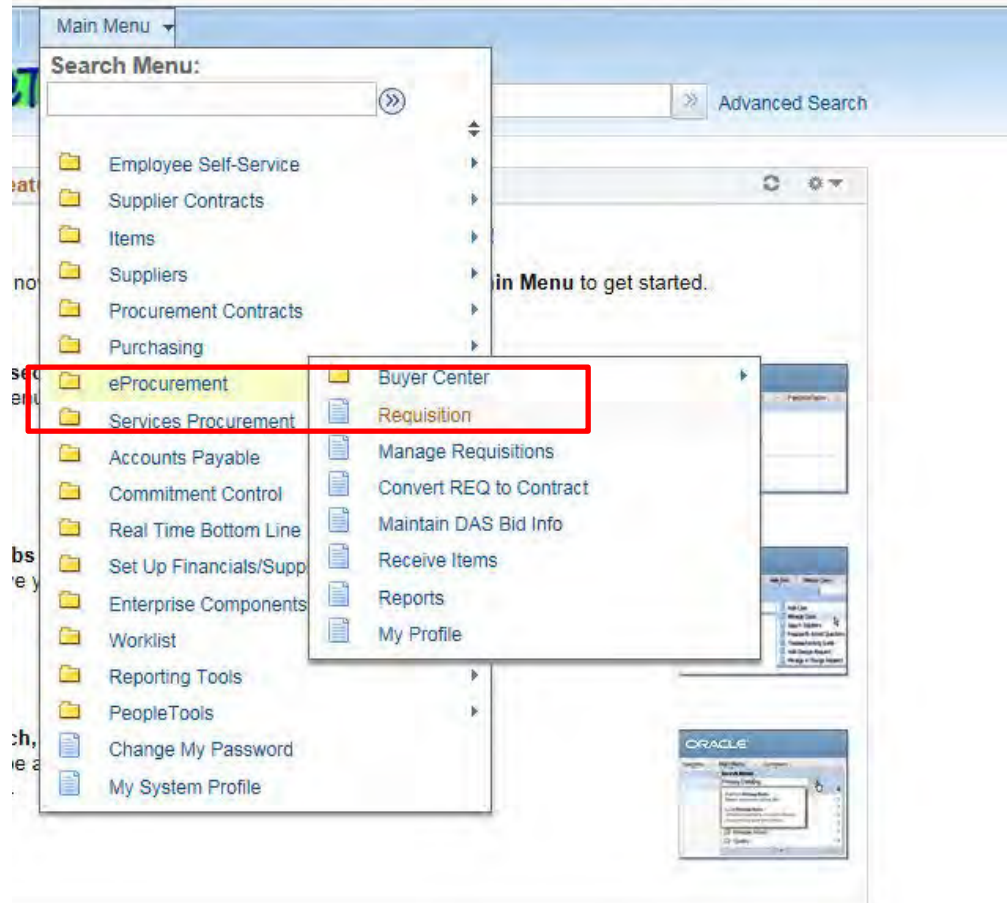




PSA/POS Pre-Authorization in the eProcurement module

Creating a Personal Service Agreement (PSA) Requisition



Certain Fields Default based on User Profile

Define Requisition

Business Unit Mental Health & Addiction Serv Requisition Name

Requester MHA-Jackson-Lee Tia Priority

*Currency Requisition Type

PSA Details

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier Category

Supplier Location Unit of Measure

Buyer

Shipping Defaults

Ship To Add One Time Address

Due Date Attention

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | 1 of 1 | Last

Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Fund	Dept	SID	Program	Account	Bud R
1		ACORE	STATE		MHA53188				

Create a Requisition Name to locate it later in Manage Requisition

The PSA Details must be completed. A warning will display when saving if not.

Define Requisition

Business Unit: MHAM1 Mental Health & Addiction Serv
Requester: Jackson-LeeTia MHA-Jackson-Lee Tia
*Currency: USD

Requisition Name: PSA for Nursing Services
Priority: Medium
Requisition Type: PSA - Personal Service
PSA Details

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
 Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier: [] Category: []
Supplier Location: [] Unit of Measure: []
Buyer: []

Shipping Defaults

Ship To: 0840000311 Add One Time Address
Due Date: [] Attention: []

Distribution Defaults

SpeedChart: []

Accounting Defaults

Personalize | Find | First | 1 of 1 | Last

Dist	Percent	Location	GL Unit	Fund	Dept	SID	Program	Account	Bud R
1		ACORE	STATE		MHA53188				

OK Cancel

PSA Details



▼ Select Type (Click the Link)

- Personal Service Agreement PSA**
COMPETITIVE Personal Services Agreement Greater than \$50,000
- Waiver from Competitive Solicitation PSA**
NON-COMPETITIVE Personal Services Agreement Greater than \$50,000
- Non-Competitive PSA**
Greater than \$50,000 fewer than 3 acceptable proposals received in response to an RFP
- Amendment PSA**
Amendment to existing PSA

OK

Cancel

Edit as necessary – Answer ALL questions

Personal Service Agreement PSA

COMPETITIVE Personal Services Agreement Greater than \$50,000

Yes No Is this a requisition to execute a Request for Proposal (RFP)?

Yes No Does the scope of work for this PSA include auditing services permissible by the state Auditors of Public Accounts?

Yes No Has a Cost Benefit Analysis (CBA) been completed per §4e-16(a)?
Explain why a CBA is not required. Select "Yes" for all that apply:

Yes No Services are currently provided by a non-state entity

Yes No The contract is with a non-profit and the contract was in effect as of January 1, 2009

Yes No Services are new and not currently provided by any state employees

Yes No Has a Cost Effectiveness Evaluation (CEE) been completed per §4e-16(p)? If "Yes", keep on file for potential audits.
Explain why a CEE is not required. Select "Yes" for all that apply:


Yes No The contract is with a non-profit

Yes No The contract was in effect as of January 1, 2009

Yes No This type of service cannot currently be provided by state employees

Yes No Is this request in accordance with your agency's current OPM-approved procurement plan?

Yes No Has the agency contracted out for these services during the preceding two years?
If yes, provide the following information about the previous contract.

Contract ID:	<input type="text"/>	
Contract Type:	PSC Competitive	
Supplier ID:		
Begin Date:	End Date:	
Maximum Amount:		






Yes No Does another State agency have the resources to provide these services?

Yes No Can these services be purchased on a cooperative basis with another State agency?

Yes No Will the services (irrespective of contractor) be ongoing?

Click OK

PSA Details

Select Type (Click the Link)

- Personal Service Agreement PSA
COMPETITIVE Personal Services Agreement Greater than \$50,000
- Waiver from Competitive Solicitation PSA
NON-COMPETITIVE Personal Services Agreement Greater than \$50,000
- Non-Competitive PSA
Greater than \$50,000 fewer than 3 acceptable proposals received in response to an RFP
- Amendment PSA
Amendment to existing PSA

Line Defaults

- You can select the Supplier on the Req. Defaults by clicking the magnifying glass

The screenshot displays a software interface with two main panels. The left panel, titled 'Define Requisition', includes fields for Business Unit (MHAMT), Requester (Jackson-LeeTia), and Currency (USD). Under 'Default Options', the 'Override' radio button is selected. The 'Line Defaults' section contains a 'Supplier' field with a magnifying glass icon highlighted by a red box. The right panel, titled 'Supplier Search', shows search criteria: Supplier ID (empty), Name (Community Health), Short Supplier Name, Alternate Supp Name, City, Country, State, and Postal Code. The 'Find' button is highlighted with a red box. Below the search criteria is a 'Search Results' table with 8 rows of data.

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	1 0000010407	COMMUNITY HEALTH CENTER INC	PCARDPOS	POS PCARD RECONCILIATION ONLY	PO BOX 416893	BOSTON	MA	
<input type="radio"/>	2 0000010407	COMMUNITY HEALTH CENTER INC	MAIN-ACH	ORDER & REMIT-ACH	PO BOX 416893	BOSTON	MA	
<input type="radio"/>	3 0000010407	COMMUNITY HEALTH CENTER INC	RECORDS-NW	NON-REPORTABLE RECORDS ONLY	PO BOX 416893	BOSTON	MA	
<input type="radio"/>	4 0000010407	COMMUNITY HEALTH CENTER INC	PCARDOPTIN	ACCEPTS P-CARD REQ/PO	ATTN GRANTS DEPT	MIDDLETOWN	CT	
<input type="radio"/>	5 0000010407	COMMUNITY HEALTH CENTER INC	MAIN	ORDER & REMIT-CHECKS	ATTN GRANTS DEPT	MIDDLETOWN	CT	
<input type="radio"/>	6 0000010407	COMMUNITY HEALTH CENTER INC	REMIT-TEPF	TEPFS-SEL ADDR W/ACCT	ATTN GRANTS DEPT	MIDDLETOWN	CT	
<input checked="" type="radio"/>	7 0000011728	COMMUNITY HEALTH RESOURCES INC	MAIN	ORDER & REMIT-CHECKS	2 WATERSIDE XING STE 401	WINDSOR	CT	
<input type="radio"/>	8 0000011728	COMMUNITY HEALTH RESOURCES INC	MAIN-ACH	ORDER & REMIT-ACH	2 WATERSIDE XING STE 401	WINDSOR	CT	

Supplier, Category, Buyer, and Unit of Measure are required fields.

Business Unit: MHAM1 Mental Health & Addiction Serv Requisition Name: PSA for Nursing Services
Requester: Jackson-Lee Tia MHA-Jackson-Lee Tia Priority: Medium
*Currency: USD Requisition Type: PSA - Personal Service

PSA Details

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
 Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier: 0000011728 Category: 85000000
Supplier Location: MAIN Unit of Measure: HR
Buyer: FabianoM

Shipping Defaults

Ship To: 0640000311 Add One Time Address
Due Date: Attention:

Distribution Defaults

SpeedChart:

Accounting Defaults

Chartfields: Details Asset Information

Dist	Percent	Location	GL Unit	Fund	Dept	910
1		ACORE	STATE		MHA53186	

OK Cancel

Look Up Buyer

Buyer: begins with
Name: begins with MHA

Look Up Clear Cancel Basic

Lookup

Search Results


View 100 First 1-42 of 42 Last


Buyer	Name
426270	MHA- Briere Susan P
AbdirahamM	MHA-Abdiraham Muna R
AldiM	MHA-Aldi Marcellina M
AveryJul	MHA-Avery Julia M
BellL	MHA-Bell Lori
BerryJa3	MHA-Berry, Jasmine M. (DOH)
026219	MHA-Brault, Kristen A.
BusheyC	MHA-Bushey Christopher J
152584	MHA-Calderon Nora Candelaria
576829	MHA-Celotto, Maxx Ian
ColangeloD	MHA-Colangelo Diane J
162985	MHA-Duquette Cheri B
FabianoM	MHA-Fabiano Mikako
499875	MHA-Fenn Christina M

Create Requisition

Welcome MHA-Jackson-Lee Tia

Define Requisition

 Home

 0 Lines

Add Items & Services

-  ePro Services
- Request Services
 - Fixed Cost Service
 - Time and Materials
 - Variable Cost Service**

Certain fields default from Define Requisition page.

Fields with asterisks * are required.

Welcome MHA-Jackson-Lee Tia Home 0 Lines Checkout

Request Options

All Request Options

- Catalog
- Special Requests
- ePro Services
 - Fixed Cost Service
 - Time and Materials
 - Variable Cost Service
- Templates
- Favorites

*Service Description

*Number of Units of Work *Unit of Work

*Rate *Currency Code

*Category

Supplier ID [Suggest New Supplier](#)

Supplier Name

Quote Number

*Beginning Date Quote Date

*Date of Completion


Additional Information

Send to Supplier Show at Receipt Show at Voucher

Create Requisition ?

Welcome MHA-Jackson-Lee Tia

 Home

 0 Lines

[Checkout](#)

Request Options ▼

All Request Options

Catalog

Special Requests

ePro Services

Fixed Cost Service

Time and Materials

Variable Cost Service

Templates

Favorites

*Service Description	TEST SERVICES		
*Number of Units of Work	<input type="text" value="500"/>	*Unit of Work	<input type="text" value="HR"/>
*Rate	<input type="text" value="250.00"/>	*Currency Code	<input type="text" value="USD"/>
*Category	<input type="text" value="85000000"/>	Suggest New Supplier	
Supplier ID	<input type="text" value="0000011728"/>	Quote Date	<input type="text"/>
Supplier Name	<input type="text" value="COMMUNITY HEALTH R"/>	*Date of Completion	<input type="text"/>
Quote Number	<input type="text"/>		
*Beginning Date	<input type="text"/>		

Additional Information

Send to Supplier

Show at Receipt

Show at Voucher

[Add to Cart](#)

Create Requisition ?

Welcome MHA-Jackson-Lee Tia Home | 1 Line Checkout

Request Options

All Request Options

Catalog

Special Requests

ePro Services
Fixed Cost Service
Time and Materials
Variable Cost Service

Templates

Favorites

*Service Description

*Number of Units of Work *Unit of Work

*Rate *Currency Code

*Category

Supplier ID

Supplier Name

Quote Number

*Beginning Date

Quote Date

*Date of Completion

[Suggest New Supplier](#)

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Shopping Cart

Description	Qty	UOM
TEST SERVICES	500	HR
Total Lines		1
Total Amount (USD)		125,000.00

Add more lines if needed by entering required information.

If finished, click Checkout from the cart, which can be moved around the page, or from the button at the top right.

Click the Line Comments icon to attach any files

Checkout - Review and Submit

Review the item information and submit the req for approval.

[Define Requisition](#)

Requisition Summary

Business Unit	<input type="text" value="MHAM1"/>	Mental Health & Addiction Serv	Requisition Name	<input type="text" value="PSA for Nursing Services"/>
Requester	<input type="text" value="Jackson-LeeTia"/>	MHA-Jackson-Lee Tia	Priority	<input type="text" value="Medium"/>
*Currency	<input type="text" value="USD"/>		Requisition Type	<input type="text" value="PSA - Personal Service"/>

[PSA Details](#)

Cart Summary: Total Amount 125,000.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines [?](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	TEST SERVICES		COMMUNITY HEALTH RESOURCES INC	<input type="text" value="500"/>	Hours	250.00	125000.00		Edit	

Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

Total Amount 125,000.00 USD

Line Comment



Business Unit MHAM1

Requisition Date 12/19/2023

Status Open

Line 1

Comments

Find

First

1 of 1

Last



Use Standard Comments

Entered On:

1 **Start Date:12-19-2023**End Date:12-31-2024

Send to Supplier

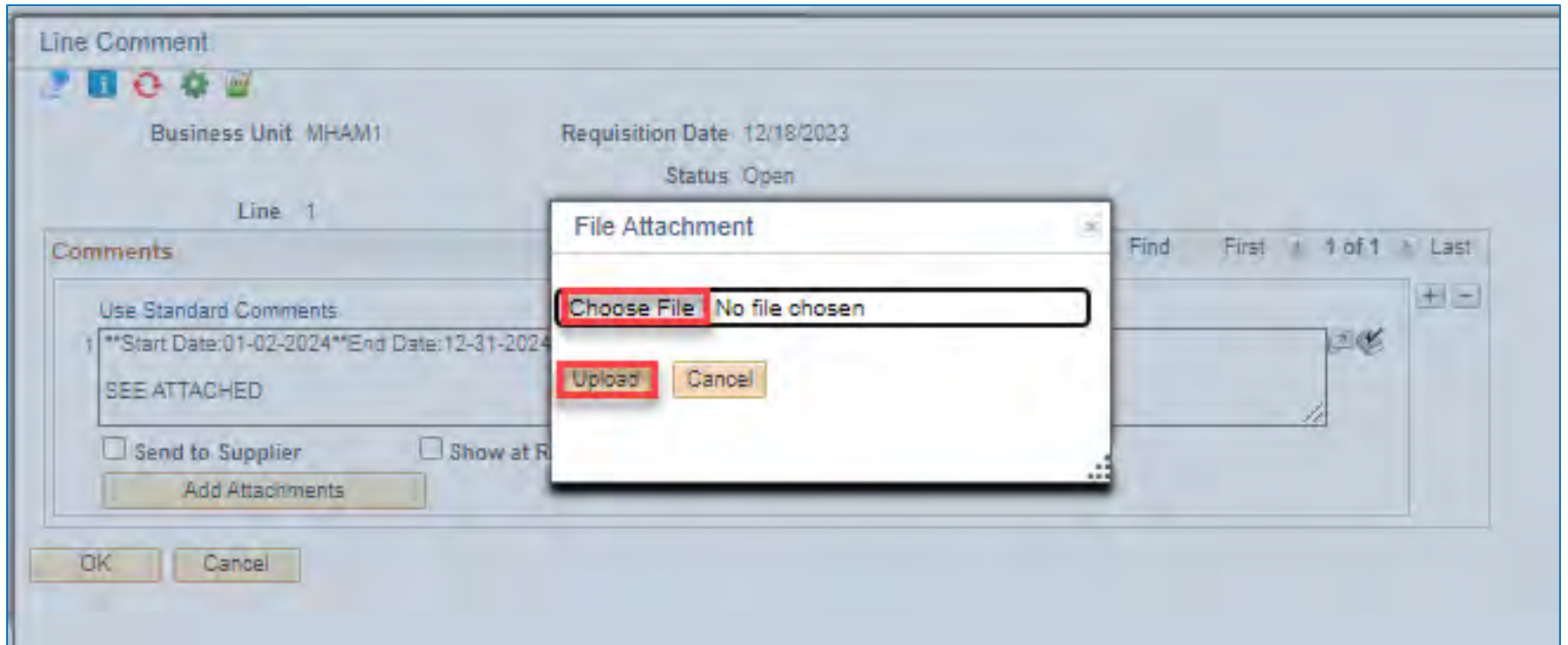
Show at Receipt

Show at Voucher

Add Attachments

OK

Cancel



Line Comment



Business Unit MHAM1

Requisition Date 12/19/2023

Status Open

Line 1

Comments

Find First 1 of 1 Last

Use Standard Comments

Entered On: 12/19/2023 7:02:51AM

1 **Start Date:12-19-2023**End Date:12-31-2024

Send to Supplier

Show at Receipt

Show at Voucher

Add Attachments

Attachments

Attached File	User/Date Time	View	Send to Supplier
POS_PSA_attachment.doc x	Jackson-LeeTia2023- 12-19-10.22.33.308	View	<input type="checkbox"/>

OK

Cancel

Click OK; then, Save for Later to save work but not forward through approvals. Clicking Save and Submit generates a warning on every requisition created. Click OK.

Edit Requisition - Review and Submit
Review the item information and submit the req for approval.

[Define Requisition](#)

Requisition Summary

Business Unit	MHAM1	Mental Health & Addiction Serv	Requisition Name	PSA for Nursing Services
Requester	Jackson-LeeTia	MHA-Jackson-Lee Tia	Requisition ID	0000038258
*Currency	USD		Priority	Medium
			Requisition Type	PSA - Personal Service

PSA Details

Cart Summary: Total Amount 125,000.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	TEST SERVICES		COMMUNITY HEALTH RESOURCES INC	500	Hours	250.00	125000.00	

Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 125,000.00 USD

Shipping Summary

[Edit for All Lines](#)

Ship To Location	0640000311
Address	410 Capitol Avenue Office of the Com MS 14 BUS Hartford, CT 06134
Attention To	MHA-Jackson-Lee Tia
Comments	

Message

A saved Requisition Type can't be changed. Are you sure you want to save a Requisition Type of PSA? (23500.29)

Click ok to this message if you are sure you have selected the proper Requisition Type, or Cancel to return and change the Requisition Type.

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher [Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Add More Items](#)

Note Requisition ID and Approval workflow for >= \$50,000.01

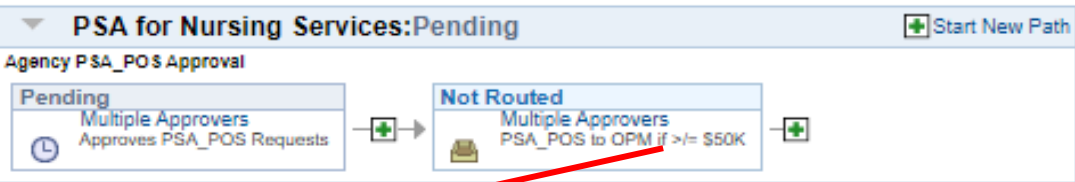
Confirmation

Your requisition has been submitted.

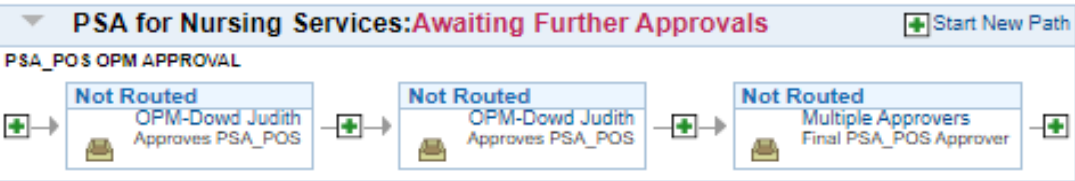
Requested For	MHA-Jackson-Lee Tia	Number of Lines	1
Requisition Name	PSA for Nursing Services	Total Amount	125,000.00 USD
Requisition ID	0000038258	Bid ID	23MHA38258
Business Unit	MHAM1		PSA Details
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

[View printable version](#) [Edit This Requisition](#)

Agency PSA_POS Approval



PSA_POS OPM APPROVAL



[Apply Approval Changes](#)

[Create New Requisition](#) [Manage Requisitions](#)

Workflow – PSA/POS for \$50,000 AND under will only show the agency approvals

Confirmation

Your requisition has been submitted.

Requested For	MHA-Jackson-Lee Tia	Number of Lines	1
Requisition Name	PSA for Nursing Services	Total Amount	
Requisition ID	0000038258	Bid ID	23MHA38258
Business Unit	MHAM1		PSA Details
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

View printable version Edit This Requisition

Agency PSA_POS Approval

PSA for Nursing Services:Pending Start New Path

Agency P&A_POS Approval

```
graph LR; A["Pending  
Multiple Approvers  
Approves PSA_POS Requests"] --> B["Not Routed  
Multiple Approvers  
PSA_POS to OPM if :"]; style A fill:#e0e0e0; style B fill:#e0e0e0;
```

UP TO \$50,000

< 50,000.01

Manage Requisitions

Page

Search defaults to previous week, but all search fields are editable.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	MHAM1	Requisition Name		Budget Status	
Requisition ID		Request State	All but Complete	Requisition Type	
Date From	01/18/2018	Date To	01/25/2018	PO ID	
Requester	ThrallID	Entered By			

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000031728	PSA for Hospital Services	MHAM1	01/25/2018	Pending	Not Chk'd	15,000.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Find appropriate req, select action, click Go

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000031728	PSA for Hospital Services	MHAM1	01/25/2018	Pending	Not Chk'd	15,000.00 USD	[Select Action] Go

- [Select Action]
- Approvals
- Cancel
- Copy
- Edit
- View Cycle
- View Print
- [Select Action]

Create New Requisition Review Change Request Review Change Tracking Manage Receipts

Approval Status displays exactly where the req is in the workflow

Approval Status

Business Unit MHAM1
Requisition ID 0000031728
Requisition Name PSA for Hospital Services
Requester MHA-Thrall Dee
Entered on 01/25/2018
Status Pending Requisition Type PSA - Personal Service Total Amount 15,000.00 USD
Priority Medium Bid ID 18MHA31728
Budget Status Not Checked
Requester's Justification
No justification entered by requester.

[View printable version](#)

Line Information ?

Review/Edit Approvers

Requisition Line(s):



1



To



of 1



Retrieve

Agency PSA_POS Approval



[Return to Manage Requisitions](#)

Use Manage Requisitions to access requisitions you want to edit

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:
 Requisition Name:

Requisition ID:
 Request State:
 Budget Status:

Date From:
 Date To:
 Requisition Type:

Requester:
 Entered By:
 PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000038258	PSA for Nursing Services	MHAM1	12/19/2023	Pending	Not Chk'd	125,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038257	TEST POS PSA	MHAM1	12/18/2023	Pending	Not Chk'd	75,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038256	0000038256	MHAM1	12/15/2023	Pending	Not Chk'd	54,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038255	TEST	MHAM1	12/13/2023	Pending	Not Chk'd	54,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038254	Test non comp PSA	MHAM1	12/13/2023	Pending	Not Chk'd	175,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038253	PSA waiver page & AWE	MHAM1	12/13/2023	Pending	Not Chk'd	51,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038252	TEST PSA comp page & AWE	MHAM1	12/13/2023	Pending	Not Chk'd	70,000.00 USD	[Select Action] <input type="button" value="Go"/>
▶ 0000038251	TEST POSwaiver page & AWF	MHAM1	12/13/2023	Pending	Not Chk'd	603,729.00 USD	[Select Action] <input type="button" value="Go"/>

Editing a saved req that has already started the approval process may reinitiate it.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: MHAM1
Requisition Name:
Requisition ID:
Request State: All but Complete
Budget Status:
Date From: 12/12/2023
Date To: 12/19/2023
Requisition Type:
Requester: Jackson-LeeTia
Entered By:
PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000038258	PSA for Nursing Services	MHAM1	12/19/2023	Pending	Not Chk'd	125,000.00 USD	[Edit] [Go]
0000038257	TEST POS PSA	MHAM1	12/18/2023	Pen			
0000038256	0000038256	MHAM1	12/15/2023	Pen			
0000038255	TEST	MHAM1	12/13/2023	Pen			
0000038254	Test non comp PSA	MHAM1	12/13/2023	Pen			
0000038253	PSA waiver page & AWE	MHAM1	12/13/2023	Pending	Not Chk'd	0,000.00 USD	[Select Action] [Go]

Message

This requisition is pending approval. Editing this requisition may reinitialize approval process. (18036,6248)

OK Cancel

▶ 0000031731	0000031731	MHAM1	01/26/2018	Pending	Not Chk'd	15,000.00	USD	Refresh Request Approvals Cancel Copy Edit View Cycle View Print [Select Action]	Go
▶ 0000031730	0000031730	MHAM1	01/26/2018	Pending	Not Chk'd	18,200.00	USD		Go
▶ 0000031729	0000031729	MHAM1	01/26/2018	Pending	Not Chk'd	300.00	USD		Go
▶ 0000031728	PSA for Hospital Services	MHAM1	01/25/2018	Pending	Not Chk'd	15,000.00	USD		Go

Reqs can be copied (and then edited) in any status but Complete.

[Create New Requisition](#)
 [Review Change Request](#)
 [Review Change Tracking](#)
 [Manage Receipts](#)
 [Requisition Report](#)

Checkout - Review and Submit

Review the item information and submit the req for approval.

Define Requisition

Requisition Summary

Business Unit: Mental Health & Addiction Serv.
 *Requester: MHA-Thrall Dee
 *Currency:
 Requisition Name:
 Priority:
 Requisition Type:
 PSA Details

Cart Summary: Total Amount 15,000.00 USD

Expand lines to review shipping and accounting details

+ Add More Items

Requisition Lines (2)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
▶ <input type="checkbox"/> 1	Hospital Services		FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1	Each	15000.00	15000.00
<input type="checkbox"/> Select All / Deselect All		Select lines to:		<input type="button" value="Delete Selected"/>		<input type="button" value="Mass Change"/>	
						Total Amount	15,000.00

Shipping Summary

[Edit for All Lines](#)

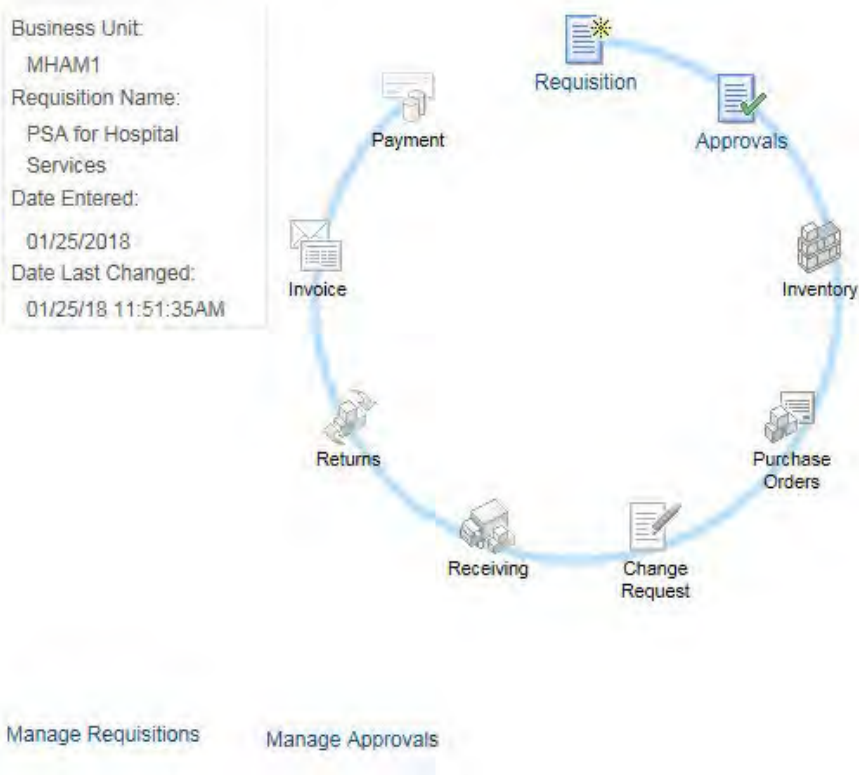
Ship To Location: 1510000059
 Address: 55 West Main Street Suite 410
 Western Mental Health Network
 Waterbury LMHA
 Waterbury, CT 06702
 Attention To: MHA-Thrall Dee
 Comments:

▶	0000031729	0000031729	MHAM1	01/26/2018	Pending	Not Chk'd	300.00 USD	[Select Action]	Go
▶	0000031728	PSA for Hospital Services	MHAM1	01/25/2018	Pending	Not Chk'd	15,000.00 USD	View Cycle	Go

[Create New Requisition](#)
[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)
[Requisition Report](#)

Click the activated icon to get more information.

Requisition Cycle for: MHA-Thrall Dee



- The req Life Cycle may also be accessed by clicking the arrow to the left of the Req ID
- This is also where Req lines may be cancelled

0000031728 PSA for Hospital Services MHAM1 01/25/2018 Pending Not Chk'd 15,000.00 USD [Select Action] Go

Requester MHA-Thrall Dee Entered By MHA-Thrall Dee Priority Medium
Pre-Encumbrance Balance 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information Personalize | Find | First 1 of 1 Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	Hospital Services	Pending Approval	15000.00	USD		1 EA	FAIR HAVEN COMMUNITY HEALTH CLINIC INC

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

▶ 0000031731	0000031731	MHAM1	01/26/2018	Pending	Not Chk'd	15,000.00	USD	<input type="button" value="Go"/>
▶ 0000031730	0000031730	MHAM1	01/26/2018	Pending	Not Chk'd	18,200.00	USD	<input type="button" value="Go"/>
▶ 0000031729	0000031729	MHAM1	01/26/2018	Pending	Not Chk'd	300.00	USD	<input type="button" value="Go"/>
▶ 0000031728	PSA for Hospital Services	MHAM1	01/25/2018	Pending	Not Chk'd	15,000.00	USD	<input type="button" value="Go"/>

- Approvals
- Cancel
- Copy
- Edit
- View Cycle
- View Print
- Select Action**

[Create New Requisition](#)
 [Review Change Request](#)
 [Review Change Tracking](#)
 [Manage Receipts](#)
 [Requisition Report](#)

Cancel reqs from the Manage Reqs page. The status will change immediately.

Requisition Details for: MHA-Thrall Dee

Business Unit MHAM1

Date 01/31/2018

Requisition ID 0000031735

Status Pending

Requisition Name PSA for Hospital Services

Total 15,000.00 USD

Line Details

Line	Item Description	Status	Price	Qty	Total
1	Hospital Services	Pending Approval	15,000.00000 Each	1.0000	15000.00

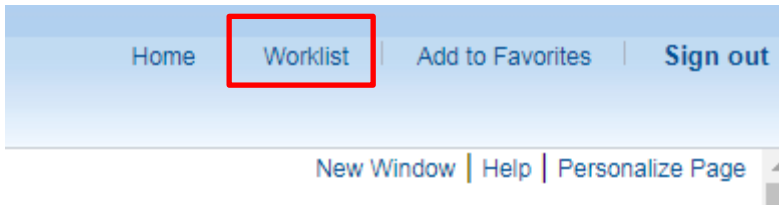
[Return to Manage Requisitions](#)

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 0000031735	PSA for Hospital Services	MHAM1	01/31/2018	Canceled	Valid	0.00	USD	<input type="button" value="Go"/>
▶ 0000031734	0000031734	MHAM1	01/29/2018	Pending	Not Chk'd	100.00	USD	<input type="button" value="Go"/>

Requisition Approvals



- The Worklist is available on the Home page
- Click the link of the req to approve
- Worklist columns can be sorted

Worklist

Worklist for ScrivanoB: MHA-Scrivano Brad

Detail View

Worklist Filters Feed

Worklist Items							
From	Date From	Work Item	Worked By Activity	Priority	Link		
MHA-Thrall Dee	01/25/2018	Approval Routing	Approval Workflow	2-Medium	Requisition_2557568.STATE.2012-10-16.N.0 BUSINESS UNIT:MHAM1 REQ ID:0000031728 : Agency Service Approver : 034155 : FAIR HAVEN COMMUNITY HEALTH CL : Hospital Services : 15000.	Mark Worked	Reassign
MHA-Fraser Leona	01/24/2018	Approval Routing	Approval Workflow	2-Medium	Requisition_2557561.STATE.2012-10-16.N.0 BUSINESS UNIT:MHAM1 REQ ID:0000031725 : Agency Service Approver : : COMMUNITY HEALTH RESOURCES INC : nursing services : 50000.	Mark Worked	Reassign
					Requisition_2557562.STATE.2012-10-16.N.0		

Requisition Approval

Business Unit MHAM1
Requisition ID 0000031728
Requisition Name PSA for Hospital Services
Requester MHA-Thrail Dee
Entered on 01/25/2018
Status Pending
Priority Medium
Budget Status Not Checked
Requisition Type PSA - Personal Service
Total Amount 15,000.00 USD
Bid ID 18MHA31728
Requester's Justification
No justification entered by requester.

Edit Requisition

[View printable version](#)

▼ Line Information ?

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Hospital Services	FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1.0000	EA	15000.00000	

Select All / Deselect All
 View Line Details

▼ Review/Edit Approvers

Requisition Line(s): To of 1

Agency PSA_POS Approval



Enter Approver Comments


[Return to Worklist](#)

Worklist

Worklist for SopelakM: MHA-Sopelak Megan

Detail View

Worklist Filters  Feed 

Worklist Items					Personalize Find View All
From	Date From	Work Item	Worked By Activity	Priority	Link
MHA-Scrivano Brad	01/25/2018	Approval Routing	Approval Workflow	2-Medium 	Requisition_2557568.STATE.2012-10-16.N.D.BUSINESS_UNIT-MHAM1.REQ_ID:0000031728 - Agency Submitter - 034155 - FAIR HAVEN COMMUNITY HEALTH CL - Hospital Services - 15000 Requisition_2557548.STATE.2012-10-16.N.D.BUSINESS_UNIT-AESM1

Requisition Approval

Business Unit MHAM1

Requisition ID 0000031728

Requisition Name PSA for Hospital Services

Requester MHA-Thrall Dee

Entered on 01/25/2018

Status Pending

Requisition Type PSA - Personal Service

Total Amount

15,000.00 USD


Priority Medium

Bid ID 18MHA31728

Budget Status Not Checked

Requester's Justification


No justification entered by requester.

 Edit Requisition

[View printable version](#)

Line Information

Line Information

Personalize | Find | 

First  1 of 1  Last

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
<input checked="" type="checkbox"/>	1  Hospital Services	FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1.0000	EA	15000.00000	USD 

Select All / Deselect All


 [View Line Details](#)


Review/Edit Approvers

Enter Approver Comments



Approve

 Deny

 Pushback

[Return to Worklist](#)

Select the lines, then click **View Line Details** to see more information on the req

A new window opens

Business Unit: MHAM1		Requester: ThrallID		Status: Pending Approval	
Requisition: 0000031728		Requested By: MHA-Thrall Dee		Currency: USD	
Requisition Name: PSA for Hospital Services		Entered Date: 1/25/18		Requisition Total: 15,000.00	

Line: 1	Item Description: Hospital Services	Quantity: 1.0000	UOM: EA	Price: 15000.0000	Line Total: 15,000.00
					Line Status: Pending

Line Comments:
<<**Start Date:2018-03-01>>

Ship Line: 1	Ship To: 1510000059	Address:	Shipping Quantity: 1.0000
Attention: MHA-Thrall Dee	Due Date: 6/30/18	55 West Main Street Suite 410	Shipping Total: 15,000.00
Ship Via: COMMON	Freight Terms: FOB DEST	Western Mental Health Network	
		Waterbury LMHA	
		Waterbury CT 06702	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	ACORE	1.0000	100.00	15,000.00	STATE	54060

Dept	Fund	Program	Class
MHA53850	11000	25005	10020


Open QTY	PC BU	Project	Open Amt
1.0000	NONPC	MHA_NONPRO JECT	0.000

GL Base Amount	Currency	Sequence	Capitalize
15,000.00	USD	0	N

Requisition Approval

Business Unit MHAM1
Requisition ID 0000031728
Requisition Name PSA for Hospital Services
Requester MHA-Thrall Dee
Entered on 01/25/2018
Status Pending **Requisition Type** PSA - Personal Service **Total Amount** 15,000.00 USD
Priority Medium **Bid ID** 18MHA31728
Budget Status Not Checked

Requester's Justification
No justification entered by requester.

 [Edit Requisition](#)

[View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
<input type="checkbox"/>	1 Hospital Services	FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1.0000 EA		15000.00000 USD	

Select All / Deselect All


 [View Line Details](#)

Review/Edit Approvers

Enter Approver Comments

[Approve](#)

[Deny](#)

 [Pushback](#)

[Return to Worklist](#)

Comments must be entered to Pushback or Deny a requisition


Requisition Line Comments and Attachments

Business Unit: MHAM1 Requisition ID: 0000031728

Line 1 Item Description: Hospital Services

Comment 1


<<Start Date:2018-03-01>>

Sequence	Attached File
1	 Service_quote.doc

[Return](#)

Requisition Approval

Business Unit MHAM1
Requisition ID 0000031728
Requisition Name PSA for Hospital Services
Requester MHA-Thrall Dee
Entered on 01/25/2018
Status Pending **Requisition Type** PSA - Personal Service **Total Amount** 15,000.00 USD
Priority Medium **Bid ID** 18MHA31728
Budget Status Not Checked
Requester's Justification
No justification entered by requester.

 Edit Requisition

[View printable version](#)

Line Information

Line Information								Personalize	Find	First	1 of 1	Last
Line	Item Description	Supplier Name	Quantity	UOM	Price		Requester's Comments					
<input type="checkbox"/>	1  Hospital Services	FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1.0000	EA	15000.00000	USD						

Select All / Deselect All


 [View Line Details](#)

Review/Edit Approvers

Enter Approver Comments

Approve

Deny

 Pushback

[Return to Worklist](#)

Message



Enter comments explaining why you are pushing back this requisition, then click 'Pushback' again. (18036,6231)

Comments are required explaining why this requisition is being pushed back, so the prior approver knows why this requisition was not approved. If appropriate, please include details of what can be changed to get the requisition approved.

Pushback sends the req to the previous approver's Worklist

▶ **Review/Edit Approvers**

Enter Approver Comments

Please review and report to me.  

Approve
 Deny
 Pushback

[Return to Worklist](#)

Requisition Approval

Confirmation

 **PSA for Hospital Services has been pushed back to the previous approver.**

Review/Edit Approvers

Agency PSA_POS Approval

▼ **PSA for Hospital Services: Pending** [View/Hide Comments](#)

Agency PSA_POS Approval

Pending  MHA-Scrivano Brad Approves PSA_POS Requests	→	Pushed Back  MHA-Sopelak Megan PSA_POS to OPM if >= \$20K 01/31/18 - 12:04 PM
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▼ **Comments**

MHA-Sopelak Megan at 01/31/18 - 12:04 PM
 Please review and report to me.

[Return to Worklist](#)

Worklist

Worklist for ScrivanoB: MHA-Scrivano Brad

Detail View

Worklist Filters Feed

Worklist Items						Personalize	Find	View All	
From	Date From	Work Item	Worked By Activity	Priority	Link				
MHA-Sopelak Megan	01/31/2018	Approval Routing	Approval Workflow	2-Medium	Requisition 2557586, STATE, 2012-10-16, N, U, BUSINESS UNIT:MHAM1, REQ ID:0000031728, Agency Service Approver: 034155, FAIR HAVEN COMMUNITY HEALTH CL, Hospital Services - 15000, Requisition 2557586, STATE, 2012-10-16, N, U				Mark Worked

Requisition Approval

Business Unit MHAM1
Requisition ID 0000031728
Requisition Name PSA for Hospital Services
Requester MHA-Thrail Dee
Entered on 01/25/2018
Status Pending
Priority Medium
Budget Status Not Checked
Requisition Type PSA - Personal Service
Total Amount 15,000.00 USD
Bid ID 18MHA31728

Requisition Alert
-This requisition was pushed back to you. Review previous approver comments for details.

Requester's Justification
No justification entered by requester.

[Edit Requisition](#)

[View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
<input type="checkbox"/>	1 Hospital Services	FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1.0000	EA	15000.00000 USD	

Select All / Deselect All

[View Line Details](#)

Review/Edit Approvers

Requisition Line(s): To [Retrieve](#)

Agency PSA_POS Approval

PSA for Hospital Services: Pending

Agency PSA_POS Approval

Pending MHA-Scrivano Brad Approves PSA_POS Requests

Pushed Back MHA-Sopelak Megan PSA_POS to OPM if --> \$20K 01/31/18 - 12:04 PM

Comments
MHA-Sopelak Megan at 01/31/18 - 12:04 PM
Please review and report to me.

Enter Approver Comments

[Approve](#) [Deny](#) [Hold](#)

Denying a req

Message

Enter comments explaining why you are denying this requisition, then click 'Deny' again. (18036,6205)

Comments are required explaining why this requisition is denied, so the requester knows why this requisition will not be approved. If appropriate, please include details of what the requester can change to get the requisition approved.

OK

Agency PSA_POS Approval

PSA for Hospital Services: Pending View/Hide Comments
Start New Path

Agency PSA_POS Approval

Pending
MHA-Scrivano Brad
Approves PSA_POS Requests

Pushed Back
MHA-Sopelak Megan
PSA_POS to OPM if >= \$20K
01/31/18 - 12:04 PM

Comments
MHA-Sopelak Megan at 01/31/18 - 12:04 PM
Please review and report to me.

Enter Approver Comments

After a discussion with M. Sopelak, it was decided this is not the proper time to engage these services.



Approve



Deny




Hold

[Return to Worklist](#)

Requisition Approval

Confirmation

 **PSA for Hospital Services has been denied.**


Review/Edit Approvers

Agency PSA_POS Approval

PSA for Hospital Services: **Denied** [View/Hide Comments](#)

Agency PSA_POS Approval

Denied

 MHA-Scrivano Brad
Approves PSA_POS Requests
01/31/18 - 12:11 PM

→

Pushed Back

← MHA-Sopelak Megan
PSA_POS to OPM if >= \$20K
01/31/18 - 12:04 PM

▼ **Comments**

MHA-Scrivano Brad at 01/31/18 - 12:11 PM
After a discussion with M. Sopelak, it was decided this is not the proper time to engage these services.

MHA-Sopelak Megan at 01/31/18 - 12:04 PM
Please review and report to me.



[Return to Worklist](#)

Worklist

Worklist for ThrallID: MHA-Thrall Dee

[Detail View](#)

Worklist Filters  Feed

Worklist Items						Personalize Find View All  
From	Date From	Work Item	Worked By Activity	Priority	Link	
MHA-Scrivano Brad	01/31/2018	Transaction Denied	Approval Workflow	2-Medium	Requisition. 2557568. STATE. 2012-10-16. N. O. BUSINESS UNIT:MHAM1 REQ ID:0000031728 :: 034155 : FAIR HAVEN COMMUNITY HEALTH CL : Hospital Services : 15000.	Mark Worked

Denying a req sends it back to the Requester who can edit it for re-submittal or cancel

Line Information Personalize | Find | 1 of 1 | Last

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Hospital Services	FAIR HAVEN COMMUNITY HEALTH CLINIC INC	1.0000 EA		15000.00000 USD	

Select All / Deselect All

Review/Edit Approvers
 Requisition Line(s): 1 To 1 of 1

Agency PSA_POS Approval

PSA for Hospital Services 1: Pending

Agency PSA_POS Approval

Pending MHA-Scrivano Brad Approves PSA_POS Requests	<input type="button" value="➕"/>	Not Routed MHA-Hecht Evette PSA_POS to OPM if >= \$20K	<input type="button" value="➕"/>
---	----------------------------------	--	----------------------------------

Enter Approver Comments

Ad-hoc approvers and reviewers may be added wherever a green plus sign is displayed

Insert additional approver or reviewer
 Choose an approver or reviewer to insert
 User ID: SopelakM
 Insert as: Approver Reviewer

Agency PSA_POS Approval

PSA for Hospital Services 1: Pending Start New Path

Agency PSA_POS Approval

Pending

MHA-Scrivano Brad Approves PSA_POS Requests

Not Routed

MHA-Sopelak Megan Inserted Approver

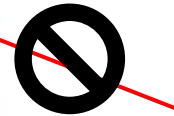
Not Routed

MHA-Hecht Evette PSA_POS to OPM if >= \$20K

Apply Approval Changes

Enter Approver Comments

Approve Deny Hold



Ad-hoc approvers and reviewers will be notified by email to go to their Worklist, **except to start new path**

Requisition Approval

Confirmation

PSA for Hospital Services 1 has been routed for further approval.

Review/Edit Approvers

Agency PSA_POS Approval

PSA for Hospital Services 1: Pending

Agency PSA_POS Approval

Approved

MHA-Scrivano Brad Approves PSA_POS Requests 01/31/18 - 12:21 PM

Pending

MHA-Sopelak Megan Inserted Approver

Not Routed

MHA-Hecht Evette PSA_POS to OPM if >= \$20K

Return to Worklist

Worklist for SopelakM: MHA-Sopelak Megan

Detail View Worklist Filters Feed

Worklist Items						Persona
From	Date From	Work Item	Worked By Activity	Priority	Link	
MHA-Scrivano Brad	01/31/2018	Approval Routing	Approval Workflow	2-Medium	Requisition_2557595.STATE.2012-10-16.N.O.BUSINESS_UNIT:MHAM1 REQ_ID:0000031736 : 034155: FAIR HAVEN COMMUNITY HEALTH CL : Hospital Services : 15000 Requisition_2557548.STATE.2012-	

Requisition Approval

Confirmation

✓ PSA for Hospital Services has been routed for further approval.

Review/Edit Approvers

Agency PSA_POS Approval



[Return to Worklist](#)

- Action is date and time stamped, and sent to the Worklist of the next approver(s)
- Click the Multiple Approvers link to see who has been set up to perform the next approval

Email ID:	doit.core.emailtest@ct.gov
Approver #3	
Name:	MHA-Sopelak Megan
Empl ID:	
Department:	
Supervisor ID:	
Telephone:	
Reports To Position Number:	
Email ID:	doit.core.emailtest@ct.gov
Approver #4	