



## View and Submit a Payment Request

**Navigation:** *Supplier Homepage > School Construction > Payment Request*

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Favorites, Main Menu, Supplier Portal Configuration, Supplier Homepage, Supplier Homepage.
- Page Header:** Core-CT logo.
- Left Sidebar:**
  - Supplier Homepage (with settings gear and double arrow icons)
  - My Alerts (with refresh and settings icons)
  - Links (with refresh and settings icons)
  - Maintain Supplier Information**
    - Initiate Supplier Change
    - User Profiles
    - Addresses
    - Contacts
  - Manage Events and Place Bids**
    - Bidding Homepage
    - My Event Activity
    - Discussion Forums
  - Review Payment Information**
    - Invoices
    - Payments
    - Account Balances
  - School Construction**
    - Payment Request** (highlighted with a red box)
  - My Profile Information**
    - Change My Password
- Main Content Area:**
  - Welcome to the Supplier Homepage**
  - Text: "Welcome to the WorkCenter. This WorkCenter has one 'Task Panel' and one 'Work Area'. The 'Task Panel' is on the side displaying the pagelets assigned to the WorkCenter page and the 'Work Area' displays transaction pages such as this page."
  - Text: "Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize."
  - Text: "Within each pagelet there may be 'Open the content in a new window', 'Collapses a group of links' and 'Expands a group of links' actions available depending on the pagelet."

**To View/Edit an Already Submitted Payment Request**

1. Go to the **Find an Existing Value** tab.
2. Click **Search** to display all payment requests.
  - Scroll through the search results table to find the version of the intended payment request. There may be several versions for one contract if multiple requests have been submitted.

**Payment Request**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit begins with ▼ DASM1   
 Contract ID begins with ▼ 18DASTEST23640   
 Payment Request Number begins with ▼   
 Request Status = ▼   
 Scheduled Payment Date = ▼    
 Form Type = ▼   
 Supplier ID begins with ▼    
 Supplier Name begins with ▼   
 School Name begins with ▼

Case Sensitive  
 Limit the number of results to (up to 300):

Find an Existing Value | Add a New Value

- If needed, enter the specific **Contract ID**
  - i. If the Contract ID is not known, click the magnifying glass next to the field to bring up a pop-up search box

Look Up Contract ID [X] Help

Business Unit DASM1

Contract ID begins with ▼ 18DASYBAR001123

Search Results

View 100 First 1 of 1 Last

Contract ID	Supplier Name	Expire Date	Contract Status
18DASYBAR001123	TOWN OF BARKHAMSTED	07/23/2020	Approved



The Payment Request Form page contains identifying information such as the school district who submitted the request, the preparer's name, the Contract ID, form type, and scheduled payment date. The remainder of the page contains tables of costs organized by cost types.

Payment Request Form

Department of Administrative Services | School Construction

Business Unit: DASM1  
Request #: SCP0010  
Supplier ID: 000000001  
Supplier Name: TOWN OF ANDOVER  
School Name: Ansonia Middle School  
Preparer: suneel  
Preparer's Title: mr.  
Phone: 999/999-9999  
Email: doit.core.emailtest@ct.gov

Contract ID: 0020058  
Award Amount: 20000000  
Form Type: Final Request  
Request Status: Approved  
Entry Date: 09/04/2018  
Project Status:  
Payment Status:  
Approved Date: 09/07/2018

Cost Type	Col. 1 Estimated Application Project Costs	Col. 2 Revised Contracted Project Costs	Col. 3 Approved Expenditures to Date	Col. 4 Current Expenditures Requested
<b>Eligible Costs</b>				
- 1 Architectural Design	0.00	100.00	0.00	1.00
- 2 Site Acquisition	0.00	200.00	0.00	2.00
- 3 Facility Purchase	0.00	300.00	0.00	3.00
- 4 Other Professional Fees	0.00	400.00	0.00	4.00
- 5 Construction Fully Eligible	0.00	500.00	0.00	5.00
- 6 Bonus Costs - School Readiness	0.00	600.00	0.00	6.00
- 7 Bonus Costs - Full Day K	0.00	700.00	0.00	7.00
- 8 Equipment/ Furnishing	0.00	800.00	0.00	8.00
- 9 Roof 15-19 years Cost	0.00	900.00	0.00	9.00
- Sub-Total	0.00	4,500.00	0.00	45.00
<b>Limited Eligible Costs</b>				
- 10 Outdoor Athletic Facilities	0.00	1,000.00	0.00	10.00
- 11 Natatorium	0.00	1,100.00	0.00	11.00
- 12 Auditorium Seating Summation	0.00	1,200.00	0.00	12.00
- 13 Gym Seating Area	0.00	1,300.00	0.00	13.00
- Sub-Total	0.00	4,600.00	0.00	46.00
<b>Ineligible Costs</b>				
- 14 Ineligible Site Acquisition Co	0.00	0.00	0.00	0.00
- 15 Ineligible Facility Purchase P	0.00	0.00	0.00	0.00
- 16 Ineligible Construction Costs	0.00	0.00	0.00	0.00
- 17 Ineligible Bonus Costs - Schoo	0.00	0.00	0.00	0.00
- 18 Ineligible Bonus Costs - Full	0.00	0.00	0.00	0.00
- 19 Unauthorized Cost Increase	0.00	0.00	0.00	0.00
- 20 Contingency	0.00	0.00	0.00	0.00
- 21 Roof Ineligible	0.00	0.00	0.00	0.00
- 22 Other	0.00	0.00	0.00	0.00
- Sub-Total	0.00	0.00	0.00	0.00
- Project Total	0.00	9,100.00	0.00	91.00

Approved Expenditures to Date (State Share) 0.00  
New Expenditures Requested (State Share) 0.00

Comments: Find | View All | First | 1 of 1 | Last

Associated Document: Attachment 2018\_9\_05\_Test\_Issues.xlsx [View] [Delete]

**Certifications**

SJM [ ] The project has been accepted by the architect and construction management firms;

SJM [ ] All change orders for this project have been approved by Department of Administrative Services;

SJM [ ] The grant received for this project does not represent a duplication of funding and that fund received do not exceed 100% of the total cost of the project;

SJM [ ] All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account;

SJM [ ] The total sum noted in this application was expended for the school building project herein described;

SJM [ ] Application is hereby made under provisions of chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein, and

SJM [ ] All the statements contained in this application are true and correct to the best of my knowledge and belief.

SJM [ ] Certification by our attorney that all legislative and regulatory requirements, including C.G.S. Sections 10-287(b) and 49-41, have been met in awarding of contracts for this building project, has been obtained by me.

I acknowledge all the Certifications above

09/14/2018 [ ] Local Board Acceptance date

Certified Minutes are attached

Grant Application Phase Cost Estimate is attached

Final Project Funding is attached

Last Modified On 09/07/18 10:25AM

Print

## To Submit a Payment Request

1. Go to the **Add a New Value** tab
  - **Business Unit** - DASM1
  - Use the specific **Contract ID**
    - i. If the Contract ID is not known, click the magnifying glass next to the input box to bring up a pop-up search box
  - **Payment Request Number** - NEXT

The screenshot shows the 'Payment Request' form with the 'Add a New Value' tab selected. The form contains fields for Business Unit (DASM1), Contract ID (empty), and Payment Request Number (NEXT). A magnifying glass icon next to the Contract ID field is highlighted with a red box. A pop-up window titled 'Look Up Contract ID' is open, showing a search interface for Business Unit DASM1. The pop-up includes a 'Contract ID begins with' dropdown, 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Search Results' table.

Contract ID	Supplier Name	Expire Date	Contract Status
18DASTEST23640	TOWN OF ANDOVER (blank)		Approved
18DASANDOVER9878	TOWN OF ANDOVER (blank)		Approved



This is the blank Payment Request Form page. The top contains identifying information such as the school district who submitted the request, the preparer’s name, the Contract ID, form type, and scheduled payment date. The remainder of the page contains tables of costs organized by cost types.

**Payment Request Form**

Department of Administrative Services | School Construction

Business Unit: DASM1 | Contract ID: 18DASYBAR001123  
 Request #: NEXT | Award Amount: 40,000  
 Supplier ID: 000000005 | \*Form Type: [dropdown]  
 Supplier Name: TOWN OF BARKHAMSTED | Request Status: Draft  
 School Name: Covington | Entry Date: [text]  
 \*Preparer: [text] | Project Status: Estimated Payments  
 \*Preparer's Title: [text] | Payment Status: [text]  
 \*Phone: [text] | Approved Date: [text]  
 \*Email: [text] | \*Scheduled Payment Date: [text]

Cost Type	Col. 1 Estimated Application Project Costs	Col. 2 Revised Contracted Project Costs	Col. 3 Approved Expenditures to Date	Col. 4 Current Expenditures Requested
<b>Eligible Costs</b>				
- 1 Architectural Design	0.00	1,000.00	500.00	0.00
- 2 Site Acquisition	0.00	0.00	150.00	0.00
- 3 Facility Purchase	0.00	200.00	200.00	0.00
- 4 Other Professional Fees	0.00	0.00	0.00	0.00
- 5 Construction Fully Eligible	0.00	100.00	100.00	0.00
- 6 Bonus cost (School Readiness)	0.00	0.00	0.00	0.00
- 7 Bonus Costs - Fully K/Class Si	0.00	0.00	300.00	0.00
- 8 Equipment Furnishing	0.00	0.00	0.00	0.00
- 9 Roof 15-19 years Cost	0.00	0.00	0.00	0.00
- Sub-Total	0.00	1,300.00	1,250.00	0.00
<b>Limited Eligible Costs</b>				
- 10 Outdoor Athletic Facilities	0.00	0.00	0.00	0.00
- 11 Natatorium	0.00	0.00	150.00	0.00
- 12 Eligible Auditorium Seating	0.00	0.00	0.00	0.00
- 13 Eligible Gym Seating Area	0.00	0.00	0.00	0.00
- Sub-Total	0.00	0.00	150.00	0.00
<b>Ineligible Costs</b>				
- 14 Ineligible Site Acquisition Co	0.00	0.00	0.00	0.00
- 15 Ineligible Facility Purchase P	0.00	0.00	0.00	0.00
- 16 Ineligible Construction Costs	0.00	0.00	0.00	0.00

- Fill-out the identifying information including Preparer Name, Preparer’s Title, Phone, Email
  - The email field can have multiple email addresses. To do this you must separate each email address by a semicolon. For example: [JohnDoe@gmail.com](mailto:JohnDoe@gmail.com) ; [JaneDoe@gmail.com](mailto:JaneDoe@gmail.com)
- Choose the correct **Form Type** using the dropdown menu— Estimated, Final, Revision
  - Estimated:** The typical request until the project has reached the funding threshold

- Final: The final payment request to be sent when a project has reached the funding threshold of 89%
- Revision: Used when the scope of the project has changed significantly impacting the amount of funds requested

4. Fill-out the **Cost Types**

- Only **Column 2, Revised Contracted Project Costs** (the total budgeted cost for the project) and **Column 4, Current Expenditures Requested** (the exact amounts requested with this form) will be editable. Every other column will be grayed out.
- Please note: The form will not add columns 3 and 4, as it did in the previous system. Enter the total funds requested for this payment request in column 4.

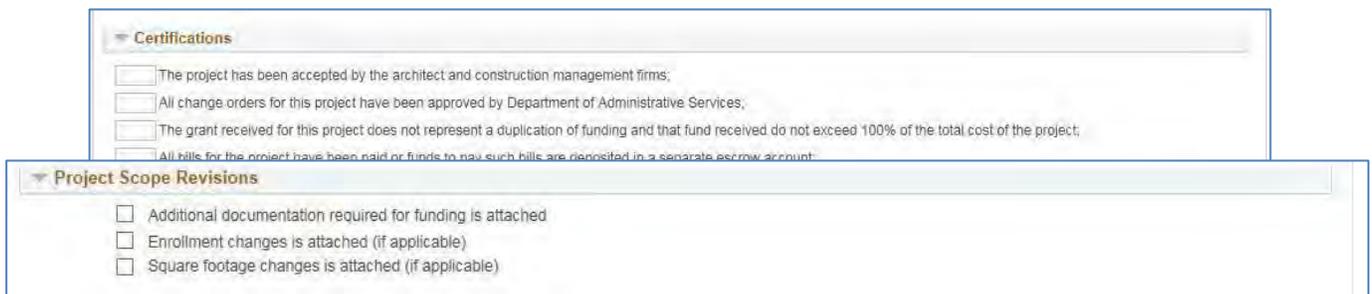
5. Attach optional **Comments or Attachments**.

- To enter multiple invoices, click the  icon next to the comment box.



6. Complete any required additional questions at the bottom

- Only Final and Revision form types will specifically ask for further documentation or verification
- Enter your initials into each row in the certification section



7. **Click Submit** to put the form into Submitted status. You will receive an email when the application is approved, pushed back, or denied.

