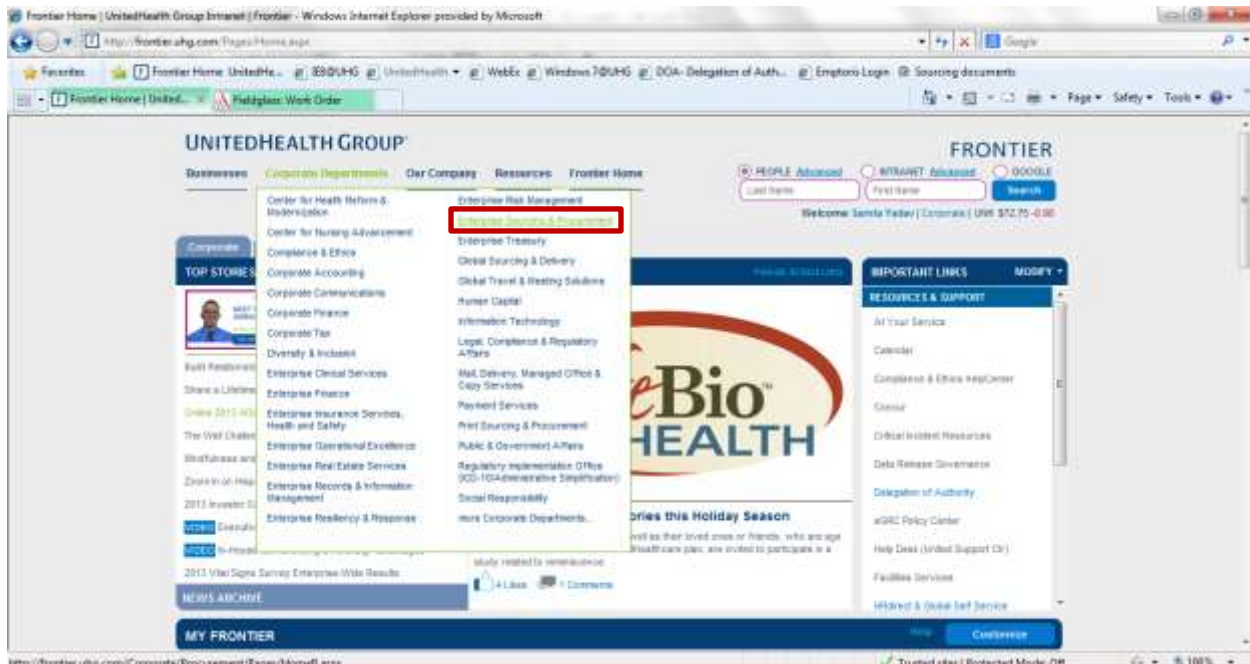


## Steps to create Decision Form

Open frontier and select ENTERPRISE SOURCING & PROCUREMENT from the CORPORATE DEPARTMENTS drop down menu



On the ENTERPRISE SOURCING & PROCUREMENT Portal page, click on “PURCHASE GOODS OR SERVICES”



[illegible]

On the Single Sign-on Access page, re-enter EMPLOYEE ID and PASSWORD and click LOGIN to enter FG

UnitedHealth Group Common Logon - Windows Internet Explorer provided by UnitedHealth Group

https://signon.uhc.com/siteminderagent/forms/login.fcc?TYPE=33554433&REALMOID=06-86f47277-91a4-466b-9e60-a3de05fe9729&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENT1=

File Edit View Favorites Tools Help

UnitedHealth Group Common Logon

**Common Logon** UnitedHealth Group

## Single Sign-on Access

**UnitedHealth Group Common Logon**

Common Logon provides UnitedHealth Group employees and contractors with the ability to access a number of applications using an employee or contractor ID and a single password.

Sharing this ID and password potentially allows access to all of the Common Logon applications you are entitled to use and is strictly prohibited.

**Log in to Common Logon**

Enter your ID and password and click **Login**

Employee ID:

Password:

**User Tools**

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Done Trusted sites 100%

start | Inbox - ... | UnitedHe... | Heath, S... | Advance... | FG path -... | Decision ... | FW: FG p... | untitled - ... | 2:10 AM

On the Fieldglass home screen, click CREATE > MOVE/ADD/CHANGE for Existing SOW / NEW PROJECT FORM for New SOW, from the drop down menu

UNITEDHEALTH GROUP®

DUTT, ARIJIT | UHG 1270 Log Out

Home View Create Report

Work Items 171 Search by ID or text

113 SOWs

My Linked Account

Click for counts

Links from this User

Nick Name

000573130UHC

There are no User account. (Manage)

Starred Items

Reports/Graphs: D Report-CTS- Santa

Reports/Graphs: R GLOBALS

Reports/Graphs: C Report - Ted Yip

Reports/Graphs: J (UHG IT) all Arijit ( requested by Dami

View Starred Items List

References

Reference Library (10)

Decision Form

Use for assistance in determining the appropriate procurement type.

BPO Worker add

Move/add/change for existing SOW

Request changes to an existing SOW such as adding new workers, extending/replacing existing workers or revising the SOW

New Project Request Form

Request new projects or SOW's

Contingent Labor

Job Posting for Temporary Worker

Use to bring on temporary or contract resources to cover needs such as employee absences, unexpected or temporary demands, employee... [show more](#)

Named Job Posting for Temporary Worker

Use to secure temporary resources when the name of the Worker is known, such as a returning temporary employee, intern or payrollee.

Services

Statement of Work

Use to request resources for project-based work that is defined by a specific scope, with objectives, Tasks and time period. Payment... [show more](#)

RFX

Use to gather information and compare multiple Suppliers on their capabilities by collecting responses to predefined questions.... [show more](#)

Payments

Consolidated Invoice

Use to assemble many Invoices into a single Invoice based on Business Unit, Supplier, and Currency.

Other

Project

Use to combine Job Postings, Statements of Work, and RFXs into a single Project.

Workforce

Viewing your Supplier's Workforce allows you to search for prospective candidates and initiate Named Job Postings.

Remove

Internet 100%

https://www.fieldglass.net/desktop.do?sgjy=vwuz9vscoxbf1wdqn8l586ejacd66lk#

On the Step 1 page of Decision Form screen, select OWNER and CLASSIFICATION from the drop down lists respectively. Click NEXT once done

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do?sgjy=5c3566y06o1u1djztn3gb36envifr3s1

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Switch Account DUTT, ARIJIT (UHG) Log Out

Search by ID

View Create Report Admin Help | Work Items | Shortcuts

< Back Next > Draft Submit Cancel

### Create Decision Form

Step 1 of 3

1 Setup

Base Information

2 Details

3 Review

Base Information

Owner \* DUTT, ARIJIT

Billing Currency of Decision Form \* USD

Classification

Template List

Title	
BPO	
IT	
Non-IT	
3 items found.	

☐ BPO Worker add

☐ Move/add/change for existing SOW Request changes to an existing SOW such as adding new workers, extending/replacing existing workers or revising the SOW

☐ New Project Request Form Request new projects or SOW's

< Back Next > Draft Submit Cancel

Done

start

Inbox - Microsoft Out...

Fieldglass: Create De...

Document1 - Microsof...

Internet

100%

10:56 PM



On the Step 2 page of Decision Form screen, select the START/EFFECTIVE DATE from the drop down calendar

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Switch Account DUTT, ARIJIT (UHG) | Log Out

Search by ID

View Create Report Admin Help | Work Items | Shortcuts

< Back Next > Draft Submit Cancel

### Create Decision Form

Page Help

Step 2 of 3

Decision Form

1 Setup

2 Details

Decision Form

Cost Allocation

Accounting

Procurement Options

Question

Attachments

3 Review

Name \* Move/add/change for existing SOW

Description Request changes to an existing SOW such as adding new workers, extending/replacing existing workers or revising the SOW

(881 characters remaining)

Start/Effective Date \*

End Date

Business Unit

Location

Work Location

Comments

(2000 characters remaining)

Approval Path (for Program Office use only) \*

September 2011

Or Days Calculate Date

100-160-210-91210)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Done

start

Inbox - Microsoft Out...

Fieldglass: Create De...

Document1 - Microsof...

Internet

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10:59 PM

Select the END DATE from the drop down calendar

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

UnitedHealth Group

FIELDGLASS Buyer

Switch Account DUTT, ARIJIT (UHG) Log Out

Search by ID

View Create Report Admin Help Work Items Shortcuts

< Back Next > Draft Submit Cancel

### Create Decision Form

Page Help

Step 2 of 3

Decision Form

1 Setup

2 Details

Decision Form

Cost Allocation

Accounting

Procurement Options

Question

Attachments

3 Review

Name \* Move/add/change for existing SOW

Description Request changes to an existing SOW such as adding new workers, extending/replacing existing workers or revising the SOW

(881 characters remaining)

Start/Effective Date \* 09/20/2011

End Date \* Or Days Calculate Date

Business Unit 100-160-210-91210

Location

Work Location

Comments

Approval Path (for Program Office use only) \*

September 2011

Today

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Done

start

Inbox - Microsoft Out...

Fieldglass: Create De...

Document1 - Microsof...

Internet

100%

11:00 PM

Select BUSINESS UNIT from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Question

Attachments

3 Review

End Date \* 09/30/2011 Or Days Calculate Date

Business Unit \* Please enter search criteria

Location \* Growth Finance (300-250-702-70535)

Work Location \* Growth Finance (300-290-702-70535)

Comments Growth Sr Mgmt (300-290-760-76200)

Approval Path (for Program Office use only) \*

Cost Allocation

Cost Center \*

Accounting

Budget Amount (USD)

Procurement Options

Type Statement of Work

Question

SOW/Project Name \*

(4000 characters remaining)

Type of Request \*

967 items found.

start

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11:01 PM



Select LOCATION from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Question  
Attachments  
3 Review

End Date \* 09/30/2011 Or Days Calculate Date

Business Unit \* GSD - Shared Services (100-160-210-91210)

Location \* ID940

Work Location \* ID945  
Comments ID950  
ID955  
ID960  
ID965  
ID975  
ID985  
ID990  
ID995

Approval Path (for Program Office use only) \*

Cost Allocation

Cost Center \* IL-BANGALORE-#1 VICTOR MANSION-560008  
IL-COIMBATORE-25C SRINGAR NAGAR PREELAMEDU  
IL-INDORE-204 MAN HERITAGE-452003  
IL-MUMBAI-3B GUNDECHA ONCLAVE-400072  
IL-MUMBAI-COPORATE CENTER ANDHERI-KURLA ROAD

Accounting

Budget Amount (USD) 1465 items found.

Procurement Options

Type Statement of Work

Question

SOW/Project Name \*

(4000 characters remaining)

Type of Request \*

start

Inbox - Microsoft Out... Fieldglass: Create De... Document1 - Microsof...

Internet 100% 11:02 PM

Select APPROVAL PATH from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Accounting  
Procurement Options  
Question  
Attachments

3 Review

Start/Effective Date \* 09/20/2011 (881 characters remaining)

End Date \* 09/30/2011 Or Days Calculate Date

Business Unit \* GSD - Shared Services (100-160-210-91210)

Location \* II-MUMBAI-3B GUNDECHA ONCLAVE-400072

Work Location \* II-MUMBAI-3B GUNDECHA ONCLAVE-400072

Comments

(2000 characters remaining)

Approval Path (for Program Office use only) \*

Standard (Please select this by default)

Through FN

Through PO

3 items found.

Cost Allocation

Cost Center \*

Accounting

Budget Amount (USD) 0.00

Procurement Options

Type Statement of Work

Question

SOW/Project Name \*

Done

start

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Internet

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11:03 PM

Select COST CENTER from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Comments

(2000 characters remaining)

Approval Path (for Program Office use only) \* Through PO

Cost Allocation Manage

Cost Center \* STRATEGIC SOURCING(150450-20020-01510)

Accounting

Budget Amount (USD)

Procurement Options

Type ☒ Statement of Work

Question

SOW/Project Name \* (4000 characters remaining)

Type of Request \* (4000 characters remaining)

Is this for Tricare related work? \* ☐ Yes ☐ No

Leader/Business Sponsor for Effort \* (4000 characters remaining)

Done

start

Inbox - Microsoft Out...

Fieldglass: Create De...

Document1 - Microsof...

Internet 100%

11:04 PM

Enter SOW/PROJECT NAME in the text box and select TYPE OF REQUEST from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Budget Amount (USD) 0.00

Procurement Options

Type Statement of Work

Question

SOW/Project Name \* 2011.033.2 (3990 characters remaining)

Type of Request \* Replacement of Resource  
Extension of Existing Resource  
Role/Rate Change  
Add New Resource  
SOW Revision  
Transfer of Existing Resource (4000 characters remaining)

Is this for Ticare related work? \*

Leader/Business Sponsor for Effort \*

Segment \*

Number of workers \* (4000 characters remaining)

Onshore/Offshore \*

Contractor Express ID (existing contractors only) (4000 characters remaining)

Done

start

Inbox - Microsoft Out...

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11:05 PM

Click the NO radio option in IS THIS FOR TRICARE RELATED WORK? and enter name of LEADER/BUSINESS SPONSOR FOR EFFORT in the text box. Then, select SEGMENT from the drop down list

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https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

(3990 characters remaining)

Type of Request \* SOW Revision

Is this for Tricare related work? \* ☐ Yes ☒ No

Leader/Business Sponsor for Effort \* Heath, Steven C

(3985 characters remaining)

Segment \* 

- UMVS
- Ovations
- Rx Solutions
- Americhoice
- Corporate
- UHC
- UHG IT
- Ingenix
- OptumHealth
- Other

Number of workers \*

Onshore/Offshore \*

Contractor Express ID (existing contractors only)

Contractor Name (existing contractors only)

(4000 characters remaining)

Functional Role

Supplier \*

Terming Contractor ID (for replacement requests)

Done

start

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11:06 PM



Enter NUMBER OF WORKERS in the text box and choose ONSHORE/OFFSHORE from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Is this for Tricare related work? \* ☐ Yes ☒ No

Leader/Business Sponsor for Effort \* Heath, Steven C

(3985 characters remaining)

Segment \* UHG IT

Number of workers \* 10

(3988 characters remaining)

Onshore/Offshore \* Onshore

Contractor Express ID (existing contractors only)

Onshore

Offshore

(4000 characters remaining)

Contractor Name (existing contractors only)

(4000 characters remaining)

Functional Role

Supplier \*

Terming Contractor ID (for replacement requests)

(4000 characters remaining)

Done

start

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11:07 PM

Select SUPPLIER from the drop down list

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Onshore/Offshore \* Offshore (3998 characters remaining)

Contractor Express ID (existing contractors only)

Contractor Name (existing contractors only) (4000 characters remaining)

Functional Role (4000 characters remaining)

Supplier \* (4000 characters remaining)

Terming Contractor ID (for replacement requests)

Terming Contractor name (for replacement requests) (4000 characters remaining)

Expected Rate Range \* (4000 characters remaining)

Demand/Business Justification \* (4000 characters remaining)

Accenture  
Infosys  
Cognizant  
CSC  
Program Office  
HCL  
Other

start

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11:07 PM

Enter the EXPECTED RATE RANGE, DEMAND/BUSINESS JUSTIFICATION in their respective text boxes and click NEXT

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https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Terming Contractor name (for replacement requests) (4000 characters remaining)

Expected Rate Range \* (4000 characters remaining)  
\$20-\$35

Demand/Business Justification \* (3993 characters remaining)  
Project extended and new roles included with resultant increase in NTE

Comments/Additional details (3930 characters remaining)  
(4000 characters remaining)

Attachments Manage

X	File Name	Description	Size (compressed)	Public
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< Back Next > Draft Submit Cancel

Done

start

Inbox - Microsoft Out...

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Internet 100%

11:09 PM

On the Step 3 page of Decision Form screen, carefully review all information previous entered into the decision form and make sure it's accurate

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Switch Account DUTT, ARIJIT (UHG) Log Out

Search by ID

View Create Report Admin Help Work Items Shortcuts

< Back Draft Submit Cancel

### Create Decision Form

Page Help Step 3 of 3

1 Setup

2 Details

3 Review

Setup

Details

Setup

Details

Base Information

Owner \* DUTT, ARIJIT

Currency \* USD

Classification IT

Source

Decision Form Move/add/change for existing SOW (UHGA00003657)

Decision Form Template Move/add/change for existing SOW

Details

Decision Form

Name \* Move/add/change for existing SOW

Description Request changes to an existing SOW such as adding new workers, extending/replacing existing workers or revising the SOW

Start/Effective Date \* 09/20/2011

End Date 09/30/2011

Location \* II-MUMBAI-3B GUNDECHA ONCLAVE-400072

Work Location \* II-MUMBAI-3B GUNDECHA ONCLAVE-400072

Business Unit \* GSD - Shared Services (100-160-210-91210)

Comments

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Work Location \* II-MUMBAI-3B GUNDECHA ONCLAVE-400072  
Business Unit \* GSD - Shared Services (100-160-210-91210)  
Comments

Approval Path (for Program Office use only) Through PO

Procurement Options

Procurement	Statement of Work
-------------	-------------------

Accounting (USD)

Budget Amount	0.00
---------------	------

Cost Centers

Cost Center

STRATEGIC SOURCING (150450-20020-01510)

Question

SOW/Project Name	2011.033.2
Type of Request	SOW Revision
Is this for Tricare related work?	No
Leader/Business Sponsor for Effort	Heath, Steven C
Segment	UHG IT
Number of workers	10
Onshore/Offshore	Offshore
Contractor Express ID (existing contractors only)	Chose Not To Answer
Contractor Name (existing contractors only)	Chose Not To Answer
Functional Role	Chose Not To Answer
Supplier	Cognizant
Termining Contractor ID (for replacement requests)	Chose Not To Answer
Termining Contractor name (for replacement requests)	Chose Not To Answer

Done

start

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Internet 100%

11:12 PM



Click SUBMIT to submit the Decision Form for approval

Fieldglass: Create Decision Form - Windows Internet Explorer provided by UnitedHealth Group

https://www.fieldglass.net/pre\_approval\_form.do

File Edit View Favorites Tools Help

Fieldglass: Create Decision Form

Accounting (USD)

Budget Amount 0.00

Cost Centers

Cost Center

STRATEGIC SOURCING (150450-20020-01510)

Question

SOW/Project Name	2011.033.2
Type of Request	SOW Revision
Is this for Tricare related work?	No
Leader/Business Sponsor for Effort	Heath, Steven C
Segment	UHG IT
Number of workers	10
Onshore/Offshore	Offshore
Contractor Express ID (existing contractors only)	Chose Not To Answer
Contractor Name (existing contractors only)	Chose Not To Answer
Functional Role	Chose Not To Answer
Supplier	Cognizant
Termining Contractor ID (for replacement requests)	Chose Not To Answer
Termining Contractor name (for replacement requests)	Chose Not To Answer
Expected Rate Range	\$20-\$35
Demand/Business Justification	Project extended and new roles included with resultant increase in NTE
Comments/Additional details	Chose Not To Answer

< Back Next > Draft **Submit** Cancel

Done

start

Inbox - Microsoft Out...

Fieldglass: Create De...

Document1 - Microsof...

Internet

100%

11:13 PM