Modify Request > Add Co-Sponsor

MFRC153D

add co-sponsor

The Add Co-Sponsor (MFRC153D) page is accessed by clicking **Modify Request** from the main menu and then clicking **Add Co-Sponsor** from the sub menu. The Page enables the user to add a Co-Sponsor to a Commodity Request from a drop-down list of active Sponsors. The Sponsor and all Co-Sponsors already associated with the Commodity Request do not appear in the drop-down list.

When the user selects a Sponsor to add to the Commodity Request, all Address Types for that Sponsor are displayed in the address list. The user can select an Address from the address list to update the Co-Sponsor. The LOCATION

address is selected by default when the address is opened. The user can add multiple Sponsors to the Commodity Request.

- Co-Sponsors added to a Commodity Request may view that Request. However, they cannot modify the Request.
- ADD CO-SPONSOR should be used in the case of consortiums.

add co-sponsor access

- Sponsors can add a Co-Sponsor if they are the Request originator and current owner.

- AID can add a Co-Sponsor if they are the current owner.

- The Add Sponsor drop-down list includes only Co-Sponsors who have access to the FARES System. Select each Sponsor to be a Co-Sponsor for the Commodity Request. Multiple Co-Sponsors may be added to the Request, but the user must repeat the *Add Process* for each Co-Sponsor.

Select	Address Type	Address
●	LOCATION	209 W. FAYETTE ST. BALTIMORE, MARYLAND, UNITED STATES 21201-3443
○	MAIL	MAIL STREET KANSAS CITY, FLORIDA, UNITED STATES 99999

- The Sponsor's Address list is displayed after the Sponsor is selected from the Sponsor drop-down list. Use the radio buttons to select the address. If multiple address Types display, select the desired address.

Update

- Click **Update** to Add the Sponsor and Address Type to the Commodity Request. After a successful Update, the Modify Co-Sponsor page is displayed.

- **PURCHASED Commodity Request** - Users may now Add Co-Sponsor Information after the Commodity Request has been marked as PURCHASED. Select the Purchased Commodity Requests from the [Commodity Request Select MFRC130D) page](#) by entering the Commodity Request Number in

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