

## Start New Request >Add Header

### MFRC140D

#### new Commodity Request

Access the Start New Request>Add Header (MFRC140D) page by clicking **Start New Request** from the Main menu. A Commodity Request Number is system assigned if no validation errors are found when **Update** is clicked. The Request Number is formatted with a **CR-** prefix, followed by the last two digits of the Fiscal Year and a 5 digit system assigned sequence number (CR-02-99999). The 5 digit system assigned sequence number starts with 00001 for each new Fiscal Year. After you have entered a Request Header, it is displayed in the **Request List** screen.

| Select                   | Requirements  |
|--------------------------|---|
| <input type="checkbox"/> | CERT. OF FOIS OFFICIAL STORAGE EXAMINATION REQUIRED.  |
| <input type="checkbox"/> | CERT. OF FUMIGATION REQUIRED.   |
| <input type="checkbox"/> | CERT. OF VESSEL CLEANLINESS REQUIRED.   |
| <input type="checkbox"/> | ONE SET OF SHIPPING DOCUMENTS TO GO ONBOARD VESSEL.   |
| <input type="checkbox"/> | VENDOR SELF-CERTIFICATION TO BE INCLUDED WITH EXPORT DOCUMENTS TO SHOW THAT OIL SHIPPED IS SOYBEAN OIL AND MUST INCLUDE THE WORDS "100% SOYBEAN OIL." |

- Commodity Type, Program, Fiscal Year, Destination Country, US Load Port Date, Destination Date, and Type/Subtype are required fields.
- US Load Port Date must be greater than the current date.
- Destination Date must be greater than the US Load Port Date.
- All other fields are optional at this time.
- Any user can create a Request, however, US-AID and FAS may only enter Requests for their programs. EOD may only enter Requests for processed commodities, and BCD may only enter Requests for bulk commodities.
- Users with View roles for FARES cannot create Requests.
- **Update** must be selected to add the Request Header to the system. After **Update**, the [Add Commodity \(MFRC156D\) page](#) is displayed.

### New Commodity Request Header

Commodity Type: PROCESSED Fiscal Year: 2005  
 Country: -CHOOSE ONE-  
 U.S. Port Load Date: [ ] Cal Destination Date: [ ] Cal  
 S.I. Number: [ ] Project Number: [ ]  
 Agreement Number: [ ] Order Number: [ ]  
 CCC Number: [ ] Cable Number: [ ]  
 Regional Designation: [ ] Freight Forwarder: -CHOOSE ONE-  
 Freight Consolidation: [ ]  
 Type / Subtype: -CHOOSE ONE-  
 Free Form Remarks: [ ]

- **Commodity Type** - Click the radio button to select the Type of Commodities for the Commodity Request: **PROCESSED** or **BULK. (Required)**
  - BCD users can create only Bulk Commodity Requests.
  - EOD users can create only Processed Commodity Requests.
  - AID / FAS users can create either Processed or Bulk Commodity Requests.

Commodity Type: PROCESSED Fiscal Year: 2005  
 Program: TITLE I  
 U.S. Port Load Date: [ ] Cal Destination Date: [ ] Cal  
 S.I. Number: [ ] Project Number: [ ]  
 Agreement Number: [ ] Order Number: [ ]  
 CCC Number: [ ] Cable Number: [ ]  
 Regional Designation: [ ] Freight Forwarder: -CHOOSE ONE-  
 Freight Consolidation: [ ]  
 Type / Subtype: -CHOOSE ONE-  
 Free Form Remarks: [ ]

- **Fiscal Year** - Displays a selection of Fiscal Years to add to the Commodity Request Header. Select the year from the drop-down list in which funds for the Commodity Request should be allocated. **(Required)**

Commodity Type: PROCESSED Fiscal Year: 2005  
 Program: TITLE II  
 Destination Country: -CHOOSE ONE-  
 U.S. Port Load Date: [ ] Cal Destination Date: [ ] Cal  
 S.I. Number: [ ] Project Number: [ ]  
 Agreement Number: [ ] Order Number: [ ]  
 CCC Number: [ ] Cable Number: [ ]  
 Regional Designation: [ ] Freight Forwarder: -CHOOSE ONE-  
 Freight Consolidation: [ ]  
 Type / Subtype: -CHOOSE ONE-  
 Free Form Remarks: [ ]

- **Programs** - Displays a selection of Program Types to add to the Commodity Request Header. Select from the drop-down list the Program under which Commodities should be purchased. **(Required)**
  - If you log on as a FAS user, the drop-down list is limited to GFEI, Section 416b, and Food For Progress. FAS users are only allowed to create Commodity Requests for these programs.
  - If you log on as an AID user, the drop-down list is limited to Title II, Title III, and BEHT. AID users are only allowed to create Commodity Requests for these programs.

The screenshot shows a form with the following fields: Commodity Type: PROCESSED, Fiscal Year: 2005, Program: TITLE I, Destination: -CHOOSE ONE-, U.S. Port Load Date, Destination Country: -CHOOSE ONE-, S.I. Number, Project Number, Agreement Number, Order Number, CCC Number, Cable Number, Regional Designation, Freight Forwarder: -CHOOSE ONE-, Freight Consolidation, Type / Subtype: -CHOOSE ONE-, and Free Form Remarks.

- **Destination Country** - Displays a selection of Destination Countries to add to the Commodity Request Header. Select from the drop-down the Country where the Commodities ordered on the Commodity Request should be delivered. **(Required)**

The screenshot shows the same form as above, but with the 'U.S. Port Load Date' field highlighted. A 'Cal' (calendar) button is visible next to the date input field.

- **U.S. Port Load Date** - Displays an entry area for the date the commodities should arrive at the U.S. Load Port to the Commodity Request Header. Enter the date the Commodities should arrive at the U.S. port. **(Required)**
- Defaults to spaces. The U.S. Port Load Date must be beyond the current date, before the Destination Date, and be in a mm/dd/yyyy format. The **Cal (calendar)** button displays a popup calendar window for selecting the U.S. Port Load Date.

The screenshot shows the same form as above, but with the 'Destination Date' field highlighted. A 'Cal' (calendar) button is visible next to the date input field.

- **Destination Date** - Displays an entry area for the date the Commodities should arrive at their destination to the Commodity Request Header.
- Defaults to spaces. The Destination Date must be greater than the U.S. Port Load Date and be in a mm/dd/yyyy format. The **CAL (calendar)** opens a calendar for easy date entry. **(Required)**

Commodity Type: PROCESSED Fiscal Year: 2005

Program: TITLE I Destination Country: -CHOOSE ONE-

U.S. Port Load Date: [ ] Cal Destination Date: [ ] Cal

S.I. Number: [ ]

Agreement Number: [ ] Order Number: [ ]

CCC Number: [ ] Cable Number: [ ]

Regional Designation: [ ] Freight Forwarder: -CHOOSE ONE-

Freight Consolidation: [ ]

Type / Subtype: -CHOOSE ONE-

Free Form Remarks: [ ]

- **S.I. Number** - Displays an entry area to add the S.I. Number (Shipping Instruction Number) to the Commodity Request Header. The Shipping Instruction Number is used by the World Food Program to track Commodity Requests.
- Defaults to spaces.

Commodity Type: PROCESSED Fiscal Year: 2005

Program: TITLE I Destination Country: -CHOOSE ONE-

U.S. Port Load Date: [ ] Cal Destination Date: [ ] Cal

S.I. Number: [ ] Project Number: [ ]

Agreement Number: [ ] Order Number: [ ]

CCC Number: [ ] Cable Number: [ ]

Regional Designation: [ ] Freight Forwarder: -CHOOSE ONE-

Freight Consolidation: [ ]

Type / Subtype: -CHOOSE ONE-

Free Form Remarks: [ ]

- **Project Number** - Displays an entry area for the Project Number to be added to the Commodity Request Header. The Project Number is also used by the World Food Program to track Commodity Requests.
- The Project Number field defaults to spaces.

Commodity Type: PROCESSED Fiscal Year: 2005

Program: TITLE I Destination Country: -CHOOSE ONE-

U.S. Port Load Date: [ ] Cal Destination Date: [ ] Cal

S.I. Number: [ ] Project Number: [ ]

Agreement Number: [ ]

CCC Number: [ ] Cable Number: [ ]

Regional Designation: [ ] Freight Forwarder: -CHOOSE ONE-

Freight Consolidation: [ ]

Type / Subtype: -CHOOSE ONE-

Free Form Remarks: [ ]

- **Agreement Number** - Displays an entry area for the Agreement Number to be added to the Commodity Request Header. This number identifies which Commodities can be requested and the Destination Countries where the requested Commodities can be delivered.
- Defaults to spaces.



This screenshot shows a form for a 'PROCESSED' commodity type in the fiscal year 2005. The 'Order Number' field is highlighted with a red box. Other fields include Program (TITLE I), Destination Country (-CHOOSE ONE-), U.S. Part Load Date, Destination Date, S.I. Number, Project Number, Agreement Number, CCC Number, Cable Number, Regional Designation, Freight Forwarder (-CHOOSE ONE-), Freight Consolidation, Type / Subtype (-CHOOSE ONE-), and Free Form Remarks.

- **Order Number** - Displays an entry area for the Order Number to be added to the Commodity Request Header. The Order Number is used by the World Food Program and U.S. Agency for International Development to track Commodity Requests.
- Defaults to spaces.

This screenshot shows the same form as above, but with the 'CCC Number' field highlighted by a red box. The 'Order Number' field is now visible and empty.

- **CCC Number** - Displays an entry area for the CCC Number to be added to the Commodity Request Header. The CCC Number is the Commodity Credit Corporation Number.
- Defaults to spaces.

This screenshot shows the same form with the 'Cable Number' field highlighted by a red box. The 'Order Number' and 'CCC Number' fields are also visible.

- **Cable Number** - The number of the cable used on a Commodity Request to transfer funds to an individual in another country. Funds are deposited with a domestic bank, which cables instructions to a correspondent bank abroad to make the funds available to the payee.
- This field defaults to spaces.

This screenshot shows a form for entering commodity request details. The 'Regional Designation' field is highlighted with a red box. Other fields include Program (TITLE II), Destination Country (-CHOOSE ONE-), U.S. Port Load Date, Destination Date, S.I. Number, Project Number, Agreement Number, Order Number, CCC Number, Cable Number, Freight Forwarder (-CHOOSE ONE-), Consolidation, Type / Subtype (-CHOOSE ONE-), and Free Form Remarks.

- **Regional Designation** - Displays an entry area for the Regional Designation to be added to the Commodity Request Header. The Regional Designation is the Region in which the Commodities on a Commodity Request are scheduled to be delivered.
- Defaults to spaces.

This screenshot shows the same form as above, but with the 'Freight Forwarder' field highlighted by a red box. The 'Freight Forwarder' field is a drop-down menu currently showing '-CHOOSE ONE-'.

- **Freight Forwarder** - Displays a drop-down list of Freight Forwarders. Select the Freight Forwarder that should handle the Commodities for this Commodity Request.
- Defaults to spaces.

This screenshot shows the same form as above, but with the 'Freight Consolidation' field highlighted by a red box. The 'Freight Consolidation' field is an entry area currently showing spaces.

- **Freight Consolidation** - Displays an entry area for the Freight Consolidation Information to be added to the Commodity Request Header. The Freight Consolidation Number is assigned to like items for the shipping purposes.
- Defaults to spaces.

- **Type/Subtype** - Displays a selection of Commodity Request Type/Subtype combinations to add to the Commodity Request Header. This Identifies the specific Type of Commodity Request and is derived from the Request Type and Subtype.

**(Required)**

- Current available Types / Subtypes:
  - DEVELOPMENT / CONSORTIUM MONETIZATION
  - DEVELOPMENT / DIRECT DISTRIBUTION
  - DEVELOPMENT / MONETIZATION
  - DEVELOPMENT / PRRO
  - DEVELOPMENT / TRANSITION
  - EMERGENCY / CONSORTIUM
  - EMERGENCY / DIRECT DISTRIBUTION
  - EMERGENCY / IEFR
  - EMERGENCY / MONETIZATION
  - EMERGENCY / PRRO
  - EMERGENCY / TRANSITION

The screenshot shows a web form for commodity requests. At the top, 'Commodity Type: PROCESSED' and 'Fiscal Year: 2005' are displayed. The form contains various input fields: 'Program: TITLE I', 'Destination Country: -CHOOSE ONE-', 'U.S. Port Load Date: [ ] Cal', 'Destination Date: [ ] Cal', 'S.I. Number: [ ]', 'Project Number: [ ]', 'Agreement Number: [ ]', 'Order Number: [ ]', 'CCC Number: [ ]', 'Cable Number: [ ]', 'Regional Designation: [ ]', and 'Freight Forwarder: -CHOOSE ONE-'. A dropdown menu for 'Type / Subtype' is highlighted, showing '-CHOOSE ONE-'. At the bottom, there is a 'Free Form Remarks' text area.

This screenshot is identical to the one above, but the 'Free Form Remarks' text area is highlighted with a larger border, indicating it is the focus of the subsequent text.

- **Free Form Remarks** - Displays an entry area for Free-Form Remarks to be added to the Commodity Request Header.
- Defaults to spaces.

| Select                   | Requirements   |
|--------------------------|--|
| <input type="checkbox"/> | CERT. OF FGIS OFFICIAL STORAGE                                 |
| <input type="checkbox"/> | CERT. OF FUMIGATION REQUIRE                                    |
| <input type="checkbox"/> | CERT. OF VESSEL CLEANLINESS                                    |
| <input type="checkbox"/> | ONE SET OF SHIPPING DOCUMENTS                                  |
| <input type="checkbox"/> | VENDOR SELF-CERTIFICATION THAT SHIPPED IS SOYBEAN OIL AND MEAL |
|                          | <input type="text"/>   |

**Update**

- **Select** - Use Select Requirements check-box to select Requirements to add to the new Commodity Request. Multiple Requirements may be selected from the list. The Select check boxes are unselected by default.
- **Requirements** - Displays the **Requirements** (Special Instructions) from which to select that may be needed for a Commodity Request. All available active Requirements are listed on the page with a check box.
- The **Free Form** text field at the bottom of the **Select Requirements** check-box selection defaults to spaces and is used to add Requirements not listed in the Select Requirements check box. The text entered in this Add Requirement box will NOT be converted to upper case.
- Click **Update** to save all information entered for a new Commodity Request.