

Modify Request > Modify Co-Sponsor

MFRC154D

modify co-sponsor

The Modify Co-Sponsor (MFRC154D) page is accessed by selecting **Modify Request** from the Main menu, then selecting **Modify Co-Sponsor**. Use the Modify Co-Sponsor page to change the Address Type for a Sponsor associated with a Commodity Request. The page displays all Address Types for the Sponsor selected on the Co-Sponsor List page.



- Sponsors, US-AID, and FAS can modify Co-Sponsors if the Request is currently at their processing site.
- PDD, EOD, and BCD can modify Co-Sponsors, if the Request is currently at their processing site, and they are the originator of the Request.
- Again, **Update** must be clicked to save the Updated information to the screen.

modify co-sponsor access

Select	Comdy Request Number	Program	Type/Subtype	Dest Country	Sponsor	Request Status	Last Action/Comment
<input type="radio"/>	CR-05-00010	TITLE II	EMERGENCY I EFR	CONGO	EOD	IN PROGRESS	
<input type="radio"/>	CR-05-00011	TITLE II	EMERGENCY I EFR	CONGO	EOD	IN PROGRESS	
<input checked="" type="radio"/>	CR-05-00012	TITLE II	EMERGENCY I EFR	CONGO	EOD	IN PROGRESS	

- Select a Request from the Request list to change the Co-Sponsor address.



- Click **Modify Request** to display the Request in the **Modify Request>Modify Header** page.

- **PURCHASED Commodity Request** - Users may now Modify Co-Sponsor Information after the Commodity Request has been marked as PURCHASED. Select the Purchased Commodity Requests through the [Commodity Request Select MFRC130D\) page](#) by entering the Commodity Request Number in **CR# or SL#:**



- Click **Co-Sponsor List** to view the Co-Sponsor list for the selected Commodity Request. Use the radio buttons to select the Co-Sponsor to modify. **NOTE:** A Co-Sponsor may be deleted from the Co-Sponsor list by clicking **Delete** in the submenu with that Co-Sponsor selected.

Modify Request - Co-Sponsor List

Co-Sponsor Listing for Commodity Request **CR-05-00012** Current Status: **IN PROGRESS**

Select	Entity Type	Entity	Address Type
<input type="radio"/>	SPONSOR	WV	LOCATION
<input checked="" type="radio"/>	SPONSOR	CARE	LOCATION

- Click **Modify Co-Sponsor** to display the Request in the **Modify Request>Modify Co-Entity** page where the Co-Sponsor address selection can be modified.

Modify Request - Modify Co-Entity

Modify Co-Sponsor **CARE** for Request: **CR-05-00012** Current Status: **IN PROGRESS**

Select	Address Type	Address
<input checked="" type="radio"/>	LOCATION	151 ELLIS STREET ATLANTA, GEORGIA, UNITED STATES 30303
<input type="radio"/>	MAIL	PO BOX 234 KANSAS CITY, GEORGIA, UNITED STATES 88888

- **Co-Sponsor Name** - Name of the selected Co-Sponsor
- **Commodity Request Number** - Number of the selected Commodity Request
- **Current Status** – The current status of the selected Request is displayed.

- **Select** - Determines address used for the Co-Sponsor Also, defaults to the current Co-Sponsor address
- **Address Type** - Displays all address types for a Co-Sponsor.
- **Address** - The actual address for the address type

Modify Request/Co-Sponsor List

Co-Sponsor Listing for Commodity Request **CR-05-00012** Current Status: **IN PROGRESS**

Select	Entity Type	Entity	Address Type
<input type="radio"/>	SPONSOR	WW	LOCATION
<input checked="" type="radio"/>	SPONSOR	CARE	LOCATION

- When **Update** is clicked, the Co-Sponsor address type is modified for the Commodity Request. The Co-Sponsor List page is displayed after a successful update for further Co-Sponsor update.