

Request List > Select

MFRC130D

Select Commodity Request

Access the Commodity Request Selection (MFRC130D) page by clicking **Request List** from the Main menu. Use the Selection page to select a particular Commodity Request for Modification, Routing, Comments, Reassignment or Viewing. Selections from the Process Site drop-down list and the other [drop-down filter lists](#) determine the Requests displayed. The **Proc. Site** drop-down selection defaults to the logged-in security level. For example, if you log in as SPONSOR, the **Proc. Site** drop-down defaults to SPONSOR. Click **Retrieve** to display all your Requests at the SPONSOR Proc. Site. You can also select another site to display the Requests at that selected site.

The screenshot shows the 'Food Aid Request Entry System' interface. At the top, there are navigation links: Request List, Start New Request, Modify Request, Commodity Admin, Reports, Links. Below these are filter buttons: Select, Status, Manual Purchase, Inventory, Route, Comments, Reassign, View. A 'Retrieve' button is highlighted. The 'Request List Select' section contains several dropdown menus: Proc. Site (EOD), Status (ACTIVE), Dest. Country (ALL), Sponsor (ALL), Manual Only (checkbox), Type (PROCESSED), Program (ALL), Request Type (ALL), and Announcement (ALL). A note states: '*All times are for the Central time zone.' Below the filters is a table with columns: Select, Commodity Request Number, Program, Type/Subtype, Dest. Country, Sponsor, Request Status, and Last Action/Comment.

Select	Commodity Request Number	Program	Type/Subtype	Dest. Country	Sponsor	Request Status	Last Action/Comment
<input checked="" type="checkbox"/>	CR-04-00334	SECTION 416B	EMERGENCY PRRO	SUDAN	WFP	ON INVITATION 001B	08/25/2005 11:00:52 AM CDT EOD, DAVID E LEM
<input type="checkbox"/>	CR-05-00105	FFE	DEVELOPMENT DIRECT DISTRIBUTION	MOZAMB	WFP	READY FOR INVITATION	07/22/2005 10:37:42 AM CDT EOD, DAVID E LEM
<input type="checkbox"/>	CR-05-00193	TITLE II	EMERGENCY PRRO	INDONE	WFP	READY FOR INVITATION	01/14/2005 08:37:08 AM CST WFP, ROSEMARIE SERGIO Quantity has been reduced to 3000 mt which has arrived Jakarta. The balance 2450 is now destined to Sri Lanka with CR# 05-00418 + 00419.
<input type="checkbox"/>	CR-05-00484	FOOD FOR PROGRESS480	EMERGENCY EFR	BRILAN	WFP	READY FOR INVITATION	APPROVED BY PDD (ROUTED TO EOD) 04/14/2005 10:06:05 AM CDT PDD, RICHARD J CHAVEZ Milled rice originally purchased for IRD in domestic. Due to various issues, milled rice diverted to WFP in Lanka.

Using the Commodity Request Selection Filters

Filter by Processing Site (Proc. Site)

The **Proc. Site** filter enables the user (contingent upon security level) to retrieve the Commodity Requests currently at the selected site. For example: If a Request is generated by a Sponsor and then routed to AID, the current processing site of the Request is AID. In order for the Sponsor to retrieve the Request, the user must set the Proc. Site filter to AID. The following is a list of available options for the **Proc. Site** filter. (Note: some of the selections may not be available based on the log-in security level).

The screenshot shows a dropdown menu for 'Proc. Site'. The current selection is 'SPONSOR'. The menu options are: SPONSOR, AID, FAS, PDD, BCD, EOD, ALL, and OTHER SPONSOR.

- **SPONSOR** - Displays the Commodity Requests at the SPONSOR processing site.
- **AID** - Displays all Title II, Title III, and BEHT Requests at the AID processing site.
- **FAS** - Displays all GFEI, 416B and FFP Requests at the FAS processing site.
- **PDD** - Displays all Requests at the PDD processing site.
- **BCD** - Displays all Bulk Requests at the BCD processing site.
- **EOD** - Displays all Processed Requests at the EOD processing site.
- **All** - Displays All Requests at All processing sites.
- **OTHER SPONSOR** - Displays all Requests at the Other Sponsor site. This selection is available only to SPONSOR users. If the Request is assigned a Co-Sponsor, then this selection allows a Co-Sponsor user to view the Request.

Select the **Processing Site** and click **Retrieve**.

Filter by Status

Status:

- ACTIVE
- ALL
- CANCELLED
- HISTORY
- IN PROGRESS
- ON INVITATION
- PURCHASED
- READY FOR INVITATION

- **ACTIVE** - Displays ACTIVE Commodity Requests.
- **ALL** - Displays ALL Commodity Requests.
- **CANCELLED** - Displays CANCELLED Requests.
- **HISTORY** - Displays archived (in HISTORY) Requests.
- **IN PROGRESS** - Displays IN PROGRESS Requests.
- **ON INVITATION** - Displays ON INVITATION Requests.
- **PURCHASED** - Displays PURCHASED Requests.
- **READY FOR INVITATION** - Displays Requests READY FOR INVITATION.

Select the **Status** and click **Retrieve**.

NOTE: Requests with a status of **PURCHASED** can be entered. If the Request entered is **ACTIVE**, access to subsequent pages functions as usual. If Request entered is **HISTORY**, access to the **Route**, **Reassign**, and **Modify Request** pages is restricted. The **Comments** and **View** pages will function as normal.

Filter by Destination Country (Dest Country)

Dest Country:

- ALL
- AFGHAN
- ALBANI
- ALGERI
- ANGOLA
- ARMENI
- AZER
- BALKAN
- BANGLA
- BELIZE
- BENIN

- Select the Destination Country from the Dest Country drop-down and click **Retrieve** to display Requests by the Destination Country.
- **ALL** - Displays All *your* Commodity Requests by Destination Country.

Filter by Request Number

CR# or S.I.#:

- **CR#** - Commodity Request number.
- **S.I.#** - Shipping Instruction number - World Food Program uses a Shipping Instruction number to track their Commodity Requests.
- To search for a Commodity Request, a valid Commodity Request number (CR#) must be entered in the 'Commodity Request Number' text box. The user must have the authority to access the Request entered. Enter the Commodity Request number of Shipping Instruction number (World Food Program) and click **Retrieve** to display the specific Commodity Request by its number.

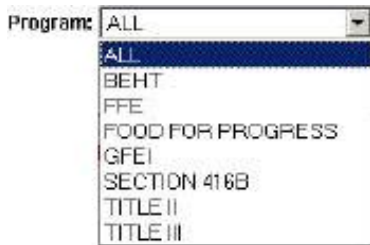
Processed or Bulk Commodity

Type: PROCESSED BULK

Select **PROCESSED** or **BULK**, whichever applies to the Commodity on the Request and click **Retrieve** to display Requests by **Commodity Type**.

- **Processed** - The Commodity is packaged in smaller quantities.
- **Bulk** - The Commodity is in larger quantities (perhaps skidded or crated).

Filter by Program



Select the **Program** and click **Retrieve**.

- **ALL** - Displays ALL Commodity Requests regardless of their Program. Accessible by the following log-in Security Levels: AID, BCD, EOD, FAS and SPONSOR
- **BEHT** - Displays ALL Requests in the BEHT Program. Accessible by the following log-in Security Levels: AID, BCD, EOD and SPONSOR
- **FFE** - Displays all Requests in the FFE Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR
- **FOOD FOR PROGRESS** - Displays all Requests in the FOOD FOR PROGRESS Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR
- **GFEI** - Displays all Requests in the GFEI Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR
- **SECTION 416B** - Displays all Requests in the SECTION 416B Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR
- **TITLE II** - Displays all Requests in the TITLE II Program. Accessible by the following log-in Security Levels: AID, BCD, EOD and SPONSOR
- **TITLE III** - Displays all Requests in the TITLE III Program. Accessible by the following log-in Security Levels: AID, BCD, EOD and SPONSOR

Filter by Request Type



Select the **Request Type** and click **Retrieve**.

- **ALL** - Displays ALL Requests regardless of their Request Type.
- **DEV** - Displays Requests of the DEV Request Type.
- **DEVELOPMENT** - Displays Requests of the DEVELOPMENT Request Type.
- **EMERGENCY** - Displays Requests of the EMERGENCY Request Type.

Filter by Sponsor



Select the **Sponsor** and click **Retrieve**.

- The **Sponsor** filter enables the user (contingent upon security level) to retrieve the Commodity Requests of the Sponsor selected from the drop-down list, regardless of where (which Processing Sites) the Requests reside. Only the following log-in security levels will display the Sponsor filter and have access to retrieve a selected Sponsor's Requests: AID, BCD, EOD, FAS and PDD.

Manual Purchase

Manual Only:

- **Manual Only:** - Check the Manual Only checkbox to list only Commodity Requests satisfied by Manual Purchase. Manual Purchase Commodity Requests do not route through the Invitation process. Rather, the Commodity to satisfy the Requests is *Manually Purchased* and the Requests do not go on Invitation to be satisfied.

Filter by Announcement

Announcement:

- ALL
- BWSF8
- CMSF7
- CO2
- CSB9
- CSSM7
- DEFAULT
- KCBG5
- MF6
- MR17

- The **Announcement** filter enables the user (contingent upon security level) to retrieve the Commodity Requests based on the associated Announcements selected from the drop-down list, regardless of where (which Processing Sites) the Requests reside. Only the following log-in security levels will display the Announcement filter and have access to retrieve Requests associated with the selected Announcement: BCD, EOD and PDD.

Select the **Announcement** and click **Retrieve**.

Actions on the selected Commodity Request

The **Select Commodity Request** page enables the user to retrieve a **Commodity Request List** by Processing Site. Only the Commodity Requests at the selected Processing Site are displayed. The page will be redisplayed each time a new Processing Site is selected. The user selects a Request from the **Commodity Request List** by clicking the corresponding radio button. The selected Request defaults to the last Request selected or if that's not possible, to the first Request in the list. After a Request is selected, the user (based on security access level) can invoke the following actions on the selected Request:

- **modify request** - The selected Request can be modified on the Modify Commodity Request page. A Commodity Request's Header Information, Free Form Remarks, or Requirements can be modified from this page.
- **commodity** - Commodities can be viewed, modified, added, written off, or transferred to a new Commodity Request.
- **admin** - Entity personnel information can be viewed, deleted, added, modified, or log-in ID can be updated or deleted, while the entity information can be viewed, deleted or modified.
- **reports** - Assorted Commodity Request, Invitation, and Miscellaneous reports can be displayed.
- **status** - Status for the selected Commodity Request can be set.
- **inventory** - The Commodity Inventory for the selected Commodity Request is displayed and can be edited.
- **route** - The selected Commodity Request can be Routed to another organization.
- **comments** - Adds or views comments for the Commodity Request
- **reassign** - Reassigns a Commodity Request to another PVO/IO
- **view** - Views updated Commodity Request information

Commodity Request list

Select	Comdy Request Number	Comdy Type	Program	Type/Subtype	Dest Country	Process Site	Request Status	Last Action/Comment
<input checked="" type="radio"/>	CR-04-00168	PROC	TITLE II	DEVELOPMENT/ MONETIZATION	PERU	EOD	IN PROGRESS	APPROVED 11/25/2003 03:11:23 PM CST PDD, DAVID J LOVO For Patsy- please note delivery period, please issue Inv. ASAP.
<input type="radio"/>	CR-04-00236	PROC	TITLE II	DEVELOPMENT/ DIRECT DISTRIBUTION	HONDUR	EOD	ON INVITATION 093A	ON INVITATION 12/17/2003 04:54:22 PM CST EOD, KAY L HALLORAN INV014-PBL,CSE,CM,VO,MR
<input type="radio"/>	CR-04-00354	PROC	TITLE II	DEVELOPMENT/ DIRECT DISTRIBUTION	BOLIVI	EOD	IN PROGRESS	APPROVED 01/13/2004 08:31:10 AM CST PDD, DAVID J LOVO Fro Inv. 024.

Select	<ul style="list-style-type: none"> Select the Commodity Request for desired action (Modification, Routing, Comments, Reassignment, or Viewing) using the radio button. Select defaults to the first entry in the list or the last chosen entry if applicable. To work on a Commodity Request Number click on the corresponding Select radio button and then click on the desired menu selection.
Comdy Request Number	<ul style="list-style-type: none"> The Commodity Request Number is a system-generated, sequential number assigned at Request creation Start New Request and is an unique Request identifier.
Comdy Type	<ul style="list-style-type: none"> Commodity Type is Proc (Processed) or Bulk
Program	<ul style="list-style-type: none"> Displays the Program of the Request (if applicable). Programs: TITLE II, TITLE III, BEHT, GFEI, 416B and FFP.
Type/Subtype	<ul style="list-style-type: none"> This Identifies the specific type of Commodity Request and is derived from the Request Type and Request Subtype. Currently Available Types/Subtypes are: <ul style="list-style-type: none"> DEV/EMRG DEVELOPMENT - Displays Requests of the DEVELOPMENT Request Type. <ul style="list-style-type: none"> DEVELOPMENT/CONSORTIUM MONETIZATION DEVELOPMENT/DIRECT DISTRIBUTION DEVELOPMENT/MONETIZATION DEVELOPMENT/PRRO DEVELOPMENT/TRANSITION EMERGENCY - Displays Requests of the EMERGENCY Request Type. <ul style="list-style-type: none"> EMERGENCY/CONSORTIUM EMERGENCY/DIRECT DISTRIBUTION EMERGENCY/IEFR EMERGENCY/MONETIZATION EMERGENCY/PRRO EMERGENCY/TRANSITION
Dest Country	<ul style="list-style-type: none"> Dest Country is the country where the Commodity is being shipped.
Process Site	<ul style="list-style-type: none"> Process Site displays the Site where your Request currently resides. If you Retrieve your Requests at your Site (log-in default), the Process site column is not displayed.
Request Status	<ul style="list-style-type: none"> Request Status is the most current status for the Commodity Request.
Last Action/Comment	<ul style="list-style-type: none"> These are the latest Action/Comment (i.e. Route) or Comment entered for this Request.