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.

modify co-sponsor access

- 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.

- 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 .

- 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.

- 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.
  - **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

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

Select	Entity Type	Entity	Address Type
○	SPONSOR	WV	LOCATION
⦿	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.