

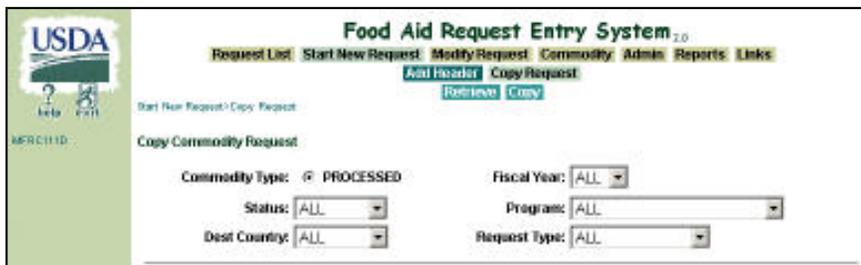
## Start New Request >Copy Request

### MFRC111D

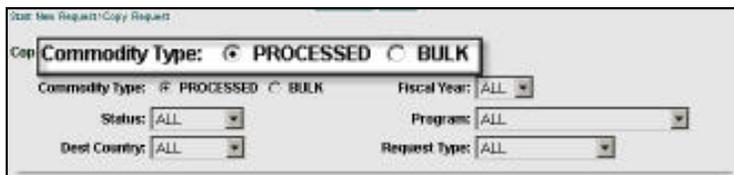
#### copy request

Access the Copy Request (MFRC111D) page by clicking **Start New Request** from the Main menu and clicking **Copy** from the Sub menu. **Copy Request** is another method for creating a Request Header using information from a previous Commodity Request. Copy Request is available to users having access to their Requests. For a Sponsor, this includes only that Sponsor's Requests. US-AID and FAS may only copy Requests for their programs.

- Request selection may be narrowed to **Active** or **History** Requests. **Active** Requests are Requests that have not been Purchased. **History** Requests are Purchased Requests.
- Request selection may also be narrowed to only one Fiscal Year.
- Once a Request is selected for Copy, click **Copy** to open the Modify Header (MFRC150D) page with the selected Commodity Request to Copy. Once **Copy** is selected, the new request is saved to the database prior to modifying and updating the record.
- In the Modify Header (MFRC150D) page, changed the displayed information to produce a new Commodity Request based on the copied Request and click **Update** to save the New Commodity Request.
- In the Modify Header (MFRC150D) page, change the displayed information to Commodity Request information and click **Update** to update the Commodity Request.



### Copying a Commodity Request



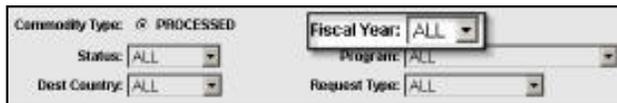
- Commodity Type** - The two Commodity Types are:
  - PROCESSED - Select PROCESSED to filter the Retrieved Commodity Requests by Processed Commodity Type.
  - BULK - Select BULK to filter the Retrieved Commodity Requests by Bulk Commodity Type.



- Status** - This selection filters the retrieved Commodity Requests by:
  - ALL** Retrieves all Requests
  - ACTIVE** Retrieves only the Active Requests
  - HISTORY** Retrieves the Purchased Requests



- Destination Country** - Select the Name of the Funding Country associated with the Commodity Requests from the **Destination Country** drop-down list.



- **Commodity Request for Fiscal Year** - This selection filters the Commodity Requests retrieved by their **Fiscal Year**. *In this example ALL is selected as the FISCAL YEAR.*

- **Program** - Select from the following available Programs from the drop-down list to filter the Retrieved Commodity Requests:

**ALL** - Filters ALL Commodity Requests regardless of their Program. Accessible by the following log-in Security Levels: AID, BCD, EOD, FAS and SPONSOR

**BEHT** - Filters ALL Requests in the BEHT Program. Accessible by the following log-in Security Levels: AID, BCD, EOD and SPONSOR

**FFE** - Filters all Requests in the FFE Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR

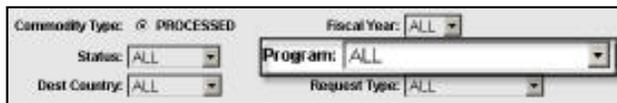
**FOOD FOR PROGRESS** - Filters all Requests in the FOOD FOR PROGRESS Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR

**GFEI** - Filters all Requests in the GFEI Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR

**SECTION 416B** - Filters all Requests in the SECTION 416B Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR

**TITLE II** - Filters all Requests in the TITLE II Program. Accessible by the following log-in Security Levels: AID, BCD, EOD and SPONSOR

**TITLE III** - Filters all Requests in the TITLE III Program. Accessible by the following log-in Security Levels: AID, BCD, EOD and SPONSOR



- **Request Type** - Select the Request Type from drop-down list to filter the Retrieved Commodity Requests:
  - **ALL** - Filters ALL Requests regardless of their Request Type.
  - **DEV** - Filters Requests of the DEV Request Type.
  - **DEVELOPMENT** - Filters Requests of the DEVELOPMENT Request Type.
  - **EMERGENCY** - Filters Requests of the EMERGENCY Request Type.



- After the desired filter selections are made, select **Retrieve** from the submenu to display the filtered **Request List**:

**Retrieve**

Select	Comd Request Number	Program	Type/ Subtype	Fiscal Year	Dest. Country	Commodities
<input type="checkbox"/>	CR-03-00609	TITLE II	EMERGENCY IEFR	2004	CONGOD	LENTILS, 50 KG
<input type="checkbox"/>	CR-03-00696	TITLE II	EMERGENCY IFRRO	2004	CONGOD	CORNMEAL, 25 KG

- Select the desired Commodity Request to copy using the corresponding radio button.
- Select **Copy** from the submenu to display the **Modify Header** page containing the same information as the copied Commodity Request. The existing Request's header, co-entity, and commodity information is copied to the new Request and the new Commodity Request is saved to the database.

**Copy**

Modify Commodity Request Header for: **CR-05-08011** Current Status: **IN PROGRESS**

Commodity Type: PROCESSED Fiscal Year: 2004

Program: TITLE II Destination Country: CONGOD

U.S. Port Load Date: 01/10/2004 Destination Date: 01/25/2004

S.J. Number: 00564703 Project Number: 10280.0

Agreement Number: Order Number:

CCC Number: Cable Number:

Regional Designation: Freight Forwarder: WILSON LOGISTICS

Freight Consolidation:

Type / Subtype: EMERGENCY / IEFR

Free Form Remarks: - A CERTIFICATE OF DONATION PREPARED BY THE DONOR . (THIS CERTIFICATE IS TO BE ATTACHED WITH OTHER DOCUMENTS, I.E. B/L, PHYTO/HEALTH, CERTIF. OF ORIGIN, ETC.)

- **Modify Header** - Once a request has been copied, the **Modify Commodity Request Header** page is displayed. The copied information is modified in this page. When a Request is copied, the header information, co-entity information, and commodity information is copied to the new request.

**Update**

- Select **Update** from the submenu to save modifications to the database. The new Request is initially created and saved to the database once **Copy** is selected. **Update** saves any modifications.

### Copy Request Security Restrictions

**Sponsor**

- Sponsors can copy from any Request they have originated throughout the process.
- Sponsors cannot copy from any Request originated by another Sponsor, even if they are listed as a Co-Entity.

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| <b>AID</b>                                     | <ul style="list-style-type: none"> <li>● AID can copy from any Title II, Title III, and BEHT Request created throughout the process.</li> <li>● AID cannot copy from any FAS Requests.</li> </ul>            |
| <b>FAS</b>                                     | <ul style="list-style-type: none"> <li>● FAS can copy from any GFEI, Section 416b, or Food For Progress request created throughout the process.</li> <li>● FAS cannot copy from any AID Requests.</li> </ul> |
| <b>PDD</b>                                     | <ul style="list-style-type: none"> <li>● PDD can copy from any Request created throughout the process.</li> </ul>  |
| <b>BCD</b>                                     | <ul style="list-style-type: none"> <li>● BCD can copy from any Bulk Commodity Request created throughout the process.</li> <li>● BCD cannot copy from Processed Commodity Requests.</li> </ul>               |
| <b>EOD</b>                                     | <ul style="list-style-type: none"> <li>● EOD can copy from any Processed Commodity Request created throughout the process.</li> <li>● EOD cannot copy from any Bulk Commodity Requests.</li> </ul>           |
| <b>Vendor</b>                                  | <ul style="list-style-type: none"> <li>● No Access</li> </ul>  |
| <b>AID/FASView<br/>SponsorView<br/>SysView</b> | <ul style="list-style-type: none"> <li>● Users for all Entities with a View Role access cannot start a new Commodity Request.</li> </ul>   |