## Modify Request > Modify Header

# MFRC150D

Access the Modify Commodity Request Header (MFRC150D) page by clicking **Modify Request** from the Main menu and then **Modify Header** from the Sub menu.

To Modify a Commodity Request, select it from the <u>Commodity Request Select</u>

<u>list</u>. Click **Modify Header** to display the Modify Commodity Request Header page with the current Request information. The Commodity Request Header Information, Free Form Remarks, and Requirements may be Modified using this page.

## Modify header

| USDA<br>2.因 | EOD<br>Request               | Fo<br>Lust Start New<br>Mostly Header               | od Aid<br>Request         | Request Entry<br>ModifyRequest Comm<br>ModifyRequest Comm | y System<br>nedly Admir<br>Ser Conce | 1 <sub>21</sub><br>1 Reports Lir<br>Spansor | R5      |   |  |
|-------------|------------------------------|---|---------------------------|---|--------------------------------------|---|---------|---|--|
| RC1800      | Modify Commodity P           | lequest Header f                                    | or: CR-05-0               | 0912 Current Stat   | IN PROGRE                            | ESS   |         |   |  |
|             | Commodity Typ<br>Progra      | pe: PROCESSED<br>m: 111LE II                        |                           | Fiscal Year:<br>Destination<br>Country:                   | 2004 -<br>CONGOD                     |   |         |   |  |
|             | U.S. Port Load Da            | ne: 01/10/2004                                      | Cal                       | Destination Date:   | 01/25/2004                           | Cal   |         |   |  |
|             | S.L.Numb                     | er: 80584703  |                           | Project Number:   | 10260.0                              |   |         |   |  |
|             | Agreement Numb               | er:   |                           | Order Number:   |                                      |   |         |   |  |
|             | CCC Numb                     | ec  |                           | Cable Number:   |                                      |   |         |   |  |
|             | Regional Designation         | on:   |                           | Freight Forwarder:  | WILSON LO                            | GISTICS                                     |         |   |  |
|             | Freight Consolidation        | ant   |                           |   |                                      |   |         |   |  |
|             | Type / Subty                 |   | EMERGENCY/IEFR            |   |                                      |   |         |   |  |
|             | Free Form Remar              | ks:<br>- CIF VAL<br>- PLS SEE<br>TO BORBAS<br>ETC.  | UE: USD4<br>АТТСНИТ<br>4. | 85.00/NTN<br>1 DTD 27/05/02 OF                            | 9 PQRNTS P                           | OR SHIPHTS                                  | 1       |   |  |
|             | Select                       |   |                           | Regularization  |                                      |   |         |   |  |
|             | CERT. OF                     | GIS OFFICIAL ST                                     | TOWNINGE EX               | AMINATION REQUIRED  | j.                                   |   |         |   |  |
|             | CERT. OF FUNGATION REQUIRED. |   |                           |   |                                      |   |         |   |  |
|             | CERT. OF                     | ESSEL CLEANL  | NESSREO                   | UIRED.  |                                      |   |         | _ |  |
|             | IT ONE SET O                 | CINE SET OF SHIPPING DOCUMENTS TO GO ONBOWRD VESSEL |                           |   |                                      |   |         |   |  |
|             | F VENDOR S                   | ELF-CERTIFICAT<br>S SOVBEAN OIL A                   | NON TO BE                 | INCLUDED WITH EXPO<br>NOLUDE THE WORDS                    | TION SOVE                            | NTS TO SHOW<br>SAN OIL"                     | THAT OL |   |  |
|             |                              |   |                           |   |                                      | 3   |         |   |  |
|             |                              |   |                           |   |                                      | 2   |         |   |  |

### **MODIFY HEADER ACCESS**

- Sponsors, US-AID and FAS can modify Requests currently at their processing site.
- PDD, EOD, and BCD can modify Requests currently at their processing sites that they originated.

| Select | Condy<br>Request<br>Number | Program | Type/Subtype    | Dest<br>Country | Sponsor | Remiest<br>Stelus | Last Action Comment |
|--------|----------------------------|---------|-----------------|-----------------|---------|-------------------|---------------------|
| с      | CR-05-<br>00010            | TITLE   | EMERGENCY/ IEFR | CONGOD          | EOD     | IN PROGRESS       |                     |
| C:     | CR-05-<br>00011            | TITLE # | EMERGENCY/ IEFR | CONGOD          | ECO     | IN PROGRESS       |                     |
|        | CR-05-<br>00012            | TITLE I | EMERGENCY/ IEFR | CONGOD          | EOO     | IN PROGRESS       |                     |

| Food Aid Reg  | uest Entry System   |
|---|---|
| Request List Start New Request Medity<br>Modify Header Collspansor List | Request Commodity Admin Reports Links<br>Medity Co.Sponsor Add Co.Sponsor<br>Igdato |
| Modily Commodily Request Header for: CR.05-00012                        | Current Status: IN PROGRESS   |
| Commodity Type: PROCESSED   | Fiscal Year: 2004 .   |
| Program: TITLE II   | Destination<br>Country: CONGOD  |
| U.S. Ded Less Date: Dr. 20.0004 Del Del                                 | ostination Data Int or other  |

| lists soft      | relation by Purcipated Association President | 1                           |
|-----------------|--|-----------------------------|
| NEWCHED         | Modify Commodity Request                     | Current Status: PURCHASED   |
| La Acres Marrie | 186081 101: CT-04-00001                      | the as bringed on any other |

| Modify Commodity Requ  | iest Header fo | R CR.05-090 | 10 Carrent Stat         | US: IN PROGR | ESS       |
|------------------------|----------------|-------------|-------------------------|--------------|-----------|
| Commodity Type:        | PROCESSED      |             | Fiscal Year:            | 2004 💌       |           |
| Program:               | TITLE II       |             | Destination<br>Country: | CONSOD       |           |
| U.S. Port Load Date:   | 11/10/2003     | Cal         | Destination Date:       | 11/25/2003   | Cal       |
| SJ. Number:            | 80560201       | 1           | Project Number:         | 10280.0      | 1         |
| Agreement Number:      |                |             | Order Number:           |              |           |
| CCC Number:            |                |             | Cable Number:           |              |           |
| Regional Designation:  |                |             | Freight Forwarder:      | WESONLO      | GISTICS 💌 |
| Freight Consolidation: |                |             |                         |              |           |
| Type / Subtype:        | EMERGEN        | CY/IEFR .   | 1                       |              |           |

|                    | 1.NO | PROCUBEMENT | NECESSARY | ٥ | COMMODITY | ALBEADY | SHIPPED | 10 |
|--------------------|------|-------------|-----------|---|-----------|---------|---------|----|
| Free Form Remarks: |      |             |           |   |           |         |         | -  |

- Select a Request from the Request list page to change the Commodity Request Header.
- Click **Modify Request** to display the Request in the Modify Request>Modify Header page.
- PURCHASED Commodity Request - Users may now Modify Header Information after the Commodity Request has been marked as PURCHASED. Access the Purchased Commodity Requests through the Commodity Request Select MFRC130D) page by entering the Commodity Request Number
- Request Header Information -Enter the Header Information in the appropriate text box or select the appropriate item from the drop-down lists for the selected Commodity Request.
- Free Form Remarks Enter any appropriate remarks in the Free Form Remarks text box. Free Form Remarks are retained and displayed with the Request.

| Select | Requirements   |
|--------|--|
| -      | CERT. OF FORS OFFICIAL STOWAGE EXAMINATION REQUIRED.   |
| П      | CERT, OF FUMGATION REQUIRED.   |
| 17     | CERT, OF VESSEL CLEANLINESS REQUIRED.  |
| -      | ONE SET OF SHIPPING DOCUMENTS TO GO ONBOARD VESSEL   |
| E.     | VENDOR SELF-CERTIFICATION TO BE INCLUDED WITH EXPORT DOCUMENTS TO SHOW THAT OIL SHIPPED IS SOVIDEAN OIL AND MUST INCLUDE THE WORDS "100% SOVIDEAN OIL" |
|        | 2  |
|        | -1   |

### Update

- Requirements Use the check boxes to select any specific Requirements applicable to the Commodity Request. Enter any remarks concerning Requirements for this Commodity Request not covered by the Requirement selections provided or to clarify or add information to a selected Requirement.
- Click Update from the Sub menu to save the new Commodity Request Header Information.