## Modify Request > Add Co-Sponsor

## MFRC153D

## add co-sponsor

The Add Co-Sponsor (MFRC153D) page is accessed by clicking **Modify Request** from the main menu and then clicking Add Co-Sponsor from the sub menu. The Page enables the user to add a Co-Sponsor to a Commodity Request from a drop-down list of active Sponsors. The Sponsor and all Co-Sponsors already associated with the Commodity Request do not appear in the drop-down list.

When the user selects a Sponsor to add to the Commodity Request, all Address Types for that Sponsor are displayed in the address list. The user can select an Address from the address list to update the Co-Sponsor. The LOCATION

| 2 B | E00 Food Aid Request Entry System 10<br>Request List Start New Request Modify Request Commodity Admin Reports Links<br>Medicy Heaters (COSS) and Conservation Admin Reports Links<br>Medicy Request Add Conservation Admin Conservation<br>Add Conservation Commodity Request: CR.05-00010 Current Status: IN PROGRESS<br>Ending Seconsor to Commodity Request: CR.05-00010 Current Status: IN PROGRESS<br>Ending Seconsor to Commodity Request: CR.05-00010 Current Status: IN PROGRESS |              |   | DEL DOOD!<br>DAVID E, LIEM |
|-----|--|--------------|---|----------------------------|
|     | Select   | Address Type | Address   |                            |
|     | e  | LOCATION     | 151 ELLIS STREET<br>ATLANTA, GEORGIA, UNITED STATES 30303 |                            |
|     | C  | MAL          | PO BOX 234<br>KANSAS CITY GEORGIA UNITED STATES 88888     |                            |

address is selected by default when the address is opened. The user can add multiple Sponsors to the Commodity Request.

- Co-Sponsors added to a Commodity Request may view that Request. However, they cannot modify the Request.
- ADD CO-SPONSOR should be used in the case of consortiums.
  - Sponsors can add a Co-Sponsor if they are the Request originator and current owner.
  - AID can add a Co-Sponsor if they are the current owner.

## add co-sponsor access

| USDA<br>? B | E00 Food Aid Request Entry System 10<br>Request Lost Start New Request Modify Request Commonly Admin Reports Links<br>Addity House Control Add Co-Sponsor<br>Medry Report Add Co-Sponsor<br>Medry Report Add Co-Sponsor |   |                       |  |  |  |
|-------------|---|---|-----------------------|--|--|--|
| REFRICTION  | Add Co-Sponsor to Commodity Request: CR.05-00010 Current Status: IN PROGRESS  |   |                       |  |  |  |
|             | Entity:   | -CHOOSE ONE-  | •                     |  |  |  |
|             | and the second second   | -CHOOSE ONE-  | -                     |  |  |  |
|             |   | SPONSOR - ACDI/VOCA<br>SPONSOR - ADPA<br>SPONSOR - APRICARE<br>SPONSOR - ARCDS<br>SPONSOR - CARE<br>SPONSOR - CARE<br>SPONSOR - CMS<br>SPONSOR - CMS<br>SPONSOR - FFTP<br>SPONSOR - FHI | YFROM THE LIST ABOVE. |  |  |  |

| Select | Address Type | Address  |
|--------|--------------|--|
| ۰      | LOCATION     | 209 W. FAYETTE ST.<br>BALTIMORE, MARYLAND,<br>UNITED STATES 21201-3443 |
| C      | MAIL         | MAIL STREET<br>KANSAS CITY, FLORIDA,<br>UNITED STATES 99999            |

Update

- The Add Sponsor dropdown list includes only Co-Sponsors who have access to the FARES System. Select each Sponsor to be a Co-Sponsor for the Commodity Request. Multiple Co-Sponsors may be added to the Request, but the user must repeat the Add Process for each Co-Sponsor.
- The Sponsor's Address list is displayed after the Sponsor is selected from the Sponsor drop-down list. Use the radio buttons to select the address. If multiple address Types display, select the desired address.
- Click Update to Add the Sponsor and Address Type to the Commodity Request. After a successful Update, the Modify Co-Sponsor page is displayed.

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|--------------|--------------------------|---------------------------|
| NEWCHARD     | Modify Commodity Request | Current Status: PURCHASED |
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 PURCHASED Commodity Request - Users may now Add Co-Sponsor Information after the Commodity Request has been marked as PURCHASED. Select the Purchased Commodity Requests from the Commodity Request Select MFRC130D) page by entering the Commodity Request Number in