

Commodity > Add Commodity

MFRC156D

add Commodity

Access the Add Commodity (MFRC156D) page from the Main menu after selecting the desired Commodity Request from the Commodity Request List or by entering the Commodity Request Number in

CR# or S.I.#:

Click **Commodity** from the Main menu and then click **Add Comdy** to open the Add Commodity page. The Add Commodity page is used to:

The screenshot shows the 'Food Aid Request Entry System' interface. At the top, there is a navigation menu with links: Request List, Start New Request, Modify Request, Commodity Admin, Reports, Links, Comdy List, Modify Comdy, Add Comdy, W/teoff, Transfer, and Update. Below the menu, the page title is 'Commodity/Add Comdy'. The main heading is 'Add Commodity to Request CR-05-01141' with a current status of 'IN PROGRESS'. There are two dropdown menus for 'Commodity' and 'Delivery Point', both set to '-CHOOSE ONE-'. Below these are input fields for 'Request Quantity (MT)' and 'BUBD Req?'. A table with columns 'Select', 'Image', and 'Marking' lists four options:

| Select | Image | Marking |
|--------------------------|-------|----------------------------|
| <input type="checkbox"/> | | BULK - EMPTY BAGS REQUIRED |
| <input type="checkbox"/> | | BULK - NO BAGS REQUIRED |
| <input type="checkbox"/> | | LMR-1 USAID-North Korea |
| <input type="checkbox"/> | | SMR-4 Monetization |

- Add a new Commodity to the selected Commodity Request
- Add the Delivery Point
- Add the Quantity Information
- Add Best Used By Date (BUBD) notation
- Add Markings

Only users associated with the current Process Site can add Commodity information. Users not associated with the Process Site receive an appropriate error message.

add Commodity access



- US-AID, and FAS can add Commodities to Requests currently at their processing site.
- Sponsors, PDD, EOD, and BCD can add Commodities to Requests currently at their Processing site and if they are the originator of the Request. Commodity, Delivery Point, and Quantity are required.

- Select the desired Commodity to add to the Request from the **Commodity** drop-down list.
- Commodity selection is restricted to Commodities approved for the program on the Request Header.
- The selected Commodity Description/Delivery Point combinations must be unique to the Request.
- The **Delivery Point** drop-down list is populated with the valid Delivery Points associated with the Destination Country of the Commodity Request.
- The selected Commodity Description/Delivery Point combinations must be unique to the Request.
- Enter a new Requested Quantity in the **Request Quantity** text box.
- The Quantity must be in Metric Tons (MT) The Quantity must be in multiples of ten.
- The Quantity must be a numeric value greater than zero.

| |
|--------------------------|
| BUBD Req? |
| <input type="checkbox"/> |

add a substitutable Commodity




Add Commodity to Request CR-05-01141
Current Status: IN PROGRESS

| Commodity | Delivery Point | Request Quantity (MT) | BUBD Req? |
|-----------|----------------|-----------------------|-------------------------------------|
| RICE | ORAN | 500 | <input checked="" type="checkbox"/> |

The final purchased product(s) might not include all selected substitutables

| Select | Substitutable Commodity |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | RICE - MILLED, 24/2 LB |
| <input checked="" type="checkbox"/> | RICE - MILLED, 50 KG |

- **BUBD Req?** Indicator for **Best Used By Date** for the selected Commodity.
- **Substitutable Commodity** - If a Generic Commodity is selected from the COMMODITY drop-down list, a Substitutable Commodity Table is displayed.
- Only Generic and Substitutable Commodities matching the Program Type are available in the Commodity drop-down list and displayed in the Substitutable Table.
- Only the Substitutables that match the program type are displayed in the Table.
- **Select** - At least one Substitutable Commodity must be selected from the Substitutable Commodity Table.
- The Substitutable Commodity table is not displayed if a non-generic Commodity is selected from the COMMODITY drop-down list.
- The Requested Quantity at the Substitutable level may be specified.
- **Note: The final purchased products might not include all selected substitutables**

| Select | Image | Markings |
|--------------------------|---|-------------------------|
| <input type="checkbox"/> |  | 0000 |
| <input type="checkbox"/> |  | BULK - NO BAGS REQUIRED |
| <input type="checkbox"/> |  | STANDARD MARKINGS |

Update

- Standard Markings are selected by checking the **Markings** checkbox next to the desired marking.
 - Non-standard Markings are entered in the Markings text box as free form text in the Modify Commodities page
 - Multiple Markings may be selected.
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- Click **Update** to save the Commodity additions. The [Modify Commodity](#) page is displayed for the added commodity.