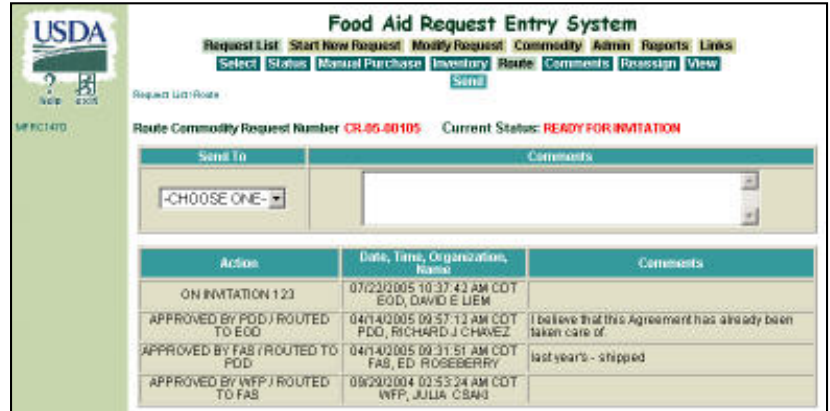# Request List > Route

MFRC147D

route

The Commodity Request Route (MFRC147D) page is accessed by selecting Request List on the Main menu and then Route from the Sub menu. Route functionality routes a Commodity Request to another Processing Site for additional approval / procurement processing. Only Commodity Requests at the user's Processing Site are eligible for routing. After Send is selected, the Commodity Request Select MFRC130D) page displays the Routed Commodity Request at the new Process Site.

Where a Commodity Request may be routed is based upon the Commodity Request's:

- Originating Organization (Sponsor, AID, FAS, etc)
- Program type (Title II, BEHT, GFEI, etc)
- Request Type (BULK or PROCESSED)
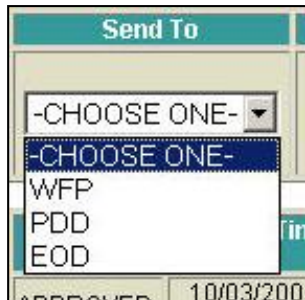- Current process site of the Commodity Request

General Rules for Routing:

- Only Commodity Requests at the user's Processing Site are eligible for Routing.
- BULK Requests are never Routed to EOD.
- PROCESSED Requests are never Routed to BCD.
- GFEI, SECTION416B, and FOODFORPROGRESS Requests are never Routed to AID.
- TITLE II, TITLE III, and BEHT Requests are never Routed to FAS.
- Requests are never routed to yourself, i.e. In the case of a Commodity Request originated by EOD and at the EOD Processing Site, then EOD does not appear in the drop-down list of possible Routing Destinations.
- Commodity Requests created by EOD must be routed to IPS before they are eligible to be placed on an Invitation.

- **Commodity Request Number** - This is the Number of the Commodity Request to Route. It is selected from the Request Selection page.

- Send To - Select the desired Route Destination from the drop-down list. CHOOSE ONE is the first selection on the list.
- **Processing Site Specific Rules:**
  - SPONSORS may route requests to FAS, AID, PDD, BCD, and EOD.
  - AID may route requests to the Originating Sponsor, PDD, BCD, and EOD.
  - PDD may route requests to the Originating Sponsor, FAS, AID, BCD, and EOD.
  - BCD may route requests to the Originating Sponsor, FAS, AID, and PDD.

- **Comments** - Comments is an optional field that may be entered at Routing time. Users are encouraged to use this field to track any changes/approvals to this Commodity Request from their Processing Site.

Commodity Request Routing

Send

- Click **Send** to send the Commodity Request to the selected Processing Site for further Approval/Procurement Processing. After **Send** is clicked, the Commodity Request Select page displays the Routed Commodity Request at the new Process Site.