

Start New Request >Copy Request

MFRC111D

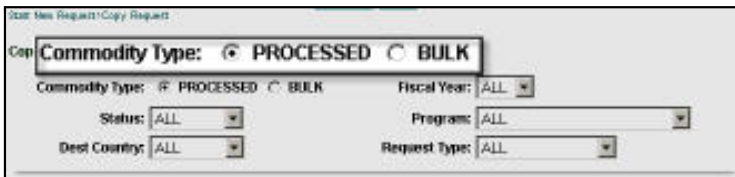
copy request

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.

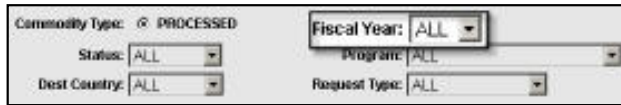
- Request selection may be narrowed to **Active** or **History** Requests. **Active** Requests are Requests that have not been Purchased. **History** Requests are Purchased Requests.
- Request selection may also be narrowed to only one Fiscal Year.
- Once a Request is selected for Copy, click **Copy** 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

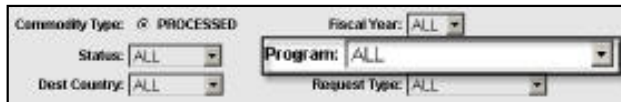
FOOD FOR PROGRESS - Filters all Requests in the FOOD FOR PROGRESS Program. Accessible by the following log-in Security Levels: BCD, EOD, FAS and SPONSOR

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.I. Number: 80564703 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.

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