

# ***C.Request***

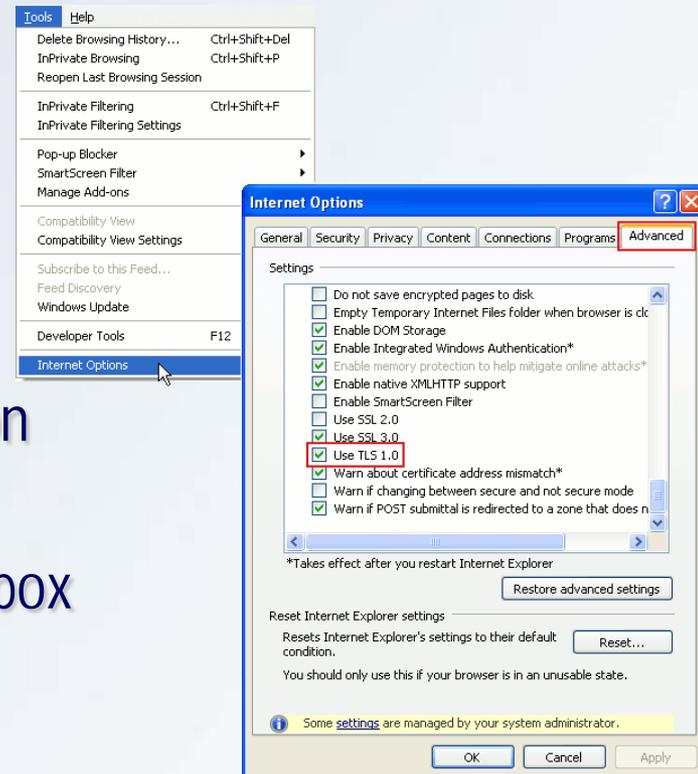
*FY 2011*  
*January 2011*  
*V 1.4*

## **C.Request**

- Deployed October 16, 2006
- To electronically prepare and route procurement requests
  - Checks accounting with the Core Financial System (CFS)
  - Routes requisition for approval
  - Reserves/Plans the funds for obligation (Commits)
  - Electronically submits requisition to acquisition for processing

# C.Request – Internet Explorer

- C.Request should only be used by Internet Explorer (IE)
  - Other browsers not supported
- One time setup within IE
  - Steps:
    - Select Tools Menu Option
    - Click Internet Options
    - Select Advance Folder Option
    - Scroll to bottom of the list
    - Check “USE TLS 1.0” checkbox
    - Click OK



# C.Request - Access/User IDs

- To gain access to the system you must fill online form:
  - <http://www.ago.noaa.gov/ago/orsiinfo.cfm>
  - Training contact/phone mandatory field
    - Not mandatory to get access however, still need to fill in with information
- Goes to the help desk who will contact you with your User ID once you have been added to the system
- User ID is case sensitive
  - Start with NOAA

# C.Request - Password/Signature PIN

- Both the Password & Signature PIN
  - Case Sensitive
  - Must be 8 characters long and contain at least 1 number
- Passwords are good for 90 days
  - User will be alerted to change
  - If forget – contact [clientservices@noaa.gov](mailto:clientservices@noaa.gov)
- Signature PINs no need to change
  - Contains same elements as Passwords
  - If forget – can change under My Profile
    - Need your password to make the change

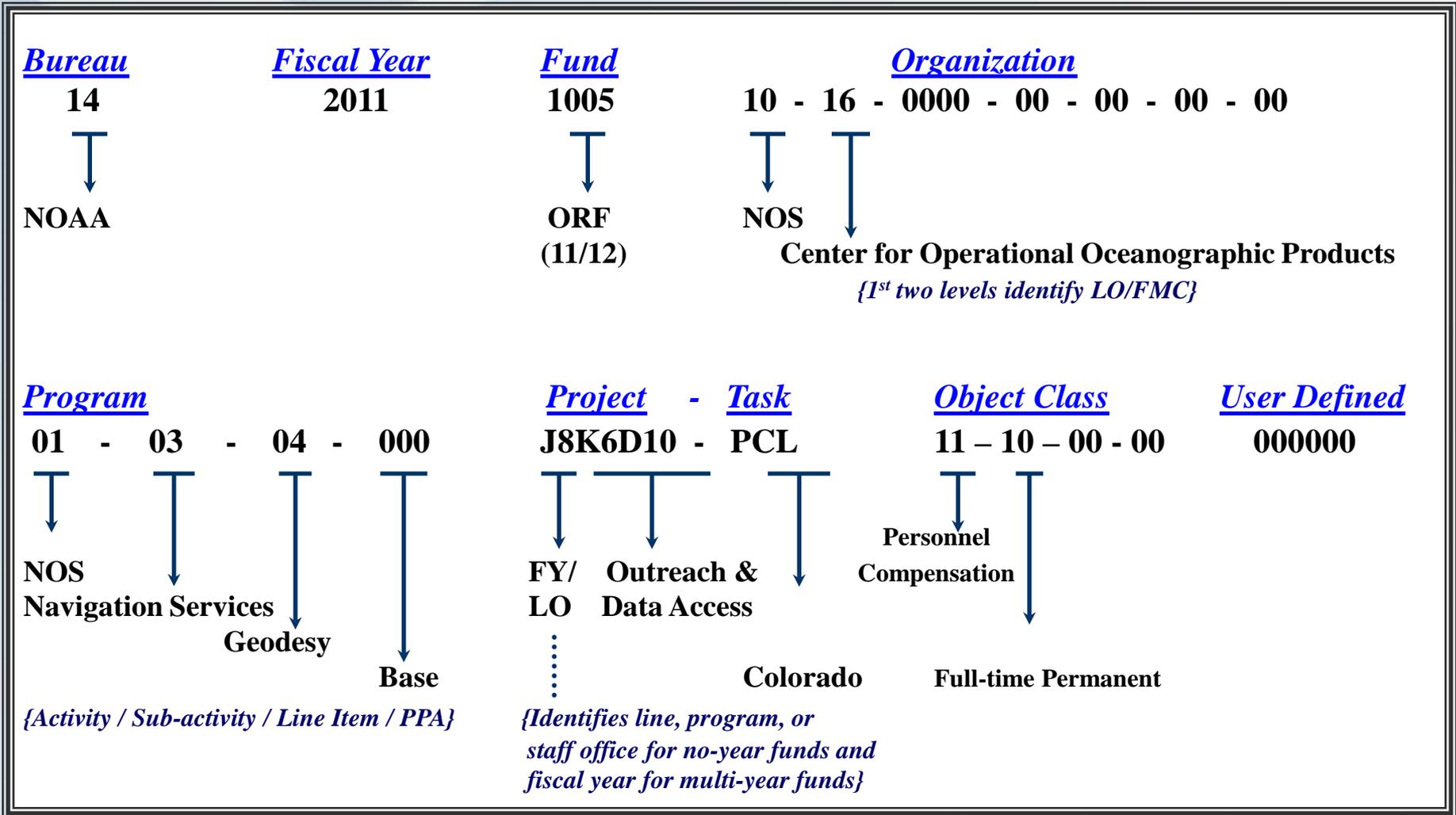
# C.Request Tips

- C.Request does not have a spell check
- Use upper case in the system
- Use Tab key to maneuver through fields on the screen
- Do NOT double-click within C.Request
- Do NOT press the Escape or backspace keys
  - Can use the backspace key if in a field where you can type
- Do NOT use Internet Explorer's back button
- Uses frames/split screens
- Do not copy from Word/PDF document
  - Copies over special/hidden characters
    - Will get errors
  - Use Notepad to strip format prior to pasting

# Procurement Process

- A person (Requisitioner) realizes a need
  - Uses C.Request
    - Create Requisition
    - Define Funds
- Acquisitions Staff
  - Uses C.Buy
    - Create Contract
    - Obligate Funds
- Finance Staff
  - Uses CFS
    - Post & Pay Invoices

# CBS Accounting Classification Code Structure (ACCS)



# Organization Code Structure

## Level 1 -- Line Office

### NOAA

01 Office of the Under Secretary  
05 Office of Administration  
06 NOAA Finance & Administration  
08 NOAA Marine & Aviation Operations  
09 Systems Acquisition Office  
10 National Ocean Service  
20 National Weather Service  
30 National Marine Fisheries Service  
40 National Environmental Satellite,  
Data & Information Service  
50 Office of Oceanic & Atmospheric  
Research

### BIS

40 Office of the Under Secretary  
41 Director of Administration  
42 Export Administration  
43 Office of Assistant Secretary for  
Export Enforcement  
44 Office of Assistant Secretary for  
Export Administration

### EDA

01	Philadelphia		
04	Atlanta	07	Seattle
05	Denver	08	Austin
06	Chicago	99	HQs

# Funding Authority

- Accounting (fund) citation
  - Composed of Agency code, Fiscal Year & Treasury Account Symbol (TAS)

- Citation 13X1450

13	Dept of Commerce
X	No-year funds
1450	TAS for NOAA ORF fund

- 131/21450

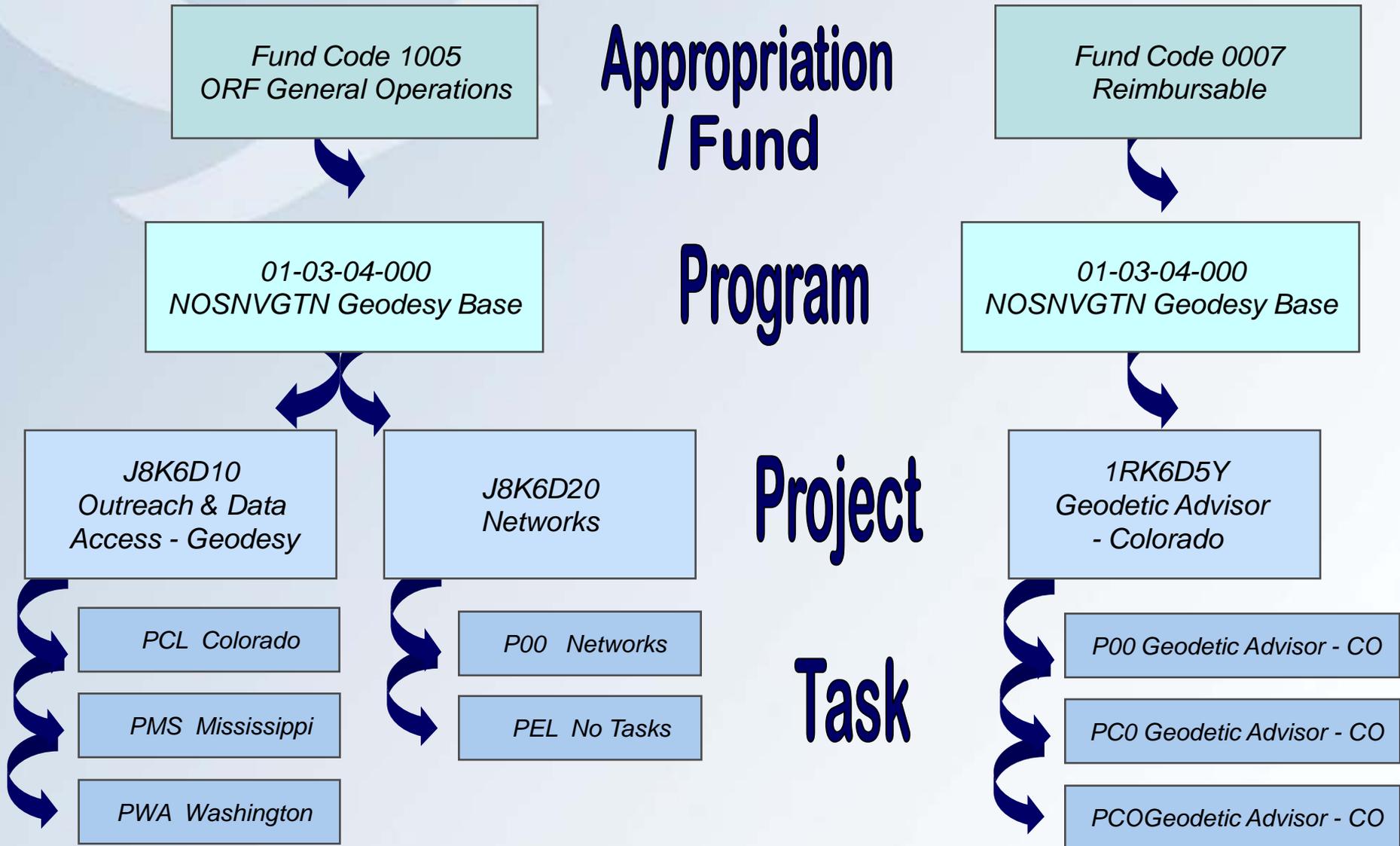
- “X” replaced by 1/2
- Appropriated in FY 2011
- Expire September 30, 2012

- TAS Current Listing

- [http://www.ago.noaa.gov/ago/acquisition/c\\_buy\\_treasury\\_symbol.cfm](http://www.ago.noaa.gov/ago/acquisition/c_buy_treasury_symbol.cfm)



# Budgetary Structure



# Program Code Structure {01-03-04-000}

Activity

Sub-Activity

Line Item

Bureau Unique (PPA)

- 01 National Ocean Service
- 02 Marine Fisheries Service
- 03 Oceanic & Atmospheric Research
- 04 National Weather Service
- 05 Nat'l Env Satellite, Data & Info

- 01 Ocean Conservation & Assessment
- 02 Ocean & Coastal Management
- 03 Navigation Services

- 01 Mapping & Charting
- 02 Nautical Chart Services
- 03 Coastal Mapping Services
- 04 Geodesy
- 06 Tide & Current Data

- 000 NOSNVGTN Geodesy Base
- 001 SC Geodetic Survey
- 002 Nat Height Mod Study
- 003 Nat Height Mod Study – NC
- 004 Nat Height Mod Study CA Spatial Ref CE

# ACCS Project # -- 1st Position

- **Multi-Year Funds -- Fiscal Year**

- Fund 1001 (ORF)                      H              FY 2010 & FY 2011 – Carryover
- Fund 1002 (PAC)                     H              FY 2010 & FY 2012 – Carryover
- Fund 1005 (ORF)                     J              FY 2011 & FY 2012 – Carryover
- Fund 1004 (PAC)                     J              FY 2011 & FY 2013 – Carryover

ORF – Operations, Research & Facilities

PAC – Procurement, Acquisitions & Construction

- **No-Year Funds -- Line, Program, or Staff Office**

- Funds 0001, 0005, 0006, 0007 and 0016:

1 - NOS

5 - NESDIS

2 - NMFS

6 - NFA

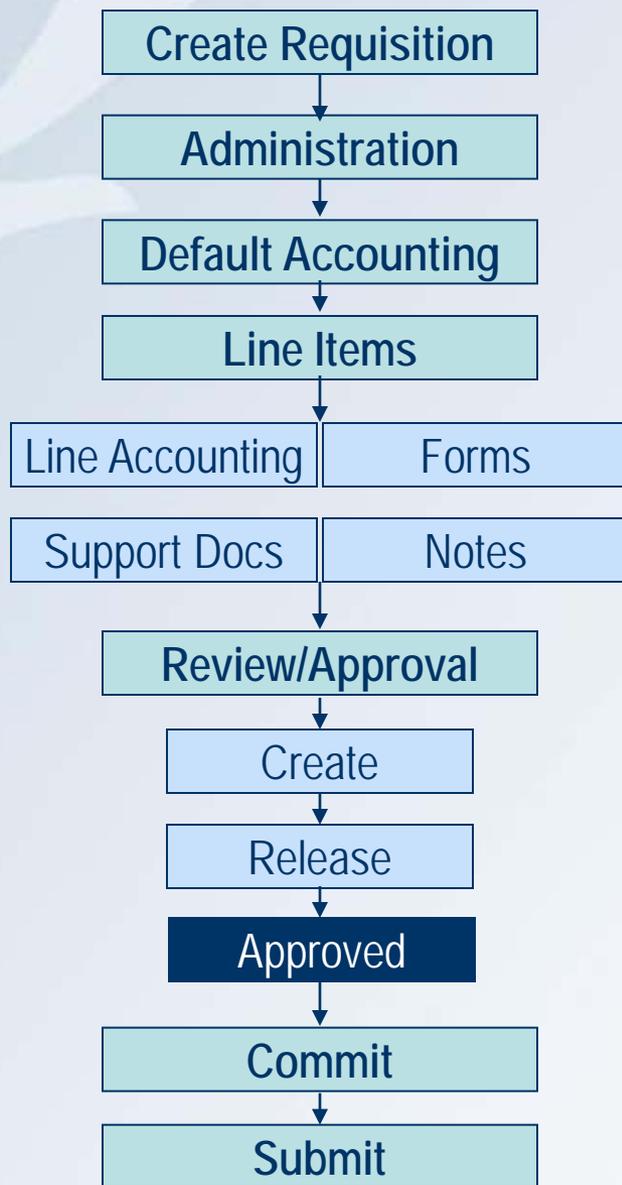
3 - OAR

7 - NMAO

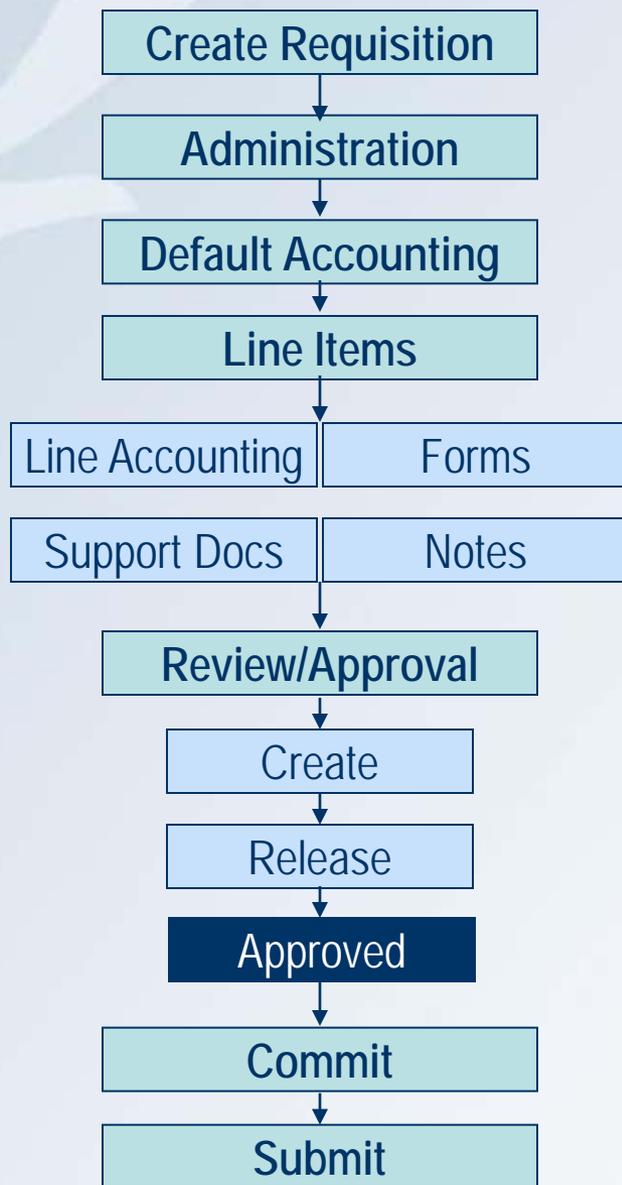
4 - NWS

9 - BIS

# C.Request Screen Flow



# C.Request Screen Flow



# NOAA Client Services Help Desk Support

- Functional/Technical Support for CBS Applications
  - Budget Operating Plans (BOP)
  - Reimbursable Agreements
  - SLTs & DLAs
  - Data Warehouse/Discoverer
  - Commerce Purchase Card System (CPCS)
  - Travel
  - C.Request/C.Buy
- User Account requests, JAVA/JInitiator, etc.
- FSD/CBS Web Site [www.corporateservices.noaa.gov/cbs](http://www.corporateservices.noaa.gov/cbs)
  - Click on Help Desk link for additional info, phone numbers, etc.
  - Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
  - Phone #: 301-444-3400
    - *Option #3 – CSTARs (C.Request)*
  - Fax/Server #: 301-444-3401



# *Questions & Discussion*

Why...

What  
about...

Will this...

Who...