



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

C.Request

FY2016 – December

V 1.0.1

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
- Updated December 2011
 - C.Buy to C.Award
 - C.Request + C.Award = C.Suite



Access, Setup & Tips



C.Suite – Access & User IDs

- PDF Form

- Found:

- http://www.ago.noaa.gov/acquisition/c_suite.html#
 - <http://www.corporateservices.noaa.gov/finance/forms.html>

- User ID

- *Starts with NOAA*
 - *Is case-sensitive*

- Used with Internet Explorer or Google Chrome

C.Suite – C.Req Roles



- Roles for C.Request
 - Requisitioner
 - *Federal employee that can create a Requisition*
 - Bona Fide Need Certifier
 - *Federal employee that can certify a bona fide need*
 - *Only role that can release a requisition for review/approval*
 - Approver
 - *Federal employee that may be including in the routing of the document depending upon LO/SO practices*
 - Funds Certifying Official
 - *Federal employee that certifies that funds are available for purchase*
 - *Only role that can Submit*



C.Request - Password

- Passwords
 - Case Sensitive
 - Follows DOC policy
 - *Minimum 12 characters*
 - *Upper & Lower Case*
 - *Numeric Value*
 - *Special Character*
 - Good for 60 days
 - User will be alerted to change
 - If forget – contact clientservices@noaa.gov

C.Request - Signature PIN



- **Signature PINs**

- Must be 8 characters long and contain at least 1 number
- If forget – can change under My Profile
 - *Need your password to make the change*
- Is Case-sensitive
- Does not expire

C.Request - Tips



- Use upper case in the system
- Do NOT double-click within C.Request
- Do NOT press the Escape or backspace keys
 - Unless in a field
- Do NOT use Internet Explorer's back button
- Uses frames/split screens
- C.Request does not have a spell check
- Do not copy directly from Word/PDF document
 - Copies over special/hidden characters
 - *Will get errors*
 - Use Notepad to strip format prior to pasting

C.Request Updates



- Updated to version 9.3
 - NEW searchable FAAPs field
 - Sortable (Ascending/Descending) column headings
 - Mandatory UNSPSC field
 - *Automatically fills in FSC Code*
 - Project ID field gone
 - *Copying previous document that had FAAPs number in that field, will copy it there, but can not edit.*
 - HEAT Ticket to be created to Tier 2 to remove it from the new document.

Version 9.4 coming soon!



- Stands for:
 - United Nations Standard Products and Services Code
 - Is an open, global, multi-sector standard for efficient, accurate classification of products and services.
- Website for DOC:
 - <https://community.max.gov/pages/viewpage.action?pageId=696617672>
 - Must register in order to view the website and download the listings
 - Listing of UNSPSC Codes
 - *Use something other than 0000 if possible*
 - Crosswalk of FSC/UNSPSC
- Form to submit a number not in C.Suite to AGO
 - <https://docs.google.com/a/noaa.gov/forms/d/161rcj8oCbcWeo01gEOZD0v7XI-2N8CQrjaQ3-wDMAvc/viewform>
 - *Must be logged into Google/Gmail*

AGO Information



- Website:

- http://www.ago.noaa.gov/acquisition/c_suite.html
- Contains:
 - *Forms*
 - *Error Table*
- <https://sites.google.com/a/noaa.gov/acquisition-services/c-suite/c-suite-guides?pli=1>
- Guides on Google
- PALT (CAM 1307-1 Appendix C)
 - http://www.osec.doc.gov/oam/acquistion_management/policy/commerce_acquisition_manual_cam/



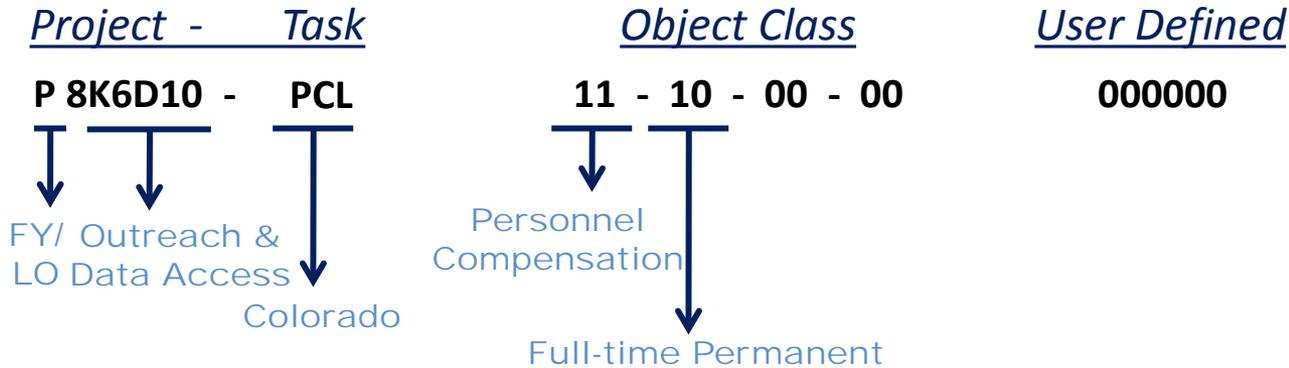
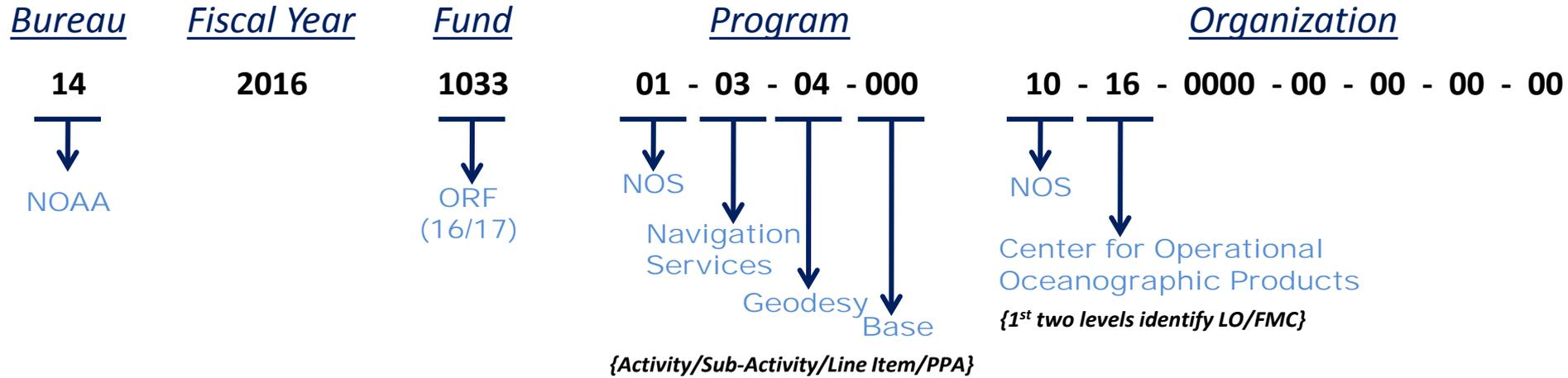
Accounting Classification Code Structure (ACCS)



Procurement Process

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

CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for
No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>

Organization Code Structure

Level 1 -- Line Office



NOAA (14)

- 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 (13)

- 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 (20)

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

Organization Code Structure

Levels 1-2 -- Financial Mgmt Center (FMC)



<u>LO - FMC</u>	<u>Description (NOS Examples)</u>
10 - 01	National Ocean Service – Asst Adm
10 - 04	Office of Ocean & Coastal Resource Management
10 - 09	Office of Coast Survey
10 - 11	Office of National Geodetic Survey
10 - 12	Office of Response & Restoration
10 - 13	National Center for Coastal Ocean Science
10 - 15	NOAA Coastal Services Center
10 - 16	Center for Operational Oceanographic Products

ACCS Project # -- 1st Position



- Multi-Year Funds -- Fiscal Year

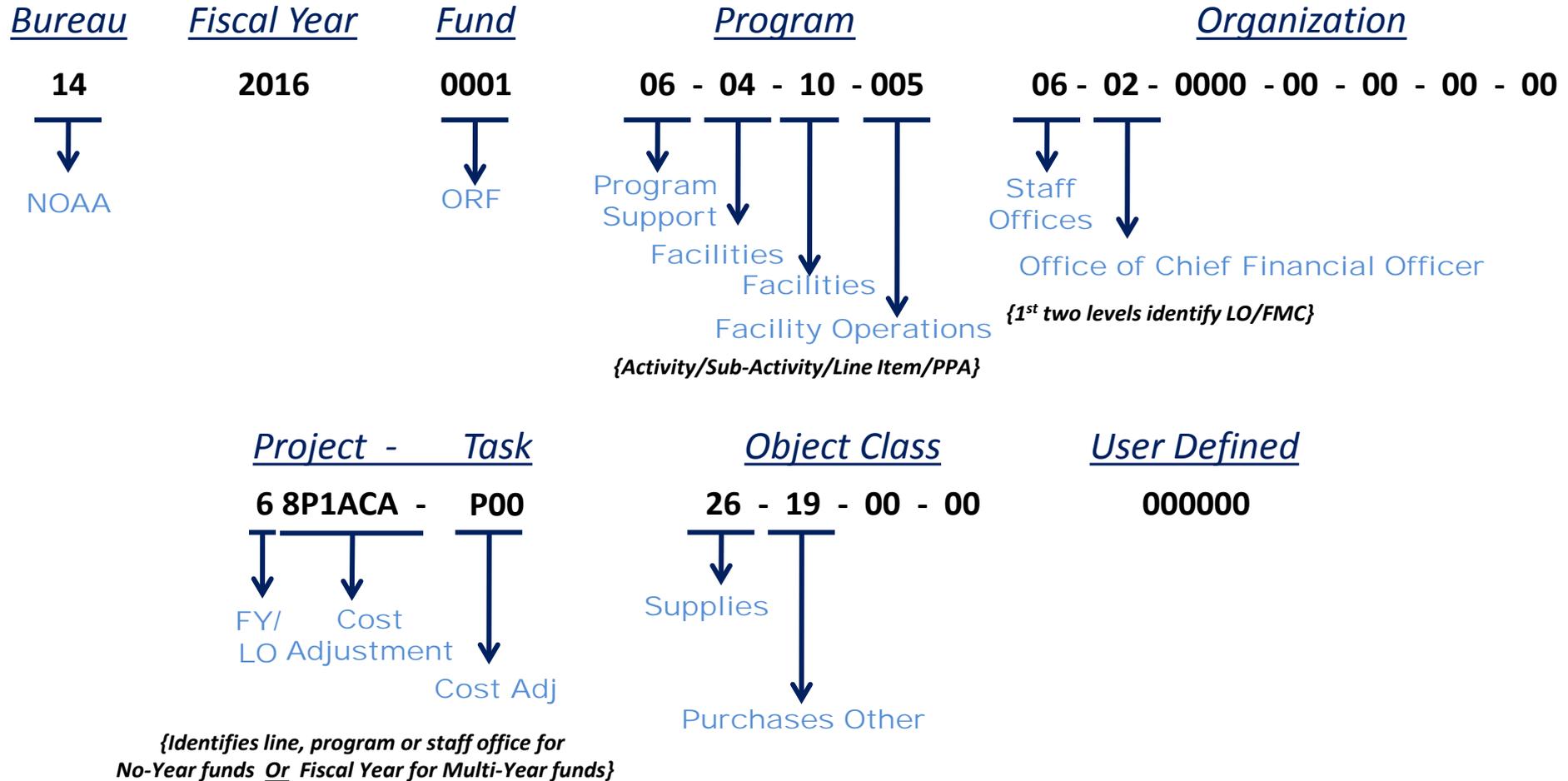
- Fund 1027 (ORF) N FY 2015 & FY 2016 – Carryover
- Fund 1026 (PAC) N FY 2015 & FY 2017 – Carryover
- Fund 1033 (ORF) P FY 2016 & FY 2017 – Carryover
- Fund 1032 (PAC) P FY 2016 & FY 2018 – Carryover

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

CBS Accounting Classification Code Structure (ACCS)



ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>



NOAALink & C.Request

NOAALink Contact Information



- Website:

<http://www.cio.noaa.gov/NOAALink/index.html>

- Codes

- NPO – Routing
- NLK – Submitting

- Problems/Issues:

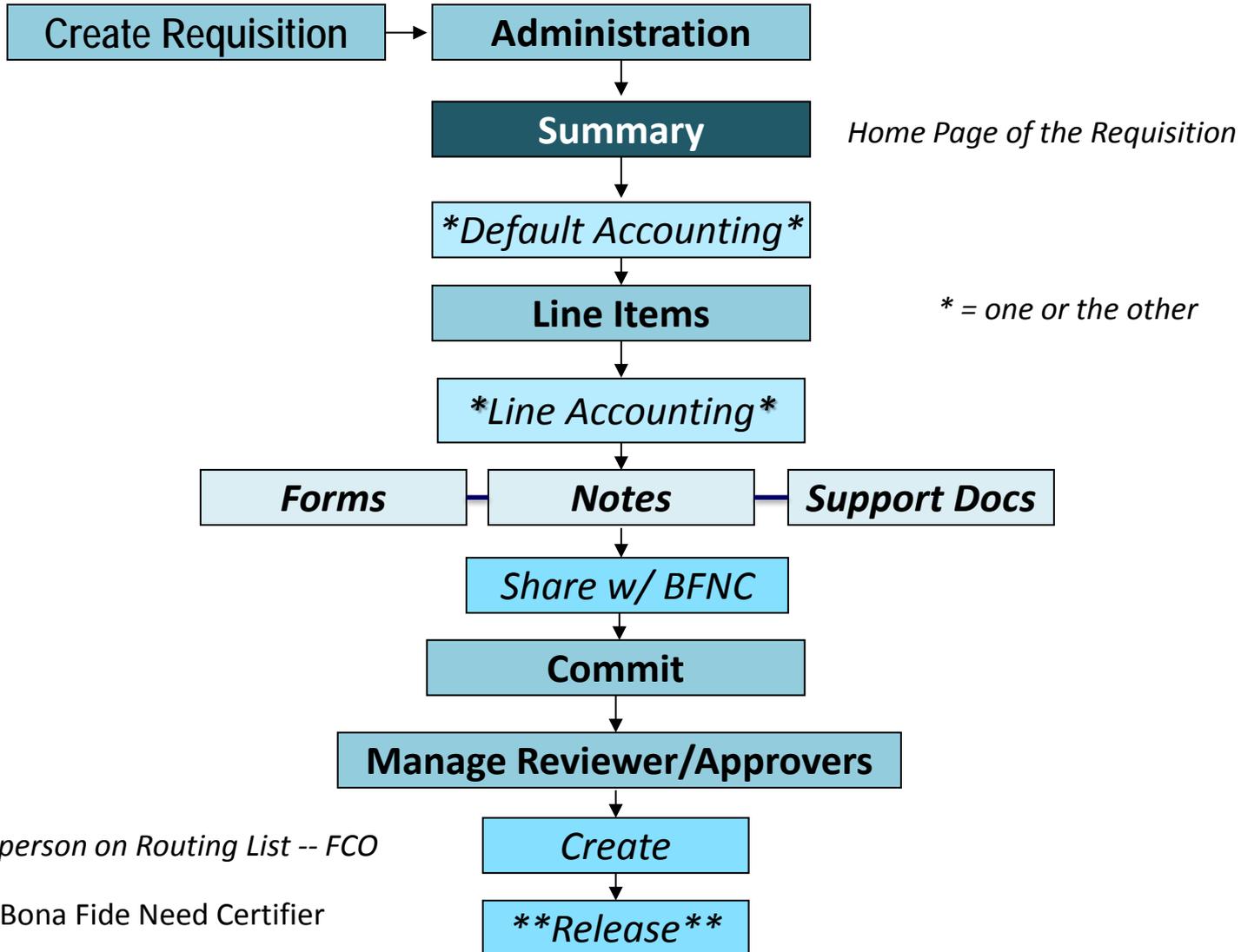
- Email: NOAALink.Help@noaa.gov

NOAALink Object Classes

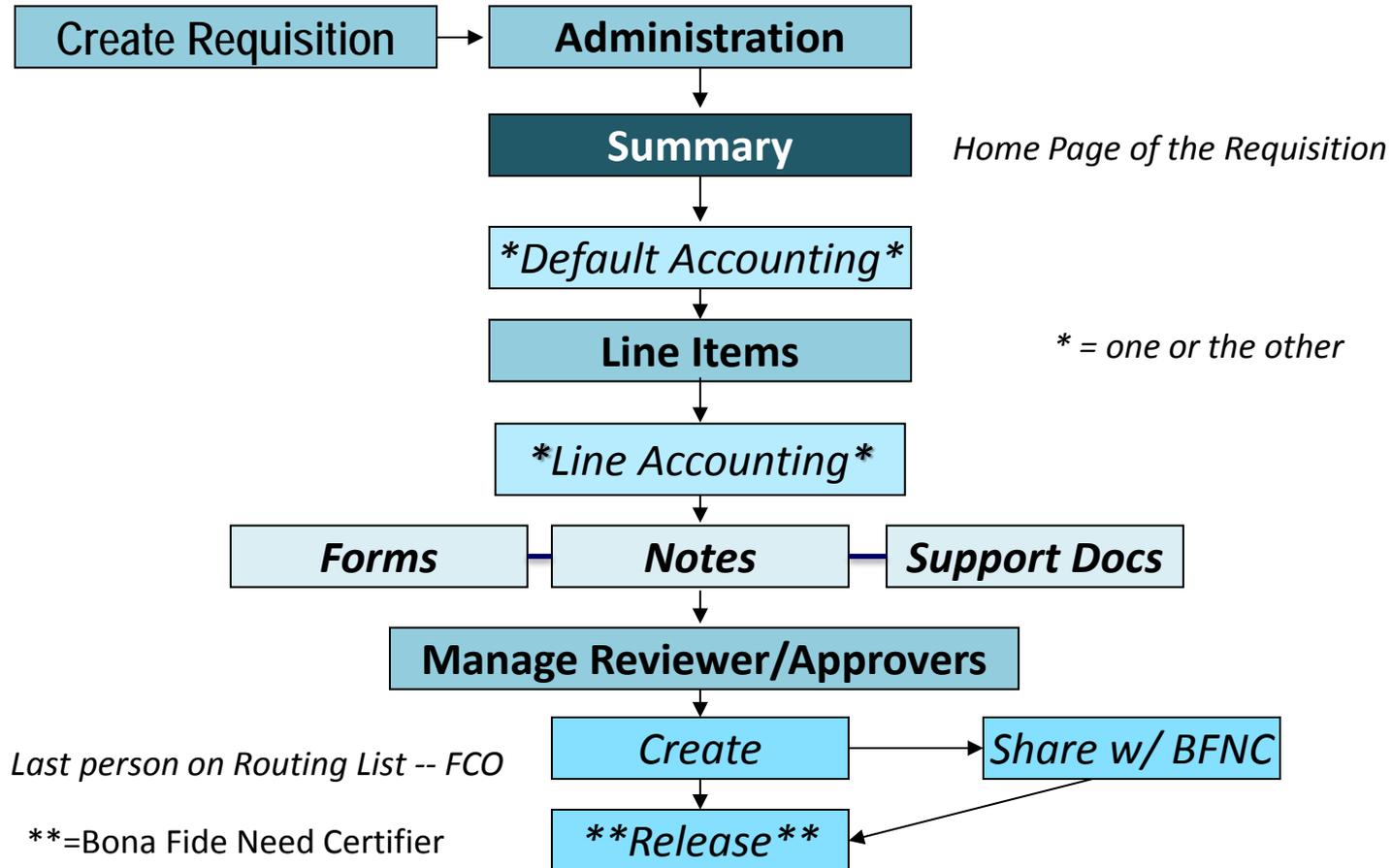


NOAALink Object classes	
23-35-00-11	NOAALink awarded ADP AND TELECOMMUNICATIONS EQUIPMENT LEA
23-36-00-11	NOAALink awarded TELECOMMUNICATIONS (UTILITY)DATA/NETWORK
23-37-00-11	NOAALink awarded TELECOMMUNICATIONS (UTILITY FTS) SERVICE
23-38-00-11	NOAALink awarded TELECOMMUNICATIONS (UTIL) LOCAL SERVICES
23-39-00-11	NOAALink awarded TELECOMMUNICATIONS (UTILITY) TOLL CHARGE
25-10-00-11	NOAALink awarded INFORMATION TECHNOLOGY/ADP TRAINING
25-11-00-11	NOAALink awarded MGMT & SUPPORT SRVS OTHER THAN 2510
25-12-00-11	NOAALink awarded STUDIES, ANALYSES AND EVALUATIONS
25-13-00-11	NOAALink awarded ENGINEERING AND TECHNICAL SERVICES
25-23-00-11	NOAALink awarded ADP AND TELECOMM CONTRACTUAL SERVICES
25-27-00-11	NOAALink awarded MISC CONTRACTUAL SERVICES-NOT CLASSIFIED
25-34-00-11	NOAALink awarded ADP & TELECOMM SERV (OTHER FED AGENCIES)
25-35-00-11	NOAALink awarded ALL OTHER SERVICES OF FEDERAL AGENCIES
26-18-00-11	NOAALink awarded PURCHASES OF ADP SUPPLIES
26-19-00-11	NOAALink awarded PURCHASES - ALL OTHER
31-12-10-11	NOAALink awarded CAPITALIZED ADP EQUIP - CAPITAL LEASE *
31-12-00-11	NOAALink awarded CAPITALIZED ADP EQUIPMENT
31-16-10-11	NOAALink awarded TELECOMMUNICATIONS EQUIP - CAPITAL LEASE *
31-16-00-11	NOAALink awarded TELECOMMUNICATIONS EQUIPMENT-CAPITALIZED
31-19-10-11	NOAALink awarded ADP AND TELECOM SOFTWARE -CAPITAL LEASE *
31-19-00-11	NOAALink awarded ADP AND TELECOM SOFTWARE-CAPITALIZED
31-23-00-11	NOAALink awarded NON-CAPITALIZED ADP & TELECOM EQUIP
31-24-00-11	NOAALink awarded ADP & TELECOMMUNICATIONS SOFTWARE
31-31-00-11	NOAALink awarded LEASE-TO-PURCHASE ADP EQUIPMENT
31-32-00-11	NOAALink awarded LEASE-TO-PURCHASE TELECOM EQUIPMENT
31-51-00-11	NOAALink awarded ADP EQUIP PURCH FOR ANOTHER ENTITY-REIMB
31-52-00-11	NOAALink awarded TELECOM EQUIP PURCH FOR ANOTHER ENT-REIM

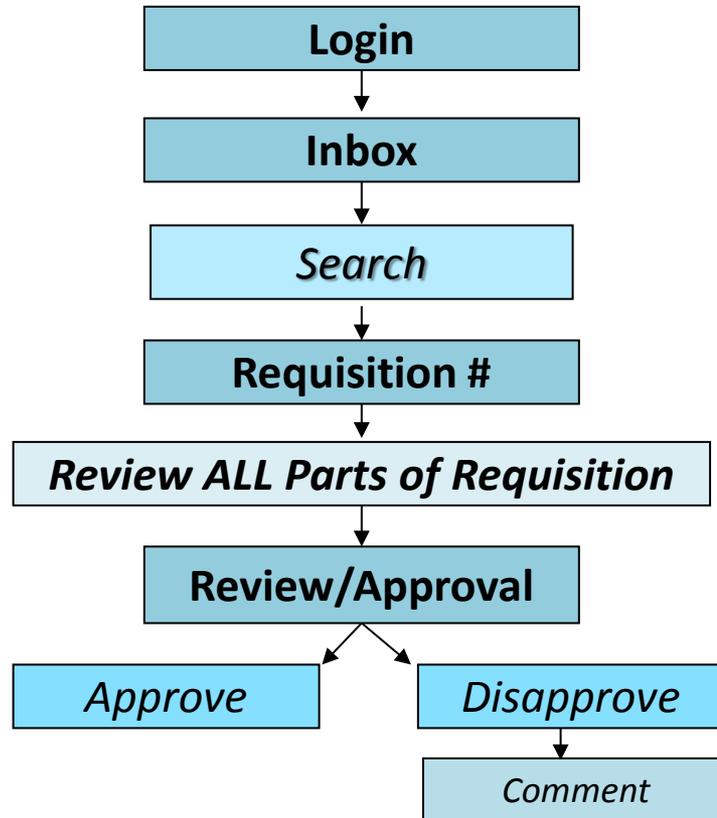
Requisitioner Flow #1



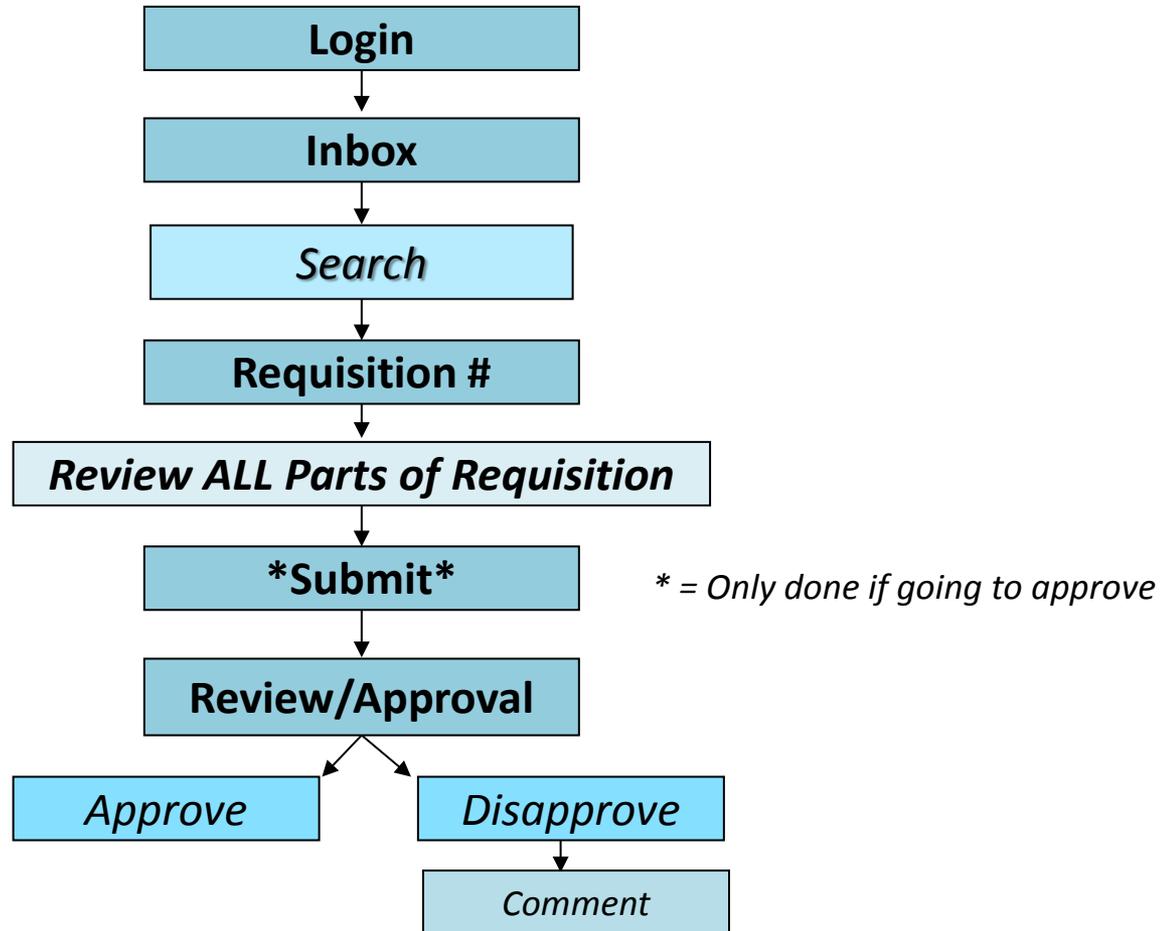
Requisitioner Flow #2



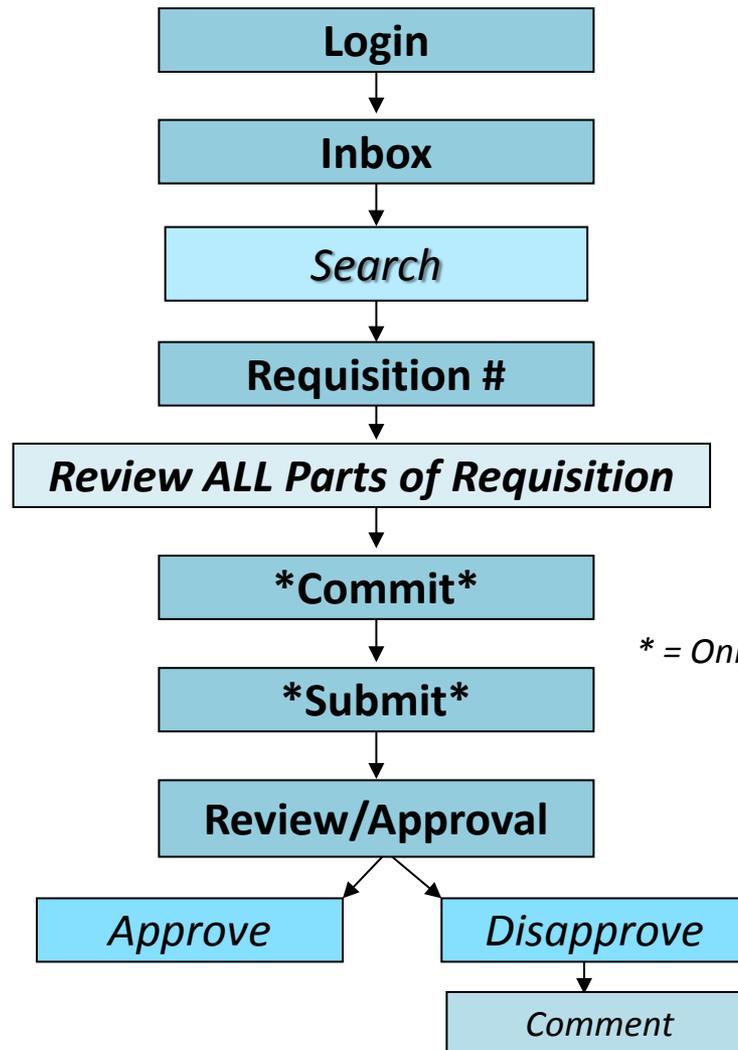
Approver Flow



FCO Flow #1



FCO Flow #2



** = Only done if going to approve*

Default Accounting



- **Default**

- Added before the CLIN (line)
- Each line added after will have that accounting
- Good to use if using the same accounting string(s) for all lines
- Can not change the default accounting and have it change each line it's on
- Can only do accounting by percentage

Line Accounting



- Line Accounting
 - Added after CLIN (line) has been created
 - Are able to do it by percentage, quantity or cost
 - Is only for the line you add it to – would have to add it to any additional lines that would use that accounting

Modification Line Item Action (Options)



Selection Option	Description of Option
"Blank"/No Selection	This selection should be used if you want the line items on the Requisition to come into the Award as new line items.
Change Award Line Item	This selection would be used to indicate that the customer is requesting that the line item on the award be increased or decreased in value.
Cancel/Cancel Award Line Item	This selection should be used to cancel the awarded line item in full.
Cancel/Open Award Line Item	This selection should be used to cancel the line item in full on the award but leave the PR line item open so it could be awarded on another document.
Add Line Item from Base Award	This selection should only be used when requesting through a modification to add a line item from a base Indefinite delivery type contract award to an existing delivery task order award.

NOAA Client Services Help Desk



- **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.Award = C.Suite



- **User Account requests, JAVA/JInitiator, etc.**

- **FSD/CBS Web Site** http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: ClientServices@noaa.gov
- Phone #: 301-444-3400
 - **Option #3 – C.Suite (C.Request)**
- Fax/Server #: 301-444-3401





Questions & Discussion