TIP SHEET
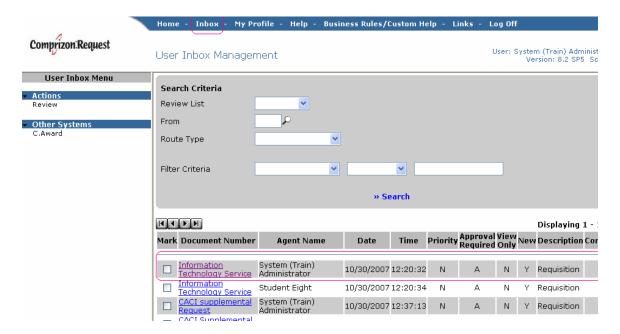**C-REQUEST 8.2 @ U.S. Department of Commerce (11/26/07)**
HOW TO REVIEW AND APPROVE A REQUISITION USING C-REQUEST

From the IN-BOX Click on the requisition that you wish to review and approve.

Once you have click on the requisition, look at the column to your left, Click on the ADMIN button

The following TABS will appear. Admin, Funding , Address.

<u>Review all tabs for accuracy, Change information as needed.</u>

ADMINISTRATIVE DATA

Date: defaults to today's date
Requisitioning Office: insert-requisitioning office
POC: Insert COR's name
POC Phone: COR's telephone number
Requisition Form: select standard
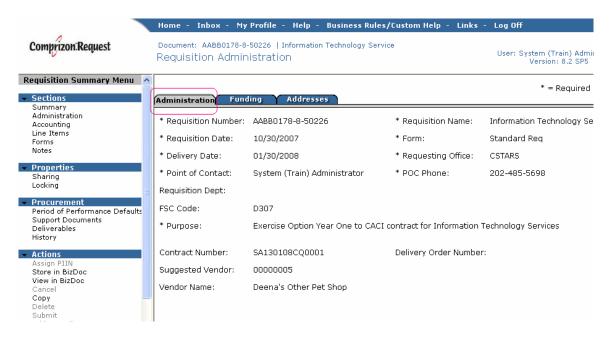Project ID: Leave Blank or enter the appropriate Project ID number
Department: Leave Blank
Delivery Date: Start date which should be the Sunday at the start of a pay period.
FSC: R497 (which is the code for personal services contracts)
Purpose: Insert the purpose of the contract; e.g., contractor period of performance for one year at the GS
(or FS) X step X

FUNDING

Cursor Position: fill in fiscal data (commonly used funding strings are recorded in the program and can be

Selected in the drop down box)

Budget Object Code: Leave Blank

Subject to Availability of Funds: select if appropriate

Fund Code: Leave Blank

Authorized by: Requisitioning office's Division Director

Funds Certified by: Leave blank. RMO/F will complete when they receive the PR

Estimated Amount: Enter the total amount for all line items.

ADDRESSES

Purchase for: Enter code for requisitioning office

Deliver to: Enter code for office where PSC will work

Ultimate Destination: Enter code for office where PSC will work

Contracting officer: Select the Address code of 17

Requisition Line Item Management

Let's go to the Line Item management window, to do this you will need to click on Line Item, which is located on the menu to the left.

Now you are at the Line Item Management window, Click the SEARCH button to review the line item for accuracy, change information as needed.

Item Number: sequential number starting with 0001

Quantity: e.g., 2080 for full time employees

Unit of Issue: e.g., HR=hour, DA=day, OT=overtime hour, EA=each, LO=lot

Unit Cost: e.g. hourly salary rates, overtime rate

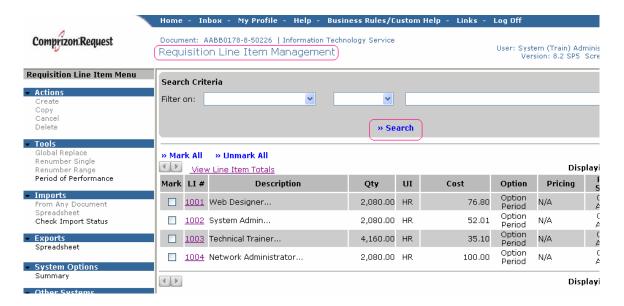FSC: (If you filled this in on the admin screen, it will default to all line items. R497 is the code for PSCs)

Stock Item No.: Leave Blank for PSCs

Description: Choose description and complete. See line item description used in SAMPLE below

Description: Choose description for **line item 0001 only** and complete at least the following:

> The Contractor shall serve as a   *(position title)* in the   *(office)* for the period *(start date which would be the Sunday starting a pay period)* through   *(ending date which will probably be the Saturday ending a pay period)* as a GS (or FS) X, step x. The Contractor's service computation date is (*date*). Enter NEW HIRE information as follows:

> *NAME: Daryl Corley*
> *ADDRESS: 3327 Chauncey Place 102*
> *   Mt. Rainier, MD 20712*
> *PHONE: (703)222-2223 WK, (301) 888-8888 HM*

DESCRIPTION: Choose description and complete.

SAMPLE LINE ITEMS FOR PSC CONTRACTS (Domestic and Overseas)

Item No.	Description	Quantity	Unit	Unit Price	Amount
0001	**Salary**	**2080**	**HR**	**25.00**	**52,000.00**
0002	**Overtime, Not to Exceed xx**		**HR**	**xx.xx**	**xxx.xx**
0003	**Sunday Premium Paymentxx**		**HR**	**xx.xx**	**xxx.xx**
0004	**Danger Pay, Not to Exceedxx**		**HR**	**xx.xx**	**xxx.xx**
0005	**Post Differential**	**xx**	**HR**	**xx.xx**	**xxx.xx**
0006	**Post Allowance**	**xx**	**HR**	**xx.xx**	**xxx.xx**
0007	**Awards (if applicable)**	**1**	**LO**	**500.00**	**500.00**
0008	**Social Security (OASDI)** **(Government contribution—not Payable to contractor)**	**1**	**LO**	**xxxxx.xx**	**xxxxxx.xx**
0009	**Medicare** **(Government contribution—not Payable to contractor)**	**1**	**LO**	**xxx.xx**	**xxx.xx**
	TOTAL ESTIMATED BUDGET				**xxxxx.xx**

NOTES:

CLIN 0008: Social Security is calculated at 6.2% of the first $68,400 for calendar year 1998. No further withholdings are taken after salary payments reach the ceiling amount.

CLIN 0009: Medicare is calculated at 1.45% of all salary payments for calendar year 1998.

Supporting Documents

If you would like to add Supporting Documents to the requisition, please go back to the Summary screen, to view the Summary of your requisition. Once you are at this screen please select Supporting Documents.

CREATE SUPPORTING DOCUMENTATION

From the Support Document Management Window, Click on Create and complete the fields. (Make sure you complete the required fields) Once you have complete the fields, click on "SAVE" to save the supporting document, or "NEXT" to add another document to the requisition. Go back to the "Summary" screen.

Document Location

- ○ Enter Hardcopy Location
- ⦿ Upload Existing File
- ○ Create New File Using Template

* Path/Filename: [_____] [Browse...]

» Save   » Apply   » Next   » Reset   » Cancel

Approval Process

Click on "Inbox" and check the requisition that you just reviewed. And click "Review" on the left side of your screen.

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Comprizon:Request

User Inbox Management

User: Stude
Version: 8.2 SP5 S

User Inbox Menu
▼ **Actions**
Review
▼ **Other Systems**

Search Criteria

Review List [_____ ▼]

From [_____] 🔍

Route Type [_____ ▼]

Filter Criteria [_____ ▼] [_____ ▼] [_____]

» Search

Displaying

Mark	Document Number	Agent Name	Date	Time	Priority	Approval Required	View Only	New	Description	Co
☐	otto's tulips	Student One	08/10/2007	11:10:15	N	A	N	Y	Requisition	
☑	This SHould Work Inez	System (Train) Administrator	11/20/2007	12:59:05	N	A	N	N	Requisition	

This will bring you to the review document screen. On this screen you will be able to select Approve or Disapprove. You also have the option to Forward your Responsibility and select another Reviewer. Once you have made your selections, you must enter your Signature, and any comments and select "SAVE".

Comprizon:Request

Review Document

User: Stude
Version: 8.2 SP5 Scre

Routing Menu
▼ Options
▼ Other Systems

* = Required Field

Document Number: AABB0178-8-50275

Document Name: This SHould Work Inez

Approve: ⦿

Disapprove: ○

Forward Responsibility: ○

To Reviewer: 🔍 ↻

* Signature: ●●●●●●●●

Comments:

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Aproved!!!!!!
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Once this has been completed the status for the requisition under" Review and Approval" will change to "APPROVED" on the "Summary" screen.

Comprizon:Request

Document: AABB0178-8-50275 | This SHould Work Inez
Requisition Summary

User: System (Train) Administra
Version: 8.2 SP5 Screen

Requisition Summary Menu
▼ Sections
Summary
Administration
Accounting
Line Items
Forms
Notes
▼ Properties
Sharing
Locking
▼ Procurement
Period of Performance Defaults
Support Documents
Deliverables
History
▼ Actions
Assign PIIN
Store in BizDoc
View in BizDoc
Cancel
Copy
Delete
Submit

ADN: Not Assigned
No Financial Transaction Information.

Line Item				

Number of Line Items: 2
Total Cost: $157,830.40   Base Amount: $74,110.40   Option Amount: $83,7:

Notes

No Notes

Project

Review and Approval

Status: Approved
Last Reviewed: Student One
Review Time: 11/20/2007 14:01:17