



NOAALink Request Process

February 2016

NOAALink Program Office



*Service. Partnership. Commitment.
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Creating a NOAALink Worksheet

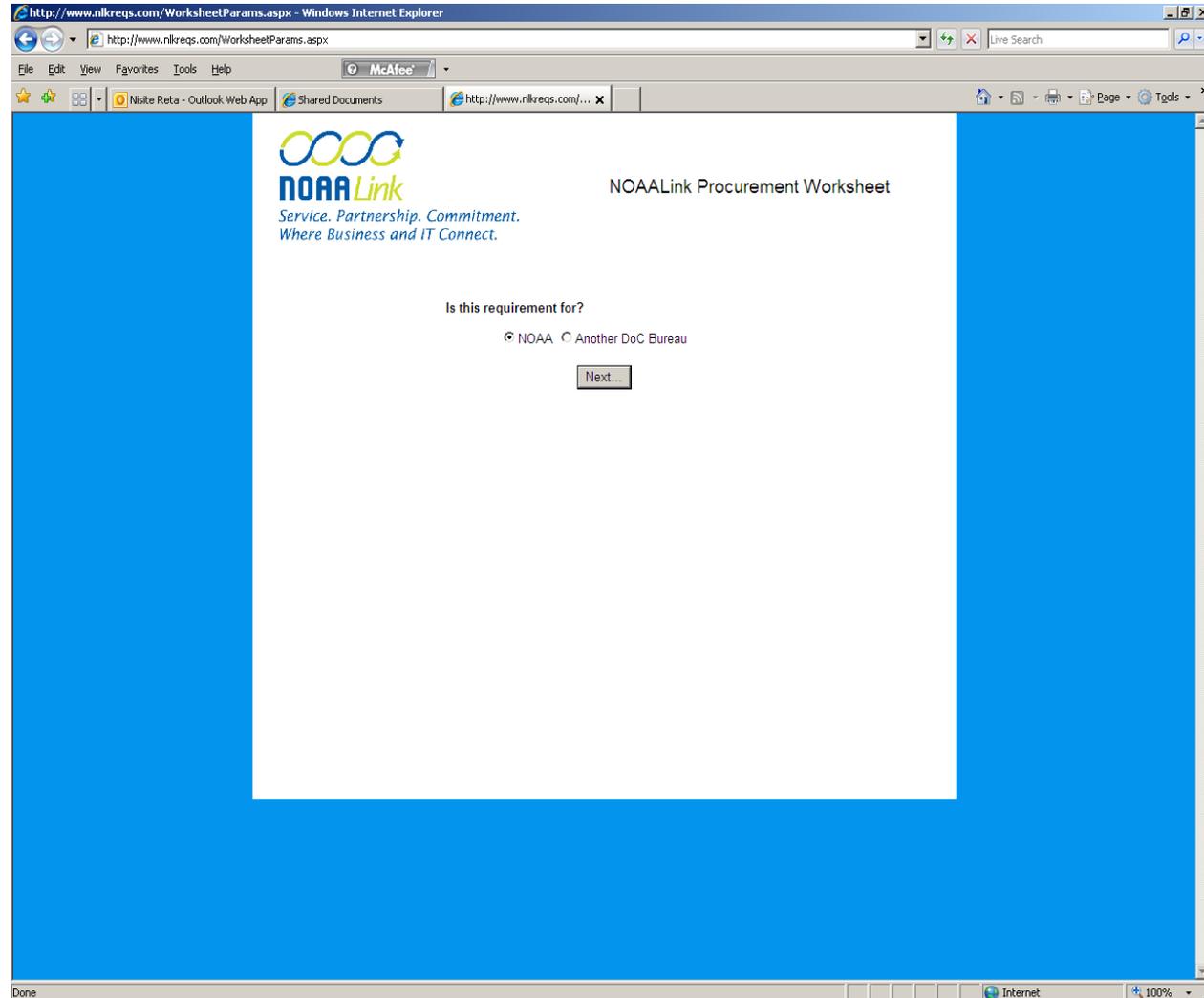


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NOAALink Worksheet Process



1. Follow this link:
<https://www.nlkreqs.noaa.gov/WorksheetParams.aspx> to populate a NOAALink Worksheet
2. Select the appropriate classification for your department
 - a) NOAA
 - b) Another DOC Bureau





NOAALink Worksheet Process

3. Complete all required fields marked with an asterisk
4. Press *Continue* at the bottom of the page

http://www.nlrqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y= - Windows Internet Explorer

http://www.nlrqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y=

File Edit View Favorites Tools Help McAfee

Nisite Reta - Outlook Web App http://nlrqs.com/Workshe... http://www.nlrqs.com/...

NOAA Link
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NOAALink Worksheet

* = Required

* Customer Line Office or Staff Office: If your requirement includes participants from other Line Offices, Staff Offices, or Bureaus please select all that apply.

Line Offices:

- NESDIS
- NMFS
- NOS
- NWS

Staff Offices:

- Chief Financial Office
- Office of Chief Information Officer
- Office of Communications & External Affairs
- Office of Decision Coordination & Executive Secretariat

Bureaus:

- Department of Commerce
- Bureau of Economic Analysis (BEA)
- Bureau of Industry and Security (BIS)
- U.S. Census Bureau

* Customer Division or Branch Office: NOAALink

* Customer Task Manager:

Name: Nisite Reta

Phone: 301-628-6689

eMail: nisite.reta@noaa.gov

* Requirement Title: Sample

Please make your requirement title unique and descriptive

Done

Start 3 Microsoft ... National Ocea... http://www... FY 12 Process... Invoice Recon... Document1 - ... Microsoft Pow... NLKWorkshee... NLKWorkshee... NLKWorkshee... Internet 100% 11:06 AM



NOAALink Worksheet Process



4. Click *Click for Worksheet*
5. Save your NOAALink Worksheet pdf
6. Attach your Worksheet to your requisition submission
 - Detailed steps for submitting your requisition in C.Request are outlined in the next section 'Submitting a NOAALink Requisition in C.Request'

www.nlkreqs.com/SubmitResult.aspx?WorksheetID=sXLYoB2Ib5o=


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NOAALink Procurement Worksheet

You have successfully completed your NOAALink Worksheet!

To complete the NOAALink Procurement, please follow the steps below:

1. Download your worksheet by clicking on the button below that says "CLICK FOR WORKSHEET" (please note that the following instructions vary depending whether you are using Internet Explorer or Google Chrome)
 - a. If using Google Chrome, your worksheet will download and appear in the lower left section of your screen. Please note that when saving your worksheet, it would be beneficial to use a unique/ specific name relevant to your requirement
 - b. If using Internet Explorer, a message will appear in the center of the bottom of your computer screen, asking if you want to open or save your worksheet. Please note that when saving your worksheet, it would be beneficial to use a unique/ specific name relevant to your requirement
2. After saving the worksheet to your computer, upload it to the "supporting documents" section of your requisition in C.Request
3. Once your entire NOAALink Request Package is complete, route your requisition to NPO under the "manage reviewers and approvers" section of your requisition in C.Request
4. To determine whether your package is complete, please visit the following site http://www.cio.noaa.gov/NOAALink/docs/Acquisition_Type_Table.pdf



NOAALink Worksheet Process



PG 1 of Worksheet



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NOAALink Worksheet

Worksheet Submission Date: 2/21/2013 2:30 PM (EST)

Customer Line Office or Staff Office: Office of Chief Information Officer

Customer Division or Branch Office: NOAALink Program Office

Customer Task Manager:

Name: NOAALink Program Office

Phone: 301-628-5713

eMail: noaalink.help@noaa.gov

Other Point of Contact:

Requirement Title: Worksheet Example

Requirement Description: This is an example of a NOAALink Worksheet.

Type of Requirement: Services

FAAPS Number related to this Requirement:

Exhibit 300 Investment Name:

FISMA ID:

Time Constraint: 2/20/2013



NOAALink Worksheet Process



PG 2 of Worksheet

Estimated Ceiling Cost: \$ 00

Estimated Base Cost: \$ 00

Funding: Fully Funded

What best describes your requirement?: New - No previous contract

Date of Expiration:

Historical Information

Previous Contract Number:

Previous Requisition Number:

Previous Award Amount:

Name of Previous Contractor:

Previous Contractor Status: Not Reported

Worksheet ID: 2320



Submitting a NOAALink Requisition in C.Request



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NOAALink Request Process: Complete a Requisition



1. From the **Home** page select **Requisition** from the Main Menu under **Create**

The screenshot shows a web browser window with the URL <https://crequestnoaa.eas.commerce.gov/noaa/servlet>. The browser title is "C.Request" and the page content is titled "Requisition PIIN and Name". The user is identified as "VICTORIA MASON (VZM)" with "Version: 9.3" and "Screen ID: CREQ".

The left sidebar contains a "MAIN MENU" with the following sections:

- CREATE**
 - Requisition
- REPORTS/SEARCHES**
 - Document Search
 - Procurement Search
 - SOW Abstract Search
 - Standard Reports
- SYSTEM OPTIONS**
 - Supervision
- OTHER SYSTEMS**
 - C.Award

The main content area contains the following fields:

- * Document Number: NAAJ1000 - 15 - ?????
- * Document Name: NOAALink Test Document

At the bottom right, there are three buttons: Save, Reset, and Cancel. A legend indicates that "*" denotes a required field.

NOAALink Request Process: Complete a Requisition



2. Complete all of the required fields marked by an asterisk on the **Administration** tab from the **Requisition Administration** page

- a) Except when submitting through a Field Delegate, enter in the **Recommended COR** field:
 - a) NLK (NOAALink) for service requirements
 - b) NCR (No COR Required) for product requirements
- b) Enter the **Point of Contact** responsible for this requirement
- c) Enter the United Nations Standard Products and Services Code (UNSPSC), which will be determined by the procurement type. Use the Lookup icon to search for codes using UNSPSC or Federal Supply Class (FSC) details

The screenshot shows the 'Administration' tab of the NOAALink Requisition Administration page. The page is titled 'REQUISITION SUMMARY MENU' and includes a navigation menu on the left with sections: SECTIONS, PROPERTIES, PROCUREMENT, ACTIONS, FINANCIAL, CREATE, SYSTEM OPTIONS, and OTHER SYSTEMS. The main content area is divided into three tabs: Administration, Funding, and Addresses. The Administration tab is active and contains the following fields:

- * Requisition Number: NAAJ1000-15-00422
- * Requisition Date: 04/21/2015
- * Delivery Date: 05/29/2015
- * Point of Contact: Entire Line Office POC
- Requisition Dept: [Empty]
- * Recommended COR: If not required select NCR No COR required. Selected: NLK
- * Name: NOAA Link Account NOAA Li
- * Phone Number: 11/03/2011
- Fax Number: [Empty]
- * E-Mail Address For Internal Routing: noaalink.help@noaa.gov
- E-Mail Address For Printing: noaalink.help@noaa.gov
- * FAAPS Number: ####
- * UNSPSC Code: #####
- * FSC Code: [Empty]
- * Purpose: Enter purpose here! (You have 1981 characters remaining for your input.)
- Contract Number: [Empty]
- Suggested Vendor: [Empty]
- Vendor Name: [Empty]
- * Requisition Title: NOAALink Test Document
- * Form: Standard Req
- * Requesting Office: [Empty]
- * POC Phone: [Empty]
- Primary Technical POC: [Empty]
- Name: Enter Technical POC
- Phone Number: Enter Technical POC#
- Fax Number: [Empty]
- E-Mail Address For Internal Routing: [Empty]
- E-Mail Address For Printing: [Empty]
- FOB: [Empty]

NOAA Link Request Process: Complete a Requisition



3. Begin entering your line item information as you normally would by selecting **Line Items** from the **Summary** page. Complete all of the required fields marked by an asterisk on the **Administration** tab.

Document: NAAJ1000-15-00422 | NOAA Link Test Document
Requisition Line Item Detail
User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RLID

* = Required Field

Administration Address Option

* Line Item No: 0001
* Qty: 1 * UI: ls * Cost: 103000
Total Cost: 103000.00

Header:

You have 2000 characters remaining for your input.
Enter a Summary of the Good or Services being purchased

* Description:

You have 7945 characters remaining for your input.

* UNSPSC Code: 11111600
UNSPSC Title: Stone

* FSC Code: 5345
FSC Description: DISKS AND STONES, ABRASIVE

Modification LI Action:

Not Separately Priced:
Stock Item:

* Receiving Office Number: #####

Save Apply Reset Cancel

NOAALink Request Process: Complete a Requisition



4. Complete all of the required fields marked by an asterisk on the **Address** tab
5. Select **Accounting** from the **Requisition Line Item Detail Menu** under **Tools**

Document: NAA31000-15-00422 | NOAALink Test Document
Requisition Line Item Detail

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RLID

* = Required Field

Administration Address Option

* Delivery Date: 05/29/2015

* Deliver To: AJ130000
NOAA/OCIO/NOAALINK PGM OFC
ATTN: NOAALINK PGM OFC
1315 E-W HWY RM 9634, SOU1000
SILVER SPRING MD 20910

POC: NOAA/OCIO/NOAALINK PGM OFC

* Supplemental Address Information (Name/Room#):
Testing for NOAALink
You have 1 characters remaining for your input.

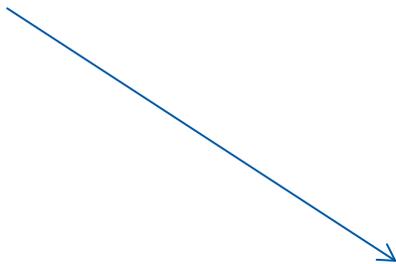
FOB:

Save Apply Reset Cancel

NOAALink Request Process: Complete a Requisition



6. Select **Create** from the **Account Code Menu** under **Actions**



NOAALink Request Process: Complete a Requisition



7. Enter Line Item details according to NOAALink specifications (except when submitting through a Field Delegate):

- Enter NOAALink-specific Object Class code by adding 11 as the last two digits to your standard code. Contract products/services must have "11" in the object 4 field of the four-level object class ##-##-##-11 (for example 25-23-00-11, 31-23-00-11, etc.)
- Remember to communicate the total cost of the PR, including the 3% NOAALink fee, with your financial, budget, and approving officials
- If required, add a travel CLIN

Document: NAAJ1000-15-00422 | NOAALink Test Document
Account Code Detail
User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RACD

ACCOUNT CODE DETAIL MENU

Line Item No.: 0001, Enter a Summary of the Good or Services being purchased * = Required Field

Bureau Code (2): 14 [Import Entire Account Code](#)

Fiscal Year (2): 15

Project (7): #####

Task (3): ###

Fund (4): ####

Program (9): #####

Organization (16): #####

Object Class (8): #####

User Defined (6): #####

Allocation By: Cost

Percent: 0.00 Cost: 0 Quantity: 0

Save Apply Reset Cancel

NOAA Link Request Process: Complete a Requisition



8. Select Review & Approval on the Requisition Summary page

Document: NAA31000-15-00422 | NOAA Link Test Document
Requisition Summary

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RSM

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
 - Cancel
 - Copy
 - Delete
 - Add to Hotlist
 - Manage Reviewers/Approvers
- FINANCIAL
 - Commit
 - Cancel Commit
 - View Status
- CREATE
- SYSTEM OPTIONS
 - Return To Recently Accessed
- OTHER SYSTEMS
 - C.Award

Administration

Purchase For:
Delivery Date: 05/29/2015
Point of Contact: Entire Line Office POC
Purpose: Enter purpose here!
Document Status: Unsubmitted
Procurement Status: Unsubmitted

Account Summary

Number of Codes Assigned to Line Items:	0	Number of Default Codes:	0
Percent Allocated:	0.00%	Total Default Percentage:	0%
Total Quantity Allocated:	0		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

No Financial Transaction Information.

Line Item

Number of Line Items:	1	Base Amount:	\$103,000.00	Option Amount:	\$0.00
Total Cost:	\$103,000.00				

Notes

No Notes

Project

Review and Approval

Status: No route created

Associated Documents

[Related Documents](#)

NOAALink Request Process: Complete a Requisition



9. Select Add User

Document: NAA31000-15-00422 | NOAALink Test Document
Requisition Review & Approval Management

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RAM

REQ REVIEW & APPROVAL MGMT MENU

- ACTIONS**
 - Add User
 - Add Team
 - Edit
 - Delete
 - Forward
 - Release
 - Recall
- TOOLS**
- OPTIONS**
 - Summary
- OTHER SYSTEMS**
 - C.Award

Search Criteria

Route Order:

Reviewer Type:

Filter on:

[Import Route List Model](#)

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
No records found that meet the search / filter criteria									

NOAALink Request Process: Complete a Requisition



10. Add NPO as a reviewer to your requisition (NOT NLK/ENT).

Although the number and nature of approvers may vary depending on your particular Line/Staff Office's procedures, as a general rule your requisition should be routed to **NPO** for approval **before** your office's **Final Fund Certifier/Approval Official**. For example if the fund certifier/approving official is a 40, NPO should be a lower number (in the sample shown in the adjacent screen shot, NPO is 10)

11. Save

Document: NAAJ1000-15-00422 | NOAALink Test Document
User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RD

REVIEWER DETAIL MENU

- SYSTEM OPTIONS
Review and Approval
Summary
- OTHER SYSTEMS
C.Award

* Reviewer :

Reviewer Name: NOAALink Program Office
Title: NOAALink Program Office

* Receiving order:

Priority:

Approval Required: Carbon Copy:

View Only:

Save Apply Reset Cancel

NOAALink Request Process: Complete a Requisition



12. In addition to your required documents, you will need to attach a copy of the NOAALink Worksheet. (For guidance on the documents required for your acquisition, please refer to the NOAA Acquisitions Package Checklist

http://www.ago.noaa.gov/acquisition/docs/noaa_acq_package_checklist_4-4-11.pdf.)

Templates of the required documents can be found at

http://www.cio.noaa.gov/NOAALink/oaalink_forms_docs.html

13. Select **Support Documents**

14. On the next screen, select **Create**

Document: NAA31000-15-00422 | NOAALink Test Document
Requisition Summary

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RSM

REQUISITION SUMMARY MENU

- SECTIONS
 - Summary
 - Administration
 - Accounting
 - Line Items
 - Forms
 - Notes
- PROPERTIES
 - Sharing
 - Locking
- PROCUREMENT
 - Period of Performance Defaults
 - Support Performance Documents
 - Deliverables
 - History
- ACTIONS
 - Assign PIIN
 - Cancel
 - Copy
 - Delete
 - Add to Hotlist
 - Manage Reviewers/Approvers
- FINANCIAL
 - Commit
 - Cancel Commit
 - View Status
- CREATE
- SYSTEM OPTIONS
 - Return To Recently Accessed
- OTHER SYSTEMS
 - C.Award

Administration

Purchase For:
Delivery Date: 05/29/2015
Point of Contact: Entire Line Office POC
Purpose: Enter purpose here!
Document Status: Unsubmitted
Procurement Status: Unsubmitted

Account Summary

Number of Codes Assigned to Line Items:	0	Number of Default Codes:	0
Percent Allocated:	0.00%	Total Default Percentage:	0%
Total Quantity Allocated:	0		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

No Financial Transaction Information.

Line Item

Number of Line Items:	1	Base Amount:	\$103,000.00	Option Amount:	\$0.00
Total Cost:	\$103,000.00				

Notes

No Notes

Project

Review and Approval

Status: No route created

Associated Documents

[Related Documents](#)

NOAALink Request Process: Complete a Requisition



15. Enter the Requisition Number, a hyphen, and NOAALink Worksheet as the title. Click Browse to attach a copy of the NOAALink Worksheet. Please name the NOAALink Worksheet by its Requisition (Req. #-NOAALink Worksheet)
16. Click Save

The screenshot shows a web browser window displaying the 'C.Request' application. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application header includes 'C.Request' and navigation links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, Log Off. The document title is 'Document: NAAJ1000-15-00422 | NOAALink Test Document' and the page title is 'Support Document Detail'. The user is identified as 'User: VICTORIA MASON (VZM)' with 'Version: 9.3' and 'Screen ID: SUPDOCC'. A legend indicates '* = Required Field'. The form is divided into several sections: 'SUPPORT DOCUMENT DETAIL MENU' with sub-sections 'SYSTEM OPTIONS' (Support Document Management Summary) and 'OTHER SYSTEMS' (C.Award); 'Document Information' with fields for Title (filled with 'NAAJ1000-15-00422 NOAALink Worksheet'), Group Name (dropdown), and Description/Comments (text area); 'Attached On:', 'Last Modified:' (04/24/2015), and 'Attached For:' (REQUISITION NAAJ1000-15-00422); 'Related Dates' with 'Created On:', 'Received On:', and 'Effective On:' (all with date pickers); 'Document Location' with radio buttons for 'Enter Hardcopy Location', 'Upload Existing File' (selected), and 'Create New File Using Template'; and a 'Path/Filename:' field (filled with 'T:\Procurements\Requisitions_Worksheets\FY15_App') with a 'Browse...' button. At the bottom right, there are buttons for 'Save', 'Apply', 'Next', 'Reset', and 'Cancel'. A blue arrow from the text 'Click Save' in step 16 points to the 'Save' button.

NOAALink Request Process: Complete a Requisition



17. Please make sure that your requisition is NOT Committed as NOAALink will be adding an attachment to your requisition
18. Select Release
19. Please instruct your office analysts and managers to review and approve the requisition that has been routed to them. The NOAALink Program Office will be notified when the requisition has reached the NPO inbox.





Within NOAA Link Scope



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NOAALink Request Process: Request Verification



1. If funds are available and the accounting codes are appropriate, NPO will approve the requisition
 - a) The NOAALink fee will be assessed on each line of accounting listed in the PR (object class code with 11 at the end)
2. You may add additional reviewers to the requisition, but please do NOT make any changes to the accounting. If any of the accounting strings or the dollar amounts change, you MUST re-route the requisition to NPO
3. Your office's Fund Certifier/Final Approval Official can commit and submit your requisition to NLK/ENT, local acquisition office, or field delegate as directed

The screenshot displays the 'C.Request' web application interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is 'C.Request' and the document ID is 'NAA31000-15-00422 | NOAALink Test Document'. The user is identified as 'VICTORIA MASON (VZM)' with version '9.3' and screen ID 'RSM'.

The interface is divided into several sections:

- REQUISITION SUMMARY MENU:** A sidebar menu with expandable sections: SECTIONS (Summary, Administration, Accounting, Line Items, Forms, Notes), PROPERTIES (Sharing, Locking), PROCUREMENT (Period of Performance Defaults, Support Documents, Deliverables, History), ACTIONS (Assign PIIN, Cancel, Copy, Delete, Add to Hotlist, Manage Reviewers/Approvers), FINANCIAL (Commit, Cancel Commit, View Status), CREATE, SYSTEM OPTIONS (Return To Recently Accessed), and OTHER SYSTEMS (C.Award).
- Administration:**
 - Purchase For:
 - Delivery Date: 05/29/2015
 - Point of Contact: Entire Line Office POC
 - Purpose: Enter purpose here!
 - Document Status: Unsubmitted
 - Procurement Status: Unsubmitted
- Account Summary:**

Number of Codes Assigned to Line Items:	0	Number of Default Codes:	0
Percent Allocated:	0.00%	Total Default Percentage:	0%
Total Quantity Allocated:	0		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		
- Line Item:**

Number of Line Items:	1			
Total Cost:	\$103,000.00	Base Amount:	\$103,000.00	Option Amount: \$0.00
- Notes:** No Notes
- Project:**
- Review and Approval:**

Status: No route created
- Associated Documents:**

[Related Documents](#)



NOAALink Request Process: Request Verification



- If the accounting codes are incorrect, NPO will disapprove the requisition and provide guidance in the comments section. To retrieve the comments, click the blue **Comment** field as seen in the adjacent screenshot
- Once you have reviewed the comments, please correct the accounting and re-route the requisition to NPO

Document: NAAJ1000-15-00422 | NOAALink Test Document
Requisition Review & Approval Management

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RAM

REQ REVIEW & APPROVAL MGMT MENU

ACTIONS

- Add User
- Add Team
- Edit
- Delete
- Forward
- Release
- Recall

TOOLS

- Import Route List Model

OPTIONS

- Summary

OTHER SYSTEMS

- C.Award

Search Criteria

Route Order: [Dropdown] [Text]

Reviewer Type: [Dropdown]

Filter on: [Dropdown] [Dropdown] [Text] [Search]

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	10	NOAALink Program Office	Individual	A	N	04/24/2015	13:58:53		Comment

Displaying 1 - 1 / 1

NOAALink Request Process: Request Verification



6. If the accounting is correct but funding is not available, further information may be requested from the customer or the Acquisition and Grants Office
 - a) Depending on the circumstances, the requisition may be accepted but not awarded until funds are available

OR

 - b) The customer may change the accounting code to one that has funding available

The screenshot shows the NOAA Request Management System interface. The browser address bar displays <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "C.Request" and the document ID is "NAAJ1000-15-00422 | NOAALink Test Document". The user is identified as "VICTORIA MASON (VZM)" with version 9.3 and screen ID RAM.

The interface includes a "REQ REVIEW & APPROVAL MGMT MENU" on the left with sections for ACTIONS (Add User, Add Team, Edit, Delete, Forward, Release, Recall), TOOLS (Import Route List Model), OPTIONS (Summary), and OTHER SYSTEMS (C.Award).

The main content area features a "Search Criteria" section with dropdown menus for "Route Order", "Reviewer Type", and "Filter on", along with a "Search" button.

Below the search criteria is a table displaying requisition details:

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	10	NOAALink Program Office	Individual	A	N	04/24/2015	13:58:53		Comment

The table indicates "Displaying 1 - 1 / 1" records.

NOAALink Request Process: Next Steps



- The CO will determine if your requirement can be successfully fulfilled by NOAALink contractors
 - If it is determined that it can, the CO will proceed with the standard NOAALink bid process
- If a particular requirement cannot be successfully fulfilled by NOAALink contractors, the CO will identify a suitable alternative acquisition vehicle
- Once a determination is made by the CO on a suitable acquisition vehicle, your request will be assigned to a Contract Specialist
 - The Contract Specialist will contact you within 48 hours of your submission being assigned to them
 - You may contact the Contract Specialist directly if you require any further assistance

NOAALink Request Process: Next Steps



- Upon award, you will receive a copy of the award document via email
 - Upon receipt, review the award document for any errors pertaining to delivery and contact information
 - If necessary, you may contact your Contract Specialist.

***If you are the designated Task Manager please attend NOAALink 101 **Post-Award Training**.
Visit http://www.cio.noaa.gov/NOAALink/noaalink_training.html for scheduling information.





Out of NOAA Link Scope



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NOAALink Request Process: Request Verification



- If your requisition is NOT appropriate for NOAALink (i.e. a micro-purchase, PC/accessories, or office equipment), NPO will inform you via the comment field on the **Requisition Review and Approval** page. Additionally, your NOAALink Worksheet will be marked *Out of Scope* and re-attached to your requisition.
- If the requisition is out of scope for NOAALink, please make sure to change the NOAALink-specific object class code (##-##-##-11 to ##-##-##-00). Otherwise, the requisition will still be assessed the NOAALink fee.
- Your fund certifier/final approval official may submit your requisition to your local AGO office

Document: NAAJ1000-15-00422 | NOAALink Test Document
Requisition Review & Approval Management

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RAM

REQ REVIEW & APPROVAL MGMT MENU

ACTIONS

- Add User
- Add Team
- Edit
- Delete
- Forward
- Release
- Recall

TOOLS

- Import Route List Model

OPTIONS

Summary

OTHER SYSTEMS

C.Award

Search Criteria

Route Order: [Dropdown] [Text]

Reviewer Type: [Dropdown]

Filter on: [Dropdown] [Dropdown] [Text] [Search]

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	10	NOAALink Program Office	Individual	A	N	04/24/2015	13:58:53		Comment

Displaying 1 - 1 / 1