



NOAALink Request Process

February 2012
NOAALink Program Office



*Service. Partnership. Commitment.
Where Business and IT Connect.*



Creating a NOAALink Worksheet



*Service. Partnership. Commitment.
Where Business and IT Connect.*

NOAALink Worksheet Process



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

A screenshot of a web browser window showing the "NOAALink Procurement Worksheet" form. The browser's address bar shows the URL "http://www.nlkregs.com/WorksheetParams.aspx". The page features the NOAA Link logo and the tagline "Service. Partnership. Commitment. Where Business and IT Connect." The main content area asks "Is this requirement for?" with two radio button options: "NOAA" (which is selected) and "Another DoC Bureau". Below the options is a "Next..." button. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons, and a status bar at the bottom showing "Done" and "Internet" with a 100% zoom level.

NOAALink Worksheet Process



3. Complete all required fields marked with an asterisk
4. Press **Submit** 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/...

NOAALink
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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 *Download pdf*
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'

A screenshot of a Windows Internet Explorer browser window. The address bar shows the URL: http://www.nlkreqs.com/SubmitResult.aspx?WorksheetID=TexcAtg5n4I=. The page content includes the NOAALink logo with the tagline "Service. Partnership. Commitment. Where Business and IT Connect." and the title "NOAALink Procurement Worksheet". The main message states: "Your NOAALink procurement request has been successfully submitted!". Below this, an important note reads: "IMPORTANT: To complete your NOAALink requirement, you must click below to generate and download a pdf of this worksheet AND then attach the document to your C.Request submission." A "Download pdf" button is visible. The browser's taskbar at the bottom shows several open applications, including "NOAALink PW" and "NOAALink C-Request Pr...". The system tray shows the time as 2:15 PM.



NOAALink Worksheet Process



PG 1 of Worksheet



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NOAALink Worksheet

Worksheet Submission Date: 1/5/2012 10:59 AM (EST)

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

Customer Division or Branch Office: NOAALink

Customer Task Manager:

Name: Nisite Reta

Phone: 301-628-5689

eMail: nisite.reta@noaa.gov

Requirement Title: Sample

Requirement Description: To provide a NOAALink Worksheet entry sample for instructional purposes.

Service Area: Core IT Services

FAAPS Number related to this Requirement: 10500

Time Constraint: 2/1/2012

Estimated Ceiling Cost: \$60,000.00

Budgeted Amount: \$61,000.00

Historical Information



NOAALink Worksheet Process



PG 2 of Worksheet

Description of Previous Contract: To provide a NOAALink Worksheet entry sample for instructional purposes

Previous Contract Number: DG133C10BU0000

Previous Requisition Number: NCNA2400-11-00000

Previous Award Amount: \$55,000.00

Name of Previous Contractor: NLK Enterprises

Previous Contractor Status: 8 (a)

Is this requirement a change in scope? Increase

For Office Use Only:

Worksheet ID: 308

NLK Scope: In Scope EA Out Of Scope

If Out of Scope, provide reason: Mission

Time Constraint / Documented Emergency

Micropurchase

Out of Scope - Other

No Resellers

After cutoff date

Name of product of company: If 'No Resellers' was selected above please provide below.

Signature of Program Office Director:

PR Number:



Submitting a NOAA Link Requisition in C.Request



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NOAA Link C.Request Process



1. Select a Contracting Officer's Representative (COR) code

ComprizonSuite - Windows Internet Explorer
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

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

Document: NAAJ1000-12-01819 | NAAJ1000-12-01819
Requisition Administration

User: CATHERINE OSSI (CDO)
Version: 8.9.1 SP4 Screen ID: RSM

* = Required Field

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
 - Submit
 - Add to Hotlist
 - Manage Reviewers/Approvers
- Financial
 - View Status
- Create
- System Options
 - Return To Just In
- Other Systems
 - C.Award

Administration Funding Addresses

* Requisition Number: NAAJ1000-12-01819 * Requisition Title: NAAJ1000-12-01819

* Requisition Date: 02/08/2012 * Form: Standard Req

* Delivery Date: 02/13/2012 * Requesting Office: NOAA - OCIO

* Point of Contact: CATHERINE OSSI * POC Phone: 301-628-5758

* Recommended COR: If not required select **NSR**. No COR required

* Name: CATHERINE OSSI

* Phone Number: 301-628-5758

* E-Mail Address For Internal Routing: CATHERINE.OSSI@NOAA.GOV

* FAAPs (#=# only no special or alpha char) simplified = 00000

* FSC Code: D309

* Purpose: Request for Information (RFI) from NOAA Link vendors for Enterprise Wide Security Assessment and Authorization (EWSAA)

You have 0 characters remaining for your input.

Contract Number: Delivery Order Number:

Suggested Vendor: Vendor Name:

» Save » Apply » Reset » Cancel



NOAALink C.Request Process



1. Select Review & Approval on the C.Request Summary Page

ComprizonSuite - Windows Internet Explorer
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help
McAfee

ComprizonSuite x NOAA Staff Directory

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

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition
Requisition Summary

User: ANDREW VENAGLIA (AXV)
Version: 8.7 SP1 Screen ID: RSM

Requisition Summary Menu

- Sections
 - Summary
 - Administration
 - Accounting
 - Line Items
 - Funding Recap
 - 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
 - Add to Hotlist
 - Review and Approval
- Financial
 - Commit
 - Cancel Commit
 - View Status
- Create
- System Options
 - Return To Just In
- Other Systems

Administration

Purchase For: NOAA/OCIO/IT OPERATIONS OFFICE AJ130000
Delivery Date: 10/28/2011
Point of Contact: MICHELE HEFFNER
Purpose: Enter Purpose in UNDER 75 characters.
Document Status: Unsubmitted
Procurement Status: Unsubmitted

Account Summary

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	0%	Total Default Percentage:	100%
Total Quantity Allocated:	1		
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				
Total Cost:	\$0.00	Base Amount:	\$0.00	Option Amount:	\$0.00

Notes

No Notes

Project

13-1450

Review and Approval

Status: No route created

Associated Documents

NOAALink C.Request Process



2. Select Add User

A screenshot of a web browser displaying the ComprizonSuite application. The browser window title is "ComprizonSuite - Windows Internet Explorer" and the address bar shows "https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon". The page header includes navigation links: "Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off". The main content area is titled "Requisition Review & Approval Management" and includes a search criteria section with fields for "Route Order", "Reviewer Type", and "Filter on", along with a "Search" button. A left-hand navigation menu is visible, with the "Actions" menu expanded to show "Add User", "Delete", "Forward", and "Release". Other menu items include "Tools", "Options", and "Other Systems". The status bar at the bottom indicates "Internet" and "100%".



NOAALink C.Request Process



3. Add NPO as a reviewer to your requisition (NOT NLK)

- 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 after your designated **Fund Certifier and before** your office's **Final Approval Official**. To ensure this, please make sure that in the receiving order **NPO** comes after the Fund Certifier but before the final approval official. For example if the fund certifier is a 10 and the approving official is a 40, NPO should be between 10 and 40 (in the sample shown in the adjacent screen shot, NPO is 30)

ComprizonSuite - Windows Internet Explorer
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help
McAfee

ComprizonSuite x NOAA Staff Directory

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

ComprizonRequest
Document: NAAJ1300-12-01001 | NOAALink Sample Requisition
Requisition Reviewer Detail
User: ANDREW VENAGLIA (AXV)
Version: 8.7 SP1 Screen ID: RD

* = Required Field

* Reviewer : NPO

Reviewer Name: NOAA NPO
Title: NOAALink Box

* Receiving order: 30
Priority:

Approval Required: Carbon Copy:

View Only:

» Save » Apply » Reset » Cancel

Done Internet 100%

4. Save



NOAALink C.Request Process



- 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/ago/aquisition/docs/noaa_acq_package_checklist_4-4-11.pdf

Templates of the required documents can be found at

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

- Select Support Documents
- On the next screen select Create

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help

McAfee

NOAA - National Oceanic an... ComprizonSuite

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

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition

Requisition Summary

User: ANDREW VENAGLIA (AXV)
Version: 8.7 SP1 Screen ID: RSM

Requisition Summary Menu

- Sections
 - Summary
 - Administration
 - Accounting
 - Line Items
 - Funding Recap
 - 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
 - Add to Hotlist
 - Review and Approval
- Financial

Administration

Purchase For: NOAA/OCIO/IT OPERATIONS OFFICE AJ130000

Delivery Date: 10/28/2011

Point of Contact: MICHELE HEFFNER

Purpose: Enter Purpose in UNDER 75 characters.

Document Status: Unsubmitted

Procurement Status: Unsubmitted

Account Summary

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	0%	Total Default Percentage:	100%
Total Quantity Allocated:	1		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		
Commitment: Accepted/Approved by Financial System, Posted: 10/12/2011 15:39:21, Amount: \$0.00			

Line Item

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

Start ComprizonSuite - Win... NOAALink C-Request Pro... 10:10 PM

NOAALink C.Request Process



8. Enter the Requisition Number and NOAALink Worksheet as the title
9. Click Browse to attach a copy of the NOAALink Worksheet. Please name the NOAALink Worksheet by its Requisition (# – NOAALink Worksheet)
8. Click Save

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help

McAfee

NOAA - National Oceanic an... ComprizonSuite

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

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition
Support Document Detail

User: ANDREW VENIGLIA (AKV)
Version: 8.7 SP1 Screen ID: SUPOCCC

Support Document Detail Menu

System Options
Support Document Management Summary

Other Systems

Document Information

* Title: NAAJ1300-12-01001 NOAALink Worksheet

Group Name: [Dropdown]

Description/Comments: [Text Area]

You have [] characters remaining for your input.

Attached On: [Text]

Last Modified: 10/19/2011

Attached For: REQUISITION

Attached From: NAAJ1300-12-01001

Related Dates

Created On: [Text]

Received On: [Text]

Effective On: [Text]

Document Location

Enter Hardcopy Location

Upload Existing File

Create New File Using Template

* Path/Filename: C:\My Documents\NAAJ1300-12-01001 NOAALink Wor [Browse...]

Current Version of the Statement of Work (SOW)

Include in procurement package to be delivered to Vendor

» Save » Apply » Next » Reset » Cancel

Start ComprizonSuite - Win... NOAALink C-Request Pro... Internet 75% 10:20 PM

NOAALink C.Request Process



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

The screenshot displays the ComprizonSuite web application in a Windows Internet Explorer browser. The URL is <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "ComprizonSuite" and the document is "NAAJ1300-12-01001 | NOAALink Sample Requisition Requisition Review & Approval Management". The user is identified as ANDREW VENAGLIA (AXV) with version 8.7 SP1 and screen ID RAM.

The interface includes a navigation menu with options: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. A left sidebar contains a "Req Review & Approval Mgmt Menu" with sections for Actions (Add User, Delete, Forward, Release), Tools, Options (Summary), and Other Systems.

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 this is a table with columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table displays one entry with Route Order 30, Address To NOAA NPO, Reviewer Type Individual, Approval Required A, View Only N, and a timestamp of 10/12/2011 15:32:06. The table is paginated to show "Displaying 1 - 1 / 1".



Within NOAA Link Scope



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NOAALink C.Request Process



1. If your document is within the scope of NOAALink, the NOAALink Program Office will forward your requisition to the NOAALink Financial Manager for Fund Availability and Accounting Code Validation. You may notice that an additional reviewer (KRM) has been added to the routing list
2. If funds are available and the accounting codes are appropriate, the NOAALink Financial Manager will approve the requisition and will forward it back to the creator
3. You may add additional reviewers to the requisition but please do NOT make any changes to the funding. If any of the accounting strings or the dollar amount change, you MUST re-route the requisition to NPO
4. Please commit and submit your requisition to NLK

ComprizonSuite - Windows Internet Explorer
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help
McAfee

ComprizonSuite x NOAA Staff Directory

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

Comprizon.Request

Requisition Submit

User: ANDREW VENAGLIA (AXV)
Version: 8.7 SP1 Screen ID: RS

Requisition Summary Menu

- Sections
 - Summary
 - Administration
 - Accounting
 - Line Items
 - Funding Recap
 - 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
 - Add to Hotlist
 - Review and Approval
- Financial
 - Commit
 - Cancel Commit
 - View Status
- Create
- System Options
 - Return To Just In
- Other Systems

Requisition Number: NAAJ1300-12-01001

* = Required Field

Purchasing Buyer or Contract Specialist

* Assign To: NLK

Assign to Name: NOAA Link Account NOAA Link Ac

» Save » Reset » Cancel

Internet 100%



NOAALink C.Request Process



1. If the accounting codes are incorrect, the NOAALink Financial Manager 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
2. Once you have reviewed the guidance provided by the Financial Manager, please correct the accounting and re-route the requisition through NPO

The screenshot shows the ComprizonSuite web application interface. The browser address bar displays the URL: <https://crequest.noaa.eas.commerce.gov/noaa/servelet/Comprizon>. The page title is "Req Review & Approval Management". The user is identified as "User: NOAA NPO (NPO)" with version "8.7 SP1" and screen ID "RAM".

The interface includes a search criteria section with the following fields:

- Route Order: [Dropdown]
- Reviewer Type: [Dropdown]
- Filter on: Agent Code [Dropdown] Contains [Dropdown] NPO [Text]

A "Search" button is located to the right of the filter fields.

The main content area displays a table of requisitions. The table has the following columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table is displaying 1 row of data:

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	20	NOAA NPO	Individual	A	N	10/19/2011	07:54:08	Disapproved	Comment

The "Comment" link in the comments column is highlighted with a blue arrow pointing from the text in step 1 of the list. The table footer indicates "Displaying 1 - 1 / 1".

NOAALink C.Request Process



1. If the accounting is correct but funding is not available, further information may be requested from the customer or the Acquisitions and Grant Office

1. Depending on the circumstances, the requirement may be accepted but not awarded until funds are available
OR

2. The customer may change the accounting code to one that has funding available

The screenshot displays the ComprizonSuite web application interface. The browser address bar shows the URL: <https://crequest.noaa.eas.commerce.gov/noaa/servelet/Comprizon>. The page title is "Requisition Review & Approval Management". The user is identified as "User: NOAA NPO (NPO)" with version "8.7 SP1" and screen ID "RAM".

The interface includes a navigation menu on the left with options: "Req Review & Approval Mgmt Menu", "Actions" (Add User, Delete, Forward, Release), "Tools", "Options" (Summary), and "Other Systems".

The main content area features a "Search Criteria" section with the following fields:

- Route Order: [Dropdown]
- Reviewer Type: [Dropdown]
- Filter on: Agent Code [Dropdown] Contains [Dropdown] NPO [Text]

A "Search" button is located to the right of the filter fields.

Below the search criteria is a table with the following columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table displays one record:

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	20	NOAA NPO	Individual	A	N	10/19/2011	07:54:08	Disapproved	Comment

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

NOAALink C.Request Process



- Once your request is complete it will be assigned to a Contracting Specialist
 - The Contracting Specialist will contact you within 2 days of your submission to NLK
 - You may contact the Contracting Specialist directly if you require any further assistance
- Once the your requirement is awarded 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



Out of NOAA Link Scope



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NOAALink C.Request Process



1. If your requisition is NOT within the scope of NOAALink, the NOAALink Program Office will DISAPPROVE your requisition and attach your NOAALink worksheet to the requisition with Comments.
2. If the requisition is out of NOAALink scope, please make sure to change the NOAALink specific object class code (##-##-##-11 to ##-##-##-00), as well as deleting the NOAALink surcharge CLIN (77-11-00-00). Otherwise, the requisition will still be assessed the 3% NOAALink fee
3. You may submit your requisition to your local AGO office

The screenshot displays the ComprizonSuite web application interface in a Windows Internet Explorer browser. The page title is "Requisition Submit" and the user is identified as "ANDREW VENAGLIA (AXV)". The interface includes a navigation menu on the left with sections like "Requisition Summary Menu", "Sections", "Properties", "Procurement", "Actions", "Financial", "Create", "System Options", and "Other Systems". The main content area shows a form for submitting a requisition. The "Requisition Number" field is populated with "NAAJ1300-12-01001". The "Purchasing Buyer or Contract Specialist" section includes an "Assign To:" field with a dropdown menu showing "NLK" and a search icon, and an "Assign to Name:" field with the text "NOAA Link Account NOAA Link Ac". There are "Save", "Reset", and "Cancel" buttons at the bottom of the form. The browser's address bar shows the URL "https://crequestnoaa.eas.commerce.gov/noaa/ser/vlet/Comprizon".