



NOAALink Request Process

November 2011

NOAALink Program Office



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



Creating a NOAALink Worksheet



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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 is Windows Internet Explorer. The page has a blue header with the NOAA Link logo and the text "Service. Partnership. Commitment. Where Business and IT Connect." The main content area is white and contains the text "NOAALink Procurement Worksheet" and "Is this requirement for?". Below this text are two radio button options: "NOAA" (which is selected) and "Another DoC Bureau". A "Next..." button is located below the radio buttons. The browser's address bar shows the URL "http://www.nlkregs.com/WorksheetParams.aspx". The browser's status bar at the bottom shows "Done" and "Internet".

NOAALink Worksheet Process



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

http://www.nkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj6S+Y= - Windows Internet Explorer

http://www.nkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj6S+Y=

File Edit View Favorites Tools Help

McAfee

Nisite Reta - Outlook Web App Shared Documents http://www.nkreqs.com/...

NOAA Link
Service. Partnership. Commitment.
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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:

- Office of Acquisition and Grants
- Chief Administrative Office
- Chief Financial Office
- Office of Chief Information Officer

Bureaus:

- Bureau of Economic Analysis (BEA)
- Bureau of Industry and Security (BIS)
- U.S. Census Bureau
- Economic Development Administration (EDA)

* Customer Division or Branch Office:

* Customer Task Manager:

Name:

Phone:

eMail:

* Requirement Title:

Please make your requirement title unique and descriptive

Done

Start | Inbox - Nisite.Reta - Mi... | NOAALink PW | Major Initiatives (Read... | NOAALink C-Request P... | My Documents | http://www.nkreqs... | NOAALink Process Steps | 1:46 PM

NOAALink Worksheet Process



4. Click *Download pdf*
5. Save your NOAALink Worksheet pdf
6. Attach your Worksheet to your C.Request submission
 - Detailed steps for submitting your C.Request are outlined in the next section 'Submitting a 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 NOAA Link 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 below the note. The browser's taskbar at the bottom shows several open applications, including "NOAALink PW" and "NOAALink C-Request Pr...".



NOAALink Worksheet Process



PG 1 of Worksheet



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NOAALink Worksheet

Worksheet Submission Date: 10/31/2011 12:19 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: Nisite Reta

Phone: 301-628-5689

eMail: nisite.reta@noaa.gov

Requirement Title: Sample Entry #3

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

Service Area: None

FAAPS Number related to this Requirement:

Time Constraint: 11/20/2011

Estimated Ceiling Cost: \$.00

Budgeted Amount: \$.00

Historical Information



NOAALink Worksheet Process



PG 2 of Worksheet

Description of Previous Contract:

Previous Contract Number: DG##X##XX##3 - X###

Previous Requisition Number: XXX#####

Previous Award Amount: \$.00

Name of Previous Contractor: NOAALink Enterprises

Previous Contractor Status: 8 (a)

Is this requirement a change in scope? Increase

For Office Use Only:

Worksheet ID: 149

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 NOAALink C.Request



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NOAALink C.Request Process



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

The screenshot displays the ComprizonSuite web application interface. The browser window title is "ComprizonSuite - Windows Internet Explorer" and the address bar shows "https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon". The page content includes a navigation menu on the left, a document header, and several data sections:

- Requisition Summary Menu:** Sections, Properties, Procurement, Actions, Financial, Create, System Options, 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; Percent Allocated: 0%; Total Quantity Allocated: 1; Total Cost Allocated: \$0.00; Base Cost Allocated: \$0.00; Option Cost Allocated: \$0.00; Number of Default Codes: 1; Total Default Percentage: 100%.
- 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:** (Empty section)



NOAALink C.Request Process



2. Select Add User

The screenshot shows a web browser window displaying the ComprizonSuite application. The browser's address bar shows the URL `https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon`. The application's navigation bar includes links for Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The main content area is titled "Requisition Review & Approval Management" and includes a search criteria section with dropdown menus for Route Order, Reviewer Type, and Filter on, along with a "Search" button. A sidebar menu on the left is titled "Req Review & Approval Mgmt Menu" and contains sections for Actions (Add User, Delete, Forward, Release), Tools, Options (Summary), and Other Systems. The bottom of the page displays the NOAA Link logo.



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)

The screenshot shows the 'ComprizonSuite' web application in a Windows Internet Explorer browser. The page title is 'Requisition Reviewer Detail' for document 'NAAJ1300-12-01001 | NOAALink Sample Requisition'. The user is identified as 'ANDREW VENAGLIA (AXV)' with version '8.7 SP1' and screen ID 'RD'. The left sidebar contains a 'Reviewer Detail Menu' with options for 'System Options', 'Review and Approval Summary', and 'Other Systems'. The main form area contains the following fields:

- * Reviewer : (with a search icon)
- Reviewer Name: NOAA NPO
- Title: NOAALink Box
- * Receiving order:
- Priority:
- Approval Required:
- Carbon Copy:
- View Only:

At the bottom of the form, there are buttons for 'Save', 'Apply', 'Reset', and 'Cancel'. A legend indicates that fields with an asterisk (*) are required.

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

The screenshot displays the ComprizonSuite web application interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "Requisition Summary" for document NAAJ1300-12-01001. The user is identified as ANDREW VENAGLIA (AXV) with version 8.7 SP1 and screen ID RSM.

The interface is divided into several sections:

- Administration:** Contains fields for 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), and Procurement Status (Unsubmitted).
- Account Summary:** A table showing allocation details:

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:** A table showing one line item:

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

The left sidebar contains a "Requisition Summary Menu" with sections for Sections, Properties, Procurement, Actions, and Financial. The Actions section includes options like Assign PIIN, Store in BizDoc, View in BizDoc, Cancel, Copy, Delete, Submit, Add to Hotlist, and Review and Approval.



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

The screenshot shows a web browser window displaying the 'Support Document Detail' page in the ComprizonSuite application. The page is titled 'Document: NAAJ1300-12-01001 | NOAALink Sample Requisition Support Document Detail'. The user is identified as 'ANDREW VENIGLI (AK)'. The page contains several sections:

- Document Information:**
 - * Title: NAAJ1300-12-01001 NOAALink Worksheet
 - Group Name: [Dropdown menu]
 - Description/Comments: [Text area]
 - Attached On: 10/19/2011
 - Last Modified: 10/19/2011
 - Attached For: REQUISITION
 - Attached From: NAAJ1300-12-01001
 - Current Version of the Statement of Work (SOW):
 - Include in procurement package to be delivered to Vendor:
- Related Dates:**
 - Created On: [Date picker]
 - Received On: [Date picker]
 - Effective On: [Date picker]
- Document Location:**
 - Enter Hardcopy Location:
 - Upload Existing File:
 - Create New File Using Template:
 - * Path/Filename: C:\My Documents\NAAJ1300-12-01001 NOAALink Wor [Browse...]

At the bottom of the form, there are navigation buttons: Save, Apply, Next, Reset, and Cancel.

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 "ComprizonRequest" and the document ID 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", "Since" "10/12/2011", and "At" "15:32:06".

At the bottom of the table, it indicates "Displaying 1 - 1 / 1".



If Accepted



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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 resend 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. Therefore although NPO has approved the requisition, KRM will disapprove it 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 to KRM

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 document ID is "NWX9000-12-01119 | NWX9000-12-Pen Testing". The user is identified as "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.

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



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".



If Waived



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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. The NOAALink Worksheet will act as a waiver and will be marked *Out of Scope*
2. Please make sure that if the requisition has been waived, it DOES NOT have the NOAALink specific object class (##-##-##-11). Otherwise, the requisition will still be assessed the 3% NOAALink fee. The (77-11-00-00) Object Class should also be removed from the requisition
3. You may submit your requisition to your local AGO office

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

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
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 - Accounting
 - Line Items
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- 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

Purchasing Buyer or Contract Specialist

* Assign To: NLK

Assign to Name: NOAA Link Account NOAA Link Ac

» Save » Reset » Cancel

* = Required Field