## Creating and Administrative Modification in C.Request

The procurement process often requires the need for a customer zero dollar requisition to perform an administrative modification.  A series of requisition prefix numbers have been established in C.Request for use by Acquisition Personnel to allow for the creation of zero dollar C.Request requisitions to create an Administrative Modification by the Contract Specialist.

The purpose for the establishment of these codes is to allow the Contract Specialist/Buyer to go into their C.Request account and create a no-cost requisition to submit to the appropriate C.Buy User account to perform an Administrative Modification.

If you need to create a C.Request Requisition to perform an Administrative Modification in C.Buy; log into your C.Request account and create the requisition. The requisition prefix you will use will be dependent on the procurement office your account is assigned to. The list follows:

| | |
|---|---|
| AA1ADMIN | Office of the Secretary |
| BE1ADMIN | MBDA |
| EX1ADMIN | BIS |
| NAAGOADM | AGO |
| NACAOADM | CAO |
| NACFOADM | CFO |
| NACIOADM | CIO |
| NAGC1ADM | GC |
| NB1ADMIN | NIST |
| NC1ADMIN | NOS |
| NE1ADMIN | NESDIS |
| NF1ADMIN | NMFS |
| NM1ADMIN | OMAO |
| NR1ADMIN | OAR |
| NT1ADMIN | NTIA |
| NW1ADMIN | NWS |
| TA1ADMIN | ITA |

These codes are to only be used to create a requisition in C.Request by the Procurement Specialist when the need arises to perform a true administrative modification to an existing award. All requisitions for Administrative Modifications must be created in the users C.Request account.

No Administrative Modification shall be created in the C.Buy System without a Requisition and that requisition shall be created in C.Request and submitted to the C.Buy System for use.

What is not considered an Administrative Action:

- Any change to Funding on the Award

- Any change to the Accounting Code including the Budget Object Code
- Any new line item which in any way changes the funding structure of the original award.

When creating an Administrative Requisition in C.Request, a line item will be required. C.Request requires that an account code be created for the zero dollar line item. When the accounting line is created for the requisition line item, you should use the following for the ACCS Code:

Enter the Bureau Code, the Fiscal Year and the remainder of the ACCS code field should be entered with all zeroes. The allocated value should be 100% at zero dollars.

Example: 14110000000000000000000000000000000000000000, etc

Note: Make sure you use the correct Bureau Code if the subject client bureau is not NOAA.

When you have completed the no-cost administrative requisition; you will Commit the requisition, and then Submit the requisition to your C.Buy user account.