



APPROVE/DISAPPROVE

1. Click **Inbox** {Menu bar at top of screen}
2. Click Search to display records
3. Check () a box in the *Mark* column to select a specific requisition
4. Click **Review** from the *User Inbox Menu*
5. Click the applicable radio button to select **Approve** or **Disapprove**
6. Enter **Comments** {Required to disapprove; may not apply to approve}
7. Enter **Signature Password**
8. Click **Save**

VIEW APPROVAL LIST

1. Click on a Requisition in the **Inbox**
2. Click Search to display records
3. Check () a box in the *Mark* column to select a specific requisition
4. Click **Summary** from the *Requisition Summary Menu*

COMMIT REQUISITION

SKIP, IF THIS IS NOT YOUR RESPONSIBILITY

1. Click **Commit** in the Financial section of the *Requisition Summary Menu*
2. Click **Save and Post** {Do NOT double-click as it creates duplicate transactions}
3. Click **View Status** or **Summary** to refresh screen until receipt of Approved/Rejected response
*Note: If rejected, click **View Status** for [Message](#) to determine appropriate action*

SUBMIT REQUISITION

SKIP, IF THIS IS NOT YOUR RESPONSIBILITY

1. Verify commitment accepted by CFS
2. Click **Submit**
3. Click in **Assign To:** box and enter applicable code {e.g., NOR}
4. Click **Save**

Need Assistance?

AGO Website

<http://www.ago.noaa.gov/ago/index.cfm>

Provides general information and forms via links for:

- C.Request
- C.Buy

Financial Systems Division Client Services Branch

Help Desk Analysts:

Phone: 301-427-1023

e-mail: ClientServices@noaa.gov

Fax: 240-632-2886

Hours: 7:00 a.m. - 5:00 p.m. ET,
Monday – Friday

Training Team:

Phone: 301-427-1009

e-mail: CBS.TrainingServices@noaa.gov

C.Request for Reviewers & Approvers



Review & Approve Requisitions



Help Desk Support



ClientServices@noaa.gov

301-427-1023

LOGIN {Use Internet Explorer}

1. Access link shown at top of page
2. Enter your **User ID** and **Password**
3. Click **Submit**

LOCATE REQUISITION FOR REVIEW

1. Click **Inbox** {Menu bar at top of screen}
2. Click Search to display records
3. Click the [Requisition](#) hyperlink in the *Document Name* column

REVIEW ADMINISTRATION INFO

1. Click **Administration** from the *Requisition Summary Menu*
2. Verify data on the *Administration, Funding* and *Addresses* Tabs
3. Click **Summary** {or **Save** if modified}

REVIEW ACCOUNT CODE(S)

1. Click **Accounting** from the *Requisition Summary Menu*
2. Click an [Account Code](#) to view Account Summary Details by individual segments
3. Click **Summary** {or **Accounting** to view multiple account codes}

REVIEW LINE ITEMS

1. Click **Line Items** from the *Requisition Summary Menu*
2. Click **Search** to display all line items
3. Select a [Line Item](#) hyperlink in the **LI#** column
4. Review the *Administration, Address* and *Option* Tabs
5. Click **Summary** {or **Line Items**}
6. Repeat Steps 3-5 to view multiple lines

PRINT THE REQUISITION

1. Select **Forms** from the *Requisition Summary Menu*
2. Check applicable Line Item Print Options (*Accounting Codes* and *Cost of Line Item Applied to the Account Code* options should always be checked)
3. Click **Apply** to save the selected options
4. Click **View Form** to open in pdf format
5. Click **Print** and exit the pdf form
6. Click **Summary**

REVIEW PROCUREMENT NOTES

1. Click **Notes** from the *Requisition Summary Menu*
2. Review Procurement Note information
3. Click **Summary** {or **Save** if modified}

OPEN SUPPORTING DOCUMENTS

1. Click **Support Documents** from the *Requisition Summary Menu*
2. Click a [Support Document](#) hyperlink
3. Click on the **Filename** (listed under File Uploaded) to open support document
4. Close the application (Word, Acrobat, or other)
5. Repeat steps 2-5 as needed to review all support documents
6. Click **Summary**

Client Services Help Desk

ClientServices@noaa.gov

301-427-1023

Select desired option:

- 1 Passwords and Signature Pins
- 2 CRequest & CBuy Assistance