



NOAALink Request Process

January 2012

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 question "Is this requirement for?" with two radio button options: "NOAA" (selected) and "Another DoC Bureau". Below the options is a "Next..." button. The browser's address bar shows the URL "http://www.nlkregs.com/WorksheetParams.aspx". The status bar at the bottom indicates "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/...

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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... 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'

The screenshot shows a Windows Internet Explorer browser window displaying the NOAALink Procurement Worksheet submission confirmation page. The browser's address bar shows the URL: <http://www.nlkreqs.com/SubmitResult.aspx?WorksheetID=TexcAtg5n4I=>. The page content includes the NOAALink logo and tagline: "Service. Partnership. Commitment. Where Business and IT Connect." The main heading is "NOAALink Procurement Worksheet". The central 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: 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 NOAALink Requisition in 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 address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "Requisition Summary" for document "NAAJ1300-12-01001 | NOAALink Sample Requisition". The user is identified as "ANDREW VENAGLIA (AXV)" with screen ID "RSM".

The interface includes a navigation menu on the left with sections: Requisition Summary Menu, Properties, Procurement, Actions, Financial, Create, System Options, and Other Systems. The main content area is divided into several sections:

- 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.
- 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 document reference: "Document: NAAJ1300-12-01001 | NOAALink Sample Requisition". The user is identified as "User: ANDREW VENAGLIA (AXV)" with "Version: 8.7 SP1" and "Screen ID: RAM".

On the left side, there is a "Req Review & Approval Mgmt Menu" with the following sections:

- Actions**
 - Add User
 - Delete
 - Forward
 - Release
- Tools**
- Options**
 - Summary
- Other Systems**

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

- Route Order:
- Reviewer Type:
- Filter on:

A "» Search" button is located to the right of the filter fields. Below the search criteria is a link for "[Import Route List Model](#)".

At the bottom of the main content area, a message reads: "Please enter search criteria and click on 'Search' to view results."



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 Internet Explorer. The browser address bar displays the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "Requisition Reviewer Detail" for document NAAJ1300-12-01001. The user is identified as ANDREW VENAGLIA (AXV) with version 8.7 SP1 and screen ID: RD.

The "Reviewer Detail Menu" on the left includes "System Options" (Review and Approval Summary) and "Other Systems". The main form contains the following fields:

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

At the bottom of the form are the buttons: » Save » Apply » Reset » Cancel.

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)
10. Click Save

The screenshot shows the ComprizonSuite web application in a Windows Internet Explorer browser. The address bar displays the URL: <https://crequestnoaa.eas.commerce.gov/noaa/ser/let/Comprizon>. The browser's address bar also shows a McAfee security icon and a search bar with the text "Google".

The application interface includes a navigation menu on the left with the following items: **ComprizonRequest**, **Support Document Detail Menu**, **System Options** (with sub-items: Support Document Management, Summary), and **Other Systems**.

The main content area is titled "Support Document Detail" and contains the following information:

- 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



11. Please make sure that your requisition is NOT Committed as NOAALink will be adding an attachment to your requisition
12. Select Release
13. 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 address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "ComprizonSuite" and the browser's address bar shows "McAfee". The application interface includes a navigation menu with options like Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The main content area shows a document titled "NAAJ1300-12-01001 | NOAALink Sample Requisition Requisition Review & Approval Management" with user information for Andrew Venaglia (AXV). A search criteria section includes fields for Route Order, Reviewer Type, and Filter on. Below this is a table with columns for Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table contains one row with the following data: Mark (checkbox), Route Order (30), Address To (NOAA NPO), Reviewer Type (Individual), Approval Required (A), View Only (N), Since (10/12/2011), At (15:32:06), Status, and Comments. The page also includes a sidebar with a "Req Review & Approval Mgmt Menu" containing sections for Actions (Add User, Delete, Forward, Release), Tools, Options (Summary), and Other Systems.

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	30	NOAA NPO	Individual	A	N	10/12/2011	15:32:06		



Within NOAALink 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.
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*

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 'Requisition Submit'. The user is identified as 'ANDREW VENAGLIA (AXV)' with version '8.7 SP1' and screen ID 'RS'. A 'Requisition Summary Menu' is visible on the left, including sections for Sections, Properties, Procurement, Actions, Financial, Create, System Options, and Other Systems. The main form area shows 'Requisition Number: NAAJ1300-12-01001' and 'Purchasing Buyer or Contract Specialist' with an 'Assign To:' field containing 'NLK' and 'NOAA Link Account NOAA Link Ac'. There are 'Save', 'Reset', and 'Cancel' buttons at the bottom of the form.

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 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 "User: NOAA NPO (NPO)" with version "8.7 SP1" and screen ID "RAM".

The interface includes a "Req Review & Approval Mgmt Menu" on the left 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 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".

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. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servelet/Comprizon>. The application header includes navigation links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The main content area is titled "Requisition Submit" and shows the following details:

- Requisition Summary Menu:** A sidebar menu with sections: 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), and Other Systems.
- Requisition Number:** NAAJ1300-12-01001
- Purchasing Buyer or Contract Specialist:** * Assign To: NLK (with a search icon) and Assign to Name: NOAA Link Account NOAA Link Ac
- Buttons:** >> Save >> Reset >> Cancel

The bottom status bar indicates the browser is on the Internet and zoomed to 100%.