



January 2012 NOAALink Program Office







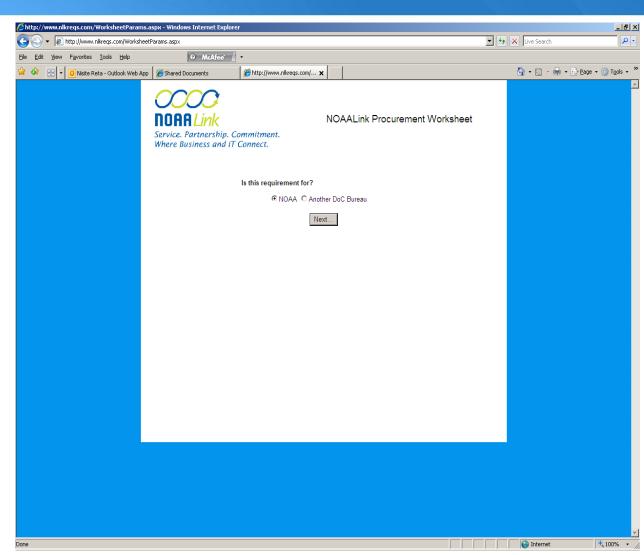
Creating a NOAALink Worksheet







- Follow this link: http://www.nlkreqs.com/Wor ksheetParams.aspx to populate a NOAALink Worksheet
- 2. Select the appropriate classification for your department
 - a) NOAA
 - b) Another DOC Bureau









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

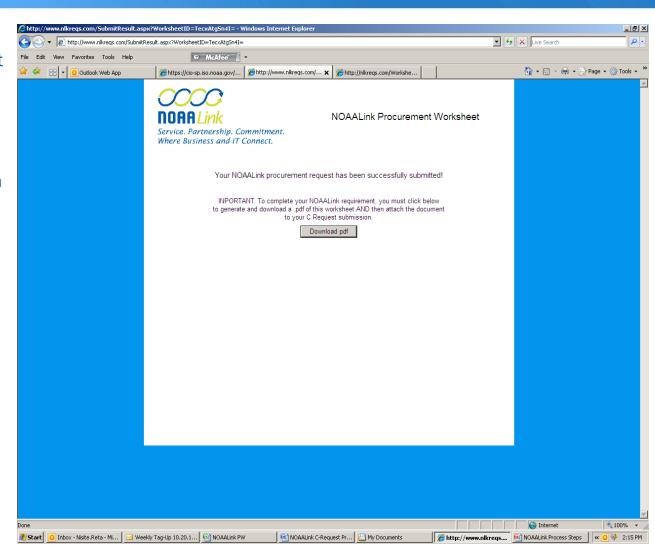








- 4. Click **Download pdf**
- Save your NOAALink Worksheet pdf
- 6. Attach your Worksheet to your requisition submission
 - Detailed steps for submitting your requisition in C.Request are outlined in the next section 'Submitting a NOAALink Requisition in C.Request'









PG 1 of Worksheet



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







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:	







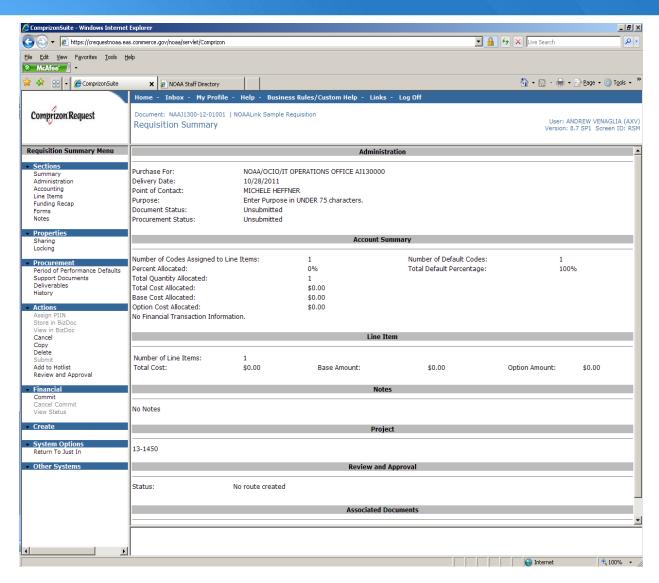
Submitting a NOAALink Requisition in C.Request







 Select Review & Approval on the C.Request Summary Page

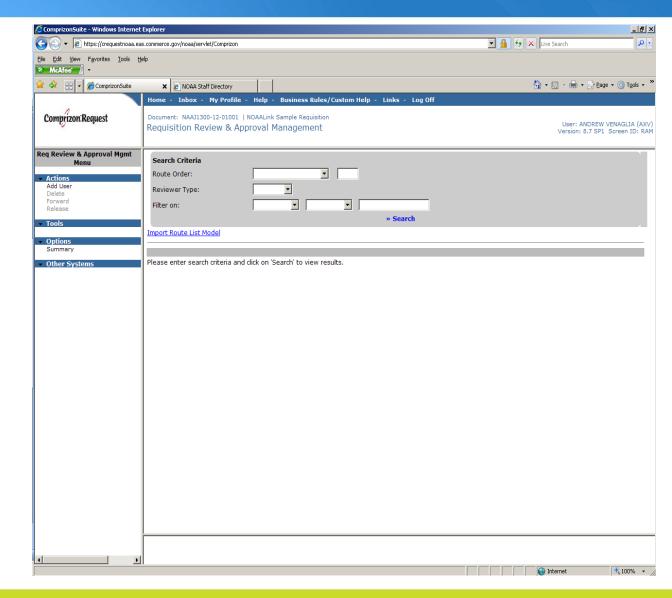








Select Add User



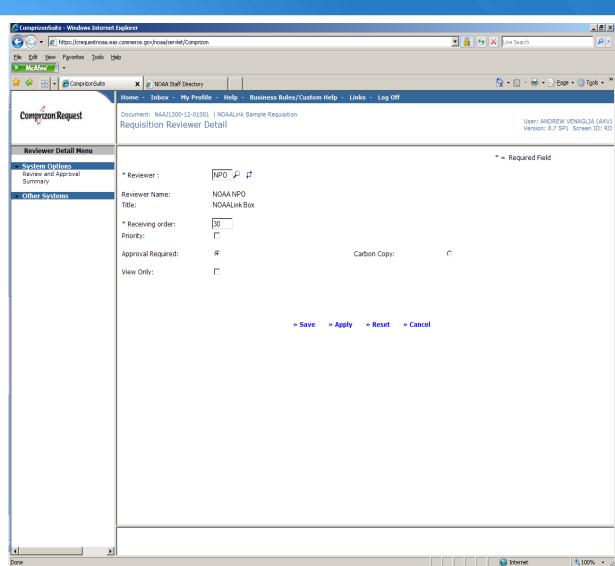






- Add NPO as a reviewer to your requisition (NOT NLK)
 - Although the number and nature of approvers may vary depending on your particular Line/Staff Office's procedures. as a general rule your requisition should be routed to **NPO** for approval after your designated Fund Certifier and before your office's 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)



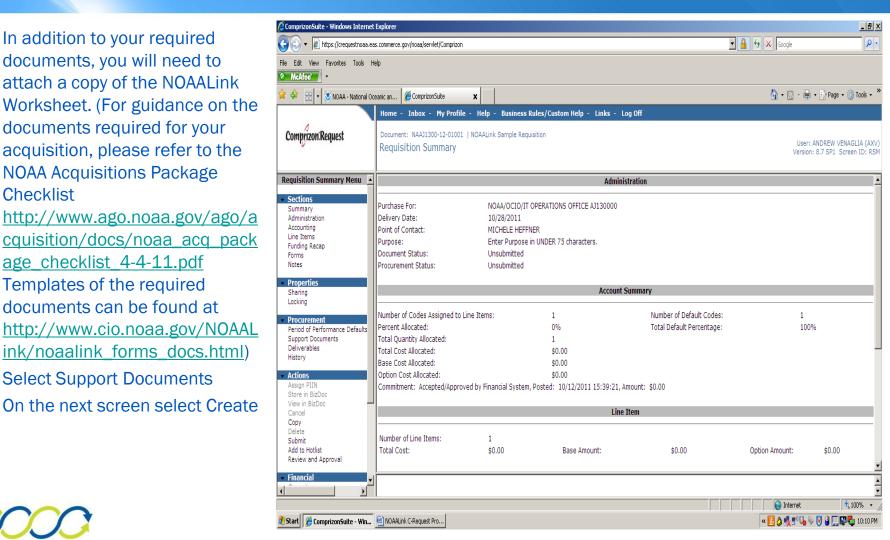






- In addition to your required documents, you will need to attach a copy of the NOAALink Worksheet. (For guidance on the documents required for your acquisition, please refer to the **NOAA Acquisitions Package** Checklist http://www.ago.noaa.gov/ago/a cquisition/docs/noaa acq pack age checklist 4-4-11.pdf Templates of the required documents can be found at
- **Select Support Documents**
- On the next screen select Create

ink/noaalink_forms_docs.html)









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

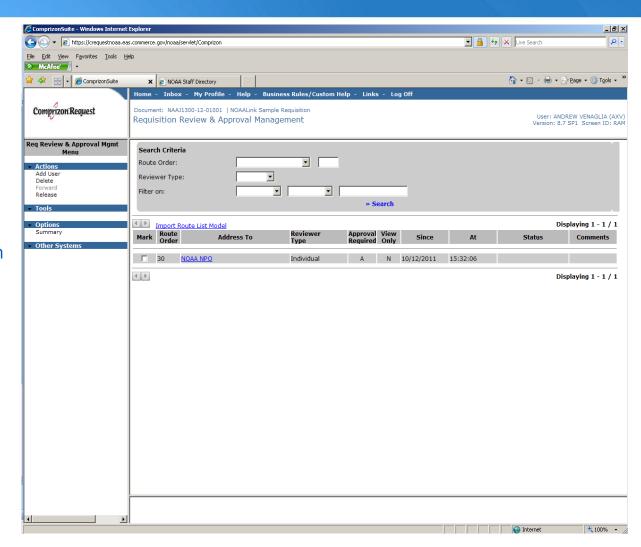
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	Home - Inbox - My Profile - Help - Business Rules	/Custom Help - Links - Log Off		
Comprizon:Request	Document: NAA1300-12-01001 NOAALink Sample Requisition Support Document Detail			User: ANDREW VENAGLIA (AXV) Version: 8.7 SP1 Screen ID: SUPDOCC
Support Document Detail	Document Information		- required the	
Menu	*Title:	NAAJ1300-12-01001 NOAALink Worksheet		_
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	Attached From	NAAJ1300-12-01001		
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	Related Dates	☐ Include in procurement package to be delivered to Vendor		
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- 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









Within NOAALink Scope

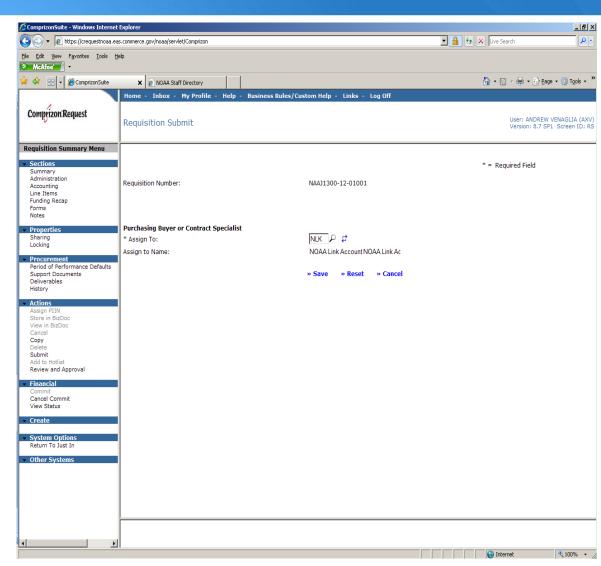






- If your document is within the scope of NOAALink, the NOAALink Program Office will forward your requisition to the NOAALink Financial Manager for Fund Availability and Accounting Code Validation.
- If funds are available and the accounting codes are appropriate, the NOAALink Financial Manager will 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
- Please commit and submit your requisition to NLK

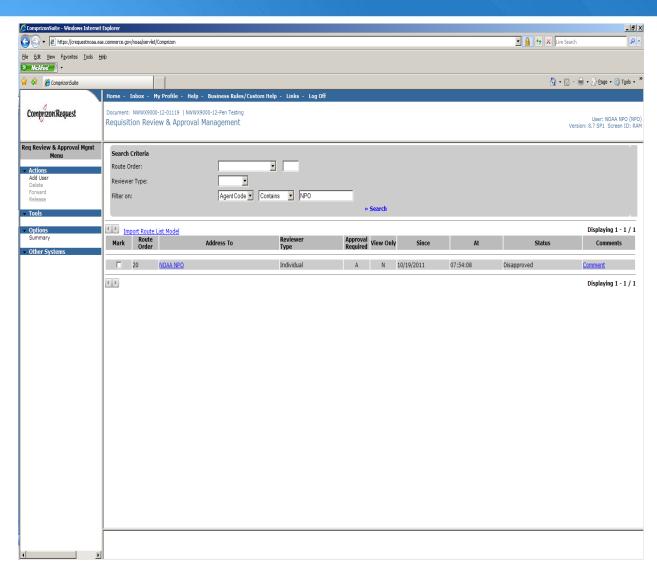








- If the accounting codes are incorrect, the NOAALink Financial Manager will disapprove the requisition and provide guidance in the comments section. To retrieve the comments, click the blue <u>Comment</u> field as seen in the adjacent screenshot
- Once you have reviewed the guidance provided by the Financial Manager, please correct the accounting and reroute the requisition through NPO

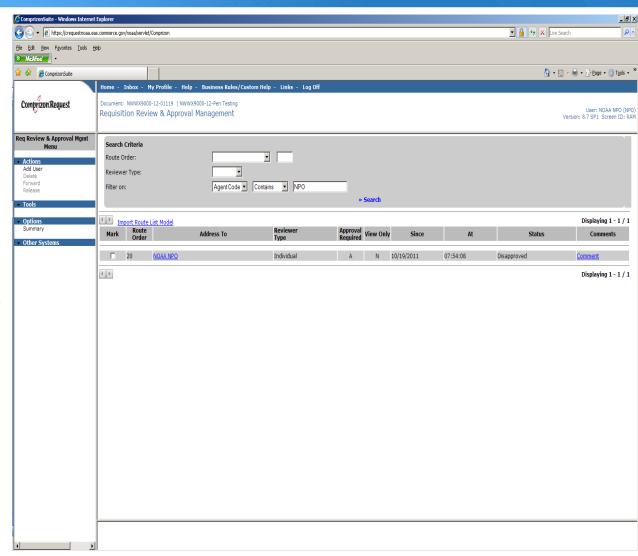








- If the accounting is correct but funding is not available, further information may be requested from the customer or the Acquisitions and Grant Office
 - Depending on the circumstances, the requirement may be accepted but not awarded until funds are available OR
 - 2. The customer may change the accounting code to one that has funding available









- 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 NOAALink Scope







- 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
- You may submit your requisition to your local AGO office

