



NOAALink Request Process

February 2016

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:
<https://www.nlkreqs.noaa.gov/WorksheetParams.aspx> to populate a NOAALink Worksheet
2. Select the appropriate classification for your department
 - a) NOAA
 - b) Another DOC Bureau

The screenshot shows a web browser window titled "http://www.nlkreqs.com/WorksheetParams.aspx - Windows Internet Explorer". The address bar shows the URL "http://www.nlkreqs.com/WorksheetParams.aspx". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons, and a search bar. The main content area has a blue background with the NOAA Link logo and text: "NOAA Link Service. Partnership. Commitment. Where Business and IT Connect." The title "NOAALink Procurement Worksheet" is displayed. Below this, the question "Is this requirement for?" is followed by two radio button options: "NOAA" (selected) and "Another DoC Bureau". A "Next..." button is located below the options. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

NOAALink Worksheet Process



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

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y= - Windows Internet Explorer

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y=

File Edit View Favorites Tools Help McAfee

Nisite Reta - Outlook Web App http://nlkreqs.com/Workshe... http://www.nlkreqs.com/...

NOAA Link
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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: 301-628-5689

eMail: nisite.reta@noaa.gov

* Requirement Title: Sample

Please make your requirement title unique and descriptive

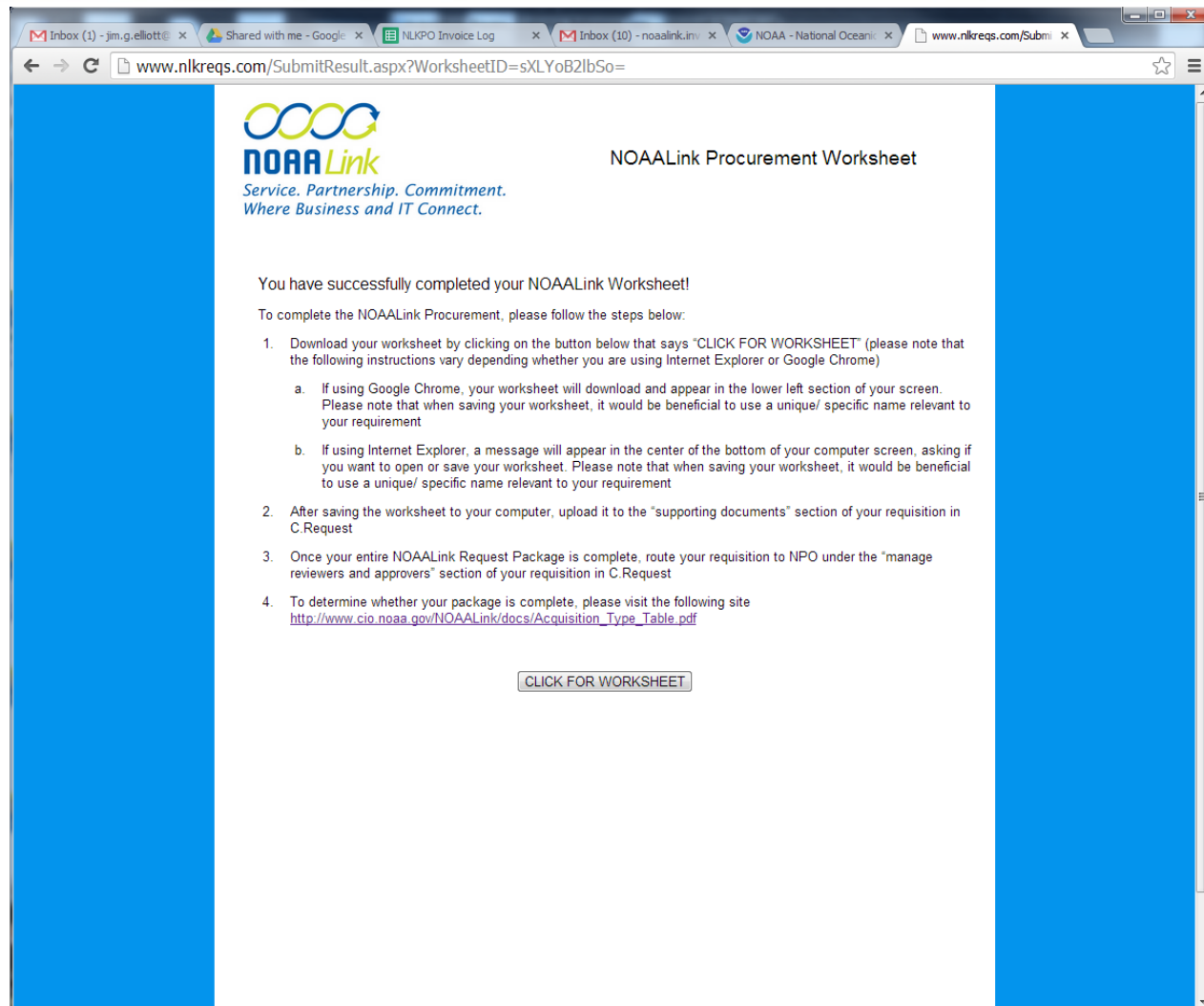
Done

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 *Click for Worksheet*
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'



NOAALink Worksheet Process



PG 1 of Worksheet



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NOAALink Worksheet

Worksheet Submission Date: 2/21/2013 2:30 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: NOAALink Program Office

Phone: 301-628-5713

eMail: noaalink.help@noaa.gov

Other Point of Contact:

Requirement Title: Worksheet Example

Requirement Description: This is an example of a NOAALink Worksheet.

Type of Requirement: Services

FAAPS Number related to this Requirement:

Exhibit 300 Investment Name:

FISMA ID:

Time Constraint: 2/20/2013



NOAA Link Worksheet Process



PG 2 of Worksheet

Estimated Ceiling Cost: \$.00

Estimated Base Cost: \$.00

Funding: Fully Funded

What best describes your requirement?: New - No previous contract

Date of Expiration:

Historical Information

Previous Contract Number:

Previous Requisition Number:

Previous Award Amount:

Name of Previous Contractor:

Previous Contractor Status: Not Reported

Worksheet ID: 2320



Submitting a NOAALink Requisition in C.Request



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NOAALink Request Process: Complete a Requisition



1. From the **Home** page select **Requisition** from the Main Menu under **Create**

Requisition PIIN and Name

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: CREQ

* = Required Field

* Document Number: NAAJ1000 15 ?????

* Document Name: NOAALink Test Document

Save Reset Cancel

NOAALink Request Process: Complete a Requisition



2. Complete all of the required fields marked by an asterisk on the **Administration** tab from the **Requisition Administration** page

- Except when submitting through a Field Delegate, enter in the **Recommended COR** field:
 - NLK (NOAALink) for service requirements
 - NCR (No COR Required) for product requirements
- Enter the **Point of Contact** responsible for this requirement
- Enter the United Nations Standard Products and Services Code (UNSPSC), which will be determined by the procurement type. Use the Lookup icon to search for codes using UNSPSC or Federal Supply Class (FSC) details

The screenshot displays the 'Requisition Administration' page in a web browser. The URL is <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page has a sidebar menu with sections: SECTIONS, PROPERTIES, PROCUREMENT, ACTIONS, FINANCIAL, CREATE, SYSTEM OPTIONS, and OTHER SYSTEMS. The main content area is divided into three tabs: Administration, Funding, and Addresses. The 'Administration' tab is active, showing various required fields marked with an asterisk (*). The fields include: Requisition Number (NAAJ1000-15-00422), Requisition Date (04/21/2015), Delivery Date (05/29/2015), Point of Contact (Entire Line Office POC), Requisition Dept., Recommended COR (NLK), Name (NOAA Link Account NOAA Li), Phone Number (11/03/2011), Fax Number, E-Mail Address (noaalink.help@noaa.gov), FAAPS Number, UNSPSC Code, FSC Code, Purpose (with a character count of 1981), Contract Number, Suggested Vendor, Vendor Name, Requisition Title (NOAALink Test Document), Form (Standard Req), Requesting Office, POC Phone, Primary Technical POC, Name, Phone Number, Fax Number, E-Mail Address For Internal Routing, E-Mail Address For Printing, and FOB. A legend indicates that fields marked with an asterisk are required.

NOAALink Request Process: Complete a Requisition



3. Begin entering your line item information as you normally would by selecting **Line Items** from the **Summary** page. Complete all of the required fields marked by an asterisk on the **Administration** tab.

The screenshot shows the 'C.Request' web application interface. The browser address bar displays 'https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon'. The page title is 'C.Request'. The document information is 'Document: NAAJ1000-15-00422 | NOAALink Test Document' and 'Requisition Line Item Detail'. The user is 'VICTORIA MASON (VZM)' with version '9.3' and screen ID 'RLID'. The left sidebar contains a 'REQUISITION LINE ITEM DETAIL MENU' with sections: TOOLS (Accounting), ACTIONS (Create SubCLIN), SYSTEM OPTIONS (Line Items, Summary), and OTHER SYSTEMS (C.Award). The main content area has three tabs: Administration, Address, and Option. The Administration tab is active, showing fields for Line Item No (0001), Qty (1), UI (Is), Cost (103000), and Total Cost (103000.00). There are character count indicators for the Header (2000) and Description (7945) fields. The Description field contains the text 'Enter a Summary of the Good or Services being purchased'. Other fields include UNSPSC Code (11111600), UNSPSC Title (Stone), FSC Code (5345), FSC Description (DISKS AND STONES, ABRASIVE), and Receiving Office Number (#####). At the bottom right are buttons for Save, Apply, Reset, and Cancel.

NOAALink Request Process: Complete a Requisition



4. Complete all of the required fields marked by an asterisk on the **Address** tab
5. Select **Accounting** from the **Requisition Line Item Detail Menu** under **Tools**

Document: NAAJ1000-15-00422 | NOAALink Test Document
Requisition Line Item Detail

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RLID

* = Required Field

Administration Address Option

* Delivery Date: 05/29/2015

* Deliver To: AJ130000
NOAA/OCIO/NOAALINK PGM OFC
ATTN: NOAALINK PGM OFC
1315 E-W HWY RM 9634, SOU1000
SILVER SPRING MD 20910

POC: NOAA/OCIO/NOAALINK PGM OFC

* Supplemental Address Information (Name/Room#): Testing for NOAALink
You have 1 characters remaining for your input.

FOB:

Save Apply Reset Cancel

NOAALink Request Process: Complete a Requisition



6. Select **Create** from the **Account Code Menu** under **Actions**

The screenshot shows a web browser window with the URL <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Cor>. The browser tab is labeled "ComprizonSuite". The page title is "C.Request". The navigation bar includes links for Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The document information is "Document: NAAJ1000-15-00422 | NOAALink Test Document" and the user is "User: VICTORIA MASON (VZM)" with "Version: 9.3" and "Screen ID: RLIM".

The main content area is titled "Requisition Line Item Management". It features a "Search Criteria" section with a "Filter on:" dropdown menu and a "Search" button. Below this is a "Result Sorted By: Line Item No." section. A message at the bottom states: "Please enter search criteria and click on 'Search' to view results."

The left sidebar contains a "REQUISITION LINE ITEM MENU" with the following sections:

- ACTIONS**
 - Create CLIN
 - Create SubCLIN
 - Copy
 - Cancel
 - Delete
- TOOLS**
 - Global Replace
 - Renumber Single
 - Renumber Range
 - Period of Performance
- IMPORTS**
 - From Any Document
 - Spreadsheet
 - Check Import Status
- EXPORTS**
 - Spreadsheet
- SYSTEM OPTIONS**
 - Summary
- OTHER SYSTEMS**
 - C.Award

NOAALink Request Process: Complete a Requisition



7. Enter Line Item details according to NOAALink specifications (except when submitting through a Field Delegate):

- Enter NOAALink-specific Object Class code by adding 11 as the last two digits to your standard code. Contract products/services must have "11" in the object 4 field of the four-level object class ##-##-##-11 (for example 25-23-00-11, 31-23-00-11, etc.)
- Remember to communicate the total cost of the PR, including the 3% NOAALink fee, with your financial, budget, and approving officials
- If required, add a travel CLIN

NOAA Link Request Process: Complete a Requisition



8. Select **Review & Approval** on the **Requisition Summary** page

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help

C.Request Home | Inbox | My Profile | Help | Business Rules/Custom Help | Links | Log Off

Document: NAAJ1000-15-00422 | NOAA Link Test Document
Requisition Summary

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RSM

REQUISITION SUMMARY MENU

- ▼ SECTIONS
 - Summary
 - Administration
 - Accounting
 - Line Items
 - Forms
 - Notes
- ▼ PROPERTIES
 - Sharing
 - Locking
- ▼ PROCUREMENT
 - Period of Performance Defaults
 - Support Documents
 - Deliverables
 - History
- ▼ ACTIONS
 - Assign PIIN
 - Cancel
 - Copy
 - Delete
 - Add to Hotlist
 - Manage Reviewers/Approvers
- ▼ FINANCIAL
 - Commit
 - Cancel Commit
 - View Status
- ▼ CREATE
- ▼ SYSTEM OPTIONS
 - Return To Recently Accessed
- ▼ OTHER SYSTEMS
 - C.Award

Administration

Purchase For:
Delivery Date: 05/29/2015
Point of Contact: Entire Line Office POC
Purpose: Enter purpose here!
Document Status: Unsubmitted
Procurement Status: Unsubmitted

Account Summary

Number of Codes Assigned to Line Items:	0	Number of Default Codes:	0
Percent Allocated:	0.00%	Total Default Percentage:	0%
Total Quantity Allocated:	0		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

No Financial Transaction Information.

Line Item

Number of Line Items:	1	Base Amount:	\$103,000.00	Option Amount:	\$0.00
Total Cost:	\$103,000.00				

Notes

No Notes

Project

Review and Approval

Status: No route created

Associated Documents

[Related Documents](#)

NOAALink Request Process: Complete a Requisition



10. Add NPO as a reviewer to your requisition (NOT NLK/ENT).

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 **before** your office's **Final Fund Certifier/Approval Official**. For example if the fund certifier/approving official is a 40, NPO should be a lower number (in the sample shown in the adjacent screen shot, NPO is 10)

11. Save

Document: NAAJ1000-15-00422 | NOAALink Test Document

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RD

* = Required Field

Reviewer Name: NOAALink Program Office
Reviewer Title: NOAALink Program Office

* Receiving order: 10
Priority: ☐
Approval Required: ☒ Carbon Copy: C
View Only: ☐

Save Apply Reset Cancel

NOAALink Request Process: Complete a Requisition



12. 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/acquisition/docs/noaa_acq_package_checklist_4-4-11.pdf.)

Templates of the required documents can be found at

http://www.cio.noaa.gov/NOAALink/noaalink_forms_docs.html

13. Select **Support Documents**

14. On the next screen, select **Create**

The screenshot shows the 'C.Request' form in a web browser. The browser address bar shows 'https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon'. The form has a menu on the left with sections: REQUISITION SUMMARY MENU, SECTIONS, PROPERTIES, PROCUREMENT, ACTIONS, FINANCIAL, CREATE, SYSTEM OPTIONS, and OTHER SYSTEMS. The main content area is divided into several sections: Administration, Account Summary, Line Item, Notes, Project, Review and Approval, and Associated Documents. The 'Administration' section includes fields for Purchase For, Delivery Date (05/29/2015), Point of Contact (Entire Line Office POC), Purpose (Enter purpose here!), Document Status (Unsubmitted), and Procurement Status (Unsubmitted). The 'Account Summary' section includes fields for Number of Codes Assigned to Line Items (0), Percent Allocated (0.00%), Total Quantity Allocated (0), Total Cost Allocated (\$0.00), Base Cost Allocated (\$0.00), Option Cost Allocated (\$0.00), Number of Default Codes (0), and Total Default Percentage (0%). The 'Line Item' section includes fields for Number of Line Items (1), Total Cost (\$103,000.00), Base Amount (\$103,000.00), and Option Amount (\$0.00). The 'Notes' section is currently empty. The 'Project' section is currently empty. The 'Review and Approval' section includes a Status field with the value 'No route created'. The 'Associated Documents' section includes a link for 'Related Documents'.

NOAALink Request Process: Complete a Requisition



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

The screenshot displays the 'C.Request' web application interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application title is 'C.Request'. The document being edited is 'NAAJ1000-15-00422 | NOAALink Test Document'. The user is 'VICTORIA MASON (VZM)' and the version is '9.3'. The screen ID is 'SUPDOCC'. The left sidebar contains a 'SUPPORT DOCUMENT DETAIL MENU' with options: 'SYSTEM OPTIONS' (Support Document Management, Summary) and 'OTHER SYSTEMS' (C.Award). The main form area is titled 'Support Document Detail' and includes a 'Document Information' section with fields for Title, Group Name, and Description/Comments. The Title field is populated with 'NAAJ1000-15-00422 NOAALink Worksheet'. The Description/Comments field is empty. Below these fields, it indicates 'You have 1 characters remaining for your input.' The 'Attached On' field is empty, 'Last Modified' is '04/24/2015', and 'Attached For' is 'REQUISITION NAAJ1000-15-00422'. There are two checkboxes: 'Current Version of the Statement of Work (SOW)' and 'Include in procurement package to be delivered to Vendor'. The 'Related Dates' section has fields for 'Created On', 'Received On', and 'Effective On', all with date pickers set to '24'. The 'Document Location' section has three radio buttons: 'Enter Hardcopy Location', 'Upload Existing File' (selected), and 'Create New File Using Template'. Below these, the 'Path/Filename' field is populated with 'T:\Procurements\Requisitions_Worksheets\FY15_App' and has a 'Browse...' button. The 'File Uploaded' field is empty. At the bottom right, there are buttons for 'Save', 'Apply', 'Next', 'Reset', and 'Cancel'. A blue arrow points from the instruction text to the 'Browse...' button in the 'Document Location' section.



Within NOAA Link Scope



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NOAALink Request Process: Request Verification



1. If funds are available and the accounting codes are appropriate, NPO will approve the requisition
 - a) The NOAALink fee will be assessed on each line of accounting listed in the PR (object class code with 11 at the end)
2. You may add additional reviewers to the requisition, but please do NOT make any changes to the accounting. If any of the accounting strings or the dollar amounts change, you MUST re-route the requisition to NPO
3. Your office's Fund Certifier/Final Approval Official can commit and submit your requisition to NLK/ENT, local acquisition office, or field delegate as directed

The screenshot displays the 'C.Request' web application interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is 'C.Request'. The document is identified as 'NAAJ1000-15-00422 | NOAALink Test Document' and is a 'Requisition Summary'. The user is 'VICTORIA MASON (VZM)' and the version is '9.3'. The screen ID is 'RSM'. The interface is divided into several sections:

- REQUISITION SUMMARY MENU**: A sidebar menu with sections: SECTIONS (Summary, Administration, Accounting, Line Items, Forms, Notes), PROPERTIES (Sharing, Locking), PROCUREMENT (Period of Performance Defaults, Support Documents, Deliverables, History), ACTIONS (Assign PIIN, Cancel, Copy, Delete, Add to Hotlist, Manage Reviewers/Approvers), FINANCIAL (Commit, Cancel Commit, View Status), CREATE, SYSTEM OPTIONS (Return To Recently Accessed), and OTHER SYSTEMS (C.Award).
- Administration**: Fields for Purchase For, Delivery Date (05/29/2015), Point of Contact (Entire Line Office POC), Purpose (Enter purpose here!), Document Status (Unsubmitted), and Procurement Status (Unsubmitted).
- Account Summary**: Fields for Number of Codes Assigned to Line Items (0), Percent Allocated (0.00%), Total Quantity Allocated (0), Total Cost Allocated (\$0.00), Base Cost Allocated (\$0.00), Option Cost Allocated (\$0.00), Number of Default Codes (0), and Total Default Percentage (0%).
- Line Item**: Fields for Number of Line Items (1), Total Cost (\$103,000.00), Base Amount (\$103,000.00), and Option Amount (\$0.00).
- Notes**: A section for adding notes, currently showing 'No Notes'.
- Project**: A section for adding project information.
- Review and Approval**: A section for review and approval, currently showing 'Status: No route created'.
- Associated Documents**: A section for associated documents, with a link to 'Related Documents'.

NOAALink Request Process: Request Verification



- If the accounting codes are incorrect, NPO 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
- Once you have reviewed the comments, please correct the accounting and re-route the requisition to NPO

Document: NAAJ1000-15-00422 | NOAALink Test Document
Requisition Review & Approval Management

User: VICTORIA MASON (VZM)
Version: 9.3 Screen ID: RAM

REQ REVIEW & APPROVAL MGMT MENU

- ACTIONS
 - Add User
 - Add Team
 - Edit
 - Delete
 - Forward
 - Release
 - Recall
- TOOLS
- OPTIONS
 - Summary
- OTHER SYSTEMS
 - C.Award

Search Criteria

Route Order:

Reviewer Type:

Filter on:

Search

Import Route List Model

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	10	NOAALink Program Office	Individual	A	N	04/24/2015	13:58:53		Comment

Displaying 1 - 1 / 1

NOAALink Request Process: Request Verification



6. If the accounting is correct but funding is not available, further information may be requested from the customer or the Acquisition and Grants Office
 - a) Depending on the circumstances, the requisition may be accepted but not awarded until funds are available**OR**
 - b) The customer may change the accounting code to one that has funding available

The screenshot displays the NOAA Link Request Process interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "C.Request". The document information is "Document: NAAJ1000-15-00422 | NOAALink Test Document" and "Requisition Review & Approval Management". The user is "VICTORIA MASON (VZM)" with version "9.3" and screen ID "RAM".

The left sidebar contains the "REQ REVIEW & APPROVAL MGMT MENU" with sections: ACTIONS (Add User, Add Team, Edit, Delete, Forward, Release, Recall), TOOLS (Import Route List Model), OPTIONS (Summary), and OTHER SYSTEMS (C.Award).

The main content area shows "Search Criteria" with fields 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 record with Route Order 10, Address To NOAALink Program Office, Reviewer Type Individual, Approval Required A, View Only N, Since 04/24/2015, At 13:58:53, and Status. A "Comment" link is visible next to the status.

The bottom right corner of the table area indicates "Displaying 1 - 1 / 1".

NOAALink Request Process: Next Steps



- The CO will determine if your requirement can be successfully fulfilled by NOAALink contractors
 - If it is determined that it can, the CO will proceed with the standard NOAALink bid process
- If a particular requirement cannot be successfully fulfilled by NOAALink contractors, the CO will identify a suitable alternative acquisition vehicle
- Once a determination is made by the CO on a suitable acquisition vehicle, your request will be assigned to a Contract Specialist
 - The Contract Specialist will contact you within 48 hours of your submission being assigned to them
 - You may contact the Contract Specialist directly if you require any further assistance

NOAALink Request Process: Next Steps



- Upon award, 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.

***If you are the designated Task Manager please attend NOAALink 101 **Post-Award Training**.
Visit http://www.cio.noaa.gov/NOAALink/noaalink_training.html for scheduling information.





Out of NOAA Link Scope



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NOAALink Request Process: Request Verification



7. If your requisition is NOT appropriate for NOAALink (i.e. a micro-purchase, PC/accessories, or office equipment), NPO will inform you via the comment field on the **Requisition Review and Approval** page. Additionally, your NOAALink Worksheet will be marked *Out of Scope* and re-attached to your requisition.
8. If the requisition is out of scope for NOAALink, please make sure to change the NOAALink-specific object class code (##-##-##-11 to ##-##-##-00). Otherwise, the requisition will still be assessed the NOAALink fee.
9. Your fund certifier/final approval official may submit your requisition to your local AGO office

The screenshot displays the 'C.Request' page in the NOAALink system. The browser address bar shows 'https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon'. The page title is 'C.Request' and the document is 'NAAJ1000-15-00422 | NOAALink Test Document'. The user is 'VICTORIA MASON (VZM)' and the version is '9.3'. The page is divided into several sections:

- REQ REVIEW & APPROVAL MGMT MENU**: Includes a list of actions (Add User, Add Team, Edit, Delete, Forward, Release, Recall) and tools (Import Route List Model).
- Search Criteria**: A section with dropdown menus for 'Route Order', 'Reviewer Type', and 'Filter on', and a 'Search' button.
- Table**: A table with columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table displays one record with 'Route Order' 10, 'Address To' 'NOAALink Program Office', 'Reviewer Type' 'Individual', 'Approval Required' 'A', 'View Only' 'N', 'Since' '04/24/2015', 'At' '13:58:53', and 'Status' 'C.Award'. A 'Comment' link is visible in the 'Comments' column.