

**TIP SHEET**  
**C-REQUEST 8.2 @ U.S. Department of Commerce (11/27/07)**  
**HOW TO HAVE A REQUISITION FORWARDED TO SOMEONE WHEN YOU**  
**ARE OUT OF THE OFFICE**

[\*Forward Notifications\*](#)

*If you are going to be out of the office and you would like to have someone “Review and Approve” the requisitions that are sent to you please follow the steps below.*

Log into C-Request and go to “My Profile”.

Home - Inbox - **My Profile** - Help - Business Rules/Custom Help - Links - Log Off

Comprizon.Request Home User: System Ver

Main Menu

- ▼ Create
  - Acquisition Plan
  - Requisition
  - Micro-Purchase
- ▼ Reports/Searches
  - Document Search
  - Procurement Search
  - SOW Abstract Search
  - Standard Reports
- ▼ System Options
  - P-Card Reconciliation
  - Receipts
  - Supervision
  - System Administration
- ▼ Other Systems
  - C.Award

Just In Hotlist Recently Accessed Worksheet Alerts & Messages

No new documents.

Once on the Verify User Screen please enter your C-Request password into the password box.

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Comprizon.Request Verify User User: System Ver

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Enter your logon password. Click on the Continue link to edit your User Profile.

\* Password:

» Continue » Cancel

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This will bring you to the “My Profile” screen. Under “PREFERENCES” check the box next to “Forward Items Routed to my Inbox” once this box has been selected next to Forward E-Mail to a box will appear. Please click on the “magnifying glass”

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Comprizon.Request

My Profile User: System (Train) A  
Version: 8.2 SP5

User Profile Detail Menu

- Options
  - Account Codes
  - Courses
  - Teams
  - Templates
- System Options
- Other Systems
  - C.Award

Administration Addresses Authority Warrants Logins/Passwords

**User Information**

\* Code: SA1

\* First Name: System (Train) \* Last Name: Administrator

Title: System Administrator Phone Number:

Fax Number: Other Phone:

\* Office: CSTARS E-Mail Address: iKendall@doc.gov

Active: Y

**Preferences**

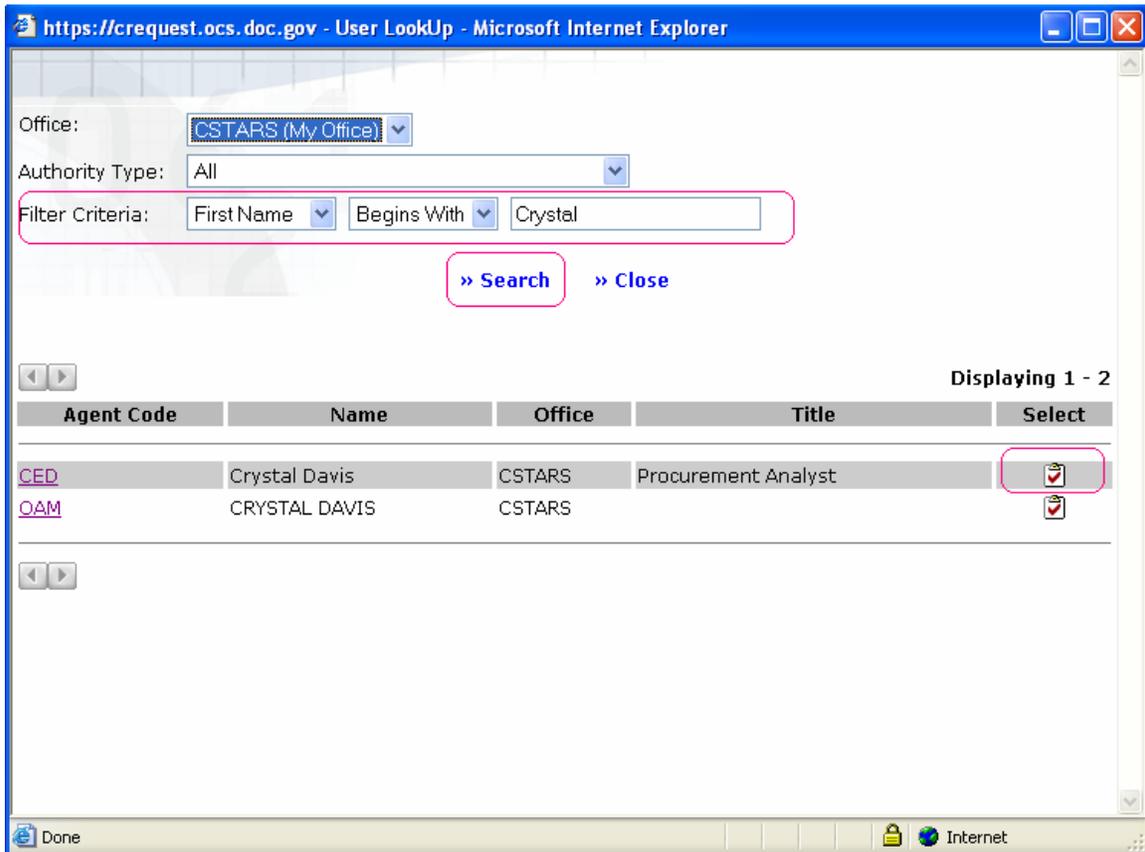
Send E-Mail when items are routed to Inbox:  Send E-Mail for Action Alerts:

Forward Items Routed to my Inbox:  Forward E-Mail to: CED

» Save » Apply » Reset » Cancel

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This will bring up the search screen so that you can search for the person who you would like to have notified. Once you have located that person click on Select. This will enter the user ID in the Forward E-Mail to: box.



If this user wants to be notified by e-mail of requisitions that are sent to them, please makes sure they follow the Tip Sheet for E-Mail notification.