

CAS Instructions for Subrecipient Vendor Record Input

As of 4/1/2011

Note: Subrecipient records can also be entered via the following website:

<https://cosrweb.state.co.us/Login.aspx?aspxerrorpath=/SRManager.aspx>. This tool is particularly helpful when entering multiple subrecipient vendor records.

Field type descriptions:

A - Auto generated from CAS, COFRS, or OIT staff

A/I - Auto generated from COFRS for state agencies; Input for IHEs

C - Conditional, complete if applicable

I - Input

L - Calculated

M - Mandatory

O - Optional

#	Field Type (see above)	Field Name	Explanation
1	A	Report Type	Auto generated from CAS to ARRA 5 Subrecipient Vendor (Do not change)
2	M	Agency/IHE (Department) Name	Drop down - select appropriate department from ARRA Departments or ARRA IHEs near the bottom of the drop down list (scroll down to see the ARRA departments and ARRA IHEs)
3	M	Federal Award Number	Federal Award Number assigned by the awarding Federal Agency, such as the Federal grant number. Enter the Federal Award Number exactly as it is shown on the Federal Award document. For State agencies, other than CDOT, the Federal Award Number must be exactly the same as MAJOR GRANT NO: and FED ID NO: field on AGN2 COFRS screen.
4	M	Subaward Number assigned by the Prime or Internal Recipient	Unique number assigned by the Prime Recipient or Internal Recipient to the Subrecipient. Must be the same as the ARRA - Subaward Number assigned by the Prime or Internal Recipient on the ARRA 3 Subrecipient Record.
5	M	Prime Recipient COFRS Agency Code	Drop down - select agency code of Prime Recipient.
6	C	Internal Recipient COFRS Agency Code	Drop down - select agency code of Internal Recipient. If the contracting agency is the Prime Recipient, leave this field blank.
7	M	Vendor Name	Name of the Vendor
8	O	Vendor Headquarters Zipcode+4	Vendor Headquarters Zip Code +4. Enter as nine digits and no dashes. If you do not know the nine digit zip code, see: http://zip4.usps.com/zip4/welcome.jsp .
9	A/I	Vendor DUNS Number	Vendor's 9-digit Data Universal Numbering System (DUNS) number shown on the Award. Note: the DUNS number must match the DUNS number for the Vendor.
10	O	Notes	Field for your notes; this field is not submitted to FederalReporting.gov.
11	A	System ID	Auto generated from CAS
12	M	Award Manager	Drop down - select the name of the employee who will be responsible for CAS record management.
13	A	Entered By	Auto generated from CAS with the user ID who entered the contract record.
14	A	Entered on Date	Auto generated with the date the contract record is entered.
15	A	Updated By	Auto generated from user ID in CAS.
16	A	Updated on Date	Automatically changes each time a contract record is changed.