2016

AFWay User's Guide for NC-2 Products

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AFWay Customer Ordering Instructions for Products

Customer and Contracting Officer Instructions for NetCentric Products

(AFWay can be found at: https://www.afway.af.mil/)

Important Considerations

- Customers who wish to solicit a Request for Information (RFI) from products vendors will use the same process to gather this information as they would for a RFQ with "RFI-" at the beginning of the title.

- If only using AFWay for Products Indefinite Delivery Indefinite Quantity (IDIQ) contract, you may expedite your acquisition by using "**NC2P**" as your Equipment Custodian Account Number (ECAN). Keep in mind, if an ECAN is changed and there are open RFQs or Orders already in a workflow, they will now be attached to the new ECAN's workflow which may cause issues in your approval process.

- AFWay is an unclassified system. There will be no classified information processed via AFWay. Classified Task Orders (TO) will follow a unique process entirely outside of AFWay at the advisement of the NetCents-2 Program Management Office (PMO) and decentralized customer organization.

1. AFWay Registration for New Users

a. To register as a new customer to AFWay, navigate to https://www.afway.af.mil/ using your web browser, and select the "Registration" link at the top right of the AFWay Home Page.

Figure 1 – AFWay Home Page

Figure 2 – AFWay Registration Page

b. Fill in all of the required fields, identified with an asterisk. NOTE, the "Agency" field determines the approval process for RFQs. Depending on the menu selection, the user will be required to complete one of the following two steps to successfully complete registration.

1. If the "Agency" field is "DEPT OF DEFENSE – AIR FORCE," four additional required fields will appear: MAJCOM, BASE, Direct Reporting Activity (DRA) and ECAN. **THE DRA AND ECAN FIELDS ARE CRITICALLY IMPORTANT** to the success of a Customer's RFQ reaching the Contracting Officer (CO) for approval and distribution to the NetCents-2 Products vendors.

   - **MAJCOM** – Enter your MAJCOM
   - **BASE** – Enter your Base
   - **ECAN** – Use your original ECAN at your base or "NC2P" if only using AFWay for NETCENTS-2 Products IDIQ
   - **DRA** – This field determines the person who will fulfill the Base Equipment Custodian Officer (BECO) role in the approval chain. The BECO will then assign the respective CO. For help finding the correct DRA, select the "Help finding your DRA" link to the right of the DRA field. A page showing "DRAs By Base" will appear. DRAs are listed according to the base in alphabetical order. If the base has more than one DRA, check for the respective MAJCOM and Organization, or verify with your BECO for the correct DRA.

2. If the "Agency" field is populated with any other menu selection, no additional fields will appear. **Users should not call the Field Assistance Service (FAS) for your "Check Out" button as permission will be granted by your Equipment Custodian (EC).** After registration is complete, the Customer will need to contact the AFWay phone at (334) 416-5771, Opt 1, 5, 5 and send an e-mail to team5@gunter.af.mil to finish account configuration and have the ability to generate RFQs to vendors. This is available to active duty and federal employees only.

c. Once all of the applicable fields have been completed, click on the "Register on AFWay" button to complete the registration process. If there are any errors, a new page will be displayed indicating any registration errors. Click on the "Return to Registration" button, correct any errors and then click on the "Register on AFWay" button.

d. After successful registration, you will be directed to a Welcome screen to register your Common Access Card (CAC).

2. *Logging into AFWay*

a. To log in to "AFWay," navigate to https://www.afway.af.mil/ using your web browser.

b. Click on the "Log In" link under the Home Page heading on the right.

Figure 3 – User CAC Registration Page

   c. Enter your E-mail Address associated with your legacy AFWay account. Enter the password associated with your legacy AFWay account.

NOTE: If an incorrect Password is entered 3 times, the account will be locked. Contact the FAS, DSN 596-5771, opt 1, opt 5 and a new one-time temporary password will be automatically generated and sent via e-mail. After a successful login to the system, you will be required to change the password.

3. *Verify Account*

   a. Upon successfully logging into AFWay, the "Main" page will be displayed.

   b. Click on the "View/Edit Your Account Information" link under the "My Account" menu.

   c. Verify your account information.

Figure 4 – My Account Menu

d. Verify the information is correct. If any changes are made, click the Update button.

Figure 5 – View/Edit Account Information Page

e. The "User Profile" page is where you can view submitted or pending RFQs and orders. Under the "My Account" menu, select "User Profile."
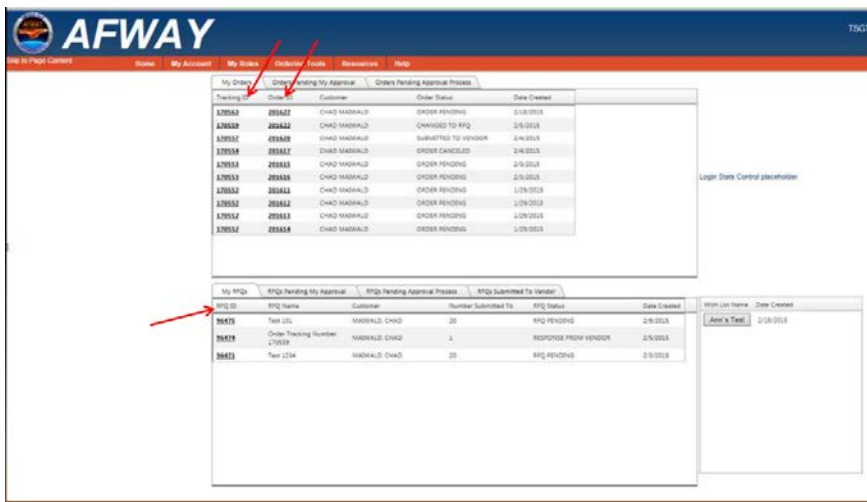

Figure 6 – User Profile Selection

4. *Submitting a RFQ Using AFWay*

a. After you've successfully logged into AFWay, click "Ordering Tools" and then click "Submit RFQ" from the drop down.

NOTE: If an error occurs stating that you do not have permission to purchase, contact the FAS, DSN 596-5771, opt 1, then 5 for AFWay assistance.

Figure 7 – Submit RFQ Selection

b. Upon clicking the link, the RFQ page is displayed to the User. The RFQ page allows the User to specify and include all information required for a RFQ. Follow the instructions below for completing each section of the RFQ page:

Figure 8 – Submit a RFQ Page

- *RFQ Name:* Create a unique Products RFQ name. **NOTE: IF USING A GOV'T PURCHASE CARD, ADD "GPC" TO THE END OF THE RFQ NAME.**

- **Description:** Add a brief description of the products you are purchasing, i.e., 15 Dell Servers, 5 Cisco 3850 24 Port Switches, etc. Do not just enter "see attached." Specific details can be entered on the attachment.

- **Vendor Categories:** Select NETCENTS-2 Products. The vendors list will automatically populate. All NETCENTS-2 Products vendors are allowed to receive each RFQ even if a Small Business Set-aside is allowed (refer to NC-2 Products User Guide for specifics).

Figure 9 – Vendor Categories

- **Rationale:** Enter information you want those in your approval chain to see. Vendors cannot view this information.

- **Desired Delivery Date:** Enter the desired product(s) delivery date.

- **Quantity Requested: Enter at least 1.** Do not leave at the number 0. The total quantity will be reflected in the attached Statement of Objective/Technical Requirements Package (SOO/TRP).

- **Anticipated Price:** Should equal your Independent Government Estimate (IGE) dollar amount. **Note: This information is not sent or visible to the vendor.**

- **Attachments:** Click the Select button to add attachments. You can have 10 attachments, with no more than 12MB total per RFQ. One attachment can be 5MB but total attachments cannot exceed 12MB. They can be Word, Excel, Text, PDF and/or PowerPoint. Ensure your file attachment names are meaningful to users. If your attachments are more than 12MB, use the AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE) website to post large amounts of documentation. Directions for the use of SAFE can be found in the Products User Guide.

c. Click on the "Submit" RFQ button to create the RFQ.

d. A dialog will prompt you if you want to submit the RFQ**.**

Figure 10 – Submit RFQ Prompt

e. Returning to the User Profile page will show your successful RFQ submission.

Figure 11 – User Profile Page

5. *AFWay Approval Process*

**PLEASE NOTE THAT THE EMAIL NOTICATION SYSTEM IN AFWAY HAS NOT BEEN PROVEN. We advise that you check your AFWay RFQ status on a regular basis to ensure that the RFQ is moving along at a timely rate.

    a. Once an RFQ is created and submitted by an Air Force or DoD customer, it will go through the Approval Process for their assigned DRA and ECAN. At each step, an e-mail notification is sent to the approver and the customer.

       NOTE: RFQs created and submitted by non-Air Force customers will go directly to the vendors for responses.

    b. The RFQ will go through the following steps in the Approval Process based on the ECAN code you used in the Verify Account Information, Para 2, of this document:

- EC

- Base Reviewer

- BECO

- Approval Official (AO)

- Resource Advisor (RA)

- CO

    c. Once the RFQ is approved by everyone in the approval process, it is then automatically submitted to the vendor. The vendor receives an e-mail notification of the new RFQ

awaiting their action. Any e-mail collaboration will need to be done using regular e-mail outside of AFWay and BEFORE the solution is submitted. Once the vendor submits a solution it cannot be re-submitted. Clicking on the RFQ number will display details of the RFQ.

Figure 12 – View RFQ Page

d. When the vendor responds with a solution or chooses to decline, an e-mail notification is sent to the customer.

e. The customer can view a vendor response to an RFQ:
   - From the User Profile, click on the *Request for Quotes* tab.
   - Click on the RFQ ID number to open the RFQ page.
   - Click on the vendor with a "Response from Vendor" status.
   - Details of the vendor's response will be displayed.

Registered Vendors

Contract #	Vendor Name	Status
FA8732-13-D-0015	COUNTERTRADE PRODUCTS, INC.	SUBMITTED TO VENDOR
FA8732-14-D-0002	DELL FEDERAL SYSTEMS L.P.	SUBMITTED TO VENDOR
FA8732-14-D-0009	FCN INC.	RESPONSE FROM VENDOR
FA8732-14-D-0001	FEDERAL NETWORK SYSTEMS LLC	SUBMITTED TO VENDOR
FA8732-13-D-0010	FEDSTORE CORPORATION	SUBMITTED TO VENDOR

Award RFQ

Vendor Products

Contract #	OEM	OEM Part #
FA8732-14-D-0009	3COM CORP	1234

Vendor Response

Email: JOHNJONES@MYCOMPANY.NET

Response:

Expiration Date: 5/31/2016

Comments:

Total: $62500.00

Figure 13 – Vendor Responses

6. *AFWay Ordering Process* PLEASE NOTE THE ORDERING PROCESS IS OPTIONAL

a. Once a vendor has been selected for the winning solution, you can create the order on AFWay.

b. Select the winning vendor from the list of *Registered Vendors.*

c. Select the *Award RFQ* button that displays when the winning vendor is selected.

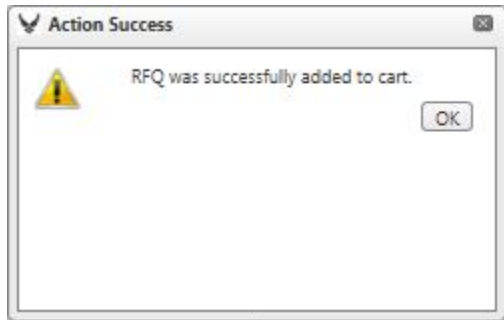d. A pop-up dialog will confirm the item was added to the *Shopping Cart.*

Figure 14 – RFQ Added to Cart

e. When ready to create the order, click on the *Shopping Cart* icon.

Figure 15 – Shopping Cart Icon

f. The *Shopping Cart* page will display. If you need to update the *Quantity*, enter the number and click the *Update Total* button. If you do not need to update the *Quantity* or are finished updating the total, click the *Checkout* button.
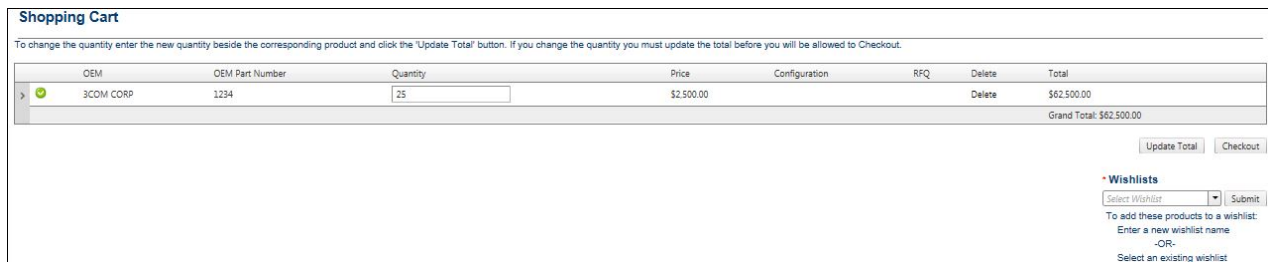

Figure 16 - Update Shopping Cart

g. If the addresses and comments are correct, click on the *Next* button. If you do not have addresses listed, click the *Add Ship To* link and enter the address. Do the same for the *Mark For Address* if needed. Note: There is also an option for entering multiple addresses, see the AFWay User Manual for instructions. Click the *Next* button when completed.

Figure 17 – Verify Ship to and Mark for Addresses

h. The *Process Order* page will appear. Attach any documents applicable to the order if needed and select the Payment Type. Enter the *Credit Card* or *Form 9* information as needed. Click the *Finalize Order* button.

Figure 18 – Confirm Addresses Page

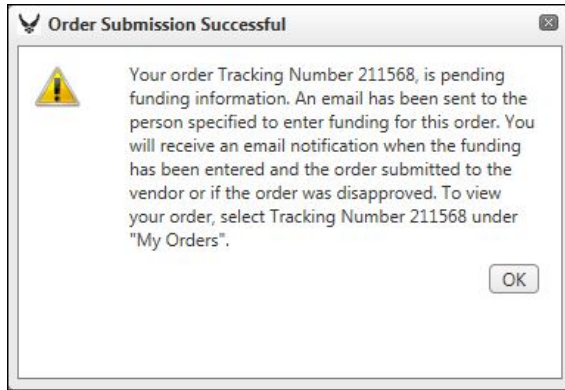i. The Process Order page will appear. Attach any documents applicable to the order and/or select the *Next* button.

Figure 19 –Process Order Page

7. Buyer Instructions

    a. Once the vendor has accepted the order, you can monitor the acceptance and ship date. On the User Profile page, you will see all orders.

Figure 20 – User Profile Page

    b. Click on the desired order. The *Order Details* page will display. Making selections on the order will expand the page to display more information.

    c. Select the desired *Order* from the *Order List*.

Figure 21 – Order List

d. The page will expand. Select the *Product* from the *Products List*.

Figure 22 – Product List

e. The page will expand. You can view the product details.

Figure 23 – Shipment List

f. From the *Shipment List*, select the shipment number.

Shipment List

1542221 ▾

Building:

Address 1: 201 E Moore Drive

Address 2:

City: Maxwell AFB-Gunter

State: ALABAMA

Zip Code: 36066

Country: UNITED STATES

Mailstop:

Name: John Doe

Building: 886

Room Number: 1300

Unit/Org: AFLCMC

Phone: 596-0000

Fax:

Email: john.doe@mil

Shipment Details

Shipping Status: SHIPPED BY VENDOR ▾

Qty Shipped: 25

Tracking Number:

Shipping Company:

Ship Date: 5/4/2016 🗓

Subtotal: $62500.00

Figure 24 – Shipment Details

g. The page will expand allowing you to view shipment details.

h. You can view funding information on the remainder of the *Order Details* page.

Completed Steps

Role	Name	Approval Date

Next Step Approvers

Role	Name	Primary?

Funding Details

Funding Details

Form 9 Info

Delivery Order: 12345

This electronic transmission is provided and constitutes a legally binding offer when the formal Delivery Order (SF 1449), signed by a contracting officer, is attached to the transmission. Otherwise, this electronic transmission is provided as informational for planning purposes only. It is not an order, does not constitute a legally binding offer to purchase, nor forms any basis for payment (not a legally funded document upon which your company can be compensated) and is not executed by a contracting officer.

Fund Cite: ABCDE

No action should be taken until receipt of a formal Delivery Order signed by a contracting officer which will constitute the firm order. In cases of conflict between the electronic transmission and the Delivery Order, the Delivery Order governs. The formal acceptance period contained in the terms and conditions of your contract is calculated based on receipt of the Delivery Order. In case of questions, please contact the Help Desk at DSN 596-5771, opt 1,5,2 or 334-416-5771, opt 1, 5, 2.

Figure 25 – Funding Details