

NetCents-2 Products

VENDOR GUIDE USING AFWAY



VERSION 1.2

January 1, 2014

Table of Contents

Summary of Changes	3
1. Introduction	4
2. Products Vendor Procedures	4
Establishing a Products Vendor Account.....	4
Logging into AFWay.....	4
Responding to Request For Quotes (RFQs) Using AFWay	5
Order Acceptance & Processing	14

Summary of Changes

Date	Change	Name
12/31/2013	Updated para 2, responding to RFQs. Added new figures (6-10) and more detailed instructions on adding attachments	M. Ivison

1. Introduction

This guide serves as AFWay ordering instructions for the NetCents-2 Products ID/IQ contract awardees. If any additional information is required, please consult the AFWay Vendor Guide posted on the AFWay website at <https://www.afway.af.mil/>, or send an e-mail to the AFWay Program Office at AFWAY.PMO@gunter.af.mil. If you experience any issues with the AFWay website, please call the Field Assistance Service (FAS) at 334-416-5771 options 1,1,5.

If you have any questions regarding NETCENTS-2 documents, requirements, contract issues, or anything else, please contact NETCENTS-2 Customer Support at 334-416-5070 option 1 or netcents@us.af.mil.

Important Considerations for Vendors

- The term Request for Quote (RFQ) is indicative of a products requirement for a delivery order, and the term Request for Proposal (RFP) is indicative of services requirements for a task order. RFQs will be used throughout this document in reference to Products.
- All e-mail notifications from AFWay regarding RFQ and Order notices and updates will go to the company e-mail address initially designated for ID/IQ contract awardees when their company and contract data were loaded into AFWay.
- **AFWay is an unclassified system. There will be no classified information processed via AFWay. Classified task orders will follow a unique process entirely outside of AFWay at the advisement of the NETCENTS-2 PMO and decentralized customer organization.**
- **AFWay will only operate on IE8 or lower. Using IE9 or higher, or other browsers, will result in loss of data when finalizing orders.**

2. Products Vendor Procedures

Establishing a Products Vendor Account

To establish a vendor account, navigate to <https://www.afway.af.mil/> using your web browser, and select the “*Registration*” button on the AFWay Home Page. Fill in all of the required fields, identified with an asterisk. AFWay system administrators will work with NetCents-2 Products contract awardees to finalize your vendor accounts. To verify your vendor account is ready for AFWay ordering, e-mail the AFWay Program Office at AFWAY.PMO@gunter.af.mil and ensure the subject of your e-mail is “NETCENTS-2 Products Request for Vendor Access.”

In order to receive e-mail notifications that a Customer has initiated any Request for Quote (RFQ), you must have an established account with a current e-mail address.

Logging into AFWay

- a. To login 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 left.



Figure 1 – Vendor Login Page

- c. Enter your E-mail Address and Password established during your AFWay registration, and click the Login button as shown in Figure 1 above.

NOTE: If an incorrect Password is entered 3 times, the account will be locked. Contact the Field Assistance Service (FAS), DSN 596-5771, option 1, 1, 5 and open a ticket to have your password reset.

Forgotten Password

If you've forgotten your password, contact the Field Assistance Service at 334-416-5771, option 1,1,5. You will be asked your challenge questions and your password reset.

Responding to Request For Quotes (RFQs) Using AFWay

After successfully logging into AFWay, you will be directed to your User Profile page, the default home page for all AFWay users, as shown in Figure 2 below.

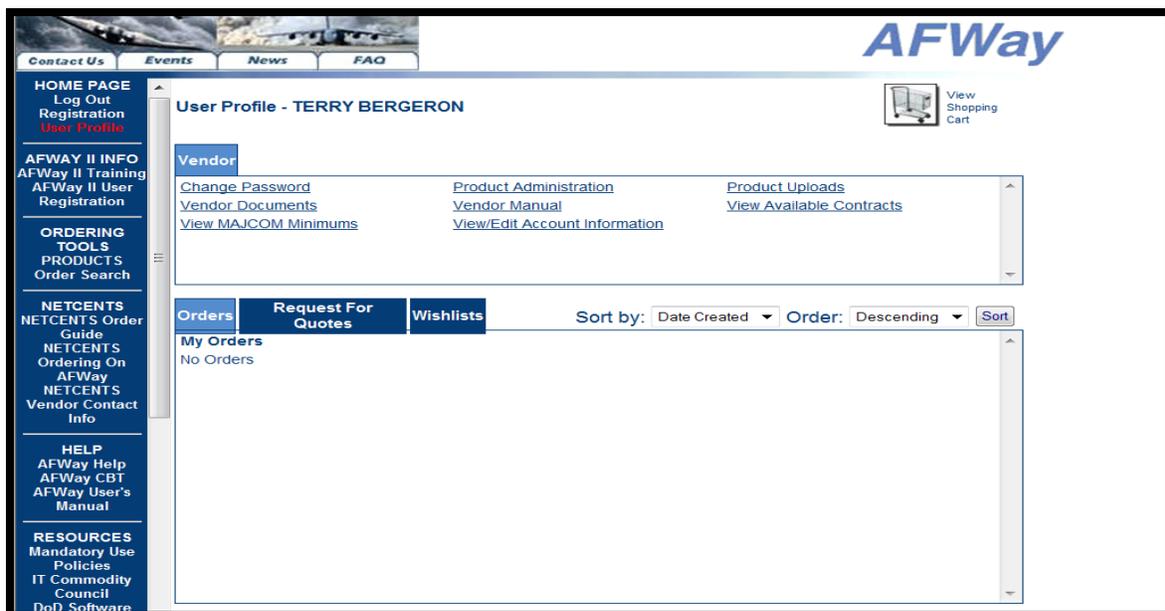


Figure 2 – User Profile Page/Default Home Page

- a. To view any RFQs a Customer has initiated in AFWay for NetCents-2 Products vendors, select the Request for Quotes tab. After clicking the Request for Quotes tab, a list of RFQs will be displayed as shown in Figure 3 below. Each RFQ provides details of customer requirements.

The screenshot shows the AFWay website interface. At the top, there are navigation links for 'Contact Us', 'Events', 'News', and 'FAQ'. The main header features the 'AFWay' logo and a 'View Shopping Cart' icon. A left sidebar contains various navigation options including 'HOME PAGE', 'ORDERING TOOLS', 'NETCENTS', 'HELP', and 'RESOURCES'. The main content area is titled 'User Profile - AFWAY TEST VENDOR' and includes a 'Vendor' section with links like 'Change Password', 'Product Administration', and 'Product Uploads'. Below this, there are tabs for 'Orders', 'Request For Quotes', and 'Wishlists'. The 'Request For Quotes' tab is active, showing a table of RFQs. The table has columns for 'RFQ ID', 'Name', 'Customer', 'Status', and 'Date Created'. The data rows show several RFQs submitted to 'DOE, JOHN' with various names and dates.

RFQ ID:	Name:	Customer:	Status:	Date Created:
98536	MY RFQ.....	DOE, JOHN	SUBMITTED TO VENDOR	11/14/2013
98535	Products Test	DOE, JOHN	SUBMITTED TO VENDOR	11/13/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/13/2013
98532	Test2	DOE, JOHN	SUBMITTED TO VENDOR	11/8/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/8/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/8/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/8/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/8/2013
98531	ProductsT1	DOE, JOHN	SUBMITTED TO VENDOR	11/7/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/7/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/7/2013

Figure 3 – Request for Quote Tab

- b. To review a Customer's RFQ requirements, click on the *RFQ ID* number link. A screen similar to the one shown below in Figure 4 will display.
- c. View the SOO/TRP and any other documentation the customer has included by clicking on the respective document(s) at Attachments in the RFQ Information section.
- d. Once the requirements are understood, the vendor is responsible for building their RFQ solution. Be sure to include all documents requested by the customer.

Request For Quote		Request For Quote Help
RFQ ID: 96536	RFQ Name: MY RFQ.....	Date Submitted to Vendor: 11/14/2013 11:04:51 AM
Customer Information		
Name:	JOHN DOE	
Address:	AFPEO EIS/HJI	
	MAXWELL AFB-GUNTER A, AL 36114 UNITED STATES	
Email:	john.doe@gunter.af.mil	
Phone:	334-416-2614	
RFQ Status		
RFQ Status:	SUBMITTED TO VENDOR	
RFQ Information		
Vendor Name:	VENDOR 2	
Contract Number:	FA8732-13-D-0012	
Vendor Response Due Date:		
Desired Delivery Date:	1/14/2014	
Quantity Requested:	7	
Description:	EXAMPLE: Please see XXXXXXXXXXX attachment	
Attachments:	 myRFQ.doc  myRequest.xls	
RFQ Solution		
	Add Item to RFQ Solution	Add Attachment(s) to RFQ Solution
An RFQ Solution item is required before the RFQ can be submitted to the customer. To add an item to the RFQ Solution, click on the Add Item to RFQ Solution link above and fill in the form.		
Comments are required if you want to decline to submit a solution.		
Expiration Date is required only if you are going to submit a solution to the customer.		
To submit a solution to the customer, click the 'Submit Solution to Customer' option and click the 'Submit' button.		
Comments:	<input type="text"/>	
Expiration Date:	Day: <input type="text" value="14"/>	Month: <input type="text" value="November"/> Year: <input type="text" value="2013"/>
Response To Send Customer:	<input type="radio"/> Submit Solution to Customer <input checked="" type="radio"/> Decline to Submit RFQ Solution	
<input type="button" value="Submit"/>		

Figure 4 – AFWay Request for Quote

- e. When the vendor is ready to submit a solution to an RFQ, **one line item must be added to the RFQ solution in order to be able to submit the RFQ in AFWay.** This is a requirement of AFWay. To do this, click the [Add Item to RFQ solution](#) link. Figure 5 will display.

Request For Quote

Please enter proposed solution to the Request For Quote. When finished click the 'Add Item' button.

* Vendor Part Number:

* OEM:

* OEM Part Number:

(You may enter up to 500 characters.)

* Description:

see attached

* Unit Of Issue:

Enter the **quantity** that will be supplied for this solution. Enter a **maximum quantity** if you would like to allow the requesting customer to increase the number of units to purchase. If you do not want the customer to be able to increase the quantity to purchase then the maximum quantity should equal the quantity.

* Quantity: **Maximum Quantity:**

* Solution Type: * OPEN MARKET Price: (Per Unit)

* RFQ Price: (Per Unit) (This should be the price per unit)

Product Category Please select the category the product belongs to.

* General Category:

* Primary Category:

Figure 5 – Adding a Line Item to Build a RFQ Solution

Complete the fields below.

Vendor Part Number: RFQ ID#

OEM: Select your company name from the drop-down menu

OEM Part Number: RFQ ID#

Description: Provide an executive summary of your solution

Unit of Issue: RFQ

Quantity: "1"

Maximum Quantity: "1"

Solution Type: ID/IQ

ID/IQ Price: Total estimated cost of company solution in \$

RFQ Price: Total estimated cost of company solution in \$

General Category: Choose **NETCENTS-2 PRODUCTS** from the drop down list

Primary Category: Choose **NETCENTS-2 All PRODUCTS**

Secondary Category: Leave Blank

- f. When all of the required fields are completed, click the *Add Item* button to complete the process of adding the item to your solution. **NOTE: Users may experience a minor delay when submitting a line item.**
- g. The next screen that appears will be confirmation that your line item was successfully added to the overall solution. Click Return to User Profile. See Figure 6.



Figure 6 – Line Item Successfully Added to RFQ Solution

- h. When the Vendor is ready to upload their RFQ solution click on the Add Attachment(s) to RFQ Solution link (See Figures 7 and 8) and follow the instructions to upload the RFQ solution. The RFQ has a limitation of 5 attachments which must be less than 6 Mb in size. The NC-2 Products team would prefer you use the Products Ordering Template which is in Excel format. This will allow the Products team to track orders before the DOSR is submitted. The Products Ordering Template can be downloaded from the left side menu of AFWay. **You cannot upload a MicroSoft Word document saved as a .docx, it must be saved in compatibility mode of .doc. You also cannot upload a document located on a shared drive, it must be in an accessible location such as the desktop or “My Documents”.**

Request For Quote

[Request For Quote Help](#)

RFQ ID: 96590

RFQ Name: TEST

Date Submitted to Vendor: 12/30/2013 12:23:32 PM

Customer Information

Name: VENDOR
Address: UNIT 3050 BOX-0017
APO, AE 09094-3050
Email: VENDOR
Phone: 011 49 6371

RFQ Status

RFQ Status: SUBMITTED TO VENDOR

RFQ Information

Vendor Name: IRON BOWL TECHNOLOGIES, LLC
Contract Number: FA8732-13-D-0017
Vendor Response Due Date:
Desired Delivery Date: 12/31/2013
Quantity Requested: 10
Description: TEST
Attachments: None

RFQ Solution

[Add Item to RFQ Solution](#)

[Add Attachment\(s\) to RFQ Solution](#)

Vendor Part Number: 12345 OEM: 3COM CORP OEM Part Number: 234567
Description: TEST
Product Category: NETCENTS 2 PRODUCTS > NETCENTS 2 ALL PRODUCTS
Unit Of Issue: RFQ Quantity: 1 Maximum Quantity: 1
Solution Type: BPA BPA Price: \$30.00 RFQ Price: \$30.00
Subtotal: \$30.00

[Delete Item](#)

[Modify Item](#)

Total: \$30.00

Figure 7 – Add Attachments

Request For Quote

Select the number of attachments you wish to associate with the RFQ Solution.
Click the 'Browse...' button to find the file on your computer.

Note: Valid file formats are Microsoft Word (.doc and .docx), Microsoft Excel (.xls and .xlsx), Microsoft PowerPoint (.ppt and .pptx), and Plain Text (.txt). Preferred file formats are .doc, .xls, .ppt, and .txt.

How many attachments? **1. Select number of attachments**

Note: There is a maximum of five files. There is a total maximum file size of 6 MB for all attachments.

Attachment 1 **2. Click browse**

Attachment 2

Attachment 3

4. When completed, click Add Attachments

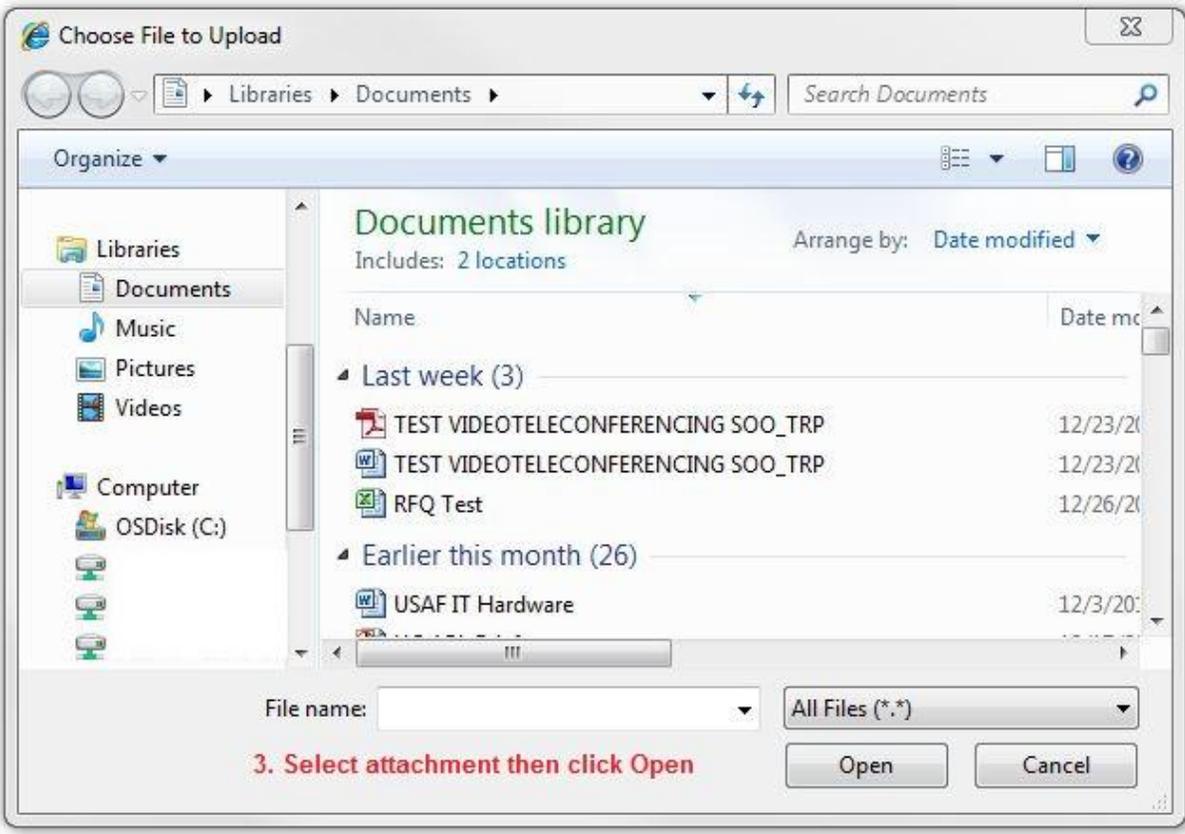


Figure 8 – Upload Attachments

Verify your attachments have been added and click [Return to Request For Quote](#). The page will refresh so be patient. See Figure 9.

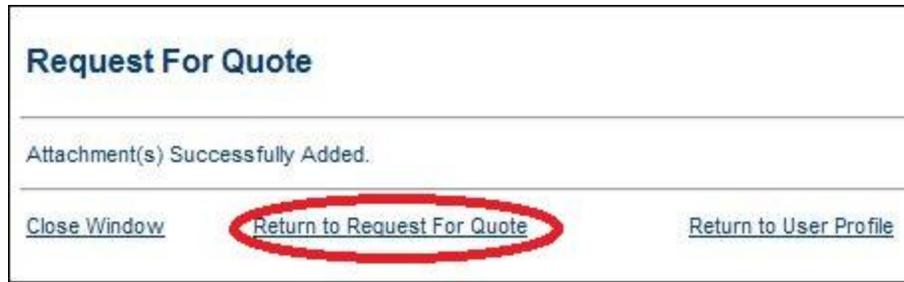


Figure 9 – Attachments Successfully Added

- i. The vendor is now ready to submit the RFQ solution. Comments are required if the vendor wants to decline to submit a solution. An expiration date is required if the vendor is submitting a solution to the customer, which represents the date the RFQ solution and its estimate will be valid until. Verify your attachments are visible and showing as attached. Ensure the "Submit Solution to Customer" radio button is selected for the *Response to Send Customer* field. Click the *Submit* button to send the RFQ solution to the customer (see Figure 10). **Users may experience a minor delay when submitting their RFQ solution.**

RFQ Status

RFQ Status: SUBMITTED TO VENDOR

RFQ Information

Vendor Name: IRON BOWL TECHNOLOGIES, LLC
 Contract Number: FA8732-13-D-0017
 Vendor Response Due Date:
 Desired Delivery Date: 12/31/2013
 Quantity Requested: 10
 Description: TEST
 Attachments: None

RFQ Solution

[Add Item to RFQ Solution](#) [Add Attachment\(s\) to RFQ Solution](#)

Vendor Part Number: 12345	OEM: 3COM CORP	OEM Part Number: 234567
Description: TEST		
Product Category: NETCENTS 2 PRODUCTS > NETCENTS 2 ALL PRODUCTS		
Unit Of Issue: RFQ	Quantity: 1	Maximum Quantity: 1
Solution Type: BPA	BPA Price: \$30.00	RFQ Price: \$30.00
		Subtotal: \$30.00

Total: \$30.00

Solution Attachments:

@_TEST_VIDEOTELECONFERENCING_SOO_TRP.pdf **1. Verify attachments are visible**

An RFQ Solution item is **required** before the RFQ can be submitted to the customer. To add an item to the RFQ Solution, click on the Add Item to RFQ Solution link above and fill in the form.

Comments are **required** if you want to decline to submit a solution.

Expiration Date is **required** only if you are going to submit a solution to the customer.

To submit a solution to the customer, click the 'Submit Solution to Customer' option and click the 'Submit' button.

Comments: **2. Add comments if desired**

Expiration Date: Day: Month: Year: **3. Add expiration of solution price**

Response To Send Customer: Submit Solution to Customer **4. Click radio button if submitting solution**
 Decline to Submit RFQ Solution

 5. Click Submit

Figure 10 – Submitting an RFQ Solution

- j. After submission of the RFQ solution, the respective RFQ is removed from the vendor's user profile, and the status is updated on the customer's user profile page. **Verify the response was successful.** The vendor will see an acknowledgment page. Click the Return to User Profile link to refresh the page (Figure 11).



Figure 11 – Successful Response

- k. Once the page refreshes, check your orders and ensure the RFQ shows in the Request for Quotes Responded to by Vendor column (see Figure 12). **It is your responsibility to ensure your response was submitted correctly!** You will also receive email verifications for responses. Contact the Field Assistance Service if you encounter technical difficulties.

Orders	Request For Quotes	Wishlists	Sort by: Date Created ▼ Order: Descending ▼ <input type="button" value="Sort"/>	
96534	TestRFQ2	DOE, JOHN	SUBMITTED TO VENDOR	11/13/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/13/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/13/2013
		DOE, JOHN	SUBMITTED TO VENDOR	11/13/2013
After screen refreshes, verify the RFQ response shows as responded to!				
Request For Quotes Responded to by Vendor				
RFQ ID:	Name:	Customer:	Status:	Date Created:
96590	TEST	DOE, JOHN	RESPONSE FROM VENDOR	12/30/2013
96563	TEST NETCENTS ALL	DOE, JOHN	RESPONSE FROM VENDOR	12/24/2013
96554	GPC test	DOE, JOHN	RESPONSE FROM VENDOR	12/13/2013
96553	Test Server 2	DOE, JOHN	RESPONSE FROM VENDOR	12/12/2013
96535	Products Test	DOE, JOHN	RESPONSE FROM VENDOR	11/13/2013
		DOE, JOHN	RESPONSE FROM VENDOR	11/13/2013
		DOE, JOHN	RESPONSE FROM VENDOR	11/13/2013

Figure 12 – Responses from Vendor

NOTE: If the vendor is going to decline to submit an RFQ solution to the customer, the vendor does not need to add any line items to a RFQ solution. Rather, the vendor will open the RFQ, ensure the radio button for the *Response to Send Customer* is set to “Decline to Submit RFQ Solution,” and provide a comment for the reason the vendor is not providing a solution.

Order Acceptance & Processing

- a. When a vendor’s RFQ Solution is selected and awarded by the customer as an order, the vendor will receive an e-mail notification. As a vendor, to view the final order details, login to AFWay using the vendor account and select the Orders tab on the User Profile page as shown in Figure 13 below.

The screenshot shows the AFWay Vendor Profile page for user VENDOR3 TEST. The page includes a navigation menu on the left with sections for HOME PAGE, ORDERING TOOLS, NETCENTS, HELP, and RESOURCES. The main content area is titled 'Vendor' and contains several links for account management. Below these links is a section for 'My Orders' with a table listing three orders. The table has columns for Tracking No., Order No., Customer, Status, and Date Created. The third order, with Tracking No. 170619 and Order No. 201686, is highlighted in red.

Tracking No:	Order No:	Customer:	Status:	Date Created:
@ 170623	201693	DOE, JIMMY	SUBMITTED TO VENDOR	11/18/2013
@ 170620	201687	DOE, JIMMY	SUBMITTED TO VENDOR	11/14/2013
@ 170619	201686	DOE, JIMMY	ACCEPTED BY VENDOR	11/8/2013

Figure 13 – Vendor Orders on Vendor Profile Page

- b. Click the applicable *Order Number* link or *Customer Name* link to view final order details for the respective order. When the vendor clicks on the *Order Number* link or *Customer Name* link to view final order details, the page in Figure 114 below is displayed.

Order		
Tracking Number: 170619	Order Number: 201686	Date Created: 11/8/2013 11:21:33 AM
Customer Information		
Name:	TONI EATON	
Address:	AFPEO EIS/HUI	
	MAXWELL AFB-GUNTER A, AL 36114 UNITED STATES	
Email:	toni.eaton@gunter.af.mil	
Phone:	334-416-2614	
Order Status		
Vendor Order Number:	<input type="text" value="123"/>	
Order Status:	<input type="text" value="Accepted By Vendor"/>	
	<input type="button" value="Update Order Status"/>	
Comments to Vendor by Workflow Members		
No comments		
Product Information		
Vendor Part No: HP 101	RFQ ID: 96532	
Contract No: FA8732-13-D-0017	OEM: ACTIONET, INC	OEM Part No: 1234
Unit of Issue: RFQ	Price: \$1,000.00	Qty: 5
Description: ROUTER		
Comments to Vendor	sofsaf	
Shipping Information (Vendor Part No: HP 101)		
Mark For Address	Ship To Address	
Name: JOHN DOE	Address: 22 Selfridge St	
Bldg: B844 Room: 1300	Maxwell AFB, Gunter Annex, AL 36086	
Phone: 334-416-0000		
Email: john.doe@gunter.af.mil		
Shipping Status (Vendor Part No: HP 101)		
Shipping Status:	<input type="text" value="Awaiting Shipment"/>	
Shipping Company:	<input type="text" value="hp solutions"/>	
Shipping Company Tracking Number:	<input type="text" value="d67777"/>	
Date Shipped:	<input type="text" value="19"/>	<input type="text" value="NOV"/>
	<input type="text" value="2013"/>	
	<input type="button" value="Update Shipping Status"/>	
	Subtotal: \$5,000.00	
	Total: \$5,000.00	
Attachments		
NONE		
Fund Cite Information		
Delivery Order:	sofsaf	
Fund Cite:	dd	
<small>This electronic transmission is provided and constitutes a legally binding offer.</small>		

Figure 14 – Order Details Page

- c. The default *Order Status* is “Accepted by Vendor.” If the Order Status changes, the vendor must update and/or change the *Order Status*, and click on the Update Order Status button. Complete the Order Status section by inserting the Vendor Order Number. **IMPORTANT: Be sure to click the “Update Order Status” button each and every time this page is loaded. Any time the order status changes ensure this section is updated for accuracy.**
- d. Note any customer comments provided to the vendor and review the Product Information section of the Order. The information in this section should reflect what was submitted in the vendor response to the customer RFQ.
- e. Review and note the shipping information in the Shipping Information section. Update and complete the Shipping Status section by completing all fields: *Shipping Status*, *Shipping Company*, *Shipping Company Tracking Number*, and *Date Shipped*. When these fields are updated and/or completed, be sure to click the Update Shipping Status button.
- f. These steps must be updated and finalized for each order number so the customer is aware of the status of their orders.