# **U.S.AIR FORCE**

## Air Force Way



User Guide

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## 1. Welcome to AFWay!

AFWay enables customers to order Information Technology (IT) hardware, software, services and solutions as well as obtain the necessary approvals to make an IT purchase. AFWay provides a secure, efficient and convenient online shopping experience.

The AFWay User Guide is provided to assist with everything from registration to receipt of a purchase. Contact the Field Assistance Service (FAS) Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5 if additional guidance or more in-depth assistance is needed.

## 1. a. Browser Requirements

The web address for AFWay is <u>https://www.afway.af.mil/Default.aspx</u>. In order to ensure that AFWay loads and displays correctly, make sure the following requirements are met:

- 1. Internet Explorer 8.0 (or later) and Firefox 16 (or later) are required.
- 2. The site is best viewed at a screen resolution of 800 x 600.

## 2. a. Initial Screen

When accessing <u>https://www.afway.af.mil/Default.aspx</u>, the following screen appears. When opening a new session, the DOD NOTICE AND CONSENT BANNER should display before the log on screen.



**Notice and Consent Banner** 



Click Agree and you will be at the Initial Log on screen.

**Initial Log on Screen** 

## 2. The Navigation Bar

There is an **Orange** Navigation Bar near the top of the screen. Everyone who accesses the initial screen will be able to view the following information from the Navigation Bar:

- Home
- Resources
- Help

When you hover your mouse over the Resources and Help menu items, additional options appear for selection. All viewers of AFWay can see the following without having to log on to AFWay. After log on, depending on which permissions an AFWay user has there will be more information in these selections.

- Resources
  - o General
    - DoD Software Agreements (ESI)
    - FEDBizOps
    - MAJCOM Policies
    - Mandatory Use Policies
    - Microsoft License Agreement
  - o ITCC
    - ITCC Program Portal
  - o NETCENTS
    - NETCENTS-2 Portal
    - NETCENTS-2 Ordering Guide
  - o News
  - o Guides
    - Vendor Guide
    - Virtual Small Business Center
- Help
  - o AFWay User Manual
  - o Known Issues v4.0
    - Known Issues v4.0 (All Users)
    - Known Issues v4.0 (Vendors)
  - o Contact Us
  - o FAQ
  - o AFWay Release Notes
    - v4.0.1 Release Notes
    - v4.0.2 Release Notes
    - v4.0.2.1 Release Notes
    - v4.0.3 Release Notes

Log on is required to access *My Account, My Roles* and *Ordering Tools*. Occasionally, when there is a temporary issue which requires users to navigate to other pages for additional information, you may see other items temporarily listed on the Navigation Bar to make them easier to find.



Navigation Bar after Log on

## 3. Registration

## 3. a. First-Time Users

Step 1: From the Initial Log on Screen, select Register.



Register

*Step 2:* You will be prompted to select your CAC/ECA certificate and to enter your PIN. You will then be taken to the Registration Page. (Notice your CAC/ECA has already been associated with your new account (see green text on screenshot below.) Enter your information, required fields are identified with an asterisk.

AFV	VAY			Register   Log O	n 🚬 Checkout 🙀
0	Home Resources Help				
AFWay Registration				User Registration Help	
w	elcome to the AFWAY Registration/Us or if you find that the drop d	er Profile page. If at any time you have diff own menus are incomplete, please contac	culties entering information into the required the AFWAY Help Desk at DSN 596-5771.	d field,	
Register now to:					
Select items to add to you     Obtain official quotes onlin     Process orders electronic:     Process orders electronic:     Common Access Card Identificati	e. ally with your Government Credit Card. ally via Funding Document.				
Authorization					
Authorization     Customer     Vendor					
Rank/Title:	* First Name	Middle Name	* Last Name		
Address					
FPO/APO Address					
* Address 1	· City		* State	•	
Address 2	* Zip		* Country UNITED STATES		
Contact					

**Registration Page** 

If any information is missing or entered incorrectly, the system will identify the problem area(s) with red text.

Address				
FPO/APO Address				
* Address 1	* City		* State	
1234 ABC Street	Montgomery		ALABAMA	
Address 2	* Zip REQUIRED		* Country UNITED STATES	
Contact			UNITED STRICE	
* Email		• Agency	A. D. A. F.	
		DEPT. OF DEFENSE- AIR FO	ORCE	
* Comm Phone Comm Fax		DSN Phone	DSN Fax	
DEPT. OF DEFENSE- AIR FORCE				
MAJCOM		* Base		
AFMC		Maxwell AFB		
* DRA Help finding your DRA		* ECAN Help finding your EC	AN	
Security Questions				
If your account becomes locked, your Security Word Hint will be provide	ded and you will be asked to identify yo		o your account.	
* Security Question #1 Who was your favorite cartoon character as a child?		* Security Answer #1		
	10			
Security Question #2		* Security Answer #2		
What was your first pet's name?				
* Security Question #3		* Security Answer #3		
If you had chosen your first name, what would it have been?				
* Security Question #4		* Security Answer #4		
What was your High school name?				
* Security Question #5		* Security Word #5		
What is the title of your favorite book?				
	123			

**Required field notification** 

**NOTE**: If you are an **Air Force user**, you MUST identify your **Agency**: **DEPT OF DEFENSE - AIR FORCE** in the "**Agency**" field. Once you have done that, four additional fields will appear (**MAJCOM, BASE, DRA** and **ECAN**).

Address					
FPO/APO Address 🗐					
Address 1	* City	* State		20 T 2 Y	
1234 ABC Street	Montgomery	ALAB	AMA		
Address 2	* Zip REQUIRED	* Cour	try ED STATES		
Contact					
Email		* Agency DEPT. OF DEFENSE AIR FORCE			
Comm Phone Comm Fax	1	DSN Phone	DSN Fax		
DEPT. OF DEFENSE AIR FORCE					
MAJCOM		* Base			
AFMC		Maxwell AFB			
DRA Help finding your DRA		* ECAN Help finding your ECAN		-	
<del>~ ~</del>		A 100 March 1			
Security Questions					
If your account becomes locked, your Security Word Hint will be provid * Security Question #1	ed and you will be asked to identify yo	ur Security Word to regain access to your accou * Security Answer ≢1	int.		
Who was your favorite cartoon character as a child?	•	Gecony Phone et			
Security Question #2		Security Answer #2			
What was your first pet's name?		Security Paramet #2			
Security Question #3		Security Answer #3			
If you had chosen your first name, what would it have been?		Octomy Promoted #3			
Security Question #4		* Security Answer #4			
What was your High school name?		Security Phone: #4			
* Security Question #5	100	* Security Word #5			
What is the title of your favorite book?		Decenty Hora #3			

Agency

Step 3: Help finding your DRA and ECAN, Non-Air Force customers skip to Step 4.

**DRA**. For help finding the associated Defense Reporting Activity (DRA) code, select *Help finding your DRA* link located next to 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, please check for the respective MAJCOM and Organization. If the Organization has more than one DRA, verify with the appropriate Equipment Custodian (EC) or Base Equipment Control Officer (BECO) for the correct DRA. This information is taken directly from the Asset Inventory Management (AIM) database.

(⇒) ♥ https://w	ww.afway. <b>af.m</b>	il/DRALookU	p.aspx		۵- ۲
RAs By Base					
	To find your bas	se, click on the	first letter of you	r base name.	
	ABCDEEG			<u>⊥ u ∨ w</u> ⊻	
Base	DRA O	rganization	MAJCOM	Po	oint of Contact
AL ASAD AB	54	86 438 AEG/E	EAMXS	AIR COMBAT COMMAND	Crisp, Diane
Ahmed Al Jaber Al	3 54	77 332 ECS		AIR COMBAT COMMAND	Montillano, John
Al Dhafra Air Base	54	75 380 ECS		AIR COMBAT COMMAND	Crossland, Ragan
Al Udeid	54	67 Al Udeid 3	79ECS	AIR COMBAT COMMAND	Schneider, Richard
	54	76 CAOC/A^		AIR COMBAT COMMAND	Munoz, Angelo
	54	89 CAOC/CS	т	AIR COMBAT COMMAND	Hyman, Steven

**ECAN.** For help finding the associated Equipment Custodian Account Number (ECAN), select *Help finding your ECAN* located next to the ECAN field to find the ECAN. A page showing ECANs by Organization will appear. The only ECANs that show are the ones related to the DRA you selected. ECANs are listed alphabetically by Organization. If unsure which ECAN to select, verify with the appropriate EC or BECO. This information is taken directly from the Asset Inventory Management (AIM) database. NOTE: EVERYONE (other than Non-Air Force customers) MUST IDENTIFY THE ECAN THEIR EQUIPMENT IS TRACKED AGAINST.

Vs by Organizati	way. <b>af.mil</b> /ECANLookUp.aspx?DRA:	=5853#A 🔎
vs by Organizati		
	on	
To find your ora	anization, click on the first character of	f your organization name.
,,	AN	
Organization	Account Number	Point of Contact
AFLCMC/DET5	0004	Wilkerson, Ra'Nisha
AFLCMC/HI	0400	Campbell, Jermaine
AFLCMC/HIAM	0301	Thompson, Daniel
AFLCMC/HIAM	0302	Romero, Miguel
AFLCMC/HIAM	0303	Munoz, Gavin
AFLCMC/HIAR	0305	Burrell, William
AFLCMC/HIAR	0300	JOHNSON, MARY
AFLCMC/HIAR	0306	Allbritton, Gordon
	0502	Thomas, Yanique
AFLCMC/HIB	0002	monius, runque

**ECAN List by Organization** 

*Step 4:* Once your registration form has been completed, click *Register on AFWay*. You will see a Welcome to AFWay screen.



## Log On after Registering

*Step 5:* Click Log On, you may be prompted to enter your CAC/ECA PIN. You will be taken to the Home Page and may begin using AFWay!

## 3. b. Existing Account - associating new CAC/ECA

If you have an existing AFWay account and you receive a new CAC or ECA token, your old CAC/ECA certificate must be removed from the account before you can associate the new CAC/ECA certificate. You must contact FAS Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5 for assistance.

#### 3. c. Alias Accounts

There may be reasons for someone to have more than one AFWay account. Examples: An Equipment Custodian (EC) has multiple Equipment Custodian Account Numbers (ECANs) and will be the Originating Customer for more than one ECAN. A person may also use AFWay with multiple user statuses such as, Vendor and Customer. <u>NOTE: Having multiple roles in the Approval Process, or having the same role for more than one ECAN does not mean you need multiple accounts. In this case, the only reason for multiple accounts is if you will be the Originating Customer for more than one ECAN.</u>

AFWay now allows users to create up to 2 Alias accounts associated with their CAC/ECA certificate.

At the bottom of the AFWay screen, after log on, there is a Blue Status Bar. This bar reflects the e-mail address of the individual logged-on and the DRA and ECAN associated with their purchase permissions if they are an Air Force user. (Non-Air Force users will not have DRA/ECAN displayed.) Click *Switch User*.



Blue Status Bar

A popup will display asking "Who would you like to run as?" Click Add New Alias.



## Add New Alias

You will be requested to provide justification for adding this ECAN to your account. Provide the justification and then click *Associate*.

🗢 AFWAY					Equipment Custodian Log Off	Shopping Cart
Home My Account	My Roles	Ordering Tools	Resources	Help		
				Add Alias Account Please justify the need for an Alias Account. Judification Add Antidention Associate		

**Alias Account Justification** 

AFWay duplicates all the information from your existing profile into a new account. You will receive a popup stating "Alias Associated Successfully".

ControlPanel (Search)	V The Air Force Information Tec 🦉 The Air Force Information 🗴	0 🔿 🕅
File Edit View Favorites Tools Help		
🐅 🛃 2017 Federal Holidays - C 🗃 Web Slice Gallery 🕶		🧃 • 🖾 • 🗆 🎰 • Page • Safety • Tools • 🚱 •
😤 AFWAY		Equipment Custodian Log Off Shopping
Home My Account My Roles Ordering Tools Re	nanurcan Help	
	Add Allas Account	
	Please justify the need for an Allas Account.	
	Justification.	
	Secondary ECAN	
	Associate	
	V Success	
	Alias Associated Successfully	

Alias Associated Successfully

You must log off and log back on. From the Blue Status Bar click *Switch user*, you will see your Primary account and the new alias.



## **Alias Accounts**

The popup now shows your primary account and the alias account. Notice the Primary account is the Active account (the account you are currently using). Click on the alias account, you will be taken to the Home page. From the Navigation Bar select *My Account* and *View/Edit Account Information*.



**View-Edit Account Information** 

Update Account Information for the Alias account. The e-mail address <u>MUST</u> be changed so that AFWay can distinguish between the accounts. When permission roles are granted, AFWay uses the e-mail address to link the role to. If there are two or more accounts with the same e-mail address, AFWay will not assign the role. If you only have one e-mail address, you can alter the e-mail address with something to help distinguish it from the original e-mail. <u>NOTE: E-mail notifications will not go to invalid e-mail addresss</u>.

AFWAY						Equipment Custodian   Log C	Cart
Home My Accou	nt My Roles Ordering Tools	Resources	Help				View Edit Account In
Address							
FPO/APO Address							
Address 1     Address One		* City/Base City			* State ALABAMA	~	
Address 2		• Zip 12345			Country     UNITED STATES	~	
Contact			-				
* Email EQUIPMENT_CUSTODIA	N.ECAN1234@testdata.com			Agency     DEPT. OF DEFENSE AIR F	FORCE	~	
* Comm Phone (334)416-1234	Comm Fax			DSN Phone	DSN Fax		
DEPT. OF DEFENSE AIR	FORCE						
MAJCOM AFMC6			~	* Base MAFB Gunter Annex		~	
DRA Help finding your D     5853	RA			* ECAN Help finding your EC ECOI	AN		

Update Account Information – E-mail

## 4. Approval Role Description and Responsibilities

## 4. a. Base Equipment Control Officer (BECO)

## Assigning Yourself the BECO Role

After establishing an account with AFWay, logon and go to *My Roles* and *View/Edit your Role/Authority*.



View/Edit Role/Authority to Add BECO Role

**NOTE:** This allows view/edit capability for the EC, BECO, and MECO roles. These roles are verified against the Assets Inventory Management (AIM) module of the AF Equipment Management System (AFEMS), before access is granted.

Go to *Add a Role:,* Select *Role to Request*, and choose the *Base Equipment Control Officer* role from the drop-down menu.

Home	e My Account My Roles Ordering Too	ols Resources Help
	Your Current Roles:	
Equipment Custodian	DRA: 5853 Account: 0805	× Delete
Add a Role:	fied analist AIM before access is given. All other roles are as	signed to users by an EC or BECO
	fied against AIM before access is given. All other roles are as	signed to users by an EC or BECO.
	fied against AIM before access is given. All other roles are as	signed to users by an EC or BECO.

Select Base Equipment Control Officer Role

A popup message appears requesting your AIM User Reference ID. Provide the requested information and click *Submit*. NOTE: It takes 24 hours for AIM to interface with AFWay to update records.

Request Base Equipme	nt Control Officer Role				3
	AIM User Ref ID:				
AIM User Reference ID:					
* Note *					
To locate your A	IM User Reference ID, 1	please call your Ba	ase Equipment		
	(BECO) or the AIM Help	Cardina Ca			
	IM account you can als	to obtain your co	de by going to		
a interest and	and the second second				
	TER USER from the left red search criteria and		s up the SEARCH	FOR USER scre	en.
3. Pick the perso	n and the REFERENCE	ID will display on	the screen.		
				Submit	X Cancel

Enter AIM Reference ID for BECO Role

Another popup message appears for confirmation:



#### **Confirmation Message - Adding BECO Role**

#### **BECO – ShipTo Address**

The ShipTo address determines where the order will be shipped to. From the Navigation Bar, select **My Roles**, **Base Equipment Control Officer**, and **Admin – ShipTo Address**.



**BECO - Admin-ShipTo Address** 

This option allows the BECO to add an additional ShipTo Address. If a ShipTo Address is deleted, users may not be able to place their orders. In addition, APO addresses are not allowed for ShipTo addresses.



Select ShipTo Address

To add a new ShipTo Address, provide the information requested. When finished, click Add ShipTo.

Home My Account My Roles Ordering Tools	i Help	Ship To Administration	Help
aming: If the Ship To Address is deleted, the users under your ECAN may not be able to pla pdate Ship To Address	In addition, APD Addresses cannot be used as Ship To Addres	5565.	
ripto list elect a Shipto			
id new Shipto address			
	DRA	None	
Sdress Name			
Building:	Building Number		
Address 1:	Address 2	Address 2	Address 2
Dity.	City		
late:	State	Country.	None
ZIP;	Zip Code	Mailstop:	Mailutop.
			Add Shipto Cance

Add ShipTo Address (BECO)

Note: When the BECO sets the ShipTo address, this overrides it and the EC cannot change the ShipTo

address.

## **BECO - Approval Process**

This option allows the BECO to assign individuals to certain roles in the approval process. The BECO <u>must</u> assign the Contracting Officer (CO), Base Purchase Card Holder (BPCH) and Base Review roles. **NOTE**: Only registered AFWay users can be assigned to these roles.

From the Navigation Bar, select *My Roles, Base Equipment Control Officer*, and *BECO – Approval Process*.



Select BECO - Approval Process

Assign individuals to the roles by selecting from the "User roles" available. Once selected, individuals with the role selected will appear on the right.



**BECO - Assign Roles** 

If the individual's name is not listed under "Assigned Users", you may enter the e-mail address of the user who will approve or disapprove orders at that step. **NOTE**: If the user is showing in Assigned Users, but does not have the role, verify the e-mail address by removing and re-adding the user.



**BECO – Add User to Assigned Role** 

Once an individual is selected, notice that their status is displayed to the right as either "Alternate" or "Primary". You may update their status by clicking the "Make Primary" button or "Delete" which removes them from the approval process. Once a user has been made "Primary" their name will appear at the top of the drop-down list, and the remaining list of users becomes "Alternates".

Home	My Account I	Vly Roles	Ordering Tools	Resources	Help
		ny Roles	ordening roois	Resources	нер
Approval Process Configuration					
0RA: 5853					
User roles	Assigned				
		Users			
BASE EQUIPMENT CONTROL OFFICER	AVERY B	ROWN	*	User Status: Alte	ernate

**BECO - Make Individual Primary** 

## View/Edit BECO Options

From the Navigation Bar, select *My Roles, Base Equipment Control Officer*, and *View/Edit BECO Options*.



View/Edit BECO Options Navigation

From this screen, you have the option of having all items purchased by accounts within your DRA to be shipped to you, or to the ShipTo address specified. If "Yes" is selected, all purchased items are sent to the BECO.

There is also an option for the BECO to choose to be included in the approval process workflow (yes/no). Once selected click *Submit*.



**View/Edit BECO Options** 

## **Roles Per Account**

This option allows the BECO to view all EC accounts under their DRA and the approval process for each account. From the Navigation Bar, select *My Roles* and *Roles Per Account*.



**BECO - Roles per Account** 

The BECO Accounts page will appear with a list showing account numbers, organization and points of contact. Click on an account number to view the Approval Process for that account.

BECO Accounts			
To view assigned roles			
	of an account, click on the account	number below.	
Account Numb	per Organizatio	on Point of Contact	
ESD1	690 NSS DET 2	ANTHONY CAPPEL	
0003	AFLCMC/DET5	EARL BAKER	-
0004	AFLCMC/DET5	JORDAN MOORE	
0101	AFLCMC/ENI	TERRY HAMS	
0100	AFLCMC/ENI	THOMAS NOSTIN	
EI06	AFLCMC/ENI	DAN SMITH	
0102	AFLCMC/ENI	MICHAEL STEWART	
EI02	AFLCMC/ENI	HAROLD LOCKETT	
0200	AFLCMC/HGB	KENNETH JACKSON	
0305	AFLCMC/HGG	WILLIAM BURRELL	
0304	AFLCMC/HGG	GORDON FITZPATRICK	
0300	AFLCMC/HGG	DEBBIE MARTINEZ	
0306	AFLCMC/HGG	GORDON ALLBRITTON	
0306	AFLCMC/HGG AFLCMC/HGG	GORDON ALLBRITTON CURTIS BUETTNER	

#### **BECO Reports**

From the Navigation Bar, go to *My Roles* and *Reports*. The BECO has the ability to run the following reports:

Sales Volume Report Orders Report Sales Volume Report by MAJCOM Waiver Detail Report Workflow Report BECO Fiscal Report

AF	WAY				Base Equipment Control Of	ficer Log Off	Shopping Cart
Carlotte Annual a	Home By Access		Resources Help				
		Base Equipment Control Officer +					
12030333		Base Review a					
Reports		Base Waiver Official »					
Sales Volume Report Orders Report		Beports	-				
Sales Volume Report D Vender Type Statutes I Waver Detail Report Workflow Report RECO Fiscal Report	y MAJCOM Report	ViewEdt RoleiAuthority					
Report Queue		Balants					
Report Queue Name	Status	Date Created					
	Status No Reports in Go	Date Created					
		Date Created					
		Date Created					
		Date Created					
		Date Created					
		Date Created					

**BECO** Reports

For information on reports, see *Section 10. Reports* starting on page 70.

## 4. b. Equipment Custodian

## Assigning yourself to the EC Role

This allows view/edit capability for the EC, BECO, and MECO roles. These roles are verified against the Asset Inventory Management (AIM) module of the AF Equipment Management System (AFEMS).

After establishing an account with AFWay, log on and from the Navigation Bar, select *My Roles*, and *View/Edit Role/Authority*.



My Roles – View/Edit Role/Authority

Go to *Add a Role:,* select *Role to Request*, and choose the *Equipment Custodian* role from the dropdown menu.



Assigning Yourself the EC Role

A popup message appears requesting your DRA, ECAN and AIM User Reference ID. Provide the requested information and click *Submit*. If you do not know your DRA, ECAN or AIM User Reference ID, contact your Base Equipment Control Officer (BECO). **NOTE:** It takes 24 hours for AIM to interface with AFWay to update records.

These Dy Accessed Up Protocol Controls	Toris Deserver Dela	
Pitty Program Manager 2014, 5851 Account 1986		
	V Angent Equipment Carlos An Ania	
	Disk         American Join         V           BLAN         American Join         V           Anno class Trian         Personan American         V           Anno taus Reference ID         V         V	
M & Table M & E. Bill: per UNC: was an order april AM false agent a per At observe Ageneration (Scholur) 4	* Not * To start with the distribution EE, power unit and here Equipment Control Online VECCs in the extra registering Execut (2011) 101–101. If you have not with the assumption are written attemption that they power table by power table by the Material Start (2011) 101–101. If you have not written attemption attemption table by power table by power table by the Material Start (2011) 101–101. If you have not written attemption table by the matterial by power table by the Material Start (2011) 101–101. If you have not written attemption table by the matterial by the Material Start (2011) 101–101. If you have not written attemption table by the matterial by the Material Start (2011) 101–101. If you have not written attemption table by the Material Start (2011) 101–101. If you have not written attemption table by the matterial by the Material Start (2011) 101–101. If you have not written attemption table by the Material Start (2011) 101–101. If you have not written attemption table by the matterial by the Material Start (2011) 101–101. If you have not written attemption table by the Material Start (2011) 101–101. If you have not written attemption table by the matterial by the material by the Material Start (2011) 101–101. If you have not written attemption table by the material by the materi	
	J. Cash ACRABICITE VIEW have the off energy. This temps up the SLADON FOR VIEW waters.     Totat the second match charge and united.     Not this percent and the SETERCE III will display to the scene.	
	H Savar	

Enter DRA, ECAN and AIM User Reference ID

Another popup message appears for confirmation:



**Confirmation Message - Adding EC Role** 

## View/Edit Default ShipTo Address

The EC establishes the Default ShipTo address that will appear on every order processed with the applicable ECAN. *NOTE: If the BECO sets a ShipTo address and elects to have all orders shipped to them, this overrides the ShipTo address and the EC cannot change it.* 

From the Navigation Bar, select My Roles, Equipment Custodian and Admin – ShipTo Address.



EC ShipTo Address

To add a new ShipTo address, select *Add new ShipTo address*.

	e My Account My Roles Ordering Tools Resources Hi		and the second sec	
Hom Varning: If the Ship To Address is de	e My Account My Roles Ordering Tools Resources In Intel The users under your ECAN may not be able to place their orders in addo		Ship To Administration Help	
Update Ship To Address				
Pripto Est Select a Shipto *	1			
dd new Shipto address	<u> </u>			
ECAN	None ·	DRA	None	
Address Name:				
Building				
Address T		A00H65 2		
City				
State:		Country:	None 💌	
2P.	Zip Cole	Mailstop:		
			Add Shipto Cancel	
			Add Shipto Cancel	

Update ShipTo Addresses page

Enter address information. If a ShipTo Address is deleted, users under your ECAN may not be able to place their orders. **NOTE:** APO addresses are not allowed for ShipTo addresses.

## View/Edit Default MarkFor Address

The ShipTo address determines where an order will be delivered. If orders are delivered to a central receiving location, the MarkFor address tells who the order is for. The EC establishes the Default MarkFor address that appears on every order processed with the applicable ECAN.



From the Navigation Bar, select *My Roles, Equipment Custodian* and *Admin – MarkFor Address*.

Default MarkFor Address

On the "Update MarkFor Address" page, you can edit a current MarkFor address by selecting the pencil Icon to the left of the MarkFor Address, or you can select "Add New MarkFor".



Add New MarkFor

Enter all information and click the check mark at bottom left.

9 -	AFИ										
United in the	Ho			ing Tools Resourc							Aark For Administrat
	ark For Address	deleted, the users under yo	or ECAN may not be	able to place their orden	s. In addition, APO Addres	ses cannot be used as	Mark For Addres	505.			
	First Name	Last Name	Bidg	Room No	Unit Org	Phone	Fax	Email	ECAN	DRA	
First Name:	1	1									
Last Name:	1	7									
Bidg:											
Room No:	0	]									
Unit Org:											
Phone:		]									
Fase											
Email											
	5853/805	•									
××											
1	asdf	asdf	asdf	asdf	ascif	asdf	asdf	asdf@adf.com	F101	5701	×

#### **Create MarkFor Address**

## EC – Approval Process

This option allows the EC to assign individuals to certain roles in the approval process. The EC <u>must</u> assign the Approval Official (AO), Organizational Purchase Card Holder (OPCH) and Resource Advisor (RA) roles. <u>NOTE:</u> Only registered AFWay users can be assigned to these roles.

From the Navigation Bar, select *My Roles*, *Equipment Custodian* and *EC – Approval Process*.



#### **EC - Approval Process**

If you are an EC assigned to multiple ECANS, you will see a screen that lets you choose what ECAN you wish to add Approval roles to. Select the DRA/ECAN you wish to update and click *Submit*.



#### **EC – Select DRA/ECAN**

In the top left of the screen, you will see the DRA/ECAN you selected, or the option to "Select a different DRA/ECAN".

Assign individuals to the roles by selecting from the "User roles" available.

XSGT Equipment Custodian   Log Off 🖉 S	topping (
	ut <sub>yan</sub>

#### **EC – Approval Process Configuration**

Once selected, individuals with the role selected will appear on the right under "Assigned Users".

🖹 AFWA		XSGT Equipment Custodian Log Off 🛛 🧮 Shopping Cart	
Home	ty Account My Roles Ordering Tools Resources Help		
Approval Process Configuration			
DRA: 5853, ECAN: ECOI			
Select a different DRA/ECAN			
Select a different DRAVEGAN			
User roles	Assigned Users		
Equipment Custodian Technical Workgroup Manager	WILLIAM LEE SHEILA LEE		
Approval Official	LISA PIPPIN		
Organizational Purchase Card Holder Resource Advisor	JONATHAN LEE REY SCHULTZ		
	LANA LEE		
	ROBERT LEE		
	Add new user (Enter email address)		
	Add		
L			

**EC – Assigned Users** 

If the individual's name is not listed under "Assigned Users", you may enter the e-mail address of the user who will approve or disapprove orders at that step. **NOTE**: If the user is showing in Assigned Users, but does not have the role, verify the e-mail address by removing and re-adding the user.

Home	My Account My Roles Order	ing Tools Resources Help	
Approval Process Configuration			
DRA: 5853, ECAN: ECOI			
Select a different DRA/ECAN			
User roles Equipment Custodian Technical Workgroup Manager Approval Official Organizational Purchaser Gaid Hobber Resource Advisor	Assigned Users WILLIAM LEE SHELA LEE LISA PIPPIN JONATHAN LEE BOWESHILLEZ	Uter Status Alternate Malka Primary Crister	
	ROBERT LEE		

EC – Update Status or Delete

Once an individual is selected, their status is displayed to the right as either "Alternate" or "Primary". You may update their status by clicking the "Make Primary" button or "Delete" which removes them from the approval process. Once a user has been made "Primary" their name will appear at the top of the drop-down list, and the remaining list of users becomes "Alternates". When you select "Make Primary", you receive a Popup that states the update to Primary was successful.



EC – Update primary user successful

Once a user has been made "Primary", their name will appear at the top of the drop-down list, and the remaining users become "Alternates".



EC – Primary moves to top of list

If no one is assigned to a role, the Assigned Users box will state "No users assigned." If this is a mandatory step in the Approval Process, Orders/RFQs will stop at this step until someone is assigned.

AFWA	Y	XSGT Equipment Custodian   Log Off	Shopping V
Home N	Account My Roles Ordering Tools Resources Help		
Approval Process Configuration			
DRA: 5853, ECAN: ECOI			
Select a different ORA/ECAN			
User roles	Assigned Users		
Equipment Custodian Technical Workprough Manager Approval Official Organizational Prochase Card Holder Indocuse Assess	No vers assynd.		
	Add new user (Linter email address) Add		

EC – No users assigned

## View/Edit EC Options

This option allows the EC to choose whether a Technical Workgroup Manager (TWGM) is required to approve orders or not.



Admin – View-Edit EC Options

Select yes or no, then *Submit*. If yes is chosen, the TWGM should be assigned under *EC – Approval Process*.



Choose whether to have TWGM in Approval Process

#### View/Edit EC Workgroup

Registration and product searches can be done by everyone in AFWay, but orders and RFQs cannot be created until the EC gives someone Purchase Permission. When an individual registers using the EC's account number (ECAN), an e-mail will be generated to the EC stating that an individual is requesting to be added to the "Users With Permission to Order" list. <u>NOTE: Purchase Permission means the ability to create/submit an Order or RFQ.</u>



View-Edit EC Workgroup

From the Navigation Bar, select *My Roles, Equipment Custodian*, and *View-Edit EC Workgroup*.



View-Edit EC Workgroup

This list shows everyone that registered in AFWay using the EC's ECAN, or updated their Account Information page with the EC's ECAN. **NOTE:** The only way to be removed from this list is for the user to update their Account Information page to change their ECAN.

)	AFWAY		Equipment Custodian Log O	ft Shopping Cart
	Home My Account	t My Roles Ordering Tools Resources Help		
	Can Purchase	Name	ECAN DR	A
/	×	BARREUTHER, ALBERT	0610 585	3
/	×	BARREUTHER, ALBERT	0810 585	13
1	~	BULLOCK, TYE	0810 585	53
/	×.	BURNS, BEN	0810 585	13
1	×	BYRD, ASHLEY	0810 585	13
1	×.	DAVIS, OMERIA	0610 585	8
/	S.	ELGIN, CHARLES	0610 585	13
1		FLYNN, HAROLD	0810 585	13
1	2	FOWLER, PAMLER	0810 581	53
1		MAL DAVID	0810 585	0
1	×	MANAGER, PROGRAM	0810 585	13
1		MANAGER, PROGRAM	0810 585	13
1	×	NOTARESCHI, DENNIS	0810 585	13
1	×.	NOTARESCHI, DENNIS	0810 585	60
1	-	OFFICER, CONTRACTING	0610 585	13
1	2	OWENS, PEGGY	0610 585	3

## EC Workgroup

Add individuals to the "Users With Permission to Order" list by selecting the "pencil" icon (edit) to the left of the user's name. This opens the edit function for that person. This allows the EC to put a check in the box in the "Can Purchase" column. The two icons now showing to the left are the "Checkmark" to update the edit, or the "X" to cancel.

AFWAY			Equipment Custodian   Log Off Eshopping Cart	Shopping Cart
	Home My Account My Rol	es Ordering Tools Resources Help		
	Can Purchase	Name	ECAN DRA	
/	×	BARREUTHER, ALBERT	0810 5853	1
/	V	BARREUTHER, ALBERT	0810 5853	
/	×.	BULLOCK, TYE	0810 5853	
1	/ ×	BURNS, BEN	0810 5853	
/	~ /	BYRD, ASHLEY	0810 5853	
1 1	2	DAVIS, OMERIA	0810 5853	
/ K	× V	ELGIN, CHARLES	0810 5853	
××		FLYNN, HAROLD	0810 5853	
1	×.	FOWLER, PAMLER	0810 5853	1
1		MAL DAVID	0810 5853	

#### EC Workgroup Edit

After checking the box and clicking the "Checkmark" icon to update, you will get a popup asking if you want to update the purchase permission for this user.

A	FWAY			Log Off Shopping Cart
	Home My Account My Role Can Purchase	Ordening Tools Resources Help     Name	ECAN	DRA
1	90) 100	BARAEUTHER, ALBERT	0810	5853
/	2		0810	3853
/	8	BULLOCK, TYE You are updating the purchase	0820	3853
1	2	BURNS, BEN You are updating the purchase permission for a user. Continue?	0810	5853
1	91	BYRD, ASHLEY OK Cancel	0810	5853
/	2	DAVIS, OMERIA	0810	5553
1	2	ELGIN, CHARLES	0810	5853
w X	8	FLVNRL HAROLD	OBLO	5853
1	81	FOWLER, PAMILER	0810	5853
Q11	1417			

Updating purchase permission

Click **OK**. You will get a popup stating the update was successful.



**Action Successful** 

#### Multiple Accounts for ECs

ECs can be assigned to multiple ECANs. If the EC plans to be the Originating Customer for more than one ECAN they will need to create alias accounts. See *Section 3. Registration, Alias Accounts* starting on page 11. If the EC is assigned to more than 3 ECANs it is suggested that the EC have others be the Originating Customer.

## 4. c. MAJCOM Equipment Control Officer (MECO)

## Assigning Yourself to the MECO Role

This allows view/edit capability for the EC, BECO, and MECO roles. These roles are verified against the Asset Inventory Management (AIM) module of the AF Equipment Management System (AFEMS).

After establishing an account with AFWay, log on and from the Navigation Bar, select *My Roles*, and *View/Edit Role/Authority*.



My Roles - View/Edit Role/Authority

Go to *Add a Role:,* select *Role to Request*, and choose the *MAJCOM Equipment Control Officer* role from the drop-down menu.

AFW	4 <b>Y</b>		Equipment Custodian Officer   Log Off 🔰 Stopping Cart
Home		ing Tools Resources Thelp	
	Your Current Roles:		
MAJCOM Equipment Control Officer	MAJCOM APMOS	× Delete	
Add a Role:			
	pirest AM before access is plane. At other rules are	a subspred to users by an EC or RECO.	
SELECT ROLE TO REQUEST			
Equipment Custodian Base Equipment Control Officer	/		

#### **MAJCOM Equipment Control Officer**

A popup message appears requesting your AIM User Reference ID. Provide the requested information and click *Submit*.

Reque	st MAJCOM Equipment Control Officer Role
	AIM User Ref ID:
AIM U	ser Reference ID:
* No	te *
	To locate your AIM User Reference ID, call your Base Equipment Control
	Officer (BECO). If you are not able to reach your BECO for assistance with the
	Reference ID number, send a digitally signed email with your DRA and ECAN
	to afemshelpdesk@us.af.mil.
	If you have an AIM account you can also obtain your code by going to
	https://www.afems.wpafb.af.mil:
	1. Click ADMINISTER USER from the left menu. This brings up the SEARCH FOR USER screen.
	<ol><li>Enter the desired search criteria and submit.</li></ol>
	<ol><li>Pick the person and the REFERENCE ID will display on the screen.</li></ol>
	📄 Submit 🔀 Cancel
	Cancel

**AIM User Reference ID** 

Another popup message appears for confirmation:



#### **MECO – Approval Process**

From the Navigation Bar, select *My Roles, MAJCOM Equipment Control Officer*, and *MECO – Approval Process*.



MECO – Approval Process

This option allows the MECO to assign individuals to the MAJCOM/Functional CIO and MAJCOM Program Manager roles.

AF	AFWAY		Equipment Custodian Officer   Log Off 🛛 😇 Shoppin Cart			Shopping Cart	19 👷				
	Home My A	ccount My Rol	es Ordering Tools	Resources	Help						
pproval Process Cont	figuration										
AJCOM: AIR FORCE	MATERIEL COM	MAND (1M)									
User roles MAJCOM/FUNCTIONAL ( MPM	CIO										

#### MECO – Assigning User Roles

Assign individuals to the roles by selecting from the "User roles" available. Once selected, individuals with the role selected will appear on the right.

😤 AFWAY				Equipment Custodian Officer   Log Off 🛛 🖉 Shopping Cart	
Hon		Ordering Tools Resources	Help		
Approval Process Configurati MAJCOM: AIR FORCE MATER					
User roles MARCOMFUNCTIONAL CIO MPM	Assigned Users No users assigned				
	Add new user (Enter	email address)			

**MECO - Assign Roles** 

If the individual's name is not listed under "Assigned Users", you may enter the e-mail address of the user who will approve or disapprove orders at that step. **NOTE**: If the user is showing in Assigned Users, but does not have the role, verify the e-mail address by removing and re-adding the user.



MECO – Add User to Assigned Role

A popup message will appear stating: Add user role was successful.



Add user role successful

Once an individual is selected, their status is displayed to the right as either "Alternate" or "Primary". You may update their status by clicking the "Make Primary" button or "Delete" which removes them from the approval process. Once a user has been made "Primary" their name will appear at the top of the drop-down list, and the remaining list of users becomes "Alternates".

## Admin – MAJCOM Information

The MECO has the responsibility to add/edit MAJCOM Information.

From the Navigation Bar, go to *My Roles, MAJCOM Equipment Control Officer*, and *Admin – MAJCOM Information*.



**Admin – MAJCOM Information** 

To add a new MAJCOM, enter the MAJCOM name and the MAJCOM link and click Add.

🚔 AFWAY	Majcorn Equipment Control Officer   Log Off	Carl Carl	¥
Home My Access My Roles Ondering Tools Researces Hulp			
Add a MAJCOM MACCON None MACCON Line			
Citi or vesting MACOM Alto Alto Alto Alto Alto Alto Alto Alto			
Add a MAJC	OM		

You can also edit a MAJCOM. To edit MAJCOM Information, click on the MAJCOM, edit MAJCOM Name or MAJCOM Link, and click **Update**.

	Majcom Equipment Control Officer Log Off	Shopping State reset
Add a MALCOM MACON tane		
Bit is revery WACKIN     MACCON Mure ACC       Mile     Maccon Mure Acc       Maccon Mure Acc     MACCON Mure Acc and and acc and acc       Maccon Mure Acc     Maccon Mure Acc       Add Approx     Maccon Mure Accon		

## **Edit MAJCOM Information**

#### **MECO** Reports

From the Navigation Bar, go to *My Roles* and *Reports*. The MECO has the ability to run the MECO Fiscal Report.



For information on reports, see *Section 10. Reports* starting on page 70.

#### 4. d. Additional Approval Roles

### Approval Official (AO)

**The AO role is assigned by the EC**. Role assignment is accomplished by going to the Navigation Bar and selecting **My Roles**, **Equipment Custodian**, and **EC - Approval Process**. The same individual who holds the Organizational Purchase Card (OPCH) cannot fill this role. All orders will be routed through the AO. The AO has the responsibility to review, approve or disapprove the order. The order will not continue through the process without the approval of the AO. Once the AO approves the order, they can choose to have it routed to the OPCH or to the Resource Advisor (RA) (if the order is over \$25,000, it is automatically routed to the RA). If the AO disapproves the order, the order is sent back to the original user as a "Disapproved Order" and also as a wishlist. If the EC has not assigned a name to this role, the order will stop at this step.

## Base Communications Systems Officer (CSO)

*The Base CSO role is assigned by the Base Review.* Orders for cellular phones and services are first routed to the Base CSO to review, approve, or disapprove. If the order is approved and it is not for a phone connected to the network, it skips the Equipment Custodian step and moves on to the next step in the approval process. If the order is approved and it is for a phone connected to the network, the order is then routed to the Equipment Custodian for approval/disapproval. If the Base CSO disapproves the order, it is sent back to the original customer as "Disapproved" and as a wishlist.

#### Base Purchase Card Holder (BPCH)

*The BPCH role is assigned by the BECO.* The BPCH has the responsibility to review. Approve or disapprove any orders routed to this role by the RA. Once the order arrives at the BPCH, it will not continue through the process without the approval of the BPCH. Once the BPCH approves the order, it will be sent directly to the vendor. If the BPCH disapproves the order, it is sent back to the original user as "Disapproved" and also as a wishlist. If the BECO has not assigned a name to this role, the order will stop at this step.

The BPCH can create a credit card profile by going to the Navigation Bar, and select **My Account**, and **My Credit Card Information**.

#### **Base Review**

*The Base Review is assigned by the BECO*. This role is filled by someone who can evaluate the appropriateness of items being considered for inclusion to the base architecture. This step is optional in the approval process.

The Base Review has the responsibility to review, approve or disapprove an order. If the Base Review is required, orders will not continue through the process without the approval of the Base Review. If the Base Review disapproves the order, it is sent back to the original user as a "Disapproved Order" and as a wishlist. If the Base Review step is required and the BECO has not assigned a name to this role, then orders will stop at this step.
#### Base Waiver Official (BWO)

*The BWO role is assigned by the Base Review.* The Base Waiver Official has the responsibility to review, approve, or disapprove waiver requests. Once a waiver request arrives at the Base Waiver Official role, it can be reviewed for validity based on the rationale submitted with the waiver request and according to the standards established by the MAJCOM. When the BWO approves or disapproves a waiver, the original user will receive notification that the waiver is approved or disapproved. There is also an option to approve and check for the waiver request to be forwarded on to the MAJCOM/Functional CIO for final approval/disapproval.

### Contracting Officer (CO)

*The CO role is assigned by the BECO.* The CO has the responsibility to review, approve or disapprove any orders routed to this role by the RA. Once the CO approves the order, it will be sent directly to the vendor. If the CO disapproves the order, the order is sent back to the original user as "Disapproved" and also as a wishlist. If the BECO has not assigned a name to this role, the order will stop at this step.

#### MAJCOM/Functional CIO (MWO)

*The MAJCOM/Functional CIO role is assigned by the MECO.* The MAJCOM/Functional CIO (MWO), acting as the Waiver Official, has the responsibility to review, approve or disapprove waiver requests routed to this role. Once a waiver request arrives at the MWO, it can be reviewed for validity based on rational submitted with the waiver and according to standards established by the MAJCOM. Once the waiver request is approved or disapproved by the MWO, the original user will receive e-mail notification.

#### **Organizational Purchase Card Holder (OPCH)**

**The OPCH role is assigned by the EC.** The same individual who holds the AO role cannot fill this role. The OPCH has the responsibility to review, approve or disapprove an order submitted to them for payment. The order will not continue through the process without the approval of the OPCH. Once the OPCH approves the order, it will be sent directly to the vendor. If the OPCH disapproves the order, the order is sent back to the original user as a "Disapproved Order" and also as a wishlist. If the EC has not assigned a name to this role, the order will stop at this step.

The OPCH can create a credit card profile by going to the Navigation Bar, and select **My Account**, and **My Credit Card Information**.

#### Resource Advisor (RA)

**The RA role is assigned by the EC.** The RA has the responsibility to review, approve or disapprove any orders routed to this role by the AO. Once the RA approves the order, they can choose to have it routed to the BPCH or the CO. If the RA disapproves the order, the order is sent back to the original user as "Disapproved" and also as a wishlist. If the EC has not assigned a name to this role, the order will stop at this step.

#### Technical Workgroup Manager (TWGM)

*The TWGM role is assigned by the EC and is an optional role.* If the TWGM is placed in the approval process they will have the "first look" at all requirements submitted under the EC's account. The TWGM

has the responsibility to review, approve or disapprove an order. If the TWGM disapproves the order, it is sent back to the original user as "Disapproved" and also as a wishlist. If the TWGM step is activated and the EC has not assigned a name to this role, the order will stop at this step.

# 5. AFWay Workflow Process Diagram

**NOTE:** At any step in the Approval Process, the order can be backed up to the last approved step. At any point in the process the order can be disapproved. If disapproved, it will become a Wishlist on the User Profile page of the original user.

**Step 1:** Registered user initiates an order.

**Step 2:** TWGM (Technical Workgroup Manager) if assigned in the approval process, reviews and approves/disapproves the order. *The TWGM is assigned by the EC.* 

**Step 3A:** EC (Equipment Custodian) reviews and approves/disapproves the order.

**Step 3B:** If the order is for cellular phone and services, it will go to the Base CSO to review and approve/disapprove the order. If the phone is connected to the network, the order is then sent to the EC to review and approve/disapprove. Otherwise, the order moves on to the next step.

**Step 4A:** If CIO standards have not been established and CIO approval is required, then Base Review is required.

**Step 4B:** The Base Review will review and approve/disapprove the order. *The Base Review is assigned by the BECO.* 

**Step 5:** The BECO reviews and approves/disapproves the order (if added to the workflow). The BECO can opt out of the Approval Process.

**Step 6:** The AO (Approval Official) reviews and approves/disapproves the order. The AO must decide to send the order to the OPCH (Organizational Purchase Card Holder) or the RA (Resource Advisor). Generally if the order is less than \$25,000 it is routed to the OPCH. If the amount of the order is greater than \$25,000, the order is automatically routed to the RA. <u>NOTE: The AO cannot be the Organizational</u> <u>Purchase Card Holder (OPCH)</u>. *The AO is assigned by the EC*.

**Step 7A:** If the AO has determined that the purchase should be accomplished by the OPCH, the order is reviewed and approved/disapproved by the OPCH. If approval is granted, the OPCH enters Credit Card information. *The OPCH is assigned by the EC.* 

**Step 7B:** If the order total is greater than \$25,000 or the AO requested the order be sent to the RA, the order is reviewed and approved/disapproved by the RA. Additionally, the RA determines if the order should be routed through the CO (Contracting Officer) or the BPCH (Base Purchase Card Holder). *The RA is assigned by the EC.* 

**Step 8A:** AFWay will notify the CO when there is an order pending their action. The CO will not take action on the order at this point. Once the CO receives a certified AF Form 9, a SF1449 must be created. Upon completion of the SF1449, the CO will return to AFWay, and add the following information to the order:

Line of accounting/fund cite (taken from the certified AF Form 9). Delivery Order Number from the SF1449 they just created.

### The CO is assigned by the BECO.

**Step 8B:** The BPCH reviews and approves/disapproves the order. If approval is granted, the BPCH enters IMPAC card information. *The BPCH is assigned by the BECO.* 

**Step 9:** The Vendor receives, reviews, and completes the order.



**AFWay Workflow Process Diagram** 

# 6. Credit Card Information Profile

The Organization Purchase Card Holder (OPCH), the Base Purchase Card Holder (BPCH) and Users that are considered Non-Air Force users, can create Credit Card Profiles in AFWay so when it comes time to approve Orders/RFQs the Credit Card Information is easily available.

From the Navigation Bar, select *My Account* and *My Credit Card Information*.



My Credit Card Information

You can store multiple credit card profiles. To add a new credit card profile, click Add Credit Card.



Add Credit Card

Enter Credit Card information and click **Add**. The Credit Card Name can be a "Nickname" that helps to distinguish one card from another. Example: If an OPCH holds 2 credit cards and each one is to be used for different DRA/ECAN, the Credit Card Name could be the DRA/ECAN.

**NOTE:** Fund Cite information is required and may be obtained from the AF Form 4009 or from the Resource Advisor (RA). This information is required so that AFWay can track purchases down to the fund cite account level.



**Enter Credit Card Information** 

*Invalid credit cards.* A credit card is flagged as Invalid for one of two reasons: 1. the credit card has expired, and 2. when the Vendor places an order on Hold and the reason for Hold is Invalid Credit Card. When the card is flagged as invalid, there will be an explanation point in the Invalid Card Column. <u>Note:</u> When a Vendor uses Hold Justification of Invalid Credit Card, the card is flagged and the card holder must delete the credit card profile and enter a new profile.



**Invalid Credit Card** 

If a Card Holder tries to use a credit card that has been flagged as invalid, they will receive a message stating "This Credit Card is not valid and cannot be used. You may use another card, or re-enter this card after deleting." Once a credit card has been flagged as Invalid, it cannot be edited or used.

	WAY					NC	an Air Force	1.0
	Home My Account	My Roles	Ordering Tools	Resources	Help			
Payment Information								
	mation, you are certifying the te available balances of whi							
Select a Payment Type for this	Order.							
Credit Card								
O Form 9								
Credit Card Payment								
Please select a Credit Card M	anage Credit Cards							_
* Credit Cards	ond. James Bond ·							
Refresh Credit Cards	Finalize Order							
Credit Card Inform	ation							
Card Holder's Name: asdl						/		
Type: VISA						V		
Credit Card Number: ******								
	edit Card is not valid and car	not be used. Yo	u may use another ca	rd, or re-enter the	s card after deleting it.			
Billing Info								

## **Payment with Invalid Card**

The credit card profile must be deleted. From the Navigation Bar, go to My Account, My Credit Card Information. A new credit card profile must be created for a valid credit card. If you click on the invalid credit card to view the profile, you will get a notice that says "This Credit Card is not valid and cannot be used. You may use another card, or re-enter this card after deleting." There will only be a delete button, there is no edit button.

		Home M	Account	My Roles	Ordering Tools	Resources	Help			View/Edit Cr	edit (
ect a cre	dit card to edit, d	elete, or add a new o		and the second se		Contraction of the local data	1.11116		3		
Add Cr	edit Card				)1Test						
Type	Name	Number Last days	Invalid Card (1)	This Credit Ca It. Credit Card Na		can not be used	You may use anoth	er card, or re-enter this card a	fter deleting	4	_
VISA	101Test		1	Credit Card Ho	older: 21						
VISA	FasterCaster			Credit Card Ty Expiration Dat	le: 12/17						
VISA	My test visa			Security Code Billing Addres							
VISA	Wells Fargo			County Address	okj						
					oj, oj 321654						
					ь						
				Fund Code FY Whole Fund C							
									× Delete	-	

Card cannot be edited

# 7. Request for Quote (RFQ)

# 7. a. Creating a Request for Quote (RFQ)

Once you have successfully logged on to AFWay, from the Navigation Bar, select **Ordering Tools** and **Submit RFQ**.



## Submit RFQ

The Submit RFQ page is used to input all information that is required to submit a RFQ to the approval process. Items indicated with an asterisk are required fields. **NOTE:** Since AFWay times out, it is recommended to have all information ready to go into the fields before going to the Submit RFQ page. If AFWay times out, all information is lost and the user will have to begin again.

AFWAY	Equipment Custodian   Log Citi Transporter t
New My Assured My Roles. Ordering Tesls. Resonance. Male	
Submit RFQ	
789 Ditame	
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## Submit RFQ page

*RFQ Name* – Enter a name or title to distinguish the RFQ from others. Do not use "&".

*RFQ Description* – Enter a full description of the item needed.

**Vendor Categories** – Select the contract category from the drop-down list that best describes the type of product or services desired. Once selected, all vendors associated with the contract category are displayed and highlighted. Some categories allow you to select individual vendors from the list. **NOTE:** If you select individual vendors from the contract category list, you must enter the Rationale in the next field.

*Rationale* – Enter an explanation if only one (or more) vendors from a vendor category is selected.

**Desired Delivery Date** – Select a desired delivery date that is later than the current date. <u>Note: This</u> <u>date will also be the RFQ expiration date.</u>

Quantity – Enter the exact quantity of the item needed.

Anticipated Price – Enter an approximate price.

*Attachments* – Attach any related documents. Click *Select* to choose the attachments from your desired location. AFWay allows up to 10 attachments that in total are less than 12MB in size. The following file formats are accepted: .docx, .xlsx, .pptx, and.pdf.

In the example below, the user selected Digital Printing and Imaging (DPI). The drop-down list populated with all vendors in that vendor category. The user selected only one vendor from the list and entered a rationale.

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Submit RFQ			
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Retorale	ir empatible.		
Desired delivery in Quantity	deter III		
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Attactyments (Valid	types are. MS Exect. MS Work. PDF, and Tect Test. Any other file types will be tempored before RPG is submitted.)		
Submit RPQ			

**Selecting Vendor Category** 

Once all required information has been entered, select *Submit*. You will receive a popup to Confirm Submission.

?	Are you sure you want to submit this RFQ?

## **Confirm Submission**

If OK is selected, you receive another popup that shows RFQ submitted successfully, and provides you with a RFQ ID.



Submit RFQ Succeeded

To view your RFQ, from the Navigation Bar, select *My Account, User Profile*, and *RFQs* from the 3 tabs at the top of the page.

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123485	Goodbye Cruel World!	ADMINISTRATOR, APPLICATION	36	0	REQ PENDING	Hickam AFB	07/03/2017	07/03/2017	
123483	DRN test 3 July	ADMINISTRATOR, APPLICATION	24	0	RFQ PENDING	Hickam AFB	07/03/2017	07/03/2017	
123475	Testing New Contract	ADMINISTRATOR, APPLICATION	15	t:	AWARDED - FINALIZED	Hickam AFB	06/14/2017	07/13/2017	
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123471	Testing SII contract	ADMINISTRATOR, APPLICATION	7	0	REQ PENDING	Hickam AFB	06/13/2017	66/13/2017	
123470	Test Contract	ADMINISTRATOR, APPLICATION	11	0	RFQ PENDING	Hickam AFB	06/13/2017	06/13/2017	
123469	TEST 050	ADMINISTRATOR, APPLICATION	21	0	REQ PENDING	Hickans AFB	06/13/2017	06/13/2017	
123465	Test Products	ADMINISTRATOR, APPLICATION	34	2	SUBMITTED TO VENDOR	Hickam AFB	05/19/2017	06/16/2017	
	CoheyTest	ADMINISTRATOR, APPLICATION	12	0	SUBWITTED TO VENDOR	Hickam AFB	05/18/2017	06/16/2017	

**User Profile – Submitted RFQs** 

The RFQs page has 4 tabs. The **My RFQs** tab shows any RFQs submitted by the user. The **Pending My Approval** tab shows a list of RFQs pending approval at the approval step held by the user. The **Pending Approval** tab shows a list of all RFQs pending in the approval process. The **Submitted to Vendor** tab shows RFQs created by the user that have been approved and submitted to the Vendor(s).

To view the RFQ Details Page, click on the RFQ ID.

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		Home My Acce	sunt My Roles Orderin	Tools Reso	urces Help	22				
Ord	ers RFC	b Wishists								
_			4 22							
Г	Hy RFQs	Pending My Approval	Pending Approval Submitte	d To Vendor						13 of 1
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7	123485	Goodbye Cruel World!	ADMINISTRATOR, APPLICATION	30	0	REQ PENDING	Hickam AFB	07/01/2017	07/03/2017	
	123483	DRN test 3 July	ADMINISTRATOR, APPLICATION	24	0	REQ PENDING	Hickam AFB	07/03/2017	07/03/2017	
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	123472	Testing F/O contract not on display TP1	ADMINISTRATOR, APPLICATION	24	0	REQ PENDING	Hickam AFB	06/13/2017	06/13/2017	
	123471	Testing SB contract	ADMINISTRATOR, APPLICATION	7	0	REQ PENDING	Hickam AFB	06/13/2017	06/13/2017	
	123470	Test Contract	ADMINISTRATOR, APPLICATION	11	0	RFQ PENDING	Hickam AFB	06/13/2017	06/13/2017	
	123469	TEST DSD	ADMINISTRATOR, APPLICATION	21	0	INFQ PENDING	Hickem AFB	06/13/2017	06/13/2017	
	123465	Test Products	ADMINISTRATOR, APPLICATION	34	2	SUBMITTED TO VENDOR	Hickam AFB	05/19/2017	06/16/2017	
	123464	GodseyTest	ADMINISTRATOR, APPLICATION	12	0	SUBMITTED TO VENDOR	Hickam AFB	05/18/2017	06/16/2017	
	123458	Test	ADMINISTRATOR, APPLICATION	14		AWARDED - FINALIZED	Hickam AFB	04/17/2017	05/12/2017	

**Click RFQ ID** 

On the RFQ Details page, you will see three tabs:

The *Details* tab that shows the RFQ information and any attachments.

an Salaten Approval Process	BFO #123358 Information		
anteres filestations 400 (004) 500 (004)	In Q 4 2 2 4 8 documents IN Q 4 2 2 4 8 documents Development of bottomy to date threads a bottomy to date Quartity descented Antisticated how Vinnade dataforde Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Development Develo	Net 4%) et processi et process	(Develope)
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#### **Details tab**

The *Solution* tab that shows Vendors and their status.



Solution tab

The *Approval Process* tab that shows who approved or disapproved the RFQ, and who the Next Step Approver is. It also has the Approval Submission section that can only be seen by those listed as Approver at that step in the Approval Process.

alla Solution Approval Proce						
Completed Steps			Undo Last Step	Next Step Approven		
Role	Kane	Internal Comments	Approval Date	Role	Hame	Primary
Equipment Custodian	CHIAD HAAWALD		67/07/3017	BECO	BASE EQUIPMENT CONTROL OFFICER	~
K						
				Apprenal Submission Vender Response Due Date: Desired Delivery Date:		Submit
			~	Approval Decisione		
				You are the current step in the approval pro-	ess for this Request For Quite.	

Approval Process tab

The Approval Solution provides a place to change the Vendor Response Due Date and the Desired Delivery Date. Any step approver can update this information, but it is a requirement for the funding representative.

When the RFQ is *Submitted to Vendor* by the funding representative (OPCH, BPCH or CO), the vendor(s) receive e-mail notification of the new RFQ awaiting action.

**NOTE:** The Originating Customer or anyone in the Approval Process can cancel an RFQ until the RFQ goes into any "Awarded" status. This includes after it has been submitted to Vendor.

## 7. b. Vendor Response to RFQ

After the vendor views the RFQ they will decide whether or not to respond. **NOTE:** A vendor does not have to respond to an RFQ.

If the vendor declines to submit a solution, they will change the status from "Submitted to Vendor" to "Vendor Declined to Respond".

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Registered Vendors				CONC.	Resource			
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					Products Contract No	-	OEA Fairt No.	TARONS

Vendor Declined to Respond

The original customer and the funding representative will receive e-mail notification of the status change.

From: AFWay Support [mailto:afway.support@mail.mil] Sent: Wedneeday, February 01, 2017 10:15 AM To: Original user / Funding representative Subject: AFWay RFQ Response Received - RFQ ID XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
This e-mail is automatically generated. PLEASE DO NOT REPLY TO THIS E-MAIL.

## **E-mail notification**

If the vendor decides to respond, they will submit their response, the RFQ status will change to "Response from Vendor".

AFW	ΑΥ					Equipment Custodian	100.01
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Details Solution App	roval Process						
Registered Vendors				Response			
Vendor Name	Contract No	Date Responded	Status	Total:	\$2.00 11/16/2016		
HEWLETT FACILITO	FA8035 14-A-0001	11/45/2215 .08:44:18 PM	AVIANDED - PENDING DADER	Expiration Data:	11/16/2016 #First#2#F COn		
HEWLETT-PACKARD	FA8055-14-3-0001/HP_L14	11/14/2016 08:25:57 PM	RESPONSE FROM VENDOR	Reponse	AVAILABED - PENDING ORDER		
HEWLETT FACHARD	FAR095-14-A-0001/HP_T14	01/21/2017 09:22:16 PM	RESPONSE FROM VEHICLE	Comments:			
HEWLETT-PACKARD	FAR055-14-8-0001/HP_H14	11/14/2016 00:27:47 PM	RESPONSE FROM 15HEOR	andf			
HEWLETT PACKARD	FAR055-14-3-0001/LBW_014	01/28/2017 05.17.51 PM	RESPONDE FROM VENDOR				
HENLETT-PACKARD	FA8055-14-2-0001/LEW_C14	01/23/2017 09:23:40 PM	RESPONSE FROM VEHICOR				
116	FAE771-09-A-0601/LEGACY13	Not Responded	SUBMITTED TO VEHICIOR	Products			FA8055-14-A-
710	FA8771-09-2-0601/ LEGACY	Not Responded	SUBMITTED TO VENDOR	Contract No	OEA	ODA Part No	1149213-1410
16	FAE771-09-8-0601	Not Responded	SUBMITTED TO VENDOR	F48077-14-4-0001	180 Pasty	AIOF	
NCS TECHNOLOGIES	FAR015-14-A-0006/HC5_L14	Not Responded	SUBMITTED TO VEHICLE	111100-10000-0			
INCS TECHNOLOGIES	FA8095-14-8-0006	Not Responded	SUBJECTED TO VEHICLE				
HC3 TECHNOLOGIES	FA8055-14-A-0006/HC3_T14	Not Responded	SUBMITTED TO VEHICLE				
INS TECHNOLOGIES	Fall025-14-a-0006/HCS_M54	Hut Responded	SUBMITTED TO VENDOR				
NCS TECHNOLOGIES	Fa8055-14-8-0006/CSH_014	Not Responded	SUBMITTED TO VEHDOR				
INCS TECHNOLOGIES	Fall055-14-a-0006/CSH_C14	Not Reported	SUBMITTED TO VEHICLE				
LEXMARK	FAR055-14-8-0002/LMK_3.14	Not Responded	SUBJECTED TO VEHICLE				
LEXMAN:	FA0055-14-A-0002	Viux Responded	SUBWITTED TO VEHICIDE				
LEXIMATIK	FA8055-14-A-0002/LINK_T14	Not Responded	SUBNITTED TO VENDOR				
LEDMARK	FA0005-14-A-0002/LMK_M14	Kot Responded	SUBMITTED TO VENDOR				
LEXIMAGE	FA8055-14-8-0002/HCR_014	Not Responded	SUBMITTED TO VENDOR				
LEDONARI	FA8055-14-A-0002/HCR_C14	Ket Responded	SUBMITTED TO VEHICLE				
LEXIMATE	FA8055-14-8-0002/HEN/ 014	Vist Responded	SUBMITTED TO VEHICLE	¥			

**RFQ status change** 

The original customer and the funding representative will receive e-mail notification of the status change, and can view the vendor's response.

## 7. c. Originating Customer – Viewing Vendor Responses

After receiving e-mail notification from vendors, the originating customer may log on to AFWay and view the response.

From the Navigation Bar select *My Account, User Profile*, and *RFQs*. Click on the RFQ ID and then click on the *Solution* tab.

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Yandar Rame	Contract No	Date Responded	Matul.	1	Total	1995.00 G/36/GH4		
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MICH CHENHON, NC	484732-63-8-0030	Hot Reported	108HT10512-RHOK		Cartorweaks			
TRALING COMPUTERS	Fail125-14-2-2004	No. Responded	3484770310-01404					
NED AVER COMPLEX CONFIRM	Rail112-13-0-0033	And Responsible	NUMETING TO VEHICLE					
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AND REPAIRS	End(32-13-0-0010	ties Responsible	1x8x07103 T0 x0x004		Contract No.	11.5	CEDS Furt No.	
HE TRONKELOUT, HE	Fai(733.15-0-0038	NUT Requireded	SARAYTYSE TO VERSEA		FACTO IN DURING	INCOL M.	42394	
HON BOW TEDHOLOOHS, LLC	Fert12-G-8-8817	Net Responsed	108HT10 10 (0400)					
WTELLERY DECEMPT. HC.	Fail/12.15-0-0011	and Secondard	Support Taxa To HANKING					

**Response from Vendor** 

If the vendor added attachment(s), the attachment(s) can be viewed in the Attachments window under the **Details** tab.

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Vendor attachments

## 7. d. Originating customer - Accepting a Vendor's Offer

To accept a vendor's offer, from the Navigation Bar select **My Account**, **User Profile**, and **RFQs**. Click on the RFQ ID and then click on the **Solution** tab. Select the offer by clicking on the vendor to highlight it and then click **Award RFQ** in the top right of the Response window.

AFWA	Y						Equipment Cust	todien   Log Off Get
		Ordering Tools						
Details Solution Approval P	tuces							
Registered Vendors				C Provent	Response			
Vander Name	Contract No	Date Responded	Status		Total:	\$950.00	-	-
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STERLING COMPUTERS	FA8722-14-D-0004	Not Responded	SUBHITTED TO VEHICIA					
RED RIVER COMPLITER COMPARY	FABT32-13-D-0033	flot. Responded	SUBHITTED TO HENCOR					
PRESIDIO NETWORKED SOL	FA8732-14-0-0008	Not Responded	SUBHITTED TO VEHICOR					
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WCROTECH	Fa8732-13-0-0032	Not Responded	SUBJECTED TO VEHICLE		Contract Bo	008	ODI Part No.	190730 140 00
H2 TECHNOLOGY, INC.	Fail722.13.0-0028	tim Respondent	SUBWITED TO VEHICLE		EAU712.54.0.0004	ELCOR, MC	12156	
IRON BOW TECHNOLOGIES, LLC	Fail732-13-0-0017	Hot Responded	SUBWITTED TO VEHDOR		Personal and a second second	755555455		
WITELUGEHT DECKRONS, INC.	FA0733-13-D-0011	Net Reported	SUBWITTED TO YERDOR					
INTEGRATION TECHNOLOGES GROUP	FA0722-13-0-0034	Not Responded	SUBWITTED TO VEHICION					
INSIGHT PUBLIC SECTOR, INC.	FAST22-14-0-0007	tiot Responded	SUBHETTED TO VEHICOR					
INNEX TECHNOLOGY, INC.	Fa8732-13-0-0218	Hot Responded	SUBHITTED TO HENDOR					
HARRIS IT SERVICES	\$26732-14-0-0003	Not Responded	SUBNITTED TO VEHICIE					
OLDERE, TECHNOLOGY RESOURCES, L.:	FA8732-13-0-0031	Not Responded	SUBWITTED TO VEHICOR					
GEHERAE DIVISIONS IT	F#8723-13-0-0016	Not Responded	SUBWITTED TO VEHICLE					
FORCE 3, IHC.	FA8732-14-D-0005	Not Responded	SUBHITTED TO VEHICIR	1				
FEDSTORE CORPORATION	FART22-13-0-0015	Hot Responded	SUBWITTED TO VEHICOR					
FEDERAL HETWORK SYSTEMS LLC	FA8722-14-0-0001	Net Responded	SUBJECTED TO YEAROR					
	FAILT22-14-0-0009	Inst. Responded	SUBWITTED TO HENDOR					

Award RFQ

You will receive a popup notice.

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ENDOR	RFQ# 123158 has been successfully	
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ENDOR	OK	
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Awarded Successfully

Click **OK**. The awarded RFQ will show in your Shopping Cart.

Shopping Cart         15 drange has quarting verse the low-seconding population for fault balance from upon the quarting you multi-balance the table balance to Chandra.         3       01       01M inclusion         10       100       101/100         10       101/100       101/100         10       101/100       101/100         10       101/100       101/100         10       101/100       100/100         100       101/100       100/100         100       100/100       100/100         100/100       100/100       100/100		y Roles Ovdering Tec	de Resources Help								
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Source         12018         Development         \$85000           Source         12018         Development         \$86000           Source         Source         Source         \$86000           Source         Source         Source         Source	To cha	nge the quantity enter the r	ee quantity beside the corresponding	ig product and click the Upo	sabe Yotar button. If you of	range the quantity you m	ust update the total before	you will be allowed	to Checkout.		
Gent Test 19600 [Jacob Test] [Online] "Withdate	-	DEM	OEM Part Number	Quantity		Price	Configuration	RFQ	Delatte	Total	
(jipter.5m) (Overlan)	3 0	FDLOGIC DIC	12396	20		\$95.00		123158	Delete	\$950.00	
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*Wishtists										Lipdata Tetal Checks	5.1
To add these products to a wahrist											
Enter a new wishing name										-OR. Select an existing wishful	

### **RFQ in Shopping Cart**

**NOTE:** If there are catalog products or another RFQ in your Shopping Cart, a "Mixed Product Types" popup will appear. A RFQ cannot be combined with another RFQ or with additional products.

two separate orders.	Â	Products from a RFQ solution and products from the AFWay product catalog (Dexktop, Laptop and Server contracts and System Accessory/Ruggedized Device contracts) cannot be purchased in the same order since they require different approval processes. Please separate these items and create two separate orders.
----------------------	---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## **Mixed Product Types**

Since it has already been through the Approval Process, when a RFQ is converted into an order, it goes to the Approval Official to determine which Funding Representative (OPCH, BPCH or CO) it should be assigned to for purchase. To place the order, see *Section 8. Creating an Order – Creating an Order from RFQ*.

# 8. Waiver

Sometimes a waiver is needed from the normal acquisition process of using standard contract suppliers for IT purchases. The waiver process can be used for purchasing outside AFWay.

## 8. a. Submitting Waiver Request

From the Navigation Bar, select Ordering Tools and Submit Waiver Request.



**Submit Waiver Request** 

The "Request A Waiver" page is used to input all information that is required to submit a waiver request. It allows an explanation to be entered as to why the purchase requirements cannot be met utilizing current available (standard) contracts. Ensure all fields are completed, including appropriate categories, vendor, and required date. Be as thorough as possible when submitting the request, so the Base Waiver Official (BWO) and/or the MAJCOM/Functional CIO (MWO) can make an informed decision as to the validity of the waiver request. Once all entries are completed, click the **Request Waiver**.



**Request Waiver page** 

Once the Waiver Request has been submitted, a "Waiver Request" popup will provide you with a Waiver number. Click **OK**.



# Waiver Request

To review the Waiver; from the Navigation Bar, select *My Account* and *My Waivers*.



**My Waivers** 

The Waivers Page shows Waiver ID and Waiver Status.

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Home My Acco	ount My Roles	Ordering Tools Reso	rces Help		
	My Wais	es			
	ID	Waiver Status	Submitted		
	15275	Pending	3/1/2017 2:43:39 PM 🛛 🗙		
				•	

**Waivers Page** 

To view the Waiver Details screen, click on the Waiver ID. The Waiver Details screen presents all details about the waiver request.

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Waiver Info				19		
Waiver Number	15276					
Walver Status:	Fending					
Waiver From:	TCC Quarterly Enterprise Buy Particip	ation				
Comments:	another waiver					
Walver Reason:	My need cannot be met in the requir	ad timefisme				
Comments.	another walver					
Date Requested	8/1/9917					
Second conce						
Customer Info						
Name: CUSTODIAN EQUERNENT						
Phone: 3344163234						
Email: EQUERMENT_CUSTOCEAN@to	endera com					
Aliver Details						
-		_				
	r Date Product Required: 3/31/2017					
Product/Service Description: anythi						
	Quantity: 2					
	\$0.00					
Total Price:					8	
adama a second						
aproval Process Details				12		
Total Price: proval Process Details Completed Steps		Next Step Approvers				
aproval Process Details	Name Approval Date.	Next Step Approvers	Name	Primary?		
pproval Process Details	Name Approval Date	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Name MANALO, CHAD	Primary? True		
pproval Process Details	Name Apprival Date	Acie Dese Walver Official	MADWALD, CHAD CONTROL OFFICER	True		
pproval Process Details	Name Approval Dana	Actes faces Walver Official Bace Walver Official	MARWALD, CHAD CONTROL OFFICER EQUIPMENT	True Fabe		
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pproval Process Details	Nume Approval Data	Actes faces Walver Official Bace Walver Official	MARWALD, CHAD CONTROL OFFICER EQUIPMENT	True Fabe		

**Waiver Details Page** 

A Waiver can only be deleted by the original Waiver requestor. Delete the waiver request by clicking on the "X" on the far right of the Waiver.

Home	ly Account My Holes C	Indering Tools Res	ources Halp		
	10	Walver, Status	Submitted		
	15376	Panding	3/1/2017 25957 PM	×	3
	15275	Pending	3/1/2017 243-39 PM	× 🖌	

## **Delete Waiver**

You will receive a popup asking you to confirm deletion.



Click **OK** and receive another popup confirming deletion.

Waiver Deleted!	
	ОК
	waiver Deleted:

**Delete Confirmed** 

When a waiver is submitted, it will be acted upon by the Base Waiver Official (BWO) and or the MAJCOM/Functional CIO (MWO). If the waiver is on ITRM or QEB Standard, the waiver request will automatically be sent to the MWO for approval. Otherwise, it will be sent to the BWO first.

## 8. b. Approving Waiver Request

To approve a Waiver, the BWO or MWO will log into AFWay, from the Navigation Bar, select **My Account**, **My Waivers**, and **Waivers Pending My Approval**.

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	UUM	feeling	SALEDAR RUNCTERIAL	anos	3444	Artikelization based with while	
	182962	hedrog	APRICATION ADMINISTRATION	arson.	880	TATE OF A DIAL DR AN	

**Waivers Pending Approval** 

The BWO or MWO clicks on the Waiver Number. The Waiver Details Page shows with the option to approve or disapprove.

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	11.0007						
Customer Info		1					
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P-# 2490					8		
Vender Terdis Der Prob Product Service Description (P. 1997) Veil Proce (F. 1997) Tand Price	2 8100	]					
penue trans Sean							
Completed Steps		Next Step Approvers					
No. Sere	Approval Tank	Adv Date Hand Office Base Hand Office Base Hand Office	New MORAD CHAD (SHING, CHAD) SQUEWOV ORICH, MANR	Annay) Tua Tua Tua			
Approval Submession You are the current rive in the approval process for beneral Comments. Approval Subclass. Denously pure the pairs reaction (ResChord, Co. Salemin)	• Obuene	~					

**BWO - Waiver Details Page** 

The BWO can approve a waiver request by selecting either *Approve* or *Disapprove*. The BWO also has the option to send the Waiver to the MWO. Click *Submit*.

ou are the current step in the	approval process for this Wa	iver.
internal Comments:		
Approval Decision:	Approve	O Disapprove

**Approval Submission Enlarged** 

When a Waiver is approved or disapproved, the originating customer receives an e-mail to let them know. To view the Waiver, the originating customer can view the Waiver, from the Navigation Bar, select *My Account*, and *My Waivers*.

	Equipment Controller 1 Log Of T
D New York Lawrence	
DDN Applied EXCEPTION R	
Ammuna Maison	
	Approved Waiver

Once a waiver has been approved by the BWO and or the MWO, an order for the desired products can be placed by the requestor; otherwise, the waiver remains in AFWay as a disapproved waiver.

**NOTE:** When an order is placed following Waiver approval, it is very important that the Waiver number be indicated in the order request.

# 9. Creating an Order

If you are an Air Force user and are not sure if you have purchase permission, you need to contact your Equipment Custodian (EC). If you do not know who your EC is, you can view your ECAN Approval Process to find out. From the Navigation Bar, select *My Account* and *View My Approval Process*. Your Approval Process correlates to what DRA and ECAN you have listed on your Account Information page. If you do not know your DRA and ECAN, contact your Contracting Office for assistance.

Non-Air Force users have their own internal approval process. To receive purchase permission, contact the Field Assistance Service (FAS) Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5 for assistance.

# 9. a. Adding products to Shopping Cart



From the Navigation Bar, select *Ordering Tools* and *Product Search*.

Product Search

There are two methods of searching, by *Category* and *Advanced Search*.

## Search Product by Category

Select *Category*, and appropriate *Subcategory*.



**Category and Subcategory** 

Products will have up to 5 images showing different angles/views of the product. Click on any of the bottom images, and it expands to the top image. Click on the top image and it expands to a scrolling view. You can click on the left and right arrows to scroll through the images. Click the X in the top right corner to exit the scrolling image screen.



Scrolling image

Products have a Features link. Click Features and it will either expand to show features, or reduce to show none.





Features expand/reduce

## Search by Advanced Search

If you know the exact product you are looking for, you can do an Advanced Product search. From the Navigation Bar, select *Ordering Tools, Product Search* and click *Show Advanced Search*. NOTE: When you run an Advanced Search, Features, Images and Product Name will not show in the Product Information.



Show Advanced Search

From the Product Search screen, you can search by OEM (Original Equipment Manufacturer) and Product Category. You can also do a more detailed search if you know the OEM Part Number, Vendor Part Number or Product Description. You can enter any information you have on a product. You then have the option to **Search** or **Reset** (Reset clears all fields so you can start over).

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New Website William Chains Internet Into	Date: Ministra
Product Search	
with Advantal Basis	
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Vender Pert Number	
Product Devicement	
Laure Contract Contra	

## **Product Search**

Example: Customer needs a specific Toner and knows the OEM Part Number. Enter the OEM Part Number in the corresponding field and click *Search*.

Home My Accou	int My Roles (	Ordering Tools	Resources	Help			Product Sel
roduct Search							
Show Advanced Search							
ACCESSORIES	OEM: LEXMARK		DEM Part No:	40GT247	Unit of Iss	ue: EACH	
- CCS SPECIALTY PRODUCTS	Vendor: LEXMA		landor Tune:	Large Business	Contract	FA8055-14-A-0002	NHRW O14
- CELLULAR PHONES	Venuor. ELAnou		rendor type.	Cargo Dusiness	consec.	1710000-14-71-0002	201041_014
- DPI - MULTIFUNCTION PRINTERS/COPIER REPLACEMEN					NTY, NEXT BUSINESS DAY, POW		
- DPI - NETWORK PRINTERS		BASE PURCHASE P MORE PRODUCT II			TEMS AND TONER, UP TO 960,00	0 PAGES WITHIN 4	YEAR WARRAN
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- E-TOOLS PRODUCTS							
- NETWORK EQUIPMENT							
- QEB - AGENCY SPECIFIC	GSA: \$3,126.00						
QEB - DESKTOPS	CONUS: . \$0.00	(					
- QEB - HIGH PERFORMANCE WORKSTATION							
- QEB - LAPTOPS	OCONUS: O \$3,	126.00					
- QEB - LAPTOPS							
- QEB - MONITORS			Customize				

**Advanced Search Results** 

## Add Product to Shopping Cart

Some product items are customizable. On the Item you are choosing select *CONUS* or *OCONUS* and *Customize*. A Configure popup will display. Choose any upgrades you desire. The "Update Price" button becomes enabled. Click *Update Price*.

	nt My Roles Ordering Tools Resources He	🖌 Configure			-2 0	- 0 6	ection Help	
	II be accomplished via AFWay, through the QEB process unliks ompanied with them. The Air Force provides an area for Vendor			onfiguration from the follo ton before adding the pro			urred. All Air Force	
		<ul> <li>Category: CAR</li> </ul>			Price			
how Advanced Search	OEM: HEWLETT OEM Part No: LQ713AV PACKARD Vendor: HEWLETT Vendor Type: Large Busine	CARRYIN	UPGRADE	NO UPGRADE	\$0.00	3966174		
- CELLULAR PHONES - QEB 0801/02 (CLOSED)	PACKARD Description: QEB20128 CONVERTIBLE TABLET, EL 2620M, 2 7GHZ, 12 1' WXGA DISPLAY, 4G8 DDR3-13.	CARRYIN	UPGRADE	ADD BUSINESS NYLON TOP-LOAD CARRY CASE	\$23.00	3966175		
DPI - NETWORK PRINTERS	W/ 1 VGA. AUDIO, INTEL 82579LM GIGABIT NIC, 3 US READER EXPRESSCARD 128GB SATA SSD, 720P F	Category: DOC	KING STATION					
DPI - MULTIFUNCTION PRINTERS/COPIER REPLACEMENT	BIT (SDC 3.X), 3-YR ON-SITE NED WARRANTY WAR	> Category: HAR						
DPI - PRINTING/ IMAGING CONSUMABLES/ TONER	INFORMATION.	> Category: MOI						
QEB - DESKTOPS	GSA: 2273.0000	> Category: OPE		л				
QEB - SECURE PRODUCTS	CONUS: 1164.0000	> Category: SPAR						
COMPUTERS	© OCONUS: 1214.0000	> Category: WAF	Add to Cart					
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- MORE E WORKSTATION								
ULTRA PORTABLE LISHTWEIGHT NOTEBOOK								
NETWORK SLATE TABLET								
QEB - MONETORS								
QEB - RUGGED PRODUCTS								
BLUETOOTH SMART CARD READER								

**Configure page** 

Once you Update Price, the "Add to Cart" button becomes enabled. Click Add to Cart.

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Home My Account	nt My Roles Orderin	Please s finished Catego	click the 'Upda	ed system o te Price' but	onfiguration from the follo ton before adding the pro	wing option duct to your	, When cart	Product. Selection Help
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All Air Force purchases of desktop and laptop computers w purchases of Multi-Function ponters must have an RFQ acc			ategory: CARRYI	NG CASE			1	CIO. No further competition is required. All Air Force
Show Advanced Search	OEM: HEWLETT-	0	CARRYING CASE	UPGRADE	NO UPGRADE	\$0.00	3966174	
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- SERVICES - SOFTWARE	W/ 1 VGA, AUDIO, IN READER, EXPRESSO		ategory: HARD E ategory: MOUSE				-	
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QEB - DESKTOPS		\$1.187						
QEB - SECURE PRODUCTS								
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- OE8 - LAPTOPS								
STANDARD NOTEBOOK (DESKTOP REPLACEMENT)								
LIGHTWEIGHT NOTEBOOK	7,0							

Add to Cart

An "Action Successful" popup appears stating: Product successfully added to cart.

🕿 AFWAY				
Home My Account	My Roles Ordering Tools Resources	Help	Product Selection Holp	
oduct Search All Air Force purchases of desktop and laptop computers will be purchases of Multi-Function printers must have an RFQ accomp	arried with them. The Air Force provides an area for V	Zendors to put the product, but the produ	our MAUCOM or functional CIO. No further competition is required. All Air Force at it in the pre-competed.	
how Advanced Search	OEM: HEWLETT- OEM Part No: LQ713 PACKARD Vendor: HEWLETT Vendor Type: Large	Action Successful     Product successfully	34	
NETWORK CQUIMMATE PRIVINES EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE EXPLOSE E	PACKARD         ENErgibio         CED29150 CONVERTIBLE TABLE           2004         ACCOUNT CONVERTIBLE TABLE         Reserved on the convertible of the converteo of the convertible of the convertible of the conve	OK	TE 07	

Successfully added to Cart

To go to your Shopping Cart, from the Navigation Bar, select *My Account* and *Shopping Cart*.



**View Shopping Cart** 

**NOTE:** An empty Shopping Cart will having nothing in it except for an information message on how to change the quantity of products.



# **Empty Shopping Cart**

When you have products in your Shopping Cart you can change the quantity. If you change quantity, you must click *Update Total* before the Checkout button becomes enabled.



## 9. b. Creating Wishlist

Wishlists are Shopping Carts that have been saved with pricing information of products at the time of creation. Multiple wishlists can be saved for later processing. (An example would be at the end-of-year when pre-built wishlists can be saved for last minute processing.) The only time a wishlist cannot be created is when an RFQ is added to the Shopping Cart. Once an item has been sent to a wishlist, the configuration of that item cannot be changed.

To save the Shopping Cart as a Wishlist, you can either create a new name or select an existing wishlist and click *Submit*.

Hor		My Account		Ordering Tools Res	ources	Help					
		ping Car									
To	chang al befo	pe the quantity are you will be	enter the new quantit allowed to Checkout	ty beside the corresponding	ng product	and click the	• 'Update Total' button. If y	ou chang	a the quar	tity you mu	st update th
0		OEM	OEM Part Number	Quantity		Drice	Configuration	RFQ	Delete	Total	
	۲	SAMSUNG	522C4508	1		\$266.85	View Configuration		Delete	\$266.85	
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To view or use an existing wishlist, go to the Navigation Bar, select *My Account*, *User Profile* and *Wishlists*.



**Viewing your Wishlists** 

Selecting your wishlist gives you multiple options. You can delete items from the wishlist, add item(s) from the wishlist to Shopping Cart, delete the entire wishlist, add entire wishlist to the Shopping Cart or share the wishlist with another AFWay user.

		AY										
	Home	My Account	My Roles	Ordering Tools	Resources	THE					Wie	81
Wish List Vendor Part Number	No. of Contract											
OEM OEM Part Number: Untri of Issoe Ory Contract Number: Description: Price Attachments No Attachments No Attachments eas	LEXMARK 410T015 EACH 6 APL DPI-14 LEXMAN POWER AC 111 \$ 096.43 at for this Product			ONSITE WARRANT		8 DAY.						
					Fes	t Prei Pag	e 1 df 1 Next La	et j	~			

**Options for Your Wishlist** 

If you decide to share the wishlist with others, it must be shared with registered AFWay users. The wishlist can be sent to multiple AFWay users, one at a time. The person(s) can process the wishlist in the same manner as the original customer. The original customer also retains use of the wishlist. When shared, a copy of the wishlist shows up on the User Profile Wishlist Tab of the person the wishlist was shared with.

If the e-mail does not match a current AFWay user account, a message will state "The email specified is not owned by a current user of AFWay. Please enter a valid email."



**Invalid User Email notice** 

## 9. c. Checkout

To start the Checkout process, from the Navigation Bar, select *My Account* and *Shopping Cart*. In your Shopping Cart you will either have products you have selected from the Product Search, products added to the Shopping Cart from a Wishlist, or an Awarded RFQ. **<u>NOTE: A RFQ cannot be combined with</u>** <u>another RFQ or with additional products.</u>

After verifying the Shopping Cart has exactly what you want to order, click *Checkout*.





You will need to choose your ShipTo and MarkFor addresses for the order. The Default ShipTo and MarkFor addresses established by the BECO and EC will appear. If the BECO/EC has established more than one Default ShipTo address, you can choose which one to use by selecting the drop-down.

## Shipping to Alternate or Multiple Locations

If you wish to change the ShipTo and MarkFor addresses for this order, or break up the order and ship to multiple locations, select *Multiple ShipTo/MarkFor Addresses*.

AFWAY		Equipment Custodian:   Log Off 🗡 Biogeoing 🕅
Home My Acco	nt ay Roles Ordering Tools Resources Help	
Choice one if each (15 EACH ADDREE DRIVE ~) Ship Te Address: Buckling IE-DRIVE ~) Ship Te Address: Ship Te Address: Address 2: AF-CRICHORC Makhtipe Cary, UMB Couffer AndRX Back, AL Back, AL Back, AL Comments To Vender 	Maniple Dip ToNark for Addresser Mark for Addresser for Reame Andresse for Reame Andresse for Reame Number Under Oppinglander for Reame Number for Reame Number for Reame Number Neme Neme Neme Neme Neme Neme Neme Ne	

**Changing Shipping Information** 

To change the ShipTo/MarkFor to one shipping location, click **Assign ShipTo/MarkFor Address**.



### Change to one shipping location.

**NOTE:** When changing the ShipTo/MarkFor addresses to other than the Defaults, the e-mail address you use needs to be for a person in the DRA/ECAN you wish the products to go to. AFWay will enter the Default ShipTo and MarkFor addresses corresponding to that persons DRA/ECAN.

Enter the e-mail address and any Deliver	y Instructions you wish t	to add and click <b>Submit</b> .
------------------------------------------	---------------------------	----------------------------------

AF	WA	Y							
			Coles Ordering Too	Resources	Help				
otal quantity of item	ns is 5.								
Email: Delivery Instructions				3 🖊					
Submit									
The information here	sin is For Official Use	Only (FOUO) which me	ust be protected under the 1	nvecy Act of 1974, as	amended. Unauthoritied dis	ssure or misuse of this personal info	information may result in onmin	inal and/or oli/ panabas.	
The monthless from				and a set of the set	and the second second	Contract Internet of Internet and	contrained and a provide	and a property of	

Enter e-mail address and Delivery instructions.

If you want to break up the order into multiple shipping locations, click **Break this Quantity into Multiple Ship To/MarkFor Addresses**.

AFWAY					
Home My Account	t My Roles Ordering Tools	Resources	Help		
Process Order					
Assign Ship To/Mark For Address				Break this Quantity into Multiple Ship To/Mark For Addresses	K
Ship To Address:	Mark For Address:				
No Ship To Address	No Mark For Address				
Vendor Part Number: HMS-748DN					
OEM: LEXMARK	OEM Part Number: 41GT015				
Contract Number: FA8055-14-A-0004/LCR_C14	Unit of Issue: EACH				
Vendor: HMS TECHNOLOGIES	Vendor Type: Small Business, Service	Disabled Vete	ran Owned Business		
Description: DPI-14 LEXMARK 746DN COLOR, FO HERE FOR MORE PRODUCT INFORMATION.	UR-YEAR ONSITE WARRANTY, NEXT E	USINESS DAY	POWER AC 110V. CLICK		
Price: \$555.43	Qtty: 5				

#### Multiple ShipTo addresses

Enter the number of shipments you want the order broken into and click *Submit*.

🗢 AFV	VA	4Y				
	lome	My Account	My Roles	Ordering Tools	Resources	Help
Choose the Number of SI	hip To A	Addresses			1	1
The total quantity of items is 5. How many shipping addresses		se using? 2		K		
Submit		<u> </u>				

Enter the number of shipments

Enter the quantity of items for each shipment in the Quantity fields. **NOTE:** Combined the total must match the total quantity of items listed at top left.

Enter the e-mail address and Delivery Instructions for each ShipTo location, click *Submit*.

**NOTE:** When changing the ShipTo/MarkFor addresses to other than the Defaults, the e-mail address you use needs to be for a person in the DRA/ECAN you wish the products to go to. AFWay will enter the Default ShipTo and MarkFor addresses corresponding to that persons DRA/ECAN.

	Home My Acc	ount My Roles	Ordering Tools 1	Resources	
The total quantity of iter	ms is 5.				
Address 1					
Quantity:	3				
Email:	jane.doe@us.af.mil				
Delivery Instruction	s:				
Address 2					
Quantity:	2				
Empil:	john johnson@us.af.m	E			

### Quantity, e-mail and Delivery Instructions

The Process Order page will show you the new ShipTo/MarkFor address information. Click Next.

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Hama My Assess	d My Rules Ordering Tanks Resources Holy	
socean Order		
Auror Dep Tochiad For Address		Break this Quantity into Multiple Dig To Mark Rin Addresses
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failulop	Room Number	
By MARE GUNTER ANNEX	Unit Organization	
50 30114	Content, Phone, 234-438-4288	
ingentry LEWITED STATES	Fas Email	
main Part Number 1945 74101	Course .	
EM CENTRALIN	OCM Part Number: 4107011	
Internet Number FA0005-14-A-00041_CR_C14	Unit of Issue: EACH	
endor: HMS TECHNOLOGIES	Vendor Type: Small Business, Service Disatred Veteran Owned Business	
escription DP-14 LID/MARK 1450% COLOR, PC	WRI YEAR ONSITE WARRANTY, NEXT BUSINESS DAY, POWER AC HIDY, CLICK	
ERE FOR MORE PRODUCT RECREATION		
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addition (b. DO 600	First Name: JADON	
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New Multiple ShipTo/MarkFor Addresses

If you didn't change the Default ShipTo/MarkFor addresses, you would also, click Next.



Accepting Default ShipTo/MarkFor

Attach any related documents. Click *Select* to choose the attachments from your desired location. AFWay allows up to 10 attachments that in total are less than 12MB in size. The following file formats are accepted: .docx, .xlsx, .pptx, and.pdf.



**Add Attachments** 

Once attachments, if any, are uploaded, click *Finalize Order*.



You will receive an Order Submission Successful popup that provides the Tracking Number of your order.



**Order Submission Successful** 

Once your order has been created, it proceeds thru the Approval Process for your workflow. Your workflow will depend on what options the EC and BECO have chosen. Each step in the Approval Process has the ability to approve or disapprove the order. You can track your order through the Approval Process by going to the orange Navigation Bar, My Account, User Profile, Orders button.

		Y				c
	Home I	My Account My Roles Ord	lering Tools Resources H	kelp		
ders RFQs	Wishlists					
						1.000
My Orders	Pending My App	roval Pending Approval				22 of 2
TrackingNo	• OrderID	Customer	Status	Date Created		
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**User Profile showing Orders** 

Click on the Tracking Number and scroll down to Approval Process Details to track the approval process. The left hand box shows the Completed Steps in the Approval Process. You see the Role, Name, Date and Status listed. The right hand box shows the Next Step Approver. At each step of the approval process, an email is automatically sent to the Next Step Approver letting them know an order is waiting their approval.

	Home	4Y	My Roles Orderin	ng Tools Resources Help QEB 20	017	
Order List Select an Order	•					
Approval Process Details						
Completed Steps		Date	Status	Next Step Approvers	-	
Role	Name MalWalD, CHAD	Date 05/28/2017	Approved	Role	Name	Primary?
Custodian	aborraco, croso	06:02:36 PM	Althonen	Organizational Purchase Card Holder	FOWLER, WILLIAM	True
Comments:	SOME OPTIONAL CO	OMMENTS		Organizational Purchase Card Holder	CARDWELL, SHEILA	True
Comments To	SOME OPTIONAL CO	OMMENTS TO VEND	0R	Organizational Purchase Card Holder	PIPPIN, LISA	True
Vendor:				Organizational Purchase Card Holder	RETHFORD, JONATHAN	True
Approval Official	MAIWALD, CHAD	06/28/2017 06:02:45 PM OMMENTS	Approved	Organizational Purchase Card Holder	CARD HOLDER, ORGANIZATIONAL PURCHASE	True
Comments To Vendor:		OMMENTS TO VEND	OR	Organizational Purchase Card Holder	PASCHEN, ROBERT	True

**Order Approval Process** 

## 9. d. Checking-out as a Non-Air Force User

Once Products or RFQ have been added to the Shopping Cart, from the Navigation Bar, select **My Account**, **Shopping Cart** and **Checkout**. You can edit both the ShipTo and MarkFor addresses, add any comments for the Vendor and click **Next**.

Home My Account	I My Roles Ordering Tools Resources Help	
Choose one of each:		
tetsest 🗸	non air force 💙	
Ship To Address: testfoligf	Mark For Address:	
Building	First Name: non	
Address 1: tetsest	Last Name: air force	
Address 2	Building: 555	
Mailstop:	Room Number: 55	
City: tetsse	Unit/Organization: 55th unit	
State: ALABAMA	Comm. Phone: 55555555	
Zip: 38111	Fax	
Country: UNITED STATES	Email: test.test@test.mi	
Ship To Address Edit Ship To Addresses	Mark For Address Edit Mark For Addresse	
Comments To Vendor		

Adding ShipTo and MarkFor Information

Attach any related documents. Click *Select* to choose the attachments from your desired location. AFWay allows up to 10 attachments that in total are less than 12MB in size. The following file formats are accepted: .docx, .xlsx, .pptx, and.pdf.

	<b>WAY</b>	
	Home My Account My Roles Ordering Tools Resources Help	
Process Order		
'ou may attach up to I falid file formats are N	documents with your order by clicking the "Select button to find the file(s) on your computer. Icrosoft Word ( doc), Microsoft Excel (.xis), Microsoft PowerPoint ( ppt), Adobe Acrobat ( pdf), and Plain Text ( txt).	
Vould you like to add	Inscriments to your order?	
ayment Informat	on	
	ent information, you are certifying that the supplies and services in this order are properly chargeable to	
committed.	rents, the available balances of which are sufficient to cover the cost thereof, and the funds have been	
Select a Payment Typ	for this Order:	
Credit Card		
O Form 9		
Credit Card Paym	int	
Please select a Credit	Card Manage Credit Cards	
Credit Carris	Select a credit card	

### Add Attachments

# Select Payment Type for the order.

If you select Credit Card, you can enter your Credit Card Information.

	Home	My Account	My Roles	Ordering Tools	Resources	Help
		ay Account	my numes	cruening room	No. of Carlot and	
Process Order						
You may attach up to 5 di Valid file formats are Mior	ocuments with osoft Word ( /	h your order by all doo), Microsoft Exi	king the "Selec sel (.xls), Micro	t button to find the fil soft PowerPoint ( ppt	e(s) on your comp Adobe Acrobat	puter. (.pdf), and Plain Text (.bd).
Would you like to add atts	chments to y	our order?				
	Select					
Payment Information						
and the second second						
By entering payment the following allotme						
the following allotme committed.	nts, the availa	sole calances of w	non are suffici	ent to cover the cost t	nereor, and the fu	unos nave oeen
8070 H 1970						
Select a Payment Type fo	r this Order:					
Credit Card			-			
O Form 9		1	5	Second and a second second		
Credit Card Paymen	t					
		and Cards				
Please select a Credit Ca						

**Credit Card Payment Type** 

If you select Form 9, you can enter your Form 9 Information.

		My Account	My Roles		
Process Order					
You may attach up to 5 d /alid file formats are Mic					sputer. 1 (pdf), and Plain Text (bd).
Nould you like to add att	achments to y Select	our order?			
Payment Information	n				
				s and services in this ent to cover the cost !	
Select a Payment Type fr	or this Order:				
Credit Card			-		
Form 9 Payment			-		
Form 9 Info					

Form 9 Payment Type

Once your payment information is loaded, click *Finalize Order*.

	Home My Accou	nt My Roles	Ordering Tools	Resources	Help			
Process Order								
rou may attach up to 5 i valid file formats are Mic	documents with your order b prosoft Word (.doc), Microsof	y clicking the 'Selec It Excel (.xis), Micro	l' button to find the fil soft PowerPoint (.ppt	e(s) on your com , Adobe Acrobet	puter. (.pdf), and Plain Text	(.bd).		
Nould you like to add at	select							
Payment Informatio	a							
	nt information, you are certif ents, the available balances							
Select a Payment Type	for this Order:							
Credit Card								
Form 9 Payment								
Form 9 Info								
Delivery Order Numb	er: 123456789							

**Finalize Order** 

You will receive an Order Submission Successful popup that provides the Tracking Number of your order.



**Order Submission Successful** 

## 9. e. Viewing Vendor Response to Order

Once the order has gone through all the required Approval Steps, AFWay generates e-mail notifications to the originating customer that their Order ID# has been approved and submitted to the vendor, as well as to the vendor associated with the contract against which the order is being placed.

The Vendor will view, accept, or decline the order. The Vendor is responsible for updating the Order Status so that the originating customer can track the status.

To view the status of an order, the originating customer logs into AFWay and from the Navigation Bar, selects *My Account, User Profile, Orders*, and selects the Tracking Number or Order Number, then scrolls down to Order Details. Selects Order Number from the Order List Dropdown and can see the Order Status. <u>NOTE: It is the vendor's responsibility to update the Order Status</u>.

) AF								
	Home	Wy Account	My Roles	Ordering Too	s Resources	Help	QEB 2017	
Order Details								_
Order List								
251428	•		Orde	r Total: \$2759.00				
Order Status: ACCEPTED		K						
Vendor Order Number:								
Contract Number: FA805		14						
Product List								
Select a product	•							
Approval Process Details								
				2				
							com   DRA 5853   1	

## 9. f. Orders placed on HOLD

The Vendor has the ability to place an order on HOLD status. This feature is used when there is an issue that prevents the vendor from accepting the order within their mandated response time. The HOLD feature is used mostly due to funding issues, i.e. incorrect or invalid credit card information, funds not available on credit card, Form 9 not attached to order, etc. **NOTE:** If "Invalid Credit Card" is used by Vendor for Hold Justification, the Credit Card will be flagged and the Card Holder will have to Delete the Credit Card profile and create a new one.

When an order is placed on HOLD status, an email notification is sent to the Originating Customer at the email address in their Account Information page of AFWay. The vendor should also send an email using the valid email address for this order that was provided when the order was created. It is the responsibility of the Originating Customer to log into AFWay and view the order's HOLD status comments to find the reason for the HOLD. An order may have multiple Order IDs under the same Tracking Number. Any order(s) on HOLD will be listed in the Tracking Number Info box.

Home acking Number Info	My Account My Roles Ordering T	ools Resources Help QEB 2017	
Tracking Number Info		Customer Info	
Tracking Number:	211770	Name: APPLICATION ADMINISTRATOR	
Date Created:	6/27/2017	DRA: 5853	
Comments To Vendor:		ECAN: ECOI	
Orders On Hold:	251429	Address: Address One	
		FPO, AE 09459	
		Email: OMERIA.DAVIS.1@US.AF.MIL	
		Phone: 0000000000	
Order Attachments			
A A A A A A A A A A A A A A A A A A A			
Order Attachments			

**Order(s) on HOLD Status** 

To view the HOLD comments, scroll down to Order List, select the Order ID from the dropdown menu. You will see the Order Status, the HOLD Justification (reason for HOLD), and HOLD comments. The vendor should have provided their contact information for this order in the HOLD comments section. If no vendor contact information has been provided, the customer can find vendor contact information by going to the orange Navigation Bar, Resources, ITCC, ITCC Program Portal, or by contacting ITCC at <u>itccsupport@us.af.mil</u>.

AFWAY					Application Administrator
Home My Account		dering Tools Res	ources Help	QEB 2017	
vrder Details					
Order List					
251429	Order Tota	£ \$453.00			
Order Status ORDER HOLD *		*			
Hold Austification: Invalid Credit Card *					
Hold Comment	< _ <				
Vendor Order Number:					
Vendor Name: HEWLETT-PACKARD					
Contract Number: FA9771-10-A-0601/QE85A_00					
Product List					

**HOLD Justification and Comments** 

It is also the Originating Customer's responsibility to notify the correct Funding Representative to have the issue resolved and to make sure the Vendor is notified of the actions taken to resolve the issue.

When the issue has been addressed, the Vendor will change the HOLD status appropriately. If the HOLD status does not change within 30 days, the order is automatically canceled and goes into history.

# 10. Reports

AFWay provides the capability to run various reports. The ability to run reports depends on what permissions you have been granted. All reports are generated the same way, the only difference is the information extracted.

### **Orders Report**

The Orders Report provides the number of orders created, submitted, disapproved, canceled, declined by Vendor, accepted by Vendor, pending, shipped, delivered and completed.

### Vendor Type Statistics Report

The Vendor Type Statistics Report is used to determine sales based on type of vendor (large or small business, disadvantaged, etc.) selected for the specified date range.

#### Sales Volume Report

The Sales Volume Report can be used to track the amount in dollars of sales bade by AFWay users.

### Sales Volume Report by MAJCOM

The Sales Volume Report by MAJCOM can be used to track the amount in dollars of sales made by AFWay users in a particular MAJCOM, Base, or DRA.

#### Vendor Order Fill Time Report

The Vendor Order Fill Time Report is used to determine the length of time a vendor takes to fill an order from the time the order was received until the equipment arrives at the designated destination.

#### Workflow Report

The Workflow Report tracks the status of orders and the average time each step takes in the workflow process.

#### Waiver Detail Report

The Waiver Detail Report is used to track the number of waivers requested, approved, disapproved, and the type of equipment/services users requested.

## **BECO Fiscal Report**

BECO Fiscal Reports provide Order Status based on ECAN.

## **MECO Fiscal Report**

MECO Fiscal Reports provide Order Status based on MAJCOM and DRA.

## Running reports:

From the Navigation Bar, select *My Roles* and *Reports*.



The reports that you can run will be listed under Reports. Click on the Report you wish to run.

AFWAY							
Home	My Account	My Roles	Ordering Tools	Resources	Help		
Reports							
Selss Volume Report Orders Report Selss Volume Report By MAJCON Selss Volume Report Vendor Order Fill Report Vendor Order Fill Report Weiver Detail Report Mecho Piscel Report MECO Piscel Report MECO Piscel Report Chaddeent/RFG Vendor Crister Report Vendor Cristers Report		Ł	_				
			F	Repo	rts		

Enter the desired criteria for the report and click *Continue*.

AFWA	14						c	ONTRACTOR Kathy Gold	n Log Off	Shopping Cart	¥
Home My Ar	ccount My floier	Ordering Tools	Resources	Help	CC5-2 2017 RFQ Guide	CC5.2 2017 System Specs	ITCC News	ŝ.			
Reports Sales Volume Report Orden Report Sales Volume Report B Volume Type Statuse Volume Volume Type Statuse Volume Volume Type Statuse Volume Volume Type Statuse Volume Volume Type Report MCOD Final Report MCOD Final Report	Start Date 0301/201	7	End	d Date 103/2017		Select Category 762 selected	•	Select Status 9 selected			

Enter required information for report

You will be prompted to choose the format of your report. Check the box next to the format you wish to use and click *Process Report*.

AFWAY	<b>/</b>				
			Sales Volume Report		
Reporta					
Selex Volume Report Cotton: Report for MAUCOM Selex Volume Report Vender Chara Report Vender Chara Report Vender Type Natalities Report Vender Bergert	0001 Date 03010017	End Date Statistics17	Search Category 782 selected	felect Dates	
Weetline Report BECO Taul Report MECO Taul Report MECO Search Veetlor Search Veetlor Coders Report		Select report file formation	c		

**Choose Format and Process Report** 

You will receive a popup stating report was successfully queued. Click OK.



**Action Successful** 

You will have to refresh your screen to see the report in the queue. You may have to refresh a couple of times to see the status as **Complete**.



**Report in Queue** 

To open report, click *Complete* in Status Column, and click the format.



You will be prompted to Open, Save or Cancel. To open, click **Open**.

Report Queue		-Refresh-					
Name	Status	Date Created					
Sales Volume Report Con	Complete	3/6/2017, 7.36.18 AM					
		-					
		Do you want to open or save Sales.Vol	me.Reportcaaaeb65-8575-445f-8082-d56a61a2d896.xls (175 KB) from a	afway.af.mil?		×	
				Open	Save	Cancel	

**Open Report** 

Your report will open and you can view, edit and/or save. **NOTE:** Reports stay in the Report Queue for <u>48 hours.</u>

# 11. Need Assistance?

If additional guidance or more in-depth assistance is needed, you can contact the Field Assistance Service (FAS) at Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5., and you will also find additional contact numbers including Contract/Program Assistance as well as MAJCOM Information Technology Commodity Council (ITCC) Representatives in AFWay.



From the Navigation Bar, select Help and Contact Us.

You can call the numbers listed, or you can click on the e-mail addresses listed to send an e-mail request.

AFWAY	CONTRACTOR Kathy Golden Log Off	Shopping
	CS-2 2017 RFG Guide CCS-2 2017 System Spors ITCC News	
Click a contact category to showhide details		
APTice_based Pack-appointed_BER/ICG_PAG APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA APT.CREWERA AP		
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## **List of Contacts**

If you choose to e-mail, once you click on the e-mail address, you will receive an Internet Explorer Security message asking if you want to allow AFWay to open web content. Click *Allow*.



#### Allow to access Outlook

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From +           Send           Cc           Bcc           Subject	kathy.golden.ctr@us.af.mil FAS.TEAM5@US.AF.MIL	
Subject Kathy Golden, CT AFLCMC/HICB AFWay Lead Func Comm: 334-416- DSN: 312-596-XX Email: kathy.gold	ctional XXXX XX	

# Submit comments/questions via e-mail