

U. S. AIR FORCE

Air Force Way



User Guide

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Maxwell AFB, Gunter Annex, AL 36114**

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1. Welcome to AFWay!

AFWay enables customers to order Information Technology (IT) hardware, software, services and solutions and 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 DSN 596-5771 options 1, 5, 5 if additional guidance or more in-depth assistance is needed.

Browser Requirements

The web address for AFWay is <https://www.afway.af.mil/>. 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.

Initial Screen

When accessing <https://www.afway.af.mil/>, the following screen appears:

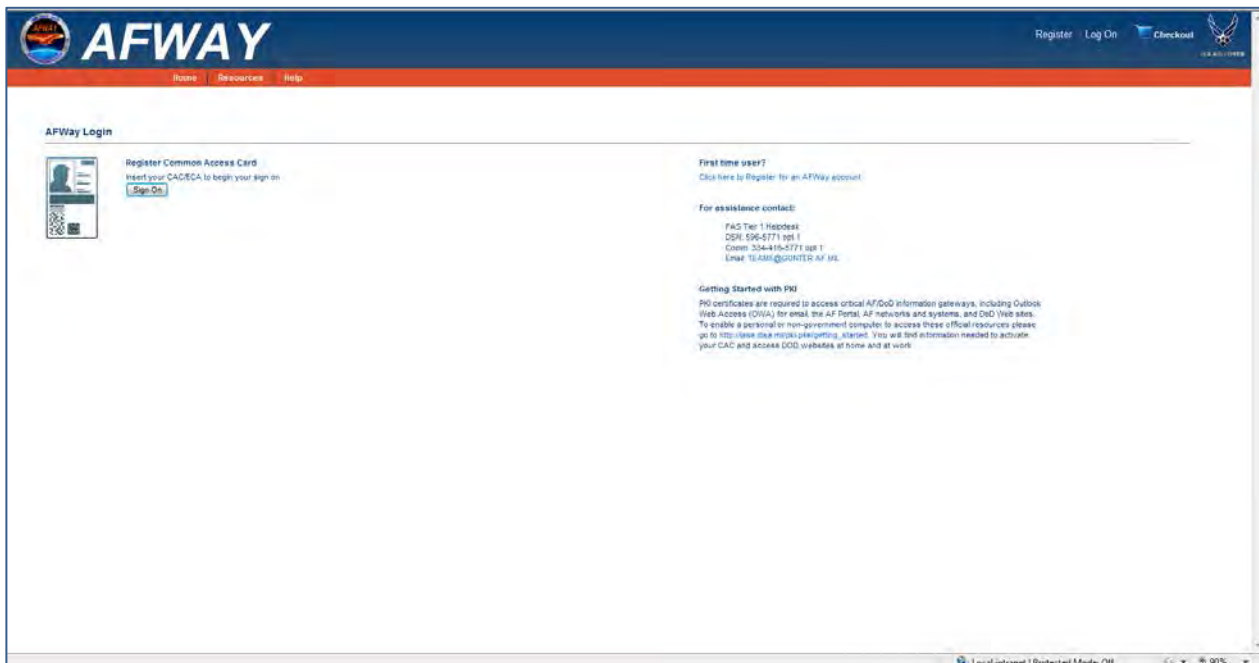


Figure 1 - AFWay Initial Screen

2. The Navigation Bar

Notice the **Orange** Navigation Bar at the top of the screen. Everyone who accesses the initial screen will also be able to view the following information from the Navigation Bar:

- **Home**
- **Resources**
- **Help**

When you "hover" your mouse over these menu items, additional options appear for selection:

- **Resources**
 - Available Contracts
 - General
 - DoD Software Agreements (ESI)
 - FEDBizOps
 - MAJCOM Policies
 - Mandatory Use Policies
 - Microsoft License Agreement
 - ITCC
 - IT Commodity Council
 - CSS Product Catalog
 - DPI Ordering Guide
 - DPI TCO Summary Tables
 - NETCENTS
 - NETCENTS Documents
 - NETCENTS-1 Ordering Guide
 - NETCENTS-2 Ordering Guide
 - NETCENTS Task Orders
 - Cellular
 - Cellular Services and Devices
 - Create a Cellular RFQ
 - IT References
 - Contracts
 - Hardware

- Vendor
 - Vendor Guide
 - Virtual Small Business Center
- **Help**
 - AFWay User Manual
 - Firefox Cert Help
 - InstallRoot 4.0 User Guide
 - Contact Us
 - FAQ
 - News

Login is required to access **My Account**, **My Roles** and **Ordering Tools**.

3. Steps to Associate Your Common Access Card (CAC) to Your Existing AFWay Account:

All first-time and returning users must log-in to AFWay with their Common Access Card (CAC).

Step 1: From the AFWay URL, click "Log On" and enter your e-mail address and password associated with one of your AFWay accounts.

Step 2: Click "Register CAC."

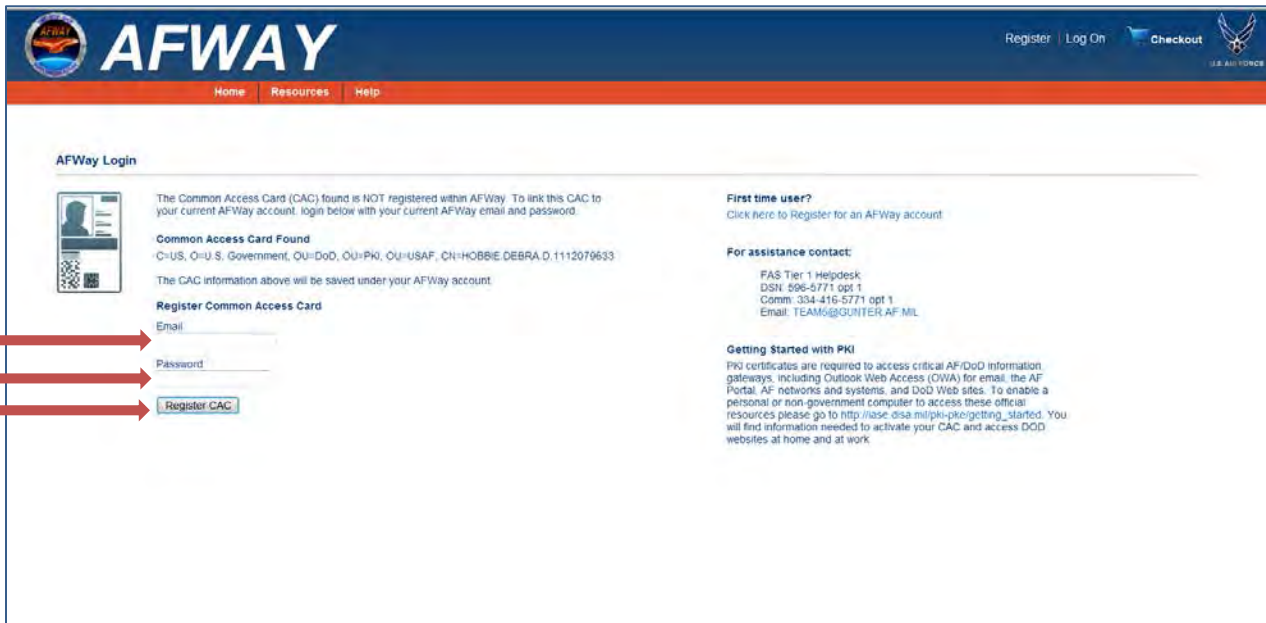


Figure 2 - AFWay CAC Association Screen

Step 3: After your CAC has been associated with your existing AFWay account, the following screen will appear. Click "Agree" to acknowledge the DOD Notice and Consent Banner:

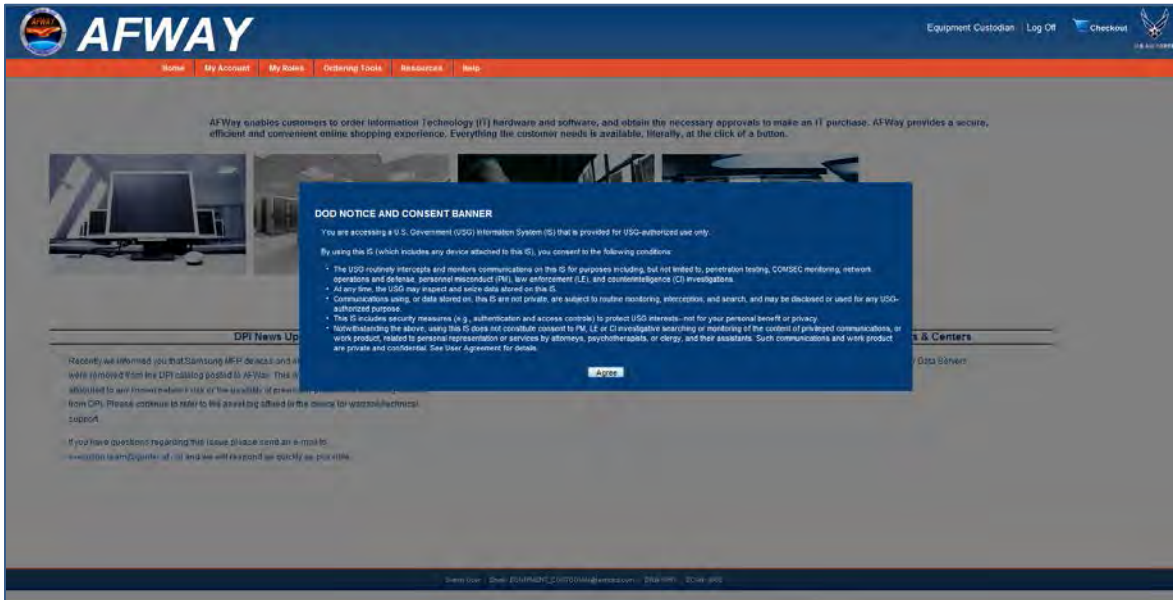


Figure 3 - DOD Notice and Consent Banner

Step 4: You are now poised to begin using the new **AFWay** based on your permissions to purchase products, services, and solutions. There are some links available to all users, regardless of their purchase permissions. Select from the menu items below to experiment with AFWay functionality, and view what actions are available to you.

Notice at the bottom of the screen a banner that reflects the e-mail address of the individual logged-on, and if an Air Force User, their DRA and ECAN associated with their purchase permissions; otherwise, DRA and ECAN will not be visible.

Step 5: If you have more than one AFWay account, you may select "**Switch User**" from this banner. A popup message will appear asking "Who would you like to run as?" You may select "Add New Alias" or "Link Existing Alias."

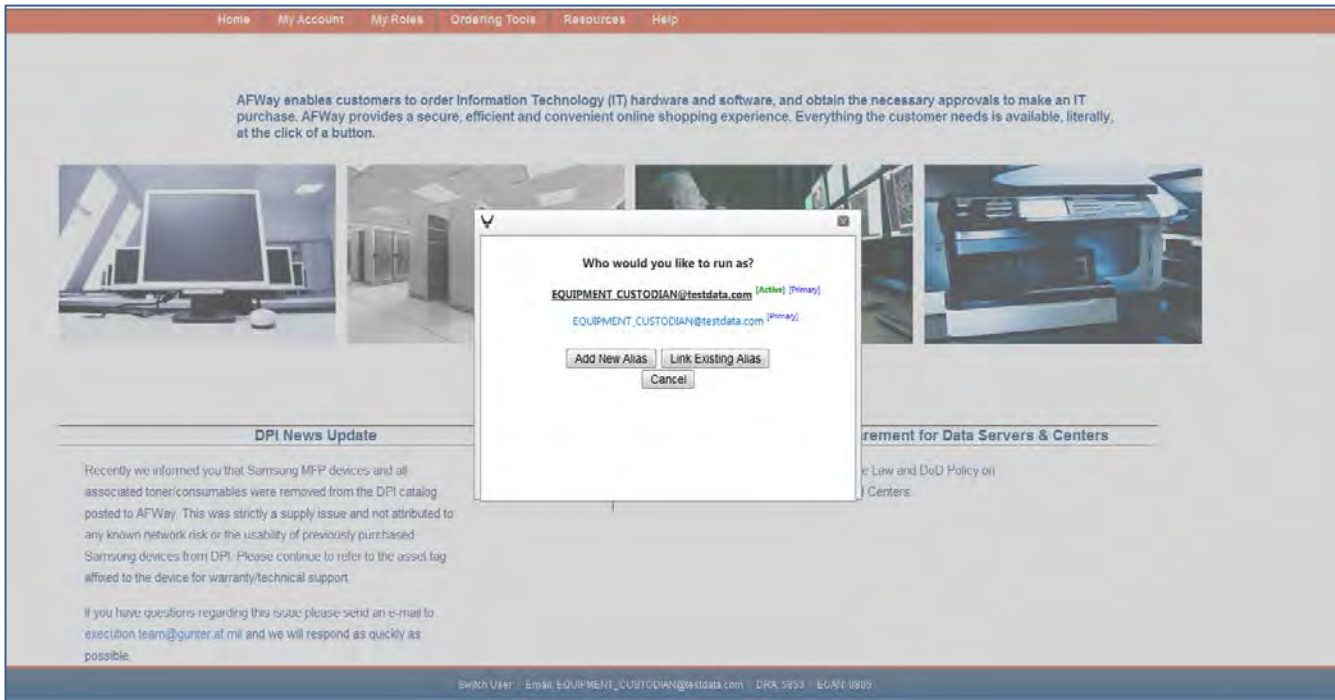


Figure 4 - Multiple Account Logon

Step 6: If selecting "Link Existing Alias", the system prompts for your e-mail and password associated with an existing AFWay account.

NOTE: If you enter an invalid e-mail address, you will receive an error:

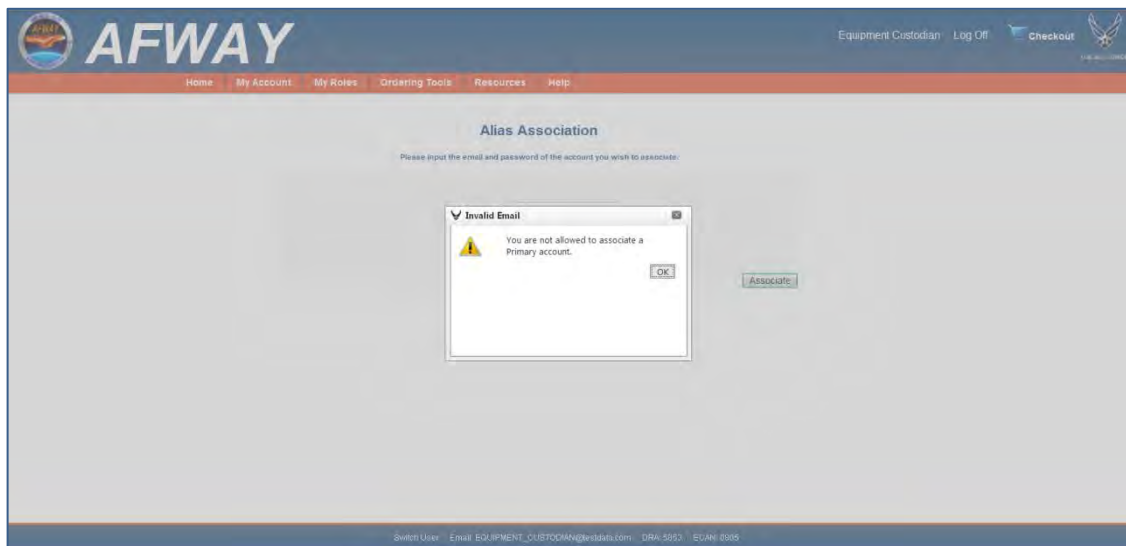


Figure 5 - Error Multiple Accounts

Step 7: If you wish to add a **NEW** alias (refer to figure 4), you are requested to provide justification and then click "Associate."

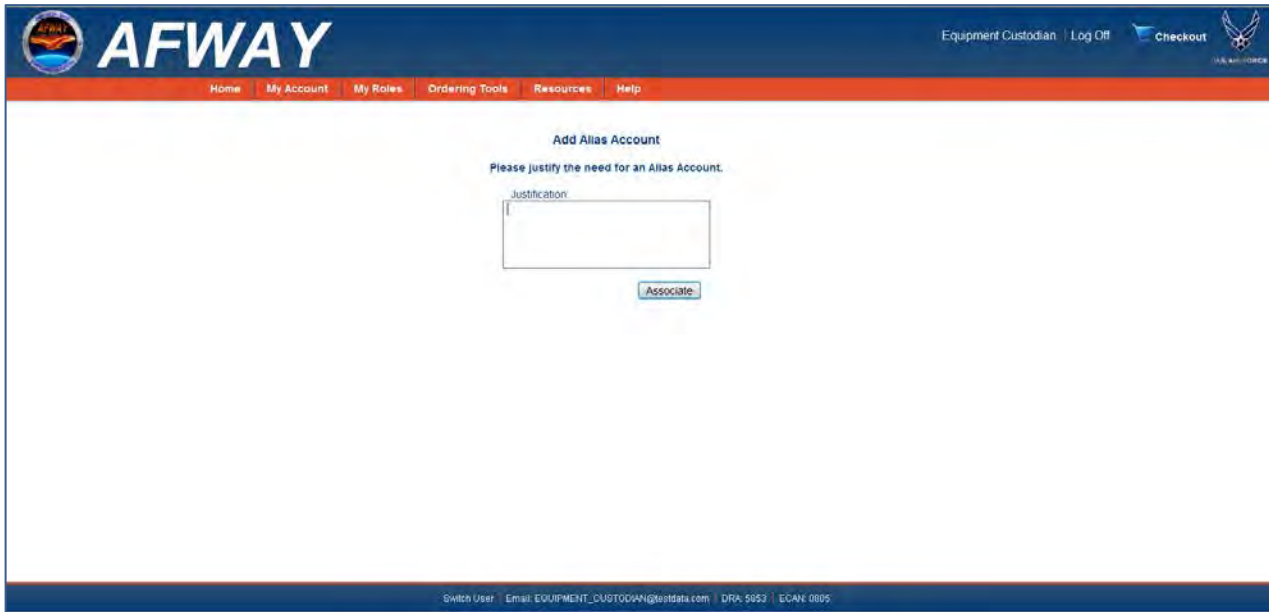


Figure 6 - Add Alias Account

The system will then duplicate all information from your existing profile and confirm the creation of a new account.

Step 8: You must then login and from the Navigation Bar select "**My Account**" and then "**View/Edit Account Information**" in order to update your DRA, ECAN, and other workflow information.



Figure 7 - My Account - View/Edit Account Information

4. Steps to Register on AFWay for First-Time Users

Step 1: From the AFWay URL, select "Click here to Register for an AFWay account."

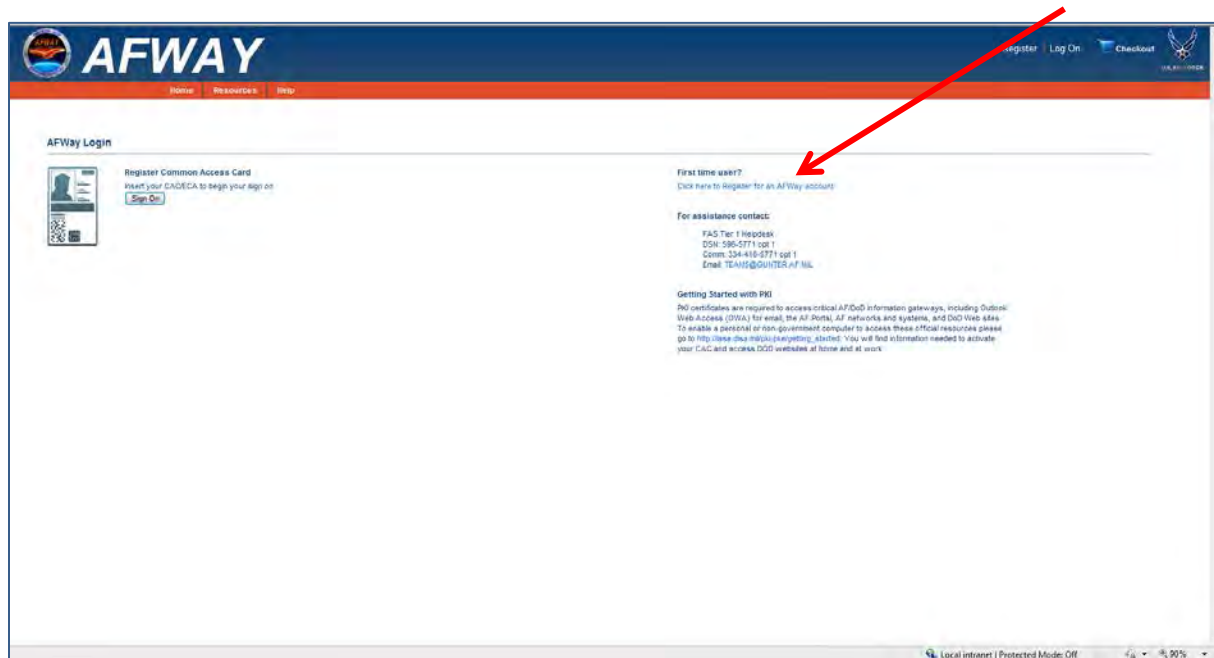


Figure 8 - Register for New AFWay Account

Step 2: After entering your PIN for your CAC, the Registration Page will appear. Provide the information required on the screen and click "Register on AFWay" when you have finished. (Notice your CAC has already been associated with your new account (see green text on screenshot below.)

A screenshot of the AFWay Registration page. The page has a blue header with the AFWay logo and navigation links for Home, Resources, and Help. On the right side of the header are links for Register, Log On, and Checkout. The main content area is titled 'AFWay Registration' and features a 'User Registration Help' link. Below the title is a welcome message and a list of reasons to register now. The page displays the user's Common Access Card Identification (CAC) as 'CN=LASTNAME FIRSTNAME M. 1234098762' in green text. There are sections for 'Authorization' (Customer or Vendor), 'Rank/Title', 'First Name', 'Middle Name', 'Last Name', 'Address' (FPO/APO Address, Address 1, Address 2, City, State, Zip, Country), and 'Contact'.

Figure 9 - New User Registration - CAC

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

The screenshot shows the AFWay Registration form with the following sections and fields:

- Address:** FPO/APO Address (checkbox), * Address 1 (1234 ABC Street), * City (Montgomery), * State (ALABAMA), Address 2, * Zip (REQUIRED), * Country (UNITED STATES).
- Contact:** * Email, * Agency (DEPT OF DEFENSE- AIR FORCE), * Comm Phone, * Comm Fax, * DSN Phone, * DSN Fax.
- DEPT. OF DEFENSE- AIR FORCE:** * MAJCOM (AFMC), * Base (Maxwell AFB), * DRA (Help finding your DRA), * ECAN (Help finding your ECAN).
- Security Questions:** Five questions with corresponding answer fields.

A "Register on AFWay" button is located at the bottom right.

Figure 10 - Registration - Required Fields

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).

This screenshot is identical to Figure 10 but includes red arrows pointing to the following fields:

- * Agency (DEPT OF DEFENSE- AIR FORCE)
- * MAJCOM (AFMC)
- * Base (Maxwell AFB)
- * DRA (Help finding your DRA)
- * ECAN (Help finding your ECAN)

The "Register on AFWay" button is at the bottom right.

Figure 11 - Registration - Air Force User

Step 3: If you are NOT an Air Force User, you may skip this step and proceed to Step 4.

For help finding the associated Direct Reporting Activity (DRA) number, select the **Help finding your DRA** link to the right of the **DRA** field (See figure 11). 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) as to which is the correct DRA. This information is taken directly from the Asset Inventory Management (AIM) database.

Base	DRA	Organization	MAJCOM	Point of Contact
AL ASAD AB	5485	438 AEG/EAMXS	AIR COMBAT COMMAND	KING, DAVID
Al Dhafra Air Base	5475	380 ECS	AIR COMBAT COMMAND	WILLIAMS, KEVIN
Al Udeid	5467	Al Udeid 379ECS	AIR COMBAT COMMAND	MATTICE, ROBERT
	5485	CACC/CST	AIR COMBAT COMMAND	RAMSEY, NIHAU
Alj Al Salem	5444	38RESS/SCB	AIR COMBAT COMMAND	TATE, LLOYD
Alpena CRTC	9099	Combat Readiness Training Ctr	AIR NATIONAL GUARD	THOMPSON, RODNEY
Altus AFB	5795	97 CS/SCBBE	AIR EDUCATION AND TRAINING COMMAND	HARFORD, RALPH
Andersen AFB	8021	254 ABO/SC, Line 14521	AIR NATIONAL GUARD	SANTOS, BRANDON
	7030	39C3/SC7IE	PACIFIC AIR FORCES	FATTON, TERRANCE
Andrews AFB	8500	Hq Air Force Audit Agency	AF AUDIT AGENCY	MINTER, CURTIS
	5201	459 AW/SCB	AF RESERVE COMMAND	JONES, CINDERELLA
	5950	89 AW/CCEA	HQ 11TH WING, AF DISTRICT OF WASHINGTON	DAVIS, COREY
Andrews AFB (ANG)	8000	HCB A5X	AIR NATIONAL GUARD	CHAMBERS, DAWN

Figure 12 - DRA List by Base

Select the **Help finding your ECAN** link to the right of the **ECAN** field to find the Equipment Custodian Account Number (ECAN) (see figure 11). A page called **“ECANs by Organization”** will appear. ECANs are listed alphabetically by organization. If unsure, please verify this information with the local Equipment Custodian. EVERYONE MUST IDENTIFY THE ECAN THEIR EQUIPMENT IS TRACKED AGAINST.

Organization	Account Number	Point of Contact
890 NSS DET 2	ESD1	CAPPEL, ANTHONY
AFLCMC/DETS	0003	BAKER, EARL
AFLCMC/DETS	0004	MOORE, JORDAN
AFLCMC/ENI	0101	HAMS, TERRY
AFLCMC/ENI	0100	NOSTIN, THOMAS
AFLCMC/ENI	E106	SMITH, DAN
AFLCMC/ENI	0102	STEWART, MICHAEL
AFLCMC/ENI	E102	LOCKETT, HAROLD
AFLCMC/HGB	0200	JACKSON, KENNETH
AFLCMC/HGG	0305	BURRELL, WILLIAM
AFLCMC/HGG	0304	FITZPATRICK, GORDON
AFLCMC/HGG	0300	MARTINEZ, DEBBIE
AFLCMC/HGG	0306	ALLBRITTON, GORDON
AFLCMC/HGG	0302	BUETTNER, CURTIS
AFLCMC/HGG	0301	ROGERS, ROBERT
AFLCMC/HGG	0303	LARSON, ANGELICA
AFLCMC/HIF	0501	CARTER, SUZANNE
AFLCMC/HIF	0500	RAY, DEBRA
AFLCMC/HIF	1313	EDWARDS, TROY
AFLCMC/HIF	1200	GIPSON, ARNEZ
AFLCMC/HH	HH	BECK, ANGELA
AFLCMC/HII	0700	BEAN, GREGORY
AFLCMC/HII	0005	BEAN, GREGORY
AFLCMC/HII	0507	LANGGAARD, NEIL

Figure 13 - ECAN List by Organization

Step 4: Once your registration form has been completed, click "**Register on AFWay.**" You will then see the following screen.

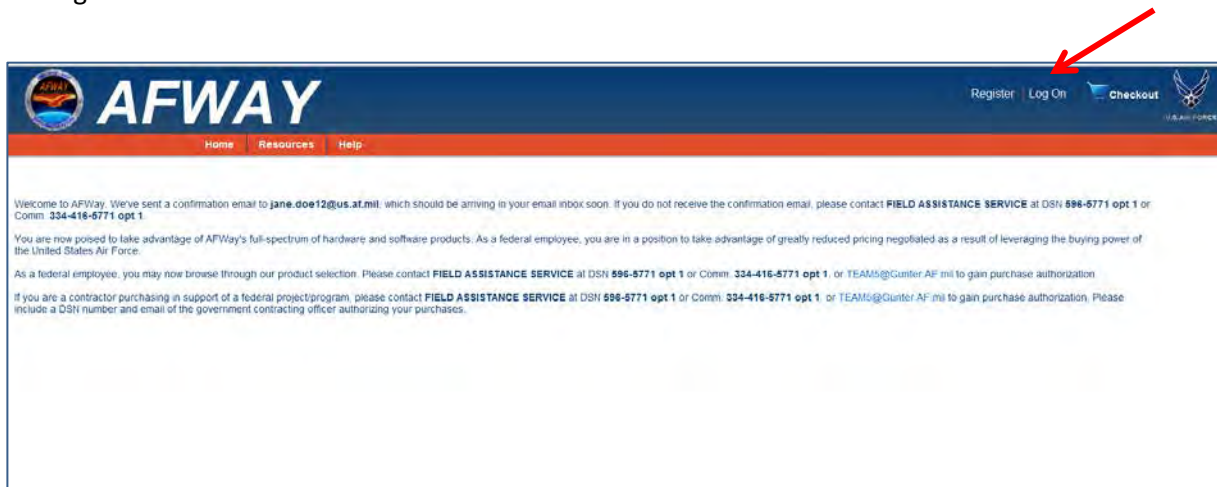


Figure 14 - Logon Screen After Registering

Step 5: Click "Log On" and you will be asked to provide your PIN for your CAC.

Step 6: Begin using AFWay!

5. Creating an Order

If you are an Air Force user and are not sure if you have purchase permissions or not, from the Navigation Bar select "My Account" and then "View My Approval Process." All Air Force users are granted purchase permissions by their respective BECO's, based on their MAJCOM's DRA and ECAN. Non-Air Force users have their own internal approval processes which are not included in AFWay.

From the Navigation Bar, hover your mouse pointer on "Ordering Tools," and then from the drop-down list that appears select Product Search.



Figure 15 - Ordering Tools - Product Search

There are two methods for searching:

Search by Category - Search for a particular type of item by selecting the Category and then the appropriate Subcategory (*Search by Subcategory*).



Figure 16 – Product Configuration Page

Some subcategory items are customizable. See the example below showing the user selecting an upgrade to the "carrying case."

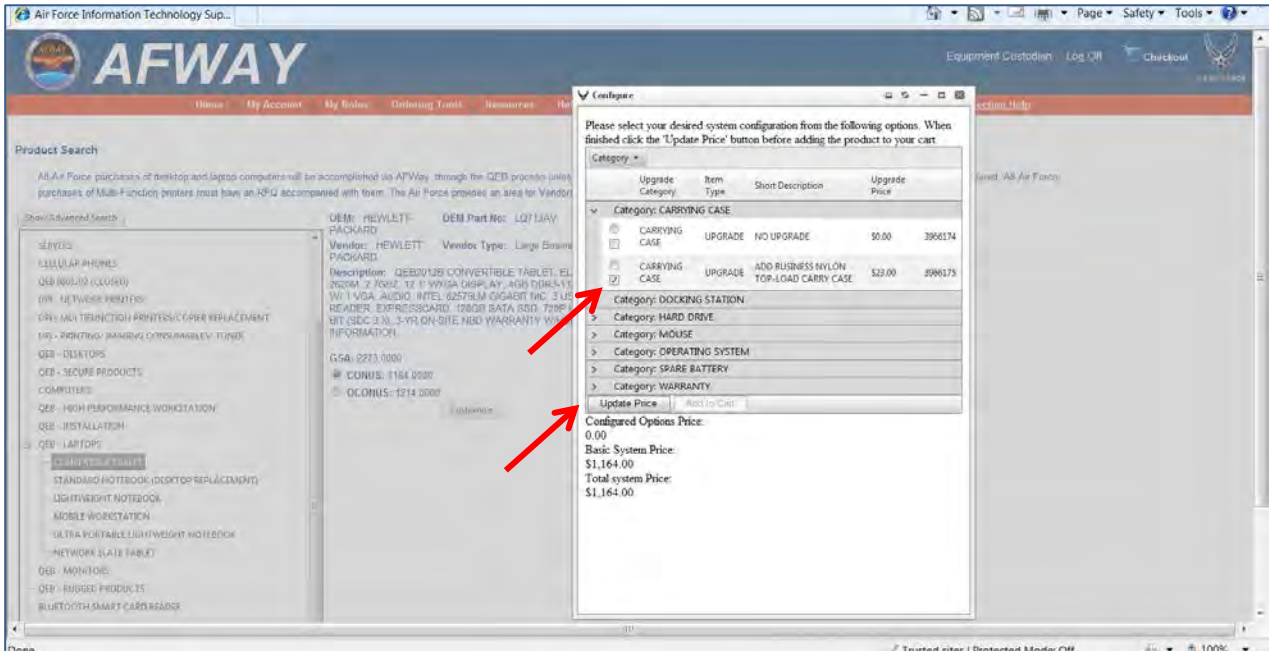


Figure 17 - Upgrading a Product

If the user selects an upgrade, the price must be updated. The user selects "Update Price" as shown in figure 17.

Once the price is updated the "Update Price" button is disabled, and the "Add to Cart" button becomes enabled.

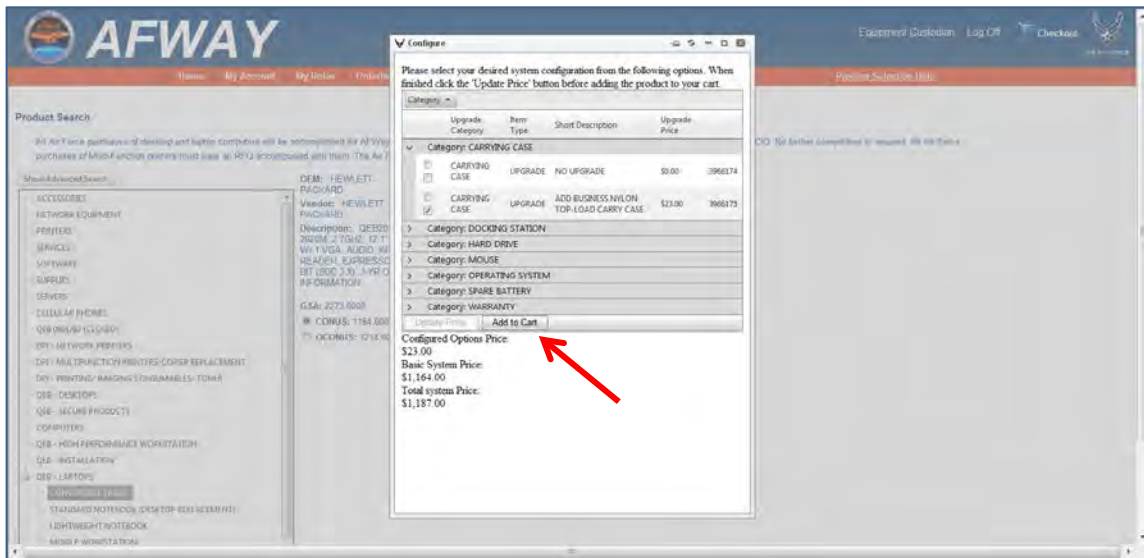


Figure 18 - Adding to Shopping Cart

Once the "Add to Cart" button is selected, the system acknowledges the addition to the cart.

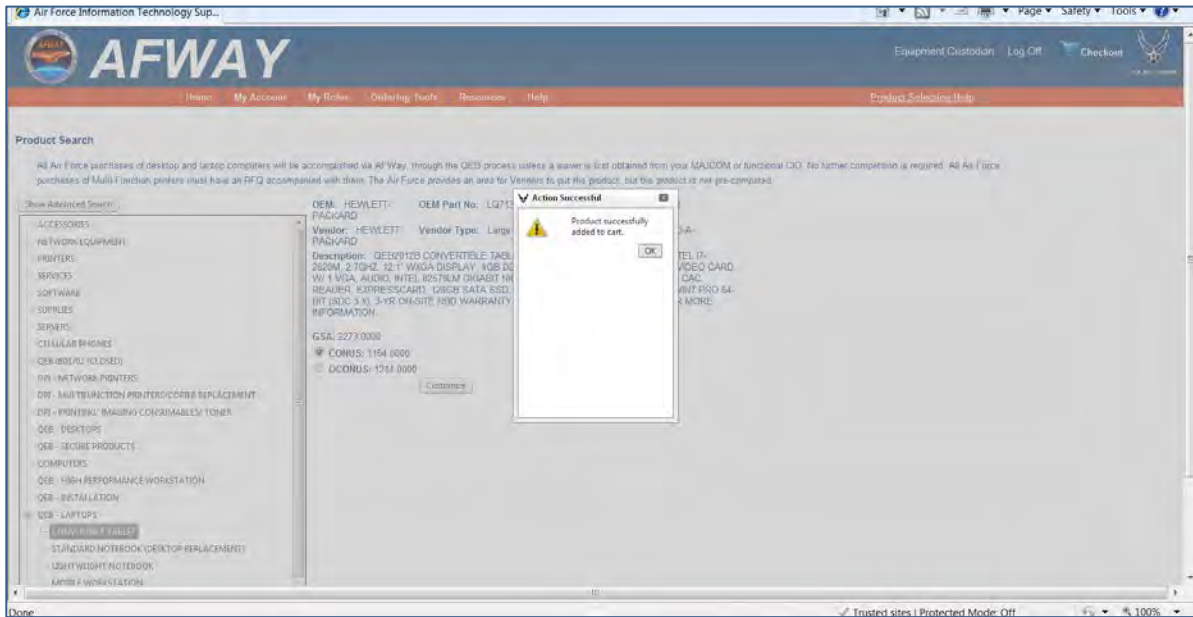


Figure 19 - Successfully Added to Cart

Hover your mouse over "My Account" in the navigation bar, and select "Shopping Cart" from the drop-down menu.



Figure 20 - My Account - Shopping Cart

If you have added all the products you desire, select the "Checkout" Button:

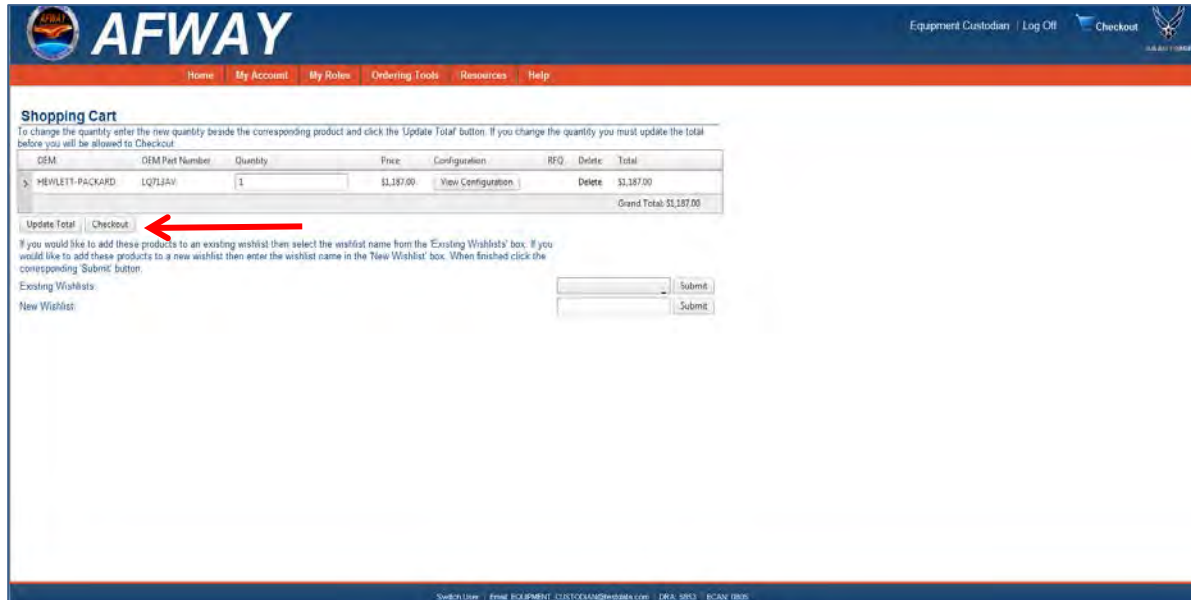


Figure 21 - Checkout

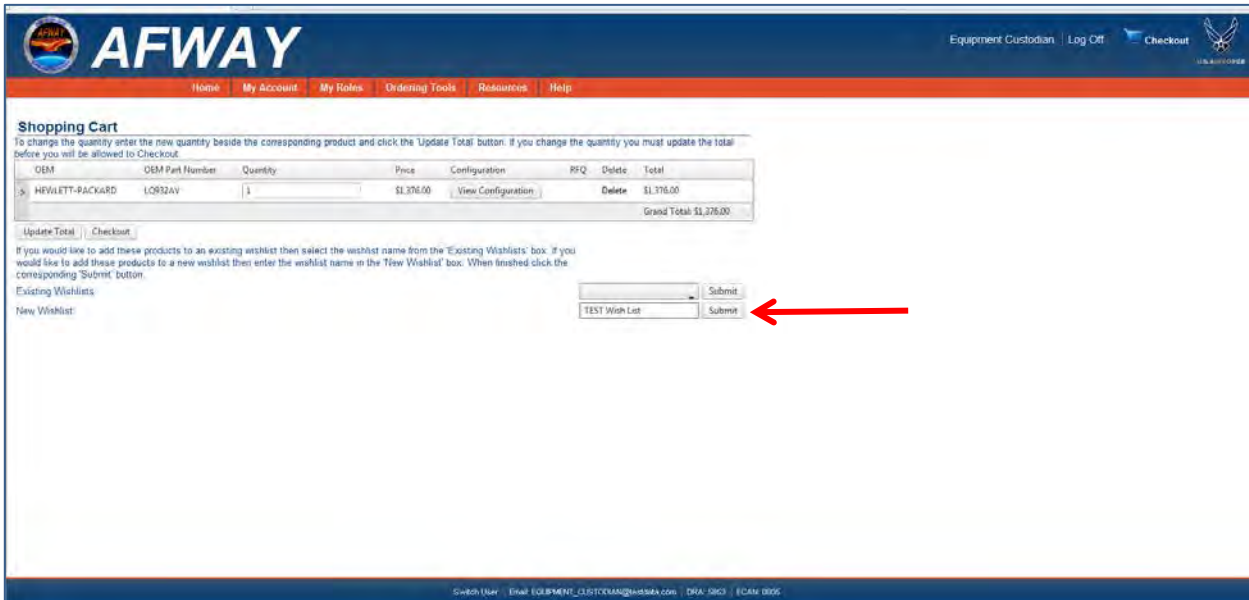
OR

You can create a **Wishlist**

6. Creating a Wishlist

Wishlists are shopping carts that have been saved with pricing information 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 (refer to **Creating a Request for Quote (RFQ) paragraph 10**). Once an item has been sent to a wishlist, the configuration of that item cannot be changed.

To save the cart as a Wishlist, enter a name in the field for "New Wishlist:" and select "Submit."



The screenshot shows the AFWAY Shopping Cart interface. At the top, there is a navigation bar with links for Home, My Account, My Roles, Ordering Tools, Resources, and Help. The main content area is titled "Shopping Cart" and includes a table with columns for OEM, OEM Part Number, Quantity, Price, Configuration, RFQ, Delete, and Total. A single item is listed: HPWLETT-PACKARD L0B32AV with a quantity of 1 and a price of \$1,376.00. Below the table, there are buttons for "Update Total" and "Checkout". A section titled "Existing Wishlists" contains a dropdown menu and a "Submit" button. Below that, a "New Wishlist:" field contains the text "TEST Wish List" and another "Submit" button. A red arrow points to the "Submit" button next to the "New Wishlist:" field.

Figure 22 - Creating a Wishlist

Later, you can select an existing wishlist to save to or enter a new wishlist name.

From the navigation bar, select "My Account" and then "User Profile" (see figure 20) and the following screen appears. Here you will be able to select your wishlist for updating, e-mailing to another user, or adding to your shopping cart:

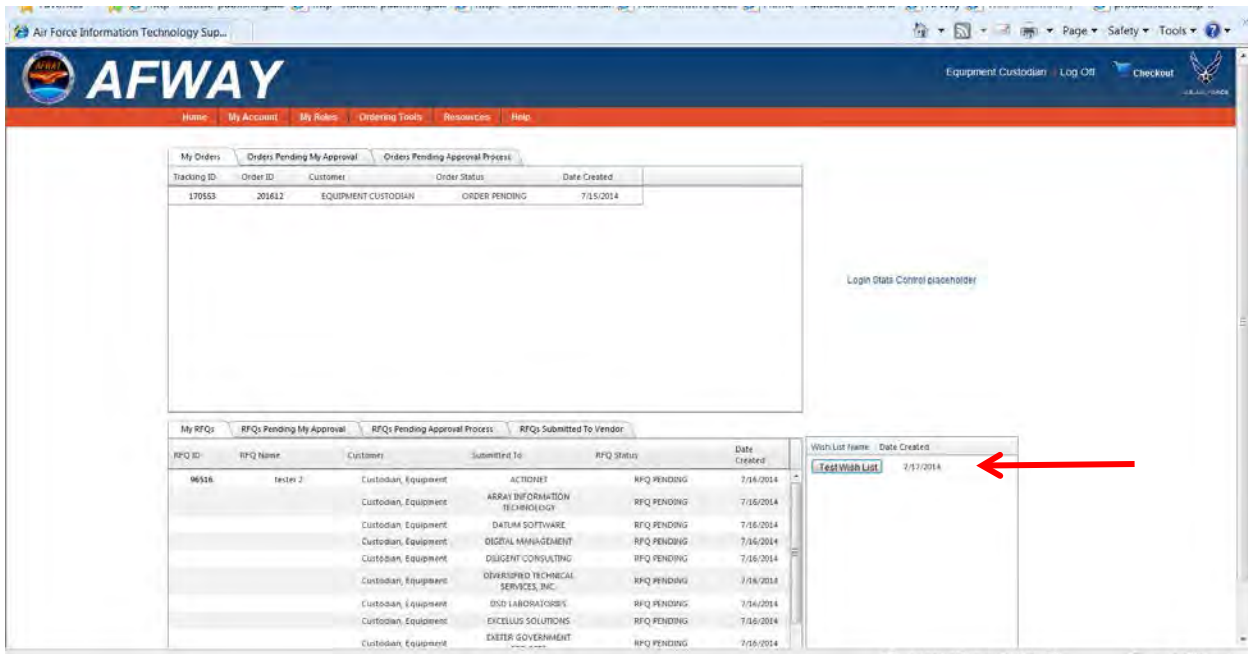


Figure 23 - Viewing Your Wishlist

Selecting your wishlist, you will see the items you have previously added, with options at the bottom to "Add Entire Wishlist to Cart," "Delete Wishlist," or enter an e-mail address and "Send Wishlist to Another User."

If you decide to e-mail the wishlist, it must be sent to a registered AFWay user. This person can process the wishlist in the same manner as the original customer. (**NOTE:** The wishlist will no longer appear on the original customer's User Profile page.)

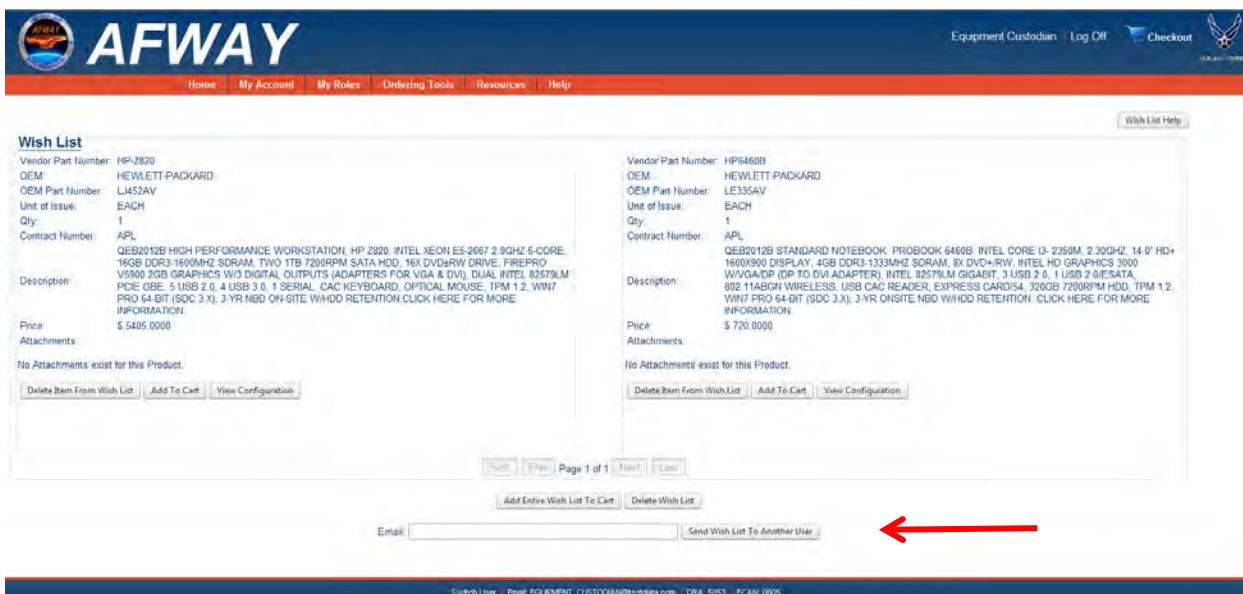


Figure 24 - Send Wishlist to Another User

If you elect to send the wishlist to another user, the screen acknowledges with the following popup message:



Figure 25 - Popup Message Sending Wishlist to Another User

The system e-mails the user provided in the e-mail box, and returns the user to their User Profile Page.

You are also able to delete, add to cart, or view the configuration of existing *items* in the wishlist.

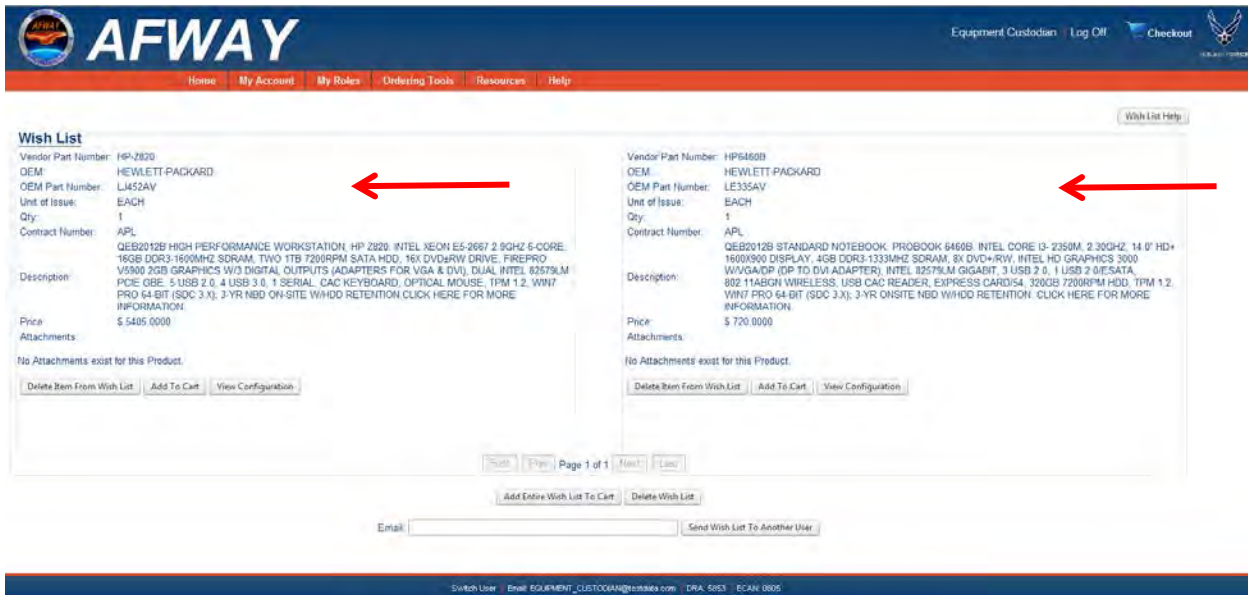


Figure 26 - Updating Your Wishlist

Once you have completed modifying, deleting or adding your wishlist to the "Cart", you may be ready to finalize the order and checkout.

7. Checkout

Return to the navigation bar and select "My Account," and then "Shopping Cart" (see figure 20).

The Shopping Cart is displayed and you now have the following options:

- Option 1:** Update Total
- Option 2:** Checkout
- Option 3:** Add the new product to your existing wishlist.

The screenshot shows the AFWAY Shopping Cart interface. At the top is the AFWAY logo and a navigation bar with links: Home, My Account, My Roles, Ordering Tools, Resources, and Help. Below the navigation bar is the "Shopping Cart" heading and a brief instruction: "To change the quantity enter the new quantity beside the corresponding product and click the 'Update Total' button. If you change the quantity you must update the total before you will be allowed to Checkout." A table lists the cart items:

OEM	OEM Part Number	Quantity	Price	Configuration	RFQ	Delete	Total
> LEXMARK	C748DE	<input type="text" value="1"/>	\$912.00	<input type="button" value="View Configuration"/>		<input type="button" value="Delete"/>	\$912.00
							Grand Total: \$912.00

Below the table are two buttons: "Update Total" and "Checkout". A yellow arrow labeled "Option 2" points to the "Checkout" button. Below the buttons is a paragraph of text explaining how to add items to a wishlist. To the right of this text are two "Submit" buttons, one of which is pointed to by a blue arrow labeled "Option 3". On the left side, there are two input fields for "Existing Wishlists:" and "New Wishlist:". A red arrow labeled "Option 1" points to the "Update Total" button.

Figure 27 - Shopping Cart

Select Option 2, *Checkout*.

The next screen appears which identifies who the product is being shipped to, along with the option of identifying additional recipients by selecting "Multiple ShipTo/MarkFor Addresses."

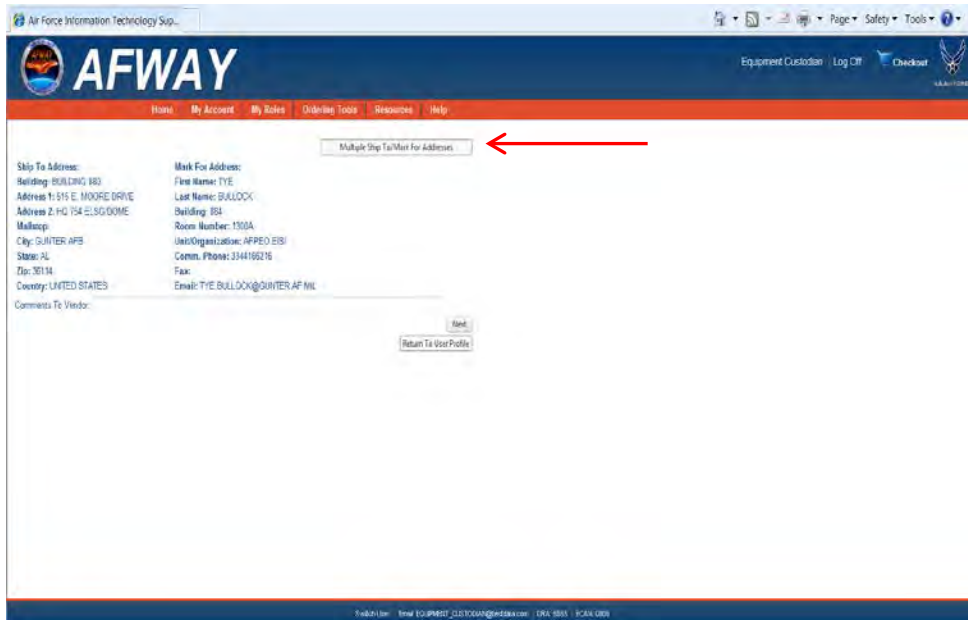


Figure 28 - Ship to and Mark For Address

Select "Break this into Multiple ShipTo/Mark For Addresses." (NOTE: If you do not need this illustration, after selecting "next" figure 32 - Process Order is shown.)

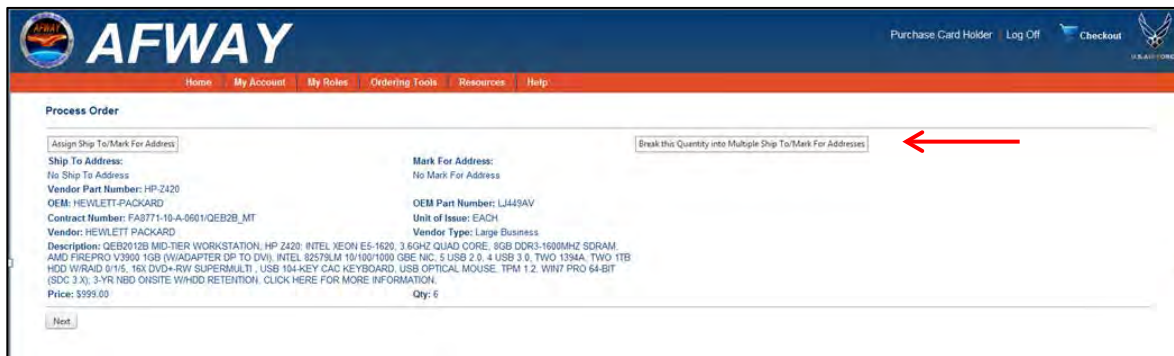


Figure 29 - Break Quantity Into Multiple Shipments

The next screen allows you to update the number of shipping addresses. For demonstration purposes, input "2" and select "Submit."

The screenshot shows the AFWAY website header with a navigation menu containing 'Home', 'My Account', 'My Roles', 'Ordering Tools', 'Resources', and 'Help'. Below the header, the page title is 'Choose the Number of Ship To Addresses'. The main content area displays the text 'The total quantity of items is 6.' followed by a question 'How many shipping addresses will you be using?' with a text input field containing the number '2'. A 'Submit' button is located at the bottom left of the form area.

Figure 30 - Choose Number of Ship To Addresses

The following screen appears which allows you to enter the quantity, e-mail and delivery instructions for your order:

The screenshot shows the AFWAY website header with a navigation menu containing 'Home', 'My Account', 'My Roles', 'Ordering Tools', 'Resources', and 'Help'. Below the header, the page title is 'Multiple Ship To Addresses'. The main content area displays the text 'The total quantity of items is 6.' followed by a section for 'Address 1'. This section contains three input fields: 'Quantity', 'Email', and 'Delivery Instructions'. Below this is a section for 'Address 2', which also contains three input fields: 'Quantity', 'Email', and 'Delivery Instructions'. A 'Submit' button is located at the bottom left of the form area.

Figure 31 - Multiple Ship To Addresses

After hitting Submit, the user is returned to the Process Order screen. Here, you may add attachments in support of your order.

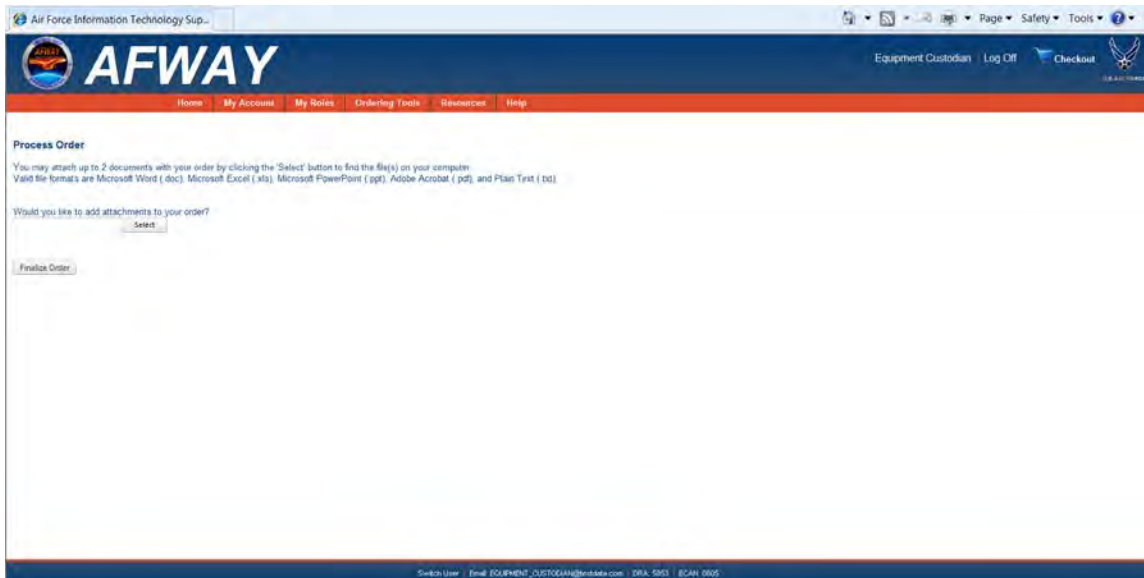


Figure 32 - Process Order

Once you have added your attachments (or if you do not have any to add), select "Finalize Order." The system displays "Order Successfully Submitted" along with the following message: "Your order, **Tracking Number XXXXX**, is pending approval through the base process defined by your **Equipment Custodian** and **Base Equipment Control Officer**. An e-mail has been sent to the first approval official in the approval process. You will receive an e-mail notification when the approval process has been completed or if your order is not approved. To view your order, select your "User Profile" and click on **Tracking Number XXXXX** underneath the **My Orders** tab."

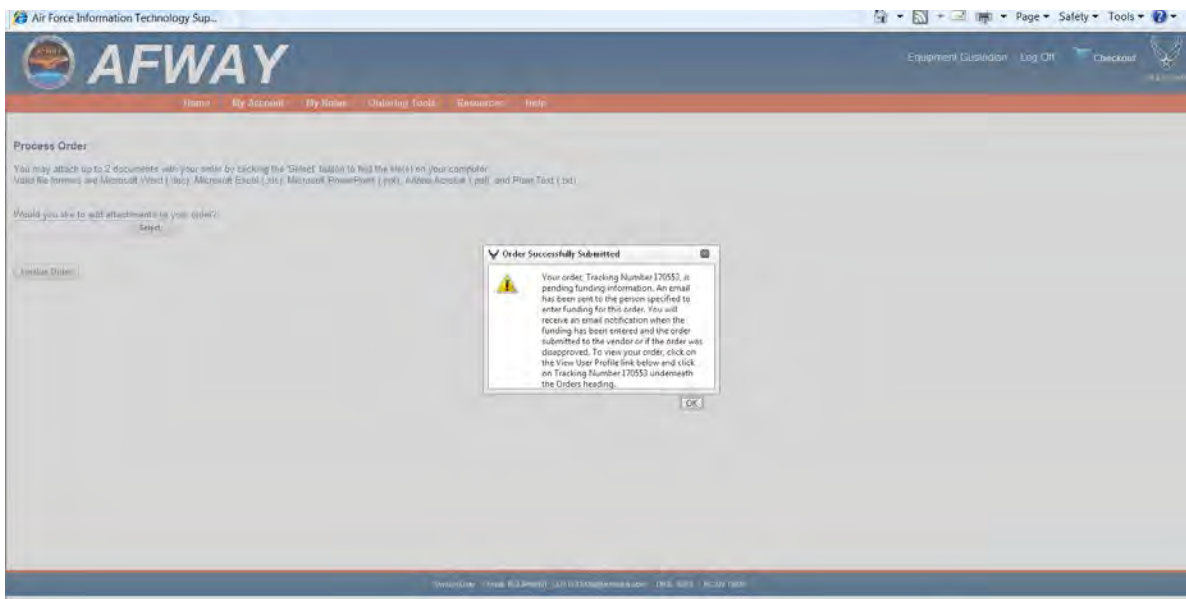


Figure 33 - Order Successfully Submitted

After selecting "OK" the user is returned to their User Profile page, where you can see the order is listed under the tab "My Orders."

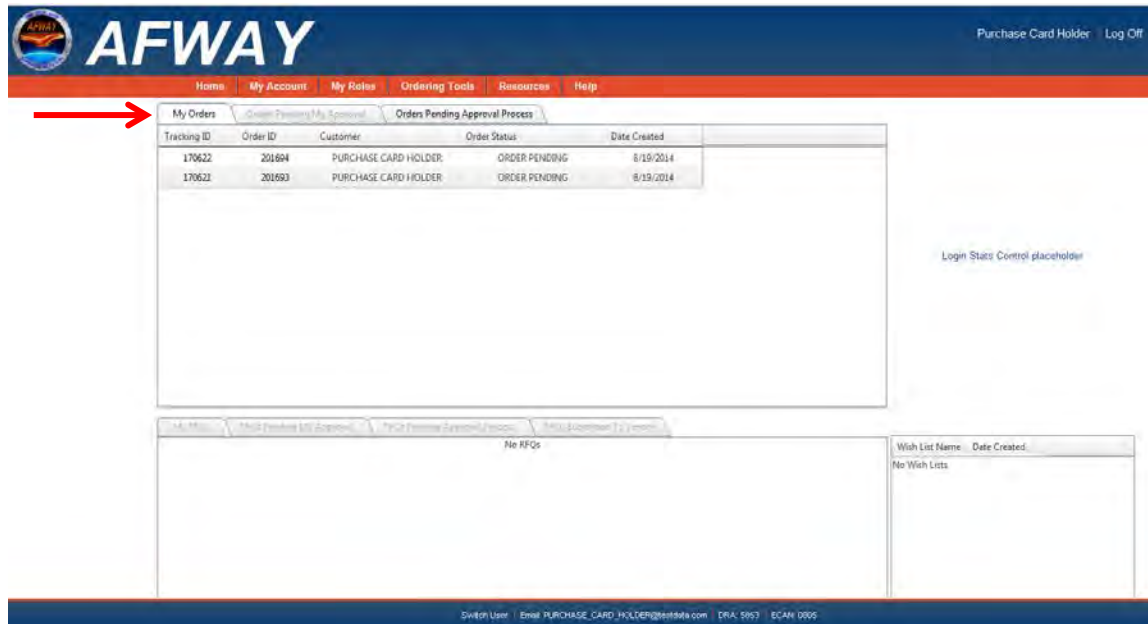


Figure 34 - My Orders

8. To Checkout as a non-Air Force User:

Once items are added to the shopping cart, select the *Checkout* button.

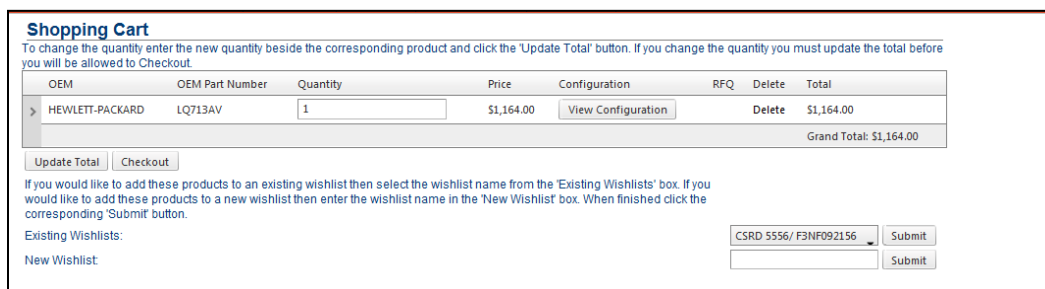


Figure 35 - non-Air Force Shopping Cart

Select an address from the drop-down list for the "Ship To Address" and the "Mark For Address". If the address is not in the drop-down list, select the links to *Add New Addresses*. Then enter comments to the vendor and click on the *Next* button.

Ship To Address [Edit Ship To Addresses](#)
 FLUGPLATZ RAMSTEIN ▼

Mark For Address [Edit Mark For Addresses](#)
 k;l k;l;k ▼

Comments To Vendor:

[Next](#)
[Return To User Profile](#)

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this personal information is prohibited.

Figure 36 - non-Air Force Ship To and Mark For Addresses

The Process Order page will appear. Attach any documents applicable to the order. Then select the *Next* button.

Process Order
 You may attach up to 2 documents with your order by clicking the 'Select' button to find the file(s) on your computer. Valid file formats are Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Adobe Acrobat (.pdf), and Plain Text (.txt).

Would you like to add attachments to your order?
 [Select](#)

Payment Information
 By entering payment information, you are certifying that the supplies and services in this order are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and the funds have been committed.

Select a Payment Type for this Order:
 Credit Card
 Form 9

Credit Card Payment
 Please select a Credit Card [Manage Credit Cards](#)
 * Credit Cards ▼

[Refresh Credit Cards](#) [Finalize Order](#)

Figure 37 - Process Order - non-Air Force

Select the appropriate radio button for the payment type. If Form 9 is selected, enter the Delivery Order number and the Fund Cite. If Credit Card is selected, enter the card number.

Process Order

You may attach up to 2 documents with your order by clicking the 'Select' button to find the file(s) on your computer. Valid file formats are Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Adobe Acrobat (.pdf), and Plain Text (.txt).

Would you like to add attachments to your order?

Payment Information

By entering payment information, you are certifying that the supplies and services in this order are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and the funds have been committed.

Select a Payment Type for this Order:

Credit Card

Form 9

Form 9 Payment

Form 9 Info. For Official Use Only (FOUO)

* Delivery Order Number:

* Fund Cite:

Figure 38 - non-Air Force - Form 9 Selected

Select the *Finalize Order* button to complete the order. The system generates a confirmation message.

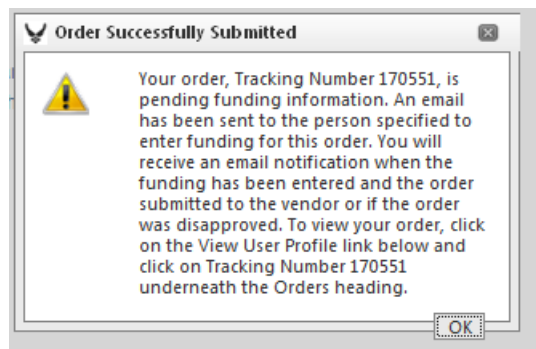


Figure 39 - non-Air Force Confirmation Message

9. Approval Process

The next step in the ordering process depends on the Approval Process as defined by your MAJCOM or if non-Air Force, the Approval Authority you define for your organization. To view your approval process, from the Navigation Bar select "My Account" and then "View My Approval Process." The next person in the Approval Process is notified by e-mail that an order is pending for their approval. This is illustrated below by logging on as an Approving Official.

The screenshot shows the AFWAY web application interface. The top navigation bar includes 'Home', 'My Account', 'My Roles', 'Ordering Tools', 'Resources', and 'Help'. The user is logged in as 'YC-02 Martin C Toland'. The 'Orders Pending Approval Process' tab is selected, and a red arrow points to it. Another red arrow points to the 'Approving Official' role in the top right corner. The main content area displays a table of pending orders:

Tracking ID	Order ID	Customer	Order Status	Date Created
148111	173583	DENVER MCCOY	ORDER PENDING	9/23/2011
148111	173586	DENVER MCCOY	ORDER PENDING	9/23/2011
170545	201602	CHAD MARWALD	ORDER PENDING	7/9/2014
170546	201603	APPLICATION ADMINISTRATOR	ORDER PENDING	7/10/2014
170547	201604	CHAD MARWALD	ORDER PENDING	7/10/2014
170548	201605	CHAD MARWALD	ORDER PENDING	7/10/2014
170548	201606	CHAD MARWALD	ORDER PENDING	7/10/2014
170548	201607	CHAD MARWALD	ORDER PENDING	7/10/2014
170549	201608	CHAD MARWALD	ORDER PENDING	7/10/2014
170552	201611	APPLICATION ADMINISTRATOR	ORDER PENDING	7/14/2014
170553	201612	EQUIPMENT CUSTODIAN	ORDER PENDING	7/15/2014

Figure 40 - Approving Official

Notice the orders under the tab "Orders Pending Approval Process." Selecting a Tracking-ID number gives the details of the order and the status:

The screenshot shows the 'Tracking Number Info' page in the AFWAY web application. The page displays details for tracking number 170009, including customer information and attachments.

Tracking Number Info

Tracking Number: 170009
Date Created: 7/17/2014

Customer Info

Name: EQUIPMENT CUSTODIAN
DRA: 5053
ECAN: 0805
Address: Address One
City: ST 12345
Email: EQUIPMENT_CUSTODIAN@tstdata.com

Attachments

170009

Figure 41 - Tracking Number Info

Order Details

Order List

Select an Order

Approval Process Details

Completed Steps

Role	Name	Approval Date
Equipment Custodian	CUSTODIAN, EQUIPMENT	7/17/2014 9:48:06 AM
Internal Comments:	SOME OPTIONAL COMMENTS	
Comments to Vendor:	SOME OPTIONAL COMMENTS TO VENDOR	
BASE EQUIPMENT CONTROL OFFICER	CONTROL OFFICER, EQUIPMENT	7/17/2014 9:49:10 AM
Internal Comments:	SOME OPTIONAL COMMENTS	
Comments to Vendor:	SOME OPTIONAL COMMENTS TO VENDOR	
Approval Official	OFFICIAL, APPROVAL	7/17/2014 9:53:26 AM
Internal Comments:	SOME OPTIONAL COMMENTS	
Comments to Vendor:	SOME OPTIONAL COMMENTS TO VENDOR	
Resource Advisor	ADVISOR, RESOURCE	7/17/2014 9:54:10 AM

Next Step Approvers

Role	Name	Primary?
Contracting Officer	OFFICER, CONTRACTING	True
Contracting Officer	BARTON, GWENDOLYN	True
Contracting Officer	FOWLER, PAMLER	True
Contracting Officer	OUTLAND, JOHN	True
Contracting Officer	THOMPSON, ROBERT	True
Contracting Officer	BRILLANT, NANNIE	True
Contracting Officer	ROBBINS, JUDETTE	True
Contracting Officer	WATSON, SHAMEEKA	True
Contracting Officer	BROWN, KEYANIA	True
Contracting Officer	HOLLEY, JEFFERY	True
Contracting Officer	PENNINGTON, NATHAN	True
Contracting Officer	BROWN, SHANEKA	True
Contracting Officer	EASTERLING, KELLY	True
Contracting Officer	GRIFFIN, MAURICE	True
Contracting Officer	MUSE, SHERRITA	True

Figure 42 - Tracking Number - Completed Steps

Notice under the "Completed Steps" the role that approved the order and the date it was approved. When an order is approved, and e-mail notification is sent to the originating user of the order along with the next person in the Approval Process, notifying them that an order is ready for their approval.

10. Vendor Response to an Order

Once the order has gone through all the required Approval Steps, the originating user is notified by e-mail that their Order ID# has been approved and submitted to the vendors associated with the contract against which the order is being placed.

The system generates an e-mail notifying the **vendors** that an order has been submitted against their contract for their products.

The AFWay vendor then logs on to AFWay to view their "User Profile" from the navigation bar. From here, they can select the order to which they wish to respond.

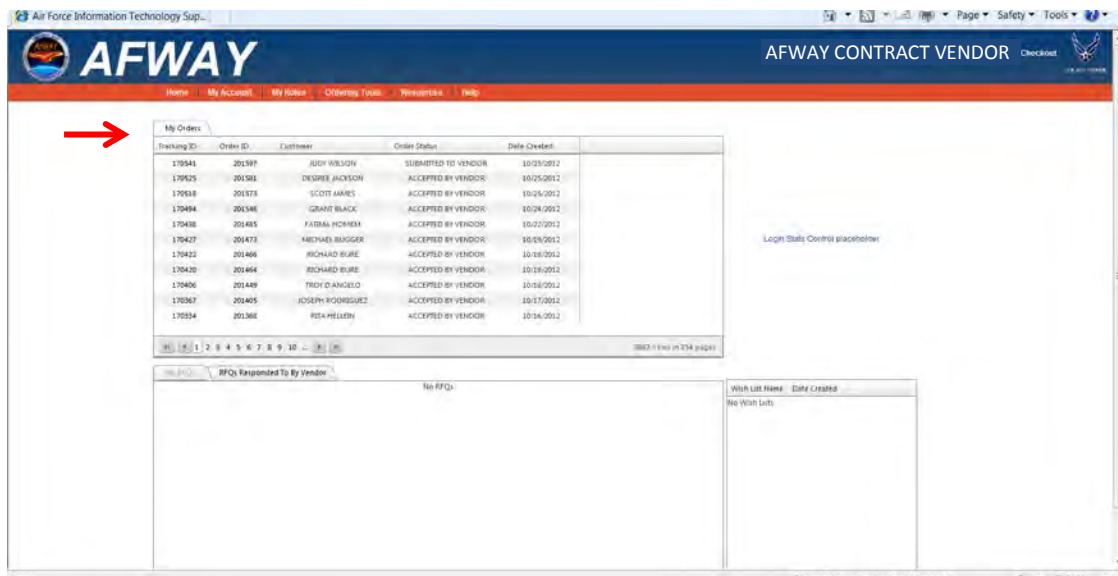


Figure 43 - Vendor "My Orders"

Selecting an order brings up the following screen for the Vendor to view any attachments and other information concerning the order. Please note that the following screen shots had to be separated because of their size, but they display on one screen.

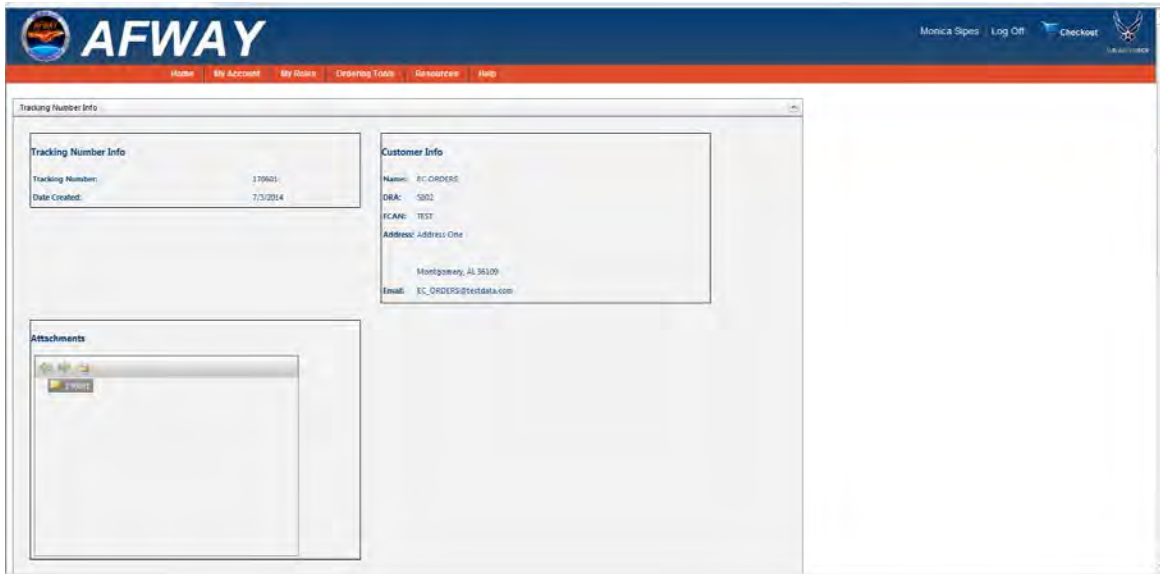


Figure 44 - Vendor Order Details (Attachments)

The bottom half of the screen shows the Order List with a drop-down arrow for selecting the specific order number, along with the Funding Details:



Figure 45 - Vendor Order Details (Order List)

When the vendor selects the Order Number, the system displays the products included in the order, and allows the vendor to select that product to see information pertaining to it:

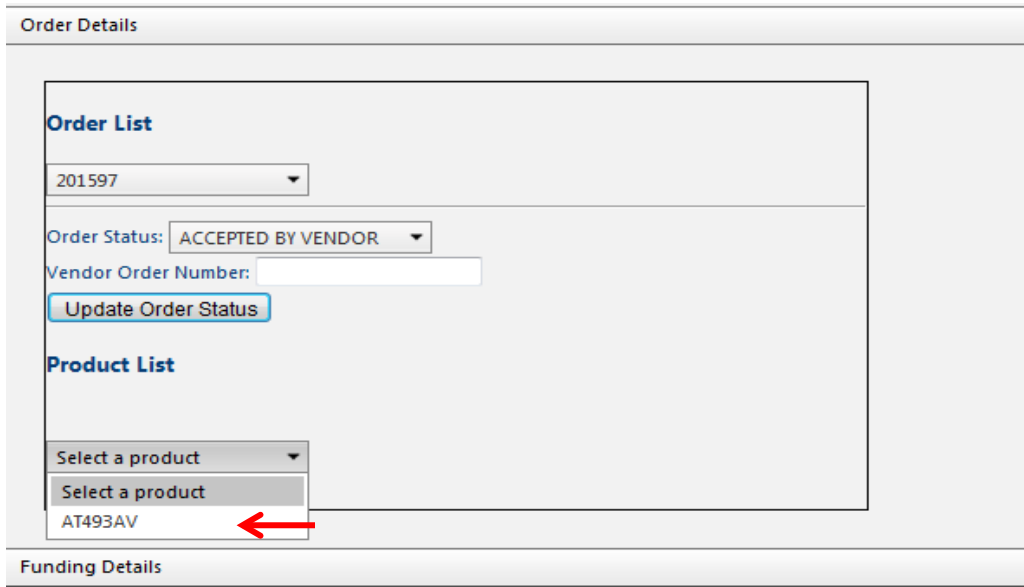


Figure 46 - Vendor Selecting a Product from Order

By selecting "View Configuration", the system displays the configuration of the selected product chosen by the customer:

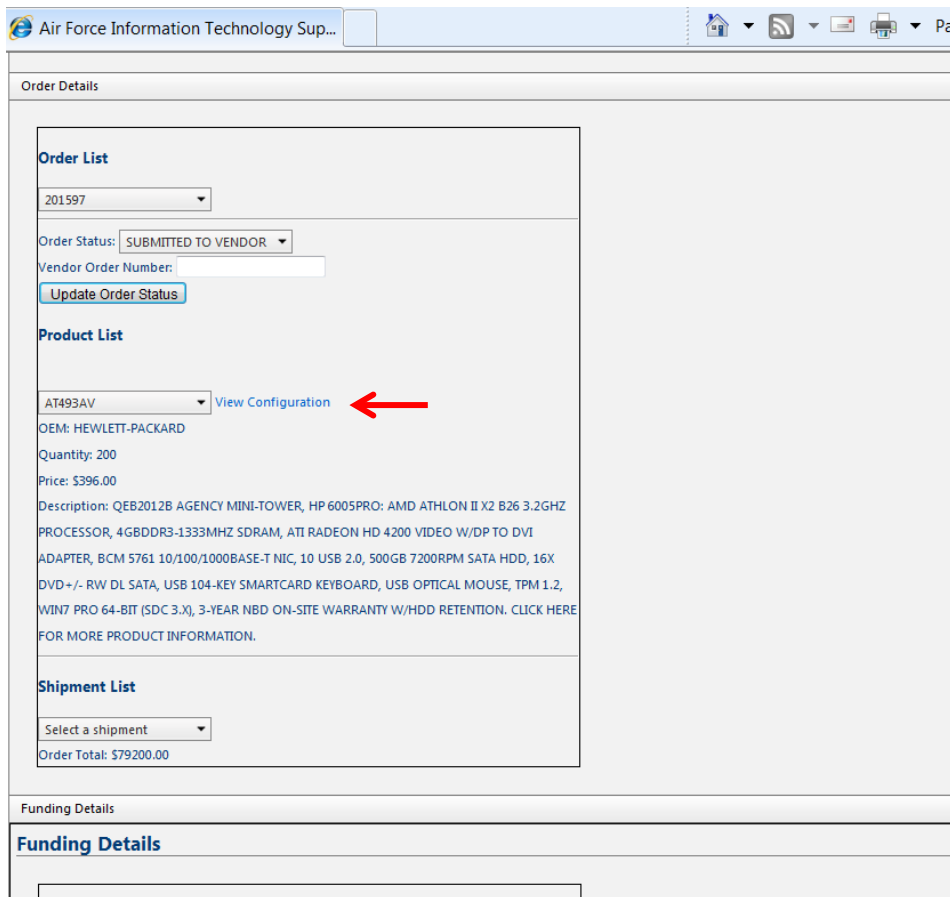


Figure 47 - View Configuration (Vendor)

Please see below for the customer's chosen configuration:

Feature:
 OPERATING SYSTEM: SELECT 64-BIT SDC 3.X WINDOWS 7 (DEFAULT)
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

Upgrade:
 NETWORK CARD: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

PORT EXPANSION: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

KEYBOARD: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

VIDEO CARD: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

CAC READER: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

AUDIO: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

HARD DRIVE BUNDLE: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

WARRANTY: NO UPGRADE
 OEM: HEWLETT-PACKARD
 OEM Part Number: -

Figure 48 - Product Configuration

After reviewing the order, the vendor must update the "Order Status" with the appropriate selection:

The screenshot shows a web interface for an 'Order List'. At the top, there is a search box containing '201597'. Below it, the 'Order Status' dropdown menu is open, displaying the following options: 'ACCEPTED BY VENDOR' (highlighted), 'ORDER PENDING', 'SUBMITTED TO VENDOR', 'PRODUCTS SHIPPED', 'PRODUCTS DELIVERED', 'ORDER COMPLETED', 'DECLINED BY VENDOR', 'ORDER CANCELED', and 'CHANGED TO RFQ'. The 'Update Order' button is visible next to the dropdown. Below the dropdown, the 'Product List' section shows details for item 'AT493AV', including 'OEM: HEWLETT-PACKARD', 'Quantity: 200', and 'Price: \$396.00'. A detailed description of the product is provided at the bottom of the interface.

Figure 49 - Vendor Update Order Status

Once the vendor accepts the order, the Order Status is updated, and an e-mail is generated by the system to the originating user. When there is a change to the "Order Status," the vendor updates this drop-down box with the

appropriate status (i.e., products shipped, products, delivered, etc).

Zip Code: 32955
Country: UNITED STATES
Mailstop:
Name: JUDY WILSON
Building: NOLAND COMPANY
Room Number:
Unit/Org:
Phone: 321-639-1102
Fax:
Email:

Shipment Details

Shipping Status: **AWAITING SHIPMENT** ▼
Qty Shipped: 200
Tracking Number:
Shipping Company: NONE
Ship Date: 7/29/2014

SHIPPED BY VENDOR

Update Shipping Status

Subtotal: \$79200.00
Order Total: \$79200.00

Figure 50 - Update Shipping Status

Order Details

Order List
Select an Order

Funding Details

Funding Details

Form 9 Info

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

No action should be taken until receipt of a formal Delivery Order signed by a contracting officer which will constitute the firm order. In cases of conflict between the electronic transmission and the Delivery Order, the Delivery Order governs. The formal acceptance period contained in the terms and conditions of your contract

Delivery Order: dsfsdf
Fund Cite: sdfdsfdf

Figure 51 - Funding Details (Vendor)

When the originating customer signs on to AFWay and checks their User Profile, they will see that their order has

been accepted or declined by the Vendor. In addition, an e-mail is sent to the customer notifying them of the vendor's acceptance/decline of the order.

AFWAY

Home My Account My Roles Ordering Tools Resources Help

My Orders Orders Pending My Approval Orders Pending Approval Process

Tracking ID	Order ID	Customer	Order Status	Date Created
170571	201837	TYE BULLOCK	ACCEPTED BY VENDOR	8/15/2014
147809	173205	TYE BULLOCK	ACCEPTED BY VENDOR	9/22/2011
107501	124053	TYE BULLOCK	ACCEPTED BY VENDOR	9/24/2009
86585	97740	TYE BULLOCK	ACCEPTED BY VENDOR	9/27/2008
86595	97741	TYE BULLOCK	ACCEPTED BY VENDOR	9/27/2008
86593	97738	TYE BULLOCK	ACCEPTED BY VENDOR	9/27/2008

Login Stats Control placeholder:

My RFQs RFQs Pending My Approval RFQs Pending Approval Process RFQs Submitted To Vendor

No RFQs

Wish List Name	Date Created
Test Tube 123	8/15/2014
Army DENCOM Workstations	9/22/2009

Switch User | Email: tye.bullock@gnrter.af.mil | DRA: 4853 | ECAN: 0805

Figure 52 - User Profile - Vendor Accepted Order

11. Creating a Request for Quote (RFQ)

Once you have successfully logged onto AFWay, from the navigation bar select "Ordering Tools" and from the drop-down menu select "Submit RFQ":

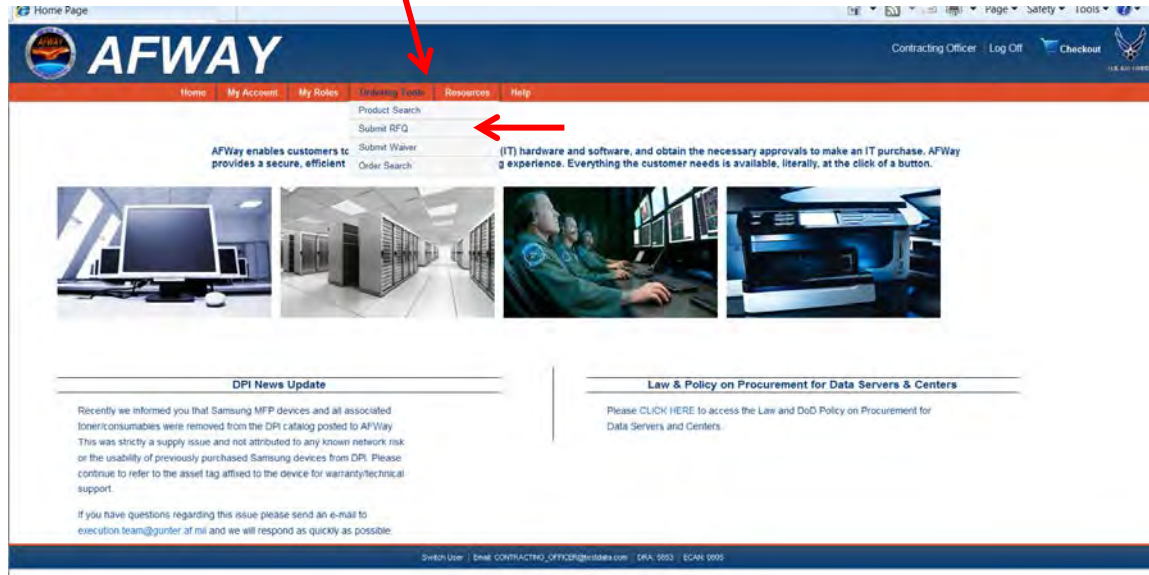


Figure 53 - Navigation Bar - Submit RFQ

The RFQ page is used to input all information that is required to submit a RFQ to the approval process. The Submit RFQ screen provides fields for the user to populate for their RFQ. Items indicated with a red asterisk * are required.

A screenshot of the AFWay 'Submit RFQ' form. The form is titled 'Submit RFQ' and contains several input fields. The first field is 'RFQ Name' with a red asterisk indicating it is required. Below it is the 'RFQ Description' field. The 'Vendor Categories' section includes a dropdown menu for 'Select a contract category' and a text area for 'Contract Number / Vendor Name / Small Business Type', also marked with a red asterisk. At the bottom of the form is a 'Rationale' field. The navigation bar at the top shows 'Ordering Tools' selected, and the 'Submit RFQ' link is highlighted in the dropdown menu.

Figure 54 - Submit RFQ Screen

RFQ Name - Enter a name or title to distinguish the RFQ from others.

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. **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 are selected.

Desired Delivery Date – Select a desired delivery date that is later than the current date. This date will also be the RFQ expiration date.

Quantity – Enter the exact quantity of the item needed.

Anticipated Price – Enter an approximate price.

Attachments – Attach any related documents. A button is provided to "Select" the attachments from your desired location. The RFQ page allows up to 10 attachments that in total are less than 12MB in size.

In the example below, the user selected "NETCENTS-2 Application Services SB." The drop-down list is populated with a list of vendors that have been awarded contracts with the Air Force for this category.

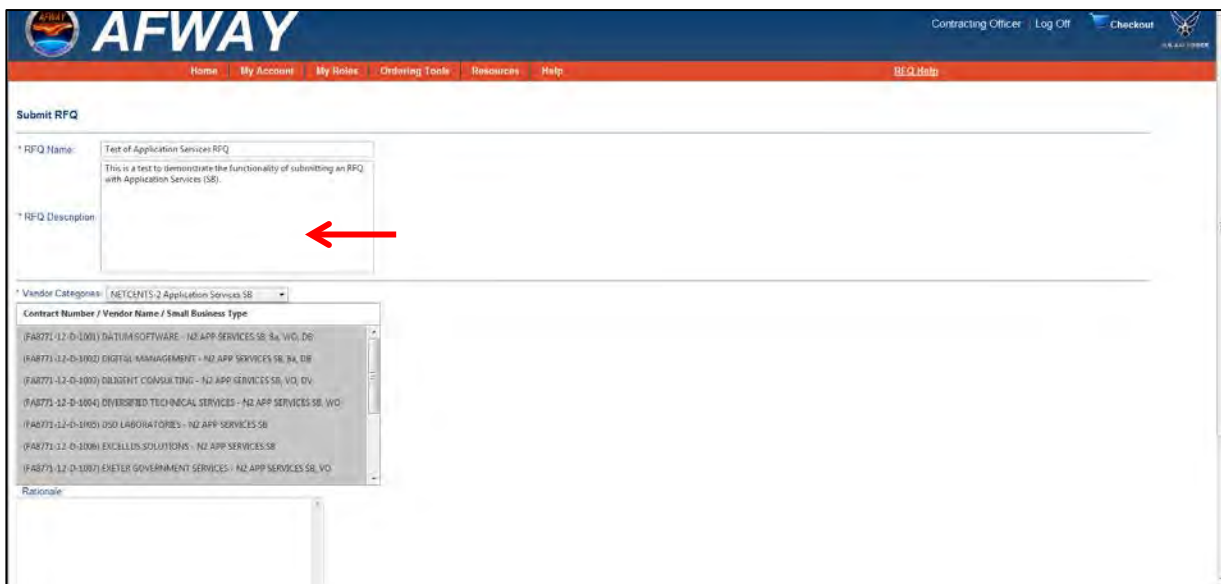


Figure 55 - Selecting Contract Category

Once the user has provided the required information, they select "Submit RFQ."

The system responds with a popup message asking, "Are you sure you want to submit this RFQ?" Click on OK or Cancel.

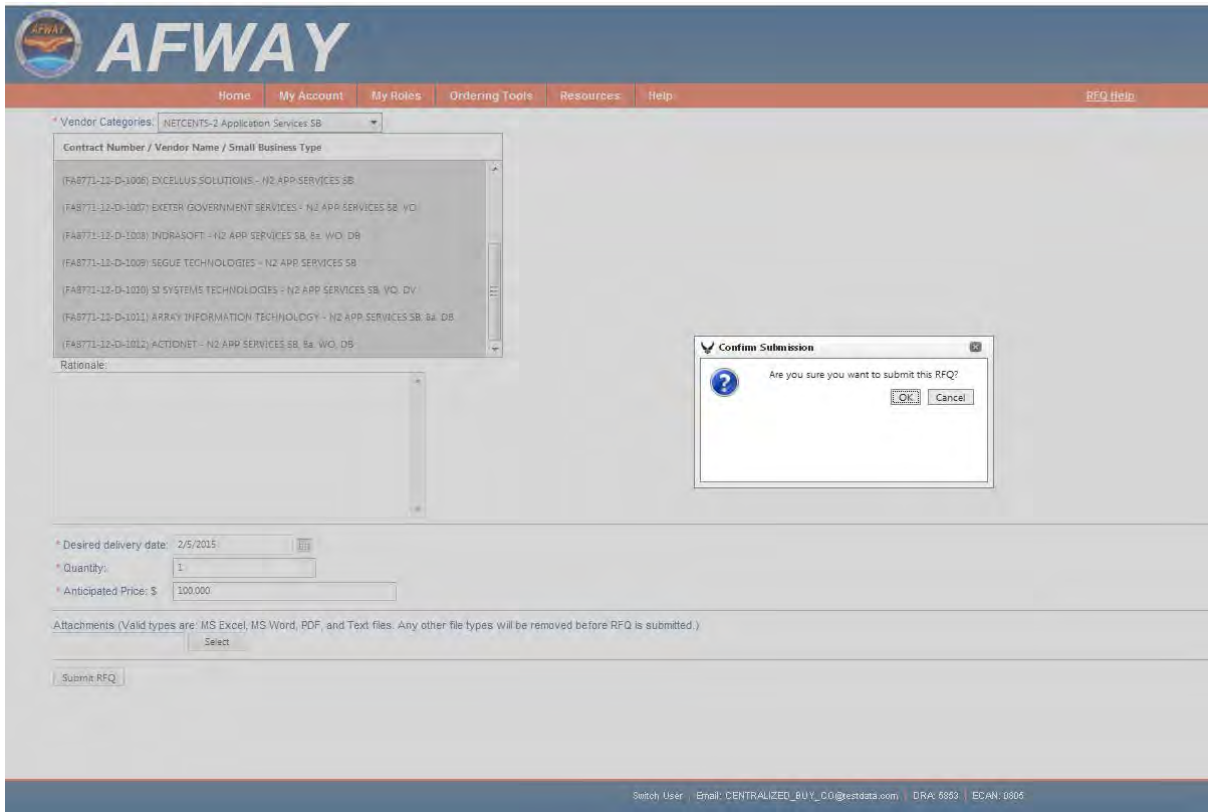


Figure 56 - Submit RFQ

If OK is selected, the system responds with another popup message that states "RFQ submission successful" along with the RFQ ID number. If Cancel is selected, the user is returned to the "Submit RFQ" screen.

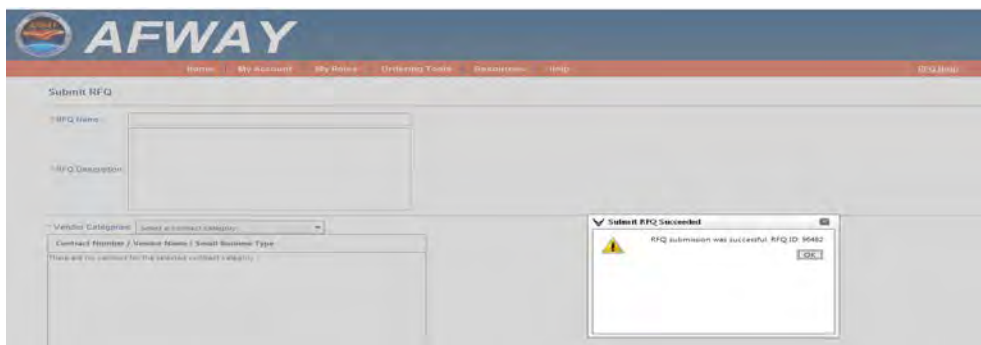


Figure 57 - Submit RFQ Successful

After successfully submitting the RFQ, select "My Account" and then "User Profile" from the navigation bar. (Refer to figure 20 if necessary.)

My Orders				
Orders Pending My Approval				
Orders Pending Approval Process				
Tracking ID	Order ID	Customer	Order Status	Date Created
211637	251254	CHAD MAIWALD	ORDER PENDING	8/4/2016
211637	251255	CHAD MAIWALD	ORDER PENDING	8/4/2016
211631	251246	CHAD MAIWALD	ORDER PENDING	7/18/2016
211631	251247	CHAD MAIWALD	ORDER PENDING	7/18/2016
211612	251226	CHAD MAIWALD	SUBMITTED TO VENDOR	5/18/2016
211609	251221	CHAD MAIWALD	ORDER PENDING	5/18/2016
211608	251220	CHAD MAIWALD	ORDER PENDING	5/18/2016
211579	251185	CHAD MAIWALD	ORDER PENDING	5/12/2016
211572	251177	CHAD MAIWALD	CHANGED TO RFQ	5/10/2016
211566	251171	CHAD MAIWALD	SUBMITTED TO VENDOR	4/29/2016
211554	251147	CHAD MAIWALD	ACCEPTED BY VENDOR	4/15/2016

55 items in 5 pages

My RFQs					
RFQs Pending My Approval					
RFQs Pending Approval Process					
RFQs Submitted To Vendor					
RFQ ID	RFQ Name	Customer	RFQ Status	Date Created	Vendor Response Due Date
123156	Another Test of View RFQ	MAIWALD, CHAD	RESPONSE FROM VENDOR	8/17/2016	8/25/2016
-		MAIWALD, CHAD	SUBMITTED TO VENDOR	8/17/2016	8/25/2016
123149	Test of View RFQ	CUSTODIAN, EQUIPMENT	SUBMITTED TO VENDOR	8/17/2016	9/22/2016
123148	Test Attech Test	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/17/2016	9/16/2016
-		MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/17/2016	9/16/2016
123128	\$402 Attach test	DAVIS, OMERIA	RESPONSE FROM VENDOR	8/4/2016	9/30/2016
-		DAVIS, OMERIA	SUBMITTED TO VENDOR	8/4/2016	9/30/2016
123115	RFQ View Test	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/3/2016	8/13/2016
-		MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/3/2016	8/13/2016
123113	Davis Test Data 112	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/1/2016	9/30/2016
-		MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/1/2016	9/30/2016

Wish List Name	Date Created
testtesttest	8/12/2016
config test	3/30/2016
test wishlist	3/30/2016
yams crams	3/28/2016
COPY OF godseytest	3/28/2016
DISAPPROVED ORDER 19215	5/26/2015
DISAPPROVED ORDER 20684	5/22/2015

Figure 58 - User Profile - Submitted RFQ

Notice the "My RFQs" tab at the bottom of the screen. This tab shows any RFQ's submitted by the user. The next tab "RFQs Pending My Approval" reflects a list of RFQs pending the approval of the current user, the next tab "RFQs Pending Approval Process" reflects those RFQs that are pending the approval of others in the ECAN Approval Process, and finally the last tab reflects "RFQs Submitted to Vendor."

Click on the RFQ ID number to open the RFQ Details Page.

An RFQ can be approved or disapproved from this page. If it is approved, the RFQ is forwarded to the next person in the approval process. If the RFQ is disapproved, notification is sent to the user who originated the RFQ. The page is then updated to reflect the "Completed Steps" and "Next Step Approvers."

The screenshot shows the 'RFQ Details' page with two main sections: 'Customer Information' and 'RFQ #123149 Information'. The 'Customer Information' section includes fields for Name (EQUIPMENT CUSTODIAN), DRA (5853), ECAN (ECOI), Address (Address One, City, AL 12345), Email (EQUIPMENT_CUSTODIAN@testdata.com), and Phone (3344161234). The 'RFQ #123149 Information' section includes fields for RFQ Name (Test of View RFQ), RFQ Status (RFQ PENDING), Desired Delivery Date (9/29/2016), Vendor Response Due Date (8/17/2016), Quantity Requested (1), Anticipated Price (\$1.00), Vendor Rationale (This is a test for the users manual), and Description (This is a test scenario for user manual). Below these sections is an 'Attachments' section with a table listing 'Lesson 4' as an attachment for 'EQUIPMENT CUSTODIAN'.

Figure 59 - RFQ Details

An RFQ can be approved or disapproved from this page. If it is approved, the RFQ is forwarded to the next person in the approval process. If the RFQ is disapproved, notification is sent to the user who originated the RFQ. The page is then updated to reflect the "Completed Steps" and "Next Step Approvers."

The screenshot shows the 'Next Step Approvers' page with two main sections: 'Completed Steps' and 'Next Step Approvers'. The 'Completed Steps' section is a table with columns for Role, Name, Internal Comments, and Approval Date. It shows one entry: Equipment Custodian, CHAD MAIWALD, with an approval date of 8/17/2016. The 'Next Step Approvers' section is a table with columns for Role, Name, and Primary?. It lists six approvers: GREGG PERRY, KIMO SHEAFFER, LAUREN RUSSELL, EQUIPMENT CONTROL OFFICER, BASE REVIEW, and CHAD MAIWALD, all with a checkmark in the Primary? column. Below these sections is an 'Approval Submission' section with a 'Submit' button and fields for Vendor Response Due Date, Desired Delivery Date, Internal Comments, and Approval Decision. The Approval Decision section has radio buttons for 'Approve' (selected) and 'Disapprove'. A note at the bottom states: 'You are the current step in the approval process for this Request For Quote.'

Figure 60 – Next Step Approvers

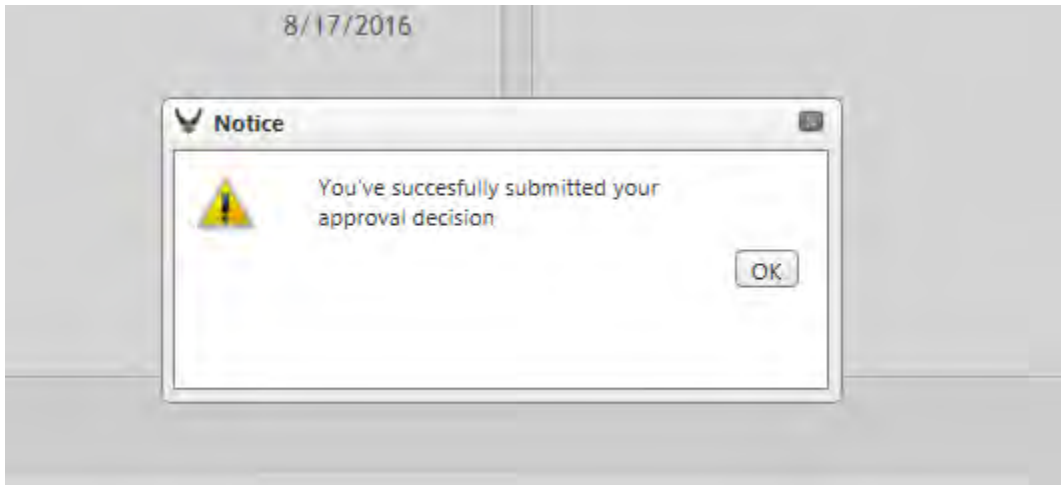


Figure 61 – Message – Approval Decision

Depending on your Approval Process, the last person in the process, which is usually the Contracting Officer (CO), must complete two additional fields before selecting “Approve.” These are the Vendor Response Due Date, and the Desired Delivery Date. If the CO fails to complete these fields, an error message is displayed.

Completed Steps				Undo Last Step	Next Step Approvers		
Role	Name	Internal Comments	Approval Date		Role	Name	Primary?
Equipment Custodian	CHAD MAIWALD		8/17/2016		CO	SOPHIA SMITH	✓
Base Review	CHAD MAIWALD		8/17/2016		CO	AVERY BROWN	✓
BASE EQUIPMENT CONTROL OFFICER	EQUIPMENT CONTROL OFFICER		8/17/2016		CO	MAURICE GRIFFIN	✓
Approval Official	CHAD MAIWALD		8/17/2016		CO	JANICE WOODSON	✓
Resource Advisor	CHAD MAIWALD		8/17/2016		CO	ANNETTE HUDSON	✓
					CO	AUDREY ROBINSON	✓
					CO	SHARON STALLINGS	✓
					CO	PATRICK KENNERSON	✓
					CO	PAMLER FOWLER	✓
					CO	MARIA JONES	✓

Approval Submission		Submit
Vendor Response Due Date:	<input type="text"/>	
Desired Delivery Date:	<input type="text"/>	
Internal Comments:	<input type="text"/>	
Approval Decision:	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove	
You are the current step in the approval process for this Request For Quote.		

Figure 62 – CO Approval RFQ

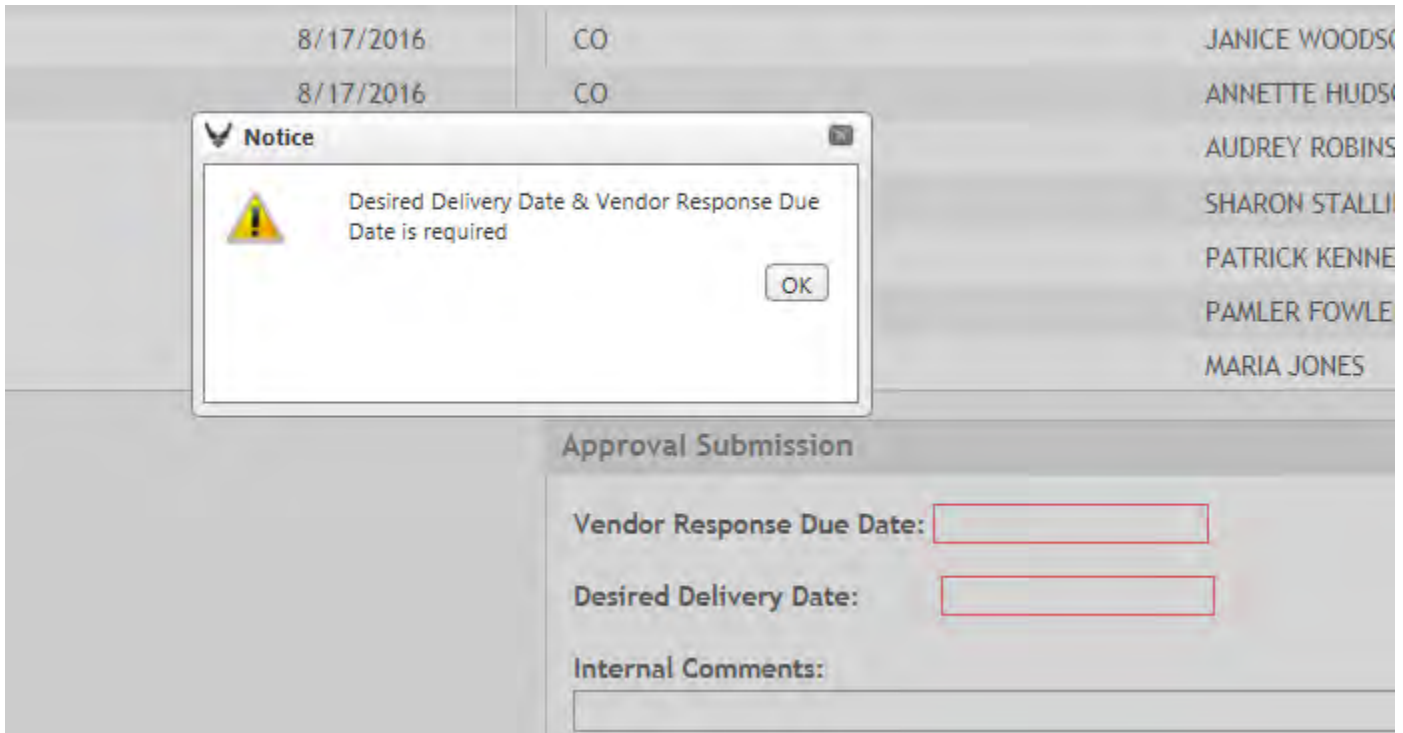


Figure 63 – Error Message – Required Fields

Once the RFQ is approved by everyone in the approval process, it is then submitted to the vendor.

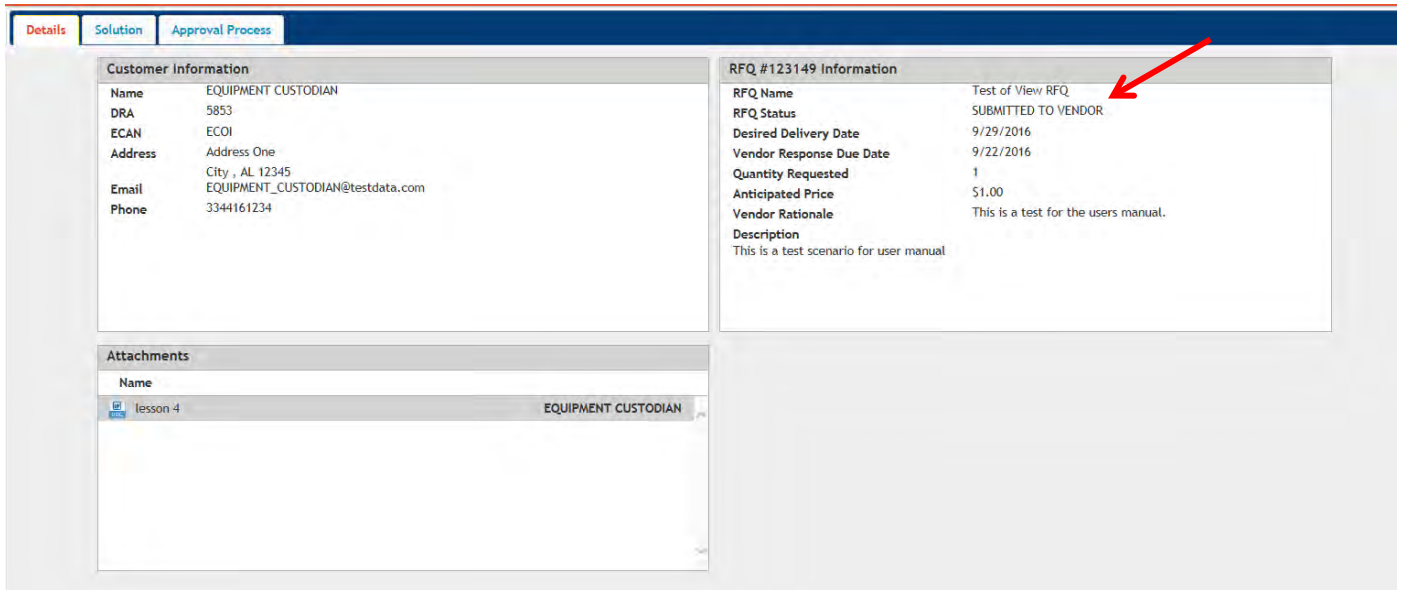


Figure 64 – After Approval – Submitted to Vendor

You can view the status of your RFQ by going to "My Account" and "User Profile" (figure 20). Notice the tabs at the bottom of the screen which reflect the different states of your RFQs. The last one is "RFQs Submitted to Vendor."

My Orders				
Tracking ID	Order ID	Customer	Order Status	Date Created
211637	251254	CHAD MAIWALD	ORDER PENDING	8/4/2016
211637	251255	CHAD MAIWALD	ORDER PENDING	8/4/2016
211631	251246	CHAD MAIWALD	ORDER PENDING	7/18/2016
211631	251247	CHAD MAIWALD	ORDER PENDING	7/18/2016
211612	251226	CHAD MAIWALD	SUBMITTED TO VENDOR	5/18/2016
211609	251221	CHAD MAIWALD	ORDER PENDING	5/18/2016
211608	251220	CHAD MAIWALD	ORDER PENDING	5/18/2016
211579	251185	CHAD MAIWALD	ORDER PENDING	5/12/2016
211572	251177	CHAD MAIWALD	CHANGED TO RFQ	5/10/2016
211566	251171	CHAD MAIWALD	SUBMITTED TO VENDOR	4/29/2016
211554	251147	CHAD MAIWALD	ACCEPTED BY VENDOR	4/15/2016

55 items in 5 pages

RFQs Submitted to Vendor					
RFQ ID	RFQ Name	Customer	RFQ Status	Date Created	Vendor Response Due Date
123156	Another Test of View RFQ	MAIWALD, CHAD	RESPONSE FROM VENDOR	8/17/2016	8/25/2016
-		MAIWALD, CHAD	SUBMITTED TO VENDOR	8/17/2016	8/25/2016
123149	Test of View RFQ	CUSTODIAN, EQUIPMENT	SUBMITTED TO VENDOR	8/17/2016	9/22/2016
123148	Test Attch Test	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/17/2016	9/16/2016
-		MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/17/2016	9/16/2016
123128	\$402 Attach test	DAVIS, OMERIA	RESPONSE FROM VENDOR	8/4/2016	9/30/2016
-		DAVIS, OMERIA	SUBMITTED TO VENDOR	8/4/2016	9/30/2016
123115	RFQ View Test	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/3/2016	8/13/2016
-		MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/3/2016	8/13/2016
123113	Davis Test Data 112	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/1/2016	9/30/2016
-		MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/1/2016	9/30/2016

Wish List Name	Date Created
testtesttest	8/12/2016
config test	3/30/2016
test wishlist	3/30/2016
yams crams	3/28/2016
COPY OF godseytest	3/28/2016
DISAPPROVED ORDER 1921	5/26/2015
DISAPPROVED ORDER 2068	5/22/2015

Figure 65 - User Profile - RFQs Submitted to Vendor

The vendor receives an e-mail notification of the new RFQ awaiting their action. If the vendor declines to submit a solution then an e-mail notification is sent to the originating user and the Contracting Officer. The RFQ Status is changed to "Declined by Vendor."

12. Vendor - Responding to a Request for Quote (RFQ)

Upon receiving the e-mail notification that an RFQ has been submitted to their contract, the vendor logs on to AFWay and from the navigation bar selects "My Account" and then "User Profile" to view the RFQs that have been submitted to them.

The screenshot shows the AFWay application interface. At the top is the AFWay logo and a navigation bar with links: Home, My Account, My Roles, Ordering Tools, Resources, and Help. Below the navigation bar, there are two tabs: "My Orders" and "My RFQ Contracts (Responded To)". The "My Orders" tab is active, displaying a table of orders. Below this table is a pagination control showing "47 items in 5 pages".

Below the "My Orders" section, there are two tabs: "My RFQ Contracts (Awaiting Response)" and "My RFQ Contracts (Responded To)". The "My RFQ Contracts (Responded To)" tab is active, displaying a table of RFQs. A red arrow points to the first row of this table, which has an RFQ ID of 123156.

Tracking ID	Order ID	Customer	Order Status	Date Created
209847	249091	MANZIE REESE	ACCEPTED BY VENDOR	6/15/2015
209560	248733	REBECCA JACKSON	SUBMITTED TO VENDOR	6/10/2015
209313	248439	ANITA JUNIPER	SUBMITTED TO VENDOR	6/8/2015
208481	247438	LUTIA BARBER	ACCEPTED BY VENDOR	5/22/2015
207431	246154	DAVID ARNOLD	ACCEPTED BY VENDOR	5/6/2015
204983	243206	SUE HUGUELY	SUBMITTED TO VENDOR	3/24/2015
203310	241165	CINDY DIXON	ACCEPTED BY VENDOR	2/5/2015
202007	239681	PATRICK ENRIQUEZ	ACCEPTED BY VENDOR	12/10/2014
201816	239459	MARK RUSSELL	ACCEPTED BY VENDOR	12/3/2014
200074	237412	JUSTIN POWELL	SUBMITTED TO VENDOR	9/26/2014
198818	235903	RONALD PORTER	SUBMITTED TO VENDOR	9/22/2014

RFQ ID	RFQ Name	Contract	Customer	Date Created	Vendor Response Due Date	Wish List Name
123156	Another Test of View RFQ	FA12345-2-D-1013	MAIWALD, CHAD	8/17/2016	8/25/2016	No Wish Lists
123154	Atch Test1234	FA8732-14-D-0008	DAVIS, OMERIA	8/17/2016	9/16/2016	
123150	awef	FA8732-14-D-0008	NAF_CUSTOMER, NC2	8/17/2016	8/23/2016	
123137	test 1234	FA8732-14-D-0008	AIR FORCE, NON	8/8/2016	9/30/2016	
123113	Davis Test Data 112	FA8732-14-D-0008	MANAGER, PROGRAM	8/1/2016	9/30/2016	
123077	Pr 863 test	FA8732-14-D-0008	ADMINISTRATOR, APPLICATION	5/18/2016	5/20/2016	
123076	testestestest	FA8732-14-D-0008	AIR FORCE, NON	5/18/2016		
123044	Telephone Equipment	FA8732-14-D-0008	IVISON, MICHAEL	5/5/2016		
123043	Upgrade to Bldg 949 (GPC)	FA8732-14-D-0008	IVISON, MICHAEL	5/3/2016		
123024	Recycle 8 Test 123	FA8732-14-D-0008	MANAGER, PROGRAM	4/14/2016		

Figure 66 - Vendor User Profile

The vendor selects the RFQ ID Number to view the details of the RFQ.

The vendor will then open the attachment and based on the requested information, will create a response to this RFQ or decline to bid.

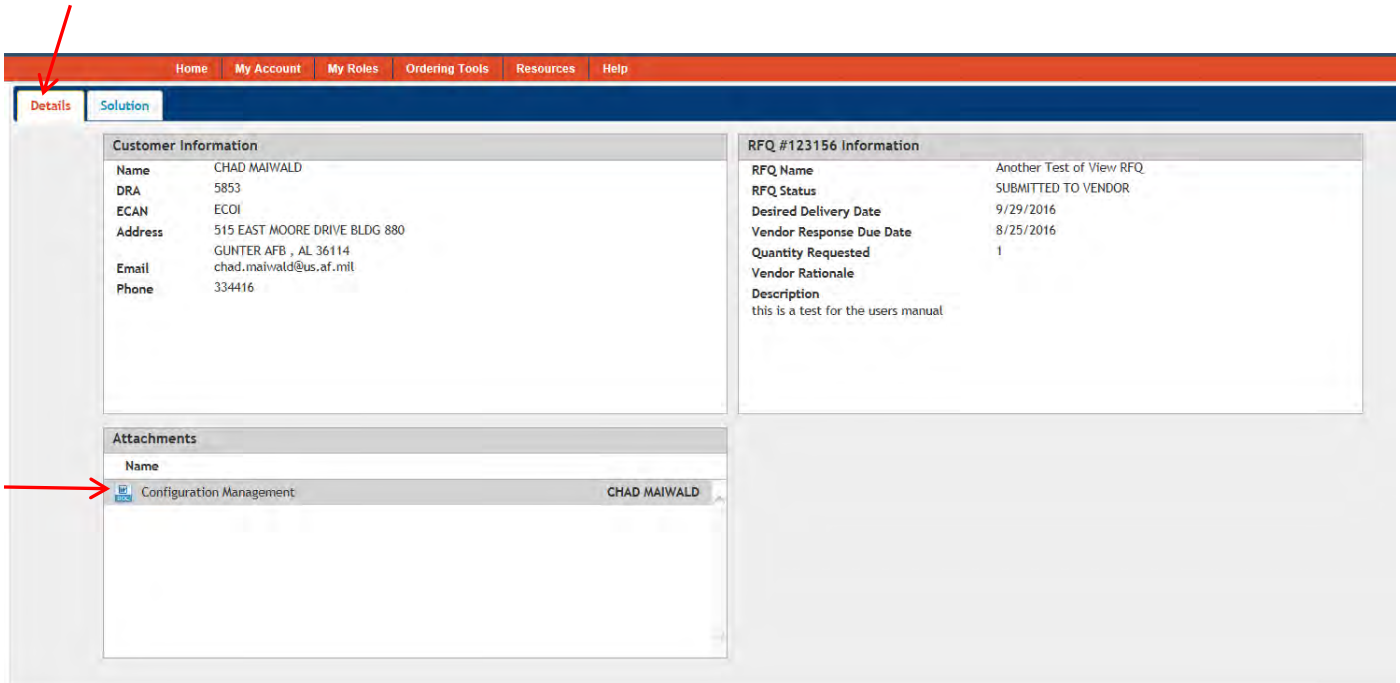


Figure 67 - Vendor View – RFQ Details

After the vendor has decided whether or not to respond to the RFQ, they will upload their attachments (up to 10 not to exceed 12MG cumulatively) through this same page, complete the remaining fields and select "Submit Response."

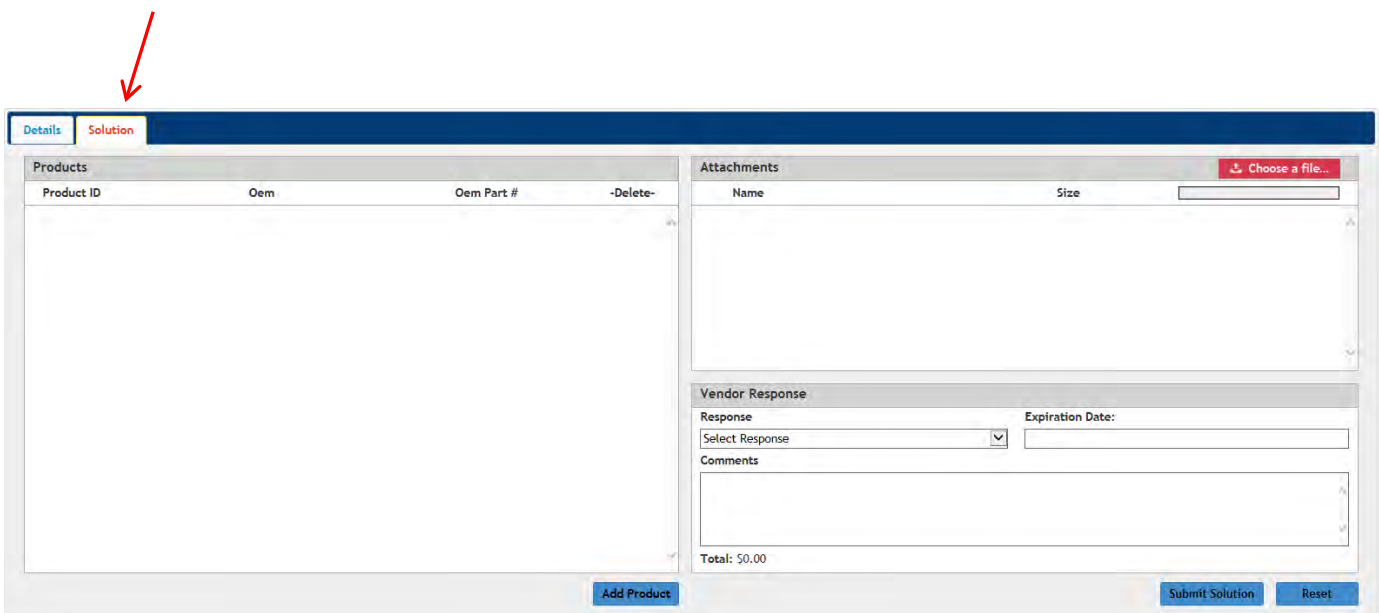


Figure 68 - Vendor View – RFQ Solution

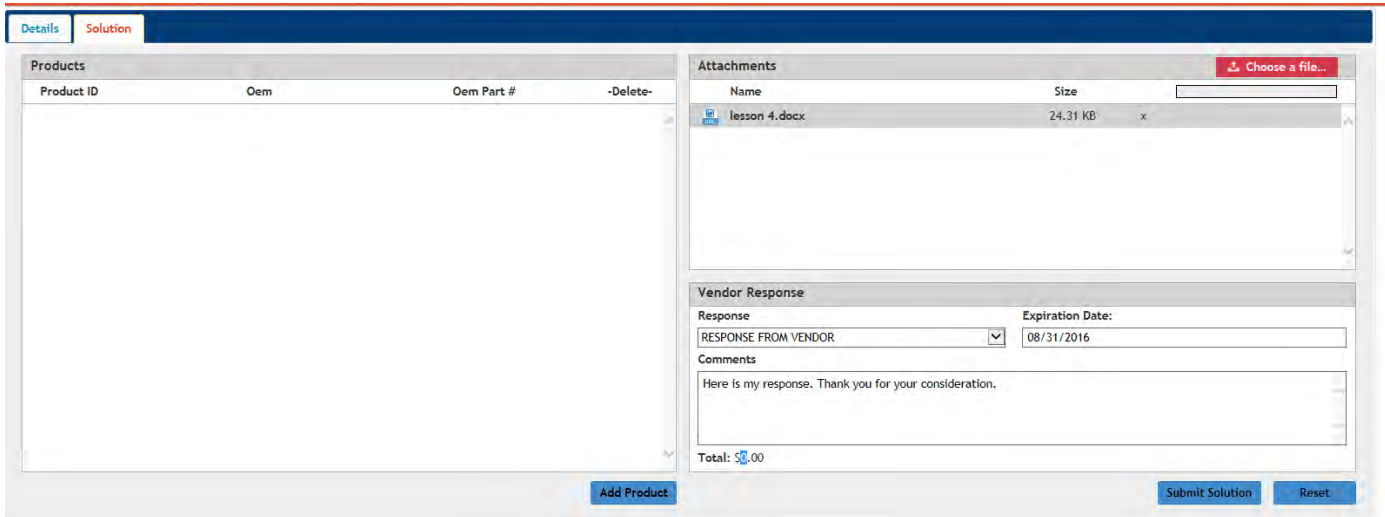


Figure 69 - Vendor Response – Upload Attachment

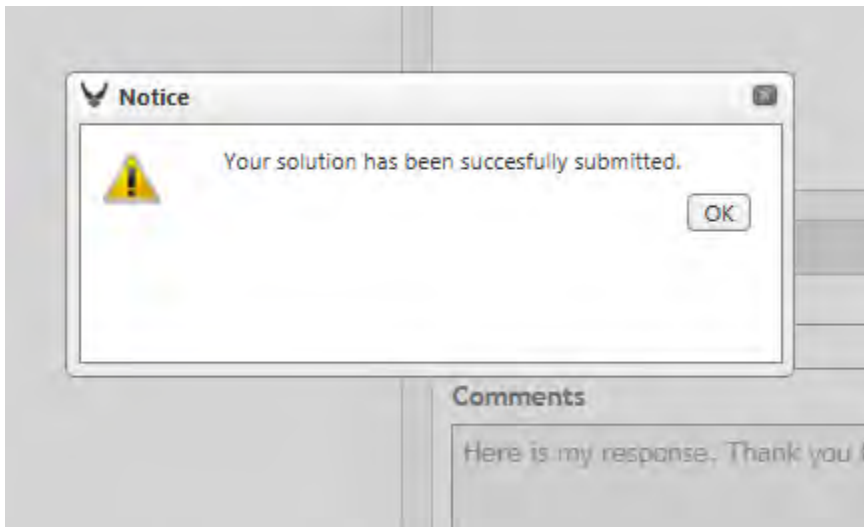


Figure 70 – Message – Successful Response

After the vendor submits their response to the RFQ, an e-mail is sent through the system notifying the originating user and their funding representative that a response has been submitted to their RFQ.

My Orders					
Tracking ID	Order ID	Customer	Order Status	Date Created	
209847	249091	MANZIE REESE	ACCEPTED BY VENDOR	6/15/2015	
209560	248733	REBECCA JACKSON	SUBMITTED TO VENDOR	6/10/2015	
209313	248439	ANITA JUNIPER	SUBMITTED TO VENDOR	6/8/2015	
208481	247438	LUTIA BARBER	ACCEPTED BY VENDOR	5/22/2015	
207431	246154	DAVID ARNOLD	ACCEPTED BY VENDOR	5/6/2015	
204983	243206	SUE HUGUELY	SUBMITTED TO VENDOR	3/24/2015	
203310	241165	CINDY DIXON	ACCEPTED BY VENDOR	2/5/2015	
202007	239681	PATRICK ENRIQUEZ	ACCEPTED BY VENDOR	12/10/2014	
201816	239459	MARK RUSSELL	ACCEPTED BY VENDOR	12/3/2014	
200074	237412	JUSTIN POWELL	SUBMITTED TO VENDOR	9/26/2014	
198818	235903	RONALD PORTER	SUBMITTED TO VENDOR	9/22/2014	

47 items in 5 pages

My RFQ Contracts (Awaiting Response)						My RFQ Contracts (Responded To)					
RFQ ID	RFQ Name	Contract	Customer	Date Created	Vendor Response Due Date						
123156	Another Test of View RFQ	FA12345-2-D-1013	MAIWALD, CHAD	8/17/2016	8/25/2016						
123148	Test Attch Test	FA8732-14-D-0008	MANAGER, PROGRAM	8/17/2016	9/16/2016						

Figure 71 – Vendor Profile – My RFQ Contracts (Responded To)

Originating User - Viewing Vendor Responses

The user may then log on to AFWay, and from the navigation bar select "My Account" and then "User Profile" to view the response from the vendors for the RFQ submitted (refer to figure 20 if necessary).

Notice the furthestmost right tab on the bottom, "RFQs Submitted to Vendor."

My Orders				
Orders Pending My Approval		Orders Pending Approval Process		
Tracking ID	Order ID	Customer	Order Status	Date Created
211637	251254	CHAD MAIWALD	ORDER PENDING	8/4/2016
211637	251255	CHAD MAIWALD	ORDER PENDING	8/4/2016
211631	251246	CHAD MAIWALD	ORDER PENDING	7/18/2016
211631	251247	CHAD MAIWALD	ORDER PENDING	7/18/2016
211612	251226	CHAD MAIWALD	SUBMITTED TO VENDOR	5/18/2016
211609	251221	CHAD MAIWALD	ORDER PENDING	5/18/2016
211608	251220	CHAD MAIWALD	ORDER PENDING	5/18/2016
211579	251185	CHAD MAIWALD	ORDER PENDING	5/12/2016
211572	251177	CHAD MAIWALD	CHANGED TO RFQ	5/10/2016
211566	251171	CHAD MAIWALD	SUBMITTED TO VENDOR	4/29/2016
211554	251147	CHAD MAIWALD	ACCEPTED BY VENDOR	4/15/2016

My RFQs						RFQs Pending My Approval		RFQs Pending Approval Process		RFQs Submitted To Vendor	
RFQ ID	RFQ Name	Customer	RFQ Status	Date Created	Vendor Response Due Date	Wish List Name	Date Created				
123156	Another Test of View RFQ	MAIWALD, CHAD	RESPONSE FROM VENDOR	8/17/2016	8/25/2016	testestestest	8/12/2016				
-	-	MAIWALD, CHAD	SUBMITTED TO VENDOR	8/17/2016	8/25/2016	config test	3/30/2016				
123149	Test of View RFQ	CUSTODIAN, EQUIPMENT	SUBMITTED TO VENDOR	8/17/2016	9/22/2016	test wishlist	3/30/2016				
123148	Test Atch Test	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/17/2016	9/16/2016	yams crams	3/28/2016				
-	-	MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/17/2016	9/16/2016	COPY OF godseytest	3/28/2016				
123128	\$402 Attach test	DAVIS, OMERIA	RESPONSE FROM VENDOR	8/4/2016	9/30/2016	DISAPPROVED ORDER 1921	5/26/2015				
-	-	DAVIS, OMERIA	SUBMITTED TO VENDOR	8/4/2016	9/30/2016	DISAPPROVED ORDER 2068	5/22/2015				
123115	RFQ View Test	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/3/2016	8/13/2016						
-	-	MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/3/2016	8/13/2016						
123113	Davis Test Data 112	MANAGER, PROGRAM	RESPONSE FROM VENDOR	8/1/2016	9/30/2016						
-	-	MANAGER, PROGRAM	SUBMITTED TO VENDOR	8/1/2016	9/30/2016						

Figure 72 - Originating User Profile - Response from Vendor

Notice the "RFQ Status" reflects "RESPONSE FROM VENDOR." Selecting this RFQ ID brings up the next screen.

The screenshot shows the 'RFQ Solution' page. On the left, under 'Registered Vendors', there is a table with columns: Vendor Name, Contract No, Date Submitted, and Status. The first row is highlighted in blue, showing 'EVERYONEEDSAHOBBIE' with contract 'FA12345-2-D-1013' and status 'RESPONSE FROM VENDOR'. A red arrow points to this status. On the right, the 'Response' section shows details for the selected RFQ, including 'Total: \$0.00', 'Expiration Date: 8/31/2016', and an 'Award RFQ' button. A red arrow points to this button. Below the response, the 'Products' section shows the contract number 'FA12345-2-D-1013' and 'OEM Part No'.

Figure 73 – RFQ Solution

To accept a vendor's offer, go to the User Profile and click on the Request For Quote tab. Then select the RFQ ID number to open the details page. Once you have reviewed the vendor responses, select the vendor's response and then click on the Award RFQ button.

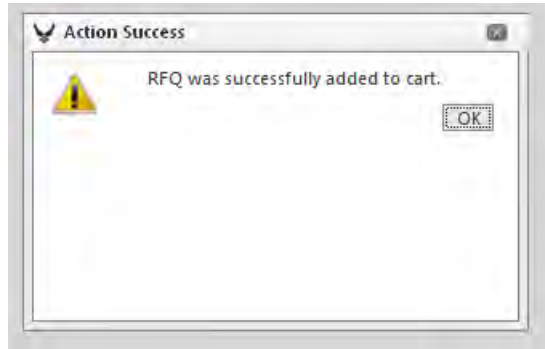


Figure 74 – Message RFQ Award Successful

The awarded RFQ is then routed through the Approval Process steps (refer to section 8).

13. Need Assistance?

Click on the "Help" from the Navigation Menu or contact the FAS Team 5 at DSN 596-5771 (Option 1, 5, 5) for POC contact numbers or further assistance.

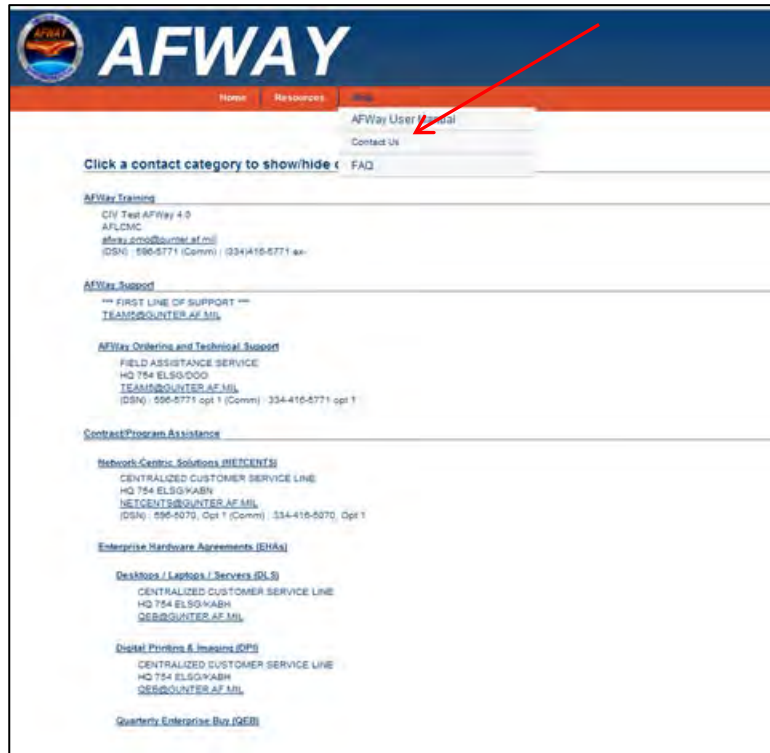


Figure 75 - Contact Us

Help at any time: The Help link is available on the right side of the navigation bar throughout the shopping experience.

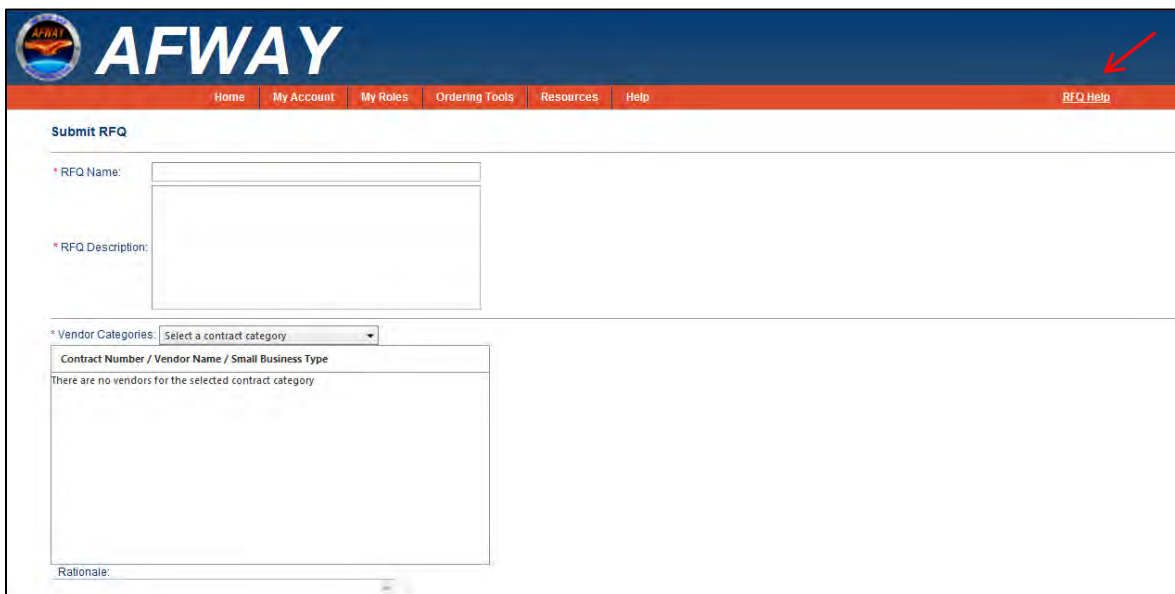


Figure 76 - Help on a Page Example

Appendix A: Equipment Custodian (EC) - Assigning yourself to the EC Role

After establishing an account with AFWay, logon and from the Navigation Menu, select "My Roles/View/Edit your Role/Authority."



Figure 77 - My Roles - View/Edit Role/Authority

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), and hereafter noted as AFEMS-AIM before access is granted.



Figure 78 - Assigning Yourself the EC/BECO/MECO Role

The Equipment Custodian (EC) role can be added to an account by selecting the drop-down menu "SELECT ROLE TO REQUEST" and then selecting "Equipment Custodian." The system displays a popup box "Request Equipment Custodian Role" with fields to identify the associated DRA, ECAN, and AIM User Reference ID number. Once this information is provided, the individual AIM User Reference ID is verified against AIM data and if a match is made, the Equipment Custodian Role will be granted to the user.

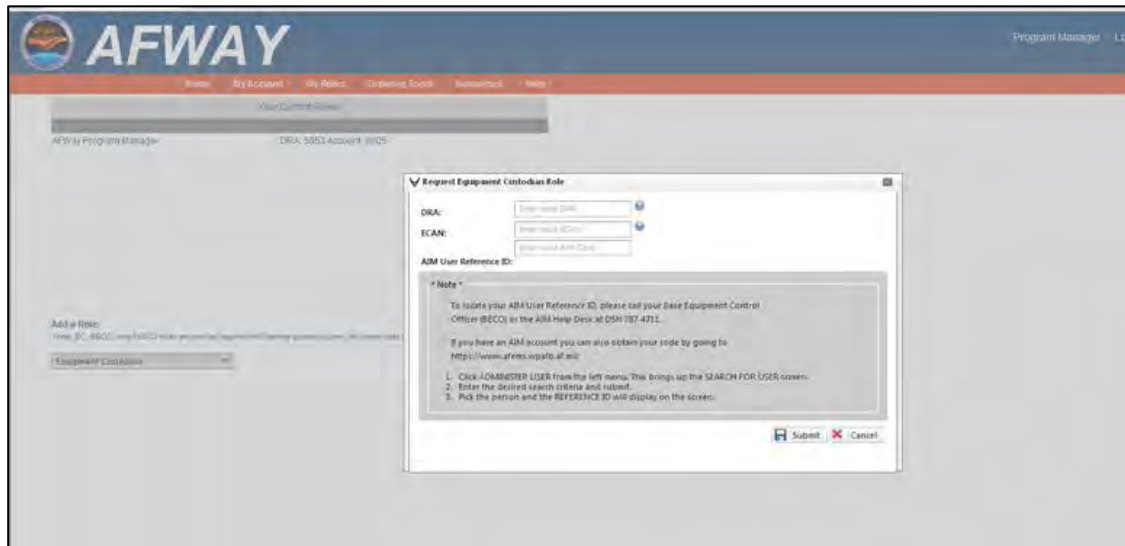


Figure 79 - View/Edit Your Role/Authority

As an Equipment Custodian, there are several additional responsibilities that are addressed below.

Assign EC Roles

The Equipment Custodian can view and assign individuals to the approval process roles of the applicable account. From the Navigation Bar select "My Roles," "Equipment Custodian," and then "EC - Approval Process."

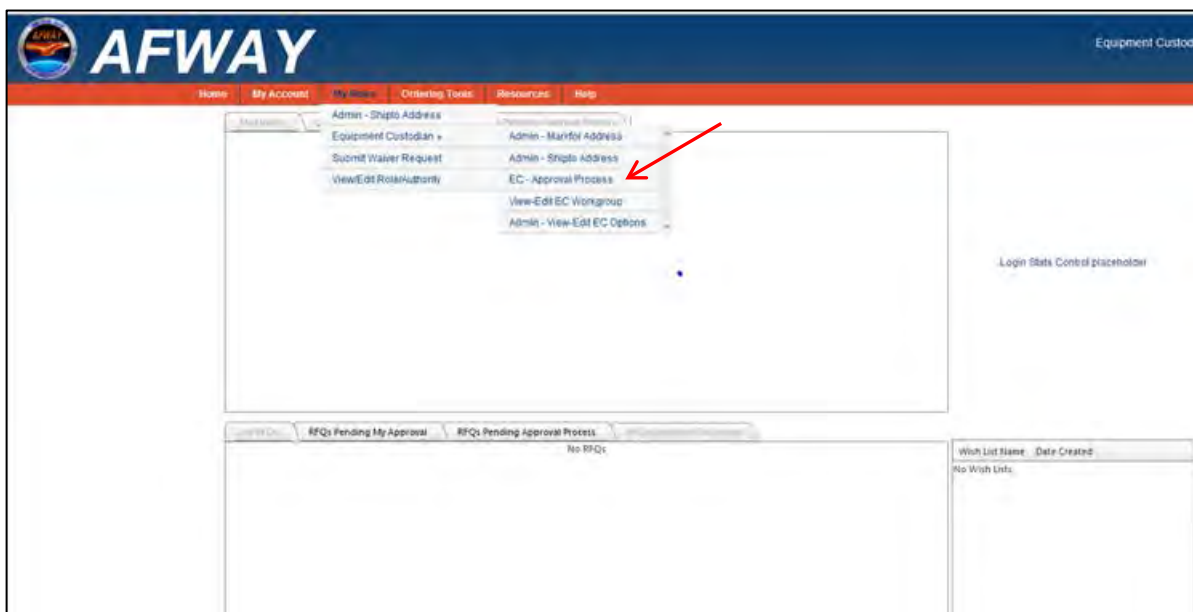


Figure 80 - My Roles - EC - Approval Process

The Primary EC is responsible for setting up the following organizational roles within AFWay: Approval Official, Organizational Purchase Card Holder, and Resource Advisor. (NOTE: Approval Officials are restricted from being Card Holders).

Once you are at the "Approval Process Configuration Page," you will be able to assign individuals to roles:

- Step 1. Select the role from the drop-down menu. If any users are currently assigned to the role, they will be displayed on the right under "Assigned Users"
- Step 2. Assign individuals to the roles by entering the e-mail address of the user who will approve or disapprove orders at that step. (NOTE: Only registered AFWay users can be assigned roles.)
- Step 3. Click on the Add button.

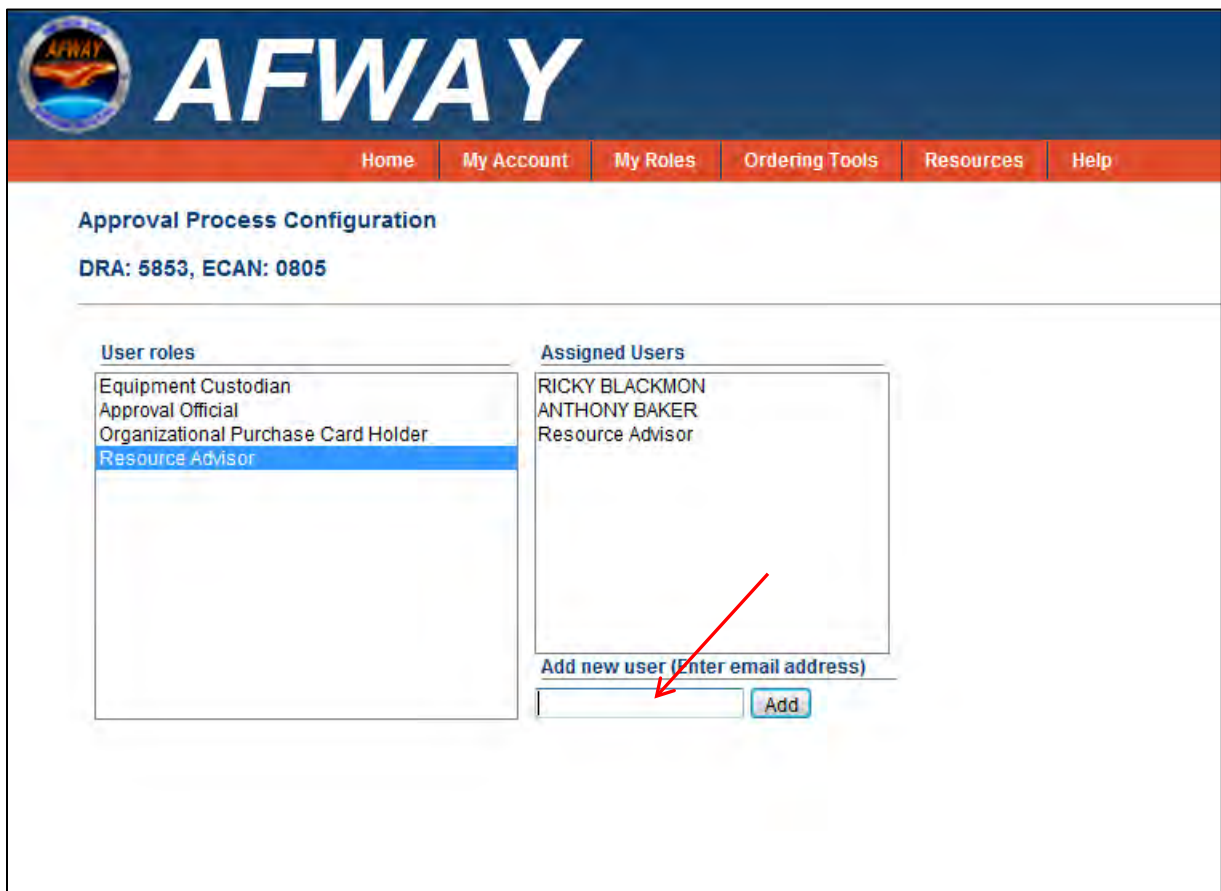


Figure 81 - Assigning EC Roles

NOTE: The individual will automatically be assigned to the “Alternate” position. To assign them to the “Primary” position, click on the *Make Primary* button. Also, the individual cannot be deleted from the “Primary” position. To delete this person, first assign another individual to the “Primary”, which will relegate the original individual to the “Alternate” position. Then delete the person from the “Alternate” position by clicking the *Delete* button.

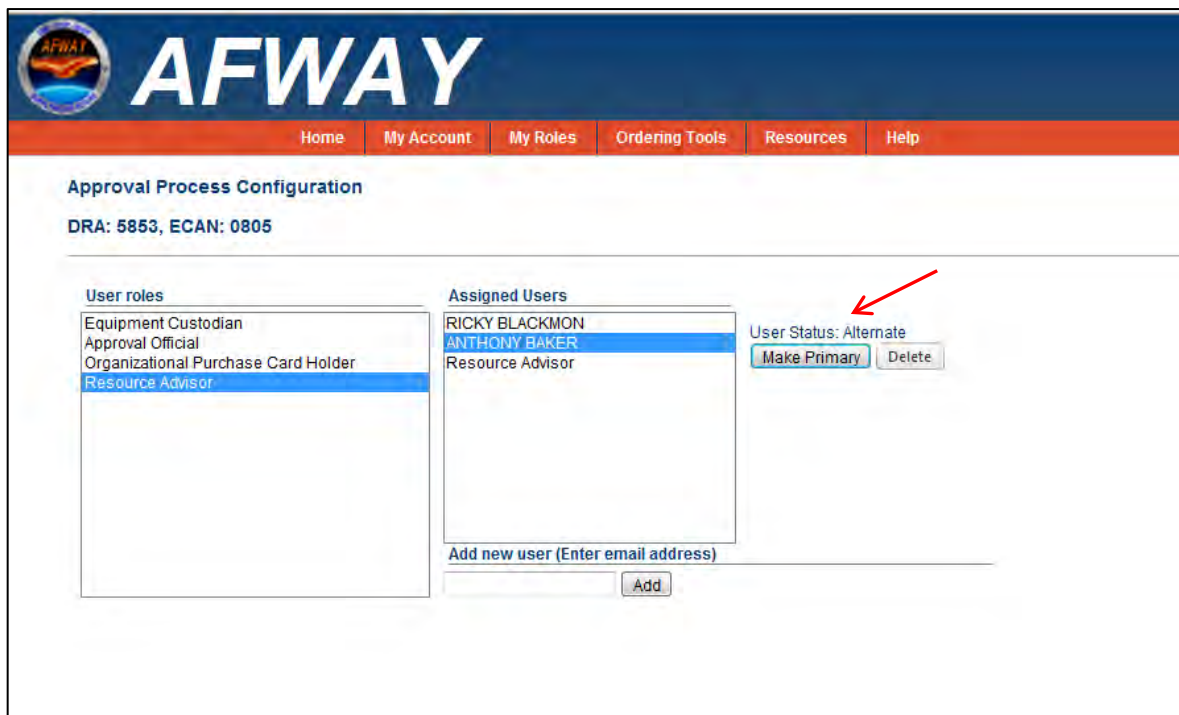


Figure 82 - Making a User the Primary or Alternate

NOTE: If assigned against multiple ECANs, the roles must be set up for each account.

View/Edit Default Mark For Address

The EC will define the Default Mark For Address that will appear on every order processed with the applicable account number. If all purchases made at the base are sent to a central receiving location, the shipment will be marked with the EC's information for identification and distribution purposes.

From the Navigation Bar, select "My Roles", "Equipment Custodian" and then "Admin - Markfor Address."



Figure 83 - Setting the Default Markfor Address

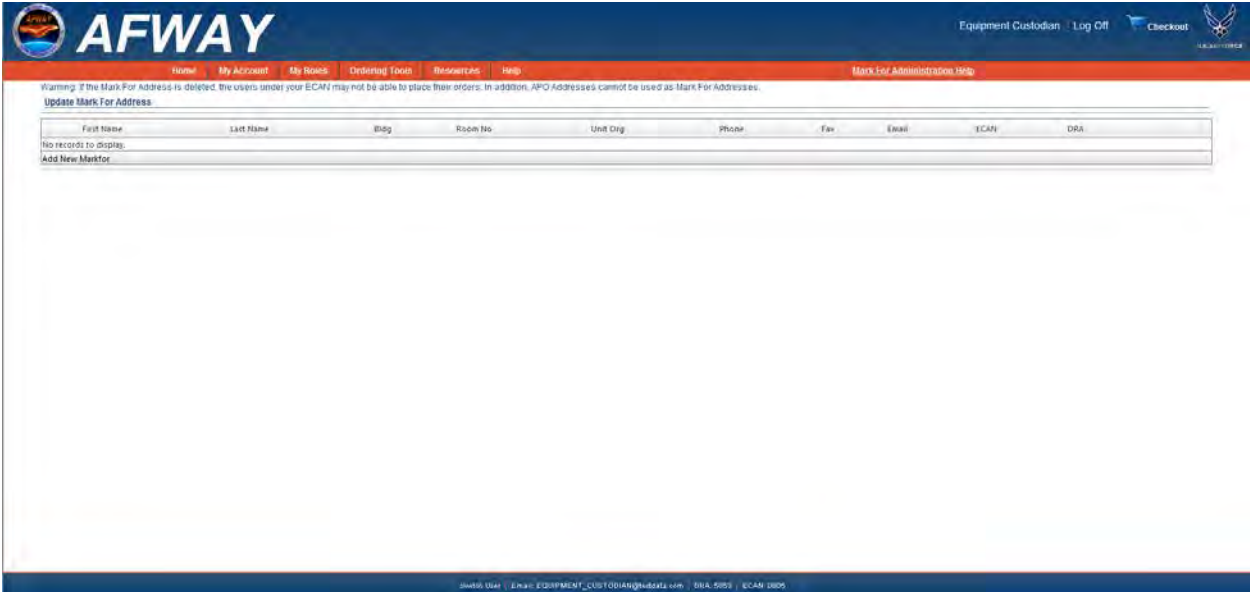


Figure 84 - Update Markfor Address

View/Edit Default Ship To Address

The EC can define the Default Ship To Address that will appear on every order processed with the applicable account number. Normally, this address is where the responsible BECO initially processes all incoming Information Technology (IT) equipment. Exception: If the BECO identifies a Default Ship To Address, and requests all shipments be shipped to that address, then the BECO address overrides the EC Default Ship To Address.



Figure 85 - My Roles - Equipment Custodian - Admin - Shipto Address

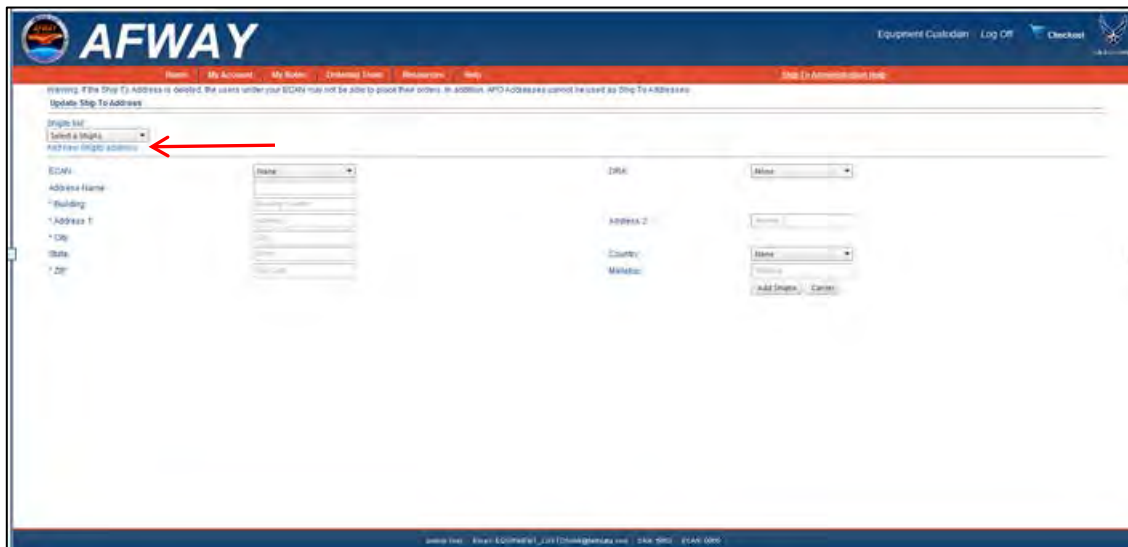


Figure 86 - Adding a New Shipto Address

To add a new ShipTo Address, select "Add new Shipto address" as shown above. The system displays the required fields for adding a new ShipTo address.

Admin - View/Edit EC Options

This option allows the EC to choose whether a Technical Workgroup Manager (TWGM) is required to approve orders or not. If yes is chosen, the TWGM should be assigned under the *Assign EC Roles* link.

NOTE: This option must be set for each account if the EC is assigned against multiple ECANs.

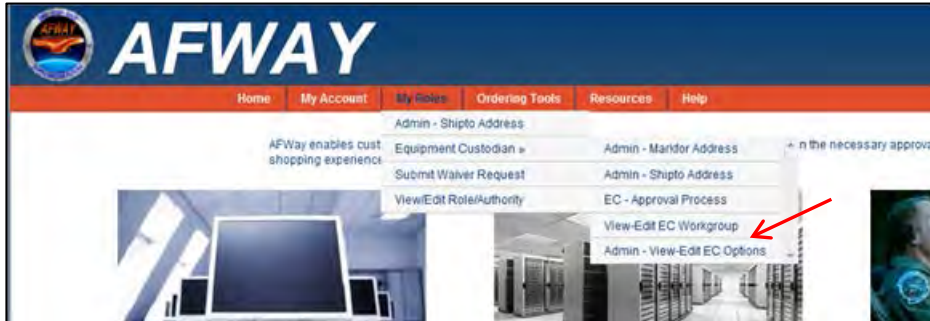


Figure 87 - My Roles - Equipment Custodian - Admin - View-Edit EC Options

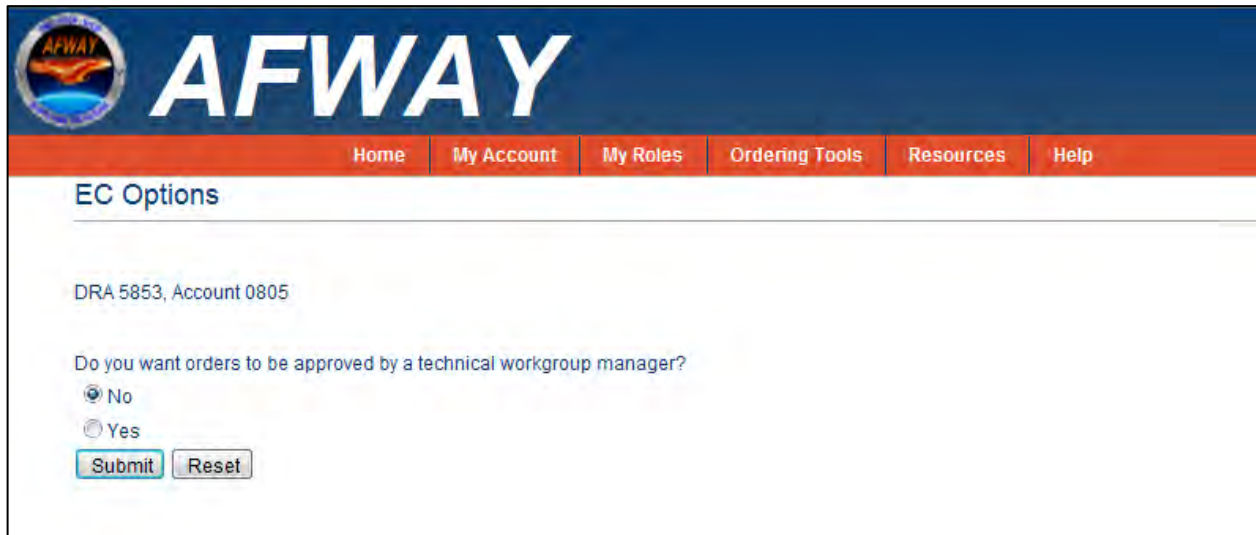


Figure 88 - EC Options

View/Edit EC Workgroup

Registration and product searches can be done by everyone in AFWay, but orders cannot be created until the EC approves someone as a "User With Permission to Purchase". When an individual registers using the EC's account number, 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. To add them, follow these steps:

Step 1. From the Navigation Bar, select "My Roles," "Equipment Custodian," and then "View/Edit EC Workgroup."



Figure 89 - Equipment Custodian – View-Edit EC Workgroup

Step 2. Add individuals to the “Users With Permission to Order” list by selecting the "pencil" icon (edit) beside the name to which the EC wishes to give permissions.

Can Purchase	Name	ECAN	ORA
	Administrative, Application	0805	0853
	Administrative, C/Opad	0805	0853
	Administrative, Contract	0805	0853
	Administrative, FAQ	0805	0853
	Administrative, News	0805	0853
	Admin, Enclosure	0805	0853
	BUA/LOCK, IT	0805	0853
	Buy CO, Contract	0805	0853
	CHADVIS, ESSE	0805	0853
	CO, Area	0805	0853
	CO, MANUFACTURING	0805	0853
	CONTROL OFFICER, EQUIPMENT	0805	0853
	CONTROL OFFICER, EQUIPMENT	0805	0853
	CONTROL OFFICER, EQUIPMENT	0805	0853
	CSO, Base	0805	0853
	Card Holder, Organizational Purchase	0805	0853
	Card Holder, Routine	0805	0853
	Council, Community	0805	0853
	Custodian, Equipment	0805	0853
	Custodian, Equipment	0805	0853
	DATA, TEST	0805	0853
	DEBORAH, SARGENT	0805	0853
	HAMBTON, LINDA	0805	0853
	LEONG, KI	0805	0853

Figure 90 - View-Edit EC Workgroup - List

Notice the icons change to a "checkmark" and an "x" and you can now "check" the box beside the name of the individual as shown below to give them permission to order:

	<input type="checkbox"/>	Offical, Approval	0805	0853
	<input type="checkbox"/>	Offical, Waiver	0805	0853
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PERPOW, JENNA	0805	0853
	<input type="checkbox"/>	ROUPE, RONNE	0805	0853

Figure 91 - Select User to Give Purchase Permissions

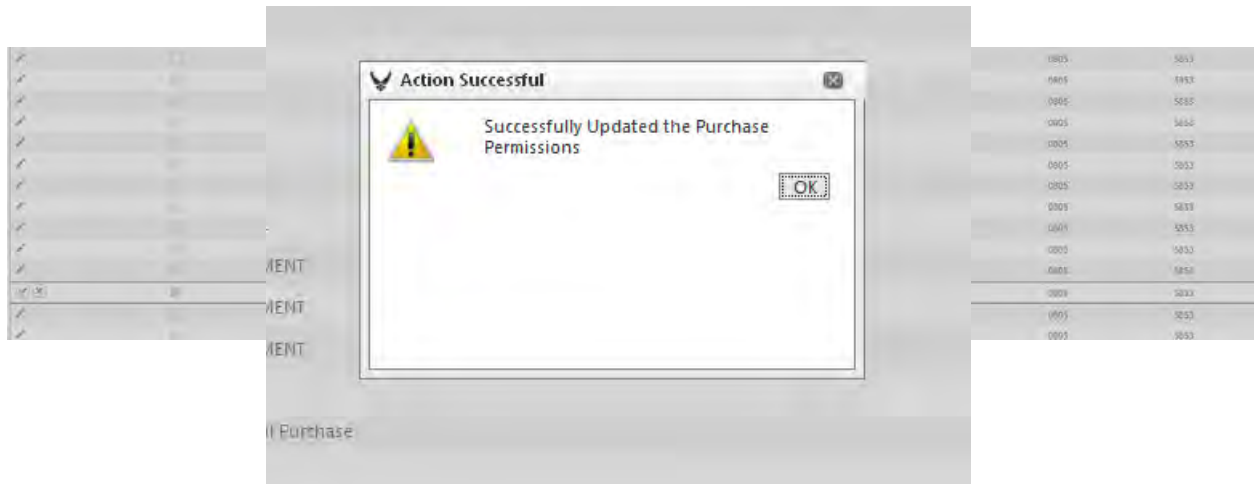


Figure 92 - Successful Update of Purchase Permissions

ECs with Multiple Accounts

ECs can be assigned against multiple ECANs. Notice at the bottom of the screen a banner that reflects the e-mail address of the individual logged-on, and if an Air Force User, their DRA and ECAN associated with their purchase permissions; otherwise, DRA and ECAN will not be visible.

If you would like to associate another ECAN with your account, you may select "**Switch User**" from this banner. A popup message will appear asking "Who would you like to run as?" You may select "Add New Alias" or "Link Existing Alias." Since you are adding an ECAN, you will select "Add New Alias."

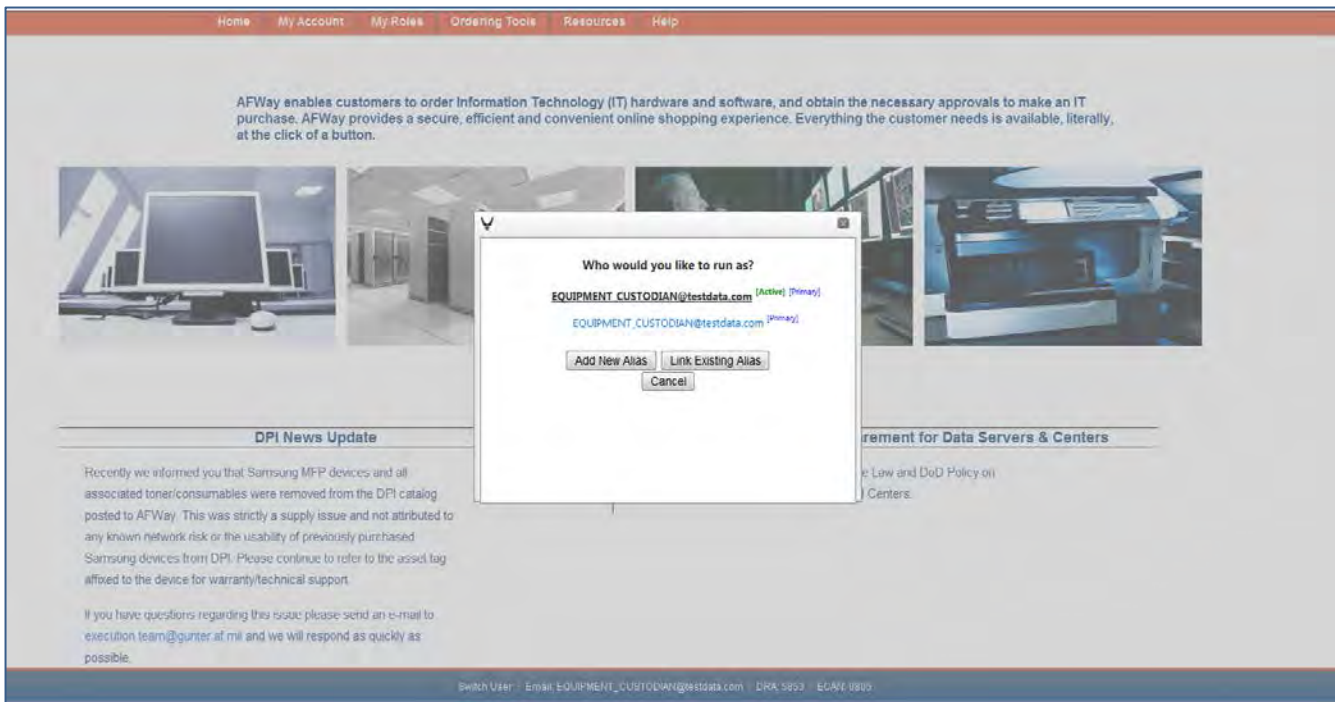


Figure 93 - Adding Another ECAN to Your Account

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

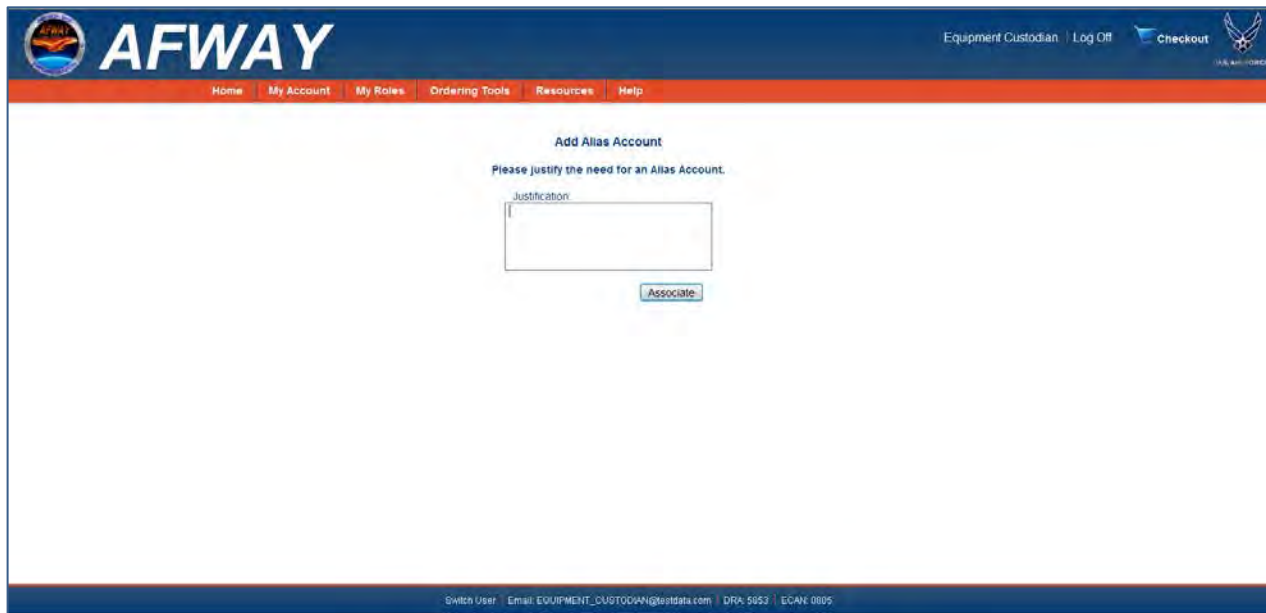


Figure 94 - Add Alias Account

The system will then duplicate all information from your existing profile and confirm the creation of a new account.

You must then login and from the Navigation Bar select "My Account" and then "View/Edit Account Information" in order to update your DRA, ECAN, and other workflow information.



Figure 95 - Update Account Information to Add ECAN

Appendix B: Base Equipment Control Officer (BECO) Assigning Yourself the BECO Role

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



Figure 96 - Select "View/Edit Role/Authority to Add BECO Role

Select the drop-down menu and a list of available roles are displayed. Select the "Base Equipment Control Officer" role.

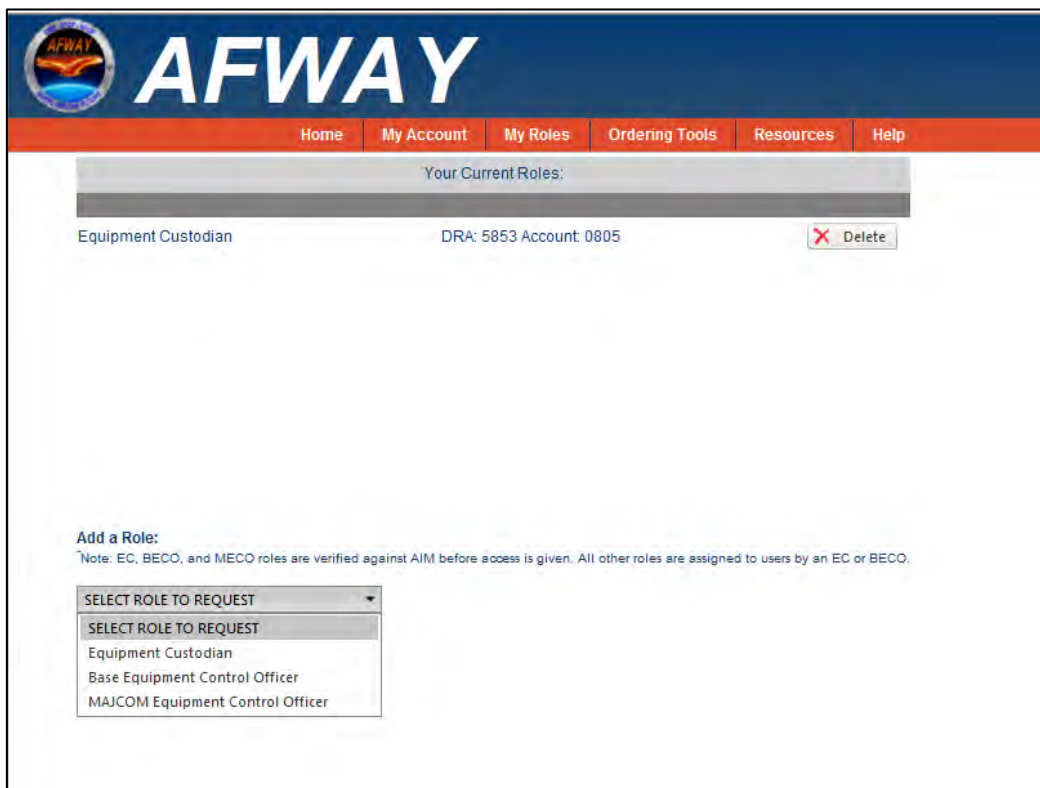


Figure 97 - Select Base Equipment Control Officer Role

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

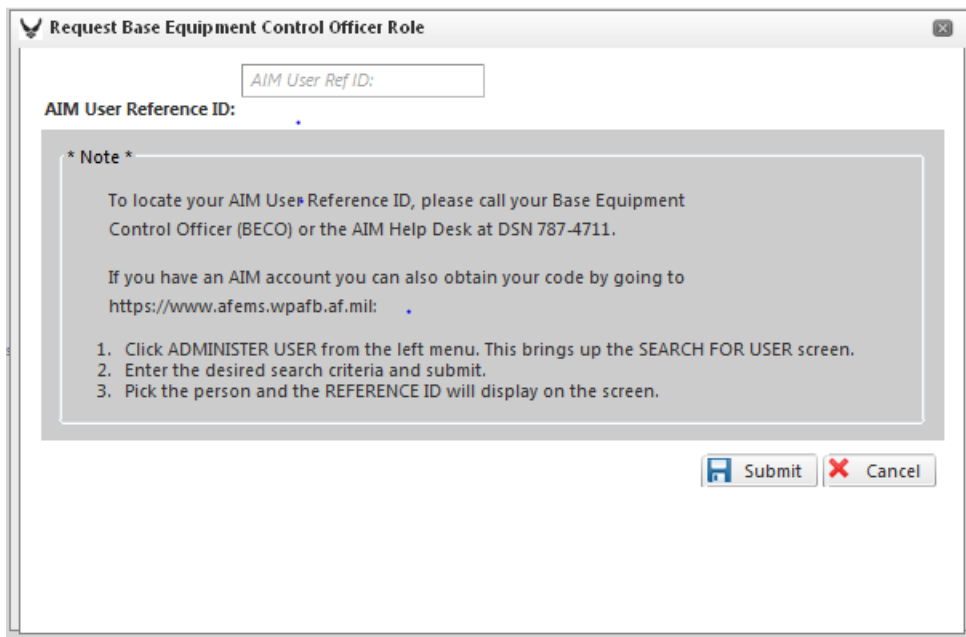


Figure 98 - Enter AIM Number for BECO Role

Another popup message appears for confirmation:

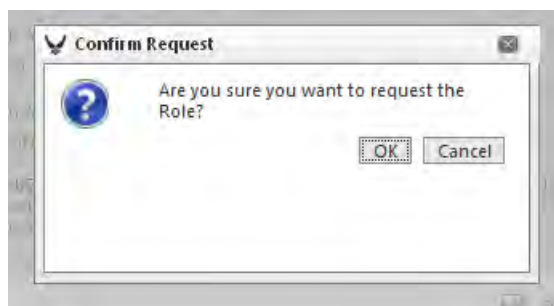


Figure 98 - Confirmation Message - Adding BECO Role

Select "OK" and the system confirms the role has been added, provided the correct AIM Reference ID number has been entered.

Admin -Shipto Address

From the Navigation Bar, select "My Roles," "Base Equipment Control Officer," "Admin- Shipto Address."



Figure 100 - BECO - Admin-ShiptoAddress

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

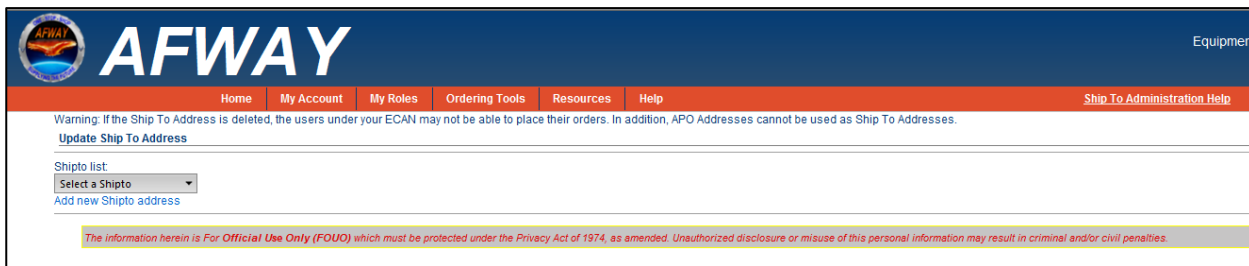


Figure 101 - Select Shipto Address

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



Figure 102 - Add Shipto Address (BECO)

BECO Approval Process

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

1. From the Navigation Bar, select "My Role, " "Base Equipment Control Officer," "BECO - Approval Process."



Figure 103 - BECO - Approval Process Selection

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



Figure 104 - 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:** Only registered AFWay users can be assigned roles.)

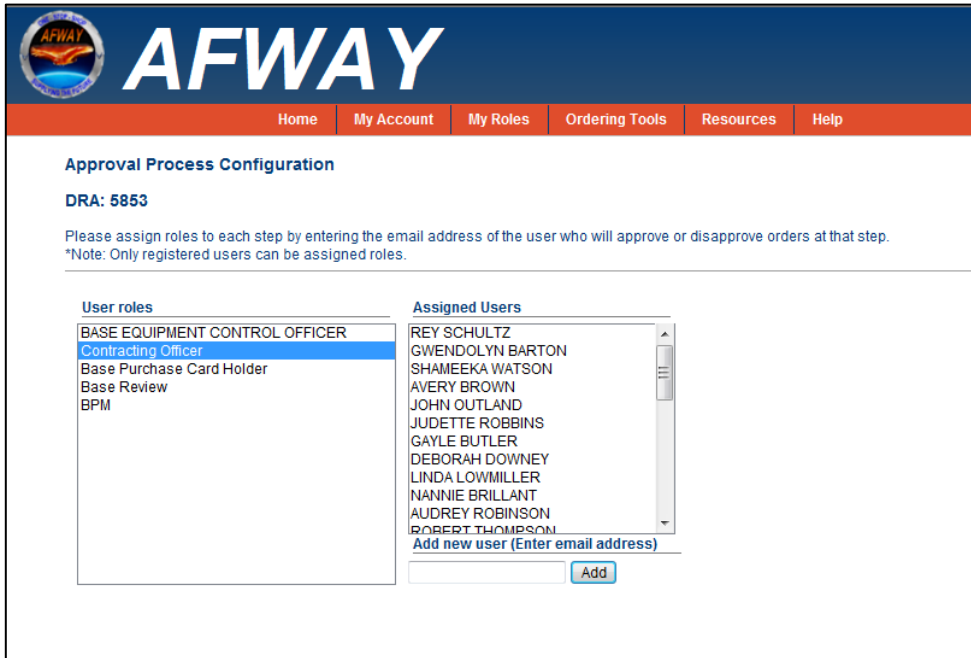


Figure 105 - BECO - Choose User to Assign Role

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 become "alternates."

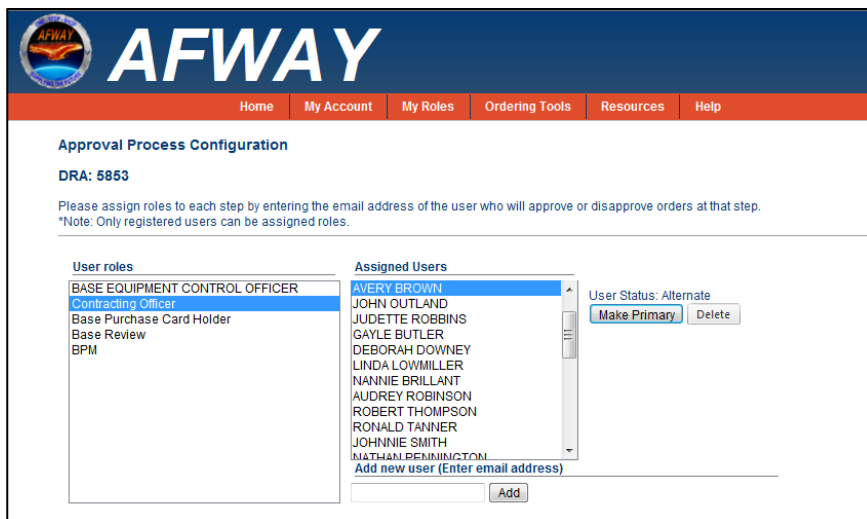


Figure 106 - BECO - Make Individual Primary

View/Edit BECO Options

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



Figure 107 - 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."

A screenshot of the 'View/Edit BECO Options' form on the AFWAY website. The page title is 'View/Edit BECO Options'. The form contains two questions with radio button options. The first question is 'Do you want all items purchased by accounts within your DRA to be shipped to you?' with 'Yes' and 'No' options. The second question is 'Do you want to be in the workflow?' with 'Yes' and 'No' options. At the bottom of the form are 'Submit' and 'Reset' buttons. The navigation bar at the top is the same as in Figure 107, with 'My Roles' selected and 'View/Edit BECO Options' highlighted in the dropdown menu.

Figure 108 - 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." The BECO Accounts page will appear with a list showing account numbers, organizations, and points of contact.



Figure 109 - BECO - Roles Per Account

Click on an account number to view the Approval Process for that account.

Account Number	Organization	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
E106	AFLCMC/ENI	DAN SMITH
0102	AFLCMC/ENI	MICHAEL STEWART
E102	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
0302	AFLCMC/HGG	CURTIS BUETTNER
0301	AFLCMC/HGG	ROBERT ROGERS
0303	AFLCMC/HGG	ANGELICA LARSON
0501	AFLCMC/HIF	SUZANNE CARTER
0500	AFLCMC/HIF	DEBRA RAY
1313	AFLCMC/HIF	TROY EDWARDS
1200	AFLCMC/HIF	ARNEZ GIPSON
HIH	AFLCMC/HH	ANGELA BECK
0700	AFLCMC/HII	GREGORY BEAN
0005	AFLCMC/HII	GREGORY BEAN
0807	AFLCMC/HIJ	NEIL LANGGAARD
0805	AFLCMC/HIJ	TYE BULLOCK
0806	AFLCMC/HIJ	GARY LOVE

Figure 110 - BECO Accounts

BECO Fiscal Report

Fiscal reports based on the following criteria are available to the BECO:

Begin Date
End Date
ECAN
Order Status

Appendix C: MAJCOM Equipment Control Officer (MECO)

Assigning Yourself to the MECO Role

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



Figure 111 - Select "View/Edit Role/Authority to Add MECO Role

Select the drop-down menu and a list of available roles are displayed. Select the "MAJCOM Equipment Control Officer" role.

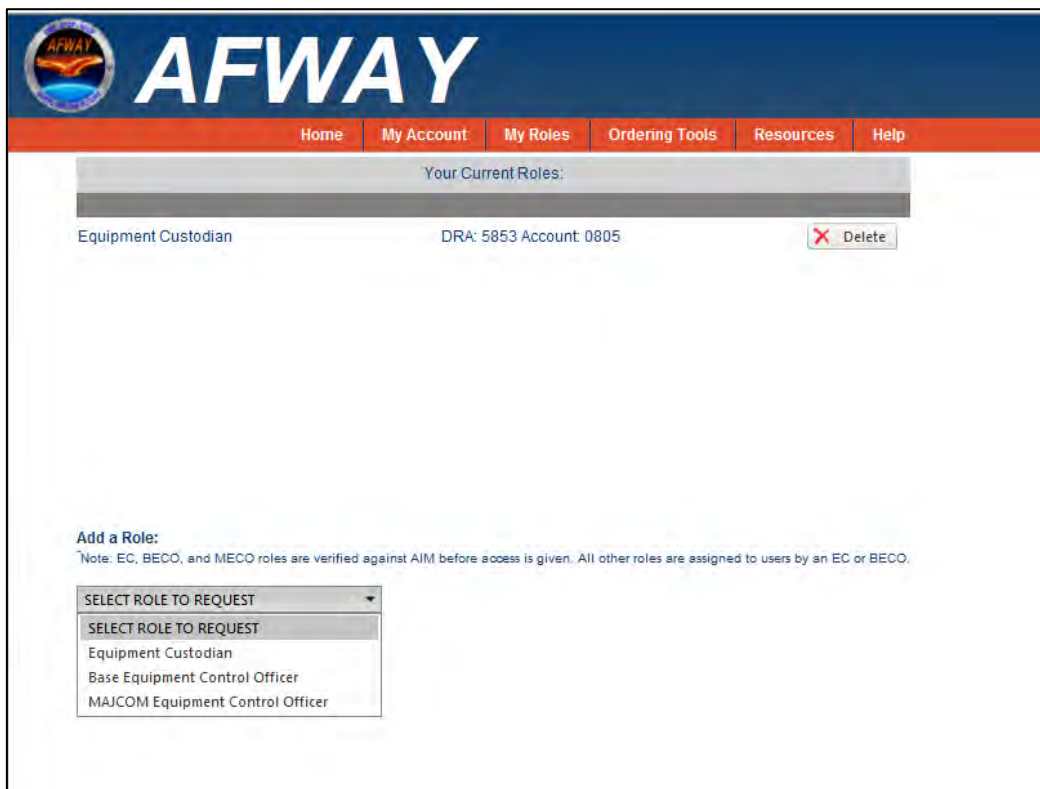


Figure 112 - Select MAJCOM Equipment Control Officer Role

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

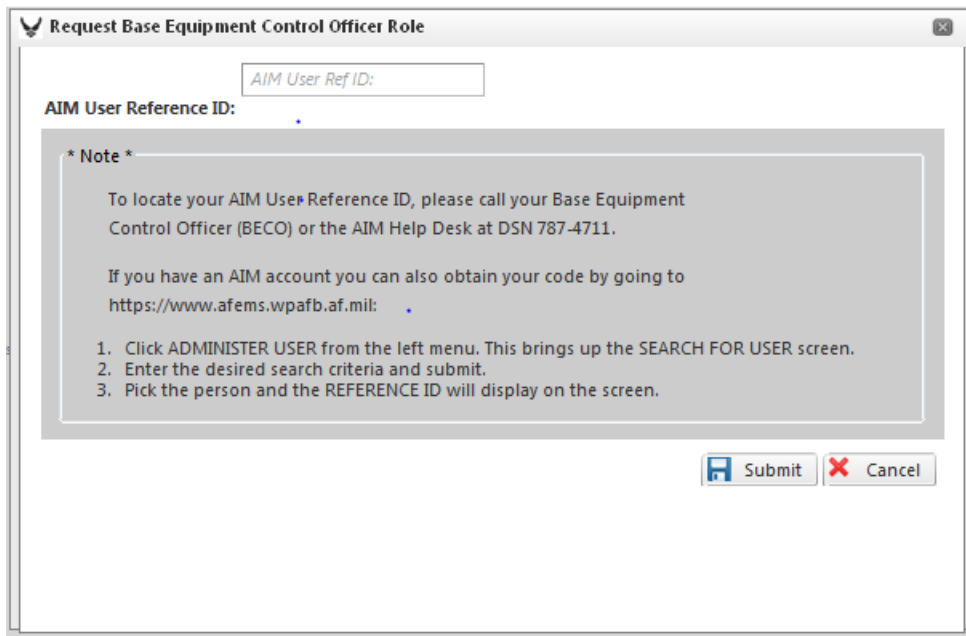


Figure 113 - Enter AIM Number for MECO Role

Another popup message appears for confirmation:

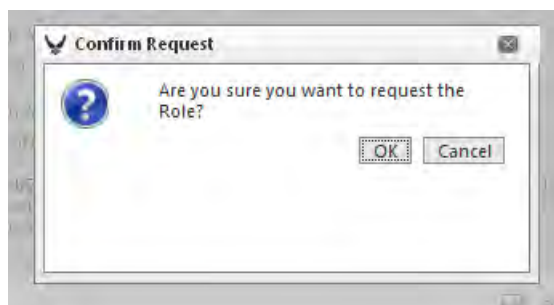


Figure 114 - Confirmation Message - Adding MECO Role

Select "OK" and the system confirms the role has been added, provided the correct AIM Reference ID number has been entered.

MECO Role

From the Navigation Bar, select "My Roles," "MAJCOM Equipment Control Officer," and then MECO - Approval Process.



Figure 115 - MECO - Approval Process

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

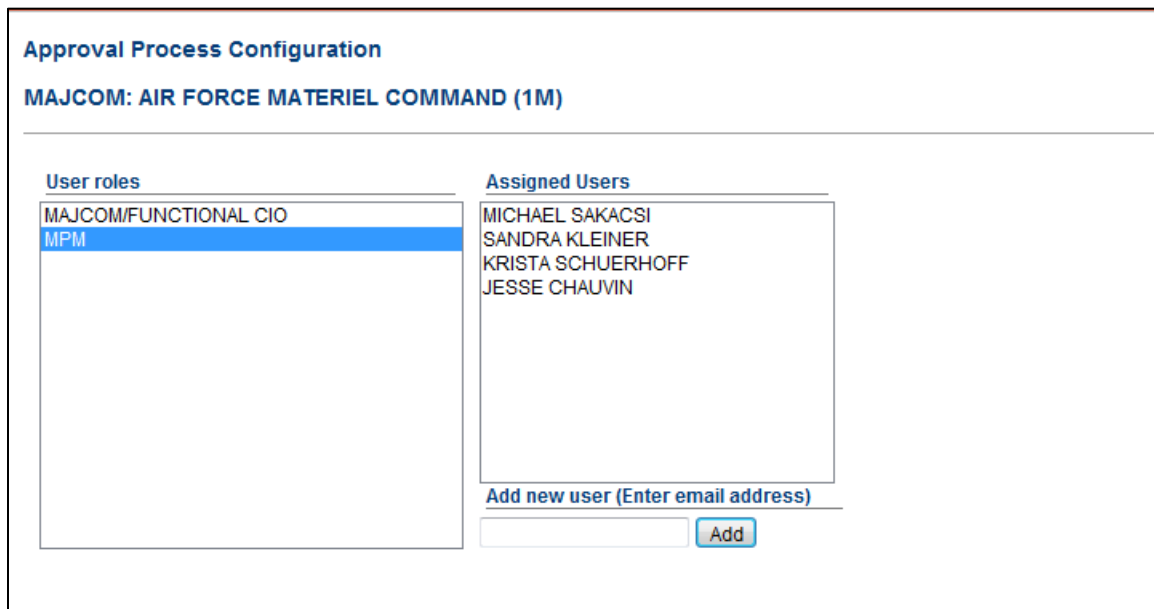


Figure 116 - MECO - Assigning User Roles

Enter a valid e-mail address of an individual and click on the *Add* button. (**NOTE:** Only registered AFWay users can be assigned to these roles.)

MECO Fiscal Report

A user with the MECO role assigned will be able to run "MECO Fiscal Reports." From the Navigation Bar, select "My Roles" and then "Reports."

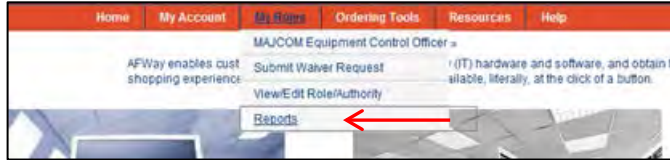


Figure 117 - MECO - Reports

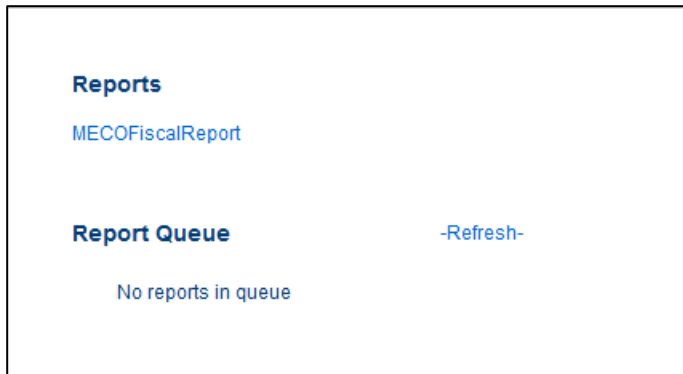


Figure 118 - MECOFiscalReport

MECO Fiscal Reports are available based on the following criteria:

- Begin Date
- End Date
- MAJCOM
- DRA
- Order Status



Figure 119 - MECO Fiscal Report - Criteria

After the desired criteria has been selected, click on "Continue" and the system displays the different format options for the report. Select the desired format and click "Process Report."

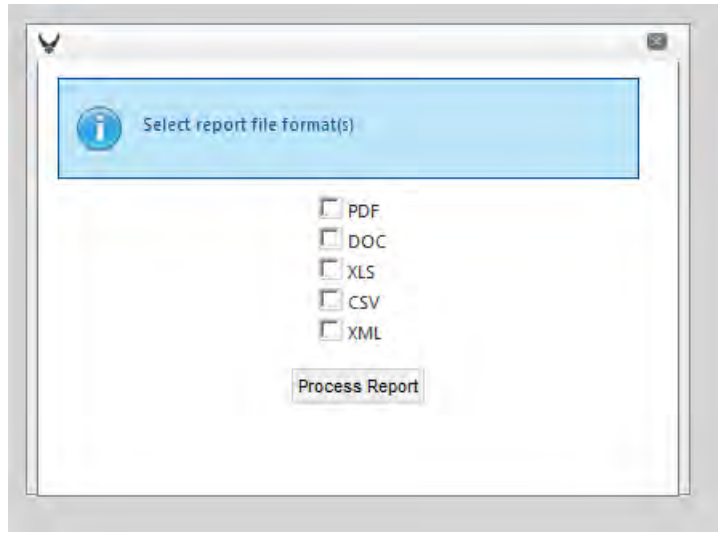


Figure 120 - Select Report Format

The system returns a message that indicates the report is in the queue.

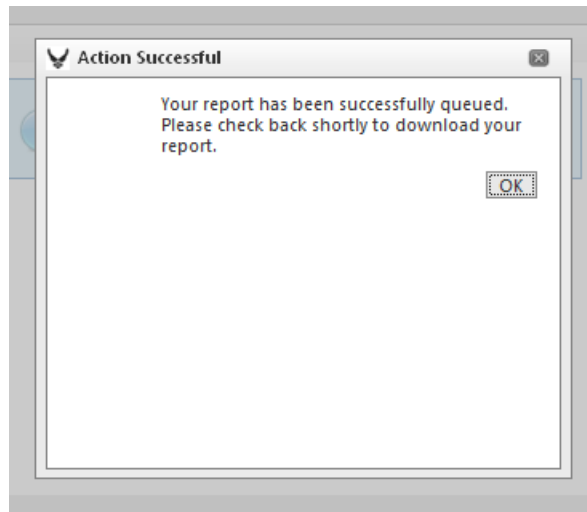


Figure 121 - Confirmation Message Report Queued

When the process is complete, the MECO Fiscal Report will reflect the report is ready to be downloaded.

Appendix D: Additional Roles

Technical Work Group Manager (TWGM)

The EC assigns the TWGM step. This step is optional in the approval process. The TWGM, if included in the approval process, and 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. The order will not continue through the process without the approval of the TWGM. If the TWGM disapproves the order, it is sent back to the original user as a “Disapproved Order” 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.

From the Navigation Bar, select "My Roles", "Equipment Custodian", and then "Admin - View-Edit EC Options."



Figure 122 - Equipment Custodian/Admin - View-Edit EC Options

To add a Technical Workgroup Manager, select the "Yes" radio button and click "Submit."

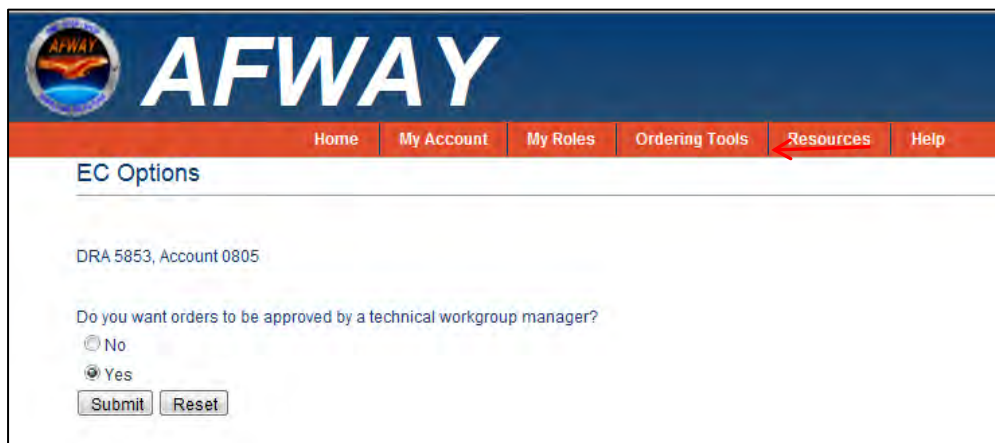


Figure 123 - Select "Yes" for Technical Workgroup Manager

A popup message appears indicating that a Technical Workgroup Manager will be included in the approval process.

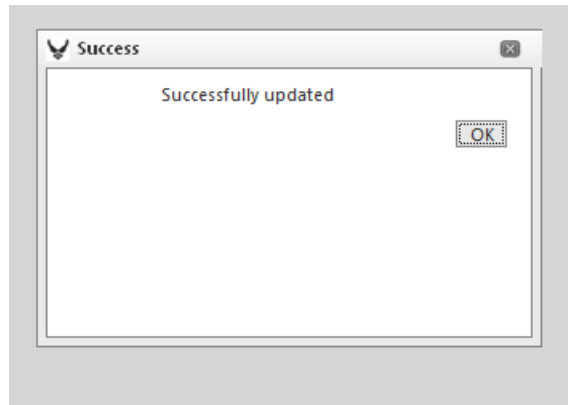


Figure 124 - Successfully Added Technical Workgroup Manager

Next, go to the Navigation Bar and select "My Roles," "Equipment Custodian," and then "EC - Approval Process."



Figure 125 - EC - Approval Process

The next screen shows the "Approval Process Configuration" for the DRA and ECAN assigned to the Equipment Custodian logged on. Selecting the "Technical Workgroup Manager" from the list of User Roles will result in a list of users displayed who have been assigned this role. You may either select an existing user, or enter a new e-mail address for a valid AFWay user. You will also have the option of making the user Primary by selecting the user and then clicking "Make Primary."

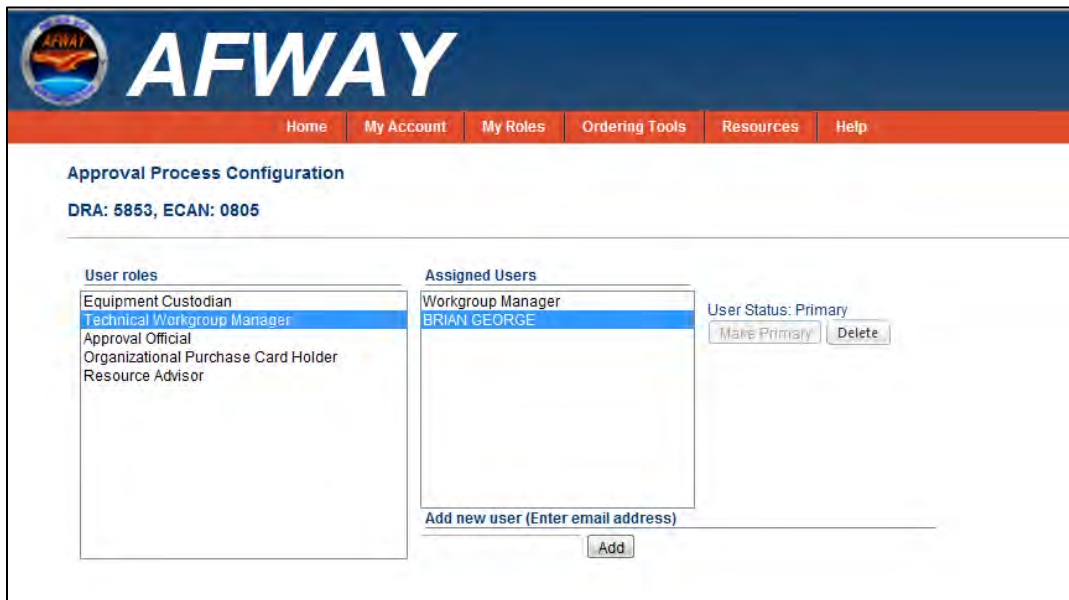


Figure 126 - Technical Workgroup Manager Selection

Base Review

The BECO has the responsibility to assign an individual to this role. This role is filled by someone who can evaluate the appropriateness of items being considered for inclusion to the base architecture.

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.

Approving 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 then "EC - Approval Process." The same individual who holds the Organizational Purchase Card 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 Organizational Purchase Card Holder or to the Resource Advisor (if the order is over \$25,000, it is automatically routed to the Resource Advisor). 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.

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," "My Credit Card Information."

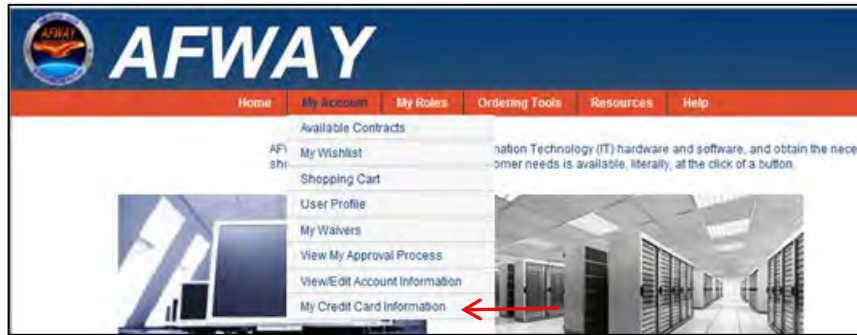


Figure 127 - Selecting "My Credit Card Information"

From here, the user can "Add Credit Card." Fund Cite is required and may be obtained from the AF Form 4009. Once the order is processed, the OPCH will assign the order against a credit card profile and the required fund site information will be submitted. This information is required so that AFWay can track purchases down to the fund site account level.

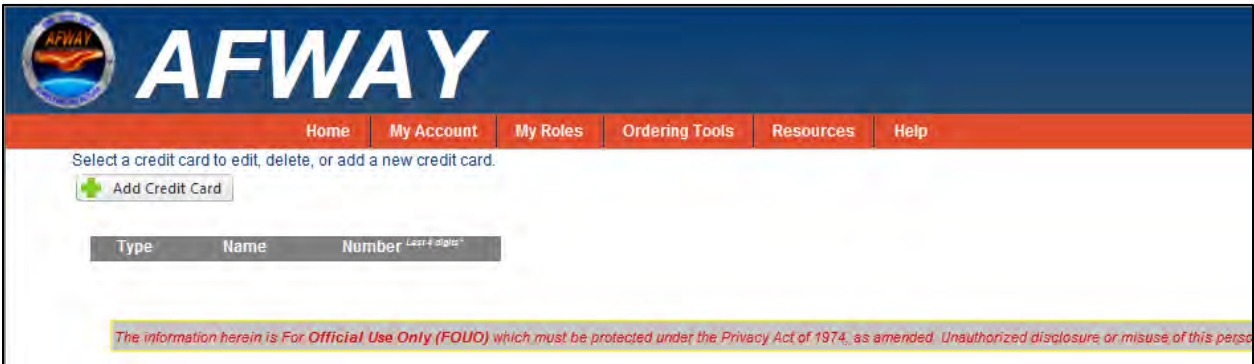


Figure 128 - Add a Credit Card



Figure 129 - Required Information for a Credit Card

Appendix E: AFWay Workflow Process Diagram

AFWAY Diagram Description

NOTE: *At any point in the process the order can be 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 position in AFWay 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 position in AFWay is appointed by the BECO.***

Step 5:

The BECO reviews and approves/disapproves the order (if added to the workflow).

Step 6:

The AO (Approval Official) reviews and approves/disapproves the order. Additionally, if the amount of the order is less than \$25,000, the AO determines if an order is to be paid by the OPCH (Organizational Purchase Card Holder) or the RA (Resource Advisor). If the amount of the order is greater than \$25,000, the order is automatically routed to the RA. **NOTE:** The AO cannot be the Organizational Purchase Card Holder. ***The AO position in AFWay 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 IMPAC card information. ***The OPCH position in AFWay 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 position in AFWay 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 position in AFWay 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 position in AFWay is assigned by the BECO.***

Step 9:

The Vendor receives, reviews, and completes the order.

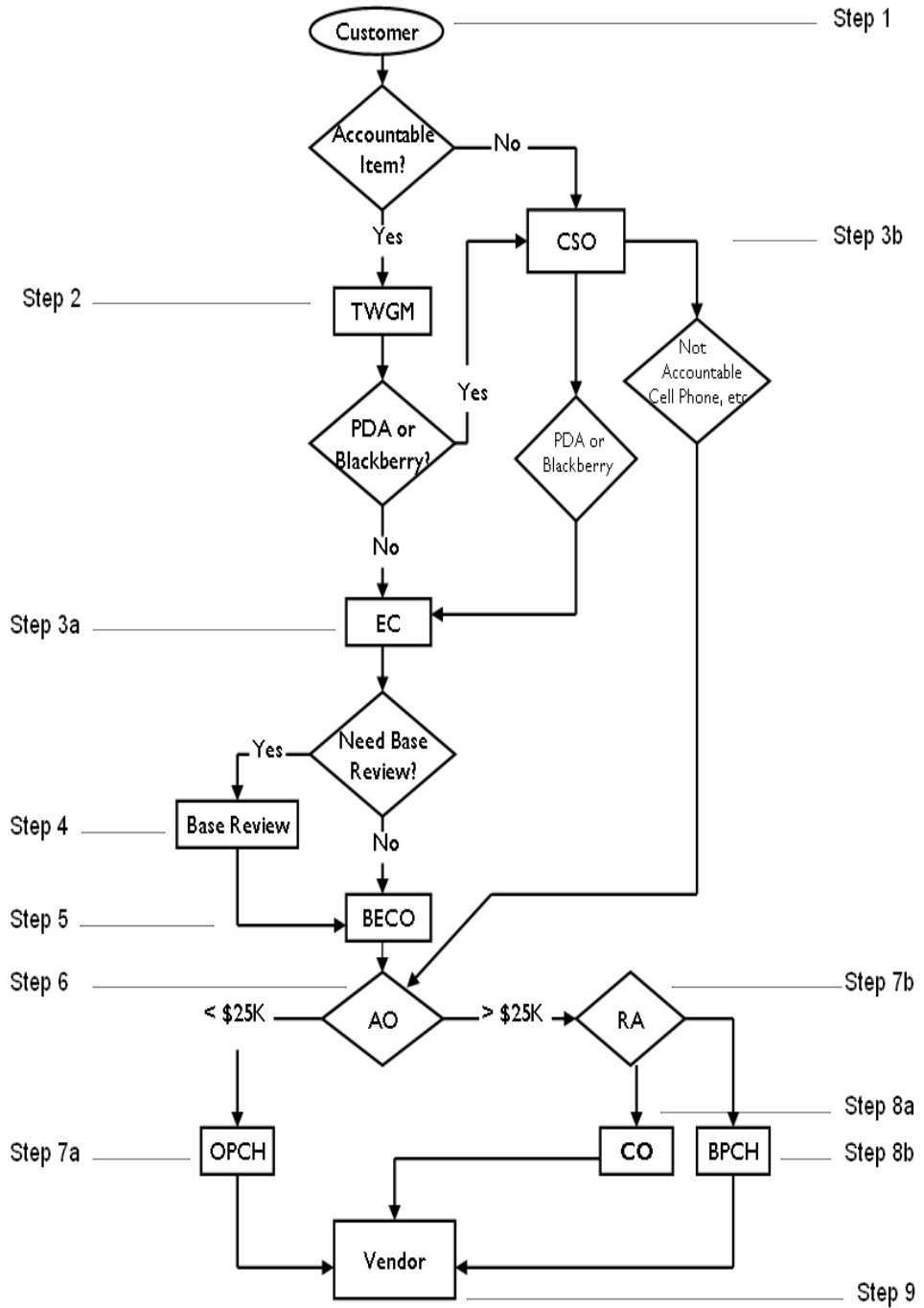


Figure 130 – AFWay Workflow Process Diagram

Appendix F: Terms and Abbreviations

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 a “Disapproved Order” and also as a wishlist. If the BECO has not assigned a name to this role, the order 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. If the BWO approves a waiver, the original user will receive notification that the waiver is approved. 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. If the waiver is disapproved by the BWO, the original user will be notified.

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. The CO also has the ability to submit Request For Quotes (RFQs, also known as Bulk Buys). Once the order arrives at the CO, it will not continue through the process without the approval of the CO. 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 a “Disapproved Order” 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 rationale submitted with the waiver and according to standards established by the MAJCOM. Once the waiver request is approved or disapproved by the MWO, a notification e-mail will be sent to the original user.

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 an order arrives at the RA, it will not continue through the process without the approval of the RA. Once the RA approves the order, they can choose to have it routed to the Base Purchase Card Holder or to the Contracting Officer. If the RA 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.

Appendix G: Request Waiver Process

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



Figure 131 - Submit Waiver Request

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 of a QEB or AF Standards.

The image shows the 'Request A Waiver' form on the AFWay website. The form is titled 'Request A Waiver' and includes instructions: 'To request a waiver, fill out the following information. Please be sure to include any information required to approve this waiver. When finished, click the "Request Waiver" button at the bottom of the page.' The form is divided into several sections: 1. 'Waiver From' (dropdown menu) and 'Waiver Reason' (dropdown menu), both with 'Detailed Explanation' text areas below them. 2. A checklist of requirements: 'Is the waiver for Quarterly Enterprise Buy (QEB) items? If not, have you tried to fill your requirement using the AFWay Request for Quote (RFQ) capability?', 'Have you referenced relevant policy and guidance? Policy and Guidance', 'Have you contacted the policy strategy (POC) Waiver POC', and 'Have you sought the advice of your local contracting officer?'. 3. 'Select a product category that describes the items for which you are requesting a waiver' with dropdowns for General Category, Primary Category, and Secondary Category. 4. 'Vendor' field and 'Product/Service Description' text area. 5. 'Date Product Required', 'Quantity', and 'Unit Price \$' fields. 6. A 'Request Waiver' button at the bottom right.

Figure 132 - Request A Waiver Screen

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 currently 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 and or the MAJCOM/Functional CIO can make an informed decision as to the validity of the waiver request. Once all entries are completed, click the *Request Waiver* button.

Once the Waiver Request has been submitted, the system displays a confirmation message.



Figure 133 - Waiver Submission Confirmation

Any waiver request can be reviewed. The details are available to the original user by going to the Navigation Bar and select "My Account" and "My Waivers" and selecting the Waiver ID number.

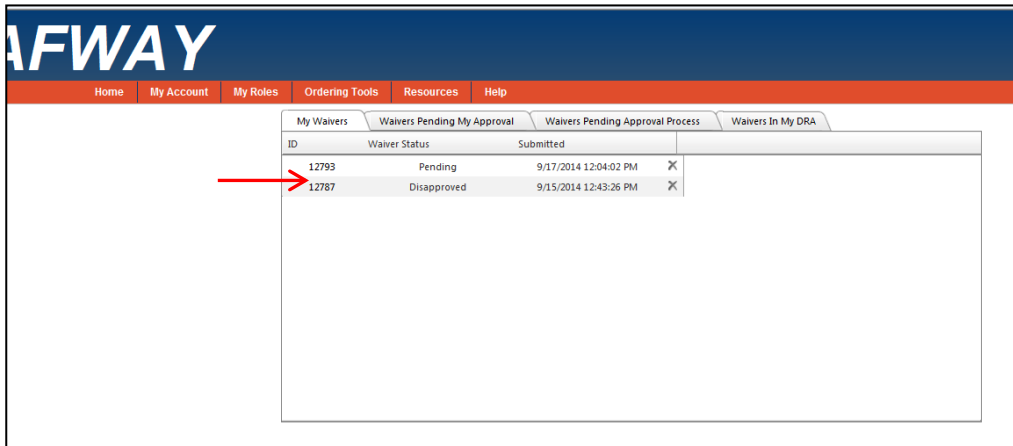


Figure 134 - Waiver Requests – Current Status

The Waiver Details screen presents all details about the waiver request. 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 as shown in figure 128.

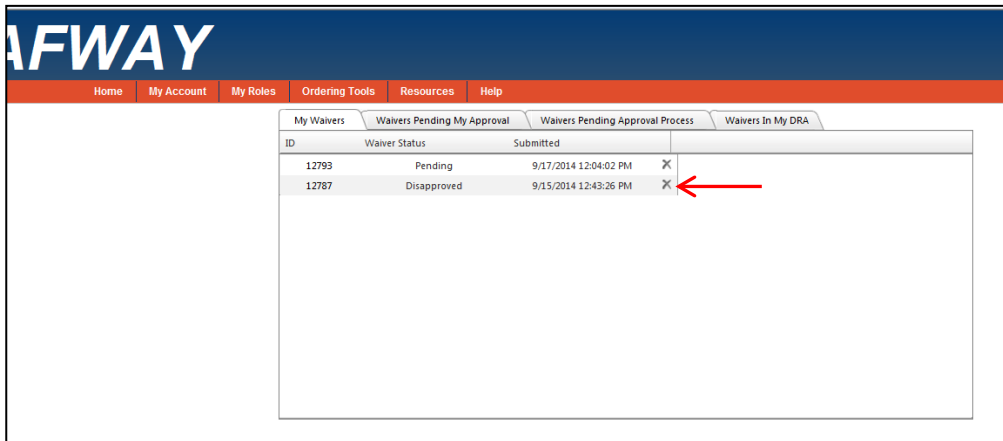


Figure 135 - Delete a Waiver

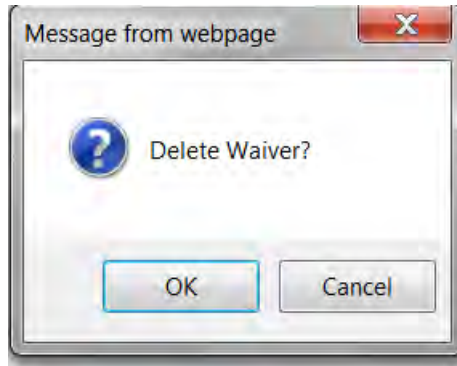


Figure 136 - Delete Waiver?

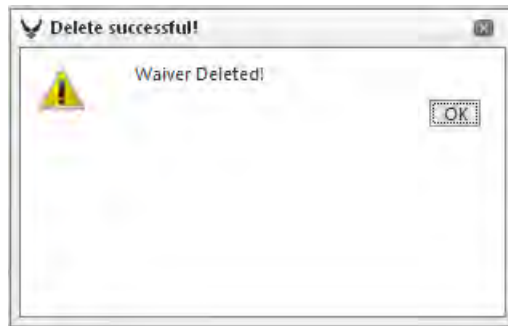


Figure 137 - Waiver Deleted Confirmation Message

When a waiver is submitted, it will be acted upon by the Base Waiver Official and or the MAJCOM/Functional CIO. If a waiver is on ITRM or QEB Standard, the waiver request will automatically be sent to the MAJCOM/Functional CIO for approval. Otherwise, it will be sent to the Base Waiver Official first. The Base Waiver Official will logon to AFWay, and from the Navigation Bar select "My Account" and "My Waivers."

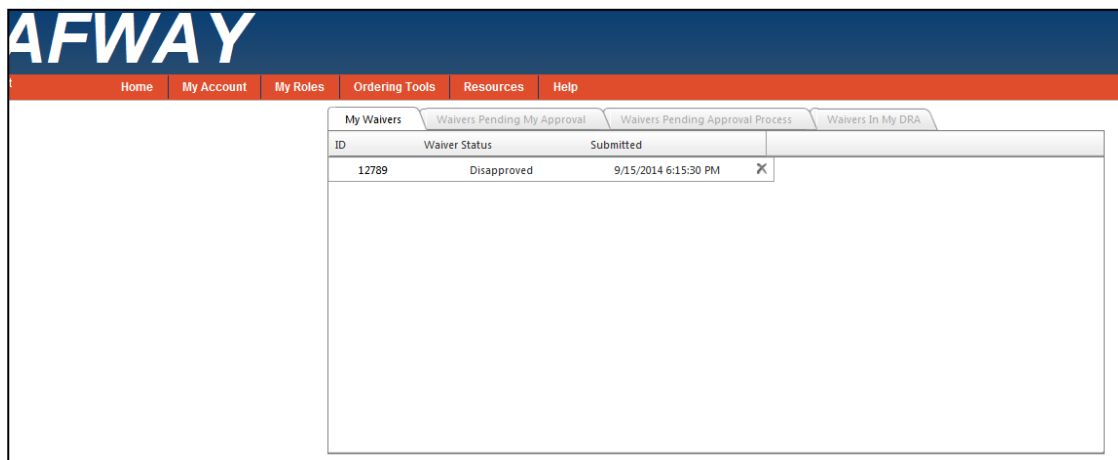


Figure 138 - Waiver Official - My Waivers

Clicking on the applicable *Waiver Number* link will present the waiver request details screen. The Base Waiver Official can approve a waiver request by selecting the *Recommend Approval* radio button (comments are optional). To disapprove a waiver request, the *Disapprove* radio button should be selected and comments must be entered in the *Comments* field. The Base Waiver Official can opt to approve and send the waiver request on to the MAJCOM/Functional CIO for a final approval by checking the appropriate box next to the *Recommend Approval* radio button. Click the *Submit* button when action has been completed. A Waiver Approval screen will then appear, confirming the action taken.

The screenshot displays the 'Waiver Details' screen with the following sections:

- Waiver Info:**
 - Waiver Number: 12793
 - Waiver Status: Pending
 - Waiver From: Enterprise Software Initiative (ESI) / SmartBUY Contracts
 - Comments: some explanation
 - Waiver Reason: My need cannot be met in the required timeframe
 - Comments: additional explanation
 - Date Requested: 9/17/2014
- Customer Info:**
 - Name: MAIWALD, CHAD
 - Phone: 334-416-5604
 - Email: chad.maiwald@gunter.af.mil
- Vendor:**
 - Some Vendor Date Product Required: 9/26/2014
 - Product/Service Description: Web Cam that shoots in 3D
 - Unit Price: \$500000.00 | Quantity: 1
 - Total Price: \$500000.00
- Approval Process Details:**
 - Completed Steps:** (Empty table with columns: Role, Name, Approval Date)
 - Next Step Approvers:**

Role	Name	Primary?
Base Waiver Official	SCHULTZ, REY	True
Base Waiver Official	SHEAFFER, KIMO	True
Base Waiver Official	OFFICIAL, WAIVER	False
Base Waiver Official	FOX, SONDR	False
Base Waiver Official	ALI, MIR	False
Base Waiver Official	BROWN, EILEEN	False
- Approval Submission:**
 - You are the current step in the approval process for this Waiver.
 - Internal Comments:
 - Approval Decision: Approve Disapprove
 - Would you like your MAJCOM/FUNCTIONAL CIO to approve this waiver?
 -

At the bottom of the screen, there is a red banner with the text: "The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this personal information may result in criminal and/or civil penalties." Below the banner is a footer with the text: "Switch User | Email: chad.maiwald@gunter.af.mil | DRA: 6853 | ECAW: ECOI".

Figure 139 - Waiver Approval Details Screen

Once a waiver has been approved by the Base Waiver Official and or the MAJCOM/Functional CIO, an order for the desired products can be placed by the requestor; otherwise, the waiver remains in the AFWay system as a disapproved waiver.

NOTE: When an order in the applicable system (i.e., NETCENTS, Contracting Ordering System, etc.) is placed, it is very important that the waiver number be indicated in the order request.

Appendix H: Shipping To Multiple Locations

AFWay offers the capability to ship products to multiple locations. When this feature is utilized, the products will appear on the account to where the items are shipped. An e-mail address must be entered to where the items are to be shipped. The e-mail address must be for a registered AFWay user. The system will automatically pull the DRA/ECAN information established by the EC or the BECO if the option is selected to have all the items sent to the BECO. Follow the instructions below to ship orders to multiple locations.

Select the item and click the *Add To Cart* button. The following screen will appear with the Shopping Cart.

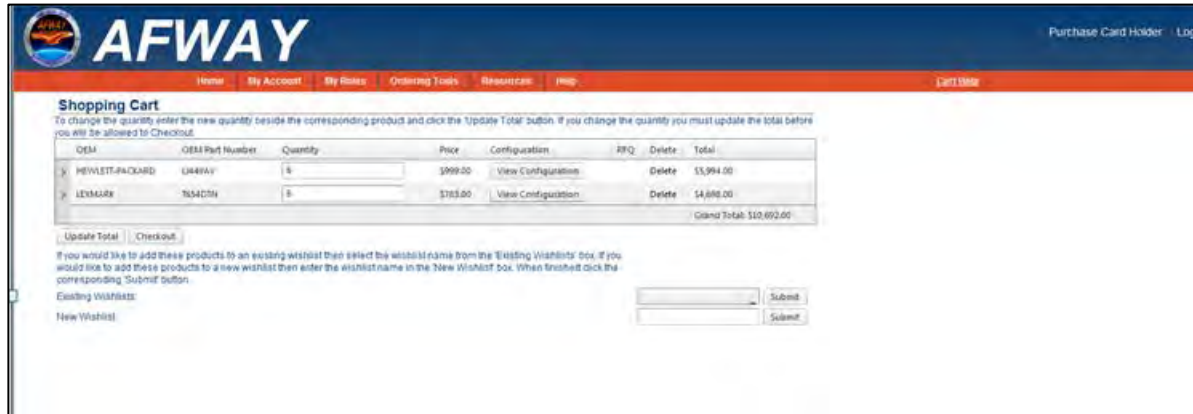


Figure 140 - Shopping Cart - Multiple Addresses

Click on the *Checkout* button. The Confirm Addresses screen appears. Click the *Next* button to continue the process if shipment is to one address. If the orders are to be shipped to multiple locations, click the [Multiple Ship to/Mark for Addresses](#) button.

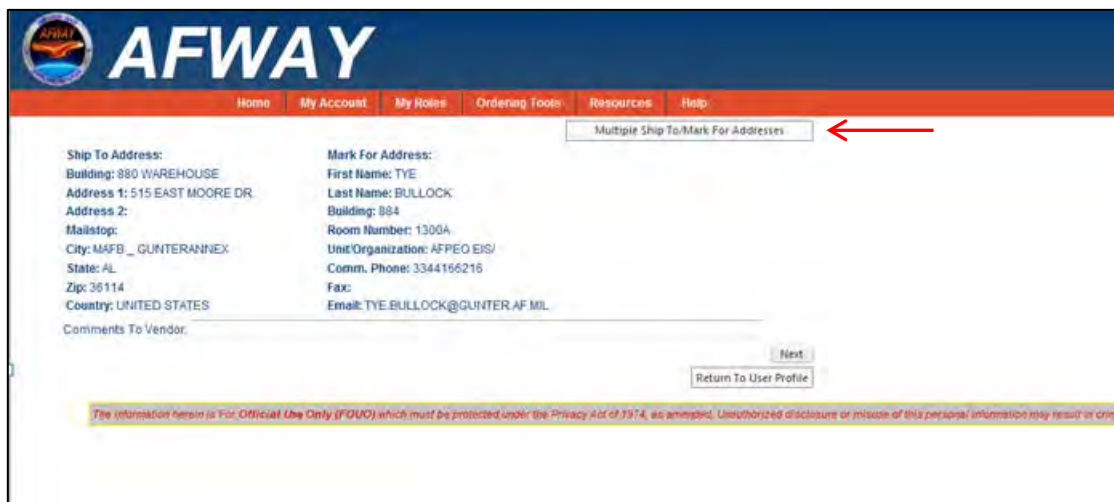


Figure 141 - Add Multiple Addresses for ShipTo

If you would like to send the items to different addresses, select the "Break this Quantity into Multiple Ship To/Mark For Addresses."



Figure 142 - Break this Quantity into Multiple Ship To/Mark For Addresses

Enter in the number of Ship To Addresses you would like for the products to be sent to and click "Submit."



Figure 143 - Choose Number of Ship To Addresses

In the next screen, enter in the information requested for the two (or more) Ship To Addresses and click "Submit."

The total quantity of items is 6.

Address 1

Quantity:
Email:
Delivery Instructions:

Address 2

Quantity:
Email:
Delivery Instructions:

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this personal information may result in criminal and/or civil penalties.

Figure 144 – Two or More Ship To Addresses

The order will route through the ECAN Approval Process before the order is completed.

Appendix I: Reports in AFWay

AFWay provides the AFWay Program Manager (PM), Base Program Manager (BPM), BECO, MECO and Waiver Official the capability to run various reports. This appendix provides instructions for running the report options available to the PM, BPM, BECO, MECO and Waiver Official. The PM reports allow the tracking of orders (Orders Report), sales based on type of vendor (Vendor Type Statistics Report), types of purchases (Sales Volume Report), order completion time (Vendor Order Fill Time Report), and time required to complete the workflow process (Workflow Report). To have the capabilities to run the PM reports, the role must be assigned by the MECO as "AFWay Program Manager". The BECO has the option to run a BECO Fiscal Report. The MECO has the option to run a MECO Fiscal Report. The Waiver Official reports allow the selection of various waiver statuses (Wavier Details Report) and a summary report of waivers (Waiver Summary Report).

Orders Report

The *Orders Report* allows the PM and Base PM to track orders by MAJCOM, BASE, DRA or all AFWay users. It provides the number of orders created, submitted, disapproved, canceled, declined by vendor, accepted by vendor, pending, shipped, delivered and completed.

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



Figure 145 - Program Manager - Reports Selection

The Reports screen is displayed. Select "Orders Report."

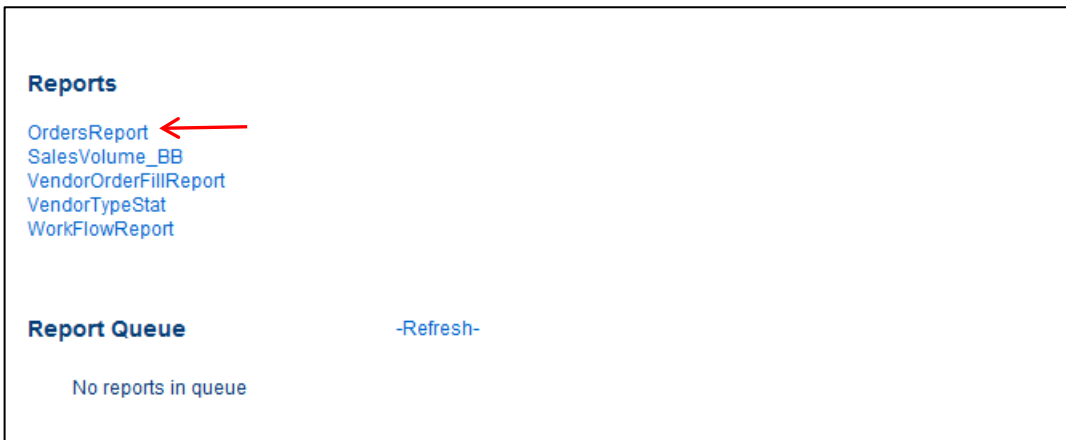


Figure 146 - Select OrdersReport

The options available for the Orders Report are as follows:

- Start Date
- End Date
- MAJCOM
- Base
- DRA
- HAF
- NON-AF

OrdersReport

Start Date <input type="text"/>	End Date <input type="text"/>	Select MAJCOM <input type="text" value="Select options"/>	Select Base <input type="text" value="Select options"/>
Select DRA <input type="text" value="Select options"/>	HAF <input type="checkbox"/>	NON AF <input type="checkbox"/>	

Figure 147 - Order Report Selection Criteria

Once the desired criteria have been entered, select "Continue."

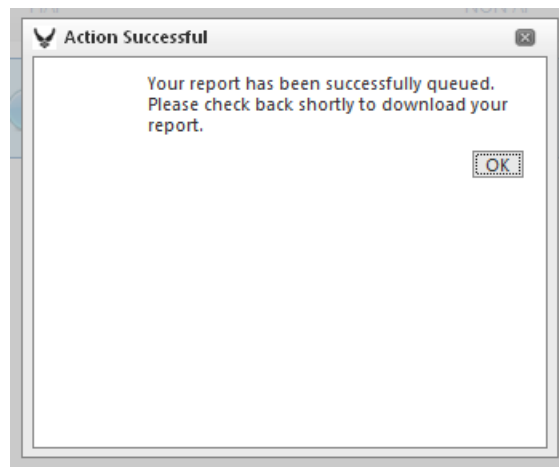


Figure 148 - Report Queued Confirmation

Vendor Type Statistics Report

This report is used to determine sales based on the type of vendor (large or small business, disadvantaged, etc.) selected for the specified date range. This report may be run by the PM or Base PM.

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

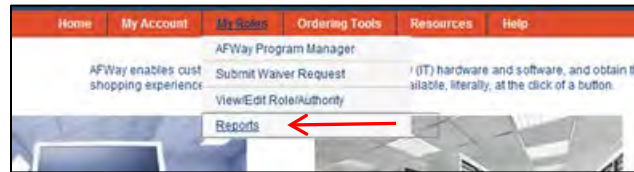


Figure 149 - Navigation Bar - Reports

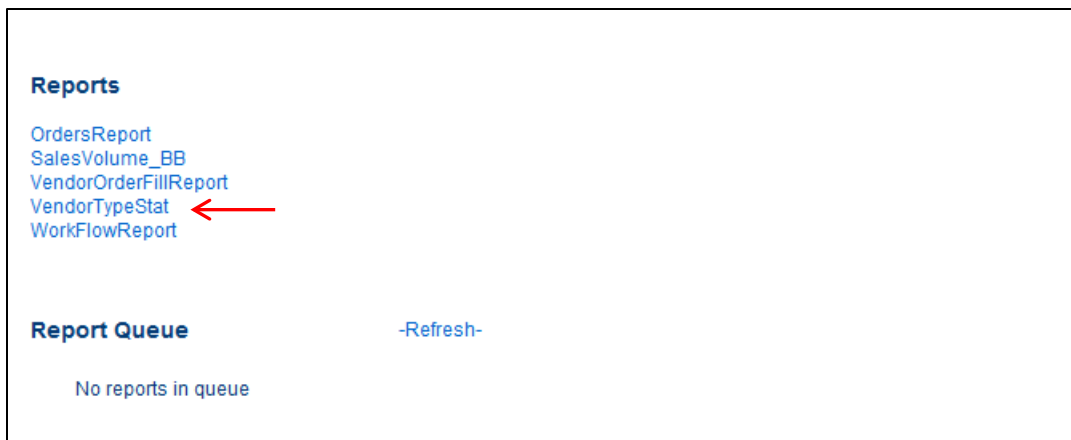


Figure 150 - Select VendorTypeStat

A screenshot of a form titled 'VendorTypeStat'. The form contains several input fields and dropdown menus. The fields are: 'BEGINDATE' (text input), 'ENDDATE' (text input), 'Vendor Type' (dropdown menu with 'Select options' text), and 'MAJCOMS' (dropdown menu with 'Select options' text). Below these, there are two radio button options: 'Non AF' and 'HAF'. At the bottom of the form, there is a 'Continue' button.

Figure 151 - VendorTypeStat - Parameters

Program Managers and Base Program Managers can generate this report. From the Vendor Type Statistics Report Default page, enter the desired Begin and End Dates for the report. Next, from the Vendor Type drop-down box select the vendor type to be queried. Then under MAJCOMS/Bases/DRAs, select the appropriate level to be queried. Finally, select the *ALL AFWAY ORDERS* radio button or the *SELECT BY MAJCOM* radio button.

Sales Volume Report

The *Sales Volume Report* can be used to track the amount in dollars of sales made by AFWay users. Sales reports can be generated by MAJCOM, Base, DRA, or non-Air Force users. This report may be generated by the PM and Base PM.

The screenshot shows a web form titled "SalesVolume_BB". It includes the following fields and controls:

- Start Date:
- End Date:
- Select Category:
- Select Status:
- Select MAJCOM:
- Select Base:
- Select DRA:
- NONAF:
- HAF:
- Continue:

Figure 152 – Sales Volume Report Default Page

The Begin and End Dates allow analysis personnel to track sales volume during a specified period. The PM can input dates for a specific period they want to track as shown in the above example.

The screenshot shows a "Reports" section with a list of reports and a "Report Queue" section with a list of reports and their status.

Reports

- OrdersReport
- SalesVolume_BB
- VendorOrderFillReport
- VendorTypeStat
- WorkFlowReport

Report Queue -Refresh-

Report Name	Status
Orders Report	Complete
Orders Report	Complete
Orders Report	Complete
Sales Volume Report	Complete
Vendor Type Statistics Report	Complete
Sales Volume Report	Complete
Sales Volume Report	Complete
Orders Report	Complete

Figure 153 - Reports Queue

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. This report is *not* available to the Base Program Manager.

The screenshot displays the 'VendorOrderFillReport' interface. It features a title bar at the top center. Below the title, there are four input fields: 'Start Date' (a text box), 'End Date' (a text box), 'Select MAJCOM' (a dropdown menu with 'Select MAJCOM' as the selected option), and 'VENDOR' (a dropdown menu with 'VENDOR' as the selected option). Below these fields is an 'ORDERBY' dropdown menu with 'ORDERBY' as the selected option. At the bottom center of the form is a 'Continue' button.

Figure 154 – Vendor Order Fill Time Report – Default Page

Workflow Report

The Workflow Report tracks the status of orders and the average time each step takes in the workflow process. This report may be run by the PM and Base PM.

The screenshot shows a web form titled "WorkFlowReport". It contains the following elements:

- BEGINDATE**: A text input field.
- ENDDATE**: A text input field.
- MAJCOMS**: A dropdown menu with the text "Select options" and a small orange arrow on the right.
- Non AF**: A checkbox input field.
- HAF**: A checkbox input field.
- Continue**: A button located at the bottom center of the form.

Figure 155 – WorkFlowReport - Default Page

Waiver Reports

The Waiver Reports are only accessed by the Base Waiver Official, MAJCOM/FUNCTIONAL CIO, and the Air Force CIO. There are two reports applicable to waivers: a Waiver Details Report and a Waiver Summary Report. The Waiver Details Report is geared towards a specific type of waiver, while the Summary Report combines all three waiver types into one report but with fewer details. The Detail reports are used to track the number of waivers requested (Pending), number approved (Approved), number disapproved (Denied), and the type of equipment/services users are requesting for waivers.

From the Navigation Bar, select "My Roles", and then Base Waiver Official. Waiver Summary Report is shown.

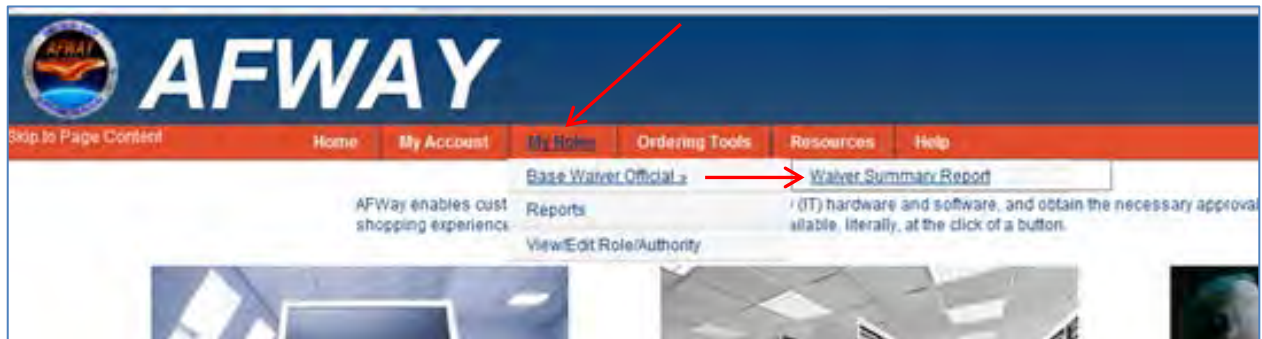


Figure 156 – Waiver Summary Report Access - Navigation Bar

A screenshot of the "Waiver Summary Report" page. The page title is "Waiver Summary Report". It is divided into three sections: "Pending", "Approved", and "Disapproved". The "Approved" section contains a table with the following data:

Waiver ID	Requestor	MAJCOM	Date Submitted	Product Category	Waiver Reason
12781	ADMINISTRATOR, APPLICATION AFMC		Wednesday, January 28, 2015	DPI - NETWORK PRINTERS PRINTER - B W - SMALL MEMORY	My need cannot be met in the required timeframe

The "Pending" and "Disapproved" sections both show "None".

Figure 157 - Waiver Summary Report

From the Navigation Menu, select "My Roles" and then "Reports:"

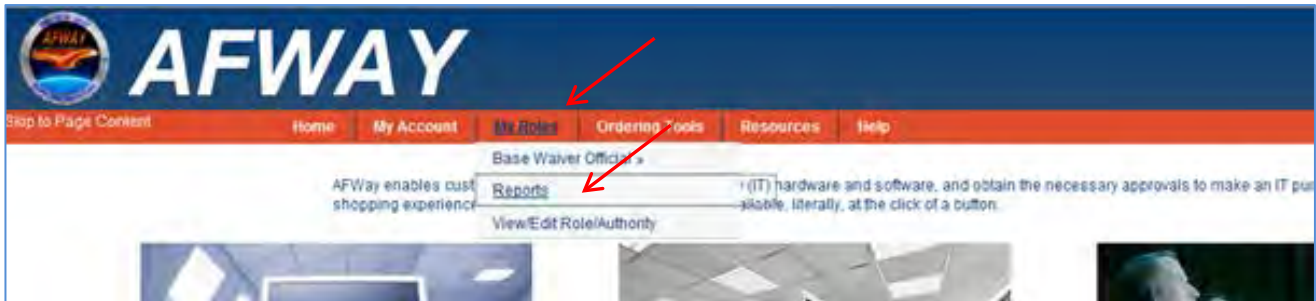


Figure 158 - Navigation Bar - My Roles/Reports



Figure 159 - Waiver Detail Report

Selecting Waiver Detail Report brings up the following screen. Select "Continue."

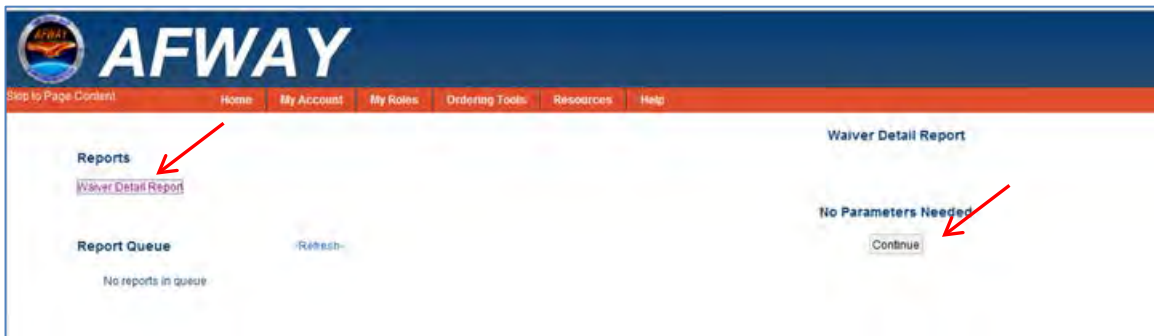


Figure 160 - Waiver Detail Report - Continue

After you select continue, you are given a list of file types to choose from to have your Waiver Detail Report generated.

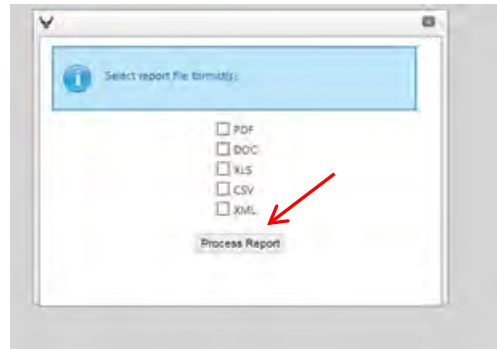


Figure 161 - Select Desired File Types

Once you make your selection, click "Process Report."



Figure 162 - Action Successful

A popup message appears indicating the report has been successfully queued.

The report is generated in the background. Click "Refresh" to view the status of your Report Queue:



Figure 163 - Waiver Detail Report - Refresh

Once the report has finished, it will be visible under Report Queue for viewing.

Waiver Detail					
WAIVER STATUS	MAJCOM	DRA	WAIVERID	REQUESTOR	REQUESTED
APPROVED	AFMC	5853	12781	Application Administrator	1/28/2015 12:47:49 PM

FOR OFFICIAL USE ONLY (FOUO)
 Air Force Waiver
 Air Force Life Cycle Management Center (AFLCMC) - HRCB

2015-01-29 07:43

Figure 164 - Waiver Detail Report

Vendor Orders Report

The Vendor Orders Report is only accessed by a Vendor.

From the Navigation Bar, select "My Roles", and then "Reports."

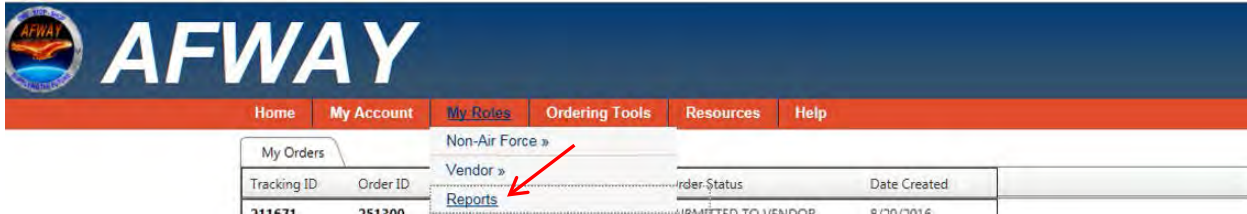


Figure 165 – Vendor / Reports

Select Vendor Orders Report, and enter in the Tracking Number and the Order ID number and click "Continue."

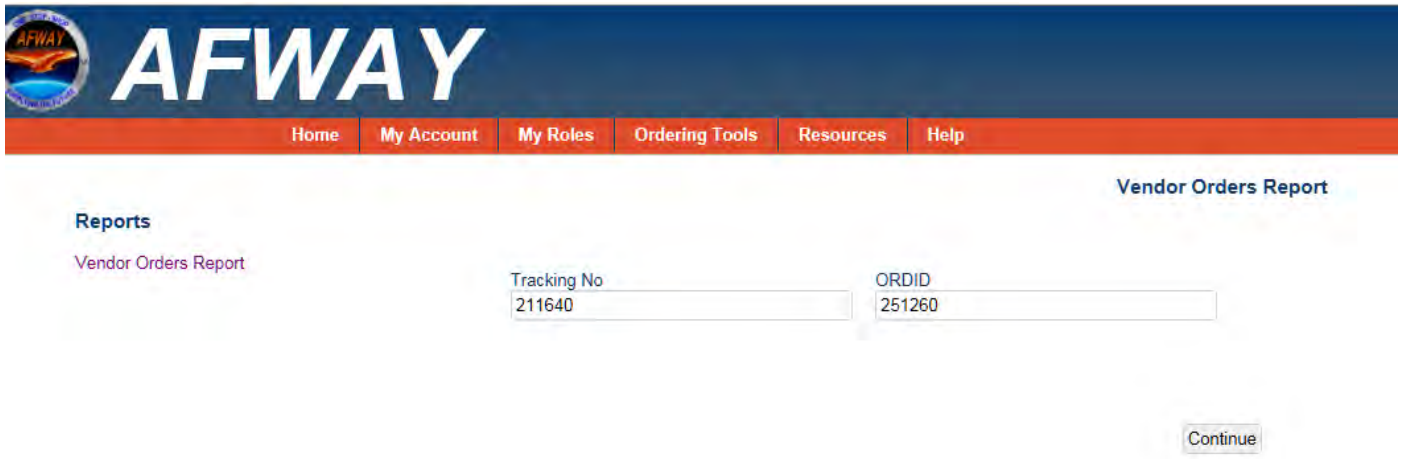


Figure 166 – Vendor Orders Report Fields

Select the desired report format and click “Process Report.”

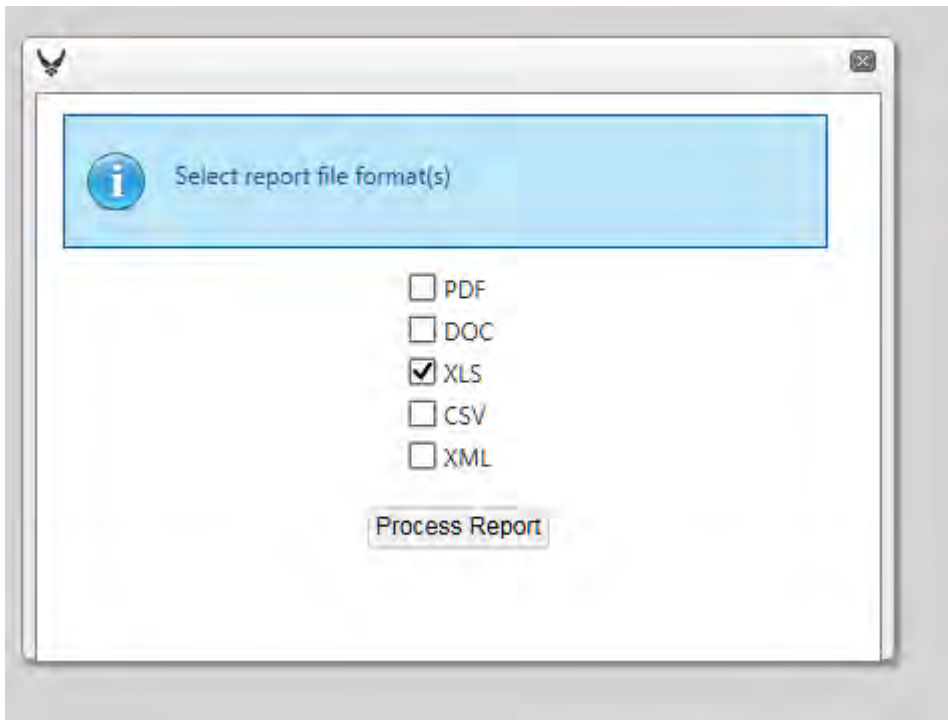


Figure 167 – Report Format

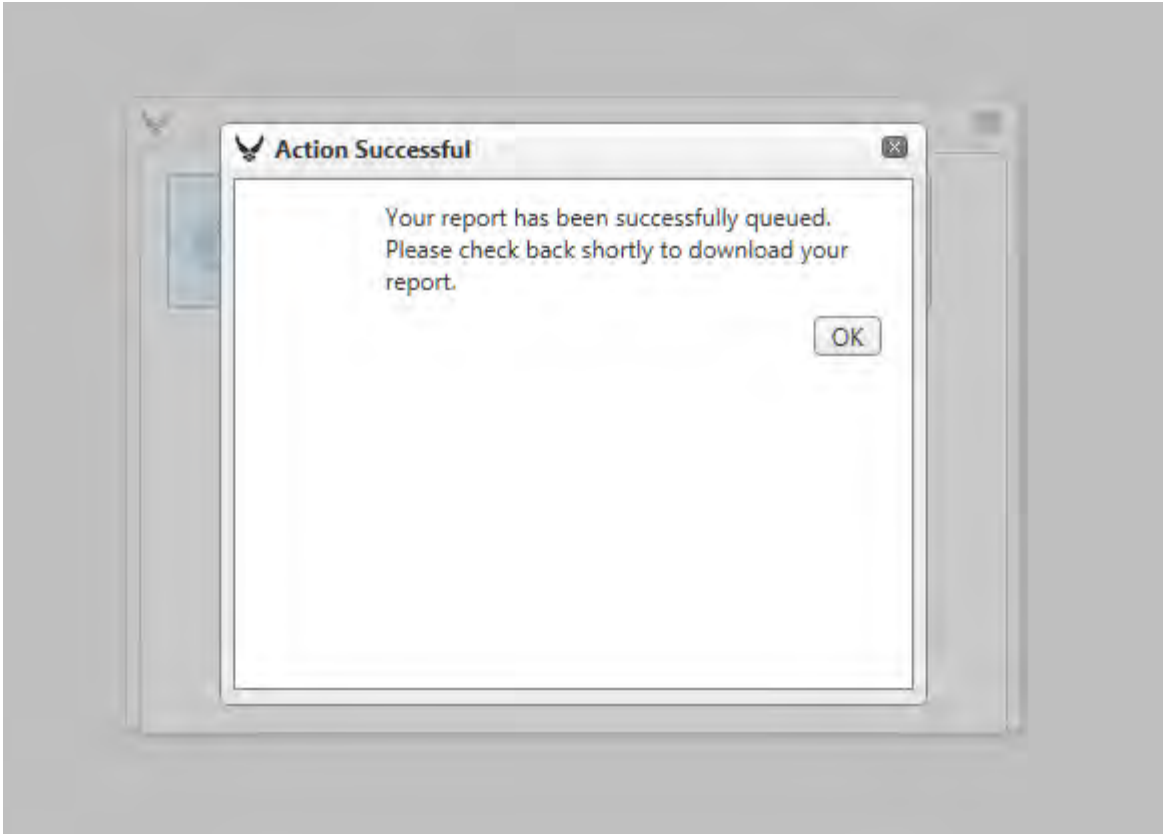


Figure 168 – Report Successful Message

Once the report has finished, it will be displayed in the queue as shown below:

Reports

[Vendor Orders Report](#)


Report Queue			-Refresh-
Name	Status	Date Created	
Vendor Orders Report	Complete	8/29/2016, 12:11:2 PM	

Figure 169 – Report Generated