U. S. AIR FORCE

Air Force Way

User Guide

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1. **Welcome to AFWay!**

AFWay enables customers to order Information Technology (IT) hardware, software, services and solutions 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/](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](https://www.afway.af.mil), the following screen appears:

![Figure 1 - AFWay Initial Screen](image-url)
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
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."

![AFWay CAC Association Screen](image)

**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:
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."
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:

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

**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.).

![Figure 9 - New User Registration - CAC](image)
If any information is missing or entered incorrectly, the system will identify the problem area(s) with red text.

**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).

**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.

![Figure 12 - DRA List by Base](image)

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.**

![Figure 13 - ECAN List by Organization](image)
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](image)

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](image)

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

![Figure 22 - Creating a Wishlist](image)

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:
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.)**
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](image)

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](image)

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.

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."
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.)

The next screen allows you to update the number of shipping addresses.  For demonstration purposes, input "2" and select "Submit."
The following screen appears which allows you to enter the quantity, e-mail and delivery instructions for your order:

**Figure 30 - Choose Number of 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 31 - Multiple Ship To Addresses**
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."
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."

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

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

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.
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.

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

![Order Successfully Submitted](image)

*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.

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

![Figure 40 - Approving Official](image)

![Figure 41 - Tracking Number Info](image)
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.

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.
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:

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:
By selecting "View Configuration", the system displays the configuration of the selected product chosen by the customer:
After reviewing the order, the vendor must update the "Order Status" with the appropriate selection:

![Figure 48 - Product Configuration](image)

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).

Figure 50 - Update Shipping Status

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.

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](image)

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.

![Figure 54 - Submit RFQ Screen](image)
**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](image)

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.

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.

After successfully submitting the RFQ, select "My Account" and then "User Profile" from the navigation bar. (Refer to figure 20 if necessary.)
Notice the "My RFQs" tab at the bottom of the screen. This tab shows any RFQs 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."
Once the RFQ is approved by everyone in the approval process, it is then submitted to the 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."
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 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.
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."

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.

**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 furthermost right tab on the bottom, "RFQs Submitted to Vendor."
Figure 63 - Originating User - Response from Vendor

Notice the "RFQ Status" reflects "RESPONSE FROM VENDOR." Selecting this RFQ ID brings up the next screen. Notice the "Vendor_1982" response under RFQ Attachments.

Figure 64 - RFQ Details (Originating User View)
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 (see below) and then click on the Award RFQ button. (NOTE: Only the original user can add an RFQ to a shopping cart.)

![Registered Vendors](image)

**Figure 65 - Award RFQ**

The system responds with "RFQ was successfully added to cart."

![Action Success](image)

**Figure 66 - RFQ Added to Cart Message**

The user may then view the Shopping Cart from the Navigation Bar, "My Account," "Shopping Cart," and proceed with "Check Out."
The order 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 68 - Contact Us

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

Figure 69 - 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."

![AFWAY Navigation Menu](image)

**Figure 70 - 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.

![AFWAY Add Role Menu](image)

**Figure 71 - 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.
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."
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 74 - 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 75 - 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 - Mark for Address."
Figure 76 - Setting the Default Markfor Address

Figure 77 - 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 78 - My Roles - Equipment Custodian - Admin - Shipto Address

Figure 79 - 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 80 - My Roles - Equipment Custodian - Admin - View-Edit EC Options

Figure 81 - 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 "Admin - View-Edit EC Options."
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.

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

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 88 - 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."

![Select View/Edit Role/Authority to Add BECO Role](image1)

**Figure 89 - 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.

![Select Base Equipment Control Officer Role](image2)

**Figure 90 - Select Base Equipment Control Officer Role**
A popup message appears requesting your AIM User Reference ID. Provide the requested information and click "Submit."

![Request Base Equipment Control Officer Role](image)

**Figure 91 - Enter AIM Number for BECO Role**

Another popup message appears for confirmation:

![Confirm Request](image)

**Figure 92 - 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 93 - 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 94 - Select Shipto Address

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

Figure 95 - 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 96 - BECO - Approval Process Selection](image)

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 97 - BECO - Assign Roles](image)
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 98 - 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 99 - 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."

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."
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.

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

---

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Organization</th>
<th>Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>003</td>
<td>AFLONCMODET</td>
<td>EARL BAKER</td>
</tr>
<tr>
<td>0003</td>
<td>AFLONCMODET</td>
<td>JORDAN MOORE</td>
</tr>
<tr>
<td>0010</td>
<td>AFLONCMENI</td>
<td>TERRY HAMS</td>
</tr>
<tr>
<td>0010</td>
<td>AFLONCMENI</td>
<td>THOMAS BOSTIN</td>
</tr>
<tr>
<td>0096</td>
<td>AFLONCMENI</td>
<td>DAN SMITH</td>
</tr>
<tr>
<td>00102</td>
<td>AFLONCMENI</td>
<td>MICHAEL STEWART</td>
</tr>
<tr>
<td>E0102</td>
<td>AFLONCMENI</td>
<td>HAROLD LOCKETT</td>
</tr>
<tr>
<td>00200</td>
<td>AFLONCMHGRG</td>
<td>KENNETH JACKSON</td>
</tr>
<tr>
<td>00305</td>
<td>AFLONCMHGRG</td>
<td>WILLIAM BURRELL</td>
</tr>
<tr>
<td>00304</td>
<td>AFLONCMHGRG</td>
<td>GORDON FITZPATRICK</td>
</tr>
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<td>DESEREBETINEZ</td>
</tr>
<tr>
<td>00306</td>
<td>AFLONCMHGRG</td>
<td>GORDON ALLBRITON</td>
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<td>00302</td>
<td>AFLONCMHGRG</td>
<td>CURTIS BUETTNER</td>
</tr>
<tr>
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<td>AFLONCMHGRG</td>
<td>ROBERT ROGERS</td>
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<tr>
<td>00303</td>
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<td>ANDELICA LARSON</td>
</tr>
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<td>00501</td>
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<td>SUSANNE CARTER</td>
</tr>
<tr>
<td>00200</td>
<td>AFLONCMHGRF</td>
<td>DEEPA RAY</td>
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<td>AFLONCMHGRF</td>
<td>TROY EDWARDS</td>
</tr>
<tr>
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<td>AFLONCMHGRF</td>
<td>ARNIES GIPSON</td>
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<tr>
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<td>AFLONCMHGRF</td>
<td>ANGELA BECK</td>
</tr>
<tr>
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<td>AFLONCMHGRF</td>
<td>GREGORY BEAN</td>
</tr>
<tr>
<td>00007</td>
<td>AFLONCMHJ</td>
<td>NEL LANGFOO</td>
</tr>
<tr>
<td>00005</td>
<td>AFLONCMHJ</td>
<td>THE BULLOCK</td>
</tr>
<tr>
<td>00006</td>
<td>AFLONCMHJ</td>
<td>GARY LOVE</td>
</tr>
</tbody>
</table>
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."

![Select Role Screen](image)

Figure 104 - 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.

![Role Selection](image)

Figure 105 - Select MAJCOM Equipment Control Officer Role

Add a Role:

Note: EC, BECO, and MECO roles are verified against AIM before access is given. All other roles are assigned by an EC or BECO.
A popup message appears requesting your AIM User Reference ID. Provide the requested information and click "Submit."

![Image](image1.png)

**Figure 106 - Enter AIM Number for MECO Role**

Another popup message appears for confirmation:

![Image](image2.png)

**Figure 107 - 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 108 - MECO - Approval Process](image)

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

![Figure 109 - MECO - Assigning User Roles](image)

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 110 - MECO - Reports](image)

**Figure 110 - MECO - Reports**

![Figure 111 - MECOFiscalReport](image)

**Figure 111 - MECOFiscalReport**

MECO Fiscal Reports are available based on the following criteria:

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

![Figure 112 - MECO Fiscal Report - Criteria](image)

**Figure 112 - 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."

![Select Report Format](image1)

**Figure 113 - Select Report Format**

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

![Confirmation Message Report Queued](image2)

**Figure 114 - 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."

![AFWAY Home Page](image)

**Figure 115 - Equipment Custodian/Admin - View-Edit EC Options**

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

![AFWAY EC Options](image)

**Figure 116 - Select "Yes" for Technical Workgroup Manager**

A popup message appears indicating that a Technical Workgroup Manager will be included in the approval process.
Next, go to the Navigation Bar and select "My Roles," "Equipment Custodian," and then "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."
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."
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.
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:

1. Line of accounting/fund cite (taken from the certified AF Form 9).
2. 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 123 – 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 rational 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."

![AFWAY from the Navigation Bar, select "Ordering Tools" and then "Submit Waiver Request." Figure 124 - 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.

![AFWAY - 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.
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.

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.
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."
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 **Recommend Approval** radio button. Click the **Submit** button when action has been completed. A Waiver Approval screen will then appear, confirming the action taken.

**Figure 132 - 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 133 - Shopping Cart - Multiple Addresses](image)

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 134 - Add Multiple Addresses for ShipTo](image)
If you would like to send the items to different addresses, select the "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."

In the next screen, enter in the information requested for the two (or more) Ship To Addresses and click "Submit."
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 (Waiver 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 138 - Program Manager - Reports Selection](image)

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

![Figure 139 - Select OrdersReport](image)

The options available for the Orders Report are as follows:

- Start Date
- End Date
- MAJCOM
- Base
- DRA
- HAF
- NON-AF
Once the desired criteria have been entered, select "Continue."

Figure 140 - Order Report Selection Criteria

Figure 141 - 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 142 - Navigation Bar - Reports](image)

![Figure 143 - Select VendorTypeStat](image)

![Figure 144 - VendorTypeStat - Parameters](image)

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.

![Sales Volume Report Default Page](image1)

**Figure 145 – 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.

![Reports Queue](image2)

**Figure 146 - 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.

![Vendor Order Fill Time Report](image)

**Figure 147 – 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.

Figure 148 – 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.

![AFWAY Navigation Bar](image)

**Figure 149 – Waiver Summary Report Access - Navigation Bar**

**Figure 150 - Waiver Summary Report**

![Waiver Summary Report](image)
From the Navigation Menu, select "My Roles" and then "Reports."

Figure 151 - Navigation Bar - My Roles/Reports

Figure 152 - Waiver Detail Report

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

Figure 153 - 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.

![Select Desired File Types](image1.jpg)

**Figure 154 - Select Desired File Types**

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

![Action Successful](image2.jpg)

**Figure 155 - 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:
Once the report has finished, it will be visible under Report Queue for viewing.