

U. S. AIR FORCE

Air Force Way



User Guide

SBEAS

(Small Business Enterprise Application Services)

Version 4.0.5

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**AFLCMC/HICB
201 East More Drive
Maxwell AFB, Gunter Annex, AL 36114**

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1. Welcome to SBEAS

SBEAS (Small Business Enterprise Application Services) is a multiple award ID/IQ contract that provides Business Systems Enterprise (BES), AF MAJCOMs and other agencies that support an Air Force requirement with a comprehensive suite of Information Technology (IT) services and solutions to support IT systems and software development in a variety of environments and infrastructures.

The scope of this IDIQ includes the comprehensive suite of IT services and IT solutions to support IT systems and software development in a variety of environments and infrastructures. Additional IT services include, but are not limited to documentation, operations, deployment, cybersecurity, configuration management, training, commercial off-the-shelf (COTS) product management and utilization, technology refresh, data and information services, information display services and business analysis for IT programs.

The SBEAS AFWAY portal is only available to Ordering Contracting Officers who are considering using the SBEAS IDIQ. To obtain access to the SBEAS AFWAY portal all customers must submit a signed Delegation of Procurement Authority (DPA) Agreement to the SBEAS organizational box at:
AFLCMC.HIC.SmallBusiness@us.af.mil

SBEAS is accessed through AFWay and is only compatible with Google Chrome.

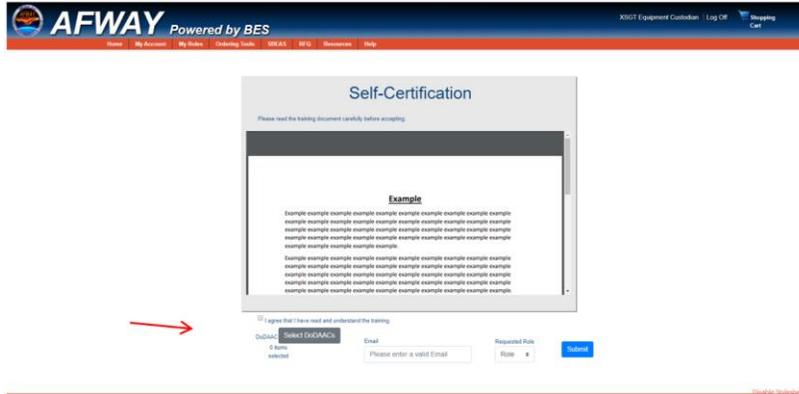
The SBEAS User Guide is provided to assist with functionality. For technical assistance, contact the Field Assistance Service (FAS) Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5. If a customer requires additional guidance or more in-depth assistance, contact the SBEAS Program Management Office (PMO) through their organizational mailbox: AFLCMC.HIC.SmallBusiness@us.af.mil.

1.a. Self-Certification and access request

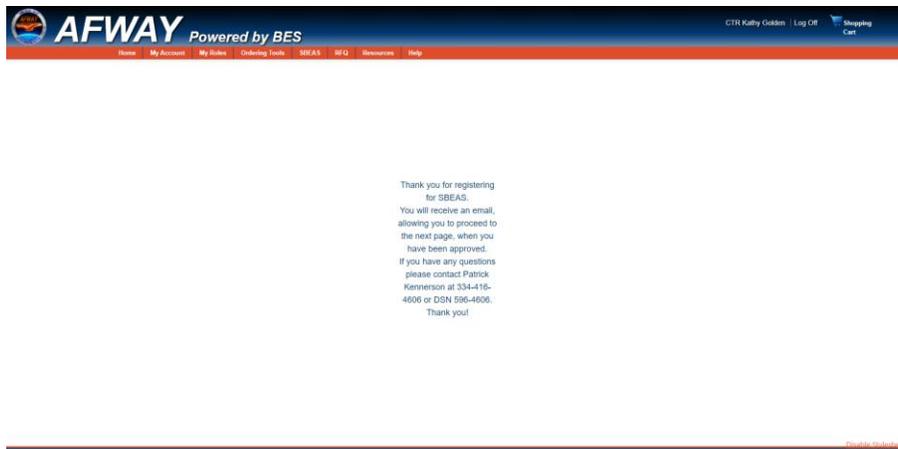
To be granted access to SBEAS, a customer must have an active AFWay account and must self-certify that they have read the training material and submit a request for access. Customer's request will be automatically sent to the SBEAS manager. The SBEAS manager will approve or deny the request and customer will receive email notification.

To Self-certify and request access:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. Read training material
4. Check the "I agree that I have read and understand the training" box
5. Select DoDAAC(s) from the DoDAAC dropdown list
6. Enter your email address in the email address field
7. Select Role from the Requested Role dropdown list
8. Click the Submit button



Self-certify and request access



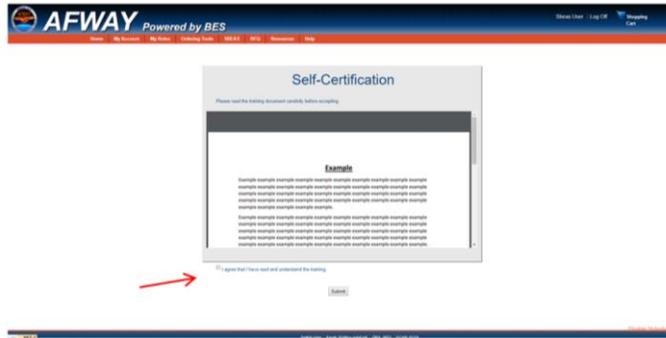
Successful Access Request Notification

1.b. Re-Certification

If the training material changes at any time in the future, all SBEAS users will be required to read and acknowledge before access is allowed.

To Re-certify:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. Read training material
4. Check the “I agree that I have read and understand the training” box
5. Click the Submit button



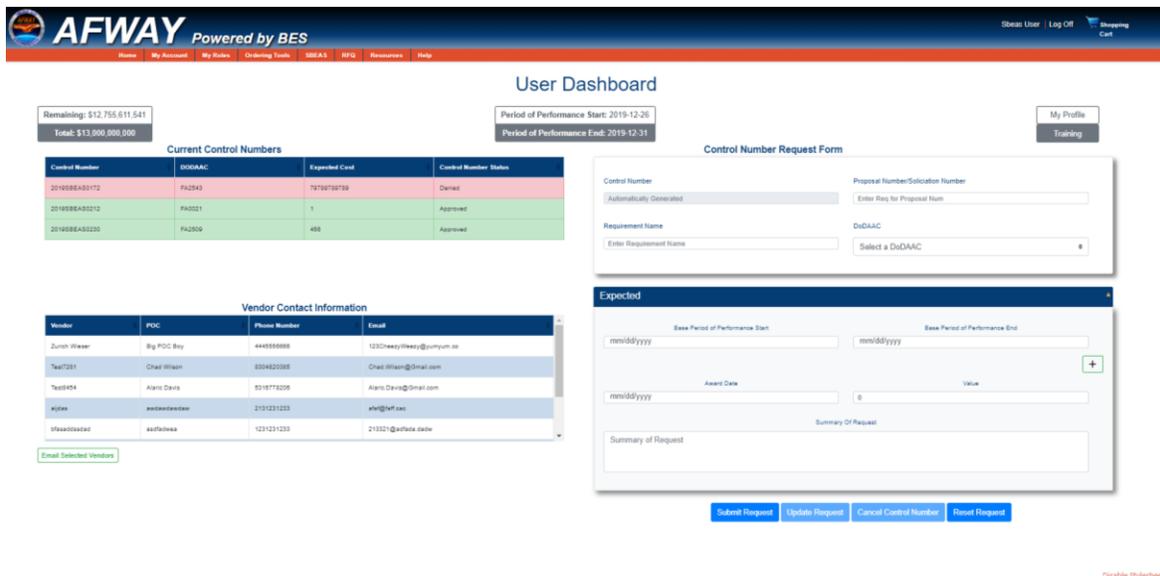
Re-Certify page

2. The User Dashboard

The Users Dashboard allows the user to view the SBEAS contract ceiling, period of performance, current control numbers, and the SBEAS vendors contact information all in one place. The User Dashboard also allows the customer to initiate new control number requests.

2.a. View of User Dashboard

Once approval is granted and a user selects SBEAS from the AFWay Navigation Bar, they will be taken to the SBEAS User Dashboard.



User Dashboard overview

Ceiling, Period of Performance, My Profile and Training

The top row of information on the User Dashboard shows the Ceiling and Remaining balances, Period of Performance Start and End dates, User's profile, and Training documents.

User Dashboard

Remaining: \$12,754,195,720
 Total: \$13,000,000,000

Period of Performance Start: 2019-01-01
 Period of Performance End: 2019-01-04

My Profile
 Training

Ceiling, Period of Performance, My Profile and Training

1. The Ceiling and Remaining balances: The ceiling is set/updated by the SBEAS manager. The remaining balance is calculated by subtracting all control numbers from the ceiling.
2. Period of Performance (PoP) Start and End dates: The PoP dates are set/updated by the SBEAS manager.
3. My Profile: Shows user information and the DoDAAC(s) the user has access to.
4. Training documents: Training documents can be reviewed at any time.

Current Control Numbers

The “Current Control Numbers” box shows the Control numbers the user has created. Control numbers can be sorted by any column by clicking the column title. Control numbers are colored coded as follows: Yellow = Pending approval, Green = Approved, and Red = Denied. The SBEAS manager sets the ceiling for automatic approval. Any control numbers that exceed the ceiling must be reviewed by the SBEAS manager for approval.

Control Number	DODAAC	Expected Cost	Control Number Status
2019SBEAS0235	FA2009	585137	Approved
2019SBEAS0236	FA2009	6878099	Denied
2019SBEAS0237	FA2009	870956	Approved
2019SBEAS0239	FA2009	2530117	Awaiting Action
2019SBEAS0240	FA2009	7289773	Awaiting Action

Current Control Numbers

Vendor Contact Information

The “Vendor Contact Information” box provides contact information. Vendors can be sorted by any column by clicking the column title. Customer can send a single email to one or more of the vendors by highlighting the vendor(s) and clicking the “Email Selected Vendors” button. Note: If no vendors are selected, the email goes to ALL vendors.

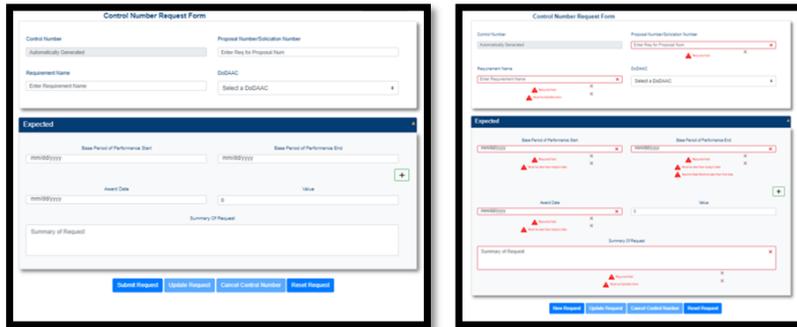
Vendor	POC	Phone Number	Email
Zurich Wesser	Big POC-Boy	4445555555	123CheesyWhezy@rumyum.co
Test7281	Chad Wilson	8304820385	Chad.Wilson@gmail.com
Test454	Alaric Davis	5316778206	Alaric.Davis@gmail.com
afdas	asdavidadave	2131231233	afaf@af.f.ao
bfasadcsdad	asdfadvea	1231231233	213321@af.fad.a.dadw

Email Selected Vendors

Vendor Contact Information

Control Number Request Form

The “Control Number Request Form” box is to create a control number, update a current control number, or cancel a control number. When creating a control number, fields with specific requirements will provide notice if requirements are not met. The notices will show when you click outside the field.



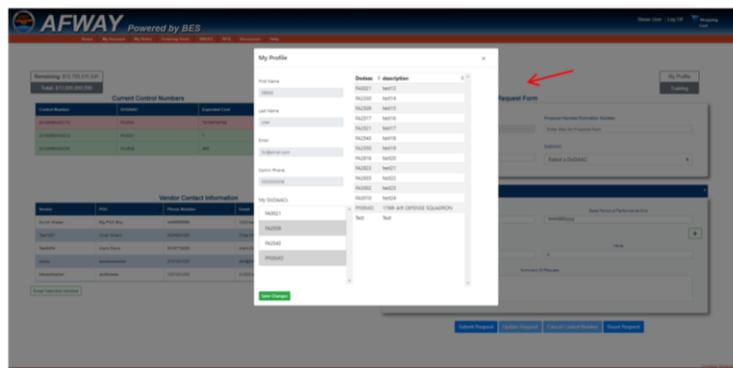
Control Number Request Form / Field requirement notifications

2.b. My Profile

My profile allows user to update personal contact information. The left side of the My Profile pop-up shows User information and the DoDAAC(s) customer has been assigned to. The right side of the pop-up shows DoDAACs and a description of each. NOTE: Users cannot change DoDAACs assigned to them. Only SBEAS Managers have the ability to add/remove DoDAACs to/from a user’s profile. If a customer already has initial SBEAS approval, but requires access to new DoDAAC(s), a new control number request needs to be submitted and approved by the SBEAS Manager. The request for additional DoDAACs must be submitted on a DD form 2875 to the SBEAS Manager at: AFLCMC.HIC.SmallBusiness@us.af.mil.

To edit My Profile:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the User Dashboard, select My Profile
4. Editable fields are: First Name, Last Name, Email, and Commercial Phone, edit fields as necessary
5. Click “Save Changes” button



My Profile pop-up

2.c. Create Control Number

To generate a control number, complete the “Control Number Request Form” by entering data into all of the required fields. NOTE: In the “Summary of Request” field, include a descriptive summary of the project’s scope.

To create a control number:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the User Dashboard, go to Control Number Request Form on right side of screen
4. Enter data into required fields, including the fields in the “Expected” box
5. Click “Submit Request” button
6. A “User Agreement” pop-up will appear, check the box to verify scope of requirements statement
7. Click OK

The screenshot shows the AFWay User Dashboard. On the right side, the 'Control Number Request Form' is visible. It contains several input fields: 'Control Number', 'Request Number', 'Request Name', 'Request Date', 'Request Category', 'Request Status', 'Request Number Selection Number', 'Request', and 'Request Category'. Below these is an 'Expected' section with 'Start Period of Performance Date' and 'End Period of Performance Date' fields. At the bottom of the form, there is a 'Summary of Request' field and a 'Submit Request' button. A red arrow points to the 'Submit Request' button.

Submitting new Control Number Request

The screenshot shows the AFWay User Dashboard with a 'User Agreement' pop-up dialog box. The dialog box contains a checkbox labeled 'I have approved the requirement to within scope of the SBEAS contract.' and a 'Submit' button. A red arrow points to the 'Submit' button.

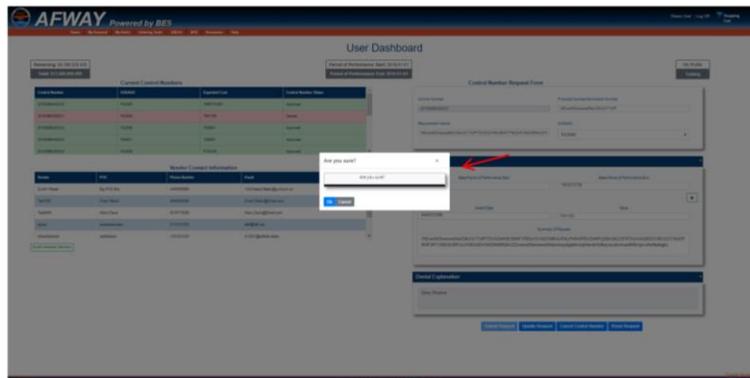
User Agreement Statement

2.d. Edit a Control Number

To edit a control number:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>

2. From the Navigation bar, select SBEAS
3. From the User Dashboard, go to the current control numbers box on left side of screen
4. Select a control number from the list (control number information will populate in the Control Number Request Form section on the right side of screen)
5. Edit any information as needed
6. Click "Update Request" button
7. Click OK on the "Are you sure?" pop-up



Update confirmation pop-up

2.e. Cancel a Control Number

To cancel a control number:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the User Dashboard, go to the current control numbers box on left side of screen
4. Select a control number from the list (control number information will populate in the Control Number Request Form section on the right side of screen)
5. Click "Cancel Control Number" button
7. Click OK on the "Are you sure?" pop-up

2.f. Add Actuals to an Approved Control Number

Approved Control Numbers need to be updated with Actuals once awarded. Automatic approval for Control Numbers with a value of up to one million dollars.

To add Actuals to a control number:

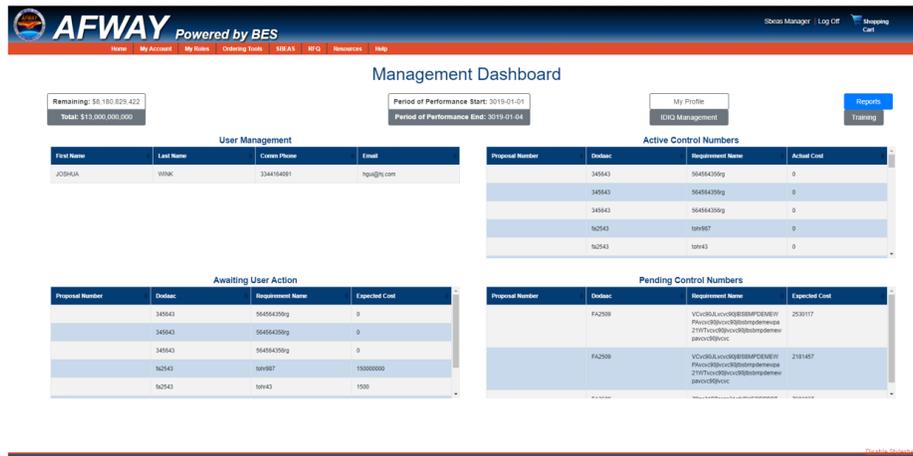
1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the User Dashboard, go to the current control numbers box on left side of screen
4. Select a control number from the list (control number information will populate in the Control Number Request Form section on the right side of screen with a new box under Expected labeled Actual)
5. Enter Actual data as required
5. Click "Cancel Control Number" button
7. Click OK on the "Are you sure?" pop-up

3. The Management Dashboard

The Management Dashboard is used by the SBEAS PMO and Administrative Contracting Officer (ACO) to manage the SBEAS contract ceiling.

3. a. View of Management Dashboard

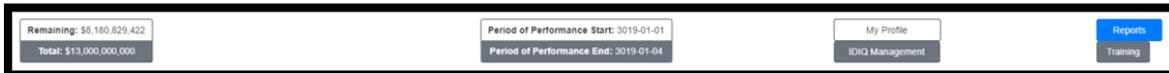
Once approval is granted and a manager selects SBEAS from the AFWay Navigation Bar, they will be taken to the SBEAS Management Dashboard.



The Management Dashboard

Ceiling, Period of Performance, My Profile, IDIQ Management, Reports and Training

The top row of information on the Management Dashboard shows the Ceiling and Remaining balances, Period of Performance Start and End dates, User’s profile, IDIQ Management, Reports and Training documents.



Ceiling, Period of Performance, My Profile, IDIQ Management, Reports and Training

1. The Ceiling and Remaining balances: To adjust the Ceiling amount, the SBEAS manager must submit a request to AFWay. The remaining balance is calculated by subtracting all control numbers from the ceiling.
2. Period of Performance (PoP) Start and End dates: The PoP dates are set/updated by the SBEAS manager.
3. My Profile: Shows user information and the DoDAAC(s) the user has access to.
4. IDIQ Management: Gives SBEAS manager ability to add/removed Vendor information, add documents for training, and reset training requirement.
5. Reports: Report data is pulled from current SBEAS performance. The data cannot be updated, it can only be copied for use outside AFWay.
6. Training documents: Training documents can be reviewed at any time.

User Management

The User Management box shows a list of users. Users can be sorted by any column by clicking the column title. Users with an “Approved” status of “false” require action by the SBEAS Manager. Manager can approve or deny requests. If request is denied, a reason must be given.

User Management			
First Name	Last Name	Comm Phone	Email
JOSHUA	WINK	3344164091	hgui@hj.com

User Management

Awaiting User Action

This section shows a list of control numbers that are awaiting some action from the user. Management can monitor potential task orders. The information in the view is read-only.

Awaiting User Action			
Proposal Number	Dodaac	Requirement Name	Expected Cost
	345643	564564356rg	0
	345643	564564356rg	0
	345643	564564356rg	0
	fa2543	tohr987	150000000
	fa2543	tohr43	1500

Awaiting User Action

Active Control Numbers

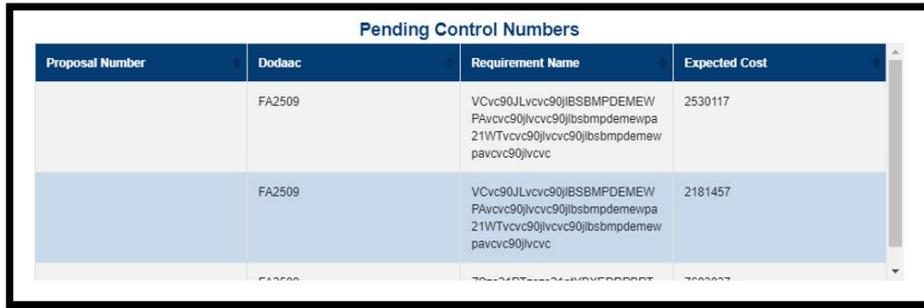
This section shows a list of control numbers that have been awarded. Proposal numbers can be sorted by any column by clicking the column title. The information in the view is read-only.

Active Control Numbers			
Proposal Number	Dodaac	Requirement Name	Actual Cost
	345643	564564356rg	0
	345643	564564356rg	0
	345643	564564356rg	0
	fa2543	tohr987	0
	fa2543	tohr43	0

Active Control Numbers

Pending Control Numbers

This section shows a list of control numbers that are awaiting approval by the SBEAS Manager. Proposal numbers can be sorted by any column by clicking the column title. The information in the view is read-only.



Proposal Number	Dodaac	Requirement Name	Expected Cost
	FA2509	VCvc90JLvcvc90jBSBMPDEMEW PAvcvc90jvcvc90jbsbmdpemewpa 21Wtvvc90jvcvc90jbsbmdpemew pavvc90jvcvc	2530117
	FA2509	VCvc90JLvcvc90jBSBMPDEMEW PAvcvc90jvcvc90jbsbmdpemewpa 21Wtvvc90jvcvc90jbsbmdpemew pavvc90jvcvc	2181457

Pending Control Numbers

3.c. Ceiling Total Update

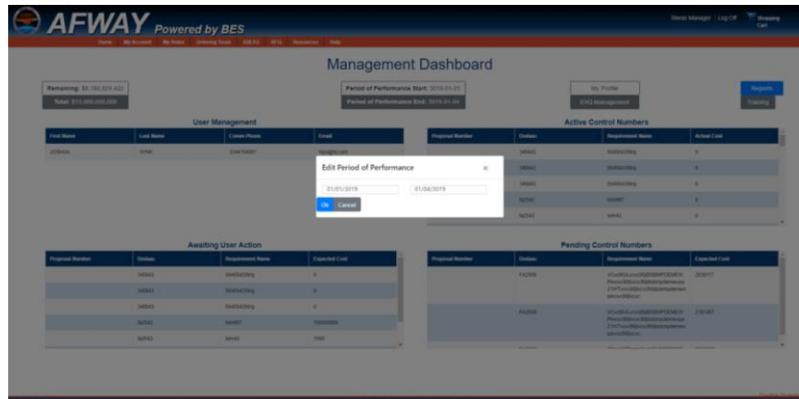
The contract ceiling “total” amount can be adjusted by sending a request to AFWay. The contract ceiling “remaining” amount will be automatically adjusted as contract actuals are input by the customer.

3.d. Period of Performance date change

Period of Performance (PoP) dates can be added/updated by an SBEAS Manager.

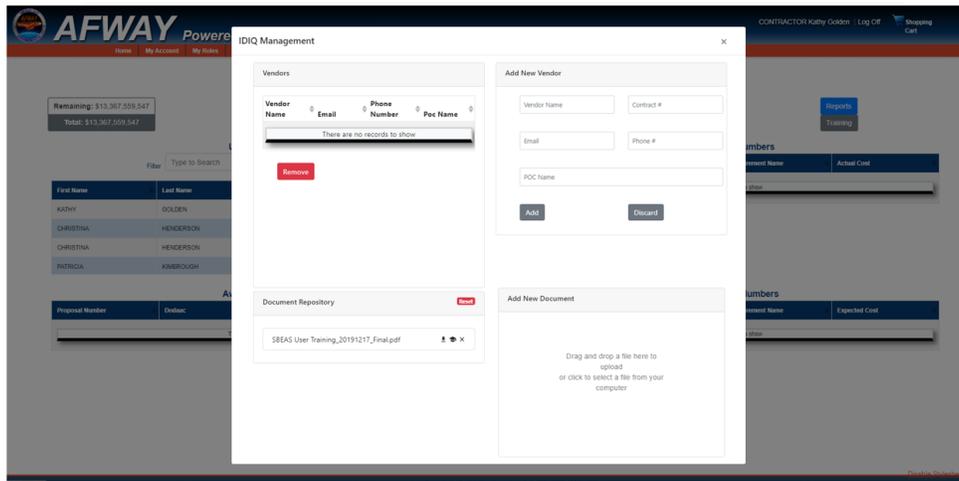
To edit Period of Performance:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the Management Dashboard, select “Period of Performance Start”
4. Editable fields are: PoP Start and End dates, edit fields as necessary
5. Click “OK” button



Edit Period of Performance

3.e. IDIQ Management



IDIQ Management

Vendor Information Add/Remove

To add new Vendor:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the Management Dashboard, select IDIQ Management
4. Add Vendor Information in the “Add New Vendor” section on right side of screen
5. Click “Add” button (Note: “Discard” button will clear all fields)

To remove Vendor:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the Management Dashboard, select IDIQ Management
4. Find and highlight vendor
5. Click “Remove” button
6. Click “X” to close action message

Document Information Add/Remove

To add new document:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the Management Dashboard, select IDIQ Management
4. Click in Add New Document box
5. Choose document from pc location (document must be in pdf format)
6. Document will load in the Document Repository

To delete document:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the Management Dashboard, select IDIQ Management
4. Find document in Document Repository
5. Click red "X" to right of document
6. Click "X" to close action message

Training Reset to Self-Certify

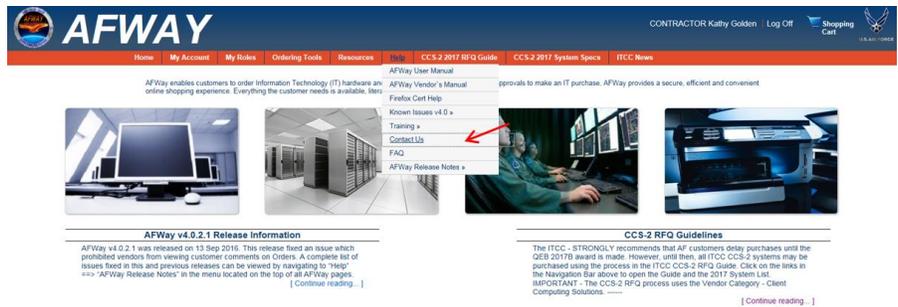
Training Reset to Self-Certify:

1. Log into AFWay at: <https://www.afway.af.mil/Default.aspx>
2. From the Navigation bar, select SBEAS
3. From the Management Dashboard, select IDIQ Management
4. Find document in Document Repository
5. Click "graduation cap" icon
6. Click "X" to close action message

4. Need Assistance?

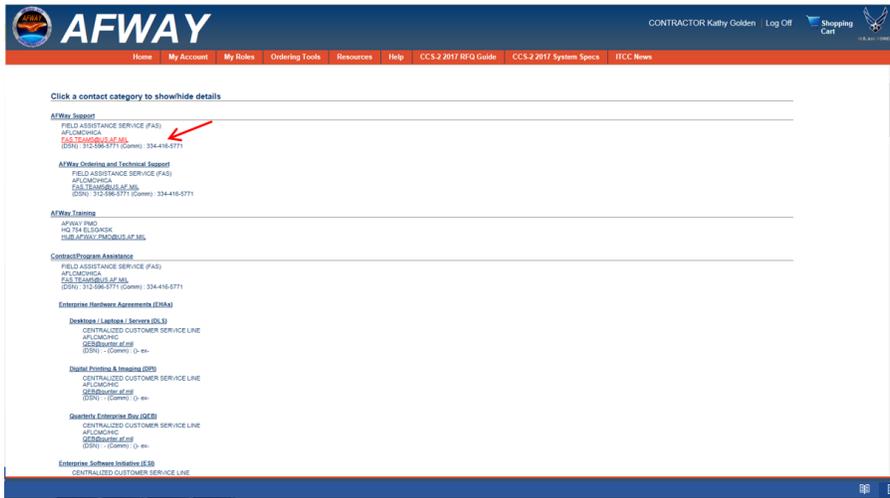
If additional guidance or more in-depth assistance is needed, you can contact the Field Assistance Service (FAS) at Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5., and you will also find additional contact numbers including Contract/Program Assistance as well as MAJCOM Information Technology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

From the Navigation Bar, select **Help** and **Contact Us**.



Contact Us

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

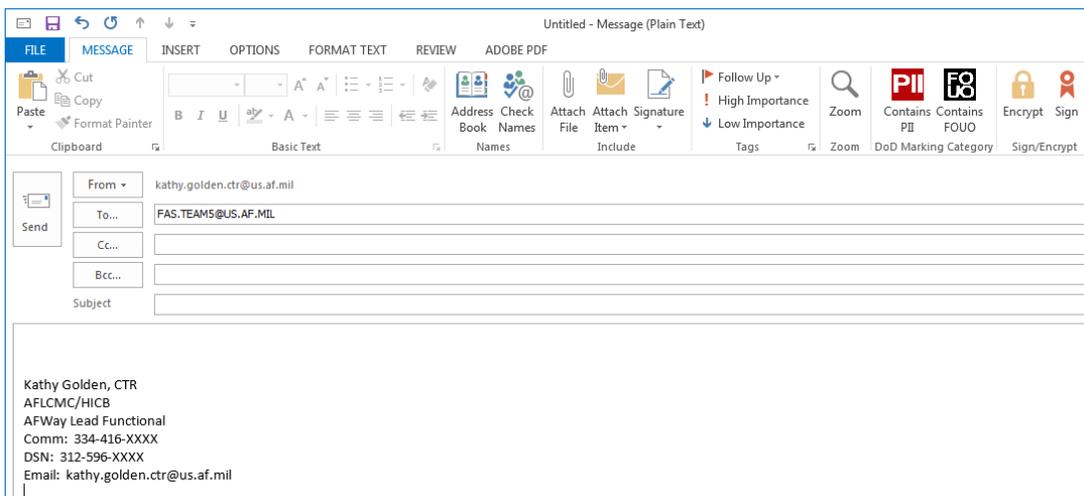


List of Contacts

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



Allow to access Outlook



Submit comments/questions via e-mail