

U.S. AIR FORCE



AFWay

Vendor Guide

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**HQ SSG/PI
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Introduction

This guide is provided as a complement to AFWay customer support. If you require additional information, or would like more in-depth assistance, send an E-mail to the AFWay Program Office at SSG.AFWAY.PMO@gunter.af.mil.

AFWay System Administrators will work with vendors to establish vendor accounts. A vendor account will exist for each contract in AFWay. To establish a vendor account, contact the AFWay Program Office at SSG.AFWAY.PMO@gunter.af.mil. The subject of this message should be "Request For Vendor Access".

Responding to Request for Quotes (RFQs)

You will receive an E-mail notification when a customer requests a quote. Login to AFWay and go to your user profile. Here you will find a list RFQs for your products. Clicking on the RFQ ID brings up the following options: See figure 1 below.

The screenshot shows a web browser window titled "AFWay - RFQ ID: 3100 - Microsoft Internet Explorer". The page content is organized into several sections:

- Customer Information:**
 - Name: AFSPC AFSPC_LNAME
 - Address: 123 AFSPC STREET
 - SCHRIEVER AFB, CO 80912 USA
 - Email: AFSPC7206@la.mil
 - Phone: 999-999-9999
- RFQ Status:**
 - RFQ Status: SUBMITTED TO VENDOR
- RFQ Information:**
 - Vendor Name: WESTWOOD
 - Contract Number: F01620-01-A-8015
 - Desired Delivery Date: 10/6/2003
 - Quantity Requested: 66
 - Description: See attached...please expedite.
 - Attachments: [EOY 03 HP Printers Order 03.doc](#)
- RFQ Solution:**
 - Links: [Add Item to RFQ Solution](#), [Add Attachment\(s\) to RFQ Solution](#)
 - Text: An RFQ Solution item is **required** before the RFQ can be submitted to the customer. To add an item to the RFQ Solution, click on the Add Item to RFQ Solution link above and fill in the form.
 - Text: Comments are **required** if you want to decline to submit a solution.
 - Text: Expiration Date is **required** only if you are going to submit a solution to the customer.
 - Text: To submit a solution to the customer, click the 'Submit Solution to Customer' option and click the 'Submit' button.
 - Form: Comments:
 - Form: Expiration Date: Day: Month: Year:
 - Form: Response To Send Customer:
 - Submit Solution to Customer
 - Decline to Submit RFQ Solution
 - Form:

Figure 1. AFWay Request for Quotes

Step 1. (Adding items to the Solution): Select the *Add Items to Solution* button. This is where you will build your response to the customer's request. See figure 2 below.

Request For Quote

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

* **Vendor Part Number:**

* **OEM:**

* **OEM Part Number:**
(You may enter up to 500 characters.)

* **Description:**

* **Unit Of Issue:**

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

* **Quantity:** **Maximum Quantity:**

* **Solution Type:** * **BPA Price:** (Per Unit)

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

Product Category Please select the category the product belongs to.

* **General Category**

* **Primary Category**

Secondary Category

* **Processor**

Figure 2. Request for Quote/Adding an item to the solution

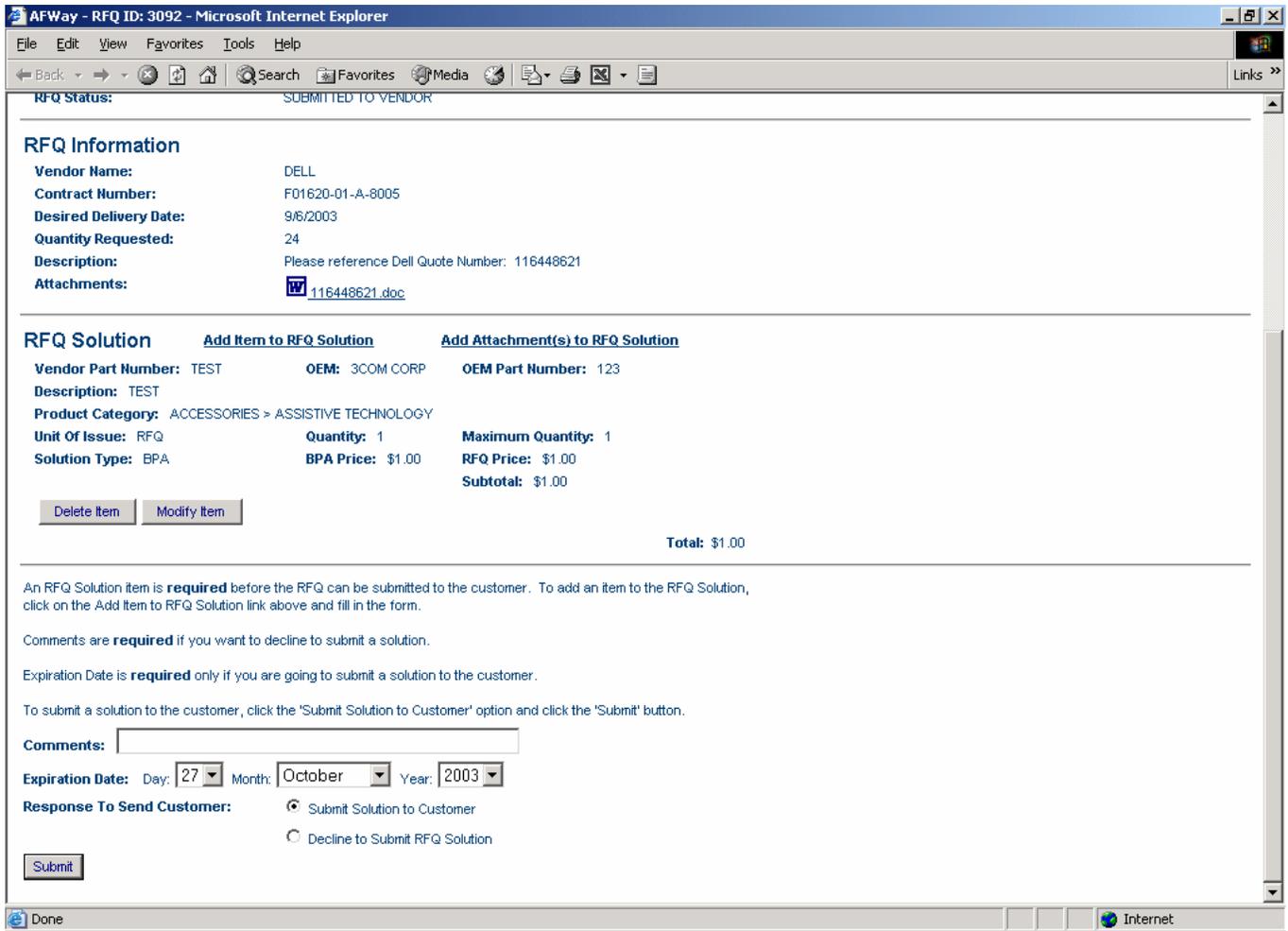


Figure 4. RFQ with item added

Step 2. (Completing the RFQ process): Upon completion, select the *Submit* button. The RFQ is then removed from your profile, and the status is updated on the customer's user profile page. The customer's user profile page will display both the solution submitted by the vendor, and the expiration date of the quote.

Order Processing

You will receive an E-mail notification when a customer places an order. Order information is displayed on your User Profile page, and includes Customer name, Order Number, MAJCOM, Date of order, and Status (See figure 6 below).

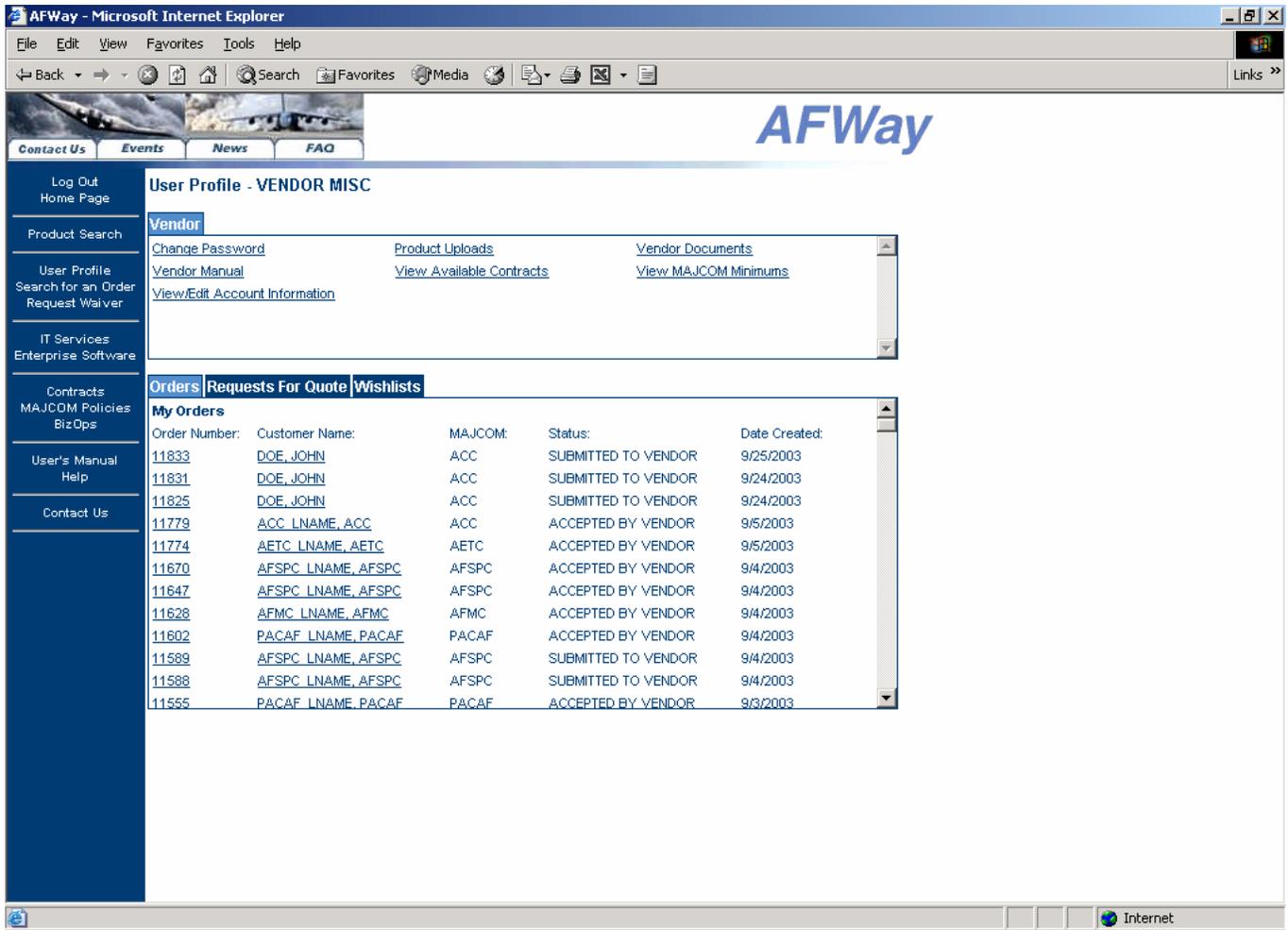


Figure 6. Sample Vendor User Profile Page

Under your profile click on the *Customers Name* or *Order Number* link for the order you wish to view. The current status is defaulted in the drop down (See figure 7 below).

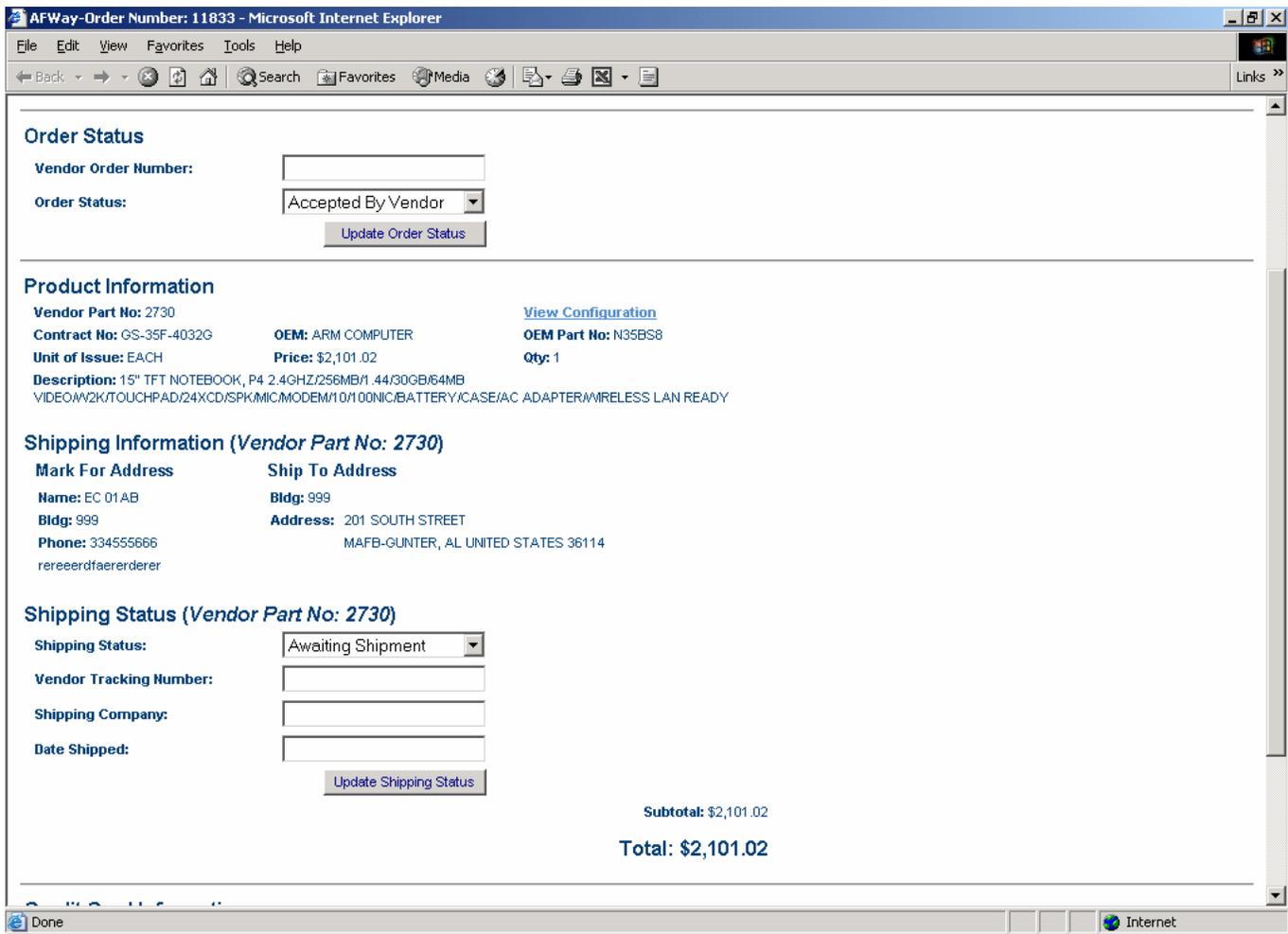


Figure 7. Order Status Update Page

Managing Product Catalogs

1. Login to AFWay at <https://afway.af.mil>, and download a copy of the Access database (APL.MDB). This Access database needs to be populated with your product offering. Then upload the entire database to the AFWay site. This is how the product catalogs will be entered.

When you log into AFWay, a *Vendor Documents* link (see figure 8) will appear on your user profile, which will allow you to download the database template. A *Product Uploads* link (see figure 8) will allow you to upload your file to the server for processing. Before uploading your APL.MDB file please rename it with your contract number. For example **F01620-01-80XX.MDB** or **GS-35F-4XXX.MDB**.

2. To upload your product catalog APL database, login, go to your user profile, select the *Product Uploads* link, browse for the file on your system, and hit the upload button (see figure 9). At this point, a pop-up box will appear prompting you to be patient and wait for the file upload to finish. Once the upload is complete, the pop-up box will change to read "Upload Complete. Please close this window to view the Vendor APL Upload results". Once you close the pop-up box, the screen states "Thank You for uploading your product catalog. An E-mail containing any validation errors will be sent to you shortly. If your product catalog was fairly large then it may take longer for your E-mail to be sent. Product catalogs with

no validation errors will be implemented at 12:00 AM CT.” Check the validation E-mail for errors, correct the errors, and resubmit until you are notified of a successful upload.

NOTE: The APL will not become effective until it is processed into the system. The products are not processed into the system until after business hours. After the products are processed, the uploaded APL becomes your current product listing. Each submission should contain your total product listing because it will replace what currently exists on the system.

3. The new process contains validation rules that ensure a proper upload, and valid data. Validation occurs twice. Initially, when you input products through the Access Form, you will not be allowed to enter a product that will not load into the system. Also, when you upload the file, your products will be validated again. Errors will be returned to your browser window, and or an E-mail will be sent.

If you populate the database tables directly, your products will be validated when you attempt a file transfer. Errors will be returned to your browser window, and or an E-mail will be sent.

Validation errors received while uploading will not allow the file to be processed. You should correct the errors and re-submit the file.

The following validation rules will be enforced.

1. All desktops, laptops, servers, and workstations must have at least a processor, memory and hard drive listed in the tblBUNDLE table. These bundled items must have parametric values.
2. Printers are now treated as Bundle items if they are configurable. This means subcategories are now memory, NIC, etc. The old subcategory (Laser, Inkjet) must be entered as a Primary Category.
3. Product ID, Unit of Issue, General Category, Prime Category, OEM, OEM Part Number, Description, Short Description, Contract Source, and Price are mandatory for products.
4. Item Type, Product ID, General Category, Primary Category, Secondary Category, Tertiary Category, OEM, OEM Part Number, Description, Short Description, Contract Source, and Price are mandatory for bundles.

If you have any problems, please contact your program manager or you can E-mail the AFWay PMO at SSG.AFWay.PMO@gunter.af.mil .

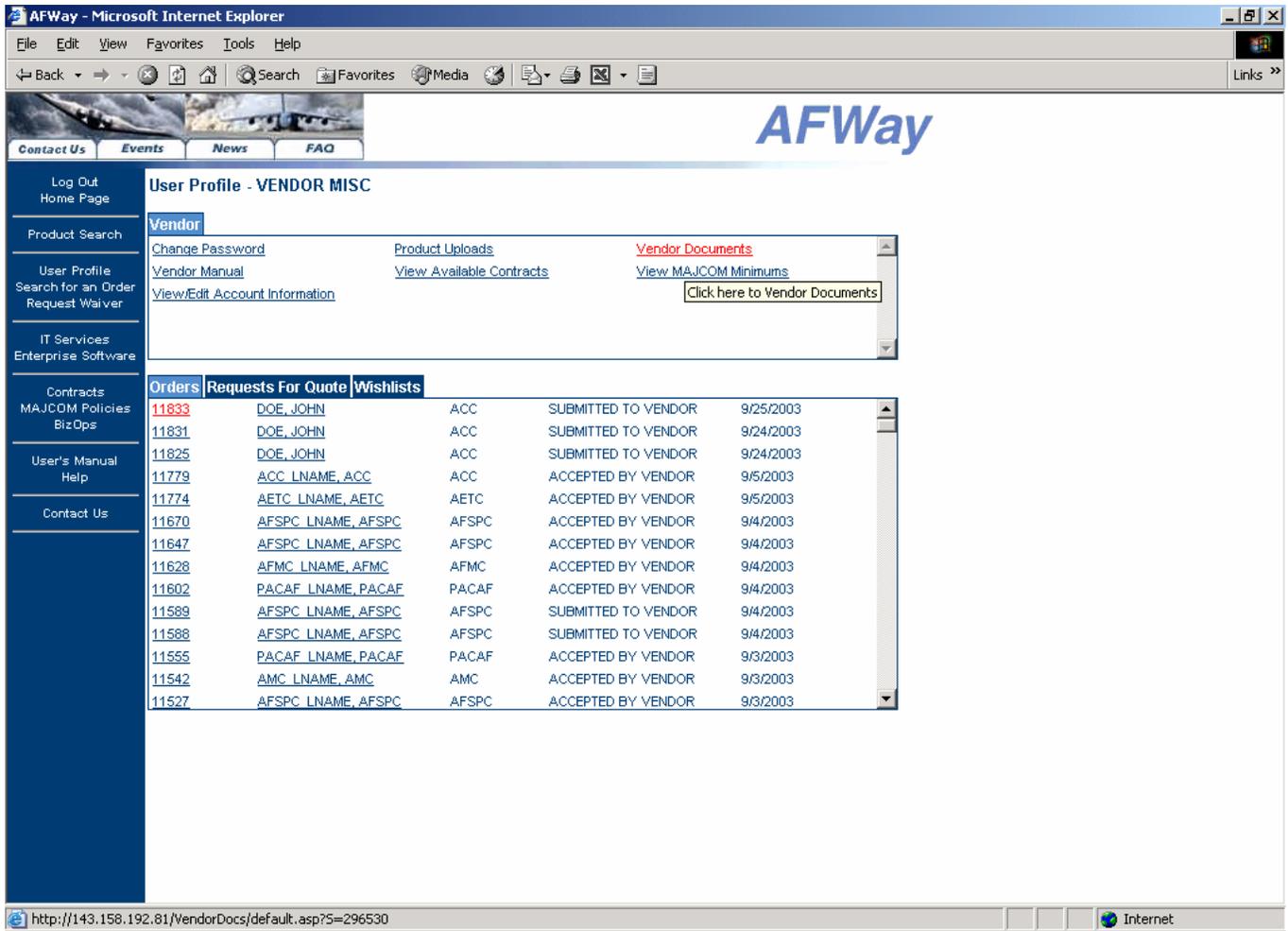


Figure 8. Product upload link

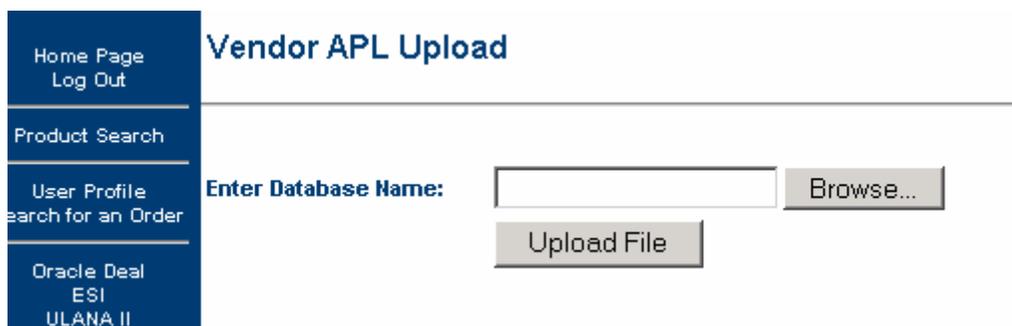


Figure 9. Upload utility

Access Database

The Access database (APL.MDB) was intended to replace the current spreadsheet. Ideally the Access database should be populated using your existing business system through a stored procedure, batch job, etc. Once written, you could fire off the job anytime you needed an updated product catalog. Someone from your IT department should be able to write the job. Here are some things, which you should be aware of when populating the database.

tblAPL

This is the identifying information for the contract that you are reporting. You assign CONTRACTID, VENDORNAME, and MOD_NO. CONTRACT_NO is required.

tblCAT, tblITEM_TYPE, tblOEM, and tblPARAMETRIC_UNIT are lookup tables for the values you need to populate tblPRODUCT and tblBUNDLE. ***Do not*** change, add or delete any items in these tables.

Validation Rules For tblProduct

- 1) PRODUCT_ID (Part Number) is required
 - 2) UNIT_OF_ISSUE is required
 - 3) GENERAL_CAT_NAME, PRIME_CAT_NAME, SECONDARY_CAT_NAME, AND TERTIARY_CAT_NAME must be valid categories. These will be validated against our master list of categories.
 - 4) If GENERAL_CAT_NAME is “COMPUTERS” then PRIME_CAT_NAME must be “DESKTOP COMPUTERS” or “NOTEBOOK COMPUTERS” or “WORKSTATIONS” or “SERVERS” or “RUGGED NOTEBOOKS”
 - 5) If GENERAL_CAT_NAME is “COMPUTERS” then there must be bundles records with each of the following SECONDARY_CATEGORIES: PROCESSOR, MEMORY, HARD DRIVE, VIDEO CARDS, NETWORK CARD, CD ROMS/DVD, WARRANTY, MONITORS, and (NOTEBOOKS ONLY) MODEMS.
 - 6) If GENERAL_CAT_NAME is “PRINTERS” then a PRIME_CAT_NAME is required and a PARAMETRIC_UNIT is required.
 - 7) If GENERAL_CAT_NAME is “ACCESSORIES” and PRIME_CAT_NAME is “HARDWARE” then a SECONDARY_CAT_NAME is required.
 - 8) OEM is required and must be a valid spelling. It will be validated against our master list of OEMs.
 - 9) OEM_PART_NO is required
 - 10) DESCRIPTION is required. Maximum length is 500.
 - 11) CONTRACT_SOURCE is required
 - 12) CONUS or OCONUS price is required. CONUS price must be lower than GSA.
-

Validation Rules For tblBundle

- 1) ITEM_TYPE is required. Must be either FEATURE, OPTION, or, UPGRADE.
- 2) PRODUCT_ID (Part Number) is required
- 3) GENERAL_CAT_NAME, PRIME_CAT_NAME, SECONDARY_CAT_NAME, AND TERTIARY_CAT_NAME must be valid categories. These will be validated against our master list of categories.
- 4) If GENERAL_CAT_NAME is “COMPUTERS” then PRIME_CAT_NAME must be “DESKTOP COMPUTERS” or “NOTEBOOK COMPUTERS” or “WORKSTATIONS” or “SERVERS” or “RUGGED NOTEBOOKS”

- 5) If SECONDARY_CAT_NAME is “HARD DRIVE” then the PARAMETRIC_UNIT must be “GB”
 - 6) If GENERAL_CAT_NAME is “COMPUTERS” then the following SECONDARY_CAT_NAMES must have a TERTIARY_CAT_NAME: ADDITIONAL HARD DRIVES, ADDITIONAL PROCESSOR, CD ROMS/DVD, FLOPPY DRIVE, HARD DRIVE, KEYBOARDS/KEYPADS, MEMORY, MODEMS, MONITORS, MOUSE, NETWORK CARD, PROCESSOR, SOUND CARDS, TAPE DRIVES, VIDEO CARDS, WARRANTY, SOFTWARE – OPERATING SYSTEM, and SOFTWARE – APPLICATION.
 - 7) There can be only one FEATURE per SECONDARY_CAT_NAME per product.
 - 8) A SECONDARY_CAT_NAME that has a bundle record with the ITEM_TYPE of FEATURE can only have an ITEM_TYPE of UPGRADE for the other bundle records with the same SECONDARY_CAT_NAME.
 - 9) A SECONDARY_CAT_NAME that does not have any bundle records with an ITEM_TYPE of FEATURE can only have an ITEM_TYPE of OPTION for all the bundle records that have the same SECONDARY_CAT_NAME.
 - 10) If SECONDARY_CAT_NAME is “MEMORY” then the PARAMETRIC_UNIT must be “MB”
 - 11) If SECONDARY_CAT_NAME is “PROCESSOR” then the PARAMETRIC_UNIT must be “MHZ”
 - 12) If GENERAL_CAT_NAME is “PRINTERS” then a PRIME_CAT_NAME is required and a PARAMETRIC_UNIT is required.
 - 13) OEM is required and must be a valid spelling. It will be validated against our master list of OEMs.
 - 14) OEM_PART_NO is required
 - 15) DESCRIPTION is required. Maximum length is 500.
 - 16) SHORT_DESCRIPTION is required. Maximum length is 15.
 - 17) CONTRACT_SOURCE is required
 - 18) If ITEM_TYPE is “FEATURE” then CONUS, OCONUS, and GSA price must be set to zero
 - 19) CONUS price must be less than GSA price.
-

Miscellaneous Information

- 1) In tblProduct, PRODUCT_REC_NO must be a unique number.
- 2) In tblBundle, PRN must be equal to PRODUCT_REC_NO in tblProduct so the bundle records can be associated with the correct products.
- 3) In tblBundle, BUNDLE_REC_NO must be a unique number. In tblAPL, CONTRACT_NO is required.

Summary

We are here to serve you in your partnership with the Air Force. Please feel free to contact us if we can help in any way. We stand ready to help you provide cutting edge technology to meet Air Force Acquisition requirements for the 21st century. If you require additional information, or would like more in-depth assistance, send an E-mail to AFWay Program Office (SSG.AFWay.PMO@gunter.af.mil).

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