



**Army Single Face to Industry (ASFI)
Acquisition Business Web Site**

"Serving the U.S. Army Acquisition Community"

The Army Single Face to Industry (ASFI)

Users Guide

August 2006

ARMY SINGLE FACE TO INDUSTRY (ASFI)

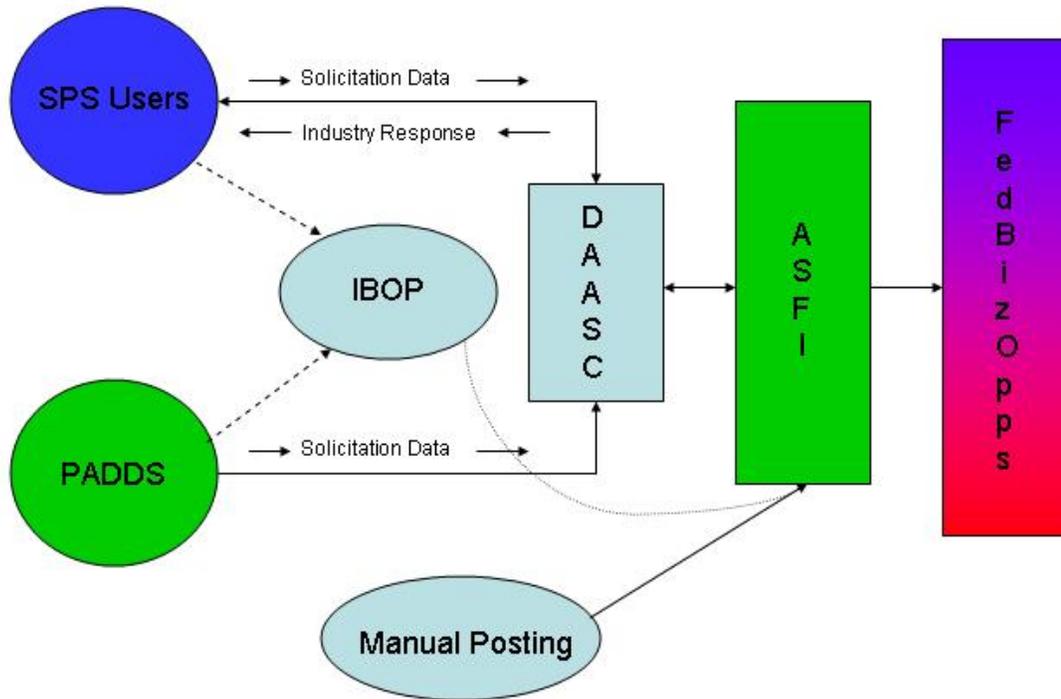
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ARMY SINGLE FACE TO INDUSTRY (ASFI)

1.0 INTRODUCTION

The purpose of this document is to provide an overview of the Army Single Face to Industry (ASFI). This document will also serve as an instruction guide for Government Users. The ASFI is accessible at <https://acquisition.army.mil>. Below is a graphic representation of how solicitation data/documents are posted to the ASFI and subsequent web sites such as FedBizOpps.



The process of posting solicitation data/documents to the ASFI shall be accomplished utilizing one (and only one) of the applications/processes listed above. They are via the Standard Procurement System (SPS) using Extensible Markup Language (XML) files and the Defense Automatic Addressing System Center (DAASC), the Interactive Business Opportunities Page (IBOP), the Army Materiel Command Procurement Automated Data and Document System (PADDS), and via Manual Entry (approval required). Using multiple processes will cause an error in the posting of solicitation data/documents to the ASFI and other applications such as Federal Business Opportunities (FedBizOpps). Each of these applications/processes is described in greater detail below.

It is the responsibility of the contracting personnel to ensure that their solicitation is accurately posted to the ASFI. If a solicitation has been issued through one of the above processes, and the contracting personnel have not received a notice, then an assumption can be made that the solicitation has not been posted. A notice will **always** be issued by the ASFI whether the solicitation is successfully loaded or whether it fails. The only time a notice will not be forthcoming is when the solicitation (XML transaction) fails the DAASC edits/validations.

2.0 POSTING SOLICITATION DATA/DOCUMENTS

2.1 GENERAL REQUIREMENTS

When posting solicitation data/documents to the ASFI only one of the processes/applications shown above should be used. If solicitation data is posted using a combination of the processes/application shown above, errors could result in the posting of solicitations to ASFI as well as FedBizOpps.

2.2 PROCESSES/APPLICATIONS SUPPORTING ASFI

2.2.1 Interactive Business Opportunities Page (IBOP)

Primarily the IBOP is used for large complex purchasing requiring source selection procedures and the submission of large document driven files such as cost proposals, technical proposals, and management proposals. Detailed information regarding IBOP can be found at <https://abop.monmouth.army.mil/homelinks.nsf/help?readform>. Detailed instructions are available at this site regarding the process to post solicitation documents to the IBOP.

Once the solicitation information has been successfully entered into the IBOP, a solicitation or 'SOL' file is created by the IBOP and forwarded to the ASFI. This 'SOL' file provides information on the solicitation just entered into the IBOP. As indicated above the ASFI will still perform edit checks against the 'SOL' file received from the IBOP to ensure that the information is correct and valid. Upon completion of the edits, an e-mail message alerting the contract specialist/contracting officer or point of contact is sent advising them of the status. See Attachment for ASFI E-Mail notifications.

2.2.2 Defense Automatic Addressing System Center (DAASC) via Standard Procurement System (SPS)

The DAASC provides the ASFI with all Army solicitation data when E-Commerce (EDI or XML) is utilized. Upon receipt of the solicitation data from the DAASC, edit validations are performed. Upon completion of the edits, an e-mail message alerting the contract specialist/contracting officer or point of contact is sent advising them of the status. See Attachment for ASFI E-Mail notifications.

2.2.3 Procurement Automated and Documents System (PADDS)

The PADDS application is used exclusively within the Army Materiel Command. PADDS has the capability within the application to indicate that the solicitation shall be posted to the web. PADDS utilizes internal procedures to post the solicitation to the 'local' web site. In addition, when a solicitation is posted to the 'local' web site the ASFI is provided the PADDS solicitation data via EDI where edits and validations are performed. Upon completion of the edits, an e-mail message alerting the contract specialist/contracting officer or point of contact is sent advising them of the status. See Attachment for ASFI E-Mail notifications.

2.2.4 Manual Entry/Posting

The 'Manual Entry/Posting' capability will require the approval of the designated Site Point of Contact (POC) or Site Administrator. All government personnel having approval to enter synopsis via the ASFI can request access to post contracting opportunities via Manual Posting. Please refer to the Registration Instructions for additional information on registration for Manual Posting. Once approved, the User will be able to utilize their Army Knowledge On-Line (AKO) accounts (UserID) and Password to access this capability. See 'Manual Posting Instructions' for additional details.

Users utilizing the 'Manual Entry/Posting' capability will be required to enter specific information regarding the solicitation. No longer will the user be able to insert a 'URL' that points back to the 'local web site'. Users posting solicitations via the 'Manual Entry/Posting' will be required to upload the solicitation document/data/information to the ASFI. All solicitation data entered via the 'Manual Entry/Posting' process will be housed centrally at the ASFI in lieu of the previous decentralized process. Solicitation data received from the IBOP will still reside at the local site.

3.0 ASFI EDIT CRITERIA

Regardless of the process utilized to post solicitation data/documents certain data must be present and valid. In order to successfully post solicitation data/documents to the ASFI the following edit checks are performed. Where indicated the data is MANDATORY:

Data Item	Expected Results
Solicitation Number (Mandatory)	Maximum Length = 13 characters
Amendment Number (Mandatory)	Maximum Length = 4 characters
Close (Response) Date (Mandatory)	Format = DDMMYYYY (Must be greater than current date)
NAICS	If provided, must be valid NAICS
Solicitation URL (Mandatory)*	Maximum Length = 250 characters
Solicitation Issue Date	Format = DDMMYYYY
Solicitation Status (Mandatory)	Values; 00 = Initial or Original Solicitation 01 = Cancellation (Amendment) 02 = Add (Amendment) 04 = Change 05 = Replace (Conformed Solicitation) 17 = Cancel, to be Reissued
Buyer Name (Mandatory)	Maximum Length = 35 characters
Buyer E-mail Address (Mandatory)	Maximum Length = 80 characters
Buyer Phone Number (Mandatory)	Maximum Length = 30 characters
FSC	If provided, must be valid FSC
Noun	Maximum Length = 65 characters

* - Solicitation URL – This data element is only applicable to IBOP and PADDS.

If the user elects to send the data to the ASFI via E-Commerce (e.g., xml or EDI), then all the above data should be contained in the resulting file. If the user elected to utilize a process other than E-Commerce, then the application in which the data was entered (e.g., IBOP or PADDS) will provide the data required above.

4.0 ASFI E-MAIL NOTIFICATIONS

Regardless of the process utilized to provide solicitation data/documents to the ASFI, the user will **always** receive some type of feedback (e-mail). When utilizing the Manual Posting capability no e-mail notice is provided. See Attachment for the entire listing of e-mail notifications sent by ASFI.

5.0 SOLICITATION POSTING

The following provides screen shots showing general information on the ASFI and how solicitation data will be viewed and the capabilities that Government personnel will have using their respective AKO accounts (UserIDs).

5.1 POSTING SOLICITATION USING IBOP OR PADDIS

When the solicitation has been successfully posted to the IBOP, or marked for 'post to the web' within PADDIS, the ASFI receives a file that contains a subset of data regarding the solicitation. As indicated above, once the data is received it must pass the ASFI edits. Once the validation is complete, the solicitation information is displayed as shown below.

5.2 POSTING SOLICITATION USING E-COMMERCE (EDI/XML)

Posting solicitations to the ASFI using E-Commerce is accomplished from within the contract writing system, specifically the Standard Procurement System (SPS).

If the solicitation is successfully translated by the DAASC then the solicitation data is provided to the ASFI where internal edits/validations are performed. Once the solicitation data passes both the DAASC and the ASFI edits/validations, the solicitation will be posted to the ASFI and a notice (e-mail) will be forwarded to the point of contact listed within the solicitation.

If the solicitation (EDI) fails the edits/validations at the DAASC or the ASFI, the site is informed via e-mail. The user then has two (2) possible choices for posting the solicitation; either amend the solicitation from within the contract writing system, or post the solicitation via the 'Manual Posting' (approval required).

It is the responsibility of the contracting personnel to ensure that their solicitation is accurately posted to the ASFI. If a solicitation has been issued and the contracting personnel have not received a notice then an assumption can be made that the solicitation has not been posted. A notice will always be issued by the ASFI whether the solicitation is successfully loaded or whether it fails. The only time a notice will not be forthcoming is when the solicitation (EDI transaction) fails the DAASC edits/validations.

The below screen shots of the ASFI Redesign include a brief description of the process when the solicitation is received via EDI.

NOTE: The ASFI does not use forms (e.g., SF 18, SF 33, SF 1449, etc.) to view contracting opportunities. However, if the solicitation data was provided by E-Commerce methods (XML) the 'Solicitation View' screen shall have the applicable data elements.

5.3 SOLICITATION SEARCH



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*** ASFI Staging Web Site ***

Solicitation Search

Please choose one of the Quick Search options below:

Most recently posted solicitations

Solicitations that close today

or search by solicitation number: (Note! Do not enter dashes in the Solicitation Number)

Solicitation Number: (wildcard is % character)

or execute a more specific search using the criteria below:

Select Contract Office:

ANY
1 CONS/CC
ACA, Aberdeen Proving Ground
ACA, Arlington National Cemetery
ACA, Capital District Contracting Center

NOTE: Contract offices WILL NOT appear in the selection list above unless that office has active solicitations posted to the ASFI website! If you feel your site should have active postings on the ASFI web site but you do not see your site listed above, please contact ASFI

AND / OR (Option "OR" will produce the widest result set - Option "AND" will narrow your results set)

Noun: (Note! For best results enter the % wildcard character before and after your search criteria)

OR

SIC code:

ANY
0111 - WHEAT
0133 - SUGAR CROPS
1542 - NONRESIDENTIAL CONSTRUCTION, NEC
1741 - MASONRY, STONE SETTING & OTHER STONEMWORK

OR

NAICS code:

ANY
111110 - Soybean Farming
236220 - Commercial and Institutional Building Construction
238140 - Masonry Contractors
238290 - Other Building Equipment Contractors

OR

FSC code:

ANY
1015 - Guns, 75 mm through 125 mm
2510 - Vehicular Cab, Body, Frame Structural Comp
2940 - Eng Air & Oil Fil, Strainers, & Cleaners, Nonactf
3408 - Machining Centers & Way-type Machines

Back Continue

The 'Solicitation Search' page will allow industry to search for solicitations by contracting office, solicitation number, noun, NAICS Code, and FSC. Note: Only contracting offices, NAICS and FSCs that have current solicitation postings shall be shown in the 'drop down' for the contracting offices.

The 'Select Contract Office' AND/OR option has been added to allow industry have more flexibility in determining results. Selecting the AND option will allow industry to query based on contract office AND specific NAICS or FSC that exists within that particular contract office.

Note: The below provides an example of the difference between searching utilizing the 'and/or':

Example of search utilizing 'AND':

(Contracting Office) AND (noun phrase 'tools' OR NAICS = 222 OR FSC = 444)

Results of search will provide solicitations only at the specified contracting office and that meet the ('noun' phrase or NAICS or FSC) criteria.

Example of search utilizing 'OR':

(Contracting office) OR (noun phrase 'tools' OR NAICS = 222 OR FSC = 444)

Results of search will provide ALL solicitations from the selected contracting office and also ALL solicitations that meet the 'noun' phrase or NAICS or FSC).

The Default for the ASFI search capability is 'OR' as that will return the maximum number of solicitations.

5.3.1 SOLICITATION SEARCH RESULTS

The below shows a screen shot of the 'Solicitation Search Results'. The ASFI will capture the 'Noun' for the solicitation. The 'noun' is derived either from the 'document title' provided or from the first line item within the solicitation.



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Solicitation search results for your selected criteria

Solicitation - Amendment Number	Buyer Information	NAICS Code	FSC Code	NOUN	Closing Date
W91QV105R0041-0000	MICHAEL ADORNO 703 806-4475	236220	Z119	Building 202, Stairwell	12/31/2006
W91QV106T0047-0000	SABRINA BASTINE 703-806-4469	811310	3990	certification lifting devices	12/31/2006
W91QV106T0050-0000	RORRI D. WATERS 703-806-4617	624230	-	SYSTEM	12/31/2006
W91QV106T0048-0000	RORRI D. WATERS 703-806-4617	541611	R612	Third Party Collection Program System Administrator	12/31/2006
W91QV105R0046-0000	SANDRA E. TILLMAN 703-806-0136	561720	-	-	12/31/2006

| [Return to Solicitation Search](#) |

As with the current ASFI application, all solicitations (regardless of process used) will remain on the ASFI five (5) calendar days past the closing date. After the five (5) calendar days the solicitation data shall be deleted from the ASFI. If the solicitation is marked as a cancellation, the word 'CANCELLED' will appear in the Closing Date column and the solicitation information will be deleted five (5) calendar days from the receipt of the information/data.

5.4 SOLICITATION VIEW FOR SOLICITATIONS ENTERED VIA IBOP OR PADDs

Solicitation View for DACW2903B0035	
Solicitation - Amendment Number/Status:	DACW2903B0035-0000 / Original
Pricing Arrangement:	
Solicitation Date:	01/28/2003
Response Deadline	1630 (LT) 03/03/2003 (LT = Contracting Office Local Time)
SIC Code:	1629 - HEAVY CONSTRUCTION, NEC
NAICS Code:	-
Set-Aside:	
Set-Aside Percentage:	0%
Issued By:	New Orleans USA Engineer District (Civilian),
Contact Name:	Gayle Rouse
Phone:	(504) 862-1547
Fax:	(504) 862-2889
Email:	Gayle.E.Rouse@mn02.usace.army.mil
Solicitation URL:	http://www.mvn.usace.army.mil/EBS_Contracting/ViewSolicitation.asp?SolicitationNumber=DACW29-03-B-0035

| [Return to Contracting Opportunities Search](#) |

Note that the information displayed conforms to the **MANDATORY** data identified above in the ASFI Edits. The only information that will be displayed when the solicitation has been entered via the IBOP or PADDs is what is provided above.

When posting to IBOP or using PADDs, all the information regarding the solicitation and any subsequent amendments shall be posted to that application. Once information is posted to any of these external processes/applications documentation cannot be added at the ASFI. All information applicable to the solicitation must be available at the site where the solicitation information resides.

When the user attempts to view the solicitation via the specified URL, they are advised that they are leaving the ASFI web site and if problems are encountered to contact the individual listed on the Solicitation View.

Solicitation View for DACW2903B0035

Solicitation - Amendment Number/Status:	DACW2903B0035-0000 / Original
Pricing Arrangement:	
Solicitation Date:	01/28/2003
Response Deadline	
SIC Code:	
NAICS Code:	
Set-Aside:	
Set-Aside Percentage:	
Issued By:	
Contact Name:	
Phone:	
Fax:	(504) 862-2889
Email:	Gayle.E.Rouse@mvn02.usace.army.mil
Solicitation URL:	http://www.mvn.usace.army.mil/EBS_Contracting/ViewSolicitation.asp?SolicitationNumber=DACW29-03-B-0035

Microsoft Internet Explorer

 PLEASE NOTE:
You are now leaving the ASFI web site!

If you experience problems viewing the following page(s), please contact the contract specialist noted on this page. Thanks!

| [Return to Contracting Opportunities Search](#) |

Note: To view the solicitation when received from an external source (such as from PADDs or the IBOP) the 'Solicitation View' screen will always provide the user with the 'Solicitation URL'. If you are unable to view the solicitation using the URL provided you should contact the contracting officer/contract specialist listed on the 'Solicitation View' screen under 'Contact Name'.

5.4.1 SOLICITATION VIEW FOR SOLICITATIONS RECEIVED VIA E-COMMERCE (EDI/XML)

Once the user selects the solicitation the basic 'Solicitation View' is provided as shown below.



The screenshot displays the ASFI Acquisition Business Web Site interface. At the top, there is a circular logo for the Department of the Army, United States of America, established in 1775. To the right of the logo, the text reads "Army Single Face to Industry (ASFI) Acquisition Business Web Site" and "Serving the U.S. Army Acquisition Community". Below this, a red banner states "ASFI Staging Web Site". The main heading is "Solicitation View for W52H0906T5487-0000". A note indicates that users should utilize the page footer to navigate and view the solicitation details. A list of solicitation details follows, including the amendment number/status, DPAS Priority Rating, solicitation date, response deadline, set-aside status, issuer, contact name, phone, fax, and email. A final note states that this solicitation cannot be bid on using the ASFI online bidding capability and that users should review the solicitation or contact the contract specialist listed above for an alternate means of bidding.

Solicitation - Amendment Number/Status: W52H0906T5487 - 0000 / Original

DPAS Priority Rating: -

Solicitation Date: 04/10/2006

Response Deadline: 04/12/2006 at 1700

Set-Aside: This RFQ is a Small Business Set-Aside

Issued By: TACOM - Rock Island, Rock Island, IL

Contact Name: Connie S. Topp

Phone: 309-782-6751

Fax: 309-782-6727/3721

Email: TOPPC@RIA.ARMY.MIL

This is a 'sample' posting for a solicitation issued using a Standard Form 18

The user will be presented with solicitation level information (applicable to entire solicitation), such as Set-Aside values, Close (Response) Date and Time, SIC and/or NAICS, and the point of contact to include name, phone number and e-mail address. In addition to the solicitation information provided, the user will have the ability to traverse various areas (sections) within the solicitation, such as the contract line items, inspection/acceptance to include shipping details, clauses, and other attachments.

5.4.2 SCREEN NAVIGATION

Navigating the ASFI to view the solicitation data is provided at the 'page footer' for each screen provided. If the solicitation was received by the ASFI via E-Commerce (either XML or EDI) the 'page footer' will provide the user the ability to traverse screens which will display the contract line items (CLINs), clauses, shipping details, and if applicable attachments. However, if the contract specialist/contracting officer 'manually' posted their solicitation the only 'page footer' available will state 'Attachments'. Under the 'Attachments' should be the entire solicitation in either a .pdf or .doc format. In addition, there maybe attachments/exhibits also listed which relate to the solicitation.

5.5 CONTRACT LINE ITEMS (CLINs)

The below screen shot shows how the contract line item information shall be displayed. Note that the user has the ability to view shipping detail either by the contract line item or the shipping details for all contract line items.

CLINs for DAAE3203T0103				
View Shipping Detail for ALL listed CLINS				
Clin	Qty	Unit of Issue	Step Ladder Pricing	Clin Description
0001	13	EA-Each	N	Part Number Description : Armor, Supplemental Federal Supply Classification : 2540 National Stock Number : 2540012710264 Sic Code : 3795 TACOM Drawing #12359367 Rev H PROG Code: A4A
0002	6	EA-Each	N	Part Number Description : Armor, Supplemental Federal Supply Classification : 2540 National Stock Number : 2540012710266 Sic Code : 3795 TACOM Drawing# 12359368 Rev G PROG Code: A4A

5.5.1 SHIPPING DETAILS AT CONTRACT LINE ITEM

If the user elects to view the shipping details at the contract line item level, they are provided with the following as shown on the screen shot below.



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IF DODAAC, Ship to POC or Ship to Address is not provided below, please check [solicitation attachments](#) for this information.
 If attachments are missing or do not contain the shipping data, please [contact the Buyer](#) for complete shipping information.

To view complete DODAAC information, please visit [DODAAC site](#).

Shipping Detail for W916VL06T0011-0004

NOTE: Only CLINS with a shipping detail available are displayed on this page.

Clin	Transportation Charges/FOB	Acceptance/Inspection	Delivery Date/Period of Performance	Quantity	Ship to POC/Phone Number	Dodaac - Ship To Address
0001	PS-Paid by Seller/DEST	- / -	03/17/2006-03/16/2007	0	ROBERT KOHLBECKER, 703-607-8848	W81XLC - ARLINGTON NATIONAL CEMETERY, FACILITY MAINTENANCE DIV COMPLEX 123, ARLINGTON, VA, 22211, US
0001AA	PS-Paid by Seller/DEST	- / -	03/17/2006-03/16/2007	3	ROBERT KOHLBECKER, 703-607-8848	W81XLC - ARLINGTON NATIONAL CEMETERY, FACILITY MAINTENANCE DIV COMPLEX 123, ARLINGTON, VA, 22211, US
0001AB	PS-Paid by Seller/DEST	- / -	03/17/2006-03/16/2007	60	ROBERT KOHLBECKER, 703-607-8848	W81XLC - ARLINGTON NATIONAL CEMETERY, FACILITY MAINTENANCE DIV COMPLEX 123, ARLINGTON, VA, 22211, US
0001AC	PS-Paid by Seller/DEST	- / -	03/17/2006-03/16/2007	13	ROBERT KOHLBECKER, 703-607-8848	W81XLC - ARLINGTON NATIONAL CEMETERY, FACILITY MAINTENANCE DIV COMPLEX 123, ARLINGTON, VA, 22211, US

In the absence of complete shipping information, the user is advised to contact the point of contact listed in the solicitation view. Also, if a Department of Defense Activity Address Code (DoDAAC) has been provided, but no clear or full address indicating the “Ship To” point, the ASFI will provide a URL so the user can look up the DoDAAC information.

In addition to shipping information, this screen also provides the user with FOB Point, Inspection/Acceptance, and Delivery Date or Period of Performance. If the information is provided, the user is also supplied with a shipping Point of Contact.

5.6 CLAUSES

As with all screens within the ASFI, the user has the ability to traverse to various areas within the solicitation. The next screen shot provides the user with the clause (message) information provided in the solicitation.

To view FAR/DFAR clauses in full text, please visit:

FAR: [Hill AFB FAR](#)
[Federal Acquisition Regulation](#)

DFAR: [Hill AFB DFAR](#)
[Defense Acquisition Regulations Directorate](#)

Message Clauses for DAAE3203T0103

Reference Type	Reference Number	Reference Date	Reference Text
Defense Federal Acquisition Regulations (DFAR)	252.204-7003	04/01/1992	N
Defense Federal Acquisition Regulations (DFAR)	252.204-7004	11/01/2001	Y
Defense Federal Acquisition Regulations (DFAR)	252.225-7001	03/01/1998	N
Defense Federal Acquisition Regulations (DFAR)	252.225-7025	06/01/1997	N
Defense Federal Acquisition Regulations (DFAR)	252.225-7031	06/01/1992	N
Defense Federal Acquisition Regulations (DFAR)	252.243-7001	12/01/1991	N
Clause Number	52.000-4003	07/01/2002	Y
Federal Acquisition Regulations (FAR)	52.213-4	09/01/2002	Y
Federal Acquisition Regulations (FAR)	52.222-22	02/01/1999	Y
Federal Acquisition Regulations (FAR)	52.222-25	04/01/1984	Y
Federal Acquisition Regulations (FAR)	52.227-3	04/01/1984	N
Federal Acquisition Regulations (FAR)	52.232-23	01/01/1986	N
Federal Acquisition Regulations (FAR)	52.233-2	08/01/1996	Y

This area provides the user with a view of all the clauses (messages) contained in the solicitation. If the clause (message) information was only provided by reference, then the 'Reference Text' column will show 'N' indicating that the clause was not provided in full text. There exists the ability for the user to view the full clause text at the web sites (URLs) provided on this page. If the clause has been provided in full text then the 'Reference Text' column will show 'Y' indicating that the clause is available for viewing by clicking the 'Y' in the 'Reference Text'. See below for greater details on clauses presented in full text.

5.6.1 CLAUSES PROVIDED IN FULL TEXT

If the clause (message) information was provided in full text, then the ASFI allows for a separate 'window' to be opened to view/print the text information (see below).

Clause Text for DAAE3203T0103

Clause Text

52.000-4003 ISO 9002 REGISTERED

Red River Army Depot, an ISO 9002 registered industrial complex, is committed to quality.

Close Window

Clause Number	52.000-4003	07/01/2002	Y
Federal Acquisition Regulations (FAR)	52.213-4	09/01/2002	Y
Federal Acquisition Regulations (FAR)	52.222-22	02/01/1999	Y
Federal Acquisition Regulations (FAR)	52.222-25	04/01/1984	Y
Federal Acquisition Regulations (FAR)	52.227-3	04/01/1984	N
Federal Acquisition Regulations (FAR)	52.232-23	01/01/1986	N

5.7 ATTACHMENT UPLOAD/DELETE

With the ASFI, a new capability has been added. The user has the capability to either upload or delete attachments that are applicable to the solicitation. In order to utilize this functionality the solicitation must first be successfully loaded to the ASFI. Users will receive notification once their solicitation has been processed by the ASFI. Please refer to the Attachment for sample notifications (e-mails). AKO UserID and Password or Common Access Card (CAC) controls this portion of the ASFI. In order to utilize this functionality the user must be successfully registered with the AKO and the ASFI.



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W91ZLK09T0001-0000 Attachment Upload/Delete for Government Buyers

NOTE: DO NOT upload any amendment unless the Solicitation-Amendment number shown above is the same as the one to be uploaded! If the number does not match, you MUST first post the amendment using the same process as the original solicitation posting (either EDI or the Manual Solicitation Posting) then upload your amendment as an attachment.

| [Upload Attachments](#) | [Delete Attachments](#) |

| [Solicitation View](#) |

| [Government Buyer Options](#) | [Attachments](#) |

| [Return to Contracting Opportunities Search](#) |

[ASFI Homepage](#) | [ASFI FAQ Page](#) | [Forgot your user ID/password?](#)

[ASFI Users Guide \(.doc\)](#) | [Email the ASFI Team](#)

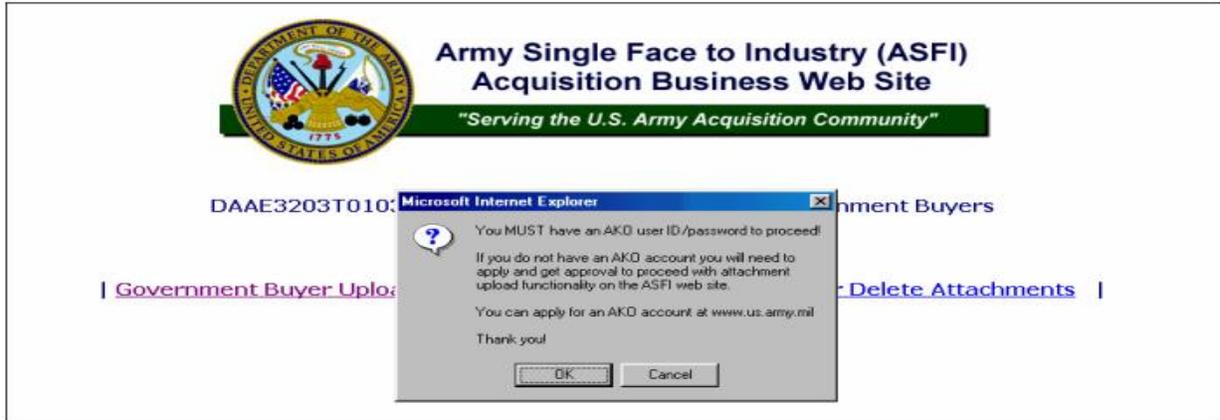
5.7.1 ALLOWABLE FILE FORMATS/DOCUMENT VIEWERS

The ASFI application allows the following types (formats) to be uploaded, MSWord (*.doc), MSEXcel (*.xls), Adobe PDF (*.pdf), text files (*.txt), zipped files (*.zip), rich text format (*.rtf), AutoCAD DWG (*.dwg), AutoCAD DWF (*.dwf), JPEG (*.jpg), and MS Power Point (*.ppt). The ASFI does not allow executable files (*.exe) to be uploaded. The user must first receive notification that the solicitation has been successfully loaded to the ASFI prior to attempting to upload any attachments. Once the user has received notification that the solicitation has been successfully loaded to the ASFI, then the ability to upload external attachments exists.

NOTE: If additional file formats/document viewers are required/desired they can be added by sending a suggestion/recommendation to asfi@redstone.army.mil. In order to be considered the document viewer software **MUST** be available at no cost to the user. In addition, requests for adding additional file formats shall provide the following information at a minimum: name of the proposed document viewer, URL (where document viewer can be downloaded), and an example of the file format or document viewer/type to be incorporated.

5.7.2 ACCESS TO UPLOAD/DELETE ATTACHMENTS

Prior to inserting or uploading any external attachment, the User is advised via a 'pop-up' screen that an AKO account and ASFI registration is required.



Once the user has obtained their AKO account and registered with the ASFI, they can proceed to the 'Upload Attachment' capability. As indicated, the user will be prompted for their AKO account information (UserID and Password).



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DAAE3203T

ent Buyers

[Government Buyer L](#) | [Delete Attachments](#) |

Enter Network Password

Please type your user name and password

Site:

Realm: LOG ON USING YOUR AKO USERNAME AND PASSWORD - arifstaging [10.29.53.2563]

User Name:

Password:

Save this password in your password list

OK Cancel

| [Clins](#) | [Solicitation View](#) |

| [Clin Message Clauses](#) | [Message Clauses](#) | [Shipping Detail for ALL CLINS](#) |

| [Government Buyer Options](#) | [Attachments](#) |

| [Return to Contracting Opportunities Search](#) |

If the user has successfully registered with the AKO but not the ASFI they will be required to register with the ASFI. An example of an AKO account registration but no ASFI registration is provided below.



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You HAVE NOT completed the ASFI registration process for attachment upload to the ASFI system UNDER THIS SPECIFIC CONTRACT OFFICE!

If you would like to complete the registration process, please register [HERE](#) under the ASFI Synopsis/Manual Solicitation Registration option.

Your approving administrator MUST approve your registration for access to this area.

Thank you.

| [Government Buyer Options](#) |

5.7.3 FILE UPLOAD PROCESS

Once the user is/has successfully registered with both the AKO and the ASFI, the following screen provides the ability to upload external documentation that is applicable to the solicitation. The ASFI allows for up to five (5) files at one time. If additional files are applicable to the solicitation the user will have the option to upload additional files once the initial files have been successfully uploaded.



Attachment Upload for DAKF48TEST-0001

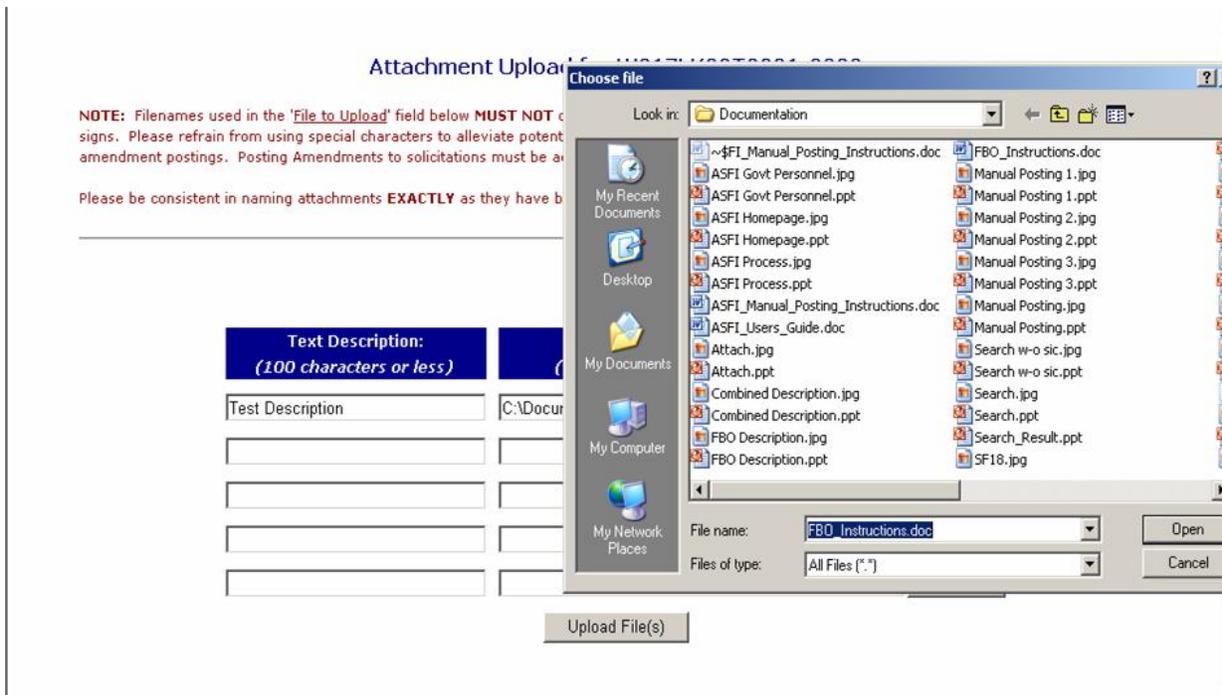
NOTE: Filenames used in the 'File to Upload' field below **MUST NOT** contain spaces or special characters such as single quotes, pound or percent signs. Please refrain from using special characters to alleviate potential viewing problems. Also, the Attachment Upload process **DOES NOT** reflect amendment postings. Posting Amendments to solicitations must be accomplished via either the Manual Solicitation Posting process or via EDI (DEBX).

Please be consistent in naming attachments **EXACTLY** as they have been referenced within the solicitation.

Text Description: (100 characters or less)	File to upload: (Maximum 40 characters allowed for filename)
<input type="text"/>	<input type="text"/> Browse...

NOTE: Use of special characters occupying the first digit or character of the file name will result in viewing problems for attachments! Please refrain from using special character to alleviate these problems. Special Characters include, but are not limited to '!', '@', '#', '\$', '%', etc. Additionally, limits have had to be established on the number of characters used for both the 'Text Description' and 'File to be uploaded'.

In this area the user would specify the Text/Document Description (e.g., Statement of Work, CDRL, etc.). The 'browse' feature allows the user to 'browse' their hard drive or access documents that may be available on their local area network (LAN) as shown below.



Once the file to be uploaded is found, the user highlights the selected file, and selects 'Open'. The selected file should appear in the 'File to Upload' block. Once you have confirmed that this is the file to upload then just select 'Upload the File'.

Once you have successfully uploaded your documents the next screen requests if there is additional documentation to be uploaded.



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Please review attachment upload status below:

Solicitation Number: W91ZLK09T0001 - 0000

- Attachment **FBO_Instructions.doc** was successfully uploaded...

Would you like to upload more attachments?

[YES](#) [NO](#)

[ASFI Homepage](#) | [ASFI FAQ Page](#) | [Forgot your user ID/password?](#)
[Email the ASFI Team](#)

If you select 'Yes', then the user repeats the process as described above to upload additional documentation that is applicable to the solicitation. If the user selects 'No', then the user is taken to the 'Attachments' screen that depicts the attachments applicable to the solicitation (see below).



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If you feel there are attachments missing, please [contact the Buyer](#).

Attachments for W91ZLK09T0001-0000

File Name	Description	File Size	Upload Date
FBO_Instructions.doc	Test Description	418 KB	08/22/2006

NOTE TO INDUSTRY:

- Please refer to the solicitation for **ALL** offer submission requirements.
- If electronic submission is authorized/required, please proceed.
- If electronic bid/proposal submission is **NOT** authorized, details will be provided in the solicitation outlining specific submission requirements.
- If the electronic bid/proposal submission requirements are not listed in the solicitation and there is a question regarding the submission of an offer in response to a solicitation, contact the contract specialist named in the solicitation.

Start Offer/Bid

5.7.4 FILE DELETE PROCESS

Once a file has been successfully uploaded to the ASFI, the user has the ability to delete attachments. In order to utilize the Delete function, the user must be in the 'Government Buyer Option' screen. At this location the user would select 'Government Buyer Delete Attachments'. As with the 'upload' feature, the user must be successfully registered with both the AKO and the ASFI to utilize this function.

Upon successfully entering your UserID and Password, the user is presented with a screen that lists all attachments currently uploaded to the ASFI. To delete any attachment(s) the user selects the document via the 'radio button' and submits. This feature removes the designated attachments/documents from the ASFI.



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Delete Attachments for DAAE3203T0103

Click to delete	File Name	Description
<input type="radio"/>	Army Access.doc	Statement of Work

Reset form

Submit

| [Government Buyer Options](#) |

Once the user selects to 'submit', the delete process has occurred. If the user inadvertently removes or deletes an attachment, the attachment will need to be uploaded once again. As with the upload process, the user can only select ONE attachment at a time to delete.



Army Single Face to Industry (ASFI) Acquisition Business Web Site

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File Deletion was Successful!

Would you like to delete another attachment?

[YES](#) [NO](#)

ATTACHMENT 1

ASFI SAMPLE E-MAIL NOTIFICATIONS

The following provides Government personnel sample e-mail messages that they will receive from the ASFI when posting solicitations. Where applicable we have attempted to describe the circumstances or processes. The sample e-mail text provided in paragraphs 1 through 4 below is applicable to all the solicitation posting processes supported by the ASFI (EDI/XML, IBOP, and PADDs). The sample e-mail text in paragraph 6 is only applicable when posting a solicitation to the ASFI via the IBOP or PADDs. The sample e-mail text in paragraph 7 is only applicable when the ASFI receives a duplicate file, whether via EDI or any of the other processes (IBOP, PADDs, and Manual Posting).

1. The following e-mail will ALWAYS be provided to the contract specialist (or the individual named within the file received) regardless of the method used to post solicitations to the ASFI (EDI or IBOP) when the solicitation is successfully posted.

Solicitation Successfully Loaded

The Army Single Face to Industry (ASFI) has successfully loaded Solicitation DABN0903T0179 Amendment 0000 to the ASFI Website and the Solicitation is now available for viewing at the following link:
<http://acquisition.army.mil/svs/viewer/interim.pl?../output/uwi/DABN0903T0179.02.sf1449>

If EDI was used for posting to the ASFI you have the ability to upload applicable attachments to the solicitation by selecting the “Attachments” from the Solicitation View Screen.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

2. The following e-mail will ALWAYS be provided to the Site Point of Contact (POC) regardless of the method used to post solicitations to the ASFI (EDI/XML, IBOP, and PADDs) when the solicitation data is received without point of contact (POC) information. This e-mail message indicates that the solicitation load was not successful due to the omission of POC information. Corrective action is required on the part of the contract specialist/contracting officer.

POC Data Missing: includes Name, Phone, email

The Army Single Face to Industry (ASFI) has rejected Solicitation DABP0103T0244 for the following reason: Solicitation DABP0103T0244 has no Point of Contact information (e.g., contract specialist name, e-mail, and phone); therefore the Point of Contact information must be corrected, before Solicitation DABP0103T0244 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

3. The following e-mail will ALWAYS be provided to the contract specialist (or the individual named within the file received) regardless of the method used to post solicitations to the ASFI (EDI/XML, PADDs or IBOP) when the solicitation data is received with a Bad Close Date (or invalid response date). This e-mail message indicates that the solicitation load was not successful due to invalid Close Date. Corrective action is required on the part of the contract specialist/contracting officer. Note: The Close (Response) date for the receipt of responses must be greater than the current date.

Incorrect (Bad) Close Date: sSolCloseDate = close date from file

The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R0002 for the following reason: Closing date sSolCloseDate is not greater than today's date; therefore the closing date must be corrected, before Solicitation DACA0303R0002 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

4. The following e-mail will ALWAYS be provided to the contract specialist (or the individual named within the file received) regardless of the method used to post solicitations to the ASFI (EDI/XML, PADDs or IBOP) when the solicitation data is received with either a Bad SIC Code or Bad NAICS Code. This e-mail message indicates that the solicitation load was not successful due to Bad SIC Code or Bad NAICS Code. Corrective action is required on the part of the contract specialist/contracting officer.

Incorrect (Bad) NAICS Code

The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R0002 for the following reason: The Solicitation DACA0303R0002 contains the value sNaicsCode for a NAICS code, which needs to be corrected before this Solicitation will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

5. The following e-mail will ALWAYS be provided to the contract specialist (or the individual named within the file received) regardless of the method used to post solicitations to the ASFI (IBOP or PADDs) when the solicitation data is received with invalid Set-Aside value. This e-mail message indicates that the solicitation load was not successful due to an invalid Set-Aside value. Corrective action is required on the part of the contract specialist/contracting officer. Expected Set-Aside values are:

- a. 8A = Section 8(a) Set-Aside
- b. P = Large Purchase, Set-Aside for Small Business
- c. K = Small Purchase Set Aside for Small Businesses
- d. Q = Small, Disadvantaged Business Set-Aside
- e. UP = Unrestricted Procurement

Incorrect (Bad) Set-Aside

The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R0002 for the following reason: Solicitation DACA0303R0002 contains an incorrect value for the Solicitation Set Aside. The value must contain an 8A, P, K, Q or UP. This error must be corrected, before Solicitation DACA0303R0002 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

6. The following e-mail notices are generated only upon receipt of a solicitation file received from the IBOP or PADDs. The following e-mail messages do not apply if you are using EDI or Manual Posting capability to post

solicitations. The e-mail messages below are sent to the contract specialist (or the individual named within the file received).

Incorrect (Bad) URL

The Army Single Face to Industry (ASFI) has rejected Solicitation DABJ1903T0016 for the following reason: The URL //acquisition.army.mil/svs/viewer/interim.pl?../output/uwi/DABJ1903T0016.00.sf1449 must begin with http or https, therefore the URL information must be corrected, before Solicitation DABJ1903T0016 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

Incorrect (Bad) Solicitation Number

The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R00021 for the following reason: Solicitation DACA0303R00021 sReason therefore, the Solicitation Number must be corrected, before Solicitation DACA0303R00021 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

Incorrect (Bad) Amendment Number

"The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R0002 Amendment A002 for the following reason: Solicitation DACA0303R0002 sReason therefore, the Amendment Number must be corrected, before "Solicitation DACA0303R0002 Amendment A002 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

Incorrect (Bad) System Designator

The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R0002 for the following reason: Solicitation DACA0303R0002 contains an incorrect value for the System Designator. The System Designator must be an A, B, E, or P. This error must be corrected, before Solicitation DACA0303R0002 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

System Designator Values:

A = ARDEC, Picatinny PROCNET

B = CECOM IBOP

E = Corps of Engineers EBS

P = Procurement Automated Data and Document System (PADDS)

Incorrect (Bad) Solicitation Status

The Army Single Face to Industry (ASFI) has rejected Solicitation DACA0303R0002 for the following reason: Solicitation DACA0303R0002 contains an incorrect value for the Solicitation status. The status must contain a 00, 01, 02, or 17. This error must be corrected, before Solicitation DACA0303R0002 will be processed.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

Solicitation Status Values:

- 00 = Original
- 01 = Cancellation
- 02 = Add (Amendment)
- 17 = Cancel, to be Reissued.

7. The following e-mail notices are generated only upon the receipt of a duplicate solicitation file. As stated in the ASFI Redesign documentation, one and only one process (EDI/XML, IBOP, PADDs, or Manual Posting) shall be used to successfully post solicitations to the ASFI. The e-mail messages below are sent to the contract specialist (or the individual named within the file received). The ASFI logic allows for a 'Sol' File generated by either PADDs or IBOP to overwrite an existing file created by an EDI feed, but does not allow for an EDI feed to overwrite a 'Sol' File.

a. The example below is the e-mail message generated when an EDI file is received after the receipt of a 'Sol' file from PADDs or the IBOP.

EDI Load Process Reject - Duplicate Transaction

(The below e-mail will be issued when duplicate 840 files are received)

The Army Single Face to Industry (ASFI) has rejected Solicitation DABJ1503T0334 Amendment 0000 for the following reason: Solicitation DABJ1503T0334 Amendment 0000 has already been processed to the ASFI on 2003-04-03.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

EDI Load Process Reject - Overwrite 'SOL' File

(The below e-mail will be issued when an 840 received against a solicitation received via 'SOL' file)

The Army Single Face to Industry (ASFI) has rejected Solicitation DABJ1503T0334 Amendment 0000 for the following reason: Solicitation DABJ1503T0334 Amendment 0000 has already been processed to the ASFI on 2003-04-04 via a 'SOL' file. The 'SOL' file indicates that the solicitation currently exists on an external web site (URL) where additional data/documents may be available for viewing, and not on the ASFI. Overwriting the existing file may result in users encountering errors when attempting to view ALL information regarding the solicitation. If you utilized the IBOP or PADDs you are encouraged to place your amendment on that application in lieu of the EDI file.

If you need assistance, please visit our website at <http://acquisition.army.mil> or email us at <mailto:asfi@redstone.army.mil>

b. The example below is the e-mail message generated when a “Sol’ File is received from PADDs or the IBOP after the receipt of an EDI file/feed. As described above, the ASFI logic allows for a ‘SOL’ file to replace an existing EDI file, but an EDI file cannot replace a ‘SOL’ file.

SOL Load Replacement

The Army Single Face to Industry (ASFI) has replaced Solicitation DACW6103R0018 Amendment 0001, which was processed to the ASFI on 2003-04-08 via an EDI process, with Solicitation DACW6103R0018 Amendment 0000.

Users are encouraged to utilize only one process to post solicitations to the ASFI. Posting solicitations to the ASFI is accomplished using EDI, IBOP or Manual Posting. Use only one of the aforementioned processes to insure there are no Erroneous solicitation postings.

If you need assistance, please visit our website at <http://acquisition.army.mil/> or email us at <mailto:asfi@redstone.army.mil>