



**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

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Send Questions or Comments to asfi@conus.army.mil

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Introduction

The ASFI is the U.S. Army's designated site to host all Army contracting opportunities. Army contracting personnel use the application to post procurement notices. Vendors (also referred to as 'industry') use the application to locate and respond to Army solicitations for goods and services. The ASFI is a publicly accessible web site located at <https://acquisition.army.mil>.

Although the ASFI is a publicly accessible site, some features are restricted to government personnel only and require ASFI registration and approval to use these features. To use most of the ASFI industry features, vendors must have an active Central Contractor Registration (<https://www.bpn.gov/ccr/>) profile.

This guide provides an overview of both the industry and government-only features of the ASFI application. Other user guides are available from the ASFI site at https://acquisition.army.mil/asfi/ASFI_FAQ.cfm. These guides provide more detailed instructions on the use of specific ASFI application features.

Benefits for Government Users

- Authorized government personnel may enter the following types of notices in the ASFI application:
 - Synopses
 - Presolicitation
 - Sources Sought
 - Special Notice
 - Combined synopsis/solicitation
 - Contract Award
 - Modification of Previous Notice
 - Solicitations
 - Solicitation attachments
 - Solicitation amendments
 - Answers to solicitation questions
 - Justifications and Authorizations
 - Invitation for Bid (IFB) Abstracts

Qualifying submissions are transmitted electronically to FedBizOpps for public access. Vendors who have subscribed to the ASFI Vendor Notification Service are notified when new or modified solicitations are posted.

- Automated interfaces also enable government personnel to use the capabilities of their standard contract writing systems while providing industry with a single point of access to Army solicitations via the ASFI website.

The ASFI receives solicitation and contract award data electronically from:

- The Standard Procurement System (SPS)
 - The Defense Automatic Addressing System Center (DAASC)
 - The Army Materiel Command Procurement Automated Data and Document System (PADDS)
- The ASFI allows authorized government buyers to view vendor offer/bids placed on solicitations.

Benefits for Industry

- The ASFI provides industry with a single point of access to all U.S. Army contracting opportunities.
- The Contracting Opportunities Search feature allows vendors to easily locate opportunities and submit offers/bids online if electronic submission is authorized.
- The Vendor Notification Service allows vendors to request email notification of solicitations that meet their contracting opportunities search criteria based on contracting office and /or NAICS code. Solicitation NAICS codes are compared to the NAICS codes established by the vendor on their CCR profile.
- Vendors may use the ASFI to respond to Army opportunities via the secure Bid Response System. To use the Bid Response System, vendors must have an active Central Contractor Registration (CCR) profile. This is validated each time a bid response is initiated within the ASFI.
- Vendors may access their Solicitation bid history for summary information on offers/bids placed within the last 60 days.
- Procurement Notifications allow vendors to search for solicitation award postings. Note – not all award postings are available on the ASFI. Vendors should also search for award postings at FedBizOpps (www.fbo.gov).

Using the ASFI website

The most common support questions are answered in the [ASFI Frequently Asked Questions \(.doc\)](#) documentation.

Recent changes to the ASFI web site are announced in the [What's New \(.doc\)](#).

The ASFI website is optimized for use by Windows Internet Explorer. Other browsers may not correctly display or process information.

To avoid a website security certificate warning when accessing the ASFI website, go to the ASFI home page at <https://acquisition.army.mil/asfi/>. Click the 'Continue to this website (not recommended)' link. Click the Web Browser Plugins/Certificates link and follow the instructions under DoD Root Certificates Installation for Microsoft Internet Explorer (version 7.0/8.0).

The ASFI support team may be reached by email at asfi@conus.army.mil.

Government Personnel should review the following guides prior to using specific ASFI features:

[Registration/Approval Guide \(.doc\)](#) – Describes the process for contracting personnel to register and be approved to use the government-only features of the ASFI

[FedBizOpps Posting Guide \(.doc\)](#) – Describes the process used to post synopses

[Manual Solicitation Posting Guide \(.doc\)](#) – Describes the process to post solicitations and solicitation attachments

[Buyer's BRS Guide \(.doc\)](#) – Describes to process used to review vendor bids

[J&A Posting Guide \(.doc\)](#) – Describes the process to post Justification and Approval documents

[IFB Posting Guide \(.doc\)](#) – Describes the process to post Invitation For Bid (IFB) Abstracts

[Solicitation Q&A Guide \(.doc\)](#) – Describes the vendor process for submitting solicitation questions and the buyer process for reviewing and responding to these questions

Vendors should review the following guides prior to using specific ASFI features:

[Vendor Notification Guide \(.doc\)](#) – Describes the process to subscribe to the Vendor Notification Service

[BRS Users Guide \(.doc\)](#) – Describes the process to bid on a solicitation

[Solicitation Q&A Guide \(.doc\)](#) – Describes the vendor process for submitting solicitation questions and the buyer process for reviewing and responding to these questions

The ASFI documentation guides can be accessed from the ASFI home page by clicking the [ASFI Frequently Asked Questions](#) link.

Posting Solicitations and Attachments (Government Personnel Only)

The ASFI receives solicitation data from multiple sources described below.

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

The DAASC provides the ASFI with all Army solicitation data from contract offices when E-Commerce (EDI or XML) is used. Upon receipt of the solicitation data from the DAASC, edit validations are performed. Upon completion of the edits, an e-mail message alerting the solicitation point of contact the status is sent.

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 uses internal procedures to post the solicitation to their 'local' web site or directly to ASFI. 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 solicitation point of contact is sent advising them of the status.

Manual Entry/Posting directly to the ASFI

The 'Manual Entry/Posting' capability requires the approval of the designated Site Point of Contact (POC) or Site Administrator. Contracting personnel needing to post manual solicitations using the ASFI application need to register and be approved for posting. Please refer to the Registration Instructions for additional information on registration for Manual Solicitation Posting. Once approved, contracting personnel use CAC authentication to access this capability. See the 'Manual Solicitation Posting Guide' for additional details.

Posting a solicitation manually involves entering certain solicitation identification data and uploading the solicitation document and supporting files. All solicitation information entered via the manual solicitation posting process is housed centrally at the ASFI.

ASFI Solicitation Edit Criteria

Regardless of the process used 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)
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 PADDS.

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