



CONTRACTOR JOB AID

This job aid is designed to: provide additional information about topics and fields found in eBuy; explain processes and functionality in greater detail; and offer navigation and tips to improve your user experience.

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Introduction to GSA eBuy

GSA eBuy, a component of GSA Advantage, is an online Request for Quotation (RFQ) tool designed to facilitate the request for submission of quotations for a wide range of commercial supplies and services.

The following acquisition solutions are available in eBuy:

- [GSA and VA Multiple Award Schedules](#) – also referred to as Federal Supply Schedules
- Technology contracts
 - [Governmentwide Acquisition Contracts \(GWACs\)](#) – innovative, cost effective solutions for information technology (IT) requirements.
 - [Network Services and Telecommunications contracts](#) – solutions for your agency's communications infrastructure and network needs.
- [Blanket Purchase Agreements](#) – GSA has developed MAS BPAs that leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand.
- [Federal Strategic Sourcing Initiative \(FSSI\) contracts](#) - Strategic sourcing is the structured and collaborative process of critically analyzing an organization's spending patterns to better leverage its purchasing power, reduce costs, and improve overall performance.

Benefits of eBuy for Contractors:

- Maximizes the opportunity to participate by notifying you of new government requirements for your specific products or services
- Saves you money by reducing the cost of finding government business opportunities and reducing lead time and cost to submit quotes.
- Allows Federal buyers and schedule contractors to communicate requirements and quotes via the web and e-mail.
- Helps establish new business relationships as new opportunities are discovered.
- Provides valuable information of the Federal and State and Local government marketplace allowing you to expand your customer base.
- Increases sales potential by becoming more aware of new business opportunities.
- eBuy is fast and easy to use!

Accessing GSA eBuy

To access the GSA eBuy Contractor website:

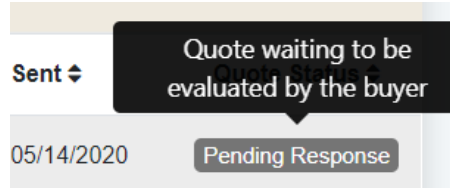
1. Go to <http://www.ebuy.gsa.gov>
2. At the top of this page you will see "Sign in as a **Contractor**", click "Contractor" to open the login window.
3. Follow the instructions provided to complete login.

IMPORTANT: In order to participate in eBuy, contractors must first register the contract with the GSA Vendor Support Center - <https://vsc.gsa.gov/register/#> .


Navigation & Tips

Mouse over info








Many elements/fields you will see in eBuy will activate additional information on the screen when the mouse pointer is moved or “hovered” over a designated area.



Sorting Data in Lists

Most of the lists displayed in eBuy can be easily sorted. To determine which fields a list can be sorted by, look in the column headers for the sort order arrows  next to the column title. In the example demonstrated below, the RFQ RFQs can be sorted by Source, Category, RFQ ID, RFQ Title, RFQ Posted, and RFQ Close.

Contract #: GS-11F-1234X

Source 	Category 	RFQ ID 	RFQ Title 	RFQ Posted 	RFQ Close 	Buyer
75	75 200	RFQ250052 	Legal Binders	10/02/2019 01:53 PM EDT	10/10/2019 01:00 PM EDT	John Buyer General Services Administration johnb@gsa.gov

Filtering Data

Many of the pages in eBuy provide left column filters that help narrow data/lists. These filters are especially useful when the page, such as My Quotes (demonstrated below), may contain a long list of information. Each filter, when selected, will dynamically narrow the results accordingly.

Quote Type

- Active Quotes
- Archived Quotes

Quote Status

- Pending Response
- No Quote
- Cancelled
- Saved to Draft
- Not Awarded
- Awarded
- Awarded (Partial)
- Sources Sought




Additional Filters

- Has Award info
- Cancelled RFQs
- RFQ Modified
- New Q&A added

Instructions: Listed below is the status of your current quote can be sorted by clicking on a column header.

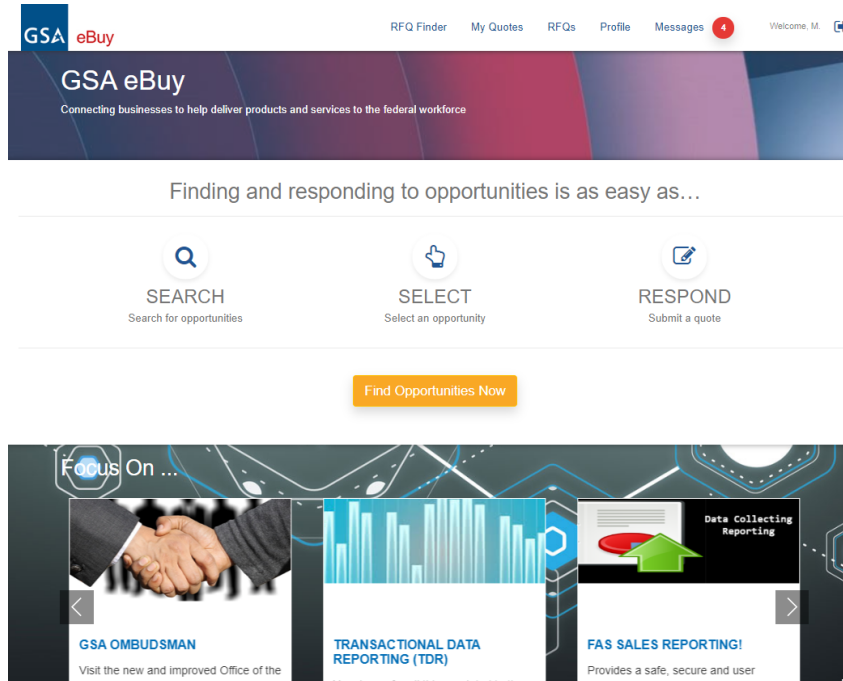
An "Award Info" link will appear under the RFQ ID if an award. Please contact the buyer directly if you have any questions.

Contract #: GS-11F-1234X

RFQ ID 	RFQ Title 	RFQ Close 
RFQ250061S	Office supply cabinet	10/11/2019 03:00 PM E
RFQ250064	Invisible Ink	10/11/2019 01:00 PM E
RFQ250062	Legal Binders	10/10/2019 01:00 PM E
RFQ250060	Ability One supplies	10/17/2019 01:00 PM E
RFQ250049	Pencils & Pens	11/14/2019 01:00 PM E
RFQ250045	Office Crib stuff	10/31/2019 01:00 PM E
RFQ249645	Supplies for county	08/28/2019 03:00 PM E
RFQ249671	paper clips	06/02/2019 05:00 PM E

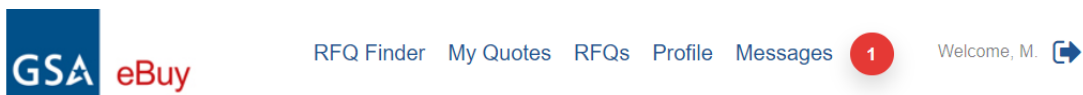
Contractor homepage

After logging into eBuy, the contractor homepage will be displayed. From this central hub page, you can: access new business opportunities; view already submitted quotes, view new messages, and access your eBuy Profile.



Top Navigation Menu

The top navigation menu is available throughout the GSA eBuy website and provides access to the different features of eBuy.



RFQ Finder - the RFQ Finder provides a quick way to open an RFQ.

My Quotes – provides quick access to the Quotes your company has submitted or saved to draft.

RFQs – find opportunities available under the Special Item Numbers (SINs) or categories awarded under your contract.

Profile – provides a snapshot of points of contact for your SINs/categories.

Messages – this feature provides alerts of recent activity concerning your RFQs.

Find Opportunities

Find Opportunities is a list of all active Request For Quotes (RFQs) available within the Special Item Numbers (SINs) awarded under your contract.

During the creation of the RFQ, if a buyer selects your company, you will receive an email notification requesting a quote. Please note that getting an email notification on an RFQ is *not* guaranteed since buyers do not usually select all vendors under a SIN. However, even if you are not notified by email of an RFQ, you may still submit a quote for the RFQ. It is advisable to check eBuy each day for all new RFQ opportunities.

Important note - You *will not* be able to view RFQs posted under SINs that are not in your contract.

GSA eBuy RFQ Finder My Quotes RFQs Profile Messages 4 Welcome, M

FIND OPPORTUNITIES

i Below is a list of all the active Requests For Quotes (RFQs) available in the categories of your Contract(s). To review the details of an RFQ and Prepare a Quote Response, select the RFQ ID.

RFQs that you have already taken action on, either by preparing a quote or submitting a "no quote":

- Will be identified with a green checkbox symbol next to the RFQ ID.
- can be hidden from this page using the "Hide RFQ".

SEARCH RFQs
Use the search box to locate RFQs by agency name, RFQ ID, or key words or phrases listed in the RFQ title, description, line items, and attachments.

Search for RFQs all the words

Contract #: GS-00F-XXXXZ 7 RFQs

Source	Category	RFQ ID	RFQ Title	RFQ Posted	RFQ Close	Buyer	Mods	Q&A	Watch	Hide RFQ
MAS	541420	RFQ250460	Statistical Research	04/08/2020 02:52 PM EDT	05/01/2020 05:00 PM EDT	John Smith General Services Administration john.smith@gsa.gov			<input checked="" type="checkbox"/> Watching 04/29/2020	<input type="checkbox"/>
MAS	541420	RFQ250573	Budget Planning	04/21/2020 03:17 PM EDT	05/01/2020 05:00 PM EDT	John Smith General Services Administration john.smith@gsa.gov		Q&A 1 04/29/2020	<input type="checkbox"/>	<input type="checkbox"/>
MAS	541420	RFQ250450 <input checked="" type="checkbox"/>	Cost Analysis	04/08/2020 09:25 AM EDT	05/01/2020 05:00 PM EDT	Roger Dodger FAA rodderdodger@faa.gov	Mod 1 04/10/2020 Mod 2 04/10/2020		<input type="checkbox"/>	<input type="checkbox"/>

Find Opportunities fields:

Source – the contract vehicle or source where the requirement was posted.

Category – this is the Special Item Number (SIN) or category that the RFQ was posted under.

RFQ ID – the unique identifier assigned to the RFQ.

RFQ Title – the title entered by the buyer for the RFQ.

RFQ Posted – date and time that the RFQ was posted to eBuy.

RFQ Close – date and time that the RFQ will close in eBuy.

Buyer - the person that submitted the RFQ in eBuy.



Mods – if the Buyer has submitted a “modification” to the original RFQ, a link to each mod will be listed under the Mods column for that RFQ. Clicking the link will display the description of the mod entered by the Buyer.

Q&A – if the Buyer submits a Q&A document, this document will be listed under the Q&A column for that RFQ.

Watching – if you are watching an RFQ, a “watching” flag will appear in the Watch column for that RFQ.

Hide RFQ – this column allows you to hide RFQs that you are not interested in quoting on. Note - this action cannot be undone and the RFQ will be permanently hidden from your Find Opportunities page.

Helpful information on finding opportunities


- **Default sort** – RFQs are sorted by RFQ Close date ascending. The quote closing soonest will appear at the top.
- **Sort order arrows**  are available next to most column headers for easy manipulation of the list.
- **Set Aside RFQs** – Contracting Officers have the ability to open an RFQ as a total set-aside. If your company is *not* a part of the small business subcategory selected by the CO while creating the RFQ, you will not be able to view or quote on these RFQs.
- A **green check**  indicates that you have already prepared a quote or submitted a “No Quote” response for that RFQ.

Search RFQs

Sometimes the list of active RFQs can be rather long and cumbersome to manage, so eBuy provides a search tool to help you quickly narrow the list down to RFQs from specific industries or agencies. Search look for your keywords in the following RFQ fields: RFQ number, title, description, agency name, attachment, and line item (manufacturer part number, manufacturer name and product/service name).

SEARCH RFQs

Use the search box to locate RFQs by agency name, RFQ ID, or key words or phrases listed in the RFQ title, description, line items, and attachments.

<input type="text" value="Search for RFQs"/>	all the words 	<input type="button" value="GO"/>
--	---	-----------------------------------

Search RFQ provides two search options:

1. **all the words**– returns matches that include all of the specified keywords.
2. **exact phrase** – returns matches in the exact order and spelling of the specified keywords.

Tips on searching

- **Less is more** - starting with fewer keywords may return a larger number of matches, but this will help determine if additional keywords are needed to narrow the solution scope. Use too many words and you may not find what you were looking for.
- **Think on a higher level** - while every effort is done to give acquisition solutions informative titles and descriptions, it is impossible to list every specific product or service available under the solution. Think of the solutions as the yellow pages. For example, consider about entering ‘sporting goods’ instead of ‘hockey stick’, or “Auto Repair” instead of “Ball Joint”.
- Search is NOT case sensitive.
- Basic stemming rules are used; i.e. variations of the word ‘sample’ (samples, sampling) would yield the same results.
- eBuy does not allow Boolean operators such as AND or NOT.

Cancelled RFQs

If a buyer cancels an RFQ, the RFQ will be flagged as “Cancelled” in red underneath the RFQ number. By clicking in the red box, the reason for cancellation entered by the buyer will be displayed on the page.

MAS	33411	RFQ250683	Electrical warehouse equipment	05/06/2020 02:26 PM EDT	05/15/2020 02:00 PM EDT
		Cancelled 05/12/2020			

Preparing a Quote

The *Prepare Quote Response* page is where you will prepare your quote for submission in eBuy. The page contains two main areas: RFQ Details and Quote Details.

RFQ details

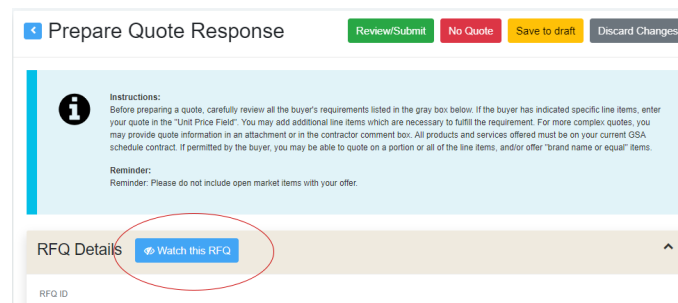
Quote details

RFQ Details

The RFQ details are displayed at the top of the *Prepare Quote Response* page. The RFQ Details section displays all the information provided by the buyer on the requirements of the RFQ. All attachments, modifications or Q&A's created by the buyer will also be listed in the RFQ details section. After reviewing the RFQ Details, if you feel that your company can fulfill this procurement, scroll down to the Quote Details and provide any information/attachments necessary for the buyer to properly review your quote.

Watch this RFQ

The Watch this RFQ feature in eBuy allows you to receive notifications regarding changes to an RFQ. By selecting to “watch” an RFQ, you will receive email notices if the buyer modifies, cancels, or includes Questions & Answers (Q&As) on the RFQ. This feature is especially helpful if you did not receive an email notification from the buyer about the RFQ. Please note that if you were selected by the buyer during the RFQ creation, or have submitted a quote to the RFQ, you will automatically receive email notifications of any actions submitted by the buyer for the RFQ. Please remember that a “Draft Quote” is not a submitted quote and you will not receive notifications on the RFQ unless the “watch” feature is enabled.



Submitting a Quote

If you elect to submit a quote, please provide all of the pertinent information necessary for the buyer to assess your quote. This can include: line items prices, discounts, delivery conditions, and the expiration date of your quote (minimum of 7 days from the RFQ close date is required). Please note that you may attach documents that include necessary information on your quote.

Who can submit a Quote?

Anyone listed as a POC in your eBuy Profile, regardless of the category (SIN) they are listed under, has the ability to submit a quote for any RFQ listed under a category (SIN) in your Profile. To see a current list of the POCs under your contract, please go to your eBuy Profile.

What POC will be displayed with my Quotes?

The POC that will be displayed with a quote is determined by who is the main POC in your Profile for the category (SIN) where the RFQ is posted. To identify who is the main POC, go to your eBuy Profile, under the category, identify who is selected in the POC column.

In this Profile screenshot, for category=561499M, Lloyd A. Nelson is selected as the main POC and will appear as the POC on the quotes submitted under this category.

Contract #: GS-00F-XXXXF Add a new POC to a Category Modify Subgroups

Schedule	Category	POC Name	Phone	Email	POC	e-mail notices	Remove
MAS	561499M	Lloyd A. Nelson	7032221234	tjmorro@gcenter	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	
		Peter Jones	7035556666	pj@gcenter.gov	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	5418100DC	Indrani's RK	7037879999	irk@gcenter.gov	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	

For more information about how to update POCs, please visit the *Profile > Points of Contacts* section in this document.

Quote fields

- **Your Quote is good until** – aka the quote expiration date. eBuy will by default, automatically set your quote good expiration for 30 days past the RFQ Close date. You may change this as necessary; however, the minimum quote expiration is 7 days after the RFQ close date. When selecting the quote expiration date, remember to give the buyer sufficient time to evaluate all quotes and make an award. You could lose the opportunity for award if your quote expires too quickly.
- **Line items** – many RFQs contain line items entered by the buyer. You may enter a unit price for each line item, or add additional line items to your quote. If including additional line items with your quote, it is suggested that you provide additional information or reasoning in the Contractor Comments for the buyer.
- **Prompt Pay Discount** – you have the option of offering the buyer a Prompt Payment discount. This Prompt Payment discount must be at least the base discount amount offered in your contract.
- **FOB** – if line items require additional transportation charges, indicate this to the buyer by selecting “Origin” from the FOB drop down. If origin is selected, include the additional origin transportation cost in the box provided. FOB destination is the default selection.
- **Attach Documents** – you may attach a statement of work or additional documents to the RFQ as needed. Each document must be less than 100MB.
- **Contractor Comments** – enter any additional information for the buyer in this space.
- **Quote Pricing** – if your quote contains pricing in attached documents or in the contractor comments area, please enter the amount in the space provided.

If Quote pricing is contained in attached documents or in the contractor comments area, enter the amount:

\$

Line Items - Upload Quotes

When an RFQ has 10 or more line items, it can be tedious and time consuming manually entering quote pricing directly on the eBuy page. To assist in this task, eBuy provides the ability to download a pre-filled spreadsheet containing all of the RFQ line items. All you need to do is simply enter the quote unit prices, upload the spreadsheet, and eBuy will automatically load the quote prices to the line items.

	A	B	C	D	E	F	G
1	eBuy Bulk line items for RFQ, RFQ253118						
2	Notes:						
3	- Quote Unit Price:						
4	- Enter a Quote Unit Price of '\$0.00' to indicate this item(s) is included free of charge in your quote.						
5	- Leave the Quote Unit Price blank if you do not wish to quote on that line item.						
6	- Buyer line items must not be modified or removed.						
7	- Additional line items necessary to fulfill the requirement can be added at the end of the buyers list.						
8	- Unit of issue is a 2 position code, available unit codes:						
9	https://www.gsadvantage.gov/advantage/ws/information/page?keyName=UNIT_DEFINITIONS						
10	ITEM/MFR PART NO	MANUFACTURER NAME	PRODUCT/SERVICE NAME	QTY	UNIT OF ISSUE	ADDRESS	QUOTE UNIT PRICE
11	1		Radios	10	EA	1	
12	2		Radios	10	EA	1	
13	3		Radios	10	EA	1	
14	4		Radios	10	EA	1	
15	5		Radios	10	EA	1	
16	6		Radios	10	EA	1	
17	7		Radios	10	EA	1	
18	8		Radios	10	EA	1	
19	9		Radios	10	EA	1	
20	10		Radios	10	EA	1	
21	11		Radios	10	EA	1	
22	14 44444		Radio 2	12	EA	2	
23	15 44444		Radio 2	12	EA	2	
24	16						

Important - you may add additional line items to this spreadsheet when necessary. eBuy will automatically validate the new line items to make sure the mandatory fields are entered, and then append them to the end of the RFQ line items list.

Uploading line item quotes

1. Click the "Upload Quotes" button.
2. From the pop-up window, download the [spreadsheet template](#) containing the RFQ line items.
3. Enter the Quote Unit Price for the line item fields into the spreadsheet.
4. Upload the spreadsheet to eBuy.
5. Click "Add Line Items to Quote". This will add the quote pricing to the line items.

Add Bulk Line Items for

Instructions: To upload your quote pricing for this RFQ:

1. Download an [editable spreadsheet](#) of the RFQ line items.
2. Enter your quote pricing for the line items. Note - additional line items may be added as necessary at the end of the spreadsheet.
3. Upload quote pricing spreadsheet.
4. Once the file has been successfully validated and uploaded, click "Add quote pricing to the Quote".

Upload spreadsheet

Drag file(s) here or choose from folder

Spreadsheet error resolution

If any **errors** are found in the uploaded spreadsheet, to assist the error resolution, eBuy will create a new spreadsheet highlighting the errors in red. Please download this spreadsheet, fix the highlighted errors, and re-upload into eBuy.

Upload spreadsheet

Validation Error: The bulk line item spreadsheet contains invalid or missing mandatory data. To assist you in identifying the errors, we have created a spreadsheet highlighting the data that needs to be updated.

1. Download this [spreadsheet](#) with the errors highlighted.
2. Fix identified errors.

	A	B	C	D	E	F	G
	eBuy Bulk line items for RFQ, RFQ253118						
	Notes:						
	- Quote Unit Price:						
	- Enter a Quote Unit Price of '\$0.00' to indicate this item(s) is included free of charge in your quote.						
	- Leave the Quote Unit Price blank if you do not wish to quote on that line item.						
	- Buyer line items must not be modified or removed.						
	- Additional line items necessary to fulfill the requirement can be added at the end of the buyers list.						
	- Unit of issue is a 2 position code, available unit codes:						
1	https://www.gsaadvantage.gov/advantage/ws/information/page?keyName=UNIT_DEFINITIONS						
2	ITEM/MFR PART NO	MANUFACTURER NAME	PRODUCT/SERVICE NAME	QTY	UNIT OF ISSUE	ADDRESS	QUOTE UNIT PRICE
3	123	Tools Inc	Hammer	12	EA	2	10
4	1		Radio	10	EA	1	5
5	2		Radio	10	EA	1	5
6	3		Radio	10	EA	1	5
7	4		Radio	10	EA	1	###
8	5		Radio	10	EA	1	5
9	6		Radio	10	EA	1	5
10	7		Radio	10	EA	1	5
11	8		Radio	10	EA	1	5
12	9		Radio	10	EA	1	5
13	10		Radio	10	EA	1	5
14	11		Radio	10	EA	1	5

Line Item fields

- **Item/Mfr. Part No. (mandatory)** - the official part number assigned by the manufacturer of the product.
- **Manufacturer Name** – the company that makes the product.
- **Product/Service Name** – the name that best describes the product. Mandatory if manufacturer is entered.
- **Qty (mandatory)** – the total amount of the product needed.
- **Unit of Issue (mandatory)** – the code indicating the physical measurement, the count, the container, or shape of a product.

- **Address** – the number shown in this column corresponds to the intended destination for this product as listed in the *Shipping Address* section.
- **Quote Unit Price** - the price of the line item per the unit of issue.

Quoting on Line Items

When submitting quotes for line items, there are a few submission scenarios that eBuy allows that you should be aware of:

1. **I do not want to quote on a line item** - eBuy does not force you to quote on every line item listed on the RFQ. If you do not wish to quote on a line item, leave the Quote Unit Price for that line item **“empty”**.
2. **Line item included free with Quote** - If you elect to offer or include a line item “free of charge” with a quote, enter **“\$0”** in the Quote Unit Price field for the item. Please note that if the free item(s) are coupled with the award of other line items on the quote, it is advised to indicate this in the *Contractor Comments* section of the Quote.
3. **I want to include additional line items** - eBuy provides the ability for contractors to include additional line items on your quote. You may add line items manually one at a time via “Add Line Item”, or using the “Upload Quotes” spreadsheet process for a large list of line items.

Review/Submit

When you have completed entering/attaching the appropriate information for your quote, click on the “Review/Submit” button. Your quote will automatically be saved to draft and then be forwarded to the Review page. Please ensure that all of your information is correct. If edits or additional information is needed, click the “Back” button and make the necessary changes. When satisfied with your quote, click the “Submit Quote” button.



No Quote

If you cannot offer a quote right now or can't don't want to for some reason, select 'No Quote' and provide the reason a quote will not be provided. Please note that responding “No Quote” to an RFQ that is “seeking sources” is essentially telling the buyer that you *do not* have the ability to meet the needs or fulfill the requirements of the RFQ.



Prepare No Quote Response Back Submit

RFQ ID: RFQ253132
RFQ title: RFQ #8 test

Reasons for not quoting:

- Not enough time to prepare quote.
- I do not sell these products or services (Example, no letter of supply).
- Incomplete/unclear requirements.
- Some or all of posted requirement is not TAA compliant.
- I would quote if (reason not listed above)

Save to Draft

eBuy provides the ability to save your quote to draft. All information entered, including attachments, will be saved with the draft. To retrieve your draft quote, go to your *My Quote* page.

Save to draft

Discard Changes

At any point on the *Prepare Quote Response* page, you have the ability to completely clear out any information you entered, and any documents you have attached to your quote by clicking the “Discard Changes” button.

Discard Changes

Seeking Sources RFQ

A “Seeking Sources” RFQ posted on eBuy is the same as a Request for Information (RFI). Seeking Sources RFQs are issued by the buyer in eBuy for information and planning purposes only, and to identify potential sources as part of market research. Even though responses are called “quotes” in eBuy, they are not quotes on which an agency can issue a Schedule order - the government *does not* intend to award a Schedule order based only on responses to a “seeking sources” RFQ in eBuy. eBuy does not allow a buyer to award an RFQ that has been submitted as “seeking sources”.

An RFQ submitted as “Seeking Sources” will have a notification on the *Prepare Quote Response* page, under the RFQ Title. The notification message will state “This RFQ is a: Seeking Sources”.

Prepare Quote Response

Review/Submit No Quote Save to draft Discard Changes

Instructions:
Before preparing a quote, carefully review all the buyer's requirements listed in the gray box below. If the buyer has indicated specific line items, enter your quote in the "Unit Price Field". You may add additional line items which are necessary to fulfill the requirement. For more complex quotes, you may provide quote information in an attachment or in the contractor comment box. All products and services offered must be on your current GSA schedule contract. If permitted by the buyer, you may be able to quote on a portion or all of the line items, and/or offer "brand name or equal" items.

Reminder:
Reminder: Please do not include open market items with your offer.

RFQ ID: RFQ250680 Watch this RFQ

RFQ Title: Feasibility Study

This RFQ is a: Seeking Sources

Description: seek study people

RFQ Issue Date: 05/06/2020 01:22 PM EDT

RFQ Close Date: 05/22/2020 01:00 PM EDT
Time remaining: 15D 23H 35M

Category(s): 00CORP: 871 2

Delivery: 0 days After Receipt of Order (ARO)

My Quotes

The *My Quotes* page contains your active and archived quotes and their current status. It is divided into two main sections: a filter area (left side), and the Quote listing (right side).

Quote Filters

Quote filters can be selected at any time, and will dynamically apply the filters to the Quote listing.

Quote Type

The Quote Type filter provides the ability to easily view your “Active” or “Archived” quotes.

Active Quotes - Active Quotes can be defined as a state for quotes that are currently in progress and still pending.

Archived Quotes - Archived Quotes can be defined as a state for quotes that are:

- Completed – the quote has been awarded.
- Expired - Quotes will *automatically* move to the “Archived” state when the quote good until date expires.

Quote Status

The Quote Status filter provides a simple way of filtering quotes by their status.

Quote Status definitions:


- **Pending Response** – quote is waiting to be evaluated by the buyer.
- **Awarded** – quote evaluated and awarded by the buyer.
- **Awarded (Partial)** – quote evaluated and partially awarded by the buyer.
- **Not Awarded** – quote evaluated and not awarded to you by the buyer.
- **No Quote** – you have elected not to quote on this RFQ.
- **Contract Expired** – the contractor’s contract has expired. The quote can no longer be viewed or awarded by the buyer.
- **Draft** – quote has been saved and not yet submitted.
- **Sources Sought** – RFQ was designated to seeking sources only.
- **Cancelled** – the quote has been cancelled by the contractor.

Additional Filters

- **Has Award Info** –quickly display all RFQs that have award information recorded in eBuy.
- **Cancelled RFQs** –identify RFQs that have been cancelled by the buyer.
- **RFQ Modified** – find RFQs that have been modified since you have submitted your quote.
- **New Q&A added** –find RFQs where the buyer has submitted a Question and Answers document.

Quote Listing

The Quote List displays the quotes you have created. This listing can be displayed in two different states: an Active state and an Archived state. Switching between the quote states of active and archived is easily done by selecting the appropriate Quote Type filter.

Sorting the Quote List – the default sort is by “Quote ID”. You can easily sort the listing on another field by using the sort order arrows  next to column headers. The following headers can be used to resort the listing: RFQ ID, RFQ Title, Close Date, Quote ID, Sent and Quote Status.

RFQ List fields

- **RFQ ID** – this is the unique identifier assigned to each RFQ submitted by a buyer in eBuy.
- **RFQ Title** – the RFQ title entered by the buyer.
- **RFQ Close**– this is the date and time that the buyer selected to officially close the RFQ in eBuy.
- **Mods** - if the buyer has submitted a “modification” to the RFQ after you submitted your quote, a link to the mod will be listed under the Mods column for that RFQ. Clicking the link will display the description of the mod entered by the buyer.
- **Q&A** – if the buyer submits a Q&A document, this document will be listed under the Q&A column for that RFQ.
- **Sent** – denotes the date that your latest quote was submitted to eBuy.
- **Quote Status** – identifies the current status of the Quote.

RFQ Award Info

When the RFQ closes, the buyer will have the opportunity to send award notifications in eBuy. If an award notification action is made by the buyer in eBuy, an “RFQ Award Info” link will appear under the RFQ Number. Clicking this link will display the award information including the vendor, date awarded, and award amount. If more than one company is awarded under the RFQ, all awarded vendors will be listed.



Award Information for RFQ ID: RFQ250649

Awardees			
Quote ID	Date Awarded	Vendor Awarded	Award Amount
RFQ250649-BQL	04/29/2020	ABC Manufacturing Inc	\$12.38

Modifying a Quote

eBuy allows you to modify your quote as many times as you need until the RFQ Close date/time. To update/modify a quote that is still active:

1. Locate the quote on the *My Quotes* page.
2. Click the Quote ID.
3. From the *Quote Summary* page, click the “Update Quote” button at the top right of the page.
4. On the *Prepare Quote Response* page, enter the purpose of the modification or the changes you are making in the space provided.

Please note that it is *mandatory* to enter a description of the modification. Buyers will be notified each time you modify your quote and will be able to view your modification description.

Extending a Quote date

After an RFQ closes, eBuy provides the ability to extend the date that your quote expires.

The screenshot shows the 'Quote Summary' page. At the top, there is a blue header with a back arrow and the text 'Quote Summary'. Below this is a light blue box titled 'Quote'. Inside this box, on the left, is a white box containing 'Quote ID: RFQ250570-EYV'. To its right, the 'Quote Status' is 'Pending Response'. On the right side of the light blue box, it says 'Your Quote is good until: 06/24/2020 03:00 PM EDT'. A red circle highlights a blue button labeled 'Extend your quote date' located below the expiration date. Below the light blue box is a modal window titled 'Extend your quote date' with a close button (x). The modal contains three dropdown menus for date selection: 'Jun', '25', and '2020'. At the bottom of the modal are 'Close' and 'Submit' buttons.

How to Extend my Quote Expiration date

1. From the *My Quotes* page, select the Quote ID to display the *Quote Summary* page.
2. Under “Your Quote is good until”, click the “[Extend you quote date](#)” button.
3. Enter the new date your quote is good until.
4. Your new quote good until date will immediately be updated.

Profile

The *Profile* page provides a list of the contracts and points of contacts (POCs) for each of the SINs awarded under a contract. From the Profile you can: Add/manage POCs, Add or associate contracts to a login, Manage Mobile Alerts, and Modify Subgroups (if subgroups are available under your awarded categories).

Instructions:
The following categories are awarded under your GSA contract(s). By default, your Vendor Support Center (VSC) name/email is assigned as the Point of Contact (POC) for each of your categories. You may add, change, or remove POC's as needed. Please note that you must have at least one POC per category.

The "email notices" on/off feature toggles whether you wish to receive email notices of new RFQ opportunities or status updates on your quotes. Consolidated email notices are sent out approximately every four hours.

Contract #: GS-02F-0238X

Schedule	Category	POC Name	Phone	Email	POC	e-mail notices	Remove
MAS	334419	John Smith	703-111-2222	jsmith@something.gov	<input checked="" type="radio"/>	off <input checked="" type="checkbox"/> on	
		Roger Rogers	301-123-4567	rogerr@something.gov	<input type="radio"/>	off <input checked="" type="checkbox"/> on	
	492110	John Smith	703-111-2222	jsmith@something.gov	<input checked="" type="radio"/>	off <input checked="" type="checkbox"/> on	

Point of Contacts (POCs)

POCs are a very important feature of eBuy. The POCs listed in the eBuy *Profile* identify who in your company has access to eBuy. In order to create an account and login to eBuy, a person *must* be listed as a POC under a category in the *Profile*.

Schedule	Category	POC Name	Phone	Email	POC	e-mail notices	Remove
MAS	561499M	Lloyd A. Nelson	7032221234	tjmorrow@gsacenter.	<input checked="" type="radio"/>	off <input type="checkbox"/> on <input checked="" type="checkbox"/>	
		Peter Jones	7035556666	pj@gsacenter.gov	<input type="radio"/>	off <input type="checkbox"/> on <input checked="" type="checkbox"/>	<input type="checkbox"/>
	541810ODC	Indrani's RK	7037879999	irk@gsacenter.gov	<input checked="" type="radio"/>	off <input type="checkbox"/> on <input checked="" type="checkbox"/>	

Profile POCs Example

Important –

- As a default, there must always be one POC for each Category.
- Anyone listed as a POC in the *Profile*, regardless of the category they are listed, has the ability to submit a quote for RFQ's posted *under any category* awarded under the contract.
- The POC that will be displayed with a quote is determined by who is the main POC in your *Profile* for the category (SIN) where the RFQ is posted. To identify who is the main POC, go to your eBuy *Profile*, under the category, identify who is selected in the POC column. E.g. Using the 'Profile POC Example' screenshot above, if an RFQ is posted under the category "561499M", regardless of who submits the quote, Lloyd A. Nelson will always be displayed as the POC on the quote to the buyer.
- Please be mindful when selecting who will be the main POC for a category. Buyers may wish to reach out to your company directly and having someone who is involved and knowledgeable of eBuy and the quotes being submitted is very important.

How the VSC registration affects POCs in eBuy

When a new contract is added to eBuy, the name, phone, and email recorded during the registration of the contract at the Vendor Support Center (VSC), will automatically be assigned as the POC for each of the SINs/Categories under that contract. Whenever a new Category (or SIN) is added to a contract, eBuy always populates the name, phone and email from the information recorded at the VSC as the POC for the new category.

Managing POCs

The POC name, phone and email are non-editable fields. eBuy requires at least one POC per category. If more than one POC is listed for a category, one of the POCs will always be selected as the main POC. To identify who is the main POC, simply look to see which POC is selected under the POC column.

How do I add a new POC to a Category?

To add a new POC to a category, click the "Add a new POC to a Category" button displayed in the contract number line.



How do I remove a POC?

To remove a POC, simply select the checkbox in the "Remove" column, and click "Save Changes".

Remove POC Notes:

- As a default, there must always be one POC for each Category.
- You cannot remove the selected "main" POC.
- If your Category only has one POC, you will need to add a new POC to that Category, change the main POC, and then follow the remove POC procedures.

Schedule	Category	POC Name	Phone	Email	POC	e-mail notices	Remove
MAS	332510C	John Doe	703-111-1223	jd@company.com	<input checked="" type="radio"/>	off <input type="checkbox"/> on <input checked="" type="checkbox"/>	
		Roger Rogers	703-111-1223	Rogerr@company.com	<input type="radio"/>	off <input type="checkbox"/> on <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Mary Tester	703-111-1223	testercompany.com	<input type="radio"/>	off <input type="checkbox"/> on <input checked="" type="checkbox"/>	<input type="checkbox"/>

Email Notices

The "e-mail notices" on/off switch toggles whether a POC will receive notifications of new RFQ opportunities and status updates on quotes. Note, consolidated email notices are sent out approximately every four hours from eBay.

Associate multiple contracts under a single login to eBay

If your company has more than one contract with GSA, eBay provides that ability to "associate" more than one contract to a single login to eBay for all your contracts.

To associate a contract, click on the "[Manage/Add contracts](#)" button.

Manage/Add contracts

In the example screenshot, a user has "associated" three additional contracts under the contract GS-00-XXXXF. With this scenario, contract GS-00F-XXXXF is considered a "master" contract in eBay for this user. Now, this user can login to eBay, select contract GS-00-XXXXF, and then be able to view RFQ opportunities and submit/manage quotes under all four of the contracts.

Add/Manage Contracts

Instructions:
If your company has more than one contract with GSA, you may associate additional contracts to this account so that you can have a single login to eBay for all your contracts. After associating additional contracts, you will be able to view the RFQ opportunities, and submit/manage quotes for all the contracts listed below.

MAS Contracts associated with: GS-00-XXXXF

Add Contract

Associated Contracts

GS-00-1234X



GS-35F-XXXXD



GS-14F-XXXXF



Important –

- In order to associate a contract, you must be a POC on the contract you want to associate.
- Logging into an "associated" contract will only display RFQ opportunities for that specific contract. Only the master contract will display all of the associated contracts.

Manage Mobile Alerts

eBay allows you to receive RFQ notifications via mobile device.

To add a new person to receive notifications:

1. Click the "Add new recipient" button.
2. Enter a valid phone number and carrier, then click "Add".
3. eBay will send a verification code via text message to your device.
4. Enter the verification code to complete the registration of the device.

Manage Mobile Alerts

Instructions:
eBay allows you to receive eBay RFQ notifications via text messages for contract GS-00-XXXXF. After entering the information below, you will receive a verification code as a text message to the cell number provided. You will need to enter the verification code to complete the registration.

Cellular recipients associated with: GS-00-XXXXF

Add new recipient

Cellular Number

Ex: 7034445555

Enter the 10 digit phone number. (Example: 7034445555, no spaces or other characters)

Carrier

Select

Select a carrier from the list.

Add

Cancel

Associated Recipients

703-444-5656

Carrier

Verizon



Modify Sub Categories

The SIN Sub Category Tool allows you to list your company under “sub categories” that are below the Special Item Number (SIN). SIN Sub Categories are displayed in eBuy and also [GSA eLibrary](#) under the applicable SIN. SIN Sub categories are only available under a few SINS. The “Modify Sub Categories” button will only be activated if sub categories are applicable to your contract SINS.

To update sub groups available under your contract SINS:

1. From your Profile page, click “Modify Sub Categories”.
2. Your current selections will be displayed. Make any necessary adds/deletes of sub groups by checking those that you want your company to appear under.
3. Click the “Save Changes” button.
4. Changes typically take up to 24 hours to be applied throughout the systems.

Modify Sub Categories

Contract #: GS-00F-XXXXF

Category	Description
339940	OFFICE PRODUCTS
<input checked="" type="checkbox"/>	Appliances (office)
<input checked="" type="checkbox"/>	Binding and Filing
<input checked="" type="checkbox"/>	Business Machines (calculators, copier/fax supplies, etc.)
<input type="checkbox"/>	Calendars and Personal Organizers
<input type="checkbox"/>	Cases and Portfolios
<input type="checkbox"/>	Computer Accessories
<input type="checkbox"/>	Forms
<input type="checkbox"/>	Mailing and Shipping Supplies
<input type="checkbox"/>	Office Essentials (clips, notes, books, tape, etc.)
<input type="checkbox"/>	Office Furnishings (clocks, frames, stools, etc.)
<input type="checkbox"/>	Paper (copier, computer, labels, etc.)
<input type="checkbox"/>	Shredders
<input type="checkbox"/>	Toner Cartridges
<input type="checkbox"/>	Visual Communications and Meeting Aids
<input type="checkbox"/>	Writing Instruments

[Save Changes](#) [Cancel](#)