



Buyer User Guide

Last updated: August, 2025

An official website of the United States government [Here's how you know](#)

GSA eBuy

Sign in as a... Buyer Contractor

Welcome to
eBuy

GSA eBuy is a powerful and intuitive acquisition tool used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant.

Benefits at a glance

Overview Buyers Contractors

GSA eBuy is designed to make online FAR compliant procurement faster and easier for federal civilian and military buyers. In addition to offering best pricing, GSA eBuy is your one-stop-shop for: Here is a sample of what can be done using GSA eBuy:

- Posting requirements and receive quotes electronically on millions of products and services
- Finding sources of supply
- Seeking information
- Procuring complex requirements by attaching statements of work
- Requesting large dollar items
- Establishing Blanket Purchase Agreement (BPA) pricing

This user guide is designed for buyers using eBuy to request quotes, proposals, or information. It will explain processes and functionality in detail and provide tips to improve your user experience.

It is important to note that this guide attempts to cover many scenarios and account for updates to the platform. As such, some of the examples or illustrations chosen may not always depict content from the same request.

Welcome to GSA's eBuy!

GSA eBuy, is the government's leading “request” platform designed to facilitate the request and submission of quotes, proposals, and/or information for a wide range of commercial supplies (products) and services. For federal, state, and local government agencies (buyers), eBuy maximizes their buying power. For sellers, eBuy makes it easy to find and respond to opportunities. Together, using eBuy ensures competition, compliance, and best value.

For more than 2 decades, eBuy has been a mainstay in the procurement landscape with hundreds of thousands of requests, and billions of dollars in award value. eBuy now boasts more functionality than ever before with new request types, expanded offerings, and new data elements.

What solutions are available?

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 several 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.

Who can use eBuy?

Federal government, and state and local government entities are eligible to post requests through eBuy. State and local government entities are limited to posting requests under the authority of the cooperative purchasing program and disaster recovery purchasing programs.

Entities that have been awarded contracts under the various solutions listed above are eligible to respond to requests posted by buyers.

Before you Begin

Navigation elements (mouseovers, sorting, filtering)

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

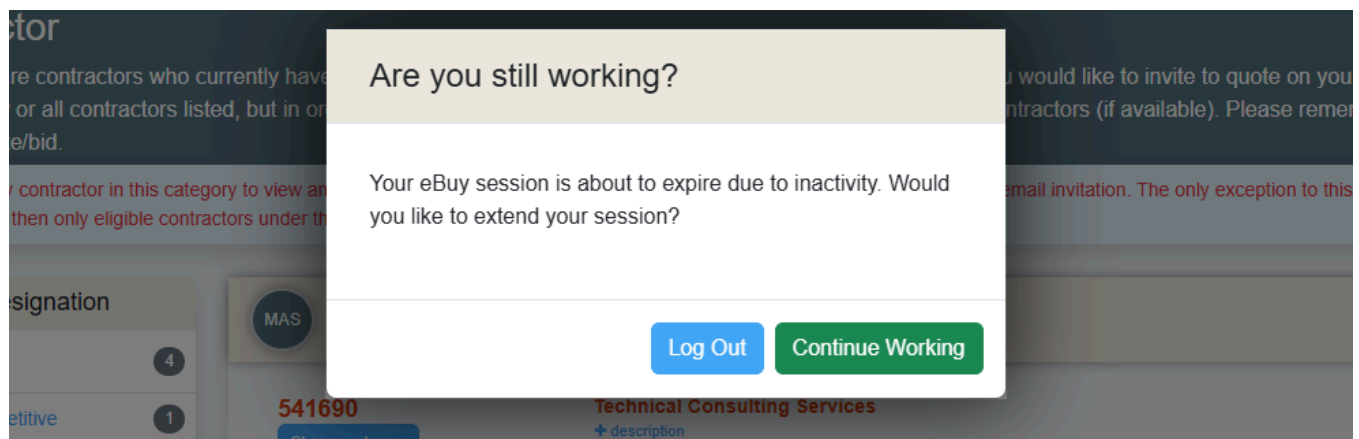
Most of the data lists displayed in eBuy can be easily sorted. To determine which fields a list can be sorted by, look in the column headers for the sort order arrows ↑ next to the column title. In the example demonstrated below from the 'Step 2. Contractor Selection' page, the contractor listing can be sorted by 'Contractor' and 'City/State'.

Filtering Data

Throughout eBuy, you will notice that the left column typically provides filters to help you narrow data or lists of data. These filters are especially useful when the page contains a large amount of data and you are only interested in only specific information or results. Many of the filters contain a number in a grey circle to the right of the filter which indicates how many items in the listing are applicable to that field.

Timeout from Inactivity

For security reasons, eBuy will time out after thirty minutes of inactivity. eBuy will prompt inactive users to log out, or to continue working. To avoid going inactive, users need to perform an action that refreshes the page.



Accessing eBuy

eBuy is one of many systems that leverage the [FAS ID](#), an agency-wide authentication method that allows users to access multiple systems with just one credential. The only part of eBuy that can be viewed without a logging in is the landing page at <https://www.ebuy.gsa.gov/>.

eBuy shares account information with GSA Advantage, and you must be a registered Advantage user in order to access eBuy. To register on GSA Advantage, go to www.gsaadvantage.gov and click the “register” link in the upper right corner. Follow the instructions to register.



If you need help with Advantage registration, click the “help” link that is to the left of the “register” button in the Advantage menu.

Once Registered in Advantage

To access the GSA eBuy Buyer website:

- Go to <https://www.ebuy.gsa.gov>
- At the top of this page you will sign in buttons for buyers and for sellers. Click the “Buyer” button and you will be taken to the FAS ID login screen.



If you do not have a PIV card, please enter your email address below to sign in.

Username

Password

☐ Remember me

Sign In

OR

Sign in using your PIV / CAC card

[Need help signing in?](#)

[Forgot password?](#)

[Register](#)

[FAS ID Help](#)

Your FAS ID account is used to sign in to **eBuy Buyer**

IMPORTANT: YOU MUST REGISTER YOUR PIV/CAC CARD FIRST

For Federal Government users only. To register your card, sign in to [GSA Advantage](#) with your existing GSA FAS ID credentials, navigate to My Account/Member Information and select "Register PIV/CAC card."

Use whichever authentication method that works best in your situation. You can enter your username and your password in the Password box, or you can log in with your PIV/CAC card. You can use the links beneath the buttons to get help, reset your password, register, or get help with the FAS ID.

Click Sign in. If you enabled multifactor authentication, you will be prompted to authenticate with a second factor. This could be an email address, an authenticator app, or a text message.

A note about PIV/CAC login

Before you can use this method of login, you must first register your PIV/CAC card on GSA Advantage.

How to register and use my PIV/CAC card.

For Federal Government users only. To benefit from this feature, you'll first need to register a working PIV/CAC card with your existing GSA Advantage account. This step must be completed before

attempting to login with your PIV/CAC. Once your card is registered on GSA Advantage, you will be able to login to GSA eBuy using just your PIV/CAC card and associated PIN.

To register your PIV/CAC card, follow these steps:

Login to GSA Advantage.

Navigate to the "My Account" > "Member Information" page.

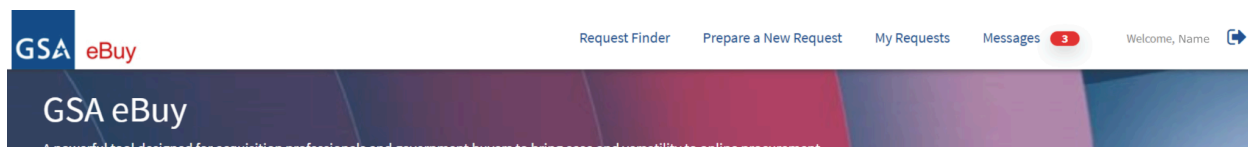
Select the new "Register PIV/CAC card" button and follow the instructions provided to register your PIV/CAC card.

The main buyer homepage

The Buyer homepage is the first page you will encounter after logging into eBuy. From this central hub, you have quick access to your requests, the ability to begin preparing a new request, view messages pertaining to your requests, and view eBuy related news articles.

The top navigation menu.

The top navigation menu is available throughout the eBuy website. This menu is the main navigational element to access the different capabilities of eBuy. They work as follows:



Request Finder

The request finder serves two purposes in eBuy:

1. It provides a quick way for you to open a request that you have created.
2. It provides the ability to "retrieve" a request that has been forwarded to you from another eBuy user (buyers only). Note – you will have been given a password when a request is forwarded to you, and you will have to provide that password to retrieve the request. Once you find and gain access to it, you will have the same level of permissions as anyone else with whom the request has been forwarded.

Prepare a New Request:

A new request can be started at any point in eBuy. Clicking this menu link will start the request preparation process right at "step 1" (search).

My Requests

“My Requests” provides quick access to all of your “Active” and “Archived” requests in a neat and manageable list. You can filter by request type, see status, and access the details of any given request.

Messages

The Message feature provides notifications/alerts of recent activity concerning your requests. For example, you are notified when a request you have submitted has closed.

Welcome <User Name>

Click on “Welcome (your user name)” to see an overlay of your profile information. You can access your full member information by clicking on “go to GSA Advantage Member Information”.

With that covered, let’s get you ready to start a new request.

Preparing an RFQ, RFP, or RFI is as easy as...



SEARCH

Search for a solution



SELECT

Select contractors to notify



PREPARE

Prepare your requirements

Prepare a Request now

Starting your request

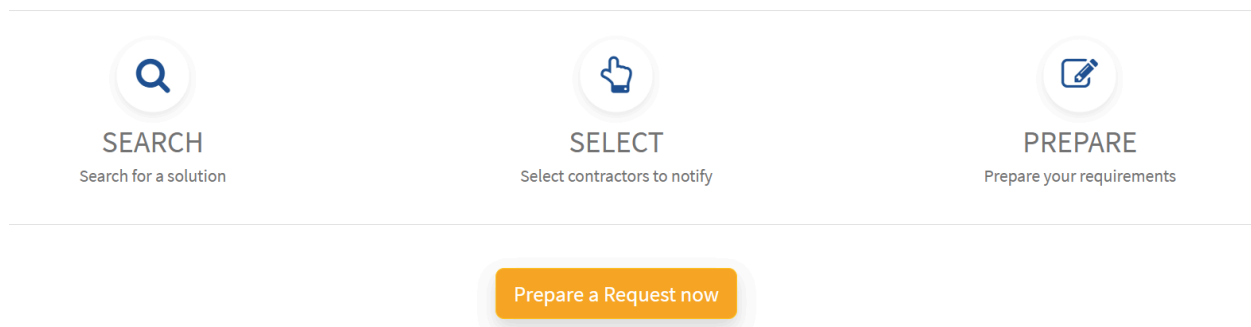
eBuy makes the request process simple and streamlined. The entire process can be summed up as follows:

An overview of the Request process.

1. Select a request type (quote, proposal, information)
2. Select the contract vehicle and find sources
3. Enter your requirements and set your close date
4. Submit, and manage any questions or amendments.
5. Receive and review responses
6. Make the appropriate award (and “no-award”) notifications

Go ahead and click “Prepare a Request now” and you will be presented with the request type selector.

Preparing an RFQ, RFP, or RFI is as easy as...



Selecting a Request Type

The first decision you will need to make is whether you want to request a quotation, information, or a proposal.

What type of Request do you want to create?

☒ RFQ (Request for Quotation)

☐ RFI (Request for Information)

☐ RFP (Request for Proposal)

Cancel Continue

[Find out more information on what type of Request to submit](#)

Prepare a Request now

A Quick Note About Request Types

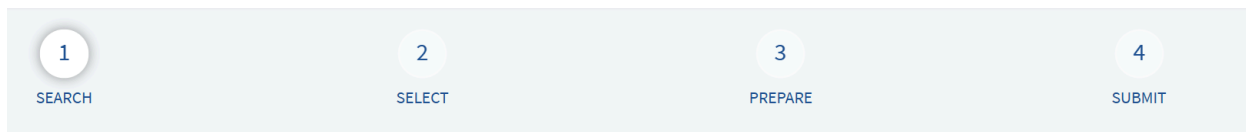
As of August 2025, eBuy has expanded beyond just “quotes” and “sources sought” to allow buyers to request proposals and/or information. In deciding what type of request to post, buyers should consider their agency procurement policies, the specifics of each contract vehicle, and their individual requirements. Some request types are better suited to certain vehicles.

If you are not ready to proceed, you can click “Cancel” to exit this dialogue. When you are ready to proceed, select the radio button for the request type you want to create and click “Continue”.

Progress Tracker

When preparing a new request in eBuy, a progress tracker bar will be displayed at the top of the page. This tracker guides you through the steps of preparing a request and lets you know if a step is completed or needs attention.

It can also serve as a link to revisit any previous step in the process.

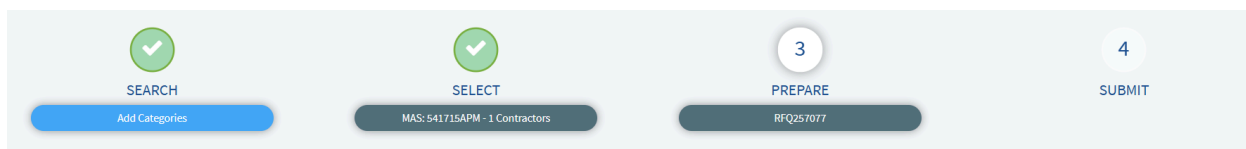


The four steps that must be completed before any request can be posted are:

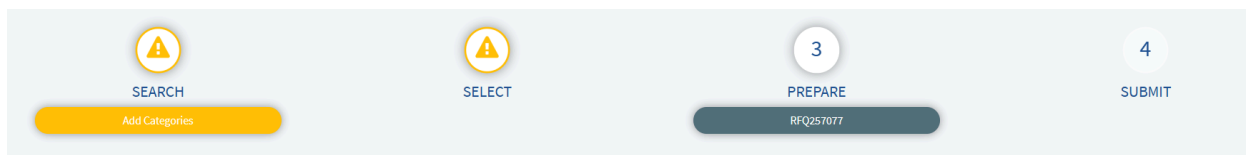
1. Search – select a vehicle or solution to post your requirement
2. Select – choose which contract holders (if any) you will directly notify
3. Prepare – input your requirements, attach documents, set closing time
4. Submit – review and post your request under your chosen solution

The tracker helps you see which step you are currently on, what steps you’ve already completed, and what remains. You can use the tracker to navigate directly to a previous step if needs be.

Once a step has been completed, a green check icon  will replace the step number.



If a yellow warning symbol  appears, then this is a sign that the step is incomplete.



With that explained, it's time to dive into the search.

Searching for Sources

Having chosen a request type, the next step is to find sources. You can search by keyword, browse through solution categories, or examine acquisition solutions as a whole. Your goal with any of these methods is to arrive at sources.

The screenshot displays the eBuy search interface. At the top, there are four steps: 1. SEARCH, 2. SELECT, 3. PREPARE, and 4. SUBMIT. Below the steps, there is a search bar with the text "Search by keywords or Schedule/SIN/GWAC number" and a "GO" button. Below the search bar, there is a section titled "Not sure where to start? Here are some solution categories to help get you started." with several categories: Furniture & Furnishings, Industrial Products and Services, Information Technology, Office Management, Professional Services, and Security and Protection. At the bottom, there is a section titled "Looking for specific acquisition solutions?" with three options: Multiple Award Schedules, Technology Contracts, and Blanket Purchase Agreements.

Keyword Search

A keyword search can be conducted by entering words or phrases, which are then matched against the numbers, titles, and descriptions of the solutions and vehicles that are available.

Simply start typing, and eBuy will suggest matches based on what you type.

Search

Instructions: The first step in preparing a Request is selecting a category to post your requirements. Using the search field, enter keywords or general terms that best describe what you are looking for and eBuy will return the categories that match your search criteria.

IT consu| Find all terms Go

it consulting
it consulting sin
it consulting sins on

e solution categories to help get you started

eBuy also provides three options to enhance your search:

- Find all terms (default) – returns matches that include all of the specified keywords.
- Find any of these words – returns matches that include one or more of the specified keywords.
- Find exact phrase – returns matches in the exact order and spelling of the specified keywords.

To get the most out of your keyword search:

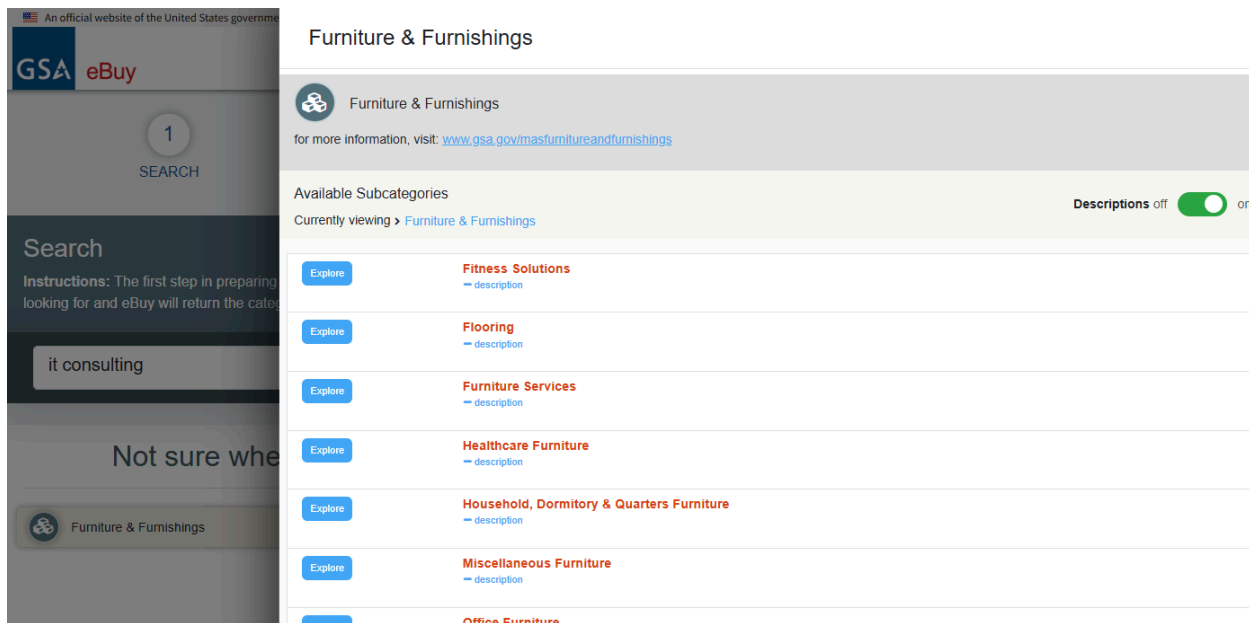
- Less is more - starting with fewer keywords may return a larger number of matches, but this will help determine if additional keywords are needed to narrow the solution scope. Use too many words and you may end up eliminating possible solutions.
- Think in terms of category, not product or service – eBuy searches at the level of solution categories (e.g. SINs), it does not look for specific product or service names.
- ALL keywords entered must be found in the same solution to be considered a match.
- 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 currently allow Boolean operators such as AND or NOT.
- eBuy finds what you tell it to find!

Solution Categories

The “solution categories” allow users to browse sets of like offerings without use of a keyword search.

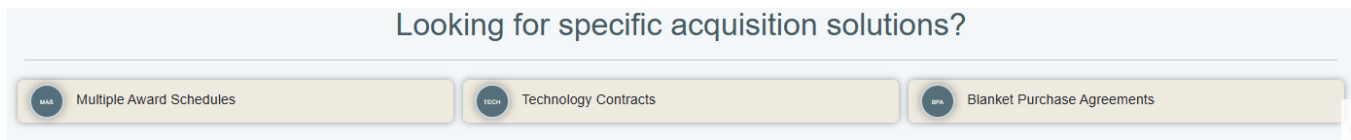
Click on any one of the categories to be presented with an overlay of the subcategories contained therein.

Click outside of the overlay to make it disappear.



Acquisition Solutions

For users looking to understand the available contract vehicles as a whole, the “acquisition solutions” provides a master list of the solutions available in eBuy. These include Multiple Award Schedules (MAS), Technology Contracts, and Blanket Purchase Agreements.



Information about each program can be found on their respective sites.

Search Results

eBuy scans the titles and descriptions of the solutions and categories available and displays all matches on the “search results” page. The page is divided into two columns: “jump to source” and “source listing”.

- Jump to Source – quickly navigate to an acquisition solution in the listing.
- Source listing – displays a list of the matching solutions and categories.
 - The results are sorted first by the category number (such as MAS, OASIS+, 65IB, etc.) and then by the subcategory number (238320, OASIS+SB, etc.)

Search Results

Instructions: The following categories contain matches for the keywords entered. Select a "Category" that best meets the criteria of your requirements. If you are unsure which category to choose, you will be able to "add" more categories during *Prepare Request*.

it consulting Find all terms GO Clear Search

Jump To Source

- MAS - Multiple Award Schedule
- 8ASTARS3 - 8(a) Streamlined Technology ...
- VETS2 - Veterans Technology Services...

MAS Multiple Award Schedule 4 categories available

Source Description
Available offerings include commercial goods and services organized by 12 Large Categories, corresponding Subcategories, and SINs.

Available Categories

Professional Services - Business Administrative Services

541611
Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting ... [show more](#)

Select

Professional Services - Technical and Engineering Services (non-IT)

541420
Engineering System Design and Integration Services
... product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance. Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and ... [show more](#)

Select

541690
Technical Consulting Services
Technical **Consulting** Services - Services include providing advice and assistance on technical domains and issues (except those covered by the environmental, energy, and **IT consulting** SINs on this Schedule). Typical associated tasks include, but are not limited to: strategic planning, feasibility analysis, requirements determination, policy interpretation and support, process analysis and/or development, research studies, testing (other than laboratory testing), program analysis, and associated support tasks.

Select

541715
Engineering Research and Development and Strategic Planning
... forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements ... [show more](#)

Select

Click “select” under any of the available categories to view a list of contract holders in that category.

Requests can include multiple categories (e.g. Engineering and IT Consulting), but they cannot span acquisition vehicles (e.g. MAS and OASIS+).

Selecting Sources

Having selected a solution and categories, it is time to select the contract holders to whom you would like to send the request. The “select a contractor” page presents all of the contract holders under the selected category and gives you the mechanism to filter and sort the list.

Any contract holder who holds a contract under the category will be able to see the request.

Please note: some contract vehicles such as MAS allow buyers to select specific contractors to notify, while other vehicles automatically include all contract holders under a category. To the greatest degree possible, eBay will inform you of these rules.

The “select a contractor” screen offers several options for managing and refining the list of contract holders in the selected category. You can also use this screen to indicate whether or not a request will be set aside for a small business.

Select a Contractor

Instructions: Listed below are contractors who currently have contracts under the Category you selected. Select the contractors you would like to invite to quote on your Request. You may request a response from any or all contractors listed, but in order to satisfy FAR requirements, you should select at least three (3) contractors (if available). Please remember that contractors are not required to submit a quote/bid.

Reminder: eBuy allows any contractor in this category to view and Quote/Bid on your Request even if they have not been selected to receive an email invitation. The only exception to this is if your Request is marked as a set-aside, and then only eligible contractors under that set-aside will be able to submit a Quote/Bid.

Socio-economic Designation

- ☐ Small Business (4)
- ☐ MAS 8(a) Pool - Competitive (1)
- ☐ SBA Certified Small Disadvantaged Business (2)
- ☐ SBA-Certified Women-Owned Small Business (2)
- ☐ Service Disabled Veteran Owned Small Business (1)
- ☐ Women-Owned Small Business (2)

MAS Multiple Award Schedule

541690

Change category

Technical Consulting Services

+ description

4 contractors available.

Is this a small business set-aside?

YES NO

0 contractors selected

Filter by Contractor Name or City, State

Continue >

Select All	Contractor	City, State	Socio-economic	Terms & Conditions/Price List	Web Page
☐			S W WO	Terms & Conditions Price List	
☐			Sa d S	Terms & Conditions + Price List	
☐			S	Terms & Conditions + Price List	
☐			d dv S W WO		



Some contract types (such as OASIS+) may require users to make additional acknowledgements. These statements will appear in a special section, and present the user with a checkbox to acknowledge.

Select a Contractor

Instructions: Listed below are contractors who currently have contracts under the Category you selected. These contractors will receive an email notice inviting them to quote/bid on your requirements.

* Warranted contracting officers must obtain an OASIS+ Delegation of Procurement Authority (DPA) to solicit, evaluate, or award task orders under OASIS+. While DPA training is required to post solicitations in eBuy, only warranted COs may receive the DPA certification. If needed, a DPA trained contract specialist may post solicitations in eBuy under the authority of a DPA-certified (delegated) OCO.

By issuance of this solicitation, I acknowledge that:

- I have completed the OASIS+ DPA training (FAC154 or live [OASIS+ DPA Webinar Training](#)).
- I'm the ordering contracting officer (OCO) with an OASIS+ DPA certificate, OR I'm a contract specialist (CS) issuing under the authority of OASIS+ DPA certified ordering contracting officer / "delegated" OCO, and
- I confirm that ordering activities will be conducted in accordance with the [OASIS+ Ordering Guide](#).

☐ Acknowledge

Socio-economic Designation filter

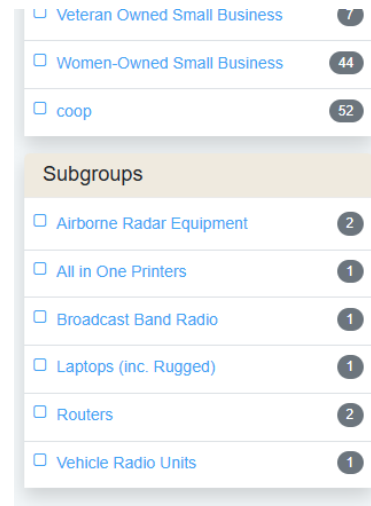
eBuy allows users to filter lists of contractors by socio-economic designation. The indicators listed alongside a contractor represent the socio-economic status of that contractor at the time of contract award. Click on any one of the indicators to see a full list of the socio-economic types that may appear in eBuy. These include:

<u>Code</u>	<u>Definition</u>
s	Small Business
o	Other Than Small Business
w	Women-Owned Small Business
wo	SBA-Certified Women-Owned Small Business
ew	SBA-Certified Economically Disadvantaged Women-Owned Small Business
v	Veteran Owned Small Business
dv	Service Disabled Veteran Owned Small Business
d	SBA Certified Small Disadvantaged Business
8a	SBA Certified 8(a) Firm / MAS 8(a) Pool- Competitive
h	SBA Certified HUBZone Firm
8aS	MAS 8(a) Pool - Sole Source and Competitive
to	Tribally Owned Firm
ai	American Indian Owned
an	Alaskan Native Corporation Owned Firm
hn	Native Hawaiian Organization Owned Firm
8ajv	8(a) Joint Venture Eligible
wojv	Women Owned Joint Venture Eligible
dvjv	Service Disabled Veteran Owned Joint Venture Eligible
hjv	HUBZone Joint Venture Eligible

Subgroups

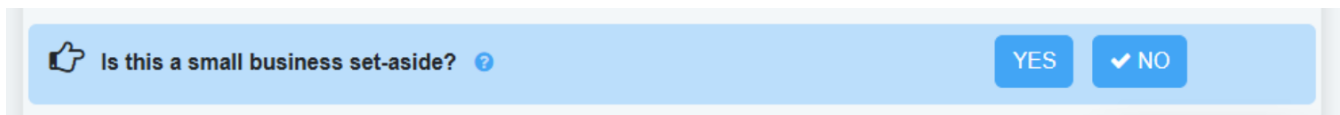
Many solutions in eBuy contain “subgroups”. These were created to give buyers the ability to clearly identify the smaller subsets of contractors that offer specific products and services under a broad MAS SIN or identify where specific certification requirements are met for technical products, services, or solutions. If subgroups are available for a solution, a "subgroups" filter box will appear below the socio-economic filter box.

Please note that contractors self certify subgroups. GSA does not assign subgroups for contractors.



Small Business set-aside

If set-asides are applicable to the acquisition solution, eBuy will provide the ability to flag the request as a “set-aside” acquisition. On the “select a contractor” page, the question “Is this a small business set-aside? Yes or No” will be displayed. The default selection within eBuy is “no”.



By selecting “yes” to a small business set-aside

- eBuy will refine the listing and only display those contractors with the set-aside selected.
- The request will be flagged as a “set-aside”
- Only contractors meeting the selected criteria (indicator) will be able to view and respond to the request.

In accordance with [FAR 8.405-5](#), ordering activity contracting officers may set aside orders at their discretion. Refer to the referenced citation and/or your own agency policy for more information on set-asides.

Requests that are designated as set asides will be indicated as such in the request details page.

Contractor Listing

The contractor listing displays a current list of contractors with contracts under the selected category. Please note that there may be contractors listed in GSA eLibrary that have a contract, but that are NOT displayed in eBuy. This happens when contractors have yet to upload an approved GSA Advantage price list, which is a requirement to participate in eBuy. The contractor listing is sorted alphabetically by contractor name.

0 contractors selected		Filter by Contractor Name or City, State		Continue >	
Select All	Contractor ▼	City, State ↕	Socio-economic	Terms & Conditions/Price List	Web Page
☐	1AAARDVARK	COLORADO SPRINGS, CO	dv s		
☐	AARON AARONSON, INC.	ANNAPOLIS, MD	s		
☐	ADVANCING ITTTT, LLC.	TAMPA, FL	d s	Terms & Conditions + Price List	
☐	AN AMAZING IT CORPO.	MC LEAN, VA	s w wo		
☐	AXEL POWER SYSTEMS INC	WEST SENECA, NY	s	Terms & Conditions + Price List	
☐	BURTON SUPPLY	HOUSTON, TX	s v		

Contractor listing fields

- **Contractor** – This is the company name recorded on the contract. If a company name includes a Doing Business As (DBA) name, it will also appear with the company name. More information about the contractor can be viewed by clicking on the contractor’s name. eBuy will display a Contractor Details box that includes important information about the contractor. This data is pulled nightly from GSA’s contract management system.
- **City, State** – represents the headquarters location of the business as recorded on the contractors contract. If the business headquarters is outside the US, the country name is also displayed.
- **Socio-economic codes** – denotes the socio-economic indicators associated with the contractor at the time of contract award.
- **Terms & Conditions / Price List** – if a “Terms & Conditions + Price List” button is displayed, you can use this link to view it.
- **Web page** – if an icon appears in this column, it means there is a link to the contractors own web site. This can be helpful in doing research on sources.

Depending on the vehicle chosen, select the contractors that you wish to notify, and click “continue”. You are now ready to move on to the next step.

Prepare Request

This step is where you will input your requirements.

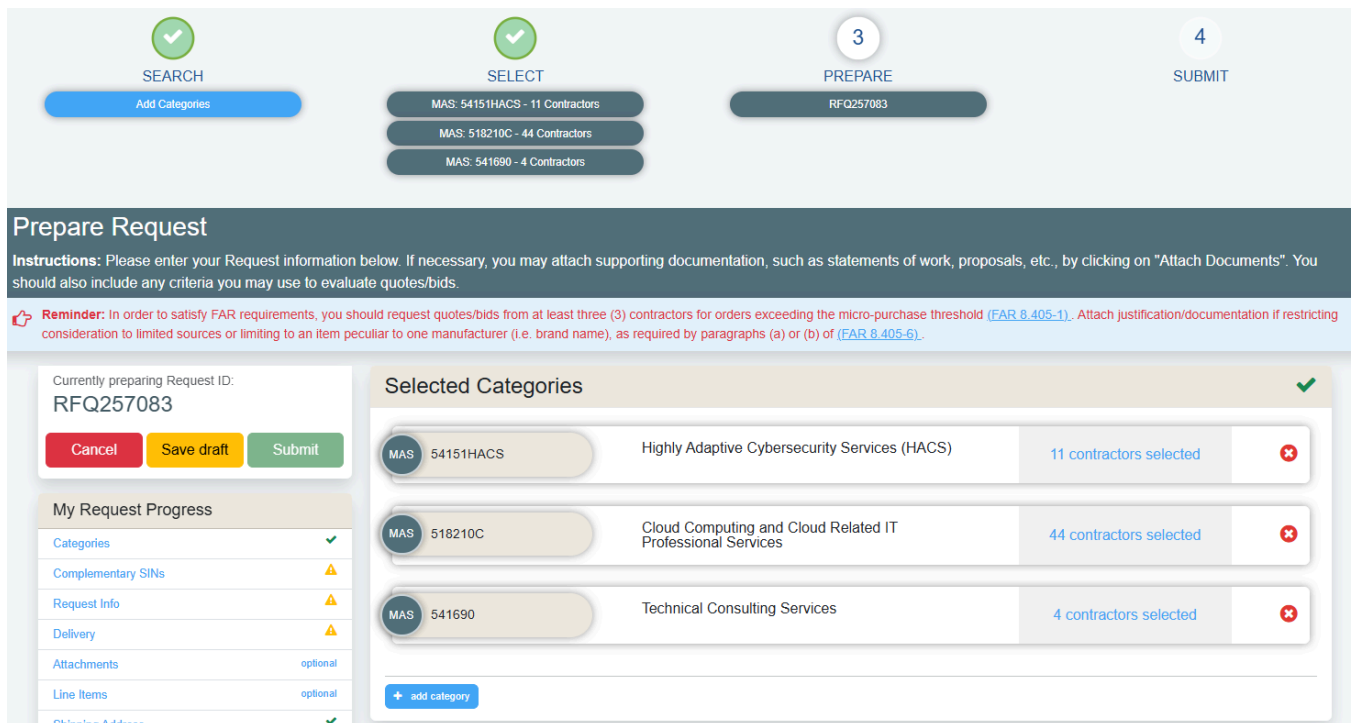
This page is divided into several sections, each of which will be covered in detail.



Before entering your requirements, you might want to add, or completely change the categories your request will go out under. Remember that any contract holder under a selected category is able to view and respond to the request. This is how eBuy fosters competition and transparency. Consider your requirements and do your best to ensure you have selected any and all applicable categories.

To add additional categories, click the “add categories” button underneath the “search. You will arrive at the “search” screen where you can once again perform a keyword search, browse categories, or look at vehicles. Follow the same process you followed earlier. All selected categories will appear.

When more than one category is present, a remove button  will appear. Note that the “change category” button will become “add category”.



Prepare Request

Instructions: Please enter your Request information below. If necessary, you may attach supporting documentation, such as statements of work, proposals, etc., by clicking on "Attach Documents". You should also include any criteria you may use to evaluate quotes/bids.

Reminder: In order to satisfy FAR requirements, you should request quotes/bids from at least three (3) contractors for orders exceeding the micro-purchase threshold ([FAR 8.405-1](#)). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of ([FAR 8.405-6](#)).

Currently preparing Request ID: RFQ257083

My Request Progress

Category	Status
Categories	✓
Complementary SINs	⚠
Request Info	⚠
Delivery	⚠
Attachments	optional
Line Items	optional
Shipping Address	✓

Selected Categories

MAS	Category Name	Contractors Selected	Action
54151HACS	Highly Adaptive Cybersecurity Services (HACS)	11 contractors selected	✕
518210C	Cloud Computing and Cloud Related IT Professional Services	44 contractors selected	✕
541690	Technical Consulting Services	4 contractors selected	✕

[+ add category](#)

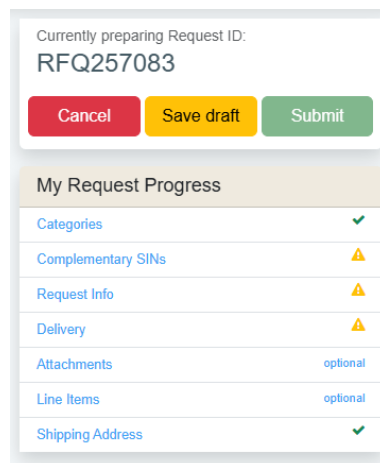
My Request Progress

The “My Request Progress” section notifies you of whether a section/field on the Prepare request page is completed, needs attention, or is optional. In order to post a request all mandatory fields must be completed.

 - a green check signifies a section where all of the mandatory fields have been completed.

 - a yellow warning signifies that a section needs attention and a mandatory field must be completed.

optional - 'Attachments' and 'Line Items' sections are mostly optional and not required in order to submit the request. You may use these sections at your discretion. Some request types may require entries in these fields.



My Request Progress	
Categories	✓
Complementary SINS	⚠
Request Info	⚠
Delivery	⚠
Attachments	optional
Line Items	optional
Shipping Address	✓

Here is an explanation of what each of the buttons does:

Cancel

At any point on the Prepare Request page, you can stop or cancel the creation of the request by clicking the "Cancel" button. This will delete all information including any attached documents on the request, even if you performed a "Save Draft" prior to pressing the "Cancel" button.

Save Draft

While on the Prepare Request page, you have the ability to save the request to draft at any point by clicking the "Save Draft" button. All of the information, including any documents you attached, will be saved along with the request. Once a request is saved to draft, do not click 'Cancel' as this will delete the request. After saving, it is safe to go to other functions of eBuy, or exit out of eBuy. To retrieve a draft request, visit My requests.

Submit

When you have completed entering/attaching the necessary information for the request, the "Submit" button will activate and inform you you can submit the request. If you have not completed the mandatory sections of the request, or if there is an error with one of your fields, the "Submit" button will not allow you to proceed. Place your mouse over the button to see an error description. There could be several errors you need to resolve before you can move forward.

Complementary SINS

Depending on the categories chosen, you may need to select complementary SINS. Their appearance and number vary, but you will need to indicate which (if any) you would like to include.

Selecting complementary SINS informs the contractor that the supplies and services they offer under the selected complementary SINS may be included in the response to the request.

here.'"/>

Request Info Fields

The “request info” is where you will configure most of the aspects of your request such as its title, description, and information about previous requirements. The fields, and their use are as follows:

- Request Title (mandatory)
 - The title of your request. This field is one of the most important and visible fields on the seller side, and it should be clear and easy to understand. Contractors sift through as many as hundreds of requests per day and the request title is their primary means of identifying opportunities.
- Reference #/uPIID (optional)
 - Buyers can annotate any internal reference or control number to help them manage their requests. Note that this number WILL be visible to contractors.
- Follow on Requirement and Historical Task Order Number
 - This field allows a user to indicate whether the request being posted is a follow on requirement. If the user checks the box, then the “Historical Task Order Number” field unlocks, allowing the user to input the number of the previous task order. These are optional fields, and will be visible to the seller if filled.
- Previous RFI Information and RFI Number
 - Users can specify whether or not the request being created was ever associated with a previous request for information (RFI). If the user opts to check the box, then the subsequent field for the request number becomes mandatory. “Previous RFI information” is not available when the request being created is an RFI. This field will be visible to sellers.
- Description
 - Provide a detailed description of the products and/or services requirement. You can use this field to emphasize any critical information that you want the sellers to pay extra attention to.
- Contract Type and Commerciality

- These fields are used to indicate which type of contact the buyer wishes to use and whether the requirement is commercial or non-commercial. These fields are interdependent with each other and with the selected contract vehicle. In some cases, multiple selections are allowed. It is ultimately up to the buyer to understand which combination of selections is appropriate for which vehicle and for any given requirement.
- Request Close Date
 - Check the box next to “I want my request to close on” and then set the close time. Requests must be open for a minimum of two calendar days. By default, eBuy will select a close date that is 5 calendar days from when you arrive at this screen. You can select any date between 2 and 60 days in the future.
- Award Method
 - Buyers can specify the award method that they intend to use. This is a mandatory field and only one of the options may be selected.
- Ordering Points of Contact
 - Buyers may specify additional points of contact that will be associated with the request. This information is NOT visible to sellers, so should not be used if the buyer intends any information entered to be shared. All of these fields are optional so buyers can enter as much or as little as they wish.

Delivery

This section communicates the details around buyer expectations with regard to the product or service in question. There are three options, each of which are best suited to certain scenarios.

- Deliver days after receipt of order (ARO)
 - This option lets the buyer set delivery to the destination within the number of calendar days identified. This method is typically used for products that can be shipped.
- Date of Award to Date of Completion (services only)
 - This option is typically used when the date of service is scheduled after award, and/or the exact dates of performance are not known.
- Period of Performance (services only)
 - This option is used when the buyer is looking for performance beginning and ending on a specific date.

Attach Documents

For many requests, the description field does not provide enough details for contractors to be able to provide accurate quotes. In these cases, eBuy provides an easy to use attach document feature where

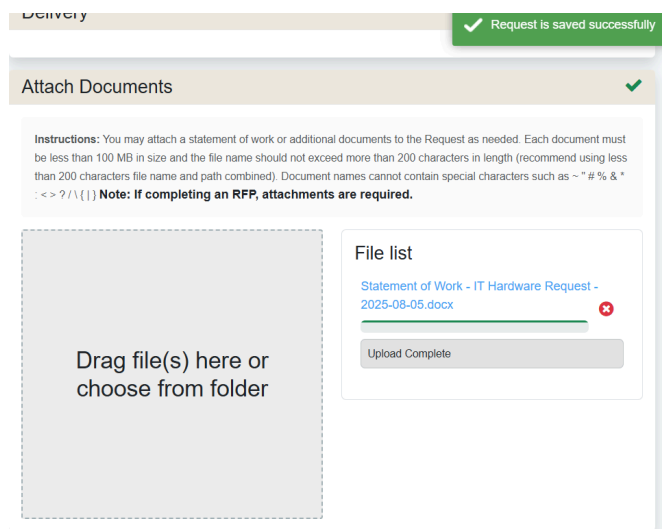
buyers can upload a statement of work, technical specs, schematics, floor plans, or any other supporting document that will help sellers provide an accurate response.

To get started, click the “attach document” button to open up the attachment capability.

If you have a file explorer open, you can drag and drop files directly into the “Drag file(s) here or choose from folder” area.

Alternatively, click the “Drag file(s) here or choose from folder” area to open up a file browser.

Choose the file you want to upload and click “open”. Your file will be attached to the request.



Once your file is attached, your request will save and the attachments will appear with the words “upload complete”.



If your request type is “Proposal”, then you must upload at least one attachment. If your request type is “Quote” or “Information”, attachments are not required.

Some additional information about attachments:

- Each attachment must be less than 100MB in size
- Most file formats are permitted, so long as they are not executables. Be mindful to note if you are attaching a file that requires special software to read.
- Filenames cannot contain most special characters. Stick with alphanumeric file names.

Line Items

If specific products are being requested, space is provided to enter line items or to upload a spreadsheet containing a list of line items.

Manual entry

If only a handful of items are being requested, then manual entry is very manageable. Use the manual entry interface to enter the part number, manufacturer name, product name, quantity, and unit (usually EA for each). You can also use this interface to select separate addresses for shipping each line item.

Adding Line Items via Spreadsheet

In cases where a large number of line items need to be added, it is recommended to use the bulk upload capability. Doing so will require downloading and filling out a spreadsheet template.

To access this function, click “add bulk line items”. You will be presented with an interface similar to the “attach documents” one. You can access the template from this interface. Download the template, fill out the required information, and then attach it and upload.

Add Bulk Line Items for RFQ257083

Instructions: To upload a list of line items to your Request:

1. Download an [editable spreadsheet](#) of the Request line items.
2. Enter mandatory line item data.
3. Upload template file with line items. File must be in xls or xlsx format.
4. Once the file has been successfully validated and uploaded, click “Add line items to the Request.”

Upload spreadsheet

If there are any errors in the spreadsheet, you will receive a validation error. eBay will create a new spreadsheet of your line items with all the errors highlighted in red. Each highlighted field must be addressed before the line items can be added to the request. Use this new copy to make your fixes and reupload the sheet to the request.

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.

ITEM/MFR PART NO	MANUFACTURER NAME	PRODUCT/SERVICE NAME	QTY	UNIT OF ISSUE
1		Radio		EA
2		Radio	10	EA
3		Radio	10	EA
4		Radio	10	EA
5		Radio	10	EA
6		Radio	10	EA
7		Radio	10	EA
8		Radio	10	EA
9		Radio	10	EA
10		Radio	10	
11		Radio	10	EA

Shipping Address

The shipping address displayed is automatically populated by eBuy from your default shipping address. Clicking the “change default address” button will open your Address Book and display a complete list of saved addresses from your GSA Advantage/eBuy account.

Once you have completed this section, you are ready to submit. If there are any errors left to resolve, you will get a message when you highlight the submit button. In this example, no selection was made for complementary SINS.

Currently preparing Request ID: RFQ257083

Complementary SIN(s) must be selected

Cancel Save draft Submit

My Request Progress

- Categories ✓
- Complementary SINS ⚠
- Request Info ✓
- Delivery ⚠
- Attachments ✓

Complementary SINS

Would you like to allow contractors to offer supplies and/or services under one or more of the following Complementary SINS under this Request?

☐ YES, please include the following Complementary SINS.

- ☐ Ancillary
- ☐ OLM

☐ NO

Note: The selection of Complementary SINS is based on the Categories and SINS chosen for this Request. The addition of a Complementary SIN to a Request will not expand/reduce the pool of contractors that have visibility to this opportunity, but it will notify the contractor that supplies and services they offer under these Complementary SINS are allowed in response to this Request.

Request Review and Submit

Pressing “submit” activates the “request review” function, which is your last chance to review your entries before your request is sent out into the community. An overlay will pop up with the information you filled in, allowing you to see it in a manner similar to how a seller would see it.

If you spot something you would like to change, click the “cancel” button located in the top right of the overlay. The overlay will close and you will be able to edit the fields.

Request ID: RFQ257083

Request Review

CANCEL SUBMIT

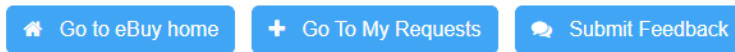
Instructions: Please review your Request below. If you need to change the Request, click the 'Cancel' button to return to the Prepare Request page.

If, however, you are ready to submit your request, press “submit”. You will receive a notification that your request was successfully submitted, and you will be able to navigate to other parts of the site.



RFQ257083 was successfully submitted.

What would you like to do next?



From this page, you can return to the main eBuy home page, access a list of your requests, or submit feedback via a survey. While we wait for quotes, now is a good time to explore other areas of eBuy.

My Requests

The “My requests” feature provides a central location for accessing and managing your requests. This page lays out all your requests, and gives you a filter mechanism to refine your list.

Request Type

This filter toggles whether the requests are active or archived. An active request can have several different statuses. Requests are archived roughly 14 days after there is no more activity to perform.

Request Status Definitions

- Open – this is the status for requests that have been submitted and the close date has not yet been reached. Please note that contractors only have the ability to submit quotes while the request is in an ‘open’ status.
- Closed – the request close date has passed. Contractors are no longer able to submit quotes.
- Cancelled – the request was cancelled by the buyer.
- Draft– denotes a request that has been saved in draft and not yet submitted.

Request Listing

The request list displays an inventory of the requests the buyer has created. This listing can be displayed in two different states: active and archived. The default view is “active”. Switching between the states is easily done using the filter.

All of the columns can be sorted by using the arrow  button that appears to the right of the column headers. The default sort is descending order by close date, with the latest close dates at the top.

Request List				
Displaying 18 Requests				
Filter by Request# or Title				
Request ID ↕	Request Title ↕	Close Date ↕	Responses Received	Status ↕
RFP257090	Facilities management expertise	10/08/2025 11:00:00 AM EDT	0	OPEN ✓ Active
RFQ256508	OASIS+HZ test RFQ	10/07/2025 09:00:00 PM EDT	1	OPEN ✓ Active
RFQ256367	Manage and secure data	10/06/2025 11:00:00 PM EDT	0	OPEN ✓ Active
RFQ257083	Specialized AI cloud hosting and security consulting	09/03/2025 10:00:00 AM EDT	0	OPEN ✓ Active
RFQ257078		08/18/2025 06:00:00 PM EDT	0	DRAFT ✓ Active
RFQ257077		08/18/2025 01:00:00 PM EDT	0	DRAFT ✓ Active
RFQ256506	Business owner testing eBay test site	08/09/2025 11:00:00 PM EDT	0	CLOSED ✓ Active

Request List Column Titles

The “request list” gives buyers a concise view of all their requests, and some useful data about each one. The columns in the request list are as follows:

- Request ID
 - This is the unique identifier assigned to each request. It is also the hyperlink you click to access the full request details. From there, you can forward, send Q&As, amend, or cancel a request.
- Request Title
 - The title you entered when preparing the request. As a reminder, it is a best practice to make titles clear and specific to make them stand out to sellers.
- Close date
 - This is the date and time that you selected to have your request close. A close date can be extended, but it cannot be shortened.
- Responses Received
 - Indicates the number of contractor responses you have received on the request.
- Status
 - Indicates whether the request is Open, Closed, Cancelled, or in Draft.

As mentioned earlier, clicking the Request ID number allows the buyer to enter the “request details” page. Let’s explore that page.

Request ID ↕	Request Title ↕
RFP257090	Facilities manage

Request Details

The request details page is where all of the elements of the request are located. Buyers get a complete picture of the request including status, dates, responses, and more. Buyers can also forward, amend, or cancel the request using the functionality on this page.

Request Details

Instructions: Quotes/Bids may be reviewed prior to the closing date, but no award can be made until the Request close date has passed. Please evaluate and respond to each quote/bid so that contractors are notified of the outcome.

Request ID: RFQ257083 Active

Return to My Requests

Forward

Send Q&As

Amend

Cancel

Print Request

Request Title

Specialized AI cloud hosting and security consulting.

Request Status

OPEN

Selected Categories & Contractors

MAS: 541690 - 4 Contractors

MAS: 54151HACS - 11 Contractors

MAS: 516210C - 44 Contractors

Reference # / uPID

2025-08-213G

Request Issue Date

08/15/2025 10:11 AM EDT

Follow On Requirement

Yes

Request Close Date

09/03/2025 10:00 AM EDT

Delivery

Date of Award to Completion

Historical Task Order Number

47Q7XA25D0013

Award Method

Best Value Trade Off

Previous RFI Information

Yes

Ordering Contracting Officer

Name if applicable

RFI number

RFI55555

Senior Contracting Officer

Agency 1

Commercial

5552021234

Contract Type

47Q7XA

Firm-fixed-price

47Q7XA

Ordering Contracting Specialist

Other Name

Procurement Contract Specialist

Agency 1

5552022345

47Q7XA

Description:

Environment must be able to support enough concurrent users to accommodate the needs of the organization. Previous RFI was posted on eBay in November of 2024. Please ensure all resumes of key personnel are in a readable text based format.

Attachments

+

Line Items -

+

Shipping Addresses or Place of Performances

+

Quotes/Bids Received

0 Selected

Print Quotes/Bids

Quote/Bid ID	Contractor	Date Recvd	Total Quote/Bid	Quote/Bid Status	Contractor Notified	Quote/Bid Expiration	PO	Contractor Attachments	Buyer Notes	
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Forward a Request

The “Forward” function provides the ability for you to give a co-worker the ability to review and perform all editing functions (i.e. Amend, Award notifications, etc.) on the request.

Important rules to be aware of when forwarding an request:

- The recipient must be registered as a user of eBuy in order to access the request.
- All recipients will have full access to the request, and are able to perform all actions relating to processing the request.
- Forwarding the request does not relinquish your ability to review and send award notification.
- There is no way to withdraw the recipient's access to the request once forwarded – please only forward to people you trust.
- Do not use the forward function to send the request to contractors. They won’t be able to retrieve it that way.
 - If you want to add contractors, you need to amend the request and go through the “search” process.

Send Q&As

The “Send Q&As” function is a specialized attachment workflow that is designed for buyers to post answers to questions that they have received from contractors. It functions in the very same way as the attachment workflow, but will be noted with a special “Q&A” tag.

Amend a Request

The “amend” feature allows a user to edit a request that has already been submitted. Buyers might want to amend requests to update the close date, add additional documentation, answer questions, or add additional categories or contractors.

Amend Request

Instructions: Please update the Request to reflect the changes you described in the Amend Request Description.

Reminder: In order to satisfy FAR requirements, you should request quotes/bids from at least three (3) contractors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Currently amending Request ID:
RFQ257083

Cancel **Submit**

My Request Progress

Request Amendment	✓
Categories	✓

Amendment #1 ✓

*** Amend Request Description** (Describe changes or purpose of amendment).

Close date is being extended by an additional week to accommodate for the updated requirements.

Selected Categories ✓

When amending a request:

- The description of the amendment is a mandatory field.
- You will need to re-acknowledge your close date before you can submit the changes.
- You may only add new categories to a request, you cannot delete categories that were already included.
- Only requests that are still open may be amended. Closed requests would have to be reissued.
- You cannot “de-set-aside” a request that has already been designated as a set-aside.

Cancel Request

eBuy provides the ability to cancel a request so long as its status is still “open”. When a cancel action is initiated, eBuy will prompt the user to enter a reason.

When deciding to cancel a request

- It is mandatory to provide an explanation or reason for the cancellation of the request.
- The cancellation reason will be forwarded to all the contractors who have submitted a quote, and to those who were selected during the “select contractors” step.

Cancel Request

Instructions: Please enter a reason for the cancellation below. This information will be provided to the contractors.

Request ID:
RFQ257083

***Cancellation Reason**

This request will be combined with another procurement and reissued within two weeks.

Cancel **Cancel Request**

Re-issue Request

If a request has a status of “closed”, the request may be reissued. Re-issue saves time by preserving some of the original inputs. In cases where requests are recurring, or when a request had to be cancelled, this feature saves time.

When a request is re-issued, almost all information is transferred to the new request (including attachments) except for the following:

- Request type: you will be prompted whether you want to request a quote, proposal, or information.
- Request number: the new request will have a brand new number.
- Close date: the request will need a new close date to be selected.
- Selected contractors - the solutions/categories selected on the previous request will move to the new request. However, you will need to re-select the contractors you’d like to notify.

Quotes/Bids Received

When quotes/bids are received, the “request details page” lists and provides quick access to each one.

- Quote/Bid ID – this is the unique identifier assigned to each contractor’s quote/bid. Clicking Quote/Bid ID will forward you to the Quote/Bid Details page.
- Contractor – this is the company name that submitted the quote/bid, along with their socio-economic indicators.
- Date Recvd – the date/time the quote/bid was received by eBuy.
- Total Quote/Bid – if the contractor entered a total quote/bid price, it will be displayed in this column. In some instances the contractor may not have included a total quote/bid price in this field. Please review the quote/bid individually to see how the quote was submitted.
- Quote/bid Status – indicates the current status of the quote/bid. Clicking any status will display status definitions.
- Contractor Notified – the date that the contractor was sent an award notification (or a no-award notification)
- Quote/Bid Expiration – this is the date, set by the contractor, for when the quote/bid will expire. Once a quote/bid has expired, the quote/bid cannot be award notified or no-award notified. A contractor can edit a quote to extend the expiration date.
- Contractor attachments – if a contractor has attached any documentation to the quote/bid, this column will provide quick access to these documents.
- Buyer notes – any notes that you recorded on your quote/bid can be accessed here. This field is intended to provide an informal way of adding notes to review a quote/bid. They are NOT visible to contractors.

The statuses, and their definitions are as follows:

Quote/Bid Details

The Quote/Bid Details page is accessed by clicking the “quote/bid ID” number on the request details page. Quote/Bid details provides information about the contractor including contract details and point of contact, and the quote/bid details submitted by the contractor for the request.

The screenshot shows the eBuy Quote/Bid Details page for RFQ ID: RFQ248169-TOF. The page is titled "Quote Details" and includes a navigation bar with links for RFQ Finder, Prepare an RFQ, My RFQs, Messages, and a Welcome message. The main content area displays the following information:

- RFQ ID:** RFQ248169-TOF (Active)
- Quote ID:** RFQ248169-TOF
- Vendor:** BEST OFFICE INC. (GSA eBuy logo)
- Contract #:** GS-99-9999X
- Contract End Date:** 09/19/2020
- Source Category:** 75/75 200
- Contract Price:** 0 Days 0.0%
- FOB:** Destination
- Total Quote Price:** \$15,380.00
- Quote Updates:** Update 1: 10/23/2016
- Vendor Comments & Attachments:** Vendor Comments: Added an additional line item. Vendor Attachments: No Attachments.
- Line Items:** A table with columns: Item #, Part Item #, Manufacturer, Product/Service Name, Qty, Unit, Unit Price, and Total Price. The table contains two items: ABC123 (Paper, 120 units, \$0.00) and XYZ (copy Paper, 120 units, \$9.00). The total line items amount to \$1,080.00.
- Summary:** Total Dollar Amount in Attachments: \$14,300.00; FOB Transportation Cost: \$0.00; Total Quote: \$15,380.00.
- Actions:** Two buttons are visible: "Do Not Award - Notify Vendor" (red) and "Award - Notify Vendor" (green).

Some of the fields in this screen are automatically populated by the system. Here is a breakdown of all the information that a contractor can submit in a quote/bid through eBuy.

- Your quote/bid is good until (mandatory) – this is the date that a contractor has decided before the quote/bid expires and can no longer be awarded. eBuy requires that quotes be good for a minimum of seven (7) calendar days from the request close date.
- Line items (optional)
 - Line items added by the buyer – the contractor has the option of submitting a quote unit price for each line item entered by the buyer on the request.
 - Line items added by the seller – contractors may include additional line items on a quote/bid that were not originally entered by the buyer.
- Prompt Payment (optional) – contractors can offer a discount for prompt payment. That figure would be seen here.
- FOB (mandatory) – Free on board, a transportation term that indicates whether the price for supplies/services includes delivery at the contractors expense. There are three FOB options available to contractors when they submit a quote:
 - Destination – the unit price includes delivery of the supplies to the shipping destination

- Origin/Prepay – price does not include delivery, the contractor pays and invoices the buyer for freight charges.
- ORigin/GBL (Government Bill of Lading) – the price does not include delivery, the buyer is responsible for arranging the transportation.
- Contractor comments (optional) – this area provides contractors with an area to include any information not captured in any other field or documents that will help the buyer review a quote.
- Contractor attachments (optional) – any documents that the contractor attached will be accessible from this panel.
- Total Dollar Amount in Attachments (optional) – if quote/bid pricing is contained in any contractor attached documents or comments, the contractor is asked to provide a total dollar amount.
- FOB Transportation Cost (optional) – If FOB=Origin is selected by the contractor, the contractor is asked to include the transportation costs if known.
- Total Quote/Bid – the total quote/bid is automatically computed by eBay; Total line items + total dollar amount in attachments + FOB Transportation = Total Quote/Bid



Some helpful information about quotes/bids on eBay:

- You may begin reviewing quotes/bids as soon as they come in.
- eBay does not allow quotes/bids to be award-notified until the request has actually closed.
- Buyer notes area
 - You have the ability to add notes to each quote/bid
 - Notes may be added at any time.
 - These notes are visible only to the buyer and will also appear on the request details page.
 - Once submitted, these notes become part of the official request file.

Award and no-award notifications

When reviewing quotes/bids in eBay, award notification changes depending on whether or not the request contains any line items. How you proceed depends on the scenario in question.

When you award a quote/bid that has no line items, eBay provides an easy way to notify the remaining contractors who submitted quotes/bids (and who have a quote/bid status of pending response) that they were not selected for the award.



Award notifications apply to requests for quotes and requests for proposals. A request for information cannot be award-notified.

To send the “no-award” notifications, simply

- 1) (optional) Provide a message to the contractors regarding the award.

- 2) Select the contractors you want eBuy to inform they were not selected for the award on the request.
- 3) Click “Send No Award notifications”.

Do not award - notify contractor

For quotes/bids that you do NOT plan on awarding, select “do not award – notify contractor”. eBuy will notify the contractor that they were not selected for award on the request.

For requests and/or quotes/bids that have line items, buyers have the option to make “partial” or “multiple” awards at the line item level. Please note that a line item can only be awarded to one quote/bid – you cannot split the same line item between quotes/bids.

Line Items —

View: 10

Award Line Item	Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Unit Price	Total Price
No ☒ Yes	1		UID	3	EA	3	\$100.00	\$300.00
No ☒ Yes	2		UID	3	EA	3	\$100.00	\$300.00
No ☒ Yes	3		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	4		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	5		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	6		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	7		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	8		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	9		UID	3	EA	1	\$100.00	\$300.00
No ☒ Yes	10		UID	3	EA	1	\$100.00	\$300.00

Total Line Items: **\$4,302.70**

Prev
1
2
Next

Total Dollar Amount in Attachments: **\$0.00**
FOB Transportation Cost: **\$0.00**
Total Quote: \$4,302.70

Submit Line Items

What happens when I click "Submit Line Items"?

For items selected with "Yes", eBuy will generate an email message to the vendor of the award – it does not obligate funds. Once awarded, you may generate a purchase order using eBuy or via your own ordering system.

For items selected with "No", eBuy will generate an email message to the vendor of items not selected for award.

When contractors submit their line item prices, there are a few scenarios that you need to be aware of when reviewing the quote/bid.

- eBuy does not force a contractor to quote on every line item listed in the request. If a contractor does not wish to quote on the line item, they will leave the unit price for that item empty.

- A contractor may elect to offer or include the line item “free of charge” with their quote. In this situation, the contractor will enter \$0.00 in the Unit Price field for the item. Please note that these items offered free of charge are usually coupled with the award of other line items in the quote/bid.
- Contractors have the ability to submit additional line items with their quote/bid. The line items added by the contractor will be appended to the end of the request line items. Please note that these additional line items will only appear on that contractors quote/bid – they will NOT appear in the original request or on any other contractors quote/bid.

Line Items - 6							
Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Unit Price	Total Price
b1			5	AA	1	\$1.00	\$5.00
b2			5	AB	1	\$2.00	\$10.00
b3			5	AC	1	\$3.00	\$15.00
			5	AD	1	\$4.00	\$20.00
s1			5	AE	1	\$5.00	\$25.00
s2			5	AF	1	\$6.00	\$30.00
Total Line Items						\$105.00	

Creating a Purchase order in eBuy

When a quote/bid is awarded in eBuy, a “Create PO” link will be displayed on the request details page. Creating a PO in eBuy is an optional service and may not be appropriate for most awards in eBuy - especially awards for services which typically require more dialogue with the contractor, or a more formal method of setting up payment.



The “create purchase order” functionality is only available for MAS and BPAs. It is also not available when the request type is “information”.

To Create a PO in eBuy

Quote ID	Vendor	Date Recvd	Total Quote	Quote Status	Vendor Notified	Quote Expiration	PO	Vendor Attachments
RFQ254060-WUM	ABC COMPANY	01/03/2023 11:11 AM EST	\$22,720.00	Awarded	02/27/2023	03/06/2023 2:00 PM EST	Create PO	View Attachments

- 1) Click the “create PO” link in the “PO” column of any given quote/bid on the request details page.
- 2) If you already have a purchase card payment loaded to your GSA Advantage account, you will be forwarded to the Checkout Review page. Note: If no purchase card is available, eBuy will prompt you to enter a purchase card. eBuy does not allow any other methods of payment.

GSA
eBuy

[RFQ Finder](#)
[Prepare a New RFQ](#)
[My RFQs](#)
[Messages](#)
1

Checkout Review

Instructions: Please review the details of your order and modify as necessary. When you are done, click the Process Order button to submit your order.

RFQ ID: RFQ254060

Customer Information

Joe Smith
703-55-5555
joe.smith@gsatest.gov
General Services Administration

Payment Information

Card:
xxxx-xxxx-xxxx-0000
Expiration Date:
August 2026

Order total: \$22,720.00

Process Order

Purchase Order: 47QDCC23M00GM

Contractor

ABC COMPANY

Dealers

ABC COMPANY

123 Company address goes here

Requisition/Reference #

RFQ254060

Delivery

Period of Performance 2/1/23 - 2/1/24

FOB

Destination

Notes

Comments

Shipping Addresses

#	Shipping Address	Individual Receiving Shipment
1		



Purchase Orders created in eBuy are stored and available for your view in your GSA Advantage Order History Session.

Thank you for using this guide, and for using eBuy!. Please feel free to reach out to the etools helpdesk with any questions.

Future revisions will update screens and add more explanations as user feedback is received.