



## BUYER 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 (products) and services. For federal, state, and local government agencies (buyers), eBuy maximizes their buying power. By leveraging the power of the Internet, eBuy increases contractor participation to obtain quotations that result in best value purchase decisions. Buyers can also use eBuy to request information and find sources to fulfill their requirements.

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 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.

## Federal Government

Federal government agencies have full access to post RFQs for supplies and services under all acquisition solutions on eBuy.


## State and Local Government

State and local government entities are limited to posting RFQs under the authority of the [Cooperative Purchasing Program](#) and the [Disaster Recovery Purchasing Program](#).


# 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.

Quotes Received	
Quote ID	Vendor
RFQ812	Other than small business
	

## 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. Vendor Selection' page, the vendor listing can be sorted by 'Vendor' 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.

# Accessing GSA eBuy

GSA eBuy is a component of and shares account information with GSA Advantage. In order to access GSA eBuy, Buyers are required to register on GSA Advantage. You will use the same User ID and Password on GSA eBuy and GSA Advantage.

To access the GSA eBuy Buyer website:

1. Go to <http://www.ebuy.gsa.gov>
2. At the top of this page you will see "Sign in as a .... **Buyer**", click Buyer to display the Sign In.
3. Enter your User ID in the **User ID** box.
4. Enter your Password in the **Password** box.
5. Click **Sign in**.

## PIV/CAC Login

An alternative way of logging into eBuy is to use your Personal Identity Verification (PIV) or Common Access Card (CAC) card. Simply click on the "Sign in with PIV/CAC card (beta)" button on the signin page.

Sign in with PIV / CAC card (beta)

**Important** - 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:

1. Login to [GSA Advantage](#).
2. Navigate to the "My Account" > "Member Information" page.
3. Select the new "Register PIV/CAC card" button and follow the instructions provided to register your PIV/CAC card.

# 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 RFQs, the ability to begin preparing a new RFQ, view messages pertaining to your RFQs, and view eBuy related news articles.

## Top Navigation Menu

The top navigation menu is available throughout the GSA eBuy website. This feature is the main feature to access the different areas of eBuy.



## RFQ Finder

The RFQ Finder feature serves two purposes in eBuy:

1. Provides a quick way for you to open an RFQ you have created.
2. Provides the ability to “retrieve” an RFQ that has been forwarded to you from another eBuy user. Note - you will be asked to provide a password when retrieving an RFQ you did not create. Once the password is accepted, you will have full access to manage this RFQ.

## Prepare an RFQ

Creating a new RFQ can be started at any point in eBuy. Clicking this menu link will start the RFQ preparation process at “Step 1 – Search”.

## My RFQs

My RFQs provides quick access to all of your ‘Active’ and ‘Archived’ RFQs.

## Messages

The Message feature provides notifications/alerts of recent activity concerning your RFQs.

## Welcome <Your Name>

By clicking on “your name”, eBuy provides a snapshot of your GSA Advantage/eBuy account information. If any information needs updating, links are provided to the GSA Advantage member Information page where you can make the necessary changes.

# Progress Tracker

When preparing a new RFQ in eBuy, a progress tracker bar will be displayed at the top of the page. Our easy step-by-step progress tracker will guide you through the steps of preparing your RFQ, and inform you if a step is completed or needs attention.




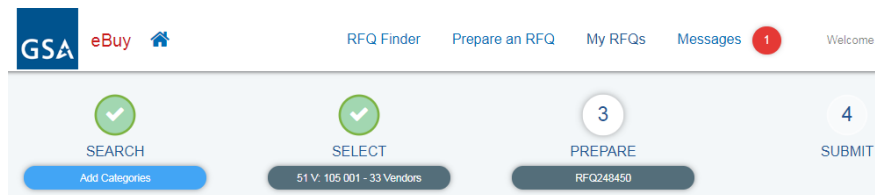
The 4 required steps that must be completed to post an RFQ on eBuy are:


1. **Search** – find the solution to post your requirements.
2. **Select** – select contractors to notify.
3. **Prepare** – provide the necessary information about your requirements.
4. **Submit** – review and submit your RFQ.

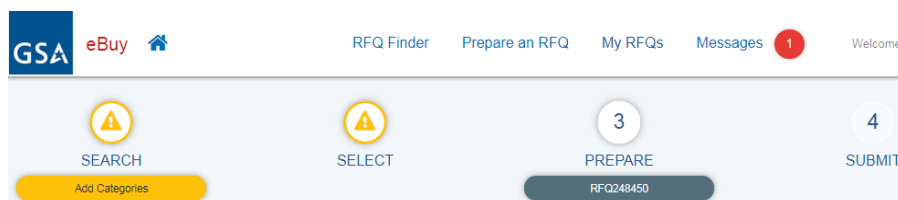
The tracker provides easy recognition of:

- what step you are on
- what steps have been completed
- and what steps remain.

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



If a yellow warning sign  appears in the step number, this is an indication that this step is incomplete and will need additional action before you can post the RFQ in eBuy.



## Search – Step 1

The first step in preparing a Request For Quote (RFQ) is to search for a solution to post your requirements. The *Search* page provides three approaches or tools to assist in finding the right solution for your business needs: 1) Keyword Search, 2) Solution Guide, and 3) Acquisition Solution.

1 SEARCH      2 SELECT      3 PREPARE      4 SUBMIT

### Search

Instructions: The first step in preparing a Request For Quote (RFQ) 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.

Search by keywords or Schedule/SIN/GWAC number      Find all terms      GO

Not sure where to start, here are some solution categories to help get you started.

Fall/Winter Supplies & Services	Winter Supplies & Services	Building & Industrial	Disaster Relief
Furniture & Furnishings	Hospitality, Cleaning, & Chemicals	IT Solutions & Electronics	Laboratory, Scientific, & Medical
Law Enforcement, Fire, & Security	Office Solutions	Recreation & Apparel	Services
Tools, Hardware, & Machinery	Travel & Transportation Solutions	Vehicles & Watercraft	Wildland Fire & Equipment

Looking for specific acquisition solutions?

Multiple Award Schedules	Technology Contracts	Blanket Purchase Agreements
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## Keyword Search

A search of available solutions can be conducted by entering keywords, which are matched against the numbers, titles, and descriptions of solutions.

eBuy provides three search options:

1. **Find all terms** – returns matches that include all of the specified keywords.
2. **Find any of these words** – returns matches that include one or more of the specified keywords.
3. **Find exact phrase** – returns matches in the exact order and spelling of the specified keywords.

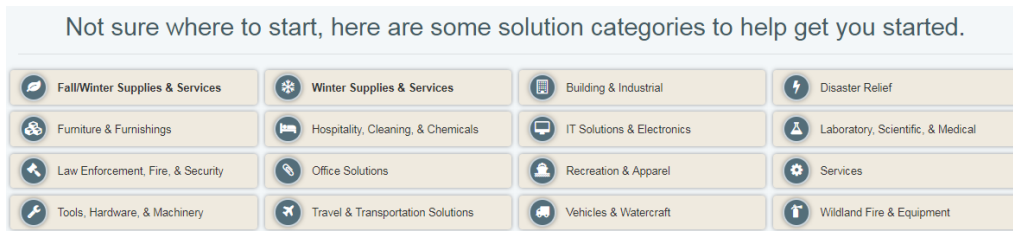
## Helpful information/tips on searching in eBuy

- 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 entering 'sporting goods' instead of 'hockey stick', or "Auto Repair" instead of "Ball Joint".
- 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 allow Boolean operators such as AND or NOT.
- eBuy finds what you tell it to find!

## Solution Guide

The solution guide provides the ability for you to explore or "drill down" through the solutions offered in eBuy.

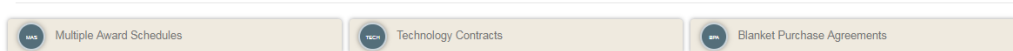




## Acquisition Solutions

Another method for discovering acquisition solutions available in eBuy is by viewing a listing of available solutions arranged by acquisition programs. eBuy currently provides a master list of all solutions available under Multiple Award Schedules, Technology Contracts, and Blanket Purchase Agreements.

Looking for specific acquisition solutions?



**Multiple Award Schedules** – Multiple Award Schedules (MAS) (also referred to as GSA Schedules or Federal Supply Schedules) are long-term Governmentwide contracts with commercial firms providing Federal and state & local government buyer’s access to millions of commercial products and services at discount pricing.

**Technology Contracts** – GSA technology contracts cover the whole spectrum of IT solutions – from network services and information assurance, to telecommunications and purchase of hardware. This section provides the following:

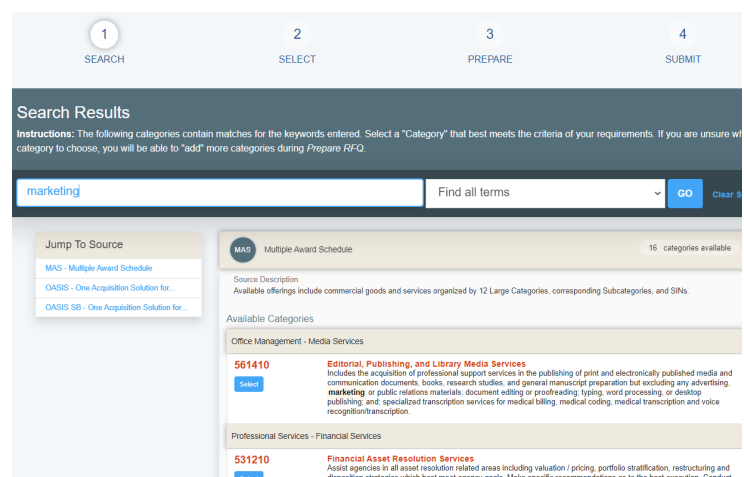
- **Governmentwide Acquisition Contracts (GWACs)** – task order or delivery order contracts for information technology.
- **Network Services and Telecommunications** – cost effective solutions for your agency’s communications infrastructure and network needs.

**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.

## Search Results

When a keyword search is initiated, 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 (i.e. MAS, OASIS, 651B, etc.), and then by the subcategory number (238320, OASIS POOL1, etc.).



# Select a Vendor – Step 2

After selecting the solution and category to post your RFQ, the second step is selecting the contractors you would like to invite to quote on your RFQ. The *Select a Vendor* page is divided in two main columns: a filter column (left side), and a vendor listing (right side).

For most solutions on eBuy, you are allowed to select/invite as many contractors as you wish, however, it is recommended that you select at least three (3) contractors in order to satisfy FAR requirements.

*Note* - there are solutions in eBuy that have specific rules regarding notifying contractors, like mandatory notification of all contractors. If you happen to select one of these solutions, eBuy will automatically inform you of these rules.

**GSA eBuy** RFQ Finder Prepare a New RFQ My RFQs Messages Welcome, RICH

1 SEARCH Add Categories 2 SELECT 3 PREPARE 4 SUBMIT

### Select a Vendor

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

**Reminder:** eBuy allows any vendor in this category to view and quote on your RFQ even if they have not been selected to receive an email invitation. The only exception to this is in the event that your RFQ is marked as a set-aside, and then only eligible vendors under that set-aside will be able to view and submit a quote.

**Socio-economic Designation**

- ☐ Small Business 6
- ☐ Economically Disadvantaged Women Owned Small Business (EDWOSB) 1
- ☐ SBA Certified 8(a) Firm 0
- ☐ SBA Certified HUBZone Firm 0
- ☐ SBA Certified Small Disadvantaged Business 2
- ☐ Service Disabled Veteran Owned Small Business 2
- ☐ Veteran Owned Small Business 0
- ☐ Woman Owned Business 2
- ☐ Women Owned Small Business (WOSB) 2
- ☐ coop 0

**MAS Multiple Award Schedule**

**561410 Editorial, Publishing, and Library Media Services**  
Change category + description  
6 vendors available.

**Is this a small business set-aside?** YES NO

0 vendors selected Filter by Vendor Name or City, State Continue >

Select All	Vendor	City, State	Socio-economic	Text File	Web Page
<input type="checkbox"/>	...	...	d dv s	<a href="#">...</a>	<a href="#">...</a>
<input type="checkbox"/>	...	...	s wo	<a href="#">...</a>	<a href="#">...</a>
<input type="checkbox"/>	...	...	d ew s w wo	<a href="#">...</a>	<a href="#">...</a>

## Socio-economic Designation filter

By law, Federal agencies must seek to contract with small business and to reach small business statutory goals whenever possible. The Socio-economic Designations filter provides an easy way to refine the listing of vendors by a particular indicator. For more information about socio-economic utilization, visit <http://www.gsa.gov/schedulesandsbgoals>.

Socio-Economic Indicators signify the business size and business status of the contractor. The indicators listed with a vendor represent the socio-economic status of the vendor *at the time of contract award*. Here is a list of socio-economic indicators you may see in eBuy:

Code	Definition
s	Small business
o	Other than small business
w	Woman Owned business
wo	Women Owned Small business (WOSB)
ew	Economically Disadvantaged Women Owned Small business (EDWOSB)
v	Veteran Owned Small business
dv	Service Disabled Veteran Owned Small business
d	SBA Certified Small Disadvantaged business
8a	SBA Certified 8(a) Firm
h	SBA Certified HUBZone Firm

## Subgroups

Many solutions in eBuy contain “subgroups” (i.e. 541690E, 54151S, etc). Subgroups 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 in their eBuy Profile. GSA *does not* manage or assign subgroups for contractors.

The image shows two filter boxes. The top box, titled "Socio-economic Designation", contains a list of checkboxes for various business categories: Small Business (98), Economically Disadvantaged Women Owned Small Business (EDWOSB) (7), SBA Certified 8(a) Firm (17), SBA Certified HUBZone Firm (7), SBA Certified Small Disadvantaged Business (33), Service Disabled Veteran Owned Small Business (26), Veteran Owned Small Business (6), Woman Owned Business (17), Women Owned Small Business (WOSB) (14), and coop (0). The bottom box, titled "Subgroups", contains a list of checkboxes for specific services: Building Commissioning Services (30), Energy Audits (31), Energy Services Consulting (35), and Metering Services (25).

## Small Business set-aside

If set-asides are applicable to the acquisition solution, eBuy will provide the ability to flag the RFQ as a ‘set-aside’ acquisition. On the *Select a Vendor* page, the question, “Is this a small business set-aside? YES or NO” will be displayed. Please note that eBuy automatically defaults this question to “NO”.

The image shows a blue banner with the question "Is this a small business set-aside?" followed by a question mark icon. To the right of the question are two buttons: a blue "YES" button and a blue "NO" button with a checkmark icon.

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 RFQ will then be flagged as a ‘set-aside’
- *Important - only contractors containing the selected indicator will be able to view and quote on your RFQ.*

In accordance with [FAR 8.405\(a\)](#), the buying contracting officer, at their discretion, may set aside orders and BPAs for small business and the following small business subcategories:

- Small Business
- SBA Certified 8(a) firm
- SBA Certified HUBZone firm
- Service-disabled veteran-owned small business (SDVOBS)
- Economically disadvantaged women-owned small business (EDWOSB)
- Women-owned small business (WOSB)

Here are some helpful resources for acquisition planning:

- [GSA Schedules and the Utilization of Small Business](#) [PDF - 634 KB] - Detailed presentation on current regulation and available flexibility
- [Process Map](#) [PDF - 182 KB] - step-by-step approach for utilizing small business under MAS
- [Sample Request-For-Quote Language](#) [PDF - 47 KB] - making small business the primary evaluation factor
- [Small Business Set Aside Frequently-Asked-Questions](#)

## Vendor Listing

The vendor 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 are *not* displayed in eBuy because they do not have an approved GSA Advantage pricelist (a requirement to participate in eBuy). The vendor listing is sorted alphabetically by vendor name.

Select All	Vendor ▾	City, State ↕	Socio-economic	Text File	Web Page
<input type="checkbox"/>	ABC TOOL COMPANY INC	SAN DIEGO, CA	<span>S</span>		
<input type="checkbox"/>	HARDWARE & TOOLS COMPANY	BALDWIN PARK, CA	<span>S</span>		
<input type="checkbox"/>	PARTS PARTS PARTS	PARMA, OH	<span>O</span>		
<input type="checkbox"/>	READY TOOLS CO	PHOENIX, AZ	<span>S</span> <span>W</span>		
<input type="checkbox"/>	XYZ WOODWORKING	INDIANAPOLIS, IN	<span>S</span>		

## Vendor listing fields

- **Vendor** - 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 vendor's name. eBuy will display a *Vendor Details* box that includes important information about the contractor. Note - 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.
- **Text File** – if a document icon is displayed, you can view the contractor's authorized FSS Price List. The FSS Price List is provided by the contractor and contains the products, services, and terms and conditions of the contract.
- **Web Page** – the world icon indicates that a link to the contractor's web page is available. This link can assist in finding out more information about the contractor.

# Prepare RFQ – Step 3

The third step in creating an RFQ is providing all the pertinent information necessary for a contractor to submit a quote. The *Prepare RFQ* page is divided into several sections: Categories, RFQ Info, Delivery, Attachments, Line Items, and Shipping Address.

## My RFQ Progress

The My RFQ Progress section notifies you of whether a section/field on the *Prepare RFQ* page is completed, needs attention, or is optional. In order to post an RFQ, 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 *optional* and not required in order to submit the RFQ. You may use these sections at your discretion.

Currently preparing RFQ ID: RFQ1484754

Cancel Save draft Submit

My RFQ Progress	
Categories	✓
Complementary SINs	⚠
RFQ Info	⚠
Delivery	⚠
Attachments	optional
Line Items	optional
Shipping Address	✓

## Cancel

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

## Save Draft

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

## Submit

When you have completed entering/attaching the necessary information for the RFQ, the “Submit” button will activate and inform you you can submit the RFQ. If you have not completed the mandatory sections of the RFQ, the “Submit” button will not allow you to process the RFQ and describe what information needs attention. Please note that the My RF Progress section will also display a yellow warning icon ⚠ signalling which section needs attention. Once your RFQ is successfully submitted, eBuy will automatically send the notifications to the contractors you selected.

Submit RFQ

Submit

RFQ Description is required.

Submit

## Selected Categories


The Selected Categories section identifies the categories you have selected to post the RFQ. *eBuy will only allow those contractors whose contracts include a*

Selected Categories			
MAS	339940	Office Products	1 vendor selected
MAS	3399400S4	OS4 Office Products and Supplies	Add Vendors

+ add category

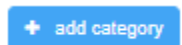
*selected category to view and quote on the RFQ.* Contractors whose contracts *do not* include any of the selected category, will *not* be able to view or quote on the RFQ.

#### *Additional information regarding selected categories:*

- The number of contractors you selected to notify of your RFQ on the *Select a Vendor* page is displayed. Clicking the “# contractors selected” link will display a detailed list of the contractors who will receive notification on the RFQ.
  - *Important* - Please note that eBuy only sends an invitation notification of your RFQ to the contractors you select. However, other contractors (those not selected to receive notification) that are listed under the category can login to eBuy and view and submit a quote on your RFQ!
- Categories you selected may be removed by clicking the red  remove icon.

## Add Category

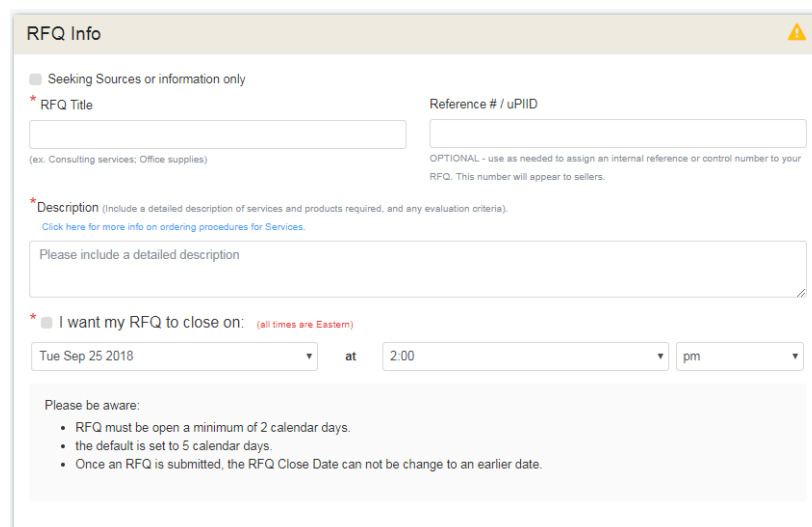
eBuy provides the ability to include additional categories on an RFQ. Adding additional categories can be useful when:

 + add category

- your RFQ requirements span across multiple categories
- you are unsure of the exact solution/category to select
- you want to post your RFQ to a wider audience of contractors who can view and quote on the RFQ.

## RFQ Info

Within the RFQ Info section, you will describe your requirements and select when you want your RFQ to close.



The screenshot shows the 'RFQ Info' form with the following fields and options:

- ☐ Seeking Sources or information only
- \* RFQ Title:
- Reference # / uPIID:
- (ex. Consulting services; Office supplies)
- OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.
- \* Description (Include a detailed description of services and products required, and any evaluation criteria).  
[Click here for more info on ordering procedures for Services.](#)
- \* ☐ I want my RFQ to close on: (all times are Eastern)  
Tue Sep 25 2018 at 2:00 pm
- Please be aware:
  - RFQ must be open a minimum of 2 calendar days.
  - the default is set to 5 calendar days.
  - Once an RFQ is submitted, the RFQ Close Date can not be change to an earlier date.

## RFQ Info fields

- **Seeking Sources - (optional)**

The ‘Seeking Sources or information only’ checkbox is an optional field that is also commonly referred to as Request for Information (RFI). By selecting this box, you are informing contractors that your RFQ is for *information only or you are only conducting market research*. Please note that eBuy instructs contractors that they should not quote on RFQs that are for seeking sources.

*Why use Seeking Sources?* Seeking sources (or RFIs) are a helpful market research tool that can help answer many questions:

- Are my requirements clear?
- Which categories or solutions best meet my needs?
- Are there contractors that can perform my requirement?
- Are there contractors interested in performing my requirement?

- **RFQ Title – (mandatory)**

It is important that your RFQ Title is clear and easy for contractors to understand. Contractors sift through hundreds of RFQs and the RFQ Title is their first method for identifying potential RFQs of interest. So choose your titles carefully!

- **Reference #/UPIID - (optional)**

eBuy provides the Reference #/UPIID field as a means for buyers to annotate any internal reference or control numbers on your RFQ. Please note that this number will also appear to sellers as part of the RFQ.

- **Description - (mandatory)**

Provide a detailed description of the services and/or products required. It is also suggested that you provide any evaluation criteria that will be used.

- **I want my RFQ to close on - (mandatory)**

This field designates the date and time that you want the RFQ to close in eBuy.

*Things to be aware of regarding the RFQ closing date:*

- RFQs must be open a minimum of 2 calendar days
- By default, eBuy will automatically select a close date of 5 days. You can select another date down to 2 days or to a later date up to 60 days later.
- Once the RFQ is submitted, the RFQ Close Date *cannot be modified to close earlier*.

## Set-aside RFQs

If an RFQ is designated as a “set-aside” during *Select a Vendor* (Step 2), eBuy will include a statement on the RFQ that “The RFQ is a < > set-aside.”. This message will appear in the RFQ Info section.

*Important information about set-asides:* When an RFQ has been flagged as a “set-aside”, only those contractors whose contracts include the selected set-aside will be able to view or submit quotes to the RFQ.

## Delivery – (mandatory)

The Delivery section provides the contractors with details regarding the delivery expectations or the expected service performance of the acquisition. Delivery is a **mandatory** field.

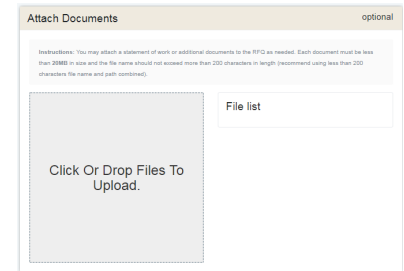
*Delivery options:*

- **Delivery days After Receipt of Order (ARO)** – the expected delivery to the destination within the number of calendar days identified.

- **Date of Award to Date of Completion** – (services only) – identifies that the RFQ is intended to be awarded until the completion of the service.
- **Period of Performance** – (services only) – identifies that period of time that is expected for the service to be rendered.

## Attach Documents - (optional)

For many RFQs, just adding a description in the *RFQ Info* section 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 you can upload a statement of work or other informative documents to the RFQ. Each document uploaded must be less than 100 MB in size.

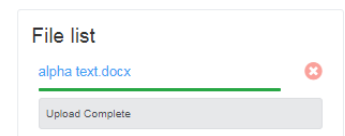


## How to attach documents

- **Drag and Drop** - documents can be dragged and dropped into the grey box area.
- **Select** – by clicking on the grey box area, eBuy will open your computer's file manager providing the ability to find and select the documents to upload.

### Additional information about attachments:

- **Attached documents File List** – selected documents will *automatically* begin uploading to eBuy. A progress bar is used to display the progress of the file upload process. Once the bar turns green, the document upload is successful and finished. *Note* - before submitting your RFQ, please verify that all your attachments have been uploaded successfully.
- **Documents that can be attached:** statement of work, drawing or diagram, spreadsheet, etc.
- **Document size:** *each* attachment must be less than **100MB** in size.



## Line Items - (optional)

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

Line Items
optional

+ Add Line Item
+ Add Bulk Line Items

## Manually entering Line Items

When just a few line items are being identified on the RFQ, we suggest using the “Add Line Item” feature and enter the line items one at a time. After entering the necessary line items, then click “Add line items to RFQ”.

Add Line Items for RFQ253081
×

Line Items

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">1</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Change</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">✖</div> </div>

+ Add Line Item
Add Line Items to RFQ



## Adding Line Items via a spreadsheet

If your RFQ will include many line items, eBuy offers a Bulk line item upload to assist in adding line items to the RFQ from a spreadsheet.

A	B	C	D	E
eBuy Bulk line items template				
Notes:				
- manufacturer name is an 'optional' but recommended field.				
- enter a 'item/mfr part no' <b>or</b> 'product/service name' per line, recommend entering both if applicable.				
- do not include additional data/columns/tabs in this spreadsheet.				
- unit of issue is a 2 position code. available unit codes: <a href="https://www.gsaadvantage.gov/advantage/ws/information/page?keyName=UNIT_DEFINITIONS">https://www.gsaadvantage.gov/advantage/ws/information/page?keyName=UNIT_DEFINITIONS</a>				
ITEM/MFR PART NO	MANUFACTURER NAME	PRODUCT/SERVICE NAME	QTY	UNIT OF ISSUE

### Bulk line item upload steps

1. Click the “Add Bulk Line Items” button.
2. From the pop-up window, download the [spreadsheet template](#). This spreadsheet contains instructions and the columns/fields necessary to upload to the RFQ.
3. Enter the mandatory line item fields into the spreadsheet.
4. Upload the spreadsheet (xlsx) using the drag and drop or choose file function.
5. On successful upload, click “Add Line Items to RFQ” to record the line items on your RFQ.

Add Bulk Line Items for RFQ252942

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

1. Download [spreadsheet template](#).
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 RFQ”.

Upload spreadsheet

Drag file(s) here or choose from folder

### Spreadsheet error resolution

If any **errors** are found in the uploaded spreadsheet, to assist in the error resolution, eBuy will create a new spreadsheet of your line items, highlighting the errors in red. Each highlighted field must be fixed before the line items can be added to the RFQ. Please download this spreadsheet, fix the errors, and re-upload the spreadsheet.

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.

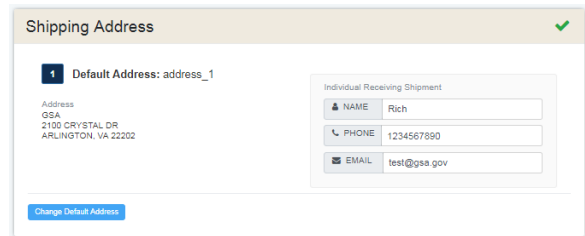
ITEM/MFR PART NO	MANUFACTURER NAME	PRODUCT/SERVICE NAME	QTY	UNIT OF ISSUE
1		Radio		EA
2		Radio	10	EA
3		Radio	10	EA
4		Radio	10	EA
5		Radio	10	EA
6		Radio	10	EA
7		Radio	10	EA
8		Radio	10	EA
9		Radio	10	EA
10		Radio	10	
11		Radio	10	EA

## Line Item fields

- **Mfr. Part/Item #** (**mandatory**) - provide the official part number assigned by the manufacturer of the product.
- **Manufacturer** – 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** (**mandatory**) – the code indicating the physical measurement, the count, the container, or shape of a product.
- **Ship Address** – the number shown in this column corresponds to the intended destination for this product as listed in the *Shipping Address* section. Shipping address may be changed for each line item in eBuy.

## Shipping Address – (**mandatory**)

The shipping address displayed is automatically populated by eBuy from your default shipping address listed under your GSA Advantage/eBuy account. For a service related RFQ, this address represents where the work will be performed.



The screenshot shows a 'Shipping Address' form with a green checkmark in the top right corner. On the left, it lists the 'Default Address: address\_1' with details: Address, GSA, 2100 CRYSTAL DR, ARLINGTON, VA 22202. On the right, under 'Individual Receiving Shipment', there are three input fields: NAME (Rich), PHONE (1234567890), and EMAIL (test@gsa.gov). A 'Change Default Address' button is located at the bottom left of the form.

## Changing the default shipping address

eBuy provides the ability to easily change the 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.

# My RFQs

The *My RFQs* feature in eBuy provides a central location for accessing and managing your RFQs. This page is divided in two main columns: a filter column (left side), and an RFQ listing (right side).

**My RFQs**

Instructions: Listed below are your active RFQs. To review specific RFQ activity, click on the "RFQ ID".  
Note: Click on the column header to sort.

**RFQ Type**

- ☒ Active RFQs (3)
- ☐ Archived RFQs (105)

**RFQ Status**

- ☐ Open (1)
- ☐ Closed (1)
- ☐ Saved to draft (1)

**RFQ List** (Displaying 3 RFQs)

Filter by RFQ# or Title

RFQ ID	RFQ Title	Close Date	Responses Received	Status
RFQ246159	copier paper	03/26/2018 12:00:00 AM EDT	0	<b>DRAFT</b> Active
RFQ247782	1909a Sprint DEMO RFQ - DO NOT CHANGE	09/10/2018 10:25:00 PM EDT	2	<b>CLOSED</b> Active
RFQ246005	Supply Cabinet	10/01/2018 09:00:00 PM EDT	0	<b>OPEN</b> Active

## RFQ Type

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

### Active RFQs

Active RFQs can be defined as a state for RFQs that are currently in progress and still being worked on. An “active” RFQ can have the status of Open, Draft, Closed, or Cancelled (if manually moved to Active).

### Archived RFQs

Archived RFQs can be defined as a state for RFQs that have been completed. An RFQ can be manually moved to an “archived” state at any time once the RFQ has closed. In addition, when an RFQ is cancelled, eBuy will *automatically* move the RFQ to the “Archived” state. Archived RFQs may be moved to an “Active” state at any time.

## RFQ Status

The RFQ Status filter provides a simple way of filtering RFQs by their status.

## RFQ Status definitions

- **Open** – this is the status for RFQs that have been submitted and the RFQ close date has not yet been reached. Please note that contractors only have the ability to submit quotes while the RFQ is in an ‘open’ status.
- **Closed** – the RFQ Close date has elapsed. contractors are no longer able to submit quotes.
- **Cancelled** – the RFQ was cancelled by you.
- **Draft** – denotes an RFQ that has been saved in draft and not yet submitted.

## RFQ Listing

The RFQ List displays an inventory of the RFQs you have created. This listing can be displayed in two different states: an Active state and an Archived state. The default view of the *MY RFQs* page is the Active state RFQs. Switching between the RFQ states of active and archived is easily done by selecting the appropriate RFQ Type filter.

## Sorting the RFQ List

The RFQs are sorted by default by the “Close Date”, displaying the RFQ closing the soonest at the top of the listing. The following headers can be used to re-sort the listing: RFQ ID, RFQ Title, Close Date, and Status.

RFQ List					Displaying: 7 RFQs
Filter by RFQ# or Title					
RFQ ID	RFQ Title	Close Date	Responses Received	Status	
RFQ248122	Power Tools and hardware	10/18/2018 10:00:00 AM EDT	0	DRAFT	Active
RFQ248169	Office Supplies	10/26/2018 10:00:00 AM EDT	2	CLOSED	Active
RFQ248107	Conference Room Design and Installation	11/01/2018 09:00:00 AM EDT	3	CLOSED	Active
RFQ248338	testing attach errors	11/10/2018 02:00:00 PM EST	0	DRAFT	Active
RFQ248450	tool cabinet	11/10/2018 02:00:00 PM EST	0	OPEN	Active
RFQ248350	office supply	11/11/2018 09:00:00 AM EST	0	OPEN	Active
Seeking Sources Women Owned Small Business (WOSB) set-aside					
RFQ248495		11/14/2018 05:00:00 PM EST	0	DRAFT	Active

## RFQ List fields

- **RFQ ID** – this is the unique identifier assigned to each RFQ. Clicking RFQ ID will forward you to the *RFQ Details* page.
- **RFQ Title** – the title you entered when preparing the RFQ.
- **Close Date** – this is the date and time that you selected to officially close your RFQ in eBuy.
- **Responses Received** – indicates the number of contractor quotes you have received on the RFQ.
- **Status** – identifies the current status of the RFQ and whether the RFQ is active or archived.

# RFQ Details

The *RFQ Details* page provides a complete picture of the submitted RFQ including status, dates, and quotes received on the RFQ.

**GSA eBuy** RFQ Finder Prepare a New RFQ My RFQs Messages Welcome, RICH

## RFQ Details

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

RFQ ID: RFQ252083 Active [Return to My RFQs](#) [Forward](#) [Send Q&As](#) [Modify](#) [Cancel](#)

RFQ Title

Tools Supplies for shop

This RFQ is a:

[Small Business set-aside](#)

Description:

restock of tool supplies cabinet

Reference # / uPIID

RFQ Status

**OPEN**

RFQ Issue Date

04/08/2021 11:03 AM EDT

RFQ Close Date

04/13/2021 02:00 PM EDT

Delivery

10 days After Receipt of Order (ARO)

Selected Categories & Vendors

MAS: 332510 - 4 Vendors

Shipping Addresses [+](#)

Quotes Received 0 quotes received

Quote ID	Vendor	Date Recvd	Total Quote	Quote Status	Vendor Notified	Quote Expiration	PO	Vendor Attachments	Buyer Notes
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Depending on the RFQ status (Open or Closed), there are several actions/functions available to you on the *RFQ Details* page:

- **Open RFQs** – functionality available to “Open” RFQs includes: Forward, Send Q&As, Modify, and Cancel
- **Closed RFQs** – functionality available to “Closed” RFQs includes: Forward, Send No Award Notification, Re-Issue, and Archive.
- **Cancelled RFQs** – functionality available to “Cancelled” RFQs includes: Forward, Re-Issue, and Move to Active.
- **Draft RFQs** - functionality available to “Draft” RFQs includes: Forward, Continue preparing, Cancel, Archive.

## Forward

The Forward RFQ function provides the ability for you to give a co-worker the ability to review and perform *all* editing functions (i.e. Modify RFQ, Award quotes, etc.) on the RFQ.

*Important rules to be aware of when forwarding an RFQ:*

- The recipient must be registered as a user of eBuy in order to access the RFQ.
- All recipients will have *full access* to the RFQ, able to perform all actions relating to processing the RFQ.
- Forwarding the RFQ does not relinquish your ability to review and award the RFQ.
- There is no way to withdraw the recipients access to the RFQ – please only forward to people you trust.
- Do not use the forward RFQ function to send the RFQ to contractors.

## Send Q&A's

If you need to answer questions that should be shared with all contractors, eBay provides the ability to post a “Q&A” document. The Q&A function works similar and follows the same rules as attaching a document to your RFQ. Once a Q&A document is sent, you can access your Q&A documents via a link below the “Selected Categories & Vendors”.

Send Q & As

Instructions: This function allows you to post a document containing answers to vendor questions or additional information. The document will be attached to your RFQ allowing ALL vendors to view it. Vendors who have already submitted a quote or who you selected will receive an emailed notice that a Q&A document has been posted. If you are changing your requirement in any way, please do an RFQ modification rather than a Q&A document. Documents must be less than 5MB and the file name should not exceed more than 200 characters in length (recommend using less than 200 characters file name and path combined).

Click Or Drop Files To Upload.

File list

Cancel

Send Now

Questions and Answers

RFQ ID:  
RFQ247961

The following Q&A document(s) are attached to this RFQ.

No.	Attachments	Added
Q&A3	<a href="#">Test doc 4.docx</a>	10/01/2018 03:23 PM EDT
Q&A2	<a href="#">Test doc 3.docx</a>	10/01/2018 03:18 PM EDT
Q&A1	<a href="#">Test doc 2.docx</a>	10/01/2018 03:13 PM EDT

### *Helpful details about Q&A's:*

- eBay will send notification of the Q&A's to all contractors who have already submitted a quote, and to all of the contractors selected during the RFQ creation process.
- Multiple Q&A's may be submitted.
- Q&A's may be submitted up till the RFQ close date.

## Modify RFQ

The Modify RFQ feature provides the ability to amend or include additional information to the RFQ.

Modify RFQ

Instructions: Please update the RFQ to reflect the changes you described in the Modify RFQ Description.

Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors 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 modifying:  
RFQ ID: RFQ248450

Cancel Changes

Review & Submit Changes

Modification #1

\* Modify RFQ Description (Describe changes or purpose of modification).

Please enter purpose of modification

### *Helpful information about submitted RFQ Mods:*

- It is mandatory to include a description of why you are doing the modification.
- You must acknowledge/revalidate your RFQ close date before you can submit the changes.
- You may only add new categories to the RFQ; you cannot remove an existing category from the RFQ.
- Only RFQs with an “Open” status can be modified.
- Once an RFQ has been flagged as a set-aside RFQ, you cannot remove this feature from the RFQ.

## Cancel RFQ

eBuy provides the ability to cancel an RFQ that has an RFQ Status of “Open”. When a cancel action is initiated, eBuy will prompt you to provide a cancellation reason.

### Helpful information about cancellations:

- It is *mandatory* to provide an explanation or reason for the cancellation of the RFQ.
- The cancellation reason will be forwarded to all contractors who have submitted a quote, and to all contractors that were selected when preparing the RFQ.

Cancel RFQ

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

RFQ ID:  
RFQ248450

\*Cancellation Reason:  

0 / 250

Cancel

Cancel RFQ

## Re-Issue

If an RFQ has a RFQ Status of “Closed”, the RFQ may be re-issued. Re-Issue provides the ability to submit the RFQ again.

### There are several scenarios where re-issuing an RFQ could be helpful:

- When an RFQ was cancelled for some reason
- When an RFQ does not receive any quotes
- When an RFQ did not provide enough information for contractors to quote properly

When an RFQ is “re-issued”, all information is transferred to the new RFQ, including attached documents, except for the following:

- RFQ # - a new RFQ number will be generated for the re-issued RFQ.
- RFQ Close Date – a new RFQ Close date will need to be established.
- Selected vendors – the solutions/categories selected on the previous RFQ will move to the new RFQ, however, you will need to re-select the contractors you want to notify of your RFQ.

## Quotes Received

When quotes are received from contractors, the *RFQ Details* page lists and provides quick access to each quote.

Quotes Received									
4 quotes received									
Quote ID	Vendor	Date Recvd	Total Quote	Quote Status	Vendor Notified	Quote Expiration	PO	Vendor Attachments	Buyer Notes
RFQ246836-VCO	ABC OFFICE INC. <a href="#">[i]</a>	05/17/2018 9:56 AM EDT	\$0.00	Pending Response		07/19/2018 9:00 AM EDT	n/a	<a href="#">Attest document.docx</a>	
RFQ246836-QBZ	STORES WITH PAPER <a href="#">[i]</a>	05/17/2018 9:46 AM EDT		No Quote <a href="#">View reason</a>		n/a	n/a		
RFQ246836-CUA	EVERDAY SUPPLIES <a href="#">[i]</a>	05/17/2018 9:35 AM EDT	\$31,094.42	Pending Response		07/19/2018 9:00 AM EDT	n/a		
RFQ246836-IAP Updated 05/17/2018	HAPPY OFFICE COMPANY <a href="#">[i]</a> <a href="#">[d]</a> <a href="#">[dr]</a> <a href="#">[x]</a>	05/17/2018 9:27 AM EDT	\$61,500.00	Awarded	05/22/2018	07/19/2018 9:00 AM EDT	n/a	<a href="#">Attest document.docx</a>	

## Quote list fields

- **Quote ID** – this is the unique identifier assigned to each contractor’s quote. Clicking Quote ID will forward you to the *Quote Details* page.
- **Vendor** – this is the company name that submitted the quote. Also displayed with the contractor name are the socio-economic codes assigned to the company.
- **Date Recvd** – the date/time the quote was received by eBuy.

- **Total Quote** – if the contractor entered a total quote price it will be displayed in this column. Please note, that in some instances the contractor may not have included a total quote price. It is advised to review each quote individually to understand how the quote was submitted.
- **Quote Status** – indicates the current status of the quote. Clicking the status will display the Quote Status Definitions.

### Quote Status definitions

Quote Status	Definition
Awarded	Quote evaluated and awarded by the buyer
Awarded (Partial)	Quote evaluated and partially awarded by the buyer
No Quote	Seller has elected not to quote on this RFQ
Not Awarded	Quote evaluated and not awarded by the buyer
Pending Response	Quote waiting to be evaluated by the buyer
Sources Sought	RFQ was designated to seek sources only
Cancelled	Quote was cancelled by the seller

- **Vendor Notified** – this date documents date/time that a contractors was notified whether they were ‘awarded’ or ‘no awarded’.
- **Quote Expiration** – this is the date, set by the contractor, of when the quote will expire. Once a quote has expired, the quote cannot be awarded or no awarded in eBuy.
- **PO** – if an award action has been initiated in eBuy, the link “Create a PO” will be provided as a means of sending a purchase order to the contractor for the products/services on the quote. Please note that this is an optional service, and we realize that most awards (especially for services) will require more dialogue with the contractor, or a more formal method of setting up payment.
- **Vendor Attachments** – if a contractor attaches any documents to their quote, this column will provide quick access to these documents.
- **Buyer Notes** – displays any notes you have recorded on the quote. This field is intended to provide an informal way of adding review notes on a quote. These notes *are not* displayed to the contractors.



# Quote Details

The *Quote Details* page is accessed by clicking the 'Quote ID' on the *RFQ Details* page. *Quote Details* provides: information about the contractor, including contract details and point of contact; and the quote details submitted by the contractor for the RFQ.

**Quote Details**

Instructions: Please review the vendor quote below. All quotes should be evaluated and a Best Value determination should be made in accordance with FAR 27.102-2. Make sure to check for attached documents the vendor may have included with their quote.

RFQ ID: RFQ248169 Active [View RFQ details](#)

[Return to RFQ details](#) [Previous Quote](#) [Next Quote](#)

**Quote ID: RFQ248169-TOF** Pending Response

**Vendor:** BEST OFFICE INC

DUNS: 614345809 Contract #: GS-99-9999X Prompt Pay: 0 Days 0.0% FOB: Destination

Contact: Ebby Tester 1234567890 ebbyrfq100666@gsa.govnowhere.com Source Category: 7575 200

**Total Quote Price:** \$15,380.00

This quote is good until: 11/01/2016 10:00 AM EDT

**Quote Updates**

Update 1: 10/23/2016

**Vendor Comments & Attachments**

**Vendor Comments**

Added an additional line item

**Vendor Attachments**

No Attachments

**Line Items**

Qty	Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Unit Price	Total Price
120	ABC123	Paper Place	Paper	120	Box		
120			copy Paper	120	Box	\$9.00	\$1,080.00
<b>Total Line Items:</b>							<b>\$1,080.00</b>
<b>Total Dollar Amount in Attachments:</b>							<b>\$14,300.00</b>
<b>FOB Transportation Cost:</b>							<b>\$0.00</b>
<b>Total Quote:</b>							<b>\$15,380.00</b>

[Do Not Award - Notify Vendor](#) [Award - Notify Vendor](#)

**What happens when I click "No Award"?**

By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.

**What happens when I click "Award"?**

Clicking "Award - Notify Vendor" generates an email to the vendor notifying them of the award. It does not obligate funds. Once awarded, you may generate a purchase order using the eBuy system or in your own ordering system. If using eBuy, you will see a new link Create PO next to the vendor's quote (at the top of the RFQ screen). Clicking on this link will start the PO generation process. Currently, payment is by direct card only.

The following information can be provided by the contractor for each quote.

- **Your Quote is good until – (mandatory)** - this is the date that the contractor has decided to expire the quote. eBuy makes it mandatory for all quotes to be good for a minimum of 7 days after the RFQ 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 RFQ.
  - **Line items added by the Seller** – contractors may include additional line items on a quote that were not entered by the buyer.
- **Prompt Payment** – (optional) – contractors have the ability to provide a prompt pay discount.
- **FOB - (mandatory)** – Free on Board, a transportation term that indicates if the price for the supplies/services includes delivery at the contractors' expense. There are three FOB options available to the 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) - price does not include delivery, the buyer is responsible for arranging the transportation.
- **Vendor 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.
- **Vendor Attachments** – (optional) – contractors may attach documents to help identify or describe the products or services included in their quote.
- **Total Dollar Amount in Attachments** – (optional) – if quote pricing is contained in any contractor attached documents or comments area, 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** – the total quote is automatically computed by eBay;  $\text{Total Line Items} + \text{Total Dollar Amount in Attachments} + \text{FOB Transportation} = \text{Total Quote}$

#### *Helpful information about quotes on eBay:*

- You may begin reviewing quotes as soon as they come in.
- eBay does not allow quotes to be awarded (or no award) *until the RFQ has closed*.
- Buyer Notes area:
  - You have the ability to add notes to each quote
  - Notes may be added to a quote at any time.
  - These notes are visible to only you and will also be displayed on the RFQ Details page.
  - contractors will not be able to see these notes.
  - Important – once saved, these notes will become part of the official RFQ file.

## Award and No Award actions

When reviewing quotes in eBay, there are two quote scenarios you must be aware of: the Quote *does not* contain any line items, or the Quotes does *contain* line items. How you award the quote in eBay will depend on the scenario.

### Awarding Quotes without line items

GSA asks that each quote submitted to eBay is reviewed and a decision response is provided. There are two decision responses that are available in eBay: “Award – Notify Vendor”, or “Do Not Award – Notify Vendor”.

<p><b>Do Not Award - Notify Vendor</b></p> <hr/> <p>What happens when I click "No Award"?</p> <p>By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.</p>	<p><b>Award - Notify Vendor</b></p> <hr/> <p>What happens when I click "Award"?</p> <p>Clicking "Award - Notify Vendor" generates an email to the vendor notifying them of the award, it does not obligate funds. Once awarded, you may generate a purchase order using the e-Buy system or via your own ordering system. If using e-Buy, you will see a new link Create PO next to the vendor's quote (at the My RFQs screen). Clicking on this link will start the PO generation process. Currently, payment is by credit card only.</p>
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## Award – Notify Vendor

For quotes that have no line items, to award the quote, select “Award – Notify Vendor” to generate an email notifying the contractor that they have been selected for award on your RFQ.

### Send Automatic No Award Notifications

When you award a quote that has no line items, eBuy provides an easy way to notify the remaining contractors, who submitted quotes (and have a Quote Status=Pending Response), that they were *not selected for the award*.

To send the “No Award” notifications, simply;

1. (optional) Provide a message to the contractors about the award. This message will be included in the no award notification email sent to the contractors.
2. Select the contractors you want to inform that they were not selected for the award.
3. eBuy will automatically send the email notifications and change these contractors Quote Status to “No Award”.

Additional Notification

RFQ ID: RFQ248169

Back Send No Award Notifications

eBuy makes it easy to send a “No Award” Notification to some or all of the remaining vendors on the RFQ. You may include any information about the award in the space provided below – this information will be sent to the vendors in the notification.

Provide a brief message.

Select Vendors to Notify

Instructions: Simply select the vendors you wish to notify and eBuy will send an email informing the vendors they were not selected for award.

Select All	Quote ID	Vendor
<input checked="" type="checkbox"/>	RFQ248169-XCV	NEW OFFICE SUPPLIES LLC
<input checked="" type="checkbox"/>	RFQ248169-XXS	ABC OFFICE
<input checked="" type="checkbox"/>	RFQ248169-POL	EVERYDAY OFFICE SUPPLIES
<input checked="" type="checkbox"/>	RFQ248169-RTF	STORES WITH PAPER

**\* Important information about Awards in eBuy** - It is very important that you follow up an “Award – Notify Vendor” action by reaching out to the awarded contractor to finalize the award. eBuy does provide the ability to generate a purchase order using a government purchase card as payment, but we advise only using this feature when the RFQ is for products only. RFQs for services are much more complicated procurements that will need more dialogue between you and the awarded contractor.

## Do Not Award – Notify Vendor

For quotes that you do not plan on awarding, select “Do Not Award – Notify Vendor”. eBuy will automatically generate an email notifying the contractor that they *were not* selected for award on the RFQ.

## Awarding Quotes with Line Items

When an RFQ/quote has line items associated with it, awarding the quote is slightly different. For these quotes, you must choose to award (Yes or No) each line item on the quote. A toggle is provided for each line item. Once you have made your decisions on the line items to award, click “Submit Line Items” to send an award notification to the contractor.

Line Items

View: 10

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

Total Line Items: \$4,302.70

Prev 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", eBay 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 eBay or via your own ordering system.

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

## Line Item quote scenarios

When contractors submit a quote with line items, there are a few scenarios that you need to be aware of when reviewing the quote.

- Contractor does not quote on a line item** - eBay does not force the contractor to quote on every line item listed on the RFQ. If a contractor does not wish to quote on a line item, they will leave the Unit Price for that line item “empty”.
- Line item included free with Quote** - A contractor may elect to offer or include a line item “free of charge” with their quote. In this situation, the contractor will enter **\$0** 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 on their quote.
- Contractor added line items** - contractors have the ability to submit additional line items with their quote. The Line items added by the contractor will be appended to the end of the RFQ line items. Please note these additional line items will only appear on that contractors quote - they will *not* appear in the original RFQ line items, or on any other contractors quote.