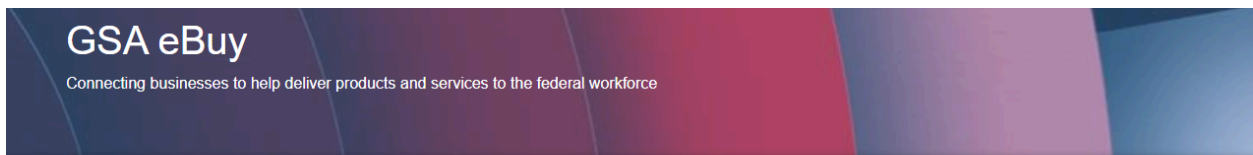




Contractor User Guide

Last updated: August, 2025



Finding and responding to opportunities is as easy as...



SEARCH

Search for opportunities



SELECT

Select an opportunity



RESPOND

Submit a quote/bid

[Find Opportunities Now](#)

This user guide is designed for contractors using eBuy to view requests for quotes, proposals, or information. It is tailored to the seller experience and will provide tips and guidance for the best possible 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.

What are the benefits for Contractors?

eBuy lets you be proactive, efficient, and transparent! eBuy:

- gives you the opportunity to compete for business across a variety of procurement vehicles by allowing you to view the requests for quotes, proposals, or information that have been created under the vehicles and categories under which you hold a contract.
 - This transparency reduces the cost of finding business opportunities and reduces lead time and cost of submitting responses.
- provides a platform for requests, clarifications, amendments, and responses to be communicated between buyers and sellers.
- helps establish new business relationships as new opportunities are discovered!

So let’s get started!

Before you Begin

Seller prerequisites

In order to participate in eBuy, contractors must first:

1. Register their contract with the vendor support center (VSC) at <https://vsc.gsa.gov/vsc/app-registration>
2. Load a catalogue into eBuy using SIP (<https://vsc.gsa.gov/vsc/app-content-viewer/section/99#SIP%20-%20Download%20Software>) or the FAS Catalog Platform (<https://catalog.gsa.gov/help>).

You will have the option to add users under your contractor profile, which will be covered a little bit later in this guide.

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

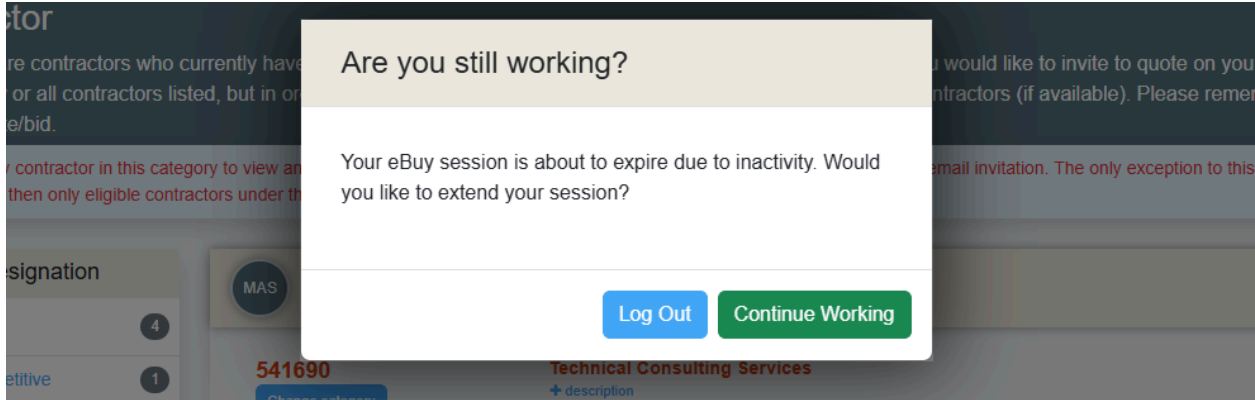
Most of the data lists displayed in eBuy can be easily sorted. To determine which fields a list can be sorted by, look in the column headers for the sort order arrows ↑ next to the column title. In the example demonstrated below from the 'Step 2. Contractor Selection' page, the contractor listing can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

At the top of the home page, click the “contractor” [Contractor](#) sign in button to the right of “Sign in as a...” and you will be prompted to enter your FAS ID, and pass any multifactor authentication.



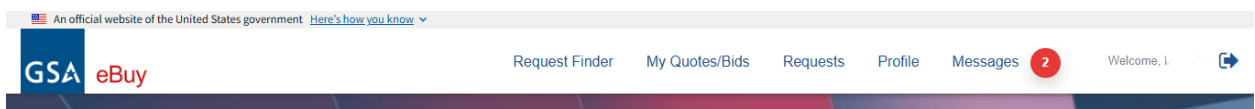
Once authenticated, you will arrive at the main eBuy contractor home page.

Contractor Homepage

The Contractor Homepage is where all of the seller side functionality can be accessed. From this page, you can:

- Search for new business opportunities.
- Review responses that you have drafted or submitted.
- Read messages that you have received.
- Access your eBuy profile.

All of these functions are available by way of the top menu, as shown below:



Top Navigation Menu

The top navigation menu is always available throughout eBuy and provides quick access to different functional areas of the site. Here is a quick explanation of what each area is.

Request Finder

The request finder provides a quick way to find and open a request. Clicking “Request Finder” will open a search box, where you can enter the request number (e.g. RFQ1234321) of the request you are searching for.

My Quotes/Bids

This screen allows you to review all of the responses your company has submitted within eBuy. You can filter by status, whether it has been amended, or how you responded.

Requests

This page displays all of the opportunities that are available under the various SINs or categories awarded under your contract.

Profile

Access your profile where you can manage email notices, points of contact, and subgroups. Some of the information contained in the profile is managed through the Vendor Support Center (VSC). You may need to coordinate with them if changes need to be made.

Messages

Any messages you have received such as alerts on activity, submitted responses, or notifications, will appear here. Messages appear in real time, vs. emails which are sent in batch every few hours. For the most up to date information, check your messages in eBuy frequently.

Find Opportunities Now

The “Find Opportunities Now” button opens a list of all the active requests for quotes, proposals, or information that are posted under the Special Item Numbers (SINs) or categories awarded under your contract(s). This page is worth checking frequently as any new request created by a buyer will appear here.

Find Opportunities Now



There could be several reasons why a request you may have heard about is not visible to you. Those include, but are not limited to:

- The buyer made the request a set-aside, and you do not have the socio-economic designation under which the request was set aside.
- You do not have the category the request was posted under on your contract.
- You do not have a contract under the vehicle the request was made under.

At the same time, you may see requests for which you did not receive a notification about! What a great opportunity to compete for business!

FIND OPPORTUNITIES

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Below is a list of all the active Requests available in the categories of your Contract(s). To review the details of a Request and Prepare a Quote/Bid response, select the Request ID.

Requests that you have already taken action on, either by preparing a quote/bid or submitting a "No Quote/Bid":

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

SEARCH Requests

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

Contract #: 47QTCA19D00AE 29 Requests

0 Selected

Source	Category	Request ID	Request Title	Request Posted	Request Close	Buyer	Amendments	Q&A	Watch
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Find Opportunities Now Fields

Here is an explanation of the various fields located on this page. Some of the columns can be sorted by pressing the triangular button when it appears.

- Source: the contract vehicle or source where the requirement was posted (e.g. "MAS")

- **Category:** this is the special item number (SIN) or category that the request was posted under (e.g. “33411” or “OASIS+HB”)
- **Request ID:** the unique identifier assigned to each request. The prefix will change depending on whether the request is for a quote, proposal, or information
- **Request Title:** The title entered by the buyer for the request.
- **Request Posted:** The date and time that the request was submitted by the buyer.
- **Request Close:** The date and time when the request will be closed to new quotes/bids.
- **Buyer:** The name, agency, and email address of the person who created the original request (even if another member of the team submitted it).
- **Amendments:** If the buyer submits an “amendment” to the request, a link to each amendment will be listed in this column. Click the link and the date and description of the amendment will appear in an overlay.
- **Q&A:** If the buyer submits a “Question and Answer” document, then the document will be listed in this column for that request.
- **Watching:** If you have opted to watch a request (which you would do by pressing the “Watch this Request” button inside the “Request Details” page, a “watching” flag will appear in the watch column for that request.
- **Checkboxes []:** Use these to select one or more requests on which you’d like to take the “print” or “hide” action.

Tips for finding or managing opportunities:

- **Default sort:** Requests are sorted by Close Date in ascending order. If you have multiple vehicles loaded on your contract, then requests will also be grouped there.
- **Sort:** use the sort buttons to reorder the columns.
- **Set-aside requests:** Some buyers will designate a request as a set-aside. If you are not included in the set-aside category, you will not see the request.
- A green check indicates that you have already prepared a quote/bid or submitted a “no quote/bid” response for that request.

Searching for Requests

Sometimes the list of opportunities can be extremely long and cumbersome to manage. eBuy provides a search request tool to help you quickly narrow the list down to requests based on keywords you specify. Whatever keywords you enter will be searched for in the following fields: Request number, title, description, agency name, attachment, and line item (manufacturer part number, manufacturer name, and product/service name).

SEARCH Requests

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

all the words

all the words

exact phrase

You can specify whether you want to search for all of the words that were entered, or the exact phrase match.

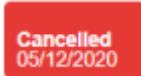
Tips on searching

- Less is more – starting with fewer keywords may return a larger number of matches but this will help determine if additional keywords are needed to narrow the solution scope. Use too many words and you may not find what you were looking for.
- Know what level to search at: names of specific products or services might help you find one specific request if you are confident it contains that word. If you are browsing more generally for opportunities, then use words that describe a category rather than a specific commodity. For example, search for “sporting goods” instead of “hockey stick”.
- Search is NOT case sensitive.
- Stemming: basic stemming rules come into play when it comes to variations of words. For example, a search for “sample” will also account for “sampling” and “samples”.
- eBuy does NOT allow for boolean operators such as “AND” or “NOT”.

Cancelled Requests

If a buyer cancels a request, the request will be flagged as “cancelled” in red beneath the request

number. By clicking this red box,



eBuy will display the reason the buyer entered for cancellation.

Preparing a Quote/Bid

The “Prepare quote/bid Response” page contains two sections: the request details (where you see what the buyer provided) and the “quote/bid details, where you will enter your response.



The following section describes what each of these buttons do.

Review/Submit



When you have completed entering or attaching information for your quote/bid, click the “Review/Submit” button. Your quote/bid will be automatically saved to draft, and eBuy will ask you to review your information. If you need to make edits, click the “back” button (in eBuy not in the browser) and make the necessary changes. When you are satisfied with your quote, click the “Submit Quote/Bid” button on the review page.


Interested

A blue rectangular button with rounded corners containing the text "Interested" in white.

This button allows you to inform the buyer that you intend to submit a response to this request. The buyer will be notified as such. By indicating interest, you will receive an email notice if the buyer amends or cancels the request, or submits a Q&A document.

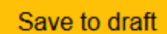
The interested function is only available if your company was not selected for notification on the request. If you were one of the contractors selected by the buyer, you will have the “watch” function instead.

No Quote/bid

A red rectangular button with rounded corners containing the text "No Quote/Bid" in white.

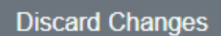
If you do not wish to quote on a request, select “no quote/bid”. You will be asked to provide the reason.

Save to Draft

A yellow rectangular button with rounded corners containing the text "Save to draft" in black.

eBuy allows you to save your quote/bid to resume work and submit at a later time. All information entered, including attachments, will be saved with the draft. To retrieve your draft quote/bid, go to your “my quotes/bids” page. Buyers do not see quotes/bids that are saved to draft. Only quotes/bids that are submitted prior to the close date of the request will be seen by the buyer.

Discard Changes

A grey rectangular button with rounded corners containing the text "Discard Changes" in white.

While preparing a response, you may wish to clear out any information you entered and any documents you have attached. Clicking “discard changes” will erase everything you have entered into the response.

Watch this Request:

The “watch this request” feature is for contractors who were not selected to receive notifications about the request in question when the buyers went through finding sources. This situation is only applicable to vehicles where a buyer may select contractors – it does not apply to solutions where all contract holders in a category are selected by default.

Clicking “watch this request” allows you to receive email notifications when the buyer amends, cancels, or adds a Q&A to the request.

Preparing and Submitting a Quote/Bid

If you elect to respond to a request, please provide all of the pertinent information necessary for the buyer to assess your quote. This can include: line item prices, discounts, delivery conditions,

or the expiration date of your quote (minimum of 7 days from the Request close date is required). Please note that you may attach documents that include necessary information on your quote.

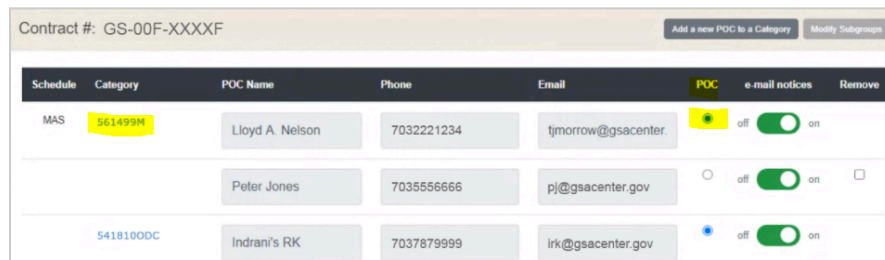
Who can submit a Quote/Bid?

Anyone listed as a POC in your eBuy profile, regardless of the category (SIN) they are listed under, has the ability to submit a quote for any Request listed under a category (SIN) in your Profile.

To see a current list of the POCs under your contract, please go to your eBuy Profile.

What POC will be displayed with my Quotes/Bids?

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



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

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

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

Quote/Bid fields

Your Quote/Bid is Good Until

Also known as the Quote Expiration Date. eBuy will by default automatically set expiration for 30 days past the Request Close date. You may change this as necessary; however, the expiration is 7 days after the Request Close date.

Important Quote expiration date information:

- eBuy does not provide a mechanism to “award” or “no award” a quote that has expired since technically it is no longer valid.

- When selecting the quote expiration date, remember to give the buyer sufficient time to evaluate quotes and make an award. You could lose the opportunity for an award if your quote expires too quickly.
- You can extend the quote expiration date after the Request closes.

Line Items

Many Requests contain line items entered by the buyer. You may enter a unit price for each line item, or add additional line items to your quote. If including additional line items with your quote, it is suggested that you provide additional information or reasoning in the Contractor Comments for the buyer.

Prompt Pay Discount

You have the option of offering the buyer a Prompt Payment discount. This Prompt Payment discount but at least the base discount offered in your contract.

FOB

If line items require additional transportation charges, indicate this to the buyer by selecting “Origin” from the FOB dropdown. If origin is selected, include the additional origin transportation cost in the box provided. FOB destination is the default selection.

Attach Documents

You may attach a statement of work or additional documents to the Request as needed. Each document must be less than 100MB.

Contractor Comments

Enter any additional information for the buyer in this space.

Quote Pricing

If your quote contains pricing in attached documents or in the contractor comments area, please enter the amount in the space provided.

Quoting on Line Items

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

I do not want to quote on a line item

eBuy does not force you to quote on every line item listed on a Request. If you do not wish to quote on a line item, leave the Quote Unit Price for that line item “empty”.

Line item included free with Quote

If you elect to offer or include a line item “free of charge” with a quote, enter “\$0” in the Quote Unit Price field for the item. Please note that if the free item(s) are coupled with the award of other line items on the quote, it is advised to indicate this in the Contractor Comments section of the Quote.

I want to include additional line items

eBuy provides the ability for contractors to include additional line items on your quote. You may add line items manually one at a time via “Add Line Item”, or using the “Upload Quotes” spreadsheet process for a large list of line items.

Uploading Line Items to Quotes

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

Important: You may add additional line items to this spreadsheet where necessary. eBuy will automatically validate the new line items to make sure the mandatory fields are entered, and then append them to the end of the Request line items list.

How to Upload Quotes

1. Click the “Upload Quotes” button.
2. From the pop-up modal, download the spreadsheet template containing the Request line items.
3. Enter the Quote Unit Price for the line item fields into the spreadsheet.
4. Upload the spreadsheet to eBuy.
5. Click “Add Line Items to Quote” This will add the quote pricing to the line items.

Spreadsheet Error Resolution

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

Upload spreadsheet

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

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

Line Item Fields

Item/Mfr. Part No.* (Required)

The official part number assigned by the manufacturer of the product.

Manufacturer Name

The company that makes the product.

Product/Service Name* (Conditionally Required)

The name that best describes the product. Only mandatory if the manufacturer name is entered.

Qty* (Required)

The total amount of the product needed.

Unit of Issue* (Required)

The code indicating the physical measurement, the count, the container, or shape of a product.

Address

The number shown in the column corresponds to the intended destination for this product as listed in the Shipping Address section.

Quote Unit Price

The price of the line item per the unit of issue.

Types of Requests

Request for Quote (RFQ)

A Request for Quote is used when the government needs pricing for well-defined products or services. Contractors respond by submitting quotes/bids that meet the requirements outlined in the RFQ.

Request for Proposal (RFP)

Requests for Proposals are issued for more complex requirements where the government needs both technical and price proposals. Quotes and bids are evaluated based on criteria such as approach, performance, and cost. This process typically involves a best value determination instead of awarding solely on lowest price.

Request for Information (RFI)

A Request for Information is issued for market research purposes only. It allows the government to gather information about industry capabilities, potential solutions, and best practices before developing a formal requirement. Unlike RFQs and RFPs, RFIs do not result in a contract award.

My Quotes/Bids

The My Quotes/Bids page contains your active and archived quotes/bids and displays their current status. It is divided into two main sections, filters (on the left) and the Quote/Bid listing (on the right).

Quote/Bid Filters

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

Quote/Bid Type

The Quote Type filter provides the ability to easily view your “active” and “archived” quotes.

Active Quotes/Bids

Active Quotes are currently in progress and still pending.

Archived Quotes/Bids

Archived Quotes are either:

- **Completed:** The Quote/Bid has been awarded.
- **Expired:** Quotes/Bids will automatically move to the “Archived” state when the Quote/Bid Good Until date has expired.

Quote/Bid Status

The Quote/Bid Status filter provides a simple way of filtering quotes by their statuses.

Pending Response

Quote is waiting to be evaluated by the buyer

Awarded

Quote evaluated and awarded by the buyer

Awarded (Partial)

Quote evaluated and partially awarded by the buyer

Not Awarded

Quote evaluated and not awarded to you by the buyer

No Quote

You have elected not to quote on the Request

Canceled

The quote has been canceled by the seller

Contract Expired

The seller's contract has expired. The quote/bid can no longer be viewed or awarded by the buyer.

Draft

Quote has been saved and not yet submitted.

Additional Filters

Has Award Info

Quickly displays all Requests that have award information rewarded in eBuy.

Cancelled Requests

Identify Requests which have been cancelled by the buyer.

Requests Modified

Find Requests that have been modified since you have submitted your quote/bid.

New Q&A Added

Find Requests where the buyer has submitted a Questions and Answers document.

Quote/Bid Listing

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

Sorting the Quote/Bid List

By default, the Quote/Bid list is sorted by Quote/Bid ID. You can easily sort the list by other fields using the order arrows located on those column headers. The list may be sorted by: Request ID, Request Title, Close Date, Quote/Bid ID, Sent and Quote/Bid Status.

Request List Fields

Request ID

This is the unique identifier assigned to each Request submitted by a buyer on eBuy.

Request Title

The Request Title entered by the Buyer.

Request Close

The date and time that the buyer has selected to officially close the Request on eBuy.

Mods

If the buyer has submitted a “modification” to the RFQ after you submitted your quote, a link to the mod will be listed under the Mods column for that RFQ. Clicking the link will display the description of the mod entered by the buyer.

Q&A

If a Q&A Document is submitted, it will be listed in this column.

Sent

Denotes the date that your latest Quote/Bid was sent to eBuy.

Quote/Bid Status

Identifies the current status of the Quote/Bid.

Request Award Info

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

Modifying a Quote/Bid

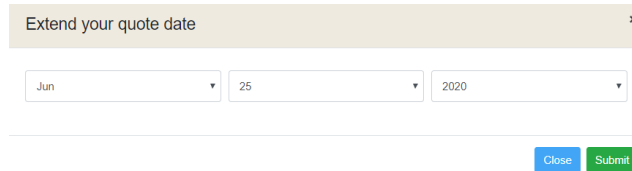
eBuy allows you to modify your quote/bid as many times as you need to until the Request Close date and time. To update a quote/bid for a Request that is still open:

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

Important: It is mandatory to enter a description of the modification. Buyers will be notified each time you modify your quote and will be able to view your modification description.

Extending a Quote/Bid Date

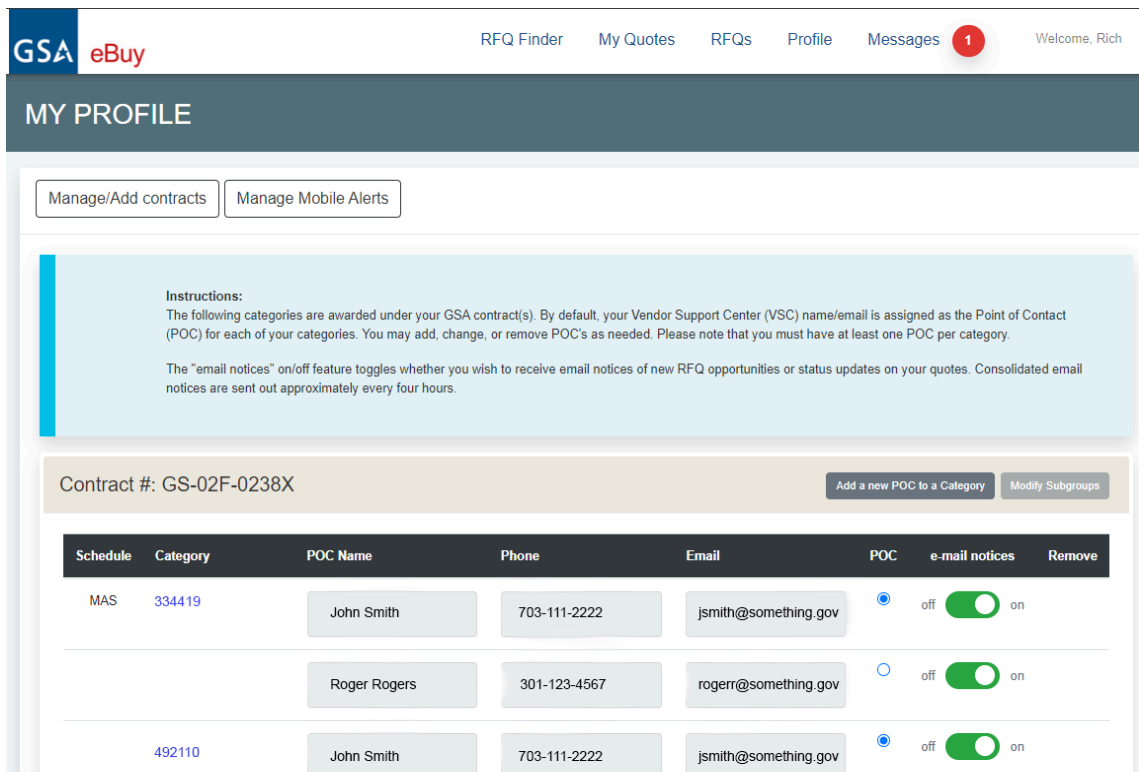
After a Request closes, eBuy provides the ability to extend the date your quote/bid expires. Locate the “Your Quote is good until” section of the Quote/Bid summary to find a button which will allow you to change the date on the preceding modal.



A modal window titled "Extend your quote date" with a close button (x) in the top right corner. It contains three dropdown menus for selecting a month, day, and year. The selected values are "Jun", "25", and "2020". At the bottom right, there are two buttons: "Close" (blue) and "Submit" (green).

Profile

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



The screenshot shows the eBuy Profile page. At the top, there is a navigation bar with the GSA eBuy logo, links for RFQ Finder, My Quotes, RFQs, Profile, Messages (with a red notification badge), and a welcome message for Rich. Below the navigation bar is a dark blue header with the text "MY PROFILE". Underneath, there are two buttons: "Manage/Add contracts" and "Manage Mobile Alerts". A light blue box contains instructions about POCs and email notices. Below this, a section for "Contract #: GS-02F-0238X" includes buttons for "Add a new POC to a Category" and "Modify Subgroups". The main content is a table with columns for Schedule, Category, POC Name, Phone, Email, POC, e-mail notices, and Remove.

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

Points of Contacts (POCs)

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

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

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

Important Information about POCs

- By default, there must always be one POC for each Category.
- Anyone listed as a POC in Profile, regardless of Category they are listed, has the ability to submit a quote for Requests posted under any category awarded under the contract.
- The POC that will be displayed with a quote/bid is determined by who is the main POC in your Profile for the category (SIN) where the Request is posted. To identify who the main POC is, go to your eBuy Profile, then under the category, identify who is selected in the POC column.
 - In the example screenshot above, if a Request was posted under the category “561499M”, regardless of who submits the quote, Lloyd A. Nelson will be displayed as the POC on the quote/bid to the buyer.
- Please be mindful when selecting who will be the main POC for a category. Buyers may wish to reach out to your company directly and having someone who is involved and knowledgeable about eBuy and the quotes and bids submitted is very important.

How the VSC registration affects POCs in eBuy

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

Managing POCs

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

How do I add a new POC to a Category?

To add a new POC to a category, click the “Add a new POC to a Category” button displayed in the contract number line and enter the necessary contact information.

How do I remove a POC?

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

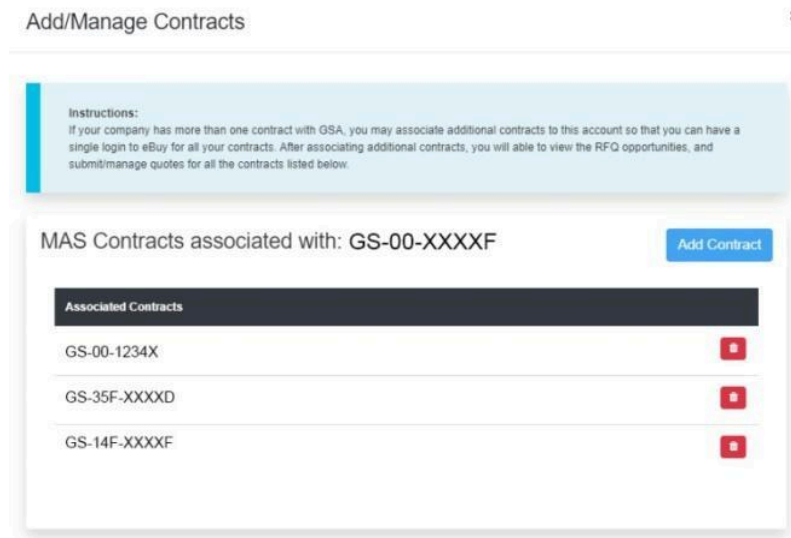
- As a default, there must be at least one POC for each Category.
- You cannot remove the selected “main” POC. If your Category only has one POC, you will need to add a new POC to that Category, change the main POC, and then unfollow the remove POC procedures.

Email Notices

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

Associate Multiple Contracts under a Single Login to eBuy

If your company has more than one contract with GSA, eBuy provides that ability to “associate” more than one contract to a single login to eBuy for all your contracts. To associate a contract, click on the “Manage/Add contracts” button.



In the example screenshot to the right, a company has “associated” three additional contracts with contract GS-00-XXXXF. In this scenario, the contract GS-00F-XXXXF is considered a “master” contract in eBuy for this company POC. Now, this POC can login to eBuy, select contract GS-00-XXXXF, and then have the ability to view Request opportunities under all four of these contracts.

Important Information about Multiple Contracts

- In order to associate a contract, you must be a POC on the contract you want to associate.

- Logging into an “associated” contract will only display Request opportunities for that specific contract. Only the master contract will display all of the associated contracts.

Manage Mobile Alerts

eBuy allows you to receive Request notifications via SMS.

Manage Mobile Alerts

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

Cellular recipients associated with: GS-00-XXXXF

Add new recipient ✕

<p>Cellular Number</p> <input style="width: 90%;" type="text" value="Ex: 7034445555"/> <small>Enter the 10 digit phone number. (Example: 7034445555, no spaces or other characters)</small>	<p>Carrier</p> <input style="width: 90%;" type="text" value="Select"/> <small>Select a carrier from the list.</small>
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Associated Recipients	Carrier
703-444-5656	Verizon

Instructions on adding a new person to receive SMS notifications:

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

Modify Sub Categories

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

Updating Sub Categories

1. From your Profile page, click “Modify Sub Categories”
2. Your current selections will be displayed. Make any necessary additions or deletions of Sub Categories by checking those that you want your company to appear under.
3. Click the “Save Changes” button.

Changes typically take up to 24 hours to be applied throughout our systems.

Modify Sub Categories

Contract #: GS-00F-XXXXF

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

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