CONTRACTOR JOB AID

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

v 1.4

Table of Contents

Introduction to GSA eBuy

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

The following acquisition solutions are available in eBuy:

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

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

How to get to the GSA eBuy website?

To access the GSA eBuy Contractor website:

1. Go to http://www.ebuy.gsa.gov
2. At the top of this page click "Sign in as a …. **Contractor**" to begin the login process..
3. Follow the instructions provided to login.

**Important:** In order to participate in eBuy, contractors must first register their GSA contract with the GSA Vendor Support Center - https://vsc.gsa.gov/vsc/app-registration

Navigation & Tips

Mouse over info

Many buttons/elements/fields in eBuy will display additional details when the mouse pointer is moved or "hovered" over the element.
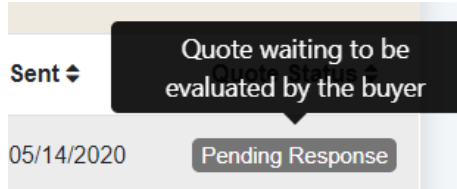
Sorting Column Data

Many Columns of data in eBuy can be easily sorted. To determine what columns can be sorted, look in the column headers for the arrows ⬍ next to the column title. In the example demonstrated below, RFQs can be sorted by Source, Category, RFQ ID, RFQ Title, RFQ Posted, and RFQ Close.

Filtering Data

On pages, such as the My Quotes page (demonstrated below), eBuy provides filters on the left side of the page that help narrow data/lists. These filters are especially useful when the page, such as My Quotes, contains a long list of information. Each filter, when selected, will dynamically narrow the results accordingly.

Contractor homepage

After logging into eBuy, a central hub page will be displayed where you can: access new business opportunities; view already submitted quotes, view new messages, and access your eBuy Profile.
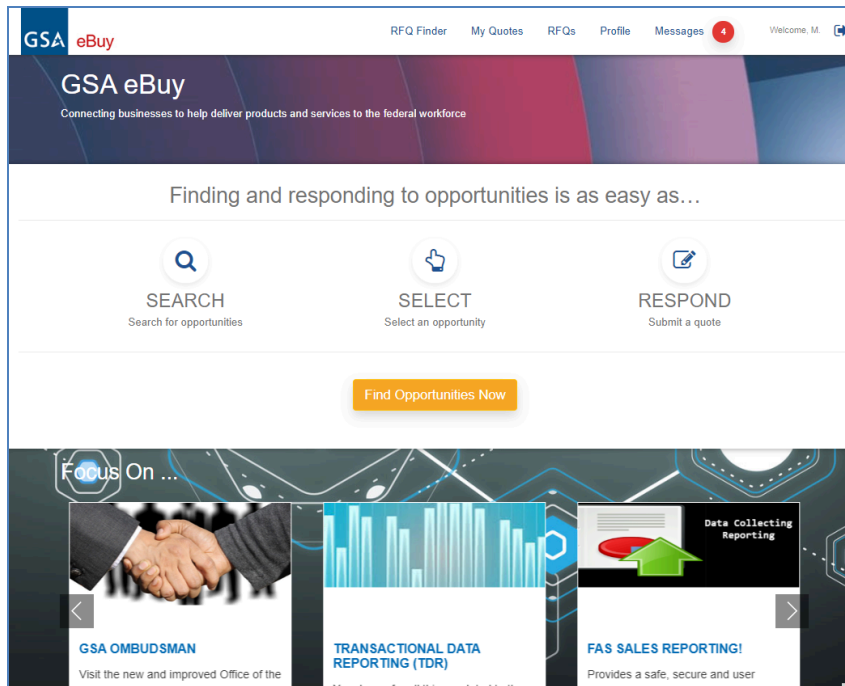
Top Navigation Menu

A top navigation menu is available throughout the GSA eBuy website that provides quick access to different areas of eBuy.
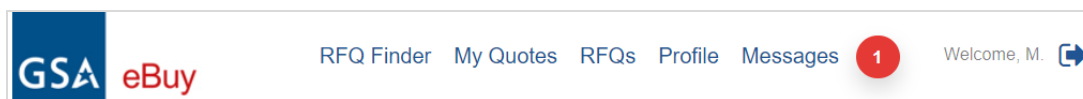
- **RFQ Finder** - the RFQ Finder provides a quick way to find and open an RFQ.
- **My Quotes** – provides quick access to all of the Quotes your company has submitted or saved to draft.
- **RFQs** – displays the opportunities available under the Special Item Numbers (SINs) or categories awarded under your contract.
- **Profile** – provides a snapshot of points of contact for each of your contract categories.
- **Messages** – provides alerts on any activity on submitted quotes, and notification requesting you to quote on an RFQ.

Find Opportunities

The Find Opportunities area provides is a list of all active Request For Quotes (RFQs) posted under the categories (Special Item Numbers) awarded under your contract.

When a buyer creates an RFQ, if your company is requested to quote, you will receive an email notification. Please note that getting an email notification on an RFQ is not guaranteed since buyers do not typically select all contractors under a category. However, even if you are not notified of an RFQ, you will be able to see this RFQ under Find Opportunities, and still be able to <u>submit a quote for the RFQ</u>.

> **Important:**
> - You <u>will not</u> be able to view RFQs posted under SINs that are <u>not in your contract</u>.
> - It is advisable to check eBuy each day for new RFQ opportunities.

Find Opportunities fields

- **Source** – the contract vehicle or source where the requirement was posted.
- **Category** – this is the Special Item Number (SIN) or category that the RFQ was posted under.
- **RFQ ID** – the unique identifier assigned to the RFQ.
- **RFQ Title** – the title entered by the buyer for the RFQ.
- **RFQ Posted** –date and time that the RFQ was posted to eBuy.
- **RFQ Close** –date and time that the RFQ will close in eBuy.
- **Buyer** - the person that submitted the RFQ in eBuy.
- **Mods** – if the Buyer submits a "modification" to the RFQ, a link to each mod will be listed under the Mods column for that RFQ. Click the link to display the reason for the mod entered by the Buyer.
- **Q&A** – if the Buyer submits a Q&A document, this document will be listed under the Q&A column for that RFQ.
- **Watching** – if you are watching an RFQ, a "watching" flag will appear in the Watch column for that RFQ.
- **Hide RFQ** – this column allows you to hide RFQs that you are not interested in quoting on. Note - this action cannot be undone and the RFQ will be permanently hidden from your Find Opportunities page.

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

Searching for RFQs

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

> **SEARCH RFQs**
>
> Use the search box to locate RFQs by agency name, RFQ ID, or key words or phrases listed in the RFQ title, description, line items, and attachments.
>
> | Search for RFQs | all the words ▾ | GO |

Search parameters:

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

Tips on searching
- *Less is more* - starting with fewer keywords may return a larger number of matches, but this will help determine if additional keywords are needed to narrow the solution scope. Use too many words and you may not find what you were looking for.
- *Think on a higher level* - while every effort is done to give acquisition solutions informative titles and descriptions, it is impossible to list every specific product or service available under the solution. Think of the solutions as the yellow pages. For example, consider entering 'sporting goods' instead of 'hockey stick', or "Auto Repair" instead of "Ball Joint".

- Search is NOT case sensitive.
- Basic stemming rules are used; i.e. variations of the word 'sample' (samples, sampling) would yield the same results.
- eBuy does not allow Boolean operators such as AND or NOT.

Canceled RFQs

If a buyer cancels an RFQ, the RFQ will be flagged as "Canceled" in red below the RFQ number. By clicking this red box, eBuy will display the reason for the cancellation entered by the buyer.

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

Preparing a Quote

The *Prepare Quote Response* page contains two sections: the RFQ Details and the Quote Details .

> **RFQ Details** - contains all of the information, including attachments, provided by the buyer for the RFQ. In addition, any modifications or Q&A's submitted by the buyer will also be annotated in this section.

> **Quote Details** - this is where you will enter your quote data.

Quote Actions

The *Prepare Quote Response* page provides several actions for responding to an RFQ.
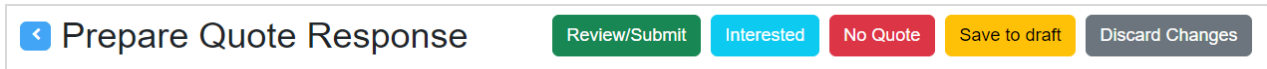
Review/Submit

When you have completed entering/attaching the appropriate information for your quote, click the "Review/Submit" button. Your quote will automatically be saved to draft, and eBuy will ask you to review your information. If edits or additional information is needed, click the "Back" button and make the necessary changes. When satisfied with your quote, click the "Submit Quote" button on the Review page..
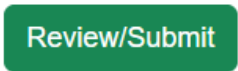
Interested

"Interested" provides you with the ability to inform the buyer that you "intend" to submit a quote on this RFQ - the buyer will be notified. By selecting "Interested", you will receive an email notice if the buyer modifies, cancels, or submits Q&As for this RFQ. Note, the "Interested" button will not be available if your company was selected for notification on the RFQ.

No Quote

If you do not wish to quote on an RFQ, select 'No Quote' and provide the reason for not quoting on the RFQ. Please note that responding "No Quote" to an RFQ that is "seeking sources" is essentially telling the buyer that you *do not* have the ability to meet the needs or to fulfill the requirements of the RFQ.

Save to Draft

eBuy provides the ability to save your quote to draft and submit it later.. All information entered, including attachments, will be saved with the draft. To retrieve your draft quote, go to your *My Quote* page. Just remember that buyers do not see quotes that are saved to draft, and that quotes can only be submitted prior to the RFQ close date.
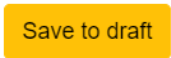
Discard Changes

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

[Discard Changes]
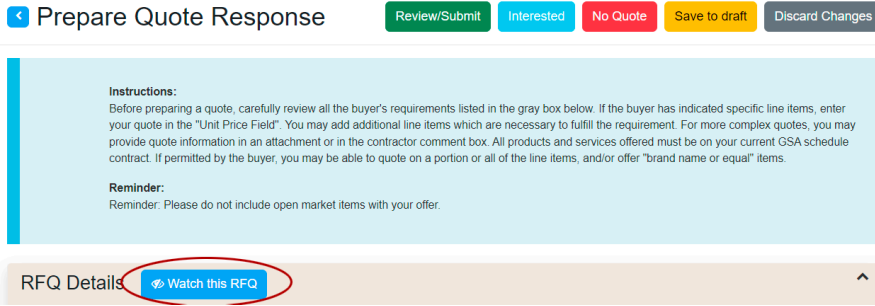
Watch this RFQ

The "Watch this RFQ" feature provides the ability to receive notification if any changes are made to an RFQ. By selecting to watch an RFQ, you will receive email notices if the buyer modifies, cancels, or includes Questions & Answers (Q&As) on the RFQ. This feature is *only available* to contractors who were not selected by the buyer to be notified about the RFQ. If your company was selected by the buyer during the RFQ creation, or you have submitted a quote to the RFQ, you will automatically receive email notifications of any actions submitted by the buyer for the RFQ. Please remember that a "Draft Quote" is not a submitted quote and you will not receive notifications on the RFQ unless the "watch" feature is enabled.

Submitting a Quote

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

Who can submit a Quote?

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

What POC will be displayed with my Quotes?

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

In 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 fields

- **Your Quote is good until** – aka the quote expiration date. eBuy will by default, automatically set your quote good expiration for 30 days past the RFQ Close date. You may change this as necessary; however, the minimum quote expiration is 7 days after the RFQ close date.

> **Important Quote expiration date info:**
> - 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 all 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 RFQ closes.

- **Line items** – many RFQs contain line items entered by the buyer. You may enter a unit price for each line item, or add additional line items to your quote. If including additional line items with your quote, it is suggested that you provide additional information or reasoning in the Contractor Comments for the buyer.
- **Prompt Pay Discount** – you have the option of offering the buyer a Prompt Payment discount. This Prompt Payment discount must be at least the base discount amount offered in your contract.
- **FOB** – if line items require additional transportation charges, indicate this to the buyer by selecting "Origin" from the FOB drop down. If origin is selected, include the additional origin transportation cost in the box provided. FOB destination is the default selection.
- **Attach Documents** – you may attach a statement of work or additional documents to the RFQ as needed. Each document must be less than 100MB.
- **Contractor Comments** – enter any additional information for the buyer in this space.
- **Quote Pricing** – if your quote contains pricing in attached documents or in the contractor comments area, please enter the amount in the space provided.

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 the RFQ. 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 Item to Quotes

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

Add Bulk Line Items for

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

Upload spreadsheet

Drag file(s) here or choose
from folder

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

How to upload quotes

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

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, fix the highlighted errors, and re-upload into eBuy.

Upload spreadsheet

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

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

Line Item fields

- **Item/Mfr. Part No.** (mandatory) - the official part number assigned by the manufacturer of the product.
- **Manufacturer Name** – the company that makes the product.
- **Product/Service Name** – the name that best describes the product. Mandatory if manufacturer is entered.
- **Qty** (mandatory) – the total amount of the product needed.
- **Unit of Issue** (mandatory) – the code indicating the physical measurement, the count, the container, or shape of a product.
- **Address** – the number shown in this column corresponds to the intended destination for this product as listed in the Shipping Address section.
- **Quote Unit Price** - the price of the line item per the unit of issue.

Seeking Sources RFQ

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

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

My Quotes

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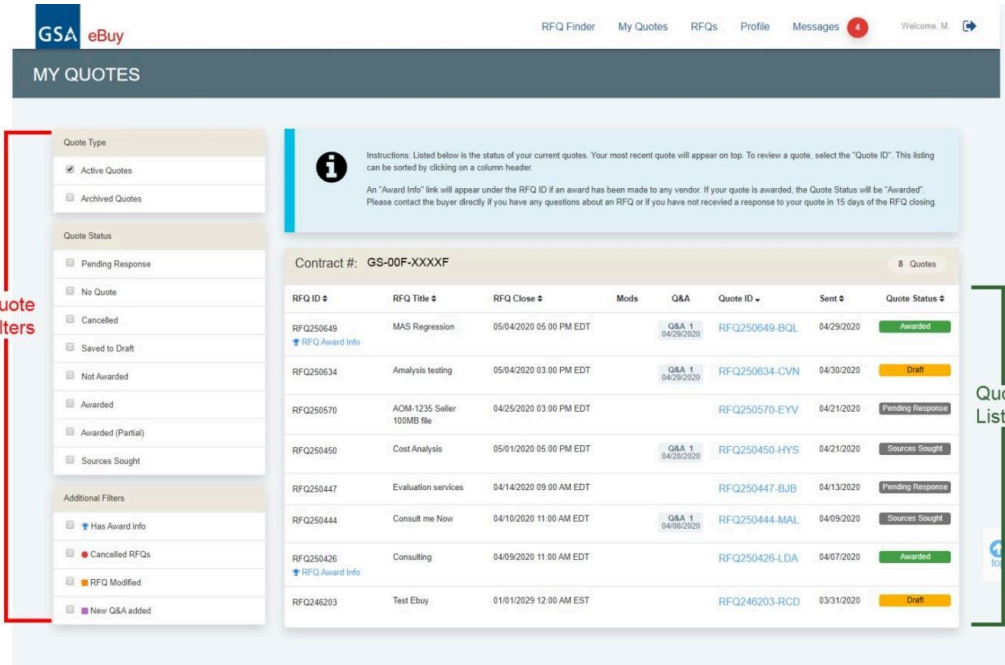
Quote Filters

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

Quote Type

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

- **Active Quotes** - Active Quotes can be defined as a state for quotes that are currently in progress and still pending.
- **Archived Quotes** - Archived Quotes can be defined as a state for quotes that are either:
    - **Completed** – the quote has been awarded.
    - **Expired** - Quotes will automatically move to the "Archived" state when the quote good until date expires.

Quote Status

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

Quote Status definitions

Status	Definition
Pending Response	Quote is waiting to be evaluated by the buyer
Awarded	Quote evaluated and awarded by the buyer
Awarded (Partial)	Quote evaluated and partially awarded by the buyer
Not Awarded	Quote evaluated and not awarded to you by the buyer
No Quote	You have elected not to quote on this RFQ
Canceled	The quote has been canceled by the contractor
Contract Expired	The contractor's contract has expired. The quote can no longer be viewed or awarded by the buyer.
Draft	Quote has been saved and not yet submitted.

Sources Sought	RFQ was designated to "seeking sources" only
Interested	You have expressed interest in this RFQ

Additional Filters

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

Quote Listing

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

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

RFQ List fields

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

RFQ Award Info

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

Award Information for RFQ ID: RFQ250649   ✕

Awardees

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

Modifying a Quote

eBuy allows you to modify your quote <u>as many times as you need up until the RFQ Close date/time</u>. To update a quote for an RFQ that is still open:

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

> **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 date

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

How to Extend my Quote Expiration date

1. From the My Quotes page, select the Quote ID to display the Quote Summary page.
2. Under "Your Quote is good until", click the "Extend you quote date" button.
3. Enter the new date your quote is good until.
4. Your new quote good until date will immediately be updated.

Profile

The *Profile* page provides a list of the contracts and points of contacts (POCs) for each of the categories (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).

Point of Contacts (POCs)

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

Important:
- As a default, there must always be one POC for each Category.
- Anyone listed as a POC in the Profile, regardless of the category they are listed, has the ability to submit a quote for RFQ's posted under any category awarded under the contract.

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

How the VSC registration affects POCs in eBuy

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

Managing POCs

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

How do I add a new POC to a Category?

To add a new POC to a category, click the "Add a new POC to a Category" button displayed in the contract number line 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 <u>one</u> POC for each 'Category'.
- You cannot remove the selected "main" POC. If your Category only has one POC, you will need to add a new POC to that Category, change the main POC, and then follow the remove POC procedures.

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.

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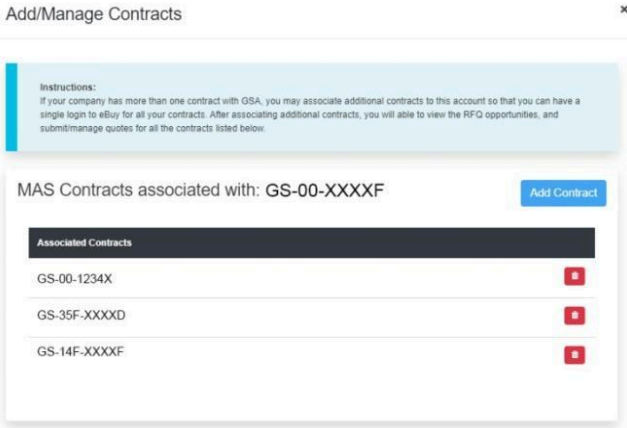
In the example screenshot to the right, a company has "associated" three additional contracts with contract GS-00-XXXXF. In this scenario, the contract GS-00F-XXXXF is considered a "master" contract in eBuy for this company POC. Now, this POC can login to eBuy, select contract GS-00-XXXXF, and then have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

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

Manage Mobile Alerts

eBuy allows you to receive RFQ notifications via mobile device.
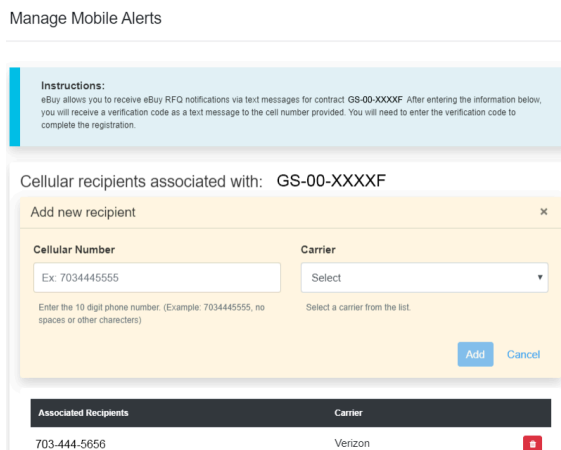
To add a new person to receive notifications:

1. Click the "Add new recipient" button.
2. Enter a valid phone number and carrier, then click "Add".
3. eBuy will send a verification code via text message 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.

To update sub groups available under your contract SINs:

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