



eBuy Open

USER GUIDE

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



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Introduction to eBuy Open

[eBuy Open](#) is a web platform that provides access to several years of electronic Requests for Quote (RFQ) /Proposal (RFP) submitted through the GSA eBuy system. A variety of data filtering, formatting and reporting features are available for analyzing the data.

eBuy Open provides valuable information, such as identifying best practices and lessons learned, and determining what products and services agencies are being procured. eBuy Open can also be a very useful tool when doing market research and searching for acquisition examples.

How do I access eBuy Open?

eBuy Open is located at <https://www.ebuy.gsa.gov/ebuyopen>. This link will drop you directly at the FAS ID login screen. Enter your FAS ID to access the system.

For more information regarding obtaining a FAS ID, click the “register” link that is located on the sign-in page.

eBuy Open homepage

eBuy Open is powered by eBuy data and will show all Requests that meet the selected criteria. When you first enter eBuy Open, by default the listing will display all Requests created within the previous **30 days**. Refinements to the listing can be easily applied by using various filters, searches, or date range updates. For example, a user can filter by a ‘Buyers Agency’ and see only Requests that were created by that agency.



GSA

eBuy Open

Job Aid

Logout

Search

Q

Date Range:

2025-03-04

2025-06-04

Q

columns

export

Criteria:

Issue Date: 2025-03-04 to 2025-06-04

Clear All Filters

FILTERS

hide

Status

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Buyer Agencies

+

Source

+

Category

+

Source Name

+

Category Name

+

Program Code

+

Total 12238 Requests

View: 25

Request ID	Buyer Agency	Issue Date	Close Date	Title	Source	Category
RFQ1761078	Department of the Army	2025-06-04	2025-06-10	Conference Table with chairs and Hard Chairs	MAS	33721
RFQ1761076	Department of the Air Force	2025-06-04	2025-06-09	draft	MAS	33411
RFQ1761077	Department of the Navy	2025-06-04	2025-06-10	Consulting services	MAS, MAS, MAS	332510C, 333241, 332215T
RFQ1755294	Department of the Army	2025-06-03	2025-06-20	Panasonic Camera and Touchscreen	MAS	33411
RFQ1755376	Department of the Interior	2025-06-03	2025-07-07	DOI Class 644 Crew Carriers	MAS	3361
RFQ1756344	Independent U.S. Government Offices	2025-06-03	2025-06-08	Inventory Management Support Services	MAS	561320SBSA
RFQ1757830	Independent U.S. Government Offices	2025-06-03	2025-06-08	Mail Processing Support	MAS	561320SBSA
RFQ1758655	Department of the Army	2025-06-03	2025-06-20	Dell Precision 7780 Laptops	MAS	33411
RFQ1758765	Department of the Army	2025-06-03	2025-07-01	Capacity Trucks Model TJ 5000 or Equal	MAS	333924
RFQ1759751	Department of the Air Force	2025-06-03	2025-06-06	USAF Trisonic Wind Tunnel Tank Inspection	MAS	541380

Search and Date Range

Search

eBuy Open comes with a handy search feature that allows you to search by Request # or keywords found in the Request Description or Request Title. Note - the content of attachments is currently not searchable.

Search

Q

To perform a search, simply enter the desired terms into the search bar and click the magnifying glass. Multiple terms can be combined with a Boolean styled filter AND. For example, a search “chair AND executive” will display only Requests with both “chair” and “executive” in the Request title and description field.

Additional filters can also be used in combination with the search to help find desired Requests. For example - a search query for “chair AND executive” can be further refined by specifying a more restrictive date range, or by selecting a specific buyer Agency.

Date Range

By default, when you first enter eBuy Open it will display all Requests created within the previous **30 days**. This Date range can be easily changed by manually modifying the date in the format YYYY-MM-DD, or by clicking on the calendar icon to open



the calendar selection tool.

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Criteria:

Issue Date: 2025-03-04 to 2025-06-04

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Clear All Filters

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2025

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March 2025

April 2025

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Filters

Filters are especially useful when the Request Listing contains a large amount of data, or you are only interested in specific information or results. eBuy Open provides many useful filters such as Status, Buyer Agency, Source, just to name a few.

To filter the Requests on a particular area, simply click a filter header (i.e. Status, Source, Category, etc.) to expand the available options, and then select the option(s) you are interested in. eBuy Open will automatically update the listing.

🔍

FILTERS

✖ hide

Status

Buyer Agencies

Source

Category

Source Name

Category Name

Program Code

Status

Buyer Agencies

Source

☐ General Services Administration (117)

☐ Department of the Air Force (22)

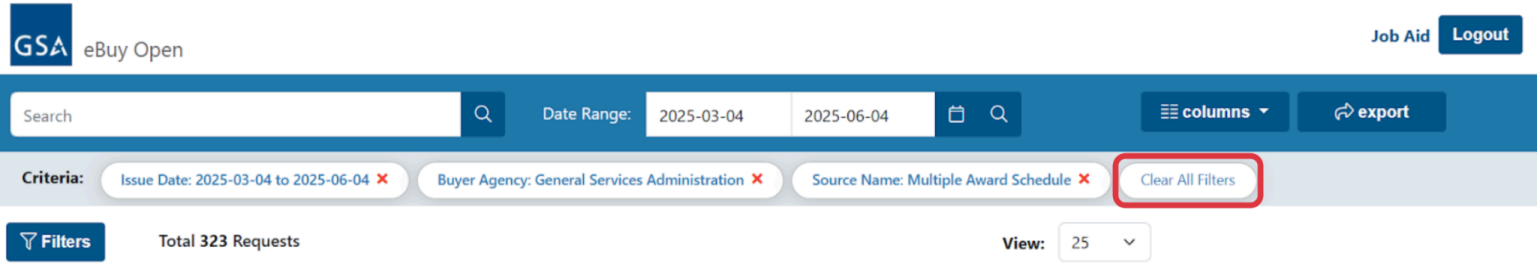
☐ Department of Agriculture (13)

☐ Department of Veterans Affairs (8)

☐ State and Local Government (1)

☐ Department of Energy (1)

Each selected filter will be applied to the “Criteria” line. To remove a filter, simply click the “X” next to the filter you want removed - and the listing will be automatically updated.



To remove all filters, click the “Clear All Filters” button in the Criteria line.

Hiding the Filters

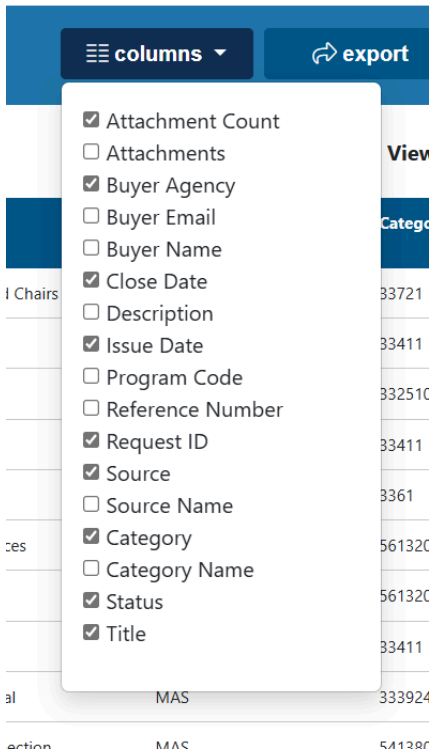
The Filter section can be easily hidden for maximum viewing of the Request listing by clicking the “x hide” link. To ‘unhide’ and re-display the Filters, simply click the “Filters” button.



Request Listing

eBuy Open provides 17 Request data elements. The Request Listing, by default, displays the 9 most commonly requested data elements in the table listing. Data elements can be added or removed by customizing the columns.

Columns - Customizing the data in Request listing



The data columns can be customized to suit your needs. By clicking the “Columns” button from the Search and Data Range line, eBuy Open will display the complete list of seventeen available data elements. Simply check the data elements you want



to view, and click outside the box when finished. EBuy Open dynamically updates the listing accordingly.

Sorting Columns

By clicking on a column header, you can easily sort the listing by that data element.

For example, clicking on the ‘Issue Date’ header will allow you to sort the listing ascending or descending by the date that the Request was issued.

Request listing data elements

- Attachment Count** - the number of attachments the buyer added to the Request.
- Attachments** - the attachments the buyer added to the Request.
- Buyer Agency** - the agency that submitted the Request.
- Buyer Email** - the email associated with the buyer that submitted the Request.
- Buyer Name**- the name of the buyer that submitted the Request.
- Close Date** - the date that the Request will close in eBuy.
- Description** - the description of the Request provided by the buyer.
- Issue Date** - the date the Request was posted on eBuy.
- Program Code** - identifies whether the Request was submitted as a small business set-aside or under the State/local Cooperative Purchasing or Disaster Purchasing programs.
- Reference Number** - an agency unique number provided by the buyer.
- Request ID** - the number assigned to the Request in eBuy.
- Source** - the GSA contract vehicle the Request was posted.
- Source Name** - the full name of the Source.
- Category** - the category (or SIN) the buyer posted the Request under.
- Category Name** - the title of the category (or SIN) the buyer posted the Request under.
- Status** - the current status of the Request in eBuy.
- Title** - the title of the Request entered by the buyer(user) submitting the Request.

Request Details

By clicking on a Request in the Request Listing, a modal will appear containing the complete Request details. Below is an example of the Request details after expanding a record. Use the vertical slider to view the other fields in the request. When you have finished, click the “Close” button to close the modal.

RFQ Details

Field	Value
RFQ ID	RFQ252098
Buyer Agency	General Services Administration
Issue Date	2021-04-16
Close Date	2021-04-23
Title	Janitorial Services - eBuy test
Source	MAS
Category	518210C
Program Code	N/A
Status	Closed
Buyer Email	John.Doe@gsa.gov
Buyer Name	John Doe

Close

Exporting the Request data

The data in the Request listing can be exported by simply clicking on the “Export” button. The export data will be downloaded to your computer as a CSV (Comma Separated Values) plain text file. Spreadsheet applications such as Google Sheets, or Microsoft Excel can easily import CSV and present the contents of a CSV file as if it were a spreadsheet, sorting it into columns.

