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1 Introduction

1.1 GSA Reverse Auctions

ReverseAuctions.gsa.gov is an efficient and cost-effective platform for buying non-complex commodities and simple services. It’s designed to drive down the total cost of acquisitions and increase savings to customers and taxpayers.

Use ReverseAuctions.gsa.gov to facilitate your request and submission of quotes for simple commodities and services through GSA Multiple Award Schedules (MAS) and Blanket Purchase Agreements (BPAs).

On ReverseAuctions.gsa.gov, you can solicit non-complex commodities and simple services while the sellers successively bid prices down until the auction time ends. An award can be made to the apparent low bidder if it meets the solicitation’s terms and conditions and is technically acceptable.

In order to use ReverseAuctions.gsa.gov, you’ll need a valid GSA eBuy username and password.

If you don’t have an eBuy username and password, register here: https://www.ebuy.gsa.gov/advantage/main/registration.do.

NOTE: OPEN MARKET – Buyer

GSA will collect a OM Fee on all Platform Open Market acquisitions. GSA will collect the OM fee per line item to be remitted by the Vendors to GSA. On the Platform the bid price offered by the Vendor and viewed by the Buyer is inclusive of the OM fee. The Buyer shall ensure that the award amount of the contract/order placed by the Buyer shall be inclusive of the OM fee. The GSA Reverse Auction Platform displays the actual OM fee amount for each line item on an auction in the “Bid Abstract Report” and the “Level III Report.”

GSA has the unilateral right to change the OM fee percentage or ceiling limit at any time, but not more than once per fiscal year. FAS will provide reasonable notice prior to the effective date of any such change.

GSA will collect the OM fee from the Vendor and GSA will be responsible for OM fee collection disputes should they arise including, e.g., pursuing claims as necessary against Vendors; however, the Buyer is recipient and beneficiary of GSA’s services in furnishing the Platform for Open Market use and accordingly in the event that GSA, despite good faith efforts, is unsuccessful in collecting the OM fee from the Vendor then the Buyer understands and acknowledges that Buyer is ultimately responsible for ensuring GSA is reimbursed the OM fee.

See the current Terms and Conditions on the GSA Reverse Auction site reverseauctions.gsa.gov for more information on Open Market and Open Market fees.
1.2 Current Schedules and BPAs available

1.2.1 Multiple Award Schedule Blanket Purchase Agreements

NITCP Computers: National Information Technology Commodity Program BPAs for off-the-shelf laptops, desktops, netbooks and notebooks.

NITCP Data Center Equipment: National Information Technology Commodity Program BPAs for commercial off the shelf data center equipment.

NITCP Mobile Solutions: National Information Technology Commodity Program BPAs for commercial off the shelf items such as VOIP phones, Headsets, Video Cameras.

NITCP Monitors: National Information Technology Commodity Program BPAs for commercial off the shelf monitors.

NITCP Tablets: National Information Technology Commodity Program BPAs for commercial off the shelf computer tablets and accessories.

NITCP Video Teleconferencing Equipment: National Information Technology Commodity Program BPAs for commercial off the shelf Video Teleconferencing Equipment and ancillary services.

FSSIPRNTSVCS: FSSI Print Management - Managed Print Services.

FSSIPRNTASSESS: FSSI Print Management - Fleet Assessment.

FSSIPRNTDEVICE: FSSI Print Management - Device Plus and Customizable Solutions.

FSSI Office Supplies: In support of OMB's Federal Strategic Sourcing Initiative, GSA offers the following BPAs, leveraging the buying power of the Federal government to achieve savings for needed office supplies.

FSSI Wireless: In support of OMB's Federal Strategic Sourcing Initiative, GSA offers the following BPAs, leveraging the buying power of the Federal government to better manage wireless spending by consolidating service plans and centralizing management along with rate optimization to maximize value and savings.

Smartbuy Geospatial Information Systems: In support of OMB's Federal Strategic Sourcing Initiative, GSA offers the following BPAs, leveraging the buying power of the Federal government to procure commercial software from publishers/resellers at reduced prices and more favorable terms/conditions.

Smartbuy Information Assurance BPAs (Situation Awareness and Incident Response Software): In support of OMB's Federal Strategic Sourcing Initiative, GSA offers the following BPAs, leveraging the buying power of the Federal government to procure commercial software from publishers/resellers at reduced prices and more favorable terms/conditions.

Navy Furniture BPA: Navy Furniture BPA available for Department of Defense only.

Navy Conference Planning Services BPA: Navy Conference Planning Services BPA available for Department of Defense only.

DHS Furniture BPA: DHS Furniture BPA available for Department of Homeland Security only.

The Department of Homeland Security (DHS) Strategic Sourcing Program Office (SSPO) in cooperation with the Office of Procurement Operations (OPO) is conducting a 12 week pilot test of the General Services Administration (GSA) Reverse Auction (RA) platform.

### 1.2.2 GSA Multiple Award Schedules

- 03FAC – Facilities Maintenance And Management
- 23 V – Automotive Superstore
- 36 – The Office, Imaging and Document Solution
- 48 – Transportation, Delivery And Relocation Solutions
- 51 V – Hardware Superstore
- 56 – Buildings and Building Material / Industrial Services and Supplies
- 58 I – Professional Audio / Video Telemetry / Tracking, Recording / Reproducing and Signal Data Solutions
- 66 – Scientific Equipment and Services
- 66 III – Clinical Analyzers, Laboratory, Cost-Per-Test
- 67 – Photographic Equipment: Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)
- 70 – General Purpose Commercial Information Technology Equipment, Software, and Services
- 71 – Furniture
- 71 II K – Comprehensive Furniture Management Services (CFMS)
- 72 – Furnishing and Floor Coverings
- 73 – Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services
- 75 – Office Products/Supplies and Services and New Products/Technology
- 76 – Publication Media
- 78 – Sports, Promotional, Outdoor, Recreation, Trophies and Signs (Sports)
- 81 I B – Shipping, Packaging And Packing Supplies
- 520 – Financial And Business Solutions (FABS)
- 541 – Advertising and Integrated Marketing Solutions (AIMS)
- 599 – Travel Services Solutions
- 621 I – Professional And Allied Healthcare Staffing Services
- 621 II – Medical Laboratory Testing And Analysis Services
- 736 – Temporary Administrative and Professional Staffing Services
1.2.3 Veterans Affairs Multiple Award Schedules
65 I B – Pharmaceuticals and Drugs
65 II A – Medical Equipment and Supplies
65 II C – Dental Equipment and Supplies
65 II F – Patient Mobility Devices
65 V A – X-ray Equipment and Supplies - Includes medical and dental x-ray film
65 VII – In Vitro Diagnostics, Reagents, Test Kits and Test Sets

1.2.4 Multiple Award Contracts
DHS First Source II: DHS First Source II IDIQ Multiple Award Contract (MAC) are available for Department of Homeland Security Only. The Department of Homeland Security (DHS) Strategic Sourcing Program Office (SSPO) in cooperation with the Office of Procurement Operations (OPO) is conducting a 12 week pilot test of the General Services Administration (GSA) Reverse Auction (RA) platform.

OS3 – Federal Strategic Sourcing Initiative (FSSI) – Office Supplies

2 Support and System Information

2.1 Questions
For general questions about Reverse Auctions, you can email us at reverseauctionshelp@gsa.gov or call us at 855-372-1094.

The Reverse Auctions helpdesk is available Monday through Friday from 7:00 am to 6:00 pm, Central Time Zone.

2.2 Training
For Buyer or Vendor Training, contact us at ReverseAuctions@gsa.gov.
2.3 System timeout

User sessions will timeout after 60 minutes of inactivity. A reminder will pop up 5 minutes prior to expiration, allowing users to extend their session. Note: session timeouts are only reset when a user navigates to a new page or submits a form.

2.4 System Availability

The GSA Reverse Auctions system will be operational:

- Monday through Friday 24 hours a day
- Saturday from 12AM-5AM and 8AM-11:59PM Central Time Zone
- Sunday from 12AM-6AM and 10AM-11.59PM Central Time Zone

The system will not be operational during the following maintenance windows:

- Saturday 5AM-8AM Central Time Zone
- Sunday 6AM-10AM Central Time Zone

A system maintenance page will be displayed when a user tries to access the system during a maintenance window informing the user that the site is unavailable due to system maintenance.

Auctions may be automatically extended based on the circumstances indicated in the Terms and Conditions. It is recommended Buyers and Vendors understand how the automatic extension works. Please visit the Terms and Conditions at http://reverseauctions.gsa.gov/html/terms_and_conditions.html

3 Using GSA Reverse Auctions

3.1 Accessing Reverse Auctions

To access GSA Reverse Auctions:

1. Type http://ReverseAuctions.gsa.gov into your web browser.

   The Reverse Auctions Home Page, shown in Figure 3-1, will be displayed.
3.2 State and Local Users

State and Local Governments can use http://ReverseAuctions.gsa.gov/sateandlocal to access applicable GSA Federal Supply Schedule contracts under the authorities of the Cooperative Purchasing and Disaster Purchasing Programs.

State and Local government entities that have a valid GSA eBuy account can use their current User ID and Password to access the GSA Reverse Auction website. Those that do not can register here: https://www.ebuy.gsa.gov/advantage/main/registration.do.

3.2.1 Cooperative Purchasing Program

Purchase Security and Law Enforcement equipment from GSA Schedule 84 and Information Technology Products from GSA IT Schedule 70 and the IT Special Item numbers on the Consolidated Schedule. To learn more, go here http://www.gsa.gov/portal/category/100739.

3.2.2 Disaster Purchasing Program

Purchase directly from all GSA Federal Supply Schedule vendors to support disaster preparation and response or recovery from declared disasters or acts of terrorism. To learn more, click here.
3.2.3 What State and Local government entities are eligible to use GSA Reverse Auctions?

40 U.S.C § 502 (c) offers the following definition of state or local government: "The term, "State or local government" includes any state, local, regional, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education)." The term does not include contractors or grantees of state or local governments. Additional information on eligibility and entities that may need additional assistance in determining eligibility can be found here: [http://www.gsa.gov/portal/content/192895](http://www.gsa.gov/portal/content/192895).

3.3 Buyer Login / Authentication

In order to access GSA Reverse Auctions you will need a valid GSA eBuy Buyer username and password. If you do not have an eBuy username, refer to section 3.4.

To log into Reverse Auctions as a Buyer:

1. Access the Reverse Auctions Home Page, shown in Figure 3-1, and click the **Buyer Login** link.

   The Buyer authentication box, shown in Figure 3-2, will be displayed.

   ![Figure 3-2 Buyer Authentication](image)

2. Enter your **Username** and **Password** and click the **Login** button.
3. If you want to register with eBuy, refer to section 3.4.
4. If you forgot your User ID or password refer to section 3.5.
5. If you forgot your System Admin ID or password refer to section 3.6.

3.4 Register with eBuy

In order to use e-Buy you must have a Government Purchase Card or AAC on file in your GSA Advantage Profile. If you do not have a payment method, you may still register, but you will receive an email verifying you are a Federal buyer with a '.gov' or '.mil' address. After verification, you may use e-Buy without having a payment method.

To register for an eBuy account:

1. Click the Register for eBuy User ID and Password link in the Buyer Login authentication box, Figure 3-2.
   An eBuy registration form will be displayed.

3.5 Forgotten Username or Password

In the event that you have forgotten your username or password:

1. Click the I Forgot my eBuy User ID and/or Password link in the Buyer Login authentication box – shown in Figure 3-2.
   The Login Assistance screen, shown in Figure 3-3, will be displayed.

2. Click the Forgot My User ID button or the Forgot My Password button.
   The Forgot User ID screen, shown in Figure 3-4, or the Forgot Password screen, shown in Figure 3-5, will be displayed.
3. Enter your Email address in the Forgot User ID screen or enter your User ID and email address in the Forgot Password screen, and then click the Submit button. Your credentials will be emailed to you.

### 3.6 Forgotten System Admin User ID or Password

In the event that you have forgotten your System Admin password:

1. Click the I Forgot my System Admin User ID and/or Password link in the Buyer Login authentication box – shown in Figure 3-2.

   The Login Assistance screen, shown in Figure 3-3, will be displayed.
2. Enter your Username, and then click the Continue button.
   The User Verification screen, shown in Figure 3-7, will be displayed.

3. Populate the fields and then click the Update Password button.
4 Buyer Dashboard

The buyer dashboard is the buyer landing page, and can be accessed by buyers once they have been authenticated by the system. The buyer dashboard provides access to the following:

- **Active Auctions**: Displays a list of Active Auctions and allows a buyer to view the status of auctions, as well as the Line Items and various bidding information. Refer to section 4 for more information about Auctions.

- **Pending Awards**: Displays a list of Pending Awards, and allows a buyer to view the award status of closed auctions; to make awards to the line items in the bid; and to view various bidding information. Refer to section 6 for more information about Awards.

- **Messages**: Displays system generated messages regarding bidding as well as system alerts and vendor initiated questions or updates. It also allows a buyer to view the status of the auctions, as well as the Line Items and various bidding information. Refer to section 8 for more information about Messages.

To access the Buyer Dashboard:

1. Log into Reverse Auctions as a Buyer, as described in section 2.2.

   The Buyer Dashboard, shown in Figure 4-1, will be displayed.
4.1 Active Auctions

The “Active Auctions” section of the Buyer dashboard, shown in Figure 4-2, displays a list of active auctions, and allows a buyer to view Line Item and Bidding information for auctions.

To view Line Item and Bidding information for an Auction:
1. Click one of the links in the Name or ID column.

   An Auction Summary screen, similar to the one shown in Figure 4-3, will display auction header information, Line Items associated with the Auction ID, Attachments for the auction, Questions & Answers and Amendments to the auction.

   ![Figure 4-3 Auction Summary](image)

   **Figure 4-3 Auction Summary**

2. To view Bidding information for a Line Item, click the link in the Line Item column.

   The Line Item information screen, shown in Figure 4-4, will display a description of the auction, and provide access to Bidding information.
4.2 Pending Awards

The “Pending Awards” section of the Buyer dashboard, shown in Figure 4-5, displays a list of closed auctions and allows the Buyer to award Line Items that have not been awarded.
To view the Award summary for an Auction or make an award:

1. Click the **Name** link for the auction you want to access.

   A Line Item Award Status screen, similar to the one shown in Figure 4-6, will allow you to view completed awards and to make new awards.

2. To make an award, click a **Make Award** button. (Refer to section 9 Awards)
4.3 Messages

The Messages section of the Dashboard, shown in Figure 4-7, displays a list of system generated messages concerning milestones in the Auction’s progress, such as closing an auction, awarding a Line Item, canceling an award, etc., and allows a Buyer to access auction summary information.

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Name</th>
<th>Description</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>228</td>
<td>Laptops and Docking Stations</td>
<td>You have created the Auction for Auction Id : 228</td>
<td>09/06/2014</td>
</tr>
<tr>
<td>227</td>
<td>Desks and Chairs</td>
<td>You have created the Auction for Auction Id : 227</td>
<td>08/09/2014</td>
</tr>
<tr>
<td>199</td>
<td>Desks</td>
<td>You have created the Auction for Auction Id : 199</td>
<td>08/16/2014</td>
</tr>
<tr>
<td>108</td>
<td>F5 Big IQ Premium</td>
<td>You have created the Auction for Auction Id : 108</td>
<td>08/16/2014</td>
</tr>
<tr>
<td>191</td>
<td>Laptops (Amended)</td>
<td>You have created the Auction for Auction Id : 191</td>
<td>08/16/2014</td>
</tr>
</tbody>
</table>

Displaying 1 to 5 of 5 results.

Figure 4-7 Messages

To view Auction, Line Item and Bidding information for an Auction listed in Messages

1. Click one of the Auction IDs in the Messages window. An Auction Summary screen will display auction header information and Line Items for the auction.

2. To view Bidding information for a Line Item, click one of the Line Item links on the Auction summary page.

5 Auctions

The Auctions module allows a buyer to create and manage auctions. A Buyer can create a new auction by copying an existing auction and then updating the various sections of the Auction prior to review and finalization or by using a new Auction template and entering information in the various sections.

The Auctions screen allows you to:

- Create Auctions
  - Copy an existing auction
  - Create a new auction
  - Add line items
  - Select vendors
  - Add attachments
  - Review and finalize an auction

- Manage Auctions
  - Update or delete draft auctions
  - Cancel auctions
  - Update auction Q&As

- Auction Amendments
5.1 Creating a New Auction

This section describes the process of creating an Auction from a blank template, including:

- Creating a new Auction
- Adding Auction Details

To create a new Auction:

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will display a list of Active Auctions.

2. Click the **Create Auction** link on the left of the Auctions screen. The **Create Auction** screen, shown in Figure 5-1 Create Auction, will display a blank auction template.
Figure 5-1 Create Auction

3. Populate the fields as follows:

- Select the **Auction Type** (BPA, MAS, MAC or Open Market) from the Select Type drop-down. Note: available contract types are dependent on your agency affiliation.
- Select a **Schedule** from the Select Schedule drop-down. The Schedule determines the goods and services for which the auction can be conducted.
- Select the **SIN**. Special Item Number (SIN) is used to determine which vendors will be allowed to bid on a Line Item. Only vendors with a valid contract for that SIN will be allowed to bid.
- The **Add Schedule** button, which is displayed if the auction type is MAS, lets you add multiple Schedule/SIN to the auction. Click the **Add Schedule** button after selecting a Schedule and SIN. The selected Schedule/SIN will be added to the auction and displayed under **Selected Schedules** section. To remove a Schedule/SIN, click the **Remove** button next to that Schedule/SIN.
- Select **Classification Code** if the auction type is Open Market.
- Select **NAICS** code if the auction type is Open Market.
- Enter the **Auction Name**. The Auction Name, which is limited to 100 characters, will be displayed on Buyer and Vendor auction listings.
- Enter an **Alternate ID** if desired. This is an optional, free text field used to associate the auction with an internal procurement for cross reference and reporting purposes. Alternate ID is limited to 30 characters.

- Select the **Award Type** (Single or Multiple) from the drop-down. The Award Type indicates whether you want to award all of the Line Items to a single vendor or multiple vendors and will be displayed to the vendor.

- Check the **Two Step Procurement?** Check-box if, only vendors that are selected by buyer are allowed to participate in the bidding process. Otherwise, all vendors that belong to that particular schedule/SIN will be able to participate. By selecting the Two Step Procurement Checkbox you are using GSA's Reverse Auction Platform to invite vendors from an RFQ outside of GSA Reverse Auction platform to participate in the price portion of the solicitation. When checked, bidding will be limited to only those vendors manually selected. This is similar to a pass/fail step on Technical Factors or down select process. If the Two Step Procurement checkbox is not selected, all vendors with a contract awarded against the selected GSA and VA schedules and/or Agency GWAC or Multiple Award IDIQ Contracts may be provided the opportunity to participate. **Note:** Currently this feature is not available for DHS First Source II contracts and Open Market auctions.

- Enter a **Description**. The description is used to convey important information to vendors. The auction description is limited to 4000 plain text characters.

4. Click the **Save & Next** button to create your Auction.

Based on the auction type, either the **Vendor Selection** screen or the **Vendor Email** screen will be displayed next.

The **Vendor Selection** screen for the new Auction, shown in Figure 5-2 Vendor Selection, will be displayed for all auction types other than Open Market. For Open Market auctions, the **Vendor Email** screen shown in Figure 5-3 Vendor Email will be displayed. The Auction ID (shown in the Vendor Selection/Vendor Email screen) will be generated automatically.
Figure 5-2 Vendor Selection
5. **Note:** For Open Market auctions, please skip to step 8. Select Vendor Socio Economic Indicator and SIN (Special Item Number) from the respective drop-down lists as shown in Figure 5-2 Vendor Selection.

The Vendor Selection screen will display a list of approved vendors as shown in Figure 5-4 Vendor Selection.
The vendor selection screen displays a list of all the vendors that are allowed to bid in the Auction. The vendor names that appear on the screen depend on the SIN selected when you created the auction. The list of vendors cannot be modified. The only change that can be made – if the Auction Type is ‘MAS’ – is to specify which vendors will be sent an auction invitation email notification. By default, emails will automatically be sent to all vendors on the list. If Auction Type is ‘MAS’, the check-boxes next to Vendor IDs can be unchecked, which prevents those vendors from receiving an auction invitation email. All of the vendors on the list however will still be allowed to bid on the auction.

**Figure 5-4 Vendor Selection**

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Vendor Socio Economic Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-05F-0081X</td>
<td>HITACHI CONSULTING CORPORATION</td>
<td>Other than Small Businesses</td>
</tr>
<tr>
<td>GS-05F-0096U</td>
<td>TRITECH SOFTWARE SYSTEMS</td>
<td>Other than Small Businesses</td>
</tr>
<tr>
<td>GS-05F-0014X</td>
<td>PATHFINDER DIGITAL LLC</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0015Y</td>
<td>KNIGHT SKY CONSULTING AND ASSOCIATES</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0022U</td>
<td>KINNEBER GROUP, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0022W</td>
<td>AMS NET, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0024W</td>
<td>****</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0047Y</td>
<td>CLARKS CHANG TECHNOLOGIES LLC</td>
<td>Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)</td>
</tr>
<tr>
<td>GS-05F-0051S</td>
<td>SOLOMON TECHNOLOGY SOLUTIONS, INC.</td>
<td>Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)</td>
</tr>
<tr>
<td>GS-05F-0053L</td>
<td>MARZEN GROUP LLC</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0056Y</td>
<td>SIMION, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0057U</td>
<td>PLAN B NETWORKS, INC.</td>
<td>Small Business</td>
</tr>
<tr>
<td>GS-05F-0058A</td>
<td>SECURITY ENGINEERED MACHINERY CO., L.</td>
<td>Small Business, Veteran Owned Small Business</td>
</tr>
</tbody>
</table>

Displaying 1 to 977 of 977 results.
6. Select/de-select Vendor IDs (if the Auction Type is ‘MAS’) to indicate which vendors will receive emails about the auction, and then click one of the following buttons on the screen.

- **Save and Back**: To save your changes and return to the Create Auction screen.
- **Save Selection**: To save your changes and return to the Vendor Selection screen.
- **Next for Details**: To save your changes and display the Auction Details screen.

7. If you clicked the **Next for Details** button, the Auction Details screen, shown in Figure 5-5 Auctions Details will be displayed. The Auction Details screen displays Auction Details at the top of the screen and a blank Line Item template below.

8. For Open Market auctions, email invitations will automatically be sent by default to all Open Market vendors registered with the Platform that have a NAICS code that matches the auction. If a Buyer wishes to invite a particular vendor to an auction but the Buyer is uncertain whether the vendor is registered with the Platform or holds the NAICS code for the auction, then the Buyer has the ability to enter email addresses for any vendors that the buyer would like to invite to the auction in the **Vendor’s Email Address** text box shown in Figure 5-3 Vendor Email. Click one of the following buttons on the screen.

- **Back**: To return to the Create Auction Screen.
- **Next**: To save any email addresses entered and display the Auction Details Screen. If you click the **Next** button, the Auction Details screen, shown in Figure 5-5 Auctions Details will be displayed. The Auction Details screen displays Auction Details at the top of the screen and a blank Line Item template below.
9. **Add Line Items to your Auction as follows:**

- Enter the **Product/Service Name**. This is a free-text product service name and description. The Product/Service Name is limited to 75 Characters.
- Indicate whether or not the item is a **Brand Name / Brand Name or Equal** product by checking the appropriate radio button.
- Enter the Manufacturer’s **Part Number**. The Part Number is limited to 30 Characters.
- Enter the name of the **Manufacturer**. The Manufacturer is limited to 35 Characters.
- Enter the **Product Description**. The Product Description is limited to 255 characters.
• Select a **Unit of Measurement** from the drop-down.
• Select the **Delivery Method** and indicate the parameters for the delivery in the field that is displayed. The field displayed will depend on the Delivery Method selected.
  • **Days after Receipt of Order.** If this option is selected, the Buyer should enter the number of calendar days that the vendor has to deliver the item after the order is received.
  • **Date of Award to Date of Completion.** If this option is selected, the Buyer should select the date that the purchase was formally awarded.
  • **Period of Performance.** If this option is selected, the Buyer should specify the allowable timeframe for delivery by selecting a start and an end date.
• Enter the **Quantity** requested.
• Enter the **IGE.** The IGE (Independent Government Estimate) is an ideal desired result identified by the Buyer when creating the auction.
• Select the **Bid Decrement** from the drop-down. This is the minimum amount the next bid must be decreased below the current winning bid. Buyer can select 1%, 2% or 3% of the IGE (Total Price).
• Enter a **Funding Code** if required. This may be a MIPR, DoDAAC, AAC or Funding Document Number. This data will be populated on the Level Data Report. The Funding Code is limited to 30 characters.
• Select the **Shipping Address** from the drop-down list (If you would like to add a new shipping address, please select the **ADD NEW SHIPPING ADDRESS** option from the drop-down list. A blank shipping address screen will be displayed. Enter the new address and click on the **Save & Back** button to save the new address and return to the Auction Details screen).

10. Click one of the following buttons:
• To return to the Vendor Selection screen without saving the line item, click the **Prev** button.
• To save your line item and add another Line Item, click the **Add New Line** button. Clicking this button will save your Line Item and display a new Line Item template.
• To save your Line Item and add attachments to your auction, click the **Next** button. Clicking this button will save your Line Item and display the Attachments screen.

11. If you clicked the **Next** button, the **Attachments** screen, shown in Figure 5-6 Attachments, will be displayed.
12. Click the Add/Remove Attachment(s) button to select a file to be uploaded. The upload attachments screen will open in a new browser window as shown in Figure 5-7 Upload Attachments.
13. Click the Select the document button to select a file to upload. The Select File to Upload dialog box, shown in Figure 5-8 Select File to Upload, will be displayed.
14. Browse to the file to be uploaded and click the **Open** button. **Note: attached files can be up to 5MB in size and the filename length has a 50 character limit.**

The Upload Attachment screen will display the filename of the file to be uploaded and the Upload the Document button will be displayed, as shown in Figure 5-9 Attachment Selected.
Figure 5-9 Attachment Selected

15. Click the **Upload the Document** button to complete the upload. After the document is uploaded, click the Close Window link to return to auction attachments. To see the recently uploaded document click the **Refresh Document List** button.

16. Click the **Next** button to finalize your Auction.

   The Review & Finalize screen, shown in Figure 5-10 Review & Finalize, will be displayed.
Review & Finalize

Fields marked with an asterisk (*) are required data fields.

Auction Name: Laptops and Docking Stations
Auction ID: 1641
Alternate ID:
Award Type: Multiple Award
Award Type: MAS
Schedule Type: .75

Note: Due to major enhancements release on 11/09 buyers are advised to end the auction by 11/07.

* Auction End Date: [Input]
* Auction End Time: [Input]
Vendor Q&A End Date: [Input]
Vendor Q&A End Time: [Input]

Notification time is 3 days for line item:
Description: FY15 Q1 Laptop refresh for Region 4. Includes 300 Laptops, 300 docking stations and 300 IPS monitors.

Attachments

<table>
<thead>
<tr>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>DellDataSheet</td>
</tr>
<tr>
<td>DellDataSheet2</td>
</tr>
</tbody>
</table>

Download Vendors

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>SIN Number</th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>70</td>
<td>132-6</td>
<td>[Download Vendor]</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>75-200</td>
<td>[Download Vendor]</td>
<td></td>
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Line Items

<table>
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<th>Unit</th>
<th>Manufacturer</th>
<th>Total IGE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>300.00</td>
<td>EA</td>
<td>Dell</td>
<td>$45,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>300.00</td>
<td>EA</td>
<td>Dell</td>
<td>$195,000.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>300.00</td>
<td>EA</td>
<td>Dell</td>
<td>$53,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 5-10 Review & Finalize
17. Select the **End Date** and **End Time** for the Auction. Click in one of the fields to display a calendar or slide to select dates and times. The auction start date and time will be set to the date and time that the auction is finalized.

18. Select the **Vendor Question & Answer End Date** and **End Time**. This is the last day and time that vendors can submit questions to the Buyer before the Auction closes.

19. Choose a selection from the **Notify if less than 3 bidders for line item** dropdown if you would like an email notification a set number of hours prior to auction closing if there are fewer than three bidders.

20. To forward the auction to another buyer, click the **Forward Auction** button. See section 6.1 Forward Auction for more details.

21. Click the **Finalize** or **Delete** button. If you click the **Finalize** button the auction will be finalized, as shown in Figure 5-11 Auction Finalized. If you click the **Delete** button the auction will be deleted and removed from the draft auction list. **Note:** For Open Market auctions, a notice of combined synopsis/solicitation of the auction will be posted to the FedBizOpps ([https://www.fbo.gov](https://www.fbo.gov)) web site for open market vendors to search/view business opportunities.
5.2 Copying an Auction

This section describes how to create a new Auction by copying an existing Auction.

To copy an Auction:

1. Log into Reverse Auctions as a Buyer, and click Auctions on the menu bar at the top of the screen. The Auctions screen will display a list of Active Auctions.

2. Click the Copy Auction link on the left of the Auctions screen. The Copy Auction screen, shown in Figure 5-12 Copy Auction, will be displayed.
3. Click the **Copy** button next to the Auction to be copied. The Auction will be copied and the user will be taken to the **Create Auction** screen with the copied auction details filled out as shown in Figure 5-13 Create Auction. Once copied the user can update all of the auction details for the copied auction.
4. Click the **Save & Next** button on the right of the screen. The Vendor Selection screen shown in Figure 5-14 Vendor Selection will be displayed.
5. Select Vendor Socio Economic Indicator and a SIN from the drop-down lists. The vendor selection screen shown in Figure 5-15 Vendor Selection will display a list of vendors approved for that SIN.
6. Select/de-select vendor IDs (If the auction type is ‘MAS’) that are to receive emails about the auction, and then click one of the following buttons on the screen.
   - **Save and Back**: To save your changes and go to the Create Auction screen.
   - **Save Selection**: To save your changes and go to the Vendor Selection screen.
   - **Next for Details**: To save your changes and go to the Auction Details screen.

7. If you clicked the **Next for Details** button, the Auction Details screen for the new auction will be displayed as shown in Figure 5-16 Auction Details for copied Auction. The Line
Items from the copied auction will be listed and a blank line item template will be displayed. **Note:** you will need to update the IGE and Bid Decrement for each line item copied before the auction is finalized.

**Figure 5-16 Auction Details for copied Auction**
8. You can add new line items to your auction by following the instructions in section 5.1 Create Auction.

9. You can update a line item from the copied auction. Click the **Update Item** button to the right of the item number.

The line item details from the copied auction will be displayed on the Auction Details screen as shown in Figure 5-17 Line Item from copied auction.

---

**Figure 5-17 Line Item from copied auction**
10. Modify the line item as necessary and then click one of the buttons at the bottom of the screen, as follows:

- Click **Prev** to return to the Vendor Selection screen without saving changes to the line item.
- Click **Update Line** to save your line item and display a new line item template.
- Click **Next** to save your line item and add attachments to your auction.

11. Complete Auction Attachments and Review and Finalize steps in section 5.1 Create Auction to complete the Copy Auction process.

### 5.3 Vendor Selection

The Vendor Selection screen displays a list of all of the vendors that are allowed to bid in the Auction. The vendor names that appear on the screen depend on the SIN selected when you created the Auction. The only change that can be made to the list of vendors – if the Auction Type is ‘MAS’ – is to specify which vendors are to be sent an email about the auction. By default, emails will automatically be sent to all vendors on the list. If Auction Type is ‘MAS,’ however, the check-boxes next to Vendor IDs can be removed, which prevents those vendors from receiving emails about the auction. All of the vendors on the list, however, will still be allowed to bid in the auction.

**To perform Vendor Selection on a draft auction:**

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will be displayed.

2. Click the **Vendor Selection** button on the left side of the screen. The **Vendor Selection** screen, shown in Figure 5-18 Vendor Selection, will be displayed.
3. Select an Auction ID, Vendor Socio Economic Indicator and a SIN (Special Item Number) from the drop-down lists. The **Vendor Selection** screen, shown in Figure 5-19 Vendor Selection, will display a list of vendors approved for that SIN.
4. Select/deselect Vendor IDs (if the Auction Type is ‘MAS’) that are to receive emails about the auction, and then click one of the following buttons at the bottom of the screen.
   - **Save and Back**: To save your changes and go to the Create Auction screen.
   - **Save Selection**: To save your changes and go to the Vendor Selection screen.
   - **Next for Details**: To save your changes and go to the Auction Details screen.

5. If you clicked the **Next for Details** button, the Auction Details screen will be displayed.
5.4 Auction Details

The Auction Details module allows a Buyer to add a new Line Item(s) to a draft auction.

5.4.1 Adding New Line Items

This section describes how to add a new Line Item to an auction.

To add a Line Item to an auction:

1. Log into Reverse Auctions as a Buyer, and click *Auctions* on the menu bar at the top of the screen. The Auctions screen will be displayed.

2. Click the *Auction Details* link on the left of the screen, The Auction Details screen, shown in Figure 5-20 Auction Details will be displayed.

3. Select the Auction ID that you want to add a Line Item to, from the drop-down list. Auction Details for the selected auction will be displayed, as shown in Figure 5-21 Auction Details – Blank Line Item form. The current Line Items will be listed below the Auction Header details and a blank Line Item template will be displayed.
Figure 5-21 Auction Details – Blank Line Item form

4. You can add new Line Items to your Auction by following the instructions in section 5.1 Create Auction.
5.4.2 Update Line Item

This section describes how to update an existing Line Item for an auction.

**To update a Line Item for an auction:**

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will be displayed.

2. Click the **Auction Details** link on the left of the screen. The Auction Details screen, shown in Figure 5-22 Auction Details, will be displayed.

3. Select, from the drop-down list, an Auction ID for the auction for which you want to update a Line Item. Auction Details for the selected auction will be displayed, as shown in Figure 5-23 Update Line Item. The current Line Items will be listed below the Auction Header details and a blank Line Item template will be displayed.
4. Click the **Update Item** button next to the Line Item to be updated. Line Item details for the selected Line Item will be displayed as shown in Figure 5-24 Auction Details – Line
5. Update the Line Item details as necessary and then click one of the following buttons:
Click the **Prev** button to return to the Vendor Selection screen without saving the changes.
Click the **Update Line** button to save your changes.
Click the **Next** button to save your changes and display the Attachments screen.

### 5.5 Auction Attachments

This module describes how to upload an attachment to a draft auction. Note: attached files can be up to 5MB in size and have a 50 character file length limit.

**To upload an attachment to an auction:**

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will be displayed.
2. Click the **Auction Attachments** link on the left of the screen. The **Auction Attachments** screen, shown in Figure 5-25 Auction Attachments, will be displayed.

3. Select the auction to which you want to add an attachment from the **Auction ID** drop-down.

![Figure 5-25 Auction Attachments](image)
The Attachment screen, shown in Figure 5-26 Attachments, will be displayed. Any files that are already attached to the auction will be listed in the Document Name section near the top of the screen. If you want to delete any of these files, click the Add/Remove Attachment(s) button.

**Figure 5-26 Attachments**

4. Click the Add/Remove Attachment(s) button to select a file to be uploaded. The upload attachments screen will open in a new browser window as shown in Figure 5-27 Upload Attachment below.
5. Click the **Select the Document** button to select the file that you want to attach to the auction.

The **Select file to upload** dialog box, shown in Figure 5-28 Select files to upload, will be displayed.
6. Select the file that you want to attach to the auction, and then click the **Open** button.

The Upload Attachment screen, shown in Figure 5-29 Upload Attachment, will display the filename of the file to be uploaded and the Upload the Document button will be
displayed, as shown in Error! Reference source not found..

**Figure 5-29 Upload Attachment**

7. Click the **Upload the Document** button.

The file will be uploaded, and the filename of the uploaded document (e.g., Document Upload Process) will be displayed in the Document Name section, as shown in Figure 5-30 Attachment Uploaded.
8. After the document is uploaded, click the Close Window link to return to auction attachments. To see the recently uploaded document click the Refresh Document List button.

9. If you are ready to finalize your auction, click the **Next** button.
5.6 Review and Finalize

This module allows a Buyer to review an auction before completing it, and describes how to finalize the auction.

To Review and Finalize a draft Auction:

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will be displayed.

2. Click the **Review & Finalize** link on the left of the screen. The **Review & Finalize** screen, shown in Figure 5-31 Review & Finalize, will be displayed.

3. Select an Auction from the Auction ID drop-down.

   Auction details for the selected auction will be displayed on the Review & Finalize screen, as shown in Figure 5-32 Review and Finalize – Auction Details.
4. If the Auction, or one of the line items, needs to be modified before it is Finalized, click one of the Edit buttons. **Note: if you get a “Mandatory field values are missing.”**
Please correct error message, it is likely that the line item IGE and Bid Decrement needs to be entered for one or all of your line items.

5. Click the **Finalize** button to finalize your Auction.

The Auction will be finalized, as shown in Figure 5-33 Auction Finalized.

6 **Manage Auctions**

Manage Auctions allows a buyer to view all draft auctions, cancel an auction, and maintain auction line item questions and answers.
6.1 Forward Auction

The forward auction capability allows a buyer to share an auction with additional buyers for action. Once the auction is forwarded the recipient buyer can manage the finalized or draft auction.

To forward a draft Auction:

1. Log into Reverse Auctions as a Buyer, and click Auctions on the menu bar at the top of the screen. The Auctions screen will be displayed.

2. Click the Review & Finalize link on the left of the screen. The Review & Finalize screen, shown in Figure 6-1 Review & Finalize, will be displayed.

3. Select an Auction from the Auction ID drop-down. Auction details for the selected auction will be displayed on the Review & Finalize screen, as shown in Figure 6-2 Review and Finalize.
Figure 6-2 Review and Finalize
4. Click the **Forward Auction** button to forward your Auction. The forward auction screen will be displayed, as shown in Figure 6-3 Forward Auction.

![Forward Auction](image)

**Figure 6-3 Forward Auction**

5. Enter the email address(s) of the buyer(s) that you would like to forward the auction to. Separate multiple email addresses with commas.

6. Add optional comments that will be included in the email notification to the recipient buyer.

7. Click the **Submit** button to forward the auction.

**To forward an active auction:**

1. Log into Reverse Auctions as a Buyer, and click on an auction name in the **Active Auctions** dashboard component or **Auctions** on the menu bar at the top of the screen to display a list of active auctions. Click on the **Auction ID** or **Auction Name** hyperlink to forward the auction. The **Auctions Details** screen, shown in Figure 6-4 Auction Details, will be displayed.
2. Click the **Forward Auction** button to forward your Auction. The forward auction screen will be displayed, as shown in Figure 6-5 Forward Auction.
Forward Auction

3. Enter the email address(s) of the buyer(s) that you would like to forward the auction to. Separate multiple email addresses with commas.

4. Add optional comments that will be included in the email notification to the recipient buyer.

5. Click the Submit button to forward the auction.

6.2 Draft Auction List

The Draft Auction List module allows a Buyer to return to the last position in the creation of an auction that was completed so the rest of the auction information can be entered and the auction can be completed and finalized.

To return to a draft auction:

1. Log into Reverse Auctions as a Buyer and click Auctions on the menu bar at the top of the screen. The Auctions screen will be displayed.

2. Click the Draft Auction List link on the left. The Create Auction screen, shown in Figure 6-6, will be displayed.
3. Select the Auction to be updated from the Auction ID drop-down list.

   The last screen in the selected Auction that was completed will be displayed. In this example, the Create Auction screen, shown in Figure 6-7, was the last screen saved.
4. Continue creating your auction, as covered in section 5.1 Create Auction.
6.3 Cancel Auctions

The Cancel Auctions module allows a Buyer to Cancel or Terminate an Auction.

To Cancel an Auction:

1. Log into Reverse Auctions as a Buyer and click Auctions on the menu bar at the top of the screen.
2. Click the Cancel Auctions link on the left of the screen.

The Cancel/Terminate Auction screen, shown in Figure 6-8, will display a list of Auctions in Progress.

3. Click the Select button next to the Auction to be cancelled.

The message “Enter reason for cancelling auction: Auction ID” will be displayed above a text box where a buyer must enter the reason for auction cancellation as shown in Figure 6-9. The reason for cancellation text area has a 4000 character limit.

When the reason for cancellation has been entered click the Submit button to cancel the auction.
After the auction is canceled the reason for cancellation entered will be posted to the auction description and emailed to all vendors that have participated on the auction via the canceled auction email notification.

![Figure 6-9 Cancel/Terminate Auction](image)

6.4 Q&A Maintenance

The Q&A module allows the Buyer to enter questions from Vendors about the Auction and provide answers, which will be accessible by the Vendors. The Buyer can also update existing entries.

**To: maintain questions and answers:**

1. Log into Reverse Auctions as a Buyer and click **Auctions** on the menu bar at the top of the screen.
2. Click the **Q&A Maintenance** link on the left.
   
   The **Q&A Maintenance** screen, shown in Figure 6-10 Q&A Maintenance, will be displayed.
3. Select an Auction ID from the drop-down list.

The Q&A Maintenance screen, shown in Figure 6-11 will display a list of existing questions and answers and a blank Q&A template to let you add answers to any new questions.
4. To add answer to a new Question, select the question from the **Select Question** drop-down list. The question will be displayed in the **Question** text-box. Enter the answer in the **Answer** text-box and click the **Add Q&A** button.

   The new Questions and Answers will be displayed in the Existing Q&A section and have a 255 character limit.

5. To update/delete existing Q&A’s: make changes as necessary and then click the **Update/Delete** button.

### 7 Auction Amendments

Auction amendments allow buyers to change many of the auction parameters that are established during auction creation while the auction is in preview or active status. In order to amend an auction, line item, or attachments you must first start with **Amend Auction**. When a buyer performs an amendment to an auction, line item or attachment email notifications regarding the amendment are sent to the vendors participating in the auction. When you amend auction line items or attachments, your amendment may result in the cancellation of all vendor bids on that line item. Vendors will be notified via email and a system message that their bids were canceled due to an amendment. A table listing the amendable fields and if the amendment will result in vendor bid cancellation is shown below.
## Amend Auction

<table>
<thead>
<tr>
<th>Field</th>
<th>Amendable</th>
<th>Cancel Bids?</th>
<th>Notification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Type (BPA, MAS, MAC)</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auction Name</td>
<td>Yes</td>
<td>No</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
<tr>
<td>Alternate ID</td>
<td>Yes</td>
<td>No</td>
<td>Buyer</td>
<td></td>
</tr>
<tr>
<td>Award Type</td>
<td>Yes</td>
<td>No</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
<tr>
<td>End Date and Time</td>
<td>Yes</td>
<td>No</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
<tr>
<td>Vendor Q&amp;A End Date and Time</td>
<td>Yes</td>
<td>No</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
<tr>
<td>Set aside?</td>
<td>No</td>
<td>No</td>
<td>Buyer and Vendor</td>
<td>In order to change your set aside selection you will need to cancel auction, and then create / copy into a new auction which can then be modified.</td>
</tr>
<tr>
<td>Description</td>
<td>Yes</td>
<td>Optional, Buyer Selected</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
</tbody>
</table>

## Amend Line Items and Attachments

<table>
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<tr>
<th>Field</th>
<th>Amendable</th>
<th>Cancel Bids?</th>
<th>Notification</th>
<th>Notes</th>
</tr>
</thead>
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<td></td>
</tr>
<tr>
<td>Product/Service Name</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
<tr>
<td>Brand Name / Brand Name or Equal</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
<tr>
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<td>Yes</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
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<td>Unit of Measurement</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
<td></td>
</tr>
</tbody>
</table>
### 7.1 Amend Auction

**To amend an auction:**

1. Log into Reverse Auctions as a Buyer and click **Auctions** on the menu bar at the top of the screen.

2. Click the **Amend Auction** link on the left, under Auction Amendment. The **Amend Auction** screen will be displayed.

3. Select the auction that you wish to amend from the **Auction ID** dropdown box.

4. The current values of the auction details for the selected auction will be displayed, shown in Figure 7-1 Amend Auction.

<table>
<thead>
<tr>
<th>Description</th>
<th>Buyer</th>
<th>Vendor</th>
<th>Buyer and Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Method</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
</tr>
<tr>
<td>IGE</td>
<td>Yes</td>
<td>No</td>
<td>Buyer</td>
</tr>
<tr>
<td>Bid Decrement</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
</tr>
<tr>
<td>Funding Code</td>
<td>Yes</td>
<td>No</td>
<td>Buyer</td>
</tr>
<tr>
<td>Shipping Address</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
</tr>
<tr>
<td>Attachments</td>
<td>Yes</td>
<td>Optional, Buyer Selected</td>
<td>Buyer and Vendor</td>
</tr>
</tbody>
</table>
5. The amend auction screen has a column showing the **Current Values** and a column of blank **Amended Values**. To amend a value, type or select a new value in the **Amended Values** column. The Auction ID cannot be amended. At this time if you have no other amendments to make click **Save & Finalize** to finalize your amendment. If you need to amend line items or attachments click **Save & Next** to proceed to Amend Line Items.

To amend an auction line items:

1. To amend auction line items you can click the **Amend Line Items** link on the left, under Auction Amendment and then select the auction that you want to amend. You will automatically go to **Amend Line Items** if you clicked **Save & Next** on the **Amend Auction** screen. The **Amend Line Items** screen, shown in Figure 7-2 Amend Line Items, will be displayed.
2. To add a line item to the auction, fill in the new line details and follow the instructions outlined in section 5.4.1 Adding New Line Items. To delete a line item click the Delete
button next to the line item you want to delete. To update an existing line item click the Amend button next to the line item you want to amend.

3. After clicking the Amend button, the current values of the auction details for the selected auction will be displayed, as shown in Figure 7-3 Amend Line Item.
## Amend Line Items

**This Auction is in Active status**

**Auction Id :** 1927  **Amendment Id :** 1

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Item name</th>
<th>Part Number</th>
<th>Manufacturer</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24 Dell Monitors</td>
<td>Dell Ultrasharp 24 mon</td>
<td>Dell</td>
<td>Amend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product/Service Name</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Monitors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brand Name (Brand Name or Equal)</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Ultrasharp 24 monitor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Ultrasharp 24 Monitor U2412</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit of Measurement</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days after Receipt of Order (AREO) (Products)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># Days after Receipt of Order</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IGE (Unit Price)</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IGE (Total Price)</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid Increment %</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1% of IGE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Code</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipping Address</th>
<th>Current Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSmith CP3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 7-3 Amend Line Item**
4. The amend line item screen has a column showing the **Current Values** and a column of blank **Amended Values**. To amend a value, type or select a new value in the **Amended Values** column. Click **Update Line** to save amendments to line item. If you need to amend attachments click **Next** to proceed to Amend Attachments.

### 7.2 Amend Attachments

1. To amend auction attachments you can click the **Amend Attachments** link on the left, under Auction Amendment and then select the auction that you want to amend. You will automatically go to **Amend Attachments** if you clicked **Next** on the **Amend Line Items** screen. The **Amend Attachments** screen, shown in Figure 7-4 Amend Attachments, will be displayed.

2. You can use the Amend Attachments screen to add new attachments by clicking the **Select the Document** button or you can delete an existing attachment by clicking the **Delete** button to the right of the attachment name.

3. At this time if you have no other amendments to make click **Go to Review & Finalize Amendment** to finalize your amendment.
7.3 Amendment Review & Finalize

1. To review and finalize an amendment you can click the Amend Review and Finalize link on the left, under Auction Amendment and then select the auction that you want to finalize. The Amendment Review & Finalize screen, shown in Figure 7-5 Amendment Review & Finalize, will be displayed.
### Amendment Review & Finalize

Fields marked with an asterisk (*) are required data fields.

You are viewing Auction ID: 1839 – Amendment ID: 1

#### Auction Header

<table>
<thead>
<tr>
<th>Current Values</th>
<th>Amended Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Name</td>
<td>Laptops and Docking Stations</td>
</tr>
<tr>
<td>Alternate ID</td>
<td>Multip</td>
</tr>
<tr>
<td>Award Type</td>
<td>Multip</td>
</tr>
<tr>
<td>Start Date</td>
<td>02/06/2015</td>
</tr>
<tr>
<td>Start Time</td>
<td>02:40 PM CT</td>
</tr>
<tr>
<td>End Date</td>
<td>02/27/2015</td>
</tr>
<tr>
<td>End Time</td>
<td>05:00 PM CT</td>
</tr>
<tr>
<td>Auction Status</td>
<td>Active</td>
</tr>
<tr>
<td>Cancel Vendor Bids</td>
<td>No</td>
</tr>
<tr>
<td>Description</td>
<td>FY10 Q1 Laptop refresh for Region 4, include 8,300 Laptops, 300 docking stations, and 360 IPS monitors.</td>
</tr>
<tr>
<td>Vendor QA End Date</td>
<td>02/15/2015</td>
</tr>
<tr>
<td>Vendor QA End Time</td>
<td>05:00 PM CT</td>
</tr>
</tbody>
</table>

#### Attachments

- Documents Attached
  - No documents found

#### Download Vendors

<table>
<thead>
<tr>
<th>S/N Number</th>
<th>Download Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>132 4</td>
<td></td>
</tr>
<tr>
<td>75 200</td>
<td></td>
</tr>
</tbody>
</table>

#### Line Items

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Item Name</th>
<th>Quantity</th>
<th>Unit</th>
<th>Manufacturer</th>
<th>Total KG</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Dell Laptop</td>
<td>300.00</td>
<td>EA</td>
<td>Dell</td>
<td>$195,000.00</td>
<td>Updated</td>
</tr>
</tbody>
</table>

#### Justification

* Amendment Description:

4500 characters remaining. The Amendment Description will be emailed to Vendors

---

Figure 7-5 Amendment Review & Finalize
2. On the amendment review and finalize screen you can change your amendments for each section by clicking the **Edit** button on that section.

3. If you would like to delete the amendment you can click the **Delete** button at the bottom of the page.

4. To complete the amendment, enter an amendment justification / description in the Justification text area and click the **Finalize** button. The justification / description will be included in the amendment notification that is emailed to vendors. Once finalized, amendment notifications will be emailed to buyers and if a field is amended that requires bid cancellation, vendor bids will automatically be canceled and bid cancellation emails will be sent to Vendors.

### 7.4 Amendment History

1. After an amendment is finalized there are multiple ways to view the details of the amendment:
   a. Click the **Amendment History** link on the left, under Auction Amendment and then select the auction that you want to view from the Auction Id drop down.
   b. Click the **(Amended)** hyperlink on the auction description page.
   c. Click the Amendments on the auction description page.

2. After selecting the auction ID, you will need to select the amendment id from the Amendment Id drop down to view the details of the amendment that were made as shown in Figure 7-6 Amendment History. The amendment history will display the old value and the amended value for the selected Amendment Id.
8 Manage Bids

8.1 View and Cancel Bids

This module allows a buyer to view a list of active bids for an Auction and to cancel the lowest bid that has been placed in error by a vendor.

To view/cancel bids:

1. Log into Reverse Auctions as a Buyer and click **Auctions** on the menu bar at the top of the screen. The **Auctions** screen will be displayed.

2. Click the **View and Cancel Bids** link on the left, under Manage Bids.

   The **View & Cancel Bids – Search** screen, shown in Figure 8-1, will be displayed.
Figure 8-1 View and Cancel Bids

3. Select an **Auction ID** and a **Line Item** from the drop-down lists, and then click the **View All Bids** button to display all of the bids for the selected Line Item, or click the **View Low Bid** button to display only the lowest bid.

The View All Bids screen, shown in Figure 8-2, will only allow you to view the bids for the line item.

The View Low Bid screen, shown in Figure 8-3 will allow you to cancel the lowest bid.
**Figure 8-2 View All Bids**
4. To cancel the lowest bid, click the **Cancel Bid** button.
5. The bid will be cancelled and the next lowest bid will become the Low Bid.

9 **Awards**

The Awards module allows a Buyer to view Completed and Pending Awards, and to Finalize Awards that are Pending. Once awards for all of the Line Items in an auction have been made, the buyer can review and finalize the awards and selected vendors will be notified.

9.1 **Making Awards**

This module describes how to award Line Items in an auction to single or multiple vendors.

9.1.1 **Multiple Awards**

The Multiple Awards functionality allows a Buyer to award Line Items in an auction to multiple vendors.

**To make an Award to Multiple Vendors:**
1. Log into Reverse Auctions as a Buyer, and click **Awards** on the menu bar at the top of the screen.

The **Pending Awards** screen, shown in Figure 9-1, will display a list of Auctions for which the awards have not been finalized. (If the Completed Awards screen is displayed, click the Pending Awards selection under Awards on the left of the screen.) If all of the Line Items in an Auction have bids, both the Multiple Award and the Single Award button will be displayed. If one or more Line Items do not have a bid, only the Multiple Award button will be displayed. The Single Award button allows the buyer to award all of the Line Items in an auction to a single vendor at once. The Multiple Award button allows the buyer to award Line Items in an auction to multiple vendors.

![Figure 9-1 Pending Awards](image)

2. To award the Line Items in an auction to multiple vendors, click the **Multiple Award** button next to the Auction to be awarded. If you do not wish to award the line item you can click the **No Award** button.

The **Finalize Award** screen, shown in Figure 9-2, will display all of the Line Items in the selected Auction. Line Items that have been awarded will have a View Award button on the right side of the screen, and those have not been awarded will have a Make Award button.
3. Click the **Make Award** button next to the Line Item to be awarded.

The Finalize Award screen, shown in Figure 9-3, will display Line Item and bidding details and allow you to select the vendor to award the Line Item to.
4. Click the radio button for the vendor(s) which is/are to receive the award (s) and then click the **Award** button.

The Line Item will be awarded, and the Award Finalized screen, shown in Figure 9-4, will display the message: **Award Record successfully updated**.

The auction will be removed from the Pending Awards list and will appear in the Completed Awards list.
### Figure 9-4 Award Finalized

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Auction Name</th>
<th>Award Type</th>
<th>Award Status</th>
<th>Close Date</th>
<th>Finalize Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>278</td>
<td>Central Office FY13 Q3 Device Buy</td>
<td>BPA</td>
<td>Pending</td>
<td>05/31/2013</td>
<td>Finalize Award</td>
</tr>
<tr>
<td>279</td>
<td>Android device purchase for Central Office</td>
<td>BPA</td>
<td>Pending</td>
<td>06/20/2013</td>
<td>Finalize Award</td>
</tr>
<tr>
<td>288</td>
<td>Mobile purchase for 2013</td>
<td>BPA</td>
<td>Pending</td>
<td>06/18/2013</td>
<td>Finalize Award</td>
</tr>
<tr>
<td>308</td>
<td>GSA OICIO FY13 Q2 Android Tablet Purchase</td>
<td>BPA</td>
<td>Pending</td>
<td>06/18/2013</td>
<td>Finalize Award</td>
</tr>
<tr>
<td>392</td>
<td>Single Award Test</td>
<td>IAS</td>
<td>Pending</td>
<td>06/17/2013</td>
<td>Finalize Award</td>
</tr>
<tr>
<td>396</td>
<td>Single Award Test</td>
<td>IAS</td>
<td>Pending</td>
<td>06/13/2013</td>
<td>Finalize Award</td>
</tr>
<tr>
<td>397</td>
<td>Single Award Test</td>
<td>IAS</td>
<td>Pending</td>
<td>06/13/2013</td>
<td>Finalize Award</td>
</tr>
</tbody>
</table>

Displaying 1 to 7 of 7 results.
9.1.2 Single Award

The Single Award functionality allows a Buyer to award all of the Line Items in an auction to a single vendor.

To make an Award to a Single Vendor:

1. Log into Reverse Auctions as a Buyer, and click Awards on the menu bar at the top of the screen.

   The Pending Awards screen, shown in Figure 9-5 Pending Awards, will display a list of Auctions for which the awards have not been finalized. (If the Completed Awards screen is displayed, click the Pending Awards menu selection under Awards on the left of the screen.)

   If all of the Line Items in an Auction have bids, both the Multiple Award and the Single Award button will be displayed. If one or more Line Items do not have a bid, only the Multiple Award button will be displayed. The Single Award button allows the buyer to award all of the Line Items in an auction to a single vendor at once. The Multiple Award button allows the buyer to award Line Items in an auction to multiple vendors.

![Figure 9-5 Pending Awards](image)

2. To award the Line Items in an auction to a single vendor, click the Single Award button next to the Auction to be awarded.

   The Finalize Single Award screen, shown in Figure 9-6, will be displayed. The screen will display all of the Line Items in the Auction with vendor bids for each Line Item and a total for each vendor.
**Figure 9-6 Finalize Single Award**

3. Click the **Award Vendor** button below the vendor to receive the award for all of the Line Items.

   The Line Items will be awarded and the Pending Awards screen, shown in Figure 9-7, will display the remaining Auctions to be awarded.
9.2 Completed Awards

This section allows a Buyer to view the bidding and award status for an auction that has ended.

To review Finalized Awards:

1. Log into Reverse Auctions as a Buyer, and click Awards on the menu bar at the top of the screen.
   The Pending Awards screen, shown in Figure 9-8, will be displayed.

![Figure 9-8 Pending Awards](image)

2. Click the Completed Awards selection on the left of the screen.
   The Completed Awards screen, shown in Figure 9-9, will display a list of Auctions that have been awarded.
3. Click the **View Award** button for the Auction for which you want to view an Awards.

   The View Award screen, shown in Figure 9-10, will display the Line Items in the Auction and allow you to view the awards for each Line Item.

4. To view the awards for specific Line Items in the Auction, click the **View Award** button which is in the last column of the Line Item table.

   The **View Award - Line Items** screen, shown in Figure 9-11, will display the Line Item and allow you to view Bidding Details for each Line Item.
The Preferences module allows Buyers to view their personal and security information. It also allows Buyers to view and/or update buyer organization (FPDS contracting office ID and name) and shipping address information. To make changes to personal and security information, you must go to the eBuy web site.

To view your personal information:

1. Log into Reverse Auctions as a Buyer, and click **Preferences** on the menu bar at the top of the screen.

   The **Personal Information** screen, shown in Figure 10-1, will display the following information:
   - Personal Information
   - Contact Information
   - Change Password
   - Secret Question
You can view your personal information on this screen. To update your personal information, you must go to the eBuy website.

To add or update a shipping address:

1. Log into Reverse Auctions as a Buyer, and click Preferences on the menu bar at the top of the screen. The Personal Information screen, shown in Figure 10-1 Personal Information, will be displayed.

2. Click on the Shipping Address link on the left of the screen. The Shipping Address screen, shown in Figure 10-2 Shipping Address, will be displayed.
3. To add a new shipping address, populate the fields and click on the Save button.

4. To update or delete a shipping address, select an address from the Shipping Address drop-down list. The Update Shipping Address screen, shown in Figure 10-3 Update Shipping Address will be displayed with the address details populated.

5. To delete the shipping address, click on the Delete button. The shipping address will be deleted and a blank Shipping Address screen will be displayed. To update the address, make the necessary changes and click on the Save button.
11 Messages

The Messages module displays a list of system generated messages about an Auction, including messages on the status of Bids and Awards, as well as System messages concerning auto extension, profile updates, terminations etc.

To view Buyer messages:

1. Log into Reverse Auctions as a Buyer, and click **Messages** on the menu bar at the top of the screen.

   The Messages screen, shown in Figure 11-1, will display a list of Buyer messages.

![Figure 11-1 Messages](image)

2. Click one of the **Auction IDs** for which to view auction details.

   The Auction Details screen, shown in Figure 11-2 Auction Details, will display auction details including a list of Line Items for the Auction, Attachments, Questions and Answers and Amendments to the Auction.
The Auction Details screen allows you to:

- Award the Line Item by clicking the **Make Award** button (if it is displayed). (Refer to section 6 for more information on making an Award.)
- View details for the Line Item, such as bidding details and bid history, by clicking the Line Item name to display the Line Item Details screen – shown in Figure 11-3.
The Reports module allows the Buyer to generate Level 3 Data reports and Buyer Abstract reports. Level 3 reports provide Line Item details for Line Items that have been awarded, while Abstract reports provide auction details on active and closed auctions.

12.1 Level 3 Data Reports

Organizational Level 3 reports provide Line Item details for Line Items that have been awarded over a selected period of time.
To view Level 3 Data Reports:

1. Log into Reverse Auctions as a Buyer, and click Reports on the menu bar at the top of the screen.

   The Level 3 Data Report screen, shown in Figure 12-1, will be displayed.

   ![Figure 12-1 Level 3 Data Report](image)

2. Select an organization level from the Organization Level 1 and Organization Level 2 drop-down lists. (If you are an Agency level administrator, you will have the option to select a Bureau, and if you are a System level administrator, you will have the option to select both an Agency and a Bureau for which to specify a report.)

3. Select a date range by clicking the Date fields and selecting dates, and then click the Get Report or Download Report button.

   A report will be displayed, as shown in Figure 12-2, that shows Line Item details for Line Items that have been awarded over the selected period of time.
12.2 Buyer Abstract Report

The Buyer Abstract Report provides auction details on active and closed auctions.

To view Buyer Abstract Reports:

1. Log into Reverse Auctions as a Buyer, and click Reports on the menu bar at the top of the screen.
   The ‘Level 3 Data Report screen, shown in Figure 12-1, will be displayed.
2. Select the Buyer Abstract Reports selection under Reports.
   The ‘Level 3 Buyer Abstract Report screen, shown in Figure 12-3, will be displayed.
3. Select an auction from the **Auction ID** dropdown and click **Get Report** for a web report, **Download as RTF** for a RTF document or **PDF** for a PDF document.

4. The report, shown in Figure 12-4, will display auction details for the auction.

5. To get another report, click the **Get Another Report** button at the bottom of the screen. To download a copy of the report, click the **Download as RTF** or **PDF** buttons at the top of the screen.