



ReverseAuctionsSM

Vendor User Guide

October 16, 2016

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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 - Vendors

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. When a Vendor places a bid in the Platform then the Platform will automatically calculate the OM fee based off the Vendor's unit price and will display to the Vendor the total OM fee for the line item based off the line item quantity. Competing bids in an auction will be determined to be higher or lower relative to each bid based on the total bid amount which is inclusive of the OM fee; thus Vendors acknowledge that the Vendor is required to account for this in any Vendor bidding strategy.

OM fee information is displayed separately on the award screen for vendors only.

Vendor shall remit the OM fee to GSA, FAS, NITCP through Pay.gov and acknowledges as a condition of bidding on an Open Market Auction that Vendor shall accept any and all additional terms and conditions that exist associated with pay.gov as necessary to utilize that pay.gov system. Pay.gov terms and conditions as well as instructions on how to use that are at: <https://www.pay.gov/public/home>. Pay.Gov displays GSA then under that GSA NITCP. Please make sure payment made to GSA NITCP. Vendors are encouraged and solely responsible for monitoring pay.gov for any changes in pay.gov terms and conditions that may occur prior to bidding on a Platform Open Market auction.

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 GSA Multiple Award Schedule Blanket Purchase Agreements

FSSIIPRNTSVCS - FSSI Print Management – Managed Print Services.

FSSIIPRNTASSESS - FSSI Print Management – Fleet Assessment.

FSSIIPRNTDEVICE - FSSI Print Management – Device Plus and Customizable Solutions.

JANSAN CAT 1 - Cleaning Compounds and Related Dispensers.

JANSAN CAT 2 - Non-Motorized Floor Cleaning Equipment and Trash Receptacles.

JANSAN CAT 3 - Paper Products and Related Dispensers.

JANSAN CAT 4 - Motorized Floor Cleaning Equipment and Accessories.

MRO CATEGORY 1 - Hardware.

MRO CATEGORY 2 - Tools and Tool Cabinets.

MRO CATEGORY 3 - Paints, Adhesives, and Sealants.

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 Education BPA - Navy Education BPA available for All Navy and Marine Corps and Department of Defense cardholders and Contracting Officers.

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 Enterprise Software BPA - DHS Enterprise Software 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.

AF Netcents II - AF Netcents II BPA available for Department of Air Force only.

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

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

84 - Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response

520 – Financial And Business Solutions (FABS)

541 – Advertising and Integrated Marketing Solutions (AIMS)

599 – Travel Services Solutions

736 – Temporary Administrative and Professional Staffing Services

738 X – Human Resources & Equal Employment Opportunity Services

738 II – Language Services

751 – Leasing of Automobiles and Light Trucks

871 – Professional Engineering Services

874 – Mission Oriented Business Integrated Services (MOBIS)

874 V – Logistics Worldwide (LOGWORLD)

899 – Environmental 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

66 III – Clinical Analyzers, Laboratory, Cost-Per-Test

621 I – Professional And Allied Healthcare Staffing Services

621 II – Medical Laboratory Testing And Analysis Services

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 – Third Generation FSSI Office Supply Solution

1.2.5 Other Agency

Computer Hardware, Enterprise Software and Solutions (CHESS) – Army Desktop and Mobile Computing-2 (ADMC-2)

DHS Medical Supplies – DHS Medical Supplies – Category 1 General Supplies

DHS Medical Supplies – DHS Medical Supplies – Category 2 AED/Heart Monitors

DHS Medical Supplies – DHS Medical Supplies – Category 3 Kits

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 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 Logging in to Reverse Auctions

This Chapter describes how to access GSA Reverse Auctions and log in as a Vendor. In order to log into GSA Reverse Auctions you will need to have a valid GSA eBuy Vendor username and password. If you do not have an eBuy username, you can register at <https://www.ebuy.gsa.gov/advantage/main/registration.do>.

Vendors (other than schedule vendors) desiring to participate in open market auctions (“Open Market vendors”) must first register in the System for Award Management (SAM) (SAM.gov) as a condition of gaining access to the Platform; then Open Market vendors must register with the Platform to be able to participate in open market auctions. A vendor may have more than one user registered. Schedule vendors are able to view and participate in Open Market auctions when they log in with their schedule contract number.

To log into 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.



Figure 3-1 Reverse Auctions Home Page

2. Click the **Vendor Login** link.

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

Login as Vendor (X)

Contract Number:

Example: GS99F9999F, V123P1234A, or GS00T07NSD1234
DHS First Source contractors must include dashes (-) in their user name

Password:

eBuy Vendors: Use your GSA eBuy Password
Non eBuy contract Vendors: Use your non eBuy password

Login

Forgot Your Password? Please contact the Reverse Auctions Helpdesk at 1-855-372-1094 or e-mail us at reverseauctionshelp@gsa.gov.

Non eBuy contract vendors click [here](#) to reset forgot password.

Open market vendors click [here](#) to register.

Figure 3-2 Vendor Login

3. Enter your **Username** and **Password** and click the **Login** button.
4. If you forgot your password contact the Vendor Support Center (VSC) at 877-495-4849.

To register as an Open market vendor:

1. Click the link on the bottom of the Vendor Login authentication box shown in Figure 3-2 Vendor Login.
2. The Open Market Vendor Registration screen, shown in **Figure 3-3 Open Market Vendor Registration**, will be displayed.

Open Market Vendor Registration

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

Personal & Company Information

* Company Name:

Select Socio Small Business
 Economic Indicator SBA Certified 8(a) Firm
 (Check all that apply): SBA Certified HUBZone Firm
 SBA Certified Small Disadvantaged Business
 Service Disabled Veteran Owned Small Business
 Women Owned (WOSB)
 Economically Disadvantaged Women Owned Small Business (EDWOSB)
 Veteran Owned Small business

Select NAICS Code:

* First Name:

Middle Initial:

* Last Name:

* Email:

Contact Information

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Day Phone:

* Evening Phone:

Account Information

* TIN:

* DUNS Number:

* User id:

* Password: Too short

* Verify Password:

* Security Question:

* Secret Answer:

Figure 3-3 Open Market Vendor Registration

3. Enter vendor information on the screen and click the **Submit** button. An email containing a link will be sent to the email address provided on the registration screen.
4. Complete the registration by clicking the link in the email.

Note: When registering with the Platform, Open Market vendors will be able to and are encouraged to input all of their applicable NAICS codes.

Open Market vendors may have multiple user accounts registered on the Platform and associated with the vendor and the vendor's DUNS number.

Vendors (other than schedule vendors) that desire to bid on Open Market auctions must follow this Platform registration process.

4 Vendor Dashboard

The Vendor Dashboard is the vendor landing page, and can be accessed by vendors once they have been authenticated by the system. It provides a snapshot of some of the modules of Reverse Auctions. The vendor dashboard provides access to the following:

- 4.1 Active Auctions:** Displays a list of Active Auctions and allows a vendor to access auction details and bidding information, as well as place Bids for Active Auctions.
- 4.2 Awards:** Displays a list of auctions awarded to the logged in Vendor, and provides access to auction details and bidding information.
- 4.3 Messages:** Displays system generated messages regarding bidding as well as system alerts and updates, such as the bidding status of an auction.

To access the Vendor Dashboard:

1. Log into Reverse Auctions as a **Vendor**, as described in Section 3.

The Vendor Dashboard, shown in Figure 4-1, will be displayed. For Open Market vendors, the Open Market Vendor Dashboard shown in Figure 4-2 Open Market Vendor Dashboard will be displayed.

Dashboard

Active Auctions

Auction ID	Line Item	Type	Name	Number of Bids	Current Bid	End Date
339	1	MAS (GS-35F-0103N)	Notebook Dell	1	\$115,000.00	12/15/2014 05:00 PM. CT
339	2	MAS (GS-35F-0103N)	MODEN BELKIN	1	\$9,000.00	12/15/2014 05:00 PM. CT
343	1	MAS (GS-35F-0103N)	Computer Laptops	0	\$60,000.00	12/31/2014 01:00 PM. CT
346	1	MAS (GS-35F-0103N)	Medline ComfortEase Scrub Pants	3	\$1,250.00	12/16/2014 12:00 PM. CT
362	1	MAS (GS-35F-0103N)	LM2346	0	\$0.00	01/30/2015 04:00 PM. CT

Displaying 1 to 5 of 10 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [Next](#) | [Last](#)

[More Auctions](#)

Awards

Auction ID	Line Item	Type	Name	Amount	Status	End Date
134	1	MAS	test	\$131,000.00	Pending	07/29/2014
147	1	MAS	Laptops	\$124,000.00	Pending	07/23/2014

Displaying 1 to 2 of 2 results. [First](#) | [Previous](#) | [1](#) | [Next](#) | [Last](#)

Messages

Auction ID	Line Item	Description	Date & Time
370	1	You are invited to participate in the auction for - Sony Hack Proof computers (Amended)	12/22/2014 02:49 PM. CT
367	3	You are invited to participate in the auction for - Docking Stations	12/19/2014 09:38 AM. CT
367	2	You are invited to participate in the auction for - Dell Laptop	12/19/2014 09:38 AM. CT
367	1	You are invited to participate in the auction for - 24 Dell Monitors	12/19/2014 09:37 AM. CT
343	1	Your low bid has been cancelled	12/18/2014 09:00 AM. CT

Displaying 1 to 5 of 10 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [Next](#) | [Last](#)

[More Messages](#)

Figure 4-1 Vendor Dashboard

Dashboard

Active Auctions

Auction ID	Line Item	Class Code	NAICS Code	Name	Number of Bids	Current Bid	End Date
2072	1	13 - Ammunition & explosives	928110 - National Security	explosives department	2	\$540,000.00	06/24/2015 09:23 AM. CT
2074	1	25 - Vehicular equipment components	532120 - Truck, Utility Trailer, and RV (Recreational Vehicle) Rental and Leasing	Vehicles	2	\$3,750,000.00	08/17/2015 09:26 AM. CT
2075	1	75 - Office supplies and devices	334111 - Electronic Computer Manufacturing	IT Department	1	\$250,000.00	07/24/2015 09:00 AM. CT
2078	1	10 - Weapons	111120 - Oilseed (except Soybean) Farming	2078 - line 11	1	\$15,000.00	06/30/2015 07:00 AM. CT
2078	2	10 - Weapons	111120 - Oilseed (except Soybean) Farming	2078-line 2	1	\$78,750.00	06/30/2015 07:00 AM. CT

Displaying 1 to 5 of 21 results. [First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

More Auctions

Awards

Auction ID	Line Item	Class Code	NAICS Code	Name	Amount	Status	End Date
2091	1	49 - Maintenance & repair shop equipment	111110 - Soybean Farming	2091-OM-line 1 (Amended)	\$100.00	Awarded	06/10/2015
2091	2	49 - Maintenance & repair shop equipment	111110 - Soybean Farming	2091-OM-line 2	\$200.00	Awarded	06/10/2015
2091	3	49 - Maintenance & repair shop equipment	111110 - Soybean Farming	2091-OM-line 3	\$900.00	Awarded	06/10/2015
2091	4	49 - Maintenance & repair shop equipment	111110 - Soybean Farming	2091-OM-line 4 (Amended)	\$1,600.00	Awarded	06/10/2015
2091	5	49 - Maintenance & repair shop equipment	111110 - Soybean Farming	2091-OM-line 5 (Amended)	\$2,500.00	Awarded	06/10/2015

Displaying 1 to 5 of 5 results. [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Messages

Auction ID	Line Item	Description	Date & Time
2091	5	You have been awarded - 2091-OM-line 5 (Amended)	06/10/2015 12:07 AM. CT
2091	4	You have been awarded - 2091-OM-line 4 (Amended)	06/10/2015 12:07 AM. CT
2091	3	You have been awarded - 2091-OM-line 3	06/10/2015 12:06 AM. CT
2091	2	You have been awarded - 2091-OM-line 2	06/10/2015 12:06 AM. CT
2091	1	You have been awarded - 2091-OM-line 1 (Amended)	06/10/2015 12:05 AM. CT

Displaying 1 to 5 of 10 results. [First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

More Messages

Figure 4-2 Open Market Vendor Dashboard

4.1 Active Auctions

The **Auctions** section of the Vendor dashboard, shown in Figure 4-3, displays a list of active and preview auctions, and allows a vendor to access auction details and bidding information, and to place Bids for Active Auctions.

Active Auctions

Auction ID	Line Item	Type	Name	Number of Bids	Current Bid	End Date
339	1	MAS (GS-35F-0103N)	Notebook Dell	1	\$115,000.00	12/15/2014 05:00 PM. CT
339	2	MAS (GS-35F-0103N)	MODEN BELKIN	1	\$9,000.00	12/15/2014 05:00 PM. CT
343	1	MAS (GS-35F-0103N)	Computer Laptops	0	\$60,000.00	12/31/2014 01:00 PM. CT
346	1	MAS (GS-35F-0103N)	Medline ComfortEase Scrub Pants	3	\$1,250.00	12/16/2014 12:00 PM. CT
362	1	MAS (GS-35F-0103N)	LM2346	0	\$0.00	01/30/2015 04:00 PM. CT

Displaying 1 to 5 of 10 results. First | Previous | 1 | 2 | Next | Last

[More Auctions](#)

Figure 4-3 Active Auctions

To view Auction details and place a bid:

1. Click the Auction ID links. The Auction ID link will take you to the Auction Description Page.

The Auction description screen, shown in Figure 4-4, will display the Auction header list and will allow you to do the following:

- View a description of the Line Item
- View Amendments
- View Q&A
- View your attachments
- View the Bid History
- Place a bid

Note: Bid amounts on the Line Item(s) are only visible to vendors who have placed a bid.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:36 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:

Test of the enhancements

Brand Name/Brand: Brand Name Only
 Name or Equal:
 Set Aside: N/A
 Apparent Low Vendor: NA
 Bid for All Items:
 Bidders: 0

Buyer Attachments

- None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

[Download](#) [Place Bid](#) [No Bid/Opt Out](#)

Warning: This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

GSA Copyright © 2013 U.S. General Services Administration
 Terms & Conditions | Privacy and Security Notice | Accessibility Policy

QUICK LINKS
[GSA Advantage](#) | [GSA eBuy](#) | [FAR Search](#) | [GSA Auctions](#) | [GSA eLibrary](#) | [GSA Xcess](#)

Figure 4-4 Auction Details

4.2 Awards

The **Awards** section of the Vendor dashboard, shown in Figure 4-5, displays a snapshot of Line Items awarded to the vendor and provides access to Auction and bidding details for the selected Line Item.

Awards

Auction ID	Line Item	Type	Name	Amount	Status	End Date
89	1	MAS	Laptop Computers	\$100,000.00	Pending	10/27/2014
164	1	MAS	Laptops	\$126,000.00	Pending	12/18/2014
164	2	MAS	Maintenance	\$15,000.00	Pending	12/18/2014

Displaying 1 to 3 of 3 results. First | Previous | 1 | Next | Last

Figure 4-5 Awards

To view Auction and Bidding details:

1. Click the **Name** or **Auction ID** link for the Auction you want to access.

The Auction Details screen, shown in Figure 4-6, will display the Auction header and allow you to access bidding information and allow you to do the following.

- View a description of the Line Item
- View Amendments
- View Q&A
- View your attachments
- View the Bid History
- Place a bid

Note: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.

For more information on these options, see Section 6 – My Awards.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:36 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:

Test of the enhancements

Brand Name/Brand: Brand Name Only
 Name or Equal:
 Set Aside: N/A
 Apparent Low Vendor: NA
 Bid for All Items:
 Bidders: 0

Buyer Attachments

- None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

[Download](#) [Place Bid](#) [No Bid/Opt Out](#)

Warning: This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Figure 4-6 Auction and Line Item Details

4.3 Messages

The **Messages** section of the vendor dashboard, shown in Figure 4-7, displays messages about bidding/auction summary information that is relevant to the vendor. It also allows the vendor to access details of auctions related to the messages and to place bids. The messages pane contains recent system generated messages regarding bidding, system alerts, and vendor initiated questions and updates. Links to relevant activities may be embedded in the messages to enable the vendor to navigate to the auction or other event that requires interaction.

Messages

Auction ID	Line Item	Description	Date & Time
282	1	You are invited to participate in the auction for - 22 Inch Monitor	10/23/2014 06:22 AM. CT
281	0	Question sent to buyer - Can I submit a substitute item then what is being requested	10/23/2014 06:09 AM. CT
281	1	You are invited to participate in the auction for - LATITUDE E6430	10/23/2014 06:02 AM. CT
280	1	You are invited to participate in the auction for - LATITUDE E6430	10/22/2014 02:54 PM. CT
84	1	You have been awarded - Dell Latitude E6540	10/18/2014 03:20 AM. CT

Displaying 1 to 5 of 10 results. First | Previous | 1 | 2 | Next | Last

[More Messages](#)

Figure 4-7 Messages

To access Auction and Line Item(s) details associated with a message:

1. Click one of the Auction ID links.

The Auction Details screen, shown in Figure 4-8, will display auction details and a list of line items, and will allow you to view Line Item details and place a bid for an active auction. The Auction Details screen will also allow you to do the following:

- Ask the Buyer a question by typing a question in the text box and clicking the **Ask Question** button.
- View auction amendments by selecting the **Amendments** tab.
- View Questions and Answers related to the Auction by selecting the **Q&A** tab.
- View attachments for the auction by selecting the **My Attachments** tab. You can add a new attachment to the auction by clicking the **Add Attachments** button.
- View bid amounts for all line items by selecting the **Bid History** tab. Bid amounts are only visible to vendors who have placed a bid.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:36 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:

Test of the enhancements

Brand Name/Brand: Brand Name Only
 Name or Equal:
 Set Aside: N/A
 Apparent Low Vendor: NA
 Bid for All Items:
 Bidders: 0

Buyer Attachments

- None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price*	Unit Total	Unit Proxy*	Proxy Total	Contract Price ?	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

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Figure 4-8 Auction and Line Item Details

2. To access Line Item details, click the download button.

The Line Item details for the auction will be listed in the spread sheet downloaded

Note: Bid amounts on the Line Item Details screen are only viewable to vendors who have placed an initial bid.

3. For information on placing bids see Section 5.1.1 – Placing Bids .

5 Auctions

The **Auctions** module allows a Vendor to view Line Items for Active Auctions and Auctions in a Preview status and to place bids for Active Auctions. The Vendor can also view bidding details, submit questions to the Buyer, and add attachments to the auction.

5.1 Active Auctions

Active Auctions allows a Vendor to view Auction and Line Item Details for Auctions that the Vendor is allowed to bid in, and to place bids for Active auctions.

To view Auction details and submit bids for Active Auctions:

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

The **Active Auctions** screen, shown in Figure 5-1, will display a list of Active Auctions and Auctions in a Preview status. For Open Market auctions, the **Open Market Active Auctions** screen, shown in Figure 5-2 Open Market Active Auctions, will display a list of Active Auctions and Auctions in a Preview status.

(Use the **Sort By** drop-down list to filter the list of auctions to display only auctions closing on the current day by selecting '**Closing Today.**' Use the **Agency** drop-down list to filter the list of auctions by a specific Agency. For Open Market auctions, use the **Classification code** (Federal Supply Class as setup by the Buyer) and/or **NAICS** drop-down lists to filter auctions by classification code and/or NAICS code. Open Market vendors are also able to search for auctions by entering auction description, Classification code or NAICS code in the search box).

Auctions		Active Auctions						
<ul style="list-style-type: none"> > Active Auctions > Closed Auctions 		<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sort By: All Auctions </div> <div style="border: 1px solid #ccc; padding: 5px;"> Agency: ALL - All Agencies </div>						
Auction ID	Agency	Schedule	Type	Name	Status	Close Time		
339	47 - General Services Administration	70	MAS (GS-35F-0033N)	Computers Notebooks	Active	12/15/2014 05:00 PM. CT		
343	47 - General Services Administration	70	MAS (GS-35F-0033N)	Computer Equipment	Active	12/31/2014 01:00 PM. CT		
346	36 - Department of Veterans Affairs	70	MAS (GS-35F-0033N)	MEDICAL SUPPLIES (Amended)	Active	12/16/2014 12:00 PM. CT		
362	47 - General Services Administration	70	MAS (GS-35F-0033N)	Developer Laptops (Amended)	Active	01/30/2015 04:00 PM. CT		
365	047 - GENERAL SERVICES ADMINISTRATION	70	MAS (GS-35F-0033N)	computer equipment (Amended)	Active	12/19/2014 06:00 PM. CT		
367	47 - General Services Administration	70	MAS (GS-35F-0033N)	Laptops and Docking stations (Amended)	Active	01/30/2015 06:00 PM. CT		
370	47 - General Services Administration	70	MAS (GS-35F-0033N)	Tommy's Test (Amended)	Active	12/23/2014 12:00 PM. CT		
Displaying 1 to 7 of 7 results.						First Previous 1 Next Last		

Figure 5-1 Active Auctions

Auctions

Active Auctions

> Active Auctions
* applicable only for Open Market Auctions

> Closed Auctions

Sort By: All Auctions

Agency: ALL - All Agencies

*Classification Code: Select

*NAICS: Select

Search:

Auction ID	Agency	Classification_Code	NAICS_Code	Name	Status	Close Time
2072	47 - General Services Administration	13 - Ammunition & explosives	928110 - National Security	Defense	Active	06/24/2015 09:23 AM. CT
2134	47 - General Services Administration	29 - Engine accessories	111120 - Oilseed (except Soybean) Farming	OM-20150602-1 (Amended)	Active	06/30/2015 01:00 PM. CT
2078	47 - General Services Administration	10 - Weapons	111120 - Oilseed (except Soybean) Farming	test (Amended)	Active	06/30/2015 07:00 AM. CT
2139	47 - General Services Administration	70 - General purpose information technology equipment	111120 - Oilseed (except Soybean) Farming	OM-0608-1 (Amended)	Active	06/30/2015 11:00 AM. CT
2075	47 - General Services Administration	75 - Office supplies and devices	334111 - Electronic Computer Manufacturing	Laptops	Active	07/24/2015 09:00 AM. CT
2074	47 - General Services Administration	25 - Vehicular equipment components	532120 - Truck, Utility Trailer, and RV (Recreational Vehicle) Rental and Leasing	Vehicles	Active	08/17/2015 09:26 AM. CT

Displaying 1 to 6 of 6 results.
First | Previous | 1 | Next | Last

Figure 5-2 Open Market Active Auctions

- To review an auction or place a bid for an active auction, click one of the **Name** or **Auction ID** links for the Auction.

The **Auction Details** screen, shown in Figure 5-3, will display the Auction header and all of the Line Items for the selected Auction. (A vendor can also place a bid from this screen for any or all of the line items by clicking the **Place Bid** button.) The **Auction Details** screen will also allow you to do the following:

- Ask the Buyer a question by typing a question in the text box and clicking the **Ask Question** button.
- View buyer attachments by clicking the attachment hyperlink under the **Buyer Attachments** section heading.
- View auction amendments by selecting the Amendments tab.

- View Questions and Answers related to the Auction by selecting the **Q&A** tab.
- View vendor submitted attachments for the auction by selecting the **My Attachments** tab. You can add a new attachment to the auction by clicking the **Add Attachments** button.
- View bid amounts for all line items by selecting the **Bid History** tab. Bid amounts are only viewable to vendors who have placed an initial bid.
- Place bids on some or all of the line items. For single award auctions vendors will be required to place a bid on all Line Items.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:38 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:

Test of the enhancements

Brand Name/Brand Name or Equal: Brand Name Only
 Set Aside: N/A
 Apparent Low Vendor Bid for All Items: NA
 Bidders: 0

Buyer Attachments

- None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* (?)	Unit Total	Unit Proxy* (?)	Proxy Total	Contract Price (?)	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

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Figure 5-3 Auction Details and Place Bids

5.1.1 Placing a Bid

Bids: Bids are in whole dollar amounts and should reflect the total price for the line item, **not a unit price.**

Bid Types: There are three types of bids that can be placed on reverse auctions; flat bids, proxy bids, and no bids. Proxy bids and no bids are optional.

- **Flat Bids:** A flat bid is a bid placed by the Vendor that the Vendor is willing to sell a product for. A flat bid can be placed at or below the MAXIMUM bid (apparent low bid minus the decrement), which would allow for the vendor to also submit a proxy bid; or a flat bid can be placed at a HIGHER price than the APPARENT LOW bid, which would preclude the vendor from submitting a proxy bid. Flat bids in the range higher than the Maximum (apparent low bid minus the decrement) but lower than or equal to the Apparent Low are permitted. Flat bids placed above the Maximum bid (apparent low bid minus the decrement) can still be considered by the buyer for award.
- **Proxy Bids:** A proxy bid is the lowest amount that a vendor is willing to bid. The reverse auction system will bid automatically on behalf of the vendor until this price is reached. Proxy bids are optional and can only be placed in conjunction with a flat bid.
- **No Bid:** A vendor may elect to not place a bid for a particular auction by selecting the **No Bid/Opt Out** button. Vendors can also provide a statement to the buyer why they elected to no bid. Note: if a vendor has an active bid on an auction they will not be able to place a no bid. If a vendor places a no bid on an auction they can place a bid at a later time if they choose to.

Starting price: The first bid placed during an auction will set the starting price for the auction.

Bid decrement: An amount set by the buyer that specifies the minimum reduction in a bid placed by a vendor compared to the apparent low bid in the auction.

Maximum bid: The maximum bid is the apparent low bid minus the decrement.

Note: For a vendor's initial bid, the apparent low bid and maximum bid amounts will not be visible.

To place a bid for the Line Item(s):

1. Click the **Auction Id** from the dashboard. (Shown in Figure 5-4.)
The Auction details screen, shown in Figure 5-4, will be displayed.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:38 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:

Test of the enhancements

Brand Name/Brand Name or Equal: Brand Name Only
 Set Aside: N/A
 Apparent Low Vendor Bid for All Items: NA
 Bidders: 0

Buyer Attachments

- None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

[Download](#) [Place Bid](#) [No Bid/Opt Out](#)

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Figure 5-4 Place Your Bid

2. Enter the **Part Number** that is being bid. The Part Number field is limited to 20 characters.
3. Enter the **Manufacturer** for the part being bid. The Manufacturer field is limited to 20 characters.
4. Enter your flat bid in unit price in the **Flat Bid** field.
5. Enter an optional **Proxy Bid** in unit price if you would like the system to bid on your behalf.
6. Enter your contract Unit price in the **Contract Unit Price** field.
Enter your flat bid in unit price in the **Flat Bid** field.
7. Enter the number of days that the bid will be good for, and then click the **Place Bid** button.
8. Enter your comments for the bid.
9. Click the 'Place Bid' button.

The Bid History for the Auction and all Line Item(s) will be displayed..

Be advised - By participation in a reverse auction the Offeror agrees to disclosure of prices submitted to other offerors participating in the reverse auction.

Notice: The governing time for submission of bids is the time displayed by the GSA platform clock.

Bids placed in an auction may not be withdrawn. An offeror's request to withdraw any quote or proposal prior to award shall be directed to the Buyer for consideration and shall be handled in accordance with the terms of the solicitation and applicable regulations.

When a seller timely elects to utilize proxy bidding, the Reverse Auctions system will lower the vendor's bid as needed to make the vendor the current apparent low price bidder of the auction up to the threshold of their proxy bid.

Sellers are encouraged to ensure they stay familiar at all times with the latest version of the User FAQs and Platform Terms and Conditions that Sellers agree to as a condition of participation on the platform, particularly regarding bidding.

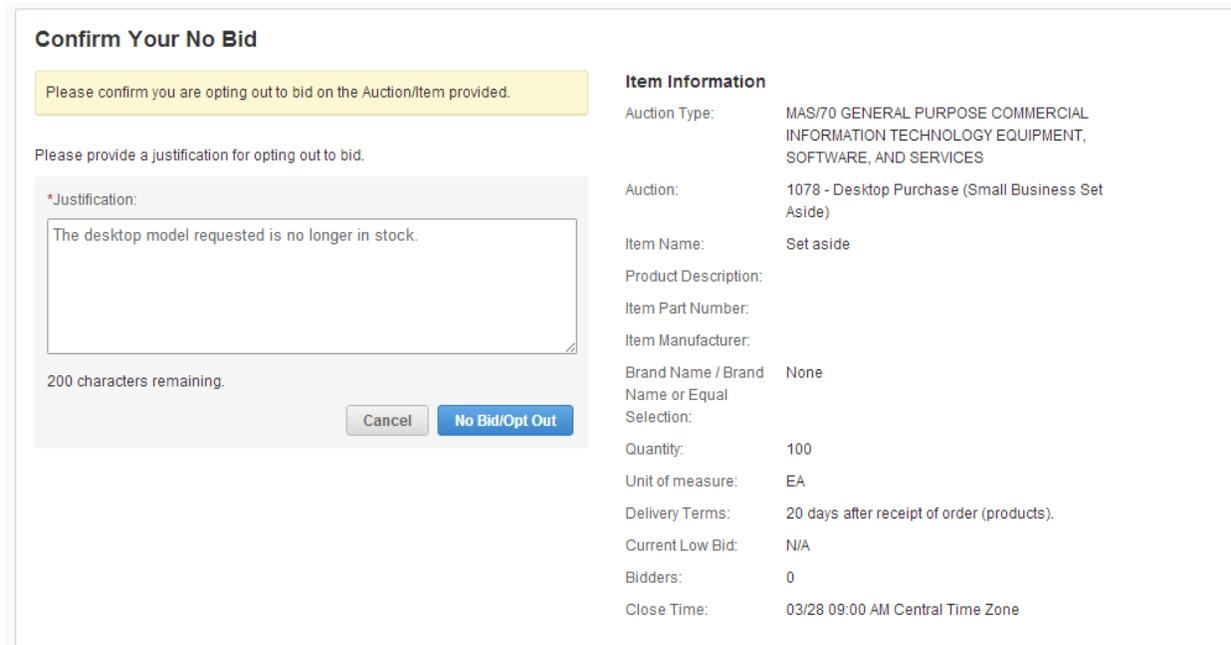
It is the Seller's responsibility to verify that bids are correct prior to submittal. The Seller will be obligated to honor, and will be bound by any bid that it may submit, if that bid is accepted by the Buyer and an award made by the Buyer to the Seller.

The Government encourages competitive bidding but cautions Sellers not to allow intense bidding to cause the Seller to offer a bid at an unrealistic price (e.g., a price which might force a Seller to fail to deliver on the contract which could result in a termination for default or other adverse consequences to the Seller). Offerors should carefully evaluate their cost structure prior to participating in any auction.

5.1.2 Placing a No Bid / Opt Out

To place a No Bid for the Line Item:

1. From the Auctions Details page click the **No Bid/Opt Out** button.
2. You will be presented with the Confirm Your No Bid page, shown in Figure 5-5 Confirm Your No Bid.
3. Type a no bid justification in the **Justification** text area and click the **No Bid/Opt Out** button. The justification entered will be visible to the buyer.



Confirm Your No Bid	
Please confirm you are opting out to bid on the Auction/Item provided.	
Please provide a justification for opting out to bid.	
*Justification:	
The desktop model requested is no longer in stock.	
200 characters remaining.	
Cancel	No Bid/Opt Out
Item Information	
Auction Type:	MAS/70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES
Auction:	1078 - Desktop Purchase (Small Business Set Aside)
Item Name:	Set aside
Product Description:	
Item Part Number:	
Item Manufacturer:	
Brand Name / Brand Name or Equal Selection:	None
Quantity:	100
Unit of measure:	EA
Delivery Terms:	20 days after receipt of order (products).
Current Low Bid:	N/A
Bidders:	0
Close Time:	03/28 09:00 AM Central Time Zone

Figure 5-5 Confirm Your No Bid

5.1.3 Adding an Attachment

To add an attachment to the Auction:

1. Click the **My Attachment** tab. (Shown in Figure 5-3.)

A list of Attachments already attached to the line item will be displayed and the **Add Attachment** button, shown in Figure 5-6, will be displayed.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Laptops and Docking stations

Auction ID: 3091
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
 Alternate ID: ID 4567
 Award Type: Multiple Award ?
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: BUYER1 1
 Email: hassan.harris@gsa.gov
 Phone: 7037934567
 Start Time: 02/17/2016 02:57 PM Central Time Zone
 Close Time: 02/29/2016 05:00 PM Central Time Zone
 Time Remaining: **10 Days, 8 Hours, 4 Minutes**

Submit a Question to Buyer?

Note: Q & A will end on 02/26/2016 05:00 PM Central Time Zone
255 characters remaining. **Ask Question**

Description

FY16 Q1 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1
- DellDataSheet2

Line Items
Amendments
Q&A (0)
My Attachments (1)
Bid History

- DellLaptops
- Add Attachments

Figure 5-6 Add Attachment

2. Click the **Add Attachment** button.

The Select Attachment screen, shown in Figure 5-7, will be displayed.

<p>Auctions</p> <ul style="list-style-type: none"> > Active Auctions > Closed Auctions 	<h3>Attachments</h3> <p>You are viewing Auction ID: 3091- Laptops and Docking stations</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">Document Name</div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;">Upload Attachment</div> <p>Note: To see recently uploaded attachments click the Refresh Document List button on the Attachments page. Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).</p> <div style="text-align: right; margin-top: 20px;">Refresh Document List</div>
--	---

Figure 5-7 Select Attachment

3. Click the **Upload Attachment** button and browse to your document, and then click **Open** to attach your document. Note: attachments cannot exceed 20 MB in size and 50 characters in filename length.

Optional: It is encouraged that when an attachment is included that an email be sent to the Buyer notifying them of the attachment.

5.2 Closed Auctions

The Closed Auctions module displays a list of Closed Auctions and allows a Vendor to view Auction and Line Item Details.

To view a list of Closed Auctions:

1. Log into Reverse Auctions as a Vendor.
2. Click **Auctions** on the menu bar at the top of the screen, and then click the **Closed Auctions** link on the left side of the screen.

The **Closed Auctions** screen, shown in Figure 5-8, will display a list of Closed Auctions. (To filter the list of Auctions displayed, select dates in the **From** and **To** date selection boxes and an agency from the **Agency** drop-down list. Then click the **Go** button.)

Closed Auctions							
Agency: <input type="text" value="ALL - All Agencies"/>							
From: <input type="text"/> To: <input type="text"/> <input type="button" value="Go"/>							
Auction ID	Agency	Schedule	Type	Name	Status	Close Time	
9	047 - GENERAL SERVICES ADMINISTRATION	70	MAS	Dell Laptop Computers	Closed	01/16/2014 02:31 PM. CT	
12	047 - GENERAL SERVICES ADMINISTRATION	70	MAS	Dell Laptop Computers	Closed	01/14/2014 02:31 PM. CT	
15	047 - GENERAL SERVICES ADMINISTRATION	70	MAS	test99	Closed	02/14/2014 01:00 PM. CT	
24	047 - GENERAL SERVICES ADMINISTRATION	70	MAS	testpaul	Closed	03/10/2014 01:00 PM. CT	
25	047 - GENERAL SERVICES ADMINISTRATION	70	MAS	UAT Basic Standing System (Amended)	Closed	03/12/2014 11:00 AM. CT	
26	047 - GENERAL SERVICES ADMINISTRATION	70	MAS	UAT Front Cut Mower (Amended)	Closed	03/12/2014 02:00 PM. CT	
31	47 - General Services Administration	70	MAS	UAT - Basic Sanding System (Amended)	Closed	03/14/2014 09:00 AM. CT	
33	47 - General Services Administration	70	MAS	UAT - Basic Sanding System (Amended)	Closed	03/13/2014 01:00 PM. CT	

Displaying 1 to 10 of 116 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#) | [Last](#)

Figure 5-8 Closed Auctions

3. To view Auction Details, click one of the links in the Name column.

The **Auction Details** screen, shown in Figure 5-9 Auction Details, will display the Auction header and all of the Line Items for the selected Auction. The **Auction Details** screen will also allow you to do the following:

- View auction amendments by selecting the Amendments tab.
- View Questions and Answers related to the Auction by selecting the Q&A tab.
- View attachments for the auction by selecting the My Attachments tab.
- View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only visible to vendors who have placed a bid.
- View the bidding history for the Line Items by selecting the **Bid History** tab.
- Place bids on some or all Line Items.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:38 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:
Test of the enhancements
 Brand Name/Brand Name or Equal: Brand Name Only
 Set Aside: N/A
 Apparent Low Vendor Bid for All Items: NA
 Bidders: 0

Buyer Attachments
 • None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

 255 characters remaining.

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Figure 5-9 Auction Details

Note: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.

5.3 Auction Amendments

Auctions may be amended by buyers while the auction is in active or preview status. When a buyer performs an amendment to an auction, line item or attachment, email notifications regarding the amendment are sent to all of the vendors selected by the buyer to participate in the auction. When a buyer amends an auction, line items, or attachments, the 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.

Auction Amendments

Field	Vendor Bids Canceled?	Notes
Auction Name	No	
Award Type	No	
Alternate ID	No	
End Date and Time	No	
Vendor Q&A End Date and Time	No	
Description	Optional, Buyer Selected	Buyer determines if change to description will impact vendor pricing and can elect to cancel all vendor bids.

Line Item and Attachment Amendments

Field	Vendor Bids Canceled?	Notes
Product/Service Name	Yes	
Brand Name / Brand Name or Equal	Yes	
Part Number	Yes	
Manufacturer	Yes	
Product Description	Yes	
Qty	Yes	

Unit of Measurement	Yes	
Delivery Method	Yes	
IGE	Yes	
Bid Decrement	Yes	
UNSPSC Code	Yes	
FSC	Yes	
Funding Code	Yes	
Shipping Address	Yes	
Attachments	Optional, Buyer Selected	Buyer determines if change to attachments will impact vendor pricing and can elect to cancel all vendor bids.

5.3.1 View Amendments

There are multiple ways to view auction amendments:

1. Click the **(Amended)** hyperlink on the auction description page, or Click the Amendments tab on the auction description page.
2. After clicking **(Amended)** hyperlink or selection the amendment ID from the Amendment tab, you will be presented with the Amendment History page shown in Figure 5-10 Amendment History.

Auctions

- > Active Auctions
- > Closed Auctions

Amendment History

You are viewing Auction ID: 923 - GSA Region 4 IT Refresh (Amended)

Amendment ID: Amendment - 1 ▼

Auction Parameters

	Old Value	Amended Value
End Date	02/28/2014	02/27/2014

Amended Attachments

Documents Attached

No Documents Amended

Amended Line Items

Line Item	Item Name	Quantity	Unit	Manufacturer	Status	
1	Dell Latitude E6420 (Amended)	100.00	EA	Dell	Updated Line Item	View History

Amendment Description:

Modified the end date to close a day early and extended the delivery terms to 35 days after receipt of order.

Figure 5-10 Amendment History

3. You can now compare old values and amended values for the auction.
4. To view line item amendments, click the View History button in the Amended Line Items area.
5. You will be presented with the amendments made for that line item as shown in Figure 5-11 Line Item Amendment History.

Auctions

- > Active Auctions
- > Closed Auctions

Amendment History

You are viewing Auction ID: 923 - GSA Region 4 IT Refresh (Amended)

Amendment ID: Amendment - 1 ▾

Auction Parameters

	Old Value	Amended Value
End Date	02/28/2014	02/27/2014

Amended Attachments

Documents Attached

No Documents Amended

Amended Line Items

Line Item	Item Name	Quantity	Unit	Manufacturer	Status	
1	Dell Latitude E6420 (Amended)	100.00	EA	Dell	Updated Line Item	View History

	Old Value	Amended Value
Delivery Method	Days after Receipt of Order (ARO) (Products): 30	Days after Receipt of Order (ARO) (Products): 35

Amendment Description:

Modified the end date to close a day early and extended the delivery terms to 35 days after receipt of order.

Figure 5-11 Line Item Amendment History

5.3.2 Amendment Notifications

Vendors will receive the following email notifications regarding auction amendments:

1. Auction amended email
2. Bid canceled due to amendment email

Vendors will receive the following system messages regarding auction amendments (these messages can be viewed by going to My Messages):

3. The Auction has been amended message
4. Your bid has been cancelled during the auction amendment process message

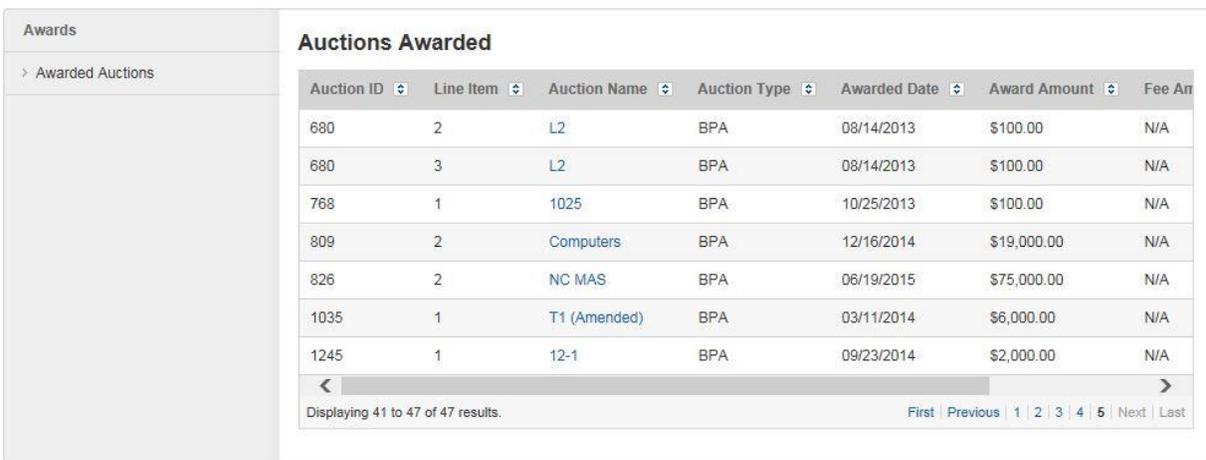
6 Awards

The Awards module allows a vendor to view a list of auctions for which the Buyer has executed the platform’s award feature. The Vendor can also access Auction and bidding details, submit questions to the Buyer, and add attachments to the auction. It is advised that the seller’s review the user FAQ and the T&C to ensure they are familiar with the meaning of the term “award” as used in the platform.

To view a list of Awards:

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

The **Awarded Auctions** screen, shown in Figure 6-1 Auctions Awarded, will display a list of line items that have been awarded to the Vendor.



Auction ID	Line Item	Auction Name	Auction Type	Awarded Date	Award Amount	Fee An
680	2	L2	BPA	08/14/2013	\$100.00	N/A
680	3	L2	BPA	08/14/2013	\$100.00	N/A
768	1	1025	BPA	10/25/2013	\$100.00	N/A
809	2	Computers	BPA	12/16/2014	\$19,000.00	N/A
826	2	NC MAS	BPA	06/19/2015	\$75,000.00	N/A
1035	1	T1 (Amended)	BPA	03/11/2014	\$6,000.00	N/A
1245	1	12-1	BPA	09/23/2014	\$2,000.00	N/A

Displaying 41 to 47 of 47 results. First Previous 1 | 2 | 3 | 4 | 5 | Next Last

Figure 6-1 Auctions Awarded

2. To view details for one of the Auctions, click the link in the Line Item column for the line item you want to review.

The **Auction Details** screen, shown in Figure 6-2 Auction and Line Item Details, will be displayed. The Auction Details screen will allow you to do the following:

- View auction amendments by selecting the Amendments tab.
- View Questions and Answers related to the Auction by selecting the Q&A tab.
- View attachments for the auction by selecting the My Attachments tab.
- View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only visible to vendors who have placed a bid.
- View the bidding history for the Line Items by selecting the **Bid History** tab.
- Place bids on some or all Line Items.

Note: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:38 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:
Test of the enhancements
 Brand Name/Brand Name or Equal: Brand Name Only
 Set Aside: N/A
 Apparent Low Vendor Bid for All Items: NA
 Bidders: 0

Buyer Attachments
 • None

Bid Tab

Amendments

Q&A (0)

My Attachments (0)

Bid History

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

Submit a Question to Buyer?

255 characters remaining.

Ask Question

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

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Figure 6-2 Auction and Line Item Details

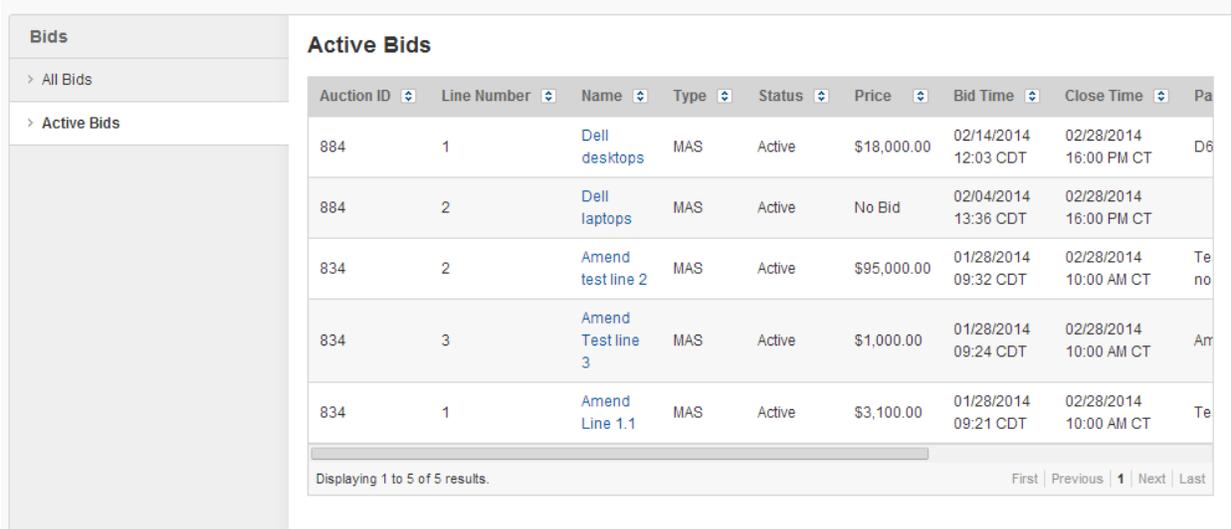
7 Bids

The Bids module allows a Vendor to access bidding information for Active Auctions and to place bids or submit questions. The vendor can also access Auction information, bidding details, submit questions to the Buyer, and add attachments to the auction.

To view a list of active bids and place a bid:

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

The **Active Bids** screen, shown in Figure 7-1 Active Bids, will display a list of Active Bids. (If the All Bids screen is displayed, click the Active Bids link on the left of the screen.)



Auction ID	Line Number	Name	Type	Status	Price	Bid Time	Close Time	Pa
884	1	Dell desktops	MAS	Active	\$18,000.00	02/14/2014 12:03 CDT	02/28/2014 16:00 PM CT	D6
884	2	Dell laptops	MAS	Active	No Bid	02/04/2014 13:36 CDT	02/28/2014 16:00 PM CT	
834	2	Amend test line 2	MAS	Active	\$95,000.00	01/28/2014 09:32 CDT	02/28/2014 10:00 AM CT	Te no
834	3	Amend Test line 3	MAS	Active	\$1,000.00	01/28/2014 09:24 CDT	02/28/2014 10:00 AM CT	Arr
834	1	Amend Line 1.1	MAS	Active	\$3,100.00	01/28/2014 09:21 CDT	02/28/2014 10:00 AM CT	Te

Displaying 1 to 5 of 5 results. First | Previous | 1 | Next | Last

Figure 7-1 Active Bids

2. Select the auction you want to access by clicking the link in the **Name** column.

The Auction Details screen, shown in Figure 7-2 Auction and Line Item Details, will display the Auction header and a Description of the Line Item, and allow you to perform the following actions:

- Place a Bid (see Placing a Bid section 5.1.1) or No Bid (see Placing a No Bid / Opt Out section 5.1.2).
- View a description of the Line Item.
- View bidding details for the Line Item.
- View the bidding history for the Line Item by clicking the **Bidding Details** tab.

Note: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:38 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:
Test of the enhancements
 Brand Name/Brand Name or Equal: Brand Name Only
 Set Aside: N/A
 Apparent Low Vendor Bid for All Items: NA
 Bidders: 0

Buyer Attachments
 • None

Bid Tab | Amendments | Q&A (0) | My Attachments (0) | Bid History

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

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

 255 characters remaining.

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Figure 7-2 Auction and Line Item Details

- Click the Place Bid button in order to place a new bid for the auction.

8 Preferences

The Preferences module allows a Vendor to opt out of receiving email notifications for specific schedule & SIN combinations.

To opt-out of receiving email notifications:

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

The opt out screen as shown in Figure 8-1 Opt Out of Email Notifications, will display a list of schedule & SIN combinations that the Vendor is able to opt out of receiving email notifications.



Schedule	SIN	Email	Opt Out
70	132 12	mohaam.aruvnahally@gsa.gov	<input type="checkbox"/>
70	132 8	mohaam.aruvnahally@gsa.gov	<input type="checkbox"/>

[Update](#)

Figure 8-1 Opt Out of Email Notifications

2. To turn off email notifications for a schedule & SIN combination, select the check box next to that and click the **Update** button.

9 Messages

The Messages module displays a list of system generated messages about an Auction, such as an auction being closed, a Line Item being awarded, or an award being cancelled.

To view Vendor messages:

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

The **Messages** screen, shown in Figure 9-1, will display a list of Vendor messages.

Messages for

Updated as of 03/13/2014 03:57 PM CT

Auction ID	Message	Date & Time
1078	Your NO BID option has been recorded. Auction Id : 1078 Line Item : 1	03/13/2014 15:28 CT
1080	Your Flat bid for \$118,000.00 USD has replaced your old minimum/proxy bid of \$111,000.00 USD. Auction Id : 1080 Line Item : 1	03/13/2014 15:23 CT
1080	Your Flat bid for \$33,000.00 USD with minimum/proxy bid for \$31,000.00 USD was entered. Auction Id : 1080 Line Item : 2	03/13/2014 15:08 CT
1080	Your Flat bid for \$120,000.00 USD with minimum/proxy bid for \$111,000.00 USD was entered. Auction Id : 1080 Line Item : 1	03/13/2014 15:07 CT
1079	Your Flat bid for \$112,000.00 USD with minimum/proxy bid for \$99,000.00 USD was entered. Auction Id : 1079 Line Item : 1	03/13/2014 15:06 CT
1079	Your Flat bid for \$100,000.00 USD with minimum/proxy bid for \$90,000.00 USD was entered. Auction Id : 1079 Line Item : 2	03/13/2014 15:05 CT
1063	This auction has been cancelled by the auction operator. Auction Id : 1063 Line Item : 1	03/12/2014 12:01 CT
1080	You are invited to participate in the auction for Auction Id : 1080 Line Item : 2	03/12/2014 10:47 CT
1080	You are invited to participate in the auction for Auction Id : 1080 Line Item : 1	03/12/2014 10:47 CT
1079	You are invited to participate in the auction for Auction Id : 1079 Line Item : 2	03/12/2014 10:40 CT

Displaying 1 to 10 of 50 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#) | [Last](#)

Figure 9-1 Messages

- To display Auction Details for the auction associated with a message, click an Auction ID link next to the related message.

The Auction Summary screen, shown in Figure 9-2, will display Auction header information and a list of the line items in the auction. The Auction Summary screen will also allow you to do the following:

- Ask the Buyer a question by typing a question in the text box and clicking the **Ask Question** button.
- View buyer attachments by clicking the attachment hyperlink under the **Buyer Attachments** section heading.
- View auction amendments by selecting the **Amendments** tab.
- View Questions and Answers related to the Auction by selecting the **Q&A** tab.
- View attachments for the auction by selecting the **My Attachments** tab. You can add a new attachment to the auction by clicking the **Add Attachments** button.
- View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only visible to vendors who have placed a bid.
- Place bids.

Warning: In order to view the most up-to-date information, please click on the refresh button.

Test 2

Auction ID: 3725
 Schedule: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award ⓘ
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Buyer: STEPHEN GIBSON
 Email: stephen.gibson@gsa.gov
 Phone: 7037037038
 Start Time: 05/02/2016 08:36 AM Central Time Zone
 Close Time: 05/31/2016 05:28 PM Central Time Zone
 Time Remaining: **20 Days, 2 Hours, 42 Minutes**

Description:
Test of the enhancements
 Brand Name/Brand Name or Equal: Brand Name Only
 Set Aside: N/A
 Apparent Low Vendor Bid for All Items: NA
 Bidders: 0

Buyer Attachments
 • None

Bid Tab
Amendments
Q&A (0)
My Attachments (0)
Bid History

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

Submit a Question to Buyer?

255 characters remaining.

[Ask Question](#)

CLIN	Part Number*	Manufacturer*	Product/Service Name	Qty	Unit	Unit Price* ⓘ	Unit Total	Unit Proxy* ⓘ	Proxy Total	Contract Price ⓘ	Contract
001	<input type="text"/>	<input type="text"/>	cell phone	100	EA	<input type="text"/>					
Front facing camers 32G memory - upgradeable											
002	<input type="text"/>	<input type="text"/>	Carrying Case	120	EA	<input type="text"/>					
Faux Leather carrying case for Samsung S7 - water proof											
Total All Line Items:											
Bid Good For Days*: <input type="text"/>											

Vendor Comments

255 characters remaining.

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Figure 9-2 Auction Summary

Note: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.