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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

FSSIPRNTSVCS: FSSI Print Management - Managed Print Services.
FSSIPRNTASSESS: FSSI Print Management - Fleet Assessment.
FSSIPRNTDEVICE: 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 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.

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
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)
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 Buyer or Vendor Training, contact us at ReverseAuctions@gsa.gov.

2.3 System timeout
User sessions will timeout after 15 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](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](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](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.

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.
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.

![Figure 3-3 Login Assistance](image)

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.

![Figure 3-4 Forgot User ID](image)

![Figure 3-5 Forgot Password](image)

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.

   ![Figure 3-6 Forgot System Admin Password](image)

   **Figure 3-6 Forgot System Admin Password**

   2. Enter your Username, and then click the Continue button.

   The User Verification screen, shown in Figure 3-7, will be displayed.

   ![Figure 3-7 User Verification](image)

   **Figure 3-7 User Verification**

   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, Bid details of all line items, Line Items associated with the Auction ID, Attachments for the auction, Questions & Answers, Amendments to the auction, History of bid amounts and Terms & Conditions Clauses of the Auction.

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

2. To view Bidding information by vendors click the ‘Bid Tab’.
3. To view Bid details by line items click the ‘Line Items’ tab. To view vendor information click the vendor’s company name listed under each line item.

![Figure 4-4 Line Item Information](image)

4. To view bid amounts for all line items, select **Bid History** tab from the Auction Summary screen shown in Figure 4-3 Auction Summary. The Auction Summary – Bid History screen, shown in Figure 4-5 Auction Summary – Bid History, will list line items and bid amounts placed by vendors.
5. To view Terms & Conditions Clauses of the Auction, select **T&C Clauses** tab from the Auction Summary screen shown in Figure 4-3 Auction Summary. The Auction Summary – T&C Clauses screen, shown in Figure 4-6 Auction Summary – T&C Clauses will list Terms & Conditions of the Auction.
4.2 Pending Awards

The "Pending Awards" section of the Buyer dashboard, shown in Figure 4-7, 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 4-8, 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 4-9, 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.
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 Terms & Conditions clauses
  - Add attachments
  - Review and finalize an auction

- **Manage Auctions**
  - Update or delete draft auctions
  - Cancel auctions
  - Clause Maintenance
  - Update auction Q&As
• **Auction Amendments**
  - Amend an auction
  - Amend line items
  - Amend Terms & Conditions clauses
  - Amend attachments
  - Review and finalize amendments
  - View amendment histories

• **Manage Bids**
  - View and Cancel Bids

### 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.
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. For single award type auctions vendors will be required to provide quote/bid for all line items.

• 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 0.25%, 0.5%, 0.75%, 1%, 2% or 3% of the IGE (Total Price). Bid decrement defaults to 0.25% and the bid decrement selected will be applied to all line items for the auction.

• Select **Shipping Address** from the drop-down. The shipping address selected will be applicable to all line items. Buyers can still update shipping address for individual line items on the Auction details screen.

• 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.

• Select Vendor Socio Economic Indicator from the **Select Set Aside Type** drop-down.

• Select a purchase description from the **Brand Name / Brand Name or Equal** drop-down. The options available are Meets or Exceeds, Brand Name, Brand Name or Equal. If no selection is made, Meets or Exceeds will be the default option.

• 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 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.

![Vendor Selection](image)

**Figure 5-2 Vendor Selection**
5. **Note**: For Open Market auctions, please skip to step 8.

The vendor selection screen shown in Figure 5-2 Vendor Selection 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 and the Set Aside type 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.

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 5-4 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 5-4 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.
- **Enter the Manufacturer’s Part Number**. The Part Number is limited to 20 Characters.
- Enter the name of the **Manufacturer**. The Manufacturer is limited to 20 Characters.
- Select a **Unit of Measurement** from the drop-down.
- 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.
- 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).
- Enter the **Product Description**. The Product Description is limited to 255 characters.
- The **Delivery Method** selected in the Create Auction screen (Figure 5-1 Create Auction) will be preloaded. To change it, 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.
- To upload line items:
  - Download the template by clicking the ‘Download Excel Template’ link.
  - Populate the spread sheet with the required line items with relevant data.
  - Save file with a different name.
  - The upload attachments screen will open in a new browser window as shown in Figure 5-5 Upload Lines.
Figure 5-5 Upload Lines

- Click ‘Select the Document’ button and select the file name saved above.
- Click the Select the document button to select a file to upload. The Select File to Upload dialog box, shown in Figure 5-6 Select File, will be displayed.

Figure 5-6 Select File

- Browse to the file to be uploaded and click the Open button. The Upload Attachment screen will display the filename of the file to be uploaded and the ‘Upload the Document’ button will be displayed.
Figure 5-7 Upload Document

- 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.

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 additional Terms and Conditions Clauses to your auction, click the **Next** button. Clicking this button will save your Line Item and display the Auction Terms and Conditions Clauses screen.

11. If you clicked the **Next** button, the **Auction Terms and Conditions Clauses** screen, shown in Figure 5-8 Auction Terms and Conditions Clauses, will be displayed. Applying clauses to an auction is optional and this step can be skipped over by clicking the **Next** button on the Auction Terms and Conditions Clauses screen show in Figure 5-8 Auction Terms and Conditions Clauses, to proceed to the next screen in the auction creation process.
The Auction Terms and Conditions Clauses screen allows a Buyer to apply additional terms and conditions to the auction. If a Buyer has defined any clauses using the Clause Maintenance screen under the Manage Auctions menu, those clauses will be available for selection by clicking the Select Clause ID drop-down box as shown in Figure 5-9 Select Clause ID drop-down.

Clauses applied to an auction can be viewed by the Buyer and Vendors on the T&C Clauses tab on the auction description page after the auction is finalized.
12. To view/select a clause, select the Clause ID from the drop-down. The Clause ID and Clause Description fields will be populated.

13. **Check-box Options:**
   - **Apply Selected Clause.** If this check-box is selected, the Clause ID selected can be applied to the auction as shown in Figure 5-10 Apply Selected Clause.
   - **Apply All Clauses.** If this check-box is selected then all the Buyer Clauses can be applied to the auction.

14. After selecting a check-box option, click one of the following buttons:
   - **Save:** To save your changes and remain on the Auction Terms and Conditions Clauses screen.
   - **Save & Next:** To save your changes and proceed to the Attachments screen.
   - **Next:** To proceed to the Attachments screen without saving any changes.

Clauses applied to an auction are listed on a table at the bottom of the screen under the heading **Clauses Currently Applied to Auction** as shown in Figure 5-11 Clauses Currently Applied to Auction.
15. **Other Actions.** Click one of the following buttons to perform these other actions:

- **Prev:** To return to the Auction details screen without saving any changes.
- **Add/Update Clause:** To proceed to the Buyer’s Clause Maintenance screen without saving any changes.
- **Remove Checked Clause IDs:** To remove a clause from the auction.
- **Auction ID link:** To proceed to the auction description page where the Clause ID and Clause Descriptions applied to an auction can be viewed on the **T&C Clauses** tab.

16. If you clicked the **Next** or the **Save & Next button**, the Attachments screen, shown in Figure 5-12 Attachments, will be displayed.
Figure 5-12 Attachments

17. 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 5-13 Upload Attachments.
Figure 5-13 Upload Attachments

18. Click the Select the document button to select a file to upload. The Select File to Upload dialog box, shown in Figure 5-14 Select File to Upload, will be displayed.
19. Browse to the file to be uploaded and click the **Open** button. **Note:** attached files can be up to 20MB 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 5-15 Attachment Selected.
20. 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.

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

The Review & Finalize screen, shown in Figure 5-16 Review & Finalize, will be displayed.
Review & Finalize

Important: The auction creation process has changed as of 02/22/2015. If you have a draft auction that was created prior to 02/22/2015 you are advised to select vendors using the new vendor selection process.

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

Auction Name: Laptops and Docking stations
Auction ID: 6752
Alternate ID: ID 116216
Award Type: Multiple Award
Auction Type: FFS
Schedule Type:
Vendor Q&A End Date: Vendor Q&A End Time:

Note: Due to major enhancements release on 6/4 buyers are advised to end the auction by 6/3.

Auction End Date: * Auction End Time:
Notify if less than 3 bidders for line item:
Select:

Description: FY15 Q4 Laptop refresh for region 4, includes 200 laptops, 300 docking stations and 300 IPS monitors.

Attachments

Document
Det0DataSheet1
Displaying 1 to 1 of 1 results.

Auction Clauses

Clause Owner Clause ID
No records were found.

Download Vendors

Schedule Number SIN Number
70 132 B

Displaying 1 to 1 of 1 results.

Line Items

Line Item Quantity Unit Manufacturer Total IGE
1 300.00 EA Dell $240,000.00

Displaying 1 to 1 of 1 results.

Figure 5-16 Review & Finalize
22. 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.

23. 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.

24. 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.

25. To share the auction with additional buyers, click the Share with Buyers button. See section 6.1 Share Auction with Buyers for more details.

26. Click the Finalize or Delete button. If you click the Finalize button the auction will be finalized, as shown in Figure 5-17 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) 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 5-18 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 5-19 Create Auction Error! Reference source not found.. 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 5-20 Vendor Selection will be displayed.
5. The vendor selection screen shown in Figure 5-20 Vendor Selection will display a list of vendors approved for that SIN and Set Aside Type.

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 5-21 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 5-21 Auction Details for copied Auction](image)

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 5-22 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 Terms and Conditions Clauses to your auction.

11. Complete Auction Terms and Conditions Clauses, 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 5-23 Vendor Selection, will be displayed.

![Vendor Selection Screen](image)

3. Select an Auction ID from the drop-down list. The **Vendor Selection** screen, shown in Figure 5-24 Vendor Selection, will display a list of vendors approved for that auction.
Figure 5-24 Vendor Selection

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 5-25 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 5-26 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.
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 5-27 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 5-28 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 5-29 Auction Details – Line Item Details.
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 Auction Terms and Conditions Clauses screen.

5.5 Auction Terms and Conditions Clauses

This section describes how to apply Terms and Conditions clauses to a draft auction. If a Buyer has defined any clauses using the Clause Maintenance screen under the Manage Auctions menu, those clauses are available to be applied to the auction.

To add a T&C clause 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 clauses link on the left of the screen. The Auction Terms and Conditions Clauses screen shown in Figure 5-30 Auction T&C – Select Auction will be displayed.

![Figure 5-30 Auction T&C – Select Auction](image)

3. Select the Auction that you want to add a clause to, from the drop-down list. The Auction Terms and Conditions Clauses screen shown in Figure 5-31 Auction T&C – Add Clause will be displayed.
4. Select a clause from the Select Clause ID drop-down list. The Clause ID and Clause Description fields will be populated.

5. Check the “Apply Selected Clause” box to add the selected clause. To add all clauses in the drop-down list to the auction, check the “Apply All Clauses” box.

6. Click one of the following buttons:
   - **Save**: To save your changes and remain on the Auction Terms and Conditions Clauses screen.
   - **Save & Next**: To save your changes and display the Attachments screen.
   - **Next**: To proceed to the Attachments screen without saving any changes.

7. Clauses applied to an auction are listed on a table at the bottom of the screen under the heading Clauses Currently Applied to Auction.
8. Click one of the following buttons to perform these other actions:
   - **Prev:** To return to the Auction Details screen without saving any changes.
   - **Add/Update Clause:** To display the Buyer’s Clause Maintenance screen without saving any changes.
   - **Remove Checked Clause IDs:** To remove a clause from the auction.

### 5.6 Auction Attachments

This module describes how to upload an attachment to a draft auction. Note: attached files can be up to 20MB 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 5-32, will be displayed.
3. Select the auction to which you want to add an attachment from the Auction ID drop-down.

The Attachment screen, shown in Figure 5-33 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 5-33 Attachments](image)

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 5-34 Upload Attachment below.
Figure 5-34 Upload Attachment

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 5-35 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 5-36 Upload Attachment, will display the file name of the file to be uploaded and the Upload the Document button will be displayed as shown in Figure 5-36 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 5-37 Attachment Uploaded.
Figure 5-37 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.
5.7 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 5-38 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 5-39 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 5-40 Auction Finalized.

6. **Manage Auctions**

Manage Auctions allows a buyer to view all draft auctions, cancel an auction, maintain auction Terms and Conditions clauses and maintain auction line item questions and answers.

6.1 **Share Auction with Buyers**

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

---

Figure 5-40 Auction Finalized
To share 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.

   **Figure 6-1 Review & Finalize**

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 **Share with Buyers** button to share your Auction. The share auction screen will be displayed, as shown in Figure 6-3 Share Auction.

![Figure 6-3 Share Auction](image)

5. Enter the email address(es) of the buyer(s) that you would like to share the auction with. 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 share the auction.

**To share 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 share the auction. The **Auctions Details** screen, shown in Figure 6-4 Auction Details, will be displayed.
Warning: In order to view the most up-to-date information, please click on the refresh button.

Laptops and Docking stations

783 Vendors Notified
Auction ID: 6754
Schedule: 70 SIN 132 A Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
Alternate ID: ID 110316
Award Type: Multiple Award
Agency: GENERAL SERVICES ADMINISTRATION
Bureau: FEDERAL ACQUISITION SERVICES
Buyer: BUYER11
Email: hassan.harris@gsa.gov
Phone: 7037534567
Start Time: 11/03/2016 03:07 PM Central Time
Close Time: 11/03/2016 05:00 PM Central Time
Time Remaining: 27 Days, 1 Hours, 52 Minutes

Description
FY16 G4 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors

Buyer Attachments
• DellDataSheet

Bid Tab  Line Items  Vendor Attachments (0)  Q&A (0)  Amendment  Bid History  T&C Clauses (0)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Data Received</th>
<th>Total Quote</th>
<th>Quote Status</th>
<th>Quote Valid For</th>
<th>Vendor Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records were found.

There are currently no bids for this auction.

Figure 6-4 Auction Details

2. Click the **Share with Buyers** button to share your Auction. The share auction screen will be displayed, as shown in Figure 6-5 Share Auction.
3. Enter the email address(s) of the buyer(s) that you would like to share the auction with. 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 share 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.
Figure 6-6 Create Auction

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 Clause Maintenance

The Clause Maintenance module allows the Buyer to Add, Update or Delete Terms and Conditions clauses. Clauses created using this module will be available to be applied to an auction during Auction Creation process.

**To perform clause maintenance:**

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 **Clause Maintenance** link on the left. The Clause Maintenance screen, shown in Figure 6-10 Clause Maintenance will be displayed.
3. Add a Terms and Conditions clause as follows:
   - Enter the **Clause Id**. The T&C Clause ID is limited to 100 characters and must be unique. Duplicate clause names are not allowed.
   - Enter the **Clause Description**. The description is limited to 4000 characters.
   - Click the **Add Clause** button.

4. Update or Delete a Terms and Conditions clause as follows:
   - Select a Terms and Conditions clause from the **Select Clause ID** drop-down list. The Clause Maintenance screen, shown in Figure 6-11 Clause Maintenance – Update Clause will be displayed. The **Clause Id** and **Clause Description** boxes will be populated.
   - To update a Terms and Conditions clause, make changes to the description and click the **Update Clause** button.
   - To delete a selected clause, click the **Delete Clause** button.
**Note:** You cannot update or delete a clause that is tied to an Active or Closed Auction. If a clause is selected from the Select Clause ID drop-down, all Auctions tied to the clause are displayed in tables based on auction status under the heading Clause applies to the following Auctions.

![Clause Maintenance](image)

**Figure 6-11 Clause Maintenance – Update Clause**
6.5 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 6-12 Q&A Maintenance, will be displayed.

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

![Figure 6-12 Q&A Maintenance](image-url)
The Q&A Maintenance screen, shown in Figure 6-13 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&As: 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>
<thead>
<tr>
<th>Field</th>
<th>Amendable</th>
<th>Cancel Bids?</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Category</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product/Service Name</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
</tr>
<tr>
<td>Brand Name / Brand Name or Equal</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
</tr>
<tr>
<td>Part Number</td>
<td>Yes</td>
<td>Yes</td>
<td>Buyer and Vendor</td>
</tr>
</tbody>
</table>

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.
### 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.
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 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.
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 Terms and Conditions Clauses click Next to proceed to Amend Terms and Conditions Clauses.

7.2 **Amend Terms and Conditions clauses**

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

2. To add a clause, select the clause from the Select Clause ID drop-down list. The clause ID and Clause Description fields will be populated.
3. Check the “Apply Selected Clause” box and click the Save button. To apply all available Terms and Conditions clauses to the auction, check the “Apply all Clauses” box and click the Save button.

4. Clauses applied to an auction are listed in a table at the bottom of the screen under the heading **Clauses Currently Applied to Auction** as shown in Figure 7-5 Amend Auction T&C – Clauses Applied.

5. To remove a clause from an auction, select the clause from the table at the bottom of the screen under the heading **Clauses Currently Applied to Auction**, by checking the box.

6. Click the **Remove Checked Clause IDs** button.
7.3 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 Terms and Conditions clauses** screen. The **Amend Attachments** screen, shown in Figure 7-6 Amend Attachments, will be displayed.

![Amend Attachments](image)

**Figure 7-6 Amend Attachments**

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.

7.4 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 7-7 Amendment Review & Finalize, will be displayed.
Figure 7-7 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.

**7.5 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 7-8 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.
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.

![Pending Awards Screen](image)

**Figure 9-1 Pending Awards**

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.
### Finalize Award

**Award Record successfully updated**

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Auction Name</th>
<th>Type</th>
<th>Status</th>
<th>Close Date</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>
</tr>
<tr>
<td>279</td>
<td>Android device purchase for Central Office</td>
<td>BPA</td>
<td>Pending</td>
<td>05/30/2013</td>
</tr>
<tr>
<td>298</td>
<td>Mobile purchase for 2013</td>
<td>BPA</td>
<td>Pending</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>308</td>
<td>GSA OCIO FY13 Q2 Android Tablet Purchase</td>
<td>BPA</td>
<td>Pending</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>392</td>
<td>Single Award Test</td>
<td>MAS</td>
<td>Pending</td>
<td>06/17/2013</td>
</tr>
<tr>
<td>396</td>
<td>Single Award Test</td>
<td>MAS</td>
<td>Pending</td>
<td>06/13/2013</td>
</tr>
<tr>
<td>397</td>
<td>Single Award Test</td>
<td>MAS</td>
<td>Pending</td>
<td>06/13/2013</td>
</tr>
</tbody>
</table>

Displaying 1 to 7 of 7 results.

---

**Figure 9-4 Award Finalized**
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.

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.
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.

**Figure 9-6 Finalize Single Award**

**Figure 9-7 Pending Awards**
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.

   ![Figure 9-9 Awarded Auctions](image)
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.

![View Award](image)

**Figure 9-10 View Award**

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.
10 Preferences

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
- Shipping Address
- Set Time Zone
Figure 10-1 Personal Information

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.
To set Time Zone:

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.

   Click on the **Set Time Zone** link on the left of the screen. The Time Zone selection screen, shown in Figure 10-2 Shipping Address Set Time zone. Time Zone screen will be displayed. Note: Buyers and Vendors will see the end date/time in the time zone selected by the buyer. Time Zone will default to Central Time Zone if no selection is made.

![Figure 10-4 Set Time Zone](image)

2. To update Time Zone, select a Time Zone from the **Time Zone** drop-down list and click the **Update** button. Buyer Time zone will be set to the time zone selected.

![Figure 10-5 Update Time Zone](image)

### 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, Amendments to the Auction and a History of Bid Amounts.
Figure 11-2 Auction Details

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.
12 Reports

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.
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.