



ReverseAuctionsSM

Buyer User Guide

DRAFT – October 16, 2016

DRAFT

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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

FSSI PRNTSVCS: FSSI Print Management - Managed Print Services.

FSSI PRNTASSESS: FSSI Print Management- Fleet Assessment.

FSSI PRNTDEVICE: 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 Buyer or Vendor Training, contact us at ReverseAuctions@gsa.gov.

2.3 System timeout

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

2.4 System Availability

The GSA Reverse Auctions system will be operational:

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

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

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

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

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

3 Using GSA Reverse Auctions

3.1 Accessing Reverse Auctions

To access GSA Reverse Auctions:

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

The Reverse Auctions Home Page, shown in Figure 3-1, will be displayed.



Figure 3-1 Reverse Auctions Home Page

3.2 State and Local Users

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

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

3.2.1 Cooperative Purchasing Program

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

3.2.2 Disaster Purchasing Program

Purchase directly from all GSA Federal Supply Schedule vendors to support disaster preparation and response or recovery from declared disasters or acts of terrorism. To learn more, click [here](#).

3.2.3 What State and Local government entities are eligible to use GSA Reverse Auctions?

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

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.

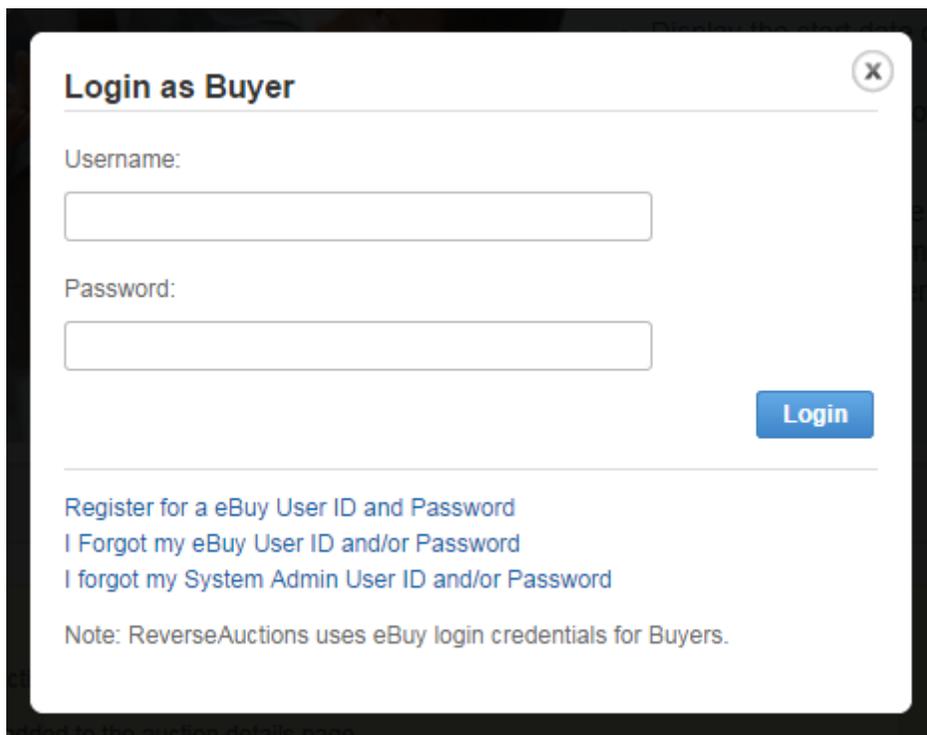
The image shows a screenshot of a web browser window titled "Login as Buyer". The window has a close button (X) in the top right corner. Below the title, there are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a blue "Login" button. Below the input fields, there are three links: "Register for a eBuy User ID and Password", "I Forgot my eBuy User ID and/or Password", and "I forgot my System Admin User ID and/or Password". At the bottom, there is a note: "Note: ReverseAuctions uses eBuy login credentials for Buyers."

Figure 3-2 Buyer Authentication

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 eBay 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.

GSA eBuy GSA Advantage! | e-Library

Advantage! Login Assistance

Forgotten your User ID or Password? Don't Worry, click on one of the links below (if you've forgotten both, click on "Forgot My User ID". Once you get your User ID then get your password).

[▶ Forgot My User ID](#) [▶ Forgot My Password](#)

Figure 3-3 Login Assistance

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.

GSA eBuy GSA Advantage! | e-Library

Forgot User ID?

Instructions: Enter the email address associated with your GSA Advantage membership.

E-mail Address:

[▶ Submit](#)

Figure 3-4 Forgot User ID

GSA eBuy GSA Advantage! | e-Library

Forgot Password?

Instructions: Enter the email address associated with your GSA Advantage membership.

User ID:

E-mail Address:

[▶ Submit](#)

Figure 3-5 Forgot Password

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.

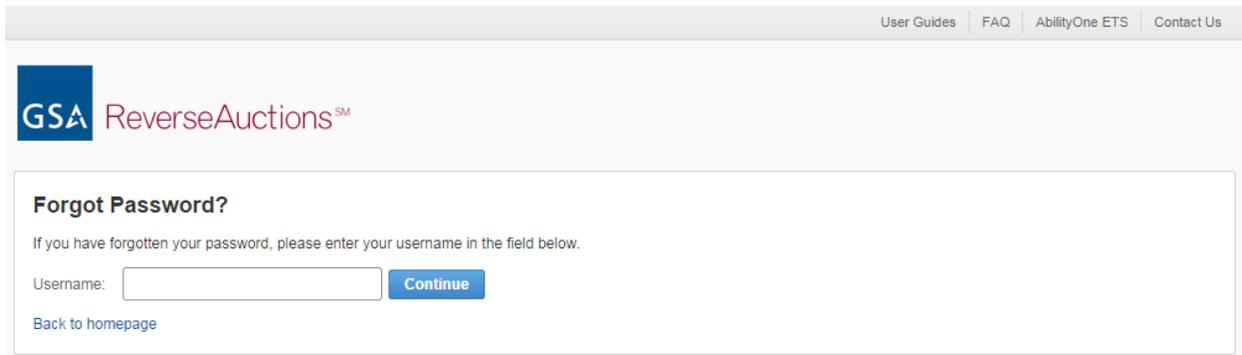


Figure 3-6 Forgot System Admin Password

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

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

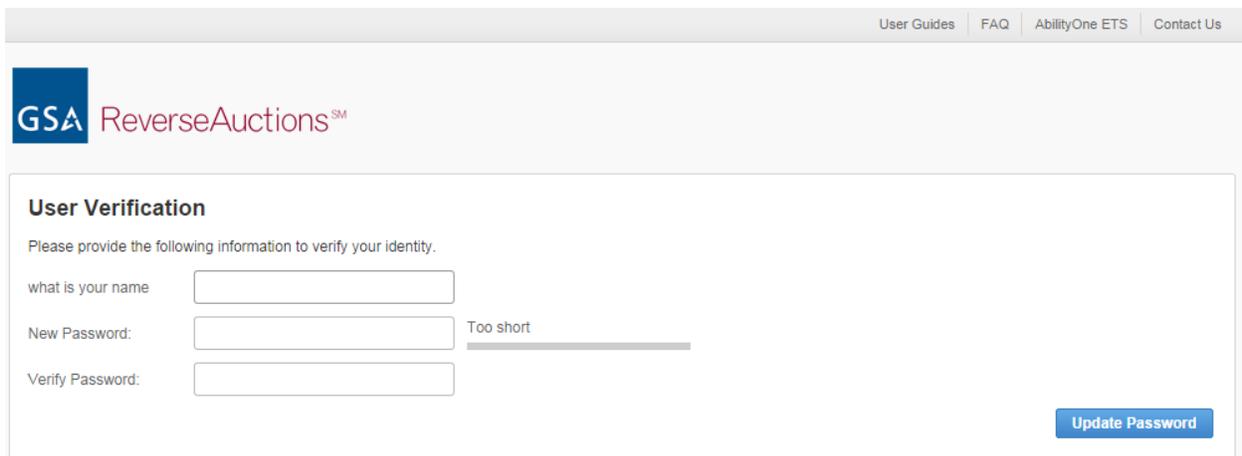


Figure 3-7 User Verification

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.

Welcome, Benjamin Murphy [Log Out](#) [User Guides](#) [FAQ](#) [AbilityOne ETS](#) [State & Local](#) [Contact Us](#)

GSA ReverseAuctions

[Dashboard](#) [Create Auction](#) [Auctions](#) [Awards](#) [Preferences](#) [Messages](#) [Reports](#) [Admin](#)

Dashboard

Active Auctions

Auction ID	Type	Name	Lines with Bids	Status	Start Date	End Date
227	MAS	Desks and Chairs	0 of 2	Active	09/09/2014	09/26/2014
228	MAS	Laptops and Docking Stations	0 of 3	Active	09/09/2014	09/26/2014

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

Pending Awards

Auction ID	Type	Name	Status	Start Date	End Date
191	MAS	Laptops (Amended)	Pending	08/19/2014	08/19/2014
198	MAS	F5 Big IQ Premium	Pending	08/19/2014	08/19/2014

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

Messages

Auction ID	Name	Description	Date & Time
228	Laptops and Docking Stations	You have created the Auction for Auction Auction Id : 228	09/09/2014
227	Desks and Chairs	You have created the Auction for Auction Auction Id : 227	09/09/2014
199	Desks	You have created the Auction for Auction Auction Id : 199	08/19/2014
198	F5 Big IQ Premium	You have created the Auction for Auction Auction Id : 198	08/19/2014
191	Laptops (Amended)	You have created the Auction for Auction Auction Id : 191	08/19/2014

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

Figure 4-1 Buyer Dashboard

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.

Active Auctions

Auction ID	Type	Name	Lines with Bids	Status	Start Date	End Date
227	MAS	Desks and Chairs	0 of 2	Active	09/09/2014	09/26/2014
228	MAS	Laptops and Docking Stations	0 of 3	Active	09/09/2014	09/26/2014

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

Figure 4-2 Active 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 and a History of bid amounts.

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

Laptops and Docking stations

816 Vendors Notified

Auction ID: 1501

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Alternate ID: ID 092116

Award Type: Multiple Award [?](#)

Agency: Consumer Product Safety Commission

Bureau: Consumer Product Safety Commission

Buyer: BUYER FIFTY

Email: buyer50@gsa.gov

Phone: 7035468558

Start Time: 09/23/2016 08:29 AM Central Time Zone

Close Time: 10/20/2016 05:00 PM Central Time Zone

Time Remaining: **16 Days, 3 Hours, 30 Minutes**

Description

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1

Share with Buyers
Download Bid Abstract

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

Vendor	Date Received	Total Quote	Quote Status	Quote Valid For	Vendor Attachments
HITACHI CONSULTING CORPORATION	09/27/2016	\$378,000.00	Active	030	No

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

Figure 4-3 Auction Summary

2. To view Bidding information by vendors click the 'Bid Tab'.

- 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.

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

Laptops and Docking stations Share with Buyers Download Bid Abstract

816 Vendors Notified

Auction ID: 1501

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Alternate ID: ID 092116

Award Type: Multiple Award ?

Agency: Consumer Product Safety Commission

Bureau: Consumer Product Safety Commission

Buyer: BUYER FIFTY

Email: buyer50@gsa.gov

Phone: 7035468558

Start Time: 09/23/2016 08:29 AM Central Time Zone

Close Time: 10/20/2016 05:00 PM Central Time Zone

Time Remaining: **16 Days, 3 Hours, 0 Minutes**

Description

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1

Bid Tab **Line Items** Vendor Attachments (0) Q&A () Amendment Bid History

Line Item	Qty	Unit	Current Bid (Total Price)	Bidders
001 Dell Laptops	300	EA	\$240,000.00	1
		HITACHI CONSULTING CORPORATION	\$240,000.00	Low Bidder
002 Dell Monitors	300	EA	\$87,000.00	1
		HITACHI CONSULTING CORPORATION	\$87,000.00	Low Bidder
003 Dell Docking Stations	300	EA	\$51,000.00	1
		HITACHI CONSULTING CORPORATION	\$51,000.00	Low Bidder

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

Figure 4-4 Line Item Information

- 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.

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

Laptops and Docking stations Share with Buyers Download Bid Abstract

816 Vendors Notified

Auction ID: 1501

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Alternate ID: ID 092116

Award Type: Multiple Award [?](#)

Agency: Consumer Product Safety Commission

Bureau: Consumer Product Safety Commission

Buyer: BUYER FIFTY

Email: buyer50@gsa.gov

Phone: 7035468558

Start Time: 09/23/2016 08:29 AM Central Time Zone

Close Time: 10/20/2016 05:00 PM Central Time Zone

Time Remaining: **16 Days, 2 Hours, 57 Minutes**

Description

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1

[Bid Tab](#) | [Line Items](#) | [Vendor Attachments \(0\)](#) | [Q&A \(\)](#) | [Amendment](#) | [Bid History](#)

Line ID	HITACHI CONSULTING
001	\$240,000.00
002	\$87,000.00
003	\$51,000.00
Total:	\$378,000.00

Displaying 1 to 4 of 4 results. First | Previous | 1 | Next | Last

Figure 4-5 Auction Summary – Bid History

4.2 Pending Awards

The “**Pending Awards**” section of the Buyer dashboard, shown in Figure 4-6, displays a list of closed auctions and allows the Buyer to award Line Items that have not been awarded.

Pending Awards

Auction ID	Type	Name	Status	Start Date	End Date
191	MAS	Laptops (Amended)	Pending	08/19/2014	08/19/2014
198	MAS	F5 Big IQ Premium	Pending	08/19/2014	08/19/2014

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

Figure 4-6 Pending Awards

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 4-7, will allow you to view completed awards and to make new awards.

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

Dell Laptops (Amended)

746 Vendors Notified

Auction ID: 1313

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Multiple Award [?](#)

Auction Set Aside For: Small Business

Agency: Department of Homeland Security

Bureau: Federal Emergency Management Agency FEM

Buyer: BUYER ONE

Email: buyer1@gsa.gov

Phone: 7037037036

Start Time: 05/19/2016 02:32 PM Central Time Zone

Close Time: 05/26/2016 11:00 AM Central Time Zone

Time Remaining:

Description

Laptop

Buyer Attachments

• None

Share with Buyers

Download Bid Abstract

Multiple Award

Single Award

Bid Tab | **Line Items** | Vendor Attachments (1) | Q&A () | Amendment | Bid History

Line Item	Qty	Unit	Current Bid (Total Price)	Bidders	
001 Laptop	300	EA	\$359,700.00	1	Make Award
		No Company name	\$359,700.00	Low Bidder	

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

Figure 4-7 Line Item 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 4-8, 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.

Messages

Auction ID	Name	Description	Date & Time
228	Laptops and Docking Stations	You have created the Auction for Auction Auction Id : 228	09/09/2014
227	Desks and Chairs	You have created the Auction for Auction Auction Id : 227	09/09/2014
199	Desks	You have created the Auction for Auction Auction Id : 199	08/19/2014
198	F5 Big IQ Premium	You have created the Auction for Auction Auction Id : 198	08/19/2014
191	Laptops (Amended)	You have created the Auction for Auction Auction Id : 191	08/19/2014

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

Figure 4-8 Messages
To view Auction, Line Item and Bidding information for an Auction listed in Messages

1. Click one of the Auction IDs in the Messages window. An Auction Summary screen will display auction header information and Line Items for the auction.
2. To view Bidding information for a Line Item, click one of the **Line Item** links on the Auction summary page.

5 Auctions

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

The Auctions screen allows you to:

- **Create Auctions**
 - Copy an existing auction
 - Create a new auction
 - Add line items
 - Select vendors
 - Add attachments
 - Review and finalize an auction
- **Manage Auctions**
 - Update or delete draft auctions
 - Cancel auctions
 - Update auction Q&As
- **Auction Amendments**
 - Amend an auction
 - Amend line items
 - 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.

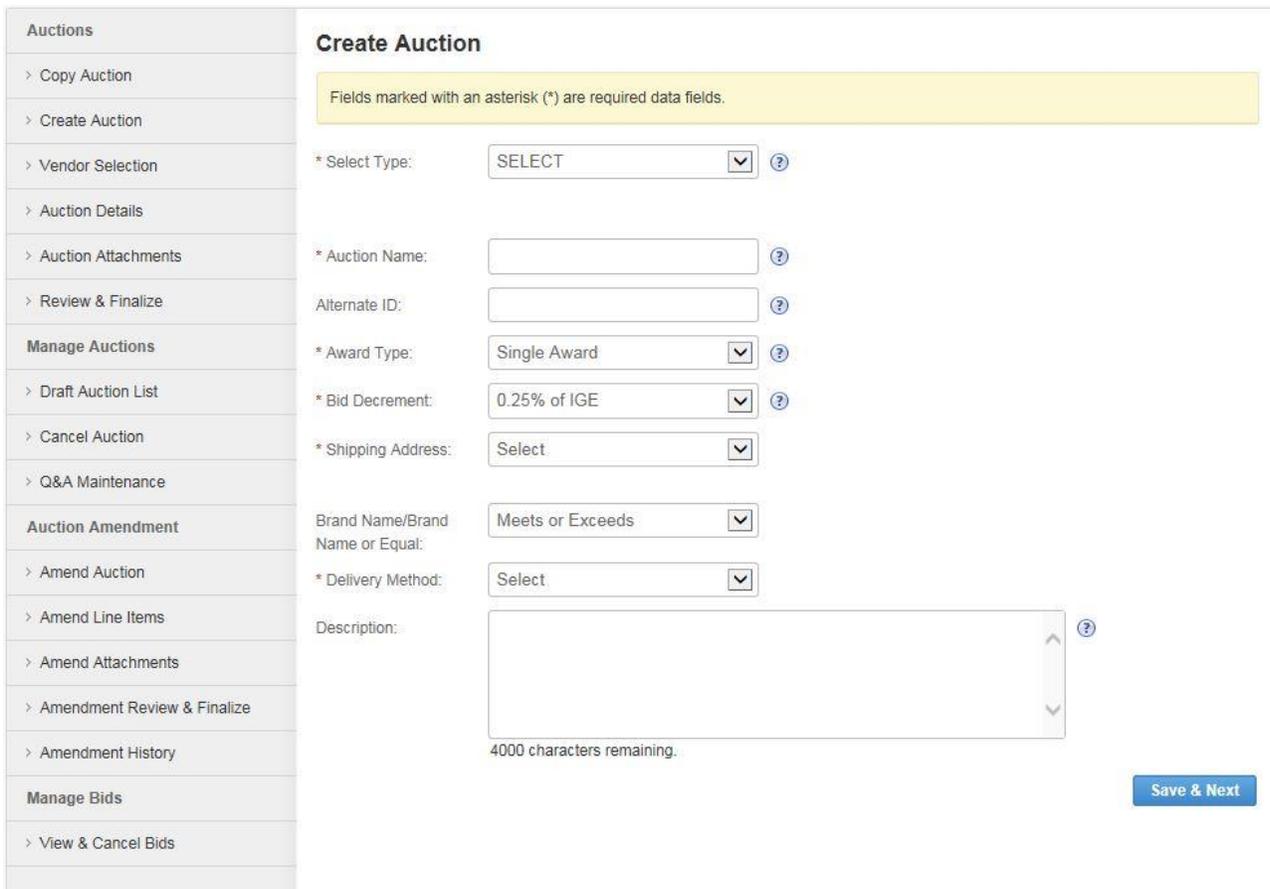


Figure 5-1 Create Auction

3. Populate the fields as follows:

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

Auctions	Vendor Selection
> Copy Auction	Auction ID: 1902
> Create Auction	Vendor Socio Economic Indicator : <input type="text" value="Select"/>
> Vendor Selection	Select SIN : <input type="text" value="Select"/>
> Auction Details	
> Auction Attachments	
> Review & Finalize	
Manage Auctions	
> Draft Auction List	
> Cancel Auction	
> Q&A Maintenance	
Auction Amendment	
> Amend Auction	
> Amend Line Items	
> Amend Attachments	
> Amendment Review & Finalize	
> Amendment History	
Manage Bids	
> View & Cancel Bids	

Figure 5-2 Vendor Selection

Auctions	Open Market Vendor Email	
> Copy Auction	You are viewing Auction ID: 2083-Office furniture	
> Create Auction		
> Vendor Selection	Vendor's Email Address (When using more than one address please separate with commas)	<input type="text"/>
> Auction Details		? <input type="button" value="Back"/> <input type="button" value="Next >"/>
> Auction Attachments		
> Review & Finalize		
Manage Auctions		
> Draft Auction List		
> Cancel Auction		
> Q&A Maintenance		
Auction Amendment		
> Amend Auction		
> Amend Line Items		
> Amend Attachments		
> Amendment Review & Finalize		
> Amendment History		
Manage Bids		
> View & Cancel Bids		

Figure 5-3 Vendor Email

- Note:** For Open Market auctions, please skip to step 8. Select Vendor Socio Economic Indicator and SIN (Special Item Number) from the respective drop-down lists as shown in Figure 5-2 Vendor Selection.

The Vendor Selection screen will display a list of approved vendors as shown in Figure 5-4 Vendor Selection.

Auctions

- > Copy Auction
- > Create Auction
- > **Vendor Selection**
- > Auction Details
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Vendor Selection

Auction ID: 1843

Small Business (Economic Indicator): Select

Select SIN: SCH-70:SIN-132 8 - Purchase of New Equipment - 0 - Ven

[« Save and Back](#)
[Save Selection](#)
[Next for Details »](#)

Search:

<input checked="" type="checkbox"/>	Vendor ID	Vendor Name	Vendor Socio Economic Indicator
<input checked="" type="checkbox"/>	GS-00F-0001X	HITACHI CONSULTING CORPORATION	Other than Small Business
<input checked="" type="checkbox"/>	GS-35F-0006U	TRITECH SOFTWARE SYSTEMS	Other than Small Business
<input checked="" type="checkbox"/>	GS-35F-0014X	PATHFINDER DIGITAL, LLC	Small Business
<input checked="" type="checkbox"/>	GS-35F-0016V	KNIGHT SKY CONSULTING AND ASSOCIATES	Small Business
<input checked="" type="checkbox"/>	GS-35F-0022U	KINNEY GROUP, INC.	Small Business
<input checked="" type="checkbox"/>	GS-35F-0022W	AMS.NET, INC.	Small Business
<input checked="" type="checkbox"/>	GS-35F-0025N	****	Small Business
<input checked="" type="checkbox"/>	GS-35F-0047Y	CLARKS-CHANG TECHNOLOGIES LLC	Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)
<input checked="" type="checkbox"/>	GS-35F-0051S	SOLOMON TECHNOLOGY SOLUTIONS, INC.	Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)
<input checked="" type="checkbox"/>	GS-35F-0053L	MARZEN GROUP LLC	Small Business
<input checked="" type="checkbox"/>	GS-35F-0055Y	SIMIGON, INC	Small Business
<input checked="" type="checkbox"/>	GS-35F-0057U	PLAN B NETWORKS, INC.	Small Business
<input checked="" type="checkbox"/>	GS-35F-005AA	SECURITY ENGINEERED MACHINERY CO., I	Small Business, Veteran Owned Small business

Displaying 1 to 977 of 977 results. First | Previous | 1 | Next | Last

Figure 5-4 Vendor Selection

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

6. Select/de-select Vendor IDs (if the Auction Type is 'MAS') to indicate which vendors will receive emails about the auction, and then click one of the following buttons on the screen.
 - **Save and Back:** To save your changes and return to the Create Auction screen.
 - **Save Selection:** To save your changes and return to the Vendor Selection screen.
 - **Next for Details:** To save your changes and display the Auction Details screen.
7. If you clicked the **Next for Details** button, the Auction Details screen, shown in Figure 5-5 Auctions Details will be displayed. The Auction Details screen displays Auction Details at the top of the screen and a blank Line Item template below.
8. For Open Market auctions, email invitations will automatically be sent by default to all Open Market vendors registered with the Platform that have a NAICS code that matches the auction. If a Buyer wishes to invite a particular vendor to an auction but the Buyer is uncertain whether the vendor is registered with the Platform or holds the NAICS code for the auction, then the Buyer has the ability to enter email addresses for any vendors that the buyer would like to invite to the auction in the **Vendor's Email Address** text box shown in Figure 5-3 Vendor Email. Click one of the following buttons on the screen.
 - **Back:** To return to the Create Auction Screen.
 - **Next:** To save any email addresses entered and display the Auction Details Screen. If you click the **Next** button, the Auction Details screen, shown in Figure 5-5 Auctions Details will be displayed. The Auction Details screen displays Auction Details at the top of the screen and a blank Line Item template below.

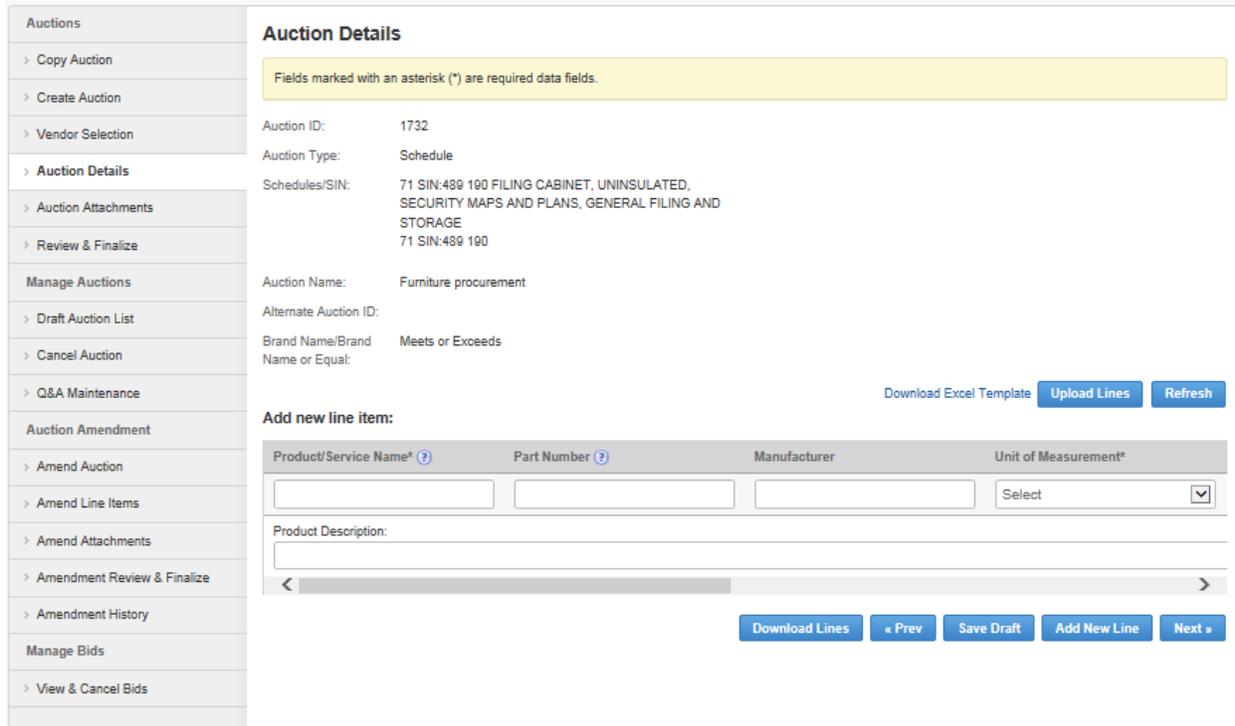


Figure 5-5 Auctions Details

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 **Error! Reference source not found.**

Figure 5-6 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 **Error! Reference source not found.**, will be isplayed.

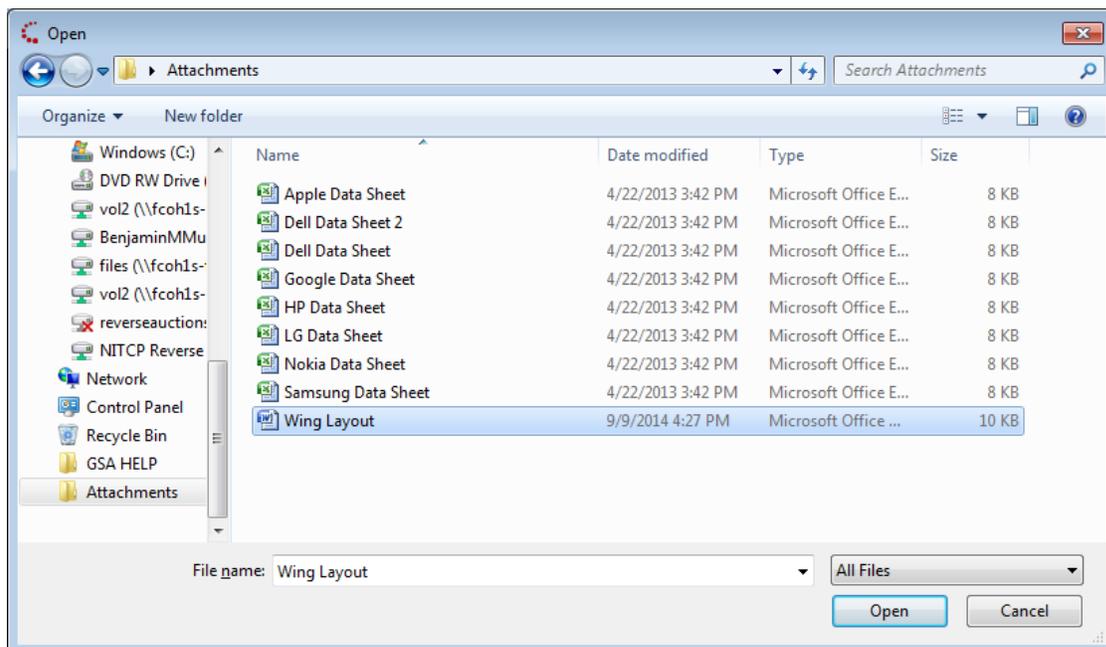


Figure 5-7 Select File

- 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.

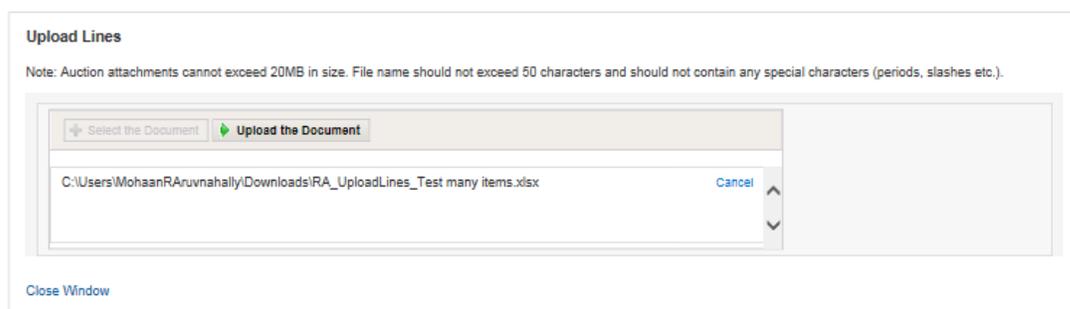


Figure 5-8 Upload Document

- 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 attachments to your auction, click the **Next** button. Clicking this button will save your Line Item and display the Attachments screen.

11. If you clicked the **Next** button, the **Attachments** screen, shown in **Error! Reference source not found.**, will be displayed.

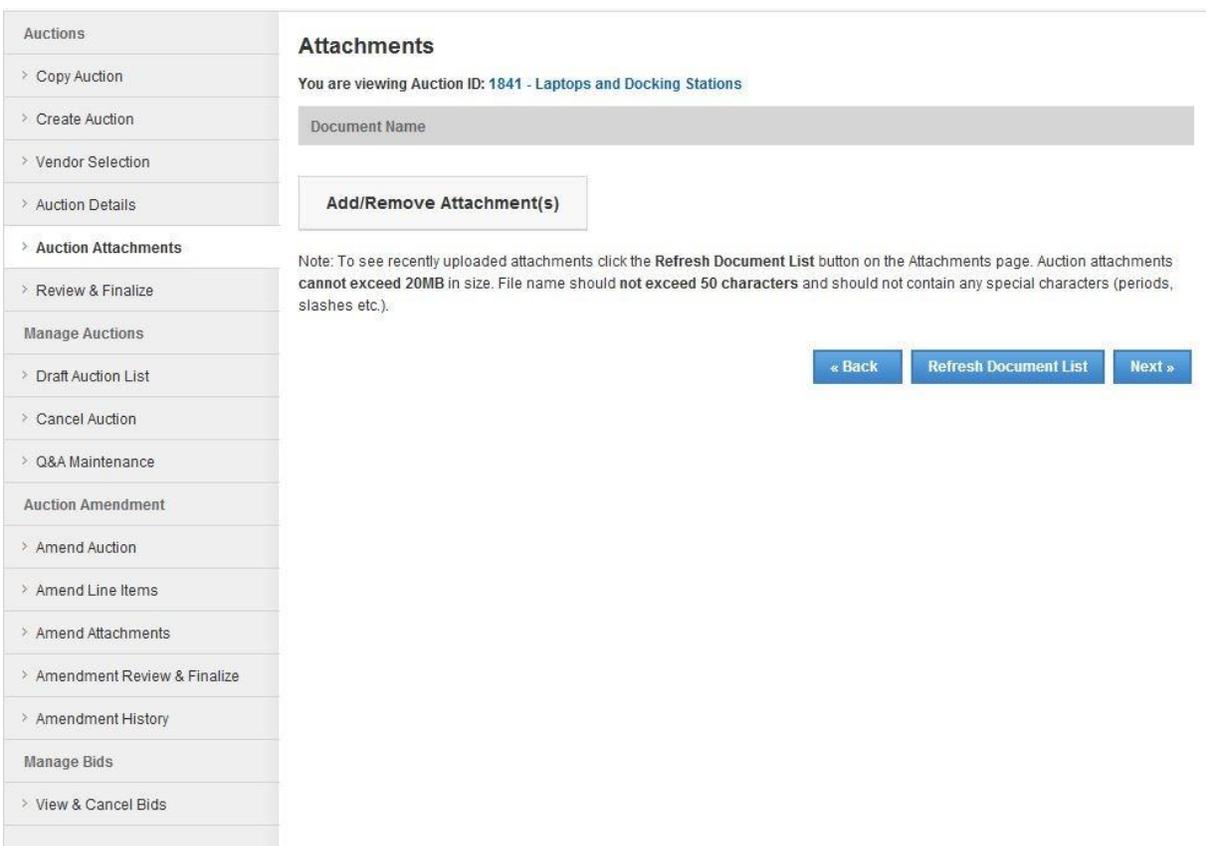


Figure 5-9 Attachments

12. Click the **Add/Remove Attachment(s)** button to select a file to be uploaded. The upload attachments screen will open in a new browser window as shown in **Error! Reference source not found.**

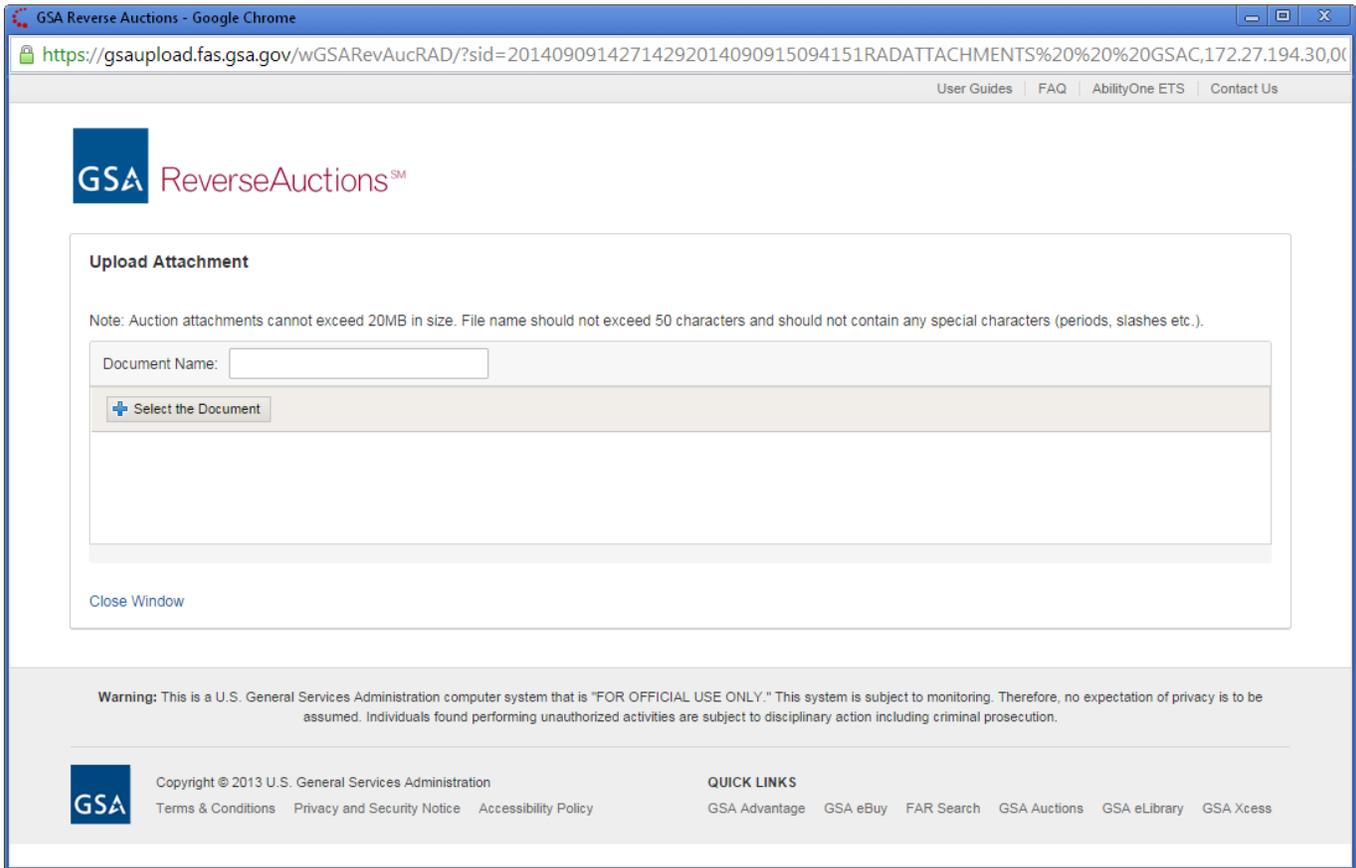


Figure 5-10 Upload Attachments

13. Click the Select the document button to select a file to upload. The Select File to Upload dialog box, shown in **Error! Reference source not found.**, will be displayed.

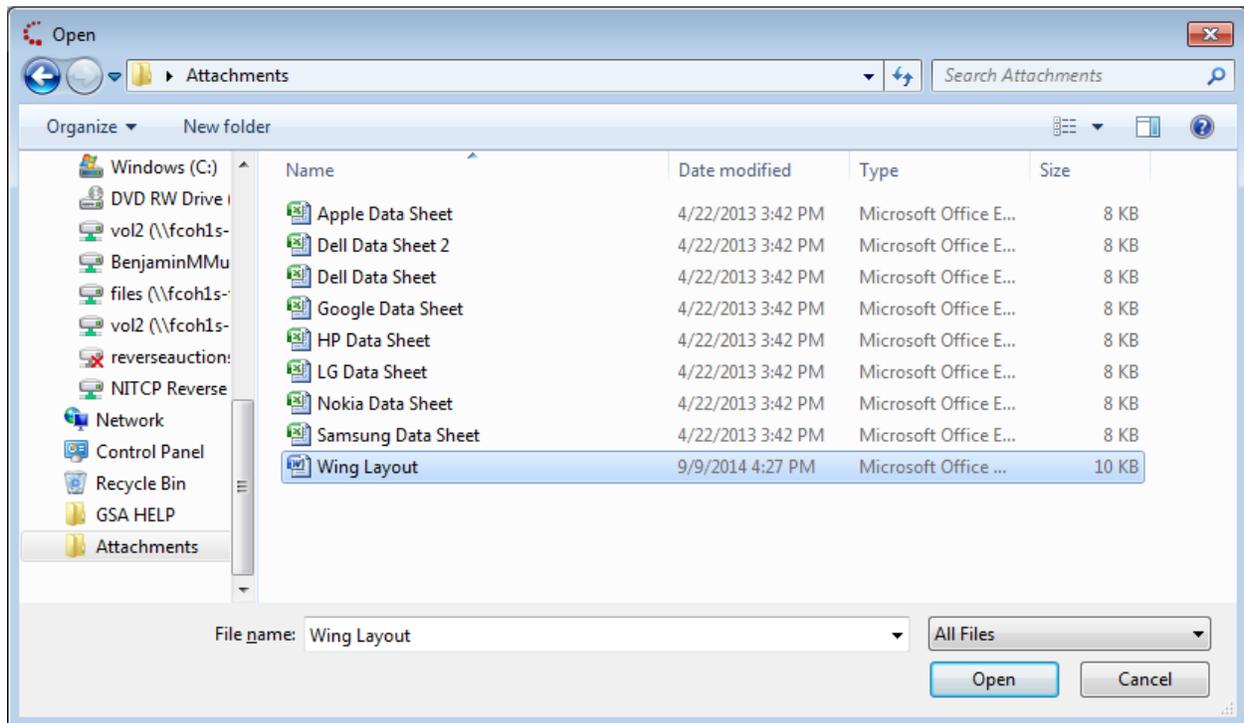


Figure 5-11 Select File to Upload

14. 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 **Error! Reference source not found.**

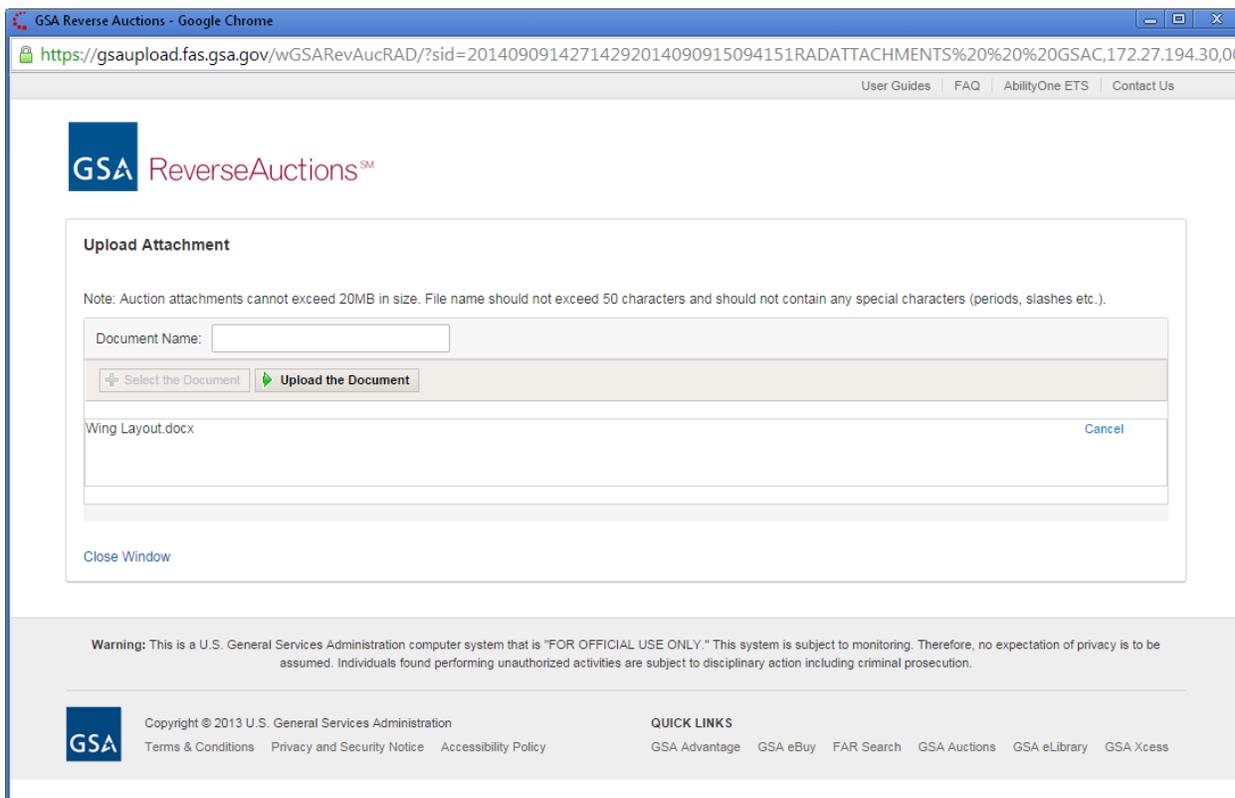


Figure 5-12 Attachment Selected

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

The Review & Finalize screen, shown in **Error! Reference source not found.**, will be displayed.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > Review & Finalize**
- Manage Auctions**
- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance
- Auction Amendment**
- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History
- Manage Bids**
- > View & Cancel Bids

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: 1505

Alternate ID: ID 092316

Award Type: Multiple Award

Auction Type: MAS

Schedule Type:

Vendor Q&A End Date: Vendor Q&A End Time: ?

* Auction End Date: * Auction End Time: ?

Notify if less than 3 bidders for line item: ?

Description: FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Attachments

Document
DellDataSheet1
DellDataSheet2

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

Download Vendors

Schedule Number	SIN Number	
70	132 8	<input type="button" value="DOWNLOAD VENDOR"/>

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

Line Items

Line Item	Quantity	Unit	Manufacturer	Total IGE	
1	300.00	EA	Dell	\$240,000.00	<input type="button" value="Edit"/>
2	300.00	EA	Dell	\$87,000.00	<input type="button" value="Edit"/>
3	300.00	EA	Dell	\$51,000.00	<input type="button" value="Edit"/>

Displaying 1 to 3 of 3 results. [First](#) | [Previous](#) | **1** | [Next](#) | [Last](#)

Figure 5-13 Review & Finalize

17. Select the **End Date** and **End Time** for the Auction. Click in one of the fields to display a calendar or slide to select dates and times. The auction start date and time will be set to the date and time that the auction is finalized.
18. Select the **Vendor Question & Answer End Date** and **End Time**. This is the last day and time that vendors can submit questions to the Buyer before the Auction closes.
19. Choose a selection from the **Notify if less than 3 bidders for line item** dropdown if you would like an email notification a set number of hours prior to auction closing if there are fewer than three bidders.
20. To share the auction with additional buyers, click the **Share with Buyers** button. See section 6.1 **Share Auction with Buyers** for more details.
21. Click the **Finalize** or **Delete** button. If you click the **Finalize** button the auction will be finalized, as shown in Figure 5-144 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.

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

Laptops and Docking stations Share with Buyers Download Bid Abstract

808 Vendors Notified

Auction ID: 1505

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Alternate ID: ID 092316

Award Type: Multiple Award ?

Agency: Consumer Product Safety Commission

Bureau: Consumer Product Safety Commission

Buyer: BUYER FIFTY

Email: buyer50@gsa.gov

Phone: 7035468558

Start Time: 10/04/2016 02:11 PM Central Time Zone

Close Time: 10/31/2016 05:00 PM Central Time Zone

Time Remaining: **27 Days, 2 Hours, 48 Minutes**

Description

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1
- DellDataSheet2

Bid Tab | Line Items | Vendor Attachments (0) | Q&A () | Amendment | Bid History

Vendor	Date Received	Total Quote	Quote Status	Quote Valid For	Vendor Attachments
No records were found.					

There are currently no bids for this auction.

Figure 5-144 Auction Finalized

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 **Error! Reference source not found.**, will be displayed.

Auctions		Copy Auction					
<ul style="list-style-type: none"> > Copy Auction > Create Auction > Vendor Selection > Auction Details > Auction Attachments > Review & Finalize Manage Auctions > Draft Auction List > Cancel Auction > Q&A Maintenance Auction Amendment > Amend Auction > Amend Line Items > Amend Attachments > Amendment Review & Finalize > Amendment History Manage Bids > View & Cancel Bids 		Auction ID	Name	Type	Status	Close Date	Copy
	1	TABLETS	BPA	Cancelled	01/11/2014	Copy	
	2	LAPTOPS	BPA	Closed	02/25/2013	Copy	
	3	LAPTOPS	BPA	Closed	03/29/2013	Copy	
	8	TABLET-02	BPA	Cancelled	12/00/0000	Copy	
	9	MONITOR	BPA	Cancelled	06/04/2013	Copy	
	10	DELL-101	BPA	Closed	04/30/2013	Copy	
	11	MMMM	BPA	Cancelled	07/00/0000	Copy	
	12	test for tablets updt	BPA	Closed	04/30/2013	Copy	
	13	300 Macbooks	BPA	Closed	04/25/2013	Copy	
	14	09:00 am		Cancelled	00/00/0000	Copy	

Displaying 1 to 10 of 347 results. First | Previous | **1** | 2 | 3 | 4 | 5 | Next | Last

Figure 5-15 Copy Auction

- 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 5-16 Create Auction. Once copied the user can update all of the auction details for the copied auction.

Create Auction

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

* Select Type: ?

* Auction Name: ?

Alternate ID: ?

* Award Type: ?

* Bid Decrement: ?

* Shipping Address: ?

Brand Name/Brand Name or Equal: ?

Description: ?

4000 characters remaining.

Save & Next

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 5-16 Create Auction

4. Click the **Save & Next** button on the right of the screen. The Vendor Selection screen shown in Figure 5-17 Vendor Selection will be displayed.

Auctions	<h3>Vendor Selection</h3> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Auction ID: 1887</p> <p>Vendor Socio Economic Indicator : <input type="text" value="Select"/></p> <p>Select SIN : <input type="text" value="Select"/></p> </div>
> Copy Auction	
> Create Auction	
> Vendor Selection	
> Auction Details	
> Auction Attachments	
> Review & Finalize	
Manage Auctions	
> Draft Auction List	
> Cancel Auction	
> Q&A Maintenance	
Auction Amendment	
> Amend Auction	
> Amend Line Items	
> Amend Attachments	
> Amendment Review & Finalize	
> Amendment History	
Manage Bids	
> View & Cancel Bids	

Figure 5-17 Vendor Selection

5. Select Vendor Socio Economic Indicator and a SIN from the drop-down lists. The vendor selection screen shown in Figure 5-18 Vendor Selection will display a list of vendors approved for that SIN.

Auctions

- > Copy Auction
- > Create Auction
- > **Vendor Selection**
- > Auction Details
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Vendor Selection

Auction ID: 1887

Small Business (Economic Indicator): All

Select SIN: SCH-70:SIN-132 6 - Purchase of New Equipment - 0 - Ven

« Save and Back
Save Selection
Next for Details »

Search:

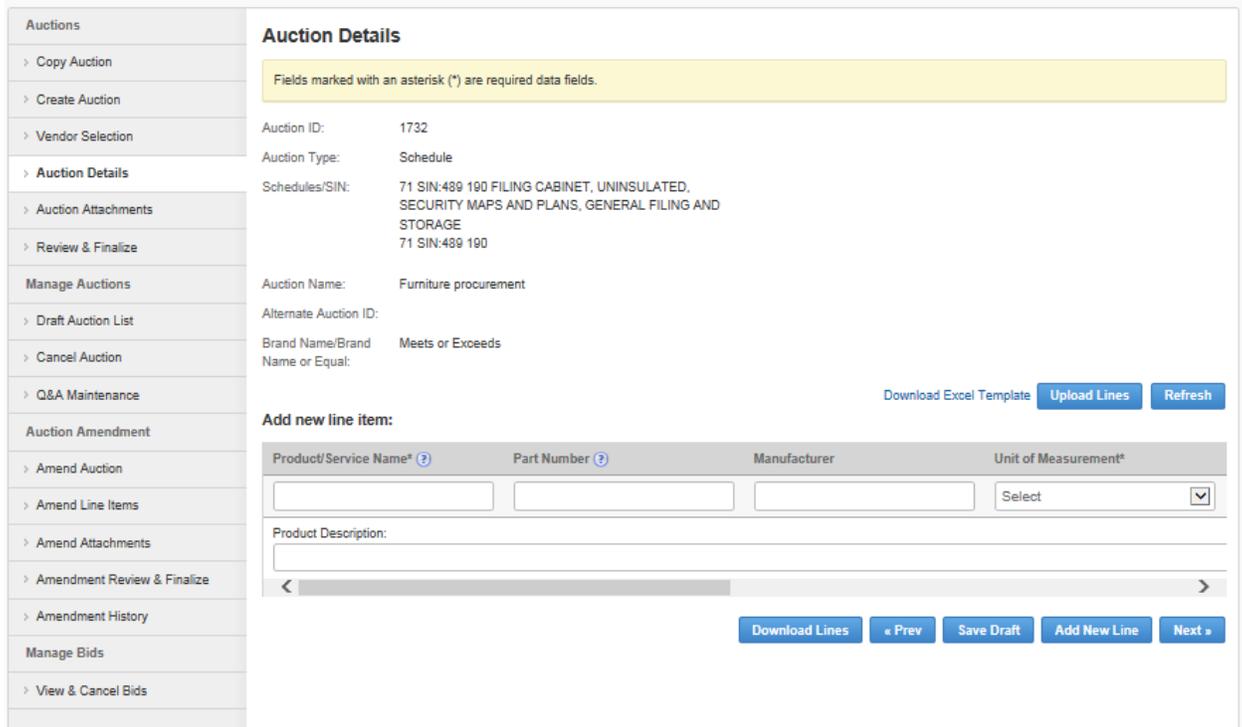
<input checked="" type="checkbox"/>	Vendor ID	Vendor Name	Vendor Socio Economic Indicator
<input checked="" type="checkbox"/>	GS-00F-0001X	HITACHI CONSULTING CORPORATION	Other than Small Business
<input checked="" type="checkbox"/>	GS-35F-0006U	TRITECH SOFTWARE SYSTEMS	Other than Small Business
<input checked="" type="checkbox"/>	GS-35F-0014X	PATHFINDER DIGITAL, LLC	Small Business
<input checked="" type="checkbox"/>	GS-35F-0016V	KNIGHT SKY CONSULTING AND ASSOCIATES	Small Business
<input checked="" type="checkbox"/>	GS-35F-0022U	KINNEY GROUP, INC.	Small Business
<input checked="" type="checkbox"/>	GS-35F-0022W	AMS.NET, INC.	Small Business
<input checked="" type="checkbox"/>	GS-35F-0025N	****	Small Business
<input checked="" type="checkbox"/>	GS-35F-0047Y	CLARKS-CHANG TECHNOLOGIES LLC	Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)
<input checked="" type="checkbox"/>	GS-35F-0051S	SOLOMON TECHNOLOGY SOLUTIONS, INC.	Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)
<input checked="" type="checkbox"/>	GS-35F-0053L	MARZEN GROUP LLC	Small Business
<input checked="" type="checkbox"/>	GS-35F-0055Y	SIMIGON, INC	Small Business
<input checked="" type="checkbox"/>	GS-35F-0057U	PLAN B NETWORKS, INC.	Small Business
<input checked="" type="checkbox"/>	GS-35F-005AA	SECURITY ENGINEERED MACHINERY CO., I	Small Business, Veteran Owned Small business

Displaying 1 to 977 of 977 results. First | Previous | **1** | Next | Last

Figure 5-18 Vendor Selection

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.

- If you clicked the **Next for Details** button, the Auction Details screen for the new auction will be displayed as shown in Figure 5-169 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.**



Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > **Auction Details**
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Auction Details

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

Auction ID: 1732
 Auction Type: Schedule
 Schedules/SIN: 71 SIN:489 190 FILING CABINET, UNINSULATED, SECURITY MAPS AND PLANS, GENERAL FILING AND STORAGE
 71 SIN:489 190

Auction Name: Furniture procurement
 Alternate Auction ID:
 Brand Name/Brand Name or Equal: Meets or Exceeds

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Add new line item:

Product/Service Name*	Part Number*	Manufacturer	Unit of Measurement*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>

Product Description:

[Download Lines](#) [« Prev](#) [Save Draft](#) [Add New Line](#) [Next »](#)

Figure 5-169 Auction Details for copied Auction

- You can add new line items to your auction by following the instructions in section 5.1 Create Auction.
- 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 5-20 Line Item from copied auction.

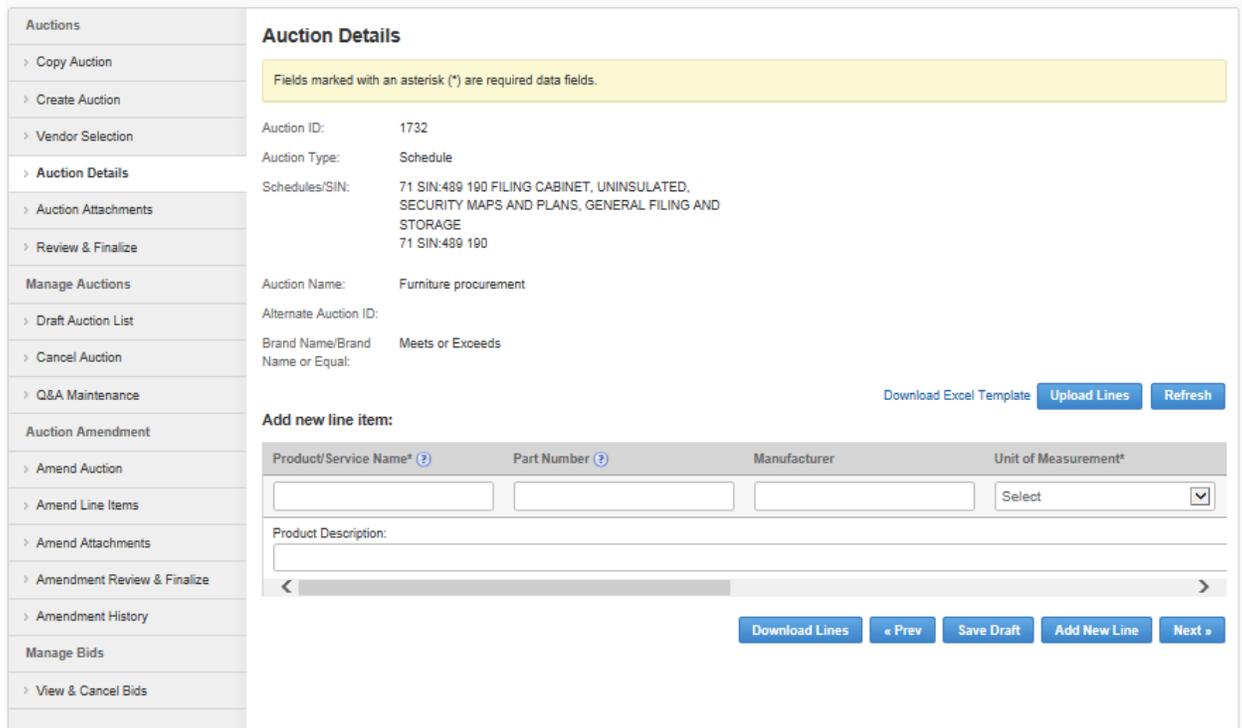


Figure 5-20 Line Item from copied auction

10. Modify the line item as necessary and then click one of the buttons at the bottom of the screen, as follows:

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

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

5.3 Vendor Selection

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

To perform Vendor Selection on a draft auction:

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will be displayed.
2. Click the **Vendor Selection** button on the left side of the screen. The **Vendor Selection** screen, shown in Figure 5-21 Vendor Selection, will be displayed.

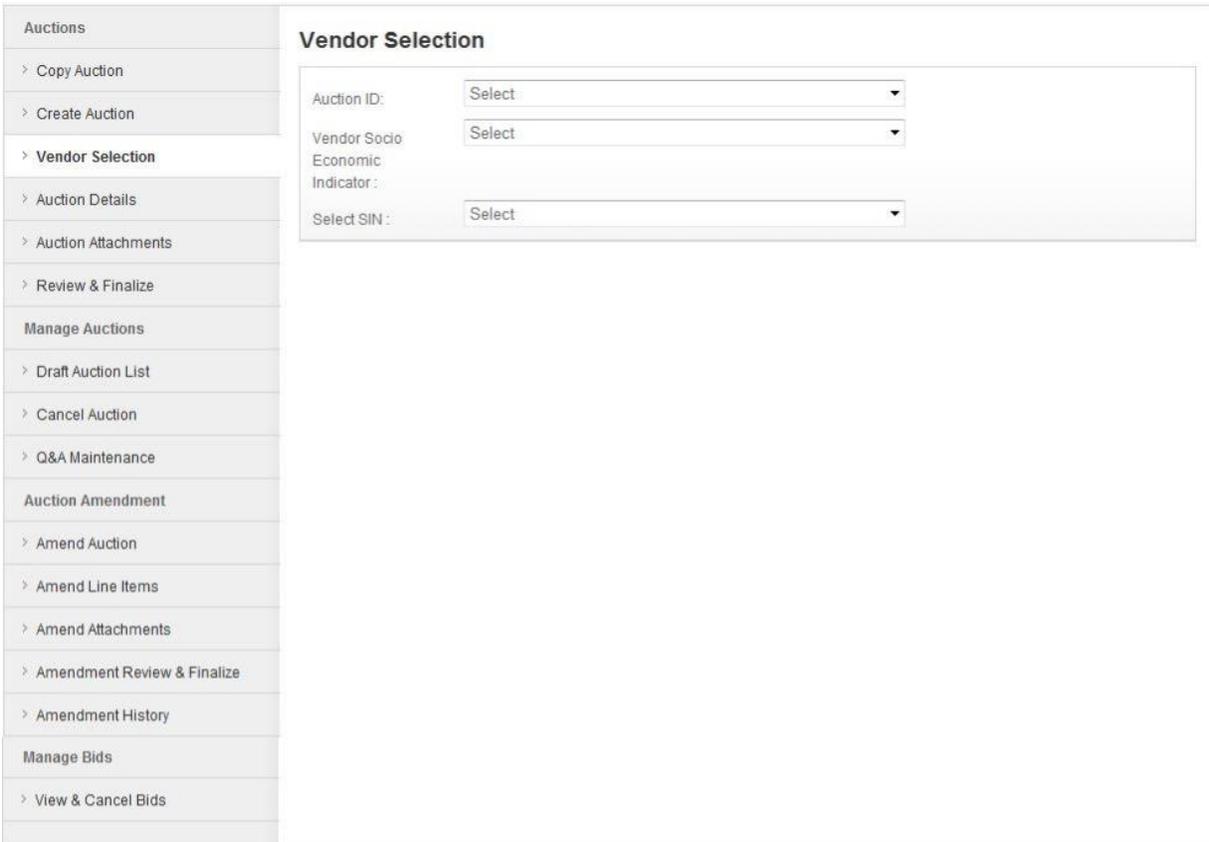


Figure 5-21 Vendor Selection

3. Select an Auction ID, Vendor Socio Economic Indicator and a SIN (Special Item Number) from the drop-down lists. The **Vendor Selection** screen, shown in Figure 5-22 Vendor Selection, will display a list of vendors approved for that SIN.

Auctions

- > Copy Auction
- > Create Auction
- > **Vendor Selection**
- > Auction Details
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Vendor Selection

Auction ID: 1728 - IT Services

Small Business (Economic Indicator): Small Business

Select SIN: SCH-70:SIN-132 8 - Purchase of New Equipment - 0 - Ven

« Save and Back
Save Selection
Next for Details »

Search:

<input type="checkbox"/>	Vendor ID	Vendor Name	Vendor Socio Economic Indicator
<input type="checkbox"/>	GS-35F-0014X	PATHFINDER DIGITAL, LLC	Small Business
<input type="checkbox"/>	GS-35F-0016V	KNIGHT SKY CONSULTING AND ASSOCIATES	Small Business
<input type="checkbox"/>	GS-35F-0022U	KINNEY GROUP, INC.	Small Business
<input type="checkbox"/>	GS-35F-0022W	AMS.NET, INC.	Small Business
<input type="checkbox"/>	GS-35F-0025N	****	Small Business
<input type="checkbox"/>	GS-35F-0047Y	CLARKS-CHANG TECHNOLOGIES LLC	Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)
<input type="checkbox"/>	GS-35F-0051S	SOLOMON TECHNOLOGY SOLUTIONS, INC.	Small Business, SBA Certified Small Disadvantaged business (d), SBA Certified 8(a) Firm (8a)
<input type="checkbox"/>	GS-35F-0053L	MARZEN GROUP LLC	Small Business
<input type="checkbox"/>	GS-35F-0055Y	SIMIGON, INC	Small Business
<input type="checkbox"/>	GS-35F-0057U	PLAN B NETWORKS, INC.	Small Business
<input type="checkbox"/>	GS-35F-005AA	SECURITY ENGINEERED MACHINERY CO., I	Small Business, Veteran Owned Small business
<input type="checkbox"/>	GS-35F-0062N	QUALITY ASSOCIATES, INC.	Small Business
<input type="checkbox"/>	GS-35F-0082S	ACADEMY COMPUTER SERVICES, INC.	Small Business

Displaying 1 to 837 of 837 results. First | Previous | 1 | Next | Last

Figure 5-22 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 5-23 Auction Details will be displayed.

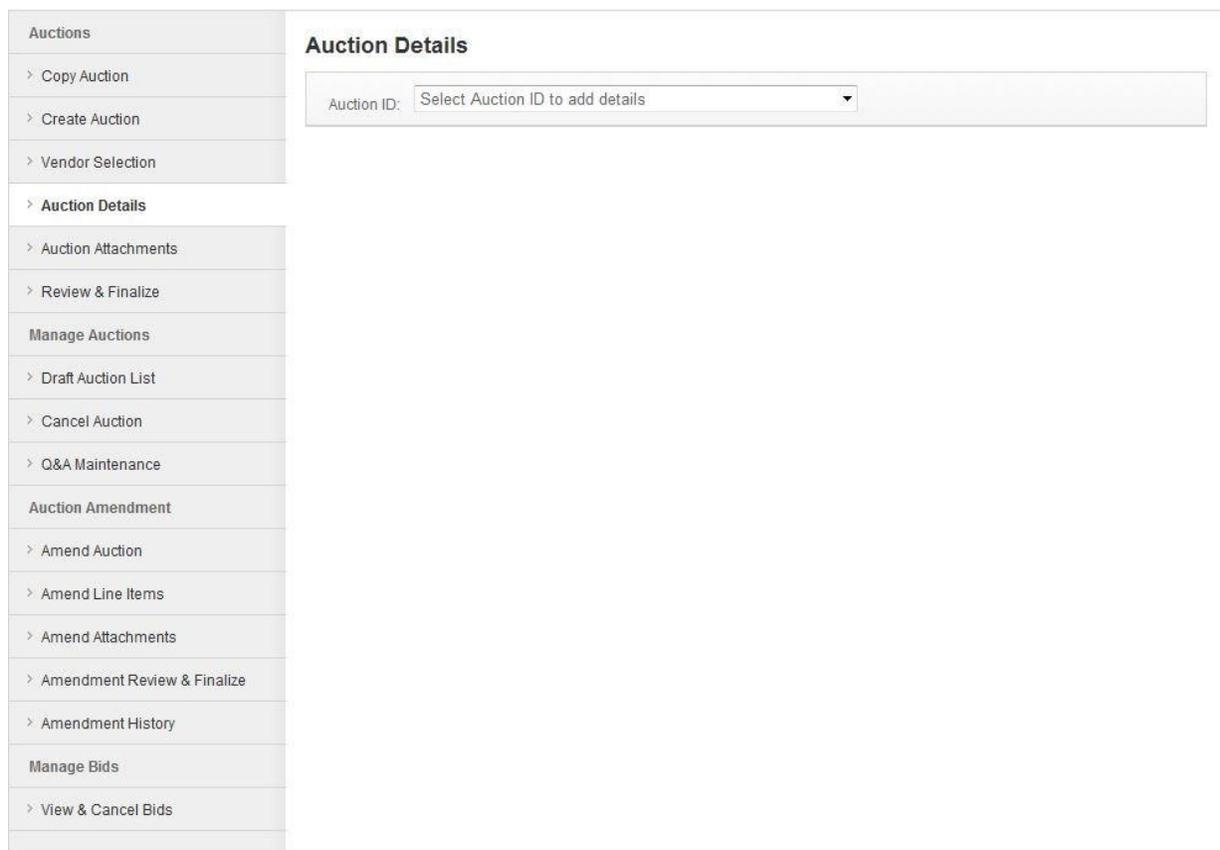
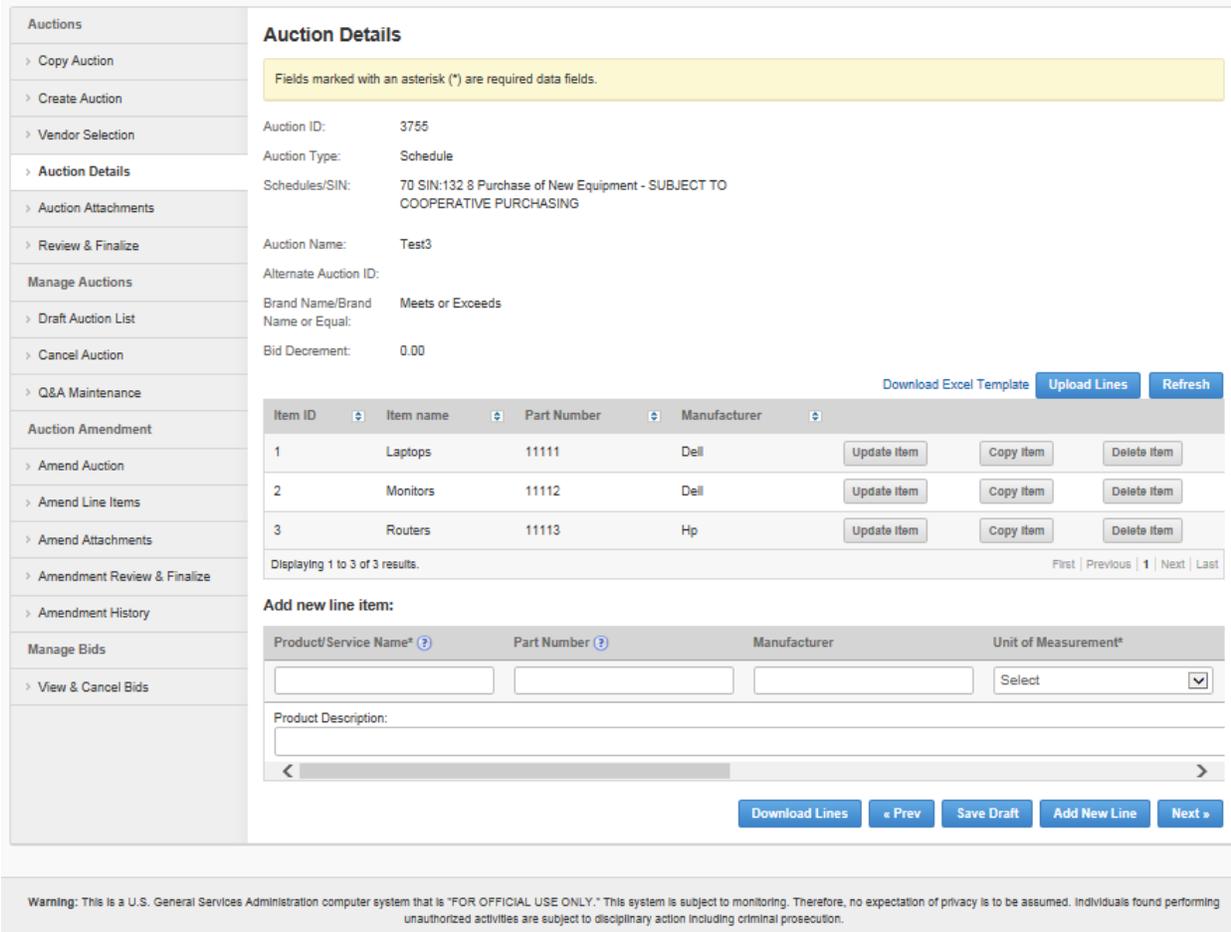


Figure 5-23 Auction Details

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 5-174 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.



Auction Details

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

Auction ID: 3755
Auction Type: Schedule
Schedules/SIN: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
Auction Name: Test3
Alternate Auction ID:
Brand Name/Brand Name or Equal: Meets or Exceeds
Bid Decrement: 0.00

Download Excel Template Upload Lines Refresh

Item ID	Item name	Part Number	Manufacturer			
1	Laptops	11111	Dell	Update Item	Copy Item	Delete Item
2	Monitors	11112	Dell	Update Item	Copy Item	Delete Item
3	Routers	11113	Hp	Update Item	Copy Item	Delete Item

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

Add new line item:

Product/Service Name* Part Number* Manufacturer Unit of Measurement*

Product Description:

Download Lines Prev Save Draft Add New Line Next

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 5-174 Auction Details – Blank Line Item form

- You can add new Line Items to your Auction by following the instructions in section 5.1 Create Auction.

5.4.2 Update Line Item

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

To update a Line Item for an auction:

- 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.
- Click the **Auction Details** link on the left of the screen. The Auction Details screen, shown in Figure 5-185 Auction Details, will be displayed.

The screenshot shows a web interface for 'Auction Details'. On the left is a vertical sidebar menu with the following items: 'Auctions', '> Copy Auction', '> Create Auction', '> Vendor Selection', '> Auction Details', '> Auction Attachments', '> Review & Finalize', 'Manage Auctions', '> Draft Auction List', '> Cancel Auction', '> Q&A Maintenance', 'Auction Amendment', '> Amend Auction', '> Amend Line Items', '> Amend Attachments', '> Amendment Review & Finalize', '> Amendment History', 'Manage Bids', and '> View & Cancel Bids'. The main content area is titled 'Auction Details' and contains a single dropdown menu with the text 'Auction ID: Select Auction ID to add details' and a downward-pointing arrow.

Figure 5-185 Auction Details

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 5-196 Update Line Item. The current Line Items will be listed below the Auction Header details and a blank Line Item template will be displayed.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > **Auction Details**
- > Auction Attachments
- > Review & Finalize
- Manage Auctions
- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance
- Auction Amendment
- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History
- Manage Bids
- > View & Cancel Bids

Auction Details

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

Auction ID: 3755
 Auction Type: Schedule
 Schedules/SIN: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
 Auction Name: Test3
 Alternate Auction ID:
 Brand Name/Brand Name or Equal: Meets or Exceeds
 Bid Decrement: 0.00

[Download Excel Template](#)
[Upload Lines](#)
[Refresh](#)

Item ID	Item name	Part Number	Manufacturer			
1	Laptops	11111	Dell	Update item	Copy item	Delete item
2	Monitors	11112	Dell	Update item	Copy item	Delete item
3	Routers	11113	Hp	Update item	Copy item	Delete item

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

Add new line item:

Product/Service Name*	Part Number*	Manufacturer	Unit of Measurement*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>

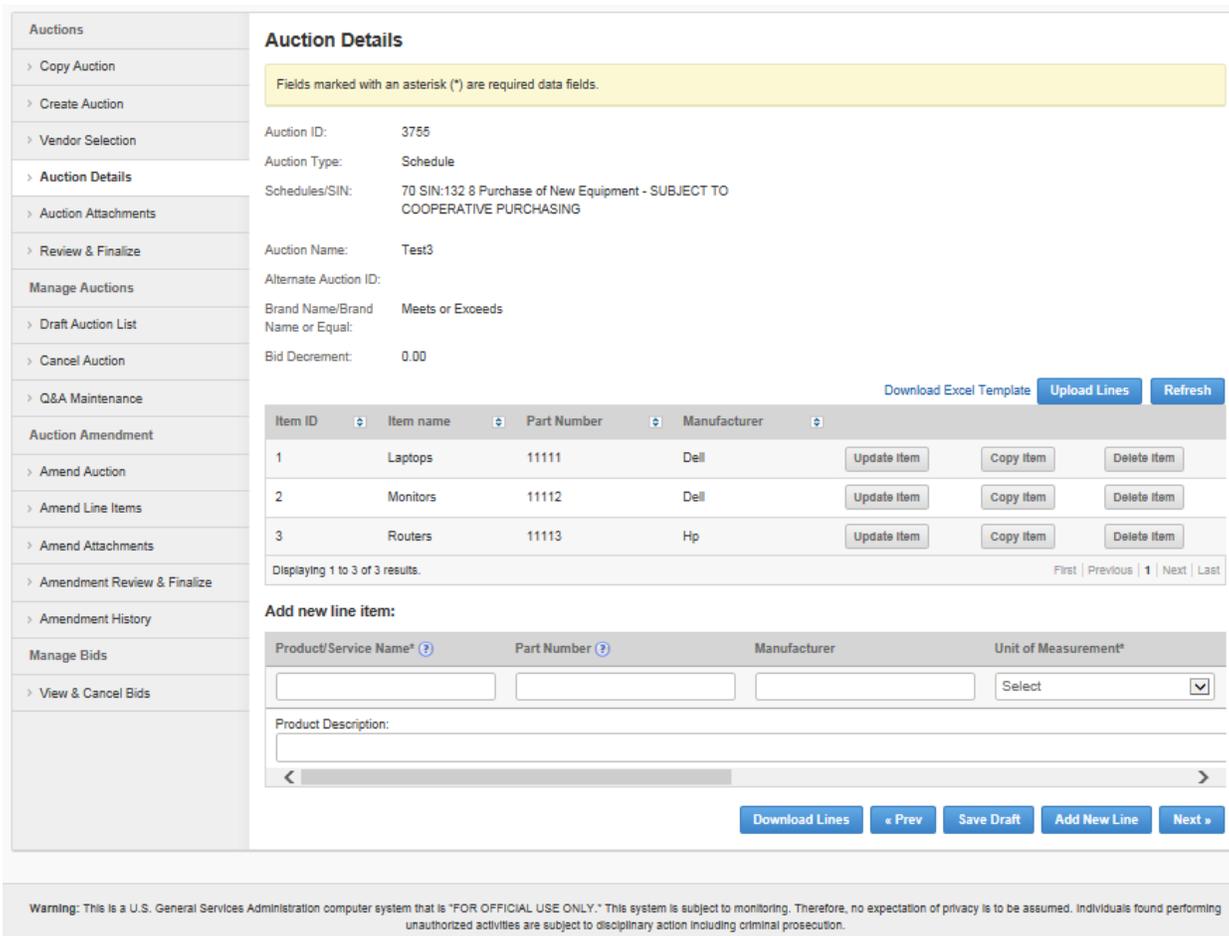
Product Description:

[Download Lines](#)
[« Prev](#)
[Save Draft](#)
[Add New Line](#)
[Next »](#)

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 5-196 Update Line Item

- 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 5-207 Auction Details – Line Item Details.



Auction Details

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

Auction ID: 3755
Auction Type: Schedule
Schedules/SIN: 70 SIN:132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
Auction Name: Test3
Alternate Auction ID:
Brand Name/Brand Name or Equal: Meets or Exceeds
Bid Decrement: 0.00

Download Excel Template Upload Lines Refresh

Item ID	Item name	Part Number	Manufacturer			
1	Laptops	11111	Dell	Update item	Copy item	Delete item
2	Monitors	11112	Dell	Update item	Copy item	Delete item
3	Routers	11113	Hp	Update item	Copy item	Delete item

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

Add new line item:

Product/Service Name* Part Number* Manufacturer Unit of Measurement*

Product Description:

Download Lines Prev Save Draft Add New Line Next

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 5-207 Auction Details – Line Item Details

- Update the Line Item details as necessary and then click one of the following buttons:
 - Click the **Prev** button to return to the Vendor Selection screen without saving the changes.
 - Click the **Update Line** button to save your changes.
 - Click the **Next** button to save your changes and display the Attachments screen.

5.5 Auction Attachments

This module describes how to upload an attachment to a draft auction. Note: attached files can be up to **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 5-218 Auction Attachments, will be displayed.

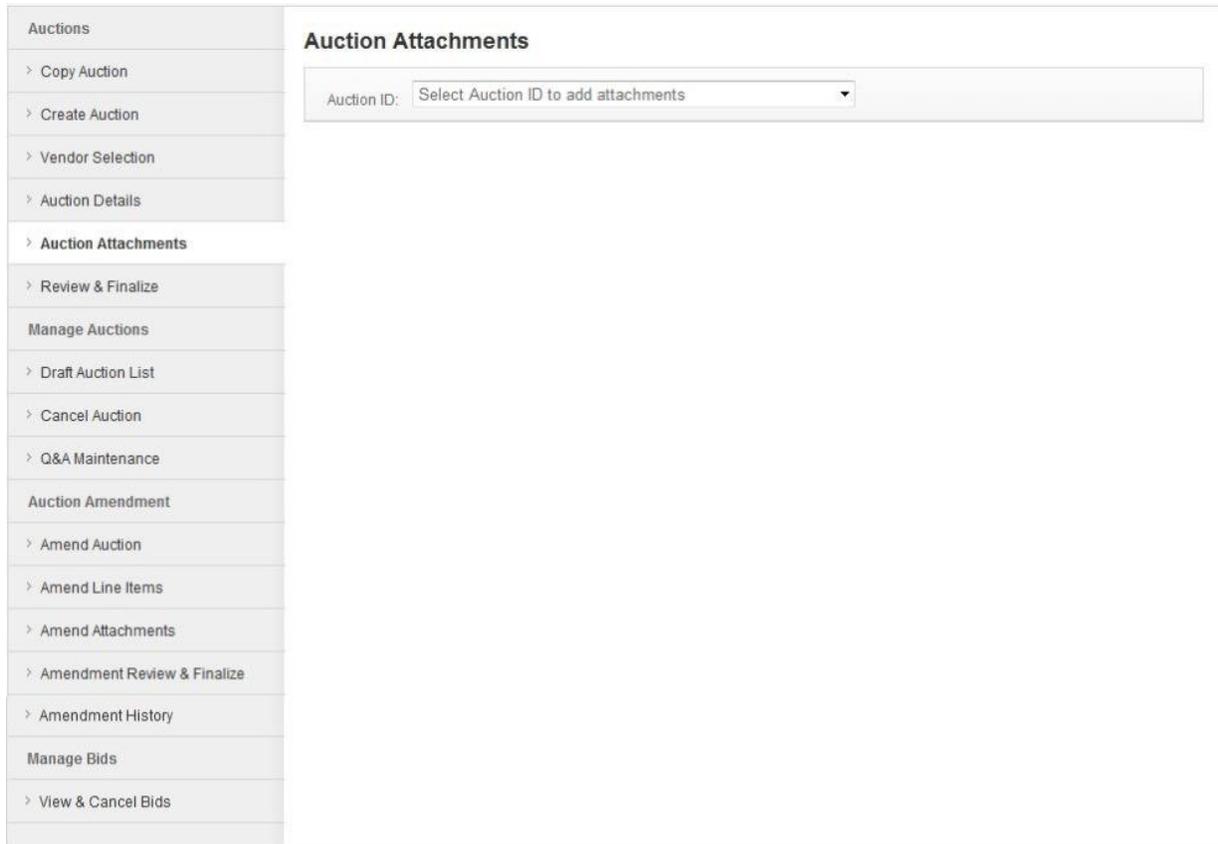


Figure 5-218 Auction Attachments

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

The Attachment screen, shown in Figure 5-229 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.

<ul style="list-style-type: none"> Auctions > Copy Auction > Create Auction > Vendor Selection > Auction Details > Auction Attachments > Review & Finalize Manage Auctions > Draft Auction List > Cancel Auction > Q&A Maintenance Auction Amendment > Amend Auction > Amend Line Items > Amend Attachments > Amendment Review & Finalize > Amendment History Manage Bids > View & Cancel Bids 	<h3>Attachments</h3> <p>You are viewing Auction ID: 1839 - Laptops and Docking Stations</p> <p>Document Name</p> <p>Add/Remove Attachment(s)</p> <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> <p style="text-align: right;"> « Back Refresh Document List Next » </p>
---	--

Figure 5-229 Attachments

4. Click the **Add/Remove Attachment(s)** button to select a file to be uploaded. The upload attachments screen will open in a new browser window as shown in Figure 5-30 Upload Attachment below.

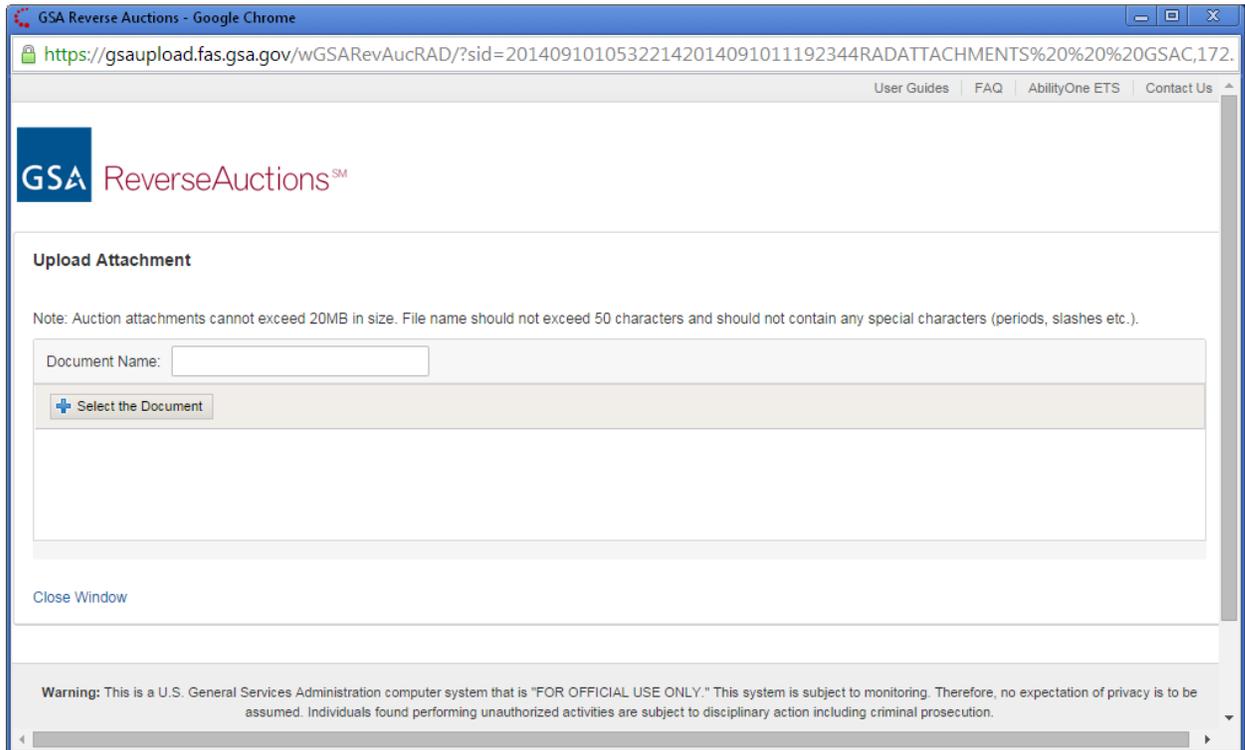


Figure 5-30 Upload Attachment

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 5-31 Select files to upload, will be displayed.

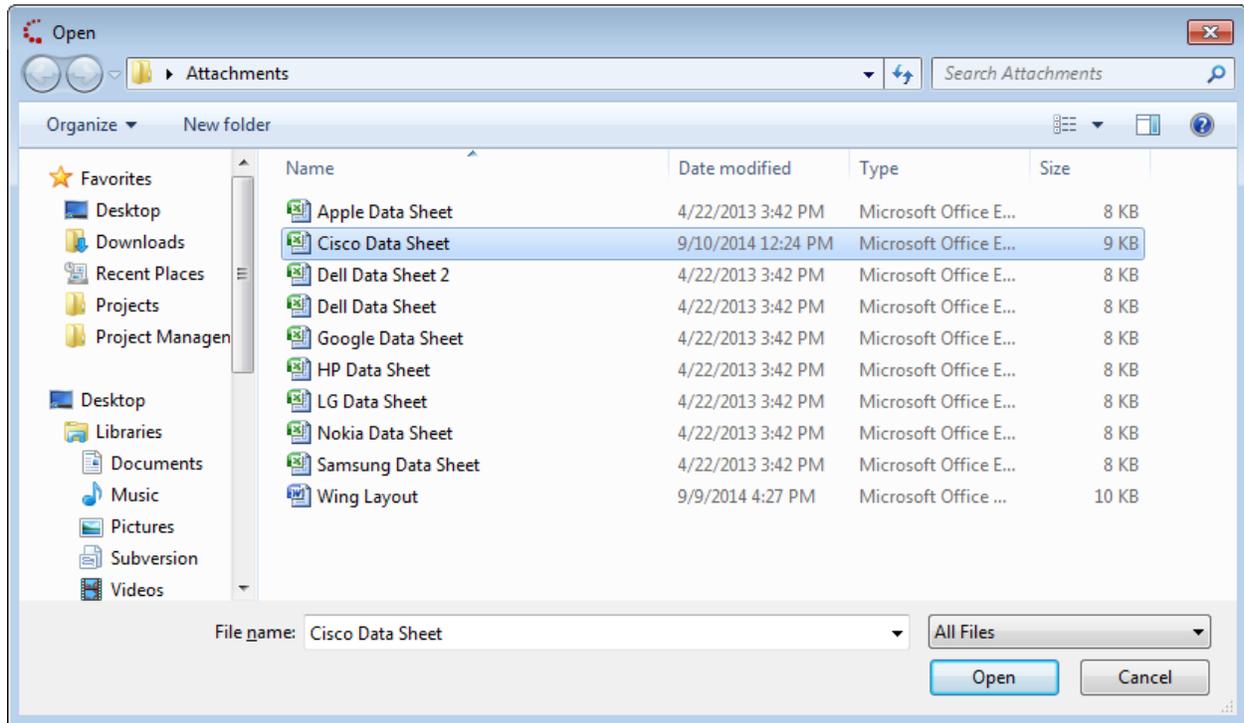


Figure 5-31 Select files to upload

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 5-32 Upload Attachment, will display the filename of the file to be uploaded and the Upload the Document button will be

Note: Auction attachments cannot exceed 20MB in size. File name should not exceed 50 characters and should not contain any special characters (periods, slashes etc.).

Document Name:

Figure 5-32 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 5-233 Attachment Uploaded.

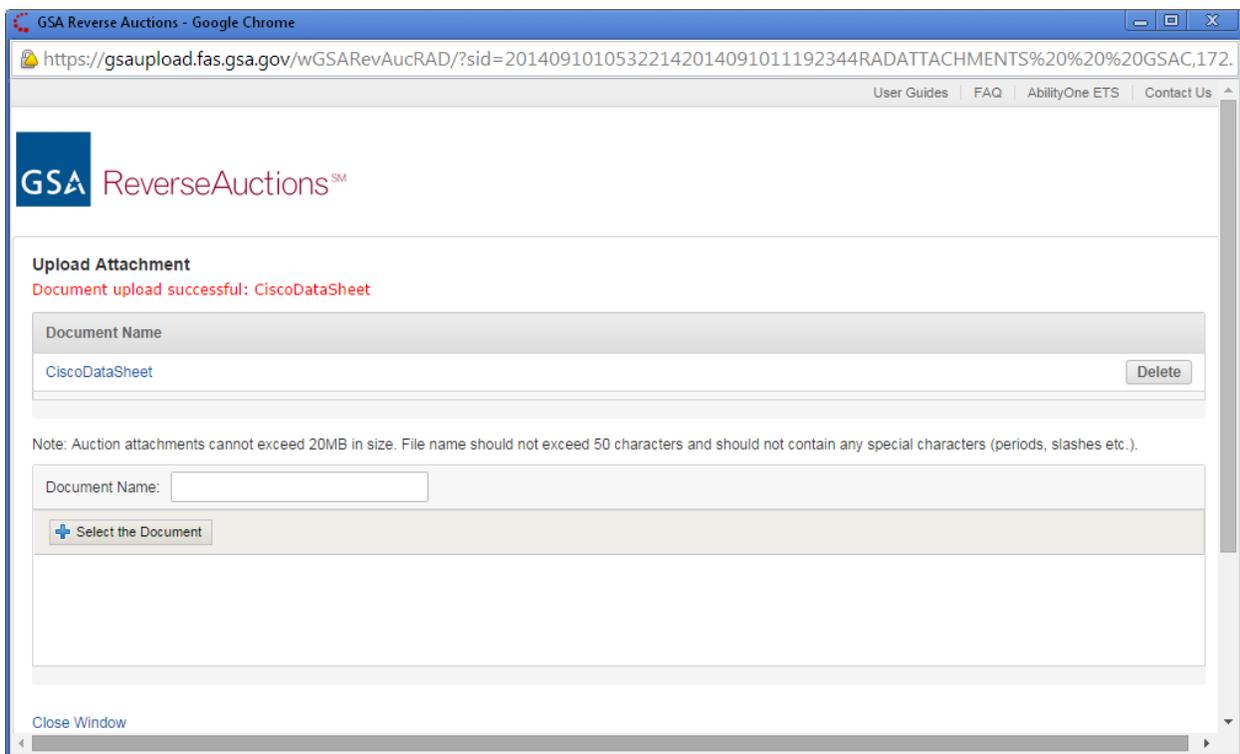


Figure 5-233 Attachment Uploaded

8. After the document is uploaded, click the Close Window link to return to auction attachments. To see the recently uploaded document click the Refresh Document List button.
9. If you are ready to finalize your auction, click the **Next** button.

5.6 Review and Finalize

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

To Review and Finalize a draft Auction:

1. Log into Reverse Auctions as a Buyer, and click **Auctions** on the menu bar at the top of the screen. The Auctions screen will be displayed.
2. Click the **Review & Finalize** link on the left of the screen. The **Review & Finalize** screen, shown in Figure 5-244 Review & Finalize, will be displayed.

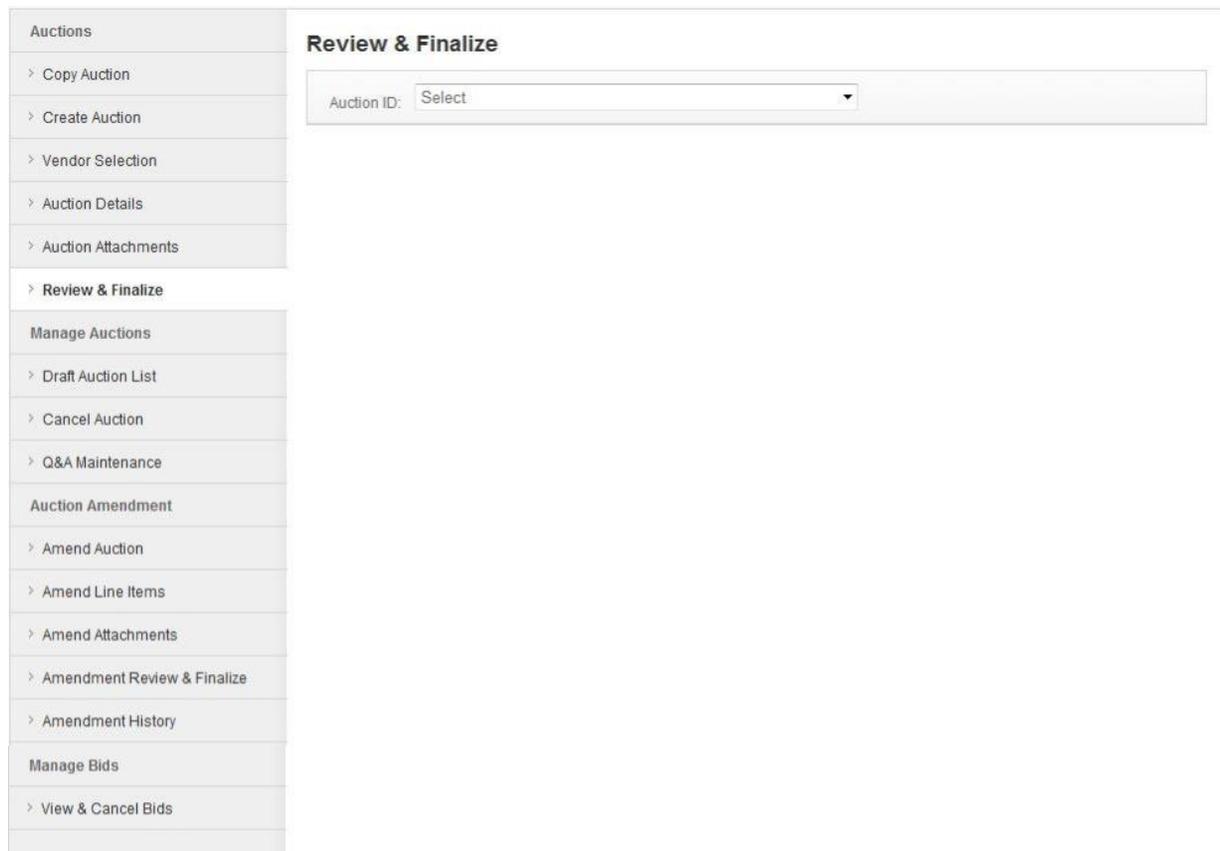


Figure 5-244 Review & Finalize

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 5-255 Review and Finalize – Auction Details.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > **Review & Finalize**
- Manage Auctions
- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance
- Auction Amendment
- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History
- Manage Bids
- > View & Cancel Bids

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: 1506

Alternate ID: ID 100416

Award Type: Multiple Award

Auction Type: MAS

Schedule Type:

Vendor Q&A End Date: Vendor Q&A End Time: ?

* Auction End Date: * Auction End Time: ?

Notify if less than 3 bidders for line item: ?

Description: FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Attachments

Document

No records were found.

Download Vendors

Schedule Number	SIN Number	
70	132 8	<input type="button" value="DOWNLOAD VENDOR"/>

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

Line Items

Line Item	Quantity	Unit	Manufacturer	Total IGE	
1	300.00	EA	Dell	\$240,000.00	<input type="button" value="Edit"/>
2	300.00	EA	Dell	\$87,000.00	<input type="button" value="Edit"/>
3	300.00	EA	Dell	\$51,000.00	<input type="button" value="Edit"/>

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

Figure 5-255 Review and Finalize – Auction Details

- 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 5-266 Auction Finalized.

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

Laptops and Docking stations

808 Vendors Notified

Auction ID: 1505

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Alternate ID: ID 092316

Award Type: Multiple Award ?

Agency: Consumer Product Safety Commission

Bureau: Consumer Product Safety Commission

Buyer: BUYER FIFTY

Email: buyer50@gsa.gov

Phone: 7035468558

Start Time: 10/04/2016 02:11 PM Central Time Zone

Close Time: 10/31/2016 05:00 PM Central Time Zone

Time Remaining: 27 Days, 2 Hours, 48 Minutes

Description

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1
- DellDataSheet2

[Share with Buyers](#)

[Download Bid Abstract](#)

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

Vendor	Date Received	Total Quote	Quote Status	Quote Valid For	Vendor Attachments
No records were found.					

There are currently no bids for this auction.

Figure 5-266 Auction Finalized

6 Manage Auctions

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

6.1 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.

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.

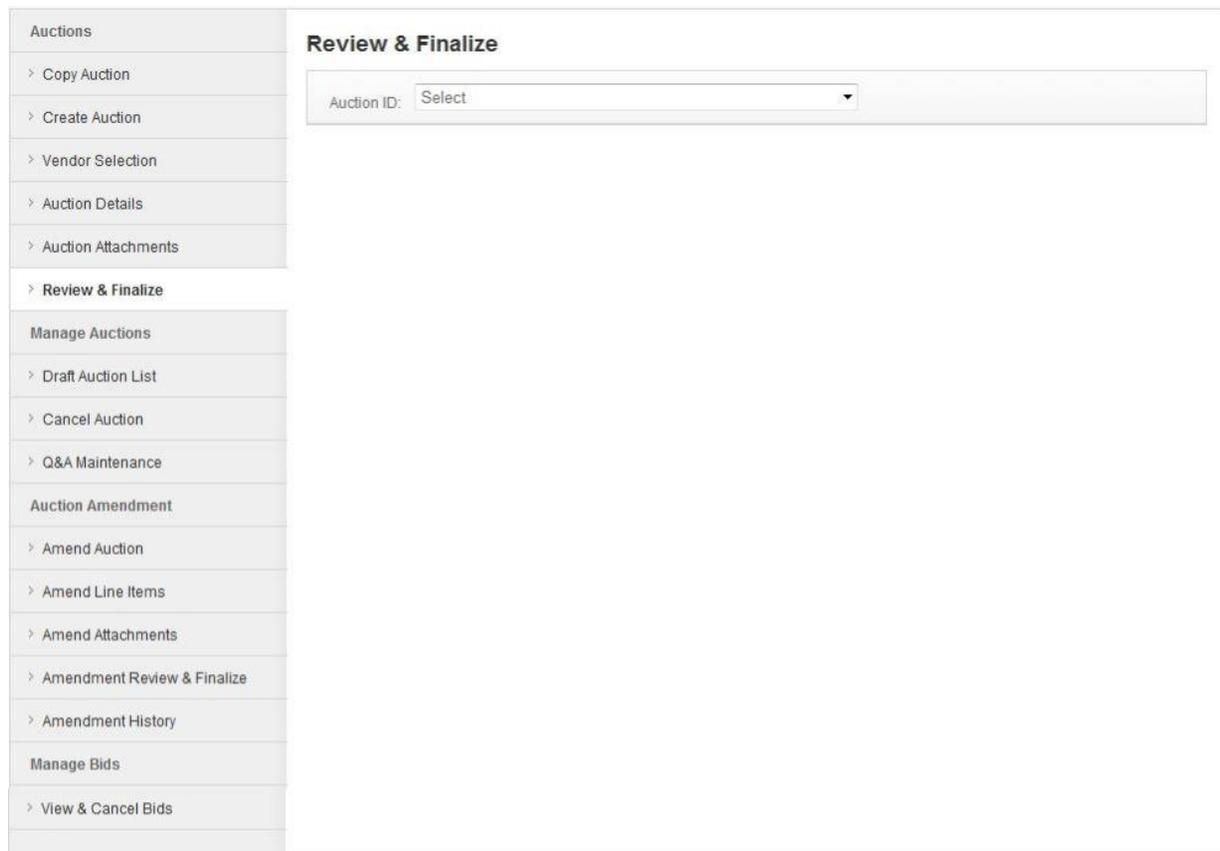


Figure 6-1 Review & Finalize

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.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > **Review & Finalize**

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

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: 1506

Alternate ID: ID 100416

Award Type: Multiple Award

Auction Type: MAS

Schedule Type:

Vendor Q&A End Date: Vendor Q&A End Time: ?

* Auction End Date: * Auction End Time: ?

Notify if less than 3 bidders for line item: ?

Description: FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Attachments

Document

No records were found.

Download Vendors

Schedule Number	SIN Number	
70	132 8	<input type="button" value="DOWNLOAD VENDOR"/>

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

Line Items

Line Item	Quantity	Unit	Manufacturer	Total IGE	
1	300.00	EA	Dell	\$240,000.00	<input type="button" value="Edit"/>
2	300.00	EA	Dell	\$87,000.00	<input type="button" value="Edit"/>
3	300.00	EA	Dell	\$51,000.00	<input type="button" value="Edit"/>

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

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.

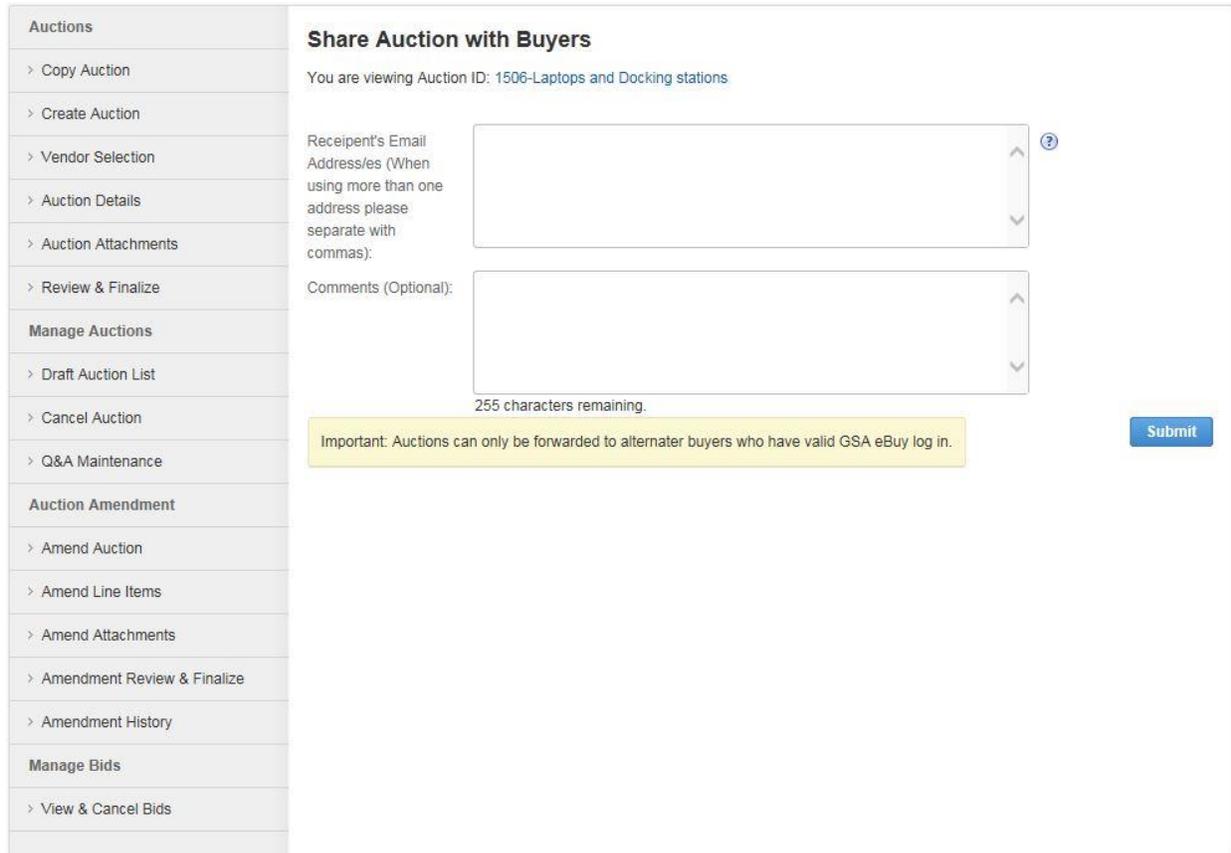


Figure 6-3 Share Auction

5. Enter the email address(s) 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

816 Vendors Notified

Auction ID: 1501

Schedule: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Alternate ID: ID 092116

Award Type: Multiple Award ?

Agency: Consumer Product Safety Commission

Bureau: Consumer Product Safety Commission

Buyer: BUYER FIFTY

Email: buyer50@gsa.gov

Phone: 7035468558

Start Time: 09/23/2016 08:29 AM Central Time Zone

Close Time: 10/20/2016 05:00 PM Central Time Zone

Time Remaining: **16 Days, 3 Hours, 30 Minutes**

Description

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

Buyer Attachments

- DellDataSheet1

Vendor	Date Received	Total Quote	Quote Status	Quote Valid For	Vendor Attachments
HITACHI CONSULTING CORPORATION	09/27/2016	\$378,000.00	Active	030	No

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

Figure 6-4 Auction Details

- 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.

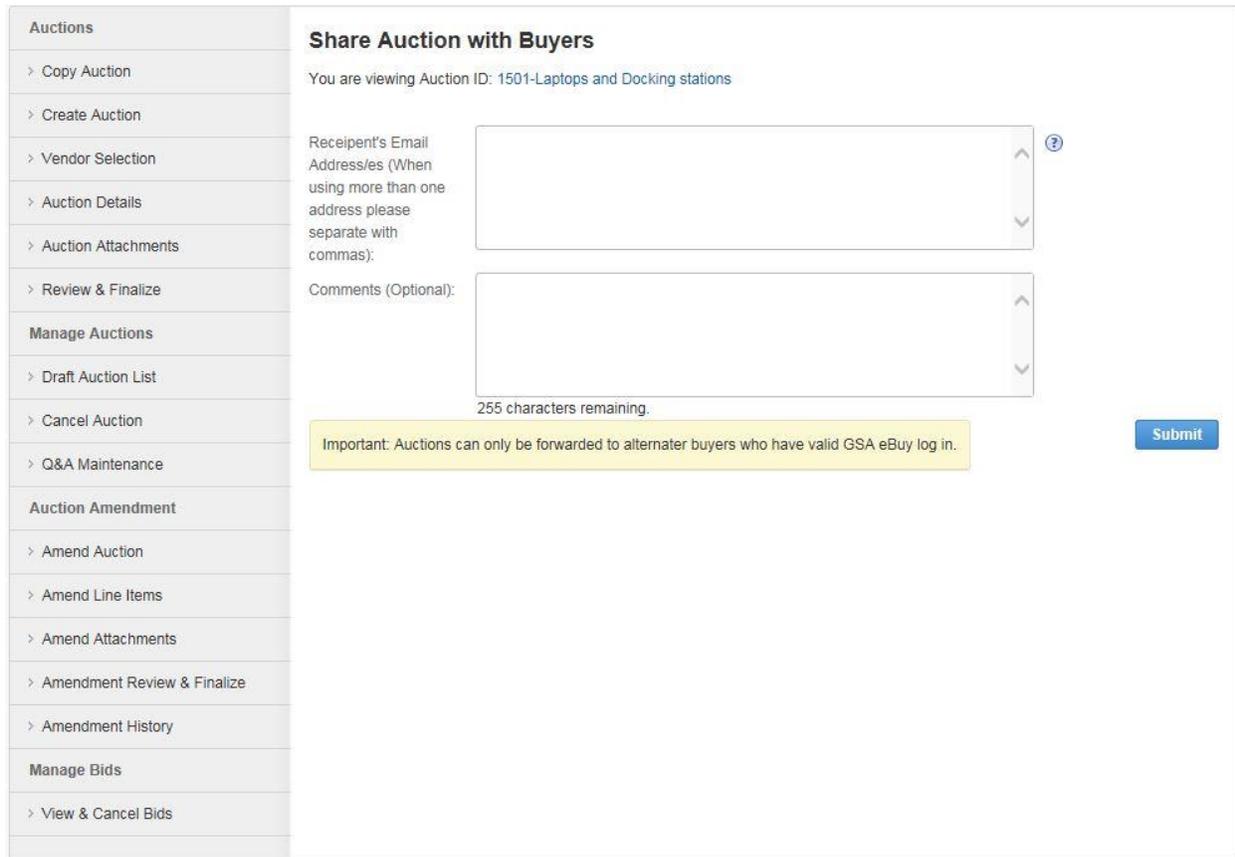


Figure 6-5 Share Auction

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.

The screenshot shows a web interface for creating an auction. On the left side, there is a vertical navigation menu with the following items: 'Auctions' (with a sub-item '> Copy Auction'), 'Create Auction' (highlighted), 'Vendor Selection', 'Auction Details', 'Auction Attachments', 'Review & Finalize', 'Manage Auctions' (with sub-items '> Draft Auction List', '> Cancel Auction', '> Q&A Maintenance'), 'Auction Amendment' (with sub-items '> Amend Auction', '> Amend Line Items', '> Amend Attachments', '> Amendment Review & Finalize', '> Amendment History'), and 'Manage Bids' (with sub-item '> View & Cancel Bids'). The main content area is titled 'Create Auction' and features a single form field labeled 'Auction ID:' with a dropdown menu that currently displays 'Select Auction ID'.

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.

Auctions

- > Copy Auction
- > **Create Auction**
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Create Auction

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

Auction ID: 1505 ?

* Select Type: MAS ?

* Select Schedule: Select ?

* Select SIN: ?

Add

Selected Schedules	Action
Schedule-70 SIN -132 8	Remove

* Auction Name: Laptops and Docking stations ?

Alternate ID: ID 092316 ?

* Award Type: Multiple Award ?

Brand Name/Brand Name or Equal: Meets or Exceeds ?

* Bid Decrement: 0.25% of IGE ?

* Shipping Address: Sabrina Sheridan ?

* Delivery Method: Days after Receipt of Order (A ?

Days after Receipt of Order: 45 ?

Two Step Procurement? Two Step Procurement ?

Description:

FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.

?

Save & Next

Figure 6-7 Create Auction

4. Continue creating your auction, as covered in section 5.1 Create Auction.

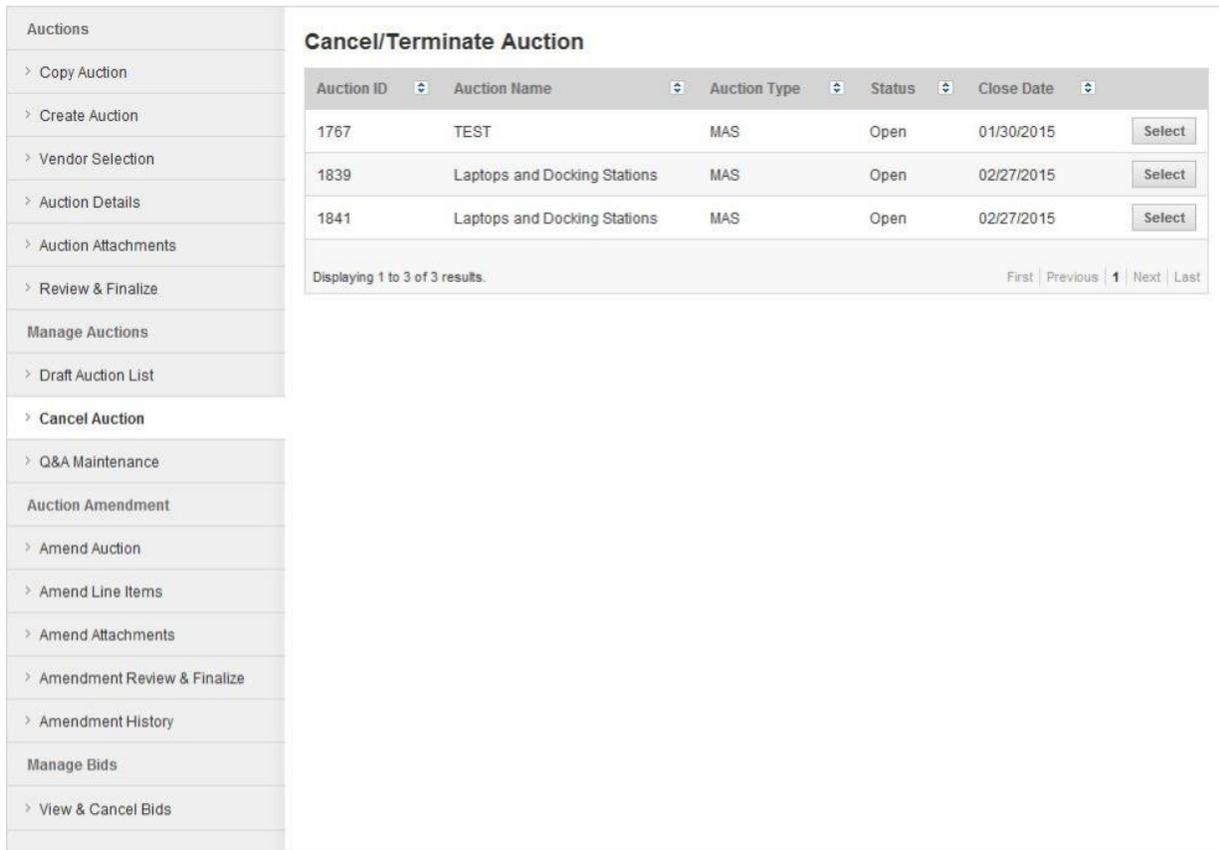
6.3 Cancel Auctions

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.



Cancel/Terminate Auction					
Auction ID	Auction Name	Auction Type	Status	Close Date	
1767	TEST	MAS	Open	01/30/2015	Select
1839	Laptops and Docking Stations	MAS	Open	02/27/2015	Select
1841	Laptops and Docking Stations	MAS	Open	02/27/2015	Select

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

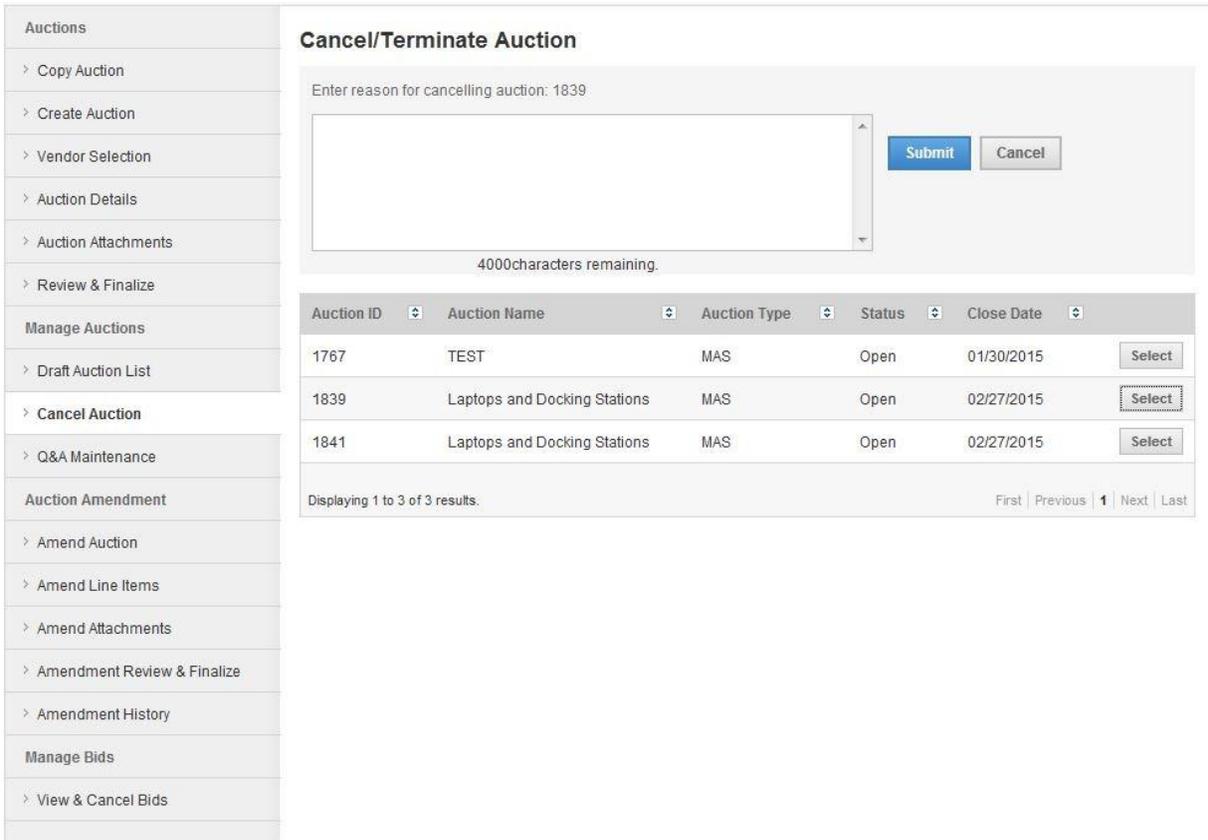
Figure 6-8 Cancel/Terminate Auction

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.



Auction ID	Auction Name	Auction Type	Status	Close Date	
1767	TEST	MAS	Open	01/30/2015	Select
1839	Laptops and Docking Stations	MAS	Open	02/27/2015	Select
1841	Laptops and Docking Stations	MAS	Open	02/27/2015	Select

Figure 6-9 Cancel/Terminate Auction

6.4 Q&A Maintenance

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

To: maintain questions and answers:

1. Log into Reverse Auctions as a Buyer and click **Auctions** on the menu bar at the top of the screen.
2. Click the **Q&A Maintenance** link on the left.

The **Q&A Maintenance** screen, shown in Figure 6-10 Q&A Maintenance, will be displayed.

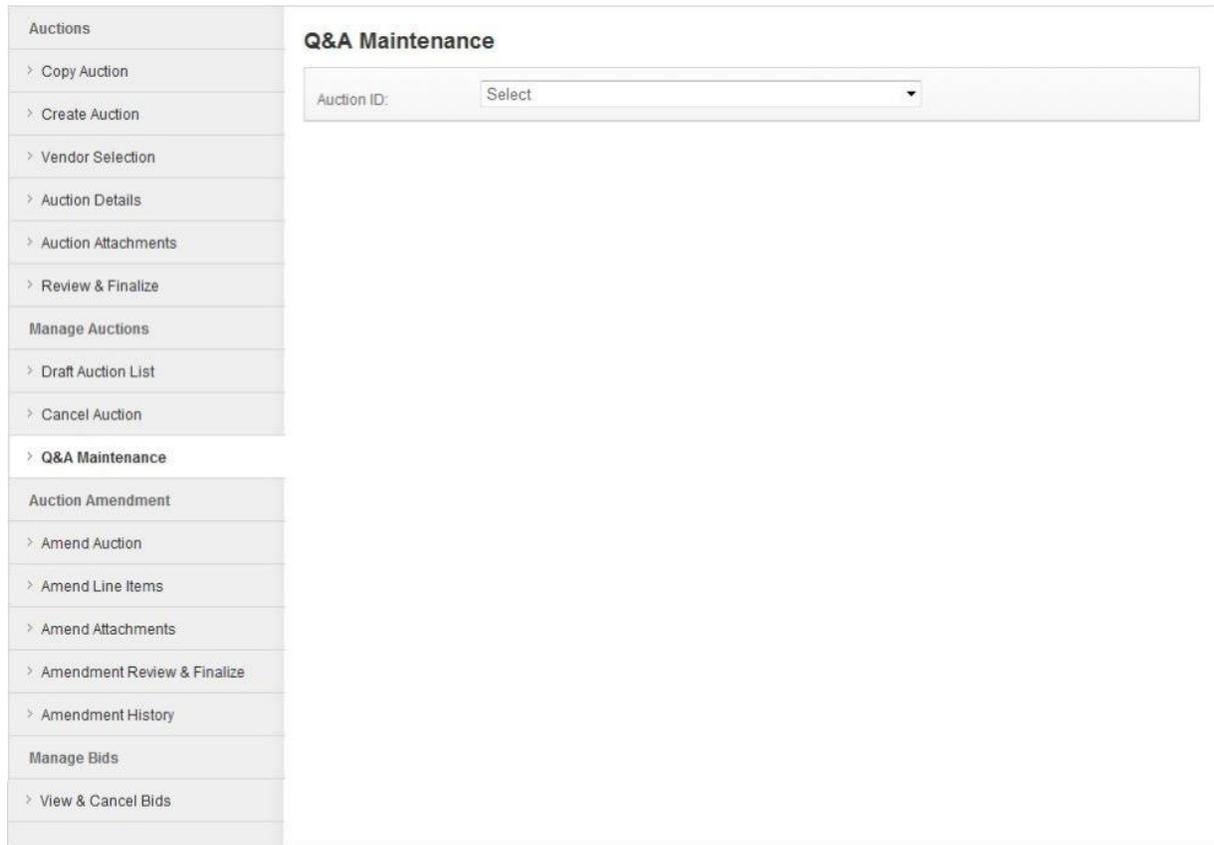


Figure 6-10 Q&A Maintenance

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

The Q&A Maintenance screen, shown in Figure 6-11 will display a list of existing questions and answers and a blank Q&A template to let you add answers to any new questions.

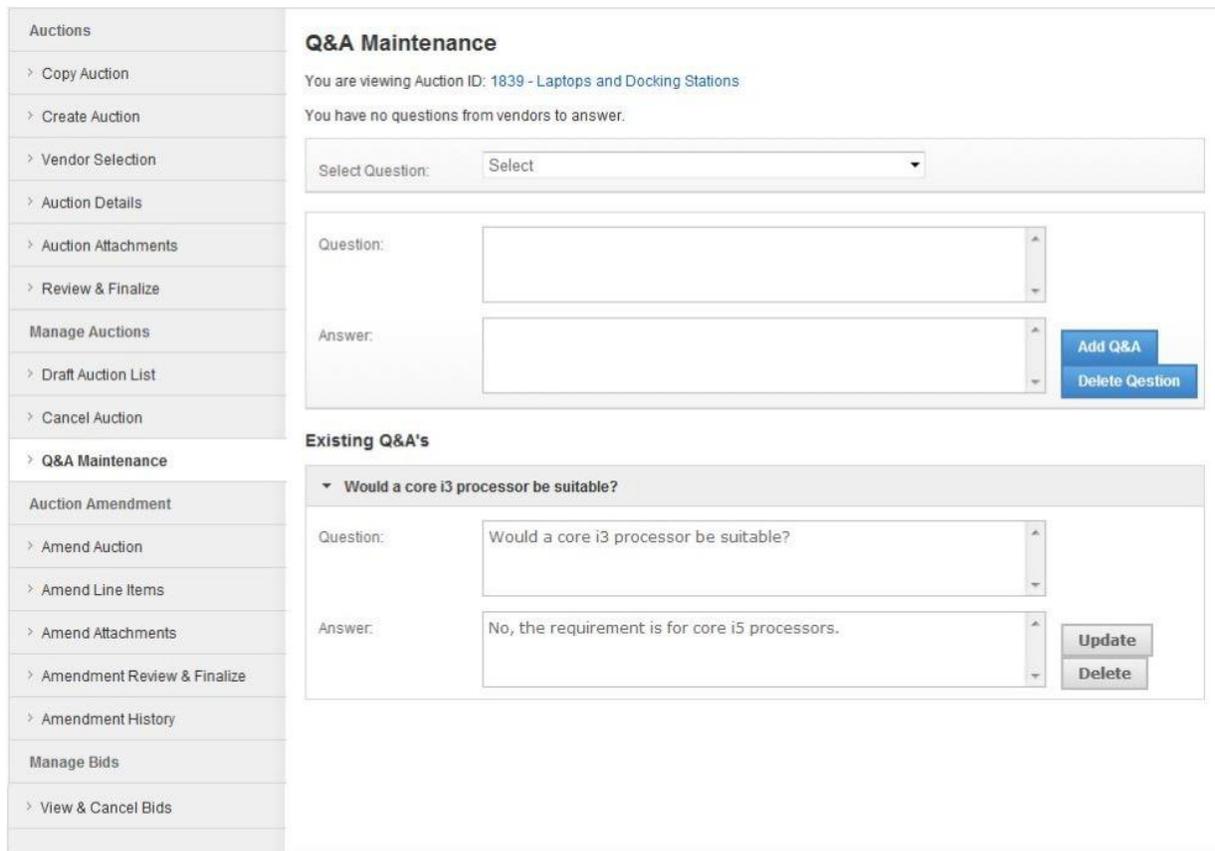


Figure 6-11 Q&A Maintenance

- 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.

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

7 Auction Amendments

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

Amend Auction

Field	Amendable	Cancel Bids?	Notification	Notes
Auction Type (BPA, MAS, MAC)	No			
Auction Name	Yes	No	Buyer and Vendor	
Alternate ID	Yes	No	Buyer	
Award Type	Yes	No	Buyer and Vendor	
End Date and Time	Yes	No	Buyer and Vendor	
Vendor Q&A End Date and Time	Yes	No	Buyer and Vendor	
Set aside?	No	No	Buyer and Vendor	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.
Description	Yes	Optional, Buyer Selected	Buyer and Vendor	

Amend Line Items and Attachments

Field	Amendable	Cancel Bids?	Notification
SIN	No		
Sub Category	No		
Product/Service Name	Yes	Yes	Buyer and Vendor
Brand Name / Brand Name or Equal	Yes	Yes	Buyer and Vendor
Part Number	Yes	Yes	Buyer and Vendor
Manufacturer	Yes	Yes	Buyer and Vendor
Product Description	Yes	Yes	Buyer and Vendor
Qty	Yes	Yes	Buyer and Vendor
Unit of Measurement	Yes	Yes	Buyer and Vendor

Delivery Method	Yes	Yes	Buyer and Vendor
IGE	Yes	No	Buyer
Bid Decrement	Yes	Yes	Buyer and Vendor
Funding Code	Yes	No	Buyer
Shipping Address	Yes	Yes	Buyer and Vendor
Attachments	Yes	Optional, Buyer Selected	Buyer and Vendor

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.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > Review & Finalize
- Manage Auctions**
- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance
- Auction Amendment**
- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History
- Manage Bids**
- > View & Cancel Bids

Amend Auction

Note: Due to major enhancements release on 3/27 buyers are advised to end the auction by 3/25.

	Current Values	Amended Values
Auction ID	1501	
Auction Name	Laptops and Docking stations	<input type="text"/>
Alternate ID	ID 092116	<input type="text"/>
Award Type	Multiple	Select <input type="button" value="v"/>
Start Date	09/23/2016	
Start Time	08:29 AM CT	
Vendor Q&A End Date	10/10/2016	<input type="text"/>
Vendor Q&A End Time	05:00 PM CT	<input type="text"/> ?
End Date	10/20/2016	<input type="text"/>
End Time	05:00 PM CT	<input type="text"/>
Brand Name/Brand Name or Equal	Brand Name	Select <input type="button" value="v"/>
Bid Decrement %	0.50	Select <input type="button" value="v"/> ?
Shipping Address	Sabrina Sheridan	Select <input type="button" value="v"/>
Delivery Method	Days after Receipt of Order (ARO) (Products)	Select <input type="button" value="v"/>
Days after Receipt of Order	45	<input type="text"/>
Auction Status	Active	
Cancel Vendor Bids		<input type="checkbox"/> ?
Description	FY16 Q3 Laptop refresh for region 4, includes 300 laptops, 300 docking stations and 300 IPS monitors.	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> ? 4000 characters remaining.

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 an auction line items:

1. To amend auction line items you can click the **Amend Line Items** link on the left, under Auction Amendment and then select the auction that you want to amend. You will automatically go to **Amend Line Items** if you clicked **Save & Next** on the **Amend Auction** screen. The **Amend Line Items** screen, shown in Figure 7-2 Amend Line Items, will be displayed.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Amend Line Items

This Auction is in Active status

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

Auction Id : 1501 Amendment Id : 1

Auction Type: Schedule

Schedules/SIN: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Auction Name: Laptops and Docking stations

Alternate Auction ID: ID 092116

Auction Start Date/Time: 09/23/2016 08:29 AM CT

Auction End Date/Time: 10/20/2016 05:00 PM CT

Auction Status: Active

Item ID	Item name	Part Number	Manufacturer	
1	Dell Laptops	XPS 13	Dell	<input type="button" value="Amend"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
2	Dell Monitors	U2414H	Dell	<input type="button" value="Amend"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
3	Dell Docking Stations	D3100	Dell	<input type="button" value="Amend"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>

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

Add new line item:

* Product/Service Name: ?

Part Number: ?

Manufacturer: ?

Product Description:

* Unit of Measurement: ▼

* Delivery Method: ▼

Days after Receipt of Order: ?

* Qty: ?

* IGE (Unit Price): ? IGE (Total Price):

Funding code: ?

To add a new shipping address please select 'ADD NEW SHIPPING ADDRESS' from drop down below.

* Shipping Address: ▼

Figure 7-2 Amend Line Items

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.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments

Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > View & Cancel Bids

Amend Line Items

This Auction is in Active status

Auction id : 1501 Amendment id : 1

Auction Type: MAS
Schedules/SIN: 70 SIN:132 8 Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING

Auction Name: Laptops and Docking stations
Alternate Auction ID: ID 092116
Auction Start Date/Time: 09/23/2016 08:29 AM CT
Auction End Date/Time: 10/20/2016 05:00 PM CT
Auction Status: Active

Item ID	Item name	Part Number	Manufacturer			
1	Dell Laptops	XPS 13	Dell	Amend	Copy	Delete
2	Dell Monitors	U2414H	Dell	Amend	Copy	Delete
3	Dell Docking Stations	D3100	Dell	Amend	Copy	Delete

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

Amend line item 001

	Current Value	Amended Value
Product/Service Name	Dell Laptops	<input type="text"/> ?
Part Number	XPS 13	<input type="text"/> ?
Manufacturer	Dell	<input type="text"/> ?
Product Description	Dell XPS 13	<input type="text"/>
Unit of Measurement	EA	Select <input type="button" value="v"/>
Delivery Method	Days after Receipt of Order (ARO) (Products)	Select <input type="button" value="v"/>
# Days after Receipt of Order	45	<input type="text"/>
Qty	300	<input type="text"/> ?
IGE (Unit Price)	800	<input type="text"/> ?
IGE (Total Price)	800	<input type="text" value="0.00"/>
Funding Code		<input type="text"/> ?
Shipping Address	Sabrina Sheridan	Select <input type="button" value="v"/>

Figure 7-3 Amend Line Item

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

7.2 Amend Attachments

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

<ul style="list-style-type: none"> Auctions > Copy Auction > Create Auction > Vendor Selection > Auction Details > Auction Attachments > Review & Finalize Manage Auctions > Draft Auction List > Cancel Auction > Q&A Maintenance Auction Amendment > Amend Auction > Amend Line Items > Amend Attachments > Amendment Review & Finalize > Amendment History Manage Bids > View & Cancel Bids 	<h3>Amend Attachments</h3> <p>You are viewing Auction ID: 1839 - Laptops and Docking Stations - Auction is Active - Amendment Id : 1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Document Name DellDataSheet </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;"> Add/Remove Attachment(s) </div> <p><small>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.).</small></p> <div style="text-align: center; margin-top: 10px;"> « Back To Amendment Header Refresh Document List Go To Review & Finalize Amendment » </div>
---	--

Figure 7-4 Amend Attachments

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

7.3 Amendment Review & Finalize

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

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > Review & Finalize
- Manage Auctions
- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance
- Auction Amendment
- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > **Amendment Review & Finalize**
- > Amendment History
- Manage Bids
- > View & Cancel Bids

Amendment Review & Finalize

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

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

Auction Header

	Current Values	Amended Values
Auction Name	Laptops and Docking Stations	
Alternate ID		
Award Type	Multiple	
Start Date	02/06/2015	
Start Time	03:48 PM CT	
End Date	02/27/2015	03/06/2015
End Time	05:00 PM CT	05:00 PM CT
Auction Status	Active	
Cancel Vendor Bids	No	
Description	FY15 Q1 Laptop refresh for Region 4, include s 300 Laptops, 300 docking stations and 300 IPS monitors.	
Vendor QA End Date	02/16/2015	
Vendor QA End Time	05:00 PM CT	

Attachments

Documents Attached

No documents found

Download Vendors

SIN Number	
132 8	<input type="button" value="DOWNLOAD VENDOR"/>
75 200	<input type="button" value="DOWNLOAD VENDOR"/>

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

Line Items

Line Item	Item Name	Quantity	Unit	Manufacturer	Total IGE	Status	
2	Dell Laptop	300.00	EA	Dell	\$195,000.00	Updated	<input type="button" value="Edit"/>

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

Justification

* Amendment Description:

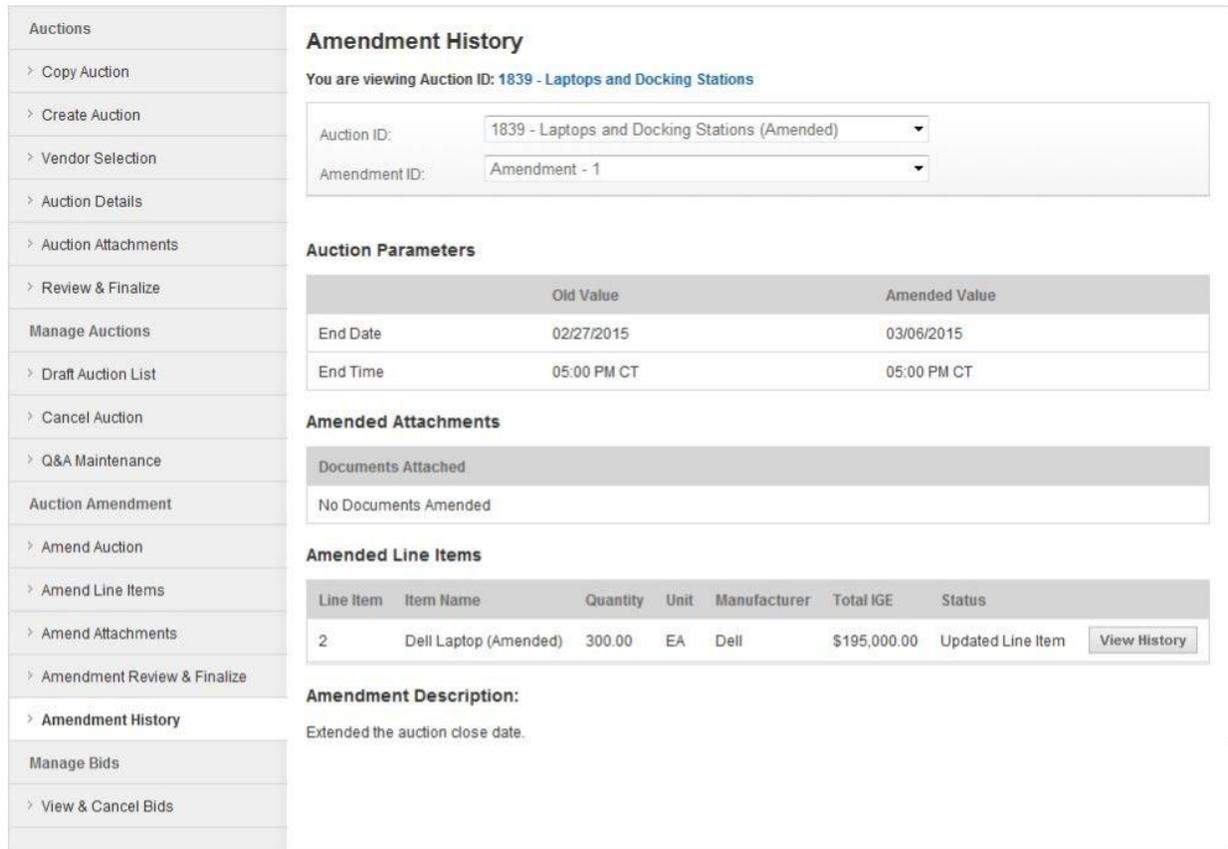
4000characters remaining.
The Amendment Description will be emailed to Vendors

Figure 7-5 Amendment Review & Finalize

2. On the amendment review and finalize screen you can change your amendments for each section by clicking the **Edit** button on that section.
3. If you would like to delete the amendment you can click the **Delete** button at the bottom of the page.
4. To complete the amendment, enter an amendment justification / description in the Justification text area and click the **Finalize** button. The justification / description will be included in the amendment notification that is emailed to vendors. Once finalized, amendment notifications will be emailed to buyers and if a field is amended that requires bid cancellation, vendor bids will automatically be canceled and bid cancelation emails will be sent to Vendors.

7.4 Amendment History

1. After an amendment is finalized there are multiple ways to view the details of the amendment:
 - a. Click the **Amendment History** link on the left, under Auction Amendment and then select the auction that you want to view from the Auction Id drop down.
 - b. Click the **(Amended)** hyperlink on the auction description page.
 - c. Click the Amendments on the auction description page.
2. After selecting the auction ID, you will need to select the amendment id from the Amendment Id drop down to view the details of the amendment that were made as shown in Figure 7-6 Amendment History. The amendment history will display the old value and the amended value for the selected Amendment Id.



Amendment History

You are viewing Auction ID: 1839 - Laptops and Docking Stations

Auction ID: 1839 - Laptops and Docking Stations (Amended)

Amendment ID: Amendment - 1

Auction Parameters

	Old Value	Amended Value
End Date	02/27/2015	03/06/2015
End Time	05:00 PM CT	05:00 PM CT

Amended Attachments

Documents Attached

No Documents Amended

Amended Line Items

Line Item	Item Name	Quantity	Unit	Manufacturer	Total IGE	Status
2	Dell Laptop (Amended)	300.00	EA	Dell	\$195,000.00	Updated Line Item

Amendment Description:

Extended the auction close date.

Figure 7-6 Amendment History

8 Manage Bids

8.1 View and Cancel Bids

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

To view/cancel bids:

1. Log into Reverse Auctions as a Buyer and click **Auctions** on the menu bar at the top of the screen. The **Auctions** screen will be displayed.
2. Click the **View and Cancel Bids** link on the left, under Manage Bids.
The **View & Cancel Bids – Search** screen, shown in Figure 8-1, will be displayed.

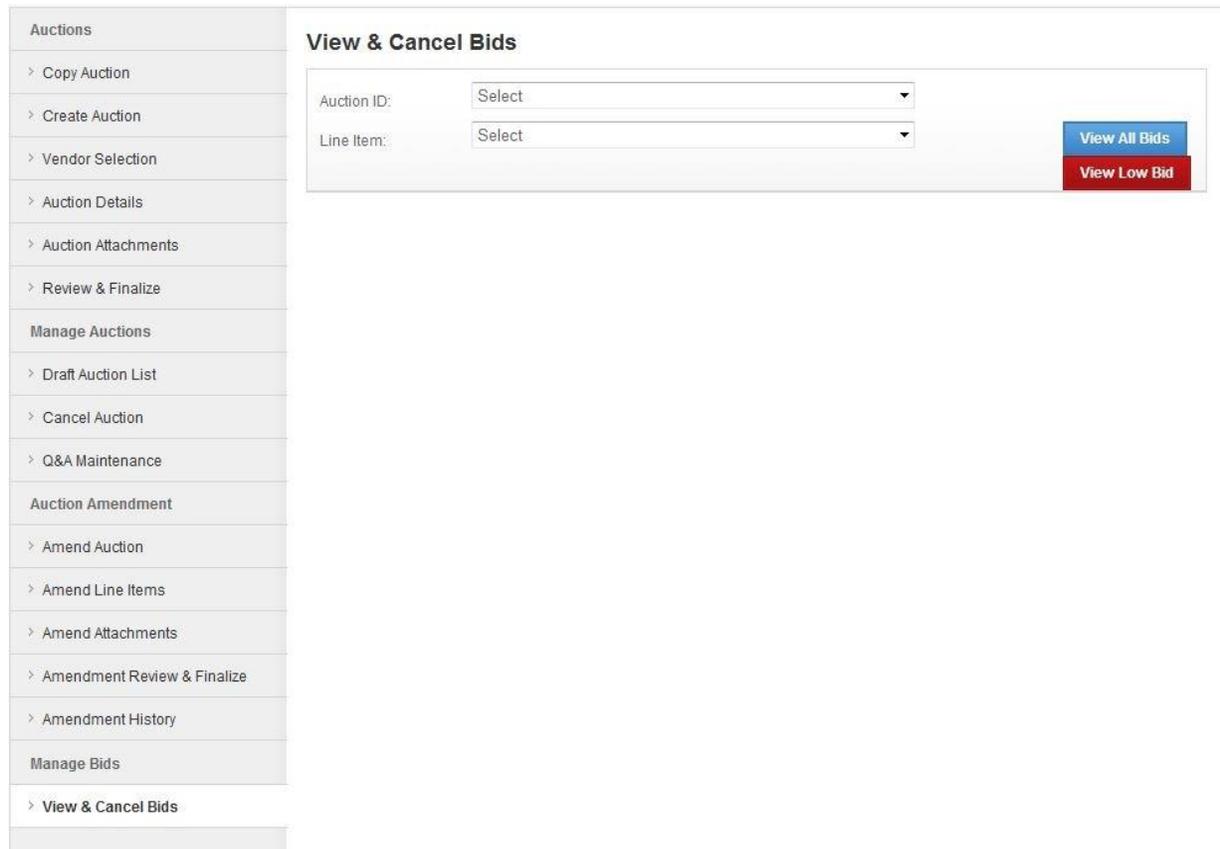


Figure 8-1 View and Cancel Bids

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

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

The View Low Bid screen, shown in Figure 8-3 will allow you to cancel the lowest bid.

Auctions

- > Copy Auction
- > Create Auction
- > Vendor Selection
- > Auction Details
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Draft Auction List
- > Cancel Auction
- > Q&A Maintenance

Auction Amendment

- > Amend Auction
- > Amend Line Items
- > Amend Attachments
- > Amendment Review & Finalize
- > Amendment History

Manage Bids

- > **View & Cancel Bids**

View & Cancel Bids

Auction ID:

Line Item:

View All Bids
View Low Bid

Showing all bids for line item: 1

Auction ID: 1839
 Line Item: 1
 Name: Laptops and Docking Stations (Amended)
 Start Time: 02/06/2015 15:48 PM CT
 Status: Active
 Bidders: 1
 Close Time: 03/06/2015 17:00 PM CT

Vendor ID/Name/IP Address	Bid Type	Bid Status	Bid ID	Bid Date	Bid Time	Bid Amount
GS-35F-0014X 172.19.23.70	Regular	Active	2032	02/10/2015	09:09 CT	\$300,000.00

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

Figure 8-2 View All Bids

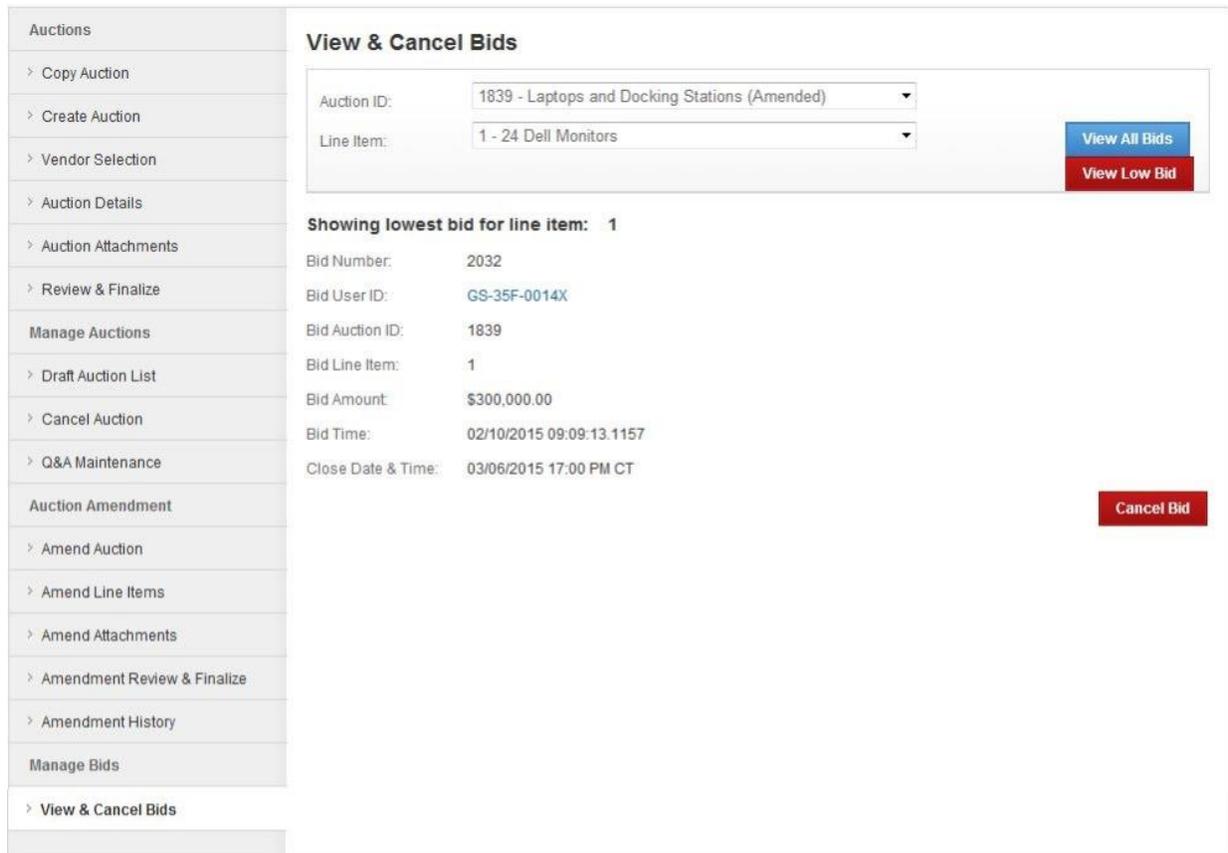


Figure 8-3 View Low Bid

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

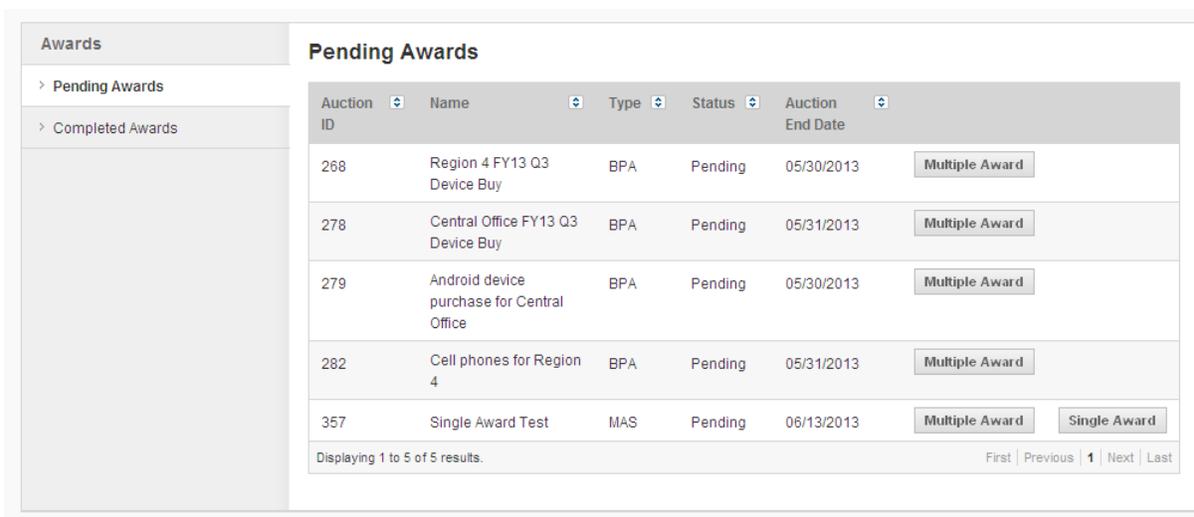
The Multiple Awards functionality allows a Buyer to award Line Items in an auction to multiple vendors.

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.



Auction ID	Name	Type	Status	Auction End Date	
268	Region 4 FY13 Q3 Device Buy	BPA	Pending	05/30/2013	Multiple Award
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Multiple Award
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Multiple Award
282	Cell phones for Region 4	BPA	Pending	05/31/2013	Multiple Award
357	Single Award Test	MAS	Pending	06/13/2013	Multiple Award Single Award

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

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.

Awards

- > Pending Awards
- > Completed Awards

Finalize Award

Auction ID: 1839

Auction Type: MAS

Auction Name: Laptops and Docking Stations (Amended)

Alternative ID:

Auction End Date: 03/06/2015

Schedule/SIN

Schedule	SIN	Description
70	132 8	Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
75	75 200	OFFICE PRODUCTS

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

Line Item

Line ID	Product/Service Name	Part Number	Manufacturer	Quantity	Unit	No. of Bidders
1	48 Dell Monitors (Amended)	Dell Ultrasharp 24 monitor	Dell	300.00	EA	0
2	Dell Laptop (Amended)	Dell Latitude XT3	Dell	300.00	EA	1
3	Docking Stations	D3100	Dell	300.00	EA	1

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

Figure 9-2 Finalize Award

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.

Awards

- > Pending Awards
- > Completed Awards

Finalize Award

Auction ID: 1839
Auction Type: MAS
Auction Name: Laptops and Docking Stations (Amended)
Alternative ID:
Auction End Date: 03/06/2015

Schedule/SIN

Schedule	SIN	Description
70	132 8	Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING
75	75 200	OFFICE PRODUCTS

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

Line Item

Line ID	Product/Service Name	Part Number	Manufacturer	Quantity	Unit	No. of Bidders	IGE Amount	Status
2	Dell Laptop (Amended)	Dell Latitude XT3	Dell	300.00	EA	1	\$195,000.00	Pending

[Next Line Item >>]

Bids

Bid ID	Vendor (Contract Number)	Part Number	Manufacturer	Contract Expiry Date	Bid Amount
2034	PATHFINDER DIGITAL, LLC (GS-35F-0014X)	Dell Latitude XT3	Dell	10/04/2015	\$180,000.00

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

[Award](#)

Figure 9-3 Finalize Award

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.

Awards

- > Pending Awards
- > Completed Awards

Finalize Award

Award Record successfully updated

Auction ID	Auction Name	Auction Type	Award Status	Close Date	Finalize Award
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Finalize Award
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Finalize Award
298	Mobile purchase for 2013	BPA	Pending	06/18/2013	Finalize Award
308	GSA OCIO FY13 Q2 Android Tablet Purchase	BPA	Pending	06/18/2013	Finalize Award
382	Single Award Test	MAS	Pending	06/17/2013	Finalize Award
386	Single Award Test	MAS	Pending	06/13/2013	Finalize Award
387	Single Award Test	MAS	Pending	06/13/2013	Finalize Award

Displaying 1 to 7 of 7 results. First | Previous | **1** | Next | Last

Figure 9-4 Award Finalized

9.1.2 Single Award

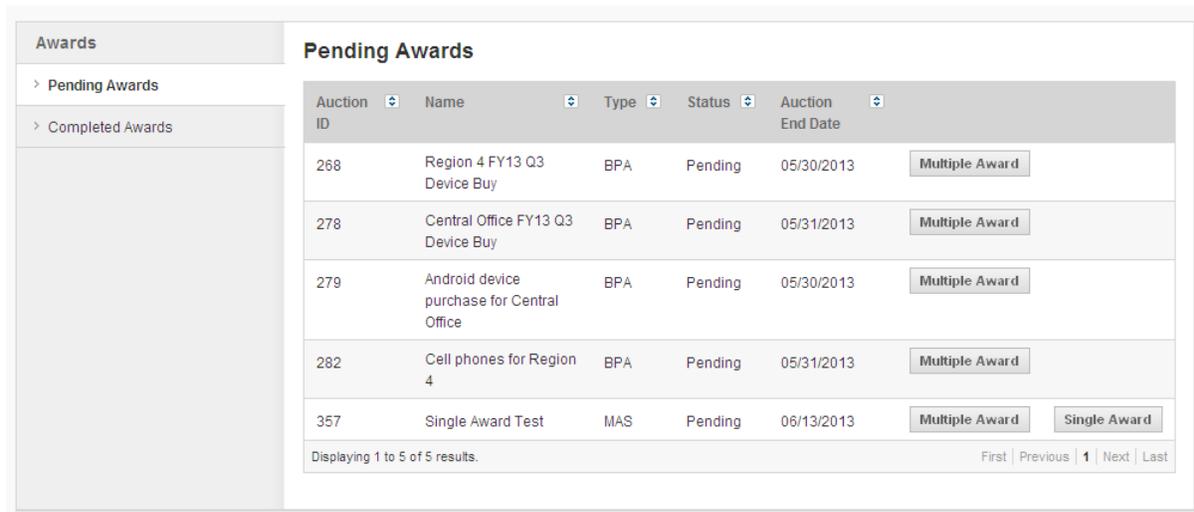
The Single Award functionality allows a Buyer to award all of the Line Items in an auction to a single vendor.

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.



Auction ID	Name	Type	Status	Auction End Date	Multiple Award	Single Award
268	Region 4 FY13 Q3 Device Buy	BPA	Pending	05/30/2013	Multiple Award	
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Multiple Award	
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Multiple Award	
282	Cell phones for Region 4	BPA	Pending	05/31/2013	Multiple Award	
357	Single Award Test	MAS	Pending	06/13/2013	Multiple Award	Single Award

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

Figure 9-5 Pending Awards

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.

Awards

- > Pending Awards
- > Completed Awards

Finalize Single Award

Auction Details

Auction ID: 525
 Auction Type: MAS
 Auction Name: Dell computer purchase FY13 Q2
 Alternative ID:
 Auction End Date: 07/01/2013

Schedule/SIN

Schedule	SIN	Description
70	132 8	Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING

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

Line Item Details

Number of Line Items: 002

No Award

Line ID	SYNNEX CORPORATION GS-35F-0143R
001	\$100,000.84
Fee :	N/A
002	\$19,000.12
Fee :	N/A
Award Number : <input style="width: 150px;" type="text"/>	
Total:	\$119,000.00
<input type="button" value="Award Vendor"/>	

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

Figure 9-6 Finalize Single Award

- 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.

Awards

- > Pending Awards
- > Completed Awards

Pending Awards

Auction ID	Name	Type	Status	Auction End Date	
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	<input type="button" value="Multiple Award"/>
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	<input type="button" value="Multiple Award"/>
282	Cell phones for Region 4	BPA	Pending	05/31/2013	<input type="button" value="Multiple Award"/>

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

Figure 9-7 Pending Awards

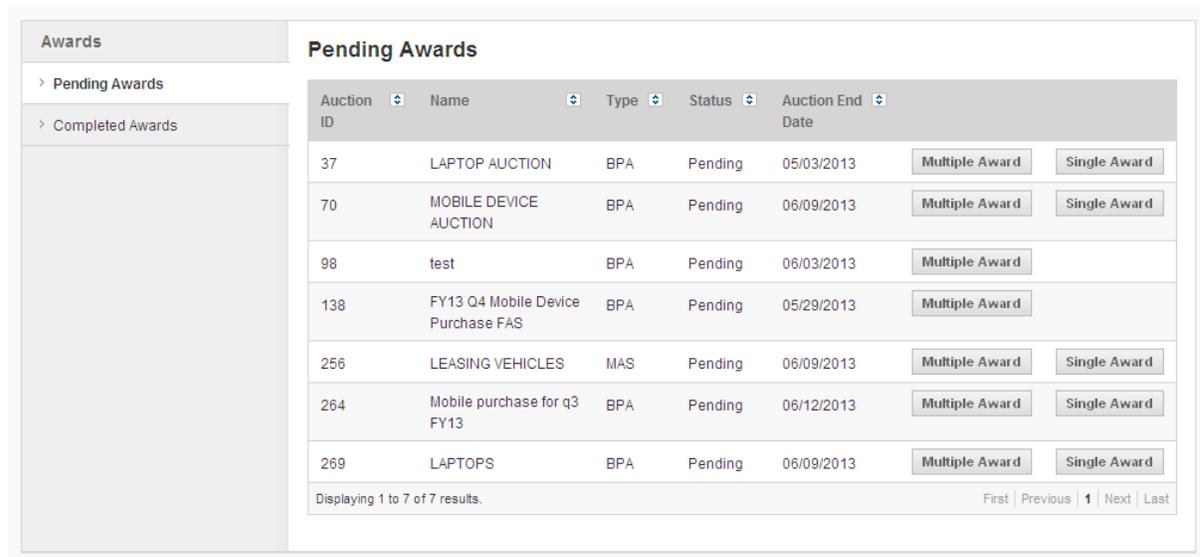
9.2 Completed Awards

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.



Auction ID	Name	Type	Status	Auction End Date	Multiple Award	Single Award
37	LAPTOP AUCTION	BPA	Pending	05/03/2013	Multiple Award	Single Award
70	MOBILE DEVICE AUCTION	BPA	Pending	06/09/2013	Multiple Award	Single Award
98	test	BPA	Pending	06/03/2013	Multiple Award	
138	FY13 Q4 Mobile Device Purchase FAS	BPA	Pending	05/29/2013	Multiple Award	
256	LEASING VEHICLES	MAS	Pending	06/09/2013	Multiple Award	Single Award
264	Mobile purchase for q3 FY13	BPA	Pending	06/12/2013	Multiple Award	Single Award
269	LAPTOPS	BPA	Pending	06/09/2013	Multiple Award	Single Award

Displaying 1 to 7 of 7 results. First | Previous | 1 | Next | Last

Figure 9-8 Pending Awards

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.

Awards		Completed Awards					
<ul style="list-style-type: none"> > Pending Awards > Completed Awards 		Auction ID	Name	Type	Status	Awarded Date	View Award
		231	FR4	BPA	Awarded	05/23/2013	View Award
		230	FR3	BPA	Awarded	05/22/2013	View Award
		183	Ipads	BPA	Awarded	05/15/2013	View Award
		166	F3-S10	BPA	Awarded	05/13/2013	View Award
		84	F3-2	BPA	Awarded	05/03/2013	View Award
		3	LAPTOPS	BPA	Awarded	04/29/2013	View Award
		2	LAPTOPS	BPA	Awarded	05/13/2013	View Award
Displaying 1 to 7 of 7 results.						Previous 1 Next	

Figure 9-9 Awarded Auctions

- 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.

Awards		View Award					
<ul style="list-style-type: none"> > Pending Awards > Completed Awards 		Auction ID:	33				
		Auction Type:	MAS				
		Auction Name:	UAT - Basic Sanding System (Amended)				
		Alternative ID:	UAT				
		Auction End Date:	03/13/2014				
		Line Item					
Vendor (Contract Number)	Part Number	Manufacturer	Quantity	Unit	Status	View Award	
MS INFORMATION IN(GS-35F-0045K)	11340	Round Table Tools Inc	100.00	EA	Completed	View Award	
MS INFORMATION IN(GS-35F-0045K)	11340	Round Table Tools Inc	100.00	EA	Completed	View Award	
Displaying 1 to 2 of 2 results.						First Previous 1 Next Last	

Figure 9-10 View Award

- 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.

Awards	
> Pending Awards	
> Completed Awards	

View Award

Auction ID: 33
 Auction Type: MAS
 Auction Name: UAT - Basic Sanding System (Amended)
 Alternative ID: UAT
 Auction End Date: 03/13/2014

Line Item

Line ID	Product/Service Name	Awarded Vendor (Contract Number)	Part Number	Manufacturer	Quantity	Unit
1	Basic Sanding Disk	BAE SYSTEMS INFORMATION SOLUTIONS IN (GS-35F-0045K)	11340	Round Table Tools Inc	100.00	EA

[\[Next Line Item >>\]](#)

Bids

Bid ID	Vendor (Contract Number)	Part Number	Manufacturer	Contract Expiry Date	Bid Amount
64	BAE SYSTEMS INFORMATION SOLUTIONS IN GS-35F-0045K	11340	shirley	10/29/2014	\$9,849.00
63	BAE SYSTEMS INFORMATION SOLUTIONS IN GS-35F-0045K	11340	xyz	12/22/2017	\$9,899.00
54	BAE SYSTEMS INFORMATION SOLUTIONS IN GS-35F-0202N	11340	Jeanine	12/17/2016	\$10,000.00
51	BAE SYSTEMS INFORMATION SOLUTIONS IN GS-35F-0148M	13987	Ace	11/03/2017	\$11,749.00

Displaying 1 to 4 of 4 results. First | Previous | 1 | Next | Last

Figure 9-11 View Award – Line Items

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

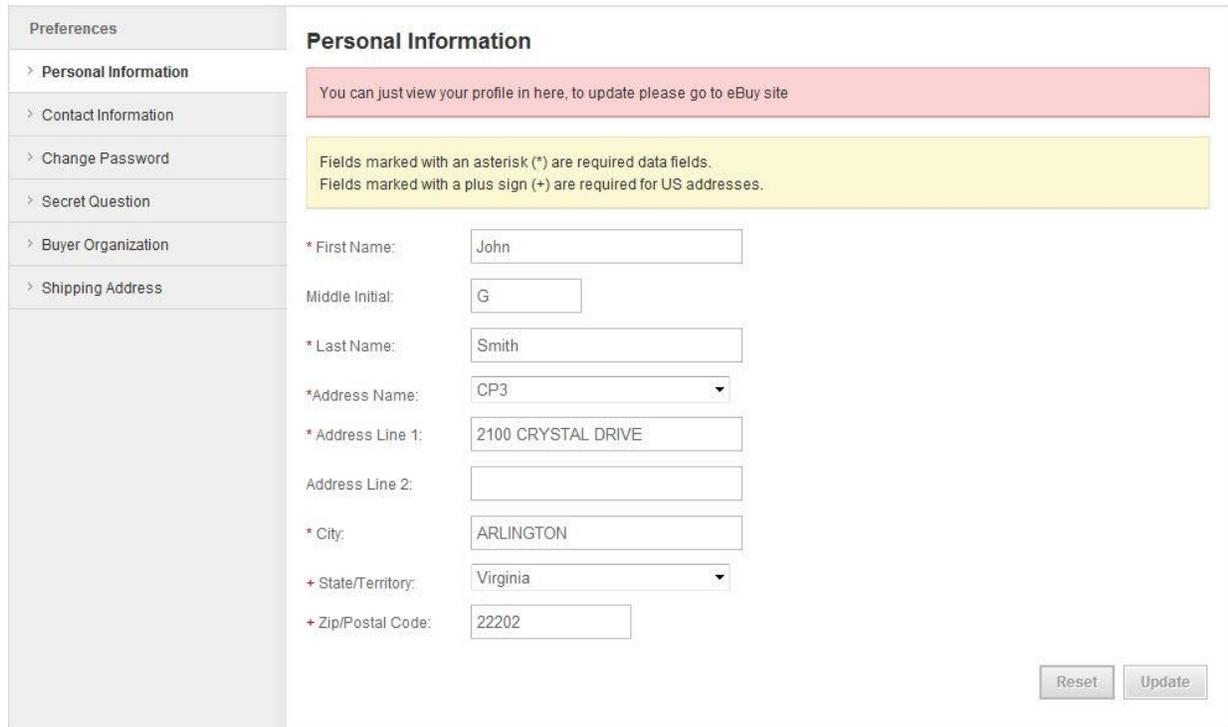


Figure 10-1 Personal Information

You can view your personal information on this screen. To update your personal information, you must go to the eBay 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.

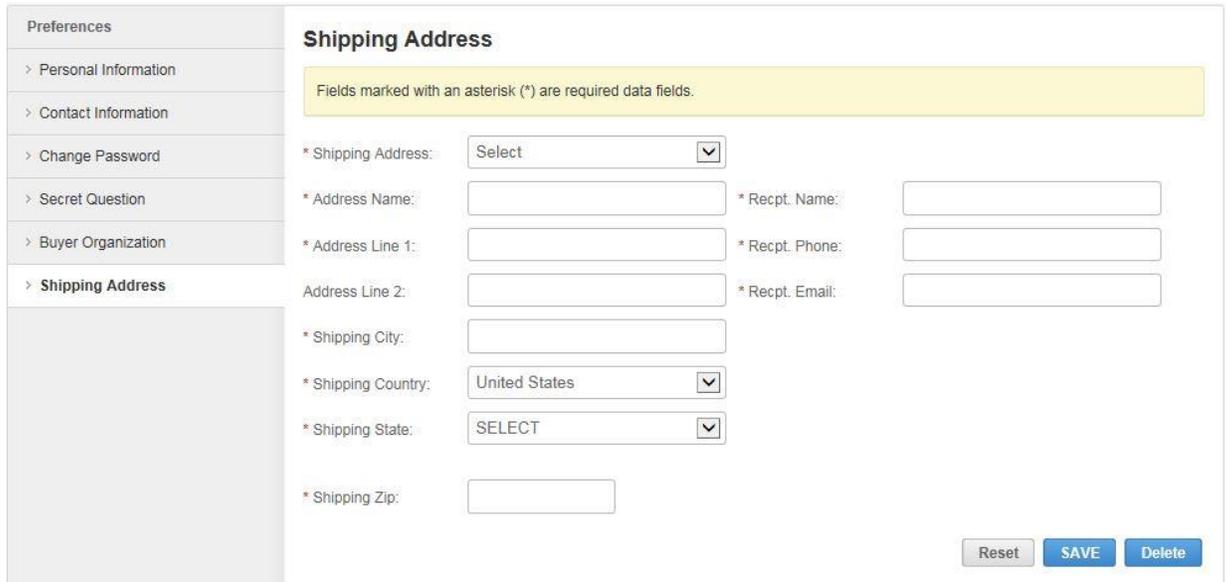


Figure 10-2 Shipping Address

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.

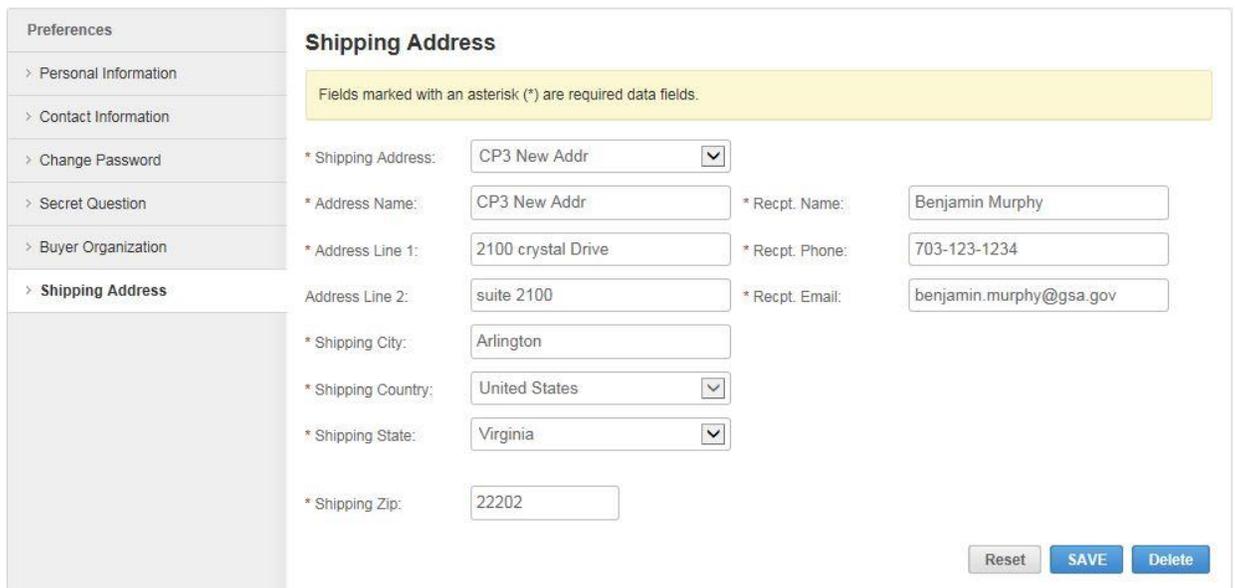


Figure 10-3 Update Shipping Address

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

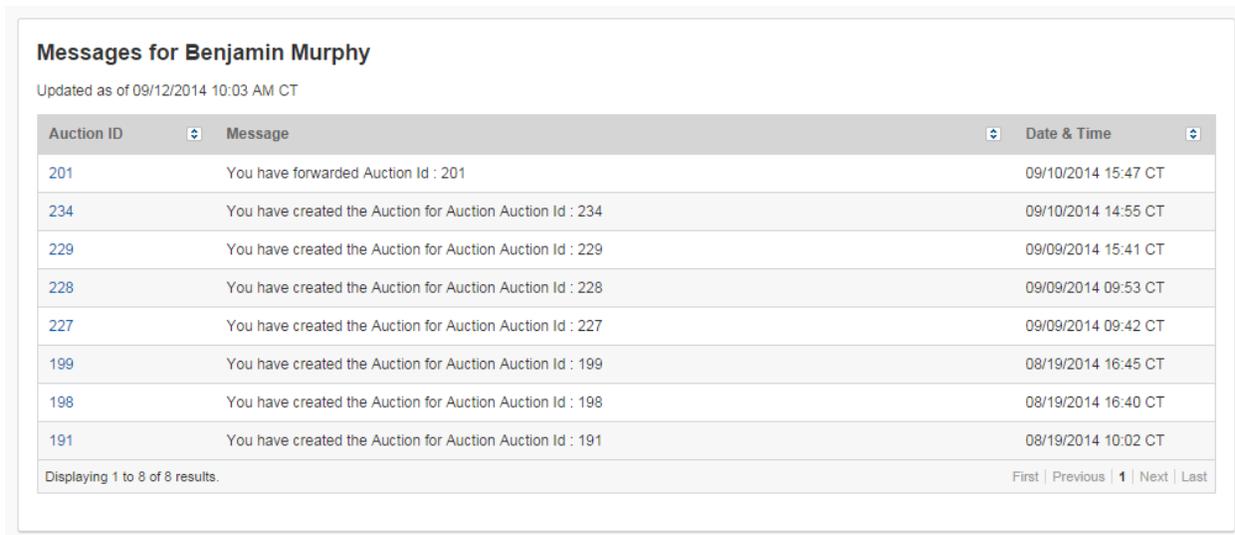
11 Messages

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

To view Buyer messages:

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

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



Messages for Benjamin Murphy
Updated as of 09/12/2014 10:03 AM CT

Auction ID	Message	Date & Time
201	You have forwarded Auction Id : 201	09/10/2014 15:47 CT
234	You have created the Auction for Auction Auction Id : 234	09/10/2014 14:55 CT
229	You have created the Auction for Auction Auction Id : 229	09/09/2014 15:41 CT
228	You have created the Auction for Auction Auction Id : 228	09/09/2014 09:53 CT
227	You have created the Auction for Auction Auction Id : 227	09/09/2014 09:42 CT
199	You have created the Auction for Auction Auction Id : 199	08/19/2014 16:45 CT
198	You have created the Auction for Auction Auction Id : 198	08/19/2014 16:40 CT
191	You have created the Auction for Auction Auction Id : 191	08/19/2014 10:02 CT

Displaying 1 to 8 of 8 results. First | Previous | 1 | Next | Last

Figure 11-1 Messages

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**.

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

Dell Laptops

549 Vendors Notified

Auction ID: 3724

Schedule: 70 SIN:132 50 Training Courses - SUBJECT TO COOPERATIVE PURCHASING

Award Type: Single Award

Agency: Department of Homeland Security

Bureau: Office of the Under Secretary for Scienc

Buyer: TESTING01 TESTL

Email: mahaan.aruvnahally@gsa.gov

Phone: 7037037036

Start Time: 05/02/2016 08:18 AM Central Time Zone

Close Time: 05/30/2016 07:00 AM Central Time Zone

Time Remaining: **4 Days, 10 Hours, 52 Minutes**

Description

Testing for bidding matrix.

Buyer Attachments

- None

Bid Tab | Line Items | Vendor Attachments (2) | Q&A () | Amendment | Bid History

Vendor	Date Received	Total Quote	Quote Status	Quote Valid For	Vendor Attachments
MICHAEL BAKER JR., INC.	05/02/2016	\$500.00	Active	010	No

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

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 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.

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

Dell Monitors

Auction ID: 3091

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

Alternate ID: ID 4567

Award Type: Multiple Award [?](#)

Apparent Low Bid (Total Price): \$86,700.00

Bidders: 2

Quantity: 300

Unit: EA

Shipping Address: 2100 Crystal City Arlington, VA 20165

Start Time: 02/17/2016 02:57 PM Central Time Zone

Close Time: 02/29/2016 05:00 PM Central Time Zone

Time Remaining: **11 Days, 7 Hours, 16 Minutes**

Description
Bidding Details
Bid History

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

Product Description: Dell UltraSharp 24 Monitor

Part Number: U2414H

Manufacturer: Dell

Brand Name Required

Delivery Terms: 30 days after receipt of order (products).

Buyer

GENERAL SERVICES ADMINISTRATION
 FEDERAL ACQUISITION SERVICES
 BUYER1 1
 hassan.harris@gsa.gov
 0000000000

Figure 11-3 Line Item Details

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.

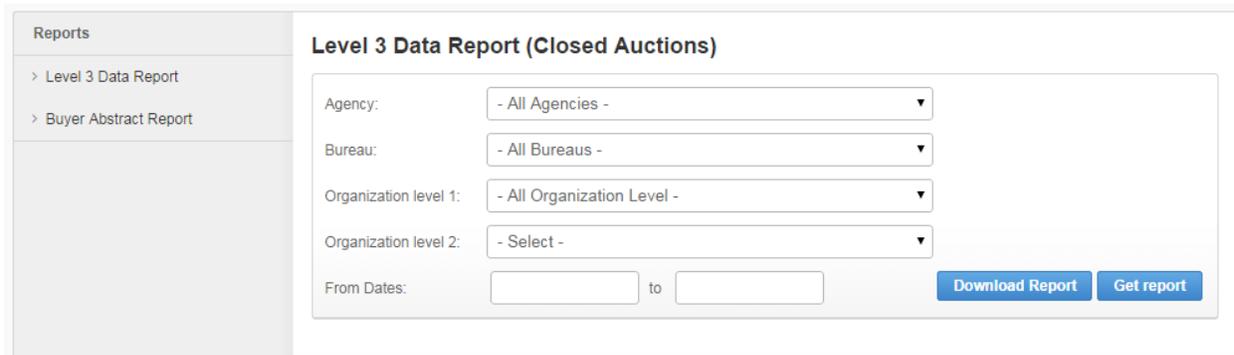


Figure 12-1 Level 3 Data Report

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.

Reports

- > Level 3 Data Report
- > Buyer Abstract Report

Level 3 Data Report (Closed Auctions)

Total records found: 12

Agency:
 Bureau:
 Organization level 1:
 Organization level 2:
 From Dates: to

Auction ID	Alternate ID	Line Item Number	Award Type	Award Date	Number of Invitees	Number of Invitations
870		001	Multiple	1/24/2014	8	2
842	T-M1	001	Multiple	1/08/2014	2	2
733	MICC	001	Multiple	1/31/2014	440	1
733	MICC	002	Multiple	1/31/2014	311	1
922	Test	001	Single	2/06/2014	16	2
922	Test	002	Single	2/06/2014	16	2
922	Test	003	Single	2/06/2014	11	2

Figure 12-2 Data Report

12.2 Buyer Abstract Report

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

To view Buyer Abstract Reports:

1. Log into Reverse Auctions as a Buyer, and click **Reports** on the menu bar at the top of the screen.
The 'Level 3 Data Report screen, shown in Figure 12-1, will be displayed.
2. Select the **Buyer Abstract Reports** selection under Reports.
The 'Level 3 Buyer Abstract Report screen, shown in Figure 12-3, will be displayed.

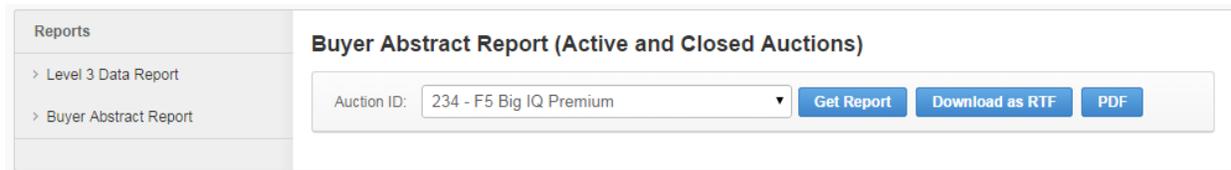


Figure 12-3 Abstract Report – Search

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.

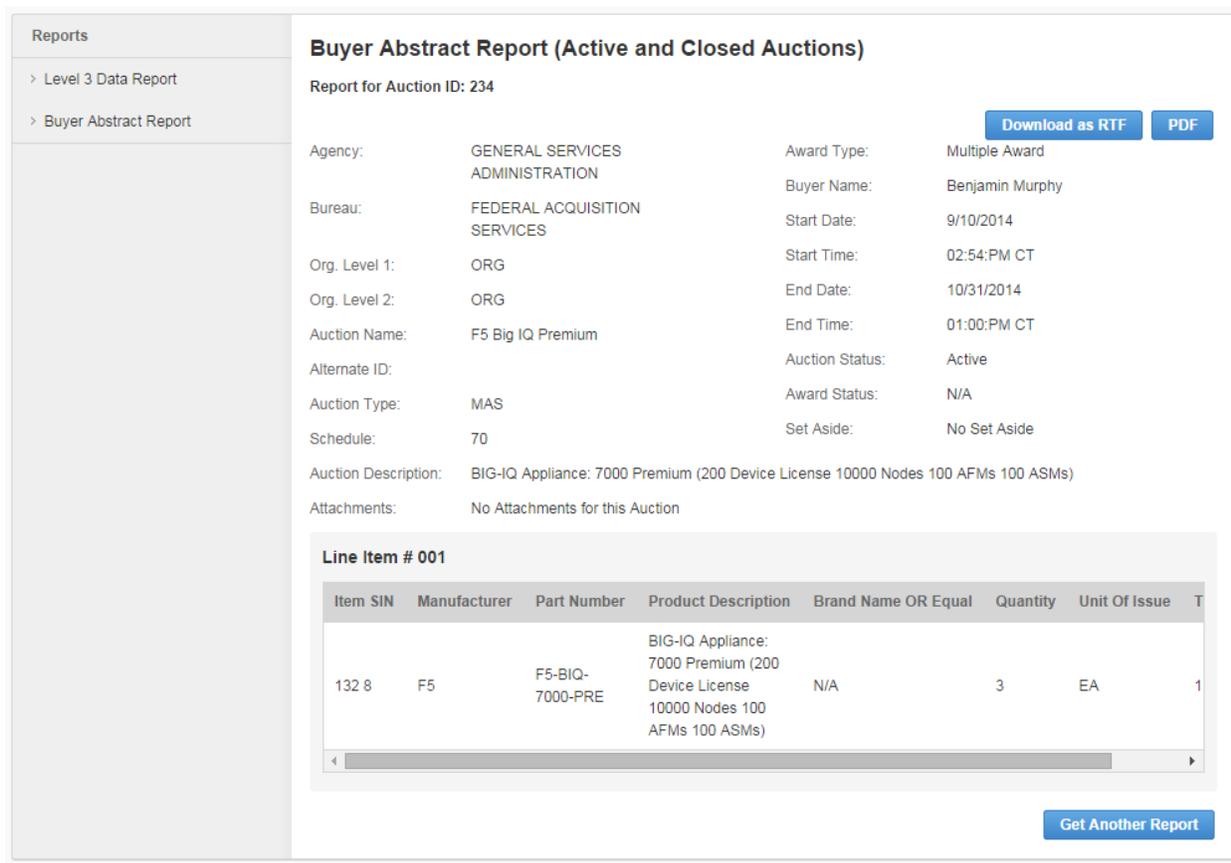


Figure 12-4 Buyer Abstract Report

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.