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1 Introduction

1.1 GSA Reverse Auctions

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

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

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

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

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

NOTE: OPEN MARKET - Vendors

GSA will collect a OM fee on all Platform Open Market acquisitions. GSA will collect the OM fee per line item to be remitted by the Vendors to GSA. On the Platform, the bid price offered by the Vendor and viewed by the Buyer is inclusive of the OM fee. When a Vendor places a bid in the Platform then the Platform will automatically calculate the OM fee based off the Vendor’s unit price and will display to the Vendor the total OM fee for the line item based off the line item quantity. Competing bids in an auction will be determined to be higher or lower relative to each bid based on the total bid amount which is inclusive of the OM fee; thus Vendors acknowledge that the Vendor is required to account for this in any Vendor bidding strategy.

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

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

1.2 Current Schedules and BPAs available

1.2.1 GSA Multiple Award Schedule Blanket Purchase Agreements

FSSIPRNTSVCS - FSSI Print Management – Managed Print Services.
FSSIPRNTASSESS - FSSI Print Management – Fleet Assessment.
FSSIPRNTDEVICE - FSSI Print Management – Device Plus and Customizable Solutions.
JANSAN CAT 1 - Cleaning Compounds and Related Dispensers.
JANSAN CAT 2 - Non-Motorized Floor Cleaning Equipment and Trash Receptacles.
JANSAN CAT 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

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

OS3 – Third Generation FSSI Office Supply Solution

1.2.5 Other Agency
Computer Hardware, Enterprise Software and Solutions (CHESS) – Army Desktop and Mobile Computing-2 (ADMC-2)
DHS Medical Supplies – DHS Medical Supplies – Category 1 General Supplies
DHS Medical Supplies – DHS Medical Supplies – Category 2 AED/Heart Monitors
DHS Medical Supplies – DHS Medical Supplies – Category 3 Kits

2 Support and System Information

2.1 Questions
For general questions about Reverse Auctions, you can email us at reverseauctionshelp@gsa.gov or call us at 855-372-1094.
The Reverse Auctions helpdesk is available Monday through Friday from 7:00 am to 6:00 pm, Central Time Zone.

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

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

2.4 **System Availability**

The GSA Reverse Auctions system will be operational:

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

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

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

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

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

3 **Logging in to Reverse Auctions**

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

Vendors desiring to participate in open market auctions (“Open Market vendors”) must first register in the System for Award Management (SAM) (SAM.gov) as a condition of gaining access to the Platform; then Open Market vendors must register with the Platform to be able to participate in open market auctions. A vendor may have more than one user registered.

To log into GSA Reverse Auctions:


   The Reverse Auctions Home Page, shown in Figure 3-1, will be displayed.
2. Click the Vendor Login link.

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

3. Enter your Username and Password and click the Login button.

4. If you forgot your password contact the Vendor Support Center (VSC) at 877-495-4849.
To register as an Open market vendor:

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

![Open Market Vendor Registration](image)

3. Enter vendor information on the screen and click the **Submit** button. An email containing a link will be sent to the email address provided on the registration screen.
4. Complete the registration by clicking the link in the email.
Note: When registering with the Platform, Open Market vendors will be able to and are encouraged to input all of their applicable NAICS codes.

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

Vendors that desire to bid on Open Market auctions must follow this Platform registration process; a vendor’s preexisting eBuy registration is insufficient to participate in Open Market auctions.

4 Vendor Dashboard

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

4.1 Active Auctions: Displays a list of Active Auctions and allows a vendor to access auction details and bidding information, as well as place Bids for Active Auctions.

4.2 Awards: Displays a list of auctions awarded to the logged in Vendor, and provides access to auction details and bidding information.

4.3 Messages: Displays system generated messages regarding bidding as well as system alerts and updates, such as the bidding status of an auction.

To access the Vendor Dashboard:

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

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

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Line Item</th>
<th>Class Code</th>
<th>NAICS Code</th>
<th>Name</th>
<th>Current Bid</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2072</td>
<td>1</td>
<td>13 - Ammunition &amp; explosives</td>
<td>928110 - National Security</td>
<td>explosives department</td>
<td>$540,000.00</td>
<td>04/24/2015 09:23 AM, CT</td>
</tr>
<tr>
<td>2074</td>
<td>1</td>
<td>29 - Vehicle equipment components</td>
<td>653210 - Truck, Utility Trailer, and RV (Recreational Vehicle) Rental and Leasing</td>
<td>Vehicles</td>
<td>$3,750,000.00</td>
<td>06/17/2015 09:20 AM, CT</td>
</tr>
<tr>
<td>2075</td>
<td>1</td>
<td>75 - Office supplies and devices</td>
<td>334110 - Electronic Computer Manufacturing</td>
<td>IT Department</td>
<td>$250,000.00</td>
<td>07/23/2015 09:00 AM, CT</td>
</tr>
<tr>
<td>2078</td>
<td>1</td>
<td>10 - Weapons</td>
<td>111120 - Aired (except Soybean) Farming</td>
<td>2078 - line 11</td>
<td>$10,000.00</td>
<td>06/20/2015 09:00 AM, CT</td>
</tr>
<tr>
<td>2078</td>
<td>2</td>
<td>10 - Weapons</td>
<td>111120 - Aired (except Soybean) Farming</td>
<td>2078 - line 2</td>
<td>$78,750.00</td>
<td>06/20/2015 09:00 AM, CT</td>
</tr>
</tbody>
</table>

**Figure 4-2 Open Market Vendor Dashboard**

### 4.1 Active Auctions

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

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

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

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

Note: Bid amounts on the Line Item(s) are only visible to vendors who have placed a bid.
Figure 4-4 Auction Details
4.2 Awards

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

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Line Item</th>
<th>Type</th>
<th>Name</th>
<th>Amount</th>
<th>Status</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>1</td>
<td>MAS</td>
<td>Laptop Computers</td>
<td>$109,000.00</td>
<td>Pending</td>
<td>10/27/2014</td>
</tr>
<tr>
<td>154</td>
<td>1</td>
<td>MAS</td>
<td>Laptops</td>
<td>$120,000.00</td>
<td>Pending</td>
<td>12/18/2014</td>
</tr>
<tr>
<td>154</td>
<td>2</td>
<td>MAS</td>
<td>Maintenance</td>
<td>$15,000.00</td>
<td>Pending</td>
<td>12/18/2014</td>
</tr>
</tbody>
</table>

To view Auction and Bidding details:

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

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

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

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

   For more information on these options, see Section 6 – My Awards.
Figure 4-6 Auction and Line Item Details
4.3 Messages

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

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Line Item</th>
<th>Description</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>1</td>
<td>You are invited to participate in the auction for - 22 Inch Monitor</td>
<td>1/23/2014 06:22 AM CT</td>
</tr>
<tr>
<td>201</td>
<td>0</td>
<td>Question sent to buyer - Can I submit a substitute item then what is being requested</td>
<td>1/23/2014 06:09 AM CT</td>
</tr>
<tr>
<td>201</td>
<td>1</td>
<td>You are invited to participate in the auction for - LATITUDE E6430</td>
<td>1/23/2014 06:02 AM CT</td>
</tr>
<tr>
<td>200</td>
<td>1</td>
<td>You are invited to participate in the auction for - LATITUDE E6430</td>
<td>1/22/2014 02:54 PM CT</td>
</tr>
<tr>
<td>04</td>
<td>1</td>
<td>You have been awarded - Dell Latitude E6540</td>
<td>1/16/2014 03:20 AM CT</td>
</tr>
</tbody>
</table>

Displaying 1 to 5 of 10 results.

More Messages

![Figure 4-7 Messages](image)

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

1. Click one of the Auction ID links.

   The Auction Details screen, shown in Figure 4-8, will display auction details and a list of line items, and will allow you to view Line Item details and place a bid for an active auction. The Auction Details screen will also allow you to do the following:
   - Ask the Buyer a question by typing a question in the text box and clicking the Ask Question button.
   - View auction amendments by selecting the Amendments tab.
   - View Questions and Answers related to the Auction by selecting the Q&A tab.
   - View attachments for the auction by selecting the My Attachments tab. You can add a new attachment to the auction by clicking the Add Attachments button.
   - View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only visible to vendors who have placed a bid.
**Test 2**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction ID</td>
<td>Test 2</td>
</tr>
<tr>
<td>Schedule</td>
<td>70 SIN 132 8 Purchase of New Equipment - SUBJECT TO COOPERATIVE PURCHASING</td>
</tr>
<tr>
<td>Award Type</td>
<td>Single Award</td>
</tr>
<tr>
<td>Agency</td>
<td>GENERAL SERVICES ADMINISTRATION</td>
</tr>
<tr>
<td>Bureau</td>
<td>FEDERAL ACQUISITION SERVICES</td>
</tr>
<tr>
<td>Buyer</td>
<td>STEPHEN GIBSON</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:stephen.gibson@gsa.gov">stephen.gibson@gsa.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>7037370305</td>
</tr>
<tr>
<td>Start Time</td>
<td>09/01/2016 08:00 AM Central Time Zone</td>
</tr>
<tr>
<td>Close Time</td>
<td>09/30/2016 05:28 PM Central Time Zone</td>
</tr>
<tr>
<td>Time Remaining</td>
<td>20 Days, 2 Hours, 42 Minutes</td>
</tr>
</tbody>
</table>

**Buyer Attachments**

- Notes

**Bid Tab**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D01</td>
<td>100</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>D02</td>
<td>120</td>
<td>Carrying Case for Samsung S7 - water proof</td>
</tr>
</tbody>
</table>

**Vendor Comments**

Figure 4-8 Auction and Line Item Details
2. To access Line Item details, click the download button. The Line Item details for the auction will be listed in the spread sheet downloaded.

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

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

5 Auctions

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

5.1 Active Auctions

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

**To view Auction details and submit bids for Active Auctions:**

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

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

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

<table>
<thead>
<tr>
<th>Auction ID</th>
<th>Agency</th>
<th>Schedule</th>
<th>Type</th>
<th>Name</th>
<th>Status</th>
<th>Close Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>339</td>
<td>47 - General Services Administration</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>Computers Notebooks</td>
<td>Active</td>
<td>12/15/2014 05:00 PM CT</td>
</tr>
<tr>
<td>343</td>
<td>47 - General Services Administration</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>Computer Equipment</td>
<td>Active</td>
<td>12/01/2014 01:00 PM CT</td>
</tr>
<tr>
<td>346</td>
<td>36 - Department of Veterans Affairs</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>MEDICAL SUPPLIES (Amended)</td>
<td>Active</td>
<td>12/16/2014 12:00 PM CT</td>
</tr>
<tr>
<td>362</td>
<td>47 - General Services Administration</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>Developer Laptops (Amended)</td>
<td>Active</td>
<td>01/09/2015 04:00 PM CT</td>
</tr>
<tr>
<td>365</td>
<td>047 - General Services Administration</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>computer equipment (Amended)</td>
<td>Active</td>
<td>12/19/2014 06:00 PM CT</td>
</tr>
<tr>
<td>367</td>
<td>47 - General Services Administration</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>Laptops and Docking stations (Amended)</td>
<td>Active</td>
<td>01/09/2015 06:00 PM CT</td>
</tr>
<tr>
<td>279</td>
<td>47 - General Services Administration</td>
<td>70</td>
<td>MAS (GS-35F-0033N)</td>
<td>Tommy's Test (Amended)</td>
<td>Active</td>
<td>12/23/2014 12:00 PM CT</td>
</tr>
</tbody>
</table>

Figure 5-1 Active Auctions
2. To review an auction or place a bid for an active auction, click one of the Name or Auction ID links for the Auction.

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

- Ask the Buyer a question by typing a question in the text box and clicking the Ask Question button.
- View buyer attachments by clicking the attachment hyperlink under the Buyer Attachments section heading.
- View auction amendments by selecting the Amendments tab.
- View Questions and Answers related to the Auction by selecting the Q&A tab.
- View vendor submitted attachments for the auction by selecting the My Attachments tab. You can add a new attachment to the auction by clicking the Add Attachments button.
- View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only viewable to vendors who have placed an initial bid.
- Place bids on some or all of the line items. For single award auctions vendors will be required to place a bid on all Line Items.
**Figure 5-3 Auction Details and Place Bids**

![Auction Details and Place Bids](image)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Unit Total</th>
<th>Unit Proxy</th>
<th>Proxy Total</th>
<th>Contract Price</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>cell phone</td>
<td>100</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Casing Case</td>
<td>120</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Comments**

```plaintext

```

255 characters remaining.

---

**Warning:** Views in this screen are subject to change and are not definitive information. The screen images are not intended for use in preparing legal documents.

---

**Submit a Question to Buyer?**

255 characters remaining.

---

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

---

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

---

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

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**Quick Links**

- GSA Advantage
- GSA eBuy
- PART Search
- GSA Aquotes
- GSA Library
- GSA faxOn
5.1.1 Placing a Bid

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

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

- Flat Bids: A flat bid is a bid placed by the Vendor that the Vendor is willing to sell a product for. A flat bid can be placed at or below the MAXIMUM bid (apparent low bid minus the decrement), which would allow for the vendor to also submit a proxy bid; or a flat bid can be placed at a HIGHER price than the APPARENT LOW bid, which would preclude the vendor from submitting a proxy bid. Flat bids in the range higher than the Maximum (apparent low bid minus the decrement) but lower than or equal to the Apparent Low are permitted. Flat bids placed above the Maximum bid (apparent low bid minus the decrement) can still be considered by the buyer for award.

- Proxy Bids: A proxy bid is the lowest amount that a vendor is willing to bid. The reverse auction system will bid automatically on behalf of the vendor until this price is reached. Proxy bids are optional and can only be placed in conjunction with a flat bid.

- No Bid: A vendor may elect to not place a bid for a particular auction by selecting the No Bid/Opt Out button. Vendors can also provide a statement to the buyer why they elected to no bid. Note: if a vendor has an active bid on an auction they will not be able to place a no bid. If a vendor places a no bid on an auction they can place a bid at a later time if they choose to.

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

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

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

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

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

1. Click the Auction Id from the dashboard. (Shown in Figure 5-4.)

   The Auction details screen, shown in Figure 5-4, will be displayed.
Figure 5-4 Place Your Bid
2. Enter the **Part Number** that is being bid. The Part Number field is limited to 20 characters.

3. Enter the **Manufacturer** for the part being bid. The Manufacturer field is limited to 20 characters.

4. Enter your flat bid in unit price in the **Flat Bid** field.

5. Enter an optional **Proxy Bid** in unit price if you would like the system to bid on your behalf.

6. Enter your contract Unit price in the **Contract Unit Price** field.

   Enter your flat bid in unit price in the **Flat Bid** field.

7. Enter the number of days that the bid will be good for, and then click the **Place Bid** button.

8. Enter your comments for the bid.

9. Click the ‘Place Bid’ button.

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

---

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

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

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

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

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

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

The Government encourages competitive bidding but cautions Sellers not to allow intense bidding to cause the Seller to offer a bid at an unrealistic price (e.g., a price which might force a Seller to fail to deliver on the contract which could result in a termination for default or other adverse consequences to the Seller). Offerors should carefully evaluate their cost structure prior to participating in any auction.
5.1.2 Placing a No Bid / Opt Out

To place a No Bid for the Line Item:

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

![Figure 5-5 Confirm Your No Bid](image)

5.1.3 Adding an Attachment

To add an attachment to the Auction:

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

A list of Attachments already attached to the line item will be displayed and the Add Attachment button, shown in Figure 5-6, will be displayed.
Warning: In order to view the most up-to-date information, please click on the refresh button.

Laptops and Docking stations

Figure 5-6 Add Attachment

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

The Select Attachment screen, shown in Figure 5-7, will be displayed.
3. Click the **Upload Attachment** button and browse to your document, and then click **Open** to attach your document. Note: attachments cannot exceed 20 MB in size and 50 characters in filename length.

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

### 5.2 Closed Auctions

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

**To view a list of Closed Auctions:**

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

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

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

- View auction amendments by selecting the Amendments tab.
- View Questions and Answers related to the Auction by selecting the Q&A tab.
- View attachments for the auction by selecting the My Attachments tab.
- View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only visible to vendors who have placed a bid.
  - **View the bidding history for the Line Items by selecting the Bid History tab.**
  - **Place bids on some or all Line Items.**
**Figure 5-9 Auction Details**

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

Auctions may be amended by buyers while the auction is in active or preview status. When a buyer performs an amendment to an auction, line item or attachment, email notifications regarding the amendment are sent to all of the vendors selected by the buyer to participate in the auction. When a buyer amends an auction, line items, or attachments, the amendment may result in the cancellation of all vendor bids on that line item. Vendors will be notified via email and a system message that their bids were canceled due to an amendment. A table listing the amendable fields and if the amendment will result in vendor bid cancellation is shown below.

Auction Amendments

<table>
<thead>
<tr>
<th>Field</th>
<th>Vendor Bids Canceled?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Name</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Award Type</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Alternate ID</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>End Date and Time</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Vendor Q&amp;A End Date and Time</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Optional, Buyer Selected</td>
<td>Buyer determines if change to description will impact vendor pricing and can elect to cancel all vendor bids.</td>
</tr>
</tbody>
</table>

Line Item and Attachment Amendments

<table>
<thead>
<tr>
<th>Field</th>
<th>Vendor Bids Canceled?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product/Service Name</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Brand Name / Brand Name or Equal</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Part Number</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Product Description</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Qty</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Unit of Measurement</td>
<td>Yes</td>
<td></td>
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<tr>
<td>---------------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Delivery Method</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>IGE</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Bid Decrement</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>UNSPSC Code</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>FSC</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Funding Code</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Shipping Address</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td>Optional, Buyer Selected</td>
<td>Buyer determines if change to attachments will impact vendor pricing and can elect to cancel all vendor bids.</td>
</tr>
</tbody>
</table>

### 5.3.1 View Amendments

There are multiple ways to view auction amendments:

1. Click the (Amended) hyperlink on the auction description page, or Click the Amendments tab on the auction description page.

2. After clicking (Amended) hyperlink or selection the amendment ID from the Amendment tab, you will be presented with the Amendment History page shown in Figure 5-10 Amendment History.
3. You can now compare old values and amended values for the auction.

4. To view line item amendments, click the View History button in the Amended Line Items area.

5. You will be presented with the amendments made for that line item as shown in Figure 5-11 Line Item Amendment History.
5.3.2 Amendment Notifications

Vendors will receive the following email notifications regarding auction amendments:

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

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

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

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

To view a list of Awards:

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

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

   ![Figure 6-1 Auctions Awarded]

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

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

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

   Note: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.
Figure 6-2 Auction and Line Item Details
7 Bids

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

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

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

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

   ![Figure 7-1 Active Bids](image)

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

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

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

   **Note**: Bid amounts on the Line Item Details screen are only visible to vendors who have placed a bid.
3. **Click the Place Bid button in order to place a new bid for the auction.**
8 Preferences

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

To opt-out of receiving email notifications:

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

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

   ![Figure 8-1 Opt Out of Email Notifications](image)

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

9 Messages

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

To view Vendor messages:

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

   The Messages screen, shown in Figure 9-1, will display a list of Vendor messages.
2. To display Auction Details for the auction associated with a message, click an Auction ID link next to the related message.

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

- Ask the Buyer a question by typing a question in the text box and clicking the Ask Question button.
- View buyer attachments by clicking the attachment hyperlink under the Buyer Attachments section heading.
- View auction amendments by selecting the Amendments tab.
- View Questions and Answers related to the Auction by selecting the Q&A tab.
- View attachments for the auction by selecting the My Attachments tab. You can add a new attachment to the auction by clicking the Add Attachments button.
- View bid amounts for all line items by selecting the Bid History tab. Bid amounts are only visible to vendors who have placed a bid.
- Place bids.
Figure 9-2 Auction Summary

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