

www.ebuy.gsa.gov

This basic tutorial will take buyers step by step through the RFQ process. The tutorial will also point out many of the exciting features GSA e-Buy has to offer.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key.

GSA's latest e-Business innovation, *e-Buy*, allows you to find sources, and prepare RFQs, online,

Federal buyers can use *e-Buy* to obtain quotes for services, large quantity purchases, big ticket items, and purchases with complex requirements.

In order to access e-Buy, a buyer must have a valid *GSA Advantage!* User ID and Password.

To login, the buyer must enter their *GSA Advantage!* User ID and Password and click "Login".

[What are the Benefits of e-Buy?](#)

ward Schedule

Buyers	Contractors
Please enter your GSA Advantage! membership User ID and Password.	Please enter your Contract number and Password as provided by the Vendor Support Center.
User ID <input type="text" value="sawheet"/>	Contract Number <input type="text"/>
Password <input type="password" value="••••••••"/>	(Example: G899F9999F or V123P1234A)
<input type="button" value="Login"/>	Password <input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Login"/>

[Register for a User ID and Password](#)

[I Forgot my User ID and/or Password.](#)

To register for a User ID and Password, click here.

Click here if you forgot your User ID and Password.

Upon successful login, the buyer's e-Buy home page will be displayed.

Monday, July 19, 2004

Welcome

Sarah Wheet

Messages

No messages at this time

RFQ Finder

Quickly retrieve an RFQ or retrieve an RFQ forwarded to you by another user.

RFQ



(enter only the number, i.e. 1298)

Buyers

On the left is the message center which alerts buyers of recent activity concerning their RFQs.

requirements. To do this, simply enter keywords which describe what you are looking for in the "Search" box. When entering keywords, use broad general terms. The search results will provide the categories which meet your search criteria. The category you select will determine which vendors will be notified of your RFQ. For a complete listing of schedule categories, click on "View Federal Supply Schedule Listing".

Search:



[View Federal Supply Schedule Listing](#)

To begin the first step of the RFQ process, a buyer will need to assign a category and select contractors. To do this, enter keywords into the search box, now located on the buyer's home page, which describes the products or services intended for purchase, and click "Go". For this example, the keywords "Advertising Services" has been entered.

e-Buy will display a list of all Schedules and SINs, which contain the keywords entered into the search box. Review each of the SIN descriptions, and try to determine which one most closely matches the requirements.

Search Criteria: **Advertising Services**

[View Federal Supply Schedule Listing](#)

Instructions: Be
category, you will
multiple categories

To view the sellers under Advertising Services, click the "Category" 541 1 link.

in selecting the
may select

Schedule	Description								
541	ADVERTISING & INTEGRATED MARKETING SOLUTIONS (AIMS)								
	<table border="1"> <thead> <tr> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>541 1</td> <td>Advertising Services - Services provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns. Services include, but are not limited to the following components: Advertising objective determination Message decision/creation Media selection Outdoor marketing and media services Broadcast media (Radio, TV and Public Service Announcements) Direct mail services Media planning Media placement services Advertising evaluation Related activities to advertising services</td> </tr> <tr> <td>541 5</td> <td>Integrated Marketing Services - This SIN will be used to offer a complete solution that integrates various services found under the other SINs. Services required under this SIN may include the creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. These comprehensive solutions include services available separately under: 541-1 Advertising, 541-2 Public Relations, 541-3 Web Based Marketing, and 541-4 Specialized Marketing. Contractors must have the capabilities to provide services identified within all Special Item Numbers. NOTE: SIN 541-5 may not be used to fulfill individual requirements that are covered separately by other SINs in this schedule. SIN 541-5 may only be used to fulfill comprehensive agency requirements that span multiple service offerings from the schedule.</td> </tr> <tr> <td>541 99</td> <td>Introduction of New Services - Services under this SIN may include a new or improved marketing, advertising, or PR service that has the potential to provide a more economical or efficient means for Federal Agencies to accomplish their mission within the general scope of the Schedule.</td> </tr> </tbody> </table>	Category	Description	541 1	Advertising Services - Services provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns. Services include, but are not limited to the following components: Advertising objective determination Message decision/creation Media selection Outdoor marketing and media services Broadcast media (Radio, TV and Public Service Announcements) Direct mail services Media planning Media placement services Advertising evaluation Related activities to advertising services	541 5	Integrated Marketing Services - This SIN will be used to offer a complete solution that integrates various services found under the other SINs. Services required under this SIN may include the creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. These comprehensive solutions include services available separately under: 541-1 Advertising , 541-2 Public Relations, 541-3 Web Based Marketing, and 541-4 Specialized Marketing. Contractors must have the capabilities to provide services identified within all Special Item Numbers. NOTE: SIN 541-5 may not be used to fulfill individual requirements that are covered separately by other SINs in this schedule. SIN 541-5 may only be used to fulfill comprehensive agency requirements that span multiple service offerings from the schedule.	541 99	Introduction of New Services - Services under this SIN may include a new or improved marketing, advertising , or PR service that has the potential to provide a more economical or efficient means for Federal Agencies to accomplish their mission within the general scope of the Schedule.
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71 III	SPECIAL USE FURNITURE - Preschool and Classroom, Auditorium and Theater Seating; Library-Wood, Metal or Plastic Furniture; Storage Cabinets for Forms and Flammable Liquids Card-Size Filing Cabinets; Mail Sorting and Distribution Bins, Racks and Carts; Light-Duty Small Parts Cabinets; and Plastic Storage Bins; Hospital Patient Room Furniture; Cafeteria and Food Service; Drafting Stools, Clothing Lockers and Locker Benches; Workbenches, Worktables and High - Density Storage Cabinets and Enclosure Systems for Modular Electronic Equipment								
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This page displays the sellers who have contracts under the SIN category selected and have their items listed on GSA Advantage!

Step 1. Assign Category & Select Vendors

Instructions: Here are the vendors who currently have contracts under the Category you selected. Please place a "check" next to the vendors whom you would like to quote on your RFQ. You may request a quote from any or all vendors listed. The vendors you select will receive an e-mail notice inviting them to quote on your RFQ. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available).

The buyer may send all sellers in the category an email notification about the RFQ by checking the "Select all vendors" box.

Note: Checking "Select all vendors" may result in a large number of quotes being submitted. Make sure you use discretion when checking this box.

128 contractors are available

Submit

Business to select that apply

Vendor	City, State	Business Type	Text File	Web page
<input checked="" type="checkbox"/> 3D STUDIOS	WHITE PLAINS, NY	Small Business Women Owned business		
<input checked="" type="checkbox"/> ABACUS TECHNOLOGIES				
<input checked="" type="checkbox"/> ACADEMY FOR EDUCATIONAL TECHNOLOGY				
<input checked="" type="checkbox"/> AFFINA CORPORATION				
<input checked="" type="checkbox"/> ALBERT HALAC				
<input type="checkbox"/> ANTEON CORPORATION				
<input type="checkbox"/> APCO WORLDWIDE				
<input type="checkbox"/> ARNOLD & ASSOCIATES				
<input type="checkbox"/> ASPEN SYSTEMS CORPORATION				
<input type="checkbox"/> AUGUST, LANG & COMPANY				
<input type="checkbox"/> AVISAR INCORPORATED	ARLINGTON, VA	Small Business Veteran Owned Small Business		
<input type="checkbox"/> BETAH ASSOCIATES, INC.	BETHESDA, MD	Small Business Women Owned business		

Go!

e-Buy allows buyers to re-sort the seller listing by socio-economic status. If the buyer wishes to view only sellers whom are "Small Business", highlight it, and click "Go". The page will refresh and only "Small Business" concerns will be displayed. Multiple selections can be made by holding down "Ctrl".

Instructions: Here whom you would notice inviting the available). Keep in

Upon completion of market research, it is time to select contractors to notify of the buyers requirements. For this RFQ, five (5) sellers have been chosen to receive an email notification about the RFQ. Click "Submit" to proceed to Step 2.

Another new enhancement allows a buyer to click on the contractor's name and view information about the company such as address, phone number, and point of contact information.

For additional information, buyers can click on this symbol to visit the seller's website.

e-Buy has incorporated the seller text files from GSA Advantage!. These files contain information about the seller's contract including labor rates, services, terms, etc. The text files can be helpful for buyers who are doing market research and looking to procure services.

The screenshot shows the GSA e-Buy interface with a list of vendors. A 'Submit' button is at the top right. Below it, there's a dropdown menu for 'Business types' with 'Small Business' selected. A 'Go!' button is on the right. The vendor list includes '3D STUDIOS', 'AUGUST, LANG & ROSAK, INC.', 'AVISAR INCORPORATED', and 'BETAH ASSOCIATES, INC.'. Each vendor row has a checkbox, a 'Text File' icon, and a 'Web page' icon. Red arrows point from the text boxes to these elements: from the top box to the 'Submit' button, from the second box to the '3D STUDIOS' vendor name, from the third box to the 'Web page' icon, and from the fourth box to the 'Text File' icon.

Vendor	Address	Business Types	Text File	Web page
<input checked="" type="checkbox"/> 3D STUDIOS				
<input type="checkbox"/> AUGUST, LANG & ROSAK, INC.	BETHESDA, MD	Small Business		
<input type="checkbox"/> AVISAR INCORPORATED	ARLINGTON, VA	Small Business Veteran Owned Small Business		
<input type="checkbox"/> BETAH ASSOCIATES, INC.	BETHESDA, MD	Small Business Women Owned business		

In Step 2, the buyer enters specific requirements about the RFQ.

Step 2. RFQ Instructions: proposals, etc. Reminder: In a purchase threshold...

The sellers who were selected to receive email notification can be reviewed by clicking on this number.

Categories Selected: 541 541 1 Add Category

If the buyer's requirements are covered by more than one category or SIN, additional categories can be added to the RFQ by clicking here.

RFQ ID RFQ41870 Reference # [] Check if you are seeking sources or information only. OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.

RFQ Title (ex. Consulting services; Office supplies) Advertising Services

Delivery: [] Deliv [x] Date [] Period If the buyer is only requesting information or seeking sources, this box should be checked. This indicates to the sellers that the buyer is only seeking information.

Line Items (Enter specific line items below) Table with columns: Mfr. Part/Item #, Manufacturer, Product/Service Name, Qty, Unit, Ship Address, Change. Includes 'Add Additional Items' button.

Description (Include a detailed description of services and products required, and any evaluation criteria). Click here for more info on ordering procedures for Services.



Step 2.1
Instruction
proposals,
Reminder:
purchase t

A new reference number input box is located here. This box was designed to assist customers, such as those who are using the FTS ITSS system, to add their tracking number to the RFQ. It may also be used to add an internal agency reference number.

The buyer must enter a title for the RFQ. The title will help both the buyer and seller identify the RFQ.

Delivery terms should be specified in this area.

When the buyer is seeking services, and knows what the period of performance will be, the dates should be specified on this line.

When looking for products, specify the number of days after the receipt of order the seller is expected to deliver the products.

If the requirements are for a service, but the buyer cannot pinpoint the exact period of performance, this option should be selected.

Categories Selected:
541 :541 1

Add Category

RFQ Title (ex. Consulting services; Office supplies)
Advertising Services

Delivery: (specify delivery expected)

Deliver days After Receipt of Order (ARO) (Products)

Date of Award to Date of Completion (Services)

Period of performance: through

If products will be included in the RFQ, information about them should be entered in the line items area.

Line items can be shipped to multiple locations by selecting the "Change" address button.

Additional information that needs to be provided to the sellers can be typed into the description field. Buyers may include information about simple services or indicate that additional documents will be attached for complex services.

If the buyer already has prepared documents such as a statement of work, drawing, spreadsheet, etc., e-Buy allows them to be easily attached to the RFQ.

Deliver
 Date Award
 Period of performance

[Add Additional Items](#)

Description (Include a detailed description of services and products required, and any evaluation criteria). [Click here for more info on ordering procedures for Services.](#)

Please see attached document.

Attached Documents: (You may attach a Statement of Work or additional documentation as needed)

[Attach Documents](#)

Shipping Address

(1) GSA
Federal Supply Service
1941 Jefferson Davis Highway
Crystal Mall #4
Arlington, VA 22202

[Edit Shipping Address](#)

[Continue](#)

Add Attachments to RFQ

A document can be attached to the RFQ by clicking on the "Browse" button under Step 1.

Instructions: You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 5MB* in size.

No documents attached

Attach additional documentation:

Step 1 - Select a document for upload

Step 2 - Enter a *new* name for the document

 (optional)

Step 3 - Click to upload the document

[▶ Go Back to RFQ Basic Info](#)

Select the documents from your hard drive and attach them directly to the quote. You may attach as many documents as necessary; however, each document must be less than 5 megabytes in size.

Instructions: You may attach a size.

No documents attached

Attach additional documentat

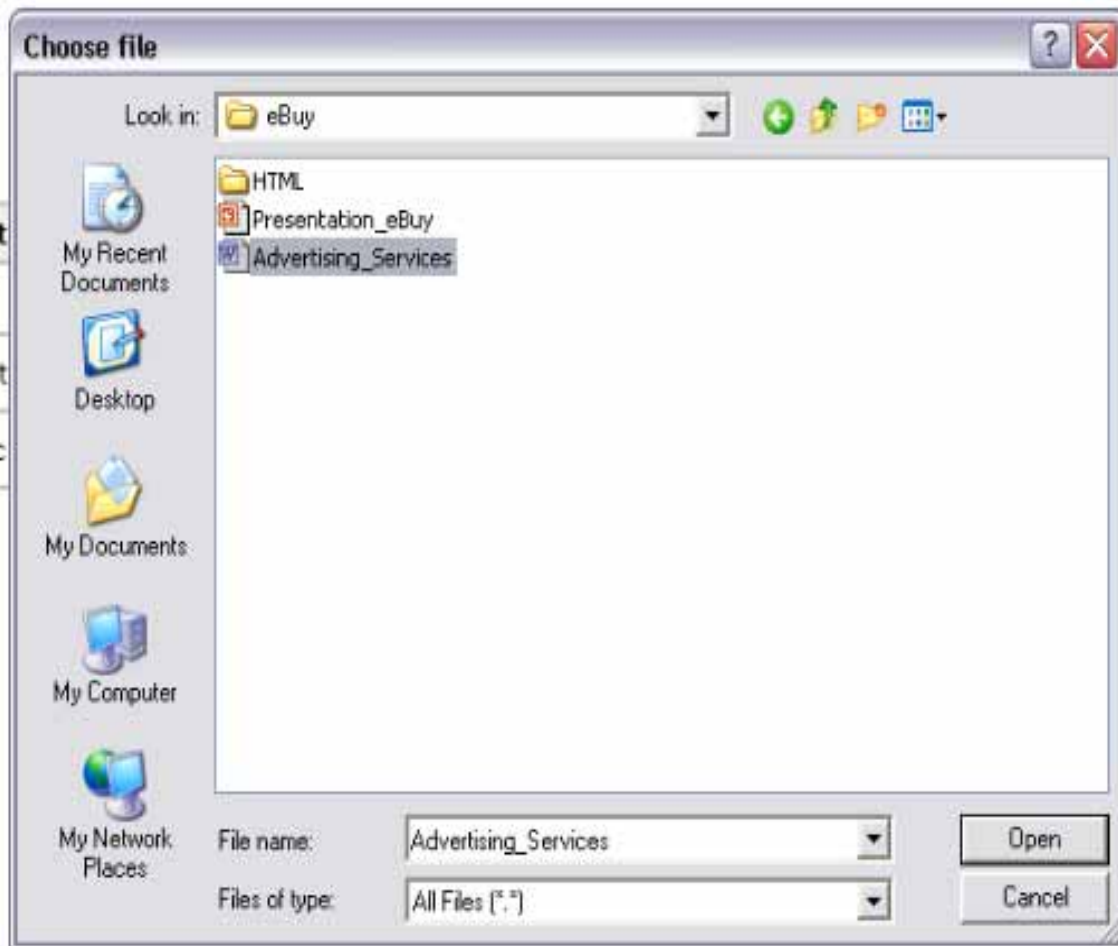
Step 1 - Select a document for

Step 2 - Enter a new name for t

Step 3 - Click to upload the doc

[Go Back to RFQ Basic info](#)

ust be less than 5MB in



Add Attachments to RFQ

After selecting the documents, click
"Upload the File".

Instructions: You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 5MB* in size.

No documents attached

Attach additional documentation:

Step 1 - Select a document for upload

C:\Documents and Sett

Step 2 - Enter a *new* name for the document

(optional)

Step 3 - Click to upload the document

[▶ Go Back to RFQ Basic Info](#)

All documents attached will be listed here. Click on the link to review the file.

Instructions You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 5MB* in size.

Documents Attached to RFQ	Remove
/200407/RFQ41871/Advertising_Services.doc	

A buyer can also remove a document from the RFQ by clicking here.

Attach additional documentation:

Step 1 - Select a document for upload	<input type="text"/> <input type="button" value="Browse..."/>
Step 2 - Enter a new name for the document	<input type="text"/> (optional)
Step 3 - Click to upload the document	<input type="button" value="Upload The File"/>

When finished, click "Go back to the RFQ Basic Info" button.

RFQ ID

Check if you are seeking sources or information only.

Reference #

OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.

RFQ41871

RFQ Title (ex. Consulting services, Office supplies)

Advertising Services

Delivery: (specify delivery expected)

- Deliver days After Receipt of Order (ARO) (Products)
- Date of Award to Date of Completion (Services)
- Period of performance: through (Services)

Line Items (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	Change

The buyer can verify the files were successfully uploaded by looking in the "Attached Documents" field.



The buyer's default shipping address should also be verified. This address is taken from the buyer's GSA Advantage! profile. The buyer may make changes by clicking on the "Edit Shipping Address" button.



Describe

Please see attached document.

Attached Documents: (You may attach a Sta

/200407/RFQ41871/Advertising_Services.d

[Attach Documents](#)

Shipping Address

(1) GSA
Federal Supply Service
1941 Jefferson Davis Highway
Crystal Mall #4

After all information has been entered, the buyer will click on the "Continue" button.



[Continue](#)

After selecting a closing date, make sure to review all information you previously entered. If you need to make changes, click on the "Back" button which will return you to the requirements information page.

On the review page, a buyer must specify when the RFQ will close. The minimum requirement for an RFQ to be open is "2 days". Be sure to allow the contractors sufficient time to submit a quote.

RFQ Close Date (RFQs must be open a minimum of 2 days; RFQ will issue when submitted - next screen).
Select the day your RFQ will close: Time: (all times are Eastern)

RFQ ID	Reference #
RFQ41871	
RFQ Description	Delivery

RFQ Description: Adv...
Line Item: Mfr...
Description: Please see attached document.
Attached Documents: /200407/...

Shipping Address:
(1) GSA
Federal S...
1941 Jeff...
Crystal M...
Arlington, VA 22202

A buyer can now specify the RFQs exact closing time in hour increments. The closing times should be based on the eastern time zone.

If the RFQ is not immediately ready to submit, it can be "Saved to Draft". The RFQ will be saved, but will not be issued until it is retrieved and submitted.

When the RFQ is completely finished and ready to be submitted, click the "Submit RFQ" button.



At this point, the RFQ has been submitted and the clock begins to tick. All sellers, whom were selected, will now receive an email notification about the RFQ. In addition, the RFQ will be posted for viewing by all sellers under that specific SIN.

RFQ Summary

Instructions: The RFQ track the progress of

Forward RFQ Modify RFQ Cancel RFQ

5 vendor(s) were notified

The contents of the RFQ can now be forwarded to a coworker. This can be done by clicking on the "Forward RFQ" button. This will be explained in detail later.

RFQ Status Open	Delivery Days From Date of Award to Date of Completion
---------------------------	--


At any time, while the RFQ is "Open", the buyer may modify the contents of the RFQ. This can be done by selecting "Modify RFQ". After completing the modification, all sellers who were selected or who have submitted quotes, will be notified, via email, of the changes.

Attached Documents:
[/200407/RFQ41871/Advertising_Services.doc](#)

Shipping Address
(1) GSA
Federal Supply Service
1941 Jefferson Davis Highway
Crystal Mall #4
Arlington, VA 22202

By clicking on the message board or the "My RFQs" link at the top of the page, the buyer may access the RFQ.

Instructions: Listed below are your active RFQs. To review specific RFQ activity, click on the "RFQ ID".

Sort RFQs by: 

RFQ ID	RFQ Title	Status	Close Date	Responses Received
RFQ41871	Advertising Services	Closed	07/22/2004 05:00:00 PM EDT	4
RFQ12345	Audit Services	Closed	06/01/2004 05:00:00 PM EDT	5
RFQ67890	Guard Services	Open	09/30/2004 05:00:00 PM EDT	

After the RFQ closing date has arrived, e-Buy will send an email message alerting the buyer the RFQ has closed and that it is now time to review the quotes and make an award.

The "My RFQs" page now contains a single line summary of each active RFQ. This new feature will make it faster and easier for you to identify a specific RFQ.

My Active RFQs

My RFQ History

Instructions: Listed below are your active RFQs. To review specific RFQ activity, click on the "RFQ ID".

Sort RFQs by: RFQ ID descending

RFQ ID	RFQ Title	Status	Close Date	Responses Received
RFQ41871	Advertising Services	Closed	07/22/2004 05:00:00 PM EDT	4
RFQ345	Audit Services	Closed	06/01/2004 05:00:00 PM EDT	5
RFQ7890	Guard Services	Open	09/30/2004 05:00:00 PM EDT	

To view the RFQ detail for RFQ41871, simply click on the RFQ ID.

By clicking on this link, all activity for the RFQ will be displayed.

Note: Buyers may review submitted quotes at anytime prior to the RFQ closing; however, they will not be able to make an award until after the RFQ officially closes.

To begin reviewing quotes, click on the "Quote ID" number.

to the quotes, you can move the RFQ from the "Active" by selecting "Re-Issue RFQ".

[FORWARD RFQ](#) | [MOVE TO RFQ HISTORY](#) | [RE-ISSUE RFQ](#)

RFQ ID: [RFQ 41871](#)

Reference #:

RFQ Title: Advertising Services

RFQ Status: [Closed](#)

RFQ Close Date: 07/22/2004 05:00:00 PM EDT

Quote ID	Vendor	Date Recvd	Quote Status	Quote good until	PO
RFQ 41871-ADE	Marketing Inc.	04/15/2004	Pending	12/31/2005	n/a
RFQ 41871-LLP	Advertising Co.	04/18/2004	Pending	10/31/2005	n/a
RFQ 41871-SAA	Sales Company	04/18/2004	Pending	10/31/2005	n/a
RFQ 41871-DOI	MoneyMaker Inc	04/18/2004	No Quote (view reason)	10/31/2005	n/a

Be sure to review the quotes prior to the "Quote Good Until" time established by the seller.

This is the first quote for the buyer to review. The buyer should review all quotes prior to making an award.

Instructions: Please review the quote below. All quotes should be evaluated and a Best Value determination should be made in accordance with FAR 8.404. Make sure to check for attachments.

The seller's contact information is displayed here.

RFQ Status: CLOSED
Quote ID: RFQ41871-ADE
Quote Status: Pending Response
Vendor: Marketing Inc.
Contact: Tim Smith
(555) 555-6789
tsmith@gsa.gov

Reference #:
RFQ Close Date: 07/22/2004 05:00 AM EST
Total Quote Price: \$9000.00
This quote is good until: 12/31/2005 12:00 PM EST
Prompt Pay: 10 Days 1.00%
FOB: Destination

The seller's total quote price, quote good until date, prompt pay, and shipping information is located here.

Line Items (see attachments for details)

Mfr. part No/NSN/	Total Price
	\$0.00

Vendor Comments
Please see attachments.
Vendor Attached Documents
[marketing_quote.doc](#)

The seller has submitted an attached document containing a proposal in response to the buyer's statement of work. The buyer should review all attached documents.

What happens when I click "Award"?
Clicking "Award - Notify Vendor" generates an email to the vendor notifying them of the award, it does not obligate funds. Once awarded, you may generate a purchase order using the e-Buy system or via your own ordering system. If using e-Buy, you will see a new link "Create PO" next to the vendor's quote (at the My RFQs screen). Clicking on this link will start the PO generation process. Currently, payment is by credit card only.

What happens when I click "No Award"?
By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.

Note: Before making an award, the buyer should review all submitted quotes.

Vendor Quote

Instructions: Please review the quote below. All attached documents the vendor may have included

The quote pricing is broken down and totaled at the bottom. The "Total Quote" includes any line items, transportation costs, and pricing included within the attached documents.

RFQ ID: RFQ41871
RFQ Title: Advertising Services
RFQ Status: CLOSED

Quote ID: RFQ41871-ADE

Total Quote Price: \$9000.00

After reviewing all quotes, the buyer has decided to make an award to this seller. The buyer should click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision. Selecting this button does not obligate funds. The buyer may generate a purchase order online using e-Buy or go offline and use their own order and payment system.

Vendor Attached Documents
[marketing_quote.doc](#)

Total Dollar Amount in Attached Documents:	\$9000.00
FOB Transportation Cost:	\$0.00
Total Quote:	\$9000.00



[Award - Notify Vendor](#)

[Do Not Award - Notify Vendor](#)

What happens when I click "Award"?
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What happens when I click "No Award"?
By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.

GSA**e-Buy***...Your RFQ Resource*

Quote Award Confirmation

You have chosen to send an award notification to **Marketing Inc.** Once confirmed, e-Buy will send the award notice via e-mail.

[▶ Back](#)[▶ Confirm Award](#)

Note: You may generate a purchase order using e-Buy or create a purchase order separate from e-Buy using your own internal system.

An award confirmation screen is displayed, allowing the buyer to confirm the award decision.

Additional Notifications

A "No Award" e-mail notice can also be sent to some or all remaining vendors listed below. Please make your selection and click Submit.

- Send "No Award" notices to ALL vendors below
- Do not send any "No Award" notices

Do Not Notify	Quote ID	Vendor
<input type="checkbox"/>	41871-LLP	Advertising Co.
<input type="checkbox"/>	41871-SAA	Sales Company
<input type="checkbox"/>	41871-DOI	MoneyMaker Inc.

After making an award, the buyer can request e-Buy to send "No Award" email notices to the remaining sellers who did not receive an award. The buyer must check the "Send No Award" notices box to initiate the emails.

The "My RFQs" page now reflects the award decision the buyer has just made.

If upon reviewing the quotes, the buyer did not find a contractor who met their requirements, e-Buy now allows you to reissue the RFQ. By clicking on the RFQ link, the buyer will have to repeat Step 1 of selecting contractors, but all of the information added during Step 2 will be retained.

To send the RFQ to another person, click on "Forward RFQ". If you have finished responding to the quotes, you can move the RFQ from the "Active" folder by selecting "Move To RFQ History". If the RFQ has "Closed", you may repost the RFQ by selecting "Re-Issue RFQ".

[FORWARD RFQ](#) | [MOVE TO RFQ HISTORY](#) | [RE-ISSUE RFQ](#)

RFQ ID: [RFQ41871](#)

Reference #:

RFQ Title: Advertising Services

RFQ Status: [Closed](#)

RFQ Close Date: 07/22/2004 05:00:00 PM EDT

If a buyer does not have the authority to make an award, e-Buy provides the buyer the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.

When forwarding an RFQ, for security purposes, you must enter a password.

Instructions: If you wish to email this RFQ to another person, enter a password for the RFQ, email address, and any comments for the recipient. (Please do not include any sensitive information, such as reviewing quotes, etc.)

RFQ Number:

RFQ 971

RFQ Title:

Advertising

RFQ Password:

From:

Tim Smith

Recipient's Email Address:

Comments:

Next, the email address of the person to whom the RFQ will be forwarded should be entered here.

Note: The person who receives the RFQ will have full viewing and editing capabilities.

To access your RFQ History, Click the "My RFQ History" button.



[My RFQ History](#)

Instructions: Listed below are your active RFQs. To review specific RFQ activity, click on the "RFQ ID".

Sort RFQs by: [Go!](#)

RFQ ID	RFQ Title	Status	Close Date	Responses Received
RFQ41871	Advertising Services	Closed	07/22/2004 05:00:00 PM EDT	4
RFQ12345	Audit Services	Closed	06/01/2004 05:00:00 PM EDT	5
RFQ67890	Guard Services	Open	09/30/2004 05:00:00 PM EDT	

Instructions: Listed below are RFQs in your "History" folder. The RFQs will permanently remain here unless you move them to the "Active" folder or manually delete them.

Sort RFQs by: [Go!](#)

RFQ ID	RFQ Title	Status	Close Date	Responses Received
RFQ36461	Audit Services	Closed	04/19/2004 03:50:10 PM EDT	3
RFQ35348	1000 Hon Chairs	Closed	03/24/2004 03:30:50 PM EST	5
RFQ29523	Virtual eLearning Classroom Training and Conferencing	Closed	12/15/2003 09:17:03 AM EST	6

e-Buy has incorporated a "My RFQ History" section. This area will electronically store all information about each of the buyer's RFQs. The information will be stored for seven (7) years.

Thanks for using e-Buy!!!