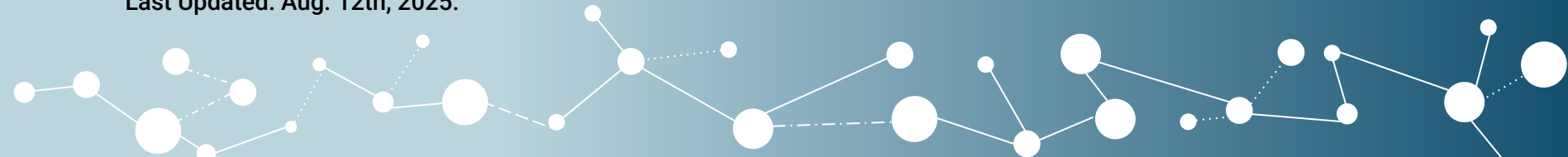




What's new in eBuy?

An in depth look at the changes going live in August 2025

Last Updated: Aug. 12th, 2025.



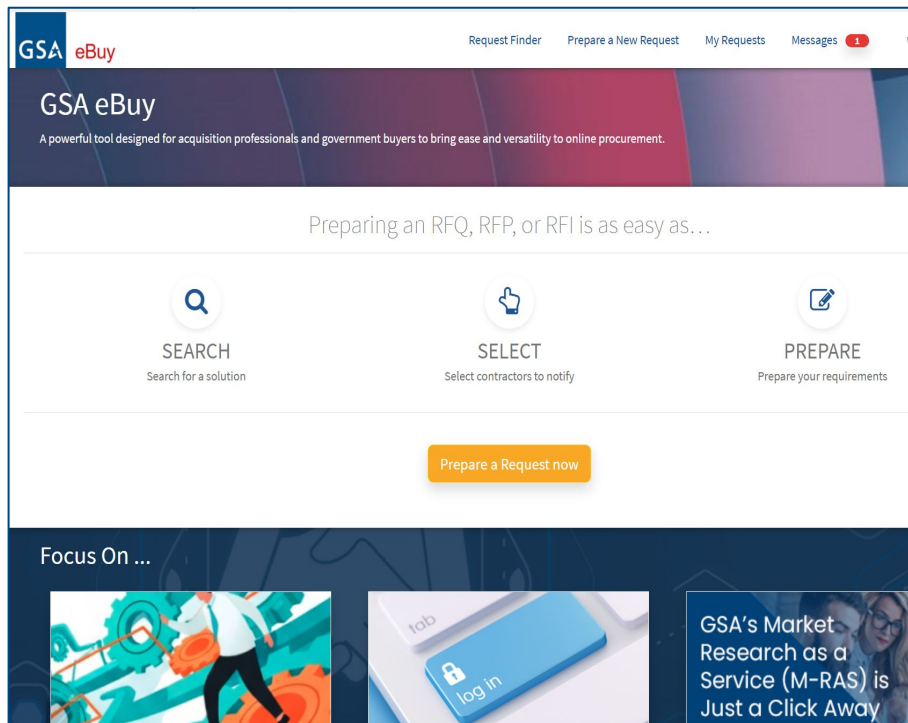
List of Changes:

- New request types and numbering schema
 - Request proposals, quotes, or information
- New fields in “request details”
 - Follow on requirement
 - Historical task order number
 - Previous RFI Information
 - Commerciality
 - Contract Type
 - Award Method
 - Ordering points of contact (POCs)
- Changes to the shipping address
 - Adding Additional Addresses

****Note:** Screens are in draft and subject to change. Functionality deployments are generally after close of business.

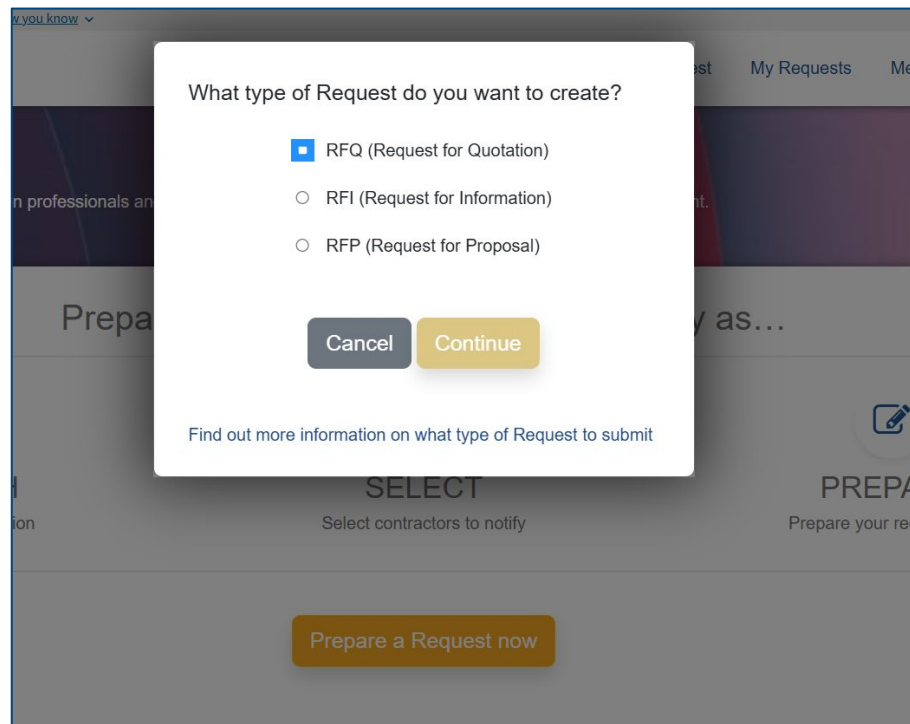
New Request Types and Numbering Scheme

Before:



GSA FAS Office of Strategy and Innovation

After:



New Request Types and Numbering Schema

Instead of just requesting quotes (and sources sought), eBuy will allow buyers to choose between requesting quotes, proposals, and information.

Best of all, the prefix of the request number will provide a clear visible indicator of what request type was chosen!

For example:

Quotes = RFQ#####

Proposals = RFP#####

Information = RFI#####

This enhancement was frequently requested by users.

What type of Request do you want to create?

- ☒ RFQ (Request for Quotation)
- ☐ RFI (Request for Information)
- ☐ RFP (Request for Proposal)

[Find out more information on what type of Request to submit](#)

Cancel **Continue**

SELECT

Select contractors to notify

Request Details Features New Fields:

Before:

Currently preparing Request ID: RFQ256790

[Cancel](#) [Save draft](#) [Submit](#)

My Request Progress

- Categories ✓
- Complementary SINs ⚠
- Request Info ⚠
- Delivery ⚠
- Attachments optional
- Line Items optional
- Shipping Address ✓

Request Info

☐ Seeking Sources or information only

* Request Title Reference # / uPIID

(ex. Consulting services; Office supplies) OPTIONAL - use as needed to assign an internal reference or control number to your Request. This number will appear to sellers.

* 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 include a detailed description

* ☐ I want my Request to close on: (all times are Eastern)

Sat Aug 09 2025 at 4:00 pm

You have chosen to close this Request on a weekend - Saturday (eastern time). This may impact whether you receive quotes/bids. Please verify/change.

Please be aware:

- Request must be open a minimum of 2 calendar days.
- The default is set to 5 calendar days.
- Once a Request is submitted, the Request Close Date cannot be changed to an earlier date.

Delivery

*Please select one of the following options.

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

After:

Currently preparing Request ID: RFP256792

[Cancel](#) [Save draft](#) [Submit](#)

My Request Progress

- Categories ✓
- Complementary SINs ⚠
- Request Info ⚠
- Delivery ⚠
- Attachments optional
- Line Items optional
- Shipping Address ✓

Request Info

* Request Title Reference # / uPIID

(ex. Consulting services; Office supplies) OPTIONAL - use as needed to assign an internal reference or control number to your Request. This number will appear to sellers.

Follow on Requirement
☐ Please check this box if this is a follow-on requirement to a previous task order?

Previous RFI Information
☐ Have you posted an RFI for this requirement?

Historical Task Order Number

PIID from FPDS

Please share the RFI number and the name of the system where it was posted. If available, please add a copy of any relevant RFI(s) to the attachments.

* 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 include a detailed description

* Contract Type ☒ Commercial ☐ Non-Commercial

Select Contract Types

If purchasing from MAS or VA, Commercial is mandatory. When purchasing from MACs and GWACs, all cost type contracts are Non-Commercial.

* ☐ I want my Request to close on: (all times are Eastern)

Sat Aug 09 2025 at 4:00 pm

Ordering Contracting Officer **Ordering Contracting Specialist**

Name Name

Title Title

Agency Agency

Request Details Features New Fields:

eBuy allows buyers to configure more aspects of a request, thanks to the following new fields:

- Follow on requirement
- Historical task order number
- Ordering points of contact (POCs)
- Commerciality
- Contract Type
- Award Method
- Previous RFI
- Contract POCs

Some selections affect or limit subsequent choices. It is recommended that buyers review acquisition training and policy when preparing requests.

GSA FAS Office of Strategy and Innovation

* Request Title

(ex. Consulting services; Office supplies)

Follow on Requirement

☐ Please check this box if this is a follow-on requirement to a previous task order?

Historical Task Order Number

PIID from FPDS

Reference # / uPIID

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

Previous RFI Information

☐ Have you posted an RFI for this requirement?

Please share the RFI number and the name of the system where it was posted. If available, please add a copy of any relevant RFI(s) to the attachments.

* 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 include a detailed description

* Contract Type

Select Contract Types

☒ Commercial ☐ Non-Commercial

If purchasing from MWAS or VA, Commercial is mandatory. When purchasing from MACs and GWACs, all cost type contracts are Non-Commercial.

* I want my Request to close on:

Sat Aug 09 2025

at

4:00

pm

New Fields, Follow On Requirement:

This field allows a user to indicate whether the request being posted is a follow on requirement.

If the user checks the box, then the “Historical Task Order Number” field unlocks, allowing the user to input the number of the previous task order.

These are optional fields, and will be visible to the seller if filled.

The screenshot shows a 'Request Info' form. A green callout box highlights the 'Follow on Requirement' section, which includes a checkbox labeled 'Please check this box if this is a follow-on requirement to a previous task order?' and a text field labeled 'Historical Task Order Number' containing the value 'DHJVHTEST01234'. The form also includes fields for 'Request Title', 'Reference # / uPIID', and 'Previous RFI Information'. A red asterisk is visible at the bottom left of the form.

Request Info

* Request Title
(ex. Consulting services; Office supplies)

Reference # / uPIID
OPTIONAL - use as needed to assign an internal reference or control number to your Request. This number will appear to sellers.

Follow on Requirement
☐ Please check this box if this is a follow-on requirement to a previous task order?

Previous RFI Information
☐ Have you posted an RFI for this requirement?

Follow on Requirement
☒ Please check this box if this is a follow-on requirement to a previous task order?

Historical Task Order Number
DHJVHTEST01234

* Description (Include a detailed description of services and products required)

New Fields, Previous RFI Information:

Users can specify whether or not the request being created was ever associated with a previous request for information (RFI).

If the user opts to check the box, then the subsequent field for the request number becomes mandatory.

“Previous RFI information” is not available when the request being created is an RFI.

This field will be visible to sellers.

The image shows a screenshot of a web form titled "Request Info". The form has two main sections. The top section contains a "Request Title" field with a red asterisk and a "Reference # / uPIID" field. Below the "Request Title" field is a hint: "(ex. Consulting services; Office supplies)". Below the "Reference # / uPIID" field is a hint: "OPTIONAL - use as needed to assign an internal reference or control number to your Request. This number will appear to sellers." The bottom section contains two checkboxes: "Follow on Requirement" and "Have you posted an RFI for this requirement?". The "Have you posted an RFI for this requirement?" checkbox is checked. A green callout box highlights the "Previous RFI Information" section, which contains a checkbox labeled "Have you posted an RFI for this requirement?" (which is checked), a text prompt "Please share the RFI number and the name of the system where it was posted. If available, please add a copy of any relevant RFI(s) to the attachments.", and a text input field containing the value "47QWC025I0164".

Request Info

* Request Title
(ex. Consulting services; Office supplies)

Reference # / uPIID
OPTIONAL - use as needed to assign an internal reference or control number to your Request. This number will appear to sellers.

Follow on Requirement
☐ Please check this box if this is a follow-on requirement to a

Previous RFI Information
☒ Have you posted an RFI for this requirement?

Please share the RFI number and the name of the system where it was posted. If available, please add a copy of any relevant RFI(s) to the attachments.

47QWC025I0164

Required, and any evaluation criteria).

Commercial
Commercial is mandatory. When purchasing
contracts are Non-Commercial.

pm

New Fields, Commerciality:

Users will be able to select whether a request is commercial or non-commercial, subject to the following limitations:

- Requests under MAS or VA will default to commercial, and cannot be changed.
- Requests under MACs or GWACs will depend on the contract type selected in the next field (see next slide).

The screenshot shows a 'Request Info' form with the following fields and callouts:

- Request Title** (marked with a red asterisk) and **Reference # / uPIID**
- Commerciality Selection:** Two radio buttons, ☐ **Commercial** and ☒ **Non-Commercial**. A green callout box highlights this section with the text: "If purchasing from MAS or VA, Commercial is mandatory. When purchasing from MACs and GWACs, all cost type contracts are Non-Commercial."
- PIID from FPDS** (a greyed-out field)
- Description** (marked with a red asterisk): "Include a detailed description of services and products required, and any evaluation criteria." Below this is a text area with the placeholder "Please include a detailed description" and a link: "[Click here for more info on ordering procedures for Services.](#)".
- Contract Type** (marked with a red asterisk): A dropdown menu labeled "Select Contract Types". A green callout box highlights the **Commerciality Selection** radio buttons and the explanatory text, identical to the one above.
- Close Date:** A checkbox labeled "I want my Request to close on:" followed by "(all times are Eastern)". Below this are three fields: a date field set to "Sat Aug 09 2025", a time field set to "4:00", and a time of day field set to "pm".

New Fields, Contract Type:

The contract type selection allows users to specify what type of contract is being considered. The selections available are influenced by previous selections.

- For “commercial” requests, users cannot select “cost” contract types.
- For “non-commercial” requests, at least one contract type selection is required.
- “Undecided” is only selectable for an RFI.
- MAS is limited to FFP, FFP with EPA, T&M, and Labor Hours.

The screenshot shows a web form titled "Request Info". A green callout box highlights the "Contract Type" field, which is a dropdown menu labeled "Select Contract Types". The dropdown is open, showing a list of contract types under three categories: "Fixed-price with award fees", "Cost Reimbursement", and "Time and Materials". The "Cost Reimbursement" section is expanded, showing options like "Cost", "Cost-sharing", "Cost-plus-incentive-fee", "Cost-plus-award-fee", and "Cost-plus-fixed-fee". The "Time and Materials" section shows "Time and Materials contracts". The "Contract Type" field is marked with an asterisk, indicating it is a required field. Below the callout box, the "Description" field is visible, followed by a "Contract Type" label and a "Select Contract Types" dropdown. At the bottom of the form, there is a field for "I want my Request to close on:" with a date selector set to "Sat Aug 09 2025", a time selector set to "4:00", and a PM/AM selector set to "pm".

Request Info

* Request Title

(ex. Consulting services; Office supp

Follow on Requirement

☐ Please check this box if this is previous task order?

Historical Task Order Number

PIID from FPDS

* Description (Include a detailed d

[Click here for more info on orderin](#)

Please include a detailed desc

* Contract Type

Select Contract Types

* I want my Request to close on: (all times are Eastern)

Sat Aug 09 2025 at 4:00 pm

New Fields, Award Method:

Users can specify the award method that they intend to use. This is a mandatory field and only one option may be selected.

If the request is an RFI, an additional selection of “Undecided (RFI Only)” will appear.

The screenshot shows a software interface with a dropdown menu for 'Award Method'. The menu is open, displaying a list of options. A green box highlights the dropdown menu and its label. A red asterisk indicates that this field is mandatory. The options listed are: Select Award Method, Best Value Trade Off, Lowest Price Technically Acceptable (LPTA), Highest Rated Technically Acceptable (HRTA), Technical Proposal / Price Tradeoff, Sole Source Direct Acquisition, Multi-Phase Approach, and Other. A green line connects the highlighted dropdown menu to a smaller version of the same dropdown menu at the bottom of the page.

* Award Method

Select Award Method

Select Award Method

Best Value Trade Off

Lowest Price Technically Acceptable (LPTA)

Highest Rated Technically Acceptable (HRTA)

Technical Proposal / Price Tradeoff

Sole Source Direct Acquisition

Multi-Phase Approach

Other

* Award Method

Select Award Method

New Fields, Ordering Points of Contact:

These fields allow users to input the names of a contracting officer and contracting specialist associated with the request.

This information is not displayed to the sellers, it is only visible on the buyers side.

All of the fields in this section are optional and users can enter as much or as little information as they wish to.

* Award Method

Select Award Method

Ordering Contracting Officer

Name

Title

Agency

Phone

AAC Code

Ordering Contracting Specialist

Name

Title

Agency

Phone

AAC Code

Delivery

*Please select one of the following options.

Adding additional addresses:

Before:

The 'Before' screenshot shows a web form titled 'Shipping Address' with a green checkmark in the top right corner. The form has a tabbed interface with 'PERSONAL INFO' and 'PERSONAL INFO' tabs. The main content area is titled '1 Default Address: My Name'. It contains a list of address details: 'Address', 'AGENCY', 'ADDRESS', and 'WASHINGTON, DC 20405'. To the right, there is a section for 'Individual Receiving Shipment' with three input fields: 'NAME' (Firstname Thompson), 'PHONE' (123-123-1234), and 'EMAIL' (firstname@gsa.gov). At the bottom left, there is a blue button labeled 'Change Default Address'.

Shipping Address

1 Default Address: My Name

Address
AGENCY
ADDRESS
WASHINGTON, DC 20405

Individual Receiving Shipment

NAME Firstname Thompson

PHONE 123-123-1234

EMAIL firstname@gsa.gov

Change Default Address

After:

The 'After' screenshot shows the same web form, but with a yellow warning triangle in the top right corner. The title 'Shipping Address or Place of Performance' is now present. The main content area is titled '1 Default Address: My Name'. It contains the same address details as before. To the right, there is a section for 'Order POC' with three input fields: 'NAME' (New Version), 'PHONE' (123-123-1234), and 'EMAIL' (firstname@gsa.gov). At the bottom left, there is a blue button labeled 'Change Default Address' and a blue button labeled 'Add Address' which is highlighted with a green box.

Shipping Address or Place of Performance

1 Default Address: My Name

Address
AGENCY
ADDRESS
WASHINGTON, DC 20405

Order POC

NAME New Version

PHONE 123-123-1234

EMAIL firstname@gsa.gov

Change Default Address Add Address

Adding Additional Addresses:

The new “Add Address” button allows a user to add up to 3 additional addresses to a request.

Addresses can be pulled from what is currently stored in the user profile, or new addresses can be created directly from this interface.

Adding addresses is optional.

Also, the header “individual receiving shipment” has been updated to “ordering point of contact”.

The screenshot displays the 'Address Book' modal interface. At the top, there is a 'Create a New Address' button. Below this, the modal lists existing addresses. The first address is 'Default Address: My Name', which is marked as 'Selected' and 'Work Office/Location address'. The second address is 'Address not Person', also marked as 'Work Office/Location address'. The third address is 'An example address', marked as 'Work Office/Location address'. Each address entry includes a 'Delete address' button. To the right of the address list, there is an 'Order POC' section with fields for NAME, PHONE, and EMAIL. At the bottom of the modal, there is a 'Change Default Address' button and an 'Add Address' button, which is highlighted with a green box. A green line connects the 'Add Address' button to the text in the first paragraph of the slide.

Changes to the seller side:

The new “Add Address” button allows a user to add up to 3 additional addresses to a request.

Addresses can be pulled from what is currently stored in the user profile, or new addresses can be created directly from this interface.

Adding addresses is optional.

Also, the header “individual receiving shipment” has been updated to “ordering point of contact”.

Prepare Quote/Bid Response

Review/SubmitInterestedNo Quote/BidSave to draftDiscard Changes

Instructions:

Before preparing a quote/bid, carefully review all the buyer's requirements listed in the gray box below. If the buyer has indicated specific line items, enter your quote/bid in the "Unit Price Field". You may add additional line items which are necessary to fulfill the requirement. For more complex quotes/bids, you may provide quote/bid information in an attachment or in the contractor comment box. All products and services offered must be on your current GSA contract. If permitted by the buyer, you may be able to quote/bid on a portion or all of the line items, and/or offer "brand name or equal" items.

Reminder:

Reminder: Do not include open market items with your offer.

Request ID

RFQ256802

Request Title

IT equipment request for hardware

Reference # / uPIID

not specified

Follow On Requirement

No

Historical Task Order Number

not specified

Previous RFI Information

No

Contract Type

firm-fixed-price

Request Issue Date

08/05/2025 02:41 PM EDT

Request Close Date

08/07/2025 04:00 PM EDT

Time remaining: 1D 22H 58M

Delivery

30 days After Receipt of Order (ARO)

Award Method

best-value

In conclusion:

These changes represent one of the most significant increases in capability since eBuy was launched. Some of them were inspired by feedback from users.

- Check back for updated user guides and training opportunities.
- Reach out to the helpdesk and/or your customer service director or agency point of contact if you have additional questions.