

eBuy Open Help Guide

eBuy Open is an interactive web application that displays **open, closed, and cancelled eBuy** RFQ information. **eBuy Open** also provides several filtering and searching options to enable users to quickly drill down to desired information. This guide provides users with an overview of **eBuy Open** functionality.

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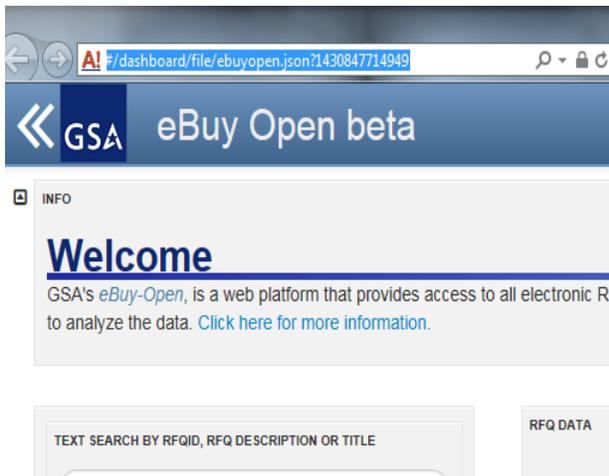


1. How do I access eBuy Open?

In order to access eBuy Open you must have an OMB Max account and validate via the **Acquisition Gateway** portal (<https://hallways.cap.gsa.gov/>). After validation, you will be able to navigate to the eBuy Open portal, which is located in the Resources section on the Gateway homepage.

2. Return to Hallways

You can return to the Hallways, by clicking the two left arrows found in the upper left hand corner of the GSA logo.



3. How does it work?

As you navigate the dashboard, you will be able to drill down on various data elements. As you make selections, each element is added to the filtering criteria and data is further refined. ****For example, a user can add an agency as a filter and see results only for that agency.**

The application will display the total amount of RFQs in the system (***101,939 from the example below***), but it will only show you 500 RFQs (***Page 1 of 5 from the example below***) in the dashboard screen and as you begun to search.

The user interface (**dashboard**) is composed of the following panels.

Dashboard RFQ Data

The dashboard interface includes the following panels:

- Search Bar:** Located at the top left, used for searching by RFQID, RFQ description, or title.
- Time Picker:** Allows users to filter data by date range (e.g., 10/01/2013 to 04/16/2015).
- Top 5 Agencies:** A table showing the top agencies by RFQ count, including Department of Veterans Affairs (18142), Department of the Navy (15951), Department of the Air Force (14908), Department of the Army (11531), and Department of Defense (6281).
- Filtering Panel:** Contains dropdown menus for Status, SINS, Schedules, and BuyerAgency.
- All current filters:** A box at the bottom left showing the current time range filter.

The main **RFQ DATA** table displays a list of RFQs with columns for RFQID, BuyerAgency, IssueDate, CloseDate, Title, SIN, Schedule, AttachmentCount, and Status. Each row includes an **Expand** link for further details.

4. How to view a RFQ Data Record in the Dashboard?

To view the data for a RFQ data record, click on the **“expand”** link next to the RFQID.

This screenshot shows the **RFQ DATA** table in detail. A blue arrow points to the **Expand** link next to the first record, RFQID **RFO239565**, which is for the Department of Veterans Affairs. The table lists various RFQs with their respective details, including issue and close dates, titles, SINs, schedules, attachment counts, and statuses.

Below is what a RFQ record looks like after expanding the record. There are three columns in each record **Field, Action and Value**. Under the Action column there are icons that you can use to filter results without leaving the record.

The screenshot shows a table titled 'RFQ DATA' with the following columns: RFQID, BuyerAgency, IssueDate, CloseDate, Title, SIN, Schedule, AttachmentCount, and Status. The first row of data is: RFQ239565, Department of Veterans Affairs, 2015-04-14, 2015-04-20, Smoke test build 37, 515 002, 51 V, 2, Active. Below this is an expanded view of the record with three columns: Field, Action, and Value. The 'Field' column lists various attributes like Attachment1, Attachment2, BuyerAgency, etc. The 'Action' column contains icons for filtering (magnifying glass), exclusion (circle with slash), and toggling (grid). The 'Value' column shows the corresponding data for each field.

5. How can I adjust the Display Table of the RFQs?

Below is an explanation and examples of each icon:

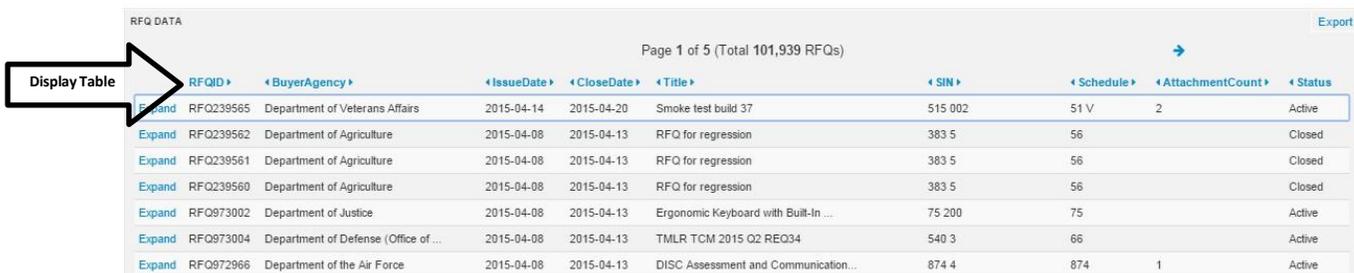
	<p>This is a quick filtering tool that you can use instead of going back to the search bar to the left. If you click on this icon, the result set will be filtered by the value displayed. <u>**This search icon is only available next to some of the Field items.</u></p> <p>For Example: In the above display, if you clicked on the magnifying glass icon next to Buyer/Agency, only the records for “Independent US Government Offices” would be displayed.</p>
	<p>Clicking on this icon will remove all records that have the field’s value. When you click this icon, a filter window will open and show (field mustNot) at the bottom left. If you click on this icon, any values that match the value displayed will be excluded from the search. <u>**This search icon is only available for some fields.</u></p> <p>For Example: In the above display, if you clicked on the icon next to BuyerEmail, any record that had michelle@gmail.com would be eliminated from the result set.</p>
	<p>Toggle Table Column - This is to change the columns that are displayed on the RFQ data table. If the column is currently displayed, clicking on this icon will remove it from the table. If the column is not currently displayed, clicking on this icon will add it in the rightmost position.</p> <p>For Example: In the above example, if you clicked on BuyerName, the column will appear to the right of “AttachmentCount”.</p>

6. How can I adjust the Display Table of the RFQs?

The **Display Table** can be adjusted for a more personalized display; however these changes are not saved and are only for the current session.

eBuy Open allows you to adjust the order of the columns by clicking on the arrows next to the headings. Clicking the arrow will move the column in the direction of the arrow.

Additionally, the sort order of the table can be set on any field, either ascending or descending. *For example, the default **Issue Date** sort is most recent to oldest, but if you click on the **Issue Date** it will reorder the sort to display the oldest record in the result set.*



RFQ DATA

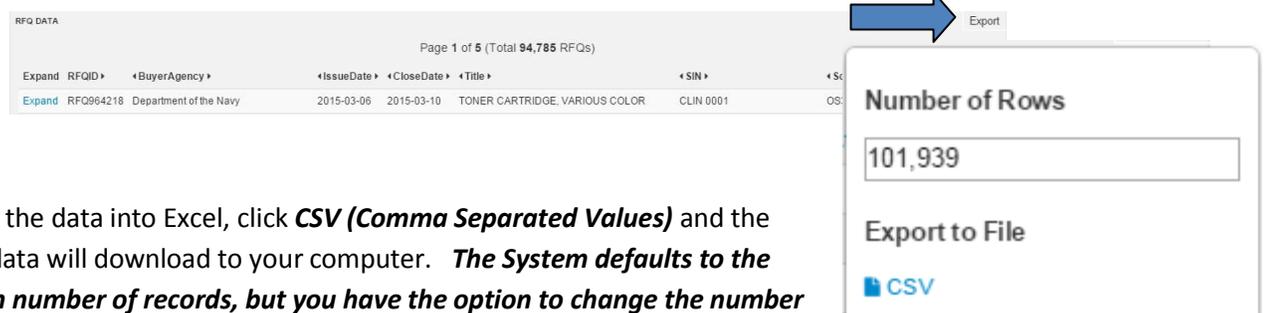
Page 1 of 5 (Total 101,939 RFQs)

Export

	RFQID >	BuyerAgency >	IssueDate >	CloseDate >	Title >	SIN >	Schedule >	AttachmentCount >	Status
Expand	RFQ239565	Department of Veterans Affairs	2015-04-14	2015-04-20	Smoke test build 37	515 002	51 V	2	Active
Expand	RFQ239562	Department of Agriculture	2015-04-08	2015-04-13	RFQ for regression	383 5	56		Closed
Expand	RFQ239561	Department of Agriculture	2015-04-08	2015-04-13	RFQ for regression	383 5	56		Closed
Expand	RFQ239560	Department of Agriculture	2015-04-08	2015-04-13	RFQ for regression	383 5	56		Closed
Expand	RFQ973002	Department of Justice	2015-04-08	2015-04-13	Ergonomic Keyboard with Built-In ...	75 200	75		Active
Expand	RFQ973004	Department of Defense (Office of ...	2015-04-08	2015-04-13	TMLR TCM 2015 Q2 REQ34	540 3	66		Active
Expand	RFQ972966	Department of the Air Force	2015-04-08	2015-04-13	DISC Assessment and Communication...	874 4	874	1	Active

7. How do I Export data?

To export data, simply click on the “**Export**” button in the top right corner of the table.



RFQ DATA

Page 1 of 5 (Total 94,785 RFQs)

Export

Expand	RFQID >	BuyerAgency >	IssueDate >	CloseDate >	Title >	SIN >	Sc
Expand	RFQ964218	Department of the Navy	2015-03-06	2015-03-10	TONER CARTRIDGE, VARIOUS COLOR	CLIN 0001	OS

Number of Rows

101,939

Export to File

CSV

To export the data into Excel, click **CSV (Comma Separated Values)** and the file with data will download to your computer. **The System defaults to the maximum number of records, but you have the option to change the number of records you would like to download.**

****Note: When you review your data, please be mindful that you will only see the columns that you have listed in your Display Table from the dashboard.**

8. How do I search for RFQs?

The left side of the eBuy Open dashboard is your search tool. You can search by description, date, agencies and filter by other elements. Search for RFQs based on RFQID and keywords found in the

TEXT SEARCH BY RFQID, RFQ DESCRIPTION OR TITLE

RFQ Description and Title. ****The content of attachments is currently not searchable.**

To execute a search, simply add desired terms into the search bar and click the magnifying glass. Multiple items can be combined with a Boolean style filter **AND**.

For example a search for “chair **AND** executive” will display only RFQs with both terms.

****Note that “AND” has to be capitalized.**

Additional filters combinations can be added from the boxes below to further refine your search, along with your **AND** search find RFQ data that you may need.

Another example; a search query for “chair **AND** executive” can be further refined by specifying a more restrictive data range and adding a BuyerAgency criteria in the filtering panel.

9. How to adjust the Time Picker (Date) criteria?

****The Time Picker will default to 10/1/2013 to the present date.** You have the option to change the default dates when you open the dashboard. However you can easily control the date for the period that you need to search, by using the **TIME PICKER** panel to select the desired date range. When you click on the date range, an automatic calendar will appear or you can manually enter the dates.



10. Top 5 Agencies

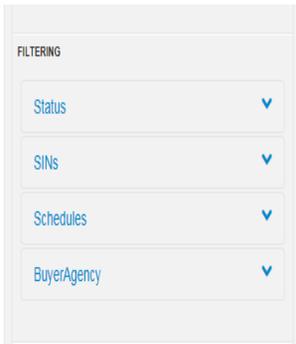
eBuy Open defaults to the **TOP 5 Agencies** based on default search results when you first log into the system. **** (Note: You can select other agencies by going to BuyerAgency and making your selection from the drop down list.)** To view one agency, click on the magnifying glass next to the agency. It will filter the RFQ data for that agency only and provide you with records that meet your search criteria. Once the filter is added, an **X** will appear next to the magnifying glass. This gives you the option to delete the filter, if you decided to expand the search.

TOP 5 AGENCIES		
Term	Count	Action
Department of Veterans Affairs	18142	
Department of the Navy	15951	
Department of the Air Force	14908	
Department of the Army	11531	
Department of Defense (Office of the Secretary of Defense)	6281	

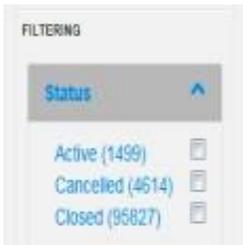
****Another option for changing the filter is to click on the X in the small boxes under the filtering option. These boxes appear when you start to search any items from the left dashboard and some items from the right RFQ data (expanded) Action Tab.**

11. How do I filter using Status, SINS, Schedules, and BuyerAgency?

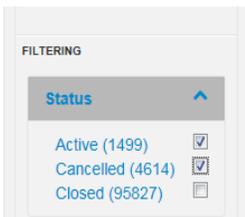
The filtering menu on the left hand side provides the ability to filter using **Status**, **Special Item Number (SINs)** data elements, **Schedules** or **BuyerAgency**.



Initially, the filtering accordion is closed and shows Status, **Special Item Number (SINs)** data elements, **Schedules** or **BuyerAgency** with arrows down.



When you click on one of the filters the arrow will turn up and the drop down menu will open. Populated information or values will provide you with information in which you may select your option(s). If you don't need any information from that selection, click the arrow again to close the window.



For example, the filtering menu box shows Status with three options, **Active**, **Cancelled** or **Closed**. Beside each Status are the total RFQs in () and selection boxes that you can click to select that search option. You have the ability to select one or all three boxes to search.

To remove any Status filter from the search, click the check box again to remove it.

****Please remember to hit the hour glass to reset your search again with new filters.**

BuyerAgency ▲

- [Agency for International Development \(4\)](#)
- [Architect of the Capitol \(1\)](#)
- [Armed Forces Retirement Home \(2\)](#)
- [Corps of Engineers, Civil \(43\)](#)
- [Department of Agriculture \(154\)](#)
- [Department of Commerce \(144\)](#)
- [Department of Defense \(Office of the Secretary of Defense\) \(379\)](#)
- [Department of Education \(16\)](#)
- [Department of Energy \(36\)](#)
- [Department of Health and Human Services \(364\)](#)

Another example of filtering is the **BuyerAgency**. To filter by one agency, select it from the drop down list.

Once the filter is no longer needed, the **X** next to it can be clicked to remove it.

The same filtering technique can be used to add filters from the **Schedules** and **SINs** drop down lists.

****The SINs is a group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.**

****The Schedules are the online source for GSA and VA Federal Supply Schedules Contract Award.**

12. How do I download an Attachment?

RFQ DATA

Page 1 of 5 (Total 101,939 RFQs)

	RFQID	BuyerAgency	IssueDate	CloseDate	Title	SIN	Schedule	AttachmentCount	Status
Expand	RFQ239565	Department of Veterans Affairs	2015-04-14	2015-04-20	Smoke test build 37	515 002	51 V	2	Active
Expand	RFQ239562	Department of Agriculture	2015-04-08	2015-04-13	RFQ for regression	383 5	56		Closed
Expand	RFQ239561	Department of Agriculture	2015-04-08	2015-04-13	RFQ for regression	383 5	56		Closed
Expand	RFQ239560	Department of Agriculture	2015-04-08	2015-04-13	RFQ for regression	383 5	56		Closed
Expand	RFQ973002	Department of Justice	2015-04-08	2015-04-13	Ergonomic Keyboard with Built-In ...	75 200	75		Active
Expand	RFQ973004	Department of Defense (Office of ...	2015-04-08	2015-04-13	TMLR TCM 2015 Q2 REQ034	540 3	66		Active
Expand	RFQ972966	Department of the Air Force	2015-04-08	2015-04-13	DISC Assessment and Communication...	874 4	874	1	Active

To download an attachment, click on the number that appears under the **AttachmentCount** column it and the RFQ will expand. The first row under the icons will provide you a link to one or more of the attachments. When you click on the link a box will appear and ask you if you want to open, save, or cancel. You can do this for each links that appears.

****Note: You can only open one link at a time.**

Appendix A – Acronyms

CAP - Common Acquisition Platform

CSV - Common Separated Values

GSA - General Services Administration

JSON - JavaScript Object Notation

OASIS - One Acquisition Solution for Integrated Services

OMB - Office of Management and Budget

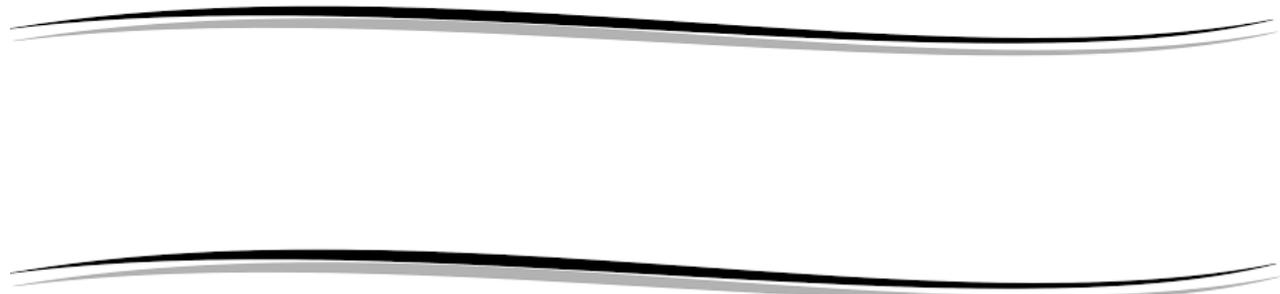
RFQ - Request for Quote

RFQID - Request for Quote Identification

SIN - Special Item Number

VA - Veterans Affairs

XML - Extensible Markup Language



Additional Help

Need additional help or would like to provide feedback, please contact the helpdesk at www.eBuyopen@gsa.gov.

