



U.S. General Services Administration

Federal Acquisition Service

# eMod Training

**Contract Administration Division  
Office of Chief Information Officer**

# Agenda

- Introductions
- Getting Started
- Overview of How to Prepare and Submit and eMod
- eSigning the eMod
- Accessing the Signed SF30
- Review and Questions

# What is an eMod?

## eMod

- eMod is a secure, web-based application that allows the Federal Acquisition Service (FAS) Multiple Awards Schedule (MAS) contractors to electronically prepare and submit a modifications request to the FAS.
- eMod can be used for all FAS schedule contracts.
- To use the eMod system you must have a digital certificate.



U.S. General Services Administration

# Federal Acquisition Service

**Getting Started**

A close-up, slightly blurred photograph of the American flag, focusing on the white stars on a blue field. The stars are arranged in a grid pattern, with the top-left star being the most prominent and in focus.

# What is a Digital Certificate?

- A Digital Certificate is an electronic credential that is stored on your web browser or on a token.
  - Asserts the identity of an individual
  - Enables Federal Acquisition Service (FAS) to verify the identity of the individual entering the system and signing documents.
  - Used to encrypt and decrypt data to ensure that it is securely transmitted.

# What is a Digital Certificate, contd?

- Currently FAS is offering two no-cost digital certificates per DUNS.
- If you have not yet applied for your digital certificate you may do so by going to the eOffer/eMod website and clicking on the link **“Are you qualified to get an Electronic Authentication Certificate (Cert) at no cost?”**
- If you have received your no-cost digital certificate, but have not uploaded it to your computer, you will have to do so before you can access eMod.

# How Does eMod Use Digital Certificates?

- To authenticate user at login
- To ensure that only the people authorized to work on an eMod are granted access
- To electronically sign the eMod request

# What is a Digital Signature?

A Digital Signature IS:

- Unique to both the document and the signer
- Virtually impossible to forge

A Digital Signature is NOT:

- A digitized handwritten signature
- The typed name of an individual
- A secret code, password, or PIN number

# Roles and Responsibilities of Subscriber

- Password protect your digital certificate
- Do not share it with anyone
- Immediately report lost or compromised digital certificate
- Adhere to all other terms, conditions, and obligations set forth in the Subscriber Agreement
  - **NOTE:** You should not share your digital certificate with someone else.
  - If you leave the organization you obtained your certificate through, you should delete the certificate from your computer.
  - This will prevent other people from logging on to the computer, retrieving the certificate and signing contractual documents with your certificate.



U.S. General Services Administration

## Federal Acquisition Service

# Preparing and Submitting an eMod



# Sign In

➤ To access the eMod system: <http://www.eoffer.gsa.gov/>



**eOffer/eMod**

Submit Contract Offers and Contract Modifications online.

## Welcome to eOffer/eMod

eOffer/eMod is a tool to submit contract offers and contract modification requests to GSA Federal Acquisition Service online.

If you are submitting an offer under certain GSA Multiple Award Schedules, you may be eligible to have an express review of your offer under the MAS Express Program. Please click the link "Learn about the MAS Express Program and participating schedules" below for details. If you're eligible, please sign in under the "Express Offers (eOffers)" below to see if you can submit your offer electronically.

If you are not eligible for the MAS Express Program at this time, please submit a standard offer by signing in under the "Contract Offers (eOffers)" below.

**NEW** As of February 2, 2009, contractors under Schedules 03 FAC, 66, and 874V, must submit modifications to their contracts through the eMod system, for certain types of Modifications. Please click [here](#) for more information on the Mandatory eMod pilot for Schedule 03 FAC, 66, and 874V.

## About eOffer

### Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)

### Customer Assistance and Training:

- User Guides/Training
  - [Digital Cert Training](#)
  - [eMod Training Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)

## Before you Begin

### If you are submitting an eOffer:

1. [Have you reviewed the solicitation you want to make an offer against?](#)
2. [Have you passed the "Pathways to Success" training?](#)
3. [Did you get your DUNS number?](#)
4. [Have you registered with CCR and with ORCA?](#)
5. [Have you applied for a digital certificate?](#)
6. If you have done all of the above, enter "eOffer" at the right.

### If you are submitting an eMod:

1. [Do you already have a digital certificate?](#)
2. [Is your DUNS number and Contract number available?](#)
3. [Are you an authorized negotiator on the contract?](#)
4. You may now submit the mod...

## System Access

### Contract Offers (eOffers)

- > Prepare and submit eOffer
- > Continue working on saved eOffer
- > Edit submitted eOffer

Sign In

### Contract Modifications (eMods)

- > Prepare and submit modification request
- > Continue working on saved modification request
- > Edit submitted modification request

Sign In

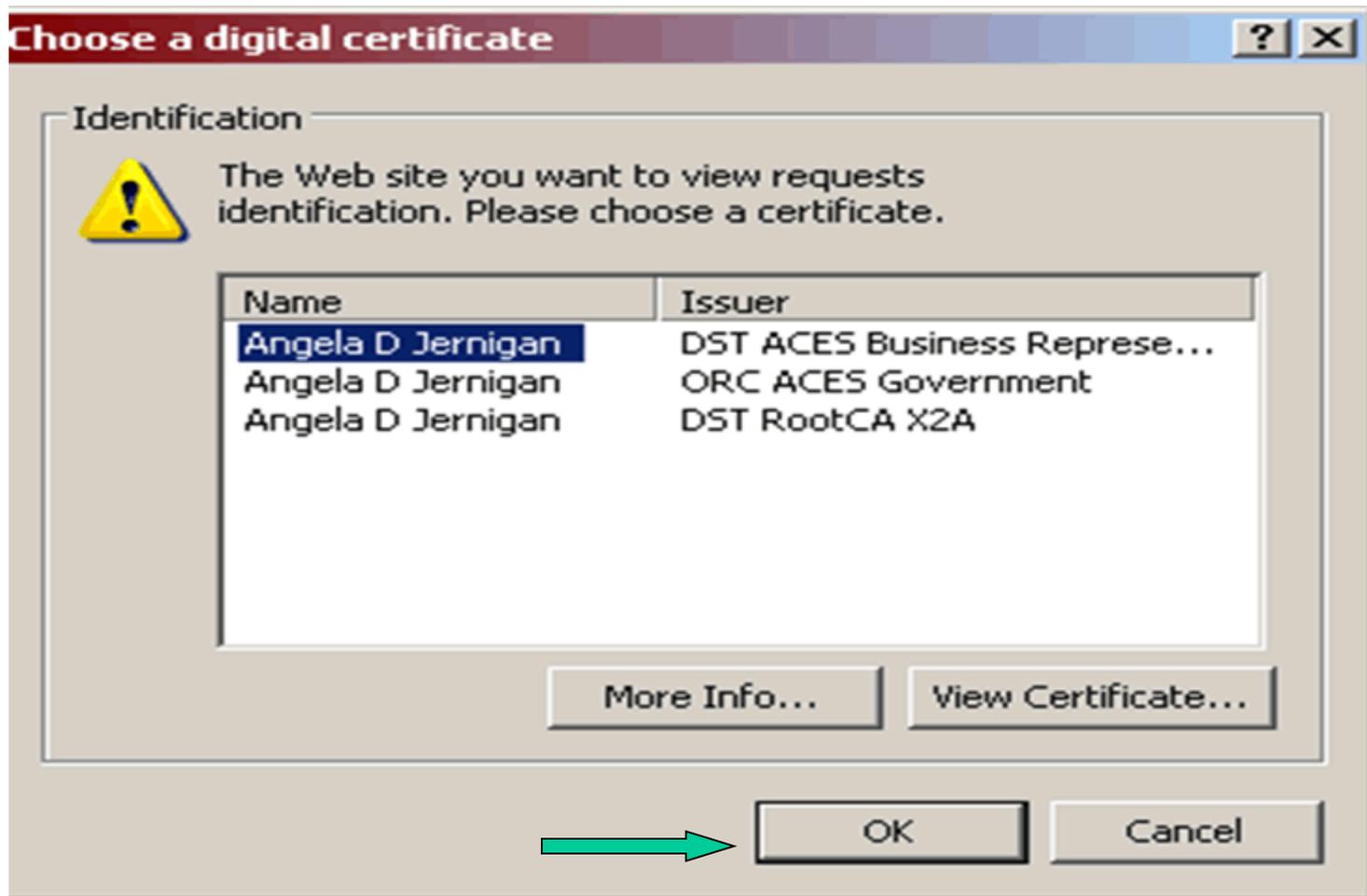


### Express Offers (eOffers)

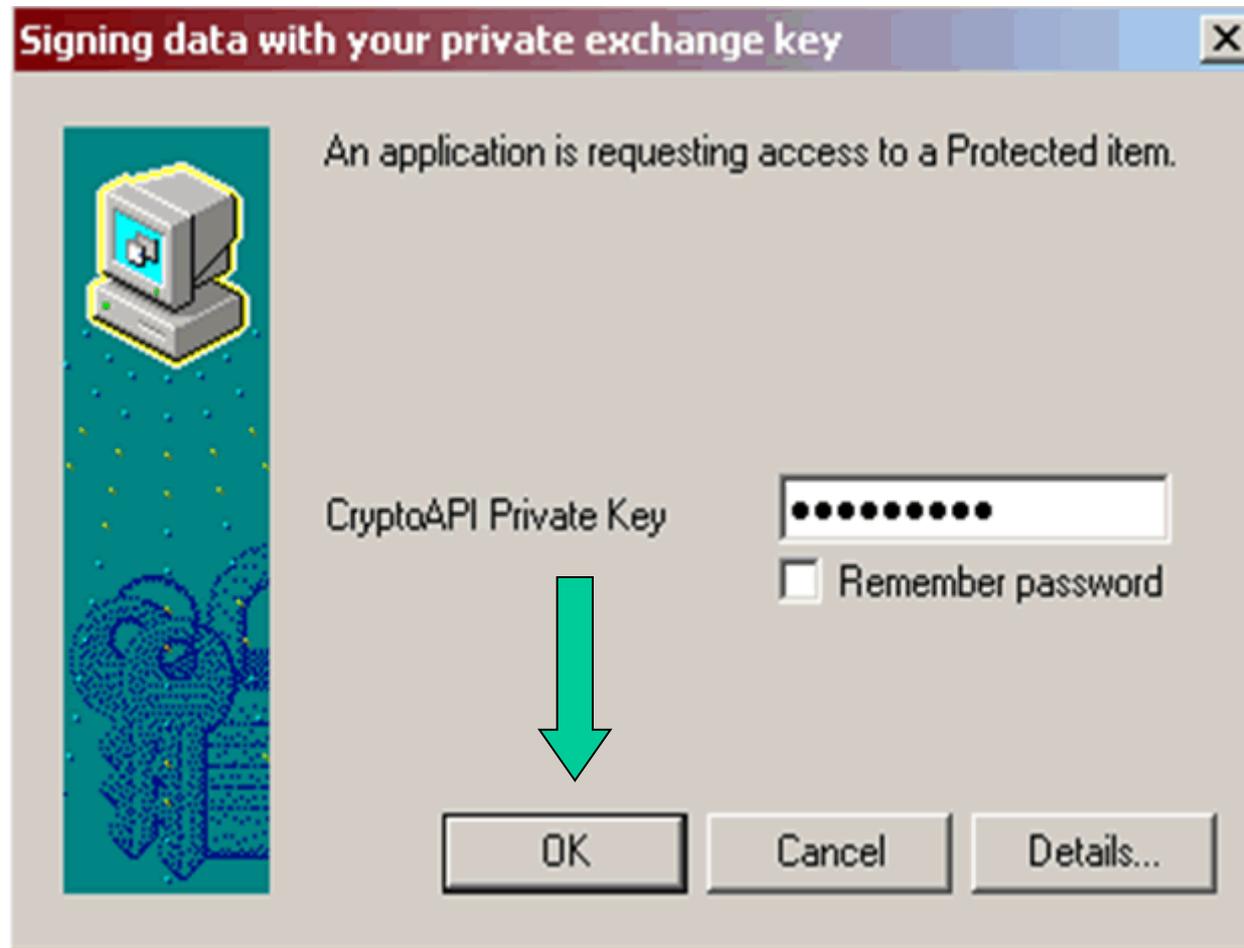
- > Prepare and submit Express eOffer
- > Continue working on saved Express eOffer
- > Edit submitted Express eOffer

Sign In

# Choose a Digital Certificate



# Signing Data with Private Exchange Key



# Enter DUNS

### SIGN IN

Select a previously entered DUNS:	<input type="text"/>
Or, enter a DUNS:	<input type="text" value="050713650"/> 
DUNS PLUS 4 :	<input type="text"/>
<input type="button" value="Sign In"/> 	

# Selecting Contract Number

List of Contracts Available for INNOVATIVE MANAGEMENT CONCEPTS, INC.

Select Contract	Action
<input type="text" value="GS03F0001W"/>	<input type="button" value="Select Contract"/> <input type="button" value="Back To Duns"/>

# Verification of Negotiator

Our records show one or more contracts for this DUNS, for which you may or may not be an authorized negotiator. Please contact the Point of Contact (POC) of your company to be added as a negotiator. If you are the POC for your company or you do not know who the POC is in your company, please contact the contracting officer to be added to the list of negotiators. Both, the POC and Contracting Officer will need your name and email address as it appears on your digital certificate.

For additional information click [here](#)

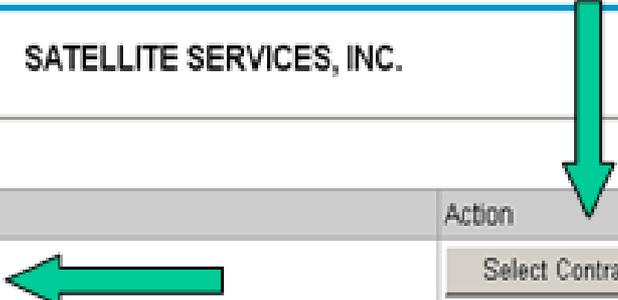
Contract Number	Authorized Negotiator?	POC Details			Contracting Officer Details		
		Name	Email	Phone	Name	Email	Phone
GS23F0066V	You are not an authorized negotiator on this contract	Uma Rudraraju	uma.rudraraju@gsa.gov	703-234-1211	Uma Rudraraju	uma.rudraraju@gsa.gov	703-305-5510

# Select Contract

MY MODIFICATIONS :: SATELLITE SERVICES, INC.

### New Modifications

Select Contract	Action
<input type="text" value="GS06F0003R"/>	<input type="button" value="Select Contract"/>



### Saved Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Actions
Nothing found to display.					

### Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">T3UAEN56</a>	<a href="#">Selected Mod Actions</a>	GS06F0003R	2009-03-06 07:58:23.936	Split	Keonia R. Cobbins	<input type="button" value="View Mod"/>
<a href="#">54HBBT76</a>	<a href="#">Selected Mod Actions</a>	GS06F0003R	2009-03-18 15:52:22.306	Withdrawn	Keonia R. Cobbins	<input type="button" value="View Mod"/>
<a href="#">NKW8DJA3</a>	<a href="#">Selected Mod Actions</a>	GS06F0003R	2009-03-18 15:52:28.69	Withdrawn	Keonia R. Cobbins	<input type="button" value="View Mod"/>

# Select Modification

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input checked="" type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input checked="" type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Manufactures, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
Deletions	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)



# Review Corporate Information

## Prepare your modification:

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name:	INNOVATIVE MANAGEMENT CONCEPTS, INC.
Contract Number:	GS07F0070W
Modification Type:	Add Labor Category Add Product(s) Add SIN

### CORPORATE INFORMATION

Is the information correct?

This information is taken directly from [Central Contractor Registration \(CCR\)](#). If any of this information is incorrect, it must be corrected through [Central Contractor Registration \(CCR\)](#). Any changes will be reflected in eOffer in approximately 24 hours.

DUNS Number:	605691807
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	INNOVATIVE MANAGEMENT CONCEPTS, INC.
Doing Business As (DBA):	
Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution

### Company Address

Street1:	21400 RIDGETOP CIR STE 210
Street2:	
City:	STERLING
State:	VA
Zip/Postal Code:	20166511
Country:	USA

### Mailing Address

Company Name:	INNOVATIVE MANAGEMENT CONCEPTS, INC.
Street1:	21400 RIDGETOP CIRCLE SUITE 210
Street2:	
City:	DULLES
State:	VA
Zip/Postal Code:	20166511
Country:	USA



Sign Out and Correct Errors in CCR

Save and Continue



# Information Saved

**Prepare your eOffer:**

- Corporate Information
- Negotiators
- Goods/Services
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete  Incomplete

<b>Company Name:</b>	MICROWAVE DEVELOPMENT LABORATORIES, INC.
<b>Solicitation Number:</b>	2FYA-WA-030003-B Refresh# 14   <a href="#">View PDF</a>
<b>Schedule Number:</b> Schedule 069	

## INFORMATION SAVED

The CORPORATE INFORMATION section is Completed.

Continue

Or, go to any section by using the left eOffer menu.

# Selecting SIN

### Prepare your modification:

Corporate Information

Additions

Administrative

Upload Documents

Submit Request

Complete  Incomplete

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R  
Modification Type: Add SIN  
Authorized Negotiator

### ADD SIN(s)

You must add at least one SIN. You can add multiple SINs but one at a time.

Select SIN	Action
<input type="text" value="371 003"/>	<input type="button" value="Add SIN Details"/>

### Your SIN(s)

Name	Description	Actions
No information entered in this section.		

# Adding SIN Detail

## Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete  Incomplete

Company Name: INNOVATIVE MANAGEMENT CONCEPTS, INC.  
Contract Number: GS07F0079W  
Modification Type: Add Labor Category  
Add Product(s)  
Add SIN

## ADD SIN (SPECIAL ITEM NUMBER) DETAILS

\* Required

SIN Type: RA001

SIN Title: Not available

\* Scope

What is the Scope for this SIN? Worldwide

### State And Local

Do you want to offer this SIN for State and Local Services?

Yes  No

Add This SIN

# Completing Additions

## Prepare your modification:

[Corporate Information](#)

[Additions](#)

[Upload Documents](#)

[Submit Request](#)

Complete  Incomplete

**Company Name:** INNOVATIVE MANAGEMENT CONCEPTS, INC.  
**Contract Number:** GS03F0001W  
**Modification Type:** Add Labor Category  
Add Product(s)  
Add SIN

## Respond to Additions

Respond to all of the terms and conditions.

You must respond to all the Additions Modification Sub Types before you can save this section.

## Additions

\* Required

Template Name	Status	Actions
* Add Labor Category	Completed	<a href="#">Edit</a>
* Add Product(s)	Completed	<a href="#">Edit</a>
* Add SIN	Completed	<a href="#">Edit</a>   <a href="#">Delete</a>

Save And Continue

## INFORMATION SAVED

The **ADDITIONS** section is **Completed**.

Continue

**Or**, go to any section by using  
the left eMod menu.

# Adding Administrative (Negotiator) Information

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ✓ Administrative
- ✓ Upload Documents
- ! Submit Request
- ✓ Complete ! Incomplete

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R  
Modification Type: Add SIN  
Authorized Negotiator

### NEGOTIATORS

#### Who will negotiate your Modification?

You can add multiple negotiators. A minimum of one negotiator must have signature authority. Negotiators without signature authority may prepare an eMod but only negotiators with signature authority may submit the Mod and sign the Contract Modification.

#### Your Negotiator(s)

Name	Role	Actions
Keonia R Cobbins	Authorized to sign	<a href="#">Edit</a>   <a href="#">Delete</a>

Add New Negotiator

Save and Continue

# Adding Administrative Mod Information

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name:	SATELLITE SERVICES, INC.
Contract Number:	GS06F0003R
Modification Type:	Add SIN Authorized Negotiator

### Add Negotiator(s)

You can add multiple negotiators.  
Negotiators name and email should be exactly the same as in the digital certificate of that user.

**\*Required**

*Name:	<input type="text" value="Keonia R Cobbins"/>
*Title:	<input type="text" value="CEO"/>
*Phone:	
If US (XXX-XXX-XXXX):	<input type="text" value="703-605-5704"/>
If International (free form text):	<input type="text"/>
*Email:	<input type="text" value="keonia.cobbins@gsa.gov"/>
Fax:	
If US (XXX-XXX-XXXX), If International (free form text):	<input type="text" value="703-605-2709"/>
Role:	<input type="text" value="Negotiator - Authorized to sign"/> <input type="text" value="Negotiator - Authorized to sign"/> <input type="text" value="Negotiator - Not Authorized to sign"/> <input type="text" value="Add This Negotiator"/>



## INFORMATION SAVED

The **ADMINISTRATIVE** section is **Completed**.

Continue

**Or**, go to any section by using  
the left eMod menu.

# Upload Documents

### Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R  
Modification Type: Add SIN  
Authorized Negotiator

### UPLOAD DOCUMENTS

#### Attach supporting documents to this eMod

Upload all documents associated with your eMod.  
Please do not upload the Microsoft Excel files with more than one print area.  
Only files of size less than or equal to 8 MB can be uploaded.

### Documents

Type	Name	Status	Actions
Vendor Defined		Not Uploaded	<a href="#">Upload</a>



Save and Continue

# Upload Documents, contd.

## Prepare your modification:

- ✔ Corporate Information
- ✔ Additions
- ✔ Administrative
- ✔ Upload Documents
- ! Submit Request
- ✔ Complete ! Incomplete

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R  
Modification Type: Add SIN  
Authorized Negotiator

## UPLOAD DOCUMENTS

### Attach supporting documents to this eMod

Upload all documents associated with your eMod.

eMod system accepts only the following file types.  
(doc, xls, pdf, txt, rtf, html, htm, xml, csv, ppt, jpeg, gif, tif, bmp)

Please do not upload the Microsoft Excel files with more than one print area.

Please do not upload documents with macros or embedded objects.

Please do not upload Microsoft Excel files which contain multiple worksheets.  
These files are not being converted correctly. eMod is resolving the process problem  
which will enable multiple worksheets soon!

Only files of size less than or equal to 8 MB can be uploaded.

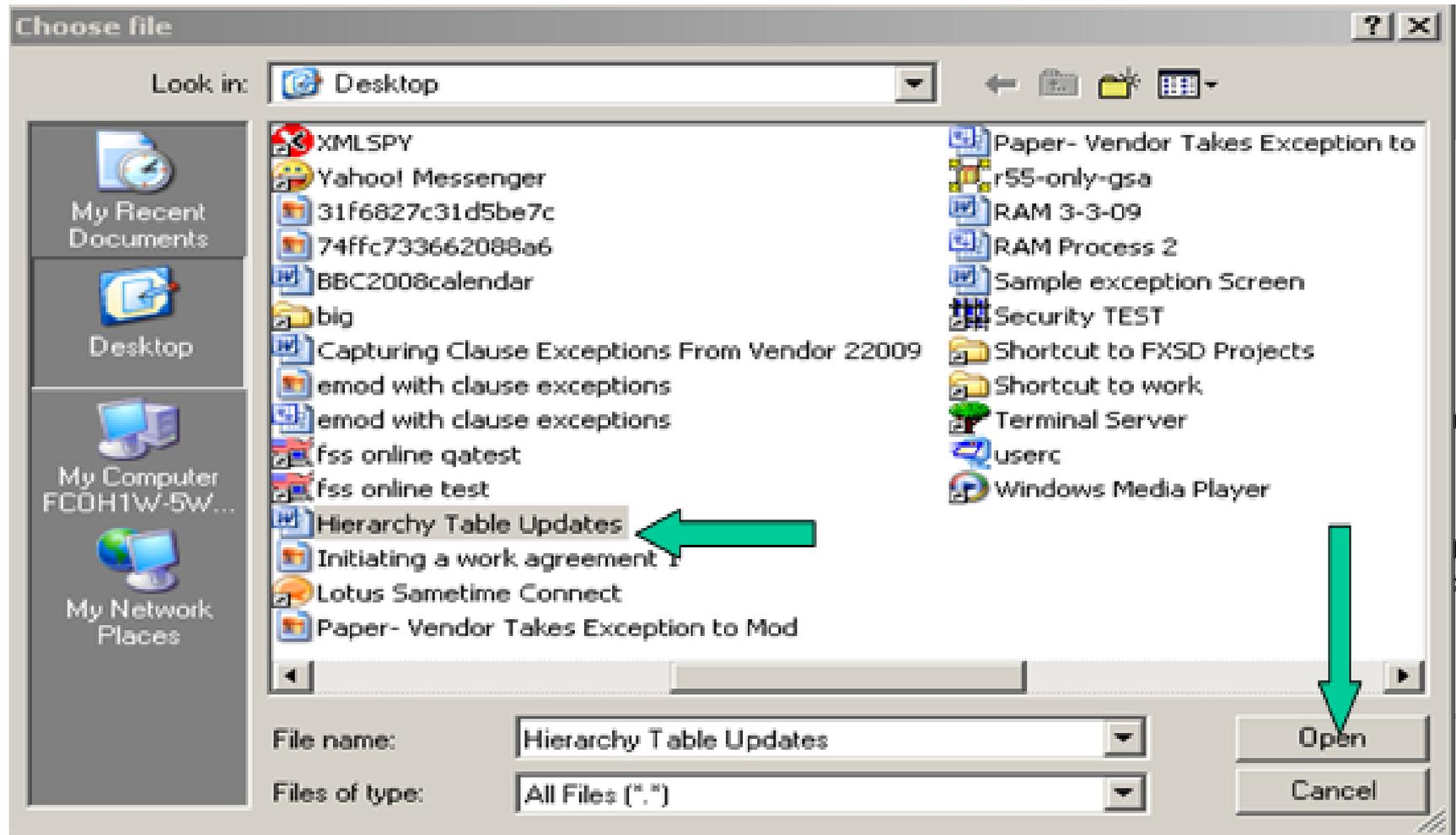
## Documents

\* Required

* What is the document type?	Vendor Defined
* Find document on your computer:	<input type="text"/> <input type="button" value="Browse..."/>
* What is the document name?	<input type="text"/>



# Locate Document



# Enter Document Name

## Prepare your modification:

Corporate Information

Additions

Administrative

Upload Documents

Submit Request

Complete  Incomplete

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R  
Modification Type: Add SIN  
Authorized Negotiator

## UPLOAD DOCUMENTS

### Attach supporting documents to this eMod

Upload all documents associated with your eMod.

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(doc, xls, pdf, txt, rtf, html, htm, xml, csv, ppt, jpg, jpeg, gif, tif, tiff, bmp)

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Only files of size less than or equal to 8 MB can be uploaded.

## Documents

\* Required

* What is the document type?	Vendor Defined
* Find document on your computer:	C:\Documents and Settings\ Browse...
* What is the document name?	SIN justification ←

Upload This Document ←

# Uploaded Document Completed

## Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete  Incomplete

Company Name: INNOVATIVE MANAGEMENT CONCEPTS, INC.  
Contract Number: GS07F0079W  
Modification Type: Add Labor Category  
Add Product(s)  
Add SIN

## UPLOAD DOCUMENTS

### Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Please do not upload the Microsoft Excel files with more than one print area.

Only files of size less than or equal to 8 MB can be uploaded.

## Documents

Type	Name	Status	Actions
Vendor Defined	<a href="#">Test</a>	Uploaded	<a href="#">Delete</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

Save and Continue

## INFORMATION SAVED

The ATTACHMENT INFORMATION section is Completed.

Continue

Or, go to any section by using  
the left eMod menu.

# Submit eMod

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ✓ Administrative
- ✓ Upload Documents
- ! Submit Request
- ✓ Complete ! Incomplete

## CONFIRMATION

Are you ready to submit this eMod?



YES NO

Or, go to any section by using the left eMod menu.

# Final Review of eMod

### Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete  Incomplete

**Company Name:** SATELLITE SERVICES, INC.  
**Contract Number:** 0606F0003R  
**Modification Type:** Add SIN  
Authorized Negotiator

### FINAL REVIEW OF eMOD

It is recommended that the following documents be reviewed before submitting this eMod.  
**Or**, go to any section by using the left eMod menu.

Type	Name	Actions
Mod Response	Mod Response	<a href="#">Review</a>
Vendor Defined	SIN justification	<a href="#">Review</a>

### Disclaimer

#### **Required**

In submitting a modification request, the Contractor shall abide by the Modifications Clause GSAM 552.243-72 in the Contract. Should the modification request involve price reductions, the Contractor shall abide by the Price Reductions Clause GSAM 552.238-75 in the Contract. Finally, if the modification request is for an economic price adjustment, the Contractor shall abide by the Economic Price Adjustment-FSS Multiple Award Schedules Contracts Clause GSAM 552.216-70 (Alternate I) and/or IFSS-989 Economic Price Adjustment-FSS Multiple Award Schedule in the Contract.

**NOTE: E-Mods is not to be used for Novations or Change-of-Name Agreements or Options or Contract Cancellations.**

Yes  No

Continue



# eMod Successfully Submitted

### Prepare your modification:

[Edit Modification Type](#)

[Corporate Information](#)

[Additions](#)

[Administrative](#)

[Upload Documents](#)

[Submit Request](#)

Complete  Incomplete

**Company Name:** SATELLITE SERVICES, INC.  
**Contract Number:** GS06F0003R  
**Modification Type:** Add SIN  
Authorized Negotiator

Your eMod was successfully submitted. All eMods are bilateral. You will be notified by email when the eMod is ready for your review and eSignature.

### New Modifications

Select Contract and Modification Type	Action
<input type="text" value="GS06F0003R"/>	<input type="button" value="Select Contract"/>

# Email Confirmation



fss.online@gsa.gov

03/21/2007 11:41 AM

To: katanya.lee@gsa.gov

katanya.lee@gsa.gov

cc:

Subject: eMod Received for Contract GS06F0003R

This is an auto-generated email message from the FSS Online application to inform you that an electronic Contract Modification request has been initiated (Mod No - 0001) against your contract (GS06F0003R). The eMod-Id from which this request was created is # WWWAIFLM and version # 1

Mod Detail:

ADDING SINS

This is an auto generated email. Please do not reply to this email address.

-

# Email Confirmation



fss.online@gsa.gov

03/20/2007 05:48 PM

To: claire.gilbride@cdwg.com

cc: larriette.thompson@gsa.gov, teresa.henderson@gsa.gov, sheredia.brown@gsa.gov, smccumin@cdwg.com, smccumin@cdwg.com, fss.online@gsa.gov

Subject: Notification for Contract Mod eSignature <Contract: GS06F0003R>

Dear Sir/Mam

This is to notify you that the Contract Modification eModId WWVAIFLM submitted by you against the Contract: GS06F0003R is ready for your review and signature.

Please click or paste the following url in a browser window to review your Modification request

<https://eoffer.gsa.gov>



This is an auto generated email. Please do not reply to this email address.



U.S. General Services Administration

# Federal Acquisition Service

## eSigning an eMod



# Sign In



## eOffer/eMod

Submit Contract Offers and Contract modifications online.

### Welcome to eOffer

eOffer is a tool to submit contract offers and contract modification requests to GSA Federal Acquisition Service online.

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### About eOffer

#### Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)

#### Customer Assistance and Training:

- User Guides/Training
  - [Digital Cert Training](#)
  - [eMod Training Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)
- [Release Notes](#)

### Before you Begin

#### If you are submitting an eOffer:

1. [Have you reviewed the solicitation you want to make an offer against?](#)
2. [Have you passed the "Pathways to Success" training?](#)
3. [Did you get your DUNS number?](#)
4. [Have you registered with CCR and with ORCA?](#)
5. [Have you applied for a digital certificate?](#)
6. If you have done all of the above, enter "eOffer" at the right.

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1. [Do you already have a digital certificate?](#)
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4. You may now submit the mod...

### System Access

#### Contract Offers (eOffers)

Prepare and Submit eOffers, Continue a saved eOffer, Edit Submitted Offers...

Sign In

#### Contract Modifications (eMods)

Prepare and Submit modification requests, Continue working on saved modification requests, Edit submitted modification requests...

Sign In



#### Express Offers (eOffers)

Prepare and Submit Express eOffers, Continue a saved Express eOffers, Edit Submitted Express eOffers...

Sign In

# Enter DUNS

eMod Home | Logged in as : Katanya L Lee

### SIGN IN

Select a previously entered DUNS:

Or, enter a DUNS:



DUNS PLUS 4 :

Sign In



# Sign Package

MY MODIFICATIONS :: SATELLITE SERVICES, INC.

### New Modifications

Select Contract and Modification Type	Action
GS06F0003R <input type="text"/> Modification Type <input type="text"/>	<input type="button" value="Submit Online"/>

### Saved Modifications

ID	Mod Type	Contract	Last Updated	Status	Actions
No Saved Modifications					

### Submitted Modifications

ID	Mod Type	Contract	Last Updated	Status	Actions
No Submitted Modifications					

### Signed Modifications

ID	Mod Type	Contract	Last Updated	Status	Actions
WWVAIFLM	Add SIN(s)	GS06F0003R	2007-03-20 16:38:36.6	Ready for Vendor esign	<input type="button" value="View Mod"/> <input type="button" value="Sign Package"/> <input type="button" value="View Package"/>



# Electronic Signature Confirmation

[eMod Home](#) | [My Modifications](#) | [Sign Out](#)



## eOffer/eMod

### Sign Contract Package

Do you really want to sign this contract Package ?

Continue



# E-Signature Consent

 **Federal Acquisition Service**  
*Submit contract offers and contract modifications online*

**eOffer**

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R

## E-SIGNATURE CONSENT

By submitting the request for modification to the General Services Administration (GSA) electronically, the vendor consents to transactions of e-records and e-signatures between GSA and the Vendor.

Exit



Accept

# Review and Accept



Federal Acquisition Service

Submit contract offers and contract modifications online

eOffer

Company Name: SATELLITE SERVICES, INC.

Contract Number: GS06F0003R

## SIGN eMOD

The following documents must be reviewed and accepted before signing.

### Documents

\*Required

Name	Status	Actions
Standard Form 30	<i>Not Accepted</i>	<a href="#">Review and Accept*</a>

Save and Exit

Reject eMod



# Review Contract

Standard Form 30

		<b>OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1.Contract ID Code</b>	<b>Page of Pages</b> 1   1
<b>Amendment/Modification No.</b> PO-0001		<b>3. Effective Date:</b> See 16C	<b>4. Requisition/Purchase Req. No.</b>	<b>5. Project No. (If Applicable)</b> 520	
<b>6. Issued By:</b> General Service Administration SERVICES ACQ CENTER FCX CRYSTAL MALL BLDG 4 ARLINGTON VA 22202			<b>7. Administered By: (If Other)</b>		
<b>8. Name and Address of Contractor (No. Street, County, State and Zip Code)</b> SHOWCALL INC 10 AZAR COURT  BALTIMORE, MD 212271503			<b>9A Amendment of Solicitation No:</b>		<b>9B. Dated (See Item 11)</b>
Code			Facility Code		Standard Form 30 - 1 X
			<b>10A. Modification of Contract/Order No.</b> GS-23F-0181S		<b>10B. Dated (See Item 13)</b> May 04, 02006

List of Documents for the eMod Package:  
-----

File Name: Action Items from Region 10 eOffer.doc Submit Date: 2006-05-04 11:06:52.61  
Description: Vendor Defined

File Name: Mod.pdf Submit Date: 2006-05-04 11:06:52.61  
Description: Mod Responses

Back



Accept

# Sign eMod

**GSA** **Federal Acquisition Service**  
*Submit contract offers and contract modifications online*

**eOffer**

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R

## SIGN eMOD

The following documents must be reviewed and accepted before signing.

### Documents

\*Required

Name	Status	Actions
Standard Form 30	Accepted by Katanya L Lee	<a href="#">View</a>

Save and Exit  Sign eMod <OR> Reject eMod

# Confirm Signature

 **Federal Acquisition Service**  
*Submit contract offers and contract modifications online*

**eOffer**

Company Name: SATELLITE SERVICES, INC.  
Contract Number: GS06F0003R

## SIGN eMOD

Are you ready to sign this eMod?

Back



Confirm

# Contract Successfully Submitted



## eOffer/eMod

### Sign HandBack Success

Contract Package has been successfully Submitted for Signing Process.

Please complete a short user survey, by clicking the link below.

<http://apps.fss.gsa.gov/eoffersurvey/index.cfm>



U.S. General Services Administration

## Federal Acquisition Service

# Accessing the Signed SF30



# Email Confirmation



**fss.online@gsa.gov**

03/21/2007 11:52 AM

To: katanya.gsa.gov

cc: katanya.lee@gsa.gov

Subject: Contractor notification for signed eMod <Contract: GS06F0003R>

Dear Sir/Mam

This is to notify you that the Contract Modification eModId WWAIFLM submitted by you against the Contract: GS06F0003R has been completed and signed by Katanya Lee.

This is an auto generated email. Please do not reply to this email address.

# Sign In



Submit Contract Offers and Contract modifications online.

## Welcome to eOffer

eOffer is a tool to submit contract offers and contract modification requests to GSA Federal Acquisition Service online.

If you are submitting an offer under certain GSA Multiple Award Schedules, you may be eligible to have an express review of your offer under the MAS Express Program. Please click the link "Learn about the MAS Express Program and participating schedules" below for details. If you're eligible, please sign in under the "Express Offers (eOffers)" below to see if you can submit your offer electronically.

If you are not eligible for the MAS Express Program at this time, please submit a standard offer by signing in under the "Contract Offers (eOffers)" below.

**NEW** As of February 2, 2009, contractors under Schedules 03 FAC, 66, and 874V, must submit modifications to their contracts through the eMod system, for certain types of Modifications. Please click [here](#) for more information on the Mandatory eMod pilot for Schedule 03 FAC, 66, and 874V.

## About eOffer

### Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)

### Customer Assistance and Training:

- User Guides/Training
  - [Digital Cert Training](#)
  - [eMod Training Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)
- [Release Notes](#)

## Before you Begin

### If you are submitting an eOffer:

1. [Have you reviewed the solicitation you want to make an offer against?](#)
2. [Have you passed the "Pathways to Success" training?](#)
3. [Did you get your DUNS number?](#)
4. [Have you registered with CCR and with ORCA?](#)
5. [Have you applied for a digital certificate?](#)
6. If you have done all of the above, enter "eOffer" at the right.

### If you are submitting an eMod:

1. [Do you already have a digital certificate?](#)
2. [Is your DUNS number and Contract number available?](#)
3. [Are you an authorized negotiator on the contract?](#)
4. You may now submit the mod...

## System Access

### Contract Offers (eOffers)

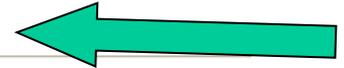
Prepare and Submit eOffers, Continue a saved eOffer, Edit Submitted Offers...

[Sign In](#)

### Contract Modifications (eMods)

Prepare and Submit modification requests, Continue working on saved modification requests, Edit submitted modification requests...

[Sign In](#)



### Express Offers (eOffers)

Prepare and Submit Express eOffers, Continue a saved Express eOffers, Edit Submitted Express eOffers...

[Sign In](#)

# Enter DUNS

### SIGN IN

Select a previously entered DUNS:	<input type="text"/>
Or, enter a DUNS:	<input type="text" value="050713650"/> ←
DUNS PLUS 4 :	<input type="text"/>
<input type="button" value="Sign In"/> ←	

# Download Package

MY MODIFICATIONS :: SATELLITE SERVICES, INC.

### New Modifications

Select Contract and Modification Type	Action
GS06F0003R <input type="text"/> Modification Type <input type="text"/>	<input type="button" value="Submit Online"/>

### Saved Modifications

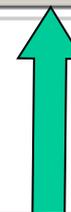
ID	Mod Type	Contract	Last Updated	Status	Actions
No Saved Modifications					

### Submitted Modifications

ID	Mod Type	Contract	Last Updated	Status	Actions
No Submitted Modifications					

### Signed Modifications

ID	Mod Type	Contract	Last Updated	Status	Actions
WWVAIFLM	Add SIN(s)	GS06F0003R	2007-03-21 11:56:05.706	Completed	<input type="button" value="View Mod"/> <input type="button" value="View Package"/> <input type="button" value="Download Package"/>



# Sign Contract Package



eOffer/eMod

## Sign Contract Package

Do you really want to download this contract package ?

Continue



# Download My Documents

Company Name: SHOWCALL INC

Contract Number: GS23F0181S

## DOWNLOAD eMOD

To access and retain an electronic copy of your eMod package for your records, you must have the Adobe Acrobat Reader V5 or V6 installed on your system. If you do not have the required Adobe software, you must first download it and return to this page once the download and installation have been completed. Follow the instructions on the Adobe Web site to install the Acrobat Reader.

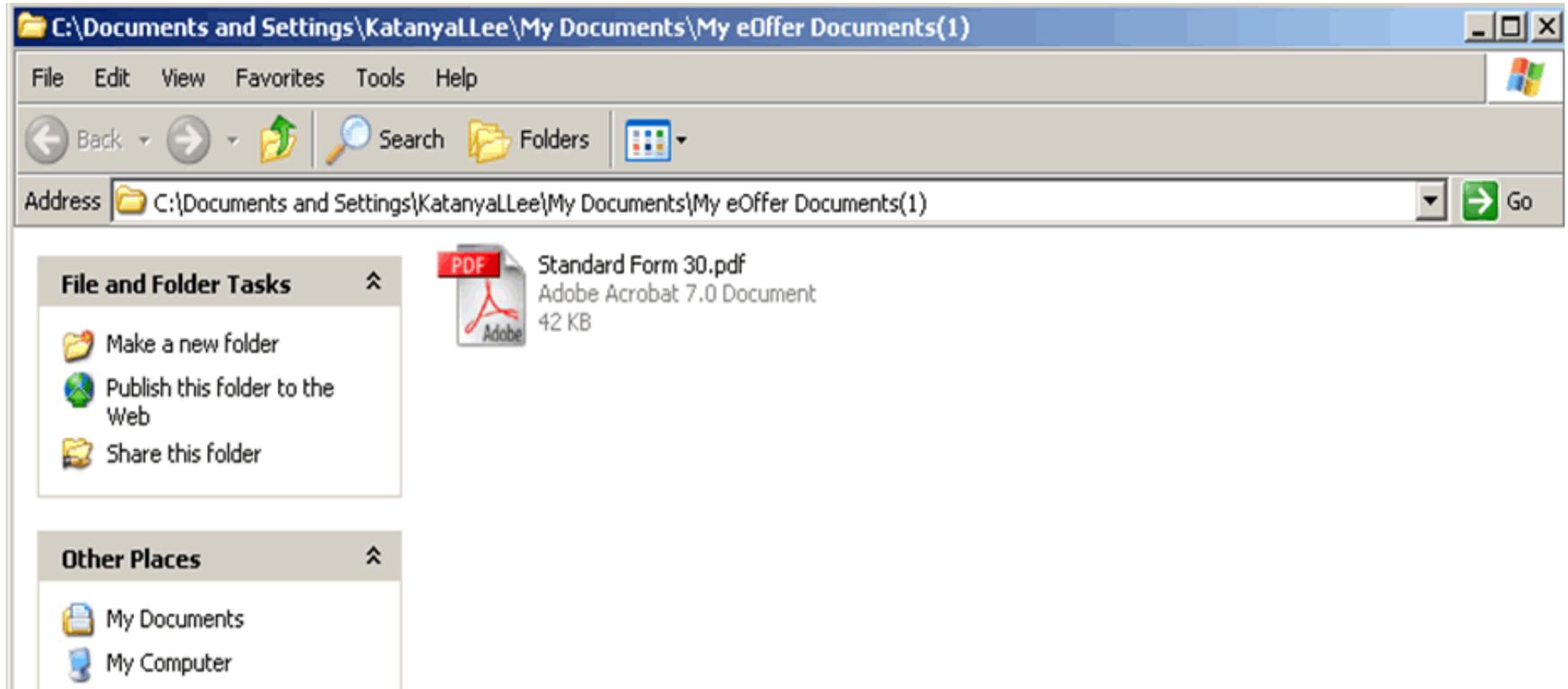
- [Verify if you have Adobe Acrobat Reader installed.](#)
- [Download Adobe Acrobat Reader.](#)

Click on the links below to download your eMod package

- [Download my documents \(Windows version\).](#) 
- [Download my documents \(Non-Windows version\).](#)  
This download contains a non-verifiable copy of your eMod package for your records.

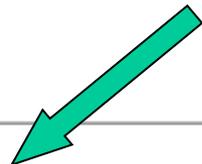
Exit

# Locate Document



# Review eMod and Signature

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1.Contract ID Code	Page of Pages 1   1
Amendment/Modification No. PA-0001	3. Effective Date: See 16C	4. Requisition/Purchase Req. No.	5. Project No. (If Applicable) 03FAC
6. Issued By: General Service Administration HEARTLAND GLOBAL SUPPLY 1500 E. BANNISTER RD KANSAS CITY MO 64131		7. Administered By: (If Other) GSA/FSS CONT MGMT DIV (5FQ) 122 230 S DEARBORN ST NMM CHICAGO IL 60604 312-353-5473	
8. Name and Address of Contractor (No. Street, County, State and Zip Code) SATELLITE SERVICES, INC. 309 SOUTH FRONT ST.  MARQUETTE, MI 498554600		9A Amendment of Solicitation No:	
		9B. Dated (See Item 11)	
		X	10A. Modification of Contract/Order No. GS-06F-0003R 10B. Dated (See Item 13) Oct 04, 02004
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).			
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
D. OTHER (Specify type of modification and authority)			
E. <b>IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return, ___ copies to the issuing office.			
14. DESCRIPTION OF MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Adding SINS			
15A. NAME AND TITLE OF SIGNER (Type or Print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print)	
15B. CONTRACTOR/OFFICER AUTHORIZED TO SIGN K. L Lee SATELLITE SERVICE (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA AUTHORIZED TO SIGN Katanya L. Lee GSA/FSS By _____ (Signature of Contracting Officer)	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105	
STANDARD FORM 30 (REV.10-83) Prescribed by GSA, FAR (48 CFR) 53.243			



# Review and Questions

- For technical assistance contact the eOffer/eMod Helpdesk at 866-472-9114 OR email us at [eoffer@gsa.gov](mailto:eoffer@gsa.gov)