GSA eLibrary
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What is GSA eLibrary?

The General Services Administration (GSA) and Department of Veterans Affairs (VA) offer a wide range of acquisition solutions available to federal and state & local governments. GSA eLibrary was created to provide a centralized online resource to assist acquisition professionals in the research and identification of commercial businesses providing products and services offered under GSA and VA acquisition solutions.

Information on GSA eLibrary is updated every night, so you can be assured that what you are seeing is accurate and up-to-date award information.

GSA eLibrary contains the latest contract or BPA award information from the following acquisition solutions:

- GSA Multiple Award Schedule (MAS)
- VA Federal Supply Schedules (FSS)
- Governmentwide Acquisition Contracts (GWACs)
- Multi-Agency Contracts (MACs)
- Technology Contracts
- Federal Strategic Sourcing Initiative (FSSI) Solutions
- Strategically Sourced Blanket Purchase Agreements

If you require further assistance, please direct all inquiries to GSA.Advantage@gsa.gov or call Customer Service at 1-877-472-3777, option 2.

Searching on eLibrary

While the basic search tool is the most widely used function on GSA eLibrary, there are several additional tools and features of eLibrary that can help you identify acquisition solutions and contractors to meet your procurement needs.

Exploring eLibrary:

1. **Search box** - enter keywords that best describe what you are looking for. eLibrary will scan through acquisition solution titles, descriptions, numbers, as well as business names to find matches.

2. **Quick Search** – this drilldown provides a quick method to jump to a specific contract vehicle.

3. **Total Solution Search** – this tool provides the ability to identify "total solution" providers for complex requirements. Basically, it provides the ability to select various Schedules and Special Item Numbers (SINs) and return contractors that have contract coverage under the selected schedule/SINs. Note: This search tool is limited to only Federal Supply Schedules.

4. **Contractor Directory (a-z)** - if you already know the name of a business, or maybe you only know what letter the business starts with, this alphabetical listing of every contractor in our database will assist you.

5. **Category Guide** – if you are looking for a solution in a particular business sector, but are not sure of the category (SIN), this guide works like a drilldown to help you identify the specific categories in that sector.

6. **Schedule contracts** – this section provides important information on GSA and VA Federal Supply Schedules.

7. **Technology contracts** – this section provides information and a link to all of the technology solutions available from GSA.
8. **State and Local Governments** – this section is divided into two areas: Cooperative Purchasing and Disaster Purchasing. A complete listing of contractors available to sell to State and Local Government entities is provided as well as an FAQ.

**Search Tips**

To help you with your searches on eLibrary, we encourage reading through these suggestions and tips.

- Search using generalized and simple keywords.
  - In most cases, the titles and descriptions for categories are very broad and do not include specific items or services available.
  - Think on a higher level - while every effort is done to give the acquisition solutions good titles and descriptions, it is impossible to list every specific product or service available under a solution. For example, if searching for a specific product, think about entering the product area - enter ‘sporting goods’ instead of ‘hockey stick’.
  - Less is more - starting with fewer words may return a larger number of matches, but this will help determine if additional keywords are needed. Use too many words and you may not find what you were looking for. i.e. if looking for ‘oil clean up services’, just enter ‘clean up’.

- All keywords entered must be found in the *same solution* to be considered a match. i.e. if I search for “marketing research”, both the terms “marketing” and “research” must be found in the name/description of the category for it to be declared a match.

- Searching is not case sensitive. i.e. “Marketing” and “marketing” will yield the same results.

- Basic stemming rules are used. i.e. variations of the word ‘sample’ (samples, sampling) will yield the same results.

- eLibrary *does not* allow Boolean operators such as AND or NOT.

**Search Results Summary**

Search matches will be returned on the *Search Results Summary* page. This page can be separated into three possible sections:

- Description matches
- Contractor/Manufacturer matches
- Keyword matches
Description Matches

Description matches contain a list of the solutions that match the keywords entered. For a category to appear, all of the keywords must be found in the numbers, titles, or descriptions of that specific category.

Example: a search for “marketing research”, found the Category 541910 that contained both the keywords “marketing” and “research” in the title and/or description of the category.

Contractor/Manufacturer Matches

The Contractor/Manufacturer section lists the businesses that match the keywords entered. For a contractor to appear, all of the keywords must be found in the Contractor/Manufacturer name, or the DBA (Doing Business As) name. The results are sorted by Source/Category number, Contractor name, and Manufacturer name.

Example: a search for “marketing” found contractors and manufacturers with the keyword in their name.
Keyword Matches

The Keyword matches section will only appear if no 'Descriptive' matches are found.

When there are no 'Descriptive' matches found in eLibrary, a keyword search is launched against the GSA Advantage database to try and identify possible matches. If matches are found on GSA Advantage, eLibrary will return the “category” where the products or services are classified under.

Example: a keyword search for "claw hammer" does not return any Description or Contractor/Manufacturer matches, however, matches were found on GSA Advantage and the category where the products/services are listed as possible matches. NOTE: The keyword search is only applicable to GSA/VAFederal Supply Schedules and IDIQs. GWACs and Technology contracts are not available in GSA Advantage, thus will not appear in the keyword matches.
**Schedule Summary**

The *Schedule Summary* page provides a dynamic look at the active categories under an acquisition solution.

**Solution Contact Information**

If you have any questions or need more information pertaining to an acquisition solution, please use the contact information provided at the top-left of the Schedule Summary page.

**GSA Contracts Online**

A link is provided on the Schedule Summary page to GSA Contracts Online. GSA Contracts Online provides instant access to the latest MAS solicitation contract clauses, as well as specific contract terms and conditions. **NOTE:** this feature is only available for the GSA Multiple Award Schedule.

**SAM.gov**

A link to SAM.gov provides direct access to the current solicitation.

**Download Contractors**

The ‘Download Contractors’ link provides the ability to download all of the contractors currently under the solution selected. The file produced is in Excel format and the data is arranged in individual columns to allow for easy sorting.
**Contractor Listing**

The *Contractor Listing* page provides a current listing of all contractors available under the selected category. The listing is sorted alphabetically by ‘Contractor’ name ascending (default); however you may also sort by ‘City, State’.

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**Download Contractors**

If you would like to download all the contractors under this category, click the link "Download Contractors (Excel)".

**Socio-economic Display**

To quickly refine or limit the contractor listing by socio-economic indicator(s), simply select the indicator(s) from the scroll box and click “GO”. NOTE: eLibrary uses “and” logic when multiple indicators are selected, so only contractors with all the selected indicators will be returned.

To reset the listing (show all the contractors), select “All Socio-Economic Indicators” from the scroll box, or remove the indicator individually by clicking the 😎 next to the indicator in the ‘Display limited to:’ section.

**Column Definitions**

- **Contractor**…………………... the official business name of the contractor. For more information about this contractor, click the name to go to the Contractor Information page.

- **Cooperative Purchasing** .......... if the Cooperative Purchasing 🏦 icon is displayed, the contractor has opted to sell Cooperative Purchasing products/services to State and Local Government entities, in accordance with 40 U.S.C. 502(c). **Note:** The term "State and Local government" includes any State, local, territorial, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education).

- **Disaster Purchasing** ............... if the Disaster Purchasing 🚑 icon is displayed, the contractor has opted to sell Disaster Purchasing products/services to State and Local Government entities in accordance with 40 U.S.C. 502(d). **Note:** The term "State and Local government" includes any State, local, territorial, or tribal government, or any instrumentality
thereof (including any local educational agency or institution of higher education).

Contract # ……………………………..  the official contract number awarded to the contractor.
Phone …………………………………...  the corporate phone number recorded for this contractor.
City/State ……………………………..  the official headquarters location for the contractor. If the contractors’
headquarters is outside the United States, the country name is also displayed in this
column.

Socio-Economic …………………….  denotes the Socio-Economic indicators associated with the contract.
s       small business
o      other than small business
w      woman owned business
wo    women owned small business (WOSB)
ew    economically-disadvantaged women owned small business (EDWOSB)
v      veteran owned small business
dv     service disabled veteran owned business
d     SBA certified small disadvantaged business
8a    SBA certified 8(a) firm
8aS   8(a) Sole Source Pool
h      SBA certified HUBZone firm
to    Tribally Owned Firm
ai    American Indian Owned
an    Alaskan Native Corporation Owned Firm
hn    Native Hawaiian Organization Owned Firm

Contractor T&Cs/Pricelist........... this document is provided by the contractor as a requirement of GSA Advantage,
and usually contains the contract terms and conditions, price lists, and information
about the contract.

View Catalog ............................. if the contractor has products/services available for ordering on GSAAdvantage, a
‘GSA Advantage’ icon will be displayed. By clicking this image link, this
will execute a search against GSA Advantage. Depending on whether the category is
product or service related, GSA Advantage will return either:

1) For products - a listing of all products available for the contractor under this
contract.
2) For Services – GSA Advantage will return the same Contractor
Ts&Cs/Pricelist available on eLibrary.

Get Quotes - eBuy

If you are interested in using eBuy to create a request for quote (RFQ) under the category being displayed, click on the
“Get Quotes” image and you will be forwarded to eBuy to begin the process.

GSA eBuy, a component of GSA Advantage, is an online Request for Quote (RFQ) tool used by federal, state and local
government agencies to request quotes for a wide range of commercial supplies (products) and services under the
following acquisition vehicles:

- GSA and VA Multiple Award Schedules
- Technology contracts
- Governmentwide Acquisition Contracts (GWACs)
- Network Services and Telecommunications contracts
- Blanket Purchase Agreements
- Federal Strategic Sourcing Initiative contracts
Access to eBuy

GSA eBuy requires an account to use the system. eBuy uses the same account as GSA Advantage. If you do not have an eBuy/GSA Advantage account, please visit [GSA Advantage](https://www.gsa.gov), and select "Register" from the top menu.

Contractor Information

The Contractor Information page provides details about a contractor. If the contractor has additional contracts with GSA or VA, eLibrary will list the contracts that have a matching Unique Entity Identifier (UEI) on this page.

Contractor Information Definitions

**Contract #** ...................... the official contract number awarded to the contractor.

**Contractor** ..................... the official business name of the contractor.

**Address** ........................ the headquarters location of the contractor. NOTE: If the contractor’s headquarters is outside the United States, the country name is also displayed.

**Phone** .......................... the corporate phone number for this contractor.

**E-Mail** .......................... the contractor email address.

**Web Address** ................... the website provided by the contractor.

**UEI** .............................. SAM-generated unique Entity ID assigned to the contractor.

**NAICS** ........................... North American Industry Classification System code assigned to the contract.

**Socio-Economic** ............... displays the socio-economic indicators associated with the contractor at the time of contract award.

**EPLS** ............................. GSA eLibrary automatically checks to see if a contractor is found on the System for Award Management (SAM)/Excluded Parties List System (EPLS). [FAR 9.405-1(a)(2)(ii)] prohibits ordering activities from placing orders with companies who are debarred, suspended, or proposed for debarment, unless the agency head makes a written determination of the compelling reasons for doing so.

**Gov Point of Contact** ........... for any specific questions about the contract or contractor, please call or email the person listed.

**Contract Clauses/Exceptions** .. link connects to GSA Contracts Online which displays specifics about the clauses and exceptions for the contract, and the ability to print the information.

Contract Column Definitions

**Source** ............................ the Contract Vehicle, such as Schedule, GWAC, MAC, BPA, or Network Services & Telecommunications vehicle.

**Title** ............................. the name of the Schedule, GWAC, MAC, BPA, or Network Services & Telecommunications contract.

**Contract Number** .............. the official contract number awarded to the contractor.

**Contractor T&Cs/Pricelist** ...... this document is provided by the contractor for GSA Advantage, and usually contains the contract terms and conditions, price lists, and information about the contractor.

**Current Option Period End Date** identifies the current contract option period end date.

**Ultimate Contract End Date**..... identifies the ultimate completion date of the contract if all options are exercised.

**Category** ........................ identifies the Special Item Numbers (SINs) or Functional Areas covered by the Schedule, GWAC, MAC, BPA, or Network Services & Telecommunications contract.

**Cooperative Purchasing** ........ if the Cooperative Purchasing icon is displayed, the contractor has opted to sell
Cooperative Purchasing products/services to State and Local Government entities, in accordance with 40 U.S.C. 502(c). **Note:** The term "State and Local government" includes any State, local, territorial, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education).

**Disaster Purchasing**

If the Disaster Purchasing icon is displayed, the contractor has opted to sell Disaster Purchasing products/services to State and Local Government entities in accordance with 40 U.S.C. 502(d). **Note:** The term "State and Local government" includes any State, local, territorial, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education).

**View Catalog**

If the contractor has products/services available for ordering on GSAA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on whether the category is product or service related, GSA Advantage will return either:

1) *For products* - a listing of all products available for the contractor under this contract.
2) *For Services* – GSA Advantage will return the same Contractor Ts&Cs/Pricelist available on eLibrary.

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**For Contractors**

**Updating Contractor Name or Address**

For the GSA MAS schedule, the contractor name and address displayed on GSA eLibrary reflect information recorded to the System for Award Management (SAM). GSA receives and processes data from SAM each night.

**Steps to updating Name and Address:**

1. Visit the [SAM](#) website and update your information.
2. You must then go into the [eMod](#) system and initiate a Mod to your contract.
3. Once the Mod is approved by the Government Contracting Officer, we will update the information in our systems. Note: please allow 72 hours for our systems to update.

**Updating Your Telephone Number**

**Federal Supply Schedule contractors**

The phone number displayed on GSA eLibrary comes from one of two sources:

1. *Your GSA Advantage Catalog File* - if you have a catalog/pricelist on GSA Advantage, eLibrary will display the Contract Administrator phone number submitted in your electronic catalog.
   - To update - you must submit a GSA Advantage catalog update via SIP/EDI. Note - updating the Contract Administrator phone number in your catalog file will update your company phone number on GSA eLibrary, GSA eBuy and GSA Advantage.
2. *GSA’s Internal Contract system* - if you do not have a catalog/pricelist on GSA Advantage, eLibrary will use
the telephone number recorded in GSA’s internal contract database.

- To update - please notify your Government CO of the new phone number so they can update the contract database.

GWAC, MAC, and Network Services and Telecommunications contractors

GWAC, MAC, and Network Services and Telecommunications will always display the telephone number recorded in GSA’s internal contract database. Please contact your Government CO to update your information.

- To update - please notify your Government CO of the new phone number so they can update the contract database.

Updating Your Email or Web Address

Federal Supply Schedule contractors

The e-mail and Web address displayed on eLibrary comes from one of two sources:

1. Your GSA Advantage Catalog file - if you have submitted an electronic catalog to GSA Advantage, the email and web address contained in your electronic catalog file will be used.
   - To update - you must submit a GSA Advantage catalog update via SIP/EDI. Note - updating this information will update your company email and/or web address on GSA eLibrary, GSA eBuy and GSA Advantage.

2. GSA’s Internal contract system - if you do not have a catalog/pricelist on GSA Advantage, eLibrary will use the email and web address recorded in GSA’s internal contract database.
   - To update - please notify your Government CO of the changes so they can update the contract database.

GWAC, MAC, and Network Services, and Telecommunications contractors

GWAC, MAC, and Network Services and Telecommunications will display the email and web address recorded to your internal contract database. Contact your Government Contracting Officer to update your information.

- To update - please notify your Government CO so they can update the contract database.