

# COUNTER-sUAS TECHNOLOGY

Detect, Defeat, and Defend



## QUICK START GUIDE FOR NINJA GSA PURCHASES

These steps will help you navigate GSA to purchase Ninja products.

Reference: [eBuy-Buyer\\_jobaid.pdf\(gsa.gov\)](#)

**GSA eBuy, a component of GSA Advantage, is an online Request for Quotation (RFQ) tool designed to facilitate the request for submission of quotations for products and services.** eBuy can also be used by buyers to request information and find sources to fulfill their requirements.

To access GSA eBuy, buyers are required to register on GSA Advantage. The same user ID and password is used on GSA eBuy and GSA Advantage.

### To access the GSA eBuy Buyer website:

1. Go to <https://www.ebuy.gsa.gov/>
2. At the top of this page you will see "Sign in as a .... Buyer," click "Buyer" to display the "Sign-in".
3. Enter your user ID in the User ID box.
4. Enter your password in the Password box.
5. Click "Sign in."

Create a Request for Quote (RFQ) by following the GSA "eBuy Buyer JobAid."

### The 4 required steps that must be completed to post an RFQ on eBuy:

1. **Search** - find the solution to post your requirements.
2. **Select** - select contractors to notify.
3. **Prepare** - provide the necessary information about your requirements.
4. **Submit** - review and submit your RFQ.

Black River Systems is on the Multiple Award Schedule in the FSC Group: SECURITY & PROTECTION.

The *Prepare RFQ* page is divided into several sections: Categories, RFQ Info, Delivery, Attachments, Line Items, and Shipping Address. Within the RFQ Info section, you will describe your requirements and select when you want your RFQ to close.

If specific products are being requested on the RFQ, space is provided to enter line items or upload a spreadsheet containing a list of line items.

When just a few line items are being identified on the RFQ, GSA suggests using the "Add Line Item" feature and enter the line items one at a time. After entering the necessary line items, then click "Add line items to RFQ."

You can find the Ninja information here: [Black River Systems Pricelist \(gsaadvantage.gov\)](#)

Submitting the RFQ will notify Black River Systems of its submission, and it's recommended to reach out to confirm. The response you will see via the RFQ Details page will be a quote for the requested products.

Once you receive our quote as a response and the RFQ/quote has line items associated with it, you must choose to award (Yes or No) each line item on the quote. A toggle is provided for each line item. Once your decisions have been made on the line items to award, click "Submit Line Items" to send an award notification.



## BLACK RIVER SYSTEMS COMPANY

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Ninja is JCO Approved  
[GSA eLibrary Contractor Information](#)

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