Product Catalog First Steps

The First Steps must be completed before any actions can occur in FCP:

1. Update Seller Profile (FCP)
2. Baseline Products Catalog (eMod + FCP)
3. Update Terms and Conditions File (FCP)

1 Update Seller Profile (FCP)

Vendors must start the First Steps process with the Update Seller Profile action. This ensures that accurate details are published to GSA Advantage.

- **Log in** to https://catalog.gsa.gov and **click** the "Access Catalog" button.
- **Click** the "Update Seller Profile" button, **confirm** that contact information is accurate, and **select** "Yes" for Products catalog offerings.

Important! Only select offerings you're ready to baseline now. If you select an offering but don't submit the baseline and catalog file, you will receive frequent email reminders. If you've completed the Seller Profile update and wish to add or remove a catalog offering type, create a new Update Seller Profile action in FCP, with "No eMod Modification Associated" and update the Catalog Offerings section.

- Once complete, **submit** the action for review.
- **Wait** for CS/CO approval, which may take 7-14 days depending on workload.

  FCP sends all authorized negotiators an email notification from fcp-no-reply@gsa.gov when the Seller Profile is published in GSA Advantage.

- **PRO TIP!** While you wait, **prepare** your Product File.

  ***Existing vendors**: Download the latest Product File from the FCP Catalog Overview Page: Latest Catalog Data table. Add required information, including govt_price_no_fee and (if applicable) MFC information – **do not** add any new products. Update existing information to meet validation requirements and character limits, including item_name (Must be 3 or more words, Maximum 40 characters) and item_description (Must be 10 or more words, Maximum 1000 characters).*

  ***New vendors**: Use the FCP_Product_File.xlsx file in the catalog.gsa.gov/help Blank Templates list.*

2 Catalog Baseline Modification (eMod + FCP)

- Once your Seller Profile is approved**, log in** to https://eoffer.gsa.gov and **create** a "Catalog Baseline" modification.
- When you reach the Upload Documents step, **click** the "Go to FCP" button in the Price Proposal Template row.

  Once you complete the following steps, your Product File will populate in this row.

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- In FCP, **click** the “New Catalog Action” button, **select** “Baseline”, **select** the applicable eMod ID, **select** “All” for items to be updated, and **click** “Continue”.
- When ready, **upload** and **submit** your Product File(s).

  ***If validation errors are found**: Review the error report, resolve the errors, and then upload and submit the corrected file. If multiple files were submitted, re-submit **all** files. For guidance on errors, visit catalog.gsa.gov/help and review the Validations & Business Rules for Error Reports file under Lookup & Reference.*

- **Wait** for FCP to send the Product File for market research and send email notification that the Compliance & Pricing (C&P) report is available.

  ***Do not** resubmit the file before receiving results. Results are usually returned within 2-3 days and authorized negotiators are notified via email.*

- Once notified, **log in** to FCP, **review** the Compliance & Pricing (C&P) Report for each Product File, and **remediate** any compliance issues.

  ***PRO TIP!** Leave comments justifying any products you intend to submit with a compliance flag. For additional guidance, visit catalog.gsa.gov/help and review the Compliance & Pricing Report FAQ and Getting Started in FCP user guide in the Vendor User Guides list.*

- Once finalized, **upload** the Product File(s) with the C&P information, including any vendor comments. **Confirm** submission and **click** the “Send Files to eMod” button.

  FCP validates the file, updates C&P report for the workforce, splits files to handle eMod size limitations, and populates the Product File in the Price Proposal Template row in eMod with the naming structure: PF_[Action Type Initial]_[Year Month Day Hour Minute]_[FCP Action ID]_[Contract Number]_[Product File #]_[Total # of Product Files].xlsx naming structure.

  This process usually takes 2 hours, and authorized negotiators are notified via email.

- Once notified, **log in** to https://eoffer.gsa.gov, **review** the modification, **upload** the Baseline Cover Letter, and **submit** for CS/CO review.

  A determination is usually made within 30 days of submission and authorized negotiators are notified via email.

  If corrections are needed, follow the FCP Action Pending Resubmission. If rejected, address all CS/CO comments and create a new Catalog Baseline modification.

  Common review errors include submitting non-compliant products with no justification.

- Once approved, **log in** to https://eoffer.gsa.gov and **sign** the modification.

  The baseline will usually publish to GSA Advantage within 1-2 days.

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Update Terms & Conditions (T&C) File (FCP)

Once the Baseline is approved, vendors must complete the First Steps process by uploading a new T&C file. This file should not contain any pricing information or other catalog details listed on the Product File and published to GSA Advantage.

- Once the Baseline is awarded**, log in** to https://catalog.gsa.gov and **click** "Access Catalog".
- **Click** the "New Catalog Action" button, **select** "Update Terms & Conditions File."
- Select the closed "Catalog Baseline" mod from the dropdown and **click** "Continue".
- **Upload** the T&C file and **submit** for CS/CO review.

Common errors include duplicating pricing or descriptive details from the Product File or Services Plus File.

*After **a determination is made,** authorized negotiators are notified via email.*

- *If corrections are needed, upload and resubmit a revised T&C file.*
- *If rejected, address all CS/CO comments and create a new Update Terms & Conditions File action.*
- *Once approved, FCP publishes the T&C file within 1-2 days and notifies authorized negotiators via email.*

Once the T&C action is approved by GSA and published to GSA Advantage, vendors may use eMod and FCP for product catalog management.

Questions?

Visit catalog.gsa.gov/help to learn more about Product Catalog Management. Please work with your CS/CO or contact vendor.support@gsa.gov for more help.

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