

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)

1 Update Seller Profile (FCP)



The Update Seller Profile step must be completed before any catalog actions can begin. 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 TIPS!** 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.

- 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”.

Product Catalog First Steps



- 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.