

# Services Plus Catalog First Steps

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

1. Update Seller Profile (FCP)
2. Baseline Catalog (eMod + FCP)
3. Upload the Terms & Conditions File (FCP)

## 1 Update Seller Profile (FCP)



The Update Seller Profile step must be completed before any catalog actions can begin to ensure accurate details are published to *GSA Advantage*. All offerings must be baselined.

- **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 Services Plus 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 [fcf-no-reply@gsa.gov](mailto:fcf-no-reply@gsa.gov) when the Seller Profile is published in GSA Advantage.*

- **PRO TIP!** While you wait, **prepare** your Services Plus File (SPF).

Visit [catalog.gsa.gov/help](https://catalog.gsa.gov/help) to download *FCP\_Services\_Plus\_File.xlsx* from the Blank Templates list and populate it with your catalog offerings. Check *FCP Services Plus File Pricing Examples* in the Lookup & Reference list for examples. Review [The Product File and Services Plus File FAQs](#) to learn about character limits, [decimal places](#), [outyears](#), [how to calculate pricing](#), and other guidance for populating the SPF. Contract period information can be found in the “View contract period information” section of the Catalog Overview page.

**Existing vendors:** Please use your most recently awarded Price Proposal Template to fill out the SPF. For items listed in the SPF, remove pricing and descriptive details from the Terms & Conditions file. **Do not** add new services or change prices. For guidance, use the *Crosswalking the Services PPT to the Services Plus File* resource in the Lookup & Reference list on [catalog.gsa.gov/help](https://catalog.gsa.gov/help).

In the SPF, the **unique\_catalog\_item\_id (UCID)** is a new, mandatory identifier to link reported sales to your catalog. Consider how you want similar services grouped in the published Price List. The Price List sorts UCID as text, so leading zeroes (e.g., 001-EXAMPLE, 002-EXAMPLE) can help.

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## Catalog Baseline Modification (eMod + FCP)



- Once your Seller Profile is approved, **log in** to <https://eoffer.gsa.gov> and **create** a “Catalog Baseline” modification.

*Catalog Baseline is found in the Terms and Conditions category.*

- 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 Services Plus File will populate in this row.*

- In FCP, **click** the “New Catalog Action” button for Baseline Services, **select** “Baseline” in the Services box, **select** the eMod ID, **select** “My catalog will use the Services Plus File” or “My catalog will use both”, and **click** “Continue”.

- When ready, **upload** and **submit** your Services Plus 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](https://catalog.gsa.gov/help) and review the Validations & Business Rules for Error Reports resource under Lookup & Reference.

- Wait** for FCP to send the Services Plus File(s) to eMod and send email notification that it is available in eMod.

*FCP validates this file, generates the `discount_offered_to_gsa_off_mfc_price` and `diff_bt_gsa_discount_and_mfc_discount` fields, generates a warning tab if applicable, and populates the Services Plus File(s) in the Price Proposal Template row in eMod with the naming structure: `SPF_[Action Type Initial]_[Year Month Day Hour Minute]_[FCP Action ID]_[Contract Number]_[Services Plus File #]_[Total # of Services Plus Files].xlsx`.*

*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. 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.*

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

*FCP auto-publishes a Price List to Advantage, eLibrary, and eBuy, usually within 1 day.*

Any future changes via the SPF will be auto-published to those Price Lists.

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

Once the Baseline is awarded, upload a revised T&C file with the price list removed. You don’t need to create a new modification in eMod.

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- **Log in** to <https://catalog.gsa.gov> and **click** “Access Catalog”.
- **Click** the “New Catalog Action” button, **select** “Update Terms & Conditions File”, pick the closed “Catalog Baseline” mod from the dropdown, and **click** “Continue”.
- **Upload** the T&C file and **submit** for CS/CO review.

*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.*

Common errors include duplicating pricing or descriptive details between the SPF and T&C files.

*Once approved, FCP publishes the T&C file within 1-2 days and notifies authorized negotiators via email.*