

How to Manage Accessories or Related Products

Product accessories, or related products, give vendors the ability to sell complementary or add-on components on *GSA Advantage*. In FCP, accessories are listed on the Product File PRODUCTS tab and are subject to market research.



What are accessories or related products?

Accessories, labeled as related products on *GSA Advantage*, are items that complement a base product and usually add to a purchase price. Examples include:

- **Installation, training, and repair services** related to a product
- **Replacement parts** like light bulbs or coffee filters
- **Complementary parts** like laptop docking stations or power cords

Unlike options, accessories are standalone items that can be bought **without** base products.

How does *GSA Advantage* list them?



Buyers can find and purchase these related products on their own through the main search bar, or with a base item. On the base item page, the Related Products button provides a summary overview of the available accessories and their cost. Buyers can select accessories from this page, or click on each accessory to see additional details.

How do accessories help with catalog management?

Accessories let vendors connect base products (e.g., cell phone) with related products and services (e.g., phone case). This enables vendors to cross-sell related products, and makes it easier for buyers to find the items they need.

How do accessories or related products differ from options?

Accessories differ from options in a few key ways. Accessories:

- **Can be purchased without the base product**, while options are always a part of the base product and cannot be purchased separately.
- **Typically add to the price**, while options may or may not impact price.
- **Are added to the Product File PRODUCTS tab** and receive market research information, while options are not.
- **Have their own product page with their own photos**, while options do not.
- **Appear in *GSA Advantage* search results**, while options do not.
- **May be compatible with multiple base items**, while options are generally a part of one specific base item.



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Base Product	Sample Accessories	Sample Options
Desk	Desk pad Monitor arms Under-desk standalone storage unit	Finish color (Walnut, Oak, White, Black, Gray) Integrated add-on storage (Built-in drawers, cabinets, shelves)
Inkjet printer	Printer paper Printer toner USB cable	Color (White, Silver, Black) Tray capacity (25 sheets, 100 sheets) Setup (Not included, Included)



How do buyers find related products in *GSA Advantage*?

Buyers will notice related products are available in *GSA Advantage* via the:

-  **rel** indicator in *GSA Advantage* search results Features column
-  **Related Products** button on product pages

Pro tip! Mention related products in the Base Product Description with a note like “Related services and replacement parts available.”

How can vendors add accessories for new base products?

When adding base products and accessories at the same time:

1. Start an “Add Products” mod in eMod and a corresponding add action in FCP.
2. List both base (“B” for item_type) and accessory (“A” for item_type) products in the PRODUCTS tab of the Product File.
3. Map accessories to base products in the PRODXACC tab.

Pro tip! The Compliance & Pricing report checks accessories. Double-check manufacturer name & part number for accuracy; these cannot be edited once market research is generated.

How can vendors add accessories to existing base products?

A vendor can’t add new accessory products to existing base products during an Add Products action because the base product is already on contract and would be flagged as a duplicate. To avoid issues:

1. Start an “Add Product(s)” mod in eMod and a corresponding add action in FCP to add just the accessory products. List them with item_type=B for “Base” in the Product File to initially commit them to the file.
2. Once awarded, start a “Product Descriptive Change” mod in eMod and a “Change Products” action in FCP.
3. Change the item_type for the accessory products to “A” in the PRODUCTS tab.
4. Map accessories to base products in the PRODXACC tab and upload the updated Product File.



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How can vendors unlink accessories from a base product?

Vendors can unlink accessories from a base product without deleting the accessories, to keep the accessories available for other base products:

1. Download your last approved catalog file from the FCP Catalog Overview page.
2. Remove any accessory mappings you no longer want from the PRODXACC tab. Make sure any other accessory relationships for the base products in the file are still listed.
3. Ensure all accessories in the PRODUCTS tab have at least one mapping in the PRODXACC tab.
4. Start a “Product Descriptive Change” mod in eMod and related “Change Products” action in FCP and upload the updated Product File.

Important! Removing accessory mappings will remove linkages but not the accessory products themselves. To remove the accessory products completely, follow the steps below.

How can vendors completely remove an accessory?

To remove the accessory product(s) and mappings from the catalog:

1. Download your last approved catalog file from the FCP Catalog Overview page.
2. Identify all accessories you wish to remove from the catalog on the PRODUCTS and PRODXACC tabs. **Keep only these lines in the file.**
 - a. Remove all other products from the file. Do NOT submit any lines you wish to keep in the catalog.
3. Start a “Delete Product(s)” mod in eMod and related delete action in FCP.
4. Upload the updated Product File to remove accessories.
 - a. Reminder: only include lines for deletion.

How can vendors restrict the purchase of an accessory?

Vendors who want to restrict the purchase of an accessory to a base product can note that in the Accessory Product Description. Instead, the vendor may consider using the Services Plus File, which can accept products not sold on Advantage. To do this:

- **In the Product File:** List the base product and use the description to explain that accessories can be accessed via the Price List. List accessory UCIDs.
- **In the Services Plus File:** List accessories and use the description to explain that they must be purchased with the base. List relevant base product MPN(s).

Questions?

Visit <https://catalog.gsa.gov/help#product-options> to learn more about accessories. Please work with your CS/CO or contact vendor.support@gsa.gov for more help.

