

How to Select Seller Profile Catalog Offering Types

Product File, Services Plus File, or Price Proposal Template

The FCP Seller Profile requires vendors to indicate their Catalog Offerings. These selections dictate which template(s) must be used, which action types are available, and how the catalog information ultimately publishes on *GSA Advantage*.

How Catalog Offerings Affect FCP First Steps



Catalog offering(s) determine the catalog file you must use to capture your offerings, and how the data is published to GSA Advantage for customers. Upon first transitioning to FCP, vendors select their Catalog Offerings as a part of the Seller Profile set up. These selections dictate baseline requirements. Products and Services Plus catalog offerings must have their baseline action completed and approved before they can complete any other actions.

To avoid delays in processing your catalog, **only select the catalog offerings that currently apply to your catalog upon initial transition.** You can change catalog offering types by updating your Seller Profile in the future if your catalog changes.

Important! You will receive reminder emails to baseline every offering you select and be unable to start other actions until you either complete the baseline or successfully remove it from the Seller Profile.

About the Catalog Offering Templates

- The **Product File** and **Services Plus File** go through automated validations and ultimately publish catalog details to GSA Advantage as a part of the contract modification process.
- **Price Proposal Templates** do not undergo any automated validations or publishing, and the vendor must manually reflect PPT offerings on the Terms & Conditions file after the modification is approved.

NOTE: This document is draft and contains general guidance that is not prescriptive. It is intended to help you choose between file types and may change as FCP is enhanced. Also, please note that the CS/CO must approve the catalog changes you submit for review.

Tips for Choosing Catalog Offerings

Here are some tips for choosing the right offering type(s) for your catalog(s).

Products (Sold on Advantage)

Products (Sold on Advantage) will use the Product File. This selection is best for offerings that can be added to a shopping cart and checked out. **These offerings typically don't require consultation or negotiation between buyer and seller** to buy and may have:



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- **Term of use (e.g., annual license)**, but don't have leases or subscriptions with recurring fees (e.g., monthly charges).
- **UPC or ISBN number** you could enter or scan to buy it.
- **Set configuration OR a minimal number of options** that can be selected (e.g., 5 GB or 120 GB, red or black, small or large).
- **Stable pricing**, that doesn't fluctuate with market or variable prices.

Services Plus (Published to a Price List)



The Services Plus (Published to a Price List) will use the Services Plus File. This selection is best for items that aren't COTS products and either **require discussion to order** or **are measured in timeframes or human resources (week, hour, number of instructors/attendees)**, including:

- **Commercial labor category:** Typically, labor provided by a single person and described with a job title (e.g., a systems engineer, \$150/hour).
- **Service Contract Labor Standards (SCLS) labor category:** Labor provided by personnel and governed by the SCLS, formerly the Service Contract Act.
- **Fixed Price Services / Solutions:** Services that are outcomes, deliverables, or any service that is not the result of the hourly labor provided by one person. It may encompass more than one service at a time (e.g., onsite information booth for an event for \$5,000/week).
- **Courses and training:** If the courses or training involve an instructor and audience, the SPF works best. The duration of the course is required along with minimum and maximum number of students in the class.
- **Language services:** The SPF replaces the Language Services for the following special item numbers (SINs):

541930 Translation and Interpretation Services

611630 Linguistic Training and Education

When a user selects Language Services as a catalog_item_type they must provide detail on the source and target language and note if the translation/interpretation is going in one way or both ways.

- **Other Direct Costs (ODCs):** ODCs at the catalog level are entered on SIN 541810ODC. When entering information for ODCs the percent_markup_from_commercial_to_mfc_price and percent_markup_from_commercial_to_gsa_price are required fields.
- **Ancillary Item:** Supplementary and support items not sold on GSA Advantage.
- **Product (not sold on Advantage):** Products that cannot be sold on GSA Advantage.

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Price Proposal Template (Items Published to T&C File)

The Price Proposal Template selection should be used in rare circumstances:



- **Consult with your CS/CO:** It may be appropriate to select PPT if your offerings are highly configurable with a large number of options, currently only use a T&C file, and/or do not have standardized pricing.
- **Select PPT Offerings:** If you offer any of the below Travel & Transportation Logistics Special Item Numbers (SIN) that require a specific PPT.

531	Employee relocation solution
531110	Long-term lodging
561599L	Lodging negotiations and management services
561510	Travel agent services
561599	Travel consulting services
532112	Leasing of passenger cars, SUVs, vans, and light trucks
532111	Automotive equipment rental and leasing, rental supplemental vehicle program
485	Ground transportation
481211O	Air charter services — owner operated
481211B	Air charter services — brokers
492110	Package delivery
492210	Local courier and messenger delivery services (SBSA)

NOTE: This SINs list is current as of this infographic Last Reviewed Date and can be checked at [GSA.gov](https://www.gsa.gov).



How the Files Process and Publish

To improve searchability and listings, FCP limits entry for common catalog attributes to a set number of characters in the extended ASCII character set. This enables automated processing and validation described below and facilitates screening against Supply Chain Risk Management (SCRM) requirements.

- **Product File:**
 - Limits MPNs to 40 characters due to GSA Advantage limits.
 - Automatically receives error report for any data or business rule issues.
 - Automatically receives Compliance & Pricing report.
 - Automatically screens offerings against Prohibited Product, Section 889 of the National Defense Authorization Act (NDAA), and Trade Agreement Act requirements.
 - Automatically publishes catalog information to a detailed Product page on GSA Advantage upon modification approval*.
- **Services Plus File:**
 - Limits UCIDs to 40 characters and part_number to 125 characters.



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- Automatically receives error report for any data or business rule issues; this report also contains warnings for calculations or numeric relationships that do not fit expected convention.
- Automatically screens manufacturer names for prohibited entities.
- Automatically generates and publishes a Price List as a standard XLSX file on GSA Advantage, eLibrary, and eBuy upon modification approval*.
**Deletions & Temporary Price Reductions publish once vendors submit the modification.*
- **Price Proposal Templates:**
 - Does not undergo any validations or automated market research
 - Vendor must use the FCP Terms & Conditions Update action to submit a new T&C file reflecting the updates after the modification is approved.

How to Change Catalog Offerings

Not ready to baseline a catalog offering yet? Follow these steps to make corrections, whether you selected an extra offering accidentally or a wrong offering.

If your:

- **Seller Profile is pending approval:** Ask your CS/CO to send the Seller Profile action back for edits. Use a descriptive email subject line of “FCP: Seller Profile - Please Allow Edits” and include details like Contract Number and Action ID.
- **Seller Profile is approved:** Create a new Update Seller Profile action, choose “No eMod Modification Associated”, edit the Catalog Offerings, and submit.
- **Baseline not approved:** If a Baseline mod for the inapplicable offering was already created, return to eMod to withdraw it. If it was already submitted, ask your CS/CO to reject it. Use a descriptive email subject line of “Baseline Mistake - Please Reject” and include details like Contract Number and Action ID.
- **Baseline was approved:** If the Baseline mod was already approved for the wrong offering type, **first** process a Delete mod in eMod with an associated FCP Delete action to remove all items associated with that offering type. Once that’s complete, **then** return to FCP and create a new Update Seller Profile action using the “Seller Profile is approved” steps above. NOTE: If you try to update the Seller Profile before removing the offerings, you will receive an error.

Pro tip! Find your Currently Assigned Government Point of Contact or CS/CO’s contact email on your FCP Catalog Overview page in the top right box under the Contract Number and Contract Name.

Questions?

If you have questions, please work with your CS/CO or reach out to vendor.support@gsa.gov.

