GSA FAS Catalog Platform (FCP)

Price Proposal Template (PPT) First Steps & Workflow

As vendors move to FCP, **the Price Proposal Template (PPT) will be allowed only in special situations**. The PPT Only Workflow differs from the workflow vendors will follow for other catalog offerings, and is important to understand.

When should vendors use the Price Proposal Template?

Most vendors will use Products and Services Plus Files as they transition to FCP. The Price Proposal Template selection is **only** allowed in **rare** circumstances:

1. **Select PPT Offerings**: The offering is a Travel, Transportation, and Logistics Special Item Numbers (SIN) (available on GSA.gov) that requires a PPT.
2. **Consult with your CS/CO**: In consultation with your CS/CO, your offering is deemed too unique to fit into a Product or Services Plus File. These are exceptional circumstances and the vendor should be prepared to offer a justification in this case.

CAUTION! Unlike the Product File and Services Plus File, the PPTs **do not** undergo any automated validation or publishing process.

Why is the PPT being reserved for rare circumstances?

Think of the PPT as a legacy product. FCP is modernizing catalogs with built-in validation and processing. Most vendors will use the Product and Services Plus Files and benefit from these. The PPT is only being used in special cases as its workflow has:

- **No error reporting**: Data entry mistakes must be identified manually.
- **No business rule validation**: Calculations and inputs require manual verification.
- **No compliance or pricing reports**: Market research and analysis must be conducted manually using tools only available to the GSA workforce.
- **No automatic publishing**: FCP will not auto-publish a Price List or product page on GSA Advantage. Catalog items and pricing must be manually included in the Terms & Conditions file following an approved mod.

PRO TIPS!

- Anything submitted via PPT **must** be listed on the Terms & Conditions file to ensure the information is available to customers.
- Vendors who want their information automatically published to *GSA Advantage* should use the Product File or Services Plus File. **The PPT Workflow will not auto-publish to GSA Advantage**.

Price Proposal Template (PPT) First Steps & Workflow

How do vendors onboard their PPT to FCP?

The First Steps process must be completed before any actions can occur in FCP. For vendors using only the PPT workflow (without a Product or Services Plus File), only one step in FCP is required to onboard: **Update Seller Profile (FCP)**.

Update Seller Profile (FCP)

The Update Seller Profile step must be completed first as it ensures 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 Price Proposal Template (Items Published to T&C File).

> **Pro tip! Only** select the offering(s) you will immediately use. If you select Products or Services, you will receive reminders until you complete the Baseline action.

- 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.

Once approved, onboarding is complete. PPT Only offerings don't need a baseline.

What does the PPT Only workflow require?

If your catalog is limited to offerings that use a PPT, you will follow the PPT Upload workflow any time you need to update your catalog price list, including additions, pricing and descriptive changes, and deletions. This process consists of uploading your PPT to FCP and updating your Terms & Conditions file as described below.

1 Upload the PPT in FCP

- **Log in** to https://eoffer.gsa.gov and **create an applicable mod.** Make a note of the mod number.
- 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 File will populate in this row.
- In FCP, log in and **click** the "New Catalog Action" button, then **select** the "Upload PPT" button.

- In the eMod ID section, select the associated eMod ID, and **click** “Continue”.
- When ready, **upload** and **submit** your PPT File(s).
  Use the appropriate template for your offerings; SIN specific templates may be found on the Required templates for a MAS offer webpage.
- **Wait** for FCP to send the PPT file(s) to eMod and send email notification that it is available in eMod.
  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** a Cover Letter, add any other necessary attachments, and **submit** for CS/CO review.
  A sample cover letter is available on the MAS Modifications page. The CS/CO will review the modification, manually review pricing and calculations, and do any necessary market research. When a determination is made, authorized negotiators are notified via email.
- Once approved, **log in** to https://eoffer.gsa.gov and **sign** the modification.
  *You must wait for your modification to be approved **and** then upload your updated T&C file to FCP before your changes are published to GSA Advantage.*

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

Once the modification is approved, **you must** upload a revised T&C file via FCP. Uploading the T&C is required to publish the updated catalog information to eLibrary and *GSA Advantage* for customers. You will use your recently approved, closed eMod for this step – you will not create a new mod.

- **Log in** to https://catalog.gsa.gov and **click** “Access Catalog”.
- **Click** the “New Catalog Action” button, **select** “Update Terms & Condition File”, pick the applicable approved 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.

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