U.S. General Services Administration

Managing a Products Catalog in the FAS Catalog Platform (FCP) Vendor User Guide

Version 2.2, August 2025

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Document Version History

Version	Date	Description
2.2	December 2025	Accessories & Options Removal COO Inferred update in the C&P report
2.1	May 2025	PPT Only Workflow: Section 7.
2.0	November 2024	Renamed document to “Managing a Catalog in FCP” Updated section 1. Removed all sections that are covered in the Getting Started in FCP User Guide.
1.5	July 2024	Removed FOB references from sections and updated screenshots: 6.1.1, 12.3, and 12.3.1
1.4	April 2024	Updated Letter of Supply (LoS) Flag: Introduced an information box to present the LoS requirements more clearly. Updated Return to Edits Workflow: Clarified the necessary pause vendors must take after submitting files to eMod from FCP. Updated Products_Change Tab: Enhanced guidance around the use of the Products_Change tab, specifying that it is system-generated and advising vendors to make any necessary product updates within their PRODUCTS tab to ensure changes are retained. Updated Product Removal: Refined instructions for deleting products that have compliance flags or issues that cannot be justified or remediated on the correct removal process by discouraging the use of writing ‘Remove’ in the vendor comments section as an ineffective method. Updated Country of Origin Explanation: Updated to direct vendors to further action by referring them to the C&P report README tab, ensuring a deeper understanding of COO-related compliance issues. Updated Vendor Actions Without Contractor Website: Provided updated instructions for vendors lacking a contractor website, recommending the use of shortened URLs linking to their eLibrary to meet character limit requirements.

Version	Date	Description
1.3	November 2023	Updated Compliance & Pricing Report section to include guidance for new onscreen market research page, new Quick Updates feature. Updated Seller Profile section to include screenshot of mapping to eBuy. Updated Baseline Products Action section to include cover letter guidance.
1.2	August 2023	Updated FCP Action accordion sections to include updated screenshots.
1.1	May 2023	Updated Seller Profile section to include screenshot of mapping to Advantage. Updated Baseline section to include guidance for information that should not be modified.
1.0	March 2023	Initial version of document.

1. General Information

This in-depth instructional guide is for vendors who have completed the FCP First Steps process and provides step-by-step instructions to perform the following actions for **Products Sold on GSA Advantage**:

1. Adding new products to the catalog (Section 2)
2. Changing products (Section 3)
3. Deleting products (Section 4)
4. Establishing, updating, and removing sales (Section 5)
5. Updating and adding photos (Section 6)
6. PPT-Only Workflow (Section 7)

For information regarding the following, please refer to the **Getting Started in FCP User Guide**:

1. Access
2. Navigation
3. First Steps Process

2. Adding New Products (Sold on Advantage)

Vendors should use the **Add Products Catalog Action** to:

1. Add new base and / or accessory (related) products.
    a. See Section 8.1 for more information regarding accessory products.
2. Add new product SINs

The Add Products action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see Section 2.1)
2. In FCP, **create** the **Add Products** action, linked to the eMod modification (see Section 2.2)
3. In FCP, **upload** the **Product File** (see Section 2.3)
4. In FCP, **review** the **Compliance and Pricing Report** (see Section 2.4)
5. In FCP, **submit** the **Add Product** action **to eMod** (see Section 2.5)
6. In eMod, review and submit the modification (see Section 2.6)
7. In FCP and FSS Online, CS/CO makes a determination (see Section 2.7)
8. After CS/CO approval, FCP auto-publishes the Add Products action to Advantage (See section 2.8)

2.1. eMod: Create Add Modification Type

Initiate an Add modification in eMod, then proceed to FCP.

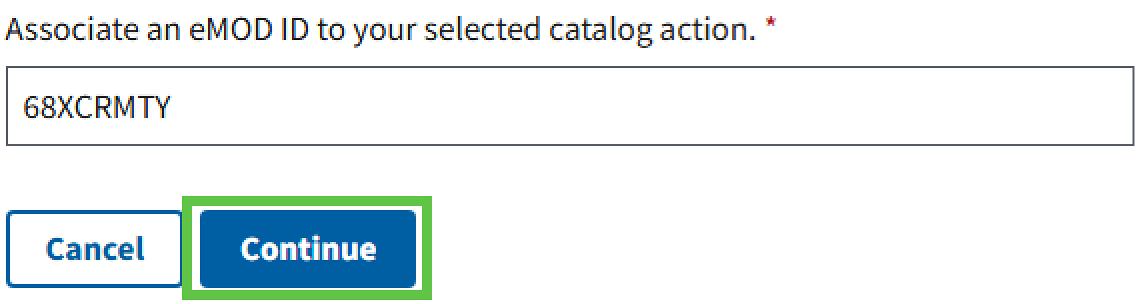
Note: for assistance with eMod, visit the eMod / eOffer Help Center.

2.2. New Catalog Action Page: Add Product Action

After creating the applicable add modification type in eMod (see section 2.1), the vendor creates and links the FCP Add Products action to the modification:

1. In FCP, on the Catalog Overview page, press the **+New Action** button.
2. On the New Catalog Action page, **Products (Sold on Advantage)** section, select the **Add** radio button.
3. In the eMod ID dropdown menu, select the eMod ID created in 2.1.
    a. **Note:** If the “no eMod ID is available for this action type” banner displays, then return to eMod and create an applicable modification (see section 2.1).

Figure: FCP New Catalog Action Screen (eMod ID Selection)



4. Press the **Continue** button.

The FCP Add Products action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a file (see section 2.3).

2.3. Vendor: Upload Product Files Section

To add new products to the catalog:

1. Download the **FCP Product File Template** from either of the following locations:
    a. Add Products action page, the right side summary information, **Blank Templates** section.
    b. Help Resources page, **Blank Templates** section.
2. Populate the **FCP Product File Template** with the new products.
    a. Note: See the READ ME tab of the Product File for additional information on all fields.

3. After the vendor reviews, modifies, and saves the Product File(s), upload the Product File(s): On the FCP Add Products Action page, select Product File(s):

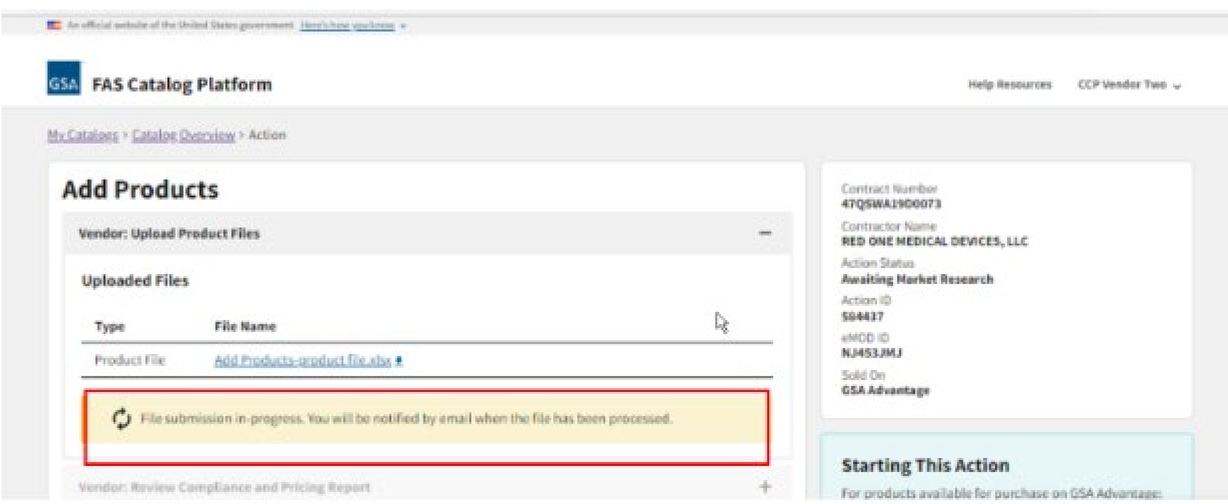
    a. In the Select Product File(s) uploader, either drag file(s) into the drop window or click the 'choose from folder' link to find and select the file(s).
    b. **Note:** The uploader accepts multiple files.

4. Upload Files:
    a. Press the **Upload** button to save files to the action.
    b. *Optional actions*:
        i. Press the **Remove** button to delete incorrect files.
        ii. Repeat steps one and two to upload additional files.

5. Submit Product Files:
    a. Once files are uploaded, press the **Submit Product Files** button.
    b. **Note:** A banner displays indicating the file(s) are processing. The system notifies authorized negotiators via an email notification from fcp-no-reply@gsa.gov once the results are available.

The action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section 2.3.1) before submitting the file(s) for Compliance & Pricing information (see section 2.4).

Figure: Example of "File submission in-progress".



2.3.1. Submission Errors: Error File Remediation

If the submission failed validations, then:

1. The action status transitions to **Requires Vendor Action (Pending Vendor Upload)**, and

2. The system notifies the authorized negotiators via an email notification from fcp-no-reply@gsa.gov

To proceed:

1. In the **Submission Error Reports** section, download and review the error report(s),
    a. **Note:** Errors can exist across any tab in the Product File, and multiple tabs can display in the error file.
2. Revise the Product File(s) to correct the issues, and
3. Re-upload and re-submit (see section 2.3).

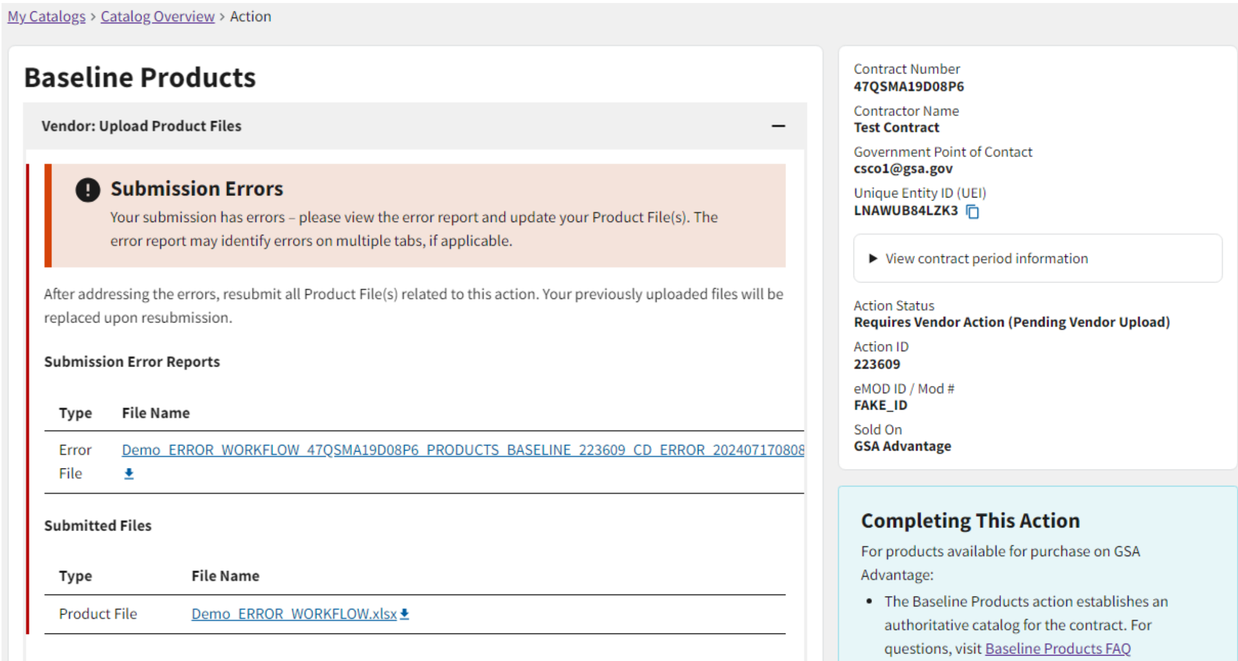
Table: Resolving Errors with Multiple Product Files

Resolving Errors with Multiple Product Files
• If there are multiple product files, the vendor needs to re-upload **all** when remediating errors, even if only some of the Product Files have an error report associated. • If the vendor does not re-upload all product files during this resubmission process, then they will not be submitted for review and / or publishing.

The FCP uses a system of data integrity checks and business rule validations to ensure vendors submit high-quality data:

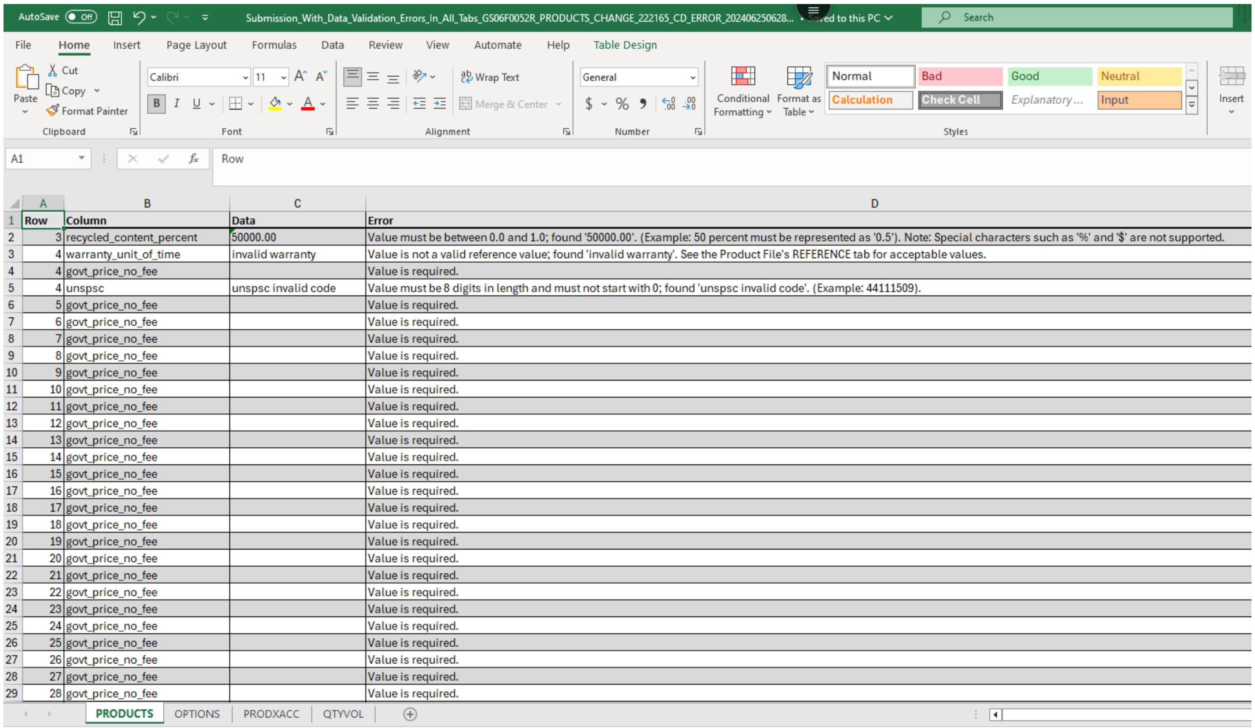
1. **Step 1: Data Validation** - System verifies that required fields are populated and the data is in the expected format.
    a. Examples -
        i. Field is required
        ii. Field contains unallowed characters
    b. Error File Name -
        i. originalfilename_contract#_actiontype_actionid#_**CD**_ERROR_timestamp.xlsx

Figure: Example of Data Validation “CD” Error File



c. The error file(s) generated in Step 1 displays the following information:
   i. **Row** - The line number in the file where the error is located.
   ii. **Column** - The name of the column where the error is found.
   iii. **Data** - The incorrect data either used or not provided.
   iv. **Error** - An explanation of the error and how to fix it.
   v. **Tab Name** - The Product File tab where the error is located.

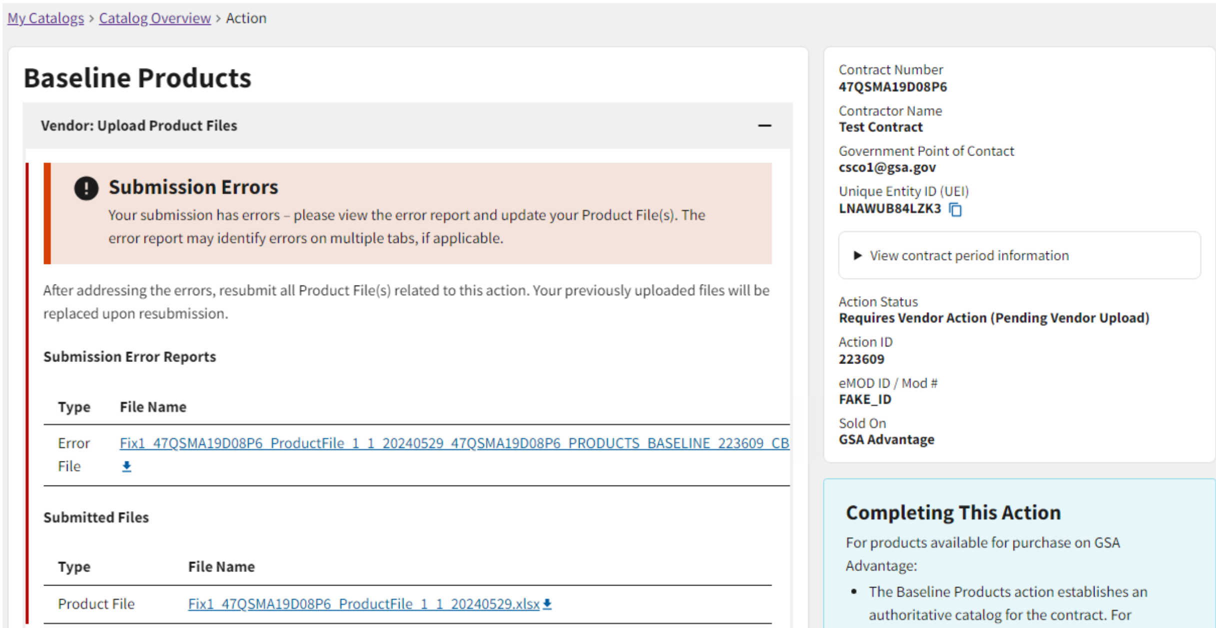
Figure: Example "Data Validation" Error File



Row	Column	Data	Error
3	recycled_content_percent	50000.00	Value must be between 0.0 and 1.0; found '50000.00'. (Example: 50 percent must be represented as '0.5'). Note: Special characters such as '%' and '$' are not supported.
4	warranty_unit_of_time	invalid warranty	Value is not a valid reference value; found 'invalid warranty'. See the Product File's REFERENCE tab for acceptable values.
4	govt_price_no_fee		Value is required.
4	unspsc	unspsc invalid code	Value must be 8 digits in length and must not start with 0; found 'unspsc invalid code'. (Example: 44111509).
5	govt_price_no_fee		Value is required.
6	govt_price_no_fee		Value is required.
7	govt_price_no_fee		Value is required.
8	govt_price_no_fee		Value is required.
9	govt_price_no_fee		Value is required.
10	govt_price_no_fee		Value is required.
11	govt_price_no_fee		Value is required.
12	govt_price_no_fee		Value is required.
13	govt_price_no_fee		Value is required.
14	govt_price_no_fee		Value is required.
15	govt_price_no_fee		Value is required.
16	govt_price_no_fee		Value is required.
17	govt_price_no_fee		Value is required.
18	govt_price_no_fee		Value is required.
19	govt_price_no_fee		Value is required.
20	govt_price_no_fee		Value is required.
21	govt_price_no_fee		Value is required.
22	govt_price_no_fee		Value is required.
23	govt_price_no_fee		Value is required.
24	govt_price_no_fee		Value is required.
25	govt_price_no_fee		Value is required.
26	govt_price_no_fee		Value is required.
27	govt_price_no_fee		Value is required.
28	govt_price_no_fee		Value is required.

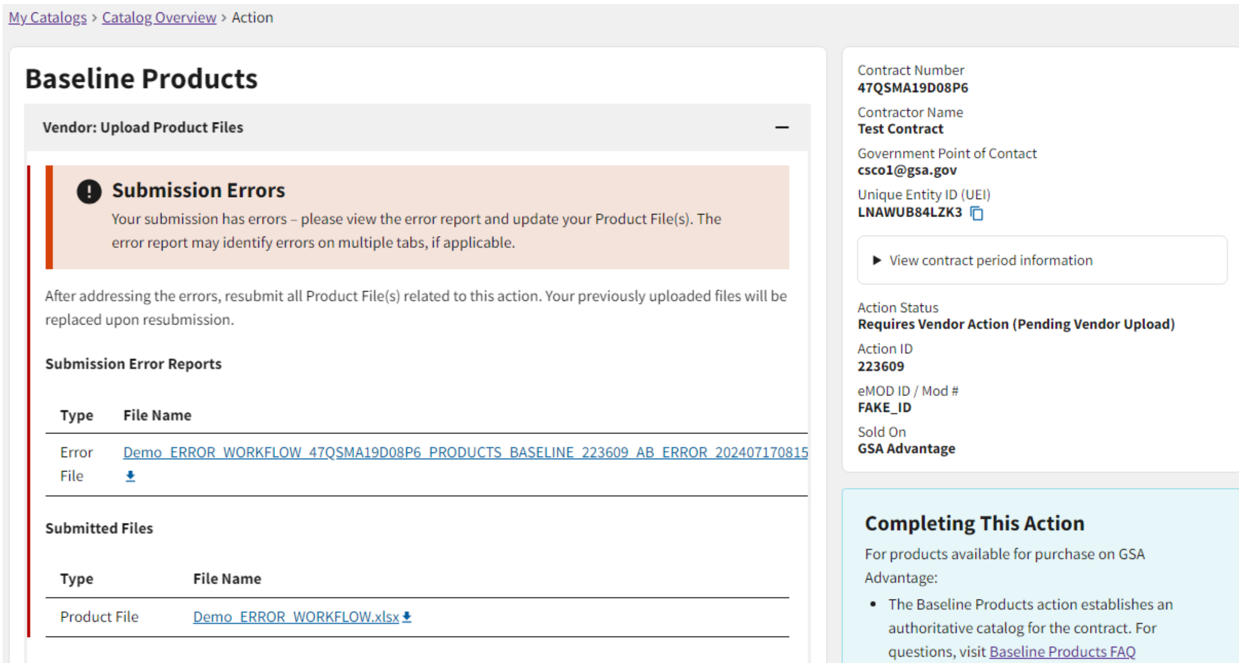
2. **Step 2: Business Rule Validation -** System verifies the data does not violate any business rules.
   a. **Examples -**
      i. Field x is required when field y is populated.
      ii. Duplicate products provided.
      iii. MFC Name must be provided for Non TDR vendors.
   b. **Error File Name -** originalfilename_contract#_actiontype_actionid#_**CB**_ERROR_timestamp.xlsx
   c. The error file generated in Step 2 contains the same columns as Step 1.

Figure: Example of Business Rule "CB" Error File



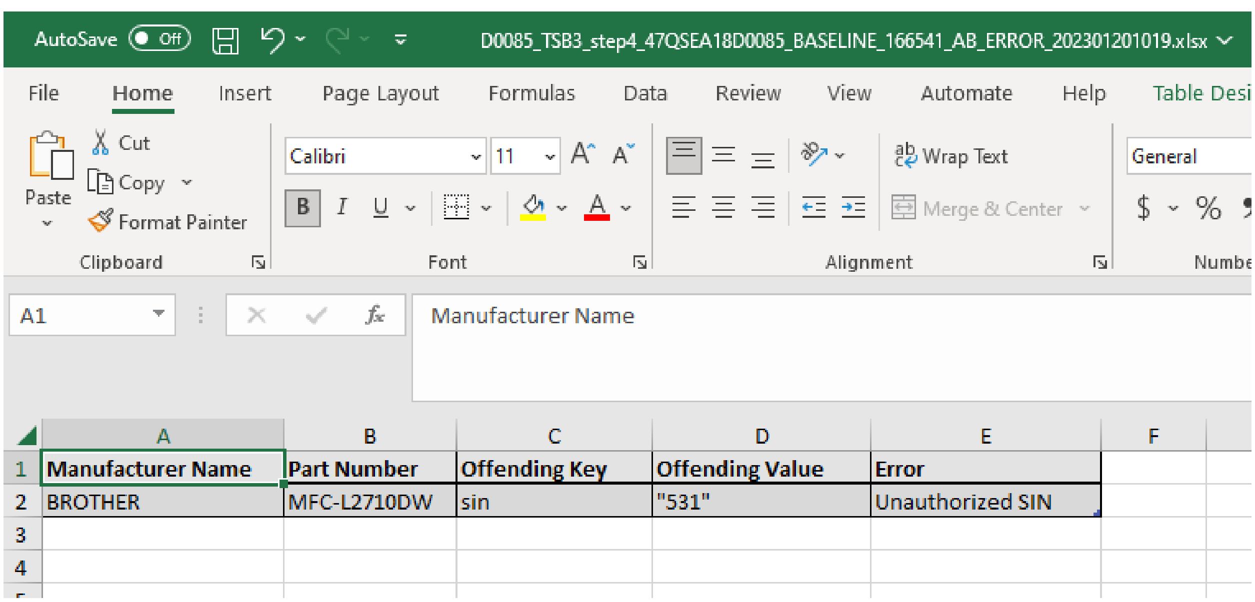
3. **Step 3: Authoritative Catalog Repository (ACR) Validation -** System verifies the data does not violate any advanced business rules. This ensures the data can be published to GSA Advantage.
   a. **Examples -**
      i. Unauthorized SIN for Contract
   b. **Error File Name -** originalfilename_contract#_actiontype_actionid#_**AB**_ERROR_timestamp.xlsx

Figure: Example of ACR “AB” Error File



c. The error file generated in Step 3 displays the following information:
   i. **Manufacturer Name** - The manufacturer_name associated with the error.
   ii. **Part Number** - The manufacturer_part_number associated with the error.
   iii. **Offending Key** - The field associated with the error.
   iv. **Offending Value** - The incorrect value that was entered.
   v. **Error** - An explanation of the error.

Figure: Example of “ACR” Error Report



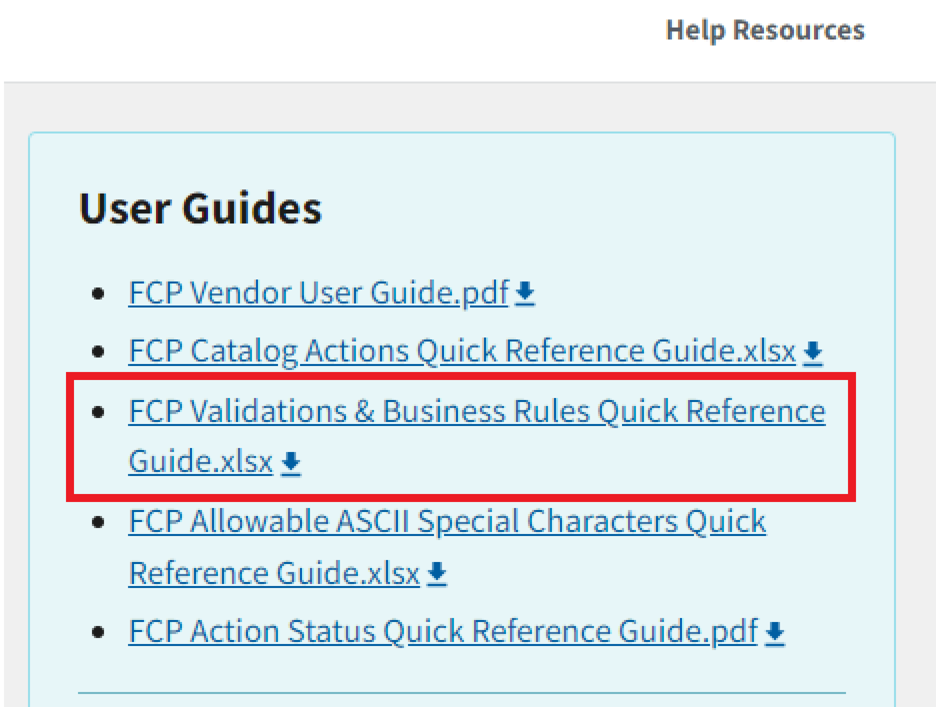
The data integrity checks occur sequentially. The vendor may resolve all errors in Step 1 and receive new errors in Step 2 and / or Step 3. Each submission restarts at Step 1.

Table: Reading Errors with Multiple Files

Reading Errors with Multiple Files
If the vendor submits multiple product files, then the system generates an error report for each file that contains validation errors. If there is no error report for a specific file, it means the system found no errors during that step. However, there may still be errors in subsequent steps.

For a full list of possible data validation and business rule errors, see the FCP Help Resources **FCP Data Validations & Business Rules Quick Reference Guide.xlsx**.

Figure: FCP Validations & Business Rules Quick Reference Guide



2.4. Vendor: Review Compliance & Pricing Report Section

After the vendor submits the Product File(s) in the **Vendor: Upload Product Files** section (see section 2.3) and the submission passes all data validations (see section 2.3.1), FCP sends the files for market research and returns the Compliance and Pricing (C&P) Report. The C&P Report is embedded within the Product File.

The market data used in FCP for market research comparison is updated every two months, totaling six times per year.

Source or pricing data includes:

- Government contract prices from GSA Advantage, FedMall, and NASA SEWP.
- Government order prices from MAS Transactional Data Reporting (TDR).
- Commercial catalog prices.

When the C&P Report is ready for review:

1. The system notifies the authorized negotiators via an email notification from fcp-no-reply@gsa.gov,
2. The action status transitions to **C&P Report Available, Pending Vendor Upload**, and
3. The **Vendor: Review Compliance & Pricing Report** section enables.

Table: Compliance & Pricing Report Processing Time

Compliance & Pricing Report Processing Time
Market research processing time depends on: 1. The size of the Product File and 2. The volume of the reports being processed. Most transactions are completed within 2 business days, but some may take longer. If you do not see your transaction processed, please contact the VSC at vendor.support@gsa.gov. Do **not** resubmit the file before receiving the results, as resubmissions will delay processing.

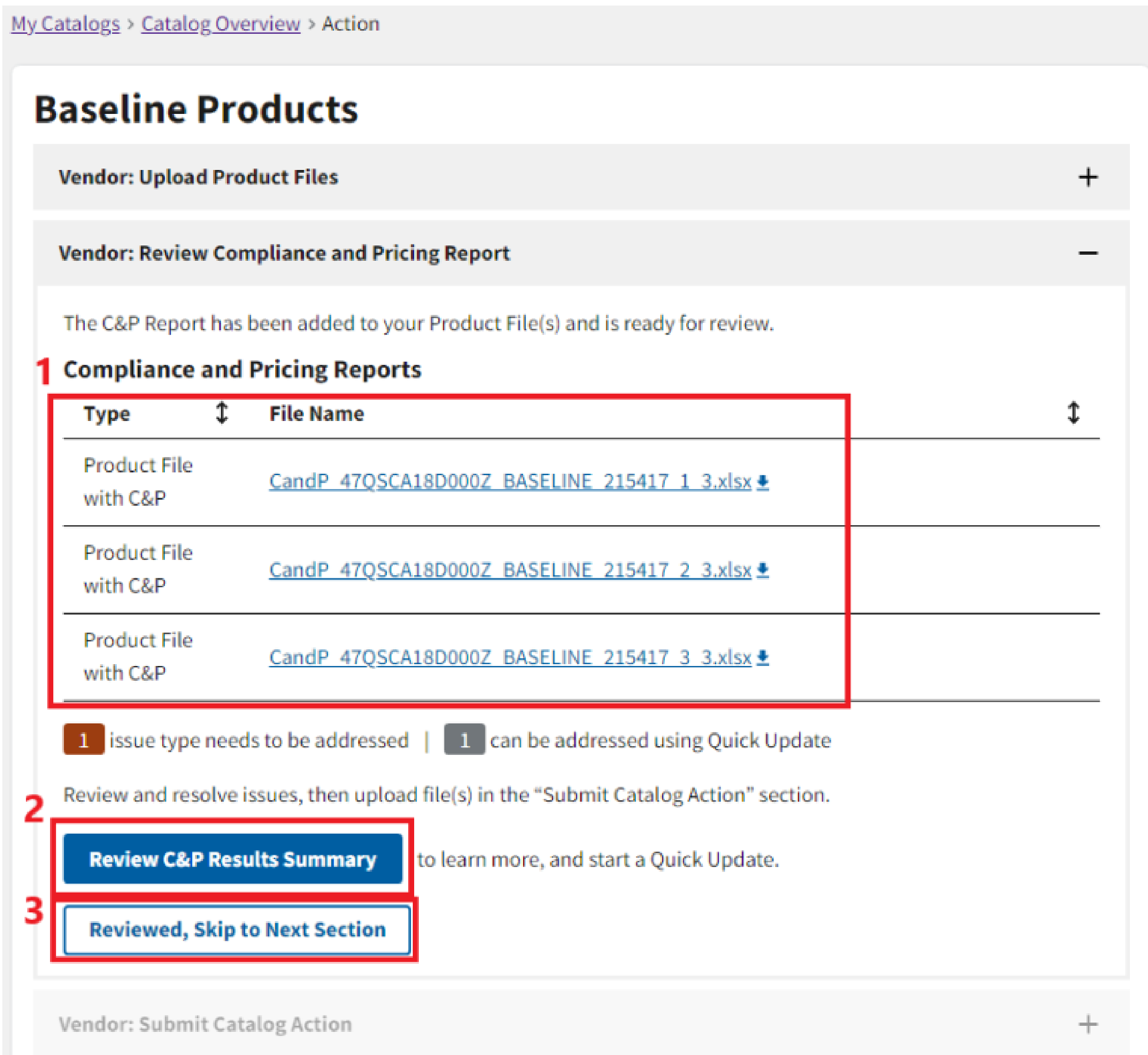
The **Vendor: Review Compliance & Pricing Report** section contains the following information:

1. **Compliance & Pricing Report(s)**:
    a. **Product File with C&P** is the original Product File with embedded compliance & pricing information included as new columns in the PRODUCTS tab and a RESULTS SUMMARY tab.
    b. If multiple product files were submitted, then each file has an embedded C&P report.
    c. Vendors can:
        i. Download and review these files (see section 2.4.1), make manual updates, and then proceed to step 3.
        ii. Review the on-screen C&P Results Summary (see step 2).
2. **Review C&P Results Summary Button**:

a. Navigates to the **Review C&P Results Summary** page (see section 2.4.1).
b. Displays an aggregate of the compliance & pricing flags for the entire submission if multiple files were submitted.
c. Vendors can perform a quick update (see section 2.4.2).

3. **Reviewed, Skip to Next Section Button**:
   a. Enables the next section: Vendor: Submit Catalog Action (see section 2.5).

Figure: Return of C&P Report/Market Research File

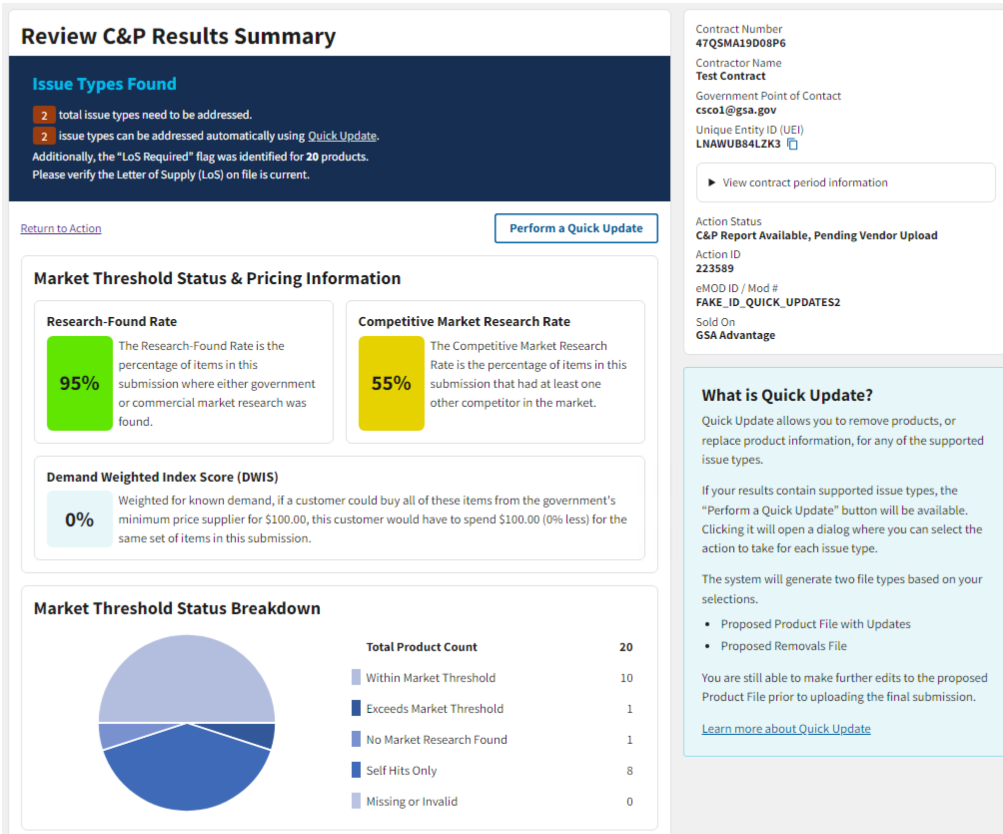


2.4.1. Review the C&P Results

To review the **C&P Results Summary**:

1. Navigate to the FCP Action page, **Vendor: Review Compliance & Pricing Report** section.
2. Press the **Review C&P Results Summary** button. The **Review C&P Results Summary** page displays.

Figure: Review C&P Results Summary Page



The **Review C&P Results Summary** page contains the following information:

- Market Threshold Status & Pricing Information,
- Market Threshold Status Breakdown, and
- Issues of Concern

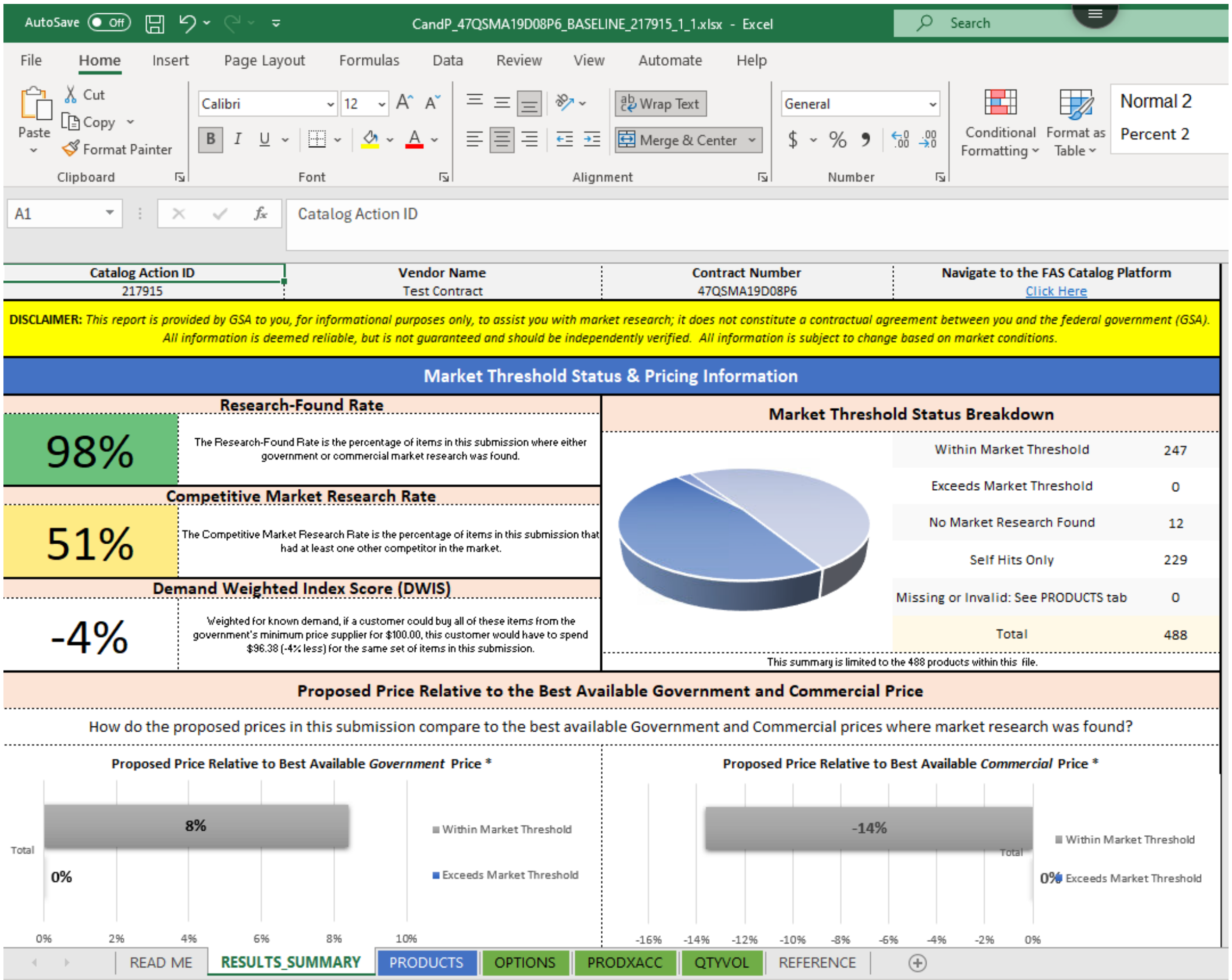
The compliance & pricing flags that display on this page are an aggregate of all C&P results across all Product Files, if there are multiple files.

To review the **Product File with embedded Compliance & Pricing** spreadsheet:

1. From the FCP action page, in the **Vendor: Review Compliance & Pricing Report** section, download and view the C&P Report(s).
2. The **Product File with C&P** file contains:

    a. A **Results_Summary** tab with overall research results specific to the file.

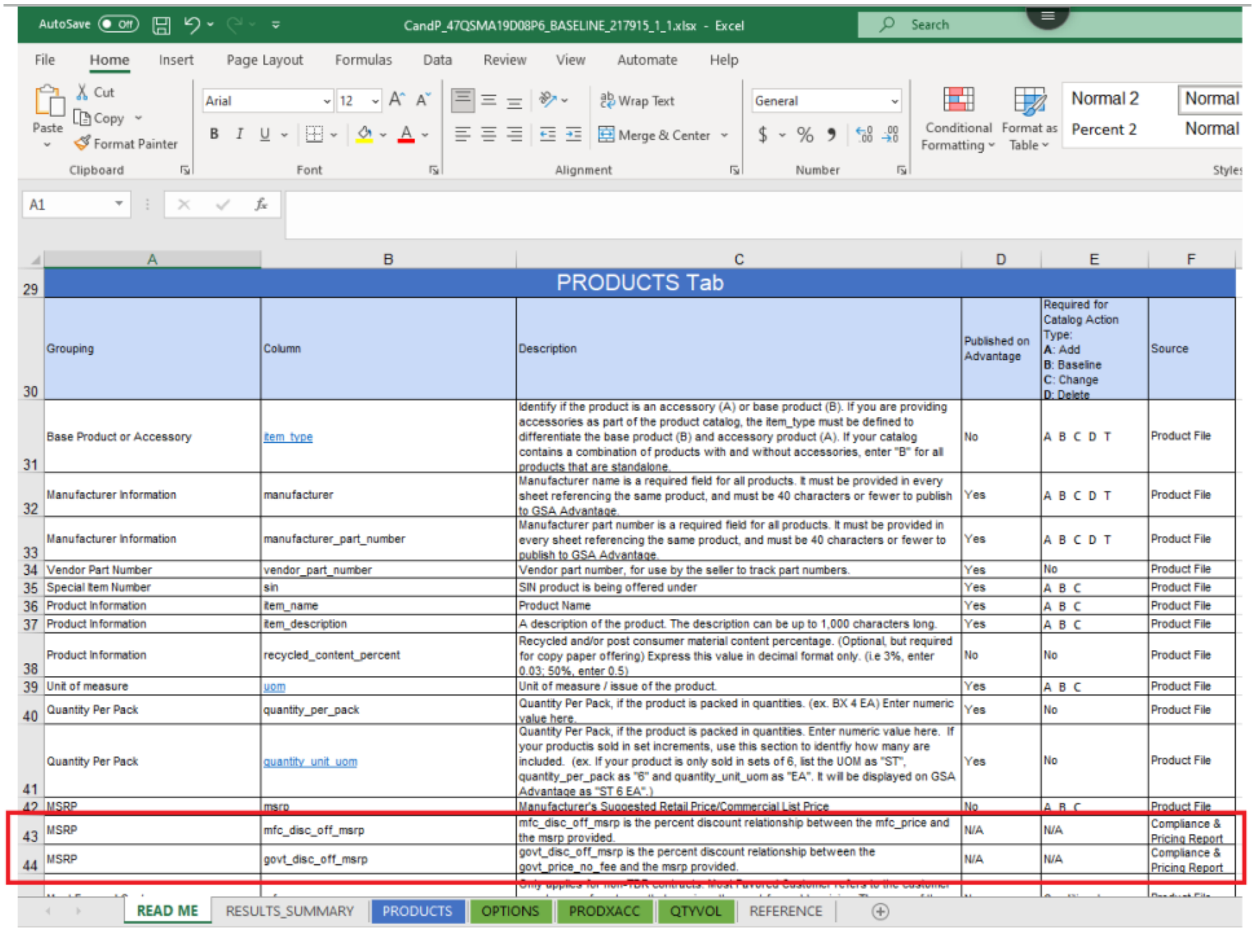
Figure: FCP Product File with C&P: Results_Summary Tab



b. **Read_Me** tab with C&P field definitions.

i. **Note:** Review the **Source** column to identify the Compliance & Pricing Report-specific fields.

Figure: FCP Product File with C&P: Read_Me Tab

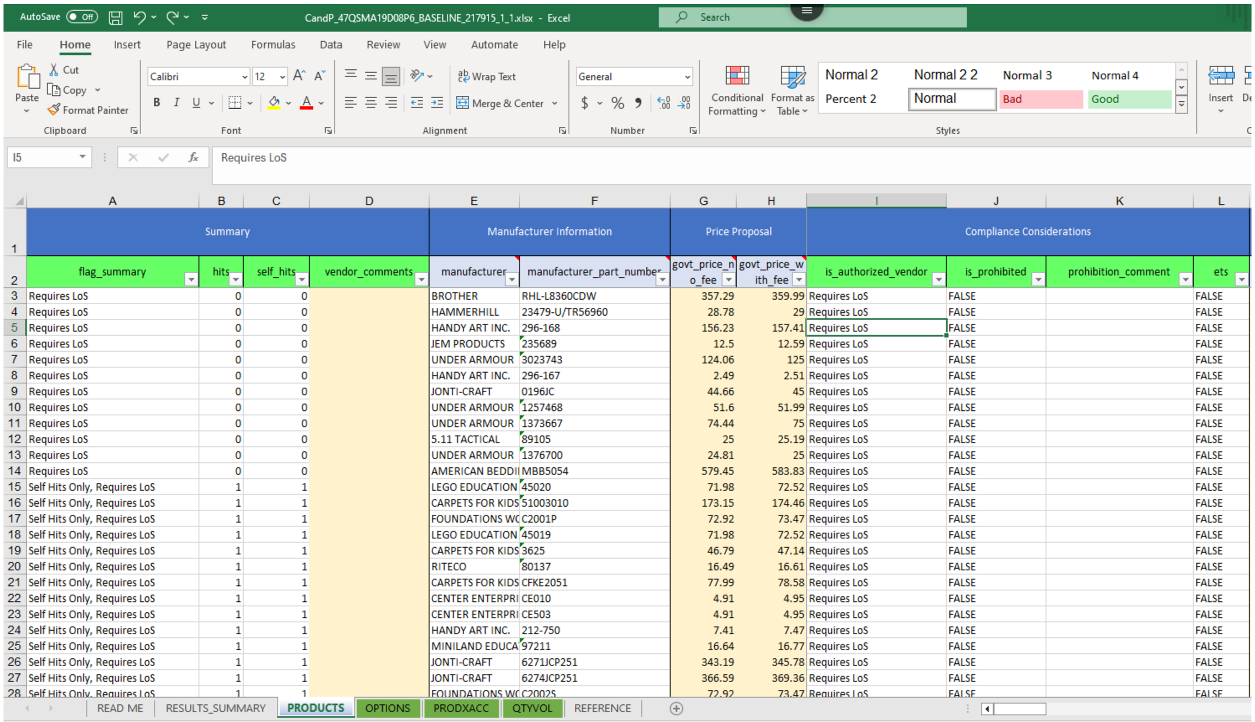


	Grouping	Column	Description	Published on Advantage	Required for Catalog Action Type: A: Add B: Baseline C: Change D: Delete	Source
31	Base Product or Accessory	item_type	Identify if the product is an accessory (A) or base product (B). If you are providing accessories as part of the product catalog, the item_type must be defined to differentiate the base product (B) and accessory product (A). If your catalog contains a combination of products with and without accessories, enter "B" for all products that are standalone.	No	A B C D T	Product File
32	Manufacturer Information	manufacturer	Manufacturer name is a required field for all products. It must be provided in every sheet referencing the same product, and must be 40 characters or fewer to publish to GSA Advantage.	Yes	A B C D T	Product File
33	Manufacturer Information	manufacturer_part_number	Manufacturer part number is a required field for all products. It must be provided in every sheet referencing the same product, and must be 40 characters or fewer to publish to GSA Advantage.	Yes	A B C D T	Product File
34	Vendor Part Number	vendor_part_number	Vendor part number, for use by the seller to track part numbers.	Yes	No	Product File
35	Special Item Number	sin	SIN product is being offered under	Yes	A B C	Product File
36	Product Information	item_name	Product Name	Yes	A B C	Product File
37	Product Information	item_description	A description of the product. The description can be up to 1,000 characters long.	Yes	A B C	Product File
38	Product Information	recycled_content_percent	Recycled and/or post consumer material content percentage. (Optional, but required for copy paper offering) Express this value in decimal format only. (i.e 3%, enter 0.03; 50%, enter 0.5)	No	No	Product File
39	Unit of measure	uom	Unit of measure / issue of the product.	Yes	A B C	Product File
40	Quantity Per Pack	quantity_per_pack	Quantity Per Pack, if the product is packed in quantities. (ex. BX 4 EA) Enter numeric value here.	Yes	No	Product File
41	Quantity Per Pack	quantity_unit_uom	Quantity Per Pack, if the product is packed in quantities. Enter numeric value here. If your productis sold in set increments, use this section to identfiy how many are included. (ex. If your product is only sold in sets of 6, list the UOM as "ST", quantity_per_pack as "6" and quantity_unit_uom as "EA". It will be displayed on GSA Advantage as "ST 6 EA".)	Yes	No	Product File
42	MSRP	msrp	Manufacturer's Suggested Retail Price/Commercial List Price	No	A B C	Product File
43	MSRP	mfc_disc_off_msrp	mfc_disc_off_msrp is the percent discount relationship between the mfc_price and the msrp provided.	N/A	N/A	Compliance & Pricing Report
44	MSRP	govt_disc_off_msrp	govt_disc_off_msrp is the percent discount relationship between the govt_price_no_fee and the msrp provided.	N/A	N/A	Compliance & Pricing Report

c. An updated **Products** tab with the original product data the vendor submitted, along with new C&P-specific fields containing market research and compliance information.

   i. **Note:** Products are sorted in priority-order, with those exceeding the market threshold listed first, followed by the demand-weighted index score. Prioritize these products when acting on C&P results.

Figure: FCP Product File with C&P: Products Tab



	A	B	C	D	E	F	G	H	I	J	K	L
1	Summary				Manufacturer Information		Price Proposal		Compliance Considerations			
2	flag_summary	hits	self_hits	vendor_comments	manufacturer	manufacturer_part_number	govt_price_no_fee	govt_price_with_fee	is_authorized_vendor	is_prohibited	prohibition_comment	ets
3	Requires LoS	0	0		BROTHER	RHL-L8360CDW	357.29	359.99	Requires LoS	FALSE		FALSE
4	Requires LoS	0	0		HAMMERHILL	23479-U/TR56960	28.78	29	Requires LoS	FALSE		FALSE
5	Requires LoS	0	0		HANDY ART INC.	296-168	156.23	157.41	Requires LoS	FALSE		FALSE
6	Requires LoS	0	0		JEM PRODUCTS	235689	12.5	12.59	Requires LoS	FALSE		FALSE
7	Requires LoS	0	0		UNDER ARMOUR	3023743	124.06	125	Requires LoS	FALSE		FALSE
8	Requires LoS	0	0		HANDY ART INC.	296-167	2.49	2.51	Requires LoS	FALSE		FALSE
9	Requires LoS	0	0		JONTI-CRAFT	0196JC	44.66	45	Requires LoS	FALSE		FALSE
10	Requires LoS	0	0		UNDER ARMOUR	1257468	51.6	51.99	Requires LoS	FALSE		FALSE
11	Requires LoS	0	0		UNDER ARMOUR	1373667	74.44	75	Requires LoS	FALSE		FALSE
12	Requires LoS	0	0		5.11 TACTICAL	89105	25	25.19	Requires LoS	FALSE		FALSE
13	Requires LoS	0	0		UNDER ARMOUR	1376700	24.81	25	Requires LoS	FALSE		FALSE
14	Requires LoS	0	0		AMERICAN BEDDI	MBB5054	579.45	583.83	Requires LoS	FALSE		FALSE
15	Self Hits Only, Requires LoS	1	1		LEGO EDUCATION	45020	71.98	72.52	Requires LoS	FALSE		FALSE
16	Self Hits Only, Requires LoS	1	1		CARPETS FOR KIDS	51003010	173.15	174.46	Requires LoS	FALSE		FALSE
17	Self Hits Only, Requires LoS	1	1		FOUNDATIONS WC	C2001P	72.92	73.47	Requires LoS	FALSE		FALSE
18	Self Hits Only, Requires LoS	1	1		LEGO EDUCATION	45019	71.98	72.52	Requires LoS	FALSE		FALSE
19	Self Hits Only, Requires LoS	1	1		CARPETS FOR KIDS	3625	46.79	47.14	Requires LoS	FALSE		FALSE
20	Self Hits Only, Requires LoS	1	1		RITECO	80137	16.49	16.61	Requires LoS	FALSE		FALSE
21	Self Hits Only, Requires LoS	1	1		CARPETS FOR KIDS	CFKE2051	77.99	78.58	Requires LoS	FALSE		FALSE
22	Self Hits Only, Requires LoS	1	1		CENTER ENTERPRI	CE010	4.91	4.95	Requires LoS	FALSE		FALSE
23	Self Hits Only, Requires LoS	1	1		CENTER ENTERPRI	CE503	4.91	4.95	Requires LoS	FALSE		FALSE
24	Self Hits Only, Requires LoS	1	1		HANDY ART INC.	212-750	7.41	7.47	Requires LoS	FALSE		FALSE
25	Self Hits Only, Requires LoS	1	1		MINILAND EDUCA	97211	16.64	16.77	Requires LoS	FALSE		FALSE
26	Self Hits Only, Requires LoS	1	1		JONTI-CRAFT	6271JCP251	343.19	345.78	Requires LoS	FALSE		FALSE
27	Self Hits Only, Requires LoS	1	1		JONTI-CRAFT	6274JCP251	366.59	369.36	Requires LoS	FALSE		FALSE
28	Self Hits Only, Requires LoS	1	1		FOUNDATIONS WC	C2002S	72.92	73.47	Requires LoS	FALSE		FALSE

For more information regarding the Compliance & Pricing report and the compliance flags, see the [FCP Help Resources, Compliance & Pricing Report section]().

2.4.2. Respond to the C&P Results

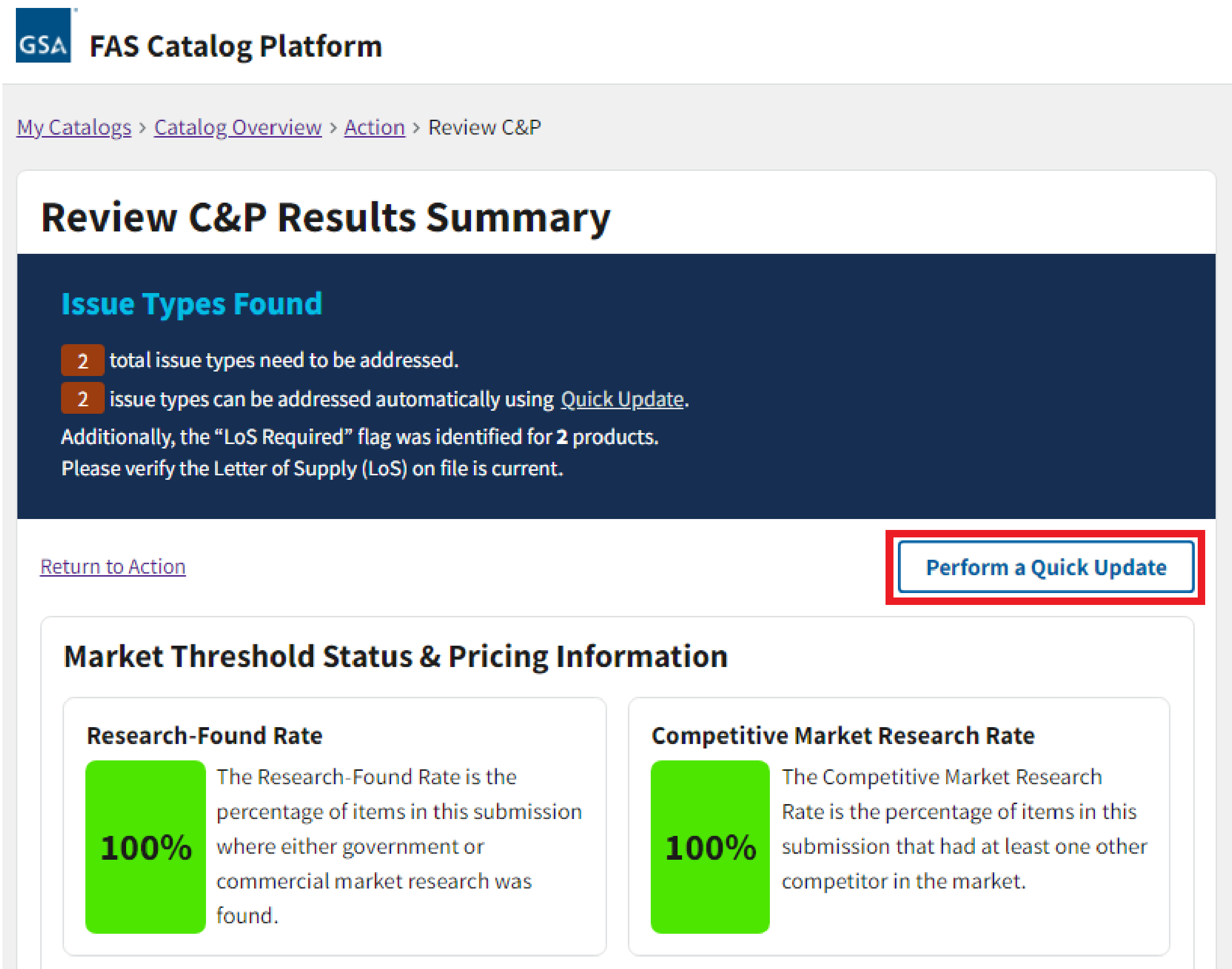
After reviewing the on-screen results, vendors can choose to address compliance and pricing updates via the following options:

1. (Optional) Perform a **Quick Update**, which generates up to 2 *new* file types.
2. Perform **manual updates**.

To perform a Quick Update:

From the **Review C&P Results Summary** page, press the **Perform a Quick Update** button.

Figure: Perform a Quick Update

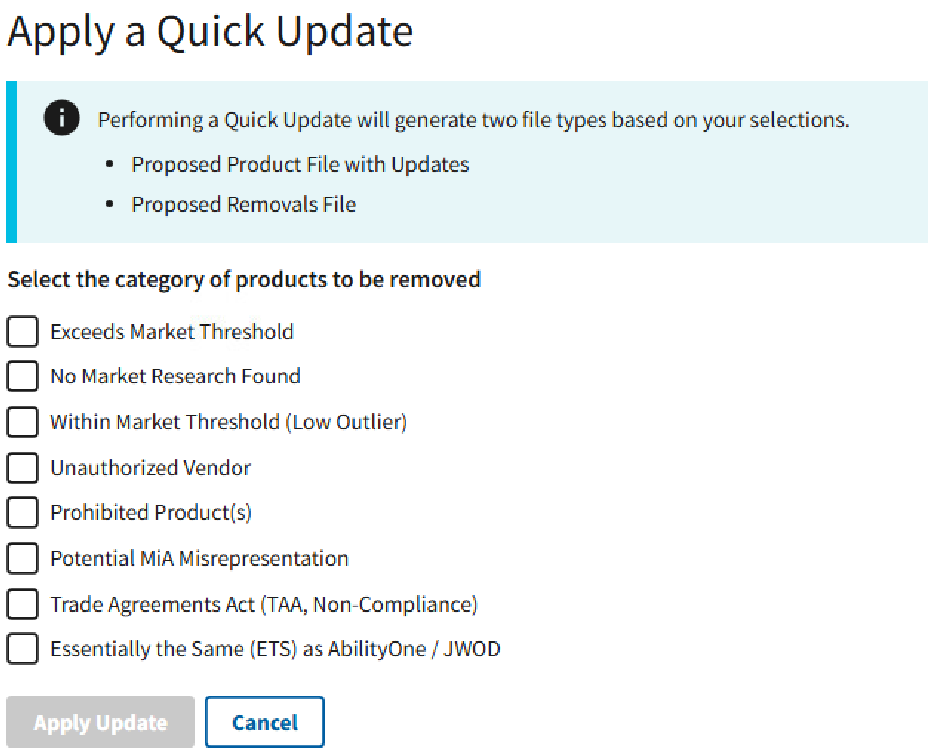


1. In the **Apply a Quick Update** modal, make the following selections:
    a. **Select the category of products to be removed** field: Select the pricing or compliance flag(s) that the vendor wants to remove from the Proposed Product File(s).
        i. **Notes**:
            1. The following flags are available in the Quick Update process:
                a. Exceeds Market Threshold
                b. No Market Research Found
                c. Within Market Threshold (Low Outlier)
                d. Unauthorized Vendor
                e. Prohibited Product(s)
                f. Trade Agreements Act (TAA, Non Compliance)
                g. Essentially the Same (ETS) as AbilityOne / JWOD
                h. Made in America Misrepresentations: *Vendors can remove this flag, but the replacement process is no longer*

available as of September 2025. See [Compliance and Pricing Report FAQ](#) for more information.

2. The following compliance flags are *not* available in the Quick Update process and must be addressed manually.
    a. Letter of Supply (LoS)
    b. Missing / Invalid

Figure: Apply a Quick Update modal



2. Press the **Apply Update** button.
    a. The system generates up to *2 new files for each Product File originally submitted*.
    b. The Quick Updates files display on the FCP action **Vendor: Compliance & Pricing Report** section, **Compliance & Pricing Reports (with Quick Updates)**:
        i. **Proposed Product File with Updates:** Contains the originally submitted product data with either:
            1. The product(s) in the specified compliance flags removed.
            2. **Note:** The Proposed Product File with Updates contains *revised market research*, based on the Quick Updates performed.
        ii. **Proposed Removals:** Contains all products that were removed based on Quick Update selections.

The vendor can repeat this Quick Update process as many times as desired. When performing a Quick Update, FCP always performs the Quick Update against the originally returned market research.

- If making a second Quick Update, the system *replaces* the **Compliance and Pricing Reports (with Quick Updates)** with the latest Quick Updates file(s).

- **Example**: A vendor performs a Quick Update to remove products for 1 out of 4 compliance issues returned, then wants to perform a second Quick Update to remove additional products.
    - The vendor should re-select the compliance flags from the first Quick Update, in addition to the other compliance flags needed.
    - If the vendor wanted to restore any products or data that was updated during the previous Quick Update, then perform an additional Quick Update with different selections.

Figure: Where Does Revised Market Research Display?

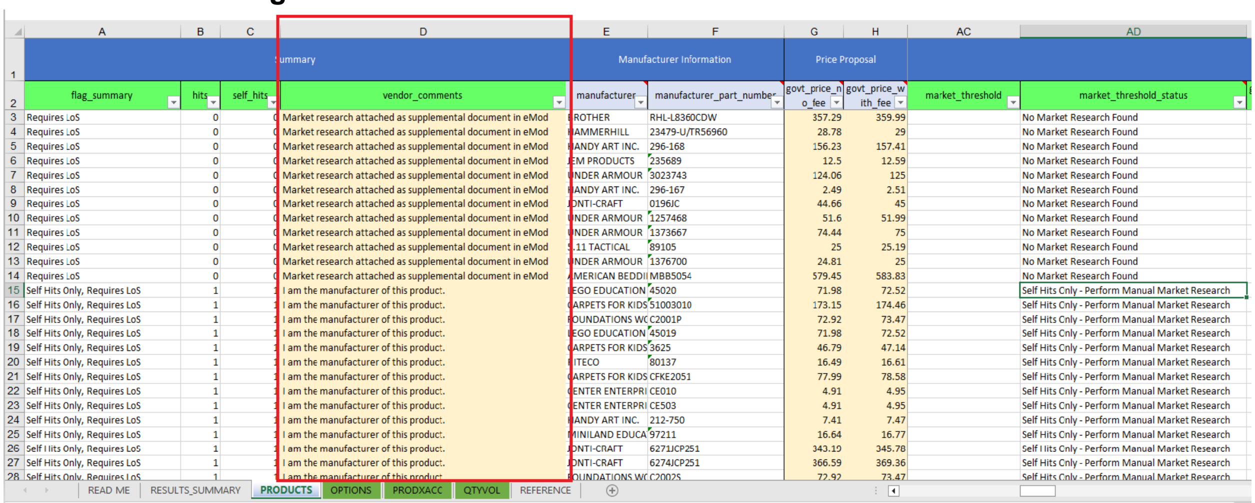
Where Does Revised Market Research Display?
Original market research displays in the following locations: 1. **Review C&P Results Summary** page 2. **Vendor: Review Compliance & Pricing Report** section, **Product File with C&P** file(s) FCP never overwrites the original market research. Revised market research, based on vendor edits to the PRODUCTS tab, displays in the following locations: 1. If the vendor performed a quick update, then the system-generated **Proposed Product File with Updates** contains revised tabs based on the quick update: RESULTS_SUMMARY, PRODUCTS 2. FCP-generated file deposited in **eMod** (see section 2.5) 3. **CS/CO: Make Determination** section, **Review Final C&P Results Summary** page (see section 2.7)

To perform manual updates:

1. If a quick update was performed, then download the **Proposed Product File with Updates** file(s).
2. If a quick update was *not* performed, then download the **Product File with C&P** file(s).
3. Modify the Product File(s) with Updates / C&P.

a. Vendors **can**:
   i. If the vendor needs to add back products that were removed via the quick updates process, then vendors can add these products back to the file.
   ii. Add justification in **Vendor_Comments** (column C) for any product the vendor intends to submit with compliance flags or issues.
      1. These comments will persist to CS/CO review.
      2. **Note:** Any other edits made to C&P fields (highlighted in green) will not remain; FCP will regenerate C&P results upon submission to eMod. (section 2.6).

Figure: Vendor Comments in the Product File with C&P



   iii. Delete product rows for any products with compliance flags or issues that cannot be justified nor remediated.
      1. **Note:** Typing 'Remove' in the Vendor_Comments will **NOT** delete the product! Every product submitted in the Product File, if approved, will be published to GSA Advantage.
   iv. Make any other updates as needed.

b. Once C&P report is generated, vendors **cannot**:
   i. Add products that were not part of the originally submitted FCP Product File (see section 2.3).
   ii. Change Manufacturer names, part numbers, or any other information that was used as the basis for finding market research.
   iii. Increase pricing after the product file has been submitted and a C&P report has been generated.
   iv. Modify the compliance and pricing fields.
      1. Note: FCP overwrites the following compliance and pricing report information upon file submission to eMod (see section 2.5)
         a. RESULTS_SUMMARY tab
         b. PRODUCTS tab, all compliance & pricing fields

i. **Exception:** The system does not overwrite the Vendor_Comments tab.

Figure: Submitting Products with Lingering Compliance Flags

Submitting Products with Lingering Compliance Flags
Compliance & Pricing flags do not prevent vendor submission in FCP. Vendors can submit products for CS/CO review with flags. If the vendor is submitting any flagged products, the vendor should: ● Add justification for that product in the Product File, in the **Vendor_Comments** of the PRODUCTS tab, and/or ● Attach supplemental documentation to the modification in eMod

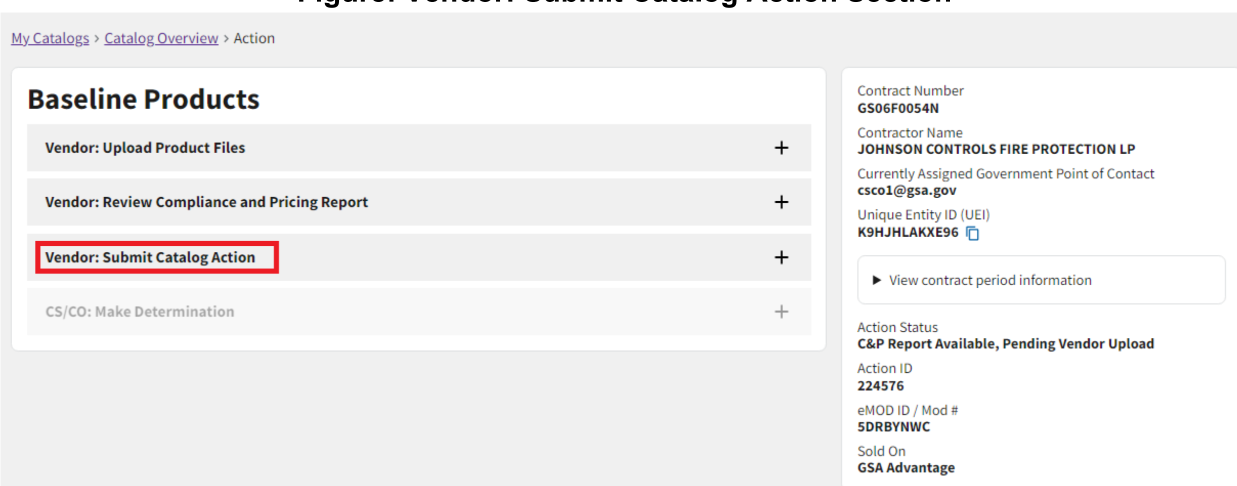
After the Vendor revises their Product File(s) with C&P data as needed and saves the file(s), proceed to upload the revised files to the **Vendor: Submit Catalog Action** section to send the file(s) to eMod (see section 2.5).

2.5. Vendor: Submit Catalog Action

The "Vendor: Submit Catalog Action" section enables after the vendor either:

1. Performs a Quick Update (see section 2.4.2), or
2. Press the **Reviewed, Skip to Next Section** button, indicating they are opting out of the Quick Update process.

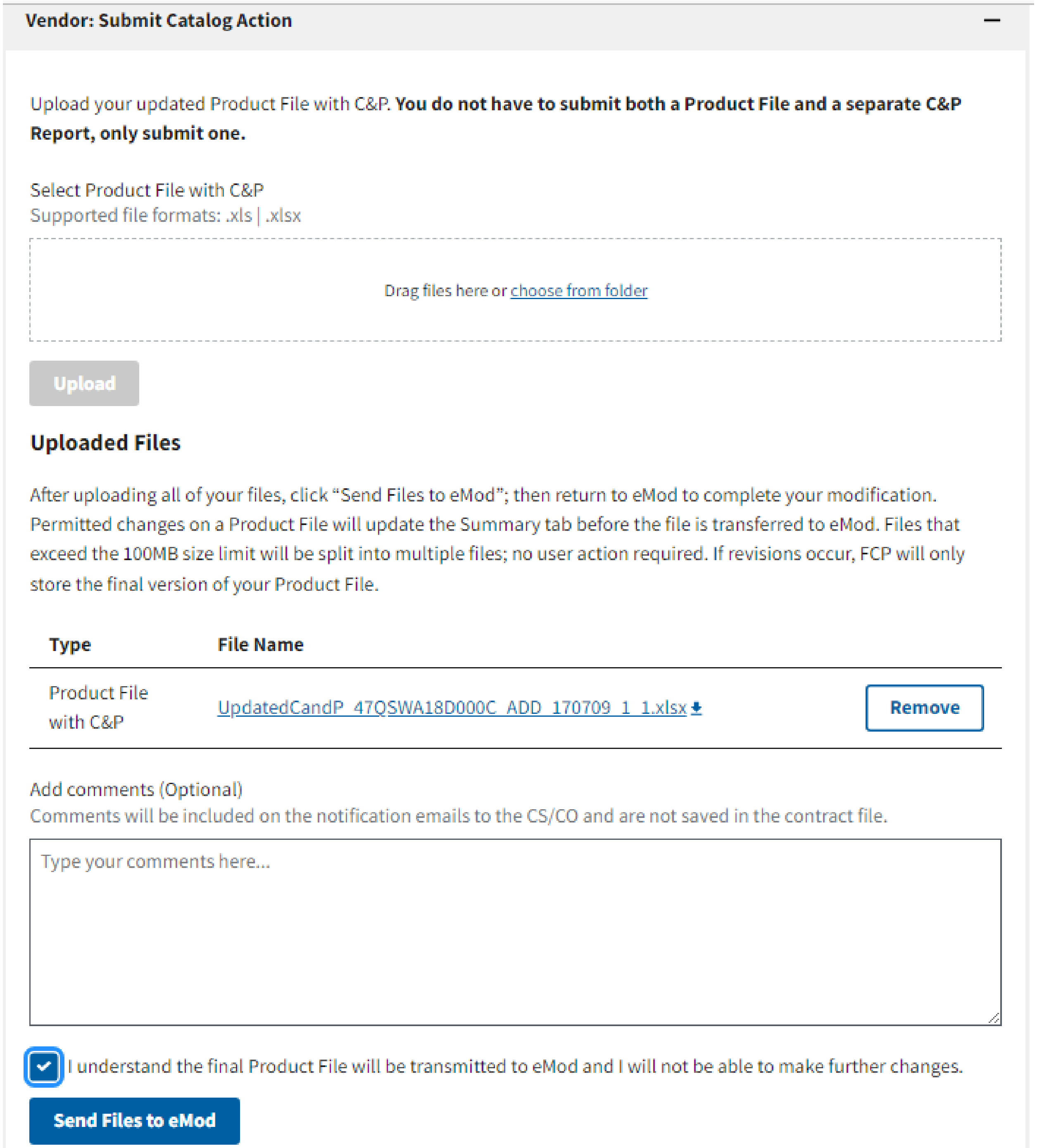
Figure: Vendor: Submit Catalog Action Section



To submit the action and Product File(s) to eMod:

1. **Upload all Product File(s)**:
    a. The vendor should upload the Product File(s) containing C&P information to ensure vendor comments are included. Once all relevant files are selected, press the **Upload** button to proceed.
2. **(Optional) Add comments:**
    a. Enter any additional information for the CS/CO to review.
3. **Confirm the submission**:
    a. Select the **I understand the final Product File will be transmitted to eMod and I will not be able to make further changes** checkbox.
4. **Send Files to eMod**:
    a. Press the **Send Files to eMod** button.

Figure: Vendor: Submit Catalog Action with Uploaded Revised Product File with C&P

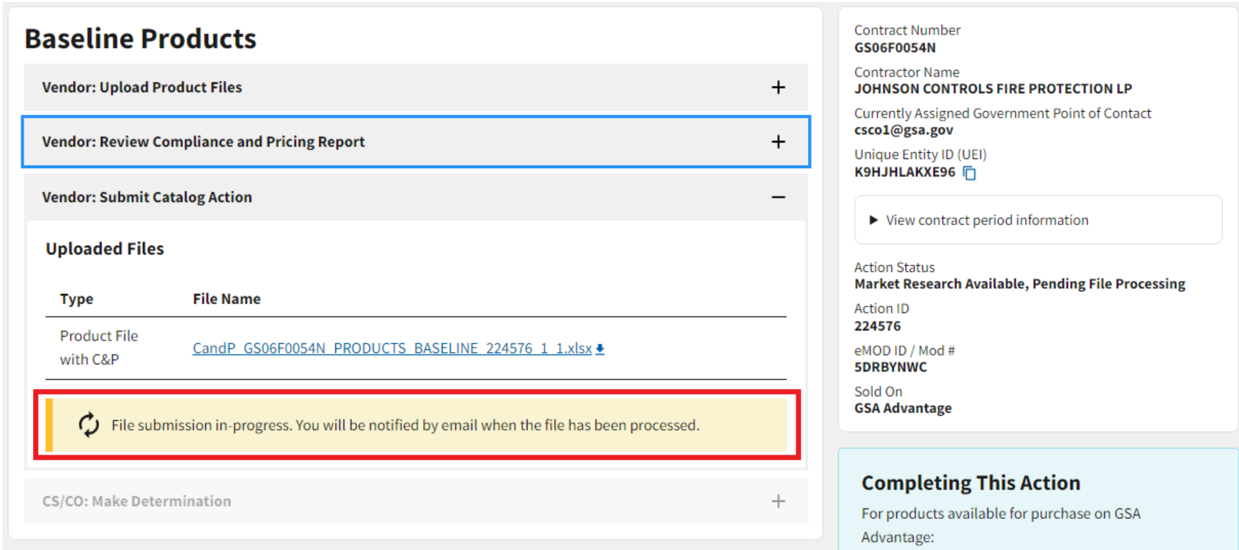


The system submits the uploaded file(s) for data and business rule validation. If the submission fails, repeat the Product File error remediation process until all of the files pass all three steps of validation (see section 2.3.1).

After all product file(s) pass validation:

1. The action status transitions to **Sending to eMod**, and
2. The system begins processing the file(s) to deposit to the linked eMod modification.

Figure: FCP Products Action in Sending Files to eMod Status



During the FCP file submission to eMod process:

1. FCP **renames** the file.
    a. The file name contains the following information:
        i. PF_[Action Type Initial]_[Year Month Day Hour Minute]_[FCP Action ID]_[Contract Number]_[Product File #]_[Total # of Product Files].xlsx
        ii. Example:
            1. PF_B_202407301330_123456_47QSMA18D08P6_2_4.xlsx
    b. The renamed file(s) display in:
        i. eMod modification, ‘PPT’ attachment
        ii. FCP CS/CO: Make Determination section (see section 2.7).

2. If the Product File(s) are larger than 100MB, then FCP **splits** the Product File(s) to meet eMod file size limitations.

3. FCP **recalculates** the **C&P calculations** in the **Results_Summary** tab.
    a. **Notes -**
        i. The recalculated market research displays in the file submitted to eMod and in the **CS/CO: Make Determination** section in FCP.
        ii. The **Results_Summary** tab reflects the products contents within that file. If FCP automatically splits the files to submit to eMod, the summary information is specific to each file.

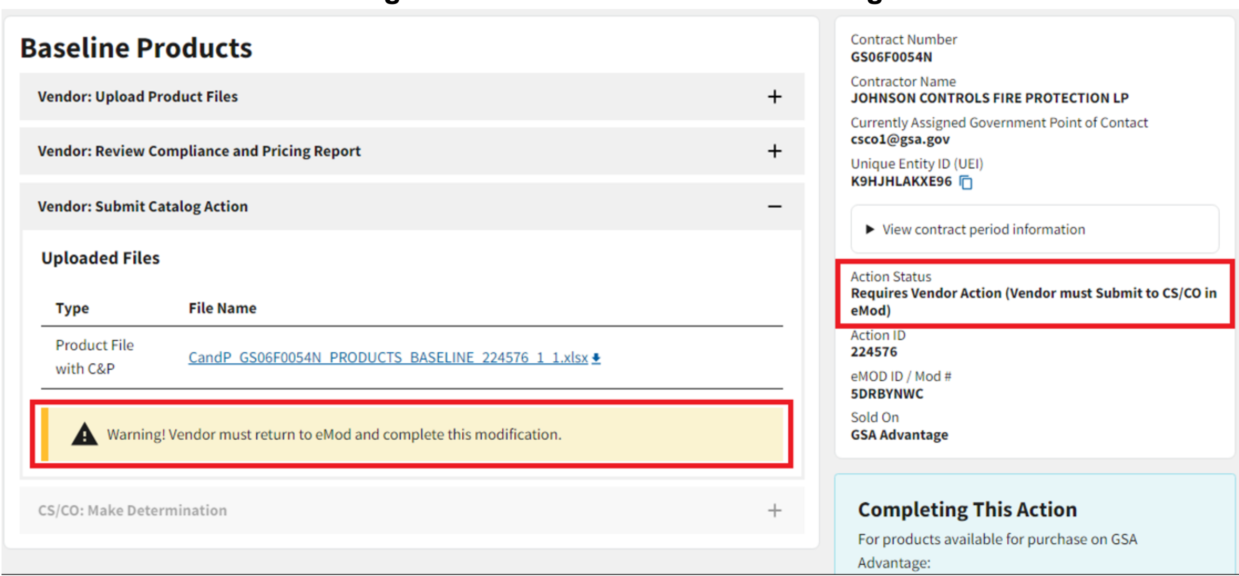
4. FCP **regenerates** the **Compliance & Pricing fields** in the **Products** tab.

   a. **Note:** The **Vendor_Comments** field is excluded from system regeneration. Any **Vendor_Comments** entered are preserved in the file(s) for the CS/CO to review.

When FCP completes product file deposit in eMod, then:

1. The FCP action Status updates to **Requires Vendor Action (Vendor must Submit to CS/CO in eMod)**
2. The system notifies the authorized negotiators, indicating that the eMod modification is ready to review (see section 2.6).
3. The vendor can no longer modify the FCP action.
4. eMod begins processing the files to save and display in eMod.
   a. **Note:** This process can take up to an hour to complete (see section 2.6).

Figure: FCP Products Action Warning!



2.6. eMod: Review and Submit Modification

After FCP completes the file submission to eMod (see section 2.5) and eMod completes file processing, the vendor should:

1. Review the eMod modification, **Upload Documents** section.
2. Confirm that the Product File in the **Price Proposal Template** section displays the correct file and content.

Table: FCP Product File(s) Not Visible in eMod?

FCP Product File(s) Not Visible in eMod?
If the Price Proposal Template in eMod does *not* contain the FCP Product File(s), then eMod may still be processing the submission. A number of factors can cause a delay in file processing, including: 1. Size of the submission 2. Network latency 3. Number of file submissions queued Wait 1 hour and check the Price Proposal Template section again. If the file is still not visible, then reach out to VSC at vendor.support@gsa.gov.

2. Upload the **Cover Letter** with the **Vendor Defined** document type.
    a. **Note:** Vendors should submit a cover letter in accordance with the existing MAS Modification Guidance.
3. Review the remaining eMod modification sections, to enter any remaining information.
4. **Submit** the modification.

After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section 2.7).

2.7. CS/CO: Make Determination

After the vendor submits the modification in eMod (see section 2.6), the FCP action transitions to the **Pending CS/CO Review** status.

- **Note:** FCP polls eMod hourly for status updates. The action status transitions to **Pending CS/CO Review** at either of the following points:
    - Hourly polling job completes
    - User accesses the FCP action

The **CS/CO: Make Determination** section contains the FCP file(s) deposited to eMod (see section 2.5).

There are 3 determination options available to the CS/CO:

1. **Approval**:
    a. If the CS/CO approves the action and the modification, then:
        i. In eMod, the vendor reviews the SF30 package and eSigns the modification.
        ii. In FSS Online, the CO eSigns the modification.
    b. After the CO eSigns the modification, FCP begins the automated publishing process (see section 2.8).
2. **Return for Edits**:
    a. If the CS/CO return for edits, then:
        i. The system notifies the authorized negotiators that the CS/CO returned the FCP action.
        ii. The action transitions to the **Requires Vendor Action (Ready for Vendor Upload)** status.
        iii. The FCP action unlocks for vendor edits.
    b. To proceed, vendors should:
        i. Upload a revised Product File(s) based on CS/CO comments
        ii. Submit the FCP action back through automated data integrity validations and to eMod.
            1. **Notes -** If data validations fail, then review and remediate the errors and resubmit (see section 2.3.1).
        iii. **(Important Step)** After the FCP action transitions to **Requires Vendor Action (Vendor must Submit to CS/CO in eMod)** status:
            1. Review the eMod **Upload Documents** section. The submitted Product File(s) display in the **Price Proposal Template** document type.
            2. **Notes** -
                a. Only the most recent FCP Product File is shown in eMod under the Price Proposal Template. When the CS/CO chooses Allow Vendor Edits in FSS Online, the previous FCP file is removed. The vendor must upload and submit a new file in FCP.
                b. Verify the FCP **file name** includes the timestamp of the resubmission (see section 2.5).
                c. Verify the file contents include the latest revisions.
        iv. Submit the eMod modification to send the modification and action back to the CS/CO for review.
3. **Rejection**:
    a. If the CS/CO rejects the action, then:
        i. The action status transitions to **Rejected**. The FCP action is closed.
        ii. The action displays as read-only, with CS/CO comments, if applicable.

iii. The modification is closed.

b. To restart the action, the vendor needs to **create a new applicable eMod modification** (see section 2.1).
    i. **Note**: Before creating a new modification following a rejection, vendors are encouraged to contact their CS/CO directly to ensure all deficiencies are addressed.

2.8. Publishing the Add Products Action

After the CO completes the approval process (see section 2.7), the FCP action status changes to **Pending Publishing on Advantage**.

The publishing process to GSA Advantage can take one to two business days to complete.

1. **Exception** - If the Baseline Products catalog is very large, then Advantage automatically queues the catalog for publishing over the weekend.

Confirm Publishing:

1. After the publishing process successfully completes:
    a. The action status transitions to **Published**, and
    b. The system notifies the authorized negotiators.
2. Access GSA Advantage https://www.gsaadvantage.gov/
3. Verify that all product details, pricing, and descriptions accurately display.

Handling Discrepancies:

1. If there are discrepancies with the published products, contact the Vendor Support Center (VSC) at vendor.support@gsa.gov for assistance.
    a. **Note:**The FCP Catalog File History page, the **# of Catalog Items** count may differ from the number of items on GSA Advantage. This can be due to the following reasons:
        i. Recent Robomod activity or active compliance-based Item Suppression.
        ii. Accessory items are also not included in the item count displayed on GSA Advantage
            1. **Note:** This is planned for a future system update.

3. Changing Products (Sold on Advantage)

Vendors should use the **Change Products** action to change specific data related to the products that already exist within a catalog. This includes:

1. Product description changes,
2. Permanent price reductions, and
3. Economic price adjustments

The Change Products action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section 3.1)
2. In FCP, **create** the **Change Products** action, linked to the eMod modification (see section 3.2)
3. In FCP, **upload** the **Product File** (see section 3.3)
4. In FCP, **review** the **Compliance and Pricing Report** (see section 3.4)
5. In FCP, **submit** the **Change Product** action **to eMod** (see section 3.5)
6. In eMod, **review** and **submit the modification** (see section 3.6)
7. In FCP and FSS Online, CS/CO makes a determination (see section 3.7)
8. After CS/CO approval, **FCP auto-publishes** the Change Products action to Advantage (see section 3.8)

3.1. eMod: Create "Change" Modification

The vendor creates an applicable Change Product **modification** in eMod. This modification may include changes to product descriptions, permanent price reductions, and economic price adjustments. Refer to section 2.1 for instructions.

The vendor can then proceed to create the **Change Products** action in FCP (see section 3.2).

3.2. New Catalog Action Page: Create Change Products Action

After creating the Change Product modification in eMod (section 3.1), the vendor creates and links the FCP **Change Products** action to the modification:

1. In FCP, on the Catalog Overview page, press the **+New Action** button.

2. On the New Catalog Action page, **Products (Sold on Advantage)** section, select the **Change** radio button.

3. In the eMod ID dropdown menu, select the eMod ID created in 3.1.
    a. **Note:** If the "no eMod ID is available for this action type" banner displays, then return to eMod and create an applicable modification (see section 3.1).

4. Press the **Continue** button.

The FCP Change Products action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a Product File (see section 3.3).

3.3. Vendor: Upload Product Files

To add change existing products and/or product descriptions on the catalog:

1. Download the **Latest Catalog Product File**.

   a. **Note:** The vendor can download the Latest Catalog Product File from the following locations:
      i. On the Change Products action page, the right side panel, **Last Approved Catalog Files** section.
      ii. On the Catalog Overview page, **Latest Catalog Files** section.

2. Modify the **Latest Catalog File:**
   a. Remove line items that the vendor is not changing.
      i. **Note**: This reduces unnecessary market research processing time and unnecessary CS/CO review.
   b. Modify the line item(s) for the product(s) undergoing change(s).
      i. **Note:** See the READ ME tab of the Product File for additional information on all fields.

3. After the vendor reviews, modifies, and saves the Product File(s), upload the Product File(s): On the FCP Change Products Action page, select Product File(s):

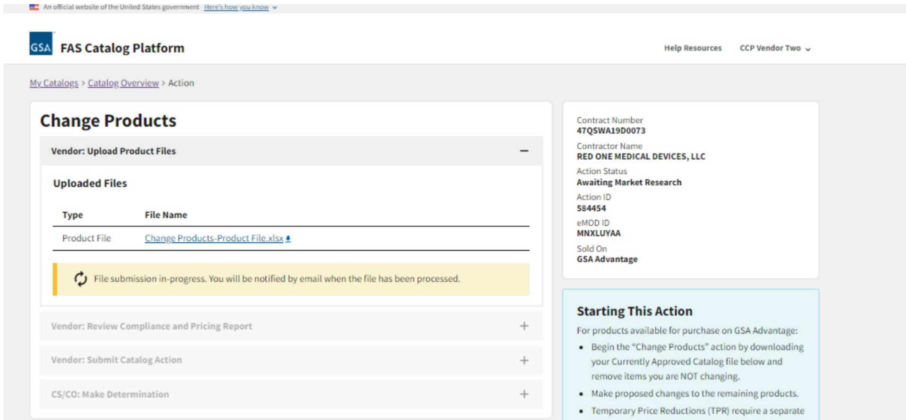
   a. In the Select Product File(s) uploader, either drag file(s) into the drop window or click the 'choose from folder' link to find and select the file(s).
   b. **Note:** The uploader accepts multiple files.

4. Upload Files:
   a. Press the **Upload** button to save files to the action.
   b. *Optional actions*:
      i. Press the **Remove** button to delete incorrect files.
      ii. Repeat steps one and two to upload additional files.

5. Submit Product Files:
   a. Once files are uploaded, press the **Submit Product Files** button.
   b. **Note:** A banner displays indicating the file(s) are processing. The system notifies authorized negotiators via an email notification from fcp-no-reply@gsa.gov once the results are available.

The action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section 3.3.1) before submitting the file(s) for Compliance & Pricing information (see section 3.4).

Figure: Example of submitted "Change Products" file.



3.3.1. Submission Errors: Error File Remediation

Error Files:

If the submission failed validations, then:

1. The action status transitions to **Requires Vendor Action (Pending Vendor Upload)**, and
2. The system notifies the authorized negotiators

See section 2.3.1 for a description of the validation workflow and an explanation of how to read the error files.

After addressing and fixing any data validations or business rule errors, upload revised file and submit. See section 3.3 for how to upload the revised file(s) and resubmit.

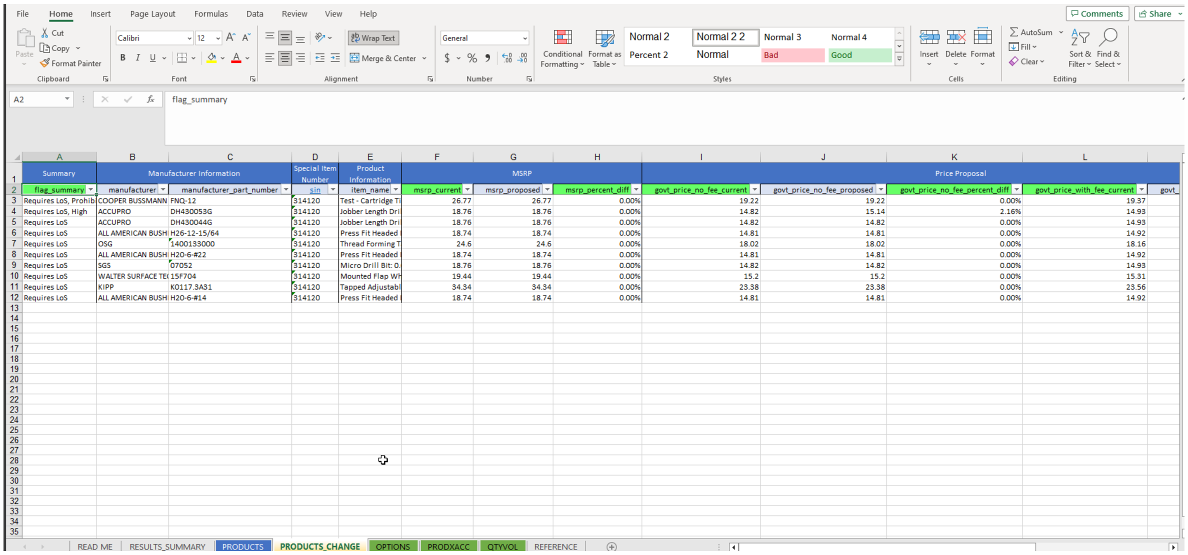
3.4. Vendor: Review Compliance & Pricing Report Section

See section 2.4 for detailed guidance on the Compliance & Pricing Report, including:

1. How to review the C&P (section 2.4.1)
2. How to respond to the C&P (section 2.4.2)

For Change Products actions only, the following tab also displays in the Product File with embedded Compliance & Pricing information: **PRODUCTS_CHANGE**

Figure: Example of the "PRODUCTS_CHANGE" tab in a returned C&P report



Summary	Manufacturer Information		Special Item Number	Product Information	MSRP			Price Proposal			
flag_summary	manufacturer	manufacturer_part_number	sin	item_name	msrp_current	msrp_proposed	msrp_percent_diff	govt_price_no_fee_current	govt_price_no_fee_proposed	govt_price_no_fee_percent_diff	govt_price_with_fee_current
Requires LoS, Prohib	COOPER BUSSMANN	FNQ-12	314120	Test - Cartridge Ti	26.77	26.77	0.00%	19.22	19.22	0.00%	19.37
Requires LoS, High	ACCUPRO	DH430053G	314120	Jobber Length Dri	18.76	18.76	0.00%	14.82	15.14	2.16%	14.93
Requires LoS	ACCUPRO	DH430044G	314120	Jobber Length Dri	18.76	18.76	0.00%	14.82	14.82	0.00%	14.93
Requires LoS	ALL AMERICAN BUSH	H26-12-15/64	314120	Press Fit Headed	18.74	18.74	0.00%	14.81	14.81	0.00%	14.92
Requires LoS	OSG	1400133000	314120	Thread Forming T	24.6	24.6	0.00%	18.02	18.02	0.00%	18.16
Requires LoS	ALL AMERICAN BUSH	H20-6-#22	314120	Press Fit Headed	18.74	18.74	0.00%	14.81	14.81	0.00%	14.92
Requires LoS	SGS	07052	314120	Micro Drill Bit: 0.	18.76	18.76	0.00%	14.82	14.82	0.00%	14.93
Requires LoS	WALTER SURFACE TE	15F704	314120	Mounted Flap Wh	19.44	19.44	0.00%	15.2	15.2	0.00%	15.31
Requires LoS	KIPP	K0117.3A31	314120	Tapped Adjustabl	34.34	34.34	0.00%	23.38	23.38	0.00%	23.56
Requires LoS	ALL AMERICAN BUSH	H20-6-#14	314120	Press Fit Headed	18.74	18.74	0.00%	14.81	14.81	0.00%	14.92

The PRODUCTS_CHANGE tab displays the difference(s) between the submitted product file and the Latest Product File.

- **Note:** If a product displays in the PRODUCTS tab but does not display in the PRODUCTS_CHANGE tab, then there are no vendor-proposed changes to that product.

Figure: Warning! PRODUCTS_CHANGE TAB

Warning! Products_Change Tab
The PRODUCTS_CHANGE tab is automatically generated by the system, based on data from the PRODUCTS tab. As such, **any manual edits attempted on the PRODUCTS_CHANGE tab will be overwritten by the system and replaced with values from the PRODUCTS tab.** Vendors should not modify the Product_Changes tab. **Vendors looking to make updates based on the details in the PRODUCTS_CHANGE tab must apply these edits within their PRODUCTS tab.**

After the Vendor revises their Product File(s) with C&P data as needed and saves the file(s), proceed to upload the revised files to the **Vendor: Submit Catalog Action** section to send the file(s) to eMod (see section 2.5).

3.5. Vendor: Submit Catalog Action

The "Vendor: Submit Catalog Action" section enables after the vendor either:

1. Performs a Quick Update (see section 2.4.2), or

2. Press the **Reviewed, Skip to Next Section** button, indicating they are opting out of the Quick Update process.

Figure: Vendor: Submit Catalog Action Section

See section 2.5 for detailed guidance on how to submit the action and Product File(s) to eMod.

After all product file(s) pass validation:

1. The action status transitions to **Sending to eMod**, and
2. The system begins processing the file(s) to deposit to the linked eMod modification.

During the FCP file submission to eMod process:

1. In addition to the updates FCP automatically makes to the Product File(s) detailed in section 2.5, FCP:
    a. **Regenerates** the PRODUCTS_CHANGE tab, based on the data in the PRODUCTS tab (see section 3.4).

When FCP completes product file deposit in eMod, then:

1. The FCP action Status updates to **Requires Vendor Action (Vendor must Submit to CS/CO in eMod)**
2. The system notifies the authorized negotiators, indicating that the eMod modification is ready to review (see section 3.6).
3. The vendor can no longer modify the FCP action.
4. eMod begins processing the files to save and display in eMod.
    a. **Note:** This process can take up to an hour to complete (see section 2.6).

3.6. eMod: Review and Submit Modification

After FCP completes the file submission to eMod (see section 3.5) and eMod completes file processing, the vendor should:

1. Review the eMod modification, **Upload Documents** section.
    a. Confirm that the Product File in the **Price Proposal Template** section displays the correct file and content.
2. Upload the **Cover Letter** with the **Vendor Defined** document type.
    a. **Note:** Vendors should submit a cover letter in accordance with the existing MAS Modification Guidance.
3. Review the remaining eMod modification sections, to enter any remaining information.
4. **Submit** the modification.

After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section 3.7).

3.7. CS/CO: Make Determination

After the vendor submits the modification in eMod (see section 3.6), the FCP action transitions to the **Pending CS/CO Review** status.

The **CS/CO: Make Determination** section contains the FCP file(s) deposited to eMod (see section 3.5).

There are 3 determination options available to the CS/CO (see section 2.7 for a detailed description of each workflow):

1. Approval
2. Return for Edits
3. Rejection

3.8. Publishing the Change Products

After the CS/CO completes the approval process (see section 3.7), the FCP action status changes to **Pending Publishing on Advantage**. See section 2.8 for detailed guidance on how to find and review the published products.

4. Deleting Products (Sold on Advantage)

The purpose of the **Delete Products** catalog action is to delete:

1. Existing products, and / or

2. All items under a SIN from a catalog.

The Delete Products action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section 4.1)
2. In FCP, **create** the **Delete Products** action, linked to the eMod modification (see section 4.2)
3. In FCP, **upload** the **Product File** and **submit** the **Delete Product** action to **eMod** (see section 4.3)
4. In eMod, **review** and **submit the modification** (see section 4.4)
5. **Publishing** the **Delete Product** action (see section 4.5)

4.1. eMod: Create “Delete” Modification

The vendor creates an applicable delete product **modification** in eMod. Refer to section 2.1 for instructions.

The vendor can then proceed to create the **Delete Products** action in FCP (see section 4.2).

4.2. New Catalog Action Page: Create Delete Products Action

After creating the Delete Product modification in eMod (section 4.1), the vendor creates and links the FCP **Delete Products** action to the modification:

1. In FCP, on the Catalog Overview page, press the **+New Action** button.

2. On the New Catalog Action page, **Products (Sold on Advantage)** section, select the **Delete** radio button.

3. In the eMod ID dropdown menu, select the eMod ID created in 4.1.
   a. **Note:** If the “no eMod ID is available for this action type” banner displays, then return to eMod and create an applicable modification (see section 4.1).

4. Press the **Continue** button.

The FCP Delete Products action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a Product File (see section 4.3).

4.3. Vendor: Upload Product Files

To delete existing products from the catalog:

1. Download the **Latest Catalog Product File**.

   a. **Note:** The vendor can download the Latest Catalog Product File from the following locations:

        i. On the Delete Products action page, the right side panel, **Last Approved Catalog Files** section or,
        ii. On the Catalog Overview page, **Latest Catalog Files** section.

2. Modify the **Latest Catalog File:**
    a. List the items that the vendor intends to delete from the catalog.
        i. **Note:** The following fields are the only required fields during Delete Product action submissions:
            1. Item Type,
            2. Manufacturer Name, and
            3. Manufacturer Part Number.

    b. Remove line items that the vendor intends to keep on the catalog.

Table: Warning! Only Include Products to be Deleted

Warning! Only Include Products to be Deleted
It is important to **only include products that are to be deleted** in the FCP Product File. **Note:** Services and Products vendors needing to move items from the Product File to the Services Plus File (SPF) should first list those items for deletion in the Product File. Following this, the subsequent Add Services action must be completed to list them on the SPF. See Managing a Services Catalog for more details. **All products listed in the submitted Product File will be deleted.**

3. After the vendor reviews, modifies, and saves the Product File(s), upload the Product File(s): On the FCP Delete Products Action page, select Product File(s):

    a. In the Select Product File(s) uploader, either drag file(s) into the drop window or click the ‘choose from folder’ link to find and select the file(s).
    b. **Note:** The uploader accepts multiple files.

4. Upload Files:
    a. Press the **Upload** button to save files to the action.
    b. *Optional actions*:
        i. Press the **Remove** button to delete incorrect files.
        ii. Repeat steps one and two to upload additional files.

5. Submit Product Files:
    a. Once files are uploaded, check the box ‘I understand these file(s) will be transmitted to eMod and I will not be able to make further changes’.
        i. **Note**: This is the last chance the vendor has to double check their catalog before deleting.

b. Press the **Submit Product Files** button.
c. **Note:** A banner displays indicating the file(s) are processing. The system notifies authorized negotiators via an email notification from fcp-no-reply@gsa.gov once the results are available.

The action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section 4.3.1) before submitting the file(s) to the linked eMod modification (see section 4.4).

4.3.1. Submission Errors: Error File Remediation

Error Files:

If the submission failed validations, then:

1. The action status transitions to **Requires Vendor Action (Pending Vendor Upload)**, and
2. The system notifies the authorized negotiators

See section 2.3.1 for a description of the validation workflow and an explanation of how to read the error files.

After addressing and fixing data validations or business rule errors, resubmit files. See section 4.3 for how to upload the revised file(s) and resubmit.

4.4. eMod: Review and Submit Modification

After FCP completes the file submission to eMod (see section 4.3) and eMod completes file processing, the vendor should:

1. Review the eMod modification, **Upload Documents** section.
    a. Confirm that the Product File in the **Price Proposal Template** section displays the correct file and content.
2. Upload the **Cover Letter** with the **Vendor Defined** document type.
    a. **Note:** Vendors should submit a cover letter in accordance with the existing MAS Modification Guidance.
3. Review the remaining eMod modification sections, to enter any remaining information.
4. **Submit** the modification.

Note: Do NOT withdraw a deletion modification in eMod. Withdrawing a deletion can cause the contract and Advantage to go out of sync and may result in suspension of the catalog. Wait for CS/CO instructions before taking any action.

After the vendor submits the modification, two things occur in parallel:

1. The FCP Product File automatically queues for publishing.
2. The modification is submitted to the CS/CO for review.

4.5. Publishing the Delete Products

After the vendor submits the modification in eMod (see section 4.4), the FCP action status changes to **Pending Publishing on Advantage**. Delete Product actions typically publish within 1 day.

Once a delete action is submitted in FCP, it cannot be stopped. If an item was mistakenly deleted, a corrective Add Product modification must be submitted to restore it to the catalog.

See section 2.8 for detailed guidance on how to find and review the published action.

5. Establishing, Updating, Removing Sales on Products (Sold on Advantage)

Vendors should use the **Temporary Price Reduction (TPR) Catalog Action** to establish, update, or cancel a temporary sale for specific products within a catalog.

The TPR action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section 5.1)
2. In FCP, **create** the **Temporary Price Reduction** action, linked to the eMod modification (see section 5.2)
3. In FCP, **upload** the **Product File** and **submit** the **TPR** action to **eMod** (see section 5.3)
4. In eMod, **review** and **submit the modification** (see section 5.4)
5. After the vendor submits the TPR modification in eMod, **FCP auto-publishes** the sale(s) to Advantage(see section 5.5)

5.1. eMod: Create Temporary Price Reduction Modification

The vendor creates the **Temporary Price Reduction modification** in eMod. Refer to section 2.1 for instructions.

The vendor can then proceed to create the **TPR** action in FCP (see section 5.2).

5.2. New Catalog Action Page: Create Temporary Price Reduction Action

After creating the TPR modification in eMod (section 5.1), the vendor creates and links the FCP **TPR** action to the modification:

1. In FCP, on the Catalog Overview page, press the **+New Action** button.

2. On the New Catalog Action page, **Products (Sold on Advantage)** section, select the **Temporary Price Reduction** radio button.

3. In the eMod ID dropdown menu, select the eMod ID created in 5.1.
    a. **Note:** If the “no eMod ID is available for this action type” banner displays, then return to eMod and create an applicable modification (see section 5.1).

4. Press the **Continue** button.

The FCP Temporary Price Reduction action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a Product File (see section 5.3).

5.3. Vendor: Upload Product Files

To establish, update, or remove sales for products on the catalog:

1. Download the **Latest Catalog Product File**.

    a. **Note:** The vendor can download the Latest Catalog Product File from the following locations:
        i. On the TPR action page, the right side panel, **Last Approved Catalog Files** section.
        ii. On the Catalog Overview page, **Latest Catalog Files** section.

2. Modify the **Latest Catalog File:**
    a. Remove any line items where a sale is not being added, updated, or removed.
        i. **Note:** Removing products not impacted by the TPR action prevents errors and prevents the accidental deletion of an existing sale.

    b. To **establish** a new sale or **update** an existing sale, the following fields are **required**:
        i. Item Type
        ii. Manufacturer Name
        iii. Manufacturer Part Number
        iv. Government Price w/ Fee
        v. Sale Price w/ Fee
        vi. Start Date
        vii. End Date

    c. To **remove** a sale:
        i. The following fields are **required**:
            1. Item_type
            2. Manufacturer
            3. Manufacturer_part_number

        ii. The following fields **must be left blank**:

1. Sale_price_with_fee
2. Start_date
3. End_date

iii. **Note**: The End_date field determines when the sale pricing expires and automatically returns to the Gov Price with Fee without requiring an additional eMod.

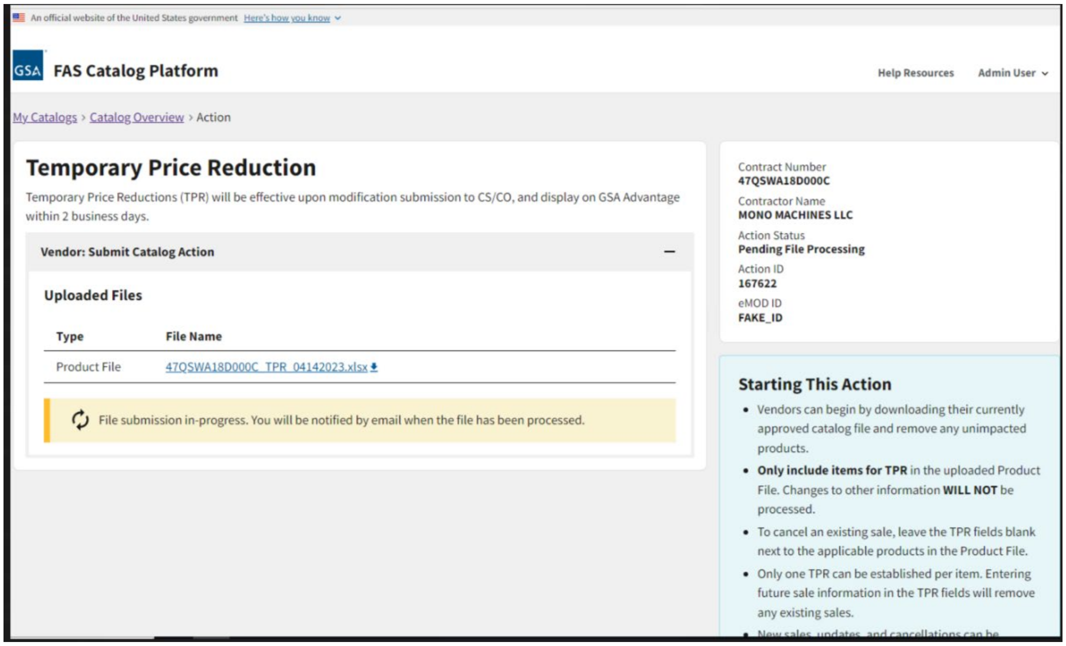
3. After the vendor reviews, modifies, and saves the Product File(s), upload the Product File(s): On the FCP TPR Action page, select Product File(s):

   a. In the Select Product File(s) uploader, either drag file(s) into the drop window or click the 'choose from folder' link to find and select the file(s).
   b. **Note:** The uploader accepts multiple files.

4. Upload Files:
   a. Press the **Upload** button to save files to the action.
   b. *Optional actions*:
      i. Press the **Remove** button to delete incorrect files.
      ii. Repeat steps one and two to upload additional files.

5. Submit Product Files:
   a. Once files are uploaded, press the **Submit Product Files** button.
   b. **Note:** A banner displays indicating the file(s) are processing. The system notifies authorized negotiators via an email notification from fcp-no-reply@gsa.gov once the results are available.

Figure: Example of Product File submitted for a TPR action.



The action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section 5.3.1) before submitting the file(s) to the linked eMod modification (see section 5.4).

5.3.1. Submission Errors: Error File Remediation

Error Files:

If the submission failed validations, then:

1. The action status transitions to **Requires Vendor Action (Pending Vendor Upload)**, and
2. The system notifies the authorized negotiators

See section 2.3.1 for a description of the validation workflow and an explanation of how to read the error files.

After addressing and fixing data validations or business rule errors, resubmit file.See section 4.3 for how to upload the revised file(s) and resubmit.

5.4. eMod: Review and Submit Modification

After FCP completes the file submission to eMod (see section 5.3) and eMod completes file processing, the vendor should:

1. Review the eMod modification, **Upload Documents** section.

   a. Confirm that the Product File in the **Price Proposal Template** section displays the correct file and content.
2. Upload the **Cover Letter** with the **Vendor Defined** document type.
   a. **Note:** Vendors should submit a cover letter in accordance with the existing MAS Modification Guidance.
3. Review the remaining eMod modification sections, to enter any remaining information.
4. **Submit** the modification.

Note: Do NOT withdraw a TPR modification in eMod. Withdrawing a TPR can cause the contract and Advantage to go out of sync and may result in suspension of the catalog. Wait for CS/CO instructions before taking any action.

After the vendor submits the modification, two things occur in parallel:

1. The FCP Product File automatically queues for publishing.
2. The modification is submitted to the CS/CO for review.

5.5. Publishing the TPR

After the vendor submits the modification in eMod (see section 5.4), the FCP action status changes to **Pending Publishing on Advantage**. TPR actions typically publish within 1 day.

See section 2.8 for detailed guidance on how to find and review the published action.

6. Updating Photos

Vendors should use the **Update Photos** action to add or update existing product photos that display on GSA Advantage.

The Update Photos action consists of the following steps:

1. In FCP, **create** the **Update Photos** action (see section 6.1)
2. In FCP, **upload** the **photo zip file** and **submit** the **Update Photo** action to **Advantage** (see section 6.2)
3. After the vendor submits the Update Photo action, **FCP auto-publishes** the photos to Advantage (see section 6.3)

6.1. New Catalog Action Page: Create Update Photos Action

Create the FCP Update Photos action:

1. In FCP, on the Catalog Overview page, press the **+New Action** button.
2. On the New Catalog Action page, **Products (Sold on Advantage)** section, select the **Update Photos** radio button.

3. Press the **Continue** button.

The FCP Update Photos action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading photos (see section 6.2).

6.2. Vendor: Upload Photos Section

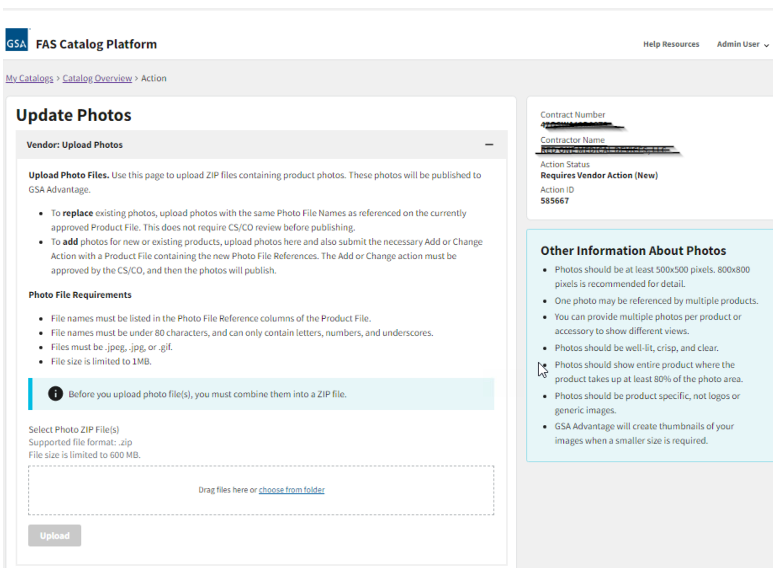
To upload photos:

1. **Review** the photos and photo file names.
    a. Each item may include up to **four** photos. Ensure photo file names match what is listed in the Product File.
        i. **Note:** Review the Update Photos action page, **Other Information About Photos** summary box for guidance.

2. **Upload** a zip file.
    a. Compress photo images into a zip file.
        i. **Notes:**
            1. Each photo within the zip file cannot exceed 1MB.
            2. Each zip file cannot exceed 600MB.

3. Press the **Upload** button.

Figure: Example of "Update Photos" Catalog Action.



After the Vendor submits the files, the action status changes to **Image Processing**. FCP validates the zip file(s) to ensure the file(s) meet photo/file requirements.

Once the photo file submission passes validation, then the Action Status transitions to the final state of **Closed**.

Figure: Does my Photo Update Require CS/CO Review?

Figure: Does my Photo Update Require CS/CO Review?
1. If the photo file name is already listed in the Latest Catalog Product File: a. Then the updated photo auto-publishes without CS/CO review. 2. If the photo file name is *not* listed in the Latest Catalog Product File: a. Then the vendor needs to create an additional **Add Product** or **Change Product** action to add the new photo file name to the FCP Product File. i. Is the photo for a **new** product? Use the Add Products modification, linked to the FCP **Add Products** action (see section 2) ii. Is the photo for an **existing** product? Use the Product Descriptive Change modification, linked to the FCP **Change Products** action (see section 3).

6.3. Publishing the Photos

After the FCP action status changes to **Closed**:

1. The images are queued for processing by Advantage.
2. The photo zip files display in the FCP Catalog Overview page, Latest Catalog Files section.
    a. **Note:** Only the *last* set of photo zip files display in the Latest Catalog Files section.

If Advantage experiences an error while processing any of the images, Advantage sends an email notification to the user who submitted the Update Photos action in FCP.

Update the photo and / or photo file names, then create and process a new FCP Update Photos action (see section 6).

7. Price Proposal Template (PPT) Catalog Action

The **Price Proposal Template (PPT)** is only used in limited cases when catalog items cannot be submitted using the Product File or Services Plus File. This includes:

- **Travel, Transportation, and Logistics (TTL)** services, which have required, SIN-specific templates provided by GSA.
- **Exceptionally unique offerings** that cannot be captured by existing templates (these instances will be reviewed and approved by GSA before proceeding).

Product and Services Plus Files should be used for catalog submissions when possible, as they enable **automatic publication** to GSA Advantage. Conversely, items submitted via the PPT file require manual addition to the Terms and Conditions File for customer visibility due to the lack of automatic publication.

Note: Items submitted through the Upload PPT action will not receive an automated Compliance and Pricing (C&P) Report. If necessary, the CS/CO will run a manual market research report for price analysis.

If an item is submitted in both the PPT file and a Product File or Services Plus File, the Product File or Services Plus File is considered the **authoritative source** for the contract file and publishing to GSA Advantage.

Tip: Refer to the How to Select Catalog Offerings guide or consult the assigned CS/CO to determine the appropriate submission template.

For more information and to access the required PPT template, visit Modifications and Mass Modifications Guidance | GSA.

The Upload PPT Catalog Action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section 7.1)
2. In FCP, create the **Upload PPT** action, linked to the eMod modification and upload the allowed PPT file. (see section 7.2)
3. In eMod, review and submit the modification (see section 7.3)
4. CS/CO Makes Determination (see section 7.4)
    a. Once approved, updated PPT is reflected in the Latest Catalog Data section (see section 7.5)
5. After CS/CO approval, create and process the related T&C File Update action (see section 7.6).

7.1. eMod Create PPT-Only Modification

Initiate an applicable modification in eMod, then proceed to FCP.

Note: For assistance with eMod, visit the [eMod / eOffer Help Center].

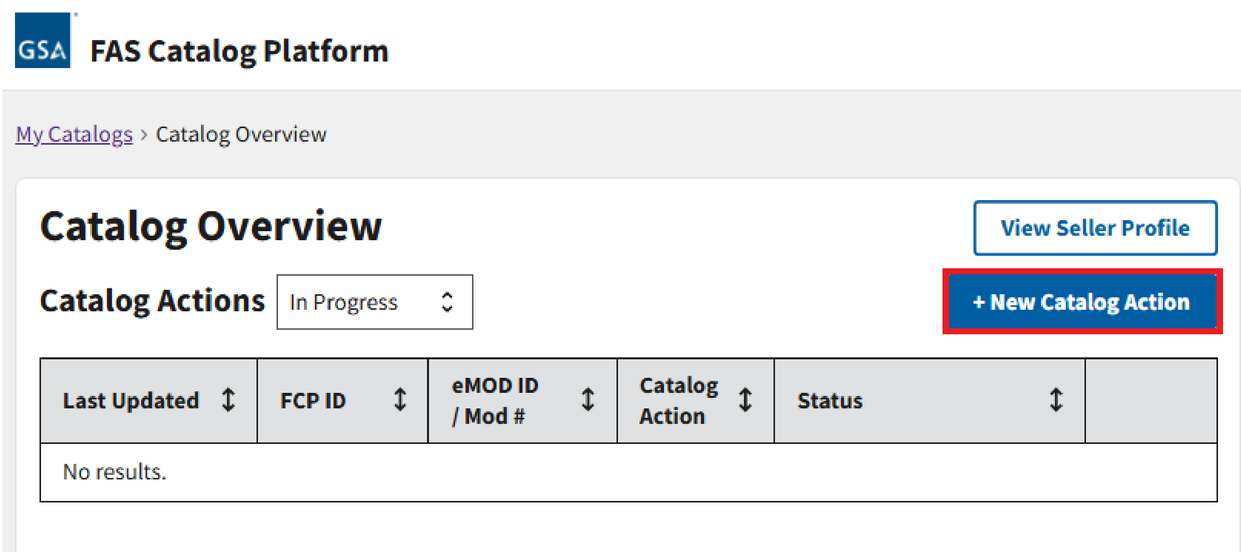
7.2. Vendor: Upload and Submit PPT-Only File

To upload the PPT file in FCP, vendors must follow the steps below. This action links the PPT file to the applicable eMod modification for CS/CO review.

Steps:

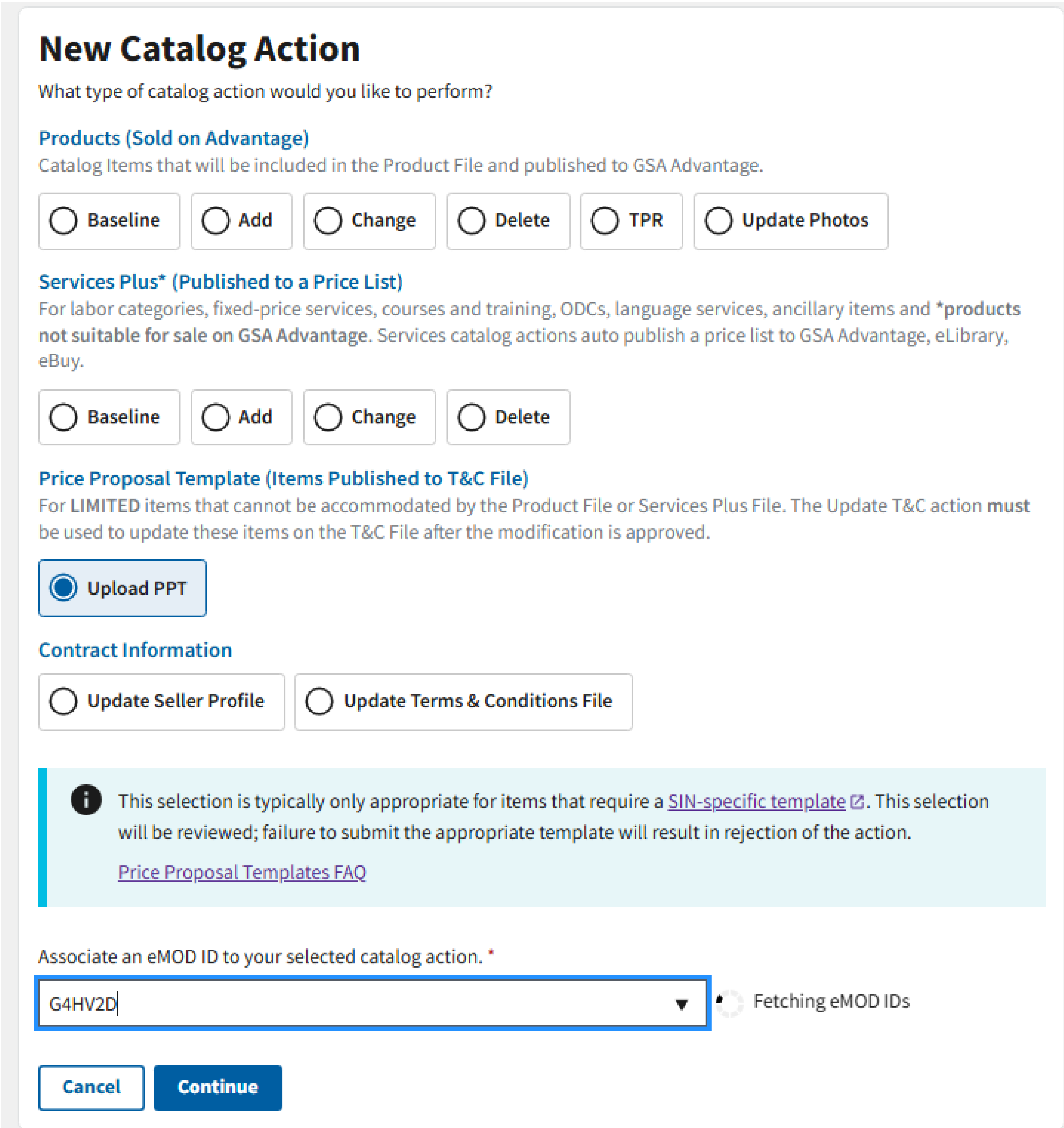
1. On the Catalog Overview page, select **+ New Catalog Action**.

Figure: Catalog Overview - New Catalog Action



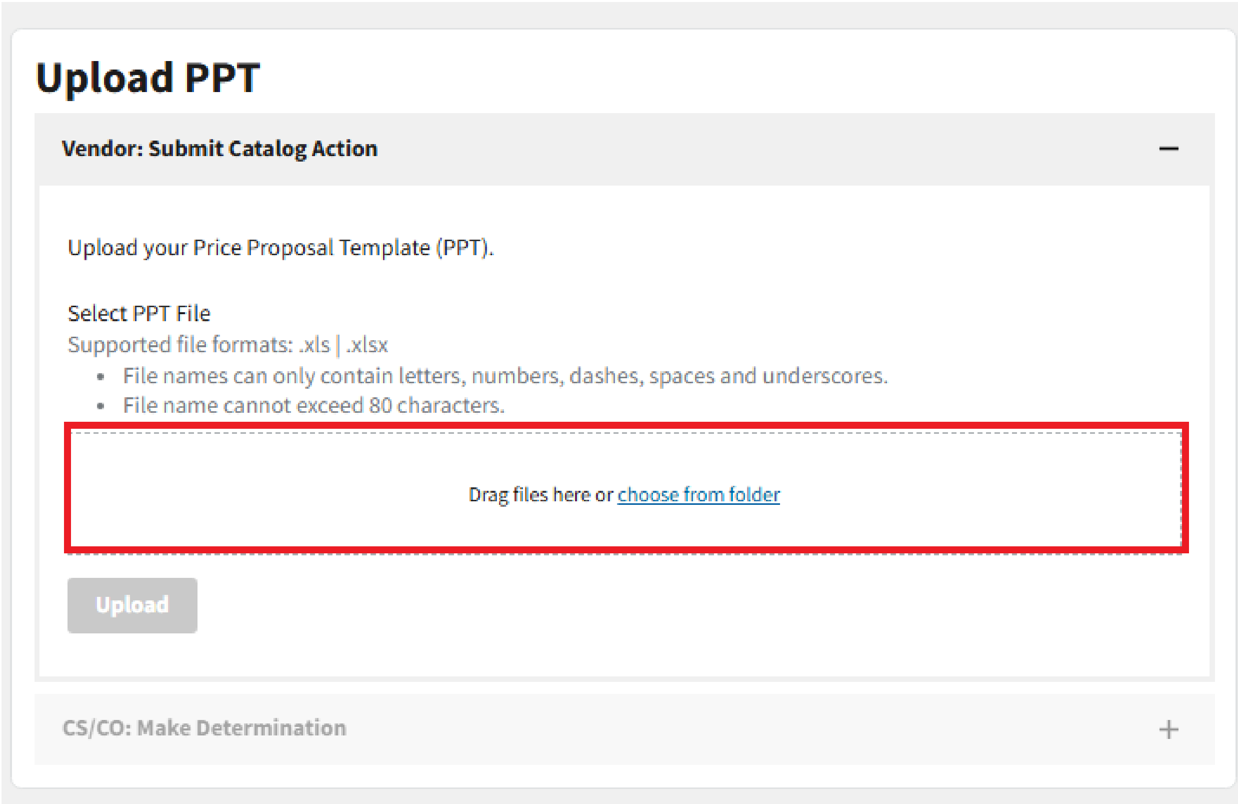
2. On the New Catalog Action page:
   a. Select the **Upload PPT** radio button under the Price Proposal Template (Items Published to T&C File).
   b. Use the dropdown to select the applicable **eMod modification**.
   c. Press **Continue**.

Figure: New Catalog Action Page



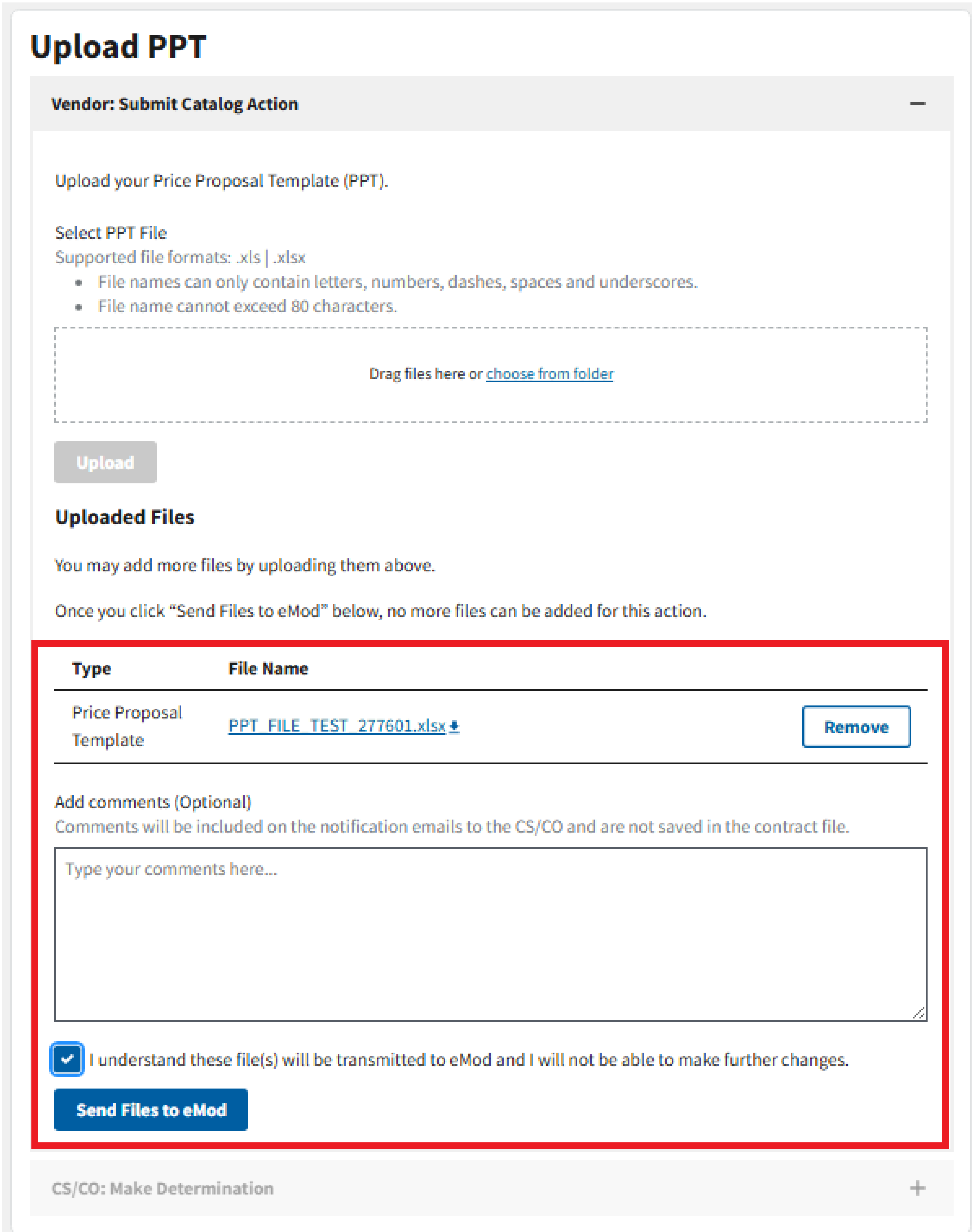
3. On the Upload PPT screen:
    a. Drag and drop the completed **PPT file** into the upload area or use the **choose from folder** option.
    b. Press the **Upload** button.

Figure: PPT Uploader



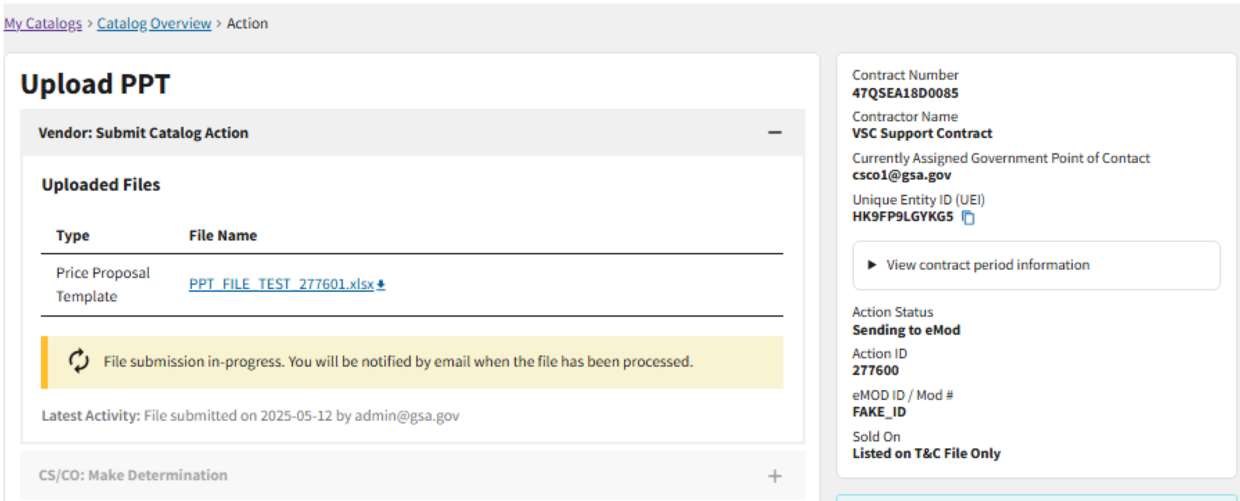
4. After Uploading:
    a. Review the uploaded file to confirm it is correct.
    b. Check the box that says:
        i. "**I understand that these file(s) will be transmitted to eMod and I will not be able to make further changes.**"
    c. Press the **Send File to eMod** button.
    d. **Note:** Once this step is taken, the uploaded **PPT can not be edited**, **so please ensure this is the final file.** If edits are needed, user must either:
        i. Submit the mod and ask the CS/CO to unlock it for edits, or
        ii. Withdraw the mod and start over**.**

Figure: PPT Uploader Checkbox



5. FCP sends a confirmation email notifying the vendor that the PPT file has been deposited in eMod.

Figure: PPT Submit to eMod



Next Step: The vendor must return to eMod to complete and submit the modification (see section 7.3)

7.3. eMod: Review and Submit Modification

After FCP completes the file submission to eMod and eMod completes the file processing, the vendor should:

1. Review the eMod Modification, **Upload Documents** section.
2. Confirm that the PPT file in the **Price Proposal Template** section displays the correct file and content.
3. Upload the **Cover Letter** with the **Vendor Defined** document type.
4. Review the remaining eMod modification sections, to enter any additional information.
5. **Submit** the modification.

After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section 7.4)

7.4. CS/CO: Make Determination

After the vendor submits the modification in eMod, the FCP action transitions to the Pending CS/CO Review status.

The CS/CO: Make Determination section contains the FCP file(s) deposited to eMod.

There are 3 determination options available to the CS/CO (see section 2.7 for a detailed description of each workflow):

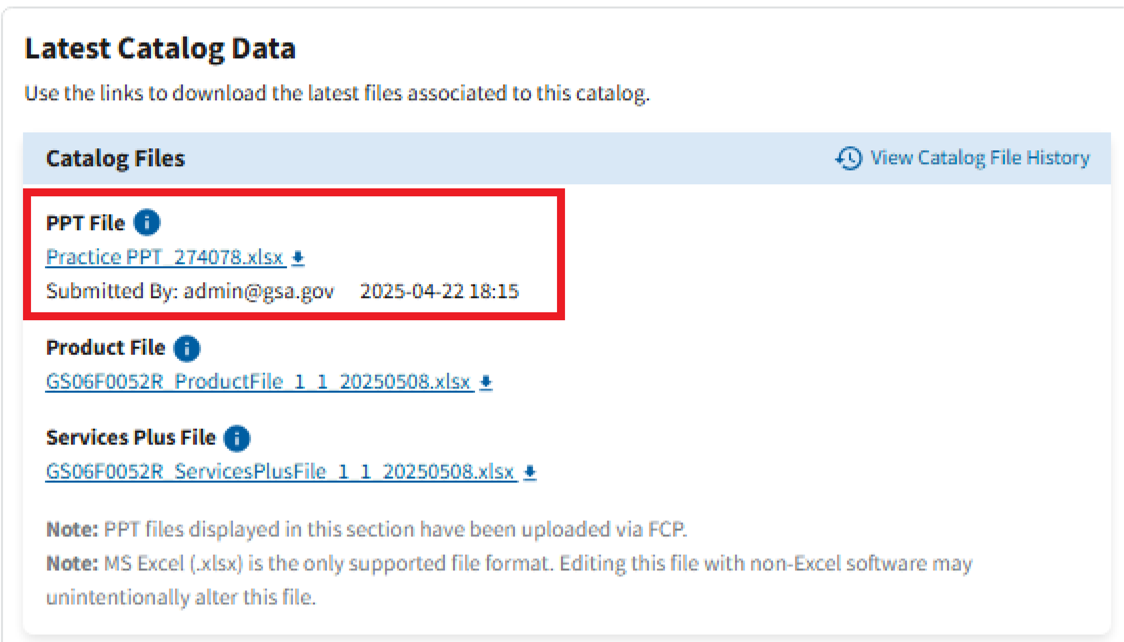
1. Approval
2. Return for Edits
3. Rejection

7.5. Latest Catalog Data Deposit

After CS/CO approves the PPT file, FCP stores the updated file in the Latest Catalog Data section.

Note: The **Latest Catalog Data** section shows the most recent PPT submitted through FCP. The **View Catalog File History** hyperlink shows all previous PPT actions submitted in FCP, but does not include updates that were made directly in eMod before using FCP.

Figure: PPT Latest Catalog Data



7.6. PPT T&C Update

After the PPT modification is approved, vendors must take the following steps to update the T&C file in FCP to reflect the changes:

1. Create a new T&C Update action in FCP.
2. Upload the revised T&C file reflecting the approved changes from the PPT.
3. Submit the T&C update to publish the changes to GSA Advantage and eLibrary.

Note: FCP **does not** automatically update the T&C file after a PPT approval. Vendors **must** complete this step to keep the catalog current and accurate.

8. Additional Product File Tabs

This section explains how to properly identify and manage base products, accessory (related) products, and options in the Product File, as well as how to submit and manage quantity and volume discounts. It also outlines the correct use of related tabs for maintaining catalog accuracy and compliance.

1. Base Products vs. Accessory (Related) Products vs. Options (section 8.1)
2. PRODXACC Tab: Managing Accessories (Related Products) (section 8.2)
3. OPTIONS Tab: How to Manage Options (section 8.3)
4. QTYVOL Tab: How to Submit Quantity and Volume Discounts (8.4)

8.1. Base Products vs. Accessory (Related) Products vs. Options

There are two types of products:
1. Base Product
2. Accessory (Related) Product

A **base product** is a standalone product that is awarded to a contract and added to a catalog. Customers can search for and purchase a base product on its own in GSA Advantage. A base product undergoes market research.

An **accessory product** is a **related product** that a vendor wants to offer with a base product on GSA Advantage. Accessory product(s), sometimes referred to as Related Products, will be published to GSA Advantage and linked from the Product Detail page of the base product. They are searchable and purchasable on GSA Advantage, alone or with a base item. Vendors should use a related product when:

1. **Enhancing Functionality:** When the related product enhances or is necessary for the primary product's functionality, such as toner cartridges for a printer.
2. **Completing a Purchase:** When the related product complements the base item, helping to complete a setup or meet a specific need, like a docking station for a laptop.
3. **Improving Convenience:** When the related product offers convenience by providing a commonly purchased add-on, like a protective case for a mobile phone.
4. **Ensuring Compatibility:** When the related product is designed to work seamlessly with the base item, ensuring compatibility and performance, such as specific software for a particular computer system.
5. **Promoting Efficiency:** When the related product enhances efficiency or user experience, like a lumbar support cushion for an office chair to improve ergonomic comfort.
6. **Supporting Maintenance:** When the related product is necessary for maintaining the base item, such as replacement parts or cleaning supplies.

Accessory products are listed on the Products tab with an MPN and therefore undergo market research, so market research information will return in the FCP Compliance & Pricing Report (Section Vendor: Review Compliance & Pricing Report Section).

Figure: Have a product that is highly configurable?

Have a product that is highly configurable?
For Vendors that have *highly configurable* base products, meaning the product has interdependent options where the selection of one impacts the selection of another, we recommend that vendors take one of the following paths: 1. Fully configuring the product and adding each configuration as a base product, or 2. List the non-configured based product with the ability to customize by contacting the vendor.

Options are the various configurations of a product that a vendor offers. Options can be associated with both a base and accessory product.

Vendors should use a product option when:

1. **Customizing a Product:** When a customer needs to configure a base product to meet specific requirements, such as choosing additional memory for a computer or adding a specific feature to a piece of equipment.
2. **Selecting a Variant:** When a customer selects a variant of a product, like a different color, size, or model, that doesn't change the base item but tailors it to their preferences.
3. **Including Necessary Add-ons:** When certain components or features are included as options, like adding software licenses or extended warranties to a base product.
4. **Substituting Components:** When a customer needs to substitute a standard component with an upgraded one, such as opting for a higher-capacity battery in a device.

Figure: Comparison between Base Products, Accessories, and Options

Description	Base Product	Accessory (Related Products)	Option
Awarded to Contract?	Yes; standalone product awarded to a contract and added to a catalog	Yes; standalone product awarded to a contract and added to a catalog.	No; it is applied to the awarded base item or accessory
Can it be purchased on its own?	Yes	Yes or with a base item	No; it must be purchased as part of a Base or Accessory product and it may or may not impact the

Description	Base Product	Accessory (Related Products)	Option
			price of the base product.
Located in the FCP Product File 'PRODUCTS' tab?	Yes; captured in the 'PRODUCTS' tab as 'Item Type' = B (Base)	Yes; captured in the 'PRODUCTS' tab as 'Item Type' = A (Accessory). Linked to the Base product via the 'PRODXACC' tab.	No; captured in the 'OPTIONS' tab in the Product File. Linked to the base product or accessory product.
Searchable on GSA Advantage?	Yes; Base Product has its own product landing page and photos.	Yes; located under the Base Product landing page > Related Products tab. Has its own product page with photos linked off the base item.	No; located within the Base Product landing page > Options tab. Photos can not be associated with Options in the Options tab,, but Vendors could add photos to the base product or base accessory displaying the options
Undergoes market research for the Compliance & Pricing Report?	Yes	Yes	No
Can Options be linked?	Yes; can have options or accessories included to add configurations.	Yes; can have options to add configurations.	No; however, a product can have multiple option *categories*, e.g., color, size, etc.

8.2. PRODXACC Tab: Managing Accessories (Related Products)

Accessories are maintained in two (2) locations in the FCP Product File:

1. PRODUCTS tab - Captures all the relevant product details
2. PRODXACC tab - Captures the relationship between the base item and accessory

This section outlines the different ways vendors can manage accessory products in FCP.

1. Adding a new Accessory Product to an Existing Base product (section 8.2.1)

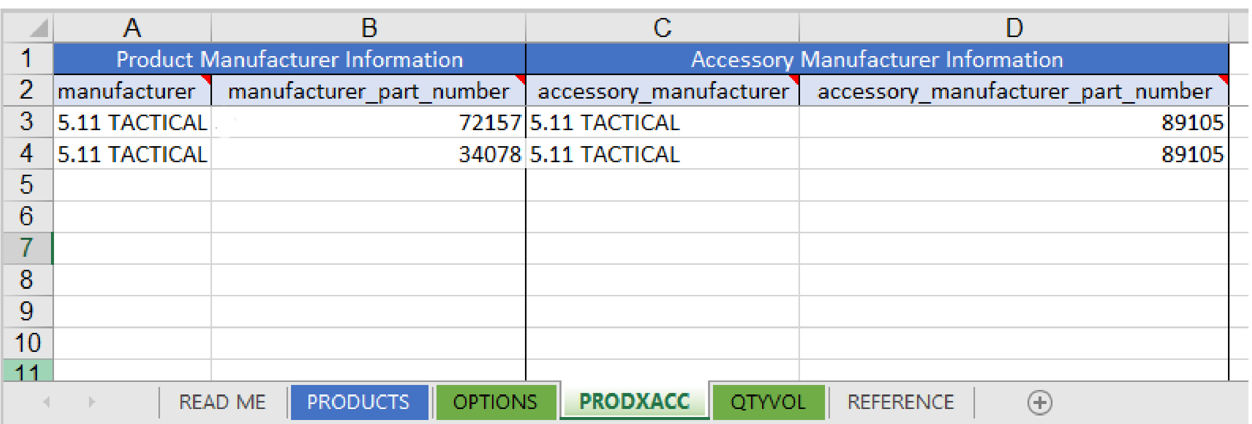
2. Unlink an Accessory Product from a Base Product (section 8.2.2)
3. Remove an Accessory Product (section 8.2.3)
4. Restrict the Purchase of an Accessory Product (section 8.2.4)
5. Accessories in GSA Advantage (section 8.2.5)

8.2.1. Adding a New Accessory Product to an Existing Base Product

In the FCP Product File:

1. First, list the Base Product in the PRODUCTS tab with ‘item_type’ = B
2. Then, list the Accessory Product in the PRODUCTS tab with ‘item_type’ = A
3. Finally, link the Accessory Product to the appropriate Base Product in the PRODXACC tab:
    a. **Manufacturer** = The base product’s Manufacturer
    b. **Manufacturer_Name** = The base product’s Manufacturer Name
    c. **Accessory_Manufacturer** = The accessory product’s Manufacturer
    d. **Accessory_Manufacturer_Part_Number** = The accessory product’s Manufacturer Name

Figure: Accessory Product in the Product File



	A	B	C	D
1	Product Manufacturer Information		Accessory Manufacturer Information	
2	manufacturer	manufacturer_part_number	accessory_manufacturer	accessory_manufacturer_part_number
3	5.11 TACTICAL	72157	5.11 TACTICAL	89105
4	5.11 TACTICAL	34078	5.11 TACTICAL	89105
5				
6				
7				
8				
9				
10				
11				

Double-check the accuracy of the information entered in the PRODXACC tab; if the wrong name or number is entered, then the accessory will not be properly linked in GSA Advantage.

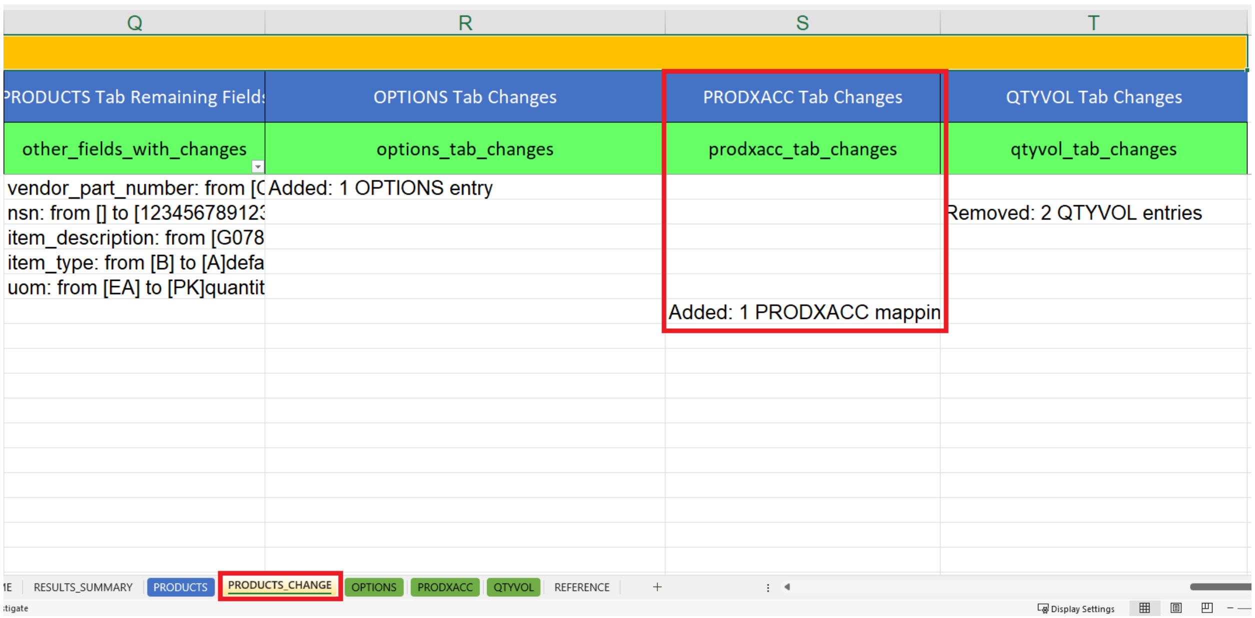
The same accessory can be linked to *multiple* base products; for example, a computer mouse accessory can be associated with multiple “base” laptop products.

Vendors can add photos to an accessory product via the ‘photos’ fields in the PRODUCTS tab (see Section 6).

After saving the product file, upload to FCP and process the action as described in the previous sections.

After submission to eMod, the PRODUCTS_CHANGE tab will populate, showing what has been updated in the PRODXACC tab. This provides a clear overview of the changes made and helps in verifying the updates.

Figure: PRODUCTS_CHANGE Tab - PRODXACC Update



For more information on how to perform an Add action, see section 2.

8.2.2. Unlink an Accessory Product from a Base Product

This process unlinks the accessory from the base product without deleting the accessory from the product file, allowing it to remain for other configurations or future use.

Note: The accessory needs to be linked to at least one base product to pass validations as an "A" (Accessory item_type). Alternatively, the vendor could change the item_type to "B" (Base Product) and always change it back to an "A" in the future if the vendor wants to keep the accessory on their product file.

To unlink an accessory to a product, follow these steps:

1. **Initiate a Product Change mod in eMod:**
   a. Begin any relevant change action in eMod that pertains to the product, such as a Product Descriptive Change modification or another appropriate modification.
2. **Revise the Product File:**
   a. Navigate to the [PRODXACC] tab in the product file.
   b. Remove the accessory information that links the accessory to the base product.
   c. Ensure that the accessory itself remains listed in the [PRODUCTS] tab for future use.

3. **Upload and Submit:**
    a. Upload the updated product file to FCP.
    b. Submit the product file for approval.

For more information on how to perform a Change action, see section 3.

8.2.3. Remove an Accessory Product

To remove accessory products from your catalog, follow these steps:

1. **Create a Delete Products Mod in eMod:**
    a. Log into eMod and initiate a Delete Products modification.
    b. This modification allows for removing accessories from the products catalog.
2. **Create a Delete Products Action in FCP:**
    a. Access the FCP system and initiate a Delete Products action.
    b. This action enables the upload and processing of the file containing items for deletion.
3. **Revise your Product File:**
    a. Open the product file and navigate to the [PRODUCTS] tab.
    b. Ensure only the accessory products intended for deletion are listed.
    c. Navigate to the [PRODXACC] tab and include only the corresponding accessory information that needs to be removed.
4. **Upload and Submit:**
    a. Upload the revised product file to FCP.
    b. Submit the Delete Products action to finalize the removal of accessories.

8.2.4. Restrict the Purchase of an Accessory Product

Publish the accessories to Advantage: Vendors should specify in the Accessory Description that it can only be purchased with the Base.

Publish the accessories to a Price List: Vendors may use the Services Plus File to list accessory items if they want to ensure customers can not place an order without the Base. To do, vendors should use both the Product File and Services Plus File:

1. **Product File**
    a. Add the **base product** as a line item.
    b. In the **item description**, clearly explain that accessories can only be purchased with the base product and are listed in the Price List.
    c. Include the **UCIDs** for the related accessories in the description.

2. **Services Plus File**
    a. Add the **accessory items** as a separate line item.
    b. In each accessory's **item description**, clearly state that the item must be purchased with its corresponding base product.

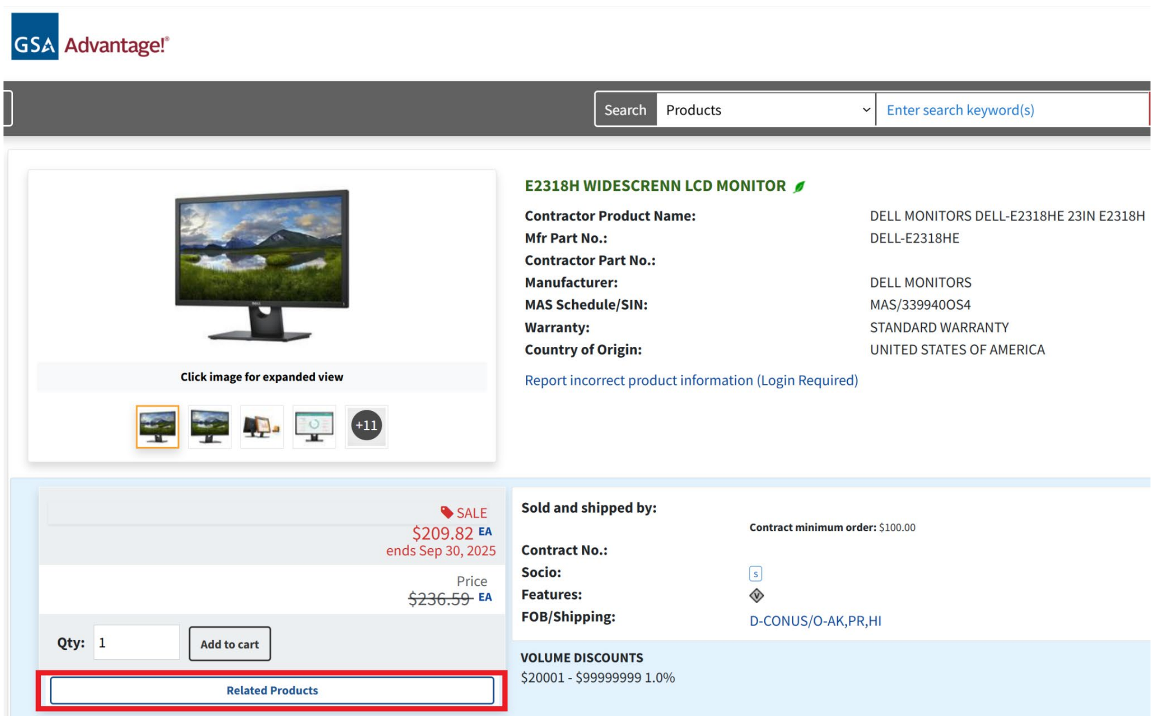
c. Include the **Manufacturer Part Number(s)** (MPNs) of the required base product(s) in the description.

Note: The Services Plus File allows vendors to include products not sold on GSA Advantage, which is why it may be used for accessories that can only be purchased with the base.

8.2.5. Accessories in GSA Advantage

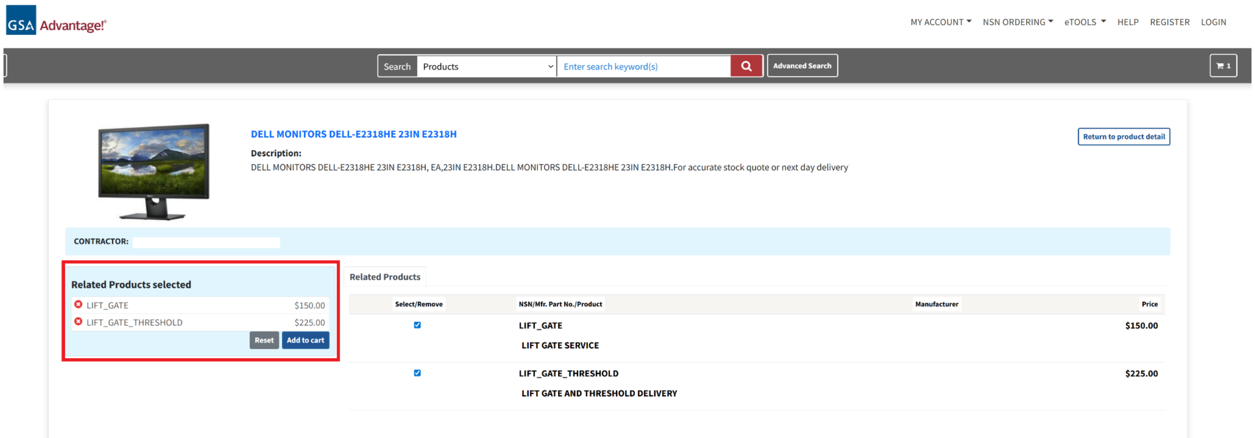
When viewing the base product with a linked accessory (related) product, the **Related Products** button.

Figure: View Accessories on Advantage



Pressing the **Related Product**s button displays the Accessories tab, with a list of all applicable accessories (related products) to choose from. As customers select their accessories, the Accessory Manufacturer Part Number displays in the left side panel, along with the cost. Customers can select as many accessories as are available.

Figure: Selecting Accessories on Advantage



8.3. OPTIONS Tab: How to Manage Options

Options represent the different configurations of a product that a vendor offers. Options can be added for **base** products and / or **accessory** products. A customer on Advantage must purchase an option alongside a product; options are not standalone offerings.

This section outlines the different ways vendors can manage accessory products in FCP.

1. Adding an Option to an Existing Base or Accessory Product (section 8.3.1)
2. Removing an Option (section 8.3.2)
3. Options in GSA Advantage (section 8.3.3)

8.3.1. Adding an Option to an Existing Base or Accessory Product

In the FCP Product File:

1. First, either list the Base Product in the PRODUCTS tab with ‘item_type’ = B or the Accessory Product in the PRODUCTS tab with ‘item_type’ = A
2. Then, add the option details and link the Option to either the base or accessory product in the OPTIONS tab:
    a. **Manufacturer** = The option’s accessory or base product’s Manufacturer. Must align with the Manufacturer listed in the PRODUCTS tab.
    b. **Manufacturer_Part_Number** = The option’s accessory or base product’s Manufacturer Part Number. Must align with the Manufacturer listed in the PRODUCTS tab.
    c. **Option_Manufacturer** = The option’s Manufacturer.
    d. **Option_Part_Number** = The option’s Manufacturer Part Number. This must be unique.
        i. **Note**: This can be provided from the manufacturer or vendor-generated, and it is included in the Purchase Order to identify the unique option.
    e. **Category** = The option category group, e.g., “size” or “color.”

i. **Note**: Categories are vendor defined. Vendors must create Categories in order for Advantage drop down menus to work.
ii. A product can have multiple option categories as needed. Customers can only select / purchase one option per category.

f. **Name** = The value or label of the option, within the specified option category, e.g., “small,” “medium,” or “large.” This appears in the option category drop-down on GSA Advantage.
g. **Base_Item_Relationship** = The relationship of the option to the accessory or base product. There are 3 types of Base Item Relationship: Included, Substituted, and Added. See the below figure for more information.

Figure: Option Relationships to Base Item

Base Item Relationship	Description	Pricing Rules	Other Business Rules
Included, “I”	The option is included with the base item. There is no cost associated with the option. Only 1 included option per category. This option is the default if the customer does not make any selections, and is therefore captured as a part of the base price.	Price_With_Fee must be 0.	There can only be one (1) “included” option per category.
Substituted, “S”	If another option is already included, then this option can substitute it. For items with an included option, vendors can include substitutes that can replace the included option.	Price_With_Fee can be a negative number, ‘0’, or a positive number.	There must be an “included” option in the option category to use substitutions.
Added, “A”	The option is not included with the base item and there is an additional cost for selecting this option. Use if there are options that are added to the base configuration (e.g., setup, installation, engraving) for free or a price and that do not replace an included option choice. *GSA Advantage* automatically adds “None” as the default selection and buyers can change as desired.	Price_With_Fee can be a ‘0’ or a positive number.	N/A

h. **Quantity** = The option’s quantity number, e.g., “2 ”

i. **Unit_Of_Measure** = Unit of measure of the option's quantity, e.g., "EA"
j. **Price_With_Fee** = The cost associated with the option inclusive of all fees (outlined in the "Read Me" tab).
    i. Validation rules:
        1. Dependent on the Base_Item_Relationship value entered; see the Base_Item _Relationship field's validation rules.

Figure: Options in the Product File

	A	B	C	D	E	F	G	H	I	J
1	Manufacturer Information		Options Information							Options Price
2	manufacturer	manufacturer_part_number	option_manufacturer	option_part_number	category	name	base_item_relationship	quantity	unit_of_measure	price_with_fee
9	5.11 TACTICAL	72157	5.11 TACTICAL	72157-182	Color	Green	I	1	EA	0.00
10	5.11 TACTICAL	72157	5.11 TACTICAL	72157-120	Color	Coyote	S	1	EA	-2.50
11	5.11 TACTICAL	72157	5.11 TACTICAL	72157-019	Color	Black	A	1	EA	5.00
12	5.11 TACTICAL	72157	5.11 TACTICAL	72157-055	Color	Khaki	A	1	EA	0.00
13	5.11 TACTICAL	72157	5.11 TACTICAL	72157-029	Color	Grey	A	1	EA	0.00
14	5.11 TACTICAL	89105	5.11 TACTICAL	89105-190-S/M	Size	S/M	A	1	EA	0.00
15	5.11 TACTICAL	89105	5.11 TACTICAL	89105-190-M/L	Size	M/L	A	1	EA	0.00
16	5.11 TACTICAL	89105	5.11 TACTICAL	89105-190-L/XL	Size	L/XL	A	1	EA	0.00
17										
18										
19										

READ ME | PRODUCTS | OPTIONS | PRODXACC | QTYVOL | REFERENCE

3. After saving the product file, upload to FCP and process the action as described in the previous sections.

Note: To add an option or accessory to an existing product, use a Change action, not an Add action. If the existing product already has options or accessories, you must **list all of them** again in the Change action. If you leave any off, they will be **deleted by omission**.

For more information on how to perform a Change action, see section 3.

8.3.2. Removing an Option

To remove options from the product catalog, follow these steps:

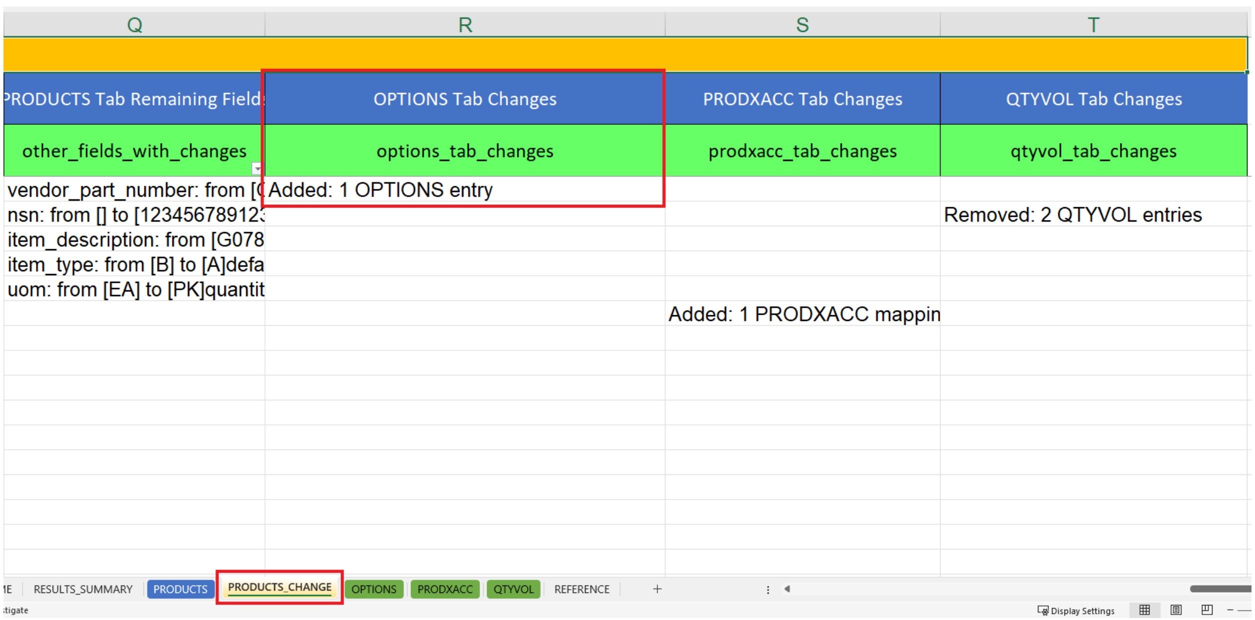
1. **Create a Product Descriptive Change Mod in eMod:**
    a. Log into eMod and initiate a Product Descriptive Change modification.
    b. This modification allows for updating contract details related to accessory products.
2. **Create a Change Product Action in FCP:**
    a. Access the FCP system and initiate a Change Products Action.
    b. This action enables the upload and processing of the revised product file.
3. **Revise the Product File:**
    a. Open the Last Approved Product File and navigate to the [OPTIONS] tab.
    b. Delete the row(s) of options no longer wanted on the contract.
    c. Ensure all remaining options are correctly listed so they are not inadvertently deleted.
4. **Upload and Submit:**
    a. Upload the revised product file to FCP.

b. Submit the Change Products action to finalize the removal of options.

Note: Any changes to the OPTIONS tab will replace all options linked to the base or accessory product. Double-check the options being removed and verify the accuracy of the remaining options.

After submission to eMod, the PRODUCTS_CHANGE tab will populate, showing what has been updated in the OPTIONS tab. This provides a clear overview of the changes made and helps in verifying the updates.

Figure: PRODUCTS_CHANGE Tab - OPTIONS Update



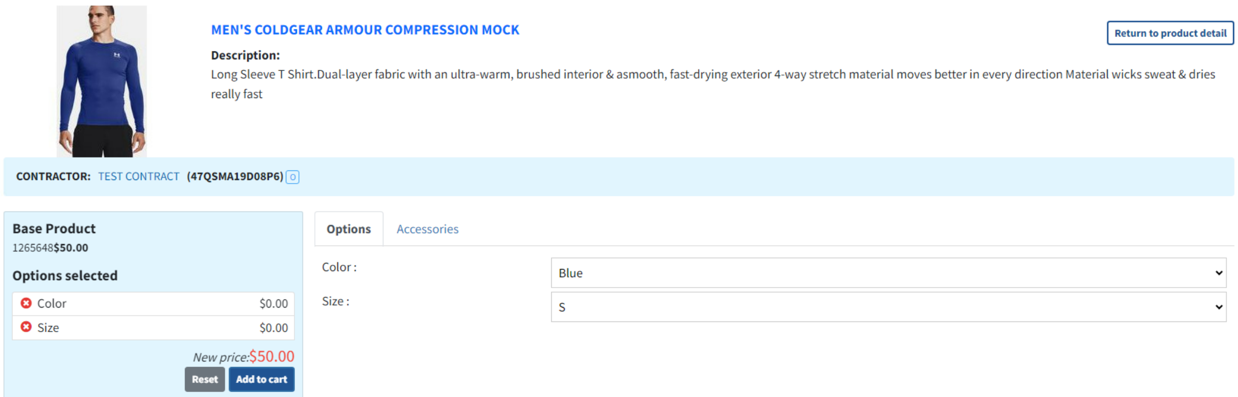
For more information on how to perform a Change action, see section 3.

8.3.3. Options in GSA Advantage

Options are not directly searchable on Advantage. Options display under the associated base or accessory product.

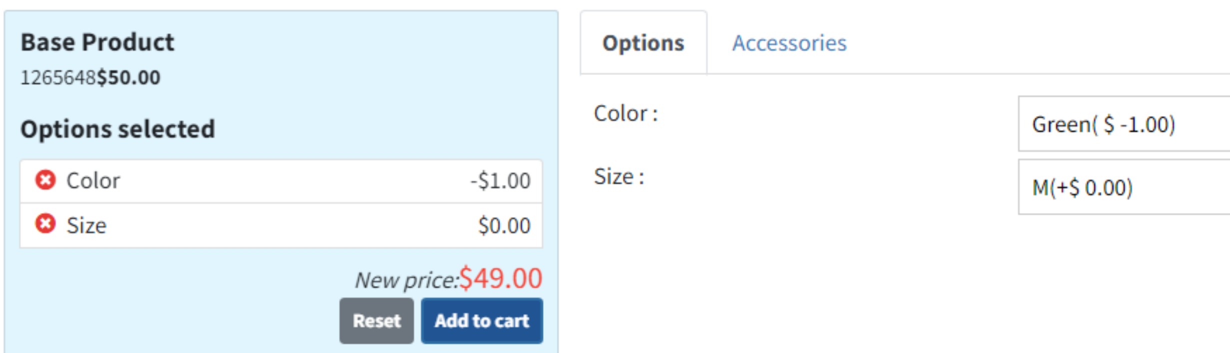
When viewing the base or accessory product with associated options, the **Select Options and Accessories** button displays.

Figure: View Options on Advantage



Pressing the **Select Options and Accessories** button displays the Options tab, with a list of all applicable option categories to choose from. As customers select their options, the option category displays in the left side panel, along with the cost.

Figure: Selecting Options on Advantage



Vendors cannot directly associate photos to options. Vendors can add photos of an option to the associated base or accessory product via the photo fields in the PRODUCTS tab (see Section 6).

8.4. QTYVOL Discount Tab

The Quantity Volume Discount (QTYVOL) tab in the Product File is used to capture discount information based on the quantity of items purchased. This section provides the required fields and business rules for entering discount data.

Quantity / volume discounts are discounts that a vendor can offer based on:

- **Number of units** in the purchase - Quantity Discount

- **Price range** of the purchase - Volume Discount

For example, if a vendor offers a discount once a customer buys at least 10 of an item, that is a **Quantity** discount. If a vendor offers a discount once a customer purchases at least $100 worth of an item, that is a **Volume** discount.

These discounts are published to GSA Advantage! for customers making purchasing decisions.

To submit Qty/Vol discounts, vendors should:

- Use the QTYVOL tab of the FCP Product File to define the discount buckets.
- Input the **Manufacturer** Name and **Manufacturer_Part_Number** of the item(s) for discount - *these must match the items as listed on the PRODUCTS tab*.
- Select either Volume or Quantity depending on the **discount_type** offered.
- Input the **Bucket_Number**. Each product must have at least 2 buckets and can have a maximum of 7.
- Enter a **Start_of_Range** and **End_of_Range** for each price bucket:
    - **If Quantity** discount, then the range defines the number of units being purchased.
        - Must be a whole number.
    - **If Volume** discount, then the range defines the sale amount of the purchase.
        - Can be a decimal number.
        - **Start_of_Range** must increase by ‘1’ for each sequential range.
    - **End_of_range** must equal 99,999,999 for both discount types.

For each product, enter either a **discounted_price** or **percent_discount**:

- If **discounted_price**, then:
    - Must be a dollar ($) amount
    - Must be listed as a decimal greater than 0
    - Bucket_number 1 discounted_price must be equal to the product’s govt_price_with_fee

  - Then, bucket_number 2 through up to 7 must be lower than the product's govt_price_with_fee

- If **percent_discount**, then:
  - Must be a percentage value listed as a decimal value between 0 and 0.9999
  - Example:
    - 50% discount = 0.50
    - 4.25% discount = 0.0425

Examples:

Manufacturer	manufacturer_part_number	discount type	bucket number	start of_ range	end_of_ range	discounted price	percent discount
MFRNAME	PART1	Volume	1	0.01	1500.00	172.89	
MFRNAME	PART1	Volume	2	1501.00	9999.99	149.99	
MFRNAME	PART1	Volume	3	10000.99	19999.99	124.99	
MFRNAME	PART2	Volume	1	15.99	50.50		0.0025
MFRNAME	PART2	Volume	2	51.50	150.25		0.1000
MFRNAME	PART2	Volume	3	151.25	250.99		0.2050
MFRNAME	PART2	Volume	4	251.99	499.00		0.3000
MFRNAME	PART2	Volume	5	500.00	750.99		0.3055
MFRNAME	PART2	Volume	6	751.99	899.99		0.4000
MFRNAME	PART2	Volume	7	900.99	99999999.00		0.5050
OTHERMFR	APART	Quantity	1	1.00	4.00	163.21	

Manufacturer	manufacturer _part_number	discount type	bucket number	start of_ range	end_of_ range	discounted price	percent discount
OTHERMFR	APART	Quantity	2	5.00	49.00	149.99	
OTHERMFR	APART	Quantity	3	50.00	199.00	124.99	
OTHERMFR	APART	Quantity	4	200.00	99999999.00	99.99	
OTHERMFR	BPART	Quantity	1	5.00	9.00		0.0025
OTHERMFR	BPART	Quantity	2	10.00	24.00		0.0525
OTHERMFR	BPART	Quantity	3	25.00	99.00		0.1
OTHERMFR	BPART	Quantity	4	100.00	199.00		0.125
OTHERMFR	BPART	Quantity	5	200.00	499.00		0.15