U.S. General Services Administration

FAS Catalog Platform (FCP) Vendor Getting Started in FCP User Guide

Version 1.2, November 2025

Table of Contents

FAS Catalog Platform (FCP) Vendor Getting Started in FCP User Guide 1
Document Version History 7
1. General Information 8
Tool Tip: Additional Help Resources 8
2. Registration & Login 9
2.1. FCP Registration 9
Figure: Register for Access 10
Figure: Registration Form 11
Figure: Account already exists 13
Figure: Account Created 14
Table: Account Activation with 2FA 14
2.2. FCP Login 14
Figure: FCP Login Button 15
Figure: Account Login 16
Figure: Forgot/Reset Password Link 17
Figure: Account Two-factor authentication 18
2.2.1. Update Okta Name 18
Figure: Okta “My Apps” Dashboard 19
Figure: Okta “Account Settings” Page 19
3. My Catalogs Page 19
Figure: “My Catalogs” Page 20
Table: Cannot See a Contract? 20
4. Catalog Overview Page 21
Figure: “Catalog Overview” Page of First Steps 22
4.1. Catalog First Steps 22
Figure: Example of Catalog that has not started “First Steps” 23
4.2. Catalog Actions Table 23
Figure: “Catalog Overview” display 24
Figure: FCP Action Status Quick Reference Guide.PDF 25
4.2.1. Remove a Catalog Action 25
Figure: “Remove” Catalog Action 26
Figure: “Confirm Catalog Action Removal” modal 26
Figure: “Action Status” and Filter displayed in “Catalog Overview” 27
4.3. Authorized Negotiators Section 27
Figure: “Authorized Negotiators” table 28
4.4. Latest Catalog Data Section 28
Figure: “Latest Catalog Data” table 29
Figure: FCP Large Catalog File Display 30
4.4.1. Catalog File History Page 30
Figure: “Catalog File History” Page 31
5. Catalog First Steps, Step 1: Update Seller Profile 31

5.1. Create Seller Profile Action 32
Figure: First Steps Modal, Update Seller Profile Button 32
Figure: FCP Seller Profile Action Created 32
Figure: First Steps Modal, Updated Seller Profile Action Created 33
Table: Catalog First Steps Process: Seller Profile 33
5.2. Vendor: Update Seller Profile Information 33
Figure: Seller Profile Validation Error Section 34
Figure: Seller Profile, Contract Information Section 36
Figure: Seller Profile, Edit Contractor Information Section 38
Figure: “Edit Dealer Information” modal 39
Figure: “CS/CO: Make Determination” Accordion 41
5.3. CS/CO: Make Determination Section 41
Figure: First Steps Process, Step 1 Complete 42
Figure: Seller Profile Action Returned to Vendor for Edits 43
Figure: Seller Profile Action Returned to Vendor with CS/CO Comment 43
Figure: Seller Profile Action Rejected 44
Figure: Catalog Overview Status Rejected and Update Seller Profile Available 44
5.4. Published Seller Profile 45
Figure: GSA Advantage Search Bar 45
Figure: GSA Advantage Contractor Name 45
Figure: GSA Advantage Contractor Information 46
Figure: FCP vs GSA Advantage comparison 46
Figure: FCP vs GSA eBuy Comparison 47
Figure: FCP vs GSA eLibrary comparison 47
6. Catalog First Steps, Step 2: Baseline Catalog 47
6.1. Baseline Product Catalog Action 48
6.1.1. eMod: Create Catalog Baseline Modification 48
Figure: eMod Create Catalog Baseline Modification 48
Figure: eMod Catalog Baseline eMod ID 49
6.1.2. New Catalog Action Page: Create Baseline Products Action 49
Figure: FCP Baseline Catalog (Products) 49
Figure: FCP New Catalog Action Screen (Baseline Products) 50
Figure: FCP New Catalog Action Screen (eMod Dropdown) 50
Figure: FCP New Catalog Action Screen (Catalog Options) 51
6.1.3. Vendor: Upload Product Files Section 52
Figure: Baseline Product File: Govt Price No Fee Formula 53
Figure: FCP Upload Product Files Section 55
Figure: FCP Uploaded Files 56
Figure: FCP Submit Product Files 56
Figure: Baseline Products Submittal of Product File 57
6.1.3.1. 57
6.1.3.2. Submission Errors: Error File Remediation 58
Table: Resolving Errors with Multiple Product Files 58

Figure: Example of Data Validation “CD” Error File 59
Figure: Example “Data Validation” Error File 59
Figure: Example of Business Rule “CB” Error File 60
Figure: Example of ACR “AB” Error File 61
Figure: Example of “ACR” Error Report 61
Table: Reading Errors with Multiple Files 62
Figure: FCP Validations & Business Rules Quick Reference Guide 62
6.1.4. Vendor: Review Compliance & Pricing Report Section 62
Table: Compliance & Pricing Report Processing Time 63
Figure: Return of C&P Report/Market Research File 64
6.1.4.1. Review the C&P Results 64
Figure: Review C&P Results Summary Page 65
Figure: FCP Product File with C&P: Results_Summary Tab 66
Figure: FCP Product File with C&P: Read_Me Tab 67
Figure: FCP Product File with C&P: Products Tab 68
Figure: Important Flag Information 68
Figure: Letter of Supply (LoS) Flag 68
6.1.4.2. Respond to the C&P Results 69
Figure: Perform a Quick Update 69
Figure: Apply a Quick Update modal 71
Figure: Compliance and Pricing Reports with Quick Updates Files 72
Figure: Where Does Revised Market Research Display? 72
Figure: Vendor Comments in the Product File with C&P 73
Figure: Submitting Products with Lingering Compliance Flags 74
6.1.5. Vendor: Submit Catalog Action 74
Figure: Vendor: Submit Catalog Action Section 75
Figure: Upload Product File to Submit to eMod 76
Figure: FCP Baseline Products Action in Sending Files to eMod Status 78
Figure: FCP Baseline Products Action Warning! 79
6.1.6. eMod: Review and Submit Modification 79
Figure: Upload Documents section in eMod 80
Table: FCP Product File(s) Not Visible in eMod? 80
Figure: Upload Baseline Action Cover Letter in eMod 81
Figure: Submit Modification 82
6.1.7. CS/CO: Make Determination Section 82
Figure: FCP Baseline Products Action in Pending CS/CO Review Status 83
Figure: Baseline Products Action Awarded, Pending Vendor eSignature 83
b. After the CO eSigns the modification, FCP begins the automated publishing process (see section 6.1.8). 84
Figure: Baseline Products Action Approved 84
Figure: Baseline Products Action Returned to Vendor for Edits 85
Figure: eMod Modification with Original FCP Submission and Revised Submission based on CS/CO Comments 86
Figure: Baseline Products Action Rejected 87

6.1.8. Publishing the Baseline Products Action 87
6.2. Baseline Services Catalog Action 88
6.2.1. Create Catalog Baseline Services Modification in eMod 89
6.2.2. New Catalog Action Page: Baseline Services Action 89
Figure: FCP Baseline Catalog (Services) 90
Figure: FCP New Catalog Action Screen (Baseline Services) 90
Figure: FCP New Catalog Action Screen (eMod Dropdown) 91
Figure: FCP New Catalog Action Screen (Catalog Workflow) 92
6.2.3. Vendor: Upload Services File 92
Figure: PPT to Services Plus File Crosswalk 93
Figure: Services Plus File “Read Me” Tab 94
Figure: SPF Contract_Begin_Date Tab 95
Figure: SPF Pricing Tab GSA Price with IFF Row 3 Calculated Contract Years 95
Figure: FCP Uploaded Files 97
Figure: FCP Submit Services Plus Files 98
Figure: Baseline Services Submittal of Services Plus File 99
Figure: FCP Baseline Services Action in Sending Files to eMod Status 99
6.2.3.1. Remediate Error File & Warnings 100
Figure: Baseline Services Submittal with Warnings 102
Figure: Baseline Services Submittal of Updated Services Plus File 103
6.2.4. eMod: Review and Submit Modification 103
6.2.5. CS/CO: Make Determination 104
6.2.6. Publishing the Baseline Services Action 104
Figure: Services Baseline (Pending Publishing on Advantage) 104
Figure: Services Baseline (Published to Advantage) 105
Figure: Advantage Price List Location 105
Figure: Published Price List: Contractor Info Tab 106
Figure: Published Price List: Pricing Tab 107
Figure: eLibrary Price List Location 107
Figure: eBuy Price List Location 108
Table: Update to the Price List 108
6.3. Update Terms & Conditions File Action 109
6.3.1. eMod: Verify Awarded Catalog Baseline Modification Exists 109
6.3.2. Create FCP Terms & Conditions File Update Action 109
Figure: FCP Terms & Conditions 110
Figure: FCP New Catalog Action Screen (T&C) 110
Figure: FCP New Catalog Action Screen (eMod Dropdown) 111
6.3.3. Vendor: Upload and Submit T&C File 111
Figure: Terms & Conditions Uploader 112
Figure: Terms & Conditions Removal 112
Figure: Terms & Conditions Submit 113
Figure: Terms & Conditions Pending CS/CO Review 113
6.3.4. CS/CO: Review and Make Determination 114

Figure: Terms & Conditions File Update Action Rejected 114
Figure: Terms & Conditions File Update Action Returned to Vendor for Edits 115
Figure: “T&C” action in an “Approved” state 116
6.3.5. Publishing Terms & Conditions Action 116
Figure: “T&C” action in an “Published” state 117
Figure: GSA Advantage T&C File Location 117
6.4. Price Proposal Template Catalog Action 118
6.4.1. eMod: Create PPT-Only Modification 118
6.4.2. Vendor: Upload and Submit PPT-Only File 119
Figure: Catalog Overview - New Catalog Action 119
Figure: New Catalog Action Page 120
Figure: PPT Uploader 121
Figure: PPT Uploader Checkbox 122
Figure: PPT Submit to eMod 123
6.4.3. eMod: Review and Submit Modification 123
6.4.4. CS/CO: Review and Make Determination 123
6.4.5. Latest Catalog Data Deposit 124
Figure: PPT Latest Catalog Data 124
6.4.6. PPT T&C Update 124

Document Version History

Version	Date	Description
1.2	November 2025	Updated to include New Awards Onboard (section 2.3)
1.1	May 2025	Update to include PPT Only Workflow
1.0	November 2024	Initial version of document.

1. General Information

The FAS Catalog Platform (FCP) is an online catalog management system for vendors to manage their catalogs, including:

- Adding, changing, and deleting **products**, to update the GSA Advantage catalog,
- Adding, changing, and deleting **services or products not published to GSA Advantage**, to update a conformed Price List on the GSA Advantage, eLibrary, and eBuy systems, referred to in this document as the "**Advantage environment**,"
- Updating **seller information**, to update the GSA Advantage Contractor Information, and
- Submitting the **Terms & Conditions (T&C) file**, to update the GSA Advantage Contractor Catalog's text file.

FCP is integrated with the following existing contracting systems, streamlining the catalog management workflow:

- eMod,
- FSS Online, and
- GSA Advantage.

The Getting Started in FCP Guide serves as an in-depth instructional guide for vendors who are onboarding to FCP, providing step-by-step instructions to perform the following actions:

1. **Register** and **login** to the system (section 2)
2. Navigate the system and **available contracts** (sections 3 and 4)
3. Begin and complete the catalog **First Steps** process (sections 5 and 6)

New FCP users can visit catalog.gsa.gov to access training materials, FAQs, and step-by-step guidance. For additional support, refer to the tool tip below for suggested guides.

Tool Tip: Additional Help Resources

Help Resources
See these resources for additional guidance in FCP. ● Catalog Reporting Requirements by SIN ● FCP FAQ ● FCP Catalog Actions Quick Reference Guide ● FCP Validations & Business Rules Quick Reference Guide ● How to Select Catalog Offerings

2. Registration & Login

FCP is available for existing MAS contractors and is not yet intended for use by vendors submitting catalogs for new offers.

Vendors must register for an account to use the FCP. During the registration process, the FCP checks for the following:

1. The user is an authorized negotiator on an existing contract that is eligible for FCP use, and
2. The user has an existing GSA FAS ID account.

Vendors who are not currently authorized negotiators need to undergo the administrative modification request in eMod. An existing authorized negotiator can initiate this process.

Vendors who do not currently have a FAS ID need to register for one via eOffer. [Link to FAS ID guidance]

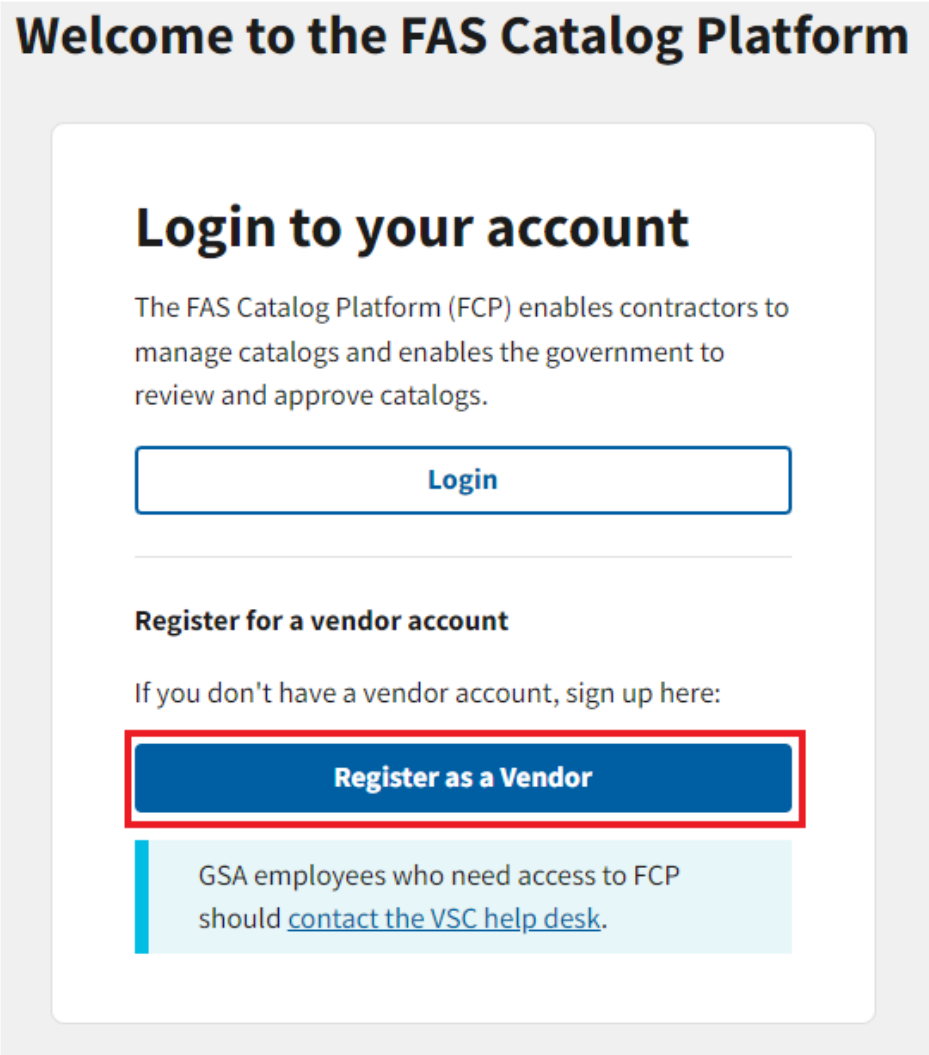
- For technical support with eOffer and eMod, contact the eOffer/eMod Help Desk at 1-866 472-9114 or eoffer@gsa.gov.

2.1. FCP Registration

To register for FCP access, follow the below instructions:

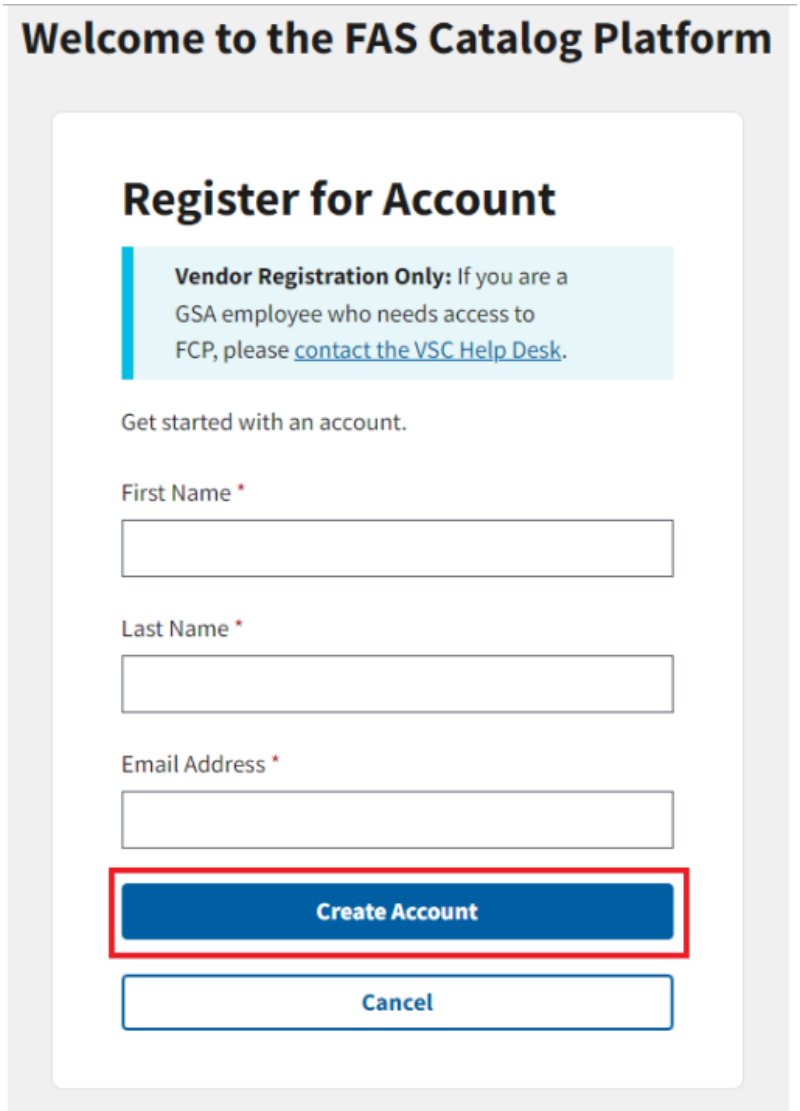
1. Navigate to the FCP (https://catalog.gsa.gov).
2. Accept the Terms of Service.
3. Press the **Register as a Vendor** button to navigate to the **Register for Account** form.

Figure: Register for Access



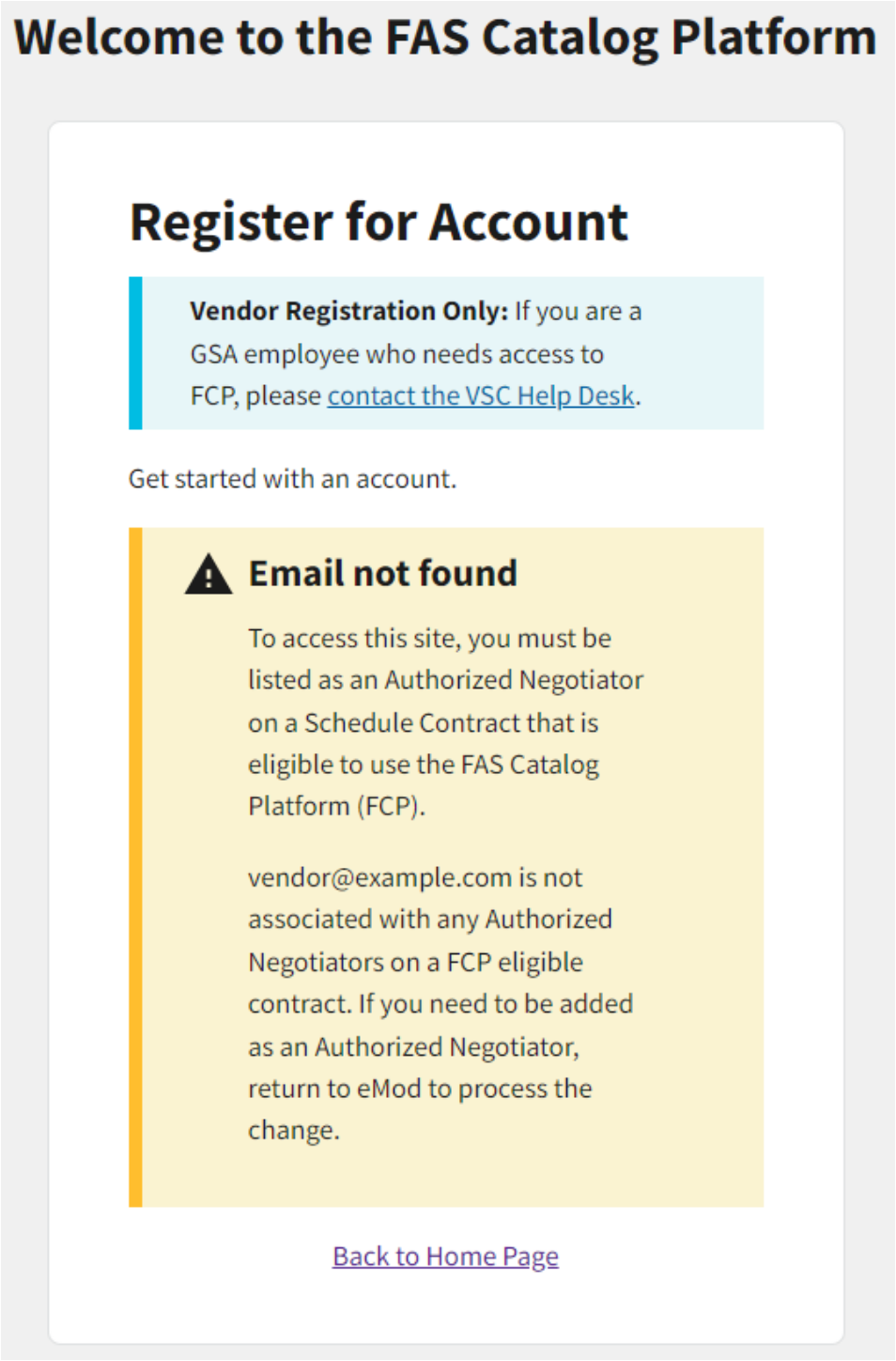
4. In the **Register for Account** form, enter the FAS ID account information including **First Name**, **Last Name**, and **Email Address**.
5. Press the **Create Account** button.

Figure: Registration Form



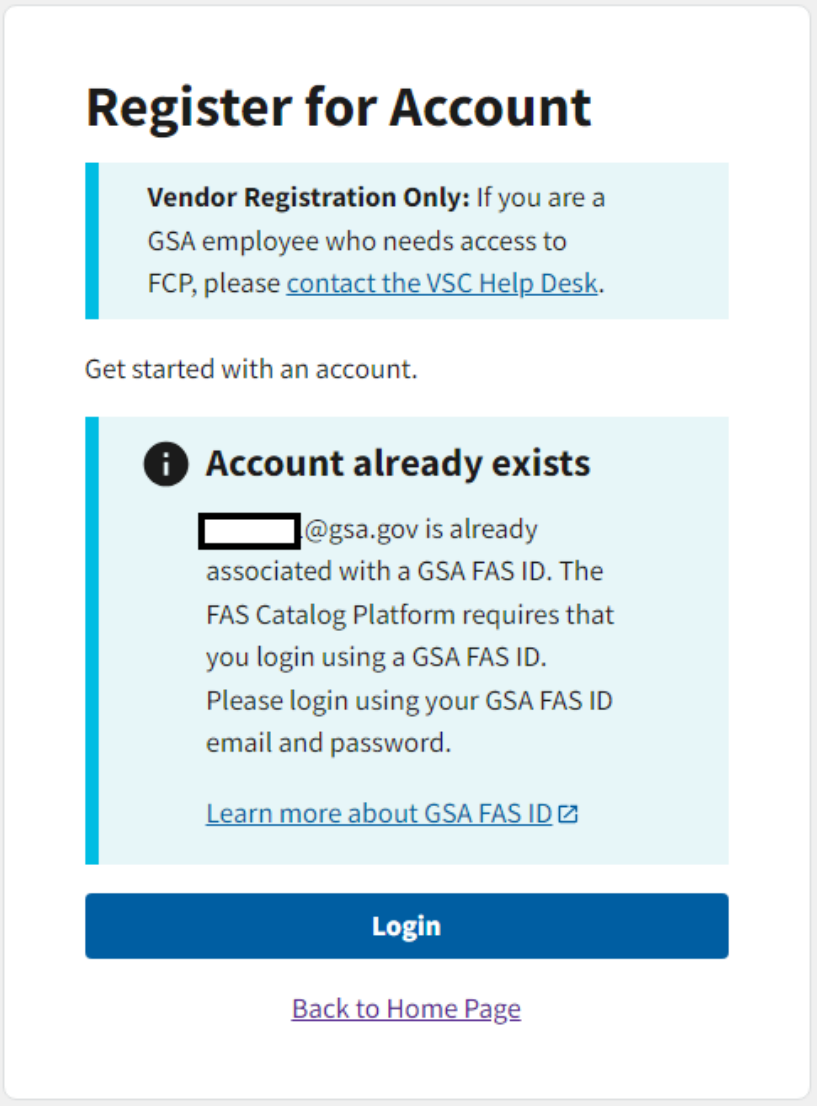
6. Depending on the information entered, vendors may see three potential responses:
    a. **Email not found** - This message occurs when the entered email address is not found within the authorized negotiators list for any contract.
        i. **Note –** Vendors should either:
            1. Return to eMod and submit a request to be added as an authorized negotiator to a specific contract (see the eMod Self-Adding to be an Authorized Negotiator Instructions), or
            2. Ask an existing authorized negotiator to create the authorized negotiator request.
                a. If an existing authorized negotiator is not available, the vendor should ask their CO.

Figure: Email not found



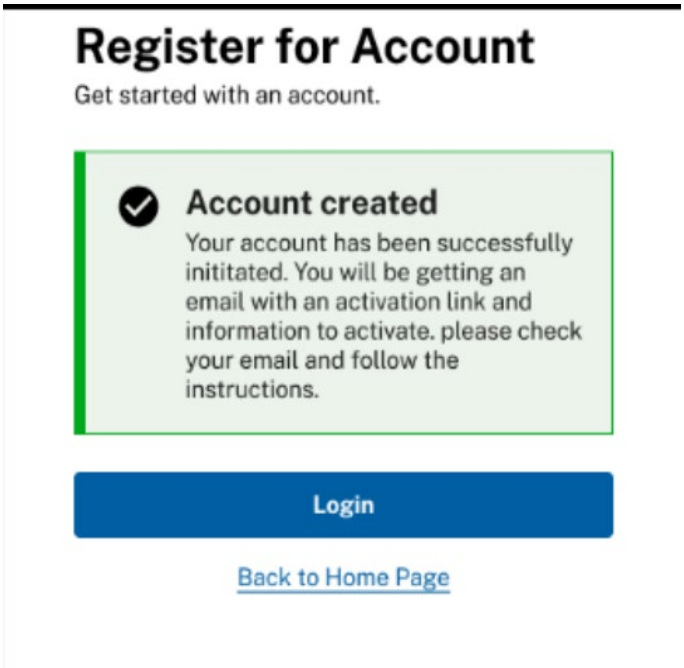
b. **Account already exists** - A FAS ID login already exists for this email address and should be used to login (section 2.2).

Figure: Account already exists



c. **Account created** – The system created an account for this email address and the user can now login to the FCP.

Figure: Account Created



7. After successfully creating the account, press the **Login** button.

Table: Account Activation with 2FA

Account Activation with 2FA
Vendors receive a confirmation email stating the vendor must activate the account before they can login to the FCP. The activation process includes setting up 2-factor authentication (2FA) methods, which the vendor uses during login.

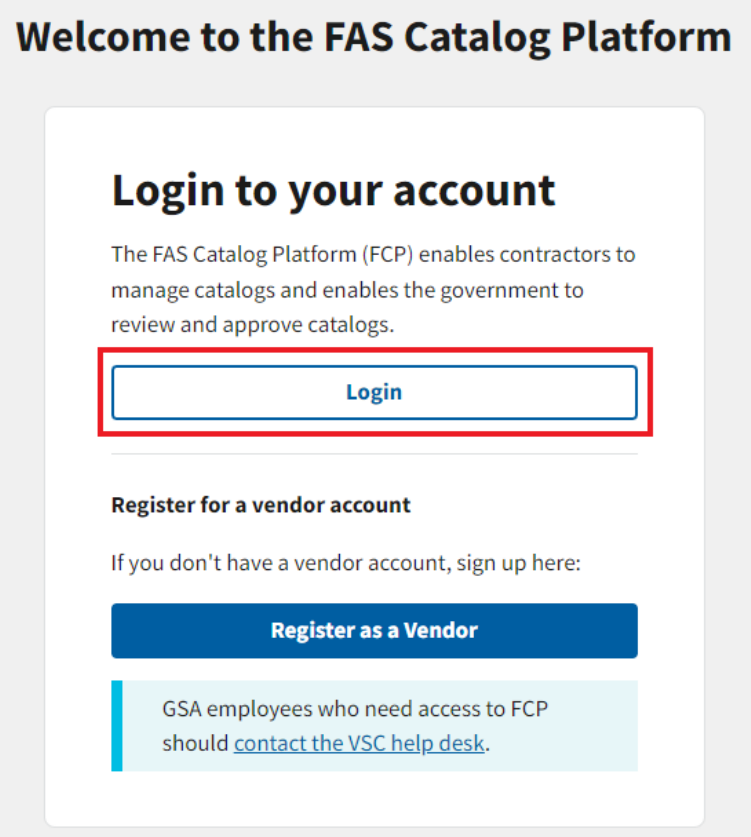
2.2. FCP Login

After registering (section 2.1), Vendors login using their FAS ID email and password to access their catalogs and all FCP actions.

- **Note**: Most help resources are available without logging in. To access Office Hour information, vendors must be logged in.

1. Access the Login page by pressing the **Login** button on the FCP Welcome page.

Figure: FCP Login Button

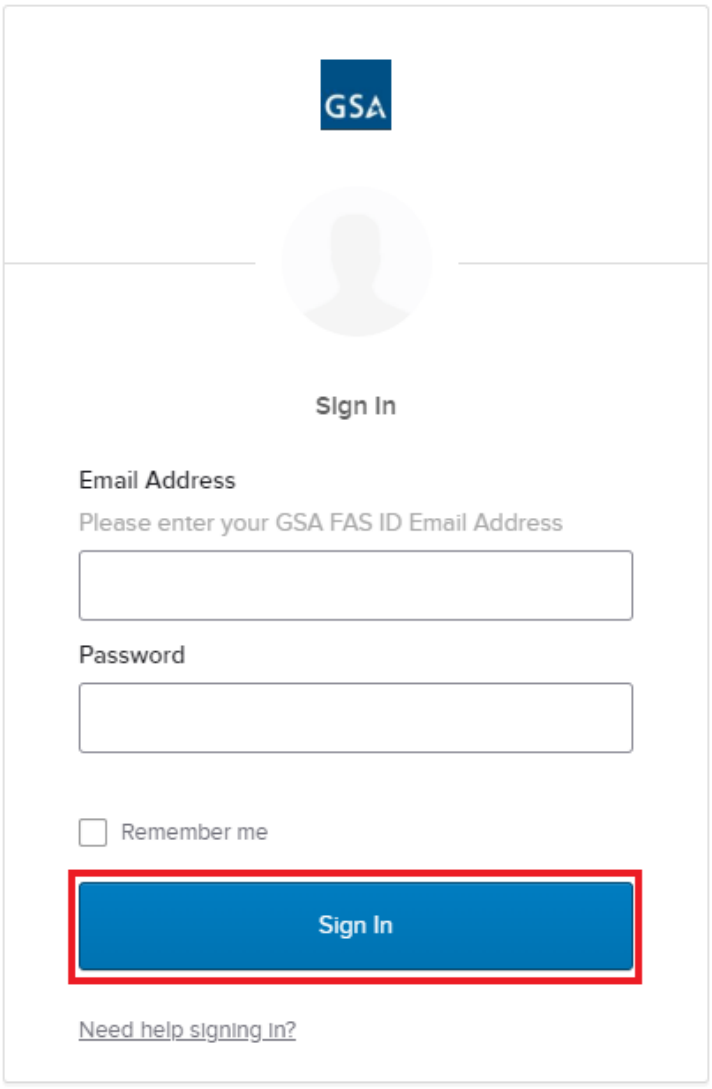


2. In the **Sign In** form, Enter **FAS ID Email Address** and **Password.**

    a. *Optional - Click the "**Need help signing in?**" link for additional information about FAS ID and login.*

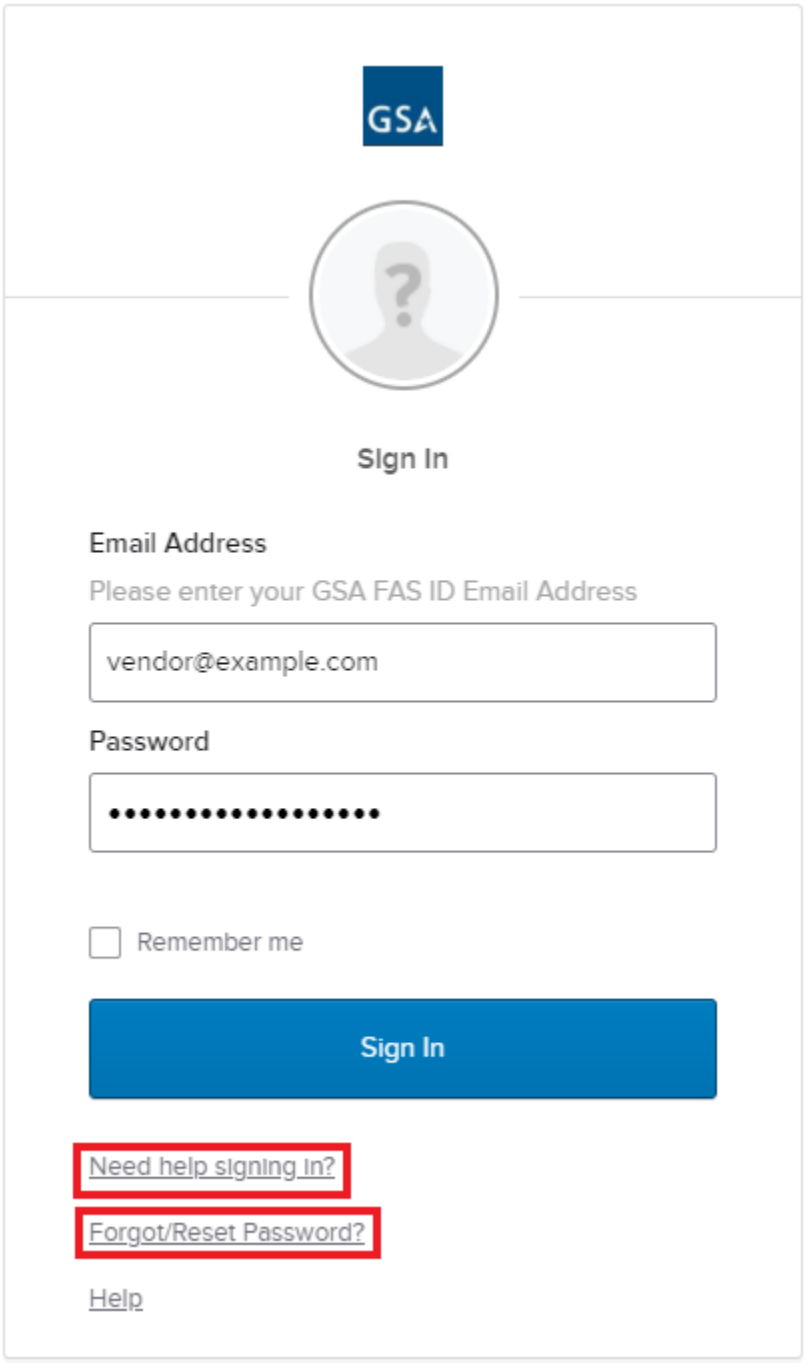
3. Press the **Sign In** button to login.

Figure: Account Login



a. If an **invalid password** message displays, then click the **Need help signing in?** Link, and then click the **Forgot/Reset Password?** Link. Follow the on-screen instructions to reset the FAS ID password.

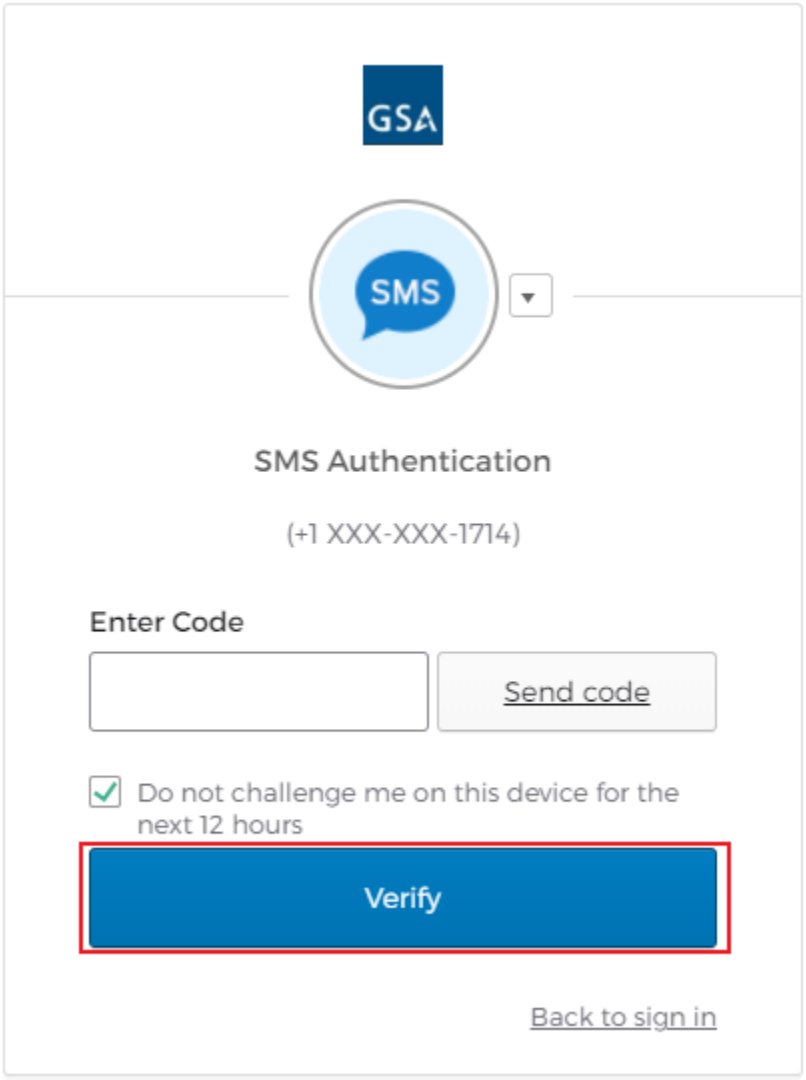
Figure: Forgot/Reset Password Link



4. The system prompts the user to enter a 2-factor authentication code based on the default method set during the registration process (section 2.1).

a. For SMS Authentication, press the **Send code** button, to receive a text message with a 6 digit code to the phone number on file.
b. In the **Enter Code** field, enter the 6 digit code.
c. Press the **Verify** button.

Figure: Account Two-factor authentication



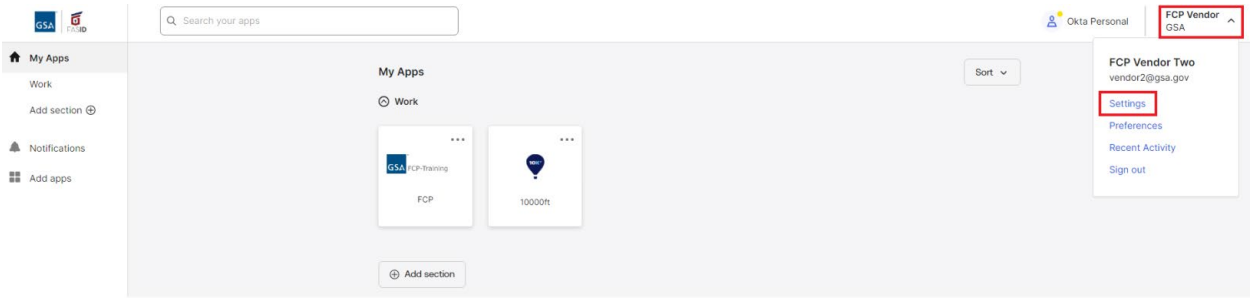
5. Upon successful login, the FCP My Catalogs page displays (section 3).

2.2.1. Update Okta Name

FCP populates name information from Okta. To update your name:

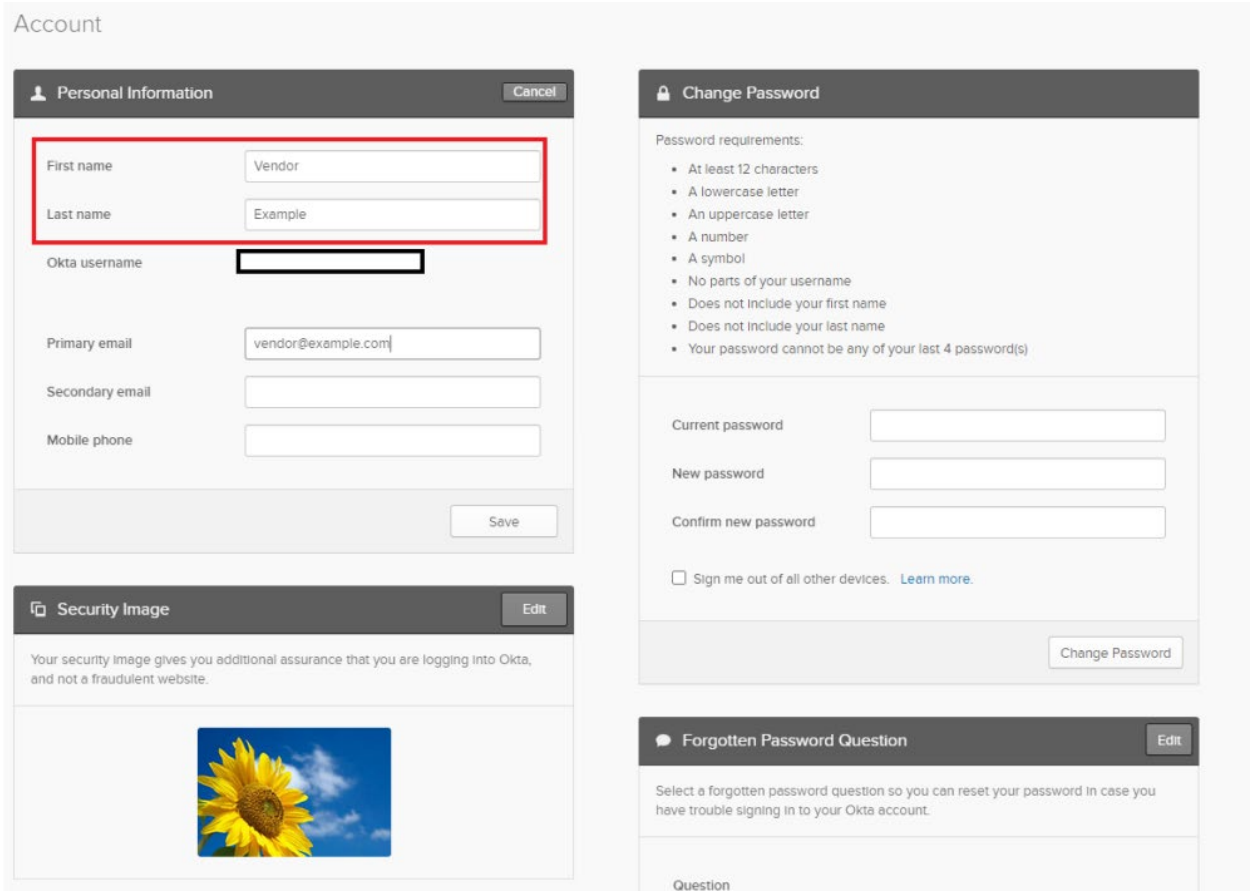
1. Navigate to Okta My Apps Dashboard.
2. Click your name in the top right corner.
3. Select **Settings** from the dropdown menu.

Figure: Okta "My Apps" Dashboard



4. On the **Account** page, **Personal Information** section, press the **Edit** button.
5. Modify **First Name** and / or **Last Name** as needed.

Figure: Okta "Account Settings" Page



6. Press the **Save** button.
7. FCP updates the name upon the user's next login to FCP.

2.3. New Awards Onboarding in FCP

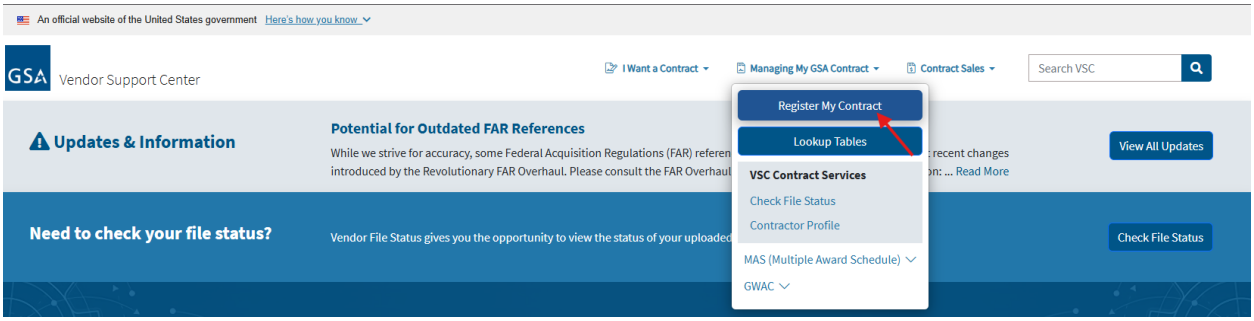
Newly awarded contracts must register with the Vendor Support Center (VSC) before they will receive a welcome email from the FAS Catalog Platform or show up on the My Catalogs dashboard. Any contracts already registered with the VSC may proceed with FCP registration.

Registration and Timing

New contracts generally appear in My Catalogs within one business day after the vendor completes VSC registration.

Vendors must register in VSC before they can begin any First Steps actions in FCP.

Figure: VSC Registration



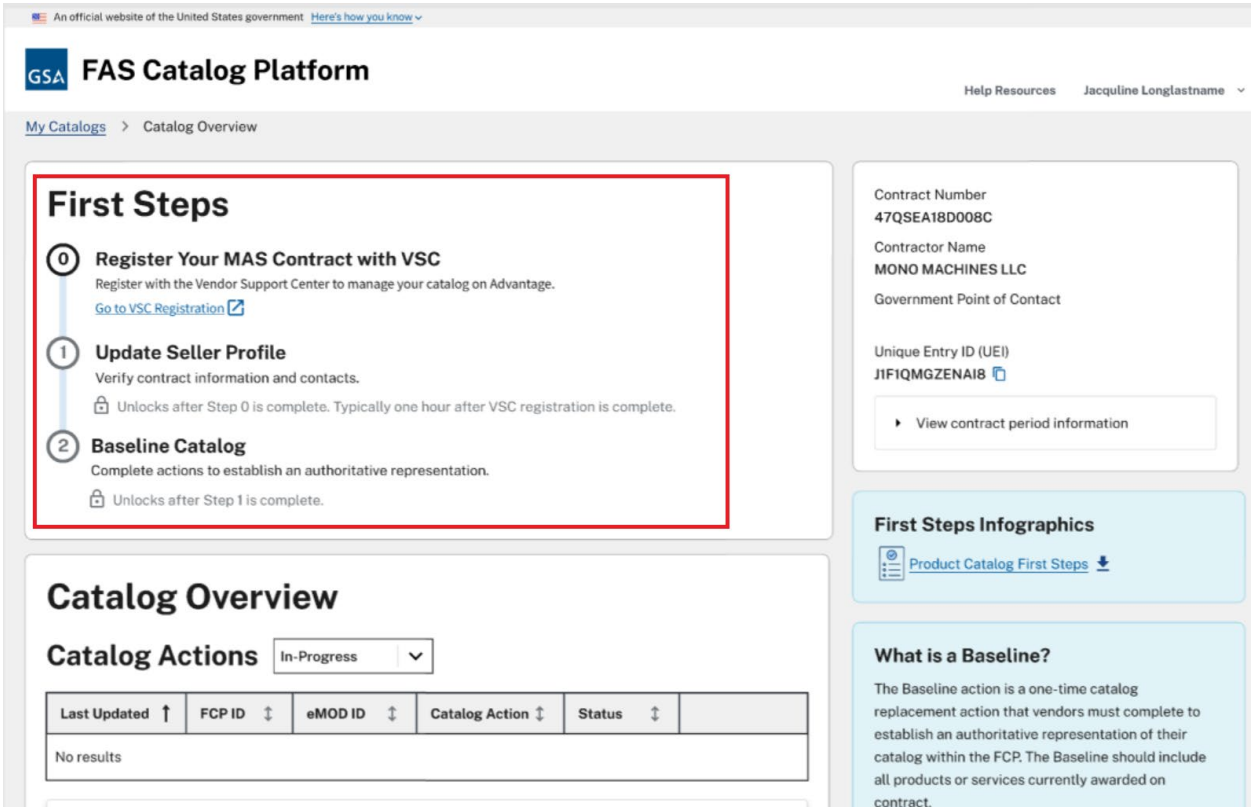
Next Steps After Onboarding

Once registration is complete and the new contract appears in My Catalogs, vendors can complete First Steps process:

- Completing the **Seller Profile** (section 5)
- Performing a **Baseline Catalog** action (section 6)
    - Products (section 6.1)
    - Services (section 6.2)
        - **Note:** When performing the Baseline Catalog action, the recently awarded file should be used to ensure the catalog accurately reflects the items or services awarded under the MAS contract.
- Update **Terms & Conditions**
- Proceed with any additional catalog updates or modifications.

Note: If a vendor is **not registered** in VSC, FCP will prevent the user from completing the First steps process until registration is complete.

Figure: Catalog Overview "First Steps" Page (New Awards)



3. My Catalogs Page

After logging in (section 2.2), the **My Catalogs** page displays. Contracts that match the following criteria display in a sortable and filterable table:

1. Contract is onboarded to FCP
2. User is listed as an authorized negotiator

Figure: "My Catalogs" Page

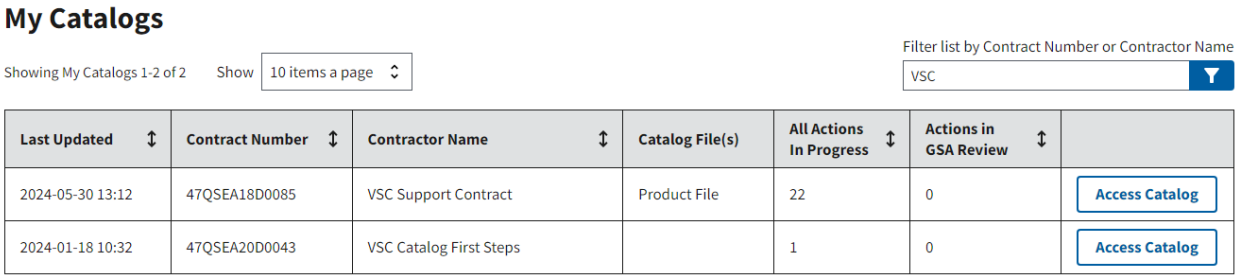


Table: Cannot See a Contract?

Cannot See a Contract?
If a contract is not visible in the My Catalogs table, then check the following: **1. Is the contract onboarded to FCP?** a. A contract becomes visible in the My Catalogs table on the morning of the contract's scheduled onboarding date. **2. Is the user listed as an authorized negotiator?** a. The authorized negotiator list is maintained in eMod. See section 2 for more information.

The My Catalogs **table** displays the following columns:

1. **Last Updated** - Date / timestamp when the catalog was last updated.
2. **Contract Number** - GSA contract number for the catalog.
3. **Contractor Name** - Company name of the contract holder.
4. **Catalog File(s)** - Lists the type(s) of catalog file the contract uses, including Services Plus File and / or Product File.
    a. **Note:** If this column is **blank**, then the catalog has not yet been baselined. See the Catalog First Steps process for more information on how to baseline a catalog (section 4.1).
5. **All Actions in Progress** - Total number of catalog actions currently in progress.
6. **Actions in GSA Review** - Number of catalog actions awaiting GSA review.
7. **Access Catalog** - Allows users to access the Catalog Overview page to view catalog details and/or start a new action.

Optional: Vendors with multiple catalogs may customize their 'My Catalogs' table to enhance visibility, using pagination buttons, adjusting display quantities via the show dropdown, and applying sorting and filtering options.

1. *Click the **Sort** arrows for each column header to sort the table in ascending/descending order.*
2. *Use the **Filter** field to search the catalog list by Contract Number or Contractor Name.*
    a. ***Note:**This filter supports a partial search.*
3. *Use the **Pagination** buttons to review the list of catalogs.*
4. *Use the **Show** dropdown to change the number of catalogs displayed.*

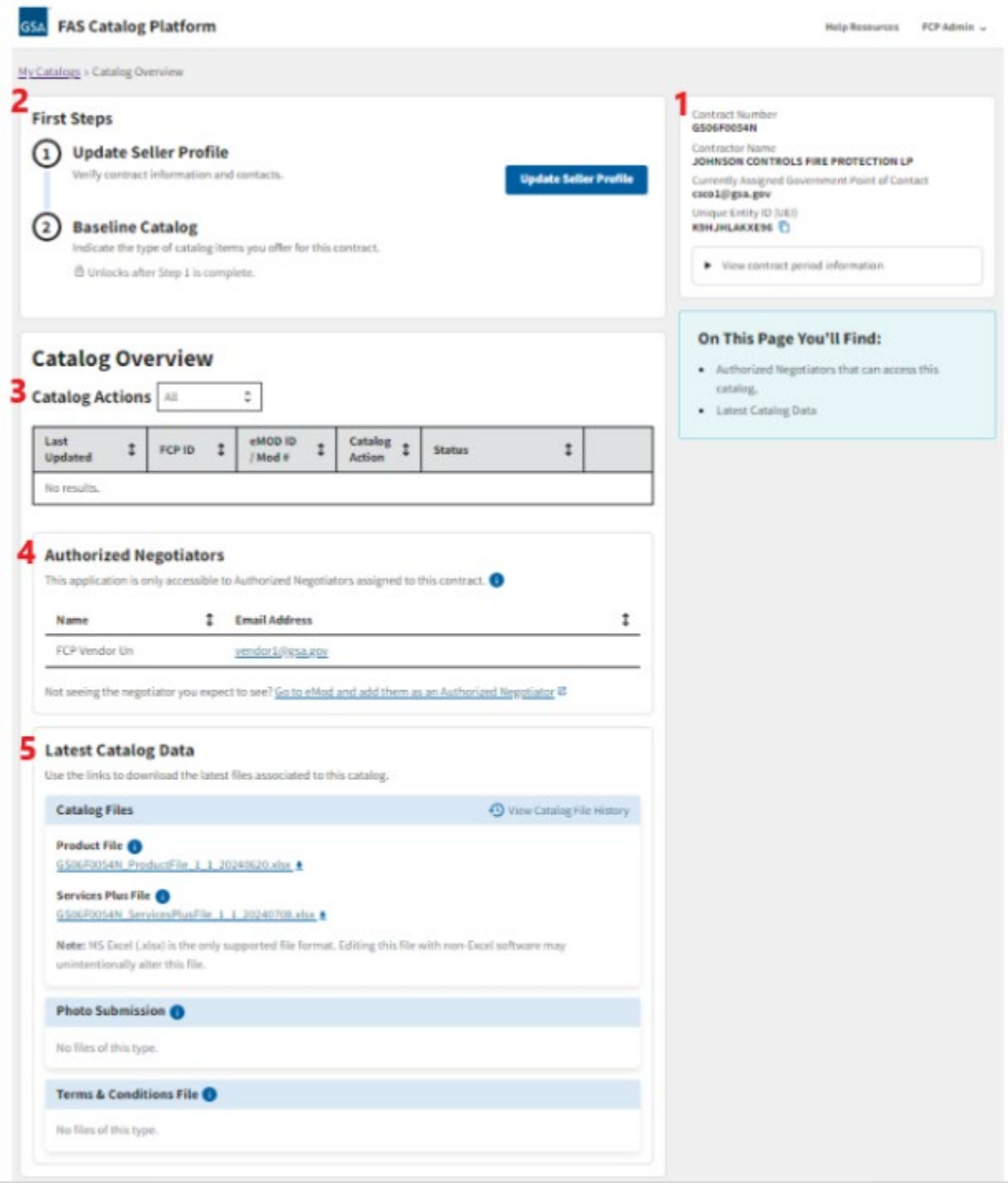
Press the **Access Catalog** button to navigate to the Catalog Overview page (section 4).

4. Catalog Overview Page

The **Catalog Overview** page is the central hub for all current information related to a specific catalog. From here, vendors can do the following:

1. Access contract information like UEI, Government Point of Contact, and Contract Period Information, in the right-side panel
2. Complete the Catalog **First Steps** process (section 4.1)
3. Create, review, and process **Catalog Actions** (section 4.2)
4. Review the list of **Authorized Negotiators** (section 4.3), and
5. Download and review the **Latest Catalog Data**, including the **Catalog File History** (section 4.4)

Figure: "Catalog Overview" Page of First Steps

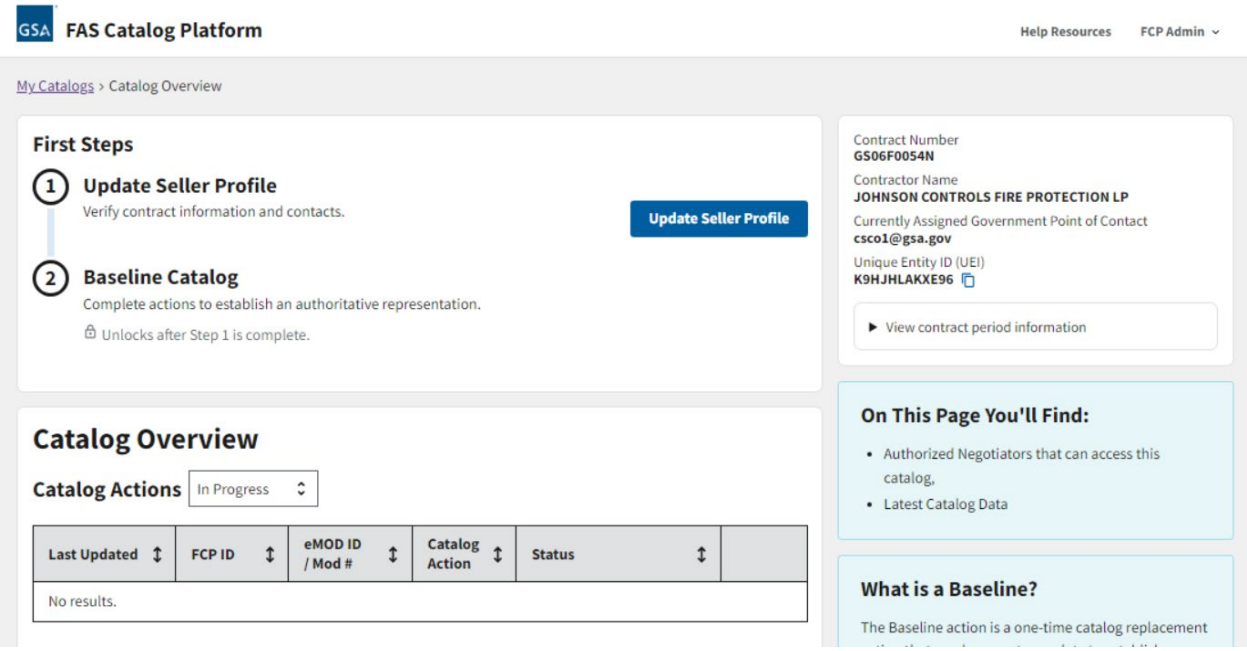


4.1. Catalog First Steps

Vendors coming to FCP for the first time must complete the **First Steps** process. The First Steps progress indicator displays at the top of the Catalog Overview page, which directs the vendor to either:

1. Create the required action, or
2. View the current action that is in progress.

Figure: Example of Catalog that has not started "First Steps"



The **First Steps** process consists of the following sequential actions:

1. **Update Seller Profile** (see section 5).
    a. Review and update the Seller Profile, to ensure GSA Advantage's contractor information is accurate, and
    b. Select the catalog offerings (see 5.2)
        i. Based on the catalog offerings selected during the First Steps process, Step 1, complete a Baseline Products action (see section 6.2) and / or a Baseline Services action (see section 6.3).

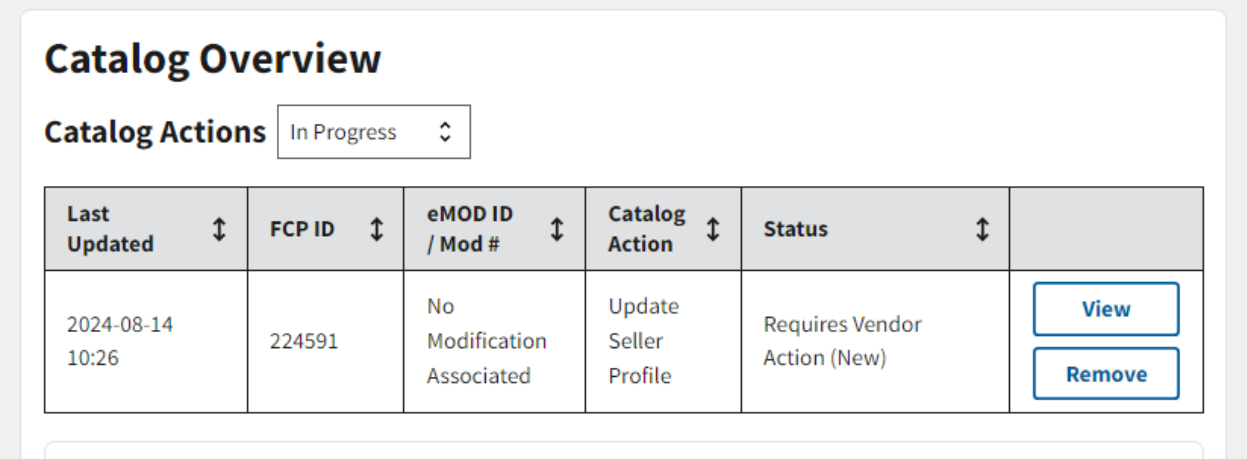
2. **Baseline Catalog** (see section 6).
    a. The Baseline action creates an authoritative representation of a vendor's catalog and generates a conformed Price List for products and / or services.
        i. **Conditional** - If the vendor must complete a Baseline Services action, then the Baseline Catalog step also requires the vendor to submit a new Terms & Conditions File without the Price List (see section 6.4 on how to load a T&C).

4.2. Catalog Actions Table

The Catalog Actions table displays all vendor-created actions, with the following columns:

1. **Last Updated** - Date / timestamp when the action was last updated
2. **FCP ID** - FCP-generated unique identifier for the action
3. **eMod ID** - eMod-generated unique identifier for eMod modification, which the user linked to the FCP action
    a. **Note:** If the action type did not require an eMod ID, this column will be empty.
4. **Catalog Action** - Type of FCP action.
    a. **Note:** This indicates whether the action is a product action (sold on Advantage), services plus action (published to a Price List), or contract information action.
5. **Status** - Current status of the action.
    a. **Note:** Status includes information on whether it is pending vendor, or CS/CO, or system action.
6. **Actions** - Allows the user to **View** or **Remove** the action.
    a. Note: See section 4.2.1 for more information on how to remove a catalog action

Figure: "Catalog Overview" display



The **Catalog Actions** table defaults to show actions that are in an "in progress" workflow status. Filter the list of actions by selecting one of the following options from the dropdown menu:

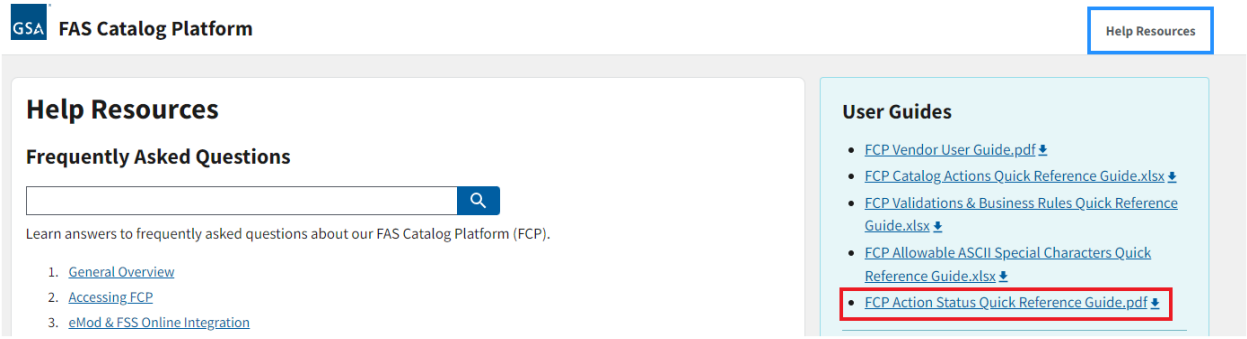
1. In Progress: Displays actions that are pending either vendor, system, or CS/CO action.
2. In GSA Review: Displays actions that are pending CS/CO action.
3. Closed: Displays actions that are either pending publishing or are closed.
4. All: Displays all actions.

To learn more about the FCP action statuses, please see the following Quick Reference Guide in the FCP Help Resources section: **FCP Action Status Quick Reference Guide.pdf.** This guide includes information such as:

- which user is responsible for processing the action,
- if an email notification is sent, and

- what happens during each status.

Figure: FCP Action Status Quick Reference Guide.PDF



4.2.1. Remove a Catalog Action

Depending on the action's workflow state, the vendor can remove a catalog action from FCP.

Vendors **can** remove a catalog action if the action is in one of the following statuses:

1. C&P Report Available, Pending Vendor Upload
2. Requires Vendor Action (New)
3. Requires Vendor Action (Pending Vendor Upload)
4. Requires Vendor Action (Resubmit)
5. Requires Vendor Action (Resubmit T&C)

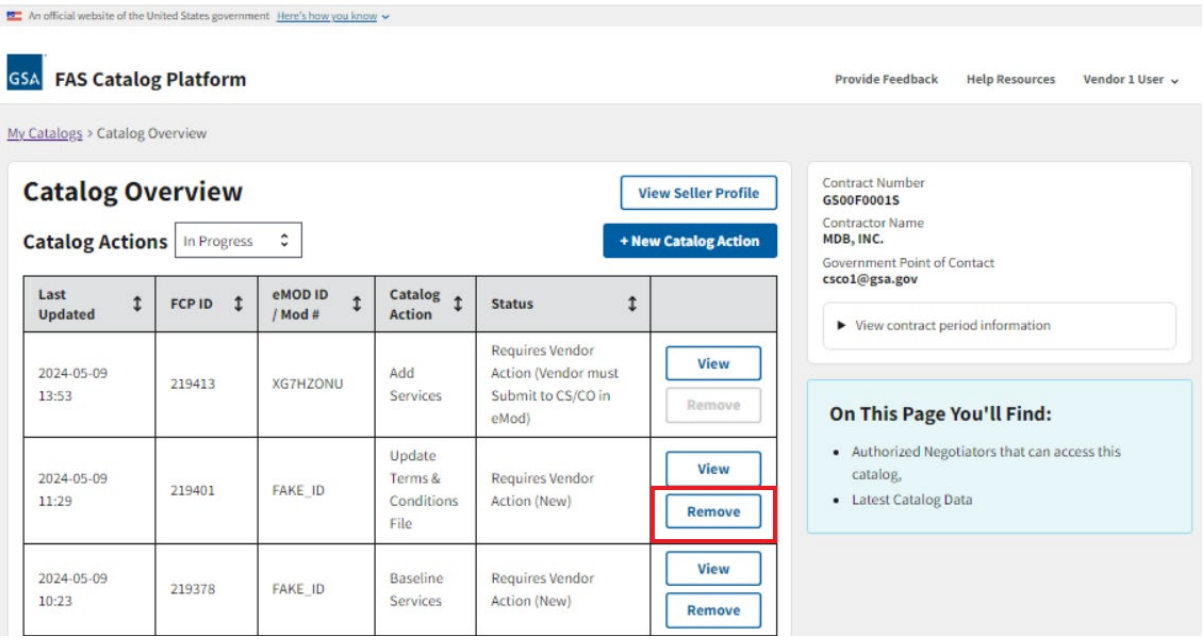
The Remove button is disabled and vendors **cannot** remove a catalog action if the action is in any other status. See Figure: FCP Action Status Quick Reference Guide.PDF for more information regarding the FCP action statuses.

1. **Note:** After the vendor submits the FCP action to eMod, the FCP action cannot be removed. If the vendor needs to start the action over, the vendor can follow the eMod "withdraw" process to withdraw the modification, which will then transition the FCP action to the status of **Withdrawn**.

To remove a catalog action:

1. Press the **Remove** button in the actions column of the Catalog Actions table.

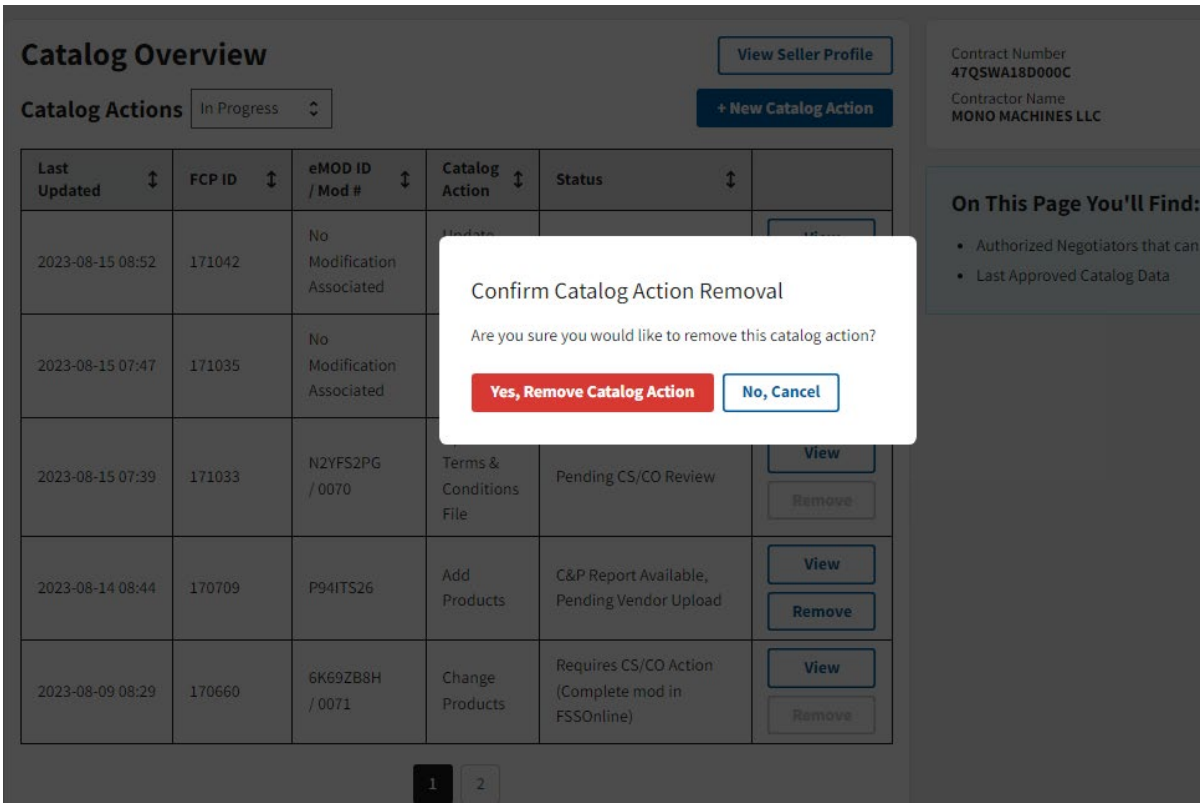
Figure: “Remove” Catalog Action



2. A pop-up window appears with two choices:

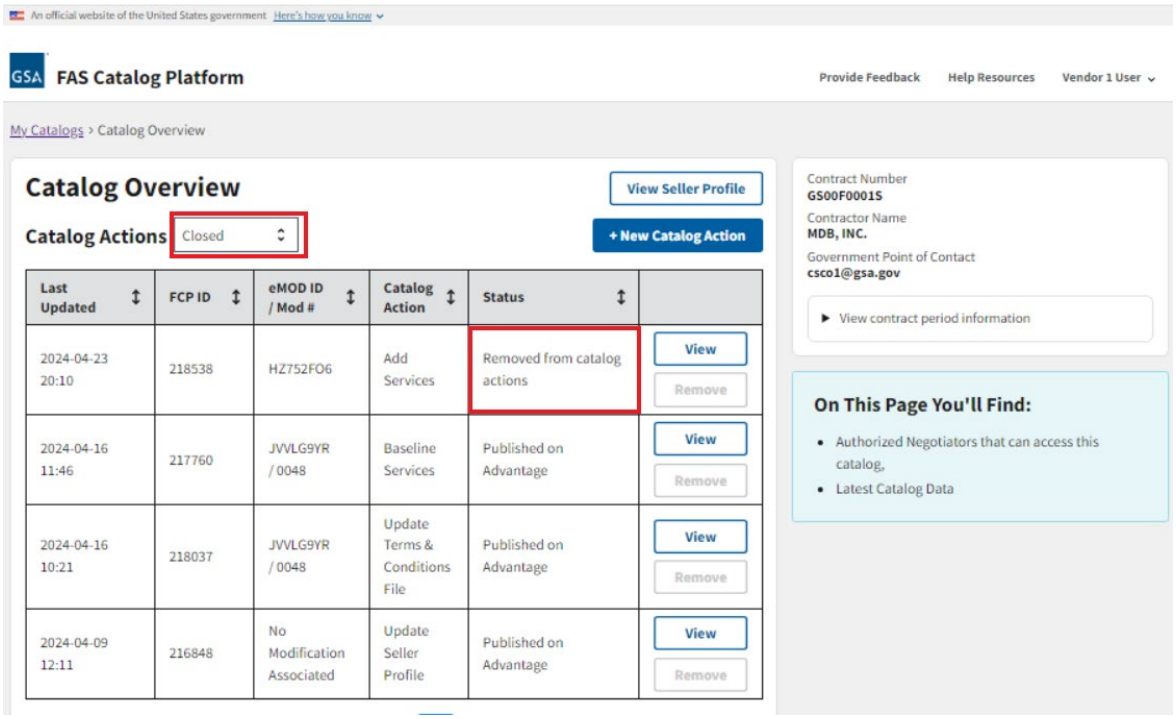
    a. Press the **No, Cancel** button to keep the action in progress and close the pop-up window.
    b. Press the **Yes, Remove Catalog Action** button to end the FCP workflow and remove the action.

Figure: “Confirm Catalog Action Removal” modal



3. After pressing the **Yes, Remove Catalog Action** button, the action status updates to **Removed from Catalog Actions** and is considered “Closed”
    a. **Notes -**
        i. The Catalog Action and its files are still accessible in FCP even after removal. To access the removed action, select **Closed** from the Catalog Actions dropdown menu.
        ii. The vendor will need to start the action again from scratch. Since removing the FCP action only impacts FCP, the eMod ID is still available to be linked to a new FCP action.

Figure: “Action Status” and Filter displayed in “Catalog Overview”

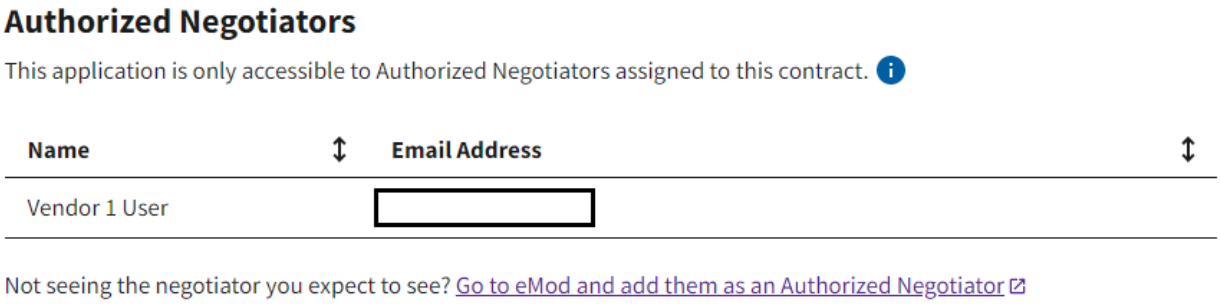


4.3. Authorized Negotiators Section

The **Authorized Negotiators** table lists the users that have access to the FCP contract, with the following information:

1. **Name** - User’s FAS ID account name.
    a. **Notes** -
        i. The name only populates after the user has logged in.If no name is populated, then the user has not yet logged into FCP.
        ii. To update your name, see section 2.2.1.
2. **Email Address** - User’s FAS ID account email address.

Figure: “Authorized Negotiators” table



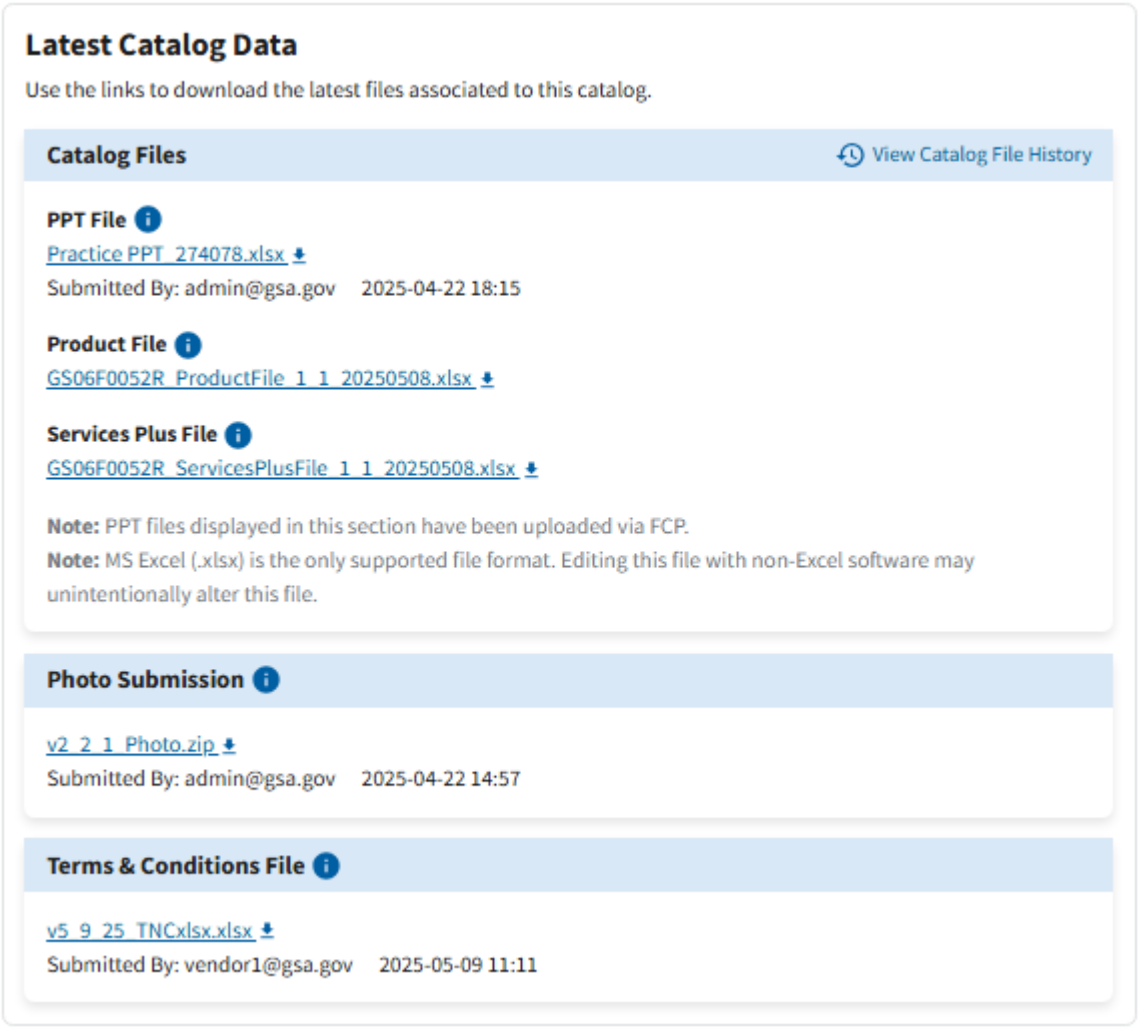
The list of authorized negotiators is managed in eMod, via the administrative modification request.See section 2 for more information about gaining access to an FCP contract.

4.4. Latest Catalog Data Section

The Latest Catalog Data section contains the following subsections:

1. **Catalog Files** - Downloadable link of the latest Services Plus File, Product File, and / or PPT file associated with the catalog. Subsection header contains a link to the **Catalog File History** page (see section 4.4.1).
    a. **Notes** -
        i. The **Services Plus File** is the source for the Price List published to the Advantage environment (see section 5.2).
        ii. The **Product File** is the source for items sold on GSA Advantage (see section 5.2).
        iii. The **PPT File** does not publish to GSA Advantage or eLibrary. It is used for unique offerings, including Travel, Transportation, and Logistics (TTL) services, or other items that don't fit into the Product File or Services Plus File (see section 6.4).
        iv. Users should verify their file version and download a new template from FCP if they encounter issues with formatting or dropdown menus.
2. **Latest Terms & Conditions File** - Downloadable link of the last approved T&C File.
3. **Latest Photo File Submission** - Downloadable link of the last submitted photo zip file. The user and timestamp of the last submitted photo file is also displayed.
    a. **Note:** This is only applicable for contracts with **products published to Advantage** (see section 5.2)

Figure: “Latest Catalog Data” table



Optional - Hover over the information icon to view additional information about each field.

FCP automatically names the latest **Catalog Files** according to the following naming convention:

- ContractNumber_FileType_FileNumber_TotalFileNumber_TimestampYYYMMDD.xlsx

    1. **File Type** - Can either be Services Plus File or Product File.
    2. **File Number** and **Total File Number** - Depending on the size of the product or service catalog, FCP may split the content out into multiple files in order to adhere to eMod file size limits. The File Number and Total File Number indicate which number the file is, out of how many total files:,
        a. Example: GS06F0054N_ServicesPlusFile_**1_1**_20240708.xlsx = There is only 1 Services Plus File.
        b. Example: GS06F0054N_ProductFile_**1_1**_20240814.xlsx = There is only 1 Product File.

Figure: FCP Large Catalog File Display



3. **Timestamp** - The YYYMMDD that FCP generated the file. FCP regenerates the Latest Catalog Services Plus or Product File when the last Service or Product action has transitioned to the **Pending Publishing to Advantage** status.
    ii. The Catalog Files section header contains a hyperlink to **View Catalog File History**.

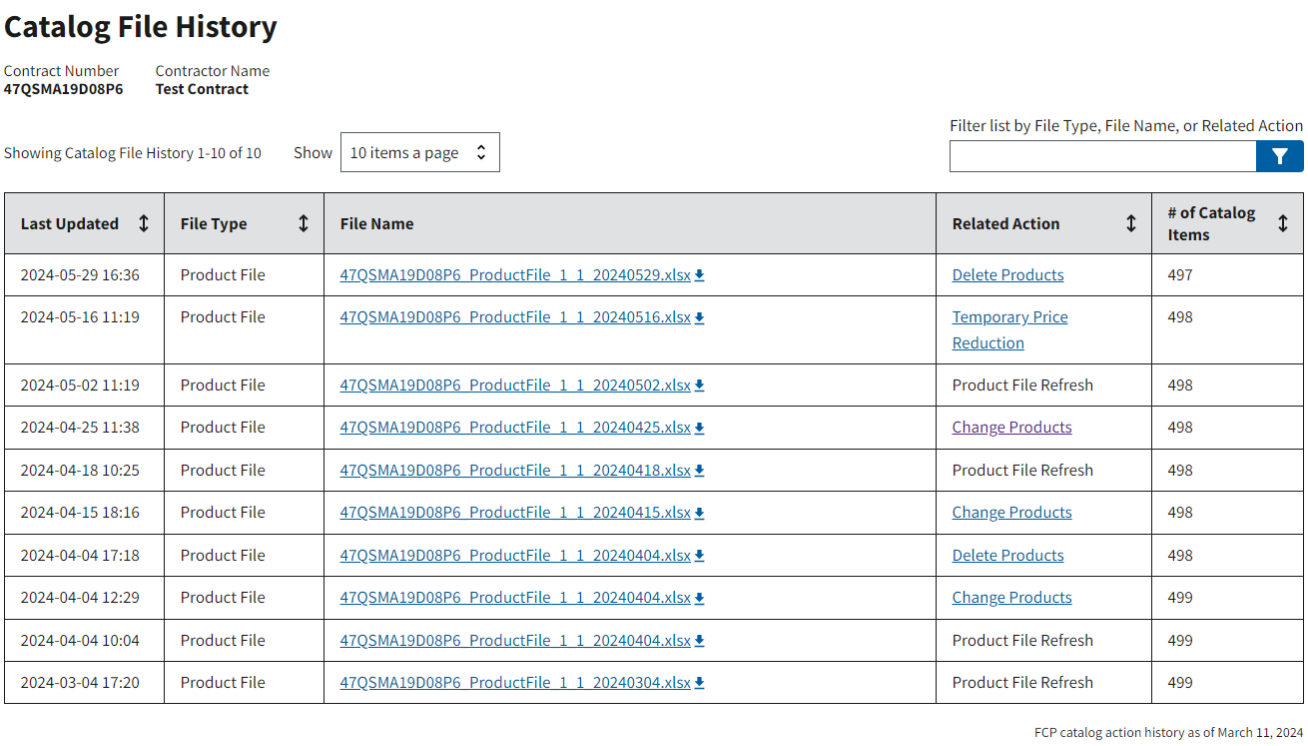
4.4.1. Catalog File History Page

The Catalog File History page displays a list of all previously published catalog files, along with which FCP Action triggered the updated file.

The following columns display:

1. **Last Updated** - Timestamp the Catalog File was generated.
2. **File Type** - Services Plus or Product File
3. **File Name** - The FCP-generated file name. See section 4.4 for more information about the file naming convention.
4. **Related Action** - The FCP action Type and hyperlink to the FCP action that triggered the Latest Catalog File refresh.
    a. **Note:** If 'Product File Refresh' displays, then this indicates the file was updated outside of an FCP action, e.g., by FCP Administrators during onboarding, RoboMods, manual refreshes to address data issues, etc.
5. **# of Catalog Items** - The total number of product or service items associated with the catalog.
    a. **Note:** During a **Delete Product / Service Action**, the **# of Catalog Items** column reflects the total number of items published to the catalog. This number does *not* correspond to the number of items deleted in the Delete action.

Figure: “Catalog File History” Page



Catalog File History

Contract Number
47QSMA19D08P6

Contractor Name
Test Contract

Showing Catalog File History 1-10 of 10 Show 10 items a page

Filter list by File Type, File Name, or Related Action

Last Updated	File Type	File Name	Related Action	# of Catalog Items
2024-05-29 16:36	Product File	47QSMA19D08P6_ProductFile_1_1_20240529.xlsx	Delete Products	497
2024-05-16 11:19	Product File	47QSMA19D08P6_ProductFile_1_1_20240516.xlsx	Temporary Price Reduction	498
2024-05-02 11:19	Product File	47QSMA19D08P6_ProductFile_1_1_20240502.xlsx	Product File Refresh	498
2024-04-25 11:38	Product File	47QSMA19D08P6_ProductFile_1_1_20240425.xlsx	Change Products	498
2024-04-18 10:25	Product File	47QSMA19D08P6_ProductFile_1_1_20240418.xlsx	Product File Refresh	498
2024-04-15 18:16	Product File	47QSMA19D08P6_ProductFile_1_1_20240415.xlsx	Change Products	498
2024-04-04 17:18	Product File	47QSMA19D08P6_ProductFile_1_1_20240404.xlsx	Delete Products	498
2024-04-04 12:29	Product File	47QSMA19D08P6_ProductFile_1_1_20240404.xlsx	Change Products	499
2024-04-04 10:04	Product File	47QSMA19D08P6_ProductFile_1_1_20240404.xlsx	Product File Refresh	499
2024-03-04 17:20	Product File	47QSMA19D08P6_ProductFile_1_1_20240304.xlsx	Product File Refresh	499

FCP catalog action history as of March 11, 2024

Optional-

1. *Use the **Show** dropdown menu to expand the number of results that display per page.*
2. *Use the **Filter** text field in the top right of the table to narrow down the list of results by one of the following criteria:*
    a. *File Type*
    b. *File Name*
    c. *Related Action*

5. Catalog First Steps, Step 1: Update Seller Profile

As part of the contract onboarding process, FCP pre-populates contract information from GSA Advantage to the Seller Profile.

During the catalog **First Steps** process (see section 4.1), **Step 1**, vendors must:

1. Create a **Seller Profile** action in FCP (see section 5.1)
2. Review, edit, and submit the Seller Profile action for CS/CO review (see section 5.2), to ensure the contractor information is accurate and matches the terms awarded on the contract.
    a. Coordinating with the CS/CO as needed, ensure the Update Seller Profile action is approved (section 5.3), so that the Seller Profile publishes to **GSA Advantage** (section 5.4).

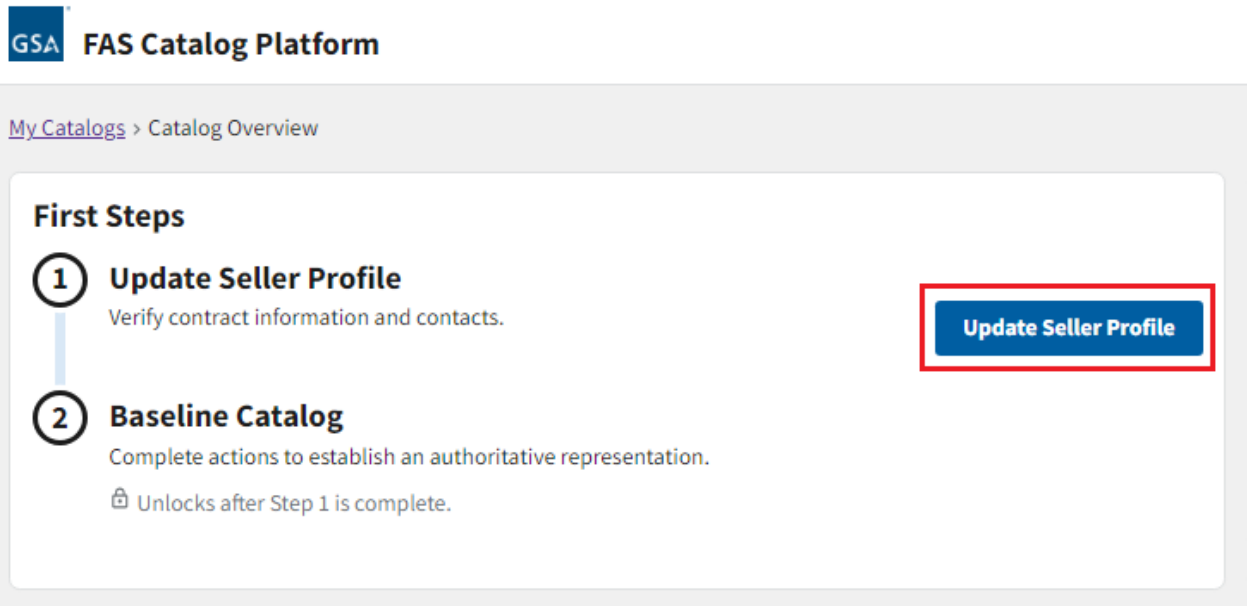
After the CS/CO approves the Seller Profile Update, then the vendor can proceed with the **First Steps** process, **Step 2**: Baseline Catalog (see section 6).

5.1. Create Seller Profile Action

From the **Catalog Overview** page (see section 4), create the **Seller Profile** action:

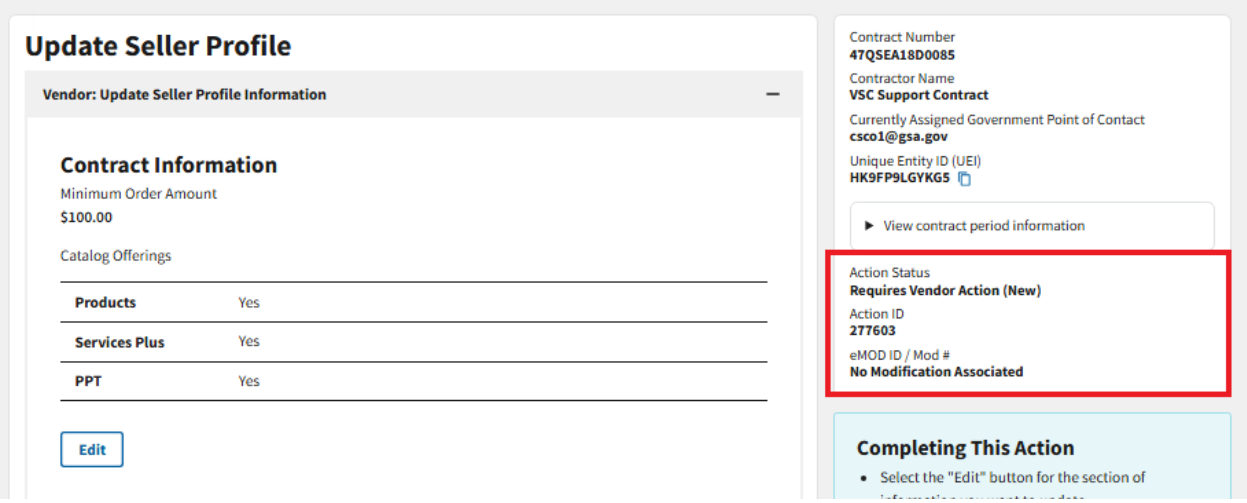
1. In the **First Steps** modal, press the **Update Seller Profile** button.

Figure: First Steps Modal, Update Seller Profile Button



2. FCP creates the Seller Profile action, in the **Requires Vendor Action (New)** status.
    a. **Note:** The First Steps Seller Profile action does not require a modification, so FCP automatically lists the eMod ID as “No Modification Associated”.

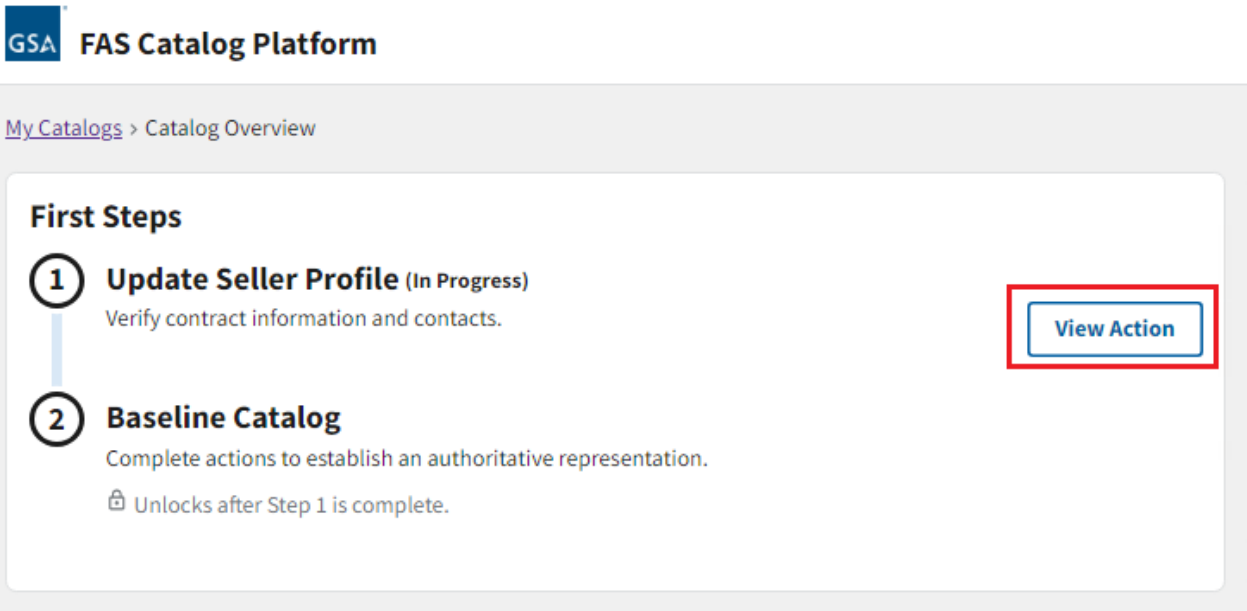
Figure: FCP Seller Profile Action Created



After the Update Seller Profile action is created:

1. The First Steps modal, Step 1, displays a **View Action** button.

Figure: First Steps Modal, Updated Seller Profile Action Created



2. The vendor can now proceed with reviewing and editing their Seller Profile information (see section 5.2).

Table: Catalog First Steps Process: Seller Profile

Catalog First Steps Process: Seller Profile
The **Update Seller Profile** action is the **first action** that vendors must create for a Catalog in FCP. • Vendors cannot proceed with Step 2 of the First Steps process, Baseline Catalog, (see section 6) until the Seller Profile action is in the **Pending Publishing on Advantage** status. • Vendors do not link an eMod ID to the first Seller Profile Update. Subsequent Seller Profile Updates may require a linked modification. See the **Making Updates in FCP User Guide** Help Resource for more information. **Note:** If the Seller Profile includes an offering that does not apply, the system may request a Baseline action for items that are not actually offered. To prevent this, submit a Seller Profile Update to remove the incorrect offering.

5.2. Vendor: Update Seller Profile Information

After creating the Update Seller Profile action (section 5.1), access the action from the Catalog Overview page (section 4).

The **Vendor: Update Seller Profile Information** accordion contains the below sections. FCP pre-populates each section with the currently published information from GSA Advantage:

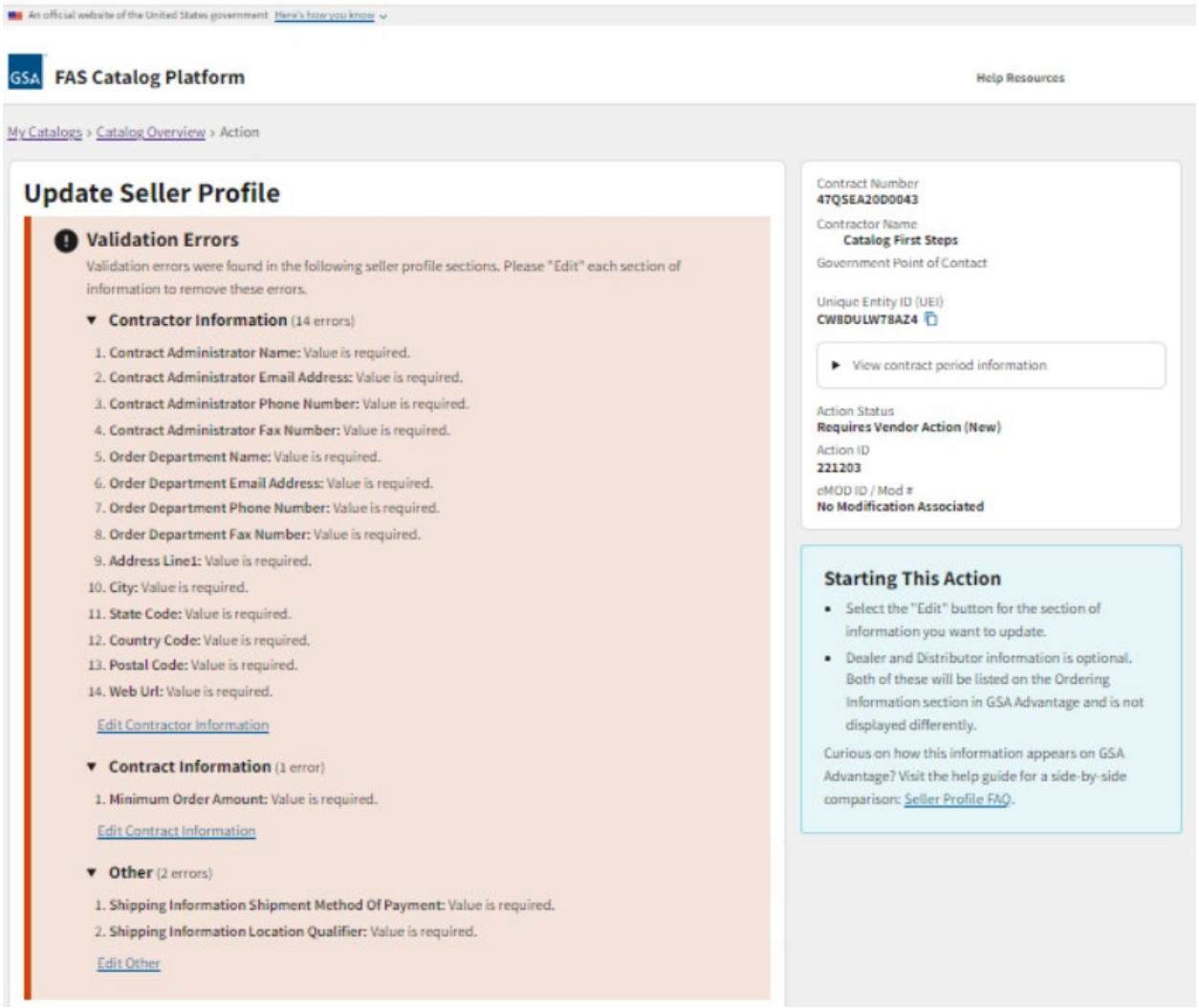
1. Contract Information

2. Contractor Information
3. Dealer Information
4. Distributor Information

If there are any data validation issues, then a red **Validation Errors** section displays, which shows:

1. Any fields with a data validation error, grouped by section. This includes any missing or invalid data required for publishing to GSA Advantage.
2. A hyperlink within each section, which navigates directly to the section that requires review and editing.

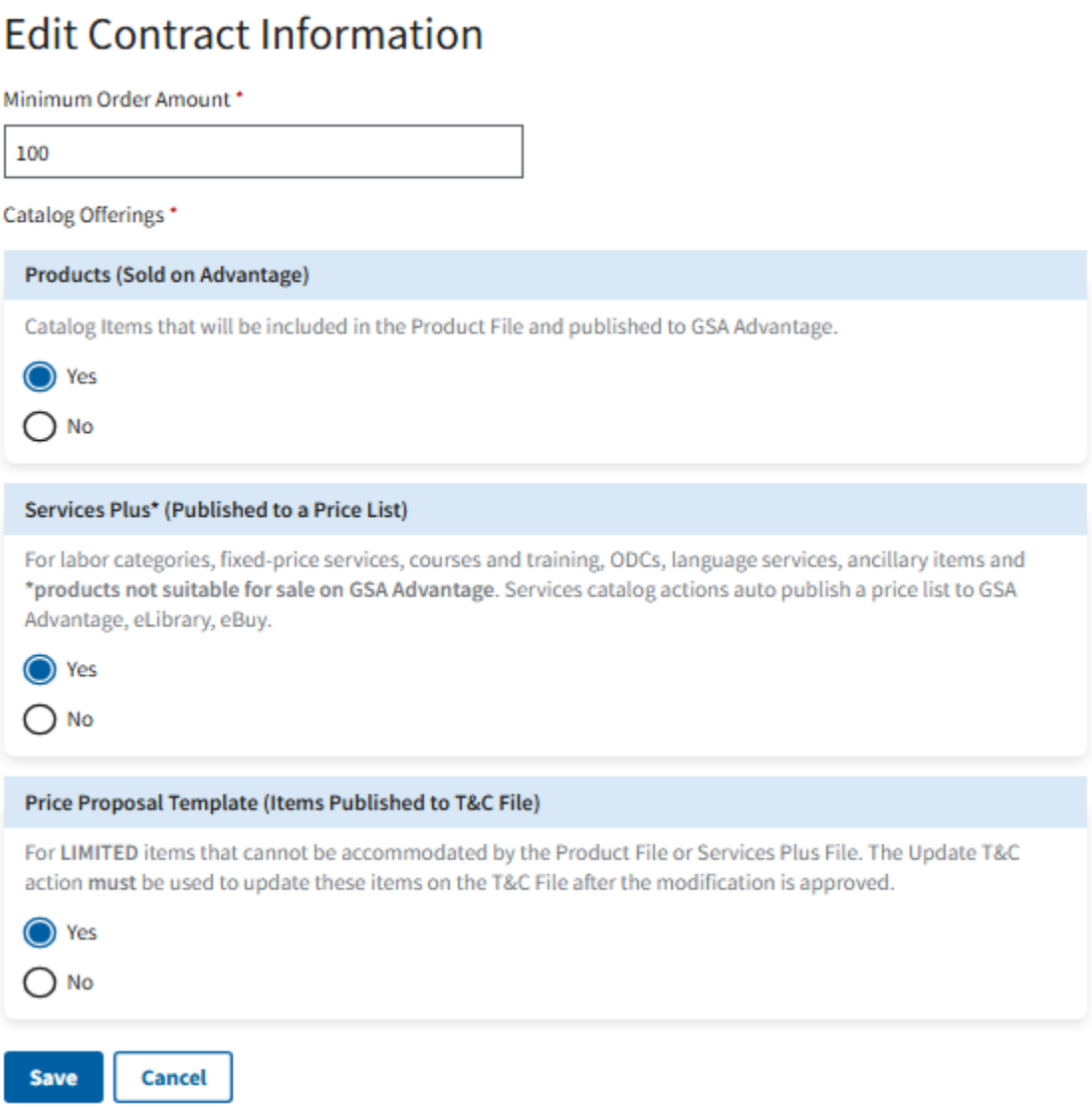
Figure: Seller Profile Validation Error Section



Vendors must review and edit each Seller Profile section to ensure the information is accurate and matches what is awarded to the contract, and if applicable, to remediate any data validation errors.

1. Review and edit the **Contract Information** section:
    a. Press the **Edit** button to enable editing this section.
    b. **Minimum Order Amount** field: Enter a positive dollar amount, up to two decimal places.
    c. **Catalog Offerings** field - Indicate the type of catalog items offered for this contract and complete the corresponding options:
        i. **Product (Sold on Advantage)** - Catalog offers products that are sold on GSA Advantage.
            1. **Note:** Selecting this value enables the **Baseline Products** action (see section 6.1) during Step 2 of the First Steps process.
            2. If the contract currently has products published to GSA Advantage that should be removed and transitioned to the Services Plus File instead, vendors may follow the removing Products Baseline process (see section 6.1.3.1).
        ii. **Services Plus (Published to a Price List)** - Catalog offers labor categories, fixed-priced services, courses and training, language services, ODCs, ancillary items, and products not suitable for sale on GSA Advantage.
            1. **Note:** Selecting this value enables the **Baseline Services** action (see section 6.2) and the **Update Terms & Conditions File** action (see section 6.3) during Step 2 of the First Steps process.
        iii. **Price Proposal Template (Items Published to T&C File)** - Catalog includes limited items that cannot be entered into the Product File or Services Plus File. **This includes:**
            1. Vendors offering Travel, Transportation, or Logistics (TTL) services, which have a unique template.
            2. Offerings that are too unique to fit either file format. This use case is rare and must include justification.
            3. **Note:** Selecting this value enables the Upload PPT action (see section 6.4). After the modification is approved, use the Update Terms and Conditions File action to publish these items to the T&C File (see section 6.3).
        iv. **Both Products and Services** - If offering both products (sold on Advantage) and services plus (published to a Price List), select both options.
2. Press the **Save and Continue** button.
    a. **Note:** Once the vendor saves the selections, the vendor cannot modify the values. If the vendor needs to change the selections, please contact the Vendor Support Center (VSC) at vendor.support@gsa.gov.
    b. *Optional - Press the **Cancel** button to close the pop-up window without saving.*

Figure: Seller Profile, Contract Information Section

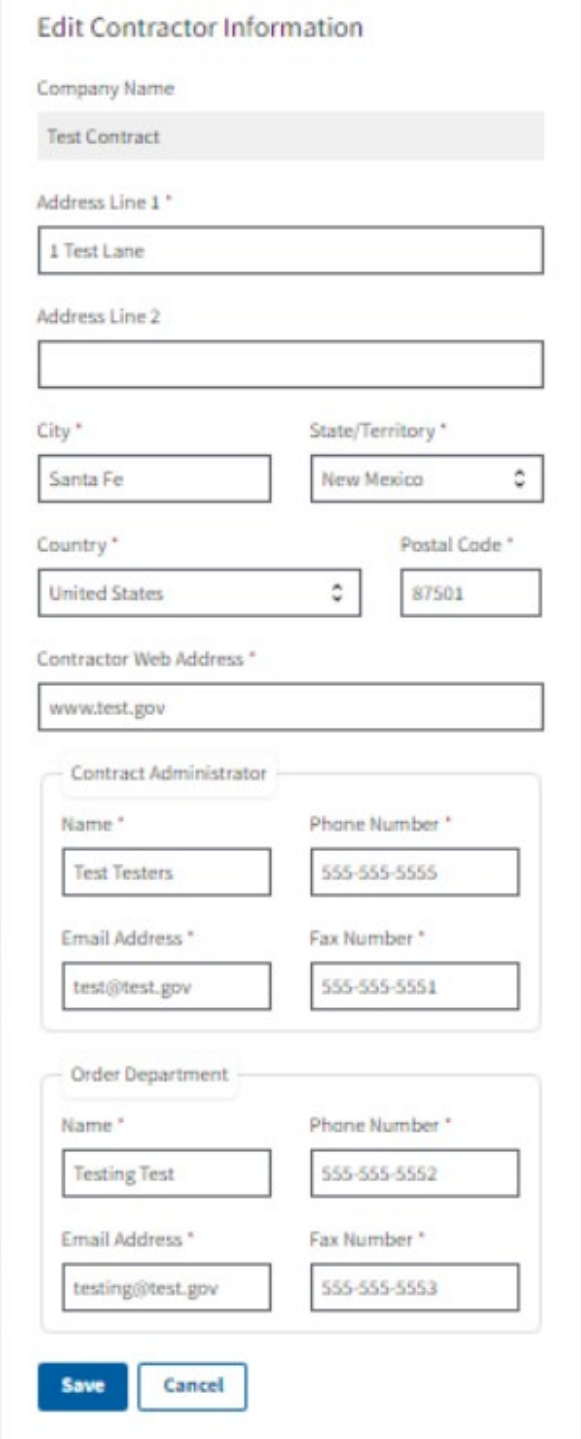


2. Review and edit the **Contractor Information** section:
    a. Press the **Edit** button to open the Contractor Information pop-up window.
        i. **Note:** The **Company Name** is not editable in the FCP and is based on the contractor's SAM registration. Coordinate with the CS/CO if this information is not correct.
    b. **Address Line 1** *(required)*, **Address Line 2** *(optional)*, **City**, **State/Territory**, and **Postal Code** - Enter address information. Select a **Country** from the dropdown if the company is outside of the United States.
    c. **Contractor Web Address** - Enter a valid URL, with a maximum of 80 characters.
        i. **Note:** If a vendor does not have a contractor web address, then the vendor may use their eLibrary Contractor Information page URL. Since the eLibrary Contractor Information page is longer than 80 characters in

length, vendors should use a URL shortening service to create a valid URL.

d. **Contract Administrator** fields - Enter a **Name**, **Email Address**, **Phone** and **Fax Number**.
    i. Name, Email, Phone, Fax numbers are required.
    ii. If a fax number is not available, the Phone Number may be used in both fields.
    iii. Phone and Fax numbers must contain 10-20 characters.
    iv. Email Address must be in a valid format (e.g. person@companyname.com).
e. **Order Department** fields - Enter a **Name**, **Email Address**, **Phone** and **Fax Number**.
    i. Name, Email, Phone, Fax numbers are required.
    ii. If a fax number is not available, the Phone Number may be used in both fields.
    iii. Phone and Fax numbers must contain 10-20 characters.
    iv. Email Address must be in a valid format (e.g. person@companyname.com).
f. Press the **Save** button to save all fields and continue to the next section.
    i. *Optional - Press the **Cancel** button to close the pop-up window without saving. The information **will not save** unless the Save button is clicked.*

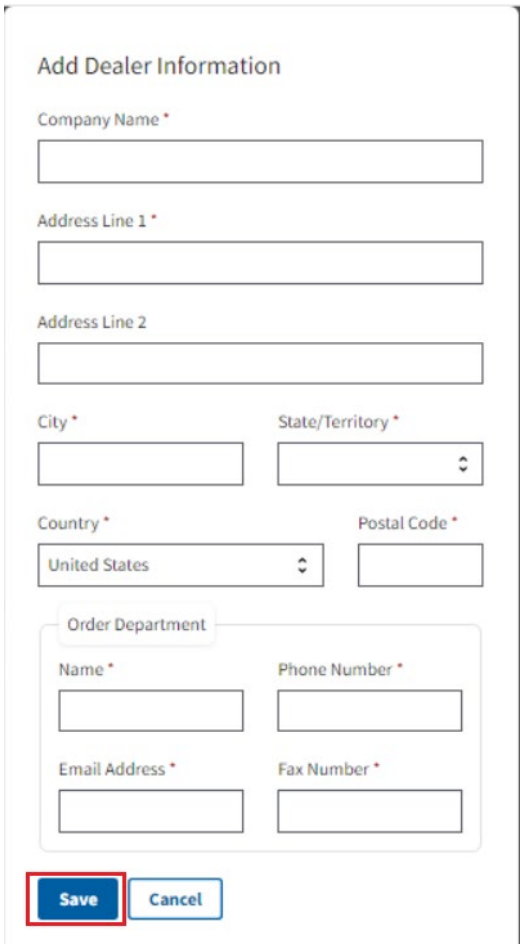
Figure: Seller Profile, Edit Contractor Information Section



3. (Optional section) Review and edit the **Dealer Information**:

a. Press the **+ Add Dealer** button to launch the Add Dealer Information pop-up window.
b. Enter a **Company Name** that is 35 characters or fewer.
c. Enter address information into the **Address Line 1**, **Line 2** (*optional*), **City**, **State/Territory**, and **Postal Code**. Select a **Country** from the dropdown if the company is outside of the United States.
d. Enter a **Name**, **Email Address**, **Phone** and **Fax Number** for the **Order Department.**
    i. **Note:** Phone and Fax must contain 10 - 20 characters. Emails must be in a proper format. For example, person@companyname.com.
e. Press the **Save** button to save all fields and return to the main page.
    i. *Optional - Press the **Cancel** button to close the pop-up window without saving. The information **will not save** unless the Save button is clicked.*

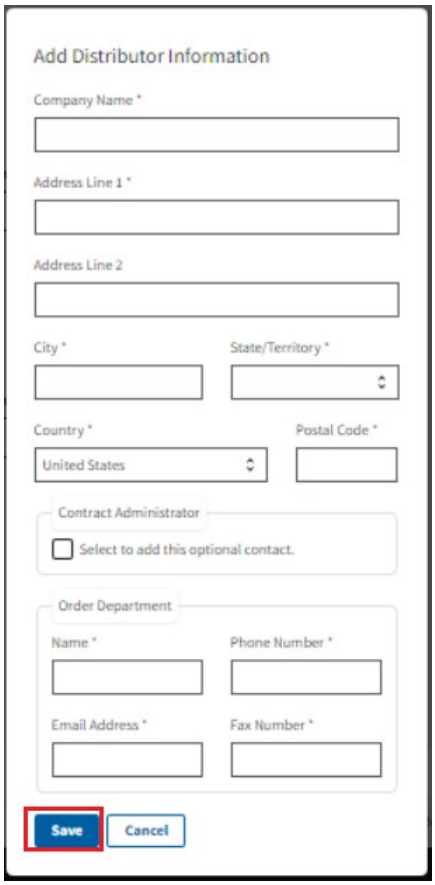
Figure: "Edit Dealer Information" modal



4. (Optional section) Review and edit the **Distributor Information:**
    a. Press the **+ Add Dealer** button to launch the Add Dealer Information pop-up window.
    b. Enter a **Company Name** that is 35 characters or fewer.
    c. Enter address information into the **Address Line 1**, **Line 2** (*optional*), **City**, **State/Territory**, and **Postal Code**. Select a **Country** from the dropdown if the company is outside of the United States.

d. If applicable, check the **Contract Administrator** checkbox to expand and enter information into the following fields: **Name, Email Address, Phone** and **Fax Number**.
e. Enter a **Name**, **Email Address**, **Phone** and **Fax Number** for the **Order Department.**
    i. **Note:** Phone and Fax must contain 10 - 20 characters. Emails must be in a proper format. For example, person@companyname.com.
f. Press the **Save** button to save all fields and return to the main page.
    i. *Optional - Press the **Cancel** button to close the pop-up window without saving. The information **will not save** unless the Save button is clicked.*

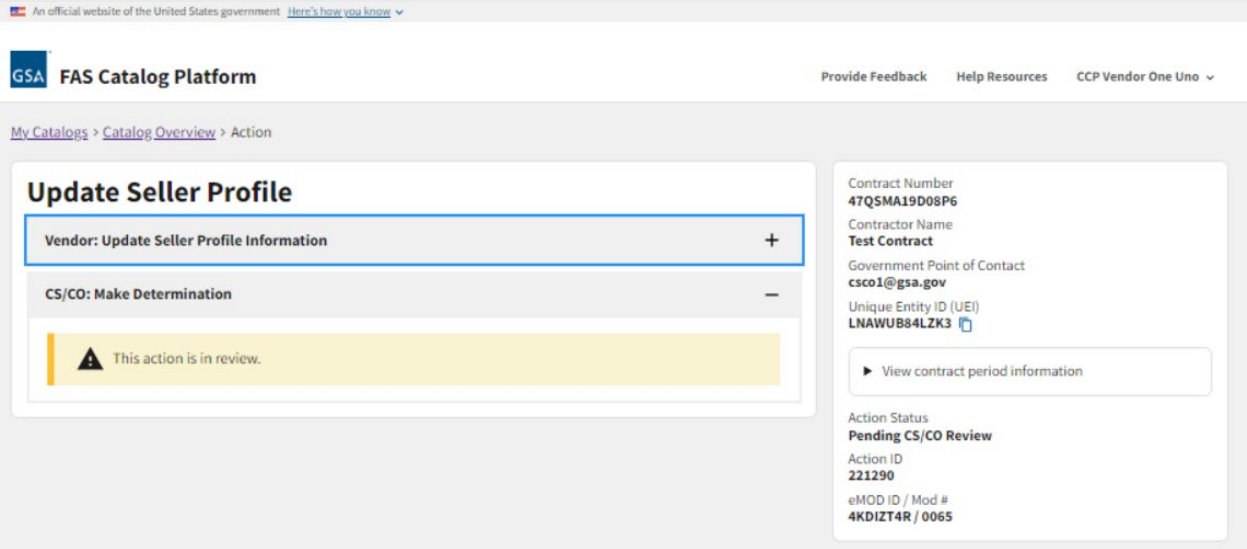
Figure: "Edit Distributor Information" modal



5. After reviewing and editing the Seller Profile, press the **Submit** button.
    a. The Update Seller Profile action transitions to the **Pending Submission Validation** status, where the system performs data validations to confirm all mandatory fields are completed.
    b. **Note:** If the Update Seller Profile action has any errors, the status changes to **Requires Vendor Action (Resubmit Seller Profile)**. Review and fix the errors, then press the **Submit** button to start the validation process again.
        - If an "AN Error" report appears, contact the Vendor Support Center (VSC) for help at vendor.support@gsa.gov. These errors require support from the helpdesk for remediation.

c. After the Update Seller Profile action passes validations, then the action transitions to the CS/CO for review (see section 5.3).

Figure: "CS/CO: Make Determination" Accordion

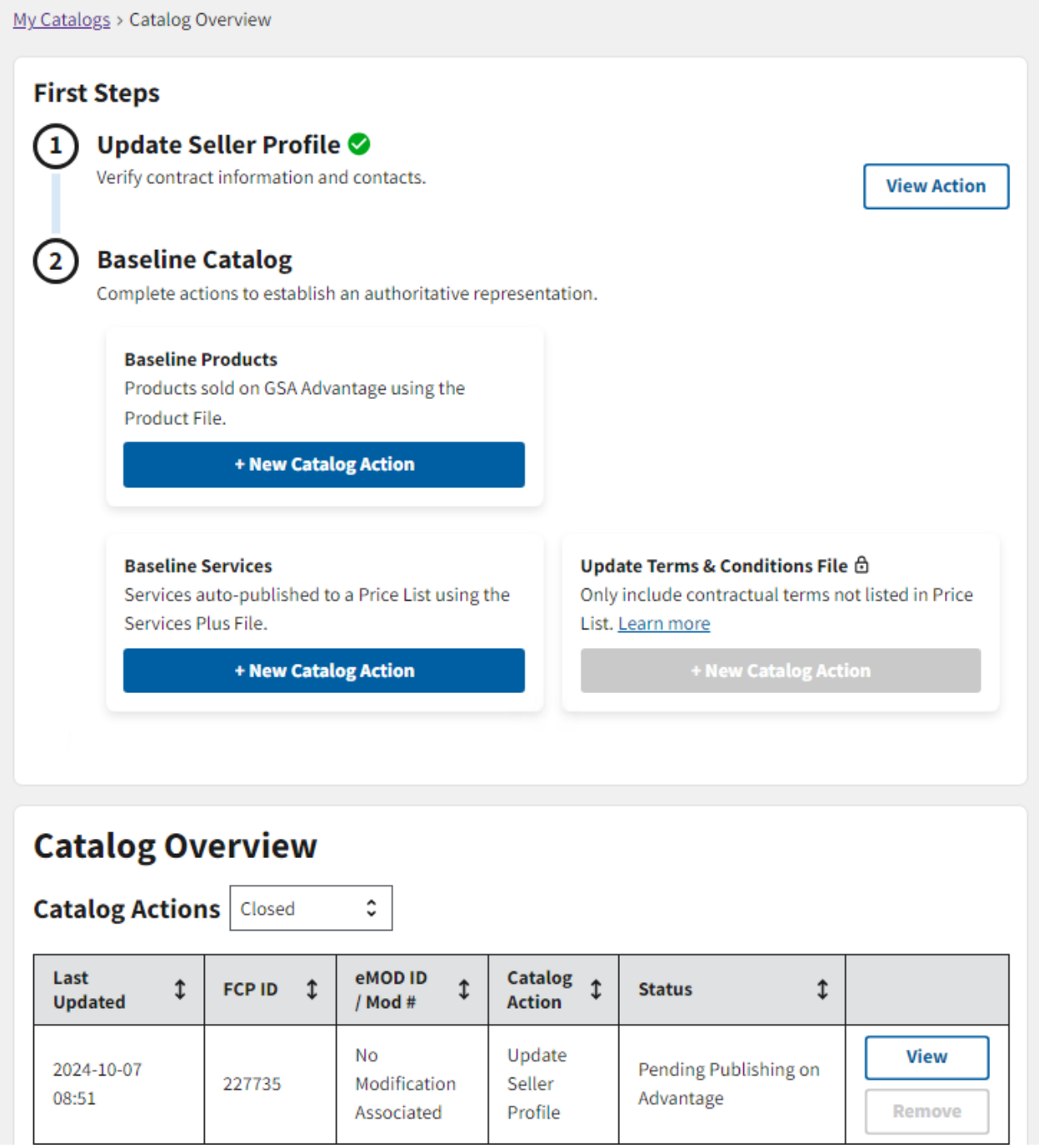


5.3. CS/CO: Make Determination Section

After the vendor submits the action for CS/CO review, the action transitions to the **Pending CS/CO Review** status. The CS/CO reviews the Seller Profile action in FCP and will make one of the following determinations:

1. **Approve:** The action status transitions to **Pending Publishing on Advantage** and the action is considered "Closed" (see section 4.2)
    a. **Notes** -
        i. This completes **Step 1** of the **First Steps** process and automatically queues the Seller Profile for publishing to GSA Advantage (see section 5.5).
        ii. Vendors can proceed to **Step 2** of the **First Steps** process: Baseline Catalog (see section 6).

Figure: First Steps Process, Step 1 Complete



2. **Return for Edits:** If the CS/CO requires updates to the Seller Profile, then the action status transitions to **Requires Vendor Action (Resubmit)** and FCP notifies the authorized negotiators. Vendors should review, edit the Seller Profile and resubmit to the CS/CO (see section 5.2)
    a. **Notes** -
        i. FCP sends notifications via the following no-reply email address: fcp-no-reply@gsa.gov

ii. CS/CO has the option to add comments that will be included on the notification email to the vendor and are not saved in the contract file.

Figure: Seller Profile Action Returned to Vendor for Edits

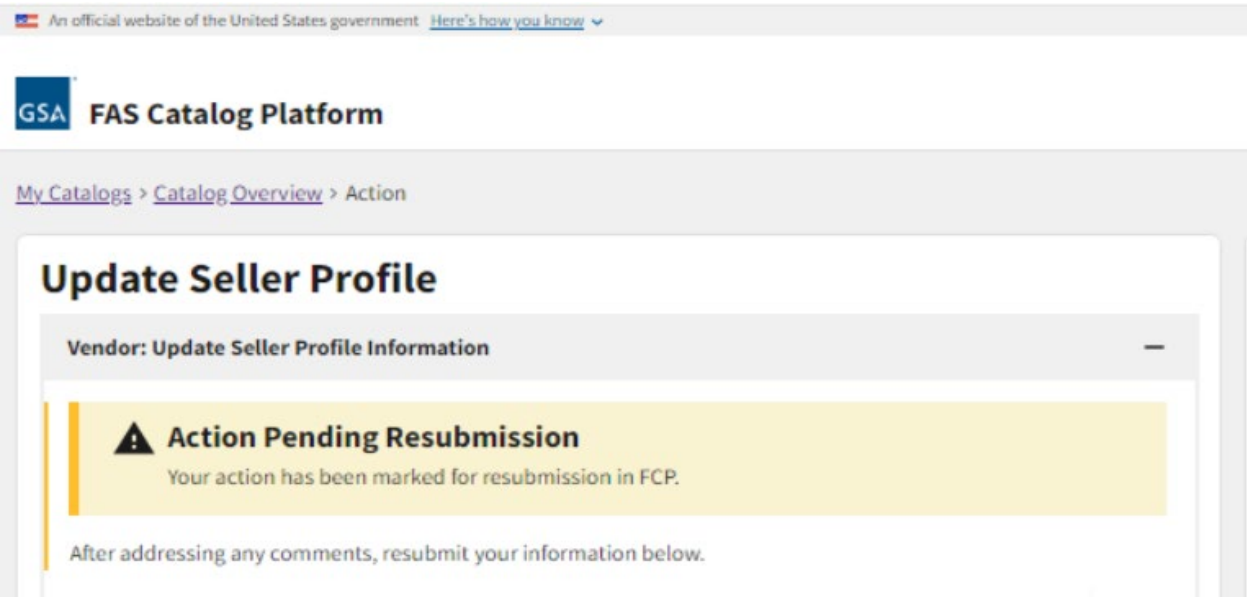
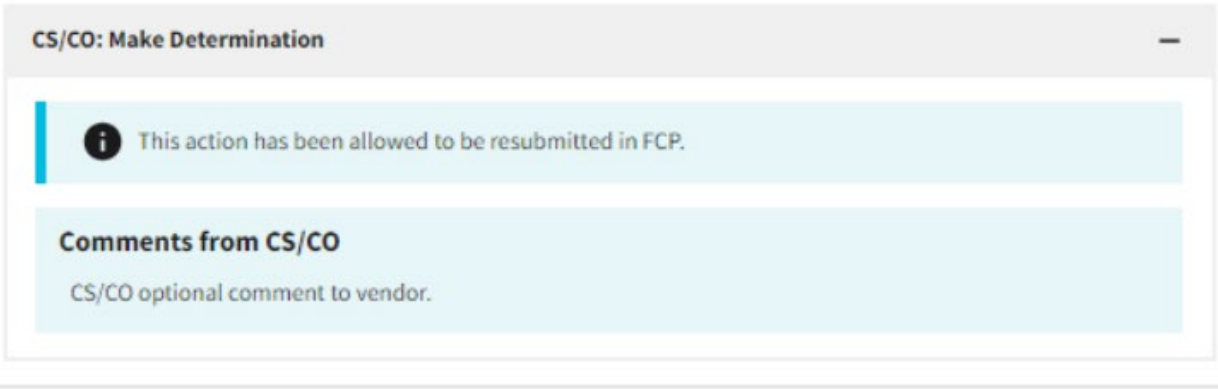


Figure: Seller Profile Action Returned to Vendor with CS/CO Comment



3. **Reject**: This changes the status to Rejected and the action is considered Closed (see section 4.2). FCP notifies the authorized negotiators.
    a. **Notes** -
        i. FCP sends notifications via the following no-reply email address: fcp-no-reply@gsa.gov
        ii. This restarts the **First Steps** process, **Step 1**, and the vendor needs to create a new Seller Profile action (see section 5.2).

Figure: Seller Profile Action Rejected

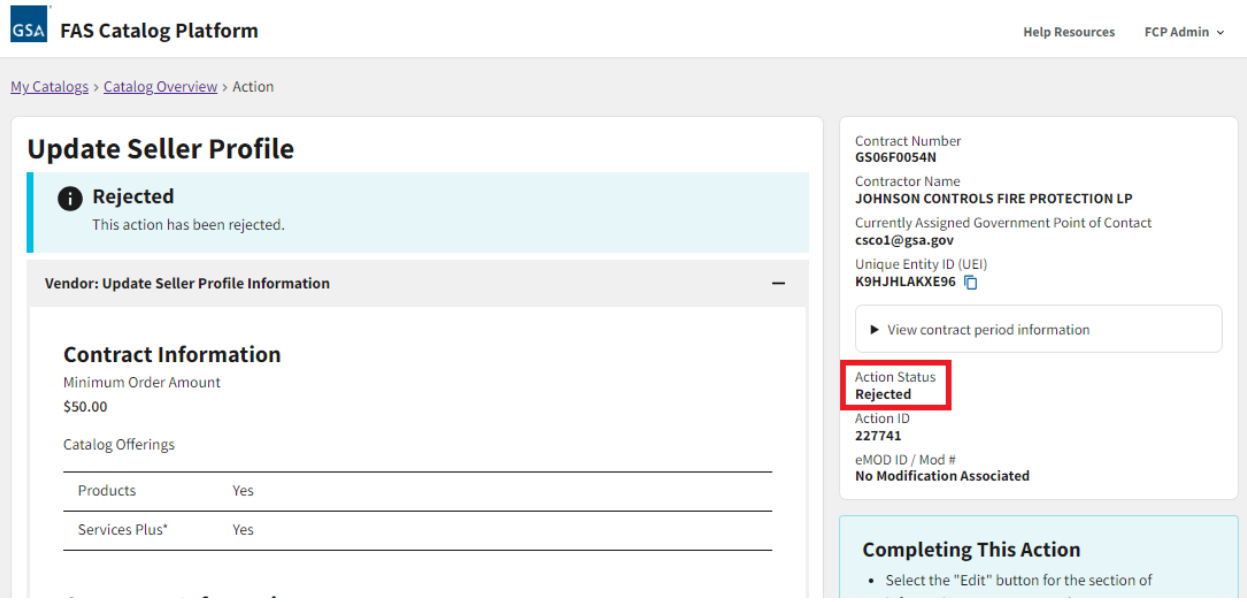
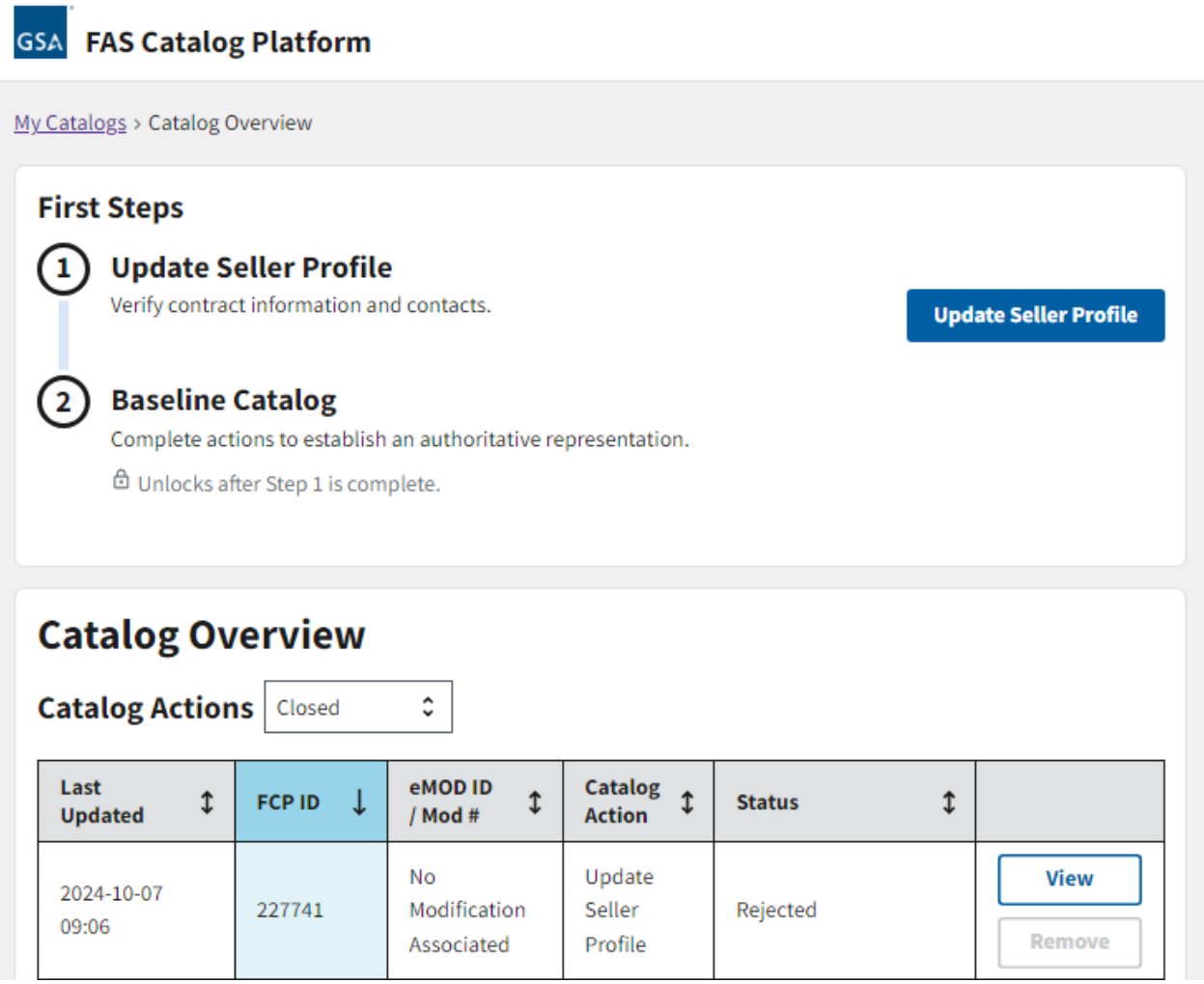


Figure: Catalog Overview Status Rejected and Update Seller Profile Available



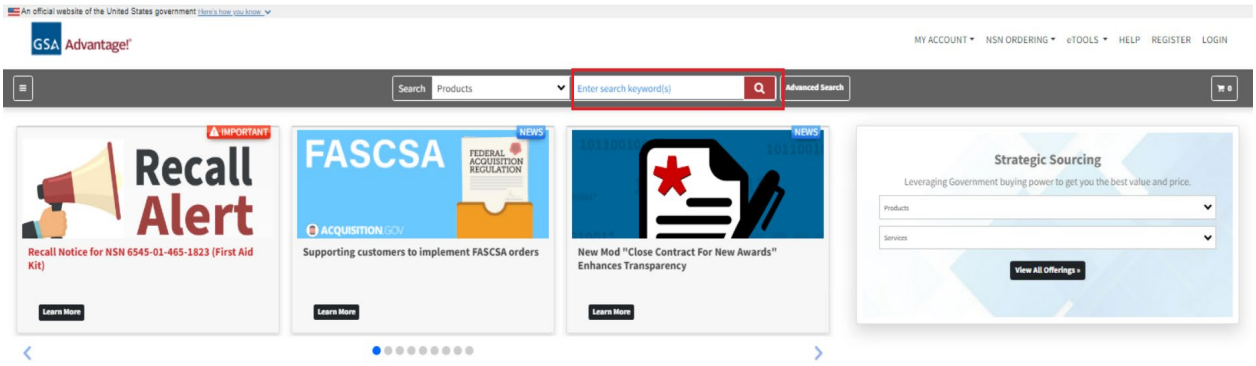
5.4. Published Seller Profile

After the CS/CO approves, the Seller Profile automatically queues for publishing to GSA Advantage, which typically publishes within 1-3 days. FCP sends the list of authorized negotiators an email notification from fcp-no-reply@gsa.gov when the Seller Profile is published.

To verify the updates in GSA Advantage:

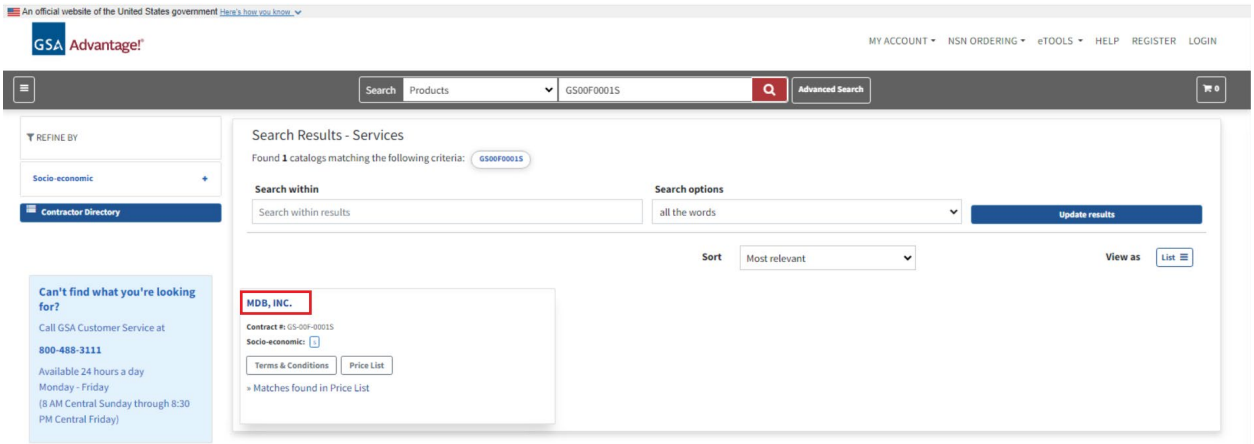
1. Navigate to https://www.gsaadvantage.gov
2. In the Advantage **Search** bar:
    a. In the **text field**, enter the contract number.
    b. Press the **magnifying glass** button

Figure: GSA Advantage Search Bar



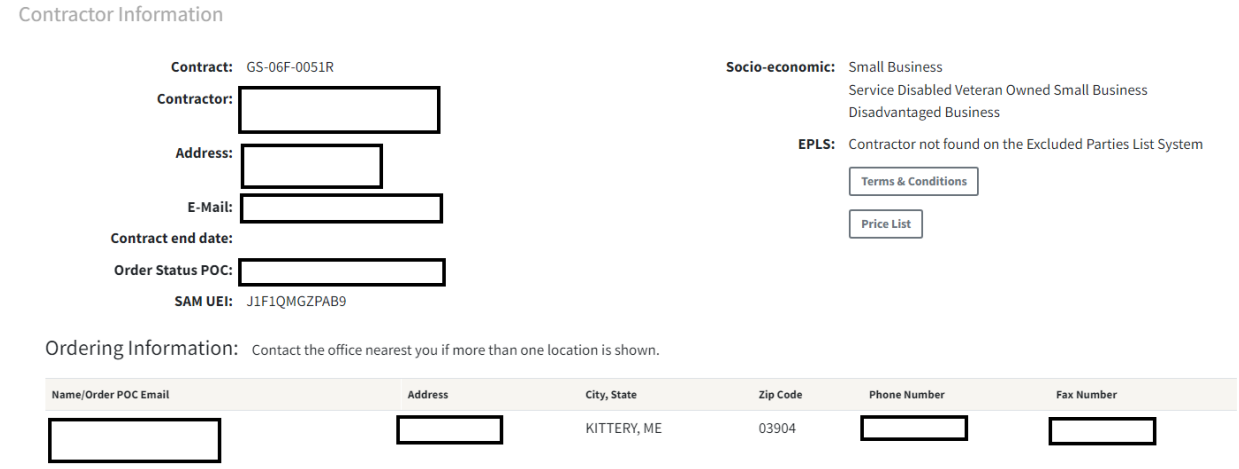
3. From the search results, click the contractor name.

Figure: GSA Advantage Contractor Name



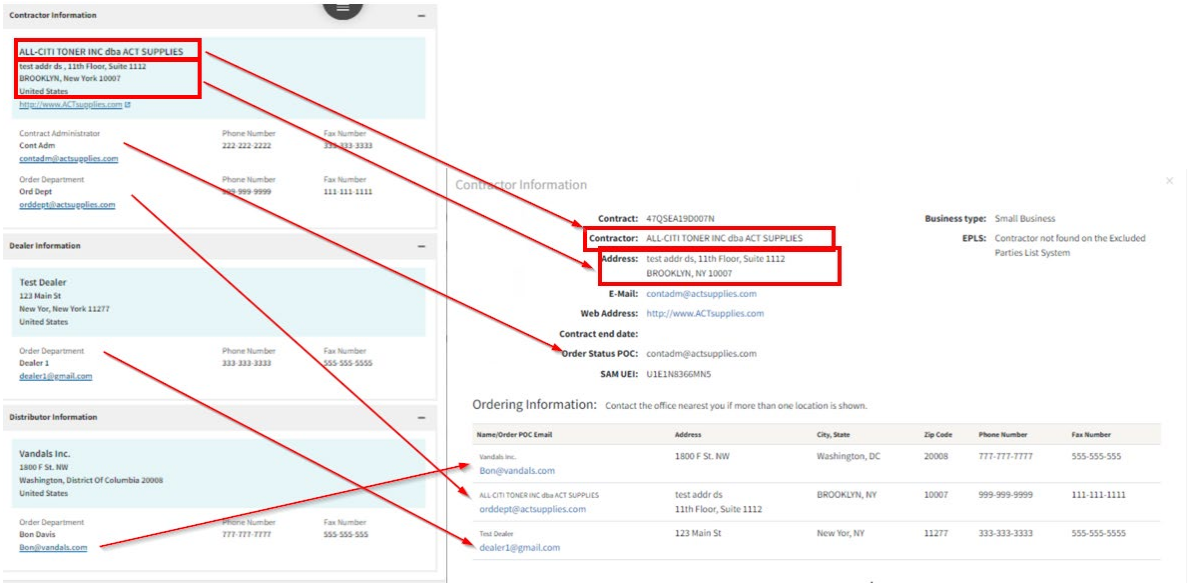
4. View the updated contractor information based on the Seller Profile details in FCP.

Figure: GSA Advantage Contractor Information



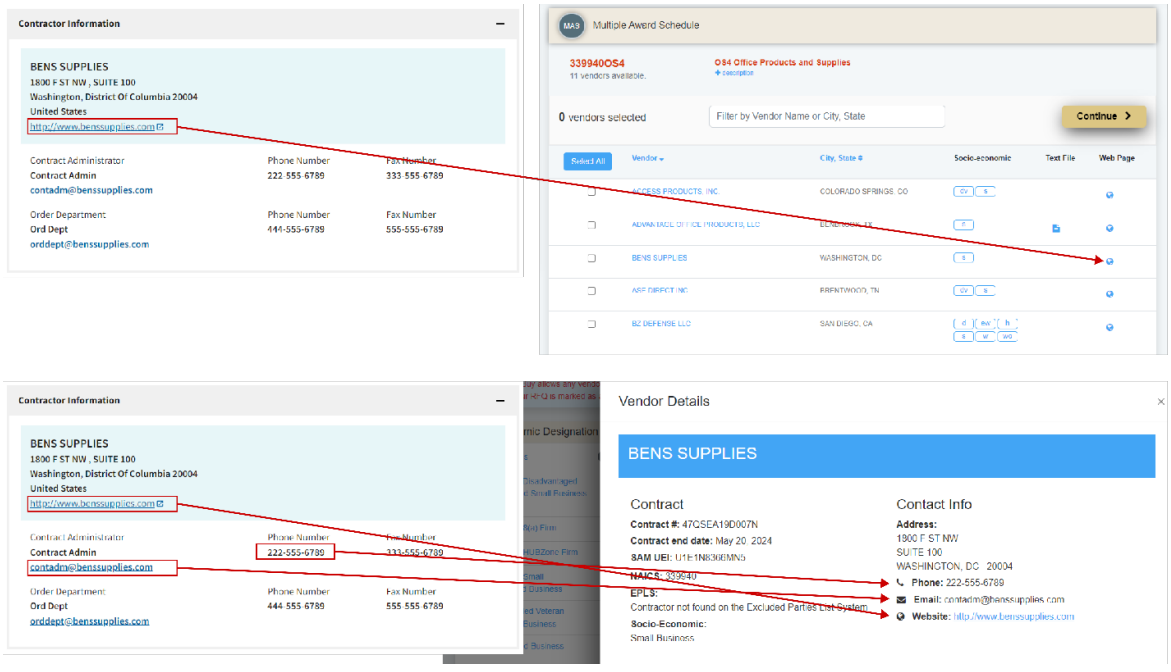
Below is a side-by-side comparison of how the “Contractor Information” in the Seller Profile in FCP is displayed on GSA Advantage.

Figure: FCP vs GSA Advantage comparison



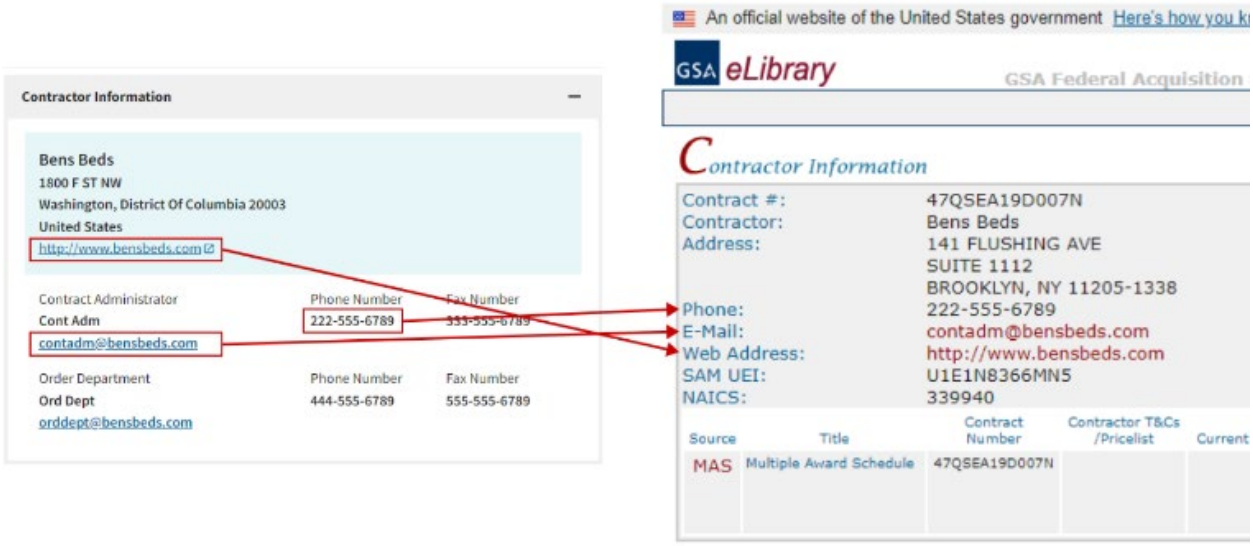
Below is a side-by-side comparison of how the “Contractor Information” listed in the Seller Profile in FCP displays on GSA eLibrary.

Figure: FCP vs GSA eBuy Comparison



Below is a side-by-side comparison of how the “Contractor Information” listed in the Seller Profile in FCP displays on GSA eLibrary.

Figure: FCP vs GSA eLibrary comparison



6. Catalog First Steps, Step 2: Baseline Catalog

After the CS/CO approves the Seller Profile Update action (see section 5.3), the vendor is able to proceed with **Step 2** of the **First Steps** process: Baseline Catalog. In this step, vendors complete the following:

1. Based on the catalog offerings selected in section 5.2, the following actions are required:
    a. Product (sold on GSA Advantage) offerings: **Baseline Products** action (see section 6.1)
    b. Services (published to a Price List) offerings: **Baseline Services** action (see section 6.2), and then **Update Terms & Conditions File** action (see section 6.3)

6.1. Baseline Product Catalog Action

When selecting the **Catalog Offerings Product** in section 5.2, the vendor must complete a **Baseline Products** catalog action. This action creates an authoritative representation of the Advantage catalog that aligns with the approved contract Price List.

Note: If the system asks for a Baseline Products action but no products apply, it may be for one of two reasons:

- The wrong catalog offerings were selected in the Seller Profile. Submit a Seller Profile update to fix the offerings (see section 5.1) Or
- Items were previously listed as products on GSA Advantage and need to be removed. Follow the steps for the Product Removal Baseline in section 6.1.3.1.

The Baseline Products action consists of the following steps:

1. In eMod, create the **Catalog Baseline** modification (see section 6.1.1)

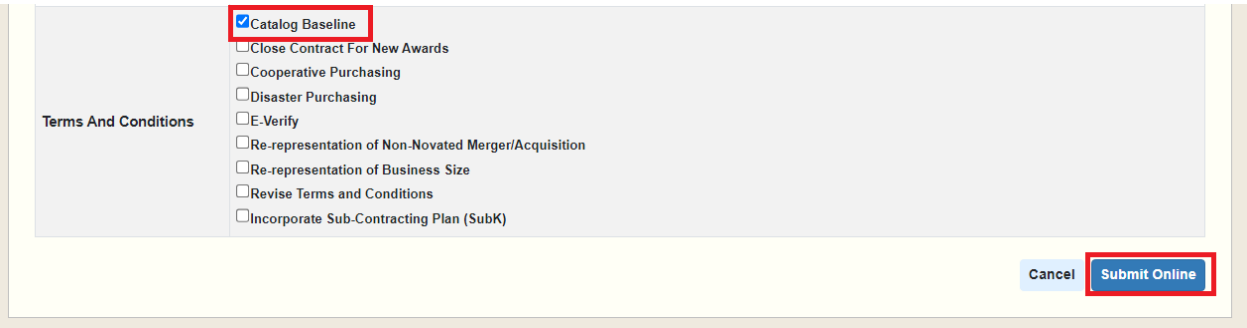
2. In FCP, create the **Baseline Product** action, linked to the eMod **Catalog Baseline** modification (see section 6.1.2)
3. In FCP, upload the **Product File** (see section 6.1.3)
4. In FCP, review the **Compliance and Pricing report** (see section 6.1.4)
5. In FCP, submit the Catalog action to eMod (see section 6.1.5)
6. In eMod, review and submit the modification (see section 6.1.6)
7. In FCP and FSS Online, CS/CO makes a determination (see section 6.1.7)
8. After CS/CO approval, FCP auto-publishes the **Baseline Products** action to Advantage (see section 6.1.8)

6.1.1. eMod: Create Catalog Baseline Modification

To create a Catalog Baseline Modification in eMod:

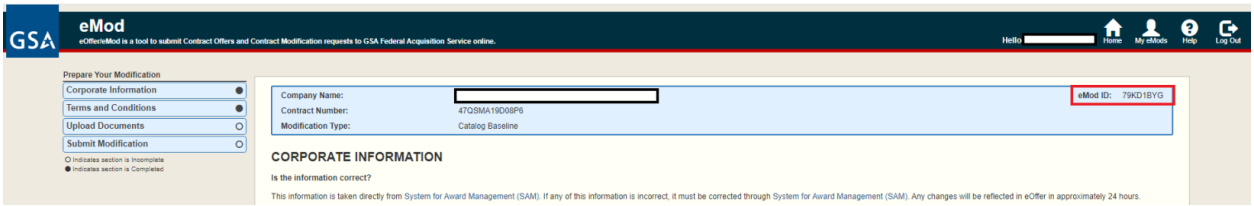
1. Navigate to https://www.eoffer.gsa.gov/ and access the Contract Modifications page.
    a. **Note:** Access the eMod / eOffer Help Center for assistance with eMod.
2. Create a Modification:
    a. In the **Terms & Conditions** modification category, select **Catalog Baseline**.
    b. Press the **Submit Online** button.

Figure: eMod Create Catalog Baseline Modification



3. eMod creates the Catalog Baseline modification and generates a unique **eMod ID**.

Figure: eMod Catalog Baseline eMod ID



The vendor can proceed to create the Baseline Products action in FCP (see section 6.1.2).

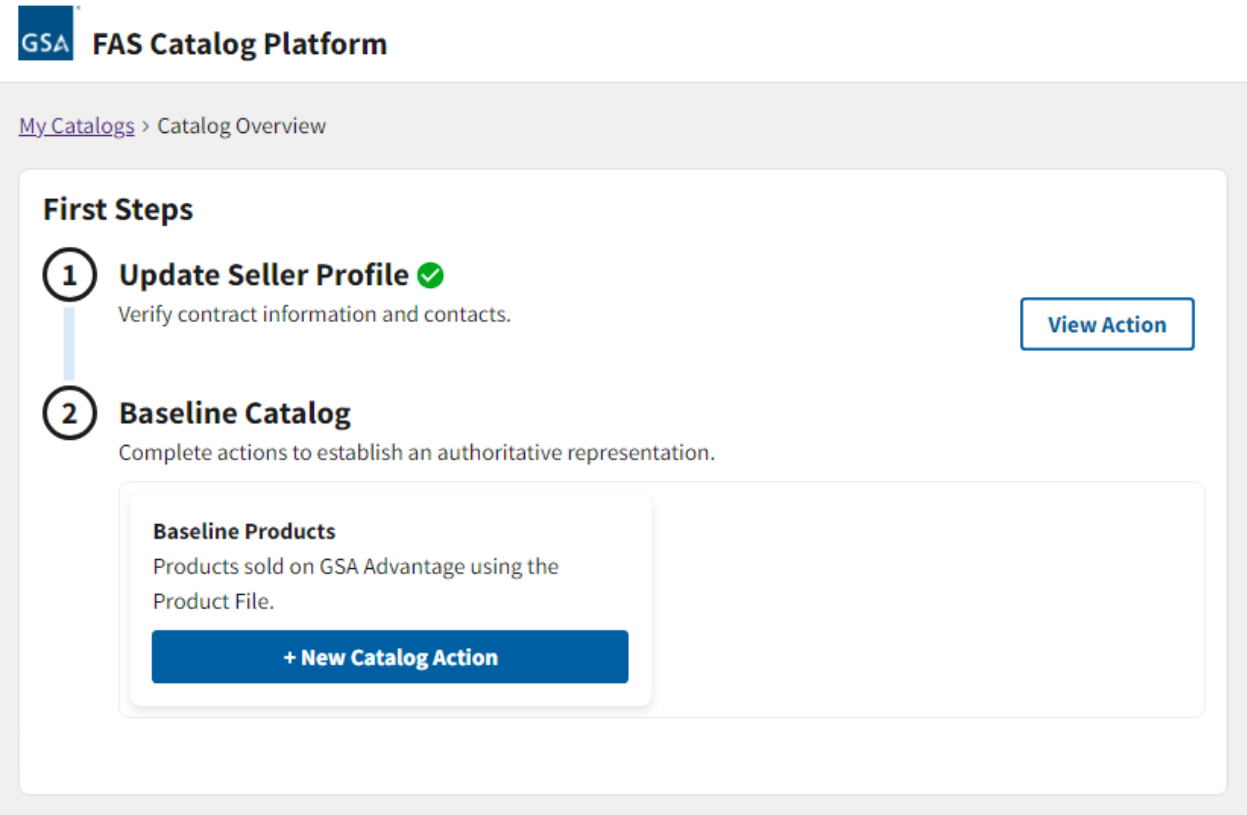
6.1.2. New Catalog Action Page: Create Baseline Products Action

After creating the **Catalog Baseline** modification in eMod (section 6.1.1), the vendor creates and links the FCP **Baseline Products** action to the modification.

Follow these steps to complete the **Baseline Products** process:

1. On the Catalog Overview page, First Steps modal, press the **+New Catalog Action** button under the Baseline Products Catalog box.

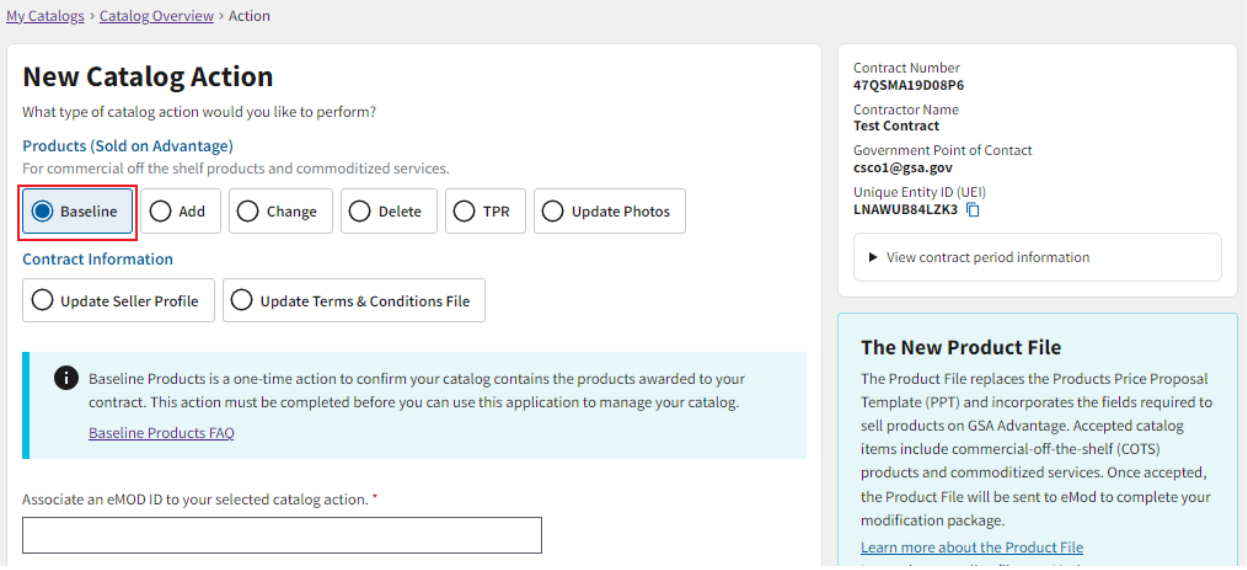
Figure: FCP Baseline Catalog (Products)



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

    a. **Note**: For products that can not be ordered directly on GSA Advantage, vendors should use the Services Plus File, or legacy Price Proposal Template (PPT) as appropriate. Consult your CS/CO to determine which is most appropriate for your contract. You can find more details in section 5.2 under **catalog offerings**.

Figure: FCP New Catalog Action Screen (Baseline Products)



3. In the **eMod ID** dropdown menu, select the **eMod ID** created in section 6.1.1.
    a. **Note:** If the “no eMod ID is available for this action type” banner displays, then return to eMod and create a Catalog Baseline modification (see section 6.1.1).

Figure: FCP New Catalog Action Screen (eMod Dropdown)

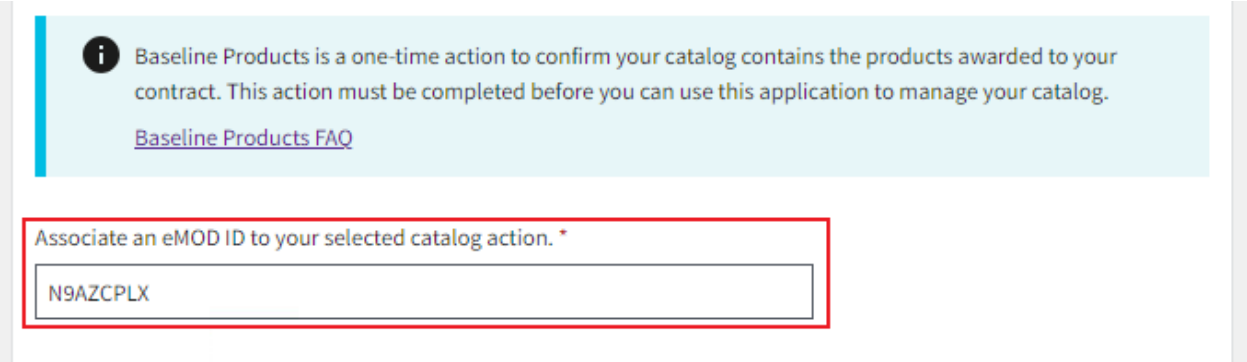
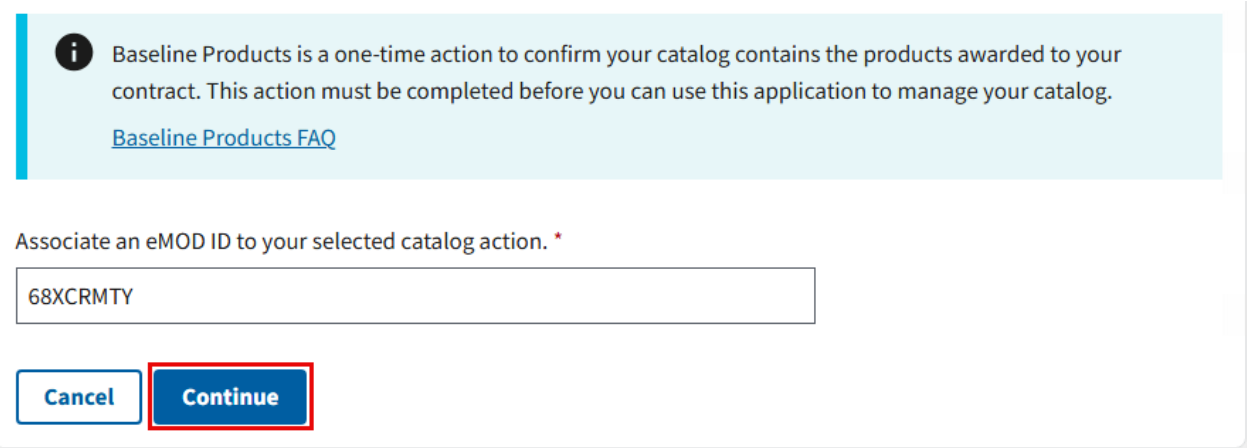


Figure: FCP New Catalog Action Screen (Continue)



4. Press the **Continue** button.

The FCP Baseline Products action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a Product File (see section 6.1.3).

6.1.3. Vendor: Upload Product Files Section

The FCP Product File replaces the following:

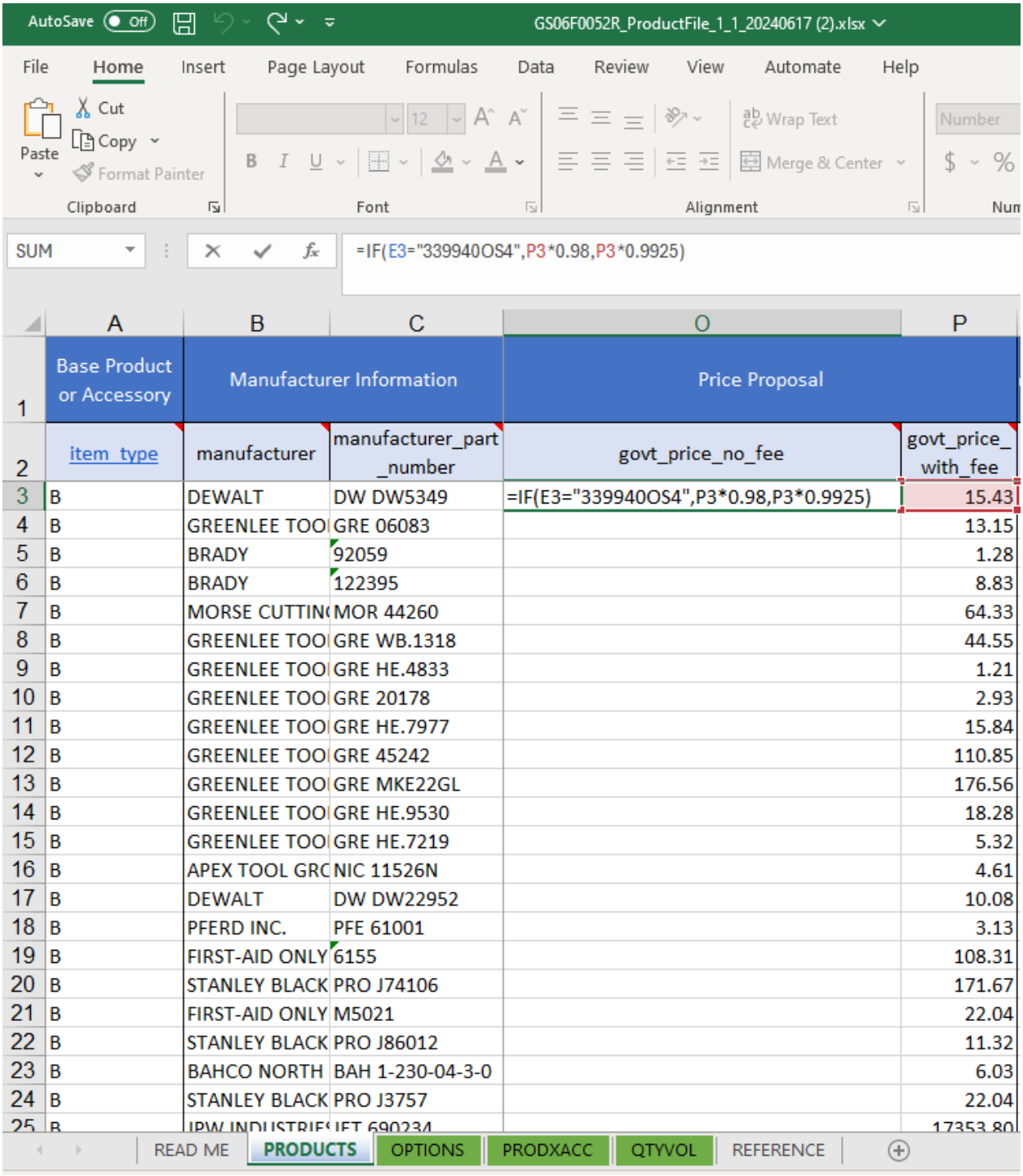
1. Products Price Proposal Template
2. SIP application / SIP template

FCP pre-populates the Latest Catalog File with GSA Advantage product data. Download the Latest Catalog File (see section 4.4) to:

1. Verify the product information is an accurate and complete representation of the awarded catalog,

2. Review and fill in the following fields as applicable, which will be *blank* in the initial Latest Catalog File:
    a. **Recycled_Content_Percent:** Required for copy paper offerings.
    b. **MFC_Name:** Required if the vendor does not participate in TDR.
    c. **MFC_Price:** Required if the vendor does not participate in TDR.
    d. **Govt_Price_No_Fee:** Required for all vendors
        i. **Note:**
            1. First-time users submitting a Baseline action can use the following formula to calculate this figure off of the **govt_price_with_fee** field.
            2. Insert the following formula in cell O3 in the PRODUCTS tab:
                a. =IF(E3="339940OS4",P3*0.98,P3*0.9925)
            3. Click the bottom right of the O3 cell and drag the formula down column O to populate the pricing information for the remaining line items.
            4. Ensure govt_price_no_fee looks correct and matches last awarded PPT.

Figure: Baseline Product File: Govt_Price_No_Fee Formula



	A	B	C	O	P
1	Base Product or Accessory	Manufacturer Information		Price Proposal	
2	item_type	manufacturer	manufacturer_part_number	govt_price_no_fee	govt_price_with_fee
3	B	DEWALT	DW DW5349	=IF(E3="339940OS4",P3*0.98,P3*0.9925)	15.43
4	B	GREENLEE TOO	GRE 06083		13.15
5	B	BRADY	92059		1.28
6	B	BRADY	122395		8.83
7	B	MORSE CUTTIN	MOR 44260		64.33
8	B	GREENLEE TOO	GRE WB.1318		44.55
9	B	GREENLEE TOO	GRE HE.4833		1.21
10	B	GREENLEE TOO	GRE 20178		2.93
11	B	GREENLEE TOO	GRE HE.7977		15.84
12	B	GREENLEE TOO	GRE 45242		110.85
13	B	GREENLEE TOO	GRE MKE22GL		176.56
14	B	GREENLEE TOO	GRE HE.9530		18.28
15	B	GREENLEE TOO	GRE HE.7219		5.32
16	B	APEX TOOL GRC	NIC 11526N		4.61
17	B	DEWALT	DW DW22952		10.08
18	B	PFERD INC.	PFE 61001		3.13
19	B	FIRST-AID ONLY	6155		108.31
20	B	STANLEY BLACK	PRO J74106		171.67
21	B	FIRST-AID ONLY	M5021		22.04
22	B	STANLEY BLACK	PRO J86012		11.32
23	B	BAHCO NORTH	BAH 1-230-04-3-0		6.03
24	B	STANLEY BLACK	PRO J3757		22.04
25	B	IPW INDUSTRIES	IET 690234		17353.80

e. **Dealer_Cost:** Required if using markup-based pricing.
f. **MFC_Markup_Percentage:** Required if using markup-based pricing.
g. **Govt_Markup_Percentage:** Required if using markup-based pricing.

3. Review and update other fields for accuracy.
   a. **Note:**
      i. Vendors should follow the below guidance when modifying the Product File during the Baseline Products process:

1. Do **not** add Temporary Price Reduction (TPR) information.
    a. Sale information is cleared out from Advantage when the Baseline Products action is published.
    b. After the Baseline Products action is published, re-establish any sales by creating a TPR action in FCP.
2. Do **not** add new products.
    a. Exception: If, prior to onboarding to FCP, an Add Product modification was awarded but the product(s) do not display on GSA Advantage, then the vendor may add the awarded product(s) to the Baseline Product File.
3. Do **not** modify the govt_price_with_fee price. The govt_price_with_fee must align with the contract's awarded price.
4. **Do** review the **Photo File References** fields (columns AD through AH).
    a. **Existing** photo file names remain linked to GSA Advantage product details photos, upon publishing to Advantage.
    b. Add new photo file names as needed, then subsequently create an **Update Photos** action in FCP following the completion of the First Steps process to upload new photo files.

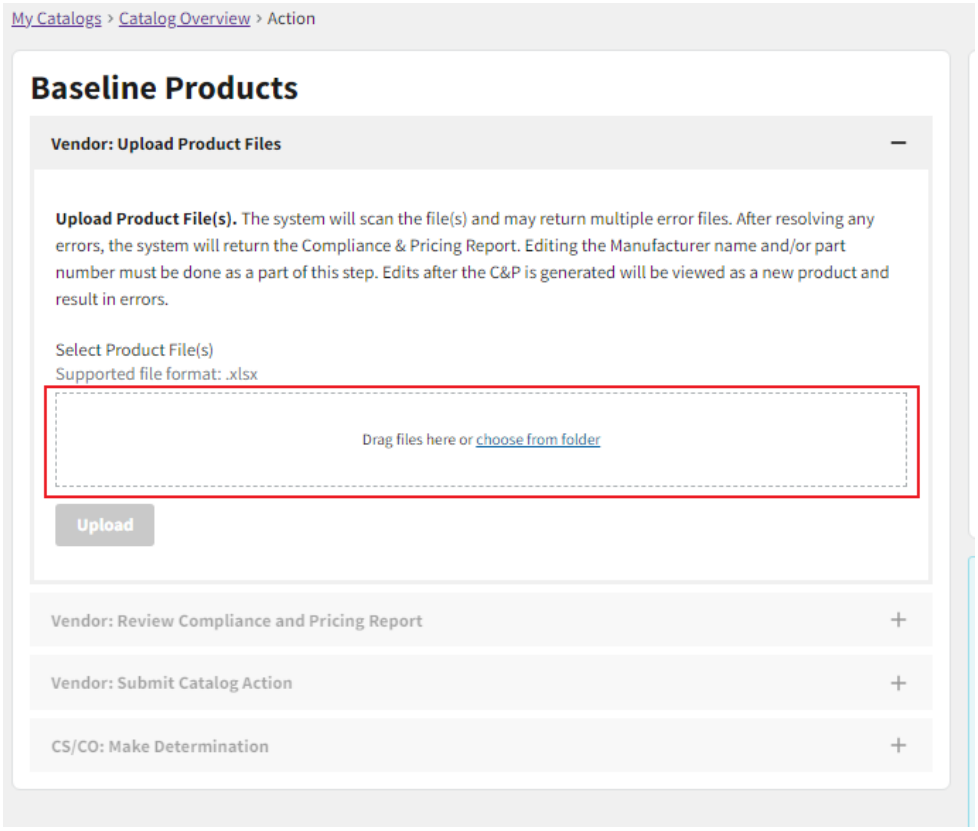
Note: See the READ ME tab of the Product File for additional information on all fields.

Table: Filling out the Product File

Filling out the Product File
1. Open and modify the Product File in Microsoft Excel! All other spreadsheet readers (e.g. Google Sheets) are not compatible and result in errors. 2. A thorough initial review of the Product File can help reduce the overall number of errors found and speed up processing. 3. In the **Product File spreadsheet**, field and tab requirements / information display in the following locations: 1. READ ME tab 2. Product File column headers include cell notes (These column headers should **not** be changed and doing so will result in an error.) 3. REFERENCE tab 4. The Product File Template contains example data to provide. Vendors can download the Product File Template from: 1. FCP Help Resources page 2. FCP Product Action page

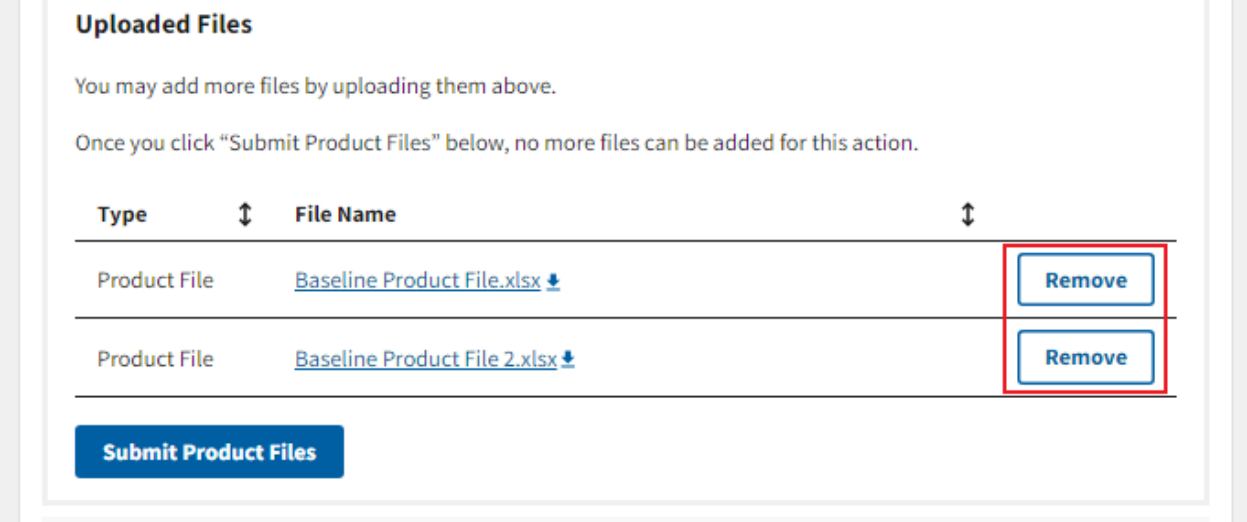
1. After the vendor reviews, modifies, and saves the Product File(s), upload the Product File(s): On the FCP Baseline Products Action page, select Product File(s):
    a. In the Select Product File(s) uploader, either drag file(s) into the drop window or click the ‘choose from folder’ link to find and select the file(s).
    b. **Note:** The uploader accepts multiple files.

Figure: FCP Upload Product Files Section



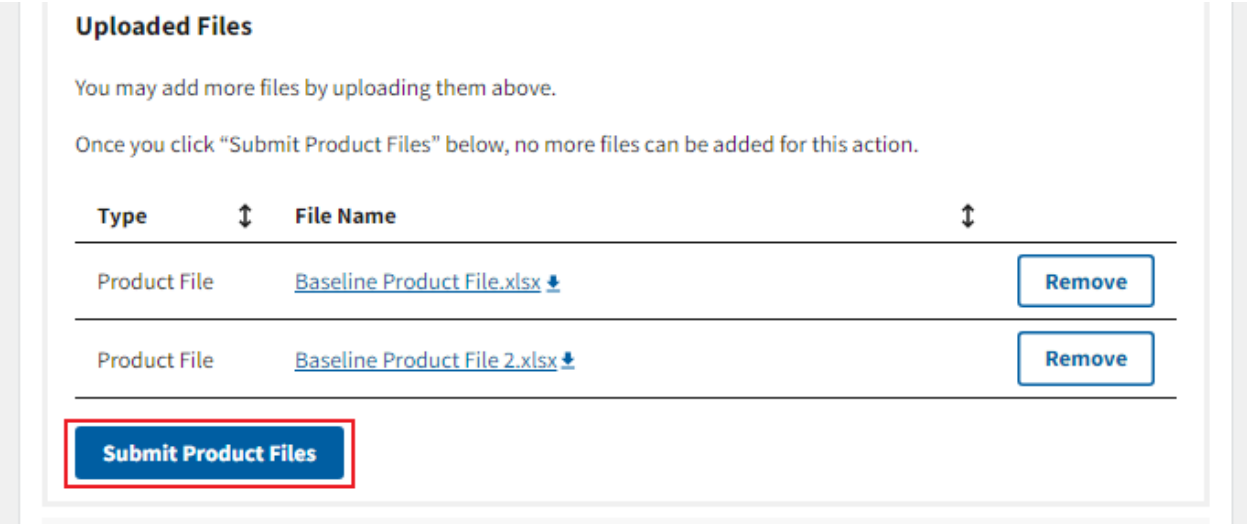
2. Upload Files:
    a. Press the **Upload** button to save files to the action.
    b. *Optional actions*:
        i. Press the **Remove** button to delete incorrect files.
        ii. Repeat steps one and two to upload additional files.

Figure: FCP Uploaded Files



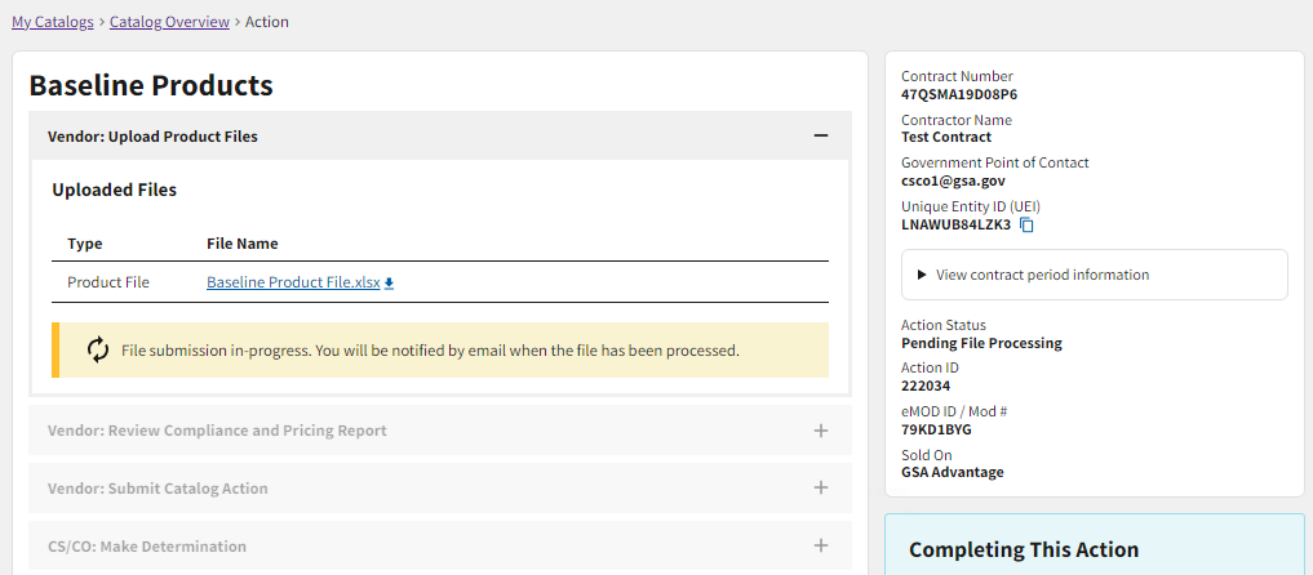
3. Submit Product Files:
    a. Once files are uploaded, press the **Submit Product Files** button.
    b. **Note:** A banner displays indicating the file(s) are processing. The system notifies authorized negotiators via an email notification from fcp-no-reply@gsa.gov once the results are available.

Figure: FCP Submit Product Files



The action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section 6.1.3.1) before submitting the file(s) for Compliance & Pricing information (see section 6.1.4).

Figure: Baseline Products Submittal of Product File



6.1.3.1. Removing All Products During First Steps Process

Vendors who previously used SIP or EDI to manage their catalog may have published offerings to GSA Advantage as “products,” when those items would be more appropriately categorized as services. In FCP, these types of offerings are managed with the Services Plus File. In the event that **all** of a vendor’s “products” fall into this category, vendors should follow the **process to remove all products during the Products Baseline** process.

This action:

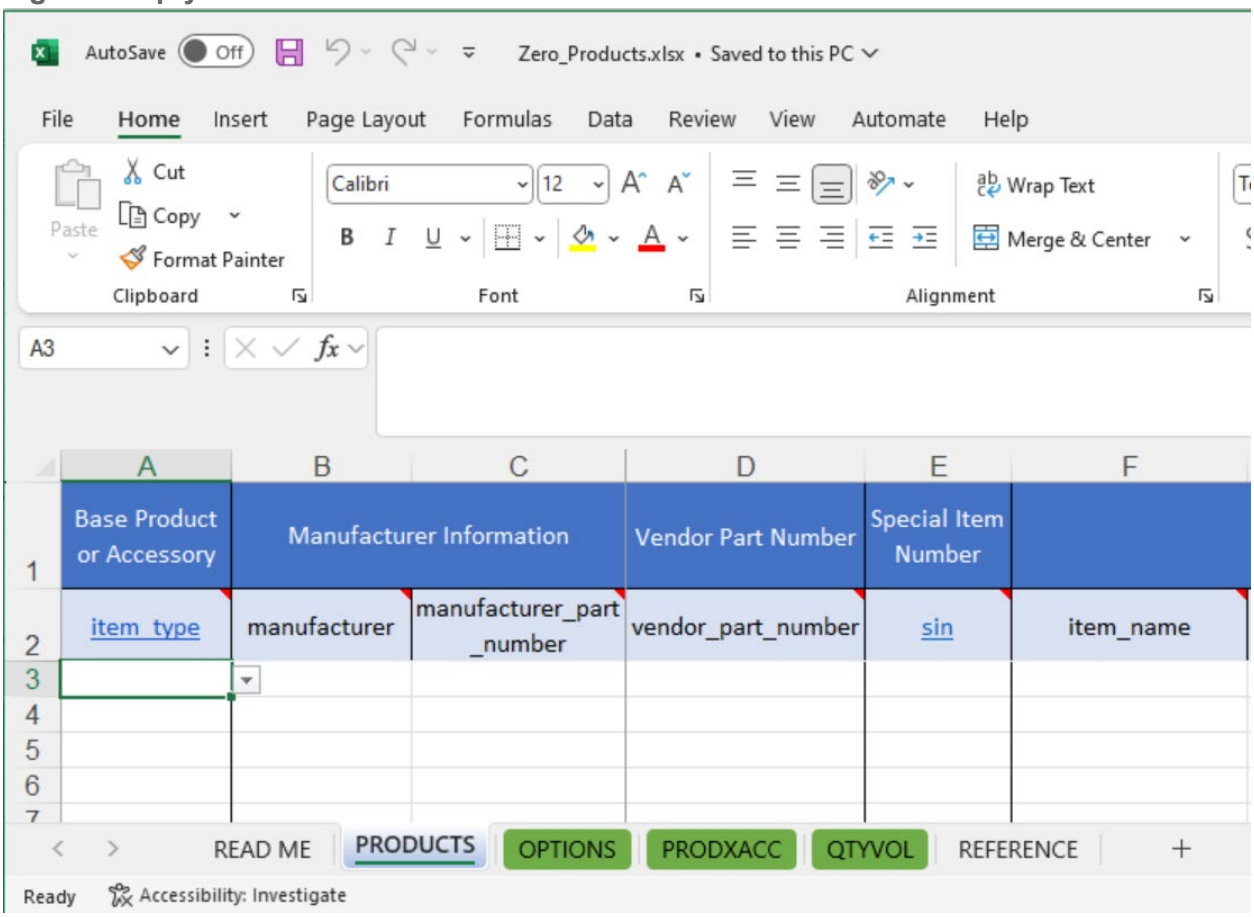
- Removes all product listings from GSA Advantage.
- Skips the need for the vendor to complete a full Baseline of the items followed by a separate Delete action.
- Automatically removes the Products (Sold on Advantage) catalog offering from the Seller Profile.

To begin this process, vendors **must** first select products and services as their catalog offerings during the First Steps - Update Seller Profile action (see section 5).

Steps to Remove All Products during the Products Baseline:

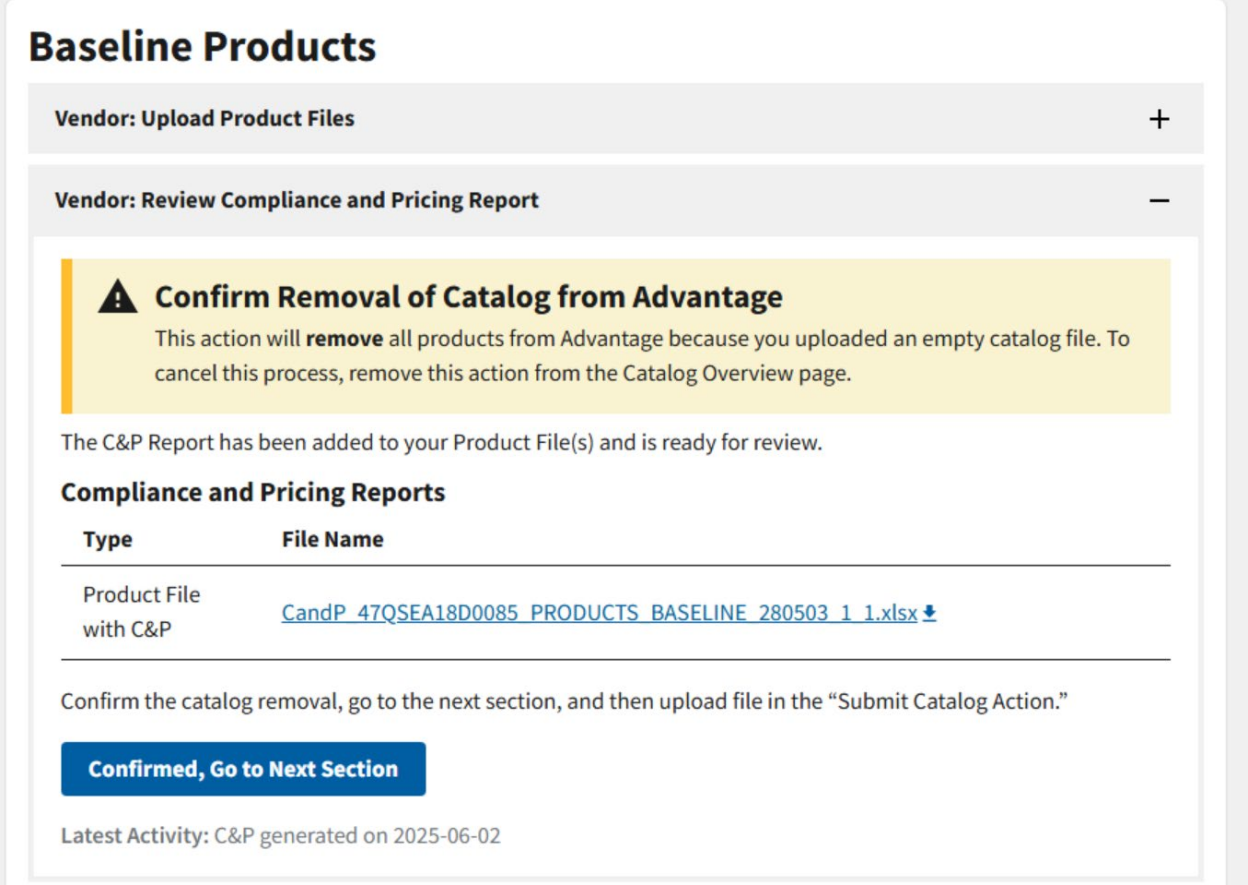
1. Create a Seller Profile action and select “Yes” for “Products (Sold on Advantage)” and “Services Plus (Published to a Price List) as the catalog offerings (see section 5).
2. Submit the Seller Profile action and wait for CS/CO approval.
3. Download the latest Product File and delete all rows starting at row 3 in the PRODUCTS tab, leaving only the headers.
4. Repeat step three for the OPTIONS, PRODXACC, and QTYVOL tabs.

Figure: Empty Products File



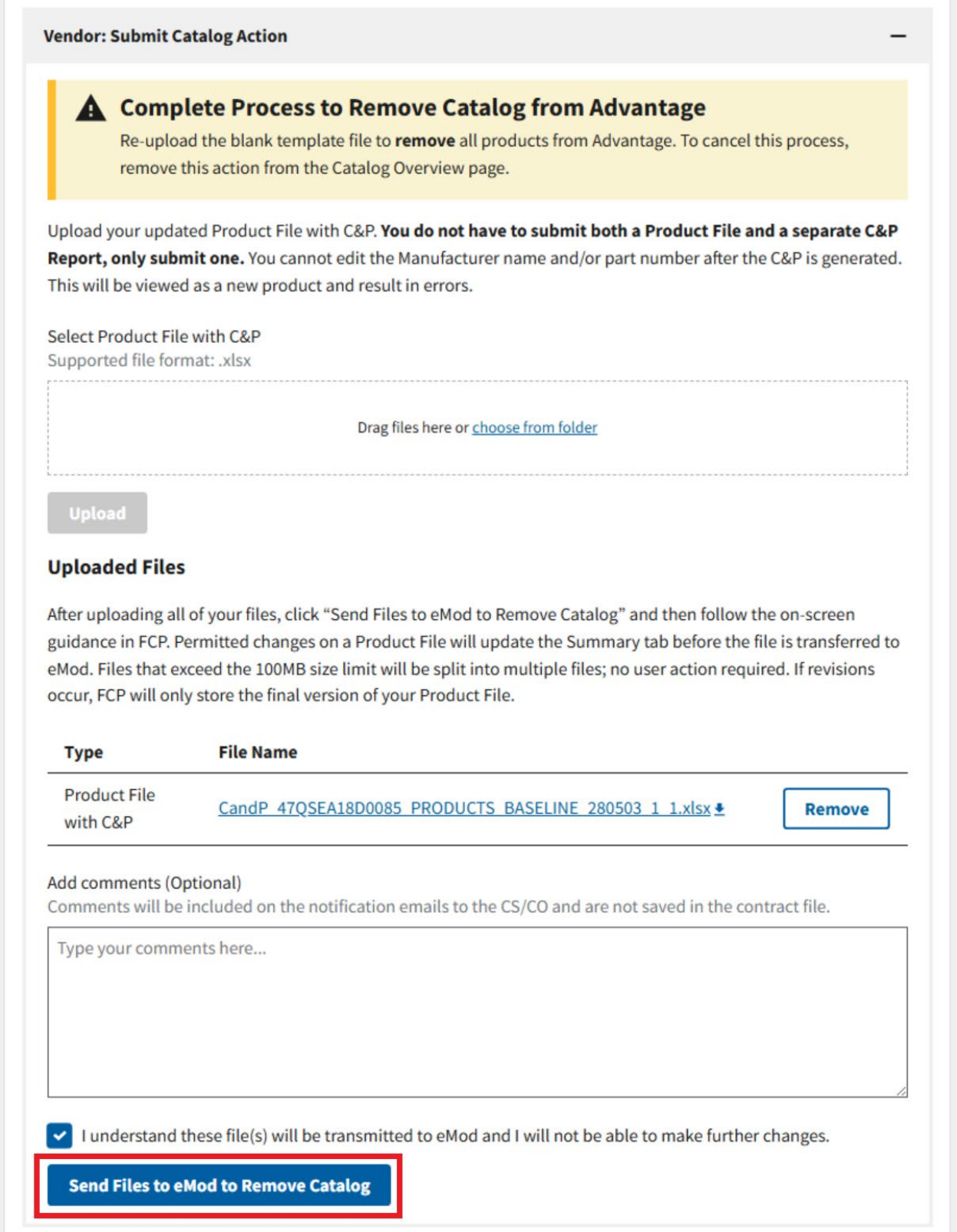
5. Upload the empty Product File as part of the Baseline Products action (see section 6.1.3).

Figure: Baseline Products to Remove Catalog from Advantage



6. Submit the file to continue through the normal baseline workflow.

Figure: Baseline Products Submittal to Remove Catalog form Advantage



What Happens After Submission

1. Once approved by CS/CO, FCP will:

a. Remove all products from GSA Advantage.
b. Remove the products catalog offering from the Seller Profile automatically.

2. After the Products Baseline is published, vendors must return to FCP and create a Services Baseline action. Any items that were miscategorized as products should now be added to the Services Plus File for baselining (see section 6.2).

6.1.3.2. 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), and
3. Re-upload and re-submit (see section 6.1.3).

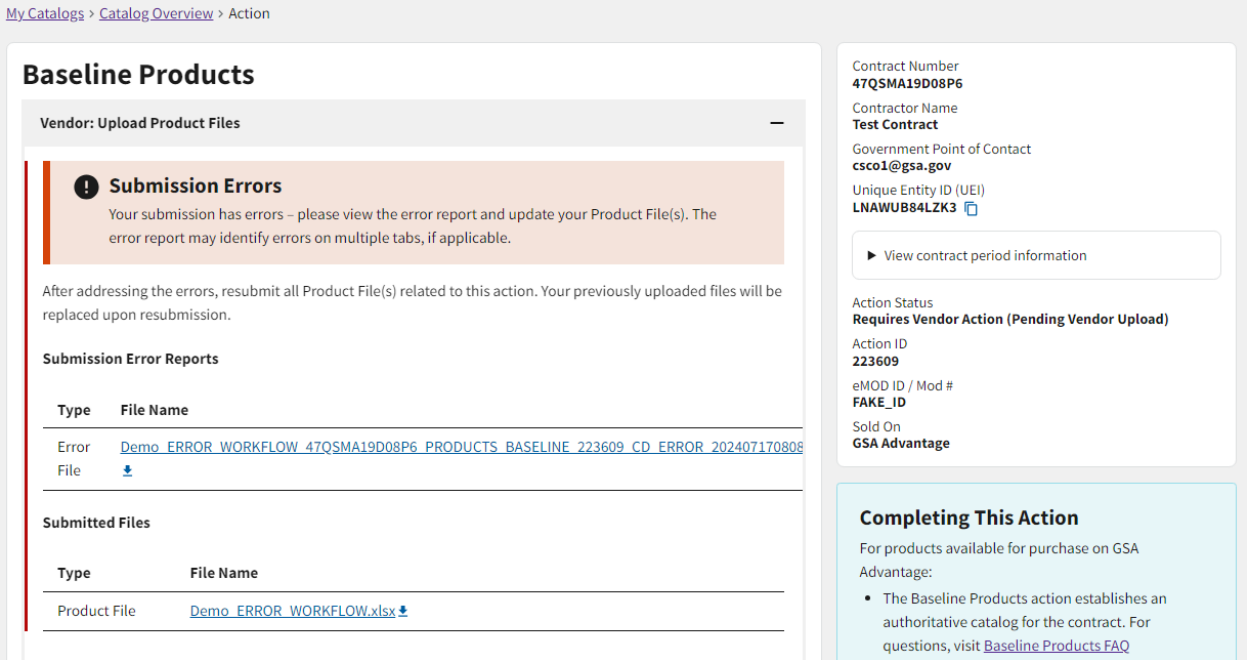
Table: Resolving Errors with Multiple Product Files

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:

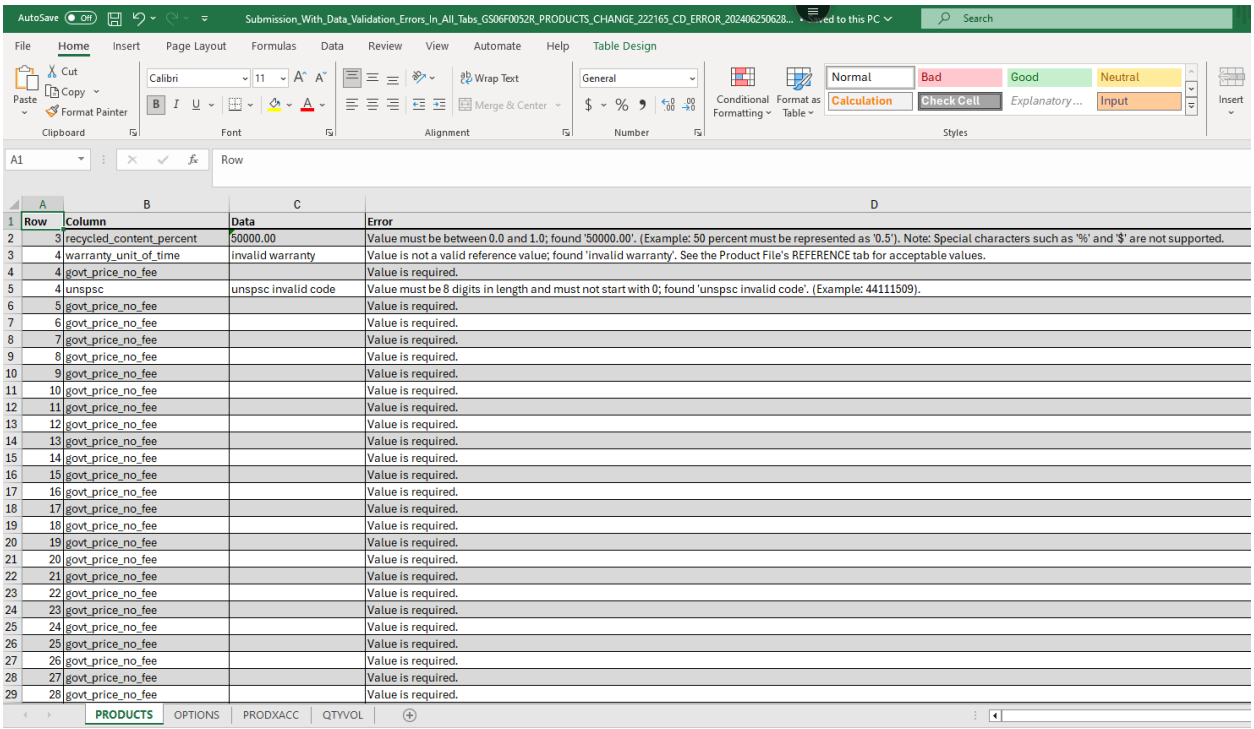
1. **Step 1: Data Validation** - System verifies that required fields are populated and the data is in the expected format.
    a. Examples -
        i. Field is required
        ii. Field contains unallowed characters
    b. Error File Name -
        i. originalfilename_contract#_actiontype_actionid#_**CD**_ERROR_timestamp.xlsx

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.

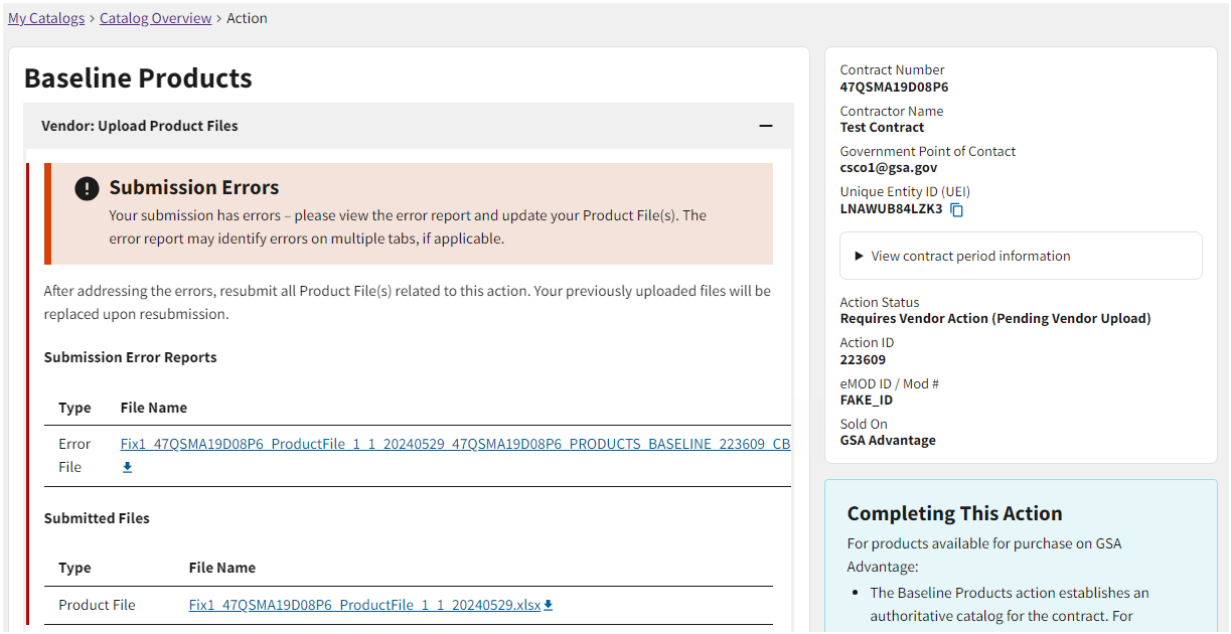
Figure: Example “Data Validation” Error File



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.

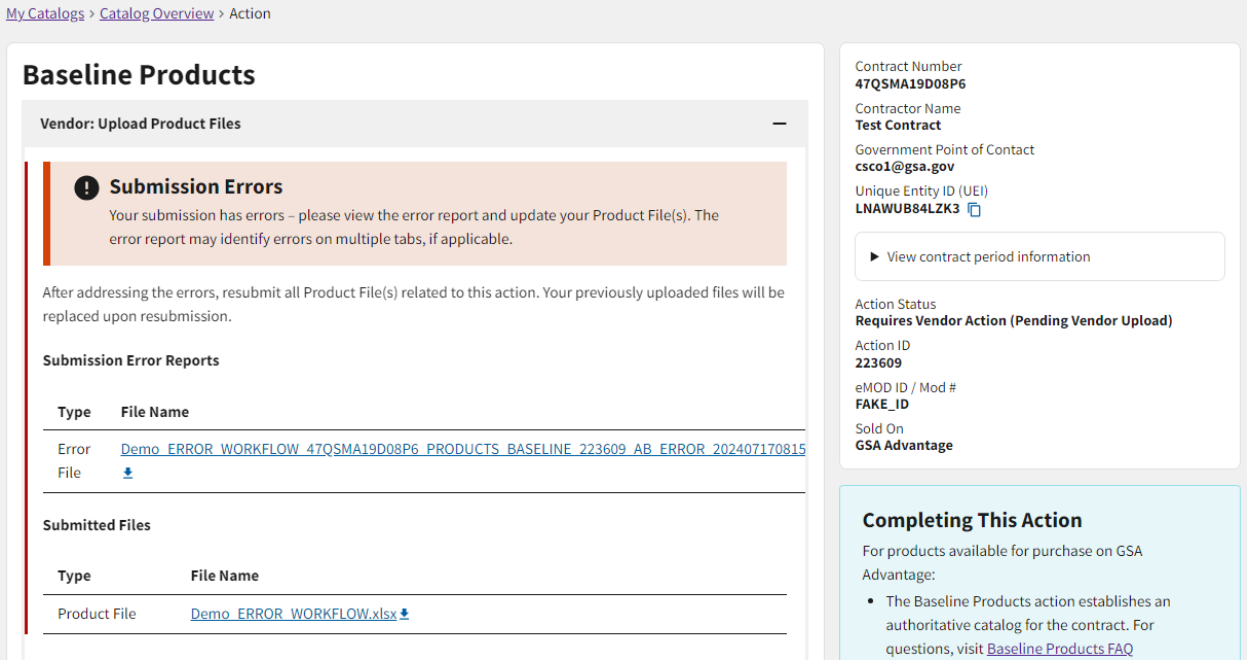
2. **Step 2: Business Rule Validation** - System verifies the data does not violate any business rules.
    a. **Examples** -
        i. Field x is required when field y is populated.
        ii. Duplicate products provided.
        iii. MFC Name must be provided for Non TDR vendors.
    b. **Error File 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



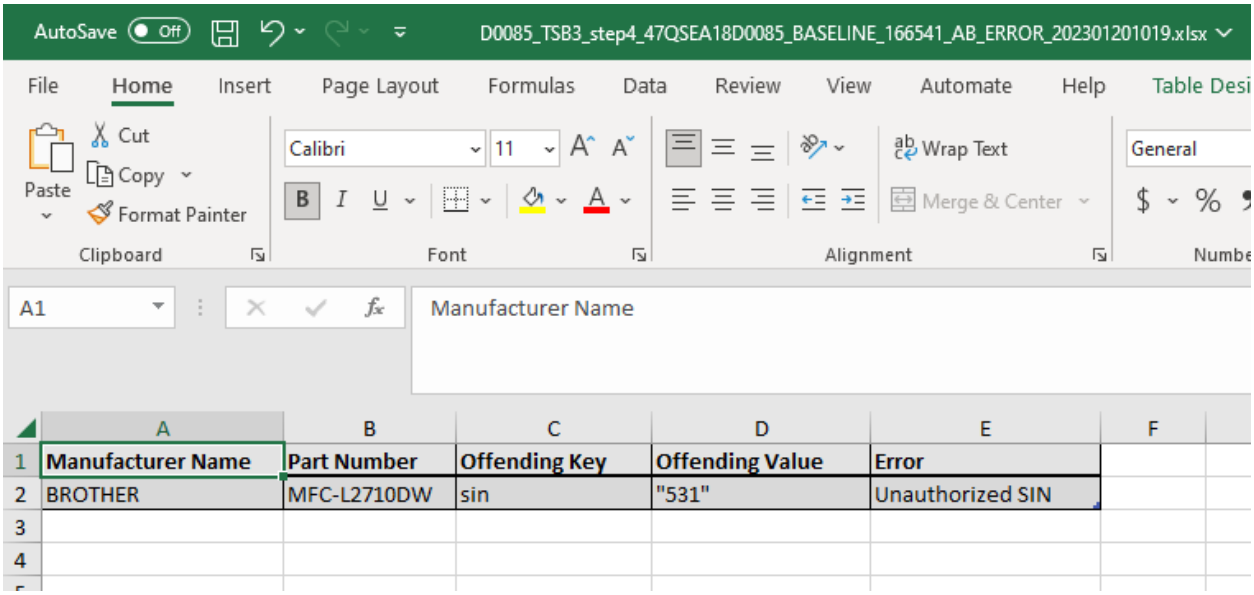
3. **Step 3: Authoritative Catalog Repository (ACR) Validation** - System verifies the data does not violate any advanced business rules. This ensures the data can be published to GSA Advantage.
    a. **Examples** -
        i. Unauthorized SIN for Contract
    b. **Error File Name** - originalfilename_contract#_actiontype_actionid#_**AB**_ERROR_timestamp.xlsx

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



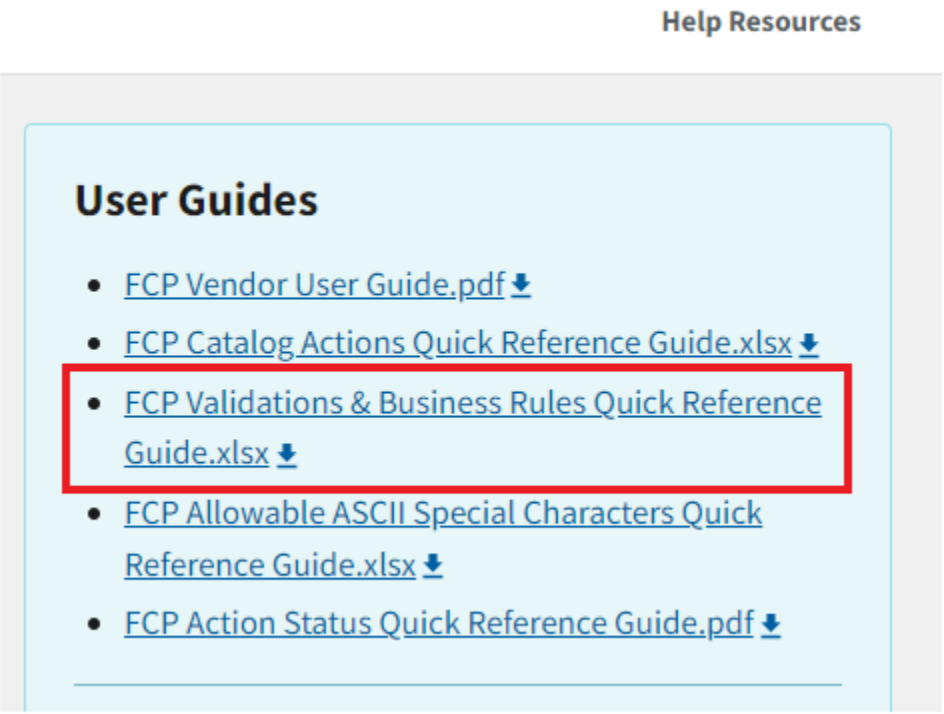
The data integrity checks occur sequentially. The vendor may resolve all errors in Step 1 and receive new errors in Step 2 and / or Step 3. Each submission restarts at Step 1.

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



6.1.4. Vendor: Review Compliance & Pricing Report Section

After the vendor submits the Product File(s) in the **Vendor: Upload Product Files** section (see section 6.1.3) and the submission passes all data validations (see section 6.1.3.1), 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.

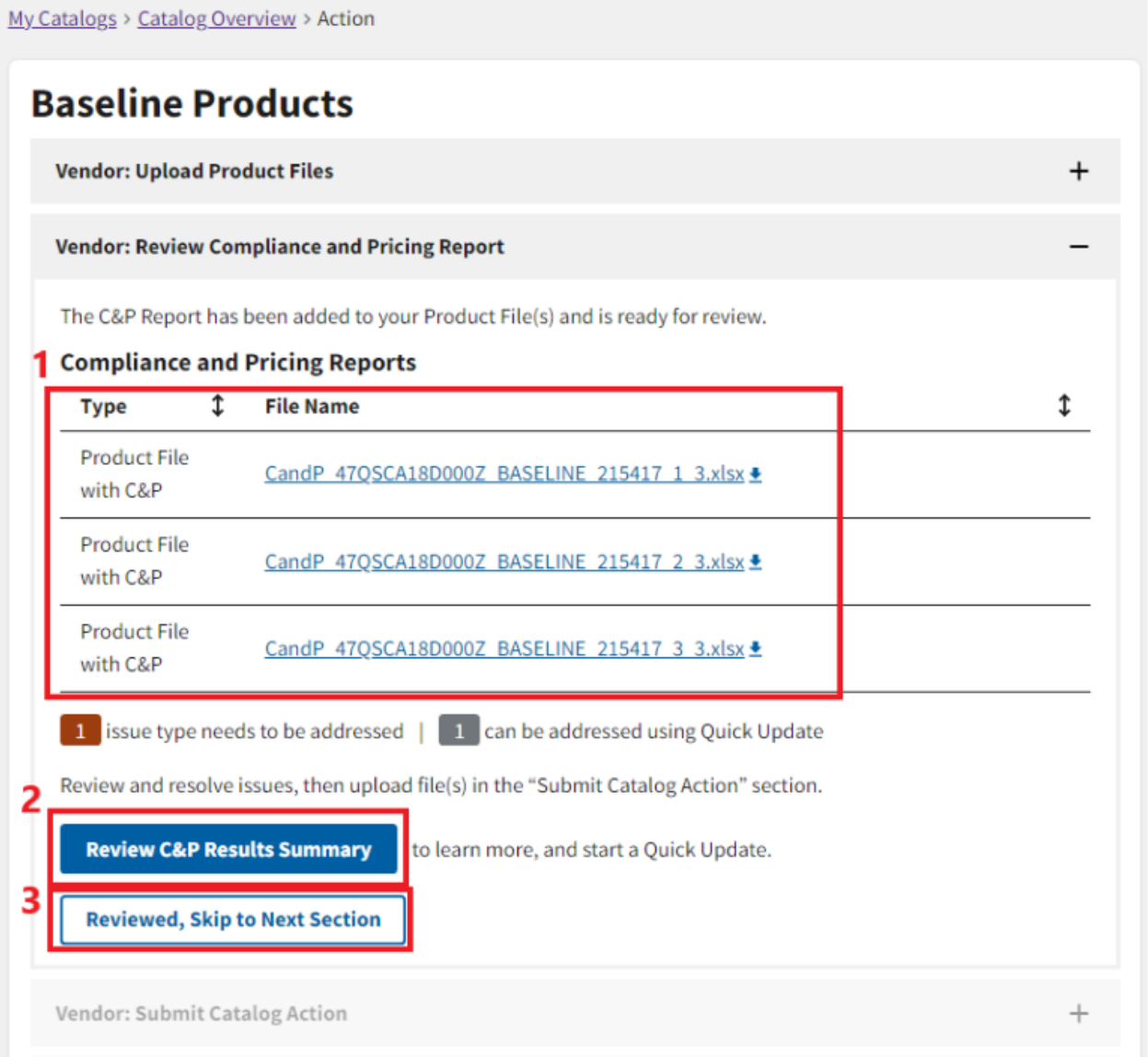
Table: Compliance & Pricing Report Processing Time

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 6.1.4.1), make manual updates, and then proceed to section 6.1.5, or
        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 6.1.4.1).
    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 6.1.4.2).
3. **Reviewed, Skip to Next Section Button**:
    a. Enables the next section: Vendor: Submit Catalog Action (see section 6.1.5).

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

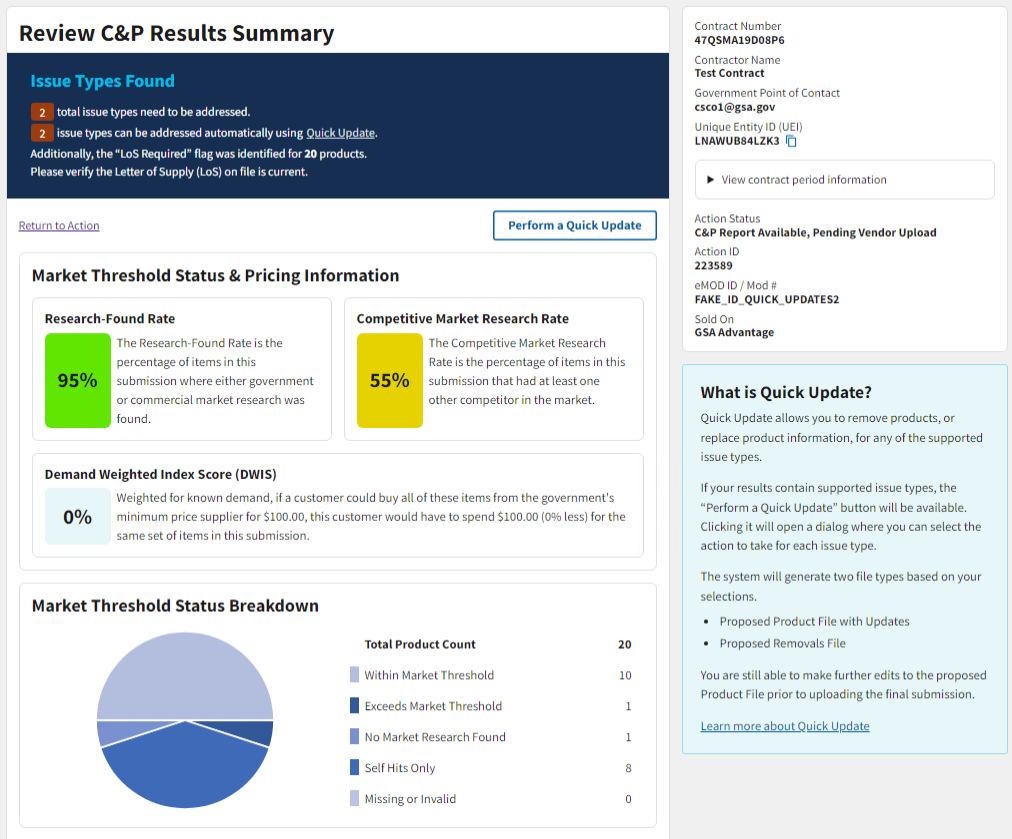


6.1.4.1. Review the C&P Results

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

Note: Pricing adjustments cannot be completed during this stage.

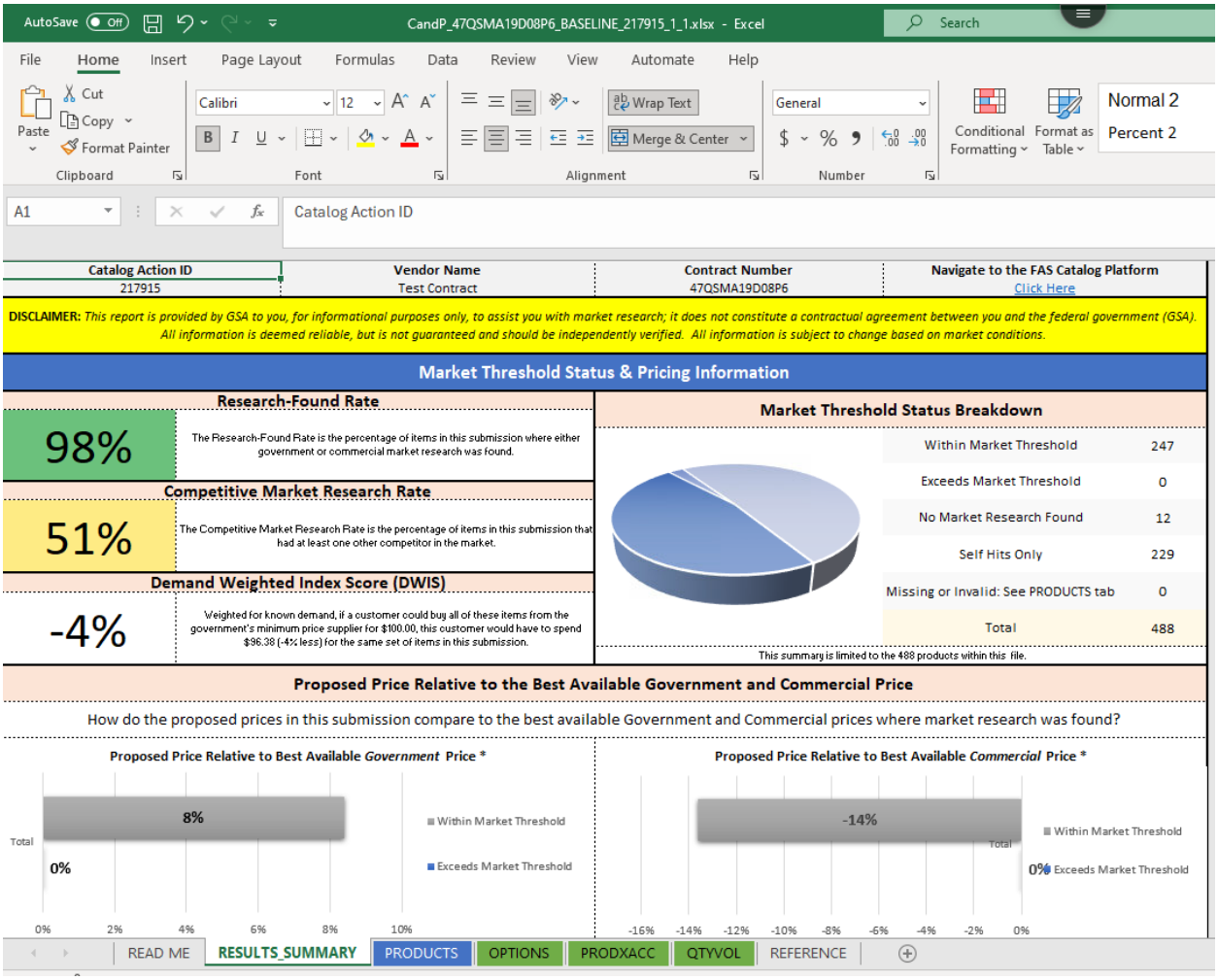
The compliance & pricing flags that display on this page are an aggregate of all C&P results across all Product Files, if there are multiple files.

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:

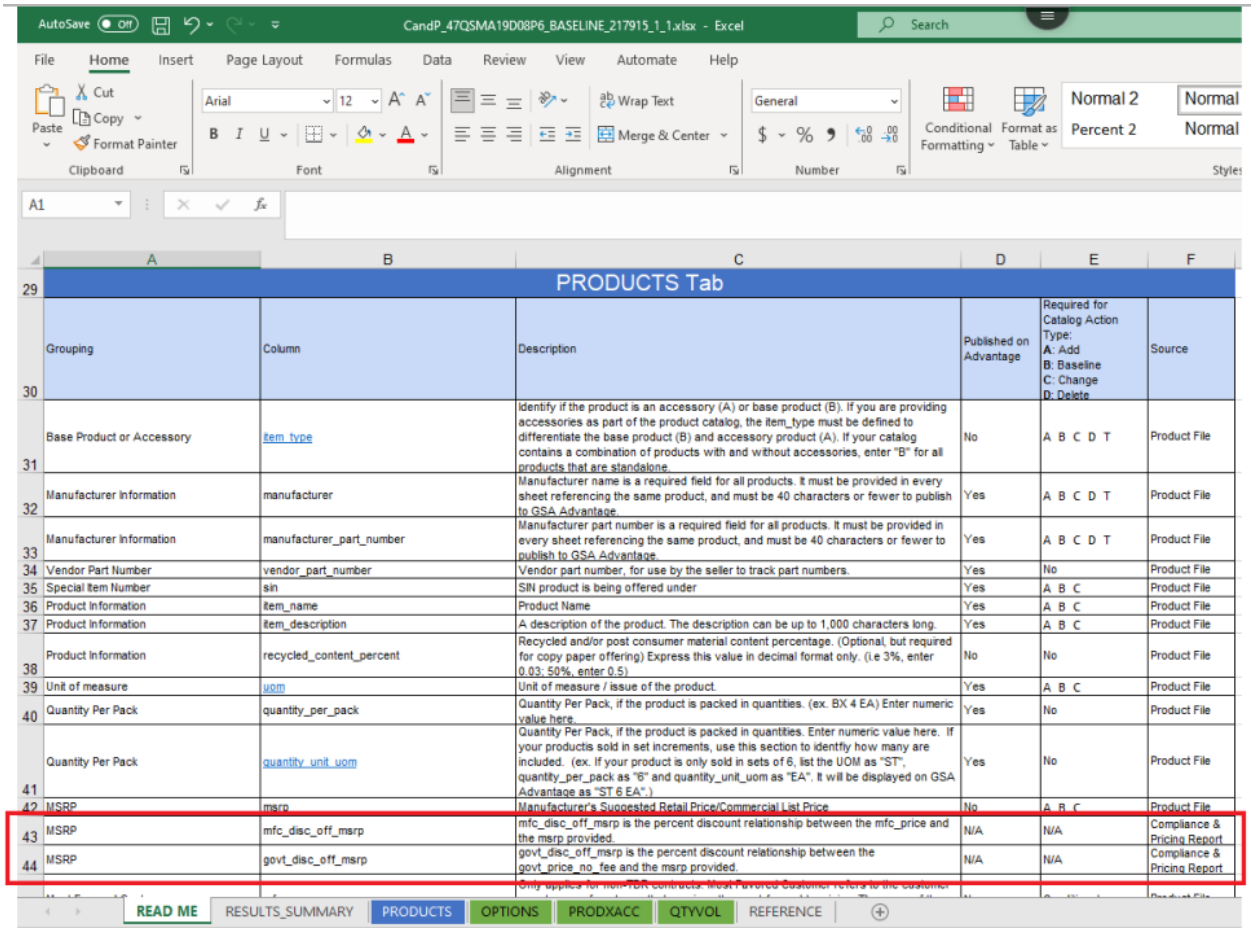
    a. A **Results_Summary** tab with overall research results specific to the file.

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

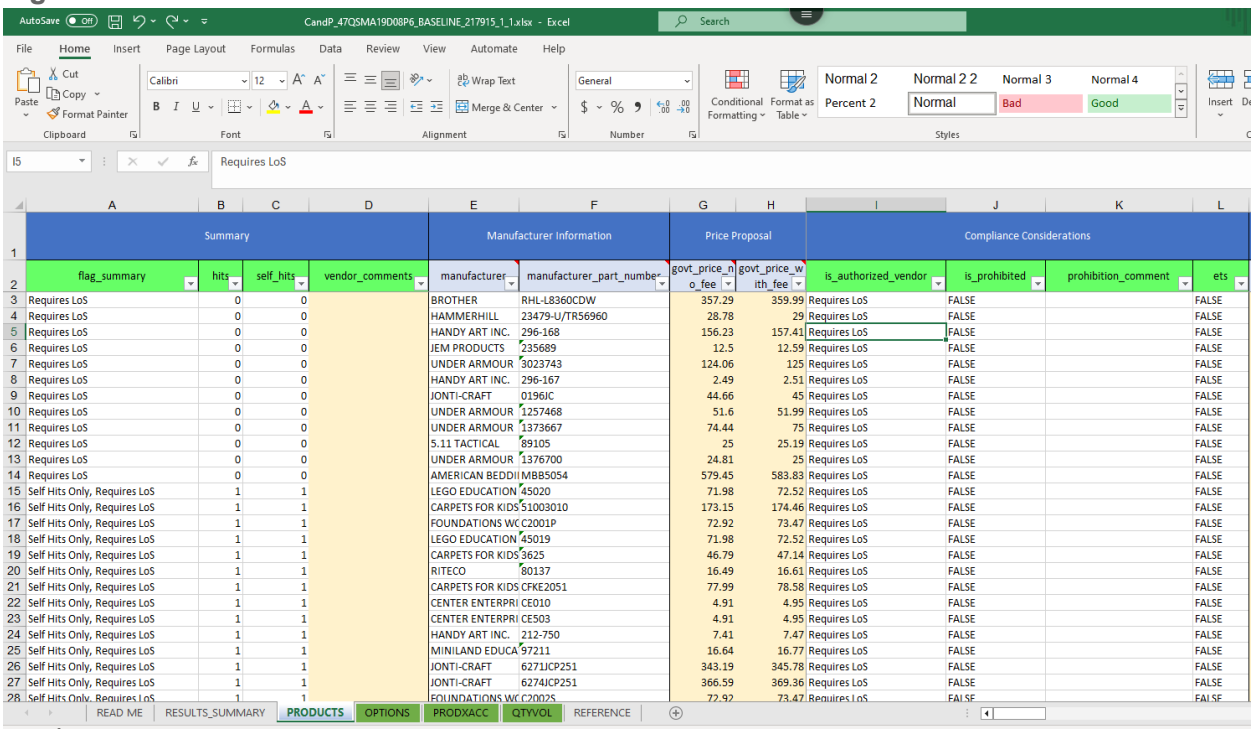


	A	B	C	D	E	F
29	PRODUCTS Tab					
30	Grouping	Column	Description	Published on Advantage	Required for Catalog Action Type: A: Add B: Baseline C: Change D: Delete	Source
31	Base Product or Accessory	item_type	Identify if the product is an accessory (A) or base product (B). If you are providing accessories 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

Figure: Important Flag Information

IMPORTANT FLAG INFORMATION

If the flag is due to an improper manufacturer name, part number, product name, or description, the vendor must either:

1. Remove the items from the action or
2. Remove the action and restart (see section 4.2.1)

Figure: Letter of Supply (LoS) Flag

Letter of Supply Compliance Flag

The LoS compliance flag is returned for products without authorization information in the Verified Products Portal (VPP). To address the flag:

- Ensure a current LoS on file covers the flagged product and leave a vendor comment in the PRODUCTS tab of the Product File with C&P.
- If not, submit a new LoS in eMod with the action.
- **Note:** Manufacturers selling their own products do not need a LoS and can disregard "Requires LoS" flags on those products.

The LoS compliance flag is not available to remediate in the Quick Updates process.

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

6.1.4.2. Respond to the C&P Results

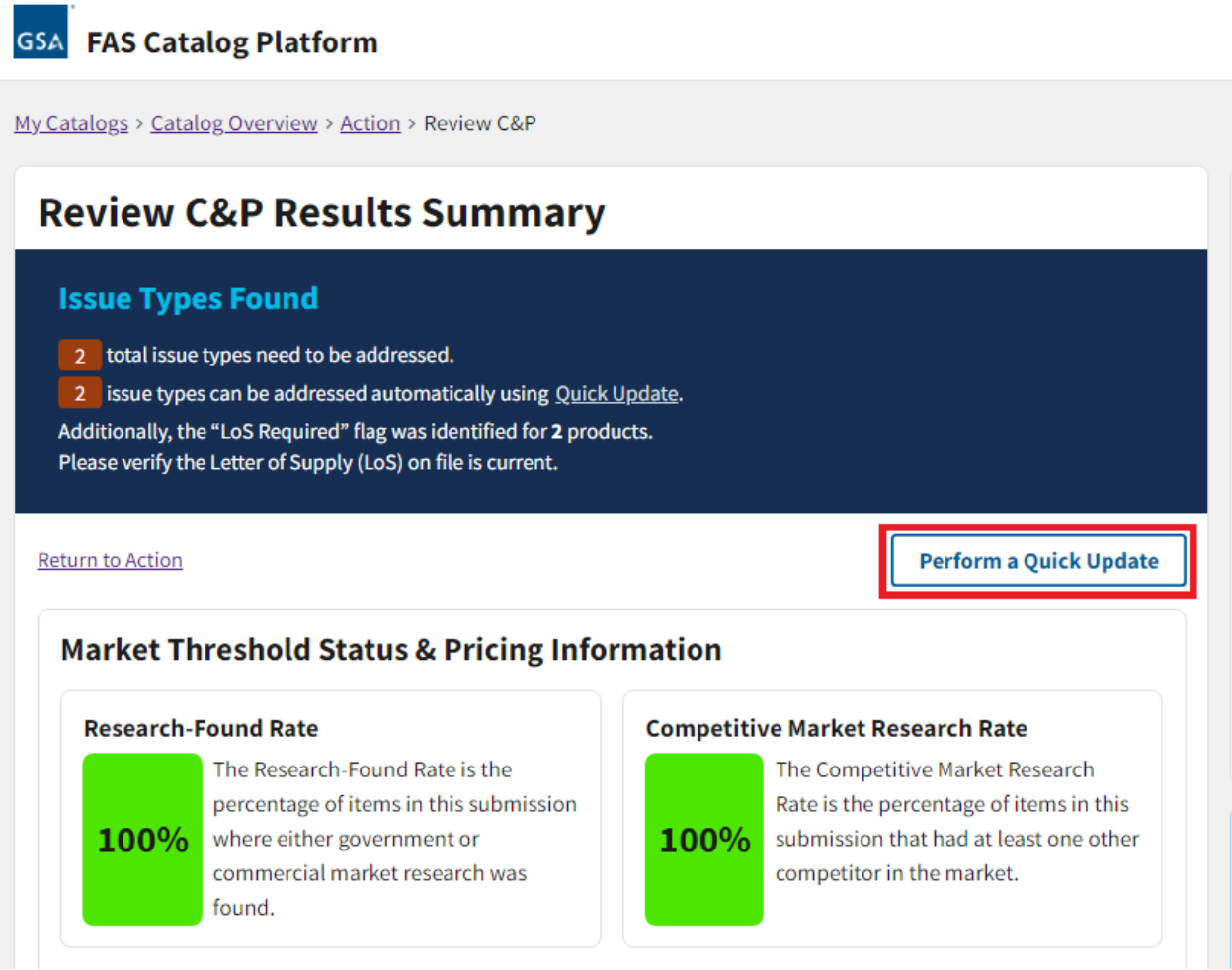
After reviewing the on-screen results, vendors can choose to address compliance and pricing updates via the following options:

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

To perform a Quick Update:

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

Figure: Perform a Quick Update

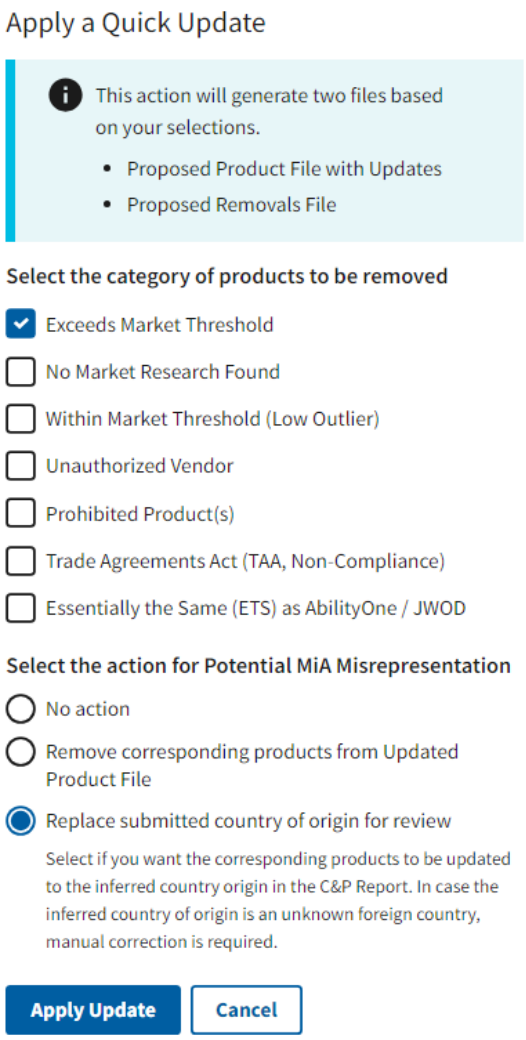


2. In the **Apply a Quick Update** modal, make the following selections:
    a. **Select the category of products to be removed** field: Select the pricing or compliance flag(s) that the vendor wants to remove from the Proposed Product File(s).

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
    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

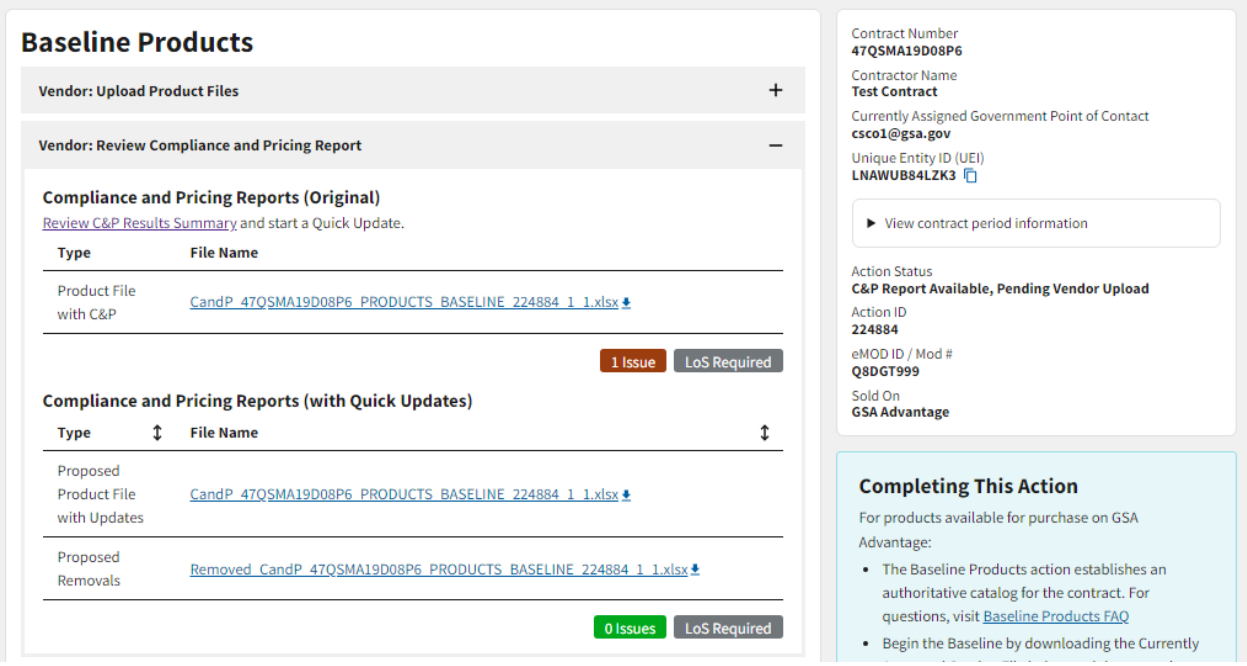
b. **Select the action for Potential MiA Misrepresentation** field: Select one of the following options:
    i. No action
    ii. Remove corresponding products from Proposed Product File
        1. For any products with a Potential MiA Misrepresentation flag, this removes the product from the Proposed Product File and places the product(s) in a new file for Proposed Removals.
    iii. Replace submitted country of origin for review
        1. For any products with a Potential MiA Misrepresentation, the Country of Origin value is updated to the “Inferred Country of Origin” value from the C&P results. This update appears in the Proposed Product File.
            a. **Note:** If the Inferred Country of Origin is an Unknown Foreign Country, the results will return as “XX” and the system will not replace the COO for these products. The vendor needs to modify the Country of Origin value manually.

Figure: Apply a Quick Update modal



3. 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, and / or
            2. The Country of Origin value(s) updated to the Inferred Country of Origin for MiA Misrepresentation products, if selected.
            3. **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.

Figure: Compliance and Pricing Reports with Quick Updates Files



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.

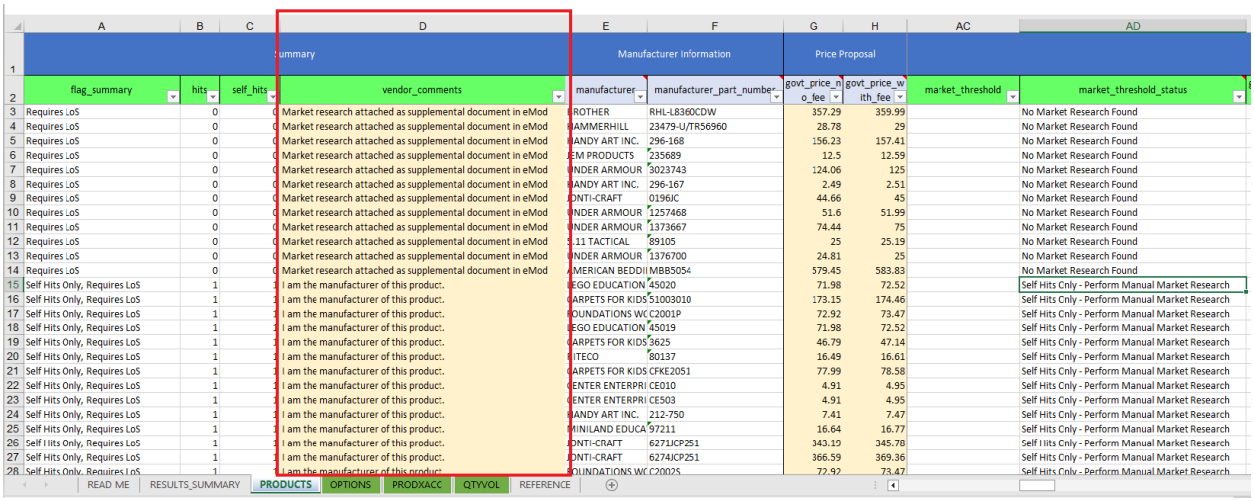
Figure: Where Does Revised Market Research Display?

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 6.1.5) 3. **CS/CO: Make Determination** section, **Review Final C&P Results Summary** page (see section 6.1.7)

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 6.1.6).

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



	A	B	C	D	E	F	G	H	AC	AD
1	Summary				Manufacturer Information		Price Proposal			
2	flag_summary	hits	self_hits	vendor_comments	manufacturer	manufacturer_part_number	govt_price_no_fee	govt_price_with_fee	market_threshold	market_threshold_status
3	Requires LoS	0	0	Market research attached as supplemental document in eMod	BROTHER	RHL-L8360CDW	357.29	359.99		No Market Research Found
4	Requires LoS	0	0	Market research attached as supplemental document in eMod	HAMMERHILL	23479-U/TR56960	28.78	29		No Market Research Found
5	Requires LoS	0	0	Market research attached as supplemental document in eMod	MANDY ART INC.	296-168	156.23	157.41		No Market Research Found
6	Requires LoS	0	0	Market research attached as supplemental document in eMod	REM PRODUCTS	235689	12.5	12.59		No Market Research Found
7	Requires LoS	0	0	Market research attached as supplemental document in eMod	UNDER ARMOUR	3023743	124.06	125		No Market Research Found
8	Requires LoS	0	0	Market research attached as supplemental document in eMod	MANDY ART INC.	296-167	2.49	2.51		No Market Research Found
9	Requires LoS	0	0	Market research attached as supplemental document in eMod	ONTI-CRAFT	0196JC	44.66	45		No Market Research Found
10	Requires LoS	0	0	Market research attached as supplemental document in eMod	UNDER ARMOUR	1257468	51.6	51.99		No Market Research Found
11	Requires LoS	0	0	Market research attached as supplemental document in eMod	UNDER ARMOUR	1373667	74.44	75		No Market Research Found
12	Requires LoS	0	0	Market research attached as supplemental document in eMod	5.11 TACTICAL	89105	25	25.19		No Market Research Found
13	Requires LoS	0	0	Market research attached as supplemental document in eMod	UNDER ARMOUR	1376700	24.81	25		No Market Research Found
14	Requires LoS	0	0	Market research attached as supplemental document in eMod	AMERICAN BEDDI	MBB5054	579.45	583.83		No Market Research Found
15	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	LEGO EDUCATION	45020	71.98	72.52		Self Hits Cnly - Perform Manual Market Research
16	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	CARPETS FOR KIDS	51003010	173.15	174.46		Self Hits Cnly - Perform Manual Market Research
17	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	FOUNDATIONS WC	C2001P	72.92	73.47		Self Hits Cnly - Perform Manual Market Research
18	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	LEGO EDUCATION	45019	71.98	72.52		Self Hits Cnly - Perform Manual Market Research
19	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	CARPETS FOR KIDS	3625	46.79	47.14		Self Hits Cnly - Perform Manual Market Research
20	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	KITECO	80137	16.49	16.61		Self Hits Cnly - Perform Manual Market Research
21	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	CARPETS FOR KIDS	CFKE2051	77.99	78.58		Self Hits Cnly - Perform Manual Market Research
22	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	CENTER ENTERPRI	CE010	4.91	4.95		Self Hits Cnly - Perform Manual Market Research
23	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	CENTER ENTERPRI	CE503	4.91	4.95		Self Hits Cnly - Perform Manual Market Research
24	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	MANDY ART INC.	212-750	7.41	7.47		Self Hits Cnly - Perform Manual Market Research
25	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	MINILAND EDUCA	97211	16.64	16.77		Self Hits Cnly - Perform Manual Market Research
26	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	ONTI-CRAFT	6271JCP251	343.19	345.78		Self Hits Cnly - Perform Manual Market Research
27	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	ONTI-CRAFT	6274JCP251	366.59	369.36		Self Hits Cnly - Perform Manual Market Research
28	Self Hits Only, Requires LoS	1	1	I am the manufacturer of this product.	FOUNDATIONS WC	C2002S	72.92	73.47		Self Hits Cnly - Perform Manual Market Research

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

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. Vendors **cannot**:
    i. Add products that were not part of the originally submitted FCP Product File (see section 6.1.3).
    ii. Increase pricing after the product file has been submitted and when a C&P report is generated.
    iii. Modify the compliance and pricing fields.
        1. **Note:** FCP overwrites the following compliance and pricing report information upon file submission to eMod (see section 6.1.5)
            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 6.1.5).

6.1.5. Vendor: Submit Catalog Action

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

1. Performs a Quick Update (see section 6.1.4.2), or
2. Presses the **Reviewed, Skip to Next Section** button, indicating they are opting out of the Quick Update process.

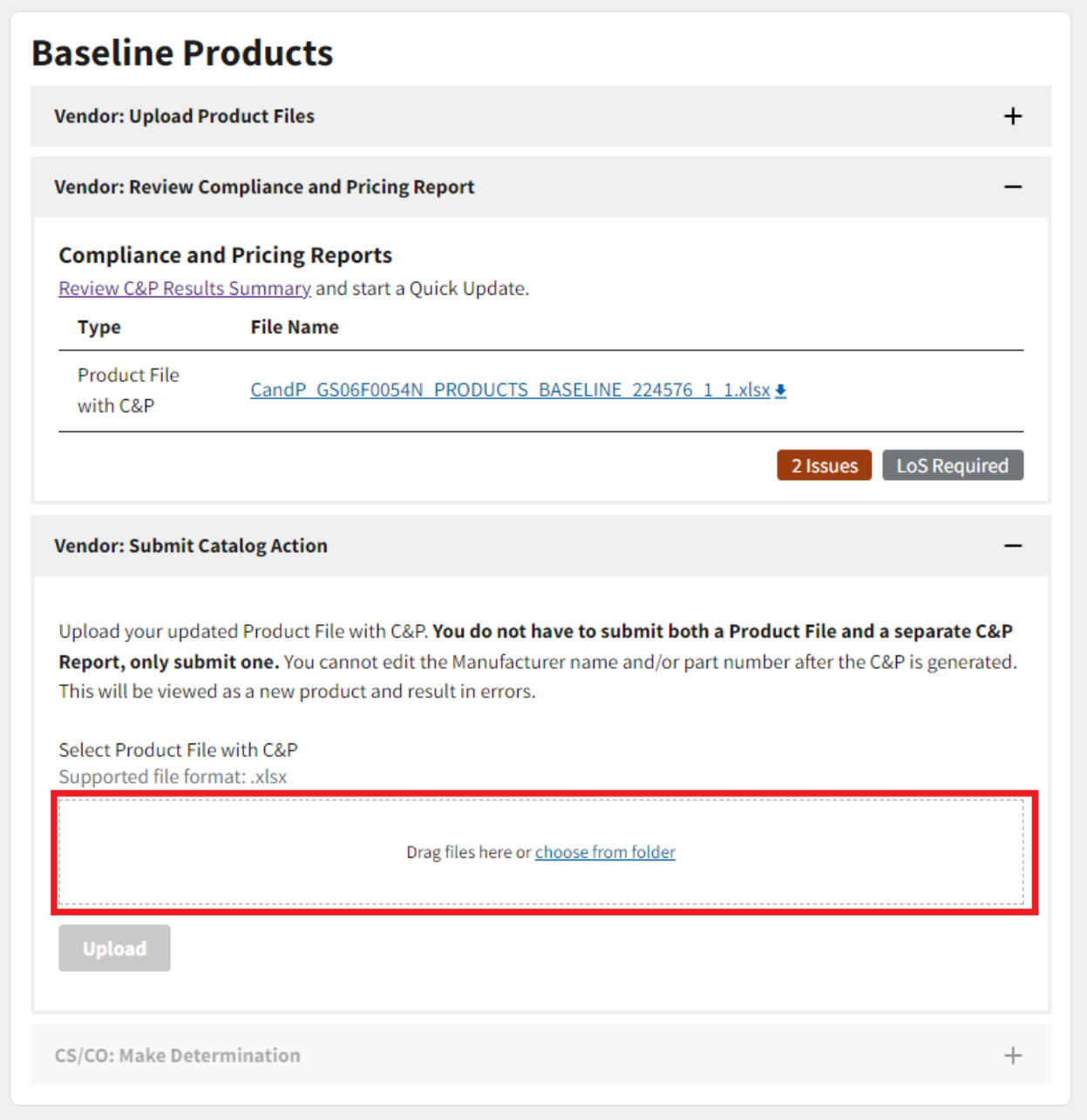
Figure: Vendor: Submit Catalog Action Section



To submit the Baseline 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.
    b. Note:
        i. This section functions similarly to the Upload Product File(s) section (see section 6.1.3).
    c. If the vendor selected **Some products in this action should update my GSA Advantage catalog, and some will be updated in a T&C file** (see section 6.1.2), then additionally upload the PPT file.

Figure: Upload Product File to Submit to eMod

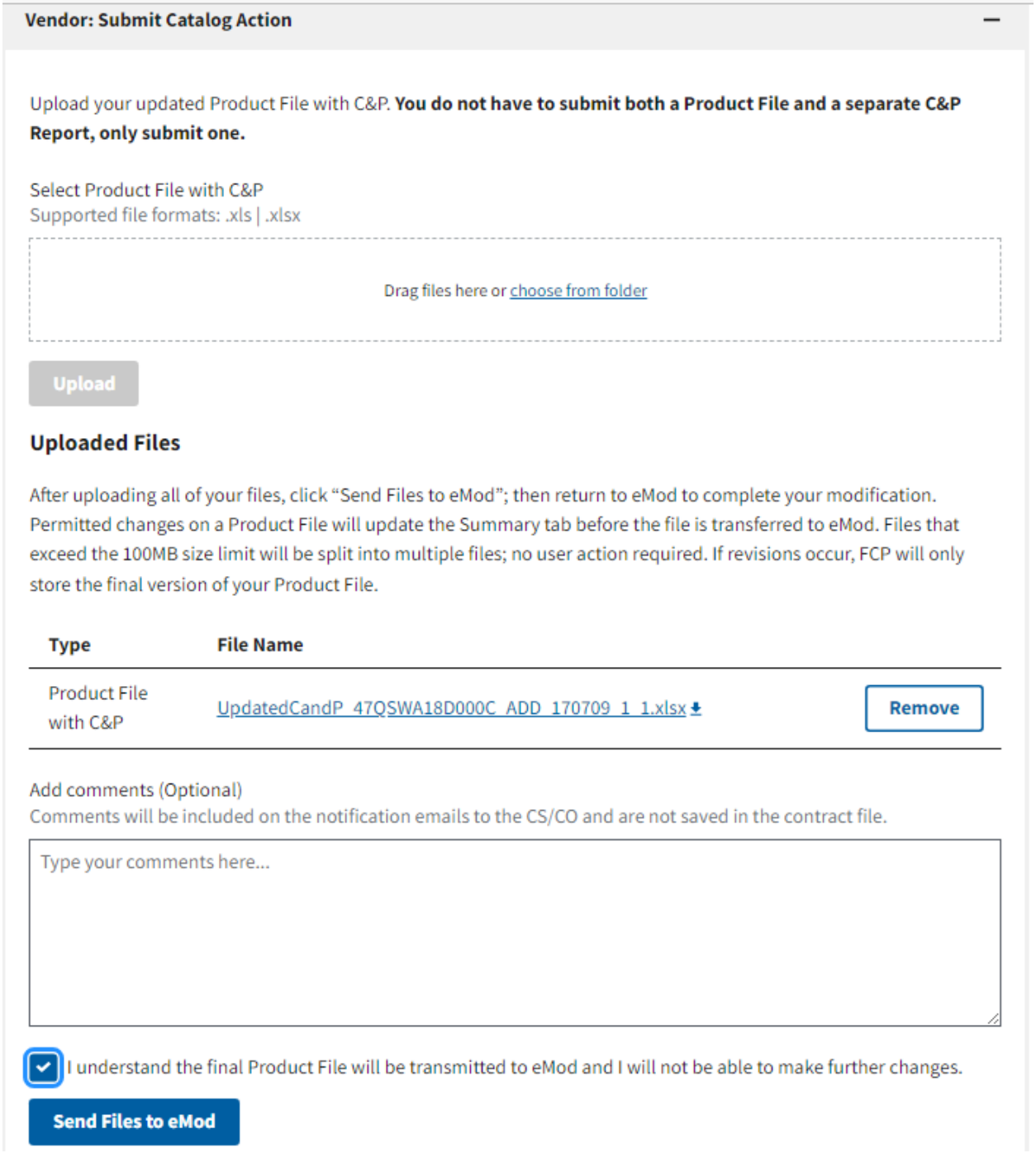


2. **(Optional) Add comments:**
    a. Enter any additional information for the CS/CO to review.

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

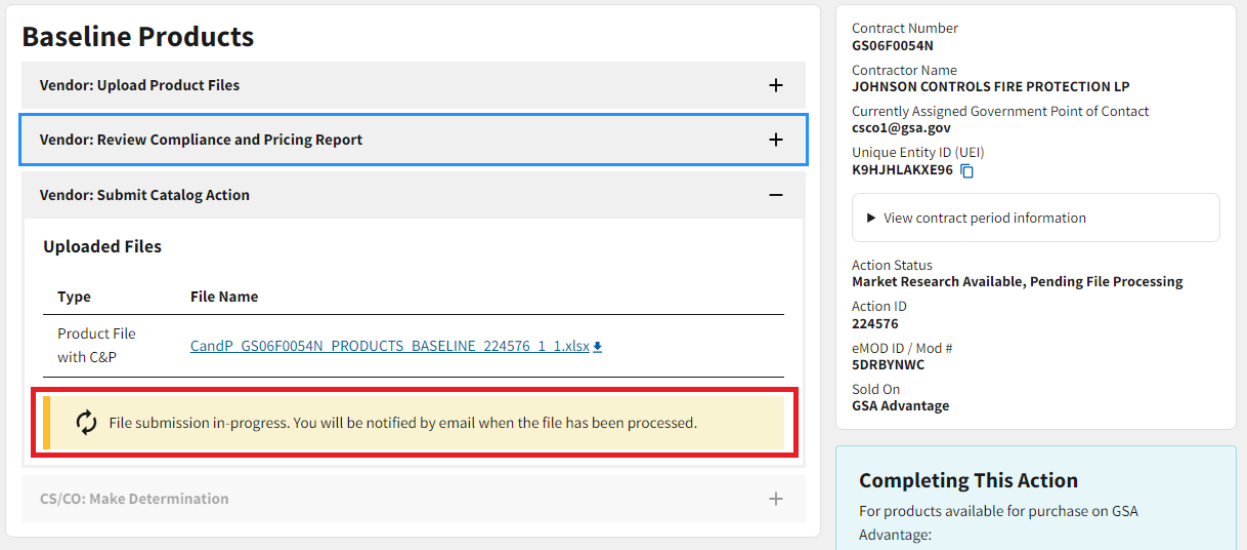


The system submits the uploaded file(s) for data and business rule validation. If the submission fails, repeat the Product File error remediation process until all of the files pass all three steps of validation (see section 6.1.3.1).

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 Baseline 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 6.1.7).

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.

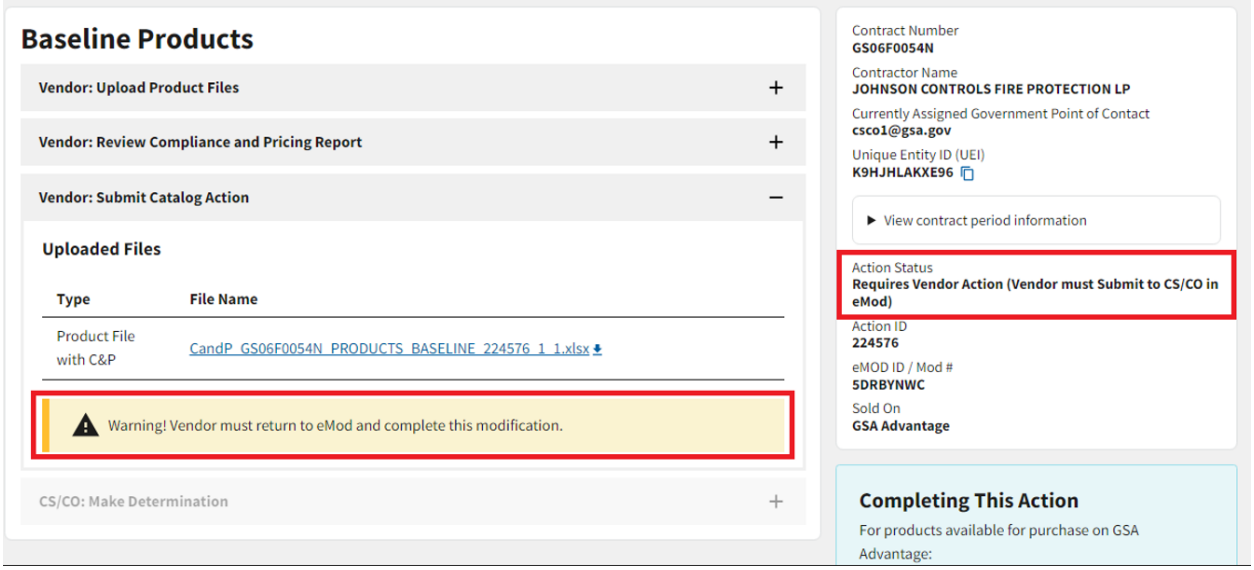
4. FCP **regenerates** the **Compliance & Pricing fields** in the **Products** tab.
    a. **Note:** The **Vendor_Comments** field is excluded from system regeneration. Any **Vendor_Comments** entered are preserved in the file(s) for the CS/CO to review.

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 6.1.6).
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 6.1.6).

Figure: FCP Baseline Products Action Warning!



6.1.6. eMod: Review and Submit Modification

After FCP completes the file submission to eMod (see section 6.1.5) 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.

Figure: Upload Documents section in eMod

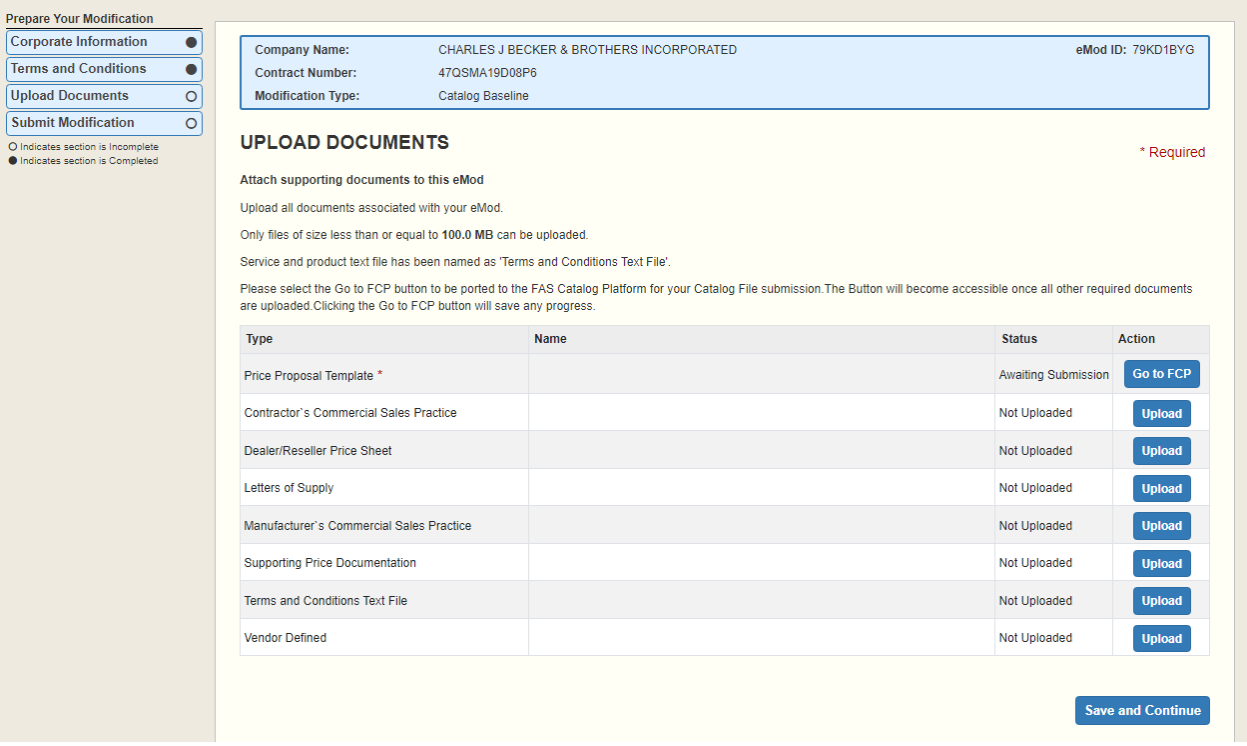


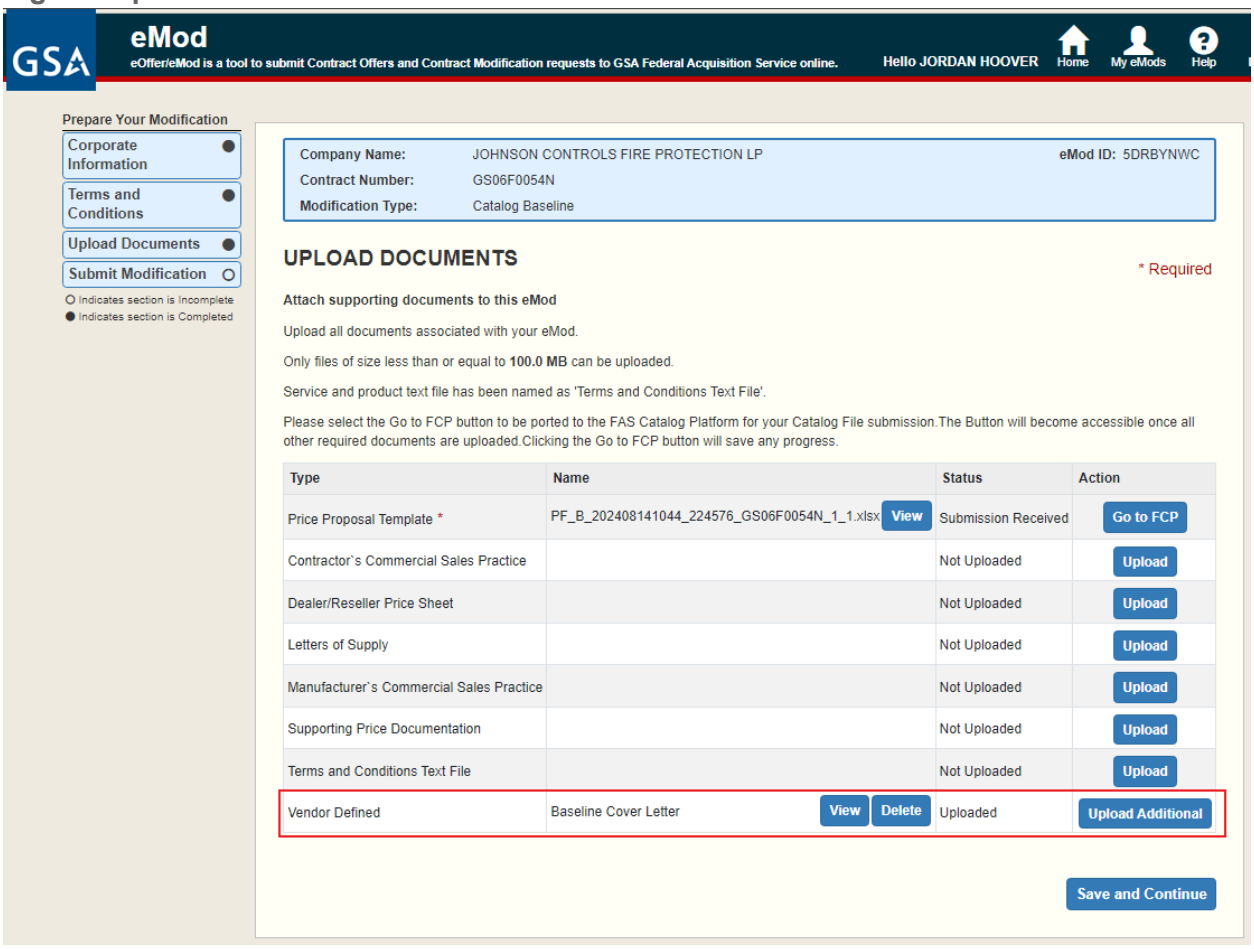
Table: FCP Product File(s) Not Visible in eMod?

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 **Baseline Action Cover Letter** with the **Vendor Defined** document type.

    i. **Note:** Vendors should submit a cover letter in accordance with the existing MAS Modification Guidance.

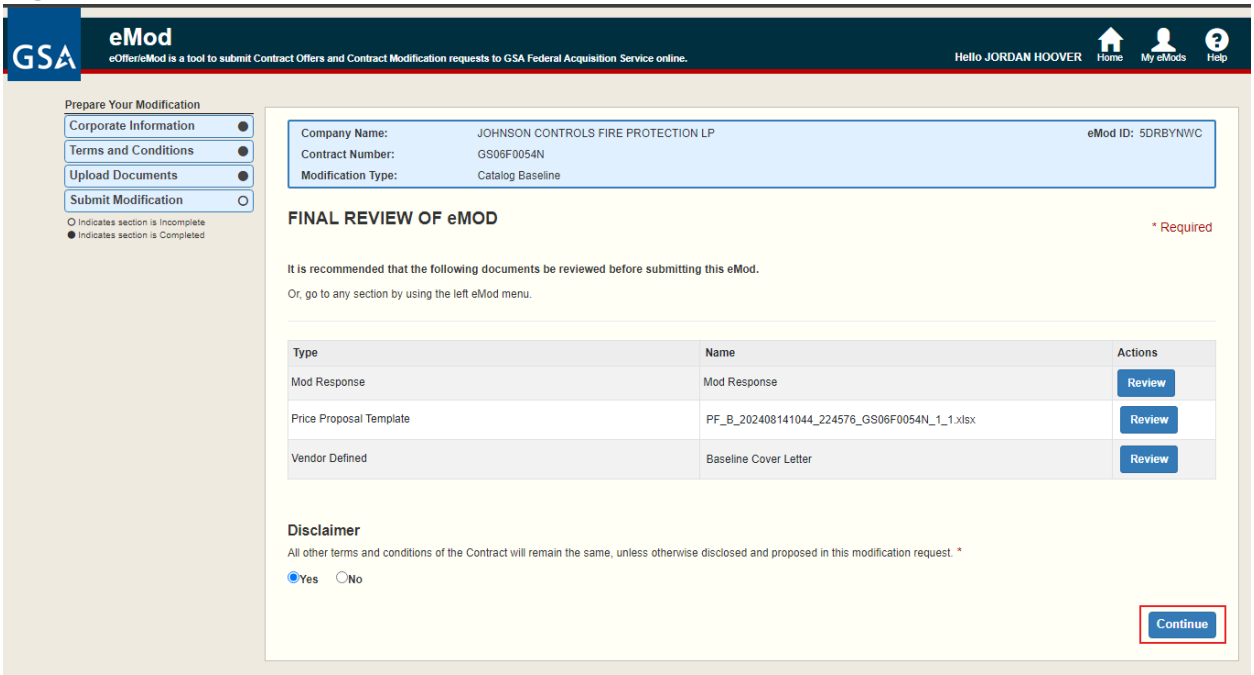
Figure: Upload Baseline Action Cover Letter in eMod



3. Review the remaining eMod modification sections, to enter any remaining information.

4. **Submit** the modification.

Figure: Submit Modification



After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section 6.1.7).

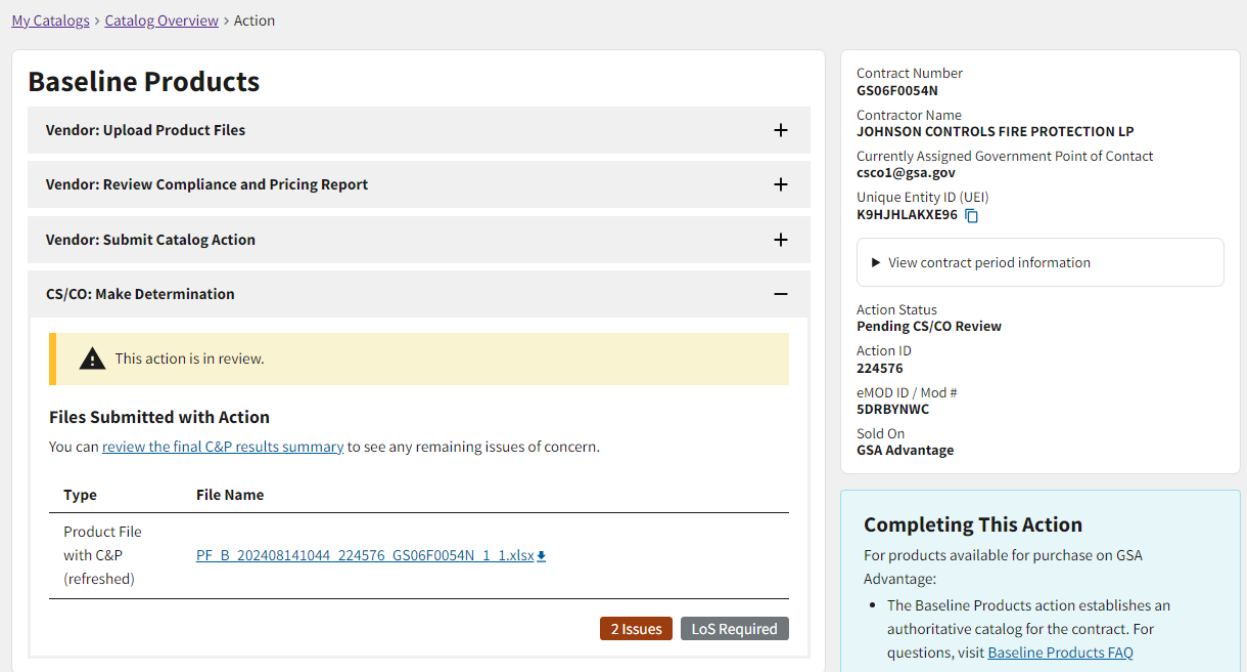
6.1.7. CS/CO: Make Determination Section

After the vendor submits the modification in eMod (see section 6.1.6), 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 6.1.5).

Figure: FCP Baseline Products Action in Pending CS/CO Review Status

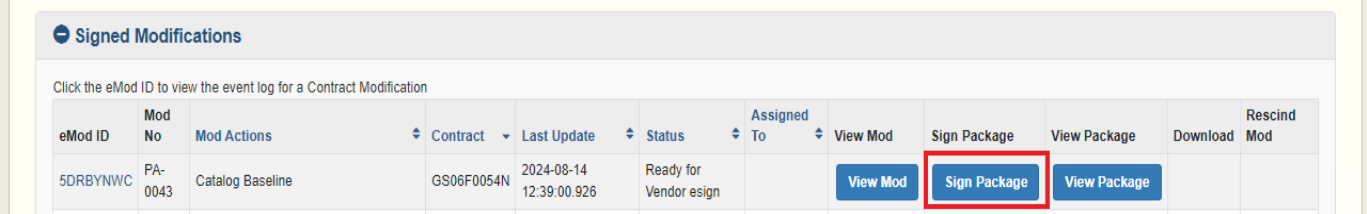


There are 3 determination options available to the CS/CO:

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.

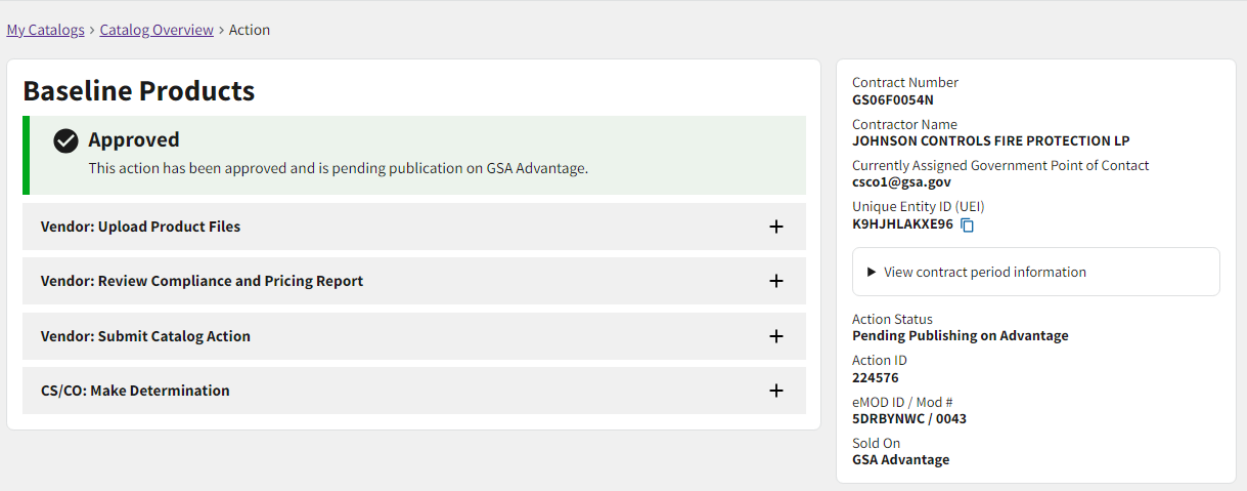
        ii. In FSS Online, the CO eSigns the modification.

Figure: Baseline Products Action Awarded, Pending Vendor eSignature



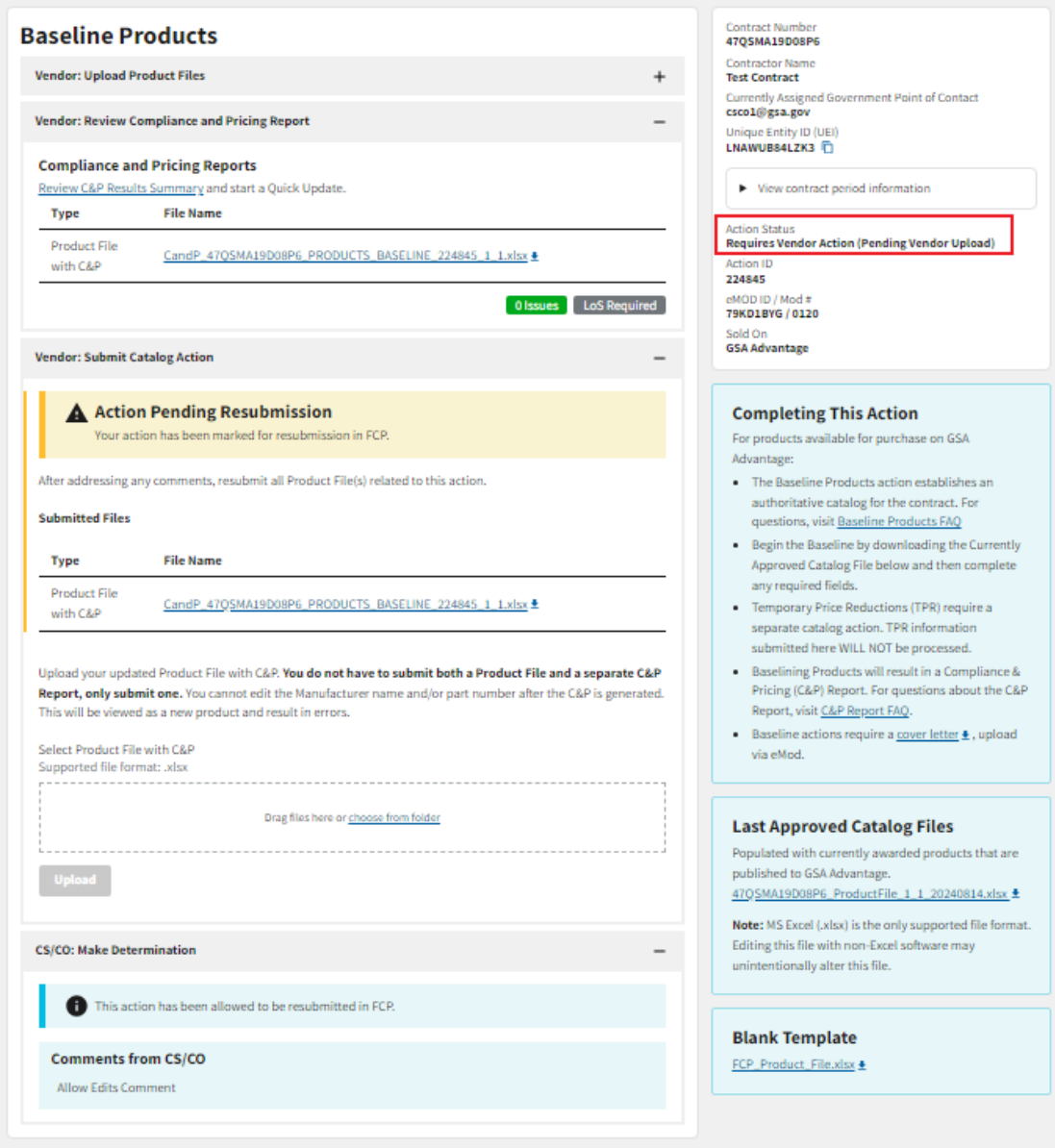
b. After the CO eSigns the modification, FCP begins the automated publishing process (see section 6.1.8).

Figure: Baseline Products Action Approved



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.

Figure: Baseline Products Action Returned to Vendor for 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 6.1.3.1).
    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 6.1.5).

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**:

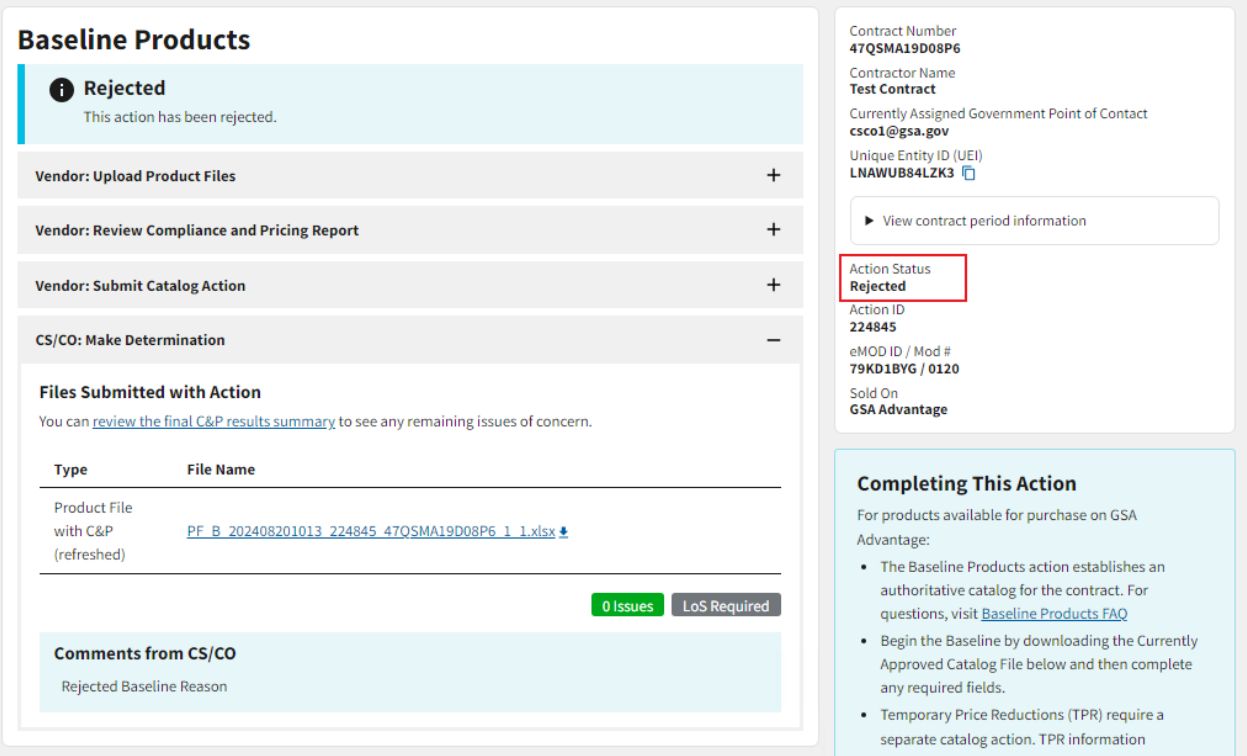
a. If the CS/CO rejects the action, then:

i. The action status transitions to **Rejected**. The FCP action is closed (see section 4.2).

ii. The action displays as read-only, with CS/CO comments, if applicable.

iii. The modification is closed.

Figure: Baseline Products Action Rejected



b. To restart the Baseline Products action, the vendor needs to **create a new Catalog Baseline modification** (see section 6.1.1).

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.

6.1.8. Publishing the Baseline Products Action

After the CO completes the approval process (see section 6.1.7), 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 (see section 4.4.1) 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.

If the Baseline Products action was the only required step, then the First Steps process is complete. The vendor can now proceed with general catalog management.

If the Baseline Services action was also required and is not yet complete, the vendor can proceed with:

1. Creating product (sold on Advantage) action types
2. Creating the Baseline Services Catalog action (see section 6.2).

6.2. Baseline Services Catalog Action

Selecting the **Baseline Services** only offering requires the vendor to complete a **Baseline Services** catalog action. This action creates an authoritative representation of the Advantage catalog that aligns with the approved contract Price List.

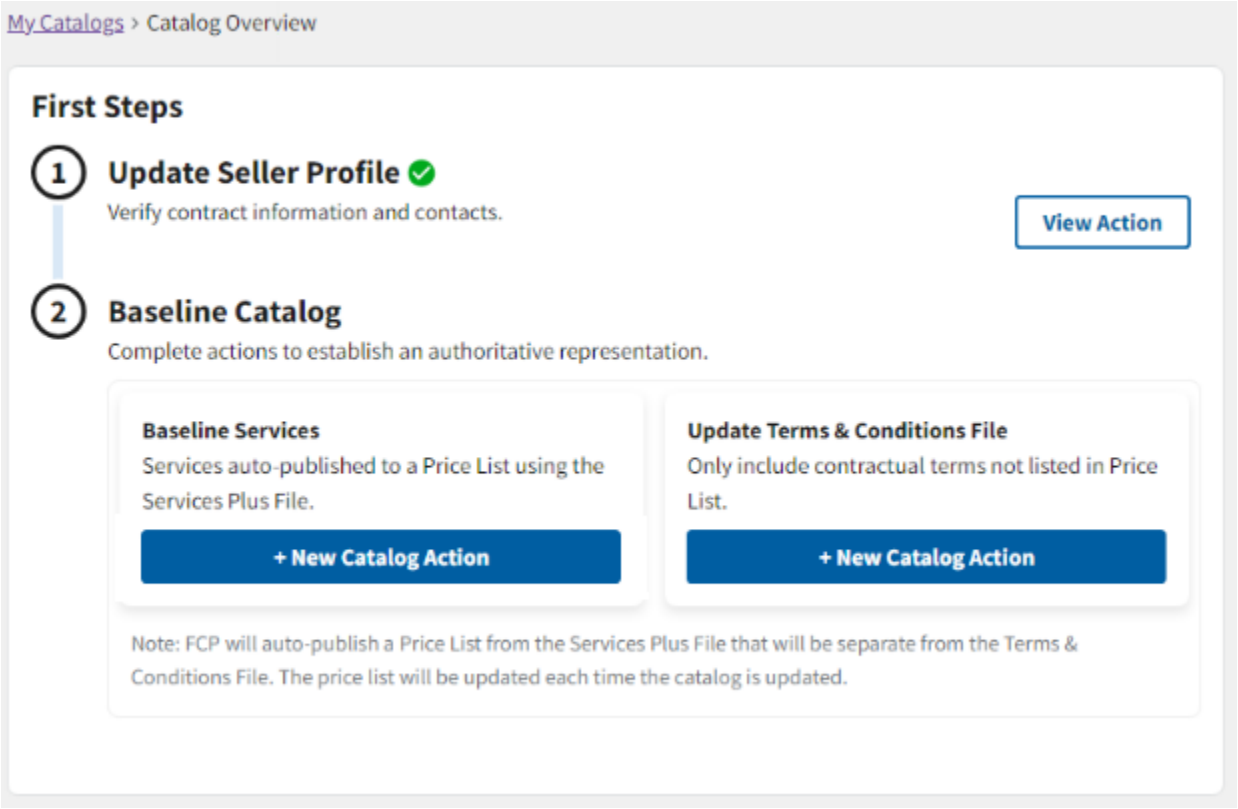
Note: If the system asks for a Baseline Services action but no services apply, the incorrect catalog offering was likely selected in the Seller Profile. To resolve this, submit a Seller Profile Update and select the appropriate offerings (see section 5.1).

The Baseline Services action consists of the following steps:

1. In eMod, create the **Catalog Baseline** modification (see section 6.2.1).
2. In FCP, create the **Baseline Services** action, linked to the eMod **Catalog Baseline** modification (see section 6.2.2).
3. In FCP, upload the **Services Plus File** and **submit to eMod** (see section 6.2.3).

4. In eMod, review and submit the modification (see section 6.2.4).
5. In FCP and FSS Online, CS/CO makes a determination (see section 6.2.5).
6. After CS/CO approval, FCP **auto-publishes** the Baseline Services action (Price List) (see section 6.2.6).

Figure: FCP Baseline Catalog (Services only option)



6.2.1. Create Catalog Baseline Services Modification in eMod

The vendor creates a **Catalog Baseline** modification in eMod. Refer to section 6.1.1 for instructions.

The vendor can then proceed to create the **Baseline Services** action in FCP (see section 6.2.2).

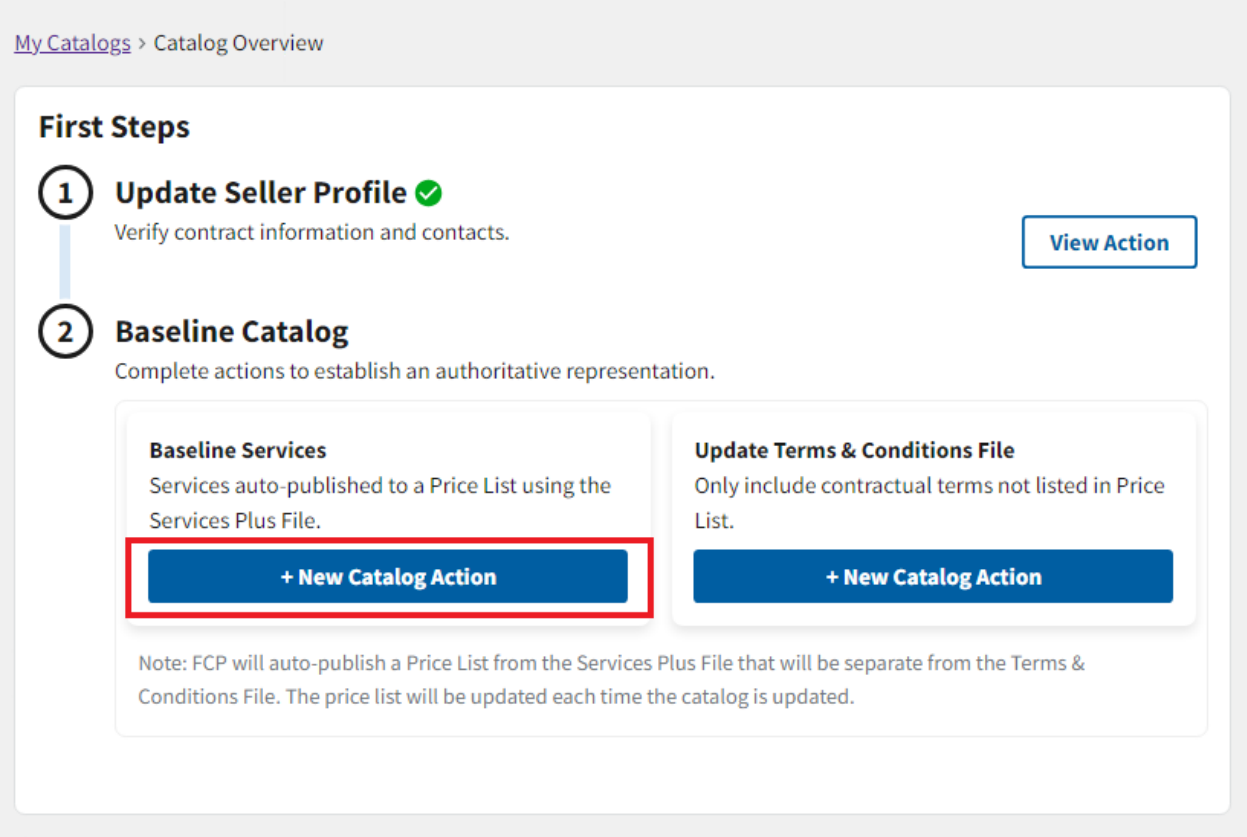
6.2.2. New Catalog Action Page: Baseline Services Action

After creating the **Catalog Baseline** modification in eMod (section 6.2.1), the vendor creates and links the FCP **Baseline Services** action to the modification:

The vendor should follow these steps to complete the **Baseline Services** process:

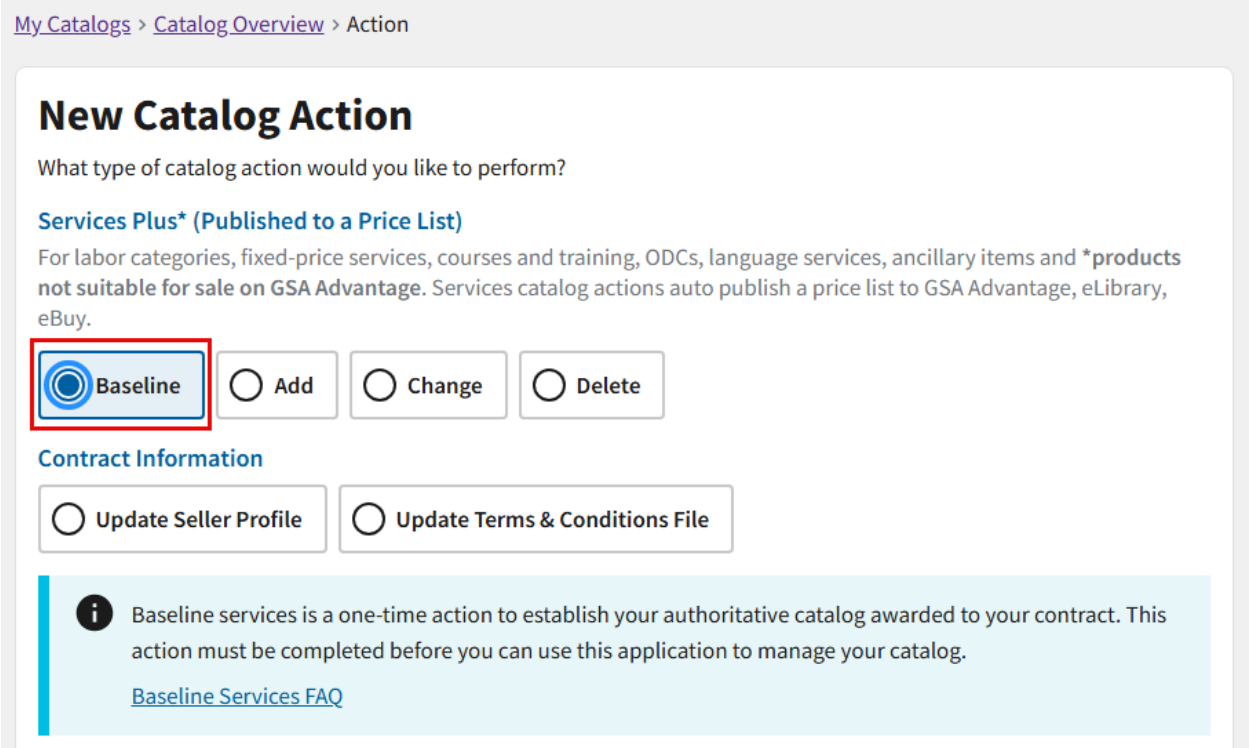
1. On the Catalog Overview page, **First Steps** modal, press the **+New Catalog Action** button under the **Baseline Services** catalog box.

Figure: FCP Baseline Catalog (Services)



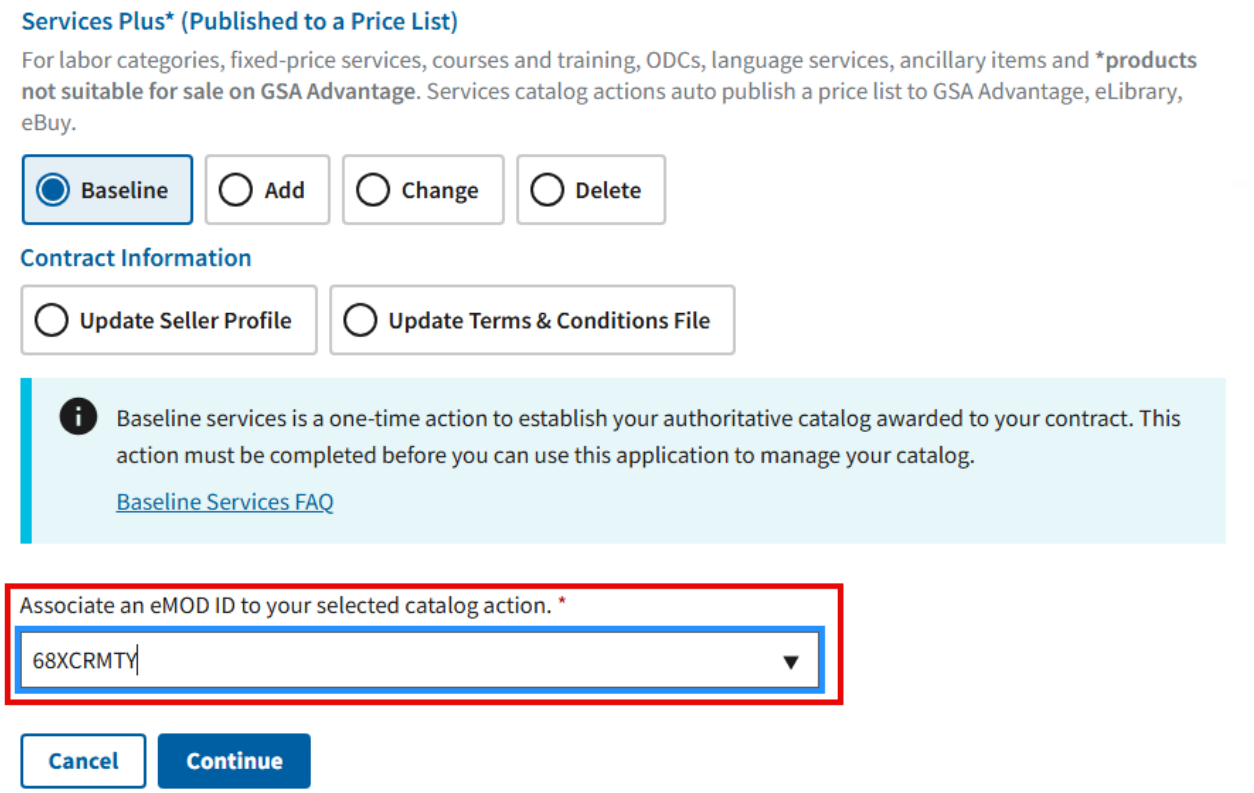
2. On the New Catalog Action page, **Services (Published to a Price List)** section, select the **Baseline** radio button.

Figure: FCP New Catalog Action Screen (Baseline Services)



3. In the **eMod ID** dropdown menu, select the **eMod ID** created in section 6.2.1.
    a. **Note:** If “no eMod ID is available for this action type” banner displays, then return to eMod and create a Catalog Baseline modification (see section 6.2.1).

Figure: FCP New Catalog Action Screen (eMod Dropdown)



4. Press the **Continue** button.

The FCP Baseline Services action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a Services Plus File (see section 6.2.3).

6.2.3. Vendor: Upload Services File

The Services Plus File (SPF) replaces the following PPTs:

1. Services and Training,
2. SIN 541930 Translation and Interpretation Services, and SIN 611630 Linguistic Training and Education

The SPF supports the 8 following catalog item types:

1. Commercial Labor Categories
2. Service Contract Labor Standards (SCLS) Labor Categories
3. Courses and Training
4. Other Direct Costs (ODCs)
5. Language Services
6. Ancillary Items
7. Fixed Price Services and Solutions
8. Products (not sold on GSA Advantage)

Download the latest SPF template from:

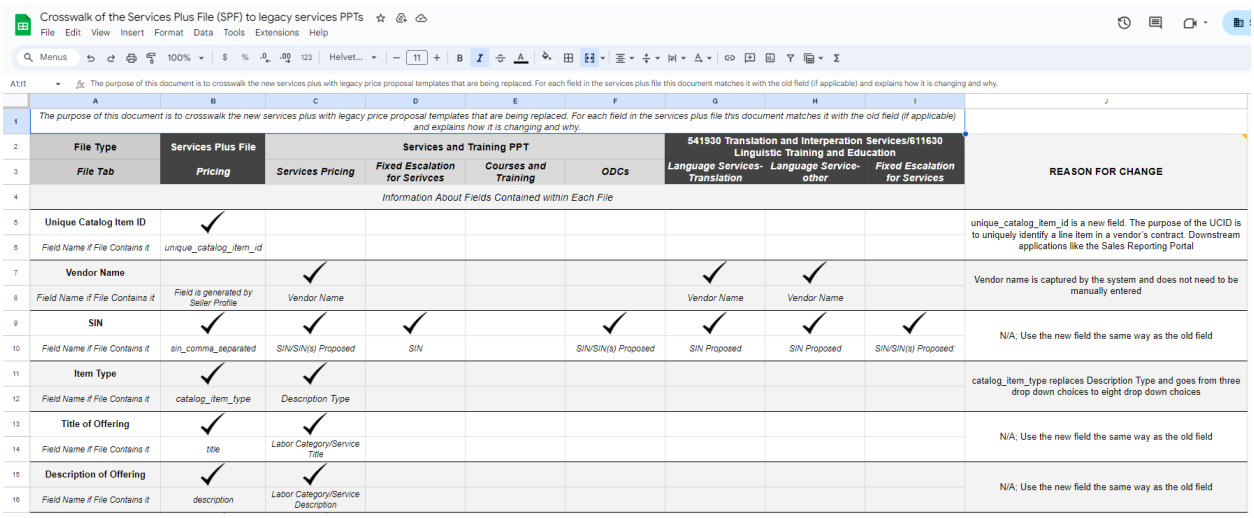
1. The New Catalog Action page (see section 6.2.2),
2. Help Resources page, or
3. The Catalog Overview page, Latest Catalog Files section (see section 4.4).

For the Baseline Services submission, populate the entire awarded catalog into the SPF.

Note: Review the PPT to Services Plus File (SPF) crosswalk document available on the Help Resources page.

1. This document compares each field from the SPF to both the Services and Training, and the Linguistic Training and Education PPTs:
    a. showing how they align and
    b. explaining the changes.

Figure: PPT to Services Plus File Crosswalk

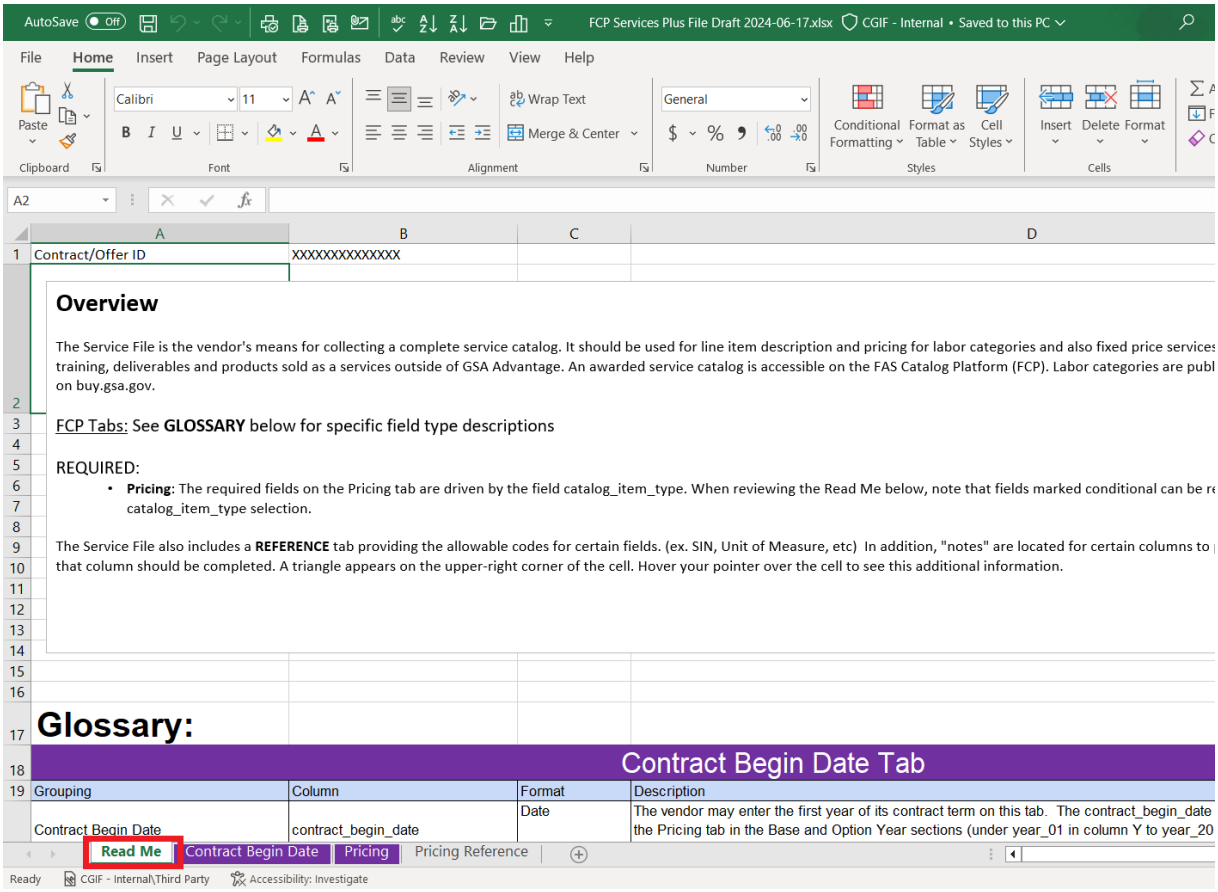


Crosswalk of the Services Plus File (SPF) to legacy services PPTs

The purpose of this document is to crosswalk the new services plus with legacy price proposal templates that are being replaced. For each field in the services plus file this document matches it with the old field (if applicable) and explains how it is changing and why.									
File Type	Services Plus File	Services and Training PPT				541930 Translation and Interperation Services/611630 Linguistic Training and Education			REASON FOR CHANGE
File Tab	Pricing	Services Pricing	Fixed Escalation for Serivces	Courses and Training	ODCs	Language Services-Translation	Language Service-other	Fixed Escalation for Services	
Information About Fields Contained within Each File									
Unique Catalog Item ID	✓								unique_catalog_item_id is a new field. The purpose of the UCID is to uniquely identify a line item in a vendor's contract. Downstream applications like the Sales Reporting Portal
Field Name if File Contains it	unique_catalog_item_id								
Vendor Name		✓				✓	✓		Vendor name is captured by the system and does not need to be manually entered
Field Name if File Contains it	Field is generated by Seller Profile	Vendor Name				Vendor Name	Vendor Name		
SIN	✓	✓	✓		✓	✓	✓	✓	N/A; Use the new field the same way as the old field
Field Name if File Contains it	sin_comma_separated	SIN/SIN(s) Proposed	SIN		SIN/SIN(s) Proposed	SIN Proposed	SIN Proposed	SIN/SIN(s) Proposed	
Item Type	✓	✓							catalog_item_type replaces Description Type and goes from three drop down choices to eight drop down choices
Field Name if File Contains it	catalog_item_type	Description Type							
Title of Offering	✓	✓							N/A; Use the new field the same way as the old field
Field Name if File Contains it	title	Labor Category/Service Title							
Description of Offering	✓	✓							N/A; Use the new field the same way as the old field
Field Name if File Contains it	description	Labor Category/Service Description							

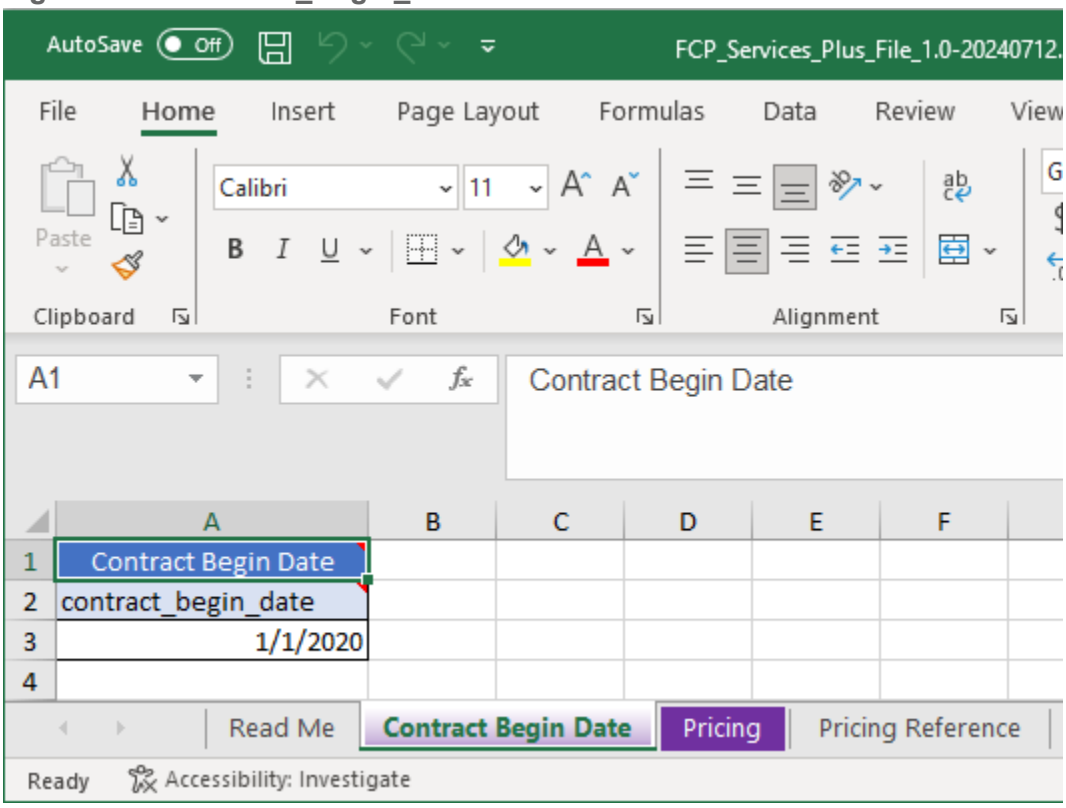
Refer to the **Read Me** tab in the Services Plus File for detailed instructions on completing the file.

Figure: Services Plus File "Read Me" Tab



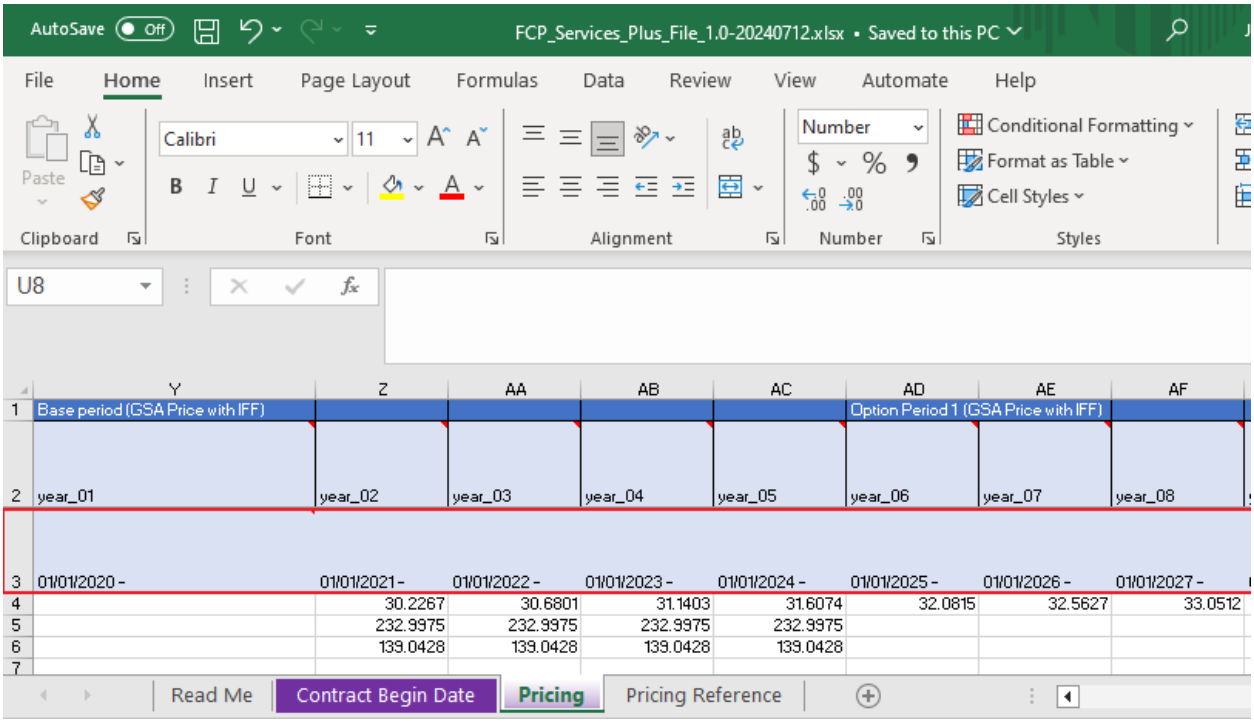
1. (Optional) Fill in the Services Plus File **Contract Begin Date** tab.
    a. Enter the contract_begin_date.
        i. **Notes**:
            1. The Catalog Overview page > Latest Catalog SPF pre-populates the Contract Begin Date information.
            2. The Contract Begin Date is available on the **Catalog Overview** page, **View contract period information** section (see section 4).

Figure: SPF Contract_Begin_Date Tab



b. After entering the contract_begin_date, the **Pricing** tab, GSA Price with IFF Row 3 automatically populates the contract year calculations.

Figure: SPF Pricing Tab GSA Price with IFF Row 3 Calculated Contract Years

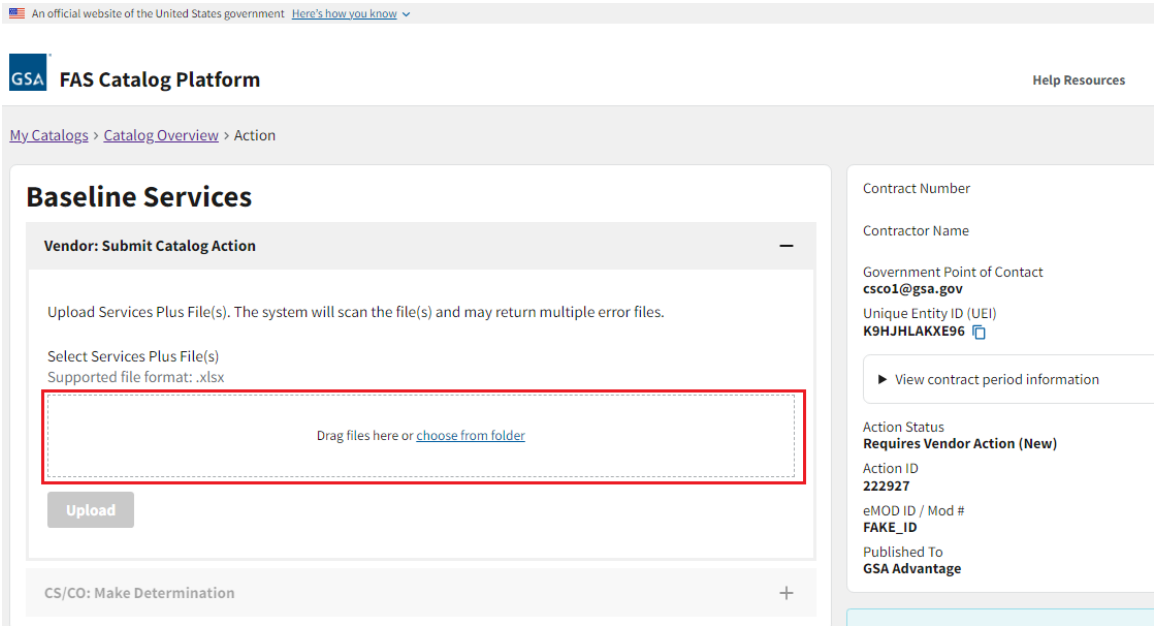


2. Fill in the Services Plus File **Pricing** tab as applicable.
    a. The information entered must be an accurate and complete representation of the awarded catalog.
    b. **Notes**:
        i. Fields are conditionally required based on catalog_item_type.
        ii. Vendors should follow the below guidance when inputting catalog data into the Service Plus File during the Baseline Services process:
            1. Do **not** add new items.
            2. Do **not** modify the pricing. The pricing must align with the contract's awarded price.

After reviewing, modifying, and saving the Services Plus File, the vendor should follow these steps to upload the file:

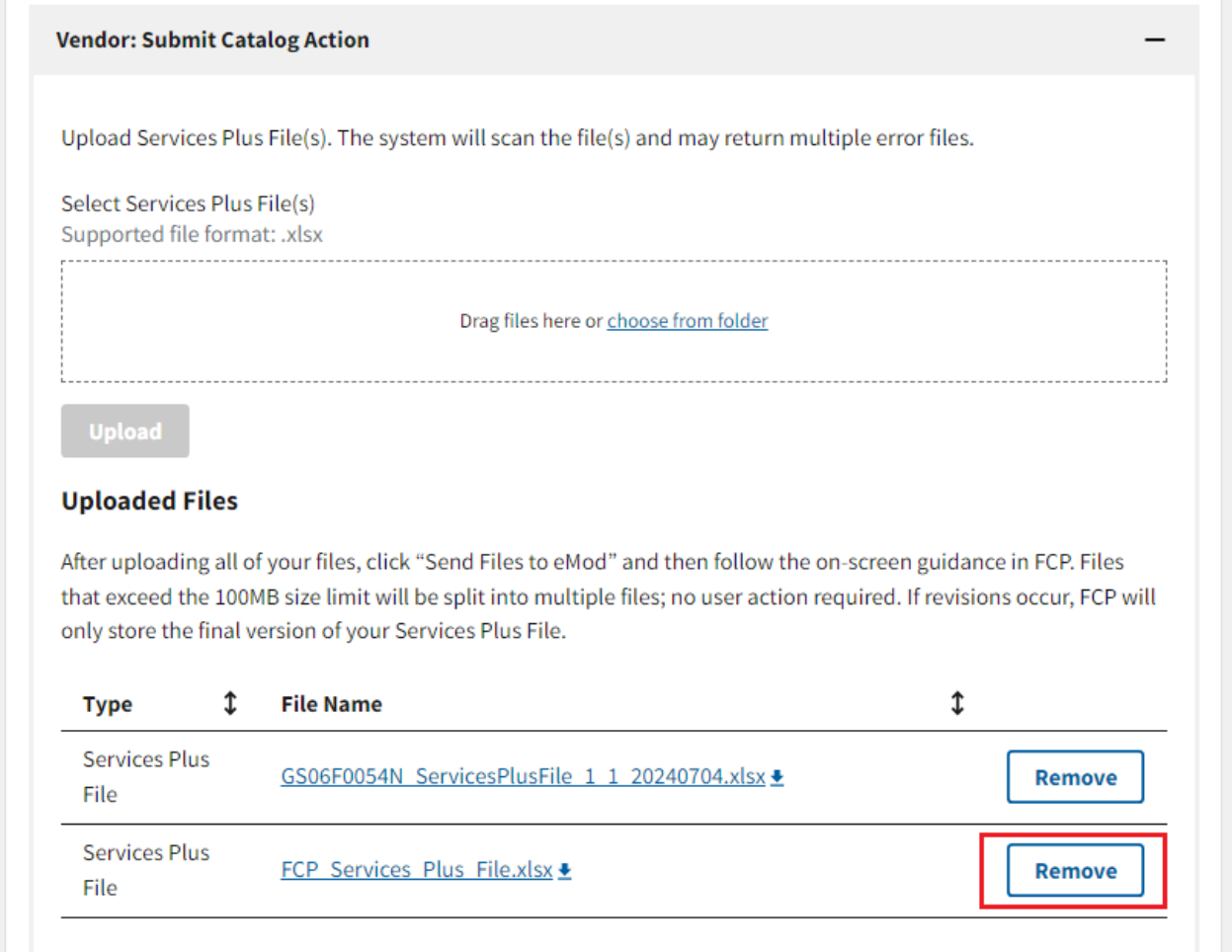
1. Select Services Plus File(s):
    a. In the file uploader, either drag file(s) into the drop window or click the 'choose from folder' link to find and select the file(s).
    b. **Note:** The uploader accepts multiple files.

Figure: FCP Upload Services Plus Files Section



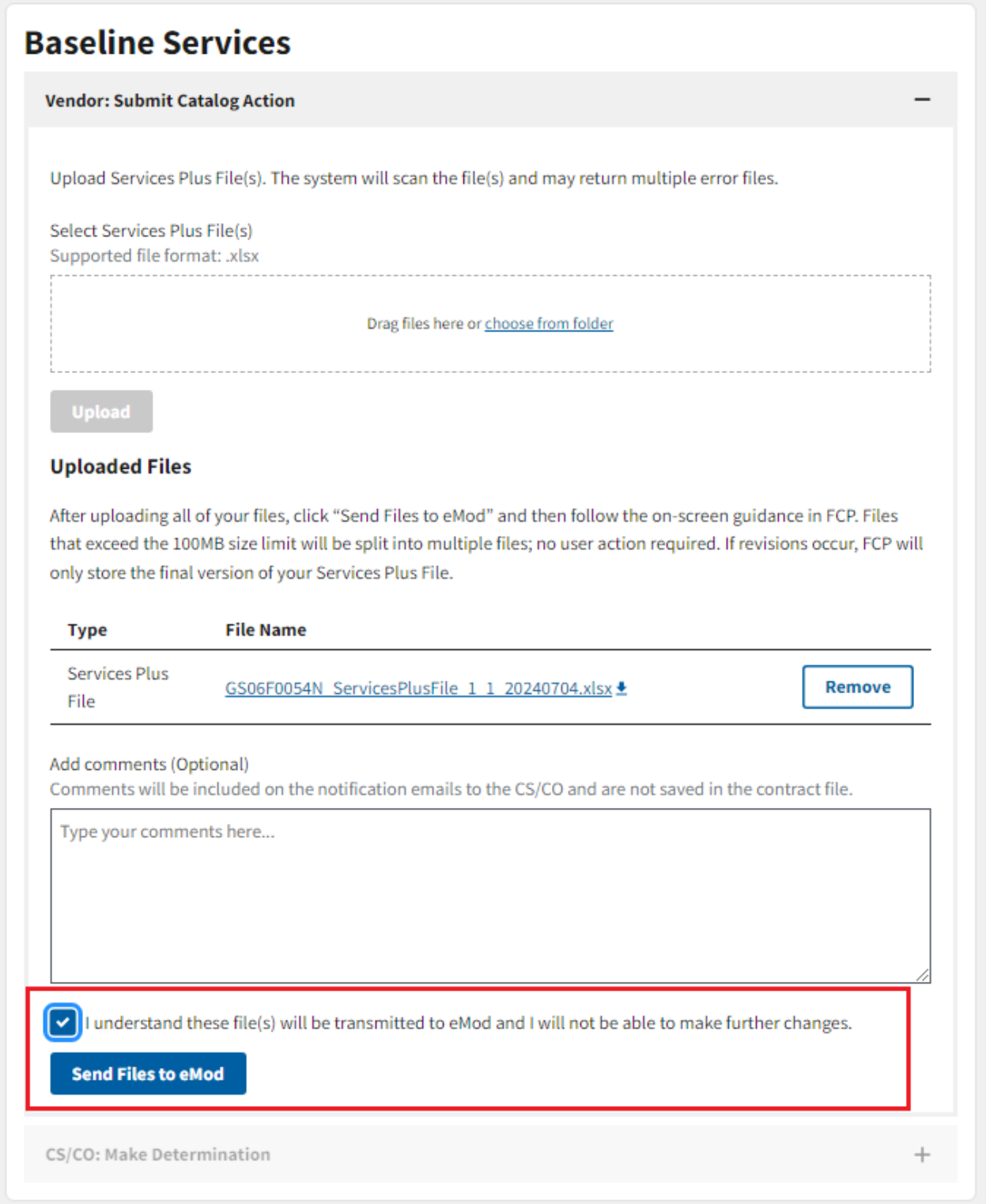
2. Upload Files:
    a. Press the **Upload** button to save file(s) to the action.
    b. *Optional actions*:
        i. Press the **Remove** button to delete incorrect files..
        ii. Repeat steps 1 and 2 to upload additional files.

Figure: FCP Uploaded Files



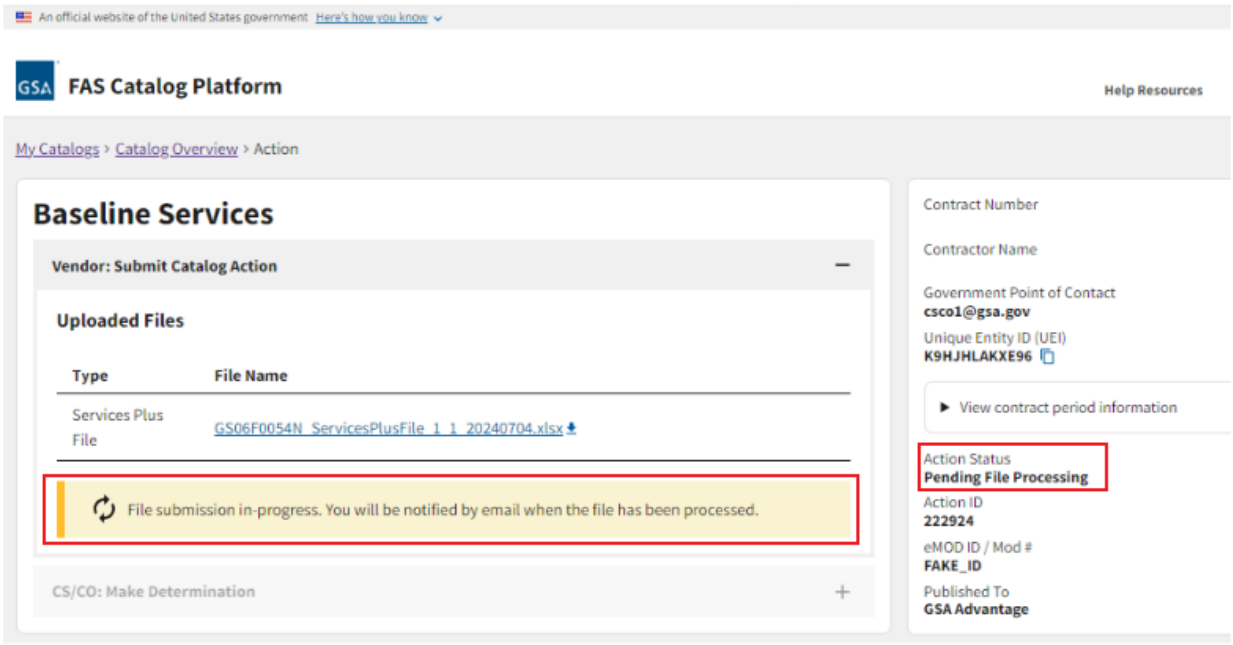
3. Submit Services Plus File(s):
    a. (Optional) **Add** comments to the CS/CO.
    b. **Check** the box: "I Understand these file(s) will be transmitted to eMod and I will not be able to make further changes."
    c. **Press** the **Send Files to eMod** button.
    d. **Note:** A banner displays indicating the file(s) are processing. The system will notify authorized negotiators via email from fcp-no-reply@gsa.gov once the results are available.

Figure: FCP Submit Services Plus Files



After submitting, the action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section 6.2.3.1).

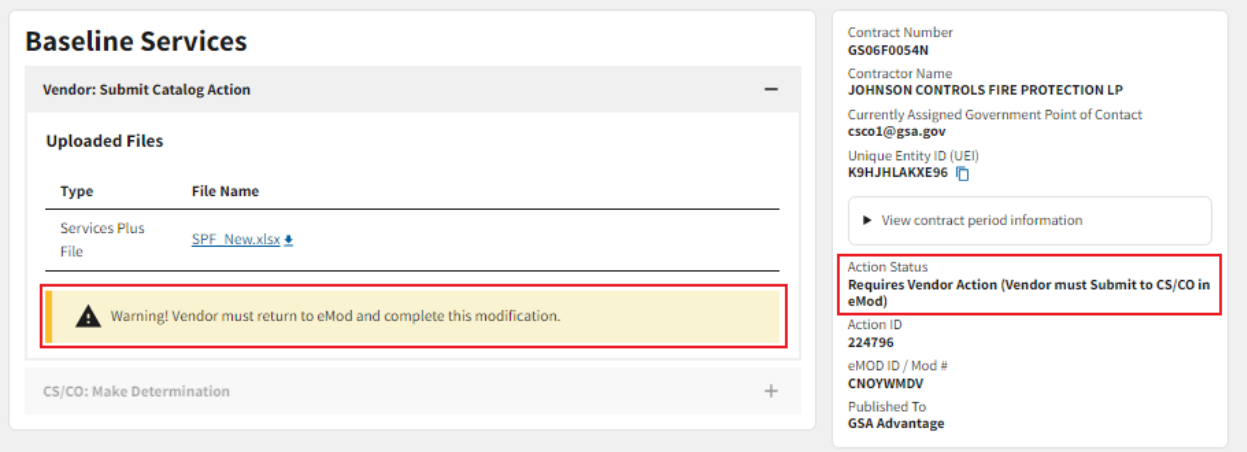
Figure: Baseline Services Submittal of Services Plus File



After all Services Plus 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 Baseline Services Action in Sending Files to eMod Status



The following automated actions occur during the FCP file submission to eMod process:

1. FCP **renames** the file.
    a. The file name contains the following information:
        i. SPF_[Action Type Initial]_[Year Month Day Hour Minute]_[FCP Action ID]_[Contract Number]_[Services Plus File #]_[Total # of Services Plus Files].xlsx
        ii. Example:
            1. SPF_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 6.2.5).

2. FCP **generates** the following fields to the SPF when sent to eMod:

    a. Discount_offered_to_gsa_off_mfc_price

3. If the Services Plus File(s) are larger than 100MB, then FCP **splits** the Services Plus File(s) to meet eMod file size limitations.
    a. **Note**: This results in multiple Services Plus Files in eMod, and fewer Services Plus Files in the FCP Vendor: Submit Catalog Action section.

4. If the vendor submitted with any warnings it decided to accept (see section 6.2.3.1), then FCP generates a **Warnings tab** in the submitted SPF.

FCP completes the Services Plus 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 6.2.4).
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 6.2.4).

6.2.3.1. Remediate Error File & Warnings

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

The FCP validates the Services Plus File using a similar data integrity check and business rule validation workflow as the Product File. See section 6.2.3.1 for a description of the validation workflow and an explanation of how to read the error files.

After addressing any data validation or business rule errors, see section 6.3.3 for how to upload the revised SPF and resubmit.

Warnings:
During Step 2, business rule validations, the FCP performs an additional check for any **warnings** in the Services Plus File.

A warning occurs when numbers in the Pricing and Calculated Outyears sections do not follow expected standards outlined below.

1. **Pricing Section Warnings:**

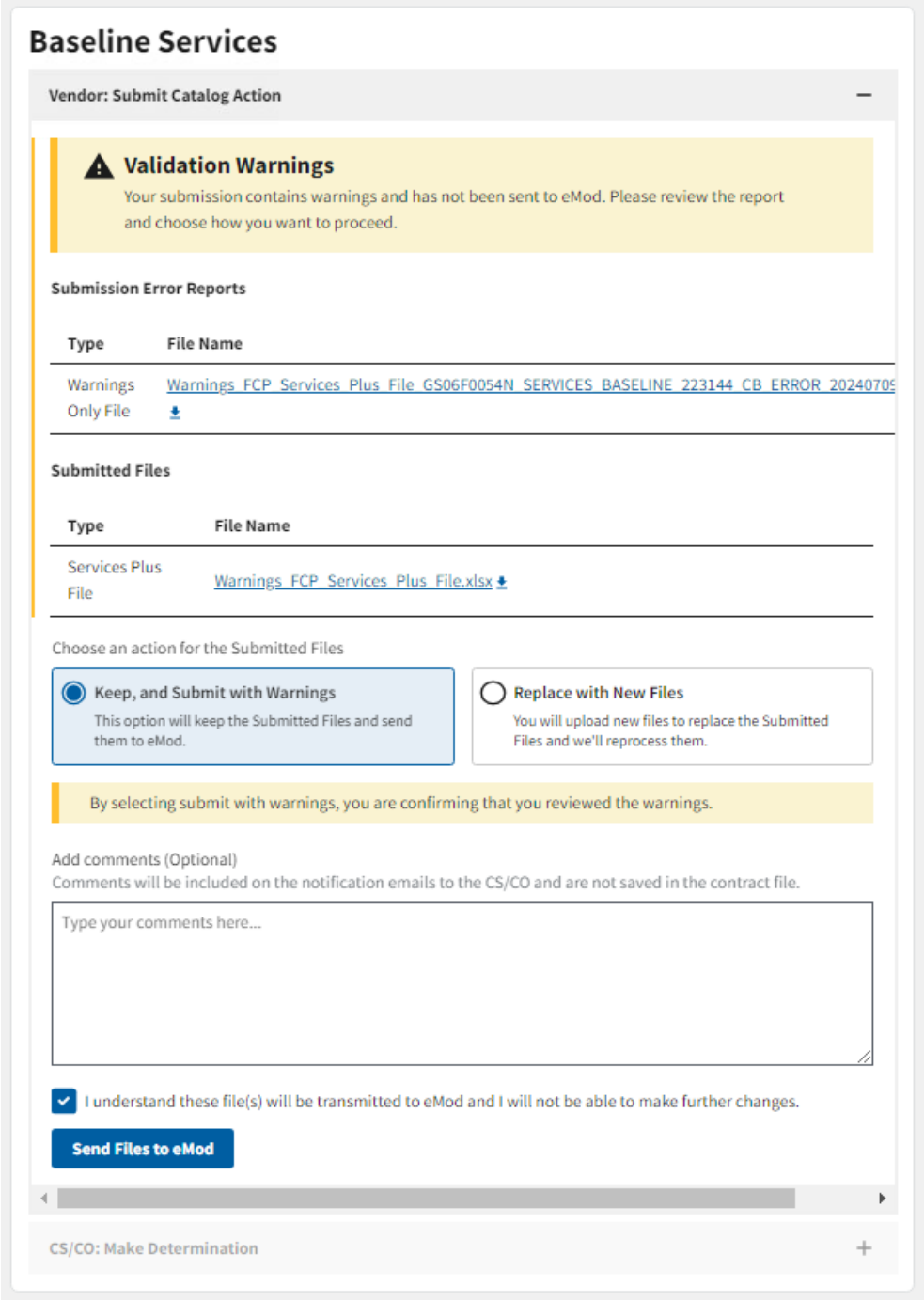
a. MFC Price is greater than the Commercial/Market Price
b. GSA Price is greater than the Commercial/Market Price
c. GSA Price is greater than the MFC Price

2. **Calculated Outyear Warnings:**
    a. A price entered does not follow the formula: Year_x+1 = (year_x)*(1 + epa_rate)

To proceed, the vendor can choose from the following options for the submitted SPF:

1. **Keep, and Submit with Warnings**
    a. Select **Keep, and Submit with Warnings**.
        i. A banner displays, noting that the vendor reviewed the warnings.
    b. (Optional) **Add** comments to the CS/CO.
    c. **Check** the box: “I Understand these file(s) will be transmitted to eMod and I will not be able to make further changes.”
    d. **Press** the **Send Files to eMod** button.

Figure: Baseline Services Submittal with Warnings

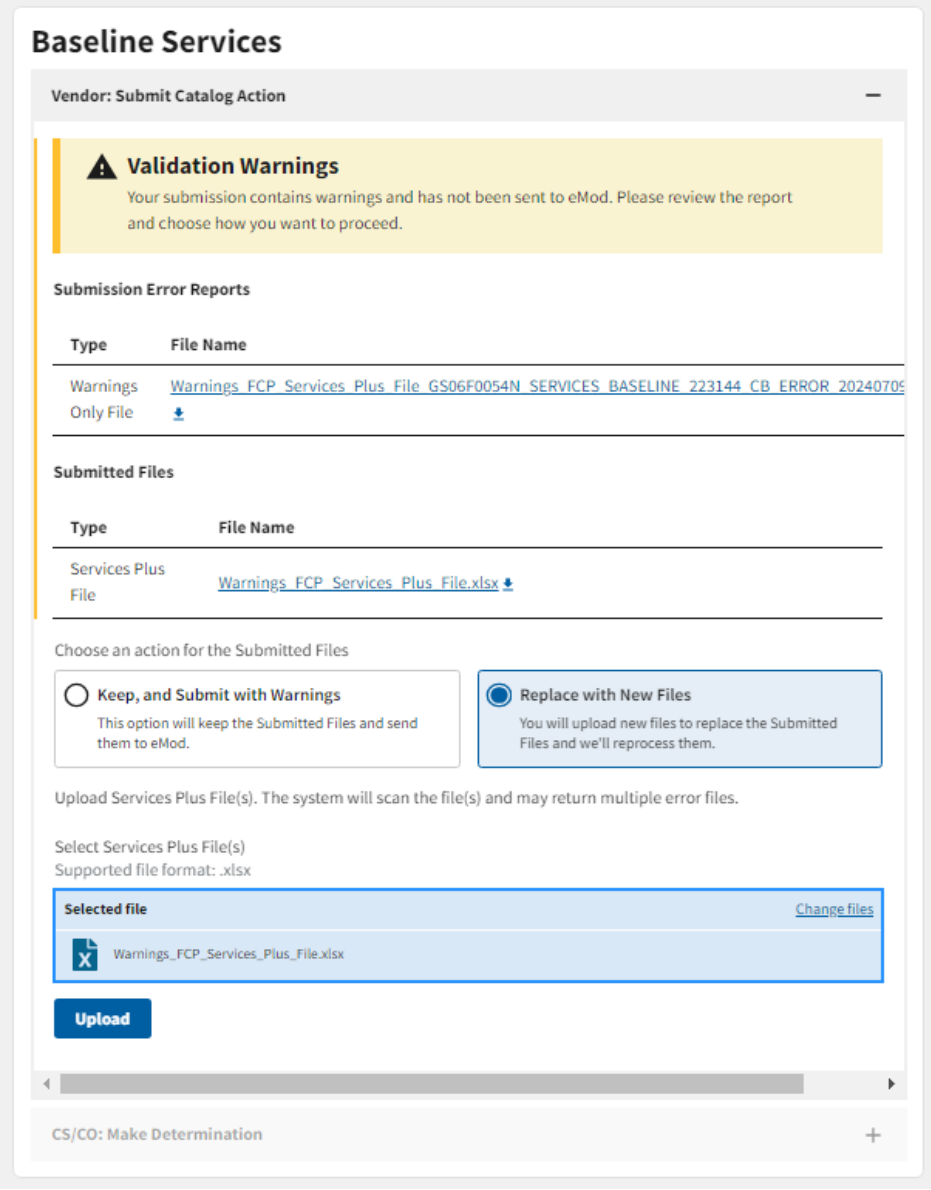


2. **Replace with New Files**
    a. Select **Replace with New Files**.
        i. The Services Plus uploader enables.
    b. In the Select Services Plus File(s) uploader, either drag file(s) into the drop window or click the ‘choose from folder’ link to find and select the file(s).
    c. Press the **Upload** button to save the new files.
    d. **Check** the box stating, “I understand the file(s) will be transmitted to eMod and I will not be able to make further changes.”
    e. Press the **Send Files to eMod** button.

i. FCP validates the Services Plus File(s), restarting at Step 1 of the validation process.

1. **Note:** If there are additional warnings or errors, the vendor will need to repeat the validation process.

Figure: Baseline Services Submittal of Updated Services Plus File



6.2.4. eMod: Review and Submit Modification

After FCP completes the file submission to eMod (see section 6.2.3) and eMod completes file processing, the vendor must complete the following in **eMod**:

1. Review the **Catalog Baseline** modification,
2. Upload the **Baseline Cover Letter**, and

a. **Note:** Vendors should submit a cover letter in accordance with the existing MAS Modification Guidance.

3. Submit the modification. See section 6.1.6 for detailed instructions.

After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section 6.2.5).

6.2.5. CS/CO: Make Determination

After the vendor submits the modification in eMod (see section 6.2.4), 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 6.2.3).

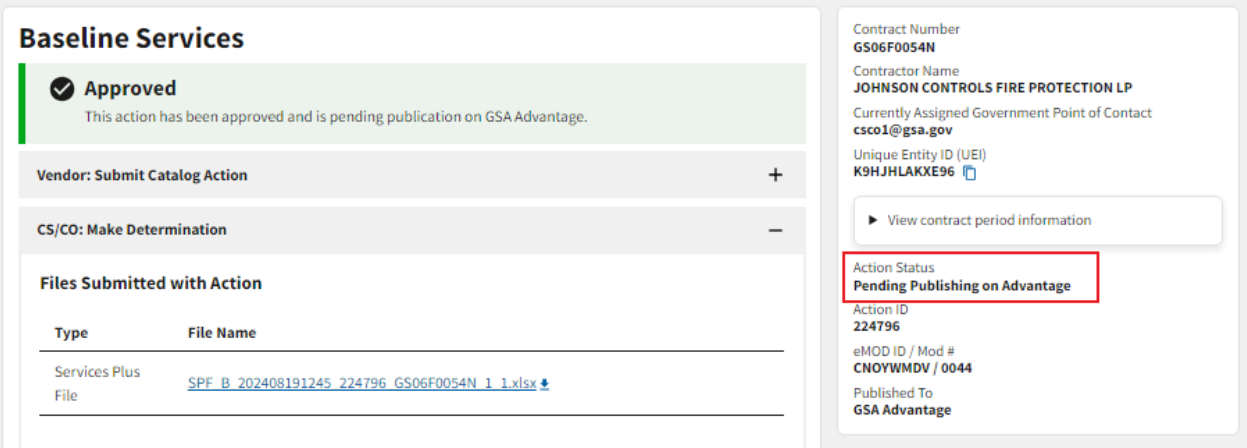
There are 3 determination options available to the CS/CO (see section 6.1.7 for a detailed description of each workflow):

1. Approval
2. Return for Edits
3. Rejection

6.2.6. Publishing the Baseline Services Action

After the CS/CO completes the approval process (see section 6.2.5), the FCP action status changes to **Pending Publishing on Advantage**.

Figure: Services Baseline (Pending Publishing on Advantage)



The publishing process to GSA Advantage for FCP services actions occurs within the same day, often within the hour.

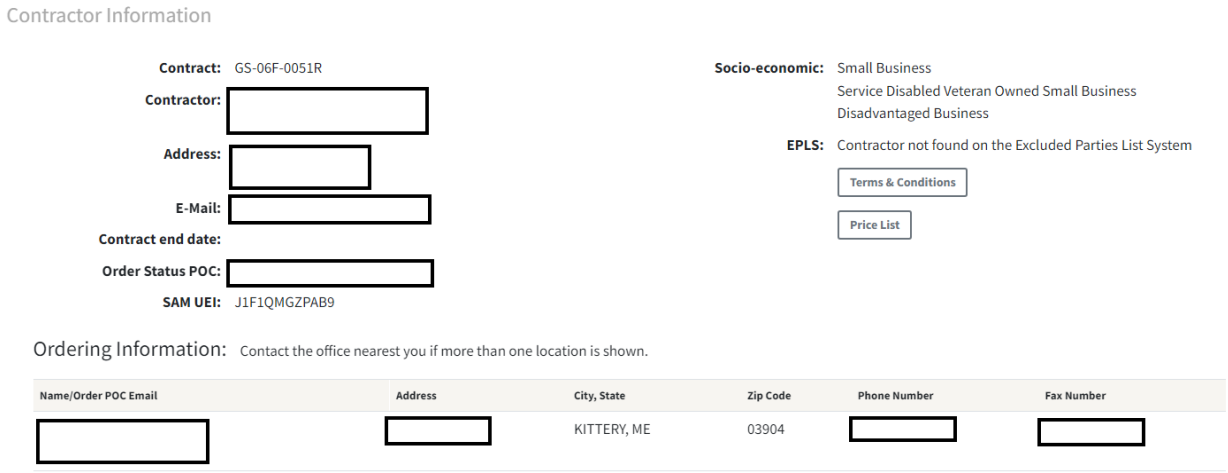
Figure: Services Baseline (Published to Advantage)



Confirm Publishing:

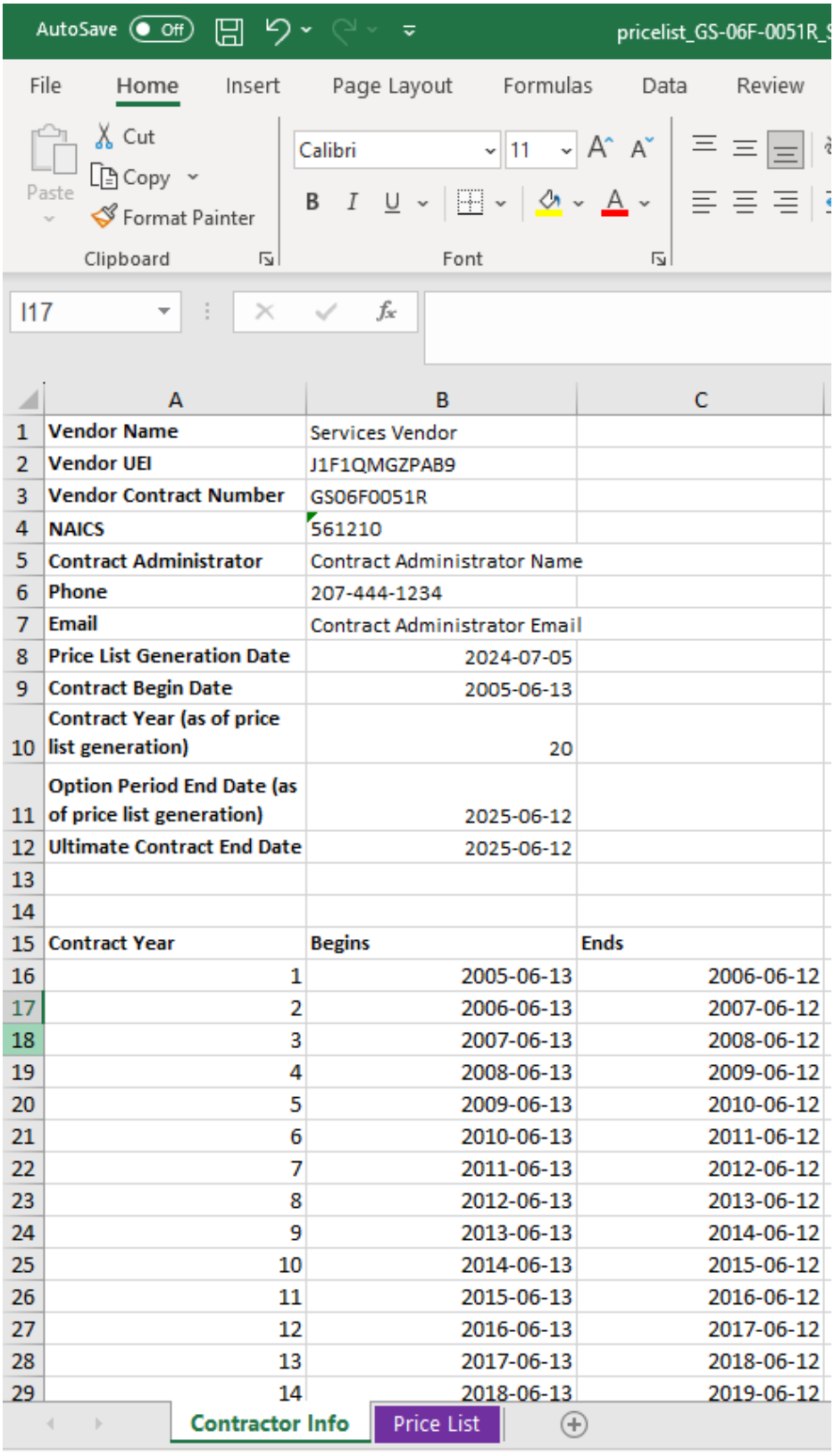
1. After the publishing process successfully completes:
    a. The action status changes to **Published**, and
    b. The system notifies the authorized negotiators.
2. Access GSA Advantage https://www.gsaadvantage.gov/
    a. Navigate to the Contractor Information modal
    b. Press the **Price List** button.

Figure: Advantage Price List Location



3. Verify that all services details, pricing, and descriptions display accurately.
    a. The **Contractor Info** tab displays contractor information.

Figure: Published Price List: Contractor Info Tab

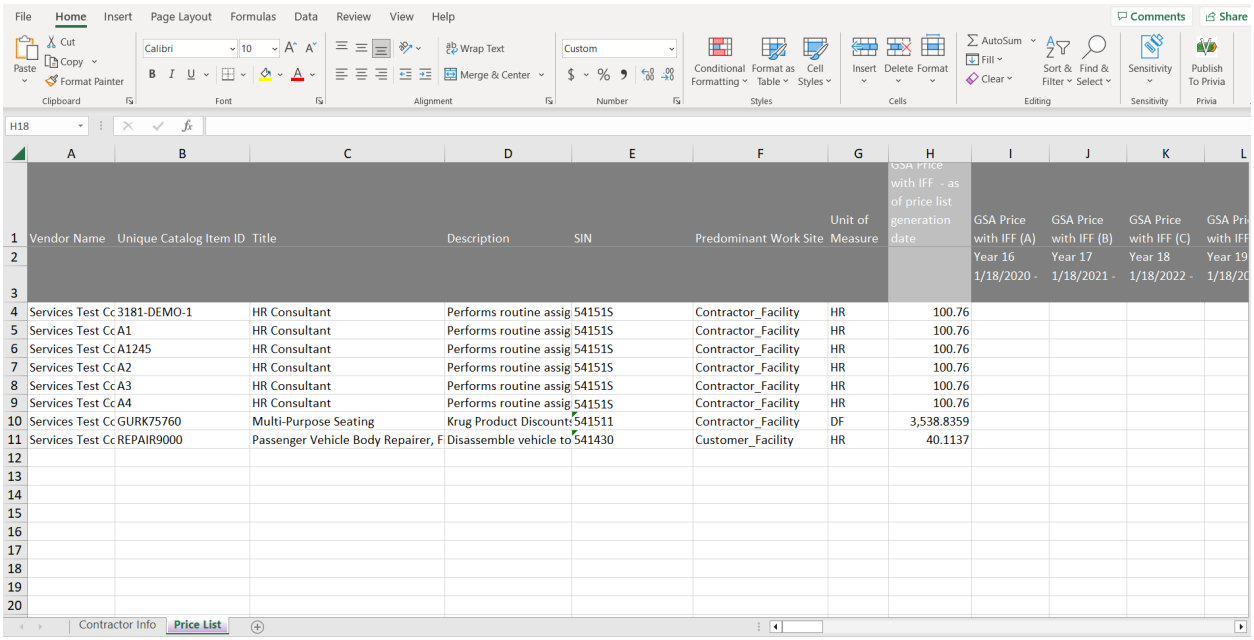


	A	B	C
1	**Vendor Name**	Services Vendor	
2	**Vendor UEI**	J1F1QMGZPAB9	
3	**Vendor Contract Number**	GS06F0051R	
4	**NAICS**	561210	
5	**Contract Administrator**	Contract Administrator Name	
6	**Phone**	207-444-1234	
7	**Email**	Contract Administrator Email	
8	**Price List Generation Date**	2024-07-05	
9	**Contract Begin Date**	2005-06-13	
10	**Contract Year (as of price list generation)**	20	
11	**Option Period End Date (as of price list generation)**	2025-06-12	
12	**Ultimate Contract End Date**	2025-06-12	
13			
14			
15	**Contract Year**	**Begins**	**Ends**
16	1	2005-06-13	2006-06-12
17	2	2006-06-13	2007-06-12
18	3	2007-06-13	2008-06-12
19	4	2008-06-13	2009-06-12
20	5	2009-06-13	2010-06-12
21	6	2010-06-13	2011-06-12
22	7	2011-06-13	2012-06-12
23	8	2012-06-13	2013-06-12
24	9	2013-06-13	2014-06-12
25	10	2014-06-13	2015-06-12
26	11	2015-06-13	2016-06-12
27	12	2016-06-13	2017-06-12
28	13	2017-06-13	2018-06-12
29	14	2018-06-13	2019-06-12

Contractor Info | Price List

b. The **Pricing** tab displays the conformed price list.

Figure: Published Price List: Pricing Tab



	Vendor Name	Unique Catalog Item ID	Title	Description	SIN	Predominant Work Site	Unit of Measure	GSA Price with IFF - as of price list generation date	GSA Price with IFF (A) Year 16 1/18/2020 -	GSA Price with IFF (B) Year 17 1/18/2021 -	GSA Price with IFF (C) Year 18 1/18/2022 -	GSA Price with IFF Year 19 1/18/20
4	Services Test Cc	3181-DEMO-1	HR Consultant	Performs routine assig	54151S	Contractor_Facility	HR	100.76				
5	Services Test Cc	A1	HR Consultant	Performs routine assig	54151S	Contractor_Facility	HR	100.76				
6	Services Test Cc	A1245	HR Consultant	Performs routine assig	54151S	Contractor_Facility	HR	100.76				
7	Services Test Cc	A2	HR Consultant	Performs routine assig	54151S	Contractor_Facility	HR	100.76				
8	Services Test Cc	A3	HR Consultant	Performs routine assig	54151S	Contractor_Facility	HR	100.76				
9	Services Test Cc	A4	HR Consultant	Performs routine assig	54151S	Contractor_Facility	HR	100.76				
10	Services Test Cc	GURK75760	Multi-Purpose Seating	Krug Product Discount	541511	Contractor_Facility	DF	3,538.8359				
11	Services Test Cc	REPAIR9000	Passenger Vehicle Body Repairer, F	Disassemble vehicle to	541430	Customer_Facility	HR	40.1137				

Contractor Info | Price List

c. Note:

i. If the submitted epa_rate is ‘0’ (see section 6.2.3), then the pricing is the same year over year.

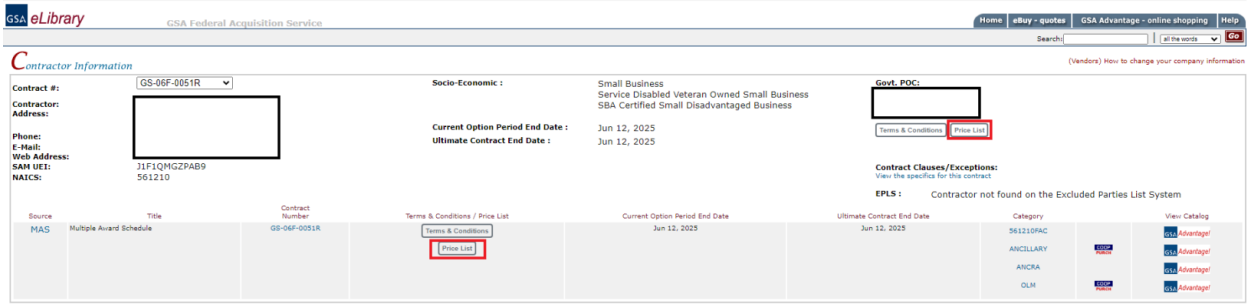
1. The pricing information displays in the following fields:
    a. GSA Price with IFF - as of price list generation date

ii. If the epa_rate is above ‘0,’ then the pricing is calculated to change year over year.

1. The pricing information displays in the following fields:
    a. GSA Price with IFF - as of price list generation date
    b. GSA Price with IFF (A)
    c. GSA Price with IFF (B)
    d. GSA Price with IFF (C)
    e. GSA Price with IFF (D)
    f. GSA Price with IFF (E)

4. Access eLibrary (https://www.gsaelibrary.gsa.gov/ElibMain/home.do)
    a. Navigate to the Contractor Information page
    b. Press the **Price List** button to download the file.

Figure: eLibrary Price List Location



5. Access eBuy (https://www.ebuy.gsa.gov/ebuy/)
    a. Login.
    b. Navigate to the contract.
    c. Press the Price List button to download the file.

Figure: eBuy Price List Location

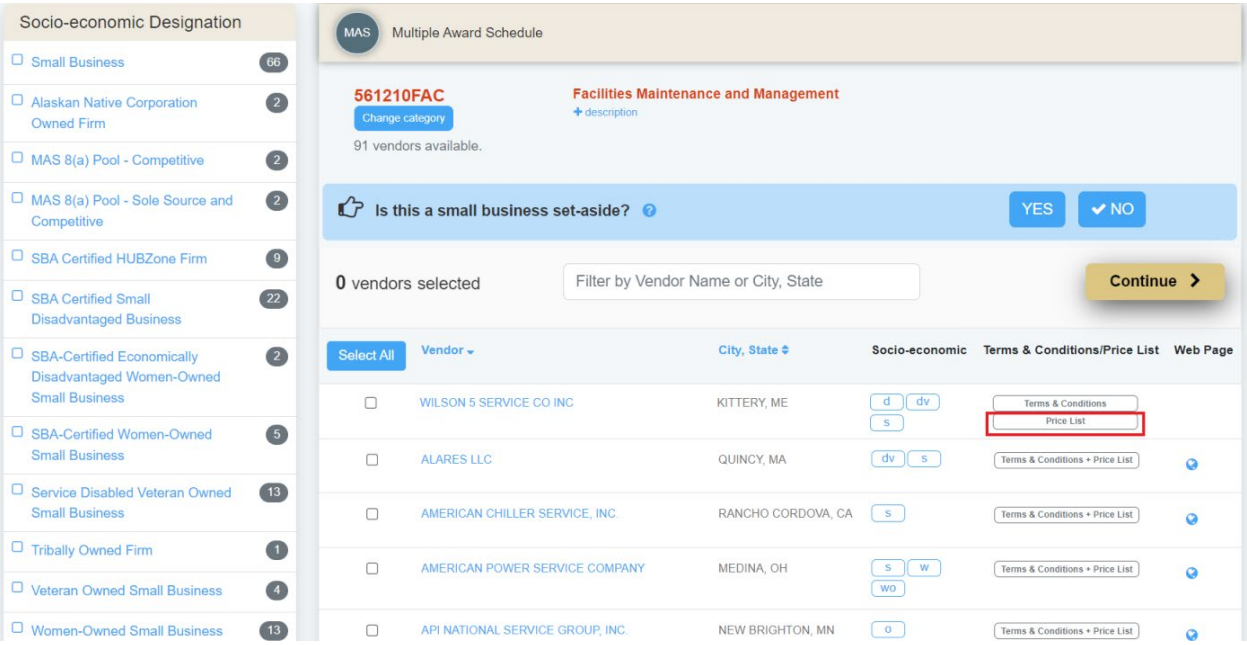


Table: Update to the Price List

Update to the Price List
FCP auto-publishes the Price List, a catalog of services and items not sold on Advantage. This list is in Excel format and is separate from the Terms & Conditions (T&C) file. **Features of the Price List:** • **Auto-published** whenever the catalog is contractually modified. This ensures it always represents what is on contract. • **Indexable and searchable**. • **Consistently formatted** to allow for easier comparisons from one vendor to another. • **Available** on GSA Advantage, eLibrary, and eBuy.

Handling Discrepancies:

1. If discrepancies are found with the published services, contact the Vendor Support Center (VSC) at vendor.support@gsa.gov for assistance.

After publishing the **Baseline Services** action, proceed to the final step: Creating the **Terms & Conditions File Update** action (see section 6.3).

6.3. Update Terms & Conditions File Action

After either the Baseline Services (see section 6.2) or Baseline Products (see section 6.1) actions are approved and published, vendors can create the Terms & Conditions (T&C) File Update action.

The First Steps T&C File Update action consists of the following steps:

1. Vendor **verifies that an awarded Catalog Baseline modification exists** in eMod (see section 6.3.1)
2. Vendor **creates the FCP Terms & Conditions File Update action** (see section 6.3.2)
3. Vendor **uploads and submits the T&C File** (see section 6.3.3)
4. CS/CO **reviews the T&C File Update action in FCP** and **makes a determination** (see section 6.3.4)
5. After CS/CO approval, the T&C File publishes to Advantage (see section 6.3.5)

6.3.1. eMod: Verify Awarded Catalog Baseline Modification Exists

The Terms & Conditions (T&C) File Update action must be linked to an awarded modification. Vendors do not need to create any additional modifications in eMod for this update.

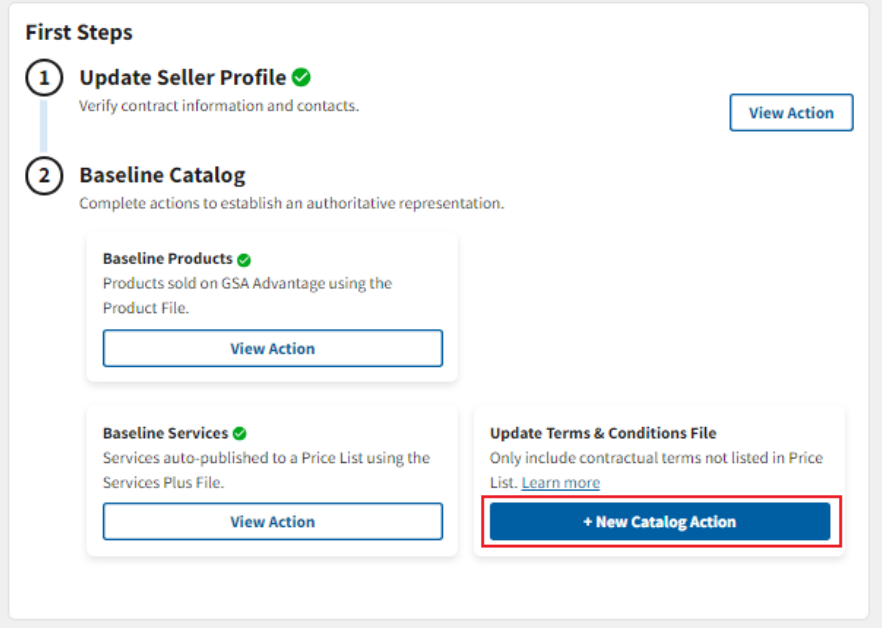
For more information, see the Baseline Services (section 6.2) and Baseline Products (section 6.1).

6.3.2. Create FCP Terms & Conditions File Update Action

To create the Terms & Conditions File Update action, follow these steps:

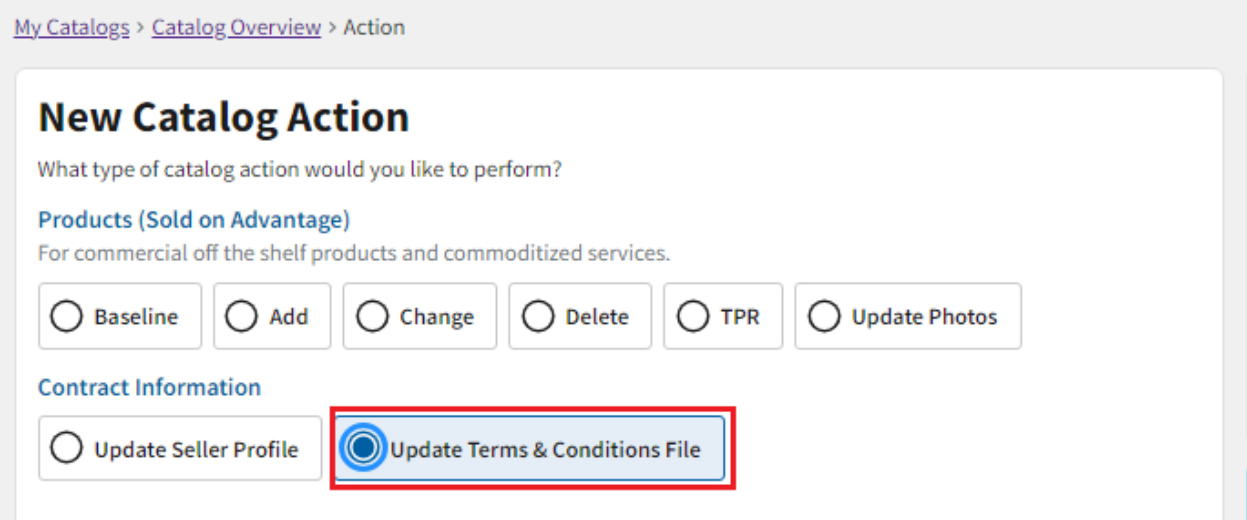
1. On the Catalog Overview page, First Steps modal (see section 4.1), press the **+New Action** button under the Terms & Conditions File Update box.

Figure: FCP Terms & Conditions



2. On the New Catalog Action page, **Contract Information** section, select the **Update Terms & Conditions File** radio button.

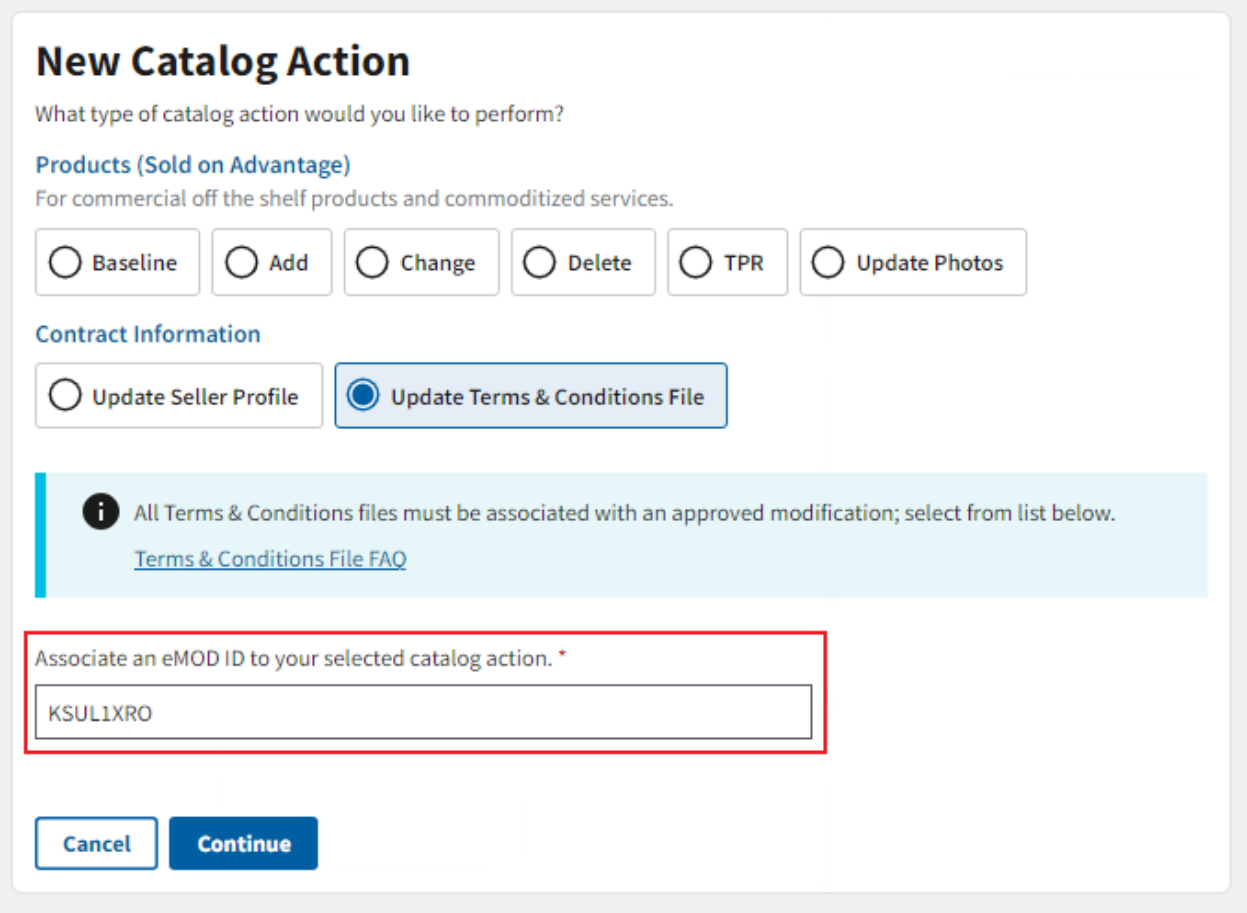
Figure: FCP New Catalog Action Screen (T&C)



3. In the **eMod ID** dropdown menu, select the **eMod ID** created from your Services or Products Baseline action.
    a. **Notes**:
        i. During the First Steps T&C File Update, vendors should link the awarded **Catalog Baseline** eMod ID to the FCP T&C action.

        ii. Vendors must associate an awarded modification to a T&C File Update action.

Figure: FCP New Catalog Action Screen (eMod Dropdown)



4. Press the **Continue** button.

Continue to section 6.3.3 to submit the catalog action.

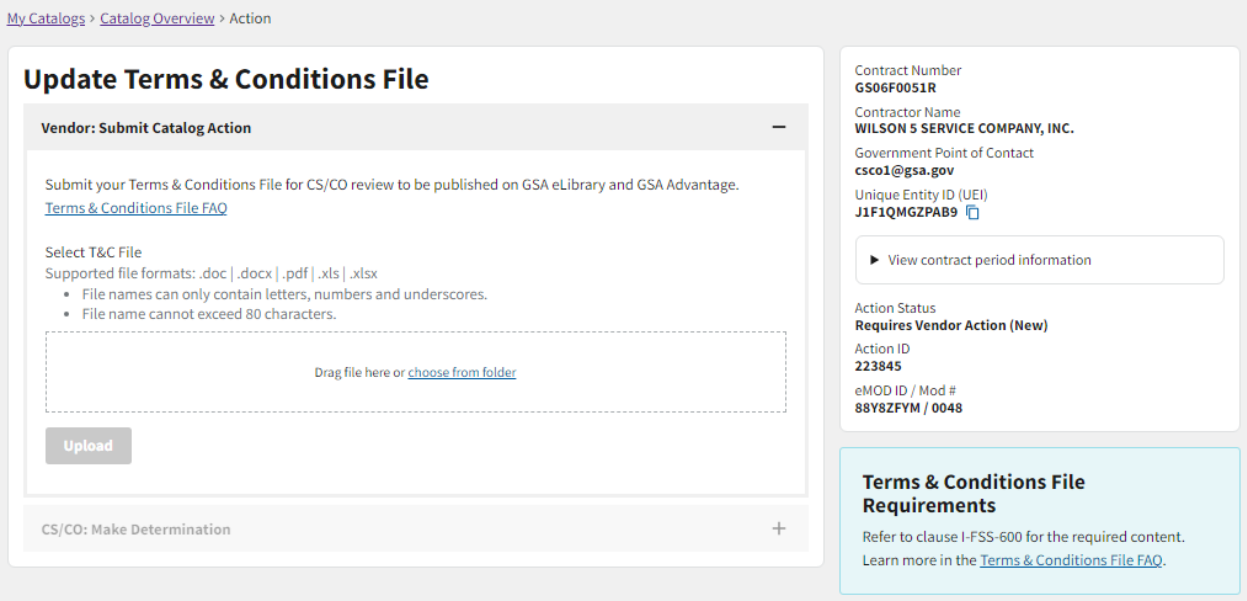
6.3.3. Vendor: Upload and Submit T&C File

After creating the Terms & Conditions File Update action (see section 6.3.2), the vendor must upload and submit the T&C file for review. The T&C File should not include the Price List for any catalog items on the Services Plus File or Product File, as the Price List is auto-published as part of the Baseline Services action.

1. **Upload the Revised T&C File**
    a. In the Select T&C File uploader, drag the revised T&C file into the drop window or click the **Choose from Folder** link to upload a Terms and Conditions file.
        i. **Note:** The file name cannot contain any spaces and cannot be longer than 80 characters.
    b. Press the **Upload** button to save the files to the action.

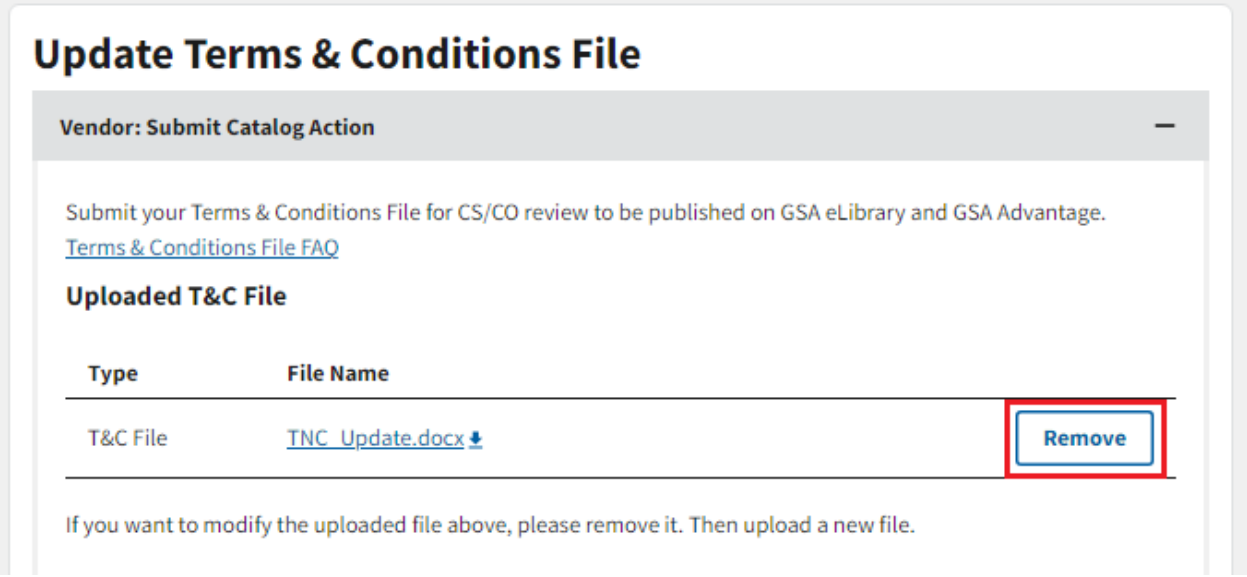
Note: Vendors using a Services Plus File or a Product File to manage their catalogs should **not** include pricing in their Terms & Conditions file.

Figure: Terms & Conditions Uploader



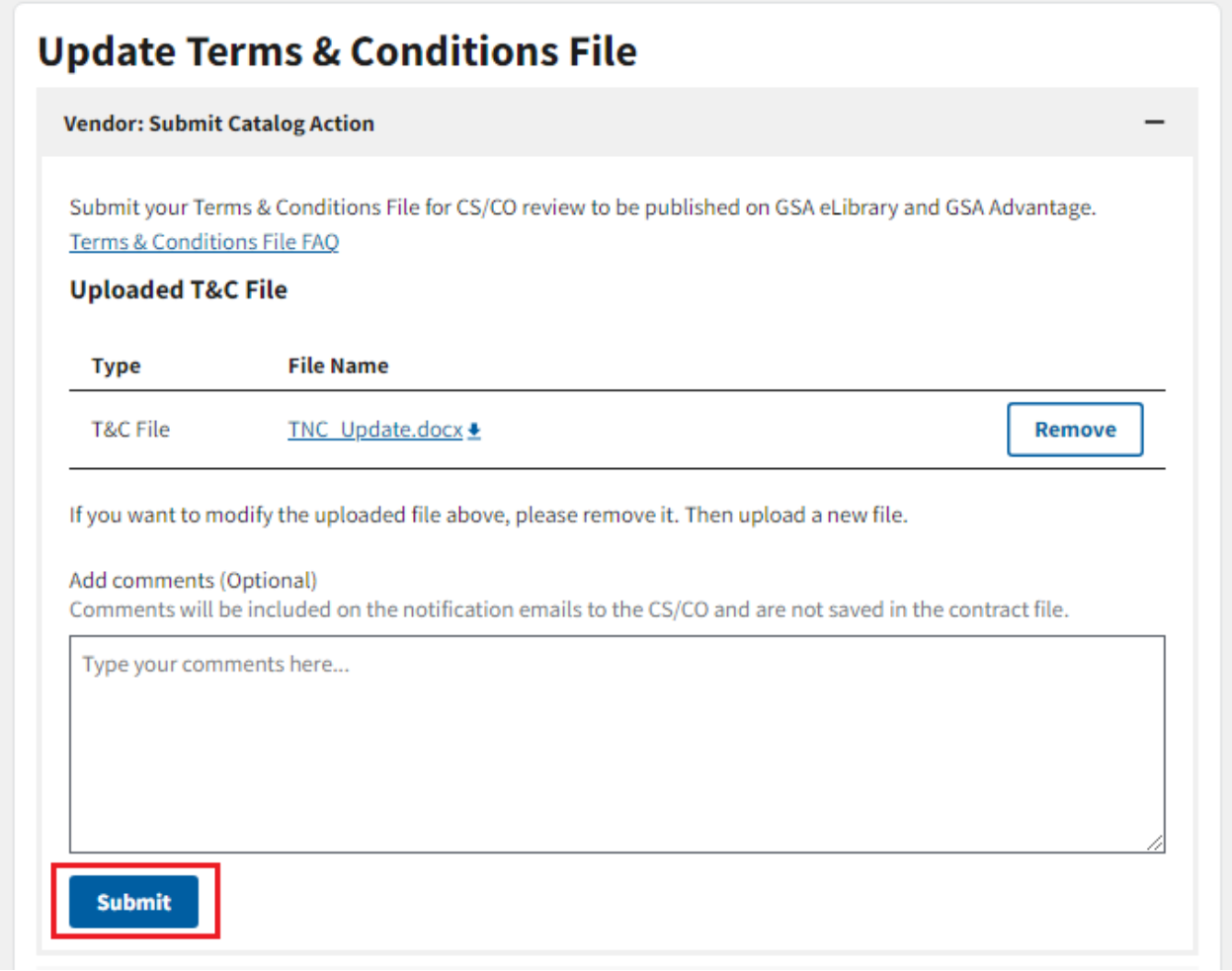
2. **Optional: Remove Incorrect File**
    a. Press the Remove button to remove the incorrect file.
    b. Repeat step 1 to add the correct file.

Figure: Terms & Conditions Removal



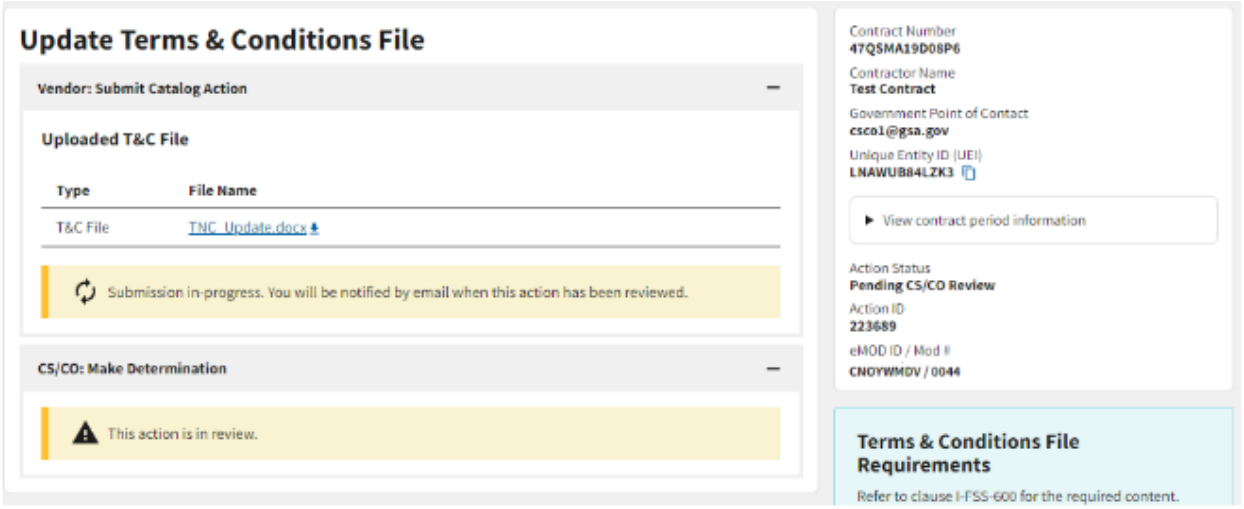
3. **Submit the T&C File**
    a. Once the T&C file is loaded, press the **Submit** button.

Figure: Terms & Conditions Submit



After submission, the action transitions to **Pending CS/CO Review** (see section 6.3.4).

Figure: Terms & Conditions Pending CS/CO Review

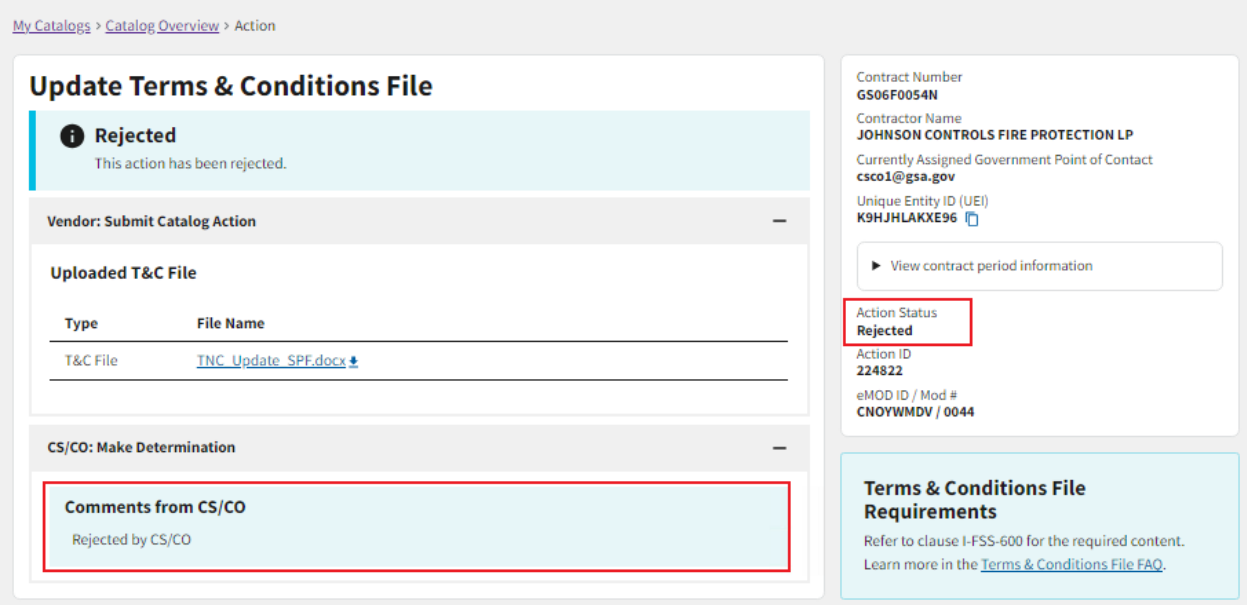


6.3.4. CS/CO: Review and Make Determination

The CS/CO reviews the submitted T&C file and makes a determination. Depending on their decision, the system notifies the vendor as follows:

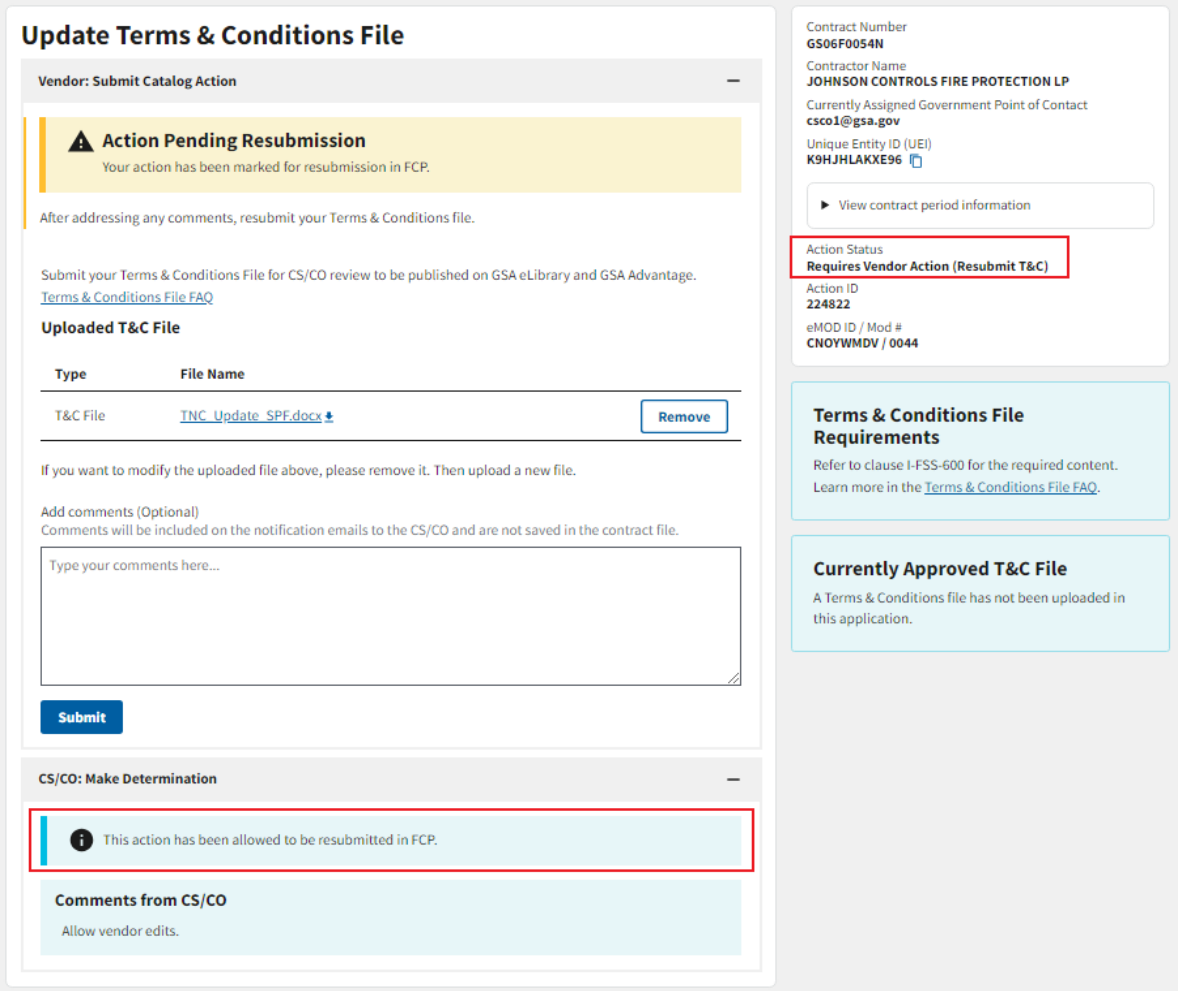
1. **Rejected:**
    a. The action workflow is complete.
    b. The system displays a read-only version of the CS/CO determination, which may include a comment from the CS/CO if applicable.
    c. The vendor must create a new Terms & Conditions File Update action (see section 6.3.2).

Figure: Terms & Conditions File Update Action Rejected



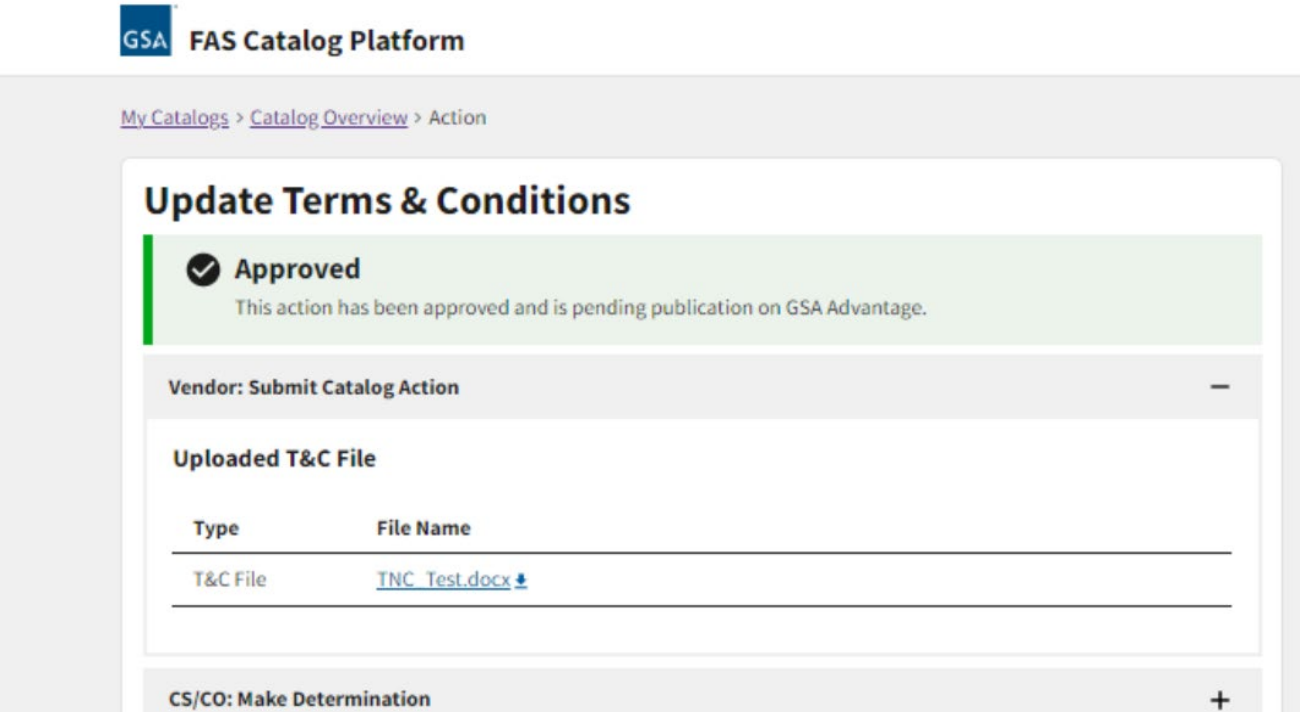
2. **Returned for Edits:**
    a. FCP returns the action to the vendor for edits.
    b. The vendor must upload a new T&C file and resubmit the action for CS/CO review (see section 6.3.3).

Figure: Terms & Conditions File Update Action Returned to Vendor for Edits



3. **Approved:**
    a. The action status transitions through the following sequential workflow statuses:
        i. **Pending Submission Validation** status: T&C file undergoes system validation.
        ii. **TNC Processing** status: T&C file is queued for publishing to GSA Advantage.

Figure: “T&C” action in an “Approved” state

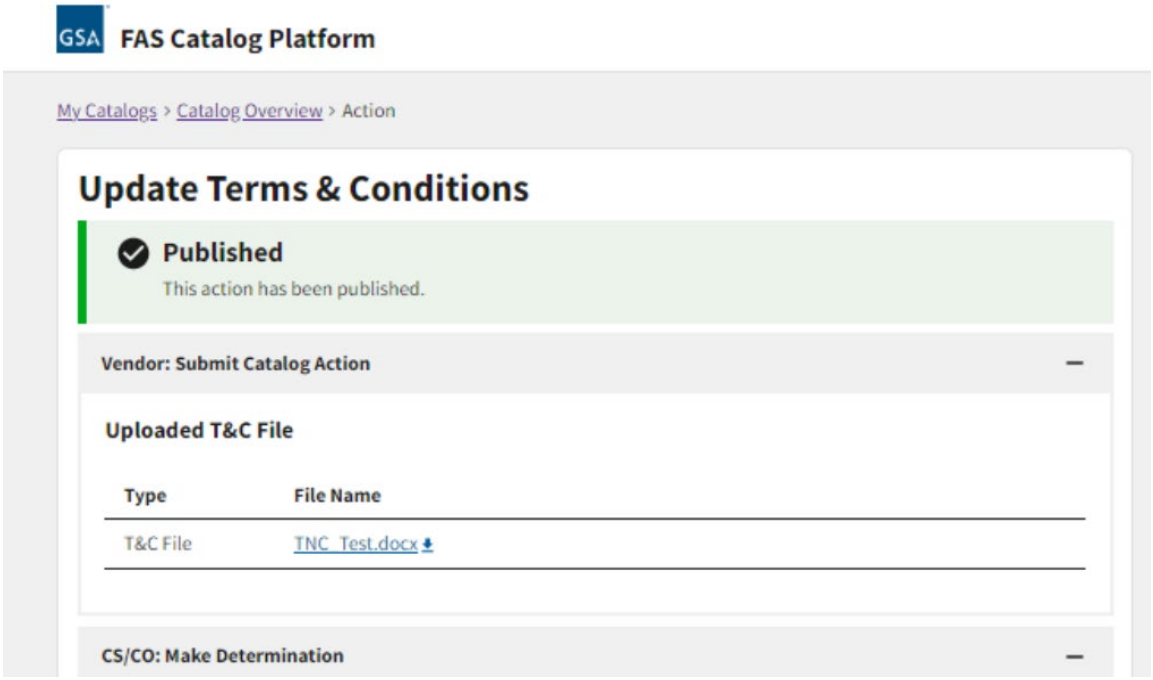


6.3.5. Publishing Terms & Conditions Action

The publishing process to Advantage can take one to two business days to complete. Once the system has completed the automated publishing process:

1. FCP notifies the vendor via email.
2. The action status changes to **Published on Advantage**.
    a. A banner appears on the action status page, indicating the publishing process is complete.

Figure: “T&C” action in an “Published” state

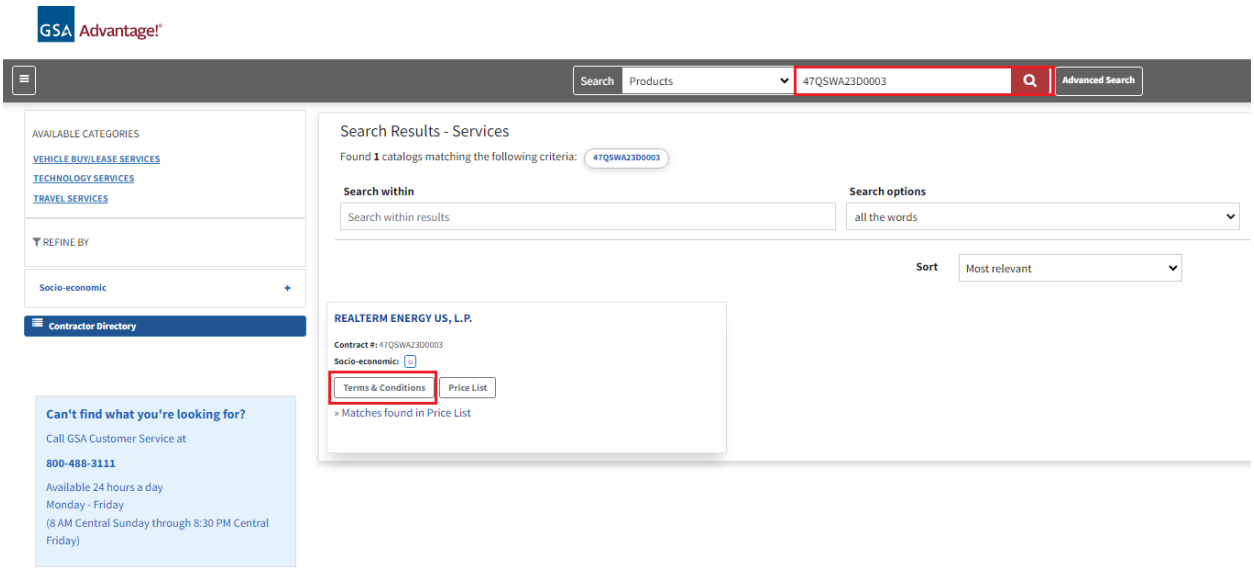


Viewing the Published T&C File:

To view the published Terms & Conditions file on Advantage:

1. Navigate to the GSA Advantage! website.
    a. https://www.gsaadvantage.gov/
2. In the **Search** bar, enter the contract number and press the **magnifying glass** button.
3. Press the **Terms & Conditions** button.

Figure: GSA Advantage T&C File Location



6.4. Price Proposal Template 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)** SINs that require a specific GSA template.
- **Exceptionally unique offerings** that cannot be captured by existing templates (must be justified).

If the catalog can be submitted using the Product File or Services Plus File, **those options must be used instead**.

- These formats allow items to be automatically published to **GSA Advantage**.
    - Items submitted through the PPT file are not automatically published and **must be added manually to the Terms and Conditions (T&C)** File to ensure customer visibility.
- Items submitted through the PPT-only action will not receive an automated Compliance and Pricing (C&P) Report.
    - If necessary, the **CS/CO will conduct manual market research.**
- **Tip**: Refer to the How to Select Catalog Offerings guide or consult the assigned CS/CO to determine the appropriate submission template.
    - To access SIN specific templates, visit Modifications and Mass Modifications Guidance | GSA.

Note: 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 publishing to GSA Advantage.

The PPT-Only Catalog Action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section 6.4.1)
2. In FCP, create the **PPT** action, linked to the eMod modification and upload the allowed PPT file. (see section 6.4.2)
3. In eMod, review and submit the modification (see section 6.4.3)
4. CS/CO Makes Determination (see section 6.4.4)
    a. Once approved, updated PPT is reflected in the Latest Catalog Data section (see section 6.4.5)
5. After CS/CO approval, create and process the related T&C File Update action (see section 6.4.6).

6.4.1. 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.

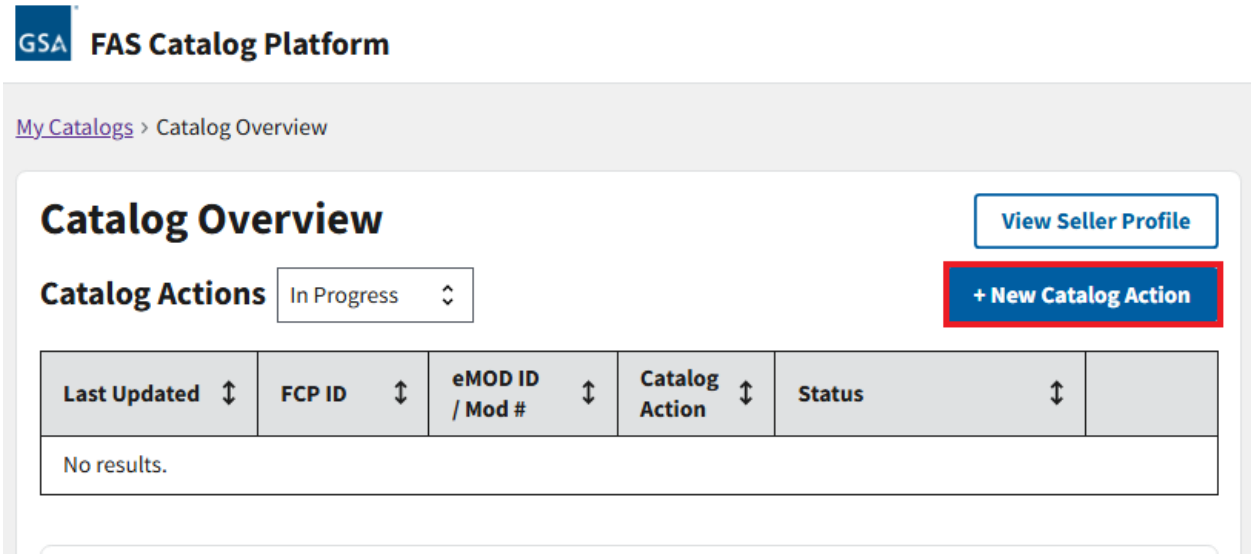
6.4.2. Vendor: Upload and Submit PPT-Only File

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:

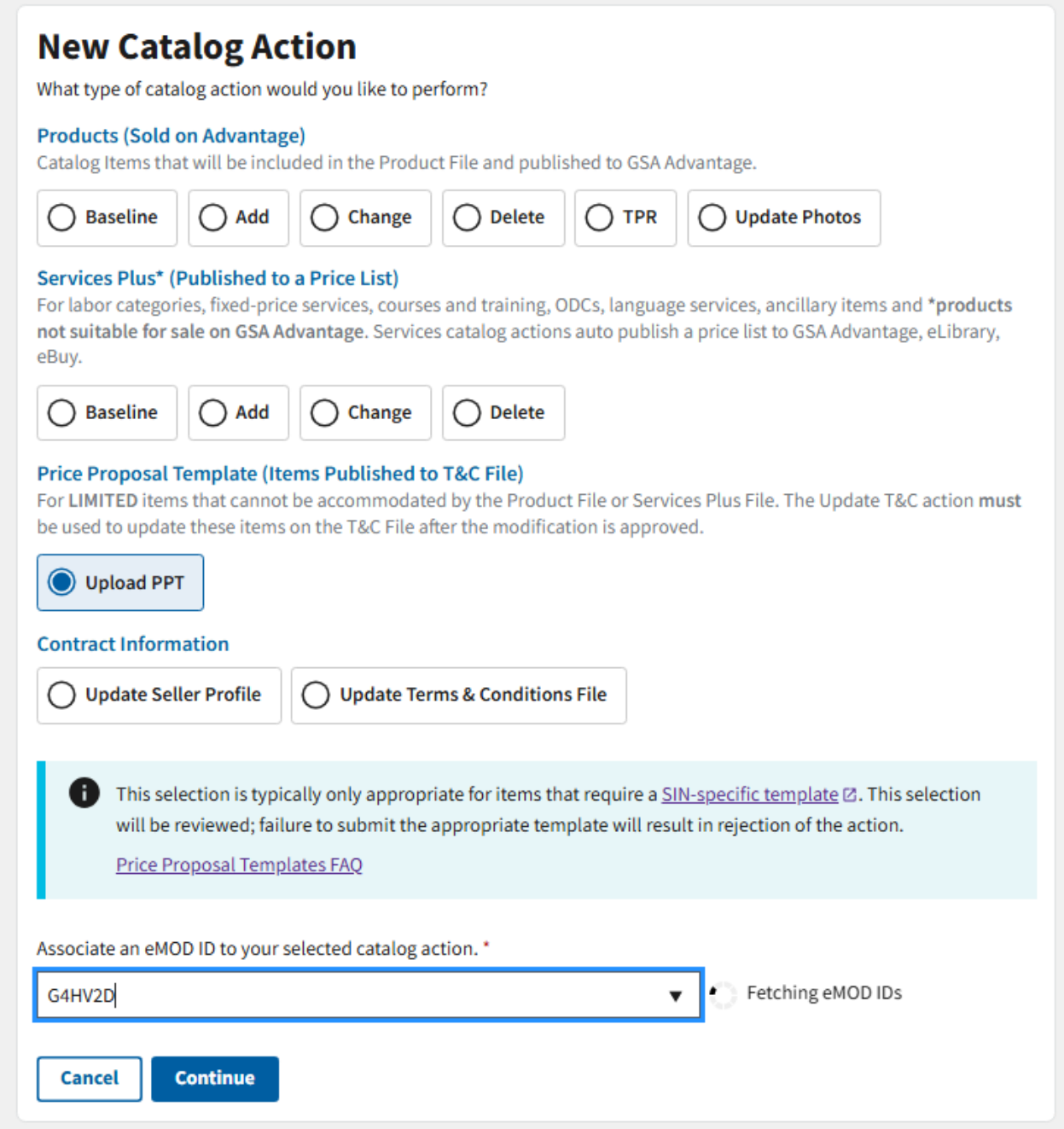
1. On the Catalog Overview page, select **+ New Catalog Action**.

   Figure: Catalog Overview - New Catalog Action



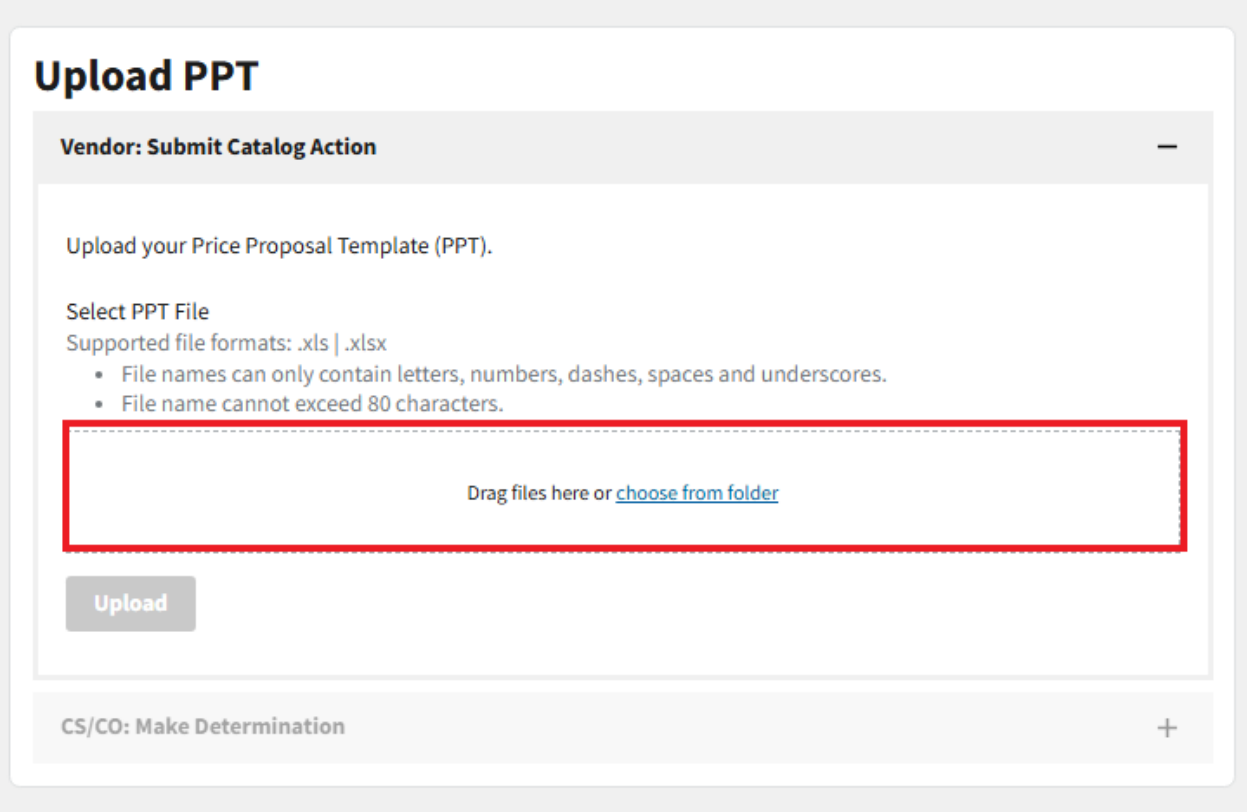
2. On the New Catalog Action page:
   a. Select the **Upload PPT** radio button under the Price Proposal Template (Items Published to T&C File).
   b. Use the dropdown to select the applicable **eMod modification**.
   c. Press **Continue**.

Figure: New Catalog Action Page



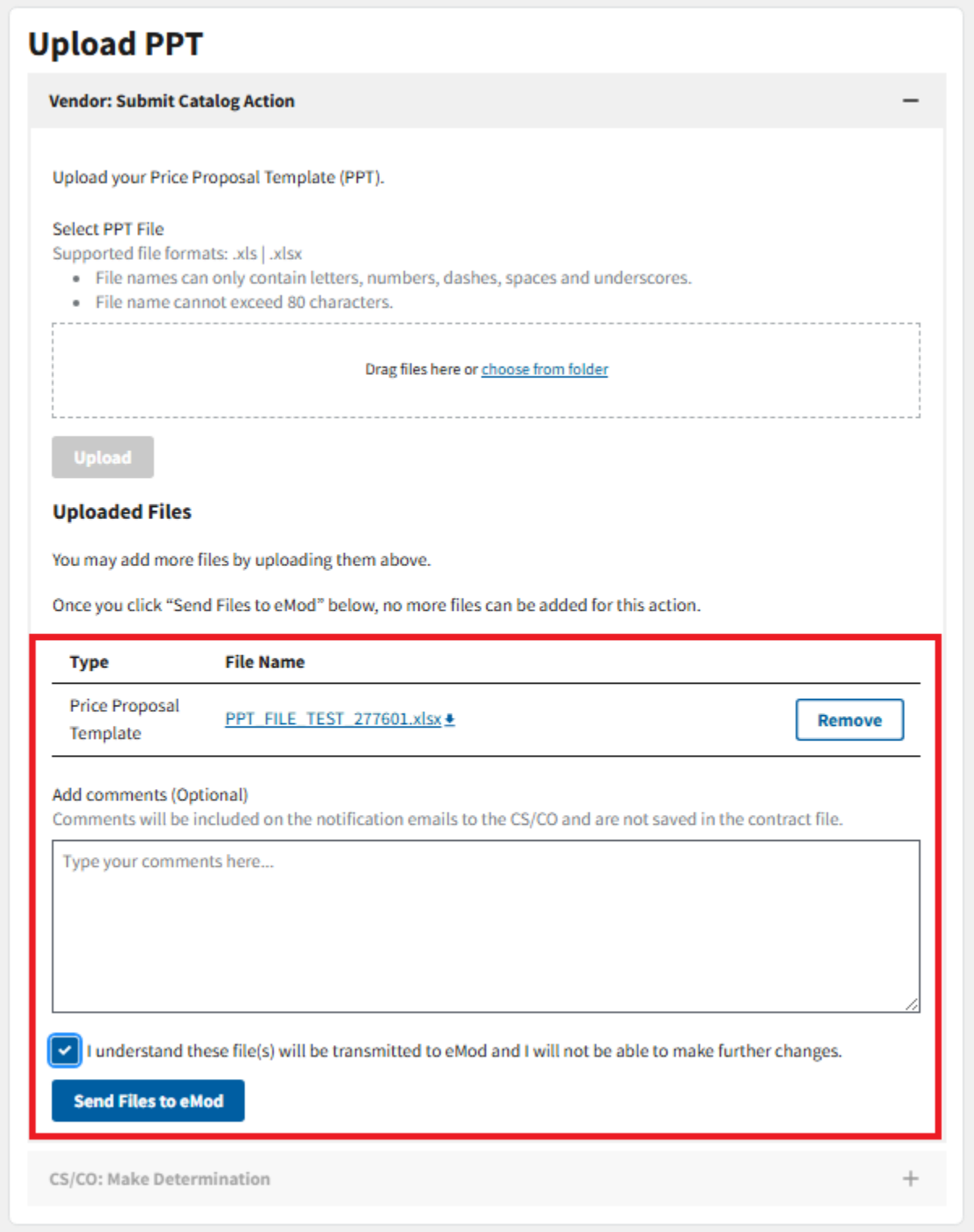
3. On the Upload PPT screen:
    a. Drag and drop the completed **PPT file** into the upload area or use the **choose from folder** option.
    b. Press the **Upload** button.

Figure: PPT Uploader



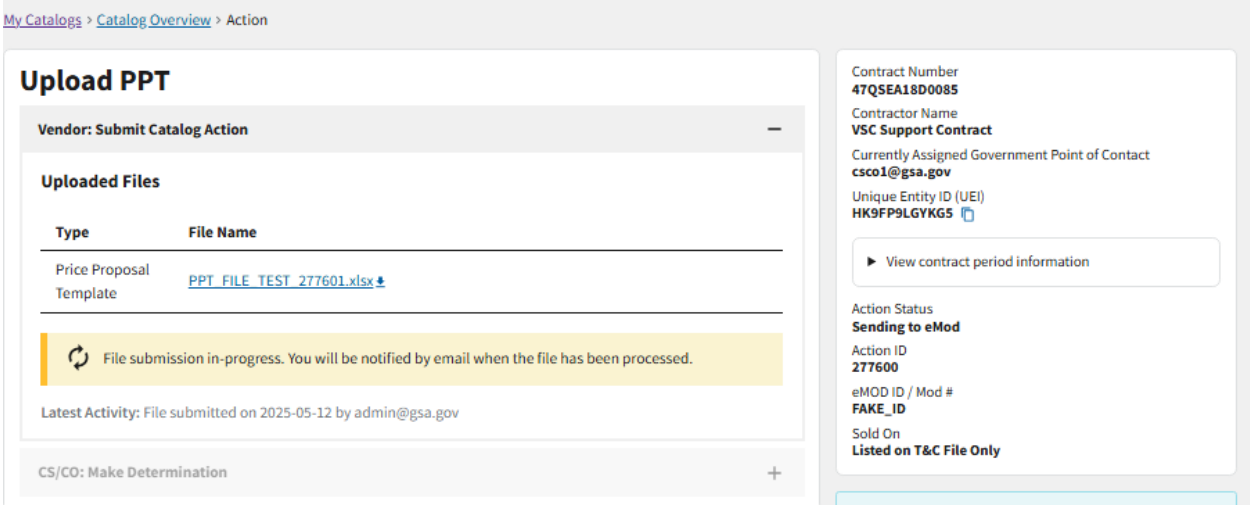
4. After Uploading:
    a. Review the uploaded file to confirm it is correct.
    b. Check the box that says:
        i. "**I understand that these file(s) will be transmitted to eMod and I will not be able to make further changes.**"
    c. Press the **Send File to eMod** button.

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 6.4.3)

6.4.3. 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 6.4.4)

6.4.4. CS/CO: Review and 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 6.1.7 for a detailed description of each workflow):

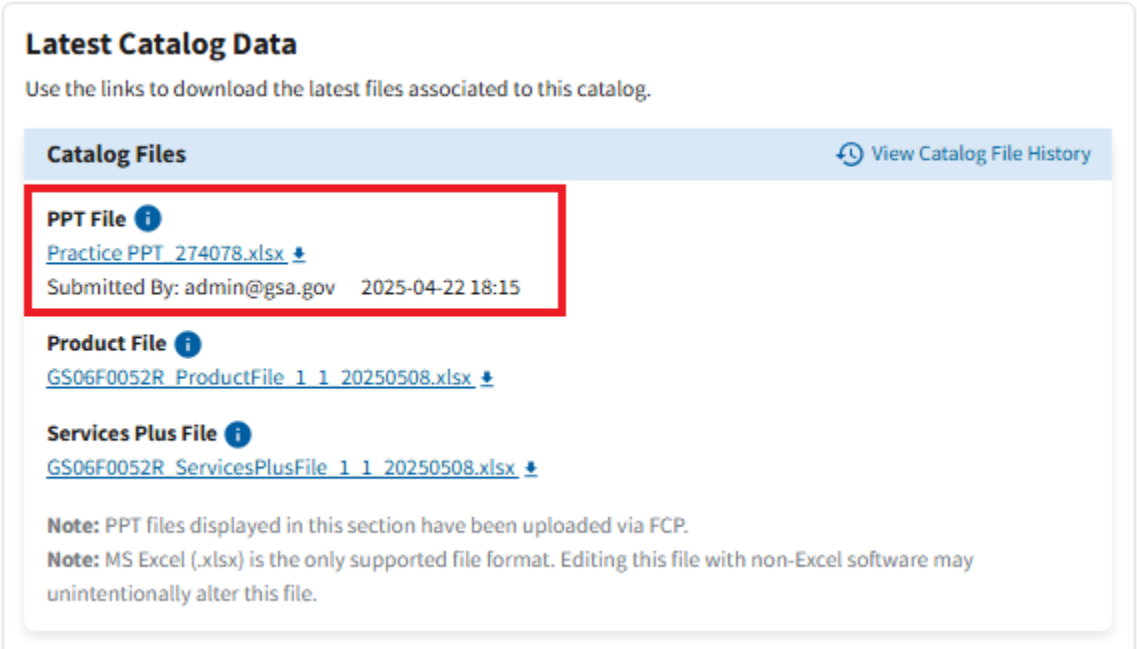
1. Approval
2. Return for Edits
3. Rejection

6.4.5. 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 for PPT-only actions shows the most recent update. It **does not** include all previous changes made to the PPT file.

Figure: PPT Latest Catalog Data



6.4.6. PPT T&C Update

After the PPT modification is approved, vendors must update the T&C file in FCP to reflect the changes.

To do this:

1. Create a new T&C Update action in FCP (section 6.3).
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.