



U.S. General Services Administration

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

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Document Version History

Version	Date	Description
1.2	December 2025	PPT Final View
1.1	June 2025	PPT-Only Action
1.0	January 2025	Initial Draft



1. General Information

This in-depth instructional guide is for vendors who have completed the FAS Catalog Platform (FCP) First Steps process and provides step-by-step instructions to perform the following actions for **services auto-published to a Price List**:

1. Update Seller Profile ([Section 2](#))
2. Update Terms & Conditions ([Section 3](#))
3. Adding Services ([Section 4](#))
4. Changing Services ([Section 5](#))
5. Deleting Services ([Section 6](#))

Each section begins with **Tool Tips** designed to help navigate the guide more effectively. These **Tool Tips** provide links to additional resources, FAQs, and guidance for troubleshooting common issues. Additionally, this Services Quick Reference Guide (QRG) and other guides are available on the [Help Resources](#) page of FCP.

Notes are included throughout the guide to offer additional information specific to the content in each section. These **Notes** provide clarification or further details on the topic being addressed.

For information regarding the following, please refer to the [Getting Started in FCP User Guide](#):

1. **Access**: How to log in and set up vendor access in FCP.
2. **Navigation**: How to move through FCP Platform and locate key features.
3. **First Steps Process**: Completing the necessary steps to prepare a catalog for general management.

About the Services Plus File (SPF)

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

1. **Services and Training**
2. **SIN 541930: Translation and Interpretation Service**
3. **SIN 611630: Linguistic Training and Education**

The SPF supports the following catalog item types:

1. **Commercial Labor Category**
2. **Service Contract Labor Standards (SCLS) Labor Category**
3. **Fixed Price Services and Solution**
4. **Courses and Training**
5. **Language Services**
6. **Other Direct Costs (ODCs)**
7. **Ancillary Item**
8. **Product**



Decimal Formatting and Tolerance

The Services Plus File supports values formatted out to four decimal places. This includes dollar amounts, percentages, and discounts.

- Percentages must be represented as decimals between 0 and 1. For example, 0.2575 equals 25.75%
- Discounts are percentages that must be between -1 and 1
- Some services, such as language translation priced per word, may use amounts smaller than a penny. For example, "\$.0045" for each word.

The system allows a difference of up to 0.0199 (just under two cents) when checking price calculations. The Services Plus File stores prices exactly as entered. If a value uses more than four decimal places, the system rounds it to four places when performing calculations.

Additionally, the [FCP Services Plus File to Services PPT Crosswalk Quick Reference Guide](#) is available to help users transition to the new SPF. This document maps each field in the SPF to its equivalent field in the PPT (if applicable), explains the changes, and provides reasons behind them.

2. Update Seller Profile

This section guides vendors on how to update their Seller Profile. The Seller Profile includes key details such as:

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

Vendors must review and edit each Seller Profile section to ensure the information is accurate and matches what is awarded to the contract.

Updating Seller Profile information involves the following steps:

1. In eMod, **create** and **complete** an **applicable modification** (see section [2.1](#))
 - a. Not every Seller Profile update requires a modification in eMod. When that is the case start with Step 2.
2. In FCP, **create** the **Update Seller Profile action** linked to the closed / awarded eMod modification created in Step 1 (see section [2.2](#))
3. In FCP, **update** the Seller Profile information and **submit** the action (see section [2.3](#))
4. In FCP, the **CS/CO reviews** the Seller Profile and **submits** a determination (see section [2.4](#))
5. After CS/CO approval, FCP **auto-publishes** the Seller Profile updates to GSA Environment (see section [2.4](#))



Tool Tip: Update Seller Profile

Update Seller Profile Tool Tip

See these resources for additional guidance on Seller Profile.

1. [Seller Profile FAQ](#)
2. [FCP Catalog Actions Quick Reference Guide](#)

2.1. eMod: Awarded Modification

To create an applicable modification in eMod:

1. Navigate to <https://www.eoffer.gsa.gov/> and access the Contract Modification page.
 - a. **Note:** Access the eMod / eOffer Help Center for assistance with eMod.
2. Create a Modification:
 - a. In the **Administrative** or **Legal** modifications category, choose an applicable modification.

Figure: eMod Create Admin/Legal Modification

Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category and/or Service Offerings <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Address Change <input type="checkbox"/> Contract Administrator/Point of Contact (POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Point of Contacts for Manufacturers, Dealers, Resellers, Agents <input type="checkbox"/> Order Point of Contact (POC) <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
Cancellation Or Terminations	<input type="checkbox"/> Cancel Contract
Deletions	<input type="checkbox"/> Delete Labor Category and/or Service Offerings <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Legal	<input type="checkbox"/> Change of Name Agreement <input type="checkbox"/> Novation Agreement

3. Press the **Submit Online** button.
4. eMod creates the Administrative or Legal modification and generates a unique eMod ID.

Figure: eMod Admin/Legal eMod ID

Prepare Your Modification

- Corporate Information
- Administrative
- Upload Documents
- Submit Modification

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name: _____ eMod ID: XHCK9RWQ

Contract Number: _____

Modification Type: Address Change

CORPORATE INFORMATION

Is the information correct?

This information is taken directly from System for Award Management (SAM). If any of this information is incorrect, it must be corrected through System for Award Management (SAM). Any changes will be reflected in eOffer in approximately 24 hours.

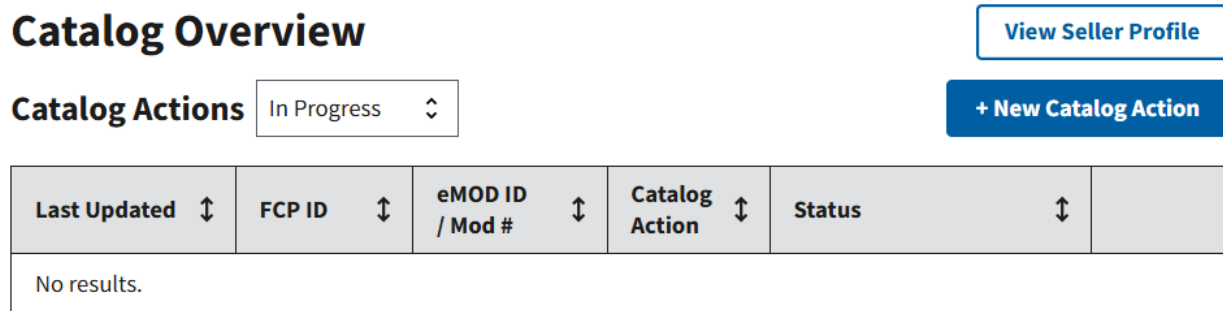
After submitting the modification, it will be sent for CS/CO review. Once the CS/CO approves the modification, it will transition to a closed/awarded state. At that point, the vendor can proceed with creating the FCP Seller Profile action.

2.2. Create FCP Seller Profile Update Action

On the **Catalog Overview** page follow these steps to create your Update Seller Profile action:

1. Press the **+New Catalog Action** button.

Figure: Catalog Overview Page +New Catalog Action Button



The screenshot shows the 'Catalog Overview' page. At the top left is the title 'Catalog Overview'. To its right is a button labeled 'View Seller Profile'. Below the title is a section for 'Catalog Actions' with a dropdown menu currently set to 'In Progress'. To the right of this dropdown is a prominent blue button labeled '+ New Catalog Action'. Below these elements is a table with the following columns: 'Last Updated', 'FCP ID', 'eMOD ID / Mod #', 'Catalog Action', and 'Status'. Each column header has a double-headed arrow icon indicating it is sortable. The table body is currently empty, displaying the text 'No results.'

On the **New Catalog Action** page under the contract information section:

1. Select the Update Seller Profile radio button.
 - a. **Note:** Make sure no other actions are in progress. If there are, the system will show a validation error when you try to create the Seller Profile action.
2. Select the eMod ID associated with the Update Seller Profile modification.
 - a. **Note:** The eMod modification needs to be in an Awarded/Closed status in order to link it to FCP Update Seller Profile action.
 - b. If the update is not associated with an awarded modification, select "No Modification Associated". Examples of this may include changing the Catalog Offering types or Order POC changes.
3. Press the **Continue** button.

Figure: Create New Action Page - Seller Profile Update Action

New Catalog Action

What type of catalog action would you like to perform?

Products (Sold on Advantage)

Catalog Items that will be included in the Product File and published to GSA Advantage.

Baseline Add Change Delete TPR Update Photos

Contract Information

Update Seller Profile Update Terms & Conditions File

i Updates that must be associated with an applicable awarded eMod ID:
Minimum Order Amount

Updates that can use "No Modification Associated":
GSA Advantage Contractor Information, Ordering Information POC, and Dealers & Distributors

Associate an eMOD ID to your selected catalog action. *

RPD75XXO

2.3. Update Seller Profile Action and Submit

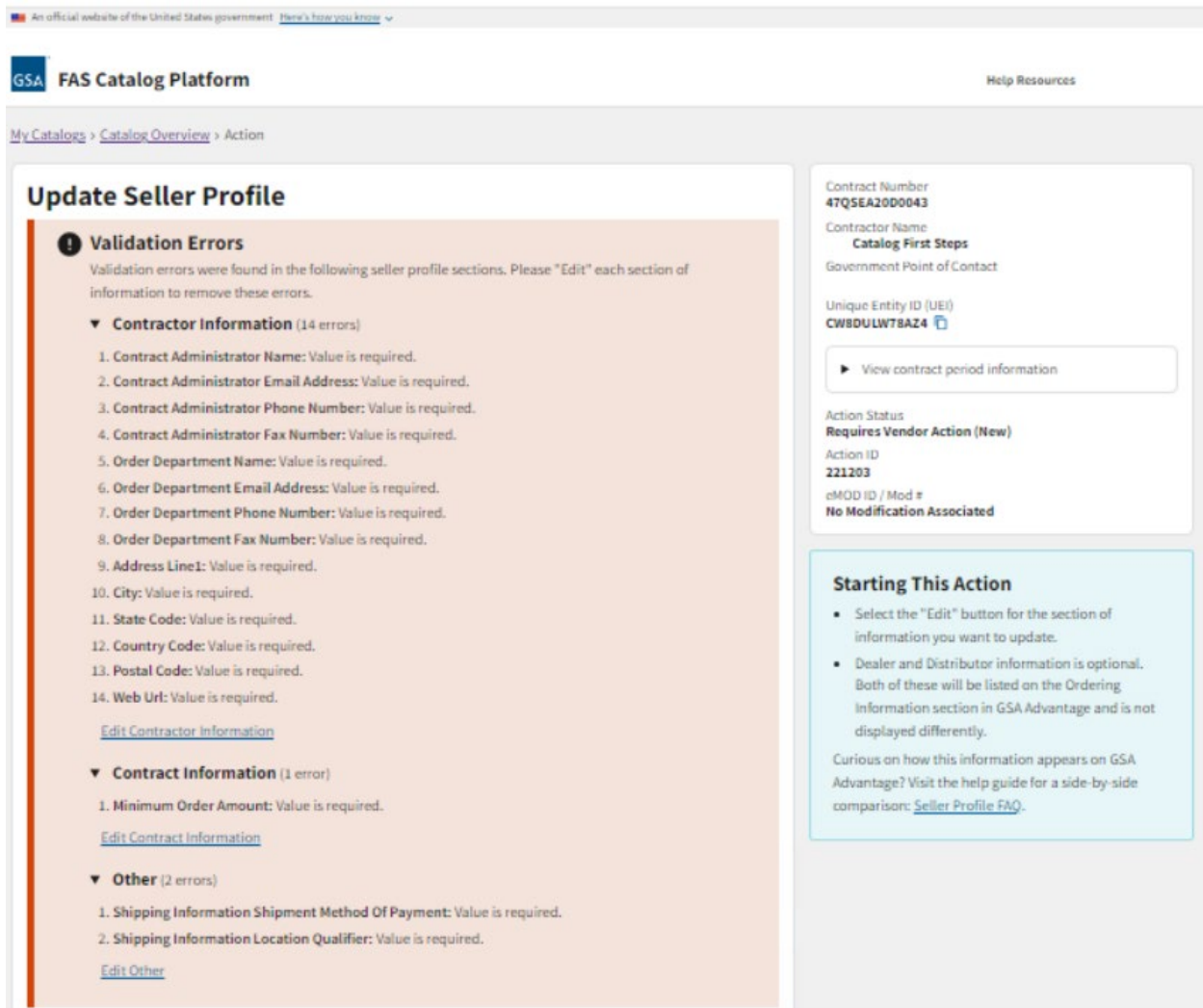
After creating the Update Seller Profile action in (section [2.2](#)) the **Vendor: Update Seller Profile Information** section expands. This section includes the following areas which are pre-populated with the current information published on GSA Advantage:

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



Update Seller Profile

Validation Errors
Validation errors were found in the following seller profile sections. Please "Edit" each section of information to remove these errors.

- ▼ **Contractor Information** (14 errors)
 1. Contract Administrator Name: Value is required.
 2. Contract Administrator Email Address: Value is required.
 3. Contract Administrator Phone Number: Value is required.
 4. Contract Administrator Fax Number: Value is required.
 5. Order Department Name: Value is required.
 6. Order Department Email Address: Value is required.
 7. Order Department Phone Number: Value is required.
 8. Order Department Fax Number: Value is required.
 9. Address Line1: Value is required.
 10. City: Value is required.
 11. State Code: Value is required.
 12. Country Code: Value is required.
 13. Postal Code: Value is required.
 14. Web Url: Value is required.

[Edit Contractor Information](#)
- ▼ **Contract Information** (1 error)
 1. Minimum Order Amount: Value is required.

[Edit Contract Information](#)
- ▼ **Other** (2 errors)
 1. Shipping Information Shipment Method Of Payment: Value is required.
 2. Shipping Information Location Qualifier: Value is required.

[Edit Other](#)

Contract Number: 47Q5EA20D0043
Contractor Name: **Catalog First Steps**
Government Point of Contact
Unique Entity ID (UEI): CW8DU1W78AZ4 [View contract period information](#)

Action Status: **Requires Vendor Action (New)**
Action ID: 221203
eMOD ID / Mod #: No Modification Associated

Starting This Action

- Select the "Edit" button for the section of information you want to update.
- Dealer and Distributor information is optional. Both of these will be listed on the Ordering Information section in GSA Advantage and is not displayed differently.

Curious on how this information appears on GSA Advantage? Visit the help guide for a side-by-side comparison: [Seller Profile FAQ](#).

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.



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- 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.
 - 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.
 - 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 [7](#)) After modification is approved, use the Update Terms and Conditions File action to publish these items to the T&C File (see section [7.5](#)).
 - iv. **Both Products and Services** - If offering both products (sold on Advantage) and services plus (published to a Price List), select both options.
 1. **Note:** If a vendor currently offers **only services** and decides to add **products**, the following actions are required:
 - a. Submit an **Add SIN Modification** in eMod
 - b. Complete the **Baseline Products** action in FCP.
 2. **Note:** If a vendor currently offers **only products** and decides to add **services**, the following actions are required:
 - a. Submit an **Add SIN Modification** in eMod.
 - b. Complete the **Baseline Services** action in FCP.
 3. **Note:** If a vendor is representing products or services that it already has on contract, the following actions are required:
 - a. Submit a **Baseline Modification** in eMod
 - b. Complete a **Baseline Services (or Products) action** in FCP
 4. Refer to the [Getting Started in FCP User Guide](#) for additional information on the **Baseline** process.



- iv. **Delete Offerings** - All products or services under a catalog must be deleted before updating the Seller Profile. Failure to remove these items will result in a validation error.
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

Edit Contract Information

Minimum Order Amount *

Catalog Offerings *

Products (Sold on Advantage)

Catalog Items that will be included in the Product File and published to GSA Advantage.

- Yes
- No

Services Plus* (Published to a Price List)

For labor categories, fixed-price services, courses and training, ODCs, language services, ancillary items and *products not suitable for sale on GSA Advantage. Services catalog actions auto publish a price list to GSA Advantage, eLibrary, eBuy.

- Yes
- No

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

For LIMITED items that cannot be accommodated by the Product File or Services Plus File. The Update T&C action **must** be used to update these items on the T&C File after the modification is approved.

- Yes
- No



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3. 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**.
 - e. **Order Department** fields - Enter a **Name, Email Address, Phone** and **Fax Number**.
 - 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 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

Edit Contractor Information

Company Name
Test Contract

Address Line 1 *
1 Test Lane

Address Line 2

City *
Santa Fe

State/Territory *
New Mexico

Country *
United States

Postal Code *
87501

Contractor Web Address *
www.test.gov

Contract Administrator

Name *
Test Testers

Phone Number *
555-555-5555

Email Address *
test@test.gov

Fax Number *
555-555-5551

Order Department

Name *
Testing Test

Phone Number *
555-555-5552

Email Address *
testing@test.gov

Fax Number *
555-555-5553

Save **Cancel**

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



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- 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

Add Dealer Information

Company Name *

Address Line 1 *

Address Line 2

City * State/Territory *

Country * Postal Code *

Order Department

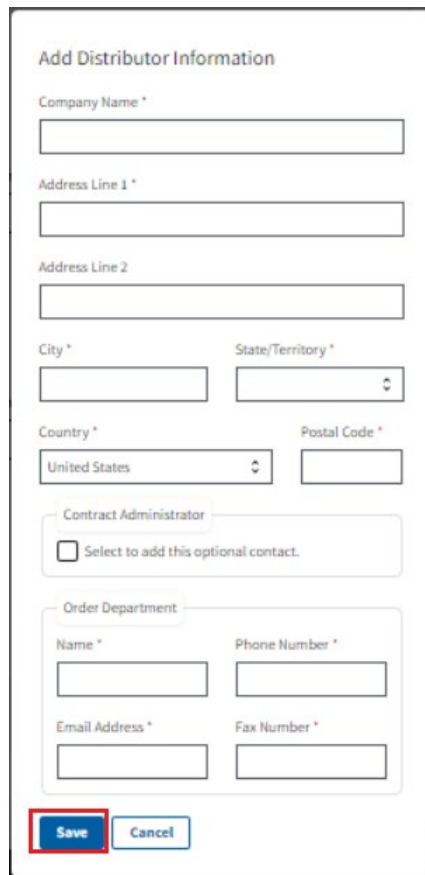
Name * Phone Number *

Email Address * Fax Number *

Save **Cancel**

5. (Optional section) Review and edit the **Distributor Information**:
 - a. Press the **+ Add Distributor** button to launch the Add Distributor 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: “Add Distributor Information” modal



Add Distributor Information

Company Name *

Address Line 1 *

Address Line 2

City * State/Territory *

Country * Postal Code *

Contract Administrator

Select to add this optional contact.

Order Department

Name * Phone Number *

Email Address * Fax Number *

Save **Cancel**



8. 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.
 - o If an "AB 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.

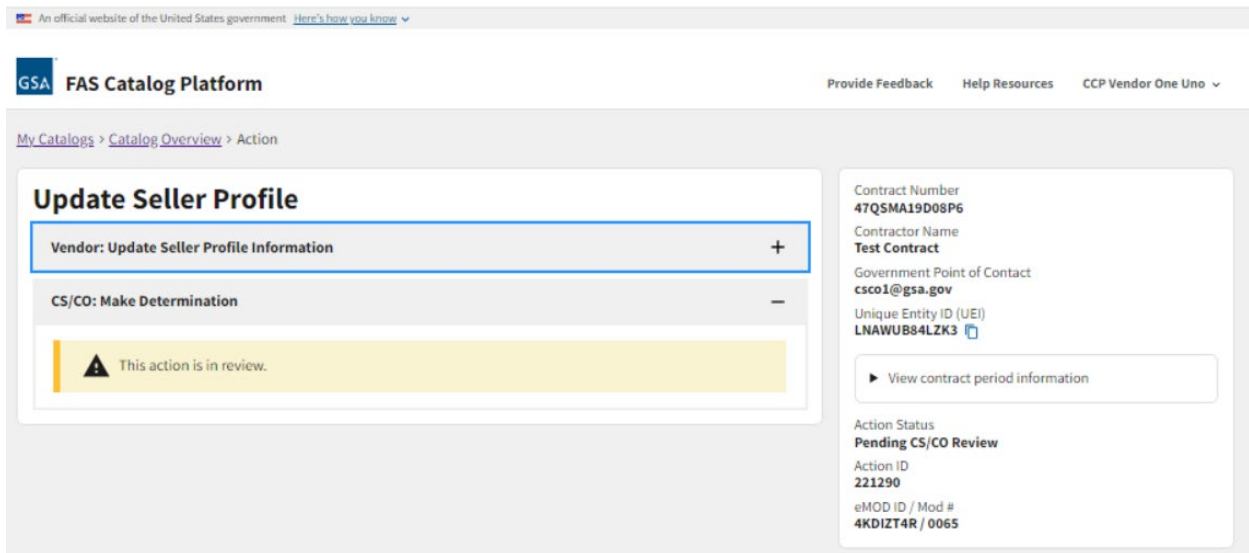
2.4. CS/CO: Make Determination

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

1. **Approval:**
 - a. If the CS/CO approves the action and the modification, then the Seller Profile will automatically publish to GSA Advantage (see section [2.5](#)).
2. **Return for Edits:**
 - a. If the CS/CO return for edits, then:
 - i. The system notifies the authorized negotiators that the CS/CO returned the FCP action.
 - ii. The action transitions to the **Requires Vendor Action (Ready for Vendor Upload)** status.
 - iii. The FCP action unlocks for vendor edits.
 - b. To proceed, vendor should:
 - i. Update Seller Profile section based on CS/CO comments.
 - ii. Submit FCP action back through automated data integrity validations.
3. **Rejection:**
 - a. If the CS/CO rejects the action, then:
 - i. The action status transitions to **Rejected**. The FCP action is closed.
 - ii. The action displays as read-only with CS/CO comments, if applicable.
 - iii. The modification is closed.
 - b. To restart the action, the vendor needs to **create a new Seller Profile action in FCP** (see section [2.2](#)).
 - i. **Note:** Before creating a new action following a rejection, vendors are encouraged to contact their CS/CO directly to ensure all deficiencies are addressed.



Figure: “CS/CO: Make Determination” Accordion



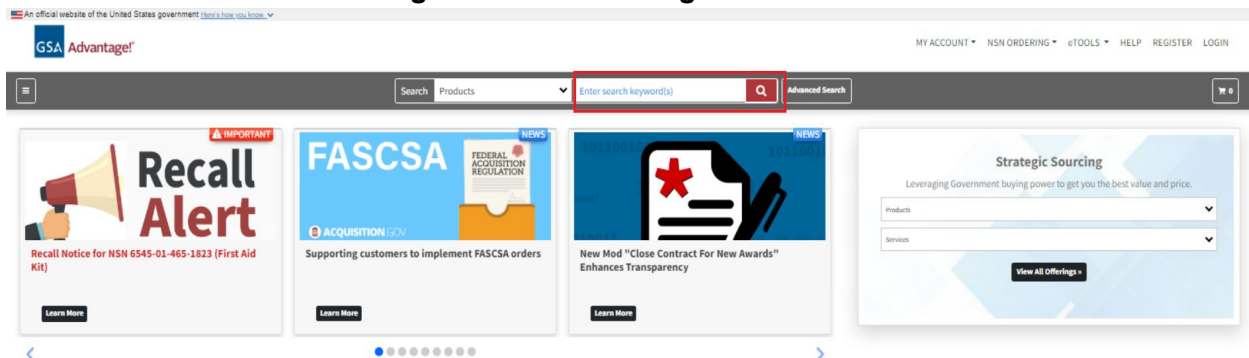
2.5. Publishing Seller Profile Action

After the CS/CO approves, the Seller Profile automatically queues for publishing to GSA Advantage, which typically publishes within 1-2 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

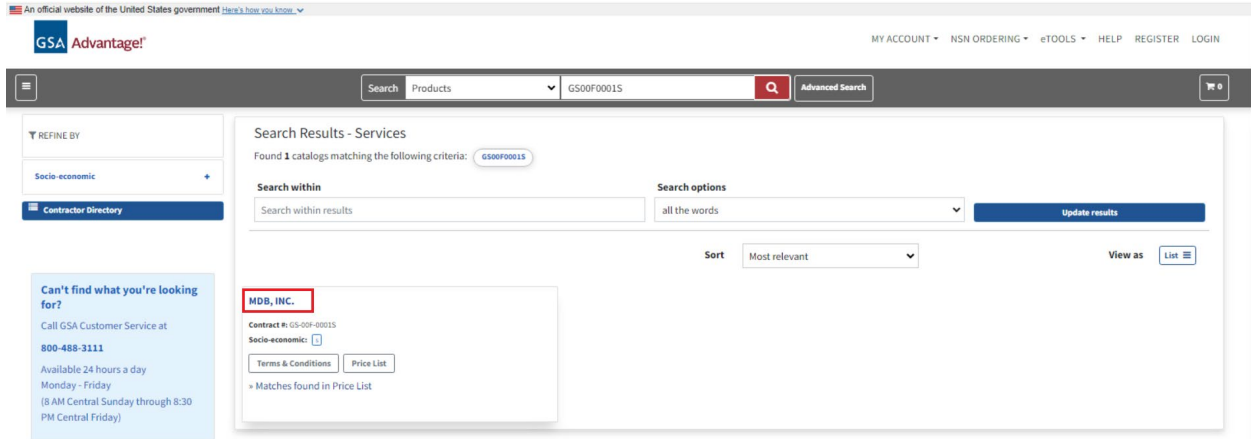
Figure: GSA Advantage Search Bar





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

Contractor Information

Contract: GS-06F-0051R

Contractor:

Address:

E-Mail:

Contract end date:

Order Status POC:

SAM UEI: J1F1QMGZPAB9

Socio-economic: Small Business
Service Disabled Veteran Owned Small Business
Disadvantaged Business

EPLS: Contractor not found on the Excluded Parties List System

Ordering Information: Contact the office nearest you if more than one location is shown.

Name/Order POC Email	Address	City, State	Zip Code	Phone Number	Fax Number
<input type="text"/>	<input type="text"/>	KITTERY, ME	03904	<input type="text"/>	<input type="text"/>

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

FCP Contractor Information:

- ALL-CITY TONER INC dba ACT SUPPLIES**
test addr ds, 111th Floor, Suite 1112
BROOKLYN, New York 10007
United States
<http://www.ACTsupplies.com>
- Contract Administrator:** Cont Adm, contadm@actsupplies.com, Phone: 222-222-2222, Fax: 222-222-2222
- Order Department:** Ord Dept, orddept@actsupplies.com, Phone: 999-999-9999, Fax: 111-111-1111
- Test Dealer:** 123 Main St, New York, New York 11277, United States
- Distributor:** Vandalis Inc., 1800 F St. NW, Washington, District Of Columbia 20008, United States. Order Dept: Bon Davis, Bon@vandalis.com, Phone: 777-777-7777, Fax: 555-555-5555

GSA Advantage Contractor Information:

- Contract:** 47Q5EA190007N
- Contractor:** ALL-CITY TONER INC dba ACT SUPPLIES
- Address:** test addr ds, 111th Floor, Suite 1112, BROOKLYN, NY 10007
- E-Mail:** contadm@actsupplies.com
- Web Address:** <http://www.ACTsupplies.com>
- Contract end date:**
- Order Status POC:** contadm@actsupplies.com
- SAM UEI:** U1E1N8366MNS
- Business type:** Small Business
- EPLS:** Contractor not found on the Excluded Parties List System

Ordering Information Table:

Name/Order POC Email	Address	City, State	Zip Code	Phone Number	Fax Number
Vandalis Inc. Bon@vandalis.com	1800 F St. NW	Washington, DC	20008	777-777-7777	555-555-5555
ALL-CITY TONER INC dba ACT SUPPLIES orddept@actsupplies.com	test addr ds 111th Floor, Suite 1112	BROOKLYN, NY	10007	999-999-9999	111-111-1111
Test Dealer dealer1@gmail.com	123 Main St	New York, NY	11277	333-333-3333	555-555-5555

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

FCP Contractor Information:

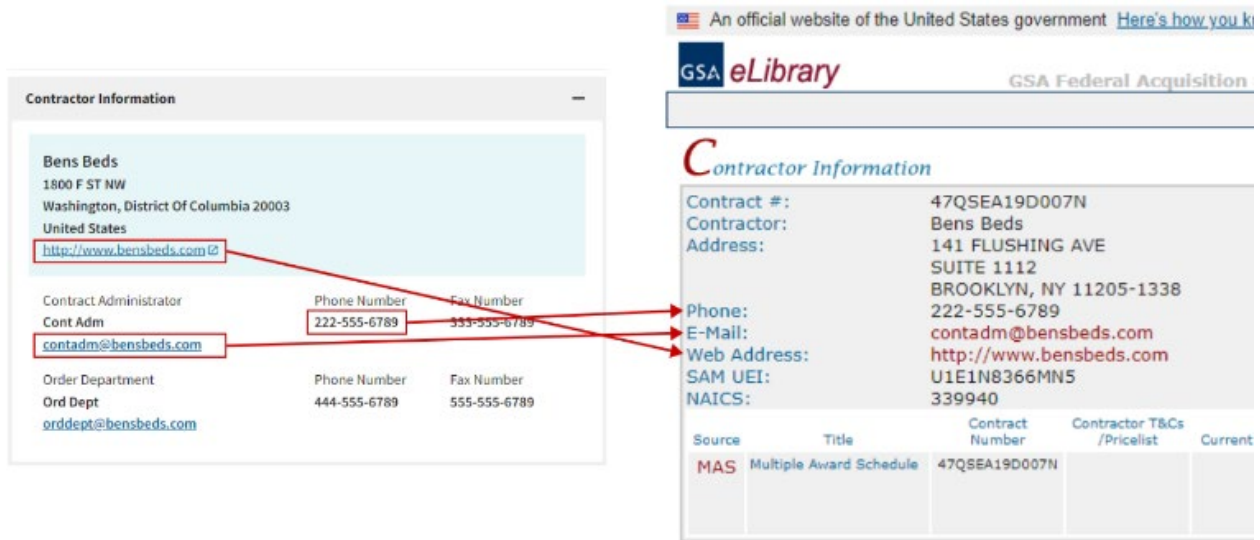
- BENS SUPPLIES**
1800 F ST NW, SUITE 100
Washington, District Of Columbia 20004
United States
<http://www.benssupplies.com>
- Contract Administrator:** Contract Admin, contadm@benssupplies.com, Phone: 222-555-6789, Fax: 333-555-6789
- Order Department:** Ord Dept, orddept@benssupplies.com, Phone: 444-555-6789, Fax: 555-555-6789

GSA eBuy Vendor Details:

- Contract #:** 47Q5EA190007N
- Contract end date:** May 20, 2024
- SAM UEI:** U1E1N8366MNS
- NAICS:** 235240
- EPLS:** Contractor not found on the Excluded Parties List System
- Socio-Economic:** Small Business
- Contact Info:** Address: 1800 F ST NW, SUITE 100, WASHINGTON, DC 20004; Phone: 222-555-6789; Email: contadm@benssupplies.com; Website: <http://www.benssupplies.com>

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



The figure illustrates the mapping of contractor information between the FCP (Federal Contractor Profile) and GSA eLibrary. The FCP screenshot on the left shows the following information for 'Bens Beds':

- Contractor Information:** 1800 F ST NW, Washington, District Of Columbia 20003, United States, <http://www.bensbeds.com>
- Contract Administrator (Cont Adm):** contadm@bensbeds.com, Phone Number: 222-555-6789, Fax Number: 555-555-6789
- Order Department (Ord Dept):** orddept@bensbeds.com, Phone Number: 444-555-6789, Fax Number: 555-555-6789

The GSA eLibrary screenshot on the right shows the following information for 'Bens Beds':

- Contract #:** 47QSEA19D007N
- Contractor:** Bens Beds
- Address:** 141 FLUSHING AVE, SUITE 1112, BROOKLYN, NY 11205-1338
- Phone:** 222-555-6789
- E-Mail:** contadm@bensbeds.com
- Web Address:** http://www.bensbeds.com
- SAM UEI:** U1E1N8366MN5
- NAICS:** 339940

The table at the bottom of the eLibrary screenshot shows the following contract award information:

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Current
MAS	Multiple Award Schedule	47QSEA19D007N		

3. Update Terms & Conditions File Action

This section guides vendors on how to update their Terms & Conditions (T&C) File.

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

1. In eMod, create an applicable modification (see section [3.1](#))
2. In FCP, create the Update Terms & Conditions File action linked to the closed/awarded eMod modification (see section [3.2](#))
3. In FCP, update the Terms & Conditions information and submit the action (see section [3.3](#))
4. In FCP, the CS/CO reviews the Terms & Conditions File and submits a determination (see section 3.4)
5. After CS/CO approval, FCP publishes the T&C updates to GSA Environment (see

section [3.5](#))

Tool Tip: Update T&C

T&C Tool Tip
<p>See these resources for additional guidance on Seller Profile.</p> <ol style="list-style-type: none"> 1. T&C FAQ 2. FCP Catalog Actions Quick Reference Guide

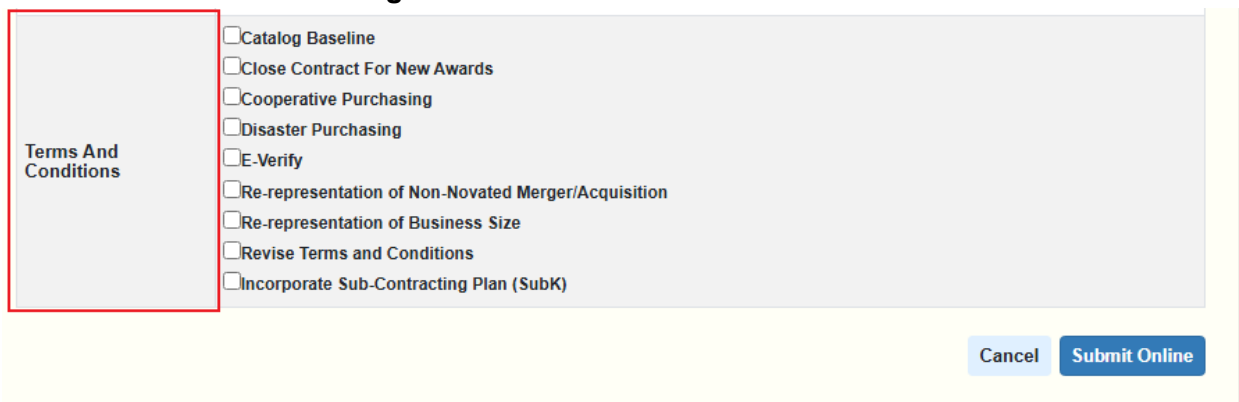
3.1. eMod: Awarded Modification

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. However, if necessary, vendors can create and complete a Revise Terms and Conditions modification in eMod.

To create an applicable modification in eMod:

1. Navigate to <https://www.eoffer.gsa.gov/> and access the Contract Modification page.
 - a. **Note:** Access the eMod / eOffer Help Center for assistance with eMod.
2. Create a Modification:
 - a. In the **Terms And Conditions** modification category, choose an applicable modification.

Figure: eMod Create T&C Modification



3. Press the **Submit Online** button.
4. eMod creates the T&C modification and generates a unique eMod ID.



Figure: T&C eMod ID

Prepare Your Modification

- Corporate Information
- Terms and Conditions
- Upload Documents
- Submit Modification

Indicates section is

Company Name: eMod ID: E6ZCKTZ3

Contract Number:

Modification Type: Revise Terms and Conditions

CORPORATE INFORMATION

Is the information correct?

This information is taken directly from System for Award Management (SAM). If any of this information is incorrect, it must be corrected through System for Award Management (SAM). Any changes will be reflected in eOffer in approximately 24 hours.

After submitting the modification, it will be sent for CS/CO review. Once the CS/CO approves the modification, it will transition to a closed/awarded state. At that point, the vendor can proceed with creating the FCP Update Terms & Conditions File action.

3.2. Create FCP Update Terms & Conditions File Action

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

On the **Catalog Overview** page follow these steps to create your Update Seller Profile action:

1. Press the +New Catalog Action button.

On the **New Catalog Action** page under the contract information section:

1. Select the **Update Terms & Conditions File** button.
2. Select applicable eMod ID from the Closed/Awarded modification drop down list.
3. Press the **Continue** button.

Figure: Create New Update Terms & Conditions File Action

New Catalog Action

What type of catalog action would you like to perform?

Products (Sold on Advantage)

Catalog Items that will be included in the Product File and published to GSA Advantage.

Baseline Add Change Delete TPR Update Photos

Contract Information

Update Seller Profile Update Terms & Conditions File

i All Terms & Conditions files must be associated with an approved modification; select from list below.

[Terms & Conditions File FAQ](#)

Associate an eMOD ID to your selected catalog action. *

3.3. Update Terms & Conditions File and Submit

After creating the Update Terms & Conditions File action (see section [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

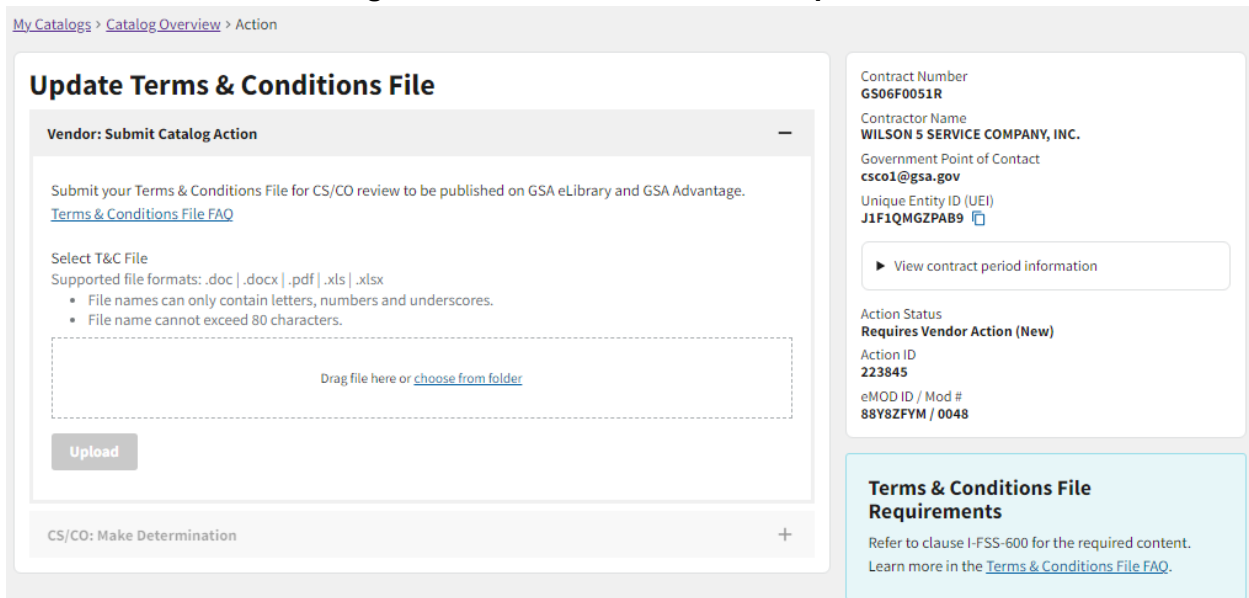
catalog items on the Services Plus File, as the Price List is auto-published as part of the Baseline Services action.

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 to manage their catalogs should not include pricing in their Terms & Conditions file.

Figure: Terms & Conditions File 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

Update Terms & Conditions File

Vendor: Submit Catalog Action

Submit your Terms & Conditions File for CS/CO review to be published on GSA eLibrary and GSA Advantage.
[Terms & Conditions File FAQ](#)

Uploaded T&C File

Type	File Name	
T&C File	TNC_Update.docx ↓	<input type="button" value="Remove"/>

If you want to modify the uploaded file above, please remove it. Then upload a new file.

3. Submit the T&C File

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



Figure: Update Terms & Conditions File Submit

Update Terms & Conditions File

Vendor: Submit Catalog Action

Submit your Terms & Conditions File for CS/CO review to be published on GSA eLibrary and GSA Advantage.
[Terms & Conditions File FAQ](#)

Uploaded T&C File

Type	File Name	
T&C File	TNC_Update.docx ↓	Remove

If you want to modify the uploaded file above, please remove it. Then upload a new file.

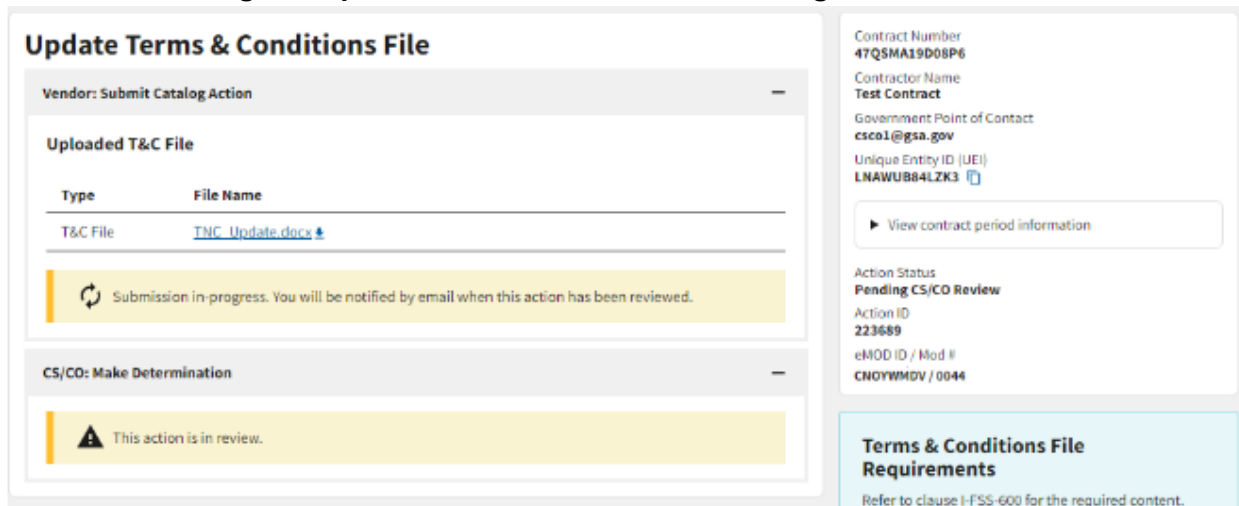
Add comments (Optional)
Comments will be included on the notification emails to the CS/CO and are not saved in the contract file.

Type your comments here...

[Submit](#)

After submission, the action transitions to **Pending CS/CO Review**.

Figure: Update Terms & Conditions Pending CS/CO Review



The screenshot displays the 'Update Terms & Conditions File' interface. On the left, under 'Vendor: Submit Catalog Action', there is a section for 'Uploaded T&C File' with a table listing a 'T&C File' named 'TNC_Update.docx'. Below this, a yellow notification bar states 'Submission in-progress. You will be notified by email when this action has been reviewed.' Under 'CS/CO: Make Determination', another yellow notification bar states 'This action is in review.' On the right, contract details are shown: Contract Number 47Q5MA19D08P6, Contractor Name Test Contract, Government Point of Contact csc01@gsa.gov, and Unique Entity ID (UEI) LNAWUB84LZK3. The Action Status is 'Pending CS/CO Review' with Action ID 223689 and eMOD ID / Mod # CNOYWM0V / 0044. A 'Terms & Conditions File Requirements' section at the bottom right refers to clause I-FSS-600 for required content.

3.4. CS/CO: Make Determination

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

1. **Approval:**
 - a. If the CS/CO approves the action and the modification, then the T&C update will automatically publish to GSA Advantage (see section 3.5).
2. **Return for Edits:**
 - a. If the CS/CO return for edits, then:
 - i. The system notifies the authorized negotiators that the CS/CO returned the FCP action.
 - ii. The action transitions to the Requires Vendor Action (Ready for Vendor Upload) status.
 - iii. The FCP action unlocks for vendor edits.
 - b. To proceed, vendor should:
 - i. Update T&C section based on CS/CO comments.
 - ii. Submit FCP action back through automated data integrity validations.
3. **Rejection:**
 - a. If the CS/CO rejects the action, then:
 - i. The action status transitions to **Rejected**. The FCP action is closed.
 - ii. The action displays as read-only with CS/CO comments, if applicable.
 - iii. The modification is closed.
 - b. To restart the action, the vendor needs to create a new applicable eMod modification or use a previously awarded/closed modification.

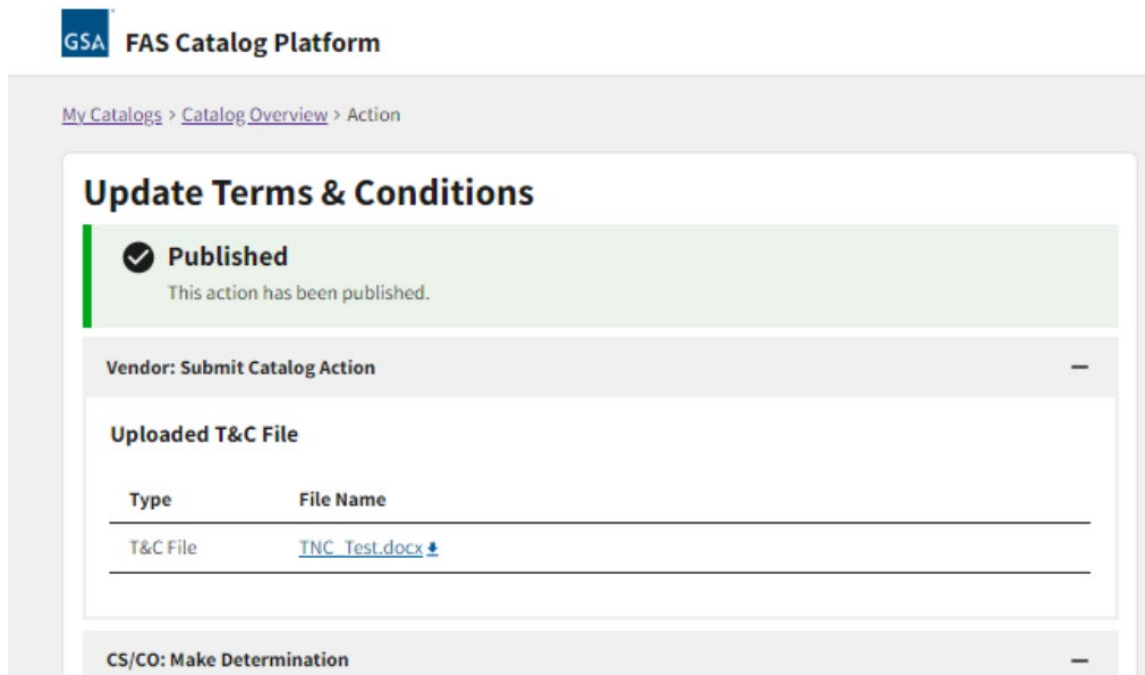
- i. **Note:** Before creating a new modification following a rejection, vendors are encouraged to contact their CS/CO directly to ensure all deficiencies are addressed.

3.5. Publishing Terms & Conditions Action

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

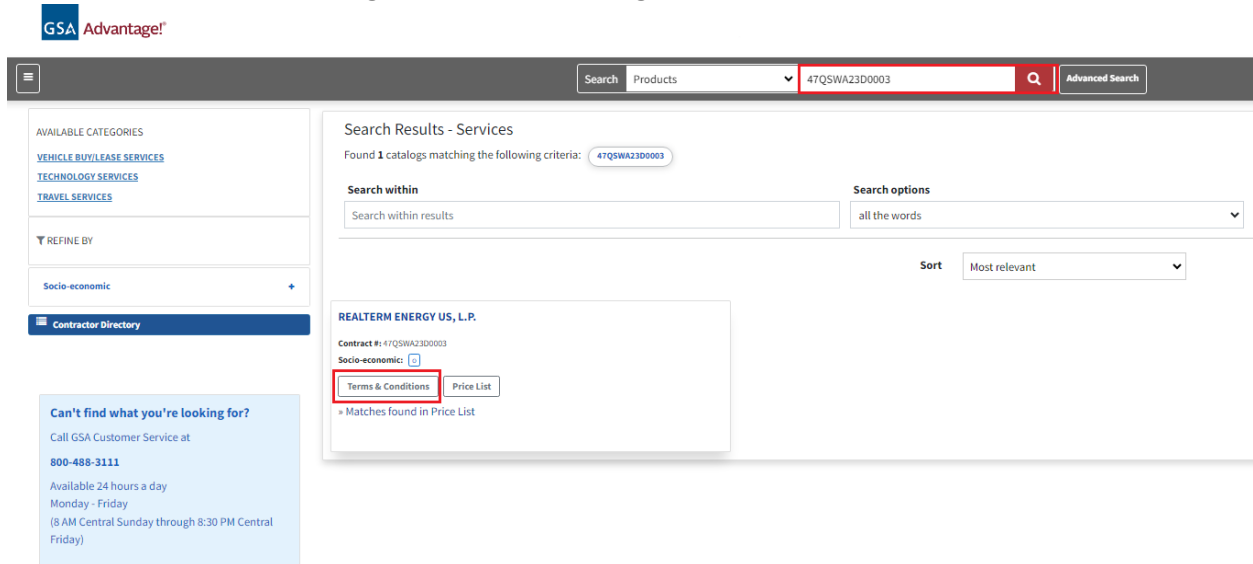


Viewing the Published T&C File:

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



4. Adding Items

This section guides vendors on how to add items in their catalog that publish to a Price List. Depending on the offerings, vendors can add services, solutions, or products (not sold on Advantage). Section [4.1](#) will assist the vendors in navigating the add items process.

Tool Tip: Adding Items

Adding Items Tool Tip
<p>See these resources for additional guidance on add actions.</p> <ol style="list-style-type: none"> Add Action FAQ FCP Catalog Actions Quick Reference Guide FCP Data Validation & Business Rules PPT to SPF Crosswalk

4.1. Add Services (Published to a Price List) Action

Vendors should use the Add Services Catalog action to link to specific eMod modifications types, including:

1. Add new Labor Category and/or Service Offerings
2. Add new SINS



The Add Services action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section [4.1.1](#))
2. In FCP, **create** the **Add Services** action, linked to the eMod modification created in step 1 (see section [4.1.2](#))
3. In FCP, **upload** the **Services Plus File** (see section [4.1.2](#))
4. In FCP, **submit** the **Add Services** action to eMod (see section [4.1.3](#))
5. In FCP, remediate error file and address warnings, if applicable (see section [4.1.4](#))
6. In eMod, review and submit the modification (see section [4.1.5](#))
7. In FCP and FSS Online, CS/CO makes a determination (see section [4.1.6](#))
8. After CS/CO approval, FCP auto-publishes a Price List inclusive of the newly added line items to the Advantage environment (see section [4.1.7](#))

4.1.1. eMod: Create Add Services Modification

To create an applicable add modification in eMod:

1. Navigate to <https://www.eoffer.gsa.gov/> and access the Contract Modification page.
 - a. **Note:** Access the [eMod / eOffer Help Center](#) for assistance with eMod.
2. Create a Modification:
 - a. In the **Additions** modifications category, choose either **Add Labor Category and/or Services Offerings** or **Add SIN**.
3. Press the **Submit Online** button.

Figure: eMod Create Add Service Modification

Primary Types	Sub Types
Additions	<input checked="" type="checkbox"/> Add Labor Category and/or Service Offerings
	<input type="checkbox"/> Add Product(s)
	<input type="checkbox"/> Add SIN

Cancel Submit Online

4. eMod creates the Add Services modification and generates a unique eMod ID.

Figure: eMod Add Labor Category and/or Services Offering eMod ID

Prepare Your Modification

- Corporate Information ●
- Additions ○
- Upload Documents ○
- Submit Modification ○

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name:	JOHNSON CONTROLS FIRE PROTECTION LP	eMod ID:	ELGWUSSH
Contract Number:	GS06F0054N		
Modification Type:	Add Labor Category and/or Service Offerings		

CORPORATE INFORMATION

Is the information correct?

This information is taken directly from System for Award Management (SAM). If any of this information is incorrect, it must be corrected through System for Award Management (SAM). Any changes will be reflected in eOffer in approximately 24 hours.



4.1.2. Create FCP Add Services Action

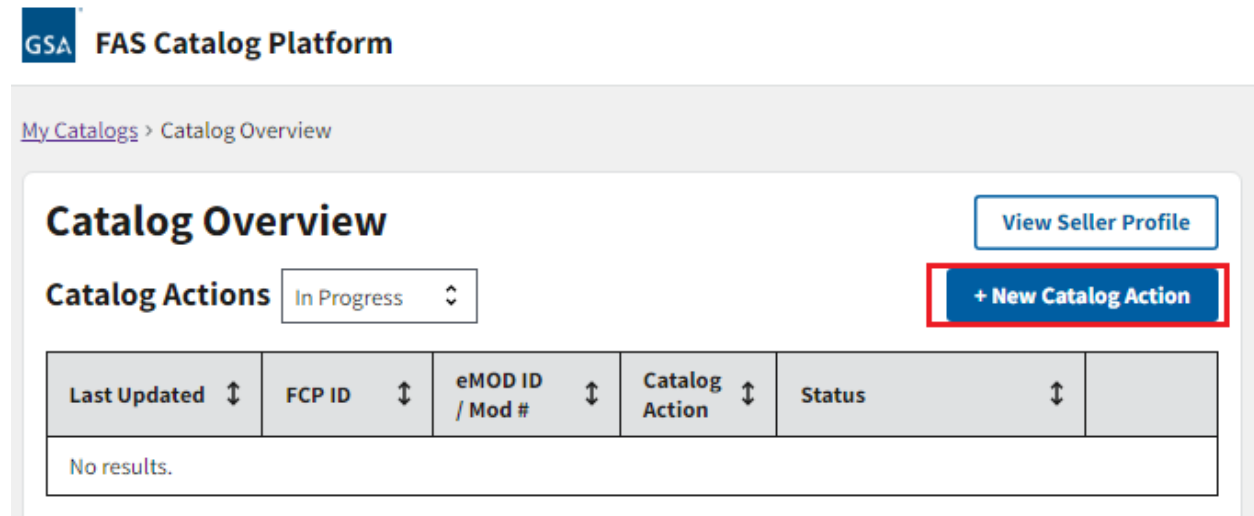
After creating the **Add Services** modification in eMod (section [4.1.1](#)), the vendor creates and links the FCP **Add Services** action to the modification.

Note: In order to create Services actions, the FCP Seller Profile must be updated with the appropriate Catalog Offering selection (see section [2](#) for details).

Follow these steps to complete the **Add Services** action process.

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

Figure: FCP Catalog Overview +New Catalog Action



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

Figure: FCP New Catalog Action Screen (Add Services)

New Catalog Action

What type of catalog action would you like to perform?

Products (Sold on Advantage)
For commercial off the shelf products and commoditized services.

Baseline
 Add
 Change
 Delete
 TPR
 Update Photos

Services (Published to a Price List)
For labor categories, fixed-price services, courses and training, ODCs, language services, ancillary items and products not suitable for sale on GSA Advantage. Services catalog actions auto publish a price list to GSA Advantage, eLibrary and eBuy.

Baseline
 Add
 Change
 Delete

Contract Information

Update Seller Profile
 Update Terms & Conditions File

i Add services creates new line items in a catalog. Note: If you're adding a SIN to services already awarded to your contract, select a Change Service catalog action instead.

3. In the **eMod ID** dropdown menu, select the **eMod ID** created in section [4.1.1](#).
 - a. **Note:** If the “no eMod ID is available for this action type” banner displays, then return to eMod and create an Add Services modification (see section [4.1.1](#)).

Figure: FCP New Catalog Action Screen (eMod Dropdown)

i Add services creates new line items in a catalog. Note: If you're adding a SIN to services already awarded to your contract, select a Change Service catalog action instead.

Associate an eMOD ID to your selected catalog action. *

ELGWUSSH

- b. Press the **Continue** button.

The FCP Add Services action page displays. The action status is **Requires Vendor Action (New)**. The vendor can proceed with uploading a Services Plus File (see section [4.1.3](#)).

4.1.3. Vendor: Submit Catalog Action Section

To submit an Add Services action, only include the services being added to the catalog in the SPF.

Follow these steps:

1. Go to the **Help Resources** page and download the blank Services Plus File (SPF).

Note:

- Refer to the ReadMe tab in the SPF for instructions on filling out the file.
- For more guidance, visit the [Help Resource](#) page on FCP.

Figure: Help Resource Page Blank Templates

The screenshot shows the 'Help Resources' page with a search bar and a list of frequently asked questions. On the right, there are sections for 'User Guides', 'Training Videos', 'Vendor Office Hour', and 'Need more help?'. A red box highlights the 'Blank Templates' section, which includes links to 'FCP Product File.xlsx', 'FCP Product File with C&P.xlsx', 'FCP Services Plus File.xlsx', and 'Baseline Cover Letter Template'.



Figure: SPF “Read Me” Tab

Overview

The Service File is the vendor's means for collecting a complete service catalog. It should be used for line item description and pricing for labor categories and also fixed price services training, deliverables and products sold as a services outside of GSA Advantage. An awarded service catalog is accessible on the FAS Catalog Platform (FCP). Labor categories are published on buy.gsa.gov.

FCP Tabs: See **GLOSSARY** below for specific field type descriptions

REQUIRED:

- **Pricing:** The required fields on the Pricing tab are driven by the field catalog_item_type. When reviewing the Read Me below, note that fields marked conditional can be re catalog_item_type selection.

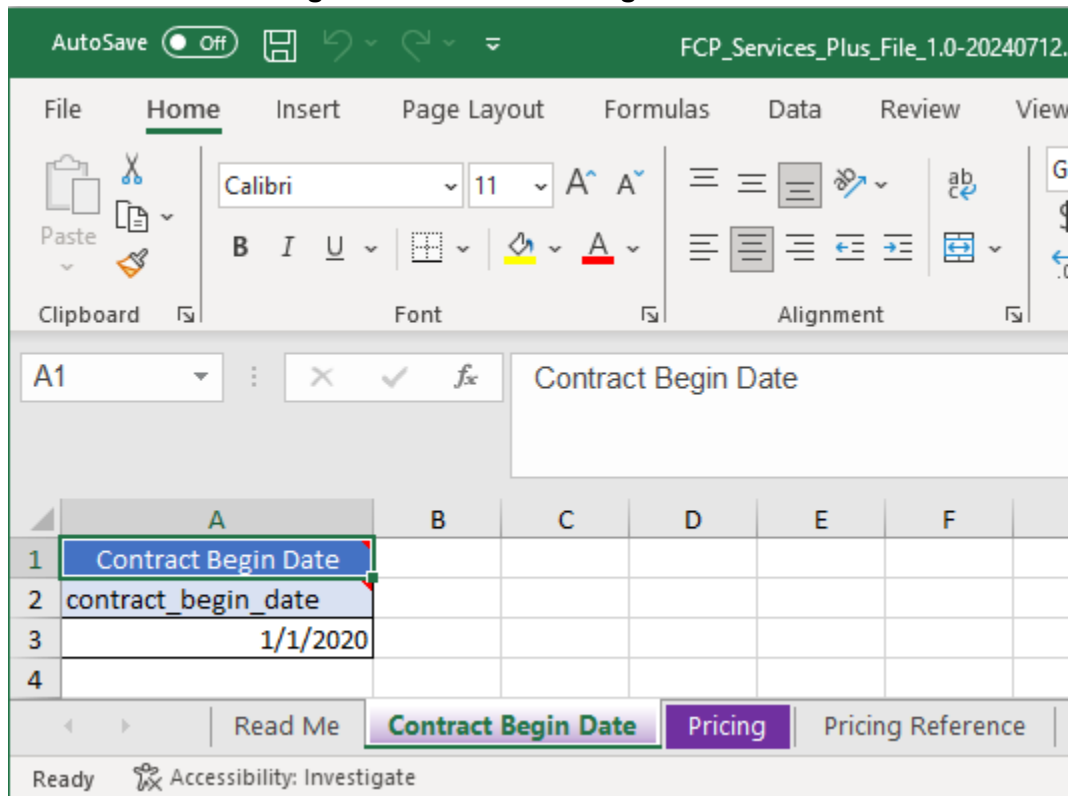
The Service File also includes a **REFERENCE** tab providing the allowable codes for certain fields. (ex. SIN, Unit of Measure, etc) In addition, "notes" are located for certain columns to that column should be completed. A triangle appears on the upper-right corner of the cell. Hover your pointer over the cell to see this additional information.

Glossary:

Contract Begin Date Tab			
Grouping	Column	Format	Description
Contract Begin Date	contract_begin_date	Date	The vendor may enter the first year of its contract term on this tab. The contract_begin_date the Pricing tab in the Base and Option Year sections (under year_01 in column Y to year_20

2. (Optional) Fill in the SPF **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.

Figure: SPF Contract Begin Date Tab



b. After entering the contract_begin_date, the **Pricing** tab, Row 3, starting in column Y, automatically populates the date by contract year.

i. **Notes:**

1. Pricing must be included from the current contract year through the end of the awarded option period.
2. Pricing for earlier, already completed contract years is **not required**. If included, historical pricing data **can not be edited** once approved.
3. If the contract is in the final year of the current option period, pricing must also be included for the **next awarded option period**.

ii. **Examples:**

- For a contract currently in Year 12, pricing should be included for: Years 12, 13, 14,15.
- For a contract currently in Year 15, pricing should be included for: Years 15, 16, 17, 18, 19, and 20.



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

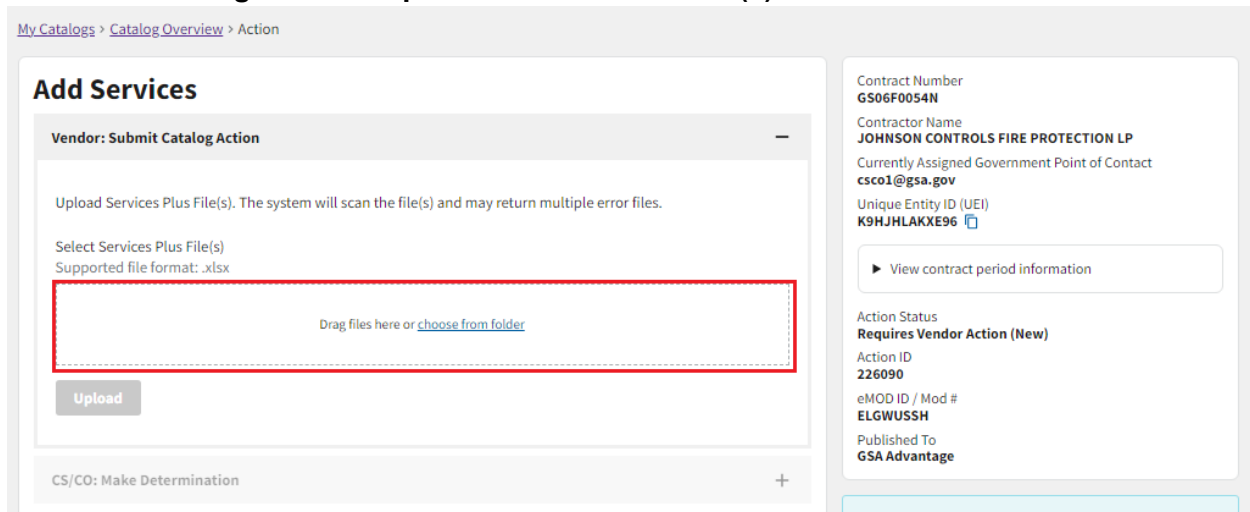
	Y	Z	AA	AB	AC	AD	AE	AF
1	Base period (GSA Price with IFF)					Option Period 1 (GSA Price with IFF)		
2	year_01	year_02	year_03	year_04	year_05	year_06	year_07	year_08
3	01/01/2020 -	01/01/2021 -	01/01/2022 -	01/01/2023 -	01/01/2024 -	01/01/2025 -	01/01/2026 -	01/01/2027 -
4		30.2267	30.6801	31.1403	31.6074	32.0815	32.5627	33.0512
5		232.9975	232.9975	232.9975	232.9975			
6		139.0428	139.0428	139.0428	139.0428			
7								

3. Complete the SPF **Pricing** tab as needed.
 - a. Remove examples and any pre-existing line items.
 - i. Note: Column headers in the SPF are system-defined and should not be changed. Modifying headers may cause validation errors.
 - b. Enter new service items in the Pricing tab.
 - i. **Notes:**
 1. Fields are conditionally required based on catalog_item_type.
 2. To associate a service item with multiple SINs, list all SINs in the sin_comma_separated field, separated by using **commas**.

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

1. Select Services Plus File:
 - a. In the file uploader, either drag the file into the drop window or click the 'choose from folder' link to find and select the file.
 - b. The SPF file must meet the following requirements:
 - i. Limited to 1 million lines.
 - ii. Saved in .xlsx format.

Figure: FCP Upload Services Plus File(s) Section



My Catalogs > Catalog Overview > Action

Add Services

Vendor: Submit Catalog Action —

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)


Upload

CS/CO: Make Determination +

Contract Number
GS06F0054N

Contractor Name
JOHNSON CONTROLS FIRE PROTECTION LP

Currently Assigned Government Point of Contact
csc01@gsa.gov

Unique Entity ID (UEI)
K9HJHLAKXE96 

[View contract period information](#)

Action Status
Requires Vendor Action (New)

Action ID
226090

eMOD ID / Mod #
ELGWUSSH

Published To
GSA Advantage

2. Upload Files:

- a. Press the **Upload** button to save the file to the action.
- b. *Optional actions:*
 - i. Press the **Remove** button to delete the incorrect file.
 - ii. Repeat steps 1 and 2 to upload the file.

Figure: FCP Uploaded Files

Vendor: Submit Catalog Action

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Upload

Uploaded Files

After uploading all of your files, click “Send Files to eMod” and then follow the on-screen guidance in FCP. Files that exceed the 100MB size limit will be split into multiple files; no user action required. If revisions occur, FCP will only store the final version of your Services Plus File.

Type	File Name	Remove
Services Plus File	GS06F0054N_ServicesPlusFile_1_1_20240704.xlsx ↓	Remove
Services Plus File	FCP_Services Plus File.xlsx ↓	Remove

3. Submit SPF(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 fcg-no-reply@gsa.gov once the results are available.

Figure: FCP Submit SPF(s)

Add Services

Vendor: Submit Catalog Action

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Uploaded Files

After uploading all of your files, click "Send Files to eMod" and then follow the on-screen guidance in FCP. Files that exceed the 100MB size limit will be split into multiple files; no user action required. If revisions occur, FCP will only store the final version of your Services Plus File.

Type	File Name	
Services Plus File	Add SPF.xlsx	<input type="button" value="Remove"/>

Add comments (Optional)
Comments will be included on the notification emails to the CS/CO and are not saved in the contract file.

Type your comments here...

I understand these file(s) will be transmitted to eMod and I will not be able to make further changes.

CS/CO: Make Determination

Contract Number
GS06F0054N

Contractor Name
JOHNSON CONTROLS FIRE PROTECTION LP

Currently Assigned Government Point of Contact
csc01@gsa.gov

Unique Entity ID (UEI)
K9HJHLAKXE96

Action Status
Requires Vendor Action (New)

Action ID
226090

eMOD ID / Mod #
ELGWUSSH

Published To
GSA Advantage

Completing This Action

- Begin the Add Services action by downloading a BLANK Services Plus File.
- Enter only new line items that are not already in your catalog to the Services Plus File.
- Upon approval, new line items in your services catalog will be auto-published to your price list on GSA Advantage, GSA eLibrary, and GSA eBuy.

Last Approved Catalog Files

Populated with currently awarded services that are auto-published to your price list on GSA Advantage, eLibrary and eBuy.

[GS06F0054N_ServicesPlusFile_1_1_20240906.xlsx](#)

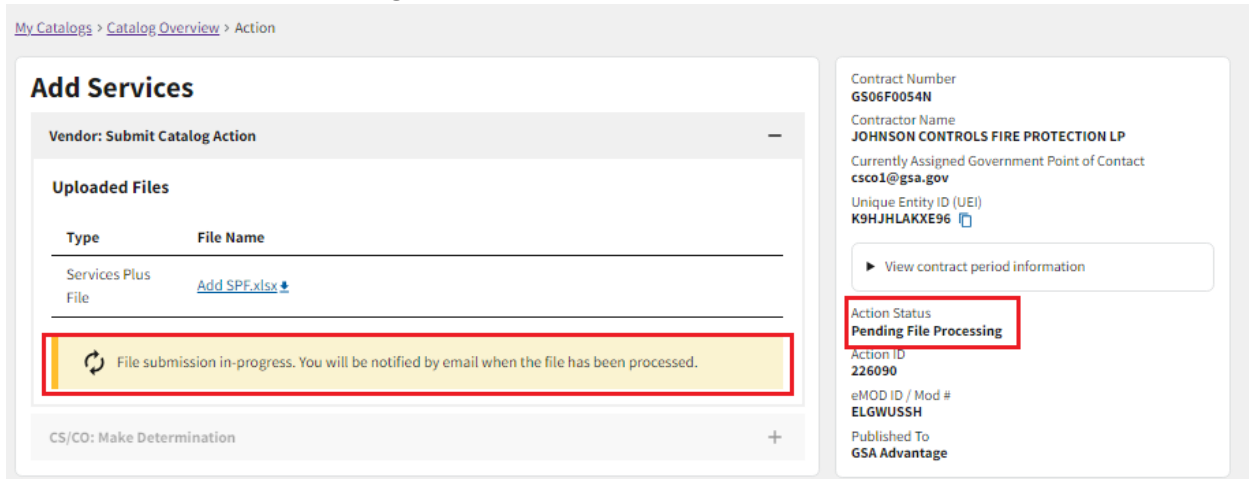
Note: MS Excel (.xlsx) is the only supported file format. Editing this file with non-Excel software may unintentionally alter this file.

Blank Template

[FCP_Services_Plus_File.xlsx](#)

After submitting, the action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section [4.1.4](#)).

Figure: Add Services Submittal of SPF

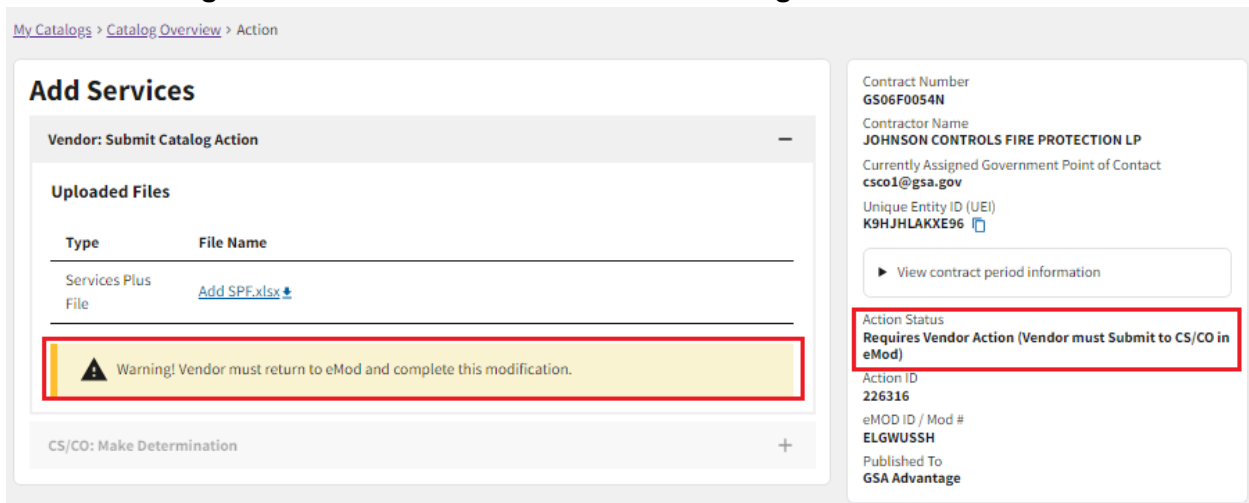


The screenshot shows the 'Add Services' interface. On the left, under 'Uploaded Files', a table lists a file named 'Add SPF.xlsx' of type 'Services Plus File'. Below the table, a yellow message box with a circular arrow icon states: 'File submission in-progress. You will be notified by email when the file has been processed.' On the right, contract details for 'JOHNSON CONTROLS FIRE PROTECTION LP' are shown. The 'Action Status' is highlighted in a red box and reads 'Pending File Processing'.

After the SPF(s) passes 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 Add Services Action in Sending Files to eMod Status



The screenshot shows the 'Add Services' interface. The 'Uploaded Files' table remains the same. The yellow message box now features a warning triangle icon and reads: 'Warning! Vendor must return to eMod and complete this modification.' On the right, the 'Action Status' is highlighted in a red box and reads 'Requires Vendor Action (Vendor must Submit to CS/CO in eMod)'.

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

3. 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]_[SPF #]_[Total # of SPFs].xlsx
 - ii. Example:



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1. SPF_B_202407301330_123456_47QSMA18D08P6_2_4.xlsx
 - b. The renamed file(s) display in:
 - i. eMod modification, 'PPT' attachment field and
 - ii. FCP CS/CO: Make Determination section (see section xx).
4. Fields calculated from Excel formulas become values without formulas.
5. FCP **generates** the following fields in the SPF when sent to eMod:
 - a. Discount_offered_to_gsa_off_mfc_price
 - i. **Note:** If the vendor is a TDR participant, the field is created but remains empty.
6. If the vendor submitted with any warnings it decided to accept (see section [4.1.4](#)), then FCP generates a **Warnings tab** in the submitted SPF.

FCP completes the SPF 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 [4.1.5](#)).
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 [4.1.5](#)).

4.1.4. Remediation 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 SPF using a similar data integrity check and business rule validation workflow as the Product File. After addressing any data validation or business rule errors, see section [4.1.3](#) 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 SPF.

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



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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: $\text{Year}_{x+1} = (\text{year}_x) * (1 + \text{epa_rate})$

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

Add Services

Vendor: Submit Catalog Action

⚠ Validation Warnings
Your submission contains warnings and has not been sent to eMod. Please review the report and choose how you want to proceed.

Submission Error Reports

Type	File Name
Warnings Only File	Add SPF_GS06F0054N_SERVICES_ADD_226638_CB_ERROR_202409161125.xlsx

Submitted Files

Type	File Name
Services Plus File	Add SPF.xlsx

Choose an action for the Submitted Files

Keep, and Submit with Warnings
This option will keep the Submitted Files and send them to eMod.

Replace with New Files
You will upload new files to replace the Submitted Files and we'll reprocess them.

By selecting submit with warnings, you are confirming that you reviewed the warnings.

Add comments (Optional)
Comments will be included on the notification emails to the CS/CO and are not saved in the contract file.

Type your comments here...

I understand these file(s) will be transmitted to eMod and I will not be able to make further changes.

Send Files to eMod

CS/CO: Make Determination

2. Replace with New Files



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- a. Select **Replace with New Files**.
 - i. The Select Services Plus File(s) uploader displays.
- 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: "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 SPF(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: Add Services Submittal of Updated SPF

Add Services

Vendor: Submit Catalog Action

⚠ Validation Warnings
 Your submission contains warnings and has not been sent to eMod. Please review the report and choose how you want to proceed.

Submission Error Reports

Type	File Name
Warnings Only File	Add SPF_GS06F0054N_SERVICES_ADD_226638_CB_ERROR_202409161125.xlsx

Submitted Files

Type	File Name
Services Plus File	Add SPF.xlsx

Choose an action for the Submitted Files

Keep, and Submit with Warnings
 This option will keep the Submitted Files and send them to eMod.

Replace with New Files
 You will upload new files to replace the Submitted Files and we'll reprocess them.

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
 Supported file format: .xlsx

Selected file [Change files](#)

Add SPF_GS06F0054N_SERVICES_ADD_226638_CB_ERROR_202409161125.xlsx

Upload

CS/CO: Make Determination

+

4.1.5. eMod: Review and Submit Modification

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

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

- a. Confirm that the SPF in the **Price Proposal Template** field displays the correct file and content.

Figure: Upload Documents section in eMod

Prepare Your Modification

- Corporate Information
- Additions
- Upload Documents
- Submit Modification

Indicates section is Incomplete
 Indicates section is Completed

Company Name: MDB, INC. eMod ID: DV1GJYMP

Contract Number: GS00F0001S

Modification Type: Add Labor Category and/or Service Offerings

UPLOAD DOCUMENTS * Required

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Only files of size less than or equal to **100.0 MB** can be uploaded.

Service and product text file has been named as 'Terms and Conditions Text File'.

Please select the Go to FCP button to be ported to the FAS Catalog Platform for your Catalog File submission. The Button will become accessible once all other required documents are uploaded. Clicking the Go to FCP button will save any progress.

Type	Name	Status	Action
Labor Category Descriptions *		Not Uploaded	Upload
Price Proposal Template *		Awaiting Submission	Go to FCP
Supporting Documentation *		Not Uploaded	Upload
Commercial Pricelist		Not Uploaded	Upload
SCA Matrix		Not Uploaded	Upload
Vendor Defined		Not Uploaded	Upload

[Save and Continue](#)

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

FCP Services Plus File(s) Not Visible in eMod?

If the Price Proposal Template in eMod does *not* contain the FCP Services Plus 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.

- 4. Upload the **Labor Category Descriptions** and **Support Documentation** in eMod.



Figure: Upload Labor Category Descriptions and Supporting Documents in eMod

Prepare Your Modification

- Corporate Information
- Additions
- Upload Documents
- Submit Modification

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name: MDB, INC. eMod ID: IRONBQ4
Contract Number: GS00F0001S
Modification Type: Add Labor Category and/or Service Offerings

UPLOAD DOCUMENTS * Required

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Only files of size less than or equal to 100.0 MB can be uploaded.

Service and product text file has been named as 'Terms and Conditions Text File'.

Please select the Go to FCP button to be ported to the FAS Catalog Platform for your Catalog File submission. The Button will become accessible once all other required documents are uploaded. Clicking the Go to FCP button will save any progress.

Type	Name	Status	Action
Labor Category Descriptions *		Not Uploaded	Upload
Price Proposal Template *	SPF_A_202409171519_226808_GS00F0001S_1_1.xlsx View	Submission Received	Go to FCP
Supporting Documentation *		Not Uploaded	Upload
Commercial Pricelist		Not Uploaded	Upload
SCA Matrix		Not Uploaded	Upload
Vendor Defined		Not Uploaded	Upload

[Save and Continue](#)

5. Review the remaining eMod modification sections to enter any remaining information.
6. **Submit** the modification by clicking the **Continue** button on the Final Review of eMod screen.

Figure: Submit Modification

Prepare Your Modification

- Corporate Information
- Additions
- Upload Documents
- Submit Modification

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name: MDB, INC. eMod ID: IRONBBQ4
 Contract Number: GS00F0001S
 Modification Type: Add Labor Category and/or Service Offerings

FINAL REVIEW OF eMOD * Required

It is recommended that the following documents be reviewed before submitting this eMod.
 Or, go to any section by using the left eMod menu.

Type	Name	Actions
Mod Response	Mod Response	Review
Price Proposal Template	SPF_A_202409171519_226808_GS00F0001S_1_1.xlsx	Review
Labor Category Descriptions	LCD	Review
Supporting Documentation	SD	Review

Disclaimer
 All other terms and conditions of the Contract will remain the same, unless otherwise disclosed and proposed in this modification request. *

- The labor categories being added are not substantially equal to previously deleted items which had a lower schedule price.
- All labor categories/service offerings are compliant with Trade Agreements Acts (See Federal Acquisition Regulation (FAR) Subpart 25.4).

Yes No

[Continue](#)

After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section [4.1.6](#)).

4.1.6. CS/CO: Make Determination Section

After the vendor submits the modification in eMod (see section [4.1.5](#)), 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 [4.1.5](#)).



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

1. **Approval:**

- a. If the CS/CO approves the action and the modification, then:
 - i. In eMod, the vendor reviews the SF30 package and eSigns the modification.

Figure: eMod Vendor Sign Package

eMod ID	Mod No	Mod Actions	Contract	Last Update	Status	Assigned To	View Mod	Sign Package	View Package	Download	Rescind Mod
IRONBBQ4	PA-0105	Add Labor Category and/or Service Offerings	GS00F0001S	2024-09-17 18:24:08.986	Ready for Vendor esign		View Mod	Sign Package	View Package		

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

- b. After the CO eSigns the modification, FCP begins the automated publishing process (see section [4.1.7](#)).

2. **Return for Edits:**

- a. If the CS/CO return for edits, then:
 - i. The system notifies the authorized negotiators that the CS/CO returned the FCP action.
 - ii. The action transitions to the **Requires Vendor Action (Ready for Vendor Upload)** status.
 - iii. The FCP action unlocks for vendor edits.
- b. To proceed, vendors should:
 - i. Upload a revised Services Plus 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 [4.1.4](#)).
 - 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 Services Plus File(s) display in the **Price Proposal Template** document type.
 - 2. **Notes** -



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- a. Only the most recent FCP Services Plus 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 [4.1.5](#)).
 - 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.
 - ii. The action displays as read-only, with CS/CO comments, if applicable.
 - iii. The modification is closed.
 - b. To restart the action, the vendor needs to **create a new applicable eMod modification** (see section [4.1.1](#)).
 - 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.

4.1.7. Publishing the Add Services Action

After the CS/CO completes the approval process (see section [4.1.6](#)), the FCP action status changes to **Pending Publishing on Advantage**.

Figure: Services Add Action (Pending Publishing on Advantage)

The screenshot shows the 'Add Services' page in the GSA Advantage system. The page is titled 'Add Services' and has a breadcrumb trail: 'My Catalogs > Catalog Overview > Action'. The main content area is divided into two columns. The left column shows the action status as 'Approved' with a checkmark icon and a message: 'This action has been approved and is pending publication on GSA Advantage.' Below this, there are two sections: 'Vendor: Submit Catalog Action' with a plus sign, and 'CS/CO: Make Determination' with a minus sign. The 'Files Submitted with Action' section contains a table with the following data:

Type	File Name
Services Plus	SPF A 202409171519 226808 GS00F0001S 1 1.xlsx
File	

The right column displays contract and contractor information: Contract Number GS00F0001S, Contractor Name MDB, INC., Currently Assigned Government Point of Contact csc01@gsa.gov, and Unique Entity ID (UEI) J4KLUDGBKYJ7. There is a button to 'View contract period information'. The 'Action Status' is highlighted with a red box and reads 'Pending Publishing on Advantage'. Other details include Action ID 226808, eMOD ID / Mod # IRONBBQ4 / 0105, and Published To GSA Advantage.



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

Figure: Services Add Action (Published to Advantage)

My Catalogs > Catalog Overview > Action

Add Services

✔ **Published**
 This action has been published.

Vendor: Submit Catalog Action +

CS/CO: Make Determination -

Files Submitted with Action

Type	File Name
Services Plus	
File	SPF A 202409171519_226808_GS00F0001S_1_1.xlsx

Contract Number
GS00F0001S

Contractor Name
MDB, INC.

Currently Assigned Government Point of Contact
csco1@gsa.gov

Unique Entity ID (UEI)
J4KLUDGBKYJ7

▶ View contract period information

Action Status
Published on Advantage

Action ID
226808

eMOD ID / Mod #
IRONBBQ4 / 0105

Published To
GSA Advantage

Confirm Publishing:

4. After the publishing process successfully completes:
 - a. The action status changes to **Published** and
 - b. the system notifies the authorized negotiators via email.
5. Access GSA Advantage <https://www.gsaadvantage.gov/>
 - a. Navigate to the Contractor Information modal and
 - b. press the **Price List** button.

Figure: Advantage Price List Location

Contractor Information

Contract: GS-06F-0051R

Contractor:

Address:

E-Mail:

Contract end date:

Order Status POC:

SAM UEI: J1F1QMGZPAB9

Socio-economic: Small Business
Service Disabled Veteran Owned Small Business
Disadvantaged Business

EPLS: Contractor not found on the Excluded Parties List System

Ordering Information: Contact the office nearest you if more than one location is shown.

Name/Order POC Email	Address	City, State	Zip Code	Phone Number	Fax Number
<input type="text"/>	<input type="text"/>	KITTERY, ME	03904	<input type="text"/>	<input type="text"/>

6. Verify that all services details, pricing, and descriptions display accurately.



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- 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



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

Figure: Published Price List: Pricing Tab

1	Vendor Name	Unique Catalog Item ID	Title	Description	SIN	Predominant Work Site	Measure	Unit of generation date	GSA Price with IFF (A) 1/18/2020 -	GSA Price with IFF (B) 1/18/2021 -	GSA Price with IFF (C) 1/18/2022 -	GSA Price with IFF (D) 1/18/2023 -
2												
3												
4	Services Test Cc3181-DEMO-1		HR Consultant	Performs routine assign	54151S	Contractor_Facility	HR		100.76			
5	Services Test CcA1		HR Consultant	Performs routine assign	54151S	Contractor_Facility	HR		100.76			
6	Services Test CcA1245		HR Consultant	Performs routine assign	54151S	Contractor_Facility	HR		100.76			
7	Services Test CcA2		HR Consultant	Performs routine assign	54151S	Contractor_Facility	HR		100.76			
8	Services Test CcA3		HR Consultant	Performs routine assign	54151S	Contractor_Facility	HR		100.76			
9	Services Test CcA4		HR Consultant	Performs routine assign	54151S	Contractor_Facility	HR		100.76			
10	Services Test CcGURK75760		Multi-Purpose Seating	Krug Product Discount	541511	Contractor_Facility	DF		3,538.8359			
11	Services Test CcREPAIR9000		Passenger Vehicle Body Repairer, F	Disassemble vehicle to	541430	Customer_Facility	HR		40.1137			
12												
13												
14												
15												
16												
17												
18												
19												
20												

c. Note:

- i. If the submitted epa_rate is '0', 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)

7. Access eLibrary (<https://www.gsaelibrary.gsa.gov/ElibMain/home.do>)

- a. Navigate to the Contractor Information page and
- b. press the **Price List** button to download the file.



Figure: eLibrary Price List Location

The screenshot shows the GSA eLibrary contract page for contract # OS-06F-0051R. The page includes contract details such as the contractor's name (J1F1QMGZPAB9), contract number (561210), and dates. A table at the bottom lists contract items, with the 'Price List' button for the first item highlighted in red.

Source	Title	Contract Number	Terms & Conditions / Price List	Current Option Period End Date	Ultimate Contract End Date	Category	View Catalog
MAS	Multiple Award Schedule	OS-06F-0051R	Terms & Conditions Price List	Jun 12, 2025	Jun 12, 2025	561210FAC	View Catalog

8. 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

The screenshot shows the GSA eBuy vendor selection page for contract # 561210FAC. The page displays a list of vendors with columns for 'Vendor', 'City, State', 'Socio-economic', 'Terms & Conditions/Price List', and 'Web Page'. The 'Price List' button for the first vendor, WILSON 5 SERVICE CO INC, is highlighted in red.

Select All	Vendor	City, State	Socio-economic	Terms & Conditions/Price List	Web Page
<input type="checkbox"/>	WILSON 5 SERVICE CO INC	KITTERY, ME	d dv s	Terms & Conditions Price List	
<input type="checkbox"/>	ALARES LLC	QUINCY, MA	dv s	Terms & Conditions + Price List	Web Page
<input type="checkbox"/>	AMERICAN CHILLER SERVICE, INC.	RANCHO CORDOVA, CA	s	Terms & Conditions + Price List	Web Page
<input type="checkbox"/>	AMERICAN POWER SERVICE COMPANY	MEDINA, OH	s w wo	Terms & Conditions + Price List	Web Page
<input type="checkbox"/>	API NATIONAL SERVICE GROUP, INC.	NEW BRIGHTON, MN	o	Terms & Conditions + Price List	Web Page



Table: Update to the Price List

Update to the Price List
<p>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.</p> <p>Features of the Price List:</p> <ul style="list-style-type: none">• 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.

5. Change Items

This section guides vendors on how to change items in their catalog. Depending on the offerings, vendors can change services, products, or both.

Tool Tip: Changing Items

Changing Items Tool Tip
<p>See these resources for additional guidance on change actions.</p> <ol style="list-style-type: none">1. Change Action FAQ2. FCP Catalog Actions Quick Reference Guide3. FCP Data Validation & Business Rules4. PPT to SPF Crosswalk

5.1. Change Services (Published to a Price List) Action

Vendors should use the Change Services Catalog action to link to specific eMod modifications types, including:

1. Add SIN (Addition of SINs for items already awarded to a catalog that are published to a Price List)
2. Change in Geographic Coverage (Scope)
3. Delete SIN (Deletion of SIN affecting items associated with multiple SINs that are published to a Price List)
4. Economic Price Adjustments with Commercial Price List
5. Economic Price Adjustments without Commercial Price List
6. Permanent Price Reduction (Based on Most Favored Customer)
7. Permanent Price Reduction (Industry Partner Requested)
8. Services Descriptive Change
9. Wage Determinations

The Change Services action consists of the following steps:

1. In eMod, **create** an **applicable modification** (see section [5.1.1](#))
2. In FCP, **create** the **Change Services** action, linked to the eMod modification created in step 1 (see section [5.1.2](#))
3. In FCP, **upload** the the **Services Plus File** (see section [5.1.2](#))
4. In FCP, **submit** the **Change Services** action **to eMod** (see section [5.1.3](#))
5. In FCP, **remediate** errors and address warnings, if applicable (see section [5.1.3](#))
6. In eMod, **review** and **submit** the modification (see section [5.1.4](#))
7. In FCP and FSS Online, CS/CO makes determination (see section [5.1.5](#))
8. After CS/CO approval, FCP **auto-publishes** the updated catalog to the Advantage environment. (see section [5.1.6](#))

5.1.1. eMod: Create Change Services Modification

To create an applicable change modification:

1. Navigate to <https://www.eoffer.gsa.gov/> and access the Contract Modification page.
 - a. **Note:** Access the [eMod / eOffer Help Center](#) for assistance with eMod.
2. **Create** an applicable **Change Modification**.
3. **Press** the **Submit Online** button.

Figure: eMod Create Change Service Modification

Technical	<input type="checkbox"/> Change in Geographic Coverage (Scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input checked="" type="checkbox"/> Service Descriptive Change
-----------	---

- eMod creates a Change Service modification and generates a unique **eMod ID**.

Figure: eMod Change Action eMod ID

The screenshot shows a web form for preparing a modification. On the left, a sidebar titled "Prepare Your Modification" has four sections: "Corporate Information" (selected with a radio button), "Technical", "Upload Documents", and "Submit Modification". Below these are instructions: "O Indicates section is Incomplete" and "● Indicates section is Completed". The main form area has a light blue header with the following details: "Company Name: MDB, INC.", "Contract Number: GS00F0001S", and "Modification Type: Service Descriptive Change". The "eMod ID: 20XSCJMD" is highlighted with a red box. Below this is a section titled "CORPORATE INFORMATION" with a question "Is the information correct?" and a note: "This information is taken directly from System for Award Management (SAM). If any of this information is incorrect, it must be corrected through System for Award Management (SAM). Any changes will be reflected in eOffer in approximately 24 hours." At the bottom of this section is the heading "Company Details".

5.1.2. Create FCP Change Services Action

After creating the **Change Services** modification in eMod (section [5.1.1](#)), the vendor creates and links the FCP **Change Services** action to the modification.

Follow these steps to complete the **Change Services** action process.

- On the Catalog Overview page, press the **+New Catalog Action** button.

Figure: FCP Catalog Overview +New Catalog Action

The screenshot shows the "FAS Catalog Platform" interface. At the top left is the GSA logo. Below it is the breadcrumb "My Catalogs > Catalog Overview". The main heading is "Catalog Overview" with a "View Seller Profile" button to its right. Below the heading is a "Catalog Actions" dropdown menu currently set to "In Progress". To the right of the dropdown is a red-bordered button labeled "+ New Catalog Action". Below these elements is a table with the following columns: "Last Updated" (with a sort arrow), "FCP ID" (with a sort arrow), "eMOD ID / Mod #" (with a sort arrow), "Catalog Action" (with a sort arrow), and "Status" (with a sort arrow). The table body contains a single row with the text "No results."

- On the New Catalog Action page, **Services (Published to a Price List)** action, select the Change radio button.
 - Note:** In order to create Services actions, the vendor must have selected services in its Seller Profile Catalog Offering section.

Figure: FCP New Catalog Action Screen (Change Services)

New Catalog Action

What type of catalog action would you like to perform?

Products (Sold on Advantage)
Catalog Items that will be included in the Product File and published to GSA Advantage.

Baseline
 Add
 Change
 Delete
 TPR
 Update Photos

Services Plus* (Published to a Price List)
For labor categories, fixed-price services, courses and training, ODCs, language services, ancillary items and *products not suitable for sale on GSA Advantage. Services catalog actions auto publish a price list to GSA Advantage, eLibrary, eBuy.

Baseline
 Add
 Change
 Delete

Contract Information

Update Seller Profile
 Update Terms & Conditions File

i Change services adjust existing catalog line items and do not add or remove line items from the contract. Examples of changes include: Economic Price Adjustments, Permanent Price Reductions, and Service Descriptive Change(s).

3. In the eMod ID dropdown menu, select the eMod ID created in section [5.1.1](#).
 - a. Note: If the “no eMod ID is available for this action type” banner displays, then return to eMod and create a Change Services modification (see section [5.1.1](#)).

Figure: FCP New Catalog Action Screen (eMod Dropdown)

Associate an eMOD ID to your selected catalog action. *

4. Press the **Continue** button.

The FCP Change Services action page displays. The action status is Requires Vendor Action (New). The vendor can proceed with uploading a Services Plus File (see section [5.1.3](#))



5.1.3. Vendor: Submit Catalog Action Section

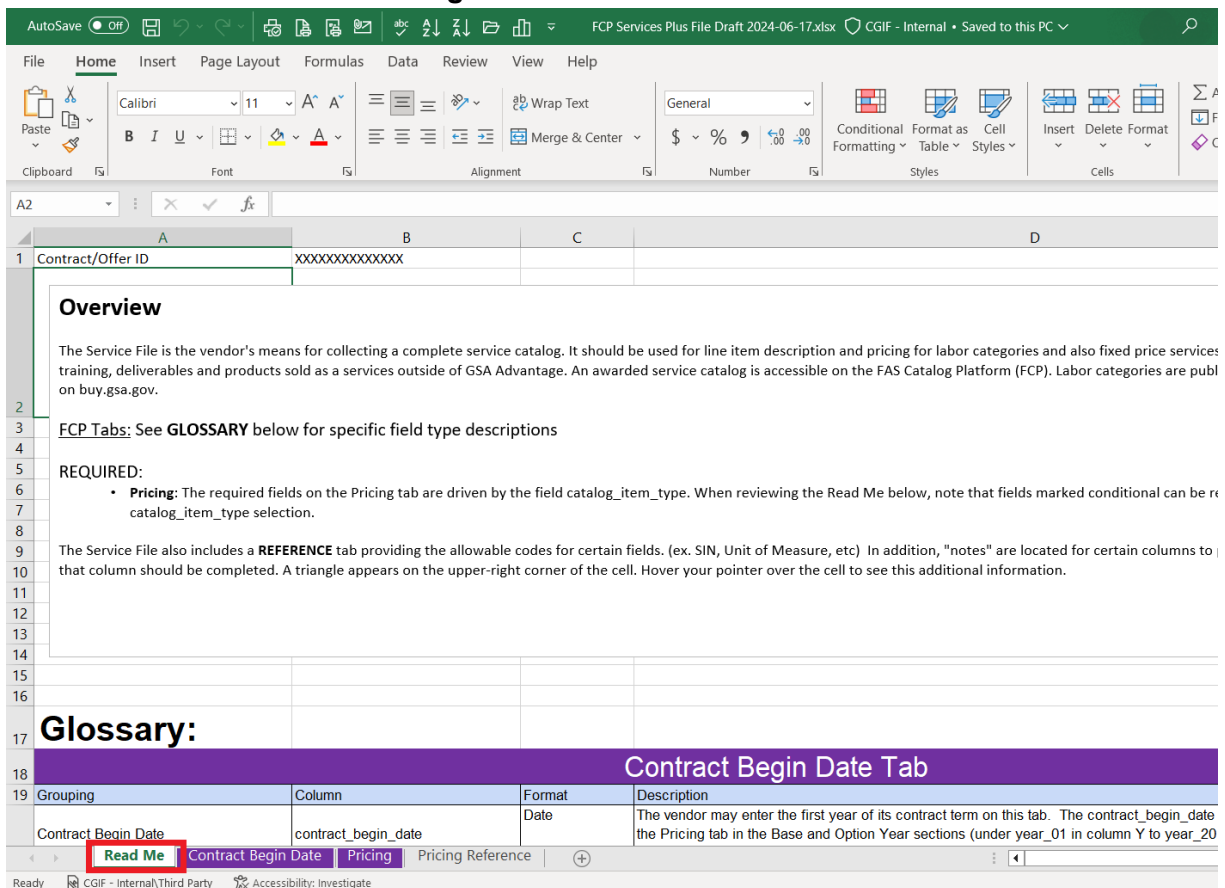
To submit a Change Services action, only include the line items being changed in the SPF. Follow these steps:

1. Go to the **Catalog Overview** page and download the latest **SPF** from the **Latest Catalog Data** section.

Note:

- Refer the **ReadMe** tab in the SPF for instructions on filling out the file.
- For more guidance, visit the [Help Resource](#) page on FCP.

Figure: SPF “Read Me” Tab



2. Complete the SPF **Pricing** tab as needed.
 - a. Remove any service items from the Pricing tab that are not being changed.
 - b. Update service items as required, based on the type of modification used.

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

1. Select Services Plus File(s):
 - c. 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).
 - d. **Note:** The uploader accepts multiple files.

Figure: FCP Upload Services Plus File(s) Section

The screenshot displays a web interface titled "Change Services". At the top, there is a header for "Vendor: Submit Catalog Action" with a minus sign on the right. Below this, a text box contains the instruction: "Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files." Underneath, it says "Select Services Plus File(s)" and "Supported file format: .xlsx". A large dashed red box highlights a file upload area with the text "Drag files here or [choose from folder](#)". Below this area is a grey "Upload" button. At the bottom of the interface, there is a header for "CS/CO: Make Determination" with a plus sign on the right.

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

Vendor: Submit Catalog Action

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Upload

Uploaded Files

After uploading all of your files, click “Send Files to eMod” and then follow the on-screen guidance in FCP. Files that exceed the 100MB size limit will be split into multiple files; no user action required. If revisions occur, FCP will only store the final version of your Services Plus File.

Type	File Name	Remove
Services Plus File	GS06F0054N_ServicesPlusFile_1_1_20240704.xlsx	Remove
Services Plus File	FCP_Services Plus File.xlsx	Remove

3. Submit SPF(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.
 - i. **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 SPF(s)

Change Services

Vendor: Submit Catalog Action

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Upload

Uploaded Files

After uploading all of your files, click "Send Files to eMod" and then follow the on-screen guidance in FCP. Files that exceed the 100MB size limit will be split into multiple files; no user action required. If revisions occur, FCP will only store the final version of your Services Plus File.

Type	File Name	
Services Plus File	GS00F0001S_ServicesPlusFile_1_1_20241108.xlsx ↓	Remove

Add comments (Optional)
Comments will be included on the notification emails to the CS/CO and are not saved in the contract file.

Type your comments here...

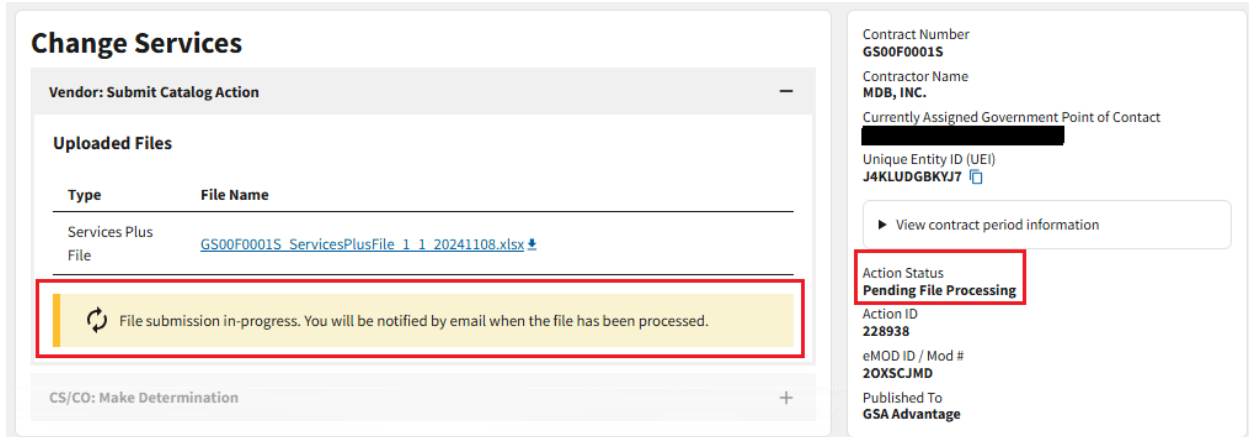
I understand these file(s) will be transmitted to eMod and I will not be able to make further changes.

Send Files to eMod

CS/CO: Make Determination

After submitting, the action status transitions to **Pending File Processing**. FCP begins a series of data integrity and business rule checks (see section [4.1.4](#)).

Figure: Change Services Submittal of SPF

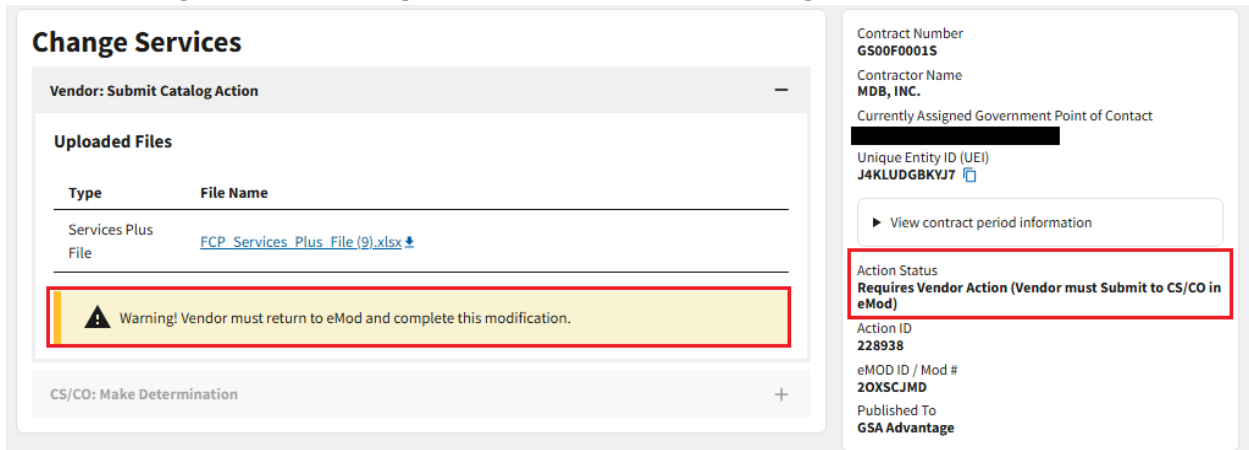


The screenshot shows the 'Change Services' interface. On the left, under 'Vendor: Submit Catalog Action', there is a table of 'Uploaded Files' with one entry: 'Services Plus File' with file name 'GS00F0001S_ServicesPlusFile_1_1_20241108.xlsx'. Below the table is a yellow notification box with a circular arrow icon and the text: 'File submission in-progress. You will be notified by email when the file has been processed.' On the right, a sidebar contains contract details: Contract Number 'GS00F0001S', Contractor Name 'MDB, INC.', and Unique Entity ID (UEI) 'J4KLUDBGKYJ7'. The 'Action Status' is highlighted in red and reads 'Pending File Processing'. Other details include Action ID '228938', eMOD ID / Mod # '20XSCJMD', and Published To 'GSA Advantage'.

After all SPF(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 Change Services Action in Sending Files to eMod Status



The screenshot shows the 'Change Services' interface. On the left, under 'Vendor: Submit Catalog Action', there is a table of 'Uploaded Files' with one entry: 'Services Plus File' with file name 'FCP_Services Plus File (9).xlsx'. Below the table is a yellow warning box with a triangle icon and the text: 'Warning! Vendor must return to eMod and complete this modification.' On the right, a sidebar contains contract details: Contract Number 'GS00F0001S', Contractor Name 'MDB, INC.', and Unique Entity ID (UEI) 'J4KLUDBGKYJ7'. The 'Action Status' is highlighted in red and reads 'Requires Vendor Action (Vendor must Submit to CS/CO in eMod)'. Other details include Action ID '228938', eMOD ID / Mod # '20XSCJMD', and Published To 'GSA Advantage'.

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]_[SPF #]_[Total # of SPFs].xlsx
 - ii. Example:
 1. SPF_B_202407301330_123456_47QSMA18D08P6_2_4.xlsx



U.S. General Services Administration

- b. The renamed file(s) display in:
 - i. eMod modification, 'PPT' attachment field and
 - ii. FCP CS/CO: Make Determination section (see section xx).
2. FCP **generates** the following fields in the SPF when sent to eMod:
 - a. Discount_offered_to_gsa_off_mfc_price
3. If the vendor submitted with any warnings it decided to accept (see section [4.1.4](#)), then FCP generates a **Warnings tab** in the submitted SPF.

FCP completes the SPF 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 [5.1.4](#)).
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 [5.1.4](#)).

5.1.4. eMod: Review and Submit Modification

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

1. Review the eMod modification, **Upload Documents** section.
 - a. Confirm that the SPF in the **Price Proposal Template** field displays the correct file and content.

Figure: Upload Documents section in eMod

Company Name: MDB, INC.
eMod ID: 20XSCJMD

Contract Number: GS00F0001S

Modification Type: Service Descriptive Change

UPLOAD DOCUMENTS * Required

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Only files of size less than or equal to 100.0 MB can be uploaded.

Service and product text file has been named as 'Terms and Conditions Text File'.

Please select the Go to FCP button to be ported to the FAS Catalog Platform for your Catalog File submission. The Button will become accessible once all other required documents are uploaded. Clicking the Go to FCP button will save any progress.

Type	Name	Status	Action
Price Proposal Template *		Awaiting Submission	Go to FCP
Supporting Documentation - Service Description Change *		Not Uploaded	Upload
Vendor Defined		Not Uploaded	Upload

[Save and Continue](#)

Prepare Your Modification

Corporate Information

Technical

Upload Documents

Submit Modification

Indicates section is Incomplete

Indicates section is Completed

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

FCP Services Plus File(s) Not Visible in eMod?
<p>If the Price Proposal Template in eMod does <i>not</i> contain the FCP Services Plus File(s), then eMod may still be processing the submission. A number of factors can cause a delay in file processing, including:</p> <ol style="list-style-type: none"> 1. Size of the submission 2. Network latency 3. Number of file submissions queued <p>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.</p>

4. Upload **Supporting Documentation** in eMod.



Figure: Upload Supporting Documents in eMod

Company Name:	MDB, INC.	eMod ID: 20XSCJMD
Contract Number:	GS00F0001S	
Modification Type:	Service Descriptive Change	

UPLOAD DOCUMENTS * Required

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Only files of size less than or equal to 100.0 MB can be uploaded.

Service and product text file has been named as 'Terms and Conditions Text File'.

Please select the Go to FCP button to be ported to the FAS Catalog Platform for your Catalog File submission. The Button will become accessible once all other required documents are uploaded. Clicking the Go to FCP button will save any progress.

Type	Name	Status	Action
Price Proposal Template *	SPF_C_202411111606_228938_GS00F0001S_1_1.xlsx View	Submission Received	Go to FCP
Supporting Documentation - Service Description Change *	SD View Delete	Uploaded	Upload Additional
Vendor Defined		Not Uploaded	Upload

[Save and Continue](#)

5. Review the remaining eMod modification sections to enter any remaining information.
6. **Submit** the modification by clicking the **Continue** button on the Final Review of eMod screen.

Figure: Submit Modification

Prepare Your Modification

- Corporate Information ●
- Technical ●
- Upload Documents ●
- Submit Modification ○

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name: MDB, INC. eMod ID: 20XSCJMD

Contract Number: GS00F0001S

Modification Type: Service Descriptive Change

FINAL REVIEW OF eMOD * Required

It is recommended that the following documents be reviewed before submitting this eMod.
Or, go to any section by using the left eMod menu.

Type	Name	Actions
Mod Response	Mod Response	Review
Price Proposal Template	SPF_C_202411111606_228938_GS00F0001S_1_1.xlsx	Review
Supporting Documentation - Service Description Change	SD	Review

Disclaimer
All other terms and conditions of the Contract will remain the same, unless otherwise disclosed and proposed in this modification request. *

Yes No

Continue

After the vendor submits the modification, the modification and FCP action are ready for CS/CO review (see section [5.1.5](#)).

5.1.5. CS/CO: Make Determination Section

After the vendor submits the modification in eMod (see section [5.1.4](#)), 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.

There are three determination options available to the CS/CO (see section [4.1.6](#) for detailed description of each workflow):

1. Approve
2. Return for Edits



3. Reject

5.1.6. Publishing the Change Services Action

After the CS/CO completes the approval process (see section [5.1.5](#)), the FCP action status changes to **Pending Publishing on Advantage**.

Figure: Services Change Action (Pending Publishing on Advantage)

Change Services

Approved
This action has been approved and is pending publication on GSA Advantage.

Vendor: **Submit Catalog Action** +

CS/CO: **Make Determination** -

Files Submitted with Action

Type	File Name
Services Plus File	SPF_C_202411111606_228938_GS00F0001S_1_1.xlsx

Contract Number
GS00F0001S

Contractor Name
MDB, INC.

Currently Assigned Government Point of Contact
brianna.lewis+csc01@gsa.gov

Unique Entity ID (UEI)
J4KLUDGBKYJ7

▶ View contract period information

Action Status
Pending Publishing on Advantage

Action ID
228938

eMOD ID / Mod #
20XSCJMD / 0128

Published To
GSA Advantage

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

Figure: Services Change Action (Published to Advantage)

Change Services

Published
This action has been published.

Vendor: **Submit Catalog Action** +

CS/CO: **Make Determination** -

Files Submitted with Action

Type	File Name
Services Plus File	SPF_C_202411111606_228938_GS00F0001S_1_1.xlsx

Contract Number
GS00F0001S

Contractor Name
MDB, INC.

Currently Assigned Government Point of Contact
brianna.lewis+csc01@gsa.gov

Unique Entity ID (UEI)
J4KLUDGBKYJ7

▶ View contract period information

Action Status
Published on Advantage

Action ID
228938

eMOD ID / Mod #
20XSCJMD / 0128

Published To
GSA Advantage

To confirm publishing in the Advantage environment, see section [4.1.7](#) for more details.

6. Delete Items

This section guides vendors on how to delete items in their catalog. Depending on the offerings, vendors can delete services, products, or both.

Tool Tip: Delete Items

Delete Items Tool Tip
<p>See these resources for additional guidance on delete action.</p> <ol style="list-style-type: none"> 1. Deletions FAQ 2. FCP Catalog Actions Quick Reference Guide

6.1. Delete Services

Vendors should use the Delete Services Catalog action to link to specific eMod modifications types, including:

1. Delete Labor Category and/or Service Offerings
2. Delete SIN

The Delete Services action consists of the following steps:

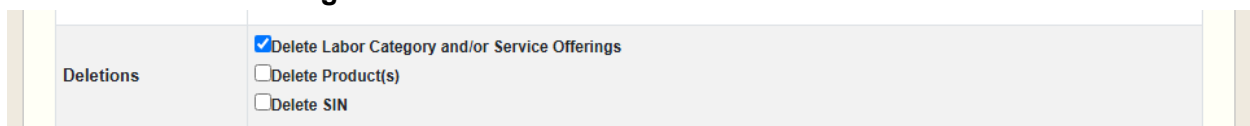
1. In eMod, **create a delete modification** (see section [6.1.1](#))
2. In FCP, **create the Delete Services action**, linked to the eMod modification created in step 1 (see section [6.1.2](#))
3. In FCP, **upload the Services Plus File** (see section [6.1.3](#))
4. In eMod, **review and submit the delete modification** (see section [6.1.4](#))
5. **Auto-publishing** the Delete Services action (see section [6.1.5](#))

6.1.1. eMod: Create Delete Services Modification

To create a delete modification:

1. Navigate to <https://www.eoffer.gsa.gov/> and access the Contract Modification page.
 - a. **Note:** Access the [eMod / eOffer Help Center](#) for assistance with eMod.
2. **Create a Delete** modification.
3. **Press the Submit Online** button.

Figure: eMod Create Delete Service Modification



Deletions	<input checked="" type="checkbox"/> Delete Labor Category and/or Service Offerings <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
-----------	---

- eMod creates a Delete Service modification and generates a unique **eMod ID**.

Figure: eMod Delete Action eMod ID

Prepare Your Modification

- Corporate Information
- Deletions
- Upload Documents
- Submit Modification

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name: eMod ID: 7DTMX77

Contract Number:

Modification Type: Delete Labor Category and/or Service Offerings

CORPORATE INFORMATION

Is the information correct?

This information is taken directly from System for Award Management (SAM). If any of this information is incorrect, it must be corrected through System for Award Management (SAM). Any changes will be reflected in eOffer in approximately 24 hours.

6.1.2. Create FCP Delete Services Action

After creating the applicable **Delete Services** modification in eMod (section [6.1.1](#)), the vendor creates and links the FCP **Delete Services** action to the modification.

Follow these steps to complete the **Delete Services** action process.

- On the Catalog Overview page, press the **+New Catalog Action** button.

Figure: FCP Catalog Overview +New Catalog Action

GSA FAS Catalog Platform

[My Catalogs](#) > Catalog Overview

Catalog Overview

[View Seller Profile](#)

Catalog Actions: In Progress

Last Updated	FCP ID	eMOD ID / Mod #	Catalog Action	Status
No results.				

- On the New Catalog Action page, **Services (Published to a Price List)** action, select the Delete radio button.

Figure: FCP New Catalog Action Screen (Delete Services)

New Catalog Action

What type of catalog action would you like to perform?

Products (Sold on Advantage)
Catalog Items that will be included in the Product File and published to GSA Advantage.

Baseline Add Change Delete TPR Update Photos

Services Plus* (Published to a Price List)
For labor categories, fixed-price services, courses and training, ODCs, language services, ancillary items and *products not suitable for sale on GSA Advantage. Services catalog actions auto publish a price list to GSA Advantage, eLibrary, eBuy.

Baseline Add Change Delete

Contract Information

Update Seller Profile Update Terms & Conditions File

i Delete services catalog actions remove items from the contract. Deleted items are removed from the published catalog while waiting for CS/CO approval. If you're removing a SIN from an existing line item and want to keep the line item use a Change Service catalog action.

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 Delete Services modification (see section [6.1.1](#)).

Figure: FCP New Catalog Action Screen (eMod Dropdown)

Associate an eMOD ID to your selected catalog action. *

MXYDG315 ▼

4. Press the **Continue** button.



6.1.3. Vendor: Submit Catalog Action Section

To submit a Delete Services action, only include the services being deleted in the SPF. Follow these steps:

1. Go to the **Catalog Overview** page and download the latest **SPF** from the **Latest Catalog Data** section.
2. **Modify** the SPF Pricing tab:
 - a. Remove any service items that the vendor wants to keep on the catalog.
 - b. **Note:** When submitting a **Delete SPF**, the only required field is the **UCID**. No other fields are needed to publish the deletion.

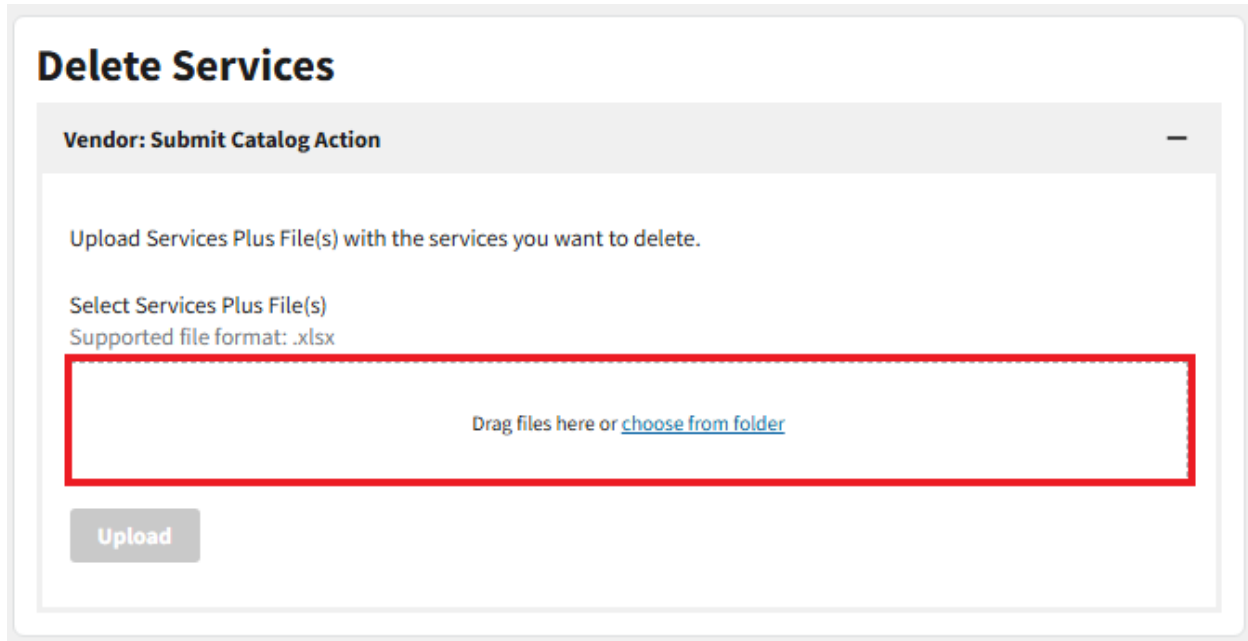
Table: Warning! Only Include Services to be Deleted

Warning! Only Include Services to be Deleted
It is important to only include services that are to be deleted in the FCP Services Plus File. All services listed in the submitted Services Plus File will be deleted.

After reviewing, modifying, and saving the SPF, 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).

Figure: FCP Upload Services Plus File(s) Section



Delete Services

Vendor: Submit Catalog Action

Upload Services Plus File(s) with the services you want to delete.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Upload

4. 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

Vendor: Submit Catalog Action

Upload Services Plus File(s). The system will scan the file(s) and may return multiple error files.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Upload

Uploaded Files

After uploading all of your files, click “Send Files to eMod” and then follow the on-screen guidance in FCP. Files that exceed the 100MB size limit will be split into multiple files; no user action required. If revisions occur, FCP will only store the final version of your Services Plus File.

Type	File Name	Remove
Services Plus File	GS06F0054N_ServicesPlusFile_1_1_20240704.xlsx	Remove
Services Plus File	FCP_Services_Plus_File.xlsx	Remove

5. Submit SPF(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.
 - i. **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 Uploaded File (Send to eMod)

Delete Services

Vendor: Submit Catalog Action —

Upload Services Plus File(s) with the services you want to delete.

Select Services Plus File(s)
Supported file format: .xlsx

Drag files here or [choose from folder](#)

Uploaded Files

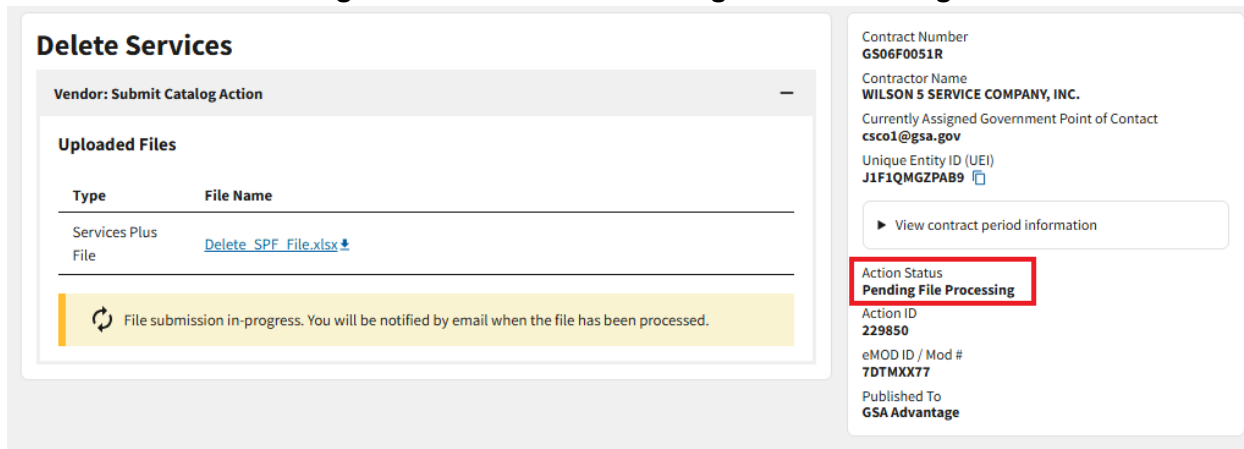
After uploading all of your files, click "Send Files to eMod" and then follow the on-screen guidance in FCP. Files that exceed the 100MB size limit will be split into multiple files; no user action required. If revisions occur, FCP will only store the final version of your Services Plus File.

Type	File Name	
Services Plus File	Delete SPF File.xlsx ↓	<input type="button" value="Remove"/>

I understand these file(s) will be transmitted to eMod and I will not be able to make further changes.

6. The action status transitions to **Pending File Processing**. FCP begins a series of data validations and business rule checks before submitting the file to the linked eMod modification.
 - a. **Note:** If validation fails, please see Section [4.1.4](#), **Remediation of Error Files & Warnings**, for guidance on resolving errors.

Figure: Delete Action Pending File Processing



Delete Services

Vendor: Submit Catalog Action

Uploaded Files

Type	File Name
Services Plus File	Delete_SPF_File.xlsx

File submission in-progress. You will be notified by email when the file has been processed.

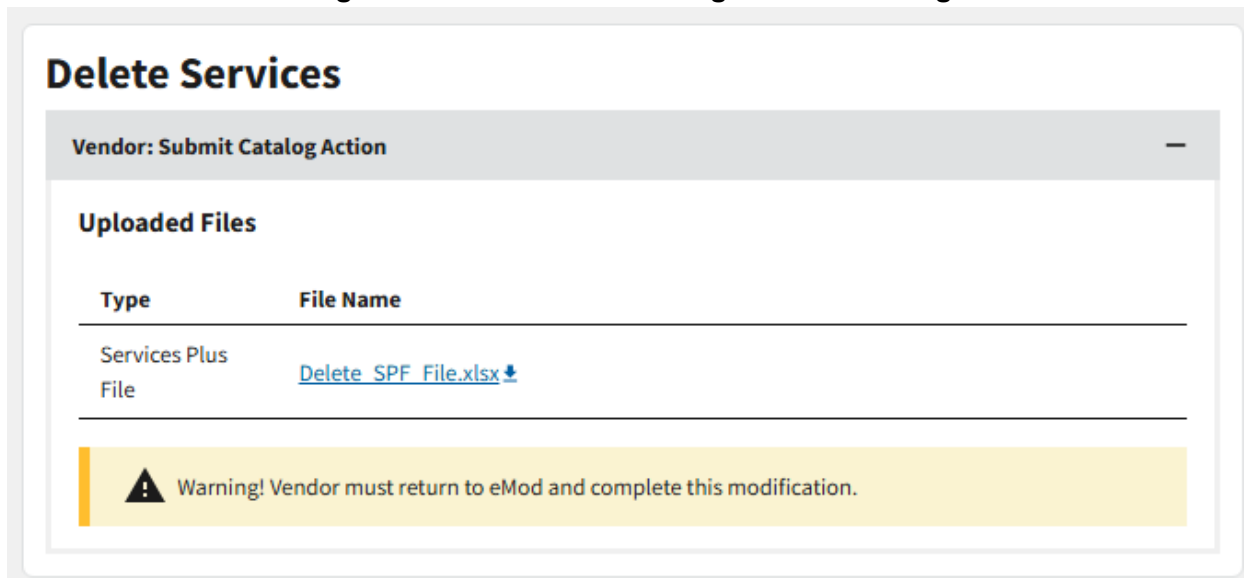
Contract Number: **GS06F0051R**
 Contractor Name: **WILSON S SERVICE COMPANY, INC.**
 Currently Assigned Government Point of Contact: **csc01@gsa.gov**
 Unique Entity ID (UEI): **J1F1QMGZPAB9**

Action Status: **Pending File Processing**

Action ID: **229850**
 eMOD ID / Mod #: **7DTMXX77**
 Published To: **GSA Advantage**

- After FCP finishes the validation checks, it sends it to eMod. Vendors get an email notification when the file is deposited. See section [6.1.4](#) to learn about reviewing and submitting in eMod.

Figure: Delete Action Pending File Processing



Delete Services

Vendor: Submit Catalog Action

Uploaded Files

Type	File Name
Services Plus File	Delete_SPF_File.xlsx

Warning! Vendor must return to eMod and complete this modification.

6.1.4. eMod: Review and Submit Modification

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

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



- a. Confirm that the SPF in the **Price Proposal Template** field displays the correct file and content.

Note: After the vendor submits the SPF file for a Delete action, FCP automatically inserts the following fields in the SPF file deposited to eMod:

- sin_comma_separated
- title
- price_offered_to_gsa_including_iff
- price_offered_to_gsa_excluding_iff

All other user-input data, except for the fields listed above and the **UCID**, are deleted and displayed as null in the SPF deposited in eMod.

Figure: Upload Documents section in eMod

Prepare Your Modification

- Corporate Information ●
- Deletions ●
- Upload Documents ○
- Submit Modification ○

○ Indicates section is Incomplete
● Indicates section is Completed

Company Name: eMod ID: 7DTMXX77
Contract Number:
Modification Type: Delete Labor Category and/or Service Offerings

UPLOAD DOCUMENTS * Required

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Only files of size less than or equal to **100.0 MB** can be uploaded.

Service and product text file has been named as 'Terms and Conditions Text File'.

Please select the Go to FCP button to be ported to the FAS Catalog Platform for your Catalog File submission. The Button will become accessible once all other required documents are uploaded. Clicking the Go to FCP button will save any progress.

Type	Name	Status	Action
Price Proposal Template *		Awaiting Submission	Go to FCP
Vendor Defined		Not Uploaded	Upload

[Save and Continue](#)

- 2. Upload **Supporting Documentation** in eMod.
 - a. **Note:** The only supporting documentation needed for a Delete action is a **Cover Letter**.



Figure: Upload Supporting Documents in eMod

Company Name: eMod ID: 7DTMXX77
Contract Number:
Modification Type: Delete Labor Category and/or Service Offerings

UPLOAD DOCUMENTS * Required

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Only files of size less than or equal to **100.0 MB** can be uploaded.

Service and product text file has been named as 'Terms and Conditions Text File'.

Please select the Go to FCP button to be ported to the FAS Catalog Platform for your Catalog File submission. The Button will become accessible once all other required documents are uploaded. Clicking the Go to FCP button will save any progress.

Type	Name	Status	Action
Price Proposal Template *	SPF_D_202411220732_229850_GS06F0051R_1_1.xlsx View	Submission Received	Go to FCP
Vendor Defined	Vendor Defined View Delete	Uploaded	Upload Additional

[Save and Continue](#)

3. Review the remaining eMod modification sections to enter any remaining information.
4. **Submit** the modification by clicking the **Continue** button on the Final Review of eMod screen.



Figure: Submit Modification

Company Name: eMod ID: 7DTMXX77

Contract Number:

Modification Type: Delete Labor Category and/or Service Offerings

FINAL REVIEW OF eMOD * Required

It is recommended that the following documents be reviewed before submitting this eMod.

Or, go to any section by using the left eMod menu.

Type	Name	Actions
Mod Response	Mod Response	Review
Price Proposal Template	SPF_D_202411220732_229850_GS06F0051R_1_1.xlsx	Review
Vendor Defined	Vendor Defined	Review

Disclaimer

All other terms and conditions of the Contract will remain the same, unless otherwise disclosed and proposed in this modification request. *

- The labor category/service offering are no longer available to the Contract after the deletion.
- It is understood that the same labor category/service offering or substantially equivalent labor category/service offering to the labor category/service offering being deleted may not be added later at a higher price.

Yes No

[Continue](#)

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

6.1.5. Publishing the Delete Services Action

After the vendor submits the modification in eMod (see section [6.1.4](#)), the FCP action status changes to **Pending Publishing on Advantage**.

The CS/CO does not need to review or approve this action in FCP, as the Delete actions are automatically published to Advantage. However, the CS/CO must still review the contract modification in FSS Online.

Note: Delete Services actions typically publish within 1 day.

Figure: Approved Delete Action (Pending Publishing on Advantage)

Delete Services

Approved
This action has been approved and is pending publication on GSA Advantage.

Vendor: Submit Catalog Action

Uploaded Files

Type	File Name
Services Plus	Delete_SPF_File.xlsx
File	

Contract Number
GS06F0051R

Contractor Name
WILSON 5 SERVICE COMPANY, INC.

Currently Assigned Government Point of Contact
csc01@gsa.gov

Unique Entity ID (UEI)
J1F1QMGZPAB9

[View contract period information](#)

Action Status
Pending Publishing on Advantage

Action ID
229850

eMOD ID / Mod #
7DTMXX77

Published To
GSA Advantage

Figure: Approved Delete Action (Pending Publishing on Advantage)

Delete Services

Published
This action has been published.

Vendor: Submit Catalog Action

Uploaded Files

Type	File Name
Services Plus	Delete_SPF_File.xlsx
File	

Contract Number
GS06F0051R

Contractor Name
WILSON 5 SERVICE COMPANY, INC.

Currently Assigned Government Point of Contact
csc01@gsa.gov

Unique Entity ID (UEI)
J1F1QMGZPAB9

[View contract period information](#)

Action Status
Published on Advantage

Action ID
229850

eMOD ID / Mod #
7DTMXX77

Published To
GSA Advantage

To confirm publishing in the Advantage environment, see section [4.1.7](#) for more details.

7. 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)** Special Item Numbers (SINs) that require a specific GSA template ([see SIN list](#)).
- **Exceptionally unique offerings** that cannot be captured by existing templates (must be justified).

Product and Services Plus Files should be used for catalog submissions when possible, as they enable **automatic publication** to GSA Advantage. Conversely, vendors must manually load an



updated Terms & Conditions file for items submitted via the PPT file due to the lack of automatic publication.

If an item is submitted in both the PPT file and a Product/Services Plus File, the Product/Services Plus File is considered the **authoritative source**.

Tip: Refer to the [How to Select Catalog Offerings](#) infographic or consult the assigned CS/CO to determine the appropriate submission template.

For more information and to access the required PPT template, visit [Modifications and Mass Modifications Guidance | GSA](#).

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

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

7.1. eMod: Create PPT-Only Modification

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

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

7.2. Vendor: Upload and Submit PPT-Only File

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

Steps:

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



Figure: Catalog Overview - New Catalog Action

GSA FAS Catalog Platform

[My Catalogs](#) > Catalog Overview

Catalog Overview

[View Seller Profile](#)

Catalog Actions In Progress

[+ New Catalog Action](#)

Last Updated <input type="button" value="⌵"/>	FCP ID <input type="button" value="⌵"/>	eMOD ID / Mod # <input type="button" value="⌵"/>	Catalog Action <input type="button" value="⌵"/>	Status <input type="button" value="⌵"/>	
No results.					

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

New Catalog Action

What type of catalog action would you like to perform?

Products (Sold on Advantage)
Catalog Items that will be included in the Product File and published to GSA Advantage.

Baseline
 Add
 Change
 Delete
 TPR
 Update Photos

Services Plus* (Published to a Price List)
For labor categories, fixed-price services, courses and training, ODCs, language services, ancillary items and *products not suitable for sale on GSA Advantage. Services catalog actions auto publish a price list to GSA Advantage, eLibrary, eBuy.

Baseline
 Add
 Change
 Delete

Price Proposal Template (Items Published to T&C File)
For LIMITED items that cannot be accommodated by the Product File or Services Plus File. The Update T&C action must be used to update these items on the T&C File after the modification is approved.

Upload PPT

Contract Information

Update Seller Profile
 Update Terms & Conditions File

i This selection is typically only appropriate for items that require a [SIN-specific template](#). This selection will be reviewed; failure to submit the appropriate template will result in rejection of the action.

[Price Proposal Templates FAQ](#)

Associate an eMOD ID to your selected catalog action. *

Fetching eMOD IDs

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

Upload PPT

Vendor: Submit Catalog Action

Upload your Price Proposal Template (PPT).

Select PPT File

Supported file formats: .xls | .xlsx

- File names can only contain letters, numbers, dashes, spaces and underscores.
- File name cannot exceed 80 characters.

Drag files here or [choose from folder](#)

Upload

CS/CO: Make Determination

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

Figure: PPT Uploader Checkbox

Upload PPT

Vendor: Submit Catalog Action

Upload your Price Proposal Template (PPT).

Select PPT File
Supported file formats: .xls | .xlsx

- File names can only contain letters, numbers, dashes, spaces and underscores.
- File name cannot exceed 80 characters.

Drag files here or [choose from folder](#)

Upload

Uploaded Files

You may add more files by uploading them above.

Once you click "Send Files to eMod" below, no more files can be added for this action.

Type	File Name	
Price Proposal Template	PPT_FILE_TEST_277601.xlsx	Remove

Add comments (Optional)
Comments will be included on the notification emails to the CS/CO and are not saved in the contract file.

Type your comments here...

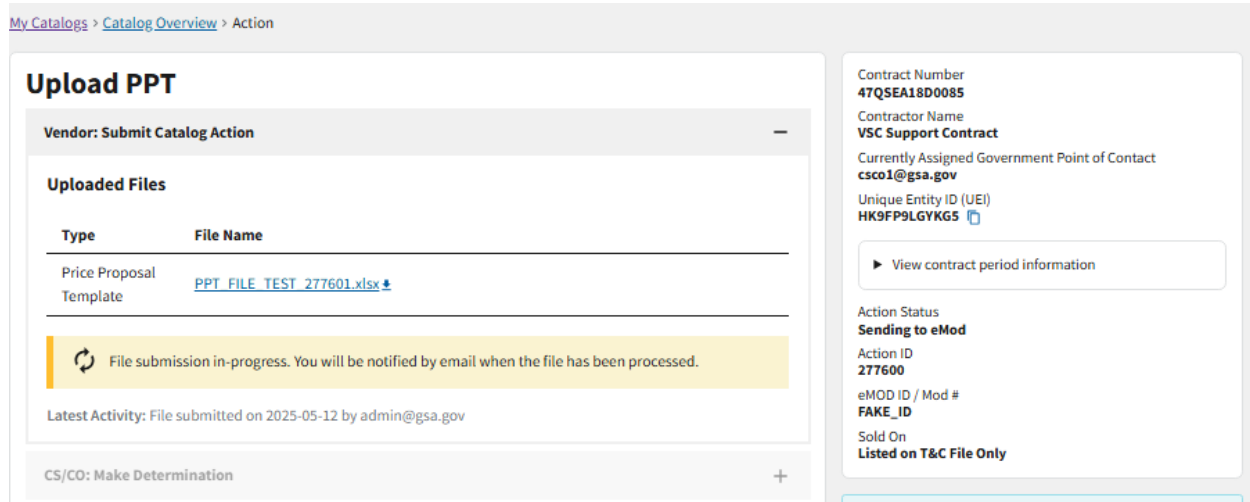
I understand these file(s) will be transmitted to eMod and I will not be able to make further changes.

Send Files to eMod

CS/CO: Make Determination

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

Figure: PPT Submit to eMod



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

7.3. eMod: Review and Submit Modification

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

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

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

7.4. CS/CO: 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 [2.4](#) for a detailed description of each workflow):

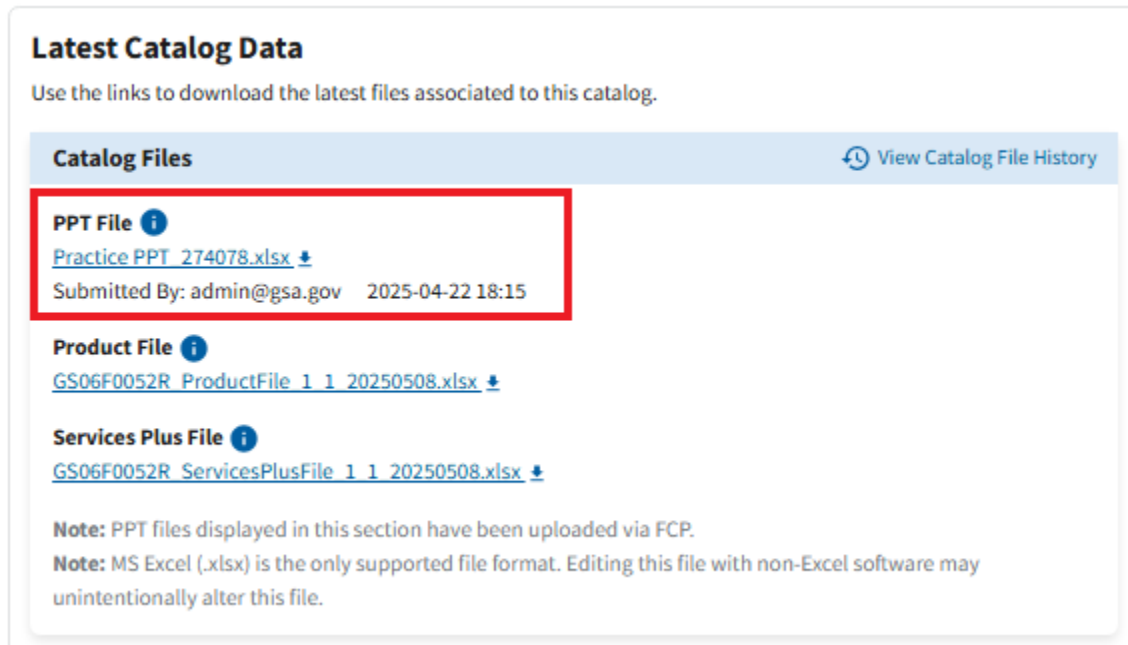
1. Approval
2. Return for Edits
3. Rejection

7.5. Latest Catalog Data Deposit

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

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

Figure: PPT Latest Catalog Data



Latest Catalog Data
Use the links to download the latest files associated to this catalog.

Catalog Files [View Catalog File History](#)

PPT File ⓘ
[Practice PPT_274078.xlsx](#) ⬇
Submitted By: admin@gsa.gov 2025-04-22 18:15

Product File ⓘ
[GS06F0052R_ProductFile_1_1_20250508.xlsx](#) ⬇

Services Plus File ⓘ
[GS06F0052R_ServicesPlusFile_1_1_20250508.xlsx](#) ⬇

Note: PPT files displayed in this section have been uploaded via FCP.
Note: MS Excel (.xlsx) is the only supported file format. Editing this file with non-Excel software may unintentionally alter this file.

7.6. PPT T&C Update

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

1. Create a new T&C Update action in FCP (section [3](#)).
2. Upload the revised T&C file reflecting the approved changes from the PPT.



U.S. General Services Administration

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.