

# BPA Quick Start Guide

## Contents

- Overview ..... 2
- Important Notes..... 2
- Questions ..... 2
- Schedule Input Program (SIP) ..... 3
  - Identifying your BPA Contract is available in SIP ..... 3
  - Entering BPA Pricing ..... 4
    - Method #1 – Entering BPA Pricing manually into SIP ..... 4
    - Method #2 – Importing BPA Pricing via Excel..... 4
  - Managing/Updating BPA pricing..... 4
- Electronic Data Interchange (EDI)..... 4

# BPA Quick Start Guide

## Overview

Welcome, we are excited about your new Blanket Purchase Agreement (BPA) with GSA. BPA's offer an excellent option for Federal agencies by providing convenience, efficiency, and reduced costs.

This guide explains the process of submitting and maintaining your awarded BPA products on GSA Advantage using the Schedules Input Program (SIP) software and using Electronic Data Interchange. Note - it is assumed that your company has already submitted your Multiple Award Schedule (MAS) electronic catalog to GSA Advantage, and that you are familiar with the basic features and functionality of your submission tool (SIP or EDI).

## Important Notes

- BPA contract numbers link to your MAS contract number and will automatically load into SIP.
- BPA products must already be available on GSA Advantage under your MAS contract. If not, you must first submit these products under your MAS catalog. Once the new MAS products have been approved by your GSA Contracting Office, and available on GSA Advantage, you can then enter the BPA pricing for these products.
- BPA products require only the entry of BPA pricing.
- All product information (including photos) for the BPA product will come from your corresponding MAS product (as seen on GSA Advantage).

## Questions

If you have any questions concerning the submission of your BPA product pricing that are not covered in this guide, you may contact the following:

- SIP – contact the Vendor Support Center (VSC) at 877-495-4849 (M-F 8:30 – 5:30 PM EST) or [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov)
- EDI – contact the EDI Help Desk at 703-605-9444

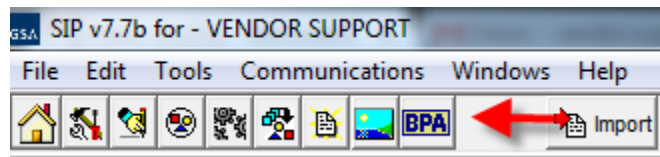
# BPA Quick Start Guide

## Schedules Input Program (SIP)

The following information describes the steps and procedures for submitting and maintaining your BPA products using the Schedule Input Program (SIP).

### [Identifying your BPA Contract is available in SIP](#)

Once GSA has updated all the appropriate tables and systems with your BPA number, SIP will automatically indicate your BPA is available to begin submitting your BPA pricing. You will know your BPA is ready when you see a “yellow” BPA button. If the BPA button is grayed-out, the BPA has not yet been loaded to the SIP tables. Contact your GSA Contracting Officer for more information on when your BPA will be available.



1 - Yellow BPA button - BPA is loaded



2 - Gray button - BPA is NOT loaded

### [Entering BPA Pricing](#)

After selecting the desired BPA number, the next step is to enter the BPA pricing for the products contained in the BPA. The following describes the two methods available in SIP for entering BPA Pricing.

#### **Method #1 – Enter BPA pricing manually into SIP**

In SIP, there are two ways to enter your BPA pricing on the BPA Pricing Screen: ‘% off entire Catalog’, and a manual Edit.

- **% off entire Catalog** - if your entire MAS catalog is offered under your BPA, and your BPA pricing is based on a percentage off the MAS price - a very easy way to apply BPA pricing globally is to use the “% off entire Catalog” feature. This functionality will automatically calculate the BPA price by applying the percentage to your MAS price.
  1. Enter your ‘% off’ in the space provided.
  2. Click the CALC button.
- ➡ The calculated BPA pricing will appear for all products.

# BPA Quick Start Guide

Instructions: use this screen to submit BPA pricing for the contract/BPA number(s) shown. Select the desired contract and BPA number, then click a part number shown on the left, then click Edit. Enter the BPA price or % discount, then click Save. As an alternative to entering prices one-by-one, you may import a file containing your BPA prices. Suggest that you first click Export BPA Pricing which will create a file containing all your part numbers. You may then enter BPA pricing to this file. When finished, click Import BPA Pricing to import the completed file. [Click here for detailed instructions.](#)

Add BPA Pricing :

Contract # - BPA # :

P/N Search

**All Items: 3646**

Mfr Part	Product Name	GSA Price	BPA Price	BLIN	%	Qty/Vol
011011-300-DSI	RUGGED STORM TRANS	\$323.49	\$0.00		0	No
011011-400-DSI	RUGGED STORM TRANS	\$342.03	\$0.00		0	No
011011-500-DSI	RUGGED STORM TRANS	\$277.14	\$0.00		0	No
030911-100-DSI	RUGGED STORM TRANS	\$286.41	\$0.00		0	No
04w7000	LENOVO WARRANTY 5Y	\$397.23	\$0.00		0	No
04w7001	LENOVO WARRANTY 5Y	\$455.28	\$0.00		0	No
04w7002	LENOVO WARRANTY 5Y	\$319.28	\$0.00		0	No
04w7003	LENOVO WARRANTY 5Y	\$369.04	\$0.00		0	No
04w7004	LENOVO WARRANTY 5Y	\$327.57	\$0.00		0	No

GSA Price: \$323.49  
 BPA Price: \$   
 OR  
 BPA Discount: 0.00 %   
 BLIN:

[Click to add a unique BPA Item not on SIP](#)

3 - % off entire Catalog

- **Edit** – the Edit feature allows you to manually enter BPA pricing one-by-one for products under the BPA. This feature is useful when you have only a few products that have BPA pricing. Edit allows you to enter a specific BPA Price, or calculate the price using the BPA Discount %.

Instructions: use this screen to submit BPA pricing for the contract/BPA number(s) shown. Select the desired contract and BPA number, then click a part number shown on the left, then click Edit. Enter the BPA price or % discount, then click Save. As an alternative to entering prices one-by-one, you may import a file containing your BPA prices. Suggest that you first click Export BPA Pricing which will create a file containing all your part numbers. You may then enter BPA pricing to this file. When finished, click Import BPA Pricing to import the completed file. [Click here for detailed instructions.](#)

Add BPA Pricing :

Contract # - BPA # :

P/N Search

**All Items: 3646**

Mfr Part	Product Name	GSA Price	BPA Price	BLIN	%	Qty/Vol
011011-300-DSI	RUGGED STORM TRANS	\$323.49	\$0.00		0	No
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04w7001	LENOVO WARRANTY 5Y	\$455.28	\$0.00		0	No
04w7002	LENOVO WARRANTY 5Y	\$319.28	\$0.00		0	No
04w7003	LENOVO WARRANTY 5Y	\$369.04	\$0.00		0	No
04w7004	LENOVO WARRANTY 5Y	\$327.57	\$0.00		0	No

GSA Price: \$323.49  
 BPA Price: \$   
 OR  
 BPA Discount: 0.00 %   
 BLIN:

[Click to add a unique BPA Item not on SIP](#)

4 - Edit (manual)

# BPA Quick Start Guide

## How to use Edit

1. Select a product from the product listing, or highlight several products by holding the Ctrl key (available only when entering in a BPA Discount %).
2. Click EDIT.
3. Enter the BPA Price (for single selection only), or enter BPA Discount (for multi-selections)
4. Click SAVE to apply the BPA pricing.

## Method #2 – Import BPA pricing via Excel

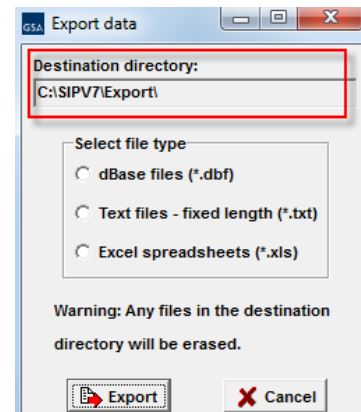
With SIP, you have the ability import BPA pricing. Using the import feature is the best method when you have a large amount of products under the BPA. The easiest and preferred method is using Microsoft Excel spreadsheet option.

### Step 1: Export BPA items into excel

The first step in importing is creating the export BPA spreadsheet. Export creates the template spreadsheets you must use for importing.

1. From the BPA Pricing Screen (at the lower right) click 'Export BPA Pricing'.
2. Select file type 'Excel spreadsheet (\*.xls)'
3. Click EXPORT.

➡ SIP will create and store a spreadsheet named **IBPA.xls** in the default export folder location: **C:\SIPv7\ExportBPA\**



5 - Create Export file

### Step 2: Update BPA Pricing

Next, open the excel document labeled **IBPA.xls** in the **C:\SIPv7\ExportBPA\** folder.

Enter product BPA price in Column E "BPAPRICE".

1	CONTNUM	MFGPART	BPANUM	BLIN	BPAPRICE	MLP
2	GS-99F-9999G	ABC101340	GS-99F-Y0000		30.74	39
3	GS-99F-9999G	ABC101341	GS-99F-Y0000		30	36.15
4	GS-99F-9999G	ABC101342	GS-99F-Y0000		38.62	49

6 - Spreadsheet

**Hint:** The default sort for "IBPA.xls" is alphabetical order by MFGPART (manufacturer part number). If you already have your BPA items in an excel file, sort your spreadsheet by part number in ascending order. If the IBPA spreadsheet part numbers match your company BPA excel sheet, you can copy and paste the BPA prices into the SIP IBPA sheet.

# BPA Quick Start Guide

## Step 3: Importing back into SIP

1. Copy the file **IBPA.xls** from the **C:\SIPv7\ExportBPA\** folder to the **C:\SIPv7\ImportBPA\** folder.
2. From the BPA Pricing Screen (at the lower right) click 'Import BPA Pricing'.
3. Select 'Import from Excel File'.
4. Click **IMPORT**,
5. Another message will appear asking if you have column headers, select **YES**.



7 - Importing spreadsheet

➡ When the import is complete, the updated BPA pricing will be reflected on the BPA Pricing screen for the products contained in the import file.

## Step 4: Submitting your BPA Pricing to GSA Advantage

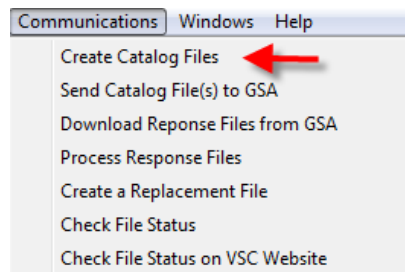
Your BPA pricing will not be displayed on GSA Advantage until you submit the file via SIP.

To submit your BPA pricing to GSA Advantage:

1. Select **Communications** from the top menu in SIP.

**NOTE:** You cannot complete this function from the BPA screen. You must exit to the SIP Home Screen.

2. Select **Create Catalog File**



8 - Submitting BPA pricing

BPA pricing typically takes up to 72 hours to appear in GSA Advantage. If your BPA pricing is not loaded onto Advantage within that time frame, please contact the Vendor Support Center.

# BPA Quick Start Guide

## [Managing/Updating BPA Pricing](#)

Managing your BPA pricing essentially follow's the same process as entering your BPA pricing for the first time. SIP will automatically keep track of what products you are updating, and the type of update action (add/delete/update) you are doing.

### **Steps for updating BPA pricing**

1. Make the necessary BPA Pricing updates either by manual entry or import. This includes adding BPA pricing to products, removing BPA pricing from products, or updating the BPA price for products.

Note: if you previously used the Export/Import to enter your BPA pricing, you can simply update the previously created import spreadsheet **IBPA.xls**, and then re-import (follow Method 2 – Step 3 above).

2. Select **Communications** from the top menu in SIP.
3. Select **Create Catalog File**.

🚫 **IMPORTANT** – no matter whether you are adding, deleting, or updating BPA pricing on products, it is very important that you ALWAYS submit your updates using the **Create Catalog File** function. By using Create Catalog File, SIP will only submit to GSA Advantage the BPA pricing updates that you made.