

Frequently Asked Questions

1: If I have manipulated my MPNs to make them work in the system, what should I do?

A: You should update your catalog to include the proper MPN via SIP or EDI.

2: What changes were made to accommodate duplicate part numbers?

A: SIP and EDI have been enhanced to add Manufacturer Name as one of the elements to make the product unique. The key will now be Contract number, Manufacturer Name, and Manufacturer Part number for products and accessories.

- For contractors who enter data in SIP via the input screens, once you have upgraded to SIP v7.8, SIP will automatically make the necessary updates to add manufacturer name where required.
- For contractors who use the SIP import files to update their data, take the following actions:
 - a. Before the SIP v7.8 upgrade becomes available the weekend of November 21st, import your most recent catalog data into your current version of SIP. If you upgrade to SIP v7.8 before reading this document, you should export your data and add the Manufacturer Name.
 - b. After you have imported your product data, upgrade to SIP v7.8
 - c. After upgrading to SIP v7.8, export your data
 - i. Note: it is suggested you export to Excel spreadsheets
 - d. Once your data has been exported, these files will become your templates for you to make any changes to and use for importing
 - e. SIP has modified the following tables and these new fields will be required when doing your SIP import:
 - i. Accessories
 1. Two new fields added for product manufacturer name and accessory manufacturer name
 - ii. New product manufacturer name field added to the BPA, Colors, Options, Price, Quantify Volume, Environmental Messages, and Photos table
- For contractors who submit their catalog data via EDI:
 - a. For manufacturer part numbers, just include the duplicates within your file now.
 - b. For accessories: Whether there are duplicate manufacturer part numbers or not within the catalog file, if you have accessories you must for every part number listed using the "F7" qualifier, include a manufacturer name, using the "ZZ" qualifier. They must be paired in the order to which they are associated. Please see below for an example:
LIN*9*MG*UPVC2059A*ZZ*A1 PAINT BRUSH CO'S*PD*ACCESSORIES FOR
PAINT*CH*US*PI*206 3*VP*LA612A1^M

LIN*9*F7*UVA29109-DE*ZZ*IBM COMPUTER
PRODUCT'S*F7*XYZ19AB10-C*ZZ*HOME IMPROVEMENT'S*M

2: Will unique products be case sensitive?

A: It will not matter if products are entered as upper or lower case. The products will be case indifferent, but will be displayed in Advantage as upper case.

3: I have a service contract or a service contract with ancillary products only. How do I respond?

A: Since this notification does not apply to service contracts or service contracts with ancillary products, no further action is required.

4: Do I need to submit all my products?

A: No. You are basically adding the Manufacturer Name to all tables listed in question two (2). By exporting your data first, SIP will add a "Manufacturer Name" field which you will need to populate.. Other fields will be automatically populated with existing data.

5: Why do I need to include the Manufacturer Part Number?

A: The Manufacturer Part Number is a critical part of the descriptive product data included in the price list. Note the following points:

- A Manufacturer Part Number is considered to be: a unique number or code created by the manufacturer of a specific product, and assigned as a means of standardized product identification.
- Do not alter MPNs. There should be no additions, deletions, or other discrepancies between the MPN as submitted to the vendor by the manufacturer, and as presented by the contractor to GSA. For example, do NOT add your own prefixes or suffixes to the MPN.
- Submissions will be made via SIP, or EDI with all current data validation requirements in effect.

6: Is there a character limit to the Manufacturer Part/Model Number field?

A: Up to 40 characters are allowed.

7: What should I do if I do not have (or can not obtain) the MPN?

A: Contractors should make a best effort to obtain accurate product information. Products with unobtainable MPNs still require a MPN in the system. A temporary solution has been created in order to ensure consistent entry of this exception. If an MPN does not exist, enter the contractor part number for both the Manufacturer Part Number field and the Contractor Part Number field.

Unable to obtain Manufacturer Part Number	Use contractor part number for both the Manufacturer Part/Model Number field and the Contractor Part Number field	E630, 3Hb, 1234
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The locations of the two fields are identified on the SIP Product Information screen in the following image.

The screenshot shows the 'Product Information' window with a table of products and an 'Input Window' below it. The 'Input Window' contains various fields for product details. A red box highlights the 'Manufacturer part/model number' and 'Contractor part number' fields, both containing the value 'O20JHIO12'.

Contract no.	Manufacturer part no.	Manufacturer name	Product name	UPC/ISBN	SIN
GS-00F-0000R	UVA291096	3M CORPORATION	UVA291096		206 4
GS-00F-0000R	UVA291096	DELL'S COMPUTER PRODUCTS'S	DELL LAPTOP		206 3
GS-00F-0000R	UVA291096	DUPLICATE DELL'S COMPUTER PROD	COMPUTER DESKTOP		206 4
GS-00F-0000R	XYZ19AB106	LOWE'S HOME IMPROVEMENT'S	3FE83 ** PATCH CONCRETE 20LB		206 4
GS-00F-0000G	O20JHIO12	A-Z MUSIC CENTER	O20JHIO12		246 35 1

Input Window

Contract number: GS-32F-8400G

SIN: 246 35 1

UPC/ISBN:

UNSPSC:

Manufacturer: A-Z MUSIC CENTER

Manufacturer part/model number: O20JHIO12

Contractor part number: O20JHIO12

National stock number (NSN): - - -

Product/item name: O20JHIO12

Photo name: TCP55ST50.jpg

Product description: tv on a stand

Product specific website (may include photo):

Product dimensions:

	Number/value	Unit of measurement
Product length:		
Product width:		
Product height:		

Shipping unit weight: lbs.

8: What additional actions must I take after receipt of this email?

Scenario(s)	Response
1. Contract and GSA Advantage are complete and accurate	No further action required
2. Contract is complete and accurate, your GSA Advantage price list has all products but requires product descriptive data updates	Submit a revised product data set through SIP or EDI
3. Contract product descriptive data requires updates and GSA Advantage requires updates such as Manufacturer Part Number	Submit a products modification via eMod. Once the modification is awarded, submit a new price list through SIP or EDI
4. Contract is complete and accurate but GSA Advantage price list does not have all awarded products listed	Submit the remaining products via SIP or EDI

9: Will I need to supply the MPN for future submissions?

A: Yes, this requirement will also apply to all subsequent products awarded to your contract from this point forward.

10: Can you provide a Base Product Example?:

A: In highly customizable products (e.g., laptops) MPNs may refer to base models. As such, differently customized configurations may still carry the same MPNs (e.g., i7 processor vs. i5 processor, 2Gb of RAM vs. 4Gb of RAM).