

Frequently Asked Questions

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

A: This initiative will just be targeted towards product vendors. Those holding service contracts or offering ancillary products as part of a services solution may continue submitting their price list per the established processes. If you've already posted the cover page of the Federal Supply Schedule Price List (text file) and your service offerings no further action is required.

2: Do I need to submit all my products?

A: Yes. Any base product that you have listed on your MAS contract should be submitted; along with its corresponding product descriptive data-Universal Product Code (UPC) and Manufacturer Part Number (MPN) (see MPN exceptions below).

3: Can you provide a Base Product Example?

A: In highly customizable products (Ex. laptops) manufacturer part numbers may refer to base models. As such, differently customized configurations may still carry the same manufacturer's part number (ex. i7 processor vs. i5 processor, 2Gb of RAM vs 4Gb of RAM). In instances where the manufacturer delineates customized configurations through variations of the core part number, the configuration-specific part number shall be provided.

4: Does this rule apply to previous submissions?

A: Yes. Industry partners should take this opportunity to revisit previous submissions and correct or refine any product descriptive data including missing or altered UPCs/MPNs.

5: 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 UPC and MPN	Submit a products modification via eMod to incorporate the updated descriptive data into the contract. 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

6: What if I do not have a UPC for my product?

A: Currently, GSA requires one UPC per Special Item Number (SIN) on specific Schedules. We are asking you to be proactive by providing all your UPC codes for every awarded SIN on your contract. To see a list of the SIN that require at least one UPC click [here](#). If you truly do not have a UPC for a SIN that requires one, please contact the [Vendor Support Center \(VSC\)](#) for instructions on how to proceed.

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

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

- A Manufacturer’s Part Number/Wholesaler’s 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 the Manufacturer’s Part Numbers. There should be no additions, deletions, or other discrepancies between the Manufacturer’s Part Number as submitted to the vendor by the manufacturer, and as presented by the contract holder to GSA. For example, do NOT add your own prefixes or suffixes to the manufacturer part numbers except as noted below in MPN Exceptions (duplicate MPNs).

8: Manufacturer Part Number Exceptions:

Best efforts should be made to obtain and provide the MPN. There are exceptions when there are duplicate MPNs or the MPN is unobtainable.

Duplicate MPNs may occur for the following reasons:

- Different quantity/volume for the same MPN,
- Different products and different manufacturers with the same MPN,
- Different items or similar items from the same manufacturer with the same MPN.

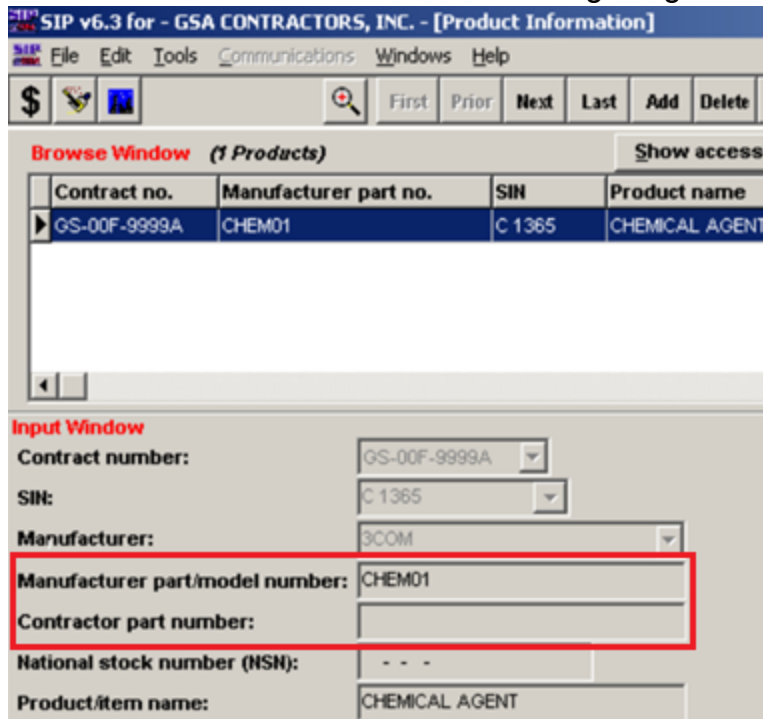
Following are the solutions for the exceptions:

Exception	Temporary Solution	Example
-----------	--------------------	---------

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
Duplicate MPNs on the same contract	MPN plus the first four (4) letters of the Manufacturer name (manufacturer names less than 4 letters should have "0" to fill empty spaces)	4567TheC, 4567Comp
Using a MPN as a base product, as well as, an accessory	Add an identifier for the accessory, MPN plus dash (-) and alpha	E2234-A, E630-B

9: What should I do if I do not have (or can not obtain) the Manufacturer Part Number?

A: Industry partners should make a best effort to obtain accurate product information. Products with unobtainable MPNs still require a MPN in the system. A temporary solution is provided for consistent entry of this exception. Enter the contractor part number for both the Manufacturer Part Number field and the Contractor Part Number field. The locations of the two fields are identified in the following image.



10: How and when must I provide the required data?

A: Submissions will be made via SIP, or EDI with all current data validation requirements in effect. All responses AND all product data should be received within 90 days of the date of issue of this email.

11: Is there a character limit to the UPC and Manufacturer Part/Model Number field?

A: Up to 40 characters are allowed for the Manufacturer Part/Model Number field. Up to 14 characters are allowed for the UPC field. UPC must be 12 digits (you may enter 11 and will assume UPC has leading zero). You may enter EAN8, EAN13, GTIN14, or ISBN13 (for books) if you use these identifiers instead of a UPC. ISBN13 must start with 978 or 979. You may pad any of these identifies with zero(s) to make a 14 digit GTIN.

12: Will I need to supply the UPC/MPN for future submissions?

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

13: Where can I get more information on Universal Product Codes?

A: You can find more information in this [GSA Steps article](#) and at vsc.gsa.gov.

14: I want to provide feedback regarding Universal Product Codes and Manufacturer Part Numbers. Where do I go?

A: Let us know what you think. Join the conversation on [MAS Interact](https://interact.gsa.gov/discussion/discuss-commercial-industry-best-practices-manufacturer-part-labeling) (<https://interact.gsa.gov/discussion/discuss-commercial-industry-best-practices-manufacturer-part-labeling>).