

GSA/FAS
Vendor Support Center
Schedules Input Program (SIP)
Version 9.x Documentation

Oct 2022

VSC-SIP-VER 9.x

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1 GENERAL INFORMATION

1.1 Introduction

The Schedules Input Program (SIP) Version 9.x Users Guide defines the process, procedures and tools used to maintain and support the SIP software by the General Services Administration/Federal Acquisition Services (GSA/FAS) Vendor Support Center (VSC).

1.2 GSA Advantage! Overview

GSA Advantage! is the online shopping and ordering system used by vendors to provide their products and/or services to government buyers. *GSA Advantage!* allows vendors to sell to the government without obtaining agency specific contracts.

1.3 Schedules Input Program (SIP)

SIP is a proprietary software program provided by GSA to assist contract holders with uploading their electronic catalog to GSA Advantage.

1.4 Vendor Support Center (VSC)

The VSC supports GSA contract holders that use SIP to upload their data. The VSC also supports password related issues concerning eBuy, SRP and PO portal.

1.5 GSA Contract Award

Any contractor interested in providing products and/or services to the government may benefit from obtaining a GSA contract. Most government buyers use *GSA Advantage!* to search and shop for products and/or services. Companies that wish to acquire a GSA contract must contact a GSA Procurement Contracting Officer (PCO) to obtain the necessary documentation. GSA e-Offers is another tool used to obtain a GSA contract.

1.6 GSA Advantage! Catalog Upload Process

After a contract is awarded, the contract must be registered with the VSC. Following registration, a unique password will be assigned to the contract. This password will be used for electronic catalog submission via SIP. Catalog information is then entered into SIP and uploaded. The PCO will receive the file and check for consistency between the electronic file and the written contract. After verification and approval in CORS (Contract Officer Review System) the file is posted in *GSA Advantage!*.

Acronyms and Abbreviations

The acronyms and abbreviations used in this document are listed and defined in the table below.

Acronym	Definition
ATSM/EPA	Acute Traumatic Stress Management/Environmental Protection Agency
CPG	Comprehensive Procurement Guidelines
EDI	Electronic Data Interchange
FOB	Freight On Board
FAS	Federal Acquisition Service
FTP	File Transfer Protocol
GBL	Government Bills of Lading
GSA	General Services Administration
MB	Megabyte
NSN	National Stock Number
PCO	Procurement Contracting Officer
QTY/VOL	Quantity Volume
SIN	Special Items Numbers
SIP	Schedules Input Program
VER	Version
VSC	Vendor Support Center

2 GETTING STARTED

2.1 SIP Registration

You must register your contract before you can upload your catalog. To register, visit the VSC website at (<https://vsc.gsa.gov>).

The screenshot displays three locator cards for different roles: Procurement Contracting Officer (PCO), Administrative Contracting Officer (ACO), and Industrial Operations Analyst (IOA). Each card includes a description of the role's responsibilities and a search box for a contract number. Below the cards, there are four main sections: 'GSA Vendor Support Center' with contact information, 'Popular Pages' with a list of links (including 'Register My Contract' highlighted by a red arrow), 'Resources' with a list of portals, and 'eTools' with a list of services.

Select “Register” Then select your contract type in the drop down box and enter in your contract number.

The screenshot shows the 'Contract Registration' page. It includes a header with a logo and the text 'Contract Registration'. The main heading is 'Registering your Contract on the VSC'. Below this, there is a paragraph explaining the requirement to register contracts with the VSC. An 'Important information for Multiple Award Schedule (MAS) contracts' section follows, with two bullet points. A list of required information for registration is provided: '1. Contract Number' and '2. SAM UEI Value'. A note mentions calling the Vendor Support Center if the wrong SAM UEI value is used. At the bottom, there is a 'Register your Contract' form with a 'Contract' input field, a dropdown menu for contract type (options: NST, MAS / VA, OASIS, BMO, HCATS, GWAC, USACON), and a 'Submit' button.

The SIP registration form is shown below. All required information is indicated by an asterisk (*):

Register your Contract

Registration Type	SAM UEI
<input type="text" value="Select"/>	<input type="text"/>
Email	
<input type="text"/>	
First Name	Last Name
<input type="text"/>	<input type="text"/>
Phone Number	Fax Number
<input type="text"/>	<input type="text"/>
Username	
<input type="text"/>	

After registration is complete, a confirmation will be sent to the email address provided. The confirmation will include a unique password used for SIP uploads and GSA eBuy

*Before you can access eBuy, you must upload a catalog using the SIP software or EDI. The file must then be approved by your GSA Contracting Officer. If your products or services are not posted on www.gsaadvantage.gov, you will not have access to eBuy.

SIP Download and Installation

SIP can be downloaded from the VSC website([SIP Software download](#)).

System requirements: Windows 10 or Windows 11 Operating System, Pentium II processor, 32 MB of RAM, internet capabilities and 12 MB of hard disk space. SIP is not compatible with MAC.

*** Note – Depending on the amount of product data, more disk space may be required.**

The SIP program is available in two formats (.exe and .zip). The download files are approximately 9.6 MB is size. Vendors with firewalls that will not allow the download of .exe file will want to download the .zip format.

Note: You must have full administrative rights on your computer to install the SIP software. If you do not or encounter an error during installation, please contact your IT department. They may need to install the software for you.

The screenshot shows the top navigation bar of the GSA Vendor Support Center. It features three main sections: PCO LOCATOR, ACO LOCATOR, and IOA LOCATOR. Each section includes a search box for a contract number and a 'Locate' button. Below these sections are four columns: 'GSA Vendor Support Center' with contact information, 'Popular Pages' with a list of links, 'Resources' with links to various portals, and 'eTools' with links to GSA Advantage, eBuy, and eLibrary. A red box with the text 'Click here to download SIP' is positioned over the 'SIP - Download Software' link in the 'Popular Pages' column, with a red arrow pointing to it from the right.

SIP - Download Software

SIP is a proprietary software program provided by GSA free of charge to assist contract holders with uploading their electronic catalog to GSA Advantage.

[^ Top](#)

Before downloading SIP:

- You will need to Register your contract.
- You must have full administrative rights on your computer. If you do not, or encounter an error during installation, please contact your IT department as they may need to install the software for you.

[Download SIP \(exe format\)](#)

[Download SIP \(zip format\)](#)

Select the .exe or the .zip format

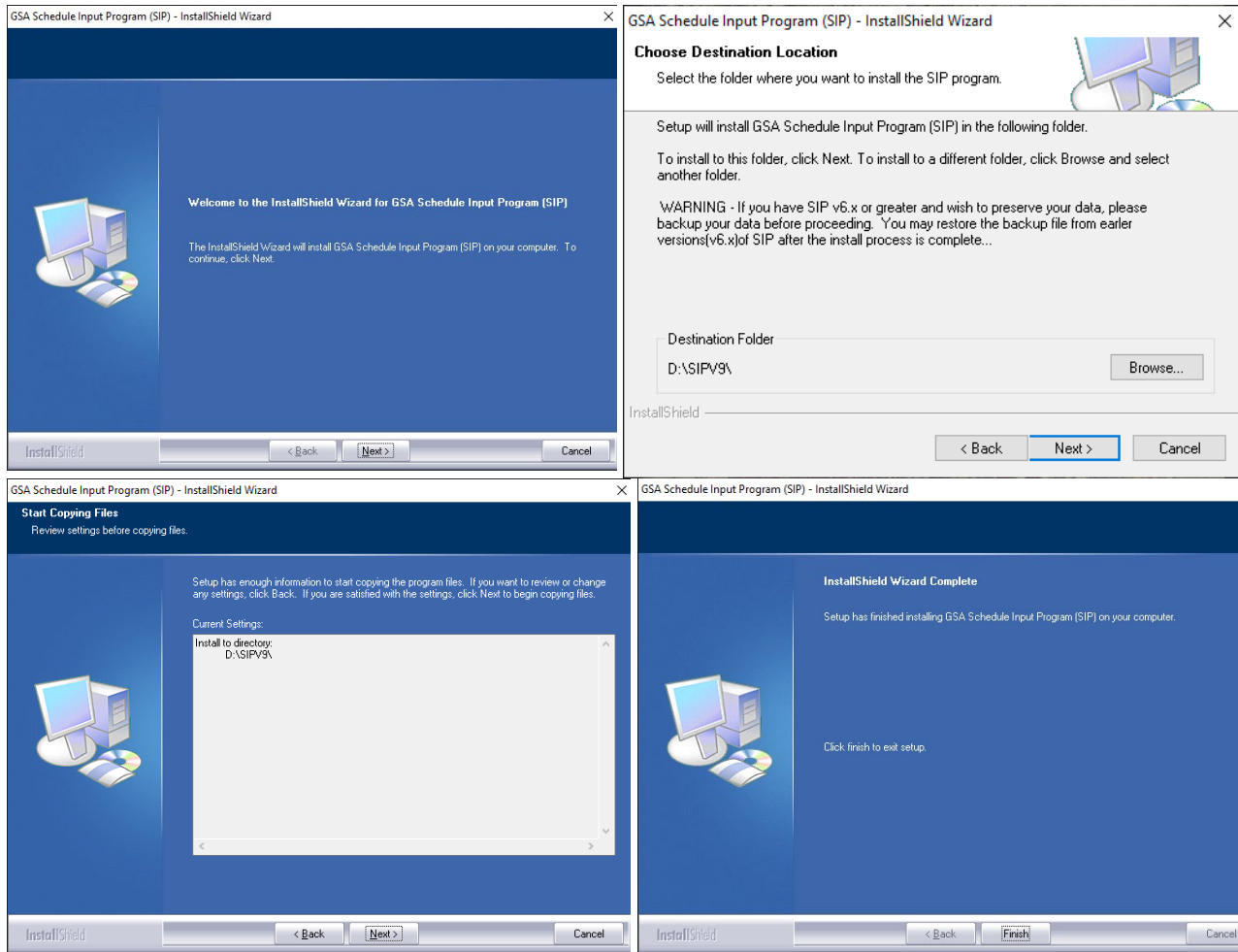
Having issues upgrading SIP?

If you are experiencing difficulty upgrading your SIP application, please review the [SIP Instructions](#).

Step 1: Download and install the .exe or .zip format. (You may need to download the executable to the desktop and then right click on the setup icon and run as administrator to install)

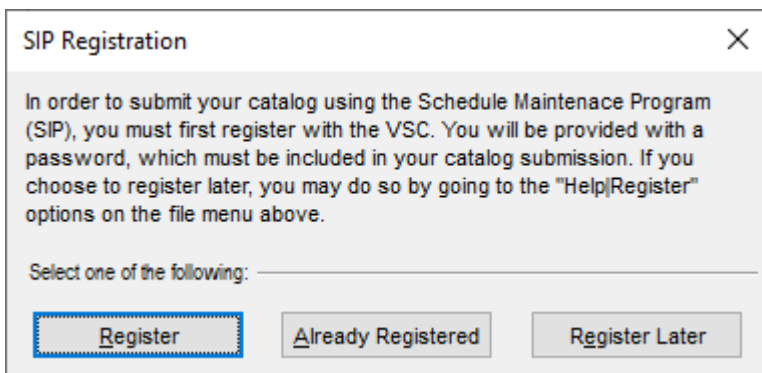
Step 2: Select "Next" on each of the dialog boxes to accept the default settings.

Step 3: Select "Finish" to complete the installation.



3 SIP DATA ENTRY

If you have a newly installed SIP program you will receive the following dialog box when you open the software. If you have used SIP before, you will not see the below dialog box.

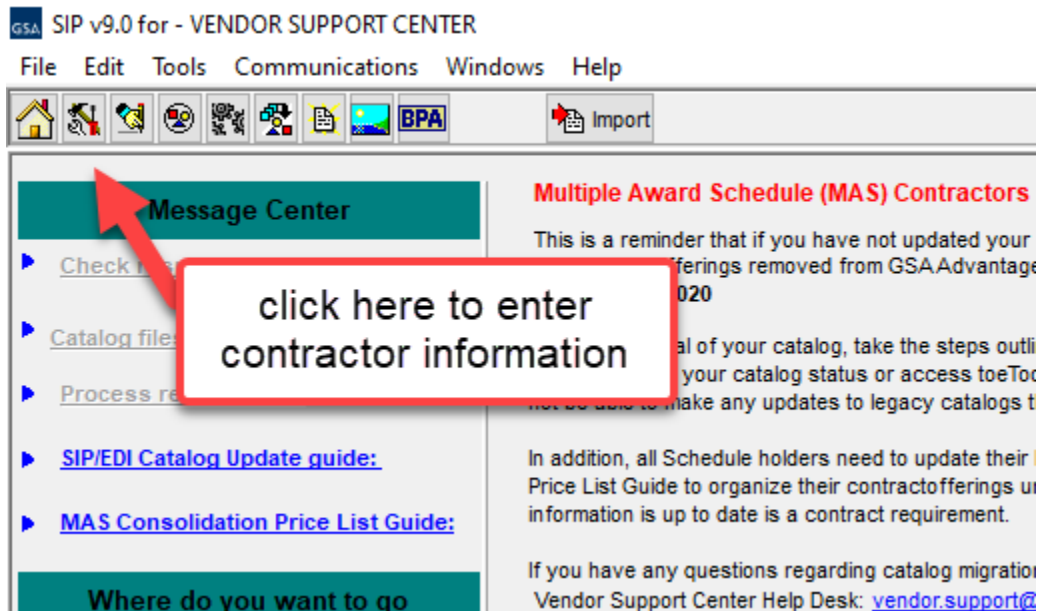


If your company has already registered using the steps in section 2, select “Already Registered”. If your company is brand new and have not registered, select “Register”. If you selected “Already Registered” proceed to section 3.1 “Contractor Information”. If you have not registered, select “Register” and go back to section 2

3.1 Contractor Information Screen

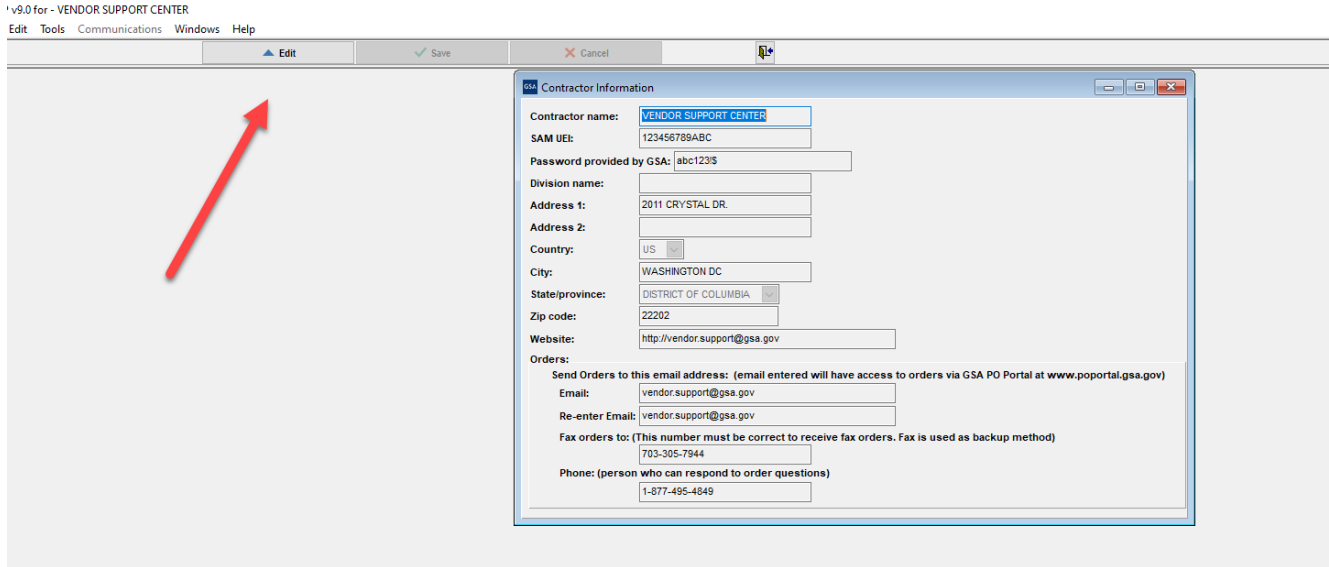
In the Contractor Information screen you will enter information such as SAM UEI number, password provided by GSA (Password you received after you registered your contract in section 2) and company address.

Step 1: Select “File” → “Open” → “Contractor” or select the “Contractor” icon shown below. This icon is located in the top left corner of the SIP software.



Step 2: Select “Edit” on the top tool bar Shown with the arrow below. This will highlight the fields and allow you to edit the fields. If the fields are all gray, it will not allow you to edit the data.

Step 3: Enter contractor information and click “Save” at the top of the program.

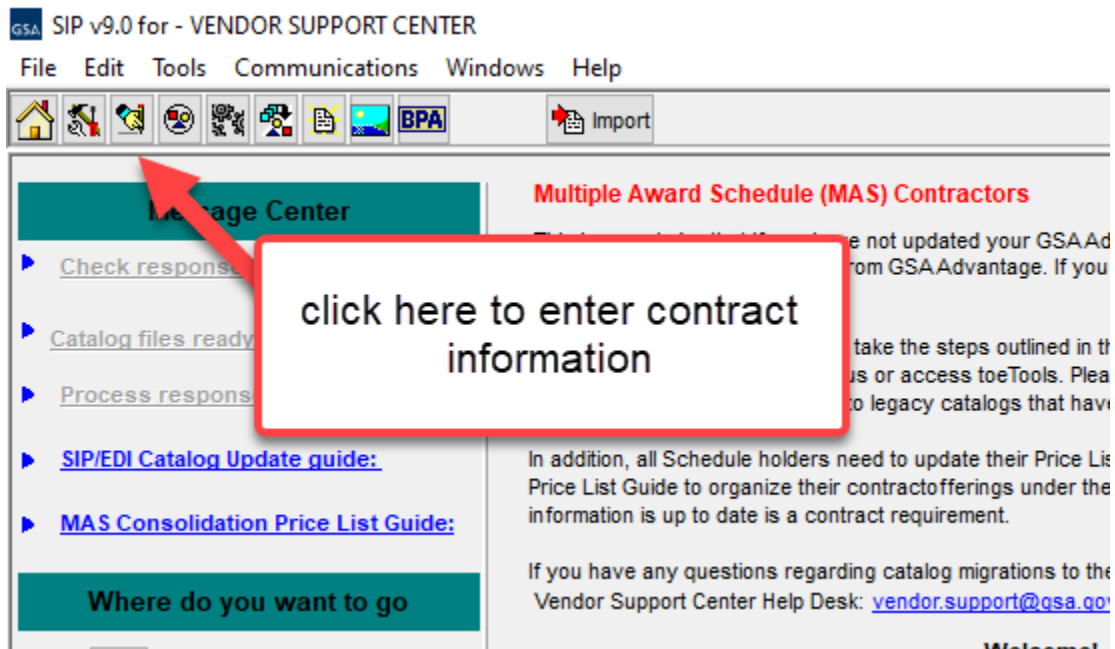


Please see the Index for field descriptions

Step 4: Close the Contractor Information Screen.

3.2 Primary Contract Information Screen

Step 1: Select → “File” →”Open” → “Contracts” or select the “Contracts” icon shown below.



Step 2: Select “Add”.

Step 3: Enter all required and applicable contract information.

The screenshot shows the 'SIP v9.0 for - VENDOR SUPPORT CENTER' application. The menu bar includes File, Edit, Tools, Communications, Windows, and Help. The toolbar contains buttons for Home, Print, Find, First, Prior, Next, Last, Add, Delete, Edit, Save, and Cancel. The 'Add' button is highlighted with a red box and an arrow pointing to it, with a callout box containing the text 'Click on Add'. The main window is titled 'Primary Contract Information' and contains a 'Browse Window' with a table of contract data and an 'Input Window' for entering details.

Contract No.	Schedule	Catalog eff. date	Contract administrator name
47QSHA18D000G	MAS	3/14/2007	JOHN DOE

Input Window

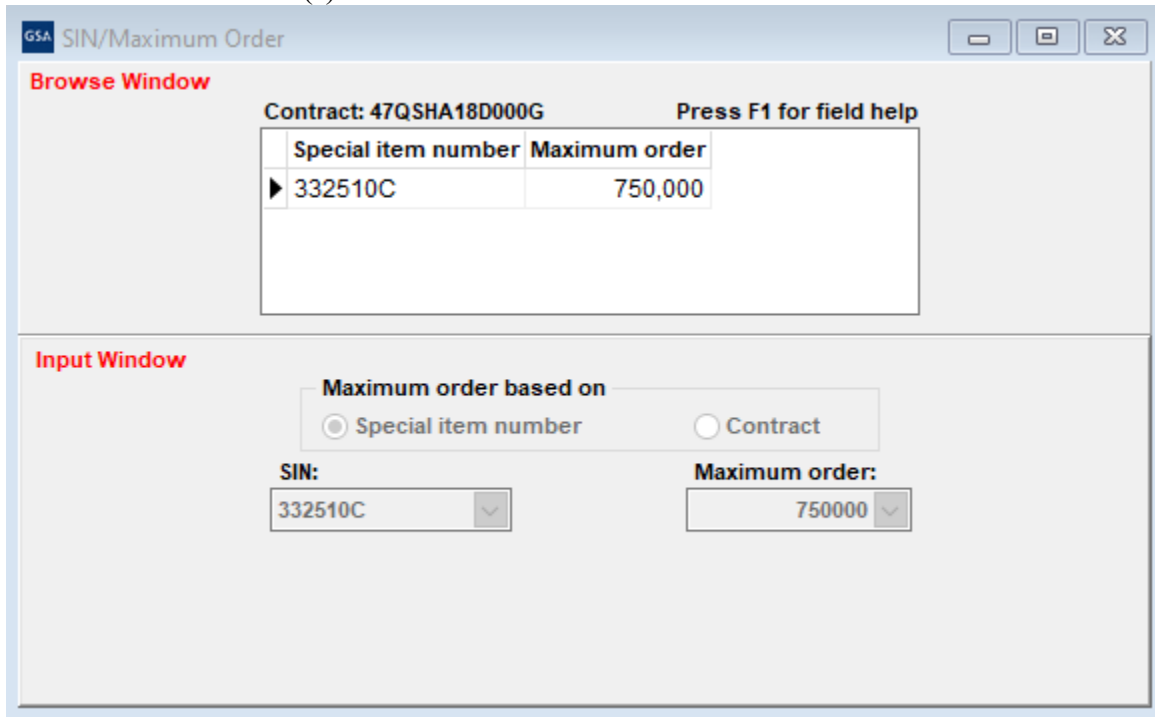
Schedule number: MAS
Contract number: 47QSHA18D000G
Modification number:
Catalog effective date: 3/14/2007
Your company contract administrator info
Name: JOHN DOE
Phone: 1-877-495-4849
Fax: 1-877-495-4849
E-mail: vendor.support@gsa.gov
Prompt pay info -- Maximum is 30 days.
5 % discount if paid in 30 days
% discount if paid in days
Warranty: 0 STANDARD COMMERCIAL
Country of Origin: US or
What is the minimum order you will accept? \$ 300.00
Time of delivery: 5 days Shipped (after receipt of order)
FOB points
Continental US: D - Destination
Alaska: D - Destination
Hawaii: D - Destination
Puerto Rico: D - Destination

Please see the index for field descriptions

Step 4: Select “Save” when finished.

If this is the first time you are using SIP, it will automatically take you to the SIN Maximum Order screen (Step 5).

Step 5: The SIN/Maximum Order screen will appear. Enter Special Item Numbers (SIN's) and Maximum Order Limit(s).



Browse Window

Contract: 47QSHA18D000G Press F1 for field help

Special item number	Maximum order
▶ 332510C	750,000

Input Window

Maximum order based on

Special item number Contract

SIN:

Maximum order:

Step 6: Select “Save” and close the SIN/Maximum Order screen.

Step 7: The Dealer/Sales Office Addresses screen will appear. If the address for receiving orders and/or payments is the same as the address entered in the “Contractor Screen”, select No and do not complete this screen. Select Yes if you have Dealer/sales offices and then fill out the information and then select “Save”

Note: Dealers/Sales offices are other locations or authorized entities to make transactions on your behalf. If you do not have dealers DO NOT complete this screen.

Dealer/Sales Office Addresses

Browse Window
Contract: 47QSHA18D000G Press F1 for field Help

Dealer or sales office	City	State	Zip Code	Address ref. #

Input Window

Name of dealer, distributor or sales office:

Address 1: Address 2:

Country: City: State/Province: Zip code:

Phone: Fax orders to: (this number must be correct to receive fax orders. Faxed is used as backup method)

Send Orders to this email address: (email entered will have access to orders via GSA PO Portal at www.poportal.gsa.gov)

E-mail:

Re-enter E-mail:

Step 8: Close Dealer/Sales Office Addresses.

ZONES

If your pricing varies depending on what part of the country the buyer is located, use this screen.

Confirm ✕

i Are your prices structured by zones?

GSA Zone Definitions _ □ ✕

Contract: 47QSHA18D000G Press F1 for field Help

Assign a Zone Number (0-10) to States

If your prices vary by geographic/delivery zone, then assign zone numbers to each state (up to 10 zones). Please note that later you will be required to enter prices for each zone for every product/ accessory you enter.

<u>Zone</u>	<u>State</u>	<u>Zone</u>	<u>State</u>	<u>Zone</u>	<u>State</u>	<u>Zone</u>	<u>State</u>
<input type="text"/>	Alaska	<input type="text"/>	Illinois	<input type="text"/>	North Carolina	<input type="text"/>	Rhode Island
<input type="text"/>	Alabama	<input type="text"/>	Indiana	<input type="text"/>	North Dakota	<input type="text"/>	South Carolina
<input type="text"/>	Arkansas	<input type="text"/>	Kansas	<input type="text"/>	Nebraska	<input type="text"/>	South Dakota
<input type="text"/>	Arizona	<input type="text"/>	Kentucky	<input type="text"/>	New Hampshire	<input type="text"/>	Tennessee
<input type="text"/>	California	<input type="text"/>	Louisiana	<input type="text"/>	New Jersey	<input type="text"/>	Texas
<input type="text"/>	Colorado	<input type="text"/>	Massachusetts	<input type="text"/>	New Mexico	<input type="text"/>	Utah
<input type="text"/>	Connecticut	<input type="text"/>	Maryland	<input type="text"/>	Nevada	<input type="text"/>	Virginia
<input type="text"/>	District of Columbia	<input type="text"/>	Maine	<input type="text"/>	New York	<input type="text"/>	Virgin Islands
<input type="text"/>	Delaware	<input type="text"/>	Michigan	<input type="text"/>	Ohio	<input type="text"/>	Vermont
<input type="text"/>	Florida	<input type="text"/>	Minnesota	<input type="text"/>	Oklahoma	<input type="text"/>	Washington
<input type="text"/>	Georgia	<input type="text"/>	Missouri	<input type="text"/>	Oregon	<input type="text"/>	Wisconsin
<input type="text"/>	Hawaii	<input type="text"/>	Mississippi	<input type="text"/>	Pennsylvania	<input type="text"/>	West Virginia
<input type="text"/>	Iowa	<input type="text"/>	Montana	<input type="text"/>	Puerto Rico	<input type="text"/>	Wyoming
<input type="text"/>	Idaho						

Ex 1: Prices in VA, MD, DC, NC, PA are different from anywhere else in the country. In this example VA, MD, DC, NC, PA would be Zone 1. All other states would be Zone 2. If you use this table each state must have a zone.

EX 2: Prices in FL, GA, SC are \$100. These would be Zone 1. Prices in CA, AZ, WA are \$150. These would be Zone 2. All other states are \$125. The rest of the states would be Zone 3. All states must have a zone number if this table is used.

Note: Do not complete this table if your prices are the same across the country. Leave the entire table blank.

COLORS/FABRICS

If your items have color or fabric options, enter the information here.



If many of your product or options have color or fabric choices, You may use this input screen to build a Colors/Fabrics Table of all of the choices. Later, at the "Option" tab, you may easily assign color or fabric choices for products or product options. Enter information now?

Yes

No

GSA Colors/Fabrics

If many of your product or options have color or fabric choices, You may use this input screen to build a Color/Fabrics Table of all of the choices. Later, at the "Option" tab, you may easily assign color or fabric choices for product options.

Browse Window
Contract: 47QSHA19D000H Press F1 for field help

Type	Color	Color # or Part #
★		

Input Window

Type:

Color:


Color # or part #:

Add next

SPECIAL CHARGES

If your items have additional charges enter that information here.

Confirm X

 Are there special charges applicable to all products under this contract?

GSA Special charges _ □ X

Browse Window:
Contract: 47QSHA19D000H Press F1 for field help

Services	Charges	Per	Description/conditions
▶ ASSEMBLY			
EXPEDITING PREMIUM			
INSIDE DELIVERY			
INSTALLATION			
LAYOUT/DESIGN			
ONE DAY SERVICE			
SAME DAY SERVICE			
SATURDAY DELIVERY			
TRAINING			

Input Window:

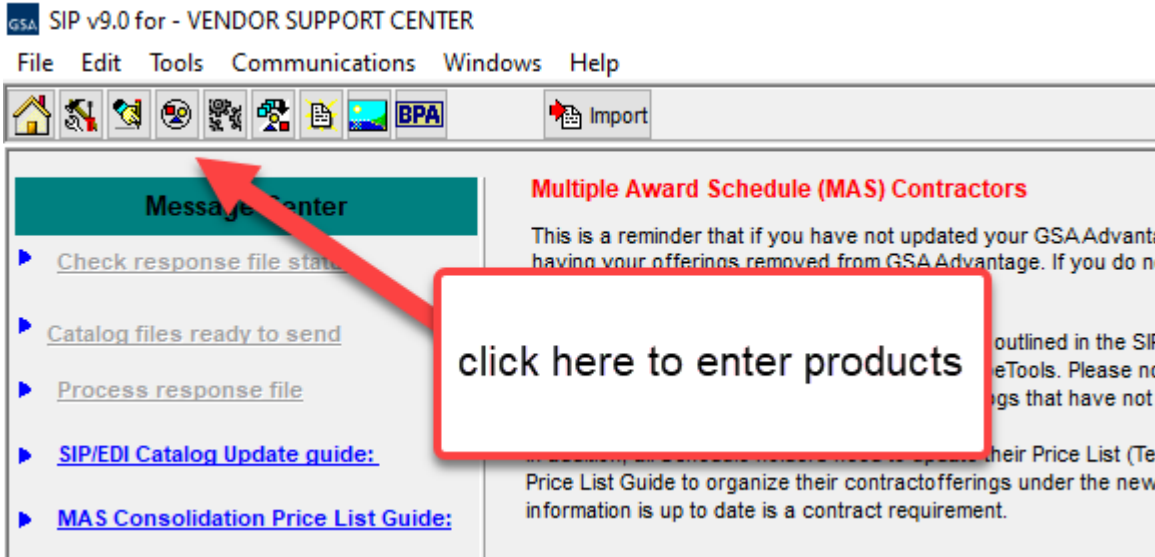
Services:	Charges:	Per:	Description/conditions:
ASSEMBLY			

Step 9: Close the Special Charges screen.

3.3 Product Information Screen

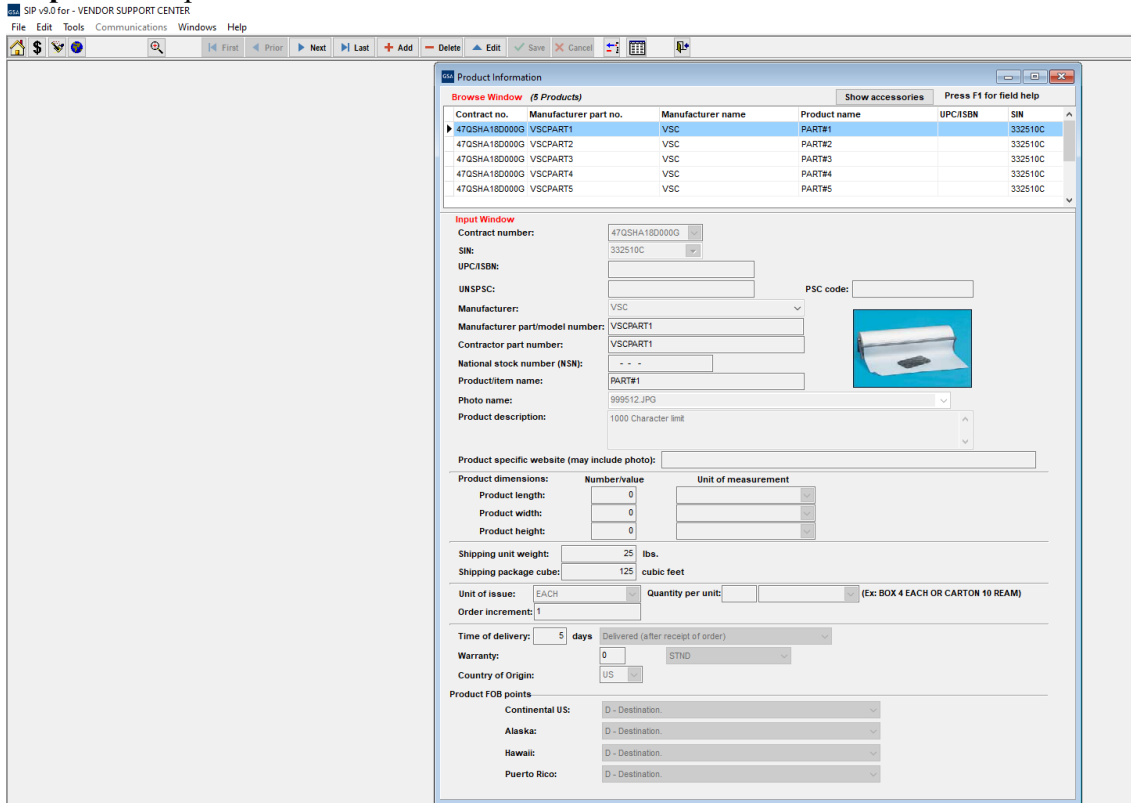
(Do not enter services in this screen. See section 5.6 on how to enter a text file.)

Step 1: Select “File” → “Open” →”Products” or select the “Products” icon shown below.



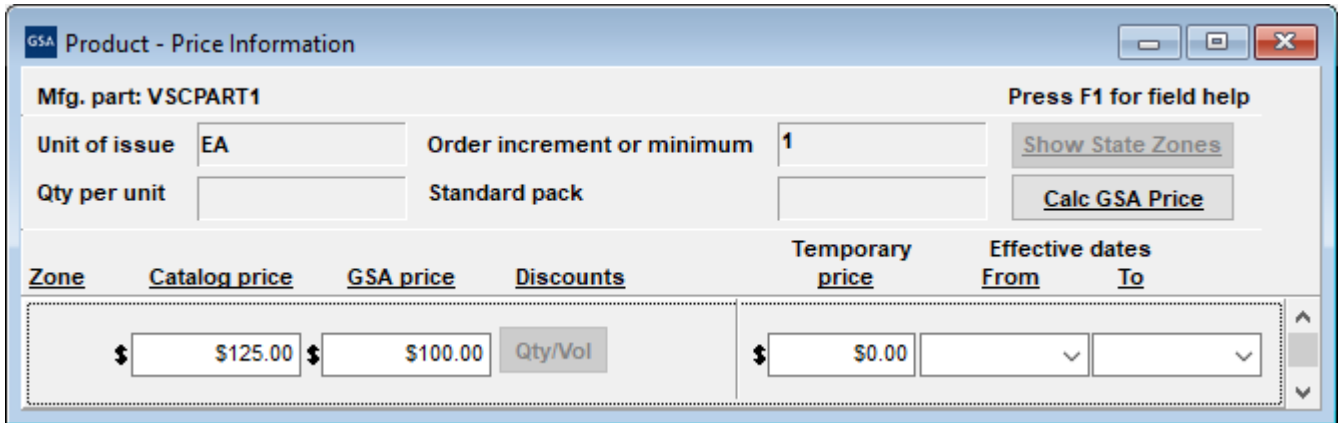
Step 2: Select “Add”.

Step 3: Enter product information and select “Save”



Please see the index for field descriptions

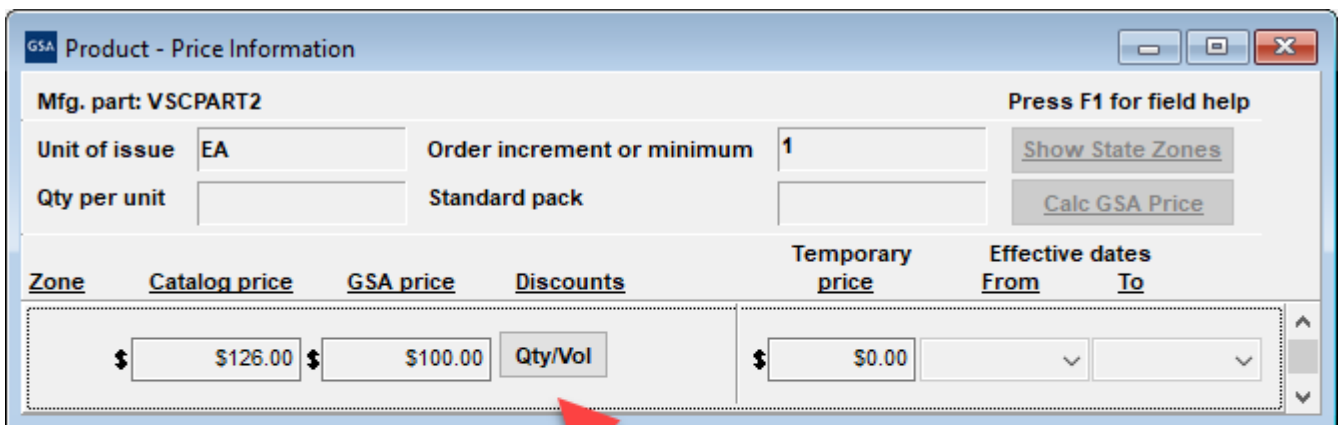
Step 4: The Price Information screen will appear. Enter your pricing information and select “Save” when finished.



Zone	Catalog price	GSA price	Discounts	Temporary price	Effective dates
	From	To			
	\$ 125.00	\$ 100.00	Qty/Vol	\$ 0.00	

Please see the index for field descriptions

If you have quantity discounts/dollar volume discounts, select the “Qty/Vol” button shown below and select “Edit”.



Zone	Catalog price	GSA price	Discounts	Temporary price	Effective dates
	From	To			
	\$ 126.00	\$ 100.00	Qty/Vol	\$ 0.00	

click here to enter quantity/dollar volume discounts

3.3.1 Quantity Volume Discount Breaks

GSA Quantity discounts for mfg. part: VSCPART1

Quantity Dollar volume Temporary quantity Temporary dollar volume **GSA price: \$100.0000**

	Start range	End range	GSA price	Discount %
1 Quantity break	0	0	\$0.0000	0.0000%
2 Quantity break	0	0	\$0.0000	0.0000%
3 Quantity break	0	0	\$0.0000	0.0000%
4 Quantity break	0	0	\$0.0000	0.0000%
5 Quantity break	0	0	\$0.0000	0.0000%
6 Quantity break	0	0	\$0.0000	0.0000%
7 Quantity break	0	0	\$0.0000	0.0000%

Clear
All
Page

Copy
All
Page

Insert 99999999 if the range is '+' or up to maximum order

Discount conditions:

3.3.2 Dollar Volume Discount Breaks

GSA Quantity discounts for mfg. part: VSCPART1

Quantity Dollar volume Temporary quantity Temporary dollar volume **GSA price: \$100.0000**

	Start range	End range	GSA price	Discount %
1 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
2 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
3 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
4 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
5 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
6 \$ Volume break	\$0	\$0	\$0.0000	0.0000%
7 \$ Volume break	\$0	\$0	\$0.0000	0.0000%

Clear
All
Page

Copy
All
Page

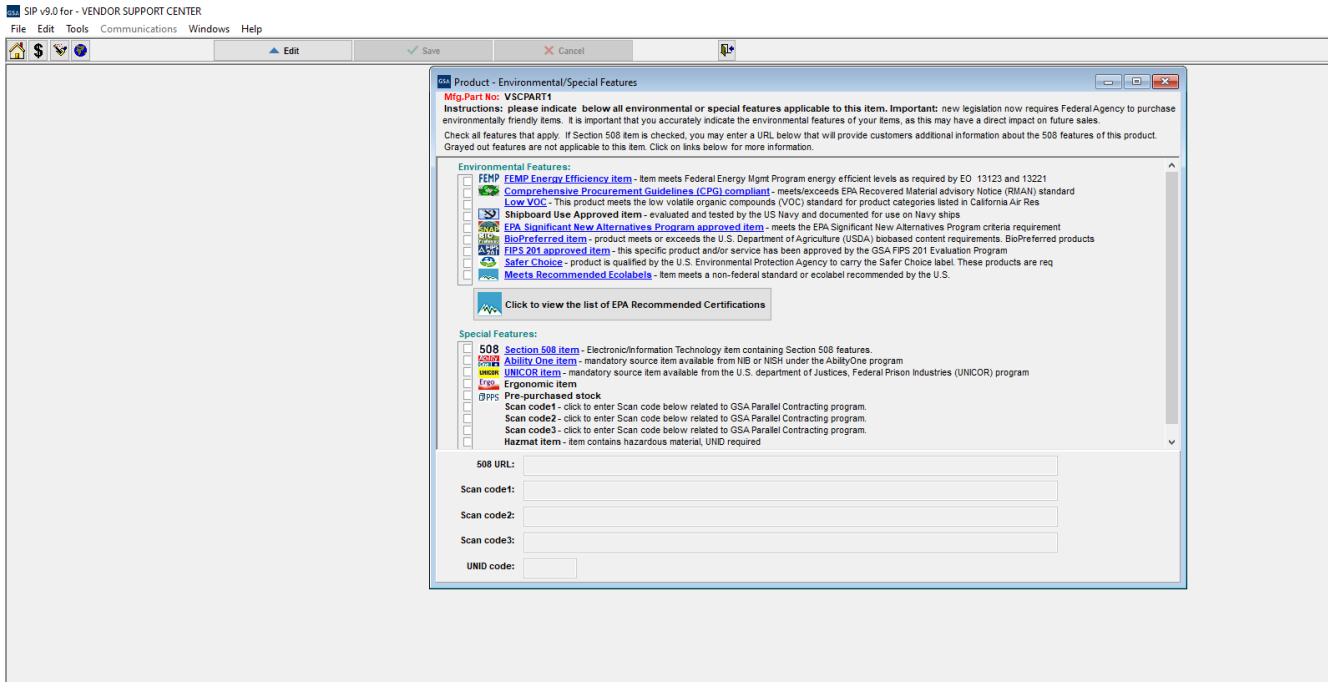
Insert 99999999 if the range is '+' or up to maximum order

Discount conditions:

Save and close this screen. You will be redirected back to the “Price” screen.

Step 5: Close the Price Information screen.

Step 6: The Environmental/Special Features screen will appear as shown below. Complete this screen for any applicable product features that apply.

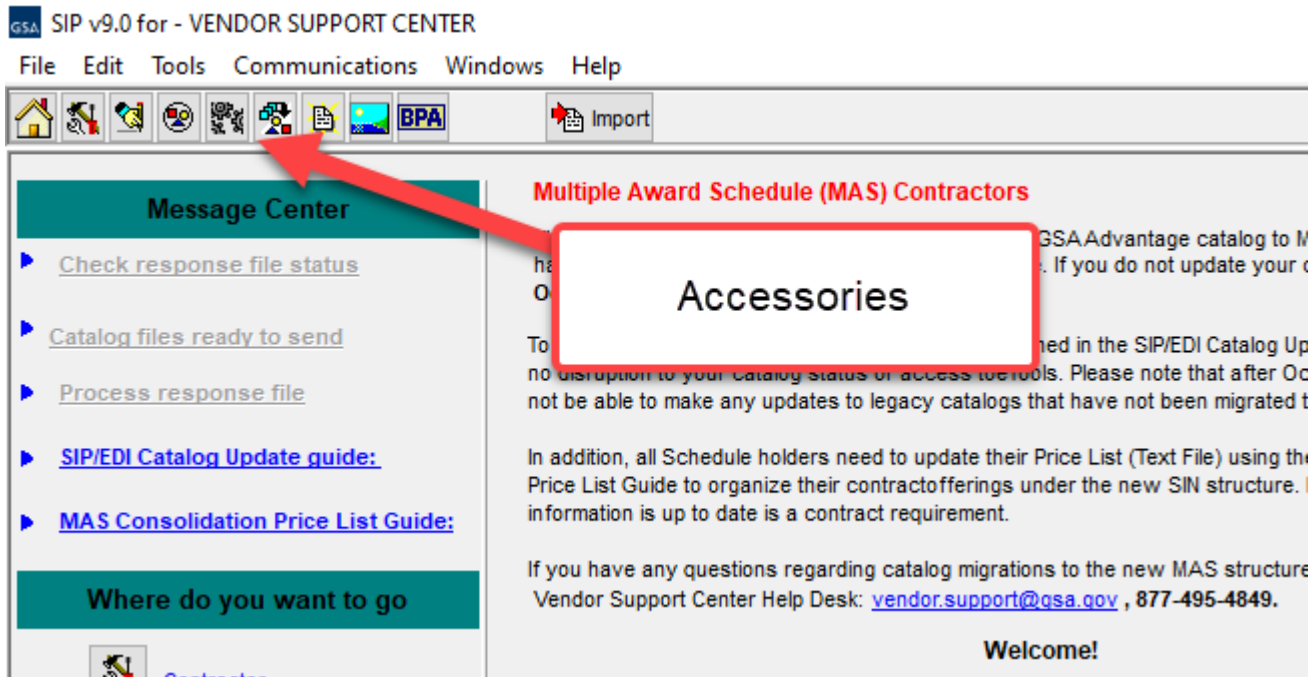


Step 7: Repeat steps 2 - 7 to add additional items.

Step 8: Close Product Information screen.

3.4 Accessories Information Screen

Step 1: Select “File” → “Open” → “Accessories” or select the Accessories icon.



Step 2: Select “Add”.

Step 3: Enter Accessory information and select “Save”.

SIP v9.0 for - VENDOR SUPPORT CENTER

File Edit Tools Communications Windows Help

Accessory Information

Browse Window (0 Accessories) Press F1 for field help

Contract no.	Manufacturer part no.	Manufacturer name	Accessory name	UPC/ISBN	SIN
--------------	-----------------------	-------------------	----------------	----------	-----

Input Window

Contract number: []

SIN: []

UPC/ISBN: []

UNSPSC: [] PSC code: []

Manufacturer: []

Manufacturer part/model number: []

Contractor part number: []

National stock number (NSN): []

Accessory/item name: []

Photo name: [] Attach product: []

Accessory description: []

Accessory website address (URL): []

Accessory dimension: Number/value Unit of measurement

Accessory length: [] []

Accessory width: [] []

Accessory height: [] []

Shipping unit weight: [] lbs.

Shipping package cube: [] cubic feet

Unit of issue: [] Quantity per unit: [] (Ex: BOX 4 EACH OR CARTON 10 REAM)

Order increment: []

Time of delivery: [] days []

Warranty: []

Country of Origin: []

Product FOB points

Continental US: []

Alaska: []

Hawaii: []

Puerto Rico: []

The Accessory screen is identical to the Product screen, with the exception of the “Attach Product” button

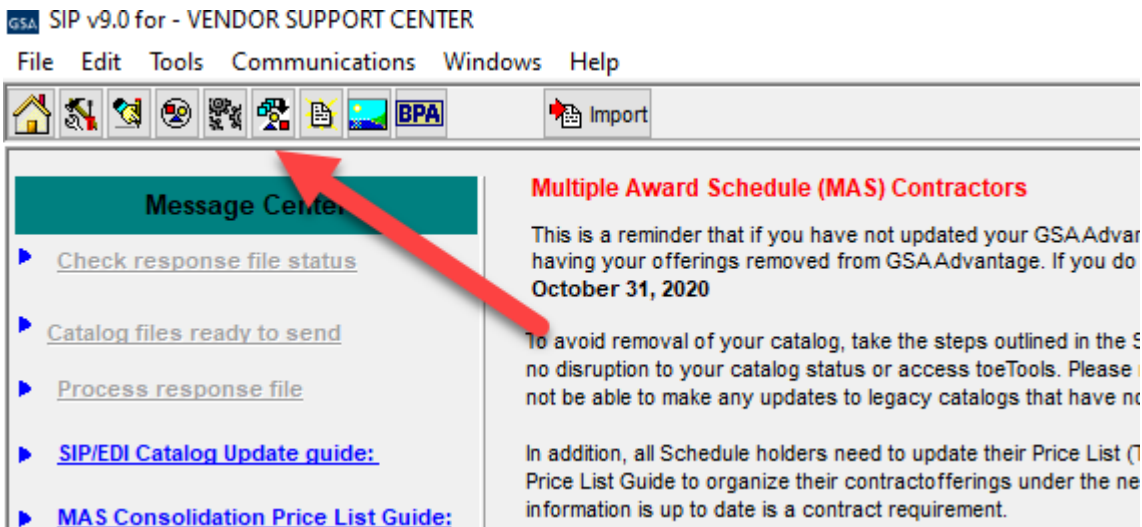
Step 4: The Accessory Price Information screen will appear. Enter price information and select “Save” when finished.

Step 5: Repeat steps 2 - 7 to add additional accessories.

Step 6: Close Accessory Information screen.

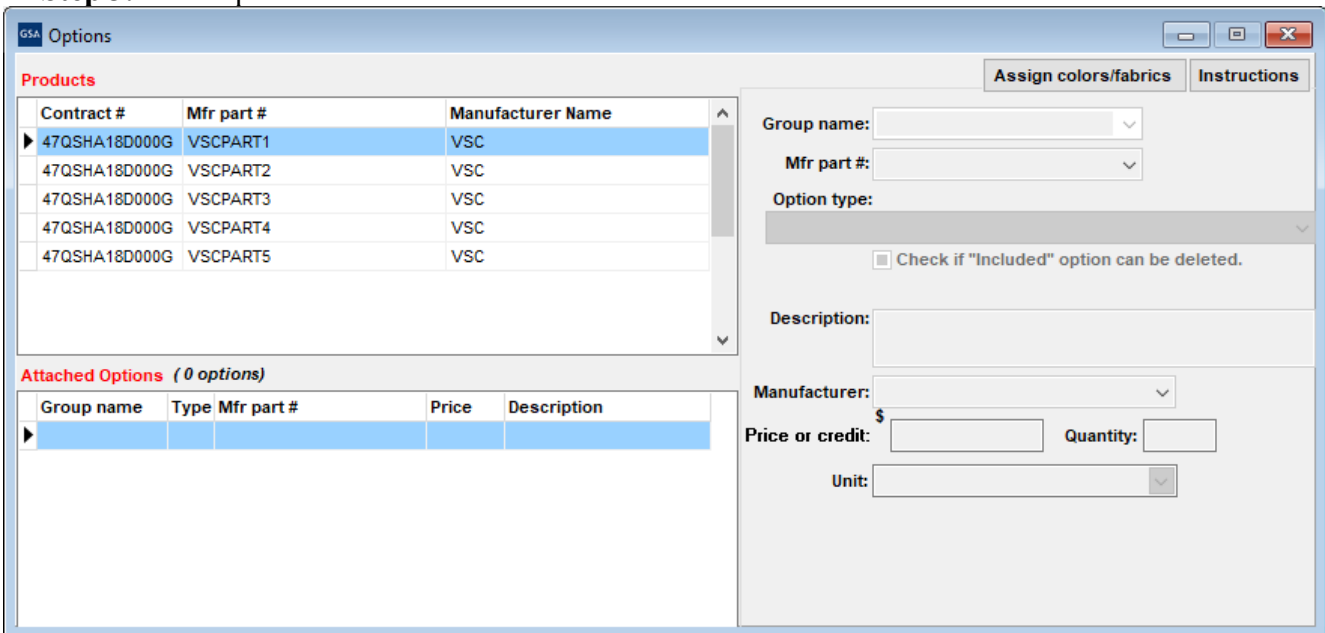
Options Information Screen

Step 1: Select “File” → “Open” → “Options” or select the Options icon.



Step 2: Select “Add”.

Step 3: Enter option information and select “Save”.



Step 4: Close Options Information Screen.

3.5: How to update products

Step 1: In the SIP program click on product

The screenshot shows the GSA Advantage! SIP program interface. On the left, there is a sidebar with a 'Message Center' section containing links like 'Check response file status', 'Catalog files ready to send', 'Process response file', 'SIP/EDI Catalog Update guide:', and 'MAS Consolidation Price List Guide:'. Below this is a 'Where do you want to go' section with icons and links for 'Contractor', 'Contract', 'Product', 'Accessories', 'Options', 'Text File', 'Photos', and 'BPA Pricing'. A red arrow points to the 'Product' link. The main content area is titled 'Multiple Award Schedule (MAS) Contractors' and contains several paragraphs of text, including a reminder to update catalogs by October 31, 2020, and information about the benefits of GSA Advantage! and SIP. On the right, there are 'Tools' and 'GSA websites' sections with various links.

Message Center

- ▶ [Check response file status](#)
- ▶ [Catalog files ready to send](#)
- ▶ [Process response file](#)
- ▶ [SIP/EDI Catalog Update guide:](#)
- ▶ [MAS Consolidation Price List Guide:](#)

Where do you want to go

- [Contractor](#)
- [Contract](#)
- [Product](#)
- [Accessories](#)
- [Options](#)
- [Text File](#)
- [Photos](#)
- [BPA Pricing](#)

- ▶ [Price update](#)
- ▶ [Import BPA pricing](#)
- ▶ [Run a report](#)
- ▶ [Import data](#)

Multiple Award Schedule (MAS) Contractors

This is a reminder that if you have not updated your GSA Advantage catalog to MAS, you are at risk of having your offerings removed from GSA Advantage. If you do not update your catalog file to MAS by **October 31, 2020**

To avoid removal of your catalog, take the steps outlined in the SIP/EDI Catalog Update Guide to ensure no disruption to your catalog status or access to Tools. Please note that after October 1, 2020 you will not be able to make any updates to legacy catalogs that have not been migrated to MAS.

In addition, all Schedule holders need to update their Price List (Text File) using the MAS Consolidation Price List Guide to organize their contract offerings under the new SIN structure. Ensuring this information is up to date is a contract requirement.

If you have any questions regarding catalog migrations to the new MAS structure, please contact the Vendor Support Center Help Desk: vendor.support@gsa.gov, 877-495-4849.

Welcome!

What are the benefits of GSA Advantage? www.gsaAdvantage.gov

- Exposes your products and services to a worldwide Federal audience
- Has the potential to increase Federal sales
- Provides an excellent marketing and ordering tool

What are the benefits of using SIP?

- SIP software is free to Schedule vendors
- Allows you to provide product descriptions, web-links, photos, pricing and discounts, accessories and more to Federal buyers

How does SIP work? Use SIP to input individual products and services, or for larger catalogs (200+), you may use SIP [import](#) which is included with this software. There are also a number of 3rd party vendors who can submit your file for a fee. SIP files submitted to GSA are reviewed by your GSA/VA contracting officer who will compare your submission to your contract and either approve or send back to you for corrections. Approved files are posted to GSA Advantage for ordering.

How do I get started? First, [register](#) with our Vendor Support Center (VSC). The VSC will provide you a user ID and password. We also recommend you review our [Startup Kit](#).

Who can I contact if I have questions? Our VSC help desk stands ready to assist you. You may contact us at 877-495-4849 (M-F 8:00-5:30 EST), or send an email to: vendor.support@gsa.gov. The VSC also provides SIP training if needed.

Tools

- ▶ [Register](#)
- ▶ [File status](#)
- ▶ [SIP help](#)

GSA websites

- ▶ [GSA Advantage!](#)
- ▶ [Schedules e-Library](#)
- ▶ [GSA e-Buy](#)
- ▶ [Vendor Support Center](#)
- ▶ [GSA PO Portal](#)
- ▶ [GSA.gov](#)

SIP v9.0 for - VENDOR SUPPORT CENTER
 File Edit Tools Communications Windows Help

Product Information

Browse Window (5 Products) Show accessories Press F1 for field help

Contract no.	Manufacturer part no.	Manufacturer name	Product name	UPC./ISBN	SIN
47QSHA18D000G	VSCPART1	VSC	PART#1		332510C
47QSHA18D000G	VSCPART2	VSC	PART#2		332510C
47QSHA18D000G	VSCPART3	VSC	PART#3		332510C
47QSHA18D000G	VSCPART4	VSC	PART#4		332510C
47QSHA18D000G	VSCPART5	VSC	PART#5		332510C

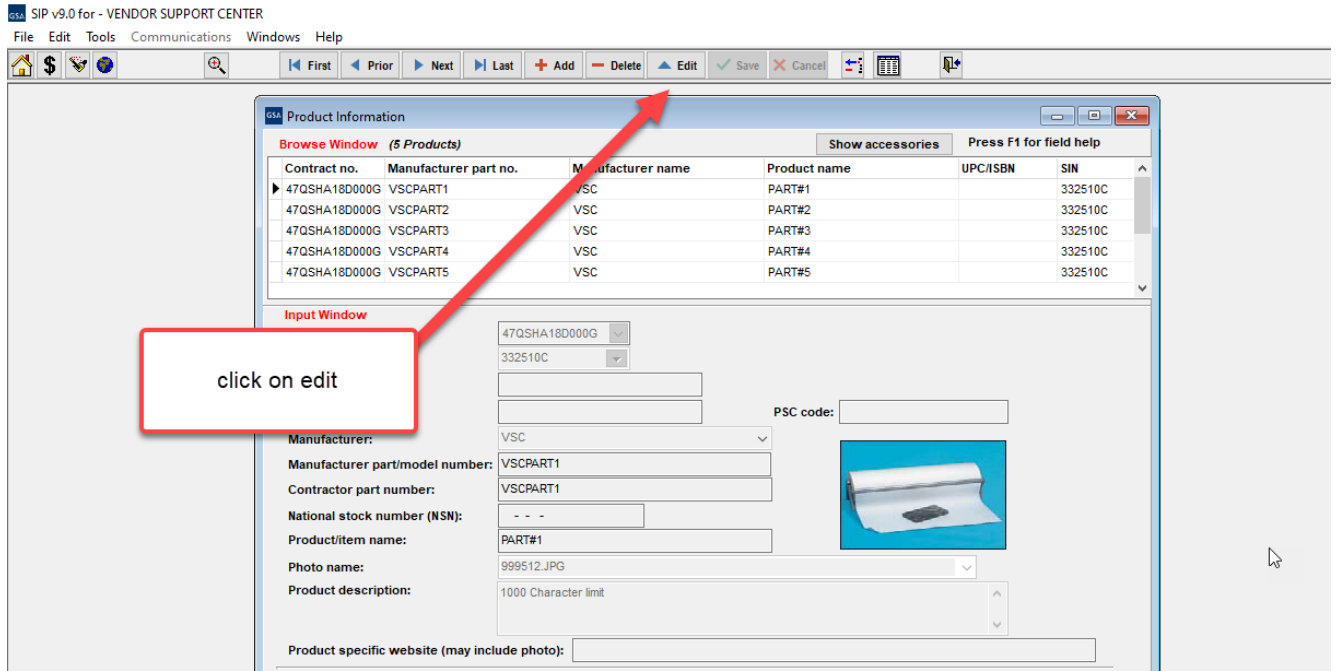
Input Window

Contract number: 47QSHA18D000G
 SIN: 332510C
 UPC./ISBN:
 PSC code:
 number: VSCPART1
 SN: VSCPART1
 Product/item name: PART#1
 Photo name: 999512.JPG
 Product description: 1000 Character limit
 Product specific website (may include photo):
 Product dimensions:
 Product length: 0
 Product width: 0
 Product height: 0
 Shipping unit weight: 25 lbs.
 Shipping package cube: 125 cubic feet
 Unit of issue: EACH Quantity per unit: (Ex: BOX 4 EACH OR CARTON 10 REAM)
 Order increment: 1
 Time of delivery: 5 days Delivered (after receipt of order)
 Warranty: 0 STND
 Country of Origin: US
 Product FOB points:
 Continental US: D - Destination.
 Alaska: D - Destination.
 Hawaii: D - Destination.
 Puerto Rico: D - Destination.

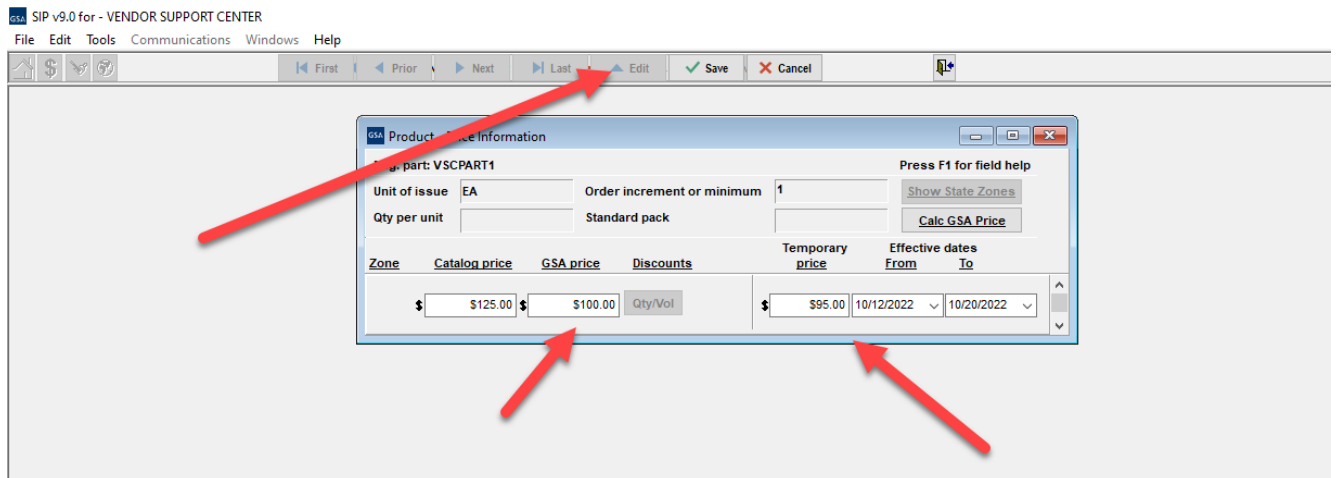
click this to search for a product

use to scroll through the products

Step 3: Then click on the edit button in the toolbar:



Step 4: Now the screen will not be grayed out and you can make whatever changes need to be made. Once you do that click on the save button next to the edit button in the tool bar. If you need to change the price click on the \$ sign in the tool bar after you have selected the product and then click on edit just like you did for the product and make the price changes here or do your temp pricing too. Once you are done click on Save and then go to the next product that you want to make the changes and repeat till you are done.



4 ADDING PRODUCT PHOTOS

Photos can be added using the Product Information Screen or the Photo Screen.

4.1 Adding Photos Using Product Information Screen

Step 1: Photo requirements:

- jpg format or gif format
- no larger than 1 MB
- file name can be no longer than 30 characters
- file name should not contain special characters (i.e. space, symbols, etc.)

Step 2: Place the images into the C:\SIPV9\Photo folder.

Step 3: You can attach the photo in the Product Information screen by selecting a product, selecting “Edit” on the top tool bar, and then select the photo name drop down menu, and choosing appropriate photo file.

NOTE: Image of photo will appear in Product Information Screen once selected. Some images may seem distorted in the Product Information Screen; this is just a thumbnail image. This does not indicate how the file will view on *Advantage!*. Images will show correctly on *Advantage!*.

The screenshot shows the 'Product Information' window with a 'Browse Window' table and an 'Input Window' for editing a product. The 'Photo name' field is highlighted with a red arrow and a red box containing the text 'click here to select Photo File Name'.

Contract no.	Manufacturer part no.	Manufacturer name	Product name	UPC/ISBN	SIN
47QSHA18D000G	VSCPART1	VSC	PART#1		332510C
47QSHA18D000G	VSCPART2	VSC	PART#2		332510C
47QSHA18D000G	VSCPART3	VSC	PART#3		332510C
47QSHA18D000G	VSCPART4	VSC	PART#4		332510C
47QSHA18D000G	VSCPART5	VSC	PART#5		332510C

Input Window

Contract number: 47QSHA18D000G
SIN: 332510C
UPC/ISBN:
UNSPSC: PSC code:
Manufacturer: VSC
Manufacturer part/model number: VSCPART1
Contractor part number: VSCPART1
National stock number (NSN): - - -
Product/item name: PART#1
Photo name: 999512.JPG
Product description: 1000 Character limit
Product specific website (may include photo):

Product dimensions:

	Number/value	Unit of measurement
Product length:	0	<input type="text"/>
Product width:	0	<input type="text"/>
Product height:	0	<input type="text"/>

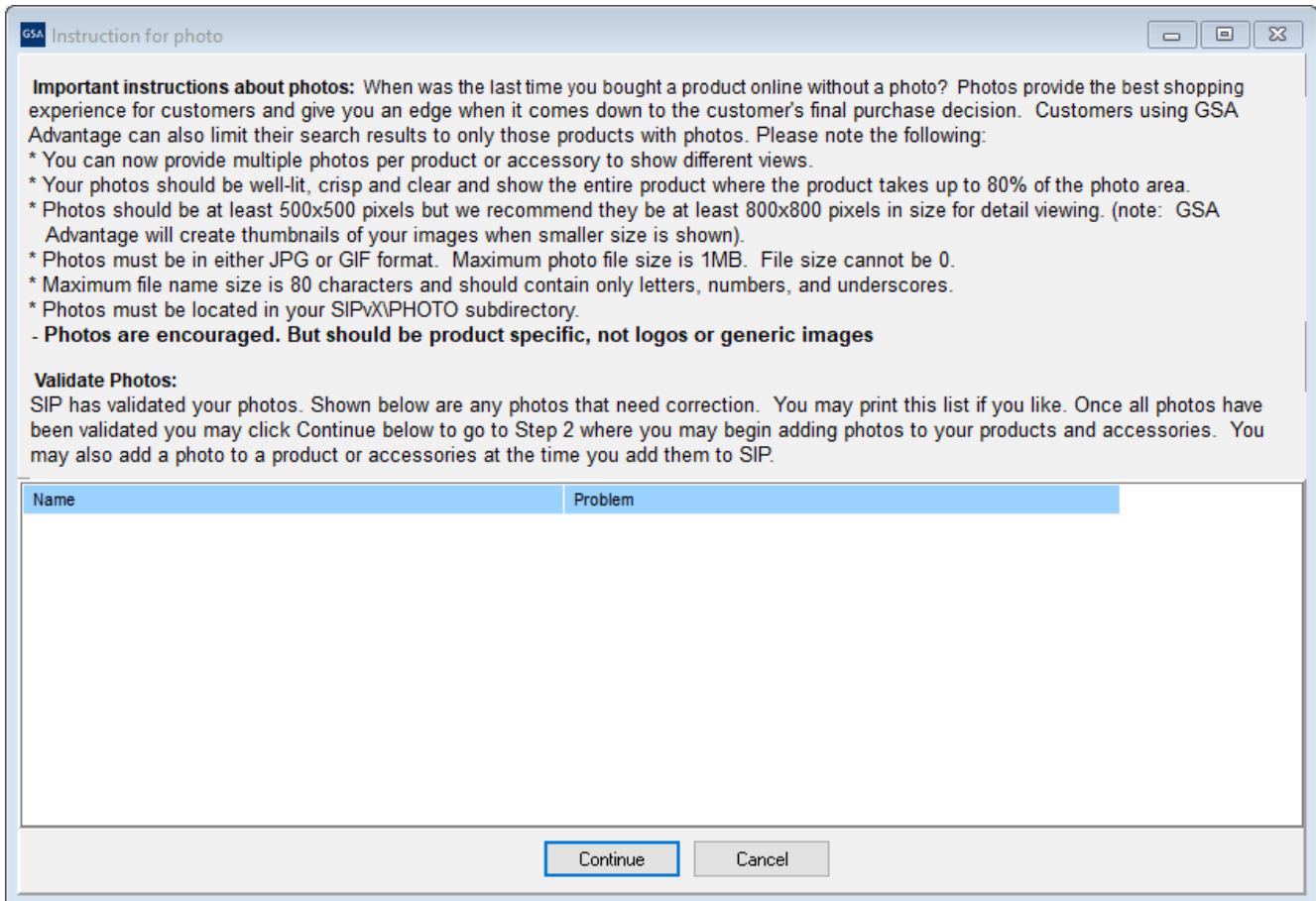
Shipping unit weight: 25 lbs.
Shipping package cube: 125 cubic feet

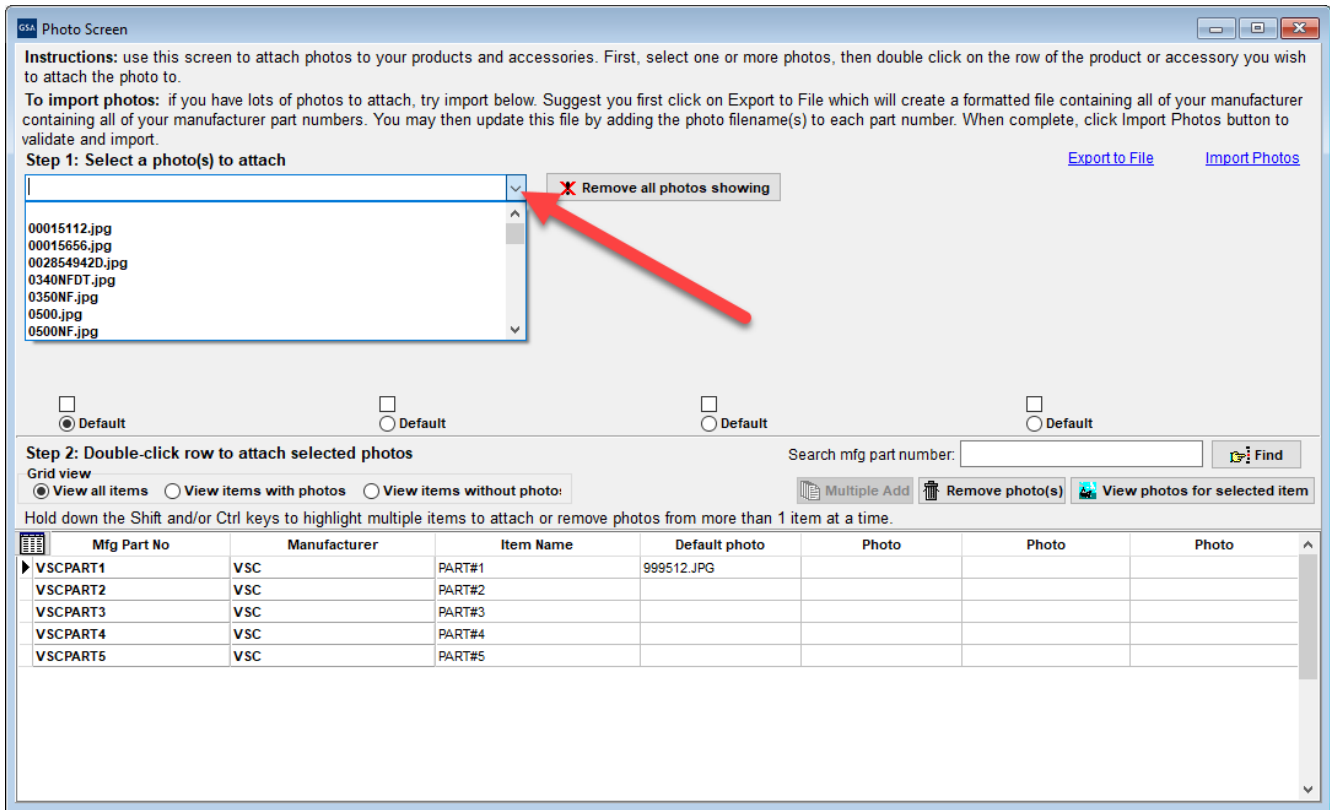
NOTE: Follow steps 1, 2, and 3 from above to add photos in the Accessory Screen.

4.2 Adding Photos in the Photo Screen

Step 1: Follow steps 1 and 2 from above.

Step 2: Select File → Open → Photos. When Photo Screen appears, select “Continue”.





Step 3: Select the appropriate photo from the photo drop down menu.

Step 4: Double click in the last column of the table to attach/detach a photo.

Note: You can add a single photo to multiple products.

5 IMPORTING PRODUCTS

5.1 Import Program Overview

The import program is used to enter a large number of products into the SIP program at once. It is suggested that vendors with 100 or more products, use the import program to enter their product data into SIP.

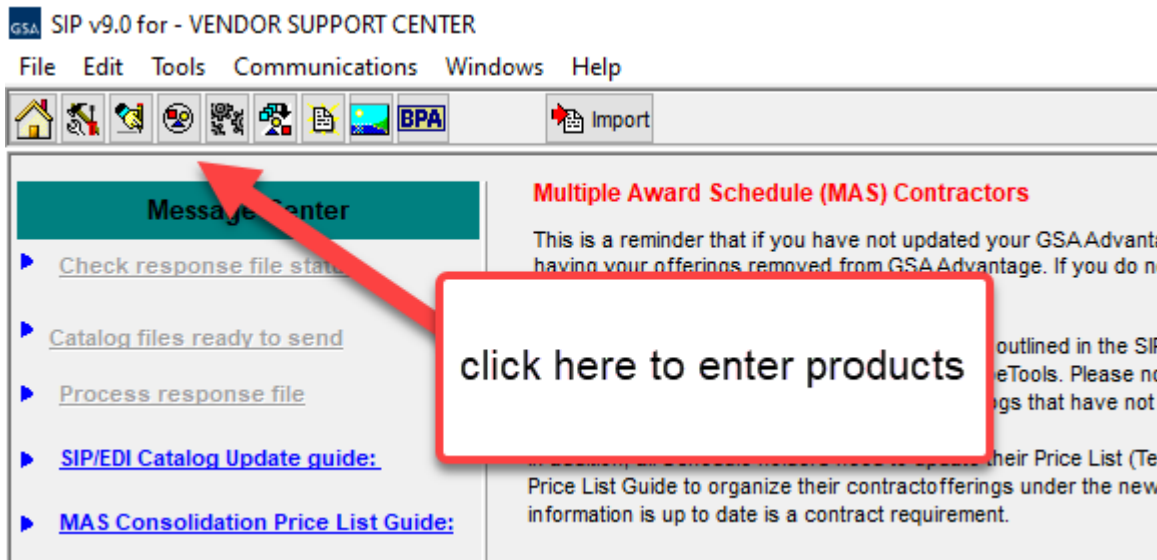
5.2 Building Import Files

The import program accepts three file types, ASCII text (.txt), Excel spreadsheets (.xls), and Database files (.dbf). Import Templates are located in the C:\SIPV9\import\template folder. Also refer to the SIP Import Excel document located at the VSC website for detailed information on the Excel Import Templates. For further assistance in regards to ASCII text and dbf files, contact the VSC.

Shortcut for Building Import Files

The most efficient way to build your import templates is to manually fill out the first 4 screens in the SIP software (Contractor, Contracts, SIN Max Order, Order Payment). Once those sections are complete, follow the steps below:

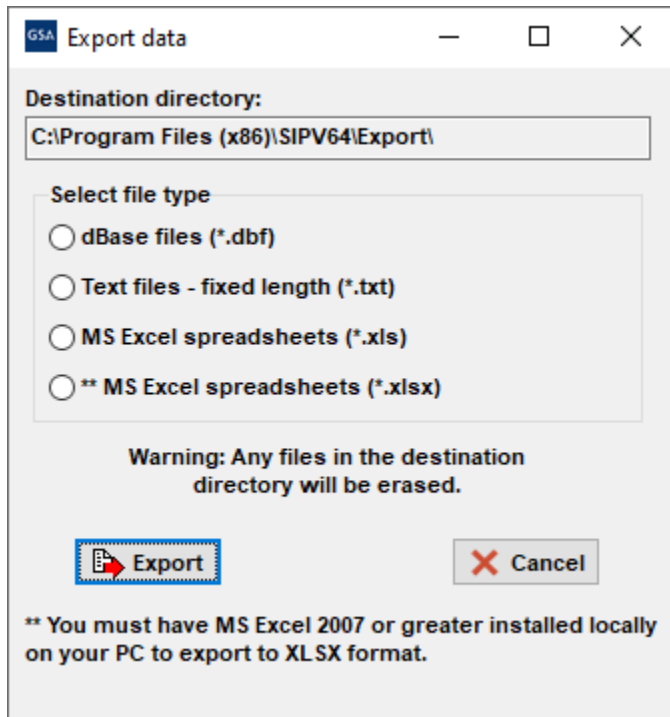
Step 1: Select File → Open, → Products or select the “Product” icon shown below. You cannot access the Product screen until the Contractor, Contracts, SIN Max Order and Order Payment screens are complete.



Step 2: Follow steps 2 – 7 of the Product Information section and manually enter 10 products.

Step 3: Close the Product Information screen and select “File” → “Export”.

Step 4: Select the export file type.



These files will be exported to the C:\SIPV9\export folder. The first 10 products you entered in SIP will be in the correct import format. Add the rest of your products to the IPROD and IPRICE files, following the format from the 10 files you manually entered (additional spreadsheets may be required if you have accessories, options, volume discounts, zones or colors/fabrics). Once these files have been completed, they MUST be copied or saved to the C:\SIPV9\Import folder for importing.

5.3 Adding Photos Using Spreadsheets

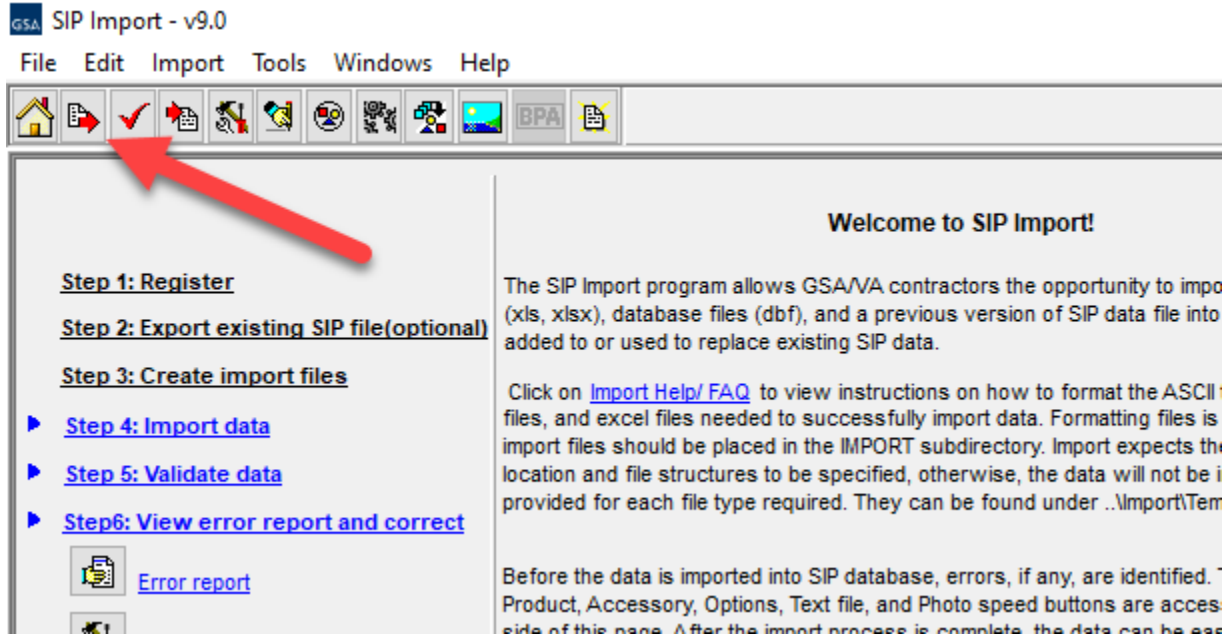
Step 1: Follow steps 1 and 2 from the photo section

Step 2: Enter photo file name with the extension (example: photoname.jpg) next to its corresponding part number under column C in the IPHOTO.xls spreadsheet.

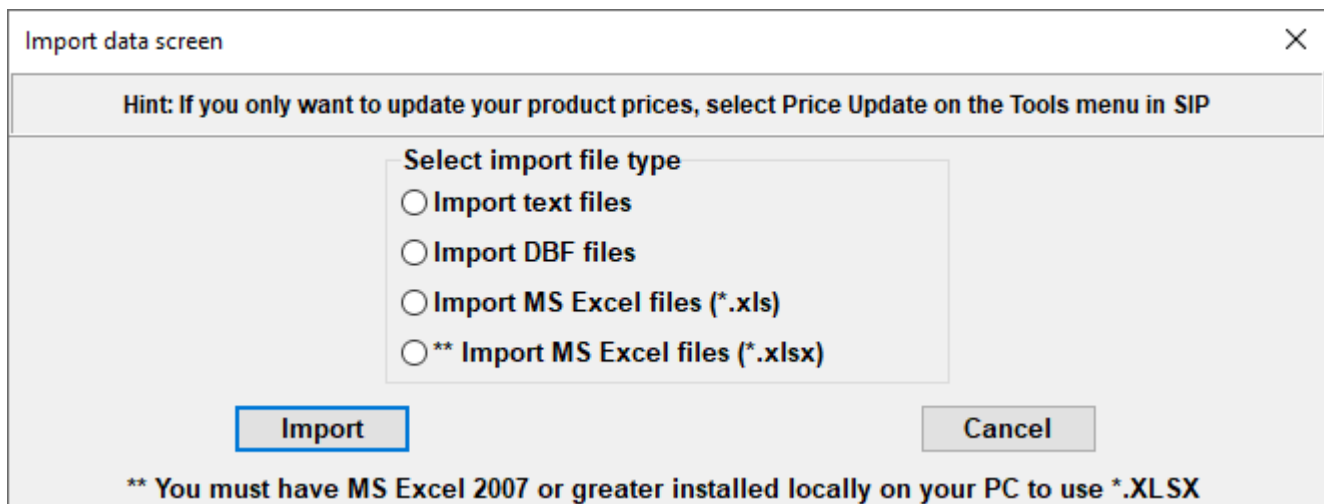
5.4 Importing Files into SIP

To open the SIP Import program, open SIP and select the “Import” icon. You can also access this program by double-clicking the Import32.exe file located in the C:\SIPV9\import folder.

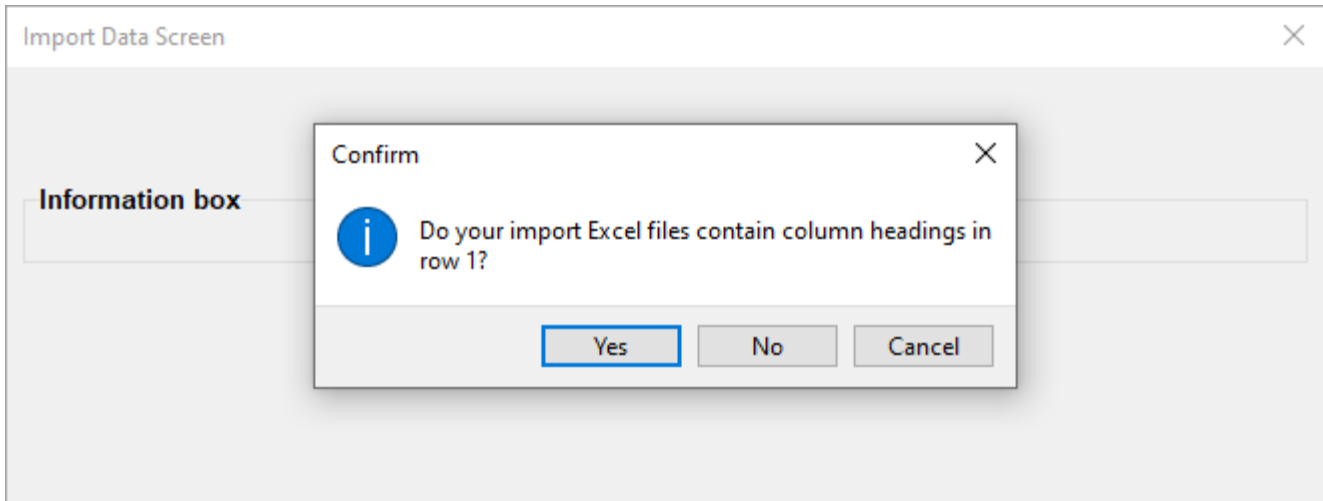
Step 1: Select Import → Move data into import or select the “Move data into import” icon shown below.



Step 2: Import Data screen will appear. Select your file type and select Import.



Sip will ask you if you have column headers, select yes or no depending if you have headers. If you did an export from the SIP program you will have headers.



Step 3: Once this process is complete you may receive errors with the file(s) if data was not entered correctly. If this occurs, correct the error(s) indicated in the error report and begin import process from Step 1.

(*NOTE: If you need assistance with this process, contact the Vendor Support Center.)

Step 4: If there are no errors or when the errors are corrected, select "Import" → "Import Data into SIP" or select the "Import Data into SIP" icon shown in step 1.

Step 5: You will then be asked if you would like to *append* or *replace* the information currently in SIP. If you are replacing the data in SIP with the information in IPRICE and IPROD, you will need the following data in the import folder (IPROD, IPRICE, ICORPET, ICONTR, IMOLS, and IPHOTO files). If you're appending your data *do not* include ICORPET.

Step 6: Close the SIP import function and open SIP by selecting Step 8 on the import menu.

Note: If you have the ICORPET sheet in the import folder, it will always *replace* the data even if you select append.

ENTERING SERVICE CATALOG INFORMATION

5.5 Creating Text Files (FSS Terms and Conditions Price List)

Vendors offering services to the Government use the text file feature to explain their services, labor categories and pricing. This option may also be used to explain custom products with approval from the Contracting Officer.

Step 1: Create a document explaining the services your company offers along with your prices. The formats that are acceptable are Microsoft Word (.doc), Adobe Acrobat (.PDF), Excel Spreadsheet (.xls or .xlsx) and Web Page (.htm/.html). **NOTE: File names must not include spaces or special characters and must not exceed 30 characters.** This document may include but not limited to the following:

- a. Company's Information (name, address, phone and fax numbers, web address, and point of contact information)
- b. Contract Information (contract number, schedule number and description, SIN numbers and description)
- c. Table of Contents
- d. Terms and Conditions
- e. Labor Categories
- f. Labor Categories Description
- g. Price List

NOTE: Check with your Contracting Officer for FSS Terms and Conditions Price List page format.

5.6 Attaching FSS Terms and Conditions Price List to SIP

Step 2: Save or copy your FSS Terms and Conditions Price List into the C:\SIPV9\textfile folder.

Step 3: Open SIP, select "File" → "Open" → "Text Files" or select the text file icon.

Step 4: Choose “Select File” on the bottom left of the screen

Step 5: Select the drop down arrow and select your file.

NOTE: Any file in the text file folder will appear in the drop down list.

Step 6: Select “Save” at the top of the program.

Step 7: Close Text File screen.

6 UPLOADING CATALOG INFORMATION

6.1 SIP Upload File Types

SIP allows you to upload your product or service information and prices in six (6) file types. SIP catalog file types are:

1. **A90 Original File:** Contains original information to be placed on *Advantage!*
2. **C90 Change file:** Changes made to existing file on GSA *Advantage!*
3. **R90 Replacement file:** Replacing entire catalog on *Advantage!*
4. **W90 Text file:** FSS Terms and Conditions Price List.
5. **P90A, B, C...etc Photo File:** Contains all photos you have attached in SIP.
6. **T90 Temporary Price File:** Any temporary prices start and stop dates.
7. **B9A BPA file**

6.2 Firewall Settings

When uploading using SIP and you are on a network, please make sure you have full administrative rights. FTP (port 22) should be open both inbound and outbound to our web address <http://vsc.gsa.gov>.

6.3 SIP Upload Instructions

After all the products, service and price information are entered into SIP, and you are connected to the internet:

1. Select “Communications” → “Create Catalog File”. This will generate an A90 or C90 file depending if (1) this is the first time uploading with the current SIP program (A90) (2) you’ve made changes to the existing file in SIP (C90). To create an R90 (Replacement) file, select “Communications” → “Create a Replacement File” to replace the catalog on GSA *Advantage!* with the new catalog in SIP. If you have a FSS Terms and Conditions Price List attached, SIP will generate a W90 file.

2. When the program has notified you that the files were created successfully, Select → “Communications” → “Send Catalog File(s)” → “**Send**”. At the top of the dialog box, you will see “Select File Type”. Make sure “**New Catalog**” is selected. Select the button labeled “Click Here to Start Upload” (upload times will vary depending on the size of the files).

6.4 Uploading/Using VSC Website

If you are behind a firewall or having connectivity issues with SIP, you can upload using our Vendor Response Retrieval and Catalog Upload System website <https://vsc.gsa.gov/vsc/app-catalog-upload> You can attach SIP files and successfully upload information to GSA *Advantage!*. Before uploading file(s) using the website, create the catalog files using the SIP program (see step 1 in SIP Upload Instructions.)

6.5 Website Upload Conditions

The Vendor Response Retrieval and Catalog Upload System website is only used if you cannot upload using SIP because of firewall issues, or connectivity issues.

Website Upload Instructions

1. Log into the Vendor Response Retrieval and Catalog Upload System website <https://vsc.gsa.gov/vsc/app-catalog-upload> using your GSA FAS ID and password. Select the “Upload” radio button and select “Proceed”.
2. Click on the browse button(s). From the “Choose File” box and browse to C:\SIPV9\Upload folder.
3. Attach file(s) from this location. When attaching a photo file (P90A, B, C...) use the browse button for photo. You can only upload A90, C90, R90, W90, P90A, B, C..., T90 Or V90 extensions
4. After all files are attached to the website, click on button labeled “Upload Files”.

The website will notify you of a successful upload. After uploading catalog files, please log out of website.

7 DOWNLOADING AND PROCESSING RESPONSE FILES

The purpose of response files is to unlock the SIP program from a previous upload. After files are uploaded successfully through SIP, a message will appear each time SIP is accessed. This message will read, "**SIP is waiting on a response file...**" until the electronic response file(s) are downloaded and processed. Electronic response files are available via SIP the day after you receive a fax or e-mail response from your GSA contracting officer.

Download file types: **.A90= Original file, .C90= Change file, .R90= Replacement file, .W90= Text file**

7.1 Downloading and Processing Files

Step 1: Open SIP. A message will appear "SIP is waiting on a response file..."

Step 2: Select "I want to download".

Step 3: Select "Check for Response Files". **Must be connected to the internet to download response file(s). If you experience connectivity problems or if file is not available for download, send e-mail to vendor.support@gsa.gov or call the Vendor Support Center at 877-495-4849.**

Step 4: Once download is complete, click OK and close the dialog box

Step 5: Dialog box will appear stating, "Response files are ready to be processed." Select "Process Now." After processing is complete, you can review the file.

Step 6: Close the screen to return to the main menu

7.2 Connectivity Errors

If you've uploaded using the Vendor Response Retrieval and Catalog Upload System, follow the steps below.

Step 1: Go online to the Vendor Response Retrieval and Catalog Upload System (<https://vsc.gsa.gov/vsc/app-catalog-upload>).

Step 2: Enter your contract number and username, select "Download", and click "Login".

The screenshot shows the login interface for the Vendor Response Retrieval and Catalog Upload System. At the top left, there is a logo and the text "Vendor Response Retrieval and Catalog Upload System". At the top right, there is a "Login" button. Below this, a message reads: "You are listed as the VSC point of contact under the following contracts. Please select a contract to continue." Underneath, there is a "Contract" dropdown menu with a search icon and a "Action" section containing two radio buttons: "Upload" (which is selected) and "Download". At the bottom right, there is a "Continue" button.

Step 3: Follow **the** instructions in the screen shot below.

Vendor Response Retrieval and Catalog Upload System

Back Logout

G535F1234A File Upload

Instructions: To find your catalog files, click the first of "Attach" button and navigate to the "/SIPV9/upload/" directory, double-click on a catalog file (ex. 99F9999Q.A*, 99F9999Q.R*, 99F9999Q.W*, 99F9999Q.C*, 99F9999Q.T* or 99F9999Q.V*).

Browse for your Catalog Upload file(s):

No file selected

Browse for your RPA Upload file:

No file selected

Browse for your Photo Upload file(s):

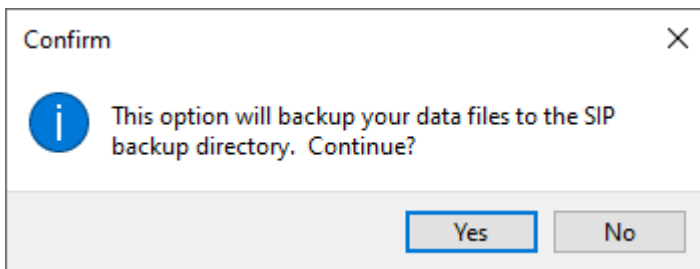
No file selected

Upload Files

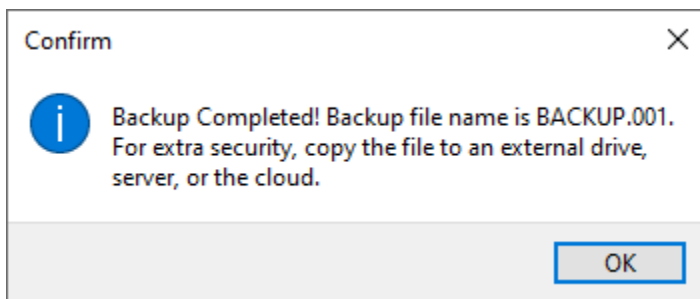
8 BACKING UP AND RESTORING SIP DATA

8.1 Backing up SIP Data

To backup data, select "Tools" → "Backup".



Select "Yes"



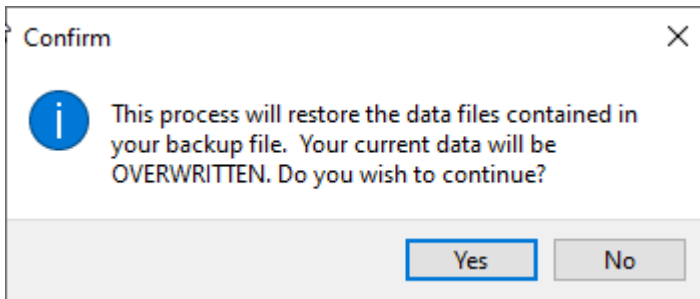
Select "OK" to complete process.

The process created a file called backup.001. This file is located in the C:\SIPV9\backup folder.

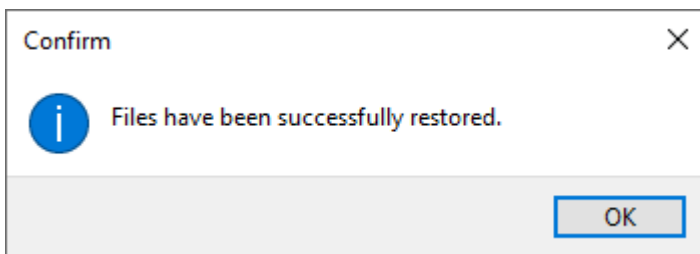
Keep a copy of this file in another location (external drive, server, flash drive or the cloud). If you lose your SIP data and do not have a backup file, you must re-enter the entire catalog in SIP. We do not keep copies of this file.

8.2 Restoring SIP Data

Copy the backup.001 file into C:\SIPV9\backup folder. Open SIP and select “Tools” → “Restore”.



Select “Yes” to restore SIP data.



Select “OK”

9 UPGRADING SIP VERSION

SIP version 9.x automatically searches for upgrades when the SIP program is opened and will upgrade to version 9. For versions earlier than 9.x or for those with firewalls preventing automatic upgrades please read below:

9.1 Upgrading SIP Version 9.x with Firewall

If SIP version 8.x does not upgrade automatically to the newest version of 9, follow section 6.1 “Back up SIP Data”. Download latest version of SIP from the Vendor Support Center website (<http://vsc.gsa.gov>), and then follow section 6.2 “Restoring SIP Data”. ***After you backup your data, save the backup.001 file on a different drive to prevent any data loss.***

9.2 Upgrading From SIP Version 8.x

Contact the VSC

10 VENDOR SUPPORT CENTER CONTACT INFORMATION

For any problems regarding SIP or SIP documentation, send an email to vendor.support@gsa.gov or call the Vendor Support Center at (877) 495-4849.

INDEX

Contractor Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contractor Name	Y	Company/Business Name
SAM UEI	Y	SAM UEI Number
Password Provided by GSA	Y	Password provided at the time of SIP registration.
Division Name	N	Not required
Address 1	Y	Company/Business Street Address
Address 2	N	Additional address info. (ex. Suite 900)
Country	Y	Country
City	Y	City
State	Y	State
Zip Code	Y	Zip Code
Telephone	Y	Business Phone Number
Fax	Y	Business Fax Number
Website	N	Business website/URL

Contracts Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Schedule Number	Y	GSA Schedule Category Number
Contract Number	Y	Assigned GSA Contract Number
Modification Number	N	Required only when there is a modification to original contract. Modification Number will be given by assigned Procurement Contracting Officer (PCO).
Catalog Effective Date	Y	Date GSA contract was awarded
Name	Y	Company Contract Administrator's name
Phone	Y	Company Contract Administrator's phone number
Fax	Y	Company Contract Administrator's fax number
E-Mail	Y	Company Contract Administrator's e-mail address
Prompt Pay Info	N	Additional discount if payment is made within a certain number of days
Warranty	Y	Warranty information: if no warranty applies select "No Warranty" from drop down menu
Production Points	Y	Country(ies) where products are manufactured. If you provide services use "US"
Minimum Order	Y	Minimum order amount
Time of Delivery	Y	Time of Delivery of products: <i>Shipped</i> – Products will be shipped in indicated number of days after the receipt of order <i>Delivered</i> – Products will be delivered in the indicated amount of days after the receipt of order Contracts providing services must select "from date

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
		of award to date of completion”
FOB Points	Y	Freight information D – Destination O – Origin – Freight prepaid by seller W – Worldwide (Continental US = destination, Outside Continental US = origin) N – No delivery to this destination

Products Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contract Number	Y	Assigned GSA Contract Number
SIN	Y	Special Item Number
UPC/GTIN	N	
Manufacturer	Y	Manufacturer of Product
Manufacturer part/model number	Y	Manufacturer part/model number of product
Contractor part number	N	Contractors that use their own part number scheme rather than the manufacturers part number
National Stock Number (NSN)	N	National Stock Number
Product/Item Name	Y	Name of Product or Item
Photo Name	N	Filename of photo associated with product - Note: The Photo Name field can only be entered when all appropriate photos files have been placed in the C \SIPV9\Photo folder and follow all photo criteria. Please refer to the “Adding Product Photos” section.
Product Description	Y	Detailed description of products. (1000 character limit)
Product Specific Website	N	URL for webpage with product information or company website
Product Length	N	Length of product packaging – NOTE: This field is required when FOB point value is O.
Product Width	N	Width of product packaging – NOTE: This field is required when FOB point value is O or.
Product Height	N	Height of product packaging – NOTE: This field is required when FOB point value is O.
Unit of Measurement	N	Unit of measurement used for product length, width, and height - NOTE: This field is required when Product Length, Width, and Height are entered.
Shipping Unit	N	Shipping weight of packaged product - NOTE:

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Weight		This field is required when FOB point value is O.
Shipping Package Cube	N	Shipping Package Cube (cubic feet) - NOTE: This field is required when FOB point value is O.
Unit of Issue	Y	Unit in which the product is issued/sold
Quantity Per Unit	N	This field is activated when the Unit of Issue requires additional information.
Order Increment	N	Order increment information
Time of Delivery	Y	Number of days in which product will be delivered.
Warranty	Y	Warranty information.
Production Points	Y	Country in which product is manufactured.

Price Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Unit of Issue	Y	Cannot be edited in pricing screen. Must be edited in product information screen.
Quantity per unit	N	Cannot be edited in pricing screen. Must be edited in product information screen.
Order Increment or minimum	N	Cannot be edited in pricing screen. Must be edited in product information screen.
Standard Pack	N	Cannot be edited in pricing screen. Must be edited in product information screen.
Catalog Price	Y	Catalog/Commercial Price
GSA Price	Y	GSA Price
Temp Price	N	Temporary discount price – must be lower than GSA price
Effective Date From	N	Temporary discount start date – required if temp price is entered
Effective Date To	N	Temporary discount end date – required if temp price is entered

QTY/Vole Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Start Range	Y	Start range (quantity or dollar volume amount) of current break. Start range MUST be 1 greater than previous end range. First start range must be greater than 1. The number 1 is already assumed to be the original GSA price.
End Range	Y	End range (quantity or dollar volume amount) of current break. The final end range value MUST be entered as 999999999 to indicate infinite value OR up to maximum order.
GSA Discount price	Y if →	GSA discount price OR discount percentage is to be entered. Both fields cannot be used.
Discount %	Y if →	GSA discount price OR discount percentage is to be entered. Both fields cannot be used.
Discount Conditions	N	Conditions to discounts that may apply to the product.

Accessories Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contract Number	Y	Assigned GSA Contract Number
SIN	Y	Special Item Number
Manufacturer	Y	Manufacturer of Accessory
Manufacturer part/model number	Y	Manufacturer part/model number of accessory
Contractor part number	N	Contractors that use their own part number scheme rather than the manufacturers part number
National Stock Number (NSN)	N	National Stock Number
Accessory/Item Name	Y	Name of Accessory or Item
Photo Name	N	Filename of photo associated with product - Note: The Photo Name field can only be entered when all appropriate photos files have been placed in the C:\SIPV9\Photo folder and follow all photo criteria. Please refer to the “Adding Product Photos” section.
Attach Product	Y	Attach a product to the accessory. All accessories must be attached to at least one product.
Accessory Description	Y	Detailed description of accessory. (1000 character limit)
Accessory Specific Website	N	URL for webpage with accessory info or company website

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Accessory Length	N	Length of accessory packaging – NOTE: This field is required when FOB point value is O.
Accessory Width	N	Width of accessory packaging – NOTE: This field is required when FOB point value is O.
Accessory Height	N	Height of accessory packaging – NOTE: This field is required when FOB point value is O.
Unit of Measurement	N	Unit of measurement used for accessory length, width, and height - NOTE: This field is required when Accessory Length, Width, and Height are entered.
Shipping Unit Weight	N	Shipping weight of packaged accessory - NOTE: This field is required when FOB point value is O.
Shipping Package Cube	N	Shipping Package Cube (cubic feet) - NOTE: This field is required when FOB point value is O.
Unit of Issue	Y	Unit in which the accessory is issued/sold
Quantity Per Unit	N	Required when Unit of Issue is BOX, CASE, PACK, etc. Used to provide quantity within the BOX, CASE, PACK, etc.
Order Increment	N	Order increment information
Time of Delivery	Y	Number of days in which accessory will be delivered.
Warranty	Y	Warranty information
Production Points	Y	Country in which accessory is manufactured

Options Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Group Name	Y	Accessory group name
Manufacturer Part #	Y	Manufacturer's accessory part number
Option Type	Y	How option will relate to base product. Values are I=included, S=substituted, A=added, and O=none can be selected for group. NOTE: Option type "S" can only be used if first option in group has an option type "I".
Description	Y	Accessory description
Manufacturer	Y	Manufacturer of accessory
Price or Credit	Y	Price or credit of accessory
Quantity	Y	Number of accessory(s)
Unit	Y	Unit of measurement of accessory