

GCS UNIVERSITY



GSA Schedule Input Program

- SIP -

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Introduction

Congratulations on being awarded a GSA Schedule Contract! But, of course, you're not done yet. Now that you have been awarded, your approved GSA price list needs to be uploaded to GSA Advantage!

GSA Advantage! is the GSA's e-commerce site. It enables government buyers to search for the product or service they are seeking. They can either purchase it directly from GSA Advantage! or see a list of approved vendors who offer the product or service of interest.

This eBook will go over the essentials to get your price list uploaded.

If your company is on schedule on a schedule that has transferred over to the Formatted Product Tool (FPT), this guide is not for you!



Chapter One

Why is GSA Advantage so important?



Why is GSA Advantage so important?

So you went through the whole process of getting your GSA price list approved after at least one, if you're lucky, negotiation call with your Contracting Officer. Now you're being told that you have to get your price list approved again!

So why go through the hassle? The picture on the right shows price lists for vendors on Schedule 899. The rows framed in red show you that no price lists and terms & conditions have been uploaded. By contrast, rows such as the one framed in green have links to the vendor's GSA Advantage! product information and to its terms & conditions (shown on the left).

The GSA requires vendors to have their product information (price lists, descriptions, specifications, etc.) and terms & conditions uploaded within 6 months of their Schedule award. This makes purchasing from your company much easier for Contracting Officers.

	GSA Advantage!
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Chapter Two

Registering and Downloading the SIP Program



Registering for SIP

The first step of the process is to register your contract. This is done through the vendor support center website. Below is the link to it.

https://vsc.gsa.gov/registration/con_reg.cfm

The screenshot shows the Vendor Support Center website interface. At the top, there is a navigation bar with the GSA logo and the text "Vendor Support Center Federal Acquisition Service". To the right of the logo are links for "I Want a Contract", "All Things Green", "Marketing", and "Administration". Below the navigation bar is a blue header with a person icon and the text "Register your Contract to use our eTools". The main content area contains a paragraph explaining eBuy, followed by a list of additional information for Multiple Award Schedule (MAS) contracts. Below this is a list of two items: "1. Contract Number" and "2. DUNS Number". A note states: "If you register with the wrong DUNS number, please call the Vendor Support Center @ 877-495-4849." The registration form itself has a light blue background and contains a "Contract Type" dropdown menu with "MAS / VA" selected, a "Contract Number" text input field with an example "GSS99F9999A" below it, and a "Continue" button.

Vendor Support Center
Federal Acquisition Service

I Want a Contract | All Things Green | Marketing | Administration

Register your Contract to use our eTools

eBuy is an innovative web-based Request for Quote (RFQ) tool used by Federal purchasers (buyers) to facilitate the request for and submission of quotes for supplies and services offered through GSA acquisition vehicles: GSA Multiple Award Schedules (MAS), Government-wide Acquisition Contracts (GWACs), Network Service and Telecommunication, One Acquisition Solution for Integrated Services (OASIS), and Federal Strategic Sourcing Initiative (FSSI) Office Supplies (OS3) Third Generation contracts. For more information on the advantages of eBuy, [view Benefits of eBuy](#)

Additional information for Multiple Award Schedule (MAS) contracts.

- In order to participate in eBuy you must: 1) register your contract with the GSA Vendor Support Center; and 2) post your MAS catalog on GSA Advantage!
- If you already have your MAS catalog on GSA Advantage! - you may simply go directly to eBuy and enter your registration user id/password (assigned when you registered for GSA Advantage! via SIP/EDI). Note: Upon logging in for the first time, you will be prompted to select the categories you want to receive RFQ notices.

Registering your contract will allow you to upload your catalog file to GSA Advantage! using SIP or EDI. You will need to have a few pieces of information when registering:

- Contract Number
- DUNS Number

If you register with the wrong DUNS number, please call the Vendor Support Center @ 877-495-4849.

Contract Type MAS / VA

Contract Number

example: GSS99F9999A

Continue

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Privacy and Security - Contact Us - Site Map - Accessibility

This is the screen you will see. You will click on the very first option, MAS/VA, and input your contract number in the box. Then click on “proceed”.

Follow the prompts. Once you have completed the registration process you will be given a password. This will be your password for SIP and also for logging into the GSA’s eBuy system.

Downloading the SIP Program

Once registered, you're ready to upload your approved GSA price list using the Schedule Input Program (SIP). But first, we need to download the software.

In order to do so you will need to go to the following website:

https://vsc.gsa.gov/sipuser/sip_download.cfm

Once there you will see this screen:

The screenshot shows the GSA Vendor Support Center website. The header includes the GSA logo and the text "Vendor Support Center Federal Acquisition Service". On the right side of the header, there are links for "I Want a Contract", "All Things Green", "Marketing", and "Administration". Below the header, there is a breadcrumb trail: "Home / SIP User / SIP Software". The main content area is titled "SIP - Download software" and contains the following information:

Schedule Input Program
The Schedule Input Program, or SIP, is a proprietary software program provided by GSA to assist contract holders with uploading their electronic catalog onto GSA Advantage.

Additional information:

- Before downloading SIP, you will need to register your contract. Register [here](#)
- To install SIP software, 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 links:

- Download SIP (exe format)
- Download SIP (zip format)
- SIP Upgrade Instructions
- SIP Instructions

Need Help? If you should have any questions regarding SIP, the Vendor Support Center is here to provide you support. 877-495-4849

At the bottom of the page, there is a copyright notice: "© GSA FAS 2015 - *** WARNING *** This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution." Below this notice are links for "Privacy and Security", "Contact Us", "Site Map", and "Accessibility".

You will need to download the zip file. Follow the instructions for download and installation of the program.

Chapter Three

What Documents you need



Documented Needed

The documents that you need vary between products and services. Necessary documents can also vary by the Schedule or SIN that your company was awarded.

- However, you will always need the following:
- GSA final approved price list
- GSA final pricing proposal
- SF 1449
- Final Proposal Revision (FPR)
- Photos in an acceptable digital format (if applicable)
- Registration for SIP

You may also need the following:

- Summary of Offer (SOO)



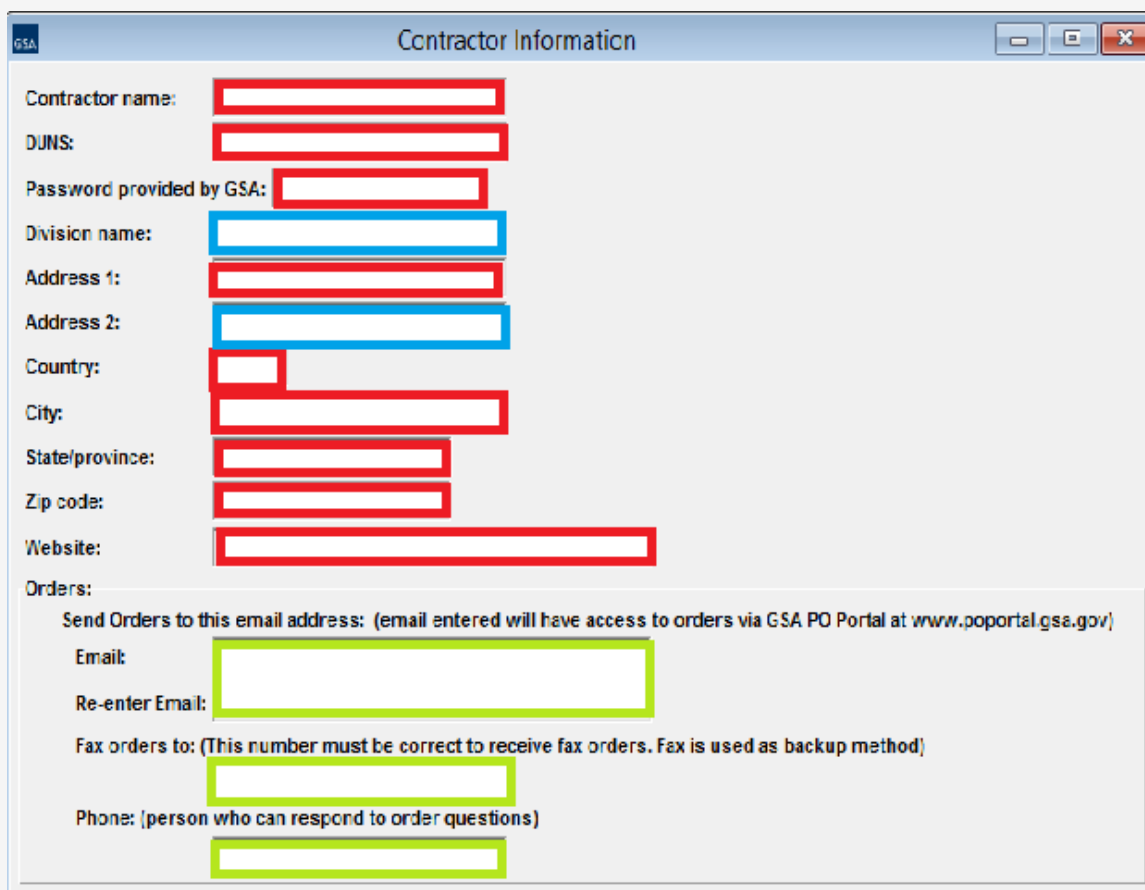
Chapter Four

Adding Information



Adding Contractor Information

Once you have downloaded the software it is time to input all of your information. The first information that is requested in the program is your Contractor Information.



The screenshot shows a window titled "Contractor Information" with a GSA logo in the top left corner. The window contains several input fields for contractor details. The fields are categorized by their border colors: red for required information, blue for optional information, and green for contact information. The fields are as follows:

- Contractor name: [Red border]
- DUNS: [Red border]
- Password provided by GSA: [Red border]
- Division name: [Blue border]
- Address 1: [Red border]
- Address 2: [Blue border]
- Country: [Red border]
- City: [Red border]
- State/province: [Red border]
- Zip code: [Red border]
- Website: [Red border]
- Orders: [Section header]
- Send Orders to this email address: (email entered will have access to orders via GSA PO Portal at www.poportal.gsa.gov)
- Email: [Green border]
- Re-enter Email: [Green border]
- Fax orders to: (This number must be correct to receive fax orders. Fax is used as backup method) [Green border]
- Phone: (person who can respond to order questions) [Green border]

The fields that are framed in red are required information about the company. The fields that are framed in blue are information that does not pertain to every company. The fields framed in green are very important because they provide the contact information for orders made through GSA Advantage!

Adding Contract Information

The next step is to input the information that pertains to your contract.

The screenshot shows a software window titled "Primary Contract Information" with a "GSA" logo in the top left. The window is split into two sections: "Browse Window" and "Input Window".

Browse Window: Contains a table with the following columns: "Contract number", "Schedule", "Catalog eff. date", and "Contract administrator name". A red box highlights the "Contract number" column.

Input Window: Contains several input fields:

- Schedule number: [Red box]
- Contract number: [Red box]
- Modification number: [Blue box]
- Catalog effective date: 8/27/2013
- Your company contract administrator info:
 - Name: [Red box]
 - Phone: [Red box]
 - Fax: [Red box]
 - E-mail: [Red box]
- Prompt pay info -- Maximum is 30 days:
 - [Red box] % discount if paid in [Red box] days
 - [Red box] % discount if paid in [Red box] days
- Warranty: 0 [Red box]
- Production points: [Red box] or [Dropdown]
- What is the minimum order you will accept? \$ [Red box]

The fields framed in red are information that is required. Even if you do not offer a prompt payment you must input zero days and zero percent.

The only fields shown that you do not need information in are the modification number (if this is your initial upload) and the effective date.

Adding Contract Information

You will click “save” and the next screen to open will look like this.

The screenshot shows a software interface for adding contract information. At the top, a toolbar contains buttons for 'Edit', 'Save', 'Cancel', and several icons. The 'Save' button is highlighted with a red box. Below the toolbar is a window titled 'SIN/Maximum Order'. Inside this window, there are two main sections: 'Browse Window' and 'Input Window'. The 'Browse Window' displays a table with the following data:

Special item number	Maximum order
540 11	400,000
540 12	400,000
540 16	400,000

The 'Input Window' contains a section titled 'Maximum order based on' with two radio buttons: 'Special item number' (which is selected) and 'Contract'. Below this, there are two dropdown menus: 'SIN:' with '540 11' selected and 'Maximum order:' with '400000' selected. A red box highlights these two dropdown menus.

Input all of the SINs that are awarded under your contract. The maximum order is a set number for each SIN but needs to be selected.

Once all of the SINs are added click “save” and exit.

Adding Products

The next step is to add of all your products. These need to be input one-by-one.

The screenshot shows a software window titled "Product Information" with a "Browse Window" and an "Input Window".

Browse Window (4118 Products)

Contract no.	Product name	Manufacturer part no.	UPC/ISBN	SIN
GS-07F-238AA	1ML AMPULE, CLEAR, PRE-SCORED, CASE/144	176772		540 7
GS-07F-238AA	2ML AMPULE, CLEAR, PRE-SCORED, CASE/144	176776		540 7
GS-07F-238AA	5ML AMPULE, CLEAR, PRE-SCORED, CASE/144	176779		540 7
GS-07F-238AA	10ML AMPULE, CLEAR, PRE-SCORED, CASE/144	176780		540 7

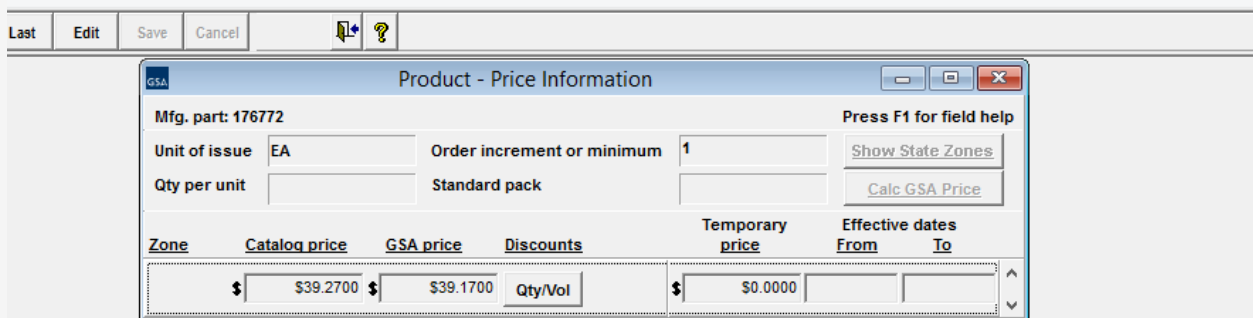
Input Window

Contract number: [Dropdown]
SIN: [Dropdown]
UPC/ISBN: [Text]
UNSPSC: [Text]
Manufacturer: [Dropdown]
Manufacturer part/model number: [Text]
Contractor part number: [Text]
National stock number (NSN): [Text]
Product/item name: [Text]
Photo name: [Dropdown]
Product description: [Text Area]
Product specific website (may include photo): [Text]
Product dimensions:
Product length: [Text] [Unit of measurement]
Product width: [Text] [Unit of measurement]
Product height: [Text] [Unit of measurement]
Shipping unit weight: [Text] lbs.

Be sure that all of the information input into the software program is what was awarded on your GSA Contract. For example, if you were awarded FOB Destination CONUS and FOB Origin everywhere else, make sure your SIP files reflect that.

Adding Products

Once you have inserted the information for a given product, click “save”. The program will then enable you to enter pricing information.



Zone	Catalog price	GSA price	Discounts	Temporary price	Effective dates From	To
	\$ 39.2700	\$ 39.1700	Qty/Vol	\$ 0.0000		

SIP is going to ask for the commercial price and the GSA-approved price. Once you have entered them, click “save” and exit.

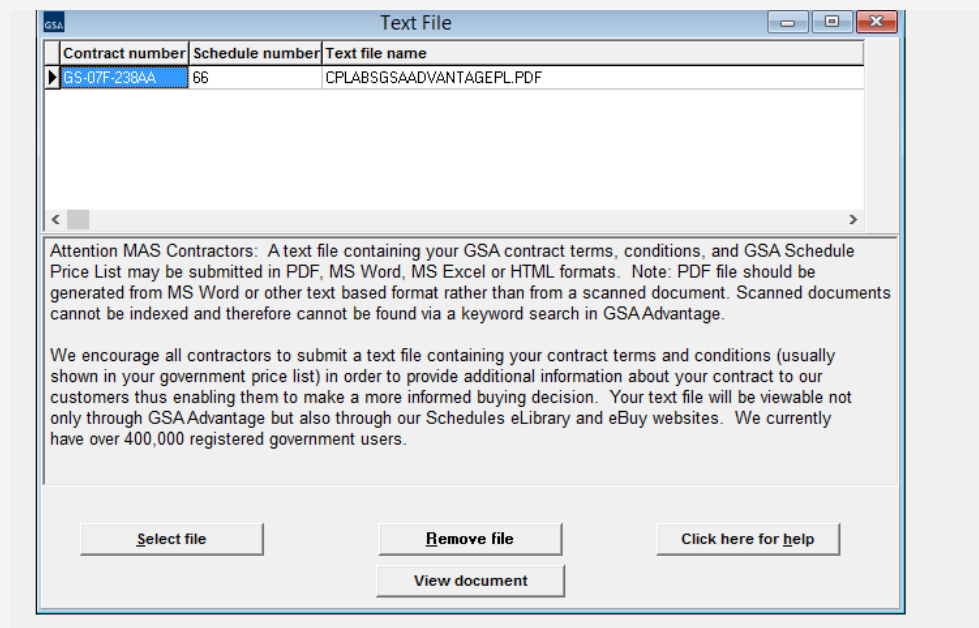
Before taking you back to enter additional products it will ask if there is zone pricing, authorized dealers or if there are different colors, etc.

Enter this information if it pertains to your Contract.

Adding Services via Text File

Unless dictated by a special requirement under your awarded SIN, your service offerings must be uploaded to GSA Advantage! via a text file.

The text file is just a Word document or PDF. If you are marketing services on GSA Advantage!, contact your Contracting Officer for a template.



In order to upload your text file into the SIP program you must first save it in the specific file folder within the SIP program.

Copy your file from its original location, do not just save it to the SIP folder. You always want a backup copy of this file.

Next, go to your "C Drive" folder. There you will find a folder labeled "SIP" or "SIP7".

Once you click on this folder you will paste your document into the "text file" folder.

This will allow you to click on "Select file" in the SIP program and select your file from the list.

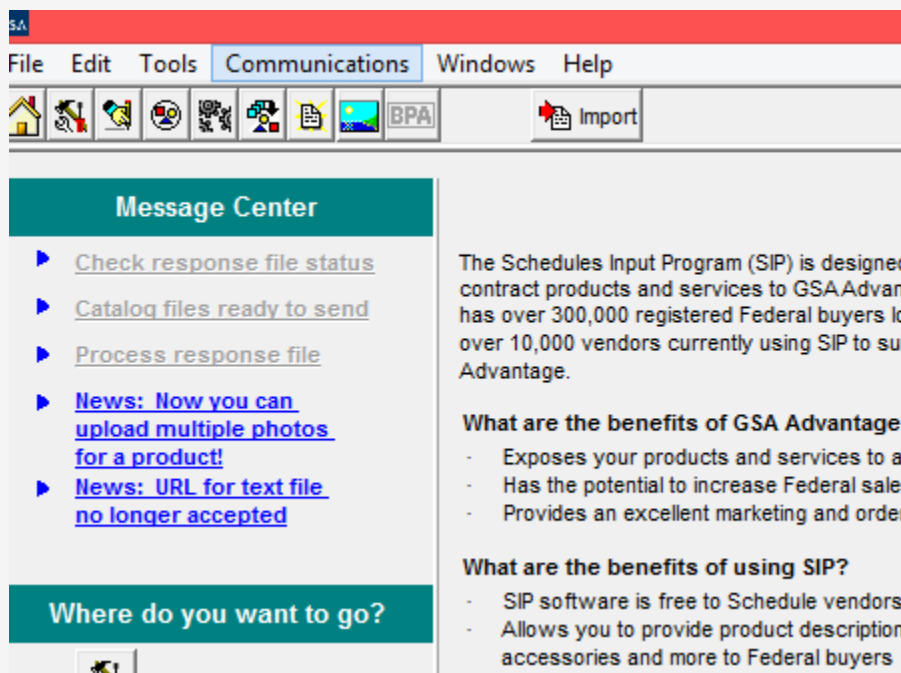
Chapter Five

Submitting your products
information and terms



Submitting your Product Information

Congratulations! You're ready to submit your product information as well as your related terms and conditions (discounts, shipping, etc.)



On the top row you will click “Communications” and then create catalog files. Follow the steps that SIP walks you through.

Once your information is submitted you will be able to click on “check response files” to see whether or not your Contracting Officer has accepted these files.

If your SIP files are rejected, it may be due to a discrepancy between your SIP files and information on your GSA award documents. Contact your Contracting Officer for clarification.

If they're rejected, fix the errors and resubmit the files.

