
SenSoft
International
GSA Advantage!
® Catalog
Upload Service

Welcome Kit!

April 2008

GSA Advantage! Catalog Preparation

GSA Advantage! (<http://www.GSAadvantage.gov>) is the Federal Government's premier on-line catalog, information, and ordering system which gives Federal customers the ability to quickly search, compare and order those products and services which best meet their needs. Agencies may also submit Request For Quotes using the GSA Advantage "e-Buy" RFQ system which is a service of GSA Advantage.

Inclusion of your products and services on GSA Advantage provides greater market exposure and increases potential for greater sales to Federal agencies and activities worldwide. Of course, it is also a requirement of your Schedule contract to post your products and services on GSA Advantage!

This Welcome Kit will provide the following information to get you started:

- What steps you must take before you start the SenSoft catalog upload process
- What information you need to have available to enter about your contract
- Which type of catalog is best for you – it could be Product (listing individual products which can be purchased directly on the website) or Text or a combination of product with text.
- What Excel or Word/PDF files you may need for the upload process
- What specific data you will need for each product you offer
- Other optional data you may want to put in your Advantage catalog
- Overview of the Steps to GSA Advantage!

A. **Important steps** to take before you prepare your catalog upload

- **Register:** Make sure your contract is registered on the VSC website and that you have the SIP/EDI password. The website is <http://vsc.gsa.gov/>. Click on Getting on Advantage! and then Getting Started and then Register your Contract. The SIP/EDI password will be displayed on your screen.
- **Approved:** Verify that everything you are putting on GSA Advantage! has been approved by your GSA/VA CO.
- **Modification:** Have your latest contract modification number available. This will be required as part of the data to upload. NOTE: For the initial upload you may enter "original" for the modification number and today's date.

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B. **Contract Information** you will need to enter or verify:

- **Company:** Name, address, DUNS (D&B business identifier) and web address. These will show on GSA Advantage! Be sure the DUNS is the same one used to register on the VSC website.
- **Contact Information:**
 - **Ordering:** Contact, phone, fax and email address. The phone and fax will be shown on GSA Advantage! and the email will be used in the future for accessing your orders online.
 - **Contract administrator in your firm:** Contact name, phone, fax and email. The email address will be shown on GSA Advantage! as well as on GSA Schedules E-Library. This information must match the official contract records at GSA/VA.
- **Terms and Conditions:**
 - **Modification number and date.** Enter the latest modification information.
 - **Minimum order amount:** Enter a specific dollar amount as listed in your contract.
 - **FOB terms:** Indicate geographic coverage for CONUS (continental US), Hawaii, Alaska and Puerto Rico. Then indicate shipping terms – Select Destination if the shipping cost is covered in the GSA price or select Origin – Prepay and Add if the shipping fee is pre-paid by the seller and invoiced to the buyer.
 - **Prompt payment terms:** Indicate if you offer a discount if paid in less than 30 days. For example, 1.5% in 10 days. 30 days net is the default.
 - **SIN numbers and maximum order amounts:** SIN (special item numbers) are assigned to your contract by GSA/VA based upon the types of products and services you offer. They are government classification categories and the government then has maximum order amounts for each SIN. Some SINs have just one max choice and others may have many choices. Your contract will have just ONE assigned to each of your SINs. You will need to **select the maximum amount for each SIN on our website when creating your catalog.**

C. **Which Catalog Type is best for you:**

- The choice you will make is to post either a Product catalog or a Text catalog or a combination of both.
 - Text catalogs are used for services such as on a MOBIS schedule where you offer labor categories at hourly rates. These are items

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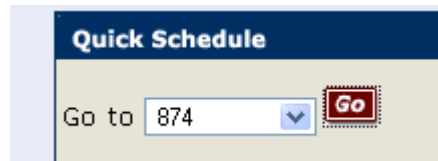
which are not commodities, not put in a shopping cart and do not have part #s. Text is also used with complex purchases that involve many decisions which are best handled by contacting the vendor directly. Furniture items are a good example.

- Product catalogs are for items which have a part number, a specific price, description and maybe a photo. These can be purchased directly from the GSA Advantage! website by indicating the quantity and placing them in a shopping cart.
- Product with Text is more common now since the Text catalog will contain the detailed terms and conditions of your contract. It may also contain more detailed product specifications.

D. What Data Files do you need for the Catalog upload:

- **Text Catalog Uploads:**


- For a Text catalog upload you only need a single PDF or Word document. This document should contain a cover page followed by your terms and conditions. It should then list by SIN number your services with associated pricing. **See APPENDIX A for a sample.**
- Review what others have posted as their catalogs on GSA Advantage! Start by going to the GSA Schedules E-Library website at www.gsaelibrary.gsa.gov/. Select your Schedule # in the top right of



Quick Schedule

Go to 874

the screen: Here we selected 874 (MOBIS). Then you can select a SIN like 874 1 and see all the contractors with contracts using that SIN. For each one you can see their TEXT catalog. Just click the terms and conditions icon.

Contractor	Socio-Economic	Contract Terms & Conditions
1384855 ONTARIO INC (DBA: MICROMATION)	s	
1ST CHOICE STAFFING AGENCY	s/w/8a	
2020 COMPANY, LLC	s/d/8a	

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- **Product Catalog Uploads:**

- **Excel XLS File:** For a Product Catalog upload you will need an Excel XLS file or files. The XLS file must be formatted by following a few basic rules:
 - Each product in your catalog must have certain **required data fields:**
 - Manufacturer part number
 - Product name (40 character short description)
 - Product description (up to 1000 characters)
 - GSA/VA price
 - Basis of Award price (typically your commercial list price)
 - Country of Origin – as a 2 character code like US or MX for Mexico. For the latest list of codes go to:
<http://vsc.gsa.gov/lookup/ppcc.cfm>
 - Unit of Issue – as a 2 character code like EA for each or BX for box. A code table is available on our website.
 - Manufacturer name
 - Delivery days like 5 or 10.
 - SIN number
 - All these data fields must be in the same row in your XLS.
 - All products must have ALL these required data fields.
 - The Manufacturer part number must be unique - you cannot offer two items with the same part number.
 - The GSA/VA FSS price must be less than or equal to the Basis of Award price (commonly the commercial list price). This is a GSA Advantage! restriction and is sometimes at odds with the actual negotiated terms which can have an FSS price greater than the Basis of Award price. If so work it out with your contract officer.
 - **Optional data fields:** You may have additional optional columns or data fields like:
 - Web address – can be the same for all items like your home page or unique product specific pages.
 - Photo filename
 - UPC code
 - Warranty description – up to 80 characters
 - NSN – National Stock Number
 - UNSPSC (United Nations Standard Products and Services Code)
 - Order increment – like 5 would mean orders must be 5,10,15..

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- Vendor part number
- Special feature code: GSA has a table of codes for various features such as Recycled material.

See APPENDIX B for a sample XLS.

- **Photo Files:** If you want or need to show photos for some of your products on Advantage you need to do the following:
 - Provide image files in a JPG or GIF format. Thus your photo filenames will have a file extension of .JPG or .GIF.
 - Add a column to your XLS file described above and enter the photo filename for items that you want a photo displayed. If you used column H for photo names and row 10 of your XLS has part # P123 you would enter its photo filename in Row 10 column H. The photo filename may be P123.jpg as an example.
 - You will then upload the photo files to SenSoft so we can send them on to GSA. Sending them in a ZIP file works best.
 - GSA will generate a thumbnail size image of your photo to display on the main product page. To see the full size image click on the thumbnail.
- **Text Files to compliment a Product Catalog:** You can add a Text file to support your product catalog and it can be the same format as described above. The contents may be your contract terms and conditions or additional product detail or both.

E. Additional Special Data:

- Quantity discounts: Some contracts offer quantity discounts at the item level and this can be shown on GSA Advantage! either by adding a text statement to the description or sending discount data with each item.
- Zone pricing: Some contracts have pricing set by zones or geographic areas of the country. If this applies to your contract you will enter additional columns of prices for each zone. You will then identify the states in each zone on our website form.
- Options and Accessories: GSA Advantage! supports the display of options/accessories and allows buyers to select these from a list. To send options/accessories you need to format your XLS file in a special format. A template is available for downloading at www.sensoft.com.

F. Overview of the steps to GSA Advantage!:

- Contract is registered on the GSA VSC.
- SIP/EDI password is obtained.

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- Latest contract modification is available.
- Contract terms and conditions including contacts are available.
- Data files are prepared: Word or PDF for a Text catalog or XLS for a product catalog.
- Go to the SenSoft website:
 - **Step 1:** Enter your contract number and then contact info on the SenSoft Advantage website
 - **Step 2:** Select Catalog Type – Product or Text
 - **Step 3:** Fill-in or verify contract terms information.
 - **Step 4:** Tell us about your XLS file format
 - **Step 5:** Upload appropriate files
 - **Step 6:** Initiate processing of your catalog on the web
 - **Step 7:** Review and Approve all data before it is sent to GSA
 - **Step 8:** Wait for approval from your GSA/VA CO
 - **Step 9:** Catalog will be on Advantage 24 -48 hours later

Now your catalog is visible on GSA Advantage!

Just go to www.gsaadvantage.gov

Enter your contract number in the search box and your products and services will be displayed.

APPENDIX A: Sample TEXT Document



GENERAL SERVICES ADMINISTRATION

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

Federal Supply Schedule 084 – Law Enforcement, Security, Facilities Management, Fire, Rescue, Special Purpose Clothing, Marine Craft and Emergency/Disaster Response

FSC Class: 8465

Contract Number: GS-99F-9999R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: 2/15/05 through 2/12/10

CONTRACTOR: A. H. Test Company, Inc.
1524 999th Street
Bronx, NY 11306
Ph: 999-399-1330
Fax: 999-399-7633
E-mail: john.waters@ahtestcompany.com
Website: www.ahtestcompany.com

Contract Administration: John Waters

Business Size: Small

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CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

426-1A – Misc Personal Equipment

246-54 – Guard Services

1b. Lowest Priced Model Number for each Awarded Special Item Number(s):

(Model Number and Price to be inserted by contractor prior to mailing)

1c. Services – Hourly Rates, Job Titles, Experience, Functional Responsibility & Education: N/A

2. MAXIMUM ORDER GUIDELINE: \$ 200,000 per SIN 426-1A

This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order.

3. MINIMUM ORDER LIMITATION: \$100.00

4. GEOGRAPHIC COVERAGE: CONUS, Hawaii, Alaska and Puerto Rico

5. POINTS OF PRODUCTION: Denver, CO

6. BASIC DISCOUNT: The awarded price list for the GSA Multiple Award Schedule (MAS) is: 2005 Price Sheet effective 1/1/05. For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule), the contractor should deduct the 20% basic discount from the retail price and add the prevailing IFF rate to the negotiated discount price (Net GSA Price). Currently the IFF rate is .75%.

7. QUANTITY/VOLUME DISCOUNT: 2% off list price – single orders of \$10,000-\$99,999; additional 6% (8% total)-single orders of \$100,000 and above

8. PROMPT PAYMENT TERMS: Net 30

9 a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED

9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD: NO

10. FOREIGN ITEMS: Japan

11a. TIME OF DELIVERY: 7-10 Days ARO

11b. EXPEDITED DELIVERY: 1 Day ARO

11c. OVERNIGHT/2-DAY DELIVERY:

11d. URGENT REQUIREMENTS:

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12. **FOB POINT:** Origin, Freight Pre-paid and Allowed
13. **ORDERING ADDRESS:** Same as Contractor
14. **PAYMENT ADDRESS:** Same as Contractor
15. **WARRANTY PROVISIONS:** Standard Commercial Warranty
16. **EXPORT PACKING CHARGES, IF APPLICABLE:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None
18. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICROPURCHASE LEVEL):** None
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** None
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):** None
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** None
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** None
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
24. **ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS:** None
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 999999999
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** 02/27/2007

SIN	Labor Category	SCA Occupation Code	Wage Determination Number	State	Reg. Rate per Hour	Overtime Rate per Hour
<u>Wage Determination No.: 20098, REV No. 3, 08/21/2007</u>						
246-54	Court Security Officer	27010	20098	VA	\$25.73	\$46.20
246-54	Guard I	27101	20098	VA	\$26.38	\$35.37
246-54	Guard II	27102	20098	VA	\$28.46	\$39.79
246-54	Clerk	01118	20098	VA	\$19.90	\$28.40

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246-54	Supervisor	N/A	20098	VA	\$28.58	\$39.99
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APPENDIX B: Sample XLS product File

This example shows the standard set of required data fields for a product catalog.

	A	B	C	D	E	F	G	H	I	J
1	Product Name	Product Description	Manufacturer	Manufacturer Part Number	Country of Origin	UNIT	SIN	List Price	GSA Price	JPG Image
2	Weekly Appt Book - Jan-Dec	Wkly Appt Book , Jan-Dec, 8am-5pm, 2PPW, 3-1/4"x6-1/4" Page	AT-A-GLANCE	AAG7000505	US	EA	75-200	\$ 10.89	\$ 8.63	AAG7000505.jpg
3	Pocket Planner - Monthly	Pckt. Mthly. Planner, Jan-Jan, Refill, 2PPM, 3-1/2"x6-1/8"	AT-A-GLANCE	AAG7006405	MX	EA	75-200	\$ 29.00	\$ 16.32	AAG7006405.jpg
4	Monthly Planner	Monthly Planner, 2PPM, Classic, 6-7/8"x8-3/4"	AT-A-GLANCE	AAG701200506	JP	EA	75-200	\$ 15.59	\$ 11.03	
5	Pocket Planner - Monthly	Pckt. Mthly. Planner, Jan-Dec, 2PPM, 3-3/4"x6-1/8" Page	AT-A-GLANCE	AAG7012105	US	BX	75-200	\$ 15.00	\$ 11.51	AAG7012105.jpg
6	24-Hour Appt Book	24-Hour Appt Book, Jan-Dec, 1PPD, 4-7/8"x8" Page Size	AT-A-GLANCE	AAG7020305	GB	EA	75-200	\$ 21.19	\$ 16.60	AAG7020305.jpg
7	Daily Appointment Book	Daily Appointment Book, Jan-Dec, 1PPD, 4-7/8"x8" Page	AT-A-GLANCE	AAG7020705	US	EA	75-200	\$ 32.19	\$ 28.80	AAG7020705.jpg
8	13-Month Planner	13-Month Planner, Jan-Jan, 2PPM, 9"x11" Page Size	AT-A-GLANCE	AAG702600506	US	EA	75-200	\$ 15.79	\$ 12.76	
9	Weekly/Monthly Planner	Weekly/Monthly Planner, 2PPW, 2PPM, 6-7/8"x8-3/4"	AT-A-GLANCE	AAG7054505	GB	EA	75-200	\$ 46.19	\$ 34.55	
10	Executive Appointment Book	Dated Executive Appointment Book, 6-7/8"x8-3/4"	AT-A-GLANCE	AAG7065005	US	EA	75-200	\$ 23.39	\$ 18.90	AAG7065005.jpg
11	Notetaker Monthly Planner	Notetaker Monthly Planner, 13 Months, Jan-Jan, 9"x11"	AT-A-GLANCE	AAG7073005	MX	EA	75-200	\$ 18.49	\$ 11.80	AAG7073005.jpg

Here we show some of the optional data fields like: website, warranty and recycled special feature code.

D	E	F	G	H	I	J	K	L	M
Manufacturer Part Number	Country of Origin	UNIT	SIN	List Price	GSA Price	JPG Image	Recycled Content	Warranty	Web Site
AAG7000505	US	EA	75-200	\$ 10.89	\$ 8.63	AAG7000505.jpg	AB	90 day	www.allamerican.com
AAG7006405	MX	EA	75-200	\$ 29.00	\$ 16.32	AAG7006405.jpg		Standard Commercial	www.allamerican.com
AAG701200506	JP	EA	75-200	\$ 15.59	\$ 11.03			Standard Commercial	www.allamerican.com
AAG7012105	US	BX	75-200	\$ 15.00	\$ 11.51	AAG7012105.jpg	AB	Standard Commercial	
AAG7020305	GB	EA	75-200	\$ 21.19	\$ 16.60	AAG7020305.jpg			www.allamerican.com
AAG7020705	US	EA	75-200	\$ 32.19	\$ 28.80	AAG7020705.jpg			www.allamerican.com
AAG702600506	US	EA	75-200	\$ 15.79	\$ 12.76			30 day	www.allamerican.com
AAG7054505	GB	EA	75-200	\$ 46.19	\$ 34.55			Standard Commercial	
AAG7065005	US	EA	75-200	\$ 23.39	\$ 18.90	AAG7065005.jpg	AB	Standard Commercial	www.allamerican.com
AAG7073005	MX	EA	75-200	\$ 18.49	\$ 11.80	AAG7073005.jpg		Standard Commercial	www.allamerican.com

Appendix C: Describe the format of your XLS file

Here is an example of the screens used to specify your XLS format to the SenSoft Catalog Upload Service. Just fill in your XLS columns in the table shown below. This allows you to have SenSoft process your own formatted file.

SenSoft's data item name [?]	Value for items not in your spreadsheet [?]	Spreadsheet Column [?]
Manufacturer Part #		D
Contract Price with IFF		I
Commercial List Price		H
SIN	— <input type="button" value="v"/>	G
Manufacturer Name	<input type="text"/>	C
Manufacturer Country	— <input type="button" value="v"/>	E
Second Production Point	— <input type="button" value="v"/>	
Unit of Issue	— <input type="button" value="v"/>	F
Quantity (Must be 1)	1 <input type="text"/>	
Delivery (Lead) Time Days	5 <input type="text"/>	
Delivery (Lead) Time Code	AF - PO Receipt to Delivery <input type="button" value="v"/>	

A	B	C	D	E	F	G	H	I	J
Product Name	Product Description	Manufacturer	Manufacturer Part Number	Country of Origin	UNIT	SIN	List Price	GSA Price	JPG I
Weekly Appt Book - Jan-Dec	Wkly Appt Book , Jan-Dec, 8am-5pm, 2PPW, 3-1/4"x6-1/4" Page	AT-A-GLANCE	AAG7000505	US	EA	75-200	\$ 10.89	\$ 8.63	AAG7
Pocket Planner - Monthly	Pckt. Mthly. Planner ,Jan-Jan, Refill, 2PPM, 3-1/2"x6-1/8"	AT-A-GLANCE	AAG7006405	MX	EA	75-200	\$ 29.00	\$ 16.32	AAG7
Monthly Planner	Monthly Planner, 2PPM, Classic, 6-7/8"x8-3/4"	AT-A-GLANCE	AAG701200506	JP	EA	75-200	\$ 15.59	\$ 11.03	