

Schedule Input Program

Contractor Name

Enter the official company name.

DUNS Number

The DUN and Bradstreet (D&B) identification number must be provided. To obtain a D&B number, at no cost to the contractor, call 1-800-234-3867.

Division Name

Enter the title of the corporate division or department governing the contract.

Import Error Report

An Import Error Report is generated if errors are identified by the system during the validation process.

1. Choose [Printer](#), [Preview](#) or [File](#) to specify a report destination.
2. Enter the number of copies to be printed, if you choose to print.
3. Click on the box if the report should be printed in duplex style or collated.
4. Select [OK](#) to print the report, preview the report or save the report to a file or disk, [Cancel](#) to cancel the report or **Setup** to activate the **Print Setup** screen.

Address 1

Enter the contractor's headquarters address.

Address 2

To Continue to enter the contractor's headquarters address if Address 1 does not give you enough room for your company's address.

Country

Select the country code from the drop down menu for an international address.

City

Enter the city where the contractor's headquarters is located.

State/Province

Select the state where the contractor's headquarters is located from the drop down menu.

Zip Code

Zip code for the contractor's headquarters. Enter either five or nine numbers in this field.

Telephone Number

Enter the phone number of a person who can respond to order questions coming from customers. This phone number is included on orders. Please use the format (555)555-5555 when possible.

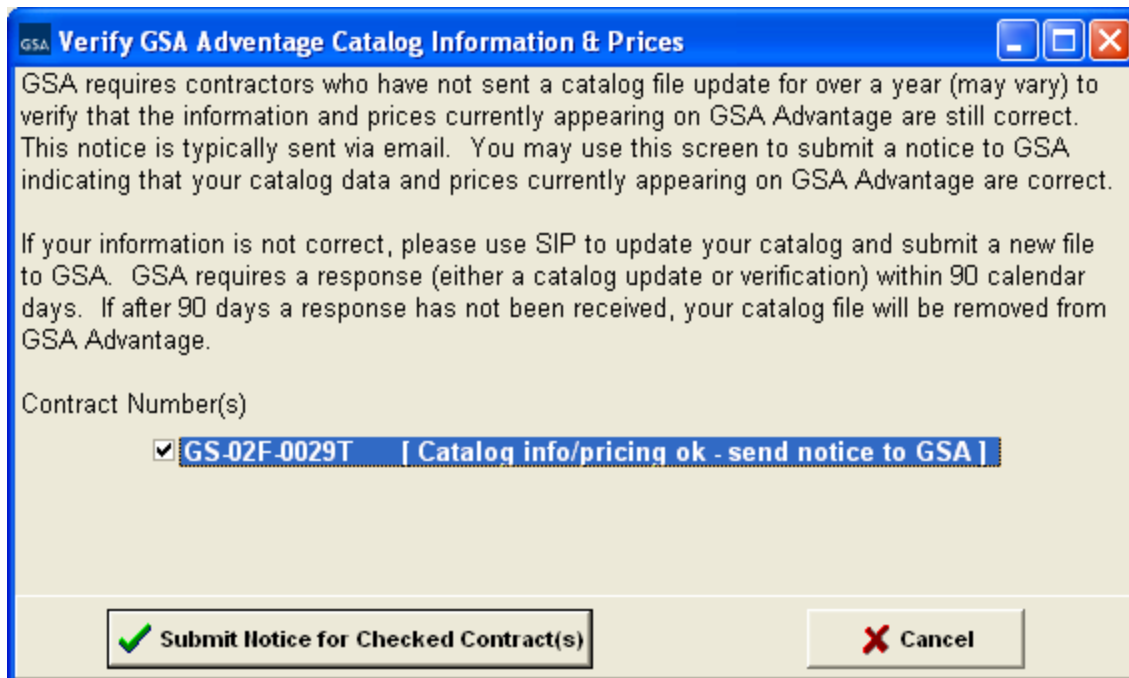
Fax Orders to:

Enter the fax number where orders can be faxed. Please use the format (555)555-5555 when possible. GSA's PO Portal website at <https://www.poportal.gsa.gov> is the website for receiving orders. Fax is used as backup method only.

Verify Catalog Information

If a vendor has not updated their catalog in specified amount of time, GSA will send a email notification. The vendor will be asked to update the GSA catalog. If their catalog information is still accurate, the Verify Catalog Information Screen allows vendors to send a notice to GSA indication that their catalog data and prices are correct.

The vendor should select the contract number(s) of the catalogs that need verification on GSA Advantage!. Once all applicable contracts have been select, click the "Submit Notice for Checked Contract(s)". This will send the notification to GSA.





Verify GSA Advantage Catalog Information & Prices

GSA requires contractors who have not sent a catalog file update for over a year (may vary) to verify that the information and prices currently appearing on GSA Advantage are still correct. This notice is typically sent via email. You may use this screen to submit a notice to GSA indicating that your catalog data and prices currently appearing on GSA Advantage are correct.

If your information is not correct, please use SIP to update your catalog and submit a new file to GSA. GSA requires a response (either a catalog update or verification) within 90 calendar days. If after 90 days a response has not been received, your catalog file will be removed from GSA Advantage.

Contract Number(s)

☒ GS-02F-0029T [Catalog info/pricing ok - send notice to GSA]

 **Submit Notice for Checked Contract(s)**  **Cancel**

Internet Web Site Address (URL)

If your company has a World Wide Web Home page listing your products, you may provide the web address (Uniform Resource Locator). GSA *Advantage!* will provide a link to your home page from your products on *Advantage!*. **Note: This field is now required!**

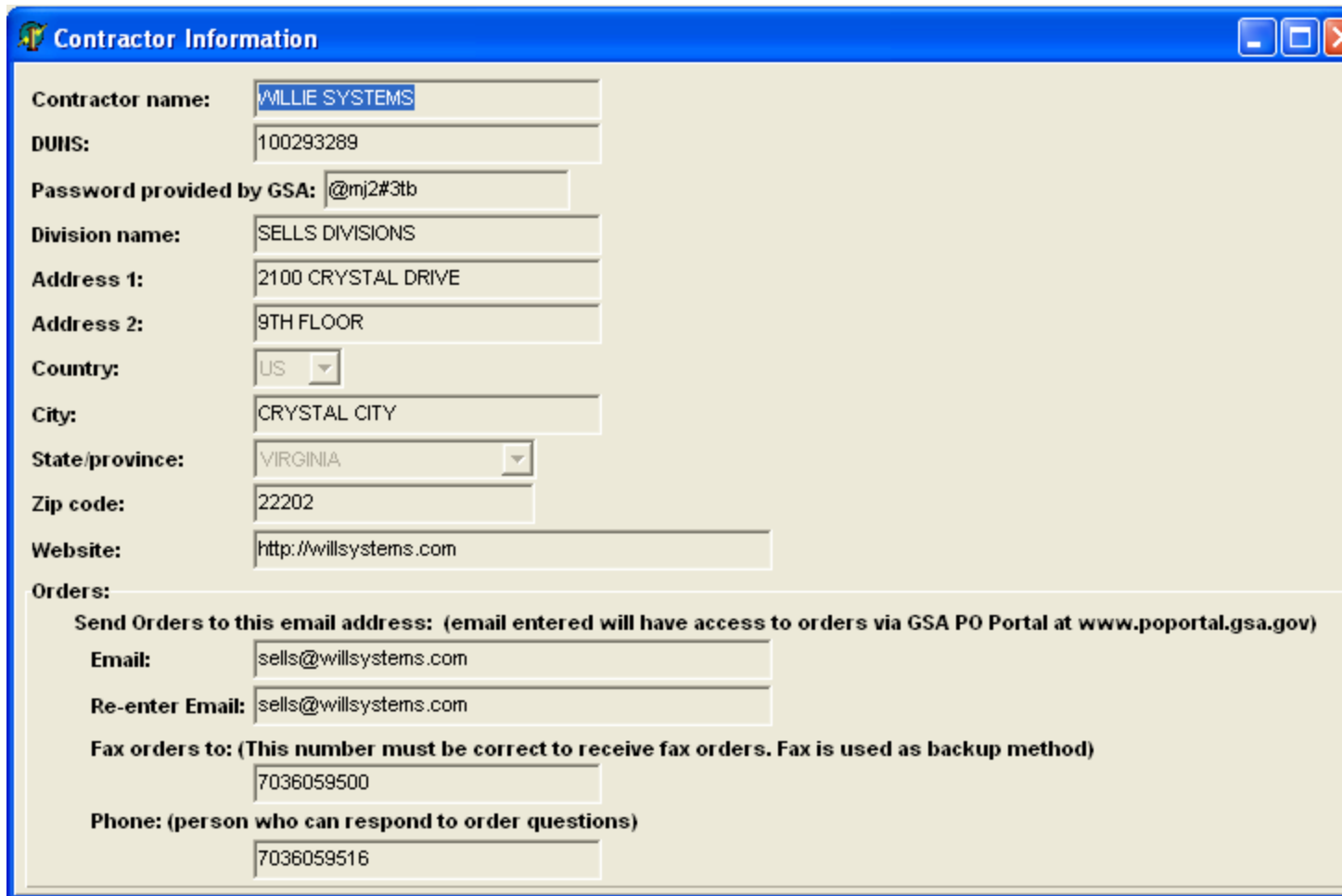


Contractor Information

DATA FIELDS

The **Contractor Information** screen allows the vendor to provide relevant information on the corporate headquarters or division responsible for governing their Federal Supply Schedule contract(s). Name and address information must be the same as it appears on your award documents unless otherwise modified. This data must be recorded before contract or product information may be entered into the system.

Note: Email address is a new field to this screen. It is required and must be added before you can send a catalog file to GSA.



The screenshot shows a web-based form titled "Contractor Information". The form contains several input fields for contractor details. The fields are as follows:

Field Label	Value
Contractor name:	WILLIE SYSTEMS
DUNS:	100293289
Password provided by GSA:	@mj2#3tb
Division name:	SELLS DIVISIONS
Address 1:	2100 CRYSTAL DRIVE
Address 2:	9TH FLOOR
Country:	US
City:	CRYSTAL CITY
State/province:	VIRGINIA
Zip code:	22202
Website:	http://willsystems.com

Below the main form is a section titled "Orders:". It contains the following fields and instructions:

- Send Orders to this email address: (email entered will have access to orders via GSA PO Portal at www.poportal.gsa.gov)**
- Email:** sells@willsystems.com
- Re-enter Email:** sells@willsystems.com
- Fax orders to: (This number must be correct to receive fax orders. Fax is used as backup method)**
- Phone: (person who can respond to order questions)**

SINS/Maximum Orders

DATA FIELDS

The **Maximum Order** Screen allows you to place a limit on the amount ordered. Once the **Primary Contract** data is recorded, the **Maximum Order** screen will automatically appear. The **Maximum/Order** speed button can also be used.

1. Select **Add** from the Toolbar.
2. Enter the **Special Item Number** and **Maximum Order**.

Note: These are required fields. If you attempt to save a record that has any blank required data fields an error message listing these fields will be displayed.

If the contract schedule requires the maximum order to vary by SIN, you must select a maximum order amount for each SIN applicable to your contract. If the contract schedule permits you to place a maximum order on the contract as a whole or to vary by SIN, you may select either option.

Maximum Order based on

Specify whether the contract schedule requires the maximum order to vary by Special Item Number (SIN) or apply to the contract as a whole. If the contract schedule does not allow the Maximum Order to be based on the contract, this area will be grayed and the Special Item Number will be preselected.

Special Item Number (SIN)

Select the SIN that the service will be based upon for the current contract schedule. At least one SIN is required.

Maximum Order Field

All contract schedules require that maximum order vary by Special Item Number (SIN). Select a maximum order amount for each SIN checked. Maximum order amount is required for every SIN selected.

Password


Enter the password assigned by the Vendor Support Center. If you have not received a password, please call the Vendor Support Center at (703) 305-6235.



Special Charges Screen

DATA FIELDS

You may include any special charges for each service that you offer your customers.

1. Click on the **Special Charges** speed button  on the Toolbar.
2. Click on the service that you wish to include.
3. Select **Edit** from the Toolbar.
4. Enter the amount that your contract allows you to charge for the service in **Charges**. You may also enter '0' or leave the field blank.
5. Select the value that the **Charges** are to be based on from the **Per** list.
6. Enter a description of the service or any special conditions that apply to the service in **Description/Conditions**, if applicable.

Charges, Special Charges

Enter the charge for each service offered.

Per, Special Charges

Enter a the [issue code](#) that best describes the pricing for the special charge.

FOB for Continental United States (CONUS)

Select 'D' (destination), 'O' (Origin-freight prepaid), 'G' (Origin-freight paid from origin by GBL), or 'W' (Worldwide CONUS = destination. Outside CONUS = origin) from the drop down menu.

Note: If 'W' is selected, the following message will appear: 'If FOB point for CONUS is listed as 'W', then the FOB points for AK, HI and PR must be O.'

Note: If 'O' is selected weight and volume unit are required on all products and accessories. This is necessary to calculate origin freight cost. **G is no longer allowed.**

Reports

1. Select the **Report Category**. Choose **Contract** to print all contract related information, **Product** to print product information, **Accessory** to print accessory information, **Services** to print service information, **Options** to print options information, or **Response Log File** to print the most recent response log file.

2. Select a contract number.

3. Select the **Report Selection**. Report selection varies depend on what you have selected in the **Report Category**. Following are the available reports with each report category:

Contract Report Category:

With order payment addresses

With out order payment addresses

Product Report Category:

Detailed Report

Pricing Report

Listing

Services Report Category:

Detailed Report

Pricing Report

Listing

Accessory Report Category:

Detailed Report

Pricing Report

Listing

Options Report Category:

None

Response Log File report category:

None

4. Click on **Run** to process the report.

5. Choose [Printer](#) or [Preview](#).

6. Indicate the number of copies to be printed.

7. Click on the box if the report should be printed in duplex style or collated.

8. Select **OK** to print the report or preview the report.

9. Choose **Cancel** to cancel the data.

10. Select **Setup** to activate the **Print Setup** screen.

Note: You can also save the report to a disk and retrieve it later.

To retrieve saved reports, go to the **Existing reports** option under **Tools**.

Open

Select from one or more of the following options:

[Contractor](#) (**Contractor Information** Screen)

[Contracts](#) (**Primary Contract Information** Screen)

[Products](#) (**Product Information** Screen)

[Services](#) (**Service Information** Screen)

[Accessory](#) (**Accessory Information** Screen)

[Option](#) (**Options** Screen)

[Text Files](#) (**Text File** screen)

Missing image: bm74.wmfPrice Information Screen

DATA FIELDS

The **Price Information** screen allows you to enter required price information specific to the product or accessory being entered. If you indicated that your prices are structured by geographic zones (as described under [Contract Information](#)), then you will be required to enter price information for each zone. When adding a new product or accessory, the **Price Information** screen will automatically appear after completing the [Product Information](#) or [Accessory Information](#) screen.

After entering the **Price Information** screen:

1. Select [Edit](#) from the [Toolbar](#).
2. Enter the [Commercial/Catalog Price](#) and [GSA price](#).

Note: These are required fields. If you attempt to save a record that has any blank required data fields an error message listing these fields will be displayed.

3. The [Temporary Price](#) field is optional and can be left blank. A [Start date](#) and [End date](#) are required if a price is entered.
4. Select [Save](#) from the navigator bar to save the record or [Cancel](#) to cancel the record.

[Quantity/Volume](#) discounts can be entered for a price by pressing the button labeled '**Qty/Vol**'. If there are any errors with the current price, you will be required to fix them before continuing on to the discounts screen.

Enter Text filename, Text file

Enter a name for your file. Include a pdf, word document,.txt, htm, or html extension.



Zones

DATA FIELDS

The **Zone Definitions** screen allows you to specify prices according to geographic zones if the current schedule provides this feature. When the dealer data is recorded, select **Yes** to the question 'Are your prices structured by zones?'. The **Zones-Definitions** screen will appear enabling you to assign a zone number to US states. Zones can only include US states and US territories, as opposed to counties, cities,

etc. The **Zones** speed button  can also be used.

1. Select the states that fit into your geographic zones by entering a number (1-10) in the field to the left of the state name. You can identify up to 10 different zones.

2. If zones are identified, a zone number must be assigned to each state except Alaska, Hawaii, Puerto Rico and US Virgin Islands. These four states are optional. For example, you may indicate the following:


ZONE	STATE
2	ALABAMA
2	ARKANSAS
1	ARIZONA
2	CALIFORNIA



Primary Contract Information

DATA FIELDS

The **Primary Contract Information** screen allows you to enter contract specific data for each of your GSA contracts.

The **Contract** speed buttons  [Maximum Orders](#), [Dealer/Sales Office Addresses](#), [Special Charges](#), [Zones](#) and [Fabrics](#) provide additional information about the contract including the addresses of distributors who accept orders and/or payments, maximum orders required under the contract, special charges applied to the contract as a whole and geographic zones used to determine the price of each product. These areas are made available for each contract after entry of the **Primary Contract** information.

Three additional speed buttons ([Expand Browser](#), [Close](#) and [Help](#)) are also available.

To access the **Contract Information** screen from the menu bar, select **File**.

Open, Contract or click on the **Contract** speed button  on the Toolbar.

To navigate from one record to another, select **First**, **Prior**, **Next** or **Last**.

To make changes to the record, select **Delete** or **Edit**.

Select [Save](#) to save the record or [Cancel](#) to cancel the record.

Primary Contract Information Press F1 for field help

Browse Window

Contract number	Schedule	Catalog eff. date	Contract administrator name
GS-15F-0010M	75	12/1/2001	PATTY WMLES
GS-14F-0057L	75 II A	9/4/2001	PATTY WMLES
V465P-46549	65 I B	11/17/2009	WILLIE SYKES

Input Window

Schedule number:

Contract number:

Modification number:

Catalog effective date:

Your company contract administrator info

Name:

Phone:

Fax:

E-mail:

Prompt pay info -- Maximum is 30 days.

% discount if paid in days

% discount if paid in days

Warranty:

Production points: of

What is the minimum order you will accept? \$

See also:

[Add Contract Information](#)

[Edit Contract Information](#)

[Search For Contract Number](#)

[Multiple Delete](#)

Enter your GSA contract number using the following number configuration: This is a required field.

Note: In FY13, GSA has changed the GSA contract number format. The old contract numbers will still be valid until they expire. In which time, vendors will receive a new GS contract number with the new format

Note: In FY12, VA change their contract number format. The old contract numbers will still be valid until they expire. In which time, vendors will receive a new VA contract number with the new format

Note: In FY18, GSA and VA have changed the GSA contract number format to the new UPIID. The old

contract numbers will still be valid until they expire. In which time, vendors will receive a new GS and VA UPIID contract number with the new format

For GSA schedule contracts

Example: New GSA UPIID format 47N20J0LE4429

- 1-2 - Always 47
- 3 - Alpha/Numeric
- 4 - Alpha/Numeric
- 5 - Alpha/Numeric
- 6 - Alpha/Numeric
- 7 - Alpha/Numeric
- 8 - Alpha/Numeric
- 9 - Alpha/Numeric
- 10 - Alpha/Numeric
- 11 - Alpha/Numeric
- 12 - Alpha/Numeric
- 13 - Alpha/Numeric

Example: New GSA Format - GS-99F-999AA

- 1-2 - Always 'GS'
- 3 - Always a dash
- 4-5 - Numeric
- 6 - Always 'F'
- 7 - Always a dash
- 8-10 - Numeric
- 11 - Alpha
- 12 - Alpha

Example: Expiring GSA format GS-99F-9999A

- 1-2 - Always 'GS'
- 3 - Always a dash
- 4-5 - Numeric
- 6 - Always 'F'
- 7 - Always a dash
- 8-11 - Numeric
- 12 - Alpha

For VA schedule contracts

Example: New GSA UPIID format 36P38D1EB28M2

- 1-2 - Always 36
- 3 - Alpha/Numeric
- 4 - Alpha/Numeric
- 5 - Alpha/Numeric
- 6 - Alpha/Numeric
- 7 - Alpha/Numeric
- 8 - Alpha/Numeric
- 9 - Alpha/Numeric
- 10 - Alpha/Numeric
- 11 - Alpha/Numeric
- 12 - Alpha/Numeric
- 13 - Alpha/Numeric

Example: New VA format V999D-999AA

1 - Always 'V'
2-4 - Alpha/numeric
5 - Always 'D'
6 - Always a dash
7-11 - Alpha/numeric

Example: Expiring VA format V999P-99999

1 - Always 'V'
2-4 - Alpha/numeric
5 - Always 'P'
6 - Always a dash
7-11 - Alpha/numeric

Schedule

Click on the down arrow in the **Schedule** field to display the schedules. Click on the schedule number assigned to the contract.

Product Grid for Options

The product grid is a listing of all products entered into SIP. Using the mouse you may highlight products and view each products options in the 'Attached Options' grid. When adding an option, first highlight the product for which the option is for then press the add button. After saving, the option will be listed in the 'Attached Options' grid for the associated product.

Attached Options Grid

The attached options grid shows the options associated with the highlighted product in the grid above. As you scroll through the products in the products, grid the information in the attached options grid will change based on the current product.

The Expand Browser button **Missing image: bm9.wmf** above the grid will expand the data grid to display more data fields. By clicking the Expand Browser button when the data is expanded, the data grid will return back to it's initial state.

Modification Number

Enter the modification number of the contract. "TR" is no longer valid for this field.

Catalog Effective Date

Date on which the catalog submitted by the vendor becomes effective. The date must be equivalent to or later than the beginning of the contract period. The system will automatically default to the current date.

Contract Administrator Name

Enter the name of the person within your company responsible for administering the contract.

Contract Administrator Phone

Enter the Contract Administrator's telephone number. Please use the format (555)555-5555 when possible.

Contract Administrator Fax

Enter the Contract Administrator's fax number. Please use the format (555)555-5555 when possible.

Government Purchase Card

Check this box if you accept purchases under this contract using the government purchase I.M.P.A.C credit card.

Lead Time,Contract

This is a required field. This field further describes the [Time of Delivery](#) days. Following are the Choices:

Shipped (after receipt of order)

Delivered (after receipt of order)

From date of award to date of completion (services only)

*If you select 'From date of award to date of completion (services only)' Time of Delivery must equal 0.

Select one of the three choices listed above from the drop down list.

The default value is Delivered (after receipt of order).

Prompt Payment Discount Percent

A prompt payment discount is given if payment is made within a specified number of days. Enter the discount as a percentage.

Prompt Payment Discount Days

A prompt payment discount is given if payment is made within a specified period of time. Enter the

number of days in which the payment must be received to get the discount. This field corresponds to the first discount given. The number of days must be greater than 0 and less than 31.

Prompt Payment Discount Percent 2

A prompt payment discount is given if payment is made within a specified number of days. Enter the discount as a percentage.

Note: The first discount must be larger than the second discount.

Prompt Payment Discount Days 2

A prompt payment discount is given if payment is made within a specified period of time. Enter the number of days in which the payment must be received to get a discount. This field corresponds to the second discount given. The number of days must be greater than 0 and less than 31.

Warranty Interval

Enter the warranty interval. Valid values for the interval are 1 to 999. This is a required field.

Note: If the [Warranty Period](#) is 'No Warranty', 'Standard Commercial Warranty' or 'Lifetime Warranty', the Warranty Interval must be 0 else interval must be at least 1.

Warranty Period

Select a warranty period from the drop down menu. This is a required field.

Note: If the warranty period is 'No Warranty', 'Standard Commercial Warranty' or 'Lifetime Warranty', the [Warranty Interval](#) must be 0 else interval must be at least 1.

Point of Production

Select the country that is the primary point of production for the products and accessories that you wish to include with a contract. This will become the default value for the first of two 'Production Points'. This is a required field. Production point may be changed at the product level.

To find the latest country codes and state codes, go to the VSC website:
<http://vsc.gsa.gov/lookup/ppcc.cfm>.

Point of Production 2

Select the country that is the secondary point of production for the products and accessories that you wish to include with a contract. This will become the default value for the second of two 'Production

Points'. Production point may be changed at the product level.

To find the country codes and state codes for your points of production, go to the VSC website:
<http://vsc.gsa.gov/lookup/ppcc.cfm>.

Minimum Order

Specify the minimum amount that must be paid to place an order.

Time of Delivery,Contract

Specify the number of calendar days that it takes to deliver or ship this product. This field works in conjunction with the [LeadTime](#) field.

Order Email Address

Enter the email address that can accept GSA Advantage purchase orders. Please be sure to use a valid address otherwise you will not receive your orders. The email must be entered twice for verification purposes. This is a required field. The individual having this email address will have access to orders sent to this address via the GSA Purchase Order Portal at <https://www.poportal.gsa.gov>

Notice: Changing your order address email will create a new account and require new registration to access the GSA Purchase Order Portal.

FOB for Hawaii

Select 'D' (destination), 'O'(Origin-freight prepaid), 'G' (Origin-freight paid from origin by GBL), or 'N' (No delivery to this destination) from the drop down menu.

Note: If 'O' is selected weight and volume unit are required on all products and accessories. This is necessary to calculate origin freight cost. **G is no longer allowed.**

FOB for Alaska

Select 'D' (destination), 'O'(Origin-freight prepaid), 'G' (Origin-freight paid from origin by GBL), or 'N' (No delivery to this destination) from the drop down menu.

Note: If 'O' is selected weight and volume unit are required on all products and accessories. This is necessary to calculate origin freight cost. **G is no longer allowed.**

FOB for Puerto Rico

Select 'D' (destination), 'O'(Origin-freight prepaid), 'G' (Origin-freight paid from origin by GBL), or 'N' (No delivery to this destination) from the drop down menu.

Note: If 'O' is selected weight and volume unit are required on all products and accessories. This is necessary to calculate origin freight cost. **G is no longer allowed.**

SIP Home Page

The new SIP 'Home' page contains links to existing functions, new functions, as well as GSA news, and links to important GSA websites.

Message Center: this area will list a maximum of 4 messages. Possible messages are:

'Check response file status'. If vendor has not yet registered.

'Catalog files ready to send'. This will start the existing file send process.

'Process response file'. This will start the existing response file processing.

'News'. This is a new feature that will allow us to quickly communicate with SIP vendors. There is a maximum of two news links, each linking to the Customer Assistance/Vendor Help section of GSA Advantage. Clicking on one of these links will open in a new browser. Content will be controlled by GSA.

Where do you want to go? This area provides additional shortcuts to existing functions.

We have added an 'Import Option' link to better highlight this option. Clicking this link will close SIP and open SIP Import. The BPA pricing option will appear only if your schedule allows BPA pricing.

Welcome. This section provides a welcome, benefits, and other basic information including a number of direct links to existing functions.

GSA Orders. SIP Order/Status Tool has been removed. GSA has a new online PO system, <https://www.poportal.gsa.gov>. This will allow you to check and update your orders online. You must register first before you can use it.

'Registration' starts existing registration function.

'File status' starts existing file status function.

'SIP help' starts existing SIP help function.

GSA websites. Opens new browser and links to appropriate website.

A new 'Home' icon has been placed before the Contractor icon. Clicking on this icon returns the user to the home page. If the vendor is currently on the Home page, clicking it will hide the Home Page. Clicking it again will make it reappear.

A new 'Import' icon has been placed after the GSA icon. This will better highlight this option. Clicking this link will close SIP and open SIP Import.

BPA Import Template

The IBPA table can now be imported within SIP Import!!!

*******MFGNAME field has been added and is now required*******

If a field is a number it must conform the setup IE. 8.2 must look like '12345.78'. Only numbers and a period at the proper place can be allowed. fields without a decimal or decimal = 0 should not have a decimal in the string IE. 8.0 must look like '12345678'.

If a field is required, a value must be entered.

If a field is a boolean, it must be 'Y', 'N', 'T', or 'F'.

If a field is a character field, the system will automatically change all the alpha characters to upper case.

*** Note:** for importing excel file: ' ' ' can not be used in import data. Cell formatting is not required.

*** Note:** The ' ~ ' character at the end of the file is required for text files only. It does not apply to excel or dbf file.

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IBPA BPA Price and quantity/volume discount information table					
1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-140	BPANUM	Text	30	Yes	BPA number.
141-150	BLIN	Text	10	No	BPA line item number from BPA document. Else blank.
151-167	BPAPRICE	Numb	17.4	Yes	BPA price.
168-184	MLP	Numb	17.4	Yes	GSA Price or Manufacturer List price if no GSA price.
185-185	DISC_TYPE	Numb	1	Yes	Discount type. 0= no volume discounts offered. 1= volume discounts are by quantity range. 2= discount ranges are by dollar range.
186-193	ST_RANGE1	Numb	8	No	Beginning range for the first break. If DISC_TYPE =1 then it must be greater than 1. If DISC_TYPE=2 then it must be greater than the BPAPRICE. If DISC_TYPE=0 then it must be 0.
194-201	END_RANGE1	Numb	8	No	Ending range for the first break. It must be greater than the beginning range.
202-218	PR_BREAK1	Numb	17.4	No	Discount BPA price for the first break.

219-226 DISC_PCT1 Numb 8.4 No Percentage off of the regular BPA price for the first break.

227-234 ST_RANGE2 Numb 8 No Beginning range for the 2nd break. It must be 1 greater than the previous ending range.

235-242 END_RANGE2 Numb 8 No Ending range for the 2nd break. It must be greater than the beginning range.

243-259 PR_BREAK2 Numb 17.4 No Discount BPA price for the 2nd break. It must be less than the previous break.

260-267 DISC_PCT2 Numb 8.4 No Percentage off of the regular BPA price for the 2nd break. It must be greater than the previous break.

268-275 ST_RANGE3 Numb 8 No Beginning range for the 3rd break. It must be 1 greater than the previous ending range.

276-283 END_RANGE3 Numb 8 No Ending range for the 3rd break. It must be greater than the beginning range.

284-300 PR_BREAK3 Numb 17.4 No Discount BPA price for the 3rd break. It must be less than the previous break.

301-308 DISC_PCT3 Numb 8.4 No Percentage off of the regular BPA price for the 3rd break. It must be greater than the previous break.

309-316 ST_RANGE4 Numb 8 No Beginning range for the 4th break. It must be 1 greater than the previous ending range.

317-324 END_RANGE4 Numb 8 No Ending range for the 4th break. It must be greater than the beginning range.

325-341 PR_BREAK4 Numb 17.4 No Discount BPA price for the 4th break. It must be less than the previous break.

342-349 DISC_PCT4 Numb 8.4 No Percentage off of the regular BPA price for the 4th break. It must be greater than the previous break.

350-357 ST_RANGE5 Numb 8 No Beginning range for the 5th break. It must be 1 greater than the previous ending range.

358-365 END_RANGE5 Numb 8 No Ending range for the 5th break. It must be greater than the beginning range.

366-382 PR_BREAK5 Numb 17.4 No Discount BPA price for the 5th break. It must be less than the previous break.

383-390 DISC_PCT5 Numb 8.4 No Percentage off of the regular BPA price for the 5th break. It must be greater than the previous break.

391-398 ST_RANGE6 Numb 8 No Beginning range for the 6th break. It must be 1 greater than the previous ending range.

399-406 END_RANGE6 Numb 8 No Ending range for the 6th break. It must be greater than the beginning range.

407-423 PR_BREAK6 Numb 17.4 No Discount BPA price for the 6th break. It must be less than the previous break.

424-431 DISC_PCT6 Numb 8.4 No Percentage off of the regular BPA price for the 6th break. It must be greater than the previous break.

431-439 ST_RANGE7 Numb 8 No Beginning range for the 7th break. It must be 1 greater than the previous ending range.

440-447 END_RANGE7 Numb 8 No Ending range for the 7th break. It must be greater than the beginning range.

448-464 PR_BREAK7 Numb 17.4 No Discount BPA price for the 7th break. It must be less than the previous break.

465-472 DISC_PCT7 Numb 8.4 No Percentage off of the regular BPA

price for the 7th break. It must be greater than the previous break.
473-473 '~'

BPA Import Instructions

This help file provides instructions on the operation of Import and instructions on how to format the IBPA.txt, IBPA.dbf, and IBPA.xls needed to successfully import data. Formatting the files is essential. Please review the [BPA Import Templates](#) before trying to import [BPA](#) prices. Once your [BPA](#) import file has been created, it should be placed directly into the IMPORT subdirectory. Import expects the data to be in the ...\\ImportBPA and file structures to be as specified otherwise, the data will not be imported.

1. The [templates](#)(IBPA.txt, IBPA.dbf, and IBPA.xls) can be found at Import\\template.
2. Copy the desired [template](#) to the ...\\ImportBPA directory.
3. Add the required [BPA](#) price information and save the file. The [template](#) provides instructions on required data and formats.
4. From the [BPA Pricing screen](#), click 'Import [BPA](#) Pricing' button, Import [BPA](#) Price Screen comes up.
5. Select the import file type then click 'Import' button.
6. If there are any errors in your file you will be prompted to view and correct them. Once correct, click 'Import' button again. Your [BPA](#) prices will be Imported once all errors have been corrected.

Note: In text [template](#) file, the first line contains the field name and the position of each field. In the Excel [template](#) files, the first row is a guide to help you identify each field. After you have entered your data, you need to delete the line or row, depending on your import file type, otherwise you will get an error when importing.

See template for ibpa

Missing image: bm11.wmf

Note: These instructions are for importing BPA Prices only. If you would like to import your BPA pricing along with your catalog, please read the [Import data using SIP Import](#).

*****MFGNAME field has been added and is now required*****

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IBPA	BPA Price and quantity/volume discount information table				
1-30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-140	BPANUM	Text	30	Yes	BPA number.
141-150	BLIN	Text	10	No	BPA line item number from BPA document. Else blank.
151-167	BPAPRICE	Numb	17.4	Yes	BPA price.
168-184	MLP	Numb	17.4	Yes	GSA Price or Manufacturer List price if no GSA price.
185-185	DISC_TYPE	Numb	1	Yes	Discount type. 0= no volume

discounts offered. 1= volume discounts are by quantity range. 2= discount ranges are by dollar range.

186-193 ST_RANGE1 Numb 8 No Beginning range for the first break. If DISC_TYPE =1 then it must be greater than 1. If DISC_TYPE=2 then it must be greater than the BPAPRICE. If DISC_TYPE=0 then it must be 0.

194-201 END_RANGE1 Numb 8 No Ending range for the first break. It must be greater than the beginning range.

202-218 PR_BREAK1 Numb 17.4 No Discount BPA price for the first break.

219-226 DISC_PCT1 Numb 8.4 No Percentage off of the regular BPA price for the first break.

227-234 ST_RANGE2 Numb 8 No Beginning range for the 2nd break. It must be 1 greater than the previous ending range.

235-242 END_RANGE2 Numb 8 No Ending range for the 2nd break. It must be greater than the beginning range.

243-259 PR_BREAK2 Numb 17.4 No Discount BPA price for the 2nd break. It must be less than the previous break.

260-267 DISC_PCT2 Numb 8.4 No Percentage off of the regular BPA price for the 2nd break. It must be greater than the previous break.

268-275 ST_RANGE3 Numb 8 No Beginning range for the 3rd break. It must be 1 greater than the previous ending range.

276-283 END_RANGE3 Numb 8 No Ending range for the 3rd break. It must be greater than the beginning range.

284-300 PR_BREAK3 Numb 17.4 No Discount BPA price for the 3rd break. It must be less than the previous break.

301-308 DISC_PCT3 Numb 8.4 No Percentage off of the regular BPA price for the 3rd break. It must be greater than the previous break.

309-316 ST_RANGE4 Numb 8 No Beginning range for the 4th break. It must be 1 greater than the previous ending range.

317-324 END_RANGE4 Numb 8 No Ending range for the 4th break. It must be greater than the beginning range.

325-341 PR_BREAK4 Numb 17.4 No Discount BPA price for the 4th break. It must be less than the previous break.

342-349 DISC_PCT4 Numb 8.4 No Percentage off of the regular BPA price for the 4th break. It must be greater than the previous break.

350-357 ST_RANGE5 Numb 8 No Beginning range for the 5th break. It must be 1 greater than the previous ending range.

358-365 END_RANGE5 Numb 8 No Ending range for the 5th break. It must be greater than the beginning range.

366-382 PR_BREAK5 Numb 17.4 No Discount BPA price for the 5th break. It must be less than the previous break.

383-390 DISC_PCT5 Numb 8.4 No Percentage off of the regular BPA price for the 5th break. It must be greater than the previous break.

391-398 ST_RANGE6 Numb 8 No Beginning range for the 6th break. It must be 1 greater than the previous ending range.

399-406 END_RANGE6 Numb 8 No Ending range for the 6th break. It must be greater than the beginning range.

407-423 PR_BREAK6 Numb 17.4 No Discount BPA price for the 6th break. It must be less than the previous break.

424-431	DISC_PCT6	Numb	8.4	No	Percentage off of the regular BPA price for the 6th break. It must be greater than the previous break.
431-439	ST_RANGE7	Numb	8	No	Beginning range for the 7th break. It must be 1 greater than the previous ending range.
440-447	END_RANGE7	Numb	8	No	Ending range for the 7th break. It must be greater than the beginning range.
448-464	PR_BREAK7	Numb	17.4	No	Discount BPA price for the 7th break. It must be less than the previous break.
465-472	DISC_PCT7	Numb	8.4	No	Percentage off of the regular BPA price for the 7th break. It must be greater than the previous break.
473-473	'~'				

BPA Pricing Screen

This screen allows you to add, edit, or delete BPA pricing for products that belong to a particular Contract and [BPA](#) Number. Only products for the selected contract will be shown. If the product has BPA pricing then the price will be shown in the BPA Price column. If the contract has multiple [BPA Numbers](#) then that contract will be listed multiple times along with the multiple [BPA Numbers](#). To view the BPA pricing for a particular [BPA](#) and [Contract](#), select it from the [Contract# - BPA#](#) dropdown list.

Print/View BPA Error Report Button: Clicking this button allows you to view the last error report created from the last failed [BPA Import](#) process. If your [BPA import](#) was successful or you never tried importing [BPA's](#), the report will be empty.

P/N Search button: Allows you to search for a product by [Manufacturer Part No.](#) You can only search for products that are available for the contract selected in the dropdown list.

% off entire catalog: If ALL items under your schedule contract are contained on the [BPA](#) and there is a SINGLE DISCOUNT FOR ALL ITEMS, this will create [BPA](#) prices discounted by the percent you specify. The discount will be taken off the [GSA Price](#). If a particular product does not have a [GSA Price](#), a [BPA](#) Price will not be calculated for that product. The discount entered will be applied to ALL items under that contract. Again, if your discounts vary from item to item DO NOT USE this feature. Use the BPA Discount feature instead.

BPA Price: You may enter a [BPA](#) Price into the data entry box. The [BPA](#) Price must be less than or equal to the [GSA Price](#). If there is no [GSA Price](#), then the [BPA](#) Price must be lower than the Catalog price.

BPA Discount: Select the part number on the left, click Edit then enter the BPA price discount percentage. This will calculate the [BPA](#) Price as a percentage off the [GSA Price](#) of the currently selected product in the grid. You must have a GSA price to use this feature.

BLIN: This is the BPA Line Item number or BLIN for the selected product. This BLIN will appear on any purchase orders you may receive for BPA items

Save/Next: If you are entering BPA prices individually, simply select the part number on the left, click Edit then enter the [BPA](#) price or BPA Discount and click Save/Next. This will save the current [BPA](#) price then move to the next product in the grid and where you can enter the [BPA](#) price for that product.

Show BPA Items Only Button: This button will show all products that have [BPA](#) Pricing for the selected Contract and BPA combination.

Show all Items: This button will show all products for the selected contract.

QtyVol Discounts Button: Brings up [BPA Quantity Discount](#) Screen. The user can then view, add, edit, or delete [BPA Quantity Discounts](#) for the currently selected product in the grid.

Export BPA Pricing: Brings up the [BPA Export Screen](#). This allows the user to export BPA pricing.

Import BPA Pricing: Brings up the [BPA Import Screen](#). This gives the user a quicker method of getting their [BPA](#) Prices into [SIP](#). *MFGNAME field has been added and is now required for importing bpa pricing*

Click to add a unique BPA Item not in SIP: Brings up the [BPA](#) Product Information Screen. Where the user can view, add, edit, or delete a Product that has [BPA](#) Pricing for the Contract and BPA # selected.

What if I need to submit [BPA](#) pricing for a product I don't have in SIP? This situation may occur if:

- 1) you haven't submitted a complete file to GSA of your schedule products
- 2) you have submitted only a 'text file' to GSA (no product records)
- 3) you have submitted products, but some of your [BPA](#) products are not exact matches to what is on schedule (i.e. bundled software having a different part number, etc.)

Click on the link 'Click here to add a unique [BPA](#) item not on SIP'. This will take you through the normal SIP screens required to submit a product, however, the pricing screen will only ask for BPA pricing. These records are submitted to GSA without a matching schedule record.

Note: You may now enter discounts that are not whole numbers (i.e. 2.55%).

GSA BPA Pricing Screen

Instructions: use this screen to submit BPA pricing for the contract/BPA number(s) shown. Select the desired contract and BPA number, then click a shown on the left, then click Edit. Enter the BPA price or % discount, then click Save. As an alternative to entering prices one-by-one, you may import containing your BPA prices. Suggest that you first click Export BPA Pricing which will create a file containing all your part numbers. You may then enter to this file. When finished, click Import BPA Pricing to import the completed file. [Click here for detailed instructions.](#)

Add BPA Pricing :

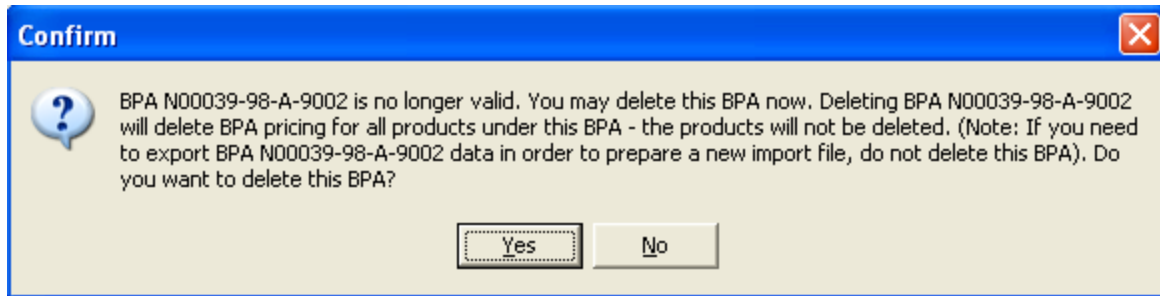
Contract # - BPA # :

All Items: 43

	Mfr Part	Manufacturer Name	Product Name	GSA Price	BPA Price	BLIN	%	Qty/Vol	
▶	09845K	GE HEALTHCARE WHATI	QUANTITATIVE FILTER F	\$151.01	\$147.99	149.99	2	No	
	09901C1	GE BIOSCIENCES / WHA	WOOD	\$200.01	\$150.99		24.51	No	
	311138-001	COBALT CO	FORKLIFT	\$4500.00	\$0.00		0	No	
	36568	SANDUSKY	MOBILE WARDROBE AND	\$570.01	\$0.00		0	No	
	36568	SANDUSKY INDUSTRIES	WOOD JOINER 0 3/8X1	\$450.00	\$300.00		33.33	No	
	47840X41	BPA LOWE'S CARPET CO	YELLOW ZINC 47841	\$2500.00	\$2301.00		7.96	Yes	
	5325789	BPA HILLMAN GROUP	WOOD JOINER 0 3/8X1	\$50.00	\$41.00		18	Yes	
	5325789	BPA DUPLICATE - HILLMA	PENWOOD JOINER	\$1.00	\$0.99		1	Yes	
	701555	ADD NEW PRODUCT	ADD NEW PRODUCT TO	\$249.91	\$0.00		0	No	

[Click to add a unique BPA item not on SIP](#)

As time passes, [BPA](#) numbers expire and are no longer valid. When this happens, a screen similar to the one below will appear when you enter the BPA Pricing Screen. If you click Yes, [SIP](#) will delete all invalid BPA pricing. If you would like to update the [BPA number](#) and keep your pricing, click No. You can use the [Export BPA Pricing](#), update your BPA number and [Import BPA Pricing](#) back into the BPA Pricing Screen.



Dealer/Sales Office Addresses Screen

DATA FIELDS

When adding a new contract, the Dealer/Sales Office Addresses screen is displayed automatically after entry of the Maximum Order information. The user may enter the name, address and telephone number of the sales/branch offices or dealers/distributors authorized to receive orders and/or payments. GSA *Advantage!* must make a distinction between various types of addresses to determine whether they are authorized to accept orders, receive payment, do both, or neither (such as dealers which strictly perform sales/service). Up to 400 dealer addresses may be stored in the system per contract. The **Dealer/Sales Offices** speed button can also be used to access the Dealer/Sales Office Addresses screen..

1. Click on **Add**.
2. Enter the data into each field. The [Address](#), [City](#), [State](#), [Zip Code](#), [Phone](#), [E-mail](#), and [Fax](#) are required.

Dealer/Sales Office Addresses

Browse Window
 Contract: GS-02F-0003T
 Press F1 for field Help

Dealer or sales office	City	State	Zip Code	Address ref. #
DC SALES, INC	WASHINGTON	DC	20006	0000001

Input Window
Name of dealer, distributor or sales office.
 DC SALES, INC

Address 1: 4910 K STREET NW **Address 2:** SUITE 1230

Country: US **City:** WASHINGTON **State/Province:** DISTRICT OF COLUMBIA **Zip code:** 20006

Phone: 2025488528 **Fax orders to: (this number must be correct to receive fax orders. Faxed is used as backup method)** 20255488500

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

E-mail: DCSALES@WLLSYSTEMS.COM

Re-enter E-mail: DCSALES@WLLSYSTEMS.COM

Notice: Changing your order address email will create a new account and require new registration to access the GSA Purchase Order Portal

See Also:
[Multiple Delete](#)

UNID Code

Enter a United Nations or Dept of Transportation Identification Number (UNID) to a hazardous material. First two characters must start with UN or NA or enter MSDS in the first 4 positions. This field is only available for input if the "UNID code" feature is selected from the Environmental Special Features Screen.

United Nations (UN) Numbers are four digit numbers used world-wide in international commerce and transportation to identify hazardous chemicals or classes of hazardous materials. These numbers generally range between 0000 and 3500 and should be preceded by the letters "UN" (for example "UN1005").

The North American (NA) Numbers are identical to UN numbers. If a material does not have a UN number, it may be assigned an NA number; these are usually 4-digit numbers starting with 8 or 9 such as 9037. Should be submitted as "NA9037".

Scan Code

Scan code related to GSA Parallel Contracting program. The Scan code is typically a supplier's product identification number such as a barcode or part number. This field is only available for input if the "Scan code" feature is selected from the Environmental Special Features Screen.

Dealer, Distributor or Sales Office

Enter the Dealer/Distributor Name. If this dealer accepts orders or receives payment, this can be used to indicate the dealers name in 'care of' on the order. Also, this allows dealers to be given credit for a sale.

Dealer Address 1

Enter the address for the dealer location.

Dealer Address 2

Continue to enter the address for the dealer location.

Dealer Country

Select the country from the drop down menu for an international address.

Dealer City

Enter the city for the dealer location.

Dealer State

Select the state for the dealer location from the drop down menu.

Dealer Zip Code

Enter the zip code for the dealer location. It must contain either five(5) or nine(9) digits. This area can also be used for international zip/location codes and may contain alphas.

Dealer Phone

Enter the telephone number for the dealer location. Please use the format (555)555-5555 when possible.

Dealer Fax

Enter the fax number for the dealer location. Please use the format (555)555-5555 when possible.

Zone Number

Assign a number (1 to 10) for each state and enter the numbers in the zone column to the left of each state. Zone numbers for Alaska, Hawaii, Puerto Rico and US Virgin Islands are optional.

Missing image: bm19.wmfColors Screen

If a Product or Accessory can be purchased in a variety of colors, the 'Colors Screen' allows you to specify these. The screen is designed in such a way as to allow for quick selection of colors. You may also click on specific colors.

Order Email Address

Enter the email address that can accept GSA Advantage purchase orders. Please be sure to use a valid address otherwise you will not receive your orders. The email must be entered twice for verification purposes. This is a required field. The individual having this email address will have access to orders sent to this address via the GSA Purchase Order Portal at <https://www.poportal.gsa.gov>

Notice: Changing your order address email will create a new account and require new registration to access the GSA Purchase Order Portal.

Manufacturer's Part Number, Product

Enter the manufacturer's part number or model number. This is a required field.

Option Type

Each option must be assigned an 'option type'. This code indicates the type of option (i.e., is the option included, can it be added or deleted? etc.) and also determines the sequence of the options falling within the same group name. Option types and their codes are as follows:

I - INCLUDED

This option is INCLUDED as a component or feature of the base product and price.

S - SUBSTITUTED

This option can be SUBSTITUTED for an included option (may have additional charge/credit or no

charge)

A - ADDED

This option can be ADDED to the base product (may have an additional charge or no charge)

O - NONE

Indicates that NONE can be chosen as an option. This is for information only with no effect on price.

Description -- Options

A short description of the option is required here. For example, under the group name of 'monitors', a 15' monitor may be described as '15' color monitor, .28mm dot pitch'.

Manufacturer Name, Options

The manufacturer name of the option is required. For example, the 15' monitor is manufactured by 'Monitors Unlimited Co.'.

Manufacturer's Part Number, Accessory

Enter the manufacturer's part number or model number. This is a required field.

Missing image: bm80.wmfProduct Data

DATA FIELDS

Information about each product under GSA contract is required here. This information will be displayed on [GSA Advantage!](#) so that customers may browse, perform product name/part-number searches, and order products.

The **Product** [speed buttons](#) **Missing image: bm82.wmf** [Home](#), [Price/Discounts](#), [Colors](#), [Special/Environmental Features](#), or [Search For Manufacturer's Part Number](#) allow you to provide detailed information for each of your products. You may include up to three different prices (Commercial/Catalog, GSA and Temporary) and a wide variety of discounts. You may also specify the available colors for each product.

Three additional speed buttons ([Expand Browser](#), [Close](#) and [Help](#)) are also available.

To access the **Product Information** screen from the **Main Screen**, select [File](#), [Open](#), **P**[roducts](#) or click on the **Product** [speed button](#) **Missing image: bm83.wmf** on the Toolbar.

To navigate from one record to another, select **F**[irst](#), **P**[rior](#), **N**[ext](#) or **L**[ast](#).

To make changes to the record, select [Delete](#) or [Edit](#).

Select [Save](#) to save the record or [Cancel](#) to cancel the record.

See also:

[Add Product Information](#)

[Edit Product Information](#)

[Multiple Delete](#)

Length

Length is a numeric field, length(13), decimal(4) and is required if Unit of Measurement has been selected.

Schedule/SIN Specific Discontinued

You may offer your customers service plans for your discontinued products. After adding the product or accessory to the appropriate contract in the [Product](#) or [Accessory](#) Information screen, you can mark the product or accessory as discontinued. You will then be able to enter rental, lease-to-ownership, maintenance, and extended warranty plan information for the discontinued product or accessory, just as you would for any other product or accessory.

1. In the data grid of the [Product](#) or [Accessory](#) Information screen, click on the product or accessory that you wish to mark as discontinued.
2. Select **Edit** from the Toolbar.
3. Click on the **Discontinued** checkbox that is located in the **Schedule/SIN Specific** group box.
4. If you are sure that you want to mark the product or accessory as discontinued, select **Yes** in response to the message box question, 'Do you wish to make this a Discontinued item?'

Note: Marking an item as discontinued does not remove any information about the product from the system. However, the [Product](#) or [Accessory](#) Information screen displays only basic information about discontinued products. You may restore the complete information about a discontinued product by simply following the steps above, but making sure that you 'uncheck' the discontinued checkbox.

5. Select [Save](#) to save the record or [Cancel](#) to cancel the record.

Schedule/SIN Specific Base Product, Product

If you answer '**Yes**' to this question, you will be required to provide the manufacturer's part number of the base product. As an example, a copier may be available as a base product (call this p/n NP606) and may also be available as a configuration (call this p/n NP6060A). GSA *Advantage!* will show a relationship between both the base product and its configurations allowing customers to choose the option which best meets their needs.

1. Select **Yes** to confirm the product is a configuration of a base product.
2. Enter the manufacturer's part number of the product.

Note: The base product and configuration must be entered as separate items.

Base Product Mfg. Part/Model Number

If the product being entered is a system/configuration of a base product, select **Yes** to the question 'Is this

product a system/configuration of a base product?'

Note: The base product must be entered prior to the entry of the system/configuration.

Special Item Number - Product

Special item number (SIN) for the current product. This is a required field.

Manufacturer Name, Product

Name of the company manufacturing the product. Select a manufacturer name from the drop down menu or enter one in the input box if the name does not appear on the list. This is a required field.

Note: This field is now required for importing pricing, quantity discounts, accessories, environmental special features, colors, and options

SIP Main Screen



The **Main** screen is the initial screen displayed when running SIP. All other program areas are accessed from the **Main** screen. You may choose these areas by using the [menu bar](#) on the top of the **Main** screen. In addition, certain options can be accessed using the [speed buttons](#) which are located on the Toolbar, just below the menu bar.

Missing image: bm110.wmf The [Home](#), [Contractor](#), [Contract](#), [Product](#), [-Accessories](#), [Options](#), [Text Files](#), [Photo](#), [BPA](#), [Order Status Tool](#), and [Import speed buttons](#) are accessible from the **Main** screen. If a speed button or menu option is [grayed](#), access to that option is not currently available. For example, if the [Contract speed button](#) is [grayed](#), then you must first enter your [Contractor](#) information to enable the [Contract](#) selection.

Two additional [speed buttons](#), [Close](#) and [Help button](#), are accessible from the right side of the [Toolbar](#). These buttons appear on all of the screens.

A new '[Home](#)' icon has been placed before the Contractor icon. Clicking on this icon returns the user to the home page. If the vendor is currently on the Home page, clicking it will hide the Home Page. Clicking it again will make it reappear.

A new 'Import' icon has been placed after the GSA icon. This will better highlight this option. Clicking this link will close SIP and open [SIP Import](#).

Contract Part Number, Product

Enter the part or model number used by the contractor to identify the product.

National Stock Number, Product

Enter the Government's national stock number (NSN) if one has been assigned to the product. The fifth and sixth digits must be either '00' or '01'.

Product/Item Name, Product

Enter the common name generally used for the product. This name normally should not include specifications about the item such as size, color, or part number. For example, a 3 1/2' High Density Diskette should simply be called a 'Diskette'. A Model 1234 Copier should simply be called a 'Copier'. This is a required field. Inadequate product name may make your products difficult for customers to find. Products having more accurate and descriptive names will result in products more easily found and ordered!

PSC Code

PSC is Product Service Code. The PSC code must be 4 characters long and it can only contain letters and numbers. No other characters are allowed.

While many systems and documentation possibly use PSC and FSC synonymously, they are NOT the same.

PSC codes are much more extensive than FSC. A list of all the PSC Codes can be found here:
https://www.fpds.gov/wiki/index.php/PSC,_NAICS_and_more

Product Description

Provide a complete and accurate description of the product including any components that are included. This is a required field. A maximum of 1000 characters may be used to describe the product. The product description will be used by customers to identify your product and make a buying decision. Inadequate product descriptions will result in poor categorization and may make your products difficult for customers to find. Products having more complete descriptions will result in products more easily found and ordered!

Product Dimension

Product Length

Enter the product's length. Length is a numeric field, length(13), decimal(4) and is required if Unit of Measurement has been selected.

Product Width

Enter the product's width. Width is a numeric field, length(13), decimal(4) and is required if Unit of Measurement has been selected.

Product Height

Enter the product's height. Height is a numeric field, length(13), decimal(4) and is required if Unit of Measurement has been selected.

Unit of Issue, Product

A drop-down list of packaging 'units' will appear. Select the unit which best describes how you supply the product at the GSA price. For example, if the product is a 'printer', then the GSA price will likely represent a unit of 'each'. If the product is 'diskette' and the GSA price is for a single diskette, then the unit is also 'each'. However, if the GSA price is for a box of 10 diskettes, then the unit of issue would be 'Box' and the [Quantity per unit](#) would be '10 each'.

Qty Per Unit, Product

If you chose a unit of issue which requires a quantity, such as 'box', then you will be required to enter that quantity. Also specify the type of unit from the drop down list. For example, if the unit of issue is 'box' and there are 10 disks per box, place a 10 in the first field and select 'each' for the second field.

Order Increments, Product

If customers must order this product in specific quantity increments or minimums, enter that information here. This will help avoid receiving purchase orders for incorrect quantities. Entries should be numbers.

Standard Pack, Product

Describe the standard packaging of a product. This is useful information to provide to customers to encourage them to order in standard lots.

Product Website Address (URL)

Use this field to enter a URL (web address) for this specific product. The URL can contain a photo of the product and/or more descriptive information. Use of this field is highly encouraged since it greatly helps customers in their decision to buy your product! As the saying goes 'A picture is worth a thousand words'.

If you wish, instead of an html address, you may submit a URL address for a specific image location where the URL ends with .gif or .jpg. An example URL could be: <http://www.yourcompany.com/yourimage.jpg>.

Note: If possible, try not to use your home page URL if the customer must do another search to find the product.

Time of Delivery,Product

Specify the number of calendar days that it takes to deliver or ship this product. This field works in conjunction with the [LeadTime](#) field.

Price/Credit

Enter a **price** if the added or substituted option requires an additional price.

Enter a **credit** for a substituted option if the price is less than the included option.

Enter a zero or leave the price blank if the option can be chosen without an additional charge.

Point of Production, Product

Select the country where the product is manufactured. Indicate a first and second point of production.

To find the latest country codes and state codes, go to the VSC website:
<http://vsc.gsa.gov/lookup/ppcc.cfm>.

Quantity -- Options

Specify the quantity. If the option includes more than one product, specify the quantity that is offered.

Special/Environmental Features Screen - Product

The Special/Environmental Features Screen will appear automatically when a product is added. It may be accessed also as a user option anytime the Product Screen is in focus.

The Special/Environmental Features Screen allows the user to select or de-select the appropriate messages for a product if the product contains environmentally beneficial or other special features. The user clicks 'Edit,' checks the boxes adjacent to the displayed messages, and then clicks 'Save.' Some features are not allowed for some Schedule and SIN combination. If the Environmental Special Feature is grayed out, that means the features is unavailable for that item.

Note1: If "Section 508 item" is checked, you may provide a URL for additional information in the URL box at the bottom of the screen. (optional)

Note2: If "Scan Code" is checked, you are required to enter a scan code in the box provided.

Note3: If "Hazmat item" is checked, you are required to enter a UNID code below.

Scan Code:

Scan code related to GSA Parallel Contracting program. The Scan code is typically a supplier's product identification number such as a barcode or part number. This field is only available for input if the "Scan code" feature is selected from the Environmental Special Features Screen.

UNID Code:

Enter a United Nations or Dept of Transportation Identification Number (UNID) to a hazardous material. First two characters must start with UN or NA or enter MSDS in the first 4 positions. This field is only available for input if the "UNID code" feature is selected from the Environmental Special Features Screen.

United Nations (UN) Numbers are four digit numbers used world-wide in international commerce and transportation to identify hazardous chemicals or classes of hazardous materials. These numbers generally range between 0000 and 3500 and should be preceded by the letters "UN" (for example "UN1005").

The North American (NA) Numbers are identical to UN numbers. If a material does not have a UN

number, it may be assigned an NA number; these are usually 4-digit numbers starting with 8 or 9 such as 9037. Should be submitted as "NA9037".

508 URL:

If 'Item has section 508 accessibility features' is checked, you may provide a URL for additional information in the URL box at the bottom of the screen. (optional)

Product - Environmental/Special Features	
Mfg.Part No: 0012EA	
Instructions: please indicate below all environmental or special features applicable to this item. Important: new legislation now requires environmentally friendly items. It is important that you accurately indicate the environmental features of your items, as this may have a direct impact on the pricing of your items. Check all features that apply. If Section 508 item is checked, you may enter a URL below that will provide customers additional information about the item. Grayed out features are not applicable to this item. Click on links below for more information.	
Environmental Features:	
<input type="checkbox"/>	FEMP FEMP Energy Efficiency item -item meets Federal Energy Mgmt Program energy efficient levels as required by EO 13123 and 13123
<input type="checkbox"/>	CPG Comprehensive Procurement Guideline (CPG) program -designated recycled item
<input type="checkbox"/>	Low VOC item -meets volatile organic limits for its product class as listed by California Air Resources Board reg for reducing VOC
<input type="checkbox"/>	PRIME PRIME program item -included in Navy's Plastics Removal in Marine Environment Program
<input type="checkbox"/>	Shipboard Use Approved item -evaluated and tested by the US Navy and documented for use on Navy ships
<input type="checkbox"/>	NESHAP NESHAP compliant item -coating meets VOC/hazardous air pollutant emission limits per Natl Emissions Stds for Hazardous Air Po
<input type="checkbox"/>	GreenSeal item -certified to meet or exceed voluntary standards for environmental preferable as established by GreenSeal
<input type="checkbox"/>	EPA Significant New Alternatives Program approved item -meets the EPA Significant New Alternatives Program criteria requ
<input type="checkbox"/>	Biodegradable -item is readily biodegradable in accordance with 40 CFR 796, Chemical Fate Testing
<input type="checkbox"/>	BioPreferred item -item meets or exceeds USDA biobased content requirements.
<input type="checkbox"/>	WaterSense item -item approved by EPA WaterSense program and meets or exceeds water efficiency and performance standar
<input type="checkbox"/>	Forest Stewardship Council -wood in this item is certified to meet Forest Stewardship Council's principles, criteria and standard
<input type="checkbox"/>	EPA Primary Metals Free item -item is free of cadmium, lead and/or mercury; chemicals included on the "31 Priority Chemical Lis
<input type="checkbox"/>	GreenGuard certified -item meets GREENGUARD certification requirements for acceptable air standards for low-emitting indoor p
Special Features:	
<input type="checkbox"/>	508 Section 508 item -Electronic/Information Technology item containing Section 508 features.
<input type="checkbox"/>	AbilityOne item -available from the national Industries for the Blind or Severely Handicapped under the Javits-Wagner-O'Day prog
<input type="checkbox"/>	UNICOR UNICOR item -mandatory source item available from the U.S. department of Justices, Federal Prison Industries (UNICOR) program
<input type="checkbox"/>	Ergonomic item
<input type="checkbox"/>	Pre-purchased stock
<input type="checkbox"/>	Scan code1 -click to enter Scan code below related to GSA Parallel Contracting program.
<input type="checkbox"/>	Scan code2 -click to enter Scan code below related to GSA Parallel Contracting program.
<input type="checkbox"/>	Scan code3 -click to enter Scan code below related to GSA Parallel Contracting program.
<input type="checkbox"/>	Hazmat item -item contains hazardous material, UNID required
508 URL: <input type="text"/>	
Scan code1: <input type="text"/>	
Scan code2: <input type="text"/>	
Scan code3: <input type="text"/>	
UNID code: <input type="text"/>	

Other Environmental Message, Product

Enter information on a product not appearing on the environmental message list.

Missing image: bm1.wmfAccessory Data

DATA FIELDS

The **Accessory Information** screen allows the vendor to describe accessories offered for each product under the current contract(s).

The **Accessory** [speed buttons](#) **Missing image: bm3.wmf** [Home Page](#), [Price Screen/Discounts](#), [Colors](#), [Special/Environmental Features](#), and [Search For Manufacturer's Number](#) provide detailed information for each accessory including discounts based on the GSA price and /or temporary price, special charges such as delivery and installation and various accessory colors.

Three additional speed buttons ([Expand Browser](#), [Close](#) and [Help](#)) are also available.

To access the **Accessory Information** screen from the [Main Screen](#), select

[File](#), [Open](#), **Accessory** or click on the **Accessory** [speed button](#)  on the Tool bar.

To navigate from one record to another, select [First](#), [Prior](#), [Next](#) or [Last](#).

To make changes or remove the record, select [Edit](#) or **Delete**.

Select [Save](#) from the navigator bar to save the record or [Cancel](#) to cancel the record.

See also:

[Add Accessory Information](#)

[Edit Accessory Information](#)

[Multiple Delete](#)

Contract Number, Accessory

Click on the arrow and a drop down list will appear. Select the contract number that applies to the accessory to be entered.

Special Item Number - Accessory

Special item number (SIN) for accessory being entered. This is a required field.

Manufacturer's Part Number, Options

The manufacturer's part number is required. For example, the 15' monitor is manufactured by 'Monitors Unlimited Co.' part number is MU15-25.

Manufacturer Name, Accessory

Name of the company manufacturing the accessory. Select a manufacturer name from the drop down menu or enter one in the input box if the name does not appear on the list. This is a required field.

Note: This field is now required for importing pricing, quantity discounts, accessories, environmental special features, and colors.

Import Main Menu

The *Main Menu* is the initial screen displayed when running Import. All other menu options are accessed from this screen. You may choose these options by using the [menu bar](#) at the top of the screen. In addition, certain options can be accessed using the [speed buttons](#) which are located on the [Toolbar](#) below the [menu bar](#).

The **Import** [speed buttons](#) **Missing image: bm54.wmf** [Move Data into Import](#), [Validate Data](#) and [Import Into SIP](#) are accessed from the **Main Menu**. If a [speed button](#) or menu option is [grayed](#), access to that option is not currently available. For example, if the [Validate Data](#) speed button is [grayed](#), you must first select the [Move Data into Import](#) [speed button](#) before the data can be verified.

To change or modify data before it is imported into the system, the user may select one or more of the following



[speed buttons](#): [Contractor](#), [Contract](#), [Product](#), [Accessory](#), [Options](#), and [Photo](#).

These [speed buttons](#) are also accessed from the **Main Menu**.

Two additional [speed buttons](#), [Close](#) and [Help](#), are contained on the far right side of the screen. These buttons appear on all of the screens.

Contract Part Number, Accessory

Enter the part or model number used by the contractor to identify the accessory.

National Stock Number, Accessory

Enter the national stock number assigned to the accessory. The fifth and sixth digits must be either '00' or '01'.

Accessory / Item Name, Accessory

The name of a particular accessory. This is a required field. **Inadequate accessory name may make your accessories difficult for customers to find. Accessories having more accurate and descriptive names will result in accessories more easily found and ordered!**

Product List, Accessory

Specify all of the products the accessory can be purchased with.

1. Single click on the **Product List** box.
2. Double click on the product name to attach the accessory to that product.

Accessory Description

Provide a description of the accessory. You may enter up to a 1000 character description to describe your accessory. This is a required field.

Accessory Dimension

Length

Enter the accessory's length.

Width

Enter the accessory's width.

Height

Enter the height of the accessory.

Unit of Issue, Accessory

A drop-down list of packaging 'units' will appear. Select the unit which best describes how you supply the accessory at the GSA price. For example, if the accessory is a 'printer', then the GSA price will likely represent a unit of 'each'. If the accessory is 'diskette' and the GSA price is for a single diskette, then the unit is also 'each'. However, if the GSA price is for a box of 10 diskettes, then the unit would be 'Box'.

Qty Per Unit, Accessory

If you chose a unit which requires a quantity, such as 'box', then you will be required to enter that quantity. Also specify the type of unit from the drop down list. For example, if the unit is 'box' and their are 12 disks per box, place a 12 in the first field and select 'disks' for the second field.

Order Increments, Accessory

If customers must order this accessory in specific quantity increments or minimums, enter that information here. This will help avoid receiving purchase orders for incorrect quantities. Entries should be numbers.

Standard Pack, Accessory

Describe the standard packaging of an accessory. This is useful information to provide to customers to encourage them to order in standard lots.

Accessory Web site Address (URL)

This field is provided to allow you to enter your World Wide Web Internet address for this specific

accessory. If you have a web address location which takes you directly to this accessory, enter the address here.

Note: Your Home Page Web address was already obtained under the Contractor Information section of this program.

Lead Time,Accessory

This is a required field. This field further describes the [Time of Delivery](#) days. Following are the Choices:

Shipped (after receipt of order)
Delivered (after receipt of order)
From date of award to date of completion (services only)

*If you select 'From date of award to date of completion (services only)' Time of Delivery must equal 0.

Select one of the three choices listed above from the drop down list.
The default value is Delivered (after receipt of order).

Warranty Intervals, Accessory

The warranty interval is the number of days, weeks, months, or years the warranty is effective. Valid values for the interval are 1- 999. This is a required field.

Note: If the [Warranty Period](#) is 'No Warranty', 'Standard Commercial Warranty' or 'Lifetime Warranty', the Warranty Interval must be 0 else interval must be at least 1.

Warranty Periods, Accessory

Select a warranty period from the drop down menu. This is a required field.

Note: If the warranty period is 'No Warranty', 'Standard Commercial Warranty' or 'Lifetime Warranty', the [Warranty Interval](#) must be 0 else interval must be at least 1.

Point of Production, Accessory

Select the country where the accessory is manufactured. Indicate a first and second point of production.

To find the latest country codes and state codes, go to the VSC website:
<http://vsc.gsa.gov/lookup/ppcc.cfm>.

Special/Environmental Features Screen - Accessory

The Special/Environmental Features Screen will appear automatically when an accessory is added. It

may be accessed also as a user option anytime the Accessory Screen is in focus.

The Special/Environmental Features Screen allows the user to select or de-select the appropriate messages for an accessory if the accessory contains environmentally beneficial or other special features. The user clicks 'Edit,' checks the boxes adjacent to the displayed messages, and then clicks 'Save.' Some features are not allowed for some Schedule and SIN combination. If the Environmental Special Feature is grayed out, that means the features is unavailable for that item.

Note1: If "Section 508 item" is checked, you may provide a URL for additional information in the URL box at the bottom of the screen. (optional)

Note2: If "Scan Code" is checked, you are required to enter a scan code in the box provided.

Note3: If "Hazmat item" is checked, you are required to enter a UNID code below.

Scan Code:

Scan code related to GSA Parallel Contracting program. The Scan code is typically a supplier's product identification number such as a barcode or part number. This field is only available for input if the "Scan code" feature is selected from the Environmental Special Features Screen.

UNID Code:

Enter a United Nations or Dept of Transportation Identification Number (UNID) to a hazardous material. First two characters must start with UN or NA or enter MSDS in the first 4 positions. This field is only available for input if the "UNID code" feature is selected from the Environmental Special Features Screen.

United Nations (UN) Numbers are four digit numbers used world-wide in international commerce and transportation to identify hazardous chemicals or classes of hazardous materials. These numbers generally range between 0000 and 3500 and should be preceded by the letters "UN" (for example "UN1005").

The North American (NA) Numbers are identical to UN numbers. If a material does not have a UN number, it may be assigned an NA number; these are usually 4-digit numbers starting with 8 or 9 such as 9037. Should be submitted as "NA9037".

508 URL:

If 'Item has section 508 accessibility features' is checked, you may provide a URL for additional information in the URL box at the bottom of the screen. (optional)













Product - Environmental/Special Features

Mfg.Part No: 0012EA





Instructions: please indicate below all environmental or special features applicable to this item. **Important:** new legislation now requires environmentally friendly items. It is important that you accurately indicate the environmental features of your items, as this may have a direct impact on the price of the item.

Check all features that apply. If Section 508 item is checked, you may enter a URL below that will provide customers additional information about the item. Grayed out features are not applicable to this item. Click on links below for more information.

Environmental Features:

- ☐  **FEMP Energy Efficiency item** -Item meets Federal Energy Mgmt Program energy efficient levels as required by EO 13123 and 13127
- ☐  **Comprehensive Procurement Guideline (CPG) program** -designated recycled item
- ☐ **Low VOC item** -meets volatile organic limits for its product class as listed by California Air Resources Board reg for reducing VOC
- ☐  **PRIME program item** -included in Navy's Plastics Removal in Marine Environment Program
- ☐  **Shipboard Use Approved item** -evaluated and tested by the US Navy and documented for use on Navy ships
- ☐  **HESHAP compliant item** -coating meets VOC/hazardous air pollutant emission limits per Natl Emissions Stds for Hazardous Air Po
- ☐  **GreenSeal item** -certified to meet or exceed voluntary standards for environmental preferable as established by GreenSeal
- ☐  **EPA Significant New Alternatives Program approved item** -meets the EPA Significant New Alternatives Program criteria requ
- ☐ **Biodegradable** -item is readily biodegradable in accordance with 40 CFR 796, Chemical Fate Testing
- ☐  **BioPreferred item** -item meets or exceeds USDA biobased content requirements.
- ☐  **WaterSense item** -item approved by EPA WaterSense program and meets or exceeds water efficiency and performance standar
- ☐  **Forest Stewardship Council** -wood in this item is certified to meet Forest Stewardship Council's principles, criteria and standard
- ☐  **EPA Primary Metals Free item** -item is free of cadmium, lead and/or mercury; chemicals included on the "31 Priority Chemical Lis
- ☐  **GreenGuard certified** -item meets GREENGUARD certification requirements for acceptable air standards for low-emitting indoor p

Special Features:

- ☐  **Section 508 item** -Electronic/Information Technology item containing Section 508 features.
- ☐  **AbilityOne item** -available from the national Industries for the Blind or Severely Handicapped under the Javits-Wagner-O'Day prog
- ☐  **UNICOR item** -mandatory source item available from the U.S. department of Justices, Federal Prison Industries (UNICOR) program
- ☐ **Ergonomic item**
- ☐  **Pre-purchased stock**
- ☐ **Scan code1** -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ **Scan code2** -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ **Scan code3** -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ **Hazmat item** -item contains hazardous material, UNID required

508 URL:

Scan code1:

Scan code2:

Scan code3:

UNID code:

Other Environmental Message, Accessory

Enter information on an accessory not appearing on the environmental message list.

Unit -- Options

Indicate the option's unit packaging. You may press ENTER to select from a list of unit codes. For example, a repair kit is included with the base product. The unit is 'kit'.

Frequently Asked Questions

Import for Schedule Input Program (SIP) Questions and Answers

Q: Where can I find documentation for Import program?

A: Import for SIP has its own icon in the Schedule Input Program group, and has its own \import subdirectory. The documentation can be found in the \import\template directory in the files import.txt. This file lists the files you can import, field/column names, maximum length, type of data, and whether or not it's a required field. All other .dbf, xls, and .txt files in that directory are [templates](#) to follow for the exact file layout to use for importing files.

Q: Is it faster/easier to import or to type in my products?

A: It depends. Take a look at the [templates](#). You have to be able to take your data from whatever format it's in now and make it fit either the ASCII text, dbf file or excel files format provided. If you've got your products in a file with columns already then it's not too hard to add missing required data. If it's in paragraph form in a word processing program then it could take as long to create the import files as it would to type the information into the SIP screens.

Q: Do I have to set up all the import files?

A: There are 18 files you can import but most people won't need all 18

To do a full import of your data you need a minimum of 6 files: icorpet, icontr, imols, iordaddr, iprod and iprice. Only set up the other files if they apply to your contract.

OR

To do a partial import of data you should type the Contractor and Contract information into SIP. That's all the same data that goes into the icorpet, icontr, imols and iordaddr. Then you only need to set up iprod and iprice (plus any others that apply). You can import it and then append the data to what you've already entered into SIP.

Q: Where should I put the import files after I've set them up?

A: The Import program expects the files to be in the \import directory, the same place the import.exe file is located. It will not read them from any other location.

Q: Does it matter if the data is in upper or lower case?

A: No. The import program will convert most of your data to uppercase. The PASSWORD, product descriptions and any Web site URL or email address fields are not converted.

Q: Do all the Manufacturer Part Numbers have to be different?

A: Yes, each Manufacturer Part Number must be unique.

Q: Can I import Accessory information?

A: Yes. The Accessory information should be included in iprod and iprice files. In iprice it is treated the same as the product pricing. In iprod you should not assign a product code in PRODCODE field, and be sure to make the ITEMTYPE field an 'A' for Accessory. That is how the program will know it should be separated from the products. To link an accessory to one or more products, use the iaccxpro file. In the file, the AccPart field is the manufacturer part number of the accessory and the MfgPart field the manufacturer part number of the product it is attached to.

Q: How does the iqtyvol file for Quantity or Volume Discounts work?

A: First you put the Contract Number, and the Mfr. Part Number in the first 2 fields (CONT_NUM, MFGPART). The next 2 fields (BREAK1, DISC_PCT1) are for the Discounted Price or the Percentage Off GSA Price--you should fill in one or the other but NOT both. The next 2 fields (RANGE1, ENDRANGE1) should be the range for the Quantity or Dollar Amount for which the discount applies. You can have up to 7 different breaks. QMSG is a text field available if you need to explain the discount structure further. IS_QTY should be Y if you offer discounts based on Quantity of items purchased. IS_QTY should be N if you offer discounts based on Dollar Amount of items purchased. IS_TEMP should be N unless you are offering temporary price discounts.

Q: What information goes into the WARNUMBER and WARPERIOD fields in iprod file?

A: Your warranty information. WARNUMBER should be a number such as 1, 0, 30 etc. WARPERIOD is a unit chosen from among the following: DAY, MONTH, YEAR, LIFE, NONE, STND. Some examples:

If you offer: WARNUMBER: WARPERIOD:

Lifetime Warranty 0 LIFE

No Warranty 0 NONE

Standard Commercial Warr. 0 STND

3 Month Warranty 3 MONTH

1 Year Warranty 1 YEAR

Q: Can I do an import at any time?

A: As long as there are no contracts for the same vendor in SIP that are expecting a response file, then you can import. Just be careful whether you choose to overwrite SIP data or append to what's already there. In most instances you'll want to Append to SIP.

Q: .How do I import my previous version of SIP installed in a different PC?

A: If you have a previous version of SIP installed in a different PC, follow the steps below:

1. In your SIP version 7.x computer, create a directory in which you want to put your previous version of SIP data (i.e. c:\oldsip).

2. Create a DATA sub-directory in the directory you created (i.e. c:\oldsip\data)

3. Copy all the files with an extension of .DBF in the previous version of SIP data directory to the DATA subdirectory you created.

4. For SIP version 4.x, create a LTABLES sub-directory in the directory you created (i.e. c:\oldsip\ltables). Copy the file *sipsys.dbf* in the previous version of SIP ltables directory to the LTABLES subdirectory you created. (Note:

if your SIP version 4.x is waiting for response file from VSC, you must process it first prior to this step)

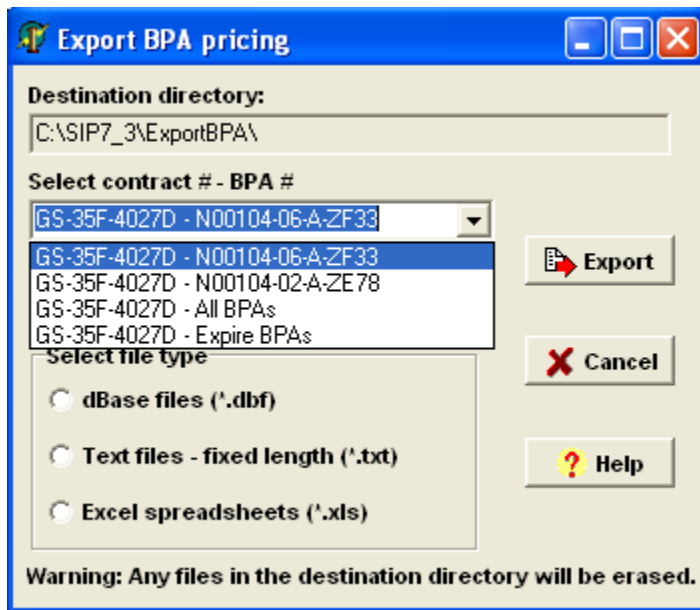
5. Run SIP import, click the Move data into Import speed button or select Import| Move data into Import from the menu bar.

Missing image: bm48.wmfHome Button

The Home Button is a new feature we have added to SIP and Import. It allows you to return to or close the [SIP Home Page](#) or [Import Home Page](#).

Export BPA Pricing

The Export BPA Pricing screen can only be accessed from the [BPA Pricing Screen](#). The Export BPA screen will allow you to export your [BPA](#) pricing data to .dbf, .txt, or .xls file formats. The file will be exported the ...\\ExportBPA directory. The Destination directory box will tell you exactly where your file will be placed. You may select a specific [Contract](#) and [BPA](#) number combination, all [BPAs](#) for a [contract](#), or expired [BPAs](#) for a contract from the dropdown menu. If you have one [contract](#) and [BPA](#) then you would only have only selection in the dropdown menu...



UPC/ISBN/GTIN/EAN

Items without UPCs create challenges for GSA, but more importantly, they degrade the shopping experience for our customers due to duplicate product listings and incorrect search matches. In order to improve the shopping experience for customers as well as generate customer loyalty and MAS sales, a UPC or ISBN will be required for products under certain SINs.

The UPC or ISBN is a numeric code that helps identify a product (ISBN is for books). You may enter EAN8, EAN13, GTIN14, or ISBN13 (for books) if you use these identifiers instead of a UPC. SIP will check these codes against an algorithm to ensure they are formatted correctly. You may not duplicate UPCs or ISBNs.

If you are a reseller, please check with the manufacturer or you may try searching the product on the web and include 'upc' in your search keywords. UPC is the number typically seen below the product's barcode.

UPC/ISBN input rules:

You may enter 8 digits for an EAN8.

You may enter 11 or 12 digits for a UPC. UPCs are always 12 digits. If 11 digits are entered, a 0 will be added to the beginning of the UPC (i.e. 036000294231).

You may enter 13 digits for a EAN13.

You may enter 13 digits for a ISBN13. ISBN must start with 978 or 979.

You may enter 14 digits for a GTIN (see www.gtin.info)

If you have questions concerning UPC/ISBNs contact the GSA Vendor Support Center (VSC) at 877-495-4849 or vendor.support@gsa.gov. Please do not contact your GSA contracting officer concerning UPC submissions.

Importing Photos Only

Photos can be imported from within the SIP, from the [Photo Screen](#) and within [SIP Import](#) with your entire catalog. This section of the help will focus on importing only photos.

Photos can only be of type JPEG, with a *.jpg or *.gif extension.

You may now have up to 4 photos per product or accessory.

Photo files must be less than 1MB in size.

Photo filenames must be less than 80 characters in length.

Copy Photos for all your items that you will be importing into your ...\\SIPv7\\PHOTO directory.

Create your IPhoto file using the [IPhoto template](#) and place the your file in the ...\\SIPv7\\ImportPhotos directory. Your IPhoto file can be MS Excel 2003, ASCII text, or DBF file.

For all products and accessories that you would like to add photos to, you must add the photo filenames including extensions to the IPHOTO import file in the 4 photo columns DEF_PHOTO, PHOTO2, PHOTO3, PHOTO4

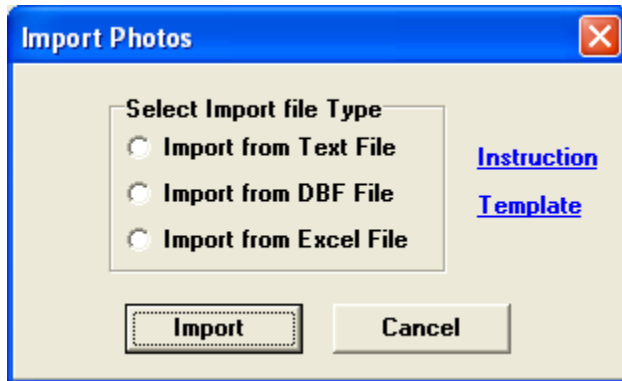
Up to 4 photos can be entered in the DEF_PHOTO, PHOTO2, PHOTO3, PHOTO4 fields in your IPhoto file.

The DEF_PHOTO column must have a photo in each record of your IPhoto file.

Once you are sure your IPhoto is correct and click the Import Photos hyperlink on the [Photo Screen](#), The Import Photos Screen will appear.

Select the import file type then click 'Import' button.

If there are any errors in your file you will be prompted to view and correct them. Once correct, click 'Import' button again. Your photos will be imported once all errors have been corrected.



Important: The manufacturer name is now required for iphoto

Photo Import Template

The IPhoto table can now be imported within SIP Import!!!

*****MFGNAME field has been added and is now required*****

If a field is a number it must conform the setup IE. 8.2 must look like '12345.78'. Only numbers and a period at the proper place can be allowed. fields without a decimal or decimal = 0 should not have a decimal in the string IE. 8.0 must look like '12345678'.

If a field is required, a value must be entered.

If a field is a boolean, it must be 'Y', 'N', 'T', or 'F'.

If a field is a character field, the system will automatically change all the alpha characters to upper case.

* **Note:** for importing excel file: ' ' can not be used in import data. Cell formatting is not required.

* **Note:** The '~' character at the end of the file is required for text files only. It does not apply to excel or dbf file.

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
---------	-------	------	------	-------	-------------

IPHOTO	photo information for product				
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1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
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31- 70	MFGPART	Text	40	Yes	Manufacturer part number. Must be found in Product table.
--------	---------	------	----	-----	---

71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
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110-190	DEF_PHOTO	Text	80	*Yes	Filename of first photo. This is the default photo that will be shown with product/accessory. This should be the largest and best photo.*DEF_PHOTO required for some SINS. See SIP Help for SINS requiring DEF_PHOTO for associated products (SIP contents/Import
---------	-----------	------	----	------	---

data/SIP lookup tables/ Special item number table)

191-270	PHOTO2	Text	80	No	Filename of second photo.
271-350	PHOTO3	Text	80	No	Filename of third photo.
351-430	PHOTO4	Text	80	No	filename of fourth photo
431-431	'~'			Yes	

Environmental Special Features Screen

The Special/Environmental Features Screen will appear automatically when a product or an accessory is added. It may be accessed also as a user option anytime the Product or Accessory Screen is in focus.

The Special/Environmental Features Screen allows the user to select or de-select the appropriate messages for a product if the product contains environmentally beneficial or other special features. The user clicks 'Edit,' checks the boxes adjacent to the displayed messages, and then clicks 'Save.' Some features are not allowed for some Schedule and SIN combination. If the Environmental Special Feature is grayed out, that means the features is unavailable for that item.

Note1: If "Section 508 item" is checked, you may provide a URL for additional information in the URL box at the bottom of the screen. (optional)

Note2: If "Scan Code" is checked, you are required to enter a scan code in the box provided.

Note3: If "Hazmat item" is checked, you are required to enter a UNID code below.

Scan Code:

Scan code related to GSA Parallel Contracting program. The Scan code is typically a supplier's product identification number such as a barcode or part number. This field is only available for input if the "Scan code" feature is selected from the Environmental Special Features Screen.

UNID Code:

Enter a United Nations or Dept of Transportation Identification Number (UNID) to a hazardous material. First two characters must start with UN or NA or enter MSDS in the first 4 positions. This field is only available for input if the "UNID code" feature is selected from the Environmental Special Features Screen.

United Nations (UN) Numbers are four digit numbers used world-wide in international commerce and transportation to identify hazardous chemicals or classes of hazardous materials. These numbers generally range between 0000 and 3500 and should be preceded by the letters "UN" (for example "UN1005").

The North American (NA) Numbers are identical to UN numbers. If a material does not have a UN number, it may be assigned an NA number; these are usually 4-digit numbers starting with 8 or 9 such as 9037. Should be submitted as "NA9037".

508 URL:

If 'Item has section 508 accessibility features' is checked, you may provide a URL for additional information in the URL box at the bottom of the screen. (optional)

Custom Text:

Some products such as stamps, stationaries, t-shirts, and awards require the customer to provide customized text. in the PO Note field. Use CT code if item requires custom text.

**NEW

FIPS:

This specific product and/or service has been approved by the GSA FIPS 201 Evaluation Program.















GSA Product - Environmental/Special Features

Mfg.Part No: ACS195026





Instructions: please indicate below all environmental or special features applicable to this item. **Important:** new legislation now r

Check all features that apply. If Section 508 item is checked, you may enter a URL below that will provide customers additional information about
Grayed out features are not applicable to this item. Click on links below for more information.

Environmental Features:

- ☒  **FEMP Energy Efficiency item** -Item meets Federal Energy Mgmt Program energy efficient levels as required by EO 13123 and 1
- ☐  **Comprehensive Procurement Guidelines (CPG) compliant** -meets/exceeds EPA Recovered Material advisory Notice (RMA)
- ☐ **Low Volatile Organic Compounds (VOC - paints)**
- ☐  **PRIME program item** -included in Navy's Plastics Removal in Marine Environment Program
- ☒  **Shipboard Use Approved item** -evaluated and tested by the US Navy and documented for use on Navy ships
- ☐  **NESHAP compliant item** -as established by National Emission Standard for hazardous Air Pollutant (NESHAP) regulation
- ☒  **GreenSeal item** -certified to meet or exceed voluntary standards for environmental preferable as established by GreenSeal
- ☒  **EPA Significant New Alternatives Program approved item** -meets the EPA Significant New Alternatives Program criteria req
- ☒  **Biodegradable** -item is readily biodegradable in accordance with 40 CFR 796, Chemical Fate Testing
- ☐  **BioPreferred item** -item meets or exceeds USDA biobased content requirements.
- ☐  **WaterSense item** -item approved by EPA WaterSense program and meets or exceeds water efficiency and performance stand
- ☐  **Forest Stewardship Council** -wood in this item is certified to meet Forest Stewardship Council's principles, criteria and standar
- ☐  **EPA Primary Metals Free item** -item is free of cadmium, lead and/or mercury; chemicals included on the "31 Priority Chemical Li
- ☐  **GreenGuard certified** -item meets GREENGUARD certification requirements for acceptable air standards for low-emitting indoor
- ☐  **FIPS 201 approved item** -this specific product and/or service has been approved by the GSA FIPS 201 Evaluation Program

Special Features:

- ☐ **508 Section 508 item** -Electronic/Information Technology item containing Section 508 features.
- ☐  **Ability One item** -mandatory source item available from NIB or NISH under the AbilityOne program
- ☐  **UNICOR item** -mandatory source item available from the U.S. department of Justices, Federal Prison Industries (UNICOR) program
- ☐  **Ergonomic item**
- ☐  **Pre-purchased stock**
- ☐ **Scan code1** -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ **Scan code2** -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ **Scan code3** -click to enter Scan code below related to GSA Parallel Contracting program.
- ☐ **Hazmat item** -item contains hazardous material, UNID required
- ☐ **This product requires custom text when ordered (i.e. stamps,awards,stationary, etc.)**

508 URL:

Scan code1:

Scan code2:

Scan code3:

UNID code:

508 URL

508 URL is an option field that can be used to enter a URL. The URL should point to a location that better describes the 508 accessibility of your item. This field is only available for input if the 508 feature is selected from the [Environmental Special Features Screen](#).

Register

Before a vendor can submit their catalog to GSA, they must register their contract with the VSC. Once they have registered, they will receive a GSA assigned password. To register, you need [contract number](#), [DUNS](#), [Schedule](#), and Company info. See also [SIP Registration](#) for more details.

IMPORT Templates

(Please expand your screen)

IMPORT FILES SETUP AND TEST REQUIREMENTS

THE IBPA TABLE CAN NOW BE IMPORTED WITHIN SIP IMPORT!!!

If a field is a number it must conform the setup ie. 8.2 must look like '12345.78'. Only numbers and a period at the proper place can be allowed. fields without a decimal or decimal = 0 should not have a decimal in the string ie. 8.0 must look like '12345678'.

If a field is required, a value must be entered.

*****MFGNAME field was added to iprice, iqtyvol,.imsg, iaccxpro, ibpa, icolors, iphoto, and ioptions tables*****

If a field is a boolean, it must be 'Y', 'N', 'T', or 'F'.

If a field is a date, it must be in the format 'MM/DD/YY' or 'MM/DD/YYYY'

If a field is a character field, the system will automatically change all the alpha characters to upper case. The only exception should be the WWW address, E-mail address, and Product/Accessory Description.

* Note for importing excel files: ' ' ' can not be used in import data. Cell formatting is not required.

* Note: The '~' character at the end of each file is required for text files only. It does not apply to excel or dbf files.

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IACCXPRO	Link for accessories to products				
1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-

9999A','GS-99F-999AA' or '47AAAAAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAAAAA' for VA contract) in CONTR.TXT.
 31- 70 MFGPART Text 40 Yes Manufacturer part number. Must be found in Product table. Cannot equal accpart.
 71- 110 PROD_MFR Text 40 Yes Product Manufacturer name. Must be found in Product table.
 111-150 ACCPART Text 40 Yes Accessory part number. Must be found in Product table. Cannot equal mfgpart.
 151-190 ACC_MFR Text 40 Yes Accessory Manufacturer name. Must be found in Product table.
 191 '~' Yes

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IBPA	BPA Price and quantity/volume discount information table				
1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAAAAA' for VA contract) in CONTR.TXT.
31-70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-140	BPANUM	Text	30	Yes	BPA number.
141-150	BLIN	Text	10	No	BPA line item number from BPA document. Else blank.
151-167	BPAPRICE	Numb	17.4	Yes	BPA price.
168-184	MLP	Numb	17.4	Yes	GSA Price or Manufacturer List price if no GSA price.
185-185	DISC_TYPE	Numb	1	Yes	Discount type. 0= no volume discounts offered. 1= volume discounts are by quantity range. 2= discount ranges are by dollar range.
186-193	ST_RANGE1	Numb	8	No	Beginning range for the first break. If DISC_TYPE =1 then it must be greater than 1. If DISC_TYPE=2 then it must be greater than the BPAPRICE. If DISC_TYPE=0 then it must be 0.
194-201	END_RANGE1	Numb	8	No	Ending range for the first break. It must be greater than the beginning range.
202-218	PR_BREAK1	Numb	17.4	No	Discount BPA price for the first break.
219-226	DISC_PCT1	Numb	8.4	No	Percentage off of the regular BPA price for the first break.
227-234	ST_RANGE2	Numb	8	No	Beginning range for the 2nd break. It must be 1 greater than the previous ending range.
235-242	END_RANGE2	Numb	8	No	Ending range for the 2nd break. It must be greater than the beginning range.
243-259	PR_BREAK2	Numb	17.4	No	Discount BPA price for the 2nd break. It must be less than the previous break.
260-267	DISC_PCT2	Numb	8.4	No	Percentage off of the regular BPA price for the 2nd break. It must be greater than the previous break.
268-275	ST_RANGE3	Numb	8	No	Beginning range for the 3rd break.

It must be 1 greater than the previous ending range.

276-283 END_RANGE3 Numb 8 No Ending range for the 3rd break. It must be greater than the beginning range.

284-300 PR_BREAK3 Numb 17.4 No Discount BPA price for the 3rd break. It must be less than the previous break.

301-308 DISC_PCT3 Numb 8.4 No Percentage off of the regular BPA price for the 3rd break. It must be greater than the previous break.

309-316 ST_RANGE4 Numb 8 No Beginning range for the 4th break. It must be 1 greater than the previous ending range.

317-324 END_RANGE4 Numb 8 No Ending range for the 4th break. It must be greater than the beginning range.

325-341 PR_BREAK4 Numb 17.4 No Discount BPA price for the 4th break. It must be less than the previous break.

342-349 DISC_PCT4 Numb 8.4 No Percentage off of the regular BPA price for the 4th break. It must be greater than the previous break.

350-357 ST_RANGE5 Numb 8 No Beginning range for the 5th break. It must be 1 greater than the previous ending range.

358-365 END_RANGE5 Numb 8 No Ending range for the 5th break. It must be greater than the beginning range.

366-382 PR_BREAK5 Numb 17.4 No Discount BPA price for the 5th break. It must be less than the previous break.

383-390 DISC_PCT5 Numb 8.4 No Percentage off of the regular BPA price for the 5th break. It must be greater than the previous break.

391-398 ST_RANGE6 Numb 8 No Beginning range for the 6th break. It must be 1 greater than the previous ending range.

399-406 END_RANGE6 Numb 8 No Ending range for the 6th break. It must be greater than the beginning range.

407-423 PR_BREAK6 Numb 17.4 No Discount BPA price for the 6th break. It must be less than the previous break.

424-431 DISC_PCT6 Numb 8.4 No Percentage off of the regular BPA price for the 6th break. It must be greater than the previous break.

431-439 ST_RANGE7 Numb 8 No Beginning range for the 7th break. It must be 1 greater than the previous ending range.

440-447 END_RANGE7 Numb 8 No Ending range for the 7th break. It must be greater than the beginning range.

448-464 PR_BREAK7 Numb 17.4 No Discount BPA price for the 7th break. It must be less than the previous break.

465-472 DISC_PCT7 Numb 8.4 No Percentage off of the regular BPA price for the 7th break. It must be greater than the previous break.

473-473 '~'

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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ICOLORS Color information for product

1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-70	MFGPART	Text	40	Yes	Manufacturer part number. Must be

found in Product table.

71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-150	COLOR	Text	40	Yes	Color. Must be unique.
151	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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ICONTR Contract information table

1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31- 40	SCHEDCAT	Text	10	Yes	Schedule category number.
41- 75	A_NAME	Text	35	Yes	Contract administrator name.
76-105	A_PHONE	Text	30	Yes	Contract administrator phone number. Must be numbers.
106-135	A_FAX	Text	30	Yes	Contract administrator fax number. Must be numbers.
136-143	C_DELIV	Numb	8.0	Yes	Number of days for contract delivery. < 999 days.
144-160	MIN_ORD	Numb	17.4	Yes	Minimum dollar order that is authorized.
161-168	PRMPT_DISC	Numb	8.4	No	Prompt payment discount as a percentage value. >0 if PRMPT_PAY, < 100.00.
169-171	PRMPT_DAYS	Numb	3	No	Number of days considered to be prompt payment. >0 if PRMPT_PAY, < 31.
172-173	PPOINT	Text	2	Yes	Production point country code. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
174-175	PPOINT2	Text	2	No	Second production point country code. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
176-176	FOB_AK	Text	1	Yes	Freight-on-board for Alaska. 'D'-destination. 'O' origin (buyer pays shipping cost), 'N'-no delivery.
177-177	FOB_HI	Text	1	Yes	Freight-on-board for Hawaii. 'D'-destination. 'O' origin (buyer pays shipping cost), 'N'-no delivery.
178-178	FOB_PR	Text	1	Yes	Freight-on-board for Puerto Rico. 'D'- destination. 'O' origin buyer pays shipping cost), 'N'-no delivery.
179-179	FOB_US	Text	1	Yes	Freight-on-board for CONUS. 'D'-destination. 'O' origin (buyer pays shipping cost), 'W'-worldwide (CONUS= dest, outside CONUS = origin.
180-189	EFF_DATE	Date	10	Yes	Catalog effective start date.
190-192	WARNUMBER	Text	3	Yes	Time period for warranty. Must be between 1 and 999. 0 if warperiod is 'NONE', 'LIFE', 'STND'.
193-197	WARPERIOD	Text	5	Yes	Unit of time for warranty. Value should be 'DAY', 'WEEK', 'MONTH', 'YEAR', 'NONE', 'LIFE' or 'STND'.
198-203	REV_NUM	Text	6	Yes	Revision number.
204-233	CAT_MODS	Text	30	No	Modification number for the contract, if any.
234-235	LEADTIME	Text	2	Yes	Code to explain C_DELIV. 'AF' for time delivered after receipt of order, 'AE' for time shipped after receipt, 'AX' for award date to completion date.
236-315	A_EMAIL	Text	80	Yes	Contract administrator e-mail

address.

316-395	REF_FILE	Text	80	No	File name of reference file which can be attached to contract to describe products under it.
396	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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ICORPET Vendor information table

1- 35	VENDNAME	Text	35	Yes	Vendor name.
36- 70	DIVISION	Text	35	No	Corporate/division name.
71-105	V_STR1	Text	35	Yes	Corporate/division headquarters address 1.
106-140	V_STR2	Text	35	No	Corporate/division headquarters address 2.
141-170	V_CITY	Text	30	Yes	Corporate/division headquarters city.
171-172	V_STATE	Text	2	Yes	Corporate/division headquarters state. In SIP help(SIP contents/Import data/SIP lookup tables/State and country code table).
173-174	V_CTRY	Text	2	Yes	Corporate/division headquarters country. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
175-185	V_ZIP	Text	11	Yes	Corporate/division headquarters zip code.
186-215	V_PHONE	Text	30	Yes	Corporate/division headquarters telephone number. Must be numbers.
216-245	V_FAX	Text	30	Yes	Corporate/division headquarters fax number. Must be numbers.
246-325	V_WWW	Text	80	Yes	Corporate/division headquarters www address. First 7 char = 'http://'.
326-405	V_EMAIL	Text	80	Yes	Email address that can accept GSA Advantage purchase order.
406-435	PASSWORD	Text	30	Yes	Vendor support center provided password. Given out by the GSA help desk.
436-444	DUNS_NO	Text	9	Yes	DUNS number. Must be 9 digits.
445	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IFABRICS Fabric information for contract. If many of your products have fabrics choices, this table is useful.

1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31- 45	FABTYPE	Text	15	Yes	Fabric type.
46- 85	COLOR	Text	40	Yes	Color.
86-125	COLOR_NUM	Text	40	Yes	Color number.
126	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IMOLS - Contract Special Item Number (SIN) Table					
1-30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-45	SIN	Text	15	Yes	Special item number. In help(SIP help contents/Import data/SIP lookup tables/Special item number table) for current SCHEDCAT.
46-53	MOL	Numb	8.0	Yes	Maximum order limit for special item number. In SIP help(SIP help contents/Import data/SIP lookup tables/Maximum order Limit table) for current SIN.
54	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

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IMSG Environmental message information for product.					
1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31- 70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-112	EMSGCODE	Text	2	Yes	Environmental message code. SIP help(SIP help contents/Import data/SIP lookup tables/Environmental Message Table).
113-192	RECYCLED	Text	80	No	Recycled content for mfrpart. Example: Contains 50% recovered material which includes 20% post consumer material.
193-272	URL	Text	80	No	URL having Section 508 accessibility info for this product
273-312	SCANCODE	Text	40	No	Scan code related to GSA Parallel Contracting program.
313-318	HAZMAT	Text	6	No	Item has hazardous material. Enter United Nations Identification Number (UNID). First two characters must start with UN or NA or enter MSDS in the first 4 positions.
319	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

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IOPTIONS - Product Options (allows you to enter any options, colors, components or upgrades, so that customers may configure a product by selecting from available options)					
1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
31-70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT
71-110	MFGNAME	Text	40	Yes	Manufacturer name of attached product. Must be found in Product table.
111-150	OPT_PART	Text	40	Yes	Option part. Must be unique for a product
151-170	GROUP	Text	20	Yes	Option group. Name option groups so that similar options can be kept together. For example, if a computer has 3 available monitor sizes (e.g., 14", 15", 17"), each of these monitor options should be grouped together under the group name "monitors."
171-171	OPT_CODE	Text	1	Yes	Option code. 'I'-option INCLUDED as feature of product, 'S'-option can be SUBSTITUTED, 'A'-option can be ADDED, or 'O'-None can be selected.
172-179	OPT_QTY	Numb	8.0	Yes	Option quantity. Must be greater than 0.
180-181	OPT_UNIT	Text	2	Yes	Option unit. In SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
182-198	OPT_PRICE	Numb	17.4	Yes	Option price.
199-278	OPT_DESC	Text	80	Yes	Option description.
279-318	OPT_MFG	Text	40	Yes	Option manufacturer.
319-319	IS_DELETED	Y/N	1	No	If options is deletable and if Opt_Code is "I".
320	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IPHOTO photo information for product

1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31- 70	MFGPART	Text	40	Yes	Manufacturer part number. Must be found in Product table.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
110-190	DEF_PHOTO	Text	80	*Yes	Filename of first photo. This is the default photo that will be shown with product/accessory. This should be the largest and best photo.*DEF_PHOTO required for some SINs. See SIP Help for SINs requiring DEF_PHOTO for associated products (SIP contents/Import data/SIP lookup tables/ Special item number table)
191-270	PHOTO2	Text	80	No	Filename of second photo.
271-350	PHOTO3	Text	80	No	Filename of third photo.
351-430	PHOTO4	Text	80	No	filename of fourth photo.
431-431	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IPRICE Product specific price information table

1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-
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9999A', 'GS-99F-999AA' or '47AAAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAAA' for VA contract) in CONTR.TXT.					
31- 70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-127	GSAPRICE	Numb	17.4	Yes	GSA price.
128-144	TEMPRICE	Numb	17.4	No	Temporary GSA price reduction.
145-154	TPRSTART	Date	10	No	Temporary price start date. Required if TEMPRICE has a value
155-164	TPRSTOP	Date	10	No	Temporary price end date. Required if TEMPRICE has a value.
165-181	MLP	Numb	17.4	Yes	Manufacturer list price.
182-183	ZONE_NUM	Text	2	Yes	Zone number to which price applies. Zones are assigned at IZONE. '00' If there are no zones.
184	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IPROD - Product Information Table

1- 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAAA' for VA contract) in CONTR.TXT.
30-70	MFGPART	Text	40	Yes	Manufacturer part number. Must be unique for a contract.
71-110	MFGNAME	Text	40	Yes	Manufacturer name.
111-150	PRODNAME	Text	40	Yes	Product name.
151-190	VENDPART	Text	40	No	Vendor part number.
191-440	PRODDESC	Text	250	Yes	product description.
441-690	PRODDESC2	Text	250	No	Second description. Not until PRODDESC is full.
691-940	PRODDESC3	Text	250	No	Third description. Not until PRODDESC2 is full.
941-1190	PRODDESC4	Text	250	No	Forth description. Not until PRODDESC3 is full.
1191-1206	NSN	Text	16	No	National stock number. Format '9999-99-999-9999'.
1207-1219	VALUE1	Numb	13.4	No	Dimension value 1. Required if UNIT1 has a value.
1220-1232	VALUE2	Numb	13.4	No	Dimension value 2. Required if UNIT2 has a value.
1233-1245	VALUE3	Numb	13.4	No	Dimension value 3. Required if UNIT3 has a value.
1246-1259	DVOLUME	Numb	14.4	No	Dimension volume. Only used if FOB = 'O'
1260-1261	D_VUNIT	Text	2	No	Dimension unit volume. Only used if FOB = 'O'. Always "CF" cubic feet.
1262-1263	ISSCODE	Text	2	Yes	Unit of issue code. SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1264-1275	QTY_UNIT	Text	12	No	Quantity per unit package. Required if ISSFLAG=.T. ISSFLAG is in ILISSUE lookup table.
1276-1277	QP_UNIT	Text	2	No	Quantity of product per unit package. Required if ISSFLAG=.T. in SIP help(SIP help contents/Import

data/SIP lookup tables/Unit of issue table).

1278-1297	STDPACK	Text	20	No	Standard package size.
1298-1311	WEIGHT	Numb	14.4	No	Weight of product.
1312-1326	SIN	Text	15	Yes	Special item number. In . SIP help(SIP help contents/Import data/SIP lookup tables/Special item number table) and in related SCHEDCAT.
1327-1328	PPOINT	Text	2	Yes	Production point country code. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table)
1329-1348	INCR_OF	Text	20	No	Increments that products can be purchased in
1349-1428	P_WWW	Text	80	No	WWW address for this specific product. First 7 char = 'http://'.
1429-1431	WARNUMBER	Text	3	Yes	Time period for warranty. Must be between 1 and 999. 0 if warperiod is 'NONE', 'LIFE', 'STND'.
1432-1436	WARPERIOD	Text	5	Yes	Unit of time for warranty. Value should be 'DAY', 'WEEK', 'MONTH', 'YEAR', 'NONE', 'LIFE' or 'STND'.
1437-1444	P_DELIV	Numb	8.0	Yes	Product delivery. < 999 days.
1445-1446	LEADTIME	Text	2	Yes	Code to explain P_DELIV. 'AF' for time delivered after receipt of order, 'AE' for time shipped after receipt, 'AX' for award date to completion date.
1447-1448	UNIT1	Text	2	No	Dimension unit 1. Required if there is a value in VALUE1. in . SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1449-1450	UNIT2	Text	2	No	Dimension unit 2. Required if there is a value in VALUE2. in . SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1451-1452	UNIT3	Text	2	No	Dimension unit 3. Required if there is a value in VALUE3. in . SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1453-1454	TYPE1	Text	2	No	Dimension type 1. Required if UNIT1 or VALUE1 has a value. Must be 'LN'.
1455-1456	TYPE2	Text	2	No	Dimension type 2. Required if UNIT2 or VALUE2 has a value. Must be 'WD'.
1457-1458	TYPE3	Text	2	No	Dimension type 3. Required if UNIT3 or VALUE3 has a value. Must be 'HT'.
1459-1459	ITEMTYPE	Text	1	Yes	Item type. Must be 'P' or 'A'. P=Product, A=Accessory.
1460-1473	UPC	Text	14	*Yes	UPC must be 12 digits (you may enter 11 and will assume UPC has leading zero). You may enter EAN8, EAN13, GTIN14, or ISBN13 (for books) if you use these identifiers instead of a UPC. ISBN13 must start with 978 or 979. You may pad any of these identifies with zero(s) to make a 14 digit GTIN. *UPC required for some SINS. See SIP Help for SINS requiring UPC for associated products (SIP contents/Import data/SIP lookup tables/ Special item number table).
1474-1481	UNSPSC	Text	8	No	UNSPSC must be 8 digits all numeric and not start with 0.
1482-1482	FOB_AK	Text	1	Yes	Freight-on-board for Alaska. 'D'- destination. 'O' origin (buyer pays shipping cost), 'N'-no delivery.
1483-1483	FOB_HI	Text	1	Yes	Freight-on-board for Hawaii. 'D'- destination. 'O' origin (buyer pays shipping cost), 'N'-no delivery.
1484-1484	FOB_PR	Text	1	Yes	Freight-on-board for Puerto Rico. 'D'- destination. 'O' origin (buyer pays shipping cost), 'N'-no delivery
1485-1485	FOB_US	Text	1	Yes	Freight-on-board for CONUS. 'D'- destination. 'O' origin (buyer pays shipping cost), 'W'-worldwide (CONUS= dest, outside CONUS = origin.
1486-1489	PSC_CODE	Text	4	No	Product Service Code. Must be 4

```
characters and can only contain letters and numbers.
1490      '~'                                Yes
```

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
-					
1QTYVOL	Product quantity/volume discount information table				
1-30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAAAAA' for VA contract) in CONTR.TXT.
31-70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-127	BREAK1	Numb	17.4	Yes	Discount GSA price for the first break. If not temp discount record.
128-135	DISC_PCT1	Numb	8.4	Yes	Percentage off of the regular GSA price for the first break.
136-143	RANGE1	Numb	8.0	Yes	Beginning range for the first break. If IS_QTY='Y' then it must be greater than 1. If IS_QTY='N' then it must be greater than the GSAPRICE.
144-151	ENDRANGE1	Numb	8.0	Yes	Ending range for the first break. It must be greater than the beginning range.
152-168	BREAK2	Numb	17.4	No	Discount GSA price for the 2nd break. It must be less than the previous break.
169-176	DISC_PCT2	Numb	8.4	No	Percentage off of the regular GSA price for the 2nd break. It must be greater than the previous break.
177-184	RANGE2	Numb	8.0	No	Beginning range for the 2nd break. It must be 1 greater than the previous ending range.
185-192	ENDRANGE2	Numb	8.0	No	Ending range for the 2nd break. It must be greater than the beginning range.
193-209	BREAK3	Numb	17.4	No	Discount GSA price for the 3rd break. It must be less than the previous break.
210-217	DISC_PCT3	Numb	8.4	No	Percentage off of the regular GSA price for the 3rd break. It must be greater than the previous break.
218-225	RANGE3	Numb	8.0	No	Beginning range for the 3rd break. It must be 1 greater than the previous ending range.
226-233	ENDRANGE3	Numb	8.0	No	Ending range for the 3rd break. It must be greater than the beginning range.
234-250	BREAK4	Numb	17.4	No	Discount GSA price for the 4th break. It must be less than the previous break.
251-258	DISC_PCT4	Numb	8.4	No	Percentage off of the regular GSA price for the 4th break. It must be greater than the previous break.
259-266	RANGE4	Numb	8.0	No	Beginning range for the 4th break. It must be 1 greater than the previous ending range.
267-274	ENDRANGE4	Numb	8.0	No	Ending range for the 4th break. It must be greater than the beginning range.
275-291	BREAK5	Numb	17.4	No	Discount GSA price for the 5th break. It must be less than the previous break.
292-299	DISC_PCT5	Numb	8.4	No	Percentage off of the regular GSA price for the 5th break. It must be greater than the previous break.
300-307	RANGE5	Numb	8.0	No	Beginning range for the 5th break. It must be 1 greater than the previous ending range.
308-315	ENDRANGE5	Numb	8.0	No	Ending range for the 5th break. It must be greater than the beginning range.

316-332	BREAK6	Numb	17.4	No	Discount GSA price for the 6th break. It must be less than the previous break.
333-340	DISC_PCT6	Numb	8.4	No	Percentage off of the regular GSA price for the 6th break. It must be greater than the previous break.
341-348	RANGE6	Numb	8.0	No	Beginning range for the 6th break. It must be 1 greater than the previous ending range.
349-356	ENDRANGE6	Numb	8.0	No	Ending range for the 6th break. It must be greater than the beginning range.
357-373	BREAK7	Numb	17.4	No	Discount GSA price for the 7th break. It must be less than the previous break.
374-381	DISC_PCT7	Numb	8.4	No	Percentage off of the regular GSA price for the 7th break. It must be greater than the previous break.
382-389	RANGE7	Numb	8.0	No	Beginning range for the 7th break. It must be 1 greater than the previous ending range.
390-397	ENDRANGE7	Numb	8.0	No	Ending range for the 7th break. It must be greater than the beginning range.
398-477	QMSG	Text	80	No	Enter any terms applicable to quantity discounts.
478-478	IS_QTY	Text	1	Yes	Yes/no field. 'Y' if discounts are based on the quantity of the product purchased. 'N' if discounts are based on the total purchase price of the product.
479-479	IS_TEMP	Text	1	Yes	Yes/no field. Is this a temporary price? Must be 'Y' or 'N'.
480-481	ZONE_NUM	Text	2	Yes	Zone number. Zone to which the price applies. (Zones are assigned at IZONE.) '00' if there are no zones.
482	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IREMITOR Contract order address information table

1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-65	R_NAME	Text	35	Yes	Contact name for order address.
66-100	R_STR1	Text	35	Yes	Street address for order address.
101-135	R_STR2	Text	35	No	Street address 2 for order address.
136-165	R_CITY	Text	30	Yes	City for order address.
166-167	R_STATE	Text	2	Yes	State for order address. In SIP help(SIP contents/Import data/SIP lookup tables/State and country code table).
168-169	R_CTRY	Text	2	Yes	Country for remittance order. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
170-180	R_ZIP	Text	11	Yes	Zip code for order address.
181-210	R_PHONE	Text	30	Yes	Telephone number for order address. Must be numbers.
211-240	R_FAX	Text	30	Yes	Fax number for order address. Must be numbers.
241-320	R_EMAIL	Text	80	Yes	Send orders to this email address.
321	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
ISPECTER Product/contract special terms & conditions table					
1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-55	SPECNAME	Text	25	Yes	Special term name. In . SIP help(SIP help contents/Import data/SIP lookup tables/Special charges table).
56-72	CHARGE	Numb	17.4	Yes	Special term charge.
73-152	SPECDESC	Text	80	No	Special term description.
153-154	S_PER	Text	2	Yes	Unit of special term measurement. SIP help(SIP contents/Import data/SIP lookup tables/unit of issue table).
155	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IZONE Contract Zone table. If prices vary by geographic zone, assign zone numbers to each state, up to 10 zones, numbered 1-10. AK, HI, PR and VI must >= 0. All others > 0.					
1 -30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A','GS-99F-999AA' or '47AAAAAAAAA'('V999P-99999','V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31-32	AK	Numb	2	No	Alaska zone number. Required if you have zones.
33-34	AL	Numb	2	No	Alabama zone number. Required if you have zones.
35-36	AR	Numb	2	No	Arkansas zone number. Required if you have zones.
37-38	AZ	Numb	2	No	Arizona zone number. Required if you have zones.
39-40	CA	Numb	2	No	California zone number. Required if you have zones.
41-42	CO	Numb	2	No	Colorado zone number. Required if you have zones.
43-44	CT	Numb	2	No	Connecticut zone number. Required if you have zones.
45-46	DC	Numb	2	No	District of Colombia zone number. Required if you have zones.
47-48	DE	Numb	2	No	Delaware zone number. Required if you have zones.
49-50	FL	Numb	2	No	Florida zone number. Required if you have zones.
51-52	GA	Numb	2	No	Georgia zone number. Required if you have zones.
53-54	HI	Numb	2	No	Hawaii zone number. Required if you have zones.
55-56	IA	Numb	2	No	Iowa zone number. Required if you have zones.
57-58	ID	Numb	2	No	Idaho zone number. Required if you have zones.

59-60	IL	Numb	2	No	Illinois zone number. Required if you have zones.
61-62	IN	Numb	2	No	Indiana zone number. Required if you have zones.
63-64	KS	Numb	2	No	Kansas zone number. Required if you have zones.
65-66	KY	Numb	2	No	Kentucky zone number. Required if you have zones.
67-68	LA	Numb	2	No	Louisiana zone number. Required if you have zones.
69-70	MA	Numb	2	No	Massachusetts zone number. Required if you have zones.
71-72	MD	Numb	2	No	Maryland zone number. Required if you have zones.
73-74	ME	Numb	2	No	Maine zone number. Required if you have zones.
75-76	MI	Numb	2	No	Michigan zone number. Required if you have zones.
77-78	MN	Numb	2	No	Minnesota zone number. Required if you have zones.
79-80	MO	Numb	2	No	Missouri zone number. Required if you have zones.
81-82	MS	Numb	2	No	Mississippi zone number. Required if you have zones.
83-84	MT	Numb	2	No	Montana zone number. Required if you have zones.
85-86	NC	Numb	2	No	North Carolina zone number. Required if you have zones.
87-88	ND	Numb	2	No	North Dakota zone number. Required if you have zones.
89-90	NE	Numb	2	No	Nebraska zone number. Required if you have zones.
91-92	NH	Numb	2	No	New Hampshire zone number. Required if you have zones.
93-94	NJ	Numb	2	No	New Jersey zone number. Required if you have zones.
95-96	NM	Numb	2	No	New Mexico zone number. Required if you have zones.
97-98	NV	Numb	2	No	Nevada zone number. Required if you have zones.
99-100	NY	Numb	2	No	New York zone number. Required if you have zones.
101-102	OH	Numb	2	No	Ohio zone number. Required if you have zones.
103-104	OK	Numb	2	No	Oklahoma zone number. Required if you have zones.
105-106	OR	Numb	2	No	Oregon zone number. Required if you have zones.
107-108	PA	Numb	2	No	Pennsylvania zone number. Required if you have zones.
109-110	PR	Numb	2	No	Puerto Rico zone number. Required if you have zones.
111-112	RI	Numb	2	No	Rhode Island zone number. Required if you have zones.
113-114	SC	Numb	2	No	South Carolina zone number. Required if you have zones.
115-116	SD	Numb	2	No	South Dakota zone number. Required if you have zones.

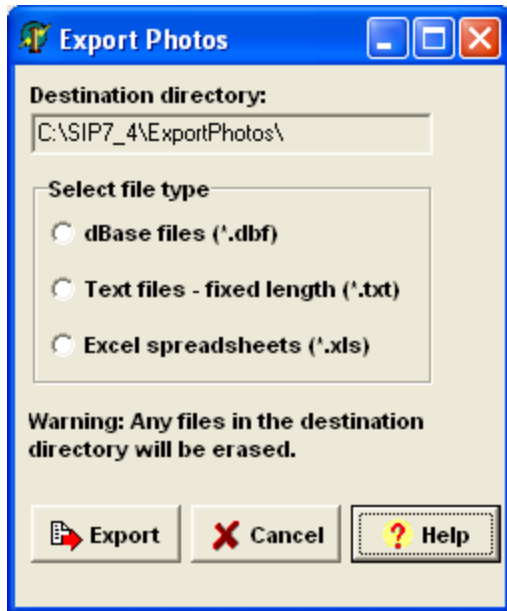
if you have zones.					
117-118 TN	Numb	2	No	Tennessee zone number. Required if	
you have zones.					
119-120 TX	Numb	2	No	Texas zone number. Required if you	
have zones.					
121-122 UT	Numb	2	No	Utah zone number. Required if you	
have zones.					
123-124 VA	Numb	2	No	Virginia zone number. Required, if	
you have zones.					
125-126 VI	Numb	2	No	Virgin Islands zone number.	
Required if you have zones.					
127-128 VT	Numb	2	No	Vermont zone number. Required if	
you have zones.					
129-130 WA	Numb	2	No	Washington zone number. Required if	
you have zones.					
131-132 WI	Numb	2	No	Wisconsin zone number. Required if	
you have zones.					
133-134 WV	Numb	2	No	West Virginia zone number. Required	
if you have zones.					
135-136 WY	Numb	2	No	Wyoming zone number. Required if	
you have zones.					
137 '~'			Yes		

Zone / Range

Enter the applicable rate for this line. Rates do not have to include a copy allowance range. The number of zones or copier ranges displayed depends upon the number of service zones or copiers ranges you previously entered (5 maximum).

Export Photos

The Export Photo screen can only be accessed from the [Photo Screen](#). The Export Photo screen will allow you to export your products and accessories to IPhoto file in .dbf, .txt, or .xls file formats, if they have photos attached or not. The file will be exported the ...SIPV7\ExportPhotos directory. The Destination directory box will tell you exactly where your file will be placed. The exported IPhoto file can be used to [import photos](#) back into SIP once all your changes have been made.



Note: If you have previously exported data. It will be overwritten with a new exported IPhoto file.

BPA Quantity Volume Discounts

The BPA Discount screen allows you to specify Quantity and or Dollar Volume discounts for a product that has a BPA Price. It can be reached by pressing the **Qty/Vol** button on the BPA Price screen or the [BPA Pricing Screen](#). You may enter discounts that are less than the BPA Price.

There are 2 types of discounts that can be selected [Quantity](#) and [Dollar Volume](#). These are discounts applied to the GSA price. You can select each type of discount by clicking on the appropriate tab at the top of the form. After you have clicked the tab, the values displayed on the grid will be for the selected discount type. Your discounts must be all quantity discounts or all dollar volume discounts. If you try to save a quantity discount and a dollar discount at the same time, you will be given an error message and will have to delete one of them.

BPA Quantity discounts for mfg. part: INDOOR LIGHT 3000

Quantity | Dollar volume | **BPA price: \$400.0000**

	Start range	End range	BPA price	Discount %
1 Quantity break	2	89	\$360.0000	0.0000%
2 Quantity break	90	99	\$350.0000	0.0000%
3 Quantity break	100	149	\$325.0000	0.0000%
4 Quantity break	150	99999999	\$290.0000	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

Note: Clicking on any of the tabs labeled [Quantity](#) or [Dollar volume](#), opens a discount 'page'. You may remove all of the discount information from an individual 'page' by clicking on its tab and then clicking on the [Clear Page](#) button under the Clear label. You may also remove all of the discount information associated with a price by clicking the [Clear All](#) button under the same Clear label. You may copy all of the discount information from an individual 'page' by clicking on its tab and then clicking on [Copy Page](#) button under the Copy label. You may also copy all of the discount information associated with a price by clicking the [Copy All](#) button under the same Copy label.

To add or edit the discounts, the **Edit** or **Add** button at the top of the application must first be pressed. After your changes have been made, click on [Save](#) to save the record or [Cancel](#) to cancel the record

BPA Price Information Screen

This screen allows you to view, edit, add, or delete [BPA](#) price for a particular product. If the product does not have a [GSA Price](#) and you delete the [BPA](#) Price the product will also be deleted.

Catalog Price: This is the price that the product goes for normally with out any government discounts.

BPA Price: The negotiated government price for a product.

BLIN: The BPA Line Item number for the current product

QtyVol Button: Brings up the [BPA Quantity Volume Discount Screen](#)

Product - BPA Price Information

Manufacturer Part #: INDOOR LIGHT 1000

<u>Catalog price</u>	<u>BPA price</u>	<u>BLIN</u>	<u>Discounts</u>
\$ 1200.00	\$ 920.00		Qty/Vol

View items without photos

From the [Photo Screen](#), this option will change the contents of the browse window so that it list only items that do not have photos attached to them.

General: Using the SIP software, you may enter pricing for BPAs issued against GSA schedule contracts. BPA pricing can only be entered if the BPA has been included on the approved BPA Table. A request to include BPA pricing on GSA Advantage (and the table) must come from the agency originating the BPA. If you as a vendor would like to include BPA pricing on GSA Advantage, please contact the agency contracting office who may contact GSA at 703-605-1811. Please be aware that the BPA Table also contains those agencies authorized to purchase from the BPA on GSA Advantage. All other agencies will not be able to view or purchase from the BPA.

Remove photo(s)

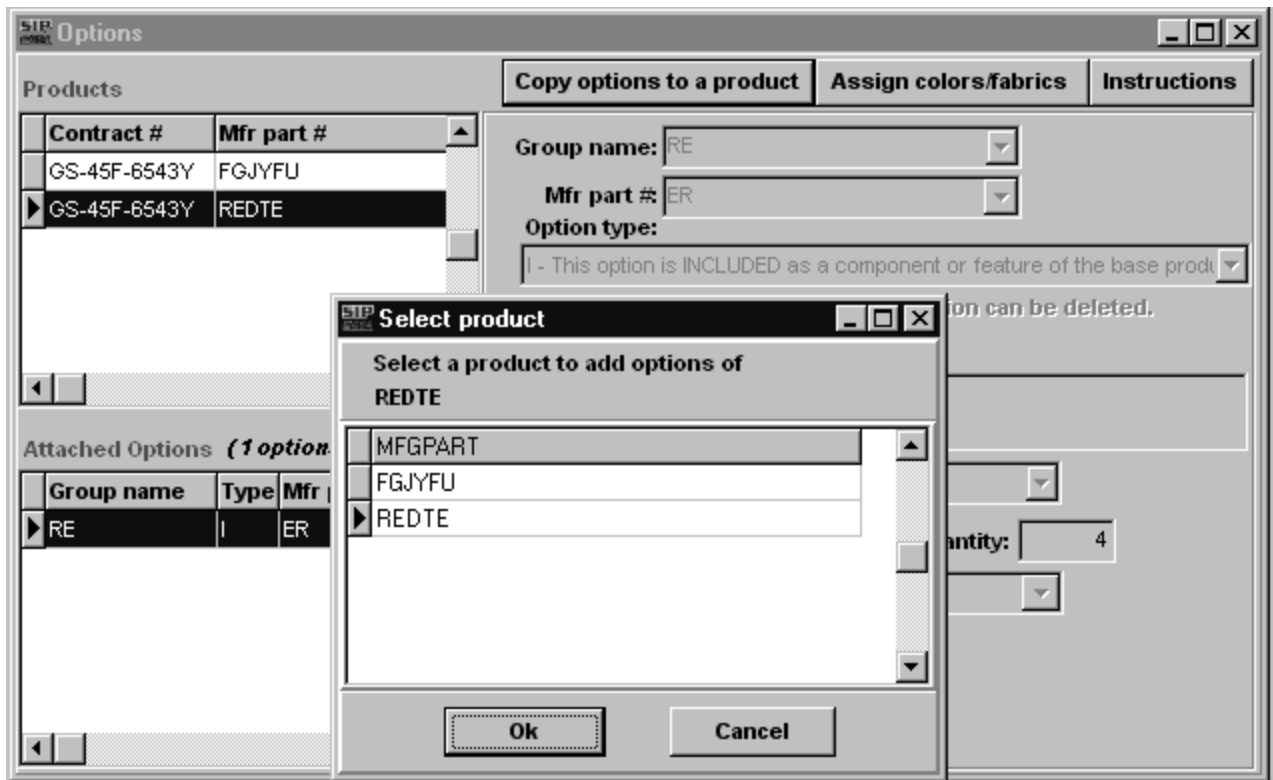
From the [Photo Screen](#), this button will allow you to remove photos from as many items as needed. You may hold down the Ctrl key and randomly click items from the list. Or you may hold down the Shift key and click the 1st and then the last item you need to select a block of items from the browse window. Once you are satisfied with your selection. Click the Remove photo(s) button and all the photos attached to your selection will be removed.

View photos for selected item

From the [Photo Screen](#), this button allows you to view all the photos attached to the currently selected item. Photos will be shown below the [select a photo\(s\)](#) dropdown. You may then change the default photo, add/remove some of the photos, and/or double click another record and attach those photos to another item.

Options, copy options to a product

You can copy option(s) of one product to another product.



1. From the options screen, select the product that has the option(s) you want to copy to another product.
2. Click **copy options to a prod.** button. **Copy Options** screen will appear.
3. Choose a product you want to copy the option(s) to from the list.
4. Click **Ok** button to copy the option(s).
5. To cancel the action, click **cancel** button.

Notice: You can only copy option(s) to a product that has no option(s).
If the product you select has options you will get an error message when you click the Ok button.

UNSPSC

UNSPSC is an optional field that, if entered, must be 8 digits all numeric. UNSPSC can not start with "0"

FPT - FORMATTED PRODUCT TOOL

FPT is a new GSA Web Application, that allows vendors to submit their catalogs through this new channel. Currently FPT does not allow for [BPA](#) catalog submissions. SIP will allow vendors, who have decided to use FPT to submit their GSA MAS, to use SIP to submit their [BPA](#) catalogs.

Once daily, SIP will automatically check for a FPT catalogs, for vendors that have contracts that allow for [BPA](#) catalog submissions. If found, SIP will automatically download, import, validate, and move the data into SIP. Once FPT data has been moved into SIP, the vendor **will not be able** to modify their MAS data within the program. However SIP will allow the vendor to add/modify [BPA](#) pricing...

You may also check for FPT files by using the "Check for FPT Catalogs" option under "Communications" on main menu of SIP

Abort

Abort allows the user to stop the current process in while it is running.

Import Home Page

The new Import 'Home' page contains links to existing functions, new functions, Import Layouts, and links to important GSA websites.

Import Steps: this area will list the steps to successfully importing your data into SIP.

'Register' - If vendor has not yet registered.

'Export existing SIP file' - This is an optional step if you want to start with data that is currently in SIP.

'Create import files' - Once you have decided which format you will be using to import your data you must enter your data into the correct [templates](#).

'Import data' - Same as [Move data into Import](#).

[Validate data](#) - Checks imported data for errors.

'View error Report' This section allows you to look at the errors generated and go to the appropriate screens to make corrections.

'Move data Into SIP' - Once all errors have been corrected, you may move your data into SIP. Same as [Import into SIP](#)

'Go to SIP, Review data and send catalog file to GSA' - Once your data has been moved to SIP, this option will close Import and Start SIP.

Welcome to SIP Import! This section provides a welcome, benefits, and other basic information including a number of direct links to existing functions.

Import Layout - This will bring up a list of tables and the data that belongs in each field.

We have added an [Lookup Table](#) link to the GSA website. Here you can find lookup tables to help you import your data.

GSA websites. Opens new browser and links to appropriate website.

A new 'Home' icon has been placed before the Contractor icon. Clicking on this icon returns the user to the home page. If the vendor is currently on the Home page, clicking it will hide the Home Page. Clicking it again will make it reappear.

A new 'Import' icon has placed the GSA icon. This will better highlight this option. Clicking this link will close SIP and open SIP Import.

Important: The manufacturer name is now required iprice, iqtyvol,ibpa, iphoto, iaccxpro,

imsg, icolors, and ioptions

Missing image: bm70.wmfOptions Screen

DATA FIELDS

The Options screen allows you to enter any options, components or upgrades available with a product. You may also enter colors as an option. This information will be displayed on GSA *Advantage!* so that customers may configure a product by selecting from available [options](#), components, upgrades or colors. Based upon the [options](#) chosen, additional charges or credits may be applied to the base price to establish a final selling price for the configuration.

A desktop computer is a good example of a product having [options](#). A base computer may have a variety of optional processor sizes, memory, or hard drives. The customer may also be able to choose the size of the monitor, or whether or not the computer has a CD-ROM drive.

To access the Options screen from the menu bar, select **File, Open, Options** or click on the **Options** speed button **Missing image: bm72.wmf** on the Toolbar.

Two additional speed buttons ([Close](#) and [Help](#)) are also available.

To navigate from one option record to another within the current product, select **First, Prior, Next** or **Last**.

To make changes to the record, select **Delete** or **Edit**.

Select [Save](#) to save the record or [Cancel](#) to cancel the record.

See also:

[Add Option Information](#)

[Edit Option Information](#)

[Search for product.](#)

[Copy options to a product.](#)

[Assign colors/fabrics.](#)

Group Name

Options are 'grouped' so that similar options are kept together. For example, if a computer has 3 available monitor sizes (i.e., 14', 15', 17'), each of these monitor options should be grouped together under the group name 'monitors'. Please note that customers can select only one option per group. Using the monitors example above, a customer cannot select both a 14' and a 17' monitor. If your options are not 'grouped', you may need to enter them as accessories.

You may select a group name for each option from the **Group Name** drop down list, or type in a new **Group Name**.

Deleted option

Check this box by using the mouse if this option is included but can be DELETED from the base

product. For example, a choice of 'none' can be made and a monitor which is included with the PC will be deleted. If a credit is given, enter the credit amount in the GSA Credit field.

Do Lease Rates Include Maintenance?

Check this box if rates entered also include the cost of maintenance.

Discounts, Products

DATA FIELDS

The **Discounts** screen allows you to specify Quantity and or Dollar Volume discounts for your products, services or accessories. It can be reached by pressing the **Qty/Vol** button on the [Price](#) screen. You may enter discounts that apply to the GSA Price and or the Temporary Price. However, all discounts must be structured exactly the same for a contract.

There are four types of discounts that can be selected [Quantity](#), [Dollar Volume](#), [Temporary Quantity](#) and [Temporary Dollar Volume](#). The first two discounts apply to the GSA price, while the second two are for the temporary price. You can select each type of discount by clicking with the left mouse button on the appropriate tab at the top of the form. After you have clicked the tab, the values displayed on the grid will be for the selected discount type. Note that while you can select all four types of discounts, not all combinations of discounts are valid. Either your discounts must be all quantity discount or all dollar volume discount. If you try to save a quantity discount and a dollar discount at the same time, you will be given an error message and will have to delete one of them.

Click on the image for more information.

The screenshot shows a software window titled "Quantity/Volume Discounts". It has four tabs: "Quantity", "Dollar volume", "Temporary quantity", and "Temporary dollar volume". The "Quantity" tab is selected. Below the tabs is a table with the following data:

	Start Range	End Range	GSA Price	Discount %
1 Quantity Break	23	35	\$0.00	10.00%
2 Quantity Break	0	0	\$0.00	0.00%
3 Quantity Break	0	0	\$0.00	0.00%
4 Quantity Break	0	0	\$0.00	0.00%
5 Quantity Break	0	0	\$0.00	0.00%
6 Quantity Break	0	0	\$0.00	0.00%
7 Quantity Break	0	0	\$0.00	0.00%

Below the table, there is a text field labeled "Discount Conditions:" and a button labeled "Insert 99999999 if the Range is '+' or up to Maximum Order". On the right side of the window, there are buttons for "Clear All", "Page", "Copy All", and "Page".

Note: Clicking on any of the tabs labeled [Quantity](#), [Dollar volume](#), [Temporary quantity](#), and [Temporary. dollar volume](#) opens a discount 'page'. You may remove all of the discount information from an individual 'page' by clicking on its tab and then clicking on [Clear Page](#).button under the Clear label You may also remove all of the discount information associated with a price by clicking the [Clear All](#). button under the same Clear label. You may

copy all of the discount information from an individual 'page' by clicking on its tab and then clicking on [Copy Page](#) button under the Copy label. You may also copy all of the discount information associated with a price by clicking the [Copy All](#) button under the same Copy label.

To add or edit the discounts, the **Edit** or **Add** button at the top of the application must first be pressed. After your changes have been made, click on [Save](#) to save the record or [Cancel](#) to cancel the record.

Price Adjustment/Reductions

The Price Adjustments/Reductions form allows you modify prices for a [range of products](#) at one time. There are two types of adjustments that can be made. The Economic Price Adjustments allows you to increase your Commercial/Catalog price up to 10% once a year. The Temporary Price Reductions allows you to declare a sale on some or all of your products for a period of time.

The form will ask you to enter some data on multiple screens about the type of reductions you wish to make. After you have filled in all the data for a screen, press the Next button. If there are any errors on the screen, a message will be given stating the problems. Correct the errors and press the Next button again. You can back up to a previous screen by pressing the Back button or exit the form entirely by pressing the Close button.

See also

[Which products will be affected](#)

[Selecting a base price](#)

[Price reduction temporary data](#)

[Increase Commercial/Catalog Price by](#)

[Price Adjustment/Reduction Apply](#)

Process Response Files

Once the catalog file is submitted to the Vendor Support Center (VSC), the Contracting Officer reviews the data. Although you may still update the data residing on your system, you must wait on a response to your previously submitted catalog file in order to create another catalog file.

When you start the SIP program, you will be automatically prompted if a response file needs to be downloaded and processed. By clicking 'I want to download', SIP will connect to the VSC, download then process the file. You will be notified when processing is complete or if a response file was not present. You may also manually retrieve the response file at the Communications|Process Response File option on the VSC website.

After processing is completed, SIP will then allow you to create another catalog file to update your catalogue or to correct problems identified by the Contracting Officer.

Click on **OK** to process the response log file. The file will indicate whether your catalog file was accepted or rejected for the specified contract.

Note: Do not turn off computer during the processing of the response log file.

GSA Price

Enter the GSA price for the specified range, this amount must be less than the [GSA Price](#) entered in the [Price Information](#) screen. This amount must also be lower than the dollar amount for the previously entered ranges.

Discount %

Enter the percentage off of the GSA Price for the specified range, this percentage must be greater than the previously entered range percent.

Commercial/Catalog Price

Enter your commercial/catalog list price. This is a required field.

The GSA price should be equal to or lower than the commercial /catalog price. Enter the base GSA price for a unit of 1 or select [Calculate GSA](#) to determine the price.

Temporary Price

The price(s) that is in effect between the start and end dates of the temporary price reduction (TPR) period. This price is replaced by the GSA price(s) after the TPR end date. This price must be less than the GSA price. Leave this field blank if a TPR is not in effect.

Temporary Start Date

The date that you want the temporary price(s) to begin. The format is month/day/year. This field is mandatory if a temporary price was entered.

Temporary End Date

The last date of the temporary price reduction. The format is month/day/year. This field is mandatory if a temporary price was entered.

Commercial/Catalog Price, Accessory Price

Enter your commercial/catalog list price. This is a required field.

GSA Price, Accessory Price

The GSA price should be equal to or lower than the commercial /catalog price. Enter the base GSA price

for a unit of 1 or select [Calculate GSA](#) to determine the price.

Start Date, Accessory Price

The date that you want the temporary price(s) to begin. The format is month/day/year. This field is mandatory if a temporary price was entered.

End Date, Accessory Price

The last date of the temporary price reduction. The format is month/day/year. This field is mandatory if a temporary price was entered.

Missing image: bm34.wmfDiscounts, Accessory Price

DATA FIELDS

The **Discount Information** screen allows you to specify Quantity and or Volume discounts based on the amount of products purchased. These discounts can be based on the GSA Price or the Temporary sale price entered in the [Price Information](#) screen. Discounts should be structured exactly like they are in your awarded contract. To access the **Discount Information** screen click on the button labeled 'Qty/Vol' from the [Price Information](#) screen.

1. Indicate whether discounts for the GSA Price are offered by [Quantity Volume](#) or [Dollar Volume](#). If you are entering a discount based on the Temporary sale price, select [Temporary Quantity](#) or [Temporary Dollar](#).
2. The **Clear All** button allows you to delete data in the discount dollar amount and discount percentage columns or click on the **Clear Page** button to delete the price information from all the columns.
3. Select [Save](#) to save the record or [Cancel](#) to cancel the record.

Send/Receive Files

This feature allows the user to connect to the Vendor Support Center (VSC) FTP server.

The following buttons are available:

Missing image: bm103.wmf [Upload File](#)

Missing image: bm104.wmf [Download File](#)

Which products will be affected?

The second screen in the [Price Adjustments/Reductions](#) allows you to specify the range of products and accessories that will be affected by the price change.

To select the range of products:

1. Choose a contract number from the drop down menu. Only contracts that do not offer discounts are listed.
2. If your contract has zone pricing, you can specify that only one of the zones or all the zones in the contract will be affected, by making the appropriate selection in the Zone drop down list box. If your contract does not have zones, this list box will be disabled.
3. Specify whether the reduction is applied to All products and accessories within the contract, by Manufacturer Part Number, Vendor Part Number or Schedule Identification Number. The last three options require you to enter the value for the range.

Adjustment Data

Choose **Temporary Price Reduction** to apply temporary prices to the records specified in the [Price Range criteria](#) screen or **Economic Price Adjustment** to apply a price increase.

Temporary Price Reduction

1. Specify if the discount off is based on the GSA Price or the Commercial/Catalog Price.
2. If the Commercial/Catalog Price is chosen, SIP will calculate the minimum % required to ensure the temporary price is less than the GSA price.
3. Enter the temporary price start date and end date.
4. Click on **Apply** to apply the price reduction or **Cancel** to cancel the data.

Economic Price Adjustments

1. Enter the Commercial/Catalog Price increase in percentages.
2. Click on **Apply** to apply the price increase or **Cancel** to cancel the data.
3. SIP will automatically calculate the new GSA Price based on the prior percentage difference between the Commercial/Catalog Price and the GSA Price.

Add Next Button

The Add Next Button allows for a quicker method of adding multiple Maximum Orders and/or Colors/Fabrics. When you click this button it will save the current record and then put you back in add mode at the first field so you can add the next record.

Note: The Add Next Button is only available when you are adding records.

Missing image: bm102.wmf Send File (upload)

This feature allows you to upload your catalog in the form of catalog files to the Vendor Support Service (VSC) FTP server. You must be connected to the Internet via your service provider to use this feature. After choosing the upload button, the system will first check to ensure you are connected to the internet, if not you are reminded to first make a connection to the internet.

Next, the system will check for the existence of catalog files. If none exist the system will inform you and take you back to the main Send/Receive menu. The **send** option allows you to send a new catalog or a previously submitted catalog. **DO NOT** resend a previous catalog unless instructed to do so by the

Vendor Support Center, you should only choose the new catalog. Click on the 'Start upload' button, SIP will connect to the VSC FTP server and send all files.

You will receive a message that the files have been sent, at which time you may close the 'Send' window.

Missing image: bm84.wmf Receive File (Download)

This feature allows you to check for and download your catalog response file. Simply press the 'Check for Response File' button and SIP will connect to the VSC FTP server and look for any response files on which you are currently awaiting. If a response file is retrieved you will be given a chance to process the response file immediately or you may choose to process at a later time.

Note: You must have an active internet connection to use this feature.

Options -- Assign Colors/Fabrics

If you have built a Colors/Fabrics table for your contract, you have the capability to use the Colors/Fabrics table to build options for a group name. First, select a product you want to add options to, then click on the 'Assign colors/fabrics' button, the following screen appear:

Group Color

Options will be created for product: **AP9221NX166**

Group name: (i.e. "Colors", "Table Top Finishes", "Chair Fabrics", "Leather Options", etc)

To add a color, double-click one or more rows to select/deselect the color. Indicate price if applicable.

Selected	Type	Color	Color # or Part #	Price
<input type="checkbox"/>	COLOR	CLEAR	C-002	
<input type="checkbox"/>	COLOR	LIGHT BLUE	LB003	
<input type="checkbox"/>	COLOR	RED	R-001	
<input type="checkbox"/>	COLOR	SAND	S-B	
<input type="checkbox"/>	COLOR	WHITE	WT-W	

Accept **Cancel** **Help**

Enter the group name and select the colors

Group Color

Options will be created for product: AP9221NX166

Group name: ATTACHMENT (i.e. "Colors", "Table Top Finishes", "Chair Fabrics", "Leather Options", etc)

To add a color, double-click one or more rows to select/deselect the color. Indicate price if applicable.

Selected	Type	Color	Color # or Part #	Price
X	COLOR	CLEAR	C-002	\$9.99
	COLOR	LIGHT BLUE	LB003	
	COLOR	RED	R-001	
X	COLOR	SAND	S-B	\$19.99
	COLOR	WHITE	WT-W	

Accept Cancel Help

Click the Accept button will create the following options from the example above:

Group name: ATTACHMENT

Mfr part #: C-002

Option type: A - This option can be ADDED to the base product.

☐ Check if "Included" option can be deleted.

Description: COLOR,CLEAR

Manufacturer: CS&S COMPUTER SYSTEMS, INC

Price or credit: \$ 9.99 **Quantity:** 1

Unit: EACH

Group name:	ATTACHMENT	
Mfr part #:	S-B	
Option type:	A - This option can be ADDED to the base product.	
	<input type="checkbox"/> Check if "Included" option can be deleted.	
Description:	COLOR,SAND	
Manufacturer:	CS&S COMPUTER SYSTEMS, INC	
Price or credit: \$	19.99	Quantity: 1
Unit:	EACH	

Help

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Show Accessories

This screen will show the user all accessories attached to the currently selected product. This is a 'display only' screen listing the Accessory Part No(s) and the Accessory Name(s) of each accessory.

Lead Time,Product

This is a required field. This field further describes the [Time of Delivery](#) days. Following are the Choices:

Shipped (after receipt of order)
 Delivered (after receipt of order)
 From date of award to date of completion (services only)

*If you select 'From date of award to date of completion (services only)' Time of Delivery must equal 0.

Select one of the three choices listed above from the drop down list.
 The default value is Delivered (after receipt of order).

Width

Width is a numeric field, length(13), decimal(4) and is required if Unit of Measurement has been selected.

Multiple Contractors

In previous versions of SIP, if you needed to enter catalog data for multiple contractors, you were required to have one version of SIP for every contractor. SIP now has the capability to store catalog data for multiple contractors. Simply choose Tools | Multiple Contractors from the SIP Main Menu Bar. You will be presented with the following screen.



Vendor ID	Contractor

Add - Press add and enter the Contractors name in the entry box provided to add a new contractor. To make that company the currently selected company, highlight the entry and press select. This will take you back to the SIP Main Screen. Notice the top left portion of the screen will contain the Contractor that is currently active.

First - Use this button to go to the first Contractor in the list.

Next - Use this button to go to the next Contractor in the list.

Prior - Use this button to go to the previous Contractor in the list.

Last - Use this button to go to the last Contractor in the list.

Save - After adding a new Contractor you must use the Save button so that the program will create data tables for the new contractor.

Delete - This will remove the Contractor and all associated data from your computer.

When multiple contractors exist, you will be prompted to first choose the contractor upon entering SIP. Simply highlight the desired contractor and press select. All data entered will be for the selected contractor until you select a different contractor by using this option. To change the name of the contractor, you would have to go back to the [Contractor](#) screen and click **Edit**.

Total Purchase Order Discounts (for a single order)

Total purchase order discounts allow you to specify discounts based on either the total purchase price of

an order or the total number of items purchased in an order. They are very similar to Product/Accessory discounts with the following exceptions.

- All discounts are entered as a [percentage off](#) of the total purchase price.
- The discount applies to a purchase order having a combination of items (or just one item).
- The discount is in addition to the basic GSA price discounts.
- There is no copy mechanism to allow you to copy a previously entered discount.
- Temporary discounts are not allowed.

Discount %, Total Purchase Order Discounts

This is the percentage off the total purchase price of the order that is entered for each dollar volume or quantity break.

Contract Merge

[See Also](#)

Contract Merge allows for a simple way to replace outdated [schedules](#) with the new [schedule](#). The process will also update the [SIN's](#) for all products, accessories, and [Contract SIN/Maximum Orders](#). The merge can not be performed on contracts that are waiting on response files from GSA.

There are two ways in which the contract merge functionality can be evoked:

- 1) You can have SIP merge the contract automatically if you are viewing the Contract Screen. Select the contract with the obsolete schedule by highlighting it in the browse window. Click on Tools and then on Merge schedules. SIP will check to see if the schedule is, in fact, obsolete, and then check to see if there is a contract into which the selected contract can be merged. If there is, you will be given the options of merging, just updating the schedule and SIN's, or aborting and doing nothing. If you elect to merge, then the product, accessories, and all related data will be moved to the new contract, SIN's will be updated, and the old contract will be deleted.
- 2) You can merge contracts manually as follows. First, you need to have a schedule into which to merge. i.e., if you have one contract with an obsolete schedule, you have to have another contract that has the new schedule. Then, you select the contract with new schedule, go to the MOL's Screen and add all the new SIN's under which the products and services for the old schedule are subsumed. Then, you go to the Products and Services Screens and add all the products, services and related data from the obsolete contract--that is, for all the products and services that are still valid. You can then delete the contract with the obsolete schedule.

Situations in which SIP will not do the merge:

- 1) If any of the contracts involved is waiting for a response file from GSA.
- 2) If the destination contract does not have a maximum order amount specified for every SIN that will be moved into it. In this situation, SIP will tell you the SIN's that required maximum order amounts. You can then enter the appropriate values into the destination contract and try the contract merge again.
- 3) If the manufacturer part number already exists in the destination contract, the contracts will not be merged.


Notes:


Obsolete products and accessories will be deleted. If there are no products or accessories associated with the old contract, or if they are all obsolete, the contract will be deleted. An automatic backup of your data is done prior to the contract merge. If you wish to undo the effects of the contract merge simply [restore](#) your data from the backup.


Contract Merge

NOTICE: You have existing contract and product data loaded for contract GS-14F-0057L under schedule 75 II A which have been replaced by or merged with new schedule number 75 . You may move all product data (including accessories and options) from the replaced contract number GS-14F-0057L into new contract number GS-15F-0010M by clicking on the "Merge Data" button below. This will merge all product data from the replaced contract number to the new contract number and will delete all data related to the replaced contract number. Please note that special item numbers (SIIs) will be converted to the new schedule SIIs. Also note that prompt pay terms, warranty terms and production points for all merged products will be changed to match those terms under the new contract number. By clicking on the "Update without merge" button, you may keep the current contract and only the schedule and/or SIIs will be update for all products and accessories. Or you may click the "Cancel & do nothing" button to exit and make no changes to your data.

***To merge contract number GS-15F-0010M into contract number GS-14F-0057L , click the "Cancel" button. Then select contract number GS-15F-0010M from the Primary Contract Information screen, then click "Merge Schedules".

 Merge data

 Update without merge

 Cancel & do nothing

Quantity and Temporary Quantity Discounts

These types of discounts are based on the total quantity of items purchased. To add this type of discount, enter the quantity in the [Start](#) and [End](#) range fields and the discounted GSA price in the [GSA price](#) field or the percent off in the [Discount %](#) field.

An example of a quantity discount is that an item normally costs \$30 dollars but will be discounted to \$29 dollars if 1000 to 1500 are ordered at the same time. This would be entered into the form by putting 1000 into the [start range](#) field, 1500 into the [end range](#) field and 29 into the [GSA price](#) field.

Dollar Volume and Temporary Dollar Volume discounts

These discounts are based on the total purchase price of the product or accessory.

Example of Dollar and Temporary Dollar discounts

If you were to give a 10% discount on purchases of \$800 - \$1,000, it would be a dollar or temporary dollar discount.

Enter 800 in the [Start Range](#) field, 1000 in the [End Range](#) field and 10 in the [Discount %](#) field.

Discount,Grid

The Discount Grid displays the discounts for the currently selected discount type. You can enter up to 7 discounts in the grid starting at the top and working towards the bottom. To enter a discount, click in the Start Range column or press Tab to begin entering data. Enter the Start Range and End Range, and either the discounted GSA price or discount % for each Quantity Break or Dollar volume row.

Examples:

If your contract provides a 5% discount for purchases of 100 or more of a particular product, enter '100' as the Start Range, '99999999' as the End Range, and '5' as the Discount %. An End Range of '99999999' indicates that there is no limit to the quantity ordered.

You may also enter discounts that depend upon different ranges (Quantity Breaks or \$ Volume Breaks). Your contract may provide a discounted price per item for a product when the total order for that product falls within specified dollar value limit. For example, assume that your contract provides a GSA Price of \$150.00 for an item, and you wanted to have discounted GSA price of \$110.00 for a purchase greater than \$500.00 and less than \$1000.00. In this case, you would first click on the **\$ Volume** button, then enter '500' as the Start Range, '1000' as the End Range, and '110' as the Discount \$. It may also provide a greater discount if the total order exceeds the upper limit of your last discount. You would then click anywhere on the second row and enter '100' as the Start Range, '99999999' as the End Range, and '90' as the Discount \$.

You may also enter a brief description of any special conditions associated with the discount in the text box labeled Discount Conditions.

Clear All and Clear Page Buttons

The clear all button erases all discounts for the currently selected price. The clear page button erases only the discounts that are showing on the screen at the time.

Note that the prices are not actually erased until the **Save** button at the top of the application is pressed. Pressing the Cancel button will restore all previously entered discounts, if any.

Copy Page and Copy All Discount buttons

These buttons are useful if you offer the same discounts on many different products. The **Copy All** discount button, copies all the discounts, Quantity, Dollar volume, Temporary quantity and Temporary dollar volume, from the last entered product, while the copy page button copies only the currently selected type of discount. If there hasn't been another product entered, the copy buttons will be disabled.

The 'last entered product' applies only to the current session of using SIP. If you close SIP and restart it, the first product added will have the copy buttons disabled. After you have added a product, the buttons will be enabled for all additionally added products until the program is shut down again.

Navigator

Missing image: bm49.wmf

The navigator is located at the top of the application in the tool bar. It is made up of two types of buttons, navigational and editing.

Navigational Buttons

First - move to the very first record.

Prior - move to the record immediately before the current one.

Next - move to record immediately after the current one.

Last - move to the very last record.

These buttons are used to change the currently shown record. If you are editing a record the navigational buttons will become disabled. They will be re-enabled once you have saved or canceled your current modifications.

Editing Buttons

Add- adds a new record. After this button is pressed, a new record appears and is in [Edit Mode](#).

Delete- deletes the current record

Edit- puts the current record in [Edit Mode](#).

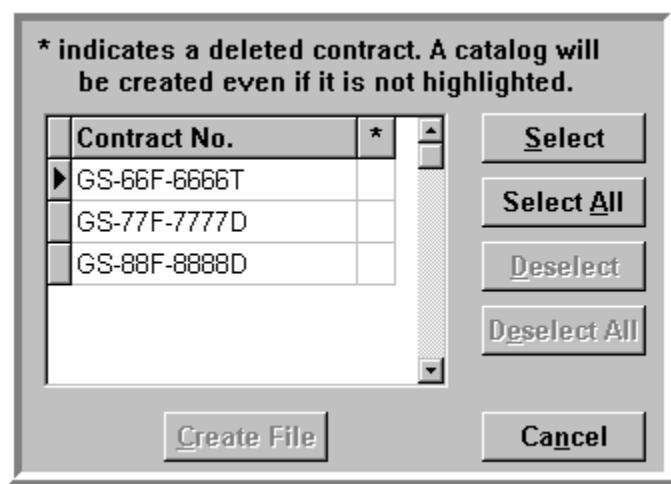
Save- saves any changes you have made.

Cancel- cancels any changes you have made and restores the values to what they were before you started editing

The editing buttons allow you to change the [Edit Mode](#) of the current record. In short, it allows you to edit a record, then save or cancel the modifications you made. The exception to this is the delete button, which just deletes the current record.

All of the buttons apply to the current form. If you have more than one form open at a time, the current form is the one that is in front of the others or has a title bar that is a different color from the others. In addition, not all of the buttons are visible all the time. For some forms the button doesn't make sense so it is either hidden or permanently disabled. An example of this is that there are no navigational buttons on the [Contractor](#) form. This is because there is only one record on the form, so there is no need to change the current record.

Selecting Contracts to Create Catalog Files



The Select Contract Box will appear if you have multiple contracts. This box will display all the contract numbers you have entered in to the SIP System. When the box first appears no contracts will be selected and the [Create File Button](#), [Remove Button](#), and [Remove All Button](#) will be disabled. You may click on the contract number you want or use the [Select Button](#). You can select all the contracts listed by clicking the [Select All Button](#). The [Cancel button](#) will abort the Catalog process and return you to the [SIP Main Screen](#).

Create File Button

Will try to create a catalog file for all selected contracts. At least one contract must be selected before you will be allowed to click this button.

Remove Button

Will deselect the current contract and a catalog file will not be created for that contract. You must select at least one contract before you can create a catalog file.

Remove All Button

Will deselect all selected contracts and you will not be able to create any catalog file.

Select Button

Highlights the current contract that is marked by the record pointer. A catalog file will be created for all selected contracts.

Select All Button

Will select all contracts in the list. Using this option will create a catalog file for each of the contracts you have.

Cancel

Allows the user to stop the current process without changing any data.

Selecting a Base Price

[Price Adjustment/Reduction](#)

Like the form says, the temporary price will be calculated as a percentage off either the Commercial/Catalog Price or the GSA price. This screen allows you to choose which price to use.

Comment:

The temporary price must always be less than the GSA Price. This is important if you choose the Commercial Catalog price as your base price, since if your [percentage off](#) is not large enough, your temporary price could end up being larger than the GSA price. As a result, if you choose a Commercial Catalog price as your base price, SIP will go through all the products that [you said would be affected](#) and calculates the minimum percent off that can be used.

Increase Commercial/Catalog Price by

[Price Adjustment/Reduction](#)

This is where you specify how much to increase your Commercial/Catalog price by. The largest percent allowed is 10% and the percent value must be greater than zero.

Price Adjustment/Reduction Apply

[Price Adjustment/Reduction](#)

You are done entering the data for your Price Adjustment/Reduction. You can now apply the price changes by pressing the Apply button. After all of the changes have been made, you will be given the opportunity to close the form or start from the beginning to make another price adjustment.

Price Reduction Temporary Data

[Price Adjustment/Reduction](#)

This screen allows you to enter the dates that the temporary prices will be in effect and also the percentage off the base price that will be used to calculate the temporary price. If you chose Commercial Catalog Price as your base price, a minimum percent off Commercial/Catalog Price will also be shown. The percent off you enter must be at least this value. For the reason why, see [Selecting a Base Price](#).

Description/Condition, Special Charges

Enter a brief description of the service offered. Include how each charge is applied.

Text file Instructions

Submission of Text Files...

The SIP text file submission process allows submission of files in PDF (.pdf), Word (.doc), Excel (.xls) or HTML (.htm or .html) formats. Text file submissions in ASCII text format have been discontinued. PDF is the preferred format for the web.

Note: PDF file should be generated from MS Word or other text based format rather than from a scanned document. Scanned documents cannot be indexed and therefore cannot be found via a keyword search in GSA Advantage.

Previously submitted text files will continue to appear on GSA Advantage until an update is submitted in one of the new formats mentioned above. If you have previously submitted your text file with HTML tags and wish to maintain this format, you may send an .htm file. If desired, instead of submitting a file, you may provide a URL that points to your official GSA Schedule Price List hosted on your own website.

We encourage all contractors to submit a text file that includes GSA contract terms and conditions (usually shown in your government price list) in order to provide additional information about your contract to our customers. Your text file will be viewable not only through GSA Advantage but also through our Schedules e-Library and e-buy websites.

GSA and DOD have been working on a collaborative effort to ensure proper use of MAS contracting vehicles in an effort to help agencies 'get it right' when purchasing products and services. Submission of your text file will provide customers with a better understanding of your specific contract terms and conditions and will help our customers make a more informed buying decision.

How will my file be used?

The text file you submit will be accessed and viewed directly online by customers of GSA Advantage, E-Buy, and Schedules E-Library. We currently have over 300,000 registered government users. Just as with your printed catalog, customers will use this information to make buying decisions. Please note that products and services submitted only within a text file cannot be ordered online but can only be viewed! Products should be submitted as individual data records wherever possible.

What should I include in my text file?

Your text file should be a copy of your government price list as required by MAS clause FSS-XXX and should include your contract terms and conditions. Your text file should also include specific products, services, and associated pricing under your contract. Note: if you submit individual product records using SIP then you need not include these products in your text file.

The information provided should be accurate and concise, clearly describing the terms and conditions of your contract and products and/or services being offered. Vendors are responsible for the accuracy of their file. If your text file includes pricing, it will be necessary that you update and resubmit your text file as your prices change. Please limit promotional material in your text file.

What formats are acceptable?

The SIP text file submission process has been enhanced to now allow submission of files in PDF (.pdf), Word (.doc), Excel (.xls) or HTML (.htm or .html) formats rather than text only. Text file submissions in ASCII text format have been discontinued. PDF is the preferred format for the web.

Previously submitted text files will continue to appear in GSA Advantage until an update is sent in one of the new formats mentioned above. If you have previously submitted your text file with HTML code and wish to maintain this format, you may send an .HTM file next time you update. If desired, instead of submitting a file, you may provide a URL that points to your official GSA Schedule Price list hosted on your own website.

Please ensure that text, HTML, or URL pertains to information specifically describing products offered under your GSA schedule contract.

Note: Do to system restraints, spaces will not be allowed in the text file name. EX: 'My Doc.doc' will not be allowed. 'MyDoc.doc' will be accepted.

How do I submit my text file?

Text files may be submitted one of the following ways:

1 - Create a text file in PDF, Word, Excel, or HTML format and place the file in the ...\\SIPv7\\textfile subdirectory. Click the 'Select file' button. Select the Text File from the dropdown list, then save. Your text file will be included with your next SIP submission.

OR

2 - If you want to enter a URL, Click the 'Enter URL' button. Enter your URL into the text box, then save. The URL must begin with 'http://'. It should direct the customer directly to a page on your website that contains your contract terms and conditions. If you are not required to submit product records, your website should include information about the products and services you offer and associated pricing. Please note that URLs linking to a company homepage not addressing your schedule contract will be removed. Your URL will be included with your SIP submission.

What if my items do not 'fit' in a data file?

Certain schedules and SINs have been designated as either 'allowing' or 'requiring' a text file instead of a detailed data file, particularly for services. Please note that products and services submitted as text cannot be ordered online but can only be viewed! Products should be submitted as data wherever possible.

How large can my text file be?

Although the contents and size of the text file is left mostly to your discretion, it is recommended that the text submitted not be extremely large. Large files will take longer to transport, longer to load on the GSA Advantage web page, and may become hard for customers to use.

How do I remove a text file?

To Remove a file from your contract, click the 'Remove file' button.

How do I replace a file?

To replace a text file, click the 'Select file' button, and select a new text file from the dropdown list. Your new text file will be included with your SIP submission.

Type1

Type1 is a drop down with 3 selections. There are 3 types (Type1 - Type3). Duplicates are not allowed. If Type1 is selected then Value1 and Unit1 are required fields.

Type2

Type2 is a drop down with 3 selections. There are 3 types (Type1 - Type3). Duplicates are not allowed. If Type2 is selected then Value2 and Unit2 are required fields.

Type3

Type3 is a drop down with 3 selections. There are 3 types (Type1 - Type3). Duplicates are not allowed. If Type3 is selected then Value3 and Unit3 are required fields.

Type4

Type4 is a drop down with 4 selections. There are 4 types (Type1 - Type4)). Duplicates are not allowed. If Type4 is selected then Value4 and Unit4 are required fields.

Type5

Type5 is a drop down with 10 selections. There are 6 types (Type1 - Type6). Duplicates are not allowed. If Type5 is selected then Value5 and Unit5 are required fields.

Type6

Type6 is a drop down with 10 selections. There are 6 types (Type1 - Type6). Duplicates are not allowed. If Type6 is selected then Value6 and Unit6 are required fields.

Value1

Value1 is a numeric field, length(13), decimal(4) and is required if Type1 has been selected.

Value2

Value2 is a numeric field, length(13), decimal(4) and is required if Type2 has been selected.

Value3

Value3 is a numeric field, length(13), decimal(4) and is required if Type3 has been selected.

Value4

Value4 is a numeric field, length(13), decimal(4) and is required if Type4 has been selected.

Value5

Value5 is a numeric field, length(13), decimal(4) and is required if Type5 has been selected.

Value6

Value6 is a numeric field, length(13), decimal(4) and is required if Type6 has been selected.

Unit1

Unit1 is a drop down and is required if Type1 and Value1 have been selected. Specify the unit of measure for the dimension you have selected.

Unit2

Unit2 is a drop down and is required if Type2 and Value2 have been selected. Specify the unit of measure for the dimension you have selected.

Unit3

Unit3 is a drop down and is required if Type3 and Value3 have been selected. Specify the unit of measure for the dimension you have selected.

Unit4

Unit4 is a drop down and is required if Type4 and Value4 have been selected. Specify the unit of measure for the dimension you have selected.

Unit5

Unit5 is a drop down and is required if Type5 and Value5 have been selected.

Unit6

Unit6 is a drop down and is required if Type6 and Value6 have been selected.

Photo URL

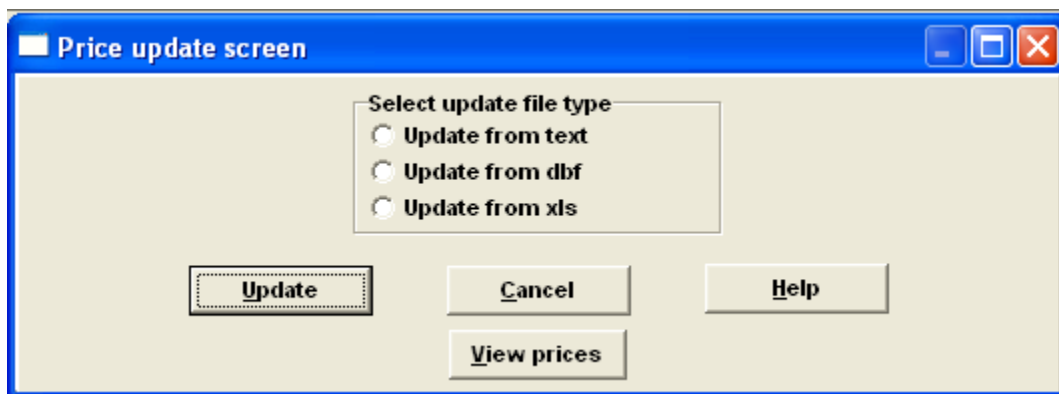
Photo is a URL and must end with .JPG or .JPEG or .PNG or .GIF in either upper or lower case.

Price Update

The Price update feature is a simple way to update products and accessories pricing with the iprice file with in SIP. There is no need to do this through [Import](#). Pricing can be modified buy using text file (txt), dbase files (dbf), or MS Excel file (xls).

To prepare the update file you need to go to directory \sip\import\template and copy iprice.dbf, price.txt or price.xls to the \update subdirectory. Then enter your data into the format you prefer.

New IPRICE template is shown below



1. Choose menu **Tools / Price update**, you will be presented with the above screen.
2. Click on **Update from text**, **Update from dbf** or **Update from xls** to choose update file type.
3. Select **Update** to allow the system to update prices or **Cancel** to cancel the process.
4. Select **Ok** to confirm the price has been updated successfully.

You can view the price information before or after update by click on button **View prices**.

IPRICE Template

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION

-					
IPRICE	Product specific price information table				
1 - 30	CONTNUM	Text	30	Yes	Contract number. Format 'GS-99F-9999A', 'GS-99F-999AA' or '47AAAAAAAAA' ('V999P-99999', 'V999D-99999' or '36AAAAAAAAA' for VA contract) in CONTR.TXT.
31- 70	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
71-110	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
111-127	GSAPRICE	Numb	17.4	Yes	GSA price.
128-144	TEMPRICE	Numb	17.4	No	Temporary GSA price reduction.
145-154	TPRSTART	Date	10	No	Temporary price start date.
Required if TEMPRICE has a value					
155-164	TPRSTOP	Date	10	No	Temporary price end date.
Required if TEMPRICE has a value.					

165-181	MLP	Numb	17.4	Yes	Manufacturer list price.
182-183	ZONE_NUM	Text	2	Yes	Zone number to which price
applies. Zones are assigned at IZONE. '00' If there are no zones.					
184	'~'			Yes	

Product category, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Attach Product Button, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Contract Number, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Unit, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Add Service Information

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Edit Service Information

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Contract Name, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Part Number, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.



Colors/Fabrics

The Colors/Fabric Screen is used to define all available colors and fabrics for product options under this contract. This input screen is used to build the Colors and Fabrics Table found under the 'Colors and Fabrics' icon.

After you have build the Colors/Fabrics Table, you can enter options for a product in a batch by clicking the [Assign Colors/Fabrics](#) button on the [Options Screen](#).

Example: (a Colors/Fabrics Table with 5 items)

Type of covering Color Color # or Part #

LEATHER BLACK B001

LEATHER RED R001

LEATHER WHITE W001

FABRIC NAVY 2N-07

FABRIC SIENNA 8A-09

Fields:

[Type](#)

[Color](#)

[Color # or Part #](#)

Type, Colors/Fabrics Screen

This is a drop-down menu which allows you to identify the type of covering (i.e. is it a fabric, finish, leather?). You may also specify your own type if it is not found on the list. This field is mandatory.

Name of Fabric/Finish Line or mfr, Fabrics

This is an optional field which is used to identify the major line (or manufacturer) of the fabric such as 'Maraham' or 'Designtex'.

Price Group/Grade Designation, Fabrics

This optional field is used to identify the price groups or grades (also called categories) that you use in your catalog for pricing purposes. For a specific product you will be required to enter a price for each price group entered.

Name of Group/Grade/Pattern, Fabrics

This optional field is a fabric or subcategory to the major fabric line such as 'Alcazar' which is a fabric group under the Maharam line.

Colors field - Colors/Fabrics Screen

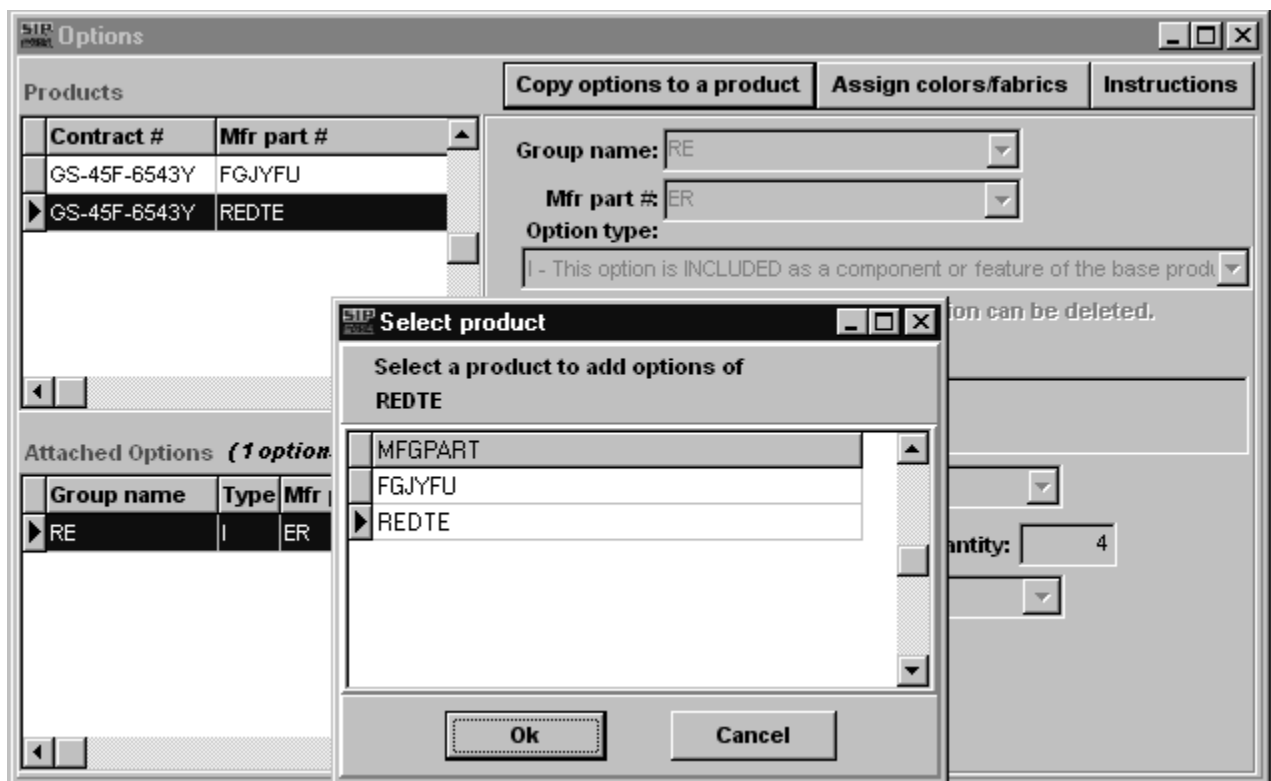
This mandatory field is the actual color. This field has a maximum length of 40 characters.

Color # or Part #, Colors/Fabrics Screen

This field is the number of the color or part and is a required field.

Copy Options

You can copy option(s) of one product to another product.



1. From the options screen, select the product that has the option(s) you want to copy to another product.
2. Click **copy options to a prod.** button. **Copy Options** screen will appear.
3. Choose a product you want to copy the option(s) to from the list.
4. Click **Ok** button to copy the option(s).
5. To cancel the action, click **cancel** button.

Notice: You can only copy option(s) to a product that has no option(s). If the product you select has options you will get an error message when you click the Ok button.

Sub-SIN's

When entering certain SINs at the SIN/maximum order input screen, a checklist of products or services covered by that SIN may appear. This checklist of product/service 'subcategories' are predetermined by GSA and are used to breakdown larger SINs into smaller distinguishable parts. For example, schedule 70 (Information Technology) contains SIN 132-8 which covers a large number of hardware products. If this SIN is selected, a checklist of all related product subcategories will be shown (i.e. desktop PC's, printers, etc.). These subcategories will be listed below the parent SIN. Please check all the products (subcategories) that that you provide under your schedule contract for that SIN.

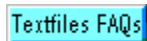
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Text Files

Text File is only available in SIP and not import



[What should I include in my text file and is there a format?](#)

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Time of Delivery,Accessory

Specify the number of calendar days that it takes to deliver or ship this product. This field works in conjunction with the [LeadTime](#) field.



Services

Also known as Text Files...

The SIP text file submission process allows submission of files in PDF (.pdf), Word (.doc), Excel (.xls) or HTML (.htm or .html) formats. Text file submissions in ASCII text format have been discontinued. PDF is the preferred format for the web.

Previously submitted text files will continue to appear on GSA Advantage until an update is submitted in one of the new formats mentioned above. If you have previously submitted your text file with HTML tags and wish to maintain this format, you may send an .htm file. If desired, instead of submitting a file, you may provide a URL that points to your official GSA Schedule Price List hosted on your own website.

We encourage all contractors to submit a text file that includes GSA contract terms and conditions (usually shown in your government price list) in order to provide additional information about your contract to our customers. Your text file will be viewable not only through GSA Advantage but also through our Schedules e-Library and e-buy websites.

GSA and DOD have been working on a collaborative effort to ensure proper use of MAS contracting vehicles in an effort to help agencies 'get it right' when purchasing products and services. Submission of your text file will provide customers with a better understanding of your specific contract terms and conditions and will help our customers make a more informed buying decision.

How will my file be used?

The text file you submit will be accessed and viewed directly online by customers of GSA Advantage, E-Buy, and Schedules E-Library. We currently have over 300,000 registered government users. Just as with your printed catalog, customers will use this information to make buying decisions. Please note that products and services submitted only within a text file cannot be ordered online but can only be viewed! Products should be submitted as individual data records wherever possible.

What should I include in my text file?

Your text file should be a copy of your government price list as required by MAS clause FSS-XXX and should include your contract terms and conditions. Your text file should also include specific products, services, and associated pricing under your contract. Note: if you submit individual product records using SIP then you need not include these products in your text file.

The information provided should be accurate and concise, clearly describing the terms and conditions of your contract and products and/or services being offered. Vendors are responsible for the accuracy of their file. If your text file includes pricing, it will be necessary that you update and resubmit your text file as your prices change. Please limit promotional material in your text file.

What formats are acceptable?

The SIP text file submission process has been enhanced to now allow submission of files in PDF (.pdf), Word (.doc), Excel (.xls) or HTML (.htm or .html) formats rather than text only. Text file submissions in ASCII text format have been discontinued. PDF is the preferred format for the web.

Previously submitted text files will continue to appear in GSA Advantage until an update is sent in one of the new formats mentioned above. If you have previously submitted your text file with HTML code and wish to maintain this format, you may send an .HTM file next time you update. If desired, instead of submitting a file, you may provide a URL that points to your official GSA Schedule Price list hosted on your own website.

Please ensure that text, HTML, or URL pertains to information specifically describing products offered under your GSA schedule contract.

Note: Do to system restraints, spaces will not be allowed in the text file name. EX: 'My Doc.doc' will not be allowed. 'MyDoc.doc' will be accepted.

How do I submit my text file?

Text files may be submitted one of the following ways:

1 - Create a text file in PDF, Word, Excel, or HTML format and place the file in the ...\\SIPv7\\textfile

subdirectory. Click the 'Select file' button. Select the Text File from the dropdown list, then save. Your text file will be included with your next SIP submission.

OR

2 - If you want to enter a URL, Click the 'Enter URL' button. Enter your URL into the text box, then save. The URL must begin with 'http://'. It should direct the customer directly to a page on your website that contains your contract terms and conditions. If you are not required to submit product records, your website should include information about the products and services you offer and associated pricing. Please note that URLs linking to a company homepage not addressing your schedule contract will be removed. Your URL will be included with your SIP submission.

What if my items do not 'fit' in a data file?

Certain schedules and SINS have been designated as either 'allowing' or 'requiring' a text file instead of a detailed data file, particularly for services. Please note that products and services submitted as text cannot be ordered online but can only be viewed! Products should be submitted as data wherever possible.

How large can my text file be?

Although the contents and size of the text file is left mostly to your discretion, it is recommended that the text submitted not be extremely large. Large files will take longer to transport, longer to load on the GSA Advantage web page, and may become hard for customers to use.

How do I remove a text file?

To Remove a file from your contract, click the 'Remove file' button.

How do I replace a file?

To replace a text file, click the 'Select file' button, and select a new text file from the dropdown list. Your new text file will be included with your SIP submission.

How do I indicate a file has been updated?

If the current Text File for a contract has been change and you want the changes to be uploaded, just click the 'File was updated' button. Your updated text file will be included with your SIP submission.

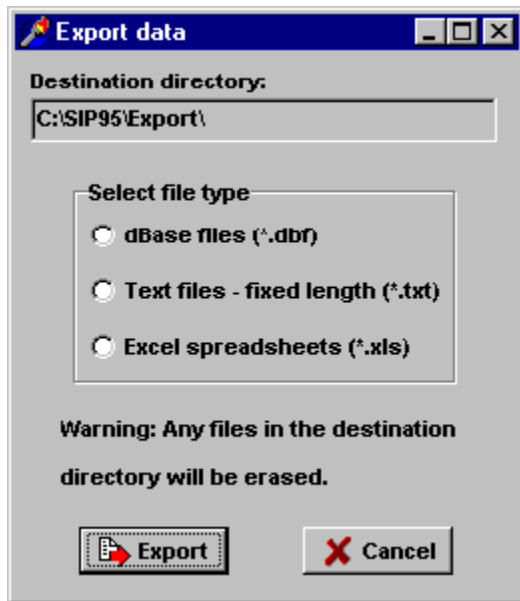
Name / Type of Service, Labor Category, or Course

Enter the name / type of service, labor category or course generally used for the service. This is a required field.

Export Data

The export menu option allows you to export SIP data in dBase, fixed-width text file, or Microsoft Excel format that can be used for importing. To export data, select a format you want the data to be and click the Export button, the data will then be exported to the Export directory.

Note: The Export process will now export out BPA pricing if your contract allows for and you have entered them. If you would like to export BPA pricing only, you may do this from the [BPA Pricing Screen](#).



Contract Administrator, E-mail

Enter the Contract Administrator's E-mail address. Please use the proper e-mail format when possible.

Requests For Quotes/Information (RFQ)

E-mail address to which requests for quotes/information can be sent

Maximum Dollar Value

Enter dollar amount for maximum credit card order you will accept.

Select Text File/ un-select

Select a file from your SIP\TEXTFILE subdirectory to attach. You may un-attach a file by blanking it out.

Description of service, labor category, or course

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Lead time, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Time of Delivery, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Website Address (URL), Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Check File Status

Tells the status of any catalog files that have been created.

Time of Delivery, Ranges

Specify the range of calendar days that it takes to deliver product, accessory, or provide service, for example: 3 to 5 days. Use both boxes to provide range.

Temporary Start Date, Accessory

The date that you want the temporary price(s) to begin. The format is month/day/year. This field is mandatory if a temporary price was entered.

Temporary End Date, Accessory

The last date of the temporary price reduction. The format is month/day/year. This field is mandatory if a temporary price was entered.

Additional SIN

This is additional info for the SIN's 132-8, 132-32, 132-33, and all the SUBSINs under Schedule 70. Vendors can identify if a product under any of these SIN's are Energy Star, Allied Compliant, and/or

Y2K Complaint.

Shipping Unit Weight

Enter the weight of the product. This field is mandatory if any of the FOB points is 'O'.

Shipping Package Cube

Enter the cube in cubic feet of the product. This field is mandatory if any of the FOB points is 'O'.

Software / Hardware Information

This is additional info for the SIN's 132-8, 132-32, 132-33, and all the child SINs under Schedule 70. Vendors can identify if a product under any of these SIN's are Energy Star, Allied Compliant, and/or Y2K Complaint.

Add Accessory Information

[See Also](#)

1. Select [Add](#) from the [Tool bar](#).
2. Enter the [Contract Number](#), [Special Item Number](#), [Manufacturer Name](#), [Mfr Part/ Model Number](#), [Accessory/Item Name](#), [Accessory Description](#), [Warranty Interval](#), [Warranty Period](#) and [Production Point\(s\)](#).

Note: These are required fields. If you attempt to save a record that has any blank required data fields an error message listing these fields will be displayed.

3. You must also [attach an Accessory](#) to at least one Product.
4. Select [Save](#) to save the record or [Cancel](#) to cancel the record.

Calculate GSA



If you offer a percentage discount off your commercial/catalog price, you may enter that percentage and the resulting GSA Price will be automatically calculated.

Merge Schedules

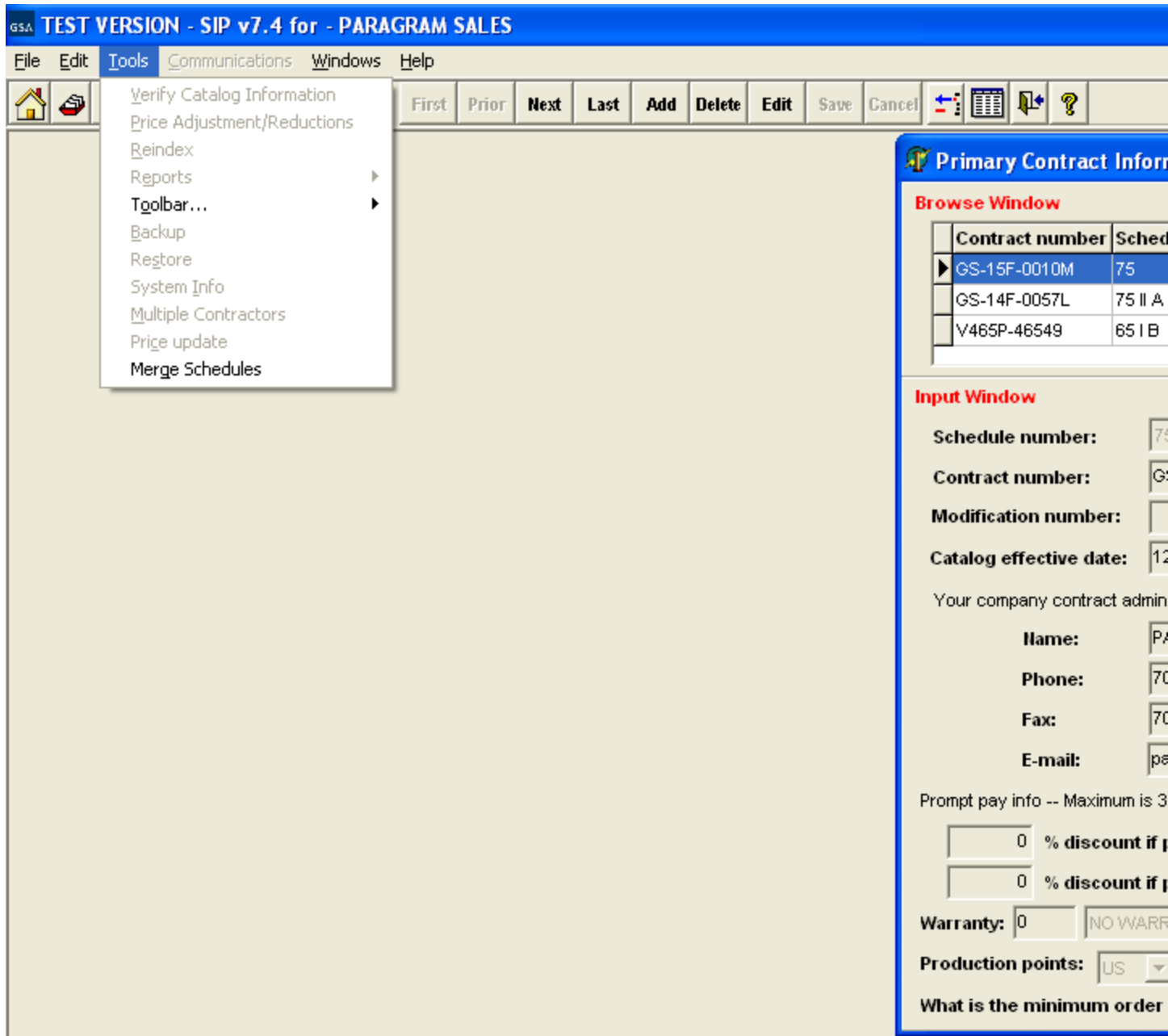
[See Also](#)

Contract Merge allows for a simple way to replace outdated [schedules](#) with new [schedules](#). The process will also update the [SIN's](#) for all products, accessories, and [Contract SIN/Maximum Orders](#). GSA has revised schedules and special item numbers (SINs). The merge can not be performed on contracts that are waiting on response files from GSA

How to merge

You must be on the [Primary Contract Screen](#). Highlight a contract from the browse window, then click Tools|Merge Schedules from the Main menu. This automatically update the schedules and SINs for the highlighted contract. All products, accessories and SIN/Maximum Orders will be updated with the new SINs for the updated schedule. If a contract can be found into which the selected contract can be merged, you will be given the option to move all product data (including accessories, options and services) from the selected contract number into new contract.

This will merge all product data from the selected contract number to the new contract number and will delete all data related to the replaced contract number.



Please note that special item numbers (SINs) will be converted to the new schedule SINs. Also note that prompt pay terms, warranty terms and production points for all merged products will be changed to match those terms under the new contract number.

GSA has consolidated or merged a number of Federal Supply Schedules. If you have previously submitted a schedule catalog file using an earlier version of SIP your data will be automatically converted to the new schedule numbers or SINs if applicable. Future entries should be submitted using the new schedule and SIN numbers.

Special Item Number Table

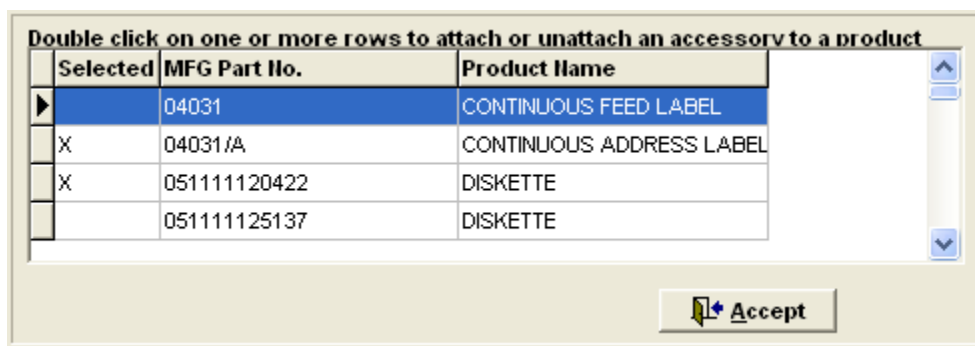
To find the latest Special Item Numbers, check the VSC website: http://vsc.gsa.gov/lookup/sin_mol.cfm

Attaching An Accessory to Products

While in add or edit mode on the [Accessory Information](#) Screen. Click the attach button(**Note:** if you are not in add or edit mode this button will be [disabled](#)). A browse window will appear with a list of all products that can be connected. To attach an accessory to a product, double click on the product's row. A 'X' will appear on that row under the **Selected** column. You may attach to as many products as needed. You may [disconnect from products](#), also (**Warning:** An Accessory must be attached to at least one Product to save the record).

Once all products have been selected click the **Accept** button or click outside the browse window and the box will disappear.

Note: You must [Save](#) the Accessory for these changes to store in the database. If you click [Cancel](#) from the [tool bar](#) the changes will be lost.



Search

- 1) Enter the appropriate information (IE: contract number, part number).
- 2) The search will bring up the GS-99F-9999L mask. If you wish to search a VA contract simply double click on the contract number field and a V999P-99999 mask will appear.
- 3) Click on **Find** to locate the number, the search will attempt to find the closest record that matches your search.
- 4) If there is no close match ('No matching records found') will appear, otherwise the matching record will appear.
- 5) The **Find** button will now say **Find Again** and will continue to say **Find Again** until it says (There were no more matches found). Click **Ok** then Click [Cancel](#) to cancel the search.


Note: The **Find Again** option is only available on the **Product** and **Accessory** screens.'

Height

Height is a numeric field, length(13), decimal(4) and is required if Unit of Measurement has been selected.

Exit

Select **Yes** to exit SIP or **No** to return to the **Main** screen.

The **Close** button  closes the current screen. If the current screen is the **Main** screen, the Application will be closed.

Cut

Highlight the text you want to move. Click where you want the text to appear and select **Paste**.

Add Contract Information

[See Also](#)

1. Select **Add** from the Tool bar.
2. Enter the **Contract Number**, **Schedule Number**, **Contract Administrator Name**, **Telephone Number** and **Time of Delivery**.

Note: These are required fields. If you attempt to save a record that has any blank required data fields an error message listing these fields will be displayed.

3. Select **Save** to save the record or **Cancel** to cancel the record.

Copy

Highlight the text you want to copy and click on the 'Copy' menu item. The contents will be placed onto the Windows clipboard for use by the Paste function.

Paste

Paste text copied or moved from a previous location to where you want it to appear.

Re-index

Select this option to delete existing index files and rebuild the indices for all databases.

Toolbar

This option allows you to view the menu bar in [descriptive text](#) or [icons](#).

Backup

This option will backup your data files to the SIP backup directory. Select **Yes** to back up the file or **No** to cancel. The backup files are in the SIP backup directory and are named backup.00x, where x is the vendor number -- 1 for the first one, 2 for the second, etc.

Note: It is recommended that you also make a backup to a removable media in case of equipment failure.

Restore

This menu option, which is located under the tools menu, allows you to restore data files contained in your backup directory. Select **Yes** to restore files or **No** to cancel.

Note: If data files are restored, current data will be overwritten. Also, in order to restore you must have added the contractor record or it won't recognize the backup file.

System Information

Displays system information. You may select from one of the following categories: **System**, **Environment**, **Modules** or **SIP Files**. Select **C**lose to close the **System Information** screen.

Create Catalog Files

Select this option when you are ready to submit your catalog data to the GSA *Advantage!* System. File(s) will be created in the format necessary to be submitted to the Vendor Support Center (VSC). If you have multiple contracts, you have to [select which contracts you want to create a catalog files](#). A separate catalog file will be created for each contract selected. If you have one contract the system by pass this step and start creating a catalog file for that contract. A catalog file contains all changes to your data since the last catalogue file was approved by GSA.

Only contracts not waiting on a [response file](#) will be allowed to create a catalog file.

A backup of all of your data is made before the **Create Catalog File** process begins and after it ends. These backup files are used by SIP in case of a system failure while creating a catalog file. They will overwrite any previously created [backup](#) files.

Tile

Displays document windows either side by side or top to bottom.

Cascade

Displays document windows overlapping each other.

Add Contractor Information

See Also

1. Select **Edit** from the Tool bar.
2. Enter the **Contractor Name**, **DUNS Number**, **Address 1**, **Password**, **City**, **State/Province**, **Zip Code**, **Telephone**, **Country** and **Fax**.

Note: These are required fields. If you attempt to save a record that has any blank required data fields an error message listing these fields will be displayed.

3. Select **Save** to save the record or **Cancel** to cancel the record.

Arrange Icons

Arrange minimized documents at the bottom of the program window.

Missing image: bm20.wmf SIP Help Contents

📁 [Getting Started](#)

📁 [Import Data](#)

♦ [Main Screen](#)

♦ [Contractor Data](#)

♦ [Contract Data](#)

♦ [Product Data](#)

♦ [Accessory Data](#)

♦ [Options Data](#)

♦ [Text Files](#) *(only available in SIP and not import)*

♦ [Photos](#)

♦ [BPA Pricing](#)

SIP Registration

Every time SIP is entered, the online registration will automatically be invoked based on the existence, non-existence, or status of the current contractor. The registration prompt will also appear if an existing default vendor has not yet been registered.

The online registration can also be manually activated from the Help|Register SIP Contractor menu option

or via the 'Register' button on the multiple contractor screen.

Whether the registration is called manually or automatically, the following options will be offered:



Register

This option will take you directly to the online registration page at the VSC (Vendor Support Center) website. If you are not already connected to the Internet when this function is called, your operating system will prompt you to make the connection. If Windows does not prompt you to logon to the Internet, you may have to connect manually before continuing.

Once the SIP registration form has loaded, follow these steps:

- a. Fill in all the required fields and press the 'Register' button at the bottom of the page.
- b. If the registration completes successfully, press the 'Import' to SIP button at the bottom right-hand corner of the form to bring the registration data into the application.
- c. Once the data has been imported, double-check the contractor information to make sure that the data has been returned successfully and correctly.

Already Registered

Pressing this button will tell SIP that the current contractor has already been registered. The registration prompt for that contractor will never again appear automatically.

Register Later

Choosing this option will prevent any further registration prompting for the active contractor during the current session for that vendor. If the SIP is exited and reentered, or another contractor is selected during the same SIP session, the registration prompts for the newly activated vendor will become re-enabled.

Browser Engine Compatibility

If your operating system uses an iteration of Internet Explorer that is older than version 5.5, the online registration import function will be disabled. In this case, the user should choose one of the following two options:

Browser Upgrade

Upgrade your browser and browser engine online via the Microsoft Windows update function or by ordering the browser CD from Microsoft. After upgrading, rerun the SIP online registration.

No Browser Upgrade

Since the SIP registration import function will not be enabled in this situation, do the following after the SIP registration form has been loaded by pressing the 'Register' option at the registration prompt:

- a. Fill in all the required fields and press the 'Register' button at the bottom of the page.
- b. If the online registration completes successfully, write down the Login Name and Password information returned by the registration page. The user can also retrieve the same information from the e-mail that will be sent shortly after the online registration.
- c. Close the online registration form by pressing the 'Close' button at the bottom right-hand corner of the page.
- d. Manually enter the Login and Password information in the contractor information form.

Create a Replacement File

Select this option when you want to send all of your data to the GSA *Advantage System*! This option will create a transport file for each contract in your SIP system. These transport files contain all of your data entered into SIP. Once created, these files can be sent to the Vendor Support Center (VSC).

Only contracts not waiting on a response file will be allowed to create a transport file. Make sure that no contracts have outstanding [transport files](#) or [response files](#) waiting to be processed.

A backup of all of your data is made before the Create Exception File process begins and after it ends. These backup files are used by SIP in case of a system failure while creating the transport file(s). They will overwrite any previously created [backup](#) files.

Start-Up Kit

Select a program to view the start-up instructions. The program you select must be installed prior to viewing the start-up instructions.

Open, Import

Select from one or more of the following options:

- [Contractor](#) (**Contractor Information** Screen)
- [Contracts](#) (**Primary Contract Information** Screen)
- [Products](#) (**Product Information** Screen)
- [Accessory](#) (**Accessory Information** Screen)
- [Option](#) (**Options** Screen)

Missing image: bm125.wmfValidate Data

The system will examine the required data fields of each file for accuracy and verify the use of a correct format.

1. Click on the **Validate Data** speed button **Missing image: bm126.wmf** .

The user may select [Abort](#) to cancel the process before the validation of data is complete.

2. Generate an [Import Error Report](#) if an error(s) is identified. Review and correct the error(s).
3. Select [OK](#) if errors were not found.

See Also:

[Import Error Report](#)

Missing image: bm59.wmfMove Data Into Import

The system will transport data files, formatted for SIP 7.x., into Import.

1. Place your Import text files, Import DBF files, Import excel files or Import from a previous version of SIP into the \SIPV7\IMPORT subdirectory.
2. Click on the **Move Data into Import** speed button **Missing image: bm60.wmf**.
3. Select either **Import text files, Import DBF files, Import excel files** or **Import from a previous version of SIP** from the **Import Data** screen.
4. Select **Import** to allow the system to transport the files or **Cancel** to cancel the process.
5. Select **OK** to confirm the data has been imported successfully.
The system will automatically validate the data files once the files are read.

See also:

[Validate Data](#)

[Import Template](#)

Missing image: bm51.wmfImport into SIP

Data files are imported into SIP.

1. Click on the **Import into SIP** speed button **Missing image: bm52.wmf** .
2. Select **Append to SIP Data** to add data to existing SIP records or **Replace SIP Data** to overwrite existing SIP records.
3. Select **Move to SIP** to import data or [Cancel](#) to cancel the import process
Note: The system will repeat the validation process before the data is imported.
4. Select [OK](#) if errors were not found.

Note: For Excel files, **do not** add quotes (') to your fields, import will do that for you.

Note: If you are importing files that already exist in SIP, append will delete all related data for contract, contractor, services, products, accessories, and options.

Important: The manufacturer name is now required iprice, iqtyvol,ibpa, iphoto, iaccxpro, imsg, icolors, and ioptions

Instructions for Photo Screen

This screen gives common instruction on how photos should be formatted. It will also validate all photo files placed in the ...SIPv7\PHOTO directory. If a file does not pass validation then it will be listed in the grid along with the problem. Validation checks file size and filename length. Photo files can be up to 1MB in size. Filenames can not be longer than 80 characters in length and must end with a .jpg or .gif extension.

[Rename Button](#) - Allows the user to rename a photo if the filename is to long.

[Print Button](#) - Allows the user to print a list of all files that did not pass validation along with the problem that each file has.

[Continue Button](#) - This button will take you to the [Photo Screen](#), where you can view, attach, and detach photos from Products and Accessories.

[Cancel Button](#) - Clicking this button will take you to the [SIP Main Screen](#).

Important: The manufacturer name is now required for iphoto

Rename Button, Photo

Allows the user to rename a photo if the filename is to long. Filenames can not be longer than 80 characters in length and must end in with a .jpg or .gif extension.

Add Option Information

[See Also](#)

1. Select the options product from the product grid on the top left hand portion of the screen. This will provide the necessary 'link' of the option to the product.
2. Select **Add**.
3. Next, fill in the other data elements necessary to describe the actual option.

Note: SIP will maintain a list of 'original' options. If you chose the same group and part number as a previously entered option, the other data fields will be automatically filled for you.

Print Button, Photo

Allows the user to print a list of all files that did not pass validation along with the problem that each file has.

Continue Button, Photo

This button will take you to the [Photo Screen](#), where you can view, attach, and detach photos from Products and Accessories.

Photo Screen

This screen will allow the user to view, attach and detach photos for multiple Products and Accessories. Select up to 4 photos from the dropdown list, you may attach the photos to as many items as you like by double clicking on the row of the product and/or accessory. The 1st photo you select will become your default photo. You may change which photo is your default by clicking the default button under any other photo you have selected. If you want to remove a selected photo, click the checkbox under the photo you no longer wish to have associated with your item.

[Select a photo\(s\) to attach](#) - This is a dropdown list of all valid photo files that have been placed in the ...SIPv7\PHOTO directory. Once you have selected a photo, you may attach that photo by double clicking on the row of the product and/or accessory in the list. You may attach a photo to as many items as you need.

[Remove all Photos showing](#) - This button will allow you to quickly remove all selected photos, so you may start selecting new photos for your next item you would like to attach photos to.

[View all items](#) - If you are viewing items with photos or items without photos, clicking this button will allow you to view all your products and accessories, again.

[View items with photos](#) - This option will change the contents of the browse window so that it lists only items that have photos attached to them.

[View items without photos](#) - This option will change the contents of the browse window so that it lists only items that do not have photos attached to them.

[Multiple Add](#) - This allows you to add the selected photos to as many items as you need. This button is only available if you have selected more than 1 item from the browse window. You may hold down the Ctrl key and randomly click items from the list. Or you may hold down the Shift key and click the 1st and then the last item you need to select a block of items from the browse window. Once you are satisfied with your selection. Click the [Multiple Add](#) and your photos will be added to all your selected items.

[Remove photo\(s\)](#) - This allows you to remove photos from as many items as needed. You may hold down the Ctrl key and randomly click items from the list. Or you may hold down the Shift key and click the 1st and then the last item you need to select a block of items from the browse window. Once you are satisfied with your selection. Click the [Remove photo\(s\)](#) button and all the photos attached to your selection will be removed.

[View photos for selected item](#) - this allows you to view all the photos attached to the currently selected item. Photos will be shown below the [select a photo\(s\)](#) dropdown. You may then change the default photo, add/remove some of the photos, and/or double click another record and attach those photos to

another item.

GSA

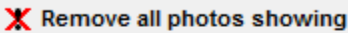
Photo


Instructions: use this screen to attach photos to your products and accessories. First, select one or more photos, then click on the photo to attach the photo to.

To import photos: if you have lots of photos to attach, try import below. Suggest you first click on Export to File which will create a file containing all of your manufacturer part numbers. You may then update this file by adding the photo filename(s) to each part number, validate and import.


Step 1: Select a photo(s) to attach

HPC1200CMBACDC.jpg






☒ BPAitem2.JPG
☐ Default



☒ AL_DL2700IC_US26D.jpg
☐ Default



☒ GT176PHL.jpg
☐ Default

Step 2: Double-click row to attach selected photos

Grid view

☒ View all items ☐ View items with photos ☐ View items without photo

Search mfg part number

Multiple Attach

Hold down the Shift and/or Ctrl keys to highlight multiple items to attach or remove photos from more than 1 item at a time

	Mfg Part No	Manufacturer	Item Name	Default photo	Photo
	468775	DELL COMPUTER	COMPUTER		
•	47840-X41	BPA LOWE'S CARPET CORP.	YELLOW ZINC 47841	GT176PHL.jpg	BPAitem2.JPG
	5325789	3-TIER	3FE83 ** PATCH CONCRETE 20LB		
	5325789	BPA-HILLMAN GROUP	WOOD JOINER 0 3/8X1		
	5325789	BPA DUPLICATE- HILLMAN	PENWOOD JOINER		
	701555	ADD NEW PRODUCT	ADD NEW PRODUCT TO ATTACH		
	7530-01-555-2900	COMPUTER PAPER PARTS	COMPUTER PAPER		
	7530-01-555-2900	SINGLE-PART COMPUTER PAPER	3FE85 ** GLUE CEMENT 1G		
	7530-01-555-2900	VIACOM	PAPER,TABULATING MACHINE		
	7530-01-555-2901	3COM	3FE83 ** PATCH CONCRETE 20LB		
▶	89204-181	LABWATER PRODUCT	SANDUSKY LEE CUBBY STORAGE		

Cancel Button, Photo

Clicking this button will take you to the [SIP Main Screen](#).

Select a photo

From the [Photo Screen](#), this dropdown will list all valid photo files that have been placed in the ...SIPv7\PHOTO directory. Once you have selected up to 4 photos, you may attach those photos by double clicking on the row of the product and/or accessory in the list. You may attach photos to as many items as you need.

Remove all Photos showing

From the [Photo Screen](#), this button will allow you to quickly remove all selected photos, so you may start selecting new photos for your next item you would to attach photos to.

View all items

From the [Photo Screen](#), if you are viewing items with photos or items without photos in the browse window, clicking this button will allow you to view all your products and accessories in the browse window, again.

View items with photos

From the [Photo Screen](#), this option will change the contents of the browse window so that it list only items that have photos attached to them.

Multiple Add Button

Only available from the [Photo Screen](#), This button allows the vendor to add the selected photos to as many items as you need. This button is only available if have selected more than 1 item from the browse window. You may hold down the Ctrl key and randomly click items from the list. Or you may hold down the Shift key and click the 1st and then the last item you need to select a block of items from the browse window. Once you are satisfied with your selection. Click the Multiple Add and your photos will be add to all your selected items.

Photo name, Product

If you would like to show a picture of your product, select a photo from the dropdown list. The photo files must be placed in the ...SIPv7\PHOTO directory. Photo filenames can not be longer than 80 characters in length and must end in a .jpg or .gif extension. The file size can not be larger than 1MB. This is not a required field.

Photo Name, Accessory

If you would like to show a picture of your accessory, select a photo from the dropdown list. The photo files must be placed in the ...SIPv7\PHOTO directory. Photo filenames can not be longer than 80 characters in length and must end in a .jpg or .gif extension. The file size can not be larger than 1mb. This is not a required field.

Add Phone Book Entry

1. Select **Add**.
2. Enter a name and telephone number.
3. Click on **OK** to add the number to the directory or **Cancel** to cancel the entry.

Add Product Information

BUTTON TO TOPIC JI('`Data_Fields__Product') WHICH DOES NOT EXIST

1. Select [Add](#) from the Tool bar.
2. Enter the [Contract Number](#), [Special Item Number](#), [Manufacturer Name](#), [Manufacturer Part Number](#), [Product Name](#), [Product Description](#), [Warranty Interval](#), [Warranty Period](#) and [Production Point](#).

Note: These are required fields. If you attempt to save a record that has any blank required data fields an error message listing these fields will be displayed.

3. Select [Save](#) to save the record or [Cancel](#) to cancel the record.

Are there alternatives to using SIP?

Yes. You may submit your data to GSA via Electronic Data Interchange (EDI) or you may contact an outside source to perform the data submission process for you. Both of these alternatives will have associated costs. For those submitting EDI, information concerning formats and requirements are provided at the Vendor Support Center Web site at <http://vsc.gsa.gov/>.

Can I include an HTML tags in my file?

Yes. You may include HTML tags within your text file.

Can I include only a URL with no text?

No, you may no longer submit a URL as your text file. GSA Advantage has improved the indexing and search against text files especially those for services. Please attach a PDF or Word document instead

Can I view my text file in SIP?

Yes. Click a contract that has a file with a file attached. Then click the 'View document' button. The file will be shown within the corresponding application.

Can my text file include images or promotional messages?

Images can be submitted in an html text file as follows:

If you add images to your text file, you should include your image in the following HTML format: ``

(You should replace with your image URL, and include the < and > characters).

Promotional messages are discouraged since this text file is designed primarily to describe products or services offered.

Change Phone Book Entry

1. Select **Change**.
2. Edit the current name and/or telephone number.
3. Click on **OK** to save the changes or **Cancel** to cancel the changes.

Clear All and Clear Page Buttons

The clear all button erases all discounts for the currently selected price. The clear page button erases only the discounts that are showing on the screen at the time.

Note that the prices are not actually erased until the Save button at the top of the application is pressed. Pressing the Cancel button will restore all previously entered discounts, if any.

Close, File Menu

Select this option to close the current screen. If the current screen is the **Main** screen, the application will be closed.

Communications Menu

[Create Catalog Files](#)

[Send/Receive Files](#)

[Download SIP Upgrades](#)

[Process Response Log Files](#)

[Create a Replacement File](#)

[Check File Status](#)

Contents, Help Menu

Displays the SIP Help Table of Contents.

Contract Number, Product

Click on the arrow and a drop down list will appear. Select the contract number that applies to the product(s) to be entered.

Copy Page and Copy All Discount buttons

These buttons are useful if you offer the same discounts on many different products. The Copy All discount button, copies all the discounts, Quantity, Dollar volume, Temporary quantity and Temporary dollar volume, from the last entered product, while the copy page button copies only the currently selected type of discount. If there hasn't been another product entered, the copy buttons will be disabled.

The 'last entered product' applies only to the current session of using SIP. If you close SIP and restart it, the first product added will have the copy buttons disabled. After you have added a product, the buttons will be enabled for all additionally added products until the program is shut down again.

CTRYCODE STATCODE STATDESC

BF 15 LONG ISLAND
BF 31 MARSH HARBOUR
BF 16 MAYAGUANA
BF 23 NEW PROVIDENCE
BF 32 NICHOLLSTOWN AND BERRY
ISLANDS
BF 18 RAGGED ISLAND
BF 33 ROCK SOUND
BF 34 SANDY POINT
BF 35 SAN SALVADOR AND RUM
CAY
BG 22 BAGERHAT
BG 04 BANDARBAN
BG 25 BARGUNA
BG 01 BARISAL
BG 23 BHOLA
BG 24 BOGRA
BG 26 BRAHMANBARIA
BG 27 CHANDPUR
BG 28 CHAPAI NAWABGANJ
BG 29 CHATTAGRAM
BG 30 CHUADANGA
BG 05 COMILLA
BG 31 COX'S BAZAR
BG 32 DHAKA
BG 33 DINAJPUR
BG 34 FARIDPUR
BG 35 FENI
BG 36 GAIBANDHA
BG 37 GAZIPUR
BG 38 GOPALGANJ
BG 39 HABIGANJ

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CTRYCODE STATCODE STATDESC

BG 40 JAIPURHAT
BG 41 JAMALPUR
BG 42 JESSORE
BG 43 JHALAKATI
BG 44 JHENAIDAH
BG 45 KHAGRACHARI
BG 46 KHULNA
BG 47 KISHORGANJ
BG 48 KURIGRAM
BG 49 KUSHTIA
BG 50 LAKSMIPUR
BG 51 LALMONIRHAT
BG 52 MADARIPUR
BG 53 MAGURA
BG 54 MANIKGANJ

BG 55 MEHERPUR
BG 56 MOULAVIBAZAR
BG 57 MUNSHIGANJ
BG 12 MYMENSINGH
BG 58 NAOGAON
BG 59 NARAIL
BG 60 NARAYANGANJ
BG 61 NARSINGDI
BG 62 NATOR
BG 63 NETRAKONA
BG 64 NILPHAMARI
BG 13 NOAKHALI
BG 65 PABNA
BG 66 PANCHAGAR
BG 67 PARBATTYA CHATTAGRAM

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CTRYCODE STATCODE STATDESC

ES 02 CABANAS
ES 03 CHALATENANGO
ES 04 CUSCATLAN
ES 05 LA LIBERTAD
ES 06 LA PAZ
ES 07 LA UNION
ES 08 MORAZAN
ES 09 SAN MIGUEL
ES 10 SAN SALVADOR
ES 11 SANTA ANA
ES 12 SAN VICENTE
ES 13 SONSONATE
ES 14 USULUTAN
FI 01 AHVENANMAA
FI 02 HAME
FI 03 KESKI-SUOMI
FI 04 KUOPIO
FI 05 KYMI
FI 06 LAPPI
FI 07 MIKKELI
FI 08 OULU
FI 09 POHJOIS-KARJALA
FI 10 TURKU JA PORI
FI 11 UUSIMAA
FI 12 VAASA
FR C1 ALSACE
FR 97 AQUITAINE
FR 98 AUVERGNE
FR 99 BASSE-NORMANDIE
FR A1 BOURGOGNE

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CTRYCODE STATCODE STATDESC

FR A2 BRETAGNE
FR A3 CENTRE
FR A4 CHAMPAGNE-ARDENNE
FR A5 CORSE
FR A6 FRANCHE-COMTE
FR A7 HAUTE-NORMANDIE
FR A8 ILE-DE-FRANCE
FR A9 LANGUEDOC-ROUSSILLON
FR B1 LIMOUSIN
FR B2 LORRAINE
FR B3 MIDI-PYRENEES
FR B4 NORD-PAS-DE-CALAIS
FR B5 PAYS DE LA LOIRE
FR B6 PICARDIE
FR B7 POITOU-CHARENTES
FR B8 PROVENCE-ALPES-COTE
D'AZUR

FR B9 RHONE-ALPES
GA 01 BANJUL
GA 02 LOWER RIVER
GA 03 MACCARTHY ISLAND
GA 07 NORTH BANK
GA 04 UPPER RIVER
GA 05 WESTERN
GM 01 BADEN-WURTTENBERG
GM 02 BAYERN (BAVARIA)
GM 16 BERLIN
GM 11 BRANDENBURG
GM 03 BREMEN
GM 04 HAMBURG
GM 05 HESSEN

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CTRYCODE STATCODE STATDESC

GM 12 MECKLENBURG-VORPOMMER
N

GM 06 NIEDERSACHSEN
GM 07 NORDRHEIN-WESTFALEN
GM 08 RHEINLAND-PFALZ
GM 09 SAARLAND
GM 13 SACHSEN
GM 14 SACHSEN-ANHALT
GM 10 SCHLESWIG-HOLSTEIN
GM 15 THURINGEN
GR 31 AITOLIA KAI AKARNANIA
GR 38 AKHAIA
GR 36 ARGOLIS
GR 41 ARKADHIA
GR 20 ARTA
GR 35 ATTIKI
GR 47 DHODHEKANISOS
GR 04 DRAMA
GR 30 EVRITANIA
GR 01 EVROS
GR 34 EVVOIA
GR 08 FLORINA
GR 32 FOKIS
GR 29 FTHIOTIS
GR 10 GREVENA
GR 39 ILIA
GR 12 IMATHIA
GR 17 IOANNINA
GR 45 IRAKLION
GR 23 KARDHITSA
GR 09 KASTORIA

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CTRYCODE STATCODE STATDESC

GR 14 KAVALA
GR 27 KEFALLINIA
GR 25 KERKIRA
GR 15 KHALKIDHIKI
GR 43 KHANIA
GR 50 KHIOS
GR 49 KIKLADHES
GR 06 KILKIS
GR 37 KORINTHIA
GR 11 KOZANI
GR 42 LAKONIA
GR 21 LARISA
GR 46 LASITHI
GR 51 LESVOS
GR 26 LEVKAS
GR 24 MAGNISIA
GR 40 MESSINIA

GR 07 PELLA
GR 16 PIERIA
GR 19 PREVEZA
GR 44 RETHIMNI
GR 02 RODHOPI
GR 48 SAMOS
GR 05 SERRAI
GR 18 THESSPROTIA
GR 13 THESSALONIKI
GR 22 TRIKALA
GR 33 VOIOTIA
GR 03 XANTHI
GR 28 ZAKINTHOS

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CTRYCODE STATCODE STATDESC

GJ 01 SAINT ANDREW
GJ 02 SAINT DAVID
GJ 03 SAINT GEORGE
GJ 04 SAINT JOHN
GJ 05 SAINT MARK
GJ 06 SAINT PATRICK
GT 01 ALTA VERAPAZ
GT 02 BAJA VERAPAZ
GT 03 CHIMALTENANGO
GT 04 CHIQUIMULA
GT 05 EL PROGRESO
GT 06 ESCUINTLA
GT 07 GUATEMALA
GT 08 HUEHUETENANGO
GT 09 IZABAL
GT 10 JALAPA
GT 11 JUTIAPA
GT 12 PETEN
GT 14 QUICHE
GT 13 QUETZALTENANGO
GT 15 RETALHULEU
GT 16 SACATEPEQUEZ
GT 17 SAN MARCOS
GT 18 SANTA ROSA
GT 19 SOLOLA
GT 20 SUCHITEPEQUEZ
GT 21 TOTONICAPAN
GT 22 ZACAPA
GV 01 BEYLA
GV 02 BOFFA

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CTRYCODE STATCODE STATDESC

GV 03 BOKE
GV 04 CONAKRY
GV 05 DABOLA
GV 06 DALABA
GV 07 DINGUIRAYE
GV 08 DUBREKA
GV 09 FARANAH
GV 10 FORECARIAH
GV 11 FRIA
GV 12 GAOUAL
GV 13 GUECKEDOU
GV 14 KANKAN
GV 15 KEROUANE
GV 16 KINDIA
GV 17 KISSIDOUGOU
GV 18 KOUNDARA
GV 19 KOUROUSSA
GV 20 LABE
GV 21 MACENTA

GV 22 MALI
GV 23 MAMOU
GV 24 NZEREKORE
GV 25 PITA
GV 26 SIGUIRI
GV 27 TELIMELE
GV 28 TOUGUE
GV 29 YOMOU
GY 10 BARIMA-WAINI
GY 11 CUYUNI-MAZARUNI
GY 12 DEMERARA-MAHAICA

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CTRYCODE STATCODE STATDESC

GY 13 EAST BERBICE-CORENTYNE
GY 14 ESSEQUIBO ISLANDS-WEST
DEMERARA
GY 15 MAHAICA-BERBICE
GY 16 POMEROON-SUPENAAM
GY 17 POTARO-SIPARUNI
GY 18 UPPER DEMERARA-BERBICE
GY 19 UPPER TAKUTU-UPPER
ESSEQUIBO
HA 06 ARTIBONITE
HA 07 CENTRE
HA 08 GRAND' ANSE
HA 09 NORD
HA 10 NORD-EST
HA 03 NORD-OUEST
HA 11 OUEST
HA 12 SUD
HA 13 SUD-EST
HO 01 ATLANTIDA
HO 02 CHOLUTECA
HO 03 COLON
HO 04 COMAYAGUA
HO 05 COPAN
HO 06 CORTES
HO 07 EL PARAISO
HO 08 FRANCISCO MORAZAN
HO 09 GRACIAS A DIOS
HO 10 INTIBUCA
HO 11 ISLAS DE LA BAHIA
HO 12 LA PAZ
HO 13 LEMPIRA
HO 14 OCOTEPEQUE

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CTRYCODE STATCODE STATDESC

HO 15 OLANCHO
HO 16 SANTA BARBARA
HO 17 VALLE
HO 18 YORO
EI 01 CARLOW
EI 02 CAVAN
EI 03 CLARE
EI 04 CORK
EI 06 DONEGAL
EI 07 DUBLIN
EI 10 GALWAY
EI 11 KERRY
EI 12 KILDARE
EI 13 KILKENNY
EI 15 LAOIS
EI 14 LEITRIM
EI 16 LIMERICK
EI 18 LONGFORD
EI 19 LOUTH

EI 20 MAYO
EI 21 MEATH
EI 22 MONAGHAN
EI 23 OFFALY
EI 24 ROSCOMMON
EI 25 SLIGO
EI 26 TIPPERARY
EI 27 WATERFORD
EI 29 WESTMEATH
EI 30 WEXFORD
EI 31 WICKLOW

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CTRYCODE STATCODE STATDESC

IS 01 HADAROM (SOUTHERN)
IS 02 HAMERKAZ (CENTRAL)
IS 03 HAZAFON (NORTHERN)
IS 04 HEFA (HAIFA)
IS 05 TEL AVIV
IS 06 YERUSHALAYIM
(JERUSALEM)
IT 01 ABRUZZI
IT 02 BASILICATA
IT 03 CALABRIA
IT 04 CAMPANIA
IT 05 EMILIA-ROMAGNA
IT 06 FRIULI-VENEZIA GIULIA
IT 07 LAZIO
IT 08 LIGURIA
IT 09 LOMBARDIA
IT 10 MARCHE
IT 11 MOLISE
IT 12 PIEMONTE
IT 13 PUGLIA
IT 14 SARDEGNA
IT 15 SICILIA
IT 16 TOSCANA
IT 17 TRENTINO-ALTO ADIGE
IT 18 UMBRIA
IT 19 VALLE D'AOSTA
IT 20 VENETO
JM 01 CLARENDON
JM 02 HANOVER
JM 17 KINGSTON
JM 04 MANCHESTER

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CTRYCODE STATCODE STATDESC

JM 07 PORTLAND
JM 08 SAINT ANDREW
JM 09 SAINT ANN
JM 10 SAINT CATHERINE
JM 11 SAINT ELIZABETH
JM 12 SAINT JAMES
JM 13 SAINT MARY
JM 14 SAINT THOMAS
JM 15 TRELAWNY
JM 16 WESTMORELAND
JA 01 AICHI
JA 02 AKITA
JA 03 AOMORI
JA 04 CHIBA
JA 05 EHIME
JA 06 FUKUI
JA 07 FUKUOKA
JA 08 FUKUSHIMA
JA 09 GIFU
JA 10 GUMMA

JA 11 HIROSHIMA
JA 12 HOKKAIDO
JA 13 HYOGO
JA 14 IBARAKI
JA 15 ISHIKAWA
JA 16 IWATE
JA 17 KAGAWA
JA 18 KAGOSHIMA
JA 19 KANAGAWA
JA 20 KOCHI

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CTRYCODE STATCODE STATDESC

BG 15 PATUAKHALI
BG 68 PIROJPUR
BG 69 RAJBARI
BG 70 RAJSHAHI
BG 71 RANGPUR
BG 72 SATKHIRA
BG 73 SHARIYATPUR
BG 74 SHERPUR
BG 75 SIRAJGANJ
BG 76 SUNAMGANJ
BG 77 SYLHET
BG 78 TANGAIL
BG 79 THAKURGAON
BB 01 CHRIST CHURCH
BB 02 SAINT ANDREW
BB 03 SAINT GEORGE
BB 04 SAINT JAMES
BB 05 SAINT JOHN
BB 06 SAINT JOSEPH
BB 07 SAINT LUCY
BB 08 SAINT MICHAEL
BB 09 SAINT PETER
BB 10 SAINT PHILIP
BB 11 SAINT THOMAS
BE 01 ANTWERPEN
BE 02 BRABANT
BE 03 HAINAUT
BE 04 LIEGE
BE 05 LIMBURG
BE 06 LUXEMBOURG

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CTRYCODE STATCODE STATDESC

JA 21 KUMAMOTO
JA 22 KYOTO
JA 23 MIE
JA 24 MIYAGI
JA 25 MIYAZAKI
JA 26 NAGANO
JA 27 NAGASAKI
JA 28 NARA
JA 29 NIIGATA
JA 30 OITA
JA 31 OKAYAMA
JA 47 OKINAWA
JA 32 OSAKA
JA 33 SAGA
JA 34 SAITAMA
JA 35 SHIGA
JA 36 SHIMANE
JA 37 SHIZUOKA
JA 38 TOCHIGI
JA 39 TOKUSHIMA
JA 40 TOKYO
JA 41 TOTTORI

JA 42 TOYAMA
JA 43 WAKAYAMA
JA 44 YAMAGATA
JA 45 YAMAGUCHI
JA 46 YAMANASHI
LT 10 BERE A
LT 11 BUTHA-BUTHE
LT 12 LERIBE

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CTRYCODE STATCODE STATDESC

LT 13 MAFETENG
LT 14 MASERU
LT 15 MOHALES HOEK
LT 16 MOKHOTLONG
LT 17 QACHAS NEK
LT 18 QUTHING
LT 19 THABA-TSEKA
LS 01 BALZERS
LS 02 ESCHEN
LS 03 GAMPRIN
LS 04 MAUREN
LS 05 PLANKEN
LS 06 RUGGELL
LS 07 SCHAAN
LS 08 SCHELLENBERG
LS 09 TRIESEN
LS 10 TRIESENBERG
LS 11 VADUZ
LU 01 DIEKIRCH
LU 02 GREVENMACHER
LU 03 LUXEMBOURG
MI 24 BLANTYRE
MI 02 CHIKWAWA
MI 03 CHIRADZULU
MI 04 CHITIPA
MI 06 DEDZA
MI 07 DOWA
MI 08 KARONGA
MI 09 KASUNGU
MI 11 LILONGWE

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CTRYCODE STATCODE STATDESC

MI 10 MACHINGA (KASUPE)
MI 12 MANGOCHI (FORT
JOHNSTON)
MI 13 MCHINJI
MI 14 MULANJE (MLANGE)
MI 25 MWANZA
MI 15 MZIMBA
MI 17 NKHATA BAY
MI 18 NKHOTAKOTA
MI 19 NSANJE
MI 16 NTCHEU
MI 20 NTCHISI (NCHISI)
MI 21 RUMPHI (RUMPI)
MI 22 SALIMA
MI 05 THYOLO
MI 23 ZOMBA
MV 02 ALIFF
MV 20 BAA
MV 17 DAALU
MV 14 FAAFU
MV 27 GAAFU ALIFF
MV 28 GAAFU DAALU
MV 07 HAA ALIFF
MV 23 HAA DAALU

MV 26 KAAFU
MV 05 LAAMU
MV 03 LAVIYANI
MV 12 MEEMU
MV 29 NAVIYANI
MV 25 NOONU
MV 13 RAA

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CTRYCODE STATCODE STATDESC

MV 01 SEENU
MV 24 SHAVIYANI
MV 08 THAA
MV 04 WAAVU
ML 01 BAMAKO
ML 02 GAO
ML 03 KAYES
ML 07 KOULIKORO
ML 04 MOPTI
ML 05 SEGOU
ML 06 SIKASSO
ML 08 TOMBOUCTOU
MX 01 AGUASCALIENTES
MX 02 BAJA CALIFORNIA
MX 03 BAJA CALIFORNIA SUR
MX 04 CAMPECHE
MX 05 CHIAPAS
MX 06 CHIHUAHUA
MX 07 COAHUILA DE ZARAGOZA
MX 08 COLIMA
MX 09 DISTRITO FEDERAL
MX 10 DURANGO
MX 11 GUANAJUATO
MX 12 GUERRERO
MX 13 HIDALGO
MX 14 JALISCO
MX 15 MEXICO
MX 16 MICHOACAN DE OCAMPO
MX 17 MORELOS
MX 18 NAYARIT

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CTRYCODE STATCODE STATDESC

MX 19 NUEVO LEON
MX 20 OAXACA
MX 21 PUEBLA
MX 22 QUERETARO DE ARTEAGA
MX 23 QUINTANA ROO
MX 24 SAN LUIS POTOSI
MX 25 SINALOA
MX 26 SONORA
MX 27 TABASCO
MX 28 TAMAULIPAS
MX 29 TLAXCALA
MX 30 VERACRUZ-LLAVE
MX 31 YUCATAN
MX 32 ZACATECAS
MH 01 SAINT ANTHONY
MH 02 SAINT GEORGES
MH 03 SAINT PETER
NP 01 BAGMATI
NP 02 BHERI
NP 03 DHAWALAGIRI
NP 04 GANDAKI
NP 05 JANAKPUR
NP 06 KARNALI
NP 07 KOSI
NP 08 LUMBINI

NP 09 MAHAKALI
NP 10 MECHI
NP 11 NARAYANI
NP 12 RAPTI
NP 13 SAGARMATHA

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CTRYCODE STATCODE STATDESC

NP 14 SETI
NL 01 DRENTH
NL 12 DRONTEN
NL 02 FRIESLAND
NL 03 GELDERLAND
NL 04 GRONINGEN
NL 14 LELYSTAD
NL 05 LIMBURG
NL 06 NOORD-BRABANT
NL 07 NOORD-HOLLAND
NL 08 OVERIJSEL
NL 09 UTRECHT
NL 10 ZEELAND
NL 13 ZUIDELIJKE
IJSELMEERPOLDERS
NL 11 ZUID-HOLLAND
NT
NG 01 AGADEZ
NG 02 DIFFA
NG 03 DOSSO
NG 04 MARADI
NG 05 NIAMEY
NG 06 TAHOUA
NG 07 ZINDER
NO 01 AKERSHUS
NO 02 AUST-AGDER
NO 04 BUSKERUD
NO 05 FINNMARK
NO 06 HEDMARK
NO 07 HORDALAND
NO 08 MORE OG ROMSDAL

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CTRYCODE STATCODE STATDESC

NO 09 NORDLAND
NO 10 NORD-TRONDELAGE
NO 11 OPPLAND
NO 12 OSLO
NO 13 OSTFOLD
NO 14 ROGALAND
NO 15 SOGN OG FJORDANE
NO 16 SOR-TRONDELAGE
NO 17 TELEMARK
NO 18 TROMS
NO 19 VEST-AGDER
NO 20 VESTFOLD
PO 02 AVEIRO
PO 23 AZORES
PO 03 BEJA
PO 04 BRAGA
PO 05 BRAGANCA
PO 06 CASTELO BRANCO
PO 07 COIMBRA
PO 08 EVORA
PO 09 FARO
PO 11 GUARDA
PO 13 LEIRIA
PO 14 LISBOA
PO 10 MADEIRA
PO 16 PORTALEGRE

PO 17 PORTO
PO 18 SANTAREM
PO 19 SETUBAL
PO 20 VIANA DO CASTELO

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CTRYCODE STATCODE STATDESC

PO 21 VILA REAL
PO 22 VISEU
RW 01 BUTARE
RW 02 BYUMBA
RW 03 CYANGUGU
RW 04 GIKONGORO
RW 05 GISENYI
RW 06 GITARAMA
RW 07 KIBUNGO
RW 08 KIBUYE
RW 09 KIGALI
RW 10 RUHENGERI
SC 01 CHRIST CHURCH NICHOLA
TOWN
SC 02 SAINT ANNE SANDY POINT
SC 03 SAINT GEORGE BASSETERRE
SC 04 SAINT GEORGE GINGERLAND
SC 05 SAINT JAMES WINDWARD
SC 06 SAINT JOHN CAPISTERRE
SC 07 SAINT JOHN FIGTREE
SC 08 SAINT MARY CAYON
SC 09 SAINT PAUL CAPISTERRE
SC 10 SAINT PAUL CHARLESTOWN
SC 11 SAINT PETER BASSETERRE
SC 12 SAINT THOMAS LOWLAND
SC 13 SAINT THOMAS MIDDLE
ISLAND
SC 15 TRINITY PALMETTO POINT
ST 01 ANSE-LA-RAYE
ST 03 CASTRIES
ST 04 CHOISEUL
ST 02 DAUPHIN

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CTRYCODE STATCODE STATDESC

ST 05 DENNERY
ST 06 GROS-ISLET
ST 07 LABORIE
ST 08 MICOUD
ST 11 PRASLIN
ST 09 SOUFRIERE
ST 10 VIEUX-FORT
VC 01 CHARLOTTE
VC 06 GRENADINES
VC 02 SAINT ANDREW
VC 03 SAINT DAVID
VC 04 SAINT GEORGE
VC 05 SAINT PATRICK
SO 01 BAKOOL
SO 02 BANAADIR
SO 03 BARI
SO 04 BAY
SO 05 GALGUDUUD
SO 06 GEDO
SO 07 HIIRAAN
SO 08 JUBBADA DHEXE
SO 09 JUBBADA HOOSE
SO 10 MUDUG
SO 11 NUGAAL
SO 12 SANAAG
SO 13 SHABEELLAHA DHEXE

SO 14 SHABEELLAHA HOOSE
SO 15 TOGDHEER
SO 16 WOQOQOYI GALBEED
SP 51 ANDALUCIA

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CTRYCODE STATCODE STATDESC

SP 52 ARAGON
SP 34 ASTURIAS
SP 53 CANARIAS
SP 39 CANTABRIA
SP 54 CASTILLA-LA MANCHA
SP 55 CASTILLA Y LEON
SP 56 CATALUNA
SP 57 EXTREMADURA
SP 58 GALICIA
SP 07 ISLAS BALEARES
SP 27 LA RIOJA
SP 29 MADRID
SP 31 MURCIA
SP 32 NAVARRA
SP 59 PAIS VASCO
SP 60 VALENCIANA
SU 26 A'ALI AN NIL
SU 28 AL ISTIWA'YAH
SU 29 AL KHARTUM
SU 27 AL WUSTA
SU 30 ASH SHAMALIYAH
SU 31 ASH SHARQIYAH
SU 32 BAHR AL GHAZAL
SU 33 DARFUR
SU 34 KURDUFAN
SW 01 ALVSBORGS LAN
SW 02 BLEKINGE LAN
SW 03 GAVLEBORGS LAN
SW 04 GOTEBORGS OCH BOHUS
LAN
SW 05 GOTLANDS LAN

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CTRYCODE STATCODE STATDESC

BE 07 NAMUR
BE 08 OOST-VLAANDEREN
BE 09 WEST-VLAANDEREN
BH 01 BELIZE
BH 02 CAYO
BH 03 COROZAL
BH 04 ORANGE WALK
BH 05 STANN CREEK
BH 06 TOLEDO
BN 01 ATAKORA
BN 02 ATLANTIQUE
BN 03 BORGOU
BN 04 MONO
BN 05 OUEME
BN 06 ZOU
BT 05 BUMTHANG
BT 06 CHHUKHA
BT 07 CHIRANG
BT 08 DAGA
BT 09 GEYLEGPHUG
BT 10 HA
BT 11 LHUNTSHI
BT 12 MONGAR
BT 13 PARO
BT 14 PEMAGATSEL
BT 15 PUNAKHA
BT 16 SAMCHI

BT 17 SAMDRUP
BT 18 SHEMGANG
BT 19 TASHIGANG

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CTRYCODE STATCODE STATDESC

SW 06 HALLANDS LAN
SW 07 JAMTLANDS LAN
SW 08 JONKOPINGS LAN
SW 09 KALMAR LAN
SW 10 KOPPARBERGS LAN
SW 11 KRISTIANSTADS LAN
SW 12 KRONOBERGS LAN
SW 13 MALMOHUS LAN
SW 14 NORRBOTTENS LAN
SW 15 OREBRO LAN
SW 16 OSTERGOTLANDS LAN
SW 17 SKARABORGS LAN
SW 18 SODERMANLANDS LAN
SW 26 STOCKHOLMS LAN
SW 21 UPPSALA LAN
SW 22 VARMLANDS LAN
SW 23 VASTERBOTTENS LAN
SW 24 VASTERNORRLANDS LAN
SW 25 VASTMANLANDS LAN
SZ 01 AARGAU
SZ 02 AUSSER-RHODEN
SZ 03 BASEL-LANDSCHAFT
SZ 04 BASEL-STADT
SZ 05 BERN
SZ 06 FRIBOURG
SZ 07 GENEVE
SZ 08 GLARUS
SZ 09 GRAUBUNDEN
SZ 10 INNER-RHODEN
SZ 26 JURA

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CTRYCODE STATCODE STATDESC

SZ 11 LUZERN
SZ 12 NEUCHATEL
SZ 13 NIDWALDEN
SZ 14 OBWALDEN
SZ 15 SANKT GALLEN
SZ 16 SCHAFFHAUSEN
SZ 17 SCHWYZ
SZ 18 SOLOTHURN
SZ 19 THURGAU
SZ 20 TICINO
SZ 21 URI
SZ 22 VALAIS
SZ 23 VAUD
SZ 24 ZUG
SZ 25 ZURICH
TD 01 ARIMA
TD 02 CARONI
TD 03 MAYARO
TD 04 NARIVA
TD 05 PORT-OF-SPAIN
TD 06 SAINT ANDREW
TD 07 SAINT DAVID
TD 08 SAINT GEORGE
TD 09 SAINT PATRICK
TD 10 SAN FERNANDO
TD 11 TOBAGO
TD 12 VICTORIA
TZ 01 ARUSHA
TZ 23 DAR ES SALAAM

CTRYCODE STATCODE STATDESC

TZ 04 IRINGA
TZ 05 KIGOMA
TZ 06 KILIMANJARO
TZ 07 LINDI
TZ 08 MARA
TZ 09 MBEYA
TZ 10 MOROGORO
TZ 11 MTWARA
TZ 12 MWANZA
TZ 13 PEMBA NORTH
TZ 20 PEMBA SOUTH
TZ 02 PWANI
TZ 24 RUKWA
TZ 14 RUVUMA
TZ 15 SHINYANGA
TZ 16 SINGIDA
TZ 17 TABORA
TZ 18 TANGA
TZ 21 ZANZIBAR CENTRAL/SOUTH
TZ 22 ZANZIBAR NORTH
TZ 25 ZANZIBAR URBAN/WEST
TZ 19 ZIWA MAGHARIBI
UG 05 BUSOGA
UG 18 CENTRAL
UG 20 EASTERN
UG 08 KARAMOJA
UG 21 NILE
UG 22 NORTH BUGANDA
UG 23 NORTHERN
UG 12 SOUTH BUGANDA

CTRYCODE STATCODE STATDESC

UG 24 SOUTHERN
UG 25 WESTERN
UK 01 AVON
UK 02 BEDFORD
UK 03 BERKSHIRE
UK 04 BUCKINGHAM
UK 05 CAMBRIDGE
UK 06 CHESHIRE
UK 07 CLEVELAND
UK 08 CORNWALL
UK 09 CUMBRIA
UK 10 DERBY
UK 11 DEVON
UK 12 DORSET
UK 13 DURHAM
UK 14 EAST SUSSEX
UK 15 ESSEX
UK 16 GLOUCESTER
UK 17 GREATER LONDON
UK 18 GREATER MANCHESTER
UK 19 HAMPSHIRE
UK 20 HEREFORD AND WORCESTER
UK 21 HERTFORD
UK 22 HUMBERSIDE
UK 23 ISLE OF WIGHT
UK 24 KENT
UK 25 LANCASHIRE
UK 26 LEICESTER
UK 27 LINCOLN
UK 28 MERSEYSIDE

CTRYCODE STATCODE STATDESC

UK 29 NORFOLK
UK 31 NORTHAMPTON
UK 32 NORTHUMBERLAND
UK 30 NORTH YORKSHIRE
UK 33 NOTTINGHAM
UK 34 OXFORD
UK 35 SHROPSHIRE
UK 36 SOMERSET
UK 37 SOUTH YORKSHIRE
UK 38 STAFFORD
UK 39 SUFFOLK
UK 40 SURREY
UK 41 TYNE AND WEAR
UK 42 WARWICK
UK 43 WEST MIDLANDS
UK 44 WEST SUSSEX
UK 45 WEST YORKSHIRE
UK 46 WILTSHIRE
UK 52 ANTRIM
UK 53 ARDS
UK 54 ARMAGH
UK 55 BALLYMENA
UK 56 BALLYMONEY
UK 57 BANBRIDGE
UK 58 BELFAST
UK 59 CARRICKFERGUS
UK 60 CASTLEREAGH
UK 61 COLERAINE
UK 62 COOKSTOWN
UK 63 CRAIGAVON

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CTRYCODE STATCODE STATDESC

UK 64 DOWN
UK 65 DUNGANNON
UK 66 FERMANAGH
UK 67 LARNE
UK 68 LIMAVADY
UK 69 LISBURN
UK 70 LONDONDERRY
UK 71 MAGHERAFELT
UK 72 MOYLE
UK 73 NEWRY AND MOURNE
UK 74 NEWTOWNABBEY
UK 75 NORTH DOWN
UK 76 OMAGH
UK 77 STRABANE
UK 78 BORDERS
UK 79 CENTRAL
UK 80 DUMFRIES AND GALLOWAY
UK 81 FIFE
UK 82 GRAMPIAN
UK 83 HIGHLAND
UK 84 LOTHIAN
UK 85 ORKNEY
UK 86 SHETLAND
UK 87 STRATHCLYDE
UK 88 TAYSIDE
UK 89 WESTERN ISLES
UK 90 CLWYD
UK 91 DYFED
UK 92 GWENT
UK 93 GWYNEDD

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CTRYCODE STATCODE STATDESC

UK 94 MID GLAMORGAN
UK 95 POWYS
UK 96 SOUTH GLAMORGAN
UK 97 WEST GLAMORGAN
US AL ALABAMA
US AK ALASKA
US AZ ARIZONA
US AR ARKANSAS
US CA CALIFORNIA
US CO COLORADO
US CT CONNECTICUT
US DE DELAWARE
US DC DISTRICT OF COLUMBIA
US FL FLORIDA
US GA GEORGIA
US HI HAWAII
US ID IDAHO
US IL ILLINOIS
US IN INDIANA
US IA IOWA
US KS KANSAS
US KY KENTUCKY
US LA LOUISIANA
US ME MAINE
US MD MARYLAND
US MA MASSACHUSETTS
US MI MICHIGAN
US MN MINNESOTA
US MS MISSISSIPPI
US MO MISSOURI

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CTRYCODE STATCODE STATDESC

US MT MONTANA
US NE NEBRASKA
US NV NEVADA
US NH NEW HAMPSHIRE
US NJ NEW JERSEY
US NM NEW MEXICO
US NY NEW YORK
US NC NORTH CAROLINA
US ND NORTH DAKOTA
US OH OHIO
US OK OKLAHOMA
US OR OREGON
US PA PENNSYLVANIA
US PR PUERTO RICO
US RI RHODE ISLAND
US SC SOUTH CAROLINA
US SD SOUTH DAKOTA
US TN TENNESSEE
US TX TEXAS
US UT UTAH
US VT VERMONT
US VA VIRGINIA
US VI VIRGIN ISLANDS
US WA WASHINGTON
US WV WEST VIRGINIA
US WI WISCONSIN
US WY WYOMING
WS 01 A'ANA
WS 02 AIGA-I-LE-TAI
WS 03 ATUA

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CTRYCODE STATCODE STATDESC

WS 04 FA`ASALELEAGA
WS 05 GAGA`EMAUGA
WS 07 GAGAIFOMAUGA
WS 08 PALAULI
WS 09 SATUPA`ITEA
WS 10 TUAMASAGA
WS 06 VA`A-O-FONOTI
WS 11 VAISIGANO
YM 01 ABYAN
YM 02 `ADAN
YM 07 AL BAYDA'
YM 08 AL HUDAYDAH
YM 09 AL JAWF
YM 03 AL MAHRAH
YM 10 AL MAHWIT
YM 11 DHAMAR
YM 04 HADRAMAWT
YM 12 HAJJAH
YM 13 IBB
YM 06 LAHIJ
YM 14 MA`RIB
YM 05 SHABWAH
YM 15 SA`DAH
YM 16 SAN`A'
YM 17 TA`IZZ
KS 01 CHEJU-DO
KS 03 CHOLLA-BUKTO
KS 16 CHOLLA-NAMDO
KS 05 CH'UNGCH'ONG-BUKTO
KS 17 CH'UNGCH'ONG-NAMDO

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CTRYCODE STATCODE STATDESC

KS 12 INCH'ON-JIKHALSI
KS 06 KANGWON-DO
KS 18 KWANGJU-JIKHALSI
KS 13 KYONGGI-DO
KS 14 KYONGSANG-BUKTO
KS 08 KYONGSANG-NAMDO
KS 10 PUSAN-JIKHALSI
KS 11 SOUL-T'UKPYOLSI
KS 15 TAEGU-JIKHALSI
KS 19 TAEJON-JIKHALSI
SN
HK
NU 01 BOACO
NU 02 CARAZO
NU 03 CHINANDEGA
NU 04 CHONTALES
NU 05 ESTELI
NU 06 GRANADA
NU 07 JINOTEGA
NU 08 LEON
NU 09 MADRIZ
NU 10 MANAGUA
NU 11 MASAYA
NU 12 MATAGALPA
NU 13 NUEVA SEGOVIA
NU 14 RIO SAN JUAN
NU 15 RIVAS
NU 16 ZELAYA
PM 01 BOCAS DEL TORO
PM 02 CHIRIQUI

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CTRYCODE STATCODE STATDESC

BT 20 THIMPHU

BT 21 TONGSA
 BT 22 WANGDI PHODRANG
 BC 01 CENTRAL
 BC 02 CHOBE
 BC 03 GHANZI
 BC 04 KGALAGADI
 BC 05 KGATLENG
 BC 06 KWENENG
 BC 07 NGAMILAND
 BC 08 NORTH-EAST
 BC 09 SOUTH-EAST
 BC 10 SOUTHERN
 VI
 UV 15 BAM
 UV 16 BAZEGA
 UV 17 BOUGOURIBA
 UV 18 BOULGOU
 UV 19 BOULKIEMDE
 UV 20 GANZOURGOU
 UV 21 GNAGNA
 UV 22 GOURMA
 UV 23 HOUET
 UV 24 KADIOGO
 UV 25 KENEDOUGOU
 UV 26 KOMOE
 UV 27 KOSSI
 UV 28 KOURITENGA
 UV 29 MOUHOUN
 UV 30 NAMENTENGA

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CTRYCODE STATCODE STATDESC

PM 03 COCLE
 PM 04 COLON
 PM 05 DARIEN
 PM 06 HERRERA
 PM 07 LOS SANTOS
 PM 08 PANAMA
 PM 09 SAN BLAS
 PM 10 VERAGUAS
 DJ 01 ALI SABIH
 DJ 02 DIKHIL
 DJ 03 DJIBOUTI
 DJ 04 OBOCK
 DJ 05 TADJOURA
 EK 03 ANNOBON
 EK 04 BIOKO NORTE
 EK 05 BIOKO SUR
 EK 06 CENTRO SUR
 EK 07 KIE-NTEM
 EK 08 LITORAL
 EK 09 WELE-NZAS
 PU 01 BAFATA
 PU 12 BIOMBO
 PU 11 BISSAU
 PU 05 BOLAMA
 PU 06 CACHEU
 PU 10 GABA
 PU 04 OIO
 PU 02 QUINARA
 PU 07 TOMBALI
 KR 01 GILBERT ISLANDS

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CTRYCODE STATCODE STATDESC

KR 02 LINE ISLANDS
 KR 03 PHOENIX ISLANDS
 MZ 02 GAZA

MZ 03 INHAMBANE
 MZ 10 MANICA
 MZ 04 MAPUTO
 MZ 06 NAMPULA
 MZ 07 NIASA
 MZ 05 SOFALA
 MZ 08 TETE
 MZ 09 ZAMBEZIA
 MZ 01 CABO DELGADO
 TP 01 PRINCIPE
 TP 02 SAO TOME
 SL 01 EASTERN
 SL 02 NORTHERN
 SL 03 SOUTHERN
 SL 04 WESTERN AREA
 TO 01 AMLAME
 TO 02 ANEHO
 TO 03 ATAKPAME
 TO 15 BADOU
 TO 04 BAFILO
 TO 05 BASSAR
 TO 06 DAPAONG
 TO 07 KANTE
 TO 08 KLOUTO
 TO 14 KPAGOUDA
 TO 09 LAMA-KARA
 TO 10 LOME

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CTRYCODE STATCODE STATDESC

TO 11 MANGO
 TO 12 NIAMTOUGOU
 TO 13 NOTSE
 TO 16 SOTOUBOUA
 TO 17 TABLIGBO
 TO 19 TCHAMBA
 TO 20 TCHAOUDJO
 TO 18 TSEVIE
 TO 21 VOGAN
 TV
 NH 05 AMBRYM
 NH 06 AOBA/MAEWO
 NH 07 BANKS/TORRES
 NH 08 EFATE
 NH 09 EPI
 NH 10 MALAKULA
 NH 11 PAAMA
 NH 12 PENTECOTE
 NH 13 SANTO/MALO
 NH 14 SHEPHERD
 NH 15 TAFEA
 GK GUERNSEY

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CTRYCODE STATCODE STATDESC

UV 31 NAOURI
 UV 32 OUBRITENGA
 UV 33 OUDALAN
 UV 34 PASSORE
 UV 35 PONI
 UV 36 SANGUIE
 UV 37 SANMATENGA
 UV 38 SENO
 UV 39 SISSILI
 UV 40 SOUM
 UV 41 SOUROU
 UV 42 TAPOA
 UV 43 YATENGA

UV 44 ZOUNDWEOGO
BY 09 BUBANZA
BY 02 BUJUMBURA
BY 10 BURURI
BY 11 CANKUZO
BY 12 CIBITKE
BY 13 GITEGA
BY 14 KARUZI
BY 15 KAYANZA
BY 16 KIRUNDO
BY 17 MAKAMBA
BY 05 MURAMVYA
BY 18 MUYINGA
BY 19 NGOZI
BY 20 RUTANA
BY 21 RUYIGI
CA 01 ALBERTA

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CTRYCODE STATCODE STATDESC

CA 02 BRITISH COLUMBIA
CA 03 MANITOBA
CA 04 NEW BRUNSWICK
CA 05 NEWFOUNDLAND
CA 06 NORTHWEST TERRITORIES
CA 07 NOVA SCOTIA
CA 08 ONTARIO
CA 09 PRINCE EDWARD ISLAND
CA 10 QUEBEC
CA 11 SASKATCHEWAN
CA 12 YUKON TERRITORY
CV 01 BOA VISTA
CV 02 BRAVA
CV 03 FOGO
CV 04 MAIO
CV 05 PAUL
CV 06 PRAIA
CV 07 RIBEIRA GRANDE
CV 08 SAL
CV 09 SANTA CATARINA
CV 10 SAO NICOLAU
CV 11 SAO VICENTE
CV 12 TARRAFAL
CT 01 BAMINGUI-BANGORAN
CT 18 BANGUI
CT 02 BASSE-KOTTO
CT 15 GRIBINGUI
CT 03 HAUTE-KOTTO
CT 04 HAUTE-SANGHA
CT 05 HAUT-MBOMOU

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CTRYCODE STATCODE STATDESC

CT 06 KEMO-GRIBINGUI
CT 07 LOBAYE
CT 08 MBOMOU
CT 09 NANA-MAMBERE
(NANA-NAMBERE)
CT 17 OMBELLA-MPOKO
CT 11 OUAKA
CT 12 OUHAM
CT 13 OUHAM-PENDE
CT 16 SANGHA
CT 14 VAKAGA
CD 01 BATHA
CD 02 BILTINE
CD 03 BORKOU-ENNEDI-TIBESTI
CD 04 CHARI-BAGUIRMI

CD 05 GUERA
 CD 06 KANEM
 CD 07 LAC
 CD 08 LOGONE OCCIDENTAL
 CD 09 LOGONE ORIENTAL
 CD 10 MAYO-KEBBI
 CD 11 MOYEN-CHARI
 CD 12 OUADDAI
 CD 13 SALAMAT
 CD 14 TANDJILE
 CN 01 ANJOUAN
 CN 02 GRANDE COMORE
 CN 03 MOHELI
 CS 01 ALAJUELA
 CS 02 CARTAGO
 CS 03 GUANACASTE

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CTRYCODE STATCODE STATDESC

CS 04 HEREDIA
 CS 06 LIMON
 CS 07 PUNTARENAS
 CS 08 SAN JOSE
 DA 01 ARHUS
 DA 02 BORNHOLM
 DA 03 FREDERIKSBORG
 DA 04 FYN
 DA 05 KOBENHAVN
 DA 07 NORDJYLLAND
 DA 08 RIBE
 DA 09 RINGKOBING
 DA 10 ROSKILDE
 DA 11 SONDERJYLLAND
 DA 06 STADEN KOBENHAVN
 DA 12 STORSTROM
 DA 13 VEJLE
 DA 14 VESTSJALLAND
 DA 15 VIBORG
 DO 02 SAINT ANDREW
 DO 03 SAINT DAVID
 DO 04 SAINT GEORGE
 DO 05 SAINT JOHN
 DO 06 SAINT JOSEPH
 DO 07 SAINT LUKE
 DO 08 SAINT MARK
 DO 09 SAINT PATRICK
 DO 10 SAINT PAUL
 DO 11 SAINT PETER
 DR 01 AZUA

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CTRYCODE STATCODE STATDESC

DR 02 BAORUCO
 DR 03 BARAHONA
 DR 04 DAJABON
 DR 05 DISTRITO NACIONAL
 DR 06 DUARTE
 DR 11 ELIAS PINA
 DR 28 EL SEIBO
 DR 08 ESPAILLAT
 DR 29 HATO MAYOR
 DR 09 INDEPENDENCIA
 DR 10 LA ALTAGRACIA
 DR 12 LA ROMANA
 DR 30 LA VEGA
 DR 14 MARIA TRINIDAD SANCHEZ
 DR 31 MONSENOR NOUEL
 DR 15 MONTE CRISTI

DR 32 MONTE PLATA
DR 16 PEDERNALES
DR 17 PERAVIA
DR 18 PUERTO PLATA
DR 19 SALCEDO
DR 20 SAMANA
DR 21 SANCHEZ RAMIREZ
DR 33 SAN CRISTOBAL
DR 23 SAN JUAN
DR 24 SAN PEDRO DE MACORIS
DR 25 SANTIAGO
DR 26 SANTIAGO RODRIGUEZ
DR 27 VALVERDE
ES 01 AHUACHAPAN

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Data Fields, Accessory

[Contract Number](#)
[Special Item Number \(SIN\)](#)
[Schedule/SIN Discontinued](#)
[Manufacturer Name](#)
[Manufacturer's Part Number](#)
[Contractor Part Number](#)
[National Stock Number](#)
[Accessory/Item Name](#)
[Product List](#)
[Photo Name](#)
[Accessory Description](#)
[Accessory Dimension](#)
[Shipping Weight Unit](#)
[Shipping Package Cube](#)
[Unit of Issue](#)
[Qty Per Unit](#)
[Increments](#)
[Standard Pack](#)
[Time of Delivery](#)
[Lead time](#)
[FOB for Continental United States \(CONUS\)](#)
[FOB for Alaska](#)
[FOB for Hawaii](#)
[FOB for Puerto Rico](#)
[Warranty Intervals](#)
[Warranty Periods](#)
[Point of Production](#)
[Accessory Website Address \(URL\)](#)
[PSC Code](#)

Data Fields, Accessory Discounts

[Start Range](#)
[End Range](#)
[Discount \\$](#)
[Discount %](#)

Data Fields, Accessory Price

[Commercial/Catalog Price](#)
[GSA Price](#)
[Temporary Price](#)
[Start Date](#)
[End Date](#)

Data Fields, Contract

[Contract Number](#)
[Schedule](#)
[Modification Number](#)
[Catalog Effective Date](#)
[Contract Administrator Name](#)
[Contract Administrator Phone](#)
[Contract Administrator Fax](#)
[Contract Administrator E-mail](#)
[Prompt Payment Discount Percent](#)
[Prompt Payment Discount Days](#)
[Prompt Payment Discount Percent 2](#)
[Prompt Payment Discount Days 2](#)
[Warranty Interval](#)
[Warranty Period](#)
[Point of Production](#)
[Point of Production 2](#)
[Minimum Order](#)
[Time of Delivery](#)
[Lead Time](#)
[FOB for Continental US \(CONUS\)](#)
[FOB for Alaska](#)
[FOB for Hawaii](#)
[FOB for Puerto Rico](#)

Data Fields, Contractor

[Contractor Name](#)
[DUNS Number](#)
[Password](#)
[Division Name](#)
[Address 1](#)
[Address 2](#)
[Country](#)
[City](#)
[State/Province](#)
[Zip Code](#)
[Website](#)
[Order Email Address](#)
[Fax Orders To](#)

[Telephone](#)

Data Fields, Dealer Addresses

[Dealer, Distributor or Sales Office](#)

[Dealer Address 1](#)

[Dealer Address 2](#)

[Dealer Country](#)

[Dealer City](#)

[Dealer State](#)

[Dealer Zip Code](#)

[Dealer Phone](#)

[Dealer Fax](#)

[Order Email Address](#)

Data Fields, Options

[Product Grid](#)

[Attached Options Grid](#)

[Group Name](#)

[Option Type](#)

[Deleted option](#)

[Manufacturer's Part Number](#)

[Description](#)

[Manufacturer Name](#)

[Price/Credit](#)

[Quantity](#)

[QuantityUnit](#)

Data Fields, Product

[Contract Number](#)

[Special Item Number](#)

[UPC/ISBN](#)

[UNSPSC](#)

[Manufacturer Name](#)

[Manufacturer's Part Number](#)

[Contractor Part Number](#)

[National Stock Number](#)

[Product/Item Name](#)

[Photo Name](#)

[Photo URL](#)

[Type1](#)

[Type2](#)

[Type3](#)

[Type4](#)

[Type5](#)

[Type6](#)

[Value1](#)

[Value2](#)
[Value3](#)
[Value4](#)
[Value5](#)
[Value6](#)
[Unit1](#)
[Unit2](#)
[Unit3](#)
[Unit4](#)
[Unit5](#)
[Unit6](#)
[Product Description](#)
[Product Dimension](#)
[Unit of Issue](#)
[Qty Per Unit](#)
[Increments](#)
[Standard Pack](#)
[Product Website Address \(URL\)](#)
[Time of Delivery](#)
[Lead time](#)
[Warranty Interval](#)
[Warranty Period](#)
[Point of Production](#)
[FOB for Continental United States \(CONUS\)](#)
[FOB for Alaska](#)
[FOB for Hawaii](#)
[FOB for Puerto Rico](#)
[PSC Code](#)

Data Fields, Product Discount

[Start Range](#)
[End Range](#)
[GSA Price](#)
[Discount %](#)

Data Fields, Product Price

[Commercial/Catalog Price](#)
[GSA Price](#)
[Temporary Price](#)
[Start Date](#)
[End Date](#)

Data fields, Reference File

[Help button](#)

Data Fields, Service

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Data Fields, Service (unmodified)

The Services Screen is no longer available, and all previous service items have been moved to the product screen.

Data Fields, Maximum Order

[Maximum Order based on
Special Item Number
Maximum Order Field
Sub-SIN's](#)

Data Fields, Special Charges

[Charges
Per
Description/Condition](#)

Data Fields, Zones

[Zone Number](#)

Descriptive Text, Toolbar

This view of the toolbar shows text instead of symbols for better understanding of what each button does.

Missing image: bm33.wmf

Disconnect An Accessory from a Product

While in add or edit mode on the [Accessory Information](#) Screen. Click the attach button(**Note:** if you are not in add or edit mode this button will be [disabled](#)). A browse window will appear. All attached products will have a 'X' in their row under the **Selected** column.

To disconnect, double click on the product's row. The 'X' will be removed an the product is no longer attached. You may disconnect as many products as needed. (**Warning:** An Accessory must be [attached](#) to at least one Product to save the record).

After you have completed all this process, click the **Accept** button or click outside the browse window and

the box will disappear.

Note: You must [Save](#) the Accessory for these changes to store in the database. If you click [Cancel](#) from the [toolbar](#) the changes will be lost.

Discount \$, Accessory Discount

Enter the GSA price for the specified range, this amount must be less than the GSA Price entered in the Price Information screen. This amount must also be lower than the dollar amount for the previously entered ranges.

Discount %, Accessory Discount

Enter the percentage off of the GSA Price for the specified range, this percentage must be greater than the previously entered range percent.

Download SIP Upgrades

This feature allows you to check for and download updated program files. Simply press the  'Connect to VSC' button and SIP will connect to the VSC FTP server and look for any files on which you are

currently awaiting. Press the  to begin downloading.

Note: You must have an active internet connection to use this feature.

Edit Accessory Information

1. Select **Edit** from the Toolbar. You are now able to change the data fields previously entered.
2. Select [Save](#) to save the changes or [Cancel](#) to cancel the changes.

Edit Contract Information

1. Select **Edit** from the Toolbar. You are now able to change the data fields previously entered.
2. Select [Save](#) to save the changes or [Cancel](#) to cancel the changes.

Edit Contractor Information

1. Select **Edit** from the Toolbar. You are now able to change the data fields previously entered.
2. Select [Save](#) to save the changes or [Cancel](#) to cancel the changes.

Edit Menu

[Cut](#)
[Copy](#)
[Paste](#)
[Search](#)

Edit Modes

There are two basic modes you can be in when editing data, Browse and Edit mode. In Browse mode you can change the current record and pretty much move around as you wish.

However to change the data of a record you must go into Edit mode. This is done by pressing the Edit or Add button on the [navigator](#). Once you are in Edit mode you are restricted as to what you can do. You must complete all of your editing changes before you are allowed to move to another record or even switch to a different form.

To complete you have to press either the Save or Cancel button on the navigator. Once you have completed your changes, you are back to Browse Mode and can move around freely again.

Edit Option Information

1. Select the options product from the product grid on the top left hand portion of the screen.
2. Select the option from the attached options grid.
3. Press the **Edit** key.
2. Select [Save](#) to save the changes or [Cancel](#) to cancel the changes.

Edit Product Information

1. Select [Edit](#) from the [Toolbar](#). You are now able to change the data fields previously entered.
2. Select [Save](#) to save the changes or [Cancel](#) to cancel the changes.

End Range, Accessory Discount

For each break given (7 maximum) you must enter the quantity end range or ending dollar volume range. The end range must be greater than the start range.

End Range

For each break given (7 maximum) you must enter the quantity end range or ending dollar volume range. The end range must be greater than the start range.

Entering Data

In SIP 7.x., the data entered builds upon itself. Because of this there is a logical sequence in which data must be entered. If a data entry [speed button](#) is [grayed](#), that means you must first enter other data before obtaining access to the desired data entry screen. Listed below is the sequence in which data should be entered.

- ◆Contractor Information
- ◆Contract Information
- ◆Products

After entering at least one product, all other data entry areas will be accessible.

Environmental Special Features Table

For the latest Environmental Special Features table please check the VSC website.
<http://vsc.gsa.gov/lookup/standardfeatures.cfm>

The **Expand Browser** button **Missing image: bm41.wmf** will expand the data grid to display more records. If you click the **Expand Browser** button again, the data grid will disappear allowing more data entry fields to be displayed. By clicking the **Expand Browser** button when the data grid is invisible, the data grid will reappear in it's initial state.

File -- Import Error Report

1. Select **File** as a report destination.
2. Enter the filename.
3. Click on **OK** to save the report to the file.

File Menu, Import Main Menu

[Open](#)
[Close](#)
[Exit](#)

File Menu, SIP Main Screen

[Open](#)
[Close](#)
[Export](#)
[Exit](#)

File, SIP Report

1. Select **File** as a report destination.
2. Enter the filename.
3. Click on **OK** to save the report to the file.

FOB Points

Code Description

D Destination

O Origin - freight prepaid by seller.

G No longer allowed

W Worldwide (CONUS=destination. Outside CONUS=origin).

N No delivery to this destination.

Formatting Files, Import

(Please expand screen)

* **Note for importing excel files:** quotes(') can not be used in the Excel files import data, excel does that for you..

* **Note:** The '~' character at the end of each file is required for text files only. It does not apply to excel or dbf files.

IMPORT FILES SETUP AND TEST REQUIREMENTS

THE IBPA TABLE CAN NOW BE IMPORTED WITHIN SIP IMPORT!!!

If a field is a number it must conform the setup ie. 8.2 must look like '12345.78'. Only numbers and a period at the proper place can be allowed. fields without a decimal or decimal = 0 should not have a decimal in the string ie. 8.0 must look like '12345678'.

If a field is required, a value must be entered.

*******MFGNAME field was added to iprice, iqtyvol,.imsg, iaccxpro, ibpa, icolors, iphoto, and ioptions tables*******

If a field is a boolean, it must be 'Y', 'N', 'T', or 'F'.

If a field is a date, it must be in the format 'MM/DD/YY' or 'MM/DD/YYYY'

If a field is a character field, the system will automatically change all the alpha characters to upper case. The only exception should be the WWW address, E-mail address, and Product/Accessory Description.

* Note for importing excel files: ' " ' can not be used in import data. Cell formatting is not required.

* Note: The '~' character at the end of each file is required for text files only. It does not apply to excel or dbf files.

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
---------	-------	------	------	-------	-------------

IACCXPRO	Link for accessories to products
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1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
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13- 52	MFGPART	Text	40	Yes	Manufacturer part number. Must be found in Product table. Cannot equal accpart.
53- 92	PROD_MFR	Text	40	Yes	Product Manufacturer name. Must be found in Product table.
93- 132	ACCPART	Text	40	Yes	Accessory part number. Must be found in Product table. Cannot equal mfgpart.
133-172	ACC_MFR	Text	40	Yes	Accessory Manufacturer name. Must be found in Product table.
173	'~'	Yes			

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

IBPA BPA Price and quantity/volume discount information table

1 -12 CONTNUM Text 12 Yes Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.

13-52 MFGPART Text 40 Yes Manufacturer part number. In PROD.TXT.

53-92 MFGNAME Text 40 Yes Manufacturer name. Must be found in Product table.

93-122 BPANUM Text 30 Yes BPA number.

123-132 BLIN Text 10 No BPA line item number from BPA document. Else blank.

133-149 BPAPRICE Numb 17.4 Yes BPA price.

150-166 MLP Numb 17.4 Yes GSA Price or Manufacturer List price if no GSA price.

167-167 DISC_TYPE Numb 1 Yes Discount type. 0= no volume discounts offered. 1= volume discounts are by quantity range. 2= discount ranges are by dollar range.

168-175 ST_RANGE1 Numb 8 No Beginning range for the first break. If DISC_TYPE =1 then it must be greater than 1. If DISC_TYPE=2 then it must be greater than the BPAPRICE. If DISC_TYPE=0 then it must be 0.

176-183 END_RANGE1 Numb 8 No Ending range for the first break. It must be greater than the beginning range.

184-200 PR_BREAK1 Numb 17.4 No Discount BPA price for the first break.

201-208 DISC_PCT1 Numb 8.4 No Percentage off of the regular BPA price for the first break.

209-216 ST_RANGE2 Numb 8 No Beginning range for the 2nd break. It must be 1 greater than the previous ending range.

217-224 END_RANGE2 Numb 8 No Ending range for the 2nd break. It must be greater than the beginning range.

225-241 PR_BREAK2 Numb 17.4 No Discount BPA price for the 2nd break. It must be less than the previous break.

242-249 DISC_PCT2 Numb 8.4 No Percentage off of the regular BPA price for the 2nd break. It must be greater than the previous break.

250-257 ST_RANGE3 Numb 8 No Beginning range for the 3rd break. It must be 1 greater than the previous ending range.

258-265 END_RANGE3 Numb 8 No Ending range for the 3rd break. It must be greater than the beginning range.

266-282 PR_BREAK3 Numb 17.4 No Discount BPA price for the 3rd break. It must be less than the previous break.

283-290 DISC_PCT3 Numb 8.4 No Percentage off of the regular BPA price for the 3rd break. It must be greater than the previous break.

291-298 ST_RANGE4 Numb 8 No Beginning range for the 4th break. It must be 1 greater than the previous ending range.

299-306 END_RANGE4 Numb 8 No Ending range for the 4th break. It must be greater than the beginning range.

307-323 PR_BREAK4 Numb 17.4 No Discount BPA price for the 4th break. It must be less than the previous break.
 324-331 DISC_PCT4 Numb 8.4 No Percentage off of the regular BPA price for the 4th break. It must be greater than the previous break.

332-339 ST_RANGE5 Numb 8 No Beginning range for the 5th break. It must be 1 greater than the previous ending range.
 340-347 END_RANGE5 Numb 8 No Ending range for the 5th break. It must be greater than the beginning range.
 348-364 PR_BREAK5 Numb 17.4 No Discount BPA price for the 5th break. It must be less than the previous break.
 365-372 DISC_PCT5 Numb 8.4 No Percentage off of the regular BPA price for the 5th break. It must be greater than the previous break.

373-380 ST_RANGE6 Numb 8 No Beginning range for the 6th break. It must be 1 greater than the previous ending range.
 381-388 END_RANGE6 Numb 8 No Ending range for the 6th break. It must be greater than the beginning range.
 389-405 PR_BREAK6 Numb 17.4 No Discount BPA price for the 6th break. It must be less than the previous break.
 406-413 DISC_PCT6 Numb 8.4 No Percentage off of the regular BPA price for the 6th break. It must be greater than the previous break.

414-421 ST_RANGE7 Numb 8 No Beginning range for the 7th break. It must be 1 greater than the previous ending range.
 422-429 END_RANGE7 Numb 8 No Ending range for the 7th break. It must be greater than the beginning range.
 430-446 PR_BREAK7 Numb 17.4 No Discount BPA price for the 7th break. It must be less than the previous break.
 447-454 DISC_PCT7 Numb 8.4 No Percentage off of the regular BPA price for the 7th break. It must be greater than the previous break.
 455-455 '~'

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

ICOLORS Color information for product

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999' or 'V999D-99999' for VA contract) in CONTR.TXT.
13- 52	MFGPART	Text	40	Yes	Manufacturer part number. Must be found in Product table.
53- 92	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
93-132	COLOR	Text	40	Yes	Color. Must be unique.
133	'~'	Yes			

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

ICONTR Contract information table

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999' or 'V999D-99999' for VA contract), unique.
13- 22	SCHEDCAT	Text	10	Yes	Schedule category number.
23- 57	A_NAME	Text	35	Yes	Contract administrator name.

58-87 A_PHONE Text 30 Yes Contract administrator phone number. Must be numbers.
88-117 A_FAX Text 30 Yes Contract administrator fax number. Must be numbers.
118-125 C_DELIV Numb 8.0 Yes Number of days for contract delivery. < 999 days.
126-142 MIN_ORD Numb 17.4 Yes Minimum dollar order that is authorized.
143-150 PRMPT_DISC Numb 8.4 No Prompt payment discount as a percentage value. >0 if PRMPT_PAY, < 100.00.
151-153 PRMPT_DAYS Numb 3 No Number of days considered to be prompt payment. >0 if PRMPT_PAY, < 31.
154-155 PPOINT Text 2 Yes Production point country code. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
156-157 PPOINT2 Text 2 No Second production point country code. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
158-128 FOB_AK Text 1 Yes Freight-on-board for Alaska. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'N'-no delivery.
159-159 FOB_HI Text 1 Yes Freight-on-board for Hawaii. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'N'-no delivery
160-160 FOB_PR Text 1 Yes Freight-on-board for Puerto Rico. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'N'-no delivery.
161-161 FOB_US Text 1 Yes Freight-on-board for CONUS. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'W'-worldwide (CONUS= dest, outside CONUS = origin).
162-171 EFF_DATE Date 10 Yes Catalog effective start date.
172-174 WARNUMBER Text 3 Yes Time period for warranty. Must be between 1 and 999. 0 if warperiod is 'NONE', 'LIFE', 'STND'.
175-179 WARPERIOD Text 5 Yes Unit of time for warranty. Value should be 'DAY', 'WEEK', 'MONTH', 'YEAR', 'NONE', 'LIFE' or 'STND'.
180-185 REV_NUM Text 6 Yes Revision number.
186-215 CAT_MODS Text 30 No Modification number for the contract, if any.
216-217 LEADTIME Text 2 Yes Code to explain C_DELIV. 'AF' for time delivered after receipt of order, 'AE' for time shipped after receipt, 'AX' for award date to completion date.
218-297 A_EMAIL Text 80 Yes Contract administrator e-mail address.
298-377 REF_FILE Text 80 No File name of reference file which can be attached to contract to describe products under it.
378 '~' Yes

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

ICORPET Vendor information table

1-35 VENDNAME Text 35 Yes Vendor name.
36-70 DIVISION Text 35 No Corporate/division name.
71-105 V_STR1 Text 35 Yes Corporate/division headquarters address 1.
106-140 V_STR2 Text 35 No Corporate/division headquarters address 2.
141-170 V_CITY Text 30 Yes Corporate/division headquarters city.
171-172 V_STATE Text 2 Yes Corporate/division headquarters state. In SIP help(SIP contents/Import data/SIP lookup tables/State and country code table).
173-174 V_CTRY Text 2 Yes Corporate/division headquarters country. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).
175-185 V_ZIP Text 11 Yes Corporate/division headquarters zip code.
186-215 V_PHONE Text 30 Yes Corporate/division headquarters telephone number. Must be numbers.
216-245 V_FAX Text 30 Yes Corporate/division headquarters fax number. Must be numbers.
246-325 V_WWW Text 80 Yes Corporate/division headquarters www address. First 7 char = 'http://'.
326-405 V_EMAIL Text 80 Yes Email address that can accept GSA Advantage purchase order.

406-435	PASSWORD	Text	30	Yes	Vendor support center provided password. Given out by the GSA help desk.
436-444	DUNS_NO	Text	9	Yes	DUNS number. Must be 9 digits.
445	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IMOLS - Contract Special Item Number (SIN) Table

1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13-27	SIN	Text	15	Yes	Special item number. In help(SIP help contents/Import data/SIP lookup tables/Special item number table) for current SCHEDCAT.
28-35	MOL	Numb	8.0	Yes	Maximum order limit for special item number. In SIP help(SIP help contents/Import data/SIP lookup tables/Maximum order Limit table) for current SIN.
36	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IOPTIONS - Product Options (allows you to enter any options, colors, components or upgrades, so that customers may configure a product by selecting from available options)

1 -12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13-52	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT
53-92	MFGNAME	Text	40	Yes	Manufacturer name of attached product. Must be found in Product table.
93-132	OPT_PART	Text	40	Yes	Option part. Must be unique for a product
133-152	GROUP	Text	20	Yes	Option group. Name option groups so that similar options can be kept together. For example, if a computer has 3 available monitor sizes (e.g., 14", 15", 17"), each of these monitor options should be grouped together under the group name "monitors."
153-153	OPT_CODE	Text	1	Yes	Option code. 'I'-option INCLUDED as feature of product, 'S'-option can be SUBSTITUTED, 'A'-option can be ADDED, or 'O'-None can be selected.
154-161	OPT_QTY	Numb	8.0	Yes	Option quantity. Must be greater than 0.
162-163	OPT_UNIT	Text	2	Yes	Option unit. In SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
164-180	OPT_PRICE	Numb	17.4	Yes	Option price.
181-260	OPT_DESC	Text	80	Yes	Option description.
261-300	OPT_MFG	Text	40	Yes	Option manufacturer.
301-301	IS_DELETED	Y/N	1	No	If options is deletable and if Opt_Code is "I".
302	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IPRICE Product specific price information table

1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13-52	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
53-92	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
93-109	GSAPRICE	Numb	17.4	Yes	GSA price.

110-126	TEMPRICE	Numb	17.4	No	Temporary GSA price reduction.
127-136	TPRSTART	Date	10	No	Temporary price start date. Required if TEMPRICE has a value
137-146	TPRSTOP	Date	10	No	Temporary price end date. Required if TEMPRICE has a value.
147-163	MLP	Numb	17.4	Yes	Manufacturer list price.
164-165	ZONE_NUM	Text	2	Yes	Zone number to which price applies. Zones are assigned at IZONE. '00' If there are no zones.
166	'~'			Yes	

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

IPROD - Product Information Table

1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13-52	MFGPART	Text	40	Yes	Manufacturer part number. Must be unique for a contract.
53-92	MFGNAME	Text	40	Yes	Manufacturer name.
93-132	PRODNAME	Text	40	Yes	Product name.
133-172	VENDPART	Text	40	No	Vendor part number.
173-422	PRODDDESC	Text	250	Yes	product description.
423-672	PRODDDESC2	Text	250	No	Second description. Not until PRODDDESC is full.
673-922	PRODDDESC3	Text	250	No	Third description. Not until PRODDDESC2 is full.
923-1172	PRODDDESC4	Text	250	No	Forth description. Not until PRODDDESC3 is full.
1173-1188	NSN	Text	16	No	National stock number. Format '9999-99-999-9999'.
1189-1201	VALUE1	Numb	13.4	No	Dimension value 1. Required if UNIT1 has a value.
1202-1214	VALUE2	Numb	13.4	No	Dimension value 2. Required if UNIT2 has a value.
1215-1227	VALUE3	Numb	13.4	No	Dimension value 3. Required if UNIT3 has a value.
1228-1241	DVOLUME	Numb	14.4	No	Dimension volume. Only used if FOB = 'O'
1242-1243	D_VUNIT	Text	2	No	Dimension unit volume. Only used if FOB = 'O'. Always "CF" cubic feet.
1244-1245	ISSCODE	Text	2	Yes	Unit of issue code. SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1246-1257	QTY_UNIT	Text	12	No	Quantity per unit package. Required if ISSFLAG=.T. ISSFLAG is in ILSUE lookup table.
1258-1259	QP_UNIT	Text	2	No	Quantity of product per unit package. Required if ISSFLAG=.T. in SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1260-1279	STDPACK	Text	20	No	Standard package size.
1280-1293	WEIGHT	Numb	14.4	No	Weight of product.
1294-1308	SIN	Text	15	Yes	Special item number. In . SIP help(SIP help contents/Import data/SIP lookup tables/Special item number table) and in related SCHEDCAT.
1309-1310	PPOINT	Text	2	Yes	Production point country code. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table)
1311-1330	INCR_OF	Text	20	No	Increments that products can be purchased in
1331-1410	P_WWW	Text	80	No	WWW address for this specific product. First 7 char = 'http://'.
1411-1413	WARNUMBER	Text	3	Yes	Time period for warranty. Must be between 1 and 999. 0 if warperiod is 'NONE', 'LIFE', 'STND'.
1414-1418	WARPERIOD	Text	5	Yes	Unit of time for warranty. Value should be 'DAY', 'WEEK', 'MONTH', 'YEAR', 'NONE', 'LIFE' or 'STND'.
1419-1426	P_DELIV	Numb	8.0	Yes	Product delivery. < 999 days.
1427-1428	LEADTIME	Text	2	Yes	Code to explain P_DELIV. 'AF' for time delivered after receipt of order, 'AE' for time shipped after receipt, 'AX' for award date to completion date.
1419-1430	UNIT1	Text	2	No	Dimension unit 1. Required if there is a value in VALUE1. in . SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).

1431-1432	UNIT2	Text	2	No	Dimension unit 2. Required if there is a value in VALUE2. in . SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1433-1434	UNIT3	Text	2	No	Dimension unit 3. Required if there is a value in VALUE3. in . SIP help(SIP help contents/Import data/SIP lookup tables/Unit of issue table).
1435-1436	TYPE1	Text	2	No	Dimension type 1. Required if UNIT1 or VALUE1 has a value. Must be 'LN'.
1437-1438	TYPE2	Text	2	No	Dimension type 2. Required if UNIT2 or VALUE2 has a value. Must be 'WD'.
1439-1440	TYPE3	Text	2	No	Dimension type 3. Required if UNIT3 or VALUE3 has a value. Must be 'HT'.
1441-1441	ITEMTYPE	Text	1	Yes	Item type. Must be 'P' or 'A'. P=Product, A=Accessory.
1442-1455	UPC	Text	14	*Yes	UPC must be 12 digits (you may enter 11 and will assume UPC has leading zero). You may enter EAN8, EAN13, GTIN14, or ISBN13 (for books) if you use these identifiers instead of a UPC. ISBN13 must start with 978 or 979. You may pad any of these identifies with zero(s) to make a 14 digit GTIN. *UPC required for some SINs. See SIP Help for SINs requiring UPC for associated products (SIP contents/Import data/SIP lookup tables/ Special item number table).
1456-1463	UNSPSC	Text	8	No	UNSPSC must be 8 digits all numeric and not start with 0.
1464-1464	FOB_AK	Text	1	Yes	Freight-on-board for Alaska. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'N'-no delivery.
1465-1465	FOB_HI	Text	1	Yes	Freight-on-board for Hawaii. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'N'-no delivery.
1466-1466	FOB_PR	Text	1	Yes	Freight-on-board for Puerto Rico. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'N'-no delivery
1467-1467	FOB_US	Text	1	Yes	Freight-on-board for CONUS. 'D'- destination. 'O' - origin (buyer pays shipping cost), 'W'-worldwide (CONUS= dest, outside CONUS = origin.
1468	'~'			Yes	

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

 IQTYVOL Product quantity/volume discount information table

1-12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13-52	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
53-92	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
93-109	BREAK1	Numb	17.4	Yes	Discount GSA price for the first break. If not temp discount record.
110-117	DISC_PCT1	Numb	8.4	Yes	Percentage off of the regular GSA price for the first break.
118-125	RANGE1	Numb	8.0	Yes	Beginning range for the first break. If IS_QTY='Y' then it must be greater than 1. If IS_QTY='N' then it must be greater than the GSAPRICE.
126-133	ENDRANGE1	Numb	8.0	Yes	Ending range for the first break. It must be greater than the beginning range.
134-150	BREAK2	Numb	17.4	No	Discount GSA price for the 2nd break. It must be less than the previous break.
151-168	DISC_PCT2	Numb	8.4	No	Percentage off of the regular GSA price for the 2nd break. It must be greater than the previous break.
159-166	RANGE2	Numb	8.0	No	Beginning range for the 2nd break. It must be 1 greater than the previous ending range.
167-174	ENDRANGE2	Numb	8.0	No	Ending range for the 2nd break. It must be greater than the beginning range.
175-191	BREAK3	Numb	17.4	No	Discount GSA price for the 3rd break. It must be less than the previous break.
192-199	DISC_PCT3	Numb	8.4	No	Percentage off of the regular GSA price for the 3rd break. It must be greater than the previous break.
200-207	RANGE3	Numb	8.0	No	Beginning range for the 3rd break. It must be 1 greater than the

previous ending range.
208-215 ENDRANGE3 Numb 8.0 No Ending range for the 3rd break. It must be greater than the beginning range.
216-232 BREAK4 Numb 17.4 No Discount GSA price for the 4th break. It must be less than the previous break.
233-240 DISC_PCT4 Numb 8.4 No Percentage off of the regular GSA price for the 4th break. It must be greater than the previous break.
241-248 RANGE4 Numb 8.0 No Beginning range for the 4th break. It must be 1 greater than the previous ending range.
249-256 ENDRANGE4 Numb 8.0 No Ending range for the 4th break. It must be greater than the beginning range.
257-273 BREAK5 Numb 17.4 No Discount GSA price for the 5th break. It must be less than the previous break.
274-281 DISC_PCT5 Numb 8.4 No Percentage off of the regular GSA price for the 5th break. It must be greater than the previous break.
282-289 RANGE5 Numb 8.0 No Beginning range for the 5th break. It must be 1 greater than the previous ending range.
290-297 ENDRANGE5 Numb 8.0 No Ending range for the 5th break. It must be greater than the beginning range.
298-314 BREAK6 Numb 17.4 No Discount GSA price for the 6th break. It must be less than the previous break.
315-322 DISC_PCT6 Numb 8.4 No Percentage off of the regular GSA price for the 6th break. It must be greater than the previous break.
323-330 RANGE6 Numb 8.0 No Beginning range for the 6th break. It must be 1 greater than the previous ending range.
331-338 ENDRANGE6 Numb 8.0 No Ending range for the 6th break. It must be greater than the beginning range.
339-355 BREAK7 Numb 17.4 No Discount GSA price for the 7th break. It must be less than the previous break.
356-363 DISC_PCT7 Numb 8.4 No Percentage off of the regular GSA price for the 7th break. It must be greater than the previous break.
364-371 RANGE7 Numb 8.0 No Beginning range for the 7th break. It must be 1 greater than the previous ending range.
372-379 ENDRANGE7 Numb 8.0 No Ending range for the 7th break. It must be greater than the beginning range.
380-459 QMSG Text 80 No Enter any terms applicable to quantity discounts.
460-460 IS_QTY Text 1 Yes Yes/no field. 'Y' if discounts are based on the quantity of the product purchased. 'N' if discounts are based on the total purchase price of the product.
461-461 IS_TEMP Text 1 Yes Yes/no field. Is this a temporary price? Must be 'Y' or 'N'.
462-463 ZONE_NUM Text 2 Yes Zone number. Zone to which the price applies. (Zones are assigned at IZONE.) '00' if there are no zones.
464 '~' Yes

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

IREMITOR Contract order address information table

1 - 12 CONTNUM Text 12 Yes Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999' or 'V999D-99999' for VA contract) in CONTR.TXT.
13-47 R_NAME Text 35 Yes Contact name for order address.
48-82 R_STR1 Text 35 Yes Street address for order address.
83-117 R_STR2 Text 35 No Street address 2 for order address.
118-147 R_CITY Text 30 Yes City for order address.
148-149 R_STATE Text 2 Yes State for order address. In SIP help(SIP contents/Import

data/SIP lookup tables/State and country code table).

150-151 R_CTRY Text 2 Yes Country for remittance order. In SIP help(SIP contents/Import data/SIP lookup tables/Point of production table).

152-162 R_ZIP Text 11 Yes Zip code for order address.

163-192 R_PHONE Text 30 Yes Telephone number for order address. Must be numbers.

193-222 R_FAX Text 30 Yes Fax number for order address. Must be numbers.

223-302 R_EMAIL Text 80 Yes Send orders to this email address.

303 '~' Yes

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

ISPECTER Product/contract special terms & conditions table

1 - 12 CONTNUM Text 12 Yes Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.

13-37 SPECNAME Text 25 Yes Special term name. In . SIP help(SIP help contents/Import data/SIP lookup tables/Special charges table).

38-54 CHARGE Numb 17.4 Yes Special term charge.

55-134 SPECDESC Text 80 No Special term description.

135-136 S_PER Text 2 Yes Unit of special term measurement. SIP help(SIP contents/Import data/SIP lookup tables/unit of issue table).

137 '~' Yes

COLUMNS FIELD TYPE SIZE REQ'D DESCRIPTION

IZONE Contract Zone table. If prices vary by geographic zone, assign zone numbers to each state, up to 10 zones, numbered 1-10. AK, HI, PR and VI must >= 0. All others > 0.

1 - 12 CONTNUM Text 12 Yes Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.

13-14 AK Numb 2 No Alaska zone number. Required if you have zones.

15-16 AL Numb 2 No Alabama zone number. Required if you have zones.

17-18 AR Numb 2 No Arkansas zone number. Required if you have zones.

19-20 AZ Numb 2 No Arizona zone number. Required if you have zones.

21-22 CA Numb 2 No California zone number. Required if you have zones.

23-24 CO Numb 2 No Colorado zone number. Required if you have zones.

25-26 CT Numb 2 No Connecticut zone number. Required if you have zones.

27-28 DC Numb 2 No District of Colombia zone number. Required if you have zones.

29-30 DE Numb 2 No Delaware zone number. Required if you have zones.

31-32 FL Numb 2 No Florida zone number. Required if you have zones.

33-34 GA Numb 2 No Georgia zone number. Required if you have zones.

35-36 HI Numb 2 No Hawaii zone number. Required if you have zones.

37-38 IA Numb 2 No Iowa zone number. Required if you have zones.

39-40 ID Numb 2 No Idaho zone number. Required if you have zones.

41-42 IL Numb 2 No Illinois zone number. Required if you have zones.

43-44 IN Numb 2 No Indiana zone number. Required if you have zones.

45-46 KS Numb 2 No Kansas zone number. Required if you have zones.

47-48 KY Numb 2 No Kentucky zone number. Required if you have zones.

49-50 LA Numb 2 No Louisiana zone number. Required if you have zones.

51-52 MA Numb 2 No Massachusetts zone number. Required if you have zones.

53-54 MD Numb 2 No Maryland zone number. Required if you have zones.

55-56 ME Numb 2 No Maine zone number. Required if you have zones.

57-58 MI Numb 2 No Michigan zone number. Required if you have zones.

59-60	MN	Numb	2	No	Minnesota zone number. Required if you have zones.
61-62	MO	Numb	2	No	Missouri zone number. Required if you have zones.
63-64	MS	Numb	2	No	Mississippi zone number. Required if you have zones.
65-66	MT	Numb	2	No	Montana zone number. Required if you have zones.
67-68	NC	Numb	2	No	North Carolina zone number. Required if you have zones.
69-70	ND	Numb	2	No	North Dakota zone number. Required if you have zones.
71-72	NE	Numb	2	No	Nebraska zone number. Required if you have zones.
73-74	NH	Numb	2	No	New Hampshire zone number. Required if you have zones.
75-76	NJ	Numb	2	No	New Jersey zone number. Required if you have zones.
77-78	NM	Numb	2	No	New Mexico zone number. Required if you have zones.
79-80	NV	Numb	2	No	Nevada zone number. Required if you have zones.
81-82	NY	Numb	2	No	New York zone number. Required if you have zones.
83-84	OH	Numb	2	No	Ohio zone number. Required if you have zones.
85-86	OK	Numb	2	No	Oklahoma zone number. Required if you have zones.
87-88	OR	Numb	2	No	Oregon zone number. Required if you have zones.
89-90	PA	Numb	2	No	Pennsylvania zone number. Required if you have zones.
91-92	PR	Numb	2	No	Puerto Rico zone number. Required if you have zones.
93-94	RI	Numb	2	No	Rhode Island zone number. Required if you have zones.
95-96	SC	Numb	2	No	South Carolina zone number. Required if you have zones.
97-98	SD	Numb	2	No	South Dakota zone number. Required if you have zones.
99-100	TN	Numb	2	No	Tennessee zone number. Required if you have zones.
101-102	TX	Numb	2	No	Texas zone number. Required if you have zones.
103-104	UT	Numb	2	No	Utah zone number. Required if you have zones.
105-106	VA	Numb	2	No	Virginia zone number. Required, if you have zones.
107-108	VI	Numb	2	No	Virgin Islands zone number. Required if you have zones.
109-110	VT	Numb	2	No	Vermont zone number. Required if you have zones.
111-112	WA	Numb	2	No	Washington zone number. Required if you have zones.
113-114	WI	Numb	2	No	Wisconsin zone number. Required if you have zones.
115-116	WV	Numb	2	No	West Virginia zone number. Required if you have zones.
117-118	WY	Numb	2	No	Wyoming zone number. Required if you have zones.
119	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IFABRICS Fabric information for contract. If many of your products have fabrics choices, this table is useful.

1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13- 27	FABTYPE	Text	15	Yes	Fabric type.
28- 67	COLOR	Text	40	Yes	Color.
68-107	COLOR_NUM	Text	40	Yes	Color number.
108	'~'			Yes	

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IMSG Environmental message information for product.

1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
13- 52	MFGPART	Text	40	Yes	Manufacturer part number. In PROD.TXT.
53- 92	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
93- 94	EMSGCODE	Text	2	Yes	Environmental message code. SIP help(SIP help

contents/Import data/SIP lookup tables/Environmental Message Table).

95-174 RECYCLED Text 80 No Recycled content for mfrpart. Example: Contains 50% recovered material which includes 20% post consumer material.

175-254 URL Text 80 No URL having Section 508 accessibility info for this product

255-294 SCANCODE Text 40 No Scan code related to GSA Parallel Contracting program.

295-300 HAZMAT Text 6 No Item has hazardous material. Enter United Nations Identification Number (UNID). First two characters must start with UN or NA or enter 'MSDS' in the first 4 positions.

301 '~' Yes

COLUMNS	FIELD	TYPE	SIZE	REQ'D	DESCRIPTION
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IPHOTO photo information for product

1 - 12	CONTNUM	Text	12	Yes	Contract number. Format 'GS-99F-9999A' or GS-'GS-99F-999AA' ('V999P-99999 ' or 'V999D-99999 ' for VA contract) in CONTR.TXT.
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13- 52	MFGPART	Text	40	Yes	Manufacturer part number. Must be found in Product table.
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53- 92	MFGNAME	Text	40	Yes	Manufacturer name. Must be found in Product table.
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93-172	DEF_PHOTO	Text	80	*Yes	Filename of first photo. This is the default photo that will be shown with product/accessory. This should be the largest and best photo.*DEF_PHOTO required for some SINS. See SIP Help for SINS requiring DEF_PHOTO for associated products (SIP contents/Import data/SIP lookup tables/ Special item number table)
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173-252	PHOTO2	Text	80	No	Filename of second photo.
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253-332	PHOTO3	Text	80	No	Filename of third photo.
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333-412	PHOTO4	Text	80	No	filename of fourth photo.
---------	--------	------	----	----	---------------------------

413-413	'~'			Yes	
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Missing image: bm45.wmf

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Getting started!


First you need to register. See [SIP Registration](#). Next you need to decide if you're going to key-in your data or import your data.

Grayed

A selection appears dimmed indicating that the user is unable to access that program area at this time.

GSA Advantage!

GSA Advantage! is a new and simplified on-line shopping service designed to present all GSA and VA contracted products and services to Federal customers via the Internet and World Wide Web (WWW). Products and services available on *GSA Advantage!* will also be accessible to non-Internet customers through multiple dial-up options. Using *GSA Advantage!*, customers may browse, search and order products on-line.

The **Help Button**  accesses the help menu. Topics will be displayed based on the screen that is currently active.

If you need help at any time while using SIP, click on the ? icon or press the F1 key for field help. You may also click on the SIP Assistant icon which will guide you through the input process. If you need more assistance, contact our Vendor Support Center at 1-877-495-4849 or e-mail at vendor.support@gsa.gov or visit their Website at <http://vsc.gsa.gov/>

How do I get my schedule catalog data into SIP?

There are basically two methods to get your data into SIP. The method you choose depends largely upon the amount of data you need to submit and how often you need to update.

The first and simplest method is to key-in your data. This works well for smaller catalogs, those having

less than 200 products. For larger catalogs requiring frequent updates, it is recommended that you use the SIP Import program to import your catalog data into SIP. The import option does take a little time and effort to setup, but pays off in the long run. Using import, you may import from a text (ASCII) file, a .dbf file, or an Excel spreadsheet. [Templates](#) for the file formats are provided in SIP. Once you have your import files created, run SIP Import to validate and import your data. Once data is successfully imported, you must transport the data to GSA. SIP includes a communications package so transport is easy.

How do I indicate a file has been updated?

If the current Text File for a contract has been change and you want the changes to be uploaded, just click the 'File was updated' button. Your updated text file will be included with your SIP submission.

How do I un-attach a text file?

To Remove a file from your contract, click the 'Remove file' button.

How do I replace a file?

To replace a text file, click the 'Select file' button, and select a new text file from the dropdown list. Your new text file will be included with your SIP submission.

When you are ready to send your file you must create a catalog file which is easily done using the **Communications|Create Catalog File** option. Once the file is created you must send your catalog file using the **Communications|Send File** option. This options automatically dials and connects to GSA and submits the file.

How do I submit my text file?

Text files may be submitted one of the following ways:

1 - Create a text file in PDF, Word, Excel, or HTML format and place the file in the ...\\SIPv7\\textfile subdirectory. Click the 'Select file' button. Select the Text File from the drowdown list, then save. Your text file will be included with your next SIP submission.

Once you submit your original file, its important to keep your data current. You have several options to update your files. If the number of products and updates is small, the best procedure is to simply key-in the changes and transport the file. If you have a large file and have frequent updates you have two additional options. First, you may update your import files then use the SIP import option to bring the data into SIP. You may also take import a step farther by setting up a procedure to automatically update your import files outside of SIP, then use SIP to retrieve them. This is a good idea if you need to update your file frequently.

The second option is using the SIP Export option. Use this option to export any existing SIP data from

SIP to a text, dbf, or spreadsheet file format. You may then make changes to the files using a database software or spreadsheet program, then you can import the data back into SIP. This may be a good option if you maintain your data in these other formats.

If you only update prices and the update is large it's better to do a Price Update within SIP. Select Price Update on Tools menu.

Although the accuracy of the data is your responsibility, SIP has several features designed to ensure the data format is correct. First, SIP contains edits and validation to ensure data is in the correct format. Second, each time a file is transmitted to GSA, a 'Response File' is required back from GSA before subsequent catalogs can be sent. SIP will notify you when a response file is required and will retrieve it for you. Once the response file is retrieved you may catalog any changes.

How does SIP work?

The process is relatively simple. First, load all of your schedule contract data into SIP (there are two ways to do this). When you are finished, create a catalog file - a very simple process. Once your catalog file is created you must 'transport' it to GSA. SIP will perform the transport operation for you (a modem is required). Once the catalog is sent, you may make further changes as required and submit those the same way. However, changes cannot be sent until a 'response file' is received from GSA. SIP can also easily retrieve the response file for you.

How large can my text file be?

Although the contents and size of the text file is left mostly to your discretion, it is recommended that the text submitted not be voluminous. Large files will take longer to transport, longer to load on the GSA *Advantage* web page, and may become hard for customers to use.

How will my file be used?

The text file you submit will be accessed and viewed directly online by customers of GSA Advantage, E-Buy, and Schedules E-Library. We currently have over 300,000 registered government users. Just as with your printed catalog, customers will use this information to make buying decisions. Please note that products and services submitted only within a text file cannot be ordered online but can only be viewed! Products should be submitted as individual data records wherever possible.

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Import data using SIP Import:

Import is performed using the SIP Import program. To use import, you must first determine which format you will be using. SIP can import data from a text (ASCII) file, a .dbf file or an Excel spreadsheet. Next you will need to print a copy of the file [templates](#). [Templates](#) can be found under your SIP directory under ...\\import\\template (unless you specified a different directory when you installed SIP).

You will also need to print a copy of the import data dictionary which describes each field. This is the [import.txt](#) file found in the same directory. Once your import files are ready, place your import files in the ...\\Import directory. Using the SIP Import program click the Import|[Move Data Into Import](#) option. The SIP Import program will check and validate your data and let you know if there are any errors. You may correct errors within the import program. Once all errors are corrected you need to move the data into SIP. Use the Import|[Import Data Into SIP](#) option. See 'How do I update' above for more information.

Important: The manufacturer name is now required iprice, iqtyvol,ibpa, iphoto, iaccxpro, imsg, icolors, and ioptions

Import Introduction

The Import program is a 32-bit Windows based program (Windows 95 or greater) designed to allow GSA/VA contractors the opportunity to import text files (txt), excel (xls), database files (dbf), and a previous version of SIP data file into SIP databases using the Schedule Input Program (SIP) 7.x. version. These files can be added to or used to replace existing SIP data.

This help file provides instructions on the operation of Import and instructions on how to format the ASCII text files, database files, and excel files needed to successfully import data. [Formatting files](#) is essential. All user import files should be placed directly into the IMPORT subdirectory. Import expects the data to be in this location and file structures to be as specified otherwise, the data will not be imported. [Templates](#) describing how each file should be structured, are provided.

Before the data is imported into the SIP database, errors, if any, are identified. The [Contractor](#), [Contract](#),

[Product](#), [Accessory](#), [Options](#), [Text File](#), and [Photo](#).



speed buttons are accessible from the Import screen to correct the data. After the import process is complete, the data can be easily accessed within SIP.

The Contractor Information screen allows the vendor to provide relevant information on the corporate headquarters or division responsible for governing their Federal Supply Schedule contract(s). Name and address information must be the same as it appears on your award documents unless otherwise modified. This data must be recorded before contract or product information may be entered into the system.

Remarks:

If you only updating prices, it's easier to preform a [price update](#) within SIP. Select [price update](#) on the tools menu. The update screen will show up and you can find additional help there.

Import Menu, Import Main Menu

[Move Data Into Import](#)

[Validate Data](#)

[Import into SIP](#)

Invoking Help

SIP Help can be activated in several ways. You may click the Help icon on your desktop, or use Help interactively while running SIP. At anytime while running SIP, simply press the F1 key and help is on the way! If your cursor is on a data entry field when depressing the F1 key, Help will display a screen describing the current data entry field in detail for you. All screens in SIP also have a [help button](#). Click this button and help will be displayed for the current screen.

If all else fails, give us a call at the Vendor Support Center (VSC) at 1-703-305-6235. We will be happy to help you!

ISSCODE UNIT

MP METRIC TON
MW METRIC TON KILOGRAMS
NQ MHO
M7 MICRO INCH
NR MICRO MHO

M5 MICROCURIE
4O MICROFARAD
G7 MICROFICHE SHEET
MC MICROGRAM
GQ MICROGRAMS PER CUBIC
METER
4G MICROLITER
4H MICROMETER
FH MICROMOLAR
MH MICRONS
77 MIL
DH MILES
74 MILLI PASCALS
M6 MILLIBAR
MU MILLICURIE
ME MILLIGRAM
MF MILLIGRAM PER SQ. FT. PER
SIDE
GP MILLIGRAMS PER CUBIC
METER
4M MILLIGRAMS PER HOUR
NA MILLIGRAMS PER KILOGRAM
MI MILLIGRAMS PER LITER
MK MILLIGRAMS PER SQUARE
INCH
GO MILLIGRAMS PER SQUARE
METER
ML MILLILITER
41 MILLILITER PER MINUTE
40 MILLILITER PER SECOND

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ISSCODE UNIT

WW MILLILITERS OF WATER
KX MILLILITERS PER KILOGRAM
35 MILLILITERS PER SQUARE
CENTIMETER
MM MILLIMETER
M2 MILLIMETER-ACTUAL
MY MILLIMETER-AVERAGE
MZ MILLIMETER-MINIMUM
MB MILLIMETER-NOMINAL
M9 MILLION BRITISH THERMAL
UNITS PER
BZ MILLION BTU'S
FM MILLION CUBIC FEET
FD MILLION PARTICLES PER CUBIC
FOOT
UM MILLION UNITS
R6 MILLIONS OF DOLLARS
2Y MILLIROENTGEN
2Z MILLIVOLTS
MJ MINUTES
AN MINUTES OR MESSAGES
MX MIXED
5E MMSCF/DAY
M4 MONETARY VALUE
MO MONTHS
ZZ MUTUALLY DEFINED
NM NAUTICAL MILE
ND NET BARRELS
NI NET IMPERIAL GALLONS
58 NET KILOGRAMS
NE NET LITERS
TN NET TON (2,000 LB).
Z8 NEWSPAPER AGATE LINE

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ISSCODE UNIT

NW NEWTON
NU NEWTON-METER
4P NEWTONS PER METER
P9 NINE PACK
NG NOT GALLONS
N2 NUMBER OF LINES
MV NUMBER OF MULTS
NJ NUMBER OF SCREENS
AU OCULAR INSERT SYSTEM
66 OERSTEDS
82 OHM
OZ OUNCE - AV
4R OUNCE FOOT
4Q OUNCE INCH
37 OUNCES PER SQUARE FOOT
38 OUNCES PER SQUARE FOOT
PER 0.01 I
ON OUNCES PER SQUARE YARD
11 OUTFIT
OT OVERTIME HOURS
PH PACK (PAK)
PK PACKAGE
12 PACKET
PD PAD
ZP PAGE
P0 PAGES - ELECTRONIC
QA PAGES - FACSIMILE
QB PAGES - HARDCOPY
PQ PAGES PER INCH
PA PAIL
PR PAIR

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ISSCODE UNIT

PB PAIR INCHES
PF PALLET (LIFT)
PL PALLET/UNIT LOAD
OA PANEL
61 PARTS PER BILLION
59 PARTS PER MILLION
NX PARTS PER THOUSAND
4S PASCAL
PZ PECK, DRY IMPANEL
PY PECK, DRY U.S.
N1 PEN CALORIES
N4 PEN GRAMS (PROTEIN)
WP PENNYWEIGHT
P1 PERCENT
62 PERCENT PER 1000 HOURS
60 PERCENT WEIGHT
RI PICA
4T PICO FARAD
PC PIECE
PT PINT
Q2 PINT U.S. DRY
PX PINT, IMPERIAL
PI PITCH
PP PLATE
89 POISE
LB POUND
PE POUNDS EQUIVALENT
PG POUNDS GROSS
PN POUNDS NET
29 POUNDS PER 1000 SQUARE
FEET

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ISSCODE UNIT

NY POUNDS PER AIR-DRY METRIC
TON
87 POUNDS PER CUBIC FOOT
LA POUNDS PER CUBIC INCH
P2 POUNDS PER FOOT
GE POUNDS PER GALLON
4U POUNDS PER HOUR
PO POUNDS PER INCH OF LENGTH
PW POUNDS PER INCH OF WIDTH
3G POUNDS PER PIECE OF
PRODUCT
3E POUNDS PER POUND OF
PRODUCT
RP POUNDS PER REAM
FP POUNDS PER SQ. FT.
PS POUNDS PER SQ. INCH
80 POUNDS PER SQUARE INCH
ABSOLUTE
64 POUNDS PER SQUARE INCH
GAUGE
5F POUNDS PER THOUSAND
PJ POUNDS, DECIMAL - POUNDS
PER SQUA
PM POUNDS-PERCENTAGE
AW POWDER-FILLER VIALS
N3 PRINT POINT
5G PUMP
QT QUART
QS QUART, DRY U.S.
QU QUART, IMPERIAL
Q1 QUARTER (TIME)
QD QUARTER DOZEN
QH QUARTER HOURS
QK QUARTER KILOGRAM
1X QUARTER MILE
QR QUIRE

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ISSCODE UNIT

RA RACK
2A RADIAN PER SECOND
2B RADIAN PER SECOND
SQUARED
13 RATION
RM REAM
RN REAM-METRIC MEASURE
RE REEL
RS RESETS
RT REVENUE TON MILES
R3 REVOLUTIONS PER MINUTE
RG RING
RD ROD
2C ROENTGEN
RL ROLL
RK ROLL-METRIC MEASURE
RO ROUND
RU RUN
RH RUNNING OR OPERATING
HOURS
SJ SACK
SA SANDWICH
90 SAYBOLD UNIVERSAL
SECOND
10 SEASON
3 SECONDS
SE SECTION
SG SEGMENT
5P SEISMIC LEVEL
5Q SEISMIC LINE
S6 SESSIONS

ST SET
P7 SEVEN PACK

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ISSCODE UNIT

D2 SHARES
SH SHEET
SS SHEET-METRIC MEASURE
SP SHELF PACKAGE
SX SHIPMENT
NS SHORT TON
14 SHOT
67 SIEMENS
56 SITAS
P6 SIX PACK
S5 SIXTY-FOURTHS OF AN INCH
SW SKEIN
SV SKID
SL SLEEVE
S9 SLIP SHEET
4 SMALL SPRAY
SD SOLID POUNDS
SK SPLIT TANKTRUCK
SO SPOOL
SQ SQUARE
SC SQUARE CENTIMETER
D3 SQUARE DECIMETER
S3 SQUARE FEET PER SECOND
SF SQUARE FOOT
SI SQUARE INCH
SM SQUARE METER
S4 SQUARE METERS PER
SECOND
SB SQUARE MILE
MS SQUARE MILLIMETER
SN SQUARE ROD

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ISSCODE UNIT

SY SQUARE YARD
5H STAGE
S8 STANDARD ADVERTISING
UNITS (SAUS)
5I STANDARD CUBIC FOOT
2 STATUTE MILE
15 STICK
91 STOKES
S7 STORAGE UNITS
SR STRIP
43 SUPER BULK BAG
AR SUPPOSITORY
SZ SYRINGE
U2 TABLET
TK TANK
19 TANK TRUCK
T0 TELECOMMUNICATIONS LINES
IN SERVI
UB TELECOMMUNICATIONS LINES
IN SERVI
UC TELECOMMUNICATIONS
PORTS
U3 TEN
TR TEN SQUARE FEET
TF TEN SQUARE YARDS
UH TEN THOUSAND YARDS
YT TEN YARDS
TP TEN-PACK
TA TENTH CUBIC FOOT

UE TENTH HOURS
UD TENTH MINUTES
69 TEST SPECIFIC SCALE
53 THEORETICAL KILOGRAMS
24 THEORETICAL POUNDS

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ISSCODE UNIT

54 THEORETICAL TONNES
27 THEORETICAL TONS
TD THERMS
Q6 THIRTY-SIX
TH THOUSAND
T5 THOUSAND CASINGS
TZ THOUSAND CUBIC FEET
F1 THOUSAND CUBIC FEET PER
DAY
R8 THOUSAND CUBIC METERS
TQ THOUSAND FEET
TM THOUSAND FEET (BOARD)
TL THOUSAND FEET (LINEAR)
T6 THOUSAND GALLONS
T7 THOUSAND IMPRESSIONS
TV THOUSAND KILOGRAMS
T9 THOUSAND KILOWATT HOURS
T8 THOUSAND LINEAR INCHES
TT THOUSAND LINEAR METERS
TU THOUSAND LINEAR YARDS
T3 THOUSAND PIECES
TI THOUSAND POUNDS GROSS
T4 THOUSAND SAGS
TW THOUSAND SHEETS
TJ THOUSAND SQ. CENTIMETERS
TS THOUSAND SQUARE FEET
TI THOUSAND SQUARE INCHES
R5 THOUSANDS OF DOLLARS
T2 THOUSANDTHS OF AN INCH
P3 THREE PACK
1J TON MILES

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ISSCODE UNIT

4W TON PER HOUR
UA TORR
1L TOTAL CAR COUNT
1M TOTAL CAR MILE
TE TOTE
FE TRACK FOOT
NT TRAILER
NN TRAIN
1F TRAIN MILE
FG TRANSDERMAL PATCH
TY TRAY
U1 TREATMENTS
TO TROY OUNCE
TX TROY POUND
TC TRUCKLOAD
TB TUBE
AX TWENTY
Q5 TWENTY-FIVE
Q7 TWENTY-FOUR
U5 TWO HUNDRED FIFTY
OP TWO PACK
W4 TWO WEEK
G2 U.S. GALLONS PER MINUTE
UN UNIT
UL UNITLESS
UF USAGE PER

TELECOMMUNICATIONS LINE
NV VEHICLE
VI VIAL
VS VISIT
70 VOLT

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ISSCODE UNIT

93 CALORIES PER GRAM
CN CAN
4B CAP
AV CAPSULE
NC CAR
1B CAR COUNT
1A CAR MILE
CD CARAT
CB CARBOY
CG CARD
C4 CARLOAD
C2 CARSET
CQ CARTRIDGE
N9 CARTRIDGE NEEDLE
CA CASE
Z3 CASK
CS CASSETTE
C6 CELL
CE CENTIGRADE, CELSIUS
AF CENTIGRAM
C3 CENTILITER
CM CENTIMETER
2M CENTIMETERS PER SECOND
C7 CENTIPOISE (CPS)
4C CENTISTOKES
X1 CHAINS (LAND SURVEY)
Z2 CHEST
CX COIL
C9 COIL GROUP
CZ COMBO

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ISSCODE UNIT

VT VOLTAGE
VA VOLTAMPERE PER KILOGRAM
71 VOLT-AMPERE PER POUND
2G VOLTS (ALTERNATING
CURRENT)
2H VOLTS (DIRECT CURRENT)
2F VOLTS PER METER
WA WAFTS PER KILOGRAM
WT WATTAGE
WU WATTAGE HOURS
72 WATTS PER POUND
WK WEEK
WI WEIGHT PER SQUARE INCH
W2 WET KILO
WB WET POUND
WE WET TON
WH WHEEL
WG WINE GALLON
WM WORKING MONTHS
WR WRAP
YD YARD
YR YEARS
81 HENRY
HA HANK
HB HUNDRED BOXES
HC HUNDRED COUNT
HD HALF DOZEN

HE HUNDRETH OF A CARAT
HF HUNDRED FEET
HG HECTOGRAM
HH HUNDRED CUBIC FEET

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ISSCODE UNIT

HI HUNDRED SHEETS
HJ HORSEPOWER
HK HUNDRED KILOGRAMS
HL HUNDRED FEET -LINEAR
HM MILES PER HOUR
HN MILLIMETERS OF MERCURY
HO HUNDRED TROY OUNCES
HP MILLIMETER H2O
HR HOURS
HS HUNDRED SQUARE FEET
HT HALF HOUR
HV HUNDRED WEIGHT (SHORT)
HW HUNDRED WEIGHT (LONG)
HY HUNDRED YARDS
HZ HERTZ
IA INCH POUND
IB INCHES PER SECOND
(VIBRATION VELOCITY)
IC COUNTS PER INCH
IE PERSON
IF INCHES OF WATER
IH INHALER
II COLUMN INCHES
IL INCHES PER MINUTE
IM IMPRESSIONS
IN INCH
IP INSURANCE POLICY
IT COUNTS PER CENTIMETER
IU INCHES PER SECOND (LINEAR
SPEED)
IV INCHES PER SECOND PER
SECOND (ACCELERATION)
IW INCHES PER SECOND PER
SECOND (VIBRATION ACC)

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ISSCODE UNIT

JB JUMBO
JE JOULE PER KELVIN
JG JOULE PER GRAM
JK MEGA JOULE PER KILOGRAM
JM MEGA JOULE/CUBIC METER
JO JOINT
JR JAR
JU JUG
K1 KILOWATT DEMAND
K2 KILOVOLT AMPERES
REACTIVE DEMAND
K3 KILOVOLT AMPERES
REACTIVE HOUR
K4 KILOVOLT AMPERES
K5 KILOVOLT AMPERES
REACTIVE
K6 KILOLITER
K7 KILOWATT
KA CAKE
KB KILOCHARACTERS
KC KILOGRAMS PER CUBIC METER
KD KILOGRAMS DECIMAL
KE KEG
KF KILOPACKETS

KG KILOGRAM
KH KILOWATT HOUR
KI KILOGRAMS/MILLIMETER
WIDTH
KJ KILOSEGMENTS
KK 100 KILOGRAMS
KL KILOGRAMS/METER
KM KILOGRAMS PER SQUARE
METER, KILOGRAMS,
KO MILLEQUIVALENCE CAUSTIC
POTASH/GRAM OF PRODUCT

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ISSCODE UNIT

C1 COMPOSITE PRODUCT
POUNDS (TOTAL W
CJ CONE
Z6 CONFERENCE POINTS
CK CONNECTOR
CH CONTAINER
AJ COP
C5 COST
65 COULOMB
1N COUNT
5K COUNT PER MINUTE
CV COVER
CP CRATE
52 CREDITS
CC CUBIC CENTIMETER
2J CUBIC CENTIMETERS PER
SECOND
C8 CUBIC DECIMETER
CF CUBIC FEET
2K CUBIC FEET PER HOUR
2L CUBIC FEET PER MINUTE
CI CUBIC INCHES
CR CUBIC METER
4V CUBIC METER PER HOUR
CO CUBIC METERS (NET)
CY CUBIC YARD
CU CUP
4D CURIE
94 CURL UNITS
B7 CYCLES
CL CYLINDER
DQ DATA RECORDS

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ISSCODE UNIT

DA DAYS
DE DEAL
DJ DECAGRAM
DN DECI NEWTON-METER
2N DECIBELS
DG DECIGRAM
DL DECILITER
22 DECILITER PER GRAM
DM DECIMETER
DD DEGREE
DY DIRECTORY BOOKS
DC DISK (DISC)
DI DISPENSER
DS DISPLAY
A8 DOLLARS PER HOURS
DO DOLLARS, U.S.
DZ DOZEN
DP DOZEN PAIR
D8 DRAIZE SCORE

DF DRAM
DR DRUM
DB DRY POUNDS
DT DRY TOM
DU DYNE
D9 DYNE PER SQUARE
CENTIMETER
DX DYNES PER CENTIMETER
EA EACH
EC EACH PER MONTH
P8 EIGHT-PACK
79 ELECTRON VOLT

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ISSCODE UNIT

EB ELECTRONIC MAIL BOXES
EP ELEVEN PACK
1E EMPTY CAR
E9 ENGLISH, (FEET, INCHES)
EV ENVELOPE
EQ EQUIVALENT GALLONS
FA FAHRENHEIT
63 FAILURE RATE IN TIME
83 FARAD
AK FATHOM
EZ FEET AND DECIMAL
FR FEET PER MINUTE
FS FEET PER SECOND
EY FEET, INCHES AND DECIMAL
EX FEET, INCHES AND FRACTION
F9 FIBERS PER CUBIC
CENTIMETER OF AI
FB FIELDS
Q4 FIFTY
VC FIVE HUNDRED
P5 FIVE-PACK
1I FIXED RATE
FL FLAKE TON
FO FLUID OUNCE
FZ FLUID OUNCE (IMPERIAL)
FT FOOT
85 FOOT POUNDS
P4 FOUR-PACK
1G FUEL USAGE (GALLONS)
GZ GAGE SYSTEMS
GA GALLON

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ISSCODE UNIT

5C GALLONS PER THOUSAND
GW GALLONS PER THOUSAND
CUBIC FEET
GD GALLONS/DAY
76 GAUSS
G4 GIGABECQUEREI
GV GIGAJOULES
G5 GILL (IMPE6AI)
GX GRAIN
GR GRAM
GF GRAMS PER 100 CENTIMETERS
GC GRAMS PER 100 GRAMS
23 GRAMS PER CUBIC
CENTIMETER
GK GRAMS PER KILOGRAM
GL GRAMS PER LITER
GJ GRAMS PER MILLILITER
GM GRAMS PER SQ. METER
25 GRAMS PER SQUARE

CENTIMETER
GG GREAT GROSS (DOZEN
GROSS)
GS GROSS
GB GROSS BARRELS
GN GROSS GALLONS
GT GROSS KILOGRAM
TG GROSS TON
GY GROSS YARD
10 GROUP
GH HALF GALLON
H2 HALF LITER
H1 HALF PAGES - ELECTRONIC
PV HALF PINT
8 HEAT LOTS

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ISSCODE UNIT

H4 HECTOLITER
E1 HECTOMETER
Z4 HOGSHEAD
30 HORSEPOWER DAYS PER AIR
DRY METRI
HU HUNDRED
FF HUNDRED CUBIC METERS
CW HUNDRED POUNDS (CWT)
5J HYDRAULIC HORSE POWER
GI IMPERIAL GALLONS
G3 IMPERIAL GALLONS PER
MINUTE
E8 INCHES, DECIMAL--ACTUAL
E7 INCHES, DECIMAL--AVERAGE
EM INCHES, DECIMAL-MINIMUM
ED INCHES, DECIMAL--NOMINAL
E5 INCHES, FRACTION--ACTUAL
E3 INCHES, FRACTION--AVERAGE
E4 INCHES, FRACTION--MINIMUM
EF INCHES, FRACTION--NOMINAL
86 JOULES
KV KELVIN
84 KILO POUNDS PER SQUARE
INCH (KSI)
2Q KILOBECQUEREL UNIT OF
RADIATION
2P KILOBYTE
2R KILOCURIE UNIT OF RADIATION
78 KILOGAUSS
D5 KILOGRAM PER SQUARE
CENTIMETER
32 KILOGRAMS PER AIR DRY
METRIC TONS
3H KILOGRAMS PER KILOGRAM
OF PRODUCT
3F KILOGRAMS PER LITER OF
PRODUCT
KW KILOGRAMS PER MILLIMETER

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ISSCODE UNIT

3I KILOGRAMS PER PLACE OF
PRODUCT
28 KILOGRAMS PER SQUARE
METER
4X KILOLITER PER HOUR
DK KILOMETERS
KP JOULE PER KILOGRAM
KQ KILOPASCAL
33 KILOPASCAL SQUARE

METERS PER GRAM
34 KILOPASCALS PER
MILLIMETER
KR KILOROENTGEN
KT KIT
LH LABOR HOURS
LJ LARGE SPRAY
LR LAYER(S)
LN LENGTH
LL LIFETIME
Z1 LIFT VAN
5 LIFTS
LC LINEAR CENTIMETER
LF LINEAR FOOT
LI LINEAR INCH
LM LINEAR METER
LY LINEAR YARD
LX LINEAR YARDS PER POUND
LK LINK
LP LIQUID POUNDS
LE LITE
LT LITER
LD LITERS PER DAY
L2 LITERS PER MINUTE
NL LOAD

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ISSCODE UNIT

1C LOCOMOTIVE COUNT
1K LOCOMOTIVE MILE
LG LONG TON
LO LOT
Z5 LUG
LS LUMP SUM
MA MACHINE/UNIT
M0 MAGNETIC TAPES
3C MANMONTH
PU MASS POUNDS
M3 MAT
Q3 MEAL
M8 MEGA PASCALS
4N MEGABECQUAREL
4L MEGABYTE
2U MEGAGRAM
2V MEGAGRAMS PER HOUR
N6 MEGAHERTZ
3B MEGAJOULE
57 MESH
NH MESSAGE HOURS
NF MESSAGES
MR METER
2X METERS PER MINUTE
4I METERS PER SECOND
4J METERS PER SECOND PER
SECOND 4K
MI METRIC
MG METRIC GROSS TON
UT METRIC LONG TON
MN METRIC NET TON

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Data is entered in groups. You must first enter information about your company. Click on **File|Open|Contractors** and complete the form. Next, you must enter information about your schedule contract. Finally, you must enter information about your products and accessories. You may also enter product options by going to **File|Open|Options** which will allow a user to reconfigure your product online within *GSA Advantage!*. If you need a little guidance, try using the SIP Assistant which will guide you

through the SIP input process.

Menu Bar

An area at the top of a screen used to present menu choices. The menu choices are selected by clicking with the mouse or using the shortcut key.



Multiple Delete

The multiple delete button will appear on screens where more than one item has been entered. This button can be used for a quick way to delete more than one record at a time. Simply select more than one record in the data grid by holding down the CTRL key while using the mouse to select the records. Then press the multiple delete button. All records highlighted in the grid will then be removed.

Navigating in SIP

It is assumed that you have a basic knowledge of the Windows operating system. If you need assistance, please refer to Windows Help for a review of Windows.

SIP 7.x. has all the functions of other Windows applications, such as minimizing and maximizing windows, using the mouse to resize a window, etc. In addition, SIP has some unique navigational tools explained below.

The **SIP Data Entry Toolbar** is used in all data entry screens to **Add**, **Edit**, and **Delete** records. Upon entering a data entry screen, first use the Toolbar to let the system know which action you wish to perform.

SIP allows you to change the icons on the Toolbar to descriptive text. From the [menu bar](#), select **T**ools, **T**oolbar, **W**ords to switch to the descriptive text Toolbar shown below:



The **Expand Browser** button **Missing image: bm65.wmf** will expand the data grid to display more records. If you click the **Expand Browser** again, the data grid will disappear allowing more data entry fields to be displayed. By clicking the **Expand Browser** button when the data grid is invisible, the data grid will reappear in its initial state. This button is located on the **Contract**, **Product**, **Accessory** and **Options** screens.

OK

Allows the user to continue the current process or notify processing has been completed.

Order Status Tool

The SIP Order Status Tool has been discontinued and replaced by the GSA Advantage PO Portal. You may retrieve your purchase orders and provide order status using the PO Portal at <https://www.poportal.gsa.gov>. Registration will be required. Please note that access to the PO Portal is provided only to the person whose email address is associated with your ordering address(es). Click on 'Contractor' Screen or 'Contract' then 'Dealer/Sales Office Addresses' to view and/or add your order email address.

Point of Production Table

To find the country codes and state codes for your points of production, go to the VSC website: <http://vsc.gsa.gov/lookup/ppcc.cfm>.

To find the latest country codes and state codes for your points of production, go to the VSC website: <http://vsc.gsa.gov/lookup/ppcc.cfm>.

To find the latest country codes and state codes for your points of production, go to the VSC website: <http://vsc.gsa.gov/lookup/ppcc.cfm>.

Prepare Import Files

- 1) Copy the files you want to import from the Import\template directory to Import directory.
- 2) Edit the files.

Note: In the text [template](#) files, the first line is the field name and tells you the position of each field you need to edit your file accordingly. In excel [template](#) files, the first record is the field name for you to edit your data.

After editing, you need to delete the first line or field names, depending on which database you are using, otherwise you will get an error when you are ready to import.

Preview, Import Error Report

1. Select **Preview** as a report destination.
2. Click on **OK**.
3. View the report from the [Report Preview](#) screen.

Preview, SIP Report

1. Select **Preview** as a report destination.
2. Click on **OK**.

3. View the report from the [Report Preview](#) screen.

Printer, Import Error Report

1. Select **Printer** as a report destination.
2. Click on **OK**.

Printer, SIP Report

1. Select **Printer** as a report destination.
2. Click on **OK**.

Printing Response Log File

Click on the Response Log File button from the reports screen. A report will be printing listing detailed information about the previously processed response file.

Product Dimension, (unmodified)

Enter the product dimension of each product.

Length

Enter the product's length.

Width

Enter the product's width.

Height

Enter the product's height.

Thickness

Enter the thickness of the product.

Diameter

Enter the diameter of the product.

Unit

Specify the unit of measure for the dimensions, i.e. inches, feet, etc.

Weight

Enter the weight of the product. This field is mandatory if any of the FOB points is 'O'.

Cube

Enter the cube in cubic feet of the product. This field is mandatory if any of the FOB points is 'O'.

Remove Phone Book Entry

1. Highlight and select the entry to be changed.
2. Select **Remove**.
3. Choose **Yes** to answer the question Are you sure you want to delete this entry?
4. Click on **OK** to complete the entry.

Report Preview -- Import

The **Report Preview** screen displays the [Import Error Report](#). This report contains the following data fields: **Contract Number**, **Manufacturer's Part Number**, **Special Item Number (SIN)**, **Schedule**, **Data Table**, **Table Key**, **Value**, **Error Field** and **Error Description**.

An **Error Field** identifies the field where the error occurs. i.e., prmt_days.

An **Error Description** provides a brief description of the error. i.e., Discounts for Prompt Payment not complete.

The following speed buttons allow you to perform various functions and are accessible from the Toolbar.

Missing image: bm85.wmf Zoom In

Missing image: bm86.wmf Zoom Out

Missing image: bm87.wmf Zoom Page Width

Missing image: bm88.wmf Zoom Whole Page

Missing image: bm89.wmf Previous Page

Missing image: bm90.wmf Next Page

Missing image: bm91.wmf Print

Missing image: bm92.wmf Done

Report Preview - SIP

The **Report Preview** screen displays the SIP Report. This report contains information entered into each data field and can be generated for one or more of the data entry screens.

The following speed buttons allow the user to perform various functions and are accessible from the Toolbar.

Missing image: bm93.wmf Zoom In

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Missing image: bm95.wmf Zoom Page Width

Missing image: bm96.wmf Zoom Whole Page

Missing image: bm97.wmf Previous Page

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Response Files

Once the catalog file is submitted to the Vendor Support Services (VSC), the Contracting Officer reviews the data. Although you may still update the data residing on your system, you must wait on a response to your previously submitted catalog file in order to create another catalog file.

When you start the SIP program, you will be automatically prompted if a response file needs to be downloaded and processed. By clicking I want to download, SIP will connect to the VSC, download then process the file. You will be notified when processing is complete or if a response file was not present. You may also manually retrieve the response file at the Communications|Process Response File option on the VSC website.

After processing is completed, SIP will then allow you to create another catalog file to update your catalog or to correct problems identified by the Contracting Officer.

Click on **OK** to process the response file. The file will indicate whether your catalog file was accepted or rejected for the specified contract. A Response Log file will also be created with detailed information on the previously submitted contract. This file may be viewed after the processing of the response file or printed at a later date through the Tools | Reports option.

Note: Do not turn off computer during the processing of the response file.

Running SIP

Double click the SIP icon on the desktop to launch the SIP system. If this is your first time invoking SIP, the system will index all files and then place you at the [Main screen](#). You may then enter your data into the SIP system. See [entering data](#) for basic help on SIP data entry.

You may convert your data from previous versions of SIP by double clicking the Import icon on your desktop.

Save

Allows the user to save the information keyed in, provided all required fields are populated. This will save any changed data.

Schedule/SIN Discontinued, Accessory

Discontinued accessories are items that are no longer available; however, maintenance can be purchased for the accessory under the contract.


1. Select **Yes** to indicate the accessory is a discontinued item.
2. Enter data in the **Mfr. Part/Model Number**, **National Stock #**, and **Accessory/Item Name** fields.
3. Single click in the **Product List** box.
4. Double click on the product name to attach the accessory to the product.
5. Select **Save** to save the record or **Cancel** to cancel the record.
6. Click on the **Maintenance** speed button to enter maintenance charges if applicable.

Search, Help Menu

Displays a list of topics available for you to search.

SIP Help Contents

[Getting Started](#)

- ◆ [What you need to run SIP](#)
- ◆ [SIP Introduction](#)
-  [SIP Basics](#)
 - ◆ [Invoking Help](#)
 - ◆ [Running SIP](#)
 - ◆ [Entering Data](#)
 - ◆ [Navigating in SIP](#)

[Import Data](#)

- ◆ [Main Screen](#)
- ◆ [Contractor Data](#)
- ◆ [Contract Data](#)
- ◆ [Product Data](#)
- ◆ [Accessory Data](#)
- ◆ [Options Data](#)
- ◆ [Text Files](#)

◆ [BPA Pricing](#)

SIP Introduction

The Schedule Input Program (SIP) is a Windows based program designed to allow GSA and VA Federal Supply Schedule contractors the opportunity to provide an electronic catalog of their products for on-line display and ordering through [GSA Advantage!](#).

This help file provides instructions on the operation of SIP and an explanation of the various data elements required. Information required by this program is passed to GSA as described later in this guide, and is uploaded into [GSA Advantage!](#) for display and ordering. Accuracy of the data is essential since customers will make their ordering decisions based on what is provided via this program and subsequently displayed on [GSA Advantage!](#).

Using this program you have the opportunity to make changes as often as you like. As products are added, changed or deleted from your contract, or as prices change, it will be necessary for you to submit those changes to GSA immediately using this program. This is similar to changes you might make on your printed catalogs. Price decreases will be implemented into [GSA Advantage!](#) immediately. All other changes will be quickly reviewed and approved by the GSA/VA contracting officer prior to implementation into [GSA Advantage!](#)

SIP Lookup Tables

▶ [FOB Points](#)

▶ [Environmental Message Table](#)

▶ [Unit of Issue Table](#)

▶ [Special Charges Table](#)

▶ [Point of Production Table](#)

▶ [State and Country code Table](#)

▶ [Special Item Number Table](#)

Special Charges Table

Special Charge

ASSEMBLY
EXPEDITING PREMIUM
INSIDE DELIVERY
INSTALLATION
LAYOUT/DESIGN

ONE DAY SERVICE
SAME DAY SERVICE
SATURDAY DELIVERY
TRAINING
TWO DAY SERVICE

Speed Buttons

Speed Buttons allow the user to quickly select a menu option by clicking on the desired button. Holding the mouse pointer over a button displays a message indicating what action will occur.

Start Range, Accessory Discount

For each break (7 maximum) you must enter the Quantity start range or beginning Dollar volume range. The Start range must be greater than the previous ending range.

For each break (7 maximum) you must enter the Quantity start range or beginning Dollar volume range. The Start range must be greater than the previous ending range.

State and Country code Table

To find the latest country codes and state codes, go to the VSC website:
<http://vsc.gsa.gov/lookup/ppcc.cfm>.

Temporary End Date, Product

The last date of the temporary price reduction. The format is month/day/year. This field is mandatory if a temporary price was entered.

Temporary Price, Accessory

The price(s) that is in effect between the start and end dates of the temporary price reduction (TPR) period. This price is replaced by the GSA price(s) after the TPR end date. This price must be less than the GSA price. Leave this field blank if a TPR is not in effect.

Tools Menu, SIP Main Screen

[Price Adjustment/Reductions](#)
[Re-index](#)
[Reports](#)
[Toolbar](#)
[Backup](#)
[Restore](#)
[System Information](#)

[Multiple Contractors](#)
[Price Update](#)
[Merge Schedules](#)

Tools, Import Main Menu

[Re-index](#)
[Reports](#)
[Toolbar](#)

Unit of Issue Table

<u>UNIT</u>	<u>*FLAG</u>	<u>ISSCODE</u>
100 BOARD FEET	FALSE	BP
10 KILOGRAM DRUM	FALSE	97
100 LINEAL YARDS	FALSE	YL
100 POUND DRUM	FALSE	17
1000 CUBIC FEET	FALSE	FC
1000 METERS	FALSE	MQ
1000 POUNDS PER SQUARE INCH	FALSE	KS
10000 GALLON TANKCAR	FALSE	96
100-PACK	FALSE	4F
115 KILOGRAM DRUM	FALSE	16
15 KILOGRAM DRUM	FALSE	98
20 FOOT CONTAINER	FALSE	20
"20,000 GALLON TANKCAR"	FALSE	95
20-PACK	FALSE	4E
25 KILOGRAM BULK BAG	FALSE	46
300 KILOGRAM BULK BAG	FALSE	45
40 FOOT CONTAINER	FALSE	21
50 POUND BAG	FALSE	47
500 KILOGRAM BULK BAG	FALSE	44
ACCESS LINES	FALSE	AL
ACRE	FALSE	AC
ACTUAL KILOGRAMS	FALSE	50
ACTUAL POUNDS	FALSE	01
ACTUAL TONNES	FALSE	51
ACTUAL TONS	FALSE	26
ADDITIONAL MINUTES	FALSE	AH
AIR DRY METRIC TON	FALSE	MD
ALUMINUM POUNDS ONLY	FALSE	AP
AMPERE	FALSE	68
AMPERE TURN PER CENTIMETER	FALSE	73
AMPERES PER METER	FALSE	AE
AMPOLUE	TRUE	AM
ANIT-HEMOPHILIC FACTOR (AHF) UNIT	FALSE	AQ
ASSEMBLY	FALSE	AY
ASSORTMENT	FALSE	AS
ATMOSPHERE	FALSE	AT
AVERAGE MINUTES PER CALL	FALSE	AI
BAG	TRUE	BG
BALE	TRUE	BA

BALL TRUE AA
BAND FALSE BJ
BAR TRUE BI
BARGE FALSE NB
BARREL TRUE BR
BARRELS PER DAY FALSE B1
BARRELS PER MINUTE FALSE 5A
BASE BOX FALSE BB
BASE WEIGHT FALSE BW
BASKET FALSE BS
BATCH FALSE 5B
BATT FALSE B9
BATTING POUND FALSE B3
BEAM FALSE BE
BECQUEREL FALSE R2
BELT FALSE BT
BILLET FALSE B5
BILLIONS OF DOLLARS FALSE R7
BIN FALSE 2W
BLOCK FALSE BL
BOARD FALSE B8
BOARD FEET FALSE BF
BOBBIN FALSE 4A
BOLT TRUE BM
BOOK TRUE BK
BOTTLE TRUE BO
BOX TRUE BX
BRAKE HORSE POWER FALSE BQ
BRITISH THERMAL UNIT (BTU) FALSE BY
BRITISH THERMAL UNITS (BTUS) PER FALSE B0
BRITISH THERMAL UNITS (BTUS) PER FALSE 2I
BRITISH THERMAL UNITS (BTUS) PER FALSE AZ
BRUSH FALSE BH
BUCKET FALSE BC
BULK FALSE BN
BULK CAR LOAD FALSE 48
BULK PACK FALSE AB
BUN FALSE B6
BUNDLE TRUE BD
BUNKS FALSE B2
BUSHEL FALSE BU
"BUSHEL, DRY IMPERIAL" FALSE BV
BYTES FALSE AD
CABOOSE COUNT FALSE 1D
CABOOSE MILE FALSE 1H
CALLS FALSE C0
CALORIE FALSE R4
CALORIES PER CUBIC CENTIMETER FALSE 92
CALORIES PER GRAM FALSE 93
CAN TRUE CN
CAP FALSE 4B
CAPSULE FALSE AV
CAR FALSE NC
CAR COUNT FALSE 1B
CAR MILE FALSE 1A
CARAT FALSE CD

CARBOY TRUE CB
CARD FALSE CG
CARLOAD FALSE C4
CARSET FALSE C2
CARTRIDGE TRUE CQ
CARTRIDGE NEEDLE FALSE N9
CASE TRUE CA
CASK FALSE Z3
CASSETTE FALSE CS
CELL FALSE C6
"CENTIGRADE, CELSIUS" FALSE CE
CENTIGRAM FALSE AF
CENTILITER FALSE C3
CENTIMETER FALSE CM
CENTIMETERS PER SECOND FALSE 2M
CENTIPOISE (CPS) FALSE C7
CENTISTOKES FALSE 4C
CHAINS (LAND SURVEY) FALSE X1
CHEST FALSE Z2
COIL TRUE CX
COIL GROUP FALSE C9
COMBO FALSE CZ
COMPOSITE PRODUCT POUNDS (TOTAL W FALSE C1
CONE TRUE CJ
CONFERENCE POINTS FALSE Z6
CONNECTOR FALSE CK
CONTAINER TRUE CH
COP FALSE AJ
COST FALSE C5
COULOMB FALSE 65
COUNT FALSE 1N
COUNT PER MINUTE FALSE 5K
COVER FALSE CV
CRATE FALSE CP
CREDITS FALSE 52
CUBIC CENTIMETER FALSE CC
CUBIC CENTIMETERS PER SECOND FALSE 2J
CUBIC DECIMETER FALSE C8
CUBIC FEET FALSE CF
CUBIC FEET PER HOUR FALSE 2K
CUBIC FEET PER MINUTE FALSE 2L
CUBIC INCHES FALSE CI
CUBIC METER FALSE CR
CUBIC METER PER HOUR FALSE 4V
CUBIC METERS (NET) FALSE CO
CUBIC YARD FALSE CY
CUP FALSE CU
CURIE FALSE 4D
CURL UNITS FALSE 94
CYCLES FALSE B7
CYLINDER TRUE CL
DATA RECORDS FALSE DQ
DAYS TRUE DA
DEAL FALSE DE
DECAGRAM FALSE DJ
DECI NEWTON-METER FALSE DN

DECIBELS FALSE 2N
DECIGRAM FALSE DG
DECILITER FALSE DL
DECILITER PER GRAM FALSE 22
DECIMETER FALSE DM
DEGREE FALSE DD
DIRECTORY BOOKS FALSE DY
DISK (DISC) FALSE DC
DISPENSER FALSE DI
DISPLAY FALSE DS
DOLLARS PER HOURS FALSE A8
"DOLLARS, U.S." FALSE DO
DOZEN FALSE DZ
DOZEN PAIR FALSE DP
DRAIZE SCORE FALSE D8
DRAM FALSE DF
DRUM TRUE DR
DRY POUNDS FALSE DB
DRY TOM FALSE DT
DYNE FALSE DU
DYNE PER SQUARE CENTIMETER FALSE D9
DYNES PER CENTIMETER FALSE DX
EACH FALSE EA
EACH PER MONTH FALSE EC
EIGHT-PACK FALSE P8
ELECTRON VOLT FALSE 79
ELECTRONIC MAIL BOXES FALSE EB
ELEVEN PACK FALSE EP
EMPTY CAR FALSE 1E
"ENGLISH, (FEET, INCHES)" FALSE E9
ENVELOPE FALSE EV
EQUIVALENT GALLONS FALSE EQ
FAHRENHEIT FALSE FA
FAILURE RATE IN TIME FALSE 63
FARAD FALSE 83
FATHOM FALSE AK
FEET AND DECIMAL FALSE EZ
FEET PER MINUTE FALSE FR
FEET PER SECOND FALSE FS
"FEET, INCHES AND DECIMAL" FALSE EY
"FEET, INCHES AND FRACTION" FALSE EX
FIBERS PER CUBIC CENTIMETER OF AI FALSE F9
FIELDS FALSE FB
FIFTY FALSE Q4
FIVE HUNDRED FALSE VC
FIVE-PACK FALSE P5
FIXED RATE FALSE 1I
FLAKE TON FALSE FL
FLUID OUNCE FALSE FO
FLUID OUNCE (IMPERIAL) FALSE FZ
FOOT FALSE FT
FOOT POUNDS FALSE 85
FOUR-PACK FALSE P4
FUEL USAGE (GALLONS) FALSE 1G
GAGE SYSTEMS FALSE GZ
GALLON FALSE GA

GALLONS PER THOUSAND FALSE 5C
GALLONS PER THOUSAND CUBIC FEET FALSE GW
GALLONS/DAY FALSE GD
GAUSS FALSE 76
GIGABECQUEREI FALSE G4
GIGAJOULES FALSE GV
GILL (IMPE6AI) FALSE G5
GRAIN FALSE GX
GRAM FALSE GR
GRAMS PER 100 CENTIMETERS FALSE GF
GRAMS PER 100 GRAMS FALSE GC
GRAMS PER CUBIC CENTIMETER FALSE 23
GRAMS PER KILOGRAM FALSE GK
GRAMS PER LITER FALSE GL
GRAMS PER MILLILITER FALSE GJ
GRAMS PER SQ. METER FALSE GM
GRAMS PER SQUARE CENTIMETER FALSE 25
GREAT GROSS (DOZEN GROSS) FALSE GG
GROSS FALSE GS
GROSS BARRELS FALSE GB
GROSS GALLONS FALSE GN
GROSS KILOGRAM FALSE GT
GROSS TON FALSE TG
GROSS YARD FALSE GY
GROUP FALSE 10
HALF GALLON FALSE GH
HALF LITER FALSE H2
HALF PAGES - ELECTRONIC FALSE H1
HALF PINT FALSE PV
HEAT LOTS FALSE 08
HECTOLITER FALSE H4
HECTOMETER FALSE E1
HOGSHEAD FALSE Z4
HORSEPOWER DAYS PER AIR DRY METRI FALSE 30
HUNDRED FALSE HU
HUNDRED CUBIC METERS FALSE FF
HUNDRED POUNDS (CWT) FALSE CW
HYDRAULIC HORSE POWER FALSE 5J
IMPERIAL GALLONS FALSE GI
IMPERIAL GALLONS PER MINUTE FALSE G3
"INCHES, DECIMAL--ACTUAL" FALSE E8
"INCHES, DECIMAL--AVERAGE" FALSE E7
"INCHES, DECIMAL--MINIMUM" FALSE EM
"INCHES, DECIMAL--NOMINAL" FALSE ED
"INCHES, FRACTION--ACTUAL" FALSE E5
"INCHES, FRACTION--AVERAGE" FALSE E3
"INCHES, FRACTION--MINIMUM" FALSE E4
"INCHES, FRACTION--NOMINAL" FALSE EF
JOULES FALSE 86
KELVIN FALSE KV
KILO POUNDS PER SQUARE INCH (KSI) FALSE 84
KILOBECQUEREL UNIT OF RADIATION FALSE 2Q
KILOBYTE FALSE 2P
KILOCURIE UNIT OF RADIATION FALSE 2R
KILOGAUSS FALSE 78
KILOGRAM PER SQUARE CENTIMETER FALSE D5

KILOGRAMS PER AIR DRY METRIC TONS FALSE 32
KILOGRAMS PER KILOGRAM OF PRODUCT FALSE 3H
KILOGRAMS PER LITER OF PRODUCT FALSE 3F
KILOGRAMS PER MILLIMETER FALSE KW
KILOGRAMS PER PLACE OF PRODUCT FALSE 3I
KILOGRAMS PER SQUARE METER FALSE 28
KILOLITER PER HOUR FALSE 4X
KILOMETERS FALSE DK
JOULE PER KILOGRAM FALSE KP
KILOPASCAL FALSE KQ
KILOPASCAL SQUARE METERS PER GRAM FALSE 33
KILOPASCALS PER MILLIMETER FALSE 34
KILOROENTGEN FALSE KR
KIT FALSE KT
LABOR HOURS FALSE LH
LARGE SPRAY FALSE LJ
LAYER(S) FALSE LR
LENGTH TRUE LN
LIFETIME FALSE LL
LIFT VAN FALSE Z1
LIFTS FALSE 05
LINEAR CENTIMETER FALSE LC
LINEAR FOOT FALSE LF
LINEAR INCH FALSE LI
LINEAR METER FALSE LM
LINEAR YARD FALSE LY
LINEAR YARDS PER POUND FALSE LX
LINK FALSE LK
LIQUID POUNDS FALSE LP
LITE FALSE LE
LITER FALSE LT
LITERS PER DAY FALSE LD
LITERS PER MINUTE FALSE L2
LOAD FALSE NL
LOCOMOTIVE COUNT FALSE 1C
LOCOMOTIVE MILE FALSE 1K
LONG TON FALSE LG
LOT FALSE LO
LUG FALSE Z5
LUMP SUM FALSE LS
MACHINE/UNIT FALSE MA
MAGNETIC TAPES FALSE M0
MANMONTH FALSE 3C
MASS POUNDS FALSE PU
MAT FALSE M3
MEAL FALSE Q3
MEGA PASCALS FALSE M8
MEGABECQUAREL FALSE 4N
MEGABYTE FALSE 4L
MEGAGRAM FALSE 2U
MEGAGRAMS PER HOUR FALSE 2V
MEGAHERTZ FALSE N6
MEGAJOULE FALSE 3B
MESH FALSE 57
MESSAGE HOURS FALSE NH
MESSAGES FALSE NF

METER FALSE MR
METERS PER MINUTE FALSE 2X
METERS PER SECOND FALSE 4I
METERS PER SECOND PER SECOND 4K FALSE 4J
METRIC GROSS TON FALSE MG
METRIC LONG TON FALSE UT
METRIC NET TON FALSE MN
METRIC TON FALSE MP
METRIC TON KILOGRAMS FALSE MW
MHO FALSE NQ
MICRO INCH FALSE M7
MICRO MHO FALSE NR
MICROCURIE FALSE M5
MICROFARAD FALSE 4O
MICROFICHE SHEET FALSE G7
MICROGRAM FALSE MC
MICROGRAMS PER CUBIC METER FALSE GQ
MICROLITER FALSE 4G
MICROMETER FALSE 4H
MICROMOLAR FALSE FH
MICRONS FALSE MH
MIL FALSE 77
MILES FALSE DH
MILLI PASCALS FALSE 74
MILLIBAR FALSE M6
MILLICURIE FALSE MU
MILLIGRAM FALSE ME
MILLIGRAM PER SQ. FT. PER SIDE FALSE MF
MILLIGRAMS PER CUBIC METER FALSE GP
MILLIGRAMS PER HOUR FALSE 4M
MILLIGRAMS PER KILOGRAM FALSE NA
MILLIGRAMS PER LITER FALSE MI
MILLIGRAMS PER SQUARE INCH FALSE MK
MILLIGRAMS PER SQUARE METER FALSE GO
MILLILITER FALSE ML
MILLILITER PER MINUTE FALSE 41
MILLILITER PER SECOND FALSE 4O
MILLILITERS OF WATER FALSE WW
MILLILITERS PER KILOGRAM FALSE KX
MILLILITERS PER SQUARE CENTIMETER FALSE 35
MILLIMETER FALSE MM
MILLIMETER-ACTUAL FALSE M2
MILLIMETER-AVERAGE FALSE MY
MILLIMETER-MINIMUM FALSE MZ
MILLIMETER-NOMINAL FALSE MB
MILLION BRITISH THERMAL UNITS PER FALSE M9
MILLION BTU'S FALSE BZ
MILLION CUBIC FEET FALSE FM
MILLION PARTICLES PER CUBIC FOOT FALSE FD
MILLION UNITS FALSE UM
MILLIONS OF DOLLARS FALSE R6
MILLIROENTGEN FALSE 2Y
MILLIVOLTS FALSE 2Z
MINUTES FALSE MJ
MINUTES OR MESSAGES FALSE AN
MIXED FALSE MX

MMSCF/DAY FALSE 5E
MONETARY VALUE FALSE M4
MONTHS TRUE MO
MUTUALLY DEFINED FALSE ZZ
NAUTICAL MILE FALSE NM
NET BARRELS FALSE ND
NET IMPERIAL GALLONS FALSE NI
NET KILOGRAMS FALSE 58
NET LITERS FALSE NE
"NET TON (2,000 LB)." FALSE TN
NEWSPAPER AGATE LINE FALSE Z8
NEWTON FALSE NW
NEWTON-METER FALSE NU
NEWTONS PER METER FALSE 4P
NINE PACK FALSE P9
NOT GALLONS FALSE NG
NUMBER OF LINES FALSE N2
NUMBER OF MULTS FALSE MV
NUMBER OF SCREENS FALSE NJ
OCULAR INSERT SYSTEM FALSE AU
OERSTEDS FALSE 66
OHM FALSE 82
OUNCE - AV FALSE OZ
OUNCE FOOT FALSE 4R
OUNCE INCH FALSE 4Q
OUNCES PER SQUARE FOOT FALSE 37
OUNCES PER SQUARE FOOT PER 0.01 I FALSE 38
OUNCES PER SQUARE YARD FALSE ON
OUTFIT FALSE 11
OVERTIME HOURS FALSE OT
PACK (PAK) FALSE PH
PACKAGE TRUE PK
PACKET TRUE 12
PAD TRUE PD
PAGE FALSE ZP
PAGES - ELECTRONIC FALSE P0
PAGES - FACSIMILE FALSE QA
PAGES - HARDCOPY FALSE QB
PAGES PER INCH FALSE PQ
PAIL TRUE PA
PAIR FALSE PR
PAIR INCHES FALSE PB
PALLET (LIFT) FALSE PF
PALLET/UNIT LOAD FALSE PL
PANEL FALSE OA
PARTS PER BILLION FALSE 61
PARTS PER MILLION FALSE 59
PARTS PER THOUSAND FALSE NX
PASCAL FALSE 4S
"PECK, DRY IMPANEL" FALSE PZ
"PECK, DRY U.S." FALSE PY
PEN CALORIES FALSE N1
PEN GRAMS (PROTEIN) FALSE N4
PENNYWEIGHT FALSE WP
PERCENT FALSE P1
PERCENT PER 1000 HOURS FALSE 62

PERCENT WEIGHT FALSE 60
PICA FALSE RI
PICOFARAD FALSE 4T
PIECE FALSE PC
PINT FALSE PT
PINT U.S. DRY FALSE Q2
"PINT, IMPERIAL" FALSE PX
PITCH FALSE PI
PLATE FALSE PP
POISE FALSE 89
POUND FALSE LB
POUNDS EQUIVALENT FALSE PE
POUNDS GROSS FALSE PG
POUNDS NET FALSE PN
POUNDS PER 1000 SQUARE FEET FALSE 29
POUNDS PER AIR-DRY METRIC TON FALSE NY
POUNDS PER CUBIC FOOT FALSE 87
POUNDS PER CUBIC INCH FALSE LA
POUNDS PER FOOT FALSE P2
POUNDS PER GALLON FALSE GE
POUNDS PER HOUR FALSE 4U
POUNDS PER INCH OF LENGTH FALSE PO
POUNDS PER INCH OF WIDTH FALSE PW
POUNDS PER PIECE OF PRODUCT FALSE 3G
POUNDS PER POUND OF PRODUCT FALSE 3E
POUNDS PER REAM FALSE RP
POUNDS PER SQ. FT. FALSE FP
POUNDS PER SQ. INCH FALSE PS
POUNDS PER SQUARE INCH ABSOLUTE FALSE 80
POUNDS PER SQUARE INCH GAUGE FALSE 64
POUNDS PER THOUSAND FALSE 5F
"POUNDS, DECIMAL - POUNDS PER SQUA" FALSE PJ
POUNDS-PERCENTAGE FALSE PM
POWDER-FILLER VIALS FALSE AW
PRINT POINT FALSE N3
PUMP FALSE 5G
QUART FALSE QT
"QUART, DRY U.S." FALSE QS
"QUART, IMPERIAL" FALSE QU
QUARTER (TIME) FALSE Q1
QUARTER DOZEN FALSE QD
QUARTER HOURS FALSE QH
QUARTER KILOGRAM FALSE QK
QUARTER MILE FALSE 1X
QUIRE FALSE QR
RACK FALSE RA
RADIAN PER SECOND FALSE 2A
RADIAN PER SECOND SQUARED FALSE 2B
RATION FALSE 13
REAM FALSE RM
REAM-METRIC MEASURE FALSE RN
REEL TRUE RE
RESETS FALSE RS
REVENUE TON MILES FALSE RT
REVOLUTIONS PER MINUTE FALSE R3
RING FALSE RG

ROD FALSE RD
ROENTGEN FALSE 2C
ROLL TRUE RL
ROLL-METRIC MEASURE FALSE RK
ROUND FALSE RO
RUN FALSE RU
RUNNING OR OPERATING HOURS FALSE RH
SACK FALSE SJ
SANDWICH FALSE SA
SAYBOLD UNIVERSAL SECOND FALSE 90
SEASON FALSE 10
SECONDS FALSE 03
SECTION FALSE SE
SEGMENT FALSE SG
SEISMIC LEVEL FALSE 5P
SEISMIC LINE FALSE 5Q
SESSIONS FALSE S6
SET FALSE ST
SEVEN PACK FALSE P7
SHARES FALSE D2
SHEET FALSE SH
SHEET-METRIC MEASURE FALSE SS
SHELF PACKAGE FALSE SP
SHIPMENT FALSE SX
SHORT TON FALSE NS
SHOT FALSE 14
SIEMENS FALSE 67
SITAS FALSE 56
SIX PACK FALSE P6
SIXTY-FOURTHS OF AN INCH FALSE S5
SKEIN FALSE SW
SKID TRUE SV
SLEEVE FALSE SL
SLIP SHEET FALSE S9
SMALL SPRAY FALSE 04
SOLID POUNDS FALSE SD
SPLIT TANKTRUCK FALSE SK
SPOOL TRUE SO
SQUARE FALSE SQ
SQUARE CENTIMETER FALSE SC
SQUARE DECIMETER FALSE D3
SQUARE FEET PER SECOND FALSE S3
SQUARE FOOT FALSE SF
SQUARE INCH FALSE SI
SQUARE METER FALSE SM
SQUARE METERS PER SECOND FALSE S4
SQUARE MILE FALSE SB
SQUARE MILLIMETER FALSE MS
SQUARE ROD FALSE SN
SQUARE YARD FALSE SY
STAGE FALSE 5H
STANDARD ADVERTISING UNITS (SAUS) FALSE S8
STANDARD CUBIC FOOT FALSE 5I
STATUTE MILE FALSE 02
STICK TRUE 15
STOKES FALSE 91

STORAGE UNITS FALSE S7
STRIP TRUE SR
SUPER BULK BAG FALSE 43
SUPPOSITORY FALSE AR
SYRINGE FALSE SZ
TABLET FALSE U2
TANK FALSE TK
TANK TRUCK FALSE 19
TELECOMMUNICATIONS LINES IN SERVI FALSE TO
TELECOMMUNICATIONS LINES IN SERVI FALSE UB
TELECOMMUNICATIONS PORTS FALSE UC
TEN FALSE U3
TEN SQUARE FEET FALSE TR
TEN SQUARE YARDS FALSE TF
TEN THOUSAND YARDS FALSE UH
TEN YARDS FALSE YT
TEN-PACK FALSE TP
TENTH CUBIC FOOT FALSE TA
TENTH HOURS FALSE UE
TENTH MINUTES FALSE UD
TEST SPECIFIC SCALE FALSE 69
THEORETICAL KILOGRAMS FALSE 53
THEORETICAL POUNDS FALSE 24
THEORETICAL TONNES FALSE 54
THEORETICAL TONS FALSE 27
THERMS FALSE TD
THIRTY-SIX FALSE Q6
THOUSAND FALSE TH
THOUSAND CASINGS FALSE T5
THOUSAND CUBIC FEET FALSE TZ
THOUSAND CUBIC FEET PER DAY FALSE F1
THOUSAND CUBIC METERS FALSE R8
THOUSAND FEET FALSE TQ
THOUSAND FEET (BOARD) FALSE TM
THOUSAND FEET (LINEAR) FALSE TL
THOUSAND GALLONS FALSE T6
THOUSAND IMPRESSIONS FALSE T7
THOUSAND KILOGRAMS FALSE TV
THOUSAND KILOWATT HOURS FALSE T9
THOUSAND LINEAR INCHES FALSE T8
THOUSAND LINEAR METERS FALSE TT
THOUSAND LINEAR YARDS FALSE TU
THOUSAND PIECES FALSE T3
THOUSAND SAGS FALSE T4
THOUSAND SHEETS FALSE TW
THOUSAND SQ. CENTIMETERS FALSE TJ
THOUSAND SQUARE FEET FALSE TS
THOUSAND SQUARE INCHES FALSE TI
THOUSANDS OF DOLLARS FALSE R5
THOUSANDTHS OF AN INCH FALSE T2
THREE PACK FALSE P3
TON MILES FALSE 1J
TON PER HOUR FALSE 4W
TORR FALSE UA
TOTAL CAR COUNT FALSE 1L
TOTAL CAR MILE FALSE 1M

TOTE FALSE TE
TRACK FOOT FALSE FE
TRAILER FALSE NT
TRAIN FALSE NN
TRAIN MILE FALSE 1F
TRANSDERMAL PATCH FALSE FG
TRAY FALSE TY
TREATMENTS FALSE U1
TROY OUNCE FALSE TO
TROY POUND FALSE TX
TRUCKLOAD FALSE TC
TUBE TRUE TB
TWENTY FALSE AX
TWENTY-FIVE FALSE Q5
TWENTY-FOUR FALSE Q7
TWO HUNDRED FIFTY FALSE U5
TWO PACK FALSE OP
TWO WEEK FALSE W4
U.S. GALLONS PER MINUTE FALSE G2
UNIT FALSE UN
UNITLESS FALSE UL
USAGE PER TELECOMMUNICATIONS LINE FALSE UF
VEHICLE FALSE NV
VIAL TRUE VI
VISIT FALSE VS
VOLT FALSE 70
VOLTAGE FALSE VT
VOLTAMPERE PER KILOGRAM FALSE VA
VOLT-AMPERE PER POUND FALSE 71
VOLTS (ALTERNATING CURRENT) FALSE 2G
VOLTS (DIRECT CURRENT) FALSE 2H
VOLTS PER METER FALSE 2F
WAFTS PER KILOGRAM FALSE WA
WATTAGE FALSE WT
WATTAGE HOURS FALSE WU
WATTS PER POUND FALSE 72
WEEK FALSE WK
WEIGHT PER SQUARE INCH FALSE WI
WET KILO FALSE W2
WET POUND FALSE WB
WET TON FALSE WE
WHEEL FALSE WH
WINE GALLON FALSE WG
WORKING MONTHS FALSE WM
WRAP FALSE WR
YARD FALSE YD
YEARS TRUE YR
HENRY FALSE 81
HANK TRUE HA
HUNDRED BOXES FALSE HB
HUNDRED COUNT FALSE HC
HALF DOZEN FALSE HD
HUNDRETH OF A CARAT FALSE HE
HUNDRED FEET FALSE HF
HECTOGRAM FALSE HG
HUNDRED CUBIC FEET FALSE HH

HUNDRED SHEETS FALSE HI
HORSEPOWER FALSE HJ
HUNDRED KILOGRAMS FALSE HK
HUNDRED FEET -LINEAR FALSE HL
MILES PER HOUR FALSE HM
MILLIMETERS OF MERCURY FALSE HN
HUNDRED TROY OUNCES FALSE HO
MILLIMETER H2O FALSE HP
HOURS FALSE HR
HUNDRED SQUARE FEET FALSE HS
HALF HOUR FALSE HT
HUNDRED WEIGHT (SHORT) FALSE HV
HUNDRED WEIGHT (LONG) FALSE HW
HUNDRED YARDS FALSE HY
HERTZ FALSE HZ
INCH POUND FALSE IA
INCHES PER SECOND (VIBRATION VELOCITY) FALSE IB
COUNTS PER INCH FALSE IC
PERSON FALSE IE
INCHES OF WATER FALSE IF
INHALER FALSE IH
COLUMN INCHES FALSE II
INCHES PER MINUTE FALSE IL
IMPRESSIONS FALSE IM
INCH FALSE IN
INSURANCE POLICY FALSE IP
COUNTS PER CENTIMETER FALSE IT
INCHES PER SECOND (LINEAR SPEED) FALSE IU
INCHES PER SECOND PER SECOND (ACCELERATION) FALSE IV
INCHES PER SECOND PER SECOND (VIBRATION ACC) FALSE IW
JUMBO FALSE JB
JOULE PER KELVIN FALSE JE
JOULE PER GRAM FALSE JG
MEGA JOULE PER KILOGRAM FALSE JK
MEGA JOULE/CUBIC METER FALSE JM
JOINT FALSE JO
JAR TRUE JR
JUG FALSE JU
KILOWATT DEMAND FALSE K1
KILOVOLT AMPERES REACTIVE DEMAND FALSE K2
KILOVOLT AMPERES REACTIVE HOUR FALSE K3
KILOVOLT AMPERES FALSE K4
KILOVOLT AMPERES REACTIVE FALSE K5
KILOLITER FALSE K6
KILOWATT FALSE K7
CAKE TRUE KA
KILOCHARACTERS FALSE KB
KILOGRAMS PER CUBIC METER FALSE KC
KILOGRAMS DECIMAL FALSE KD
KEG FALSE KE
KILOPACKETS FALSE KF
KILOGRAM FALSE KG
KILOWATT HOUR FALSE KH
KILOGRAMS/MILLIMETER WIDTH FALSE KI
KILOSEGMENTS FALSE KJ
100 KILOGRAMS FALSE KK

KILOGRAMS/METER FALSE KL
KILOGRAMS PER SQUARE METER, KILOGRAMS, DECIMAL FALSE KM
MILLEQUIVALENCE CAUSTIC POTASH/GRAM OF PRODUCT FALSE KO
CARTON TRUE CT

* If flag is true then you must include a quantity per unit

The SIP text file submission process has been enhanced to now allow submission of files in PDF (.pdf), Word (.doc), Excel (.xls) or HTML (.htm or .html) formats rather than text only. Text file submissions in ASCII text format have been discontinued. PDF is the preferred format for the web.

Previously submitted text files will continue to appear in GSA Advantage until an update is sent in one of the new formats mentioned above. If you have previously submitted your text file with HTML code and wish to maintain this format, you may send an .HTM file next time you update. If desired, instead of submitting a file, you may provide a URL that points to your official GSA Schedule Price list hosted on your own website.

Please ensure that text, HTML, or URL pertains to information specifically describing products offered under your GSA schedule contract.

Note: Do to system restraints, spaces will not be allowed in the text file name. EX: 'My Doc.doc' will not be allowed. 'MyDoc.doc' will be accepted.

Rejections are usually the result of simple data errors or missing products. The response file is usually accompanied by a fax which is sent directly to you explaining the reasons for rejection. To remedy the situation, you must make the noted corrections and resubmit your file.

What if my items do not 'fit' in a data file?

Certain schedules and SINs have been designated as either 'allowing' or 'requiring' a text file instead of a detailed data file, particularly for services. Please note that products and services submitted as text cannot be ordered online but can only be viewed! Products should be submitted as data wherever possible.

What is SIP?

SIP is the Schedules Input Program which is a free software application made available to GSA schedule contract holders which provides a means to submit their catalog files electronically to GSA for placement on the government's premier shopping site - *GSA Advantage!*

What is the benefit to my company?

SIP is the primary application used by most schedule contractors to transmit their catalogs to GSA electronically. SIP files are placed on the GSA *Advantage!* Online Shopping System which is accessible by all federal agencies via the Internet. Thousands of schedule contractors are already represented on GSA *Advantage!* and sales have increased substantially since its inception. Many contractors are thrilled with the exposure GSA *Advantage!* provides and have boasted significant increase in customer sales and inquiries. We invite you to join the GSA *Advantage!* team.

A response file is required for each file cataloged unless the file contains price reductions only. Each file submitted to GSA is reviewed and approved by a GSA contracting officer. The response file contains the approval (or rejection) of a file. The response file must be downloaded from GSA before subsequent file updates can be sent. SIP will let you know when a response file is needed and will retrieve it for you.

What should I include in my text file and is there a format?

Your text file should be a copy of your government price list as required by MAS clause FSS-XXX and should include your contract terms and conditions. Your text file should also include specific products, services, and associated pricing under your contract. Note: if you submit individual product records using SIP then you need not include these products in your text file.

The information provided should be accurate and concise, clearly describing the terms and conditions of your contract and products and/or services being offered. Vendors are responsible for the accuracy of their file. If your text file includes pricing, it will be necessary that you update and resubmit your text file as your prices change. Please limit promotional material in your text file.

What you need to run SIP

Windows 98/2000/NT/XP Operating System

A minimum of a Pentium III processor with 64 MB of ram, internet capabilities and 12 MB of disk space.

* Note - More disk space may be required if you have a lot of data.

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