

**GSA/FAS**  
**Vendor Support Center**  
**Schedules Input Program (SIP)**  
**Version 8.x Documentation**

October 2017

**VSC-SIP-VER 8.1**

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# **1 GENERAL INFORMATION**

## **1.1 Introduction**

The Schedules Input Program (SIP) Version 8.x Users Guide defines the process, procedures and tools used to maintain and support the SIP software by the General Services Administration/Federal Acquisition Services (GSA/FAS) Vendor Support Center (VSC).

## **1.2 GSA Advantage! Overview**

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

## **1.3 Schedules Input Program (SIP)**

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

## **1.4 Vendor Support Center (VSC)**

The VSC supports GSA contract holders that use SIP to upload their data. The VSC also supports password related issues concerning eBuy and 72A Quarterly Reporting System.

## **1.5 GSA Contract Award**

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

## **1.6 GSA Advantage! Catalog Upload Process**

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

## Acronyms and Abbreviations

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

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

## 2 GETTING STARTED

### 2.1 SIP Registration

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

**GSA Vendor Support Center**  
Federal Acquisition Service

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

### Welcome to the New VSC

The Vendor Support Center(VSC) is a one-stop resource to help GSA's commercial partners succeed in the federal government marketplace.

Click here to learn more about the new site

### Updates & Information

#### Introducing the PROFESSIONAL SERVICES SCHEDULE (PSS)

Effective September 30, 2015, the MOBIS (874), AIMS (541), FABs (520), Language (738II), Logworld (874V), PES (871) and Environmental (899) schedules will no longer be available as individual MAS programs. All of the services covered under these schedules, and all of the existing contractors will be available under the new PROFESSIONAL SERVICES SCHEDULE (PSS), effective October 1, 2015.

Additional information pertaining to the Professional Services Schedule (PSS) program can be found on the Interact - Professional Services Category Community

[view all](#)

#### Vendor ToolBox

Get Started  
Research - Analyze - Decide  
ToolBox Brochure

#### Already on Schedule?

Do you need to register your contract to use GSA Advantage!, eBuy or one of our eTools?

[Register](#)

#### Can't find what you're looking for? We're here to help

Click [here](#) to locate the right person to talk to.

[Get help now](#)

#### Getting on Advantage!

[Register](#)  
[Vendor Start-up Kit](#)  
[SIP - Download Software](#)  
[SIP Training](#)  
[Check Your File Status](#)  
[Part Numbers](#)  
[view more](#)

**EDI Documentation**  
[Advantage! EDI Docs](#)  
[EDD EDI Docs](#)  
[Lookup Tables](#)

#### Popular Pages

[72A Online Reporting](#)  
[Mass Mod System](#)  
[IOA and ACO Locator](#)  
[Updates and Information](#)  
[CAV](#)  
[eMod](#)  
[view all](#)

[GSA Advantage!](#)  
[GSA Advantage! e-Buy](#)  
[GSA eLibrary](#)

#### Stay Connected

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

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

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

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

## SIP Download and Installation

SIP can be downloaded from the VSC website ([https://vsc.gsa.gov/sipuser/sip\\_download.cfm](https://vsc.gsa.gov/sipuser/sip_download.cfm)).

System requirements: Windows XP/VISTA/Windows 7, Windows 8, Windows 10 Operating System, Pentium II processor, 32 MB of RAM, internet capabilities and 12 MB of hard disk space.

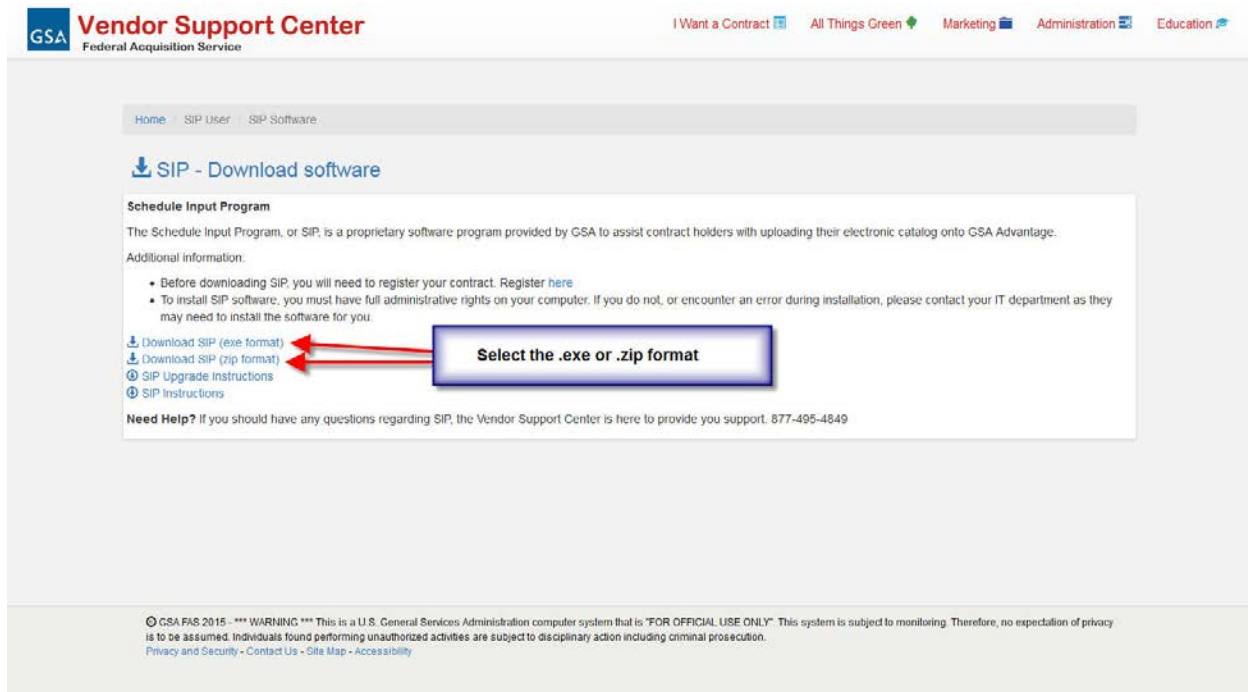
**\* Note – Depending on the amount of product data, more disk space may be required.**

The screenshot shows the GSA Vendor Support Center website. The header includes the GSA logo and the text 'Vendor Support Center Federal Acquisition Service'. Navigation links include 'I Want a Contract', 'All Things Green', 'Marketing', 'Administration', and 'Education'. The main banner is for 'GSA ReverseAuctions'. Below the banner, there are several sections: 'Vendor ToolBox' with links like 'Get Started', 'Research - Analyze - Decide', and 'ToolBox Brochure'; 'Already on Schedule?' with a 'Register' button; 'Can't find what you're looking for? We're here to help' with a 'Get help now' button; 'Getting on Advantage!' with links like 'Register', 'Vendor Start-up Kit', 'SIP - Download Software', 'SIP Training', 'Check Your File Status', and 'Part Numbers'; 'Popular Pages' with links like '72A Online Reporting', 'Mass Mod System', 'IOA and ACO Locator', 'Updates and Information', and 'CSV'; and 'Stay Connected' with social media links. A red arrow points from a box labeled 'CLICK HERE DOWNLOAD SIP' to the 'SIP - Download Software' link in the 'Getting on Advantage!' section.

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

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

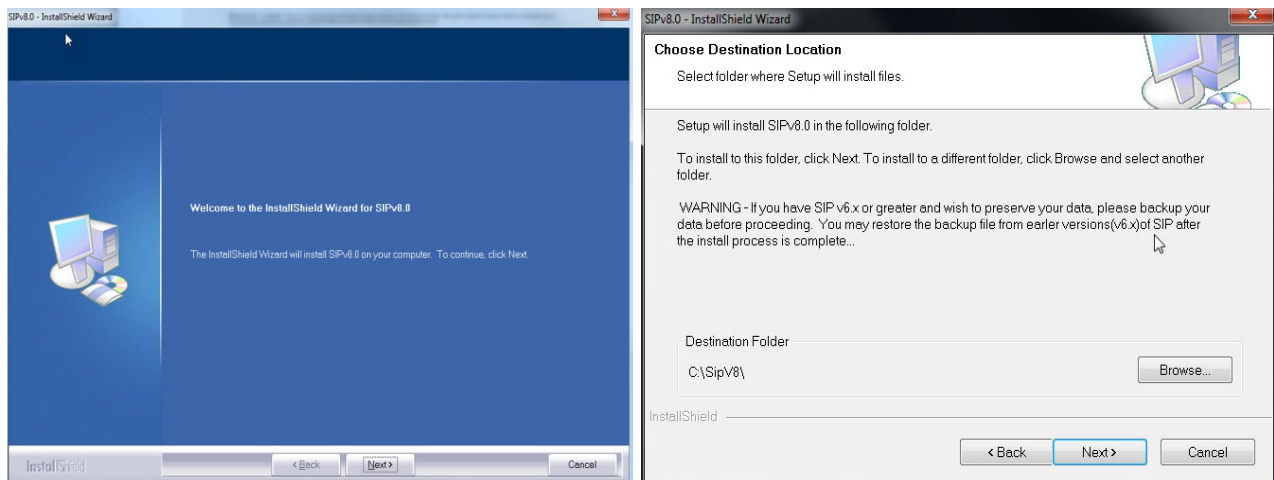


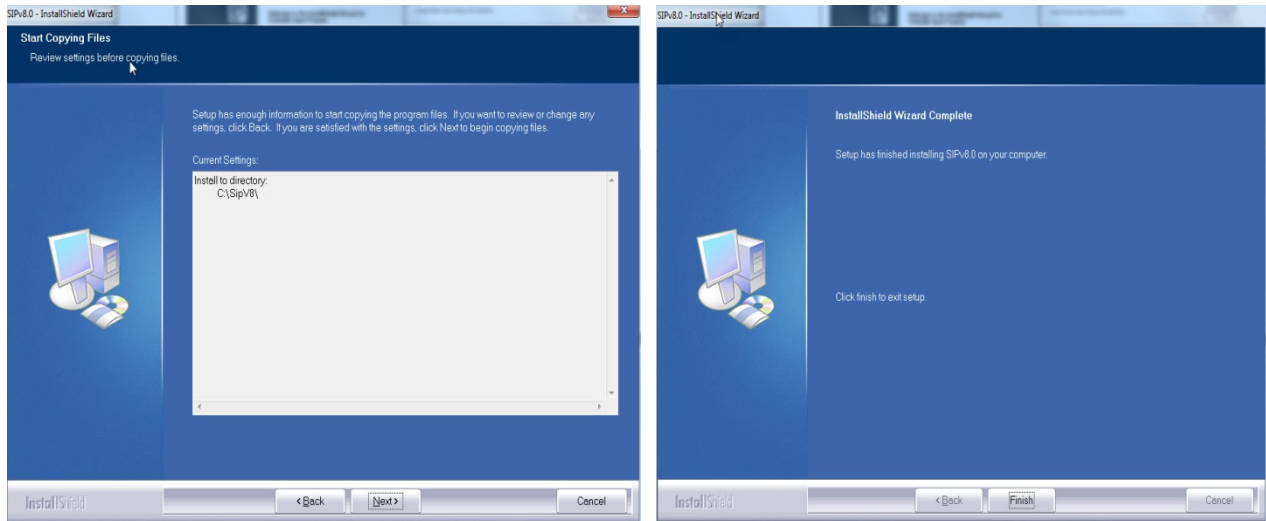


**Step 1:** Download and install the .exe or .zip format.

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

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





### 3 SIP DATA ENTRY

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

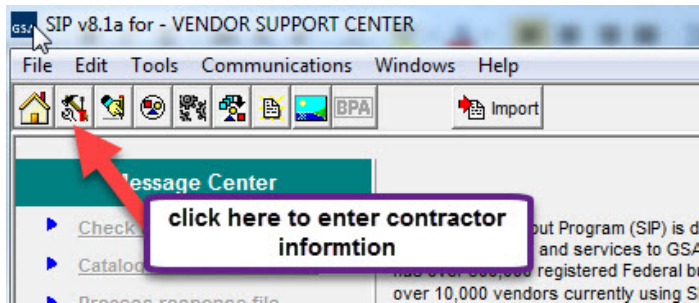


If your company has already registered using the steps in section 2, select “Already Registered”. If your company is brand new and have not registered, select “Register”. If you selected “Already Registered” proceed to section 3.1 “Contractor Information”. If you have not registered, select “Register”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

#### 3.1 Contractor Information Screen

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

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



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

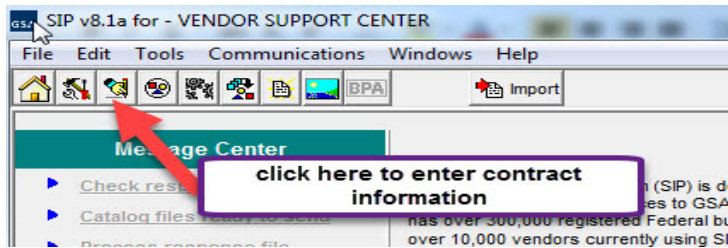
**Step 3:** Enter contractor information and click “Save” at the top of the program.

Please see the **Index** for field descriptions

**Step 4:** Close the Contractor Information Screen.

### 3.2 Primary Contract Information Screen

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



**Step 2:** Select “Add”.

**Step 3:** Enter all required and applicable contract information.

**Browse Window**

Contract No.	Schedule	Catalog eff. date	Contract administrator name
GS-99F-9999A	811B	3/14/2007	JORDAN VANRYAN

**Input Window**

Schedule number: 811B

Contract number: GS-99F-9999A

Modification number:

Catalog effective date: 3/14/2007

Your company contract administrator info

Name: JORDAN VANRYAN

Phone: 1-877-495-4849

Fax: 1-877-495-4849

E-mail: vendor.support@gsa.gov

Prompt pay info -- Maximum is 30 days.

5 % discount if paid in 30 days

% discount if paid in days

Warranty: 0 STANDARD COMMERCIAL

Production points: US or

What is the minimum order you will accept? \$ 300.00

Time of delivery: 5 days Shipped (after receipt of order)

FOB points

Continental US: D - Destination.

Alaska: D - Destination.

Hawaii: D - Destination.

Puerto Rico: D - Destination.

**Please see the index for field descriptions**

**Step 4:** Select “Save” when finished.

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

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

**GSA SIN/Maximum Order**

**Browse Window**

Contract: GS-99F-9999A Press F1 for field help

Special item number	Maximum order
132-51	500,000
132-8	500,000

**Input Window**

Maximum order based on

☒ Special item number ☐ Contract

SIN: 132-51 Maximum order: 500000

Please indicate below the products or services you provide under this SIN:

- ☐ IT FACILITY OPERATION AND MAINTENANCE
- ☐ IT SYSTEMS DEVELOPMENT SERVICES
- ☐ IT SYSTEMS ANALYSIS SERVICES
- ☐ AUTO INFO SYSTEM DESIGN, INTERCATION

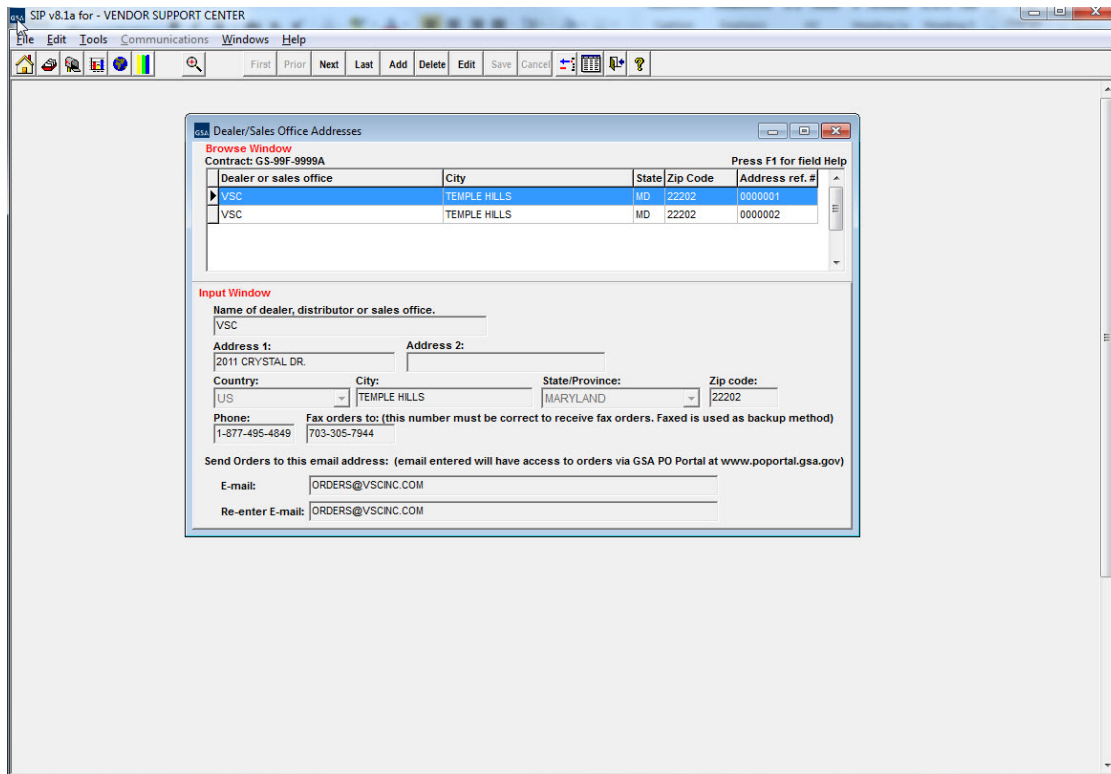
Some SIN may require “Sub SIN’s” or sub-categories. Not all SIN have sub SIN’s. At least one of these sub SIN’s must be selected (checked) in order for the selected SIN to be saved.

NOTE: For each sub SIN selected, it must be attached to at least 1 product. For a list of SIN’s that require sub SIN’s please see the index.

**Step 5:** Select “Save” and close the SIN/Maximum Order screen.

**Step 6:** The Dealer/Sales Office Addresses screen will appear. If the address for receiving orders and/or payments is the same as the address entered in the “Contractor Screen”, select No and do not complete this screen. Select Yes if you have Dealer/sales offices and then fill out the information and then select “Save”

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

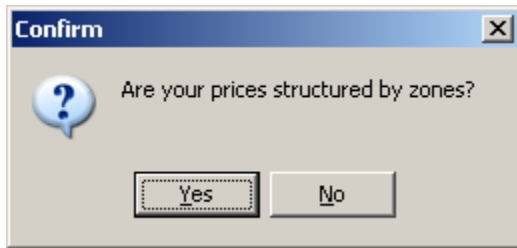


**Step 7:** Close Dealer/Sales Office Addresses.



## ZONES

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



**GSA Zone Definitions**

Contract: GS-99F-9999A

Press F1 for field Help

Assign a Zone Number (0-10) to States

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

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

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


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

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

## COLORS/FABRICS

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

**Confirm** [X]

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

**GSA Colors/Fabrics** [Min] [Max] [Close]

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

**Browse Window**

Contract: GS-99F-9999A Press F1 for field help

Type	Color	Color # or Part #
▶		

**Input Window**

Type:

Color:


Color # or part #:



## SPECIAL CHARGES

If your items have additional charges enter that information here.

**Confirm** [X]

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

**GSA Special charges** [Min] [Max] [Close]

**Browse Window:**  
Contract: GS-99F-9999A Press F1 for field help

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

**Input Window:**

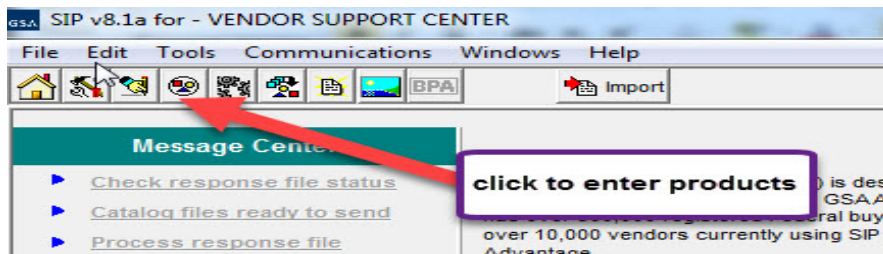
<b>Services:</b>	<b>Charges:</b>	<b>Per:</b>	<b>Description/conditions:</b>
ASSEMBLY			

**Step 9:** Close the Special Charges screen.

### 3.3 Product Information Screen

(Do not enter services in this screen. See section 6.1 on how to enter a text file.)

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



**Step 2:** Select “Add”.

**Step 3:** Enter product information and select “Save”

The screenshot shows the 'Product Information' screen in the SIP v8.1a for - VENDOR SUPPORT CENTER. The screen is divided into two main sections: a 'Browse Window' and an 'Input Window'.  
  
The 'Browse Window' displays a table of products with the following columns: Contract no., Manufacturer part no., Manufacturer name, Product name, UPC/ISBN, and SIN. The table contains five rows of data, all with 'VSC' as the manufacturer name and 'PART#1' through 'PART#5' as product names.  
  
The 'Input Window' contains a form for entering product details. The form includes fields for Contract number, SIN, UPC/ISBN, UNSPSC, Manufacturer, Manufacturer part/model number, Contractor part number, National stock number (NSN), Product/item name, Photo name, and Product description. There is also a 'PSC code' field and a 'Product specific website (may include photo):' field. Below these fields are sections for 'Product dimensions' (length, width, height), 'Shipping unit weight', 'Shipping package cube', 'Unit of issue', 'Quantity per unit', 'Order increment', 'Time of delivery', 'Warranty', 'Production points', and 'Product FOB points' (Continental US, Alaska, Hawaii, Puerto Rico).  
  
A small image of a printer is visible in the 'Input Window' section.

Please see the index for field descriptions

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

**Product - Price Information**

Mfg. part: PC01 Press F1 for field help

Unit of issue: EA      Order increment or minimum:

Qty per unit:       Standard pack:

Show State Zones Calc GSA Price

Zone	Catalog price	GSA price	Discounts	Temporary price	Effective dates
					From To
	\$ 500.0000	\$ 475.0000	Qty/Vol	\$ 0.0000	

Please see the index for field descriptions

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

**Product - Price Information**

Mfg. part: CHEM01 Press F1 for field help

Unit of issue: EA      Order increment or minimum:

Qty per unit:       Standard pack:

Show State Zones Calc GSA Price

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

CLICK HERE TO ENTER QUANTITY/DOLLAR VOLUME DISCOUNTS

### 3.3.1 Quantity Volume Discount Breaks

**Quantity discounts for mfg. part: CHEM01**

Quantity    Dollar volume    Temporary quantity    Temporary dollar volume    GSA price: \$1900.0000

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

Clear All Page

Copy All Page

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

Discount conditions:

### 3.3.2 Dollar Volume Discount Breaks

Quantity discounts for mfg. part: CHEM01

Quantity | Dollar volume | Temporary quantity | Temporary dollar volume | **GSA price: \$1900.0000**

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

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

Discount conditions:

Clear  
All  
Page  
Copy  
All  
Page

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

**Step 5:** Close the Price Information screen.

**Step 6:** The Environmental/Special Features screen will appear as shown below. Complete this screen various product features apply.

SR v8.1a for - VENDOR SUPPORT CENTER

File Edit Tools Communications Windows Help

Edit Save Cancel

Product - Environmental/Special Features

Mfg.Part No: VSCPART1

Instructions: please indicate below all environmental or special features applicable to this item. Important: new legislation now requires Federal Agency to purchase environmentally friendly items. It is important that you accurately indicate the environmental features of your items, as this may have a direct impact on future sales. 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 508 features of this product. Grayed out features are not applicable to this item. Click on links below for more information.

Environmental Features:

- ☐ FEMP FEMP Energy Efficiency item - item meets Federal Energy Mgmt Program energy efficient levels as required by EO 13123 and 13221
- ☐ Comprehensive Procurement Guidelines (CPL) compliant - meets/exceeds EPA Recovered Material advisory Notice (RMAN) standard
- ☐ Low VOC - This product meets the low volatile organic compounds (VOC) standard for product categories listed in California Air Res
- ☐ Shipboard Use Approved item - evaluated and tested by the US Navy and documented for use on Navy ships
- ☐ EPA Significant New Alternatives Program approved item - meets the EPA Significant New Alternatives Program criteria requirement
- ☐ BioPreferred item - product meets or exceeds the U.S. Department of Agriculture (USDA) biobased content requirements. BioPreferred products
- ☐ WaterSense item - item approved by EPA WaterSense program and meets or exceeds water efficiency and performance standards.
- ☐ FPS 201 approved item - this specific product and/or service has been approved by the GSA FPS 201 Evaluation Program
- ☐ Safer Choice - product is qualified by the U.S. Environmental Protection Agency to carry the Safer Choice label. These products are req
- ☐ Meets Recommended Ecolabels - item meets a non-federal standard or ecolabel recommended by the U.S.

[Click to view the list of EPA Recommended Certifications](#)

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:

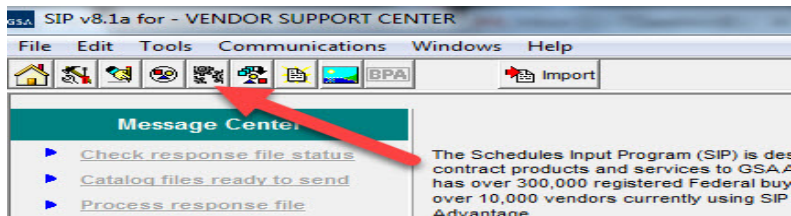
UNID code:

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

**Step 8:** Close Product Information screen.

### 3.4 Accessories Information Screen

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



**Step 2:** Select “Add”.

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

**Accessory Information**

Browse Window (0 Accessories) Press F1 for field help

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

**Input Window**

Contract number:

SIN:

UPC/ISBN:

UNSPSC:  PSC code:

Manufacturer:

Manufacturer part/model number:

Contractor part number:

National stock number (NSN):

Accessory/item name:

Photo name:  999512.JPG Attach product:

Accessory description:

Accessory website address (URL):

Accessory dimension:  Number/value  Unit of measurement

Accessory length:

Accessory width:

Accessory height:

Shipping unit weight:  lbs.

Shipping package cube:  cubic feet

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

Order increment:

Time of delivery:  days

Warranty:

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

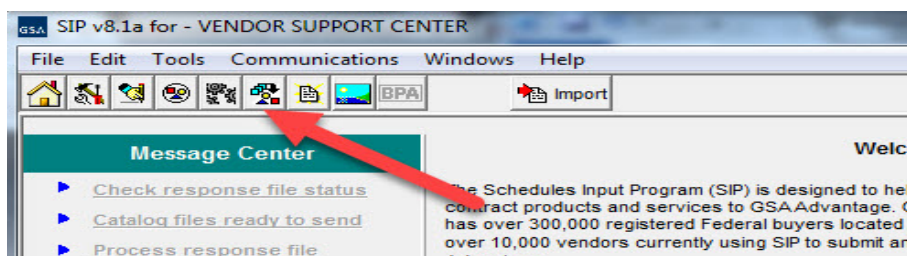
**Step 4:** The Accessory Price Information screen will appear. Enter price information and select “Save” when finished.

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

**Step 6:** Close Accessory Information screen.

### 3.5 Options Information Screen

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



**Step 2:** Select “Add”.

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

A screenshot of the 'GSA Options' window. It features a 'Products' table with columns 'Contract #' and 'Mfr part #', showing a selected row with 'GS-99F-9999A' and 'PC01'. Below it is an 'Attached Options' table with columns 'Group name', 'Type', and 'Mfr part #', which is currently empty. To the right, a form contains several input fields: 'Group name', 'Mfr part #', 'Option type', a checkbox for 'Check if "Included" option can be deleted', 'Description', 'Manufacturer', 'Price or credit' (with a dollar sign), 'Quantity', and 'Unit'. Buttons for 'Assign colors/fabrics' and 'Instructions' are at the top right.

**Step 4:** Close Options Information Screen.



## 4 ADDING PRODUCT PHOTOS

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

### 4.1 Adding Photos Using Product Information Screen

**Step 1:** Photo requirements:

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

**Step 2:** Place the images into the [C:\SIPV8\Photo folder](#).

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

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

The screenshot shows the 'GSA Product Information' window. At the top, there's a 'Browse Window' with a table of products. Below it is the 'Input Window' with various fields for product details. A red box highlights the 'Photo name' dropdown menu, which currently shows 'BAL1507GM.jpg'. A red arrow points from the text 'CLICK HERE TO SELECT PHOTO FILE NAME' to this dropdown menu.

Contract no.	Manufacturer part no.	SIN	Product name	Manufacturer name	UPC
GS-02F-0201S	AAG7000505	75 200	OFFICE SUPPLIES	AT-A-GLANCE	
GS-02F-0201S	AAG7003505	75 200	OFFICE SUPPLIES	AT-A-GLANCE	
GS-02F-0201S	AAG7006405	75 200	OFFICE SUPPLIES	AT-A-GLANCE	
GS-02F-0201S	AAG7007505	75 200	OFFICE SUPPLIES	AT-A-GLANCE	

**Input Window**

Contract number: GS-02F-0201S  
SIN: 75 200  
UPC/GTIN:   
Manufacturer: AT-A-GLANCE  
Manufacturer part/model number: AAG7000505  
Contractor part number:   
National stock number (NSN): - - -  
Product/item name: OFFICE SUPPLIES  
Photo name: **BAL1507GM.jpg**  
Product description: Weekly Appointment Book, hourly appointments 8 a.m. - 5 p.m. Perforated corners for each reference. Nonrefillable.  
Product specific website (may include photo):   
Product dimensions: Number/value Unit of measurement  
Product length: 0  
Product width: 0  
Product height: 0

**CLICK HERE TO SELECT PHOTO FILE NAME**

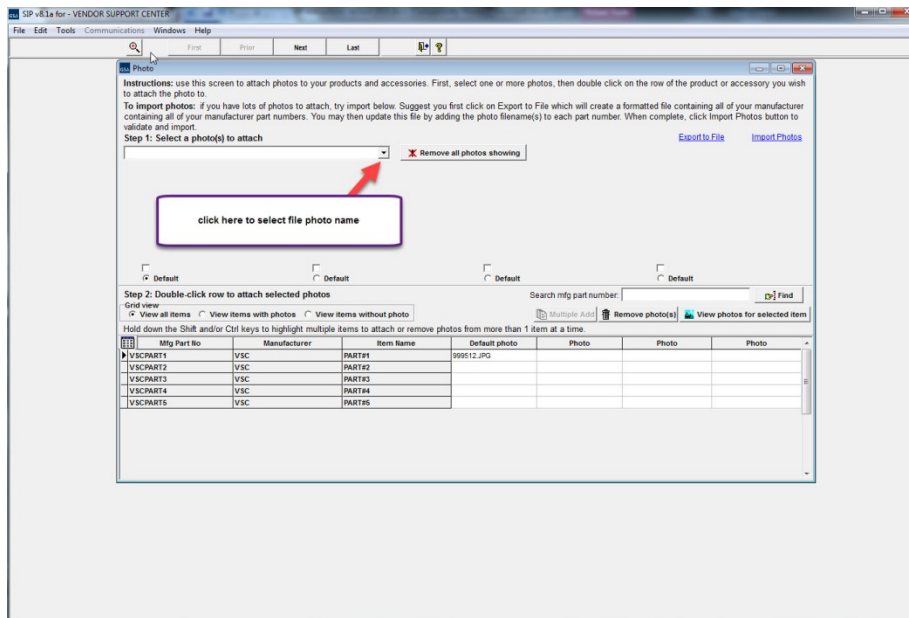
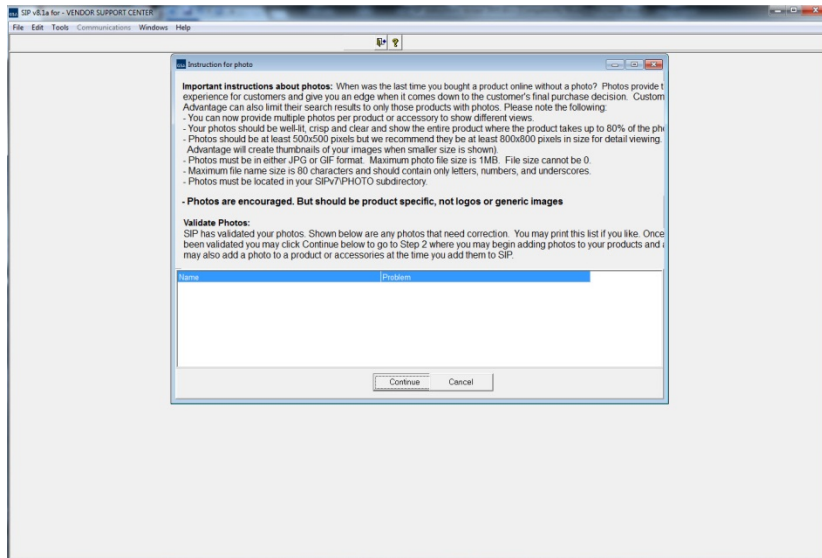
**NOTE:** Follow steps 1, 2, and 3 from above to add photos in the Accessory Screen.



## 4.2 Adding Photos in the Photo Screen

**Step 1:** Follow steps 1 and 2 from above.

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



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

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

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

## 5 IMPORTING PRODUCTS

### 5.1 Import Program Overview

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

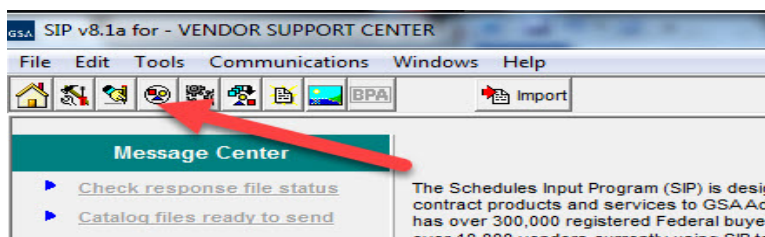
### 5.2 Building Import Files

The import program accepts three file types, ASCII text (.txt), Excel spreadsheets (.xls), and Database files (.dbf). Import Templates are located in the C:\SIPV8\import\template folder. Also refer to the SIP Import Excel document located at the VSC website for detailed information on the Excel Import Templates. For further assistance in regards to ASCII text and dbf files, contact the VSC.

### 5.3 Shortcut for Building Import Files

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

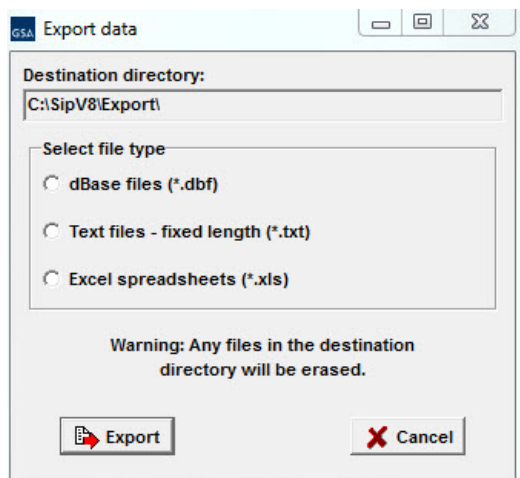
**Step 1:** Select File → Open, → Products or select the “Product” icon shown below. You cannot access the Product screen until the Contractor, Contracts, SIN Max Order and Order Payment screens are complete.



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

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

**Step 4:** Select the export file type.



These files will be exported to the C:\SIPV8\export folder. The first 10 products you entered in SIP will be in the correct import format. Add the rest of your products to the IPROD and IPRICE files, following the format from the 10 files you manually entered (additional spreadsheets may be required if you have accessories, options, volume discounts, zones or colors/fabrics). Once these files have been completed they **MUST** be copied or saved to the C:\SIPV8\Import folder for importing.

## 5.4 Adding Photos Using Spreadsheets

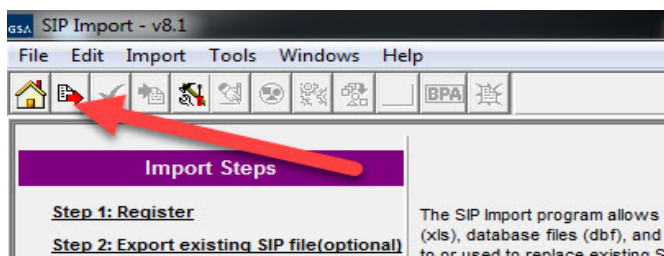
**Step 1:** Follow steps 1 and 2 from the photo section

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

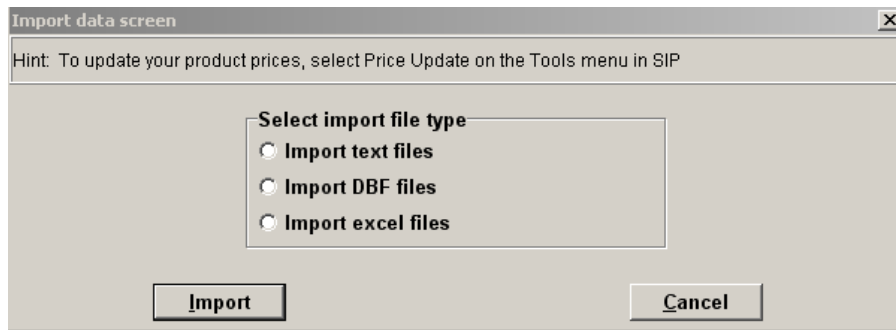
## 5.5 Importing Files into SIP

To open the SIP Import program, open SIP and select the “Import” icon. You can also access this program by double-clicking the Import32.exe file located in the C:\SIPV8\import folder.

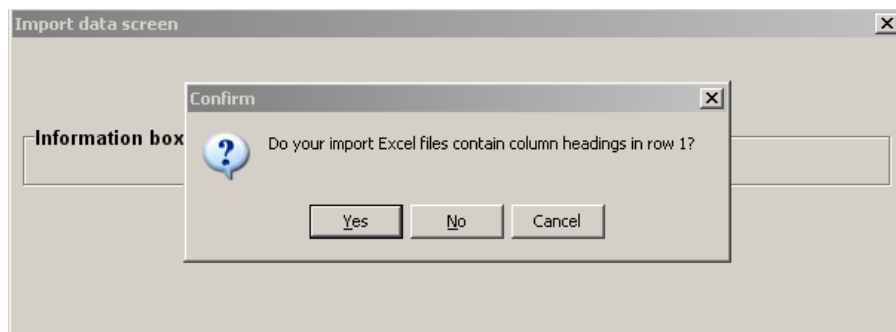
**Step 1:** Select Import → Move data into import or select the “Move data into import” icon shown below.



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



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



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

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

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

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

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

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

## ENTERING SERVICE CATALOG INFORMATION

## 5.6 Creating Text Files

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

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

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

**NOTE:** Check with your Contracting Officer for text file page format.

## 5.7 Attaching Text Files to SIP

**Step 2:** Save or copy your text file into the C:\SIPV8\textfile folder.

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

**Step 4:** Choose "Select File" on the bottom left of the screen

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

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

**Step 6:** Select "Save" at the top of the program.

**Step 7:** Close Text File screen.

## 6 UPLOADING CATALOG INFORMATION

### 6.1 SIP Upload File Types

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

1. **A80 Original File:** Contains original information to be placed on *Advantage!*
2. **C80 Change file:** Changes made to existing file on GSA *Advantage!*
3. **R80 Replacement file:** Replacing entire catalog on *Advantage!*
4. **W80 Text file:** Text File document
5. **P80A, B, C...etc Photo File:** Contains all photos you have attached in SIP
6. **T80 Temporary Price File:** Any temporary prices start and stop dates.

### 6.2 Firewall Settings

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

### 6.3 SIP Upload Instructions

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

1. Select “Communications” → “Create Catalog File”. This will generate an A80 or C80 file depending if (1) this is the first time uploading with the current SIP program (A80) (2) you’ve made changes to the existing file in SIP (C80). To create an R80 (Replacement) file, select “Communications” → “Create a Replacement File” to replace the catalog on GSA *Advantage!* with the new catalog in SIP. If you have a text file attached, SIP will generate a W80 file.
2. When the program has notified you that the files were created successfully, Select → “Communications” → “Send Catalog File(s)” → “**Send**”. At the top of the dialog box, you will see “Select File Type”. Make sure “**New Catalog**” is selected. Select the button labeled “Click Here to Start Upload” (upload times will vary depending on the size of the files).

### 6.4 Uploading/Using VSC Website

If you are behind a firewall or having connectivity issues with SIP, you can upload using our Vendor Response Retrieval and Catalog Upload System website

<https://vsc.gsa.gov/sipuser/sipuploadtool.cfm> You can attach SIP files and successfully upload information to GSA *Advantage!*. Before uploading file(s) using the website, create the catalog files using the SIP program (see step 1 in SIP Upload Instructions.)

## 6.5 Website Upload Conditions

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

### Website Upload Instructions

1. Log into the Vendor Response Retrieval and Catalog Upload System website <https://vsc.gsa.gov/sipuser/sipuploadtool.cfm> using your GSA contract number and user name. Select the "Upload" radio button and select "Proceed".
2. Click on the browse button(s). From the "Choose File" box and browse to C:\SIPV8\Upload folder.
3. Attach file(s) from this location. When attaching a photo file (P80A, B, C...) use the browse button for photo. You can only upload A80, C80, R80, W80, P80A, B, C..., T80 Or V80 extensions
4. After all files are attached to the website, click on button labeled "Upload Files".

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

## 7 DOWNLOADING AND PROCESSING RESPONSE FILES

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

Download file types: **.A80= Original file, .C80= Change file, .R80= Replacement file, .W80= Text file**

## 7.1 Downloading and Processing Files

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

**Step 2:** Select "I want to download".

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

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

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

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

## 7.2 Connectivity Errors

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

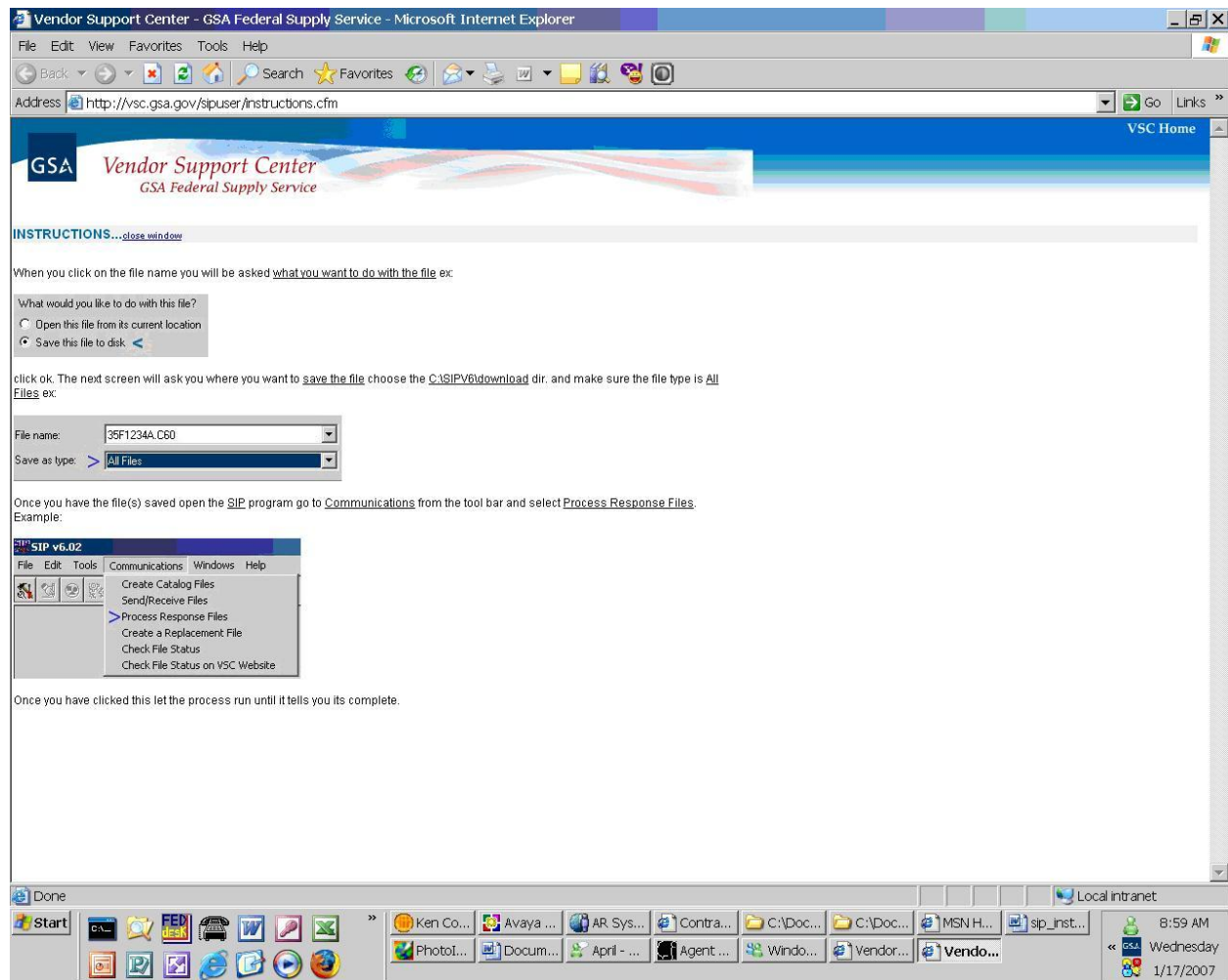
**Step 1:** Go online to the Vendor Response Retrieval and Catalog Upload System (<https://vsc.gsa.gov/sipuser/sipuploadtool.cfm>).

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

The screenshot shows the Vendor Support Center (GSA Federal Acquisition Service) login page. The page has a header with the GSA logo and navigation links: "I Want a Contract", "All Things Green", "Marketing", "Administration", and "Education". Below the header is a breadcrumb trail: "Home > SIP User > Upload Tool". The main heading is "Vendor Response Retrieval and Catalog Upload System". A welcome message states: "Welcome to the GSA Advantage! upload center. This site allows SIP users to upload catalog files and download response files that can't upload/download via SIP for any reason. Please login below and tell us what action you need to take." The login form includes a "Contract Number" field with an example "GS99F9999A", a "Username" field, and a "What would you like to do?" section with radio buttons for "Upload" and "Download". A "Continue" button is at the bottom of the form.



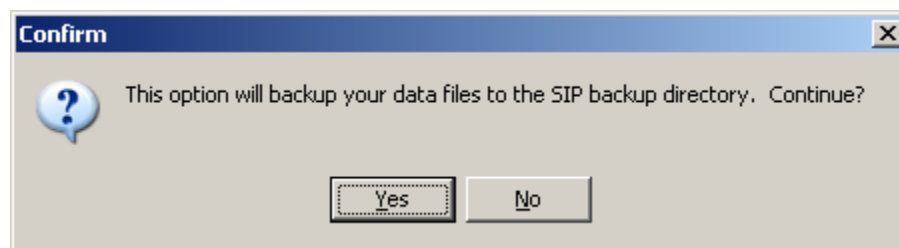
Step 3: Follow the instructions in the screen shot below.



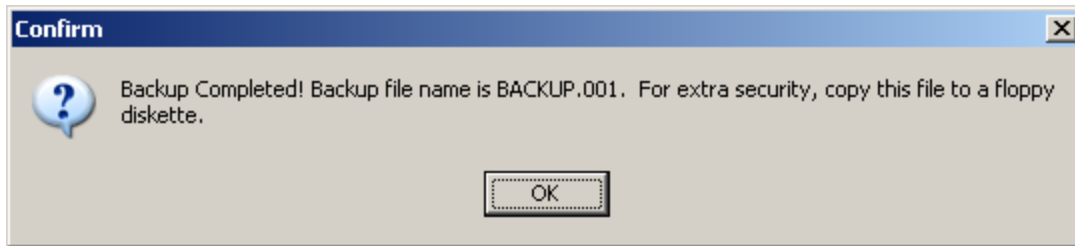
## 8 BACKING UP AND RESTORING SIP DATA

### 8.1 Backing up SIP Data

To backup data, select “Tools” → “Backup”.



Select “Yes”

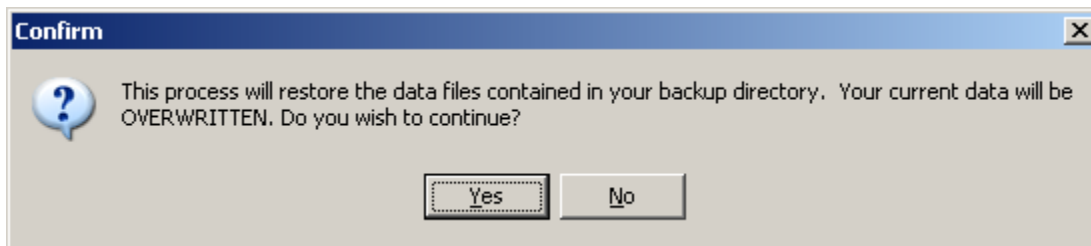


Select "OK" to complete process.

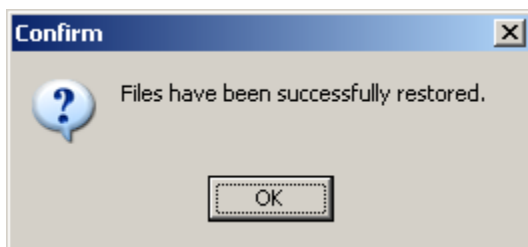
The process created a file called backup.001. This file is located in the C:\SIPV8\backup folder. **Keep a copy of this file in another location (CD, floppy, network drive, etc.). If you lose your SIP data and do not have a backup file, you must re-enter the entire catalog in SIP. We do not keep copies of this file.**

## 8.2 Restoring SIP Data

Copy the backup.001 file into C:\SIPV8\backup folder. Open SIP and select "Tools" → "Restore".



Select "Yes" to restore SIP data.



Select "OK"

## 9 UPGRADING SIP VERSION

SIP version 8.x automatically searches for upgrades when the SIP program is opened and will upgrade to version 8. For versions earlier than 8.x or for those with firewalls preventing automatic upgrades please read below:

## 9.1 Upgrading SIP Version 7.x with Firewall

If SIP version 7.x does not upgrade automatically to the newest version of 8, follow section 6.1 “Back up SIP Data”. Download latest version of SIP from the Vendor Support Center website (<http://vsc.gsa.gov>), and then follow section 6.2 “Restoring SIP Data”. *After you backup your data, save the backup.001 file on a different drive to prevent any data loss.*

## 9.2 Upgrading From SIP Version 6.2

### Contact the VSC

## 10 VENDOR SUPPORT CENTER CONTACT INFORMATION

For any problems regarding SIP or SIP documentation, send an email to [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov) or call the Vendor Support Center at (703) 305-6235 or toll free at (877) 495-4849.

## INDEX

### Contractor Screen

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

### Contracts Screen

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

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

### Products Screen

FIELD NAME	REQUIRED (Y/N)	DESCRIPTION
Contract Number	Y	Assigned GSA Contract Number
SIN	Y	Special Item Number
UPC/GTIN	N	
Manufacturer	Y	Manufacturer of Product
Manufacturer part/model number	Y	Manufacturer part/model number of product
Contractor part number	N	Contractors that use their own part number scheme rather than the manufacturers part number
National Stock Number (NSN)	N	National Stock Number
Product/Item Name	Y	Name of Product or Item
Photo Name	N	Filename of photo associated with product - <b>Note: The Photo Name field can only be entered when all appropriate photos files have been placed in the C \SIPV8\Photo folder and follow all photo criteria. Please refer to the “Adding Product Photos” section.</b>
Product Description	Y	Detailed description of products. (1000 character limit)
Product Specific Website	N	URL for webpage with product information or company website
Product Length	N	Length of product packaging – <b>NOTE: This field is required when FOB point value is O or W.</b>
Product Width	N	Width of product packaging – <b>NOTE: This field is required when FOB point value is O or W.</b>
Product Height	N	Height of product packaging – <b>NOTE: This field is required when FOB point value is O or W.</b>
Unit of Measurement	N	Unit of measurement used for product length, width, and height - <b>NOTE: This field is required when Product Length, Width, and Height are entered.</b>
Shipping Unit	N	Shipping weight of packaged product - <b>NOTE:</b>

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

### Price Screen

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

**QTY/Vole Screen**

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

**Accessories Screen**

<b>FIELD NAME</b>	<b>REQUIRED (Y/N)</b>	<b>DESCRIPTION</b>
Contract Number	<b>Y</b>	Assigned GSA Contract Number
SIN	<b>Y</b>	Special Item Number
Manufacturer	<b>Y</b>	Manufacturer of Accessory
Manufacturer part/model number	<b>Y</b>	Manufacturer part/model number of accessory
Contractor part number	<b>N</b>	Contractors that use their own part number scheme rather than the manufacturers part number
National Stock Number (NSN)	<b>N</b>	National Stock Number
Accessory/Item Name	<b>Y</b>	Name of Accessory or Item
Photo Name	<b>N</b>	Filename of photo associated with product - <b>Note: The Photo Name field can only be entered when all appropriate photos files have been placed in the C:\SIPV8\Photo folder and follow all photo criteria. Please refer to the “Adding Product Photos” section.</b>
Attach Product	<b>Y</b>	Attach a product to the accessory. <b>All accessories must be attached to at least one product.</b>
Accessory Description	<b>Y</b>	Detailed description of accessory. (1000 character limit)
Accessory Specific Website	<b>N</b>	URL for webpage with accessory info or company website

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

### Options Screen

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