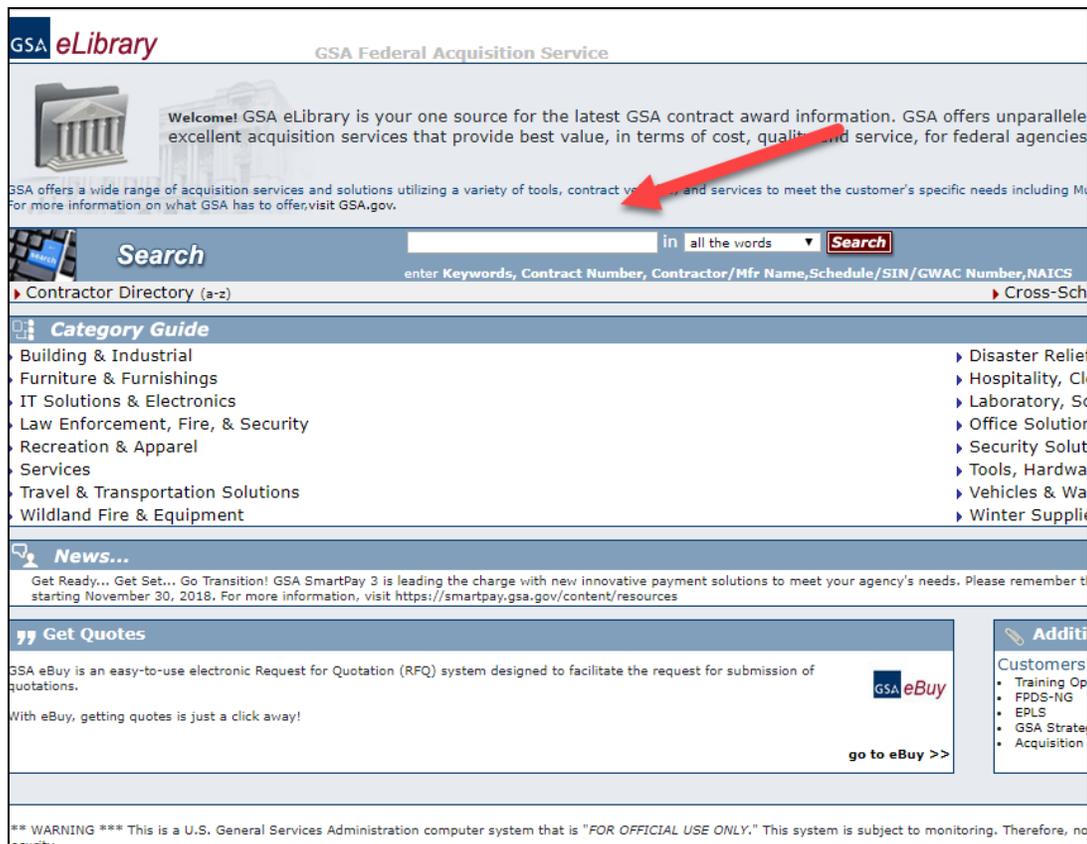# Uploading your Catalog to GSA Advantage after Mass Mod

Contractors are required to submit (via SIP or EDI) an updated Advantage catalog with the new Schedule number (MAS) and the new SIN numbers(s) within 30 days of accepting the Mass Mod.  Note, the acceptance of the Mass Mod will *not* affect products loaded or pricing in GSA Advantage.

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## Steps to take to successfully upload your catalog to GSA Advantage using the SIP

After signing the Mass Mod, contractors will need to take action in the Schedules Input Program (SIP) to update their Advantage catalog.  SIP provides an automated "merge" feature that will automatically convert existing legacy schedules/SINs to the new MAS schedule and SINs.  Please note that if you utilize EDI, you will need to submit a revised catalog with the new Schedule number (MAS) and the new SIN number(s).

1.  Check GSA eLibrary to confirm the new MAS schedule and SIN(s) are displaying under your contract (https://www.gsaelibrary.gsa.gov/ElibMain/home.do ).   Note: after you have accepted the Mass Mod, the new MAS schedule and SIN(s) should post to GSA eLibrary within 48 hours.

    At the GSA eLibrary home page, input your "Contract Number" in the search field as shown below:

2. From the search results, click on your company name. You will be forwarded to the *Contractor Information* page. Here you can see if your contract has the new MAS schedule and new SIN(s). See image below.



3. Once your contract displays the new MAS schedule and SIN(s), please go to SIP *and make sure the software has been upgraded to version 8.5*. Note: if you have a different version, click on "Help" in the SIP program and then select "**Check for SIP Upgrade**". See image below.
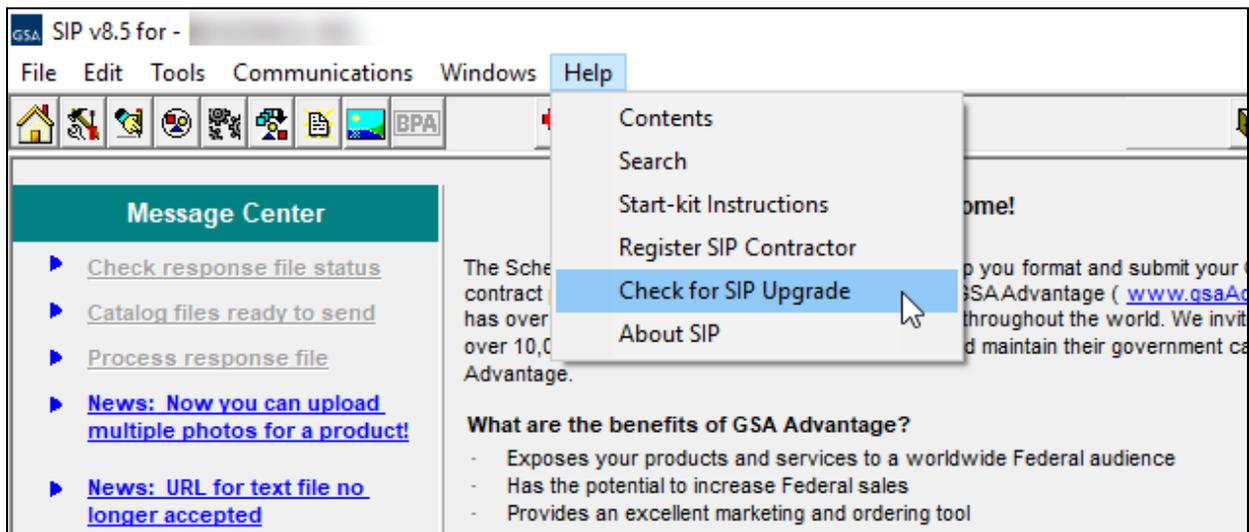


4. Now that you have validated you are using SIP v8.5, you must now use the **Merge Schedules** function to update it to the new MAS schedule and SIN(s).

   From the *Primary Contract Information* window:

   a. Select the appropriate **Contract Number**
   b. Next, click on **Tools** from the toolbar
   c. Select **Migrate to MAS** and follow the confirmation prompts

SIP v8.5b for - VENDOR SUPPORT CENTER

File  Edit  Tools  Communications  Windows  Help

Verify Catalog Information
Price Adjustment/Reductions
Reindex
Reports
Toolbar...
Backup
Restore
System Info
Multiple Contractors
Price update
**Migrate to MAS**

**Primary Contract Information**

Browse Window                          Press F1 for field help

| Contract No. | Schedule | Catalog eff. date | Contract administrator name |
|---|---|---|---|
| GS-99F-9999A | 81 I B | 3/14/2007 | JORDAN VANRYAN |

Input Window

Schedule number:  81 I B
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
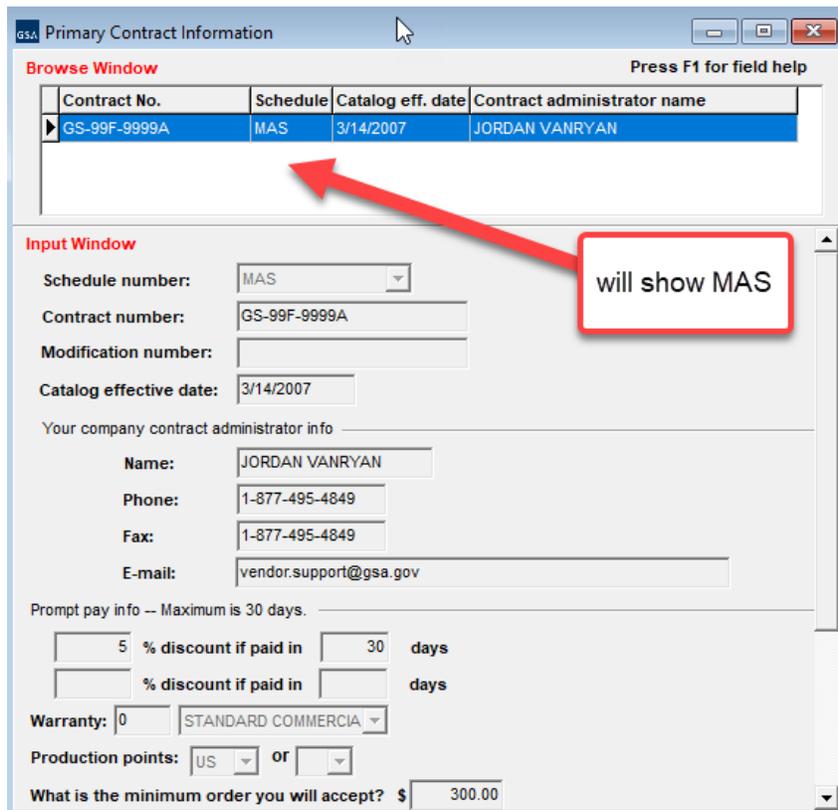Warranty: 0   STANDARD COMMERCIA
Country of Origin:  US   or
What is the minimum order you will accept?  $  300.00

highlight contract

click on migrate to MAS

5.  SIP should now display the new MAS Schedule with the contract number.



**Primary Contract Information**

Browse Window                          Press F1 for field help

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

Input Window

Schedule number:  MAS
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 COMMERCIA
Production points:  US   or
What is the minimum order you will accept?  $  300.00

will show MAS

6.  **IMPORTANT!** Before doing the upload, please make sure that your MOL is correct.  Select "SIN/MOL" from the toolbar.



7.  This will bring up the *SIN/Maximum Order* window.  Please verify that the maximum order is accurate for each SIN.  If you need to edit this information, follow these instructions:
    a.  Select the SIN and click **Edit** for the SINs that need to be updated
    b.  Select the maximum order from the drop down box.  Note, it may be different from what it was before under your old legacy schedule SINs.
    c.  When finished, click **Save** on the toolbar and close the *SIN/Maximum Order* window, and the *Primary Contract Information* window.
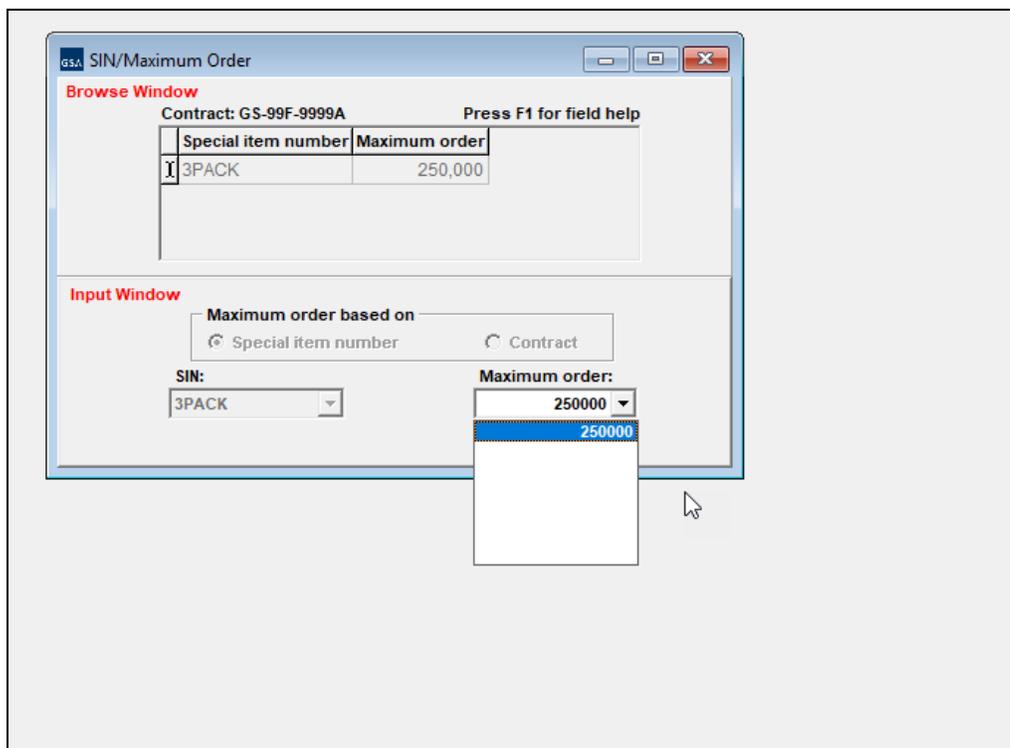
8. Now you are ready to upload your catalog:
   a. Select **Communications** from the toolbar
   b. Next, select **Create a Replacement File** to begin the upload process.

   **NOTE:  If you are uploading a Text File ensure the document has been updated with the new MAS schedule and SIN(s).**