

## SIP and EDI Instructions

In order to update catalogs in Advantage, vendors will be required to submit updates of their SIP and EDI files, to reflect the new Schedule and SIN structure. All vendors must complete this process to ensure their catalog information is current. See instructions below:

### **SIP Vendors (see screenshots below):**

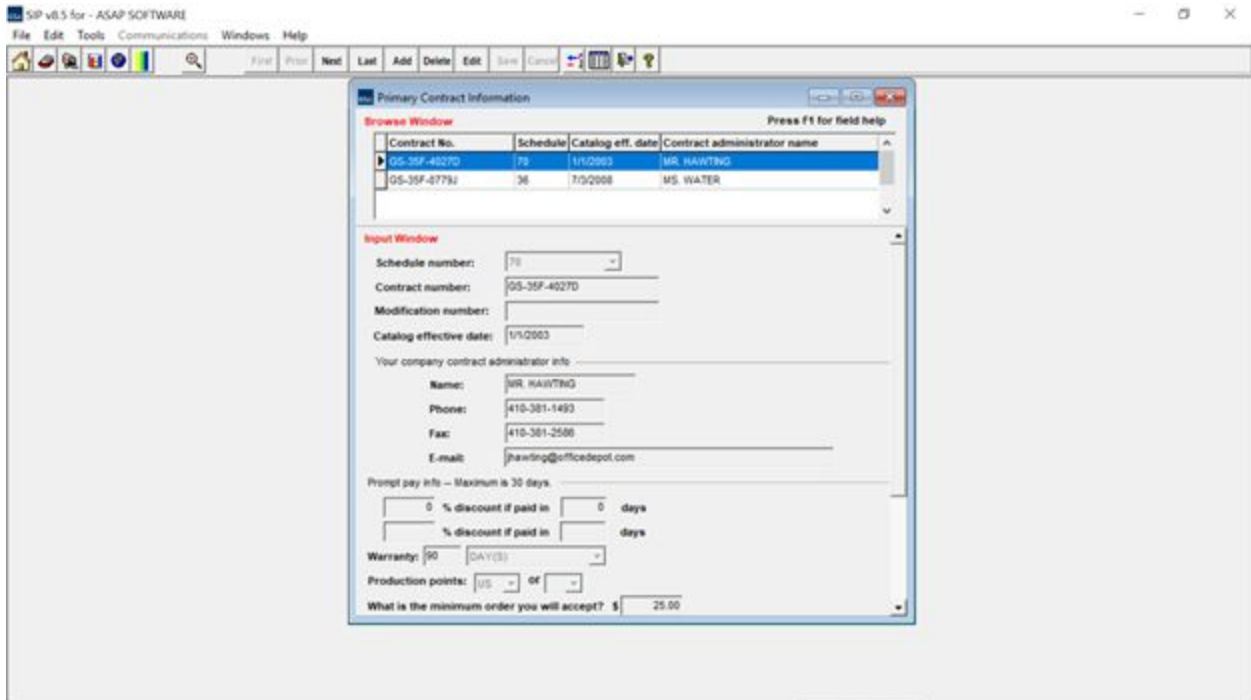
1. Accept the MAS Consolidation Mass Mod.
2. Upon acceptance, open the "SIP" program.
3. Open the Contract Screen.
4. Under "Browse Windows" on the Contract Screen, highlight the contract you want to merge.
5. From the Main menu select "Tools".
6. Select "Merge Schedules" from the list.
7. A pop-up will appear "You have selected contract GS-XXX-XXXXX to be merged and/or updated"
8. Select "Yes".
9. The contract will then be updated to the new Schedule and SINs (if merge does not work, please go to help in the SIP program and click on check for SIP upgrades to update SIP to the most current version and then try the process again. If this still does not work, please contact the Vendor Support Center for assistance).
10. Once the merge has been completed and you are back at the main screen of SIP, please go to communications and click on "Create Catalog File" to do your upload. You will receive a notification from the Contracting Officer once they have reviewed your upload. Usually 24-48 hours after they have reviewed and approved the upload, the updated catalog will be posted on GSA Advantage.

### **EDI Vendors:**

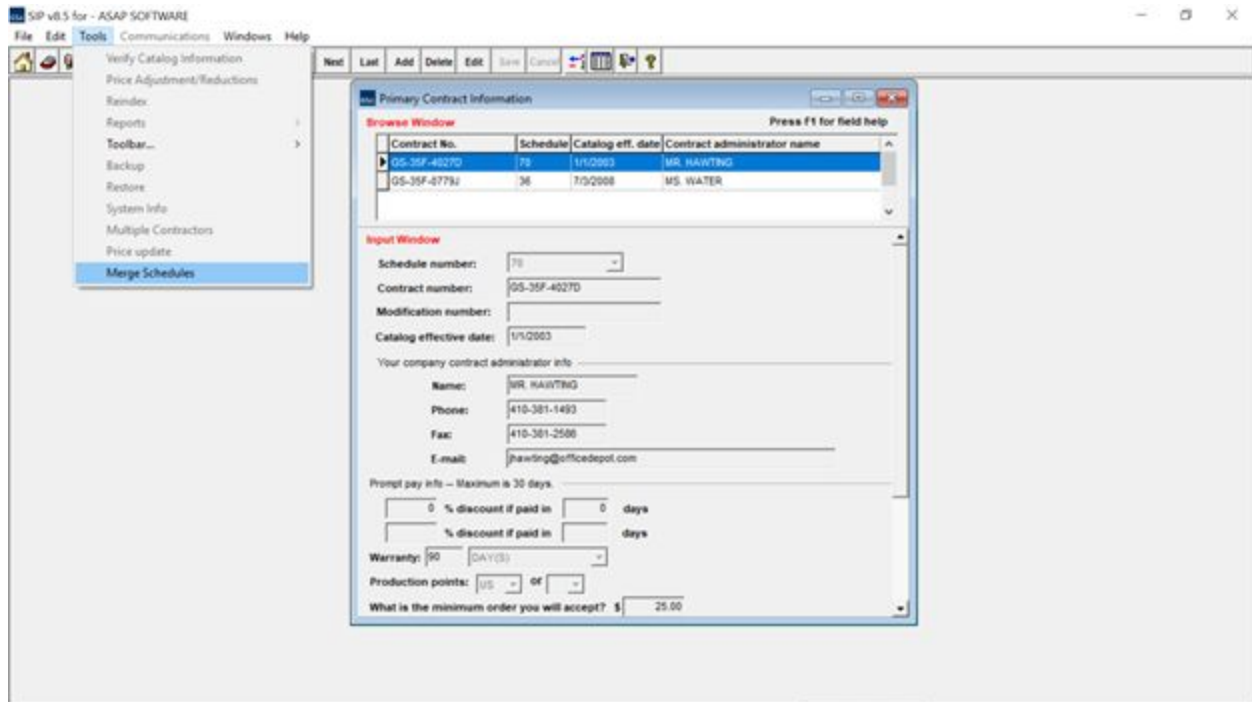
1. Accept the MAS Consolidation Mass Mod.
2. Upon acceptance, make updates to the following fields:
  - a. Schedule Number
  - b. SIN
3. Submit file.

# SIP Merger Screenshots

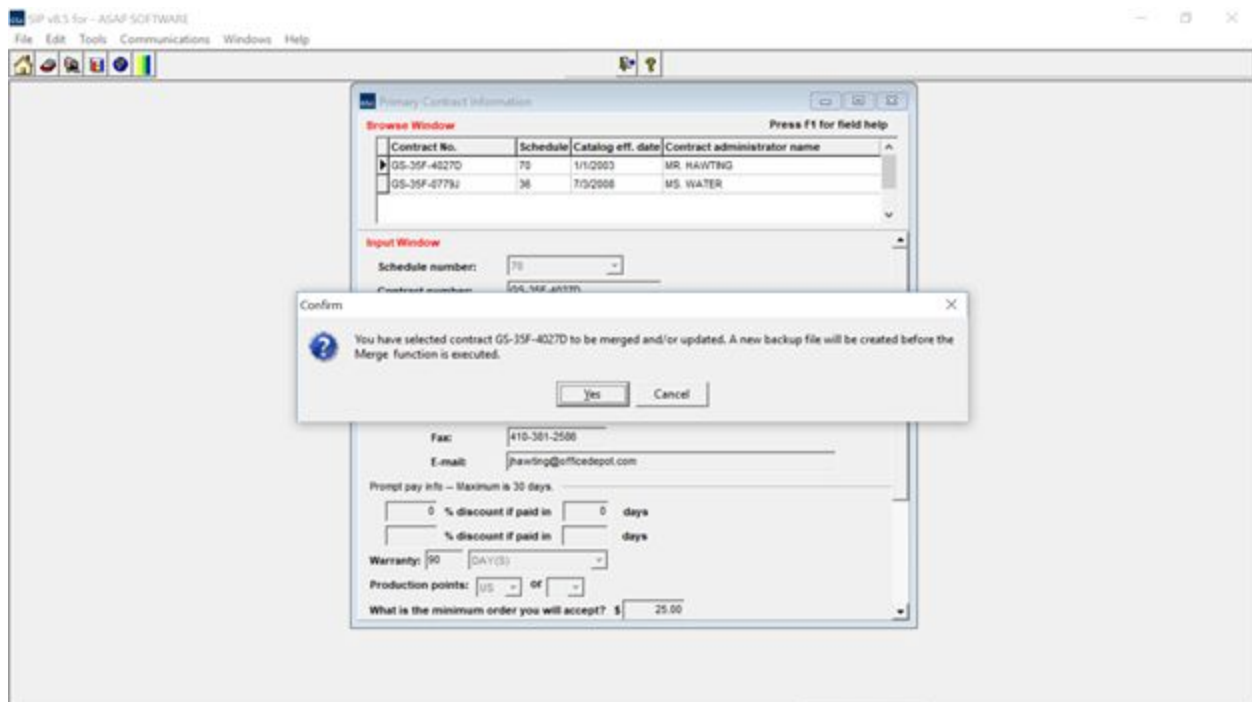
Primary Contract Information screen before merger



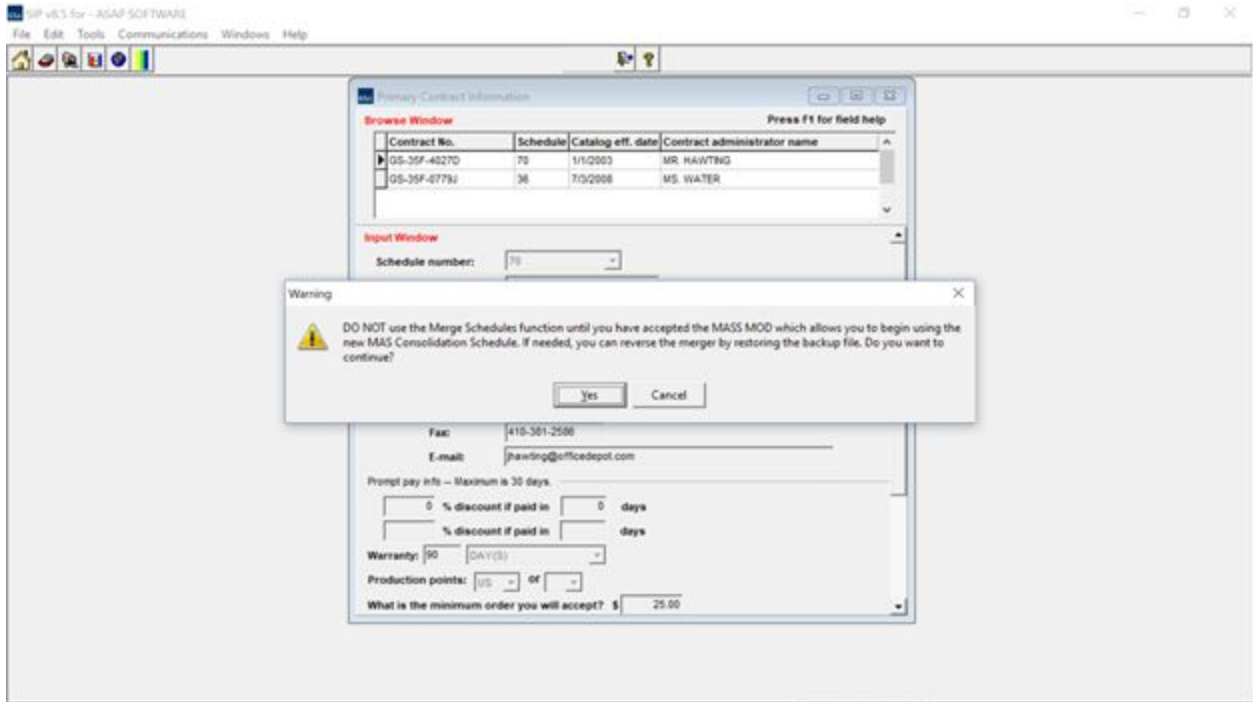
Select contract and click Merge Schedule from Tools in the Main menu.



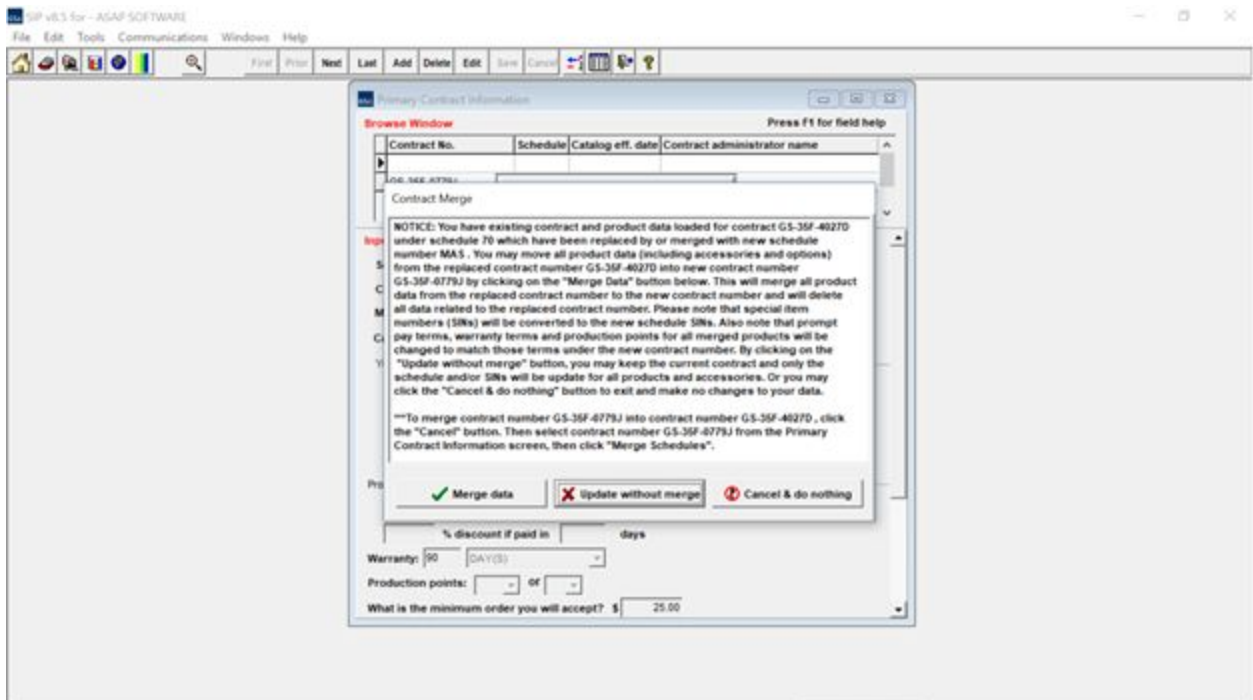
Confirmation box to ensure the contractor wants to merge the contract.



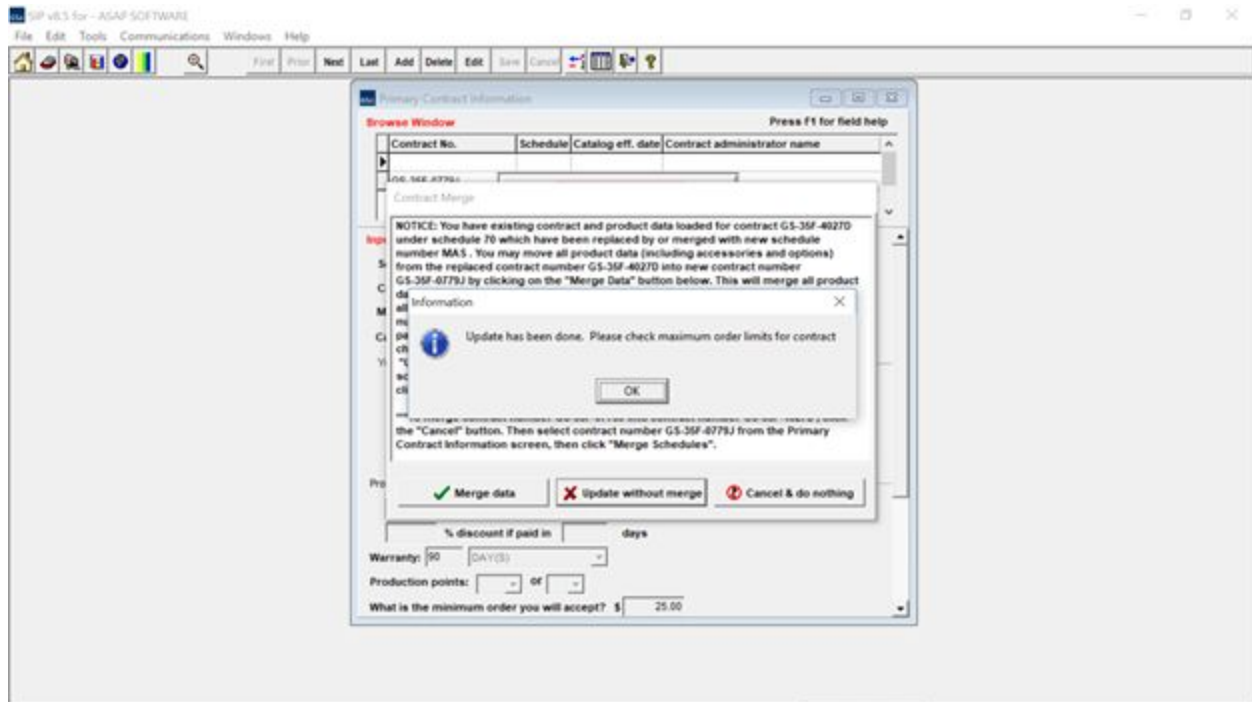
Warning message to only do the merger if they have accepted the Mass Mod



Explanation of the 2 merger processes if you have multiple contracts and confirmation message box.



Merger completed successfully.



Schedule 70 has now been changed to MAS.

