Department of Veterans Affairs

VAFSS
Federal Supply Schedule

Our Core Values: Accountability | Teamwork | Customer Service | Quality | Professionalism

Vendor Pricelist
Creation & Update Tool
Standard Operating Procedure
(SOP)

External Use:

For Contractors/Vendors

A Contractor/Vendor is an entity doing business with the Department of Veterans Affairs. In order to do business with the VA, the Contractor/Vendor is <u>obligated</u> to provide a copy of its pricelist. Additionally, they are required to provide an electronic copy of the pricelist so that the NAC can update their database (the NAC CM) and the Contract Catalog Search Tool (CCST).

1. **<u>PURPOSE:</u>** The purpose of this SOP is to establish procedural guidelines for our Contractors/Vendors to initiate their new pricelist or update their current pricelist so that your respective Contract Specialist can ensure that it is uploaded to the National Acquisition Center's Contract Management Database (NAC CM - Internal), which ultimately feeds to the Contract Catalog Search Tool (CCST – External). This user-friendly guide shall provide you with detailed instruction on how to effectively and thoroughly complete your EXCEL pricelist. It is <u>absolutely mandatory</u> that the Contractor/Vendor fill out the appropriate information in all columns displayed on the EXCEL pricelist or problems will occur with the uploading of the pricelist.

2. **<u>PROCEDURES:</u>** There are two processes that are internally initiated by the Contract Specialists.

   a. **<u>Uploading New Items (i.e. new contract awards and existing contracts with only new item additons)</u>** – The Contract Specialist provides the Contractor/Vendor with a copy of this SOP and a clean template of the EXCEL pricelist which will automatically display the instructions on how to populate this template correctly.

   b. **<u>Uploading Existing Items (i.e. changes to prices, deletions, etc)</u>** – The Contract Specialist downloads the Contractor/Vendor's already pre-populated EXCEL pricelist from the NAC CM, which consists of the most current edition of the Contractor/Vendor's government pricing.

3. **<u>ROLES & RESPONSIBILITIES:</u>**
   a. The Contractor/Vendor is responsible for…
      i. electronically submitting their initial pricelist to their Contract Specialist once a <u>new contract award</u> has been made so that it can be manually entered and/or uploaded
      ii. completing **<u>ALL</u>** data input in each column on the applicable EXCEL pricelist tabs ('changes' or 'additions' or 'deletions') or all three
      iii. working directly with their Contract Specialist to ensure their entries are accurate and in the required columns

   b. The Contract Specialist is responsible for…
      i. providing the Contractor/Vendor with a blank EXCEL pricelist template for <u>new</u> initial uploads and <u>new</u> item additions **<u>ONLY</u>**, via email (electronically)

ii.   verifying all columns are correctly filled out in their <u>entirety</u> by the Contractor/Vendor once the pricelist has been returned via emailed

iii.   verifying and correcting any and all data input problems with the Contractor/Vendor <u>prior</u> to uploading the pricelist

<p style="text-align:center"><strong style="color:red">IMPORTANT NOTES TO CONTRACTORS/VENDORS</p>

➢   *To obtain the <u>**instructions**</u> on how to complete the electronic pricelists, all that needs to be done is to run your mouse pointer across the top of each column heading and the instructions will be displayed. Please remember that if <u>**ALL COLUMNS**</u> are not completed and properly on the pricelist, an "Error Log" (see Q&A below for description) will be automatically generated.*

➢   *This will be applicable when you have a tremendous amount of line items on your pricelist. When requesting to make revisions to your current pricelist, your Contracting Specialist will download and forward you a copy of your current pre-populated pricelist. Make your revisions accordingly and then go back and 'delete' all items that were <u>**NOT CHANGED/REVISED**</u> from that EXCEL copy of your pricelist. This helps to speed up the program used to upload your items to your current pricelist. We have your actual pricelist reflecting all of your contracted items housed in our internal database.*

➢   <u>***NEVER ALTER***</u> *any formatting such as - Add/delete columns or worksheets (tabs), or link this pricelist or any cells of this pricelist to your internal sources at your site. Additionally when copying information into the cells, <u>**DO NOT**</u> paste formulas, which will cause problems with the uploading of the pricelist and you may have to start the process all over again anew.*

<p style="text-align:center">FREQUENTLY ASKED QUESTIONS</p>

Question
How long can I expect my pricelist to be uploaded?

Answer
Varies, the Contracting Officer must review the pricelist and send it to their database support team to load into their databases. Once complete and the pricelist is "loaded" the prices will appear on the CCST the next business day.

Question

How soon after the pricelist upload can I actually view the updates in CCST?

Answer

Within 24-48 hours you will be able to view your updates via the CCST.

Question

Who is responsible for expeditiously verifying the uploading of my pricelist?

Answer

The Contract Specialist, as these are his/her Contractors/Vendors. But we also ask that you as a Contractor/Vendor also verify your uploads as well, as a second pair of eyes.

Question

Why did I receive an "Error Log"?

Answer

Because a problem has been found in the pricelist, and correction is needed in order for the next upload to be successful. Please remember that if **ALL REQUIRED COLUMNS** are not completed properly on the pricelist, an "Error Log" will be automatically generated. Sometimes the pricelist will upload partially and sometimes not at all depending on the corrections needed.

Question

Why is it **<u>extremely critical</u>** that I not rename an "Error Log"?

Answer

> ➢ The VA uploading system has automatically assigned an ID number to the back of the file name, making it an "Error Log" and the uploading tool will be searching for that assigned ID number once the "Error Log" is uploaded again with the required corrections.
> ➢ If and when, Contracting Specialists want to go back to track past changes, it will be extremely difficult to physically track those changes if "Error Log(s)" are not properly filed systematically where they should be.
> ➢ In some cases, the items on the pricelist can become duplicated in NAC CM/CCST causing a very tedious line by line deletion of the correct items. So, it is **extremely important** that you **ONLY** make the revisions requested by your Contract Specialist.
> ==*****Please Note:** An "Error Log" will continuously be assigned an additional (extended) ID Number <u>each time</u> the "Error Log" has to be sent back to the you to be corrected***==

Question

What will happen if I never make the required corrections to an "Error Log" and I never return it for uploading as per my Contract Specialists request?

Answer

Your pricelist will never be completed as both you and the Contract Specialist agreed. And this could carry over into weeks, months, and even a year. This could possibly cause you …

> ➢ Loss of revenue because price increases were never uploaded as requested.

➢ Purchase attempts made from that contract of items that are no longer available because items weren't deleted as requested, etc.

Question

How are deletions handled?

Answer

There is a column to "remove" items on the changes tab. Simply enter a "1" in this cell for the corresponding item to be removed.

Samples Pricelists on the following pages:

SAMPLE

OF

CLEAN EXCEL PRICELIST

SAMPLE

OF

UNIT OF MEASUREMENT DESRIPTIONS TO BE USED

EXCEL PRICELIST

Accepted Code	Definition
BG	Bag
BO	Bottle
BX	Box
CA	Case
CR	Cartridge
CT	Carton
DI	Dispenser
DZ	Dozen
EA	Each
FT	Foot
GA	Gallon
KT	Kit
LB	Pound
PC	Piece
PK	Pack
PR	Pair
QT	Quart
RF	Refill
RL	Roll
RM	Ream
SH	Sheet
SL	Sleeve
ST	Set
TB	Tube
TT	Test
TU	Tub
UN	Unit
VI	Vial
YD	Yard

SAMPLE

OF

A CONTRACTOR/VENDOR'S PREPOPULATED EXCEL PRICELIST

(APPEARS ON THE CHANGES TAB)

Index (Do Not Alter)	Contract Number	SIN	Catalog Number	Product Description	FSS Price	UOM As Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty Within Base Pack	Removed (Enter 1)	Date Effective	End Date
32 6144560	V797P-4282B	A-200	RP-DA RONGEUR3	RP-DA RONGEUR3 - REPLACED	16.52	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
33 6144561	V797P-4282B	A-200	RP-DA RONGEUR4	RP-DA RONGEUR4 - REPLACED	18.87	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
34 6144562	V797P-4282B	A-200	RP-DA RONGEUR5	RP-DA RONGEUR5 - DRILLED O	32.35	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
35 6144563	V797P-4282B	A-200	RP-DEFECTIVE	RP-DEFECTIVE "REQUIRES QU	.01	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
36 6144564	V797P-4282B	A-200	RP-DEFIB PADDLE	DEFIBRILLATOR PADDLE:	65.33	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
37 6144565	V797P-4282B	A-200	RP-DEMAGNETIZE	DEMAGNETIZE INSTRUMENTS	1.62	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
38 6144566	V797P-4282B	A-200	RP-DENTAL EXTRACTOR1	RP-DENTAL EXTRACTOR1 - REM	6.53	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
39 6144567	V797P-4282B	A-200	RP-DENTAL SCALER1	RP-DENTAL SCALER1 - SHARPE	3.01	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
40 6144568	V797P-4282B	A-200	RP-DIAMOND DUST1	DIAMOND DUSTED, ADJUSTED,	92.82	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
41 6144569	V797P-4282B	A-200	RP-DIAMOND DUST2	RP-DIAMOND DUST2 - REPLACE	91.80	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
42 6144570	V797P-4282B	A-200	RP-DIAMOND KNIFE	RP-DIAMOND KNIFE "REQUIRES	.01	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
43 6144571	V797P-4282B	A-200	RP-DILATOR1	RP-DILATOR1 - ULTRASONIC ST	2.16	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
44 6144572	V797P-4282B	A-200	RP-DRILLBIT1	RP-DRILLBIT1 - SHARPENED, TE	1.76	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
45 6144573	V797P-4282B	A-200	RP-EBONIZE1	RP-EBONIZE1 - TESTED, REFUR	60.75	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
46 6144574	V797P-4282B	A-200	RP-ELEVATOR1	RP-ELEVATOR1 - SHARPENED,	3.00	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
47 6144575	V797P-4282B	A-200	RP-ELEVATOR2	RP-ELEVATOR2 - RESHAPED D	10.77	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
48 6144576	V797P-4282B	A-200	RP-ENT SPECULUM1	RP-ENT SPECULUM1 - ADJUSTE	4.68	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
49 6144577	V797P-4282B	A-200	RP-EYE HOOK1	RP-EYE HOOK1 - ALIGNED,	7.03	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
50 6144578	V797P-4282B	A-200	RP-EYE PICK1	RP-EYE PICK1 - ALIGNED,	7.03	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
51 6144579	V797P-4282B	A-200	RP-SCISSOR5	RP-SCISSOR5 - RE-SERRATED	9.62	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
52 6144580	V797P-4282B	A-200	RP-SCOPE	RP-SCOPE "REQUIRES QUOTE	.01	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
53 6144581	V797P-4282B	A-200	RP-SCOPE1	RP-SCOPE1	341.16	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
54 6144582	V797P-4282B	A-200	RP-SCOPE2	RP-SCOPE2	597.99	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
55 6144583	V797P-4282B	A-200	RP-SCOPE3	RP-SCOPE3	498.92	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
56 6144584	V797P-4282B	A-200	RP-SCOPE4	RP-SCOPE4	1100.00	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015
57 6144585	V797P-4282B	A-200	RP-SELF RETAIN1	RP-SELF RETAIN1 - ADJUSTED	3.25	EA	EA	1	EA	1	EA	1		04/01/2010	03/31/2015