

**Office of Acquisition & Logistics**  
**National Acquisition Center**

Vendor Pricelist creation and update tool guideline

**Written 5/5/06**

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**Contractor:**

A Contractor is an entity doing business with the Department of Veterans Affairs. In order to do business with the VA, the contractor is obligated to surrender a hardcopy of its pricelist. Additionally, OA&L requires a pricelist must be provided in an electronic format.

There are two processes, internally initiated, to accomplish the latter requirement.

1. For new items, often associated with a new award, the Contract Specialist provides the contractor with a blank EXCEL Template and instructions on how to populate this template.
2. For existing items, the Contract Specialist extracts a pre-populated EXCEL spreadsheet, comprises the most current edition of the contractor's government pricing.

## A. Electronic pricelist creation:

### Step 1:

The assigned contracting officer will email the contractor a blank spreadsheet template for uploading the original pricelist into the database. Open spreadsheet and click on the Additions Tab. Fill in the required information as per the following instructions.

In compliance with NAC business policy, the vendor must submit an electronic pricelist where all fields are mandatory. (See Figure Below)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SIN	Catalog Number	Product Description	FSS Price	UOM Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty within Base Pack	Date Effective	End Date
2													
3													
4													
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7													
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(Important: Do not alter format, add columns, or link this sheet or any cells of this sheet to sources at the vendor location. Additionally when copying information into the cells, paste with “value only” normal paste can include formulas which will cause problems when importing)

The Unit of Measure procedure is outlined in the following example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SIN	Catalog Number	Product Description	FSS Price	UOM Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty within Base Pack	Date Effective	End Date	
2	A-13a	5711100	GLOVE SURGEON STERILE LATEX POWDER CUFF 5.5	82.88	CA	CA	10	BX	100	EA	1	7/15/2008	7/14/2011	
4	Above shows a case of 1000 in total and has to be purchased by the case													
6	A-12	1234	Wheelchair	350.8	EA	EA	1	EA	1	EA	1	7/15/2008	7/14/2011	
8	Above shows a single item sold at one price and only need to purchase one for that price													
10	A-10	A123456	Nose Clips	0.19	EA	CA	10	BX	10	EA	1	7/15/2008	7/14/2011	
12	Above shows an item priced each, but has to be bought by the case of 100, 10 boxes in the case and each box contains 10 items at a total cost of \$19.00													

When completing columns “F” through “M”, read the table below to identify what should be entered.

Column Title	Parameter of Entry
<b>F</b> Unit of Sale UOM	Unit of measure identifying the minimum purchase size to obtain the FSS price, and or how the item is shipped. i.e. For an item priced at EA, but must buy a CA to obtain that price, the entry would be CA in column “F”.
<b>G</b> Number of Inner packs	Number of items inside the Unit of Sale UOM found in column “F”.

Column Title	Parameter of Entry
<b>H</b> Inner Pack UOM	Type of Unit of Measure inside the Unit of Sale UOM example CA put in column "F" then column "H" can contain a BX (Box) or PK (Package) or other things less than a CA (Case).
<b>I</b> Number of Base Packs	Number of items found in the UOM of column "H".
<b>J</b> Base Pack UOM	Unit of measure found inside one of the UOM's found in column "H".
<b>K</b> Qty Within Base Pack	The number of items, or the product description, that are in the UOM in column "J".
<b>L</b> Date Effective	This is the date that this price goes into effect.
<b>M</b> End Date	This is the date that this price is no longer valid, normally the Contract Expiration Date, but occasionally for a temporary price decrease/increase.

To ensure selection of the proper "UOM" the contractor can click on the tab labeled "Unit of Measures Descriptions" this lists shows acceptable "Unit of Measure" for entry into the VA system. (See list below)

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

Note: All UOM's are two letter alpha codes Example "EA" or "CA" not "EACH" or "CASE" respectfully.

## **Step 2:**

Once all the items and all fields are filled in on the spreadsheet, save and return the completed spreadsheet to the VA Contacting Officer. The sheet will be reviewed to ensure all appropriate values are in the correct location.

If all fields are correct, the Contracting Officer will have this information uploaded into the database.

**Note: Only approved and awarded items are to be submitted on the spreadsheet.**

## B. Electronic pricelist modification:

### Step1

Whenever the contractor desires to institute a change to their pricelist the contractor must contact their respective Contracting Officer to obtain the latest electronic version of their pricelist, with all existing items pre-populated. The contractor may delete items, change descriptions, change part numbers, packaging UOM, change prices, or Effective/End date. The adjustments are done on the tab called "CHANGES." If the contractor wants to add items, this is accomplished under the tab marked "Additions". See the figure below.

### Modifications

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Index (Do Not Alter)	Contract Number	SIN	Catalog Number	Product Description	FSS Price	UOM 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
2	3572566	1234K	A-79	AA12345	Hourglass Arm & Hand Table with Pad	1374.75	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
3	3572567	1234K	A-79	AA12346	Tri-Clamp	240.9	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
4	3572568	1234K	A-79	AA12347	Quick Clamp	206.58	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
5	3572569	1234K	A-79	AA12348	Rail Clamp	55.44	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
6	3572570	1234K	A-79	AA12349	Patient Restraint Strap	181.49	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
7	3572571	1234K	A-79	AA12350	Lateral Patient Brace w/clamp	391.37	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
8	3572572	1234K	A-79	AA12351	Shoulder Braces (pr)	524.69	PR	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
9	3572573	1234K	A-79	AA12352	"Table Width Extender w/2"" Pad"	253.43	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
10	3572575	1234K	A-79	AA12353	"Foot Board, 10""	527.99	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
11	3572555	1234K	A-79	AA12354	""J"" Leg Holders"	535.91	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
12	3572558	1234K	A-79	AA12355	Knee Crutch	742.48	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
13	3572559	1234K	A-79	AA12356	Basic leg Stirrups	1508.72	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
14	3572560	1234K	A-79	AA12357	Premium Stirrups	2967.94	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
15	3572574	1234K	A-79	AA12358	Uro Catcher Band	320.09	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
16	3572588	1234K	A-79	AA12359	Head Stabilizer	91.08	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
17	3572602	1234K	A-79	AA12360	Deluxe Arm Board Pad	108.9	EA	EA	1	EA	1	EA	1		5/6/2008	11/30/2008
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When the contractor is making modifications to the existing pricelist, the contractor can change any field with exception of the **"Index (Do Not Alter)"** column A or **"Contract Number"** column B.



**Price changes:**

Prices can be decreased as well as increased by finding the catalog number for the affected item, moving the cursor to the column labeled “FSS Price” and typing over the current price with the desired price.

**Item changes:**

The vendor can change the catalog number, product description, unit of measure, or quantity sold of an item by locating the catalog number for the affected item and affecting the change to the catalog number, or product description. When changing the quantity of an item, the vendor must make the changes to the fields “Number of Inner Packs’ and/ or the field “Number of Base Packs” or the field “Qty within Base Pack” to make a change to the number of items sold at the FSS price listed.

**Item Deletions:**

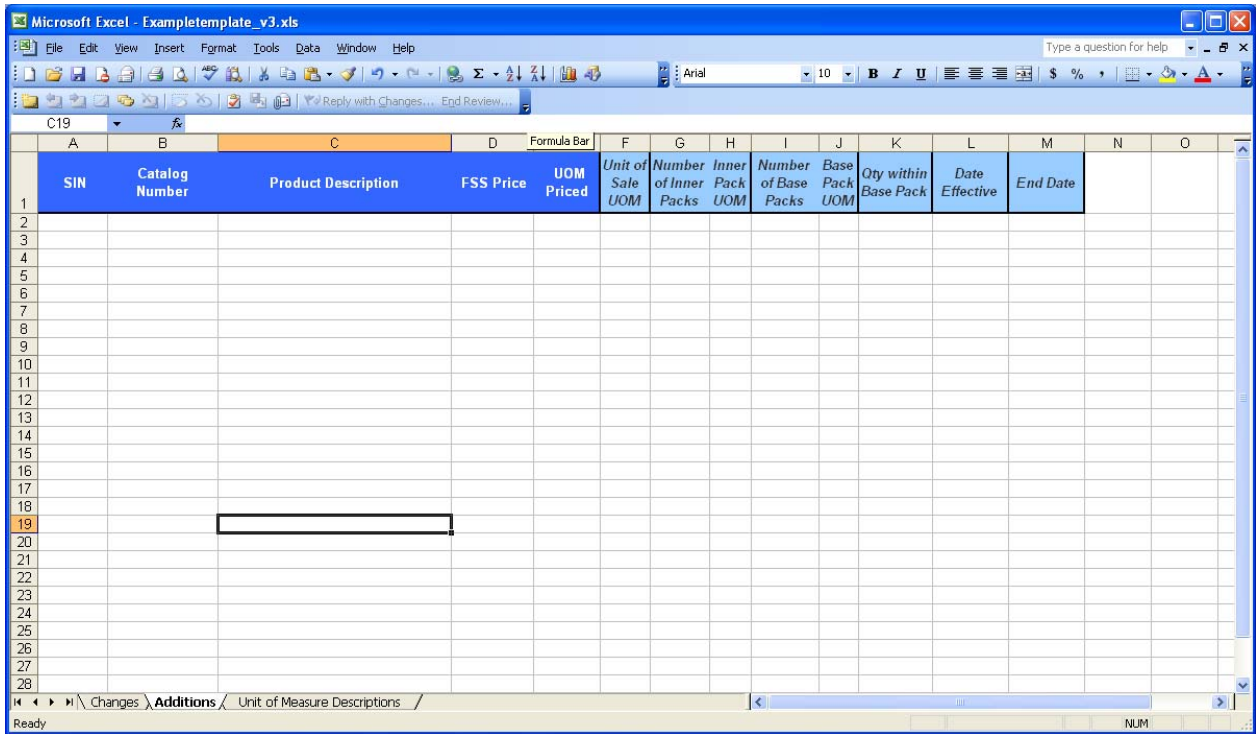
A vendor wanting to remove an item from an existing pricelist can do so by locating the catalog number for the affected item, moving to the column titled “Removed (Enter 1)” and placing a “1” (Not the word “one”) in line with the corresponding catalog number that the vendor wishes to have removed. **Do not delete the existing price.** On import, the system will remove the item from display in the database.

**Effective Date / End Date:**

A vendor can modify these dates if necessary.

**Note: When the contractor places changes on this sheet it does not constitute a change to the contract until the CO confirms that the changes are acceptable in writing via a bilateral modification. (Document which is signed by the Contracting Officer and the Contractor)**

## Additions:

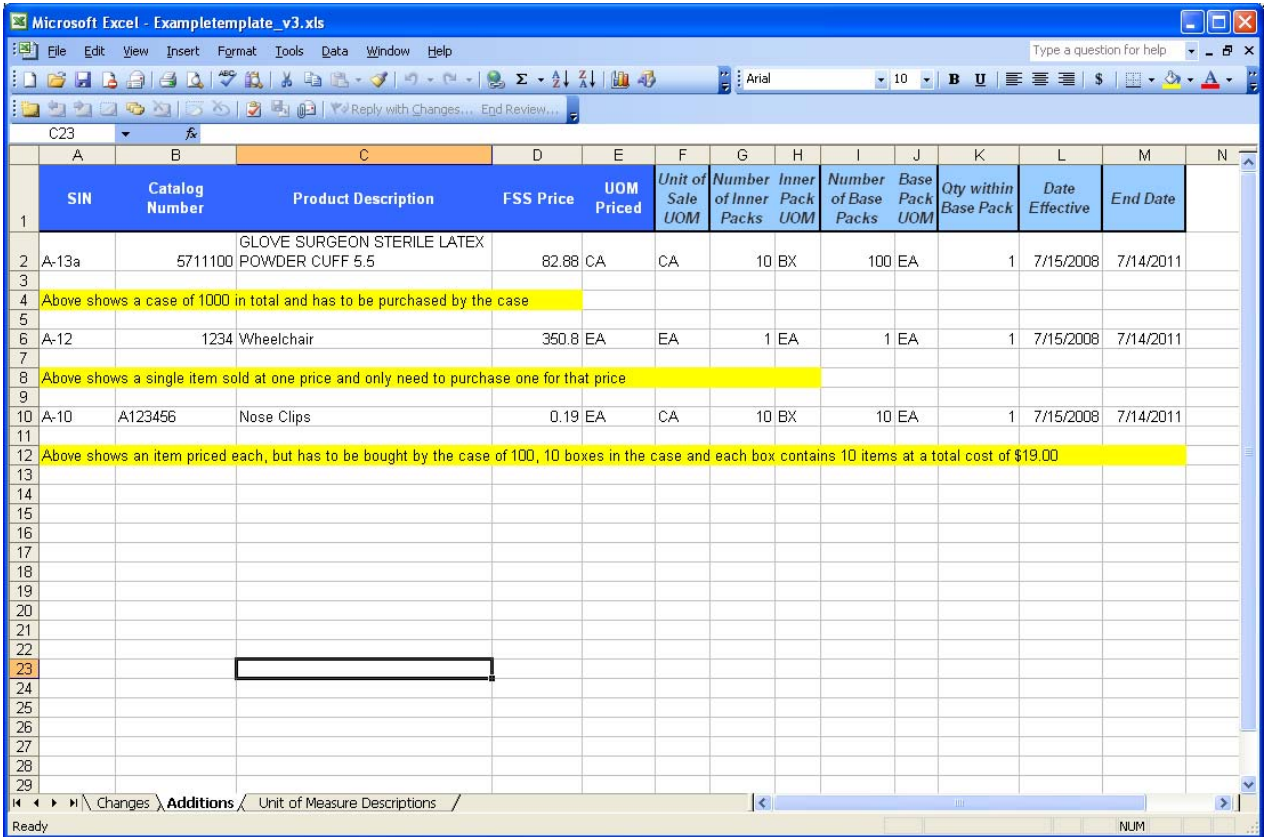


The screenshot shows a Microsoft Excel spreadsheet titled "Exampletemplate\_v3.xls". The spreadsheet has a blue header row with the following columns: A (SIN), B (Catalog Number), C (Product Description), D (FSS Price), E (UOM Priced), F (Unit of Sale UOM), G (Number of Inner Packs), H (Inner Pack UOM), I (Number of Base Packs), J (Base Pack UOM), K (Qty within Base Pack), L (Date Effective), and M (End Date). The rest of the spreadsheet is empty, with a single cell in row 19, column C highlighted. The status bar at the bottom indicates the current tab is "Additions" and the active cell is "NUM".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	SIN	Catalog Number	Product Description	FSS Price	UOM Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty within Base Pack	Date Effective	End Date		
1															
2															
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When a contractor wishes to add items to their existing contract, the vendor **must be on the “Additions” tab**. All fields are mandatory in order for these items to be uploaded into the database.

The Unit of Measure procedure is outlined in the following example:

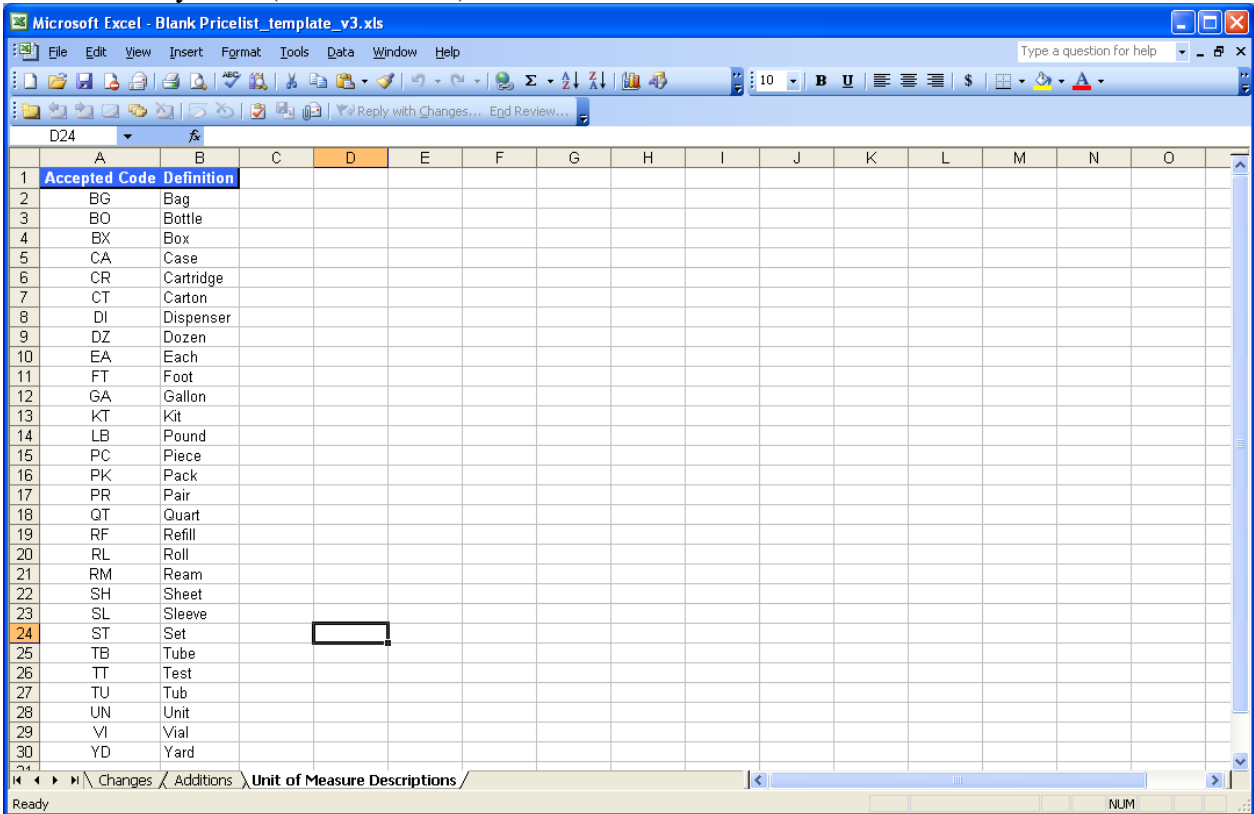


When completing columns “F” through “M”, read the table below to identify what should be entered.

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Column Title	Parameter of Entry
<b>I</b> Number of Base Packs	Number of items found in the UOM of column “H”.
<b>J</b> Base Pack UOM	Unit of measure found inside one of the UOM’s found in column “H”.
<b>K</b> Qty Within Base Pack	The number of items, or the product description, that are in the UOM in column “J”.
<b>L</b> Date Effective	This is the date that this price goes into effect.
<b>M</b> End Date	This is the date that this price is no longer valid, normally the Contract Expiration Date, but occasionally for a temporary price decrease/increase.

To ensure selection of the proper “UOM” the contractor can click on the tab labeled “Unit of Measures Descriptions” this lists shows acceptable “Unit of Measure” for entry into the VA system. (See list below)



Note: All UOM’s are two letter alpha codes Example “EA” or “CA” not “EACH” or “CASE” respectfully.

**Note: When the contractor places changes on this sheet it does not constitute a change to the contract until the CO confirms that the changes are acceptable in writing via a bilateral modification. (Document which is signed by the Contracting Officer and the Contractor)**

## **Step 2**

Prior to the acceptance of the modification request the contractor must return a completed pricelist/ spreadsheet to the Contracting Officer for review.