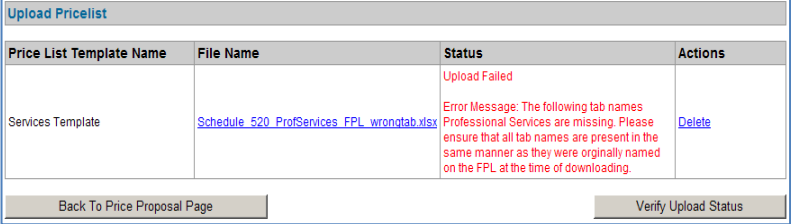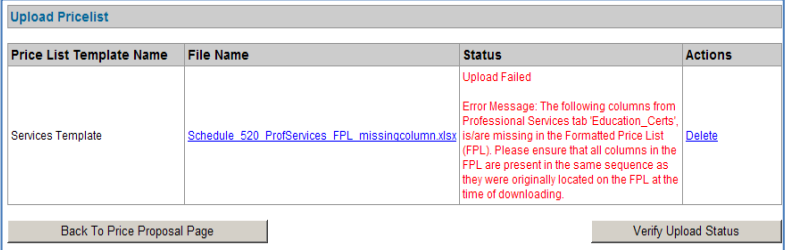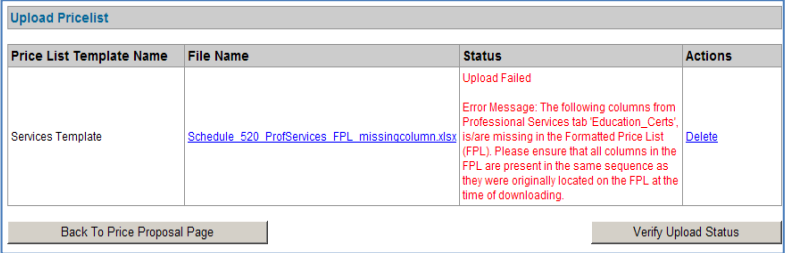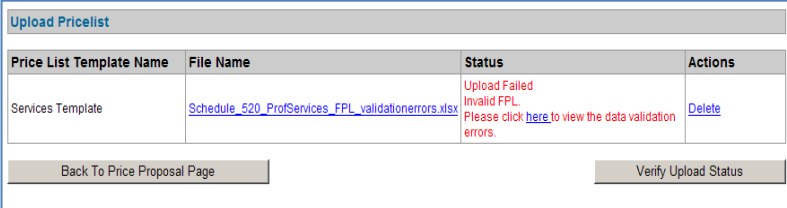# Error Messages and Troubleshooting – Baseline FPL Upload

There are a number of error messages that you might see when you upload your populated, baseline FPL spreadsheet through the Mass Mod process. These are the errors that are included here. In general, when you receive any of these errors, you will need to compare your FPL spreadsheet to the FPL specifications document to make sure all of your data is in agreement with the specifications. After you have fixed your data, you will resave the FPL, delete the incorrect FPL from the system if necessary, and try to Upload the correct FPL. Some specific instances are shown in this table.

Please Note: We recognize that the screens are difficult to read but they are provided just to show you where you may see a specific error. We will also be updating this document frequently to make it as comprehensive as possible.

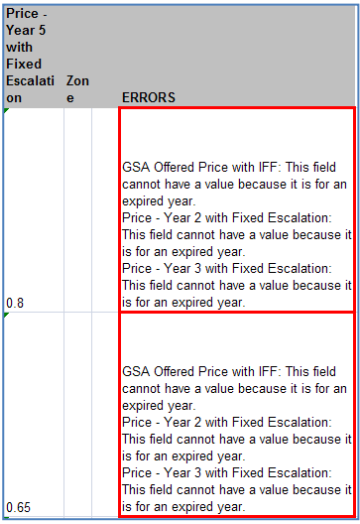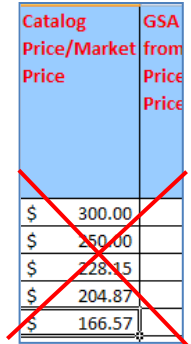| Error	Explanation	What to Do	Screen Print (if available)
Upload Failed **Error Message: The following tab names <<name of tab>> are missing. Please ensure that all tab names are present in the same manner as they were originally named in the FPL at the time of downloading.**	This indicates that the name of one or more of the worksheet tabs has been modified. Which tabs you see depends upon the services and options you are offering. The accepted tab names for all of the potential tabs are: • Professional Services • Fixed Fee Services • Miscellaneous Services • Service Discounts • SIN Discounts	Rename the tab identified so that it matches the name you saw when it was originally sent to you in the email following your completion of the WBT. Using the error message, identify which tab is incorrect and rename it with the correct entry.	
Upload Failed **Error Message: The columns from <<name of tab>> are missing <<column name 1, column name 2>>. Please ensure that all columns in the FPL are present in the same sequence as they were originally on the**	Your FPL is missing one or more columns. If you have deleted a column from the FPL, the application cannot read the data properly, as it is expecting the missing column. This could also occur if you have added a column to	Reopen the original master FPL template that you received for your baseline FPL and identify the columns that have been deleted. Make sure that the FPL you upload contains all of the columns and that all required fields have been completed. Even if you do not need to enter data in the optional (black)	

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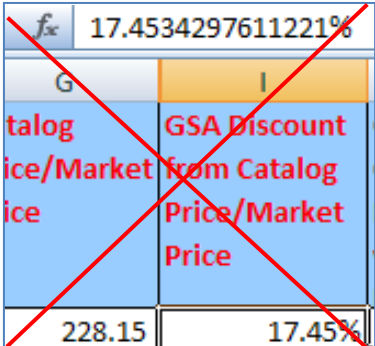| Error	Explanation	What to Do	Screen Print (if available)
FPL at the time of downloading.	the FPL for any reason. Your FPL must match the template exactly.	columns, those columns must remain in the FPL.	
Upload Failed **Error Message: The columns from Professional Services Tab are missing GSA Offered Price with IFF. Please ensure that all columns in the FPL are present in the same sequence as they were originally on the FPL at the time of downloading.**	If you received your FPL template prior to July 13, 2012, you may see this message. On this date, the baseline FPL Process was changed, to allow contractors to enter their baseline pricing WITH the IFF. This also required a change in the name of the column for your GSA Offered Price.	1. Change the name of the "GSA Offered Price without IFF" column to read "GSA Offered Price with IFF". 2. If necessary, change ALL of the pricing you have entered in your FPL to INCLUDE the IFF. 3. From the Upload page in the Mass Mod process, Delete the FPL you attempted to upload that gave you the error. 4. Click Upload, locate the corrected FPL and continue with the Mass Mod completion.	
Validation Errors **Upload Failed Invalid FPL. Please click here to view the data validation errors.** The error messages in the right column will vary depending upon your FPL but each of them will identify what field contains the error and what the error is.	Information in your FPL is not valid, meaning it does not match the definitions in the FPL Specifications document. This could be a missing entry, entry that exceeds the maximum size, or an entry that is not in the right format. In the example below, there are four errors to be fixed: An invalid price, an incorrect Unit of Issue code, and missing or invalid MFC fields.	Click the "here" link to open an Excel spreadsheet. That spreadsheet, which is shown below this portion of the table, contains those rows in your FPL that have one or more errors. The row numbers are in the first column and the errors are in the last column. You may need to reformat the spreadsheet slightly so that you can view the errors column. Review the errors. Reopen your FPL and correct the invalid information. If you need to check on the contents of a field, open the FPL Specifications document you received with your FPL in an email. You can also download the specifications	

Error	Explanation	What to Do	Screen Print (if available)
		from the Knowledge Center tab, Pricing Specifications list.	

ROW #	SIN	Labor Category Name	Labor Category Description	Education_Certs	Years Of Experience	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Offered Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone	ERRORS
2	520 1	Financial Advisor	advanced degree in finance economics business administration law or related disciplines with at least five years experience as a financial advisor providing services to the government.	MBA	5	335.99	10	302.3935	HR	State of New York	320	Accounting Services Guide	Page 3	311.46	320.8	330.43	340.34		GSA Offered Price with IFF: The max acceptable length for this field is 15 with 2 digits after the decimal.
3	520 1	Credit Reform Analyst	The Credit Reform Analyst will have an undergraduate degree in finance economics accounting business planning or a related discipline and four years of steadily increasing responsibility in credit reform analysis.	BA	4	179.19	10	162.19	Hour	State of New York	160	Accounting Services Guide	Page 4	180	190	200	210		Unit of Issue: This field exceeds the maximum length of 2 characters. Unit of Issue: Please use valid 2-digit code for Unit of Issue.
4	520 1	Sr. Financial Advisor	an advanced degree in finance economics business administration law or related disciplines with at least ten years experience as a financial advisor providing services to the governmental.	MBA, CPA	10	330	10	297	HR	State of New York	N/A	Accounting Services Guide	Page 5	333	339	350	370		MFC Price: This field contains invalid values.
5	520 1	Sr. Budget Analyst	The Sr Budget Analyst will have an advanced degree in finance economics accounting business planning or a related discipline and eight years of steadily increasing responsibility in credit reform analysis.	MBA, CPA	8	330	10	297	HR		320	Accounting Services Guide	Page 5	333	339	350	370		MFC Name: This field is required.

The errors in the right column apply to the row numbers in the left column. The red boxes added here identify the invalid fields.

An additional set of error messages is shown in this screen, based upon an FPL upload in OTHER THAN the first year of the contract.

ROW #	SIN	Name	Description	Time Of Delivery	Miscellaneous Category	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Offered Price with IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Reference Page Number	Overtime Rate	Price - Year 2 with Fixed Escalation	Price - Year 3 with Fixed Escalation	Price - Year 4 with Fixed Escalation	Price - Year 5 with Fixed Escalation	Zone	ERRORS
2	520 2	Up to $50 Million	Contractor shall provide transaction specialist services to advise the Government on assets, disposal of an asset, any resulting asset saales structure, pricing and bid acceptance. These may include pricing/valuation of an asset or group of assets, review of pending sale, conduct transactions, budget and budget analysis, marketing and pre/post asset resolution support			0.8	0	0.8	1V	N/A	0	Schedule Information & Rates.pdf	5	0.8	0.8	0.8	0.8	0.8		GSA Offered Price with IFF: This field cannot have a value because it is for an expired year. Price - Year 2 with Fixed Escalation: This field cannot have a value because it is for an expired year. Price - Year 3 with Fixed Escalation: This field cannot have a value because it is for an expired year.
3	520 2	$50 to $100 Million	Contractor shall provide transaction specialist services to advise the Government on assets, disposal of an asset, any resulting asset saales structure, pricing and bid acceptance. These may include pricing/valuation of an asset or group of assets, review of pending sale, conduct transactions, budget and budget analysis, marketing and pre/post asset resolution support			0.65	0	0.65	1V	N/A	0	Schedule Information & Rates.pdf	5	0.65	0.65	0.65	0.65	0.65		GSA Offered Price with IFF: This field cannot have a value because it is for an expired year. Price - Year 2 with Fixed Escalation: This field cannot have a value because it is for an expired year. Price - Year 3 with Fixed Escalation: This field cannot have a value because it is for an expired year.

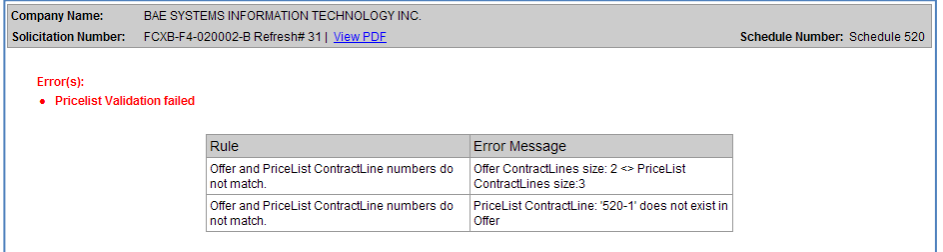| Error	Explanation	What to Do	Screen Print (if available)
Some of the specific error messages that you might see in this right most column of the FPL Error spreadsheet and how to correct your FPL are listed below.			
GSA Offered Price with IFF. This field cannot have a value because it is for an expired year. **Price-Year 2 (-4) with Fixed Escalation. THis field cannot have a value because it is for an expired year.**	For the Baseline upload, your contract is not in its first year. The GSA Offered Price with IFF column is for the first year of the contract. It should be left blank if contract is in second or later year. Pricing should only be entered for remaining years on a contract. This message indicates that the contract is in its third or later year.	Remove the pricing from the columns that are identified as expired. Place your current pricing in the column with the correct year identified. For example, if your contract is in its fourth year, you would have pricing in the Price-Year4 with Fixed Escalation column and Year5 if applicable.	Price - Year 5 with Fixed Escalation / Zone / ERRORS GSA Offered Price with IFF: This field cannot have a value because it is for an expired year. Price - Year 2 with Fixed Escalation: This field cannot have a value because it is for an expired year. Price - Year 3 with Fixed Escalation: This field cannot have a value because it is for an expired year. 0.8 GSA Offered Price with IFF: This field cannot have a value because it is for an expired year. Price - Year 2 with Fixed Escalation: This field cannot have a value because it is for an expired year. Price - Year 3 with Fixed Escalation: This field cannot have a value because it is for an expired year. 0.65
MFC Name is not a valid value **MFC Price is not a valid price**	For the Baseline upload, most likely you omitted the MFC Name or MFC Price as they are not required for this initial upload. This information IS required for new offers (see next section of error messages)	These fields cannot be left blank. For the baseline process only, if you do not have a Most Favored Customer (MFC) enter the bold text in these fields: MFC Name – **NA** MFC Price – **0** (that is the number zero)	
Invalid values in any dollar amount field	This could be any erroneous character, but more likely a dollar sign ($) and/or a comma (,) have been included in the value	These fields can only contain the numeric data and a decimal point. No other special characters, including commas and dollar signs can be included. Reformat the data in these cells to "General" and make sure that there are no special characters (other than the decimal point (.) in the cells.	Catalog Price/Market Price / GSA from Price Price $ 300.00 $ 250.00 $ 228.15 $ 204.87 $ 166.57 Note the dollar signs ($) that need to be removed.

Error	Explanation	What to Do	Screen Print (if available)
Invalid values in any percent amount field	This could be any erroneous character, but more likely a percent symbol (%) has been included in the value	These fields can only contain the numeric data and a decimal point. No other special characters, including percent signs can be included. Reformat the data in these cells to "General" and make sure that there are no special characters (other than the decimal point (.) in the cells.	Note the percent signs (%) that need to be removed.
Invalid field length for a text field – Labor Category Name, Labor Category Description, etc.	Most likely you have entered too much text into one of these fields. This will happen if you are taking existing files, Word or Excel for example, and copying the text from those files into your FPL template. Unless you count the characters, you might exceed the limits.	Review the text field identified in the error message and reword the text so that it does not exceed the specifications. If you still wish to paste from Word, highlight the text and use the Word Count tool (from within the Word application) to count the characters, making certain they are below the limit.	
Invalid field length for a numeric field – GSA Offered Price with IFF, Disc-Percentage 1, etc.	Most likely you have entered too many decimal places into one of these fields. This may happen if you use formulas in your FPL template or if you copy the results of a formula from another spreadsheet. You may have just entered too many characters.	When you use Excel to perform calculations, you may get an answer with more decimal places than are allowed for a field. For example, a result from a formula in a dollar field that gives you 2345.678 needs to be rounded to two decimal places so should be entered in your FPL as 2345.68.	Note the actual value with too many decimal places. Even though it is formatted in the cell with only 2 places to the right of the decimal, the actual number has many more.
File does not upload but no specific error message given	Most likely, there is a lot of invalid data in your baseline FPL. This could be an	Carefully compare your Excel spreadsheet to the original template you downloaded to	
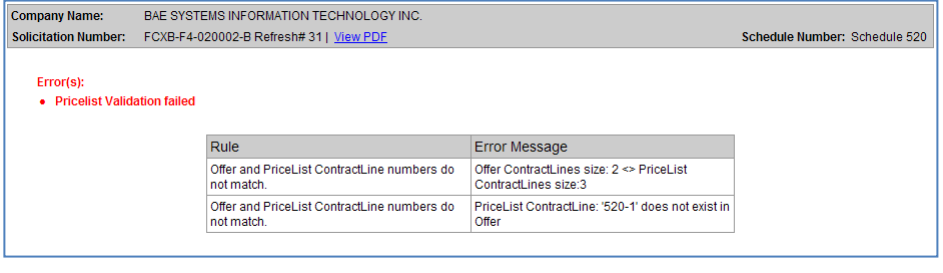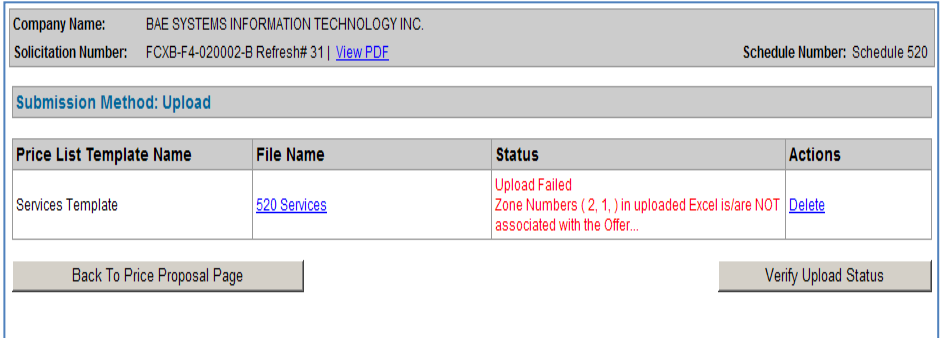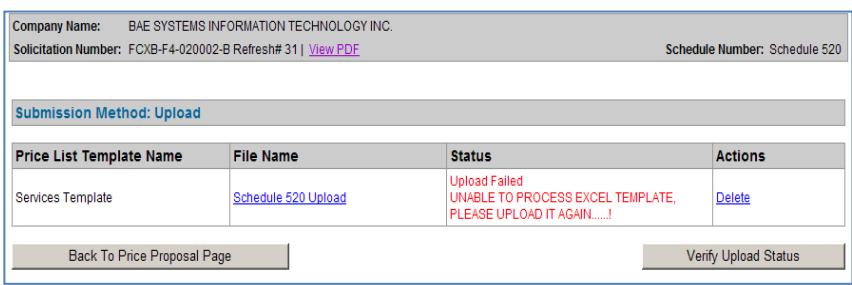
Error	Explanation	What to Do	Screen Print (if available)
	added or deleted column, an added header at the top of the spreadsheet, or too long a description, document name or other field entry.	make sure it is exactly the same (no added/deleted rows/columns). Open the FPL specifications file and make sure that every entry matches the description in the specifications. Save your corrected file and retry the FPL upload.	
The Price List data for all the awarded SINs for this contract has not been uploaded. Please upload the FPL for the following remaining SIN(s) or click on Exit button to upload the FPL for remaining SINs later. SIN(s) *nn*	This indicates that you have only partially completed your FPL for your schedule and it does not contain all of the SINs that are included on your current contract.	Reopen your Excel FPL and add the line items for the SIN indicated	
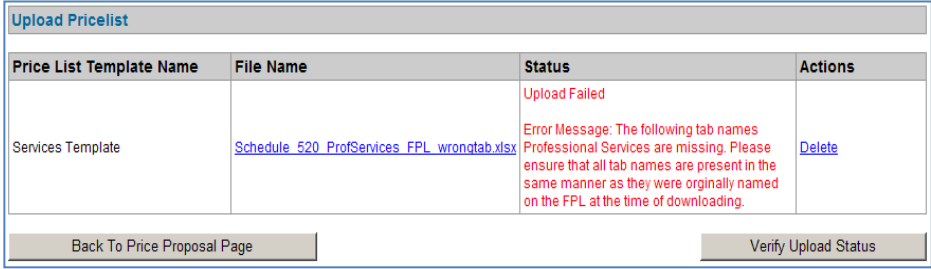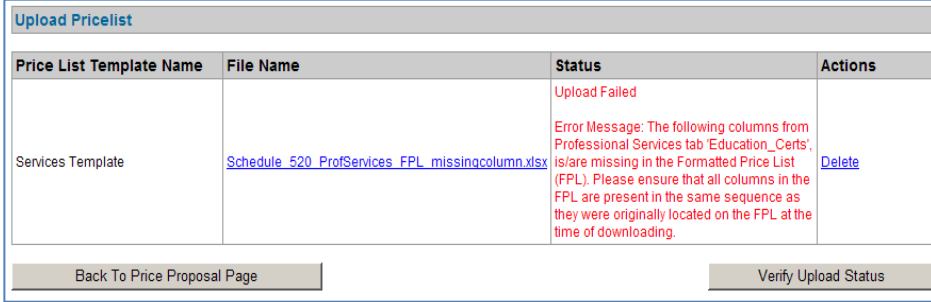
Error Messages and Troubleshooting – New Offer Submission

The errors that you will encounter when submitting a new offer will vary, primarily depending upon the method you choose to submit your pricing data: upload, data form entry, or EDI. For example, if you use the data form entry method, you will see validation errors in your data as soon as you try to input an invalid field. However for the upload methods, you will not see validation errors until you upload the files and all of your pricing data is validated at once. There are several errors that pertain to any method of submission and will either identify incomplete offers, erroneous file types, or too large a file size. These errors are included below and grouped by error type when appropriate: Beginning Offer, Upload Submission, Data Form Entry Submission, Completing Price Proposal Task, and Completing Offer.

Note: for information about the complete eOffer process and potential error messages beyond those shown here for the new pricing functionality, please visit the eOffer/eMod website at www.eoffer.gsa.gov.

Error	Explanation	What to Do	Screen Print (if available)
Beginning Offer			
Information not accepted **'Since you have selected country as USA, please enter the valid phone format for USA'**	This error tells you specifically what is wrong – the phone number you entered does not match what is expected for USA. This is just one example of the validation error messages you might see	Follow the instructions. Here, correct the format of the phone number, entering all 10 digits correctly. For similar messages, read the error carefully to see what you must do.	
'For this offer, negotiation information is missing. Negotiator name and email should be exactly the same as in the digital certificate….'	Something has been left out on the Negotiators tab as identified in the message. This is just one example of an 'information missing' error message you might see	Obtain and enter the missing information as identified in the message. For similar messages, read the error carefully to see what you must do.	

Error	Explanation	What to Do	Screen Print (if available)
Upload Submission Process	**– when you start**	**to upload your completed FPL**	
Pricelist Validation failed **PriceList ContractLine: 520-1 does not exist in Offer**	The SINs which you have included in your FPL are not the same as those identified on the Goods and Services task	Return to the Goods and Services tab and enter all of the SINs in your FPL. Save your work. Re-upload your FPL	
Pricelist Validation failed **Offer ContractLines size 2 <> PriceList ContractLines size 3**	There is a mismatch between the items identified as being in your offer and actually uploaded in your FPL	Return to the Goods and Services tab and enter all of the SINs in your FPL. Save your work. Re-upload your FPL	
Upload Failed **Zone Numbers (2, 1) in uploaded Excel is/are NOT associated with the Offer**	You have indicated that you use Zonal Pricing but did not include any zones in your FPL. This may indicate other mismatches between the zones expected and those entered	Reopen your FPL spreadsheet and add the zones to your line items where appropriate. If necessary, enter ALL for any services that do not have different prices for zones. Remember, if the prices for all of your services are the same regardless of location, you should not use zones at all.	
Upload Failed **Unable to process Excel Template. Please upload it again.**	This could be a number of issues about your FPL that are not specifically identified.	Delete the partially uploaded FPL. Make sure the Excel FPL you are trying to Upload has been Saved AND is Closed. Review the FPL carefully to make certain all information is included and is correct.	

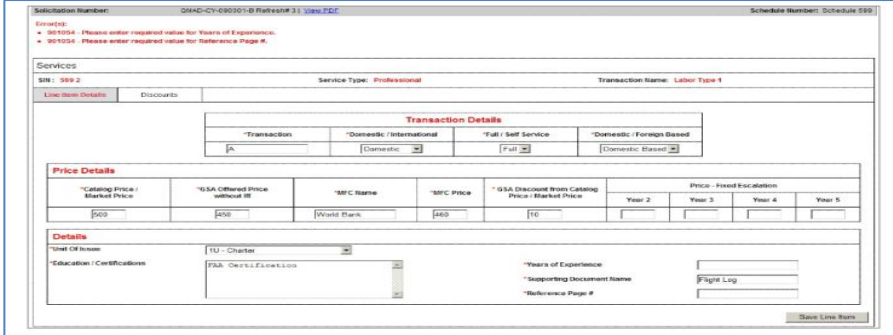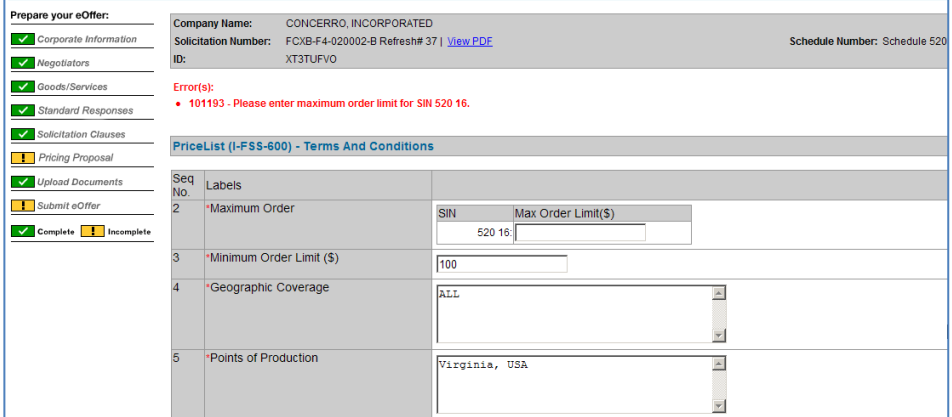| Error	Explanation	What to Do	Screen Print (if available)
Upload Failed **Error Message: The following tab names <<name of tab>> are missing. Please ensure that all tab names are present in the same manner as they were originally named in the FPL at the time of downloading.**	This indicates that the name of one or more of the worksheet tabs has been modified. Which tabs you see depends upon the services and options you are offering. The accepted tab names for all of the potential tabs are: • Professional Services • Fixed Fee Services • Miscellaneous Services • Service Discounts • SIN Discounts • Zones	Rename the tab identified so that it matches the name you saw when it was originally downloaded. Using the error message, identify which tab is incorrect and rename it with the correct entry.	**Upload Pricelist** Price List Template Name: Services Template File Name: Schedule_520_ProfServices_FPL_wrongtab.xlsx Status: Upload Failed — Error Message: The following tab names Professional Services are missing. Please ensure that all tab names are present in the same manner as they were orginally named on the FPL at the time of downloading. Actions: Delete Back To Price Proposal Page · Verify Upload Status
Upload Failed **Error Message: The columns from <<name of tab>> are missing <<column name 1, column name 2>>. Please ensure that all columns in the FPL are present in the same sequence as they were originally on the FPL at the time of downloading.**	Your FPL is missing one or more columns. If you have deleted a column from the FPL, the application cannot read the data properly, as it is expecting the missing column. This could also occur if you have added a column to the FPL for any reason. Your FPL must match the template exactly.	Reopen the original master FPL template that you downloaded and identify the columns that have been deleted. Make sure that the FPL you upload contains all of the columns and that all required fields have been completed. Even if you do not need to enter data in the optional (black) columns, those columns must remain in the FPL.	**Upload Pricelist** Price List Template Name: Services Template File Name: Schedule_520_ProfServices_FPL_missingcolumn.xlsx Status: Upload Failed — Error Message: The following columns from Professional Services tab 'Education_Certs', is/are missing in the Formatted Price List (FPL). Please ensure that all columns in the FPL are present in the same sequence as they were originally located on the FPL at the time of downloading. Actions: Delete Back To Price Proposal Page · Verify Upload Status

Error	Explanation	What to Do	Screen Print (if available)
Validation Errors **Upload Failed Invalid FPL. Please click here to view the data validation errors.** The error messages in the right column will vary depending upon your FPL but each of them will identify what field contains the error and what the error is.	Information in your FPL is not valid, meaning it does not match the definitions in the FPL Specifications document. This could be a missing entry, entry that exceeds the maximum size, or an entry that is not in the right format. In the example below, there are four errors to be fixed: An invalid price, an incorrect Unit of Issue code, and missing or invalid MFC fields.	Click the "here" link to open an Excel spreadsheet. That spreadsheet, which is shown below this portion of the table, contains those rows in your FPL that have one or more errors. The row numbers are in the first column and the errors are in the last column. You may need to reformat the spreadsheet slightly so that you can view the errors column. Review the errors. Reopen your FPL and correct the invalid information. If you need to check on the contents of a field, click the Data Dictionary link in the eOffer application to view the specifications. You can also download the specifications from the Knowledge Center tab, Pricing Specifications list.	**Upload Pricelist** | Price List Template Name	File Name	Status	Actions
Services Template	Schedule_520_ProfServices_FPL_validationerrors.xlsx	Upload Failed Invalid FPL. Please click here to view the data validation errors.	Delete	 Back To Price Proposal Page Verify Upload Status 	Status	Actions
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Upload Failed Invalid FPL. Please click here to view the data validation errors.	Delete	

Error	Explanation	What to Do	Screen Print (if available)

The table image shows a screen print with the following columns: ROW #, SIN, Labor Category Name, Labor Category Description, Education_Certs, Years Of Experience, Catalog Price or Market Price, GSA Discount from Catalog Price or Market Price, GSA Offered Price without IFF, Unit Of Issue, MFC Name, MFC Price, Supporting Document Name, Reference Page Number, Price - Year 2 with Fixed Escalation, Price - Year 3 with Fixed Escalation, Price - Year 4 with Fixed Escalation, Price - Year 5 with Fixed Escalation, Zone, ERRORS

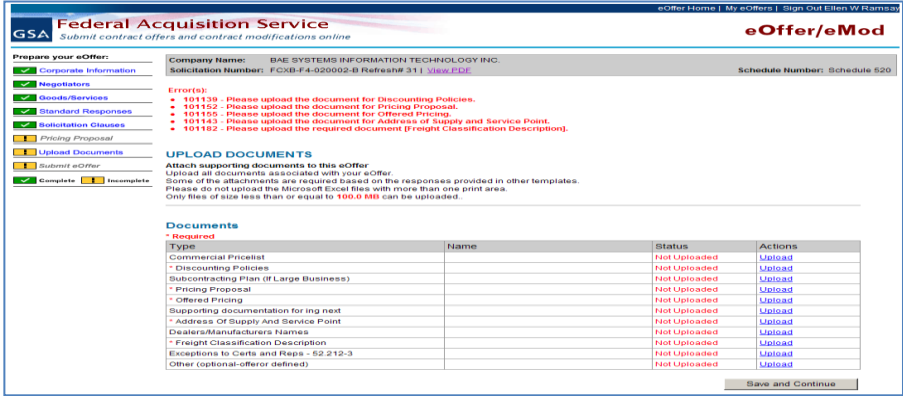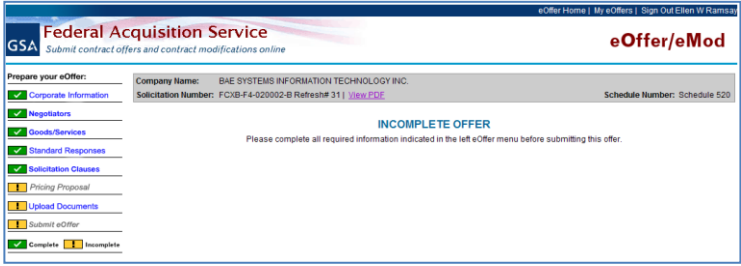| ROW #	SIN	Labor Category Name	Labor Category Description	Education_Certs	Years Of Experi ence	Catalog Price or Market Price	GSA Discount from Catalog Price or Market Price	GSA Offered Price without IFF	Unit Of Issue	MFC Name	MFC Price	Supporting Document Name	Referenc e Page Number	Price - Year 2 with Fixed Escalati on	Price - Year 3 with Fixed Escalati on	Price - Year 4 with Fixed Escala tion	Price - Year 5 with Fixed Escalati on	Zone	ERRORS
2	520 1	Financial Advisor	The Financial Advisor will have an advanced degree in finance economics business administration law or related disciplines with at least five years experience as a financial advisor providing services to the government.	MBA	5	335.99	10	302.3935	HR	State of New York	320	Accounting Services Guide	Page 3	311.46	320.8	330.43	340.34		GSA Offered Price without IFF: The max acceptable length for this field is 15 with 2 digits after the decimal.
3	520 1	Credit Reform Analyst	The Credit Reform Analyst will have an undergraduate degree in finance economics accounting business planning or a related discipline and four years of steadily increasing responsibility in credit reform analysis.	BA	4	179.19	10	162.19	Hour	State of New York	160	Accounting Services Guide	Page 4	180	190	200	210		Unit of Issue: This field exceeds the maximum length of 2 characters. Unit of Issue: Please use valid 2-digit code for Unit of Issue.
4	520 1	Sr. Financial Advisor	The Sr Financial Advisor will have an advanced degree in finance economics business administration law or related disciplines with at least ten years experience as a financial advisor providing services to the governmental.	MBA, CPA	10	330	10	297	HR	State of New York	N/A	Accounting Services Guide	Page 5	333	339	350	370		MFC Price: This field contains invalid values.
5	520 1	Sr. Budget Analyst	The Sr Budget Analyst will have an advanced degree in finance economics accounting business planning or a related discipline and eight years of steadily increasing responsibility in credit reform analysis.	MBA, CPA	8	330	10	297	HR		320	Accounting Services Guide	Page 5	333	339	350	370		MFC Name: This field is required.

The errors in the right column apply to the row numbers in the left column. The red boxes added here identify the invalid fields.

Data Form Entry Submission Process	**– when you are completing a data form**		
Missing SIN in List of Line Items	When you try to select a SIN to begin adding line items, it is not in the drop down list (Screen a.). This is most likely because it was not initially included on the Goods and Services forms.	Return to Goods and Services by clicking the task in the Prepare your eOffer list and add the necessary SIN or SINs (Screen b.). Click Save and Continue, then return to the Price Proposal task.	a. b. **Data Form Entry** **List of Line Items :** Select SIN / Select Service Type / Service Name / Action Select SIN / Miscellaneous / / Create Select SIN 520 16 SIN / Service Type / Service Name / Action No Line Items added. **GOODS/SERVICES** What goods/services do you provide? The GSA assigns all goods and services to SINs (Special Item Numbers). You must add at least one SIN. You can add multiple SINs but one at a time. * Required **Add SIN(s)** *Select SIN 520 5-Loan Servicing & Asset Management / Add SIN Details **Your SIN(s)** Name / Description / Actions 520 16 / 520 16-Business Information Services / Edit | Delete
Invalid value for _field name_	If you have entered an incorrect value or	Correct the format or contents of the field identified before	

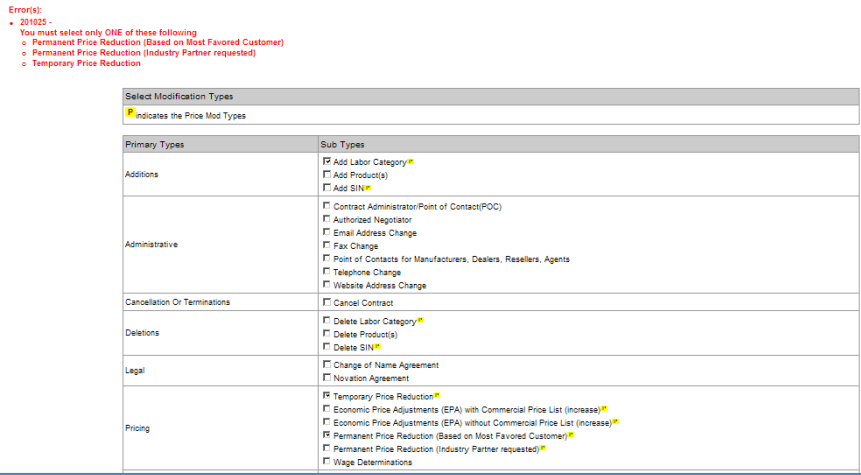| Error	Explanation	What to Do	Screen Print (if available)
	formatted entry in a field, when you move to the next field, an error message will appear. For example, if you enter text in a number field or try to enter too many characters in a field.	moving to the next field. Sometimes the error won't appear until you click Save – at that point, correct the identified field and continue.	
Please enter required value for *field name*	If you have omitted a required field (marked on the data forms with red asterisks), when you click Save Line Item these messages will appear.	Complete the form, entering data in all required fields. Click Save Line Item when corrected.	
Completing Price Proposal Task			
Please enter …. **Please complete….**	When you click Save to complete the Terms and Conditions forms in the Price Proposal task, if there is any invalid, missing, or incorrectly formatted data, these messages will appear.	Obtain the missing information and enter it on the Terms and Conditions form. Click Save when completed.	
Information Not Saved **'The Price Proposal section**	This error will display when you click another task in the Prepare your eOffer task list. Out of the steps listed	Click the Correct Errors button presented to see the specific error (see next item).	

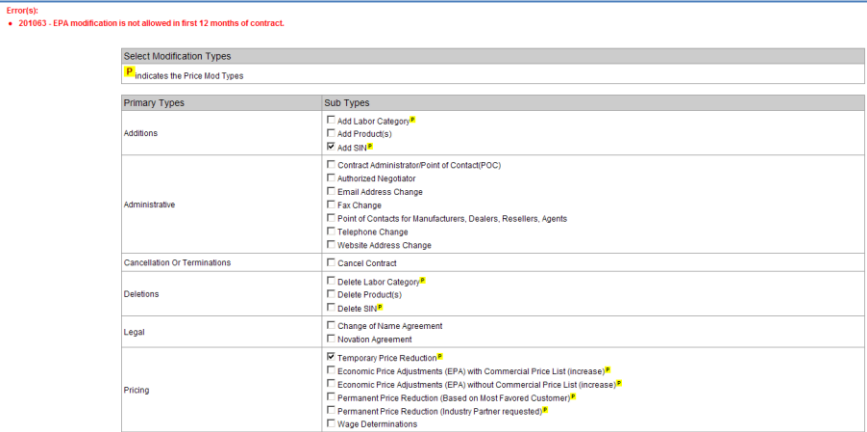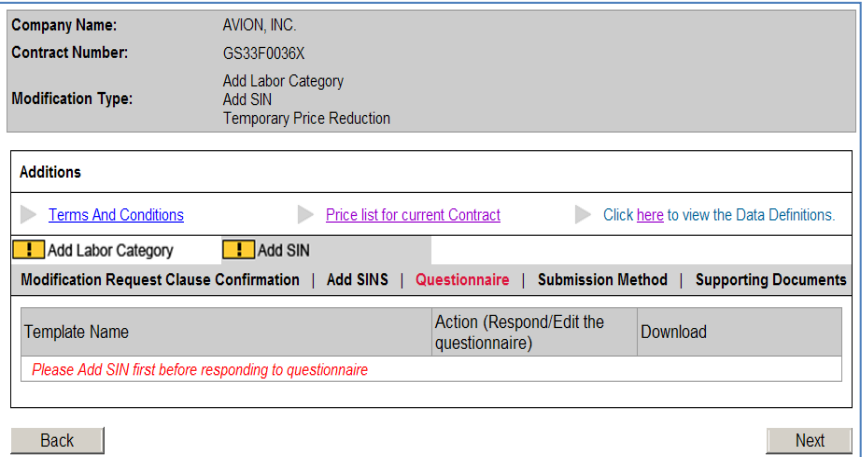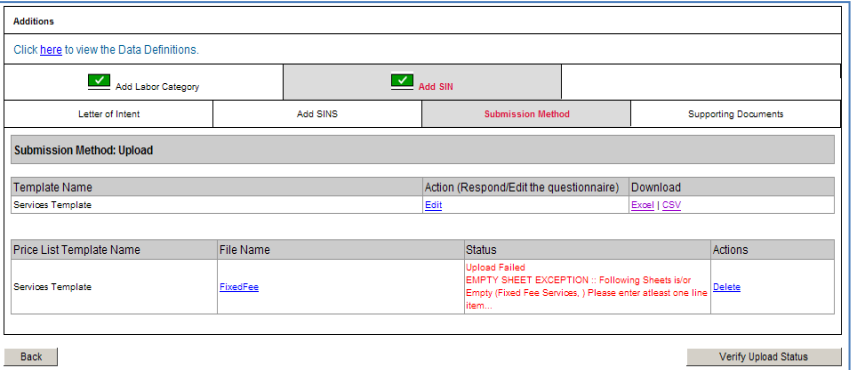| Error	Explanation	What to Do	Screen Print (if available)
is incomplete. You have _x_ error(s).'	within the Price Proposal task, you have not completed everything required.		
Price List s*tep name* is Incomplete. **'Price List Terms and Conditions is Incomplete'**	Note here that the Terms and Conditions has not been accessed ('Respond' still shows in the actions column).	Reopen whichever step has not been completed and enter the missing data. Be sure to save your entries as you complete each step.	
Completing Offer			
Information Not Saved **The *section name* section is incomplete. You have *x* errors.**	If you click the Save and Continue button before completing everything required for a task, you will get a message similar to this one.	Click the Correct Errors button displayed to see the specific errors listed for you (see next screen).	

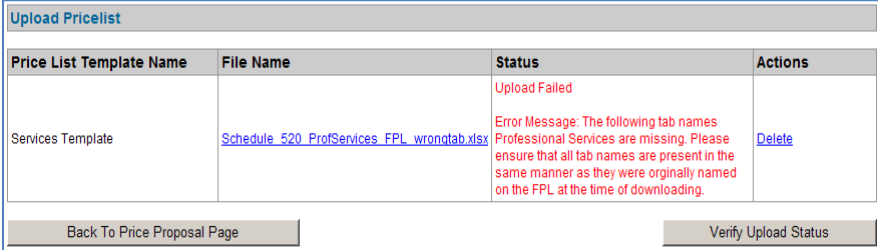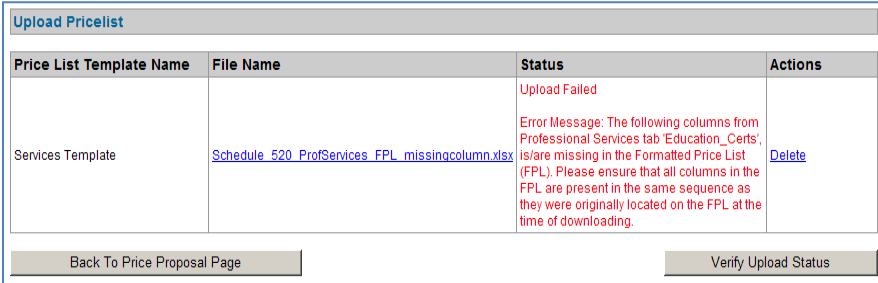| Error	Explanation	What to Do	Screen Print (if available)
Please upload the document for *document type* **'Please upload the document for Discounting Policies', etc.**	This shows you that you have 'Not Uploaded' any of the Documents, both the optional and the required ones. The errors only refer to the 5 required documents.	In this specific case, upload the required documents, click Save and Continue to proceed with the rest of the offer.	
Incomplete Offer **Please complete all required information indicated in the left eOffer menu before submitting this offer.**	You will see this message if you click Submit eOffer from the task list on the left before you have completed prior, required tasks.	Click on each of the tasks that have not been completed in the list (show yellow Incomplete markers). Provide all required information until all tasks show the green complete checks before clicking Submit eOffer.	

Error Messages and Troubleshooting – Pricing Modification

The errors that you will encounter when submitting a contract modification will vary, depending upon the type(s) of modification actions you select and the method you choose to submit your modification data: upload, data form entry, or EDI. The errors you will see when you are performing an *Add SIN* or *Add Labor Category* pricing modification are very similar to those for submitting a new offer. If you use the data form entry method, you will see validation errors in your data as soon as you try to input an invalid field.   However for the upload methods, you will not see validation errors until you upload the files and all of your pricing data is validated at once. There are several errors that pertain in general to your modification submission and others that are more specific. These errors are included below and grouped by error type when appropriate: Beginning Modification, Upload Mod Submission, Data Form Entry Mod Submission, and Completing the Mod.

Note: for information about the complete eMod process and potential error messages beyond those shown here for the new pricing functionality, please visit the eOffer/eMod website at www.eoffer.gsa.gov.

Error	Explanation	What to Do	Screen Print (if available)
Beginning Modification			
You must select only ONE of the following: - **PPR (based on MFC)** - **PPR (Industry partner)** - **TPR**	When you submit a pricing mod you can only submit one type of price reduction at a time, either permanent or temporary.	Choose one of the price reduction mod actions and complete the mod request for that action. Then select the next type of price reduction and complete that mod request, until you have submitted all that you need.	

Error	Explanation	What to Do	Screen Print (if available)
EPA modification is not allowed in first 12 months of contract	After your contract is awarded you must wait a year before making any price adjustments, other than PPR and TPR.	You are unable to submit this type of mod. If it has been more than 12 months since your contract award date and you are receiving this message, call the VSC help desk.	
Please Add SIN first before responding to questionnaire	When you are adding a SIN as part of a mod request, you must first complete the **Add SIN** tab before the **Questionnaire** will be available to you.	Complete the **Add SIN** tab to identify which SIN(s) you will be adding. Then the application will create the Questionnaire that is appropriate.	
Upload mod submission method			
Upload Failed: Empty Sheet Exception	You attempted to upload an FPL that contains no data. Perhaps you selected the wrong file.	Click the **Delete** action to remove the empty file. Locate the correct file on your computer and retry the upload, making sure to select that file when you browse.	

Error	Explanation	What to Do	Screen Print (if available)
File name with special characters is not allowed for Upload	There is a special character in the filename of the FPL you are trying to upload.	Rename the file to contain only **letters** or **numbers** and retry the upload.	
Upload failed: verify line item is in contract. *Lineitem name* **does not exist in contract.**	You have included a line item in your FPL for this mod that does not exist in your contract. Most likely you made an error in entering the service name.	Review the pricelist for your current contract and make sure you enter the line item names accurately in this FPL. Resave the FPL. Delete the FPL you just uploaded and retry with the corrected one.	
Upload failed: Start date and End Date accept current and future Date and End Date should be greater than or equal to Start Date.	You entered one or more incorrect dates in your FPL. The start date for the mod must be the current date or later. The End date must be later than the Start date.	Open the FPL and correct the dates, following the guidelines specified. Resave the FPL. Delete the FPL you just uploaded and retry with the corrected one.	
Upload failed: unable to process Excel template please upload it again	This could occur for one of several reasons: 1) the Excel file is open, 2) the Excel file contains invalid data in one or more fields, or 3) the Excel file is	Check the following: 1) save and close the Excel file if it is open, 2) verify all of the data against the pricing specs for the mod action and correct any errors (delete extra columns, put back columns you deleted, make sure all fields are correct length, etc.)	

Error	Explanation	What to Do	Screen Print (if available)
	missing a column or contains an extra, invalid column.		
Upload Failed **Error Message: The following tab names <<name of tab>> are missing. Please ensure that all tab names are present in the same manner as they were originally named in the FPL at the time of downloading.**	This indicates that the name of one or more of the worksheet tabs has been modified. Which tabs you see depends upon the type of Pricing mod you are submitting or the services and options you are adding.	Rename the tab identified so that it matches the name you saw when it was originally downloaded. Using the error message, identify which tab is incorrect and rename it with the correct entry.	
Upload Failed **Error Message: The columns from <<name of tab>> are missing <<column name 1, column name 2>>. Please ensure that all columns in the FPL are present in the same sequence as they were originally on the FPL at the time of downloading.**	Your FPL is missing one or more columns. If you have added or deleted a column in the FPL for any type of pricing mod, the application cannot read the data properly, as it is expecting the missing column. Your FPL must match the template exactly.	Reopen the original master FPL template that you downloaded for your pricing mod action and identify the columns that have been deleted. Make sure that the FPL you upload contains all of the columns and that all required fields have been completed. Even if you do not need to enter data in the optional (black) columns, those columns must remain in the FPL.	

Error	Explanation	What to Do	Screen Print (if available)
Validation Errors **Upload Failed Invalid FPL. Please click here to view the data validation errors.** The error messages in the right column will vary depending upon the type of pricing mod and your FPL but each of them will identify what field contains the error and what the error is.	Information in your FPL is not valid, meaning it does not match the definitions in the FPL Specifications document for the Mod action you are taking. This could be a missing entry, entry that exceeds the maximum size, or an entry that is not in the right format. In the example below, there are four errors to be fixed in the FPL used for Adding a SIN and its associated Labor Categories: An invalid price, an incorrect Unit of Issue code, and missing or invalid MFC fields.	Click the "here" link to open an Excel spreadsheet. That spreadsheet, which is shown below this portion of the table, contains those rows in your FPL that have one or more errors. The row numbers are in the first column and the errors are in the last column. You may need to reformat the spreadsheet slightly so that you can view the errors column. Review the errors. Reopen your FPL and correct the invalid information. If you need to check on the contents of a field, click the Data Dictionary link in the eMod application and select the correct pricing mod type to view the specifications. You can also download the specifications from the Knowledge Center tab, Pricing Specifications list.	**Upload Pricelist** | Price List Template Name	File Name	Status	Actions
Services Template	Schedule_520_ProfServices_FPL_validationerrors.xlsx	Upload Failed Invalid FPL. Please click here to view the data validation errors.	Delete	 Back To Price Proposal Page · Verify Upload Status 	Status	Actions
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Upload Failed Invalid FPL. Please click here to view the data validation errors.	Delete	

Error	Explanation	What to Do	Screen Print (if available)

The error messages shown in the right column pertain to the Row #s shown in the left.

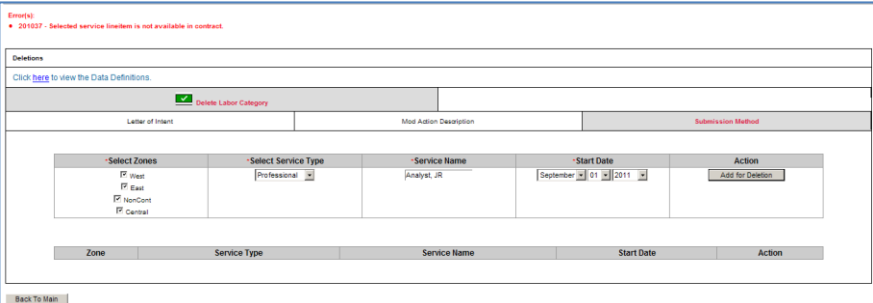| Error	Explanation	What to Do	Screen Print (if available)
GSA Price without IFF: This field cannot have a value because it is for an expired year. **Price - Year *n* with Fixed Escalation: This field cannot have a value because it is for an expired year.**	When you are submitting a pricing mod to add a SIN or labor category to a contract that is in **other than** its first year, you should ONLY put prices in the columns for current and future years. Any past year pricing will be flagged with this error.	These error messages will appear in the ERRORS column of the spreadsheet presented when you click the link in the upload error. Verify the current year of the contract. Remove the prices in the columns for the prior years. In this specific example, prices should only be submitted in the **Price Year 4 and Year 5 with Fixed Escalation** columns.	
Modification requested at Contract Level. Please go to details screen to fill in	When you create a mod for the entire contract, you do not need to complete the Submission Method tab.	Click the "… Details" tab and complete the information requested for the entire contract. In this example, you would select the **EPA Details** tab.	

Error	Explanation	What to Do	Screen Print (if available)
Data form entry submission			
Selected service line item is not available in contract – Delete Labor Category	You have attempted to create a mod for a line item that does not exist in your contract. Most likely you made an error in entering the service name.	Review the pricelist for your current contract and make sure you select an existing line item for deletion and enter the name accurately.	
Selected service line item is not available in contract – TPR or EPA	You have attempted to create a mod for a line item that does not exist in your contract. Most likely you made an error in entering the service name.	Review the pricelist for your current contract and make sure you select an existing line item for the EPA or TPR (as shown in this example) and enter the name accurately.	