

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

External Use:

For Contractors/Vendors

Office of Acquisition & Logistics (OA&L) National Acquisition Center

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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. PURPOSE: 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 absolutely mandatory 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. PROCEDURES:** 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. ROLES & RESPONSIBILITIES:

- 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 new initial uploads and new item additions **ONLY**, 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

IMPORTANT NOTES TO CONTRACTORS/VENDORS

- 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 prepopulated pricelist. Make your revisions accordingly and then go back and 'delete' all items that were NOT CHANGED/REVISED 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.
- NEVER ALTER 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, DO NOT paste formulas, which will cause problems with the uploading of the pricelist and you may have to start the process all over again anew.

FREQUENTLY ASKED QUESTIONS

Ouestion

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.

Ouestion

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.

Ouestion

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 <u>ALL REQUIRED COLUMNS</u> 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 **extremely critical** 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 each time 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?

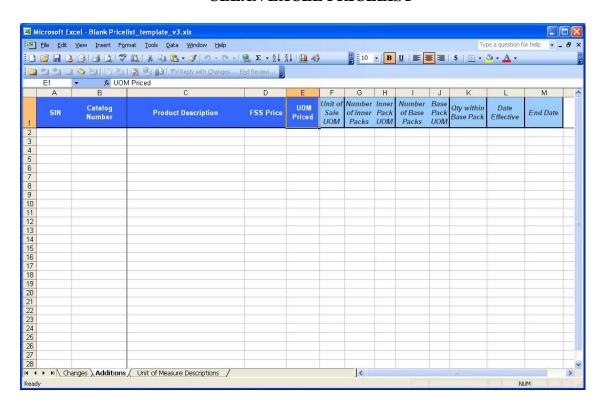
Answer

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

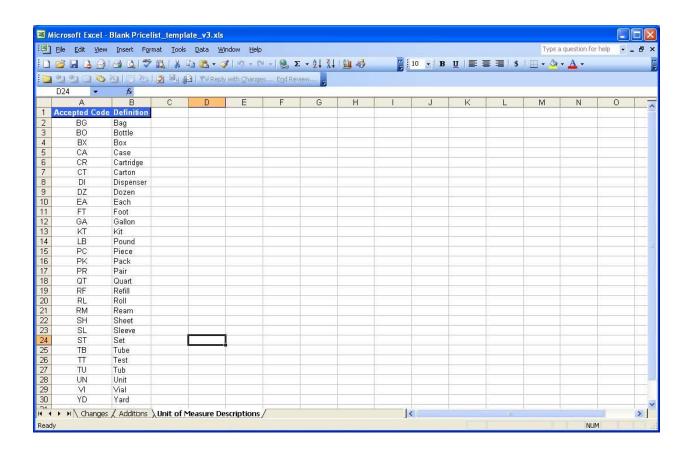
CLEAN EXCEL PRICELIST



SAMPLE

OF

UNIT OF MEASUREMENT DESRIPTIONS TO BE USED EXCEL PRICELIST



SAMPLE

OF

A CONTRACTOR/VENDOR'S PREPOPULATED EXCEL PRICELIST (APPEARS ON THE CHANGES TAB)

