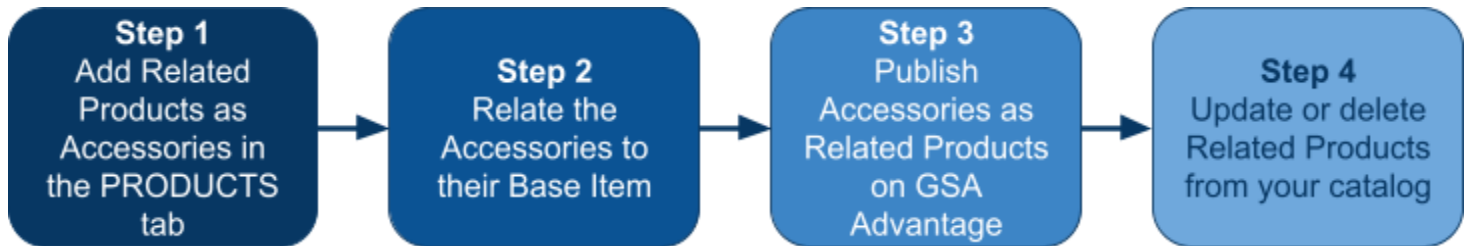


Applying Related Products on Your GSA Catalog

Guide for Managing Related Products (Accessories) - Sept 2024



Step 1 - Add Related Products as Accessories in the PRODUCTS tab

FCP Users - Accessories can be added in the [PRODUCTS] tab of the Product File, just as you would for your base products. Use [Item Type] “A” for Accessory and “B” for Base. Accessories will receive market research through the Compliance and Pricing (C&P) Report, just as the Base items do.

Base Product or Accessory	Manufacturer Information		Vendor Part Number
item_type	manufacturer	manufacturer_part_number	vendor_part_number
B	AMERICAN BEDDING MFG., INC.	MBB5036	MBB5036
A	AMERICAN BEDDING MFG., INC.	MBBFLIDES	MBBFLIDES
A	AMERICAN BEDDING MFG., INC.	MBBLADDER	MBBLADDER
A	AMERICAN BEDDING MFG., INC.	MBBPCAPS	MBBPCAPS
A	AMERICAN BEDDING MFG., INC.	MBBRAILBLT51	MBBRAILBLT51
A	AMERICAN BEDDING MFG., INC.	MBBRAILBLT76	MBBRAILBLT76

Screenshot Example: Products tab in the Product File

- **Adding Base Products and Accessories Together:**

1. Initiate an Add Product(s) Mod in eMod.
2. Initiate an Add Products Action in FCP.
3. In the [PRODUCTS] tab, enter both the base product (Item Type “B”) and accessory (Item Type “A”).
4. Relate the Accessory item(s) back to the Base item(s) in the [PRODXACC] tab.

- **Adding or Changing an Accessory for an Existing Base Product:**

Note: You cannot add a new accessory to an existing base product directly, as FCP will flag it as a duplicate.

1. Ensure the accessory is first awarded as a base product (Item Type "B") through an Add Mod in eMod and an Add Products Action in FCP.
2. Initiate a Product Descriptive Change mod in eMod.
3. Initiate a Change Products Action in FCP.
4. Convert the product to an accessory (Item Type "A") in the [PRODUCTS] tab.
5. Relate the Accessory item(s) back to the Base item(s) in the [PRODXACC] tab.

SIP/EDI Users - Defining Accessories (Related Products):

1. In the Product Price Proposal Template (PPT), add the accessory product and relate it to the base item in the [PRODXACC] tab.
2. In SIP or EDI, assign the accessory as Item Type "A" in the "iProd" tab and include pricing in the "iPricing" tab.

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
	Lead Time: code "AF" Delivered After Receipt of Order, "AE" Shipped After Receipt of Order.	Unit of measurement: In SIP go to Help/Contents/Import Data/SIP Lookup Tables/Units of Issue Table. Only required if length, width and height are required			Required if there is a value in Column "K", "L", "M"			Product code: "P" for Products and "A" for Accessories. Both Products and accessories are located in the IPRICE and IPROD. Code "A" will require an additional spreadsheet "IACCXPRO" to link the the accessory to the product.	Universal Product Code. This is required for certain items that you can find here: https://vsc.gsa.gov/tools/sinmol.cfm	
	LEADTIME	UNIT1	UNIT2	UNIT3	TYPE1	TYPE2	TYPE3	ITEMTYPE	UPC	UNSPSC
	AF	IN	IN	IN	LN	WD	HT	P		
	AF				LN	WD	HT	P		
	AF	IN	IN	IN	LN	WD	HT	P		
	AF				LN	WD	HT	P		
	AF				LN	WD	HT	A		
	AF				LN	WD	HT	A		
	AF				LN	WD	HT	A		

NTR | ICORPET | IMOLS | **IPROD** | PRICE | IPHOTO | **IACCXPRO** | ICTYVOL | IOPTIONS | IREMITOR | IZONES | IFABRICS | IMSG | IBPA | ISPECT

Screenshot Example: iPROD tab in the SIP Template

Step 2 - Relate the Related Products (Accessories) to their Base Item

FCP Users: In the Product File, use the "PRODXACC" tab to link accessories to their base item. Provide the base item's manufacturer and part number, along with the accessory's manufacturer and part number.

Product Manufacturer Information		Accessory Manufacturer Information	
manufacturer	manufacturer_part_number	accessory_manufacturer	accessory_manufacturer_part_number
AMERICAN BEDDING MFG.,	MBB5036	AMERICAN BEDDING MFG., INC	MBBFLIDES
AMERICAN BEDDING MFG.,	MBB5036	AMERICAN BEDDING MFG., INC	MBBLADDER
AMERICAN BEDDING MFG.,	MBB5036	AMERICAN BEDDING MFG., INC	MBBPCAPS
AMERICAN BEDDING MFG.,	MBB5036	AMERICAN BEDDING MFG., INC	MBBRAILBLT51
AMERICAN BEDDING MFG.,	MBB5036	AMERICAN BEDDING MFG., INC	MBBRAILBLT76

Screenshot Example: PRODXACC tab in the Product File

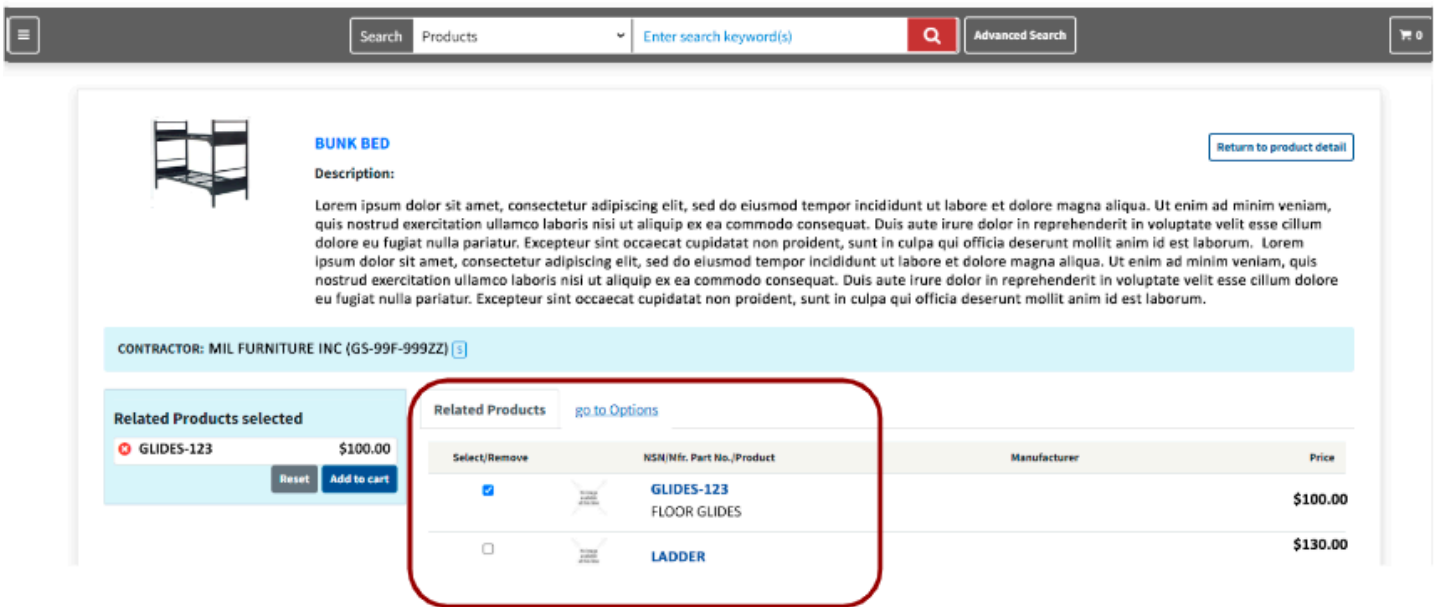
SIP/EDI Users: In SIP/EDI, relate accessories to base items using the “iACCXPRO” tab, specifying the base and accessory manufacturer and part numbers.

Step 3 - Publish Accessories as Related Products on GSA Advantage

On GSA Advantage: Products with accessories will show a “Related Products” button near the “Add to Cart” button. Clicking this button takes users to the Related Products tab, where accessories are searchable and purchasable independently but still linked to the base item.

The screenshot shows the GSA Advantage product detail page for a Bunk Bed. The page includes a search bar at the top, a product image, and detailed product information. The price is listed as \$400.00. Below the price, there are buttons for 'Options' and 'Related Products'. The 'Related Products' button is highlighted with a red box.

Screenshot Example: Product Detail page with the “Related Products” button

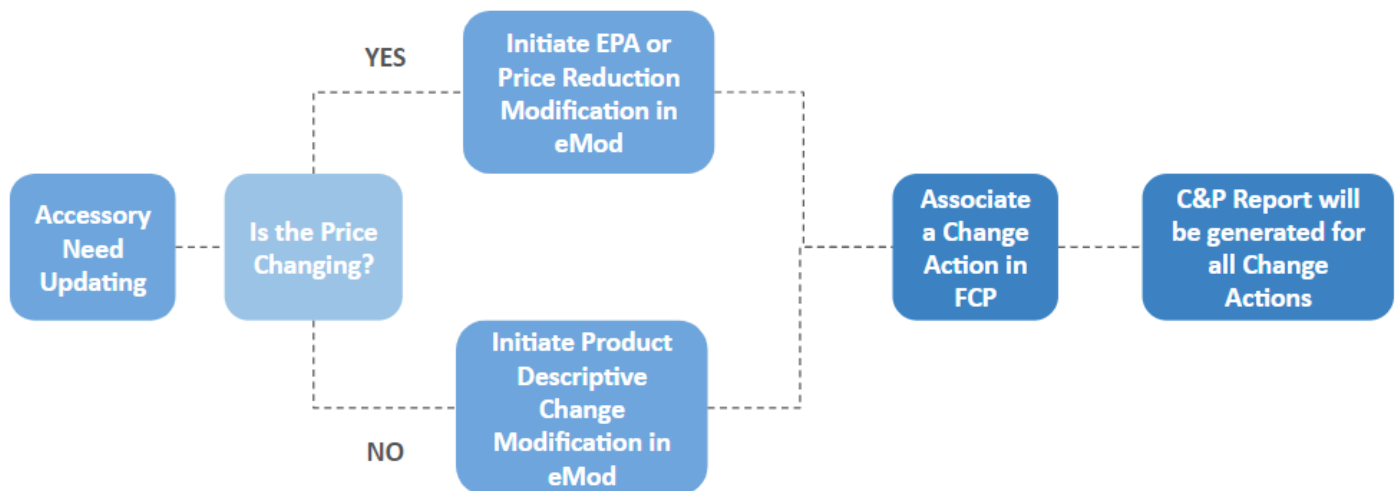


Screenshot Example: Related Products tab

Customer Experience: Customers can view and compare Related Products, add them to their cart, and choose from multiple sources, all without needing to add the base item.

Step 4 - Update or delete Related Products from your catalog

For FCP users, Accessory items can be updated like base items in FCP. Ensure the item type is correct and that accessories are properly related in the PRODXACC tab. Refer to the chart for the appropriate eMod and FCP actions.



When Deleting an Accessory (Related Product):

1. Initiate a Delete Product(s) Mod in eMod.
2. Initiate a Delete Products Action in FCP.

3. Remove the accessory from the [PRODUCTS] and [PRODXACC] tabs.

Best Practices When Applying Related Products

For Vendors

- List items that must be installed with the base item as options, not accessories.
- List items that can be sold separately as accessories
- Do not add new accessories to an existing base item using the Add Product action in FCP.
- Include photos for accessories as you would for base items.
- Use distinct manufacturer part numbers (MPN) and units of measure (UOM) for base and accessory items to prevent duplicate flags.
- Provide clear and detailed descriptions for each accessory, highlighting how it complements the base item. This helps customers understand the value and relevance of the accessory.
- Limit the number of accessories linked to a single base item to avoid overwhelming customers. Focus on the best selling accessories.

For CS/COs

- Ensure vendors aren't altering Manufacturer Name or MPN to list items as both base and accessory items. If listed as an accessory, the item will also be purchasable on its own.
- Encourage vendors to limit the number of accessories linked to a single base item to avoid overwhelming customers.
- Verify proper use of Accessories (Related Products). Refer to the [FCP Help Page](#) for guidance on when to use options versus accessories.

Additional Resources

- [FAS Catalog Platform \(FCP\) Help Page](#)
- [Schedule Input Program \(SIP\) Vendor Support Center \(VSC\) Reference Page](#)
- [EDI & cXML VSC Reference Page](#)
- Vendor Support Center Contact Information - (877) 495-4849, vendor.support@gsa.gov