

June 18-20, 2019 | Tacoma, WA



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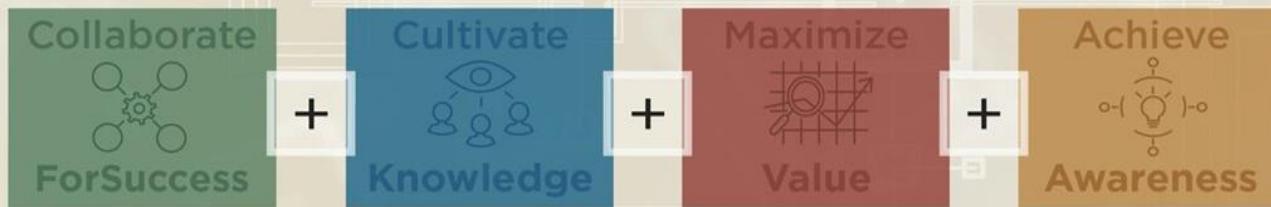


Collaborate **For Success**
Cultivate **Knowledge**
Maximize **Value**
Achieve **Awareness**

New Reporting Requirements: FAS Sales Reporting Portal

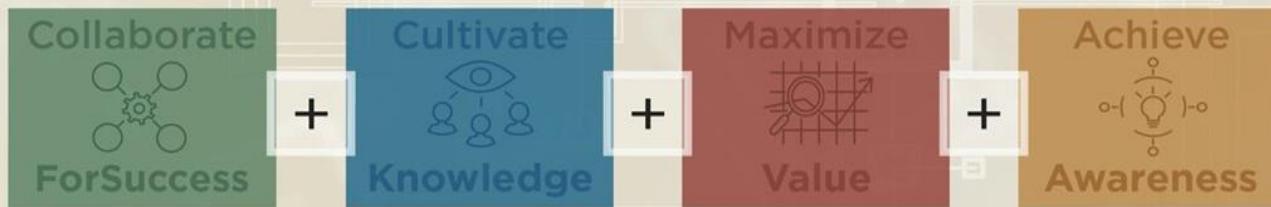
Kristann Montague, Procurement Analyst
PSHC Office of Contract Operations





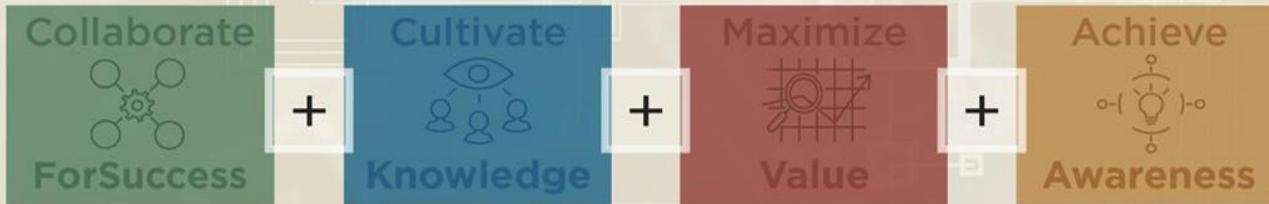
Session Agenda

- Introduction to the new FAS Sales Reporting Portal (SRP)
- Gaining Access: Multi-Factor Authentication
- Reporting Sales
- Making Sales Adjustments
- Paying IFF
- Using the Search Feature for Reported Data or Payments
- Q & A



Introduction to FAS SRP

- FAS SRP is the new website for GSA Schedule contractors to report sales and remit IFF payments for their contracts
- It replaces the 72A system, which is being retired in late 2019
- It started out being the TDR sales reporting portal but now includes ALL GSA Schedules (TDR or not)
- TDR pilot participants report monthly, non-TDR contractors report quarterly
- Multiple IFF payment methods available



FAS SRP URL: <https://srp.fas.gsa.gov>



- The Multi Factor Authentication is a multiple step process. After registration, you will receive an email to activate your account and complete set up. For more information, please refer to the User Guide Process.
- Welcome to GSA Multi-Factor Authentication. To better assist you, please find the "User Guide" listed under the "Need to Know" section below.

Welcome to FAS Sales Reporting!

Contractor Login

The contractor login is specifically for employees of a company under contract to provide goods or services for the U.S. Government.

[Contractor Login](#)

GSA Login

The GSA login is specifically for direct employees of the General Services Administration.

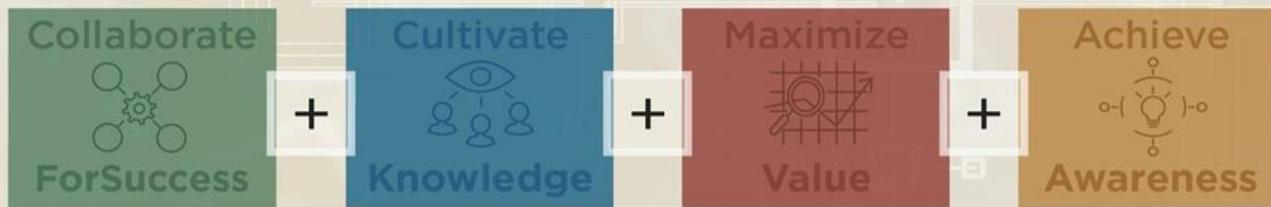
[GSA Login](#)

FAS SRP Multi-Factor Authentication Required Sign up for all users

Multi-Factor Authentication is now required for access into the FAS SRP even if you have used the system in the past. Please [click here](#) to complete your one time registration process.

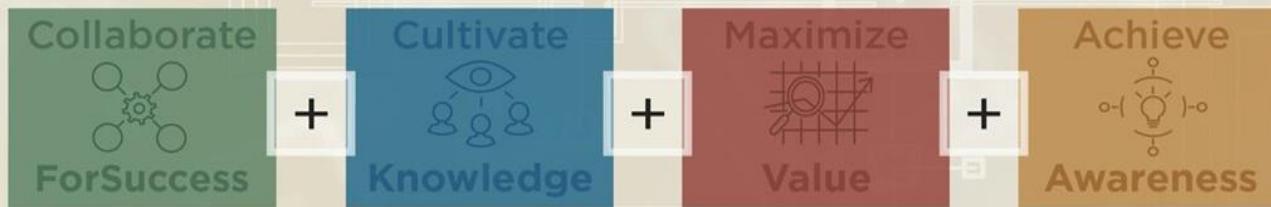
The Federal Acquisition Service (FAS) Sales Reporting Portal (SRP) supports the collection of data required by FAS procurement programs including Multiple Award Schedules (MAS), non-MAS programs such as the Government-Wide Acquisition Contracts (GWACS) and others.

The FAS SRP provides a safe, secure and user friendly portal for you, our Industry Partners, to report both transactional and aggregate level data required by your FAS contracts as well as multiple payment options for remitting the fee required pursuant to your contract.



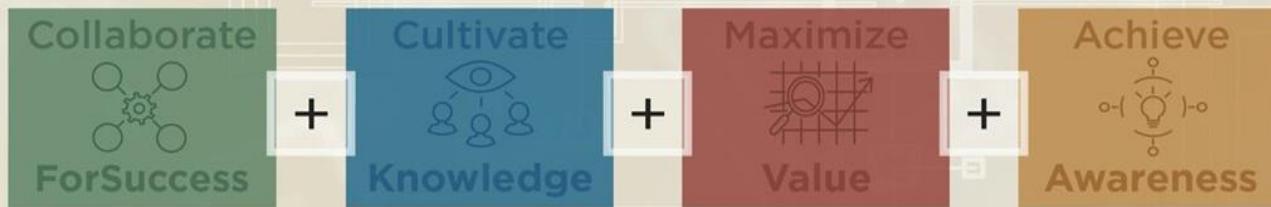
All Active GSA MAS Contracts Now in FAS SRP

- As of May 1, 2019 all active GSA MAS contracts were transitioned to FAS SRP
- Effective quarter ending 06/30/19 all sales on all active contracts will be reported in FAS SRP. You should have already completed your final report/IFF payment in 72A for the last quarter ending 3/31/19.
- Inactive (expired) contracts will transition to FAS SRP during July 2019.
 - No closeout sales/IFF payments can be reported on exp/term contracts until after 2019



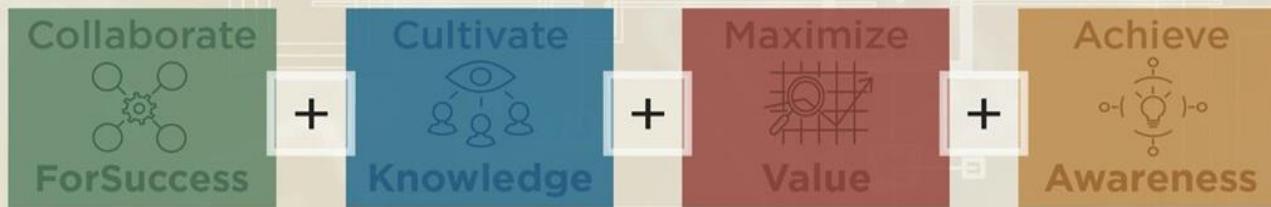
Gaining Access to FAS SRP

- Multi-Factor Authentication
 - You must have an email in the contract file to use multi-factor authentication
 - Authorized negotiator, Contract Administrator/POC, or IFF POC can all access FAS SRP
- One-time process to register
- No digital certificates required to access FAS SRP
- Anyone with an email address on file in the contract can access FAS SRP
- Request an administrative modification through [GSA eMod](#) to add/change personnel & emails



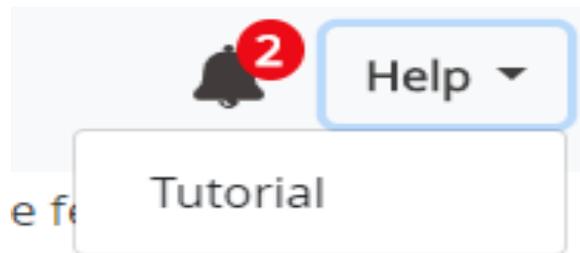
Register in FAS SRP Before June 30th Please!

- Please be sure to have anyone who will be reporting sales/remitting IFF to register in FAS SRP before the end of June 2019.
 - Reporting for quarter ending 6/30/19 begins 07/01/19
 - All sales must be reported and IFF paid for quarter ending 6/30/19 by NLT 07/30/19
- Having trouble registering? Check out the FAS SRP [MFA User Guide](#) on the FAS SRP website
 - Step by step instructions, with screen shots to guide you



Reporting Sales in FAS SRP

- Please watch the video tutorials on the FAS SRP webpage for step by step training. Click on the Help, Tutorial button at top right hand side of FAS SRP portal.



- Vendor Support Center (VSC) can assist with questions – email vendor.support@gsa.gov



FAS SRP Training Tutorials

Training

Introduction

1- Accessing FAS Sales Reporting

2- How To Report Monthly Sales

2a- How To Report Quarterly Sales

3- How To Adjust Monthly Sales Data

3a- How To Adjust Quarterly Sales Data

4- How To Make Payments

5- Using The Search Feature

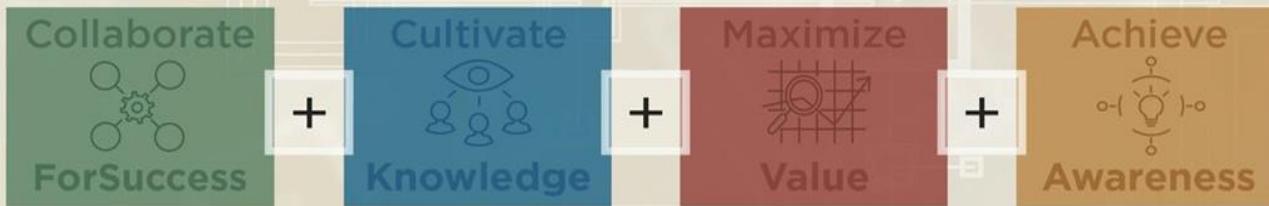
6- Request Administrative Closeout

Table Of Contents

Slide Title	Duration	
<input type="checkbox"/> Contractor Training	00:07	<input checked="" type="checkbox"/>
<input type="checkbox"/> Introduction	00:21	<input checked="" type="checkbox"/>
<input type="checkbox"/> Overview	00:25	<input checked="" type="checkbox"/>
<input type="checkbox"/> Navigation	00:19	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vendor Support	00:20	

Vendor Support

If you have questions or need help with the lessons, you can contact our support team via email at vendor.support@gcs.com



Reporting Sales in FAS SRP

GSA FAS Sales Reporting ← Sep 13, 2018 12:21 EDT 🔍 Search 📄 FAQs 🆘 Help 👤 Kavitha Thulasiraman 🚪 Logout

- Home
- Reporting**
- Payment
- Program Management
- Search
- Help

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

Current Payment Due Date

10/30/2018

Current Due Date for Monthly Reporting

10/30/2018

Current Due Date for Quarterly Reporting

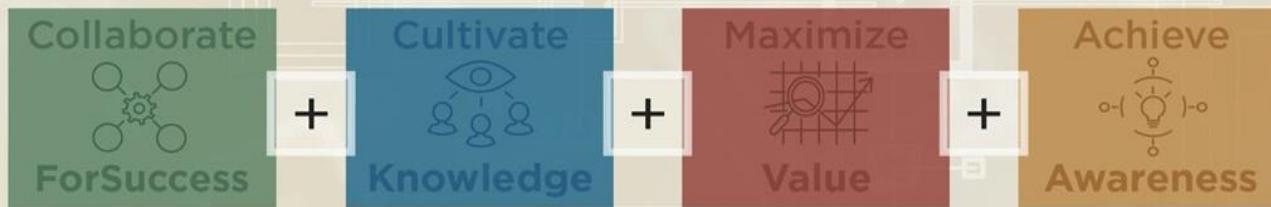
10/30/2018

Filter

Contract Number ↕	Current Reporting Frequency ↕	Last Reported ↓	Report Period Ending ↕	Total Outstanding Balance ↕
GS35F0673M	Monthly	09/05/2018 16:25:13	Jun 2018	\$0.00
GS23F0578A	Quarterly	09/05/2018 15:23:35	Jun 2017	\$166.68
GS00F0017X	Monthly	08/27/2018 16:33:24	May 2017	\$0.00
GS07F0057M	Monthly	08/23/2018 12:39:03	Jul 2017	\$5,613.36
BMO7F0195Z	Monthly	08/22/2018 14:29:22	Aug 2017	\$606.38
GS21F0145W	Monthly	08/22/2018 08:15:26	Mar 2017	\$7,869.93
47QSHA10D0001	Quarterly	07/31/2018 11:20:52	Mar 2018	\$0.75
GS02F0014U	Monthly	07/31/2018 11:00:16	Jun 2017	(\$1.50)
GS07F0195Z	Monthly	07/31/2018 10:32:32	Mar 2017	(\$12.00)
GS02F0052N	Monthly	07/26/2018 10:34:53	Mar 2017	\$0.00

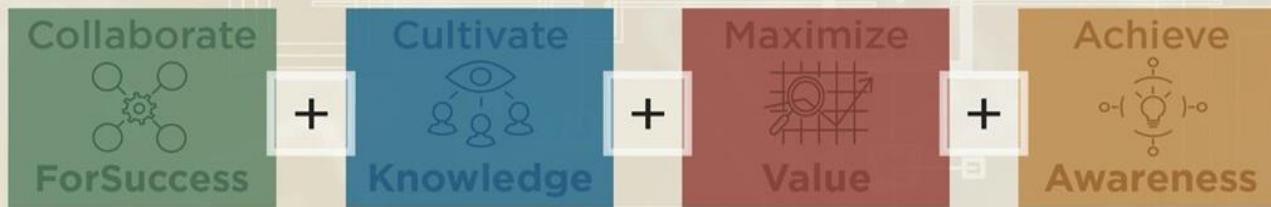
Showing 1 to 10 out of 32 entries

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2
3
4
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⏮
⏯
10



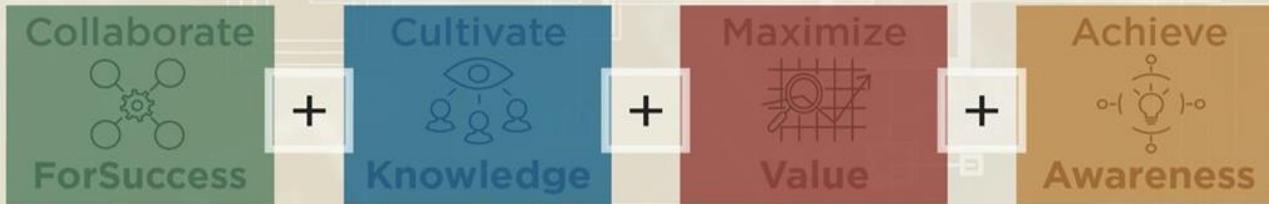
Reporting Sales in FAS SRP (Cont.)

- Use the Form Entry to select the contract to report sales (monthly or quarterly).
- Only TDR participants can use File Upload to upload an Excel file.
- Remember, you **must** report for each reporting period, even if you had zero sales for that period.
- If you miss a reporting period, the SRP system will prompt you to complete all unreported periods before you can submit your sales reporting for the current period.



Reporting Sales in FAS SRP (Cont. 2)

- Report sales by SIN. Be sure to select the correct SIN!
 - A common problem we've seen lately is that PSS contractors have been reporting all sales under the wrong SIN – i.e., the SIN 00CORP 500 – Order Level Materials – even when they did not use this SIN. If you report under the wrong SIN you will have to adjust your sales reporting to reflect the correct SIN.
 - IOAs are on the lookout for suspicious reporting during the Contractor Assessments, i.e., only sales reported are under SIN 00CORP 500



Adjusting Sales Data in FAS SRP

GSA FAS Sales Reporting ← Sep 18, 2018 14:07 EDT Q Search FAQs Help Kavitha Thulasiraman Logout

Home

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

Current Payment Due Date **10/30/2018**

Current Due Date for Monthly Reporting **10/30/2018**

Current Due Date for Quarterly Reporting **10/30/2018**

Q Filter

Contract Number ↕	Current Reporting Frequency ↕	Last Reported ↓	Report Period Ending ↕	Total Outstanding Balance ↕
GS23F0578A	Quarterly	09/17/2018 17:26:26	Jun 2017	\$192.50
GS07F0057M	Monthly	09/14/2018 14:29:19	Aug 2017	\$13,983.37
BMO7F0195Z	Monthly	08/22/2018 14:29:22	Aug 2017	\$236.94
GS21F0145W	Monthly	08/22/2018 08:15:26	Mar 2017	\$7,869.93
47QSHA10D0001	Quarterly	07/31/2018 11:20:52	Mar 2018	\$0.75
GS02F0014U	Monthly	07/31/2018 11:00:16	Jun 2017	(\$1.50)
GS07F0195Z	Monthly	07/31/2018 10:32:32	Mar 2017	(\$12.00)
GS00F0017X	Monthly	07/31/2018 09:00:59	Jan 2017	\$0.00
GS02F0052N	Monthly	07/26/2018 10:34:53	Mar 2017	\$0.00

Reporting

- Form Entry
- File Upload
- Closeout Sales Data
- Closeout Sales Data by File Upload
- Adjust Data
- Adjust Data by File Upload
- Upload Supporting Documents
- View Supporting Documents
- Download Template

Payment

Program Management

Search



Adjusting Sales Data – Form Entry Method

GSA FAS Sales Reporting May 01, 2019 20:52 EDT Search FAQs Help Yves Landry Tiari Ngaffi Logout

Home > Adjust Sales Data

Adjust Sales Data

You may adjust previously reported sales data using the online data entry form. Select Contract Number and Reporting Period to view the previously reported data. Make changes directly in the form to adjust the data. Include justification and click 'Submit'. * Means Required field

BRIDGESTONE DUNS 123456789 Contract Vehicle Schedule 070

Contract Number *	Reporting Period *	Reporting Frequency	Reporting Date	Reporting Status
G500Q140ADUSOM	06/30/2015	Quarterly	04/30/2019	Submitted

TOTAL SALES \$37,000.00 **TOTAL FEE DUE \$341.25**

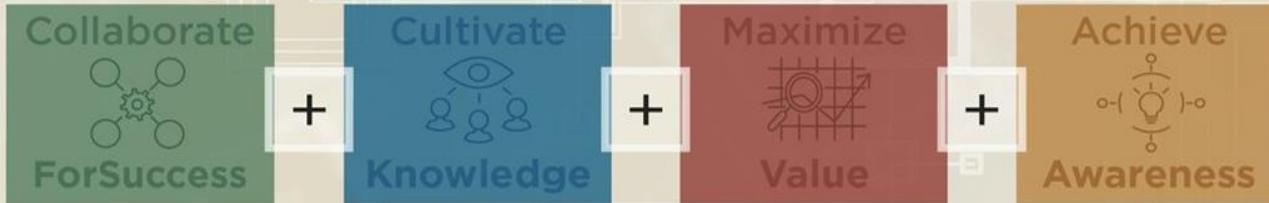
Line No	Special Item Number (SIN)*	Previous Sales Amount	Adjusted Total Sales (US\$) *
1	132 51	\$10,000.00	<input type="text" value="\$5,000.00"/>
2	132 8	\$25,000.00	<input type="text" value="\$10,000.00"/>
3	132 85TLOC	\$1,000.00	<input type="text" value="\$1,000.00"/>
4	132 515TLOC	\$500.00	<input type="text" value="\$1,000.00"/>
5	75 200	\$3,000.00	<input type="text" value="\$10,000.00"/>
6	75 200C	\$6,000.00	<input type="text" value="\$10,000.00"/>

How was the sales reporting error discovered? *

What is the reason for the sales adjustment(s) and how did the error occur? *

What action is your firm taking to prevent the reporting error from recurring? *

Save Submit



How to Make Payments

GSA FAS Sales Reporting Sep 21, 2018 15:26 EDT Search FAQs Help Kavitha Thulasiraman Logout

- Home
- Reporting
- Payment**
- Program Management
- Search
- Help

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

Current Payment Due Date

10/30/2018

Current Due Date for Monthly Reporting

10/30/2018

Current Due Date for Quarterly Reporting

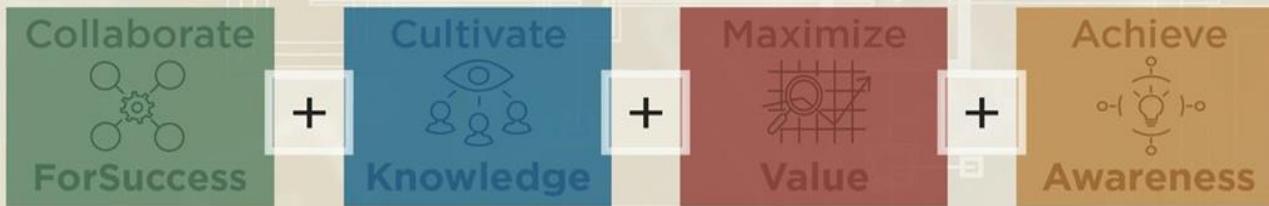
10/30/2018

Filter

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
GS02F0052N	Monthly	09/21/2018 12:17:04	Mar 2017	(\$149.25)
GS00F0017X	Monthly	09/20/2018 13:14:29	Feb 2017	\$0.00
GS23F057BA	Quarterly	09/18/2018 14:44:07	Jun 2017	\$192.50
GS07F0057M	Monthly	09/14/2018 14:29:19	Aug 2017	\$13,983.37
BMO7F0195Z	Monthly	08/22/2018 14:29:22	Aug 2017	\$236.94
GS21F0145W	Monthly	08/22/2018 08:15:26	Mar 2017	\$7,869.93
47QSHA10D0001	Quarterly	07/31/2018 11:20:52	Mar 2018	\$0.75
GS02F0014U	Monthly	07/31/2018 11:00:16	Jun 2017	(\$1.50)
GS07F0195Z	Monthly	07/31/2018 10:32:32	Mar 2017	(\$12.00)
GS03F0054P	Monthly	07/26/2018 10:25:55	May 2018	\$3.54

Showing 1 to 10 out of 31 entries

1 2 3 4 10



How to Make Payments, continued

FAS
GSA Sales Reporting May 03, 2019 12:39 EDT Search FAQs Help Yves Landry Tiani Ngaffi Logout

[Home](#) > [Make Payment](#)

Make Payment

This page displays all past reported sales and resulting IFF/CAF payments. The Payable Balance includes the total current and past due IFF/CAF fees under your contract. The Past Due Balance includes only the past due IFF/CAF fees under your contract. Please click on the PAY NOW button to process to the next page where you can review and submit the payment. If you have credit available, it will be automatically applied to the next applicable reporting period. Note: The minimum payment must include ALL PAST DUE IFF/CAF fees. * Means Required field.

Contract Number * Payable balance Past due balance

- GS00F0040P
- GS00F0066Z
- GS00F01STZ
- GS00FQSA426
- GS00Q14OADUSOM
- GS00Q14OOST
- GS01F02STZ
- GS02F0040S

Collaborate
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Cultivate
Knowledge

Maximize
Value

Achieve
Awareness

How to Make Payments, continued 1

GSA FAS Sales Reporting May 03, 2019 12:41 EDT Search FAQs Help Yves Landry Tiani Ngaffi Logout

Home > Make Payment

Make Payment

This page displays all past reported sales and resulting IFF/CAF payments. The Payable Balance includes the total current and past due IFF/CAF fees under your contract. The Past Due Balance includes only the past due IFF/CAF fees under your contract. Please click on the PAY NOW button to process to the next page where you can review and submit the payment. If you have credit available, it will be automatically applied to the next applicable reporting period. Note: The minimum payment must include ALL PAST DUE IFF/CAF fees. * Means Required field.

BRIDGESTONE DUNS 123456789 Contract Vehicle Schedule 070 Reporting Frequency QUARTERLY

Contract Number *
GS00Q14OOST x ▼

Payable balance \$825.01 Past due balance \$825.01

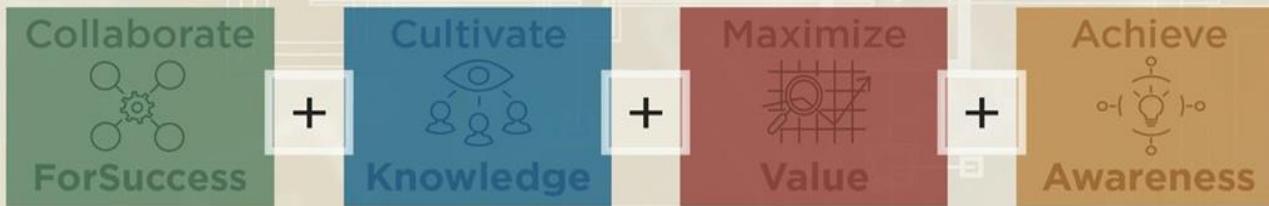
[Click Pay Now](#)
[Pay Now](#)

Q Filter

Quarter Ending	Reporting Period	Total Sales Reported	Total Fee	Amount Paid	Credit/Debit	Balance Due	Payment Status	Due Date
12/31/2015	--	\$110,001.31	\$825.01	\$0.00	\$0.00	\$825.01	Past Due	01/30/2016

Showing 1 to 1 out of 1 entries

Navigation: 1 25



How to Make Payments, continued 2



FAS Sales Reporting

Please select a payment method:

- I want to pay with a withdrawal from a checking or savings account (ACH) 
- I want to pay with my Amazon account 
- I want to pay with my PayPal account 
- I want to pay with a debit or credit card 

The Pay.gov page will appear where you can make your payment.

[Cancel](#)

[Continue](#)



How to Make Payments, continued 3

FAS Sales Reporting May 03, 2019 12:49 EDT Search FAQs Help Yves Landry Tiani Ngaffi Logout

Home > View Payment

View Payment

You may review all past reported sales and IFF/CAF payments.

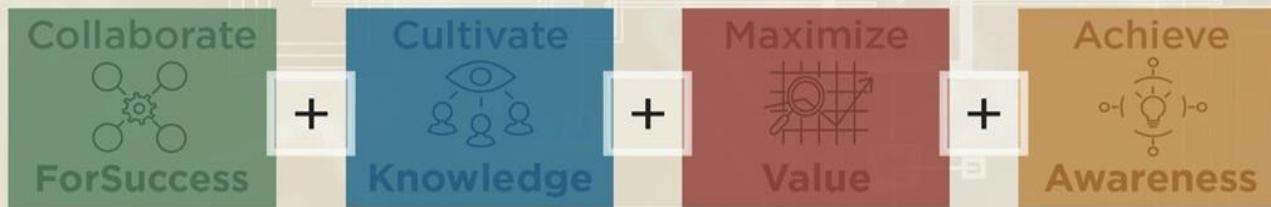
BRIDGESTONE DUNS **123456789** Contract Vehicle **Schedule 070**

Contract Number * Reporting Frequency

Filter

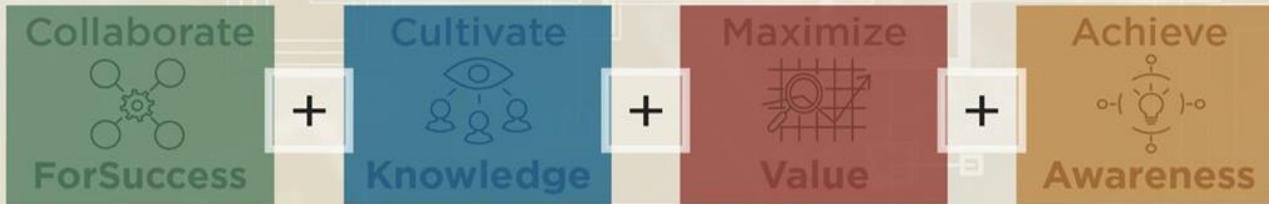
Quarter Ending	Reporting Period	Total Sales Reported	Total Fee	Amount Paid	Credit/Debit €	Balance Due	Payment Status	Due Date
12/31/2015	--	\$110,001.31	\$825.01	\$825.01	\$0.00	\$0.00	Pending	01/30/2016

Showing 1 to 1 out of 1 entries « 1 » 25 ▾



Using the Search Feature

- The Search feature can help you quickly find information about prior reported sales and payments, using a variety of search filters.
- The following slides walk you through the process of conducting a search



Using the Search Feature, continued

GSA FAS Sales Reporting ← Sep 21, 2018 16:44 EDT Q Search FAQs Help Kavitha Thulasiraman Logout

- Home
- Reporting
- Payment
- Program Management
- Search**
- Help

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

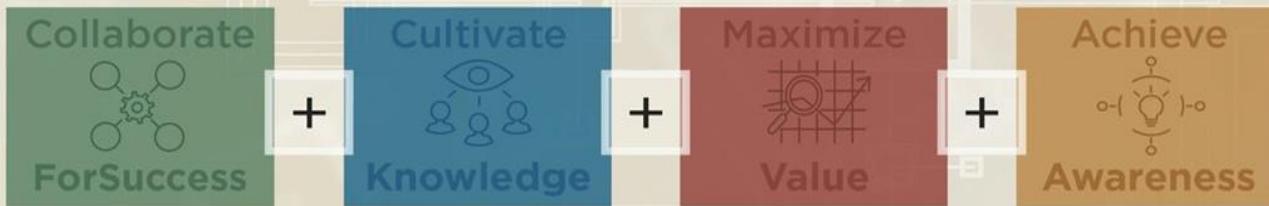
Current Payment Due Date 10/30/2018	Current Due Date for Monthly Reporting 10/30/2018	Current Due Date for Quarterly Reporting 10/30/2018
--	--	--

Filter

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
GS02F0052N	Monthly	09/21/2018 12:17:04	Mar 2017	(\$149.25)
GS00F0017X	Monthly	09/20/2018 13:14:29	Feb 2017	\$0.00
GS23F057BA	Quarterly	09/18/2018 14:44:07	Jun 2017	\$44.00
GS07F0057M	Monthly	09/14/2018 14:29:19	Aug 2017	\$13,983.37
BMO7F0195Z	Monthly	08/22/2018 14:29:22	Aug 2017	\$236.94
GS21F0145W	Monthly	08/22/2018 08:15:26	Mar 2017	\$7,869.93
47QSHA10D0001	Quarterly	07/31/2018 11:20:52	Mar 2018	\$0.75
GS02F0014U	Monthly	07/31/2018 11:00:16	Jun 2017	(\$1.50)
GS07F0195Z	Monthly	07/31/2018 10:32:32	Mar 2017	(\$12.00)
GS03F0054P	Monthly	07/26/2018 10:25:55	May 2018	\$3.54

Showing 1 to 10 out of 31 entries

« 1 2 3 4 » 10



Using the Search Feature, continued 1

Home > Search

Search

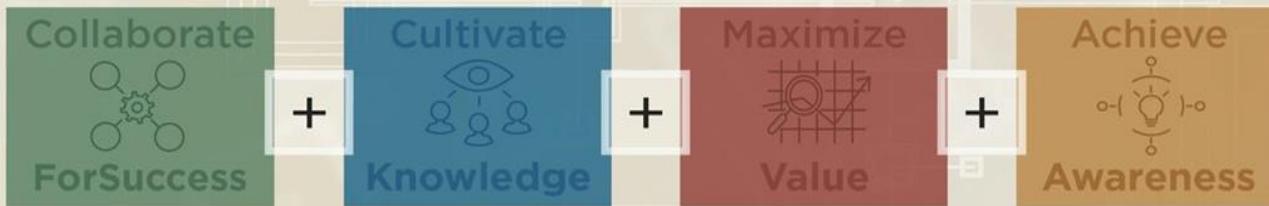
You may search for reported data or payments by entering one or more criteria shown below.

<i>Contract Number</i>	<i>Reporting Status</i> ▼
<i>Task Order</i>	<i>Payment Status</i> ▼
<i>Contract Vehicle</i> ▼	<i>Reported Date From</i> <i>Reported Date To</i>
<i>Reporting Period Ending</i>	

Reset

Show History

Search



Using the Search Feature, continued 2

Viewing the Search Results

Once you select criteria and click Submit, the system will display the search results.

The search results page includes a tabular list of contracts, their reporting statuses and payment statuses based on the search criteria.

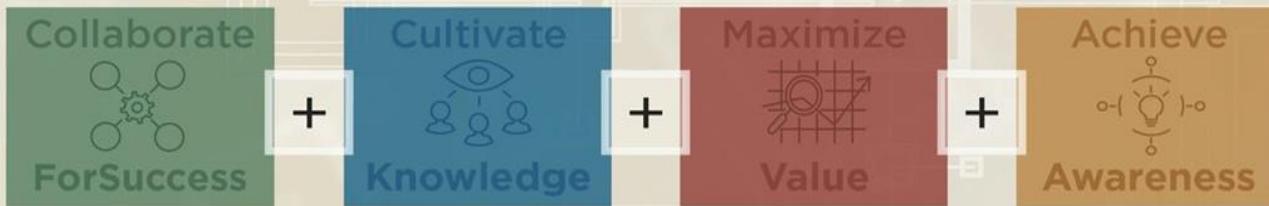
Reset Show History Search

Filter Export CSV

Select	Contract Vehicle	Contract Number	Task Order Number	Reporting Frequency	Reporting Period Ending	Date Reported	Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date
<input type="radio"/>	Schedule 073	GS07F0067J	--	QUARTERLY	03/31/2008	04/10/2008 00:00:00	SUBMITTED	\$133,261.00	\$999.46	Paid	04/30/2008
<input type="radio"/>	Schedule 073	GS07F0502M	--	QUARTERLY	03/31/2008	04/21/2008 00:00:00	SUBMITTED	\$133,021.00	\$997.66	Paid	04/30/2008
<input type="radio"/>	Schedule 075	GS02F0040S	--	QUARTERLY	06/30/2010	07/12/2010 00:00:00	SUBMITTED	\$132,965.00	\$997.24	Paid	07/30/2010
<input type="radio"/>	Schedule 05105	GS21F0093X	--	QUARTERLY	12/31/2013	01/17/2014 00:00:00	SUBMITTED	\$132,241.00	\$991.81	Paid	01/30/2014
<input type="radio"/>	Schedule 05801	GS03F0010V	--	QUARTERLY	09/30/2016	10/06/2016 00:00:00	SUBMITTED	\$132,135.00	\$991.01	Paid	10/30/2016
<input type="radio"/>	Schedule 070	GS35F0184N	--	QUARTERLY	03/31/2009	04/22/2009 00:00:00	SUBMITTED	\$130,833.00	\$981.25	Paid	04/30/2009
<input type="radio"/>	Schedule 070	GS35F0507K	--	QUARTERLY	12/31/2016	01/19/2017 00:00:00	SUBMITTED	\$130,796.00	\$980.97	Paid	01/30/2017
<input type="radio"/>	Schedule 599	GS33F0098X	--	QUARTERLY	06/30/2018	11/27/2018 15:48:01	SUBMITTED	\$1,200.00	\$98,959.00	Past Due	07/30/2018
<input type="radio"/>	Schedule 073	GS07F0511T	--	QUARTERLY	09/30/2014	10/30/2014 00:00:00	SUBMITTED	\$130,609.00	\$979.57	Paid	10/30/2014
<input type="radio"/>	Schedule 03FAC	GS21F0055U	--	QUARTERLY	06/30/2014	07/24/2014 12:00:00	SUBMITTED	\$130,064.00	\$975.48	Paid	07/31/2014



Click the radio button to select which file to view.



Questions and Answers

