

# Lunch and Learn: How to Use the Sales Reporting Portal



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## Agenda

- What constitutes a GSA sale/what specifically needs to be reported?
- What is the FAS Sales Reporting Portal?
- Accessing and Using the FAS Sales Reporting Portal
- Commercial Sales Practices (CSP) vs. Transactional Data Reporting (TDR)
- What is an IFF Payment?



## What is a GSA Sale?

- If there is no evidence of another contract vehicle in place, the order is considered a GSA sale.
- All [Eligible Entities](#) have the opportunity to purchase off GSA Schedules.

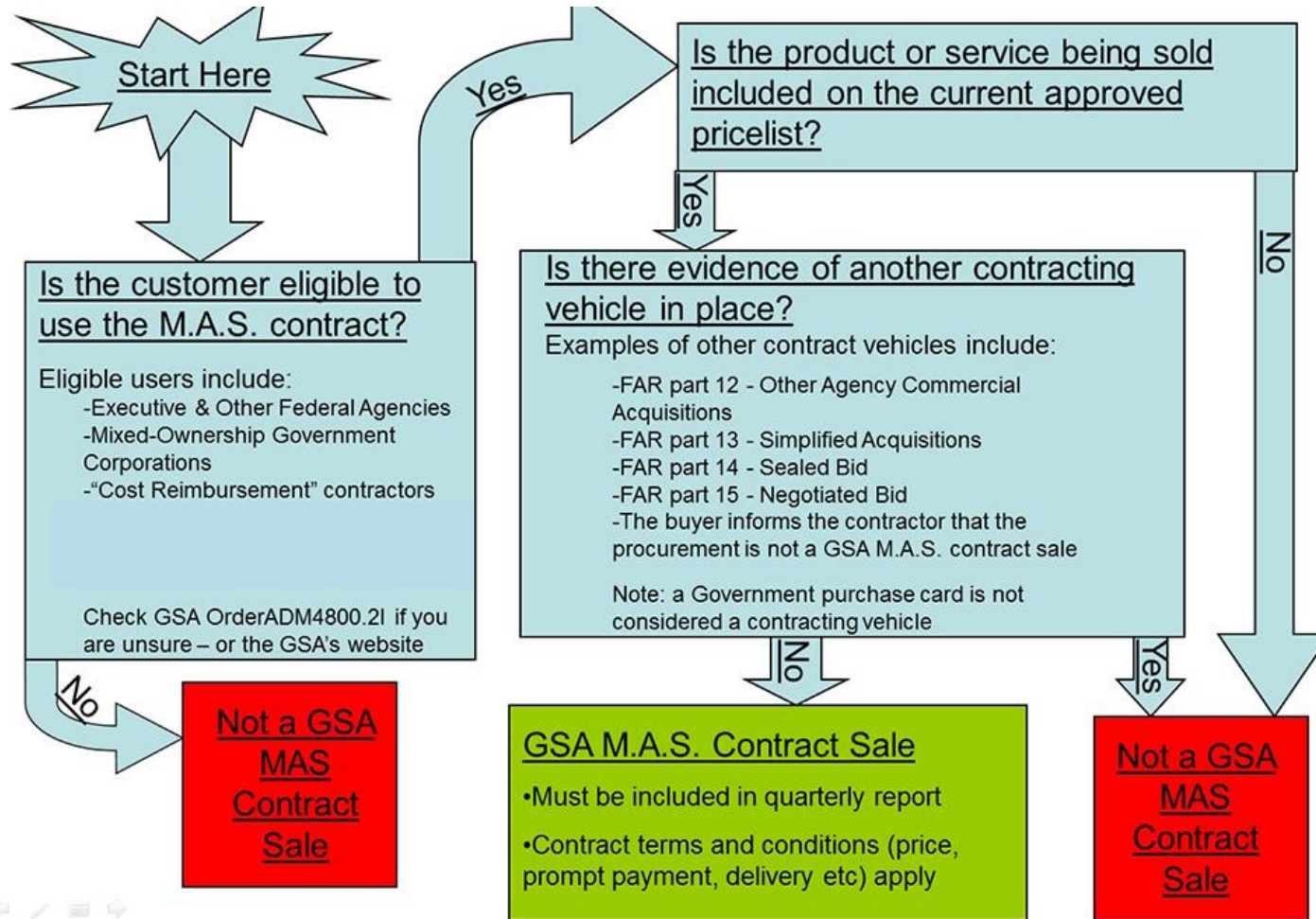
## What is **Not** a GSA Sale?

- Open Market Items (i.e. non contract items/services, ODC & Travel).
- Work as a subcontractor (even if the end user is a government agency) is almost never a sale under your contract.





# Is it a Sale Under the GSA Multiple Award Schedule Contract?



## What Other Items Are Reportable?

- **Contractor Team Arrangements (CTAs):** Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together to meet ordering activity needs.
- **Order Level Materials (OLMs):** are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA.



## Open Market Items

- Open Market Items are occasionally required to complete the full scope of an agency's need. As a contractor, you may be able to provide those items, even if they are not approved under your GSA Schedule contract.
- However, the following guidelines and limitations will still apply:
  - The ordering activity Contracting Officer has determined the prices for the open market items are “fair and reasonable.”
  - The items must be clearly labeled on the quote, order, and invoice as Open Market Items.



# Commercial Sales Practices vs. Transactional Data Reporting

## **Commercial Sales Practices (CSP)**

- Commercial Sales Practices are used to determine which of your customers or customer classes are offered the lowest price.
- Once you've disclosed your discounting practices, you'll determine your Most Favored Customer (MFC).
- In relation to sales reporting, contractors who disclose and use traditional Commercial Sales Practices (not TDR) are required to report sales on a quarterly basis and report by SIN.



# Commercial Sales Practices vs. Transactional Data Reporting

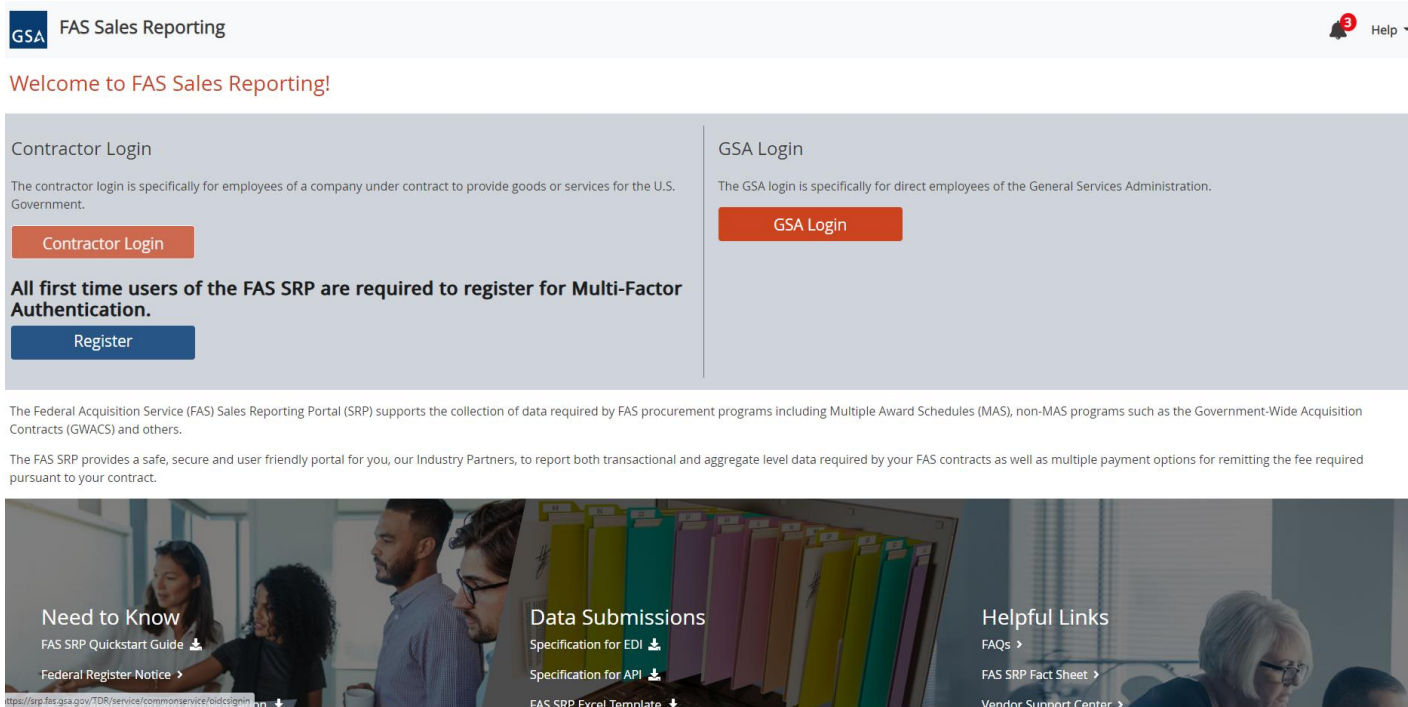
## Transactional Data Reporting (TDR)

- The only time a contractor does not need to report their sales quarterly is when they use [Transactional Data Reporting](#).
- Transactional Data Reporting is not subject to the Price Reduction Clause or Commercial Sales Practices disclosure.
- Unlike Commercial Sales Practices, TDR is reported monthly instead of quarterly, and is reported by transaction, not SIN.



# What is the FAS Sales Reporting Portal?

[The FAS Sales Reporting Portal \(SRP\)](#) provides a safe, secure, and user-friendly portal for contractors to report both transactional and aggregate level data, as well as multiple payment options for remitting the fee required in their GSA Schedule contract.



The screenshot shows the homepage of the FAS Sales Reporting Portal. At the top left is the GSA logo and the text "FAS Sales Reporting". At the top right is a "Help" button with a notification icon. Below the header is a welcome message: "Welcome to FAS Sales Reporting!". The main content area is divided into two columns. The left column is titled "Contractor Login" and contains a description of the contractor login, a "Contractor Login" button, and a "Register" button with the text "All first time users of the FAS SRP are required to register for Multi-Factor Authentication." The right column is titled "GSA Login" and contains a description of the GSA login and a "GSA Login" button. Below the main content area is a paragraph of text explaining the portal's purpose. At the bottom, there is a banner with three sections: "Need to Know" with links to "FAS SRP Quickstart Guide" and "Federal Register Notice"; "Data Submissions" with links to "Specification for EDI", "Specification for API", and "FAS SRP Excel Template"; and "Helpful Links" with links to "FAQs", "FAS SRP Fact Sheet", and "Vendor Support Center".

**GSA** FAS Sales Reporting Help

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](#)

**All first time users of the FAS SRP are required to register for Multi-Factor Authentication.**

[Register](#)

**GSA Login**

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

[GSA Login](#)

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.

**Need to Know**

- [FAS SRP Quickstart Guide](#)
- [Federal Register Notice](#)

**Data Submissions**

- [Specification for EDI](#)
- [Specification for API](#)
- [FAS SRP Excel Template](#)

**Helpful Links**

- [FAQs](#)
- [FAS SRP Fact Sheet](#)
- [Vendor Support Center](#)

<https://srp.fas.gsa.gov/TDR/services/commonservice/oidc/signin>



# Accessing the Sales Portal

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

**All first time users of the FAS SRP are required to register for Multi-Factor Authentication.**

Register

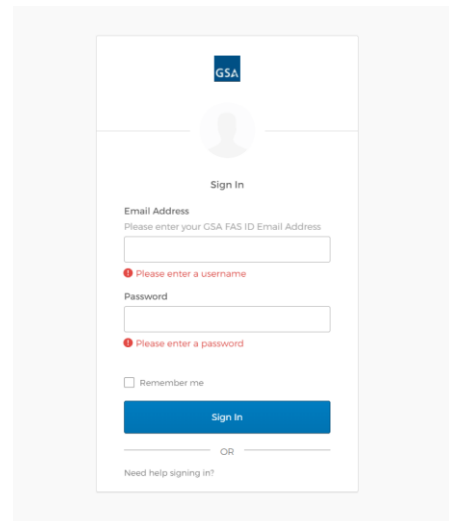
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GSA Login

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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.



The screenshot shows the GSA Sign In page. At the top is the GSA logo. Below it is a "Sign In" heading. The form contains two input fields: "Email Address" with the placeholder text "Please enter your GSA FAS ID Email Address" and "Password" with the placeholder text "Please enter a password". Both fields have red error messages: "Please enter a username" for the email field and "Please enter a password" for the password field. There is a "Remember me" checkbox and a blue "Sign In" button. Below the button is an "OR" separator and a link for "Need help signing in?".



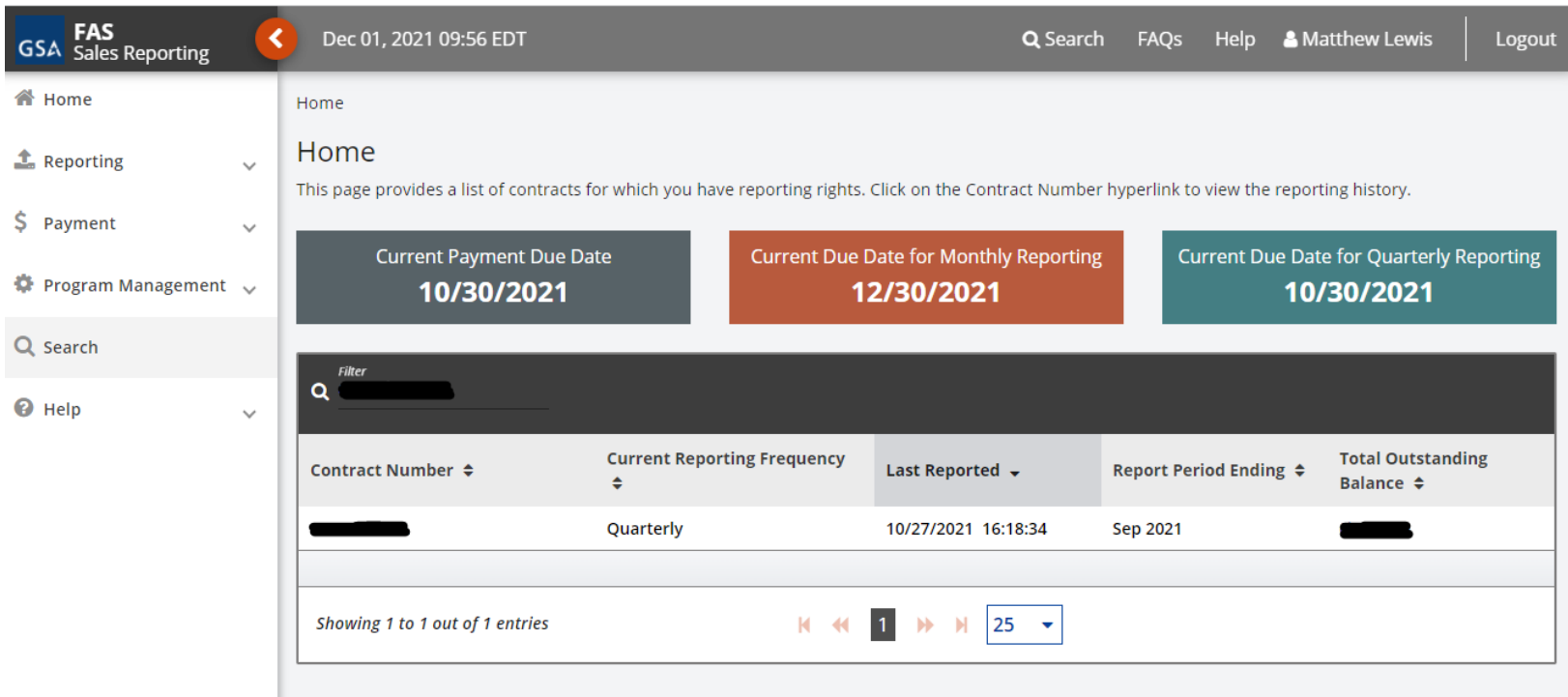
## Sales Reporting Requirements - The Basics

- Quarterly sales reports are due 30 days after each quarter ends, so reports will be due on January 30, April 30, July 30, and October 30. Similarly, monthly reporting is also due 30 days after the monthly period ends.
- Contractors are required to report sales for several reasons including:
  - Allows GSA to measure the success of contractors and certain SINs.
  - The IFF (Industrial Funding Fee) is determined from the sales that contractors report.



## Sales Reporting Requirements- The Basics

- Non-TDR contractors are not required to submit each individual GSA sale separately. Rather, contractors will report based upon which SIN the GSA sale falls under.



The screenshot shows the FAS Sales Reporting application interface. The top navigation bar includes the GSA logo, the text "FAS Sales Reporting", a back arrow, the date and time "Dec 01, 2021 09:56 EDT", search, FAQs, Help, the user name "Matthew Lewis", and a Logout button. A left sidebar contains navigation links for Home, Reporting, Payment, Program Management, Search, and Help. The main content area displays the "Home" page with a message: "This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history." Below this message are three summary cards: "Current Payment Due Date 10/30/2021", "Current Due Date for Monthly Reporting 12/30/2021", and "Current Due Date for Quarterly Reporting 10/30/2021". A table below these cards shows a list of contracts with columns for Contract Number, Current Reporting Frequency, Last Reported, Report Period Ending, and Total Outstanding Balance. The table contains one entry with a redacted contract number, a frequency of "Quarterly", a last reported date of "10/27/2021 16:18:34", a report period ending of "Sep 2021", and a redacted total outstanding balance. At the bottom of the table, it says "Showing 1 to 1 out of 1 entries" and includes pagination controls showing "1" of "25" entries.

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  
**10/30/2021**

Current Due Date for Monthly Reporting  
**12/30/2021**

Current Due Date for Quarterly Reporting  
**10/30/2021**

Filter

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
[REDACTED]	Quarterly	10/27/2021 16:18:34	Sep 2021	[REDACTED]

Showing 1 to 1 out of 1 entries

1 25

# Using the FAS SRP to Record Sales

GSA FAS Sales Reporting

Dec 01, 2021 09:44 EDT
Search
FAQs
Help
Matthew Lewis
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

**10/30/2021**

Current Due Date for Monthly Reporting

**12/30/2021**

Current Due Date for Quarterly Reporting

**10/30/2021**

Filter

Contract Number ↕	Current Reporting Frequency ↕	Last Reported ▾	Report Period Ending ↕	Total Outstanding Balance ↕
██████████	Quarterly	10/27/2021 16:18:34	Sep 2021	██████████

Showing 1 to 1 out of 1 entries

⏪
⏩
1
⏪
⏩
25 ▾

Reporting

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

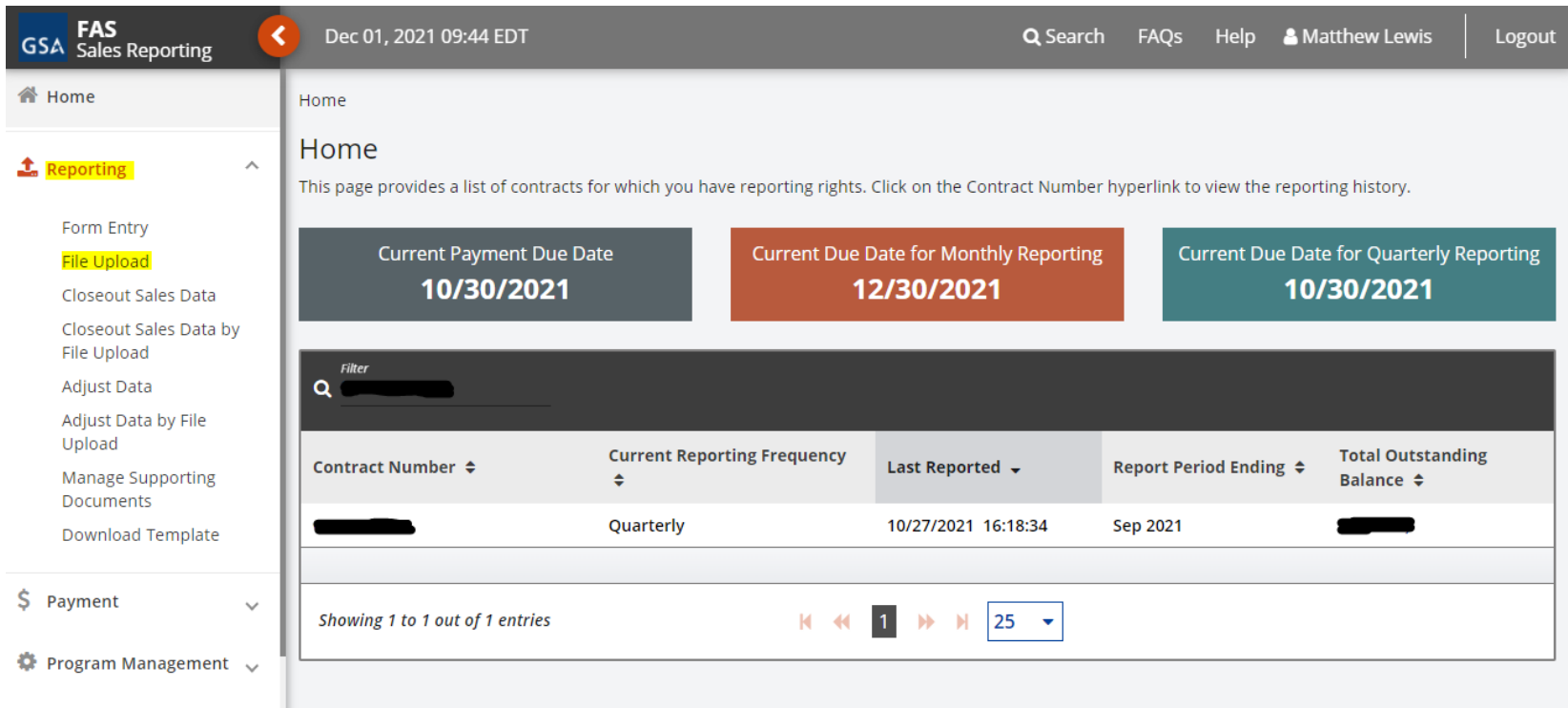
Payment

Program Management



# Using the FAS SRP to Record Sales

- If you would prefer not to enter your sales manually, you have the option to upload a file containing your sales reports.



The screenshot shows the GSA FAS Sales Reporting application interface. The top navigation bar includes the GSA logo, the text 'FAS Sales Reporting', a back arrow, the date and time 'Dec 01, 2021 09:44 EDT', and links for 'Search', 'FAQs', 'Help', 'Matthew Lewis', and 'Logout'. A left sidebar contains navigation options: 'Home', 'Reporting' (with a sub-menu including 'Form Entry', 'File Upload', 'Closeout Sales Data', 'Closeout Sales Data by File Upload', 'Adjust Data', 'Adjust Data by File Upload', 'Manage Supporting Documents', and 'Download Template'), 'Payment', and 'Program Management'. The main content area is titled 'Home' and contains three date boxes: 'Current Payment Due Date 10/30/2021', 'Current Due Date for Monthly Reporting 12/30/2021', and 'Current Due Date for Quarterly Reporting 10/30/2021'. Below these is a table with a search filter and one data entry.

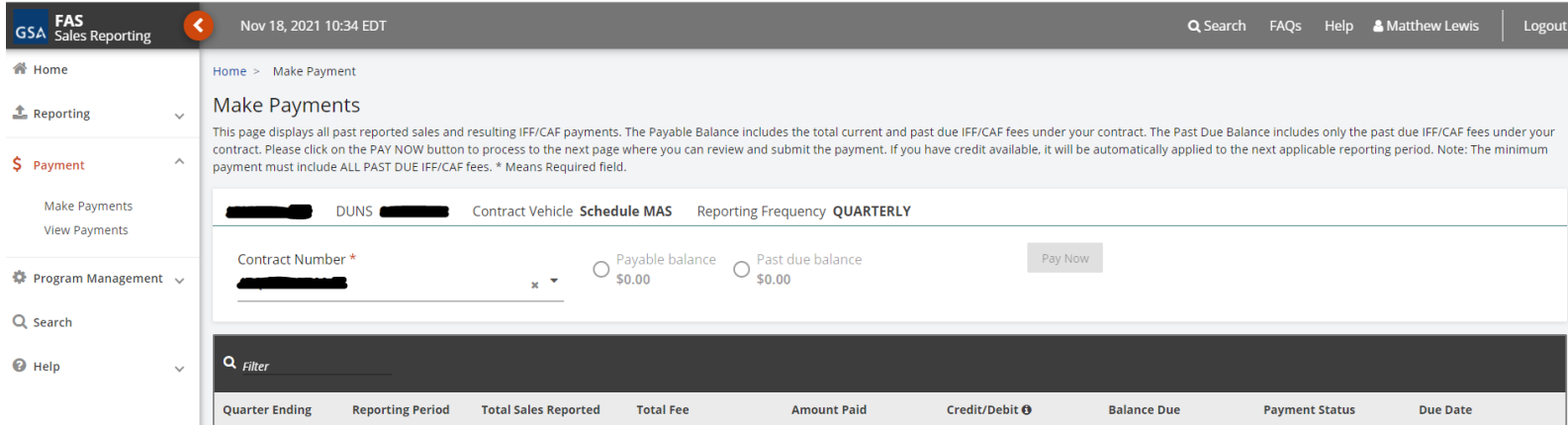
Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
[REDACTED]	Quarterly	10/27/2021 16:18:34	Sep 2021	[REDACTED]

Showing 1 to 1 out of 1 entries



# Industrial Funding Fee (IFF)

- The Industrial Funding Fee (IFF) is a fee paid by contractors to GSA to cover the cost of operating the MAS Program. The fee is 0.75% of sales (75 cents for every \$100).
- Like sales reporting, the IFF payment is paid by each contractor to GSA on a quarterly basis.



**GSA FAS Sales Reporting** | Nov 18, 2021 10:34 EDT | Search | FAQs | Help | Matthew Lewis | Logout

Home > Make Payment

### Make Payments

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.

██████████ DUNS ██████████ Contract Vehicle **Schedule MAS** Reporting Frequency **QUARTERLY**

Contract Number \* ██████████  Payable balance \$0.00  Past due balance \$0.00 Pay Now

Filter

Quarter Ending	Reporting Period	Total Sales Reported	Total Fee	Amount Paid	Credit/Debit	Balance Due	Payment Status	Due Date
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## Industrial Funding Fee (IFF) Payment Options

- IFF Payments are made through pay.gov, which is accessible through the FAS SRP portal.
- The 4 main ways to submit an IFF payment include:
  - Credit Card: Maximum of \$24,999
  - Debit Card (no limit)
  - PayPal: Max \$10,000
  - Automated Clearing House (no limit): this works better for larger companies



## Resources

- [What is a GSA sale](#)
- [Transactional Data Reporting](#)
- [Commercial Sales Practice vs Transactional Data Reporting](#)
- [Sales Reporting Portal](#)
- [Eligible Entities](#)



# Any Questions?

[Questions@Winvale.com](mailto:Questions@Winvale.com)



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