



U.S. General Services  
Administration

# Non-MAS Sales Reporting Portal (SRP) *Reporting & Payment*

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# System Support

- Email us at: [reportinginquiries@gsa.gov](mailto:reportinginquiries@gsa.gov) or [OASISPlusSRP@gsa.gov](mailto:OASISPlusSRP@gsa.gov)
- For technical assistance, email: [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov)
- Find more resources on the program website
- Consult the SRP User Manual, linked here: [SRP User Manual](#)
- From the SRP FAS portal page, select Help then GSA Online Help

GSA FAS Sales Reporting

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 Government Login**

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

**GSA Login**

Help

- GSA Tutorial
- GSA Online Help
- VA Online Help

GSA FAS Sales Reporting

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**Contact Us**

All **contractors** may contact the Vendor Support Center for technical support, issues, or questions related to FAS SRP:

Monday - Friday 8:30 a.m. - 5:30 p.m. Eastern Time  
(877) 495-4849 [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov)

All **acquisition workforce members** must contact one of the following groups for technical support or questions:

**GSA** [FASSRP@gsa.gov](mailto:FASSRP@gsa.gov)  
**VA** [FSSsales@va.gov](mailto:FSSsales@va.gov)

All users may contact [FASSRP@gsa.gov](mailto:FASSRP@gsa.gov) with any questions related to the TDR program.

# OASIS+ MAC Deliverable & Reporting Requirements (F.4.1.)

SECTION	G.3.2.1.	G.3.2.1	G.3.2.1	G.3.2.2	G.3.2.6	G.4
REFERENCE	Transactional Data	Transactional Data	Transactional Data	Reporting of OASIS+ IDIQ CLIN	CAF Remittance	Task Order Closeout Verification/ Validation
DESCRIPTION	Monthly Sales reporting required IAW GSAM/R 552.216-75.	Task Order Award Data.	Task Order Modification Data.	Report IDIQ CLIN for each awarded Task Order.	CAF remitted for all invoice payments received during the previous quarter.	Within six months after Task Order Period of Performance end date; errors corrected within 30 calendar days.
FREQUENCY	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month. Data corrections are due within ten calendar days of notification, or as directed by the OASIS+ program.	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.	Quarterly, within 30 calendar days after the end of each calendar quarter.	Within six months after Task Order Period of Performance end date; errors corrected within 30 calendar days.
LOCATION	Electronically via the Government designated system, Sales Reporting System (SRP)	Electronically via SRP	Electronically via SRP	Electronically via SRP	Electronic Funds Transfer (EFT) via SRP	Electronically via SRP

# GWAC Deliverable & Reporting Requirements

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## GWAC contracts

- **Polaris:** monthly invoices, quarterly CAF. Refer to section F.6 in the contract.
- **Alliant 3:** quarterly invoices, quarterly CAF. Refer to section F.7.3 in the contract.
- Contracts to be migrated soon
- VETS 2: monthly invoices, quarterly CAF. Refer to section F.6 in the contract.
- Alliant 2: quarterly invoices, quarterly CAF. Refer to section F.7.3 in the contract.
- STARS 3: monthly invoices, monthly CAF. Refer to section F.4 in the contract.
- Note: STARS 2 and Alliant do not have active orders to report on, but still have expired orders that need to be reviewed and validated.

CAF rate is 0.75%

# System Access

## User Registration

- FAS is moving all of its contract sales reporting into the Sales Reporting Portal (SRP).
- SRP functionality is similar to the GSA Contract Payment and Reporting Module (CPRM) of ASSIST.
- SRP is already used for Multiple Award Schedule (MAS) sales reporting
- SRP is used to:
  - Report new task orders
  - Report monthly invoices
  - Attach contract awards and modifications
  - Remit Contract Access Fees (CAF)

The screenshot shows the 'FAS Sales Reporting' header with the GSA logo. Below the header, it says 'Welcome to FAS Sales Reporting!'. The main content area is titled 'Contractor Login' and includes a sub-header: 'The contractor login is specifically for employees of a company under contract to provide goods or services for the U.S. Government.' There are two buttons: an orange 'Contractor Login' button and a blue 'Register' button. A bold notice states: 'All first time users of the FAS SRP are required to register for Multi-Factor Authentication.'

The screenshot shows the 'FAS SRP Registration' form. It has a dark header with the title. Below the header are four input fields: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Email \*'. The email field contains the placeholder '\*\*\*\*\*@example.com'. Below the email field is a question: 'Are you a VA User? \* Required.' with two radio buttons: 'Yes' and 'No'. At the bottom right is an orange 'Submit' button.

# System Access (cont.)

## User Registration

- If your email address was verified against the contract:
  - New users will receive the **Success** message and should proceed with the steps to activate their account
  - Existing users will receive a **failed** message and be prompted to try again

### FAS SRP Registration Pre-Verification

#### SUCCESS

Your account has successfully been initiated. You will receive an activation link with additional instructions to donn.marcus@gsa.gov. Please check your email and follow the instructions to activate your account. Make sure to check your spam folder if you do not see the email in your inbox.

#### FAILED

An account already exists for email donn.marcus@gsa.gov. Please try to [login here](#)

#### FAILED

We did not find any contracts containing the email address john.doe@example.com. Gaining access into the FAS SRP requires that your email address be listed in at least one of the following fields: Contract Admin, IFF POC, or Authorized Negotiator. Please contact your designated contract Authorized Negotiator or GSA Contracting Officer for further assistance.

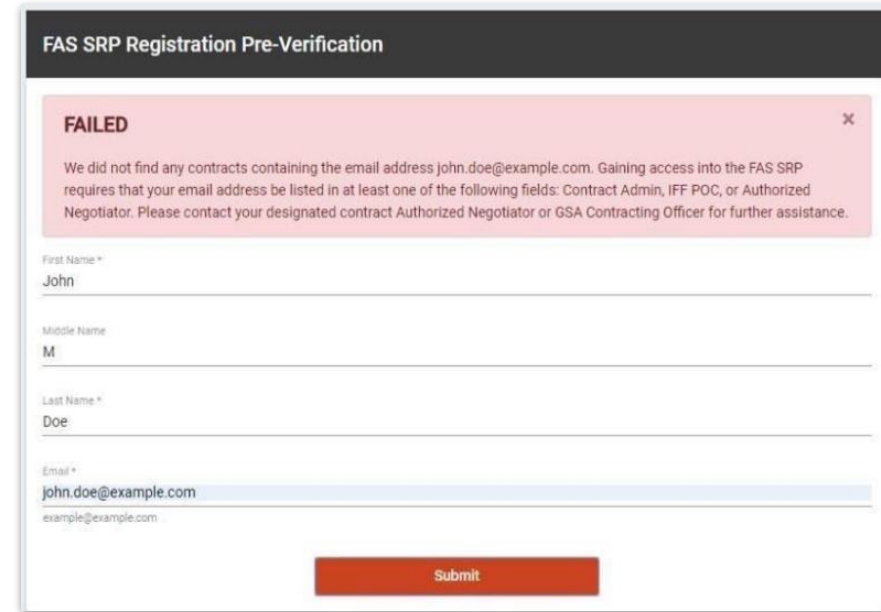
# System Access (cont.)

## Email not on the Contract

- If the email address provided during Registration does not match an existing GSA contract: An error message will display on the screen to inform the user that a match could not be made, along with instructions on how to rectify the issue.

### NOTE!

- POC changes:
  - Log into FedConnect (CALM users) or email your CO to request an additional authorized negotiator
  - CO will make the update
  - Allow up to five business days to see the change reflected in SRP

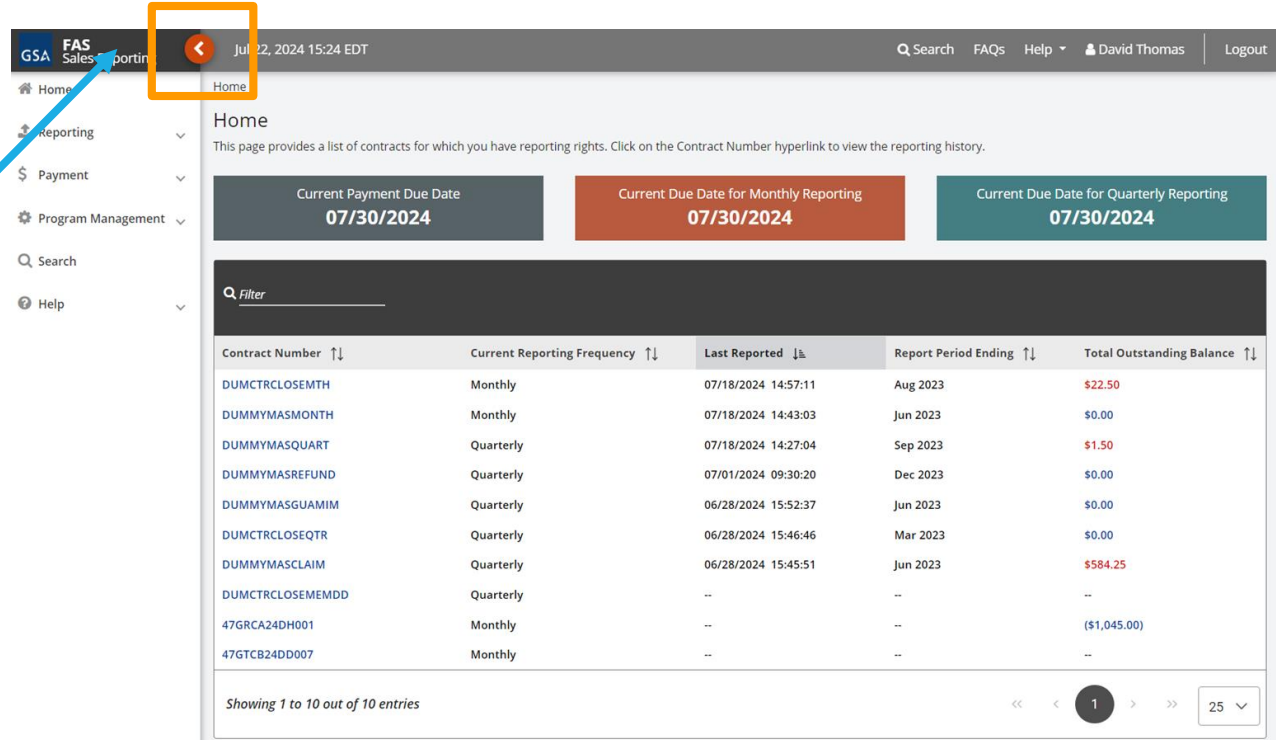


The screenshot shows a web interface titled "FAS SRP Registration Pre-Verification". At the top, there is a black header with the title in white. Below the header is a large pink error message box with the word "FAILED" in bold black text and a close button (X) in the top right corner. The error message text reads: "We did not find any contracts containing the email address john.doe@example.com. Gaining access into the FAS SRP requires that your email address be listed in at least one of the following fields: Contract Admin, IFF POC, or Authorized Negotiator. Please contact your designated contract Authorized Negotiator or GSA Contracting Officer for further assistance." Below the error message are four input fields: "First Name \*" with the value "John", "Middle Name" with the value "M", "Last Name \*" with the value "Doe", and "Email \*" with the value "john.doe@example.com". The email field is highlighted in light blue. At the bottom right of the form is a red "Submit" button.

# Contractor Home

## Collapsible Menu

- Select the **white arrow** to minimize or expand the menu options
- **Search** can be used to query the application for historical data related to contracts and task orders
- **Help** is a useful option to quickly reference the **GSA Online Help**




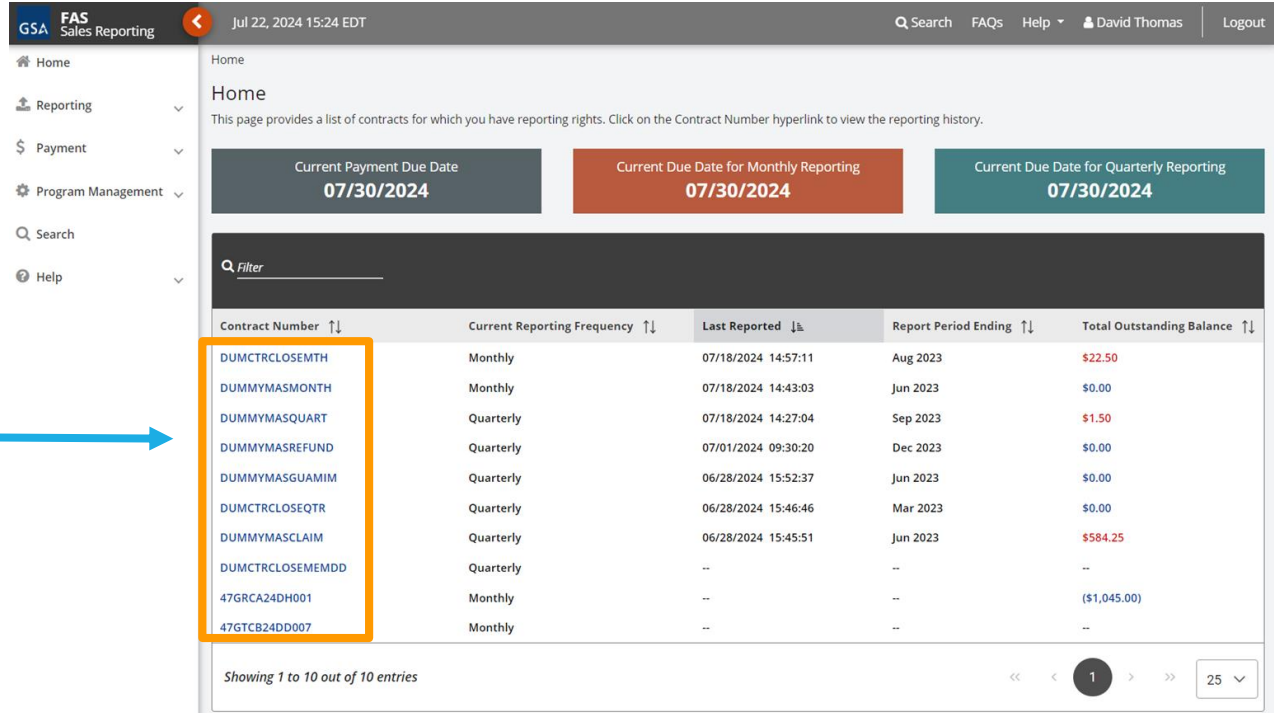
The screenshot shows the Contractor Home interface. The top navigation bar includes the GSA logo, 'FAS Sales Reporting', a back arrow, the date 'Jul 22, 2024 15:24 EDT', and search, FAQ, help, and user profile options. A blue arrow points to a white arrow in the left-hand menu, which is currently collapsed. An orange box highlights a back arrow in the top navigation bar. Below the navigation bar, the 'Home' section displays three due date cards: 'Current Payment Due Date 07/30/2024', 'Current Due Date for Monthly Reporting 07/30/2024', and 'Current Due Date for Quarterly Reporting 07/30/2024'. A table below 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 10 entries, with the first one highlighted. A pagination bar at the bottom shows 'Showing 1 to 10 out of 10 entries' and a page number '1'.

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
DUMCTRCLOSEMTH	Monthly	07/18/2024 14:57:11	Aug 2023	\$22.50
DUMMYMAMONTH	Monthly	07/18/2024 14:43:03	Jun 2023	\$0.00
DUMMYMASQUART	Quarterly	07/18/2024 14:27:04	Sep 2023	\$1.50
DUMMYMASREFUND	Quarterly	07/01/2024 09:30:20	Dec 2023	\$0.00
DUMMYMASGUAMIM	Quarterly	06/28/2024 15:52:37	Jun 2023	\$0.00
DUMCTRCLOSEQTR	Quarterly	06/28/2024 15:46:46	Mar 2023	\$0.00
DUMMYMASCLAIM	Quarterly	06/28/2024 15:45:51	Jun 2023	\$584.25
DUMCTRCLOSEMEMDD	Quarterly	--	--	--
47GRC24DH001	Monthly	--	--	(\$1,045.00)
47GTCB24DD007	Monthly	--	--	--

# Contractor Home

## Account Contracts

- This list will populate with all contracts that the user is listed on as a valid POC across all GSA contract vehicles supported by SRP (MAS, GWAC, MAC)
- It's possible that a user could have monthly or quarterly contracts 



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: 07/30/2024

Current Due Date for Monthly Reporting: 07/30/2024

Current Due Date for Quarterly Reporting: 07/30/2024

Filter

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
DUMCTRCLOSEMTH	Monthly	07/18/2024 14:57:11	Aug 2023	\$22.50
DUMMYMAMONTH	Monthly	07/18/2024 14:43:03	Jun 2023	\$0.00
DUMMYMASQUART	Quarterly	07/18/2024 14:27:04	Sep 2023	\$1.50
DUMMYMASREFUND	Quarterly	07/01/2024 09:30:20	Dec 2023	\$0.00
DUMMYMASGUAMIM	Quarterly	06/28/2024 15:52:37	Jun 2023	\$0.00
DUMCTRCLOSEQTR	Quarterly	06/28/2024 15:46:46	Mar 2023	\$0.00
DUMMYMASCLAIM	Quarterly	06/28/2024 15:45:51	Jun 2023	\$584.25
DUMCTRCLOSEMEMDD	Quarterly	--	--	--
47GRCA24DH001	Monthly	--	--	(\$1,045.00)
47GTCB24DD007	Monthly	--	--	--

Showing 1 to 10 out of 10 entries

1 25

# Contractor Home

## Payment & Reporting Due Dates

- Current Payment Due Date

- Reflects the current due date for IFF/CAF payments.
- Payments are due Quarterly
- In this screenshot, since the current date is July 22, 2024, contractors have until July 30, 2024 to submit their payments for the Apr-May-Jun quarter.

- Current Due Date for Monthly Reporting

- Reflects the current sales reporting due date for TDR or monthly contracts.
- Data submissions are due within 30 days after the end of the month.
- Since the current date is July 22, 2024, contractors have until July 30, 2024 to submit the June Reporting Period.

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  
**07/30/2024**

Current Due Date for Monthly Reporting  
**07/30/2024**

Current Due Date for Quarterly Reporting  
**07/30/2024**

Filter

Contract Number ↑↓	Current Reporting Frequency ↑↓	Last Reported ↓↑	Report Period Ending ↑↓	Total Outstanding Balance ↑↓
DUMCTRCLOSEMTH	Monthly	07/18/2024 14:57:11	Aug 2023	\$22.50
DUMMYMASMONTH	Monthly	07/18/2024 14:43:03	Jun 2023	\$0.00
DUMMYMASQUART	Quarterly	07/18/2024 14:27:04	Sep 2023	\$1.50
DUMMYMASREFUND	Quarterly	07/01/2024 09:30:20	Dec 2023	\$0.00
DUMMYMASGUAMIM	Quarterly	06/28/2024 15:52:37	Jun 2023	\$0.00
DUMCTRCLSEQTR	Quarterly	06/28/2024 15:46:46	Mar 2023	\$0.00
DUMMYMASCLAIM	Quarterly	06/28/2024 15:45:51	Jun 2023	\$584.25
DUMCTRCLSEMEMDD	Quarterly	--	--	--
47GRCA24DH001	Monthly	--	--	(\$1,045.00)
47GTCB24DD007	Monthly	--	--	--

Showing 1 to 10 out of 10 entries

1 25



**Task Order Management**  
**Task Orders Imported from Government**  
**Reported Sources**

# Task Orders FPDS-NG

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When considering **Task Orders** sourced from [FPDS-NG](#), the fields in the table marked with an 'x' in the **FPDS** column could arrive to **SRP** pre-populated, though, this depends on how the data was provided to **FPDS-NG**.

- **FPDS-NG Task Orders** will populate with some required (\*REQ\*) fields missing.

Contractors have the ability to provide any missing required fields and **Submit** the **Task Order** with the additional information:

- Domain CLIN, Domain, Predominant Contract Type, OCO Name, OCO Email, Location, Place of Performance Street Address 1 & 2 will **ALWAYS** have to be provided by the contractor in order to **Submit**
- **Work Type** is not required for OASIS+ **Task Orders** and will pre-populate with 'N/A'

**NOTE:** If there's a special reason the OCO is not reporting the task order in FPDS, please reach out to Kristi Irvin at [kristen.irvin@gsa.gov](mailto:kristen.irvin@gsa.gov) to discuss.

# Task Orders FPDS-NG

Field Name	FPDS	*REQ*	Field Name	FPDS	*REQ*
Contract Number*	x	x	OCO Name*		x
Company Name*	x	x	OCO Email*		x
Unique Entity Identifier (UEI)*	x	x	Ordering Agency*	x	x
Contract Vehicle*	x	x	Order Bureau*	x	x
Order Number/PIID*	x	x	Receiving Agency*	x	x
Order Description*	x	x	Receiving Bureau*	x	x
Domain CLIN*		x	Ordering Organization		
Domain*		x	Location*		x
Predominant Contract Type*		x	Is this Task Order closed out?		
Performance Based Contract?*	x	x	Closed Out Date		
Issued using GSA Assisted Service?			Place of Performance Street Address 1*		x
Client Support			Place of Performance Street Address 2*		x
Sourcing/Method of Award			Place of Performance Country*	x	x
Award Date*	x	x	Place of Performance State/Province*	x	x
Period of Performance Start Date*	x	x	Place of Performance City*	x	x
Period of Performance End Date*	x	x	Place of Performance Zip/Postal Code*	x	x
Estimated Ultimate Completion Date*	x	x	Contracting Office ID*	x	x
Initial Obligation/Funded Amount (in xxxx.xx format)*	x	x	Treasury Code	x	x
Total Obligated/Funded Amount (In xxxx.xx format)*	x	x	Main Account Code	x	x
Total Estimated Value (In xxxx.xx format)*	x	x	Work Type		

# Task Orders ASSIST

---

When considering **Task Orders** sourced from **ASSIST**, the fields in the table marked with an 'x' in the ASSIST column could arrive to **SRP** pre-populated, though, this depends on how the data was provided to **ASSIST**.

- **ASSIST Task Orders** will populate with some required (\*REQ\*) fields missing.

Contractors have the ability to provide any missing required fields and **Submit** the **Task Order** with the additional information:

- Domain CLIN, Domain, and Location will **ALWAYS** have to be provided by the contractor in order to **Submit**
- **Work Type** is not required for OASIS+ **Task Orders** and will pre-populate with 'N/A'

# Task Orders ASSIST

Field Name	ASSIST	*REQ*	Field Name	ASSIST	*REQ*
Contract Number*	x	x	OCO Name*	x	x
Company Name*	x	x	OCO Email*	x	x
Unique Entity Identifier (UEI)*	x	x	Ordering Agency*	x	x
Contract Vehicle*	x	x	Order Bureau*	x	x
Order Number/PIID*	x	x	Receiving Agency*	x	x
Order Description*	x	x	Receiving Bureau*	x	x
Domain CLIN*		x	Ordering Organization	x	
Domain*		x	Location*		x
Predominant Contract Type*	x	x	Is this Task Order closed out?		
Performance Based Contract?*	x	x	Closed Out Date		
Issued using GSA Assisted Service?*	x	x	Place of Performance Street Address 1*	x	x
Client Support*	x	x	Place of Performance Street Address 2*	x	x
Sourcing/Method of Award	x	x	Place of Performance Country*	x	x
Award Date*	x	x	Place of Performance State/Province*	x	x
Period of Performance Start Date*	x	x	Place of Performance City*	x	x
Period of Performance End Date*	x	x	Place of Performance Zip/Postal Code*	x	x
Estimated Ultimate Completion Date*	x	x	Contracting Office ID*	x	x
Initial Obligation/Funded Amount (in xxxx.xx format)*	x	x	Treasury Code		
Total Obligated/Funded Amount (In xxxx.xx format)*	x	x	Main Account Code		
Total Estimated Value (In xxxx.xx format)*	x	x	Work Type		

# Task Orders Adjusting Locked Fields

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When a new **Task Order** is loaded in SRP from **FPDS-NG** or **ASSIST**, there may be situations where the contractor believes the data to be inaccurate.

- The Contractor may select the **Request Changes to Locked Fields** checkbox at the top of the page to submit changes.
- When this option is selected, and new data is provided, the **Task Order Status** will change to *NON-MAS Review* and require the Program Office to validate the requested changes.
- If the review results in acceptance, the **Task Order** will update to *NON-MAS Accepted*.
- If the review results in rejection, the **Task Order** will update to *NON-MAS Rejected*. The Contractor will receive an email notification with comments from the Program Office and must submit the **Task Order** again.

# Task Orders Adjusting Locked Fields

Home > View Task Order

## View Task Order

View task order detail.

GSA DEMO SAM UEI **BBB1KM5VU5J3** Contract Vehicle **OASIS+** Pool **GSA OASIS+ HUBZone Small Business**

Request Changes to Locked Fields (*clicking this checkbox will allow edits to applicable prefilled form fields*)

Contract Number \*

47GRCA24DH001

Company Name \*

GSA DEMO

Unique Entity Identifier (UEI) \*

BBB1KM5VU5J3

Contract Vehicle \*

OASIS+

Order Number/PIID \* ⓘ

Demo0002FPDS

Order Description \* ⓘ

Description

# **Task Order Management**

## **Add New Task Order**

# Add New Task Order

---

To add a **New Task Order**:

1. Go to Main Menu > Program Management > **Add New Task Order**
  - Provide a **Contract Number**
2. Provide the **Domain** for this **Task Order** in the drop down
  - Only one **Domain** can be selected

The banner at the top will display your:

- **Company Name**
- **UEI**
- **DUNs**
- **Contract Vehicle**
- **Pools**
- **Domains** that the contract is configured to award **Task Orders**

# Add New Task Order

## Add New Task Order

This page will allow you to add a missing task order.

GSA DEMO   SAM UEI **BBB1KM5VU5J3**   DUNS **390967704**   Contract Vehicle **OASIS+**   Pools **GSA OASIS+ HUBZone Small Business**   Domain **ENV,FAC,INT,LOG,MA,RD**

Contract Number \* ⓘ

47GRCA24DH001



Domain \* ⓘ

Select a Domain

- Environmental (ENV)
- Facilities (FAC)
- Intelligence Services (INT)
- Logistics (LOG)
- Management and Advisory (MA)
- Research and Development (RD)

# Add New Task Order

---

After the **Contract Number** and **Domain** have been selected, the following fields will be pre-populated by SRP:

- **Contract Number**
- **Company Name**
- **Unique Entity Identifier (UEI)**
- **Contract Vehicle**

# Add New Task Order

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+** Pools **GSA OASIS+ HUBZone Small Business** Domain **ENV,FAC,INT,LOG,MA,RD**

Contract Number \* ⓘ

47GRCA24DH001



Domain \* ⓘ

Environmental (ENV)



Contract Number\*

47GRCA24DH001

Unique Entity Identifier (UEI)\*

BBB1KM5VU5J3

Order Number/PIID\* ⓘ

Domain CLIN\* ⓘ



Predominant Contract Type\* ⓘ



Issued using GSA Assisted Services? \* ⓘ

Yes  No

Company Name\*

GSA DEMO

Contract Vehicle\*

OASIS+

Order Description\* ⓘ

Performance Based Contract? \* ⓘ

Yes  No

Client Support Center ⓘ



# Add New Task Order

Reference your SF 1449  
(Contract/Order for Products and Service)  
to populate the required fields (\*)

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES					
NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NUMBER	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL: ▶			a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY	CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR:			
		<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED <input type="checkbox"/> <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SIZE STANDARD: <input type="checkbox"/> (SDVOSB) <input type="checkbox"/> (A)			
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)		13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> REQUEST FOR QUOTE (RFQ) <input type="checkbox"/> INVITATION FOR BID (IFB) <input type="checkbox"/> REQUEST FOR PROPOSAL (RFP)
15. DELIVER TO	CODE	16. ADMINISTERED BY			
17a. CONTRACTOR/OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY	
TELEPHONE NUMBER					
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT PRICE	23. UNIT PRICE
					24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Government Use Only)	
27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. APPENDIX				27b. CONTRACT INCORPORATES BY REFERENCE FAR 52.212-1, FAR 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. APPENDIX	
				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	

# Add New Task Order

<i>Sourcing/Method of Award</i> ⓘ	▼	<i>Award Date*</i> ⓘ	
<i>Period of Performance Start Date*</i> ⓘ		<i>Period of Performance End Date*</i> ⓘ	
<i>Estimated Ultimate Completion Date*</i> ⓘ		<i>Initial Obligation/Funded Amount (In xxxx.xx format)*</i> ⓘ	
<i>Total Obligated/Funded Amount (In xxxx.xx format)*</i>		<i>Total Estimated Value (In xxxx.xx format)*</i> ⓘ	
<i>OCO Name*</i> ⓘ	▼	<i>OCO Email*</i>	<i>Missing an OCO?</i> ⓘ <input type="checkbox"/>
<i>Ordering Agency*</i> ⓘ	▼	<i>Ordering Bureau*</i> ⓘ	▼
<i>Receiving Agency*</i> ⓘ	▼	<i>Receiving Bureau*</i> ⓘ	▼
<i>Ordering Organization</i> ⓘ		<i>Location*</i> ⓘ	▼

# Add New Task Order


---

After providing the required **Task Order** information:

1. Attach a copy of your **Task Order** document
2. Select the **+Browse** button to bring up the file explorer on your computer
3. Locate the file and upload it using your file explorer on your computer

# Add New Task Order

**+ Browse** Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB. Include a brief description (optional).

 Browse or Drop a file to upload. You may only upload one file at a time.

File Description (optional) (1000 Character Max):

**Attachments**

*No Records Found*

<< < > >>  ▾

# Add New Task Order

---

After selecting the **+Browse** button and locating your file, the selected file will populate in the box.

If you chose an incorrect file:

- You may select the **X** on the right side of the file to delete the uploaded file and start over
- Provide an optional **File Description** in the text box

When ready, select the **Upload** button beneath the **File Description** text box on the right side of the screen

# Add New Task Order

+ Browse

Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB. Include a brief description (optional).

TaskOrder1234ABCDEF - Contract 47GR  
CA24DH001.pdf 10.387 KB



File Description (optional) (1000 Character Max):

Copy of Task Order 1234ABCDEF

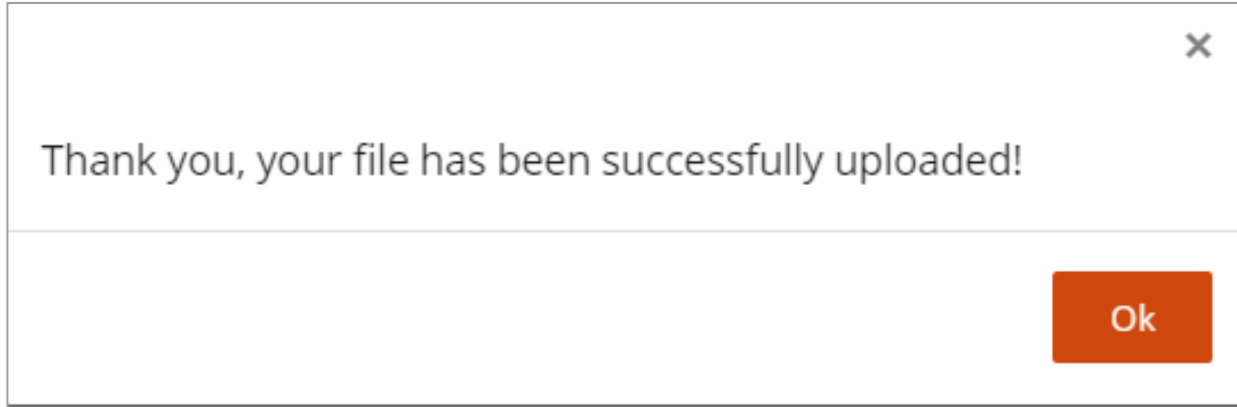
Cancel

Upload

# Add New Task Order

---

After a successful upload, you will receive the following **pop-up** notification. Select the **Ok** button to close the **pop-up**.




# Add New Task Order

After an attachment has been uploaded to the **Task Order**, the document will populate within the **Attachments** table.

- At any time, you can select the **Delete** icon on the right side of the record or row to remove the file.

## Attachments

Filter			
Date / Time Submitted ↓	File (click to download) ↑↓	File Description ↑↓	Delete ↑↓
2024-07-31T11:06:05.049-04:00	<a href="#">TaskOrder1234ABCDEF - Contract 47GRCA24DH001.pdf</a>	Copy of Task Order 1234ABCDEF	

Showing 1 to 1 out of 1 entries

<< < 1 > >> 25 ▾

# Add New Task Order

When all required fields and attachments have been provided, select the **Submit** button beneath the **Attachments** table to submit your **Task Order**.

Attachments

Filter

Date / Time Submitted	File (click to download)	File Description	Delete
2024-07-31T11:06:05.049-04:00	<a href="#">TaskOrder1234ABCDEF - Contract 47GCA24DH001.pdf</a>	Copy of Task Order 1234ABCDEF	

Showing 1 to 1 out of 1 entries

<< 1 >> 25

[Back](#) [Cancel](#) [Submit](#)

Task Order History

No Records Found

# **Task Order Management**

## **Add New Modification**

# Add New Modification

---

To add a **New Modification**:

1. Go to Main Menu > Program Management > **Add New Task Order**
  - Provide a **Contract Number**
2. Select **Contract Number** and **Task Order**

The banner at the top will display your:

- **Name**
- **UEI**
- **DUNs**
- **Pools**

# Add New Modification

---

The fields within the left column of the page will be automatically populated with the data from the base **Task Order**

The fields within the right column of the page are data fields that may be submitted for the **Modification**:

- Task Order Mod Number
- Mod Type
- Mod Description
- Place of Performance Start Date
- Place of Performance End Date
- Mod Award Date
- Mod Award Amount
- Total Estimated Value

# Add New Modification

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+** Pools **GSA OASIS+ HUBZone Small Business**

Contract Number \* ⓘ

47GRCA24DH001

Task Order \* ⓘ

12FCOTUS000P3

Contract Number\*

47GRCA24DH001

Task Order Mod Number\* ⓘ

Order Number\*

12FCOTUS000P3

Mod Type\* ⓘ

Initial Order Description\*

Initial Award

Mod Description\* ⓘ

Estimated Ultimate Completion Date\*

11/05/2027

Period of Performance Start Date\* ⓘ

Total Funded Amount\*

\$1,500,000.00

Period of Performance End Date\* ⓘ

Mod Award Date\* ⓘ

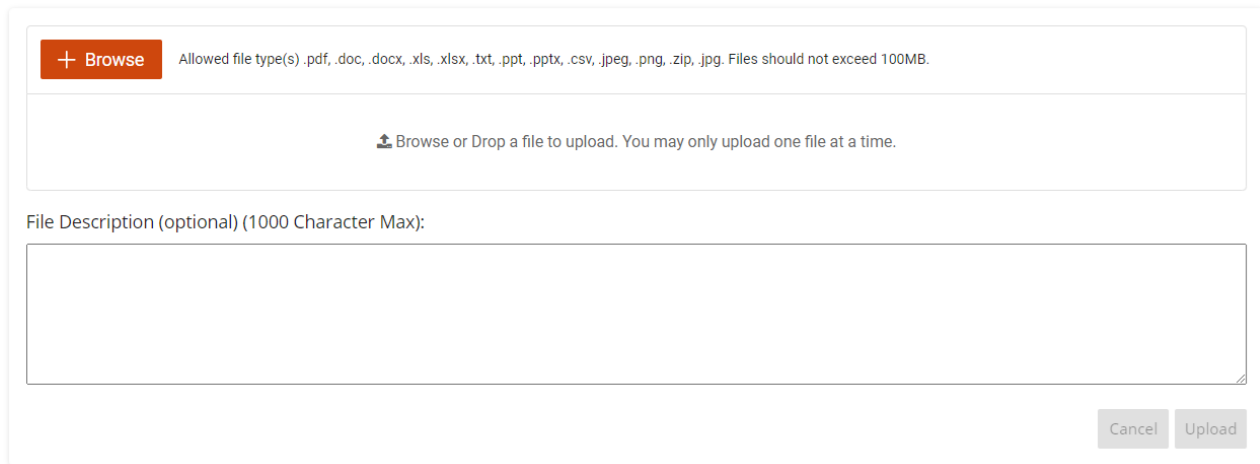
Mod Funded Amount (In xxxx.xx format)\* ⓘ

# Add New Modification

---

After providing the required **Modification** information:

1. Attach a copy of your **Task Order Modification** document
2. Select the **+Browse** button to bring up the file explorer on your computer
3. Locate the file and upload it using your file explorer on your computer



The screenshot shows a file upload interface. At the top left is a red button with a white plus sign and the text '+ Browse'. To its right, a line of text lists allowed file types: '.pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg'. Below this is a large white area with a central instruction: 'Browse or Drop a file to upload. You may only upload one file at a time.' Below that is a text input field with the label 'File Description (optional) (1000 Character Max):'. At the bottom right are two buttons: 'Cancel' and 'Upload'.

# Add New Modification

---

After selecting the **+Browse** button and locating your file, the selected file will populate in the box.

If you chose an incorrect file:

- You may select the **X** on the right side of the file to delete the uploaded file and start over
- Provide an optional **File Description** in the text box

When ready, select the **Upload** button beneath the **File Description** text box on the right side of the screen

# Add New Modification

+ Browse

Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB.

TaskOrder1234ABCDEF - Contract 47GRC  
A24DH001 - MOD P00001.pdf 10.399 KB

×

File Description (optional) (1000 Character Max):

Cancel


Upload

# Add New Modification

After an attachment has been uploaded to the **Modification**, the document will populate within the Attachments table.

- At any time, you can select the **Delete** icon on the right side of the record or row to remove the file.

## Attachments

Filter			
Date / Time Submitted ↓	File (click to download) ↑↓	File Description ↑↓	Delete ↑↓
2024-07-31T13:12:32.707-04:00	<a href="#">TaskOrder1234ABCDE - Contract 47GRCA24DH001 - MOD P00001.pdf</a>	Mod P00001	

Showing 1 to 1 out of 1 entries

<< < 1 > >> 25 ▾

# Add New Modification

When all required fields and attachments have been provided, select the **Submit** button beneath the **Attachments** table to submit the **Modification**.

## Attachments

Filter

Date / Time Submitted ↓	File (click to download) ↑↓	File Description ↑↓	Delete ↑↓
2024-07-31T13:12:32.707-04:00	<a href="#">TaskOrder1234ABCDEF - Contract 47GRCA24DH001 - MOD P00001.pdf</a>	Mod P00001	

Showing 1 to 1 out of 1 entries

<< < 1 >> 25 ▾

[Back](#) [Cancel](#)

[Submit](#)

Task Order Mod History



# **Task Order Management**

## **Review Task Orders/Mods**

# Review Task Order/Mods

---

To add a **New Modification**:

1. Go to Main Menu > Program Management > **Review Task Order/Mods**
2. Review all **Task Orders** and **Modifications** that are on **Contract**.

The headers are:

- **Status Date**: last action date
- **Contract Number**
- **Contractor Name**
- **Task Order/Modification Number**
- **Task Order Status**
  - New Task Order
  - Non MAS Review
  - Non MAS Accepted
  - Non MAS Rejected
  - Review Task Order
  - Accepted - to Review
- **Subcontracting Data Reported**
- **Action** - action button to View or Manage Task Orders depending on their Status

# Review Task Order/Mods

Home > Review Task Orders/Mods

## Review Task Orders/Mods

This page will allow you to review submitted task orders and mods.

[Add New Task Order](#)

Filter

Export CSV

Status Date ↑↓	Contract Number ↑↓	Contractor Name ↑↓	Task Order Number/Modification Number ↑↓	Task Order Status ↑↓	Subcontracting Data Reported? ↑↓	Action ↑↓
07/30/2024 12:03:51	47GTCB24DD007	GSA Demo	6610AF024DOD034/0	NON-MAS Rejected	N	<a href="#">Manage Task Order</a>
07/17/2024 10:37:39	47GRCA24DH001	GSA DEMO	funtesting2/0	DPA Review	N	<a href="#">View Task Order</a>
07/17/2024 10:33:23	47GRCA24DH001	GSA DEMO	Funtesting/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>
07/16/2024 14:03:50	47GRCA24DH001	GSA Demo	OasisDemoCheck/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>
07/16/2024 11:39:47	47GRCA24DH001	GSA Demo	TD541330E3HW/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>
07/16/2024 11:07:47	47GRCA24DH001	GSA Demo	12FCOTUS000P3/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>
05/16/2024 21:00:41	47GTCB24DD007	GSA Demo	11FCOTUS000P3/0	New Task Order	N	<a href="#">Manage Task Order</a>

Showing 1 to 7 out of 7 entries

# Review Task Order/Mods

---

**Task Orders** will have the following **Task Order Status** in SRP:

- **New Task Order:** when a new **Task Order** is received from **FPDS-NG** or **ASSIST**, this status will be displayed. If this is the initial record of the **Task Order** in **SRP**, it will require additional data from the **Contractor** to be accepted by SRP and have sales reported.
- **NON-MAS Review:** when a new **Task Order** is received from **FPDS-NG** or **ASSIST** and had changes submitted by the **Contractor** for any of the locked data fields (original fields received from **FPDS-NG** or **ASSIST**), it will display this status while the **Task Order** is being reviewed by the Program Office.
- **NON-MAS Accepted:** the Task Order contains all required data and has been approved for sales reporting in **SRP**. New **Task Orders** that do not have changes to locked data fields (original fields received from **FPDS-NG** or **ASSIST**) will automatically update to this status once Contractors provide the required fields and **Submit**.

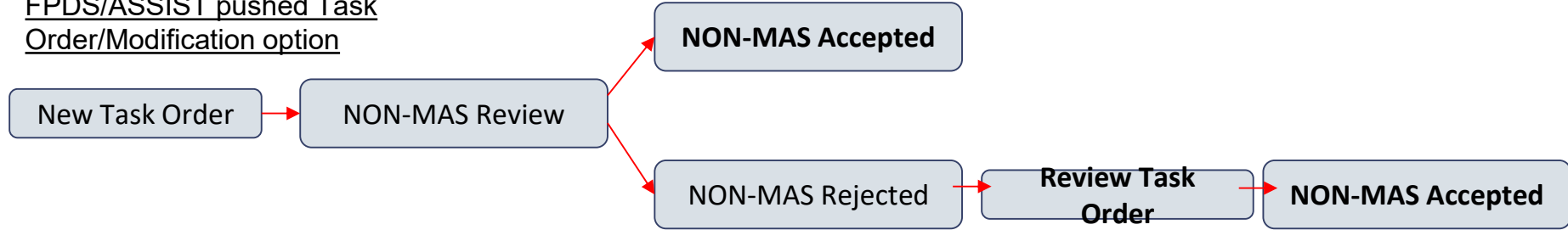
# Review Task Order/Mods

---

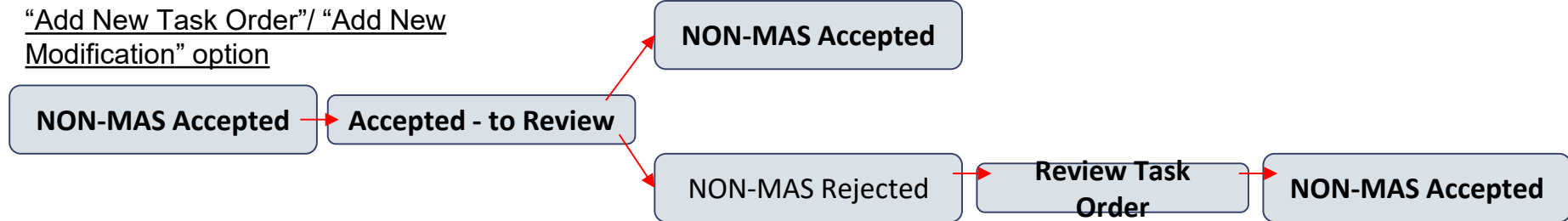
- **Review Task Order:** after performing a comparison between an existing **Task Order** record in SRP and the arrival of an identical **Task Order** record from **FPDS-NG** or **ASSIST**, the Program Office may choose to reject the new record and send the existing **Task Order** to the **Contractor** for review and submittal.
- **Accepted - to Review:** when an existing **Task Order** receives data push from **FPDS-NG** or **ASSIST** with data discrepancies that require review and resolution.

# Review Task Order/Mods

FPDS/ASSIST pushed Task Order/Modification option



"Add New Task Order"/ "Add New Modification" option



The background features a complex, layered geometric design. It consists of multiple overlapping planes and surfaces, some with a grid pattern and others with a circular or hexagonal pattern. The overall color palette is a range of light blues, creating a sense of depth and modernity.

# Reporting Sales Form Entry

# Reporting Sales - Form Entry

**There is no requirement to report sales if no task orders were awarded.**

## Form Entry

- Provides a fillable web form to submit Task Order sales.
- This option is available now.

The screenshot shows the 'FAS Sales Reporting' interface. The left sidebar has 'Form Entry' highlighted with an orange box. The main content area shows the 'Report Sales Data' form. The 'Contract Number' field is highlighted with an orange box, and its dropdown menu is open, showing a search filter and a list of contract numbers. A blue arrow points from the 'Form Entry' sidebar item to the 'Contract Number' field, and another blue arrow points from the 'Contract Number' field to the text on the right.

## Selecting a Contract Number

- The Contract Number drop-down list will only populate with Contracts for which the user is listed as a valid point of contact.
- Users must select a Contract to proceed
- Users that have many Contracts in the application have the ability to Filter within the drop-down list

# Reporting Sales - Form Entry

Home > Report Sales Data

## Report Sales Data

You may report new sales data using this online data entry form. Select the Contract Number and enter the data. Select 'Save Only' to save your progress and continue editing later, or select 'Submit' to submit your report when it is complete.

\* Means Required field

GSA DEMO	SAM UEI	<b>BBB1KM5VU5J3</b>	DUNS	<b>390967704</b>	Contract Vehicle	<b>OASIS+</b>
Contract Number *	Reporting Period	Reporting Frequency	Reporting Date	Contract Reporting Status		
47GRCA24DH001	10/31/2021	Monthly	07/23/2024	Not Reported		

CONTRACT TOTAL SALES: **\$0.00** SRP CAF: **\$0.00** CAF CLIN: **\$0.00**

Invoice Number* ⓘ	Paid Date* ⓘ	Task Order* <input type="text"/>	<input type="button" value="Add Invoice"/>
<p>Task Orders already submitted for this reporting period will not show up in this drop down list.</p> <p><a href="#">View Status of All Task Orders</a></p>			

COLLAPSE ALL

The Form Entry page will load with a banner containing summary level Contract information

# Reporting Sales - Form Entry

---

Summary level Contract information includes:

- Company Name
  - In this example, it is **GSA Demo**
- SAM UEI & DUNS
  - **SAM UEI** will always populate
  - **DUNS** may or may not populate for OASIS+ contracts
- Contract Vehicle
  - **OASIS+** will display for all OASIS+ contracts
- Reporting Period
  - Displayed as the **last day of the month**
  - In this example, the user is submitting data for **October 2021**
- Reporting Frequency
  - **Monthly** will display for all OASIS+ contracts
- Reporting Date
  - **Current Date** will display
- Contract Reporting Status
  - This will update as Task Orders are submitted for the Reporting Period

# Reporting Sales - Form Entry

Home > Report Sales Data

## Report Sales Data

You may report new sales data using this online data entry form. Select the Contract Number and enter the data. Select 'Save Only' to save your progress and continue editing later, or select 'Submit' to submit your report when it is complete.

\* Means Required field

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+**

Contract Number *	Reporting Period	Reporting Frequency	Reporting Date	Contract Reporting Status
47GRCA24DH001	10/31/2021	Monthly	07/23/2024	Not Reported

CONTRACT TOTAL SALES: **\$0.00** SRP CAF: **\$0.00** CAF CLIN: **\$0.00**

Invoice Number\* ⓘ Paid Date\* ⓘ Task Order\* ⓘ Add Invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

COLLAPSE ALL

Save Only Submit

After choosing a Contract:

Users must provide:

- Invoice Number
- Paid Date
- Choose an active Task Order
- Select the Add Invoice button.

# Reporting Sales - Form Entry

- Invoice Number
  - Enter the invoice number remitted or paid by your customer
  - For Zero Invoices, format the Invoice Number as:
    - Monthly reporting:
    - ZERO INVOICE + Reporting Month + Reporting Year
    - ZERO INVOICE JUN 2021
    - Quarterly reporting:
    - ZERO INVOICE + Reporting Quarter + Reporting Year
    - ZERO INVOICE Q2 2021
- Paid Date
  - Enter the date the invoice was remitted or paid by your customer
- Task Order
  - Choose a Task Order

**For reporting periods when you receive no payments from your customer, you must report a Zero Invoice**

# Reporting Sales - Form Entry

Home > Report Sales Data

## Report Sales Data

You may report new sales data using this online data entry form. Select the Contract Number and enter the data. Select 'Save Only' to save your progress and continue editing later, or select 'Submit' to submit your report when it is complete.

\* Means Required field

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+**

Contract Number *	Reporting Period	Reporting Frequency	Reporting Date	Contract Reporting Status
47GRCA24DH001	10/31/2021	Monthly	07/23/2024	Not Reported

CONTRACT TOTAL SALES: **\$0.00** SRP CAF: **\$0.00** CAF CLIN: **\$0.00**

Invoice Number\* ⓘ

Paid Date\* ⓘ

Task Order\* ⌵

Add Invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

COLLAPSE ALL

Save Only Submit

## View Status of All Task Orders

- Provides a method to view all system records for this Contract for this Reporting Period

When selected, the application will redirect the user to the Search page and perform an auto-search for the Contract Number and Reporting Period

# Reporting Sales - Form Entry

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number\* ⓘ 001 Paid Date\* ⓘ 10/13/2021 Task Order\* OasisDemoCheck Add Invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

COLLAPSE ALL Save Only Submit

INVOICE NUMBER: 001 PAID DATE: 10/13/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Delete Invoice

+ ADD NEW LINE

Line ID* ⓘ	SIN / CLIN* ⓘ	Skill Level* ⓘ	Description of Deliverable* ⓘ	Unit Measure* ⓘ	Quantity of Items Sold* ⓘ
<input type="text"/>	<input type="text" value="Choose SIN/Clin"/>	<input type="text" value="Choose Skill Level"/>	<input type="text"/>	<input type="text" value="Choose Unit Measure"/>	<input type="text"/>

Showing 1 to 1 out of 1 entry

Save Only Submit

## Delete Invoice button

If the Invoice Number, Paid Date, or Task Order Number are inaccurate, the Form Entry table for the Invoice Number can be deleted.

# Reporting Sales - Form Entry

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number\* ⓘ 001 Paid Date\* ⓘ 10/13/2021 Task Order\* OasisDemoCheck Add Invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

COLLAPSE ALL Save Only Submit

INVOICE NUMBER: 001 PAID DATE: 10/13/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00 Delete Invoice

+ ADD NEW LINE

Line ID* ⓘ	SIN / CLIN* ⓘ	Skill Level* ⓘ	Description of Deliverable* ⓘ	Unit Measure* ⓘ	Quantity of Items Sold* ⓘ
<input type="text"/>	<input type="text" value="Choose SIN/Clin"/>	<input type="text" value="Choose Skill Level"/>	<input type="text"/>	<input type="text" value="Choose Unit Measure"/>	<input type="text"/>

Showing 1 to 1 out of 1 entry

Save Only Submit

After providing an **Invoice Number**, **Paid Date**, **Task Order** and selecting **Add Invoice**, the Form Entry page will load the data entry table with banner level information for the Task Order.

# Reporting Sales - Form Entry

---

The banner level information for the **Task Order** will include:

- Invoice Number
  - In the example, it is 001
- Paid Date
  - In the example, it is 10/13/2021
- Task Order Number
  - In the example, it is OASISDEMOCHECK
- Total Sales per Order
  - Will populate once data is input
- SRP CAF
  - The amount of CAF expected by GSA, calculated by SRP (0.15%\*total invoice)
  - All Non-CAF CLINs calculate this value
- CAF CLIN
  - The amount of CAF paid by the customer (reported on the invoice)
  - CAF CLIN lines are used to calculate this value

**All invoices MUST include a (D00) CAF line**

# Reporting Sales - Form Entry

## Zero Sales

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number\* 11/04/2021 Task Orders OasisDemoCheck Add Invoice

ZERO INVOICE Q1 2021 11/04/2021 OasisDemoCheck

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

COLLAPSE ALL Save Only Submit

INVOICE NUMBER: ZERO INVOICE Q1 2021 PAID DATE: 11/04/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Delete Invoice

+ ADD NEW LINE

SIN / CLIN*	CLIN Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*	Total Price*
F00 - Zero Invoice		Zero Invoice	UN - Unit	0	\$0.00	\$0.00
D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$0.00	\$0.00

Showing 1 to 2 out of 2 entries

Save Only Submit

**Invoice Number:**  
ZERO INVOICE +  
Month/Quarter + Year

Provide two **CLIN** records:

- F00 - Zero Invoice
  - All data fields will auto-populate
- D00 - Contract Access Fee (CAF)
  - Provide Unit Price of \$0.00
  - All other data fields will auto-populate

# Reporting Sales - Form Entry

## Zero Sales

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number\* ① ZERO INVOICE Q1 2021  
Paid Date\* ① 11/04/2021  
Task Order\* OasisDemoCheck  
[Add Invoice](#)

Task Orders already submitted for this reporting period will not show up in this drop down list.  
[View Status of All Task Orders](#)

COLLAPSE ALL

INVOICE NUMBER: ZERO INVOICE Q1 2021 PAID DATE: 11/04/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00  
[Delete Invoice](#)

+ ADD NEW LINE

SIN / CLIN* ①	Skill Level* ①	Description of Deliverable* ①	Unit Measure* ①	Quantity of Items Sold* ①	Unit Price* ①	Total Price* ①
F00 - Zero Invoice		Zero Invoice	UN - Unit	0	\$0.00	\$0.00
D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$0.00	\$0.00

Showing 1 to 2 out of 2 entries

[Save Only](#) [Submit](#)

### Submit data

When data entry is complete, select the **Submit** button

The application will display a pop-up to certify that the data being provided is complete and accurate.

- Select the **check box**
- Select the **Yes** button

# Reporting Sales - Form Entry

## Zero Sales

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number\*  Paid Date\*  Task Order\*

INVOICE NUMBER: ZERO INVOICE Q1 2021 PAID DATE: 11/04/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

+ ADD NEW LINE

SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity
F00 - Zero Invoice		Zero Invoice	UN - Unit	0
D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1

Showing 1 to 2 out of 2 entries

## Submit data

The application will display a pop-up to certify that the data being provided is complete and accurate.

- Select the **check box**
- Select the **Yes** button

By selecting this checkbox and clicking Submit, my user ID will capture my submission. I state that the information that is being submitted is complete and accurate. If any of the information that I have submitted is not or ceases to be complete and accurate, I agree to resubmit the information again.

# Reporting Sales - Form Entry

## Regular Sales: Single Task Orders

CONTRACT TOTAL SALES: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75

Invoice Number\* 1 Paid Date\* 10/16/2021 Task Order\* 12FCOTUS000P3 Add Invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

COLLAPSE ALL Save Only Submit

INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: 12FCOTUS000P3 TOTAL SALES PER ORDER: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75 Delete Invoice

+ ADD NEW LINE

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*
1	11-3021 - Computer and Information Systems Managers	Senior	Adobe Captivate Admins	HR - Hour	2	\$500.00
2	11-9041 - Architectural and Engineering Managers	Journeyman	3	HR - Hour	3	\$500.00
3	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$18.75

Invoice Banner information:

- Total Sales per Order will auto-populate based on the provided invoice sales data
- SRP CAF & CAF CLIN will auto-populate after the **Save Only** or **Submit** button are selected

# Reporting Sales - Form Entry

---

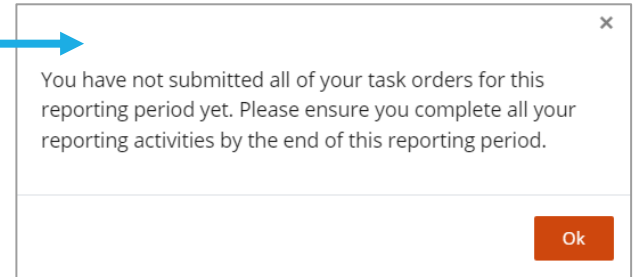
## Regular Sales: Single Task Orders

When submitting transactional data for a single **Task Order**:

- Provide all transactional data records for the **Task Order**
- Provide a line for the **Contract Access Fee (CAF)**
- Select the **Submit** button

If this is the first of several **Task Orders** being submitted, users will receive a **pop-up notification** to inform them that they still have **Task Orders** remaining to be reported and submitted.

Users may leave the application and return at a later date/time to provide data for all remaining **Task Orders**. All **Task Orders** must be submitted by the end of the **Reporting Period**.



# Reporting Sales - Form Entry

## Regular Sales: Multiple Task Orders

### Multiple Invoice Data Tables

- **Invoice Data tables** may be added for multiple **Task Orders** so that one user could report for several **Task Orders** at the same time
- Each **Invoice Data table** may be minimized or expanded by selecting the '+' or '-' buttons
  - In this example, there are two invoices being reported for two different **Task Orders**



CONTRACT TOTAL SALES: \$3,000.00 SRP CAF: \$22.50 CAF CLIN: \$22.50

Invoice Number\* 1 Paid Date\* 10/16/2021 Task Order\* TD541330E3HW [Add Invoice](#)

Task Orders already submitted for this reporting period will not show up in this drop down list. [View Status of All Task Orders](#)

[+ EXPAND ALL](#) [Save Only](#) [Submit](#)

<a href="#">+</a>	INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: 12FCOTU5000P3 TOTAL SALES PER ORDER: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75 <a href="#">Delete Invoice</a>
<a href="#">-</a>	INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: TD541330E3HW TOTAL SALES PER ORDER: \$500.00 SRP CAF: \$3.75 CAF CLIN: \$3.75 <a href="#">Delete Invoice</a>

[+ ADD NEW LINE](#)

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*
1	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1
2	11-9111 - Medical and Health Services Managers	Junior	Radiology Departmenet Manager	HR - Hour	1

Showing 1 to 2 out of 2 entries

[Save Only](#) [Submit](#)

# Reporting Sales - Form Entry

## Regular Sales: Multiple Task Orders

CONTRACT TOTAL SALES: \$3,000.00 SRP CAF: \$22.50 CAF CLIN: \$22.50

Invoice Number\* 1 Paid Date\* 10/16/2021 Task Order\* TD541330E3HW Add Invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

+ EXPAND ALL Save Only Submit

+ INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: 12FCOTUS000P3 TOTAL SALES PER ORDER: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75 Delete Invoice

- INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: TD541330E3HW TOTAL SALES PER ORDER: \$500.00 SRP CAF: \$3.75 CAF CLIN: \$3.75 Delete Invoice

+ ADD NEW LINE

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*
1	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1
2	11-9111 - Medical and Health Services Managers	Junior	Radiology Departemenet Manager	HR - Hour	1

Showing 1 to 2 out of 2 entries

Save Only Submit

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
47GRCA24DH001	Monthly	07/24/2024 09:27:11	Oct 2021	\$22.50

### Delete Invoice button

- If the **Invoice Number**, **Paid Date** or **Task Order Number** are inaccurate, the Form Entry table for the **Invoice Number** can be deleted

### Home Page table update

- After each successful submission of data, the Home Page will update and move the most recent Contract with a successful submission to the top

# Reporting Sales - Form Entry

## View Status: All Task Orders

CONTRACT TOTAL SALES: **\$3,000.00** SRP CAF: **\$22.50** CAF CLIN: **\$22.50**

Invoice Number\* ⓘ Paid Date\* ⓘ Task Order\* ▼ Add Invoice

[View Status of All Task Orders](#)

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

Contract Number  
47GRCA24DH001

Contract Reporting Status ▼

Task Order ▼ Task Order Reporting Status ▼

Payment Status ▼ Contract Vehicle ▼

Reported Date From Reported Date To

Reporting Period Ending (mm/yyyy)  
10/2021

Reset Show History ⓘ Search ⓘ

View Status of All Task Orders provides a method to view all system records for a Contract for a **Reporting Period**

When selected, the application will redirect the user to the **Search** page and perform an auto-search for

- **Contract Number** and
- **Reporting Period**

# Reporting Sales - Form Entry

## View Status: All Task Orders

Search

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

Contract Number  
47GRCA24DH001

Contract Reporting Status

Task Order

Task Order Reporting Status

Payment Status

Contract Vehicle

Reported Date From

Reported Date To  
10/2021

Reset Show History Search

Filter Export

Select	Contract Vehicle	Contract Number	Task Order Number (BMO Only)	Reporting Frequency	Reporting Period Ending	Reporting Status Date	Contract Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date	Submit
<input type="checkbox"/>	OASIS+	47GRCA24DH001	--	MONTHLY	10/31/2021	07/24/2024 09:27:11	SUBMITTED	\$3,000.00	\$22.50	Past Due	1/30/2022	David T

Filter

Task Order Number	Task Order Reporting Status	Date Submitted	POC Submitted	Fees Due	Payment Status	Award Date	Company	Agency	Active
TDS41330E3HW	SUBMITTED	07/24/2024	David Thomas	\$3.75	Past Due	01/01/2021	GSA Demo	THE JUDICIARY	true
12FCOTUS000P3	SUBMITTED	07/24/2024	David Thomas	\$18.75	Past Due	01/01/2021	GSA Demo	THE JUDICIARY	true
OasisDemoCheck	SUBMITTED	07/24/2024	David Thomas	\$0.00	Paid	01/01/2021	GSA Demo	THE JUDICIARY	true

Showing 1 to 3 out of 3 entries

After selecting the **View Status of All Task Orders** link on the Form Entry page:

- The user will be redirect to the **Search** page for the **Contract Number** and **Reporting Period**
- The user may use the data provided to view the **Task Order Reporting Status** of their **Task Orders** for the **Reporting Period**.



**Reporting Sales**  
**Form Entry**  
**Adjust Data/Correct Invoices**

# Reporting Sales - Form Entry

---

## Adjust Data

Adjustments/corrections can be made at any time after the invoice has been reported.

YOU must make the adjustment; GSA personnel do not have the ability to make adjustments on your behalf.

**Reporting Periods** that have been adjusted will display a **Contract Reporting Status** of *Resubmitted*.

# Reporting Sales - Form Entry

## Adjust Data

### Adjust Sales Data

You may adjust previously reported sales data using the online data entry form. Select Contract #

The column "New Total Sales Amount" has been pre-filled with your previous sales amount. If you enter a new amount, the difference between the new overall sales for that SIN for that reporting period. Please do not enter the difference between the new overall sales for that SIN for that reporting period. The "New Total Sales Amount" column represents the overall sales per SIN for the selected reporting period prior to the current reporting period.

Contract Number \*  Reporting Period \*

When adjusting previously submitted data:

- Choose a **Contract Number**
  - The drop-down list will populate all available contracts
- Choose a **Reporting Period**
  - The drop-down list will populate all **Reporting Periods** that have data available to be adjusted
- Choose one or many Task Orders that require adjustments for the **Reporting Period**

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+**

Contract Number *	Reporting Period *	Task Order *	Reporting Frequency	Reporting Date	Contract Reporting Status
<input type="text" value="47GRCA24DH001"/>	<input type="text" value="10/31/2021"/>	<input type="text" value="Select Task Order(s)"/>	<b>Monthly</b>	<b>07/24/2024</b>	<b>Submitted</b>

# Reporting Sales - Form Entry

## Adjust Data

After selecting a **Contract Number**, **Reporting Period** and **Task Order(s)** the page will populate with **Invoice Data tables** for the data submitted for the **Reporting Period**

- Perform your data adjustments in the relevant **Invoice Data table**
  - **Data provided during adjustments will completely overwrite previously submitted data**
  - You may adjust individual data points within an existing record, add additional records to invoices, or remove existing records from invoices
- If necessary, you may add additional **Invoice Data tables**

The screenshot displays the Reporting Sales Form Entry interface. At the top, there are fields for Contract Number (47GRCA24DH001), Reporting Period (10/31/2021), Task Order (12FCOTUS000P3, OasisDe...), Reporting Frequency (Monthly), Reporting Date (07/24/2024), and Contract Reporting Status (Submitted). Below these fields, there is a summary row showing CONTRACT TOTAL SALES: \$3,000.00, SRP CAF: \$22.50, and CAF CLIN: \$22.50. A search dropdown menu is open, showing options for 12FCOTUS000P3, OasisDemoCheck, and TD541330E3HW. The interface includes a 'COLLAPSE ALL' button and 'Save Only' and 'Submit' buttons. Below the summary, there is a 'Task Order Summary' table with columns for Task Order, Total Sales, SRP CAF, and CAF CLIN. The table shows three entries: TD541330E3HW (\$500.00), OasisDemoCheck (\$0.00), and 12FCOTUS000P3 (\$2,500.00). Below the summary, there are two 'Invoice Data' tables. The first table shows three lines of data: Line 1 (11-3021 - Computer and Information Systems Managers, Senior, Adobe Captivate Admins, HR - Hour, 2, \$500.00, \$1,000.00), Line 2 (11-9041 - Architectural and Engineering Managers, journeymen, 3, \$500.00, \$1,500.00), and Line 3 (D00 - Contract Access Fee (CAF), Contract Access Fee (CAF), EA - Each, 1, \$18.75, \$18.75). The second table shows one line of data: Line 1 (D00 - Contract Access Fee (CAF), Contract Access Fee (CAF), EA - Each, 1, \$3.75, \$3.75). Each table has a 'Showing 1 to 3 out of 3 entries' indicator and a pagination control.

Task Order	Total Sales	SRP CAF	CAF CLIN
TD541330E3HW	\$500.00	\$3.75	\$3.75
OasisDemoCheck	\$0.00	\$0.00	\$0.00
12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*	Total Price*
1	11-3021 - Computer and Information Systems Managers	Senior	Adobe Captivate Admins	HR - Hour	2	\$500.00	\$1,000.00
2	11-9041 - Architectural and Engineering Managers	journeymen	3	HR - Hour	3	\$500.00	\$1,500.00
3	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$18.75	\$18.75

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*	Total Price*
1	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$3.75	\$3.75

# Reporting Sales - Form Entry

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## Adjust Data Questionnaire

After performing necessary adjustments to invoice data, answer the **three** required questions at the bottom of the page to provide more insight into the adjustment.

1. **How was the sales reporting error discover?**
  - a. Choose the best answer from the drop down list
2. **What is the reason for the sales adjustment (s) and how did the error occur?**
  - a. Provide a written answer
3. **What action is your firm taking to prevent the reporting error from recurring?**
  - a. Provide a written answer

After answering the questions, click the **submit** button.

# Reporting Sales File Upload



# Reporting Sales - File Upload



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

## File Upload

- Provides the ability for you to upload excel or csv rather than do form entry for invoices

## Selecting the Reporting Period

- The Reporting Period drop-down list will show periods that have not been reported on for one or more of your orders
- You may report on multiple contracts for the same reporting period

**NOTE:** *If any of the Task Orders already have reported sales for this reporting period, you'll get a rejection upon submission.*

Home > Report Sales Data by File Upload

### Report Sales Data by File Upload

You may report new sales data for one or more Contracts using the Excel file (.xlsx) or Special Character Delimited file (.csv). To upload the sales data, select the Reporting

Reporting Period \*

08/31/2019

+ Browse Download Template Allowed file types are .xlsx, .csv.

Browse or Drop a file to upload

#### Upload History

Filter

Reporting Period Ending	Confirmation Number	File Name	
08/31/2019	20190801:131241	template C20 300.xlsx	0

Showing 1 to 1 out of 1 entries

# Reporting Sales - File Upload

**Step 1:**  
Select Reporting Period

**Step 2:**  
Upload the csv or excel  
file (follow instructions in  
User Guide)

**Step 3:**  
Once Upload is complete,  
file name will show

The screenshot shows the 'Report Sales Data by File Upload' page in the FAS Sales Reporting portal. The page includes a breadcrumb trail 'Home > Report Sales Data by File Upload', a title 'Report Sales Data by File Upload', and a brief instruction: 'You may report new sales data for one or more Contracts using the Excel file (.xlsx) or Special Character Delimited file (.csv). To upload the sales data, select the Reporting Period and click on Browse button to upload the data. \* Means Required field'. A 'Reporting Period \*' dropdown menu is set to '07/31/2024'. Below this is a file upload area with a '+ Browse' button, a 'Download Template' button, and the text 'Allowed file type(s) .xlsx, .csv'. A file named 'FAS SRP Excel Upload Reporting Template v2.0 (Final 08012024) \_MRFS2 (1).xlsx' is shown with a size of 725.080 KB and a close button. At the bottom right of the upload area are 'Cancel' and 'Upload' buttons.

**Step 4:** Press File Upload Button

**Step 5:** Follow the pop up instructions

# Reporting Sales - File Upload

## Submission Results

After submitting your file upload, the Upload screen should have a history of submission.

*Note: This could be further analyzed when selecting a particular Reporting Period.*

Results will show the following:

- **In Process:** System is conducting validations or submission per Contract/Task Order.
- **Submitted:** The File was submitted and all data in the file was uploaded to their assigned Contract/Task Order.
- **Reject:** Data on the file was rejected and will need to be corrected and then uploaded again.

Reporting Period	Confirmation Number	File Name	Date Received	Report Status
02/28/2022	20240821:120845	Scenario_13_Donn (3).xlsx	08/21/2024 11:33:54	SUBMITTED
02/28/2022	20240821:120659	Scenario_13_Donn (3).xlsx	08/21/2024 12:07:01	REJECTED
01/31/2022	20240821:113731	Scenario_13_Donn (2).xlsx	08/21/2024 11:37:33	REJECTED
01/31/2022	20240821:113345	Scenario_13_Donn (1).xlsx	08/21/2024 11:33:46	REJECTED
01/31/2022	20240821:112008	Scenario_13_Donn.xlsx	08/21/2024 11:20:10	REJECTED
01/31/2022	20240821:095543	Scenario_10_Donn.xlsx	08/21/2024 09:55:43	REJECTED

# Reporting Sales - File Upload

## Rejection

If you receive a Reject, the following will need to occur:

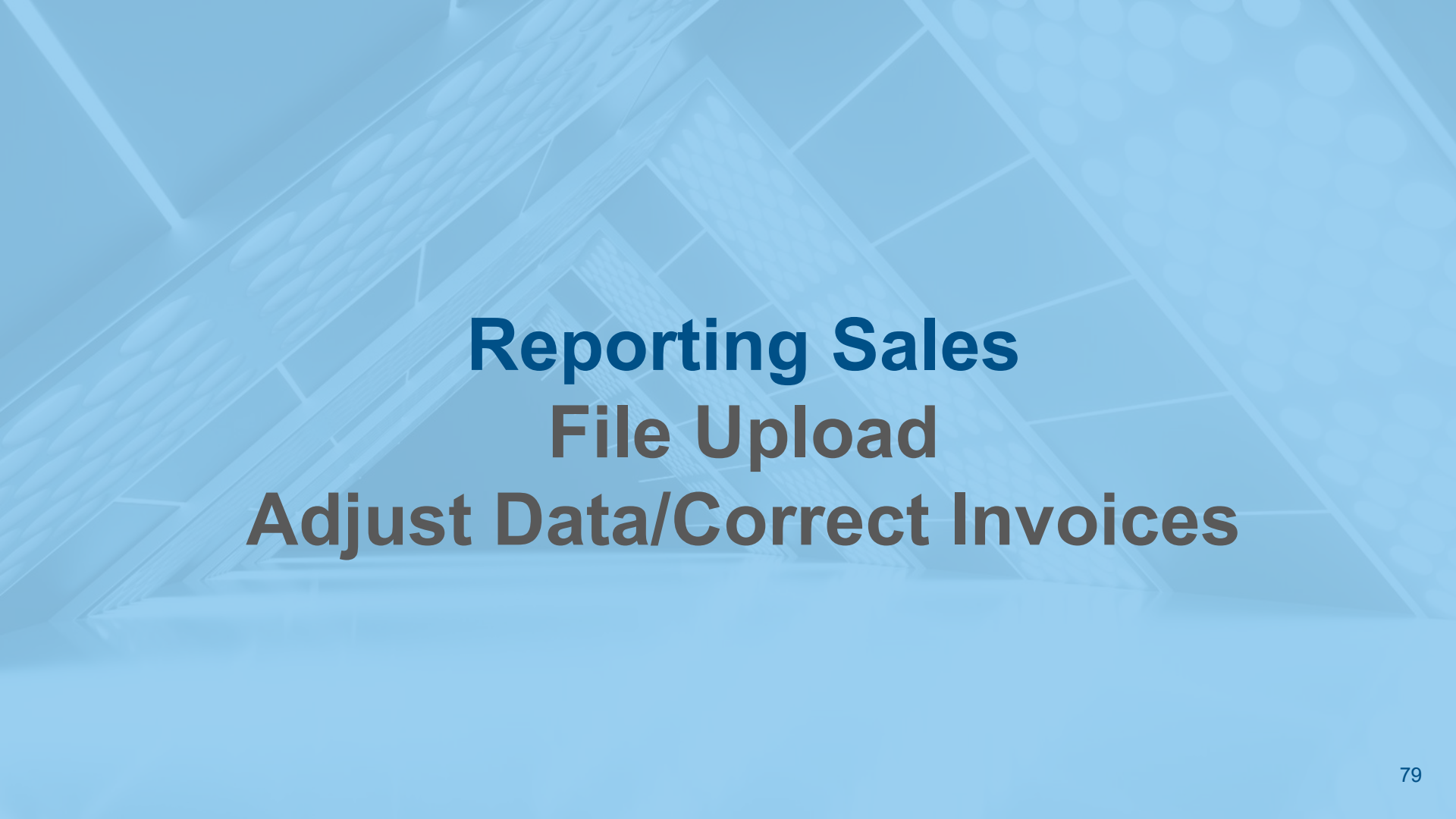
- For the Reporting Period with the error, click on the (i) icon.
- A pop up message will appear with all the error(s).
- Obtain the file that was uploaded and correct the step by step instructions (this pop up message is able to be printed).
- Once corrected, save and follow the file upload instructions to upload again.
- Repeat the Pop up messages as validations occur, if needed.

The screenshot displays the FAS Sales Reporting interface. A modal window is open, stating: "Your file upload has been rejected due to the following errors, please fix errors and upload again." The errors listed are:

- NONMAS Invoice: 20**
- The Invoice Number (20) has already been used for this order (FPDSCOTUS008P3). Please add an invoice number that is unique to this order..
- The Invoice Number (20) has already been used for this order (MA541990WODD01). Please add an invoice number that is unique to this order..
- The Invoice Number (20) has already been used for this order (OASISVENDORTO01). Please add an invoice number that is unique to this order.

Below the modal, the "Upload History" table is visible, showing several rows of rejected uploads:

Reporting Period Ending	Conf	Report Status
02/28/2022	2024	SUBMITTED
02/28/2022	20240821:120659	REJECTED
01/31/2022	20240821:113731	REJECTED
01/31/2022	20240821:113345	REJECTED
01/31/2022	20240821:112008	REJECTED
01/31/2022	20240821:095543	REJECTED



**Reporting Sales**  
**File Upload**  
**Adjust Data/Correct Invoices**

# Reporting Sales - File Upload

## Adjust Data/Correct Invoices

You can also adjust sales/invoices via file upload rather than form. File entry adjustments must be submitted by you; GSA personnel do not have the ability to make adjustments.

**Reporting Periods** that have been adjusted will display a **Contract Reporting Status** of *Resubmitted*.

*NOTE: You will need to upload the Contract and the Task Orders that need Adjustment by Reporting Period. You must submit the complete file, not just deltas as this is a complete rewrite of this file.*

On menu, select **Adjust Sale Data by File Upload**.

- Contract Number (assigned to your profile)
- Reporting Period (time of the Adjustment)

The screenshot shows the GSA Sales Reporting portal interface. The top navigation bar includes the GSA logo, 'FAS Sales Reporting', a back arrow, the date 'Oct 25, 2024 10:11 EDT', and search/FAQs links. A left-hand navigation menu lists various options, with 'Adjust Data by File Upload' highlighted in orange. A blue arrow points from this menu item to the main content area. The main content area is titled 'Adjust Sales Data by File Upload' and contains a form with two dropdown menus: 'Contract Number \*' and 'Reporting Period \*'. The 'Reporting Period \*' dropdown has a 'Select' button highlighted in orange, with a blue arrow pointing to it from below. Below the dropdowns is a 'Select' button, also highlighted in orange. The page includes a header with 'Home > Adjust Sales Data by File Upload' and a sub-header 'Adjust Sales Data by File Upload'. A paragraph of text explains the upload process: 'You may adjust previously reported sales data using the Excel file (.xlsx) or Special Character Delimited file (.csv) upload methods. The submission of the submission/resubmission. Select the Contract Number and Reporting Period to enter the data. \* Means Required field.'

- Press **Select**
- Attach file

# Reporting Sales - File Upload

---

## Adjust Data/Correct Invoices Questionnaire

After performing necessary adjustments to invoice data, answer the **three** required questions at the bottom of the page to provide more insight into the adjustment.

1. How was the sales reporting error discovered?
  - a. Choose the best answer from the drop down list
2. What is the reason for the sales adjustment (s) and how did the error occur?
  - a. Provide a written answer
3. What action is your firm taking to prevent the reporting error from recurring?
  - a. Provide a written answer

After answering the questions, click the submit button.

# Make Payments

# Make Payments

There are two methods to navigate to **Make Payments** to submit CAF payments:

- Main Menu > Payment > **Make Payments**
- Selecting the **Total Outstanding Balance** hyperlink for the **Contract** on the **Home Page**

GSA FAS Sales Reporting

- Home
- Reporting
- Payment**
  - Make Payments**
  - View Payments
- 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: 07/30/2024

Current Due Date for Monthly Reporting: 07/30/2024

Current Due Date for Quarterly Reporting: 07/30/2024

Filter

Contract Number ↑↓	Current Reporting Frequency ↑↓	Last Reported ↓↑	Report Period Ending ↑↓	Total Outstanding Balance ↑↓
<a href="#">47GRCA24DH001</a>	Monthly	07/24/2024 09:27:11	Oct 2021	<b>\$22.50</b>

# Make Payments

Main Menu > Payment > **Make Payments**

- Provide a Contract Number to continue with the payment process

Home > Make Payment

## Make Payments

This page displays all past reported sales and resulting IFF/CAF payments.

Contract Number \*  Payable balance  Past due balance

**Total Outstanding Balance**  
(hyperlink)

- The Contract Number will be auto-populated for you

Home > Make Payment

## Make Payments

This page displays all past reported sales and resulting CAF payments. Please note that if a task order line is greyed out it is either "Pending" or "Paid" or no balance is owed, and no further action can be taken.

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+ Reporting Frequency MONTHLY

Contract Number \* Total CAF Amount:

Q Filter

Select	Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other	Other Amount	Comment
<input type="checkbox"/>	12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	\$18.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	12/31/2021	October	TDS41330E3HW	\$500.00	\$3.75	\$3.75	\$3.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 2 out of 2 entries

« < 1 > » 25 ▾

# Make Payments

- CAF payments for every **Contract** are due on a **quarterly** basis, 30 days after the end of a quarter.
- CAF payments may also be submitted **monthly** if that's better for your company.
- CAF payments for each **Task Order** may be submitted individually or paid all together.

Home > Make Payment

## Make Payments

This page displays all past reported sales and resulting CAF payments. Please note that if a task order line is greyed out it is either "Pending" or "Paid" or no balance is owed, and no further action can be taken.

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+ Reporting Frequency MONTHLY

Contract Number \* 47GRCA24DH001 Total CAF Amount:

filter

Select	Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other	Other Amount	Comment
<input type="checkbox"/>	12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	\$18.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	\$3.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 2 out of 2 entries

« < 1 > » 25 ▾

In the example above, this Contract has 3 Task Orders active in SRP at the moment.

- 2 Task Orders had monthly sales resulting in CAF due
- 1 Task Order reported zero sales resulting in no CAF due and does not appear on this page

# Make Payments

---

Users have the ability to choose between several different CAF calculation business rules to derive their CAF payment:

- **SRP CAF**
  - SRP uses the CAF rates established in the system to calculate the CAF based on the sales reported for each CLIN for all invoices.
- **CAF CLIN**
  - SRP uses the CAF CLIN amounts paid by the customer for all invoices. This option should be chosen the majority of the time.
- **Other**
  - SRP allows the user to provide a custom CAF payment amount. This also requires a Comment from the user.

# Make Payments - CAF CLIN

- Select the **Task Order** records that will be paid in the submission using the **Select** checkbox on the left side of each record

- Select the **CAF CLIN** for each **Task Order**.

The system will update the **Total CAF Amount** at the top of the page.

- Choose the **Pay Now** button.

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+ Reporting Frequency MONTHLY

Contract Number \* 47GRCA24DH001 Total CAF Amount: \$38.25 Save Only Pay Now

Q Filter

Select	Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other	Other Amount	Comment
<input checked="" type="checkbox"/>	12/31/2021	December	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	\$2.25	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	December	TD541330E3HW	\$300.00	\$2.25	\$2.25	\$2.25	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	December	OasisDemoCheck	\$400.00	\$3.00	\$3.00	\$3.00	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	November	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	\$2.25	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	November	TD541330E3HW	\$600.00	\$4.50	\$4.50	\$4.50	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	November	OasisDemoCheck	\$200.00	\$1.50	\$1.50	\$1.50	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	\$18.75	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="checkbox"/>	12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	\$3.75	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		

Showing 1 to 8 out of 8 entries

- In the example above, the Contract only has 3 Task Orders active in SRP at the moment.
- The October, November, and December **Reporting Periods** have sales submitted.
- All three **Reporting Periods** occur within the same Payment quarter.

# Make Payments - CAF CLIN

SRP will provide a page to review your payment transaction.

- Select the **checkbox** located at the bottom left of the screen to acknowledge that you will be redirected to **Pay.gov** to complete your payment transaction.
- Select the **Submit** button located at the bottom right of the screen to be redirected to **Pay.gov**.

## Review Payment

Please review the details of your payment. Please click on the SUBMIT button to be routed to the external website, Pay.gov, to complete the transaction.

GSA DEMO DUNS 390967704 Contract Vehicle OASIS+

Contract Number	Reporting Frequency	Total CAF Amount Due
47GRCA24DH001	MONTHLY	\$38.25

Filter

Quarter Ending ↑↓	Reporting Period ↑↓	Task Order ↑↓	Task Order Fee ↑↓	Status ↓↑
12/31/2021	December	12FCOTUS000P3	\$2.25	Past Due
12/31/2021	December	TDS41330E3HW	\$2.25	Past Due
12/31/2021	December	OasisDemoCheck	\$3.00	Past Due
12/31/2021	November	12FCOTUS000P3	\$2.25	Past Due
12/31/2021	November	TDS41330E3HW	\$4.50	Past Due
12/31/2021	November	OasisDemoCheck	\$1.50	Past Due
12/31/2021	October	12FCOTUS000P3	\$18.75	Past Due
12/31/2021	October	TDS41330E3HW	\$3.75	Past Due

Showing 1 to 8 out of 8 entries

<< < 1 > >> 25



By selecting this checkbox and clicking submit, you will be redirected to Pay.gov website to further initiate your payment. Pay.gov website has a different privacy policy and may have different security than srp.fes.gsa.gov

Cancel

Submit

# Make Payments - CAF CLIN

After being redirected to **Pay.gov**, the page will display **FAS Sales Reporting** at the top.

The page will also display the **Payment Amount** that was shown on the **Review Payment** page within SRP.

There are multiple payment methods in Pay.gov:

1. Bank account (ACH)
    - a. Daily limit: unlimited
  2. PayPal account
    - a. Daily limit: \$10,000.00
  3. Debit or credit card
    - a. Daily limit (Debit): unlimited
    - b. Daily limit (Credit): \$24,999.99
- Select the oval next to the corresponding payment method.
  - Select the Continue button at the bottom of the page.

An official website of the United States government [Here's how you know](#) ▾

< Cancel

## FAS Sales Reporting

**Payment Information**  
Payment Amount \$38.25

**I want to pay with my**

Bank account (ACH)

Amazon account

PayPal account

Debit or credit card

[Cancel](#)

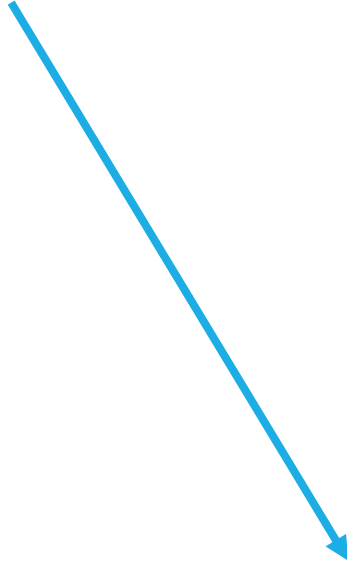
At any time, you may select one of the **Cancel** buttons to return to SRP to make any necessary adjustments to the **Payment Amount**.

- Top left of the screen
- Bottom of the screen next to the **Continue** button

# Make Payments - CAF CLIN

Provide the necessary payment information.

- Select the Continue button



< Cancel

### FAS Sales Reporting


Please provide the payment information below. Required fields are marked with an \*

Agency Tracking ID  
1K007292024030020915

Payment Amount  
\$38.25

\* Account Holder Name

\* Account Type



\* Routing Number

\* Account Number

\* Confirm Account Number

[Cancel](#)

# Make Payments - CAF CLIN

Review the Authorization and Disclosure Statement.

- Select the checkbox beneath the Authorization and Disclosure Statement box.
- Select the Continue button.

[← Cancel](#)

## FAS Sales Reporting

Please review the payment information. Required fields are marked with an \*

Agency Tracking ID  
1K007292024030020915

Payment Amount  
\$38.25

Payment Method  
ACH Debit

Account Holder Name  
John Doe

Account Type  
Business Checking

Routing Number  
042000424

Account Number  
\*\*\*\*\*1111

[Print Authorization and Disclosure Statement](#)

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

\* I agree to the Pay.gov authorization and disclosure statement

[Cancel](#)

# Make Payments - CAF CLIN

After submitting the payment transaction in Pay.gov, user will be redirected back to SRP.

- The Payment Confirmation page will display payment transaction details.
- Transaction Status will display as Received for successful transactions.

Payment Confirmation

This page displays payment transaction confirmation including Pay.gov and Agency tracking ID. You may print this for your records.

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+

Contract Number 47GRCA24DH001 Reporting Frequency MONTHLY Total CAF Amount Due

[Print](#)

filter

Payment Quarters	Amount Applied	Transaction Amount	Pay.gov tracking ID	Agency tracking ID	Transaction Date/Time	Transaction Status
12/31/2021	\$3.75	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$18.75	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$1.50	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$4.50	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$2.25	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$3.00	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$2.25	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$2.25	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received

Showing 1 to 8 out of 8 entries

[Back to Home](#) [Make another payment](#)

# Make Payments - Payment Complete

After a payment has been submitted, the contract record within the Home Page table will update with the new **Total Outstanding Balance**.

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 <b>07/30/2024</b>	Current Due Date for Monthly Reporting <b>07/30/2024</b>	Current Due Date for Quarterly Reporting <b>07/30/2024</b>
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Q Filter

Contract Number ↑↓	Current Reporting Frequency ↑↓	Last Reported ↓↕	Report Period Ending ↑↓	Total Outstanding Balance ↑↓
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# Make Payments - Payment Complete

Another method to verify payments is to perform a **Search** for the contract to view the **Payment Status** at the **Contract** level.

To view the **Task Order Payment Status**, select the **expansion arrow** on the left side of each record

Filter Export CSV

Select	Contract Vehicle	Contract Number	Task Order Number (BMO Only)	Reporting Frequency	Reporting Period Ending	Reporting Status Date	Contract Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date	Submitted By	Submission Method
>	OASIS+	47GRCA24DH001	--	MONTHLY	12/31/2021	07/29/2024 14:06:12	SUBMITTED	\$1,000.00	\$7.50	Pending	01/30/2022	David Thomas	Form Entry
>	OASIS+	47GRCA24DH001	--	MONTHLY	11/30/2021	07/29/2024 14:01:54	SUBMITTED	\$1,100.00	\$8.25	Pending	01/30/2022	David Thomas	Form Entry
>	OASIS+	47GRCA24DH001	--	MONTHLY	10/31/2021	07/24/2024 09:27:11	SUBMITTED	\$3,000.00	\$22.50	Pending	01/30/2022	David Thomas	Form Entry

Showing 1 to 3 out of 3 entries

Select	Contract Vehicle	Contract Number	Task Order Number (BMO Only)	Reporting Frequency	Reporting Period Ending	Reporting Status Date	Contract Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date	Submitted By	Submission Method
▼	OASIS+	47GRCA24DH001	--	MONTHLY	12/31/2021	07/29/2024 14:06:12	SUBMITTED	\$1,000.00	\$7.50	Pending	01/30/2022	David Thomas	Form Entry

Filter

Task Order Number	Task Order Reporting Status	Date Submitted	POC Submitted	Fees Due	Payment Status	Award Date	Company	Agency	Active
TD541330E3HW	SUBMITTED	07/29/2024	David Thomas	\$2.25	Pending	01/01/2021	GSA Demo	THE JUDICIARY	true
12FCOTUS000P3	SUBMITTED	07/29/2024	David Thomas	\$2.25	Pending	01/01/2021	GSA Demo	THE JUDICIARY	true
OasisDemoCheck	SUBMITTED	07/29/2024	David Thomas	\$3.00	Pending	01/01/2021	GSA Demo	THE JUDICIARY	true

Showing 1 to 3 out of 3 entries

# View Payments

To view submitted payment records:

Main Menu > Payment > **View Payments**

- Provide a Contract Number

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+ Reporting Frequency MONTHLY

Contract Number \*  
47GRCA24DH001

Filter

Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Other Amount	Balance Due	Payment Status	Due Date	Comment	Total Payment	Tracking Id
12/31/2021	December	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	--	\$0.00	Pending	01/30/2022	--	\$2.25	3FPULUD3
12/31/2021	December	TD541330E3HW	\$300.00	\$2.25	\$2.25	--	\$0.00	Pending	01/30/2022	--	\$2.25	3FPULUD3
12/31/2021	December	OasisDemoCheck	\$400.00	\$3.00	\$3.00	--	\$0.00	Pending	01/30/2022	--	\$3.00	3FPULUD3
12/31/2021	November	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	--	\$0.00	Pending	01/30/2022	--	\$2.25	3FPULUD3
12/31/2021	November	TD541330E3HW	\$600.00	\$4.50	\$4.50	--	\$0.00	Pending	01/30/2022	--	\$4.50	3FPULUD3
12/31/2021	November	OasisDemoCheck	\$200.00	\$1.50	\$1.50	--	\$0.00	Pending	01/30/2022	--	\$1.50	3FPULUD3
12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	--	\$0.00	Pending	01/30/2022	--	\$18.75	3FPULUD3
12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	--	\$0.00	Pending	01/30/2022	--	\$3.75	3FPULUD3
12/31/2021	October	OasisDemoCheck	\$0.00	\$0.00	\$0.00	--	\$0.00	Paid	01/30/2022	--	--	--

# View Payments

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Each **Task Order** will have a record in the table for each **Reporting Period**

- Zero sales Reporting Periods will display a Payment Status of Paid and no Tracking Id
- For non-zero sales Reporting Periods, the Payment Status will display:
  - Paid
    - Contractor has made a payment and received settlement confirmation from GSA Finance
  - Pending
    - Contractor made a payment via Pay.gov but has not received settlement confirmation from GSA Finance
  - Unpaid
    - Sales data has been reported and has a quarterly fee balance but payment has not been initiated
  - Past Due
    - Contractor has not paid the fee balance by the due date
  - Failed
    - Contractor initiated the payment, and received payment failed information from settlement

# Best Practices

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- Civilian Orders - wait until the task order award/modification has been imported from FPDS, typically 3 days.
- Defense Agency Orders will not always import from FPDS into SRP. Enter information exactly as it appears on your task order award/modification documents.
- Verify task order accuracy before submitting to minimize delays.
- Have task order award documents available and ready for uploading into SRP
- Ensure that your customer has been issued a Polaris delegation of procurement authority
- Use the submit payment button in the Make Payments page to ensure that CAF is applied to the proper contract and task orders.
- Ensure that multiple people in your organization are familiar with the SRP system
- Make sure that your program's email does not go to spam/junk folders
- (e.g., [reportinginquiries@gsa.gov](mailto:reportinginquiries@gsa.gov), [oasisplusSRP@gsa.gov](mailto:oasisplusSRP@gsa.gov))
- Respond to GSA inquiries within 48 business hours

# Questions

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Thank you for attending our SRP session today!

Please type your question into the Q & A box.

Reminder! We can be reached at [reportinginquiries@gsa.gov](mailto:reportinginquiries@gsa.gov) or [OASISPlusSRP@gsa.gov](mailto:OASISPlusSRP@gsa.gov) if you have future questions

