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# Overview of Reporting: Focus on OASIS

Office of Professional Services  
& Human Capital Categories

To access slides:  
[Industry Guidance and Resources](#),  
OASIS homepage  
Under CPRM +

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# Roadmap

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# What is CPRM?

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## Contract Payment Reporting Module

### CPRM was designed to:

- Meet the reporting requirements of stakeholders, such as OMB;
- Provide data for required Prices Paid Analysis;
- Track Obligations;
- Track Revenue.

### What this means to Industry Partners:

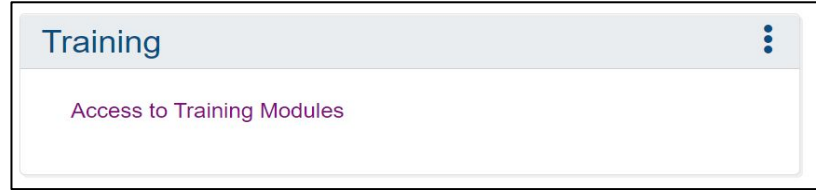
- Streamlined reporting capabilities;
- Reduced manual data calls and other task order activity reporting;
- Payment status is tracked.



# Training Resources

## CPRM Training Portlet

- Available on your [CPRM homepage](#)
- New search tool for easy access

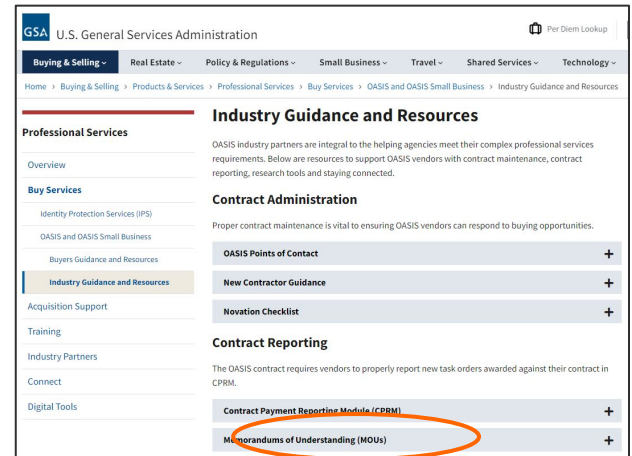


## CPRM +, [Industry Guidance and Resources](#), OASIS Homepage

- Slides: Intro to CPRM, How to Report Your Prices Paid
- CPRM Invoice Upload Template
- New Contractor Guidance Section
- To register for training please visit [GSA.gov events](#)

## OASIS CPRM Analysts

- Team inbox: [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov)
- Specific reporting, CAF, or CPRM questions
- Available for call or teleconference





# CPRM Support

## ASSIST Service Desk for general IT Support

- [assist.servicedesk@gsa.gov](mailto:assist.servicedesk@gsa.gov)
- (877) 472-4877  
(858) 412-8075 *outside the continental US*)
- Always use your **contract number** in correspondence with the Service Desk

## OASIS CPRM Questions

- [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov)

- User Account Registration
- Username / Password Reset and Recovery
- Contact Grouping
- Contract Registration
- User Account Updates
- Order Process Issues
- Workflow Support
- Problem Reports
- Security POC Contact

# Accessing CPRM



CPRM is located within the ASSIST portal

URL: <https://assist.gsa.gov>

## To self-register:

- Select menu option: Registration - Register Contractor
- Select 'RBA: CPRM' on registration profile

## To add CPRM access to an existing ASSIST user account:

- Edit your account profile and request additional access to CPRM
- Your company POC must approve the role

## We recommend:

- Assign a primary and a back-up

Note: the main CPRM user may be different from the COPM or COCM

The screenshot shows the 'System Access' configuration page for a user named 'Example User'. The page is titled 'User Maintenance System Access for Example User'. On the left, there is a 'MENU OPTIONS FOR Example User' sidebar with 'System Access' selected. The main content area shows 'Modules \*' with three options: 'RBA: ITSS' (checked), 'RBA: CPRM' (checked and circled in red), and 'NBA: TOS' (unchecked). Below this, there is a 'Select a default module \*' section with three radio button options: 'RBA: ITSS' (selected), 'RBA: CPRM', and 'NBA: TOS'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

This role can view, add, or edit:

- Company Contact Data in CPRM
- Orders and Order Mods
- Invoice Data and Zero Invoice Data
- Contract Access Fee (CAF) Payment Data



# Add Your Contact Information

## Industry Partner Contact Form

- GSA will reach out to these contacts when questions arise about data in the system or CAF payments
- Enter the individual(s) responsible for reporting in CPRM
- Include a group mailbox, administrative user, and COPM/COCM

Access form via the CPRM Communications dropdown, > Search CPRM Industry Partner Contacts > Add

Enter the contact person name.

Select the contract for which this person is a contact.

Select the role for the contact person.

Enter the phone number and email address for the contact. A group email address should be used for at least one person.

Click Submit to save your changes or Cancel to dismiss the form without saving any changes. You can also Edit previously entered contacts.

**Contract Payment Reporting Module**

Welcome CAF Payments Orders Invoice Data CPRM Communications

**CPRM Industry Partner Contact**

Name:

Contract Number:

Contractor Company:

Role:

Phone Number:

Phone Ext:

Email Address:

Comments:

Submit Cancel

This is a U.S. General Services Administration Federal government website. Privacy Statement



# Contractual Reporting & CAF Requirements

## Reporting

- CPRM should be an accurate representation of Task Order activity [G.3.2.]
- Report new Task Orders within 30 days of award [G.3.2.1.]
- Choose when you will report and report the same for the life of the Order [G.3.2.3.]
  - By invoice date or paid date
  - When you report, you also remit
- Report on active Task Orders every (Calendar) quarter [G.3.2.3.]

## CAF - Contract Access Fee

- Should be a separate CLIN on every invoice [G.3.1.]
  - Paid on the entire invoice (including Travel, ODCs, Materials, etc)
  - Bid CAF at the proper rate - customer MOUs may reduce the CAF rate
- CAF is a pass through from your customer to GSA
  - Expectation → Invoiced CAF = Estimated CAF = paid CAF

Every task order/award should include CAF. If you see RFP for OASIS that doesn't include CAF, reach out to the Ordering CO (OCO).





# How to Enter New Task Orders (1)

## Order Data Form

- Report new Task Orders within **30 days of award**
- Form functionality is customized based on the type of contract

The screenshot shows the 'Order Data' form in the GSA Contract Payment Reporting Module. The form includes fields for Contract Number, Contractor Company, Order Number, Order Description, Functional Area, Predominant Order NAICS Code, Predominant Contract Type, Performance-based Contract, Issued using GSA assisted services, Sourcing/Method of Award, Initial Period of Performance, and Estimated Ultimate Completion Date. Callouts provide instructions on how to access the form, where to find help documents, and how to use tool tips for field selection. A yellow callout explains that some fields change based on contract selection, and another yellow callout explains that the initial period of performance dates are based on the initial funded award.

Access form via the Orders dropdown > Enter New Order Package

Click the 'Guide Me' link to access the Help Documents.

Tool tips will appear to the right-hand side to help you enter the correct information into the form field.

Start by selecting the contract number associated to the task order award.

Some fields may change based on your contract selection.

Enter the Period of Performance start and end dates associated to the initial funded award.



# How to Enter New Task Orders (2)

## Order Data Form

- Begin typing the name of the OCO and it should come up automatically. If not, enter their email address.
- Select the Receiving Agency from the dropdown.
- Attach relevant documents such as the signed award, SoS, and mods.
- Click Submit to save your changes or Cancel to dismiss the form without saving any changes.

Ordering Contracting Officer :

Organization :

Issuing Agency : --Select--

Issuing Bureau : --Select--

Copy Issuing Agency/Bureau to Receiving Agency/Bureau?  Yes

Receiving Agency : -- Select --

(for self-service, receiving agency may be same as issuing agency)

Receiving Bureau : --Select--

Location : -- Select --

Attachments : Please attach your Statement of Work (SOW), Statement of Objectives (SOO), or Performance Work Statement (PWS).

Welcome CAF Payments Orders Invoice Data CPRM

### Order Data

Enter New Order Package

Search Orders

This information pertains to an awarded task order as reported by the Prime Industry Partner Awardee.

Once created, return to a Task Order via the Orders dropdown  
> Search Orders  
> Click on Task Order number

After saving the Task Order, you can return to make edits as needed. Edit button is at the bottom of the Order Data page.



# Quarterly Reporting & Zero Invoices

## Quarterly Reporting Deadlines

- Calendar Quarters [G.3.2.4.]
- All active task orders EVERY quarter
- Report the same for life of the order
  - By invoice date **OR** paid date
- Expectation → Invoiced CAF = Estimated CAF = paid CAF

Calendar Quarters		CAF & Reporting Due Date
1st Quarter	January 1 - March 31	No later than April 30th
2nd Quarter	April 1 - June 30	No later than July 30th
3rd Quarter	July 1 - September 30	No later than October 30th
4th Quarter	October 1 - December 31	No later than January 30th

## Zero Invoices

- Intentional gap in reporting
- Satisfies quarterly reporting requirement
- Added the same way as new invoice data

Order Number :

Reporting Invoice Data or Zero Invoice information for a reporting period?  Invoice Data  Zero Invoice Data

Please enter a Reporting Year and Period for the Zero Invoice Data Report

Reporting Year :

Reporting Period : -- Select --



# Entering Invoices



# Method 1: Line by Line (1)

## For new users or orders with few line items

**Order Data**

This information pertains to an awarded task order

Contract Number :  
Contract Family :

Access the Invoice Data Form via the Order Data Page.

Scroll down to the Invoice Data section and click 'add'.

**Invoice Data ( add )**

Show 10 entries Search:

Invoice Data #	Date	Invoice Total Amount	CAF Line Item Amount	EST CAF Amount
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Select the Invoice Data radio button.

Enter the date associated with the invoice, the reporting year, and the reporting period.

You can disregard the import function and 'Upload' button with this method.

The form will require a Comment if the entered CAF does not match the estimated CAF.

Order Number :

Reporting Invoice Data or Zero Invoice information for a reporting period?  Invoice Data  Zero Invoice Data

Invoice Number : \_\_\_\_\_

Invoice Remit or Paid Date : \_\_\_\_\_

Reporting Year : \_\_\_\_\_

Reporting Period : -- Select --

Import Invoice Line Items :  No file chosen

Comments : \_\_\_\_\_

Line ID	Type / Description / Location	Purchase Line Fee Category	Price / Quantity / Unit	Total
1	Type: Contract Access Fee (CAF) Description: CAF Location: N/A	Contract Access Fee	Price: 0.00 \$ Quantity: 1 Unit: Each	\$ 0.00
	Type: -- Select -- Description: -- Select -- Location: -- Select --		Price: \$ Quantity: 1 Unit: -- Select --	\$ [red X]

Submit Add Line Item Cancel

NOTICE: There are two ways Contractors can choose to pay CAF (must choose one method when remitting the invoice). Example: If you are reporting all invoices within 30 days of the invoice.

Enter the Reporting Year & Reporting Period



# Method 1: Line by Line (2)

## For new users or orders with few line items

Order Number : \_\_\_\_\_

Reporting Invoice Data or Zero Invoice information for a reporting period?  Invoice Data  Zero Invoice Data

Invoice Number : \_\_\_\_\_

Invoice Remit or Paid Date : \_\_\_\_\_

Reporting Year : \_\_\_\_\_

Reporting Period : -- Select --

Import Invoice Line Items :  No file chosen

Comments : \_\_\_\_\_

Line ID	Type / Description / Location	Purchase Line Fee Category	Price / Quantity / Unit	Total
1	Type: Contract Access Fee (CAF) Description: CAF Location: N/A	Contract Access Fee	Price: 0.00 \$ Quantity: 1 Unit: Each	\$ 0.00
	Type: -- Select -- Description: -- Select -- Location: -- Select --		Price: \$ Quantity: 1 Unit: -- Select --	\$

Use the line item table to report your invoice line items, at least 1 row per CLIN. The CAF line is provided on every invoice by default.

Invoice Number: \_\_\_\_\_

Invoice Remit or Paid Date: \_\_\_\_\_

Import Invoice Line Items: \_\_\_\_\_

Comment: \_\_\_\_\_

Line ID	Type	Description	Location	Price / Quantity / Unit	Total
	Architectural and Engineering Managers	Senior	Contractor Site	Labor	Price: \$ Quantity: Unit: Hour

Computed Total: \$0.00  
Amount for Invoice: \$0.00

Type, Price, Quantity & Unit fields will depend on the prices paid guidance for contract type (slides 18-19). CPRM will calculate totals and estimated CAF based on CAF rate rules.

Click the 'Add Line Item' button to add new line items. Click 'Submit' to save changes, once submitted, you can return at any time to edit an invoice.



# Method 2: Upload Multiple Invoices

## For users with a large number of task orders

From the Invoice Data dropdown, select Upload Multiple Invoices (Upload Package)

1. Download the 'CPRM Invoice Upload Template' from the OASIS [Industry Guidance and Resources](#) page.
2. Format your document according to the 'Instructions' tab.

could not use this method to supplement add to an

[Instructions](#) | [gsa\\_gwac\\_upload](#) | [Line Type OASIS](#) | [Line Type OASIS SB](#)

3. Save your document.
4. Navigate to the Invoice Data Package Upload page in CPRM.
5. Click 'Choose File', select your document, and click 'Upload'.
6. Verify that the invoices uploaded correctly (to the right task orders).

**Invoice Data Package Upload**

This page allows you to upload a file containing data for multiple orders/multiple invoices.

- Invoice Data is uploaded per Invoice Number.
- An invoice and all its corresponding line items are uploaded as a unit.
- If a single line item fails to successfully upload, the entire invoice will be rejected.

**Please take note of the following which may apply to your task orders. For more information regarding reporting requirements, please reach out to your GSA Program Office:**

- For Fixed Price task orders that do not include CAF, include a separate CAF line item.
- For Fixed Price task orders that include CAF, do not include a separate CAF line item.
- For Time & Materials (T&M) or Labor Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.
- For Cost-type task orders, the direct costs are expected with "indirect" amounts recorded separately. Labor can be reported either as a lump sum under the Cost CLIN or broken out by individual labor category CLIN(s).
- Negative amounts can be entered on all CLIN Types except LH and T&M. Please verify that the amounts are correct before proceeding with the upload.
- Reminder: Labor rates should not be a negative value. Use a negative quantity of hours to capture discounts or credits.

Upload Invoice Data Package:  No file chosen

### Tips:

- This method can also be used to upload a single invoice.
- "Set it and forget it" - for T&M/LH orders, enter labor categories/rates once and just update with actual amounts



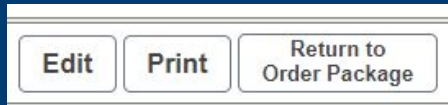
# Final Tips for Invoices

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- ★ 'Submit' early and often to save your work



- ★ You can always return to submitted invoices to make edits



[From Order Data Page, click on the invoice number, then click 'Edit']





# Prices Paid Data (PPD) (1)

## Reporting actual invoiced labor rates

- Required by OMB for Best-In-Class contracts - all OASIS contracts are BIC
- Supports greater acquisition transparency
- Data is shared with acquisition professionals government-wide for price analysis

To avoid accidentally reporting proprietary data, do NOT include PPD on Firm Fixed Price or Cost Plus type orders.

### Firm Fixed Price - FFP Example

4 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Fixed Price	LABOR	Government Site	\$109,849.97	1	Unit	\$109,849.97
2	Travel	TRAVEL	Government Site	\$1,988.85	1	Unit	\$1,988.85
3	Other Direct Costs (ODCs)	ODCs	Government Site	\$1,248.52	1	Unit	\$1,248.52
4	Contract Access Fee (CAF)	CAF	Government Site	\$113.09	1	Each	\$113.09

Computed Total : \$113,200.43

### Cost Plus Example

5 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Cost	LABOR	Government Site	\$877,163.16	1	Unit	\$877,163.16
2	Travel	Travel	Government Site	\$168,400.93	1	Unit	\$168,400.93
3	Other Direct Costs (ODCs)	ODCs	Government Site	\$66,813.25	1	Unit	\$66,813.25
4	Contract Access Fee (CAF)	CAF	Government Site	\$8,444.55	1	Each	\$8,444.55
5	Award/Fixed/Incentive Fees	FEE	Government Site	\$13,562.93	1	Unit	\$13,562.93

Computed Total : \$1,134,384.82

For Labor Hour -LH and Time & Materials -T&M type task orders:

- Report fully loaded labor category hourly rates and number of hours invoiced
- One line item for each different labor category and labor rate

### Labor Hour, Time & Materials Example

9 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
0001A	General and Operations Managers	LABOR - T&M Project Manager	Government Site	\$266.01	198	Hour	\$52,669.98
0001B	Engineers, All Other	LABOR - T&M Engineer Project Lead	Government Site	\$146.36	176	Hour	\$25,759.36
0001C	Engineers, All Other	LABOR - T&M Senior Engineer	Government Site	\$198.00	160	Hour	\$31,680.00
0002A	General and Operations Managers	LABOR - T&M Project Manager	Government Site	\$266.01	80	Hour	\$21,280.80
0002B	Physical Scientists, All Other	LABOR - T&M Senior Scientist	Government Site	\$255.00	80	Hour	\$20,400.00
0002C	Physical Scientists, All Other	LABOR - T&M Senior Scientist	Government Site	\$260.00	80	Hour	\$20,800.00
0002D	Physical Scientists, All Other	LABOR - T&M Senior Scientist	Government Site	\$265.00	80	Hour	\$21,200.00
0005	Other Direct Costs (ODCs)	ODC's	Government Site	\$7,667.70	1	Unit	\$7,667.70
0006	Contract Access Fee (CAF)	CAF	NA	\$201.46	1	Each	\$201.46

Computed Total : \$201,659.30



# Prices Paid Data (PPD) (2)

## Summary of Codes for CPRM Invoices

Cost/CLIN Description	Line Type	Unit of Measure
T&M Labor Hour	Select the actual <b>labor code</b> from your task order; CPRM is pre-loaded with Dept of Labor codes. If you cannot find a similar match, select <b>Undefined Labor</b> . The Quantity should be the number of hours and the Price should be the hourly rate. <u>Do not combine with ODCs, Materials, Travel or Fees.</u>	Hour
Cost	Select <b>Cost</b> . Enter Direct Labor as a lump sum. <u>Do not combine with ODCs, materials or travel.</u>	Unit
Fees	Select <b>Award/Fixed/Incentive Fees</b> .	Unit
Fixed Price	Select <b>Fixed Price</b> . Enter Direct Labor as a lump sum. <u>Do not combine with ODCs, materials or travel.</u>	Unit
Travel	Select <b>Travel</b> .	Unit
ODC	Select <b>Other Direct Costs (ODC)</b> . Enter a total amount to include direct materials costs and other direct costs not previously identified. <u>Do not combine with materials, travel or fees.</u>	Unit
Materials	Select <b>Materials</b> . Enter a total amount to include direct materials costs and other direct costs not previously identified. <u>Do not combine with ODCs, travel or fees.</u>	Unit
Other	Select <b>Other-Unclassified</b> . Enter total costs that are not elsewhere classified, such as overhead and G&A expenses.	Unit
CAF	<b>Select Contract Access Fee (CAF)</b> . Required line item and defaults on the invoice page which auto-calculates when other line items are added.	Each



# Invoice Reconciliation

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## GSA reviews invoice reporting & CAF remittance

Reviews begin immediately following the reporting deadline *ex: Q3 review begins Nov 1*

### CPRM Analysts:

- Compare Order Data Page to what is reported by OCOs in FPDS-NG
- Ensure invoice or zero invoice was reported for each Task Order
- CAF invoiced = CAF remitted = Estimated CAF
- Review Prices Paid Data - PPD
- Ensure all required documents are attached to new task orders

### To resolve reporting and remittance issues:

- Analysts reach out to Contractors
- Engage IOAs or ConOps as necessary



# Enter CAF Payment Data (Vouchers)

## CAF Payment Data Form Report CAF payments and connect to Pay.gov

Access form via the CAF Payments dropdown, > Enter CAF Payment Data

Select your company. If you are supporting multiple divisions in your company, you will select one entry from multiple options.

Select the contract family for which you will be making the CAF payment. Once you select an option, the CAF Payment Allocations table will populate with all your task orders for which there is invoice data.

Enter the date that corresponds to when you will submit the actual payment.

The Voucher Number is a way for you and the GSA to communicate about a payment. Example of a Voucher Number might be '1<sup>st</sup> QTR 2023' or some type of payment tracking ID.

Additional task orders may be added to the Allocations table using this Add feature. Start to type a Task Order number and the system will find matches. Select the correct match and click 'Add'.

The Total CAF Payment Amount should be the exact amount that you will remit to the GSA for this payment.

The Total CAF Payment Amount must be fully allocated to one or more task orders in the allocation table. The allocated amounts are entered in the Amount Allocated column.

The screenshot shows the GSA Reporting Module interface. At the top, there are navigation tabs for 'IT-Solutions' and 'CPRM'. Below that, a breadcrumb trail shows 'Welcome > CAF Payments > Orders > Invoice Data > CPRM Communications'. The main heading is 'CAF Payment Data'. A disclaimer states: 'This information pertains to the reconciliation data needed to properly identify each Contract Access Fee (CAF) payment made by an Industry Partner contributions from multiple task orders. Therefore, each CAF payment reported by an Industry Partner Awardee must be reported in this way. However, for further information regarding the electronic payment information packet please click here.' The form includes several input fields: 'Contractor Company' (dropdown), 'Contract Family' (dropdown), 'Report Date' (text field with '08/12/2019'), 'Remit Payment Date' (text field with '08/12/2019' and a calendar icon), 'Voucher Number' (text field), and 'Total CAF Payment Amount' (text field with a dollar sign). Below these is the 'CAF Payment Allocations' table with columns: 'Order Number', 'Total Obligated/Funded Amount', 'Last Invoice Date', 'Invoiced Amount', 'CAF Payment Reported', 'CAF Payment Received', 'Est Outstanding CAF Payment', and 'Amount Allocated'. A 'Zero Amount Allocated' note is present. At the bottom, there is an 'Add CAF Payment Allocation for Order Number' field with an 'Add' button, and 'Submit' and 'Cancel' buttons. A footer note reads: 'This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only". Privacy Statement'.

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Est Outstanding CAF Payment	Amount Allocated
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# Remit CAF with Pay.gov

## Pay Button

- Enables you to remit your CAF payment to the GSA using U.S. Treasury's Pay.gov system
- Pay button appears on [pending](#) CAF Payment Data Forms and [after](#) you submit the CAF Payment Data Form
- You will leave CPRM and open a connection to Pay.gov, but your [contract number](#) and [payment amount](#) will be carried over
- Pay.gov payments are done by electronic bank transfer

### New CAF Payment Created

Thank you for reporting your Contract Access Fee (CAF) payment to the General Services Administration financial ledger, the payment you just reported will generally show an initial "pending" status and We monitor these "pending" payments very closely. If after several business days, the reported If you have any questions or concerns regarding a specific payment, please feel free to contact By clicking the Pay button below, you will leave the Contract Payment Reporting Module and

**Click to initiate Payment using Pay.gov**

### CAF Payment Data

This information pertains to the reconciliation data needed to properly identify each Contract Access Fee (CAF) payment made by an Industry Partner Awardee and to "allocate" those payment amounts against the individual task orders the payment comprises of (i.e. actual payments usually represent contributions from multiple task orders). Therefore, each CAF payment remitted by an Industry Partner Awardee must be reported in this way. However, keep in mind that payments can only be combined by contract family for task orders that have been reported in this system. For further information regarding the electronic payment information packet please [click here](#).

Status : Pending  
Contractor Company : AMERICAN SYSTEMS CORPORATION (DUNS: 077799799)  
Report Date : 01/06/2020  
Remit Payment Date : 01/06/2020  
Voucher Number : 123321  
Total CAF Payment Amount : \$123456.00

By clicking the Pay button, you will leave the Contract Payment Reporting Module and enter the U.S. Treasury Pay.gov website.

### CAF Payment Allocations

One item found.

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	CAF Payment Amount
--------------	-------------------------------	-------------------	-----------------	----------------------	----------------------	--------------------

Online Payments [Return to your contract application](#)

Step 1: Enter Payment Information  
Pay Via Bank Account (PDC) [Go Back](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:   
Payment Amount: \$12.00  
Account Type:   
Routing:   
Account:   
Contract Account:

# Pay.gov

Payment Date: 01/06/2014  
Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process  
[Continue with ACH Payment](#)

Note: Please avoid refreshing the site using your browser's Back Button - this may lead to incomplete data being transferred and pages being loaded incorrectly. Please use the links provided whenever possible.

Fill out payment information on the Pay.gov forms



# Entering Modifications (Mods)

## Order Mod Data Form

Report changes to the Task Order as reflected in the modification award document

**Order Modifications ( add )** ← Access the Mod Data Form via the Order Data Page, Scroll to the Order Modifications section and click 'add'

Show 10 entries Search:

Contractual Mod Number	Award Date	Description	Amount
------------------------	------------	-------------	--------

**Edit Order Mod Data**

This information pertains to a modification for an awarded task order as reported by the Prime Industry Partner Awardee.

Order Number : 47QFCA18F0021  
Contractual Mod Number :   
Contract Number : GS00Q14OADU309  
Initial Order Description : Engineering  
Period of Performance : 02/01/2018 to 04/30/2019  
Estimated Ultimate Completion Date : 04/30/2019  
Mod Type : -- Select --  
Order Mod Description :   
Mod Award Date :   
Mod Obligated/Funded Amount : \$0.00  
Total Obligated/Funded Amount : \$16,806,602.00  
Total Estimated Value : \$23359326

Submit Cancel

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The Period of Performance reflects the overall order's performance start and end dates. If the modification extended or shortened the overall period of performance, edit the end date to accurately reflect the end date for the order.

Enter a short description on the nature of the mod.

Enter the increase/decrease to the awarded, funded amount as reflected on the modification award document. The amount should not include un-exercised options.

The Total Estimated Value is automatically updated to match the Total Obligated/Funded Amount when a mod increases the Total Obligated/Funded Amount beyond the previously entered Total Estimated Value. This value may be edited on the Order Data form, if needed.

Click 'Submit' to save. Return to edit by selecting the Mod from the Order Modifications list.





# Uploading Required Documents

## Required Documentation: 3 items minimum

Per Section G.3.2.1: an electronic copy of the complete task order solicitation issued by the OCO and an electronic copy of the complete task order awarded by an OCO

- Award Document
- SOW or PWS
- Copies of all executed mods



Click Edit (Bottom of the Order Data screen)

Attachments : Please attach your Statement of Work (SOW), Statement of Objective:

Choose your file

Delete Attachment(s)

Add Attachment : Choose File No file chosen

Upload

Click Upload

Description :

Click Submit to save

Submit

Cancel

**NOTE:** If you are timed out, your attachments will not be saved. Save often by clicking Submit!



# Task Order Validation & Closeout

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## Contractors should close out their Task Orders in CPRM

Accomplished at the quarter following the 'ultimate completion date'

- **CPRM** notifies when a Task Order reaches the 'ultimate completion date'
- **OCO** should issue a closeout mod to remove any un-expensed obligated funds
  - **OR** the Contractor can submit a [Release of Claims](#) in CPRM
- **Contractor** should:
  - Ensure all invoices are properly reported, and sum to the remaining obligated balance
  - Ensure the CAF paid to GSA matches the CAF invoiced and Estimated CAF
  - Once all actions to close out have been taken, validate the task order
- **GSA** will complete final reconciliation of task order
  - The task order will then be validated by GSA or rejected pending further action





# Questions?

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**Thank you for attending the OASIS Training today!**

**Please type your question into the Q & A box. We will answer live but Q&A will be captured and emailed to participants.**

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

