

FAS SALES REPORTING PORTAL QUICKSTART GUIDE

- Getting Started
- ✓ Review the [tutorial](#) for the new sales reporting process. Note: No digital certificate is needed to review this, click “cancel” if asked.
 - ✓ Make sure your [digital certifications](#) are current and active. The FAS Sales Reporting Portal will use the same digital certificates (ACES and DoD ECA) as [eOffer/eMod](#).
 - ✓ Decide who is reporting sales and paying IFF:
 - Only my Authorized Negotiator. Verify that the digital certificate is current and active by entering eOffer/eMod.
 - I want additional individual(s), not my Authorized Negotiator. Add or modify the IFF POC in eOffer/eMod. Note: The IFF POC will need their own separate digital certificate that needs to match the person listed exactly in the IFF POC field.
 - ✓ Enter the FAS Sales Reporting Portal <https://tdr.gsa.gov>.

Helpful Tips

Ensure that the name listed in eOffer/eMod for your IFF POC matches the [digital certificate](#) exactly. If you need to update these fields go to eoffer.gsa.gov.

Contractors will see their contract(s) on the first day of the reporting month after they have accepted the mass modification or have been awarded a new contract under one of the specified Schedules.

Need system help contact the Vendor Support Center Helpdesk:

- Phone: 877-495-4849
- Email: vendor.support@gsa.gov
- Self Help: <http://eoffer.gsa.gov/AMSupport/index.html>

Questions about the TDR Rule or about your contract in general contact your Contracting Officer.

General questions about TDR can go to the TDRteam@gsa.gov email.

Additional Resources

Vendor Support Center

[72A to FAS Sales Reporting Transition Page](#)

FAS Reporting Portal

[Web Based Training](#)
[Frequently Asked Questions](#)
[TDR Fact Sheet](#)
[User Guide](#)
[Helpdesk Information](#)

Interact

[Published Rule Post](#)
[Training and FAQ Information Post](#)