FAS SALES REPORTING PORTAL QUICKSTART GUIDE

Getting Started ✓ Review the tutorial for the new sales reporting process. Note: No User Id/Email is needed to review this, click "cancel" if asked.

✓ Make sure your Multi-Factor Authentication account is current and active to access the FAS Sales Reporting Portal.

✓ Decide who is reporting sales and paying IFF:

  o Only my Authorized Negotiator. Verify that the User Id/Email is current and active by entering eOffer/eMod.
  o 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 User Id/Email that needs to match the person listed exactly in the IFF POC field.

✓ Enter the FAS Sales Reporting Portal https://srp.fas.gsa.gov.

Helpful Tips   Ensure that the email listed in eOffer/eMod for your IFF POC matches the User Id/Email 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:

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

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

General questions about FAS SRP 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
FAS SRP Fact Sheet
User Guide
Helpdesk Information

Interact

Published Rule Pos

Training and FAQ Information

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