



U.S. General Services
Administration

Multiple Award Schedule TDR User Guide

Version 2.0

Updated September 2026

GSA intends to update the MAS-TDR User Guide on a regular basis with additional reporting scenarios and guidance as the MAS-TDR program evolves through the grace period and beyond. Be sure to visit the ["Help with TDR" webpage](#), where this guide will be linked at the top of the page with the most current version.

Please contact TDRteam@gsa.gov for assistance with MAS-TDR.

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1. Introduction

This MAS-TDR User Guide provides comprehensive guidance for you on the requirements and procedures for Transactional Data Reporting (TDR). MAS-TDR is a GSA program that modernizes sales reporting for Multiple Award Schedule (MAS) contracts. It is designed to increase transparency, support data-driven decision-making, and create a more efficient federal marketplace.

This guide interprets and supplements the reporting obligations established by the Transactional Data Reporting clauses incorporated into your MAS contract. It does not create, expand, or limit contractual obligations. In the event of any conflict between this guide and the applicable GSAR clause(s) or your contract terms, the clause and contract terms shall govern and control.

This document is organized into the following sections:

[Section 2 \(TDR Overview\)](#) outlines the MAS-TDR program requirements, including mandatory participation, monthly reporting procedures (via Form Entry or File Upload), the Industrial Funding Fee (IFF), and details regarding Grace and Trial periods for adjusting to new data fields.

- This section is recommended if you are new to MAS-TDR (i.e. you can familiarize yourself with the program), or if you have participated in MAS-TDR previously (i.e. you can familiarize yourself with the Trial Period.)

[Section 3 \(Product and Service Classification\)](#) describes the majority of products and services that are awarded under MAS in order to guide you to reporting procedures that apply to that specific product or service.

- This section is recommended if you are a new MAS vendor.

[Section 4 \(MAS-TDR Data Elements\)](#) describes each MAS-TDR data element (such as Contract Number, Order Number, UCID, etc) and provides more information on how to find the information needed to complete that particular field.

- This section is recommended if you are a new MAS vendor or if you have recently been introduced to MAS-TDR.

[Section 5 \(Reporting Requirements\)](#) contains the core actionable guidance products, services, and order level discounts (i.e. Volume and Prompt Payment Discounts). These tables act as a step by step guide to ensure you are successfully reporting the required data fields for your sales.

- If you are familiar with MAS-TDR program already, see [Table 5.1 - Quick Reference](#) for a quick reference table, which will point you directly to an overview of reporting procedures.

[Section 6 \(Reporting Examples\)](#) provides reporting examples to assist you in successful reporting. Examples include scenarios for reporting standard products, products with options, highly configurable products, labor categories, and fixed price services.

[Appendices](#) contain supplementary information that may be useful to you on a case by case basis, such as key terms and guidance on reporting product returns.

2. MAS-TDR Overview

2.1 Expansion

TDR became mandatory for all MAS SINs with Solicitation Refresh 31, which was released on April 2nd, 2026 (see Interact Notice for refresh 31 [here](#)).

After your MAS-TDR effective date, you will no longer be required to comply with:

- Providing Commercial Sales Practices (CSP) disclosures
- Providing Most Favored Customer (MFC)/Basis of Award (BOA) information at proposal, or maintaining the BOA price discount relationship post-award
- Monitoring price reduction violations in accordance with non-TDR Price Reductions Clause (GSAR clause 552.238-81 (May 2019))
 - Note: This has been replaced with the TDR Price Reductions Clause (GSAR 552.238-81 (Dec 2025) (GSAR Deviation))

2.2 Monthly Reporting

Upon the effective date of the 'Participate in TDR' modification, you are required to report all necessary MAS-TDR data elements within 30 days of the end of each month. Reference Industrial Funding Fee and Sales Reporting (December 2025) (GSAR deviation) for further info..

- **Important Note:** You may report sales based on either **invoice date or payment date** depending on your preference or commercial accounting practices. However, do not switch between payment date and invoice date. The method for sales reporting must be consistent.

Sales must be entered in the [FAS Sales Reporting Portal \(SRP\)](#), they are typically reported in one of two ways.

- **Form Entry:** Recommended when reporting a small number of orders, line items, or when reporting zero sales. You can enter the sales data directly into the website form after logging in. Instructions for reporting via form entry are available [here on the SRP User Guide](#).
- **File Upload:** Recommended when reporting multiple orders and/or line items at once. You can enter sales data on an Excel template which is always available on the [FAS SRP home page](#). Instructions for reporting via file upload are available [here on the SRP User Guide](#).
- Contact the [Vendor Support Center \(VSC\)](#) for technical assistance with the FAS SRP system (e.g. log-in issues). You can contact VSC via email at vendor.support@gsa.gov or by phone at 877-495-4849.

2.3 Grace and Trial Period

GSA understands MAS-TDR represents a significant change in reporting. Depending on your program entry date (i.e. “TDR effective date”), a Grace or Trial Period applies, you can confirm your effective date with your MAS Contracting Officer if needed.

During the Grace and Trial Periods, GSA will not take enforcement action for good-faith errors made when populating the required data fields. You may receive system-generated compliance flags (i.e. email notifications) that point out reporting discrepancies, and you are expected to use these notifications to correct your data and reporting processes.

This temporary relief from penalties applies only to the formatting and population of data fields. It does not waive your fundamental obligations to:

- **Report all sales each month (or zero sales, if applicable).**
- Complete required MAS-TDR data fields as applicable.
- Remit the full and correct Industrial Funding Fee (IFF) on time.
- Refrain from any intentional misrepresentation of sales data.

2.3.1 Grace Period for new MAS-TDR Contracts

GSA gives you a Grace Period to become proficient with monthly MAS-TDR reporting. This period provides you ample time to become familiar with the monthly reporting cadence and requirements of MAS-TDR fields (see [Interact Notice](#)).

- This period is for your contract(s) that have a “TDR effective date” on or after October 1st, 2025.
- The Grace Period runs from July 1st, 2026 through December 31, 2026. Your Contracting Officer can take enforcement action for non-compliance afterwards.

2.3.2 Trial Period for new MAS-TDR data fields

GSA also provides a Trial Period for newly required data fields that are implemented in SRP. This period provides you ample time to become familiar with the requirements of a newly released field.

- This Trial Period is for all of your contracts regardless of the “TDR effective date”, and applies to the following data fields:
 - Ship Date (Products)
 - Order Date (Products)
 - Zip Code Ship To (Products)
 - Federal Customer (all offerings)
 - UCID (Items/services in the FAS Catalog Platform (FCP) Services Plus File)
 - Cloud Service Type (all offerings under SIN 518210C)
- The Trial Period for the data fields listed above runs from July 1st, 2026 through December 31, 2026. Your Contracting Officer can take enforcement action for non-compliance afterwards.
- Note: Three additional data fields will eventually be implemented (Order Type, Worksite, and Order Discount). Once implemented, all contracts will have a six-month trial period from the implementation date. This guide will be updated with the specific trial period dates once these fields have been implemented.

3. Product and Service Classifications

3.1 Products

3.1.1 Standard Products

Standard Products are typically standardized, base products and/or accessories (often commercial off-the-shelf items), with fixed base prices and limited, predefined options (e.g., color or size). They are routinely sold as distinct line items on GSA Advantage! Standard products can be categorized into the following:

- Standard Products without options are pre-configured and offered and sold “as-is” with no options / additional configurations available.
- Accessories or related items can be offered as stand-alone or for purchase with the Base product. They will be offered just as a base item and typically will use the Product File or Products PPT.
- Standard Products with options include options that can be selected by the customer (e.g., 5 GB or 120 GB, red or black, small or large) using the FCP Product File or Products PPT. These products with standard options are available for purchase on GSA Advantage and typically don't require consultation or negotiation between buyer and seller to purchase.

See [Table 5.2 \(Reporting Standard Products and Options\)](#) for reporting Standard Products, and their options, as described above.

3.1.2 Highly Configurable Products

Highly Configurable Products includes items that customers can customize by selecting from a range of options, allowing for a high degree of customization. HCP's are typically not offered on GSA Advantage due to complexity. They are generally awarded two ways by GSA:

- Path A (By Manufacturer Product Line/Series/Family): When you offer a fixed discount from an entire product line, series, or family at an agreed upon discount from the manufacturer's commercial price list.
- Path B (Base Product with Configurations): When you offer a base product (tied to a manufacturer part number) with additional customizable configurations that determine the final price.

HCPs are found on your FCP Services Plus File on the Pricing tab, and are identifiable by the “Highly_configurable” catalog id type.

See [Table 5.3 \(Reporting Highly Configurable Products\)](#) for instructions on reporting HCP's as described above.

3.2 Professional and SCLS Services

3.2.1 Professional Services

Professional Services are labor based services where specialized, knowledge-based services are delivered by trained experts in fields such as law, finance, accounting, engineering, architecture, technology, consulting, or a specialized field. Professional Services are typically not subject to Service Contract Labor Standards (SCLS). Professional Services are usually based on a number of labor hours and priced two ways:

A. Fixed or Flat Fee Pricing

- This is when you submit a price proposal for one or more labor categories where the final price is not dependent on the number of individuals or labor hours required. This is common for Fixed Price orders and/or CLIN types

B. Hourly or Labor Hour Pricing

- This is when you submit a price proposal for one or more labor categories where the final price is calculated using fully burdened rates multiplied by the number of labor hours required. This is common for "Labor Hours" orders and/or CLIN types.

See [Table 5.4 \(Reporting Fixed Price Services or Solutions\)](#) for reporting Fixed Price Labor Categories.

See [Table 5.5 \(Reporting Hourly Priced Labor Categories\)](#) for reporting Hourly Priced Labor Categories.

3.2.2 SCLS Services

SCLS Services are labor based services subject to the [Service Contract Labor Standards \(SCLS\)](#) and are performed in accordance with applicable Department of Labor (DOL) Wage Determinations (WDs) incorporated into your MAS contract.

- [SCLS applicable labor occupations \(SCA Directory\)](#)
- [WDs incorporated into your MAS Contract \(gsa.gov\)](#). This list is generally updated annually via MAS Solicitation Refresh. These WDs are applicable to MAS orders.

Reporting requirements for SCLS labor categories align with those for Professional Services.

See [Table 5.4 \(Reporting Fixed Price Services or Solutions\)](#) for reporting Fixed Price SCLS Labor Categories.

See [Table 5.5 \(Reporting Hourly Priced Labor Categories\)](#) for reporting Hourly Priced SCLS Labor Categories.

3.2.3 Fixed Price Services or Solutions

Fixed Price Services or Solutions are complete projects, outcomes, or deliverable-based offerings sold for a flat, fixed fee. You may have these offerings established on your GSA MAS contract (e.g. a Conference booth for \$5,000 / week) or you may create the solution in response to an RFP, combining multiple services or labor types into a single price.

See [Table 5.4 \(Reporting Fixed Price Services or Solutions\)](#) for reporting Fixed Price Services or Solutions

3.2.4 Configurable Services

Configurable Services are non-labor offerings where the final price is not determined by a single fixed or flat fee, but instead scales dynamically based on usage, duration, consumption, number of transactions, etc. These offerings may utilize a "per unit" rate where the total cost is proportional to volume. Common examples include:

- Transaction-based fees (e.g., travel booking or reservation fees)
- Usage-based telecommunications and cloud offerings (e.g. billed by lines, data, bandwidth, or subscription)
- Consumption-based deliverables (e.g. priced per mile, package, word, or session)
- Duration-based services (e.g. leases or rentals of vehicles, equipment, or facilities.)

Configurable Services are typically listed as standard products, highly configurable products, or fixed price services or solutions on your FCP Services Plus File.

Line item detail and pricing for configurable services may not be available depending on your accounting practices. Supporting documentation is required in cases where line item detail cannot be provided.

If your configurable service is listed on your FCP catalog file as a product, see [Table 5.2 \(Reporting Standard Products and Options\)](#) for reporting instructions.

If your configurable service is listed on your FCP catalog file as a highly configurable product, see [Table 5.3 \(Reporting Highly Configurable Products\)](#) for reporting instructions.

If your configurable service is listed on your FCP catalog file as fixed price service or solution, see [Table 5.4 \(Reporting Fixed Price Services or Solutions\)](#) for reporting instructions.

If your configurable service is listed on your FCP catalog file as a Labor Category, see [Table 5.5 \(Reporting Hourly Priced Labor Categories\)](#) for reporting instructions.

3.3 Miscellaneous Classifications

3.3.1 Order Level Materials

Order-level materials (OLMs) means products, services, and/or solutions (a combination of products and/or services) acquired in direct support of an order placed against a FSS contract, including orders under FSS BPAs, when the products, services, and/or solutions are not known at the time of FSS contract or FSS BPA award. OLM pricing is not established in FSS contracts or FSS BPAs.

Ordering Activity Contracting Officers must follow the procedures delineated in RFO-2025 GSAR 538.7104-2 Order-level materials (GSA Class Deviation RFO-2025-FSS-GSAR 538 and RFO-2025-08) when adding OLM to an order.

If you purchase OLMs from another MAS vendor (the selling vendor), then the selling vendor would remit the transactional data (report the sale and pay the IFF) and not you.

You can find more information about OLM's here on [GSA's "Order Flexibilities" webpage](#) and on the [Vendor Support Center OLM webpage](#).

See [Table 5.2 \(Reporting Standard Products and Options\)](#) if you are reporting products or items that have a valid Manufacturer Part Number.

See [Table 5.4 \(Reporting Fixed Price Services or Solutions\)](#) for reporting any other allowable items or services under the OLM SIN.

4. MAS-TDR Data Elements

Table 4.1 - Data Field Descriptions

Note: These data fields are not listed in the same order as on the SRP file upload template, and are instead grouped on whether they apply to all sales, only products, or only services.

TDR Data Field	Field Description
Contract or BPA Number	The GSA MAS contract number under which the sale is being reported. MAS contracts typically begin with a “GS” or “47”. You will only enter a BPA contract number if you are an approved vendor in one of GSA’s strategic sourcing BPA’s listed on e-library.
Order Number/ Procurement Instrument Identifier (PIID)	The unique identifier assigned by the ordering agency for the order. It is typically found in SF1449 (Box 4, DD Form 1155 (Box 2), and/or the Form SF30 (Box 10A). You can also find order number PIIDS by searching for your awards on USAspending.gov, or by contacting the Ordering Contract Officer. - Do not enter your MAS Contract or BPA number. - If a PIID was not issued, you may use the invoice or purchase order number as a last resort.
Description of Deliverable	A description of the service or product provided, instructions for completing this field vary by reporting scenario. Guidance is provided in each instruction table within Section 5 (Reporting Requirements).
Manufacturer Name	The name of the Original Equipment Manufacturer (OEM) assigned to a specific product. The OEM must match what is in your approved FCP Catalog File and/or your Price Proposal Template. This field is only applicable when reporting offerings that have an awarded manufacturer name in your FCP catalog file.
Manufacturer Part Number	The Manufacturer Part Number (MPN) assigned to a specific product. The MPN must match what is in your approved FCP Catalog File and/or your Price Proposal Template.

TDR Data Field	Field Description
	This field is only applicable when reporting offerings that have an awarded manufacturer part number in your FCP catalog file.
Unit of Measure	The unit of measure (UOM) in which each product or service is measured. The SRP User Guide provides a list of acceptable units of measure. You should enter the UOM as it is listed on your approved FCP Catalog File and/or PPT for the particular product or service.
Quantity of Items Sold	Number of units sold or hours of labor performed, it is applicable for all sales.
Universal Product Code	The UPC is a 12-digit barcode used for tracking products or items. This is optional as some products and items do not have a valid UPC.
SIN	The MAS Special Item Number under which the product or service is awarded and sold under the MAS contract. You can find your awarded SINs by searching your contract number on GSA eLibrary or by referencing your task order award document or original RFQ. If the order involves multiple SINs, choose the one covering the majority of the work (i.e. 51% or more of total order value).
Price Paid per Unit	The net price for a single product or service unit that was charged to the customer.
Total Price Paid	If reporting via File upload with SRP: Calculate the total price for the line item reported. It is calculated by multiplying the "Price Paid per Unit" by the "Quantity of Items Sold". If reporting via Form Entry with SRP: This is auto calculated. No action is required.
Non-Federal Entity	This describes whether the customer making the order is an eligible authorized non-federal entity, such as state/local government or NGO. Visit GSA's Eligibility Determinations webpage for more information. <u>The following selections are available:</u> • "SCP" for State/Local Cooperative Purchasing • "SDP" for State/Local Disaster Purchasing • "OTH" for Other Non-Federal Entity

TDR Data Field	Field Description
	• “N/A” for situations where the customer is a Federal Government Entity and that this field does not apply.
Federal Customer	This field requires a two-digit Treasury Agency Code of the agency that funded the order. You can enter “NA” for this field if you entered “SCP”, “SDP”, or “OTH” in the “Non-Federal Entity” field.
Order Date	The date the order was submitted for the product or item (i.e., the order signed date). This field is only applicable when reporting offerings that have an awarded manufacturer part number in your FCP catalog file.
Ship Date	The date the product or item was shipped. This field is only applicable when reporting offerings that have an awarded manufacturer part number in your FCP catalog file.
Zip Code Shipped To	The five-digit ZIP code of the location where the product was shipped to. This field is only applicable when reporting offerings that have an awarded manufacturer part number in your FCP catalog file.
UCID	The “unique catalog item ID” is created in the FAS Catalog Platform (FCP), it links your internal naming conventions to your GSA offerings listed within your approved FCP Services Plus File.
Cloud Service Type	This applies only for sales with the Cloud Services SIN 518210C. It categorizes what was sold. You can leave this field blank if you are not reporting sales under this SIN. <u>The following selections are available:</u> • “IaaS” for Infrastructure as a Service • “PaaS” for Platform as a Service (PaaS) • “SaaS” for Software as a Service. • “LCAT” for IT Professional Services Labor Categories

5. Reporting Requirements

The table below provides a quick reference guide so that you can quickly navigate the applicable instructions.

Table 5.1 - Quick Reference Guide

Reporting Orders and/or CLINs with	Key Requirements
Standard Products, accessories, or options as described in Section 3.1.1 (Standard Products)	• Reporting method: Product-level detail • Supporting documents: Not applicable. See Table 5.2 (Reporting Standard Products and Options)
Highly Configurable Products (HCP) as described in Section 3.1.2 (Highly Configurable Products)	<u>Path A (Discounted Product Line/Series):</u> • Reporting method: Invoice-level detail. • Supporting documents: Required. <u>Path B (Product with Configurations):</u> • Reporting method: Product-level detail. • Supporting documents: Not applicable. See Table 5.3 (Reporting Highly Configurable Products)
Professional Services or SCLS Services (i.e. Labor Categories) as described in Section 3.2.1 (Professional Services) and Section 3.2.2 (SCLS Services)	<u>Fixed Price Labor Categories:</u> • Reporting method: Invoice-level detail. • Supporting documents: Required for orders over \$1M total value. • See Table 5.4 (Reporting Fixed Price Services or Solutions). <u>Hourly Priced Labor Categories:</u> • Reporting method: Labor Category-level detail. • Supporting documents: Not applicable. • See Table 5.5 (Reporting Hourly Priced Labor Categories)

Reporting Orders and/or CLINs with	Key Requirements
Fixed Price Services or Solutions as described in Section 3.2.3 (Fixed Price Service Solutions)	• Reporting method: Invoice-level detail. • Supporting documents: Required. See Table 5.4 (Reporting Fixed Price Services or Solutions).
Products or Labor procured with SIN “OLM” as described in Section 3.3.1 (Order Level Materials)	<u>Standard Products with OLM SIN:</u> • Reporting method: Product-level detail • Supporting documents: Not applicable. • See Table 5.2 (Reporting Standard Products and Options) <u>All other Services, Items, or Products with OLM SIN:</u> • Reporting method: Invoice-level detail. • Supporting documents: Not applicable. • See Table 5.4 (Reporting Fixed Price Services or Solutions)

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Table 5.2 - Reporting Standard Products

MAS-TDR Data Field	Table 5.2 - Reporting Standard Products and Options <i>Report each product individually.</i>
Contract / BPA Number	Enter your GSA MAS Contract Number, it begins with “ 47 ” or “ GS ”. If you are reporting sales under one of the government-wide BPA’s listed here , you may enter your BPA number. Leaving this field blank will result in a rejection.
Order Number/ PIID	Enter the Order Number/PIID provided by the ordering agency. This is not your GSA contract number. Leaving this field blank will result in a rejection. Order numbers / PIIDs can be found on your forms SF1449 (Box 4), DD 1155 (Box 2), and/or SF30 (Box 10A). They can additionally be searched for on SAM.gov or USAspending.gov using your GSA Contract number. If an order number / PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
Description of Deliverable	<u>Base Products and Accessories:</u> Enter a description of the base product and/or accessory sold. <u>Product Options:</u> Enter a description of the product option being applied to the base product. Include the option category and option name where applicable.
Manufacturer Name	<u>Base Products and Accessories:</u> Enter the name of the Original Equipment Manufacturer (OEM) for the base product and/or accessory. The OEM must match what is in your approved FCP Catalog File and/or your Price Proposal Template. <u>Products Options:</u> On the subsequent lines (after base item), Enter the OEM for each option sold on its own line item. Start with the base item OEM as it appears in your catalog, followed by the option manufacturer name in parentheses. Each option is reported separately. • Example: BaseMfr (OptMfr)

MAS-TDR Data Field	Table 5.2 - Reporting Standard Products and Options <i>Report each product individually.</i>
Manufacturer Part Number	<u>Base Products and Accessories:</u> Enter the Manufacturer Part Number that is assigned to the specific base product and/or accessory. It must match what is in your approved FCP Product file or Price Proposal Template. <u>Products Options:</u> Enter the base item part number as it appears in your catalog followed by the option part number in parenthesis. • Example: BasePartNum (OptPartNum)
Unit of Measure	Enter the unit of measure (UOM) associated with the base product, accessory, or option as it is awarded on your GSA MAS Contract. View Table 1 on the SRP User Guide for a list of approved UOM's. Leaving this field blank will result in a rejection.
Quantity of Items sold	Each unique product and option and/or accessory should be reported as separate line items, each with their own respective quantities. <u>Base Products and Accessories:</u> Enter the quantity of each unique base product and/or accessory sold. <u>Product Options:</u> Enter the quantity of a specific product option applied to each base item. • Example (for both scenarios): When reporting a sale involving five primary products and ten associated options, record a quantity of "5" on the Sales Reporting Portal (SRP) line item for the base product, and a quantity of "10" on the separate line item designated for the accessories or options.
Universal Product Code	<u>Base Products and Accessories:</u> Enter the UPC code, if available, that is assigned to the base product and/or accessory. If the product or accessory does not have a UPC then you can leave this field blank. Entering "N/A" will cause a rejection. <u>Product Options:</u> Leave blank, entering "N/A" will cause a rejection.

MAS-TDR Data Field	Table 5.2 - Reporting Standard Products and Options <i>Report each product individually.</i>
SIN	Enter the Special Item Number (SIN) that matches the order. It must be a SIN in which you are awarded on your MAS contract. You can find your awarded SINs by searching with your contract number on GSA eLibrary . The original RFQ should also include a SIN number. If your order covers more than one SIN, choose the SIN that represents the majority of the work (i.e. 51% or more of total order value).
Price Paid per Unit	Enter the price paid per unit as stated on your invoice. Unpriced product options should include a value of \$0.00. Leaving this field blank will result in a rejection.
Total Price Paid	<u>If reporting via File upload with SRP:</u> Calculate the total price for the line item reported. It is calculated by multiplying the “Price Paid per Unit” with the “Quantity of Items Sold”. <u>If reporting via Form Entry with SRP:</u> This is auto calculated. No action is required.
Non-Federal Entity	Select (if using form entry) or enter (if using file upload) one of the following: • “SCP” for State/Local Cooperative Purchasing • “SDP” for State/Local Disaster Purchasing • “OTH” for Other Non-Federal Entity • “N/A” for situations where the customer is a Federal Government Entity. In these instances this field does not apply.
Federal Customer	<u>Federal Customers:</u> • Enter the two-digit Treasury Agency Code of the agency that funded the requirement. A list of codes can be found here on the SRP User Guide. <u>Non Federal Entities:</u> • Enter “NA” if you entered “SCP”, “SDP”, or “OTH” in the “Non Federal Entity” Field
Order Date	Enter the date the order was submitted for the product and/or accessory (i.e., the order signed date).
Ship Date	Enter the date that the product and/or accessory was shipped to the customer.

MAS-TDR Data Field	Table 5.2 - Reporting Standard Products and Options <i>Report each product individually.</i>
Zip Code Shipped To	Enter the five-digit ZIP code of the location where the product and/or option was shipped.
UCID	<u>Products listed on the FCP Product File or Price Proposal Template:</u> • Not required (i.e. leave this field blank). <u>Products listed on the FCP Services Plus File:</u> • Enter the approved UCID for each line item exactly as shown on your Services Plus File. It must be a 1:1 match to avoid a rejection and/or compliance flag. • You must enter the valid UCID if you have one established for the product in your FCP Services Plus File.
Cloud Service Type	This only applies to offerings under SIN 518210C (Cloud Computing and Cloud Related IT Professional Services). Leave this field blank if reporting under any other SIN. If applicable, select (if using form entry) or enter (if using file upload) one of the following: • “SaaS” for “Software as a Service” • “PaaS” for “Platform as a Service” • “IaaS” for “Infrastructure as a Service” • “LCAT” for “Labor Category”
Supporting documentation	Supporting documentation is not required as line item level detail was provided.

This concludes reporting procedures for [Table 5.2 \(Reporting Standard Products and Options\)](#).

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Table 5.3 - Reporting Highly Configurable Products (HCP)

HCP's are generally awarded on GSA contracts in one of two ways:

- Path A (By Manufacturer Product Line/Series/Family):
 - When you offer a fixed discount from an entire product line, series, or family at an agreed upon discount from the manufacturer's commercial price list.
 - The entire product line, series, or family can be reported as invoiced.
- Path B (Base Product with Configurations):
 - When you offer a base product (tied to a manufacturer part number) with additional customizable configurations that determine the final price.
 - Each base product must be reported with its applicable manufacturer part number. Configurations are described in the Description of Deliverable field as noted below

MAS-TDR Data Field	Table 5.3 - Reporting Highly Configurable Products (HCP) <i>Path A = Report invoice level detail</i> <i>Path B = Report each HCP individually.</i>
Contract / BPA Number	Enter your GSA MAS Contract Number, it begins with “47” or “GS”. If you are reporting sales under one of the government-wide BPA's listed here , you may enter your BPA number. Leaving this field blank will result in a rejection.
Order Number/ PIID	Enter the Order Number/PIID provided by the ordering agency. This is not your GSA contract number. Leaving this field blank will result in a rejection. Order numbers / PIIDs can be found on your forms SF1449 (Box 4), DD 1155 (Box 2), and/or SF30 (Box 10A). They can additionally be searched for on SAM.gov or USAspending.gov using your GSA Contract number. If an order number / PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.

MAS-TDR Data Field	Table 5.3 - Reporting Highly Configurable Products (HCP) <i>Path A = Report invoice level detail</i> <i>Path B = Report each HCP individually.</i>
Description of Deliverable	<u>Path A (Manufacturer Product Line/Series):</u> - Enter a description for each unique manufacturer/product line/family/series (etc.) that describes the products included in the order. Note: Each manufacturer product line/series included in an order must be reported separately. <u>Path B (Base Product MPN with Configurations):</u> - Provide a row entry for each highly configurable product included in the order that describes the highly configured product (e.g., base model description plus additional components/parts added to the base configuration in parenthesis). - Example: Base Model Description (Additional Configuration Descriptions)
Manufacturer Name	<u>Path A (Manufacturer Product Line/Series)</u> - Enter the Original Equipment Manufacturer (OEM) for each unique product line or series as a separate row in SRP. <u>Path B (Priced by Base Product with Configurations):</u> - Enter the OEM for each unique product with a separate row in SRP.
Manufacturer Part Number	<u>Path A (Manufacturer Product Line/Series)</u> - Enter “HCP” or “Highly Configurable” <u>Path B (Base Product MPN with Configurations):</u> - Enter the Manufacturer Part Number for each highly configurable product

MAS-TDR Data Field	Table 5.3 - Reporting Highly Configurable Products (HCP) <i>Path A = Report invoice level detail</i> <i>Path B = Report each HCP individually.</i>
Unit of Measure	<u>Path A (Manufacturer Product Line/Series):</u> - Enter “EA” or “10” (which means “Group” in FAS SRP reporting) on each row reported. <u>Path B (Base Product MPN with Configurations):</u> - Enter “EA” for “EACH”
Quantity of Items sold	<u>Path A (Manufacturer Product Line/Series):</u> - Enter quantity of items for each manufacturer. <u>Path B (Base Product MPN with Configurations):</u> - Enter quantity of items for each highly configurable product.
Universal Product Code	Not Required (i.e. leave this field blank)
SIN	Enter the Special Item Number (SIN) that matches the order. It must be a SIN in which you are awarded on your MAS contract. You can find your awarded SINs by searching with your contract number on GSA eLibrary . The original RFQ should also include a SIN number. If your order covers more than one SIN, choose the SIN that represents the majority of the work (i.e. 51% or more of total order value).
Price Paid per Unit	<u>Path A (Manufacturer product line/family):</u> - Enter total price of items sold for each unique manufacturer product line or series. <u>Path B (Base Product MPN with Configurations):</u> - Enter total price for each highly configurable product.

MAS-TDR Data Field	Table 5.3 - Reporting Highly Configurable Products (HCP) <i>Path A = Report invoice level detail</i> <i>Path B = Report each HCP individually.</i>
Total Price Paid	<u>Path A (Manufacturer Product Line/Series):</u> • Enter total price as stated on the invoice for the order. <u>Path B (Base Product MPN with Configurations):</u> • If reporting via File upload with SRP: Calculate the total price for the line item reported. It is calculated by multiplying the “Price Paid per Unit” with the “Quantity of Items Sold”. • If reporting via Form Entry with SRP: This is auto calculated. No action is required.
Non-Federal Entity	Select (if using form entry) or enter (if using file upload) one of the following: • “SCP” for State/Local Cooperative Purchasing • “SDP” for State/Local Disaster Purchasing • “OTH” for Other Non-Federal Entity • “N/A” for situations where the customer is a Federal Government Entity. In these instances this field does not apply.
Federal Customer	<u>Federal Customers:</u> • Enter the two-digit Treasury Agency Code of the agency that funded the requirement. A list of codes can be found here on the SRP User Guide. <u>Non Federal Entities:</u> • Enter “NA” if you entered “SCP”, “SDP”, or “OTH” in the “Non Federal Entity” Field
Order Date	Enter the date the order was submitted for the product (i.e. the order signed date).
Ship Date	Enter the date that the product was shipped to the customer.
Zip Code Shipped To	Enter the five-digit ZIP code of the location where the product was shipped.

MAS-TDR Data Field	Table 5.3 - Reporting Highly Configurable Products (HCP) <i>Path A = Report invoice level detail</i> <i>Path B = Report each HCP individually.</i>
UCID	<u>Path A (Manufacturer Product Line/Series)</u> and <u>Path B (Base Product with Configurations)</u> : • Enter the approved UCID for each line item exactly as shown on your Services Plus File (if available). It must be a 1:1 match to avoid a rejection and/or compliance flag.
Cloud Service Type	This only applies to offerings under SIN 518210C (Cloud Computing and Cloud Related IT Professional Services) . Leave this field blank if reporting under any other SIN. If applicable, select (if using form entry) or enter (if using file upload) one of the following: • “SaaS” for “Software as a Service” • “PaaS” for “Platform as a Service” • “IaaS” for “Infrastructure as a Service” • “LCAT” for “Labor Category”
Supporting documentation	<u>Supporting documentation</u> is required for Path A (By Manufacturer Product Line/Series): Supporting documentation is required when reporting sales without line item detail, which by nature of Path HCP A, is not available. Please upload a Bill of Materials, Invoice, and/or other supporting documents that provide line-item breakdown of the order. • You must upload supporting documentation necessary to substantiate the line-item detail for the sales reported in a given period. • This applies for orders made after July 1st, 2026. • FAS SRP is certified to receive Controlled Unclassified Information (CUI), however, DO NOT upload classified documentation or sensitive proposal documentation.

This concludes reporting procedures for [Table 5.3 \(Reporting Highly Configurable Products\)](#).

Table 5.4 - Reporting Fixed Price Services or Solutions

MAS-TDR Data Field	Table 5.4 - Reporting Fixed Price Services or Solutions <i>Report as invoiced</i>
Contract / BPA Number	Enter your GSA MAS Contract Number, it begins with “47” or “GS”. If you are reporting sales under one of the government-wide BPA's listed here , you may enter your BPA number. Leaving this field blank will result in a rejection.
Order Number/ PIID	Enter the Order Number/PIID provided by the ordering agency. This is not your GSA contract number. Leaving this field blank will result in a rejection. Order numbers / PIIDs can be found on your forms SF1449 (Box 4), DD 1155 (Box 2), and/or SF30 (Box 10A). They can additionally be searched for on SAM.gov or USAspending.gov using your GSA Contract number. If an order number / PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
Description of Deliverable	Enter the description of services provided.
Manufacturer Name	Not required (i.e. leave this field blank).
Manufacturer Part Number	Not required (i.e. leave this field blank).
Unit of Measure	<u>Fixed Price Services or Solutions (Established at the Order level)</u> Enter the unit of measure as invoiced. If a unit measure is not provided on the invoice, enter “1I” for “Fixed Price” (Note: “I” and is India). View Table 1 on the SRP User Guide for a list of allowable UOM’s. Leaving this field blank will result in a rejection.
Quantity of Items sold	Enter the quantity as stated on the invoice. Leaving this field blank will result in a rejection.

MAS-TDR Data Field	Table 5.4 - Reporting Fixed Price Services or Solutions <i>Report as invoiced</i>
Universal Product Code	Not required (i.e. leave this field blank).
SIN	Enter the Special Item Number (SIN) that matches the order. It must be a SIN in which you are awarded on your MAS contract. You can find your awarded SINs by searching with your contract number on GSA eLibrary . The original RFQ should also include a SIN number. If your order covers more than one SIN, choose the SIN that represents the majority of the work (i.e. 51% or more of total order value).
Price Paid per Unit	Enter the price paid per unit as stated on your invoice. Leaving this field blank will result in a rejection.
Total Price Paid	If reporting via File upload with SRP: Calculate the total price for the line item reported. It is calculated by multiplying the "Price Paid per Unit" with the "Quantity of Items Sold". If reporting via Form Entry with SRP: This is auto calculated. No action is required.
Non-Federal Entity	Select (if using form entry) or enter (if using file upload) one of the following: • "SCP" for State/Local Cooperative Purchasing • "SDP" for State/Local Disaster Purchasing • "OTH" for Other Non-Federal Entity • "N/A" for situations where the customer is a Federal Government Entity. In these instances this field does not apply.
Federal Customer	<u>Federal Customers:</u> • Enter the two-digit Treasury Agency Code of the agency that funded the requirement. A list of codes can be found here on the SRP User Guide. <u>Non Federal Entities:</u> • Enter "NA" if you entered "SCP", "SDP", or "OTH" in the "Non Federal Entity" Field
Order Date	Not required (i.e. leave this field blank).

MAS-TDR Data Field	Table 5.4 - Reporting Fixed Price Services or Solutions <i>Report as invoiced</i>
Ship Date	Not required (i.e. leave this field blank).
Zip Code Shipped To	Not required (i.e. leave this field blank).
UCID	Enter a valid UCID, if available, for the Fixed Price Service or Solution being reported. It must be a 1:1 to the UCID that's tied to the solution as listed in your Services Plus File. Leave blank if you do not have a valid UCID established in your FCP catalog for the fixed price service or solution.
Cloud Service Type	This only applies to offerings under SIN 518210C (Cloud Computing and Cloud Related IT Professional Services). Leave this field blank if reporting under any other SIN. If applicable, select (if using form entry) or enter (if using file upload) one of the following: • “SaaS” for “Software as a Service” • “PaaS” for “Platform as a Service” • “IaaS” for “Infrastructure as a Service” • “LCAT” for “Labor Category”
Supporting documentation	Supporting documentation is required as line item detail was not provided in your sales reporting and cannot be traced to approved services or solutions on your GSA MAS contract. • Please upload the Government PWS, SOO, or SOW that provides further detail of services delivered, These documents should not be revised and must be authored by the government. • This applies for orders over one million (\$1M) in total contract value awarded after July 1st, 2026. You only need to upload documents once. • FAS SRP is certified to receive Controlled Unclassified Information (CUI), however, DO NOT upload classified documentation or sensitive proposal documentation.

This concludes reporting procedures for [Table 5.4 \(Reporting Fixed Price Services or Solutions\)](#)

Table 5.5 - Reporting Hourly Priced Labor Categories

MAS-TDR Field	Table 5.5 - Reporting Hourly Priced Labor Categories <i>Report each Labor Category individually</i>
Contract / BPA Number	Enter your GSA MAS Contract Number, it begins with “47” or “GS”. If you are reporting sales under one of the government-wide BPA's listed here, you may enter your BPA number. Leaving this field blank will result in a rejection.
Order Number/ PIID	Enter the Order Number/PIID provided by the ordering agency. This is not your GSA contract number. Leaving this field blank will result in a rejection. Order numbers / PIIDs can be found on your forms SF1449 (Box 4), DD 1155 (Box 2), and/or SF30 (Box 10A). They can additionally be searched for on SAM.gov or USAspending.gov using your GSA Contract number. If an order number / PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
Description of Deliverable	<u>Labor Categories with a valid UCID:</u> Enter the labor category title. A one to one match with your GSA catalog is not required if you entered a valid UCID. A blank entry will cause a rejection. <u>Labor Categories without a UCID:</u> Enter the labor category title exactly as shown on your GSA catalog (i.e. a one to one match). Internal labor category naming conventions will trigger a compliance flag. To avoid having to report exact labor category titles with a one to one match, establish UCIDs within the FAS Catalog Platform and enter it within the “UCID” field. <u>SCLS Labor Categories</u> Enter the Labor Category Name, SCLS Wage Determination (WD) Number, and WD Revision number as shown below. Current MAS Wage Determination and Revision Numbers can be found here. ● Use this format (including punctuation): LCN:(Enter Labor Category Name on GSA Pricelist), WD:(Enter Wage Determination Number), REV:(Enter Revision Number) ○ This is the Wage Determination applicable to the task order, based on location. ● Example: “LCN:Administrative Support, WD:2015-4623, REV:29”

MAS-TDR Field	Table 5.5 - Reporting Hourly Priced Labor Categories <i>Report each Labor Category individually</i>
Manufacturer Name	Not required (i.e. leave this field blank).
Manufacturer Part Number	Not required (i.e. leave this field blank).
Unit of Measure	<u>If you have a FCP Catalog File (i.e., the Product File or Services Plus File):</u> • Enter “HR” for standard hourly pay • Enter “OT” for non-standard hourly pay. <u>If you have a Price Proposal Template:</u> • Match the unit measure on your PPT. View Table 1 on the SRP User Guide for a list of approved UOM's. In all cases avoid using EA (Each) for hourly labor rates as it may cause a rejection.
Quantity of Items sold	Enter the quantity of labor hours as stated on your invoice. Leaving this field blank will result in a rejection.
Universal Product Code	Not required (i.e. leave this field blank).
SIN	Enter the Special Item Number (SIN) that matches the order. It must be a SIN in which you are awarded on your MAS contract. You can find your awarded SINs by searching with your contract number on GSA eLibrary. The original RFQ should also include a SIN number. If your order covers more than one SIN, choose the SIN that represents the majority of the work (i.e. 51% or more of total order value).
Price Paid per Unit	Enter the price paid per hour as stated on your invoice. Leaving this field blank will result in a rejection.

MAS-TDR Field	Table 5.5 - Reporting Hourly Priced Labor Categories <i>Report each Labor Category individually</i>
Total Price Paid	If reporting via File upload with SRP: Calculate the total price for the line item reported. It is calculated by multiplying the “Price Paid per Unit” with the “Quantity of Items Sold”. If reporting via Form Entry with SRP: This is auto calculated. No action is required.
Non-Federal Entity	Select (if using form entry) or enter (if using file upload) one of the following: • “SCP” for State/Local Cooperative Purchasing • “SDP” for State/Local Disaster Purchasing • “OTH” for Other Non-Federal Entity • “N/A” for situations where the customer is a Federal Government Entity. In these instances this field does not apply.
Federal Customer	<u>Federal Customers:</u> • Enter the two-digit Treasury Agency Code of the agency that funded the requirement. A list of codes can be found here on the SRP User Guide. <u>Non Federal Entities:</u> • Enter “NA” if you entered “SCP”, “SDP”, or “OTH” in the “Non Federal Entity” Field
Order Date	Not required (i.e. leave this field blank).
Ship Date	Not required (i.e. leave this field blank).
Zip Code Shipped To	Not required (i.e. leave this field blank).

MAS-TDR Field	Table 5.5 - Reporting Hourly Priced Labor Categories <i>Report each Labor Category individually</i>
UCID	<u>Labor Categories with a valid UCID on the Services Plus File:</u> Enter the approved UCID for each labor category exactly as shown on your Services Plus File. It must be a 1:1 match to avoid a rejection and/or compliance flag. <u>Labor Categories without a UCID:</u> Not required (i.e. leave this field blank).
Cloud Service Type	This only applies to offerings under SIN 518210C (Cloud Computing and Cloud Related IT Professional Services). Leave this field blank if reporting under any other SIN. If applicable, select (if using form entry) or enter (if using file upload) one of the following: • “SaaS” for “Software as a Service” • “PaaS” for “Platform as a Service” • “IaaS” for “Infrastructure as a Service” • “LCAT” for “Labor Category”
Supporting documentation	Supporting documentation is not required as line item level detail was provided.

This concludes reporting procedures for [Table 5.5 \(Reporting Hourly Priced Labor Categories\)](#).

Table 5.6 - [Reserved]

Table 5.7 - Reporting Volume and Prompt Payment Discounts

These procedures apply when reporting a volume or prompt payment discount to an entire order instead of providing line item level discount detail.

MAS-TDR Field	Table 5.7 Reporting Volume and Prompt Payment Discounts
Contract / BPA Number	Enter your GSA MAS Contract Number, it begins with “47” or “GS”. If you are reporting sales under one of the government-wide BPA’s listed here , you may enter your BPA number. Leaving this field blank will result in a rejection.
Order Number/ PIID	Enter the Order Number/PIID provided by the ordering agency. This is not your GSA contract number. Leaving this field blank will result in a rejection. Order numbers / PIIDs can be found on your forms SF1449 (Box 4), DD 1155 (Box 2), and/or SF30 (Box 10A). They can additionally be searched for on SAM.gov or USAspending.gov using your GSA Contract number. If an order number / PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
Description of Deliverable	Not required (i.e. leave this field blank).
Manufacturer Name	<u>Products only (i.e.if you are reporting services leave this field blank)</u> Enter the Original Equipment Manufacturer (OEM) as listed on the line item you are discounting.
Manufacturer Part Number	<u>Products only (i.e.if you are reporting services leave this field blank)</u> Enter the manufacturer part number as listed on the line item you are discounting.
Unit of Measure	<u>Enter one of the two discount unit measures as follows:</u> Volume Discount: Enter “VD” Prompt Payment Discount: Enter “PPD”

MAS-TDR Field	Table 5.7 Reporting Volume and Prompt Payment Discounts
Quantity of Items sold	Enter the number of discounts applied to a given order. This should be a negative value. (e.g. -10)
Universal Product Code	Not required (i.e. leave this field blank).
SIN	Enter the Special Item Number (SIN) as listed on the line item you are discounting.
Price Paid per Unit	Enter the dollar amount of the discount. This should be a positive amount. (e.g. \$50.00)
Total Price Paid	<u>If reporting via File upload with SRP:</u> Enter the total price that is calculated by multiplying the “Quantity of Items Sold” by the “Price Paid per Unit”. This should create a negative value. (e.g. -10 * \$50.00 = -\$500) <u>If reporting via Form Entry with SRP:</u> This is auto calculated. No action is required.
Non-Federal Entity	Not required (i.e. leave this field blank).
Federal Customer	Not required (i.e. leave this field blank).
Order Date	Not required (i.e. leave this field blank).
Ship Date	Not required (i.e. leave this field blank).
Zip Code Shipped To	Not required (i.e. leave this field blank).
UCID	Not required (i.e. leave this field blank).

MAS-TDR Field	Table 5.7 Reporting Volume and Prompt Payment Discounts
Cloud Service Type	This only applies to offerings under SIN 518210C (Cloud Computing and Cloud Related IT Professional Services). Leave this field blank if reporting under any other SIN. If applicable, select (if using form entry) or enter (if using file upload) one of the following: • “SaaS” for “Software as a Service” • “PaaS” for “Platform as a Service” • “IaaS” for “Infrastructure as a Service” • “LCAT” for “Labor Category”

This concludes reporting procedures for [Table 5.7 \(Reporting Volume and Prompt Payment Discounts\)](#).

6. Reporting Examples

6.1 [Reserved]

6.2 Product Reporting Examples

6.2.1 Reporting Example: Standard Products

An agency orders two standard products from your GSA catalog: 25 barcode scanners and 10 label printers. Neither product has selectable options or custom configuration. Report each unique product on its own row using the manufacturer name, manufacturer part number as stated unit of measure,

- Do not combine different products. Report the product as **one row for each unique product**
- Enter the “**Manufacturer Name**”, “**Manufacturer Part Number**”, “**Unit Measure**”, as stated on your GSA Contract.
- Enter the “**Quantity of item sold**”, and “**price paid per unit**” as stated on your invoice.

Example Reporting: Standard Products							
Row #	Description of Deliverable	Manufacturer Name	Manufacturer Part Number	Unit Measure	Quantity of Item sold	Price Paid per Unit	Total Price (US\$)
1	Handheld barcode scanner, USB, 2D imaging	ScanPro	SP-2200-USB	EA	25	\$185.00	\$4,625.00
2	Desktop thermal label printer, 4 in.	ErgoWorks (ErgoWorks)	LW-400D	EA	10	\$315.00	\$3,510.00

Other required fields for each row not listed in the above example: Contract / BPA Number, Order Number / PIID, SIN Number, Non Federal Entity, Federal Customer, UCID (for products listed on the Services Plus file), Order Date, Ship Date ,Zip Code Shipped to, and Cloud Service Type (applicable to SIN 518210C)

6.2.2 Reporting Example: Standard Products with Options

A customer orders 5 height-adjustable desks from your catalog. Each desk is a base product with 2 customer-selected options: a color and a kit. The color option is unpriced; the kit carries a price. Report the **base product on its own row**, then **each option on its own row** beneath it.

- Report option rows underneath the base product, remember to enter the **base item's "Manufacturer Name"** and **"Manufacturer Part Number"** first, followed by the **options manufacturer name and part number** in parentheses.
- **"Quantity of items sold"** is counted per option applied — 5 desks with 1 color and 1 kit each means 5 of each option.
- **Unpriced options** are still reported - enter \$0.00 in **"Price Paid per Unit"**

Row #	Description of Deliverable	Manufacturer Name	Manufacturer Part Number	Unit Measure	Quantity of Item sold	Price Paid per Unit	Total Price (US\$)
1	Height-adjustable desk, 60 in.	ErgoWorks	EW-6030-ADJ	EA	5	\$742.00	\$3,710.00
2	Height-adjustable desk Maple Finish	ErgoWorks (ErgoWorks)	EW-6030-ADJ (MPL)	EA	5	\$0.00	\$0.00
3	Height-adjustable desk KIT	ErgoWorks (CableTidy)	EW-6030-ADJ (CTGK2)	EA	5	\$38.50	\$192.50

Other required fields for each row not listed in the above example: Contract / BPA Number, Order Number / PIID, SIN Number, Non Federal Entity, Federal Customer, UCID (for products listed on the Services Plus file), Order Date, Ship Date, Zip Code Shipped to, and Cloud Service Type (applicable to SIN 518210C)

6.2.3 Reporting Example: Highly Configurable Products Path A

A customer orders a modular workstation buildout. Your GSA contract awards a fixed discount off two manufacturers' commercial price lists, so individual part numbers were never negotiated line by line.

- Report **one row per manufacturer product line or series** on the invoice
- Enter **"HCP"** in the **"Manufacturer Part Number"** field, since no single part number represents the group. Enter the **"UCID"** that is listed on your FCP Services Plus File for the Highly Configurable Product.
- Enter **"10"** (Fixed Rate) for the **"Unit Measure"** and **"1"** for **"Quantity of items sold"**. The **"Price Paid per Unit"** and **"Total Price"** should equal the total amount that was invoiced for the product line, series, or family.

Row	Description of Deliverable	Manufacturer Name	Manufacturer Part Number	Unit Measure	Quantity of Item sold	Price Paid per Unit	Total Price (US\$)	UCID
1	Modular workstation panels, frames, and work surfaces — Horizon Series	OfficeSystems Inc.	HCP	10	1	\$45,000.00	\$45,000.00	HORZ1
2	Task seating and mobile pedestals — ErgoLine 400 Series	SeatCraft	HCP	10	1	\$14,640.00	\$14,640.00	ERGL1

Other required fields for each row not listed in the above example: Contract / BPA Number, Order Number / PIID, SIN Number, Non Federal Entity, Federal Customer, Order Date, Ship Date, Zip Code Shipped to, and Cloud Service Type (applicable to SIN 518210C)

6.2.4 Reporting Example: Highly Configurable Products Path B

An agency orders three configured network appliances. Each appliance has a base model listed on your GSA contract with a manufacturer part number, and the final price includes selected configuration components such as memory, storage, and support.

- Report one row for each highly configurable base product, using the base product's manufacturer name and manufacturer part number.
- Describe the configuration in the “**Description of Deliverable**” field so the reported row reflects what was sold. Enter the
- Input the “**Unit Measure**” and “**UCID**” that is listed on your FCP Services Plus File for the Highly Configurable Product.

Example Reporting: HCP Path B (Base Product with configurations)								
Row #	Description of Deliverable	Manufacturer Name	Manufacturer Part Number	Unit Measure	Quantity of Item sold	Price Paid per Unit	Total Price (US\$)	UCID
1	NX-5000 appliance (64GB RAM, 4TB storage, advanced security module, and 3-year support)	NetSecure	NX-5000	EA	3	\$18,500	\$55,500	NXAPP5000

Other required fields for each row not listed in the above example: Contract / BPA Number, Order Number / PIID, SIN Number, Non Federal Entity, Federal Customer, UCID (for products listed on the Services Plus file), Order Date, Ship Date ,Zip Code Shipped to, and Cloud Service Type (applicable to SIN 518210C)

6.3 Services Reporting Examples

6.3.1 Reporting Example: Fixed Price Services or Solutions (Established at the Order level)

A customer issues an RFQ for a system assembly, and you propose a fixed price total solution built from a mix of your awarded labor categories and services. Because the solution was assembled for this order using a combination of approved offerings from your pricelist, and is not explicitly listed on your catalog, it has no “**UCID**” and cannot be ordered from your GSA Advantage! catalog.

- Common order / CLIN types: **Fixed Price**
- Report the “**Description of Deliverable**” and “**Unit Measure**” field as invoiced
- Leave the “**UCID**” field blank.

Row #	Description of Deliverable	Unit Measure	Quantity of Item Sold	Price Paid per Unit (US\$)	Total Price (US\$)	UCID
1	ENG SYS DESIGN PH-1	EA	1	\$1,500,000.00	\$1,500,000.00	(blank)

Other required fields for each row not listed in the above example: Contract / BPA Number, Order Number / PIID, SIN Number, Non Federal Entity, Federal Customer, and Cloud Service Type (applicable to SIN 518210C)

6.3.3 Reporting Example: Labor Hours Reporting

A federal agency placed a labor-hours order for help desk support. Three of your awarded labor categories work the order during the month and invoice as follows: Program Manager (40 hours, \$165/hour), a Senior Systems Administrator (160 hours, \$142.50/hour), and two Help Desk Technicians (329 hours total, \$88.75/hour). You notice that the help desk technician labor categories are subject to SCLS.

- Common contract order types: **Labor Hours** and **Time & Material**
- You would report three rows, one for each unique labor category, each with its own **total hours (quantity of item sold)** and the **hourly rate (price paid per unit)**.
- We encourage you to provide helpful **descriptions (Description of deliverable)** however they are not required if you can trace the labor categories to your catalog with a **valid UCID**.
- Include the **SCLS Wage Determination number** and **Revision Number** in the description of the deliverable field for LCATs subject to SCLS. **If a UCID is not entered**, enter the Labor Category Name **exactly as awarded** on the contract.

Row #	Description of Deliverable	Unit Measure	Quantity of Item Sold	Price Paid per Unit (US\$)	Total Price (US\$)	UCID
1	Prog. Mgr Sr	HR	40	\$165.00	\$6,600.00	LCAT-PM-III
2	Sys Admin Sr	HR	160	\$142.50	\$22,800.00	LCAT-SYSADMIN-SR
3	WD:2015-4623, REV:29	HR	329	\$88.75	\$28,400.00	LCAT-HELPDESK-1

Other required fields for each row not listed in the above example: Contract / BPA Number, Order Number / PIID, SIN Number, Non Federal Entity, Federal Customer, and Cloud Service Type (applicable to SIN 518210C)

6.4 [Reserved]

Appendices

Appendix 1 MAS-TDR Terminology

- **BPA:** Blanket Purchase Agreement
- **CLIN:** Contract Line Item Number
- **CSP:** Commercial Sales Practices
- **CUI:** Controlled Unclassified Information
- **DOL:** Department of Labor
- **FAS:** Federal Acquisition Service
- **FCP:** FAS Catalog Platform
- **FCP SPF:** FAS Catalog Platform Services Plus File
- **HCP:** Highly Configurable Products
- **IFF:** Industrial Funding Fee
- **MAS:** Multiple Award Schedule
- **MFC:** Most Favored Customer
- **MPN:** Manufacturer Part Number
- **NGO:** Non-Government Organization
- **OEM:** Original Equipment Manufacturer
- **OLM:** Order-Level Materials
- **PIID:** Procurement Instrument Identifier
- **PPT:** Price Proposal Template
- **PWS:** Performance Work Statement
- **RFQ:** Request for Quote
- **SCA:** Service Contract Act
- **SCLS:** Service Contract Labor Standards (Formerly known as SCA, or the Service Contract Act).
- **SIN:** Special Item Number
- **SOO:** Statement of Objectives
- **SOW:** Statement of Work
- **SRP:** Sales Reporting Portal
- **TDR:** Transactional Data Reporting
- **UCID:** Unique Catalog ID
- **UPC:** Universal Product Code
- **WD:** Wage Determination

Appendix 2 [Reserved]

Appendix 3 Reporting Returns

In order to avoid paying IFF for items that were returned by the customer, you can report a return by copying the **exact same** MAS-TDR data elements that you submitted originally when reporting the sale (e.g. Contract Number, SIN Number, Order Number, Description of Deliverable, etc) with **the exception of the following fields below where you will report the return.**

- **Unit of Measure:** Enter “RTN” to indicate the return.
- **Quantity of Items Sold:** Enter the number of items returned with a negative value (e.g. “-5”)
- **Price Paid per Unit:** Enter the unit price for the items returned. This should be a positive amount (e.g. “\$70.00”).
- **Total Price:** Multiply the “Quantity of Items Sold” and the “Price Paid per Unit”. This should be a negative number.

Version History

Version 2

- Renamed “Non-configurable products” to “Standard Products” to reduce confusion with “Highly Configurable Products” (Section 3.1.1 and Table 5.2)
- Clarified that the LCAT title, or Fixed Price Services or Solution title, should be entered in the “Description of Deliverable” field even when using a UCID, but that a one-to-one match is not required. (Table 5.5)
- Added clarifying language for completing the Order Number / PIID field (Table 4.1 and Tables 5.2 - 5.7)
- Added clarifying language that the “NA” should be entered in the “Federal Customer” field if the customer was a non-federal entity, previously the guide stated to leave the field blank. (Tables 4 and 5.2 - 5.7)
- Removed references to future data fields until implementation is imminent.
- Updated Section 3.2.4 (Configurable Services) to direct readers to Tables 5.2 - 5.5 as applicable to the configurable service sold, instead of directing them to a separate table (formerly Table 5.6, which has been removed)
- Added “Cloud Service Type” guidance for each reporting table in section 5.
- Replaced Section 6 (Appendices) with Section 6 (Reporting Examples).
 - Included Section 6.1 (Reserved), 6.2 (Product Reporting Examples), 6.2 (Services Reporting Examples), and 6.4 (Reserved)
 - Appendices have been moved to the end of the document.