U.S. General Services Administration

Multiple Award Schedule

TDR User Guide

Version 1.0

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 most products and services that are awarded under MAS 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 elements (such as Contract Number, Order Number, UCID, etc.) and provides more information on how to find the information needed to complete that 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 (Appendices) contains 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 information.

- **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 of sales reporting must be consistent.

Sales must be entered in the FAS Sales Reporting Portal (SRP), they are reported in typically 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 get comfortable 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 with ample time to become familiar with the requirements of a newly released field.

- This Trial Period is for all 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 soon 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 Non-Configurable Products

Non-Configurable 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! Non-configurable products can be categorized into the following:

- Non-configurable 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.
- 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 Non-Configurable Products) for reporting Non-Configurable Products 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. HCPs 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 HCPs 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-subject labor occupations (SCA Directory)
- WDs incorporated into your MAS Contract (gsa.gov). This list is 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. They often represent a total solution, combining multiple services or labor types into a single price. These services are categorized into two types:

A. Established at the MAS Contract level:

- These solutions have been awarded on your GSA contract and are directly ordered from your GSA Advantage! Catalog.
- They are identified in your FCP Services Plus File with the "Fixed Price Service Solution" catalog item type on the pricing tab.
- Line-item details and ceiling pricing are established and should be reported at the line-item level in SRP.

B. Established at the Order level (by the Ordering Agency):

- These are total solutions proposed in response to a RFQ, utilizing a mix of approved labor categories and services to create a solution not explicitly listed in your catalog.
- These solutions do not possess a valid UCID and cannot be directly ordered via your GSA Advantage! Catalog.
- Line-item details and pricing for each component of the total solution may not be available depending on your accounting practices. Supporting documentation is required in cases where line-item detail cannot be provided.

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.)

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.

See Table 5.6 (Reporting Configurable/Miscellaneous Services) if you are reporting Configurable Services as described above.

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.

Important note on OLMs:

- 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 Non-Configurable Products) if you are reporting products or items that have a valid Manufacturer Part Number

See Table 5.6 (Reporting Configurable/Miscellaneous Services) 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
Data Fields specific to Products (i.e. offerings reported with a Manufacturer Name and Part Number) Leaving these fields blank will result in a rejection	
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 block 4 of form SF1449. 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. ● Leaving this field blank will result in a rejection.
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 for 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 most of the work (i.e. 51% or more of total order value).

TDR Data Field	Field Description
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. The following selections are available: ● "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 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 must leave this field blank if you identified the customer in the "Non-Federal Entity" field.
UCID	The "unique catalog 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.
Description of Deliverable	A description of the service or product that was sold. Instructions for completing this field vary by reporting scenario. Guidance is provided in each instruction table within Section 5 (Reporting Requirements).
Quantity of Items Sold	Number of units sold or labor hours sold. It is applicable for all sales.
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 product or service.
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" with the "Quantity of Items Sold". If reporting via Form Entry with SRP: This is auto calculated. No action is required.

TDR Data Field	Field Description
Data Fields specific to Products (i.e. offerings reported with a Manufacturer Name and Part Number) *Leaving these fields blank will result in a rejection.*	
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.
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.
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.
Order Date	The date the order was submitted for the product or item (i.e., the order signed date).
Ship Date	The date the product or item was shipped.
Zip Code Shipped To	The five-digit ZIP code of the location where the product was shipped to.
Data Fields specific to Services	
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. The following selections are available: ● **"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
Upcoming Data Fields Note: The guidance below is not final until the fields are officially implemented.	

TDR Data Field	Field Description
Order Type	The category of the product or service that was included in the order. There will be the following options will be available: ● The **"Products"** order type is for reporting non-configurable products, accessories, and/or options as described in Section 3.1.1 (Non-Configurable Products) ● The **"Labor Category"** order type is for reporting hourly priced Labor Categories as defined in Section 3.2.1 (Professional Services) and Section 3.2.2 (SCLS Services) ● The **"Fixed Price Services"** order type is for reporting Fixed Price Services or Solutions as defined in Section 3.2.3 (Fixed Price Service Solutions) ● The **"Configurable/Miscellaneous**" order type is for reporting Configurable Services as described in Section 3.2.4 (Configurable Services) or for specific situations, such as reporting OLMs (non-product) as described in Section 3.3.1 (Order Level Materials) The selection of this field will determine which remaining fields are required for your submission. This guide will be updated with further guidance when this field is implemented.
Worksite	Identifies if labor (i.e. labor categories) were performed at the Contractor Site, Customer Site, or virtually. This guide will be updated with further guidance when this field is implemented.
Order Discount	Identifies what discount was applied at the line-item level. This is useful for reporting discounts at the line-item level instead of applying a secondary discount line item. This guide will be updated with further guidance when this field is implemented.

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
Non-Configurable Products, accessories, or options as described in Section 3.1.1 (Non-Configurable Products)	• **Reporting method:** Product-level detail • **Supporting documents:** Not applicable. See Table 5.2 (Reporting Non-Configurable Products)
Highly Configurable Products (HCP) as described in Section 3.1.2 (Highly Configurable Products)	Path A (Discounted Product Line/Series): • **Reporting method:** Invoice-level detail. • **Supporting documents:** Required. Path B (Product with Configurations): • **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)	Fixed Price Labor Categories: • **Reporting method:** Invoice-level detail. • **Supporting documents:** Required for orders over $1M total value. • See Table 5.4 (Reporting Fixed Price Services or Solutions). Hourly Priced Labor Categories: • **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)	Fixed Price Services or Solutions (Established at the Order level): ● **Reporting method:** Invoice-level detail. ● **Supporting documents:** Required. Fixed Price Services or Solutions (Established at the MAS contract level): ● **Reporting method:** Line-item level detail. ● **Supporting documents:** Not applicable. See Table 5.4 (Reporting Fixed Price Services or Solutions).
Configurable Services as described in Section 3.2.4 (Configurable Services)	Configurable Services reported with line-item level detail: ● **Reporting method:** line item-level detail. ● **Supporting documents:** Not applicable Configurable Services reported with invoice-level detail: ● **Reporting method:** Invoice-level detail. ● **Supporting documents:** Required. See Table 5.6 (Reporting Configurable/Miscellaneous Services).
Products or Labor procured with **SIN “OLM”** as described in Section 3.3.1 (Order Level Materials)	Non-configurable Products with OLM SIN: ● **Reporting method:** Product-level detail ● **Supporting documents:** Not applicable. ● See Table 5.2 (Reporting Non-Configurable Products) All other Services, Items, or Products with OLM SIN: ● **Reporting method:** Invoice-level detail. ● **Supporting documents:** Not applicable. ● See Table 5.6 (Reporting Configurable/Miscellaneous Services)

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Table 5.2 - Reporting Non-Configurable Products

MAS-TDR Data Field	**Table 5.2 - Reporting Non-Configurable Products** *Report each product individually.*
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 BPAs 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 are typically found in block 4 of form SF1449. ● You can also find the Order Number/PIID by searching for your company's awards on USAspending.gov. ● If a PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
UCID	Products listed on the FCP Product File or Price Proposal Template: ● Not required (i.e. leave this field blank). Products listed on the FCP Services Plus File: ● 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.

MAS-TDR Data Field	**Table 5.2 - Reporting Non-Configurable Products** *Report each product individually.*
Manufacturer Name	Base Products and Accessories: 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. Products Options: 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 reported separately. ● Example: BaseMfr (OptMfr)
Manufacturer Part Number	Base Products and Accessories: 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. Products Options: Enter the base item part number as it appears in your catalog followed by the option part number in parenthesis. ● Example: BasePartNum (OptPartNum)
Universal Product Code	Base Products and Accessories: 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. Product Options: Leave blank, entering “N/A” will cause a rejection.

<table>
<tr><th>MAS-TDR Data Field</th><th>Table 5.2 - Reporting Non-Configurable Products
Report each product individually.</th></tr>
<tr><td>SIN</td><td>Enter the Special Item Number (SIN) that matches the order. Leaving this field blank will result in a rejection.
● It must be a SIN on 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 most of the work (i.e. 51% or more of total order value).</td></tr>
<tr><td>Cloud Service Type</td><td>Not required (i.e. leave this field blank).</td></tr>
<tr><td>Description of Deliverable</td><td><u>Base Products and Accessories:</u>
Enter a description of the base product and/or accessory sold.
● Example: 12 pc box end wrench set
<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.
● Example: Wrench Set (Color)(Red)</td></tr>
<tr><td>Order Date</td><td>Enter the date the order was submitted for the product and/or accessory (i.e., the order signed date).</td></tr>
<tr><td>Ship Date</td><td>Enter the date that the product and/or accessory was shipped to the customer.</td></tr>
</table>

MAS-TDR Data Field	**Table 5.2 - Reporting Non-Configurable Products** *Report each product individually.*
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. ● Base Products and Accessories: Enter the quantity of each unique base product and/or accessory sold. ● Product Options: 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.
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.
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	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 one of the following if reporting with the SRP Form Entry option: ● “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. File Upload Note: If reporting with the file upload method, the fields above must be entered exactly as shown.

MAS-TDR Data Field	**Table 5.2 - Reporting Non-Configurable Products** *Report each product individually.*
Federal Customer	Sales made to Federal Customers: ● 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. If you entered "SCP", "SDP", or "OTH" in the Non-Federal Entity Field: ● Not Required (i.e. leave this field blank).
Zip Code Shipped To	Enter the five-digit ZIP code of the location where the product and/or option were shipped.
Supporting documentation	Supporting documentation is not required as line-item level detail was provided.

This concludes reporting procedures for Table 5.2 (Reporting Non-Configurable Products).

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Table 5.3 - Reporting Highly Configurable Products (HCP)

HCPs 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)** *Path A = Report invoice level detail* *Path B = Report each HCP individually.*
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 BPAs 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 are typically found in block 4 of form SF1449. ● You can also find the Order Number/PIID by searching for your company's awards on USAspending.gov. ● If a 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)** *Path A = Report invoice level detail* *Path B = Report each HCP individually.*
UCID	Path A (Manufacturer Product Line/Series) and Path B (Base Product with Configurations): ● 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.
Manufacturer Name	Path A (Manufacturer Product Line/Series) ● Enter the Original Equipment Manufacturer (OEM) for each unique product line or series as a separate row in SRP. Path B (Priced by Base Product with Configurations): ● Enter the OEM for each unique product with a separate row in SRP.
Manufacturer Part Number	Path A (Manufacturer Product Line/Series ● Enter "**HCP**" or "**Highly Configurable**" Path B (Base Product MPN with Configurations): ● Enter the Manufacturer Part Number 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. Leaving this field blank will result in a rejection. ● It must be a SIN on 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 most of the work (i.e. 51% or more of total order value).
Cloud Service Type	Not required (i.e. leave this field blank).

MAS-TDR Data Field	**Table 5.3 - Reporting Highly Configurable Products (HCP)** *Path A = Report invoice level detail* *Path B = Report each HCP individually.*
Description of Deliverable	Path A (Manufacturer Product Line/Series): ● 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. Path B (Base Product MPN with Configurations): ● Provide a row entry for each highly configurable product included in the order that describes the highly configured product (e.g., base model description in parentheses plus additional components/parts added to the base configuration). ○ Example: (Base Model Description) (Additional Configuration Descriptions)
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.
Quantity of Items sold	Path A (Manufacturer Product Line/Series): ● Enter quantity of items for each manufacturer. Path B (Base Product MPN with Configurations): ● Enter quantity of items for each highly configurable product.
Unit of Measure	Path A (Manufacturer Product Line/Series): ● Enter **“EA” or “10”** (which means “Group” in FAS SRP reporting) on each row reported. Path B (Base Product MPN with Configurations): ● Enter **“EA”** for “EACH”

MAS-TDR Data Field	**Table 5.3 - Reporting Highly Configurable Products (HCP)** *Path A = Report invoice level detail* *Path B = Report each HCP individually.*
Price Paid per Unit	Path A (Manufacturer product line/family): ● Enter total price of items sold for each unique manufacturer product line or series. Path B (Base Product MPN with Configurations): ● Enter total price for each highly configurable product.
Total Price Paid	Path A (Manufacturer Product Line/Series): ● Enter total price as stated on the invoice for the order. Path B (Base Product MPN with Configurations): ● **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 one of the following if reporting with the Form Entry option. ● "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 and that this field does not apply. File Upload Note: If reporting with the file upload method, the fields above must be entered exactly as shown.

MAS-TDR Data Field	**Table 5.3 - Reporting Highly Configurable Products (HCP)** *Path A = Report invoice level detail* *Path B = Report each HCP individually.*
Federal Customer	Sales made to Federal Customers: ● 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. If you entered "SCP", "SDP", or "OTH" in the Non-Federal Entity Field: ● Not Required (i.e. leave this field blank).
Zip Code Shipped To	Enter the five-digit ZIP code of the location where the product was shipped.
Supporting documentation	**Supporting documentation** 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 each 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).

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Table 5.4 - Reporting Fixed Price Services or Solutions

MAS-TDR Data Field	**Table 5.4 - Reporting Fixed Price Services or Solutions** *Established at the Order level: Report as invoiced.* *Established at the MAS level: Report line-item detail.*
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 BPAs 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 are typically found in block 4 of form SF1449. ● You can also find the Order Number/PIID by searching for your company's awards on USAspending.gov. ● If a PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
UCID	Fixed Price Services or Solutions (Established at the Order Level): ● Not required (i.e. leave this field blank.) Fixed Price Services or Solutions (Established at the MAS Contract level) ● 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 not available.
Manufacturer Name	Not required (i.e. leave this field blank).
Manufacturer Part Number	Not required (i.e. leave this field blank).
Universal Product Code	Not required (i.e. leave this field blank).

MAS-TDR Data Field	**Table 5.4 - Reporting Fixed Price Services or Solutions** *Established at the Order level: Report as invoiced.* *Established at the MAS level: Report line-item detail.*
SIN	Enter the Special Item Number (SIN) that matches the order. Leaving this field blank will result in a rejection. ● It must be a SIN on 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 most of the work (i.e. 51% or more of total order value).
Cloud Service Type	Not required (i.e. leave this field blank).
Description of Deliverable	<u>Fixed Price Services or Solutions (Established at the Order Level):</u> ● Enter the description of services rendered as stated on your invoice <u>Fixed Price Services or Solutions (Established at the MAS Contract level)</u> ● Enter "**N/A**" if you entered a valid UCID. If you do not have a valid UCID, enter the Fixed Price Service or Solution exactly as it is listed on your MAS Contract with a one-to-one match.
Order Date	Not required (i.e. leave this field blank).
Ship Date	Not required (i.e. leave this field blank).
Quantity of Items sold	Enter the quantity as stated on the invoice. Leaving this field blank will result in a rejection.

<table>
<tr><th>MAS-TDR Data Field</th><th>Table 5.4 - Reporting Fixed Price Services or Solutions
Established at the Order level: Report as invoiced.
Established at the MAS level: Report line-item detail.</th></tr>
<tr><td>Unit of Measure</td><td><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”. Leaving this field blank will result in a rejection.
<u>Fixed Price Services or Solutions (Established at the MAS Contract level)</u>
Enter the unit of measure (UOM) associated with the base fixed price service or solution as it is awarded on your GSA MAS Contract. View <u>Table 1 on the SRP User Guide</u> for a list of approved UOM’s. Leaving this field blank will result in a rejection.</td></tr>
<tr><td>Price Paid per Unit</td><td>Enter the price paid per unit as stated on your invoice. Leaving this field blank will result in a rejection.</td></tr>
<tr><td>Total Price Paid</td><td><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.</td></tr>
<tr><td>Non-Federal Entity</td><td><u>Select one of the following if reporting with the Form Entry option.</u>
“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 and that this field does not apply.
<u>File Upload Note:</u> If reporting with the file upload method, the fields above must be entered exactly as shown.</td></tr>
<tr><td>Federal Customer</td><td><u>Sales made to Federal Customers:</u>
Enter the two-digit Treasury Agency Code of the agency that funded the requirement. <u>A list of codes can be found here</u> on the SRP User Guide.
<u>If you entered “SCP”, “SDP”, or “OTH” in the Non-Federal Entity Field:</u>
Not Required (i.e. leave this field blank).</td></tr>
</table>

MAS-TDR Data Field	**Table 5.4 - Reporting Fixed Price Services or Solutions** *Established at the Order level: Report as invoiced.* *Established at the MAS level: Report line-item detail.*
Zip Code Shipped To	Not required (i.e. leave this field blank).
Supporting documentation	Fixed Price Services or Solutions (established at the MAS Contract level) ● Supporting documentation is not required as you provided line-item level details of services or solutions that can be traced back to your GSA MAS Contract with its valid UCID or Manufacturer Part Number. Fixed Price Services or Solutions (established at the Order level): ● 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).

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Table 5.5 - Reporting Hourly Priced Labor Categories

MAS-TDR Field	**Table 5.5 - Reporting Hourly Priced Labor Categories** *Report each Labor Category individually*
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 BPAs 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 are typically found in block 4 of form SF1449. ● You can also find the Order Number/PIID by searching for your company's awards on USAspending.gov. ● If a PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
UCID	Labor Categories with a valid UCID on the Services Plus File: ● 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. Labor Categories without a UCID: ● Not required (i.e. leave this field blank).
Manufacturer Name	Not required (i.e. leave this field blank).
Manufacturer Part Number	Not required (i.e. leave this field blank).
Universal Product Code	Not required (i.e. leave this field blank).

<table>
<tr><th>MAS-TDR Field</th><th>Table 5.5 - Reporting Hourly Priced Labor Categories
Report each Labor Category individually</th></tr>
<tr><td>SIN</td><td>Enter the Special Item Number (SIN) that matches the order. Leaving this field blank will result in a rejection.
It must be a SIN on 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 most of the work (i.e. 51% or more of total order value).</td></tr>
<tr><td>Cloud Service Type</td><td>Not required (i.e. leave this field blank).</td></tr>
<tr><td>Description of Deliverable</td><td><u>Labor Categories with a valid UCID:</u>
Enter “N/A”. A blank entry will cause a rejection.
<u>Labor Categories without a UCID:</u>
Enter the name of the labor category exactly as shown on your GSA pricelist. Internal labor category naming conventions will trigger a rejection and/or compliance flag. To avoid having to report labor category titles, establish UCIDs within the FAS Catalog Platform.
<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”</td></tr>
<tr><td>Order Date</td><td>Not required (i.e. leave this field blank).</td></tr>
</table>

MAS-TDR Field	**Table 5.5 - Reporting Hourly Priced Labor Categories** *Report each Labor Category individually*
Ship Date	Not required (i.e. leave this field blank).
Quantity of Items sold	Enter the quantity of labor hours as stated on your invoice. Leaving this field blank will result in a rejection.
Unit of Measure	If you have a FCP Catalog File (i.e., Product File or Services Plus File): ● Enter **"HR"** for standard hourly pay ● Enter **"OT"** for non-standard hourly pay. If you have a Price Proposal Template: ● 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.
Price Paid per Unit	Enter the price paid per hour 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 one of the following if reporting with the Form Entry option. ● "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 and that this field does not apply. File Upload Note: If reporting with the file upload method, the fields above must be entered exactly as shown.

MAS-TDR Field	**Table 5.5 - Reporting Hourly Priced Labor Categories** *Report each Labor Category individually*
Federal Customer	Sales made to Federal Customers: ● 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. If you entered “SCP”, “SDP”, or “OTH” in the Non-Federal Entity Field: ● Not Required (i.e. leave this field blank).
Zip Code Shipped To	Not required (i.e. leave this field blank).
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).

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Table 5.6 - Reporting Configurable/Miscellaneous Services

MAS-TDR Field	**Table 5.6 - Reporting Configurable/Miscellaneous Services** *Report each service or item individually to the maximum extent possible.*
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 BPAs 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 are typically found in block 4 of form SF1449. ● You can also find the Order Number/PIID by searching for your company's awards on USAspending.gov. ● If a PIID was not issued, you may use the invoice number. Contact the Ordering Contract Officer if you are uncertain.
UCID	Configurable Services with a valid UCID on the Services Plus File: Enter the approved UCID for each service exactly as shown on your Services Plus File. It must be a 1:1 match to avoid a rejection and/or compliance flag. ● Example: Subscription11 Configurable Services without a UCID: Not required (i.e. leave this field blank).
Manufacturer Name	If available, enter the manufacturer name that is listed on your FCP Catalog File (i.e., Product File or Services Plus File) or PPT. Leave blank if not applicable to your configurable service.
Manufacturer Part Number	If available, enter the manufacturer part number that is listed on your FCP catalog file or PPT. Leave blank if not applicable to your configurable service.
Universal Product Code	Not required (i.e. leave this field blank).

MAS-TDR Field	**Table 5.6 - Reporting Configurable/Miscellaneous Services** *Report each service or item individually to the maximum extent possible.*
SIN	Enter the Special Item Number (SIN) that matches the order. Leaving this field blank will result in a rejection. ● It must be a SIN on which you are awarded in 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 most of the work (i.e. 51% or more of total order value).
Cloud Service Type	This only applies to services under SIN 518210C (Cloud Computing and Cloud Related IT Professional Services). Leave this field blank if reporting under any other SIN. If applicable Select one of the following if reporting with the SRP Form Entry method: ● **"SaaS"** for "Software as a Service" ● **"PaaS"** for "Platform as a Service" ● **"IaaS"** for "Infrastructure as a Service" ● **"LCAT** "for "Labor Category" File Upload Note: If reporting with the SRP File Upload method, the fields above must be entered exactly as shown.
Description of Deliverable	Enter the description of services rendered as stated on your invoice. Leaving this field blank will cause a rejection.
Order Date	If you entered a manufacturer name and part number: Enter the date the order was placed (i.e., the order signed date). Leave this blank if not applicable.
Ship Date	If you entered a manufacturer name and part number: Enter the date the product was shipped or delivered to the customer. Leave this blank if not applicable.
Quantity of Items sold	Enter the quantity as stated on the invoice. Leaving this field blank will result in a rejection.
Unit of Measure	Enter the unit of measure as invoiced. If a unit measure is not provided on the invoice, enter "**1l**" for "Fixed Price". The SRP User Guide provides a list of acceptable units of measure. Leaving this field blank will result in a rejection.

MAS-TDR Field	**Table 5.6 - Reporting Configurable/Miscellaneous Services** *Report each service or item individually to the maximum extent possible.*
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 one of the following if reporting with the Form Entry option. • "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 and that this field does not apply. File Upload Note: If reporting with the file upload method, the fields above must be entered exactly as shown.
Federal Customer	Sales made to Federal Customers: • 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. If you entered "SCP", "SDP", or "OTH" in the Non-Federal Entity Field: • Not Required (i.e. leave this field blank).
Zip Code Shipped To	If you entered a manufacturer name and part number: Enter the five-digit ZIP code of the location where the product was shipped. Leave this blank if not applicable.

MAS-TDR Field	**Table 5.6 - Reporting Configurable/Miscellaneous Services** *Report each service or item individually to the maximum extent possible.*
Supporting documentation	<u>If you provided line-item level details (i.e. Configurable Services that can be mapped to your GSA Contract)</u> ● Supporting documentation is not required. This only applies if ALL the configurable services are reported as a separate line item and can be mapped back to your GSA contract with either its UCID and/or Manufacturer Part Number. <u>If you provided invoice-level details (i.e. Configurable Services that **cannot** be mapped to your GSA Contract):</u> Please upload the Government PWS, SOO, or SOW that provides further details of services delivered, as line-item detail was not provided in your sales reporting and cannot be traced to approved offerings on your GSA MAS contract. These documents should not be revised and must be authored by the government. ● This requirement applies to awards made after July 1st, 2026. ● You only need to upload documents once. ● This applies to all orders regardless of dollar value. 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 5.6 (Reporting Configurable/Miscellaneous Services).

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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 BPAs 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 that you are applying the discount to.
UCID	Not required (i.e. leave this field blank).
Manufacturer Name	Products only (i.e. If you are reporting services leave this field blank) ● Enter the Original Equipment Manufacturer (OEM) as listed on the line item you are discounting.
Manufacturer Part Number	Products only (i.e. if you are reporting services leave this field blank) ● Enter the manufacturer part number listed on the line item you are discounting.
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.
Cloud Service Type	Applicable only for reporting discounts under Cloud SIN 518210C. ● Enter the cloud service type as listed on the line item you are discounting. ● If you are not reporting an order level discount under this SIN, leave this field blank.
Description of Deliverable	Not required (i.e. leave this field blank).

MAS-TDR Field	Table 5.7 Reporting Volume and Prompt Payment Discounts
Order Date	Not required (i.e. leave this field blank).
Ship Date	Not required (i.e. leave this field blank).
Quantity of Items sold	Enter the number of discounts applied to a given order. This should be a negative value. (e.g. -10)
Unit of Measure	Enter one of the two discount unit measures as follows: ● **Volume Discount**: Enter **"VD"** ● **Prompt Payment Discount:** Enter **"PPD"**
Price Paid per Unit	Enter the dollar amount of the discount. This should be a positive amount. ($50.00)
Total Price Paid	If reporting via File upload with SRP: 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) If reporting via Form Entry with SRP: 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).
Zip Code Shipped To	Not required (i.e. leave this field blank).
Supporting documentation	Supporting documentation is not required for reporting discounts.

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

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6. Appendices

Appendix 6.1 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 6.2 [Reserved]

Appendix 6.3 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.