



U.S. General Services  
Administration

# OASIS+ Sales Reporting Portal (SRP)

## *Reporting & Payment*

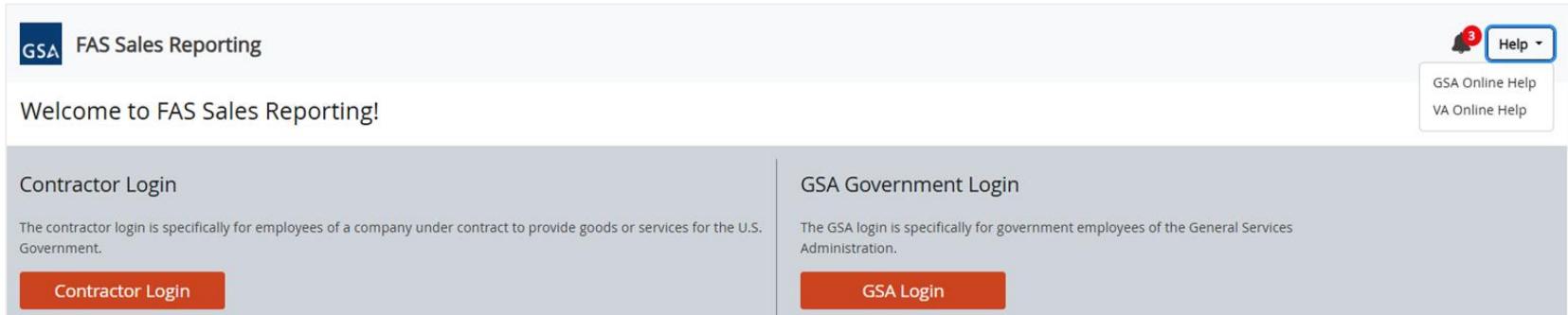
# Table of Contents

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SLIDE	TOPIC	SLIDE	TOPIC
08	Task Order Management	75	Reporting
	<ul style="list-style-type: none"><li>• Add New Task Order</li><li>• Add New Modification</li></ul>		<ul style="list-style-type: none"><li>• Form Entry</li><li>• Adjust Data</li><li>• File Upload</li><li>• Adjust File Upload</li><li>• Manage Supporting Documents</li></ul>
31	Task Order Source	78	Payment
	<ul style="list-style-type: none"><li>• FPDS-NG</li><li>• ASSIST</li></ul>		<ul style="list-style-type: none"><li>• Make Payments</li><li>• View Payments</li></ul>

# SRP Support

- Email us at: [OASISplusSRP@gsa.gov](mailto:OASISplusSRP@gsa.gov)
- For technical assistance, email: [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov)
- Consult the SRP User Manual, linked here: [SRP User Manual](#)
- From the SRP FAS portal page, select Help then GSA Online Help



GSA FAS Sales Reporting

Welcome to FAS Sales Reporting!

Contractor Login

The contractor login is specifically for employees of a company under contract to provide goods or services for the U.S. Government.

Contractor Login

GSA Government Login

The GSA login is specifically for government employees of the General Services Administration.

GSA Login

Help ▾

GSA Online Help

VA Online Help

- See more resources on the OASIS+ website: [gsa.gov/oasis-plus](https://www.gsa.gov/oasis-plus)
- More hosted webinars coming soon! Registration will be available at <https://www.gsa.gov/about-us/events-and-training/gsa-events>

## F.4.1. Deliverable & Reporting Requirements

SECTION	G.3.2.1.	G.3.2.1	G.3.2.1	G.3.2.2	G.3.2.6	G.4
REFERENCE	Transactional Data	Transactional Data	Transactional Data	Reporting of OASIS+ IDIQ CLIN	CAF Remittance	Task Order Closeout Verification/Validation
DESCRIPTION	Monthly Sales reporting required IAW GSAM/R 552.216-75.	Task Order Award Data.	Task Order Modification Data.	Report IDIQ CLIN for each awarded Task Order.	CAF remitted for all invoice payments received during the previous quarter.	Within six months after Task Order Period of Performance end date; errors corrected within 30 calendar days.
FREQUENCY	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month. Data corrections are due within ten calendar days of notification, or as directed by the OASIS+ program.	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.	Within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.	Quarterly, within 30 calendar days after the end of each calendar quarter.	Within six months after Task Order Period of Performance end date; errors corrected within 30 calendar days.
LOCATION	Electronically via the Government designated system, Sales Reporting System (SRP)	Electronically via SRP	Electronically via SRP	Electronically via SRP	Electronic Funds Transfer (EFT) via SRP	Electronically via SRP

# Contractor Home

## Collapsible Menu

- Select the **white arrow** to minimize or expand the menu options
- **Search** can be used to query the application for historical data related to contracts and task orders
- **Help** is a useful option to quickly reference the **GSA Online Help**

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

Current Payment Due Date  
**07/30/2024**

Current Due Date for Monthly Reporting  
**07/30/2024**

Current Due Date for Quarterly Reporting  
**07/30/2024**

Contract Number ↑↓	Current Reporting Frequency ↑↓	Last Reported ↓↑	Report Period Ending ↑↓	Total Outstanding Balance ↑↓
DUMCTRCLOSEMTH	Monthly	07/18/2024 14:57:11	Aug 2023	\$22.50
DUMMYSMASMONTH	Monthly	07/18/2024 14:43:03	Jun 2023	\$0.00
DUMMYSMASQUART	Quarterly	07/18/2024 14:27:04	Sep 2023	\$1.50
DUMMYSMASREFUND	Quarterly	07/01/2024 09:30:20	Dec 2023	\$0.00
DUMMYSMASGUAMIM	Quarterly	06/28/2024 15:52:37	Jun 2023	\$0.00
DUMCTRCLOSEQTR	Quarterly	06/28/2024 15:46:46	Mar 2023	\$0.00
DUMMYSMASCLAIM	Quarterly	06/28/2024 15:45:51	Jun 2023	\$584.25
DUMCTRCLOSEMEMDD	Quarterly	--	--	--
47GRCA24DH001	Monthly	--	--	(\$1,045.00)
47GTCB24DD007	Monthly	--	--	--

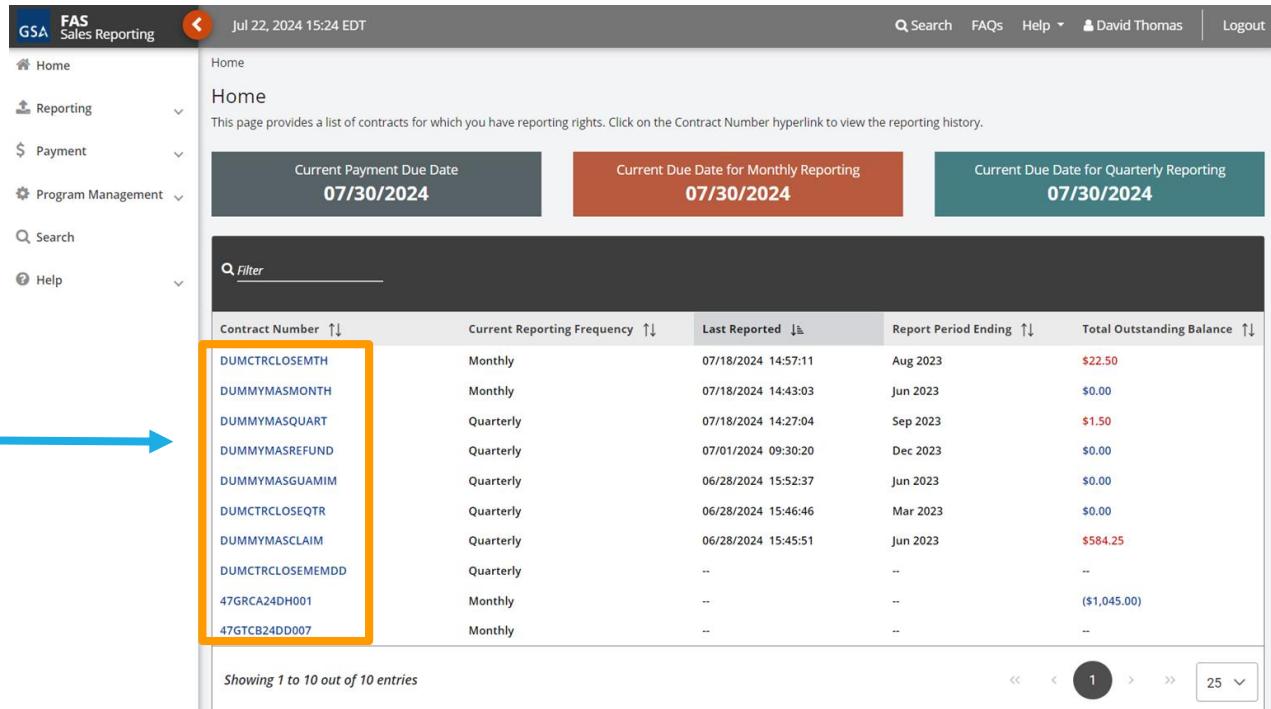
Showing 1 to 10 out of 10 entries

1 25 < >

# Contractor Home

## Account Contracts

- This list will populate with all contracts that the user is listed on as a valid POC across all GSA contract vehicles supported by SRP (MAS, GWAC, MAC)
- It's possible that a user could have monthly or quarterly contracts



Jul 22, 2024 15:24 EDT

Home

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

Current Payment Due Date **07/30/2024**

Current Due Date for Monthly Reporting **07/30/2024**

Current Due Date for Quarterly Reporting **07/30/2024**

Contract Number ↑↓	Current Reporting Frequency ↑↓	Last Reported ↓↑	Report Period Ending ↑↓	Total Outstanding Balance ↑↓
DUMCTRCLOSEMTH	Monthly	07/18/2024 14:57:11	Aug 2023	\$22.50
DUMMYSMASMONTH	Monthly	07/18/2024 14:43:03	Jun 2023	\$0.00
DUMMYSMASQUART	Quarterly	07/18/2024 14:27:04	Sep 2023	\$1.50
DUMMYSMASREFUND	Quarterly	07/01/2024 09:30:20	Dec 2023	\$0.00
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DUMCTRCLOSEQTR	Quarterly	06/28/2024 15:46:46	Mar 2023	\$0.00
DUMMYSMASCLAIM	Quarterly	06/28/2024 15:45:51	Jun 2023	\$584.25
DUMCTRCLOSEMEMDD	Quarterly	--	--	--
47GRCA24DH001	Monthly	--	--	(\$1,045.00)
47GTCB24DD007	Monthly	--	--	--

Showing 1 to 10 out of 10 entries

1 25

# Contractor Home

## Payment & Reporting Due Dates

### • Current Payment Due Date

- Reflects the current due date for IFF/CAF payments.
- Payments are due Quarterly
- In this screenshot, since the current date is July 22, 2024, contractors have until July 30, 2024 to submit their payments for the Apr-May-Jun quarter.

### • Current Due Date for Monthly Reporting

#### Reporting

- Reflects the current sales reporting due date for TDR or monthly contracts.
- Data submissions are due within 30 days after the end of the month.
- Since the current date is July 22, 2024, contractors have until July 30, 2024 to submit the June Reporting Period.

The screenshot shows the GSA FAS Sales Reporting portal. The top navigation bar includes links for Home, Reporting, Payment, Program Management, Search, and Help, along with the current date (Jul 22, 2024 15:24 EDT) and user information (David Thomas, Logout). The main content area is titled 'Home' and displays a message about reporting rights. Below this are three prominent buttons: 'Current Payment Due Date' (07/30/2024), 'Current Due Date for Monthly Reporting' (07/30/2024), and 'Current Due Date for Quarterly Reporting' (07/30/2024). A yellow box highlights these three buttons. Below them is a table titled 'Filter' with columns for Contract Number, Current Reporting Frequency, Last Reported, Report Period Ending, and Total Outstanding Balance. The table lists 10 entries, with the last entry showing a balance of \$1,045.00. At the bottom, it says 'Showing 1 to 10 out of 10 entries' and includes navigation links for pages 1 through 25.

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
DUMCTRCLOSEMTH	Monthly	07/18/2024 14:57:11	Aug 2023	\$22.50
DUMMYSMASMONTH	Monthly	07/18/2024 14:43:03	Jun 2023	\$0.00
DUMMYSMASQUART	Quarterly	07/18/2024 14:27:04	Sep 2023	\$1.50
DUMMYSMASREFUND	Quarterly	07/01/2024 09:30:20	Dec 2023	\$0.00
DUMMYSMASGUAMIM	Quarterly	06/28/2024 15:52:37	Jun 2023	\$0.00
DUMCTRCLOSEQTR	Quarterly	06/28/2024 15:46:46	Mar 2023	\$0.00
DUMMYSMASCLAIM	Quarterly	06/28/2024 15:45:51	Jun 2023	\$584.25
DUMCTRCLOSEMEMDD	Quarterly	--	--	--
47GRCA24DH001	Monthly	--	--	(\$1,045.00)
47GTCB24DD007	Monthly	--	--	--

# **Task Order Management**

## **Add New Task Order**

# Add New Task Order

---

To add a **New Task Order**:

1. Go to Main Menu > Program Management > **Add New Task Order**
  - Provide a **Contract Number**
2. Provide the **Domain** for this **Task Order** in the drop down
  - Only one **Domain** can be selected

The banner at the top will display your:

- **Company Name**
- **UEI**
- **DUNs**
- **Contract Vehicle**
- **Pools**
- **Domains** that the contract is configured to award **Task Orders**

# Add New Task Order

## Add New Task Order

This page will allow you to add a missing task order.

GSA DEMO

SAM UEI **BBB1KM5VU5J3**

DUNS **390967704**

Contract Vehicle **OASIS+**

Pools **GSA OASIS+ HUBZone Small Business**

Domain **ENV,FAC,INT,LOG,MA,RD**

Contract Number **\*** 

47GRCA24DH001

Domain **\*** 

Select a Domain

Q

- Environmental (ENV)
- Facilities (FAC)
- Intelligence Services (INT)
- Logistics (LOG)
- Management and Advisory (MA)
- Research and Development (RD)

# Add New Task Order

---

After the **Contract Number** and **Domain** have been selected, the following fields will be pre-populated by SRP:

- **Contract Number**
- **Company Name**
- **Unique Entity Identifier (UEI)**
- **Contract Vehicle**

# Add New Task Order

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+** Pools **GSA OASIS+ HUBZone Small Business** Domain **ENV,FAC,INT,LOG,MA,RD**

Contract Number **\*** 

47GRCA24DH001

Domain **\*** 

Environmental (ENV)

Contract Number\*

47GRCA24DH001

Company Name\*

GSA DEMO

Unique Entity Identifier (UEI)\*

BBB1KM5VU5J3

Contract Vehicle\*

OASIS+

Order Number/PIID\* 

Order Description\* 

Domain CLIN\* 

Performance Based Contract? \* 

Yes  No

Predominant Contract Type\* 

Client Support Center 

Issued using GSA Assisted Services? \* 

Yes  No

# Add New Task Order

Reference your SF 1449  
(Contract/Order for Products and Service)  
to populate the required fields (\*)

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES					
NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.					
2. CONTRACT NUMBER	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL: ►	a. NAME		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY	CODE	10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> HUBZONE SMALL BUSINESS (WOSB) <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> BUSINESS <input type="checkbox"/> ECONOMICALLY ADVANTAGED <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> VETERAN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SIZE STANDARD: <input type="checkbox"/> (SDVOSB) <input type="checkbox"/> 8(A) <input type="checkbox"/> NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS)			
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A REQUEST ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700) <input type="checkbox"/> 13b. RATING			
15. DELIVER TO	CODE	14. METHOD OF SOLICITATION REQUEST FOR QUOTE <input type="checkbox"/> INVITATION FOR BID <input type="checkbox"/> PROPOSAL (IFB) <input type="checkbox"/> (RFP)			
17a. CONTRACTOR/ OFFEROR	CODE	17b. TELEPHONE NUMBER	18a. PAYMENT WILL BE MADE BY	16. ADMINISTERED BY CODE	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
24. AMOUNT					
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA					
26. TOTAL AWARD AMOUNT (For Government Use Only)					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
<input type="checkbox"/> 27b. CONTRACT PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-1, FAR 52.212-3 ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					

# Add New Task Order

Sourcing/Method of Award 

Award Date\* 

Period of Performance Start Date\* 

Period of Performance End Date\* 

Estimated Ultimate Completion Date\* 

Initial Obligation/Funded Amount (In xxxx.xx format)\* 

Total Obligated/Funded Amount (In xxxx.xx format)\*

Total Estimated Value (In xxxx.xx format)\* 

OCO Name\* 

Missing an OCO? 



OCO Email\* 

Ordering Agency\* 

Ordering Bureau\* 



Receiving Agency\* 

Receiving Bureau\* 



Ordering Organization 

Location\* 



# Add New Task Order

---

After providing the required **Task Order** information:

1. Attach a copy of your **Task Order** document
2. Select the **+Browse** button to bring up the file explorer on your computer
3. Locate the file and upload it using your file explorer on your computer

# Add New Task Order

+ Browse

Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB. Include a brief description (optional).

 Browse or Drop a file to upload. You may only upload one file at a time.

File Description (optional) (1000 Character Max):

## Attachments



No Records Found

« < > »

25 

# Add New Task Order

---

After selecting the **+Browse** button and locating your file, the selected file will populate in the box.

If you chose an incorrect file:

- You may select the **X** on the right side of the file to delete the uploaded file and start over
- Provide an optional **File Description** in the text box

When ready, select the **Upload** button beneath the **File Description** text box on the right side of the screen

# Add New Task Order

+ Browse

Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB. Include a brief description (optional).

TaskOrder1234ABCDEF - Contract 47GR  
CA24DH001.pdf 10.387 KB

X

File Description (optional) (1000 Character Max):

Copy of Task Order 1234ABCDEF

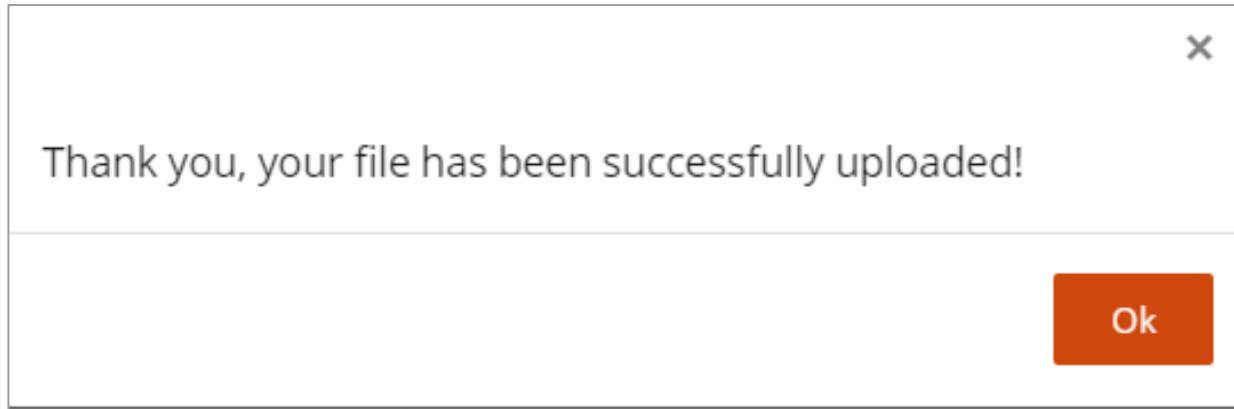
Cancel

Upload

# Add New Task Order

---

After a successful upload, you will receive the following **pop-up** notification. Select the **Ok** button to close the **pop-up**.



# Add New Task Order

After an attachment has been uploaded to the **Task Order**, the document will populate within the **Attachments** table.

- At any time, you can select the **Delete** icon on the right side of the record or row to remove the file.

## Attachments

Attachments			
Date / Time Submitted	File (click to download)	File Description	Delete
2024-07-31T11:06:05.049-04:00	<a href="#">TaskOrder1234ABCDEF - Contract 47GRCA24DH001.pdf</a>	Copy of Task Order 1234ABCDEF	
<i>Showing 1 to 1 out of 1 entries</i>			

# Add New Task Order

When all required fields and attachments have been provided, select the **Submit** button beneath the **Attachments** table to submit your Task Order.

Attachments			
Date / Time Submitted	File (click to download)	File Description	Delete
2024-07-31T11:06:05.049-04:00	TaskOrder1234ABCDEF - Contract 47GRCA24DH001.pdf	Copy of Task Order 1234ABCDEF	
<i>Showing 1 to 1 out of 1 entries</i>			

[Back](#) [Cancel](#)

[Submit](#)

## Task Order History

*No Records Found*

# **Task Order Management**

## **Add New Modification**

# Add New Modification

---

To add a **New Modification**:

1. Go to Main Menu > Program Management > **Add New Task Order**
  - Provide a **Contract Number**
2. Select **Contract Number** and **Task Order**

The banner at the top will display your:

- **Name**
- **UEI**
- **DUNs**
- **Pools**

# Add New Modification

---

The fields within the left column of the page will be automatically populated with the data from the base **Task Order**

The fields within the right column of the page are data fields that may be submitted for the **Modification:**

- Task Order Mod Number
- Mod Type
- Mod Description
- Place of Performance Start Date
- Place of Performance End Date
- Mod Award Date
- Mod Award Amount
- Total Estimated Value

# Add New Modification

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS 390967704 Contract Vehicle **OASIS+** Pools **GSA OASIS+ HUBZone Small Business**

Contract Number \* 

47RCA24DH001

Task Order \* 

12FCOTUS000P3

Contract Number\*

47RCA24DH001

Task Order Mod Number\* 

Order Number\*

12FCOTUS000P3

Mod Type\* 

Initial Order Description\*

Initial Award

Mod Description\* 

Estimated Ultimate Completion Date\*

11/05/2027

Period of Performance Start Date\* 

Total Funded Amount\*

\$1,500,000.00

Period of Performance End Date\* 

Mod Award Date\* 

Mod Funded Amount (In xxxx.xx format)\* 

# Add New Modification

After providing the required **Modification** information:

1. Attach a copy of your **Task Order Modification** document
2. Select the **+Browse** button to bring up the file explorer on your computer
3. Locate the file and upload it using your file explorer on your computer

**+ Browse**      Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB.

**Browse or Drop a file to upload. You may only upload one file at a time.**

File Description (optional) (1000 Character Max):

**Cancel** **Upload**

# Add New Modification

---

After selecting the **+Browse** button and locating your file, the selected file will populate in the box.

If you chose an incorrect file:

- You may select the **X** on the right side of the file to delete the uploaded file and start over
- Provide an optional **File Description** in the text box

When ready, select the **Upload** button beneath the **File Description** text box on the right side of the screen

# Add New Modification

+ Browse

Allowed file type(s) .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .csv, .jpeg, .png, .zip, .jpg. Files should not exceed 100MB.

TaskOrder1234ABCDEF - Contract 47GRC  
A24DH001 - MOD P00001.pdf 10.399 KB

X

File Description (optional) (1000 Character Max):

Cancel

Upload

# Add New Modification

After an attachment has been uploaded to the **Modification**, the document will populate within the Attachments table.

- At any time, you can select the **Delete** icon on the right side of the record or row to remove the file.

## Attachments

Attachments			
Date / Time Submitted	File (click to download)	File Description	Delete
2024-07-31T13:12:30Z-04:00	<a href="#">TaskOrder1234ABCDEF - Contract 47GRCA24DH001 - MOD P00001.pdf</a>	Mod P00001	
<i>Showing 1 to 1 out of 1 entries</i>			

# Add New Modification

When all required fields and attachments have been provided, select the **Submit** button beneath the **Attachments** table to submit the **Modification**.

## Attachments

Attachments			
Date / Time Submitted	File (click to download)	File Description	Delete
2024-07-31T13:12:30Z-04:00	<a href="#">TaskOrder1234ABCDEF - Contract 47GRCA24DH001 - MOD P00001.pdf</a>	Mod P00001	
<i>Showing 1 to 1 out of 1 entries</i>			
<a href="#">«</a> <a href="#">&lt;</a> <a href="#">1</a> <a href="#">&gt;</a> <a href="#">»</a>		<a href="#">25</a>	

[Back](#)[Cancel](#)

## Task Order Mod History

# Task Order Source

# Task Orders FPDS-NG

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When considering **Task Orders** sourced from [FPDS-NG](#), the fields in the table marked with an 'x' in the **FPDS** column could arrive to **SRP** pre-populated, though, this depends on how the data was provided to **FPDS-NG**.

- **FPDS-NG Task Orders** will populate with some required (\*REQ\*) fields missing.

Contractors have the ability to provide any missing required fields and **Submit the Task Order** with the additional information:

- Domain CLIN, Domain, Predominant Contract Type, OCO Name, OCO Email, Location, Place of Performance Street Address 1 & 2 will **ALWAYS** have to be provided by the contractor in order to **Submit**
- **Work Type** is not required for OASIS+ **Task Orders** and will pre-populate with 'N/A'

NOTE: If there's a special reason the OCO is not reporting the task order in FPDS, please reach out to Kristi Irvin at [kristen.irvin@gsa.gov](mailto:kristen.irvin@gsa.gov) to discuss.

# Task Orders FPDS-NG

Field Name	FPDS	*REQ*	Field Name	FPDS	*REQ*
Contract Number*	x	x	OCO Name*		x
Company Name*	x	x	OCO Email*		x
Unique Entity Identifier (UEI)*	x	x	Ordering Agency*	x	x
Contract Vehicle*	x	x	Order Bureau*	x	x
Order Number/PIID*	x	x	Receiving Agency*	x	x
Order Description*	x	x	Receiving Bureau*	x	x
Domain CLIN*		x	Ordering Organization		
Domain*		x	Location*		x
Predominant Contract Type*		x	Is this Task Order closed out?		
Performance Based Contract?*	x	x	Closed Out Date		
Issued using GSA Assisted Service?			Place of Performance Street Address 1*		x
Client Support			Place of Performance Street Address 2*		x
Sourcing/Method of Award			Place of Performance Country*	x	x
Award Date*	x	x	Place of Performance State/Province*	x	x
Period of Performance Start Date*	x	x	Place of Performance City*	x	x
Period of Performance End Date*	x	x	Place of Performance Zip/Postal Code*	x	x
Estimated Ultimate Completion Date*	x	x	Contracting Office ID*	x	x
Initial Obligation/Funded Amount (in xxxx.xx format)*	x	x	Treasury Code	x	x
Total Obligated/Funded Amount (In xxxx.xx format)*	x	x	Main Account Code	x	x
Total Estimated Value (In xxxx.xx format)*	x	x	Work Type		

# Task Orders FPDS-NG

List Of Contract Actions Matching Your Criteria		Results 1 - 30 of 20219 as of Mar 25, 2022 1:30:28 PM	
Award ID (Mod#):	0001 (0) <a href="#">(View)</a>	Award Type:	DELIVERY ORDER
Legal Business Name:	<a href="#">SAN DIEGO GAS &amp; ELECTRIC</a>	Contracting Agency:	DEPT OF THE NAVY
Date Signed:	June 27, 2002	Action Obligation:	\$43,984
Referenced IDV:	<a href="#">M0068102A/0007</a>	Contracting Office:	U.S. MARINE CORPS
NAICS (Code):	SOYBEAN FARMING ( <a href="#">111110</a> )	PSC (Code):	ELECTRIC SERVICES ( <a href="#">S112</a> )
Entity City:	SAN DIEGO	Unique Entity ID:	D2PBW1LYW86
Entity State:	CA	Ultimate Parent Unique Entity ID:	<a href="#">CJMFPTMK2YGB</a>
Entity ZIP:	92123	Ultimate Parent Legal Business Name:	SEMPRA ENERGY
Cage Code:			

New	Save Draft	Validate	Approve	Correct	Modify	Void	Save Tmp	Delete
Print	Close	Help						
<b>General Information</b>								
Award Type:	Purchase Order	Agy	PID	Mod No				
Award Status:	New	Award ID:	4745					0
Prepared By:	JOOCHRAN	Referenced IDV ID:						
Prepared Date:	09/22/2003 10:06:44	Reason For Modification:	Select One					
Last Modified By:		Solicitation ID:						
Last Modified Date:								
<b>Dates</b>								
Date Signed (mm/dd/yyyy):		Action Obligation:		\$0.00				
Effective Date (mm/dd/yyyy):		Change in Base And Exercised Options Value:		\$0.00				
Completion Date (mm/dd/yyyy):		Change in Base And All Options Value:		\$0.00				
Est. Ultimate Completion Date (mm/dd/yyyy):		Fee Paid for Use of IDV:		\$0.00				
<b>Purchaser Information</b>								
Contracting Office Agency ID:	4745	Contracting Office Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY					
Contracting Office ID:	PD000	Contracting Office Name:	GSA/DFC GOVERNMENTWIDE POLICY					
Funding Agency ID:		Funding Agency Name:						
Funding Office:		Funding Office Name:						
Funded By Foreign Entity:	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One					
<b>Contractor Information</b>				<b>Socio Economic Data</b>				

# Task Orders ASSIST

---

When considering **Task Orders** sourced from **ASSIST**, the fields in the table marked with an 'x' in the **ASSIST** column could arrive to **SRP** pre-populated, though, this depends on how the data was provided to **ASSIST**.

- **ASSIST Task Orders** will populate with some required (\*REQ\*) fields missing.

Contractors have the ability to provide any missing required fields and **Submit the Task Order** with the additional information:

- Domain CLIN, Domain, and Location will **ALWAYS** have to be provided by the contractor in order to **Submit**
- **Work Type** is not required for OASIS+ **Task Orders** and will pre-populate with 'N/A'

# Task Orders ASSIST

Field Name	ASSIST	*REQ*	Field Name	ASSIST	*REQ*
Contract Number*	x	x	OCO Name*	x	x
Company Name*	x	x	OCO Email*	x	x
Unique Entity Identifier (UEI)*	x	x	Ordering Agency*	x	x
Contract Vehicle*	x	x	Order Bureau*	x	x
Order Number/PIID*	x	x	Receiving Agency*	x	x
Order Description*	x	x	Receiving Bureau*	x	x
Domain CLIN*		x	Ordering Organization	x	
Domain*		x	Location*		x
Predominant Contract Type*	x	x	Is this Task Order closed out?		
Performance Based Contract?*	x	x	Closed Out Date		
Issued using GSA Assisted Service?*	x	x	Place of Performance Street Address 1*	x	x
Client Support*	x	x	Place of Performance Street Address 2*	x	x
Sourcing/Method of Award	x	x	Place of Performance Country*	x	x
Award Date*	x	x	Place of Performance State/Province*	x	x
Period of Performance Start Date*	x	x	Place of Performance City*	x	x
Period of Performance End Date*	x	x	Place of Performance Zip/Postal Code*	x	x
Estimated Ultimate Completion Date*	x	x	Contracting Office ID*	x	x
Initial Obligation/Funded Amount (in xxxx.xx format)*	x	x	Treasury Code		
Total Obligated/Funded Amount (In xxxx.xx format)*	x	x	Main Account Code		
Total Estimated Value (In xxxx.xx format)*	x	x	Work Type		

# Task Orders Adjusting Locked Fields

---

When a new **Task Order** is loaded in SRP from **FPDS-NG** or **ASSIST**, there may be situations where the contractor believes the data to be inaccurate.

- The Contractor may select the **Request Changes to Locked Fields** checkbox at the top of the page to submit changes.
- When this option is selected, and new data is provided, the **Task Order Status** will change to *NON-MAS Review* and require the Program Office to validate the requested changes.
- If the review results in acceptance, the **Task Order** will update to *NON-MAS Accepted*.
- If the review results in rejection, the **Task Order** will update to *NON-MAS Rejected*. The Contractor will receive an email notification with comments from the Program Office and must submit the **Task Order** again.

# Task Orders Adjusting Locked Fields

Home > View Task Order

## View Task Order

View task order detail.

GSA DEMO

SAM UEI **BBB1KM5VU5J3**

Contract Vehicle **OASIS+**

Pool **GSA OASIS+ HUBZone Small Business**

Request Changes to Locked Fields (*clicking this checkbox will allow edits to applicable prefilled form fields*)

Contract Number \*

47GRCA24DH001

Company Name \*

GSA DEMO

Unique Entity Identifier (UEI) \*

BBB1KM5VU5J3

Contract Vehicle \*

OASIS+

Order Number/PIID \* 

Demo0002FPDS

Order Description \* 

Description

# **Task Order Management**

## **Review Task Orders/Mods**

# Review Task Order/Mods

---

To add a New Modification:

1. Go to Main Menu > Program Management > **Review Task Order/Mods**
2. Review all **Task Orders** and **Modifications** that are on **Contract**.

The headers are:

- **Status Date:** last action date
- **Contract Number**
- **Contractor Name**
- **Task Order/Modification Number**
- **Task Order Status**
  - New Task Order
  - Non MAS Review
  - Non MAS Accepted
- **Subcontracting Data Reported**
- **Action** - action button to View or Manage Task Orders depending on their Status
  - Non MAS Rejected
  - Review Task Order
  - Accepted - to Review

# Review Task Order/Mods

Home > Review Task Orders/Mods

## Review Task Orders/Mods

This page will allow you to review submitted task orders and mods.

[Add New Task Order](#)

<input type="text"/> Filter							<a href="#">Export CSV</a>
Status Date ↑↓	Contract Number ↑↓	Contractor Name ↑↓	Task Order Number/Modification Number ↑↓	Task Order Status ↑↓	Subcontracting Data Reported? ↑↓	Action ↑↓	
07/30/2024 12:03:51	47GTCB24DD007	GSA Demo	6610AF024DOD034/0	NON-MAS Rejected	N	<a href="#">Manage Task Order</a>	
07/17/2024 10:37:39	47GRCA24DH001	GSA DEMO	funtesting2/0	DPA Review	N	<a href="#">View Task Order</a>	
07/17/2024 10:33:23	47GRCA24DH001	GSA DEMO	Funtesting/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>	
07/16/2024 14:03:50	47GRCA24DH001	GSA Demo	OasisDemoCheck/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>	
07/16/2024 11:39:47	47GRCA24DH001	GSA Demo	TD541330E3HW/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>	
07/16/2024 11:07:47	47GRCA24DH001	GSA Demo	12FCOTUS000P3/0	NON-MAS Accepted	N	<a href="#">View Task Order</a>	
05/16/2024 21:00:41	47GTCB24DD007	GSA Demo	11FCOTUS000P3/0	New Task Order	N	<a href="#">Manage Task Order</a>	

Showing 1 to 7 out of 7 entries

1 2 3 4 5 6 7

# Review Task Order/Mods

---

**Task Orders** will have the following **Task Order Status** in SRP:

- **New Task Order:** when a new **Task Order** is received from **FPDS-NG** or **ASSIST**, this status will be displayed. If this is the initial record of the **Task Order** in **SRP**, it will require additional data from the **Contractor** to be accepted by SRP and have sales reported.
- **NON-MAS Review:** when a new **Task Order** is received from **FPDS-NG** or **ASSIST** and had changes submitted by the **Contractor** for any of the locked data fields (original fields received from **FPDS-NG** or **ASSIST**), it will display this status while the **Task Order** is being reviewed by the Program Office.
- **NON-MAS Accepted:** the Task Order contains all required data and has been approved for sales reporting in **SRP**. New **Task Orders** that do not have changes to locked data fields (original fields received from **FPDS-NG** or **ASSIST**) will automatically update to this status once Contractors provide the required fields and **Submit**.

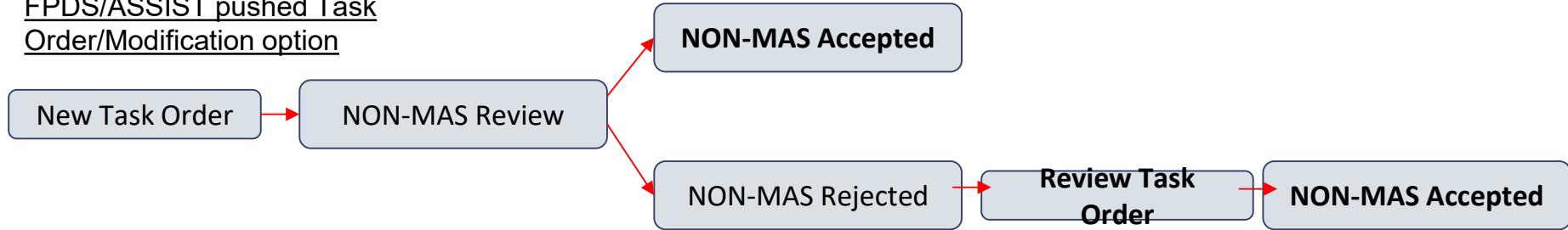
# Review Task Order/Mods

---

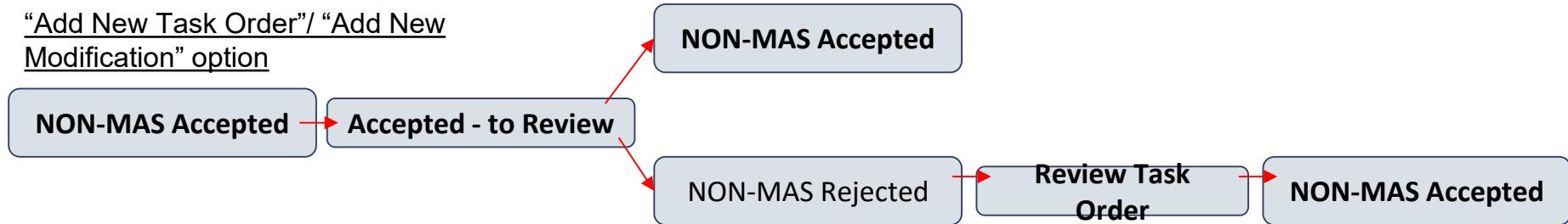
- **Review Task Order:** after performing a comparison between an existing **Task Order** record in SRP and the arrival of an identical **Task Order** record from **FPDS-NG** or **ASSIST**, the Program Office may choose to reject the new record and send the existing **Task Order** to the **Contractor** for review and submittal.
- **Accepted - to Review:** when an existing **Task Order** receives data push from **FPDS-NG** or **ASSIST** with data discrepancies that require review and resolution.

# Review Task Order/Mods

FPDS/ASSIST pushed Task Order/Modification option



"Add New Task Order"/ "Add New Modification" option



# Reporting Sales Form Entry

# Reporting Sales - Form Entry

**NOTE: There is no requirement to report sales if no task orders were awarded.**

## Form Entry

- Provides a fillable web form to submit Task Order sales.
- This option is available now.

GSA FAS Sales Reporting

Jul 23, 2024 08:21 EDT

Home > Report Sales Data

### Report Sales Data

You may report new sales data using this online data entry to submit your report when it is complete.

\* Means Required field

Contract Number \*

Select a Contract

Filter by contract no.

- 47GRCA24DH001
- 47GTCB24DD007
- DUMMYMASCLAIM
- DUMMYMASMONTH
- DUMMYMASQUART
- DUMMYMASREFUND
- DUMCTRCLOSEMEMDD

## Selecting a Contract Number

- The Contract Number drop-down list will only populate with Contracts for which the user is listed as a valid point of contact.
- Users must select a Contract to proceed
- Users that have many Contracts in the application have the ability to Filter within the drop-down list

# Reporting Sales - Form Entry

Home > Report Sales Data

## Report Sales Data

You may report new sales data using this online data entry form. Select the Contract Number and enter the data. Select 'Save Only' to save your progress and continue editing later, or select 'Submit' to submit your report when it is complete.

\* Means Required field

GSA DEMO	SAM UEI	BBB1KM5VU5J3	DUNS	390967704	Contract Vehicle	OASIS+
Contract Number *	Reporting Period		Reporting Frequency	Reporting Date	Contract Reporting Status	
47GRCA24DH001	10/31/2021		Monthly	07/23/2024	Not Reported	

CONTRACT TOTAL SALES: **\$0.00**   SRP CAF: **\$0.00**   CAF CLIN: **\$0.00**

Invoice Number\* 

Paid Date\* 

Task Order\* 

[Add Invoice](#)

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

[COLLAPSE ALL](#)

[Save Only](#) [Submit](#)

The Form Entry page will load with a banner containing summary level Contract information

# Reporting Sales - Form Entry

---

Summary level Contract information includes:

- Company Name
  - In this example, it is **GSA Demo**
- SAM UEI & DUNs
  - **SAM UEI** will always populate
  - **DUNS** may or may not populate for OASIS+ contracts
- Contract Vehicle
  - **OASIS+** will display for all OASIS+ contracts
- Reporting Period
  - Displayed as the **last day of the month**
  - In this example, the user is submitting data for **October 2021**
- Reporting Frequency
  - **Monthly** will display for all OASIS+ contracts
- Reporting Date
  - **Current Date** will display
- Contract Reporting Status
  - This will update as Task Orders are submitted for the Reporting Period

# Reporting Sales - Form Entry

Home > Report Sales Data

## Report Sales Data

You may report new sales data using this online data entry form. Select the Contract Number and enter the data. Select 'Save Only' to save your progress and continue editing later, or select 'Submit' to submit your report when it is complete.

\* Means Required field

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS **390967704** Contract Vehicle **OASIS+**

Contract Number \*

47GRCA24DH001

Reporting Period

10/31/2021

Reporting Frequency

Monthly

Reporting Date

07/23/2024

Contract Reporting Status

Not Reported

CONTRACT TOTAL SALES: **\$0.00** SRP CAF: **\$0.00** CAF CLIN: **\$0.00**

Invoice Number\* 

Paid Date\* 

Task Order\* 

[Add Invoice](#)

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

[COLLAPSE ALL](#)

[Save Only](#) [Submit](#)

After choosing a Contract:

Users must provide:

- **Invoice Number**
- **Paid Date**
- Choose an **active Task Order**
- Select the **Add Invoice** button.

# Reporting Sales - Form Entry

---

- Invoice Number
  - Enter the invoice number remitted or paid by your customer
  - For Zero Invoices, format the Invoice Number as:
    - ZERO INVOICE + Reporting Quarter + Reporting Year
    - ZERO INVOICE Q4 2021
- Paid Date
  - Enter the date the invoice was remitted or paid by your customer
- Task Order
  - Choose a Task Order

# Reporting Sales - Form Entry

Home > Report Sales Data

## Report Sales Data

You may report new sales data using this online data entry form. Select the Contract Number and enter the data. Select 'Save Only' to save your progress and continue editing later, or select 'Submit' to submit your report when it is complete.

\* Means Required field

GSA DEMO SAM UEI **BBB1KM5VU5j3** DUNS **390967704** Contract Vehicle **OASIS+**

Contract Number \*

47GRCA24DH001

Reporting Period

10/31/2021

Reporting Frequency

Monthly

Reporting Date

07/23/2024

Contract Reporting Status

Not Reported

CONTRACT TOTAL SALES: **\$0.00** SRP CAF: **\$0.00** CAF CLIN: **\$0.00**

Invoice Number\* 

Paid Date\* 

Task Order\* 

 Add invoice

Task Orders already submitted for this reporting period will not show up in this drop down list.

[View Status of All Task Orders](#)

 COLLAPSE ALL

 Save Only  Submit

## View Status of All Task Orders

- Provides a method to view all system records for this Contract for this Reporting Period

When selected, the application will redirect the user to the Search page and perform an auto-search for the Contract Number and Reporting Period

# Reporting Sales - Form Entry

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number* <span>?</span> 001	Paid Date* <span>?</span> 10/13/2021	Task Order* OasisDemoCheck	<a href="#">Add Invoice</a>
Task Orders already submitted for this reporting period will not show up in this drop down list.			
<a href="#">View Status of All Task Orders</a>			
<input type="checkbox"/> <a href="#">COLLAPSE ALL</a>		<a href="#">Save Only</a>	<a href="#">Submit</a>

**INVOICE NUMBER: 001 PAID DATE: 10/13/2021 TASK ORDER NUMBER: OASISDEMOCHECK** TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

[Delete Invoice](#) [+ ADD NEW LINE](#)

Line ID* <span>?</span>	SIN / CLIN* <span>?</span>	Skill Level* <span>?</span>	Description of Deliverable* <span>?</span>	Unit Measure* <span>?</span>	Quantity of Items Sold* <span>?</span>
<input type="text"/>	<input type="text"/> Choose SIN/Clin	<input type="text"/> Choose Skill Level	<input type="text"/>	<input type="text"/> Choose Unit Measure	<input type="text"/>

Showing 1 to 1 out of 1 entry

Save Only [Submit](#)

## Delete Invoice button

If the **Invoice Number, Paid Date, or Task Order Number** are inaccurate, the Form Entry table for the Invoice Number can be deleted.

# Reporting Sales - Form Entry

CONTRACT TOTAL SALES: \$0.00   SRP CAF: \$0.00   CAF CLIN: \$0.00

Invoice Number* <small>1</small> 001	Paid Date* <small>1</small> 10/13/2021	Task Order* OasisDemoCheck	<a href="#">Add Invoice</a>
Task Orders already submitted for this reporting period will not show up in this drop down list.			
<a href="#">View Status of All Task Orders</a>			
<a href="#">COLLAPSE ALL</a>		<a href="#">Save Only</a>	<a href="#">Submit</a>

**-** INVOICE NUMBER: 001 PAID DATE: 10/13/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00 [Delete Invoice](#)

[+ ADD NEW LINE](#)

Line ID* <small>1</small>	SIN / CLIN* <small>1</small>	Skill Level* <small>1</small>	Description of Deliverable* <small>1</small>	Unit Measure* <small>1</small>	Quantity of Items Sold* <small>1</small>
<input type="text"/>	<input type="text"/> Choose SIN/Clin	<input type="text"/> Choose Skill Level	<input type="text"/>	<input type="text"/> Choose Unit Measure	<input type="text"/>

Showing 1 to 1 out of 1 entry

1

[Save Only](#) [Submit](#)

After providing an **Invoice Number, Paid Date, Task Order** and **selecting Add Invoice**, the Form Entry page will load the data entry table with banner level information for the Task Order.

# Reporting Sales - Form Entry

---

The banner level information for the **Task Order** will include:

- Invoice Number
  - In the example, it is 001
- Paid Date
  - In the example, it is 10/13/2021
- Task Order Number
  - In the example, it is OASISDEMOCHECK
- Total Sales per Order
  - Will populate once data is input
- SRP CAF
  - The amount of CAF expected by GSA, calculated by SRP ( $0.15\% \times \text{total invoice}$ )
  - All Non-CAF CLINs calculate this value
- CAF CLIN
  - The amount of CAF paid by the customer (reported on the invoice)
  - CAF CLIN lines are used to calculate this value

# Reporting Sales - Form Entry

## Zero Sales

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number\*  Paid Date\*  Task Order  Add Invoice

[View Status of All Task Orders](#)

[COLLAPSE ALL](#)

[Delete Invoice](#)

**+ ADD NEW LINE**

SIN / CLIN* <input type="text" value="FOO - Zero Invoice"/>	Line Level* <input type="text" value="Zero Invoice"/>	Description of Deliverable* <input type="text" value="Contract Access Fee (CAF)"/>	Unit Measure* <input type="text" value="UN - Unit"/>	Quantity of Items Sold* <input type="text" value="0"/>	Unit Price* <input type="text" value="\$0.00"/>	Total Price* <input type="text" value="\$0.00"/>
<input type="text" value="D00 - Contract Access Fee (CAF)"/>	<input type="text" value="Contract Access Fee (CAF)"/>	<input type="text" value="EA - Each"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	

Showing 1 to 2 out of 2 entries

Save Only

**Invoice Number:**  
ZERO INVOICE +  
Quarter + Year

Provide two **CLIN** records:

- F00 - Zero Invoice
  - All data fields will auto-populate
- D00 - Contract Access Fee (CAF)
  - Provide Unit Price of \$0.00
  - All other data fields will auto-populate

# Reporting Sales - Form Entry

## Zero Sales

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number* ⓘ	Paid Date* ⓘ	Task Order* ⓘ
ZERO INVOICE Q1 2021	11/04/2021	OasisDemoCheck
Task Orders already submitted for this reporting period will not show up in this drop down list.		
<a href="#">View Status of All Task Orders</a>		
<a href="#">Add Invoice</a>		
<a href="#">Save Only</a> <a href="#">Submit</a>		

[COLLAPSE ALL](#)

INVOICE NUMBER: ZERO INVOICE Q1 2021 PAID DATE: 11/04/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

[Delete Invoice](#)

[+ ADD NEW LINE](#)

SIN / CLIN* ⓘ	Skill Level* ⓘ	Description of Deliverable* ⓘ	Unit Measure* ⓘ	Quantity of Items Sold* ⓘ	Unit Price* ⓘ	Total Price* ⓘ
FOO - Zero Invoice		Zero Invoice	UN - Unit	0	\$0.00	\$0.00
DOO - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$0.00	\$0.00

Showing 1 to 2 out of 2 entries

1 25

[Save Only](#) [Submit](#)

## Submit data

When data entry is complete, select the **Submit** button

The application will display a pop-up to certify that the data being provided is complete and accurate.

- Select the **check box**
- Select the **Yes** button

# Reporting Sales - Form Entry

## Zero Sales

CONTRACT TOTAL SALES: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

Invoice Number* <input type="text" value="ZERO INVOICE Q1 2021"/>	Paid Date* <input type="text" value="11/04/2021"/>	Task Order* <input type="text" value="OasisDemoCheck"/>
Task Orders already submitted for this reporting period will not show up in this drop down list.		
<a href="#">View Status of All Task Orders</a>		
<a href="#">Add Invoice</a>		
<a href="#">Save Only</a> <a href="#">Submit</a>		

COLLAPSE ALL

INVOICE NUMBER: ZERO INVOICE Q1 2021 PAID DATE: 11/04/2021 TASK ORDER NUMBER: OASISDEMOCHECK TOTAL SALES PER ORDER: \$0.00 SRP CAF: \$0.00 CAF CLIN: \$0.00

[Delete Invoice](#)

[+ ADD NEW LINE](#)

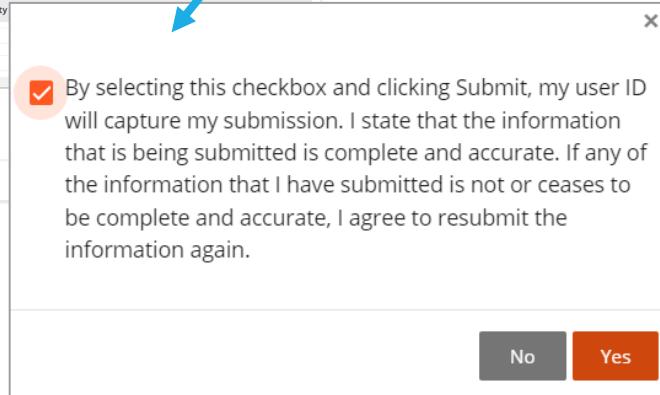
SIN / CLIN* <input type="text" value="F00 - Zero Invoice"/>	Skill Level* <input type="text" value="Zero Invoice"/>	Description of Deliverable* <input type="text" value="Contract Access Fee (CAF)"/>	Unit Measure* <input type="text" value="UN - Unit"/>	Quantity <input type="text" value="0"/>
D00 - Contract Access Fee (CAF)	Contract Access Fee (CAF)	Contract Access Fee (CAF)	EA - Each	1

Showing 1 to 2 out of 2 entries

## Submit data

The application will display a pop-up to certify that the data being provided is complete and accurate.

- Select the **check box**
- Select the **Yes** button



# Reporting Sales - Form Entry

## Regular Sales: Single Task Orders

CONTRACT TOTAL SALES: **\$2,500.00** SRP CAF: **\$18.75** CAF CLIN: **\$18.75**

Invoice Number* <input type="text" value="1"/>	Paid Date* <input type="text" value="10/16/2021"/>	Task Order* <input type="text" value="12FCOTUS000P3"/> Task Orders already submitted for this reporting period will not show up in this drop down list.	<a href="#">Add Invoice</a>			
<a href="#">View Status of All Task Orders</a>						
<input type="checkbox"/> COLLAPSE ALL		<input type="button" value="Save Only"/> <input type="button" value="Submit"/>				
<b>- INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: 12FCOTUS000P3</b> <b>TOTAL SALES PER ORDER: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75</b> <input type="button" value="Delete Invoice"/>						
<b>+ ADD NEW LINE</b>						
Line ID* <input type="text" value="1"/>	SIN / CLIN* <input type="text" value="11-3021 - Computer and Information Systems Managers"/>	Skill Level* <input type="text" value="Senior"/>	Description of Deliverable* <input type="text" value="Adobe Captivate Admins"/>	Unit Measure* <input type="text" value="HR - Hour"/>	Quantity of Items Sold* <input type="text" value="2"/>	Unit Price* <input type="text" value="\$500.00"/>
2	11-9041 - Architectural and Engineering Managers	J Journeyman	3	HR - Hour	3	\$500.00
3	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$18.75

### Invoice Banner information:

- **Total Sales per Order** will auto-populate based on the provided invoice sales data
- **SRP CAF & CAF CLIN** will auto-populate after the **Save Only** or **Submit** button are selected

# Reporting Sales - Form Entry

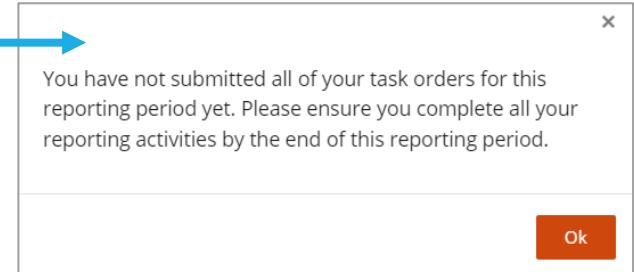
## Regular Sales: Single Task Orders

When submitting transactional data for a single **Task Order**:

- Provide all transactional data records for the **Task Order**
- Provide a line for the **Contract Access Fee (CAF)**
- Select the **Submit** button

If this is the first of several **Task Orders** being submitted, users will receive a **pop-up notification** to inform them that they still have **Task Orders** remaining to be reported and submitted.

Users may leave the application and return at a later date/time to provide data for all remaining **Task Orders**. All **Task Orders** must be submitted by the end of the **Reporting Period**.



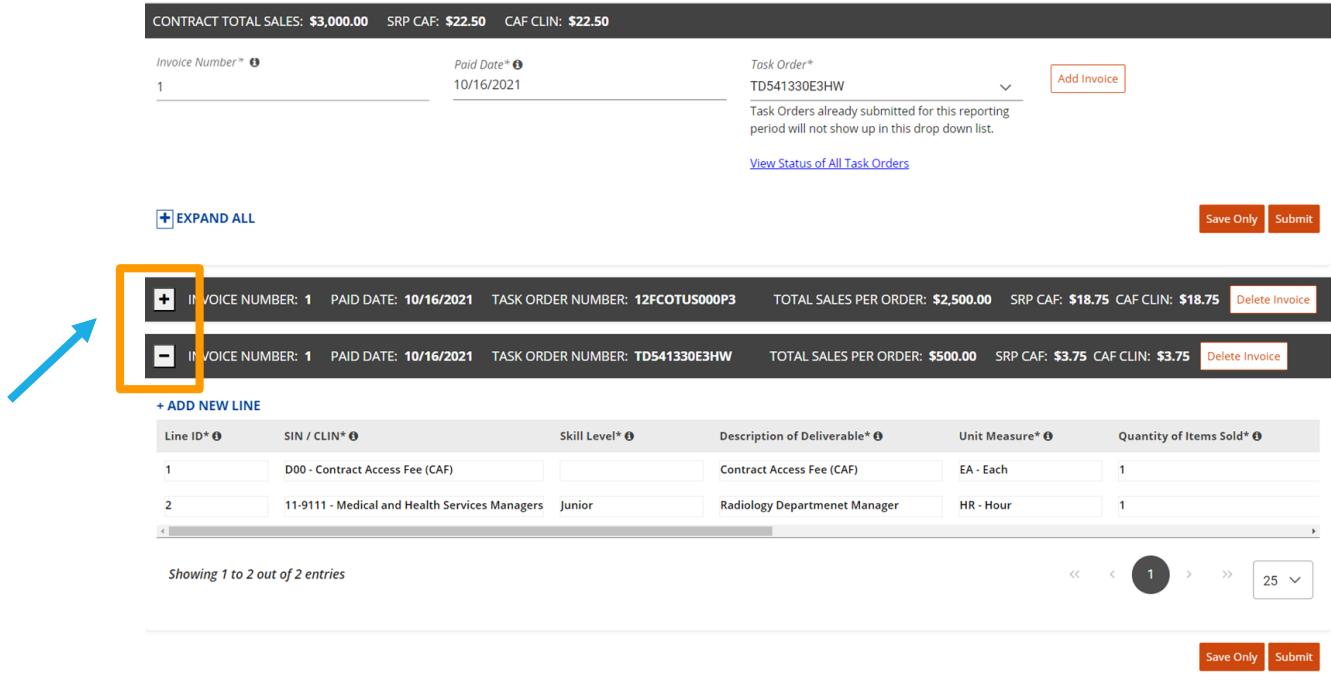
# Reporting Sales - Form Entry

## Regular Sales: Multiple Task Orders

### Multiple Invoice Data Tables

- **Invoice Data tables** may be added for multiple **Task Orders** so that one user could report for several **Task Orders** at the same time

- Each **Invoice Data table** may be minimized or expanded by selecting the '+' or '-' buttons
  - In this example, there are two invoices being reported for two different **Task Orders**



The screenshot shows a form for reporting sales. At the top, it displays 'CONTRACT TOTAL SALES: \$3,000.00', 'SRP CAF: \$22.50', and 'CAF CLIN: \$22.50'. Below this, there are fields for 'Invoice Number' (1), 'Paid Date' (10/16/2021), and 'Task Order' (TD541330E3HW). A button 'Add Invoice' is available. A note states: 'Task Orders already submitted for this reporting period will not show up in this drop down list.' A link 'View Status of All Task Orders' is provided. At the bottom right are 'Save Only' and 'Submit' buttons.

**Invoice Data Tables:**

- Invoice Number 1:** Task Order Number: 12FCOTUS000P3, Total Sales Per Order: \$2,500.00, SRP CAF: \$18.75, CAF CLIN: \$18.75. Buttons: + (highlighted with an orange box and a blue arrow pointing to it), -, Delete Invoice.
- Invoice Number 2:** Task Order Number: TD541330E3HW, Total Sales Per Order: \$500.00, SRP CAF: \$3.75, CAF CLIN: \$3.75. Buttons: -, Delete Invoice.

**Line Item Details:**

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*
1	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1
2	11-9111 - Medical and Health Services Managers	Junior	Radiology Department Manager	HR - Hour	1

Showing 1 to 2 out of 2 entries

Page navigation: << < > >> 1 25 < >

Save Only Submit

# Reporting Sales - Form Entry

## Regular Sales: Multiple Task Orders

CONTRACT TOTAL SALES: \$3,000.00 SRP CAF: \$22.50 CAF CLIN: \$22.50

Invoice Number* <small>(1)</small>	Paid Date* <small>(10/16/2021)</small>	Task Order* <small>(TD541330E3HW)</small>	<a href="#">Add Invoice</a>		
1	10/16/2021	TD541330E3HW	<small>Task Orders already submitted for this reporting period will not show up in this drop down list.</small>		
<a href="#">View Status of All Task Orders</a>					
<a href="#">EXPAND ALL</a>		<a href="#">Save Only</a> <a href="#">Submit</a>			
<a href="#">+ INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: 12FCOTUS000P3</a>		TOTAL SALES PER ORDER: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75	<a href="#">Delete Invoice</a>		
<a href="#">- INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: TD541330E3HW</a>		TOTAL SALES PER ORDER: \$500.00 SRP CAF: \$3.75 CAF CLIN: \$3.75	<a href="#">Delete Invoice</a>		
<a href="#">+ ADD NEW LINE</a>					
Line ID* <small>(1)</small>	SIN / CLIN* <small>(D00 - Contract Access Fee (CAF))</small>	Skill Level* <small>(Junior)</small>	Description of Deliverable* <small>(Contract Access Fee (CAF))</small>	Unit Measure* <small>(EA - Each)</small>	Quantity of Items Sold* <small>(1)</small>
1	D00 - Contract Access Fee (CAF)	Junior	Contract Access Fee (CAF)	EA - Each	1
2	11-9111 - Medical and Health Services Managers	Junior	Radiology Department Manager	HR - Hour	1
<small>Showing 1 to 2 out of 2 entries</small>					
<small>1</small> <a href="#">&lt;&lt;</a> <a href="#">&lt;</a> <a href="#">&gt;</a> <a href="#">&gt;&gt;</a> <a href="#">25</a>					
				<a href="#">Save Only</a>	<a href="#">Submit</a>

### Delete Invoice button

- If the **Invoice Number, Paid Date or Task Order Number** are inaccurate, the Form Entry table for the **Invoice Number** can be deleted

### Home Page table update

- After each successful submission of data, the Home Page will update and move the most recent Contract with a successful submission to the top

# Reporting Sales - Form Entry

## View Status: All Task Orders

CONTRACT TOTAL SALES: **\$3,000.00**   SRP CAF: **\$22.50**   CAF CLIN: **\$22.50**

<b>Invoice Number*</b> <small>(i)</small>	<b>Paid Date*</b> <small>(i)</small>	<b>Task Order*</b> <small>(i)</small>	<b>Add Invoice</b>
<a href="#">View Status of All Task Orders</a>			
<b>Search</b> You may search for reported data or payments by entering one or more criteria shown below.			
<b>Contract Number</b> <b>47GRCA24DH001</b>	<b>Contract Reporting Status</b>	<b>Task Order Reporting Status</b>	<b>Contract Vehicle</b>
<b>Task Order</b>			
<b>Payment Status</b>			
<b>Reported Date From</b>	<b>Reported Date To</b>	<b>Reporting Period Ending (mm/yyyy)</b> <b>10/2021</b>	<b>Reset</b> <b>Show History</b> <small>(i)</small> <b>Search</b> <small>(i)</small>

**View Status of All Task Orders** provides a method to view all system records for a Contract for a **Reporting Period**

When selected, the application will redirect the user to the **Search** page and perform an auto-search for

- **Contract Number** and
- **Reporting Period**

# Reporting Sales - Form Entry

## View Status: All Task Orders

Search

You may search for reported data or payments by entering one or more criteria shown below.

Contract Number <b>47GRCA24DH001</b>	Contract Reporting Status											
Task Order	Task Order Reporting Status											
Payment Status	Contract Vehicle											
Reported Date From	Reported Date To											
Reporting Period Ending (mm/yyyy) <b>10/2021</b>												
<input type="button" value="Reset"/> <input type="button" value="Show History"/> <input type="button" value="Search"/>												
<input type="button" value="Export CSV"/>												
<b>Filter</b>												
Select	Contract Vehicle	Contract Number	Task Order Number (BMO Only)	Reporting Frequency	Reporting Period Ending	Reporting Status Date	Contract Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date	Submit
<input type="radio"/> OASIS+	47GRCA24DH001	--	MONTHLY	10/31/2021	07/24/2024 09:27:11	SUBMITTED	\$3,000.00	\$22.50	Past Due	1/30/2022	David T	
<b>Filter</b>												
Task Order Number	Task Order Reporting Status	Date Submitted	POC Submitted	Fees Due	Payment Status	Award Date	Company	Agency	Active			
TD541330E3HW	SUBMITTED	07/24/2024	David Thomas	\$3.75	Past Due	01/01/2021	GSA Demo	THE JUDICIARY	true			
12FCOTUS000P3	SUBMITTED	07/24/2024	David Thomas	\$18.75	Past Due	01/01/2021	GSA Demo	THE JUDICIARY	true			
OasisDemoCheck	SUBMITTED	07/24/2024	David Thomas	\$0.00	Paid	01/01/2021	GSA Demo	THE JUDICIARY	true			

Showing 1 to 3 out of 3 entries

1

After selecting the **View Status of All Task Orders** link on the Form Entry page:

- The user will be redirect to the **Search** page for the **Contract Number** and **Reporting Period**
- The user may use the data provided to view the **Task Order Reporting Status** of their **Task Orders** for the **Reporting Period**.

# **Reporting Sales Form Entry Adjust Data/Correct Invoices**

# Reporting Sales - Form Entry

---

## Adjust Data

Adjustments/corrections can be made at any time after the invoice has been reported.

YOU must make the adjustment; GSA personnel do not have the ability to make adjustments on your behalf.

**Reporting Periods** that have been adjusted will display a **Contract Reporting Status** of **Resubmitted**.

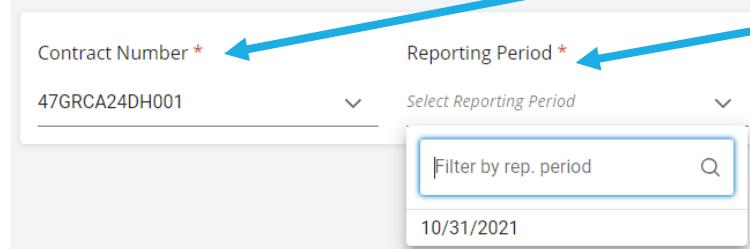
# Reporting Sales - Form Entry

## Adjust Data

### Adjust Sales Data

You may adjust previously reported sales data using the online data entry form. Select Contract Number and Reporting Period.

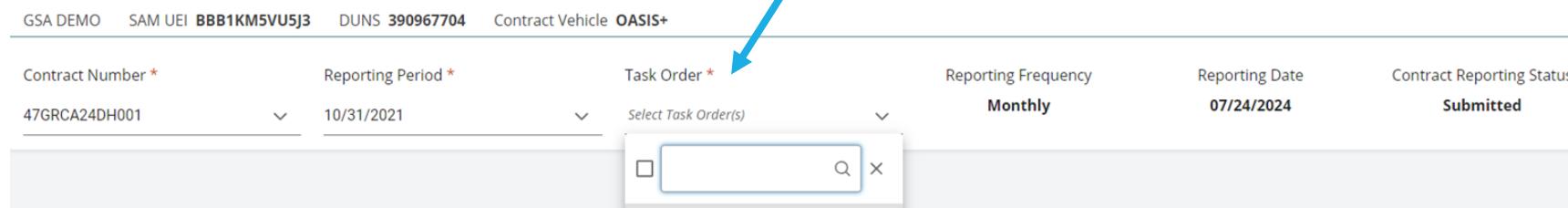
The column "New Total Sales Amount" has been pre-filled with your previous sales amount. If you enter a value in the "New Total Sales Amount" column, the "Difference" column will be populated. The "Difference" column represents the overall sales per SIN for the selected reporting period prior to the adjustment.



Contract Number \* 47RCA24DH001

Reporting Period \* Select Reporting Period

Filter by rep. period 10/31/2021



Contract Number \* 47RCA24DH001

Reporting Period \* 10/31/2021

Task Order \* Select Task Order(s)

Reporting Frequency Monthly

Reporting Date 07/24/2024

Contract Reporting Status Submitted

When adjusting previously submitted data:

- Choose a **Contract Number**
  - The drop-down list will populate all available contracts
- Choose a **Reporting Period**
  - The drop-down list will populate all **Reporting Periods** that have data available to be adjusted
- Choose one or many Task Orders that require adjustments for the **Reporting Period**

# Reporting Sales - Form Entry

## Adjust Data

After selecting a **Contract Number**, **Reporting Period** and **Task Order(s)** the page will populate with **Invoice Data tables** for the data submitted for the **Reporting Period**

- Perform your data adjustments in the relevant **Invoice Data table**
  - Data provided during adjustments will completely overwrite previously submitted data
  - You may adjust individual data points within an existing record, add additional records to invoices, or remove existing records from invoices
- If necessary, you may add additional **Invoice Data tables**

Contract Number \* 470RCA24H001 Reporting Period \* 10/31/2021 Task Order \* 12FCOTUS000P3, OasisDe... Reporting Frequency Monthly Reporting Date 07/24/2024 Contract Reporting Status Submitted

CONTRACT TOTAL SALES: \$3,000.00 SRP CAF: \$22.50 CAF CLIN: \$22.50

Invoice Number \* Paid Date \* Order \* Add Invoice

COLLAPSE ALL

Task Order Summary

Task Order	Total Sales	SRP CAF	CAF CLIN
TD541330E3HW	\$500.00	\$3.75	\$3.75
OasisDemoCheck	\$0.00	\$0.00	\$0.00
12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75

Showing 1 to 3 out of 3 entries

INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: 12FCOTUS000P3 TOTAL SALES PER ORDER: \$2,500.00 SRP CAF: \$18.75 CAF CLIN: \$18.75

+ ADD NEW LINE

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*	Total Price
1	11-3021 - Computer and Information Systems Managers	Senior	Adobe Captivate Admins	HR - Hour	2	\$500.00	\$1,000.00
2	11-9041 - Architectural and Engineering Managers	J Journeyman	3	HR - Hour	3	\$500.00	\$1,500.00
3	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$18.75	\$18.75

Showing 1 to 3 out of 3 entries

INVOICE NUMBER: 1 PAID DATE: 10/16/2021 TASK ORDER NUMBER: TD541330E3HW TOTAL SALES PER ORDER: \$500.00 SRP CAF: \$3.75 CAF CLIN: \$3.75

+ ADD NEW LINE

Line ID*	SIN / CLIN*	Skill Level*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*	Total Price*
1	D00 - Contract Access Fee (CAF)		Contract Access Fee (CAF)	EA - Each	1	\$3.75	\$3.75

# Reporting Sales - Form Entry

---

## Adjust Data Questionnaire

After performing necessary adjustments to invoice data, answer the **three** required questions at the bottom of the page to provide more insight into the adjustment.

- 1. How was the sales reporting error discover?**
  - a. Choose the best answer from the drop down list
- 2. What is the reason for the sales adjustment (s) and how did the error occur?**
  - a. Provide a written answer
- 3. What action is your firm taking to prevent the reporting error from recurring?**
  - a. Provide a written answer

After answering the questions, click the **submit** button.

# **Reporting Sales**

## **File Upload**

# Reporting Sales - File Upload

## GWAC/MAC File Upload [instructions](#)

A	B	C	D	E	F	G	H	I	J	K
Contract Number *	Invoice Number *	Paid Date *	Task Order *	Line ID*	SIN/CLIN *	Knowledge/Skill Level	Description of Deliverable*	Unit Measure*	Quantity of Items Sold	Unit Price (US\$)*
1	Contract Number *	Invoice Number *	Paid Date *	Task Order *	Line ID*	SIN/CLIN *	Knowledge/Skill Level	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*
2	47QRCA24DH001	12345	8/13/2025	EBAI140925DAFB	100	H00		Site Project Management	UN	1
3	47QRCA24DH001	12345	8/13/2025	EBAI140925DAFB	200	D00		Contract Access Fee (CAF)	EA	1
4	47QRCA24DH001	67890	8/20/2025	NIWBWER2358	300	19-4051	Senior	Nuclear Technicians	HR	53
5	47QRCA24DH001	67890	8/20/2025	NIWBWER2358	400	27-1025	J Journeyman	Interior Designers	HR	142
6	47QRCA24DH001	67890	8/20/2025	NIWBWER2358	500	19-2043	SME	Hydrologists	HR	75
7	47QRCA24DH001	67890	8/20/2025	NIWBWER2358	600	D00		Contract Access Fee (CAF)	EA	1
8	47QRCA24DH001	44556	8/1/2025	PQONKO283521	700	F00		Zero Invoice	UN	1
9	47QRCA24DH001	44556	8/1/2025	PQONKO283521	800	D00		Contract Access Fee (CAF)	EA	1
10										

orting Instructions | MAS Data | [GWAC-MAC Data](#)

# Reporting Sales - File Upload

## Reporting

Form Entry

File Upload

Closeout Sales Data

Closeout Sales Data by  
File Upload

Adjust Data

Adjust Data by File  
Upload

Manage Supporting  
Documents

Download Template

## File Upload

- Provides the ability for you to upload excel or csv rather than do form entry for invoices

## Selecting the Reporting Period

- The Reporting Period drop-down list will show periods that have not been reported on for one or more of your orders
- You may report on multiple contracts for the same reporting period

*NOTE: If any of the Task Orders already have reported sales for this reporting period, you'll get a rejection upon submission.*

Reporting Period Ending	Confirmation Number	File Name
08/31/2019	20190801:131241	template C20 300.xlsx

# Reporting Sales - File Upload

**Step 1:**  
Select Reporting Period

**Step 2:**  
Upload the csv or excel  
file (follow instructions in  
User Guide)

**Step 3:**  
Once Upload is complete,  
file name will show

GSA FAS Sales Reporting Oct 25, 2024 07:47 EDT

Home > Report Sales Data by File Upload

### Report Sales Data by File Upload

You may report new sales data for one or more Contracts using the Excel file (.xlsx) or Special Character Delimited file (.csv). To upload the sales data, select the Reporting Period and click on Browse button to upload the data. \* Means Required field

Reporting Period \*

07/31/2024

+ Browse Download Template Allowed file type(s) .xlsx, .csv.

FAS SRP Excel Upload Reporting Template v2.0 (Final 08012024) 725.080 KB  
\_MRFs2 (1).xlsx

Cancel Upload

**Step 4:** Press File Upload Button

**Step 5:** Follow the pop up instructions

# Reporting Sales - File Upload

## Submission Results

After submitting your file upload, the Upload screen should have a history of submission.

*Note: This could be further analyzed when selecting a particular Reporting Period.*

Results will show the following:

- **In Process:** System is conducting validations or submission per Contract/Task Order.
- **Submitted:** The File was submitted and all data in the file was uploaded to their assigned Contract/Task Order.
- **Reject:** Data on the file was rejected and will need to be corrected and then uploaded again.

Report Status
SUBMITTED
REJECTED

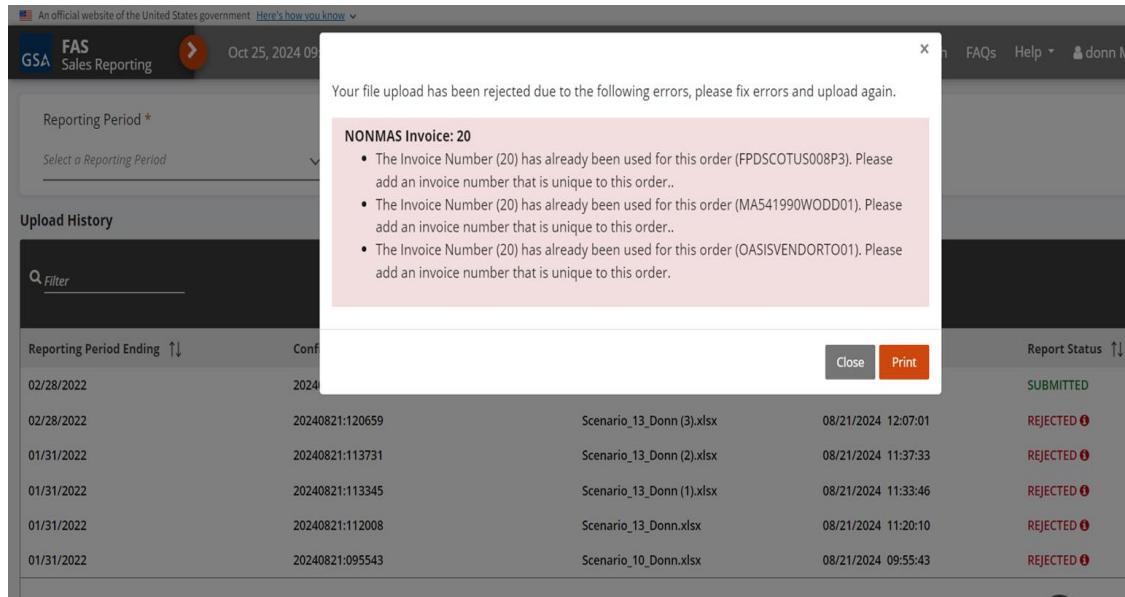
Showing 1 to 6 out of 6 entries

# Reporting Sales - File Upload

## Rejection

If you receive a Reject, the following will need to occur:

- For the Reporting Period with the error, click on the (i) icon.
- A pop up message will appear with all the error(s).
- Obtain the file that was uploaded and correct the step by step instructions (this pop up message is able to be printed).
- Once corrected, save and follow the file upload instructions to upload again.
- Repeat the Pop up messages as validations occur, if needed.



# **Reporting Sales File Upload Adjust Data/Correct Invoices**

# Reporting Sales - File Upload

## Adjust Data/Correct Invoices

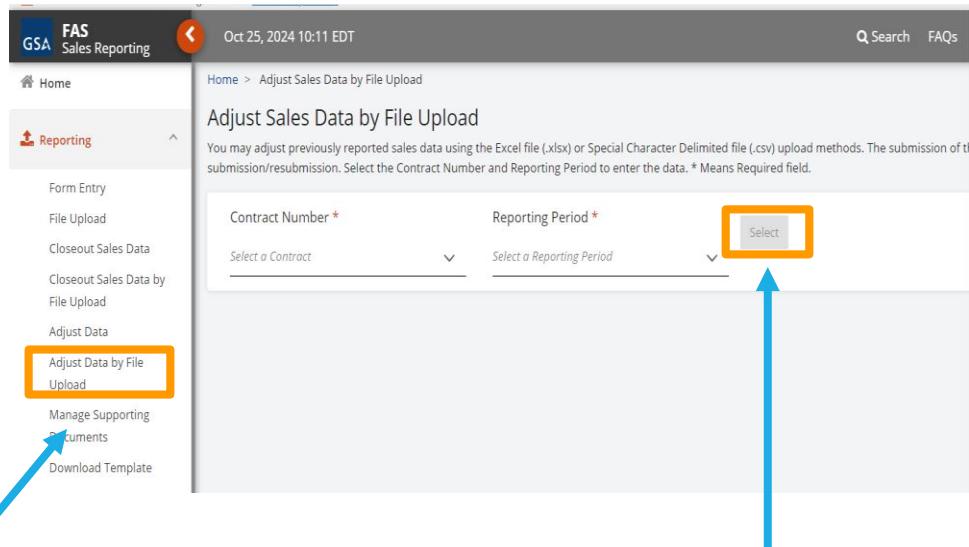
You can also adjust sales/invoices via file upload rather than form. File entry adjustments must be submitted by you; GSA personnel do not have the ability to make adjustments.

**Reporting Periods** that have been adjusted will display a **Contract Reporting Status** of *Resubmitted*.

*NOTE: You will need to upload the Contract and the Task Orders that need Adjustment by Reporting Period. You must submit the complete file, not just deltas as this is a complete rewrite of this file.*

On menu, select **Adjust Sale Data by File Upload**.

- Contract Number (assigned to your profile)
- Reporting Period (time of the Adjustment)



- Press **Select**
- Attach file

# Reporting Sales - File Upload

---

## Adjust Data/Correct Invoices Questionnaire

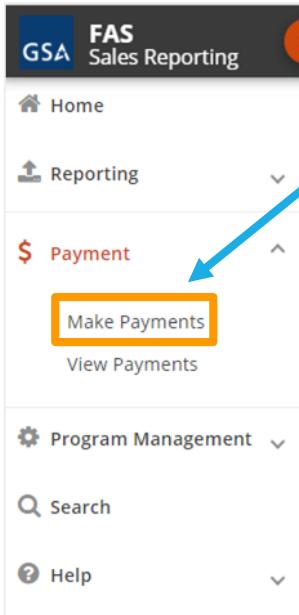
After performing necessary adjustments to invoice data, answer the **three** required questions at the bottom of the page to provide more insight into the adjustment.

1. How was the sales reporting error discovered?
  - a. Choose the best answer from the drop down list
2. What is the reason for the sales adjustment (s) and how did the error occur
  - a. Provide a written answer
3. What action is your firm taking to prevent the reporting error from recurring?
  - a. Provide a written answer

After answering the questions, click the submit button.

# Make Payments

# Make Payments



There are two methods to navigate to **Make Payments** to submit CAF payments:

- Main Menu > Payment > **Make Payments**
- Selecting the **Total Outstanding Balance** hyperlink for the **Contract** on the **Home Page**

Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
47GRCA24DH001	Monthly	07/24/2024 09:27:11	Oct 2021	\$22.50

# Make Payments

## Main Menu > Payment > **Make Payments**

- Provide a Contract Number to continue with the payment process

Home > Make Payment

### Make Payments

This page displays all past reported sales and resulting IFF/CAF payments.

Contract Number \*

Payable balance  Past due balance

Home > Make Payment

### Make Payments

This page displays all past reported sales and resulting CAF payments. Please note that if a task order line is greyed out it is either "Pending" or "Paid" or no balance is owed, and no further action can be taken.

GSA DEMO SAM UEI **BBB1KM5VU5J3** DUNS 390967704 Contract Vehicle **OASIS+** Reporting Frequency **MONTHLY**

Contract Number \*  Total CAF Amount:

Select	Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other	Other Amount	Comment
<input type="checkbox"/>	12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	\$18.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	\$3.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 2 out of 2 entries

# Make Payments

- CAF payments for every **Contract** are due on a **quarterly basis**, 30 days after the end of a quarter.
- CAF payments may also be submitted **monthly** if that's better for your company.
- CAF payments for each **Task Order** may be submitted individually or paid all together.

Home > Make Payment

## Make Payments

This page displays all past reported sales and resulting CAF payments. Please note that if a task order line is greyed out it is either "Pending" or "Paid" or no balance is owed, and no further action can be taken.

GSA DEMO SAM UEI <b>BBB1KMSVU5J3</b> DUNS 390967704 Contract Vehicle <b>OASIS+</b> Reporting Frequency <b>MONTHLY</b>												
Contract Number *			Total CAF Amount:					Actions				
47GRCA24DH001			X V					Save Only Pay Now				
<b>Filter</b>												
Select	Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other
<input type="checkbox"/>	12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	\$18.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	\$3.75	Past Due	01/30/2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Showing 1 to 2 out of 2 entries												
<span>«</span> <span>«</span> <span>1</span> <span>»</span> <span>»</span> <span>25</span> <span>▼</span>												

In the example above, this Contract has 3 Task Orders active in SRP at the moment.

- 2 Task Orders had monthly sales resulting in CAF due
- 1 Task Order reported zero sales resulting in no CAF due and does not appear on this page

# Make Payments

---

Users have the ability to choose between several different CAF calculation business rules to derive their CAF payment:

- **SRP CAF**
  - SRP uses the CAF rates established in the system to calculate the CAF based on the sales reported for each CLIN for all invoices.
- **CAF CLIN**
  - SRP uses the CAF CLIN amounts paid by the customer for all invoices. This option should be chosen the majority of the time.
- **Other**
  - SRP allows the user to provide a custom CAF payment amount. This also requires a Comment from the user.

# Make Payments - CAF CLIN

- Select the **Task Order** records that will be paid in the submission using the **Select** checkbox on the left side of each record

- Select the **CAF CLIN** for each **Task Order**.

The system will update the **Total CAF Amount** at the top of the page.

- Choose the **Pay Now** button.

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+ Reporting Frequency MONTHLY

Contract Number \* 47GRCA24DH001 X V Total CAF Amount: \$38.25

Save Only Pay Now

Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other	Other Amount	Comment
12/31/2021	December	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	\$2.25	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	December	TD541330E3HW	\$300.00	\$2.25	\$2.25	\$2.25	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	December	OasisDemoCheck	\$400.00	\$3.00	\$3.00	\$3.00	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	November	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	\$2.25	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	November	TD541330E3HW	\$600.00	\$4.50	\$4.50	\$4.50	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	November	OasisDemoCheck	\$200.00	\$1.50	\$1.50	\$1.50	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	\$18.75	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	\$3.75	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		

Showing 1 to 8 out of 8 entries

1

- In the example above, the Contract only has 3 Task Orders active in SRP at the moment.
- The October, November, and December **Reporting Periods** have sales submitted.
- All three **Reporting Periods** occur within the same Payment quarter.

# Make Payments - CAF CLIN

SRP will provide a page to review your payment transaction.

- Select the **checkbox** located at the bottom left of the screen to acknowledge that you will be redirected to **Pay.gov** to complete your payment transaction.
- Select the **Submit** button located at the bottom right of the screen to be redirected to **Pay.gov**.

Review Payment

Please review the details of your payment. Please click on the SUBMIT button to be routed to the external website, Pay.gov, to complete the transaction.

GSA DEMO DUNS 390967704 Contract Vehicle OASIS+				
Contract Number	Reporting Frequency	Total CAF Amount Due		
47GRC424DH001	MONTHLY	\$38.25		

**Filter**

Quarter Ending ↑↓	Reporting Period ↑↓	Task Order ↑↓	Task Order Fee ↑↓	Status ↑↓
12/31/2021	December	12FCOTUS000P3	\$2.25	Past Due
12/31/2021	December	TD541330E3HW	\$2.25	Past Due
12/31/2021	December	OasisDemoCheck	\$3.00	Past Due
12/31/2021	November	12FCOTUS000P3	\$2.25	Past Due
12/31/2021	November	TD541330E3HW	\$4.50	Past Due
12/31/2021	November	OasisDemoCheck	\$1.50	Past Due
12/31/2021	October	12FCOTUS000P3	\$18.75	Past Due
12/31/2021	October	TD541330E3HW	\$3.75	Past Due

Showing 1 to 8 out of 8 entries

By selecting this checkbox and clicking submit, you will be redirected to Pay.gov website to further initiate your payment. Pay.gov website has a different privacy policy and may have different security than srp.fas.gsa.gov

Cancel Submit

# Make Payments - CAF CLIN

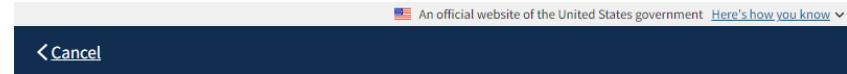
After being redirected to **Pay.gov**, the page will display **FAS Sales Reporting** at the top.

The page will also display the **Payment Amount** that was shown on the **Review Payment** page within SRP.

There are multiple payment methods in Pay.gov:

1. Bank account (ACH)
  - a. Daily limit: unlimited
2. PayPal account
  - a. Daily limit: \$10,000.00
3. Debit or credit card
  - a. Daily limit (Debit): unlimited
  - b. Daily limit (Credit): \$24,999.99

- Select the oval next to the corresponding payment method.
- Select the Continue button at the bottom of the page.



## FAS Sales Reporting

### Payment Information

Payment Amount \$38.25

I want to pay with my

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

[Continue](#)

[Cancel](#)

At any time, you may select one of the **Cancel** buttons to return to SRP to make any necessary adjustments to the **Payment Amount**.

- Top left of the screen
- Bottom of the screen next to the **Continue** button

# Make Payments - CAF CLIN

Provide the necessary payment information.

- Select the Continue button

Cancel

## FAS Sales Reporting

Please provide the payment information below. Required fields are marked with an \*

Agency Tracking ID  
1KO07292024030020915

Payment Amount  
\$38.25

\* Account Holder Name  
John Doe

\* Account Type  
Business Checking



\* Routing Number  
042000424

\* Account Number  
1111111111111111

\* Confirm Account Number  
1111111111111111

**Continue** **Previous** **Cancel**

# Make Payments - CAF CLIN

Review the Authorization and Disclosure Statement.

- Select the checkbox beneath the Authorization and Disclosure Statement box.
- Select the Continue button.

Cancel

## FAS Sales Reporting

Please review the payment information. Required fields are marked with an \*

Agency Tracking ID  
1K007292024030020915

Payment Amount  
\$38.25

Payment Method  
ACH Debit

Account Holder Name  
John Doe

Account Type  
Business Checking

Routing Number  
042000424

Account Number  
\*\*\*\*\*1111

[Print Authorization and Disclosure Statement](#)

Authorization and Disclosure—Consumers and Businesses  
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

\* I agree to the Pay.gov authorization and disclosure statement

**Continue** **Previous** **Cancel**

# Make Payments - CAF CLIN

After submitting the payment transaction in Pay.gov, user will be redirected back to SRP.

- The Payment Confirmation page will display payment transaction details.
- Transaction Status will display as Received for successful transactions.

Payment Confirmation

This page displays payment transaction confirmation including Pay.gov and Agency tracking ID. You may print this for your records.

GSA DEMO SAM UEI BBB1KM5VU5J3 DUNS 390967704 Contract Vehicle OASIS+

Contract Number Reporting Frequency Total CAF Amount Due  
47GRC424DH001 MONTHLY

[Print](#)

**Filter**

Payment Quarters ↑↓	Amount Applied ↑↓	Transaction Amount ↑↓	Pay.gov tracking ID ↑↓	Agency tracking ID ↑↓	Transaction Date/Time ↑↓	Transaction Status ↑↓
12/31/2021	\$3.75	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$18.75	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$1.50	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$4.50	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$2.25	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$3.00	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$2.25	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received
12/31/2021	\$2.25	\$38.25	3FPULUD3	1KO07292024030020915	07-29-2024 15:05:42 EST	Received

Showing 1 to 8 out of 8 entries

1 25

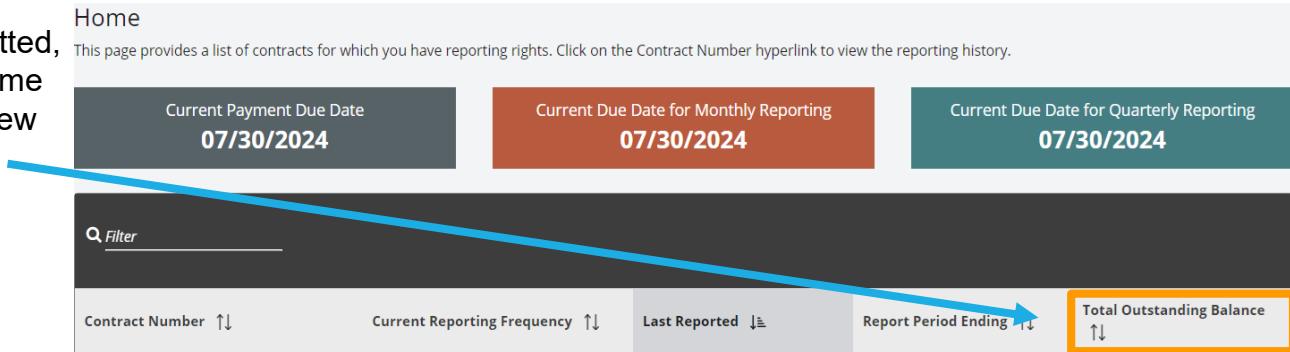
[Back to Home](#) [Make another payment](#)

# Make Payments - Payment Complete

After a payment has been submitted, the contract record within the Home Page table will update with the new **Total Outstanding Balance**.

Home

This page provides a list of contracts for which you have reporting rights. Click on the Contract Number hyperlink to view the reporting history.

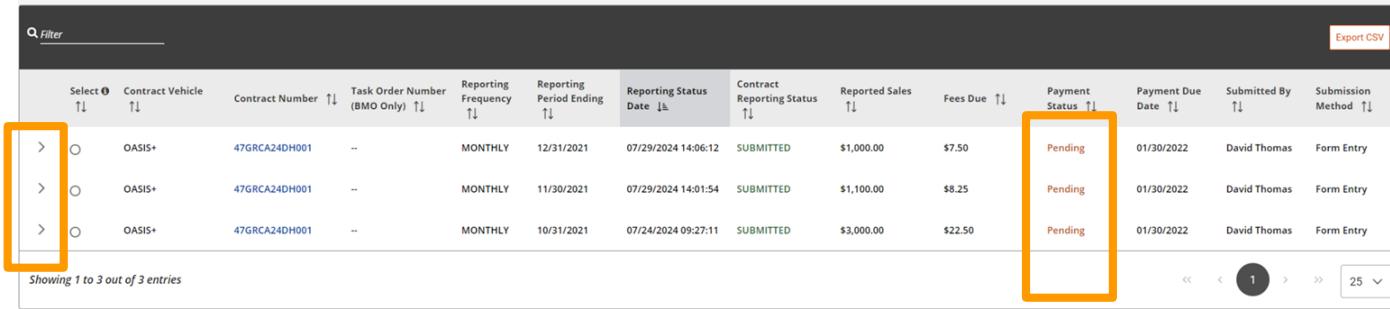


Contract Number	Current Reporting Frequency	Last Reported	Report Period Ending	Total Outstanding Balance
<a href="#">Contract Number</a>	<a href="#">Current Reporting Frequency</a>	<a href="#">Last Reported</a>	<a href="#">Report Period Ending</a>	<a href="#">Total Outstanding Balance</a>

# Make Payments - Payment Complete

Another method to verify payments is to perform a **Search** for the contract to view the **Payment Status** at the **Contract** level.

To view the **Task Order Payment Status**, select the **expansion arrow** on the left side of each record



Contract Vehicle	Contract Number	Task Order Number (BMO Only)	Reporting Frequency	Reporting Period Ending	Reporting Status Date	Contract Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date	Submitted By	Submission Method
> OASIS+	47GRCA24DH001	--	MONTHLY	12/31/2021	07/29/2024 14:06:12	SUBMITTED	\$1,000.00	\$7.50	Pending	01/30/2022	David Thomas	Form Entry
> OASIS+	47GRCA24DH001	--	MONTHLY	11/30/2021	07/29/2024 14:01:54	SUBMITTED	\$1,100.00	\$8.25	Pending	01/30/2022	David Thomas	Form Entry
> OASIS+	47GRCA24DH001	--	MONTHLY	10/31/2021	07/24/2024 09:27:11	SUBMITTED	\$3,000.00	\$22.50	Pending	01/30/2022	David Thomas	Form Entry



Contract Vehicle	Contract Number	Task Order Number (BMO Only)	Reporting Frequency	Reporting Period Ending	Reporting Status Date	Contract Reporting Status	Reported Sales	Fees Due	Payment Status	Payment Due Date	Submitted By	Submission Method
> OASIS+	47GRCA24DH001	--	MONTHLY	12/31/2021	07/29/2024 14:06:12	SUBMITTED	\$1,000.00	\$7.50	Pending	01/30/2022	David Thomas	Form Entry



Task Order Number	Task Order Reporting Status	Date Submitted	POC Submitted	Fees Due	Payment Status	Award Date	Company	Agency	Active
TD541330E3HW	SUBMITTED	07/29/2024	David Thomas	\$2.25	Pending	01/01/2021	GSA Demo	THE JUDICIARY	true
12FCOTUS000P3	SUBMITTED	07/29/2024	David Thomas	\$2.25	Pending	01/01/2021	GSA Demo	THE JUDICIARY	true
OasisDemoCheck	SUBMITTED	07/29/2024	David Thomas	\$3.00	Pending	01/01/2021	GSA Demo	THE JUDICIARY	true

# View Payments

To view submitted payment records:

Main Menu > Payment > **View Payments**

- Provide a Contract Number

GSA DEMO SAM UEI <b>BBB1KM5VU5J3</b> DUNS 390967704 Contract Vehicle <b>OASIS+</b> Reporting Frequency <b>MONTHLY</b>													
Contract Number *													
<input type="text" value="47GRCA24DH001"/> <span>▼</span>													
<input type="text" value="Filter"/> <span>▼</span>													
Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP	CAF	CAF CLIN	Other Amount	Balance Due	Payment Status	Due Date	Comment	Total Payment	Tracking Id
12/31/2021	December	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	--	\$0.00	Pending	01/30/2022	--		\$2.25	3FPULUD3
12/31/2021	December	TD541330E3HW	\$300.00	\$2.25	\$2.25	--	\$0.00	Pending	01/30/2022	--		\$2.25	3FPULUD3
12/31/2021	December	OasisDemoCheck	\$400.00	\$3.00	\$3.00	--	\$0.00	Pending	01/30/2022	--		\$3.00	3FPULUD3
12/31/2021	November	12FCOTUS000P3	\$300.00	\$2.25	\$2.25	--	\$0.00	Pending	01/30/2022	--		\$2.25	3FPULUD3
12/31/2021	November	TD541330E3HW	\$600.00	\$4.50	\$4.50	--	\$0.00	Pending	01/30/2022	--		\$4.50	3FPULUD3
12/31/2021	November	OasisDemoCheck	\$200.00	\$1.50	\$1.50	--	\$0.00	Pending	01/30/2022	--		\$1.50	3FPULUD3
12/31/2021	October	12FCOTUS000P3	\$2,500.00	\$18.75	\$18.75	--	\$0.00	Pending	01/30/2022	--		\$18.75	3FPULUD3
12/31/2021	October	TD541330E3HW	\$500.00	\$3.75	\$3.75	--	\$0.00	Pending	01/30/2022	--		\$3.75	3FPULUD3
12/31/2021	October	OasisDemoCheck	\$0.00	\$0.00	\$0.00	--	\$0.00	Paid	01/30/2022	--		--	--

# View Payments

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Each **Task Order** will have a record in the table for each **Reporting Period**

- Zero sales Reporting Periods will display a Payment Status of Paid and no Tracking Id
- For non-zero sales Reporting Periods, the Payment Status will display:
  - Paid
    - Contractor has made a payment and received settlement confirmation from GSA Finance
  - Pending
    - Contractor made a payment via Pay.gov but has not received settlement confirmation from GSA Finance
  - Unpaid
    - Sales data has been reported and has a quarterly fee balance but payment has not been initiated
  - Past Due
    - Contractor has not paid the fee balance by the due date
  - Failed
    - Contractor initiated the payment, and received payment failed information from settlement

# Questions