

Special Item Number (SIN) and Contract Line Item Number (CLIN)
User Interface (Form Entry)/File Upload Changes for Reporting in the FAS SRP

Attention: Effective November 1, 2018, the *SIN/CLIN* field will become a **mandatory** reporting element for transactional data reporting. New Excel Template: version:1.3.6 (will available for downloading effective November 1st and all Excel templates will be obsolete.

This handout will assist users with reporting the correct data fields, per the *SIN* Business Rule. This could be Products, Services and/or Both and must be filled out correctly. For the UI, there are two tables that could be shown: Products and/or Services.

When using the User Interface (UI), the contract will bring up the appropriate Table dependent upon the known *SINs* of the contract. Some *SINs* correlate to both Products and Services, and in these instances both tables will be shown for the corresponding *SIN*. **Please note that the supplier will need to identify the Transactional Line Item as either a Product or Service and only report it in the appropriate table.**

PRODUCTS Data Fields:

1. *SIN/CLIN:* exact match to contract in eOffer/eMod; also designated on the contract (CLIN)
2. *Description of Deliverable:* this information can normally be found on the invoice
3. *Manufacturer Name:* exact match to contract in eOffer/eMod
4. *Manufacturer Part Number:* exact match to contract in eOffer/eMod
5. *Universal Product Code (UPC):* not mandatory
6. *Unit of Measure:* this information can normally be found on the invoice. Please use the codes provided on page one of the Template
7. *Quantity of Item Sold:* this information can normally be found on the invoice
8. *Price Paid per Unit:* this information can normally be found on the invoice
9. *Total Price Paid:* this information can normally be found on the invoice
10. *Non-Federal Entity:* select from the drop-down for available choices. Also refer to template instructions.

SERVICES Data Fields:

1. *SIN/CLIN:* exact match to contract in eOffer/eMod; also designated on the contract (CLIN)
2. *Description of Deliverable:* this information can normally be found on the invoice. If it's a Professional Service, please provide details on the type of professional service, and corresponding level. For example: Engineer level 1 vs. Engineer level 3, etc.

3. *Unit of Measure*: this information can normally be found on the invoice. Please use the codes provided on page one of the Template
4. *Quantity of Item Sold*: this information can normally be found on the invoice
5. *Price Paid per Unit*: this information can normally be found on the invoice
6. *Total Price Paid*: this information can normally be found on the invoice
7. *Non-Federal Entity*: select from the drop-down for available choices. Also refer to template instructions.

Note: Each mandatory data element is outlined in Red per the reporting Table. Please remember that the system will not accept empty or blank rows, and these should be deleted from the tables by click on the “delete” button on the right side of the row.

If at any time the row is not completed by either Products or Services, the system will provide an error message. Once the items have been corrected, then you should be able to resubmit.

The following tables are provided:

Products Only Table:

Oct 23, 2018 12:49 EDT

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" to save your progress and continue editing later, or select "Submit" to submit your report when it is complete. * Means Required field

SOUTHERN SAFETY SUPPLY LLC THIS IS A TEST DUNS 967125188 Contract Vehicle Schedule 00CORP

Contract Number *	Reporting Period	Reporting Frequency	Reporting Date	Reporting Status
47QSCC18D0008	05/31/2018	Monthly	10/23/2018	Not Reported

REPORTING ZERO SALES YES NO TOTAL SALES \$0.00 TOTAL FEE DUE \$0.00

Add Task Order / Delivery Order / Procurement Instrument Identifier [Add Order](#)

[EXPAND ALL](#) [Save](#) [Submit](#)

ORDER NO: 111 TOTAL SALES PER ORDER \$0.00 [Delete Order](#)

Line No	SIN *	Description of Deliverable *	Manufacturer Name *	Manufacturer Part Number *	UPC Code	Unit Measure *	Quantity of Items Sold *	Unit Price * (US\$)	Total Price * (US\$)	Non-Federal Entity *	Delete
1	Choose SIN					Choose Unit Measure			\$0.00	N/A - Not Applicable	X

Showing 1 to 1 out of 1 entries [+ ADD NEW LINE](#)

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

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Services Only Table:

Oct 23, 2018 12:50 EDT Search FAQs Help Erlan Besen Logout

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" to save your progress and continue editing later, or select "Submit" to submit your report when it is complete. * Means Required field

GENERAL INSULATION COMPANY DUNS 001008986 Contract Vehicle Schedule 874

Contract Number * Reporting Period **02/28/2017** Reporting Frequency **Monthly** Reporting Date **10/23/2018** Reporting Status **Not Reported**

REPORTING ZERO SALES YES NO TOTAL SALES **\$0.00** TOTAL FEE DUE **\$0.00**

Add Task Order / Delivery Order / Procurement Instrument Identifier

ORDER NO * TOTAL SALES PER ORDER **\$0.00**

Line No	SIN / CLIN *	Description of Deliverable *	Unit Measure *	Quantity of Items Sold *	Unit Price * (US\$)	Total Price * (US\$)	Non-Federal Entity *	Delete
1	<input type="text" value="Choose SIN/CLIN"/>	<input type="text"/>	<input type="text" value="Choose Unit Measure"/>	<input type="text"/>	<input type="text"/>	\$0.00	N/A - Not Applicable	<input type="button" value="X"/>

Showing 1 to 1 out of 1 entries

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Products and Services Table:

Oct 23, 2018 12:50 EDT Search FAQs Help Erlan Besen Logout

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" to save your progress and continue editing later, or select "Submit" to submit your report when it is complete. * Means Required field

SWITCHES UNLIMITED, INC. DUNS 012441648 Contract Vehicle Schedule 084

Contract Number * Reporting Period **09/30/2017** Reporting Frequency **Monthly** Reporting Date **10/23/2018** Reporting Status **Not Reported**

REPORTING ZERO SALES YES NO TOTAL SALES **\$0.00** TOTAL FEE DUE **\$0.00**

Add Task Order / Delivery Order / Procurement Instrument Identifier

ORDER NO * TOTAL SALES PER ORDER **\$0.00**

Line No	SIN *	Description of Deliverable *	Manufacturer Name *	Manufacturer Part Number *	UPC Code	Unit Measure *	Quantity of Items Sold *	Unit Price * (US\$)	Total Price * (US\$)	Non-Federal Entity *	Delete
1	<input type="text" value="Choose SIN"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Choose Unit Measure"/>	<input type="text"/>	<input type="text"/>	\$0.00	N/A - Not Applicable	<input type="button" value="X"/>

Showing 1 to 1 out of 1 entries

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Line No	SIN / CLIN *	Description of Deliverable *	Unit Measure *	Quantity of Items Sold *	Unit Price * (US\$)	Total Price * (US\$)	Non-Federal Entity *	Delete
1	<input type="text" value="Choose SIN/CLIN"/>	<input type="text"/>	<input type="text" value="Choose Unit Measure"/>	<input type="text"/>	<input type="text"/>	\$0.00	N/A - Not Applicable	<input type="button" value="X"/>

Showing 1 to 1 out of 1 entries

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NOTE: This mention behavior is the same for reporting via the Upload Feature and reporting mandatory elements per Products and Services are enforced. The Upload feature is only available at the Transactional Data Reporting Level

Quarterly Reporting:

Note: All fields with a * must be filled in even if it is zero.

The screenshot shows the 'Report Sales Data' form in the GSA FAS Reporting system. The page header includes the GSA logo, 'FAS Sales Reporting', and the date 'Oct 29, 2018 10:33 EDT'. A navigation menu on the left lists 'Home', 'Reporting', 'Payment', 'Program Management', 'Search', and 'Help'. The main content area displays the following information:

- Contract: PREVENTIVE MAINTENANCE SERVICES COMPANY, DUNS 847316189, Contract Vehicle Schedule 520
- Contract Number: GS23F057BA
- Reporting Period: 09/30/2018
- Reporting Frequency: Quarterly
- Reporting Date: 10/29/2018
- Reporting Status: Not Reported

Summary statistics are shown as:

- TOTAL SALES: \$0.00
- TOTAL FEE DUE: \$0.00

A table for line items is also present:

Line No	Special Item Number (SIN)*	Total Sales* (US\$)
1	520 15	<input type="text"/>
2	520 15RC	<input type="text"/>
3	TEMPSIN	<input type="text"/>

At the bottom right, there are 'Save' and 'Submit' buttons. The Windows taskbar at the bottom shows the time as 10:33 AM on 10/29/2018.