FAS SALES REPORTING PORTAL QUICKSTART GUIDE

Getting Started

Make sure your Multi-Factor Authentication account is current and active to access the FAS Sales Reporting Portal. Each user must log into the system at least once every 90 days to avoid having their account inactivated/deleted. If your account is deleted, you must register in the FAS SRP as a new user to regain access to the system.

Decide who is reporting sales and remitting IFF:
- Anyone listed on your contract has access into the FAS SRP and the ability to report sales and remit IFF.
- The contractor roles are:
    - Authorized Negotiator
    - Contract Admin
    - IFF POC
- Your Authorized Negotiator can add/modify/delete any of the Authorized Negotiators utilizing the eMod process
- Your company can have multiple people assigned to the roles of Authorized Negotiator and IFF POC
- Your ACO/CO also has the ability to add/modify/delete the IFF POC and the Contract Admin. This can easily be accomplished via an email to the ACO/CO assigned to your contract.
- All access into the FAS SRP is controlled by User ID/Email and must be accurately loaded in the contract file
- Access the FAS Sales Reporting Portal: https://srp.fas.gsa.gov

Helpful Tips
- Contractor will see their contracts appear immediately after award and will be able to view the Contract Details page to ensure all POC information is accurately listed.
- Any systems related help can be directed to the Vendor Support Center (VSC)
    - Phone: 877-495-4849
    - Email: vendor.support@gsa.gov.