

FAS SALES REPORTING PORTAL QUICKSTART GUIDE

- Getting Started ✓ Review the [tutorial](#) for the new sales reporting process. Note: No digital certificate is needed to review this, click “cancel” if asked.
- ✓ Make sure your [digital certifications](#) are current and active. The FAS Sales Reporting Portal will use the same digital certificates (ACES and DoD ECA) as [eOffer/eMod](#).
 - ✓ Decide who is reporting sales and paying IFF:
 - Only my Authorized Negotiator. Verify that the digital certificate is current and active by entering eOffer/eMod.
 - I want additional individual(s), not my Authorized Negotiator. Add or modify the IFF POC in eOffer/eMod. Note: The IFF POC will need their own separate digital certificate that needs to match the person listed exactly in the IFF POC field.
 - ✓ Enter the FAS Sales Reporting Portal <https://srp.fas.gsa.gov>.

Helpful Tips

Ensure that the name listed in eOffer/eMod for your IFF POC matches the [digital certificate](#) exactly. If you need to update these fields go to [eoffer.gsa.gov](#).

Contractors will see their contract(s) on the first day of the reporting month after they have accepted the mass modification or have been awarded a new contract under one of the specified Schedules.

Need system help contact the Vendor Support Center Helpdesk:

- Phone: 877-495-4849
- Email: vendor.support@gsa.gov
- Self Help: <http://eoffer.gsa.gov/AMSupport/index.html>

Questions about the FAS SRP Rule or about your contract in general contact your Contracting Officer.

General questions about FAS SRP can go to the TDRteam@gsa.gov email.

Additional Resources

Vendor Support Center

[72A to FAS Sales Reporting Transition Page](#)

FAS Reporting Portal

[Web Based Training](#)
[Frequently Asked Questions](#)
[FAS SRP Fact Sheet](#)
[User Guide](#)
[Helpdesk Information](#)

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