



Attachment 2 - Transactional Data Reporting (TDR) Frequently Asked Questions

1. What Schedules and Special Item Numbers are included in the Pilot?

Answer:

- Schedule 03FAC, Facilities Maintenance and Management: All SINs
- Schedule 51 V, Hardware Superstore: All SINs
- Schedule 58 I, Professional Audio/Video, Telemetry/Tracking, Recording/Reproducing and Signal Data Solutions: All SINs
- Schedule 72, Furnishing and Floor Coverings: All SINs
- Schedule 73, Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services: All SINs
- Schedule 75, Office Products: All SINs
- Schedule 00CORP, The Professional Services Schedule: Professional Engineering Services (PES) SINs:
 - 871-1 – Strategic Planning for Technology Programs/Activities
 - 871-2 – Concept Development and Requirements Analysis
 - 871-3 – System Design, Engineering and Integration
 - 871-4 – Test and Evaluation
 - 871-5 – Integrated Logistics Support
 - 871-6 – Acquisition and Lifecycle Management
 - 871-7 – Construction Management and Engineering Consulting Services related to Real Property
- Schedule 70, General Purpose Information Technology Equipment, Software, and Services: COMSATCOM Services SINs:
 - 132-54 – Commercial Satellite Communications (COMSATCOM) Transponder Capability
 - 132-55 – Commercial Satellite Communications (COMSATCOM) Subscription Services

Software SINs:

- 132-32 – Term Software License
- 132-33 – Perpetual Software License
- 132-34 – Maintenance of Software as a Service

Hardware SINs:

- 132-8 – New Equipment

2. What data elements will be collected?

Answer: The following data elements will be collected:

- Contract or Blanket Purchase Agreement (BPA) Number
- Delivery/Task Order Number/Procurement Instrument Identifier (PIID)
- Non-Federal Entity
- Description of Deliverable
- Manufacturer Name
- Manufacturer Part Number
- Unit of Measure (each, hour, case, lot)
- Quantity of Item Sold
- Universal Product Code
- Price Paid Per Unit
- Total Price
- Special Item Number (SIN)*

* Required for contractors with services and required for contractors who have not successfully uploaded their approved pricelist into GSA Advantage! via the Formatted Product Tool (FPT.)

If additional data elements are needed, Schedule Owners must coordinate with the applicable category manager and obtain approval from the Head of the Contracting Activity (HCA) and the Senior Procurement Executive (see GSAM 507.205(c)(3) for details).

3. When will the reporting requirements become effective and when will reports be due?

Answer: Reporting requirements will become effective on the following schedule:

In order to make the transition from reporting IFF sales through the 72A portal to reporting sales in the TDR portal, the requirement for reporting transactional data (after acceptance of the mod) will begin on the first day of the business quarter following acceptance of the mod. This remains consistent with how IFF is currently reported through the 72A portal.

For example, if a vendor accepts the TDR modification on September 1st, the mod will be completed and signed on that date. However, the vendor will not be required to begin accumulating transactional data until October 1st. The first report in the new system will be due on November 30th and the IFF remittance will continue to be due 30 days after the end of the standard business quarter, or January 30th in this example.

Below is a chart for each quarter:

Mod Accepted between	Reporting Requirements Effective	1st Report due in new system	1st IFF remittance due in new system
7-1-16 through 9-30-16	10-1-16	11-30-16	1-30-17
10-1-16 through 12-31-2016	1-1-17	3-2-17	4-30-17
1-1-17 through 3-31-17	4-1-17	5-30-17	7-30-17
4-1-17 through 6-30-17	7-1-17	8-30-17	10-30-17

4. How will IFF payments be remitted?

Answer:

Vendors will now have the option to remit IFF payments on a monthly basis rather than waiting until the end of the quarter. Payments will be made via the [FAS Sales Reporting Portal](#) through www.pay.gov. The Pay.gov website will allow payments by electronic check, debit card or credit card. The use of paper checks for payment of the IFF can no longer be accommodated

5 How long will vendors have to accept the modification?

Answer:

Vendors are encouraged to accept the modification as soon as possible, preferably within 90 days of receipt. This should allow sufficient time to prepare for reporting transactional data in the new system. Vendors should note that while the mod is not mandatory at this time, future options may not be extended if the modification has not been accepted.

6. What training will be available for vendors on the new reporting system?

Answer:

There will be Web Based Training (WBT) located on the the [FAS Sales Reporting Portal](#) which vendors can access. This training will be divided into different sections that the vendor can review. There will also be an online user manual with search capability available as well. In addition to training provided on the TDR site, there will also be vendor training available in various venues (i.e., in person, recorded online, webinars, etc.) that vendors can take advantage of.