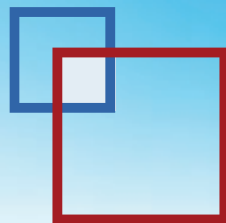




Transactional Data Reporting

Key Updates and Considerations for MAS Contractors



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Overview



Sunsetting Commercial Sales Practices (CSP)



Key Transactional Data Reporting (TDR) Elements



Reporting Firm-Fixed Price Orders Under TDR

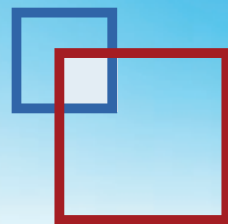


Best Practices



Additional Resources

Sunseting CSP



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Sunsetting CSP

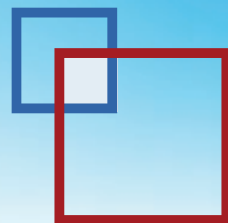
- As of Refresh 31, all MAS contracts will be moved under TDR, with the legacy CSP structure being phased out by Q4 2026
- For contractors, particularly those operating under CSPs, this transition will significantly alter how they are required to report sales to GSA
 - **Current Requirements as a CSP Contractor**
 - Quarterly sales reporting, due 30 days after the end of each quarter
 - Only reporting the total MAS sales by SIN
 - IFF is remitted quarterly, due 30 days after the end of each quarter
 - **Future Requirements as a TDR Contractor –**
 - Beginning with your **July 2026** sales report, which is due by **August 30, 2026**, contractors will be required to report on a monthly basis
 - Reports will be due 30 days after the end of each month
 - MAS sales will need to be detailed at the transaction level, including up to 20 data elements for products and 13 for services
 - IFF remittance, however, remains due 30 days after the end of each quarter

- How does MAS work without the CSP/PRC?
 - No longer required to track pricing to a BOA customer or report Price Reduction Clause triggers
 - MAS rates are “untethered”
 - But the CO must still determine them fair & reasonable so they cannot be adjusted to unreasonable levels
 - Key considerations
 - How will your **commercial** sales team react?
 - Do you have support/comparisons ready for your offerings?
 - If you discount off your MAS contract, GSA will now have visibility to these discounts. Can you justify those discounts?

How does GSA evaluate pricing?

- Products – tools such as SPEL/4P that compare prices proposed with competitor prices and prices awarded to other Government contracts
- Services – tools such as CALC that compare prices to other awarded contract labor categories
- Comparisons to competitors or similarly situated entities – can include similarities of offerings, geographic scope, size/socio-economic status
- Other supporting documentation – invoices, cost build, information from OEMs can be requested only if the CO is unable to determine the prices fair and reasonable

TDR Reporting Elements



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TDR Data Elements for Services

Prior to Refresh 31

Data Element	Description	Example
Contract or BPA Number	Your GSA contract number without dashes.	47XXXXXXXXXX
Order Number/PIID	The task/delivery order number issued by the customer	Begins with a two-digit code based on the agency. For example, GSA is 47XXXX-Year-F-XXXX
SIN Number	Special Item Number	541611
Description of Deliverable	Enter the exact labor category title from the PPT or the UCID, if transitioned to FCP (T&M) or exactly how the invoice describes the service (FFP)	Program Manager 1 (T&M) CLIN001 –Program Management (FFP)
Unit Measure	The unit of issue, must exactly match one of the options from Table 1	HR (T&M) EA (FFP)
Quantity of Item Sold	Number of hours on the invoice or number of FFP billings	
Price Paid per Unit (US\$)	Sale price, inclusive of all discounts and IFF	\$100.00 (T&M) \$16,500.00 (FFP)
Total Price (US\$)	Quantity of Item Sold multiplied by Price Paid per Unit Recommended Excel Formula: ROUND((Quantity of Item Sold column*Unit price column),2)	\$16,500.00 (T&M) \$16,500.00 (FFP)
Non-Federal Entity	Noting if the buyer is the Federal Government or a State/Local Buyer. Must enter a code from Table 2	N/A – for a Federal Customer SCP – for State/Local Cooperative SDP – for State/Local Disaster OTH – Other non-Federal (i.e., FAR 51)

TDR Data Elements for Services

Incorporated in Refresh 31

Data Element	Description	Example
Federal Customer	Two-digit agency code, must exactly match Table 3	47
Order Type**	Note: Firm Fixed Price orders should not be confused with a Fixed Price Service in your Catalog	
Worksite**	Required only for Time and Material and Labor Hour contract types only	Customer vs Contractor
Order Discount**	Applicable in limited circumstances to highly configurable solutions and SIN 518210C	
Unique Catalog Identifier (UCID)	Applies to any offering that has a UCID listed in the awarded Price List or Catalog. Note: This field does not apply to Fixed-Price Service Contract Order Types	See SRP Template
Cloud Service Type	Only applicable for transactions under SIN 518210C. Vendors must identify offerings by their cloud category	LCAT, IaaS, PaaS, SaaS

**These items are not yet available in the SRP template for reporting

TDR Data Elements for Products

Prior to Refresh 31

Data Element	Description	Example
Contract or BPA Number	Your GSA contract number without dashes.	47XXXXXXXXXX
Order Number/PIID	The task/delivery order number issued by the customer	Begins with a two-digit code based on the agency. For example, GSA is 47XXXX-Year-F-XXXX
SIN Number		
Description of Deliverable	Enter the product name exactly as it appears in the invoice	15 pc Combination Wrench Set
Manufacturer Name	Enter the OEM name exactly as it appears in the invoice	Milwaukee
Manufacturer Part Number	Enter the MPN exactly as it appears in the invoice	48-22-9415
Unit Measure	The unit of issue; must exactly match one of the options from Table 1	EA
Universal Product Code	Only required if available, otherwise leave blank	
Quantity of Item Sold	Exactly as it appears in the invoice	
Price Paid per Unit (US\$)	Sale price, inclusive of all discounts and IFF	\$119.00
Total Price (US\$)	Quantity of Item Sold multiplied by Price Paid per Unit Recommended Excel Formula: ROUND((Quantity of Item Sold column*Unit price column),2)	\$1,190.00
Non-Federal Entity	Noting if the buyer is the Federal Government or a State/Local Buyer. Must enter a code from Table 2	N/A – for a Federal Customer SCP – for State/Local Cooperative SDP – for State/Local Disaster OTH – Other non-Federal (i.e., FAR 51)

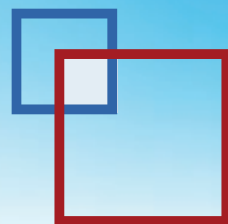
TDR Data Elements for Products

Incorporated in Refresh 31

Data Element	Description	Example
Federal Customer	Two-digit agency code, must exactly match Table 3	47
Order Date	The date the order was submitted for the product (i.e., the order signed date)	YYYY-MM-DD
Ship Date	The date the product was shipped to the customer.	YYYY-MM-DD
Zip Code Shipped to	The five-digit ZIP code of the location where the product was shipped.	20036
Agency Name (for OS4 SINS only)**		
Tier 3 Agency Name (For OS4 SINS only)**		
Order Type**	Note: Firm Fixed Price orders should not be confused with a Fixed Price Service in your Catalog	
Order Discount**	Applicable in limited circumstances to highly configurable solutions and SIN 518210C	
Unique Catalog Identifier (UCID)	Applies to any offering that has a UCID listed in the awarded Price List or Catalog.	See SRP Template

**These items are not yet available in the SRP template for reporting

Reporting Firm Fixed Price Orders



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- Reporting Elements

- Monthly TDR Data Entry

- Although similar to T&M and LH reporting, FFP orders' monthly data processes are less complex
 - Primary focus is on matching the invoice description to the Description of Deliverable field
 - Higher quality descriptions are encouraged

- File Uploads Upon New Award

- For orders above \$1 million in total value, contractors must upload all associated PWS, SOO, or SOW documents
 - **DO NOT** upload proposal documents

Firm Fixed Price

- Standard Data Element Inputs
 - For FFP, the following data fields should be completed the same as you would under T&M/LH reporting
 - Contract/BPA Number, Order Number/PIID, Order Type, SIN Number, Federal Customer, Quantity of Items Sold, and Total Price
 - Worksite and UCID **are not** required
- Unit of Measure
 - Hourly units of measure should not be used unless they are shown on the invoice
 - Match the unit of measure on your invoice records*

**Make sure that the unit of measure used on the invoice is allowable in SRP*

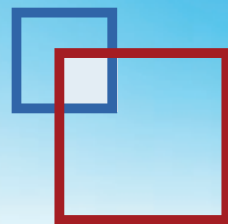
Firm Fixed Price

- Document Uploads
 - Required for new contract awards above \$1 million in total award value
 - Must upload all associated PWS, SOO, or SOW documents
 - Files are attached in SRP – GSA is planning to provide further direction in the near future
 - SRP is authorized to intake documents containing CUI
- Classified Orders
 - Exempt from TDR reporting requirements
 - IFF collection for these orders requires a manual payment through SRP

Highly Configurable Products

Definition	How to Report Description	How to Report Manufacturer Name	How to Report Manufacturer Part Number	How to Report Unit of Measure
<ul style="list-style-type: none"> • High Customization • Assembled from multiple options/components • Not typically sold on GSA Advantage • Two Award Approaches <ul style="list-style-type: none"> • Path A – Manufacturer product line/family • Path B – Base configuration 	<ul style="list-style-type: none"> • Path A <ul style="list-style-type: none"> • Enter UCID and brief description of the order • Attach a BOM, invoice, or other supporting documentation • Path B <ul style="list-style-type: none"> • Enter UCID (if in FCP), followed by the base configuration model description in parentheses, followed by additional parts that complete the SKU 	<ul style="list-style-type: none"> • Path A <ul style="list-style-type: none"> • Enter each manufacturer separately • Path B <ul style="list-style-type: none"> • Enter base configuration manufacturer 	<ul style="list-style-type: none"> • Path A <ul style="list-style-type: none"> • Enter “Highly Configurable” • Path B <ul style="list-style-type: none"> • Enter base configuration Manufacturer Part Number 	<ul style="list-style-type: none"> • Path A <ul style="list-style-type: none"> • Enter “10” (Group) • Path B <ul style="list-style-type: none"> • Enter “EA”

TDR Best Practices



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TDR Best Practices

- We strongly recommend reporting based on issuance of the invoice rather than receipt of payment
 - Data is reported based on invoice issuance dates not when the work is performed
 - Example: work performed in September but with an invoice issued on October 1 will be in the October report which is due by November 30
- The reported data is based on the exact information included in GSA invoices
- Data in GSA invoices should match the approved PPT, except for services FFP orders
- Only report TDR for MAS sales
 - Travel, shipping on FOB Origin, and open market items are **not** MAS sales
 - OLMs and FFP services are MAS sales

Best Practices

- GSA systems will review TDR to confirm it matches the PPT/PF/SPF data exactly – this includes punctuation and capitalization of OEM name and part numbers
- GSA will send non-compliance emails to any contractors with mismatched data and request an updated submission – Particularly important with non-configured product SINs
- GSA will periodically update the TDR template – reports will be rejected unless they use the most up to date template

Remitting IFF

- The Industrial Funding Fee is still paid quarterly even though TDR is reported monthly
- GSA will automatically calculate IFF based on reported sales
 - TDR data must include the IFF built into the price reported
- The IFF is paid directly through the Sales Reporting Portal using either a credit card or EFT
 - Paper checks are not allowed

Keys to Maintaining Compliance

Ensure that invoices meet the MAS requirements. Invoices should match the PPT, except for FFP services and OLMs.

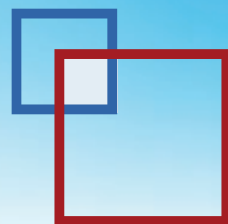
Document whether the reporting is based on invoice date or date paid. Reporting needs to be consistent each month.

Always used the correct template and pay attention to updates from GSA. GSA can add data elements at any time.

CCAs will regularly review MAS invoices and TDR reports to confirm compliance. Spot check to catch mistakes before they do!

TGG strongly recommends having two points of contact in SRP to prevent a single point of failure

Additional Resources



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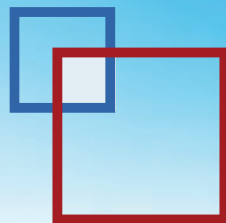
Key Links

- [Sales Reporting Portal \(SRP\)](#)
 - Only location to report TDR and remit IFF
 - Updates to the TDR templates will be available here
- [MAS File Upload Instructions](#)
- [GSA TDR Information Page](#)
- [GSA Help with TDR Page](#)
- [Interact Post on Highly Configurable Products](#)
- [Interact Post for April 2026 presentation on Labor Based Service Contracts](#)
- [Register for GSA Office Hours](#) beginning May 2026
- [GSAM 552.238-80 Alternate I \(May 2023\)](#)
 - TDR version of the Sales Reporting clause in MAS contracts



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