



DEPARTMENT OF VETERANS AFFAIRS
Office of Acquisition and Logistics
National Acquisition Center
P.O. Box 76
Hines, IL 60141

December 24, 2008

In Reply Refer To: 001AL-A2-2

Dear FSS Contractor:

In an effort to better serve all of the contractors we support, the Federal Supply Schedule Service and our IT team have developed an electronic format for your firm to submit its sales report information. This document will be e-mailed out to your firm within three business days of the end of the appropriate fiscal year and quarter. At the end of this current reporting quarter (1ST Quarter FY 2009, October-December 2008), the VA will launch the electronic version of the sales report for your firm to begin submitting.

This new and innovative method of reporting your firm's sales will be sent out via e-mail to the attention of the current contract administrator (CCA) listed in our records. If you are receiving this e-mail and you are not the CCA, please contact your assigned Contract Specialist and have your records updated. If your firm has assigned a specific person to be responsible for the quarterly sales report requirement, please forward this letter to that person and notify your assigned Contract Specialist.

Your firm will receive a **pre-populated spreadsheet** that includes all of your pertinent contract information and that identifies every Special Item Number (SIN) currently awarded under your FSS contract. When you receive the spreadsheet, you will only need to load your quarterly sales information and then return the document electronically to the VA helpdesk at helpdesk.ammhinfss@va.gov.

This letter is being emailed to you in advance of an upcoming instructional e-mail that will provide more specific instructions. If you have any questions regarding this issue, please contact our sales report helpdesk at (708) 786-7737.

Sincerely,

A handwritten signature in black ink, appearing to read "Carole O'Brien".

Carole O'Brien
Director

Federal Supply Schedule Service (001AL-A2-2)