



Sales Reporting & IFF Payment

Reporting Timetable

Sales reports and IFF payments are due by the 60th calendar day following the completion of each quarter of the Government fiscal year. Any partial month is to be considered as one (1) month for reporting purposes.

Quarter	Dates	Due
1 st	Oct-Dec	Feb 28 th
2 nd	Jan-Mar	May 31 st
3 rd	Apr-Jun	Aug 31 st
4 th	Jul-Sep	Nov 30 th

Online Resources

Online Sales Reporting
<http://www.va.gov/oam/oa/nac/fsss/sales.cfm>

VA Sales Reporting System
<https://vasalesportal.gsa.gov/>

VA Sales Reporting System
User Guides
<https://vasalesportal.gsa.gov/help/helpGuides.cfm>

Clause 552.238-74, Industrial Funding Fee and Sales Reporting requires that FSS contractors submit, quarterly, the dollar value (in U.S. dollars and rounded to the nearest whole dollar) for all sales under the contract during the preceding 3-month period, to include any partial month. This process is currently completed on-line through the VA Sales Reporting System.

What You Need to Know...

Registration

When you first access this system, you will need to setup an account profile by clicking "Register" in the upper left-hand corner of the page and completing all required fields. Newly awarded contractors will *only* be able to register on the first reportable day of the first active quarter of their firm's contract.

Username

Your username will be your contract number (i.e. v797p-5555a).

Password

The password cannot exceed 14 characters, and while it is not required, we recommend that you include special characters to ensure your information security. In the event you forget or misplace your password, you must use the "Forgot Password" function in order to reset it – FSS does *not* have access to your password and will be unable to reset it for you.

IFF Payment

Vendors may submit their IFF payment in one of several ways:

- Through the VA Sales Reporting System using Pay.gov. This is the preferred method of payment;
- Setting up an ACH payment through the NAC; or
- Submitting a check. In the coming months we will begin phasing out our acceptance of checks as a method of payment. Vendors will be required to use Pay.gov or ACH payments to the NAC.

If you do not pay through Pay.gov you must submit your sales report *prior* to paying the IFF.

Best Practices

1. You must log into the sales portal and enter zeroes into the system if no sales occur during the reporting period.
2. If applicable, you must include all sales made via FSS purchasing programs, including: prime vendor, direct-to-patient distribution, and DoD distribution and pricing agreements.



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