About this Document

The purpose of the content herein is to document questions and answers from the August 15th Office Hours session on Transactional Data Reporting (TDR).

TDR Basics

Q1: What is the TDR Program?

A: TDR is GSA's means of collecting sales data from contract-holders. TDR allows GSA to understand what items and services are actually being bought and how much customers are paying on MAS. TDR is a less-burdensome alternative to legacy pricing disclosure requirements. Participation in the TDR program is optional and limited to contractors on eligible SINs. Vendors opt in for their entire MAS contract so that they follow only one process for all offers (TDR or CSP).

Q2: If TDR is optional, why would I opt in?

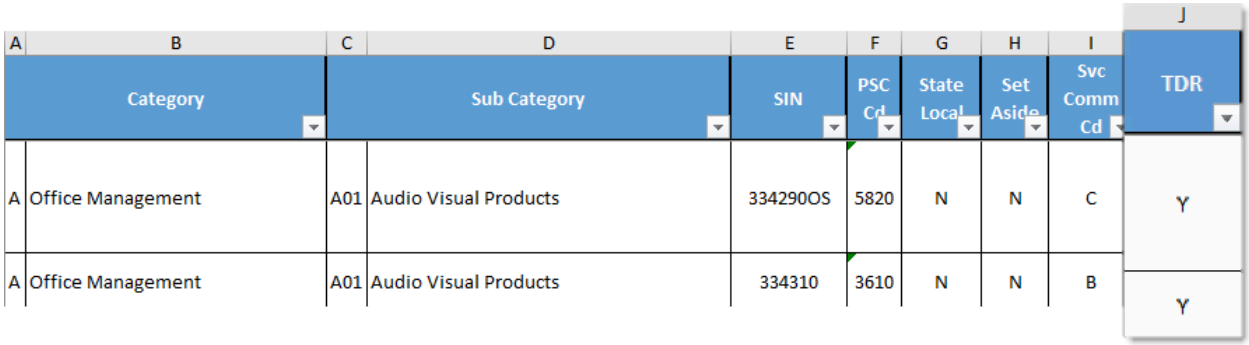
A: TDR is cheaper and easier than legacy pricing disclosures. It saves participating contract-holders an average of 22 labor hours per contract annually. The comparison table on the TDR webpage compares requirements for TDR and non-TDR offers.

Type	TDR offer and award requirements	Traditional offer and award requirements (non-TDR)
Commercial sales practice	Not required	You must submit a CSP disclosure with the offer or certain modification requests, and we may require it when exercising options.
Most favored customer and basis of award information	Not required	You must submit the most favored customer and basis of award information with the offer and with certain modification requests. We must be able to identify this at time of award. You must maintain the MFC and BOA price-discount relationship that you established at the time of award throughout the life of the contract.
Tracking of price reduction violations	Not required	You must track and report price reduction violations.

Type	TDR offer and award requirements	Traditional offer and award requirements (non-TDR)
Evaluation criteria	We evaluate offers according to GSAR 538.270-2.	We evaluate orders according to GSAR 538.270-1.
Transactional data reporting	You must report information on 16 transactional data elements within 30 days after the end of each month. See GSAR 552.238-80 ALTERNATE I for more info.	You do not report TDR data, but must report total aggregate contract sales by SIN on a quarterly basis within 30 days after the end of each quarter.
Industrial funding fee	You must remit IFF within 30 days after the end of each quarter.	You must remit IFF within 30 days after the end of each quarter.

Q3: How do I know if I'm eligible for TDR?

A: Open the MAS Available Offerings attachment to the current MAS Solicitation and check Column J/*TDR*. If you have at least one SIN with a *Y/yes* in the column, you are eligible to opt in to TDR. You can also find a list of eligible SINs on the TDR webpage on GSA.gov.



A	B	C	D	E	F	G	H	I	J
Category		Sub Category		SIN	PSC Cd	State Local	Set Aside	Svc Comm Cd	TDR
A	Office Management	A01	Audio Visual Products	334290OS	5820	N	N	C	Y
A	Office Management	A01	Audio Visual Products	334310	3610	N	N	B	Y

Q4: What else can I find in the MAS Available Offerings attachment?

A: Column I/*Svc Comm Cd* lists the SIN type: *C=Commodity/Product, S=Service, B=Both*. The Service/Commodity code governs Sales Reporting Portal (SRP) controls and field requirements.

A	B	C	D	E	F	G	H	I	J
	Category		Sub Category	SIN	PSC Cd	State Local	Set Aside	Svc Comm Cd	TDR
A	Office Management	A01	Audio Visual Products	334290OS	5820	N	N	C	Y
A	Office Management	A01	Audio Visual Products	334310	3610	N	N	B	Y
A	Office Management	A01	Audio Visual Products	334511T	5820	N	N	B	Y
A	Office Management	A02	Audio Visual Services	541990AV	R499	N	N	S	Y

Q5: What's in a vendor's TDR submission?

A: 16 transactional sales data elements are reported monthly. The 16 elements are listed on the TDR webpage, in SRP reporting template v2.0, and below.

- Item information
  - Special item number (applicable to Service/Commodity Codes C, S, and B)
  - Description of deliverable (applicable to Service/Commodity Codes C, S, and B)
  - Unit of measure (applicable to Service/Commodity Codes C, S, and B)
  - Manufacturer name (applicable to Commodity Code C only)
  - Manufacturer part number (applicable to Commodity Code C only)
  - Universal product code (applicable to Commodity Code C only)
- Buyer information
  - Non-federal entity (applicable to Service/Commodity Codes C, S, and B)
  - OPTIONAL • Federal customer (applicable to Service/Commodity Codes C, S, and B)
- Contract information
  - Contract/BPA number (applicable to Service/Commodity Codes C, S, and B)
  - Delivery/TO number/PIID (applicable to Service/Commodity Codes C, S, and B)
- Purchase information
  - Quantity sold (applicable to Service/Commodity Codes C, S, and B)
  - Price paid per unit (applicable to Service/Commodity Codes C, S, and B)
  - Total price (applicable to Service/Commodity Codes C, S, and B)
  - OPTIONAL • Order date (applicable to Commodity Code C only)
  - OPTIONAL • Ship date (applicable to Commodity Code C only)
  - OPTIONAL • ZIP code shipped to (applicable to Commodity Code C only)

SIN Code	Applicable Fields
C = Commodity (Product)	**Required fields (12):** SIN, Description, Unit of Measure (UOM), Mfr Name, Part Number, UPC, Non-Federal Entity, Contract/BPA Number, Delivery/Task Order #/PIID, Quantity, Unit Price, Total Price **Optional fields (4):** Federal Customer, Order Date, Shipped Date, ZIP code
S = Service	**Required fields (9):** SIN, Description, UOM, Non-Federal Entity, Contract/BPA Number, Delivery/Task Order #/PIID, Quantity, Unit Price, Total Price **Optional fields (1):** Federal Customer **Leave blank (6):** Mfr Name, Part Number, UPC, Order Date, Shipped Date, ZIP code
B = Both	**Required fields (9):** SIN, Description, UOM, Non-Federal Entity, Contract/BPA Number, Delivery/Task Order #/PIID, Quantity, Unit Price, Total Price **Required if applicable (3):** Mfr Name, Part Number, UPC **Optional fields (4):** Federal Customer, Order Date, Shipped Date, ZIP code

Q6: How do I submit TDR data to GSA?

A: There are two primary submission methods via srp.fas.gsa.gov: Excel upload and on-screen form entry. Form entry is typically useful for lower volume reports whereas Excel upload tends to be a better method for higher volumes of line items.

Q7: How do I opt in to TDR?

A: If you have at least one eligible SIN, you can opt in by submitting a vendor-initiated Participate in TDR mod in eOffer. Here are some resources to help you get started:

- eOffer/eMod - system where you opt in
- eOffer/eMod Help Center instructions on the Participate in TDR modtype - step-by-step instructions
- eOffer/eMod Help Center - additional help resources

Q8: What happens after my Participate in TDR eMod request is approved?

A: TDR requirements become effective on the first day of the next sales reporting quarter – October 1, January 1, April 1, or July 1. The effective date will be included on the approved *Participate in TDR* modification SF30.

- Traditional contract clauses (CSP/MFC/BOA) and quarterly reporting remain in effect until the TDR effective date.
- You will begin capturing transactional-level sales data on the first day of the reporting quarter.

- Your first TDR submission is due within 30 calendar days from the last calendar day of the month. (For example, if your effective date is OCT-1, your first TDR report will be due in SRP by NOV-30.)

Q9: What should I consider prior to initiating a mod to opt in?

A: After you finish reading this document, we encourage you to contact tdrteam@gsa.gov when you need help deciding whether TDR is right for you. There are a few things to know up front:

- Once in TDR, the entire contract (all SINs awarded) is subject to TDR terms and conditions for the remainder of the contract– including any option periods.
- TDR-participating contractors are NOT REQUIRED to–
  - Monitor price reduction violations in accordance with GSAR clause 552.238-81 May 2019, Price Reductions;
  - Provide Commercial Sales Practices (CSP) disclosures;
  - Provide Most Favored Customer (MFC) information; nor must they
  - Maintain MFC/Basis of Award (BOA) price discount relationship.
- EPA requests still require submission of CPL/Market Rates in accordance with the current Modifications Guidance on the MAS Roadmap webpage.

AUG-15 Q&A

Participant Questions About TDR Eligibility & Offers

Q10: Is there a list of the TDR-eligible SINs?

A: Yes, the authoritative list is available in the MAS Available Offerings attachment to the MAS Solicitation. Here is a link to the solicitation.

Q11: I see that SIN 541611 does not allow for TDR. Will that change in the near future?

A: The very earliest we could potentially expand to extend TDR eligibility to additional services SINs would be toward the end of next Fiscal Year, but FY26 is more likely. The good news is you can opt in for your whole contract by virtue of having just ONE other eligible SIN!

Q12: Is there a way to opt out once you have transitioned into TDR?

A: No, once you opt in you are opted in for the life of the entire contract including any option periods.

Q13: Do you still have to provide rate justification when submitting a new offer under a TDR SIN?

A: It depends. The following is taken from the current MAS Solicitation:

**The requirement to provide supporting documentation with the offer does not apply to offerors/contractors that will be participating in TDR. However, as per GSAM 538.270-2, Evaluation of Offers with Access to Transactional Data, paragraph (c)(3), if the Government cannot determine the prices offered to be fair and reasonable based on readily available data or market research, it may request the offeror provide other than certified cost or pricing data to facilitate the Government's evaluation of the proposed pricing.

If the CO cannot determine the prices offered under TDR fair and reasonable the CO may request additional data to facilitate the CO's evaluation.

Q14: We've had a GSA contract for many years. How do I determine whether I need to transition to TDR reporting or stay with my quarterly reporting requirements? Is this driven by contract, by CLIN or other.

A: The SIN drives eligibility. TDR is optional, but you may only opt in if you have at least one eligible SIN on your contract.

Q15: Is there any difference in the process to opt-in for the newly rolled out SINs?

A: No, but you will need to acknowledge the mass mod for Solicitation Refresh #22. Beyond that, the "Participate in TDR" mod works the same.

Participant Questions About TDR Reporting

Q16: We process hundreds of orders a week. We do not want our order entry / customer service folks to manually look at each order to verify who is the customer and then translate the customer to the Federal Customer Code for the IFF field. And sometimes, the order address does not give a good indication of who is the actual customer. Is there an easy way to translate the order customer data information into what is the correct Federal Customer Code for the optional IFF reporting? What are other vendors doing to accomplish this automation?

A: At this time, the Federal Customer field is optional. The purpose of rolling out the field initially on an optional basis is to gather information on vendor processes and examine the quality of the data coming in so that we can make adjustments if needed. We just rolled out the field in July 2024, so we don't have very much data yet. We will share information publicly on results and lessons learned once we have made an assessment.

An anonymous attendee provided some insight based on their own experience (not GSA-vetted): "In response to the question ‘What are other vendors doing to accomplish this automation?’ We accomplished this by adding the Federal Customer Code (FCC) list into our order entry system so we can choose from a drop-down list of codes to match the ordering company listed as the issuing office in the GSA Advantage PO. A report is generated pulling all data for FAS SRP reporting including the 4 new fields.

The other option we considered was to have a field at the point of order entry for customer name which is the issuing office the GSA Advantage PO and another field for the delivery name shown in the ship instructions, ship to information. A report is generated for all sales including the customer name field. Sort by customer name and have a column for Federal Customer Code (FCC) that uses a drop down list so you just pick the applicable FCC for a large group of customers to save time." Thank you to the contributor!

Q17: Is GSA's end goal to fully adopt TDR and move away from quarterly reporting in favor of monthly reporting?

A: Our end goal is to expand TDR data collection to maximum extent practicable WHEN and WHERE (1) monthly transaction collection is appropriate and (2) usable transactional data drives smarter buying.

Q18: You say there are optional fields. Do we have to use the new form either way? Can those fields remain blank if we don't want to submit them?

A: Yes, please use the current template posted on SRP. Yes, the optional fields may be left blank at this time.

Q19: Previously (as in last month), I was able to submit MRFS and TDR on the same spreadsheet. With the new templates for TDR and next-gen MRFS, they contain virtually identical data points. However, since the two templates do longer align column-for-column, I cannot submit both using the same sheet. It is nominal differences between the two (ie. Delivery Date vs. Fulfill Date) and same named columns in different column order. Can the TDR template team and MRFS and any other contract with SRP reportable sales work to standardize template layout?

A: Thank you for your feedback. The team is working to bring the templates into closer alignment.

Q20: Can you report differently each month? For instance if I have low sales one month I could just do form entry, and the next month if I have a lot of sales I can upload my excel spreadsheet? Or do I have to have a consistent approach to reporting?

A: Yes, you can vary reporting submission methods month-to month. Your scenario makes sense: you could do on-screen form entry for the months where you have few sales to report and Excel uploads for months where you have a greater volume of line items to report. You do not need to stick to one method every month.

Q21: What if you reported sales for the wrong amount and paid the IFF. Then you have to resubmit the report again. Will the FAS SRP deduct the IFF amount previously paid on the initial submission so there isn't an overpayment?

A: The IFF is automatically calculated when the sales are submitted. If there is an overage/shortage in IFF, the system will take that into account and adjust accordingly.