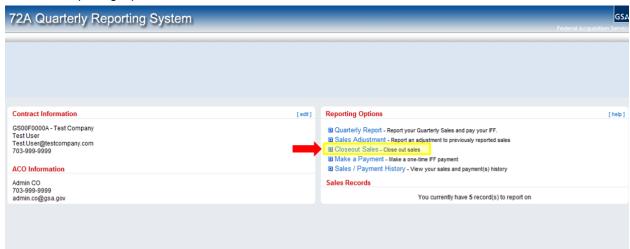
## **Closeout Sales**

Contractors that have ongoing task orders for reportable contract/BPA sales that extend beyond the end date of the contract will have what are called "closeout sales". These sales are completed by using the same 72A Quarterly Reporting System (<a href="https://72a.gsa.gov">https://72a.gsa.gov</a>) that was previously use to report sales on a quarterly basis.

Reminder: GSA does not send reminder notices for closeout sales reporting requirements.

<u>Step 1:</u> go to <a href="https://72a.gsa.gov">https://72a.gsa.gov</a>. Log in using your contract number and password (HINT: Do NOT use hyphens in your contract number). Please note that new contractors must register your contract to receive a logon credential by using the "New Contractor? Register Here" link at the <a href="https://72a.gsa.gov">https://72a.gsa.gov</a> login box.

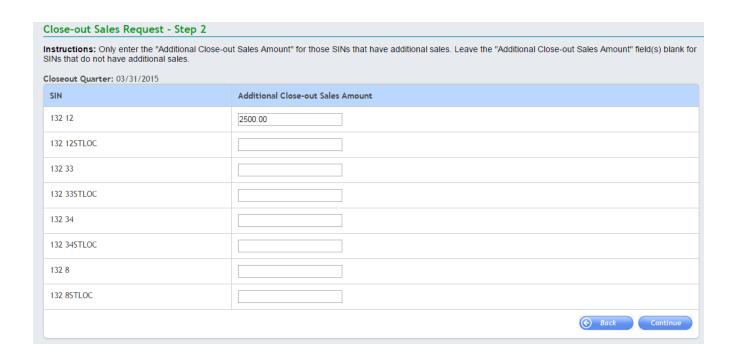
<u>Step 2:</u> After logging into the 72A Quarterly Reporting System, please choose "Closeout Sales" link from the list of Reporting Options.

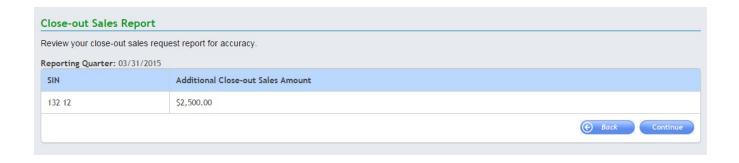


Next, please select the last reporting period available to report your additional close-out sales.

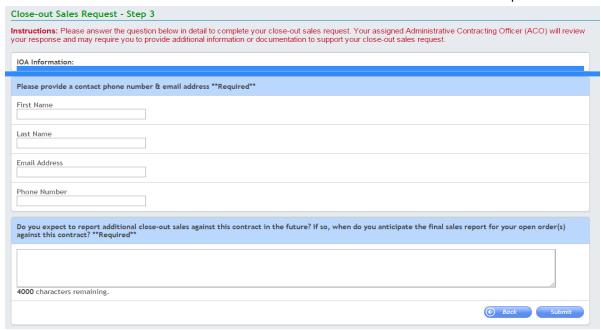


<u>Step 3:</u> You can now enter the closeout sales amounts. Please remember that only the SIN numbers that have sales need to be filled. All others can be left blank. You can review your closeout sales request after selecting the "continue" button.





<u>Step 4:</u> The final step involves inputting your contact information and responding to a question inquiring about future closeout sales. All fields must be filled in before the closeout sales can be processed.



As a result of the additional closeout sales, additional Industrial Funding Fee (IFF) must be remitted. In this case, please return to main screen of the 72A Quarterly Reporting System and pay IFF using the "Make a Payment" option.