

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 (<https://72a.gsa.gov>) that was previously use to report sales on a quarterly basis.

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

Step 1: go to <https://72a.gsa.gov>. Log in using your contract number and password (*HINT: Do NOT use hyphehs 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 <https://72a.gsa.gov> login box.

Step 2: After logging into the 72A Quarterly Reporting System, please choose “Closeout Sales” link from the list of Reporting Options.

72A Quarterly Reporting System

Contract Information [edit]

GS00F0000A - Test Company
Test User
TestUser@testcompany.com
703-999-9999

ACO Information

Admin CO
703-999-9999
admin.co@gsa.gov

Reporting Options [help]

- Quarterly Report - Report your Quarterly Sales and pay your IFF.
- Sales Adjustment - Report an adjustment to previously reported sales
- Closeout Sales - Close out sales
- Make a Payment - Make a one-time IFF payment
- Sales / Payment History - View your sales and payment(s) history

Sales Records

You currently have 5 record(s) to report on

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

Close-Out Sales Request - Step 1

Below is the contract's close-out sales quarter. Please click "Continue" to complete your close-out sales request.

03/31/2015 Continue

Demo System | Contact Us : 72Aadmin@gsa.gov - 703-605-9992 or Toll Free: 877-495-4849

*** WARNING *** This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing subject to disciplinary action including criminal prosecution. [Privacy and Security](#)

Step 3: 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.

Close-out Sales Request - Step 2

Instructions: Only enter the "Additional Close-out Sales Amount" for those SINs that have additional sales. Leave the "Additional Close-out Sales Amount" field(s) blank for SINs that do not have additional sales.

Closeout Quarter: 03/31/2015

SIN	Additional Close-out Sales Amount
132 12	<input type="text" value="2500.00"/>
132 12STLOC	<input type="text"/>
132 33	<input type="text"/>
132 33STLOC	<input type="text"/>
132 34	<input type="text"/>
132 34STLOC	<input type="text"/>
132 8	<input type="text"/>
132 8STLOC	<input type="text"/>

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Close-out Sales Report

Review your close-out sales request report for accuracy.

Reporting Quarter: 03/31/2015

SIN	Additional Close-out Sales Amount
132 12	\$2,500.00

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Step 4: 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.

Close-out Sales Request - Step 3

Instructions: Please answer the question below in detail to complete your close-out sales request. Your assigned Administrative Contracting Officer (ACO) will review your response and may require you to provide additional information or documentation to support your close-out sales request.

IOA Information:

Please provide a contact phone number & email address ****Required****

First Name

Last Name

Email Address

Phone Number

Do you expect to report additional close-out sales against this contract in the future? If so, when do you anticipate the final sales report for your open order(s) against this contract? ****Required****

4000 characters remaining.

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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.