

GSA Sales Quarterly Reporting and IFF Remittance

Reporting your GSA sales is a critical element. GSA sales are required to be reported within 30 days of the close of each calendar quarter, even if you didn't have any sales to report, a report of zero is still required. Quarterly sales reports and IFF remittance are due by January 30, April 30, July 30 and October 30 of each year.

Step 1: go to <https://72a.gsa.gov>. 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 <https://72a.gsa.gov> login box.

Step 2: Select "Quarterly Report" from the Reporting Options menu on the right side of the page:

72A Quarterly Reporting System GSA
Federal Acquisition Service

Contract Information [edit] **Reporting Options** [help]

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

ACO Information

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

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

Once you are in, you will come to a screen similar to the one below and you can fill in your GSA sales. Identify all sales by SIN, because you must report GSA sales by each SIN awarded under your contract. Enter the sales corresponding to the contract number you logged in with.

Report Sales GS99F9999A - Test Industries, Inc..
Now displaying records 1 to 3 of 3

Schedule	SIN	Control No	Quarter Ending	Sales Amount
00C P OR	C132 51	201109113973	12/31/2014	\$ <input type="text"/>
00C P OR	C520 13	201115118699	12/31/2014	\$ <input type="text"/>
00C P OR	C874 1	201109113977	12/31/2014	\$ <input type="text"/>

[Submit Sales](#)

Contact Us : 72Admin@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 unauthorized activities are subject to disciplinary action including criminal prosecution. [Privacy and Security](#)

Be sure to report sales in whole dollars (no cents). If you had no sales, you must still report "0."

Contractors awarded with BPAs issued against their MAS contract(s) will be prompted with a second reporting screen for their BPA. This is due to the difference in the fee for usage of these BPAs. Contractors in this situation are strongly encouraged to use the "pay now" feature to remit IFF as it is the only way to ensure accurate allocation of IFF between the MAS contract and BPA.

Step 3: Electronic Payment of the Industrial Funding Fee (IFF)

Paying electronically via <https://72a.gsa.gov> is the most efficient and easiest way to remit the Industrial Funding Fee (IFF). It provides you with the option of paying online via credit card or electronic check (direct debit). Paying online benefits both you and GSA by eliminating the expense of processing paper checks, the delays inherent in sending checks through the mail, and the need for post-payment research due to lost checks, incorrect payment amounts and incorrect allocation of payments to the proper contract and report period.

After reporting your sales, you will be given two choices: "Pay Now" and "Pay Later." If you are ready to pay after you've reported your sales and you have your bank account or credit card information ready, just click "Pay Online Now." Enter the appropriate information and you're finished. It's as simple as that!

If you are not ready to pay, or if someone else in your company handles payments, click "Pay Later." Using this option saves the sales you just reported and will allow you (or another representative from your company) to return to the website to pay at a later time.

If you did not select either of these options, or if the total IFF due does not equal the IFF for the quarter (which could be caused by a prior sales adjustment), the payment can still be submitted electronically. Just return to the main menu page and click on "Make a Payment," then enter the exact dollar amount owed and follow the instructions.

Always remember that IFF payments are due within 30 days after the end of the quarter. Save yourself time and money and give electronic payment a try. For more information on how to report sales and pay IFF online, go to <https://72a.gsa.gov>.

Note about transaction limits: Credit and Debit card transactions have a daily limit of \$25,000 USD. There is no limit for electronic checks (direct debit).