



DEPARTMENT OF VETERANS AFFAIRS
Office of Procurement, Acquisition and Logistics
National Acquisition Center
P. O. Box 76
Hines, IL 60141

In Reply Refer To: 003B6B

Dear FSS Contract Holder:

As you are aware from prior notifications, VA FSS is converting to a new General Services Administration (GSA) Sales Reporting Portal (SRP) which required a partial reconciliation of the current debits and credits accumulated over the life of your contract(s). The conversion also required a sales system freeze on February 15, 2024 to stabilize the VA data for transfer to GSA SRP. The SRP will go live April 1, 2024 and you will have access to the system.

On April 1, 2024 the *debits*, which indicate money owed to the Government, will be transferred as is and you will have an opportunity to assess, dispute, or take action to pay those over the normal life of the contract, however we encourage prompt reconciliation. The *credits*, which appear to be contractor overpayments, will be applied by the new SRP to reduce your first round of Industrial Funding Fee (IFF) payable under the new SRP.

While the system applied the credits as a part of the transition, contractors will be required to reimburse or adjust sales for any amounts identified as reimbursable by future audits/reviews conducted by the Government.

The new SRP system provides expanded visibility into each quarter which will allow you to provide real-time sales adjustments, reduce the snowballing effect of these balances and thereby minimize the number of debits and credits for each quarter. Please continue the reconciliation process with your Contract Specialist during the remainder of the contract period of performance, ensuring all reportable Sales and IFF are accurately submitted and data adjustments made, helping to avoid any under/over payments.

You are required to submit a signed copy of this document to FSSSales@va.gov with the subject line **Sales — SRP Credit Disclaimer**. It is effective for all contracts with periods of performance that extend beyond February 14, 2024, had credits, and are yet to be bilaterally closed-out.

If you have any questions, please contact FSSSales@va.gov.

Daniel H. Shearer
Director Federal Supply Schedule (FSS) Service

Contractor Acknowledgment:

Contract Number: _____ Date: _____

Contractor Authorized Signatory Name: _____

Contractor Signature: _____