

From: GSA BAAR Project <baar@gsa.gov>

Date: Fri, Oct 25, 2013 10:57 AM

Subject: Billing Data Changes: New CSV Format Examples for FEDTAPES Customers of GSA Global Supply and AutoChoice

FEDTAPES Customers,

The message is being sent on behalf of the GSA Billing and Accounts Receivable (BAAR) Team.

In January 2014, customers of GSA Global Supply or AutoChoice will experience a change in how they receive their billing data due to the Billing and Accounts Receivable (BAAR) Phase 2B conversion. Billing data that was previously emailed or ftp'd to our customers will now need to be downloaded as a CSV format via GSA's Vendor and Customer Self Service (VCSS) website. To avoid disruptions in billing and payment processes, **customers should review existing data usage processes to determine required changes for the new CSV format.** For example, the following fields will need to be changed to a number format, with no decimals:

- Requisition Number
- Customer Requisition Number
- Supplemental Address code
- TD Code
- GSA Order / Session / Ticket Number

Examples of the CSV formats for GSA Global Supply and for AutoChoice customers are attached. Use these examples to prepare for changes coming in January 2014. A crosswalk of the data currently received to the new CSV format will be distributed soon.

It is important to note that GSA Global Supply and AutoChoice statements will now be delivered separately. Effective January 2014, GSA Global Supply and AutoChoice statements will continue to be issued twice a month; however, charges and credits for these business lines will no longer be combined in one statement. Separate statements will be issued for GSA Global Supply and AutoChoice. Therefore, your agency may need to download two CSV files from the VCSS website each billing cycle.

As a courtesy, I've attached two brochures that contain useful information on the upcoming changes but please note that the dates referenced in the brochures are obsolete. As stated above, GSA will provide additional guidance on how you will be able to crosswalk the data you currently receive to the new CSV format as soon as it becomes available

For questions or assistance, please contact me directly or you may also contact the Financial Systems Service Desk at 1-866-450-6588. Service Desk hours are 7:30 am to 7:30 pm ET, Monday-Friday excluding Federal holidays. You can also send an email to OCFOServiceDesk@gsa.gov.