**From:** GSA BAAR Project [baar@gsa.gov] **Sent:** Thursday, November 07, 2013 2:00 PM

Subject: YOUR ACTION NEEDED: Register your GSA Global Supply Account Codes by

Monday, December 2, 2013

Do you order supplies through GSA Advantage, or do you need to see GSA Global Supply bills?

If not, ignore this email. Billing accounts are NOT changing for GSA Fleet (vehicles) or RWA. We are just adding billing accounts for GSA Global Supply to the Vendor and Customer Self Service (VCSS) website.

If so, please continue to read.

GSA Global Supply customers **who pay with a credit card at the time of purchase** should **NOT** follow the steps below. These purchases will continue to appear **ONLY** on credit card statements; VCSS bills will not be generated.

Phase 2B of the BAAR Project has been rescheduled. Customers of GSA Global Supply will now begin to view bills by using VCSS in January 2014. Please follow the steps below to register ALL your account codes (BOAC, AAC, ALC) by <u>Monday, December 2, 2013</u> so that the BAAR Team can add your accounts to VCSS.

- 1. Go to http://vcssaccountcodes.ocfo.gsa.gov/Default.aspx
- 2. Click the "Request Account Code(s)" button
- 3. Enter your six-digit Billing Office Address Code (BOAC)/Activity Address Code (AAC) in the "Account Code" box
- 4. Click "Search" on the right side of the page
- 5. Click the blue plus sign located to the right of that BOAC/AAC's account information
- 6. Repeat steps 3-5 for **ALL** the accounts, in which you need access
- 7. Click the "Enter My Information" button
- 8. Enter your information
- 9. Click the "Add My Information" button
- 10. Verify your request
- 11. Click the "Submit" button
- 12. If you need to edit your request, click the "Modify Account Codes Request(s)" button on the home page

The deadline for registering ALL account codes is <u>Monday</u>, <u>December 2</u>, <u>2013</u>. After this date, the GSA website for registering account codes (<a href="http://vcssaccountcodes.ocfo.gsa.gov">http://vcssaccountcodes.ocfo.gsa.gov</a>) will no longer be available. Please take action **now** to help ensure uninterrupted access to GSA bills, statements and billing data when VCSS goes into effect for GSA Global Supply customers in January 2014.

If you have any questions, please email vcssaccountcodes@gsa.gov

\*\*\*\*This email only applies to customers who order supplies from GSA.\*\*\*\*

The GSA Billing and Accounts Receivable (BAAR) Team