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**Subject:** Crosswalk for WebBill Data Fields to VCSS CSV File Fields for GSA Global Supply and AutoChoice Customers

In February 2014, WebBill users will experience a change in how they access their billing data due to the Billing and Accounts Receivable (BAAR) Phase 2B conversion. Billing data downloaded from WebBill will be downloaded as a CSV file in GSA's Vendor and Customer Self Service (VCSS) website. WebBill users should review how the VCSS CSV format will fit into their existing data usage processes, in order to avoid disruptions in billing and payment processes. The crosswalk and CSV file examples attached will help you match WebBill data fields to VCSS CSV file fields.

For further information about this change or CSV sample files, please reference the BAAR Phase 2 Materials and Communications page at <http://gsa.gov/portal/content/142063#vcsscscsv>.

The GSA Billing and Accounts Receivable (BAAR) Team