

From: **GSA BAAR Project** <[baar@gsa.gov](mailto:baar@gsa.gov)>

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Subject: VCSS To Go Live in January for GSA Global Supply and AutoChoice Customers

Effective January 15, 2014, customers of GSA Global Supply and AutoChoice will transition to GSA's Vendor and Customer Self Service (VCSS) website for bills, statements and billing data. VCSS will replace paper bills and WebBill to become the sole source of GSA Global Supply and AutoChoice statements and billing data going forward. All historical invoices processed before February 2014 will continue to be available in WebBill.

## WHAT TO EXPECT

In preparation for the January Go-Live date, VCSS will be unavailable from 10 p.m. EST Friday, January 10, through approximately 12:00 p.m. EST Wednesday, January 15.

The last GSA Global Supply and AutoChoice bills will be posted to WebBill and mailed to customers on January 10.

GSA Global Supply and AutoChoice customers, who pre-registered account codes via GSA's Phase 2 VCSS Account Code Registration website, will receive two separate emails from GSA the week of January 15. The first email will supply a VCSS User ID; the second will provide a link to instructions on how to create a password.

On January 15, pre-registered GSA Global Supply and AutoChoice customers will be able to log in to VCSS and view outstanding balances only. Beginning January 15, customers who did not pre-register for their account codes or need to add account codes should visit [vcss.gsa.gov](http://vcss.gsa.gov), click on **Registrations & Access Requests**, and choose **Click here if you are a Customer of GSA**. GSA Global Supply and AutoChoice customers will be able to access their first bills in VCSS the week of February 3.

## HOW TO PREPARE

VCSS training materials are available at [vcss.gsa.gov](http://vcss.gsa.gov) under the [Help](#) tab. Additional recommended material is located at [gsa.gov/baar](http://gsa.gov/baar), including the following:

- [Key Changes for GSA Global Supply and AutoChoice Customers](#): Explains the upcoming changes to statement numbers, new account codes and new statement formats.
- [Phase 2 Materials and Communications](#): Includes information on the new standardized formats for IPAC and Non-IPAC and how to load data correctly into your internal systems without disruption.

## WHERE TO GO FOR HELP

For questions about VCSS once it goes live in January, contact the Financial Systems Service Desk at [1-866-450-6588](tel:1-866-450-6588) or [OCFOServiceDesk@gsa.gov](mailto:OCFOServiceDesk@gsa.gov). The Service Desk hours are 7:30 a.m. to 7:30 p.m. EST, Monday-Friday, excluding Federal holidays.

The GSA Billing and Accounts Receivable (BAAR) Team