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

- If no, ignore this email. Billing accounts are NOT changing for GSA Fleet (vehicles) or RWA. This email is to add GSA Global Supply billing accounts to the Vendor and Customer Self Service (VCSS) website.

- If yes, please continue to read.

In February 2014, VCSS will replace WebBill and paper bills for GSA Global Supply and AutoChoice customers. Customers of these GSA business lines must register their account codes (http://vcssaccountcodes.ocfo.gsa.gov) by Monday, December 2, 2013 to access their GSA Global Supply and AutoChoice billing statements in February 2014.

GSA Global Supply and AutoChoice account codes are changing to have a “C-“ placed at the beginning of the current account code. This change will separate GSA Global Supply and AutoChoice accounts from other business lines in VCSS.

There will be no change if you pay by credit card at the time of purchase. These credit card purchases for GSA Global Supply and AutoChoice customers will continue to appear only on credit card statements; VCSS bills will not be generated. If you pay with a credit card at the time of purchase, you do NOT need to follow the steps below.

Please follow the steps below to register ALL your account codes by Monday, December 2, 2013 so that the BAAR Team can add your accounts to the VCSS System.

1. Go to http://vcssaccountcodes.ocfo.gsa.gov
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 Monday, December 2, 2013. After this date, the GSA website for registering account codes (http://vcssaccountcodes.ocfo.gsa.gov) 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 and AutoChoice customers in January 2014.
Please forward this email to colleagues within your organization, who might want to view bills for GSA Global Supply and AutoChoice.

If you did not receive this email directly from baar@gsa.gov must do the following:
2. Follow the steps above to enter their account codes.

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

The GSA Billing and Accounts Receivable (BAAR) Team