About your GSA Global Supply and AutoChoice IPAC Statements

This guide is designed to help you understand your GSA Global Supply and AutoChoice Statements when using Treasury's Intergovernmental Payment and Collection System (IPAC).

(Version 2.1)
Beginning February 2014, you will receive redesigned statements for GSA Global Supply and AutoChoice. GSA’s redesign of GSA Global Supply and AutoChoice statements is part of a larger effort to modernize our billing and collections. We’re committed to achieving the highest standards of customer service by providing you with timely, relevant information in a clear format, so you can more effectively manage your budget and expenditures. Equally important, we’re meeting the goals of the Open Government Directive issued in 2009.

Getting your statement

Effective February 2014, GSA Global Supply and AutoChoice Statements will continue to be issued twice a month. Separate statements will be issued for GSA Global Supply and AutoChoice. The statements will report payments that have been made through IPAC, so there will not be bills and there will be no amount due.

As of February 2014, all GSA Global Supply and AutoChoice customers will be required to log on to GSA’s Vendor and Customer Self Service (VCSS) website, located at vcss.gsa.gov, to obtain printed bills. There, you can find not only your GSA Global Supply and AutoChoice Statements but also a wide range of additional information and useful resources. Once you’ve registered for access to your accounts, you can submit questions or report problems about items on your statement. And you can download your billing activity in comma-separated value format (.csv).

Questions about your statement or your charges?

If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, you should visit the VCSS website. If you can’t find your answer online, contact us by phone, fax or email. Our contact information is listed under the “Contact Us” link on the VCSS website. The contact information can also be found on the second page of your statement.
The big picture – the four sections of your IPAC statement

Your GSA Global Supply and AutoChoice IPAC Statements cover transactions over an entire billing cycle for a single Agency Location Code (ALC) and include charges and credits for all the Account Codes assigned to that ALC. (Account Codes are explained later in this guide.)

Information in the statement is presented in four sections: (A) the statement overview, (B) the Account Code header, (C and D) itemized charges, and (E) the general information page.

A: The first page of your statement is the statement overview. It contains key information about the statement and your agency, contact information for help if you need it and a top-level summary of your charges and credits for the billing cycle.

B: The second page of your statement begins with an Account Code header, followed by itemized charges. Any additional pages for that Account Code will begin with an abbreviated header. If the statement covers multiple Account Codes, the records for each new Account Code will begin on a new page.

C: Itemized charges begin at the bottom of page 2, containing a description of charges and useful subtotals.

D: Itemized charges may continue on additional pages of your statement. See pages 5 and 6 of this guide for details on itemized charges.

E: The general information page contains points of contact for help if you need it notices and helpful information.
What’s in the statement overview?

The statement overview contains key information about the statement and your agency, contact information for help if you need it, and a top-level summary of charges and credits for the listed Agency Location Code (ALC). Each statement covers transactions over an entire billing cycle for a single ALC and includes charges and credits for all Account Codes assigned to that ALC.

1. **GSA Address** The address of the GSA Finance Office that handles the business line.

2. **Agency Location Code (ALC)** The code assigned to you by the Treasury Department to enable payments through the IPAC system.

3. **Paying Office Information** The name and address associated with the Agency Location Code.

4. **Statement Number** A unique alphanumeric code generated by GSA for each statement. You’ll need this number if you have questions about your statement or need to initiate a chargeback. Effective February 2014 statement number formats for GSA Global Supply and AutoChoice will be different. GSA Global Supply IPAC statement numbers will begin with M, and AutoChoice IPAC statement numbers will begin with PI.

5. **Contact Us** GSA phone and fax numbers, and email address.

6. **Statement Date** The date the statement was generated.

7. **Initial Charges** The total amount you incurred this billing cycle, before discounts and surcharges have been applied.

8. **Surcharge** An additional amount charged for freight, export or other miscellaneous costs.

9. **Total Paid** The total sum collected by GSA through the IPAC system.

10. **Credit Summary** The summary of all credit transactions sent through IPAC for this statement number. For credits, IPAC creates separate billing documents with a separate reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.

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**Supply**

12/16/2013

DO NOT PAY THESE CHARGES - THESE CHARGES HAVE BEEN SETTLED THROUGH THE IPAC SYSTEM

<table>
<thead>
<tr>
<th>Statement Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Charges</td>
</tr>
<tr>
<td>Discount</td>
</tr>
<tr>
<td>Surcharge</td>
</tr>
<tr>
<td>Total Paid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credit</td>
</tr>
</tbody>
</table>

For credits, IPAC creates a separate billing document with a separate reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.
What's in the Account Code header?

The Account Code header includes charge and credit totals, plus identifying information, for the listed Account Code only. Charges and credits for each new Account Code will begin on a separate page with a new Account Code header.

### Paying Office Information
BUREAU OF THE PUBLIC DEBT
257 BOSLEY INDUSTRIAL PARK DOCK 2
PARKERSBURG, WV 26101

**Account Code:** C-203402

**Statement Number:** M0000486

12. **Summary for Account Code**

These fields are the same as defined previously on page 3 for the Statement Overview, but the figures apply to this Account Code only.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Initial Charges</td>
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<tr>
<td>Discount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Surcharge</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Paid</td>
<td>$8,363.68</td>
</tr>
<tr>
<td>Total Credit</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### Account Code Details

**ALC:** 20050002

11. **Account Code (formerly Activity Address Code or “AAC” or Billed Office Address Code “BOAC”)**

A unique number assigned by GSA that identifies your agency or the entity to which the charges are associated. Beginning in February 2014, your GSA Global Supply and AutoChoice Account Codes will begin with “C-” followed by your six-digit BOAC or AAC.
What’s in the itemized charges section of your statement?

Charges and credits are separated by Account Code and split into subsections by Customer Fund Code. Subtotals are shown for each Customer Fund Code and each Account Code.

Each horizontal row in the itemized charges section includes reference information and billing details for one type of item. The reference information and billing details are shown below and on the following page.

13. **Document Identification (Doc ID)** indicates the type of order placed. For example, FA indicates a depot order, FC a non-stock direct delivery, FD a material return and FG a GSA Global Supply Customer Supply Center order.

14. **Routing Identification (RTG ID)** indicates where the order is routed from and identifies the GSA activity that directed the shipment.

15. **Stock Number** is a unique alphanumeric code that identifies the goods or services supplied.

16. **Unit of Issue (UN ISS)** indicates the units by which the goods or services are measured. Unit of Issue may vary. (For example, EA for each, DZ for dozen, BX for box).

17. **Quantity** indicates the number of units issued per detail billing line.

18. **Requisition Number** currently consists of three parts: the customer’s Account Code (formerly BOAC or AAC), the Julian date of the order, and the serial number or last four numbers of the Customer Supply Center (CSC) order number.

19. **Supplementary Address (SUPPL ADDR)** is designed to provide you with an additional location to which shipping, billing or status information may be directed. The Account Code (formerly BOAC or AAC) of the alternate organization or location may appear here.

20. **Signal Code (SIG CD)** This one-character code designates to GSA the “ship to” and “bill to” addresses for the requisition.

21. **Customer Fund Code (formerly Fund Code “FND CD”)** This two-character code assigned by you indicates to GSA that funds are available to pay for the material ordered, and authorizes release.

22. **Ship Date** indicates the month, date and year the order was released for billing.

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### Table Example

<table>
<thead>
<tr>
<th>DOC ID</th>
<th>RTG ID</th>
<th>Stock Number</th>
<th>UN ISS</th>
<th>QUANT</th>
<th>Requisition Number</th>
<th>SUPPL ADDR</th>
<th>SIG CD</th>
<th>Cust Fund CD</th>
<th>SHIP DTE</th>
<th>Total Sales Value</th>
<th>Unit Sale Price</th>
<th>DIST CD</th>
<th>PROD CD</th>
<th>Location Code</th>
<th>Purchase Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FC1</td>
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### More about the itemized charges section of your statement

23. **Total Sales Value** (formerly "Extended Sales Value") indicates the total value of the goods or services listed per detail line, based on quantity multiplied by the unit sales price.

24. **Unit Sale Price** indicates the charge per unit.

25. **Distribution Code** (DIST CD, formerly "Customer Distribution Code") This multi-use data field may be used to request that supply and shipment status reports be sent to another unit of your organization. To designate this, you must first notify GSA of the alternate addressee, and arrange for a 3-character code to be assigned.

26. **Project Code (PROJ CD)** This optional three-character entry is assigned by GSA at your request. It is used primarily by customers to identify requisitions and related documentation for special programs, exercises, projects, operations or other purposes.

27. **Location Code** (Location CD, formerly Store Number or "STR")

   In cases of Customer Supply Center (CSC) orders, this indicates the CSC store number and location that fulfilled the order.

28. **Purchase Order Number**

   This multipurpose line may be populated with the document number, such as a depot manifest number, from the agency requesting goods. It is populated with customer appropriation data, if supplied. Otherwise it is populated with the purchase order number.

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October 2013

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Accounts Receivable Customer Service Helpdesk
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Fax: 816.823.5507
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