In January 2014, customers of GSA Global Supply and AutoChoice made the transition to the Vendor and Customer Self Service (VCSS) website as the sole source of bills, statements and billing data. VCSS has fully replaced paper bills and WebBill for these customers going forward.

GSA Global Supply and AutoChoice customers are now able to access current bills in VCSS. Bills will be posted in VCSS approximately the 1st and 15th work day of every month, and customers must log in at vcss.gsa.gov to retrieve their statements. Guidance on retrieving bills in VCSS can be found in the Account Navigation section of the VCSS Training presentation available from the VCSS Help Page.

BAAR PHASE 2B COMMUNICATIONS

As a reminder, communication and reference materials are available on the Phase 2 Materials and Communications page of the BAAR website to assist customers with the transition to VCSS.

The following brochures are available with topics on accessing statements and billing data in VCSS, loading data correctly into internal systems without disruption and understanding the new standardized formats for IPAC and Non-IPAC customers.

- **Phase 2 VCSS Brochure** describes the key features of VCSS and the new functionality available with the Phase 2 release
- **GSA Global Supply and AutoChoice IPAC Data Field Changes Brochure** explains the changes in how GSA populates data fields from Treasury’s Intergovernmental Payment and Collection System (IPAC) into customers’ accounting systems
- **About Your GSA Global Supply and AutoChoice IPAC Statement Brochure** explains the new standardized format of GSA Global Supply and AutoChoice statements when using Treasury’s Intergovernmental Payment and Collection System (IPAC)
- **About Your GSA Global Supply and AutoChoice Statement for non-IPAC Customers Brochure (Version 2.1)** explains the new standardized format of non-IPAC GSA Global Supply and AutoChoice statements

In addition, the WebBill Crosswalk and FEDTAPES Crosswalk were created to inform WebBill users and FEDTAPES customers of changes they will experience when accessing billing data in the new CSV file formats.

WHERE TO GO FOR HELP

For questions about VCSS, contact the Financial Systems Service Desk at 1-866-450-
6588 or OCFOServiceDesk@gsa.gov. The Service Desk hours are 7:30 a.m. to 7:30 p.m. ET, Monday-Friday, excluding Federal holidays.

The GSA Billing and Accounts Receivable (BAAR) Team