VCSS user,

In December 2013, the GSA Vendor and Customer Self Service (VCSS) website will replace WebBill and paper bills for GSA Global Supply and AutoChoice customers. Customers of these GSA business lines must register their account codes by October 1, 2013, to ensure that they have access to their GSA Global Supply and AutoChoice billing statements beginning in December 2013.

GSA Global Supply and AutoChoice account codes are changing to have a “C:“ placed at the beginning of the current Billing Office Address Code (BOAC)/Activity Address Code (AAC). This change will separate GSA Global Supply and AutoChoice accounts from other business lines in VCSS. Current VCSS users with GSA Global Supply and AutoChoice accounts must register ALL GSA Global Supply and AutoChoice account codes that they want to access. You still need to register the account code, even if it is the same as another business line currently viewed in VCSS.

Prepaying credit card customers of GSA Global Supply and AutoChoice will not receive bills in VCSS; they will continue to only view their transaction(s) on their credit card statements. Because bills are not produced in VCSS for prepaid credit card transaction, GSA Global Supply and AutoChoice customers, who prepay with a credit card EVERY TIME, do NOT follow the steps below.

Please follow the steps below to register ALL your account codes so that the BAAR Team can add your accounts to the VCSS System.
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 Tuesday, October 1, 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 December 2013.

Please forward this email to colleagues within your organization, who might want to view bills for
GSA Global Supply and AutoChoice.

Those who 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