Beginning February 2014, GSA Global Supply and AutoChoice WebBill users will experience a change in how they receive billing data due to the Billing and Accounts Receivable (BAAR) Phase 2B conversion in January 2014. Billing data downloaded from WebBill will be downloaded as a CSV format via GSA’s Vendor and Customer Self Service (VCSS). To avoid disruptions in billing and payment processes, WebBill users should review existing data usage processes to determine required changes for the new CSV format. For example, the following fields will need to be changed to a number format, with no decimals:

- Req. Number,
- Customer Req. Number,
- Supplemental Address code,
- TD Code and
- Order#/GSA Order/Session/Ticket.

Examples of the CSV formats for GSA Global Supply and for AutoChoice customers are attached. Use these examples to prepare for changes coming in February 2014. A crosswalk of the data currently received to new CSV format will be distributed soon.

It is important to note that GSA Global Supply and AutoChoice statements will be delivered separately. Effective February 2014, GSA Global Supply and AutoChoice statements will continue to be issued twice a month; however, charges and credits for these business lines will no longer be combined in one statement. Separate statements will be issued for GSA Global Supply and AutoChoice. Therefore, your agency may need to download two CSV files from VCSS each billing cycle. For additional key changes to GSA Global Supply and AutoChoice customer billing, please reference http://gsa.gov/portal/content/179155.

The GSA Billing and Accounts Receivable (BAAR) Team