Wide Area Network (WAN)/Networx Customers will see a change to IPAC summary billing statements when the Vendor and Customer Self Service (VCSS) website goes live in mid-February 2016 and replaces paper billing statements and BillView for new billing statements and information.

Currently, IPAC summary billing statements are grouped by IPAC reference numbers, and separate billing statements are generated for each customer within one ALC with a unique IPAC reference number. Beginning in mid-February when VCSS goes live, Wide Area Network (WAN)/Networx Customers will be able to use VCSS as an additional option to access electronic summary billing statements, and they will see a change to IPAC summary billing statements. Going forward in VCSS, IPAC summary billing statements will be grouped by ALC, and one billing statement will be generated for all customers for that ALC with a single IPAC reference number. Billing statements will be organized with page breaks, and each page will provide the summary information and subtotals for a single customer within the ALC. **E-MORRIS will remain available and unchanged to all customers, and customers will continue to be able to access the same level of detail in E-MORRIS as they do today when referencing their detailed billing information.**

Please refer to the following example which further illustrates the change customers will see with IPAC summary billing statements.

**Old format:** Ten customers could fall under one ALC. Each customer is assigned a unique IPAC reference number. Ten separate summary level billing statements will be generated; one for each of the ten customers. Each of the ten billing statements will consist of a single line of summary billing information associated with one customer.

**New format:** The process of sending out ten separate billing statements for each customer within an ALC will be discontinued. Instead, a single billing statement, accessible from VCSS, will now be generated for the ALC that these ten customers fall under; all customers that roll up under one ALC will be included in that single billing statement. The billing statement will be organized with page breaks, and each page will provide the summary billing information and subtotal for a single customer.

If you have any questions, please email baar@gsa.gov. We will continue to communicate with you to facilitate your transition to VCSS. For more information, customers can also visit www.gsa.gov/baar.

The GSA Billing and Accounts Receivable (BAAR) Team