



July 14, 2011

Dear GSA Customer:

This is a third notice that the General Services Administration (GSA) will discontinue mailing paper bills for Federal Acquisition Service (FAS), Office of Motor Vehicle Management (Fleet) charges. Instead, customers will be able to access and, if necessary, print their bills from the new GSA Vendor and Customer Self Service (VCSS) website. VCSS will replace WebBill, the current online system for GSA Fleet Billings.

Please note that previous communication indicated that this would happen in August; it will now happen in September. GSA has decided to devote additional time to system testing before going live with the new online billing system, which will launch in August.

In mid-August, all customers registered in WebBill will receive two emails from GSA, one with a new VCSS User ID and one with a link to create a password. The User ID and password will give customers access in VCSS to the account(s) for which they were registered in WebBill. Those customers who were not registered in WebBill will have to register for VCSS after the August implementation.

If you have concerns or issues about no longer receiving a paper bill through the mail, contact our Accounts Receivable Customer Service Helpdesk at 816-926-7037 or email us at kc-accts-receivable.finance@gsa.gov.

What Will Be Available Online at VCSS and WebBill

The GSA VCSS Website

When the VCSS website launches in August, it will provide customers with online access to their bills and billing information and the ability to download that data in a comma separated values (CSV) file. It will be available at <http://vcss.gsa.gov>. For more information, visit www.gsa.gov/baar.

GSA Fleet Billing History on WebBill

When VCSS replaces WebBill for Fleet customers, open statements and transactions will be available only through VCSS; billing history will remain available on WebBill.

We will send a final reminder and more information about VCSS in early August, with your final printed bills. If you have questions or would like additional information, contact our Accounts Receivable Customer Service Helpdesk at 816-926-7037 or email us at kc-accts-receivable.finance@gsa.gov

Sincerely,

Marisa L. Quinlivan
Chief, Financial Information Control Branch