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Subject: Prepare for Upcoming Changes to GSA Global Supply and AutoChoice Bill and Statement Formats and Data Field Changes

In December 2013, customers of GSA Global Supply and AutoChoice will access bills and statements electronically via the Vendor and Customer Self Service (VCSS) website. VCSS will replace WebBill and paper bills, and will present bills, statements and billing data in new standardized formats. Bills produced before December 2013 will still be available in WebBill.

There will be no changes for prepaid credit card purchases. Prepaid credit card purchases for GSA Global Supply and AutoChoice purchases will continue to appear **only** on credit card statements. No VCSS bills will be generated for prepaid credit card purchases.

The following brochures will help you prepare to access GSA Global Supply and AutoChoice statements and billing data in VCSS, load data correctly into your internal systems without disruption and assist in understanding the new standardized formats. The links below will open the brochures in PDF format.

[The GSA Global Supply and AutoChoice Data Fields Brochure](#) is for customers who pull data from Treasury's Intergovernmental Payment and Collection System (IPAC) into their accounting systems. This brochure explains the data fields that will appear in the new standardized IPAC statement formats in VCSS as of December 2013.

[The GSA Global Supply and AutoChoice IPAC Statement Brochure](#) is for customers who pay GSA bills through IPAC. This brochure explains the data that will appear in the new standardized IPAC statement formats in VCSS as of December 2013.

[The GSA Global Supply and AutoChoice Non-IPAC Statement Brochure](#) is for customers who pay GSA directly. This brochure explains the data that will appear in the new standardized Non-IPAC statement formats in VCSS as of December 2013.

[The Phase 2 VCSS Brochure](#) provides an overview of the key features available in VCSS as of December 2013, and shows how to view, sort and download your bills, statements and billing data online.

Please use these brochures as guides on how to access billing information in VCSS and to load data correctly into your internal systems when these changes take effect in December 2013.

We will continue to communicate with you to facilitate your transition to VCSS. Please visit gsa.gov/baar for more information.

The GSA Billing and Accounts Receivable (BAAR) Team