

**From:** GSA BAAR Project ([baar@gsa.gov](mailto:baar@gsa.gov))

**Sent:** Friday, September 27, 2013 3:02 PM

**Subject:** FINAL NOTICE: YOUR ACTION NEEDED: Register your GSA Global Supply Account Codes by Tuesday, October 1, 2013

Customers who order supplies from GSA,

This is the **final notice** to customers of GSA Global Supply and AutoChoice to **register now** to continue receiving bills from GSA when the Vendor and Customer Self Service (VCSS) website replaces BillView and paper bills. **The website to register account codes for access in VCSS at <http://vcssaccountcodes.ocfo.gsa.gov> will no longer be available to GSA Global Supply and AutoChoice customers after Tuesday, October 1, 2013.**

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 account code. This change will separate GSA Global Supply and AutoChoice accounts from other business lines in VCSS.

There will be **no change if you pay by credit card at the time of purchase**. These credit card purchases for GSA Global Supply and AutoChoice customers will continue to appear **only** on credit card statements; VCSS bills will not be generated. GSA Global Supply and AutoChoice customers, who pay with a credit card **at the time of purchase, 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.

1. Go to <http://vcssaccountcodes.ocfo.gsa.gov/Default.aspx>
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 November 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](mailto:baar@gsa.gov) must do the following:

1. Submit a registration form for WebBill at <http://apps.ocfo.gsa.gov/webbill>.
2. Follow the steps above to enter their account codes.

If you have any questions, please email [vcssaccountcodes@gsa.gov](mailto:vcssaccountcodes@gsa.gov)

\*\*This email only applies to customers who order supplies from GSA.

The GSA Billing and Accounts Receivable (BAAR) Team