

HOW TO REQUEST ACCESS OR REGISTER YOUR ACCOUNT CODE FOR VCSS

- 1) Go to <https://vcss.ocfo.gsa.gov> and click on Registrations & Access Requests.

The screenshot shows the GSA Vendor and Customer Self Service website. At the top, there is a navigation bar with links for Home, System Requirements, Contact Us, and Help. Below the navigation bar, there is a blue banner with the text: "VCSS will only display 999 search results on its web pages. + SHOW DETAILS". Below this is a yellow banner with the text: "If you do not do business with GSA as either a vendor or customer, please do not contact GSA to register in VCSS and do not attempt to log in." The main content area is divided into three columns. The first column is titled "System Login" and contains the text: "Use this button if you 've already registered for access to use VCSS." and a tip: "Tip: Be sure to never use the 'back' button of your browser while using VCSS." The second column is titled "Registrations & Access Requests" and contains the text: "Use this button if you are a new user to VCSS and need to:" followed by a bulleted list: "• Register new accounts" and "• Gain access to existing accounts". The third column is titled "Support Request" and contains the text: "Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status."

The General Services Administration (GSA) has implemented a Vendor and Customer Self Service (VCSS) system which can be used by both vendors and customers of GSA. VCSS is a web-based application that will allow vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and will allow customers to view billing and payment information.

- 2) Click on [Click here if you are a Customer of GSA.](#)

The screenshot shows the GSA Vendor and Customer Self Service website. At the top, there is a navigation bar with links for Home, System Requirements, Contact Us, and Help. Below the navigation bar, there are two main sections. The first section is titled "Vendor Registrations and Access Requests" and contains a button that says "Click here if you currently do business with GSA as a Vendor". Below the button is the text: "Being in VCSS allows a vendor to create and process real-time invoices electronically and track the status of payments made by GSA. If you wish to participate in VCSS, you must have a valid DUNS/DUNS+4 number and register in the Central Contractor Registration (CCRC) database prior to registering in VCSS." The second section is titled "Customer Registrations and Access Requests" and contains a button that says "Click here if you are a Customer of GSA". Below the button is the text: "A customer utilizing VCSS will have the capability to view their billing and payment information. You can link to external websites and export billing data to CSV. You can also manage your accounts, review account history and submit correspondence. All customers must register their GSA Account Code formerly known as BOAC or AGBU Codes and IPAC activities must register their Agency Location Codes (ALC)."

- 3) To personally request access to an Account Code (BOAC), you would go to Access Request section. To register an Account Code in VCSS, you would go to Registration.

GSA Vendor and Customer Self Service

Home System Requirements Contact Us Help

New Requests User Information Confirm and Submit Request Complete

Access Request

What account(s) would you like access to?

Enter an Account Code/8-digit ALC (Agency Location Code) **or** Agency Name.

Account Code ALC Organization **Search**

Registration

What account(s) would you like to register?

Enter an Account Code/8-digit ALC (Agency Location Code) **and** Agency Name.

Account Code ALC Organization **Register**

Enter Address

Address 1 Address 2

City State Zip Code

Accounts

Access Requests

DEPT OF THE ARMY

[+ SHOW DETAILS](#)

Registration Requests

There are no accounts added.

Continue

- 4) If you want to request access to an Account Code, click on the radio button in front of Account Code. Then, enter your Account Code in the first square then click on the Search button. If your Account Code appears below, you would click on the blue + sign to add this account to your requests. (If you have a military account, you will want to choose the one with the “F” at the end of your BOAC in the Address Code section.) Repeat this step if you need access to more than one Account Code.

If your Account Code does not appear as an option to choose from, then you will need to go to the Registration section and register the Account Code.

If you want to request access to an Agency Location Code, click on the radio button in front of ALC, then enter your 8 digit ALC number. Click on Search and repeat steps as stated above.

New Requests
User Information
Confirm and Submit
Request Complete

Access Request
^

What account(s) would you like access to?

Enter an Account Code/8-digit ALC (Agency Location Code) **or** Agency Name.

Account Code
 ALC

 Organization

ALC	Account Code	Address Code	Organization	Add
N/A	2197GP	2197GPF	DEPT OF THE ARMY	+
N/A	2197GP	2197GP	DEPT OF THE ARMY	+

1

Registration
^

What account(s) would you like to register?

Enter an Account Code/8-digit ALC (Agency Location Code) **and** Agency Name.

Account Code
 ALC

 Organization

Enter Address

Address 1
 Address 2

City
 State --Select--
 Zip Code

Accounts
^

Access Requests

DEPT OF THE ARMY X
[+ SHOW DETAILS](#)

Registration Requests

There are no accounts added.

- 5) After you have Requested Access to all of the Account Codes you need access to, you can click on the Show Details button in the Accounts section to review the accounts. Then, click on the Continue button.

New Requests
User Information
Confirm and Submit
Request Complete

Access Request

What account(s) would you like access to?

Enter an Account Code/8-digit ALC (Agency Location Code) **or** Agency Name.

Account Code
 ALC

 Organization

ALC	Account Code	Address Code	Organization	Add
N/A	2197GP	2197GPF	DEPT OF THE ARMY	
N/A	2197GP	2197GP	DEPT OF THE ARMY	

1

Accounts

Access Requests

DEPT OF THE ARMY

ALC: N/A Account Code: 2197GP Address Code: 2197GPF

[- HIDE DETAILS](#)

Registration Requests

There are no accounts added.

- 6) Enter your information on the right side of the form and click Continue.
 IF the Account Administrator is not correct, after you are done requesting access, please go back to the Home page and click on Support Request and request to Change Account Administrator.

GSA Vendor and Customer Self Service

Home System Requirements Contact Us Help

New Requests
User Information
Confirm and Submit
Request Complete

Access Requests

ALC	Account Code	Address Code	Organization	Account Administrator	Remove
N/A	2197GP	2197GPF	DEPT OF THE ARMY	Maurice Pritz	<input type="button" value="x"/>

User Information

John

Doe

john.doe@us.army.mil

john.doe@us.army.mil

Phone Number (555) 912-1234

Non US Phone Number () _- _____

Fax Number () _-__

[Go back](#)

7) Confirm your information, enter the code in the box then click Submit.

Confirm your request

Make sure all details are correct. When you are done, click "Submit"

Your Information

Name : John Doe

Email : john.doe@us.army.mil

Phone : (555) 912-1234

Non US Phone : N/A

Fax : N/A

Account Requests

Access Requests

ALC	Account Code	Address Code	Organization	Account Administrator
N/A	2197GP	2197GPF	DEPT OF THE ARMY	Maurice Pritz



[Generate New Image](#)

Type the code from the image

[Go back to edit](#)