VCSS Tips

ABOUT VCSS

The Vendor and Customer Self Service (VCSS) application is GSA's electronic invoicing system, which allows vendors to enter key invoice information (such as an invoice number, invoice amount and purchase order) that is transmitted to the GSA financial processing system for payment.

Using this electronic system means you do not have to mail a paper copy of your invoice to the Finance Center for processing and payment.

Note: Your Contracting Officer (COTR) might still require an invoice copy to complete the necessary receiving report. Please be advised that their requirements might be different than what the Finance Office requires for payment.

How to Gain Access to VCSS

**To access VCSS, go to vcss.gsa.gov.**

Click on the on the **Registrations & Access Requests** on the home page to register your company in VCSS.
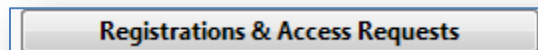
Once you have entered the information requested, the VCSS Financial Systems Team will send you a temporary password to access VCSS.

How to Submit an Invoice

- Log in to VCSS (**vcss.gsa.gov**).
- Click **Continue**.
- Click **Electronic Invoicing Order Search**.
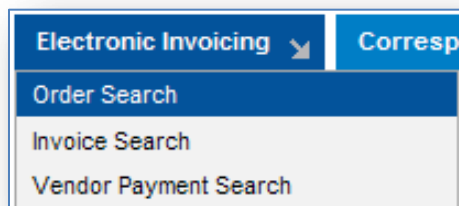
VCSS Tips

- Change the **Type** field from **All** to **Order**.

- Type in your **order number**.
  - *Ex: FP, GP, QP number type.*
- Click **Search**.
- Once the order appears, highlight the box to the left of the order, and click on the **Create Referenced Invoice** button.

- The next screen will be the **Invoice Information** tab of your invoice. Type your invoice number into the **Invoice Number** field.

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- Click on the **LINES** tab.
  - *This is where you will find the lines broken out from your purchase order.*
- Select the first line.

Invoice Information	Lines	Attachments

Sort...   **View as CSV**

Summary

	Line Number	Commodity Name	Quantity	Unit Of Issue	Unit Price Amount	Invoice Line Amount
	Totals				**$0.00**	**$0.00**
☑	1				$0.00	$0.00
☐	2				$0.00	$0.00
☐	3				$0.00	$0.00
☐	4				$0.00	$0.00
☐	5				$0.00	$0.00

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- **Enter your invoice total** near the bottom of the page.
  - *Note: Your invoice will pay based on the receiving report entered by your CO's/COTR's office (do not be concerned if you see other lines showing $0 amounts).*

☐ Line Detail

Commodity Name: [   ]

Quantity: [   ]

Unit Price Amount: $0.0000

* Invoice Line Amount: $0.00

Unit of Issue: 🖉
Unit of Issue: [   ]

PSC: 🖉
PSC: [   ]

NAICS: 🖉
NAICS: [   ]

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- Once you enter your invoice total, click on the **Verify** button at the top of the page.

| Audit | Verify | Save | Submit | Delete | Exit |

- Once you have received the message **No Errors found with Invoice**, click **Submit**.

No errors found with Invoice.

| Audit | Verify | Save | Submit | Delete | Exit |