



About your GSA Global Supply and AutoChoice IPAC Statements

This guide is designed to help you understand your GSA Global Supply and AutoChoice Statements when using Treasury's Intergovernmental Payment and Collection System (IPAC).

(Version 2.1)

Beginning February 2014, you will receive redesigned statements for GSA Global Supply and AutoChoice. GSA's redesign of GSA Global Supply and AutoChoice statements is part of a larger effort to modernize our billing and collections. We're committed to achieving the highest standards of customer service by providing you with timely, relevant information in a clear format, so you can more effectively manage your budget and expenditures. Equally important, we're meeting the goals of the Open Government Directive issued in 2009.

Getting your statement

Effective February 2014, GSA Global Supply and AutoChoice Statements will continue to be issued twice a month. Separate statements will be issued for GSA Global Supply and AutoChoice. The statements will report payments that have been made through IPAC, so there will not be bills and there will be no amount due.

As of February 2014, all GSA Global Supply and AutoChoice customers will be required to log on to GSA's Vendor and Customer Self Service (VCSS) website, located at vcss.gsa.gov, to obtain printed bills. There, you can find not only your GSA Global Supply and AutoChoice Statements but also a wide range of additional information and useful resources. Once you've registered for access to your accounts, you can submit questions or report problems about items on your statement. And you can download your billing activity in comma-separated value format (.csv).

Questions about your statement or your charges?

If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, you should visit the VCSS website. If you can't find your answer online, contact us by phone, fax or email. Our contact information is listed under the "Contact Us" link on the VCSS website. The contact information can also be found on the second page of your statement.

The big picture – the four sections of your IPAC statement

Your GSA Global Supply and AutoChoice IPAC Statements cover transactions over an entire billing cycle for a single Agency Location Code (ALC) and include charges and credits for all the Account Codes assigned to that ALC. (Account Codes are explained later in this guide.)

Information in the statement is presented in four sections: (A) the statement overview, (B) the Account Code header, (C and D) itemized charges, and (E) the general information page.

A

GSA Financial Information Control Branch, BCSA
1500 East Beaver Road
Kansas City, MO 64131

Supply
12/16/2013
DO NOT PAY THESE CHARGES - THESE CHARGES HAVE BEEN SETTLED THROUGH THE IPAC SYSTEM

Statement Information
Agency Location Code (ALC): 20050002
Statement Number: M0000486

Statement Summary
Initial Charges: \$1,832.01
Discount: \$0.00
Surcharge: \$0.00
Total Paid: \$1,832.01

Contact Us
Phone Number: 800-676-3690
Fax Number: 816-622-3507
Email Address: kc-accts-receivable.finance@gsa.gov

Credit Summary
Total Credit: \$250.00

For credits, IPAC creates a separate billing document with a separate reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.

Page 1 of 4

B

ALC: 20050002 Account Code: C-203402 Statement Number: M0000486
12/16/2013

Paying Office Information
BUREAU OF THE PUBLIC DEBT
257 BOSLEY INDUSTRIAL PARK DOCK 2
PARKERSBURG, WV 26101

Initial Charges: \$8,363.68
Discount: \$0.00
Surcharge: \$0.00
Total Paid: \$8,363.68
Total Credit: \$250.00

C

DOC ID	RTS ID	Stock Number	UN	QUANT	Requisition Number	SUPPL ADDR	SIG CD	Cust Fund CD	SHIP DTE	Total Sales Value	Unit Sale Price	DIST CD	PROJ CD	Location Code	Purchase Order Number
FC1	GPO	733001566054	D2	3	7016AT 3011 8926		C	MD	326	56.82	18.94				BEE375N
FC1	GPO	733001519769	SE	10	7016AT 3011 8930		C	MD	326	49.90	4.99				BEE373N
FC1	GPO	733001514324	D2	6	7016AT 3011 8934		C	MD	325	42.90	7.15				BEE373N
FS1	Total for Customer Fund Code: MD 149.62 3 LINE ITEMS														
FC1	GPO	AG67090505	EA	18	701617 3009 8040		C	WA	329	296.28	16.46				G360304
FC1	GPO	G384889	EA	350	701617 3009 8007		C	WA	326	3,113.00	9.45				G360303
FC1	GPO	G384887	EA	60	701617 3009 8008		C	WA	326	666.60	11.11				G360303
FC1	GPO	G384888	EA	100	701617 3009 8409		C	WA	326	946.00	9.45				G360303
FC1	GPO	HEWC8543A	EA	3	701617 3009 8410		C	WA	329	187.65	62.55				G360304
FS1	Total for Customer Fund Code: WA 6,320.17 6 LINE ITEMS														
FA1	GPO	753000289595	D2	8	701617 3009 8423		C	BA	329	39.60	4.95				S43898
FA1	GPO	753001364989	BK	1	701617 3009 8424		C	BA	329	45.39	15.13				S43898
FA1	GPO	753001364920	BK	1	701617 3009 8425		C	BA	329	15.13	15.13				S43898
FA1	GPO	753000256009	BK	9	701617 3009 8427		C	BA	326	326.80	36.20				N07894
FA1	GPO	753001422015	D2	22	701617 3009 8428		C	BA	326	233.86	10.63				S43898
FA1	GPO	753001481388	EA	6	701617 3009 8430		C	BA	326	175.74	29.29				S43898
FA1	GPO	AR03003479577	BA	15	701617 3009 8437		C	BA	326	892.95	59.53				N07893
FS1	Total for Customer Fund Code: BA 1,696.47 7 LINE ITEMS														

A: The first page of your statement is the statement overview.

It contains key information about the statement and your agency, contact information for help if you need it and a top-level summary of your charges and credits for the billing cycle.

B: The second page of your statement begins with an Account Code header, followed by itemized charges. Any additional pages for that Account Code will begin with an abbreviated header. If the statement covers multiple Account Codes, the records for each new Account Code will begin on a new page.

C: Itemized charges begin at the bottom of page 2, containing a description of charges and useful subtotals.

D: Itemized charges may continue on additional pages of your statement. See pages 5 and 6 of this guide for details on itemized charges.

E: The general information page contains points of contact for help if you need it notices and helpful information.

D

ALC: 20050002 Account Code: C-203402 Statement Number: M0000486
12/16/2013

Paying Office Information
BUREAU OF THE PUBLIC DEBT
257 BOSLEY INDUSTRIAL PARK DOCK 2
PARKERSBURG, WV 26101

DOC ID	RTS ID	Stock Number	UN	QUANT	Requisition Number	SUPPL ADDR	SIG CD	Cust Fund CD	SHIP DTE	Total Sales Value	Unit Sale Price	DIST CD	PROJ CD	Location Code	Purchase Order Number
FC1	GPO	09NA2885	EA	1	7016AT 3011 8921		C	SF	329	45.22	45.22				G360305
FC1	GPO	09M83020	BK	10	7016AT 3011 8940		C	SF	329	180.20	18.02				G360305
FS1	Total for Customer Fund Code: SF 225.42 2 LINE ITEMS														
Total for Account Code: C-203402										8,363.68					

E

Discrepancies
If you have price or shipping discrepancies, please contact our National Customer Service Center at NCSCustomer.service@gsa.gov or 800-488-1111.

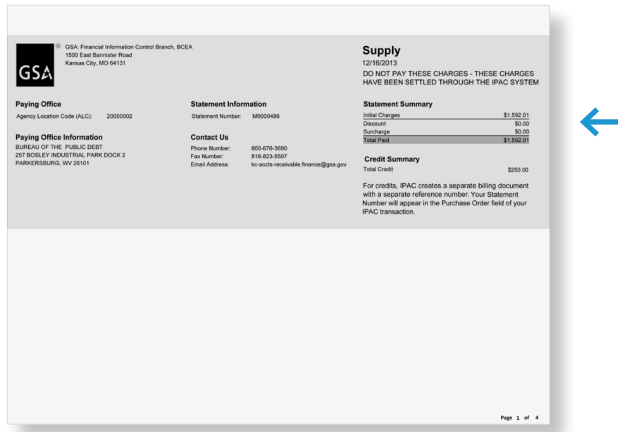
Billing Questions
If you have questions about a charge on your bill you may contact the following: GSA FAS Billing Customer Service Help Desk at 800-676-3690, Your GSA Accounting Technician, or kc-accts-receivable.finance@gsa.gov. You can review charges on your GSA bill by going to our VCS website: <http://vcs.gsa.gov>.


For general system/login ID/password issues, please contact: GSA OCFD Service Desk at 866-450-6588.

GSA Global Supply is transforming through Supply Transformation (ST). ST responds to customer needs while saving taxpayer dollars by developing a strongly competitive, full-service retail and wholesale supply chain offering via continual transformation, velocity and agility. ST provides retail and wholesale supply chain solutions that meet the global needs of FAS key strategic customers by delivering timely supplies at best value. ST provides greater value and improves services to our customers and reduces costs to taxpayers by implementing a more efficient method of supply.

Page 4 of 4

The statement overview contains key information about the statement and your agency, contact information for help if you need it, and a top-level summary of charges and credits for the listed Agency Location Code (ALC). Each statement covers transactions over an entire billing cycle for a single ALC and includes charges and credits for all Account Codes assigned to that ALC.



<p>1  GSA: Financial Information Control Branch, BCEA 1500 East Bannister Road Kansas City, MO 64131</p> <p>2 Paying Office Agency Location Code (ALC): 20050002</p> <p>3 Paying Office Information BUREAU OF THE PUBLIC DEBT 257 BOSLEY INDUSTRIAL PARK DOCK 2 PARKERSBURG, WV 26101</p>	<p>4 Statement Information Statement Number: M0000486</p> <p>5 Contact Us Phone Number: 800-676-3690 Fax Number: 816-823-5507 Email Address: kc-accts-receivable.finance@gsa.gov</p>	<p>6 Supply 12/16/2013 DO NOT PAY THESE CHARGES - THESE CHARGES HAVE BEEN SETTLED THROUGH THE IPAC SYSTEM</p> <p>7 Statement Summary</p> <table border="0"> <tr> <td>Initial Charges</td> <td style="text-align: right;">\$1,592.01</td> </tr> <tr> <td>Discount</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Surcharge</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Paid</td> <td style="text-align: right;">\$1,592.01</td> </tr> </table> <p>8 Credit Summary</p> <table border="0"> <tr> <td>Total Credit</td> <td style="text-align: right;">\$250.00</td> </tr> </table> <p>For credits, IPAC creates a separate billing document with a separate reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.</p>	Initial Charges	\$1,592.01	Discount	\$0.00	Surcharge	\$0.00	Total Paid	\$1,592.01	Total Credit	\$250.00
Initial Charges	\$1,592.01											
Discount	\$0.00											
Surcharge	\$0.00											
Total Paid	\$1,592.01											
Total Credit	\$250.00											

1. GSA Address The address of the GSA Finance Office that handles the business line.

2. Agency Location Code (ALC) The code assigned to you by the Treasury Department to enable payments through the IPAC system.

3. Paying Office Information The name and address associated with the Agency Location Code.

4. Statement Number A unique alphanumeric code generated by GSA for each statement. You'll need this number if you have questions about your statement or need to initiate a chargeback. Effective February 2014 statement number formats for GSA Global Supply and AutoChoice will be different. GSA Global Supply IPAC statement numbers will begin with M, and AutoChoice IPAC statement numbers will begin with PI.

5. Contact Us GSA phone and fax numbers, and email address.

6. Statement Date The date the statement was generated.

7. Initial Charges The total amount you incurred this billing cycle, before discounts and surcharges have been applied.

8. Surcharge An additional amount charged for freight, export or other miscellaneous costs.

9. Total Paid The total sum collected by GSA through the IPAC system.

10. Credit Summary The summary of all credit transactions sent through IPAC for this statement number. For credits, IPAC creates separate transaction(s) with a separate document reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.

What's in the Account Code header?

The Account Code header includes charge and credit totals, plus identifying information, for the listed Account Code only. Charges and credits for each new Account Code will begin on a separate page with a new Account Code header.

ALC: 20050002		Account Code: C-203402		Statement Number		M0000486 12/16/2013											
Paying Office Information				<table border="0"> <tr> <td>Initial Charges</td> <td>\$8,363.68</td> </tr> <tr> <td>Discount</td> <td>\$0.00</td> </tr> <tr> <td>Surcharge</td> <td>\$0.00</td> </tr> <tr> <td>Total Paid</td> <td>\$8,363.68</td> </tr> <tr> <td>Total Credit</td> <td>\$250.00</td> </tr> </table>				Initial Charges	\$8,363.68	Discount	\$0.00	Surcharge	\$0.00	Total Paid	\$8,363.68	Total Credit	\$250.00
Initial Charges	\$8,363.68																
Discount	\$0.00																
Surcharge	\$0.00																
Total Paid	\$8,363.68																
Total Credit	\$250.00																
BUREAU OF THE PUBLIC DEBT 257 BOSLEY INDUSTRIAL PARK DOCK 2 PARKERSBURG, WV 26101																	
DOC ID	RTG	Stock Number	LN	QUANT	Requestion Number	SUPPL ADDR	USG	Cost	SHIP DTE	Total Sales Value	Unit Sale Price	DIST	PRG	Location	Purchase Order		
ID							CD					CD	CD	Code	Number		
FCL	GRD	7520015646054	02	3	709487 3013 BK06	C	MD	326	56.82	18.84					BE37504		
FCL	GRD	7520015191249	3E	10	709487 3013 BK00	C	MD	326	45.90	4.59					BE37736		
FCL	GRD	7520011142424	02	6	709487 3013 BK04	C	MD	326	45.90	7.25					BE37926		
FSL	Total for Customer Fund Code: MD 140.82 3 LINE ITEMS																
FCL	GRD	AG07050050	EA	38	709427 3009 BK04	C	WA	329	236.28	36.46					G303084		
FCL	GRD	G3044889	EA	800	709427 3009 BK07	C	WA	326	8,211.00	9.46					G303083		
FCL	GRD	G3044887	EA	80	709427 3009 BK08	C	WA	326	860.80	11.11					G303083		
FCL	GRD	G3044886	EA	100	709427 3009 BK09	C	WA	326	940.00	9.46					G303083		
FCL	GRD	HEW4363AA	EA	3	709427 3009 BK10	C	WA	329	187.85	62.95					G303084		
FSL	Total for Customer Fund Code: WA 6,300.17 6 LINE ITEMS																
FAL	GRD	751000000095	02	8	709427 3009 BK23	C	BA	329	30.00	4.95					543990		
FAL	GRD	753001040009	0A	3	709427 3009 BK24	C	BA	329	45.30	15.13					543990		
FAL	GRD	753001040000	0A	1	709427 3009 BK25	C	BA	329	15.13	15.13					543990		
FAL	GRD	753000010009	0A	9	709427 3009 BK27	C	BA	326	325.80	36.20					NS73934		
FAL	GRD	752001020101	02	21	709427 3009 BK28	C	BA	326	233.86	28.63					543990		
FAL	GRD	7520014833348	0A	4	709427 3009 BK30	C	BA	326	175.74	29.29					543990		
FAL	GRD	AB33003479577	0A	15	709427 3009 BK37	C	BA	326	832.35	55.53					NS73933		
FSL	Total for Customer Fund Code: BA 2,688.43 7 LINE ITEMS																



ALC: 20050002

11 Account Code: C-203402

Statement Number

M0000486
12/16/2013

Paying Office Information
 BUREAU OF THE PUBLIC DEBT
 257 BOSLEY INDUSTRIAL PARK DOCK 2
 PARKERSBURG, WV 26101

12	Initial Charges	\$8,363.68
	Discount	\$0.00
	Surcharge	\$0.00
	Total Paid	\$8,363.68
	Total Credit	\$250.00

11. Account Code (formerly Activity Address Code or "AAC" or Billed Office Address Code "BOAC")

A unique number assigned by GSA that identifies your agency or the entity to which the charges are associated. Beginning in February 2014, your GSA Global Supply and AutoChoice Account Codes will begin with "C-" followed by your six-digit BOAC or AAC.

12. Summary for Account Code

These fields are the same as defined previously on page 3 for the Statement Overview, but the figures apply to this Account Code only.

What's in the itemized charges section of your statement?

Charges and credits are separated by Account Code and split into subsections by Customer Fund Code. Subtotals are shown for each Customer Fund Code and each Account Code.

Each horizontal row in the itemized charges section includes reference information and billing details for one type of item. The reference information and billing details are shown below and on the following page.

ALC: 20050002		Account Code: C-203402		Statement Number		90000486 12/01/2013									
Paying Office Information															
BUREAU OF THE PUBLIC DEBT 217 BOSLEY INDUSTRIAL PARK DOCK 2 PARKERSBURG, WV 26101															
DOC ID	RTG	Stock Number	UN	QUANT	Requisition Number	SUPPL ADDR	SIG	Cost	SHP DTE	Total Sales Value	Unit Sale Price	DIST	PROJ	Location	Purchase Order
	ID		ISS				CD	Fund				CD	CD	Code	Number
FC1	GSO	BSN62889	EA	1	709JAT 3011 8921	C	SF	329		45.22	45.22				G3K05025
FC1	GSO	DYM30320	BX	10	709JAT 3011 8940	C	SF	329		180.20	18.02				G3K05025
FS1	Total for Customer Fund Code: SF									225.42					2 LINE ITEMS
Total for Account Code: C-203402										8,363.68					



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DOC ID	RTG ID	Stock Number	UN ISS	QUANT	Requisition Number	SUPPL ADDR	SIG CD	Cust Fund CD	SHP DTE	Total Sales Value	Unit Sale Price	DIST CD	PROJ CD	Location Code	Purchase Order Number
FC1	GSO	BSN62889	EA	1	709JAT 3011 8921	C	SF	329		45.22	45.22				G3K05025
FC1	GSO	DYM30320	BX	10	709JAT 3011 8940	C	SF	329		180.20	18.02				G3K05025
FS1	Total for Customer Fund Code: SF									225.42					2 LINE ITEMS
Total for Account Code: C-203402										8,363.68					

13. Document Identification (Doc ID) indicates the type of order placed. For example, FA indicates a depot order, FC a non-stock direct delivery, FD a material return and FG a GSA Global Supply Customer Supply Center order.

14. Routing Identification (RTG ID) indicates where the order is routed from and identifies the GSA activity that directed the shipment.

15. Stock Number is a unique alphanumeric code that identifies the goods or services supplied.

16. Unit of Issue (UN ISS) indicates the units by which the goods or services are measured. Unit of Issue may vary. (For example, EA for each, DZ for dozen, BX for box).

17. Quantity indicates the number of units issued per detail billing line.

18. Requisition Number currently consists of three parts: the customer's Account Code (formerly BOAC or AAC), the Julian date of the order, and the serial number or last four

numbers of the Customer Supply Center (CSC) order number.

19. Supplementary Address (SUPPL ADDR) is designed to provide you with an additional location to which shipping, billing or status information may be directed. The Account Code (formerly BOAC or AAC) of the alternate organization or location may appear here.

20. Signal Code (SIG CD) This one-character code designates to GSA the "ship to" and "bill to" addresses for the requisition.

21. Customer Fund Code (formerly Fund Code "FND CD") This two-character code assigned by you indicates to GSA that funds are available to pay for the material ordered, and authorizes release.

22. Ship Date indicates the month, date and year the order was released for billing.

ALC: 20050002 Account Code: C-203402 Statement Number M0000486
12/24/2013

Paying Office Information
BUREAU OF THE PUBLIC DEBT
217 HOSLEY INDUSTRIAL PARK DOCK 2
PARKERSBURG, WV 26101

DOC ID	RTG ID	Stock Number	UN ISS	QUANT	Requisition Number	SUPL ADDR	SIG CD	Cust Fund CD	SHP DTE	Total Sales Value	Unit Sale Price	DIST CD	PROJ CD	Location Code	Purchase Order Number
FC1	GSO	BSN62889	EA	1	709JAT 3011 8921		C	SF	329	45.22	45.22				G3K05025
FC1	GSO	DYM30320	BX	10	709JAT 3011 8940		C	SF	329	180.20	18.02				G3K05025
FS1	Total for Customer Fund Code: SF									225.42					2 LINE ITEMS
Total for Account Code: C-203402										8,363.68					



DOC ID	RTG ID	Stock Number	UN ISS	QUANT	Requisition Number	SUPL ADDR	SIG CD	Cust Fund CD	SHP DTE	23 Total Sales Value	24 Unit Sale Price	25 DIST CD	26 PROJ CD	27 Location Code	28 Purchase Order Number
FC1	GSO	BSN62889	EA	1	709JAT 3011 8921		C	SF	329	45.22	45.22				G3K05025
FC1	GSO	DYM30320	BX	10	709JAT 3011 8940		C	SF	329	180.20	18.02				G3K05025
FS1	Total for Customer Fund Code: SF									225.42					2 LINE ITEMS
Total for Account Code: C-203402										8,363.68					

23. Total Sales Value (formerly "Extended Sales Value") indicates the total value of the goods or services listed per detail line, based on quantity multiplied by the unit sales price.

24. Unit Sale Price indicates the charge per unit.

25. Distribution Code (DIST CD, formerly "Customer Distribution Code") This multi-use data field may be used to request that supply and shipment status reports be sent to another unit of your organization. To designate this, you must first notify GSA of the alternate addressee, and arrange for a 3-character code to be assigned.

26. Project Code (PROJ CD) This optional three-character entry is assigned by GSA at your request. It is used primarily by customers to identify requisitions and related documentation for special programs, exercises, projects, operations or other purposes.

27. Location Code (Location CD, formerly Store Number or "STR") In cases of Customer Supply Center (CSC) orders, this indicates the CSC store number and location that fulfilled the order.

28. Purchase Order Number This multipurpose line may be populated with the document number, such as a depot manifest number, from the agency requesting goods. It is populated with customer appropriation data, if supplied. Otherwise it is populated with the purchase order number.



October 2013

**Office of the Chief Information Officer
Accounts Receivable Customer Service Helpdesk**

Phone: 800.676.3690

Fax: 816.823.5507

Email: kc-accts-receivable.finance@gsa.gov

GSA Financial Information Control Branch, BCEA
1500 E. Bannister Road
Kansas City, MO 64131