

About your GSA Global Supply and AutoChoice Statements for non-IPAC customers

This guide is designed to help you understand your non-IPAC GSA Global Supply and AutoChoice Statements.

(Version 2.1)

Beginning in February 2014, you will receive redesigned statements for GSA Global Supply and AutoChoice. The GSA redesign of the 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. GSA will discontinue the mailing of statements as of February 2014. If you currently receive your statements by mail, you'll be required to download them from GSA's Vendor and Customer Self Service (VCSS) website, located at vcss.gsa.gov.

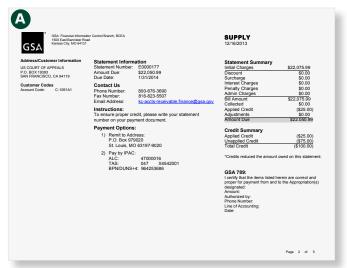
As of February 2014, all GSA Global Supply and AutoChoice customers will be required to log on to VCSS to obtain printed bills. There, you can find not only your GSA Global Supply and AutoChoice Statements but also a wide range of additional information and useful resources. Once you've registered for 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).

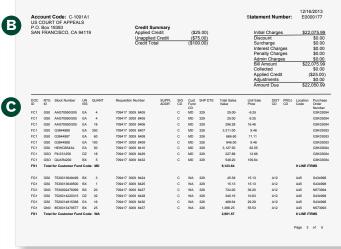
Questions about your statement or your charges?

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 GSA Global Supply and AutoChoice statements

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. Note that the first page of your statement is a cover page that contains only your address—it is not shown here.



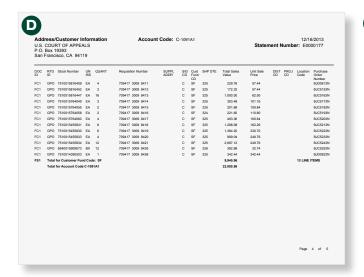


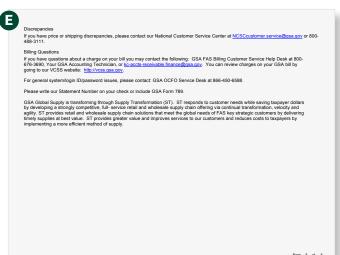
A: The statement overview appears on the second page of your statement. It contains key information about the statement and your agency, contact information for help if you need it, payment options and a top-level summary of your charges and credits for the billing cycle.

The statement overview also contains the Account Code (formerly Billed Office Address Code "BOAC" or Activity Address Code "AAC"). Beginning in February 2014, GSA Global Supply and AutoChoice Account Codes will begin with the prefix C-, so your Account Code in VCSS will be C-plus your 6-digit BOAC or AAC.

For more detail on the statement overview section, see pages 3 and 4 of this guide.

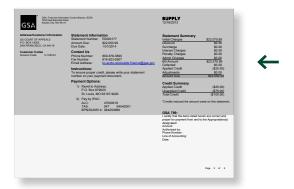
- **B:** The third page of your statement begins with an Account Code header, followed by itemized charges. The Account Code header is simply a subset of the information in your statement overview. Additional pages of your statement will begin with an abbreviated Account Code header.
- **C: Itemized charges** begin at the bottom of page 3 of your statement. This section displays itemized charges and useful subtotals.
- **D: Itemized charges** may continue on additional pages of your statement. See pages 5 and 6 for details on itemized charges.
- **E: The general information page** contains points of contact for help if you need it, along with notices and helpful information.





What's in the statement overview and Account Code header?

The statement overview and the Account Code header contain identifying information and a statement summary for your Account Code. Identifying and reference information is explained here, and the statement summary is explained on page 4.







GSA: Financial Information Control Branch, BCEA 1500 East Bannister Road Kansas City, MO 64131

Address/Customer Information
US COURT OF APPEALS

US COURT OF APPEALS P.O. BOX 19393 SAN FRANCISCO, CA 94119

Customer Codes
Account Code: C-1091A1

Statement Information

Statement Number: E0000177 Amount Due: \$22,050.99 Due Date: 1/31/2014

5 Contact Us

Phone Number: 800-676-3690 Fax Number: 816-823-5507

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

6 Instructions:

To ensure proper credit, please write your statement number on your payment document.

Payment Options:

1) Remit to Address: P.O. Box 979020 St. Louis, MO 63197-9020

2) Pay by IPAC:

ALC: 47000016 TAS: 047 X4542001 BPN/DUNS+4: 964253686

SUPPLY

Statement Summary

12/16/2013

Initial Charges	\$22,075.99
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$22,075.99
Callagtad	00.00

 Admin Charges
 \$0.00

 Bill Amount
 \$22,075.99

 Collected
 \$0.00

 Applied Credit
 (\$25.00)

 Adjustments
 \$0.00

 Amount Due
 \$22,050.99

Credit Summary

Applied Credit	(\$25.00)
Unapplied Credit	(\$75.00)
Total Credit	(\$100.00)

*Credits reduced the amount owed on this statement.

- **1. GSA Address** The address of the GSA Finance Office that handles the business line.
- 2. Address/Customer Information The name and address of your agency associated with the Account Code listed below.
- 3. Customer Codes
 Account Code (formerly
 Activity Address Code
 "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,

GSA Global Supply and AutoChoice Account Codes will begin with the prefix C-, so your Account Codes in VCSS will be C- plus your sixdigit BOAC or AAC.

4. Statement Information

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.

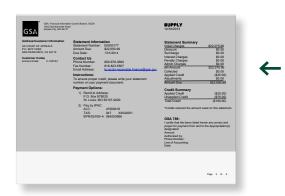
GSA Global Supply non-IPAC statement numbers will begin with E, and AutoChoice non-IPAC statement numbers will begin with PN.

Amount Due: The total due for this billing cycle.

Due Date: The date by which GSA must receive your payment. Non-federal customers may incur interest charges or penalties for late payments.

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

- **6. Instructions** This section reminds you to include the statement number on your payment document.
- 7. Payment Options This section indicates the payment options for remittance. For example, you may send your payment to a secure lockbox, or pay through the Treasury's Intergovernmental Payment and Collection system (IPAC).
- 8. Remit to Address Send your payment to the address identified here on your actual statement, if you're paying by check.





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Address/Customer Information

US COURT OF APPEALS P.O. BOX 19393 SAN FRANCISCO, CA 94119

Customer Codes Account Code: C-1091A1

Statement Information

Statement Number: E0000177 Amount Due: \$22,050.99 Due Date: 1/31/2014

Contact Us

Phone Number: 800-676-3690 Fax Number: 816-823-5507

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

Instructions:

To ensure proper credit, please write your statement number on your payment document.

Payment Options:

Remit to Address:
 P.O. Box 979020
 St. Louis, MO 63197-9020

2) Pay by IPAC:

ALC: 47000016 TAS: 047 X4542001 BPN/DUNS+4: 964253686



Statement Summary

Initial Charges	\$22,075.99
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$22,075.99
Collected	\$0.00
Applied Credit	(\$25.00)
Adjustments	\$0.00
Amount Due	\$22.050.99

Credit Summary

Applied Credit (\$25.00)
Unapplied Credit (\$75.00)
Total Credit (\$100.00)

*Credits reduced the amount owed on this statement.

13 GSA 789:

I certify that the items listed herein are correct and proper for payment from and to the Appropriation(s) designated:

Amount: Authorized by: Phone Number: Line of Accounting: Date:

9. Statement Date The date the statement was generated.

10. Statement Summary

This section of the header contains select totals of your charges and credits for the period covered by the statement.

Initial Charges: The total amount you incurred this billing cycle, before interest, penalties, discounts or other adjustments have been applied.

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

Interest, Penalty, Admin

Charges: Amount charged to non-federal customers this billing cycle for late payments.

Bill Amount: The subtotal of above charges and discounts.

Collected: The amount of any payment for this bill.

Applied Credit: Total amount of credits that have been applied against this statement.

Adjustments: A bill modification applied to your account.

Amount Due: The sum that you owe to GSA.

11. Credit Summary

Applied Credit: Total amount of credits from this statement that have been applied to this or another statement.

Unapplied Credit: An outstanding credit amount which can be applied to future or past bills, or refunded to you.

Total Credit: The summary of all credit transactions for this statement number.

12. Credit message

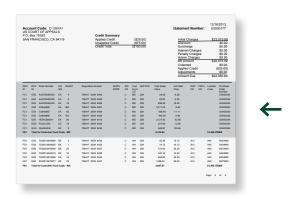
Explanation of how credits reduced the amount owed on this statement or another statement. This is one of three possible messages.

13. GSA 789 This form is used by customer agencies to certify and approve payment of GSA Global Supply and AutoChoice bills. It is provided for your convenience to support required internal processes and is most commonly used by military agencies.

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

Charges and credits are split into subsections by Customer Fund Code, with subtotals.

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



14	15	16	1	18	19	20	21	22	23						
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	GS0	AAG70950G05	EA	4	709417 3009 8405		С	MD	329	25.00-	-6.25				G3K03084
FC1	GS0	AAG70950G05	EA	4	709417 3009 8405		С	MD	329	25.00	6.25				G3K03084
FC1	GS0	AAG70950G05	EA	18	709417 3009 8406		С	MD	329	296.28	16.46				G3K03084
FC1	GS0	G3844889	EA	350	709417 3009 8407		С	MD	326	3,311.00	9.46				G3K03083
FC1	GS0	G3844887	EA	60	709417 3009 8408		С	MD	326	666.60	11.11				G3K03083
FC1	GS0	G3844888	EA	100	709417 3009 8409		С	MD	326	946.00	9.46				G3K03083
FC1	GS0	HEWCB543A	EA	50	709417 3009 8410		С	MD	329	3,127.50	62.55				G3K03084
FC1	GSO	PILS31256	DZ	18	709417 3009 8429		С	MD	329	227.88	12.66				G3K03084
FC1	GSO	QUAR4200	вх	5	709417 3009 8432		С	MD	329	548.20	109.64				G3K03084
FS1	1 Total for Customer Fund Code: MD									9,123.64				9 LINE ITI	EMS

14. 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.

- **15. Routing Identification** (RTG ID) indicates where the order is routed from and identifies the GSA activity that directed the shipment.
- **16. Stock Number** is a unique alphanumeric code that identifies the materials supplied.

17. 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, etc.

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

19. Requisition Number

currently consists of three parts: the customer 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.

20. 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 location may appear here.

21. Signal Code (SIG CD)

This one character code designates to GSA the "ship to" and "bill to" addresses for the requisition.

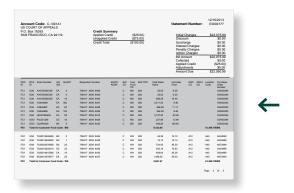
22. Customer Fund Code (formerly Fund Code "FND

CD") This two-character code assigned by you indicates to GSA that funds are available to pay for the material ordered, and authorizes its release.

23. Ship Date (SHP DTE)

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

More about the itemized charges section of your statement



										24	25	26	27	28	29
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	GS0	AAG70950G05	EA	4	709417 3009 8405		С	MD	329	25.00-	-6.25				G3K03084
FC1	GS0	AAG70950G05	EA	4	709417 3009 8405		С	MD	329	25.00	6.25				G3K03084
FC1	GS0	AAG70950G05	EA	18	709417 3009 8406		С	MD	329	296.28	16.46				G3K03084
FC1	GS0	G3844889	EA	350	709417 3009 8407		С	MD	326	3,311.00	9.46				G3K03083
FC1	GS0	G3844887	EA	60	709417 3009 8408		С	MD	326	666.60	11.11				G3K03083
FC1	GS0	G3844888	EA	100	709417 3009 8409		С	MD	326	946.00	9.46				G3K03083
FC1	GS0	HEWCB543A	EA	50	709417 3009 8410		С	MD	329	3,127.50	62.55				G3K03084
FC1	GSO	PILS31256	DZ	18	709417 3009 8429		С	MD	329	227.88	12.66				G3K03084
FC1	GSO	QUAR4200	BX	5	709417 3009 8432		С	MD	329	548.20	109.64				G3K03084
FS1	FS1 Total for Customer Fund Code: MD									9,123.64				9 LINE IT	EMS

24. 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.

25. Unit Sale Price Indicates the charge per unit.

26. Distribution Code (DIST CD, formerly "Customer Distribution

Code") This multi-use data field may be used to request supply and shipment status reports be sent to another element 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.

27. 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.

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

29. 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 statement number.



October 2013

Office of the Chief Information Officer Accounts Receivable Customer Service Helpdesk

Phone: 800-676-3690 Fax: 800-823-5507

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

GSA: Financial Information Control Branch, BCEA

1500 E. Bannister Road Kansas City, MO 64131