# Vendor and Customer Self Service (VCSS)

USDA GSA

Follow the steps below to register a new account code in the Vendor and Customer Self Service (VCSS) website and subsequently request a User ID to access VCSS.

Registration allows GSA's vendors to submit real-time invoices, track the status of submitted invoices & payments generated from those invoices and view current orders. All VCSS users are required to have a valid DUNS or UEI number and be registered in the System for Award Management (SAM).

1 Visit VCSS at **vcss.ocfo.gsa.gov** and select the **Registrations & Access Request** button to register a VCSS account.
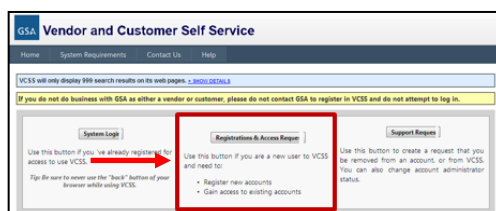
2 Select the **Click here if you currently do business with GSA as a Vendor** button to register for a vendor account.

3 On the **New Requests** page, in the **Registration** section, identify your organization by entering:

- **DUNS/UEI** of your company
- **Company,** the name of your company that you are registering

4 Select the **Register** button to continue the registration.

- The **Registration Requests** section is populated with **Agency Name** you provided in the **Registration** section
- Select the **X** to remove the registration and start over, **or**
- Select **Continue** to continue the registration

5 On the **User Information** page, fill out your user information.

6 On the **Confirm and Submit** page, review the user information provided.
- If the information is correct, read the **Administrator Responsibility** text, and select the **I accept this responsibility** checkbox
- By selecting this checkbox, you are responsible for approving and disapproving all user access to this account via email going forward

7 In the **Registration Requests** section at the bottom of the **Confirm and Submit** page, enter the code from the image and select the **Submit** button.

After you submit the registration, GSA is responsible for reviewing and approving the Vendor Registration Request. If GSA approves the request, you will receive an email confirming approval. The email will include a Personal Identification Number (PIN) to use to continue processing your registration in VCSS. If GSA does not approve the request, you will receive an email stating your request was rejected.

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8 Open the approval email from GSA and return to **vcss.ocfo.gsa.gov** to continue registration.

9 On the VCSS main page, select **New Registration** from the left-hand navigation bar.

10 On the next page in the **Registration Information** section, enter the following registration information:

- **Email Address** you used to register
- **PIN** provided in the approval email from GSA
- Select the **Next** button

11 On the next screen, select your **User Type** and complete the following for submission:

- Enter a **User ID** and **Password** (a first name followed by the last name format in lower case is required for the User ID— e.g. johnsmith)
- Enter your **contact information** (if applicable)
- Select the **Finish** button

12 On the next screen, review the information in the **Registration Information** and **User Information** sections, and then select the **Submit** button.

13 After you submit the User ID registration, GSA reviews the request for approval.

- If approved with a new UserID, GSA will send you two separate emails containing your official UserID and temporary password.
- If approved with an existing UserID, GSA will send you notification that your UserID has been updated to include the new account.

**The User ID and Password may be different than what you submitted for specific functionality criteria.

14 Visit VCSS at **vcss.ocfo.gsa.gov** and select the **System Login** button.

15 On the VCSS main page, select **Login** from the left-hand navigation bar.

16 On the VCSS login page, enter your new UserID & temporary password received from GSA or your exiting UserID & PW to sign in.

👍 If your login to VCSS is successful, you now have access to the VCSS account you successfully registered for. ****Don't forget to change your temporary password!**