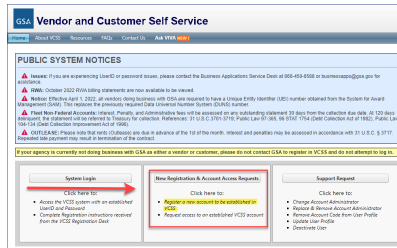


# Vendor Quick Start Guide for VCSS

Follow the steps below to register for a **new Account Code** for the Vendor and Customer Self Service (VCSS) system. Included are **follow up steps required** to associate this newly registered Account with a VCSS User ID within the VCSS system.

VCSS 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 UEI number and be registered in the System for Award Management (SAM) with an active profile .

1 Visit VCSS at [vcss.gsa.gov](http://vcss.gsa.gov) and select the **New Registration & Account Access Requests** button to register a new VCSS account.



2 Select the **Click here to register as a Vendor** button to register a new vendor account.

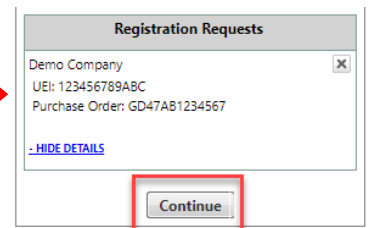
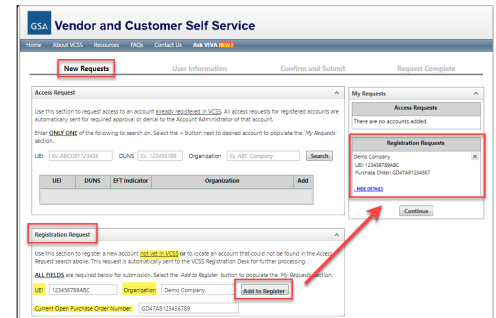


3 On the **New Requests** page, in the **Registration Request** section, identify your company by entering:

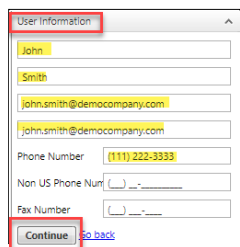
- **UEI number:** 12 character identity number received from SAM for your company
- **Organization:** the name of the company you are registering. *Special characters are prohibited.*
- **Current Open Purchase Order Number:** the currently active agreement with GSA associated with this request

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

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



5 Complete the user information section on the **User Information** page.



6 On the **Confirm and Submit** page, review the user information you entered.

- If the information is correct, read the **Administrator Responsibility** text, and select the **I accept this responsibility** checkbox.
- By selecting this checkbox, **you agree to be responsible for approving and/or disapproving all future user access requests to this account.**

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.

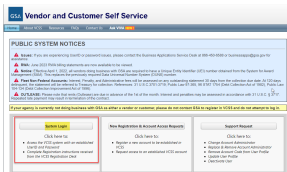


**PLEASE READ!!** After you submit this registration, GSA is responsible for reviewing and approving the Account Registration Request. If GSA approves the request, you will receive an email confirming approval. The email will include a Personal Identification Number (PIN) to use **to continue** processing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

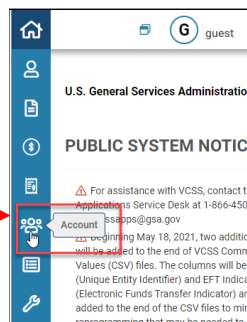


# Vendor and Customer Self Service (VCSS) cont.

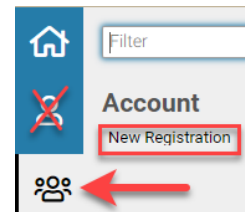
8 Return to [vcss.gsa.gov](https://vcss.gsa.gov). Enter the **System Login** section on the left to complete your new registration.



9 Select the **Accept & Continue>** button to enter VCSS. On the VCSS System main page, select the **Account** icon (singular format) from the navigation bar.

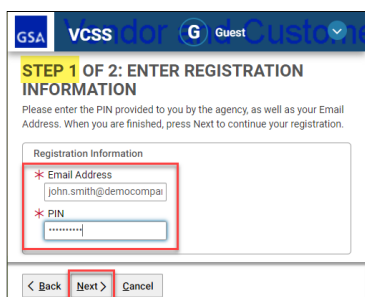


10 Select the **New Registration** option.



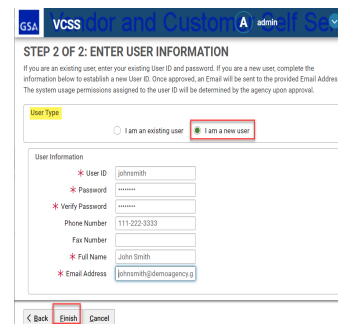
11 Next, complete **Registration Step 1 of 2** by entering the following information **exactly** as provided in the approval email from GSA:

- **Email Address** used when registering in all lower case letters
- **PIN** the 10 character number provided in the approval email
- Select the **Next** button

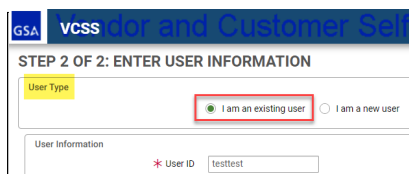


12 For **Registration Step 2 of 2**, select your relevant **User Type**. If you **do not have a UserID**, enter:

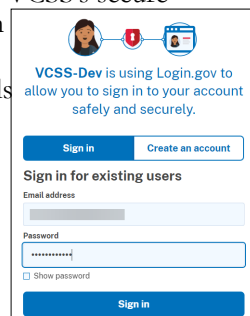
- **User ID** **required format** is first name followed by last name (e.g. johnsmith)
- **Password** only for VCSS to accept the PIN, **not for access**
- **Phone Number, Full Name and Email**



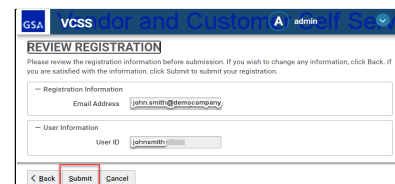
13 If you **have a current VCSS User ID**, enter your currently active VCSS UserID: following:



14 You will be directed to VCSS's secure multi-factor authentication site, **Login.gov**, to enter your **Login.gov** credentials. You will be unable to complete this step until your **Login.gov** profile includes the email address you provided with your registration.



15 After **Login.gov** validation, you will be re-directed back to VCSS to verify your entered data on the **Review Registration** page. Select the **Submit** button to receive your confirmation.



16 Your submission is now placed in the working queue for the VCSS Security Desk to process. You will receive an email notification when finished.

17 Please verify your VCSS access works as intended once you receive the confirmation of completion email.

*Been a while and you want to know the status of your registration?*

*Have a VCSS questions or two but don't know who to ask?*

**Just ask VIVA, VCSS's own "Chatbot Chick"!!** You can find her hanging out at the top of the VCSS Registration Homepage with her BTFs (Best Tab Friends) Ricky "Resources", Freida "FAQs", and Connie "Contact Us". Any or all of them have plenty of free time, so help make them earn their keep by stopping by to see what they can help you with!