United States Department of Agriculture

Vendor Customer Self Service (VCSS)

Pegasys 7.8 User Guide

Contract: # HHSN316201200011W

Order # AG-3144-D-16-0278

Version 11.0

August 2021

Table of Contents

Table of Contents 1
Table of Figures 3
Table of Tables 6
Revision Log 7
1 Introduction 10
1.1 General Information 10
1.2 System Description 10
1.3 Supported Browsers 10
1.4 Required Software 11
1.5 Points of Contact 11
2 Overview 12
3 Getting Started 13
3.1 Accessing VCSS 13
3.1.1 Logging into VCSS 13
3.1.2 Notices 14
3.1.3 Forgotten Password 15
3.2 Navigation 19
3.2.1 Top Right Navigation 19
3.2.2 Left Navigation Bar 19
3.2.3 Menus 20
3.2.4 Breadcrumbs 21
3.3 User Roles 21
3.4 Other Useful Tips 22
3.4.1 Date Selection Feature 22
3.4.2 Favorites 24
3.4.3 Bookmarks 27
3.4.4 Searching 30
3.4.5 Search Results Item Collections 31
3.5 Session Timeout 38
4 Vendor and Customer Registration and Maintenance 39
4.1 Registrant Information 39

4.1.1 Step 1 - Registration Code 39
4.1.2 E-Mail Notifications 40
5 Award/Order 42
5.1 Searching for an Award or Order....42
6 Invoices 43
6.1 Creating a Referenced Invoice....43
6.1.1 Invoice Information Tab 44
6.1.2 Lines Tab 45
6.1.3 Attachments Tab 46
6.2 Submitting an Invoice 47
6.3 Allow for Input Files....47
6.4 Searching....48
6.5 Viewing....49
6.6 Withdrawing an Invoice....50
6.7 Resubmitting an Invoice 51
6.8 Transmitted Itemized Order Corrections 51
6.9 E-Mail Notifications 52
7 Payments 53
7.1 Searching....53
7.2 Viewing....54
8 Correspondence....56

Table of Figures

Figure 1: VCSS Home Page 13
Figure 2: Not Logged-in Home Page 13
Figure 3: Sign In Button 14
Figure 4: VCSS Login Screen 14
Figure 5: VCSS View Notices Page 15
Figure 6: Forgot Password Link 15
Figure 7: User ID 16
Figure 8: Password Reset User Information 16
Figure 9: Password Reset Link Sent Via Email 17
Figure 10: CoreIdp Email 17
Figure 11: New VCSS Sign in Page 18
Figure 12: New Password Page 18
Figure 13: Left Navigation Bar 20
Figure 14: Electronic Invoicing Menu 21
Figure 15: Use of Breadcrumbs in VCSS 21
Figure 16: Calendar window Month 23
Figure 17: From Date 23
Figure 18: To Date 23
Figure 19: Calendar Window Year 24
Figure 20: Calendar Window 10 year range 24
Figure 21: Calendar Window 100 year range 24
Figure 22: Favorites Icon 25
Figure 23: Favorites Window 25
Figure 24: Favorites Search 26
Figure 25: Favorites Window 26
Figure 26: Favorites Window – Delete Icon 27
Figure 27: Bookmark Icon 27
Figure 28: Bookmark added 27
Figure 29: Manage Bookmarks Window 28
Figure 30: Bookmark Page 28
Figure 31: Bookmark Rank 29

Figure 32: Label Bookmark 29
Figure 33: Relabeled Bookmark 29
Figure 34: Save Bookmark 29
Figure 35: Delete Bookmark button 30
Figure 36: Action was Successful 30
Figure 37: VCSS Search Results 31
Figure 38: Adjusting Column Width 31
Figure 39: Smallest Amount Column Sort 32
Figure 40: Largest Amount Column Sort 32
Figure 41: Sort Icon 32
Figure 42: Primary Sort 33
Figure 43: Secondary Sort 33
Figure 44: Tertiary Sort 34
Figure 45: Sort Item Collections Table 34
Figure 46: Export Icon 34
Figure 47: Export Window 35
Figure 48: View in CSV Download 35
Figure 49: CSV Excel File 36
Figure 50: Maximize Icon 36
Figure 51: Maximized Table 37
Figure 52: Restored Table Size 37
Figure 53: Navigate to the Next Page 38
Figure 54: Show More Results Dropdown Option 38
Figure 55: New Registration Link 39
Figure 56: Step 1 of Registration Wizard 39
Figure 57: Step 2 of Registration Wizard 40
Figure 58: Registration Confirmation 40
Figure 59: Award Order Search 42
Figure 60: Create Referenced Invoice Button 43
Figure 61 Invoice Information Page 44
Figure 62: Lines Tab 45
Figure 63: Line Detail Section 46
Figure 64: Attachment Tab 46

Figure 65: Invoice Upload Execution Review Query....47
Figure 66: Invoice Search Page....48
Figure 67: Referenced Payment Tab....50
Figure 68: Order Attachments Page....51
Figure 69: Vendor Payment/Refunds Search....53
Figure 70: Vendor Payment Information Page....54
Figure 71: Referenced Invoice Message....55
Figure 72: Create Correspondence....56
Figure 73: Send Correspondence Page....57
Figure 74: Send Correspondence Drop Down....57
Figure 75: Subject and Message Fields....58
Figure 76: Attachments Tab....58
Figure 77: Submit Correspondence Button....58
Figure 78: Payments Information Correspondence....59
Figure 79: Review Correspondence Screen....59
Figure 80: View Statement Correspondence Screen....60

Table of Tables

Table 1: VCSS Primary Contact 11

Revision Log

Date	Version No.	Description	Author	Reviewer	Review
2/11	Draft/ Version .1	Original Draft	Danielle Becker	Hector Robles	2/11
11/14	Version 2	Draft - 7.1.2 Upgrade enhancements	Karin Keswani	Matt Randall	11/14
1/15	Final	• In Section 1.3, added a bullet to read "Mozilla Firefox versions 3.0.x & 3.5.x". • In Section 1.4 added a bullet to read, "Java 1.6.0+". • In section 1.5, updated point of contact to Financial Systems helpdesk at 1-866-450-6588. • In section 3.1.1, added last sentence to first paragraph to read, "A user can log in at https://vcss.ocfo.gsa.gov/." • Added screenshot of Breadcrumb trail in 3.2.3. • Added verbiage in multiple sections to include "customers".	Karin Keswani	Karin Keswani	1/15
1/18	4.0	• Revision 4.0 - updated to reflect the following changes for Pegasys 7.5.1 Upgrade: • Applied 508 standards and performed testing. • Updated screen shots and provided Alternate Text.	Kevin Hillman	Nick Longworth	1/18
5/18	5.0	• Updated **Table 1** in **Section 1.5**.	Kevin Hillman	Anthony Perrone, Jenny Lewis, Marice Grissom	4/18, 5/18

Date	Version No.	Description	Author	Reviewer	Review
1/21	Final 6.0	Updated to reflect the following changes for the 7.8 Upgrade • Updated figures for user experience changes 4, 8, 9, 11, 15-16,19-20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37 • Removed two screenshots along with the steps for section 3.1.3 describing user password resets • Updated section 3.1.3 to describe how to reset a password • Added UEI and EFT to Sections 5.1, 6.1.1, 6.4, 6.5, 7.1, and 7.2	Jad Youssef	Jun Kim, Marice Grissom	1/21
4/21	Final 7.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 3/1/21. • Applied 508 standards and performed testing.	Jad Youssef	Joseph Elliott Marice Grissom Jun Kim	4/21
5/21	Final 8.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 04/23/2021. • Applied 508 standards and performed testing.	Jad Youssef	Joseph Elliott Marice Grissom Jun Kim	5/21
6/21	Final 9.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 05/20/2021. • Applied 508 standards and performed testing.	Jad Youssef	Joseph Elliott Marice Grissom Jun Kim	6/21

Date	Version No.	Description	Author	Reviewer	Review
7/21	Final 10.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 06/22/2021 and 07/02/2021. • Applied 508 standards and performed testing.	Jad Youssef	Marice Grissom	7/21
8/21	Final 11.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comment dated 08/02/2021. • Applied 508 standards and performed testing.	Marice Grissom	Vicki Schlosser	8/21

1 Introduction

1.1 General Information

This User Guide Document documents the user guide for actions performed in the Vendor and Customer Self-Service (VCSS) v7.8 application to facilitate the integration between VCSS and Pegasys. This document references the VCSS application using GSA-specific information. GSA has opted to disable the procurement functionality in the VCSS application.

1.2 System Description

The Vendor and Customer Self-Service application facilitates electronic invoicing activities and allows the GSA's vendors and customers to track the status of electronic invoices and the payments referencing those invoices. VCSS allows vendors the ability to view current orders and payments and to submit real-time electronic invoices to GSA. VCSS facilitates electronic invoices through Web Methods integration to GSA's Pegasys financial system. VCSS provides a method for vendors and customers to view and respond to various business opportunities (i.e., Vendor Invoicing and Customer Billing Statement retrieval) with real-time interaction. CGI has created this user guide to assist vendors. However, there are some basic functions within this guide that apply to both vendors and customers and will be referenced as such.

NOTE: For details and information regarding customer transactions in VCSS, please reference the Billings and Accounts Receivable (BAAR) User Guide 8, Section 5.

1.3 Supported Browsers

VCSS is compatible with the following browsers:

- Mozilla Firefox versions 4 and higher.
- Google Chrome and Edge.

The 7.8 release supports Adobe Reader as the default PDF viewer for report output viewing and printing. This is a non-issue for Internet Explorer where the default PDF viewer is Adobe Reader.

When using the Firefox browser, please change the PDF viewer to Adobe by following these steps:

1. Select the menu button ☰ and select [Options].
2. Select the [General] panel and go to the Applications section.
3. Select the [Portable Document Format (PDF)] entry and change the action to use the [Adobe Reader] program. If the user does not have Adobe Reader, revert to PDF viewing as most modern web browsers also support this.

1.4 Required Software

VCSS requires the following software to utilize all of the site's features:

- Adobe Acrobat Reader
- Java 1.6.0+

1.5 Points of Contact

Table 1 provides the primary point of contact for this interface.

Table 1: VCSS Primary Contact

Name	Position	Phone Number	Email	Organization
Financial Systems	IT Service Desk	866-450-6588	businessapps@gsa.gov	GSA

2 Overview

VCSS allows GSA to complete invoicing activities with vendors electronically. This document is separated into six sections: Getting Started, Vendor Registration and Maintenance, Award/Order, Invoices, Payments, and Correspondence.

- **Getting Started:** Addresses navigational and basic functions including logging into VCSS, navigational tools, user roles, and other useful tips.
- **Vendor Registration and Maintenance:** Addresses registering as a vendor.
- **Award/Order:** Addresses searching for an award or order for a particular vendor. The Award/Order section also is where the creation of a Referenced Invoice will begin.
- **Invoices:** Address creating a referenced invoice, submitting an invoice to GSA, and searching and viewing invoices. The invoice section will also address withdrawing an invoice and resubmitting a rejected invoice.
- **Payments:** Address searching and viewing payments created for accepted invoices.
- **Correspondence:** Addresses how to send correspondence messages to Pegasys from VCSS.
- **Customer Related Items:** For details and information regarding customer transactions in VCSS, please reference the **BAAR User Guide 8, Section 5**.

3 Getting Started

This section details various topics that users need to know to use VCSS effectively. Specifically, this section details access to VCSS, navigation around various areas of VCSS, different types of VCSS users, and other useful tips.

3.1 Accessing VCSS

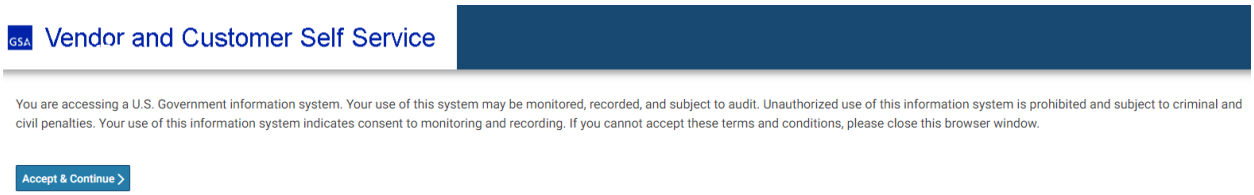
3.1.1 Logging into VCSS

Access to certain invoicing functionality in VCSS requires the user to login to VCSS. A user must be associated with a registered vendor in order to create invoices and view invoices and payment. The VCSS Registration Website can be located at https://vcss.ocfo.gsa.gov/.

To login to VCSS:

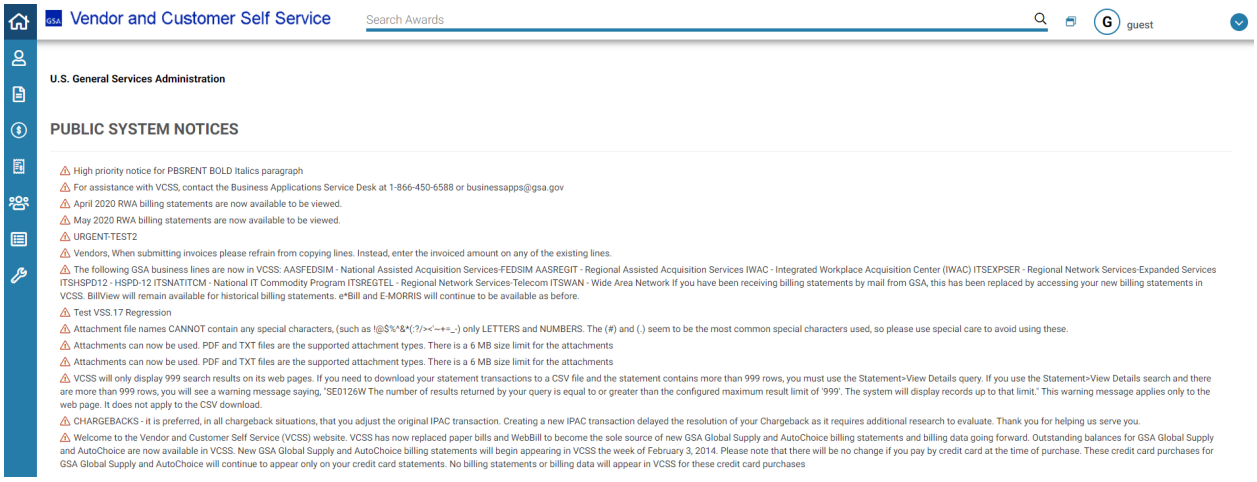
1. There are different paths to access the VCSS Home page. Once acquired, terms and conditions of accessing VCSS will be displayed. Read this information, then select **[Accept & Continue]** to continue.

Figure 1: VCSS Home Page



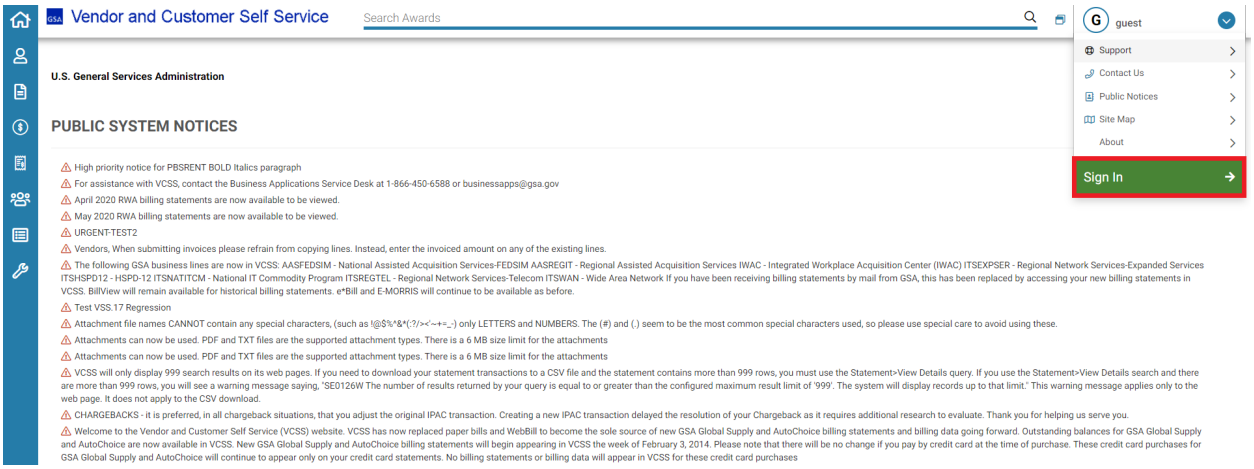
2. A list of Public System Notices will be displayed. Review the list before logging in.

Figure 2: Not Logged-in Home Page



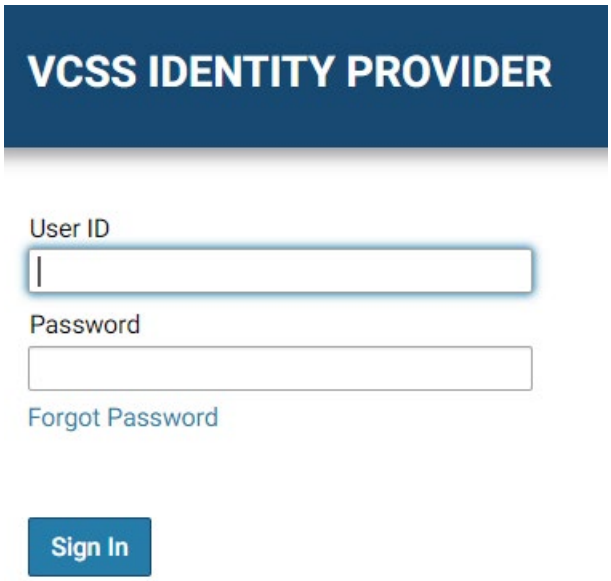
3. Select the **[Login]** option from the drop down menu in the upper-right corner.

Figure 3: Sign In Button



4. Enter the **[User ID]** and **[Password]**.

Figure 4: VCSS Login Screen

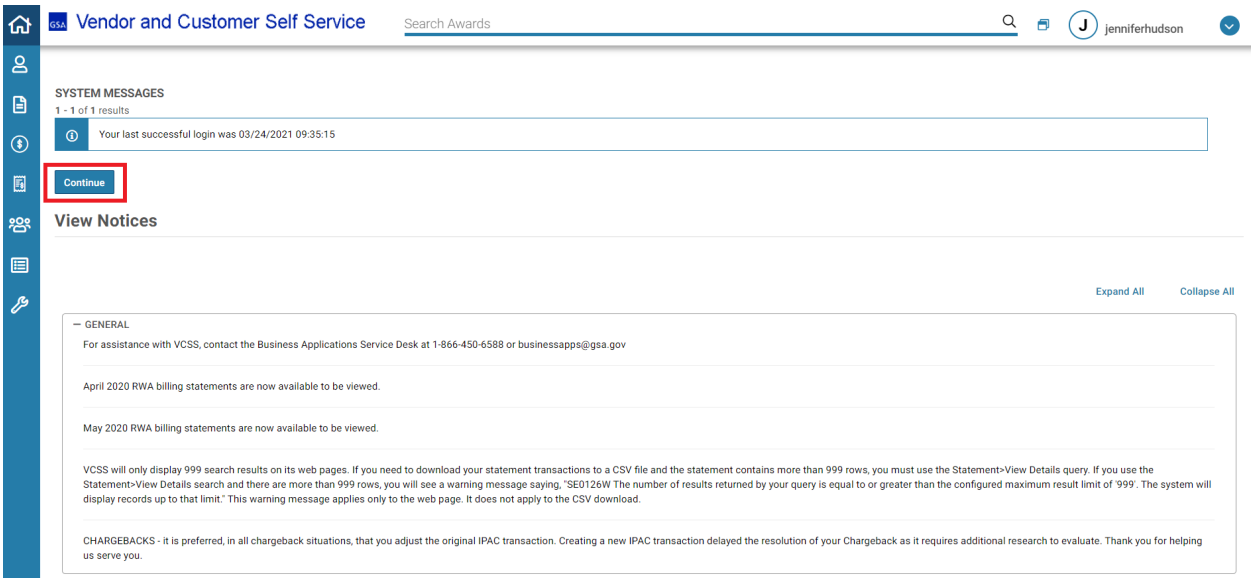


5. Select the **[Sign In]** button.

3.1.2 Notices

1. After logging in, the VCSS "Home" page will be displayed. This page varies for each user depending on which page they set as their home page. The View Notices is currently displayed. Please review the VCSS notices, and then select **[Continue]**.

Figure 5: VCSS View Notices Page



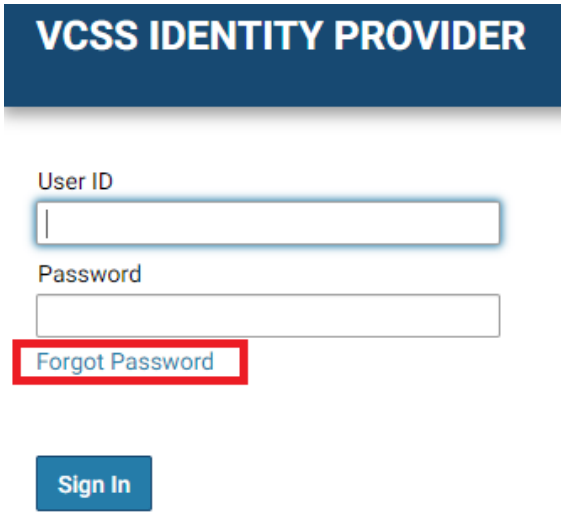
3.1.3 Forgotten Password

If a user forgets their password to access VCSS, the user may request a new password by contacting the GSA's Business Service Application Desk via email at businessapps@gsa.gov.

Another option for the user is to follow these steps to reset their own password:

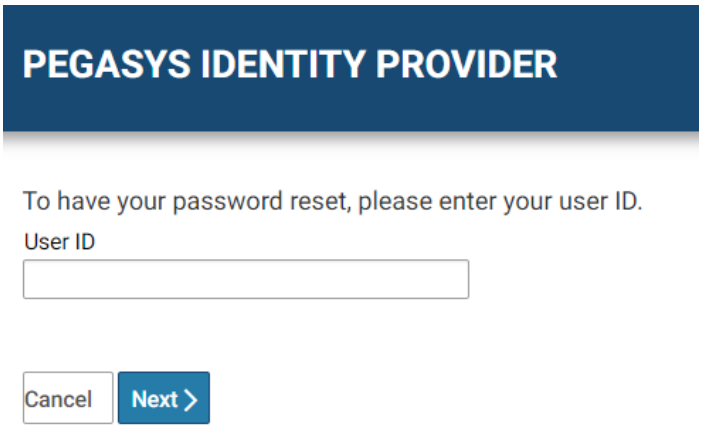
1. Navigate to the VCSS sign in page.

Figure 6: Forgot Password Link



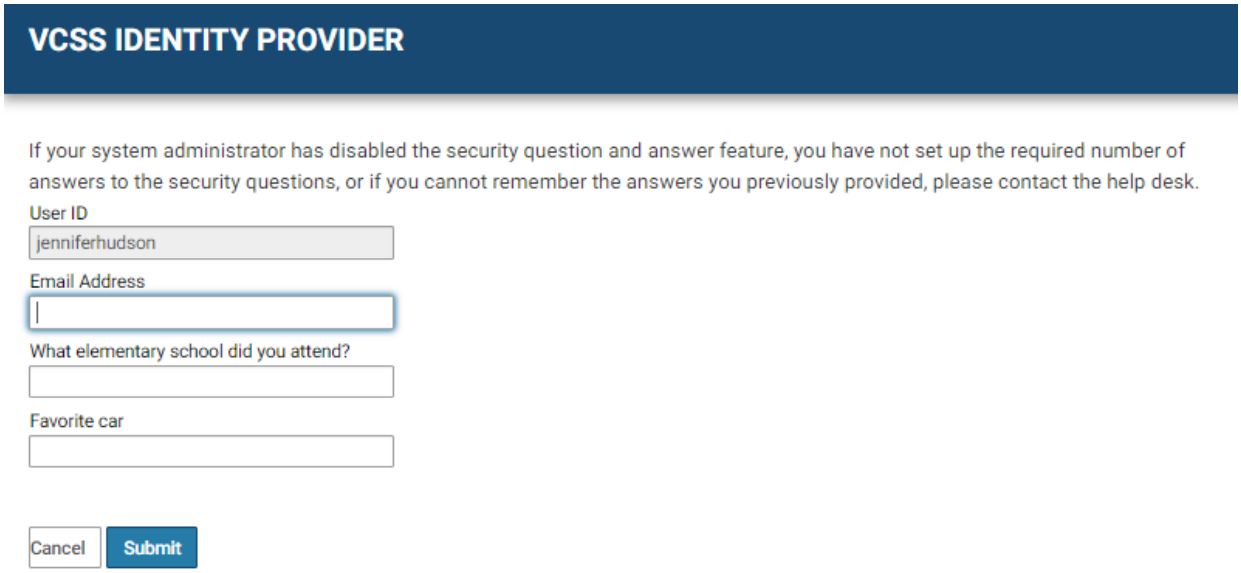
2. Select the **Forgot Password** link.

Figure 7: User ID



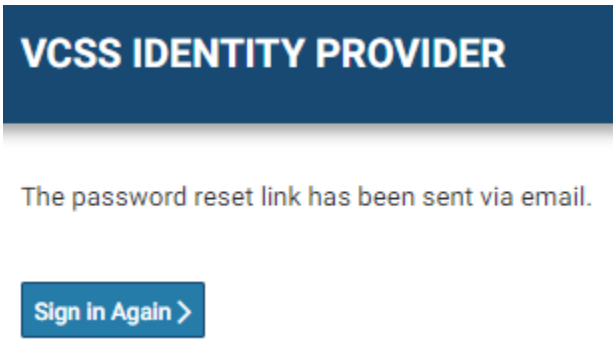
3. Enter your User ID on the User ID page.
4. On the New page displayed, enter in your User ID, Email Address, and the answers to your two security questions.

Figure 8: Password Reset User Information



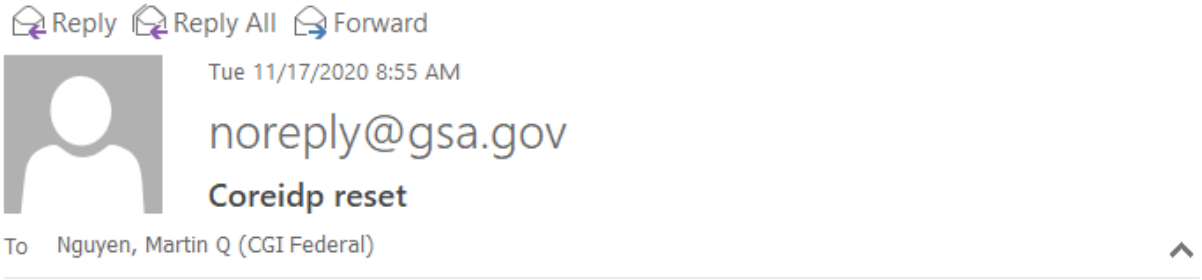
5. Select the **Submit** button.
6. A message will appear stating, “The password reset link has been sent via email”.

Figure 9: Password Reset Link Sent Via Email



7. Navigate to your email and open the CoreIdp Reset email.
8. Select the One-Time access link.

Figure 10: CoreIdp Email

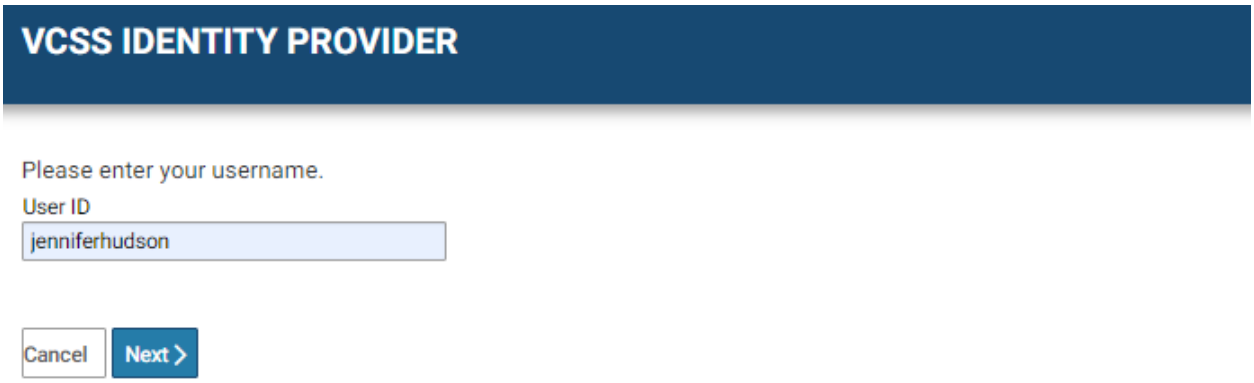


EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

One-time access link: https://cfctest8-vss.phdc-test.gsa.gov:443/authservice/PasswordReset.jsp?id=651d7387-3ca5-4105-9128-c02157f815dc

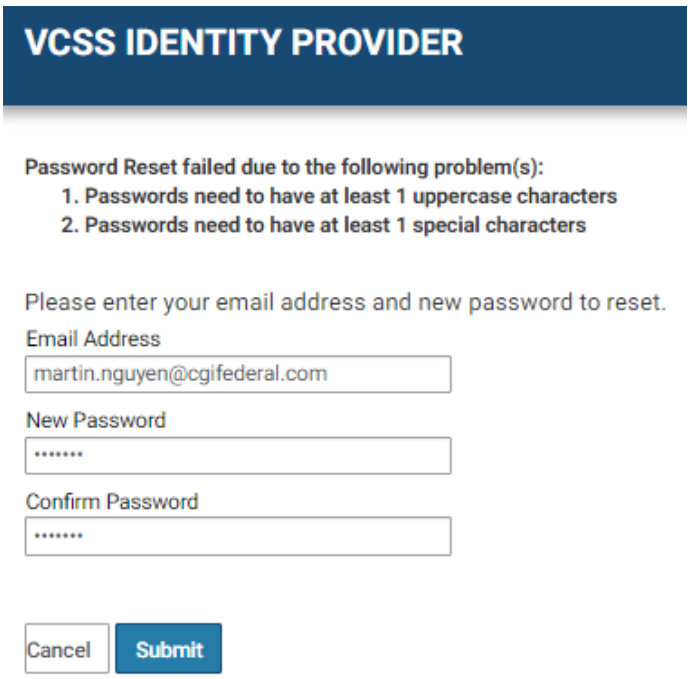
9. Select the external link and open the new VCSS sign in page.
10. Enter your User Id and select the **Next** button.

Figure 11: New VCSS Sign in Page



11. On the next page, enter your Email Address, New Password, and your new password again under Confirm Password.

Figure 12: New Password Page



12. Select the **Submit** button.
13. You will receive a second email stating the password for user id associated with this email address has been changed.
14. Navigate back to the sign in page and attempt to sign in with your User ID and New Password.
15. The VCSS Home page should be displayed after a successful sign in.

3.2 Navigation

This section details various ways that a user can navigate around VCSS.

3.2.1 Top Right Navigation

Throughout VCSS, the user may access various areas using the top right navigation. The top right navigation for a VCSS non-registered user includes the following:

- **Support:** Opens the VCSS Help external page.
- **About:** Opens the About VSSX application window.
- **Contact Us:** Directs the user to the VCSS Contact page.
- **Public Notices:** Returns the user to the VCSS Public System Notices page.
- **Site Map:** Exchanges the available VCSS Navigation options to the Site Map view. Please note this is a View Only page and none of the links are active.

The top right navigation for a user logged into VCSS includes the following:

- **Support:** Directs the user to the VCSS Online Help page.
- **Contact Us:** Directs the user to the VCSS Contact page.
- **Settings:** Opens a menu that allows the user to configure application settings.
- **Notices:** Takes the user to the VCSS View Notices page.
- **Public Notices:** Returns the user to the VCSS Public Notices Page.
- **Site Map:** Exchanges the VCSS Home Page menu options to the Site Map view.
- **Account Maintenance:** Allows the user to configure application settings, bookmarks, user information, and security questions and answers.
- **About:** Opens the About VSSX window.
- **Add Start Page:** Allows the user to configure the page they are on to be their starting page when they sign in.
- **Sign Out:** Signs the users out of the VCSS session.

3.2.2 Left Navigation Bar

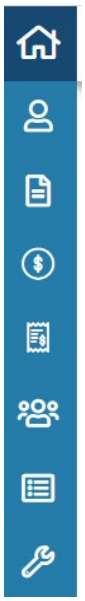
In VCSS, various navigational options appear on the left side of the page.

The menu options on the left navigation bar are listed below in the order of their icon picture in **Figure 13**:

- **Accounts**: Allows the user to perform Account or Business Line Summary searches.
- **Statements**: Allows the user to View and Print Statements, search for statements by agreements, Dispute statements, and view Dispute Requests.

- **Payments:** Allows the user to view Customer Payments and Refunds.
- **Electronic Invoicing:** Allows the user to perform an Order search, create and search Invoices, and Vendor Payment searches.
- **Account:** Allows the User to access the New Registration page.
- **Correspondence:** Allows the user to view and create Account and Statement Correspondence.
- **Utilities:** Allows the User to access external applications.

Figure 13: Left Navigation Bar



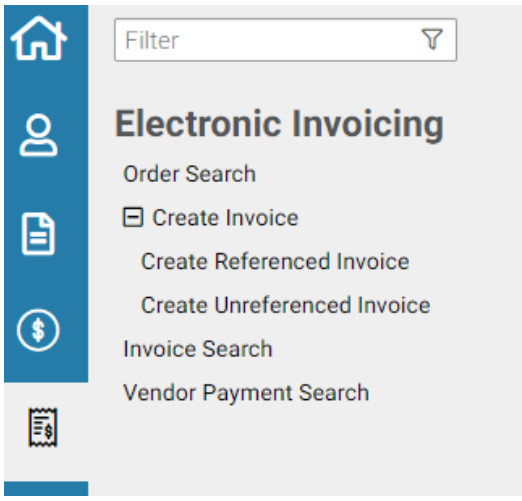
3.2.3 Menus

Within each navigation icon, the user has access to additional specific areas of VCSS by using the menus. Menus contain options based on the user role and access rights.

For example, the menu options for a vendor user that has a role to invoice for the vendor would have menu options under Electronic Invoicing like the following:

- **Order Search:** Directs the user to the Award/Order Search page.
- **Invoice Search:** Directs the user to the Invoice Search page.
- **Create Referenced Invoice:** Directs the user to the Award/Order Search Page.
- **Vendor Payment Search:** Directs the user to the Vendor Payment Search page.

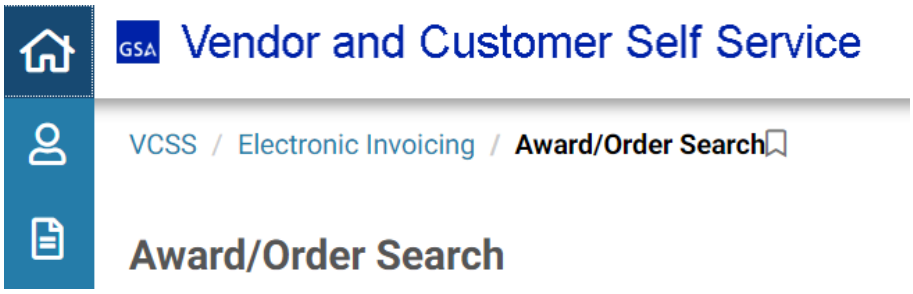
Figure 14: Electronic Invoicing Menu



3.2.4 Breadcrumbs

On various pages throughout VCSS, a Breadcrumb trail is available at the top of the page for navigation purposes. This Breadcrumb trail includes hyperlinks that represent each of the pages the user navigated through to get to the current page. The user may select any of the hyperlinks to return to a previous page. An example of a Breadcrumb is VCSS → Electronic Invoicing → Award/Order Search as shown below.

Figure 15: Use of Breadcrumbs in VCSS



3.3 User Roles

VCSS includes various user roles that determine the user's access rights throughout the system. The VCSS IT Security Desk selects the role when a new VCSS user is created. This section describes the VCSS Non-Registered and Registered User.

VCSS includes the following roles:

- **Account Administrator:** The responsibility of the Account Administrator is to approve or disapprove requests to add additional users to their specific account information via email. The person initiating the New Registration Request is assigned as the Account Administrator for that account. Once the account is established in VCSS, any additional

user requesting access to that account must be approved by the Account Administrator and forwarded to VCSS Security for VCSS access processing.

- **Vendor Role**: This role is given to Vendors that sell products to GSA. Being in VCSS allows a vendor to create and process real-time invoices electronically and track the status of payments made by GSA.
- **Customer Role:** This role is given to Customers that work with GSA. A customer utilizing VCSS will have the capability to view their billing and payment information. You can also manage your accounts, review account history and submit correspondence.
- **Customer Support Role:** This role is given to GSA employees to support their specific customers they work with. This role allows them to access their customer's billing and payment information.
- **R6 & R7 Customer Role (Finance):** This role is given to USDA Finance users to support all customers using VCSS. This role allows them to access all customer's billing and payment information.
- **R6 & R7 Vendor Role (Finance):** This role is given to USDA Finance users to support all vendors using VCSS. This role allows them to access all vendor's invoices.
- **Utility Role:** This role is given to specific vendors that submit utility invoices to VCSS.

NOTE: For details and information regarding customer transactions in VCSS, please reference the BAAR User Guide 8, Section 5.

NOTE: For more information regarding the Utility Role, please reference the VCSS Invoice Upload User Guide.

3.4 Other Useful Tips

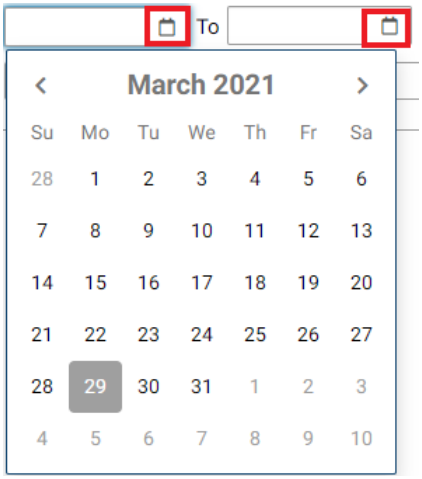
3.4.1 Date Selection Feature

The Date Selection Feature for date entry is explained below.

To use the Date Selection feature:

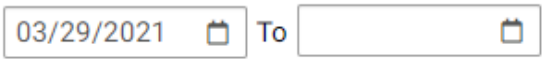
1. Select the Calendar Icon hyperlink in the From Date field. The Calendar displays with the current date highlighted.

Figure 16: Calendar window Month



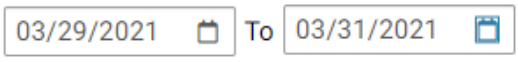
2. Select the appropriate date required. The From date will be displayed.

Figure 17: From Date



3. Select the To Date Calendar Icon and select the appropriate To Date from the Calendar Window. The date you selected will be displayed in the Date fields.

Figure 18: To Date



The Calendar window can be altered to show the days within the month, the months within the year, the year within a range of 10 years, and the year within a range of 100 years.

Calendar Icon Actions:

a. <: Directs the user to the previous month or year.

b. >: Directs the user to the next month or year.

c. Selecting the Month (i.e., March 2021) displays the months within the year.

d. Selecting Year (i.e., 2021) displays the year within the range of 10 years (2020-2029)

e. Selecting the Years (i.e., 2020-2029) displays the year within the range of 90 years (2000-2090)

Figure 19: Calendar Window Year

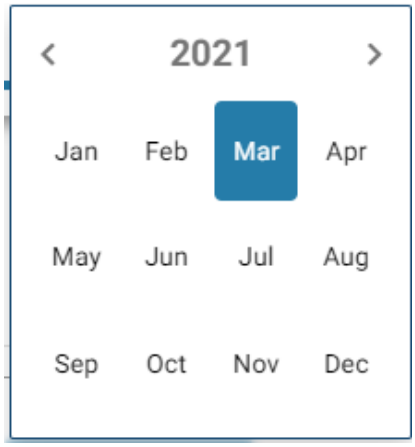
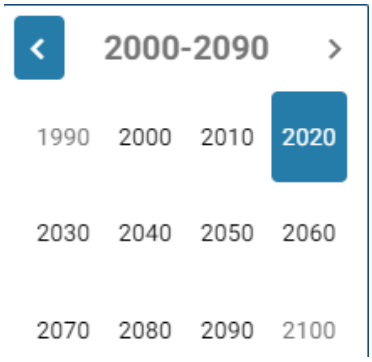


Figure 20: Calendar Window 10 year range

Figure 21: Calendar Window 100 year range



3.4.2 Favorites

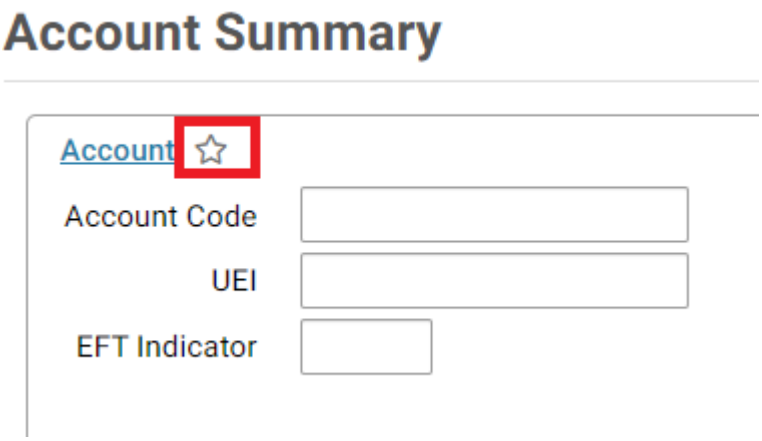
The VCSS Favorites functionality assists the user by storing commonly used selections for data fields frequently entered. For example, if a specific vendor number needs to be entered for each processing action created then that specific vendor number could be created as a Favorite in the Vendor Number field (if available as an option) of the processing action. The vendor number

would be listed in a drop down list of "Favorites" and selected rather than being typed in manually or searched for.

To add and select the initial favorite:

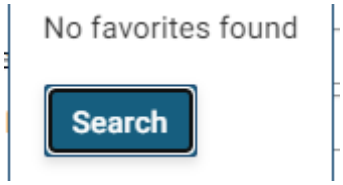
1. In the Account Summary page, select the Favorites icon (★) beside the Account hyperlink.

Figure 22: Favorites Icon



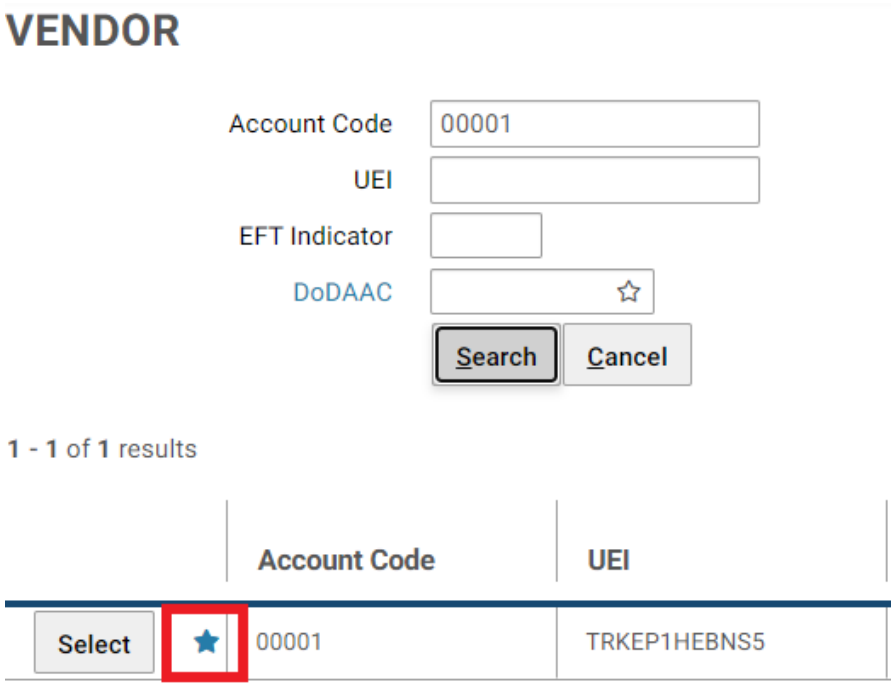
2. The Favorites window expands.

Figure 23: Favorites Window



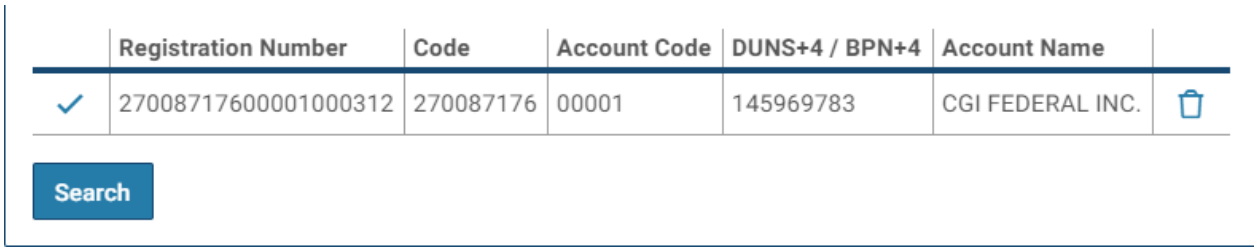
3. Select the **Search** button.
4. On the next page, search for a Vendor.

Figure 24: Favorites Search



5. Select the Favorites Icon next to the **Select** button of the search result, and select the **Select** button.
6. Back on the Account Summary page, select the Favorites icon next to the Account hyperlink again. This time the favorite you selected previously will display.

Figure 25: Favorites Window



	Registration Number	Code	Account Code	DUNS+4 / BPN+4	Account Name	
✓	27008717600001000312	270087176	00001	145969783	CGI FEDERAL INC.	

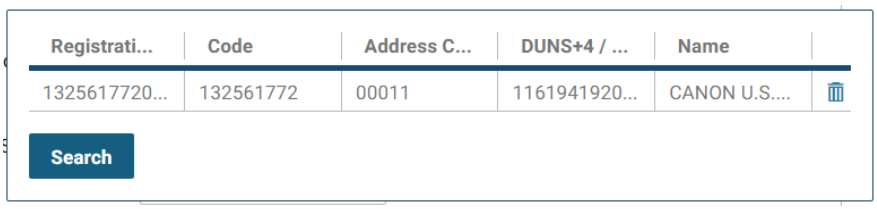
Search

7. Select the **checkmark** hyperlink beside the value displayed. The Favorites window closes and the selected value displays in the data field.

To delete a favorite:

1. Select the Favorites star (★) to open the Favorite window and select the Delete icon (🗑) next to the data value to be deleted. The Favorite window closes and the value is deleted from the Favorites list.

Figure 26: Favorites Window – Delete Icon

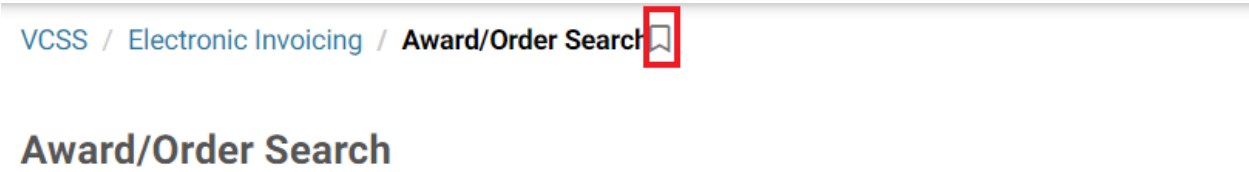


3.4.3 Bookmarks

Bookmarks can be used to bookmark specific pages in VCSS by a user. To enable Bookmarks, a user must first navigate to a page and select the Bookmarks Icon. The Bookmarks functionality is further explained and displayed below.

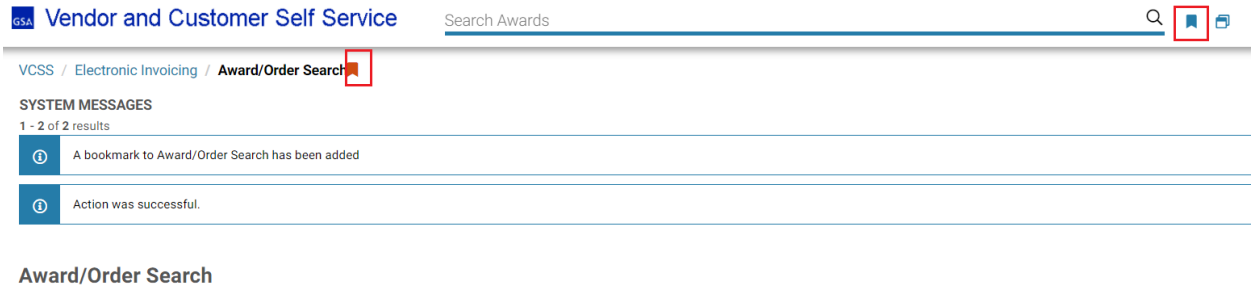
1. On the Award/Order Search page, select the Bookmark Icon next to the Breadcrumb ending in Award/Order Search. This enables the Bookmark and displays it in the top right corner of the window.

Figure 27: Bookmark Icon



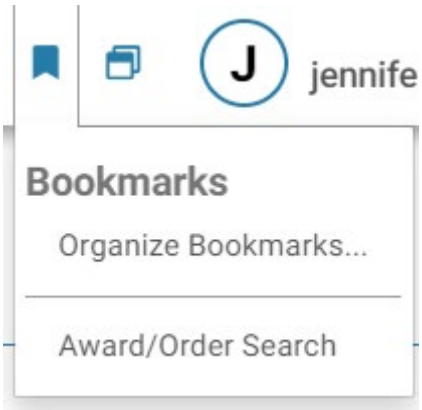
2. Two System Messages will display detailed below, after selecting the Bookmark Icon on the page the Bookmark Icon will be highlighted in red.
    a. "A bookmark to Award/Order Search has been added.
    b. "Action was successful.

Figure 28: Bookmark added



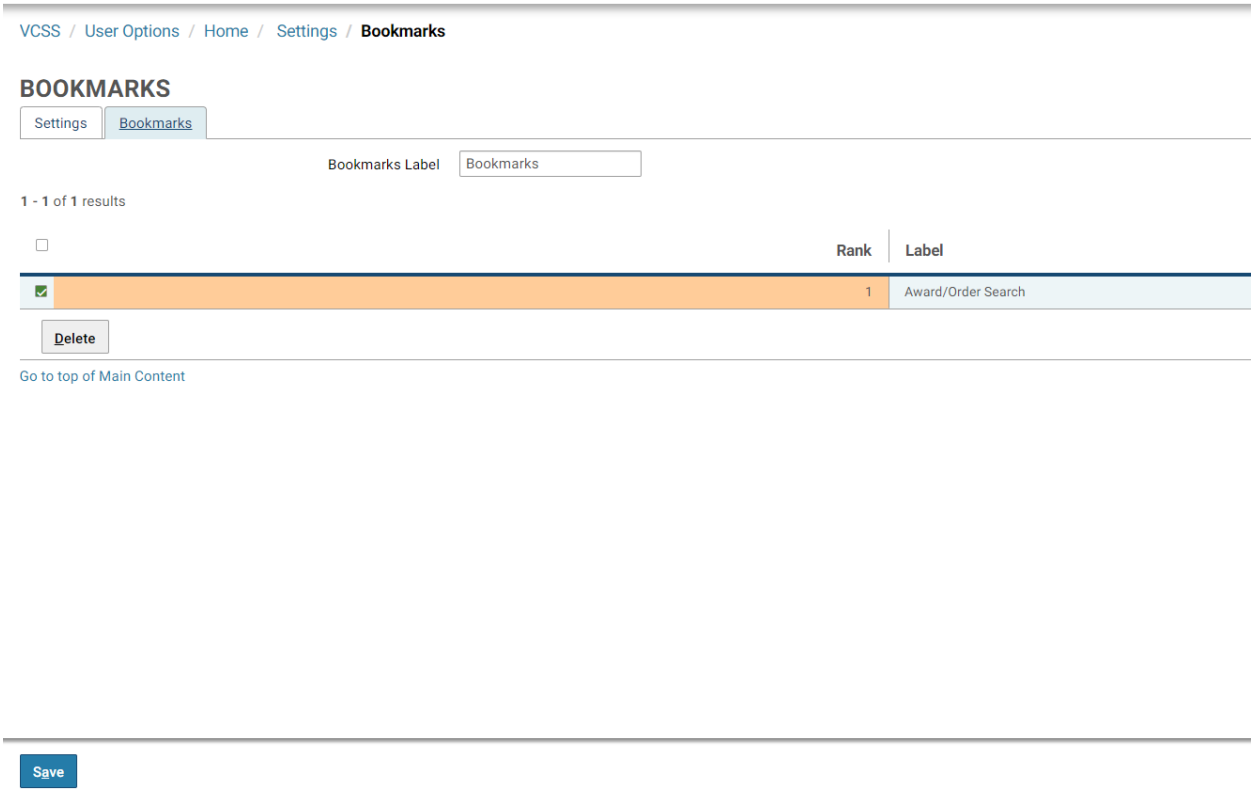
3. After the Bookmark has been added, the user can select the Bookmark Icon on the top right of the page to manage the Bookmarks.

Figure 29: Manage Bookmarks Window



4. Select the Bookmark Icon. The Bookmark window is displayed.
5. Select Organize Bookmarks. This navigates the user to the Bookmarks page where the Bookmark is labeled and the user can relabel, rank, or delete the Bookmark.

Figure 30: Bookmark Page



To Rank or Relabel a Bookmark:

1. Select the Rank field and enter in a new rank for the Bookmark (i.e., “1”).

Figure 31: Bookmark Rank

2. Select the Label field and relabel the bookmark (i.e., “Order Page”).

Figure 32: Label Bookmark

3. Select the **Save** button. The Bookmark will be relabeled (i.e., Order Page) and a System Message will display indicating the “Action was successful”.

Figure 33: Relabeled Bookmark

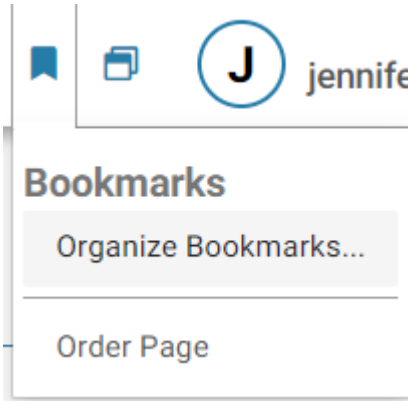
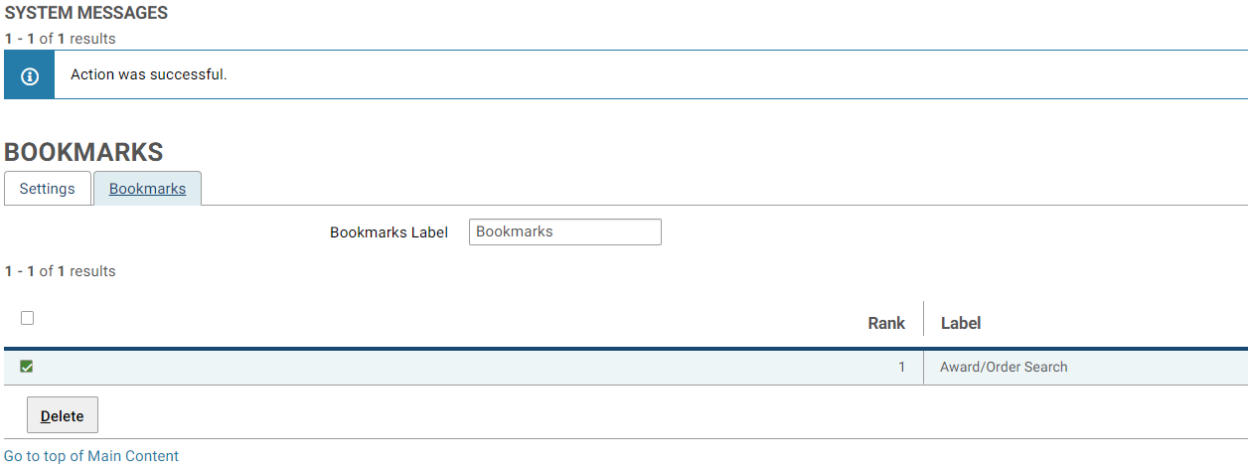


Figure 34: Save Bookmark



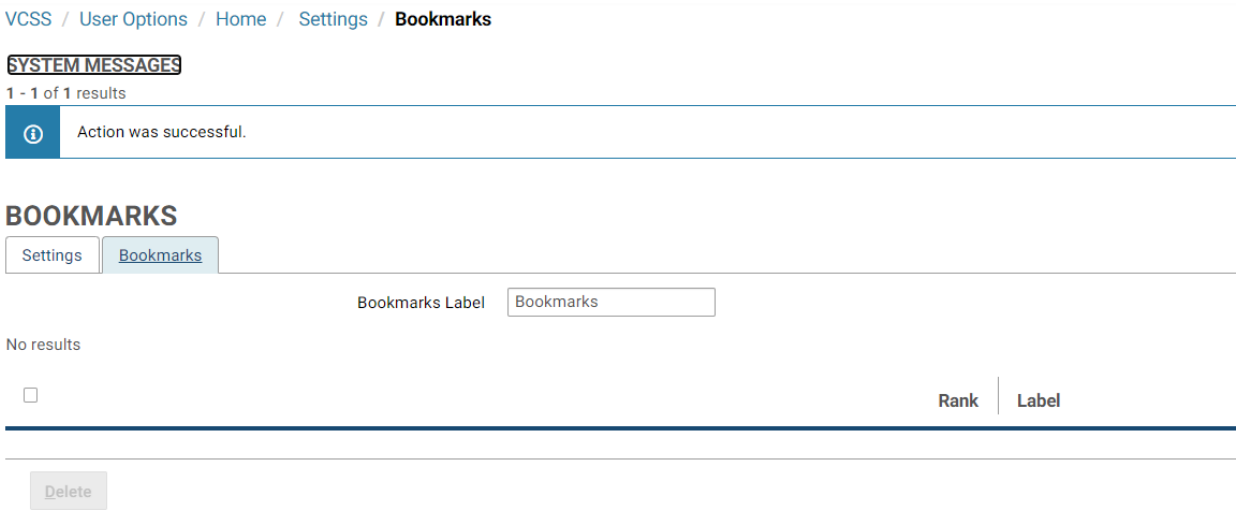
To Delete a Bookmark:

1. Select the Bookmark.
2. Select the **Delete** button. This deletes the Bookmark and crosses out the Rank and Label.

Figure 35: Delete Bookmark button

A System Message will display indicating the "Action was Successful".

Figure 36: Action was Successful



3.4.4 Searching

Searching to locate a specific item or items can be performed in many of the areas of VCSS. The following options apply to all searches when using VCSS.

- The asterisk (*) functions as the wildcard for searching a data field in VCSS. If no search criteria or only asterisks are used for a particular search field, the search will return all possible results. Examples using characters and wildcards as search criteria are:
    - Order Number - SP0710*: Search returns all documents where the document number starts with 'SP0710'.
    - Order Number - *0001: Search returns all documents where the document number ends with '0001'.
    - Users can enter multiple wildcards in the search criteria.

- Order Number – GP*01*: The search will return any order numbers that start with GP and contain 01 between GP and the ending of the document number.

- Searches in VCSS are not case-sensitive. Therefore, search criteria of 'sp0710*' and 'SP0710*' entered for the document number will return the same set of documents.
- The site configures the maximum number of search results returned (999) for performance purposes. If the search returns more results than the maximum number, the user receives a message to narrow the search.

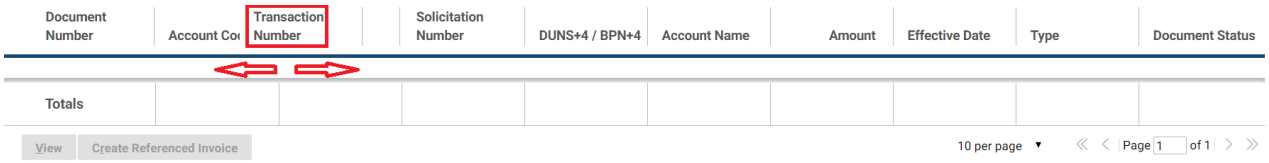
3.4.5 Search Results Item Collections

After performing a search, a table, referred to as an item collection, is populated with the search results. Column headings for search results in VCSS can be rearranged, expanded, and contracted as desired while on that search screen. The Item Collections table results can be Sorted by selecting a column or using the Sort Icon, as well as Exported, Maximized, and Restored to its original size.

Use the following steps to rearrange column headings:

1. Select the column heading and drag it to the desired location.

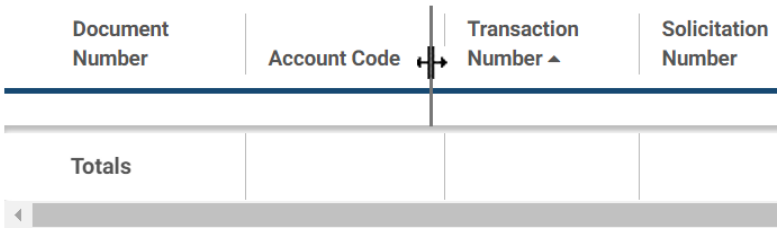
Figure 37: VCSS Search Results



Use the following steps to expand or contract column widths:

1. Select the column heading dividing line to the right of the desired column and when the icon shown below appears, drag it to the right to expand the column width. Drag the icon to the left to contract the column width.

Figure 38: Adjusting Column Width



Use the following steps to Sort results by selecting a column:

1. After you perform a search and the results are displayed, select the Amount column to sort the Orders by their amounts starting with the smallest amount.

Figure 39: Smallest Amount Column Sort

1 - 10 of 27 results

Document Number	Transaction Number	Solicitation Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Amount	Effective Date	Type	Document Status
Totals								$4,389.84			
PJ010521224256	PJ010521224256-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/05/2020	ORDER	Initial
PJ011321215642	PJ011321215642-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/13/2020	ORDER	Initial
PJ011621093558	PJ011621093558-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/16/2020	ORDER	Initial
PJ011821224616	PJ011821224616-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/18/2020	ORDER	Initial
PJ012621222120	PJ012621222120-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/26/2020	ORDER	Initial
PJ020121230414	PJ020121230414-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/01/2020	ORDER	Initial
PJ020321220600	PJ020321220600-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/03/2020	ORDER	Initial
PJ020821225728	PJ020821225728-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/08/2020	ORDER	Initial
PJ021021222105	PJ021021222105-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/10/2020	ORDER	Initial
PJ010521224114	PJ010521224114-		00001	TRKEP1HEBNS5		CGI FEDERAL	145969783	$123.45	01/05/2020	ORDER	Initial

2. Select the Amount column again to sort the Orders by the largest amounts.

Figure 40: Largest Amount Column Sort

1 - 10 of 27 results

Document Number	Transaction Number	Solicitation Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Amount	Effective Date	Type	Document Status
Totals								$4,389.84			
PJ010521224321	PJ010521224321-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	01/05/2020	ORDER	Initial
PJ011321215712	PJ011321215712-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	01/13/2020	ORDER	Initial
PJ011621093633	PJ011621093633-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	01/16/2020	ORDER	Initial
PJ011821224641	PJ011821224641-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	01/18/2020	ORDER	Initial
PJ012621222150	PJ012621222150-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	01/26/2020	ORDER	Initial
PJ020121230448	PJ020121230448-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	02/01/2020	ORDER	Initial
PJ020321220630	PJ020321220630-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	02/03/2020	ORDER	Initial
PJ020821225758	PJ020821225758-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	02/08/2020	ORDER	Initial
PJ021021222135	PJ021021222135-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$315.55	02/10/2020	ORDER	Initial
PJ010521224114	PJ010521224114-		00001	TRKEP1HEBNS5		CGI FEDERAL	145969783	$123.45	01/05/2020	ORDER	Initial

Use the following steps to perform a Sort using the Sort Icon for an Item Collections table:

1. To Sort the Item Collections table by using the Sort Icon, first select the **Sort** Icon.

Figure 41: Sort Icon

1 - 10 of 27 results

Primary Sort

Secondary Sort

Tertiary Sort

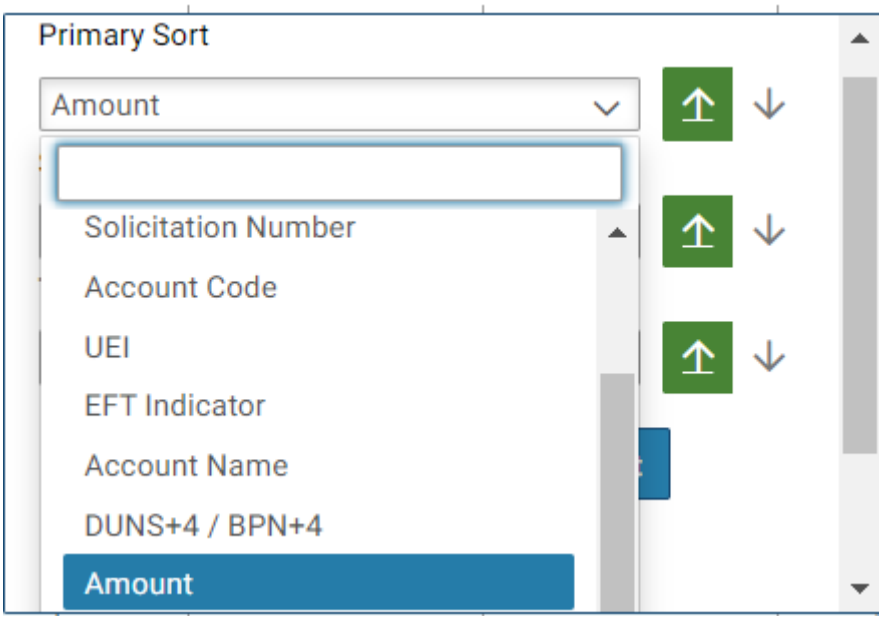
Cancel

Sort

2. Select the Primary Sort dropdown option of Amount.
3. Select the arrow pointing up or down depending on how you would like the results to be sorted.

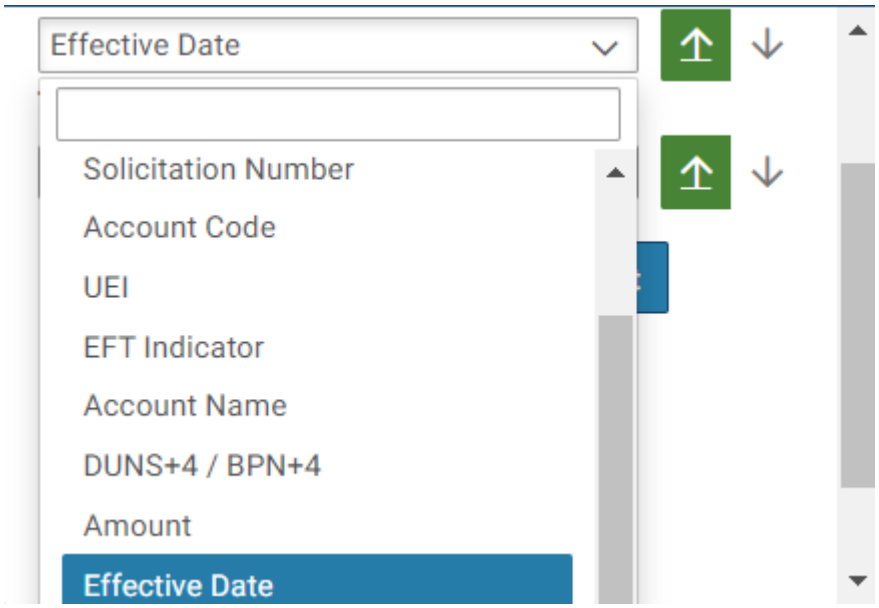
   NOTE: The arrows dictate if the results (i.e., by Amount) are sorted by largest (Up) or smallest (down).

Figure 42: Primary Sort



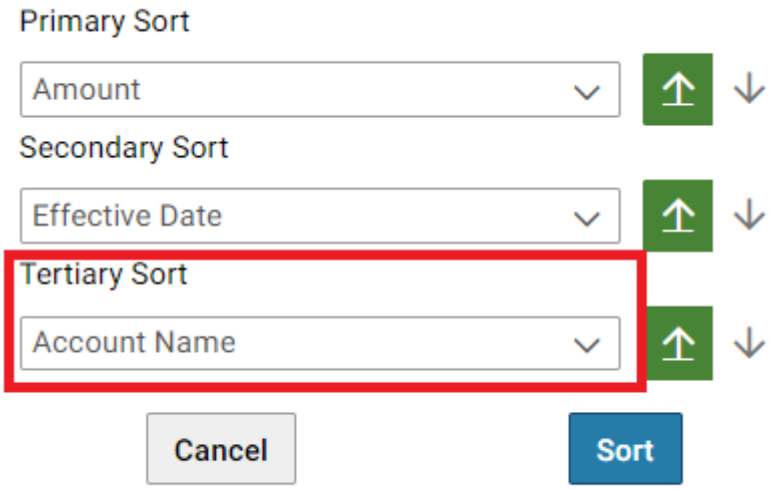
4. Select the Secondary Sort dropdown to display results (i.e., by Effective Date) in order following the Primary Sort.

Figure 43: Secondary Sort



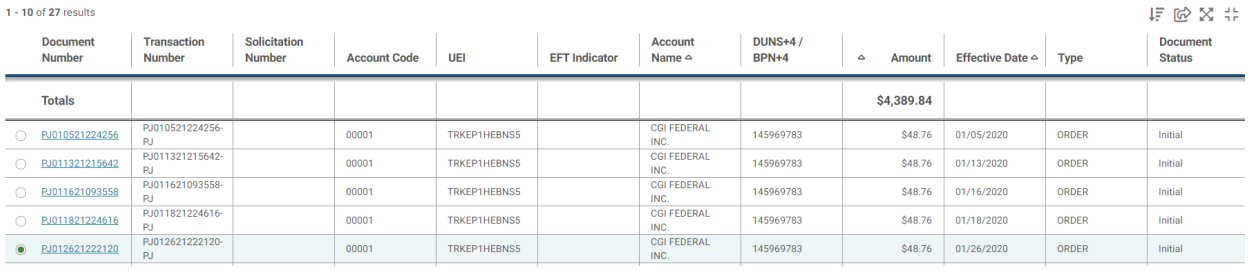
5. Select the Tertiary Sort dropdown to display results (i.e., Account Name) as the third order following the Primary and Secondary Sorts.

Figure 44: Tertiary Sort



6. Select the **Sort** button. The results displayed are sorted by the options you selected.

Figure 45: Sort Item Collections Table



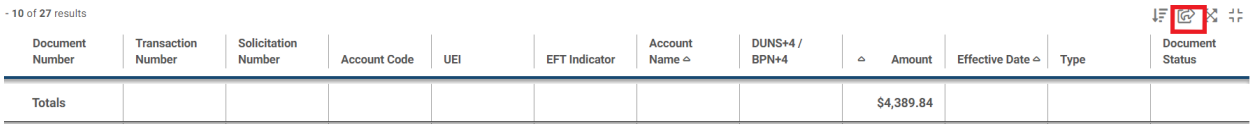
1 - 10 of 27 results

Document Number	Transaction Number	Solicitation Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Amount	Effective Date	Type	Document Status
Totals								$4,389.84			
PJ010521224256	PJ010521224256-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/05/2020	ORDER	Initial
PJ011321215642	PJ011321215642-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/13/2020	ORDER	Initial
PJ011621093558	PJ011621093558-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/16/2020	ORDER	Initial
PJ011821224616	PJ011821224616-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/18/2020	ORDER	Initial
PJ012621222120	PJ012621222120-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/26/2020	ORDER	Initial

Use the following steps to Export the Item Collections table:

1. Select the **Export** Icon found on the top right of the Item Collections table. This will open the Export window.

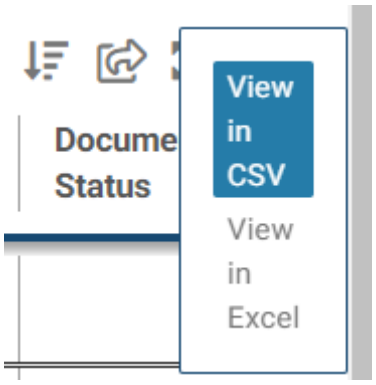
Figure 46: Export Icon



- 10 of 27 results

Document Number	Transaction Number	Solicitation Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Amount	Effective Date	Type	Document Status
Totals								$4,389.84			

Figure 47: Export Window



2. The user has the option to select "View in CSV" or "View in Excel".
3. Select "View in CSV". The table will download and appear on the bottom left corner of the browser. From there the user can open this as an Excel file.

   NOTE: Both options downloads the Item Collections table as an Excel spreadsheet. "View in Excel" downloads the results as a protected view XSL Excel file, where as "View in CSV" downloads as a CSV editable Excel file.

Figure 48: View in CSV Download

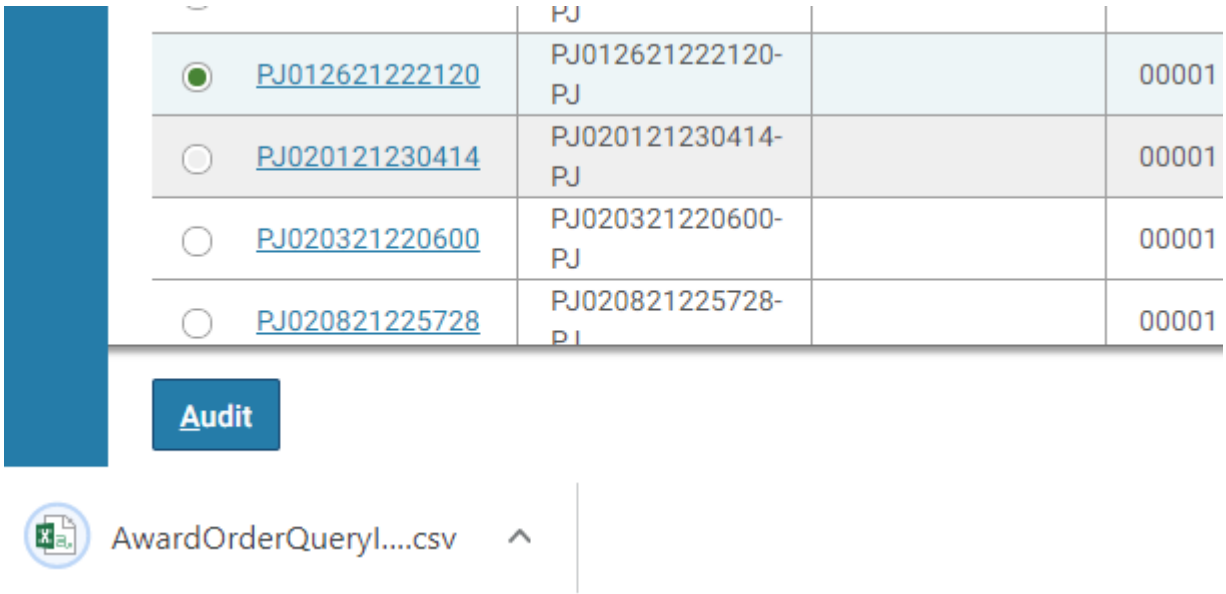


Figure 49: CSV Excel File

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Document	Transactio	Solicitatio	Account C	UEI	EFT Indica	Account N	DUNS+4 /	Amount	Effective D	Type	Document Status	
2	PJ0105212	PJ010521224256-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	1/5/2020	Order	Initial	
3	PJ0113212	PJ011321215642-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	########	Order	Initial	
4	PJ011621C	PJ011621093558-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	########	Order	Initial	
5	PJ0118212	PJ011821224616-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	########	Order	Initial	
6	PJ0126212	PJ012621222120-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	########	Order	Initial	
7	PJ0201212	PJ020121230414-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	2/1/2020	Order	Initial	
8	PJ0203212	PJ020321220600-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	2/3/2020	Order	Initial	
9	PJ0208212	PJ020821225728-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	2/8/2020	Order	Initial	
10	PJ0210212	PJ021021222105-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	48.76	########	Order	Initial	
11	PJ0105212	PJ010521224114-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	1/5/2020	Order	Initial	
12	PJ0113212	PJ011321215442-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	########	Order	Initial	
13	PJ011621C	PJ011621093415-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	########	Order	Initial	
14	PJ0118212	PJ011821224438-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	########	Order	Initial	
15	PJ0126212	PJ012621221916-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	########	Order	Initial	
16	PJ0201212	PJ020121230241-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	2/1/2020	Order	Initial	
17	PJ0203212	PJ020321220401-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	2/3/2020	Order	Initial	
18	PJ0208212	PJ020821225545-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	2/8/2020	Order	Initial	
19	PJ0210212	PJ021021221906-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	123.45	########	Order	Initial	
20	PJ0105212	PJ010521224321-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	1/5/2020	Order	Initial	
21	PJ0113212	PJ011321215712-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	########	Order	Initial	
22	PJ011621C	PJ011621093633-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	########	Order	Initial	
23	PJ0118212	PJ011821224641-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	########	Order	Initial	
24	PJ0126212	PJ012621222150-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	########	Order	Initial	
25	PJ0201212	PJ020121230448-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	2/1/2020	Order	Initial	
26	PJ0203212	PJ020321220630-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	2/3/2020	Order	Initial	
27	PJ0208212	PJ020821225758-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	2/8/2020	Order	Initial	
28	PJ0210212	PJ021021222135-PJ		1	TRKEP1HEBNS5		CGI FEDER	1.46E+08	315.55	########	Order	Initial	

Use the following steps to Maximize the Item Collections table:

1. Select the **Maximize** Icon on the Top right of the Item Collections table. The table will expand and allow you to view the results with a full view of the table.

Figure 50: Maximize Icon

Figure 51: Maximized Table

Totals								$4,389.84			
PJ010521224256	PJ010521224256-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/05/2020	ORDER	Initial
PJ011321215642	PJ011321215642-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/13/2020	ORDER	Initial
PJ011621093558	PJ011621093558-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/16/2020	ORDER	Initial
PJ011821224616	PJ011821224616-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/18/2020	ORDER	Initial
PJ012621222120	PJ012621222120-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/26/2020	ORDER	Initial
PJ020121230414	PJ020121230414-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/01/2020	ORDER	Initial
PJ020321220600	PJ020321220600-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/03/2020	ORDER	Initial
PJ020821225728	PJ020821225728-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/08/2020	ORDER	Initial
PJ021021222105	PJ021021222105-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/10/2020	ORDER	Initial
PJ010521224114	PJ010521224114-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	01/05/2020	ORDER	Initial
PJ011321215442	PJ011321215442-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	01/13/2020	ORDER	Initial
PJ011621093415	PJ011621093415-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	01/16/2020	ORDER	Initial
PJ011821224438	PJ011821224438-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	01/18/2020	ORDER	Initial
PJ012621221916	PJ012621221916-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	01/26/2020	ORDER	Initial
PJ020121230241	PJ020121230241-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	02/01/2020	ORDER	Initial
PJ020321220401	PJ020321220401-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	02/03/2020	ORDER	Initial
PJ020821225545	PJ020821225545-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$123.45	02/08/2020	ORDER	Initial

Use the following steps to Restore the size of the Item Collections table:

1. To view the table in a more condensed manner, select the **Restore** Icon.

Figure 52: Restored Table Size

- 27 of 27 results

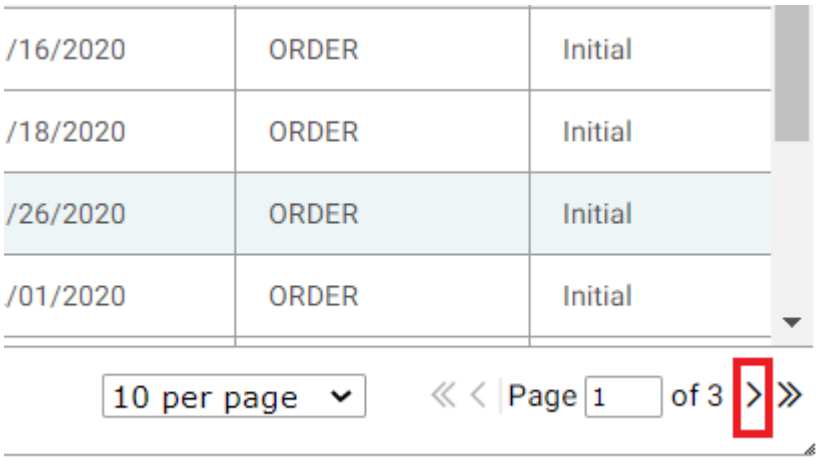
Document Number	Transaction Number	Solicitation Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Amount	Effective Date	Type	Document Status
Totals								$4,389.84			
PJ010521224256	PJ010521224256-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/05/2020	ORDER	Initial
PJ011321215642	PJ011321215642-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/13/2020	ORDER	Initial
PJ011621093558	PJ011621093558-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/16/2020	ORDER	Initial
PJ011821224616	PJ011821224616-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/18/2020	ORDER	Initial
PJ012621222120	PJ012621222120-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	01/26/2020	ORDER	Initial
PJ020121230414	PJ020121230414-PJ		00001	TRKEP1HEBNS5		CGI FEDERAL INC.	145969783	$48.76	02/01/2020	ORDER	Initial

Use the following steps to show more results on the Item Collections table:

1. To view more results on the Item Collections table, select the right arrow to go to the next page.

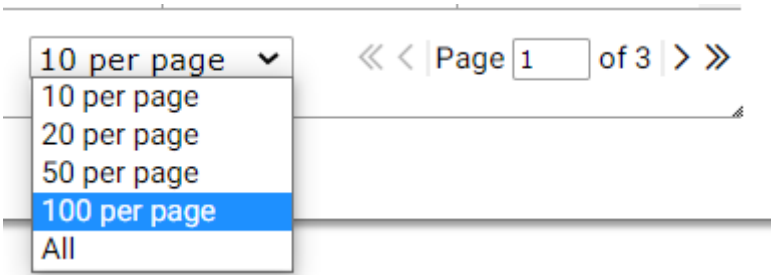
   NOTE: The user can select the right arrow or the double stacked right arrow to navigate to the very last page available.

Figure 53: Navigate to the Next Page



2. To view more results on each page of the Item Collections table, select the dropdown option and select your desired per page option (i.e., All).

Figure 54: Show More Results Dropdown Option



3.5 Session Timeout

When the user logs into VCSS, a VCSS session starts. If the session remains inactive for more than fifteen minutes (i.e., the user does not interact with VCSS), the session is terminated. If desired, the user may access VCSS to login again. If the session is terminated prior to any saving action, all work in VCSS is lost and the user would have to re-perform work after logging back in.

4 Vendor and Customer Registration and Maintenance

4.1 Registrant Information

This section provides instructions for completing the Registration process in VCSS.

4.1.1 Step 1 - Registration Code

Completion of Registration Process:

1. The requestor will receive an email from the VCSS Registration Desk with a single use PIN and detailed instructions on how to complete the registration process.
2. From the left side menu on the VCSS Home page, select **Account → New Registration**.

Figure 55: New Registration Link

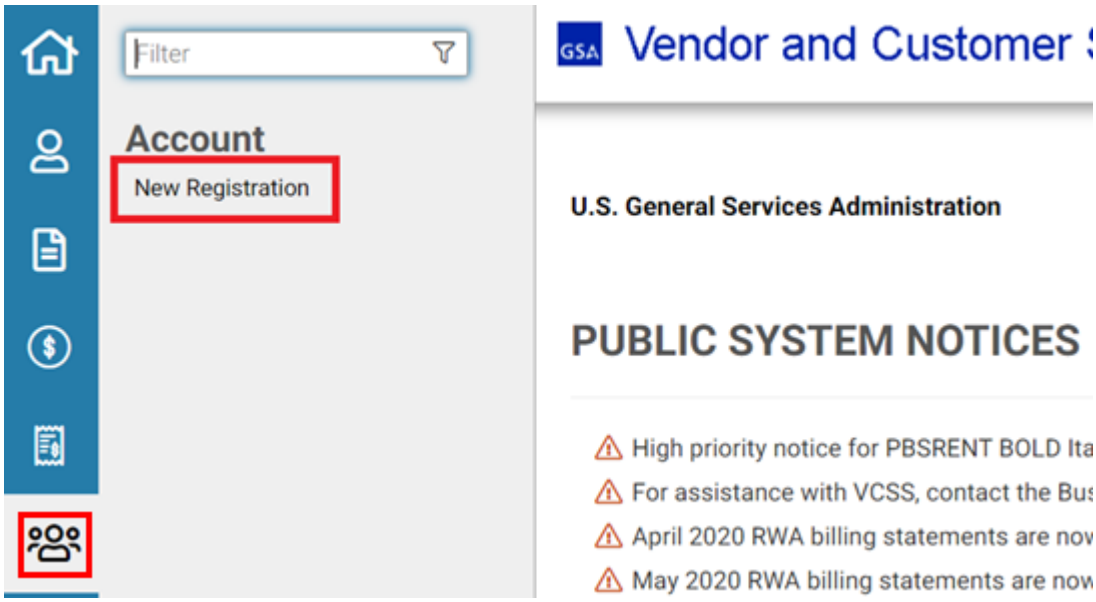
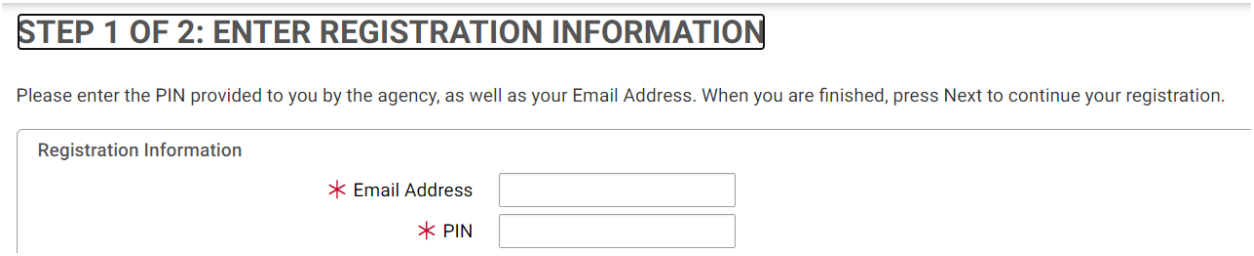


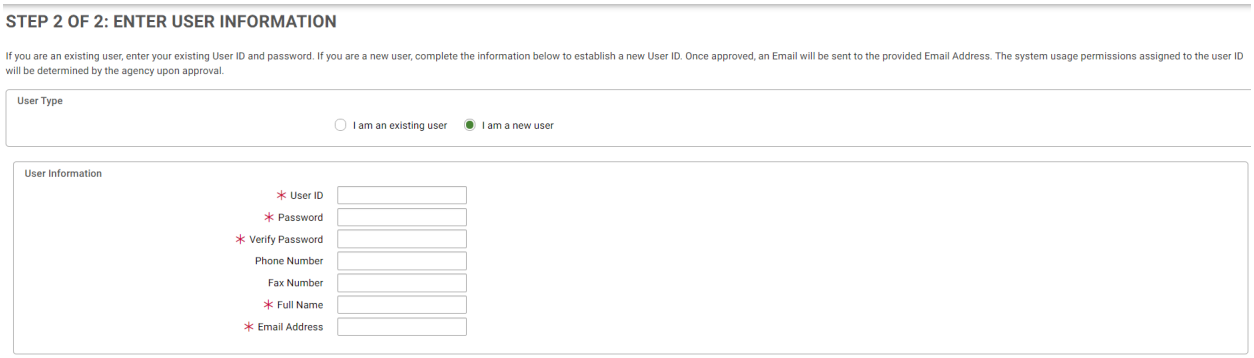
Figure 56: Step 1 of Registration Wizard



3. Enter the email address and PIN in the Registration Information section.
4. Select the **[Next]** button to continue to Step 2 of the Registration Wizard. Step 2 of the Registration Wizard displays.

Step 2 of the Registration Wizard allows the requestor to set up user information.

Figure 57: Step 2 of Registration Wizard



5. If the requestor is an existing user, select the 'I am an existing user' radio button and enter the existing **User ID** and **Password** in the Existing User Information box.
6. If the requestor is a new user, enter the new user information in the New User Information section. The User ID should be a compilation of the user's first and last name. For Example, Joe Wonder would have the user id of joewonder.
    a. Select [**Finish**].
7. If the requestor is a new user, once the registration has been approved, an email will be sent to the email address associated with the registration.
8. Review the requestor information and select **[Submit]**. The requestor will receive a system-generated message indicating that the registration in VCSS is complete.

Figure 58: Registration Confirmation

4.1.2 E-Mail Notifications

- Registration requests are submitted through the VCSS Web Portal to GSA's Registration Desk for processing. VCSS verifies registration submission to the registrant via an email with a confirmation number beginning with "VR".
- The VCSS Registration Desk receives the registration request, processes the necessary requirements and emails the registrant with a unique PIN number and instructions to continue the registration process. If there is an issue with processing, the Registration Desk will contact the registrant for details.
- Once the registrant successfully submits the PIN number and contact information in VCSS as instructed, a notification is generated to the GSA VCSS IT Security Desk identifying a new VCSS user to be processed. After completing a security protocol, VCSS Security will notify the registrant their access to VCSS has been approved. If the user is new to VCSS, they will receive their User ID and a temporary password in two separate emails. If this is an additional account added to the registrant's current User ID,

they will receive one email notifying them the account has been added and is now active to use.

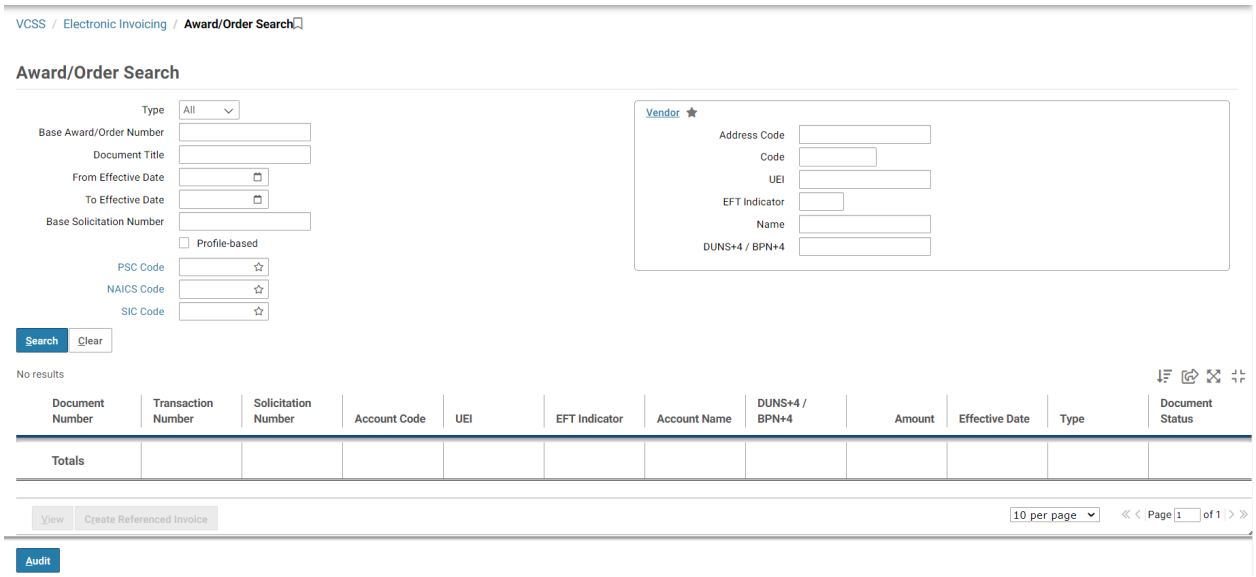
5 Award/Order

Registered users with invoicing rights will be able to search for their Awards and/or Orders from the Award/Order Search page. The award or order must be chosen before the invoice can be created.

5.1 Searching for an Award or Order

1. From the left side menu on the Home page, select **Electronic Invoicing → Order Search**. The Award/Order Search page displays.

Figure 59: Award Order Search



2. Enter any pertinent search criteria starting with Base Award/Order Number, to reduce the number of results returned. If searching by the Award/Order number does not return results, enter in the Vendor information and/or Effective Date parameters, and try the search again.
3. Select **[Search]**. The results display in the search results table.

   The following summary information displays in the invoice search results table: **Document Number, Transaction Number, Solicitation Number, Vendor Code, Vendor Address, UEI, EFT Indicator, Account Name, DUNS+4, Vendor Name, Amount, Effective Date, Type, Document Status**.

6 Invoices

Registered users with invoicing rights can view and create invoices in VCSS. Users will create referenced invoices. These invoices must reference orders currently in the VCSS system.

Once an invoice has been created, the user may save the invoice as a draft or submit the invoice. Saving an invoice as a draft allows the user to work on an invoice, save the invoice, and return to complete it later. The user may delete a draft invoice at any time.

In addition to saving an invoice, the user may submit the invoice. Once an invoice is submitted, it is sent to Pegasys. The invoice is accepted or rejected in Pegasys, and the user receives an e-mail notification of the updated status. The user may not delete an invoice once it has been submitted but the invoice can be withdrawn. An invoice only can be withdrawn if it has not been liquidated (partially or fully) by a disbursed payment. A withdrawn invoice cannot be resubmitted, but the information from the withdrawn invoice can be copied to a new invoice to be submitted. Additionally, a rejected invoice may be resubmitted via VCSS.

Once the vendor submits an invoice in VCSS, the invoice is sent electronically to Pegasys for processing. Following receipt of a vendor's invoice, GSA makes the payment to the vendor through Pegasys. The payment will be posted to VCSS, allowing the vendor to track the status of the invoice and corresponding payment. (**Refer to Section 7 for more information regarding payment functionality.**)

6.1 Creating a Referenced Invoice

A user should follow the steps below to create a referenced invoice.

1. From the Award/Order Search page, search for the order that the invoice will reference. (**Refer to Section 5.1 for more information regarding the Award/Order Search page**.)
2. Select the order to reference by selecting the checkbox to the left of the record and selecting the **[Create Referenced Invoice]** button.

Figure 60: Create Referenced Invoice Button

Document Number	Transaction Number	Solicitation Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Amount	Effective Date	Type	Document Status
Totals								$45,192,294.74			
GP0329403-5	GP0329403-GP		00081			RICOH USA	043964519	$22,005.12	04/16/2020	ORDER	Amended
GP0393169-06	GP0393169-GP		00081			RICOH USA	043964519	$17,052.02	01/16/2020	ORDER	Corrected
GP0773604-1	GP0773604-GP		00011			TWENTYEIGHTY STRATEGY EXECUTION, INC.	120840798	$14,300.00	01/24/2020	ORDER	Amended
GP0833686-PA01	GP0833686-GP		00081			RICOH USA	043964519	$7,568.36	02/28/2020	ORDER	Amended
GP0840341-3	GP0840341-GP		00093			XEROX	039860122	$15,893.40	01/29/2020	ORDER	Amended
GP0860814-PA01	GP0860814-GP		00005			CANON U.S.A., INC.	116194192	$6,318.77	02/05/2020	ORDER	Amended
GP0870528-IT05	GP0870528-GP		00001			CANON FINANCIAL SERVICES, INC.	021974928	$20,097.36	04/03/2020	ORDER	Amended
GP0887898-IT03	GP0887898-GP		00001			CANON FINANCIAL SERVICES, INC.	021974928	$9,015.60	04/15/2020	ORDER	Amended
GP0899801-IT03	GP0899801-GP		00001			CANON FINANCIAL SERVICES, INC.	021974928	$20,973.72	04/03/2020	ORDER	Amended
GP0905976-002	GP0905976-GP		00001			CONCENTRIX CVG CORPORATION	025750394	$28,608,204.28	04/23/2020	ORDER	Amended

View | Create Referenced Invoice | 10 per page | Page 1 of 6

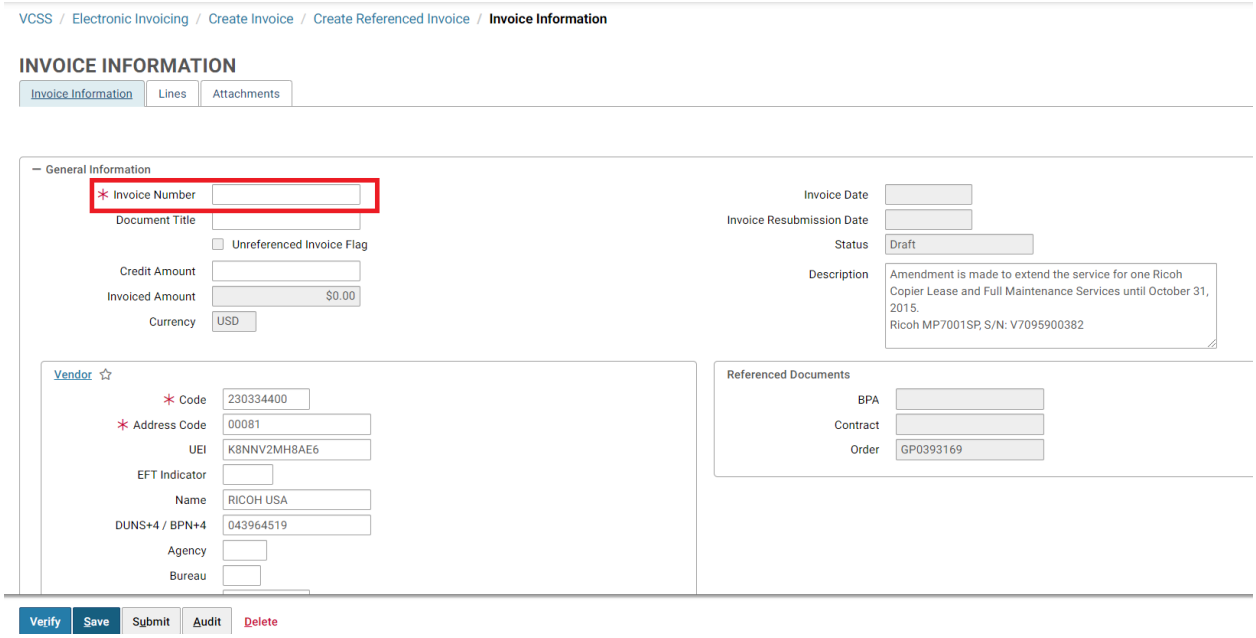
6.1.1 Invoice Information Tab

Tab Navigation

- **Invoice Information:** Directs the user to the Invoice Information page.
- **Lines:** Directs the user to the Lines page.
- **Attachments:** Directs the user to the Attachments page.

The Invoice Information tab captures the general information, shipping information, discount information, and invoice office information.

Figure 61 Invoice Information Page



The **Invoice Date** field defaults to blank and remains read-only. Upon saving or submitting the invoice, the field is updated to the current date.

The **Invoice Resubmission Date** field defaults to blank and remains read-only. The **Invoice Resubmission Date** is updated to the current date when the invoice is re-submitted after initially being rejected by GSA.

The **Currency** field pre-fills with 'USD', and cannot be changed.

The **Status** field defaults to 'Draft' and remains read-only. Upon submitting the invoice, the field is updated to 'Pending Acceptance'.

The **UEI** field pre-fills with the Unique Entity Identifier that the user is associated to and remains read-only.

The **EFT Indicator** (Previously DUNS+4) field pre-fills with the EFT Indicator that the user is associated to (or selected on the Invoice References page) and remains read-only.

The **Order** field pre-fills with the order number selected from the Award/Order Search page. The **Discount Terms** information pre-fills from the award or order reference, if there was Discount Information on the order.

The **Invoice Office information** pre-fills from the selection made on the Invoice References page, or if there is only one invoice office record in VCSS from that record, and remains read-only.

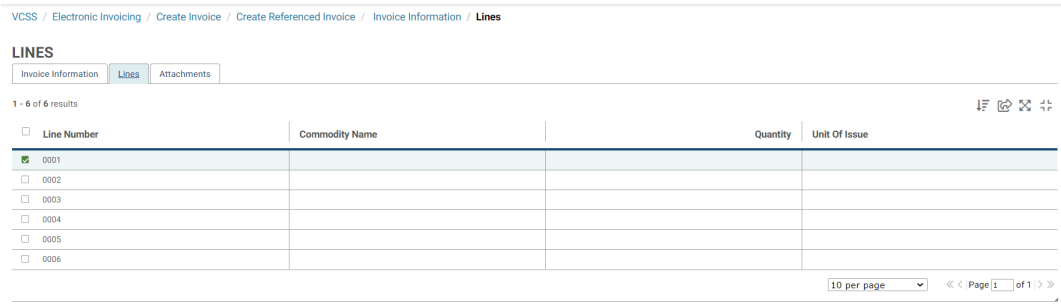
1. Complete the following required field:
    a. Invoice Number (***NOTE: All caps, no spaces, no special characters**)
2. Complete the following field if needed:
    a. Delivery Date (If applicable)

After entering in the required information, the user needs to select the **[Lines]** tab to continue.

6.1.2 Lines Tab

The Lines tab captures the line detail and shipping information for each invoice item.

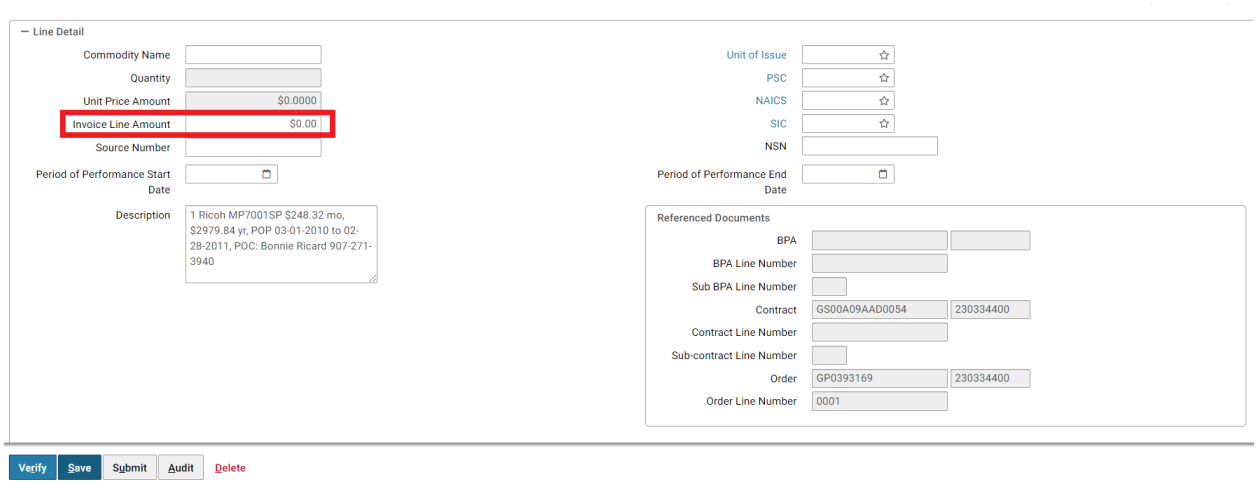
Figure 62: Lines Tab



The user should follow the continued steps:

1. Select the Line Number 0001, the line detail will be editable.
2. In the Line Detail section, add the amount of the total invoice in the Invoice Line Amount.
3. Enter in the Commodity Name, Source Number, Period of Performance Start Date and End Dates, only if applicable.
4. Select the **Save** button.

Figure 63: Line Detail Section



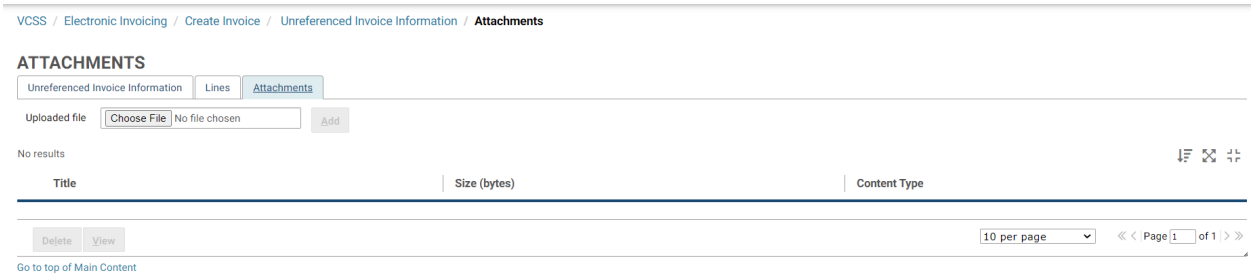
After entering in the required information, the user needs to select the [Attachments] tab to continue.

6.1.3 Attachments Tab

The user has the option to add attachments to the invoice on the Attachments tab. In order to add attachments to an invoice, the invoice must be saved first.

1. To add an attachment, select the **[Attachments]** tab. The Attachments page displays.

Figure 64: Attachment Tab



Actions

- **[Choose File…]:** Directs the user to their Local Machine files.
- **[Add]:** Adds the selected file to the invoice.
- **[View]:** Directs the user to the File Download window to open or save the attached file.
- **[Delete]:** Deletes the selected attachment from the invoice.

How to use the actions:

1. Select the **[Choose File…]** button. The Choose File window displays.
2. Select a file from the Choose File window.

3. Select the **[Open]** button. The Choose File window closes and the path of the selected file is in the File field.
4. Select the **[Add]** button. The selected file is added to the invoice.
5. The following summary information displays in the attachments table: **Title, Size (bytes),** and **Content Type**.
6. To delete an attachment, select the attachment to be deleted.
7. Select the **[Delete]** button. The selected attachment is deleted from the invoice.

6.2 Submitting an Invoice

In order to submit an invoice, the invoice must pass all validations. The user may select the Verify button in order to check the status of the validations before submitting or select the Submit button, which also runs the validations.

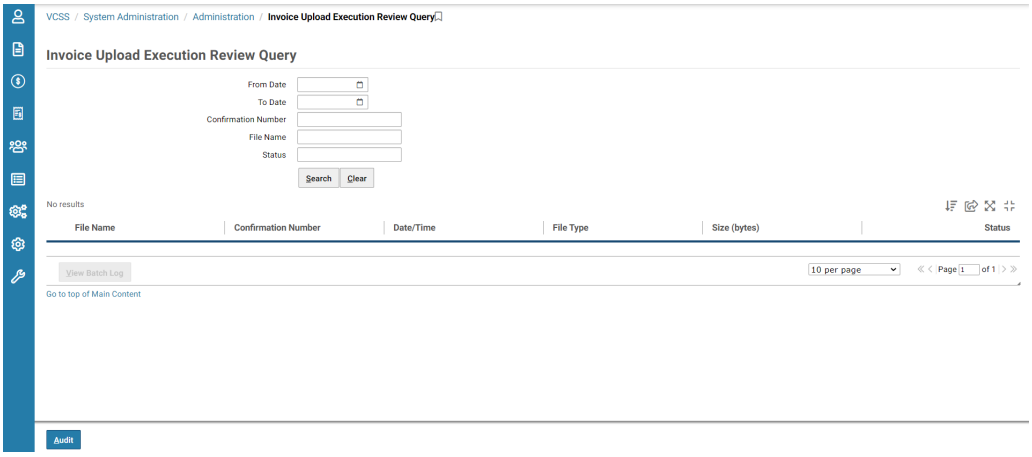
1. To submit an invoice, if the invoice is not opened, open the invoice in edit mode.
2. Select the **[Submit]** button.

   The validations are run, the invoice is saved, and the user is returned to the previous page with the successful submission message displayed. If the invoice does not pass validations, the user is directed to the Messages page, which displays the problem(s) preventing submission.

6.3 Allow for Input Files

The Allow for Input files in VCSS enhancement provides a mechanism to allow vendors to upload invoices into VCSS in an attempt to reduce the data entry required with entering multiple invoices into VCSS. This item will not replace the existing process for creating invoices in VCSS, but will complement the existing functionality by providing an alternative method to users for entering multiple invoices in VCSS through a file upload process using comma-separated value (CSV) formatted spreadsheets (sample screenshots shown in below).

Figure 65: Invoice Upload Execution Review Query



This enhancement includes the following changes to existing functionality.

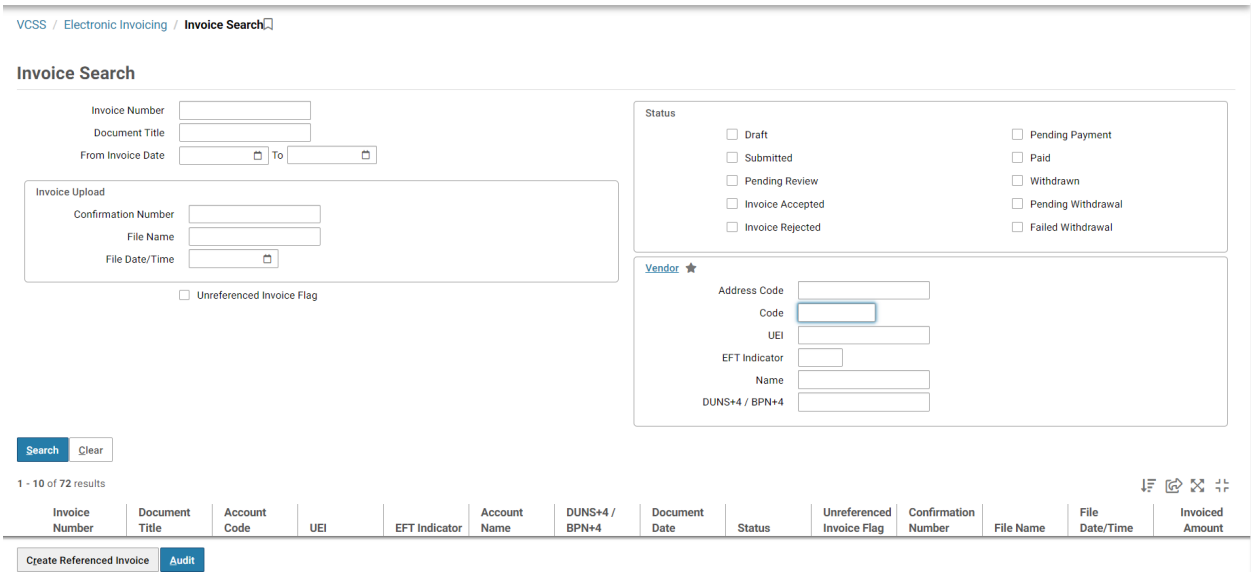
- Update of Electronic Invoicing menu structure to provide a new option for uploading invoices into VCSS.
- Update of System Administration menu structure to provide a new option for reviewing the status of the invoice upload batch process executions.
- The addition of “Invoice Upload Confirmation Number”, “Invoice Upload File Name”, and “Invoice Upload Date/Time” to the Invoice Search page as search criteria and displaying in the search results.
- The addition of “Batch Number” and “Invoice File” to the invoice view. The fields always will be read-only on the invoice and will be populated by the system if an invoice is created in the system via the invoice upload batch process.
- The Invoice Office Code and Invoice Office Address Code will no longer be required fields on the VCSS Invoice, but will remain as optional fields.
- Addition of a “Default Invoice Upload Security Organization” to the VCSS System Settings. This will only control access to data on the Invoice Upload Execution Query. This Security Organization will not be used for securing attachments associated with a created invoice in VCSS.

6.4 Searching

Users may search for invoices created by the associated vendors.

1. To search for an invoice from the Home page, select **Electronic Invoicing → Invoice Search**. The Invoice Search page displays.

Figure 66: Invoice Search Page



2. Enter the desired search criteria in the following fields:

a. DUNS+4/BPN+4
b. UEI
c. EFT Indicator (DUNS+4)
d. Invoice Number
e. Document Title
f. From Invoice Date
g. To Invoice Date
h. Status

3. Select the **[Search]** button. The results display in the search results table.

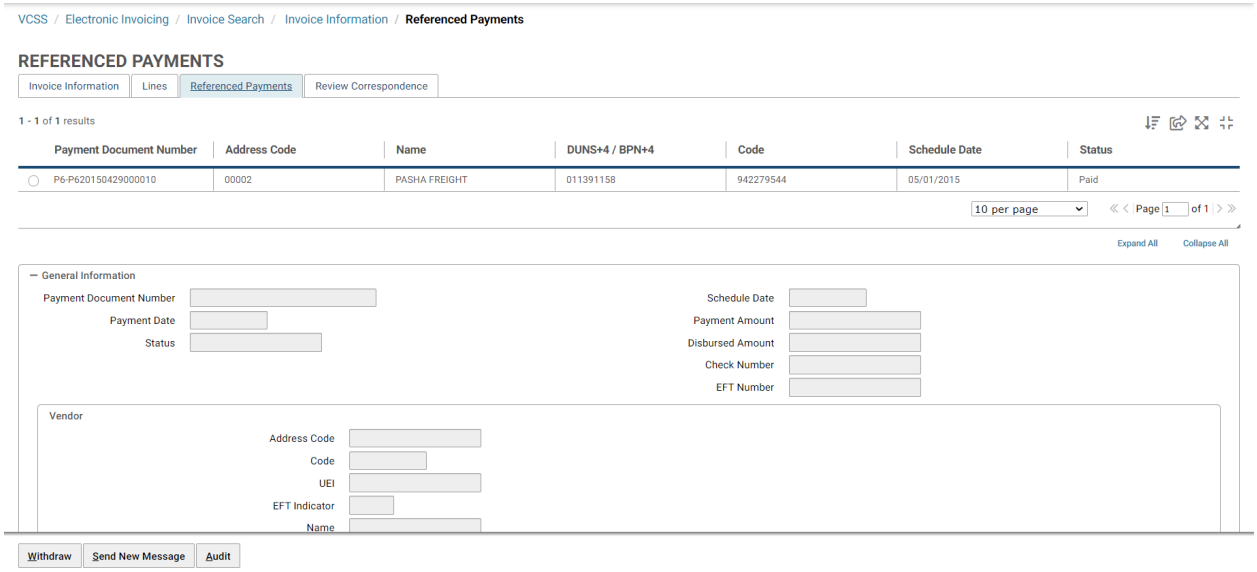
   The following summary information displays in the invoice search results table: Invoice Number, Document Title, Account Code, UEI, EFT Indicator (Previously DUNS+4), Account Name, DUNS+4/BPN+4, Document Date, Status, Unreferenced Invoice Flag, Confirmation Number, File Name, File Date/Time, and Invoiced Amount.

6.5 Viewing

Users may view invoices created for the associated vendors. An invoice may contain up to four sections for viewing: Invoice Information, Itemized Lines, Attachments, and Referenced Payments. Depending on the status, the user may take various actions on the viewed invoice. Invoices with a status of 'Draft' or 'Rejected' can be edited and deleted. Invoices with a status of 'Pending Acceptance', 'Accepted', or 'Payment Cancelled' can be withdrawn. Invoices with a status of 'Pending Payment' can be withdrawn if none of the referencing payments are disbursed (i.e., in a status of 'Paid'). Invoices with a status of 'Paid' can only be viewed. Finally, invoices with a status of 'Withdrawn' can be viewed and copied to a new draft invoice.

1. To View an invoice, search for the invoice to view. (**Refer to Section 6.4 for more information regarding searching for an invoice**.)
2. Select the checkbox next to the invoice and select the **[View]** button or select the **[Document Number]** hyperlink to view the invoice. The Invoice Information page displays. The user may view all of the invoice information in read-only mode.
3. To view referenced payments for an invoice, select the **[Referenced Payments]** tab, if available. The Referenced Payments page displays.

Figure 67: Referenced Payment Tab



4. Select a payment.

   The following summary information displays in the payments table, is pre-filled and remains read-only: **Payment Number, UEI, EFT Indicator, DUNS+4, Payment Date, Status, Schedule Date, Payment Amount, Disbursed Amount, Check Number, and EFT Number**.

   NOTE: The Payment Date field will be null if the payment has a status of 'Pending Payment'.

   NOTE: The Check Number and EFT Number fields will be null if the payment has a status of 'Pending Payment'.

6.6 Withdrawing an Invoice

The user can withdraw previously submitted invoices. An invoice can only be withdrawn if there are no referencing payments in a status of 'Paid'.

1. To withdraw an invoice from the Invoice Search page, select the checkbox beside the Document Number and select the **[Withdraw]** button.

   Actions:

   a. **[Withdraw]:** Withdraws the invoice from Pegasys.

   b. [Send New Message]: Directs the user to send a new correspondence message to Pegasys. **Refer to Section 8 for more information on sending Messages.**

2. Select the **[Withdraw]** button. An informational message appears stating "You are about to withdraw this invoice".

3. Select the **[OK]** button to continue withdrawing the invoice. The invoice is withdrawn.

6.7 Resubmitting an Invoice

Once an invoice is submitted, it is sent to Pegasys. A Pegasys user either accepts or rejects the submitted invoice. If the invoice is rejected, the user may correct and resubmit the invoice.

1. To resubmit a rejected invoice from the Invoice Search page, select the checkbox beside the document number for the invoice.
2. Select the **[Edit]** button. The Invoice Information page displays in edit mode.
3. Update the invoice as necessary. (**Refer to Section 6.1.1 for more information regarding completing an invoice.**)
4. Select the **[Submit]** button. The validations are run, the invoice is saved, and the user is returned to the previous page with the successful submission message displayed.

6.8 Transmitted Itemized Order Corrections

VCSS allows GSA's vendors to submit invoices electronically to Pegasys, referencing awards and orders posted by GSA.

This will ensure that vendors are presented with the most current order information, which will facilitate the submission of more accurate invoices by vendors from VCSS.

Additionally, attachments associated with these order corrections will also be available for viewing from VCSS if the attachment meets the requirements for transmission to VCSS. If an attachment is associated with an order in VCSS, the user can select the **Attachments** tab at the top of the page of the order when viewing it.

NOTE: In an Order/Award search, the order status will show if the order has been Corrected, Amended, or Initially submitted (Initial).

Figure 68: Order Attachments Page

If an order that is in VCSS is updated in Pegasys to contain a vendor without a VCSS Vendor Registration Number (VRN), that order will no longer be viewable in VCSS through the use of the existing "Remove from View" flag on the VCSS Order table.

6.9 E-Mail Notifications

VCSS sends the following e-mail notifications regarding invoices:

- VCSS sends an e-mail notification to the user who submitted the invoice when the invoice is accepted by Pegasys. The e-mail contains the updated status and invoice details.
- VCSS sends an e-mail notification to the user who submitted the invoice when the invoice is rejected by Pegasys. The e-mail contains the updated status, invoice details, and a rejection reason.

7 Payments

VCSS allows registered users to search for and view payments.

Following receipt of a vendor or customer's invoice, GSA makes the payment to the vendor or customer through Pegasys. The payment will be posted to VCSS, allowing the vendor or customer to track the status of the invoice and corresponding payment.

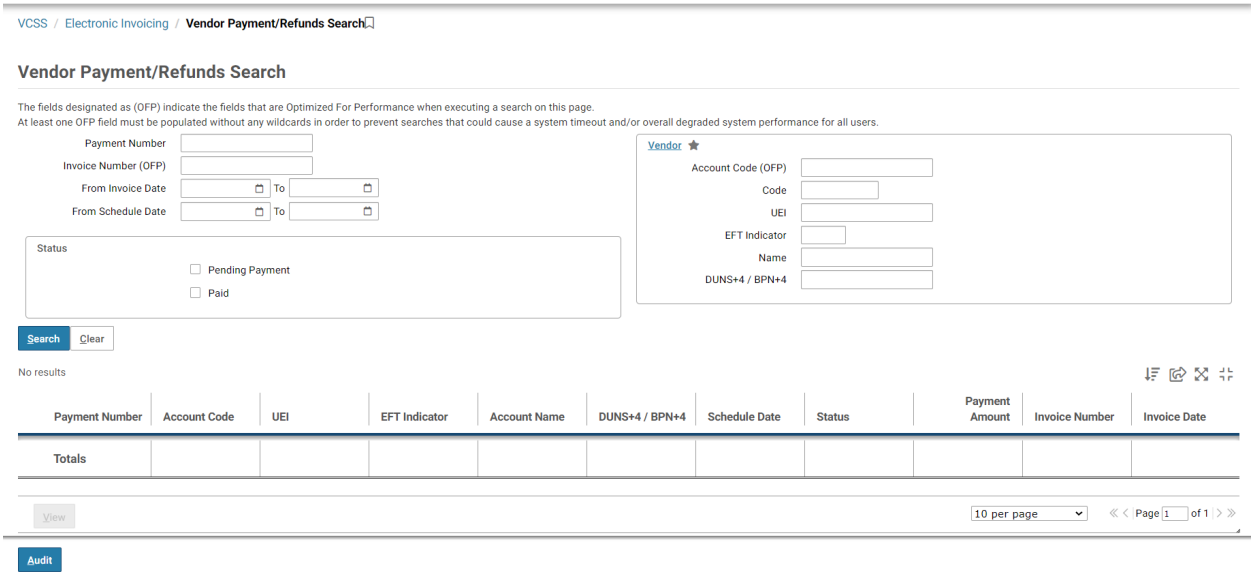
NOTE: For more information on Receivables and Billing transactions in VCSS, please refer to the BAAR User Guide 8, Section 5.

7.1 Searching

Users can search for payments posted to the vendors they are associated to.

1. To search for payments from the Home page, select **[Vendor Payment Search]** under the Electronic Invoicing Menu. The Vendor Payment Search page displays.

Figure 69: Vendor Payment/Refunds Search



Actions:

a. **[Search]:** Performs the search based on the entered search criteria.

b. **[Clear]:** Clears the entered search criteria.

c. **[View]:** Directs the user to the Payment Information page.

d. **[Audit]:** Directs the user to the Audit Log Query.

2. Enter the desired search criteria using the following fields:

   a. DUNS+4/BPN+4

   b. UEI

c. **EFT Indicator** (Previously DUNS+4)

d. Payment Number

e. Invoice Number

f. From Invoice Date

g. To Invoice Date

h. From Schedule Date

i. To Schedule Date

j. Status

NOTE: It is recommended that any fields marked as OFP be populated prior to executing any search. (i.e., Invoice Number (OFP)).

3. Select the [**Search**] button. The results display in the search results table.

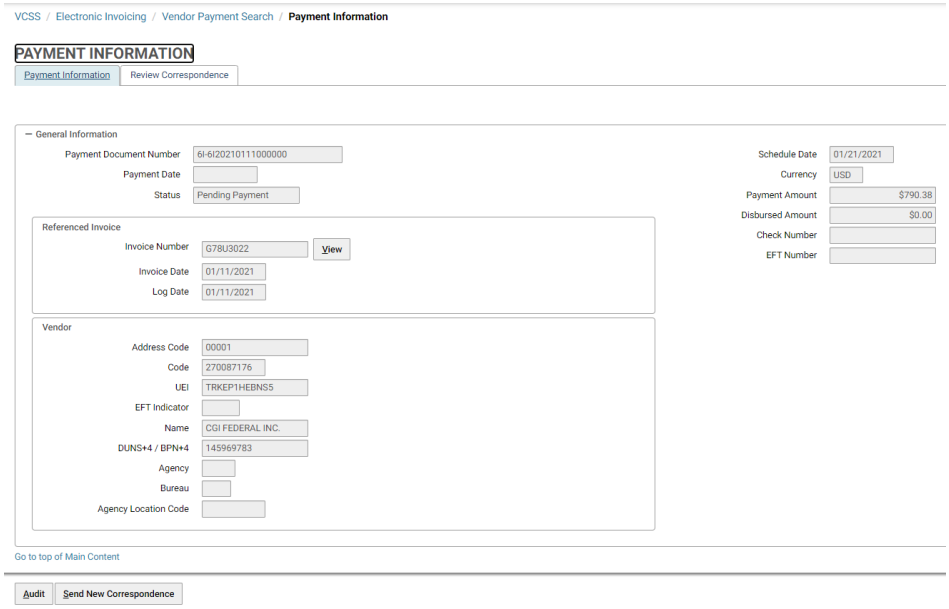
   The following summary information displays in the payment search results table: **Payment Number, Account Code, UEI, EFT Indicator** (Previously DUNS+4)**, Account Name, DUNS+4/BPN+4, Schedule Date, Status, Payment Amount, Invoice Number, and Invoice Date**.

7.2 Viewing

Users can view the payments of associated vendors.

1. To view a payment from the Vendor Payment Search page, select the checkbox next to the payment and select the [**View**] button. The Vendor Payment Information page displays.

Figure 70: Vendor Payment Information Page



Actions:

a. **[Send New Correspondence]:** Directs the user to send a new correspondence message to Pegasys. **Refer to Section 8 for more information on sending Messages.**

b. **[Audit]:** Directs the user to the Audit Log Query.

2. The following fields pre-fill and remain read-only:

   a. **DUNS+4/BPN+4**

   b. **UEI**

   c. **Payment Number**

   d. **Payment Date**

   e. **Status**

   f. **Schedule Date**

   g. **Payment Amount**

   h. **Check Number**

   i. **EFT Number** (Previously DUNS+4)

   j. **Invoice Number**

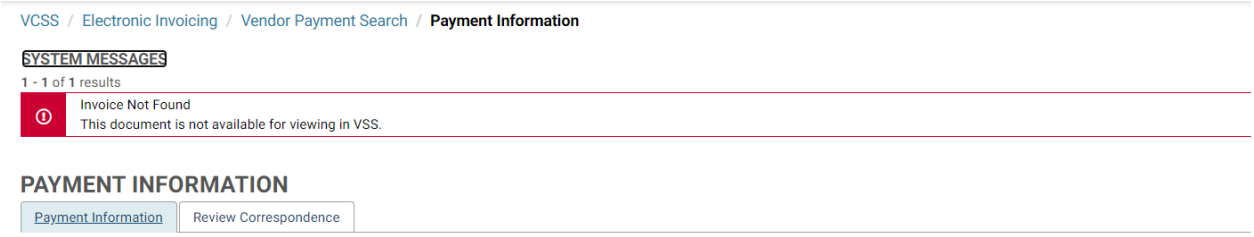
   k. **Invoice Date**

   l. **Log Date**

3. Select the View hyperlink.

   The referenced Invoice Information page displays or a message displays stating that the document is not available for viewing in VCSS.

Figure 71: Referenced Invoice Message



8 Correspondence

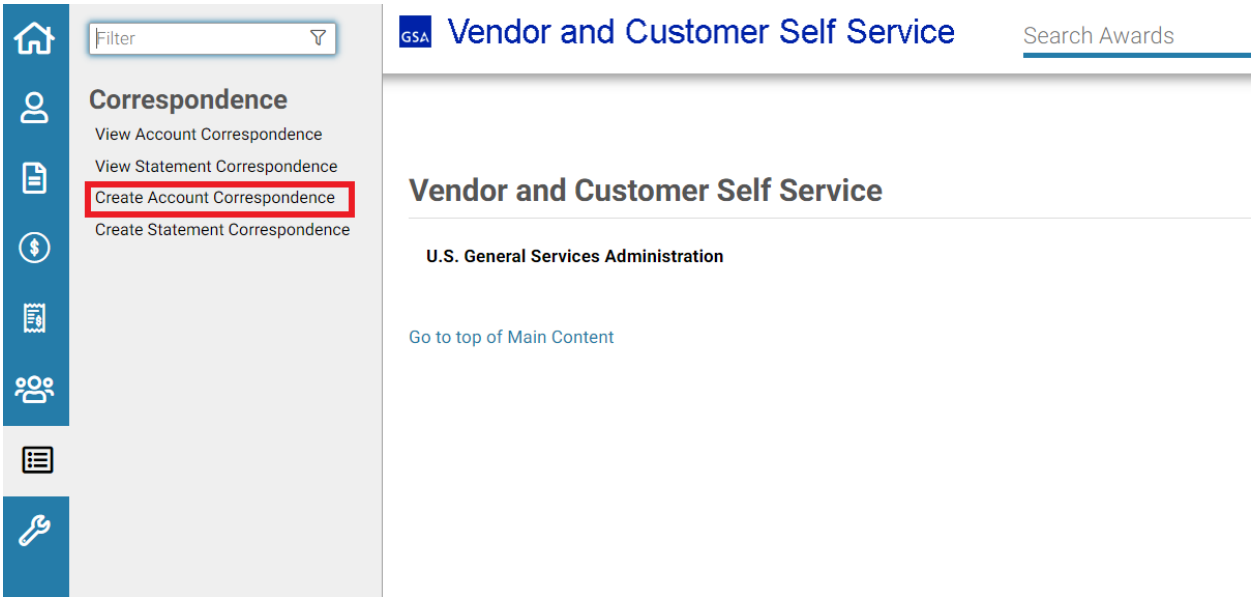
Vendors are able to send correspondence messages to Pegasys by selecting the Send New Message button on certain screens within VCSS. A message can be sent corresponding to a particular document in VCSS or it can be sent at the vendor account level. Once the message is sent, the appropriate GSA workgroup receives email notification of the new message. GSA can view the message and send a response, which will be transmitted, from Pegasys to VCSS. Vendors then can view messages sent from Pegasys within VCSS. Additionally, already sent messages may be viewed via the Message screen in VCSS.

NOTE: For more detailed information on the Correspondence Menus in VCSS, please refer to the BAAR User Guide 8, Section 5.

To create a correspondence message in VCSS at the account level, use the following steps:

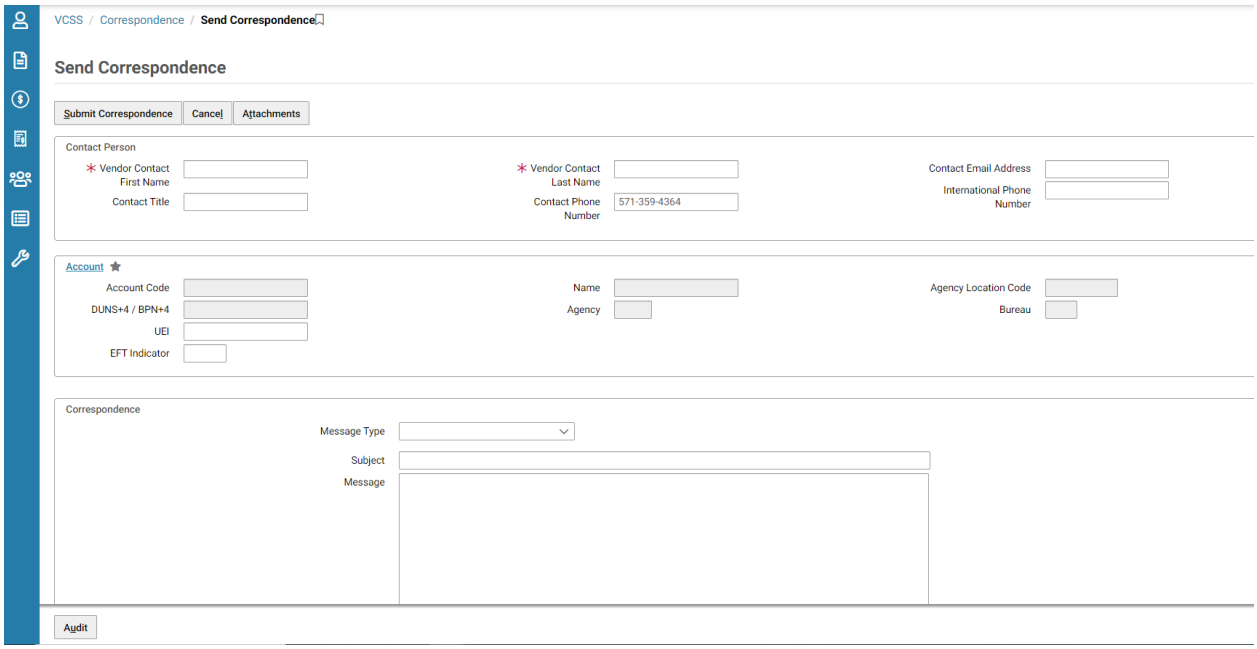
1. Select **Send New Correspondence** on a document.

Figure 72: Create Correspondence



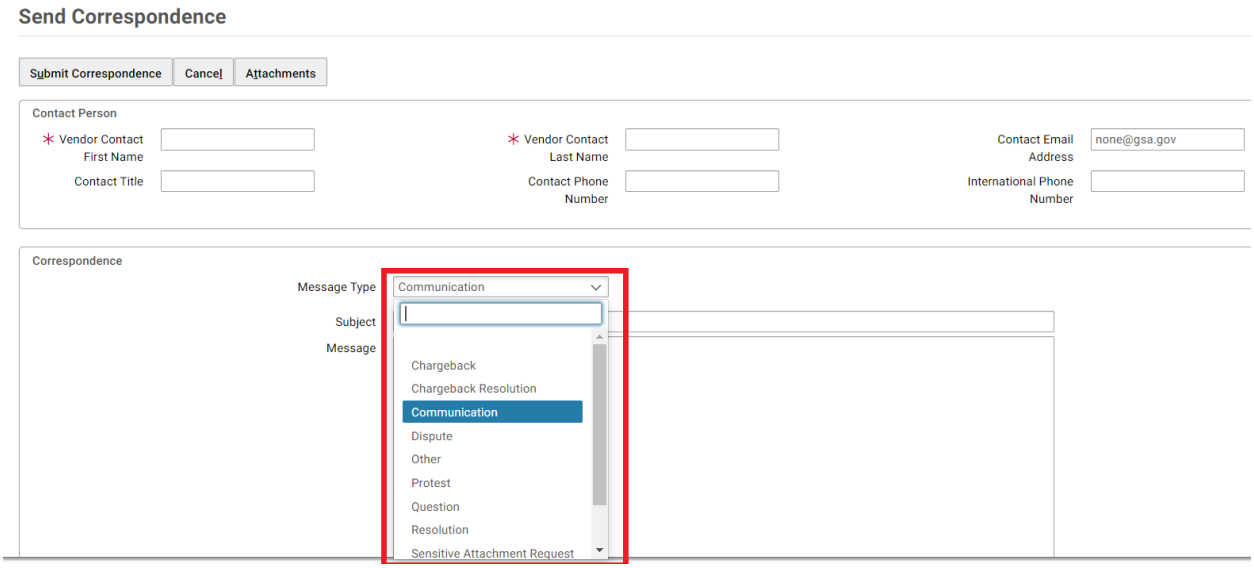
The Send New Correspondence tab displays. The user's email address defaults from the VCSS profile address.

Figure 73: Send Correspondence Page



2. Enter the **Vendor Contact First Name**.
3. Enter the **Vendor Contact Last Name**.
4. Choose a type of correspondence in the **Message Type** drop down box.

Figure 74: Send Correspondence Drop Down

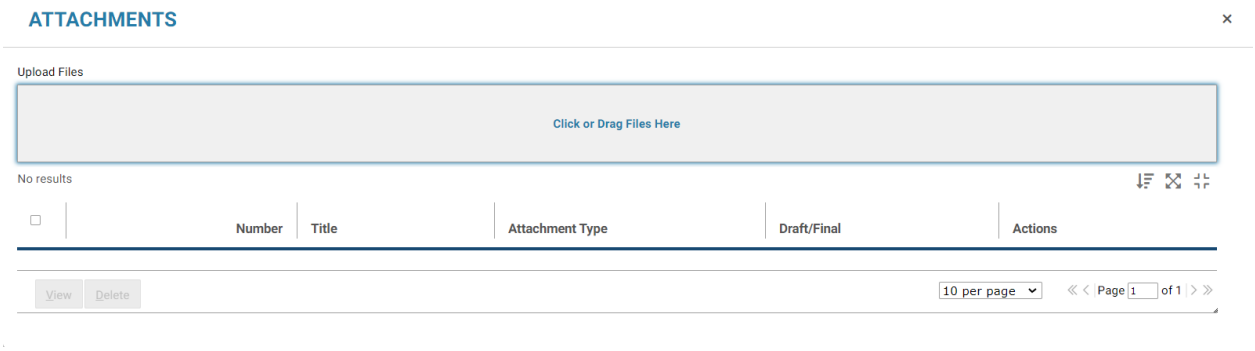


5. Enter a subject for the correspondence message in the **Subject** field.
6. Enter the message in the **Message** field.

Figure 75: Subject and Message Fields

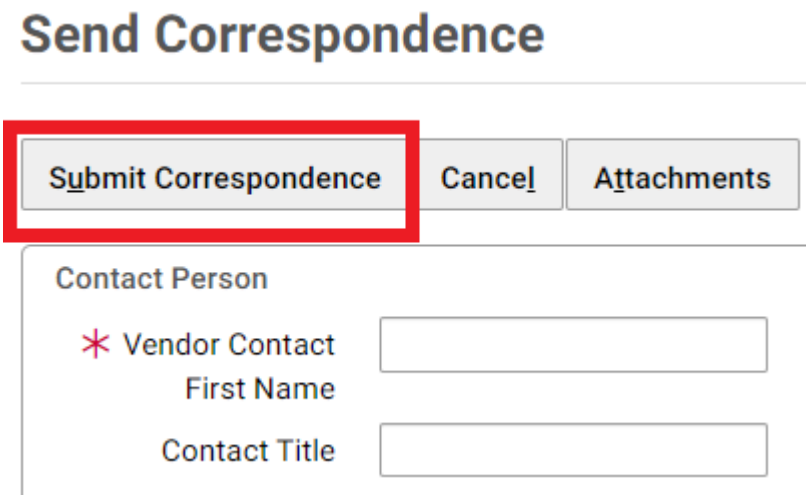
7. To add an attachment to the Correspondence message, select the **Attachment** tab.

Figure 76: Attachments Tab



8. Select **[Click or Drag Files Here]** to search for a file and select a file, and then close the window.
9. Select the **Submit Correspondence** button to submit the correspondence message.

Figure 77: Submit Correspondence Button

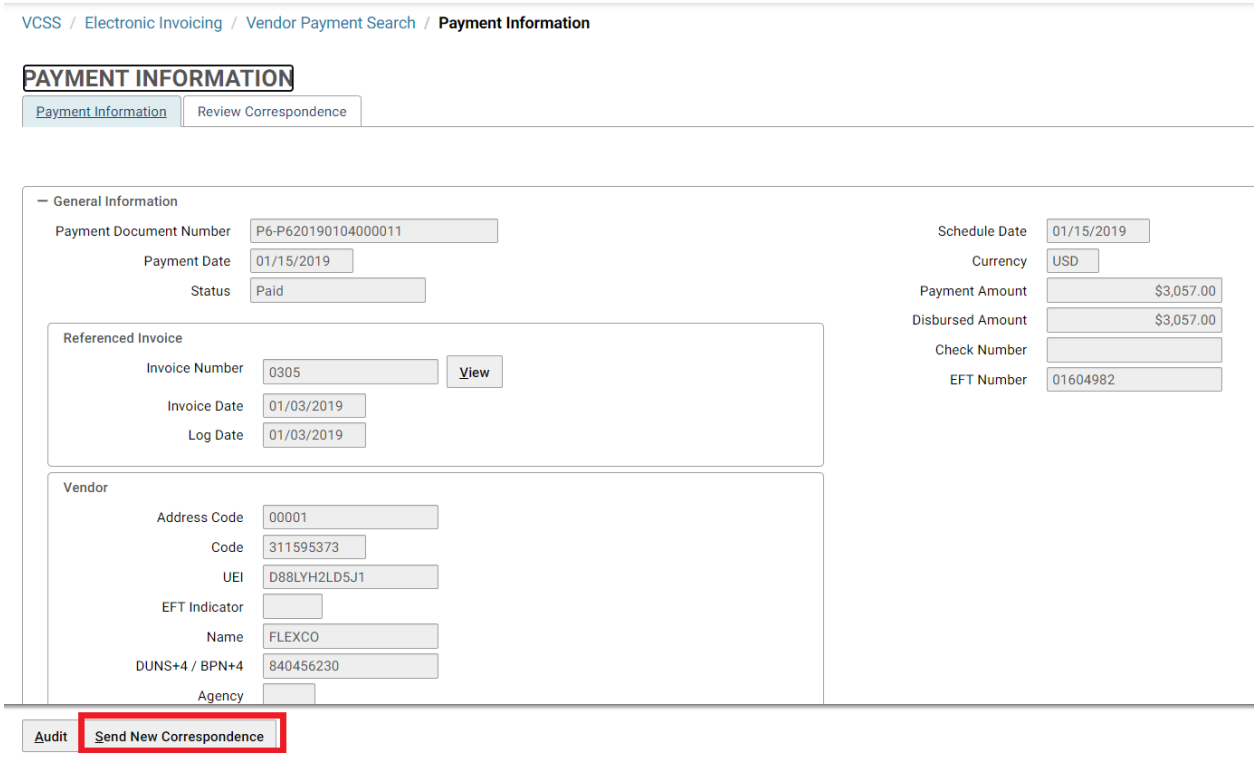


10. To cancel the message, select the **Cancel** button.

To create a correspondence within a statement or payment, use the following steps:

1. Within a payment, select the **Send Correspondence** button at the bottom of the page.
2. Repeat steps 2 - 10 above.

Figure 78: Payments Information Correspondence

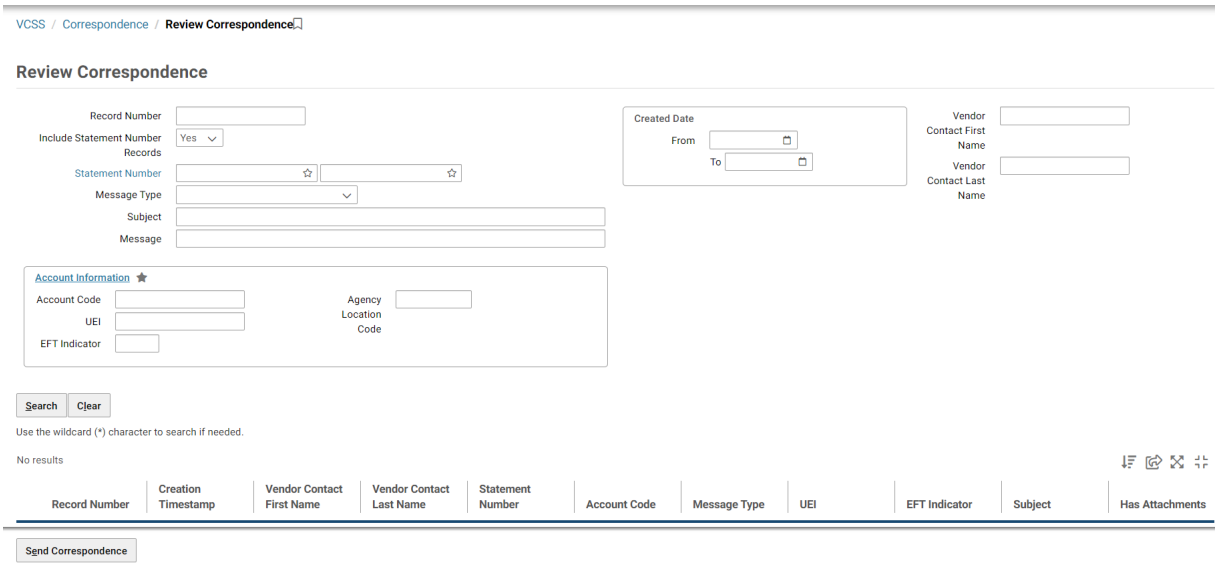


NOTE: To view correspondence messages initiated from Pegasys, a vendor can navigate to the particular document or navigate to the Vendor Correspondence.

Use the following steps to search for messages in VCSS.

1. Navigate to **Correspondence → View Account Correspondence**. The Review Correspondence query will display.

Figure 79: Review Correspondence Screen



2. All correspondence will appear in the lower section of the screen. To search for a particular correspondence, enter search criteria and select the **Search** button.
3. To export correspondence into a spreadsheet application, select the Export Icon, and then select **[View as CSV]** or **[View in Excel]**.
4. To view a Statement Correspondence, navigate to **Correspondence → View Statement Correspondence.** The Statement Correspondence screen will display.

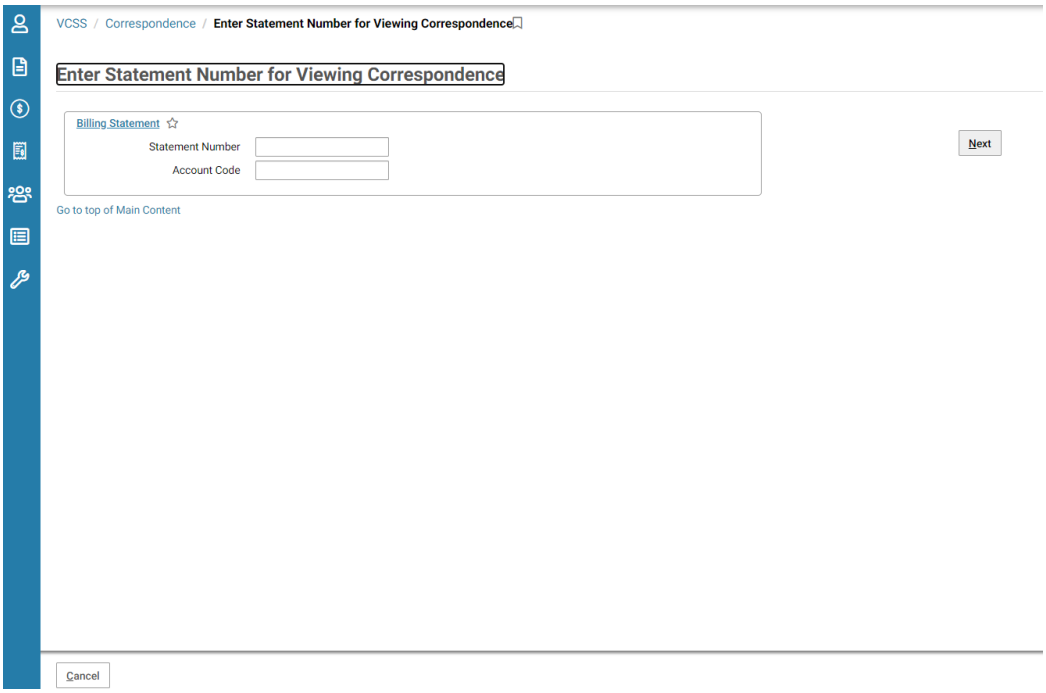



Figure 80: View Statement Correspondence Screen