

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 82

(Issue date: 14 September 2011)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Identifying GSA Federal Supply Schedule/Virginia Institute for the Blind (VIB) purchases in Access Online

The purpose of this Purchase Card Alert is to identify a new requirement in Access Online.

A drop-down menu box entitled “*GSA Federal Supply Schedule/VIB Store?*” has been added to the Order Management Section in Access Online under “Merchant” (see screen shot on page 2, attached). If you buy a supply or service from GSA Federal Supply Schedules or the VIB store, please select “yes” in the drop-down menu. If purchasing from any source other than GSA Federal Supply Schedule or VIB, select “No”. NOTE: A red asterisk will be added to this field on 19 September 2011, which will make this is a mandatory field from that date forward.

Please direct questions regarding this alert to Terry McGregor on (703) 695-8921, by e-mail at Terry.McGregor@whs.mil or Janette Ray at (703) 695-8666, by email at Janette.ray@whs.mil

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at Claudia.Colvin@whs.mil.

Microsoft Internet Explorer provided by WHS/ITMD
 https://access.usbank.com/cpsApp1/AvolComServlet

Order Management
 Order Maintenance
 Match Multiple Orders

Transaction Management
 Account Information
 Reporting
 My Personal Information

Home
 Contact Us

Card Account Number: *****1288 NICOLAS FORCELL
 Create Manage Trans List

Use this form to create an Order that may be available for automatic and/or manual matches to transactions.
 * = required
[Collapse All](#) [Create Order from Existing Order](#)

Information [Return to Top](#) [Go to Save](#)

General

Control Number: * 0000000034889 Order Date: * 09/12/2011 Creation Date: 09/12/2011
 Match Status: Open Source: NPurcell User ID: NPurcell
 Business Unit: Invoice #: Document #:
 Authorization Number: Transaction Method Code: Requestor Name: *

Financials

Credit Order
 Amount: * 0.00 Total Tax: * 0.00 Line Item Tax: * 0.00
 Other Tax: 0.00 Freight Amount: 0.00 Source Currency: U.S. Dollar
 Property Book: * Yes Source Currency Amount: Contingency Operations:
 Miscellaneous Amount: Contract Payment Method: * No UID Required: * No

Merchant

Merchant Name: * City: State/Province:
 Postal Code: GSA Federal Supply Schedule/VIB Store? No Yes

Ship to

The cardholder will select –
 Yes – If purchasing off a GSA Federal Supply Schedule or VIB Store.
 No – Other than GSA Federal Supply Schedule or VIB Store.