

## **Frequently Asked Questions:**

### **1. How do I sign up for EDI or VP?**

- **EDI registration.** Email [gsaedi@gsa.gov](mailto:gsaedi@gsa.gov). Successful EDI onboarding can take anywhere from 30 - 90 days.
- **VP Registration.** Email [gsaedi@gsa.gov](mailto:gsaedi@gsa.gov). Our GSA EDI team will use your information to establish an account, usually within 1-2 business days, and forward a username and temporary password to the email address indicated. One VP account per Dun and Bradstreet Number (DUNS) provides access to all your purchase orders.

### **2. Why are fax orders being discontinued?**

EDI and VP provide improved communications and better order visibility for both contractors and customers. Contractors are better able to track order status and comply with delivery and tracking reporting requirements, while customers are able to track shipment status. Communications on shipment status, cancellation notifications, and partial fulfillment notifications are automatically sent to customers after the status is updated via EDI or VP. EDI transactions support fast and efficient invoice processing and payment. These issues drive customer satisfaction, use of GSA Contracts, relate to key performance measures, and are integral to Global Supply operational requirements. Global Supply orders will no longer be faxed after April 16, 2018.

### **3. Do I have to sign this modification?**

**No.** This modification is optional for all contractors. **However**, contractors who do not sign this modification will no longer be eligible to receive Global Supply Orders after April 16, 2018.

### **4. If I have a system that currently accepts orders through GSAAvantage!™ do I still need to register for EDI or VP?**

**Yes.** The system, account, and portal where you receive GSAAvantage! orders are all separate and distinct from EDI and VP. Global Supply Orders against an MAS contract require contractors to email: [gsaedi@gsa.gov](mailto:gsaedi@gsa.gov) to start the registration process.

### **5. What happens if I don't register for EDI or VP?**

Contractors who do not register for EDI or VP will no longer be eligible to receive Global Supply Orders after April 16, 2018. Global Supply Orders will no longer accept faxes after April 16, 2018.

### **6. How do I learn more about EDI and VP?**

Additional information for processing requirements for EDI and VP can be found at <http://www.gsa.gov/portal/content/151058>. For technical questions and coordination, you may email our GSA EDI/VP Team at [gsaedi@gsa.gov](mailto:gsaedi@gsa.gov).