Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Third Generation (OS3)

GSA Advantage!
Step-by-Step Buying Guide

January, 2014
Why order through GSA Advantage!

• Step-by-step ordering guide available
• Multiple ways to evaluate vendors, products, and pricing
• Filters to limit results to green items, small business vendors, toner, and AbilityOne products
• Quantity discount pricing
• Park Cart feature
• Varied shipping options
GSA Advantage!
Access GSA Advantage! Online
https://www.gsaadvantage.gov

Select Login, or Register if you have not yet done so.
Log in to GSA Advantage!

Login

Please login to continue.

User ID: 
Password: 

Case Sensitive

If you do not have a User ID or Password, please Register.
Forgot my User ID & Password

Login

FSSI Overview — Ordering Procedures — How to Buy Office Supplies — Contact
Access the FSSI Office Supply BPAs
Hover your mouse over Products; click on Office Equipment & Supplies – FSSI.
Find your desired product within the FSSI store

Option 1: Search for your product by typing it into the FSSI search bar
Find your desired product within the FSSI store

Option 2: Search for your product by clicking Select this filter in at least one category and selecting Search.
Browse the search results to find what you want

Review the Search Results by the most important criteria to you: by **Most Relevant** (default option), **Product Name**, **NSN/mfr. Part number**, **Manufacturer Name**, **Price – High to Low**, or **Price – Low to High**.
Browse the search results to find what you want

Click on the item name to select.
Select the product you want to buy

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a radio button.
Remember to look for the FSSI icon.

Make sure item features the BLUE FSSI label.

Compare Available Sources

Instructions: Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below. @ indicates when volume discounts are offered.
Select the product you want to buy

Add to Cart

Enter your desired quality and select Add to Cart.
Review your order

Option 1: Select Checkout to finalize your order.

<table>
<thead>
<tr>
<th>Notes</th>
<th>NSN/Part #</th>
<th>Name</th>
<th>Vendor</th>
<th>Details</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SANT/J3121</td>
<td>SANFORD INK CORP PEN, UNIBALL JEV</td>
<td>SNEISS DISTRIBUTIONS</td>
<td>Qty Delivery</td>
<td>3-4 days delivered 48.0</td>
<td>100</td>
<td>$11.81 EA</td>
</tr>
</tbody>
</table>

Cart Total: $118.10

Shopping Cart Notes:
- **Renewing Items**
  - Enter "0" in the Qty box for the items you want to remove and click "Update Cart".
- **Changing the Unit Price**
  - Customers are encouraged to negotiate a lower price with MAS contractors if the volume warrants. To reduce the unit price, click [reduce price]. You will be asked to provide an authorization.
- **Payment Methods**
  - GSA Advantage accepts Government Purchase Card or ACO/PO contracts. Restrictions may apply. For state and local organizations, GSA accepts state or local issued credit cards (Visa, MC, AMEX only).
- **Shipping**
  - Shipping is included on all prices except when "FPO Only".
  - Orders may be shipped to a valid US post office address. Orders may also be shipped to any APO/FPO or overseas address (excludes state or local government orders). Additional instructions will follow at Checkout.
- **Saving your Shopping Cart**
  - If you would like to save your cart for later or forward your cart to someone, click the "Park Cart" button.
  - Please note that prices are subject to change, and may be different when retrieved.
Review your order

Option 2: Take advantage of FSSI’s economies-of-scale pricing system by selecting Park Cart to allow your colleagues to access your account and add items to your cart, or to return at a later date to consolidate your order.
Pay for your order

Select your **Shipping Time** and **Additional Shipping Options**.
Pay for your order

Select **Continue** to enter your payment information.
Pay for your order

Select your **payment method**, then enter your credit card information.
Pay for your order

Select **Submit-continue.**
Confirm and process your order

Review your order and select **Process Order**.
New Search Option

Change filter on homepage.
New Search Option

Select Office Supplies and Equipment FSSI
Questions?

Feel free to contact the FSSI OS3 team:

Fssi.officesupplies@gsa.gov