



U.S. General Services Administration

Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Fourth Generation (OS4)

**Webinar will begin at 2:03 PM EASTERN
There is no call-in for this webinar.
Please make sure you have headphones or
computer speakers turned up.**

August 2019

Agenda

- Overview
- Ordering Procedures
- How to Buy FSSI OS4 Products
- Points of Contact

FSSI OS4 Overview

- Program consists 18 OS4 awards to date
- Enhanced Special Item Numbers (SINs)
 - SIN 75-220: Enhanced SIN For Office Products & Services / Office Supplies 4th Generation (OS4)
 - SIN 75-280: Enhanced SIN For Overseas Office Products & Services / Office Supplies 4th Generation (OS4)

FSSI OS4 Overview

SIN 75-220:

- Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products.
- This SIN also includes all commercially available services related to the support of office products.
- Optional services include, but are not limited to:
 - Desktop Delivery
 - Secure Desktop Delivery
 - On-Site Stores
 - Walk-in Stores

FSSI OS4 Overview

SIN 75-280:

- This SIN covers items for use only in overseas destinations.
- This SIN also includes all commercially available services related to the support of office products.
- Optional services include, but are not limited to:
 - Desktop Delivery
 - Secure Desktop Delivery
 - On-Site Stores
 - Walk-in Stores

***New* OS4 Solution!**

OS4, the new Office Supplies solution, has awarded 18 contracts!

Contractors:

- ABM FEDERAL SALES, INC.
- ALL-CITI TONER INC.
- AUTOMATION AIDS, INC.
- CARTRIDGE SAVERS, INC.
- ENTERPRISE TECHNOLOGY SOLUTIONS
- GUERNSEY OFFICE PRODUCTS, INC.
- MINTON-JONES COMPANY
- MJL ENTERPRISES, LLC
- MONO MACHINES LLC
- NEW CENTURY IMAGING, INC.
- PACIFIC INK, INC.
- PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.
- PERFECT OUTPUT, LLC
- SITA BUSINESS SYSTEMS, INC.
- STAPLES, INC.
- STERILE SERVICES CO.
- U S REPROGRAPHICS CORPORATION
- ZAPOPAN BUSINESS GROUP LLC

Major new features:

- Real time order status! – Find out where your order is in real time.
- Convenience fees – No longer be limited by minimum orders – vendors will ship orders below minimum order amount for a shipping fee.

OS4 Features

- Improve pricing and savings
- Enhance vendor requirements
- Capture data (data spending tracking capabilities)
- Vendor accountability
- Provide 4-day direct delivery (CONUS) and 7-day direct delivery (OCONUS)
- Enable achievement of socio-economic goals
- Support nation's Small Businesses
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use
- Make it easy to purchase green items
- Offer enhanced delivery options including next-day delivery, desktop delivery, and secure desktop delivery

Value to the Customer

- **Government Savings**
 - Total spend in FSSI OS3 since inception is \$471 million
 - Cumulative savings average 14.67% (\$80.6M total savings)
 - 80% of purchases went to Small Businesses
- **Continue to provide Government Savings under OS4**
- **Enable Agency Socio-economic Goals**
- **Meet all Procurement Regulations**

OS4 Discounts

- Order Volume Discounts
 - Consolidate orders and save as discounts are triggered on individual orders starting at \$300 for some vendors
 - Discounts increase at \$1,000, \$3,000, \$5,000, and \$10,000 orders depending on the vendor
- Discounts are activated at GSA Advantage checkout.

What if my order doesn't meet the minimum purchasing requirement?

- The minimum purchasing amount is currently \$100, depending on vendors.
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on GSA Advantage.
- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases.
- Remember, order minimums result in added value: better prices and less shipping waste.
- All OS4 vendors offer a convenience fee to bypass minimum order requirements. If you need to make an order below the minimum order, you may do so for a convenience fee.

**Help Meeting Vendor Minimums:
Searching a Single Vendor's Catalog on GSA
eLibrary**

Go to GSA eLibrary, www.gsaelibrary.gsa.gov on your internet browser. Type “OS4” into the search bar.

The screenshot shows the GSA eLibrary website interface. At the top, the browser address bar displays www.gsaelibrary.gsa.gov/ElibMain/home.do. The website header includes the GSA eLibrary logo and navigation links for Home, eBuy - quotes, GSA Advantage - online shopping, and Help. A search bar is prominently displayed in the center, with the word "Search" circled in red. Below the search bar, there are links for Contractor Directory (a-z) and Cross-Schedule Search. The main content area is divided into several sections: Category Guide, News..., Get Quotes, and Additional Information. The Category Guide lists various product categories such as Winter Supplies & Services, Disaster Relief, Hospitality, Cleaning, & Chemicals, Laboratory, Scientific, & Medical, Office Solutions, Security Solutions, Tools, Hardware, & Machinery, Vehicles & Watercraft, Building & Industrial, Furniture & Furnishings, IT Solutions & Electronics, Law Enforcement, Fire, & Security, Recreation & Apparel, Services, Travel & Transportation Solutions, and Wildland Fire & Equipment. The News... section features a headline about GSA Strategic Sourcing BPAs. The Get Quotes section promotes the eBuy system. The Additional Information section lists links for Customers and Contractors. On the right side, there are several quick search boxes for Schedule Contracts, Technology Contracts, and State and Local Governments.

Search In the words

enter Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number, NAICS

▶ Contractor Directory (a-z) ▶ Cross-Schedule Search

Category Guide

- ▶ Winter Supplies & Services
- ▶ Disaster Relief
- ▶ Hospitality, Cleaning, & Chemicals
- ▶ Laboratory, Scientific, & Medical
- ▶ Office Solutions
- ▶ Security Solutions
- ▶ Tools, Hardware, & Machinery
- ▶ Vehicles & Watercraft
- ▶ Building & Industrial
- ▶ Furniture & Furnishings
- ▶ IT Solutions & Electronics
- ▶ Law Enforcement, Fire, & Security
- ▶ Recreation & Apparel
- ▶ Services
- ▶ Travel & Transportation Solutions
- ▶ Wildland Fire & Equipment

News...

GSA Strategic Sourcing BPAs. GSA eLibrary now includes the latest contract award information on GSA Strategic Sourcing BPAs. GSA Strategic Sourced BPAs are established against Federal Supply Schedules and offer greater discounts, business intelligence and best practice solutions. To find out more, click on the 'GSA Strategic Sourcing BPAs' link under 'Additional Information / Customers'.

Get Quotes

GSA eBuy is an easy-to-use electronic Request for Quotation (RFQ) system designed to facilitate the request for submission of quotations.

With eBuy, getting quotes is just a click away!

go to eBuy >>

Additional Information

Customers <ul style="list-style-type: none">• Training Opportunities• FPDS-NG• EPLS• GSA Strategic Sourcing BPAs	Contractors <ul style="list-style-type: none">• FedBizOps• Schedules Sales Query• Vendor Support (VSC)
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Quick Search

Go to

Schedule Contracts

GSA schedule contracts offer direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing!

▶ View schedule contracts
▶ GSA schedules info ▶ VA schedules info

Technology Contracts

GSA technology contracts cover the whole spectrum of IT solutions, from network services and information assurance to telecommunications and purchase of hardware and software.

▶ View technology contracts
▶ GSA technology contracts info

State and Local Governments

Cooperative Purchasing

Purchase IT products, services, and support equipment from Federal Supply Schedules.

▶ View participating vendors
▶ Cooperative Purchase FAQ

Disaster Recovery Purchasing

Purchase products and services to facilitate recovery from a major disaster.

▶ View participating vendors
▶ Disaster Recovery Purchasing FAQ

Select SIN under Category

Instructions: Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.

Description matches

Source	Description
75	OFFICE PRODUCTS/SUPPLIES AND SERVICES AND NEW PRODUCTS/TECHNOLOGY - Includes Videotapes, Audiotapes, Tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare Screens, Cleaning Equipment & Supplies, Ergonomic Devices, Next Day Desktop Delivery of Office Supplies, and Restroom Products such as Roll Toilet Tissue Dispensers, Toilet Tissue, Paper Towels, Toilet Seat Covers, Facial Tissues, and Soaps for Restroom Dispensers.
Category	Description
75 220	ENHANCED SIN FOR OFFICE SUPPLIES & SERVICES / OFFICE SUPPLIES 4TH GENERATION (OS4) . - Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products. Office products include, but are not limited to items such as: pens, pencils, markers, xerographic paper, printer paper, fax paper, 3D printing filaments and resins, binders, tape, envelopes, shredders, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic workstations products, cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums, etc.) optical disks, CD-ROMS, DVD-ROMS, flash drives, external hard drives, physical storage, security, protective and related ADP supplies, and toner cartridges. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in the products packaging and/or rebates. This SIN also includes all commercially available services related to the support of office products. Optional services include, but are not limited to: desktop delivery, secure desktop delivery, on-site stores, walk-in stores, customizing and imprinting services.

Choose a vendor and click the *GSA Advantage* icon under “View Catalog”

18 contractors

Display:

[Download Contractors \(Excel\)](#)

Hold the 'Ctrl' key to select all that apply

Contractor ▲		Contract #	Phone	City, State ▼	Socio-Economic	Contractor T&Cs /Pricelist	View Catalog
ABM FEDERAL SALES, INC.		47QSEA19D000B	800-522-9226	CHESTERFIELD ,MO	s		
ALL-CITI TONER INC.		47QSEA19D007N	888.237.6002	BROOKLYN ,NY	s		
AUTOMATION AIDS, INC.		47QSEA19D0074	8002342790	HORSHAM ,PA	s		
CARTRIDGE SAVERS, INC.		47QSEA19D0037	608 227-7283	MADISON ,WI	s/d		
ENTERPRISE TECHNOLOGY SOLUTIONS, INC.		47QSEA19D001M	925 400 9586	BETHESDA ,MD	s/w		
GUERNSEY OFFICE PRODUCTS, INC.		47QSEA19D004Q	703-968-8200	DULLES ,VA	s		
MINTON-JONES COMPANY		47QSEA19D007U	(770)449-4787	NORCROSS ,GA	s		
MJL ENTERPRISES, LLC		47QSEA19D009B	(757)449-3090	VIRGINIA BEACH ,VA	s/dv		
MONO MACHINES LLC		47QSEA18D008C	800-592-1306	NEW YORK ,NY	s		
NEW CENTURY IMAGING, INC.		47QSEA19D0094	(800)513-5157	GOLETA ,CA	s/w/wo		
PACIFIC INK, INC.		47QSEA19D006Y	877-838-6843	SAN DIEGO ,CA	s/w/wo/ew		
PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.		47QSEA19D0042	866-332-9630 EXT 229	ISSAQUAH ,WA	s/v		
PERFECT OUTPUT, LLC		47QSEA19D000D	1-816-268-2229	OVERLAND PARK ,KS	s/v/d		
SITA BUSINESS SYSTEMS, INC.		47QSEA19D0065	(571)308-1930	CHANTILLY ,VA	s/w/wo		
STAPLES, INC.		47QSEA19D008T	1-800-999-9077 X 358	ENGLEWOOD ,NJ	o		
STERILE SERVICES CO.		47QSEA19D0002	757-570-2975	MIAMI ,FL	s/w/wo/ew/dv/d/8a/h		
U S REPROGRAPHICS CORPORATION		47QSEA19D0069	(800) 500-3038	ANAHEIM ,CA	s		
ZAPOPAN BUSINESS GROUP LLC		47QSEA19D006Z	210-495-5400	SAN ANTONIO ,TX	s/w/wo/ew/d		

This brings you to that vendor's catalog on GSA Advantage. Now type the item you need under "Search within results."

GSA Advantage!
Online Shopping

My Account | NSN Ordering | Get Quotes | Help | Register | Login
A service of the U.S. General Services Administration

Shop by Category | **Search** | Products | **Go** | Advanced

Home > Search Results

Search Results - Products

Go to Consolidated View >

Found **2,826** products matching the following criteria.

Criteria: GS02Q14DCR0001 in contract number and CLIN 0001 in Special Item Number (SIN)

Sort by: Most relevant | Limit by price: | **Search within results** | Find any of these words: **GO**

1 | 2 | 3 | 4 | 5 Next Page >



TITLE:MAILROOMSHIPPING
MMM34508

\$18.48 PK

4 days delivered ARO
From 152 sources

DESC 34508 - 1 PK by UPSFedExGd TAPEPACKAGING8PACK Seal your boxes with tape that unwinds quietly from the roll. Whether youre in a crowded office or a quiet cubicle setting you ca...

Mfr: 3M

Contractor: CAPITOL SUPPLY,INC. (s)

Contract#: GS02Q14DCR0001 Other Terms and Conditions apply

FSSI



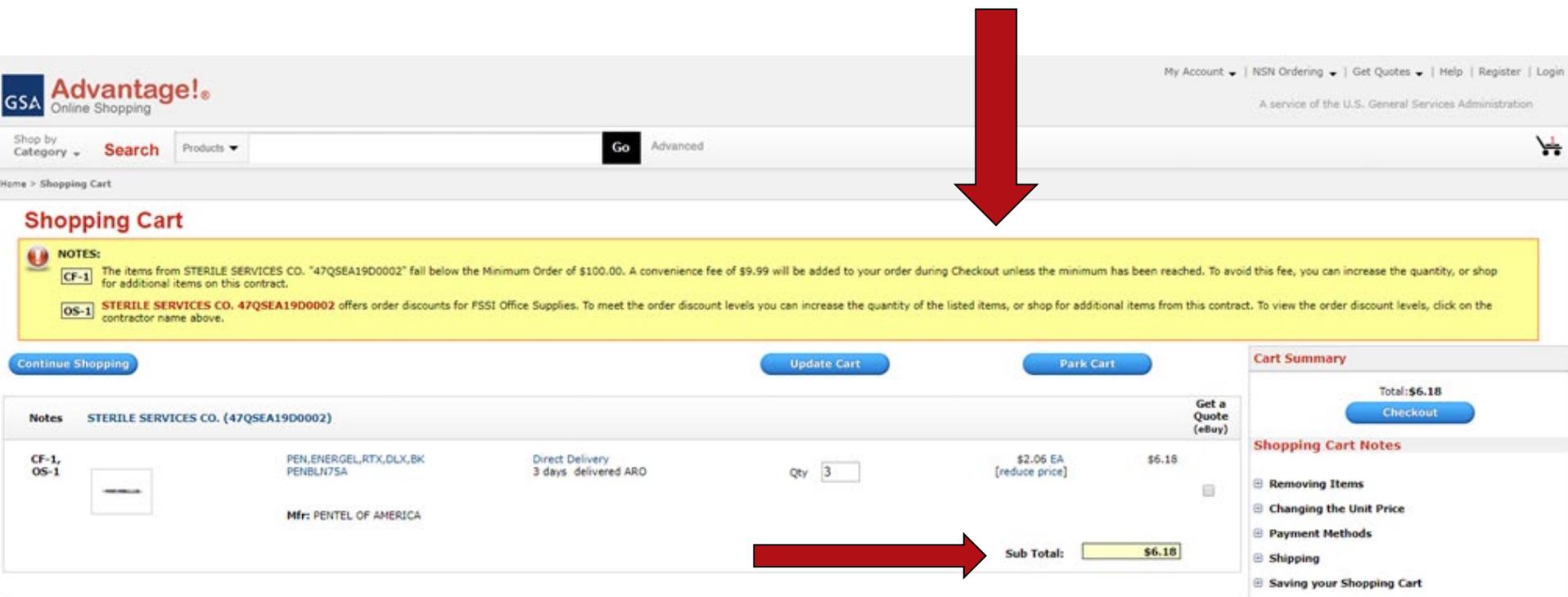
TITLE:OFFICE ESSENTIALS
ESS90147

\$394.59 EA

DESC BOORUM PEASE 90147 - 1 EA by UPSFedExGd STAPLERRAPID 5080 Ideal for busy copy centers mailrooms and offices. Flat-clinch style so papers lie flat. See-through visor for visibi...

Avoid vendors' minimum order requirements with Convenience Fees

- If your order is below a vendor's minimum order requirement, you will receive a prompt in your shopping cart.



The screenshot displays the GSA Advantage! Online Shopping interface. At the top, the GSA Advantage! logo is visible on the left, and navigation links like 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login' are on the right. Below the logo is a search bar with a 'Go' button and a 'Products' dropdown. A red arrow points from the top of the page down to a yellow notification banner in the shopping cart.

Shopping Cart

NOTES:

- CF-1** The items from STERILE SERVICES CO. "47QSEA19D0002" fall below the Minimum Order of \$100.00. A convenience fee of \$9.99 will be added to your order during Checkout unless the minimum has been reached. To avoid this fee, you can increase the quantity, or shop for additional items on this contract.
- OS-1** STERILE SERVICES CO. 47QSEA19D0002 offers order discounts for FSSI Office Supplies. To meet the order discount levels you can increase the quantity of the listed items, or shop for additional items from this contract. To view the order discount levels, click on the contractor name above.

Buttons: Continue Shopping, Update Cart, Park Cart, Get a Quote (eBuy), Cart Summary (Total: \$6.18, Checkout), Shopping Cart Notes (Removing Items, Changing the Unit Price, Payment Methods, Shipping, Saving your Shopping Cart).

Notes	STERILE SERVICES CO. (47QSEA19D0002)					
CF-1, OS-1		PEN,ENERGEL,RTX,DLX,BK PENBLN75A Mfr: PENTEL OF AMERICA	Direct Delivery 3 days delivered ARO	Qty <input type="text" value="3"/>	\$2.06 EA [reduce price]	\$6.18
Sub Total:						\$6.18

A red arrow points from the bottom of the table to the 'Sub Total' field.

Avoid vendors' minimum order requirements with Convenience Fees

- If your order remains below a vendor's minimum order requirement, their convenience fee will be added on a checkout.

Purchase Order1: STERILE SERVICES CO.

Purchase Order No. 47QDCC19M1H9Z

Requisition/Reference No.

Dealer: STERILE SERVICES CO. 445 NW 54TH ST MIAMI, FL

Delivery Time
3 days delivered ARO

Appropriation Data

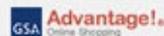
Deliver on or before

Nov 3 2018

FOB
See Below

PO Note

Mfr. Part No.	FOB	Qty	Unit Price	Total Price
PENBLN75A PEN ENERGEL RTY DLY BK	Destination - Includes Shipping	2	\$2.06	\$4.12
Convenience Fee		1	\$9.99	\$9.99
			PO Total:	\$14.11

 **Advantage!**
Online Shopping

[Home](#) | [My Account](#) | [Order History](#) | [Logout](#) | [Help](#) | [Reports](#) | [GSA eLibrary](#) | [GSA eBuy](#) | [News](#) | [Acquisition Gateway](#)

*** WARNING ***

This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action and criminal prosecution.
Privacy and Security



Ordering Procedure For Orders At Or Below the Micro Purchase Threshold (\$10,000)

- Attempt to distribute orders among multiple OS3 contractors.
 - Order minimums are currently \$100, but some vendors will accept lower minimums.
 - Smaller orders may be placed with vendors for a convenience fee.
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions.
- Keep in mind Delivery Tier discounts for orders at \$300 and above from some vendors.

What If the Office Supply I want to buy is not on OS4?

- In general, the OS4 program includes a wide range of products, brands, and part numbers although not every brand or part number may be included.
- By purchasing office supplies through OS4, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13834).
- We recommend purchasing an item that is a “close second” to the office supply you are intending to buy.

Orders Exceeding Micro-Purchase Threshold but less than the SAT (\$10,000 to under \$250,000)

- Orders exceeding Micro-Purchase threshold but less than the SAT must follow FAR Part 8.405-1(c).
- Survey at least 3 contractors through GSA Advantage or request quotes from at least 3 OS4 awardees.

Orders equal to or above the SAT (\$250,000)

- Must provide fair opportunity to all O4 vendors
- Encouraged to use GSA's E-Buy system or a reverse auction
- Consult FAR part 8.405-1(d) for more information

I'm outside the Continental US. Can I use FSSI OS3?

- FSSI OS3 Purchasing channel is intended for CONUS purchases only, however, you can use the FSSI OS3 REQUISITION CHANNEL for OCONUS ordering.
- Requisition Channel ordering options:
 - MILSTRIP
 - www.GSAglobalsupply.gsa.gov
 - GSA Advantage (look for Global Supply items)
 - FedMall

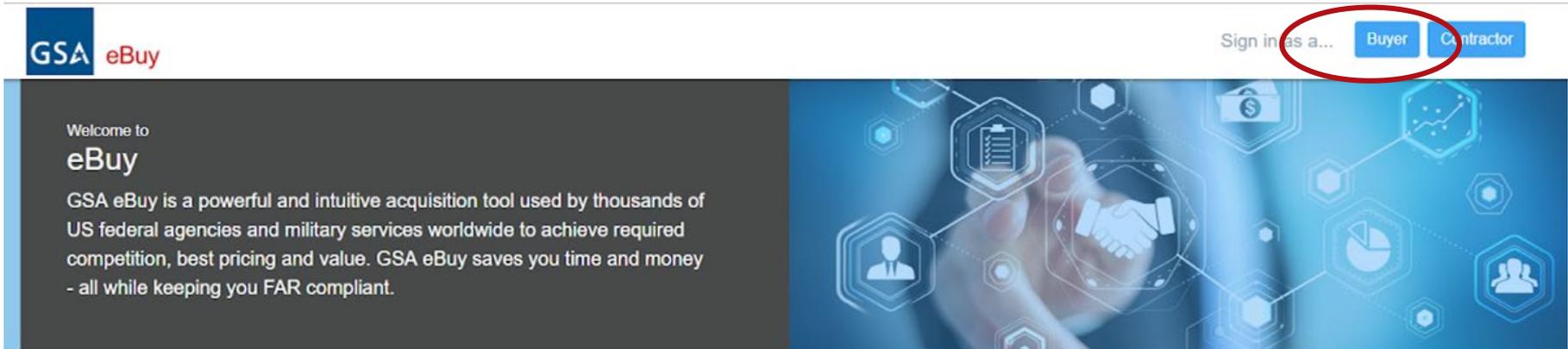
GSA eBuy Overview

- You can use GSA eBuy to post RFQs (Request for Quotes) for FSSI OS4.
- GSA eBuy is an online Request for Quote (RFQ) tool. Buyers may prepare and post RFQs for specific supplies.
- When searching GSA eBuy, search “OS4” instead of “Office Supplies” to limit the RFQ to FSSI OS4 and receive superb government savings.

GSA eBuy
*(for orders over the
micro-purchase threshold)*

eBuy Login

Select “Buyer” at the top left.



The screenshot shows the top portion of the GSA eBuy website. On the left is the GSA eBuy logo. On the right is a sign-in area with the text "Sign in as a..." followed by two buttons: "Buyer" and "Contractor". The "Buyer" button is circled in red. Below the header is a hero section with a dark grey background on the left containing a welcome message and a blue background on the right with a hand pointing at a screen displaying various business icons.

GSA eBuy

Sign in as a... Buyer Contractor

Welcome to
eBuy

GSA eBuy is a powerful and intuitive acquisition tool used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant.

Benefits at a glance

Overview Buyers Contractors

GSA eBuy was designed to bring ease and versatility to online procurement. Here is a sample of what can be done using GSA eBuy:

- Post requirements and receive quotes electronically on millions of products and services
- Find sources of supply
- Seek information
- Procure complex requirements by attaching statements of work
- Request large dollar items
- Establish Blanket Purchase Agreement (BPA) pricing

eBuy Login

Enter your GSA Advantage ID and Password to log in.

The image shows a screenshot of the GSA eBuy website. On the left, there is a dark blue header with the GSA eBuy logo. Below the logo, the text reads: "Welcome to eBuy. GSA eBuy is a powerful and intuitive acquisition tool used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant." Below this, there is a section titled "Benefits at a glance" with three tabs: "Overview", "Buyers", and "Contractors". The "Overview" tab is selected. Below the tabs, there is a paragraph: "GSA eBuy was designed to bring ease and versatility to online procurement. Here is a sample of what can be done using GSA eBuy:" followed by a bulleted list of benefits:

- Post requirements and receive quotes electronically on millions of products and services
- Find sources of supply
- Seek information
- Procure complex requirements by attaching statements of work
- Request large dollar items
- Establish Blanket Purchase Agreement (BPA) pricing

On the right side of the screenshot, there is a white login form titled "Buyer Sign In". The form contains two input fields: "User ID" and "Password". Below the fields is a blue "Sign in" button. Below the button, there are links for "Trouble signing in? I need to...", "Recover my User ID", "Recover my Password", "Need to register?", and "Register for a User ID and Password". The entire login form is circled in red.

eBuy Search

Click “Prepare an RFQ now”

The screenshot displays the GSA eBuy website interface. At the top left, the GSA eBuy logo is visible. On the top right, navigation links include "RFQ Finder", "Prepare a New RFQ", "My RFQs", "Messages", and "Welcome, ROBERT" with a user profile icon. Below the navigation is a banner with the text "GSA eBuy" and "A powerful tool designed for acquisition professionals and government buyers to bring ease and versatility to online procurement." The main content area features the heading "Preparing an Request for Quote (RFQ) is as easy as..." followed by three steps: "SEARCH" (Search for a solution), "SELECT" (Select contractors to notify), and "PREPARE" (Prepare your requirements). Below these steps is a prominent yellow button labeled "Prepare an RFQ now", which is circled in red. At the bottom, a "Focus On ..." section contains three images: a hand drawing a flowchart, a word cloud of technology terms, and a person looking through a telescope.

GSA eBuy

RFQ Finder Prepare a New RFQ My RFQs Messages Welcome, ROBERT

GSA eBuy
A powerful tool designed for acquisition professionals and government buyers to bring ease and versatility to online procurement.

Preparing an Request for Quote (RFQ) is as easy as...

SEARCH
Search for a solution

SELECT
Select contractors to notify

PREPARE
Prepare your requirements

Prepare an RFQ now

Focus On ...

eBuy Search

Type "OS3" or "OS4" into the eBuy Search Bar

GSA eBuy RFQ Finder Prepare a New RFQ My RFQs Messages Welcome, ROBERT

1 SEARCH 2 SELECT 3 PREPARE 4 SUBMIT

Search

Instructions: The first step in preparing a Request For Quote (RFQ) is selecting a category to post your requirements. Using the search field, enter keywords or general terms that best describe what you are looking for and eBuy will return the categories that match your search criteria.

Search by keywords or Schedule/SIN/GWAC number Find all terms GO

Not sure where to start? Here are some solution categories to help get you started.

Building & Industrial	Disaster Relief	Furniture & Furnishings	Hospitality, Cleaning, & Chemicals
IT Solutions & Electronics	Laboratory, Scientific, & Medical	Law Enforcement, Fire, & Security	Office Solutions
Recreation & Apparel	Security Solutions	Services	Tools, Hardware, & Machinery
Travel & Transportation Solutions	Vehicles & Watercraft	Wildland Fire & Equipment	Winter Supplies & Services

Looking for specific acquisition solutions?

top

Delivery or Service issues? Send us an email.

fssi.officesupplies@gsa.gov

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>

My Account | NSN Ordering | Get Quotes | Help | Register | **Login**

GSA Advantage! Online Shopping

A service of the U.S. General Services Administration

Shop by Category | Search | Products | Go | Advanced

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial & Sanitation Supplies FSSI (BIC)
- Law Enforcement, Fire & Security
- Maintenance, Repair & Operations FSSI (BIC)
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI (BIC)
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Get Ready... Get Set... Go Transition!

GSA SmartPay 3 is leading the charge with new innovative payment solutions to meet your agency's needs. Please remember that your current account(s) may no longer be used after November 29, 2018. The new GSA SmartPay 3 accounts must be used starting November 30, 2018.

Special Programs

- Environmental Products
- Disaster Relief
- Laptop and Desktop Computers
- Security Related

Strategic Sourcing

Leveraging Government buying power to get you the best value and price.



Select **Login**, or **Register** if you have not yet done so.

Log in to GSA Advantage!



U.S. General Services Administration



Welcome
[My Account](#) | [Order Status/History](#) | [Parked Certs](#) | [Help](#) | [Register](#) | [Login](#)
[eBuy](#) | [eLibrary](#) | [GSAAccess®](#)

0 items: \$0.00 My Cart

[Home](#) | [Products](#) | [Services](#) | [NSN Ordering](#)

Search

Products



Advanced Search

[Home](#) > [Login](#)

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

Access the FSSI Office Supply Items

Hover your mouse over **Products**; click on **“Office Supplies & Equipment FSSI (BIC)”**



The screenshot shows the GSA Advantage! Online Shopping website. The top navigation bar includes links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. The main navigation menu on the left lists various product categories under 'Products' and 'Services'. The 'Office Supplies & Equipment FSSI (BIC)' link is highlighted with a red box. The main content area features a banner for 'GSA AdvantageSelect' with the tagline 'The right product, right now' and a 'Learn More' button. Below the banner are sections for 'Special Programs' (Environmental Products, Disaster Relief Products, Ability One Products, GSA AdvantageSelect) and 'Strategic Sourcing' (Laptop and Desktop Computers, Security Related Products, Buying Services? Check out eBuy, Acquisition Gateway). The footer includes icons for 'State & Local', 'Contractors', and 'Help'.

GSA Advantage! Online Shopping
A service of the U.S. General Services Administration

Shop by Category | **Search** | Products | **Go** | Advanced

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial & Sanitation Supplies FSSI (BIC)
- Law Enforcement, Fire & Security
- Maintenance, Repair & Operations FSSI (BIC)
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI (BIC)**
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Services

- About Buying Services
- Energy Services
- Environmental Services
- Facilities Maintenance/Management Services
- Furniture Services
- Human Capital Services
- Office Services
- Professional Services

Introducing . . .

GSA AdvantageSelect™
The right product, right now

No further competition necessary
Better prices and streamlined process
Helps meet sustainable acquisition and socio-economic goals

Learn More »

Special Programs

- Environmental Products
- Disaster Relief Products
- Ability One Products
- GSA AdvantageSelect

Strategic Sourcing

- Laptop and Desktop Computers
- Security Related Products
- Buying Services? Check out eBuy
- Acquisition Gateway

Leveraging Government buying power to get you the best value and price.

Products | Services

[View All Strategic Sourcing Offerings »](#)

State & Local | Contractors | Help

Find your desired product within the FSSI store

Option 1:
Search for
your product
by typing it
into the
FSSI search
bar

The screenshot shows the GSA Advantage! Online Shopping interface. At the top, there are navigation links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. Below this is a search bar with a 'Go' button and a shopping cart icon. The main content area is titled 'Office Supplies & Equipment FSSI'. On the left, there is a 'Browse' sidebar with a list of product categories. A red arrow points from the text 'Option 1: Search for your product by typing it into the FSSI search bar' to the search bar in the main content area. The search bar is highlighted with a red oval. Below the search bar, there are four promotional banners: 'Ability One Products', 'Toner Supplies', 'Small Business Products', and 'Green Products'. Each banner includes a 'Select this filter' checkbox and a corresponding logo or image.

GSA Advantage!
Online Shopping

My Account | NSN Ordering | Get Quotes | Help | Register | Login

A service of the U.S. General Services Administration

Shop by Category | Search | Products | Go | Advanced

Home > Office Supplies & Equipment FSSI

Browse

- Abrasives
 - Abrasive wheels
- Additives
- Adhesives and sealants
- Aerospace systems and components
- Agric, forestry, landscape equipmnt
- Anti static equipment and supplies
- Art
 - Art materials
- Audio and visual equipment
- Awards and collectibles
- Baby furniture
- Batteries and generators
- Beverages
- Binding and lamination machines
- Binding machine supplies
- Boards, planning, easels, dry erase
- Boards processors interfaces module
- Books and publications
- Bread and bakery products
- Cabinetry and countertops
- Cafeteria and lunchroom furnishings
- Calculating machines and accessories
- Camera, photo, and video

Office Supplies & Equipment FSSI



Order FSSI Office Supplies (OS3) and save 15% on average!

The Federal Strategic Sourcing Initiative for Office Supplies Third Generation (FSSI OS3) is the federal government's Best In Class (BIC) solution for acquiring office supplies. FSSI OS3 helps customer agencies cut costs, eliminates price variability, and increases efficiencies by buying everyday supplies - such as pens, paper, and printing products - from a list of vendors at negotiated low prices. GSA will be awarding additional contracts on its latest office supplies solution, Office Supplies Fourth Generation (OS4). OS4 will provide an opportunity to achieve significant savings and meet sustainable acquisition and other socioeconomic goals. GSA is here to help! If you have questions about FSSI OS3, direct all inquiries to our email address: fssi.officesupplies@gsa.gov. A list of OS3 vendors and contracts can be found at www.gsa.gov/os3.

Search

Look for: Office Supplies & Equipment FSSI

Ability One Products

Find mandatory source products

Select this filter



Toner Supplies

Need toner? Get it here!

Select this filter



Small Business Products

Need products from small businesses?

Select this filter



Green Products

Go green! Locate green products

Select this filter



Search

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.

GSA Advantage!
Online Shopping

My Account | NSN Ordering | Get Quotes | Help | Register | Login

A service of the U.S. General Services Administration

Shop by Category | **Search** | Products | **Go** | Advanced

Home > Office Supplies & Equipment FSSI

Browse

- Abrasives
- Abrasive wheels
- Additives
- Adhesives and sealants
- Aerospace systems and components
- Agric, forestry, landscape equipmnt
- Anti static equipment and supplies
- Art
- Art materials
- Audio and visual equipment
- Awards and collectibles
- Baby furniture
- Batteries and generators
- Bearings and bushings and wheels
- Beverages
- Binding and lamination machines
- Binding machine supplies
- Boards processors interfaces module
- Books and publications
- Bread and bakery products
- Cabinetry and countertops
- Cafeteria and lunchroom furnishings
- Calculating machines and accessories

Office Supplies & Equipment FSSI

Order FSSI Office Supplies (OS3) and save 15% on average!

The Federal Strategic Sourcing Initiative for Office Supplies Third Generation (FSSI OS3) is the federal government's Best In Class (BIC) solution for acquiring office supplies. FSSI OS3 helps customer agencies cut costs, eliminates price variability, and increases efficiencies by buying everyday supplies - such as pens, paper, and printing products - from a list of vendors at negotiated low prices. GSA will be awarding additional contracts on its latest office supplies solution, Office Supplies Fourth Generation (OS4). OS4 will provide an opportunity to achieve significant savings and meet sustainable acquisition and other socioeconomic goals. GSA is here to help! If you have questions about FSSI OS3, direct all inquiries to our email address: fssi.officesupplies@gsa.gov. A list of OS3 vendors and contracts can be found at www.gsa.gov/os3.

Search

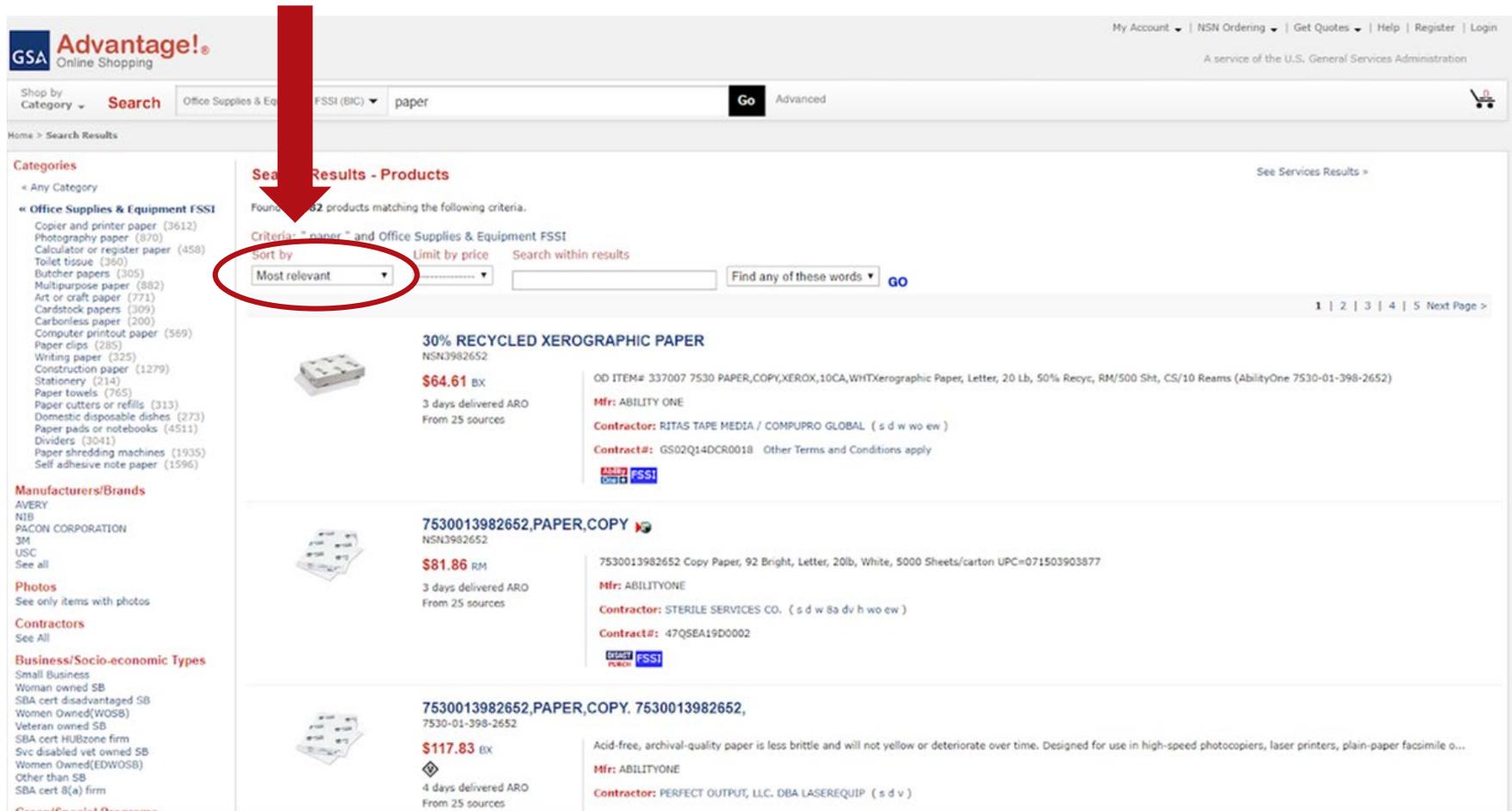
Look for: _____ in Office Supplies & Equipment FSSI

- Ability One Products**
Find mandatory source products
 Select this filter
- Toner Supplies**
Need toner? Get it here!
 Select this filter
- Small Business Products**
Need products from small businesses
 Select this filter
- Green Products**
Go green! Locate green products
 Select this filter

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**



GSA Advantage!
Online Shopping

Shop by Category **Search** Office Supplies & Equipment FSSI (BIC) paper **Go** Advanced

Home > Search Results

Categories

- Office Supplies & Equipment FSSI
 - Copier and printer paper (3612)
 - Photography paper (870)
 - Calculator or register paper (458)
 - Toilet tissue (360)
 - Butcher papers (305)
 - Multipurpose paper (882)
 - Art or craft paper (771)
 - Cardstock papers (399)
 - Carbonless paper (200)
 - Computer printout paper (569)
 - Paper clips (285)
 - Writing paper (325)
 - Construction paper (1279)
 - Stationery (214)
 - Paper towels (765)
 - Paper cutters or refills (313)
 - Domestic disposable dishes (273)
 - Paper pads or notebooks (4511)
 - Dividers (3041)
 - Paper shredding machines (1935)
 - Self adhesive note paper (1596)

Manufacturers/Brands

- avery
- nib
- pacon corporation
- 3m
- usc
- See all

Photos

See only items with photos

Contractors

See All

Business/Socio-economic Types

- Small Business
- Woman owned SB
- SBA cert disadvantaged SB
- Women Owned(WOSB)
- Veteran owned SB
- SBA cert HUBzone firm
- Svc disabled vet owned SB
- Women Owned(EDWOSB)
- Other than SB
- SBA cert 8(a) firm

Search Results - Products

Found 182 products matching the following criteria.

Criteria: "paper" and Office Supplies & Equipment FSSI

Sort by **Most relevant** Limit by price Search within results

Find any of these words **GO**

1 | 2 | 3 | 4 | 5 Next Page >

30% RECYCLED XEROGRAPHIC PAPER
NSN3982652

\$64.61 BX

3 days delivered ARO
From 25 sources

OD ITEM# 337007 7530 PAPER,COPY,XEROX,10CA,WHYXerographic Paper, Letter, 20 Lb, 50% Recyc, RM/500 Sht, CS/10 Reams (AbilityOne 7530-01-398-2652)

Mfr: ABILITYONE

Contractor: RITAS TAPE MEDIA / COMUPRO GLOBAL (s d w wo ew)

Contract#: GS02Q14DCR0018 Other Terms and Conditions apply

7530013982652,PAPER,COPY
NSN3982652

\$81.86 RM

3 days delivered ARO
From 25 sources

7530013982652 Copy Paper, 92 Bright, Letter, 20lb, White, 5000 Sheets/carton UPC=071503903877

Mfr: ABILITYONE

Contractor: STERILE SERVICES CO. (s d w 8a dv h wo ew)

Contract#: 47QSEA19D0002

7530013982652,PAPER,COPY. 7530013982652,
7530-01-398-2652

\$117.83 EX

4 days delivered ARO
From 25 sources

Acid-free, archival-quality paper is less brittle and will not yellow or deteriorate over time. Designed for use in high-speed photocopiers, laser printers, plain-paper facsimile o...

Mfr: ABILITYONE

Contractor: PERFECT OUTPUT, LLC. DBA LASEREQUIP (s d v)

Browse the search results to find what you want

Click on the item name to select.

GSA Advantage!
Online Shopping

My Account | NSN Ordering | Get Quotes | Help | Register | Login
A service of the U.S. General Services Administration

Shop by Category Search Office Supplies & Equipment FSSI (BIC) paper Go Advanced

Home > Search Results

Categories
« Any Category
« Office Supplies & Equipment FSSI
Copier and printer paper (3612)
Photography paper (870)
Calculator or register paper (458)
Toilet tissue (360)
Butcher papers (305)
Multipurpose paper (882)
Art or craft paper (771)
Cardstock papers (399)
Carbonless paper (200)
Writing paper (325)
Construction paper (1279)
Stationery (214)
Paper towels (765)
Paper cutters or refills (313)
Domestic disposable dishes (273)
Paper pads or notebooks (4511)
Dividers (3041)
Paper shredding machines (1935)
Self adhesive note paper (1596)

Manufacturers/Brands
AVERY
NIB
PACON CORPORATION
3M
USC
See all

Photos
See only items with photos

Contractors
See All

Business/Socio-economic Types
Small Business
Woman owned SB
SBA cert disadvantaged SB
Women Owned(WOSB)
Veteran owned SB
SBA cert HUBzone firm
Svc disabled vet owned SB
Women Owned(EDWOSB)
Other than SB
SBA cert 8(a) firm
Grant/Special Economic

Search Results - Products See Services Results >

Found **40,682** products matching the following criteria.
Criteria: " paper " and Office Supplies & Equipment FSSI

Sort by Limit by price Search within results
Most relevant Find any of these words GO

1 | 2 | 3 | 4 | 5 Next Page >

30% RECYCLED XEROGRAPHIC PAPER
NSN3982652
\$64.01 BX
3 days delivered ARO
From 25 sources
Mfr: ABILITY ONE
Contractor: RITAS TAPE MEDIA / COMPURO GLOBAL (s d w wo ew)
Contract#: GS02Q14DCR0018 Other Terms and Conditions apply
ABILITY ONE FSSI

7530013982652,PAPER,COPY
NSN3982652
\$81.86 RM
3 days delivered ARO
From 25 sources
Mfr: ABILITYONE
Contractor: STERILE SERVICES CO. (s d w 8a dv h wo ew)
Contract#: 47QSEA19D0002
ABILITY ONE FSSI

7530013982652,PAPER,COPY. 7530013982652,
7530-01-398-2652
\$117.83 BX
4 days delivered ARO
From 25 sources
Acid-free, archival-quality paper is less brittle and will not yellow or deteriorate over time. Designed for use in high-speed photocopiers, laser printers, plain-paper facsimile o...
Mfr: ABILITYONE
Contractor: PERFECT OUTPUT, LLC. DBA LASEREQUIP (s d v)

Select the product you want to buy

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a **radio button**.



Enlarge/More Views >>

\$64.61 BX 5000 EA **FSSI**

sold and shipped by
RITAS TAPE MEDIA / COMPUPRO GLOBAL

30% RECYCLED XEROGRAPHIC PAPER

Mfr Part No.: NSN3982652
NSN: 7530-01-398-2652
Contractor Part No.: 337007
Manufacturer: ABILITY ONE
Contract No.: GS02Q14DCR0018 (ends: Aug 7, 2019) Other Terms
MAS Schedule/SIN: OS3/CLIN 0002
Warranty: 90 DA
Made In: UNITED STATES OF AMERICA
Weight: 1.000 LB
Order Increment: 1

Ship Options:

Next Day: 0.0% of order
Desktop: 0.0% of order
Secure Desktop: 0.0% of order

Order Discounts:

\$3,000 - \$4,999.99 0.50 %
\$5,000 - \$9,999.99 1.00 %
\$10,000+ 1.50 %

FSSI Federal Strategic Sourcing Initiative (FSSI)

AbilityOne AbilityOne item

Desc

OD ITEM# 337007 7530 PAPER,COPY,XEROX,10CA,WHTXerographic Paper, Letter, 20 Lb, 50% Recyc, RM/500 Sht, CS/10 Reams (AbilityOne 7530-01-398-2652)

Related Products



7510-00-282-8201

from \$0.78

[Quick Look](#)



7530-00-990-8884

from \$2.61

[Quick Look](#)



7510-00-223-6807

from \$1.83

[Quick Look](#)



7930-01-398-2473

from \$26.70

[Quick Look](#)

See each vendor's minimum order requirement.

Compare Available Sources

Quantity:

[Add to Cart](#)

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.

	Price/Unit	Features	Contractor	Socio	Green	Photo	Deliv Days	Min Order	FOB/Shipping
<input type="radio"/>	\$78.43	BX 5000 SH	GSA Global Supply provided by [PACIFIC INK, INC.] (Gov Requisition)				10 days	\$28.75	D
<input type="radio"/>	\$33.55	CT 10 EA	RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w wo ew			3 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI
<input type="radio"/>	\$35.08	CS	PREMIER & COMPANIES, INC.	s			3 days shipped ARO	\$100.00	D-CONUS ND-AK,PR,HI
<input type="radio"/>	\$35.56	CT 10 EA	DOCUMENT IMAGING DIMENSIONS INC.	s			3 days shipped ARO	\$100.00	D-CONUS/O-AK,PR,HI

http://www.gsaadvantage.gov/advantage/catalog/product_detail.do?categoryId=1&contractNumber=GS-02F-1528A&itemNumber=054901-CTN&mfrName=BOISE&bpaNumber=GS02Q14DCR0018

Look for the BLUE "FSSI" Icon



Enlarge/More Views >>

\$64.61 BX 5000 EA **FSSI**

sold and shipped by
RITAS TAPE MEDIA / COMPUPRO
GLOBAL

30% RECYCLED XEROGRAPHIC PAPER

Mfr Part No.: NSN3982652
NSN: 7530-01-398-2652
Contractor Part No.: 337007
Manufacturer: ABILITY ONE
Contract No.: GS02Q14DCR0018 (ends: Aug 7, 2019) Other Terms
MAS Schedule/SIN: OS3/CLIN 0002
Warranty: 90 DA
Made In: UNITED STATES OF AMERICA
Weight: 1.000 LB
Order Increment: 1

Ship Options:

Next Day: 0.0% of order
 Desktop: 0.0% of order
 Secure Desktop: 0.0% of order

Order Discounts:

\$3,000 - \$4,999.99 0.50 %
 \$5,000 - \$9,999.99 1.00 %
 \$10,000+ 1.50 %

FSSI Federal Strategic Sourcing Initiative (FSSI)

AbilityOne AbilityOne item

Desc

OD ITEM# 337007 7530 PAPER,COPY,XEROX,10CA,WHTXerographic Paper, Letter, 20 Lb, 50% Recyc, RM/500 Sht, CS/10 Reams (AbilityOne 7530-01-398-2652)

Related Products

	
7510-00-282-8201	7530-00-990-8884
from \$0.78	from \$2.61
Quick Look	Quick Look
	
7510-00-223-6807	7930-01-398-2473
from \$1.83	from \$26.70
Quick Look	Quick Look

Compare Available Sources

Quantity: [Add to Cart](#)

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.

	Price/Unit	Features	Contractor	Socio	Green	Photo	Deliv Days	Min Order	FOB/Shipping
<input type="radio"/>	\$78.43 BX 5000 SH	FSSI 	GSA Global Supply provided by [PACIFIC INK, INC.] 				10 days	\$28.75	D
<input type="radio"/>	\$33.55 CT 10 EA	FSSI 	RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w wo ew			3 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI
<input type="radio"/>	\$35.08 CS	FSSI 	PREMIER & COMPANIES, INC.	s			3 days shipped ARO	\$100.00	D-CONUS ND-AK,PR,HI
<input type="radio"/>	\$35.56 CT 10 EA	FSSI 	DOCUMENT IMAGING DIMENSIONS INC.	s			3 days shipped ARO	\$100.00	D-CONUS/O-AK,PR,HI

https://www.gsaadvantage.gov/advantage/catalog/productDetail.do?categoryId=1&contractNumber=GS-02F-1528A&itemNumber=054901-CTN&mfrName=BOISE&bpaNumber=GS02Q14DCR0018

Select the product you want to buy

Enter your desired quantity and select **Add to Cart**.



Enlarge/More Views >>

\$64.61 BX 5000 EA **FSSI**

sold and shipped by
RITAS TAPE MEDIA / COMPUPRO
GLOBAL

30% RECYCLED XEROGRAPHIC PAPER

Mfr Part No.: NSN3982652
NSN: 7530-01-398-2652
Contractor Part No.: 337007
Manufacturer: ABILITY ONE
Contract No.: GS02Q14DCR0018 (ends: Aug 7, 2019) Other Terms
MAS Schedule/SIN: OS3/CLIN 0002
Warranty: 90 DA
Made In: UNITED STATES OF AMERICA
Weight: 1.000 LB
Order Increment: 1

Ship Options:

Next Day: 0.0% of order
Desktop: 0.0% of order
Secure Desktop: 0.0% of order

Order Discounts:

\$3,000 - \$4,999.99 0.50 %
\$5,000 - \$9,999.99 1.00 %
\$10,000+ 1.50 %

FSSI Federal Strategic Sourcing Initiative (FSSI)

AbilityOne AbilityOne item

Desc

OD ITEM# 337007 7530 PAPER,COPY,XEROX,10CA,WHTXerographic Paper, Letter, 20 Lb, 50% Recyc, RM/500 Sht, CS/10 Reams (AbilityOne 7530-01-398-2652)

Related Products



7510-00-282-8201

from \$0.78

[Quick Look](#)



7530-00-990-8884

from \$2.61

[Quick Look](#)



7510-00-223-6807

from \$1.83

[Quick Look](#)



7930-01-398-2473

from \$26.70

[Quick Look](#)

Compare Available Sources

Quantity:

[Add to Cart](#)



Add to Cart. To view another contractor description, simply select the Contractor in the list below.

Indicates when volume discounts are offered.

	Price/unit	Features	Contractor	Socio	Green	Photo	Deliv Days	Min Order	FOB/Shipping
<input type="radio"/>	\$78.43 BX 5000 SH		GSA Global Supply provided by [PACIFIC INK, INC.]				10 days	\$28.75	D
<input type="radio"/>	\$33.55 CT 10 EA		RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w wo ew			3 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI
<input type="radio"/>	\$35.08 CS		PREMIER & COMPANIES, INC.	s			3 days shipped ARO	\$100.00	D-CONUS ND-AK,PR,HI
<input type="radio"/>	\$35.56 CT 10 EA		DOCUMENT IMAGING DIMENSIONS INC.	s			3 days shipped ARO	\$100.00	D-CONUS/O-AK,PR,HI

https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?categoryId=1&contractNumber=GS-02F-1528A&itemNumber=054901-CTN&mfrName=BOISE&bpaNumber=GS02Q14DCR0018

Review your order

Option 1: Select **Checkout** to finalize your order.

Home > Shopping Cart

Shopping Cart

American Recovery and Reinvestment Act purchase
Recovery Act funds will be used to fulfill your purchases.

[Continue Shopping](#) [Update Cart](#) [Park Cart](#) [Checkout](#)

Notes	NSN/Part #	Name	Vendor	Details	Qty	Unit Price	Total Price	Get a Quote (eBuy?)
	59001700013	SANFORD INK CORPORATION PEN, UNIBALL JC	SHELDY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	<input type="text" value="100"/>	\$1.11 EA reduce price	\$111.00	<input type="checkbox"/>
Cart Total:							\$111.00	

Shopping Cart Notes

Removing 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 AAC/DoDAAC. 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 "FOB Origin".
- Orders may be shipped to any 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.

Home > Shopping Cart

Shopping Cart

American Recovery and Reinvestment Act purchase
Recovery Act funds will be used to fulfill any purchases.

[Continue Shopping](#) [Update Cart](#) [Park Cart](#) [Checkout](#)

Notes	NSN/Part #	Name	Vendor	Details	Qty	Unit Price	Total Price	Get a Quote (eBay)
	5901760013	SANFORD INK CORPORATION PEN, UNIBALL JC	SHELDY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	<input type="text" value="100"/>	\$1.11 EA reduce price	\$111.00	<input type="checkbox"/>
Cart Total:							\$111.00	

Shopping Cart Notes

Removing Items

- Enter "0" in the Qty box for the items you want to remove and click "Update Cart".

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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.

Pay for your order

Select your **Shipping Time** and **Additional Shipping Options**.

Home > Checkout - Shipping Options Advanced Search

Checkout - Shipping Options

Shipping Options are available from the following Contractors. Please look over the options to determine if any of the delivery options should be applied to your order.

[Back](#) [Reset](#) [Update](#) [Continue](#)

Contractor: **SHEP BY DISTRIBUTIONS**

Shipping Options	
Shipping Time	Additional Cost
<input checked="" type="radio"/> Standard Delivery (3-4 Business days)	\$0.00
<input type="radio"/> Next Business Day	\$22.20
Additional Shipping Options	
<input type="radio"/> Secure Desktop Delivery	\$22.20

Order 1 Summary	
Items	\$111.00
Shipping	\$0.00
Order 1 Total:	\$111.00

[Back](#) [Reset](#) [Update](#) [Continue](#)

Pay for your order

Select **Continue** to enter your payment information.

Home > Checkout - Shipping Options Advanced Search

Checkout - Shipping Options

Shipping Options are available from the following Contractors. Please look over the options to determine if any of the delivery options should be applied to your order.

[Back](#) [Reset](#) [Update](#) [Continue](#)

Contractor: **SHELBY DISTRIBUTIONS**

Shipping Options	
Shipping Time	Additional Cost
<input checked="" type="radio"/> Standard Delivery (3-4 Business days)	\$0.00
<input type="radio"/> Next Business Day	\$22.20
Additional Shipping Options	
<input type="radio"/> Secure Desktop Delivery	\$22.20

Order 1 Summary	
Items	\$111.00
Shipping	\$0.00
Order 1 Total:	\$111.00

[Back](#) [Reset](#) [Update](#) [Continue](#)

Pay for your order

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

Home > GSA Advantage > Checkout > Select Payments

Checkout - Select Method of Payment

 **Instructions:** The following payment methods are associated with your membership. You may enter any necessary changes and click 'Update' to save. If you have a Purchase Card, make sure the expiration date is valid.

Note: The billing option for purchase card is offered for purchases of GSA NSNs only (not available for items authorized/billed by a contractor). On your card statement, these purchases can appear as individual lines or can be consolidated. If you elect consolidated billing, and need to view a breakdown of this consolidated line when reconciling your statement, you may login to GSA Advantage, click on Your Orders then click on "Reconcile credit card statement". Follow the instructions on the screen to obtain a breakdown of the consolidated line.

Update

Back

Submit-Continue

Purchase Card

Select Payment	Card Number	Card Holder Name	Expiration Month	Billing Option	Default	Delete
	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> <input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="checkbox"/>	<input type="checkbox"/>

AAC/DoDAAC

Select Payment	AAC/DoDAAC	Password	Default	Delete
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pay for your order

Select **Submit-continue**.

Home > GSA Advantage > Checkout > Select Payments

Checkout - Select Method of Payment

Instructions: The following payment methods are associated with your membership. You may enter any necessary changes and click 'Update' to save. If you have a Purchase Card, make sure the expiration date is valid.

Note: The billing option for purchase card is offered for purchases of GSA NSNs only (not available for items authorized/billed by a contractor). On your card statement, these purchases can appear as individual lines or can be consolidated. If you elect consolidated billing, and need to view a breakdown of this consolidated line when reconciling your statement, you may login to GSA Advantage, click on Your Orders then click on "Reconcile credit card statement". Follow the instructions on the screen to obtain a breakdown of the consolidated line.

[Update](#) [Back](#) [Submit-Continue](#)

Purchase Card

Select Payment	Card Number	Card Holder Name	Expiration Month		Billing Option	Default	Delete
<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="X"/>				

AAC/DoDAAC

Select Payment	AAC/DoDAAC	Password	Default	Delete
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="X"/>

Confirm and process your order

Review your order and select **Process Order**.

Home > Checkout Review

Checkout Review

Instructions:

1. Review the details of your order.
2. Make any necessary changes using the links provided below.
3. Click "Process Order" only once to submit your order.

[Back to Cart](#) [Park Cart](#) [Process Order](#)

Order Summary

[Purchase Order #:](#) \$138.04
Order Total: \$138.04

Payment Information

Card #: 0000-0000-0000-0000
Exp. Date: Jan 2012
[Change Payment Information](#)

Customer Information

YOUR NAME

General Services Administration
[Change Customer Information](#)

Shipping Address(es):

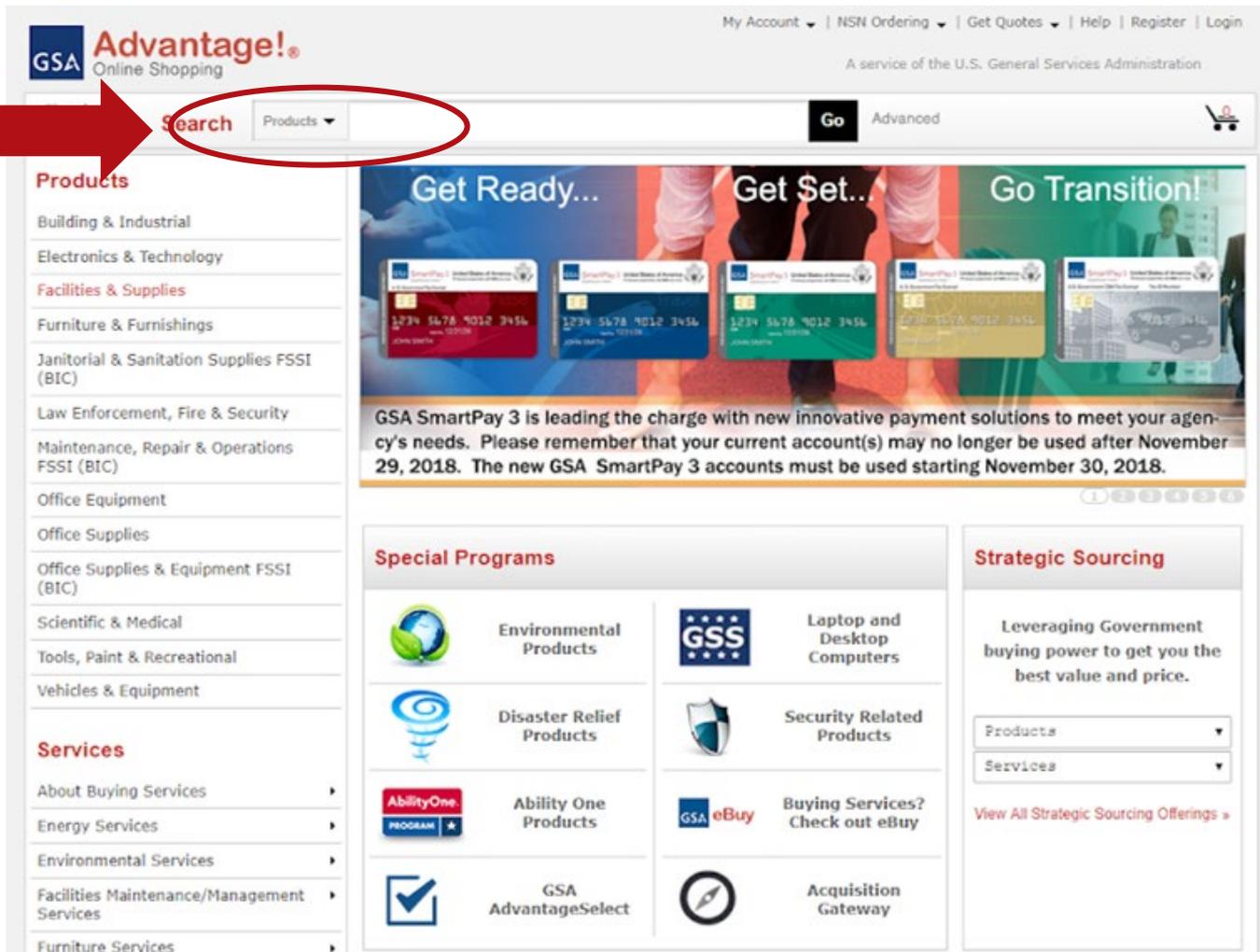
Address 1: [Add/Select New Address](#)

Ref # [What's this?](#)

Individual Receiving Shipment

New Search Option

Change filter on homepage.



The screenshot shows the GSA Advantage! Online Shopping homepage. At the top right, there are links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. Below these is the text 'A service of the U.S. General Services Administration'. The main search bar contains the word 'Search' and a dropdown menu currently set to 'Products'. A large red arrow points to this dropdown menu. To the left of the search bar is a navigation menu with categories like 'Products' (Building & Industrial, Electronics & Technology, Facilities & Supplies, Furniture & Furnishings, Janitorial & Sanitation Supplies FSSI (BIC), Law Enforcement, Fire & Security, Maintenance, Repair & Operations FSSI (BIC), Office Equipment, Office Supplies, Office Supplies & Equipment FSSI (BIC), Scientific & Medical, Tools, Paint & Recreational, Vehicles & Equipment) and 'Services' (About Buying Services, Energy Services, Environmental Services, Facilities Maintenance/Management Services, Furniture Services). The main content area features a banner for 'GSA SmartPay 3' with the text 'Get Ready... Get Set... Go Transition!' and a message: 'GSA SmartPay 3 is leading the charge with new innovative payment solutions to meet your agency's needs. Please remember that your current account(s) may no longer be used after November 29, 2018. The new GSA SmartPay 3 accounts must be used starting November 30, 2018.' Below the banner is a 'Special Programs' section with icons and links for Environmental Products, Disaster Relief Products, Ability One Products, Laptop and Desktop Computers, Security Related Products, and GSA AdvantageSelect. To the right is a 'Strategic Sourcing' section with the text 'Leveraging Government buying power to get you the best value and price.' and two dropdown menus for 'Products' and 'Services'. A link 'View All Strategic Sourcing Offerings >' is also present.

New Search Option

Select Office Supplies and Equipment FSSI from the dropdown.

The screenshot displays the GSA Advantage! Online Shopping interface. At the top, the logo 'GSA Advantage! Online Shopping' is visible, along with navigation links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. Below the logo, there is a search bar with a 'Go' button and a 'Products' dropdown menu. The 'Products' dropdown is open, showing a list of categories. A red circle highlights the option 'Office Supplies & Equipment FSSI (BIC)', and a red arrow points to it from the left. The dropdown menu includes the following items:

- Products
- Services
- BPAs
- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial & Sanitation Supplies FSSI (BIC)
- Law Enforcement, Fire & Security
- Maintenance, Repair & Operations FSSI (BIC)
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI (BIC)
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment
- Special Categories**
- Environmental Products
- Disaster Relief Products
- Ability One Products

The main content area features a promotional banner for 'eSelect' with the text: 'No further competition necessary', 'Better prices and streamlined process', and 'Helps meet sustainable acquisition and socio-economic goals'. Below the banner, there are several product category tiles: 'Environmental Products', 'Disaster Relief Products', 'Ability One Products', 'GSA AdvantageSelect', 'Laptop and Desktop Computers', 'Security Related Products', 'Buying Services? Check out eBuy', and 'Acquisition Gateway'. On the right side, there is a 'Strategic Sourcing' section with the text: 'Leveraging Government buying power to get you the best value and price.' and a link to 'View All Strategic Sourcing Offerings'.

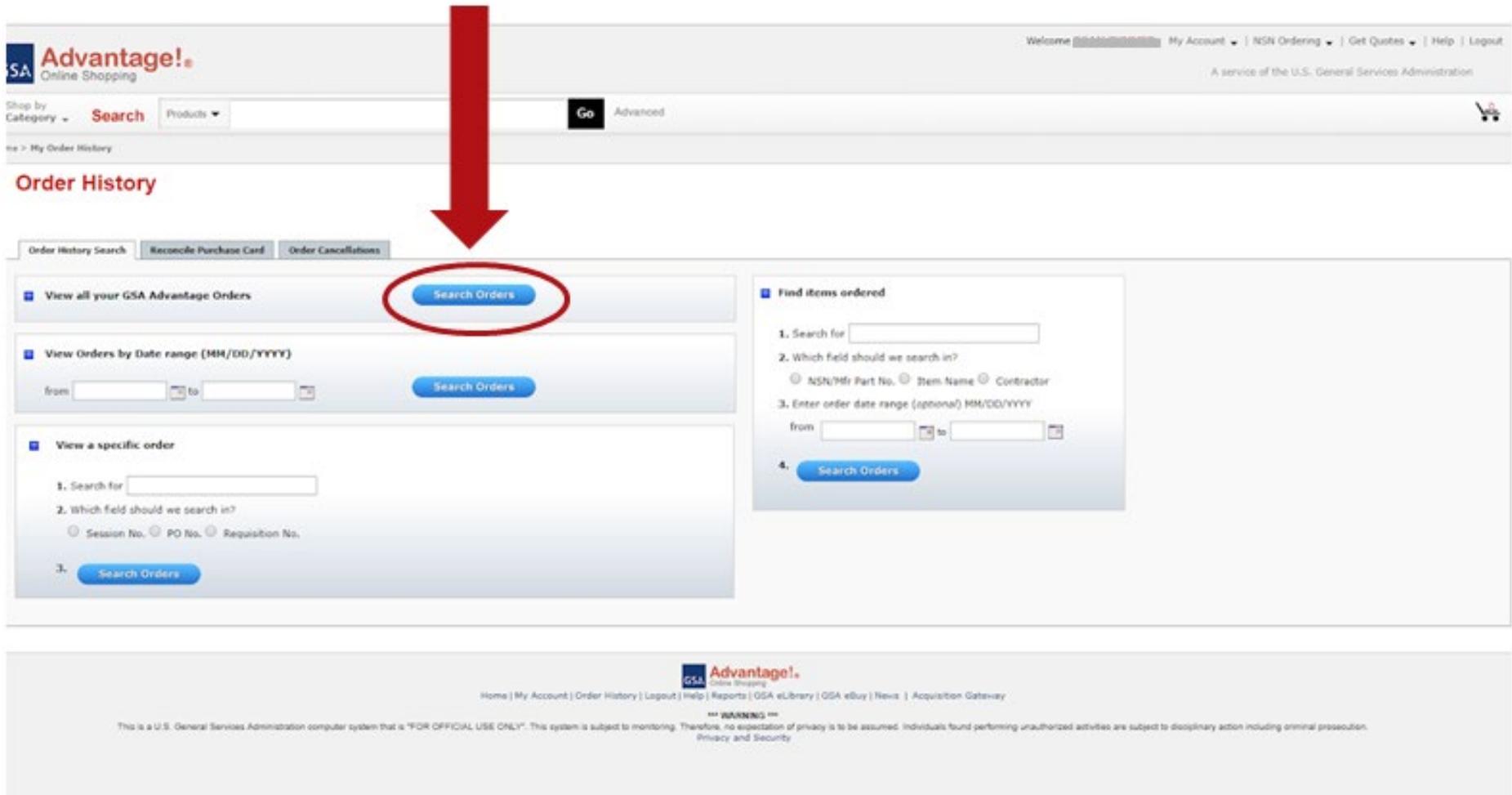
New Feature: Real Time Order Tracking

Once you have made an order, visit GSA Advantage homepage. Under **My Account**, select **Order Status and History**.

The screenshot shows the GSA Advantage! Online Shopping homepage. At the top right, there is a navigation bar with links for 'My Account', 'NSN Orders', 'Get Quotes', 'Help', 'Register', and 'Login'. A red arrow points from the 'My Account' link to a dropdown menu that is open, showing three options: 'My Account', 'Order Status & History', and 'Parked Carts'. The 'Order Status & History' option is highlighted. Below the navigation bar, there is a search bar and a 'Products' dropdown menu. The main content area features a large banner for 'GSA Schedules Offer Rental and Leasing Options' with a 'Learn More' button. Below the banner, there are sections for 'Special Programs' and 'Strategic Sourcing'. The 'Special Programs' section includes links for Environmental Products, Disaster Relief Products, Ability One Products, Laptop and Desktop Computers, Security Related Products, and GSA AdvantageSelect. The 'Strategic Sourcing' section includes a link for 'View All Strategic Sourcing Offerings'.

New Feature: Real Time Order Tracking

Choose “View all your GSA Advantage Orders” and click **Search Orders**.



The screenshot shows the GSA Advantage! Online Shopping interface. At the top, there is a navigation bar with the GSA Advantage! logo, user information (Welcome [username]), and links for My Account, NSN Ordering, Get Quotes, Help, and Logout. Below this is a search bar with a 'Go' button and a 'Products' dropdown menu. The main content area is titled 'Order History' and contains three search options:

- View all your GSA Advantage Orders**: This section has a blue 'Search Orders' button circled in red, with a large red arrow pointing down to it.
- View Orders by Date range (MM/DD/YYYY)**: This section includes 'from' and 'to' date input fields and a blue 'Search Orders' button.
- View a specific order**: This section includes a search field, radio buttons for 'Session No.', 'PO No.', and 'Requisition No.', and a blue 'Search Orders' button.

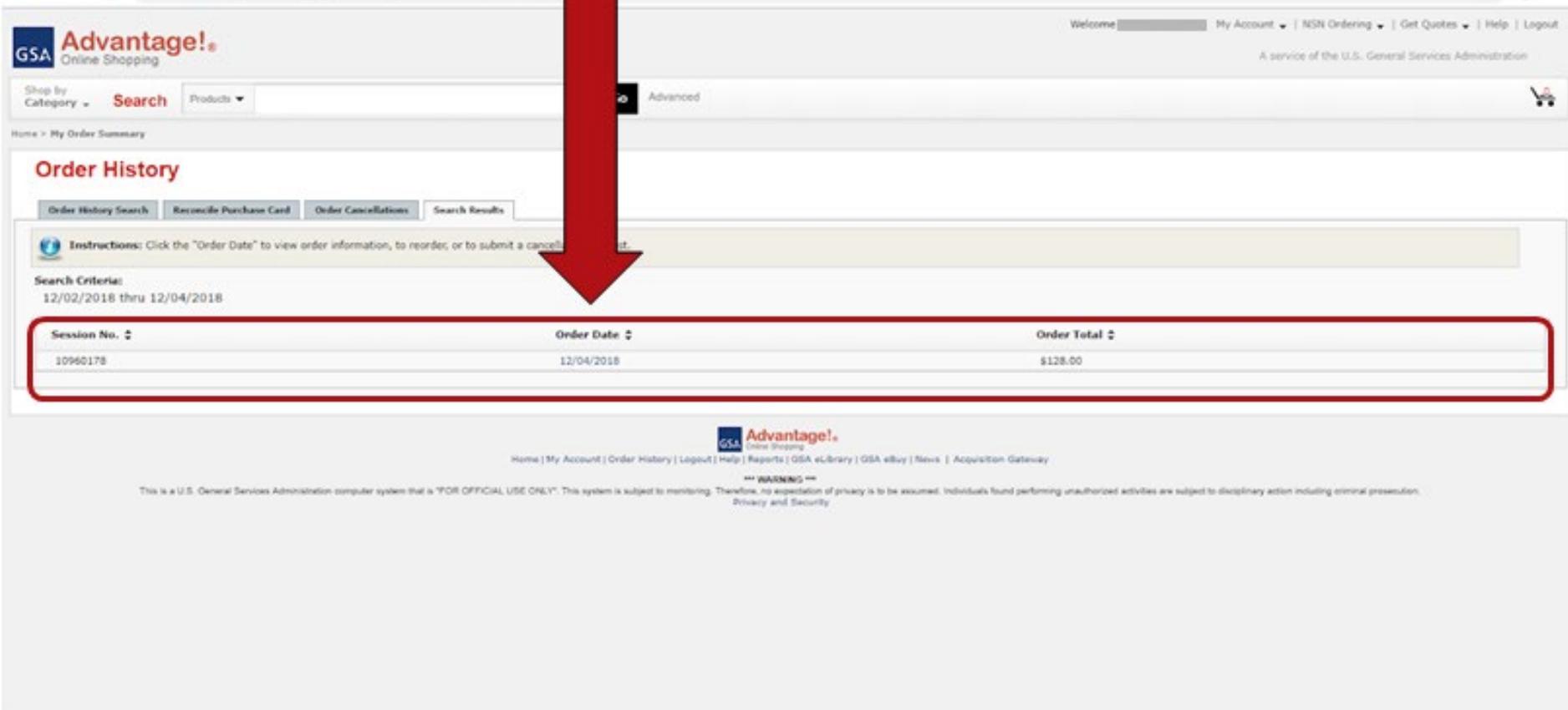
On the right side of the page, there is a 'Find items ordered' section with a four-step process:

1. Search for [input field]
2. Which field should we search in?
 NSN/HR Part No. Item Name Contractor
3. Enter order date range (optional) MM/DD/YYYY
from [input field] to [input field]
4. Search Orders [button]

At the bottom of the page, there is a footer with the GSA Advantage! logo, navigation links (Home, My Account, Order History, Logout, Help, Reports, GSA eLibrary, GSA eBuy, News, Acquisition Gateway), a warning message, and a privacy statement.

New Feature: Real Time Order Tracking

View Order history and select the order you would like to track.



The screenshot shows the GSA Advantage! Online Shopping interface. At the top, there is a navigation bar with the GSA logo and 'Advantage! Online Shopping'. Below this is a search bar with 'Shop by Category' and 'Search' buttons. The main content area is titled 'Order History' and includes a search criteria section for the date range '12/02/2018 thru 12/04/2018'. A table displays the search results, with a red box highlighting the first row and a red arrow pointing to the 'Order Date' column header.

Session No. ↓	Order Date ↓	Order Total ↓
10960178	12/04/2018	\$128.00

*** WARNING ***
This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
Privacy and Security

New Feature: Real Time Order Tracking

Order information is available in real time.

Tracking
Number

Session #: 10960178
Order Date: 12/04/18
Session Total: \$128.00
Payment: XXXX-XXXX-XXXX-7913

Purchase Order
PO #: 47QCC19M351Q [View/Print PO](#)
Vendor: SUPPLY CHIMP 800-592-1306
Order Status POC: sales@supplychimp.com

Reorder	Item #	Qty	Price	Total	Deliv Days	Ship To	Status	Status Qty	Mode of Shipment	Tracking #	Cancel Request
<input type="checkbox"/>	7510015195770 ABILITYONE 5195770 7510015195770 SKLCRA View	20 PK	\$6.40	\$128.00	1 days shipped ARO	1	Shipped 12/04/18	20	United Parcel Service Inc	1ZW69R180373476196	<input type="checkbox"/>
PO Total:				\$128.00							

Shipping Address(es):
Address 1
General Services Administration
1 WORLD TRADE CENTER
RM 55W09
New York, NY 10007
United States

Individual Receiving Shipment
DEAN ZUMMER
2122648348
DEAN.ZUMMER@GSA.GOV

Symbols:
 AbilityOne Item

[Submit](#)

Make sure You are getting order updates

Visit the GSA Advantage homepage. Under **My Account**, select “**My Account**.”

The screenshot shows the GSA Advantage! Online Shopping homepage. At the top right, there is a navigation bar with links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. A red arrow points from the 'My Account' link to a dropdown menu that is open, showing options for 'My Account', 'Order Status & History', and 'Parked Carts'. Below the navigation bar is a search bar with a 'Search' button and a 'Products' dropdown. The main content area features a large banner for 'GSA Schedules Offer Rental and Leasing Options' with a 'Learn More' button. Below the banner are three columns of special programs and strategic sourcing options, each with an icon and a brief description.

GSA Advantage! Online Shopping

My Account | NSN Ordering | Get Quotes | Help | Register | Login

My Account
Order Status & History
Parked Carts

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial & Sanitation Supplies FSSI (BIC)
- Law Enforcement, Fire & Security
- Maintenance, Repair & Operations FSSI (BIC)
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI (BIC)
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Services

- About Buying Services
- Energy Services
- Environmental Services
- Facilities Maintenance/Management Services

GSA Schedules Offer Rental and Leasing Options

Multiple Award Schedule Rentals and Leasing

Learn More

Special Programs

- Environmental Products
- Disaster Relief Products
- Ability One Products
- GSA AdvantageSelect
- Laptop and Desktop Computers
- Security Related Products
- Buying Services? Check out eBuy
- Acquisition Gateway

Strategic Sourcing

Leveraging Government buying power to get you the best value and price.

Products
Services

View All Strategic Sourcing Offerings

Make sure you are getting order updates

Under **Email Preferences**,
select **“Yes”** and **“Consolidated.”**

Email Preferences

Would you like to receive e-mail status updates for your orders? Yes No

Content of Order Status emails:

Format of emails:

Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- FedMall
- Phone, fax, or directly with the vendor
- OS3 & OS4 pricing for walk-in customers

However, GSA Advantage! Is the simplest to use and best for tracking agency spend!

Can I order directly from OS3 & OS4 vendor?

- You are encouraged to order from the FSSI vendors on GSA Advantage
- You may order directly from the vendors. Please first ensure that an item is on the FSSI contract before ordering.
- If you order an FSSI item directly from the vendor with your purchase card, you will get the FSSI pricing.

Information Sources

- [GSA.gov Schedule 75 Page](#)
 - Agency guidance documents
 - How-to videos
- <http://www.gsa.gov/os3> and <http://www.gsa.gov/os4>
 - List of all vendors with information
 - GSA contact information
 - Ordering guide and links to purchasing websites
- <http://www.gsa.gov/csd>
 - Find your local GSA Customer Service Director

Thank You From the GSA OS4 Program Team

Feel free to contact us!

fssi.officesupplies@gsa.gov

