

# GSA Office Supply Purchasing Options

There is no FSSI office supplies contract presently in place, and we are working to make an FSSI OS3 solution available as soon as possible. We advise federal customers to fulfill their current needs through GSA's Multiple Award Schedule (MAS) 75 or through GSA Global Supply™ via GSA Advantage!®. Please note all former FSSI OS2 BPA vendors hold existing contracts under MAS 75. Federal customers continue to have the option to place orders under those respective vendors' MAS 75 contracts.

Listed below are tools available for your use to research and order office supplies to fulfill your needs.

## **GSA Advantage!®**

[www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Through this online tool, you have access to a wide range of office supplies from a variety of suppliers through GSA Multiple Award Schedule (MAS) 75.

Federal employees can make purchases on GSA Advantage! using:

- A governmentwide commercial purchase card (GSA SmartPay®),
- A GSA Activity Address Code (AAC), or
- A Department of Defense Activity Address Code (DoDAAC, which is limited to purchases of GSA Global Supply items).

## **eBuy**

[www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)

As GSA's Electronic Request for Quote (RFQ)/Request for Proposal (RFP) system for complex requirements and quantity discounts, eBuy lets you easily post RFQs/RFPs for highly complex, large-quantity requirements. When you use eBuy, you will receive quotes and proposals from any number of GSA contractors on GSA MAS 75. eBuy allows you to send automatic notifications electronically to all vendors who participated in your acquisition process.

eBuy is ideal for: purchasing customizable services; making procurements with complex requirements; determining sources of supply (request for information/sources sought); obtaining quotes against BPAs for products; and making bulk-quantity or high-dollar purchases of products.

## **GSA ReverseAuctions<sup>SM</sup>**

[www.reverseauctions.gsa.gov](http://www.reverseauctions.gsa.gov)

As an efficient and cost-effective platform for buying non-complex commodities and simple services, GSA ReverseAuctions was designed to drive down the total cost of acquisitions and increase savings to customers and taxpayers. The GSA ReverseAuctions platform is a perfect eTool for facilitating your request for and submission of quotes for simple commodities and services through the GSA MAS 75.

This online auction site enables sellers to successively bid prices down until the auction ends and then makes an award to the apparent low bidder (provided the low bidder meets the solicitation's terms and conditions and is technically acceptable).

## **GSA Global Supply™**

[www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov)

GSA Global Supply offers more than 400,000 tools, office supplies, computer products, and more. Approximately 10,000 of these items are identified with National Stock Numbers (NSNs), while the rest of the products utilize GSA part numbers. When you order through GSA Global Supply, you are assured of regulatory compliance, one bill, and global delivery from a reliable government source. There's no need to comparison shop, thanks to requisition-based ordering. GSA Global Supply guarantees you easy compliance with government acquisition policies and socioeconomic regulations. GSA also provides full accountability from order placement through delivery and billing.

## **Customer Assistance**

The National Customer Service Center and the Customer Service Director network are available to answer any questions and provide assistance.

### **National Customer Service Center**

NCSCcustomer.service@gsa.gov  
(800) 488-3111

### **Local Customer Service Directors**

[www.gsa.gov/csd](http://www.gsa.gov/csd)