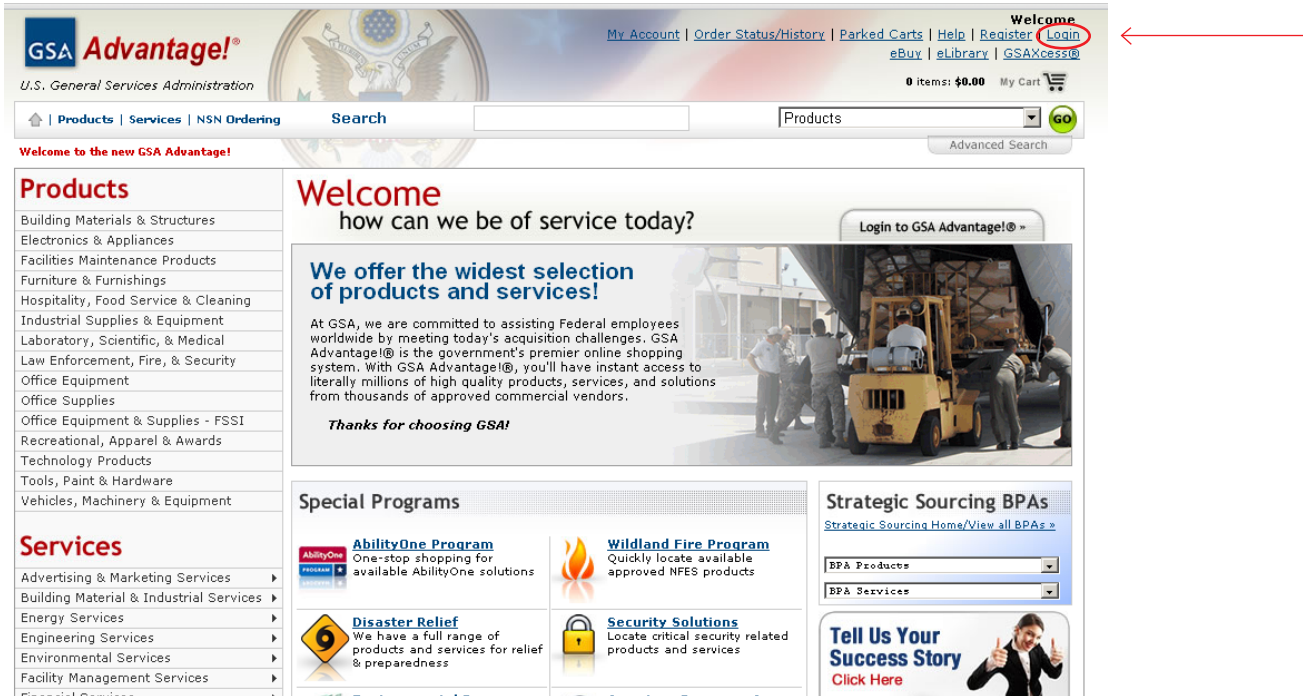
How to Order Office Supplies
through the Federal Strategic Sourcing Initiative (FSSI)

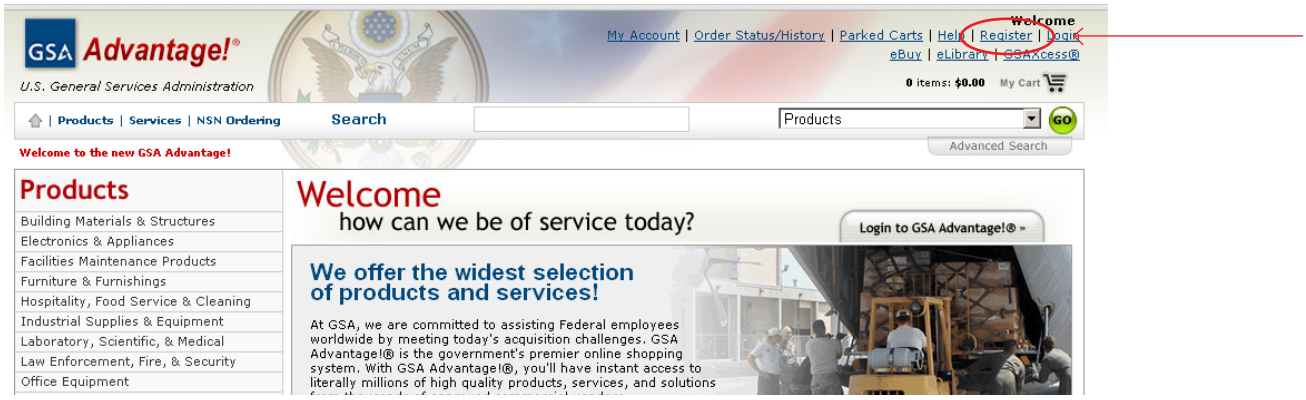
The FSSI Office Supply Blanket Purchase Agreements (OS2 BPAs) are a pricing structure that leverages the government's buying power and helps your agency get what it needs. FSSI makes your job easier: Buying your office supplies through FSSI is the easiest and most effective way to ensure compliance with applicable regulations while getting the best value for your agency. **Use this guide to search by the type of office product you need to buy.**

Step 1 | **Access GSA *Advantage!* Online**

Visit http://www.gsaadvantage.gsa.gov and click on **Login.**

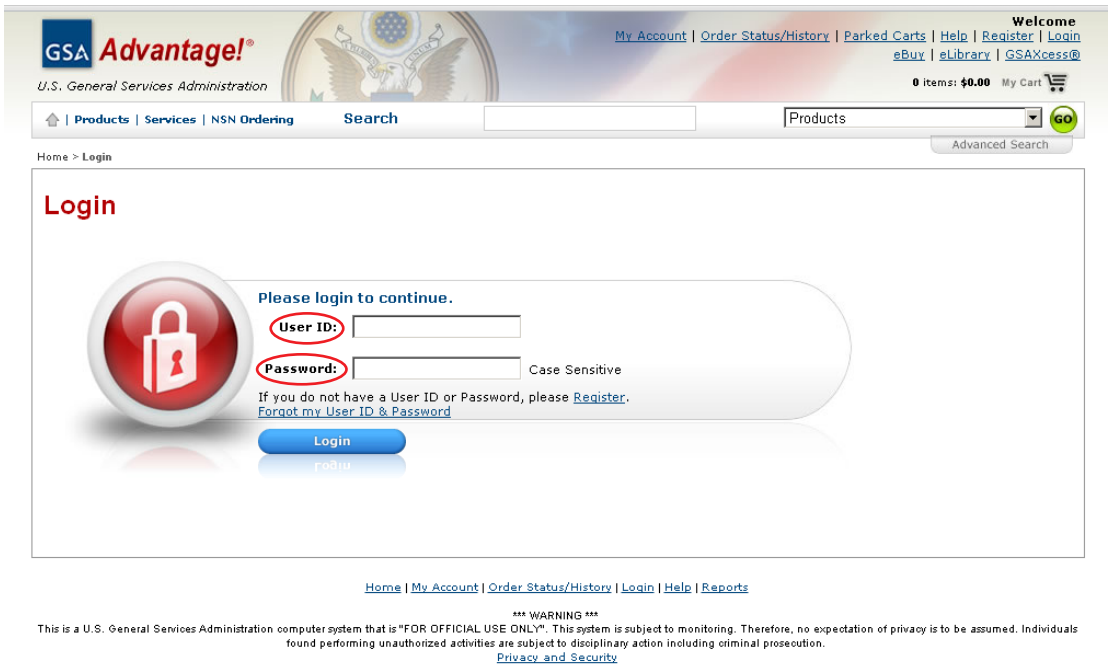


(If you do not have a login for GSA *Advantage!* yet, click **Register** and enter the required information.)



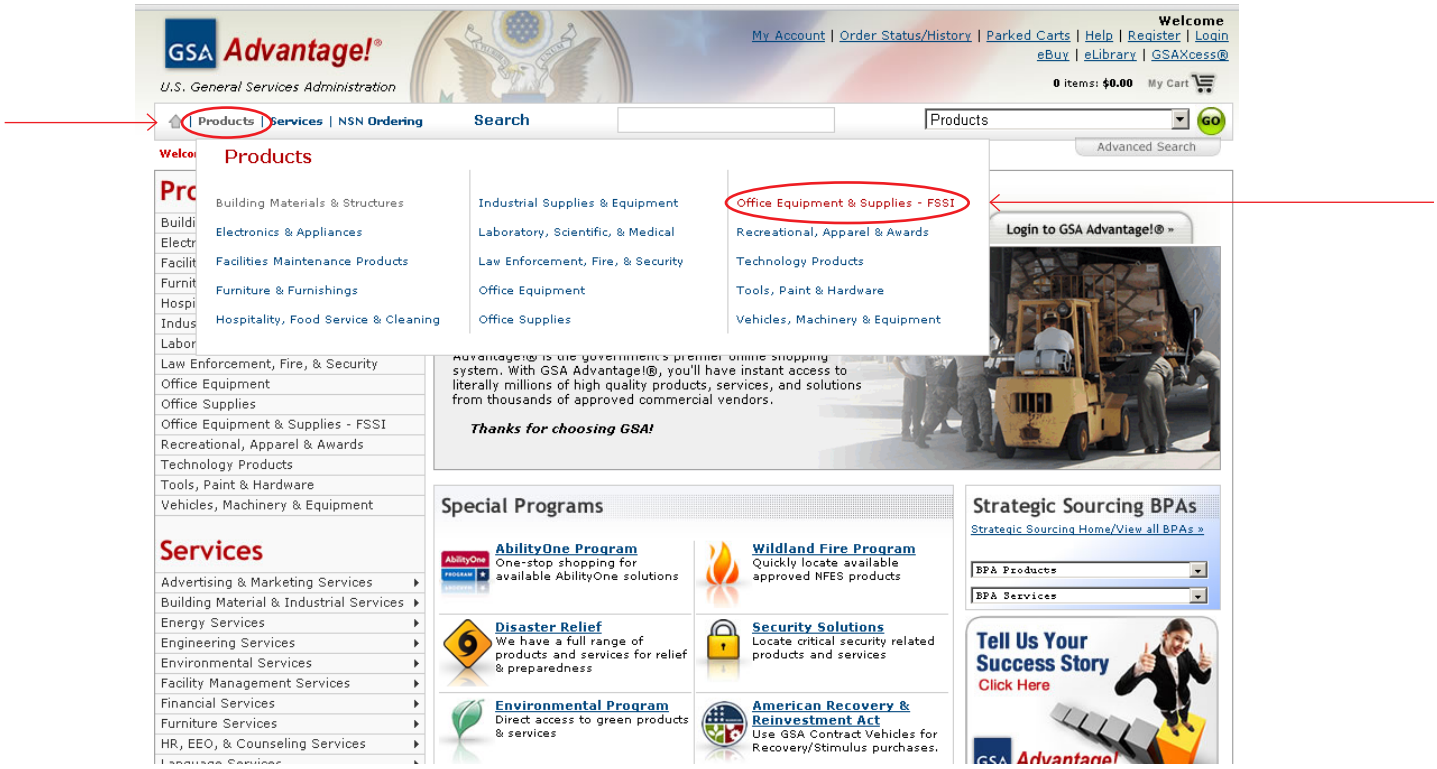
Step 2 | **Log In to GSA *Advantage!***

Enter your **User ID** and **Password**.



Step 3 | **Access the FSSI Office Supply BPAs.**

Hover your mouse over **Products** at the top of the home page.
Click on **Office Equipment & Supplies - FSSI**.



Step 4 | **Find your desired office product within the FSSI Ordering Store.**

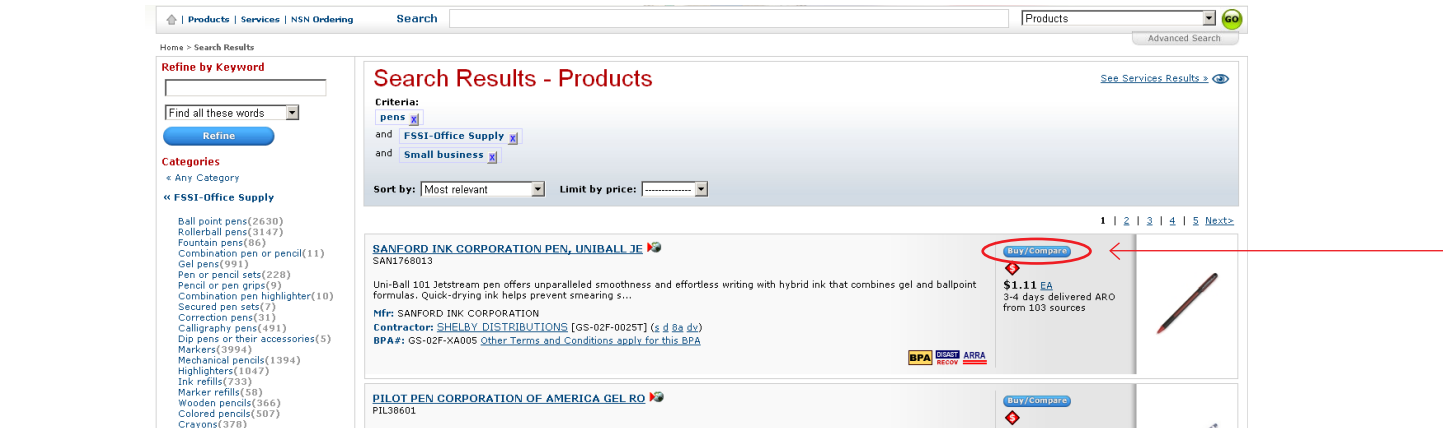
Option 1: Search for your product by typing it into the FSSI Search Bar.

Option 2: Search for your product by clicking **Select this filter** of at least one of the four categories and selecting **Search**.

Step 5 | **Browse the Search Results to find the product you want to buy.**

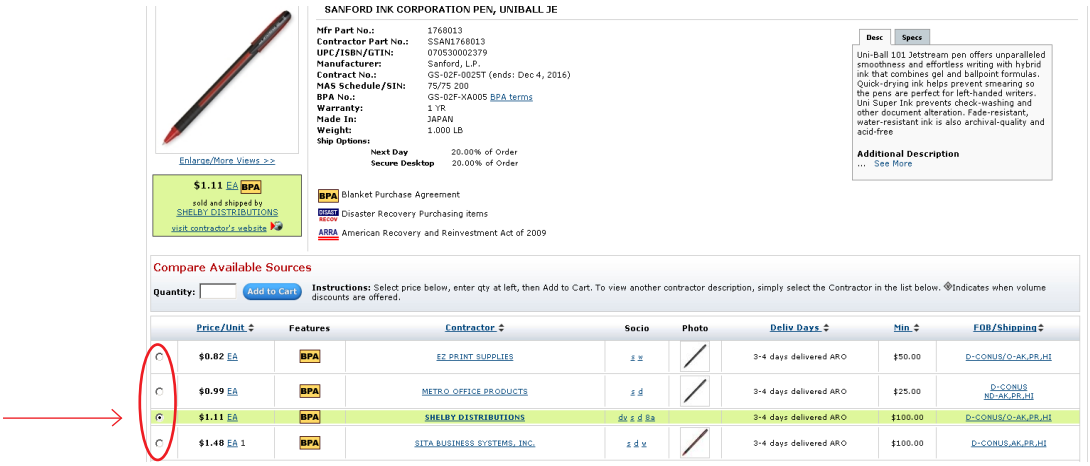
Review the Search Results by the most important criteria to you: by **Most Relevant** (default option), **Product Name**, **NSN/mfr. part number**, **Manufacturer Name**, **Price - High to Low**, or **Price - Low to High**

Select **Buy/Compare** to buy the product and compare prices.

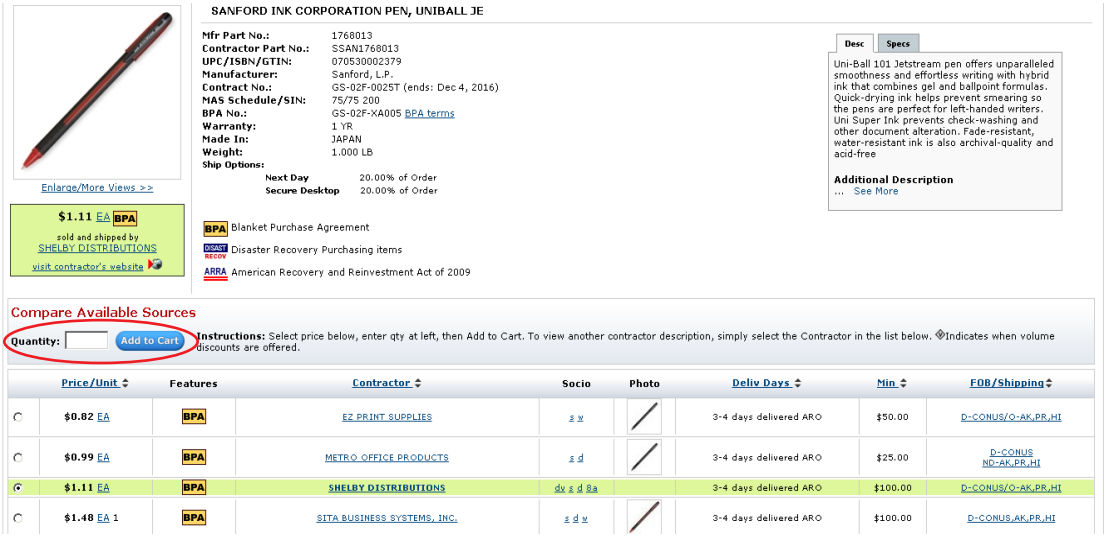


Step 6 | **Select the product you want to buy.**

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

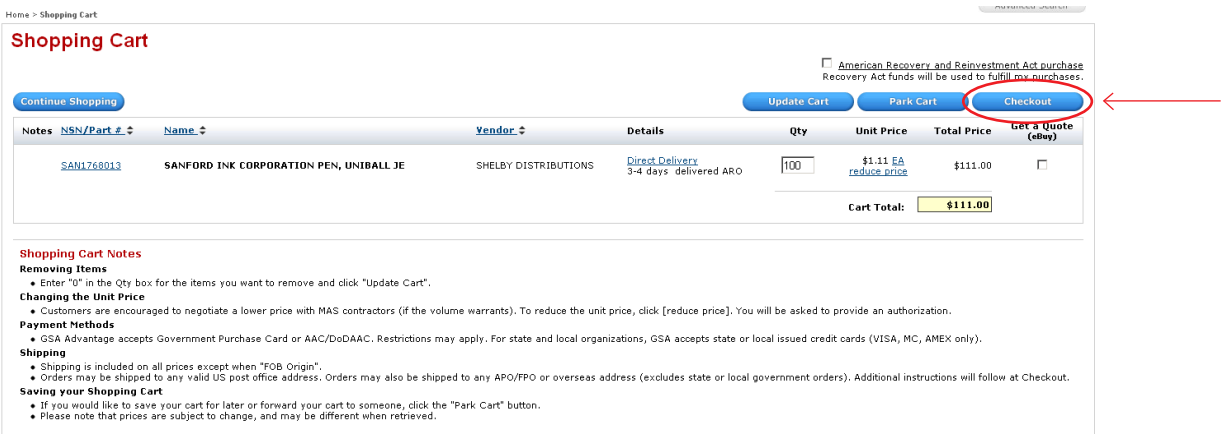


Enter your desired quantity and select **Add to Cart**.

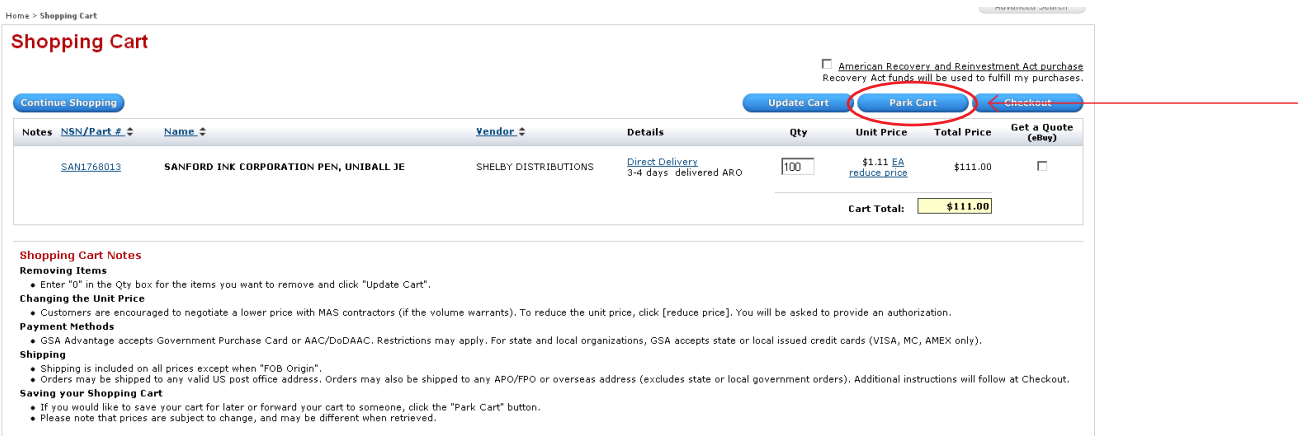


Step 7 | **Review your order.**

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

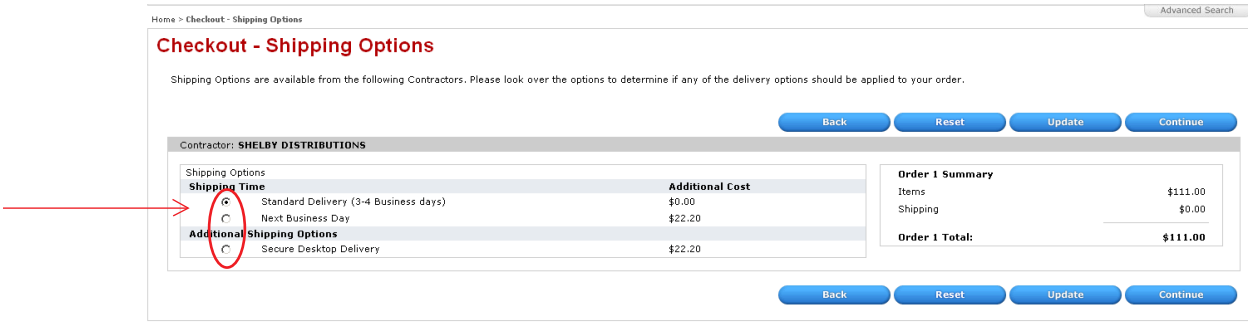


Option 2: To take advantage of FSSI's economies-of-scale pricing system, select **Park Cart** to allow your colleagues to access your account and add items to your cart, or to return at a later date to consolidate your order.

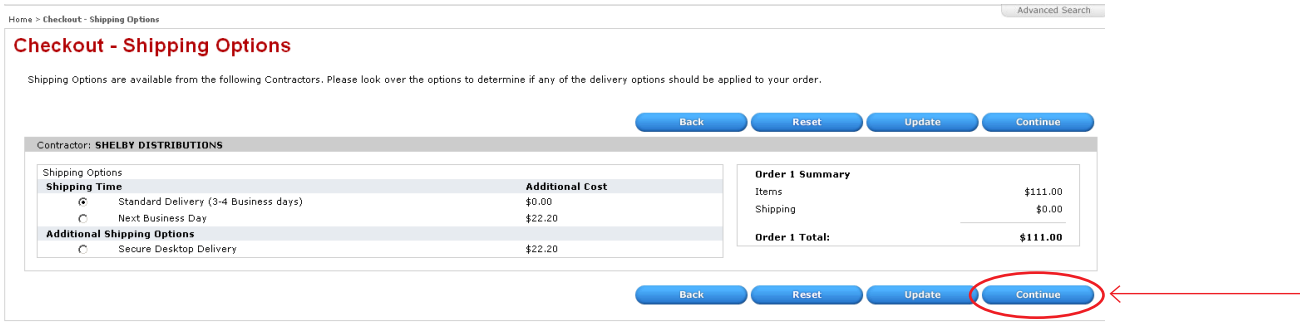


Step 8 | **Pay for your order.**

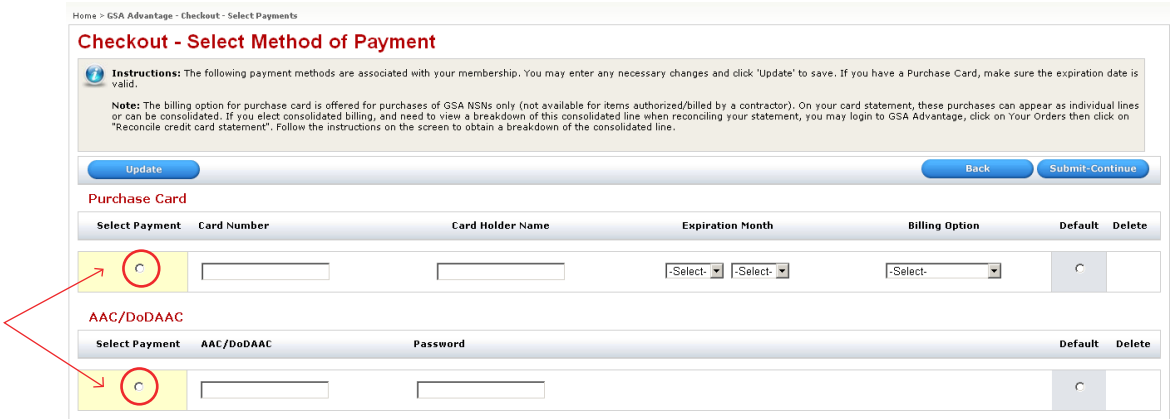
Select your **Shipping Time** and **Additional Shipping Options**.



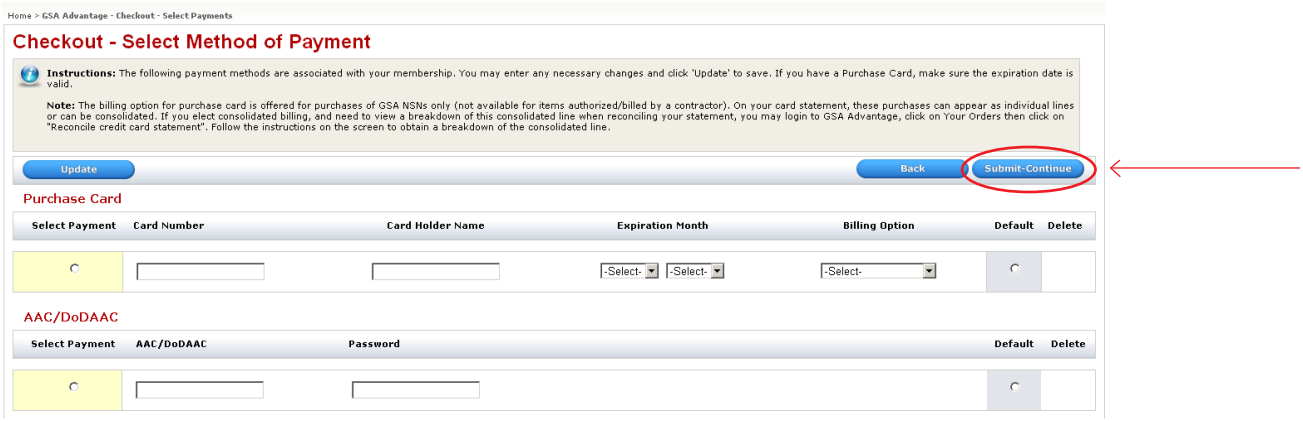
Select **Continue** to enter your payment information.



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

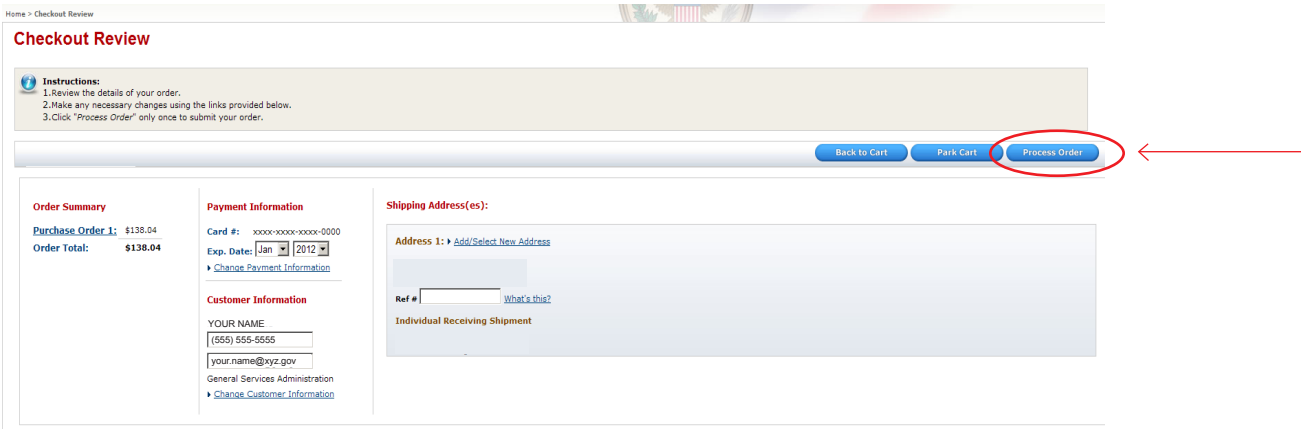


Select **Submit-continue**.



Step 9 | **Confirm and process your order.**

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



Congratulations! You have successfully purchased discounted, best-value office supplies for your organization through the FSSI Office Supply Program.

Thank you for your service and support.

FSSI.officesupplies@gsa.gov