



U.S. General Services Administration

# 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>

The screenshot shows the GSA Advantage! Online Shopping website. At the top, there is a navigation bar with links for "My Account", "NSN Ordering", "Get Quotes", "Help", "Register", and "Login". The "Login" link is circled in red. Below the navigation bar is a search bar with a "Search" button and a "Go" button. The main content area features a large banner with the text "Click it... Get it... Done." and a "Learn More" button. Below the banner are sections for "Special Programs" and "Strategic Sourcing". The "Special Programs" section includes links for Environmental Products, Wildland Fire Products, Disaster Relief Products, Security Related Products, Ability One Products, and Buying Services? Check out eBuy. The "Strategic Sourcing" section includes a link for "View All Strategic Sourcing Offerings".

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

# Log in to GSA Advantage!



**GSA Advantage!**  
U.S. General Services Administration

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

0 items: \$0.00 My Cart 

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](#)

# Access the FSSI Office Supply BPAs

Hover your mouse over **Products**; click on **Office Equipment & Supplies – FSSI**.

The screenshot shows the GSA Advantage! Online Shopping website. At the top, there is a navigation bar with links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. Below this is the GSA Advantage! logo and the text 'Online Shopping' and 'A service of the U.S. General Services Administration'. A search bar is present with a 'Go' button and a shopping cart icon. The left sidebar contains a 'Products' menu with 'Office Supplies & Equipment FSSI' circled in red. The main content area features a large banner with the text 'Click it... Get it... Done.' and a 'Learn More' button. Below the banner are sections for 'Special Programs' and 'Strategic Sourcing'.

# Find your desired product within the FSSI store

The screenshot displays the GSA Advantage! website interface. At the top, there is a navigation bar with links for 'My Account', 'Order Status/History', 'Booked Carts', 'Help', 'Register', 'Login', 'eBuy', 'eLibrary', and 'GSAAccess@'. Below this is a search bar with a 'GO' button and a dropdown menu set to 'Products'. The main content area is titled 'Office Equipment & Supplies - FSSI'. It features a search bar with a red circle around it, and a dropdown menu set to 'FSSI-Office Supply'. Below the search bar, there are four product categories: 'Ability One Products', 'Toner Supplies', 'Small Business Products', and 'Green Products'. Each category has a checkbox to 'Select this filter' and a corresponding icon or logo.

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

# Find your desired product within the FSSI store

**Office Equipment & Supplies - FSSI**

**GSA has partnered with over a dozen agencies..**

to leverage the buying power of the federal government to achieve savings for needed office supplies. In support of OMB's Federal Strategic Sourcing Initiative, GSA has created a number of BPAs offering significant discounts to the low prices already available on GSA's Schedule 75 for Office Supplies. All federal agencies may shop this store for office supplies that are needed to perform their mission.

**Search**

Look for:  in **FSSI-Office Supply**

**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**

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**


The screenshot shows the GSA Advantage! online shopping interface. At the top, there's a navigation bar with 'GSA Advantage! Online Shopping' and 'A service of the U.S. General Services Administration'. Below that, a search bar contains 'Office Supplies & Equipment FSSI' and 'pen'. The search results page is titled 'Search Results - Products' and shows 'Found 1,481 products matching the following criteria.' The 'Sort by' dropdown menu is set to 'Most relevant' and is circled in red. The 'Limit by price' dropdown is also circled in red. The search results are displayed in a grid format, with the first two products visible: 'GEL PEN ZEB46710' for \$9.46 DZ and 'PEN PIL31002' for \$10.42 DZ. The left sidebar contains a 'Categories' section with 'Office Supplies & Equipment FSSI' selected, and a 'Manufacturers/Brands' section with 'NIB' selected. The bottom of the page features a navigation bar with 'FSSI Overview', 'Ordering Procedures', 'How to Buy Office Supplies', and 'Contact'.

# Browse the search results to find what you want

Click on the item name to select.

The screenshot shows the GSA Advantage! online shopping interface. At the top, there's a navigation bar with links for 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. Below this is a search bar with 'Office Supplies & Equipment FSSI' selected as the category and 'pen' as the search term. The search results page displays a list of categories on the left, including 'Office Supplies & Equipment FSSI' with sub-categories like 'Rollerball pens (294)', 'Ball point pens (478)', etc. The main content area shows 'Search Results - Products' with a total of 1,481 products found. A red circle highlights the 'GEL PEN' product (ZEB46710) with a price of \$9.46 DZ. Below it, another product 'PEN' (PIL31002) is shown with a price of \$10.42 DZ. The page also includes a 'See Services Results' link and a pagination control showing '1 | 2 | 3 | 4 | 5 Next Page >'. A red arrow points from the 'GEL PEN' product name to the 'GEL PEN' category in the left-hand menu.

# Select the product you want to buy



Enlarge/More Views >>

**\$8.85 DZ** FSSI  
sold and shipped by MYOFFICEPRODUCTS

**GEL PENS, RETRACTABLE, FINE POINT, .5MM,**

**Mfr Part No.:** 46710  
**Contractor Part No.:** ZEB46710  
**UPC/ISBN/GTIN:** 045888467101  
**Manufacturer:** Zebra Pen Corporation  
**Contract No.:** GS02Q14DCR0008 (ends: Aug 7, 2015) Other Terms  
**MAS Schedule/SIN:** OS3/CLIN 0001  
**Warranty:** STANDARD WARRANTY  
**Made In:** UNITED STATES OF AMERICA  
**Weight:** 0.290 LB

**Order Discounts:**  
 \$5,000 -\$9,999.99 2.50 %  
 \$10,000+ 7.50 %

FSSI Federal Strategic Sourcing Initiative (FSSI)




**Desc** **Specs**

Sarasa Gel Retractable Pens contain a smooth-flowing, water-based, pigment gel ink. Soft rubber grip provides writing comfort and control. Smooth gel ink delivers scratch-free writing. Translucent barrel provides visible ink color and supply. Ink is

**Additional Description**  
 Zebra Pen Sarasa Gel Retractable Pen - Fine Pen Point Type - 0.5 mm Pen Point Size - Black Ink - Translucent Barrel

**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	Photo	Deliv Days	Min	FOB/Shipping
<input type="radio"/>	\$6.25 DZ	<span style="border: 1px solid blue; padding: 2px;">FSSI</span>	OFFICE DEPOT	o		3 days delivered ARO	\$25.00	D-CONUS/O-AK,PR,HI
<input type="radio"/>	\$8.76 DZ	<span style="border: 1px solid blue; padding: 2px;">FSSI</span>	CRIMSON IMAGING SUPPLIES	s d		4 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI
<input checked="" type="radio"/>	\$8.85 DZ	<span style="border: 1px solid blue; padding: 2px;">FSSI</span>	<b>MYOFFICEPRODUCTS</b>	s d		3 days delivered ARO	\$100.00	D-CONUS ND-AK,PR,HI
<input type="radio"/>	\$9.24 DZ	<span style="border: 1px solid blue; padding: 2px;">FSSI</span>	DOCUMENT IMAGING DIMENSIONS, INC.	s d w wo		1 day shipped ARO	\$50.00	D-CONUS/O-AK,PR,HI
<input type="radio"/>	\$9.27 DZ	<span style="border: 1px solid blue; padding: 2px;">FSSI</span>	PREMIER & COMPANIES, INC.	s		5 days shipped ARO	\$100.00	D-CONUS ND-AK,PR,HI

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

# Remember to look for the FSSI icon



Enlarge/More Views >>

**\$8.85 DZ** **FSSI**

sold and shipped by  
MYOFFICEPRODUCTS

## GEL PENS, RETRACTABLE, FINE POINT, .5MM,

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**MAS Schedule/SIN:** OS3/CLIN 0001  
**Warranty:** STANDARD WARRANTY  
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**FSSI** Federal Strategic Sourcing Initiative (FSSI)

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Make sure item features the **BLUE FSSI** label.

### Compare Available Sources


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Add to Cart

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<input type="radio"/>	\$6.25 DZ	♦ <b>FSSI</b>	OFFICE DEPOT	o		3 days delivered ARO	\$25.00	D-CONUS/O-AK,PR,HI
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FSSI Federal Strategic Sourcing Initiative (FSSI)




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

# 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 my purchases.

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

Notes	NSN/Part #	Name	Vendor	Details	Qty	Unit Price	Total Price	Get a Quote (eBuy)
	SAN01760013	SANFORD INK CORPORATION PEN, UNIBALL JC	SHELDY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	100	\$1.11 EA <a href="#">reduce price</a>	\$111.00	<input type="checkbox"/>
<b>Cart Total:</b>							<b>\$111.00</b>	

**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/DeDAAC. 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)
	SAN1760013	SANFORD INK CORPORATION PEN, UNIBALL JC	SHELDY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	100	\$1.11 EA <a href="#">reduce price</a>	\$111.00	<input type="checkbox"/>
<b>Cart Total:</b>							<b>\$111.00</b>	

### Shopping Cart Notes

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- 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: **CHERRY 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
<b>Order 1 Total:</b>	<b>\$111.00</b>

[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
<b>Order 1 Total:</b>	<b>\$111.00</b>

[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="radio"/>	<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="radio"/>	<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

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#### Purchase Card

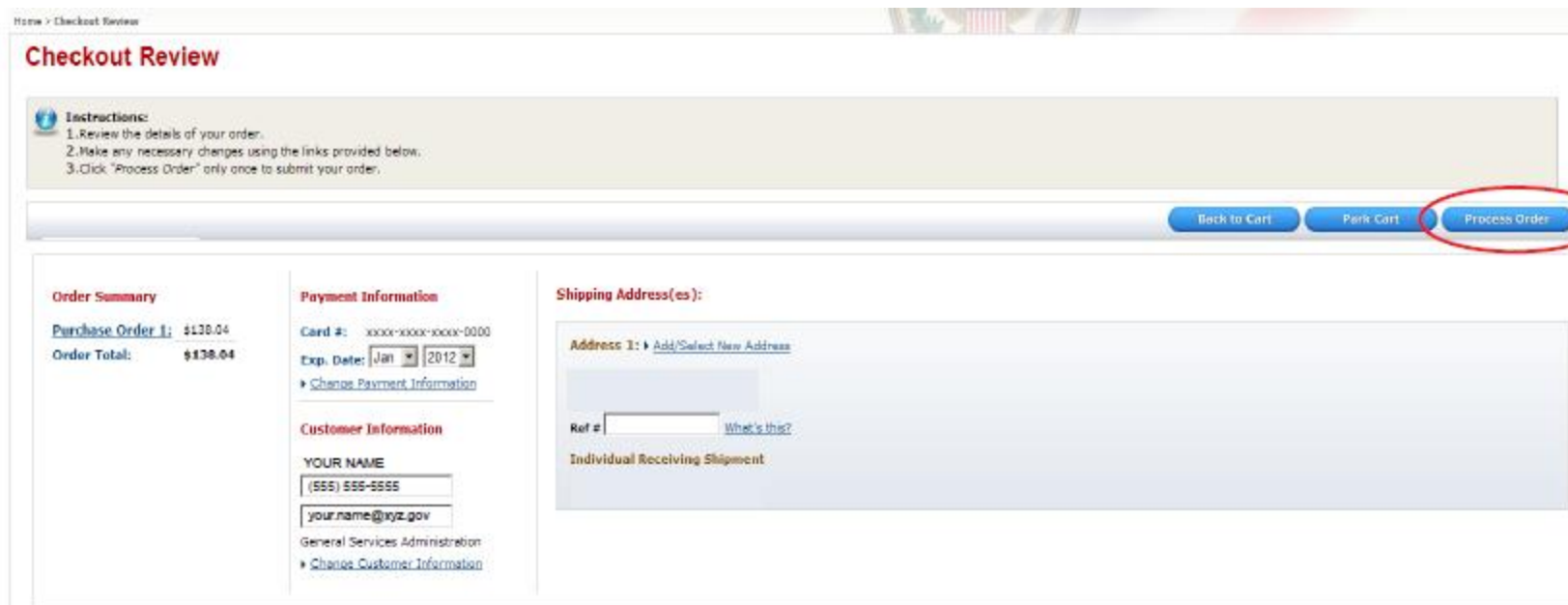
Select Payment	Card Number	Card Holder Name	Expiration Month	Billing Option	Default	Delete
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> <input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="radio"/>	<input type="button" 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 #: xxxxx-xxxx-xxxx-0000  
Exp. Date:  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 navigation bar includes 'Shop by Category' and a search bar with a 'Search' button circled in red. The search bar also contains a 'Products' dropdown menu, a 'Go' button, and an 'Advanced' link. The left sidebar lists various product categories under 'Products' and 'Services'. The main content area features a large banner for '2015 Calendars' with a 'Learn More' button. Below the banner is a 'Special Programs' section with icons for Environmental Products, Wildland Fire Products, Disaster Relief Products, Security Related Products, Ability One Products, and eBuy. To the right of the Special Programs is a 'Strategic Sourcing' section with a 'View All Strategic Sourcing Offerings' link.

# New Search Option

## Select Office Supplies and Equipment FSSI

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## Questions?

Feel free to contact the FSSI OS3 team:

**[Fssi.officesupplies@gsa.gov](mailto:Fssi.officesupplies@gsa.gov)**