



U.S. General Services Administration

# FSSI Second Generation Blanket Purchase Agreements for Office Supplies

July 2013

The top of the slide features a decorative banner with the American flag. The stars and stripes are visible, with a red horizontal bar at the bottom of the banner.

# Course Agenda

- Office Supply BPAs Overview
- Ordering Procedures
- Accessing BPAs
- Points of Contact



# FSSI Office Supply BPAs Overview

- Awarded June 1, 2010
- FSSI BPAs are agreements with vendors that provide discounts
  - Increased discounts triggered at \$25M, \$50M, \$75M, & \$100M tiers
- 2 large and 13 small businesses
- 3 distinct vendor Pools

## FSSI BPA VENDORS BY POOL

Pool	Vendor Name	BPA #	Socio	Website
1	Capitol Supply Inc.	GS-02F-XA001	S	<a href="http://www.capitolsupply.com/gov">www.capitolsupply.com/gov</a>
	Document Imaging Dimensions	GS-02F-XA002	S/W	<a href="http://www.fssibpa.com">www.fssibpa.com</a>
	Independent Stationers Inc.	GS-02F-XA003	S	<a href="http://fssi.independentstationers.coop">fssi.independentstationers.coop</a>
	Metro Office Products LLC	GS-02F-XA004	S/D	<a href="http://www.mymetroofficeproducts.net/fssi">www.mymetroofficeproducts.net/fssi</a>
	Shelby Distribution Inc.	GS-02F-XA005	SDVOSB	<a href="http://www.expressop.com">www.expressop.com</a>
	Sita Business Systems Inc.	GS-02F-XA006	S/D/W	<a href="http://www.sitabs.com">www.sitabs.com</a>
	Wecsys LLC	GS-02F-XA007	S/D	<a href="http://www.wecsysllc.com">www.wecsysllc.com</a>
	New York Inkjet LLC	GS-02F-XA012	S/W	<a href="http://www.newyorkinkjet.com/government">www.newyorkinkjet.com/government</a>
	Stephens Office Supply	GS-02F-XA014	S/W	<a href="http://www.theofficestore.com">www.theofficestore.com</a>
2	EZ Print Supplies Inc.	GS-02F-XA008	S/W	<a href="http://www.ezprintsupplies.com">www.ezprintsupplies.com</a>
	Office Depot	GS-02F-XA009	L	<a href="http://business.officedepot.com">business.officedepot.com</a>
	Staples, Inc.	GS-02F-XA013	L	<a href="http://www.staples4government.com">www.staples4government.com</a>
3	ASE Direct Inc.	GS-02F-XA010	SDVOSB	<a href="http://www.govtoner.com">www.govtoner.com</a>
	Cartridge Savers Inc.	GS-02F-XA011	S/D	<a href="http://www.cartridgesavers.com">www.cartridgesavers.com</a>
	Imaging Systems LLC dba Access Products	GS-02F-XA015	SDVOSB	<a href="http://fssi.accessproductsinc.com">fssi.accessproductsinc.com</a>



# Value to the Customer

- **Government Savings**
  - Total spend from June 2010 to April 2013 = \$607.9M
  - Current savings average 12.7% (\$88.7M), up to 32%
- **Data Collection**
  - Identified top 1,000 office supplies purchased by government; leveraged buying power for those items
- **Enable Agency Socio-economic Goals**
  - 76% of FSSI OS2 spend goes to small businesses



# Value to USDA

- **Government Savings**
  - Total spend from June 2010 to June 2013 = \$32.7M
  - Current savings average 14.2% (\$5.4M), 15.7% in June
- **Level III Transparency**
  - Vendor reported transactional data allows GSA to monitor compliance and ensure all products are within the OS2 PMO determined F&R range.
- **Enable Agency Socio-economic Goals**
  - 75% of FSSI OS2 spend goes to small businesses



# Dynamic Market Pricing Strategy

- Brand new in FY13
  - Uses OS2 data to ensure lower prices and customer savings
- Tightens the competitive range on vendor prices
  - Vendors must charge within 10% of the LOWEST price available for an item available on the OS2 BPA
- This will help to guarantee that you get the lowest price on your items and that the lowest price is easy to find in GSA Advantage!



## FSSI OS2 FY12 Data

- Savings through FSSI = \$40.7M
- Spend through FSSI = \$268.4M
- Small Business Utilization = 75.4%
- AbilityOne Utilization = 20.1%
- Green Items (EPP or CPG) = 23.8%

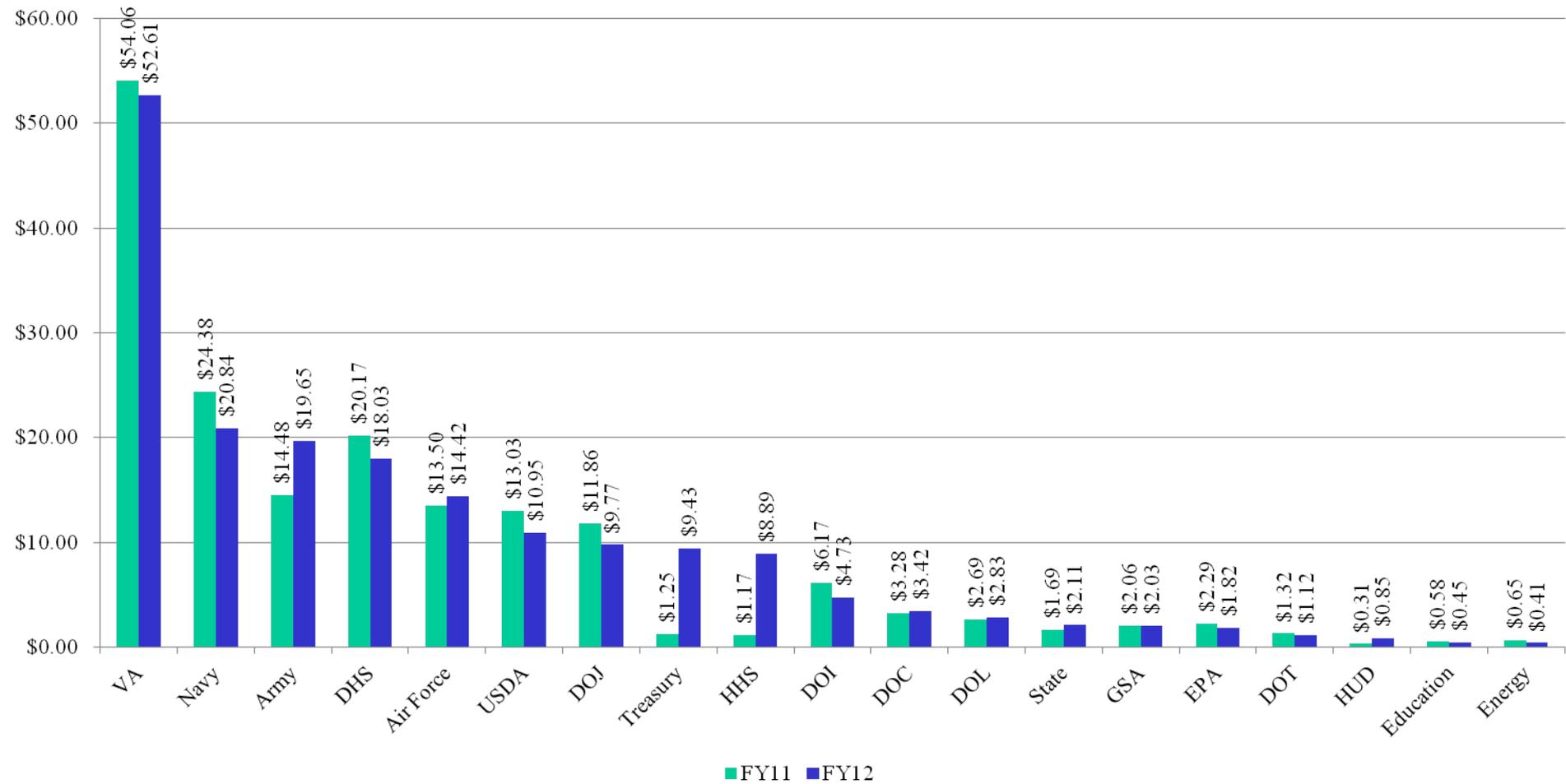


## FSSI OS2 FY12 USDA Data

- Savings through FSSI = \$2.22M
- Spend through FSSI = \$13.22M
- Small Business Utilization = 74.0%
- AbilityOne Utilization = 19.86%
- Green Items (EPP or CPG) = 18.83%



## FSSI OS2 Spend by Agency (\$M)





## OS2 Goals

- Achieve savings
- Capture data
- Enable achievement of socio-economic goals
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use



## What if the product I want to buy is not on the FSSI BPA?

- In general, the OS2 program examines products by specification rather than by brand or part number
- By purchasing office supplies through the BPAs, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13514)
- We recommend purchasing an item that is a “close second” to the office supply you are intending to buy



## Ordering procedure for orders at or below the micro purchase threshold (\$3,000)

- Attempt to distribute orders among all BPA holders
  - Most vendors have an order minimum of \$100
  - Smaller orders may be placed with some vendors, but a small fee may be incurred
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions



## Orders exceeding micro-purchase threshold (\$3,000) but below the maximum order threshold

- Employee with appropriate purchasing authority must execute the order
- Must evaluate at least 3 vendors – survey GSA *Advantage!*, vendor catalogs, or vendor pricelists
  - Don't need to survey vendors outside the FSSI BPAs



## Orders exceeding the maximum order threshold (\$150,000)

- The schedule contract maximum order threshold for office supplies is \$150,000
- Although a price reduction may be sought at any time, this threshold represents the point at which, given the dollar value of the potential order, the ordering activity shall seek a price reduction



## Evaluate by best value

- Some factors other than price
  - Special features of the supply or service required for effective program performance
  - Environmental and energy efficiency considerations
  - Delivery terms
  - Probable life of the item and maintenance availability
  - Trade-in and warranty considerations
  - Socio-economic status



## What else to keep in mind

- Review the pricelists of additional BPA-holders
- Seek price reductions from the BPA-holder(s) considered to offer the best value (see 8.404(d)); and
- After seeking price reductions (see 8.405-4), place the order with the BPA-holder that provides the best value
  - If further price reductions are not offered, an order may still be placed



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

- The minimum purchasing amounts vary from \$25-\$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.



## 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! website interface. At the top left is the GSA Advantage! logo. To the right, there are navigation links: My Account, Order Status/History, Parked Carts, Help, Register, and Login. Below these are eBuy, eLibrary, and GSA Xpress. A shopping cart icon shows 0 items for \$0.00. A search bar is located below the navigation links. The main content area features a 'Welcome' message, a 'Products' list, and sections for 'Special Programs' and 'Strategic Sourcing BPAs'.

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 

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

[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 BPAs

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

The screenshot shows the GSA Advantage! website interface. At the top, there is a navigation bar with 'Products' circled in red. Below this, a 'Products' dropdown menu is open, with 'Office Equipment & Supplies - FSSI' circled in red. The main content area features a 'Special Programs' section with various service icons and a 'Strategic Sourcing BPAs' section with dropdown menus for 'BPAs Products' and 'BPAs Services'. A 'Tell Us Your Success Story' banner is also visible at the bottom right.

# Find your desired product within the FSSI store

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

My Account | Order Status/History | Parked Carts | Help | Register | Login  
eBuy | eLibrary | GSAXpress@

0 items: \$0.00 My Cart

Products | Services | NSN Ordering

Search [ ] Products [GO]

Advanced Search

Home > FSSI-Office Supply

## 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

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 displays a search results page for 'pens'. The search criteria are 'pens', 'FSSI-Office Supply', and 'Small business'. The 'Sort by' dropdown menu is highlighted with a red circle and a red arrow, showing 'Most relevant' as the selected option. The 'Limit by price' dropdown is also visible. The search results list includes 'SANFORD INK CORPORATION PEN, UNIBALL JE' and 'PILOT PEN CORPORATION OF AMERICA GEL RO'. The price for the Sanford pen is \$1.11 EA, with a 3-4 day delivery time. The page also features a 'Refine by Keyword' section and a 'Categories' list on the left side.

# Browse the search results to find what you want

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

The screenshot shows a search results page for 'pens'. The search criteria are 'pens', 'FSSI-Office Supply', and 'Small business'. The results are sorted by 'Most relevant'. The first product listed is 'SANFORD INK CORPORATION PEN, UNIBALL JE' with a 'Buy/Compare' button circled in red. The second product listed is 'PILOT PEN CORPORATION OF AMERICA GEL RO'. The page also includes a 'Refine by Keyword' section and a list of categories on the left.

# Select the product you want to buy

**SANFORD INK CORPORATION PEN, UNIBALL DE**

Mfr Part No.: 1768013  
Contractor Part No.: SSANL768013  
UPC/ISBN/GTIN: 070530002379  
Manufacturer: Sanford, L.P.  
Contract No.: GS-02F-0025T (ends: Dec 4, 2016)  
MAS Schedule/SIN: 75/75 200  
BPA No.: GS-02F-XA005 [BPA Link](#)  
Warranty: 1 YR  
Made In: JAPAN  
Weight: 1.000 LB  
Ship Options:  
Next Day 20.00% of Order  
Secure Desktop 20.00% of Order

**\$1.11 EA** [BPA](#)  
sell and shipped by [SHERYL DISTRIBUTIONS](#)  
[Visit contractor's website](#)

**Additional Description**  
Uni-Ball 101 Jetstream pen offers unparalleled smoothness and effortless writing with hybrid ink that combines gel and ballpoint formulas. Quick-drying ink helps prevent smearing so the pens are perfect for left-handed writers. Uni Super Ink prevents check-washing and other document alteration. Fade-resistant, water-resistant ink is also archival quality and acid-free.

**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	Score	Photo	Deliv. Days	Min.	FOB/Shipping
<input type="radio"/>	\$0.82 EA	<a href="#">BPA</a>	<a href="#">EZ PRINT SUPPLIES</a>	2.8		3-4 days delivered ARO	\$50.00	<a href="#">D-COMUS(O-AK,ER,HI)</a>
<input type="radio"/>	\$0.99 EA	<a href="#">BPA</a>	<a href="#">METRO OFFICE PRODUCTS</a>	2.8		3-4 days delivered ARO	\$25.00	<a href="#">D-COMUS INCAKER,HI</a>
<input checked="" type="radio"/>	\$1.11 EA	<a href="#">BPA</a>	<a href="#">SHERYL DISTRIBUTIONS</a>	2.8 @ 2.8		3-4 days delivered ARO	\$100.00	<a href="#">D-COMUS(O-AK,ER,HI)</a>
<input type="radio"/>	\$1.48 EA 1	<a href="#">BPA</a>	<a href="#">SITE BUSINESS SYSTEMS, INC.</a>	1.0 @		3-4 days delivered ARO	\$100.00	<a href="#">D-COMUS(AK,DR,H)</a>

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

# Select the product you want to buy

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



[Enlarge/More Views >>](#)

**SANFORD INK CORPORATION PEN, UNIBALL JE**

**Mfr Part No.:** 1768013  
**Contractor Part No.:** S5AN1768013  
**UPC/ISBN/GTIN:** 07053002379  
**Manufacturer:** Sanford, L.P.  
**Contract No.:** GS-Q2F-002BT (ends: Dec 4, 2016)  
**MAS Schedule/SIN:** 75/75 200  
**BPA No.:** GS-Q2F-KA005 [BPA terms](#)  
**warranty:** 1 YR  
**Made In:** JAPAN  
**Weight:** 1.060 LB  
**Ship Options:**  
     Next Day 20.00% of Order  
     Secure Desktop 20.00% of Order

**Additional Description**  
 ... See More

**Desc** **Spots**

Uni-Ball 101 Jetstream pen offers unparalleled smoothness and effortless writing with hybrid ink that combines gel and ballpoint formulas. Quick-drying ink helps prevent smearing so the pens are perfect for left-handed writers. Uni Super Ink prevents smudge-washing and other document aberration. Fade-resistant, water-resistant ink is also archival-quality and acid-free.

**\$1.11 EA** [BPA](#)  
 sold and shipped by **SHELBY DISTRIBUTIONS**  
[visit contractor's website](#)

[BPA](#) Blanket Purchase Agreement  
[DESC](#) Disaster Recovery Purchasing Items  
[AFRA](#) American Recovery and Reinvestment Act of 2009

**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
\$0.82 EA	<a href="#">BPA</a>	<a href="#">EZ PRINT SUPPLIES</a>	s a		3-4 days delivered ARO	\$50.00	D-CONUS/O-AK,PR,HI
\$0.99 EA	<a href="#">BPA</a>	<a href="#">METRO OFFICE PRODUCTS</a>	s d		3-4 days delivered ARO	\$25.00	D-CONUS NR-9K,PR,HI
\$1.11 EA	<a href="#">BPA</a>	<a href="#">SHELBY DISTRIBUTIONS</a>	dv s d Bp		3-4 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI
\$1.40 EA 1	<a href="#">BPA</a>	<a href="#">SITA BUSINESS SYSTEMS, INC.</a>	s d n		3-4 days delivered ARO	\$100.00	D-CONUS,AK,PR,HI

# 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 (+Qty)
	5A001740013	SANFORD INK CORPORATION PEN, UNIBALL JC	SHELBY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	100	\$1.11 EA <a href="#">reduce price</a>	\$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)
	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"/>
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**

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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: **SMERY DISTRIBUTION**

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"/> -Select- <input type="text"/> -Select-	<input type="text"/> -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

### 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"/> -Select- <input type="text"/> -Select-	<input type="text"/> -Select-	<input type="radio"/>	<input type="text"/>

#### AAC/DoDAAC

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



# 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



## Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- Phone, fax, or directly with the vendor
- BPA pricing for walk-in customers

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



## Can I order directly from a BPA holder?

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



## Information sources

- *<http://strategicsourcing.gov>*
  - List of all FSSI BPAs with vendor information
  - Links to ordering portals
  - Ordering guides, FAQs and slip-sheet
- Find your local GSA Customer Service Director
  - <http://www.gsa.gov/csd>
- FSSI Office Supplies Ordering Guide pdf file
  - Distributed after this webinar via e-mail



# FSSI Office Supplies Program Team

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



# **Thank You!**

## **+ Questions**