



SmartPay®

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U.S. General Services Administration

# OS4 Purchasing Channel Sourcing Office Supplies Has Never Been Easier!

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MAS Office Supply Branch Chief

Program Manager, OS4—FSSI, BIC

## GSA SmartPay TRAINING FORUM

August 6-8, 2024  
New Orleans, LA



# Agenda

- Overview of OS4 Program
- OS4 Features and Customer Value
- OS4 Contractors
- Ordering Procedures
- OS4 Requisition Channel—GSA Global Supply
- GSA eBuy
- GSA Advantage! How to Buy FSSI OS4 Products
- Points of Contact/Resources

# FSSI OS4 Overview

- Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Fourth Generation (OS4)
- Program consists of 60 OS4 contracts to date (as of April 1<sup>st</sup> 2024)
- Enhanced Special Item Numbers (SINs)
  - **SIN 339940OS4**: Enhanced SIN For Office Products & Services/Office Supplies 4<sup>th</sup> Generation (OS4)
  - **SIN 339940OVER**: Enhanced SIN For Overseas Office Products & Service/Office Supplies 4th Generation (OS4)

# FSSI OS4 Overview SIN 339940OS4 (On Consolidated MAS 99)

- 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 support 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 339940OVER (On consolidated MAS 99)

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

# OS4 Solution

## OS4, the Office Supplies solution—60 contracts! (as of April 1, 2024)

This list is updated frequently. For the updated list of vendors on **SIN 339940OS4** and **SIN 339940OVER**, please see:

<https://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?scheduleNumber=MAS&specialItemNumber=339940OS4&executeQuery=YES>

Major features:

- Real-time order status!—Find out where your order is in realtime.
- Convenience fees—no longer limited by minimum orders—vendors will ship orders below the minimum order amount for a nominal shipping fee.

# OS4 Features

- Best in Class—BIC solution!
- Competitive pricing for your office supply needs
- Enhanced vendor requirements
- Capture data (data spending tracking capabilities/TDR mandatory reporting)
- Vendor accountability
- Provide 4-day direct delivery (CONUS) and 7-day direct delivery (OCONUS)
- Enable achievement of socio-economic goals, mix across all categories
- Support nation's Small Businesses; primarily a small business program
- Drive compliance with mandates, acts, and orders (e.g., TAA, AbilityOne/ETS)
- Conform with Agency business practices
- Easy to use
- Makes it easy to purchase green items
- Offers enhanced delivery options including next-day delivery, desktop delivery, and secure desktop delivery

# Value to the Customer

- Continues to provide Government savings/cost avoidance
- Enables agency socioeconomic goals
- Meets all procurement regulations
- MAS contracts—open continuously to new offers—evergreen; contracts can be in place for 20 years if all options are exercised; opportunity to compete BPAs
- Convenience fees as an alternative to meeting minimum order amounts



# Value to the Customer

## OS4 figures since inception:

### OS4 FY19:

- \$23.6M sales
- \$5.2M cost avoidance

### OS4 FY20:

- \$92.7M sales
- \$26.3M cost avoidance

### OS4 FY21:

- \$155.2M sales
- \$60.9M cost avoidance

### OS4 FY22:

- \$157.3M sales
- \$96.2M cost avoidance

### OS4 FY23:

- \$167.2M sales
- \$81.2M cost avoidance

# OS4 Discounts

- Discounts are activated at GSA Advantage!<sup>®</sup> checkout.
- 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

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

- The minimum purchasing amount is currently \$100, depending on vendors, if you do not wish to pay a convenience fee (see last bullet)
- 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 and plan 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:

<https://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?scheduleNumber=MAS&specialItemNumber=339940OS4&executeQuery=YES>

# Go to GSA eLibrary

## Contractor Listing

For general questions, contact:  
**FAS National Customer Service Ctr**  
 Phone: 1-800-488-3111  
 E-mail: [fasnationalcustomerservice@gsa.gov](mailto:fasnationalcustomerservice@gsa.gov)



### MAS Multiple Award Schedule

#### Office Management - Office Supplies

Category: Description

**339940054** OS4 Office Products and Supplies 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.

58 contractors

Display:

Search Contractor T&Cs/Pricelist

Hold the "Ctrl" key to select all that apply

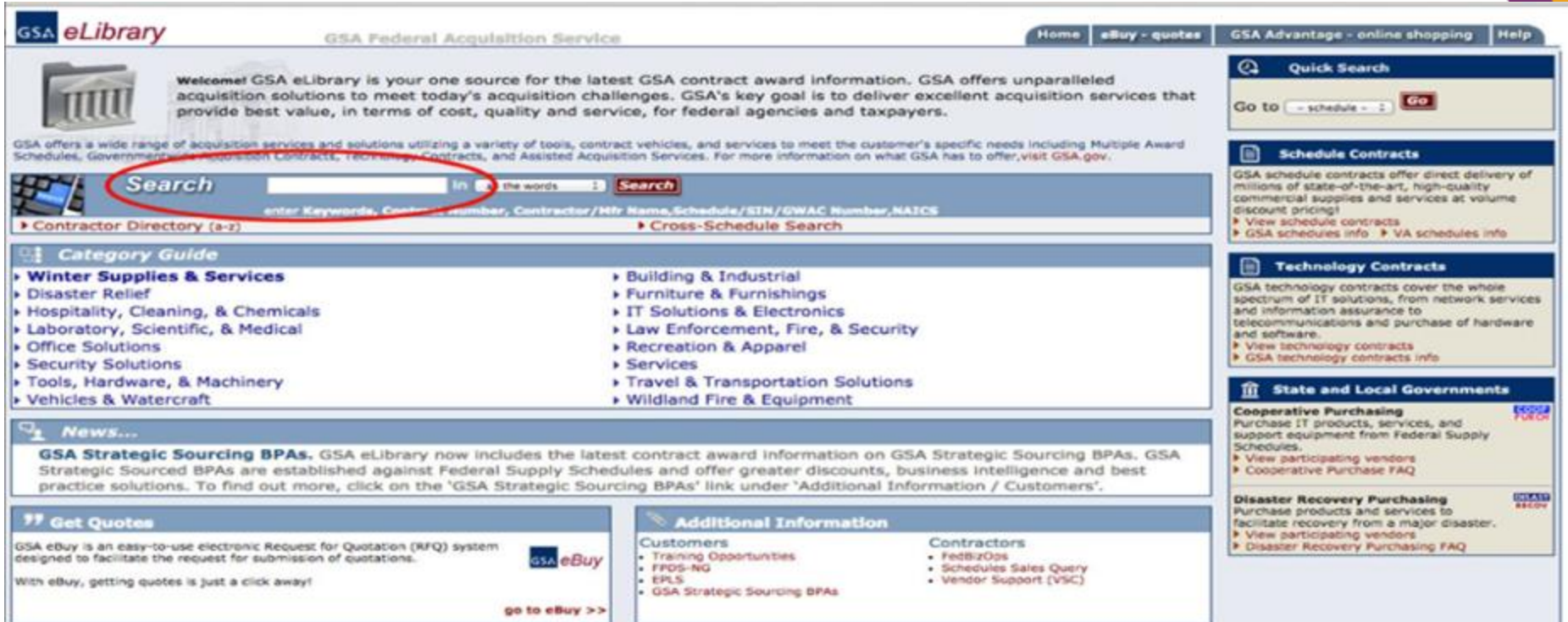
Download Contractors (Excel)

Contractor	Contract #	Phone	City, State	Small-Economic	Contractor T&Cs /Pricelist	View Catalog
10GFEDSUPPLY, LLC	47Q5FA10D003A	(412)248-7855	CORNELIUS, NC	s/dv/d		
ABM FEDERAL SALES, INC.	47Q5FA14D000R	800-477-4326	CHESTERFIELD, MO	s		
ACCESS PRODUCTS, INC	47Q5FA10D008R	719-591-9660	COLORADO SPRINGS, CO	s/dv		

# In GSA eLibrary

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) on your internet browser.

Type "OS4" into the search bar.



**GSA eLibrary** GSA Federal Acquisition Service Home eBuy - quotes GSA Advantage - online shopping Help

Welcome! GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquisition services that provide best value, in terms of cost, quality and service, for federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information on what GSA has to offer, visit [GSA.gov](http://GSA.gov).

**Search**  In

enter Keywords, Contract Number, Contractor/Hfr Name, Schedule/STN/GWAC Number, NAICS

**Contractor Directory (a-z)**

**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!

**Additional Information**

<b>Customers</b> <ul style="list-style-type: none"><li>Training Opportunities</li><li>FPDS-NG</li><li>EPLS</li><li>GSA Strategic Sourcing BPAs</li></ul>	<b>Contractors</b> <ul style="list-style-type: none"><li>FedBizOps</li><li>Schedule Sales Query</li><li>Vendor Support (VSC)</li></ul>
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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

**go to eBuy >>**

# Select SIN Under Category

## Search Results Summary

Search Criteria: **os4**

**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								
MAS	<p><a href="#">Multiple Award Schedule</a> - Available offerings include commercial goods and services organized by 12 Large Categories, corresponding Subcategories, and SINs.</p> <p><a href="#">Office Management - Office Supplies</a></p>								
	<table border="1"><thead><tr><th>Category</th><th>Description</th></tr></thead><tbody><tr><td><b>339940OVER</b></td><td><p><a href="#">OS4 Overseas Office Products and Supplies</a> - 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.</p></td></tr><tr><td><b>339940SVC</b></td><td><p><a href="#">Office Supply Support Services</a> - This SIN includes all commercially available services related to the support of office products. Services include, but are not limited to: on-site stores, walk-in stores, customizing and imprinting services. Items located in stores under SIN 339940SVC Office Supply Support Services must also be on 339940 Office Products or 339940OS4 Office Products and Supplies, and/or 339940OVER <a href="#">OS4 Overseas Office Products and Supplies</a>.</p></td></tr><tr><td><b>339940OS4</b></td><td><p><a href="#">OS4 Office Products and Supplies</a> - 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</p></td></tr></tbody></table>	Category	Description	<b>339940OVER</b>	<p><a href="#">OS4 Overseas Office Products and Supplies</a> - 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.</p>	<b>339940SVC</b>	<p><a href="#">Office Supply Support Services</a> - This SIN includes all commercially available services related to the support of office products. Services include, but are not limited to: on-site stores, walk-in stores, customizing and imprinting services. Items located in stores under SIN 339940SVC Office Supply Support Services must also be on 339940 Office Products or 339940OS4 Office Products and Supplies, and/or 339940OVER <a href="#">OS4 Overseas Office Products and Supplies</a>.</p>	<b>339940OS4</b>	<p><a href="#">OS4 Office Products and Supplies</a> - 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</p>
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# Choose a vendor and click the GSA Advantage!® icon under "View Catalog"

MAS Multiple Award Schedule

Office Management - Office Supplies

Category Description

**3399400S4** OS4 Office Products and Supplies 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.

58 contractors

Display:       
 Hold the 'Ctrl' key to select all that apply

Search Contractor T&Cs/Pricelist

Download Contractors (1 row)

Contractor	Contract #	Phone	City, State	Socio-Economic	Contractor T&Cs /Pricelist	View Catalog
10GFEDSUPPLY, LLC	47Q5EA20D003D	(412)208 7055	CORNELIUS ,NC	s/dv/s		
ABM FEDERAL SALES, INC.	47Q5FA19D000H	800-522-9226	(SPRINGFIELD) ,MO	s		
ACCESS PRODUCTS, INC	47Q5EA19D000R	719-591-9660	COLORADO SPRINGS ,CO	s/dv		
ALL-CITI TONER INC.	47Q5EA19D007N	888.237.6002	BROOKLYN ,NY	s		
AMERISYS, INC.	47Q5FA20D003I	703-644-2200	EMANILEY ,VA	s		
ASE DIRECT, INC.	47Q5EA19D000V	888-204-1938	BRENTWOOD ,TN	s/dv		
AUTOMATION AIDS, INC.	47Q5EA10D0074	800 234 2790	HORSHAM ,PA	s		
AVIATE ENTERPRISES, INC.	47Q5EA20D004P	916 993 4000	MCCLELLAN ,CA	s/dv/l		
BAHFED CORP	47Q5FA20D000S	503-208-8410	PORTLAND ,OR	s/v/r/ww/s		
BALL OFFICE PRODUCTS, LLC	47Q5EA20D000P	8042041774	RICHMOND ,VA	s/w/wo		
BLUEBAY OFFICE INC	47Q5FA20D003U	202-337-1003	WASHINGTON ,DC	s/w/ww/vw		



This brings you to that vendor's catalog on GSA Advantage!<sup>®</sup>  
Now, type the item you need under "Search within results."

**GSA Advantage!** MY ACCOUNT ▾ NSN ORDERING ▾ eTOOLS ▾ HELP REGISTER LOGIN

Search Products ▾ Enter search keyword(s) **Q** Advanced Search **0**

AVAILABLE CATEGORIES

- Office Equipment +
- Office Supplies +

REFINE BY

- Business/Socio-economic Types +
- Green/Special Programs +
- Sources +
- Photos +

### Search Results - Products

Found **6,484** products matching the following criteria: **47QSEA200003B in contract number** ✕ and **339940054 in Special Item Number (SIN)** ✕

**Search within** **Search options**

[Search within results](#) all the words **Update results**

1 2 3 4 5 Next

Limit Price ----- ▾ Sort NSN/mfr part number ▾

View as **Grid**

MG0025

# 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 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 a 'Go' button and a 'Products' dropdown. A red arrow points down from the search bar area to a yellow notice box in the shopping cart.

**Shopping Cart**

**NOTES:**

- CF-1** The items from STERILE SERVICES CO. "47QSEA1900002" 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. 47QSEA1900002 offers order discounts for FSSS 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

Notes	STERILE SERVICES CO. (47QSEA1900002)				Get a Quote (efwy)	
CF-1, OS-1		PEN,ENERGEL,RTX,DLX,BK PENBLN7SA  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

**Cart Summary**

Total: \$6.18  
Checkout

**Shopping Cart Notes**

- Removing Items
- Changing the Unit Price
- Payment Methods
- Shipping
- Saving your Shopping Cart

A red arrow points from the 'Sub Total' field to the right.

# 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 at 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 <small>PEN ENRIGEL BTX PLV BR</small>	Destination - Includes Shipping	2	\$2.06	\$4.12
Convenience Fee		1	\$9.99	\$9.99
			<b>PO Total:</b>	<b>\$14.11</b>

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/or criminal prosecution.  
Privacy and Security



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

- 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 \$300 and above from some vendors
- Attempt to distribute orders among multiple OS4 contractors
  - Order minimums are currently at \$100, but some vendors will accept lower minimums without a convenience fee
  - Smaller orders may be placed with vendors for a convenience fee

## 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, AbilityOne/ETS, identification of sustainable items)
- 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 the micro-purchase threshold but less than the Simplified Acquisition Threshold (SAT) must follow the ordering procedures outlined in FAR Part 8.405-1(c)
- Survey at least three contracts through GSA Advantage, or request quotes from at least three OS4 awardees.

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

- Must provide fair opportunity to all OS4 vendors
- Encouraged to use GSA's eBuy system or a reverse auction
- Consult FAR part 8.405–1(d) for more information

## I'm outside the continental United States, can I use FSSI OS4?

- You can use the **FSSI OS4 REQUISITION CHANNEL** (Global Supply) for OCONUS ordering or the FSSI OS4 **SIN 339940OVER** for OCONUS ordering, as well



## GSA Global Supply™—A Government to Government Wholesale Supply Source

- GSA Global Supply™ has already procured the most in-demand products on the Government's behalf, meaning that your order is a simple requisition between agencies
- Requisitions satisfy all Federal Acquisition Regulation (FAR) requirements, including Trade Agreements Act policies, socioeconomic goals, AbilityOne mandates, executive orders, and overall competitive pricing
- Place a requisition via DoD Activity Address Code, Civilian Activity Address Code, and/or Government Purchase Card

# OS4 Requisition Channel Products

- Three categories established for contractors:
  - General Office Products (staplers, clipboards, binders, etc.)
  - Paper Products—office paper, only (no paper towels)
  - Toner and Inkjet products
- Market basket (MB)
  - Vendors must offer mandatory items (high demand)
  - Supplemented by non-MB NSNs they can offer
  - Invited to supplement further with the part-numbered items in that category
  - Currently have approximately 1300 NSNs (including both Market Basket and Non-Market Basket) and 6000-part numbers
- OS4 RC Awards went into effect in August 2020

# Vendor Partners for Office Supplies (OS4 Requisition)

## **CLIN 0001—General Office Products**

East Coast: Mono Machines LLC dba Supply Chimp (SB)

West Coast: Noble Sales, Co., Inc. dba Noble Supply and Logistics (SB)

## **CLIN 0002—Office Paper**

East Coast: Document Imaging Dimensions, Inc. (SB)

West Coast: Pacific Ink, Inc. (WOSB)

## **CLIN 0003—Toner Products**

East Coast: Access Products, Inc. (SDVOSB)

West Coast: Supplies Now (SB)

# Shop GSA Global Supply™

**GSA Global Supply™**  
Revised A Catalog Feedback 1-888-625-7637

Home [Your cart contains: 0 item\(s\) \\$0.00](#)

ACCOUNT LOGIN [Member Login](#)

Computer Products | Office Supplies | Furniture and Furnishings | **Housewares and Cleaning** | Industrial Supplies | Safety | Tools and Hardware | "Green" Items | Cheaper Retail

**SHOP GSA GLOBAL SUPPLY™** | **FEATURED PRODUCTS** | **ACCOUNT MAINTENANCE**

SEARCH/BROWSE:  
clipboard X  
In: All Categories GO  
[Advanced Search](#)

**QUICK ORDER** GO  
**RE-ORDER** (View Previous Orders) GO  
**FEEDTRIP/WILSTRIP** GO  
**ORDER FROM PARKED CARTS** GO

**35% Postconsumer Paper**  
Recycle-free performance in copiers, laser and inkjet printers, plain paper for machines and multifunction machines. The 50 bright paper provides excellent print contrast. Designed to stay flat and not curl. Perfect for correspondence, as well as presentations. Paper has a 20-lb. basis weight. >> [80079](#)

**General Mechanic's Tool Kit**  
Kit includes regular cold chisel with 1/2" cut edge, 4" drift pin, 6" half round file, hammer, 8" slip joint pliers, slinging wrench, cross file screwdriver, (2) flat tip screwdrivers, portable toolbox, (2) hexdriver and wrenches (3mm, 10-20mm), adjustable wrench, box wrench, pliers wrench, sockets... >> [80079](#)

**High Security Paper Shredder**  
Shipping weight: 22.7 lbs. Maximum Security Paper Shredder is the ideal unit for high volume high security shredding applications. Specifications: Evaluated by NSA and meets the requirements of NSA/CSS Specification 02-01 for High Security Crosscut Paper Shredders. Specially designed cutting head... >> [80079](#)

**GSA APPROVED Security Filing Cabinet, 2-**  
Included Lock: PF-6 (274), Style 3, Class 4 - Resistant to 30 man-hours surreptitious entry, 30 man-minutes overt entry. No forced entry requirements. Size VI - 2 drawer, special size. Design II - Single Lock, Style 4 - Key changeable combination lock. Estimate container 28.3 lbs. maximum. Estimate... >> [80079](#)

**58-Inch Stand Work Surface or Desktop**  
Two tiered, adjustable height standing desk is designed to accommodate dual-monitors or larger workspace requirements. The desk sits on top of an existing desk and has a 25 pound capacity. >> [80079](#)

**ACCOUNT MAINTENANCE**

**REQUESTION STATUS**  
[Field] GO

**RECONCILE CREDIT CARD STATEMENT**  
Bill Date: Oct 16 2019  
Session #: [Field] GO

**WHAT'S NEW?**

- [GSA Lowers Threshold for Special Orders](#)
- [Update on GSA-GSA Advantage of Federal Supply Classes](#)
- [GSA Global Supply is Best-in-Class!](#)
- [2020 Calendar Items](#)
- [Toner and Ink Cartridge Reference Guide](#)

**Multi-Factor Authentication** has been implemented and is now **LIVE** on GSA Advantage!  
[Learn about MFA and how it will affect your Login to GSA Advantage!](#)

**Special Order Program**  
[Click here for more information](#)

**Confused About Buying Green?**  
[Learn More](#)

Visit the **GPC SF TOOL**

**Supply Catalog 2020**

# Shop GSA Global Supply™\*



About GSA Global Supply™  
Request A Catalog  
Feedback  
Help

1-800-525-8027



Home > Search Results

YOUR CART contains: 0 item(s): \$0.00

ACCOUNT LOGIN Member Login

Computer Products

Office Supplies

Furniture and Furnishings

Housewares and Cleaning

Industrial Supplies

Safety

Tools and Hardware

"Green" Items

Disaster Relief

SEARCH/BROWSE

Advanced Search

In All Categories

GO

## Search Results

Found 77 products for **clipboard** x

Sort By: Most relevant

Sort It

### SUGGESTED CATEGORIES

- Clipboards (21)
- Office Supplies (1)
- Pens - Ballpoint (4)
- Wood, Metal (1)
- Green Items (3)

Search within results (all the words)

Find It

More "Refine" Options

Page: 1 2 3 4

### SEARCH RESULTS

NSN/Mfr Part #/Product	Price/Delivery	Qty	Photo
<b>7520-01-439-3387</b> <b>Clipboard</b> Aluminum, 9 x 12", SKILCRAFT, Aluminum base clipboard features 5-1/2" metal, flat spring clip. <a href="#">More product details</a> Manufacturer: NIB Contractor: <a href="#">GSA Global Supply</a>	 <b>\$9.72 EA</b> 7 days    	<input type="text"/> <a href="#">Add to Cart</a>	
<b>7520-01-439-3391</b> <b>Clipboard</b> Aluminum, 9 x 12", SKILCRAFT, Aluminum base clipboard features 5-1/2" metal, flat spring clip.	 <b>\$6.05 EA</b>	<input type="text"/> <a href="#">Add to Cart</a>	

# Shop GSA Global Supply™

- OS4 Requisition Channel has a \$0 minimum order.
- OS4 Requisition Channel contractors will appear as "GSA Global Supply."

# GSA Global Supply™—Ordering Methods

- MILSTRIP/DLMS
- Phone or fax
- GSA Global Supply
- GSA Advantage!®
- View the flipbook edition of the catalog online. For those lacking reliable Internet access, a limited quantity of print editions is available. Please order online or call 800-488-3111, option 4.

# Global Supply—Ordering Options

- Search the [GSA Global Supply® online ordering](#) site and add desired items to a shopping cart
- Phone in orders using the toll-free call center at [800-488-3111](#) between 9:00 pm Sundays to 9:30 pm Fridays, ET.
- Fax orders to GSA Global Supply® at [800-856-7057](#) or DSN 991-2697 at any time of the day or night.
- You can also submit your [Fax Order Form \[PDF—41 KB\]](#) or [DD Form 1348-6 \[PDF—561 KB\]](#) by email. For help with that form, see [MILSTRIP Guidance for DD Form 1348-6. \[PDF—121 KB\]](#) Completed forms can be emailed to [ncscorders@gsa.gov](mailto:ncscorders@gsa.gov) for processing.
- The Call Center is able to take orders utilizing a DoDAAC, AAC, or Government Purchase Card.



# Global Supply Ordering—Continued

- You can pay for your order by using a [GSA SmartPay®](#) purchase card, or by direct billing to an AAC/DoDAAC. Customers who need help with obtaining or identifying their DoDAAC can email GSA at [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov). GSA's Order Management team works regularly with agency or military service coordinators to validate AAC/DoDAACs. In most cases, there is an existing AAC/DoDAAC, even if it has not been used. In rare cases, they collaborate with your agency to issue a new AAC/DoDAAC.

# 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."
- For orders over the micro-purchase threshold

# GSA eBuy—Login

Select "Buyer" at the top right



Sign in as a...

Buyer

Contractor

Welcome to  
eBuy

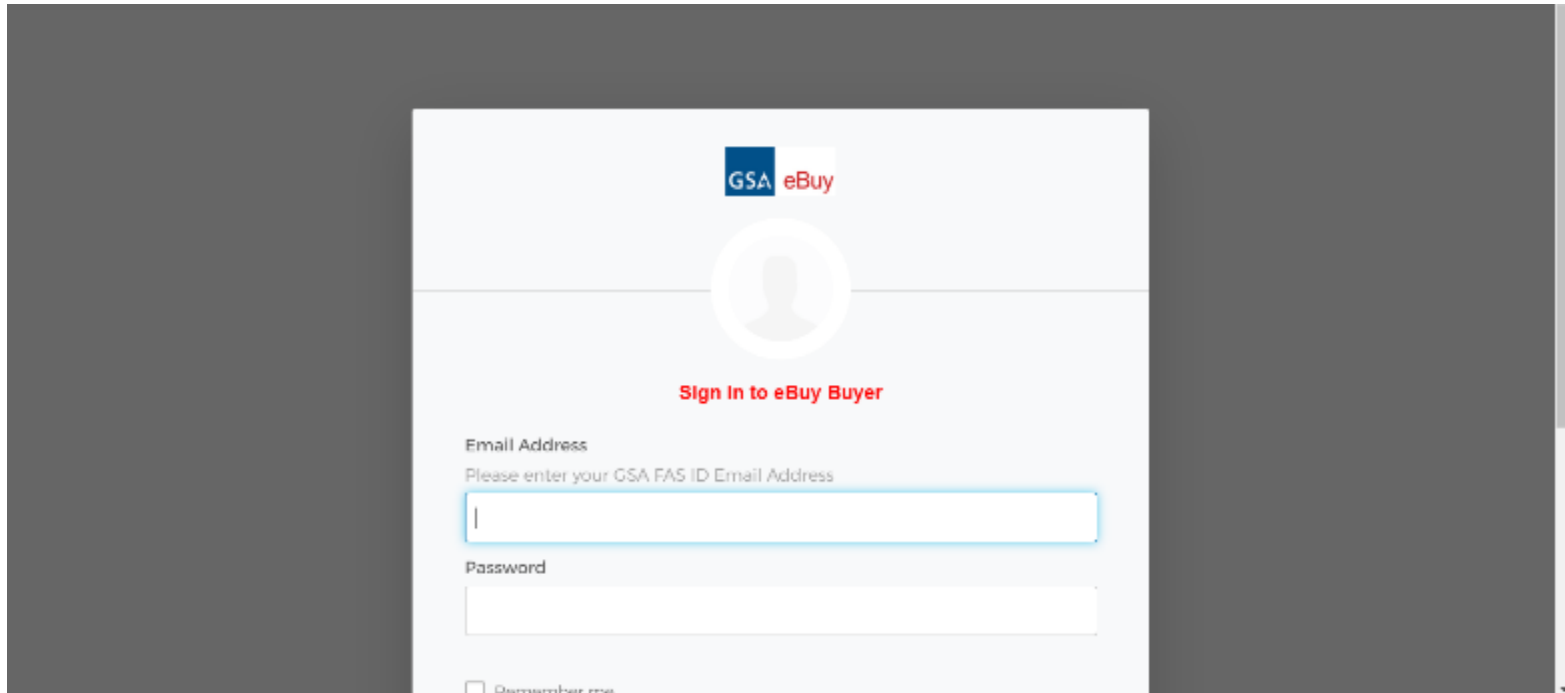
GSA eBuy is a powerful and intuitive acquisition tool used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant.



Focus On ...

# GSA eBuy—Login

Enter your GSA Advantage!® ID and password to log in.

A screenshot of the GSA eBuy login page. The page has a white background with a grey border. At the top center is the GSA eBuy logo, consisting of the letters 'GSA' in a blue square followed by 'eBuy' in red text. Below the logo is a circular placeholder for a user profile picture. Underneath the profile picture is the text 'Sign In to eBuy Buyer' in red. The main form area contains two input fields: 'Email Address' with the instruction 'Please enter your GSA FAS ID Email Address' and a text box with a vertical cursor; and 'Password' with an empty text box. At the bottom left of the form is a checkbox labeled 'Remember me'.

# GSA eBuy—Search

Click "Prepare an RFQ now"

The screenshot displays the GSA eBuy website interface. At the top left is the GSA eBuy logo. The top right navigation bar includes links for RFQ Finder, Prepare a New RFQ, My RFQs, Messages, and a user greeting: Welcome, ROBERT. Below the navigation is a banner with the text "GSA eBuy" and a subtitle: "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 companies to notify), and PREPARE (Prepare your requirements). A large red arrow points from the "SELECT" step down to a yellow button labeled "Prepare an RFQ now", which is circled in red. At the bottom, there is a "Focus On ..." section with several image thumbnails.

# GSA eBuy—Search

Type "OS4" into the eBuy search bar

The screenshot shows the GSA eBuy search interface. At the top, there is a navigation bar with the GSA eBuy logo and links for RFQ Finder, Prepare a New RFQ, My RFQs, Messages, and a welcome message for ROBERT. Below the navigation bar, there is a progress indicator with four steps: 1 SEARCH, 2 SELECT, 3 PREPARE, and 4 SUBMIT. A red arrow points to the search bar, which is circled in red. The search bar contains the text "Search by keywords or Schedule/SIN/GWAC number" and a "Find all terms" button. Below the search bar, there is a section titled "Not sure where to start? Here are some solution categories to help get you started." with a grid of category buttons.

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

**GSA Advantage!®**

# 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
- Various shipping options



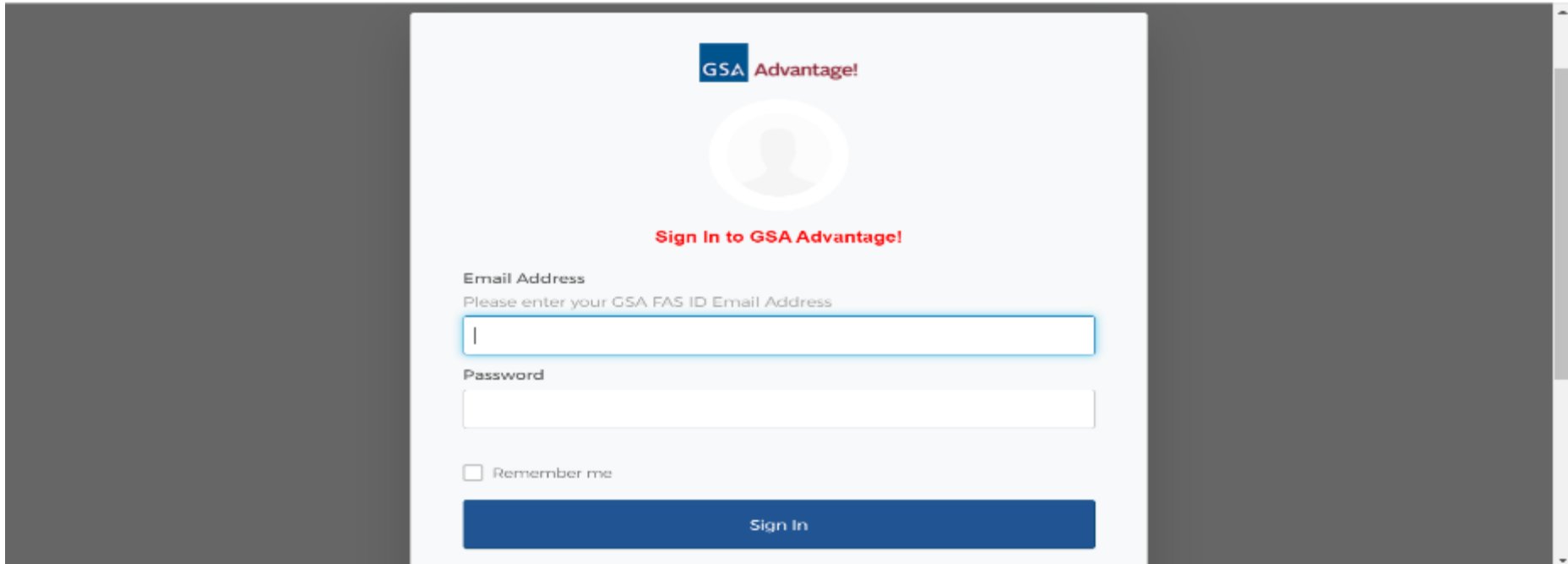
# Access GSA Advantage!® Online

<https://www.gsaadvantage.gov>


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

The screenshot shows the GSA Advantage! website interface. At the top left is the GSA Advantage! logo. On the top right, there are navigation links: MY ACCOUNT, NSN ORDERING, eTOOLS, HELP, REGISTER, and LOGIN. Below the logo is a search bar with a hamburger menu icon on the left, a search input field containing "Products" and "Enter search keyword(s)", a search button with a magnifying glass icon, an "Advanced Search" button, and a shopping cart icon with a "0" next to it. The main content area features three promotional cards. The first card on the left is titled "Information about COVID-19 related products" and includes a red "IMPORTANT" banner, a 3D model of a virus, and a "Learn More" button. The middle card is titled "Healthcare Furniture" and features a "NEW PRODUCT" banner, images of various furniture pieces, and a "Learn More" button. The third card on the right is titled "PIV/CAC Login is Here" and includes a "NEWS" banner, an icon of a person with a key, and a "Learn More" button. A horizontal scroll indicator is visible at the bottom of the cards.

# Log in to GSA Advantage!®

A screenshot of the GSA Advantage! login interface. The page features a white central area on a dark grey background. At the top, the GSA Advantage! logo is displayed. Below it is a circular placeholder for a user profile picture. The text "Sign In to GSA Advantage!" is centered in red. The login form includes an "Email Address" field with a blue border and a blue cursor, a "Password" field, a "Remember me" checkbox, and a blue "Sign In" button.

**GSA Advantage!**



**Sign In to GSA Advantage!**

**Email Address**  
Please enter your GSA FAS ID Email Address

**Password**

Remember me

**Sign In**

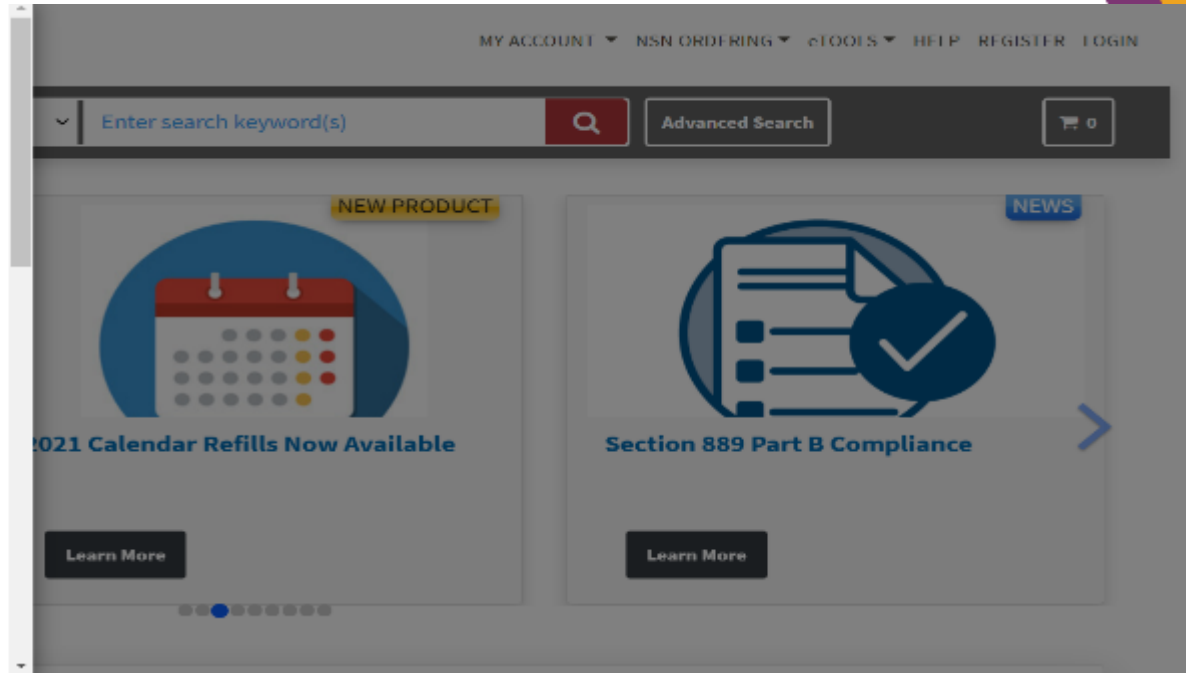
# Access the FSSI Office Supply Items

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

## Browse Categories

### 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](#)



# FSSI Office Supplies (OS4)



Search Products ▾

Enter search keyword(s)



Advanced Search



## Office Supplies & Equipment FSSI

### FSSI Office Supplies (OS4)

The Federal Strategic Sourcing Initiative for Office Supplies Fourth Generation (FSSI OS4) is the federal government's premiere solution for acquiring office supplies. FSSI OS4 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. OS4 provides 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 OS4, direct all inquiries to our email address: [fssi.officesupplies@gsa.gov](mailto:fssi.officesupplies@gsa.gov). A list of OS4 vendors and contracts can be found at [www.gsa.gov/os4](http://www.gsa.gov/os4).

### BROWSE

[Abrasive wheels](#) +

SEARCH FOR:

IN

Office Supplies & Equipr ▾

Search

# Find your desired product in the FSSI store

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

The screenshot shows the FSSI store search interface. At the top, there is a dark navigation bar with a search bar containing the text "Enter search keyword(s)" and a red search icon. To the right of the search bar is an "Advanced Search" button and a shopping cart icon with "0" items. Below the navigation bar, the main content area is divided into two columns. The left column is titled "BROWSE" and lists various product categories with expandable arrows: Abrasive wheels, Abrasives, Additives, Adhesives and sealants, Aerospace systems and components, Agric, forestry, landscape equipmnt, and Animal containment and habitats. The right column is titled "SEARCH FOR:" and features a search bar (highlighted with a red circle) and a dropdown menu set to "Office Supplies & Equipr". Below the search bar, there are four product categories with filter options: "ABILITY ONE PRODUCTS" (Find mandatory source products, Select this filter), "SMALL BUSINESS PRODUCTS" (Need products from small businesses?, Select this filter), "TONER SUPPLIES" (Need toner? Get it here!, Select this filter), and "GREEN PRODUCTS" (Go green! Locate green products, Select this filter). At the bottom of the right column, there is a section for "GSA GLOBAL SUPPLY NSN PRODUCTS".

# Find your desired product within the FSSI store

Option 2: Search for your product by clicking **Select this filter** in at least one category.

The screenshot displays the FSSI store interface. At the top, there is a search bar with the text "Search Products" and a placeholder "Enter search keyword(s)". To the right of the search bar is a red magnifying glass icon and a button labeled "Advanced Search". Below the search bar, there is a "BROWSE" section on the left with a list of product categories, each with a plus sign to its right. The categories listed are: Abrasive wheels, Abrasives, Additives, Adhesives and sealants, Aerospace systems and components, Agric, forestry, landscape equipmnt, Animal containment and habitats, and Animal feed. To the right of the "BROWSE" section, there are three product filter cards. The first card is titled "ABILITY ONE PRODUCTS" and has a red arrow pointing to the "Select this filter" checkbox. The second card is titled "SMALL BUSINESS PRODUCTS" and also has a "Select this filter" checkbox. The third card is titled "GSA GLOBAL SUPPLY NSN PRODUCTS" and has a "Select this filter" checkbox. To the right of these three cards, there are two more product filter cards: "TONER SUPPLIES" and "GREEN PRODUCTS", both with "Select this filter" checkboxes.

# Browse the search results to find what you want

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

OFFICE SUPPLIES & EQUIPMENT FSSI

Printer or facsimile toner  
Fusers  
Photoconductor units  
Toner collectors  
Ink cartridges  
Printer or fax or copier drums  
Computer hardware maintenance ...  
Folders  
Multi function printers  
Binders  
Copier and printer paper  
Paper pads or notebooks  
Label making tapes  
Dividers  
Rollerball pens  
Plotter pens  
Addressing or mailing labels

Search Office Supplies & Equipmer Enter search keyword(s) Advanced Search

Found 12,333 products matching the following criteria: Office Supplies & Equipment FSSI and toner

Search within Search within results Search options all the words Update results

1 2 3 4 5 Next

Limit Price

Sort: Most relevant (selected), Most relevant, NSN/mfr part number, Product name, Manufacturer name, Contractor name, Contract number, Price - low to high, Price - high to low

View as Grid

106R01506  
106R01506  
Mfr: XI TRXX CX3WP  
\$136.42 EA

Describe New OEM...

# Browse the search results to find what you want

Click on the item name to select it.

The screenshot shows a procurement website interface. At the top, there is a search bar with the text "Office Supplies & Equipmer" and a search input field containing "Enter search keyword(s)". To the right of the search bar are buttons for "Advanced Search" and a shopping cart icon. Below the search bar, there is a list of categories on the left, including "Binders", "Copier and printer paper", "Paper pads or notebooks", "Label making tapes", "Dividers", "Rollerball pens", "Plotter pens", "Addressing or mailing labels", "Domestic disposable cups or gl...", "Hanging folders or accessories", "Developer for print or copier", and "Ball point pens". The main content area displays search results in a grid view. The first result is for a Xerox Phaser 6700 Black Toner Cartridge (7100 Yield), with a price of \$136.42 EA. The item name "106R01506" is circled in red. The second result is for a Xerox Phaser 7100 Cyan Toner Cartridge Dual Pack (2 Pack of OEM# 106R02599) (2 x 4500 Yield), with a price of \$332.83 PK. The contractor for both items is ADM FEDERAL SALES.

Search Office Supplies & Equipmer Enter search keyword(s) Advanced Search

View as Grid

Binders  
Copier and printer paper  
Paper pads or notebooks  
Label making tapes  
Dividers  
Rollerball pens  
Plotter pens  
Addressing or mailing labels  
Domestic disposable cups or gl...  
Hanging folders or accessories  
Developer for print or copier  
Ball point pens

REFINE BY

Business/Socio-economic Types +

Green/Special Programs +

106R01506  
**106R01506**  
Mfr: XEROX CORP.  
**\$136.42 EA**  
From 32 sources  
DUALT PSS1  
4 days shipped ARO

Description  
New OEM\_Xerox Phaser 6700 Black Toner Cartridge (7100 Yield); CPG Compliant  
Contractor:  
ADM FEDERAL SALES  
Includes:   
Contract#: 47QSCA19D0000

106R02602  
**106R02602**  
Mfr: XEROX CORP.  
**\$332.83 PK**  
From 32 sources  
DUALT PSS1

Description  
New OEM\_Xerox Phaser 7100 Cyan Toner Cartridge Dual Pack (2 Pack of OEM# 106R02599) (2 x 4500 Yield); CPG Compliant  
Contractor:



# Look for the BLUE "FSSI" Icon!!

Search Products

### Compare Available Sources

**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↕	EA	Features	Contractor↕	Socio	Green	Photo	Deliv Days↕	Min Order↕	FOB/Shipping↕
<input type="button" value="Select"/>	\$115.88	EA	◆ FSSI ◆	PREMIER & COMPANIES, INC.	[x]			2 days delivered ARO	\$100.00	D-CONUS ND-AK,PR,HI
<input type="button" value="Select"/>	\$118.51	EA	◆ FSSI ◆	ALL-CITI TONER INC DBA ACT SUPPLIES	[x]			1 day shipped ARO	\$100.00	D-CONUS/O- AK,PR,HI
<input type="button" value="Select"/>	\$118.56	EA	FSSI ◆	ACCESS PRODUCTS INC.	[s] [dv]			4 days delivered ARO	\$100.00	D-CONUS/O- AK,PR,HI
<input type="button" value="Select"/>	\$121.43	EA	FSSI ◆	SAITECH INC.	[s] [d]			4 days delivered ARO	\$100.00	D- CONUS,AK,PR,HI
<input type="button" value="Select"/>	\$122.53	EA	◆ FSSI ◆	DOCUMENT IMAGING DIMENSIONS INC.	[s]			3 days delivered ARO	\$50.00	D-CONUS ND-AK,PR,HI

# Select the product you want to buy

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

Search Products

### Compare Available Sources

**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="button" value="Select"/>	\$115.88 EA	◆ FSSI ◆	PREMIER & COMPANIES, INC.	[s]			2 days delivered ARO	\$100.00	D-CONUS ND-AK,PR,HI
<input type="button" value="Select"/>	\$118.51 EA	◆ FSSI ◆	ALL-CITI TONER INC DBA ACT SUPPLIES	[s]			1 day shipped ARO	\$100.00	D-CONUS/O-AK,PR,HI
<input type="button" value="Select"/>	\$118.56 EA	FSSI ◆	ACCESS PRODUCTS INC.	[s] [dv]			4 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI
<input type="button" value="Select"/>	\$121.43 EA	FSSI ◆	SAITECH INC.	[s] [d]			4 days delivered ARO	\$100.00	D-CONUS,AK,PR,HI
<input type="button" value="Select"/>	\$122.53 EA	◆ FSSI ◆	DOCUMENT IMAGING DIMENSIONS INC.	[s]			3 days delivered ARO	\$50.00	D-CONUS ND-AK,PR,HI

# Select the product you want to buy

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

The screenshot shows a product page with a search bar at the top containing 'Products' and a search icon. Below the search bar, there are several product details and options. A red circle highlights the price and the 'Add to cart' button. The price is \$136.42 EA. The quantity is set to 1. The product is sold and shipped by ABM FEDERAL SALES. The contract minimum order is \$100.00. Shipping options are listed: Next Day (15% of order), Desktop (22% of order), and Secure Desktop (25% of order). The product details section is titled 'Product Details' and has a tab for 'Description'. The description text is: '3.6L X 3.5W (IN),New OEM\_Xerox Phaser 6700 Black Toner Cartridge (7100 Yield); CPG Compliant'.

Search Products

Weight: 0.750 LB

**FSSI** Federal Strategic Sourcing Initiative (FSSI)  
**DISASTER PURCHASING** Disaster Purchasing items

Price **\$136.42 EA**

Qty:

sold and shipped by  
**ABM FEDERAL SALES**  
Contract minimum order: \$100.00

**SHIPPING OPTIONS**  
Next Day: 15% of order  
Desktop: 22% of order  
Secure Desktop: 25% of order

**Product Details**

Description

3.6L X 3.5W (IN),New OEM\_Xerox Phaser 6700 Black Toner Cartridge (7100 Yield); CPG Compliant

# Review your order

Option 1: Select Checkout to finalize your order.

The screenshot displays a shopping cart interface. At the top, there is a search bar with the text "Search Products" and a placeholder "Enter search keyword(s)". To the right of the search bar are buttons for "Advanced Search" and a shopping cart icon with the number "1". Below the search bar, there are three buttons: "Continue Shopping", "Update Cart", and "Park Cart". On the right side of this bar, the text "Cart total: \$136.42" is displayed next to a "Checkout" button.

The main content area is titled "Cart Items". It features a blue header bar with the text "ABM FEDERAL SALES (47QSEA19D000B)" and a button labeled "View more items under this BPA". Below this header, a single cart item is shown. The item includes a small image of a box, the manufacturer information "Mfr: XEROX CORP", and the part number "106R01506". To the right of the part number is a toggle switch labeled "Get quote on eBay". Below the part number, the text "Direct Delivery" is shown, followed by "4 days shipped" and "ARO". The quantity is set to "1" in a text input field, with a plus-minus icon to its right. The unit price is "\$136.42 EA" and the total price for the item is "\$136.42". A "reduce price" button is located below the unit price. At the bottom right of the cart items section, the "Sub Total: \$136.42" is displayed.

# 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.

The screenshot shows a shopping cart interface. At the top, there is a search bar with the text "Search Products" and a dropdown arrow, followed by a search input field containing "Enter search keyword(s)" and a magnifying glass icon. To the right of the search bar is an "Advanced Search" button and a shopping cart icon with the number "1". Below the search bar, there are four buttons: "SHOPPING CART", "Continue Shopping", "Update Cart", and "Park Cart". A large red arrow points to the "Park Cart" button. To the right of these buttons, the text "Cart total: \$136.42" is displayed in red, followed by a "Checkout" button. Below the buttons, the "Cart Items" section is visible. It features a blue header bar with the text "ABM FEDERAL SALES (47QSEA19D000B)" and a button labeled "View more items under this BPA". Below the header bar, there is a product listing for "Mfr: XEROX CORP. 106R01506 106R01506". The product image shows a small box. To the right of the product name, there is a toggle switch labeled "Get quote on eBuy". Below the product name, there is a "Direct Delivery" section with the text "4 days shipped" and "ARO". To the right of this section, there is a "Qty" field with the value "1" and a trash can icon. Further right, the price "\$136.42 EA" is displayed in red, followed by a "reduce price" button. At the bottom right of the product listing, the text "Sub Total: \$136.42" is displayed in red.

# Park Cart Feature

- **Proceed to Checkout.** Take a moment to review all the items you've placed in your Shopping Cart. If you decide that you don't want to purchase the items right away, click the "Park Cart" button. The item(s) will move from your current Shopping Cart to a Parked Cart. After you park a cart, you will also be given the option to forward the cart to another user. When you're ready to place an order for everything in your Shopping Cart, click the "Checkout" button. You will be taken to the "Checkout Review" page.

# Park Cart Feature

☰ Search Products ▼ Enter search keyword(s) 🔍 Advanced Search 🛒 0

## Parked Carts

### Retrieve Parked Cart ✕

**i** **Instructions:**  
To retrieve a cart someone has forwarded to you, enter the Cart Number below then click Retrieve. You may also be required to enter a cart password if one was assigned.

Cart #:       Cart Password:  Retrieve Cancel  
(if necessary)

**i** **Instructions:**  
Click the Cart Name to view the cart's contents, update the cart name, or forward the cart to someone.

# 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: **EMERY DISTRIBUTION**

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

- GSA Advantage payment information:  
<https://www.gsaadvantage.gov/advantage/ws/information/page?keyName=PAYMENT>

Items can be purchased using a SmartPay Government Purchase Card, an Activity Address Code (AAC or DoDAAC), or a State or local government-issued credit card.

Visit [SmartPay](#) for more information on the SmartPay Government Purchase Card.

If you plan on purchasing products on GSA Advantage using an AAC/DoDAAC, you must first obtain an AAC Password. An AAC and Password are also required when using the FEDSTRIP ordering function on GSA Advantage.

**Need an AAC Password?** [Complete the AAC Password Request form.](#)  
You will be notified by GSA of your assigned password.

**Need an AAC/DoDAAC?** Visit the [DoDAAC/AAC Information page.](#)

# 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
C	<input type="text"/>	<input type="text"/>	-Select- -Select-	-Select-	C	<input type="button" value=""/>

### AAC/DoDAAC

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

# 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](#) [Perk Cart](#) [Process Order](#)

**Order Summary**

Purchase Order #: \$138.04  
Order Total: \$138.04

**Payment Information**

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

**Customer Information**

YOUR NAME  
(555) 555-5555  
your.name@xyz.gov  
General Services Administration  
[Change Customer Information](#)

**Shipping Address(es):**

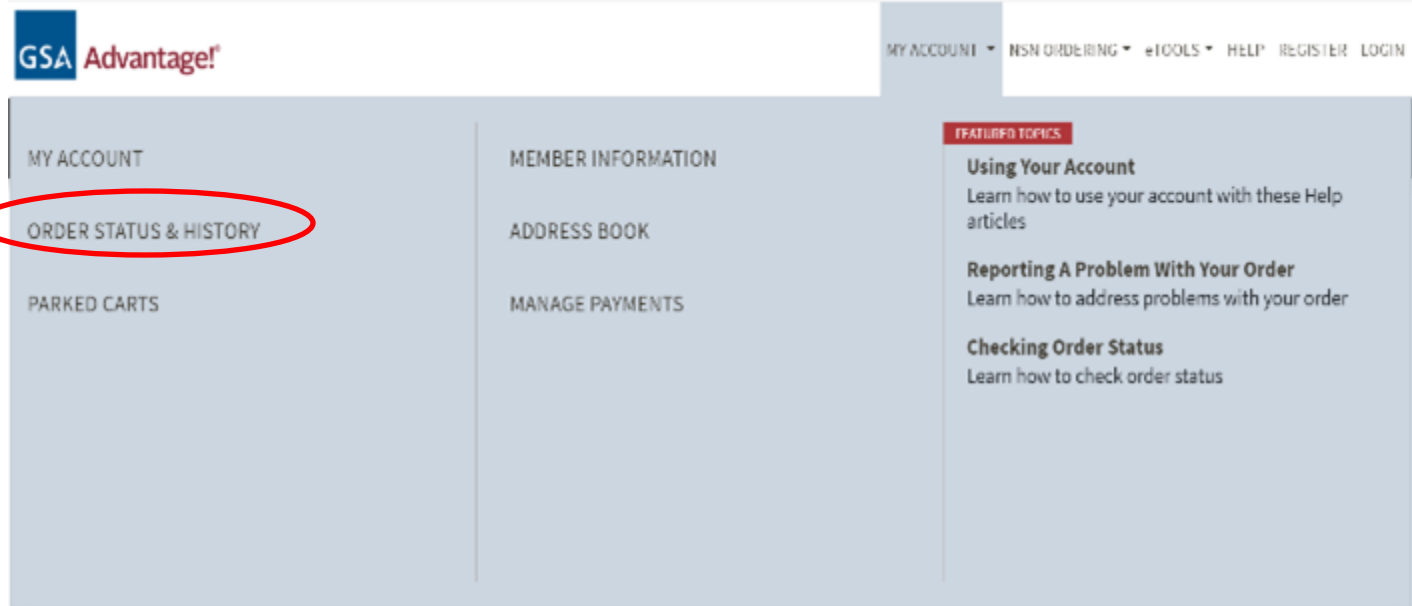
Address 1: [Add/Select New Address](#)

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

Individual Receiving Shipment

# 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! website interface. At the top left is the GSA Advantage! logo. To the right of the logo is a navigation bar with links: MY ACCOUNT, NSN ORDERING, eTOOLS, HELP, REGISTER, and LOGIN. Below the navigation bar is a large menu area with a light blue background. The menu is organized into two columns. The left column contains the following items: MY ACCOUNT, ORDER STATUS & HISTORY (circled in red), and PARKED CARTS. The right column contains: MEMBER INFORMATION, ADDRESS BOOK, and MANAGE PAYMENTS. To the right of the menu area is a 'FEATURED TOPICS' section with three items: 'Using Your Account' (Learn how to use your account with these Help articles), 'Reporting A Problem With Your Order' (Learn how to address problems with your order), and 'Checking Order Status' (Learn how to check order status).

The GSA FAS ID is a shared account that allows you to login to multiple applications provided by the General Services Administration. A GSA FAS ID uses your email address and a password associated with several GSA systems where you have created an account. See below for a list of what systems

# Real Time Order Tracking

The screenshot displays a web application interface for real-time order tracking. At the top, there is a dark grey navigation bar containing a menu icon, a search bar with the text "Search Products" and a dropdown arrow, a search input field with the placeholder "Enter search keyword(s)", a red search button with a magnifying glass icon, an "Advanced Search" button, and a user profile icon.

The main content area is divided into three vertical panels, each with a "Search Orders" button at the bottom:

- VIEW ORDERS BY DATE RANGE:** This panel contains two date input fields. The first is labeled "from" and the second is labeled "to". Both fields have a calendar icon on the right and a placeholder "mm/dd/yyyy".
- VIEW A SPECIFIC ORDER:** This panel features a "Search for" input field, followed by a question "Which field should we search in?". Below this are three radio button options: "Session No." (which is selected), "I/O No.", and "Requisition No.".
- FIND ITEMS ORDERED:** This panel includes a "Search for" input field, a question "Which field should we search in?", and three radio button options: "NSN/MFR Part No." (selected), "Item Name", and "Contractor". Below these is a section for "Enter order date range (optional)" with "from" and "to" date input fields, each with a calendar icon and a "mm/dd/yyyy" placeholder.

# Real Time Order Tracking

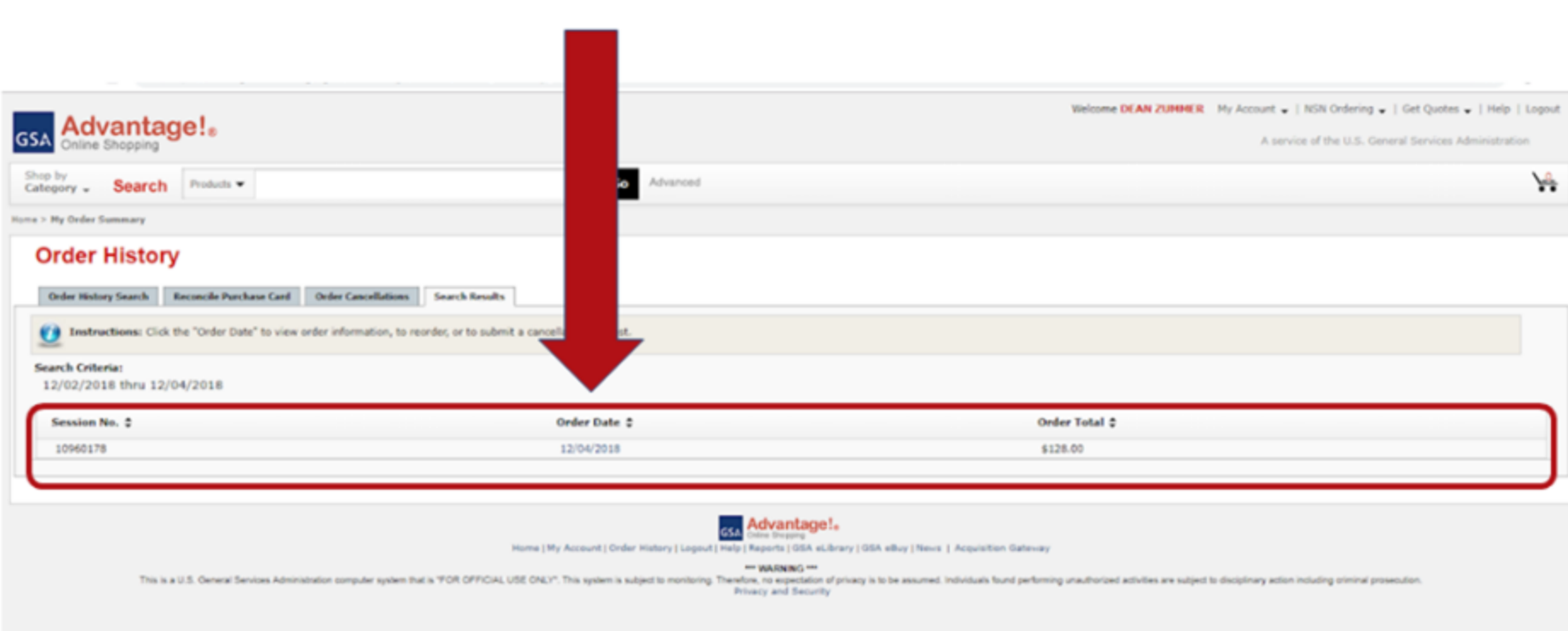
Choose "View All Orders," and click **Search Orders**.

The screenshot shows the Advantage! Online Shopping interface. At the top left is the logo and navigation links. Below it is a search bar with a 'Go' button. The main heading is 'Order History'. There are three tabs: 'Order History Search', 'Reconcile Purchase Card', and 'Order Cancellations'. The 'Order History Search' tab is active. It contains three sections: 'View all your CSA Advantage Orders', 'View Orders by Date range (MM/DD/YYYY)', and 'View a specific order'. Each section has a 'Search Orders' button. A large red arrow points from the top of the page down to the 'Search Orders' button in the first section. To the right of these sections is a 'Find items ordered' panel with a 4-step search process: 1. Search for (text input), 2. Which field should we search in? (radio buttons for NSN/HR Part No., Item Name, Contractor), 3. Enter order date range (optional) MM/DD/YYYY (date range input), and 4. Search Orders (button).



# Real Time Order Tracking

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



The screenshot shows the 'Order History' section of the GSA Advantage! website. A large red arrow points to a table with one order entry. The table has columns for Session No., Order Date, and Order Total.

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

Below the table, there is a navigation bar with links: Home | My Account | Order History | Logout | Help | Reports | GSA eLibrary | GSA eBuy | News | Acquisition Gateway. A warning message is also present: "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".

# Real Time Order Tracking

Order information is available in realtime.

The screenshot displays the GSA Advantage! Online Shopping interface. At the top, there is a navigation bar with the GSA logo, 'Advantage! Online Shopping', and user options like 'Welcome', 'My Account', 'NIN Ordering', 'Get Quotes', 'Help', and 'Logout'. Below this is a search bar with 'Shop by Category' and 'Search' buttons. The main content area is titled 'Order History' and includes a 'Purchase Order' section. A red box highlights the purchase order details, which include a table of items and a 'Tracking #' field circled in red. A red arrow points from the text 'Tracking Number' to this circled field. Below the table, there is a 'Shipping Address(es)' section and a 'Symbols' section.

Order History

Order History Search | Reconcile Purchase Card | Order Cancellations | Search Results | Order History Detail

Click Item Status for detailed status information.  
To Reorder, enter the reorder quantity in the box provided and "Submit".  
To report a GSA Requisition problem, click the Requisition #.  
To send a Cancellation Request, check the "Cancel Request" box and "Submit". Important information about cancellations.  
To report this order(s) into FPGS, click the following link <https://www.fpgs.gov>

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

**Purchase Order**

PO #: 47QCC18N351Q [View/Print PO](#)

Vendor: SUPPLY CHMP 800-592-1306  
Order Status POC: sales@supplychmp.com

Reorder	Item #	Qty	Price	Total	Order Status	Ship To	Status	Status Qty	Mode of Shipment	Tracking #	Cancel Request
	7510015195770	20	\$6.40	\$128.00	1 days shipped AKO	1	Shipped 12/04/18	20	United Parcel Service Inc	17060R180373476196	<input type="checkbox"/>
	ARILITYONE S195770										
	7510015195770 SK2LCRA										
				<b>PO Total:</b>							

**Shipping Address(es):**

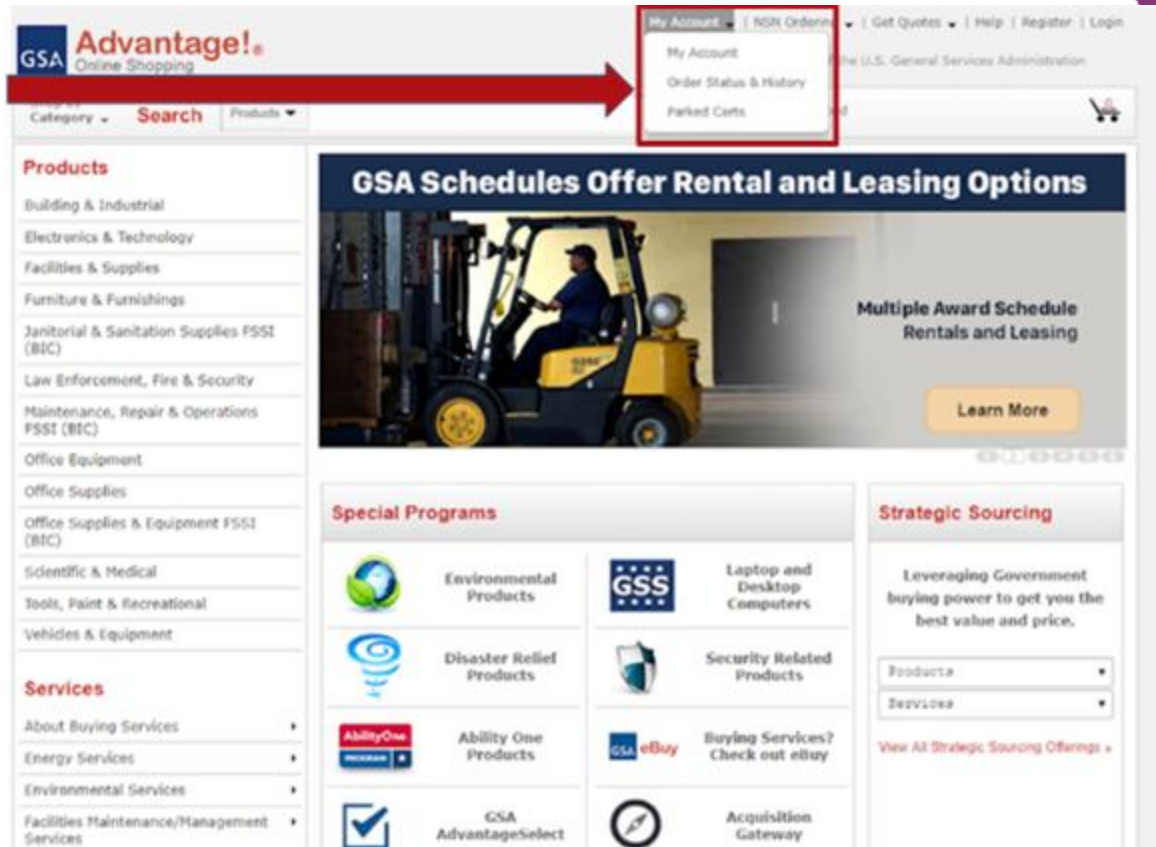
**Address 1**  
General Services Administration  
1 WORLD TRADE CENTER  
RM 55W09  
New York, NY 10007  
United States

**Individual Receiving Shipment**  
DEAN ZUMBER  
2122548248  
DEAN.ZUMBER@GSA.GOV

**Symbols:**  
 AbilityOne Item

# Make sure you are getting order updates

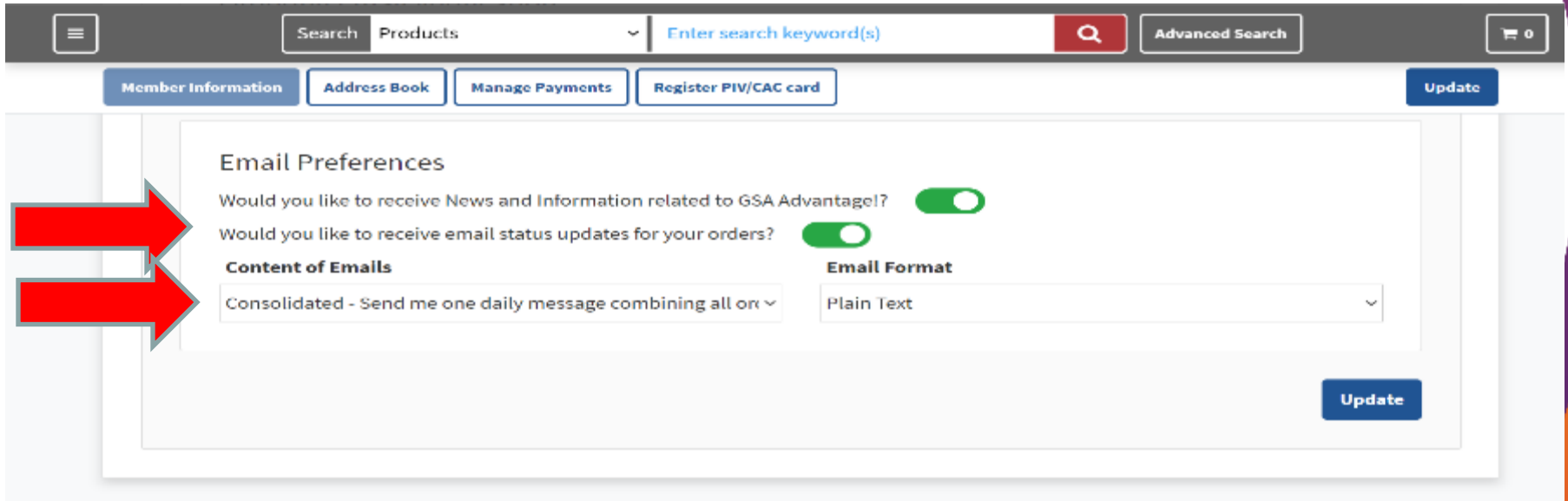
Visit the GSA Advantage! homepage. Under **My Account**, select **"My Account."**



The screenshot shows the GSA Advantage! Online Shopping homepage. A red arrow points from the text on the left to the 'My Account' dropdown menu in the top right corner. The dropdown menu is open, showing options: 'My Account', 'Order Status & History', and 'Parked Carts'. The main content area features a banner for 'GSA Schedules Offer Rental and Leasing Options' with a 'Learn More' button. Below the banner are sections for 'Special Programs' (Environmental Products, Disaster Relief Products, Ability One Products, GSA AdvantageSelect, Laptop and Desktop Computers, Security Related Products, eBuy, Acquisition Gateway) and 'Strategic Sourcing' (Leveraging Government buying power to get you the best value and price).

# Make sure you are getting order updates

Under **Email Preferences**,  
select **"Yes"** and **"Consolidated."**



The screenshot shows the GSA Advantage! account settings page. At the top, there is a search bar with the text "Search Products" and a search icon. Below the search bar, there are several navigation buttons: "Member Information", "Address Book", "Manage Payments", and "Register PIV/CAC card". An "Update" button is located in the top right corner. The main content area is titled "Email Preferences" and contains the following options:

- "Would you like to receive News and Information related to GSA Advantage!?" with a green toggle switch turned on.
- "Would you like to receive email status updates for your orders?" with a green toggle switch turned on.
- "Content of Emails" with a dropdown menu set to "Consolidated - Send me one daily message combining all on".
- "Email Format" with a dropdown menu set to "Plain Text".

Two red arrows point to the "Would you like to receive email status updates for your orders?" toggle and the "Content of Emails" dropdown menu. An "Update" button is located at the bottom right of the form.

# Other Purchasing Channels Available

- Other FSSI and BIC Programs
- Agency virtual stores
- Vendors' websites
- FedMall
- Phone, fax, or directly with the vendor
- 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 an OS4 Vendor?

- You are encouraged to order from 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

- **OS4 Program:**  
<http://www.gsa.gov/os4>
- **Overview of Multiple Award Schedules Program/SIN Lookup Table:**  
[https://www.gsa.gov/buy-through-us/purchasing-programs/multiple-award-schedule?\\_gl=1\\*1v01osr\\*\\_ga\\*MTExNDYzMjU5LjE3MDY3OTU3MTI.\\*\\_ga\\_HBYXWFP794\\*MTcwOTk0NjY2Ny40NS4xLjE3MDk5NDcwMzEuMC4wLjA.](https://www.gsa.gov/buy-through-us/purchasing-programs/multiple-award-schedule?_gl=1*1v01osr*_ga*MTExNDYzMjU5LjE3MDY3OTU3MTI.*_ga_HBYXWFP794*MTcwOTk0NjY2Ny40NS4xLjE3MDk5NDcwMzEuMC4wLjA.)
- **Office Management Category under Schedules Program:**  
[https://www.gsa.gov/buy-through-us/products-and-services/office-management/office-management-products-and-services?\\_gl=1\\*1gsh4e\\*\\_ga\\*MTExNDYzMjU5LjE3MDY3OTU3MTI.\\*\\_ga\\_HBYXWFP794\\*MTcwOTk0NjY2Ny40NS4xLjE3MDk5NDY3NzMuMC4wLjA.](https://www.gsa.gov/buy-through-us/products-and-services/office-management/office-management-products-and-services?_gl=1*1gsh4e*_ga*MTExNDYzMjU5LjE3MDY3OTU3MTI.*_ga_HBYXWFP794*MTcwOTk0NjY2Ny40NS4xLjE3MDk5NDY3NzMuMC4wLjA.)
- **Customer and Stakeholder Engagement (CASE) Agency Points of Contact:**  
<https://www.gsa.gov/about-us/organization/Federal-acquisition-service/customer-and-stakeholder-engagement/find-your-agency-point-of-contact?gsaredirect=csd>

# Thank You!

From the GSA OS4 Program Team

Feel free to contact us!

[FSSI.OfficeSupplies@GSA.GOV](mailto:FSSI.OfficeSupplies@GSA.GOV)

**Maria Viscione**

[maria.viscione@gsa.gov](mailto:maria.viscione@gsa.gov)



# Continuous Learning Points (CLPs)

For attendees that have an active DAU/FAI CSOD account and provided their DAU/FAI CSOD account information at the time of Forum registration:

- CLPs earned during the Forum will be automatically uploaded to your DAU/FAI transcript and will count toward your certifications (like FAC-COR, FAC-PM, etc.) that are housed within the DAU/FAI system.
- After the Forum, please do not submit a request to upload your earned CLPs to DAU/FAI CSOD on your own
- Allow 4–6 business weeks for the CLPs to be displayed on your DAU/FAI transcript
- For questions, please contact [pshctraining@gsa.gov](mailto:pshctraining@gsa.gov)

