U.S. General Services Administration

Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Third Generation (OS3)

GSA Advantage!
Step-by-Step Buying Guide

January, 2014

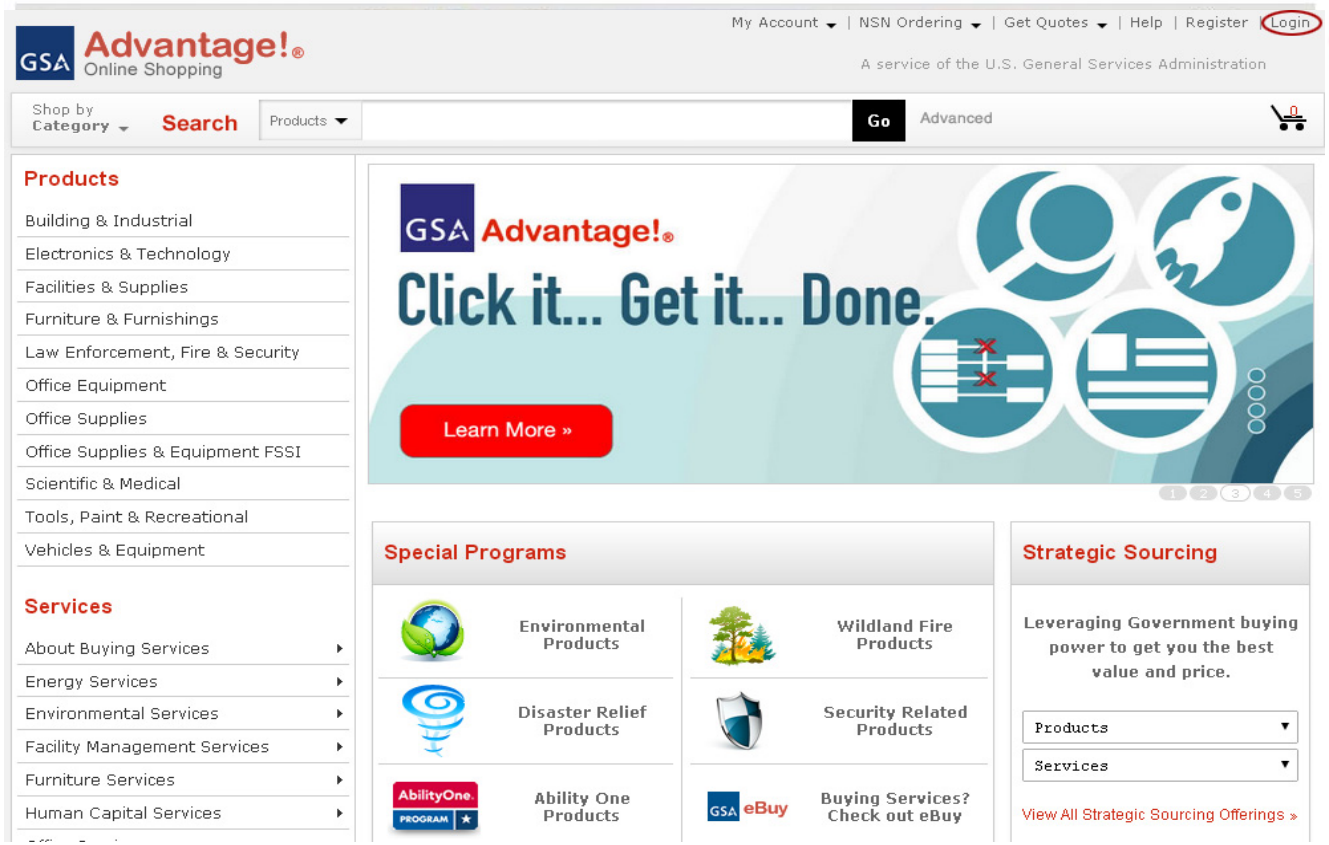
Why order through GSA *Advantage!*

- Step-by-step ordering guide available
- Multiple ways to evaluate vendors, products, and pricing
- Filters to limit results to green items, small business vendors, toner, and AbilityOne products
- Quantity discount pricing
- Park Cart feature
- Varied shipping options

GSA *Advantage!*

Access GSA *Advantage!* Online

https://www.gsaadvantage.gov

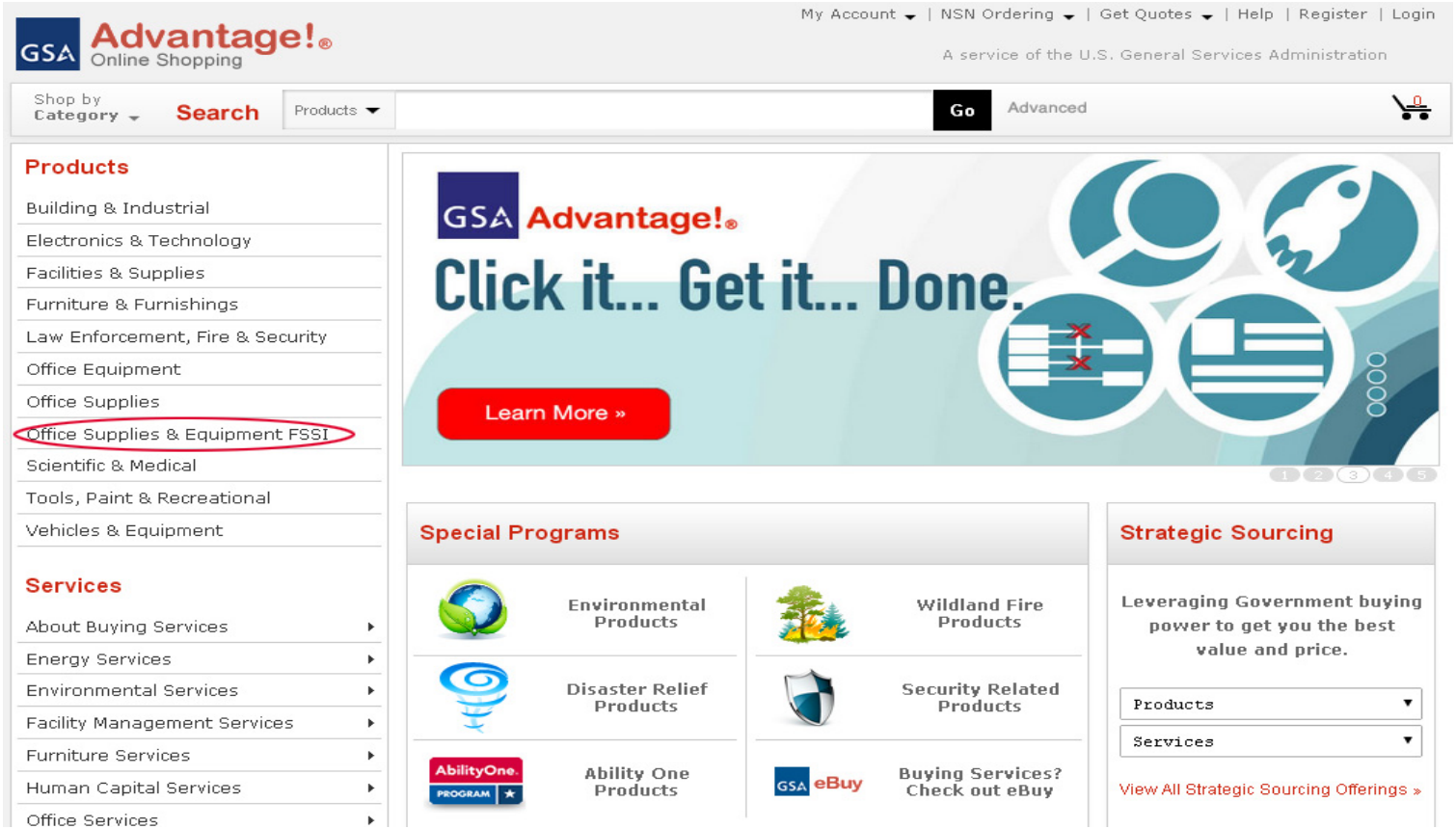


Select **Login**, or **Register** if you have not yet done so.

Log in to GSA *Advantage!*

Access the FSSI Office Supply BPAs

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



Find your desired product within the FSSI store

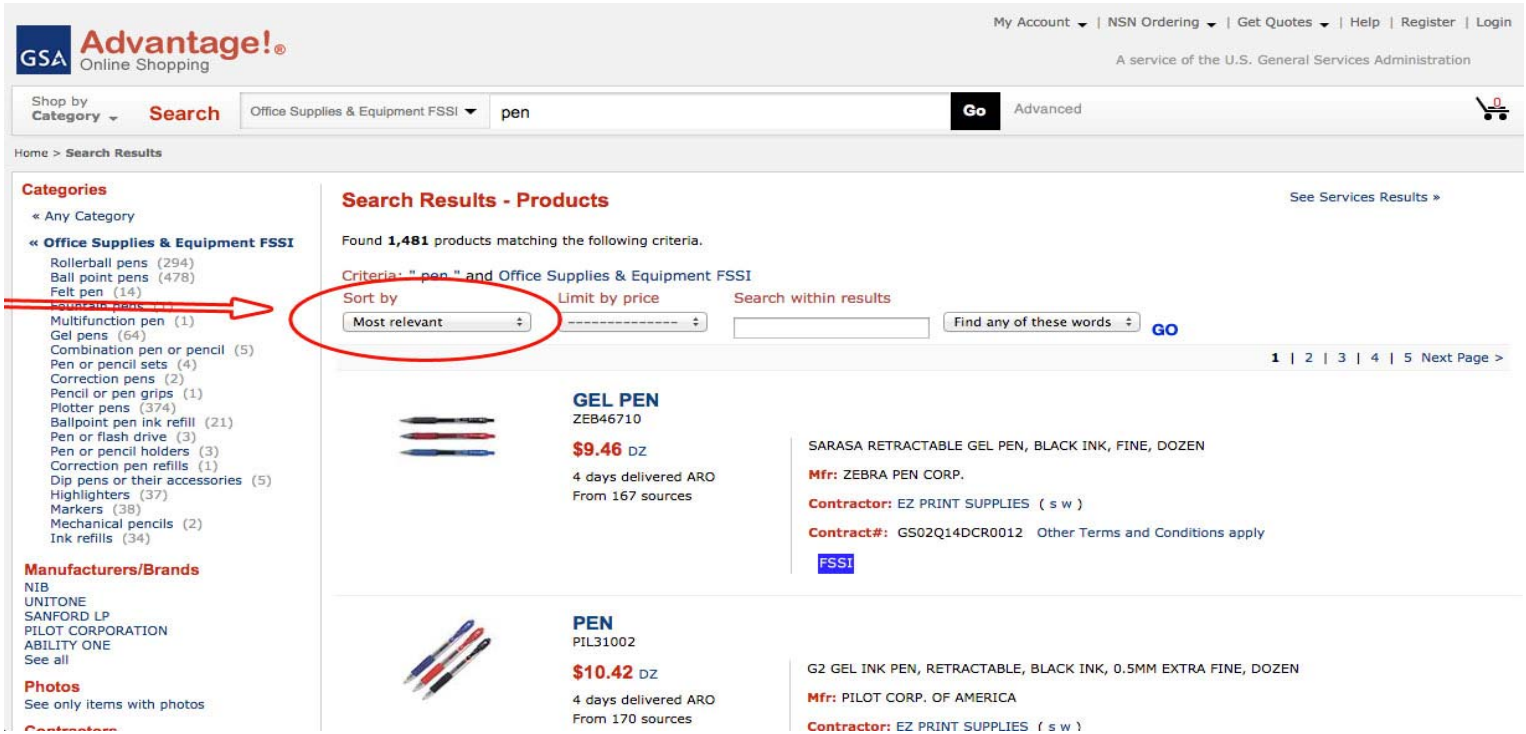
Option 1: Search for your product by typing it into the FSSI search bar

Find your desired product within the FSSI store

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

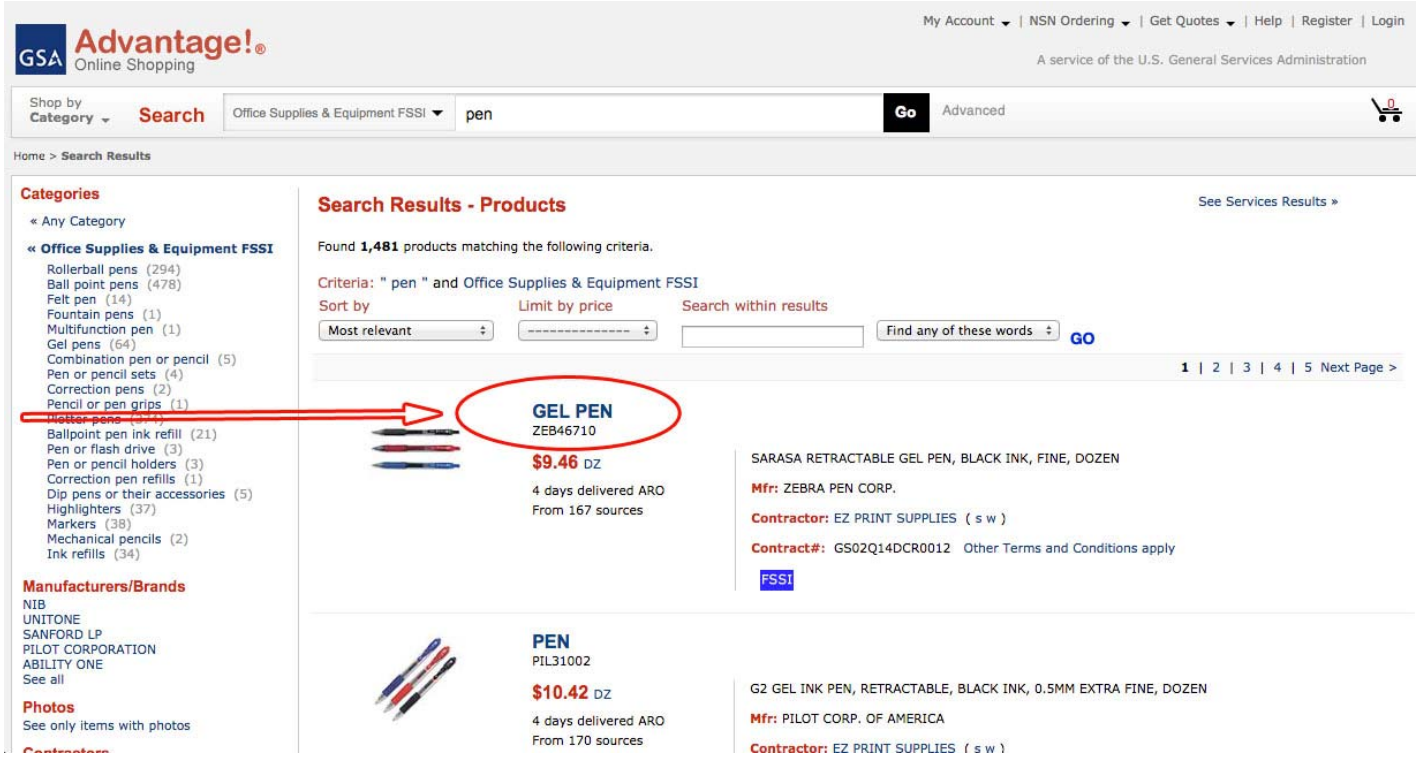
Browse the search results to find what you want

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**

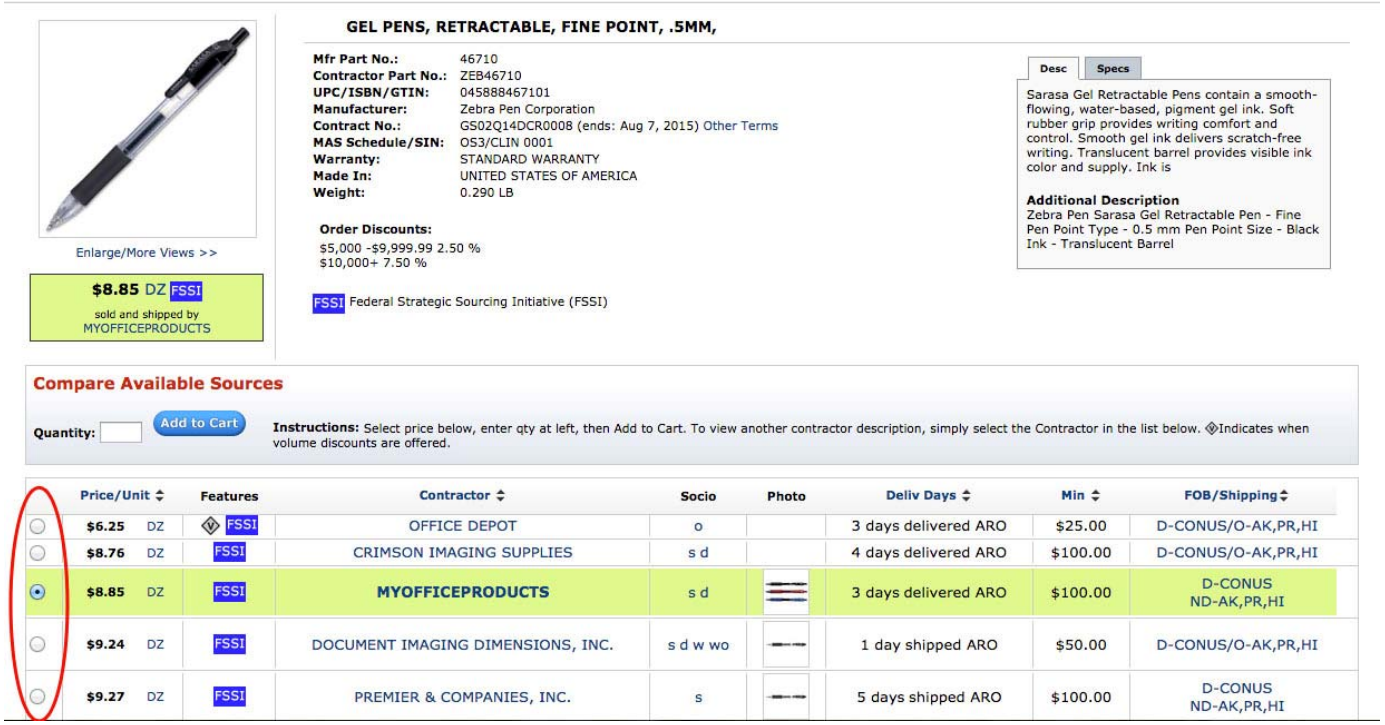


Browse the search results to find what you want

Click on the item name to select.

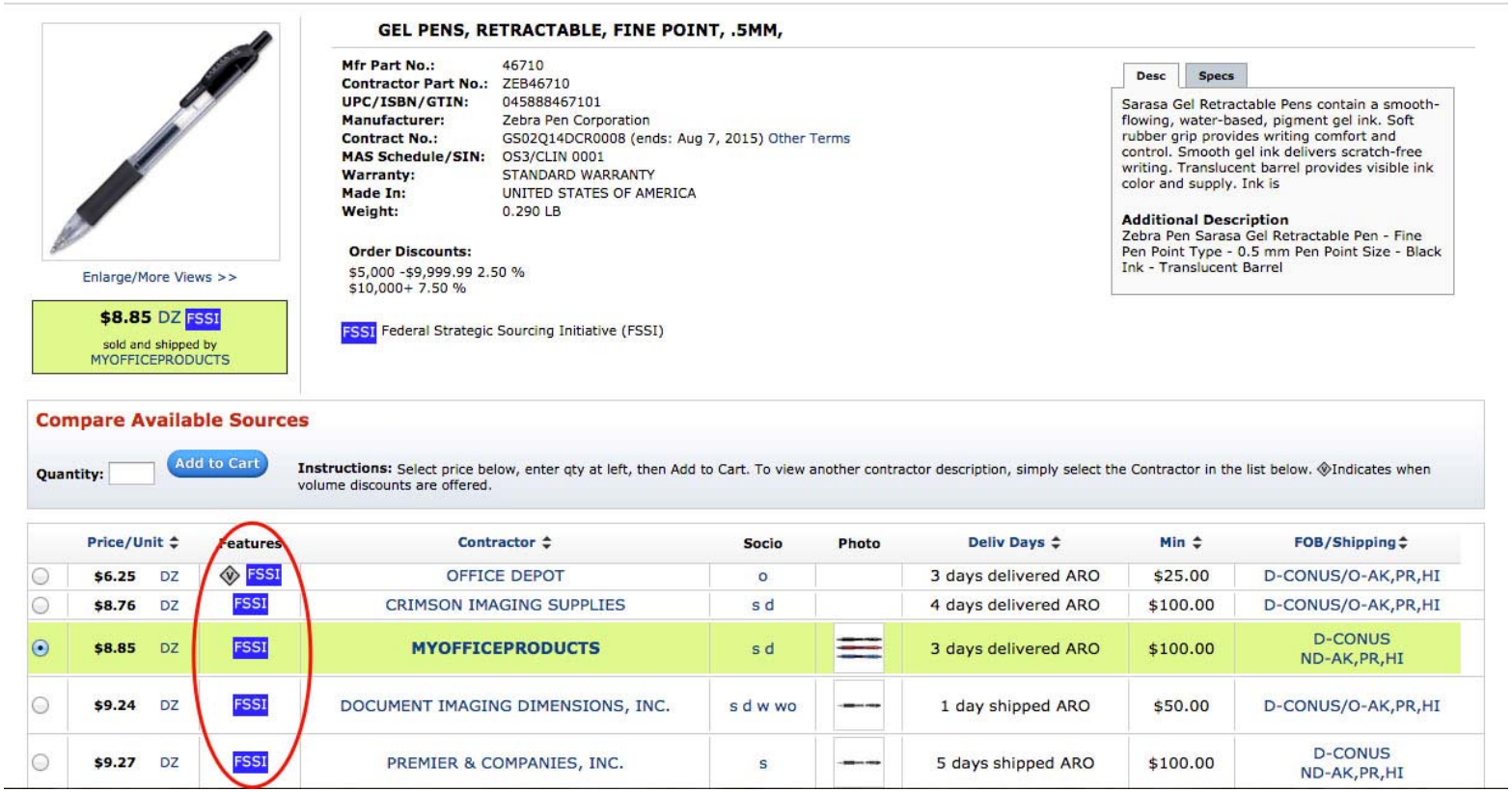


Select the product you want to buy



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

Remember to look for the FSSI icon



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

Enlarge/More Views >>

$8.85 DZ FSSI
sold and shipped by MYOFFICEPRODUCTS

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

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

FSSI Federal Strategic Sourcing Initiative (FSSI)

Desc | Specs

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

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

Compare Available Sources

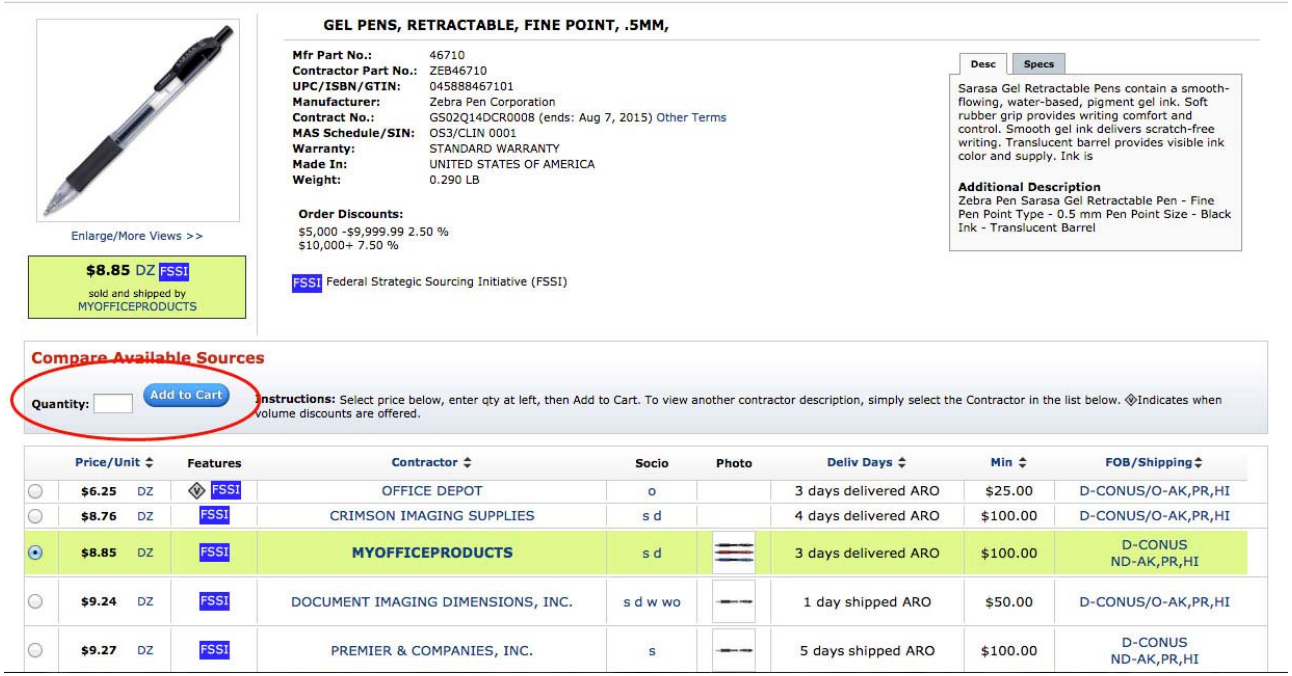
Quantity: Add to Cart

Instructions: Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below. ◈Indicates when volume discounts are offered.

Price/Unit	Features	Contractor	Socio	Photo	Deliv Days	Min	FOB/Shipping
$6.25 DZ	◈ FSSI	OFFICE DEPOT	o		3 days delivered ARO	$25.00	D-CONUS/O-AK,PR,HI
$8.76 DZ	FSSI	CRIMSON IMAGING SUPPLIES	s d		4 days delivered ARO	$100.00	D-CONUS/O-AK,PR,HI
$8.85 DZ	FSSI	MYOFFICEPRODUCTS	s d		3 days delivered ARO	$100.00	D-CONUS ND-AK,PR,HI
$9.24 DZ	FSSI	DOCUMENT IMAGING DIMENSIONS, INC.	s d w wo		1 day shipped ARO	$50.00	D-CONUS/O-AK,PR,HI
$9.27 DZ	FSSI	PREMIER & COMPANIES, INC.	s		5 days shipped ARO	$100.00	D-CONUS ND-AK,PR,HI

Make sure item features the BLUE FSSI label.

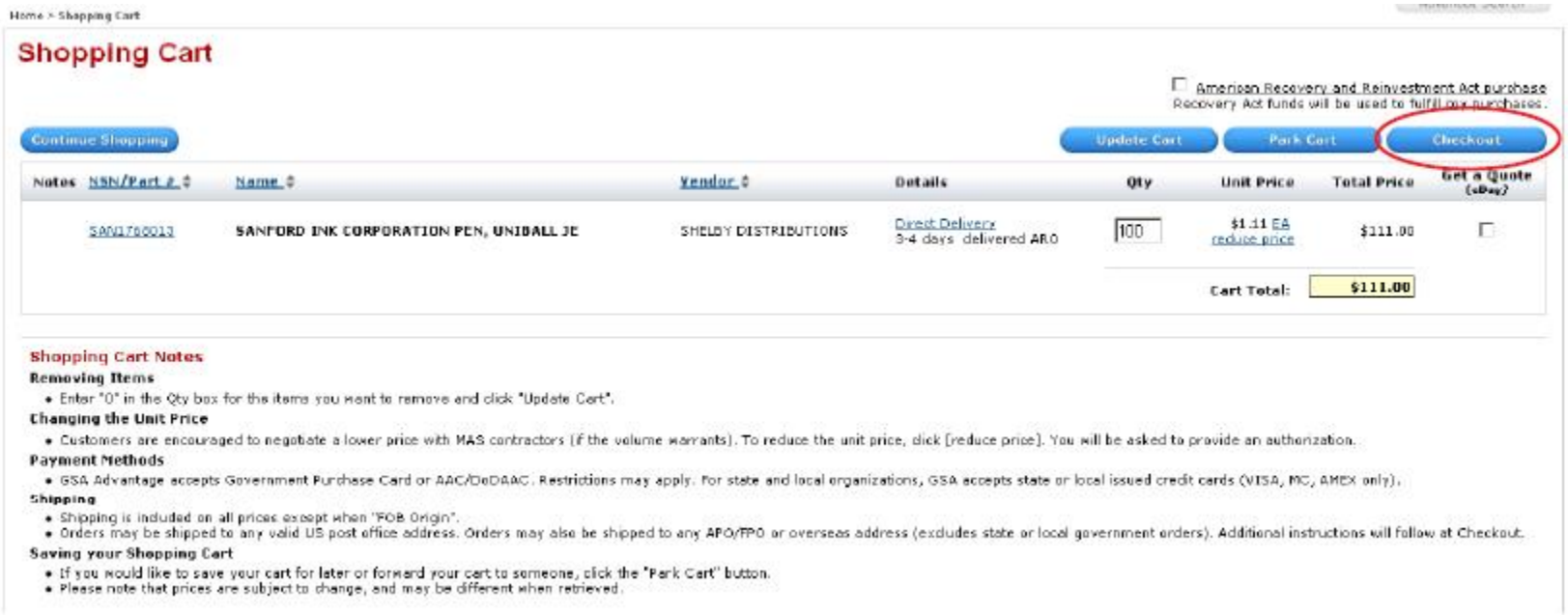
Select the product you want to buy



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

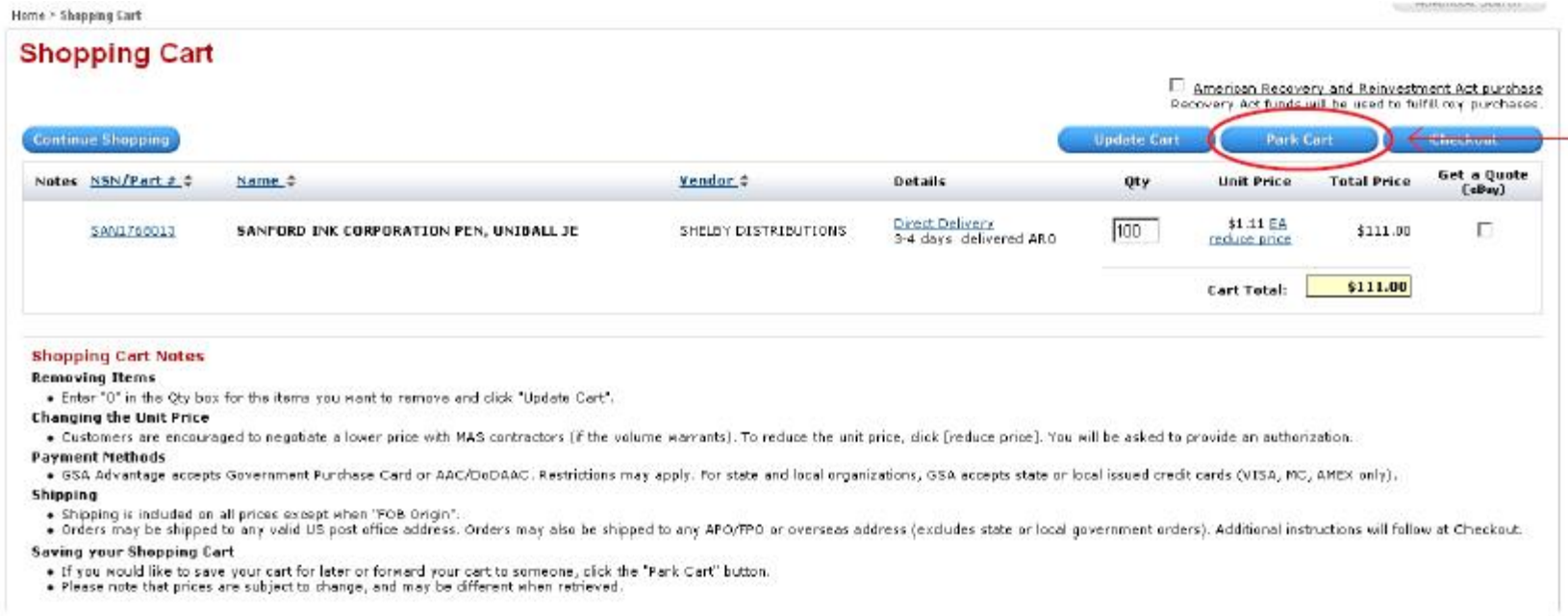
Review your order

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



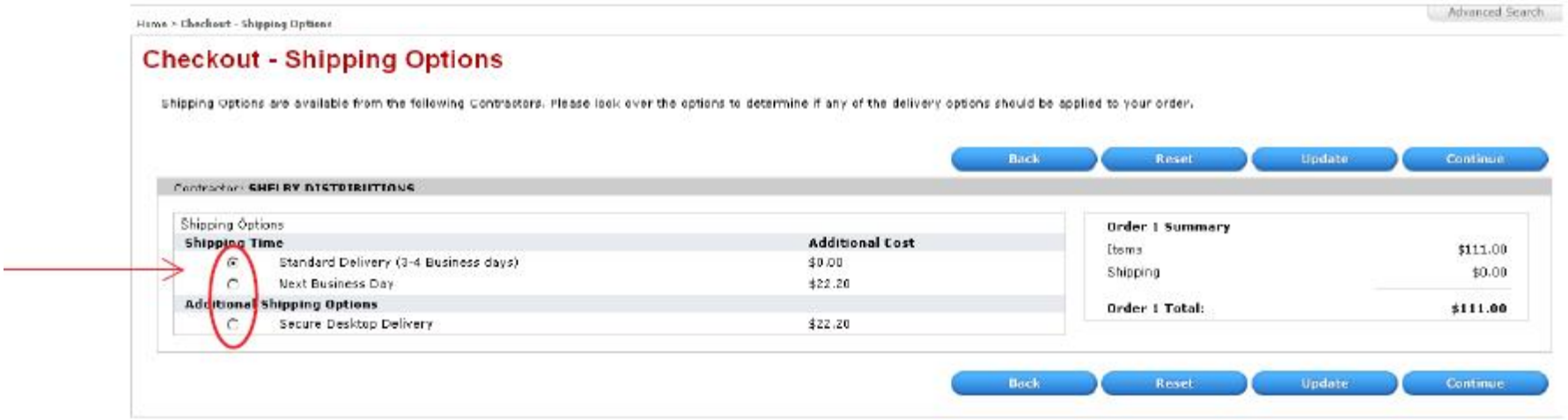
Review your order

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.



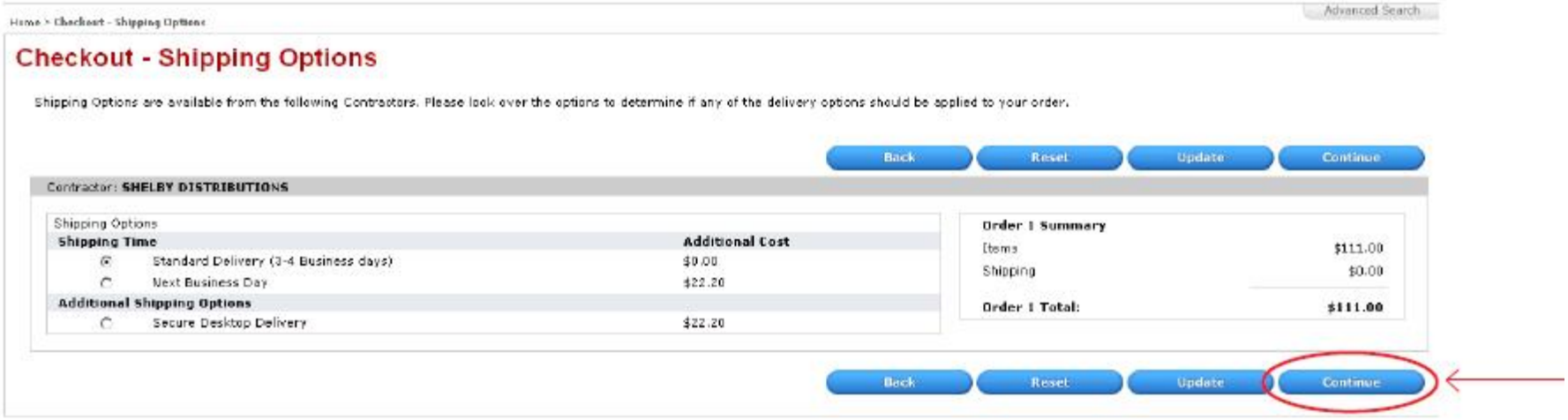
Pay for your order

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



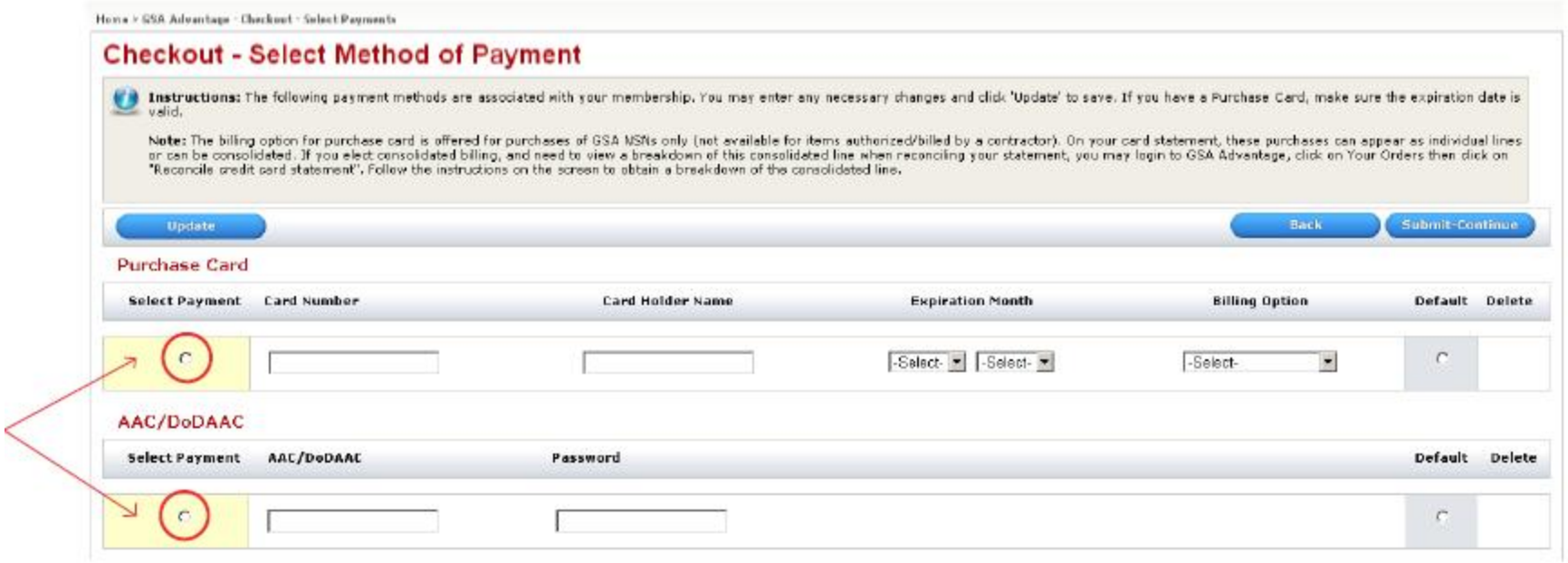
Pay for your order

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



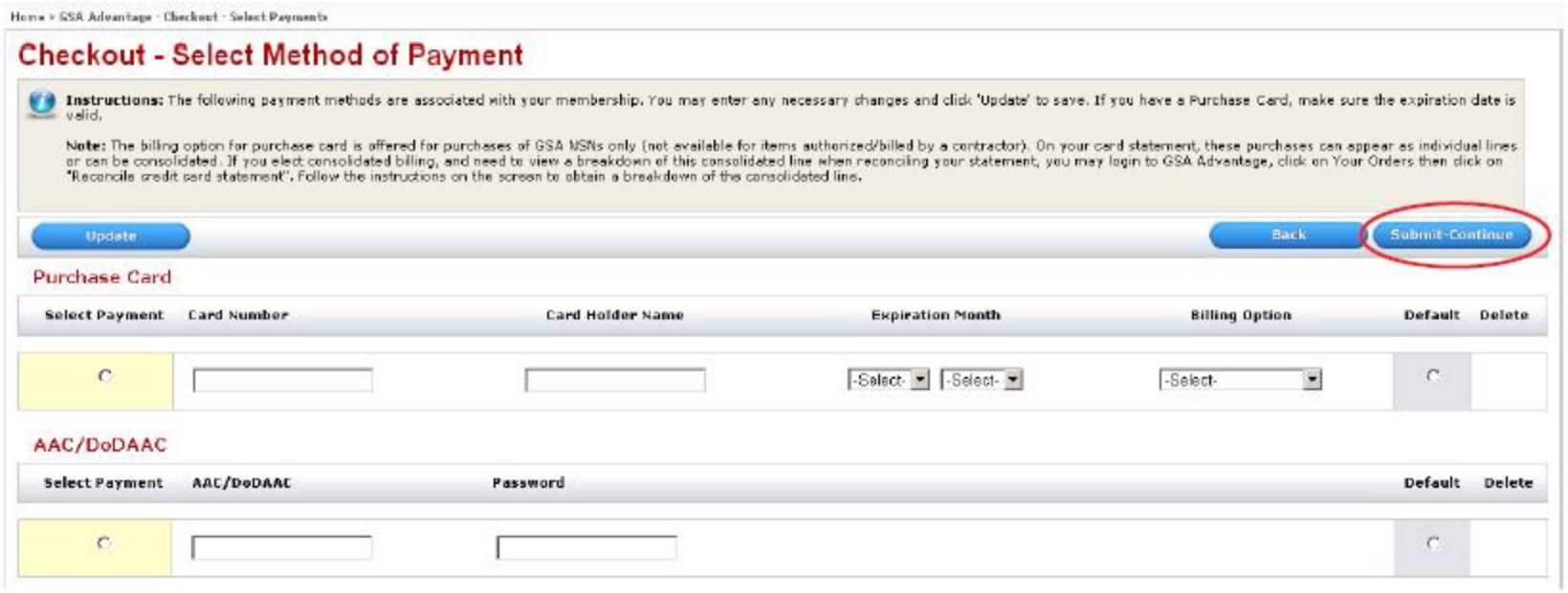
Pay for your order

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



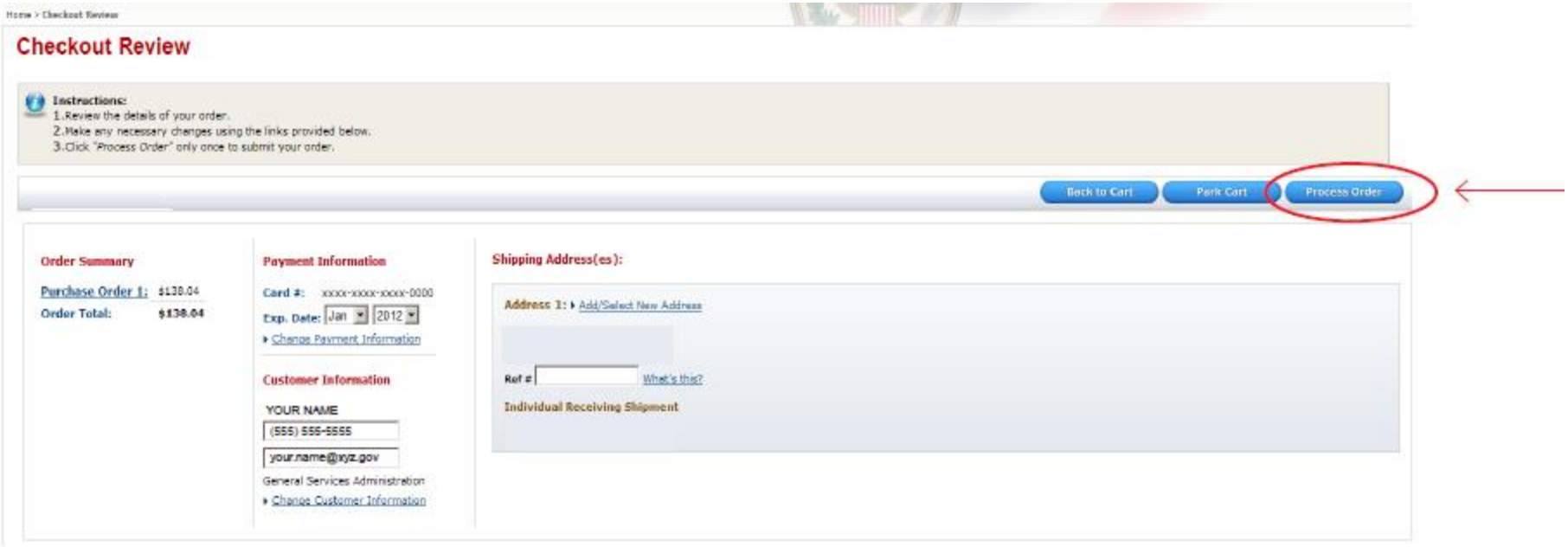
Pay for your order

Select **Submit-continue**.



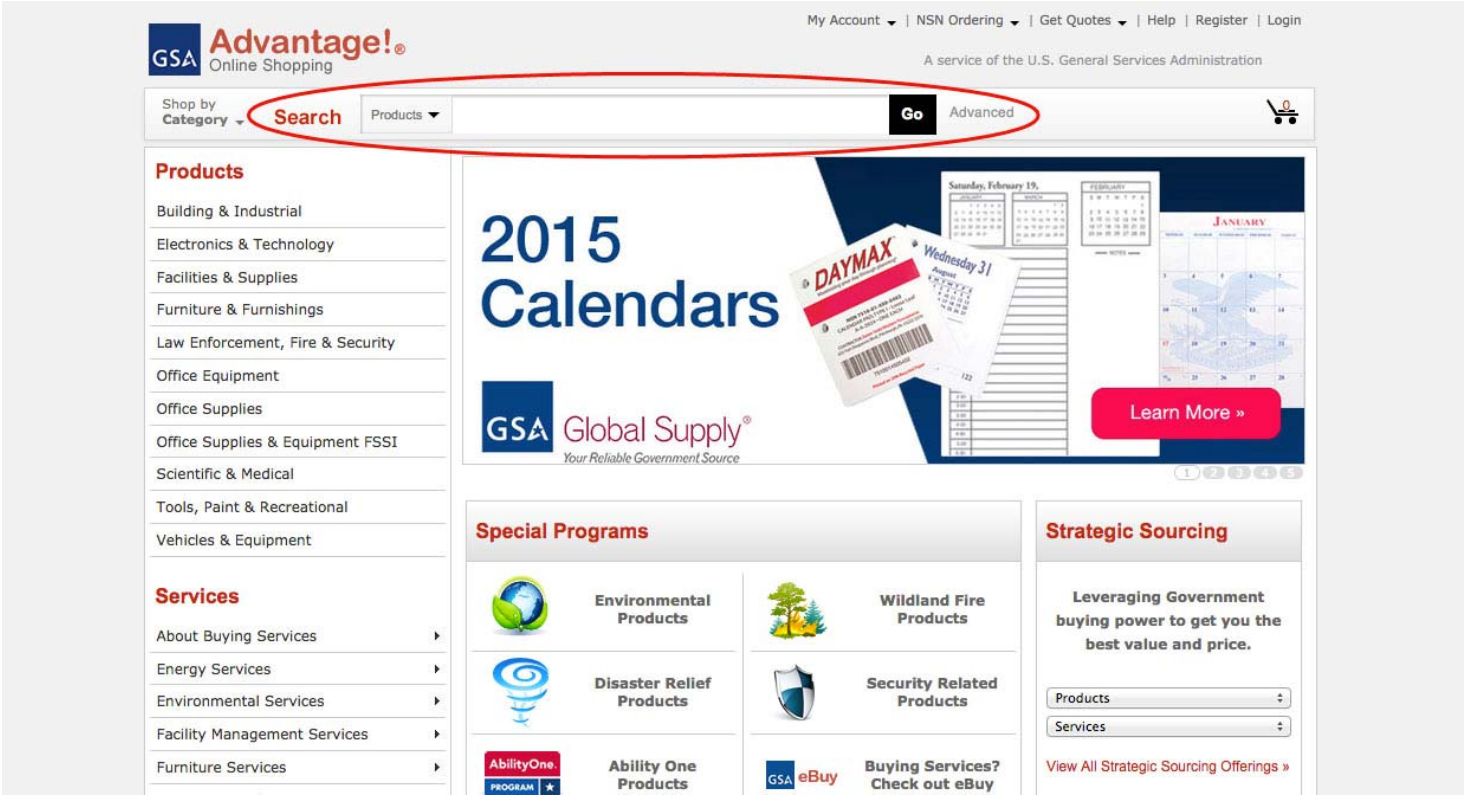
Confirm and process your order

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



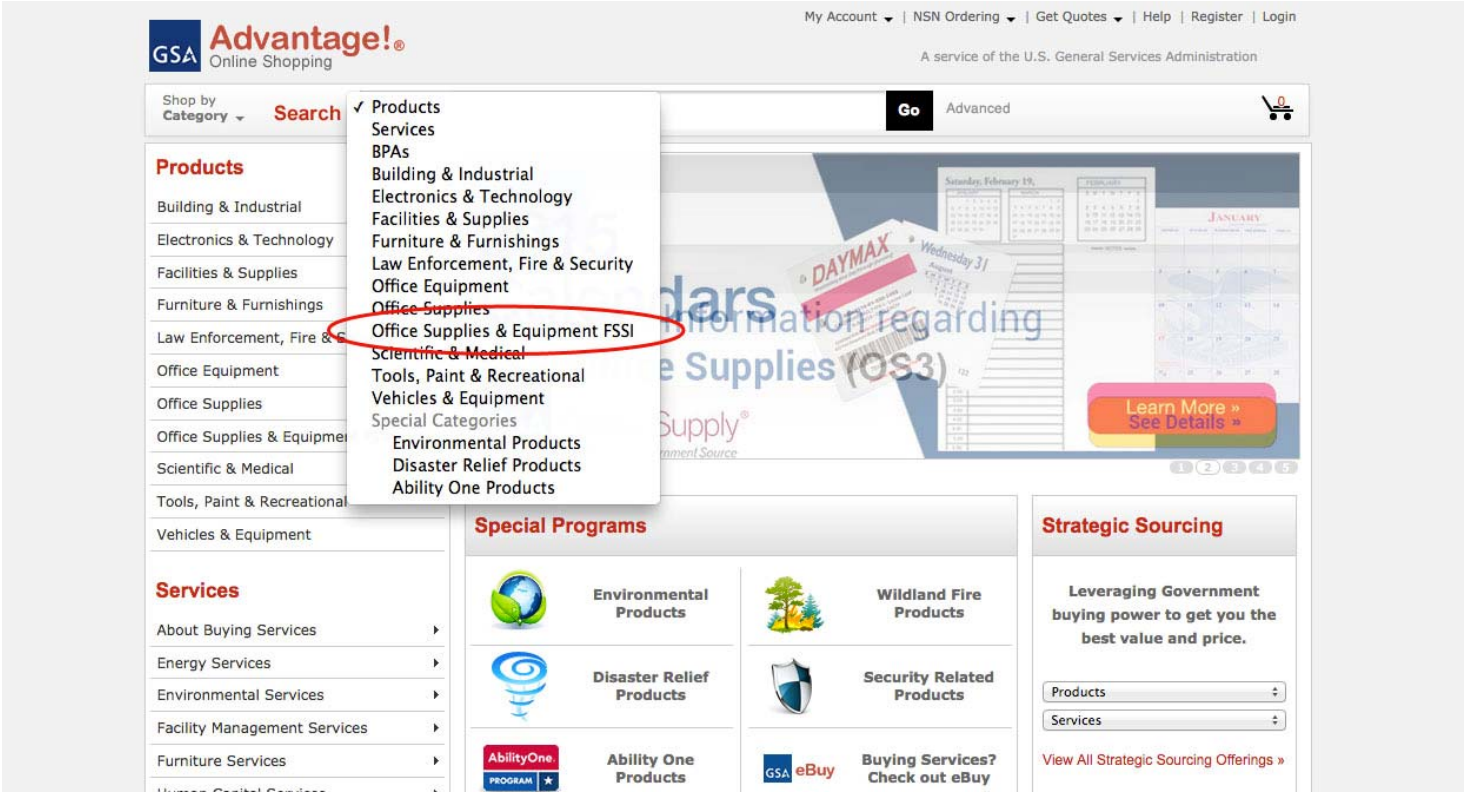
New Search Option

Change filter on homepage.



New Search Option

Select Office Supplies and Equipment FSSI



Questions?

Feel free to contact the FSSI OS3 team:

Fssi.officesupplies@gsa.gov