



GSA Federal Supply Service

The background of the lower half of the page is a close-up, slightly blurred image of the American flag, showing the red and white stripes and the blue field with white stars. The flag appears to be waving. The text is overlaid on this image.

www.gsaadvantage.gov


www.gsaadvantage.gov

This basic tutorial will take you step by step through a typical shopping session. The tutorial is divided into 5 lessons:

- ★ Section 1: Searching on *GSA Advantage!*
- ★ Section 2: Understanding Search Results & Product Detail
- ★ Section 3: Cart/ Checkout
- ★ Section 4: Login/ Registration/ Profile
- ★ Section 5: Order History/ Order Status

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key.

Section 1: Searching on *GSA Advantage!*



Searching by Keyword
Searching by Category
Refining your Search
Advance Search

What are you looking for?

Enter keywords, part#/NSN, manufacturer, contractor, contract #

Look in...

All Categories

Find it!**Advanced Search**

Browse by category

- ▶ Building & Industrial
- ▶ Furniture & Furnishings
- ▶ Hospitality, Cleaning, & Chemicals
- ▶ IT Solutions & Electronics
- ▶ Laboratory, Scientific, & Medical
- ▶ Law Enforcement, Fire, & Security
- ▶ Office Solutions
- ▶ Recreation & Apparel
- ▶ Services
- ▶ Tools, Hardware, & Machinery
- ▶ Vehicles & Watercraft

Welcome to the *NEW* GSA Advantage! Home Page

With millions of products and services at your fingertips, GSA Advantage provides the most convenient one-stop shopping source to meet all your procurement needs. With GSA Advantage you have...

Requisition Status

NSN Quick Order

FEDSTRIP

- ▶ Password assistance
- ▶ How do I get order status?
- ▶ About overseas ordering

Anyone can search for products and services on *GSA Advantage!* without registering for a user ID and password.

with confidence, and at best value

Experience the power of GSA Advantage today!

Organizers, Planners
& More...
2005 Calendars are here!

Plan ahead!
Find a 2005 Calendar that's
right for you!

GSA *e-Buy*

Need a quote? Let e-Buy help you prepare and process all your Requests for Quotes (RFQs).

[Learn more](#)

Vendor Help

- How do I get a GSA contract?
- How do I get on GSA Advantage?
- How do I register for e-Buy?

[click here](#)

What are you looking for?

Enter keywords, part#/NSN, manufacturer, contractor, contract #

Look in...

All Categories

Find It!

Browse by category

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- ▶ Furniture & Furnishings
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- ▶ Office Solutions
- ▶ Recreation & Apparel
- ▶ Services
- ▶ Tools, Hardware, & Machinery
- ▶ Vehicles & Watercraft

Welcome

With information at your fingertips, GSA Advantage provides the most convenient one-stop shopping source to meet all your procurement needs. With GSA Advantage you have...

- the most reliable resource for Federal purchasers
- the most comprehensive selection of approved products & services
- the ability to complete purchases quickly, with confidence, and at best value

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Organizers, Planners & More...

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#1. Search by Keyword

[Requisition Status](#)

[NSN Quick Order](#)

[FEDSTRIP](#)

- ▶ [Password assistance](#)
- ▶ [How do I get order status?](#)
- ▶ [About overseas ordering](#)
- ▶ [How do I obtain GSA Publications?](#)

[View our Tutorial...](#)

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Vendor Help

How do I get a GSA contract?

How do I get on GSA Advantage?

How do I register for e-Buy?

[click here](#)

What are you looking for?

Enter keywords, part#/NSN, manufacturer, contractor, contract #

paper

Look in...

All Categories

Find it!

Advanced Search

First, type a keyword into the search box.

Use the category dropdown to search in a specific category.

Click *Find it!* to start searching!

Browse by category

- ▶ Building & Industrial
- ▶ Furniture & Furnishings
- ▶ Hospitality, Cleaning, & CH
- ▶ IT Solutions & Electronics
- ▶ Laboratory, Scientific, & Medical
- ▶ Law Enforcement, Fire, & Security
- ▶ Office Solutions
- ▶ Recreation & Apparel
- ▶ Services
- ▶ Tools, Hardware, & Machinery
- ▶ Vehicles & Watercraft

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- Requisition Status
- NSN Quick Order
- FEDSTRIP

Assistance
et order
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Vendor Help
How do I get a GSA contract?
How do I get on GSA Advantage?
How do I register for e-Buy?
[click here](#)

Search Results Page

New search: in All Categories [Find It!](#) [Advanced](#)

Home > Search Results

Search Results

Sort by: Most relevant [Sort It!](#)

Found 114604 products for "paper"

Suggested Categories

- ▶ Multipurpose paper
- ▶ Other printing & writing paper
- ▶ Packaging paper
- ▶ Gloss paper
- ▶ Photography paper
- ▶ Construction paper



Suggested Categories allows you to narrow your keyword search to a specific category. Clicking on a suggested category will display filtered results based on the suggested category you selected.

Search within results (all words) [Find It!](#) [More refine options](#)

NSN/Mfr. Part No/Product

RIV 05740 PAPER
 PAPER,00NSTRUCTION I
 Manufacturer: RIVERSIDE PAPER COMPANY
 Contractor: OFFICE PRO [GS-14F-0033K] (dws)

MIA 28939 PAPER
 PAPER,MAGNETIC,WE
 Manufacturer: MIAMI VALLEY PAPER CO
 Contractor: OFFICE PRO [GS-14F-0033K] (dws)

MIA 28910 PAPER
 PAPER,INK,CTD,CANVAS,WE
 Manufacturer: MIAMI VALLEY PAPER CO
 Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$15.96 BX
 2-7 days
 Additional Sources
 Options/Accessories



MIA 28909 PAPER
 PAPER,INKJET,720DPI,GLSY,WE
 Manufacturer: MIAMI VALLEY PAPER CO
 Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$16.20 BX
 2-7 days
 Additional Sources
 Options/Accessories



MIA 26775 PAPER
 PAPER,CPR,FLPK
 Manufacturer: MIAMI VALLEY PAPER CO
 Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$17.00 BX
 2-7 days
 Additional Sources
 Options/Accessories



What are you looking for?

Enter keywords, part#/NSN, manufacturer, contractor, contract #

Look in...

All Categories

Advanced Search **Find it!**

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- Browse by category**
- ▶ Building & Industrial
 - ▶ Furniture & Furnishings
 - ▶ Hospitality, Cleaning, & Chemicals
 - ▶ IT Solutions & Electronics
 - ▶ Laboratory, Scientific, & Medical
 - ▶ Law Enforcement, Fire, & Security
 - ▶ Office Solutions
 - ▶ Recreation & Apparel
 - ▶ Services
 - ▶ Tools, Hardware, & Machinery
 - ▶ Vehicles & Watercraft

#2. Browse by Category

Click on the category that best fits what item you are searching for. For example, to find copier paper, click on "Office Solutions".

& More...

2005 Calendars are here!

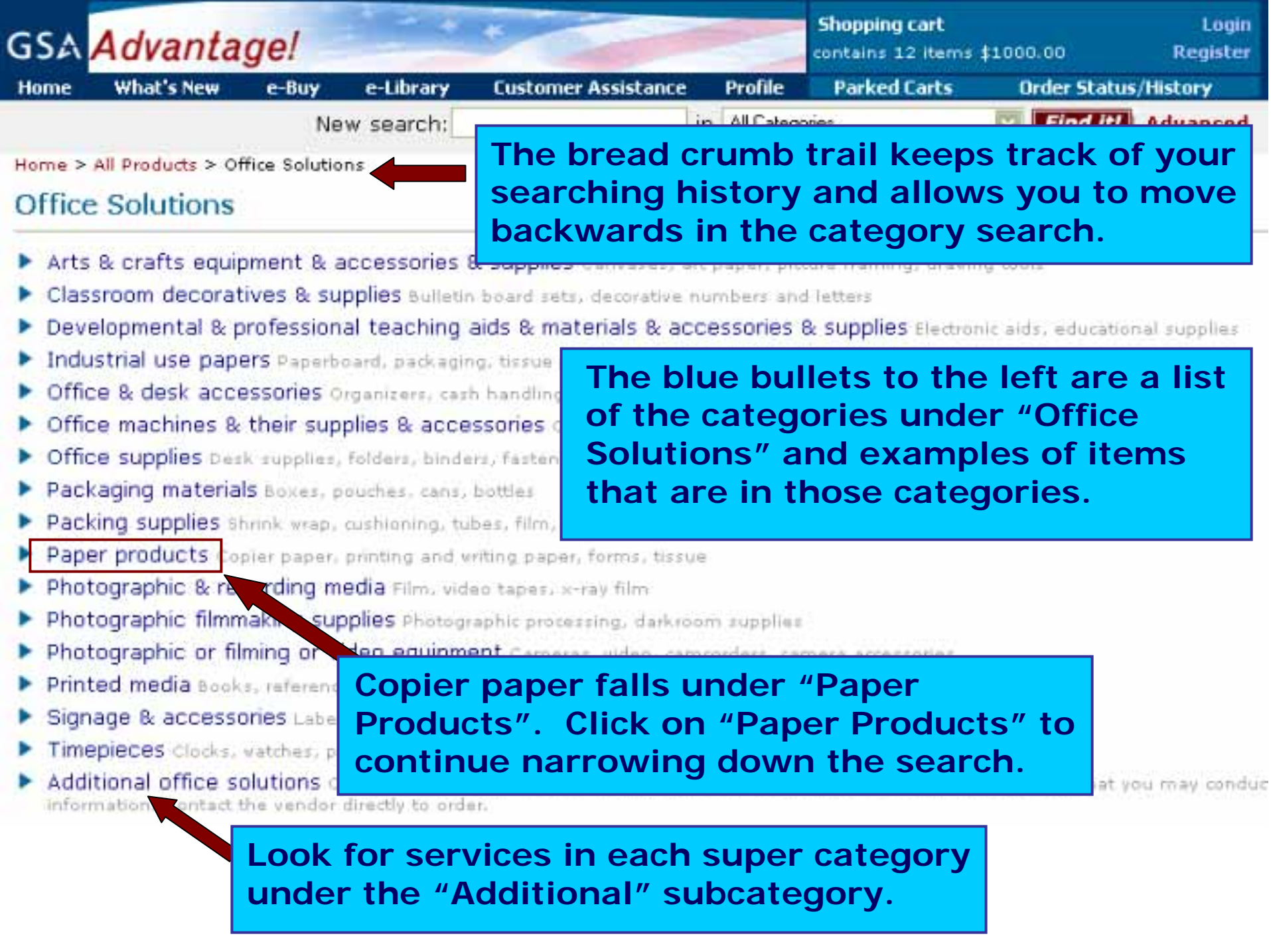
Plan ahead!
Find a 2005 Calendar that's right for you!

Learn more

Vendor Help

- How do I get a GSA contract?
- How do I get on GSA Advantage?
- How do I register for e-Buy?

[click here](#)



New search: in: All Categories

Home > All Products > Office Solutions

The bread crumb trail keeps track of your searching history and allows you to move backwards in the category search.

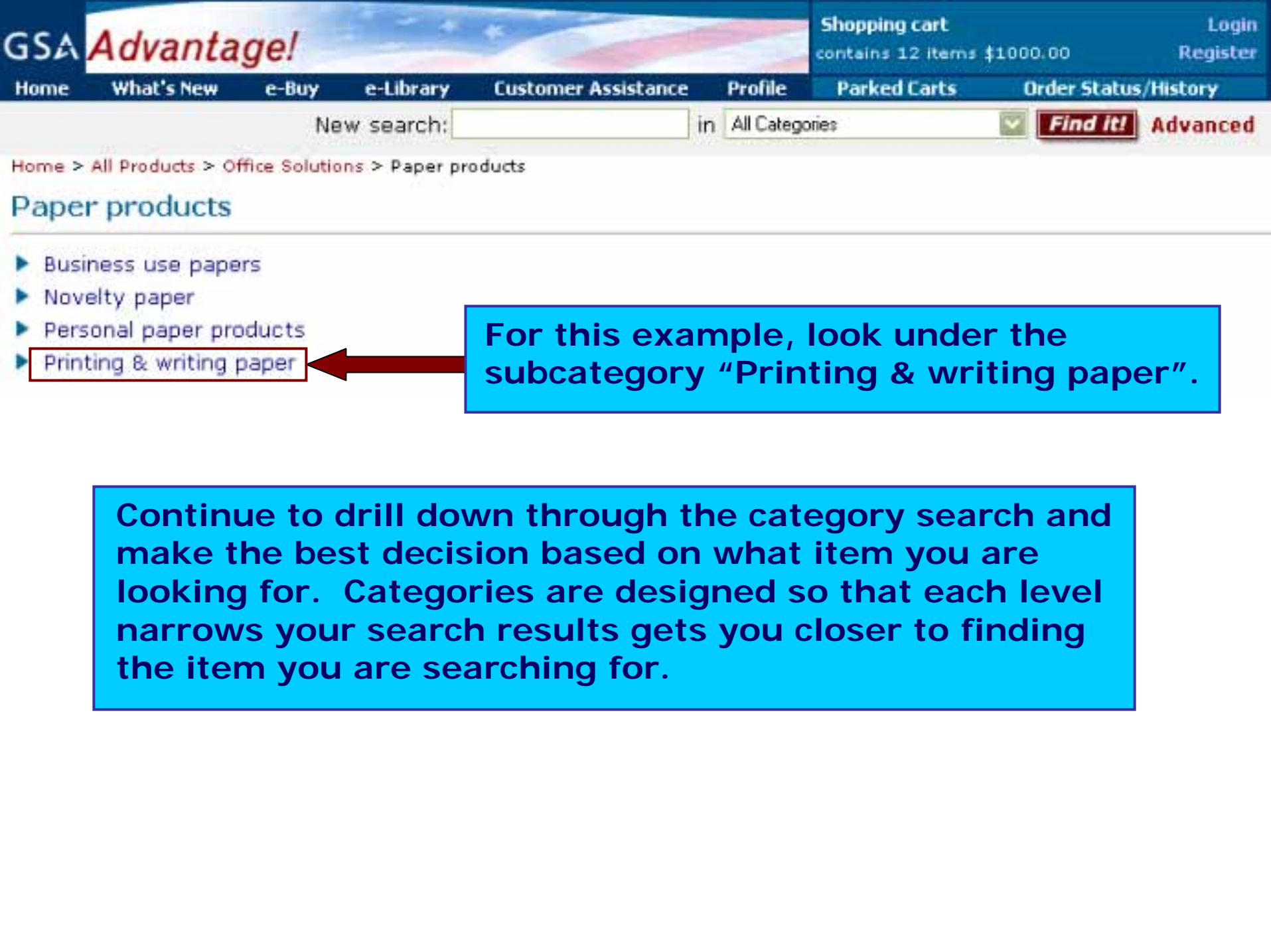
Office Solutions

- ▶ Arts & crafts equipment & accessories & supplies
- ▶ Classroom decoratives & supplies
- ▶ Developmental & professional teaching aids & materials & accessories & supplies
- ▶ Industrial use papers
- ▶ Office & desk accessories
- ▶ Office machines & their supplies & accessories
- ▶ Office supplies
- ▶ Packaging materials
- ▶ Packing supplies
- ▶ Paper products
- ▶ Photographic & recording media
- ▶ Photographic filmmaking supplies
- ▶ Photographic or filming or video equipment
- ▶ Printed media
- ▶ Signage & accessories
- ▶ Timepieces
- ▶ Additional office solutions

The blue bullets to the left are a list of the categories under "Office Solutions" and examples of items that are in those categories.

Copier paper falls under "Paper Products". Click on "Paper Products" to continue narrowing down the search.

Look for services in each super category under the "Additional" subcategory.



New search: in All Categories

Home > All Products > Office Solutions > Paper products

Paper products

- ▶ Business use papers
- ▶ Novelty paper
- ▶ Personal paper products
- ▶ Printing & writing paper

For this example, look under the subcategory "Printing & writing paper".

Continue to drill down through the category search and make the best decision based on what item you are looking for. Categories are designed so that each level narrows your search results gets you closer to finding the item you are searching for.

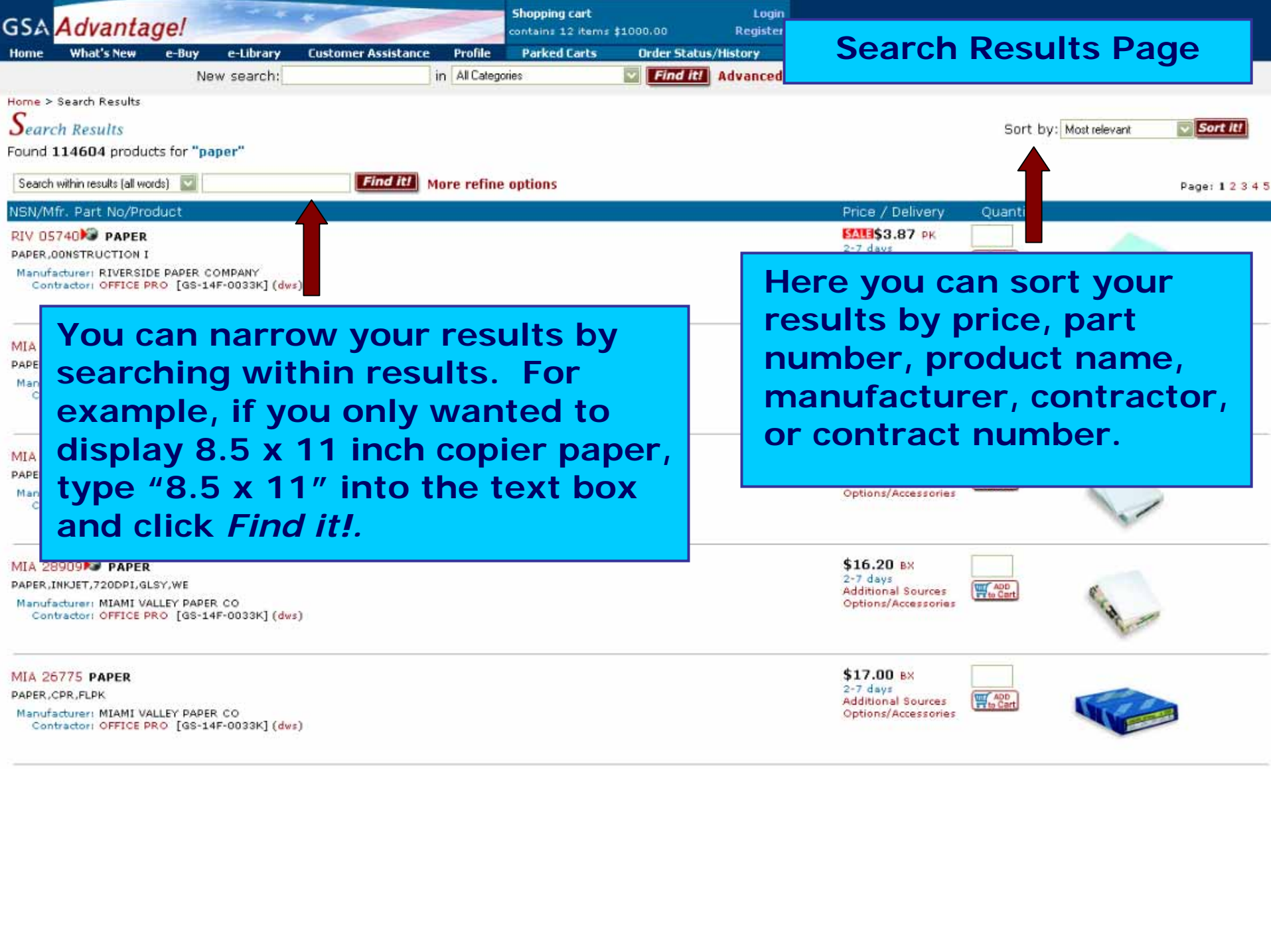
Printing & writing paper

- ▶ Blotter paper
- ▶ Calculator or cash register paper
- ▶ Carbonless paper
- ▶ Cardstock papers
- ▶ Computer printout paper
- ▶ Facsimile paper
- ▶ Graph paper
- ▶ Index cards
- ▶ Label papers
- ▶ Ledger paper
- ▶ Library book or borrowers cards
- ▶ Log books or pads
- ▶ Magnet paper
- ▶ Mimeograph paper
- ▶ Multipurpose paper
- ▶ Notebook filler paper
- ▶ Paper pads or notebooks
- ▶ Parchment paper
- ▶ Plotter paper
- ▶ **Printer or copier paper**
- ▶ Self adhesive note paper
- ▶ Stationery
- ▶ Telephone message pads or books
- ▶ Tracing paper
- ▶ Vellum paper
- ▶ Writing paper
- ▶ Other printing & writing paper

Here is the final level of categories under "Printing & writing paper". Read through the list and find the best fit for your product.

To view the search results for copier paper, click on the "Printer or copier paper" category.





Search Results Page

Home > Search Results

Search Results

Found 114604 products for "paper"

Sort by: Most relevant

Search within results (all words) More refine options

Page: 1 2 3 4 5

NSN/Mfr. Part No/Product Price / Delivery Quantity

RIV 05740 PAPER SALE \$3.87 PK
PAPER,00NSTRUCTION I
Manufacturer: RIVERSIDE PAPER COMPANY
Contractor: OFFICE PRO [GS-14F-0033K] (dws)

You can narrow your results by searching within results. For example, if you only wanted to display 8.5 x 11 inch copier paper, type "8.5 x 11" into the text box and click *Find it!*

Here you can sort your results by price, part number, product name, manufacturer, contractor, or contract number.

MIA PAPER
Man C

MIA PAPER
Man C

MIA 28909 PAPER
PAPER,INKJET,720DPI,GLSY,WE
Manufacturer: MIAMI VALLEY PAPER CO
Contractor: OFFICE PRO [GS-14F-0033K] (dws)
\$16.20 BX
2-7 days
Additional Sources
Options/Accessories

MIA 26775 PAPER
PAPER,CPR,FLPK
Manufacturer: MIAMI VALLEY PAPER CO
Contractor: OFFICE PRO [GS-14F-0033K] (dws)
\$17.00 BX
2-7 days
Additional Sources
Options/Accessories

New search: in All Categories [Find it!](#) [Advanced](#)

Home > Search Results

Search Results

Found **114604** products for "paper"

Search within results [all words] [Find it!](#) [More refine options](#)

Use the "More refine options" link to further filter your search results.

NSN/Mfr. Part No/Product

RIV 05740 PAPER
PAPER,00NSTRUCTION I
Manufacturer: RIVERSIDE PAPER COMPANY
Contractor: OFFICE PRO [GS-14F-0033K] (dws)

Additional Sources
Options/Accessories



MIA 28939 PAPER
PAPER,MAGNETIC,WE
Manufacturer: MIAMI VALLEY PAPER CO
Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$11.96 PK
2-7 days
Additional Sources
Options/Accessories



MIA 28910 PAPER
PAPER,INK,CTD,CANVAS,WE
Manufacturer: MIAMI VALLEY PAPER CO
Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$15.96 BX
2-7 days
Additional Sources
Options/Accessories



MIA 28909 PAPER
PAPER,INKJET,720DPI,GLSY,WE
Manufacturer: MIAMI VALLEY PAPER CO
Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$16.20 BX
2-7 days
Additional Sources
Options/Accessories



MIA 26775 PAPER
PAPER,CPR,FLPK
Manufacturer: MIAMI VALLEY PAPER CO
Contractor: OFFICE PRO [GS-14F-0033K] (dws)

\$17.00 BX
2-7 days
Additional Sources
Options/Accessories



“Refine My Search Results” allows you to limit the search based on environmental characteristics or socioeconomic business status.

Refine My Search Results

Find it!

The numbers next to the filters represent the number of items within your search which contain that filter. For example, there are 563 items which contain Recycled Content.

Click *Find it!* to display results.

For example, to display only Recycled Content Items and Small Business Contracts, mark the check boxes next to the filter.

- free Items (6)
- item (21)
- ornia South O
- e-free Items
- gy Efficient I
- nSeal Seal o
- e Items (2)
- Free Items (12)
- NESHAP** NESHAP compliant Items (2)
- non** Non-Toxic Items (600)
- Ozone Safe Items (3)
- Recycled** Recycled Content Items (563)
- UNICOR** UNICOR Mandatory Items (2)
- US EPA** US EPA Significant New Alternatives Program
- 8(a) contract award (10910)
- Disadvantaged business (17054)
- Small business (52425)
- Woman owned business (2697)
- JWOD** NIB/NISH/JWOD Mandatory Items (667)
- ODS-free item (40)
- PRIME** PRIME Program Items (19)
- ed (2)

▶ Select from **1951 manufacturers**

▶ Select from **2045 contractors**

New search: in All Categories

Home > All Products > Office Solutions > Paper products > Printing & writing paper > Printer or copier paper

Search Results

Sort by: Most relevant

Found 19 products

and Recycled Content Items
and Small business



The filters you have checked on the previous pages are listed here.

Search within results (all words) More
















NSN/Mfr. Part No/Product	Price	Quantity
WEY-8155 RECYCLED LASER/COPY PAPER, WHITE, 20-LB. Recyded Laser Copy Paper -- 88 brightness rating, 20-lb. -- MultipurposeSmooth, uniform surface for fine resolution and excellent performance. Use in a variety of printers and copiers, or offset printing. Ink jet guaranteed. 30% ... Manufacturer: WEYERHAEUSER COMPANY Contractor: RELYCO SALES INC. / DBA RECYCLEFIRS [GS-02F-0158N] (s b)	\$72.05 EA 2-7 days Additional Sources Options/Accessories	<input type="button" value="ADD To Cart"/>
NSN2002207 WET TONER COPIER Long-grain 20lb. paper for use in wet toner copiers. 11 in. Contains 50% recovered material. Manufacturer: NIBNSH Contractor: METRO OFFICE PRODUCTS		<input type="button" value="ADD To Cart"/>
UNV-96240 ULTRA PREMIUM LASER PAPER Premium Color Copier, Laser & Ink Jet Heavyweight Papers -- High-quality 24-lb. paperUltra smooth ... 11. 500 sheets per ream.Ultra Premium Laser Paper -- High-quality 24-lb. paperProduce crisp ... Manufacturer: UNIVERSAL OFFICE PRODUCTS Contractor: RELYCO SALES INC. / DBA RECYCLEFIRS [GS-02F-0158N] (s b)	Additional Sources Options/Accessories	<input type="button" value="ADD To Cart"/>
UNV-96241 ULTRA PREMIUM INK JET PAPER, 8-1/2X11, 2 Premium Color Copier, Laser & Ink Jet Heavyweight Papers -- Brilliant White paper, 96 Brightness rating Acid-free with archival quality. 8-1/2 x 11. 500 sheets per ream.Ultra Premium Ink Jet Paper -- High-quality 24-lb. paperProduce crisp ... Manufacturer: UNIVERSAL OFFICE PRODUCTS Contractor: RELYCO SALES INC. / DBA RECYCLEFIRS [GS-02F-0158N] (s b)	\$0.00 RM 2-7 days Additional Sources Options/Accessories	<input type="button" value="ADD To Cart"/>
WAU-22671 ASTROBRIGHTS COLORED PAPER, 8-1/2 X 11, Astrobrights Colored Paper -- The brightest colored paper on the market today -- Guaranteed performance in laser and ink jet printersCreate attention-getting notices, flyers, announcements, and bulletins. 24-lb. 8-1/2 x 11. 500 sheets per ... Manufacturer: WAUSAU PAPERS Contractor: RELYCO SALES INC. / DBA RECYCLEFIRS [GS-02F-0158N] (s b)	\$13.28 RM 2-7 days Additional Sources Options/Accessories	<input type="button" value="ADD To Cart"/>

If you wish to remove a filter, click on the gray X located next to that filter. For example, to no longer restrict your search to just recycled items, click on the gray X located next to "Recycled Content Items".

Refine My Search Results

Search within results (all words) 

Find it!

- 711 8 (2)
-  Bio-Based Items (4)
-  CPG Compliant Items (394)
- Chlorine-Free Items (3)
-  NAECA Conforms to National Appliance Energy (3)
-  Ergonomic Products (19)
- Hexavalent-Chromium-free Items (7)
- Low volatile organic compounds (2)
-  NESHAP compliant Items (2)
-  Non-Toxic Items (600)
- Ozone Safe Items (3)
-  Recycled Content Items (563)
-  UNICOR Mandatory Items (2)
-  US EPA Significant New Alternatives Program approved (2)
- B(a) contract award (10910)
- Disadvantaged business (17054)
- Small business (52425)
- Woman owned business (2697)
- Benzene-free Items (6)
- CFC-free item (21)
-  California South Coast Air Quality Management District compliant (4)
- Chromate-free Items (16)
-  Energy Efficient Items (2)
-  GreenSeal Seal of Approval (2)
- Lead-Free Items (2)
- Mercury-Free Items (12)
-  NIB/NISH/JWOD Mandatory Items (667)
- ODS-free item (40)
-  PRIME Program Items (19)
- Remanufactured Items (76)
-  US EPA Environmental Technology Verification approved (2)
- Water Conserving Items (2)
- Disabled veteran owned small business (236)

You can also view all manufacturers or contractors who supply copier paper by clicking on links located to the left.

▶ Select from **1951 manufacturers**

▶ Select from **2045 contractors**

New search:

Home > Manufacturers Filter > Office Solutions > Paper

Manufacturers Filter

Found **7868** products [Show all 7868 results](#)

This Manufacturers Filter option allows you to narrow your search results to just the manufacturers that you select.

[Filter Results](#)

Instructions: Select one or more of the Manufacturer. Please note that some contractors have submitted their own name as the "Manufacturer".

- 2 90 SIGN SYSTEMS (46)
- 3M 3 (3)
- ACCO (20)
- ACCUPLOT (55)
- ALLIED OFFICE PRODUCTS (1)
- AMD (1)
- AMMERMILL (22)
- AMPAD DIVI OF AMERICAN PD & P (1)
- APCO (2)
- APOLLO PRESENTATION PRODUCTS (1)
- AUTRON (1)
- AVERY (29)
- AVERY DENNISON (38)
- AZON (3)
- BCPPR (68)
- BINNEY & SMITH (6)
- BROTHER (11)
- CANON (57)
- CANON USA DIGITAL CAMERAS (2)
- CASCAD (159)
- CASCADE PAPER (27)
- CHAMP (54)
- CHARTP (1)
- CIPI (5)
- CONSOLIDATED STAMP (4)
- CONTROLOTRON (1)
- DAY RUNNER (1)
- DOMTAR (6)
- EASTMAN KODAK (73)
- EATNPA (26)

- 3M (17)
- 3M COMMERCIAL TAPE DIV (2)
- ACCO BRANDS (6)
- ALCATEL (59)
- AMAZON (3)
- AMERICAN PRODUCT (3)
- AMPAD (1)
- ANRITSU (5)
- APOLLO (2)
- APPT (1)
- AVE (8)
- AVERY CONSUMER PRODUCTS (16)
- AVERY DENNISON OPNA (2)
- BC PTD (13)
- BEMISS JASON (1)
- BOISE CASCADE PAPER (30)
- C LINE PRODUCTS (2)
- CANON COMPUTER SYSTEMS CCSI (1)
- CARTRIDGE PLUS (49)
- CASCADE (18)
- CCSI (5)
- CHAMPION (21)
- CHARTPAK (16)
- CNM (3)
- CONSTP (2)
- CUMMINS ALLISON (4)
- DAY TIMER (1)
- EAP (2)
- EASTMAN KODAK FILM (39)
- EATON (3)

What are you looking for?

Enter keywords, part#/NSN, manufacturer, contractor, contract #

Look in...

All Categories

Advanced Search

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- ### Browse by category
- ▶ Building & Industrial
 - ▶ Furniture & Furnishings
 - ▶ Information Technology
 - ▶ Medical & Health Care
 - ▶ Office Equipment & Supplies
 - ▶ Professional Services
 - ▶ Printing & Imaging
 - ▶ Security & Protective Services
 - ▶ Transportation
 - ▶ Vehicles & Watercraft

Click on Advanced Search for additional opportunities to narrow your search results by searching for an exact phrase in a particular product field, restricting your search by category, price, or socioeconomic factors, and limiting your display options.

- [Requisition Status](#)
- [NSN Quick Order](#)
- [FEDSTRIP](#)

- ▶ [Password assistance](#)
- ▶ [How do I get order status?](#)
- ▶ [About overseas ordering](#)
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Vendor Help

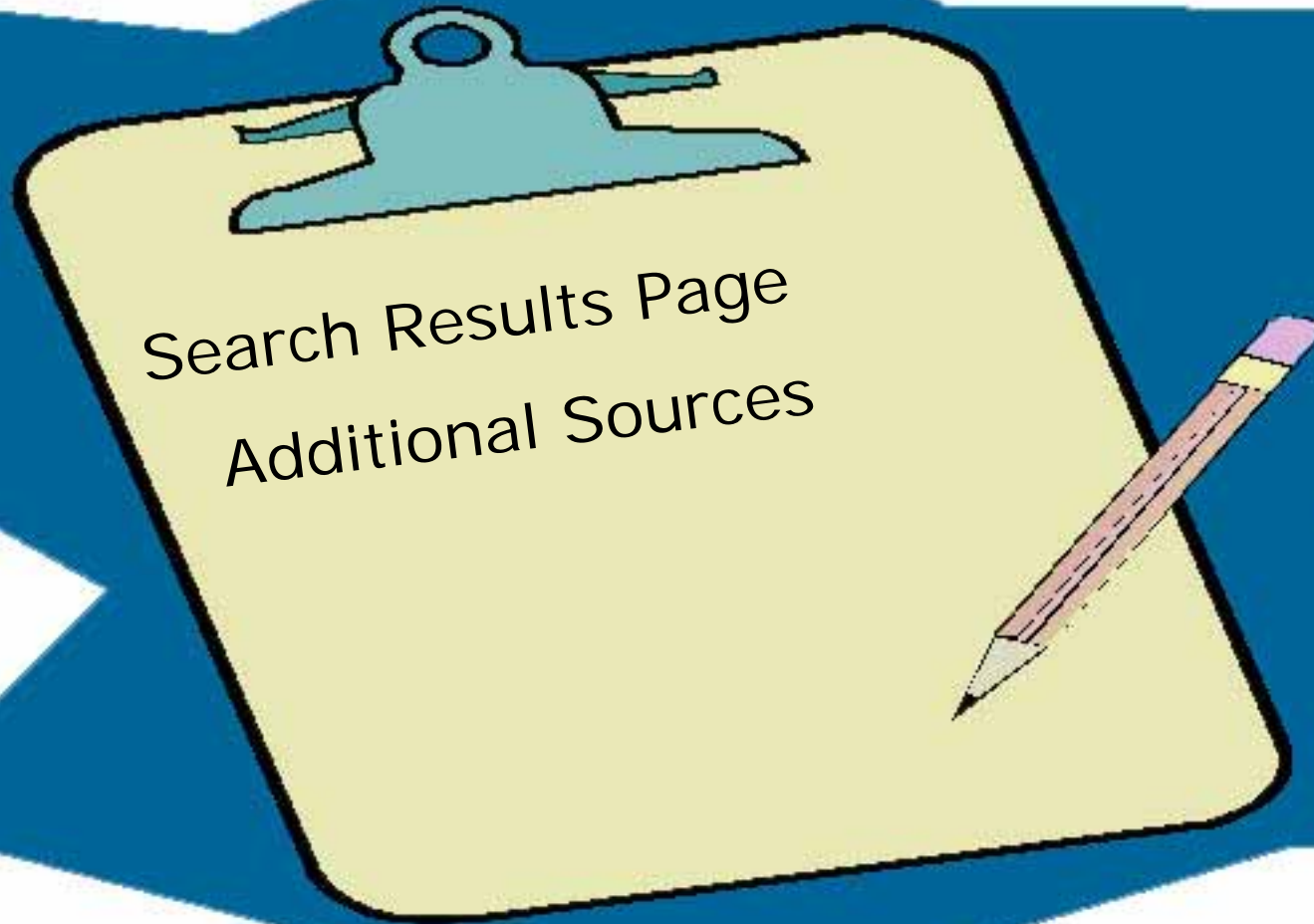
[How do I get a GSA contract?](#)

[How do I get on GSA Advantage?](#)

[How do I register for e-Buy?](#)

[click here](#)

Section 2: Understanding Search Results & Product Detail



Search Results Page


Home > Search Results >

Search Results

Found 17 products for "7520-00-224-7589"

Search within results (all words) Find It! More refine options

NSN/Mfr. Part No/Product

7520-00-224-7589 7520002247589, PUNCH 7520-00-224-7589 
7520002247589, PUNCH 7520-00-224-7589 . Purchases over \$1500.00 have discounts up to 75% off
Manufacturer: Punch Co.
Contractor: WECsys LLC [GS-14F-0039L] (s d)

7520-00-224-7589 PUNCH 2-HOLE GRAY 1/4IN HOLES 
PUNCH 2-HOLE GRAY 1/4IN HOLES
Manufacturer: NIB/NISH
Contractor: STAPLES NATIONAL ADVANTAGE [GS-14F-0036K] (o b)

7520-00-224-7589 Hole Punch
Gray, Width: 4-1/2"; Length: 6", Non-adjustable two-hole paper punch features a protective rubber base and a spring-loaded handle. Operated by a hand lever, this standard-duty device punches 1/4" round holes, spaced 2-3/4" apart. An ...
Manufacturer: NISH
Contractor: GSA

7520-00-224-7589 Punch, 2-hole, Gray
Min Ord Qty: 1 EA. Nonadjustable two-hole paper punch features a protective rubber base and a spring-loaded handle. Operated by a hand lever, this standard-duty device punches 1/4 in. holes spaced 2-3/4 in. apart. An adjustable paper guide ...
Manufacturer: NISH
Contractor: National Industries for the Blind [GS-00F-0001K] (o b)

7520-00-224-7589 2 HOLE PUNCH GRAY 
2 hole punch gray
Manufacturer: JWOD NIB/NISH
Contractor: KM2 INCORPORATED [GS-14F-0037M] (s d)

The globe represents a link to the vendor's website where additional information about the product can be found.

This represents the business size indicators.

\$4.88 EA
1 days
2-7 days
Additional Sources
Options/Accessories
ADD To Cart


SALE \$5.51 EA
1 days
Additional Sources
Options/Accessories
ADD To Cart


\$4.99 EA
1 days
Additional Sources
Options/Accessories
ADD To Cart


New search: 7520-00-224-7589 in All Categories Find it! Advanced

Home > Search Results >

Search Results

Sort by: Most relevant Sort it!











Found 17 products for "7520-00-224-7589"

Search within results (all words) Find it! More refine options

NSN/Mfr. Part No/Product

Price / Delivery

Quantity

7520-00-224-7589		\$6.62 EA 2 days	<input type="text"/>	
7520002		Additional Sources Options/Accessories		
7520-00-224-7589 PUNCH 2-HOLE GRAY 1/4IN HOLES		\$4.88 EA 1 days	<input type="text"/>	
PUNCH 2-HOLE GRAY 1/4IN HOLES		Additional Sources Options/Accessories		
7520-00-224-7589		\$5.80 EA 2-7 days	<input type="text"/>	
7520-00-224-7589		Additional Sources Options/Accessories		
7520-00-224-7589		SALE \$5.51 EA 1 days	<input type="text"/>	
7520-00-224-7589		Additional Sources Options/Accessories		
7520-00-224-7589 2 HOLE PUNCH GRAY		\$4.99 EA 1 days	<input type="text"/>	
2 hole punch gray		Additional Sources Options/Accessories		

To view additional sources, click on the "Additional Sources" link

Symbols represent the environmental, socioeconomic, and other factors which apply to the item.

"SALE" indicates the contractor is offering a temporary price reduction off their normal contract price.

Options/ Accessories gives you the ability to customize your product

The "Product Detail" page displays important product information including price, unit of issue, min/max order, warranty, F.O.B., etc. Review this information thoroughly.

Product: 7520002247589, PUNCH 7520-00-224-7589 Contractor: **sys LLC**
 W. Broadway
 ndale, MN 55422
 //www.weccsys.biz/
 4F-0039L
 - Small Business
 - Disadvantaged business

If you are ready to purchase, enter your quantity in the box and click "Add to Cart".



Qty:

If multiple vendors are displayed, click the button from the one you wish to purchase.

Note: To view another contractors description, click the C

Contractor	<input type="radio"/>	<input type="radio"/>								
	<input checked="" type="radio"/>	<input type="radio"/>	STAPLES NATIONAL ADVANTAGE	INCORPORATED						
Delivery	1 day	1 day			3 days	1 day	1 day	5 days	1 day	2 days
Unit Price	\$4.88	\$4.99			\$5.01	\$5.14	\$5.26	\$5.28	\$5.51	\$5.59
Manufacturer	Punch Co.	Office Supplies			Packaging Co	NIB/NISH	NISH	Ship Inc.	NISH	Staples
Mfr.Part Number	7520-00-224-7589	7520-00-224-7589			NSH002247589	NSH752002247589	H220002247589	2247589	7520-00-224-7589	7520002247589
NSN	7520-00-224-7589	7520-00-224-7589			7520-00-224-7589	7520-00-224-7589	7520-00-224-7589	7520-00-224-7589	7520-00-224-7589	7520-00-224-7589
Min. per Order	\$25.00									
Max. per Order	\$150,000.00	\$150,000.00								
Stock Status	Direct Delivery	Direct Delivery							Delivery	
F.O.B.	Dest-CONUS	Dest-CONUS No Delivery-			Dest-CONUS,AK	Dest-CONUS/Origin-	Dest-CONUS No Delivery-	Dest-CONUS/Origin-	Dest-CONUS No Delivery-	Dest-CONUS No Delivery-

Be sure to review the minimum order purchase amount before making a selection.

Section 3: Cart/ Checkout



Shopping Cart

Park a Cart

Retrieve a Cart

Checkout

Order Confirmation

The shopping cart contains the items you have selected to purchase.

To change your shipping address, by line item, click here.

WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 30 MINUTES OR L

Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	Get Quote (e-Buy)	Remove
	7520-00-224-7589 2 HOLE PUNCH GRAY	\$4.99 EA	10	\$49.90	Direct Delivery Change Price/Address	<input type="checkbox"/>	<input type="checkbox"/>

Cart Total: \$49.90


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

If you make any quantity changes to the cart, make sure you click on the "Update Cart" button.

You may park the cart at any time by clicking on the "Park Cart" button. The cart can later be retrieved by clicking on the "Parked Carts" link at the top of the page.

New search: in All Categories [Advanced](#)

Park a Cart
Thursday, June 3, 2004

 **Please Note:** prices are subject to change and may be different when the cart is retrieved.

Instructions: Enter a name for your Parked Cart, Password is *optional*. If you enter a Cart Name that you are already using, the contents will be 'overwritten' by the contents of the cart you are now saving.

Cart Name:

Cart Password: (optional)

clear my Shopping Cart after parking

Your Current Parked Carts

Cart #	Cart Name
--------	-----------



To park your current shopping cart, fill in a cart name and optional cart password, and click "Park Cart".

Parking a cart allows you to save your shopping list for a future purchase or to forward it to another person.

Remember, when you retrieve a cart, pricing is subject to change.

Manage My Parked Carts

Instructions: To view the contents of a parked cart, edit the the "Cart Name". To "Retrieve" a cart see the instructions below

To manage your parked carts, click on the "Parked Carts" link above.

Cart #	Cart Name	Password	Remove
210957	punch	true	✖

To retrieve a parked cart, simply click on the cart name highlighted in red .

Retrieve a Cart

To retrieve a cart someone has forwarded to you, enter the cart number and password (if a password was assigned) and click 'Retrieve Cart'.

Cart #:

Password: (if necessary)

[Retrieve Cart](#)

Retrieving a Parked Cart

New search: in All Categories

The parked cart you clicked, is now listed to the right.

Cart #	Cart Name	Password	Remove
210957	punch	true	

Retrieve a Cart
To retrieve a cart someone has forwarded to you, enter the cart number and password (if a password was assigned) and click 'Retrieve Cart'.

Cart #
Password:

You can forward a shopping cart to another person by clicking on the "Forward Cart" button.

Cart Name, or add/remove/modify a Cart Password select the

Cart Number: 210957
Cart Name:
Cart Password:
Reenter New Password:

Product	NSN/Mfr Part #
Punch	7110-01-444-7735

To add items from the parked cart to your active shopping cart, click on "Add to Shopping Cart" above.

GSA **Advantage!** Shopping cart contains 2 item(s) \$100.00 Login

Home What's New e-Buy e-Library Customer Assistance Profile Parked Carts Order Status/History

New search: in All Categories **Find it!** Advanced

Your Shopping Cart

Your Current Shopping Cart

WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 30 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.

Notes	NSN/Mfr, Part No.	Unit Price	Qty	Total Price	Item Details	Get Quote (e-Buy)	Remove
	7520-00-224-7589 Hole Punch	\$4.99 EA	<input type="text" value="10"/>	\$49.90	In Stock Change Price/Address	<input type="checkbox"/>	<input type="checkbox"/>
	Generic Inc. WIDGET	\$100.00 EA	<input type="text" value="1"/>	\$100.00	Direct Delivery Change Price/Address	<input type="checkbox"/>	<input type="checkbox"/>

Cart Total: **\$149.90**

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

To proceed to checkout, click on the "Checkout" button in your shopping cart.

After clicking "Checkout" you will need to select a payment method. This is "Step 1" of the checkout process.

Upon selecting your payment method, click on one of the "Continue" buttons to submit your information and proceed to "Step 2".

1. Step One

Purchase Card
Choose a Purchase card from your current profile:

Enter a new Purchase card.
Purchase Card Number :

Name as it appears on card :

Expiration Date :

Purchase card customers may select a card from the one(s) entered in their "Profile".

If you are purchasing NSNs, you may pay with your "AAC" or "DoDAAC".

Or, you may enter a new Purchase card in the boxes provided.

Activity Address Code
Choose an AAC from your user Profile:

Enter a new AAC.

AAC:

Password:

Apply For AAC & Apply for Password

If you are ordering GSA items, you may select from two billing options. Choose "Line Item Billing" to see each item listed on your Purchase card statement. Select "Consolidated Billing" to see only one line with the total for your entire order.

"Step 2" of the checkout process, verifies your personal data and shipping address information.

Customer Information

First Name Tim
Last Name Smith
Phone 555-555-5555
Email Address timsmith@gsa.gov
Agency Advisory Commission on Inter-governmental Relations

[Update](#)

Check your "Customer Information". Click on "Update" to make changes.

Shipping Information

Overseas Customers : enter APO/FPO mail address here. Enter city as APO or FPO, enter state as AA,AE or AP

* Agency:
* Address 1:
Address 2:
* City:
* State:
* Zip code + Zip 4:

[Edit](#)

Your "default" shipping address is shown here. If no address is displayed, or you wish to use an address from your "Profile", click on the "Edit" button. If you enter a new address in these boxes, it will be used for this order only and will not be saved in your "Profile".

Individual Receiving Information

Please enter the name and phone number of the individual receiving the shipping.

First Name
Last Name

Enter the name and phone number of the individual who is to receive the order.

Click "Continue" to go to "Step 3".

[Back to Cart](#)

[Continue](#)

"Step 3" allows you to review and edit your GSA Requisitions and Purchase Orders.

*P*rocess Your Order

Vendor contact information is available by clicking on the "Vendor" link.

If "yes" is displayed under "FOB Origin", there may be an additional shipping charge added by the vendor.

3. Step Three

Purchase Orders/ Requisitions						
PO No.	Vendor	Number of Items	Order Total	Multiple Ordering Address	FOB Origin	cancel Order
GY5CF232585539	GSA	1	\$49.90	NO	NO	<input type="checkbox"/>
ZGAKB81775Z	Generic Inc.	1	\$100.00	NO	NO	<input type="checkbox"/>
					Grand Total:	\$149.90
<p>Back to Cart Park Cart Process Order</p>						

Click on the "PO No." link to view each purchase order.

Click "Process Order" to receive your order confirmation.

All GSA Requisitions will be displayed at the top. Purchase Orders going to Schedule vendors will be displayed at the bottom

New search: in

O Order Confirmation

Thank you for shopping GSA Advantage. An e-mail confirmation was sent to tim@gsa.gov on Wed Jul 22, 2004 3:45 (EDT).

Session No.: **74489639** Date: Jul 22, 2004
 Order Total: \$149.90 Ordering Officer: Tim Smith

GSA Orders: The following item(s) have been successfully received by GSA and are scheduled to be delivered in the timeframes shown. To obtain order status on an item, click on "Your Orders" from the GSA Advantage! Main Menu.

Requisition Number	NSN	Delivery	Qty	Unit Price	Total	Ship To
GY5CF232585539	Hole Punch 8460-01-455-0014	2-7 days (CONUS)	10	\$4.99 EA	\$49.90	1

Purchase Orders: The following item(s) will be shipped and billed directly by the Contractor. To obtain order status, call the contractor directly using the telephone number displayed.

Purchase Order Number	Mfr. Part No.	Delivery	Qty	Unit Price	Total	Ship To
ZGAKB81775Z Generic Inc.(s/b) 555-305-5555 View/Print PO	Widget PDR-M81	30 days	1	\$100.00 EA	\$100.00	2

Shipping Address(es):

Address 1

GSA/FSS
1941 Jefferson Davis Hwy
Arlington, VA 22202
Mark for: Inside delivery Rich Carlson 703-305-6924

Address 2

Department of the Army
156 Army Navy Drive
Pentagon City, VA 22200
Mark for: Maj. Smith


Address 3

The White House
1600 Pennsylvania Ave.
Washington DC, 20006
Mark for: George W. Bush (202) 786-1234

[Log off](#)

[Continue Shopping](#)

Section 4: Login/ Registration/ Profile



Logging in

Registration

Forgot your password?

Updating your Profile

In order to park carts, make purchases, and check order history, you will need to login.

[Login](#)
[Register](#)
 Order Status/History
[Requisition Status](#)
[NSN Quick Order](#)

What are you looking for

Enter keywords, part#/NSN, manufacturer, contractor, contract #

Look in...

All Categories

Advanced Search

Find It!

With millions of products at your fingertips, GSA Advantage.com is a convenient one-stop shop for your procurement needs. You will have...

To register for a User ID and Password, click here.

- the most reliable resource for Federal purchasers
- the most comprehensive selection of approved products & services
- the ability to complete purchases quickly, with confidence, and at best value

Experience the power of GSA Advantage today!

Browse by category

- ▶ Building & Industrial
- ▶ Furniture & Furnishings
- ▶ Hospitality, Cleaning, & Chemicals
- ▶ IT Solutions & Electronics
- ▶ Laboratory, Scientific, & Medical
- ▶ Law Enforcement, Fire, & Security
- ▶ Office Solutions
- ▶ Recreation & Apparel
- ▶ Services
- ▶ Tools, Hardware, & Machinery
- ▶ Vehicles & Watercraft

- Status:
- ▶ About overseas ordering
 - ▶ How do I obtain GSA Publications?

View our Tutorial...

GSA e-Buy

Need a quote? Let e-Buy help you prepare and process all your Requests for Quotes (RFQs).

Learn more

Vendor Help

- How do I get a GSA contract?
- How do I get on GSA Advantage?
- How do I register for e-Buy?

click here

Organizers, Planners & More...
2005 Calendars are here!
 Plan ahead!
 Find a 2005 Calendar that's right for you!



Registration

Member Registration
Wednesday, June 16, 2004

To register, you must enter all required information below and click the "Register" button.

Instructions: With a GSA Advantage account you can easily track purchase items and/or use many of the enhanced features of GSA. Javascript disabled on your browser, by-pass the bureau selection

First Name: Last Name:


Phone: (no alphas)

Agency:

Bureau Code: (if your bureau is not listed, please select the first bureau shown)
[Click here to report an incorrect bureau](#)

Email Address:

Zip Code: (ZIP code needed to determine pricing for your location)

 Please write down your User ID, Password, and Password Hint below!

User ID: (ID must be at least six(6) characters long.)

Password: (Password must be at least eight (8) characters long.)

Re-enter Password:

Password Hint: Enter your mother's maiden name:

Make sure your User ID is at least 6 characters long, and your password is at least 8 characters long.

Would you like to receive e-mail status updates for your orders? Yes No

Content of Order Status emails:

Format of emails:

Would you like to receive e-mail for news alerts and other stuff? Yes No

Member Login
Wednesday, June 16, 2004

Forgot your password?

If you do not have a "User ID" and "Password", please [Register](#).

[Forgot my User ID & Password.](#)

To retrieve a forgotten User ID or Password, simply click on the "Forgot my User ID & Password" link.

*User ID :

*Password :

Updating your profile

To update your profile, click on the "Profile" link in the menu bar.

Your Profiles

- Member Information
- Edit Address Book
- Edit Methods of Payment

Instructions: Your current Member Information may require the necessary modifications and click 'Update'.

You can access your member information by clicking on the "Member Information" here.

Member Information allows you to edit your personal information including your name, phone, agency, e-mail address, etc. This is the data you entered during registration.

Click "Update" to update your information.

First Name: Last Name:

Phone: (no alphas)

Agency:

Bureau Code: (if you are a DoDAAC member, click here to report an incorrect bureau)

Email Address:

Zip Code:

DoDAAC: (a DoDAAC is required for overseas credit card holders. The DoDAAC is required for overseas credit card holders. The DoDAAC is required for overseas credit card holders.)

User ID: **SAWHEET**

Password: (Password must be at least eight (8) characters long)

Re-enter Password:

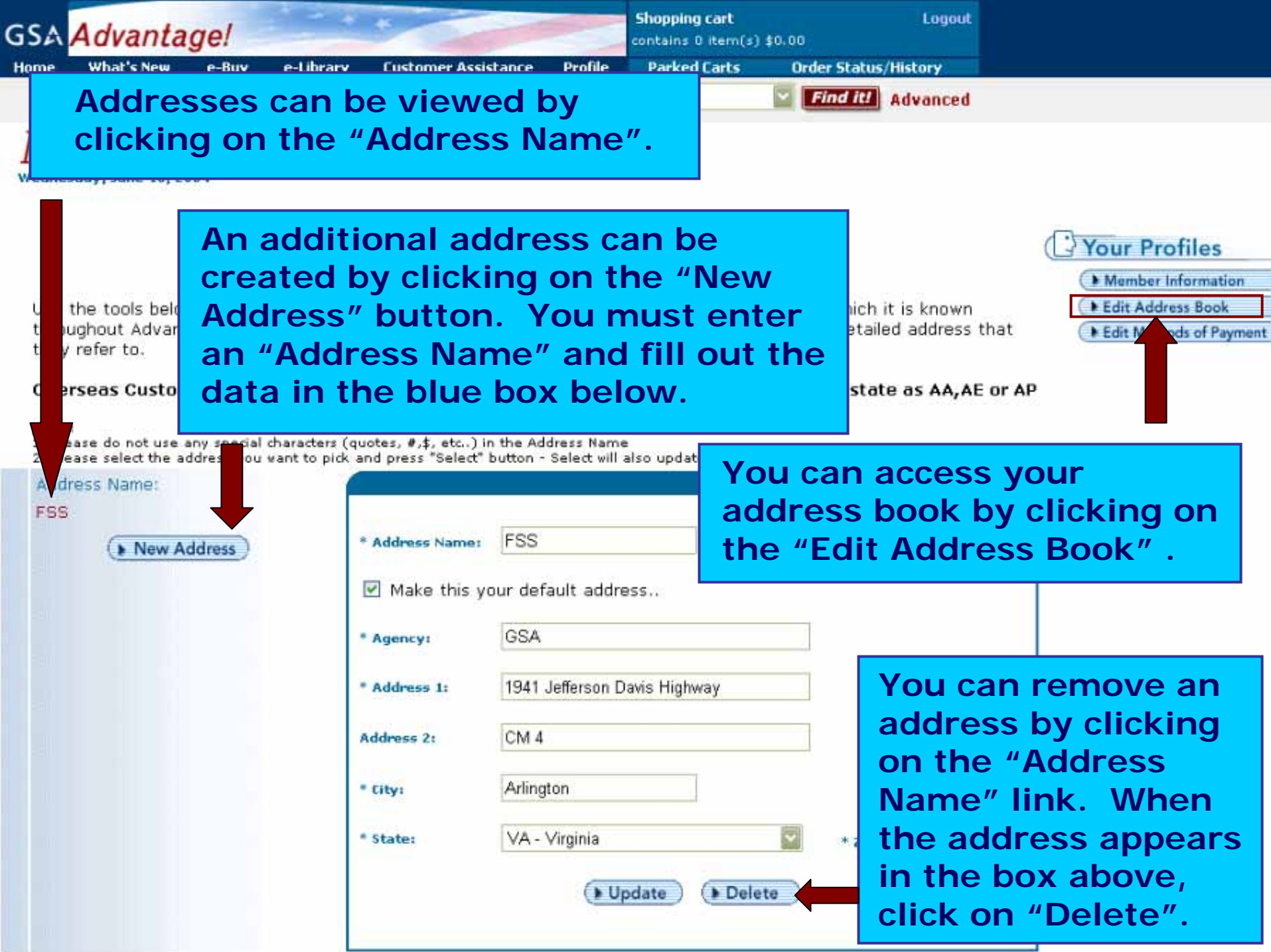
Password Hint: Enter your mother's maiden name:

Would you like to receive e-mail status updates for your orders? Yes No

Content of Order Status emails:

Format of emails:

Would you like to receive e-mail for news alerts and other stuff? Yes No



Addresses can be viewed by clicking on the "Address Name".

An additional address can be created by clicking on the "New Address" button. You must enter an "Address Name" and fill out the data in the blue box below.

You can access your address book by clicking on the "Edit Address Book".

You can remove an address by clicking on the "Address Name" link. When the address appears in the box above, click on "Delete".

* Address Name:

Make this your default address..

* Agency:

* Address 1:

Address 2:

* City:

* State:

Edit Methods of Payment

New search: in All Categories Find it! Advanced

Edit methods of payment
Thursday, June 24, 2004

Instructions: Enter any necessary changes to your purchase card information. For a new Purchase Card, make sure the expiration date is correct.
Note: The billing option for purchase card is offered for consolidated billing only. On your card statement, these purchases can appear as a consolidated line. You can view a breakdown of this consolidated line when reconciling your card statement on "Reconcile credit card statement". Follow the instructions on the screen to complete the process.

You can access your methods of payments by clicking on the "Edit Methods of Payments" here.

- Your Profiles
 - Member Information
 - Edit Address Book
 - Edit Methods of Payment**



Purchase Card:

Card Number	Card Holder Name	Expiration Month	Billing Option	Default	Delete
XXXX-XXXX-XXXX-0000	Sarah Wheet	Feb 2006	Consolidated Billing	<input type="radio"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	-Select-			

Activity Address Code

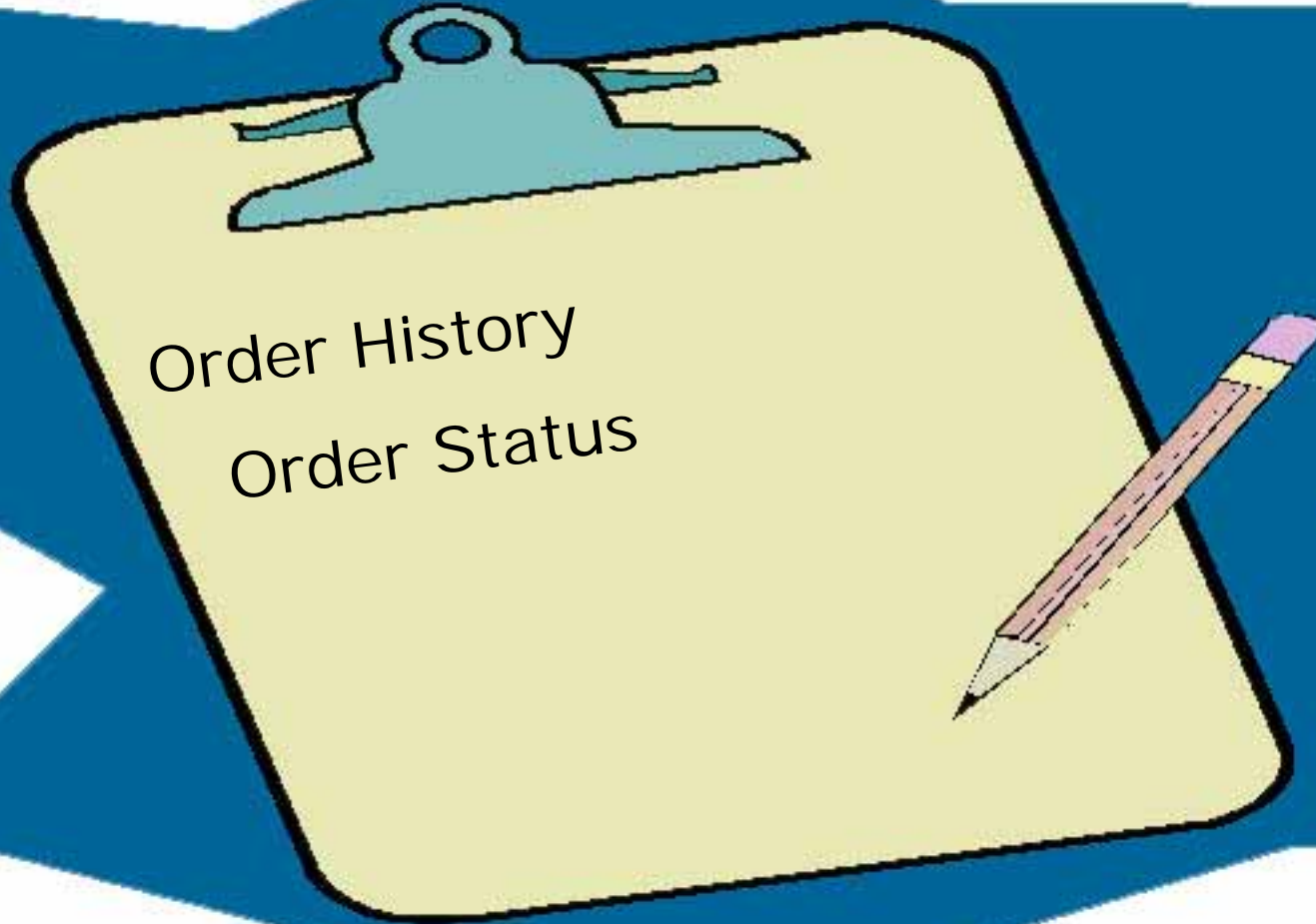
AAC Number	Password
DEMO	XXXXXX
<input type="text"/>	<input type="text"/>

[Apply for an AAC](#) [Apply for a Password](#)

Add additional purchase cards or AAC/DoDAAC codes by entering the required information and clicking "Update".

To apply for an AAC or AAC password click here.

Section 5: Order History/ Order Status



To view your 3 most recent orders, you can click on the Session Numbers on the GSA Advantage! home page.



Welcome Sarah Wheet

Your Recent Orders

Session #	Date	Total
1059538	08/19	
1059534	08/19	
1029186	07/30	

To view your order history or order status, click on the "Order Status/History" link above.



- Request for Quote Status
- NSN Quick Order

- Browse by category**
- ▶ Building & Industrial
 - ▶ Furniture & Furnishings
 - ▶ Hospitality, Cleaning, & Chemicals
 - ▶ IT Solutions & Electronics
 - ▶ Laboratory, Scientific, & Medical
 - ▶ Law Enforcement, Fire, & Security
 - ▶ Office Solutions
 - ▶ Recreation & Apparel
 - ▶ Services
 - ▶ Tools, Hardware, & Machinery
 - ▶ Vehicles & Watercraft

The 2005 Calendars are here!

Plan ahead! Click here to find a 2005 Calendar that's right for you!

▶ How do I obtain GSA Publications?
[View our Tutorial...](#)

- News and Information**
- ▶ Welcome to the new GSA Advantage
 - ▶ New Enhancements to e-Buy
 - ▶ Volume Discounts

GSA e-Buy

Need a quote? Let e-Buy help you prepare and process all your Requests for Quotes (RFQs).

[Learn more](#)

O Order History, Status, Cancellation, and Re-ordering
Thursday, June 17, 2004

- * View all your GSA Advantage! Orders
- * View a Specific Order:
(Enter a Purchase Order #, Requisition #, or a Session #)
- * View Your Orders by Date range: Jun 17 2004 thru Jun 17 2004

Click here to view all of your GSA Advantage! Orders

You can also view your orders placed during a certain date range by selecting the date range desired and clicking "Go".

To search for a specific order, type the Purchase Order #, Requisition #, or Session # here, then click "Go".

Do you need to Reconcile a credit card statement?

New search: in All Categories

O *Order History - Summary*
Thursday, June 17, 2004

The following table summarizes your orders in Advantage!. Select the "Session Number" to view your order.

Session Number	Order Date	Order Total
783618		
767754		
758600	11/15/03	\$31.00
747888	11/03/03	\$22.59
F686201	09/01/03	\$1.79
637121	07/21/03	\$9.63
635833	07/18/03	\$9.96
614475	06/26/03	\$12.11
586938	05/29/03	\$10.22
583024	05/23/03	\$30.56

Click on the session number link to check the status or view details of a specific order.



Here are the details of **Advantage!** session #783618

Order History, Status, Cancellation, and Re-ordering
Thursday, July 1, 2004

- ★ Click item **Status** for detailed status information.
- ★ Click **Requisition #** to report a GSA NSN problem.
- ★ Important information about cancellations.

Check to see if the vendor has submitted shipping & tracking information.

Order status is located here.

Session Date: 1

Session Total: \$58.92

PO #: EGAKM81871E

Vendor: METRO OFFICE PRODUCTS 800-516-3876

Submit

Reorder	Item #	Qty	Price	Total	Deliv Days	Status	Status Qty	Mode of Shipment	Tracking #	Cancel
<input type="checkbox"/>	NSN3723108 PERFORATED WRITING PADS WITH ARTIFICIAL	2	\$16.72	\$33.44	1	Shipped (BA) 12/15/03	2	UPS	GY0K9N30933170X	<input type="checkbox"/>

PO Total: \$33.44

PO #: EGAKM81872E

Vendor: CORPORATE EXPRESS 800-889-4704

Submit

Reorder	Item #	Qty	Price	Total	Deliv Days	Status	Status Qty	Mode of Shipment	Tracking #	Cancel
<input type="checkbox"/>	NIB012074356 JWOD, POSTABLE NOTE PAD, 2*X3", YELLOW	4	\$6.37	\$25.48	3	Posted 12/15/03				<input type="checkbox"/>

PO Total: \$25.48

You may enter a cancellation request by entering a check in this box. Remember, items with one (1) day delivery cannot be canceled.

Thank you for your interest in *GSA Advantage!*

If you have any additional questions,
please call the Help Desk at (877) 472 – 3777
or email GSA.Advantage@gsa.gov