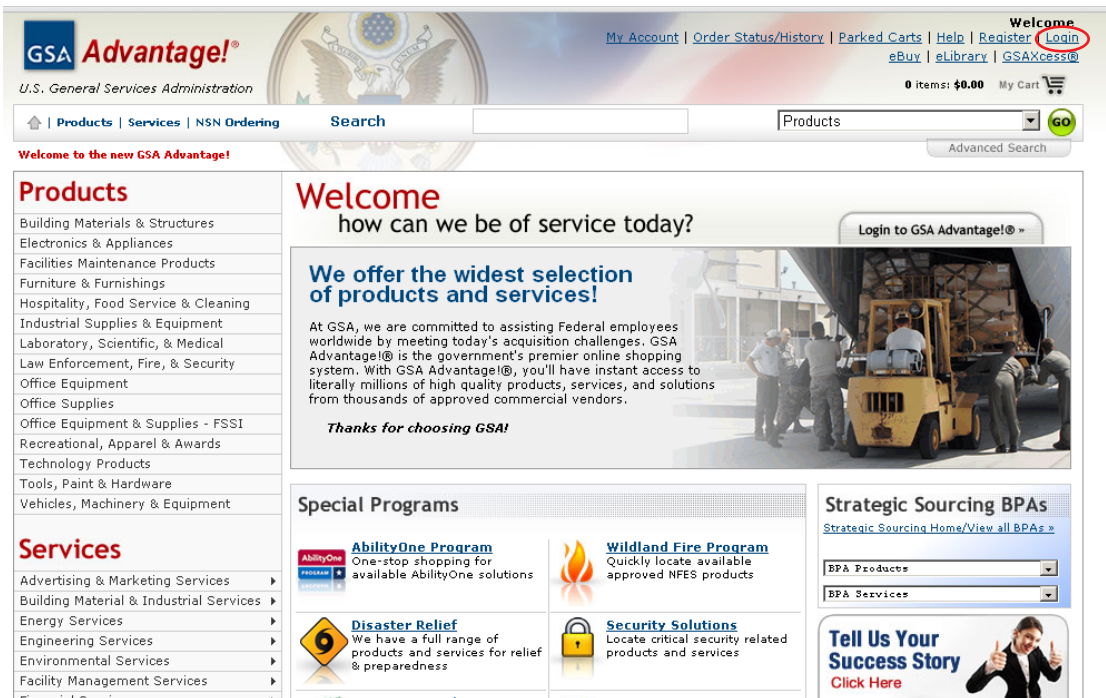


# How to Order Office Supplies through the Federal Strategic Sourcing Initiative (FSSI)

The FSSI Office Supply Blanket Purchase Agreements (OS2 BPAs) are a pricing structure that leverages the government’s buying power and helps your agency get what it needs. FSSI makes your job easier: Buying your office supplies through FSSI is the easiest and most effective way to ensure compliance with applicable regulations while getting the best value for your agency. **Use this guide to search by the type of office product you need to buy.**

## Step 1 | Access GSA Advantage! Online

Visit <http://www.gsaadvantage.gsa.gov> and click on **Login**.



(If you do not have a login for GSA Advantage! yet, click **Register** and enter the required information.)



## Step 2 | Log In to GSA Advantage!

Enter your **User ID** and **Password**.

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

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

0 items: \$0.00 My Cart

Products Services NSN Ordering Search

Home > Login

**Login**

Please login to continue.

User ID:

Password:  Case Sensitive

If you do not have a User ID or Password, please [Register](#).  
[Forgot my User ID & Password](#)

Login

Home | My Account | Order Status/History | Login | Help | Reports

\*\*\* 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](#)

## Step 3 | Access the FSSI Office Supply BPAs.

Hover your mouse over **Products** at the top of the home page.  
Click on **Office Equipment & Supplies - FSSI**.

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

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

0 items: \$0.00 My Cart

Products Services NSN Ordering Search

Products

Building Materials & Structures  
Electronics & Appliances  
Facilities Maintenance Products  
Furniture & Furnishings  
Hospitality, Food Service & Cleaning  
Industrial Supplies & Equipment  
Laboratory, Scientific, & Medical  
Law Enforcement, Fire, & Security  
Office Equipment  
Office Supplies  
Office Equipment & Supplies - FSSI  
Recreational, Apparel & Awards  
Technology Products  
Tools, Paint & Hardware  
Vehicles, Machinery & Equipment

Office Equipment & Supplies - FSSI

Login to GSA Advantage!

Special Programs

AbilityOne Program  
One-stop shopping for available AbilityOne solutions

Wildland Fire Program  
Quickly locate available approved NFES products

Disaster Relief  
We have a full range of products and services for relief & preparedness

Security Solutions  
Locate critical security related products and services

Environmental Program  
Direct access to green products & services

American Recovery & Reinvestment Act  
Use GSA Contract Vehicles for Recovery/Stimulus purchases.

Strategic Sourcing BPAs  
Strategic Sourcing Home/View all BPAs >

BPA Products  
BPA Services

Tell Us Your Success Story  
Click Here

## Step 4 | Find your desired office product within the FSSI Ordering Store.

Option 1: Search for your product by typing it into the FSSI Search Bar.

The screenshot shows the GSA Advantage! website interface. At the top, there are navigation links for 'My Account', 'Order Status/History', 'Parked Carts', 'Help', 'Register', 'Login', 'eBuy', 'eLibrary', and 'GSAXcess@'. Below this is a search bar with a 'GO' button. The main content area is titled 'Office Equipment & Supplies - FSSI'. It features a banner with the text 'GSA has partnered with over a dozen agencies..' and a sub-header 'to leverage the buying power of the federal government to achieve savings for needed office supplies. In support of OMB's Federal Strategic Sourcing Initiative, GSA has created a number of BPAs offering significant discounts to the low prices already available on GSA's Schedule 75 for Office Supplies. All federal agencies may shop this store for office supplies that are needed to perform their mission.' Below the banner is a search bar with a dropdown menu set to 'FSSI-Office Supply'. There are four product categories, each with a 'Select this filter' checkbox: 'Ability One Products', 'Toner Supplies', 'Small Business Products', and 'Green Products'. A red circle highlights the search bar, and a red arrow points to the 'FSSI-Office Supply' dropdown menu.

Option 2: Search for your product by clicking **Select this filter** of at least one of the four categories and selecting **Search**.

This screenshot is similar to the one above, but with red circles highlighting the 'Select this filter' checkboxes for 'Ability One Products', 'Toner Supplies', 'Small Business Products', and 'Green Products'. A red arrow points to the 'Search' button at the bottom of the page. The search bar and dropdown menu are also visible, with the dropdown menu set to 'FSSI-Office Supply'.

## Step 5 | Browse the Search Results to find the product you want to buy.

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**

Home > Search Results

Refine by Keyword

Find all these words

Refine

Categories

< Any Category

<< FSSI-Office Supply

- Ball point pens(2630)
- Rollerball pens(3147)
- Fountain pens(86)
- Combination pen or pencil(11)
- Gel pens(991)
- Pen or pencil sets(228)
- Pencil or pen grps(9)
- Combination pen highlighter(10)
- Secured pen sets(7)
- Correction pens(31)
- Calligraphy pens(491)
- Dip pens or their accessories(5)
- Markers(3994)
- Mechanical pencils(1394)
- Highlighters(1047)
- Ink refills(733)
- Marker refills(50)
- Wooden pencils(366)
- Colored pencils(507)
- Crayons(378)

Search Results - Products

Criteria:

pens x

and FSSI-Office Supply x

and Small business x

Sort by: Most relevant Limit by price: .....

1 2 3 4 5 Next >

**SANFORD INK CORPORATION PEN, UNIBALL JE**

SAN1768013

Uni-Ball 101 Jetstream pen offers unparalleled smoothness and effortless writing with hybrid ink that combines gel and ballpoint formulas. Quick-drying ink helps prevent smearing s...

Mfr: SANFORD INK CORPORATION

Contractor: **SHELBY DISTRIBUTIONS** [GS-02F-0025T] (s d 8a dv)

BPA#: GS-02F-XA005 Other Terms and Conditions apply for this BPA

**\$1.11 EA**

3-4 days delivered ARO from 103 sources

**Buy/Compare**

**PILOT PEN CORPORATION OF AMERICA GEL RO**

PIL38601

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

## Step 6 | Select the product you want to buy.

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

SANFORD INK CORPORATION PEN, UNIBALL JE

Mfr Part No.: 1768013

Contractor Part No.: SSAN1768013

UPC/ISBN/GTIN: 070530002379

Manufacturer: Sanford, L.P.

Contract No.: GS-02F-0025T (ends: Dec 4, 2016)

MAS Schedule/SIN: 75/75 200

BPA No.: GS-02F-XA005 BPA terms

Warranty: 1 YR

Made In: JAPAN

Weight: 1.000 LB

Ship Options: Next Day 20.00% of Order, Secure Desktop 20.00% of Order

Enlarge/More Views >>

**\$1.11 EA BPA**

sold and shipped by **SHELBY DISTRIBUTIONS**

visit contractor's website

BPA Blanket Purchase Agreement

Disaster Recovery Purchasing Items

ARRA American Recovery and Reinvestment Act of 2009

Desc Specs

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


Additional Description ... See More

Compare Available Sources

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

Price/Unit	Features	Contractor	Socio	Photo	Deliv Days	Min	FOB/Shipping
\$0.82 EA	BPA	EZ PRINT SUPPLIES	z z	/	3-4 days delivered ARO	\$50.00	D-CONUS/G-AK-PS-HI
\$0.99 EA	BPA	METRO OFFICE PRODUCTS	z d	/	3-4 days delivered ARO	\$25.00	D-CONUS-HP-AK-PS-HI
<b>\$1.11 EA</b>	<b>BPA</b>	<b>SHELBY DISTRIBUTIONS</b>	dv s d 8a	/	3-4 days delivered ARO	\$100.00	D-CONUS/G-AK-PS-HI
\$1.48 EA 1	BPA	SITA BUSINESS SYSTEMS, INC.	z d z	/	3-4 days delivered ARO	\$100.00	D-CONUS-AK-PS-HI

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



[Enlarge/More Views >>](#)

**SANFORD INK CORPORATION PEN, UNIBALL JE**

Mfr Part No.: 1768013  
 Contractor Part No.: SSAN1768013  
 UPC/ISBN/GTIN: 070530002379  
 Manufacturer: Sanford, L.P.  
 Contract No.: GS-02F-0025T (ends: Dec 4, 2016)  
 MAS Schedule/SIN: 75/75 200  
 BPA No.: GS-02F-XA005 [BPA terms](#)  
 Warranty: 1 YR  
 Made In: JAPAN  
 Weight: 1.000 LB  
 Ship Options:  
     Next Day 20.00% of Order  
     Secure Desktop 20.00% of Order

**Additional Description**  
 ... See More

**Additional Information:**  
 BPA Blanket Purchase Agreement  
 DISASTER Disaster Recovery Purchasing items  
 ARRA American Recovery and Reinvestment Act of 2009

Desc Specs

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

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

**Compare Available Sources**

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

Price/Unit	Features	Contractor	Socio	Photo	Deliv Days	Min	FOB/Shipping
\$0.82 EA	BPA	EZ PRINT SUPPLIES	g y	/	3-4 days delivered ARO	\$50.00	D-CONUS/O-AK,PR,HI
\$0.99 EA	BPA	METRO OFFICE PRODUCTS	g d	/	3-4 days delivered ARO	\$25.00	D-CONUS ND-AK,PR,HI
<b>\$1.11 EA</b>	<b>BPA</b>	<b>SHELBY DISTRIBUTIONS</b>	dy g d Ba	/	3-4 days delivered ARO	<b>\$100.00</b>	D-CONUS/O-AK,PR,HI
\$1.48 EA 1	BPA	SITA BUSINESS SYSTEMS, INC.	g d y	/	3-4 days delivered ARO	\$100.00	D-CONUS/AK,PR,HI

## Step 7 | Review your order.

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

Home > Shopping Cart

### Shopping Cart

American Recovery and Reinvestment Act purchase Recovery Act funds will be used to fulfill my purchases.

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

Notes	NSN/Part #	Name	Vendor	Details	Qty	Unit Price	Total Price	Get a Quote (eBuy)
	SAN1768013	SANFORD INK CORPORATION PEN, UNIBALL JE	SHELBY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	100	\$1.11 EA <a href="#">reduce price</a>	\$111.00	<input type="checkbox"/>
<b>Cart Total:</b>							<b>\$111.00</b>	

**Shopping Cart Notes**

**Removing Items**

- Enter "0" in the Qty box for the items you want to remove and click "Update Cart".

**Changing the Unit Price**

- Customers are encouraged to negotiate a lower price with MAS contractors (if the volume warrants). To reduce the unit price, click [reduce price]. You will be asked to provide an authorization.

**Payment Methods**

- GSA Advantage accepts Government Purchase Card or AAC/DoDAAC. Restrictions may apply. For state and local organizations, GSA accepts state or local issued credit cards (VISA, MC, AMEX only).

**Shipping**

- Shipping is included on all prices except when "FOB Origin".
- Orders may be shipped to any valid US post office address. Orders may also be shipped to any APO/FPO or overseas address (excludes state or local government orders). Additional instructions will follow at Checkout.

**Saving your Shopping Cart**

- If you would like to save your cart for later or forward your cart to someone, click the "Park Cart" button.
- Please note that prices are subject to change, and may be different when retrieved.

### Option 2: To take advantage of FSSI's economies-of-scale pricing system, select **Park Cart** to allow your colleagues to access your account and add items to your cart, or to return at a later date to consolidate your order.

Home > Shopping Cart

### Shopping Cart

American Recovery and Reinvestment Act purchase Recovery Act funds will be used to fulfill my purchases.

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

Notes	NSN/Part #	Name	Vendor	Details	Qty	Unit Price	Total Price	Get a Quote (eBuy)
	SAN1768013	SANFORD INK CORPORATION PEN, UNIBALL JE	SHELBY DISTRIBUTIONS	Direct Delivery 3-4 days delivered ARO	100	\$1.11 EA <a href="#">reduce price</a>	\$111.00	<input type="checkbox"/>
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**Shopping Cart Notes**

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**Saving your Shopping Cart**

- If you would like to save your cart for later or forward your cart to someone, click the "Park Cart" button.
- Please note that prices are subject to change, and may be different when retrieved.

## Step 8 | 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: SHELBY DISTRIBUTIONS	
Shipping Options	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](#)

### 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	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](#)

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

Home > GSA Advantage - Checkout - Select Payments

### Checkout - Select Method of Payment

**Instructions:** The following payment methods are associated with your membership. You may enter any necessary changes and click 'Update' to save. If you have a Purchase Card, make sure the expiration date is valid.

**Note:** The billing option for purchase card is offered for purchases of GSA NSNs only (not available for items authorized/billed by a contractor). On your card statement, these purchases can appear as individual lines or can be consolidated. If you elect consolidated billing, and need to view a breakdown of this consolidated line when reconciling your statement, you may login to GSA Advantage, click on 'Your Orders' then click on 'Reconcile credit card statement'. Follow the instructions on the screen to obtain a breakdown of the consolidated line.

[Update](#) [Back](#) [Submit-Continue](#)

Select Payment	Card Number	Card Holder Name	Expiration Month	Billing Option	Default	Delete
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> <input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### Select **Submit-continue**.

Home > GSA Advantage - Checkout - Select Payments

### Checkout - Select Method of Payment

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[Update](#) [Back](#) [Submit-Continue](#)

Select Payment	Card Number	Card Holder Name	Expiration Month	Billing Option	Default	Delete
<input type="checkbox"/>	<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"/>

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

## Step 9 | Confirm and process your order.

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

Home > Checkout Review

### Checkout Review

**Instructions:**  
1. Review the details of your order.  
2. Make any necessary changes using the links provided below.  
3. Click "Process Order" only once to submit your order.

[Back to Cart](#) [Park Cart](#) [Process Order](#)

<b>Order Summary</b> <a href="#">Purchase Order 1:</a> \$138.04 <b>Order Total:</b> <b>\$138.04</b>	<b>Payment Information</b> Card #: xxxxxx-xxxx-xxxx-0000 Exp. Date: [Jan] [2012] <a href="#">Change Payment Information</a>	<b>Shipping Address(es):</b> Address 1: <a href="#">Add/Select New Address</a> Ref # <input type="text"/> <a href="#">What's this?</a> Individual Receiving Shipment
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Congratulations! You have successfully purchased discounted, best-value office supplies for your organization through the FSSI Office Supply Program.

Thank you for your service and support.