JOB AID

This job aid is designed to: provide additional information about topics and fields found in GSA Advantage; explain processes and functionality in greater detail; and offer navigation and tips to improve your user experience.

v 1.2

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Introduction to GSA *Advantage*

GSA Advantage is the online shopping system that provides access to millions of supplies (products) and services from thousands of federal contractors. GSA Advantage is designed to facilitate shopping as well as market research, and ensures you are getting GSA-negotiated prices, and dealing with GSA-approved sources.

What products and services are available?

GSA *Advantage* is your one stop shopping resource for IT and office products, tools, hardware, medical equipment, furniture, services and much more. Products and services are available from various programs:

- **GSA and VA Federal Supply Schedules** - schedule products and services are delivered to you directly from the contractor. Delivery times may vary with location. New Federal Supply Schedule products/services are being added daily. Visit GSA Schedule eLibrary for a complete listing of the schedules and contractors currently available on GSA Advantage. Please note, when you buy schedule items, a notification that your order is available to download is immediately sent to the contractor. The contractor is responsible for your order and will ship directly to you.
- **GSA Direct Delivery** - GSA managed products delivered directly- from the contractor. The estimated delivery time is displayed with the item.

Who can use *GSA Advantage*?

Anyone may browse GSA *Advantage* to view and compare the variety of products and services offered. However, if you plan on ordering, you will be required to register and create an account.

Federal government employees can make purchases on GSA Advantage using:
- A government wide commercial purchase card (GSA SmartPay®);
- A GSA Activity Address Code (AAC); or
- A Department of Defense Activity Address Code (DoDAAC) (limited to purchases of GSA Global Supply items).

State and local government
State and local government customers may browse GSA *Advantage* at any time.

- *State and local government entities that may use GSA Advantage include:* States, counties, municipalities, cities, towns, townships, tribal governments, public authorities, school districts, colleges and other institutions of higher education, council of governments, regional or interstate government entities, or any agency or instrumentality of the preceding entities, and including legislative and judicial departments. The term does not include contractors of, or grantees of, State or local governments.
- *State and local government Ordering:* State and Local customers who wish to order from *GSA Advantage* must use a *state or local government issued credit card.* No other form of payment is accepted at this time. The State or local government ordering activity is responsible for ensuring that only authorized representatives of their governments place orders and that the supplies or services purchased will be used for governmental purposes only.
- At this time, State and Local customers can only order products from the following programs:
    - Cooperative Purchasing Program – Supplies and services can be purchased directly from two Schedules. Schedule 70 to purchase Information Technology supplies and services, and Schedule 84 to purchase supplies and services related to any aspect of law enforcement, security, facility management systems, fire, rescue, special purpose clothing, marine craft, and emergency/disaster response.
    - Disaster Recovery Purchasing Program - Supplies and services can be purchased directly from Schedule contractors to aid in disaster preparation and response or to facilitate recovery from a major disaster, terrorism or nuclear, biological, chemical, or radiological attack.

Help & Assistance

GSA is ready to help you when you have questions. An online Help hub is available from the top navigation bar on any page within GSA *Advantage*.

Help Categories

The Help hub is arranged into 9 different topical areas to provide assistance and answer common questions regarding functionality and areas in GSA *Advantage*.

- Frequently Asked Questions
- New Customers
- Using Your Account
- Searching for Products & Services
- Ordering from GSA Advantage
- Payment & Billing
- Vendor Information
- GSA Business Center Contacts
- Accessibility

Job Aid

This job aid is designed to: provide additional information about topics and fields found in GSA Advantage; explain processes and functionality in greater detail; and offer navigation and tips to improve your user experience.

Customer Service Numbers

GSA Advantage Customer Service

For assistance regarding functionality, our customer service reps will be happy to help you.

GSA.Advantage@gsa.gov

1-877-472-3777

GSA Global Supply

If you have questions regarding a GSA Global Supply order, please contact the National Customer Service Center at:

ncsccustomer.service@gsa.gov

1-800-488-3111

To research and track GSA Global Supply orders, report a problem, or find information about returning products, please visit ask.gsa.gov.

GSA Contractors

Orders for MAS products or services are sent electronically to MAS Contractors for order fulfillment. The MAS contractor is responsible for delivery, problem resolution and billing. If you are experiencing a problem with a MAS order, please contact the contractor directly. If necessary GSA can assist you with some order problems, but the MAS contractor is the best source for solving issues.

How to Register on GSA Advantage

Before ordering on GSA *Advantage*, you will be required to create an account by registering on the website. When registering, it is important that you select your proper customer type, Federal or State and Local government. In addition, for a speedy login, Federal users can associate their PIV/CAC card to their account during new account registration.

> **Important:**
> - A GSA Advantage account is defined by your FAS ID - unique email address and password.
> - You can use your GSA *Advantage* login credentials to access [GSA eBuy](#).

Registering as a Federal customer

1. Click the Register link from the top navigation menu of GSA Advantage site.
2. Select Federal customer.
3. Complete all the fields on the registration form.
   a. **Email address** – Personal email addresses are not allowed if you plan on ordering. Please make sure that the email you are providing is a valid U.S. Federal Government email address.
   b. **PIV/CAC** - Your PIV/CAC card can be added during new account registration. Once your card is registered, you will be able to login to GSA Advantage using just your PIV/CAC card and its built-in PIN number!
   c. **Ordering Email Verification** – if you plan on placing orders on GSA Advantage, GSA requires you verify your email address. During the registration process, we provide an easy way to start this process. Note - if you add your PIV/CAC during registration, your account will automatically be set to "verified" and you will not need to go through the email verification process.

Registering as a State & Local customer

The use of GSA *Advantage* by State and Local governments is restricted to only those domains approved by GSA.

1. Click the Register link from the top navigation menu of GSA Advantage.
2. Select State and Local customer.
3. Enter your Email address. This action checks to see if your domain has already been approved by GSA.
4. Complete all the fields on the registration form
   a. **Email address** – your email address will automatically be pre-filled based on what you entered at the domain check. You cannot edit this email at this time.
   b. **Ordering Authorization** – if you plan on placing orders on GSA Advantage, GSA requires that your email be verified and you obtain ordering authorization from your supervisor or approving official. During the registration process, we provide an easy way to start this process.
   c. **Programs** – select the approved programs that you have authority to purchase under.

What if I already have a GSA FAS ID?

If you already have an account with one of the GSA Applications listed below, you already have a GSA FAS ID. You may use your existing sign-in credentials, email and password, to sign in to any of the GSA Applications using GSA FAS ID. Please note that some GSA Applications will require additional information when signing in for the first time to complete your application account setup.

GSA Applications using the GSA FAS ID

GSA eTools - GSA Advantage, GSA eBuy, Advantage Spend Analysis Program (ASAP), AAC Inquiry, CORS, GSA Global Supply, USMC Servmart.

GSA Fleet - GSA Short Term Rental (STR), Auto Auctions, Auto Choice, Auto Vendor and GSA Fleet Automated Remarketing Module (ARM) Support, GSA Fleet Drive-Thru, DRM, and VFE, FMVRS, FEDFMS and FMS2GO Support, Fleet2Go.

Requesting Domain Approval

If your domain is not approved by GSA, you must provide the following information to GSA:

- A request must be submitted in writing on official letterhead of your particular state or local government organization. The name of your state or local organization must be on the letterhead.
- The letter must be signed and dated by an organization head or approving official granting the use of GSA Advantage by your organization.
- The domain for consideration must be clearly identified (i.e. mycity.org). Please note that your domain must be unique to your organization. GSA will not approve generic domains from Internet Service Providers (ISP) such as Hotmail, Comcast, Gmail, Yahoo, Verizon, etc.
- A Point of Contact (POC) for this domain: name, phone, email, and title. The POC will serve as a liaison and be responsible for all individuals who request a GSA Advantage account in the future using the requested domain. The POC should not be the same as your organization head.
- A short paragraph explaining your organizational mission.
- Specify which program (Cooperative Purchasing or Disaster Purchasing) your organization will be using to purchase products and services.

Where do I send the domain request?

You may submit the request with attached letterhead document via email to GSA.Advantage@gsa.gov. GSA reviews each request and determines if the domain will be approved for ordering on GSA Advantage. You will be notified of the decision via email.

Navigation

GSA *Advantage* provides a standardized navigation across all pages making it easy to create and view your account information, or access additional ordering tools.

Navigation Bar

Message Center

- Clicking on the mail icon ✉ from the top navigation menu opens the Message Center. The Message Center displays messages/notifications regarding orders, status updates, and important information. When new messages are available, a red NEW icon ✉ 🔴NEW will appear next to the mail icon to flag the new information.

My Account

- **Member Information** - this is the data entered during registration. You have the ability to edit this information at any time.
- **Address Book** – your address book is a list of shipping addresses, created by you, that you can use when ordering. You can add, delete and assign a default address at your convenience.
- **Manage Payment** – this area provides a list of the payment methods that you have saved to your account for purchases on GSA Advantage.

NSN Ordering

- **FEDSTRIP** – the Federal Standard Requisitioning and Issue Procedures System is one of GSA's older, but still commonly used requisitioning systems. GSA Advantage provides the ability to submit requisitions for supplies.
- **NSN Quick Order** – provides a tool for quickly ordering GSA managed NSNs (where GSA is the contractor) available on GSA Advantage.

- **Requisition Status** – this function allows you to view the status for any requisition including those not submitted through GSA Advantage.

eTools
- **GSA eBuy** – an online Request for Quotation (RFQ) tool designed to facilitate the request for submission of quotations for a wide range of commercial supplies (products) and services. 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.
- **GSA eLibrary** – provides a centralized online resource to assist acquisition professionals in the research and identification of commercial businesses providing products and services offered under GSA and VA acquisition solutions.

Help
- Many questions can be answered by using the information contained in the GSA Advantage Help. Related articles are grouped together under subject categories.

Register
- Before you can make purchases on GSA Advantage, you will need to register for an account.   Registration is available to all Federal Government and State and Local Government entities. You will need to only include basic information at registration.

Login/Logout
- The link identifies whether you are logged in or not. Logging in will require an email and Password, as well as entering a one-time password (OTP).

Navigation Tips
- **Mouse-over info** - Many elements/fields you will see in GSA Advantage will activate additional information on the screen when the mouse pointer is moved or "hovered" over a designated area.
- **Accordions** - Throughout GSA Advantage accordions are used to shorten pages and reduce scrolling. An accordion is a vertically stacked header or list of headers that can be clicked to reveal or hide content associated with the topic. Accordions allow you, the user, the ability to control what content you want to see.
- **Sorting Data in Lists** - Most of the data lists displayed in GSA Advantage can be easily sorted. To determine which fields a list can be sorted by, look in the column headers for the sort order arrows ⬍ next to the column title.
- **Filter and Refinements** - Filters are especially useful when a page contains a large amount of data and you are only interested in specific information or results. GSA Advantage provides many useful filters throughout the website. Some of the most helpful filters are found on the Search Results page where you can refine or limit by price, Socioeconomic type, Green or Special Programs, manufacturer/contractor, just to name a few.

Login to GSA *Advantage*

GSA Advantage provides two methods of login: 1) via an email address and password, then entering a one-time password (OTP) for Multi-factor Authentication (MFA); or 2) Federal users can use their PIV/CAC card.

Email address and Password
1. From the Login page, enter your FAS ID - official email address and password
2. Remember Me. If you would like for us to remember your email address, check this box.
3. You will be prompted to select the method by which you want to receive your one-time verification code. It will default to the last method used. Please note that your verification code is only valid for 10 minutes.
4. Enter the verification code

5. Do not challenge me on this device for the next 12 hours. Checking this box will permit you to login without going through the verification code process on this device for 12 hours. This option will only work if your browser can store cookies.

PIV/CAC card

GSA Advantage provides <u>Federal</u> users the ability to quickly login using a Personal Identity Verification (PIV) or Common Access Card (CAC) card. New users can add their PIV/CAC card during new account registration, or for existing users, they can add their PIV/CAC card to their account at any time.

1. Go to the Login page.
2. Select the "**Sign in with PIV/CAC Card**" button from the login page.
3. Enter the **PIN** associated with your PIV/CAC card.

Adding PIV/CAC to my Account

Users that already have an account on GSA Advantage can easily go to their account and add their PIV/CAC card.

1. Go to MY ACCOUNT > MEMBER INFORMATION .
2. From there, click "**Register PIV/CAC card**" at the top of the page.
3. Complete the steps to identify the appropriate digital certificate associated with your PIV/CAC card.
4. Once you have completed registering your card, you will be able to login using just your PIV/CAC card and its built-in PIN number! For additional instructions in registering and using your PIV/CAC, please refer to the [PIV/CAC Registration instructions](#).

My Account

Member Information

From your Member Information you have access to and can edit your account information.

Zip code

Zip code is used by GSA *Advantage* to display the pricing for products the contractor has submitted varying pricing from different areas.

Agency

For the general GSA *Advantage* User, your agency and Bureau may be changed at any time. However, for those customers for the Air Force, DHS, VA, and USDA, you will not have the ability to change your Agency.

AAC/DODAAC

The AAC/DoDAAC assigned to your organization represents the agency/activity placing the order. When purchasing GSA Global Supply items, AAC/DODAAC is required. For more information on this AAC mandate, please visit the [AAC Mandate FAQ](#).

Change Password

Your password may be changed anytime on. Please note that this password is the same used on GSA eBuy as well as any GSA Fleet accounts you may have. The current password criteria is: Enter case sensitive password that is at least 12 characters long with at least one lowercase, uppercase, number, symbol and no parts of your email address.

Ordering Email Verification for Federal users

In order to place orders on GSA *Advantage* and/or create Requests for Quotes (RFQs) on GSA eBuy, GSA requires your email address to be verified. Please ensure that the email address you are providing in your registration is a valid U.S. Federal Government email address (i.e. .mil, .gov, etc).

> **Note:** if during account registration you added your PIV/CAC card, your account will already be "verified" and will not need to go through this email verification process

There are three states of Ordering Email Verification for Federal users.

1. **Not yet authorized**

   ## Ordering Email Verification

   ❌ You are not yet authorized to place orders on GSA Advantage or use GSA eBuy to create Requests for Quotes (RFQs). If you intend to place orders on GSA Advantage! and/or create RFQs on GSA eBuy, you must verify your email address.

   Email Me

2. **Verification email sent – not yet authorized**

   ## Ordering Email Verification

   ⚠ You are not yet authorized to place orders on GSA Advantage or use GSA eBuy to create Requests for Quotes (RFQs). A verification email has been sent. Please enter the 6-digit validation code from the verification email into the designated text box below. This code is valid for only 48 hours from the time sent.

   Verification Code

   Verification Email sent Mar 4, 2020 04:02 PM EST (validation code expires Mar 6, 2020 04:02 PM EST)

3. **Email verified**

   ## Ordering Email Verification

   ✅ Your email address has been verified. You may place orders on GSA Advantage and/or create Requests for Quotes (RFQs) on GSA eBuy.

Ordering Authorization for State and Local Government users

Ordering Authorization is *mandatory* for State and Local government users. State and Local users must obtain approval/authority to purchase products and services from a supervisor or approving official in your agency/office.

Ordering Authorization can be requested during the Registration process, or from the My Account > Member Information page.

There are two states of Ordering Authorization for State and Local government users.

1. **Not yet authorized**

   ## Order Authorization

   ❌ You do not have authorization to submit orders on GSA Advantage.

   Request Ordering Authorization

2. **Approved**

   When your supervisor/approving official has approved your authority to purchase from GSA *Advantage*, what Federal programs and who authorized you will be recorded to your account.

Order Authorization

✅ You have received authorization to order products/services under the following Federal programs:

- Disaster Purchasing Program
- Cooperative Purchasing Program
- CMAAS BPAs

Approving Official   John Smith   John.smith@gsa.gov

Address Book

Your Address Book is available by selecting "My Account > Address Book" from the navigation bar. The address book is a list of shipping addresses associated with your account. You can add/delete addresses at any time, as well as choose a default shipping address. Please note that during the checkout process, you will be given the opportunity to select another address at the *Checkout Review* by clicking "Create a New Address".

Why can't I edit my addresses?

For accurate history and order regeneration purposes, GSA *Advantage* does not allow you to edit shipping addresses. However, you can create new addresses at any time or remove addresses.   Note, you cannot delete your default address until you first select a new default address.

Why do I assign a name to an address?

Address names serve as identifiers and are useful when multiple addresses exist in your account. When selecting a name for an address, choose a name that you can easily recognize with that address.

What is an Individual Receiving Shipment?

The name, phone number and email of the individual designated to receive the shipment is printed on the purchase order. This is sent to the contractor fulfilling the order to assist in delivering shipments. Note, the Individual Receiving Shipment is not used for GSA requisitions. At checkout review, you must use the notes field on requisitions to indicate who should receive the order.

Why can't I remove an AAC address?

Payment AAC addresses *cannot* be manually removed from your Address Book. As long as you have a payment AAC on your Manage payments, the payment AAC address will automatically appear in your Address Book. A payment AAC address will automatically be removed from the Address Book when the AAC payment is removed from your Manage Payments.

Manage Payments

Your payment methods are available at any time by selecting "My Account > Manage Payments" from the navigation bar. A list of the payment methods you have entered will be listed. Products and services in GSA *Advantage* can be purchased using a SmartPay Government Purchase Card, an Activity Address Code (AAC or DoDAAC), or a state and local government issued purchase card (state & local users only).

SmartPay Government Purchase Card

You can add/delete purchase cards at any time, as well as choose a card as your default payment.

> **Note:** During the checkout process, you will be given the opportunity to select another payment method from the *Checkout Review* by clicking "Change Payment Information".

Credit Card Authorization and Billing

GSA Global Supply products

If your order contains products from GSA Global Supply products, GSA will obtain the credit card authorization for the GSA Global Supply products only. Note - your card will not be billed until the items are shipped.

<u>Multiple Award Schedule (MAS) Contractors</u>
For all MAS products, authorization and billing will be conducted by the contractor supplying the product, not GSA. MAS contractors have been instructed to bill only after shipment is made.

Credit card expiration policy

GSA *Advantage* will prompt you to update your credit card whenever there are 20 days or less remaining on your card's expiration date. You will be unable to purchase using a card with less than 20 days till expiration because GSA *Advantage* does not authorize your card for MAS orders. MAS orders are passed to the contractor, and unfortunately, due to lead-times, credit cards with only a few days remaining before expiration are often invalid by the time the contractor attempts to authorize the transaction.

Billing Address Zip and Credit Card Security Codes

Billing Address ZIP - GSA Advantage provides for you to enter a billing address zip for the card provided. While this is an *optional* field, we highly recommend entering this information since it is sometimes necessary for the contractors in the processing of purchase cards. The billing address zip is the address where the statements for the purchase card are received.

Credit Card Security Codes (CSC/CVV) - The storing of a CSC/CVV is against PCI compliance, thus, GSA Advantage *cannot* ask for your purchase cards security code. When ordering on GSA Advantage, you may encounter contractors that require a CSC/CVV in the processing of purchase card authorizations. In these instances, the contractor will reach out to you for this information.

Important: If a contractor contacts you about providing your CSC/CVV, we suggest asking them to provide the purchase order number for verification before giving out the security code.

AAC/DODAAC

Purchases made using an Activity Address Code (AAC or DoDAAC) account will be billed by GSA to your agency via the Treasury/IPAC system. Most purchases using an AAC will be for GSA NSN items; however, <u>civilian agencies may use an AAC to purchase schedule products</u>.

Civilian agency AAC purchases
When a civilian agency orders MAS products using their AAC, the contractor is instructed to invoice the agency's finance office directly.

Military/DOD customers using a DODAAC
Military/DOD customers are not allowed to purchase MAS products using a DoDAAC (DoD policy).

Applying for an AAC/DODAAC password

If you plan on paying for your GSA *Advantage* orders using an AAC/DODAAC, you must first obtain an AAC Password. Note, AAC and Password are also required when using the FEDSTRIP Ordering function on GSA *Advantage*.

1. Go to My Account > Manage Payments.
2. Select "Apply for Password" from this page.
3. From the Activity Address Code Password Request page, enter the AAC/DODAAC .
4. Complete your Approving Official or Supervisor information and Password for the AAC/DODAAC. Note- please make sure that you remember this password as you will need to enter this when you enter the AAC/DODAAC into your account.
5. An email will be sent to your approving official for their approval for your use of the AAC/DODAAC for the purchase of products on GSA Advantage.
6. **Once your approving official approves the use of this AAC/DODAAC, you will receive an email informing you of the approval.**

7. Go to **My Account > Manage Payments**
8. Select "**New AAC/DODAAC**" and enter the number and the Password you entered during the Approving Official or Supervisor request page.

Order Status & History

Order History

A history of all of your orders placed on GSA Advantage is available from *Order Status & History*. There are 4 ways to search your past orders:

1. **View all orders** – this will display all orders you have placed on GSA Advantage. The listing is sorted by the most recent orders first as the default.
2. **View Orders by Date Range** – to view orders you placed for a specific period, enter a date range.
3. **View a specific order** – search by Session No, PO No, or Requisition No.
4. **Find items ordered** –search by product name, part number, or contractor name.

Order Details

Your orders on GSA Advantage are a combination of GSA Requisitions and/or Purchase Orders from MAS Contractors. The *Order Details* page provides specific details about your order. From this page you have the ability to reorder, submit a cancellation request, or view/print a PO.

Reorder

GSA Advantage provides an easy mechanism to quickly reorder a product(s) that you previously purchased. Enter an order quantity in the provided 'Reorder' box and click SUBMIT to add the product to your shopping cart.

Cancellation Request

To "request" a cancellation of a GSA Requisition or MAS product, check the "Cancel Request" checkbox and click the "Submit" button.

> **GSA Requisitions** – a cancellation may be requested for products if they have *not yet shipped*. You are encouraged to check order history the next day to see if the cancellation was accepted.

> **MAS products** – GSA will notify the contractor of your request to cancel this order. However, you are encouraged to call the contractor directly to determine the actual shipment status of the product. A phone number of the schedule contractor is provided with the purchase order information.

| Session No.: **13677680** | | | | | | | | | Order Date: **04/13/2023** | | |
| Payment: xxxx-xxxx-xxxx-0005 | | | | | | | | | Session Total: **$37,088.70** | | |

PURCHASE ORDER

PO #: 47QDCC23M8MMG
Vendor:
Phone:

View/Print PO

Reorder	Item #	Qty	Price	Total	Deliv Days	Ship To	Status	Status Qty	Est.Ship Date	Mode of Shipment	Tracking #	Cancel Request
	ABC-1000 WIDGET	10 EA	$3,708.87	$37,088.70	120 days delivered ARO	1	Posted 04/13/2023					☐
			PO Total:	**$37,088.70**								

Submit

Reconcile Purchase Card

The Reconcile Credit Card feature of order history is provided to help reconcile GSA charges on your credit card statement. If you have chosen to receive "consolidated billing", this Reconcile tool will allow you to view all the products included under a single line charge.

- Only those charges for GSA supplied products are consolidated.
- MAS orders are billed directly by the contractor and are not consolidated.

Example: On your credit card statement look for a line where GSA is listed as the merchant. A number will appear below the name similar to this: MAR01-123456789. This sample shows that all GSA products billed on March 01 under Advantage Session number 123456789 are included in this single line charge.

Parked Carts

The Park Cart feature on GSA *Advantage* allows you to save your shopping cart. This feature is useful when placing orders for the same products on a routine basis. Simply create the cart once, park it, and retrieve it to place the order. To access the Park Cart features you must be logged into GSA *Advantage*.

How do I Park my Shopping Cart?

After adding products to your shopping cart, click the "Park Cart" button. You will be asked to assign a cart name, and assign an optional password.
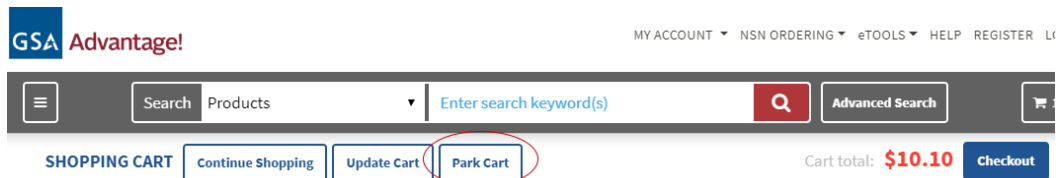
Forward a Cart

GSA *Advantage* allows you to forward the contents of a cart to another person. This feature is helpful when you are building a supply list, you do not have purchasing authority, and you need another person to make the purchase. Enter the email address of the person you would like to receive the cart, the recipient will be sent an email with instructions on how to retrieve the cart.   NOTE – if you do not want others to be able to view your cart, we encourage you to enter a password along with the cart name.

Retrieving a Parked Cart

If someone has forwarded you a GSA *Advantage* shopping cart, follow these instructions to retrieve the cart:
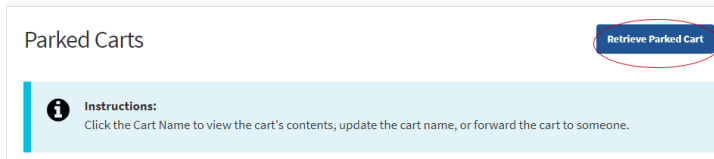
1. Go to the Parked Carts page. Select 'My Account > Parked Cart' from the top navigation menu.
2. Click the 'Retrieve Parked Cart' button from the top right of the page.
3. Enter the Cart Number and Password (if necessary) and click 'Retrieve'.
4. The Parked Cart information including the products contained in the cart will be displayed. At this point you can select the "Add to Cart" button and the products will be added to your Shopping Cart.
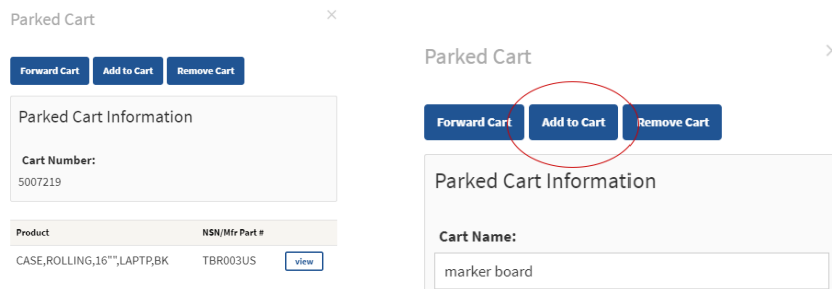
Adding a Parked Cart to the Shopping Cart

1. Go to the Parked Carts page. Select 'My Account > Parked Cart' from the top navigation menu.
2. Select the Cart Name to retrieve.
3. Click the "Add to Cart" button from the Park Cart Information page. All the products contained in the parked cart will automatically be added to your Shopping Cart.

Note: there may be instances when a product that is saved to a parked cart are no longer on GSA *Advantage*. When this happens, the product will be flagged with the message "no longer available".

NSN Ordering

FEDSTRIP

GSA *Advantage* provides the ability to submit FEDSTRIP orders. FEDSTRIP is available from the navigation bar under "NSN Ordering > FEDSTRIP".

What is FEDSTRIP?

FEDSTRIP - Federal Standard Requisitioning and Issue Procedures System is one of GSA's older, but still commonly used requisitioning systems. FEDSTRIP was originally developed as an offshoot of the Department of Defense MILSTRIP Requisitioning System. FEDSTRIP is similarly designed to allow you to accomplish a wide variety of procurement/supply actions within a very condensed Automatic Data Processing (ADP) framework. In both systems, codes are used to represent information in a condensed format.

By entering the FEDSTRIP codes, GSA customers can:
- Submit a requisition for supplies.
- Check on the status of a requisition already submitted.

- Change a requisition (i.e., cancel the order altogether; substitute one of the items in it for another item; change the ultimate destination of the shipment).

> **Note:** FEDSTRIP can be used to submit requisitions for NSNs not listed on GSA Advantage. This feature simply passes the requisition into the GSA system for processing. These non-contract NSNs typically have long delivery lead-times and in some cases may not be available.

Where can I find out more about FEDSTRIP?
To learn more about FEDSTRIP and the codes used in the ordering process, refer to the FEDSTRIP Guide under the "Other FEDSTRIP Resources" section on the right side of the FEDSTRIP page.

Can I vary common data for each requisition?
Yes, simply click the "Switch to Expanded View" button at the top of the page.

Can I change the default data for FEDSTRIP Ordering?
Yes, from the FEDSTRIP page, under the "Other FEDSTRIP Resources" section, select FEDSTRIP Profile. Updating your profile means GSA *Advantage* will pre-fill your FEDSTRIP common data when you begin your FEDSTRIP Order. You may change this information as necessary.

NSN Quick Order

NSN Quick Order is a tool for quickly adding GSA managed NSNs (where GSA is the contractor) to the GSA *Advantage* Shopping Cart. Only NSNs currently available in GSA *Advantage* can be added to the cart. Please note that NSN Quick Order *cannot* be used to order other FEDLOG NSNs.

Requisition Status

All GSA requisitions, including those not submitted through GSA *Advantage*, can be searched to find the current status of the requisition. Requisition status is updated daily.

Searching on GSA *Advantage*

There are three ways you can search on GSA *Advantage*: keyword search, browse by category, or advanced search.

Keyword Search

Below the top navigation, a search bar is provided to quickly conduct searches on GSA *Advantage*.

- Type in a keyword, manufacturer part number, National Stock Number (NSN), manufacturer or contractor name, or contract number in the search box and click the hourglass ⊞ to begin the search.
- A helpful way to narrow down your results to a particular area is to select a category from the drop down menu. The default category is "Products".
- Example of a "Good" Keyword Search: "ACME 123Z inkjet printer" within the category IT Solutions & Electronics

Search Tips
When searching, there are a few things to keep in mind:
- Enter keywords that best describe what you are looking for.

- Enter specific data, if available (i.e., National Stock Numbers (NSNs), Manufacturer part numbers, Vendor Contract Number, or Company name).
- By default, when you enter 2 or more search keywords, the search results contain only matches with all the keywords in your query.
- Restrict your keyword search to a specific category (i.e., IT Solutions & Electronics).
- Poor Keyword Search: entering only "printer" will produce search results that will include not only printers, but thousands of other items including printer ribbons, printer cartridges, printer stands, printer labels, etc.

Special Search Operators
Several special operators are supported and when combined with keywords, expand your searching capabilities.

Wildcards:
- Question mark (?) is a wildcard operator that represents a single character. For example, a search for "pan?" will return pane, pang, pant … and so on.
- Asterisk (*) is a wildcard that represents one or more characters preceding or following a term. For example, a search for "cop*" will return matches for copper, copier, copy … and so on.
- Important note on wildcards - do not place wildcards in the first position.

Searching for Services

It is mandatory for a GSA contractor to provide an electronic "catalog" of their products and services offered under their contract. Many contractors however, offer service oriented solutions that do not easily lend themselves to online ordering since a Statement of Work or additional discussions must happen to finalize the procurement. For these "service" oriented solutions, while GSA does not have a mandatory format for service based catalogs, contractors are strongly encouraged to include the following important information in their catalog: company overview; descriptions of the services offered under their contract; contract terms and conditions; definitions of labor categories; and ordering instructions.

To explore the service catalogs on GSA *Advantage*:
1. From the navigation search bar, select the category "Services"
2. Enter keywords that best describe the solution you are looking for.
3. GSA Advantage will scan the service catalogs for matches on the keywords entered
4. Matches will be returned on the Search Results – Services page.

Browse Category Menus

With Millions of products available on GSA *Advantage*, it can be hard to know how to find products that interest you if you don't know the perfect search criteria to use.   GSA *Advantage* is home to an extensive category menu system into which all products are organized. These menu categories will help you narrow your results to specific areas. Though browsing the category menus can be slower than simply searching by keyword, you may find that drilling down the categories is often more rewarding. At the top left in the search bar is a "hamburger menu". A hamburger menu is an icon that when clicked, opens to reveal a navigation menu. In GSA *Advantage*, this icon will open Product and Services categories that you can use to browse or navigate to get to more specialized product areas.
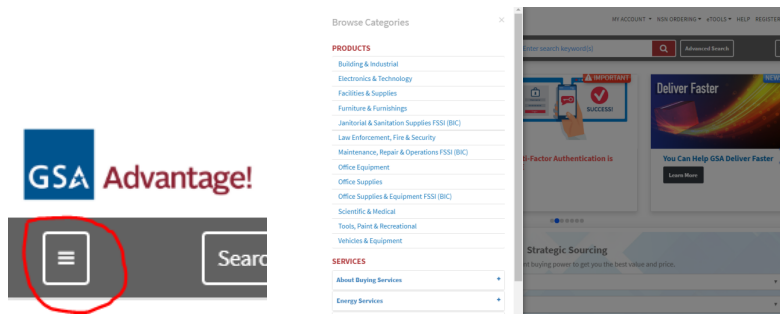
Product Categories

The first level of Product Categories you see on GSA *Advantage* are "super categories". These super categories were created by GSA in order to consolidate related commodities into specific areas.

When selecting a product super category, you will be forwarded to a department page. From there, you can drill down category menus to narrow your scope, or initiate a search under this particular aisle category.

Services Categories

The Services Categories on GSA *Advantage* are arranged in specific service related areas. Selecting a service category will open a series of subcategories. Once you see a subcategory that you want to explore, click on it and GSA *Advantage* will conduct a "services" search and return contractors that recorded under that category.

Advanced Search

The standard search is usually your best starting point for finding what you need, however, if you have specific conditions for what you're looking for, the advanced search might be better. Advanced search gives you the ability to select specific filters to narrow down your results for *products* or *services*. All advanced criteria selected will carry over to the search results page. Products is the default, with the ability to quickly jump to the advanced search for services by selecting "Search for services".

The advanced search offers several advanced filters: display options, price limiters, green and special programs, socio-economic, and the source where the product falls under. Please note that when searching for services, some filters will not appear as they are not applicable for services.

Find

In the "Find" section you will add keywords, search condition, and product field.

Search condition

- any of the words –matches must contain at least one of the keywords entered.
- all the words –matches that must contain all of the keywords entered.
- none of the words – this condition can be used to eliminate matches that contain a specific word.

Using more Terms

The advanced search provides the ability to enter additional conditional terms to help narrow your results.

For example: I want to find matches with "hammer", but do not want to include any with the word "sledge". To do this I would add one additional "term":

1. On the first Find line I would enter the keyword "hammer" and select "all the words"

2. Then click the "More Terms" button to add another term line.
3. On the second line I would enter "sledge" and select "none of the words"

Product Field

Advanced search also provides the ability to limit your search to specific fields:

- Any product field
- NSN or Manufacturer part number
- Product name
- Product name or description
- Manufacturer name
- Contract number
- Contractor name
- Vendor part number
- Category name
- Special Item Number (SIN)

Display Options

The Display Options section provides a way of selecting a specific category to search within, and the ability to sort and control the number of items you want displayed on the search results page.

Display options:

Category:	All categories ▼		Sort:	Most relevant ▼
Display:	25 records ▼		Min Order:	-- show all -- ▼
Price:	more than $	[ ]	less than $	[ ]

[ ] Show only items with photos

[ ] Show only items that include shipping cost (destination pricing)

Green/Other

In this block, special interests and green/environmental programs can be selected as a filter. Most of these programs provide helpful links to more information about the program.

Please note that selecting multiple areas places an "and" condition when searching. GSA *Advantage* will try to locate products where all of your selected conditions are associated with a product. Example: selecting "BioPreferred items" and "EPEAT registered" will search the database for products that have both of these designations.

GREEN/OTHER

[ ]	BioPreferred items	[ ]	CPG Compliant Items	[ ]	EPA Primary Metals Free
[ ]	EPEAT registered	[ ]	Energy Star compliant	[ ]	FEMP Energy Efficient
[ ]	FIPS 201 approved items	[ ]	Government-wide Strategic Solutions (GSS)	[ ]	HSPD-12 Certified
[ ]	Hazmat Item	[ ]	Items with 508 information available	[ ]	Low VOC
[ ]	Meets Recommended Ecolabels	[ ]	NESHAP compliant	[ ]	PRIME Program items
[ ]	S.N.A.P. approved	[ ]	Safer Choice	[ ]	WaterSense items

Socio-Economic

Filter from a list of contractor socio-economic classifications. Please note that selecting multiple conditions places an "and" condition when searching, meaning that the results will only contain vendors that have all of the classifications you selected.

SOCIO-ECONOMIC

[ ]	Small business	[ ]	Service disabled veteran owned small business	[ ]	Veteran owned small business
[ ]	Woman owned business	[ ]	Women owned small business (WOSB)	[ ]	Economically disadvantaged women owned small business (EDWOSB)
[ ]	SBA-certified small disadvantaged business	[ ]	SBA-certified HUB Zone firm	[ ]	SBA-certified 8(a) firm

Source

Source provides a mechanism to filter your search results by the program source of the product. For example, 'GSA Global Supply items' will limit your results to products that are under the GSA Global Supply program. Please note that selecting multiple sources may create a conflict scenario where no results are found.
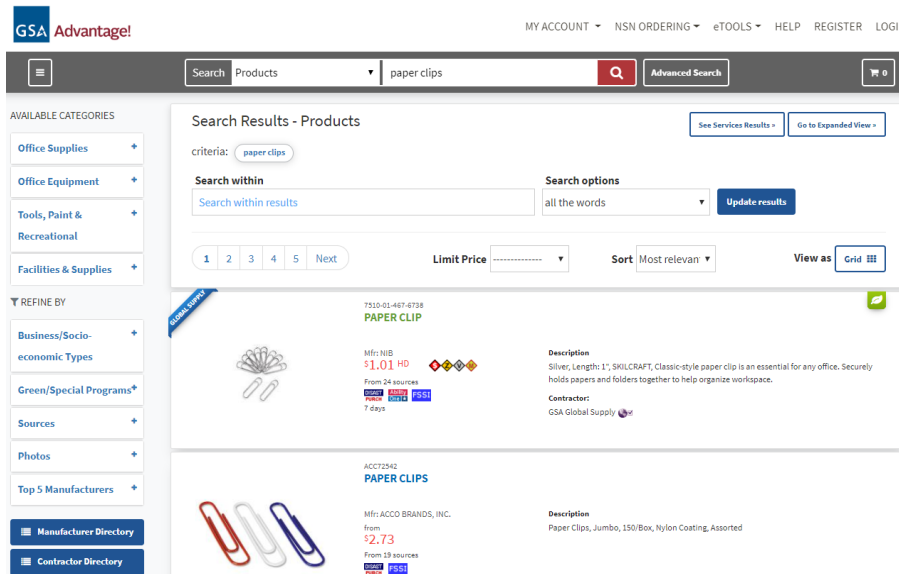

For State and Local Government Organization use only

Advanced search provides an easy way for state and local government users to limit a search to only those vendors participating in Cooperative Purchasing or Disaster Purchasing programs.

Search Results

If a keyword search is conducted, GSA Advantage will display the matching products on the consolidated *Search Results* page.

The search results page is arranged in two columns: a filtering column on the left, and the product listing making up the majority of the page on the right.

Consolidated view vs. Expanded view

- **Consolidated View**: GSA Advantage contains millions of products, many of which are offered by more than one contractor. In order to streamline and reduce the number of search results, and provide more concise returns, a consolidated view is used. The consolidated view is the default view and will return only one record in the search results per unique product. This product record will link to all contractors offering the product so that you may make a purchase decision. The consolidated view eliminates the repeating of identical products in your search results.
- **Expanded View**: Expanded view returns an individual record for every contractor offering the product. If you need results or need to filter results based upon contractor specific attributes such as whether a product is offered by a small business contractor or whether pricing offered by the contractor includes shipping, then use expanded mode.
    - Note - if you search by a specific 'contract number', the search results will be automatically placed in the expanded view.

Filtering search results

Because of the large volume of products on GSA *Advantage*, you may be presented with a considerable list of matching results. Filtering allows you to create a smaller, more manageable list of meaningful results.

Filter by Category

After conducting a search, the search results will display department categories of the products represented in the listing. By selecting a department category, this will automatically include the department name in the search criteria.

Refine By

The Refine By section provides a number of important filtering options to assist you in narrowing down your results. The selections displayed are dynamically produced based on the products in the search results.
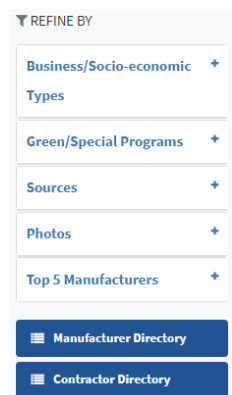
Business/Socio-economic Types filter

These indicators identify the socio-economic status of the contractor at the time of contract award.

Green/Special Programs filter

From this area, products that support Green efforts as well as additional programs like AbilityOne, Disaster Purchasing, Cooperative Purchasing can be selected as additional filtering criteria.

Sources filter

Provides the ability to filter products and services available from various sources: BPAs, FSSI programs, GSA Global Supply, VA, and more.

Photos filter

This photos filter provides the ability to filter out products that *do not* have photos.

Top 5 Manufacturers

The Top 5 manufacturer filter provides the ability to quickly limit the results based on the top five manufacturers represented in the search results.

Manufacturer Directory

The manufacturer directory provides a simple way of filtering by a specific manufacturer found in the search results. The number in the gray circle next to the manufacturer name indicates the amount of products that are represented in the search results.

Contractor Directory

The contractor directory provides a simple way of filtering by a specific contractor found in the search results. The number next to the contractor name indicates the amount of products that are represented in the search results.

Search within

Searching within results allows you to include additional keywords to narrow your search results. This will not create a new search, but will apply the search terms to your existing results.

Search options

- **all the words** –matches that must contain all of the keywords entered.
- **any of the words** –matches must contain at least one of the keywords entered.
- **Exact phrase** – useful when you do not want matches with variations of keywords.
- **none of the words** – this condition can be used to eliminate matches that contain a specific word.

Limit Price

The limit price filter provides a mechanism to include a "less than" or "more than" dollar amount criteria on your search results.

Sorting

Results can be sorted according to:

- Most relevant – this is the default setting (all results are automatically displayed by relevance) and is based on the search terms in part numbers, descriptions, etc along with other calculations run by the search engine.
- NSN/mfr part number
- Product name
- Manufacturer name
- Price – low to high
- Price – high to low

Removing a Filter

Criteria filters can be removed at any time to expand your search results.

criteria: mouse ✖ and wireless ✖

1. To remove an unwanted filter, click the red x in the criteria bubble.
2. Upon removing the filter, the search results will refresh and show the expanded search results.

List/Grid view (View as)

GSA *Advantage* provides the ability for you to easily switch the layout of the search results to meet your needs.

- **List view** –list view is the default layout when coming to the search results. List view includes a snapshot of description information about the product, while grid view does not. List view may be more helpful when a little more information about the product is needed beside a picture.
- **Grid view** – grid view does not have a description snapshot, however, more products are displayed on a page at one time. This view can be helpful when a picture of the product may be enough information in browsing the results.

Product Detail

The *Product Detail* page is where the unique characteristics and attributes about the product, and available sources are listed.

> **Report incorrect product information:** If you find a product on GSA Advantage that has erroneous or bad information, please report this to us by clicking the link Report incorrect product information on the Product Detail page.

Compare Available Sources

This section lists the contractors who offer the product. The *default* sort of the available sources is price.

Product Detail Tips

- **FOB** - Price may or may not include shipping. To understand if shipping is included, look under the "FOB/Shipping" column.
    - o D = indicates destination, price includes shipping
    - o O = indicates origin, the price shown does not include shipping. Additional charges for shipping will be applied from the contractor.
- **Sorting** – the available sources list can be sorted by most columns. Look for the sort order arrows ▲▼ next to the column title.
- **Icons** - icons on the page display a brief description when you place your mouse over the icon. Some icons when clicked will open a definitions page.
- **Minimum order** – minimum order is displayed in two areas of the page.
    1. Under the contractor name In the "sold and shipped by box.
    2. In the Compare Available Sources listing.
- **Selecting another source (contractor)** – in the compare Available Sources listing, to order or view information from another contractor, simply select or click the contractor's name from the listing. This will refresh the page and update the 'sold and shipped by' information for that contractor.
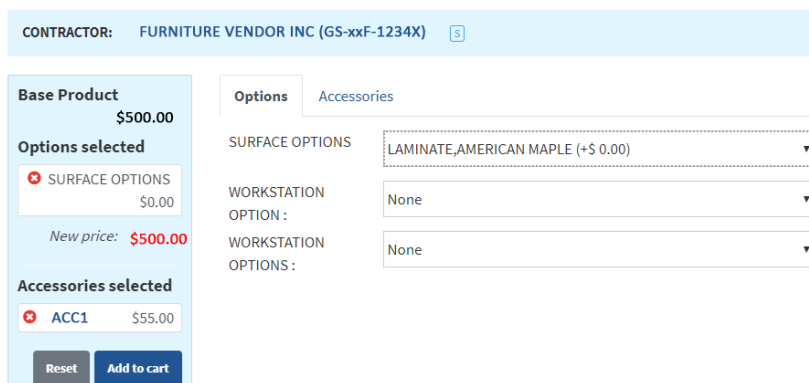
Options and Accessories

You will find that many products in GSA *Advantage* offer options and/or accessories to the base product. If options/accessories are available, the "Select options and accessories" button will be displayed in the price box on the *Product Detail* page. To view the options and accessories available, simply click this button.

Price	$877.00 EA
Qty: 1	Add to cart
Select options and accessories	
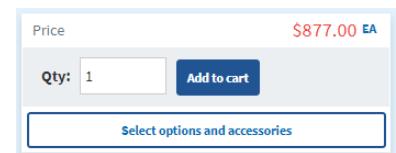
Note: Not every contractor submits options and accessories. When looking at a product that would naturally have options or accessories, it would be wise to view several of the contractors' descriptions to see if they are available – click on the contractors' name from the Compare Available Sources listing to view a contractor's product details and description.

The Options and Accessories page is divided into 2 areas: on the left is where the base product and running selections totals are being tallied; and the right is where the options and accessories submitted by the contractor are displayed.

Options

Options are a selection that is fundamentally important to the configuration or manufacturing of the product.

Example 1 – purchasing a t-shirt. An available option would be "Color" (White, Black, or Grey). In this example, you must select shirt color to purchase this item. This is a mandatory option.

Example 2 – purchasing a Laptop. An available option would be "Hard Drive" (1 TB + $50.00, 2 TB + $80.00). In this example, the laptop came with a 512 GB hard drive but the contractor gave the option to upgrade the hard drive to a 1 TB for an additional $50.

Accessories

Accessories are selections that are not important to the configuration of the product, but can be added to the order usually at a discounted rate. NOTE – the definitions used here for options/accessories are not definitive and can be interpreted in different ways. It is our intention to just set an idea which can be used to explain the purposes of these features on GSA *Advantage*.

Example 1 – purchasing a truck. An available accessory would be a "Cap" (Standard + $1000.00, Mid-Rise + $1500.00). The truck can be ordered without a cap, however, the truck cap can be added to the initial order of the truck at a discounted rate.

Example 2 – purchasing a Laptop. An available accessory would be "Software" (Office 365 Personal + $50.00, Office Professional + $400.00). The laptop can be ordered without Office software, however, including this at the time of order will include a discounted rate.

Symbols

The *Symbols* page provides additional information about the symbols or icons used on GSA *Advantage* and can be accessed by clicking a symbol on a page. Most of the program related symbols provide links to more information about that particular program.

General Item Information

The symbols in this section provide more details about a product that is outside of any Federal or distinct environmental program.

BPA **Blanket Purchase Agreement (BPA)** – product is available for purchase under a Blanket Purchase Agreement (BPA).

Green – this symbol identifies that the product has environmental attributes and meets the standard criteria of one or more Environmental Programs.

Ergo **Ergonomic** – the product is designated as an ergonomic.

Additional item information is available on the Internet. Click on the icon to navigate to the contractor's web site.

Product is currently on sale.

Product is eligible for a volume discount.

Product price may vary based on shipping location. Add to cart to show actual price.

Product is subject to a minimum order quantity restriction.

Environment Programs

BioPreferred - Item meets or exceeds the U.S. Department of Agriculture (USDA) biobased content requirements. BioPreferred products are required under Federal Acquisition Regulation (FAR) Subpart 23.4.

Comprehensive Procurement Guideline (CPG) - Item meets or exceeds the U.S. Environmental Protection Agency's (EPA) recommendations for recovered materials and postconsumer recovered materials. EPA-designated products are required under Federal Acquisition Regulation (FAR) Subpart 23.4.

ENERGY STAR - Item certified to meet U.S. Environmental Protection Agency (EPA) and U.S. Department of Energy (DOE) ENERGY STAR program specifications and is authorized to carry the ENERGY STAR label. ENERGY STAR products are required under Federal Acquisition Regulation (FAR) Subpart 23.2.

EPA Primary Metals Free - Item is free of cadmium, lead, and/or mercury. These metals are included on the U.S. Environmental Protection Agency's (EPA) list of "31 Priority Chemical List", which identifies metals and chemicals that are potentially harmful to human health and/or the environment.

Electronic Product Environmental Assessment Tool (EPEAT) - Item meets all required EPEAT environmental performance criteria and is rated at one of the three EPEAT levels (Bronze, Silver, or Gold) based on the number of optional criteria met. EPEAT-registered products are required under Federal Acquisition Regulation (FAR) Subpart 23.7.

Electronic Product Environmental Assessment Tool (EPEAT), Bronze - Item meets EPEAT Bronze environmental performance criteria, which include all required criteria that apply to the product type being registered. EPEAT-registered products are required under Federal Acquisition Regulation (FAR) Subpart 23.7.

Electronic Product Environmental Assessment Tool (EPEAT), Silver - Item meets EPEAT Silver environmental performance criteria, which include all required criteria plus at least 50% of the optional criteria that apply to the product type being registered. EPEAT-registered products are required under Federal Acquisition Regulation (FAR) Subpart 23.7.

Electronic Product Environmental Assessment Tool (EPEAT), Gold - Item meets EPEAT Gold environmental performance criteria, which include all required criteria plus at least 75% of the optional criteria that apply to the product type being registered. EPEAT-registered products are required under Federal Acquisition Regulation (FAR) Subpart 23.7.

Federal Energy Management Program (FEMP) - Item meets U.S. Department of Energy's (DOE) FEMP energy efficiency specifications. FEMP-designated products are required by Federal Acquisition Regulation (FAR) Subpart 23.2.

Low Volatile Organic Compounds (VOC) - Item meets the Low VOC standard for product categories listed in California Air Resources Board (CARB) for reducing VOC emissions from consumer products and architectural coatings. [Ref: California Code of Regulations, Title 17, Division 3, Chapter 1 Subchapter 8.5, Article 2 (sections 94507-94517) and CARB Suggested Control Measure for Architectural Coatings, Table 1.]

Meets Recommended Ecolabels - Item meets a non-federal standard or ecolabel recommended by the U.S. Environmental Protection Agency (EPA).

National Emissions Standards for Hazardous Air Pollutant (NESHAP) - Item has been certified to meet applicable volatile organic compound and hazardous air pollutant emission limits as established by the U.S. Environmental Protection Agency (EPA) NESHAP regulation, 40th Code of Federal Regulation, Part 63.

Plastics Removal in Marine Environment (PRIME) - Item is included in the U.S. Navy's PRIME program. Items in the PRIME program require biodegradable packing materials.

Safer Choice - This product is qualified by the U.S. Environmental Protection Agency to carry the Safer Choice label. These products are required under Federal Acquisition Regulation (FAR) 23.7.

Significant New Alternatives Policy (SNAP) - Item contains acceptable substitutes for ozone depleting substances, as determined by the U.S. Environmental Protection Agency (EPA) SNAP program. SNAP substitutes are required by Federal Acquisition Regulation (FAR) Subpart 23.8.

WaterSense - Item is certified to meet U.S. Environmental Protection Agency (EPA) WaterSense Program specifications and is authorized to carry the WaterSense label. WaterSense products are required under Federal Acquisition Regulation (FAR) Subpart 23.2.

Federal Purchasing Programs

AbilityOne/NIB/SourceAmerica Item AbilityOne - Mandatory source products available from the National Industries for the Blind (NIB) or SourceAmerica under the AbilityOne program.

Federal Strategic Sourcing Initiative (FSSI) - Federal Strategic Sourcing Initiative (FSSI) - product is available for purchase through the FSSI program, which is a government-wide strategic sourcing program that encourages interagency collaboration and adoption of industry best practices in order to achieve best value and consistency in every acquisition environment.

GSS Government-wide Strategic Solutions (GSS) - product meets the standard specifications and configurations of the GSS for Desktops and Laptops program, as defined by the Workstations Category Team (WCT), a consortium of over 20 federal agencies established by the Office of Management and Budget (OMB). Please click here for more information about GSS.

✅ GSA AdvantageSelect – product is available through the GSA AdvantageSelect program, which offers pre-competed items for purchase by all federal customers without additional competition.

🌐 GSA Global Supply (GSS) – product is managed and billed by GSA Global Supply, a federal program administered by GSA that provides common-use items such as office supplies, tools, and safety equipment to federal customers.

unicor UNICOR Item - Mandatory source item available from the U.S. Department of Justice, Federal Prison Industries (UNICOR) program.

EUCOM EUCOM/AFRICOM - GSA Global Supply has a program supporting U.S. government agencies in select European and African countries listed below. These items are stocked and shipped from Germany for delivery to European locations within seven business days. The prices for these items are generally higher than equivalent CONUS items. Eligible countries include Albania, Austria, Bosnia, Bulgaria, Cameroon*, Cyprus, Denmark, Djibouti*, Estonia, France, Georgia, Germany, Greece, Italy, Kosovo*, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Spain, Turkey, Ukraine*, and the United Kingdom. * GSA delivery is to DLA, for onward movement.

2GIT GSA 2GIT - Mandatory source for IT Products for the USAF. Item is available through the 2GIT BPA, a federal program helping agencies fulfill their IT product missions.

GU INDOPACOM Guam - GSA Global Supply has a program supporting U.S. military and government agencies throughout Guam. These items are stocked and shipped from warehouses in Guam for delivery to all locations throughout Guam within 3 - 5 business days. The prices for these items are generally higher than equivalent CONUS items.

HI INDOPACOM Hawaii - GSA Global Supply has a program supporting U.S. military and government agencies throughout Hawaii. These items are stocked and shipped from warehouses in Hawaii for delivery to all locations throughout Hawaii within 3 - 5 business days. The prices for these items are generally higher than equivalent CONUS items.

JP INDOPACOM Japan - GSA Global Supply has a program supporting U.S. military and government agencies throughout Japan. These items are stocked and shipped from warehouses in Japan for delivery to all locations throughout Japan within 3 - 5 business days. The prices for these items are generally higher than equivalent CONUS items.

KR INDOPACOM South Korea - GSA Global Supply has a program supporting U.S. military and government agencies throughout South Korea. These items are stocked and shipped from warehouses in South Korea for delivery to all locations throughout South Korea within 3 - 5 business days. The prices for these items are generally higher than equivalent CONUS items.

🏠 Home Office Solutions - To support agencies and employees adapting to the evolving hybrid workplace, GSA is offering Home Office Solutions to help customers furnish an effective home workspace. GSA understands that each agency's policy and individual needs may vary. All federal agencies are authorized to make purchases under this program, but please note that this Home Office Solutions offering does not represent the entirety of GSA's product offerings in any of the groupings.

AK Alaska - GSA Global Supply has a program supporting U.S. military and government agencies throughout Alaska. These items are stocked and shipped from warehouses in Alaska to locations in Alaska within 3-5 business days. (Select, remote locations may have longer delivery timing.) The prices for these items are generally higher than equivalent CONUS items.

CENTCOM CENTCOM - GSA Global Supply has a program supporting U.S. government agencies in select Middle Eastern countries. These items are stocked locally and shipped for delivery within 3-15 business days. The prices for these items are generally higher than equivalent CONUS items. Eligible countries include Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Oman, Qatar, Saudi Arabia, and the United Arab Emirates (UAE).

PR   Puerto Rico - GSA Global Supply has a program supporting U.S. military and government agencies in Puerto Rico. These items are stocked and shipped from Puerto Rico for delivery in 3-5 business days. The prices for these items are generally higher than equivalent CONUS items.

VA Veterans First Contracting Program

VOSB   VA Verified VSOB - This certification mark, as intended to be used by authorized persons, is intended to certify that the Center for Verification and Evaluation (CVE) of the Department of Veterans Affairs (VA) has verified that the business is a Veteran-Owned Small Business (VOSB). VOSB is a small business concern that is not less than 51 percent owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as "small" for Federal business size standard purposes. All service-disabled veteran-owned small business concerns (SDVOSBs) are also, by definition, veteran-owned small business concerns. When used in these guidelines, the term "VOSB" includes SDVOSBs.

SDVOSB   VA Verified SDVOSB - This certification mark, as intended to be used by authorized persons, is intended to certify that the Center for Verification and Evaluation (CVE) of the Department of Veterans Affairs (VA) has verified that the business is a Service-Disabled Veteran-Owned Small Business (SDVOSB). SDVOSB concern is a business not less than 51 percent of which is owned by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; the management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran. In addition, some businesses may be owned and operated by an eligible surviving spouse. Reservists or members of the National Guard disabled from a disease or injury incurred or aggravated in line of duty or while in training status also qualify.

State & Local Purchasing Programs

COOP PURCH   Cooperative Purchasing - Item is available for purchase by state and local government entities in accordance with Section 211 of the E-Government Act of 2002 and the Local Preparedness Acquisition Act.

DISAST PURCH   Disaster Purchasing - Item is available for purchase by state and local government entities in accordance with Section 833 of the John Warner Defense Authorization Act of 2007 and the Federal Supply Schedules Usage Act of 2010.

Federal Product Standards

A FIPS 201   Federal Information Processing Standard (FIPS) 201 - Item or service has been evaluated by the GSA FIPS 201 Evaluation Program and meets or exceeds the requirements used by the Evaluation Program.

    Hazardous Materials (HAZMAT) - Item is or contains a "health hazard" or "physical hazard" as defined by the U.S. Department of Labor's Occupational Safety & Health Administration (OSHA) in federal standard 29 CFR 1910.1200.

HSPD 12   Homeland Security Presidential Directive 12 (HSPD-12) - Item meets the U.S. Department of Homeland Security's (DHS) HSPD-12 government-wide identity management standard and the Federal Information Processing (FIPS) Standard 201 "Personal Identity Verification of Federal Employees and Contractors".

NFES   National Fire Equipment System (NFES) - Item meets the national standards for fire supplies and equipment.

508   Section 508 - Electronic Information Technology item containing features that are compliant with Section 508 of the Workforce Rehabilitation Act. Check the manufacturer's website or contact them directly for Section 508 information applicable to the item. For more information on standards and applicable regulations, go to the Section 508 website. You may also utilize the Buy Accessible Wizard.

    Shipboard Use - Item has been evaluated and tested, as required, by the U.S. Navy and documented as being approved for use on Navy ships.

Shopping Cart

As products are added to the shopping cart, they are grouped by each contractor.

Shopping Cart Tips

- Removing products – a trash can icon is provided to easily remove a product.
- Changing the Unit Price – you are encouraged to negotiate a lower price with MAS contractors (if the volume warrants). To reduce the unit price, click the "reduce price" button. You must have received an authorization code from the contractor to use this function.
- Payment Methods –GSA Advantage accepts the SmartPay Government Purchase Card, or a AAC/DoDAAC (restrictions may apply). For state and local organizations, GSA allows state or local issued credit cards (VISA, MC, AMEX only).
- Shipping–
  - Shipping is included on all prices except where the product has a FOB = "Origin".
  - Orders may be shipped to any valid US post office address.
  - Overseas (OCONUS) - for orders where the shipping destination is OCONUS, you are required to enter a Destination AAC/DODAAC. Orders cannot be shipped to an APO/FPO address (excludes state or local government orders). Additional instructions will follow at Checkout.
- Saving your Cart - if you would like to save your cart for later, or forward your cart to someone, click the "Park Cart" button and follow the ensuing instructions. Please note that product prices are subject to change and may be different when the parked cart is retrieved.

Reduce Price

If you have a BPA or have negotiated a lower price on a product with the MAS contractor, GSA *Advantage* provides a mechanism at the shopping cart to enter a new unit price. By clicking the "reduce price" button you will be forwarded to the *Price Reduction Authorization* page. It is mandatory to provide the manner of authorization that gives you the authority to lower the price. The authorization will be printed on the purchase order sent to the contractor.

> **Important:** Please note that the contractor will need to clearly understand your authorization, otherwise you run the risk of the contractor canceling your order.

Price Reduction Authorization

Instructions: Customers are encouraged to negotiate a lower price with MAS contractors (if the volume warrants). Space is provided below for you to enter the new Unit Price. You are also required to provide the name of the contractor representative, or cite a BPA or other number which gives you authorization to lower the schedule price. This authorization will appear on the purchase order sent to the contractor. Clicking "Submit" will update the Unit Price for this item on the Shopping Cart.

NSN/Mfr. Part No.	Contractor and Phone #	Unit	Original Unit Price	New Unit Price
09-505 HAMMER, COMPOSITE,	Vendor ABC CO	EA	$14.30	14.00

Authorization: BPA#123456   Submit

Getting a Quote on GSA eBuy for a Product

GSA *Advantage* provides a mechanism to forward product(s) from the shopping cart to GSA eBuy to open a Request For Quote (RFQ). This is a wonderful tool when you are ordering *large quantities of products.*

Get quote on eBuy

If you would like to open an RFQ in eBuy, select the products you would like to transfer to eBuy by switching on the "Get quote on eBuy" toggle switch. Clicking the "Checkout" button will begin the process of transferring the selected items to eBuy. Note – if you have additional products in your cart that <u>were not</u> selected to "Get a quote on eBuy", GSA *Advantage* will first process these products, then on the *Order Confirmation* page, a "Proceed to eBuy" button will be displayed to continue to eBuy.

ORDER CONFIRMATION   Print Receipt   Proceed To Ebuy   Logout

Shopping Cart Notes

Shopping cart notes are basically warnings or messages that provide information that may affect your ability to purchase. Please make sure to read any displayed in the cart.

Checkout

After you have finished adding products to your *Shopping Cart*, you're ready to proceed to checkout and complete your order.

Checkout Review

The Checkout Review page allows you to check the details of your order. From this page the payment information, customer information, shipping address, and the products being ordered are listed.

1. Please take a few moments to review the accuracy of all information on the Checkout Review page.
2. When you are satisfied, click the "Process Order" button to submit your order. NOTE – please do not click this button more than once.

Payment Information

During checkout, your default payment method will be loaded as the payment for this order. You may change or enter a new payment method by clicking the "Change Payment Information" button.

Important: Military customers cannot purchase MAS items using a DoDAAC (DoD policy).

Change Customer Information

When coming to the *Checkout Review* page, GSA Advantage will pre-fill your account name, agency, phone, and email with the order. To make any adjustments to this information, click the "Change Customer Information" button.

Important: you cannot change your Agency/Bureau, zip code, email or AAC/DODAAC during the checkout process.

Change Address

During checkout, your default shipping address will be loaded for this order. You may select or add a new shipping address by clicking the "Change Payment Information" button.

Important: when changing addresses, there may be instances when the prices of some items may change due to shipping zone pricing submitted by contractors.

GSA Requisitions

If products are being ordered from GSA Global Supply, a GSA Requisitions box will appear on the *Checkout Review* page. GSA Advantage will automatically pre-fill the Notes field with the Individual Receiving Shipment associated with the selected shipping address. You can modify the Notes field as necessary.

Purchase Orders

Products being ordered will be arranged by the contractor into Purchase Order boxes.

OCONUS Orders

For overseas orders (OCONUS) on GSA Advantage, contractors may need to use a US Consolidation or freight forwarder to ship your order. To pay for this, a Transportation Account Code (TAC), fiscal data, and Transportation Control Number (TCN) are required. GSA Advantage will pre-fill the TCN but may be changed, however, TAC is required and must be entered to be able to process the order.

Overseas Transportation Expenses

For Military Customers: a TAC and TCN are required for billing of overseas transportation expenses. Please verify or add TAC and TCN (GSA may provide defaults which you may accept or change). AF purchase card customers, click here to obtain a unit assigned TAC for shipment. Click here to view a list of military TAC coordinators.

For State Department or other non-DoD customers: Fiscal or transportation appropriation data is required for billing of overseas transportation expenses.

Bill Overseas Transportation to: [   ] ⚠ Required
(if military enter TAC, if State Dept. enter fiscal data)

Transportation Control Number: [4792450085Y000XXX] (record this number)

Order Confirmation

The Order Confirmation is your receipt that confirms that your order(s) have been processed successfully. A 'new' message will also be sent to your Message Center in the navigation menu notifying you the order was placed.

Session No.: **11881193**	Date: **Mar 25, 2020**
Ordering Officer: Customer Name	Order Total: **$3,377.65**

Purchase Order #:   [View/Print PO]

Vendor: CONTRACTOR ABC INC [S]
Phone #: 703-555-5555

Mfr. Part No.	Delivery	Qty	Unit Price	Total	Ship To
09-505 HAMMER, COMPOSITE	20 days ship	100	$14.30 EA	$1,430.00	1
			PO Total:	**$1,430.00**	

Session Number

The session number is basically the confirmation number related to the products, requisitions, and purchase orders processed during an order. This number can be helpful when searching in your order history to see the complete list of products ordered during a shopping transaction.

View/Print PO

 Upon a successful processing of a purchase order, the order confirmation immediately provides a mechanism to view and/or print the purchase order that is being sent to the contractor. NOTE – you will also be able to view/print this purchase order from Order History.