www.gsaadvantage.gov

This basic tutorial will take you step by step through a typical shopping session. The tutorial will also point out many of the exciting features GSA Advantage! has to offer.

Navigation: **If the tutorial opens up in your web browser, simply click your mouse to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key. To save the tutorial to your hard drive, right click your mouse over the "Here" link and double click on "Save Target As…". Then select the location on your hard drive to save the file.**

GSA *Advantage!*
...*Working for the U.S. Government*

Login:

User ID

Password [Go!]

Click Here if you need help logging in.

Get your User ID and password - Register Here.

Welcome to the GSA Advantage Home Page!!

*I*t

If you already have a "User ID" and "Password" you can enter them in the "Login" box to begin shopping.

The new log in process lets you customize your information.

Click here to assign a User ID and Password.

To create your "User ID" and "Password" click on this link.

GSA EXPO 2002, The San Diego Convention Center. May 21-23 Please visit expo.gsa.gov for more information.

2002 GSA **EXPO**

5 *ways to shop Advantage! now*

1. Search/Browse

[   ] Advanced Search

Anyone can search for items on Advantage by entering keywords in the "Search" box. However, if you wish to purchase products, you will need to obtain a "User ID" and "Password" and to "Login".

2. Quick Order

Enter NSN [   ]   **Enter Quantity** [   ]   [Go!]

3. Re-Order from a Previous Order [Go!]

4. FEDSTRIP/MILSTRIP [Go!]

5. Order from your Parked Carts [Go!]

Shop Advantage! for:
* *Advantage!* will custom tailor information based on your interests, purchases and visits.
* *Advantage!* will remember your parked carts and cart numbers, so you won't have to.
* You can Add/Modify/Delete multiple payment methods (credit card and AAC).
* *Advantage!* will deliver you personalized news feed from various sources.

GSA Advantage!
...*Working for the U.S. Government*

GSA   General Services Administration

*M*ember Registration

In order to purchase items and use many of the enhanced features of GSA Advantage, you must register a unique User ID and a method of payment. If you have Javascript disabled on your browser, by pass the bureau selection and complete the registration, you will be prompted to select a bureau.

⦿ New Users – Select this option if you have never purchased items on Advantage or you do NOT want to access any previously used addresses or order history.

○ Previous Users – Select this option if you have previously purchased using earlier versions of Advantage and want to import all shipping addresses associated with your Address Activity Card (AAC) or SmartPay Card into the new Address Book feature and retain your order history.

Why we ask previous Users to register.

* Agency:
[- Select - ▼]

* Bureau Code (if your bureau is not listed, please select the first bureau shown):
[– Select a Bureau – ▼]

* First Name :
[   ]

* Last Name:
[   ]

* Phone:
[   ]

Fax:
[   ]

Enter a U.S. Shipping Address below. This is going to be your default shipping address. (APO/FPO Customers - enter city as APO or FPO, state as AA, AE or AP, then enter APO or FPO zip code):

Shipping Address Line 1:
[   ]

Shipping Address Line 2:
[   ]

City:
[   ]

State:
[▼]

* Zip Code:
[   ]

On the registration form, make sure to fill in all fields marked with a "*". All other fields are optional.

Enter your shipping address in this area. This will be the "default" address where your items will be shipped, unless you specify a different address during checkout.

* E-mail Address:

Enter a valid e-mail address so we may notify you of the status of your orders.

⚠ Please be sure to write down your User ID, Password, and question below!

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

Enter a six (6) character "User ID" and an eight (8) character "Password". You will need both of these in order to purchase products on Advantage. Make sure to record this information.

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

* Re-enter Password:

Secret Question: What is your mother's maiden name?
(enter a word or something you will remember. This secret answer will be needed should you lose your User ID or Password).

* The Answer

Fill in your mothers maiden name or any other single word you can remember in this box. We will use this answer to help identify you should you forget your login information.

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

Content:
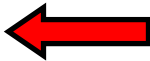Consolidated - Send me one daily message combining all orders ▼

If you forget or lose your "User ID" and/or "Password" select "Click Here" in the "Login" box on the Advantage Home page to retrieve your "Login" information.

Format:
HTML(recommended for Microsoft Outlook and Netscape Messenger) ▼

Would you like to receive Advantage news alerts via e-mail?
⦿ Yes ○ No

▶ Register

Click on "Register" to submit your information and to begin shopping!

Log off   ⌂Your Home   🗋Your Profiles   🛒Your Parked Carts   ▤Your Orders   🛒Your Cart

contains 0 items / $0.00

GSA Advantage!
...Working for the U.S. Government

GSA General Services Administration

Upon entering your "User ID" & "Password" on the "Advantage Home Page", your personalized home page will be displayed.

Welcome back Tim Dempsey
Wednesday March 20, 2002

● **Top News Story**

Bush advisers ready to recommend merger of INS, Customs and Border Patrol

● **Other Top Headlines**

- Trade deficit widens in January as exports plunge and oil bill soars
- Government planning to seek death penalty against Sept. 11 suspect
- Microsoft defends against antitrust sanctions
- O'Neill says he will prevent federal default if Congress doesn't extend debt limit

News provided by **MilitaryCity.com**

Your two most recent Advantage! orders will be displayed here. To view the order, click on "Details".

5 *ways to shop Advantage! now*

1. Search/Browse

copier paper

You can begin shopping by entering keywords in the "Search/Browse" box.

2. Quick Order

Enter NSN   **Enter Quantity**   Go!

Go!

If you are only purchasing NSNs, try using the "Quick Order" feature. Just click on the "Go" button to begin entering your NSNs.

Go!

Go!

▶ **Requisition Status**

Your Recent Order History

Click on any order to: Re-order individual items, check status, find vendor contact information, reconcile your invoices.

Order History Options
Search Order History by Date

From:
Mar ▼ 20 ▼ 2002 ▼

To:
Mar ▼ 20 ▼ 2002 ▼   **Go!**

Search Order History For:
PO number   ▼

Advantage Session Number:
170661

Date:
01/31/02
08:32:13 AM
★ Details

Total:
$15,586.70

Log off   🏠Your Home

🛒 Your Cart
s0items/$0.00

GSA Advantage!
...Working f

GSA   General Services Administration

Use the refined search to conduct a "Search Within Results". This will help you further narrow down the number of items displayed from your initial search.

The "Search Results" page displays a listing of the items that matched your keyword search.

Wednesday March 20, 2002

Your search on 'copier paper' produced 1297 results

Search: [ ]   ⊙ New Search   ○ Search Within Results   **Go!**

Advanced Search   Search Tips   Refine Search Options

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

Items 1-25 of 1297 Next 25 items ▶   ◇ Volume discount   Sort By: Most Relevant ▾ **Go!**

NSN/Mfr. Part No	Product	Price / Delivery	
7530-01-446-8291	**Copier Paper**	$39.14 BX 2-7 Days Additional Sources	[ ] 🛒Add to Cart
Perma paper has a double coated polyester film that is waterproof, tearproof, and archiveable. For use in all laser printers, copiers and offset printers. Insti...... [More product details] Manufacturer: N/A Contractor: GSA [GSA]			
7530-01-398-2682	**Copier Paper**	$8.21 RM 2-7 Days Additional Sources	[ ] 🛒Add to Cart
Quality non-colored copier paper is ideal for promotional materials or any project where you want to catch someone's eye. [More product details] Manufacturer: N/A Contractor: GSA			

You can view detailed information about the product by clicking on the "NSN/Mfr Part No.".

For many items, Advantage will alert you when more than one vendor supplies the same product. This will allow you to easily compare vendors to make a "best value" selection. Look for the "Additional Sources" link.

GSA Advantage!
...Working for the U.S. Government

GSA

General
Services
Administration

GSA

Product Detail
Wednesday March 20, 2002

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

Copier Paper [PAPER,COPYING,XEROG]

NSN/Mfr.Part No.: **7530-01-398-2682**

Description: Neon Green Size: 8-1/2 x 11" Quality neon-colored copier paper is ideal for promotional materials or an project where you want to catch someone's eye.

To Order: Select delivery time and click Add. When applicable, discounts will be reflected on your order based upc the quantity ordered.

Quantity : 6   ▶ Add to Cart

If multiple vendors are displayed, click the button of the one you wish to purchase from, enter your "Quantity", then click "Add to Cart".

Delivery Time	○ 2-7 Days Delv (ConUS)	● 5 days	
Unit Price	$8.21	$69.69	
Unit	**RM**	**BX**	
Color	Neon Green		
Contractor	GSA	COMPLETE PACKAGING & SHIPPING SUPPL s/b GS-15F-0016M	Ansley Business Materials, Inc. s/b GS-15F-9507C
Manufacturer	N/A	VARIOUS	MIDLAND
NSN	7530-01-398-2682	7530-01-398-2682	7530-01-398-2682
Stock Status	In stock	Direct Delivery	Direct Delivery
Min. per Order		$100.00	$100.00
Max. Per Order		$100,000.00	$100,000.00
F.O.B.	Destination	Dest-CONUS No Delivery-AK,PR,HI	Dest-CONUS No Delivery-AK,PR,HI
Warranty		STANDARD WARRANTY	
Standard Pack		1	
Order Increment		5	

If your shipping address is not CONUS, make sure the vendor ships to your location.

Log off   ⌂ Your Home   ▢ Your Profiles   🛒 Your Parked Carts   ▤ Your Orders   🛒

contains 1 item

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

GSA Advantage!
...Working for the U.S. Government

GSA   General Services Administration

New search

Go!

Your Current Shopping Cart
Thursday, June 20, 2002

...ced Search

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

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

Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	FEDSTRIP	Get Quote (e-Buy)	Remove
	7530-01-398-2682 COPIER PAPER [PAPER,COPYING,XEROG]	$69.69 BX	6	$418.14	Direct Delivery Change Price/Address		☐	☐

Cart Total: **$418.14**

▶ Update Cart   ▶ Park Cart   ▶ Checkout

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

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

When you are finished shopping, click on the "Checkout" button.

Select Method of Payment
Wednesday March 20, 2002

1. Step One

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

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

Purchase Card
Choose a Purchase card from your current Profile: `xxxx-xxxx-xxxx-0002 ▼`

Enter a new Purchase card.
Purchase Card Number : `_____`

Name as it appears on card : `_____`

Expiration Date : `- Month - ▼` `- Year - ▼`
Billing Option : `Line item Billing ▼`

▶ Continue

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

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

Or

Activity Address Code
Choose an AAC from your user Profile: `- Select AAC - ▼`

Enter a new AAC.

AAC: `_____`

Password: `_____`

▶ Continue

Apply For AAC & Apply for Password

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

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

▶ Back to Cart

2. Step Two

Customer Information

First Name:	Timothy
Last Name:	Dempsey
Phone:	703 555-1212
Fax:	703-555-6789
e-Mail:	timothy.dempsey@gsa.gov
Agency:	General Services Administration

(▶ Update)

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

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

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

* Agency:	GSA
* Address 1:	1941 Jefferson Davis Hwy
Address 2:	Room 701
* City:	Arlington
* State:	VA - Virginia
* Zip code + Zip 4:	22202

(▶ Edit)

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

Individual Receiving Information

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

First Name:	Timothy
Last name:	Dempsey
Phone:	703 555-1212

(▶ Back to Cart) (▶ Continue)

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

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

Log off   ⌂ Your Home   Your Profiles   Your Parked Carts   Your Orders   Your Cart
contains 1 items / $418.14

GSA **Advantage!**
...Working for the U.S. Government

GSA   General Services Administration

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

Process Your Advantage! Order

Wednesday March 20, 2002

The table below lists all of your Purchase Orders and GSA Requisitions. You can go to a detailed Order or Requisition by selecting the PO#. None of your orders will be processed and finalized until you select the **"Process Order"** button.

Some orders require that additional information be entered at the Purchase Order level. If you attempt to finalize your order and additional information is required, you will be asked to go to the Purchase Order detail page to enter the required data.

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

You may either review you...   ...er" to expedite the checkout process.

3. Step Three

Purchase Orders / Requisitions

PO No.	Vendor	Number of Items	Order Total	Multiple Ordering Address	FOB Origin	Cancel Order
HGAKD86567H	COMPLETE PACKAGING & SHIPPING SUPPL	1	$418.14	NO	NO	

Grand Total: **$418.14**

0 item(s) ...ent to e-Buy

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

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

▶ Process Order

Carefully review all information on the "Purchase Order".

GSA **Advantage!**
...Working for the U.S. Government

GSA   General Services Administration

Process Advantage! Order
Wednesday March 20, 2002

Instructions: The information displayed below will appear on the Purchase Order (P[...]nge or add data as you require. When finished with this PO, click on **"Process Order"** button.

Ordering Officer:
Tim Dempsey

Shipping Address(es):
Address 1:
123 Main St
Room 300

Beverly Hill, CA 90210
US

Mark for:

Phone Number:

If you wish to enter your own PO Number, you can delete the computer generated number and add your own in this field.

Purchase Orders

Purchase Order Issued to:
Contract No: GS-15F-0016M

COMPLETE PACKAGING & SHIPPING
SUPPL
68-33RD STREET

BROOKLYN, NY 11232

Phone: 732-370-4434
Fax: 732-370-0247

Issuing Address:
GSA
1941 Jefferson Davis Hwy
Room 701
Arlington, VA 22202

▸ Edit

You may change or add Purchase Order data as necessary.

PO Number:	HGAKD86567H
Requisition/Reference Number:	
Appropriation Data:	
Deliver on or before:	March ▼ 25 ▼ 2002 ▼
Contract Delivery Time:	5 days
F.O.B. Point:	Dest-CONUS No Delivery-AK,PR,HI
Prompt Pay Discount:	
Notes:	

Enter "Mark for" information in this box. You may also enter "Inside Delivery" requests in this field.

If you have specific instructions for the vendor, enter them in the "Notes" box.

NSN/Mfr Part No.	Description:	Qty	Price	Total Price	Ship to
7530-01-398-2682	COPIER PAPER [PAPER,COPYING,XEROG]	6	$69.69	**$418.14**	1
			Grand Total:	$418.14	

When you are finished reviewing the PO, click on "Process Order".

▸ Process Order   ▸ Park Cart

GSA *Advantage!*
...*Working for the U.S. Government*

GSA   General
Services
Administration

*P*rocess Your Advantage! Order

Wednesday March 20, 2002

The table below lists all of your Purchase Orders and GSA Requisitions. You can go to a detailed Order or Requisition by selecting the PO#. None of your orders will be processed and finalized until you select the **"Process Order"** button.

Some orders require that additional information be entered at the Purchase Order level. If you attempt to finalize your order and additional information is required, you will be asked

> **Remember, to review all purchase orders, you will need to click on each individual "PO No." listed.**

"Process Order" to expedite the checkout process.

Purchase Orders / Requisitions

PO No.	Vendor	Number of Items	Order Total	Multiple Ordering Address	FOB Origin	Cancel Order
HGAKD86567H	COMPLETE PACKAGING & SHIPPING SUPPL	1	$418.14	NO	NO	☐

Grand Total: **$418.14**

0 item(s) sent to e-Buy

> **To cancel a PO, check the "Cancel Order" box.**

(▸ Back to Cart)   (▸ Park Cart)   (▸ Process Order)

> **When you are finished editing each PO, click on the "Process Order" button. After clicking this button, you will no longer be able to view any additional purchase orders.**

GSA *Advantage!*
...*Working for the U.S. Government*

GSA

General
Services
Administration

P rocess Your Advantage! Order
Wednesday March 20, 2002

If you wish to get a fax back of the order, please enter the following information:

Recipient's Name: Tim Dempsey

Fax Number: 703-555-6789

▶ Fax Back   ▶ No Fax Back

If you would like to receive a fax copy of your order, enter your name and fax number in the appropriate boxes and click on "Fax Back".

Log off   ⌂ Your Home   ⌕ Your Profiles   🛒 Your Parked Carts   ▤ Your Orders   🛒 Your Cart
contains 0 items / $0.00

GSA Advantage!
...Working for the U.S. Government

GSA   General Services Administration

When all purchases orders have been processed, an "Order Confirmation" will be displayed. Please print this page for future reference.

Order Confirmation
Wednesday March 20, 2002

Advantage! Session No.:
208595

Ordering Officer:
Tim Dempsey

Date:
03/20/02 08:20:49 AM

Phone No.:
703 555-1212

Shipping Addresses:

Address1:
123 Main St
Room 300

Beverly Hill, CA 90210
US

Below is a summary of your purchases on **GSA Advantage!**. E-Mail confirmation for processed items will be sent to your Membership E-mail address. We also encourage you to print this page for future reference.

Advantage! Purchase Orders: The following item(s) will be shipped and billed directly by the Contractor. Orders are sent electronically via EDI or FAX within 24 hours. To get order status, call the contractor directly using the telephone number displayed.

PO#	Vendor	Mfr. Part No.	Qty	Unit	Delivery	Price	Total	Ship to
HGAKD86567H	COMPLETE PACKAGING & SHIPPING SUPPL 732-370-4434	7530-01-398-2682 COPIER PAPER [PAPER,COPYING,XEROG]	6	BX	5Days	$69.69	$418.14	1

Order Total :   **$418.14**

Email sent to advantagecustomer@gsa.gov on Wed Mar 20 08:45:10 GMT-0600 (CST) 2002

▶ Logout   ▶ Continue Shopping

Your have now successfully checked out and your order is complete!!

GSA Advantage!
...Working for the U.S. Government

GSA

Update Your User Profile
Wednesday March 27, 2002

Let's now look at the features of the user "Profile". This can be accessed by clicking on the "Your Profiles" link at the top of any page.

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

Click here to Migrate your old Advantage addresses or Order history.

User ID: DABEARS

* Agency:

General Services Administration

* Bureau Code (if your bureau is not listed, please select the first bureau shown):

Federal Supply Service, All Other

| *** First Name:** | *** Last Name:** |
| Tim | Dempsey |

| *** Phone:** | **Fax:** |
| 703 555-1212 | 703-555-6789 |

* Zip Code:

22202

* E-mail Address:

advantagecustomer@gsa.gov

Enter a personal answer as a way for us to validate your identity should you forget your User ID or Password.

Secret Question: What is your mother's maiden name?
* The Answer(is case sensitive & be sure to enter something you'll remember):

DOE

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

Content:

Consolidated - Send me one daily message combining all orders

Format:

HTML(recommended for Microsoft Outlook and Netscape Messenger)

Receive e-mail for news alerts and other stuff?
◉ Yes ○ No

Log off　⌂Your Home　Your Profiles　Your Parked Carts　Your Orders　Your Cart

contains 0 items / $0.00

GSA Advantage!
...Working for the U.S. Government

GSA　General Services Administration

Update Your FEDSTRIP Ordering Information
Thursday March 28, 2002

FEDSTRIP customers may update their ordering information by selecting this link.

Your Profiles

▸ Update Information
▸ Edit FEDSTRIP Data
▸ Edit Address Book
▸ Edit Methods of Payment
▸ Change Password

Routing ID:
GSA

Distribution Code:

Supplement Address:
473082

Media & Status:
A

Priority Code:
03

Fund Code:
00

Julian Date:
2087

Advice Code:

Project Code:

Signal Code:
j

Required Delivery Date:

▸ Submit

Log off   🏠 Your Home   🗋 Your Profiles   🛒 Your Parked Carts   📖 Your Orders   🛒 Your Cart

contains 0 items / $0.00

The "Address Book" contains your shipping information.

GSA **Advantage!**
...Working for the U.S. Government

GSA   General Services Administration

My Address Book
Thursday March 28, 2002

🗋 **Your Profiles**

▸ Update Information
▸ Edit FEDSTRIP Data
▸ Edit Address Book
▸ Edit Methods of Payment
▸ Change Password

Use the tools below to create and edit addresses. Please note that an address has a name by which it is known throughout Advantage! Address names should be descriptive enough to help you remember the detailed address that they refer to.

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

Note :   Please do not use any special characters (quotes, #,$, etc..) in the Address Name

Address Name

Address1798
Address57444
Address57518
Tim

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

▸ New Address

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

* Address name   Tim

☑ Make this your default address.

* Agency   GSA

* Address Line 1   1941 Jefferson Davis Hwy

Address Line 2   Room 701

* City   Arlington

* State   VA - Virginia   * Zip   22202

▸ Update   ▸ Delete

You should select one address to be your "Default Address". This will be the address where orders will be shipped, unless you specify otherwise.

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

$\mathcal{M}$anage my Methods of Payment
Wednesday March 20, 2002

Please fill out the information below to save a **Purchase Card** or an **AAC** in your Profile.

Your Profiles
- ▶ Update Information
- ▶ Edit FEDSTRIP Data
- ▶ Edit Address Book
- ▶ Edit Methods of Payment
- ▶ Change Password

Card Holder name

Billing option
Line item billing ▼

Card Number

Expiration Date
-Select- ▼ -Select- ▼

▶ Save

Or

Activity Address Code

AAC Password
(If Purchase Card, disregard)

▶ Save

Additional Purchase cards may be entered here. Or you may add an AAC in the boxes below. You may also enter additional payment methods during "Checkout".

Currently saved methods of payment

Card Number	Expiration Date	Card Type	Status		
xxxx-xxxx-xxxx-0000 Line Item Billing	08/2005	Purchase Card	Default	▶ Edit	▶ Delete
xxxx-xxxx-xxxx-0002 Consolidation billing	06/2005	Purchase Card	On File	▶ Edit	
xxxx-xxxx-xxxx-0007 Line Item Billing	08/2004	Purchase Card	On File	▶ Edit	▶ Delete
xxxx-xxxx-xxxx-0009 Consolidation billing	05/2004	Purchase Card	On File	▶ Edit	▶ Delete

AAC Number		Card Type	Status	
DEMO		AAC	On File	▶ Delete

All Purchase card and AAC information is saved here.

You can update a Purchase cards' expiration date by clicking on "Edit".

If you are no longer using a Purchase card or AAC, you can remove it by selecting "Delete".

Apply For AAC & Apply for Password

GSA Advantage!
...Working for the U.S. Government

Order History - Summary
Wednesday March 20, 2002

The following table summarizes your orders in Advantage!

Select a Session Number to see the details for that order.

Session Number	Date	Total
208595	03/20/02 08:45:09 AM	$418.14
170661	01/31/02 08:32:13 AM	$15,586.70
159567	01/16/02 02:33:51 PM	$471.72
114076	11/07/01 09:21:45 AM	$410.00
111286	11/02/01 12:42:48 PM	$127.52
94044	10/05/01 08:13:14 AM	$501.00
71538	09/06/01 02:28:16 PM	$44.04
71344	09/06/01 01:21:25 PM	$404.74
32851	07/24/01 08:31:53 AM	$17,570.25

The "Your Orders" page displays the complete history of all your Advantage orders.

Click on the "Session Number" link to check the status or view details of a specific order.

Log off   ⌂ Your Home   🗋 Your Profiles   🛒 Your Parked Carts   🗐 Your Orders   🛒 Your Cart

contains 0 items / $0.00

GSA Advantage!
...Working for the U.S. Government

GSA   General Services Administration

Here are the details of Advantage session # 71344.

Order History: Detail

Wednesday March 20, 2002

🗐 Your Orders

★ Want detailed status? Click on **Status**. Click here for Status definitions.
★ Want to report a problem? Click on **Reqn/PO/Doc#**.
★ Want to reorder? Check the **Reorder** box, then **Submit**.
★ Want to cancel an item? Check the **Cancel Item** box, then **Submit**. (Important information about cancellations).
★ Want vendor information? Click on **Vendor**.
★ Want product details? Click on **NSN/Mfg Part #**.

Contact the vendor directly to check on the status of your order. Click on the "Vendor" link for phone and fax number information.

New search

[   ] Go!

Advanced Search

Session #	Reqn/PO/Doc#	Status	NSN/Mfr Part #	Pkg	Qty	Price	Ext. Price	Delivery Time	Cancel Item	Reorder	Date	Vendor	Bill Date	Item Name
71344	MGAKC24124M	Posted	2AC32	EA	1	$404.74	$404.74	3 Days	☐	☐	09/06/01 01:21:24 PM	GRAINGER INDUSTRIAL SUPPLY	Not Avail	ROTARY TABLE,8"

Grand Total : **$404.74**

▶ Submit

The status of your order will be displayed under "Status".

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

Log off   ⌂ Your Home   Your Profiles   Your Parked Carts

View parked carts by clicking on the "Your Parked Carts" link.

GSA Advantage!
...Working for the U.S. Government

GSA   General Services Administration

M anage My Parked Carts
Wednesday March 20, 2002

To view items in the cart, click on "View Parked Cart".

Click on "Add Parked Cart to Shopping Cart" to add the items from the parked cart into your current shopping cart.

Cart Number	View Parked Cart	Add Parked Cart to Shopping Cart	Password
16526	timscart	Retrieve	no
16533	tim2	Retrieve	no
16535	delete	Retrieve	no
49563	Test1	Retrieve	yes

To open a cart that someone sent to you put the cart number and password in the form below and click View Cart

Cart Number:

▶ View Cart

Password:

If a cart is password protected, enter the "Cart Number" and "Password" here. Then, click on "View Cart".

Cart name: **timscart**

NSN/Mfr Part   Name

Change/Add Password

New password:
Reenter new password:

☐ Remove Password

▶ Update Cart   ▶ Add to Cart
▶ Forward Cart   ▶ Delete Cart

You may also forward a cart to another person, via e-mail, by clicking on "Forward Cart".

GSA Advantage! e-Buy
...Working for the U.S. Government

Here are some additional features available on GSA Advantage!:

Thursday, June 20, 2002

Welcome
Timothy Dempsey

My RFQs

My Active RFQs

My RFQ History

RFQ Finder

View RFQ [   ] **Go!**
(enter only the number, i.e. **1290**)

Your RFQ Resource

Welcome to the new e-Buy! e-Buy is an online system that allows Federal buyers to prepare and post RFQs and obtain quotes for a wide range of products and services offered through the Federal Supply Schedules program. In our continuing efforts to make e-Buy a simpler and more useful procurement tool, we have made a number of improvements, many of them based on your suggestions:

★Simplified RFQ creation process

★Improved category selection (now same as schedule Special Item Numbers)

★"Browsing" users can now obtain quotes for their government purchasing office

★Simplified vendor selection process

★Simplified evaluation screens including partial award capability in some cases.

★New on-line tutorial

We are excited about these new changes and hope you find e-Buy a productive and convenient resource for obtaining needed quotes!

The new GSA Advantage! e-Buy system allows you to prepare RFQs for products and services which are offered from GSA Schedule vendors.

Prepare *an Online*
Request For Quote (RFQ)
2 easy Steps: >> click to begin

How does e-Buy Work? find out

Benefits of e-Buy. view benefits

e-Buy Guidance. view Buyer Guide

First Time Visit?
Click HERE for a
quick Overview.

GSA *Schedules e-Library*
GSA Federal Supply Service

Search the new and improved Schedules e-Library for the latest schedule contract award data.

Federal Supply Schedule

Go directly to
[- Select - ▾] **Go!**

*W*elcome!

Schedules e-Library is your source for the latest GSA and VA schedules contract award information! Now, schedule customers have a centralized source for researching GSA and VA schedules 24 hours a day! Schedules e-Library contains basic ordering guidelines, complete schedule listings, and a powerful search engine. The Schedules e-Library is updated daily to provide you with the latest award information. Schedules e-Library will also link you directly to our premier e-commerce shopping site - GSA Advantage! where you can place your order today!

*W*hat are you Searching For?

[_____] [all the words ▾] **Go!**
Enter keywords, contract number, contractor/manufacturer name, schedule number or SIN.

$ Search & Shop GSA Advantage!®

for Manufacturer Part Numbers and Product Names.

MAS Owners Manual
NEW
DOWNLOAD NOW

Download Adobe Acrobat Reader

And everything in between

From bulldozers to violins. GSA *Advantage!* on-line ordering system has millions of products and services available to Federal Purchasers. GSA *Advantage!* Almost Everything. All the time.

Check it out www.gsaAdvantage.GOV