



U.S. General Services Administration

Federal Acquisition Service

www.gsaadvantage.gov

www.gsaadvantage.gov

This tutorial will take you step by step through a typical GSA Advantage shopping session. The tutorial is divided into 5 sections. Click on the section name to go to that section.

- ◆ [Section 1: Searching on *GSA Advantage!*](#)
- ◆ [Section 2: Search Results & Product Information & Detail](#)
- ◆ [Section 3: Cart & Checkout](#)
- ◆ [Section 4: Login & Registration & Profile](#)
- ◆ [Section 5: Order History & Order Status](#)

Section 1: Searching on *GSA Advantage!*

- **Searching by Keyword**
 - **Browse by Category & Specialty Category**
 - **Refining your Search**
 - **Advance Search**
-



Welcome to the GSA Advantage! Home Page

Shopping Cart
Total: \$0.00

What are you looking for?

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

Look in...

All Categories

Find it!

Advanced Search

Special Programs

Strategic Sourcing BPA
direct access to Strategic Sourcing and agency specific BPAs

Environmental
direct access to a variety of environmental oriented products

JWOD Program
one-stop shopping for available JWOD solutions

Disaster Relief
identify a full range of products and services for relief and preparedness

Wildfire
quickly locate available approved NFES products

Homeland Security
locate critical Homeland Security products and services

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

Search Option #1. Type in a keyword, part number, National Stock Number(NSN) manufacturer, contractor, or contract number.

To demonstrate, lets begin searching... There are 2 ways to search on GSA Advantage.

Click *Find it!* to start searching!

Use the "look in" dropdown to search in all categories or a specific category or special program.

Requisition Status
find the status of any GSA requisition

NSN Quick Order
quickly order GSA managed NSNs

FEDSTRIP
use this tool to submit FEDSTRIP requisitions

DISAST RECOV Disaster Recovery

COOP PURCH Information Technology

Register here!

Contractor Info

- ▶ How do I get a GSA contract?
- ▶ How do I get on GSA Advantage or e-Buy?

More Contractor Info...

Get my Orders!

GSA Advantage Sales

*** WARNING *** This is a U.S. General... Therefore, no expectation of privacy is... prosecution. [Privacy and Security](#)

subject to monitoring, action including criminal

New search: in All Categories

Home > > Search Results

Search Results

Found at least 10000 products

Did you mean: [badge](#)

Refine using related terms

- holder
- clip
- card
- name
- plastic
- retractable
- avery
- strap
- vinyl
- photo
- inserts
- line

Search within results

Find all these words Limit to: Contractor:

Sort by: Most relevant

You can narrow your results by searching within results. For example, if you only wanted to display clip-style badges , type "clip-style" into the text box and click Refine.

NSN/Mfr. Part N

8455-01-412-9537

Clear plastic badge includes 150 insert
Manufacturer: N/A
Contractor: GSA



8455-01-545-3657

Black, Identification reel attached to a
Manufacturer: NIB
Contractor: GSA Global Supply (strategic sourcing)



8455-01-418-2224 Vertical Badge Holder (Magnetic)

P/N: 501-N or equal, Vertical magnetic badge holder suitable for holding and displaying identification, proximity, or smart card. Features shielded magnets to prevent damage to magnetic strip cards. Black vinyl back with clear vinyl front. ...
Manufacturer: N/A
Contractor: GSA Global Supply (strategic sourcing)

\$13.27 PG
2-7 days



CA03145 Name Badge

Each plastic badge with a safety pin fastener holds a 2 x 3" insert card. Set includes 100 white cards and 100 badges.
Manufacturer: OFFICE WAREHOUSE
Contractor: OFFICE WAREHOUSE [GS-02F-2504L] (s w)

\$10.95 HD
2-7 days
Compare Prices



50279G Beaded Neck Chain (for Badge Holder)

Sturdy, nickel-plated, 30" beaded chain with connector is designed for carrying a personal identification tag or badge around your neck. Will not rub or chafe skin. Includes 100 chains
Manufacturer: W.D. SUPPLIES
Contractor: GREAT SUPPLIES & APPLIANCES [GS-19F-1053N] (v)

\$26.47 PG
1 day delivered ARO
Compare Prices



Search Option #2. Search by Products, Services or Special Programs

What are you looking for?

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

badge

Look in...

All Categories

Advanced Search

Click on the product, service or special program subcategory that best fits what you are searching for.

Special Programs

Strategic Sourcing BPAs
direct access to Strategic Sourcing and agency specific BPAs

Environmental
direct access to a variety of environmental oriented products

JWOD Program
one-stop shopping for available JWOD solutions

Disaster Relief
identify a full range of products and services for relief and preparedness

Wildfire

GSA Advantage provides **VALUE!**

- Over 12 Million Products
- Cost Efficient
- FAR Compliant
- Streamlined

Find out what our...

- ▶ Password Assistance
- ▶ How do I get order status?

For example, To find badge holders, click on "Office Solutions".

- ▶ Building & Industrial
- ▶ Furniture & Furnishings
- ▶ Hospitality, Cleaning, & Chemicals
- ▶ IT Solutions & Electronics
- ▶ Laboratory, Scientific, & Medical
- ▶ Law Enforcement, Fire, & Security
- ▶ Office Solutions

- ▶ Credit Card Services
- ▶ Facilities Services
- ▶ Financial Services
- ▶ Fleet
- ▶ Office Services
- ▶ Professional Services
- ▶ Property Disposal

Contractor Info

- ▶ How do I get a GSA contract?
- ▶ How do I get on GSA Advantage or e-Buy?

Special Programs focus on special interests of government purchasing agents such as Strategic Sourcing BPAs, environmental, JWOD, disaster relief, wildfire, and homeland security. A special program provides related products and services, links to related websites, and applicable information on laws and regulations.

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

New search:

Home > Office Solutions

Office Solutions

Search within Office Solutions [Find it!](#)

Badge holders fall under "Signage & accessories". Click on "Signage & accessories" to continue narrowing down the search.

- ▶ Arts & crafts equipment
- ▶ Classroom decoratives & supplies
- ▶ Developmental & professional supplies
- ▶ Industrial use papers Paper products
- ▶ Office & desk accessories
- ▶ Office machines & their supplies
- ▶ Office supplies Desk supplies, folders, binders, fasteners, writing instruments
- ▶ Packaging materials Boxes, pouches, cans, bottles
- ▶ Packing supplies Shrink wrap, cushioning, tubes, film, bubble wrap
- ▶ Paper products Copier paper, printing and writing paper, forms, tissue
- ▶ Photographic & recording media Film, video tapes, x-ray film
- ▶ Photographic filmmaking supplies Photographic processing, darkroom supplies
- ▶ Photographic or filming or video equipment Cameras, video, camcorders, camera accessories
- ▶ Printed media Books, reference books, magazines, manuals
- ▶ Signage & accessories Labels, tags, signs, nameplates, ID cards/holders
- ▶ Timepieces Clocks, watches, parts
- ▶ Additional Office Solutions Catalogs shown under this category cannot be ordered online, but are provided so that you may conduct research on product and service offerings, prices/labor rates, terms, and other information. Contact the vendor directly to order.

New search:

in

All Categories

Find it!

▶ **Advanced Search**

[Home](#) > [Office Solutions](#) > [Signage & accessories](#)

Signage & accessories

Search within [Signage & accessories](#)

- ▶ Identification documents
- ▶ Labels
- ▶ Signage
- ▶ Tags

For this example, look under the subcategory "Identification documents".

Continue to drill down through the category search and make the best decision based on the item you wish to find. Categories are designed so that each level narrows your search results.



Identification

Search within Identification

- ▶ Badges or badge holders
- ▶ Identification cards or bands or similar products
- ▶ Identification product holders or accessories

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

Click on "Badges or badge holders" to review the search results

New search: in All Categories

Home > Search Results > Office Solutions > Signage & accessories > Identification documents > Badges or badge holders

[Help on this page](#)

Search Results

Found at least 10000 products

Page: 1 2 3 4 5 >

You can sort your results by most relevant, price, part number, product name, manufacturer, contractor, or contract number.

Refine using related terms

- holder
- avery

Search within results

Find all these words

Limit to:

Contractor:

Manufacturer:

Sort by: Most relevant

NSN/Mfr. Part No/Product

Price / Delivery

Quantity

8455-01-412-9537 Clip-Style Badge Holder

\$18.76 BX

2-7 days

[Compare Prices](#)



Clear plastic badge holder, 4" wide x 3" high with swivel clip for attachment to clothing. Includes white or light colored heavy paper insert. Set includes 150 inserts and 150 badges.

Manufacturer: N/A

Contractor: GSA Global Supply (strategic sourcing)

JWOD

8455-01-545-3657 Retr

Black, Identification card reel attached to a 36 inch

Manufacturer: NIB

Contractor: GSA Global

You can narrow your results by clicking on a related term. For example, to view holders, Click on "holder". Clicking on a related term displays filtered results that contain the related term selected.



8455-01-418-2224 Vert

P/N: 501-N or equal, Vert shielded magnets to pre

Manufacturer: N/A

Contractor: GSA Global



CA03145 Name Badge

Each plastic badge with a safety pin fastener holds a 2 x 3" insert card. Set includes 100 white cards and 100 badges.

Manufacturer: OFFICE WAREHOUSE

Contractor: OFFICE WAREHOUSE [GS-02F-2504L] (s w)

2-7 days

[Compare Prices](#)



50279G Beaded Neck Chain (for Badge Holder)

Sturdy, nickel-plated, 30" beaded chain with connector is designed for carrying a personal identification tag or badge around your neck. Will not rub or chafe skin.

Manufacturer: W.D. SUPPLIES

Contractor: GREAT SUPPLIES & APPLIANCES [GS-19F-1053N] (v)

\$26.47 PG

1 day delivered ARO

[Compare Prices](#)



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

[Advanced Search](#)

Home > Search Results > Office Solutions > Signage & accessories > Identification documents > Badges or badge holders

[Help on this page](#)

Search Results

Found at least **3286** products for **holder**

Page: **1** 2 3 4 5

Refine using related terms

- badge
- name
- card
- adhesive
- plastic
- clear
- clip
- vinyl
- magnetic
- retractable
- label
- avery

Search with images

Find all the

Sort by: M

NSN/Mfr.

8455-01-41

P/N: 501-N shielded magnets to prevent damage to magnetic strip cards. Black vinyl back with clear vinyl front. ...

Manufacturer: N/A
Contractor: [GSA Global Supply](#) (strategic sourcing)

Here are the results of the search, having used the related term "holder". Click on the X, to remove the search criteria.

8455-01-412-9537 Clip-Style Badge Holder

Clear plastic badge holder, 4" wide x 3" high with swivel clip for attachment to clothing. Includes white or light colored heavy paper insert. Set includes 150 inserts and 150 badges.

Manufacturer: N/A
Contractor: [GSA Global Supply](#) (strategic sourcing)

\$18.76 BX
2-7 days
[Compare Prices](#)

[JWOD](#)

Quantity



7510-00-155-5174 Inspection Card Holder

Clear, 2-5/16 x 3-3/8", 100 per box. Vinyl card holder has a clear front with a thumb notch for easy access. Also includes a 1/4" reinforced hole for hanging.

Manufacturer: N/A
Contractor: [GSA Global Supply](#) (strategic sourcing)

\$16.28 PG
2-7 days
[Compare Prices](#)

[JWOD](#)



8455-01-545-3657 Retractable ID Badge Holder

Black, Identification card reel easily attaches to clothing for instant ID card access. Round plastic enclosure houses a spring loaded retractable reel attached to a 36 inch nylon cord. A metal spring clip secures the badge to a belt or ...

Manufacturer: NIB
Contractor: [GSA Global Supply](#) (strategic sourcing)

\$36.67 DZ
17 days
[Compare Prices](#)

[JWOD](#)



50279G Beaded Neck Chain (for Badge Holder)

Sturdy, nickel-plated, 30" beaded chain with connector is designed for carrying a personal identification tag or badge around your neck. Will not rub or chafe skin. Includes 100 chains.

Manufacturer: W.D. SUPPLIES
Contractor: [GREAT SUPPLIES & APPLIANCES](#) [GS-19F-1053N] (v)

\$26.47 PG
1 day delivered ARO
[Compare Prices](#)



Click on Advanced Search for additional opportunities to narrow your search results.

What a

Enter keywords
contractor, cont

bade

Look in...

All Categories

Advanced Search **Find it!**

Special Programs

Strategic Sourcing BPAs
direct access to Strategic Sourcing
and agency specific BPAs

Environmental
direct access to a variety of
environmental oriented products

JWOD Program
one-stop shopping for available
JWOD solutions

Disaster Relief
identify a full range of products
and services for relief and
preparedness

Wildfire
quickly locate available approved
NFES products

Homeland Security
locate critical Homeland Security
products and services

GSA Advantage offers the most comprehensive selection of approved products and services from GSA contracts. Thanks for choosing GSA!

GSA Advantage
provides VALUE!
Over 12 Million Products
Cost Efficiency
FAR Compliant Purchasing
Streamlined Online Experience
Find out what our customers are saying...

Frequently Asked Questions

- ▶ Password Assistance
- ▶ How do I get order status?
- ▶ About overseas ordering
- ▶ How do I get a GSA Supply Catalog?

Products

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

Services

- ▶ Credit Card Services
- ▶ Facilities Services
- ▶ Financial Services
- ▶ Fleet
- ▶ Office Services
- ▶ Professional Services
- ▶ Property Disposal
- ▶ Security Services
- ▶ Technology Services
- ▶ Transportation Services
- ▶ Travel Services

use this tool to submit
FEDSTRIP requisitions

Get quotes fast with
GSA e-Buy
▶ learn more about e-Buy

State & Local

Purchase Products and
Services For:

- DISAST RECOV** Disaster Recovery
- COOP PURCH** Information Technology

Register here!

Contractor Info

- ▶ How do I get a GSA contract?
- ▶ How do I get on GSA Advantage or e-Buy?

More Contractor Info...

Get my Orders!

GSA Advantage Sales

New search:

in

Find it!

Advanced Search

Advanced Search

More terms Start over

Search for: in **Find it!**

Category: Sort:

Price: more than \$ less than \$ Display:

- Limit results to:**
- UNICOR UNICOR mandatory items
 - JWOD NIB/NISH/JWOD mandatory items
 - CPG CPG compliant items
 - FEMP FEMP Energy Efficient items
 - PRIME PRIME program items
 - HSPD-12 HSPD-12 Certified
 - 508 Items with 508 information available
 - Recycled items (other than CPG)
 - Energy Star compliant items
 - Other environmental items
 - Biobased items
 - Small business
 - Service disabled veteran owned small business
 - Veteran owned small business
 - VA Medical items
 - GSA Global Supply items
 - Woman owned business
 - SBA-certified small disadvantaged business
 - SBA-certified HUB Zone firm
 - SBA-certified 8(a) firm

Advanced search allows you to search for an exact phrase in a particular product field, restrict your search by category, price, or socioeconomic factors, and limit your display options.

Section 2: Search Results & Product Information & Detail

- **Search Results Page**
 - **Product Detail**
-

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

Home > Search Results > Office Solutions > Signage & accessories > Identification documents > Badges or badge holders

[Help on this page](#)

Search Results

Found at least **3286** products for **holder**

Page: **1** 2 3 4 5

Refine using related terms

- badge
- name
- card
- adhesive
- plastic
- clear
- clip
- vinyl
- magnetic
- retractable
- label
- avery

Search within results

Find all these words Limit to:

Sort by: Most relevant

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

Click on the "Compare Prices" link to compare prices and view additional sources.

Business size indicators are listed next to the contract number.

MSN/Mfr. Part No/P

8455-01-418-2224

P/N: 501-N or equal, V shielded magnets to p

Manufacturer: N/A
Contractor: GSA Global Supply

8455-01-412-9537 **Clip-Style Bad**

Clear plastic badge holder, 4" wide x includes 150 inserts and 150 badge

Manufacturer: N/A
Contractor: GSA Global Supply (strategic sourcing)

7510-00-155-5174 **Inspection Card Holder**

Clear, 2-5/16 x 3-3/8", 100 per box. Vinyl card holder has a clear front with a thumb notch for easy access. Also includes a 1/4" reinforced hole for hanging

Manufacturer: N/A
Contractor: GSA Global Supply (strategic sourcing)

8455-01-5

Black, Ideal reel attached to a 36 inch nylon cord. A metal spring clip secures the badge to a belt or ...

Manufacturer: NIB
Contractor: GSA Global Supply (strategic sourcing)

50279G **Beaded Neck Chain (for Badge Holder)**

Sturdy, nickel-plated, 30" beaded chain with connector is designed for carrying a personal identification tag or badge around your neck. Will not rub or chafe skin. Includes 100 chains.

Manufacturer: W.D. SUPPLIES
Contractor: GREAT SUPPLIES & APPLIANCES [GS-19F-1053N] (v)

JWOD

5.29 PG
1 day delivered ARO

Compare Prices

JWOD

\$26.47 PG
1 day delivered ARO

Compare Prices



New search:

Product Detail



Ins [HO] \$16

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

NSN: 7510-00-155-5174 Mfr: Made In:

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

Qty:  Below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.

	Price/Unit	Contractor	Socio	Order Increment	Delivery	Minimum Order	Stock Status	FOB
<input checked="" type="radio"/>	\$16.28 PG 100EA	GSA Global Supply (strategic sourcing)			2-7 days	\$100	In Stock	D
<input type="radio"/>	\$17.95 BX 100EA	GREAT OFFICE SUPPLIES INC.	s w	10	7 days delivered ARO	\$100	Direct Delivery	D-ConUS/O-AK,PR,HI



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

Section 3: Cart & Checkout

- **Shopping Cart**
 - **Park a Cart**
 - **Retrieve a Cart**
 - **Checkout**
 - **Order Confirmation**
-

The shopping cart contains any item you have selected to purchase.

New search:

Your Current Shopping Cart [Help on this page](#)

[Continue Shopping](#)

[Update Cart](#)

[Park Cart](#)

[Checkout](#)

Notes	NSN/Mfr. Part No.	Details	Qty	Unit Price	Total Price	Get a Quote (e-Buy)
	7510-00-155-5174 INSPECTION CARD HOLDER Vendor: GSA	In Stock 2-7 days CONUS	<input type="text" value="3"/>	\$16.28 PG	\$48.84	
	50279G BEADED N Vendor: GF			\$26.47 PG [reduce price]	\$79.41	<input type="checkbox"/>
Cart Total:					\$128.25	

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

Shopping Cart Notes

Removing Items

- Enter "0" in the Qty box

Changing the Unit Price

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

Payment Methods

- GSA Advantage accepts the Government Purchase Card or AAC/DoDAAC. Restrictions may apply

Shipping

- Shipping is included on all prices except when "FOB Origin".

- Orders may be placed with additional instructions.

Saving your Shopping Cart

- If you would like to save your shopping cart, click on the "Park Cart" button.

- Please note that the cart will be automatically removed after 30 days.

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

New search: in All Categories

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

Park a Cart

 **Please Note:** Prices are subject to change and may be

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

Cart Name:

Cart Password: *(optional)*

clear my Shopping Cart after parking



Your Current Parked Carts

Cart #	Cart Name
934804	Paper
670405	Supplies

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

To park your current shopping cart, create a cart name, and click "Park Cart".

New search:

in All Categories

Find it!

Advanced Search

Help on this page

Manage My Parked Carts

Instructions: Click the "Cart Name" link to view the cart details. For more instructions below.

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

Cart #	Cart Name	Last Updated		
691336	Badges	08/13/2007		
934804	Paper	10/04/2007		
670405	Supplies	08/13/2007	No	

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

Retrieve a Cart

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

Cart #

Password:

(if necessary)

Retrieve Cart

Retrieving a Parked Cart

New search: in

Manage My Parked Carts

[Help on this page](#)

Instructions: Click the "Cart Name

password. To "Retrieve" a cart see the instructions below.

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

Cart #	Cart Name	Last Updated	Password	Remove
691336	Badges	10/04/2007	No	
934804	Paper	02/04/2008	No	
670405				

Cart Number: 691336
 Cart Name:
 Cart Password:
 Enter New Password:

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

Product	NSN/Mfr Part #
INSPECTION CARD HOLDER	7510-00-155-5174
LEADED NECK CHAIN (FOR BADGE HOLDER)	50279G

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

Retrieve
To retrieve
was assigned

Cart #
Password:

Your Current Shopping Cart

[? Help on this page](#)

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

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

Item	Quantity	Unit Price	Total Price	Get a Quote (e-Buy)
7510-00-155-5174 INSPECTION CARD HOLDER Vendor: GSA	<input type="text" value="3"/>	\$16.28 PG	\$48.84	<input type="checkbox"/>
50279G BEADED NECK CHAIN (FOR BADGE HOLDER) Vendor: GREAT SUPPLIES & APPLIANCES	<input type="text" value="3"/>	\$26.47 PG [reduce price]	\$79.41	<input type="checkbox"/>
Cart Total:			\$128.25	

Shopping Cart Notes

- Removing Items**
- Enter "0" in the Qty box for the items you want to remove and click "Update Cart".
- Changing the Unit Price**
- Customers are encouraged to negotiate a lower price with MAS contractors (if the volume warrants). To reduce the unit price, click [reduce price]. You will be asked to provide an authorization.
- Payment Methods**
- GSA Advantage accepts the Government Purchase Card or AAC/DoDAAC. Restrictions may apply.
- Shipping**
- Shipping is included on all prices except when "FOB Origin".
- Orders may be shipped to any valid post office address, as well as APO/FPO or foreign addresses. Additional instructions will follow in Checkout.
- Saving your Shopping Cart**
- If you would like to save your cart for later or forward your cart to someone, click the "Park Cart" button.
- Please note that prices are subject to change, and may be different when retrieved.

Step 1: Select Method of Payment

Advantage allows Purchase Card and AAC/DoDAAC payment methods.

anges and click 'Update' to save. If you have a Purchase Card, On your card statement, these purchases can appear as individual lines or you may log to GSA Advantage, click on Your Orders then click on "Reconcile credit card statement". Follow the instructions on the screen to obtain a breakdown of the consolidated line.

Purchase Card

Select Payment	Card N	Default	lete
<input type="radio"/>	<input type="text"/>	<input type="radio"/>	
DoDAAC/AAC			
Select Payment	DoDAAC	Default	lete
<input type="radio"/>	<input type="text"/>		

Upon selecting your payment method, click one the "Submit-Continue" button to submit your information.

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

Step 2: Select Shipping Address

Checkout - New Shipping Address

Instructions: Please enter a

Notes:

- 1. Please do not use any special c
- 2. **Overseas Customers:** please m

You must enter an "Address Name" and fill out the necessary information.

▶ Park Cart

▶ Submit - Continue

Address Name

Agency

Address Line 1

Address Line 2 (optional)

City

State

Zip+4 (ex. 22202 or 22202-1234)

Individual Receiving Shipment

Name:

Phone: *commercial, no alphas*

E-mail:

Each address will require the name, phone number, and e-mail address of the individual receiving shipment.

Step 3: Checkout Review

[? Help on this page](#)

Check
Instru
1. Rev
2. Ma
3. Clid

Returning users will go directly to the checkout review page.

Click "Process Order" to process your order.

[Process Order](#)

* Required field

Payment Information

Card #: xxxx-xxxx-xxxx-0000
Exp. Date: Mar 2009

[Change Payment Information](#)

Customer

ANDREA ADD
703-555-5555
andrea.add
General Ser
[Change C](#)

3RD FLOOR Ref # 22202
New Address

Address
703-555-5555
Andrea.Address@gsa.gov

The checkout review page gives you the option to view and select from multiple dealers if available.

GSA Rec

Use the "Notes" field to include any mark-for, special markings, or delivery instructions for this item. If requesting inside delivery, please state "inside delivery" and provide a contact name, phone and room number.

7510-00-155-5174
INSPECTION CARD

Purchase Order

Contractor:
GREAT SUPPLIES & DEALER
GREAT SUPPLIES &
6374 BLACKHAWK
SILVER PALMS, NC
[Change Dealer](#)

Delivery Time
1 day delivered AR

FOB
Destination

Please review all information listed on this page. If you need to change any information, click on the link below the information. For example, to change you Payment Information, click on the "Change Payment Information" link.

Mfr. Part No.	Qty	Unit Price	Total Price	Ship Address
50279G BEADED NECK CHAIN (FOR BADGE HOLDER)	3	\$26.47	\$79.41	1 [change]
PO Total:			\$79.41	

Here is your Order Confirmation.

Order Confirmation

[? Help on this page](#)

Thank you for shopping GSA Advantage! An e-mail confirmation was sent to andrea.address@gsa.gov on Feb 4, 2008. You may also print a copy of your Purchase Order(s) by clicking the "View/Print PO" button.

Session No.: **2853005** Date: Feb 4, 2008
 Order Total: \$128.25 Ordering Officer: ANDREA ADDRESS

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

Requisition Number	NSN	Delivery	Qty	Unit Price	Total	Ship To
GYDGUIK80353781	7510-00-155-5174 INSPECTION CARD HOLDER <small>JWOD</small>	2-7 days CONUS	3	\$16.28 PG	\$48.84	1

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

Purchase Order	Qty	Unit Price	Total	Ship To
NGAKEG1543N GREAT SUPPLIES & APPLI 353-333-5555 <small>Dealer:</small> GREAT SUPPLIES & APPLIANCE 6374 BLACKHAWK DRIVE, SUITE 701 SILVER PALMS, NC 353-333-5555	3	\$26.47 PG	\$79.41	1
PO Total:			\$79.41	

If you wish to print the purchase order, click "View/Print PO".

[View/Print PO](#)

Shipping Address(es):

Address *Individual Receiving Shipment*
 GSA Andrea Address
 2222 GSA STREET 703-555-5555
 3RD FLOOR Andrea.Address@gsa.gov
 Arlington, VA, 22202

Symbols:
JWOD - Mandatory JWOD Item Available From NIB/NISH

[Logout](#)

[Continue Shopping](#)

Section 4: Login & Registration & Profile

- **Logging In**
 - **Registration**
 - **Forgot Your Password?**
 - **Updating Your Profile**
-

To register for a User ID and Password, click on "Register".

What are you looking for?

Enter keywords and/or NSN numbers

contract number

trade name

Look in...

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

public by simplify reliable and worldwide. products

and services from GSA contracts. Thanks for choosing GSA!

All Categories

Advanced Search

Find it!

Special Programs



Strategic Sourcing BPAs
direct access to Strategic Sourcing and agency specific BPAs



Environmental
direct access to a variety of environmental oriented products



JWOD Program
one-stop shopping for available JWOD solutions



Disaster Relief
identify a full range of products and services for relief and preparedness



Wildfire
quickly locate available approved NFES products



Homeland Security
locate critical Homeland Security products and services

GSA Advantage
provides **VALUE!**

- Over 12 Million Products
- Cost Efficiency
- FAR Compliant Purchasing
- Streamlined Online Experience

Find out what our customers are saying...

Frequently Asked Questions

- ▶ Password Assistance
- ▶ How do I get order status?
- ▶ About overseas ordering
- ▶ How do I get a GSA Supply Catalog?

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

- Services**
- ▶ Credit Card Services
 - ▶ Facilities Services
 - ▶ Financial Services
 - ▶ Fleet
 - ▶ Office Services
 - ▶ Professional Services
 - ▶ Property Disposal
 - ▶ Security Services
 - ▶ Technology Services
 - ▶ Transportation Services
 - ▶ Travel Services

▶ **Requisition Status**
find the status of any GSA requisition

▶ **NSN Quick Order**
quickly order GSA managed NSNs

▶ **FEDSTRIP**
use this tool to submit FEDSTRIP requisitions

Get quotes fast with **GSA e-Buy**
▶ learn more about e-Buy

State & Local

Purchase Products and Services For:

- DISAST RECOV** Disaster Recovery
- COOP PURCH** Information Technology

Register here!

Contractor Info

- ▶ How do I get a GSA contract?
- ▶ How do I get on GSA Advantage or e-Buy?

More Contractor Info...

Get my Orders!

GSA Advantage Sales

New search: in

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

Registration to purchase items and/or use many of the features of this site. To register, you must enter all required information and click the "Register" button.

First Name: Last Name:

Phone: (no alphas)

Agency:

Bureau Code: (if your bureau is not listed, please select the bureau that matches your agency)

Email Address:

Zip Code: (ZIP code needed to determine pricing for your location) (ex. 222)

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

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

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

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

Re-enter Password:

Password Hint: Enter your mother's maiden name:

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

Content of Order Status emails:

Format of emails:

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

New search:

in

All Categories

Find it

Advanced Search

Member Login

Help on this page

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

View a Tutorial of the "new" GSA Advantage!

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



User ID

Password

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

New search: in

Profile - Member Information

[Help on this page](#)

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

If your information is incorrect, please make the necessary modifications and

Your Profiles

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

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

First Name:

Phone:

Agency:

Bureau Code:

Email Address:

Zip Code:

User ID:

Password:

Re-enter Password:

Password Hint: Enter your mother's maiden name

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

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

[Content of Order Status emails:](#)

[Format of emails:](#)

Click "Update" to update your information.

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

- [▶ Member Information](#)
- [▶ Edit Address Book](#)
- [▶ Edit Methods of Payment](#)

Instructions: The following addresses are associated with your membership.

You can remove an address by clicking on the "Remove Address" link, located under each address.

Default address		▶ Update
<input checked="" type="radio"/>		
<input type="radio"/>	CIV4 GSA 5555 NICK ROAD 2ND FLOOR Arlington, VA 22202 [remove address]	▶ Update
▶ Create a New Address		

Individual Receiving shipment

Name:

Phone: commercial, no alphas

E-mail:

An additional address can be created by clicking on the "Create a New Address" link.

Profile - New Address

You must enter an "Address Name" and fill out the necessary information.

Instructions: Please enter a

- Notes:
1. Please do not use any special characters (quotes, #,\$, etc..) in the Address Name
 2. **Overseas Customers:** please make sure your APO/FPO mail address is entered in City, and AA,AE or AP is entered in State.

Address Name

Agency

Address Line 1

Address Line 2 (optional)

City

State

Zip+4 (ex. 22202 or 22202-1234)

Individual Receiving Shipment

Name:

Phone: *commercial, no alphas*

E-mail:

Each address will require the name, phone number, and e-mail address of the individual receiving shipment.

Profile - Payment Methods

Instructions: The following payment methods are available. If you have a Purchase Card, make sure you have a valid card number and expiration date.

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

You can access your methods of payments by clicking on "Edit Methods of Payment".

- Help on this page
- Your Profiles
 - Member Information
 - Edit Address Book
 - Edit Methods of Payment

update' to save. If

Reset Update

Purchase Card

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

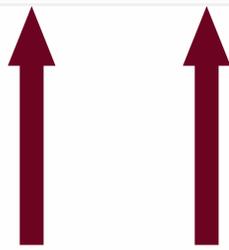
AAC/DoDAAC

AAC Number	Delete
<input type="text"/>	<input type="button" value="Delete"/>

Apply for a Password Apply for an AAC

To apply for an Activity Address Code (AAC) or AAC password click on "Apply for an AAC" or "Apply for a Password".

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



Section 5: Order History & Order Status

- **Order History**
 - **Order Status**
-

To view your 5 most recent orders, you can click on the date of the order on the GSA Advantage! home page.

What are you looking for?

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

Search input field

Look in...

All Categories dropdown menu

Advanced Search

Find it!

Special Programs

Strategic Sourcing BPAs

direct access to Strategic Sourcing and agency specific BPAs

Environmental

direct access to a wide range of environmental oriented products and services

JWOD Program

one-stop shopping for JWOD solutions

Disaster Relief

identify a full range of products and services for relief and preparedness

Wildfire

quickly locate available approved NFES products

Homeland Security

locate critical Homeland Security products and services

Welcome

ANDREA, welcome to GSA e-Buy. We have both products and services for you.

Customer feedback is very important to us and the driving force in developing strategies on organizing and presenting our information.

Your Recent Orders

Date	Session#	Total
02/04/08	2853005	\$128.25
12/08/07	2722765	\$260.00
10/04/07	2645412	\$2,077.50
08/13/07	2625887	\$182.80
02/06/07	2289548	\$316.60

News and Information

Does GSA Advantage provide Invoices?

6 Reasons to Update your GSA Advantage

e-Buy User Tips

Schedules e-Library Enhancements

managed NSNs

FEDSTRIP

use this tool to submit FEDSTRIP requisitions

Get quotes fast with

GSA e-Buy

learn more about e-Buy

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

IT Solutions & Electronics

- Laboratory, Scientific, & Medical
- Law Enforcement, Fire, & Security
- Office Solutions
- Recreation & Apparel
- Services (online ordering)
- Tools, Hardware, & Machinery
- Vehicles & Watercraft

Fleet

- Office Services
- Professional Services
- Property Disposal
- Security Services
- Technology Services
- Transportation Services
- Travel Services

*** WARNING *** This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. Privacy and Security

New search: **O** Order History, Status,

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

Order History Search Reconcile Credit Card

- View all your GSA Advantage! Orders **Go!**
- View Orders by Date range (MM/DD/YYYY)
from to **Go!**
- View a specific order (Enter a PO #, Requisition #, or a Session #)
 Go!

Find items ordered

1. Search for
 2. Which field should we search in?
 NSN/Mfr Part No. Item Name Contractor
 3. Enter order date range (optional) MM/DD/YYYY
from to
- Go!**

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

To search for a particular item ordered, type the keyword into the search box under Step 1. Select which field you wish to search in, for Step 2, and click "Go!". You also have the option to narrow your ordered items search by date range.

To view all of your GSA Advantage! Orders, click on the "Go" after "View all your GSA Advantage! Orders".

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

Order History - Search Results

Instructions: Click the "Order Date" to view order

Criteria: all orders

Order Results [Order History Search](#) [Reconcile Credit Card](#)

Session No.	Order Date	Order Total
2853005	02/04/2008 	\$128.25
2722765	12/08/2007	\$260.00
2645412	10/04/2007	\$2,077.50
2625887	08/13/2007	\$182.80
2289548	02/06/2007	\$316.60

New search:

Order

- ▶ Click it
- ▶ To Rec
- ▶ To rep
- ▶ To send a **Cancellation Request**, check the 'Cancel Req

[? Help on this page](#)

Order status is located under the Status column.

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

Order Detail [back to Order Results](#) [Order History Search](#) [Reconcile](#)

Session #: 2853005
Order Date: 02/04/08

GSA Requisitions

Record	Deliv Days	Ship To	Status	Status Qty	PO #	Mode of Shipment	Bill Date	TCN/GBL	Cancel Request
<input type="checkbox"/>	2-7 CONUS	1	Pending 02/04/08						<input type="checkbox"/>

Shipping addresses are located at the bottom of this page.

You may enter a cancellation request by checking the box under the Cancel column. Remember, items with one (1) day delivery cannot be canceled.

A user may also choose to View/Print Purchase Orders by clicking on the "View/Print PO" button.

PO #:
Vendor:GR
Order Stat
Dealer:
c/o PREMIER
6374 BLACKH
SILVER PALM

[View/Print](#)

Receiv

Shipping Address(es):

Addresses : 1
GSA *Individual Receiving Shipment*
2222 GSA STREET *Andrea Address*
3RD FLOOR 703-555-5555
Arlington, VA 22202 *Andrea.Address@gsa.gov*

All new orders will contain symbols, such as the recycled symbol. The definition of these symbols will be located at the bottom right of the page.

Thank you for your interest in GSA *Advantage!*

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