

GPO Online Paper Store

Environmentally friendly, xerographic copier paper

A True e-Commerce Solution

- Credit card customers, zero paperwork to register
- Username and password provided upon registration (email is username)
- BAC customers complete a Form 2747, similar to SF-1 and must be renewed year-to-year
- Cloud computing solution for agencies, where all data stored in the cloud and accessible with Internet connection
- Telework solution as Internet connection is all that is needed to place orders (24/7/365)
- Shipping is included in the price and is available in 24 hour or next-day delivery in major U.S. cities and 48-hour delivery for other locations across the continental U.S.
- Mobile enabled site for ordering on the go as well as at a desk
- Has ability for complete control, visibility and enterprisewide ordering
- Agencies can connect offices and order throughout the continental U.S.
- Reporting functions comprehensive, exportable and available 24/7/365 (Excel format)
- Complete invoicing history including all billing records for credit card users BAC customers will receive GPO billing.
- Can save and record repeat order needs. called "Easy Order List"
- Can add a "PO number" or unique identifier to each order

Full Enterprise Solution

- Dedicated Customer Service Center for program.
- Swatch book available upon request.
- Material Safety Data Sheets (MSDS) available for each and every product.
- Certified sustainable items available (most popular are Forest Stewardship Council-FSC and Sustainable Forestry Initiative-SFI certifications).
- Can search and select available products by brand, caliper, size, number of holes, color, certification info, opacity, mfg name, basis weight, brightness, etc.

Competitive Pricing

- Contract provides "most favorable pricing" to the Federal Government; therefore, extremely competitive in the industry marketplace.
- Tiered pricing allows for bulk order savings.
- Taxes already removed from program.
- Multiple varieties of paper are available. Focus is on sustainable, proven and reliable products.
- All papers meet the OMB Federal Requirements for paper purchasing under Executive Order 13423, including papers meeting individualized agency mandates and or directives.
- Pricing will not change without 14 days notice from GPO.
- No surcharge on this program, the price you see is the price you are charged.
- [Download PaperStore Price Guide](#)

Ordering

- Majority of ordering is done via e-commerce, however phone ordering is also provided. (no paperwork required-simply select stocks and order via established account).
- Orders may be as low as 1 carton to multiple truck loads.
- No limitations on mixing products per order or minimum carton restrictions.

Products

- Variety of 8.5" x 11", 8.5" x 14" and 11" x 17"
- 7 colors: White, Blue, Buff, Green, Pink, Salmon, and Yellow
- 3 hole punch available
- 20lb and 24lb available
- 30%, 50%, and 100% Post Consumer Waste (PCW) available
- GPO continues to expand product list to meet user demand.

Getting Started — Go Here



Once you are logged on, the website will save your log-in information for quick return access.

New customers may register by clicking **New Customers Register Here**.

GPO Online PaperStore

GPO Registration

If you need assistance filling out the registration form, please fill in the [Inquiry of Interest](#) form and your National Account Manager will follow-up with you or review the [Frequently Asked Questions](#) for further instruction

* Required

First Name: *

Last Name: *

Title/Position: *

Agency/Bureau: * Select One

Telephone Number: * - -

Email Address: *

An agency administrator has access to view other Online Paper Store accounts within their agency.

Billing Address

Address (line 1): *

Address (line 2): *

City: *

State: * Select one

Zip Code: *

Shipping Address Click here if the shipping address is the same as the billing address.

Address (line 1): *

Address (line 2): *

City: *

State: * Select one

Zip Code: *

Payment Method

How will you be paying for your purchases? BAC Credit Card

Cancel

A business paper resource. A cost-effective answer.

All fields with an asterisk are required

Upon Registration

- You will receive an email summarizing your registration information.
- BAC customers will receive a copy of form 2747 for completion and a fax number to send the completed form.
- Both BAC & credit card customers will have their billing information verified.
- Upon email (username) verification customers will verify their password within 3 business days.
- Users can reset password at any time using online features.

Start Shopping

GPO Online PaperStore

HOME PRODUCTS MY ACCOUNT

SEARCH FOR:

PRINTING & IMAGING

GPO - DODUSAF Hickam AFB - Credit Card

CHANGE SHIP TO LOCATION QUICK ORDER / SEARCH

MY ACCOUNT: Welcome GPO Admin

MY ORDERS: View Order Status

MY EASY ORDER LISTS: Copy Create/View Lists

MY INVOICES: View/Generate Invoices

MY REPORTS: No saved reports found

ESTIMATING DOWNLOADS: efi ProSwift Franklin Alpha Ready

QUICK ORDER / SEARCH

MY SHOPPING CART: 700 items in cart

MY SALES REPRESENTATIVE: National Account GPO 1-800-805-9498

ATTENTION! Do you have special delivery requirements? Such as: - Tractor Trailer height restrictions or length

This is your homepage. The key features of the site are on the left hand side of the page; **My Account, My Orders, My Easy Order Lists, My Invoices** and **My Reports**.

My Account

MY PROFILE

Personal Information

First Name:

Last Name:

Job Title:

Phone Number:

Email:

Default Criteria

Default Login Page:

Default Purchase Order:

Default Ship-To:

Default Search Results:

Search Results Page:

Default Segment:

Default My Orders:

Preferences

Line Item Detail Options: I will be using the following item details options: Department SL Code Job Code Purchase Order

My Internet Orders Display Options: Display internet orders in complete status for: Myx Display internet orders until Header ID Number is entered: Department SL Code Job Code Purchase Order

MY SHOPPING CART:

Item	Quantity
10442400	25,000
10442536	25,000
10304997	10
Subtotal:	1,927.00

ATTENTION! Do you have special delivery requirements? Such as: - Tractor Trailer height restrictions or length restrictions. - Delivery times or delivery appointments needed. - Delivery contact person and phone number for us to call.

This page displays your personal information (name, e-mail address, phone number...) along with basic setting for the site; You may update this information and save your updates.

My Orders

This page will display your orders from the last 30 days; they are sorted by 3 categories – **Internet Orders**, **Backorders** and **Open Orders**.

My Easy Order Lists

Name	Owner	Modified By / Comments	Action
Colored Paper	gobuyer	modified by user on 11/15/2010	Delete
Copy Paper	nam@gpo.gov	modified by user on 11/15/2010	Delete

You can create as many **Order Lists** as you'd like. From the list you may quickly create an order.

My Easy Order Lists

Select	Unsource Product#	Customer Product#	Quantity	UOM	Category	Taxable	Action
<input checked="" type="checkbox"/>	12642823	Blue 123	5000	SH	Blue	<input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Non-Taxable	Edit All Delete
<input type="checkbox"/>	12642558		5000	SH	Buff	<input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Non-Taxable	Edit All Delete
<input checked="" type="checkbox"/>	12642526		5000	SH	Canary	<input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Non-Taxable	Edit All Delete
<input type="checkbox"/>	12642821		5000	SH	Green	<input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Non-Taxable	Edit All Delete

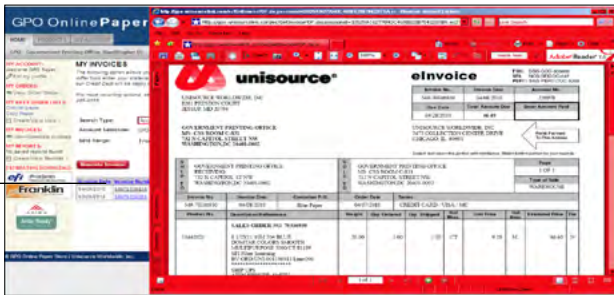
After placing a check mark next to the items you may add them to your cart.

My Invoices

Invoice Date	Invoice Number	Internet Order Number	Purchase Order	Account Number	Ship To	Order Total	PO#
04/05/2010	2482238882	44-00108733	Blue Paper	NL70-22095000021	GOVERNMENT PRINTING OFFICE	\$12.40	
03/25/2010	2482333088	44-00107395	GPO Sample	NL70-22095000021	GOVERNMENT PRINTING OFFICE	\$12.00	

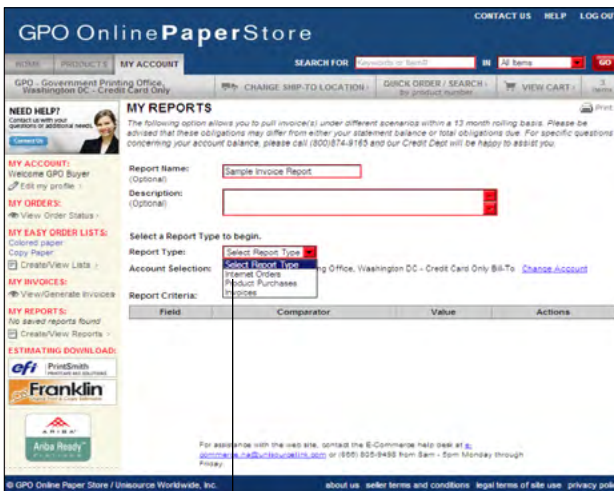
Search for and view invoices by Account number/date range, Purchase Order#, Invoice#, Sales Order# or Internet Order#.

My Invoices



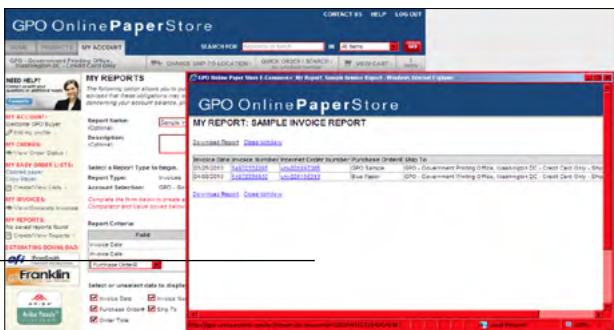
Click on the hyperlink invoice number to open a PDF with line by line detail ready to print.

My Reports



Generate a wide variety of reports by building your query from Internet Orders, Product Purchases or Invoices.

My Invoices



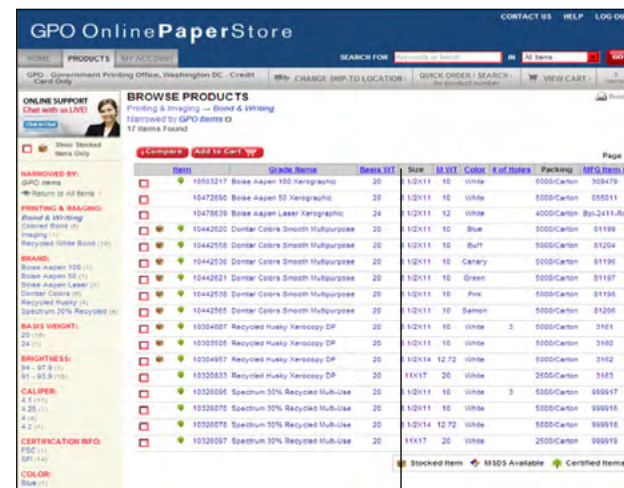
This is an example of an invoice report. By clicking the Download Report hyperlink the report will be available in Excel.

GPO Item Catalog



To access all of the GPO Online PaperStore contract items choose the GPO Items catalog from the dropdown menu of the Products tab.

GPO Items



Clicking on the category header will sort the list by that category.

GPO Items

Additional 'drill down' information is available on the left hand side of the page to help you narrow your search.

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Clicking on an individual item provides your contract price.

You will also see availability on this screen.

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Cart Detail

At any time you may see your cart detail which includes: items, quantity, price and availability.

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Checking Out – Placing Your Order

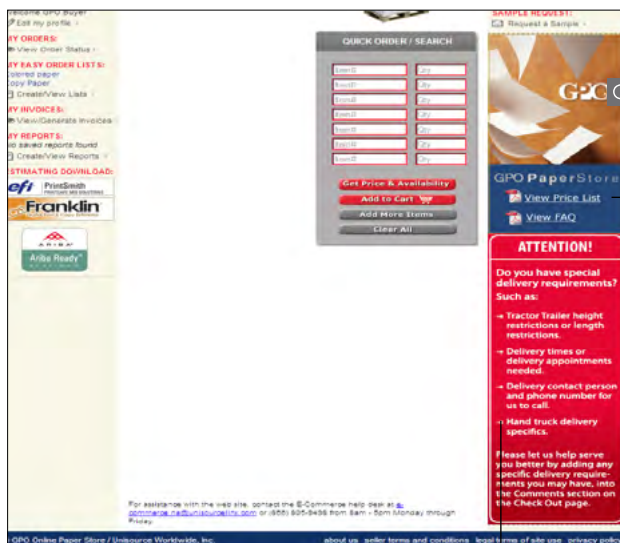
The Check Out screen shows you where the product is shipping, and being billed.

You may also enter a PO#, choose your delivery method and credit card customers may enter their credit card information.

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You may also enter a PO#, choose your delivery method and credit card customers may enter their credit card information.

GPO Item Catalog



There are PDF documents on the website for informational purposes – **Current Contract Price List** and **Frequently Asked Questions**.

Instructions for notifying The GPO Online Paper Store of your special delivery instructions.

Your Order

- Your order will go to Unisource customer service for processing.
- You will receive both an e-mail Order Notification (the order has been placed) and Order Confirmation (has been processed for delivery).
- You may contact customer service at any time by using the Contact Us at the top of every page on the website

Summary

- Registration and ordering online
- Available 24/7/365
- Competitive pricing with bulk order savings and no added surcharge
- Free 24-48 hour delivery
- Variety of sizes, colors, weights, and PCW content
- Multiple payment methods – Government purchase card, GPO Deposit Account, IPAC Order quantities – one carton to multiple truckloads
- Dedicated customer service center
- Comprehensive reporting functions downloadable into Excel

To learn more, contact a GPO National Account Manager at **202.512.1904** or nam@gpo.gov.