www.gsaadvantage.gov
This basic tutorial will take you step by step through a typical shopping session. The tutorial is divided into 5 lessons:

- **Section 1: Searching on GSA Advantage!**
- **Section 2: Understanding Search Results & Product Detail**
- **Section 3: Cart/Checkout**
- **Section 4: Login/Registration/Profile**
- **Section 5: Order History/Order Status**

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar 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.
Section 1: Searching on GSA Advantage!

Searching by Keyword
Searching by Category
Refining your Search
Advance Search
Welcome to the NEW GSA Advantage! Home Page

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

To demonstrate, let's begin searching.....
There are 2 Ways to Search on GSA Advantage!

#1. Search by Keyword
First, type a keyword into the search box.

Use the category dropdown to search in a specific category.

Click Find it! to start searching!
Suggested Categories allows you to narrow your keyword search to a specific category. Clicking on a suggested category will display filtered results based on the suggested category you selected.
#2. Browse by Category

Click on the category that best fits what item you are searching for. For example, to find copier paper, click on “Office Solutions”.
The blue bullets to the left are a list of the categories under “Office Solutions” and examples of items that are in those categories.

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

Copier paper falls under “Paper Products”. Click on “Paper Products” to continue narrowing down the search.

Look for services in each super category under the “Additional” subcategory.
For this example, look under the subcategory “Printing & writing paper”.

Continue to drill down through the category search and make the best decision based on what item you are looking for. Categories are designed so that each level narrows your search results gets you closer to finding the item you are searching for.
Here is the final level of categories under “Printing & writing paper”. Read through the list and find the best fit for your product.

To view the search results for copier paper, click on the “Printer or copier paper” category.
You can narrow your results by searching within results. For example, if you only wanted to display 8.5 x 11 inch copier paper, type “8.5 x 11” into the text box and click Find it!.
Use the "More refine options" link to further filter your search results.
“Refine My Search Results” allows you to limit the search based on environmental characteristics or socioeconomic business status.

The numbers next to the filters represent the number of items within your search which contain that filter. For example, there are 563 items which contain Recycled Content.

Click **Find it!** to display results.

For example, to display only Recycled Content Items and Small Business Contracts, mark the check boxes next to the filter.
The filters you have checked on the previous pages are listed here.

If you wish to remove a filter, click on the gray X located next to that filter. For example, to no longer restrict your search to just recycled items, click on the gray X located next to “Recycled Content Items”.

You can also view all manufacturers or contractors who supply copier paper by clicking on links located to the left.
This Manufacturers Filter option allows you to narrow your search results to just the manufacturers that you select.
Click on Advanced Search for additional opportunities to narrow your search results by searching for an exact phrase in a particular product field, restricting your search by category, price, or socioeconomic factors, and limiting your display options.
Section 2: Understanding Search Results & Product Detail

- Search Results Page
- Additional Sources
The globe represents a link to the vendor’s website where additional information about the product can be found.

This represents the business size indicators.
To view additional sources, click on the “Additional Sources” link

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

“SALE” indicates the contractor is offering a temporary price reduction off their normal contract price.

Options/Accessories gives you the ability to customize your product
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.

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

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

Be sure to review the minimum order purchase amount before making a selection.
Section 3: Cart/Checkout

- Shopping Cart
- Park a Cart
- Retrieve a Cart
- Checkout
- Order Confirmation
The shopping cart contains the items you have selected to purchase.

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

If you make any quantity 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 “Parked Carts” link at the top of the page.
Parking a cart allows you to save your shopping list for a future purchase or to forward it to another person.

To park your current shopping cart, fill in a cart name and optional cart password, and click “Park Cart”.

Remember, when you retrieve a cart, pricing is subject to change.
To retrieve a parked cart, simply click on the cart name highlighted in red. To manage your parked carts, click on the “Parked Carts” link above.
Retrieving a Parked Cart

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

You can forward a shopping cart to another person by clicking on the “Forward Cart” button.

To add items from the parked cart to your active shopping cart, click on “Add to Shopping Cart” above.
To proceed to checkout, click on the "Checkout" button in your shopping cart.
After clicking “Checkout” you will need to select a payment method. This is “Step 1” of the checkout process.

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

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

If you are purchasing NSNs, you may pay with your “AAC” or “DoDAAC”.

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” of the checkout process, verifies your personal data and shipping address information.

Check your “Customer Information”. Click on “Update to make changes.”

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”.

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

Click “Continue” to go to “Step 3”.
“Step 3” allows you to review and edit your GSA Requisitions and Purchase Orders.

Vendor contact information is available by clicking on the “Vendor” link.

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.

Click “Process Order” to receive your order confirmation.
Thank you for shopping GSA Advantage. An e-mail confirmation was sent to tim@gsa.gov on Wed Jul 22, 2004 3:45 (EDT).

All GSA Requisitions will be displayed at the top. Purchase Orders going to Schedule vendors will be displayed at the bottom.

**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 "Your Orders" from the GSA Advantage Main Menu.

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>NSN</th>
<th>Delivery</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GY5CF232585539</td>
<td>Hole Punch 8460-01-455-0014</td>
<td>2-7 days (CONUS)</td>
<td>10</td>
<td>$4.99 EA</td>
<td>$49.90</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Mfr. Part No.</th>
<th>Delivery</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZCAKB81775Z</td>
<td>Widget PDR-M81</td>
<td>30 days</td>
<td>1</td>
<td>$100.00 EA</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Shipping Address(es):**

**Address 1**
GSA/FSS
1941 Jefferson Davis Hwy
Arlington, VA 22202
**Mark for**: Inside delivery Rich Carlson 703-305-6924

**Address 2**
Department of the Army
156 Army Navy Drive
Pentagon City, VA 22200
**Mark for**: Maj. Smith

**Address 3**
The White House
1600 Pennsylvania Ave.
Washington, DC 20006
**Mark for**: George W. Bush (202) 736-1234
Section 4: Login/Registration/Profile

Logging in
Registration
Forgot your password?
Updating your Profile
In order to park carts, make purchases, and check order history, you will need to login.

To register for a User ID and Password, click here.
Registration

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

**Instructions:** With a GSA Advantage account you can easily track your purchase items and/or use many of the enhanced features of GSA Advantage. Javascript disabled on your browser, by-pass the bureau selection below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>(no alphas)</td>
</tr>
<tr>
<td>Agency</td>
<td>- Selected -</td>
</tr>
<tr>
<td>Bureau Code</td>
<td>-- Select a Bureau -- (if your bureau is not listed, please select the first bureau shown)</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>(ZIP code needed to determine pricing for your location)</td>
</tr>
</tbody>
</table>

⚠️ 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:**

- Consolidated - Send me one daily message combining all orders

**Format of emails:**

- Plain Text (works well with all mail clients except Lotus 4.x)

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

[Register]
Forgot your password?

To retrieve a forgotten User ID or Password, simply click on the “Forgot my User ID & Password” link.
To update your profile, click on the “Profile” link in the menu bar. You can access your member information by clicking on the “Member Information” here. 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. Click “Update” to update your information.
Addresses can be viewed by clicking on the “Address Name”.

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 below.

You can access your address book by clicking on the “Edit Address Book”.

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

You must enter an “Address Name” and fill out the data in the blue box below.
You can access your methods of payments by clicking on the “Edit Methods of Payments” here.

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

To apply for an AAC or AAC password click here.
Section 5: Order History/Order Status

Order History
Order Status
To view your 3 most recent orders, you can click on the Session Numbers on the GSA Advantage! home page.

To view your order history or order status, click on the “Order Status/History” link above.
To search for a specific order, type the Purchase Order #, Requisition #, or Session # here, then click “Go”.

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

Click here to view all of your GSA Advantage! Orders.
Click on the session number link to check the status or view details of a specific order.

<table>
<thead>
<tr>
<th>Session Number</th>
<th>Order Date</th>
<th>Order Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>783618</td>
<td></td>
<td></td>
</tr>
<tr>
<td>767754</td>
<td></td>
<td></td>
</tr>
<tr>
<td>758600</td>
<td>11/15/03</td>
<td>$31.00</td>
</tr>
<tr>
<td>747888</td>
<td>11/03/03</td>
<td>$22.59</td>
</tr>
<tr>
<td>F686201</td>
<td>09/01/03</td>
<td>$1.79</td>
</tr>
<tr>
<td>637121</td>
<td>07/21/03</td>
<td>$9.63</td>
</tr>
<tr>
<td>635833</td>
<td>07/18/03</td>
<td>$9.96</td>
</tr>
<tr>
<td>614475</td>
<td>06/26/03</td>
<td>$12.11</td>
</tr>
<tr>
<td>586938</td>
<td>05/29/03</td>
<td>$10.22</td>
</tr>
<tr>
<td>583024</td>
<td>05/23/03</td>
<td>$30.56</td>
</tr>
</tbody>
</table>
Here are the details of Advantage! session #783618

Order status is located here.

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

You may enter a cancellation request by entering a check in this box. Remember, items with one (1) day delivery cannot be canceled.
Thank you for your interest in GSA Advantage!

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