

The GPOExpressSM Program

Cost-Effective Document Solutions for Your Government Agency



FedEx OfficeSM DocStore Catalog



Welcome

- The U.S. Government Printing Office (GPO)
 - An introduction to the GPO and GPOExpressSM Program
- The GPOExpress Program
 - Benefits, how the program works, plus eView online invoicing
- The FedEx OfficeSM DocStore Catalog
 - Overview of online ordering, benefits, how the catalog works
- FedEx Office DocStore Catalog Tour

The U.S. Government Printing Office



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Program Overview



- **2004:** FedEx Office responded to a GPO request for proposal
 - Convenient copy solution through a national network
 - Compliant with Title 44 and federal printing regulations
- **2005:** FedEx Office was awarded the contract, which was branded GPOExpressSM
- **2006:** The program was launched for all federal government Agencies, the District of Columbia government and the U.S. Postal Service
- **2008:** The GPOExpress FedEx OfficeSM DocStore catalog was launched
- **Today:** The program has more than 3,700 customers



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GPO: Your Federal Printing Resource

- Congress and federal government agencies have counted on the U.S. Government Printing Office (GPO) for more than 150 years
- Centrally located in Washington, D.C., with offices across the nation, GPO is the nation's largest print buyer working for the federal government
- GPO is committed to helping better manage, educate, regulate and promote communication activities within the federal government



GPO: Your Federal Printing Resource

- GPO works with more than 12,000 print-related contractors, supporting jobs for the economy
- GPO supports more than 180 federal agencies like yours, providing print, design, multimedia, and other communication services
- GPO is your federal printing resource

The GPOExpressSM Program



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GPOExpressSM Program Overview



- **Who's eligible**
 - Employees and contractors working for any federal government agency
 - District of Columbia government employees
 - Employees of the U.S. Postal Service
- **What's required**
 - An established deposit account, an intra-governmental payment collection (IPAC) account or a government-issued credit card
 - MIPRs are accepted on this program
- **For questions about eligibility**
 - Complete the inquiry of interest form at www.gpo.gov/gpoexpress
 - Contact your GPO national account manager



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GPOExpressSM Spending Limits

- Refer to your card for per-transaction spending limits
 - Find the A–Z alpha character in parentheses on your card
 - Refer to the chart to determine your spending limit
 - No approvals required if the transaction is below your limit
 - Request a quote at the time you place your order to determine if approval is required



Letter	Spending Limit	Letter	Spending Limit	Letter	Spending Limit
A	\$100	I	\$900	R	\$8,000
B	\$200	J	\$1,000	S	\$9,000
C	\$300	K	\$2,000	T	\$10,000
D	\$400	L	\$2,500	U	\$15,000
E	\$500	M	\$3,000	V	\$25,000
F	\$600	N	\$4,000	W	\$50,000
G	\$700	O	\$5,000	X	\$100,000
H	\$800	P	\$6,000	Y	\$250,000
		Q	\$7,000	Z	Unlimited

GPOExpressSM Spending Limits

- You can exceed your spending limit with written approval
 - Obtain written approval on a per-job basis from the authorized official who signed your GPOExpress application form
 - Provide a copy of the written permission at FedEx Office at the time of purchase
- You can request an increase to your spending limit
 - Resubmit your GPOExpress application (Form 3001) at any time to request a spending limit increase
 - Contact your GPO national account manager at nam@gpo.gov for more information



GPOExpressSM Program Benefits

- **Convenience:** Access a network of more than 1,800 FedEx Office locations nationwide — many open 24 hours a day, 7 days a week
- **Flexible ordering options:** Place orders in person, online or by phone, or request a pickup
- **Free proofs:** Place requests for approval before printing in person, online or by phone
- **Free delivery:** Get the convenience of door-to-door delivery in your local FedEx Office delivery zone
- **Free cost estimates:** Get project costs in advance, in person, online or by phone



GPOExpressSM Program Benefits

- **Fixed rates without surcharges**
 - View a pricing guide for federal agencies at www.gpo.gov/gpoexpress
- **Detailed receipts**
 - Count on receipts with job details and line-item charges attached to all completed projects
- **Agency job reference**
 - Note that a unique naming convention is used for agency tracking purposes, captured at time of order and referenced on receipt



eView Online Invoicing

- View account transactions online anytime
 - See transaction data within 24 hours after purchase
 - Provide access to all card holders, budget personnel, managers and administrators
 - All eView data is searchable



eView

HRU, PAUL OFFALEA | Change Password | Contact Us | Help | Logout

Account Listing | Invoices | Payments | Reports | Admin

Account 0000000000 - 0000-00 GPO (A) View Account Details

Initial results return the last six months of data, however, if you are looking for a specific invoice or a broader range, use the [Invoice Search](#) feature.

Invoice #	Location	Card Street	Card Number	Agency Job Ref	Invoice Date	Amount
124500000801	1245 / Washington DC K Street	CAROL CNE	0014	1405-01 GPO(A)	06-21-2006	\$266.29
051900001621	0519 / Chattanooga TN Brainerd St	CARRIE OBB	0002	FOR NPS Presentation	06-21-2006	\$5.74
052000001324	0520 / Mars PA Cranberry	NANCY BEDIAR-ESCHER	0005	200 copies letter folded	05-23-2006	\$65.40
131500004885	1315 / Washington DC 2020 K Street	KATHERINE D. CLARKE	0006		05-11-2006	\$91.26
130600001613	1309 / Atlanta GA Midtown	CARRIE OBB	0002	carrie gbb - note text	04-21-2006	\$59.99
12450000124	1245 / Washington DC K Street	CAROL CNE	0014	TEST PRICING	04-18-2006	\$0.02
12450000126	1245 / Washington DC K Street	CAROL CNE	0014		03-29-2006	\$0.95
012300000384	0123 / Little Rock AR Downtown	CARRIE OBB	0002	APPL conference	03-06-2006	\$55.80



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eView transaction Details By Product

- View your account transactions online anytime
 - Grant administrative access and reporting features to multiple cards and card holders through eView administration
 - View up to three years of invoice data
 - Export information to a PDF or XLS file



eView

HRU, PAUL OFFALEA | Change Password | Contact Us | Help | Logout

Account Listing | Invoices | Payments | Reports | Admin

Account 0000000000 - 0000-00 GPO (A) View Account Details

Invoice ID: 124500000801
Location: 1245 / Washington DC K Street

Invoice Line	Description	Quantity	Unit Of Measure	Unit Price	Unit Price Discount	Customer Discount	Amount
1	PS 205 Color Heavy Weight Coat	36.00	EA	\$1.00	3.0000	\$100.00	\$252.00
2	Document Creation Scan Graphic	1.00	EA	6.99	0.7000	\$0.70	\$6.29
3	Document Creation CD-Master Or	1.00	EA	9.95	1.9900	\$1.95	\$7.95
					Total	\$110.65	\$266.29

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GPOExpressSM Customer Support

- Contact your GPO national account manager at 1.202.512.1904 to:
 - Learn about GPOExpress and billing options
 - Register and begin using GPOExpress
 - Get face-to-face and over-the-phone training on GPOExpress
 - Learn more about features and benefits of GPOExpress
 - Get consultative support for all GPO services



GPOExpressSM Customer Support

- Contact Your GPOExpress account team at 1.866.815.4428 for:
 - Location of the nearest FedEx Office team for production support
 - Details about available products and services
 - Answers to questions about program features and benefits
 - Helpful information about contract and program updates



A Look At FedEx Office

- FedEx Office Print & Ship CentersSM provide a comprehensive range of business services to meet your unique needs
 - Copying, printing, direct mail, and signs and graphics services
 - High-speed Internet access, computer use, Wi-Fi services and videoconferencing
 - A full range of FedEx Express[®] and FedEx Ground[®] shipping services



The FedEx OfficeSM Network

- More than 1,800 digitally connected FedEx Office locations nationwide strategically located in high-traffic areas
- Access 24 hours a day, 7 days a week at hundreds of locations
- 32 Closed Production Centers (CPCs) for printing sensitive documents and/or large print jobs



● FedEx Office Print & Ship CenterSM
● FedEx OfficeSM Ship Center

Document Solutions

- **Copying and printing services**
 - State-of-the-art black & white and color copying equipment
 - High-output equipment with outstanding image resolution
 - Large-format production: presentation boards; trade show graphics; and architectural, construction and engineering drawings
 - Cutting, folding and stapling
 - Wide range of paper colors, stocks and sizes
 - Trained, experienced team members who can provide specialized advice and assistance
 - FedEx OfficeSM DocStore catalog to manage, store, print and distribute your projects



Document Solutions

- **Binding options**
 - Choose book binding, booklet making, coil binding, comb binding, tape binding and velo binding
- **Finishing options**
 - Choose folding, cutting, drilling, laminating, stapling and mounting
- **Document-creation options**
 - Choose business cards, brochures, proposals, flyers, reports, presentations, announcements, invitations, and much more

Signs And Graphics

- Take advantage of all our services, or just have us help you with a few steps in the process
 - Full range of sign capabilities
 - Experienced sign specialists
 - Quick turnaround time
 - Capacity to handle orders of virtually any size



Testimonials From Current Participants

“The U.S. Fish and Wildlife Service is very pleased with the GPOExpressSM contract. The customer service, ease of use and quality of the end products make this contract a winner. It is an excellent tool that supplements our existing term contracts, small purchase and one-time bid procurements.”

Mark Newcastle
Branch of Printing & Publishing
U.S. Fish and Wildlife Service



Testimonials From Current Participants

“GPOExpressSM is an innovative, streamlined printing procurement tool that will handle the emergency and administrative copying and duplication requirements of agency offices, particularly those without printing expertise.”

Bert Simon
Chief, Materials Management
U.S. Geological Survey



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Getting started with GPOExpressSM

- Providing federal government agencies with convenient access to cost-effective document solutions
 - For more information about the program, go to www.gpo.gov/gpoexpress or call your GPOExpress account team at 1.866.815.4428
 - To get started, contact your GPO national account manager at 1.202.512.1904



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FedEx OfficeSM DocStore Catalog



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FedEx OfficeSM DocStore Catalog



- A customized Web-based document library supporting the ordering, printing and distribution of a wide range of documents
- A virtual storage room of all your agency's most frequently printed documents
- Revise, customize, print and ship at any time — simply log in, then select and order the document you need
- Print on demand to any FedEx Office location nationwide and get free local delivery wherever available



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FedEx OfficeSM DocStore Catalog

- Customize your catalog with familiar file names and an organizational structure that makes sense for your agency
- Store up to 100 “ship-to” locations in the address book
- Past orders for the previous six months can be viewed and accessed for easy re-ordering
- Get simplified billing and consistent discounted pricing with built-in gatekeeper approval process



Catalog Applications

- Repetitive-use documents — training, HR and marketing materials
- Dynamic and customized documents — certificates, presentation materials, marketing collateral, data sheets, meeting materials, signage

Catalog Operational Benefits

- Virtual Storage capability eliminates storage, inventory and document obsolescence issues and expense
- Customization and controlled variable data printing options
- Version control: Add, delete and update documents as needed
- Simplified ordering with convenient shopping cart and address book features
- Time-saving elimination of proofs before production
- Secure document storage and COOP benefits

Catalog Financial Control Benefits

- Budget control — GPOExpressSM Card with preset spending limits for end users is the method of payment
- Gatekeeper approval option for all orders
- eView reporting of all transactions
- Reduced warehousing and inventory costs
- Print-on-demand process to eliminate waste
- Networked printing to reduce shipping costs by printing at or near your ultimate document-delivery point
- No fees for set-up or maintenance of the FedEx OfficeSM DocStore catalog site and document library

FedEx OfficeSM DocStore Catalog Tour



Access From The GPOExpressSM Site



The screenshot shows the GPO Express website interface. At the top, there is a navigation bar with links for 'About GPO', 'Newsroom/Media', 'Congressional Relations', 'Inspector General', 'Careers', 'Contact', 'WebGPO', and 'Search'. Below this is the GPO logo and the text 'U.S. GOVERNMENT PRINTING OFFICE | Keeping America Informed'. The main content area features a central banner with the GPO Express logo and the headline 'Your Solution for Document Needs at Discount Prices!'. To the left of the banner is a 'Home' sidebar with categories like 'GPO Access - FDsys', 'Customers', 'Working with GPO', 'Security and Intelligent Documents', 'Creative and Digital Media Services', 'Publications & Information Sales', 'Library Services & Content Management', 'Plant Operations', 'The Institute at GPO', 'Sales Forms & Standards', 'Vendors', 'Find out how you can Do Business with GPO', 'Libraries', and 'Find information about Federal Identity, Symbols & the Catalog of U.S. Government Publications'. To the right of the banner is a 'Quick Links' sidebar with links for 'GPOExpress Home', 'GPOExpress Home Page', 'GPOExpress FAQ', 'General questions about GPOExpress', 'Inquiry of Interest', 'Get in touch with a representative', 'Spending Limits', 'Choose from 30 ordering levels', 'Program Orientation Webinars', 'Sessions for new and return', 'Program Training Presentation', 'Review procedures & benefits pdf', 'Registration', 'It's easy to get started', 'Price List', 'Products & services that save pdf', 'Terms and Conditions', 'Store Locator', 'Send an Order', 'DocStore Quick Reference.pdf', 'eView - Online Access to Invoice and Account Activity', 'eView User's Guide.pdf', and 'Agency Specific' (with sub-links for ATIC and CPP). A red arrow points to the 'Agency Specific' link in the sidebar.



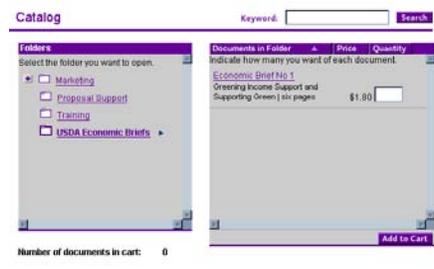
Site Login And Start Page

- Secure login 128 bit SSL encryption
- Logins may be created per individual user or by user groups
- Users may access and change password information at any time
- User profiles and pertinent user information are pre-loaded with login
- Upon login, users are guided through the order-placement process



Browsing The Document Catalog

- Documents are accessed via a folder-based interface
- Documents can be located by browsing through folders or by utilizing keyword search
- Document description and price are displayed for all documents
- Catalog documents are easily previewed
- File system is organized by agency administrator



Checking Out

- Shopping cart displays pricing subtotals and collects user payment information
- Upon login, user-specific information is entered, eliminating unnecessary data entry
- Customer-defined billing identifiers may be added as required fields
- Order details may be edited at any time

Shipping And Production

- Users can select delivery date, delivery time and production location for their orders
- Store Locator allows users to find production locations based on where the documents will be needed
- Users are allowed to choose a delivery method, from varying FedEx® shipping options to free local delivery

Order Confirmation

- Users receive a unique order tracking number and an e-mail confirming that their order has been received by the FedEx OfficeSM DocStore system
- Orders may be tracked 24 hours a day via 1.800.GoFedEx 1.800.463.3339
- Order details and status are accessible online

Thank You [Print This Page](#)

Thank you for your order. Your order number is **1012003357306518**

This is your receipt. Please print this as your receipt.

You will receive an e-mail confirming your order.

If you have questions about this order or need to cancel this order, you must immediately call FedEx Kinko's customer relations at 1-800-254-6667 and reference the order number above. Most jobs go into production within 15 minutes of receipt. Orders cancelled after going into production may be subject to a charge.

The Account Site is in test Mode.

Quantity	Documents in Your Order	Price
50	Economic Brief Job 1	\$90.00
Subtotal:		\$90.00

Contact	Payment
USDA User (202) 123-1234 usda.user@usda.gov 1400 Independence Ave., SW Washington, DC 20250 United States	FedEx Kinko's Commercial Account 01234567890000 Agency Job Reference Sample User Name: USDA User A FedEx Kinko's Team Member will contact you prior to production if there are any questions regarding your order.

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 - Learn more about features and benefits of GPO Express
 - Get consultative support for all GPO services