



# The GPOExpress<sup>SM</sup> Program

Cost-Effective Document Solutions for Your Government Agency

GPOExpress

# Agenda



## **The U.S. Government Publishing Office (GPO)**

- An introduction to the GPO and GPOExpress Program

## **The GPOExpress<sup>SM</sup> Program**

- Benefits, how the program works, eView online invoicing

## **FedEx Office Print On Demand**

- Overview of online ordering, benefits, how the **Shared Catalog** works

## **Addendum: FedEx Office Print On Demand tutorial**

- A step-by-step guide on how to get started

# The U.S. Government Publishing Office

The U.S. Government Publishing Office (GPO) is the federal government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating and preserving the official information products of the U.S. government.

- Congress and federal government agencies have counted on the GPO for more than 150 years.
- GPO works with more than 12,000 print-related contractors, supporting jobs for the economy.
- GPO helps better manage, educate, regulate and promote communication activities within the federal government.

# The GPOExpress<sup>SM</sup> Program



**The GPOExpress program is a partnership between the GPO and FedEx Office that provides deep discounts and convenient access to printing services<sup>1</sup>. The program includes:**

- Exclusive discounts: up to 80% off retail.
- Access to more than 2,000 FedEx Office locations nationwide.
- High-quality printing services from copying to large-format signs and banners.
- Professional design and finishing options.

<sup>1</sup>The GPO/FedEx Office partnership is compliant with Title 44 and federal printing regulations.

# GPOExpress<sup>SM</sup> Eligibility



## Who's eligible

- Employees and contractors of federal government agencies.
- District of Columbia government employees.
- U.S. Postal Service employees.

## What's required

- An established deposit account, an intra-governmental payment collection (IPAC) account or a government-issued credit card.
- MIPRs are accepted.

*For eligibility questions, complete the inquiry of interest form at [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) or contact your GPO national account manager.*

# GPOExpress<sup>SM</sup> Participating Agencies

**More than 4,000 cardholders from virtually every agency use the program.**

- Dept. of Veterans Affairs
- Dept. of Agriculture
- Dept. of State
- Dept. of Labor
- Dept. of the Interior
- Dept. of Justice
- Dept. of Commerce
- U.S. Courts
- U.S. Merchant Marine
- Dept. of Housing and Urban Development
- Peace Corps
- Army National Guard
- General Services Administration
- NASA
- National Institutes of Health
- FEMA
- Transportation Security Administration
- Equal Employment Opportunity Commission
- Federal Trade Commission

# FedEx Office Capabilities



**FedEx Office® Print and Ship Centers provide comprehensive business services.**

- High-speed, high-volume printing
- Large-format printing, including presentation boards, floor graphics, posters and banners
- Brochures, flyers, bound documents and manuals
- Professional finishing and binding
- Architectural, construction and engineering drawings
- FedEx Office Print On Demand for online job submission along with custom web-based library
- FedEx Express® and FedEx Ground® shipping

# GPOExpress<sup>SM</sup> Program Benefits



**Convenience:** Print on demand to more than 2,000 FedEx Office locations nationwide, many open 24/7 — great for teleworkers.

**Flexible ordering options:** Order printing services online anywhere, anytime.

**Fast turnaround:** Have printed documents available in hours instead of days or weeks.

**Free delivery:** Receive free delivery in your local FedEx Office delivery zone.

**Free cost estimates:** Get project costs in advance — online, by phone or in person.

# GPOExpress<sup>SM</sup> Program Benefits

## Fixed rates:

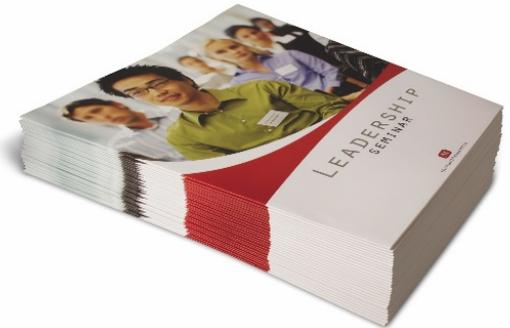
- No surcharge — FedEx Office bills GPO, which in turn bills your agency.
- Up to 80% off retail prices.
- View a pricing guide for federal agencies at [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress).

## Detailed receipts:

- Receipts include job details and line-item charges for all completed projects.

## Agency job reference:

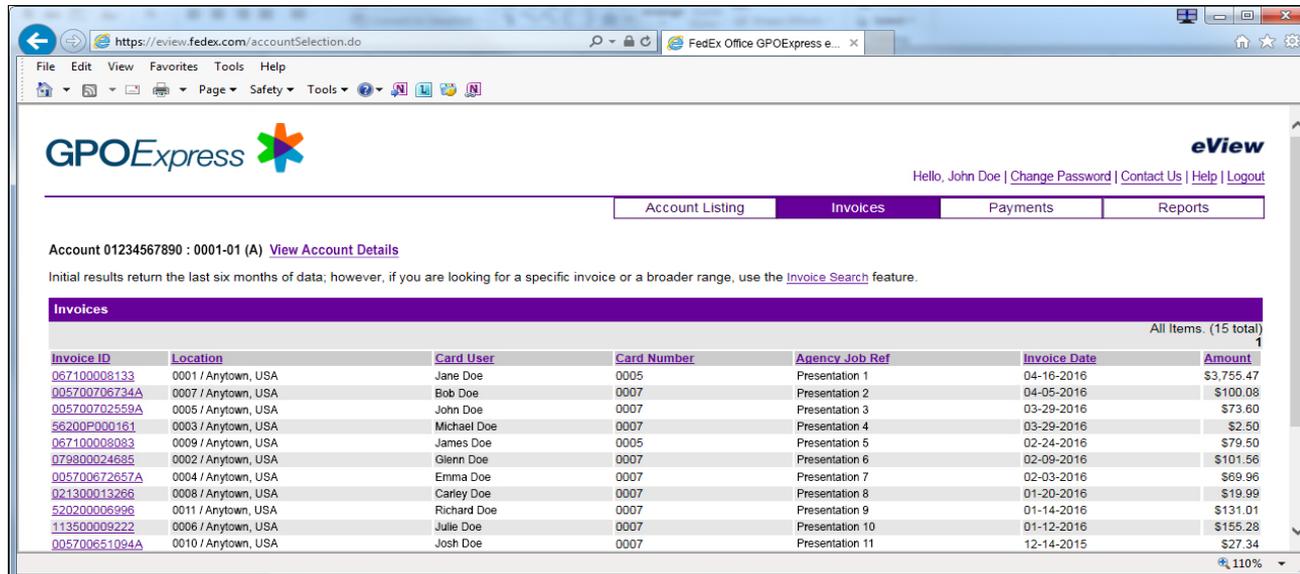
- Agency job reference is captured at time of order and appears on receipts.



# GPOExpress<sup>SM</sup> Program Benefits

## eView online invoices:

- View transaction data online anytime.
- View invoice data indefinitely 24 hours after purchase.
- Provide access to all cardholders, budget personnel, managers and administrators.
- Maintain easy access — all eView data is searchable and can be exported to a PDF or XLS file.



The screenshot shows a web browser window with the URL <https://eview.fedex.com/accountSelection.do>. The page displays the GPOExpress logo and a navigation menu with tabs for Account Listing, Invoices (selected), Payments, and Reports. The user is logged in as John Doe. Below the navigation, the account information is shown: Account 01234567890 : 0001-01 (A) [View Account Details](#). A message states: "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." The main content area shows a table of invoices with 15 items total. The table has columns for Invoice ID, Location, Card User, Card Number, Agency Job Ref, Invoice Date, and Amount.

Invoice ID	Location	Card User	Card Number	Agency Job Ref	Invoice Date	Amount
<a href="#">067100008133</a>	0001 / Anytown, USA	Jane Doe	0005	Presentation 1	04-16-2016	\$3,755.47
<a href="#">005700706734A</a>	0007 / Anytown, USA	Bob Doe	0007	Presentation 2	04-05-2016	\$100.08
<a href="#">005700702559A</a>	0005 / Anytown, USA	John Doe	0007	Presentation 3	03-29-2016	\$73.60
<a href="#">56200P000161</a>	0003 / Anytown, USA	Michael Doe	0007	Presentation 4	03-29-2016	\$2.50
<a href="#">067100008083</a>	0009 / Anytown, USA	James Doe	0005	Presentation 5	02-24-2016	\$79.50
<a href="#">079800024685</a>	0002 / Anytown, USA	Glenn Doe	0007	Presentation 6	02-09-2016	\$101.56
<a href="#">005700672657A</a>	0004 / Anytown, USA	Emma Doe	0007	Presentation 7	02-03-2016	\$69.96
<a href="#">021300013266</a>	0008 / Anytown, USA	Carley Doe	0007	Presentation 8	01-20-2016	\$19.99
<a href="#">520200006696</a>	0011 / Anytown, USA	Richard Doe	0007	Presentation 9	01-14-2016	\$131.01
<a href="#">113500009222</a>	0006 / Anytown, USA	Julie Doe	0007	Presentation 10	01-12-2016	\$155.28
<a href="#">005700651084A</a>	0010 / Anytown, USA	Josh Doe	0007	Presentation 11	12-14-2015	\$27.34

# GPOExpress<sup>SM</sup> Helps Manage Spending

## Per-transaction spending limits:

- A–Z alpha character on face of card highlights spending limit.
- User requests quote when placing order to determine whether approval is required.
- If transaction is above card limit, approval needs to be sent to FedEx Office.
- Users can request an increase to spending limit.

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	\$3,500 Effective 10/1/16	W	\$50,000
G	\$700	O	\$5,000	X	\$100,000
H	\$800	P	\$6,000	Y	\$250,000
		Q	\$7,000	Z	Unlimited

# FedEx Office® Print On Demand Benefits

## **Saves time, provides access from anywhere.**

- Access your documents through web browser or any device, anytime, anywhere.
- View and access orders from the previous six months for easy reordering.
- Eliminate the need for proofs before printing.

## **Supports budget management, reduces waste.**

- Save up to 80% off retail with *GPOExpress*<sup>SM</sup> pricing.
- Reduce or eliminate warehouse costs and inventory obsolescence.
- Oversee spending limits for users, with gatekeeper approval function.



# FedEx Office® Print On Demand Benefits

## Modernized, Secure Platform Accessible From Any Device

FedEx Office Print On Demand streamlines the creation, management, print and delivery of customized content, communications and campaigns all in one place.

- **Improved user interface** Easy to navigate, flexible interface creates a consistent user experience, resulting in increased user acceptance and a more efficient order process.
- **Order from any device** Get the power of access to print from more places whenever, wherever. Note: On Demand is compatible with Internet Explorer (IE11 or greater), Microsoft Edge, FireFox and Chrome.
- **Continuous innovation** to support Agency goals and objectives for print production.

# FedEx Office® Print On Demand - Shared Catalog Overview

**Customized web-based document library supports ordering, on-demand printing and distribution of repetitive-use documents using a robust “distribute and print” infrastructure.**

- Cloud computing: virtual cloud storage for your agency’s most frequently printed documents, with version control.
- Print on demand to any FedEx Office location nationwide and get free local delivery wherever available.
- Lock down document pricing, content, format and print specifications.
- Customize access and permissions to specific user groups.
- Enterprise or regional solution.
- Build a FedEx Office Print On Demand website at no charge.

Note: FedEx Office Print On Demand can be used as a freestanding solution.

# FedEx Office® Print On Demand - Shared Catalog Benefits

## **Organizes documents.**

- Use customized and familiar file structure and naming conventions.
- Simplify ordering with convenient shopping cart.

## **Offers clear visibility to spend.**

- View all your print purchases through eView.

## **Supports sustainability goals.**

- Print only what you need, when you need it.

## **Administrative control over access and spending.**

## **Secure document storage and COOP benefits.**

# FedEx Office® Print On Demand - Shared Catalog Applications



## **Repetitive-use documents:**

- Training, HR and marketing materials

## **Dynamic and customized documents:**

- Certificates, presentation materials, marketing collateral, data sheets, meeting materials, signage

# Access From the GPOExpress<sup>SM</sup> Site

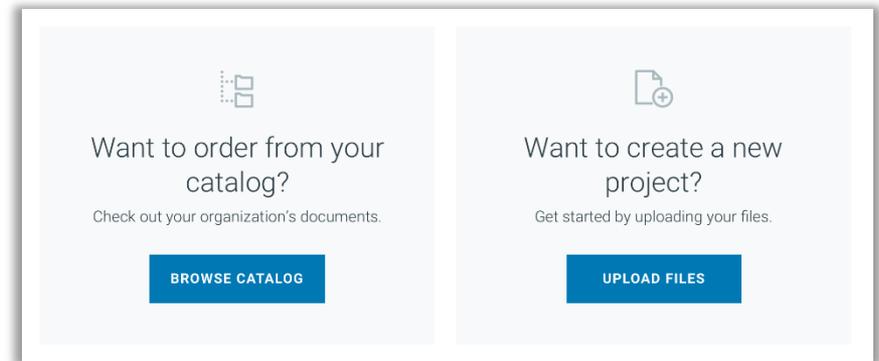
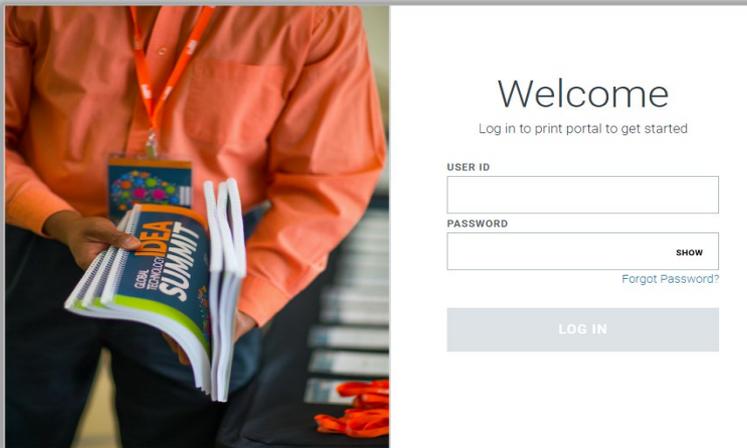
Working with FedEx Office<sup>®</sup> Print On Demand is simple — just log in at the GPOExpress website: [gpo.gov/gpoexpress](https://gpo.gov/gpoexpress).



The screenshot shows the GPOExpress website homepage. At the top, there is a navigation bar with the GPO logo and links for "Who We Are", "How To Work With Us", "Explore and Research", and "Contact Us". A search bar is located on the right side of the navigation bar. Below the navigation bar is a large banner image featuring a hand holding a GPOExpress card. The text "GPOExpress" is overlaid on the image, with the tagline "Smart document solutions at discount prices" underneath. To the left of the main content area is a sidebar menu under the heading "Agencies", listing options such as "New Customers", "Contact Your Team", "Services for Agencies", "Forms and Standards", "Billing and Payment", "Circular Letters", and "Events and Training". The main content area contains a paragraph describing GPOExpress as an ideal solution for last-minute projects and on-demand printing. Below this paragraph are three blue buttons: "Enrollment Form", "Place an Order", and "eView". A link for "Enrollment Instructions" is also present. At the bottom of the main content area, there is a video description and a note about the GPOExpress Card Program being open to all Federal agencies and contractors.

# Site Login and Start Page

- Secure login 128-bit SSL encryption.
- Logins can be created for individual users or user groups.
- Users can change password information at any time.
- User profiles and pertinent user information are preloaded with login.
- Upon login, user-specific information is entered, eliminating unnecessary data entry.
- Upon login, users have the option to order from their document catalog or start a new project by uploading a file, depending on site settings.



# Get Started With GPOExpress<sup>SM</sup> and FedEx Office<sup>®</sup> Print On Demand



- To enroll in GPOExpress, complete the Form 3001 on the website at [gpo.gov/gpoexpress](http://gpo.gov/gpoexpress).
- To get started with FedEx Office Print On Demand, contact your GPO national account manager.

# Ongoing Program Support

**Two tiers of support:**

**FedEx Office GPOExpress<sup>SM</sup> account manager**

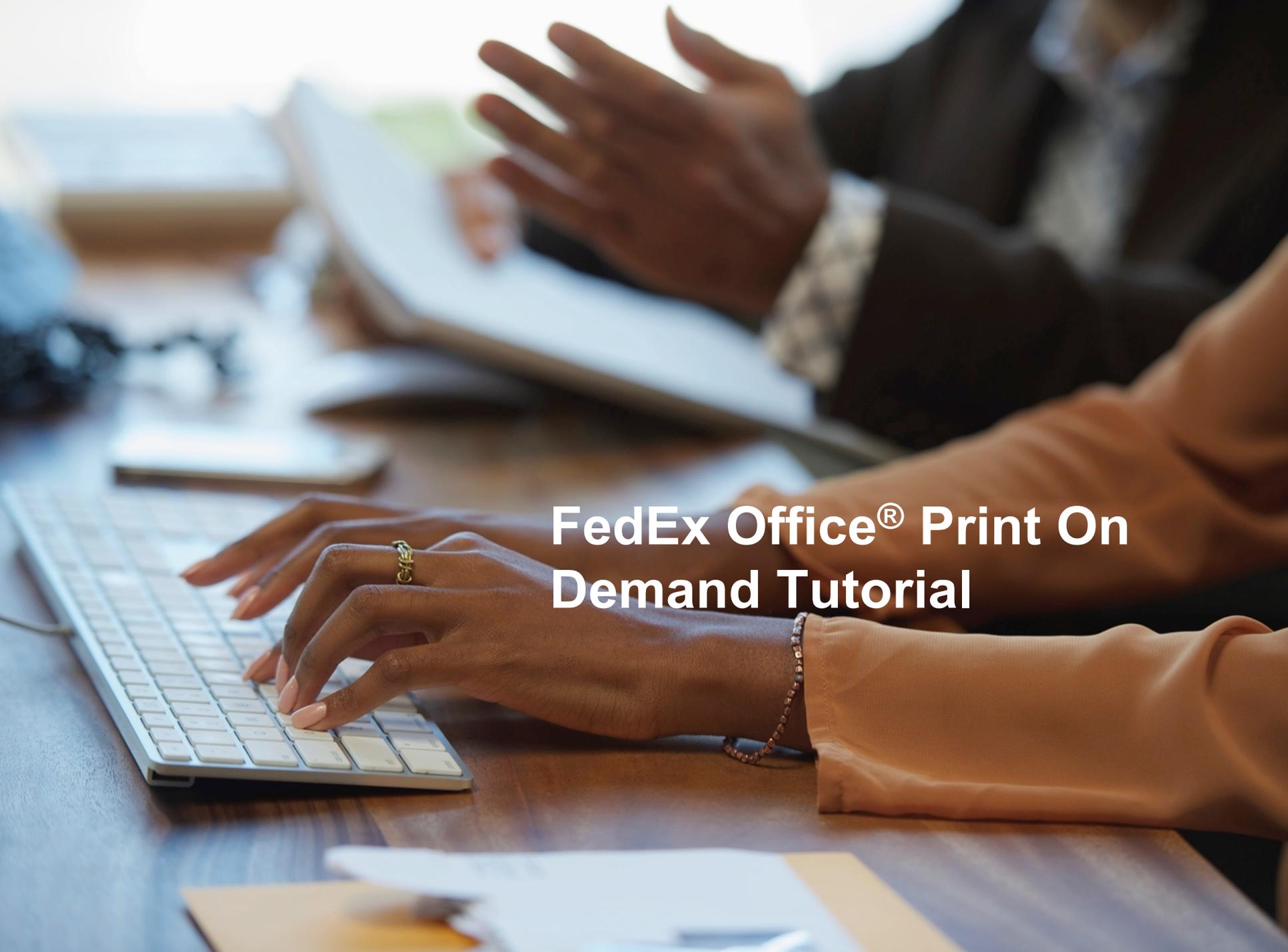
Your key contact for:

- Location of nearest FedEx Office team for production support
- Details about available products and services
- Proactive follow-up to ensure outstanding customer service
- Contact at 866.815.4428

**GPO national account manager (NAM)**

Your key contact for:

- Questions about GPOExpress account and GPO billing
- Helpful information about contract and program updates
- Answers to questions about GPOExpress program features and benefits
- Continued consultative support
- Contact at 202.512.2159 or [GPOExpress@gpo.gov](mailto:GPOExpress@gpo.gov)

A close-up photograph of a person's hands typing on a silver keyboard. The person is wearing a light-colored, long-sleeved top and a gold ring on their left hand. In the background, another person's hands are visible, holding a white document. The scene is set on a wooden desk with various office items like a smartphone and papers. The lighting is soft and natural, suggesting an office environment.

**FedEx Office® Print On Demand Tutorial**

# How To Place An Order

It's easy to get started. You can place a *GPOExpress* order online through our Print On Demand website.

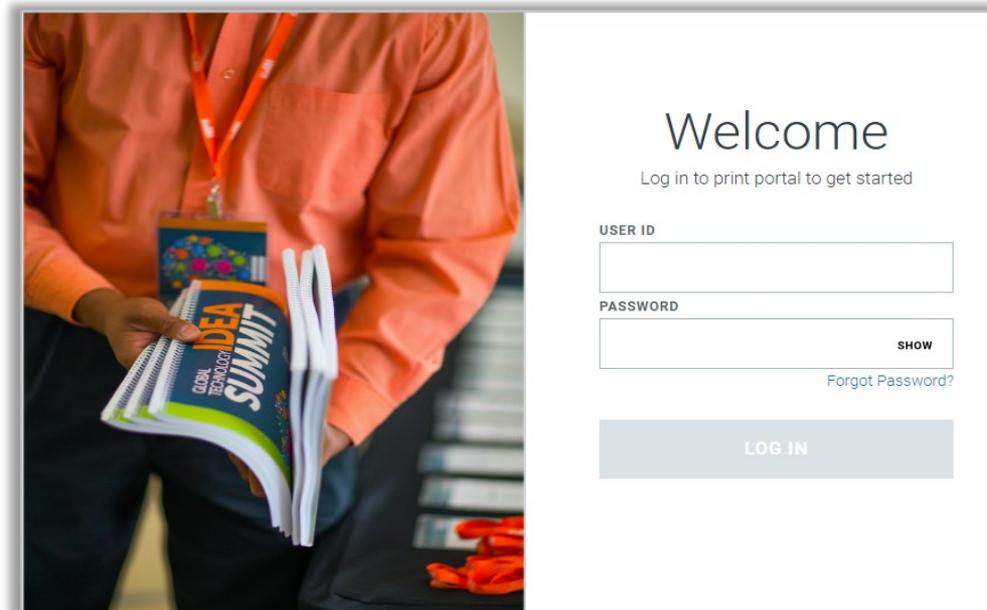
- Go to [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) and click on PLACE AN ORDER.



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# Login

- Your User ID is your email address.
- The default password is “Gpoexpress1!” – Please note: the password is case-sensitive.
- If you require additional help, call **1.866.815.4428**.



# Choose Your Files For Ordering

- Select from existing catalog documents (if previously set up) or upload a new file.



Want to order from your catalog?  
Check out your organization's documents.

**BROWSE CATALOG**



Want to create a new project?  
Get started by uploading your files.

**UPLOAD FILES**



Drag and Drop files here to upload  
*or Select files from...*



**MY DEVICE**

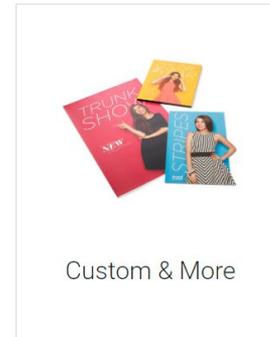
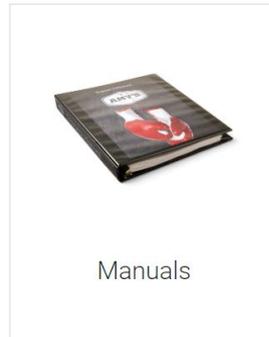
For best results, use high-resolution files.  
Max file size: 150MB - Max total file size: 1GB - Max  
number of files: 20  
[View Details](#)

# More Print Options with Print On Demand

- Choose a print product that best represents your desired finished product or select "Custom and More" to create your own.

## Print Products

### Documents



# Adjust Page Sizing

- If your document has a custom page size, you may convert it to a standard page size or use the file as-is.

✕

## Convert to Standard Size

To take full advantage of all the features of FedEx Office Print Online, you will need to convert your file to a standard size.

Letter - 8.5" x 11"

Legal - 8.5" x 14"

Tabloid - 11" x 17"

Don't convert - Keep this size

CONTINUE

# Configure Document

- Build your document by selecting print and finishing options from the menus on the right.
- **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.

< Multi Sheet ✎

Print Properties

<b>SIZE</b> 8.5" x 11"	EDIT
<b>PAPER</b> Laser (32 lb.)	EDIT
<b>COLOR/BLACK &amp; WHITE</b> Full Color	EDIT
<b>SIDES</b> Single-Sided	EDIT
<b>ORIENTATION</b> Landscape	EDIT
<b>PRINTS PER PAGE</b> One	EDIT

Finishing Options

Pages & Tabs

+ ADDITIONAL PRINT INSTRUCTIONS

VIEW PRICE DETAILS

QUANTITY 25

**Total: \$18.75**  
Price excludes delivery, packing and tax.

ADD TO CART

Page 1 of 2

# Ordering

- Click **Add to Cart** once you have finished setting up your document.
- Adjust document quantities as needed (defaults to 1).

## Cart Summary 1 item

ITEM DESCRIPTION	QTY	DISCOUNT	TOTAL
 Multi Sheet <a href="#">Edit</a>   <a href="#">Remove</a>	<input type="text" value="25"/>	<b>\$0.00</b>	<b>\$18.75</b>
<a href="#">SHOW DETAILS</a> <span>▼</span>			

Subtotal **\$18.75**

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Total Discounts **\$0.00**

Estimated Total **\$18.75**

**CHECKOUT**

Document prices displayed are estimated and do not include shipping, packaging and handling (if applicable) or tax.

**CONTINUE SHOPPING**

[Browse Catalog](#)

# Checkout

- Choose whether you'd like to pick up your order or have it delivered. If choosing delivery, select from Local Delivery and FedEx shipping options.

## Checkout

### 1. Shipping Address

Recipient Information

FIRST NAME:  LAST NAME:

COMPANY NAME (OPTIONAL):

COUNTRY:

ADDRESS:

+ ADD A SECOND ADDRESS LINE

ZIP CODE:  CITY:  STATE:

PHONE NUMBER:  EXT.:

Don't want delivery?

### Cart Summary

 Multi Sheet Qty: 25	\$18.75
Subtotal	\$18.75
Shipping	-
Handling	-
Tax	-
Total Discount	\$0.00
Estimated Total	\$18.75

## 2. Delivery Method

Your order is estimated to ship:

Thursday, February 8, 2018

NAME	ESTIMATED ARRIVAL	PRICE
<input checked="" type="radio"/> Local Delivery	Thursday, February 5 10:00 AM-3:00 PM	FREE
<input type="radio"/> FedEx 2-Day	Monday, February 7	\$5.99
<input type="radio"/> FedEx Ground	3 business days	\$5.99

[SHOW MORE DELIVERY METHODS](#)

+ ADD FEDEX SHIPPING ACCOUNT

Need your order even faster?

# Review Order

- Review your order details and select any of the Edit links to make adjustments as needed.

## Review Order

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 Pick Up In-Store EDIT

**PICKUP STORE**  
Fedex Office Print & Ship  
2607 Preston Rd. Dallas TX, 75001

**ESTIMATED PICK UP TIME**  
*Thursday, February 7 at 8:00 AM*

---

 Contact Information EDIT

**PRIMARY CONTACT PERSON**  
Joe Smith  
joe.smith@fedex.com  
555.555.5555

---

 Payment EDIT

Pay by FedEx Account  
Your Account Number

### Cart Summary

 Multi Sheet  
Qty: 1 \$18.75

---

Subtotal \$18.75

Tax \$1.55

---

Total Discount \$0.00

Estimated Total \$20.33

[SUBMIT ORDER](#)

# Order Confirmation

- Users receive a unique order tracking number and an e-mail confirming their order has been received by the FedEx Office® Print On Demand system.
- Orders may be tracked 24 hours a day at [fedex.com](http://fedex.com) or 1.800.GoFedEx 1.800.463.3339.

Order Number #1024669763

Confirmation email has been delivered to [Joe.Smith@gmail.com](mailto:Joe.Smith@gmail.com)

Your order has been billed to your **Account Number**

[PRINT RECEIPT](#) [CONTINUE SHOPPING](#)

 Most jobs go into production within 15 minutes. Orders altered or cancelled after submission may be subject to a charge. ×

### Pick Up In-Store Information

**PICKUP STORE**  
Fedex Office Print & Ship  
2607 Preston Rd. Dallas TX, 75001

**PICKUP TIME**  
Thursday, February 7 at 8:00 AM

### Contact Information

**PRIMARY CONTACT PERSON**  
Joe Smith  
[Joe.Smith@gmail.com](mailto:Joe.Smith@gmail.com)  
555.555.5555

**ALTERNATE PICK UP PERSON**  
Jane Doe  
[jane.doe@fedex.com](mailto:jane.doe@fedex.com)  
555.555.5555

### Payment Information

FedEx Account  
Your Account Number

### Cart Summary

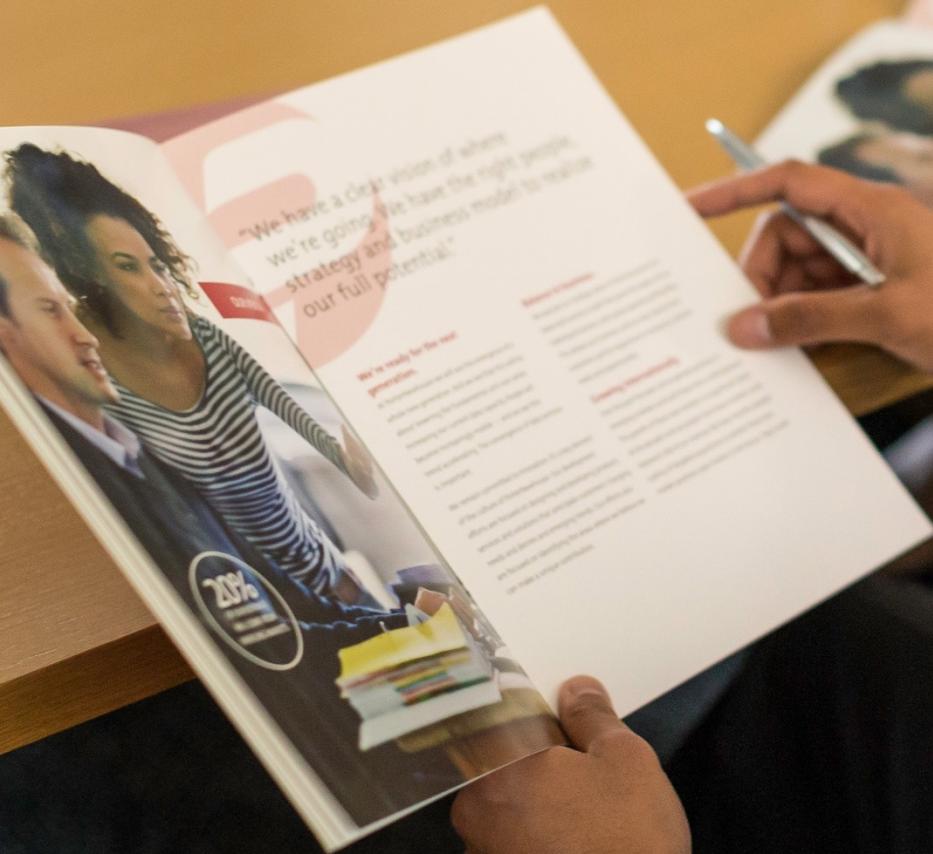
ITEM DESCRIPTION	QTY	DISCOUNT	TOTAL
 Multi Sheet	1	\$0.00	\$20.33

[SHOW DETAILS](#) ∨

Questions about your order?  
Call [1.800.GoFedEx](http://1.800.GoFedEx) or [1.800.463.3339](http://1.800.463.3339)

Subtotal	\$18.75
Tax	\$1.55
Total Discount	\$0.00
Estimated Total	\$20.33

# Thank you!



**GPO**Express