



The GPOExpressSM Program

Cost-Effective Document Solutions for Your Government Agency

GPOExpress

Updated June 1, 2019

Agenda



The U.S. Government Publishing Office (GPO)

- An introduction to the GPO and GPOExpress Program

The GPOExpress Program

- Benefits, how the program works, eView online invoicing

FedEx Office® Print Online Catalog

- Overview of online ordering, benefits, how the catalog works

Addendum: FedEx Office Print Online Catalog 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 Program



The GPOExpress program is a partnership between the GPO and FedEx Office that provides deep discounts and convenient access to printing services¹. The program includes:

- Exclusive discounts: up to 80% off retail.
- Access to more than 1,800 FedEx Office locations nationwide.
- High-quality printing services from copying to large-format signs and banners.
- Professional design and finishing options.

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

GPO Express 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 or contact your GPO National Account Manager.

GPO*Express* Participating Agencies

More than 3,000 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, tradeshow graphics, posters and banners
- Brochures, flyers, bound documents and manuals
- Professional finishing and binding
- Architectural, construction and engineering drawings
- FedEx Office Print Online Catalog for custom web-based library
- FedEx Express® and FedEx Ground® shipping

GPO Express Program Benefits



Convenience: Print on demand to more than 1,800 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.

GPO Express Program Benefits

Fixed rates:

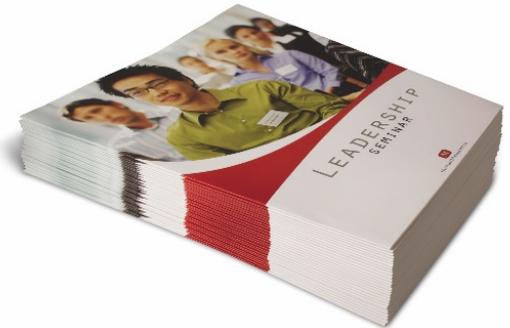
- No surcharge — FedEx Office bills GPO, which in turn bills your agency.
- Up to 80% off retail prices.
- View a pricing guide for federal agencies at www.gpo.gov/gpoexpress.

Detailed receipts:

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

Agency job reference:

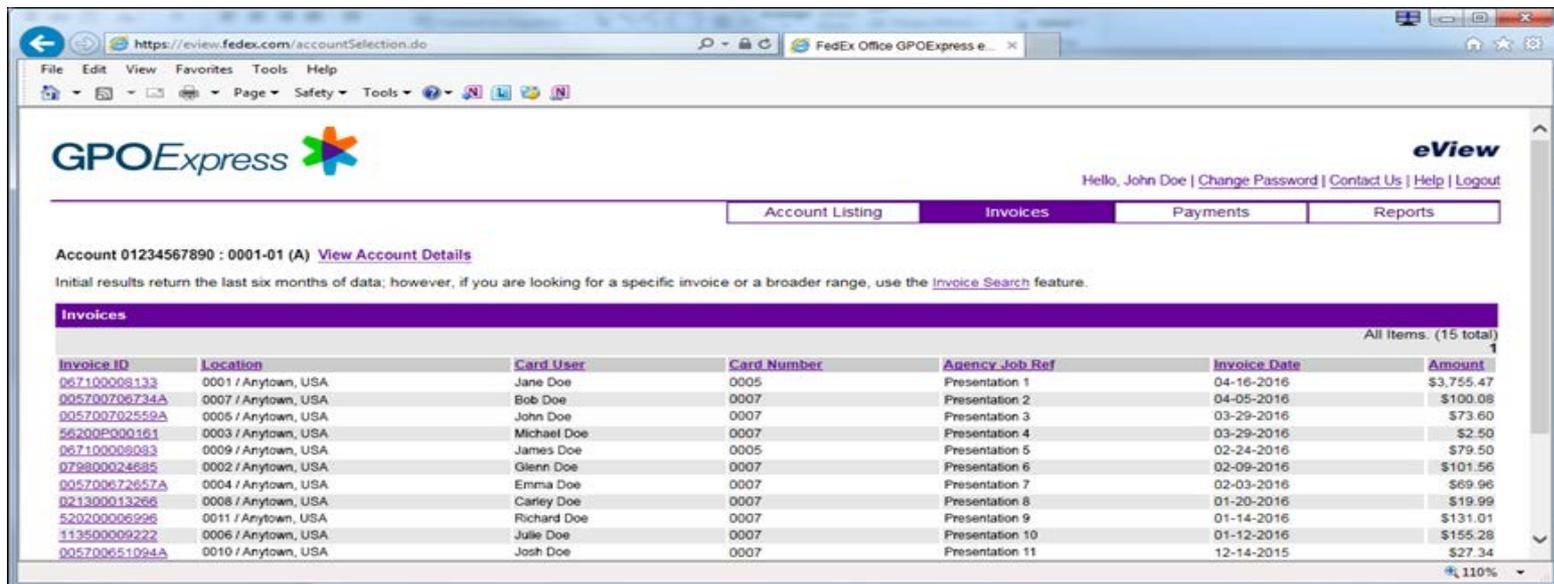
- Agency job reference is captured at time of order and appears on receipts.



GPOExpress 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 the FedEx eView website interface. At the top, there is a navigation bar with the GPOExpress logo and the text "eView". Below this, there is a user greeting "Hello, John Doe" and links for "Change Password", "Contact Us", "Help", and "Logout". A menu bar contains "Account Listing", "Invoices" (which is highlighted), "Payments", and "Reports".

Below the menu, the account information is displayed: "Account 01234567890 : 0001-01 (A) [View Account Details](#)". A note 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 is titled "Invoices" and shows a table of 15 items. The table has the following columns: 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
067100008133	0001 / Anytown, USA	Jane Doe	0005	Presentation 1	04-16-2016	\$3,755.47
005700706734A	0007 / Anytown, USA	Bob Doe	0007	Presentation 2	04-05-2016	\$100.08
005700702559A	0005 / Anytown, USA	John Doe	0007	Presentation 3	03-29-2016	\$73.60
66200P000161	0003 / Anytown, USA	Michael Doe	0007	Presentation 4	03-29-2016	\$2.50
067100008093	0009 / Anytown, USA	James Doe	0005	Presentation 5	02-24-2016	\$79.50
079800024685	0002 / Anytown, USA	Glenn Doe	0007	Presentation 6	02-09-2016	\$101.56
005700672657A	0004 / Anytown, USA	Emma Doe	0007	Presentation 7	02-03-2016	\$69.96
021300013266	0008 / Anytown, USA	Carley Doe	0007	Presentation 8	01-20-2016	\$19.99
520200006996	0011 / Anytown, USA	Richard Doe	0007	Presentation 9	01-14-2016	\$131.01
113500009222	0006 / Anytown, USA	Julie Doe	0007	Presentation 10	01-12-2016	\$155.28
005700651094A	0010 / Anytown, USA	Josh Doe	0007	Presentation 11	12-14-2015	\$27.34

GPO Express 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 Online Catalog

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 storage in the cloud 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.
- Facilitate transition to teleworking.
- Enterprise or regional solution.
- Build a FedEx Office Print Online Catalog at no charge.

Note: FedEx Office Print Online Catalog can be used as a freestanding solution.

FedEx Office Print Online Catalog Benefits

Saves time, provides access from anywhere.

- Access your catalog through any web browser, anytime, anywhere — place orders and schedule delivery in hours instead of days or weeks.
- 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* pricing.
- Reduce or eliminate warehouse costs and inventory obsolescence.
- Oversee spending limits for users, with gatekeeper approval function.



FedEx Office Print Online Catalog Benefits

Organizes documents.

- Use customized and familiar file structure and naming conventions.
- Store up to 100 ship-to locations in address book.
- Simplify ordering with convenient shopping cart and address features.

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 Online Catalog Applications



Repetitive-use documents:

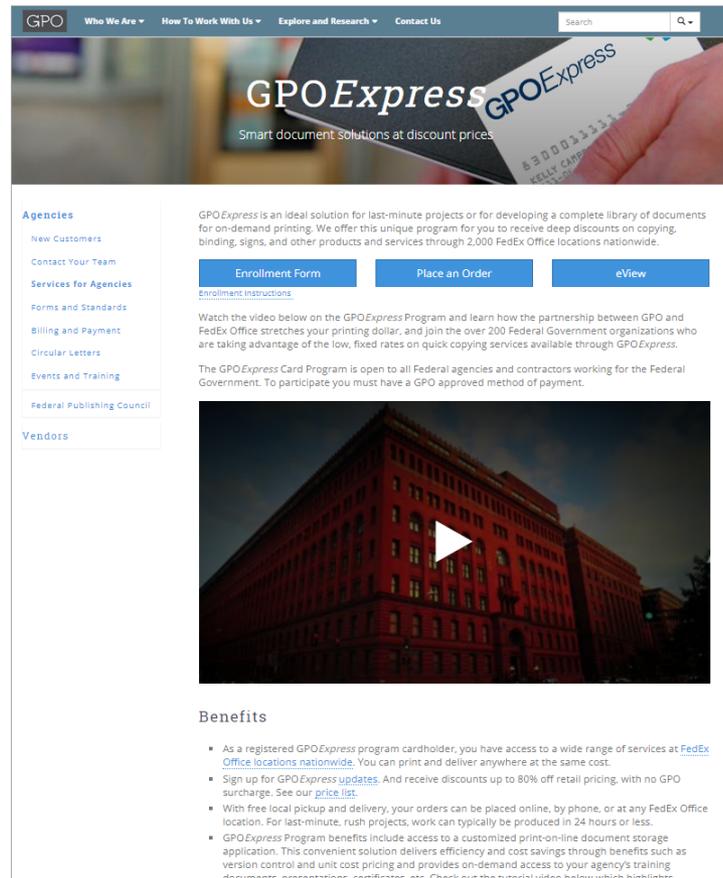
- Training, HR and marketing materials

Dynamic and customized documents:

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

Access From the GPOExpress Site

Working with the FedEx Office Print Online Catalog is simple — just log in at the GPOExpress website: gpo.gov/gpoexpress.



The screenshot shows the GPOExpress website homepage. At the top, there is a navigation bar with links for "Who We Are", "How To Work With Us", "Explore and Research", and "Contact Us", along with a search bar. Below the navigation bar is a large banner image of a hand holding a GPOExpress card, with the text "GPOExpress Smart document solutions at discount prices".

On the left side, there is a sidebar menu under the heading "Agencies" with the following links: "New Customers", "Contact Your Team", "Services for Agencies", "Forms and Standards", "Billing and Payment", "Circular Letters", "Events and Training", "Federal Publishing Council", and "Vendors".

The main content area features a paragraph describing GPOExpress as an ideal solution for last-minute projects or for developing a complete library of documents for on-demand printing. Below this text are three buttons: "Enrollment Form", "Place an Order", and "eView". There is also a link for "Enrollment Instructions".

Below the buttons, there is a video player showing a video about the GPOExpress Program. The video player has a play button in the center. The video content is not visible, but the description indicates it explains the partnership between GPO and FedEx Office.

Below the video player, there is a section titled "Benefits" with a list of four bullet points:

- As a registered GPOExpress program cardholder, you have access to a wide range of services at [FedEx Office locations nationwide](#). You can print and deliver anywhere at the same cost.
- Sign up for [GPOExpress updates](#). And receive discounts up to 80% off retail pricing, with no GPO surcharge. See our [price list](#).
- With free local pickup and delivery, your orders can be placed online, by phone, or at any FedEx Office location. For last-minute, rush projects, work can typically be produced in 24 hours or less.
- GPOExpress Program benefits include access to a customized print-on-line document storage application. This convenient solution delivers efficiency and cost savings through benefits such as version control and unit cost pricing and provides on-demand access to your agency's training documents, presentations, certificates, etc. Check out the tutorial video below which highlights

Get Started With GPOExpress and FedEx Office Print Online Catalog



- To enroll in GPOExpress, complete the 3001 form on the website at gpo.gov/gpoexpress.
- To set up a FedEx Office Print Online Catalog, contact your GPO National Account Manager.

Ongoing Program Support

Two tiers of support:

FedEx Office GPOExpress 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:

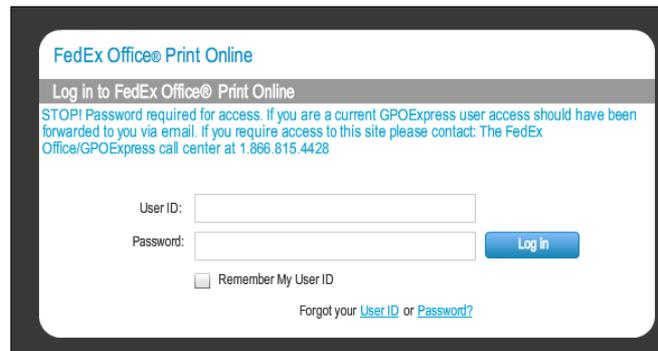
- Questions about GPOExpress account and GPO billing
- Helpful information about contract and program updates
- Answers to questions about GPOExpress program features and benefits
- Continued consultative support
- Contact at 202.512.2159 or GPOExpress@gpo.gov

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 in an office environment with a wooden desk and various office supplies.

FedEx Office Print Online Catalog Tutorial

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, users are guided through the order placement process.



FedEx Office® Print Online

Log in to FedEx Office® Print Online

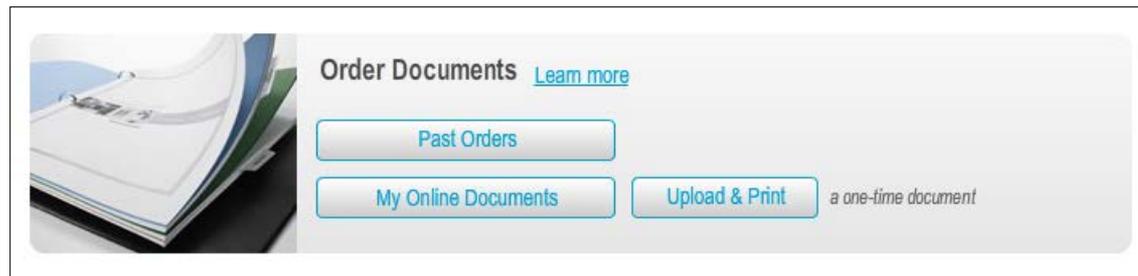
STOP! Password required for access. If you are a current GPOExpress user access should have been forwarded to you via email. If you require access to this site please contact: The FedEx Office/GPOExpress call center at 1.866.815.4428

User ID:

Password:

Remember My User ID

[Forgot your User ID or Password?](#)



 **Order Documents** [Learn more](#)

a one-time document

Browsing the Document Catalog

- Access documents via folder-based interface.
- Locate documents by browsing through folders or using keyword search.
- Check description and price displayed for each document.
- Preview catalog documents by clicking document link.
- Stay organized — the file system is organized by the agency administrator.

FedEx Office® Print Online Corporate

Admin Tools Past Orders Track My Cart

DocStore® Catalog

Search by Doc Name or Keyword advanced search

<input type="checkbox"/>	NAME	CREATED	MODIFIED	MODIFIED BY	PRICE
<input type="checkbox"/>	GPO Express Presentation	11/10/2009	11/11/2009		\$2.90
<input type="checkbox"/>	test	08/07/2013	08/07/2013		\$0.20

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

Add To Cart

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.

FedEx Office® Print Online Corporate

Admin Tools Past Orders Track My Cart

My Cart

1 Review Your Cart 2 Delivery 3 Payment 4 Order Complete

DOCUMENTS	QUANTITY	PRICE EACH	SUBTOTAL	DISCOUNT	PRICE	ACTIONS
GPO Express Presentation	1				N/A	View x

Continue Shopping: [Setup Another Document](#) • [Shop DocStore® Catalog](#) • [Shop My Past Orders](#)

Estimated Price: \$2.90

Please note: Discounts have already been applied to items in your corporate catalog.
Document prices displayed are estimated and do not include shipping and packing & handling (if applicable) or tax.

Empty Cart Check Out

Shipping and Production

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

The screenshot displays the 'FedEx Office® Print Online Corporate' interface. The top navigation bar includes 'Admin Tools', 'Past Orders', 'Track', and 'My Cart'. The main content area is titled 'Pickup or Delivery' and features a progress bar with four steps: 1. Review Your Cart, 2. Delivery (current step), 3. Payment, and 4. Order Complete.

Step 1: 'Where would you like the order produced?' This section includes a search bar with '20006' entered, a 'Go' button, and a 'Search' button. Below the search bar is a table of production locations:

Location	Contact	Details
<input type="radio"/> Washington DC 1825 K St NW 1825 K St NW Washington, DC 20006 202-296-4180 usa4426@fedex.com Distance from the center in miles 0.36	(202) 296-4180 usa4426@fedex.com	map > hours & services >
<input type="radio"/> Washington DC 16th and K St 1612 K St NW Washington, DC 20006 202-466-3777	(202) 466-3777 usa1822@fedex.com	map > hours & services >

Below the table, it says 'Displaying 1-5 of 60' with a 'More' button.

Step 2: 'Provide an address to see delivery options.' This section includes a search bar with '11530' entered, a 'City, State' dropdown, and a 'Me' button. Below the search bar, it says '581 stewart, garden city NY 11530' and 'This is a business address' (selected) or 'home address'.

On the right side, there is a 'Cart' section with an 'Edit' button. The cart contains one item: 'GPO Express Presentation' with a quantity of 1 and a price of N/A. Below the item, there is a summary table:

DOCUMENTS	Quantity	Price
GPO Express Presentation	1	N/A
Order Subtotal		\$2.90
Order Discount		\$-
Estimated Delivery		
Packing		\$-
Tax		
Total		\$2.90

Below the summary table, there is a note: 'Please note: Discounts have already been applied to items in your corporate catalog.' and a link: 'When can I pick up my order? A FedEx Office team member will contact you to discuss your order within 30 minutes.'

Order Confirmation

- Users receive a unique order tracking number and an e-mail confirming their order has been received by the FedEx Office® Print Online Catalog system.
- Orders may be tracked 24 hours a day at fedex.com or 1.800.GoFedEx 1.800.463.3339.
- Order details and status are accessible online.

FedEx Office® Print Online Corporate

Admin Tools Past Orders Track My Cart

1 Review Your Cart 2 Delivery 3 Payment 4 Order Complete

Thank you for your order

Order Number: [1012241882654998](#)

Estimated Delivery: 05/17/2016 5:00 PM US/Eastern

A confirmation of your order has been sent to: gpo@gpo.gov

[View Receipt](#)

DOCUMENTS	QTY	PRICE
GPO Express Presentation	1	N/A

Order Subtotal	\$2.90
Order Discount	\$-
Delivery	
Delivery Discount	
Packing	\$-
Tax	
Total	\$2.90

Actual shipping and packing & handling (if applicable) or tax.

Payment

Payment Method: FedEx Office Account Number
*****0004

Agency Job Reference:: GPO

A FedEx Office team member will contact you prior to production if there are any questions regarding your order.

Pickup/Delivery

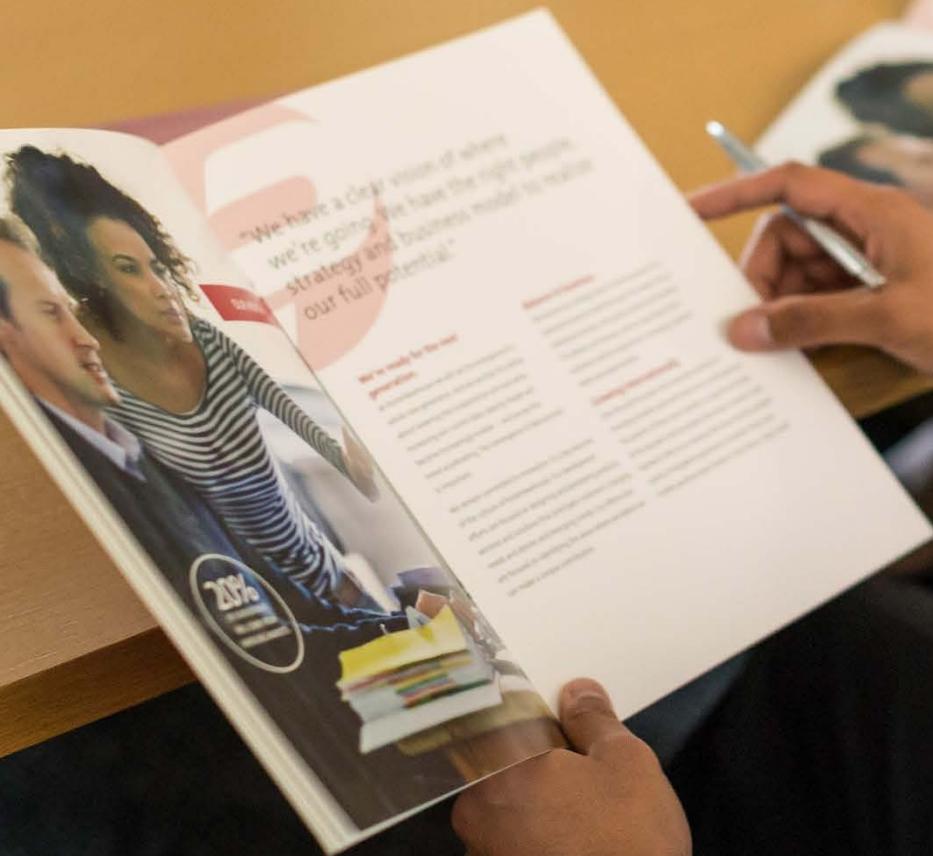
Delivery Method: Local Delivery

FedEx Office Center: 1825 K St NW
Washington, DC 20006
(202) 296-4180
[View Map](#)
usa4426@fedex.com

Order Review

- Based on login, administrators can implement transactional spending limits for users.
- Users may reduce the size of the order or have orders sent to an administrator for approval.
- Orders are not sent to the center for production until approved.

Thank you!



GPOExpress