

# GPO Online Paper Store

Environmentally friendly, xerographic copier paper



**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

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, 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:

Stocked Items Only:

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

Invoice Email Subscription: Please [click here](#) to view and select subscription options.

Delivery Window Email Subscription: Please [click here](#) to view and select subscription options.

Save Profile Change Password Home

MY SHOPPING CART:

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

MY SALES REPRESENTATIVE: John Mulhern

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

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

## My Easy Order Lists

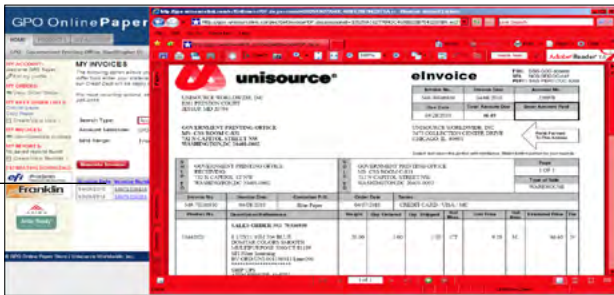
The Easy Order List contains the item number, quantity (which you control), Unit of Measure, Category (you also control) and Description.

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

## My Invoices

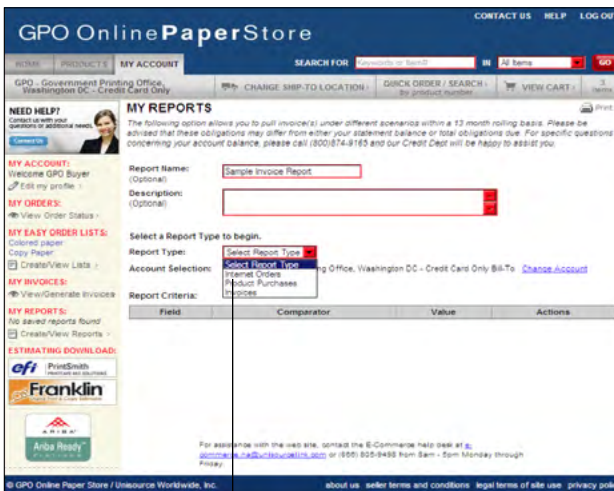
Search for and view invoices by Account number/date range, Purchase Order#, Invoice#, Sales Order# or Internet Order#.

## My Invoices



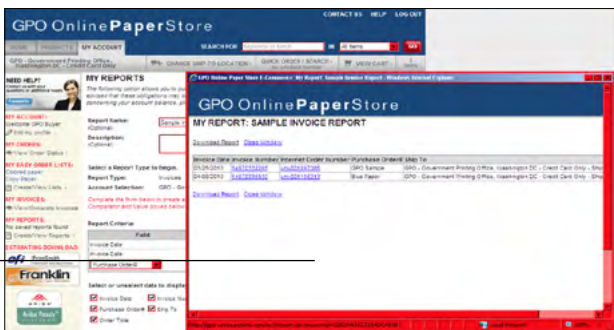
Click on the hyperlink invoice number to open a PDF with line by line detail ready to print.

## My Reports



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

## My Invoices



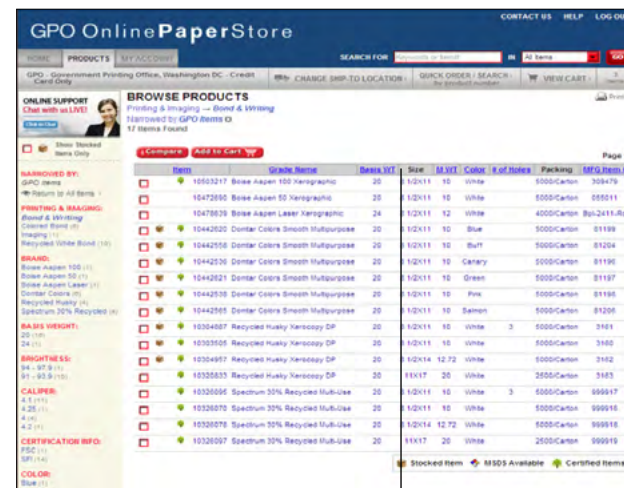
This is an example of an invoice report. By clicking the Download Report hyperlink the report will be available in Excel.

## 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.

Clicking on an individual item provides your contract price.

You will also see availability on this screen.

## Cart Detail

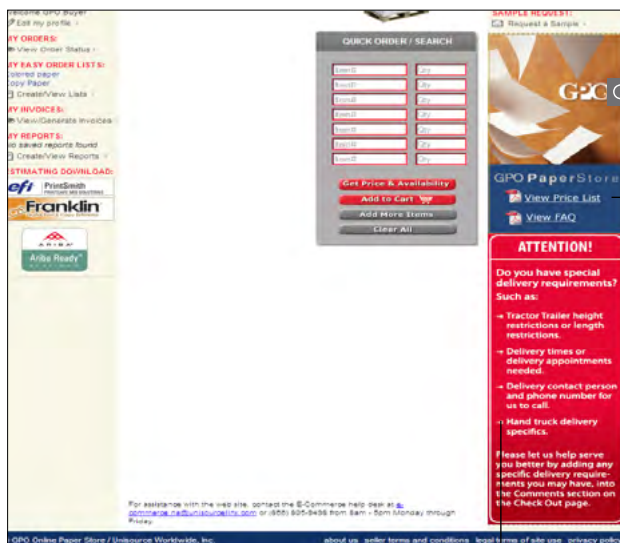
At any time you may see your cart detail which includes: items, quantity, price and availability.

## 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.

# 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](mailto:nam@gpo.gov).