

How to Order with FSSI OS4

The easiest and fastest way to buy Office Supplies Fourth Generation (OS4) products is through GSA Advantage!®, an online shopping and ordering system. GSA Advantage! provides access to thousands of contractors and millions of supplies (products) and services. Customers can view and compare a wide variety of products and services, including OS4 products. Learn more about the program, buying procedures, and contact information in the [FSSI OS4 Buying Guide](#) [PPTX - 3 MB].

Quick Start Guide

1. Go to www.gsaadvantage.gov.
2. Log in using your username and password.
3. On the home page, select “Office Supplies & Equipment FSSI” in the left hand column under “Products.”
4. Locate the search bar in the middle of the page.
5. Begin your search.
6. Add items to your cart and check out with your appropriate method of payment.

Why Use GSA Advantage!® To Buy OS4 Products?

GSA Advantage!® Offers a variety of benefits, including:

- Convenience fee for orders below the contract minimum;
- Filters to limit results to green items, small business vendors, toner, and AbilityOne products;
- Multiple ways to evaluate vendors, products, and pricing;
- Park Cart feature;
- Quantity discount pricing;
- Real Time Order Status;
- Step-by-step ordering guide available;
- Varied shipping options.

Other Purchasing Channels

GSA Advantage!® Is the simplest purchasing channel to use and best for tracking agency spend. However, other channels are available including:

- Agency virtual stores;

- FedMall;
- OS4 pricing for walk-in customers.
- Phone, fax, or directly with the vendor; and
- Vendors websites.

Contact National Customer Service Center (NCSC) by phone at [800-488-3111](tel:800-488-3111) or by email at mashelpdesk@gsa.gov for questions, delivery, or service issues.