GSA

GSA Federal Supply Service

Welcome to GSA Advantage!

A FEDERAL ON-LINE SHOPPING SERVICE   GSA ADVANTAGE CLASSROOM HANDOUT

Compliant and convenient, with over 3 Million Products and Services provided by over 8 Thousand Vendors including GSA.

- ? *Five ways to shop Advantage!*
- ? *Member Registration, Order Confirmation, Refine Search, Customer Assistance, and Security*
- ? *Recent Improvements to GSA Advantage!*
- ? *GSA Schedules e-Library, GSA e-Buy*

GSA Advantage!
on-line shopping service

INTRODUCTION:

GSA Advantage!

The U.S. General Services Administration wants you to know about the new and exciting features of its Procurement Service. Faster and easier to shop via the Internet for supplies and services for all federal employees.

With GSA *Advantage!* **You can**:

? Browse or search for items using keywords, part numbers, National Stock Numbers, vendors' names, contract numbers, etc. with over 3 million items supplied by over 8 thousand FSS & Department of Veterans Affairs schedule vendors including GSA

? Compare features, prices, and delivery options

? Configure products and add accessories

? Place your order electronically

? View order history to track status, reorder, or cancel an order

? Maintain lists of shopping carts, and methods of payment within your user profile

? Have multiple shipping addresses

? Reconcile credit card statements (GSA Advantage orders only)

? Link to e-Library to all GSA Schedules

? Review e-Buy's on-line RFQ's

? Personalize your news feeds

The following pages will provide you with the step-by-step information you will need to start enjoying the benefits of GSA Advantage! today.

(This handbook provides general information. GSA is constantly improving the Advantage! application, so please refer to **www.*gsaadvantage*.gov** website and select "What's new", for recent improvements or updates.)

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GSA Advantage! Overseas Ordering

Overseas customers using an APO or FPO mailing address must also provide an in-country address associated with the APO/FPO zip code. Along with the in-country address, GSA also requires the Consolidation Routing Point (CRP) which is also referred to as the freight forwarder. These additional addresses are required for non-mailable items.

When using your AAC or DODAAC as your payment method for overseas shipping, the address loaded in the Customer Address File (CAF) must contain the correct address because it cannot be edited in GSA Advantage!. To change the address in the CAF, contact the GSA Hotline at 877.472.3777.

An item is unmailable if:

? It weighs over 70 pounds (Since GSA Advantage) does not have weights and dimensions for all items, this will be an estimate. For example, refrigerators, microwaves, boxes of paper, etc., weigh over 70 pounds).

? It is over 108 inches in length and girth. (For example, a broom).

In-country Freight Address

This is the physical location where you want the merchandise to be forwarded by the CRP.

Consolidation Routing Point

In order to ensure that non-mailable freight reaches its destination, the CRP (freight forwarder) for the specific agency and location is assigned in Advantage!. This pre-assigned CRP can be accepted or there are options to enter a new CRP address or DODAAC; Advantage! will associate the CRP for the DODAAC entered.

Additional Charges

Items purchased via Advantage! will incur a processing fee which is neither determined nor shown in Advantage!   The fee is either $5.00 per item or 10 % of the total line item purchase price. The standard handling fee is $5.00 and the 10% charge is incurred if special packaging is required.

Transportation Accounting Code (TAC) and Transportation Control Numbers (TCNs) are required for billing the above-mentioned transportation expenses. For OCONUS State Department and other non-DOD customers, fiscal or transportation appropriation data is required for billing purposes.

GSA Advantage! Schedules e-Library

Schedules e-Library

Schedules e-Library contains a complete listing of GSA Federal Supply Schedules and Department of Veterans Affairs Schedules, Basic Schedule Ordering Guidelines, and a powerful search engine which allows you to search by Key words, Schedule Numbers (SIN), Contractor Name, and Contract Number.

Schedules e-Library was created to aid in the research and identification of Products, Services, and Contractors on Federal Supply Schedules, and the Department of Veterans Affairs Schedules.

Schedules e-Library is updated daily to provide you with the most accurate and up-to-date information available on the GSA Federal Supply Schedule Program.

The Schedules e-Library Main Menu provides various research methods as well as helpful information and news pertaining to the Federal Supply Schedule program. You can enter Keywords, Schedule Number, Special Item Number (SIN), Contractor/Manufacturer Name, and Contract Number. The results of the search will be displayed on the Search Results Summary.

If you already know the Schedule Number you wish to research, you can simply select the schedule number from the drop down list, click 'Submit', and you will be quickly taken to the Schedule Summary.

The Federal Supply Schedule Listing contains a complete list of all the Federal Supply Schedules, and Department of Veterans Affairs Schedules. The list is sorted by Schedule Number, and displays the Schedule number and title/description of each schedule. This is a good choice if you are not sure of the right terminology or description of the products/services you are looking for—you can read through the schedule titles and descriptions to find the correct schedule number. This listing may be reached from the Schedules e-Library menu bar by clicking on the "Federal Supply Schedules Listing" link.

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Security

Privacy Introduction

The privacy of the General Services Administration/Federal Supply Service (FSS) customers and affiliates has always been of utmost importance to FSS. Per our own policy for personal privacy, FSS will collect no personal information about you during your visit to our site unless you choose to provide that information to us via web based forms or built in e-mail interfaces.

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GSA Advantage!

Welcome to GSA *Advantage!*

GSA *Advantage!* is an award-winning Internet based system available at www. gsaadvantage.gov This system provides federal agency personnel the ability to purchase with their Government Purchase Cards or their federal agency account code. GSA *Advantage!* provides a catalog of more than 3 million products and services from more than 8,000 Federal Supply Service and Department of Veterans Affairs schedules contractors and from GSA warehouses.

This system, which has more than one million web hits each business day, processes more than 1,500 orders each day Since this system is Internet based, it is available worldwide 24 hours everyday. GSA *Advantage!* is used each day by federal civilian and military personnel located throughout the world. GSA *Advantage!*, which has been operational since September 1995, has processed more than 1 million orders for total sales of more than $579 million. The system has more than 145,000 registered users who conduct more than 75,000 searches for products and services each business day.

This system provides e-mail status to customers with important information about their order. The system provides direct telephone support to customers as well as a Helpdesk and a feature to address customer order problems. Furthermore, customers can check on their order history, cancel orders, easily reorder products, and obtain quantity discounts on products ordered from *GSA Advantage!*. For schedule purchases, customers can reduce the prices of some products for quantity purchases, as well as select different shipping addresses and select from multiple dealer locations. In addition to the basic product search capability, the system has the features to conduct searches for products that are environmentally friendly, energy efficient, recycled items, small business items, or items made by the National Industries for the Blind or the NISH or the Federal Prison Industries. The system also has a feature that allows customers to conduct electronic Requests For Quotes for products and services from *GSA Advantage!* Vendors. The system has an electronic research capability that allows customers to determine which FSS or Department of Veterans Affairs schedule vendors sell specific products or services through their schedule contracts.

GSA Advantage!   *e-Buy*

e-Buy Summary (cont.)

*Once the RFQ has closed, you will receive an e-mail notice informing you that the RFQ has closed and quotes can be evaluated. Quotes cannot be evaluated until the RFQ has closed. Go to MY RFQ's to view and evaluate quotes.

*Quotes should be evaluated based on price and other factors to achieve the best value and results in the lowest overall cost alternative to meet your agency's needs. You may then accept one or more quotes.

*You may generate a purchase order to the seller using e-Buy or you may generate purchase orders separate from e-Buy using your own internal system.

*As an added feature, you may also request an e-Buy quote for specific items in your *GSA Advantage!* shopping cart by checking the e-Buy quote box for that item. Items in your cart selected for e-Buy will not be purchased upon checkout. You will be given an opportunity to proceed to e-Buy at the Order Confirmation screen once your order is complete. The designated items will be shown as a new draft RFQ in e-Buy.

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GSA Advantage!   e—Buy!

e-Buy Summary

What is *e-Buy* and how does it work?

e-Buy is designed to facilitate the request for and submission of quotes for commercial products and services offered through the Federal Supply Schedules program. Using the *e-Buy* system, Federal Buyers may prepare and post an RFQ for specific products and ser-vices for a specified period of time. Once posted, schedule contractors (sellers) will receive an e-mail notifying them that an RFQ has been posted and a quote is requested.

Each RFQ is assigned a category (I.e. office supplies/paper) by the buyer. The category assignment determines which sellers will receive the e-mail notice. Buyers may notify all sellers registered under a category or may choose to notify a lesser number of sellers (FAR8.4 stipulates that buyers must obtain 3 or more quotes for purchases over the micro-purchased threshold). Sellers not notified may still submit a quote for an RFQ. Sellers must select the categories they wish to receive RFQ notices for.   For additional information review the *e-Buy* Business Rules. Here are the basic steps.

* Buyers must login through *GSA Advantage!* to use *e- Buy*. Buyers who have registered on *GSA Advantage!* may use *e-Buy* and prepare an RFQ, however, a method of pay-ment will need to be specified (you will be prompted for this) in order to post the RFQ for quotes and submit orders for the quotes awarded.

* Prepare an RFQ for required products or services by first selecting the product/ ser-vices category (s) applicable to the RFQ. At the same time you may indicate that e-mail notices be sent to all sellers listed under the categories or you may select a lesser number of sellers to notify. Please note that sellers not notified may still submit a quote for an RFQ.

* Enter information about the RFQ such as descrip-tion, issue/close date, etc. and   attach any documents such as Statement of Work. Next enter any specific line items and quantities re-quired.

* Review and submit the RFQ to *e-Buy*. The RFQ will be posted for quotes on the issue date/time you specified.

GSA Advantage!

GSA *Advantage!* was designed to make procurement easier for federal agency personnel. It is an overwhelming success in making the federal procurement process faster and easier and has received many awards for it's innovative technology implementation:

Awards

* FY96: Computerworld Smithsonian award for "Innovative technology in the workplace"

* FY97: Government Executive Magazine "Federal technology leadership award"

* FY98: Government Computer News "Best of feds award"

* FY00: Inclusion in the 2000 Computerworld Smithsonian collection

* FY00: CIO magazine web business 50/50 award: one of the "top 50 Intranet sites in the World"

* FY00: Federal Acquisition Award for "business solutions in the public interest"

* FY02: E-Gov 2002 Explorer Award

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Register on GSA Advantage!
Member Registration

The Member Registration re-quires the following informa-tion: users name, telephone number, fax number, AGENCY AND BUREAU (refreshes once you select your agency), user id , password, address, email, email status and consolidated/ individual order status etc. By signing on with your user id and password it enhances your abil-ity to customize your site and manage your shopping experi-ence. All users will be required to "Register" in order to pur-chase products from GSA Advantage! You will be asked to complete a brief "Member Reg-istration". After registering you can begin shopping by entering your "User ID" and "Password" ("User ID" must be at least six (6) characters long; and the "Password", must be at least eight (8) characters long), or you may select from one of the five shopping op-tions: 1) Search/Browse; 2) Quick Order; 3) Re-order from Previous Order; 4) Fedstrip/ Milstrip; 5) Order from Your Parked Cart.

If you have never purchased items on GSA Advantage! , or you do not want to access any previously used addresses or order history, select "New User". If you have previously pur-chased on GSA Advantage! using an earlier version and want to import all shipping ad-dresses associated with your Activity Address Code (AAC) or Purchase Card onto the new address book feature and retain your order history select ,"Previous Users". The address information will be used as your, "default shipping address".

Users who have previously purchased are asked to register a unique User ID for two rea-sons: First, the security system of GSA Advantage! The older versions identified users with Activity Address Codes and Credit Card Numbers. This made it difficult to maintain individ-ual security. The New system allows and encourages each individual user to have his own user ID and password and allows each to be an authorized user of one or more Activity Ad-dress Codes (AAC) and Passwords. Conversely, each AAC and Purchase Card can have one or more users. This allows our customer agencies better security and greater flexibility in assigning purchasing authority and accountability.

Second, GSA wants to ensure the accuracy and integrity of our customers by allowing them to validate, update, or discard data as required.

Update Your FEDSTRIP Ordering Information

FEDSTRIP/MILSTRIP users can enter the ordering information for your agency. You can save the setting you elect into your profile, by putting an X in the "Retain these settings in my user profile", box. The next time you order using FEDSTRIP, the order-ing information will be available to you with one click of the mouse.

Purchase Cards cannot be used for FEDSTRIP orders.

FEDSTRIP/MILSTRIP Orders

Symbols Used in Advantage

These icons provide additional information about the item:

WWW Link - Information is available on the World Wide Web (WWW). Click on the icon to link to the contractor's web site.

VISA/MasterCard - Government Purchase Card is accepted by the contractor.

NIB/NISH - Mandatory source item available from the National Industries for the Blind or National Industries for the Severely Handicapped under the Javits-Wagner-O'Day program.

UNICOR - Mandatory source item available from the U.S. Department of Justice, Federal Prison Industries (UNICOR) program.

Environment Friendly - Item contains environmental attributes or features (e.g. water conserving, lead-free, etc.) as described in the item detail.

Recycled - Item contains recycled content as described in the item detail (U.S. Environmental Protection Agency (EPA) item meeting EO 13101).

Energy Star - Item is compliant with the U.S. Environmental Protection Agency (EPA's) Energy Star Computers Program.

EE - Item is energy efficient as defined by EO 13123

PRIME program item - Item is included in the Navy's Plastics Removal in Marine Environment Program. Items in the PRIME program require biodegradable packing materials.

NESHAP compliant - The "as applied" formulation of this coating has been certified to meet applicable volatile organic compound and hazardous air pollutant emission limits as established by National Emissions Standards for Hazardous Air Pollutant (NESHAP) regulation, 40th Code of Federal Regulation, Part 63.

GreenSeal Seal of Approval - This product has been certified to meet or exceed voluntary standards for environmental preferability as established by GreenSeal.

Comprehensive Procurement Guideline compliant - This product has been certified to meet or exceed the U.S. Environmental Protection Agency Recovered Material Advisory Notice (RMAN) standard for recovered materials as specifed in the Resource Conservation and Recovery Act Section 6002 Comprehensive Procurement Guideline.

California South Coast Air Quality Management District compliant - This product has been certified to meet or exceed applicable air emissions standards established by the California South Coast Air Quality Management District.

Bio-based - This product has been certified to meet or exceed bio-based material standards as established by the USDA Biobased Products Coordination Council.

U.S. EPA Significant New Alternatives Program approved - This product meets the U.S. EPA Significant New Alternatives Program criteria requirement as a suitable substitute for ozone depleting substances.

U.S. EPA Environmental Technology Verification - This product has been evaluated under the U.S. Environmental Protection Agency Environmental Technology Verification Program and found to an innovative technical solution, beneficial to human health or the environment.

Conforms to National Energy Appliance - Item conforms to National Energy Appliance Conservation Act of 1987

Non-toxic item - Item is non-toxic.

Ergonomic item - Ergonomic item.

508 **Electronic Information Technology item containing Section 508 features** – Check the vendor's website or contact them directly for 508 information applicable to this item. For more information on standards and applicable regulations, go to the Section 508 website..

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Customer Assistance

Advantage! Customer Service

Here's where you can find the best way to resolve any questions or issues with *Advantage!* or your *Advantage!* orders. You can:
* Check the Frequently Asked Questions section under *Advantage!* Help! To see if we've addressed your question .
* Call Customer Service toll free at 1-877-472-3777 to speak to a representative about the operation of GSA Advantage!
* Send comments and/or inquiries via e-mail to **gsa.advantage@gsa.gov**

For immediate assistance, call **1-800-488-3111** for discrepancies, and a *GSA Advantage!* Customer Service Representative will assist you.

If you experience any problems or discrepancies with an order already placed through *GSA Advantage!*, please complete a Discrepancy Report and we will make every effort to solve the problem quickly.

You can also file a discrepancy report directly from the order you're having a problem with. Just find the order and the item in Order History ,and click on the Item Detail Link.

If you would like to leave us a comment, you can use our comment form. If you currently have an Activity Address Code (AAC or DoDAAC) and wish to order from *GSA Advantage!*, complete the AAC password form.

For More Information

If you have questions regarding membership, please contact us toll free at 1-877-472-3777, or e-mail question or comments to:
   gsa.advantage@gsa.gov

Login To GSA Advantage! Accounts

The new Login process lets you customize your information when you assign your own personal User ID and password. Once you have logged on and completed the one time registration process, you can begin shopping or browsing the system to see the many features Advantage! offers.

Search/Browse Without Ordering/ Parking My Shopping Cart.

You may search/browse *GSA Advantage! u*sing the "Search/ Browse" option at the login screen. In order to Search and Browse you will be asked to enter a zip code. This zip code should represent the location to which products would be shipped (if you actually ordered). Some products on *GSA Advantage*! are priced by delivery (geographic) zone. The zip code ensures that the correct prices are displayed for your particular shipping location.

Using Search/Browse you may enter a stock number or any other word. The Search Result will display the NSN/Mfr., part number, product name, price, delivery time, item description, manufacturer, contractor and schedule number. You can select the quantity of the item to be ordered, and add to your shopping cart. You can park your cart by clicking on the **"Park Cart"** link. A display of the item (s) to be ordered will appear. Here you can choose to update cart, park cart, or checkout. When clicking park cart, you will be asked to select a name and password for the cart you are parking. Name must be unique among all of your parked carts. Select Submit, to see a table that will display all previous cart numbers and parked carts by name. You can browse and select a cart, or view someone else's cart by entering the cart number and password, and then selecting "View Cart". The frame to your right will allow you to update cart, add to cart, forward cart, or delete cart.

You can forward a parked cart by sending an email notification to anyone else about your parked cart. In the "Recipient's Email Address" box simply list the email address of the recipient and add any comments. Using the information in the email the recipient can retrieve your parked cart.

Advantage Callback If you're browsing and you don't find what you're looking for you can call for help... If you want one of our customer service representatives to contact you, enter the following information and submit. Name; Area Code; & Phone No. Please specify a time to be called back-this must be specified for East Coast Time (ET). Call back hours of operation are 8:00 AM–8:00 pm ET.

Refine Search Refine your search by trying new words in the form. The more specific, the better. You can search the whole site, or search within the results from a prior search.

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Order History, Cancellation, and Status

Your Recent Order History

Order history of your recent order or a previous placed order can be obtained from your home page. The most recent two orders will appear to the right of your screen displaying the *Advantage!* session number, date order was placed, the time, details, and the total amount of the order. You can re-order individual items, check status, find vendor contact information, and reconcile your invoices by clicking on any order. Order History Options: Search order history by date, purchase order number, billing date, and session number. You can reconcile credit card statements. For detail information on your "GSA" *Advantage!* credit card charges, you must enter the transaction date and *Advantage!* session number. (This only works for GSA items). If you go to the top of the screen and click on "Your Order" you will bring up your "Order History Summary", displaying a table summarizing your orders *in Advantage!* You may click on the session number to review the details for that order. The "Order History Detail", gives you detailed status, allows you to report a problem, to reorder from the previous order, to cancel an item, will give you vendor information, as well as product details.

Requisition Status can be obtained by going to the sign on screen, and double clicking on the "Requisition Status" bar.

On the "Requisition Status" screen enter a requisition number, Julian date, and line number then click "Go", and you will be able to review the detailed information for that requisition number.

Order History Detail provides a link to status definition and cancellation information. History provides order number, requisition/purchase order number, status, nsn/part number, package, quantity, price, delivery time, cancellation option, reorder option, order date, vendor name with link to vendor information, bill date, and shipping status is only available for GSA shipped items.

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Smart- Pay Card

Activity Address Code

You'll go through a step by step process. Step one is selection of a payment method. You can choose your SmartPay card, or you can choose to pay with your activity address code (AAC/DODAAC) for GSA managed items. Products and Services coming directly from commercial, schedule contractor ordered through Advantage should be paid for using your government purchase card.

Verify your Customer Information

Verify your cardholder information, shipping and issuing office information. Make changes if desired, changes will be for this order only. Default options are in your user profile will remain the same.

Advanced Search

The advanced search feature allows you to specify limiting conditions and even specify a sort preference for a search. Searches can be limited to a specific field such as the "product name" or even limited to only those items having certain features such as NIB/NISH, small business, environmentally friendly, or recycled items. It also provides the capability to sort your results in a sequence that works best for you. The advanced search will normally return more relevant results.

Search Tips/Search Using Options

*All Words: If you want to find an item whose description contains all words you enter, in any order. Simply enter the words with a space between them. Items that contain the actual phrase will appear first, then those that contain all the words in any location or order. *Example:* a SEARCH for blue copier paper **Using: All Words** will find all items whose descriptions contain all the words, "blue"' "copier", and "paper".

*Any Words: If you want to find an item whose description contains one or more words. **Using**: **Any Words** option implies an OR between the words. Items that contain all the words you supply will appear first, then those that contain multiple words, and lastly those that contain only one of the words. *Example:* a SEARCH for blue copier paper will find all paper, all copiers and everything described as blue. Items matching the greatest number of the words entered, such as copier paper that is blue will be listed at the top of your results.
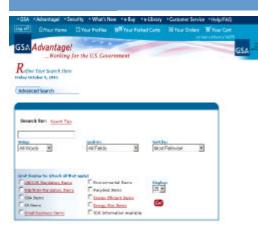
*Exact Phrases: If you want to find an item whose description contains a series of words in a specific order. With the **Using: Exact Phrase** option, or the use of quotation marks around the word, products in which the phrase appears most frequently will appear first. *Example:* a SEARCH for blue copier paper **Using: Exact Phrase** will find only the items whose descriptions contain the exact phrase, "blue copier paper."

*Case Sensitivity: Your searches will NOT be case sensitive unless you specify the "CASE" operator in your search.

Example: a SEARCH for "CASE" Apple will find items with "Apple" in their descriptions, but only with the word "Apple" starting with a capital "A".

*Select NSN/Mfr. Part Number: If you know the 13 digit National Stock Number (NSN) of the item (s) you would like displayed. To expedite an NSN search, just enter the last 7 digits. For example: for 8540-00-530-3770, enter 530-3770, with or without dashes.

*Select Contract Number: If you know the contract number of the items you would like displayed. To expedite a contract number search, just enter the last 8 digits. For example: for GS-99F-1234A, use 99F-1234A with dashes.

Results and Refinement:

*Results Order: Search results are listed with the most relevant first (the ones that contain the most search terms, and in which the terms appear the most frequently). NSN/Manufacturer part numbers sort items with the same relevance. Other sort options may be specified using the Advanced Search option.

*Sort Options: If you specify a sort sequence, the items matched will be sorted in ascending order according to the sequence specified.

*Select Look in: field to limit searching to a specified type of information. *Example:* a SEARCH for computer with Look in: Contract Name will find only those product matches having "computer" as part of the contractor's name (e.g. ABC Computer Co.). Other product matches having computer in the product name, description, etc., will not be displayed since the search was limited to the contractor name field.

*Select Limit Display To: to limit search results to special programs (e.g. small business, NIB/NISH, etc.). You may select one or more of the choices, and only those item matches will appear. *Example:* a SEARCH for laptop with Limit Display To: Small Business Items will find only those laptops supplied by small businesses. (Note: the search results displayed will have indicators for any special programs. Click on the program names to view additional information about these important programs.)

*Customize your display: by increasing the number of product matches displayed on each page of results. The default is 25 items per page

When you submit a search request, GSA *Advantage!* finds items that match not only the terms or phrases you entered, but also will display stemmed variations of the terms and phrases. *Example:* a SEARCH for "cotton sheet," typed without quotes, will find not only items that contain the words, "cotton sheet", but also items that contain cotton sheets and cotton sheeting. Enclose with quotes any search for which you only want items matched against the exact words or phrase. *Example:* a SEARCH for "blue paper" will display only items containing blue paper.

Wildcards: *The question mark (?) is a wildcard operator that represents any one character. You may use a ? to specify one letter of a word. *Example:* a SEARCH for pan? Will match items with the words "pane", "pang", "pant" etc.

*The asterisk (*) is the wildcard operator that represents one or more characters. *Example:* a SEARCH for cop* will match items such as: "copy", "copier", "copper" or "copying". The asterisk may also be used to specify the first letter or letters of a word. Such searches are usually not as helpful as refining the items by adding or deleting words in your search request.

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NEW in GSA Advantage!

Overseas Ordering: We implemented screen changes and HTML enhancements to our overseas screens. Customers from AK, HI, PR and other US territories are, now, not required to enter the in-country freight address when ordering items. Validations for state, country and zip code are implemented when the country entered is USA for in-country freight address. Purchase Card customers have the option of changing their CRP address. The customer can enter the MARK-FOR information in the Verify Your AAC/CC Purchase information screen.

Requisitions: Direct access to the requisition status is now available for customers from the login page. The customer can now check their requisition status by clicking on the *Requisition status* link from the home page.

Fedstrip Ordering: When ordering through Fedstrip, we've added a new field in the Fedstrip form that handles the input of a serial number.

Search Results and Product detail: These two screens now display a new input box for quantity.

Order Summary: The order confirmation page now displays a consolidated total for the order when the customer orders items from different vendors.

E-mail Confirmation: With this new feature, customers now receive E-mail alerts from *GSA Advantage!* confirming their order and displaying the details.

Park Cart: You can now search for items, add several items to the current shopping cart and park it with the option of clearing the contents after parking. You can, then continue shopping with an empty shopping cart, add new items to it and check out.

Method of Payment: We added a new field for Billing option when you first set up you purchase card payment. You can choose between consolidated and line item billing options.

Login Assistance: We improved this feature in GSA *Advantage!* for speed and accuracy in retrieving your User Id and changing your password.