GPO Online Paper Store Getting Started

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GPO Online Paper Store

GPO has teamed up with Unisource Worldwide, Inc. to develop the GPO Online Paper Store. All Federal Government organizations can now order environmentally friendly, xerographic copier paper throughout the continental U.S. using a Web-based online system.

The GPO Online Paper Store offers a multitude of paper options nationwide. Copier paper is available nationwide in white and six colors. All paper on the Online Paper Store is 30-percent post consumer fiber waste (PCW) recycled paper as mandated by Section 2 of Executive Order 13423—Strengthening Federal Environmental, Energy, and Transportation Management, This offering will fulfill your everyday paper needs while providing a product that is cost effective, federally compliant and environmentally responsible

NOTICE: Effective November 1st, 2010 GPO Online Paper Store has new products available including 50% and 100% PCW recycled papers, and 24lb stocks. Price Guide.

Secure Online Ordering

The secure ordering system allows GPO customers to place orders online with a password protected ID enabling users to easily access their account online.

The GPO Online Paper Store offers:

- A variety of paper options and products available to the federal buyer
- Green options for federal consumers looking to follow federal guidelines and sustainable
- Same-day or next-day delivery in major U.S. cities and 48-hour delivery for other locations across the continental U.S.
- 24/7 easy online ordering with the GPO Online Paper Store Web site
- Dedicated Customer Service Center at 866.805.9498
- Competitive pricing pdf
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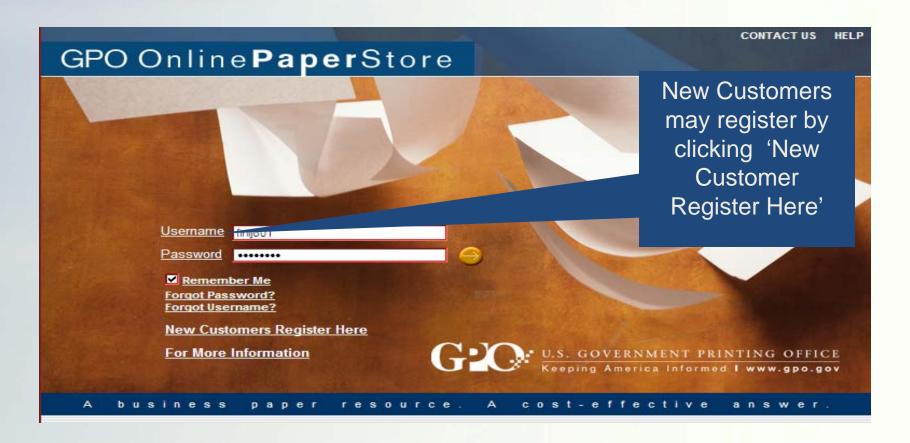
Please contact the GPO National Account Manager (NAM) assigned to

From the GPO homepage click on the hyperlink "GPO Online Paper Store" or type in www.gpo.gov/onlinepaper store

732 North Capitol Street, NW, Washington, DC 20401-0001

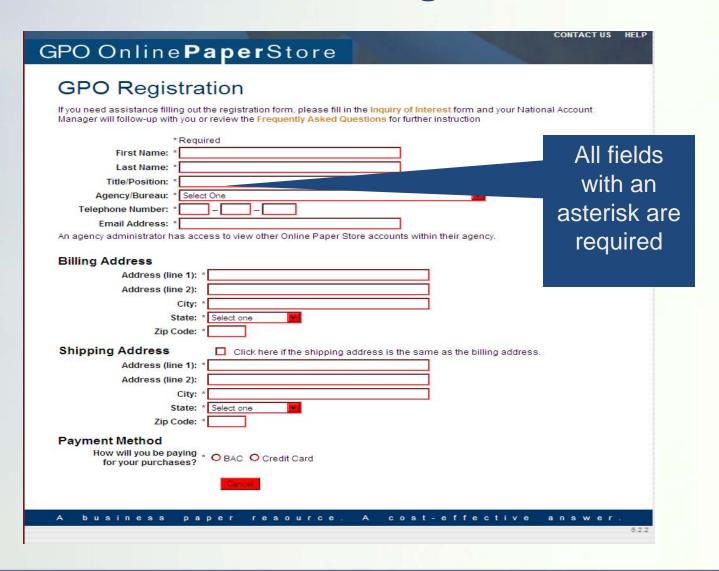
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GPO Online Paper Store





New Customer Registration



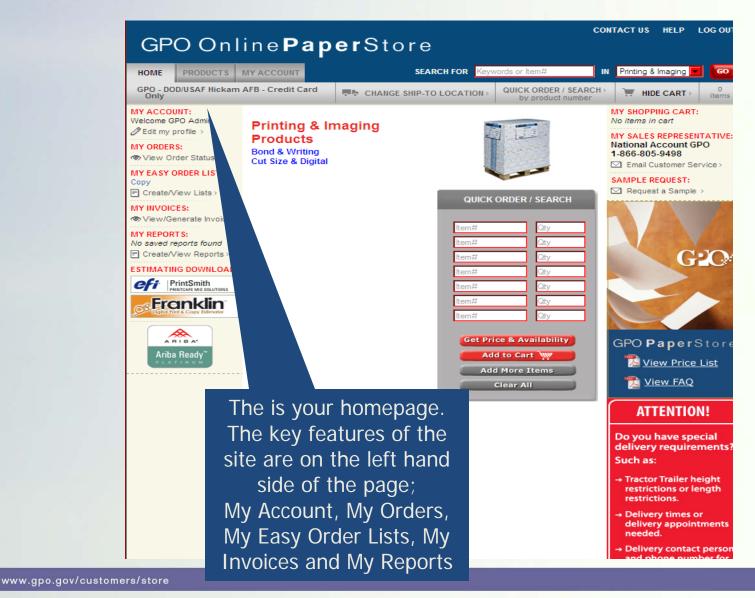


Upon Registration

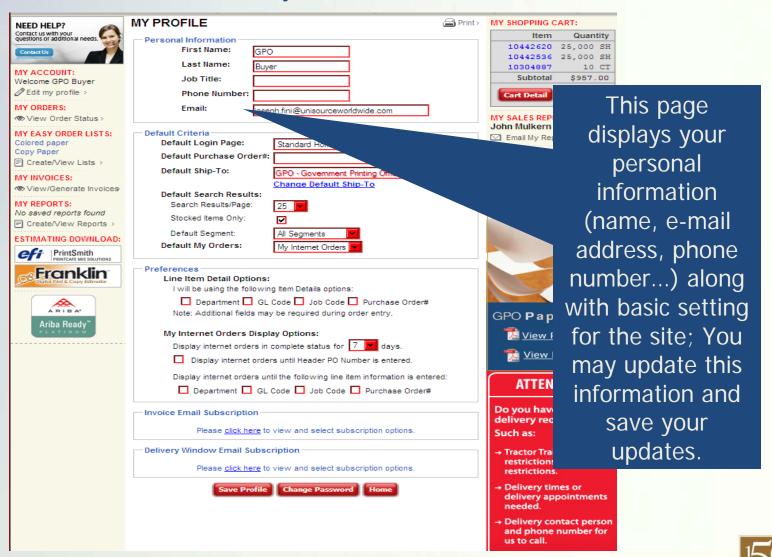
- You will receive an e-mail summarizing you registration information
- BAC customers will receive a copy of form 2747 for completion and a fax number to send the completed form.
- Both BAC & Credit Card customers will have their billing information verified.
- Upon verification customers will receive their new Username & Password within 3 business days.



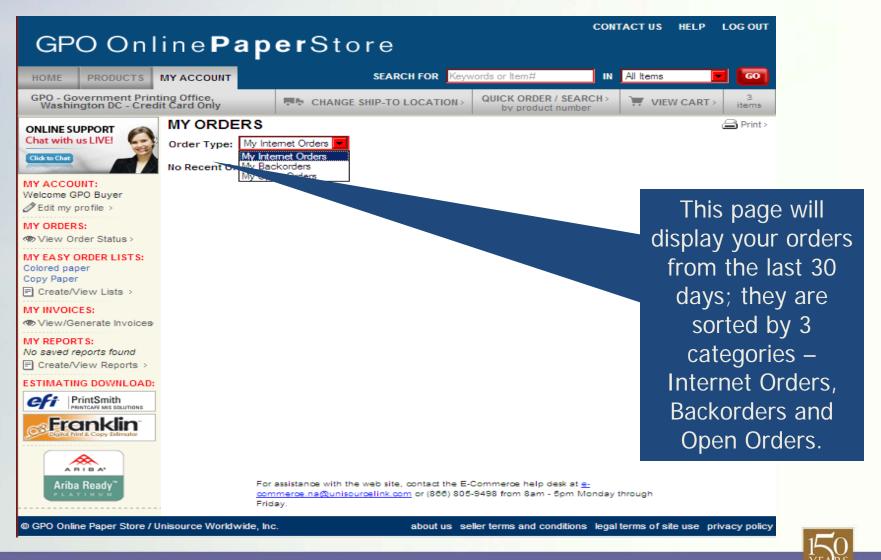
Start Shopping!



My Account

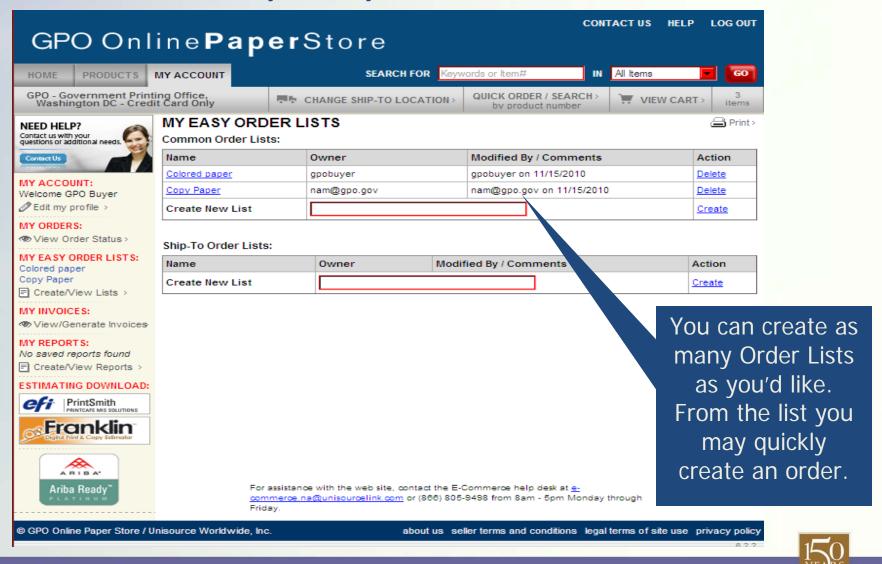


My Orders

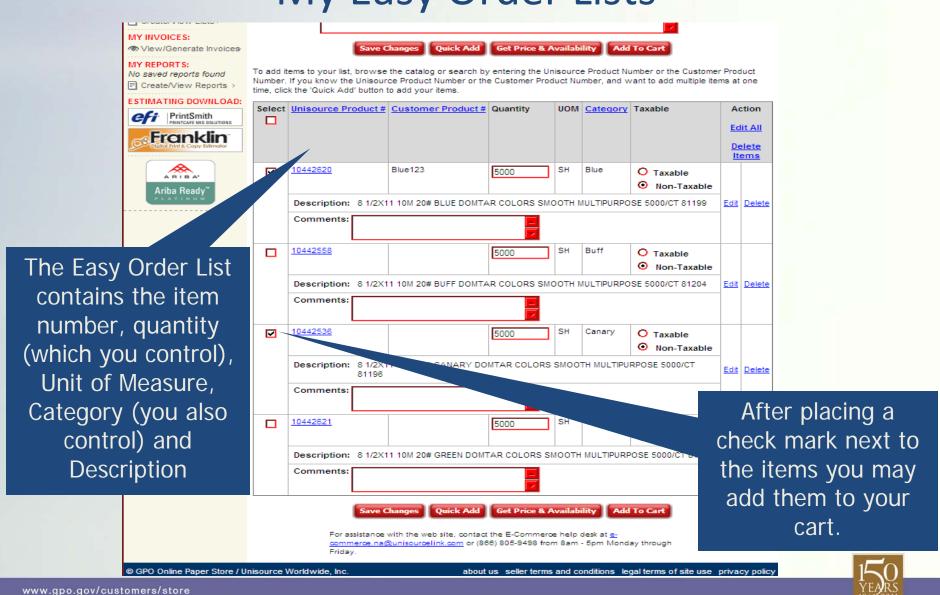


www.gpo.gov/customers/store

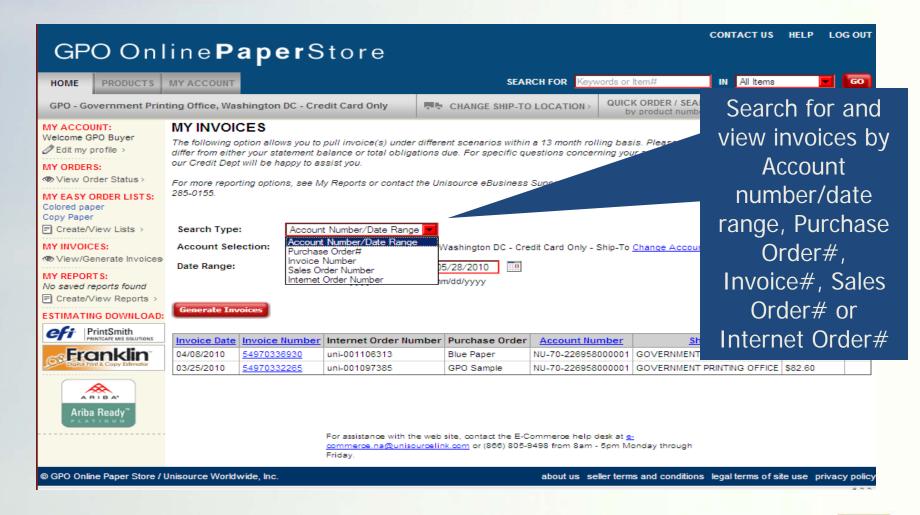
My Easy Order Lists



My Easy Order Lists



My Invoices





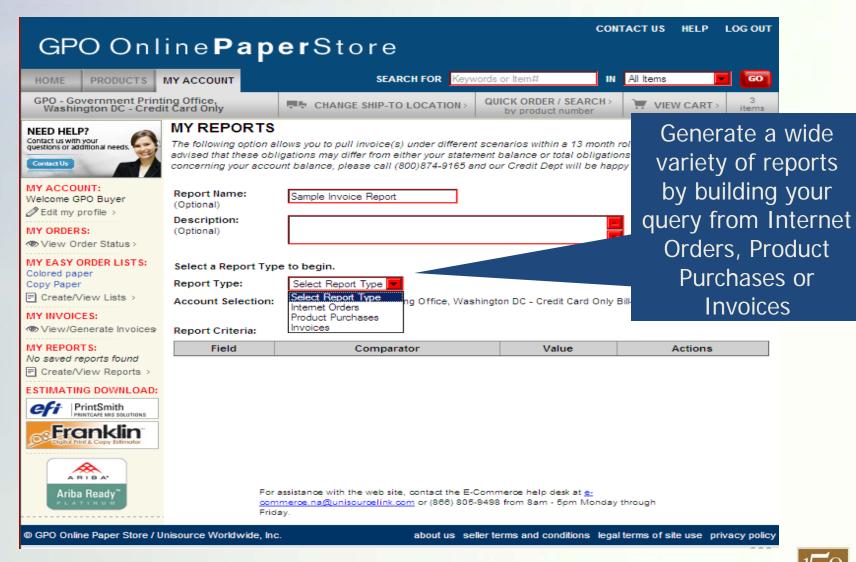
My Invoices



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

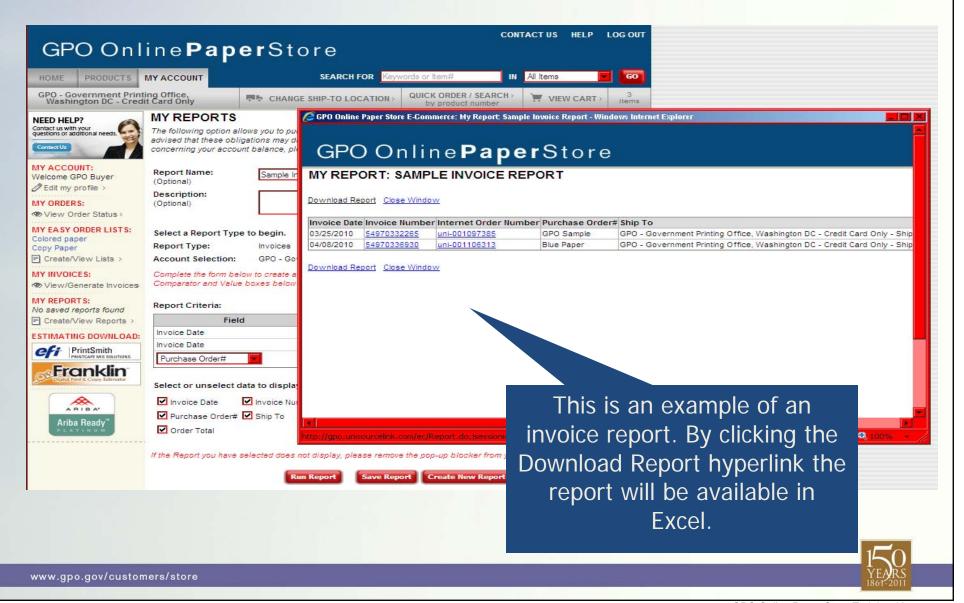
150 YEARS 1861 2011

My Reports

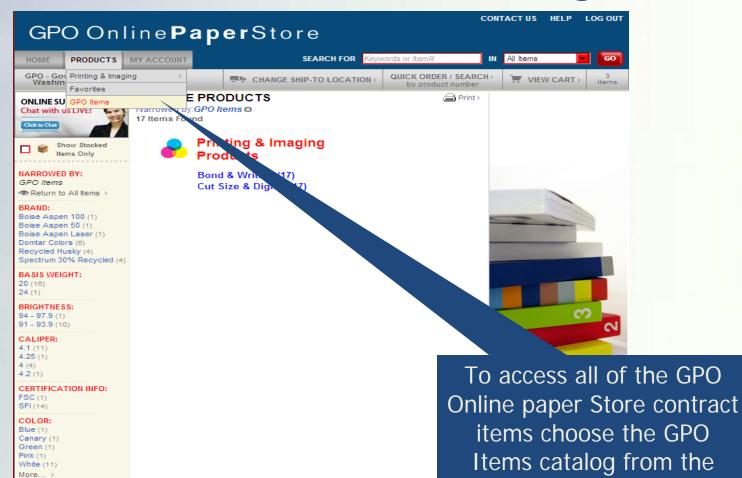




My Invoices



GPO Item Catalog



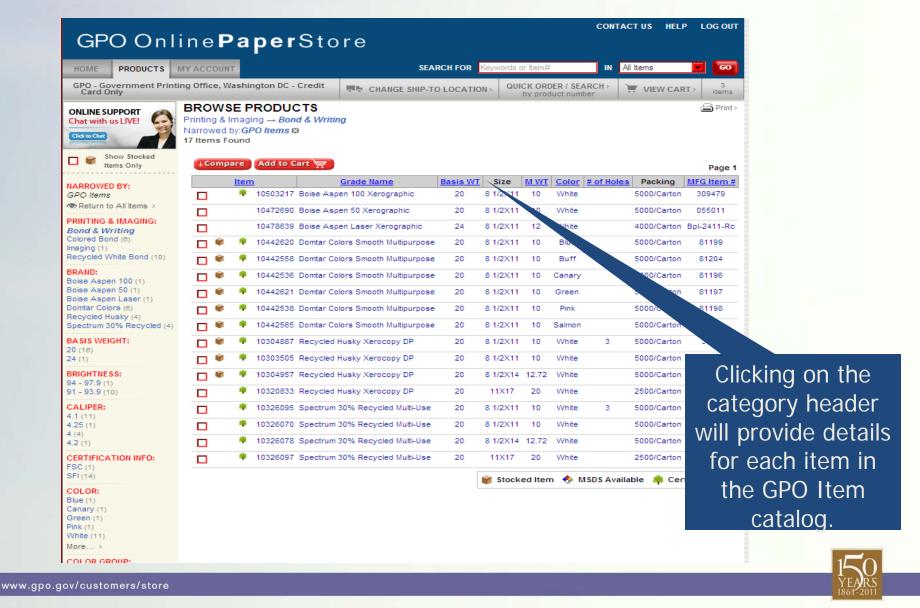
150 YEARS 1861-2011

COLOR GROUP: Blues (1) Greens (1)

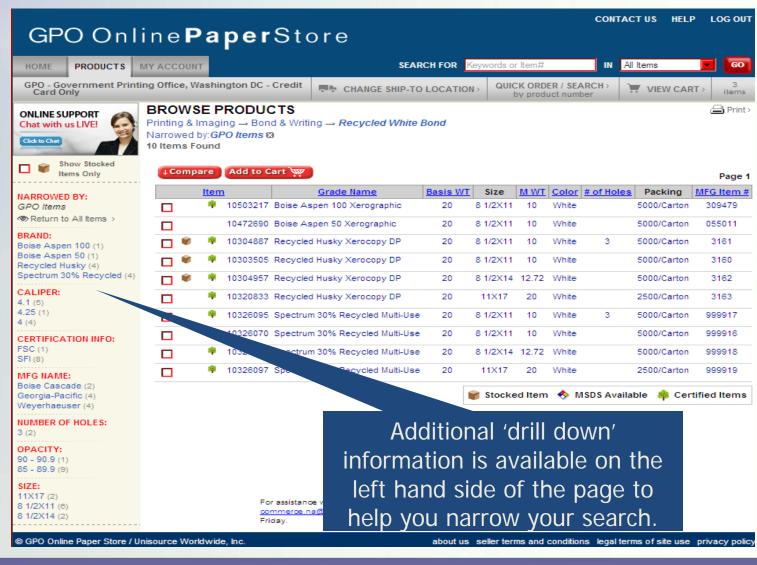
Off-Whites (1) Whites (11) Yellows (1) dropdown menu of the

Products tab.

GPO Items

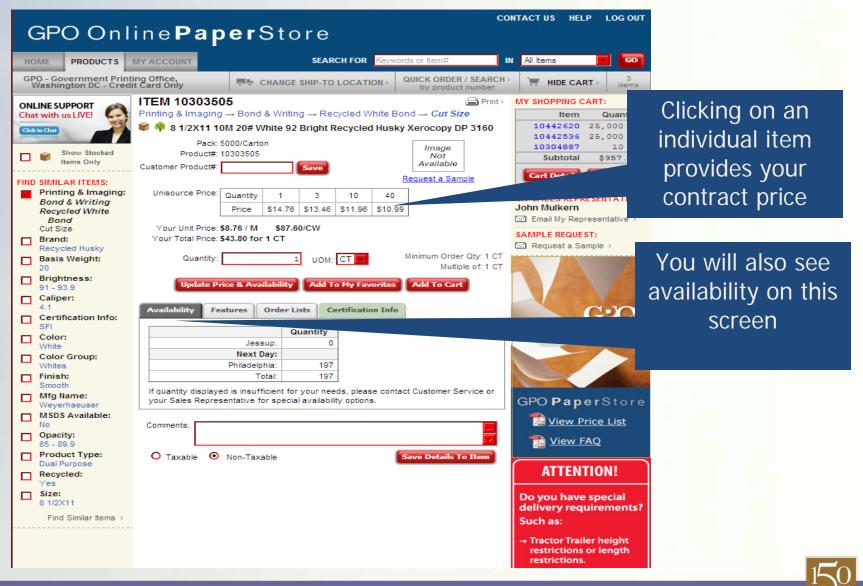


GPO Items

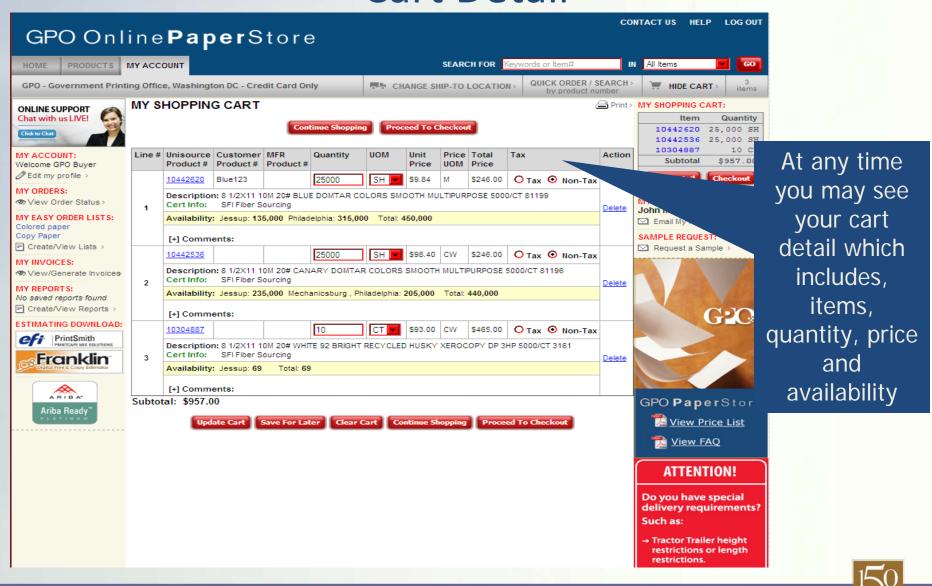


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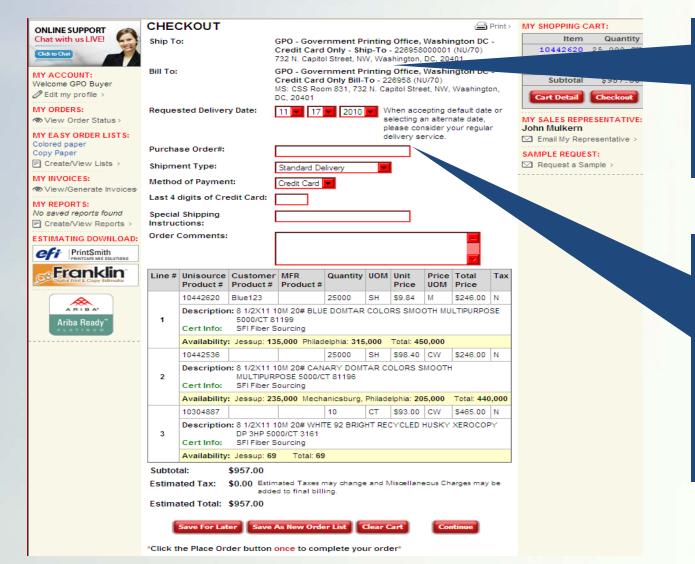
GPO Items



Cart Detail



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



Additional Tools



| Item# | Gty |

GPO PaperStore
View Price List
View FAQ

ATTENTION!

Do you have special delivery requirements?
Such as:

Tractor Trailer height restrictions or length restrictions.

Delivery contact person

and phone number for

Hand truck delivery

Delivery times or delivery appointments

needed.

us to call.

specifics.

SAMPLE REQUEST:

Request a Sample >

There are PDF
documents on the
website for informational
purposes – Current
Contract Price List and
Frequently asked
questions

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Instructions for notifying The GPO Online Paper Store of your special delivery instructions

Please let us help serve you better by adding any specific delivery requirements you may have, into the Comments section on the Check Out page.

ons legal terms of site use privacy policy

6.2.2

150 YEARS 1861-2011

Your Order

- Your order will go 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

