The GPO*Express*℠ Program

Cost-Effective Document Solutions for Your Government Agency

GPO Express

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General Overview
Including DocStore® Catalog

Welcome

- **The U.S. Government Printing Office (GPO)**
  - An introduction to the GPO and GPO*Express*[SM] Program

- **The GPO*Express* Program**
  - Benefits, how the program works, plus eView online invoicing

- **The DocStore® Catalog**
  - Overview of online ordering, benefits, how the catalog works

- **DocStore Catalog Tour**

The U.S. Government Printing Office

U.S. Government Printing Office (GPO)

- Congress and federal government agencies have counted on the U.S. Government Printing Office (GPO) for more than 150 years

- Centrally located in Washington, D.C., with offices across the nation, GPO is the nation's largest print buyer working for the federal government

- GPO is committed to helping better manage, educate, regulate and promote communication activities within the federal government
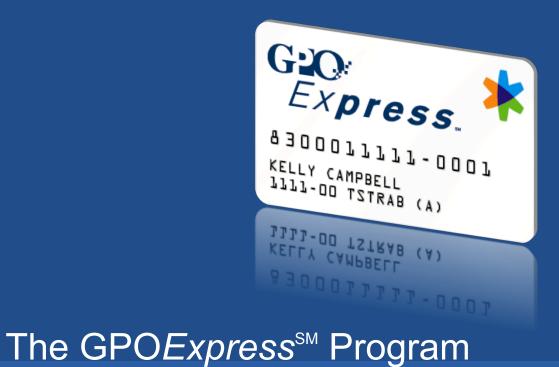
U.S. Government Printing Office (GPO)

- GPO works with more than 12,000 print-related contractors, supporting jobs for the economy

- GPO supports more than 180 federal agencies like yours, providing print, design, multimedia, and other communication services

GPO is your federal printing resource!

The GPO*Express*[SM] Program

Program Snapshot

GPO Express is a **convenience copying program** that provides Federal agencies with exclusive discounts and access to convenient, quick printing and document solutions using any of the over 1,800 FedEx Office Centers nationwide.

Agencies Using the Program

Today, virtually every agency is using the program; with over 4,000 cardholders enjoying up to 80% off retail.

- Dept. of Veterans Affairs
- Dept. of Agriculture
- Dept. of State
- Dept. of Labor
- Dept. of Interior
- Dept. of Justice
- Dept. of Commerce
- U.S. Courts
- U.S. Merchant Marines
- 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

GPO*Express*^{SM} Program Benefits

- – **Convenience**: Access a network of more than 1,800 FedEx Office locations nationwide, many open 24 hours a day, 7 days a week-great for teleworkers
- – **Flexible ordering options**: Place orders in person, online or by phone, or request a pickup
- – **Free proofs**: Place requests for approval before printing in person, online or by phone
- – **Free delivery**: Get the convenience of door-to-door delivery in your local FedEx Office delivery zone
- – **Free cost estimates**: Get project costs in advance, in person, online or by phone

GPO*Express*^{SM} Program Benefits

- **Fixed rates without surcharges**
  - Effective January 13, 2011, lower prices on most services including
    - Up to 80% off retail pricing (New)
    - Black/white copies now $.02 each; from $.024 each
    - Color copies now $.25 each; from $.30 each
    - No charge for DocStore® Catalog
  - View a pricing guide for federal agencies at www.gpo.gov/gpoexpress

- **Detailed receipts**
  - Count on receipts with job details and line-item charges attached to all completed projects

- **Agency job reference**
  - Note that your unique naming convention may be used for agency tracking purposes; job reference will be captured at time of order and will appear on receipt

GPO*Express*^{SM} Program Benefits

- **GPO*Express* "Quotes Only" Account (New)**
  - Accurate method for non-cardholders to obtain a live price quote
  - Will need GPO*Express* card to finalize transaction

- **GPO*Express* Region Cards (New)**
  - Access services prior to full enrollment
  - Contact GPO NAM for details

GPO*Express*^{SM} Program Eligibility

- **Who's eligible**
  - Employees and contractors working for any federal government agency
  - District of Columbia government employees
  - Employees of the U.S. Postal Service

- **What's required**
  - An established deposit account, an intra-governmental payment collection (IPAC) account or a government-issued credit card
  - MIPRs are accepted on this program

- **For questions about eligibility**
  - Complete the inquiry of interest form at www.gpo.gov/gpoexpress
  - Contact your GPO national account manager

- **Agency employees must use the actual GPO*Express*^{SM} card or card number to receive the guaranteed rates and benefits of the program.**

- **FedEx Office bills the GPO, which in turn bills the agency**
  – Agencies are billed on the normal GPO billing schedule
  – No GPO surcharges are applied. Prices listed in the pricing guide are the prices that are billed.

- **GPOExpress cards have per-transaction spending limits**
  - A–Z alpha character on face of card highlights the spending limit
  - If transaction is above the card limit, additional approvals are needed.
  - Request a quote at the time you place your order to determine if approval is required

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	$4,000	W	$50,000
G	$700	O	$5,000	X	$100,000
H	$800	P	$6,000	Y	$250,000
		Q	$7,000	Z	Unlimited

GPO Express

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JOHN SMITH
BAC 12345 USDA (Z)

- **You can exceed your spending limit with written approval**
  - Obtain written approval on a per-job basis from the authorized official who signed your GPO*Express* application form
  - Provide a copy of the written permission to FedEx Office at the time of purchase
- **You can request an increase to your spending limit**
  - Resubmit your approved GPO*Express* application (Form 3001) at any time to request a spending limit increase
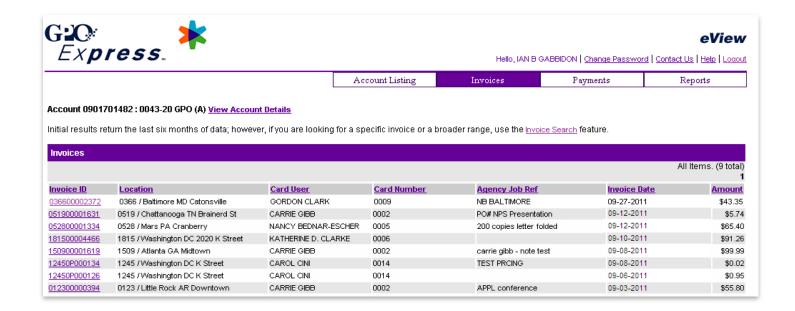 - Contact your GPO national account manager at nam@gpo.gov for more information

GPO*Express*^{SM} – Online invoices

- **View account transactions online anytime**
  - See transaction data 24 hours after purchase
  - Provide access to all card holders, budget personnel, managers and administrators
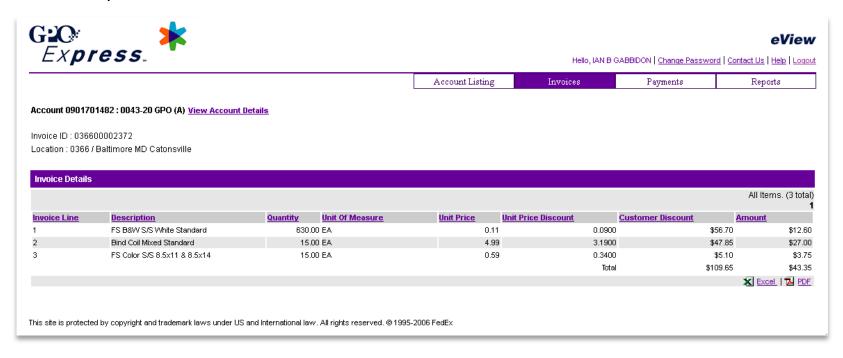 - All eView data is searchable

GPO*Express*^SM – Online Invoice Detail

- **View your account transactions online anytime**
  - Grant administrative access and reporting features to multiple cards and card holders through eView administration
  - View invoice data indefinitely (New)
  - Export information to a PDF or XLS file

A Look At FedEx Office

- **FedEx Office Print & Ship Centers^{SM} provide a comprehensive range of business services to meet your unique needs**

  - Copying, printing, direct mail, and signs and graphics services

  - High-speed Internet access, computer use and free Wi-Fi services

  - A full range of FedEx Express® and FedEx Ground® shipping services

Copying and printing services

- State-of-the-art black & white and color copying equipment

- Large-format production: presentation boards; trade show graphics; and architectural, construction and engineering drawings

- Binding Options: Choose book binding, booklet making, coil binding, comb binding, tape binding and velo binding

- Trained, experienced team members who can provide specialized advice and assistance

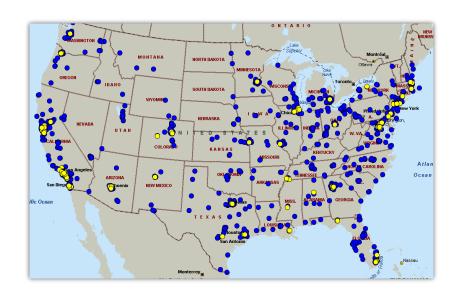- Online tools to manage, store, print and distribute your projects

A Look at FedEx Office – the Network

- More than 1,800 digitally connected FedEx Office locations nationwide strategically located in high-traffic areas
- Access 24 hours a day, 7 days a week at hundreds of locations
- 32 Closed Production Centers (CPC's) for printing sensitive documents and/or large print jobs

● FedEx Office Print & Ship Center[SM]

○ FedEx Office[SM] Ship Center

Testimonials From Current Participants

"The U.S. Fish and Wildlife Service is very pleased with the GPO*Express*^{SM} contract. The customer service, ease of use and quality of the end products make this contract a winner. It is an excellent tool that supplements our existing term contracts, small purchase and one-time bid procurements."

Mark Newcastle
Branch of Printing & Publishing
U.S. Fish and Wildlife Service

"GPO*Express*^{SM} is an innovative, streamlined printing procurement tool that will handle the emergency and administrative copying and duplication requirements of agency offices, particularly those without printing expertise."

Bert Simon
Chief, Materials Management
U.S. Geological Survey

Two Tiers of Support:

- **FedEx Office GPO*Express*ᴸᴹ Account Team**

  Your account executive is your key contact for:
  - Location of the nearest FedEx Office team for production support
  - Details about available products and services
  - Proactive follow-up to ensure outstanding customer service

- **GPO National Account Manager (NAM)**
  - Your GPO National Account Manager is your key contact for:
    - Questions about your GPO*Express* accounts and GPO billing
    - Helpful information about contract and program updates
    - Answers to questions about your program features and benefits
    - Continued consultative support

Getting started with GPO*Express*^{SM}

- **Providing federal government agencies with convenient access to cost-effective document solutions**
  - For more information about the program, go to www.gpo.gov/gpoexpress or call your GPO*Express* account team at 1.866.815.4428
  - To get started, contact your GPO national account manager at 1.202.512.1904 Go to www.gpo.gov/customerservices/nams.htm

DocStore® Catalog

DocStore Catalog

Customized web-based document library supporting the ordering, on-demand printing and distribution of repetitive-use documents using a robust "distribute and print" infrastructure.

- Cloud Computing: Virtual storage room "in the cloud" of all 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
- Document pricing, content, format, and print specifications are all locked down
- Can facilitate the transition to teleworking
- Enterprise or regional solution
- There is no charge to build a DocStore® Catalog

DocStore Catalog can be used as a freestanding solution

- **Saves Time/Access Anywhere**
  - You can access your catalog through any web browser, anytime, anywhere. You can place orders and schedule delivery in hours instead of days or weeks
  - Past orders for the previous six months can be viewed and accessed for easy re-ordering
  - Eliminates the need for proofs before printing

- **Supports Budget Management / Reduces Waste**
  - GPO*Express* pricing
  - Reduce or eliminate warehouse costs and inventory obsolescence
  - Spending limits for users and gatekeeper approval function available

DocStore® Catalog - Benefits

- **Organizes documents**
  - Customized and familiar file structure and naming conventions
  - Store up to 100 "ship-to" locations in the address book
  - Simplified 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**
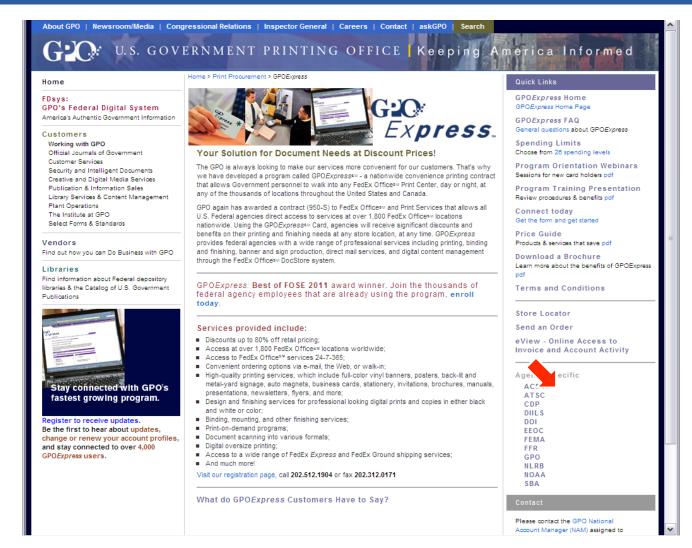
Catalog Applications

- Repetitive-use documents — training, HR and marketing materials

- Dynamic and customized documents — certificates, presentation materials, marketing collateral, data sheets, meeting materials, signage

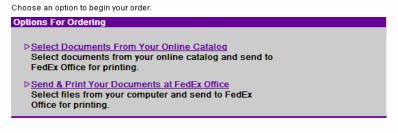# Access From The GPO*Express*SM Site

Site Login And Start Page

- Secure login 128 bit SSL encryption

- Logins may be created per individual user or by user groups

- Users may access and change password information at any time

- User profiles and pertinent user information are pre-loaded with login

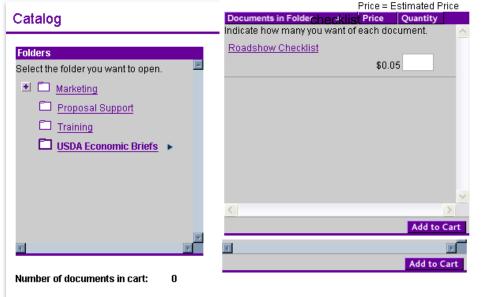- Upon login, users are guided through the order-placement process

Browsing The Document Catalog

- Documents are accessed via a folder-based interface
- Documents can be located by browsing through folders or by utilizing keyword search
- Document description and price are displayed for all documents
- Catalog documents are easily previewed by clicking document link
- File system is organized by agency administrator

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

Shipping And Production

- Users can select delivery date, delivery time and production location for their orders

- Store Locator allows users to find production locations based on where the documents will be needed

- Users are allowed to choose a delivery method, from varying FedEx® shipping options to free local delivery

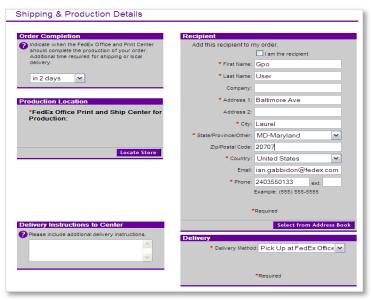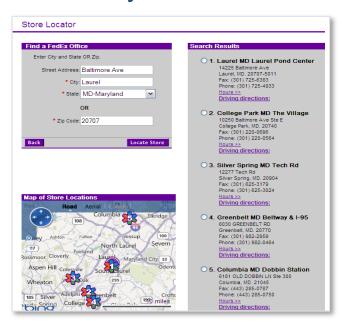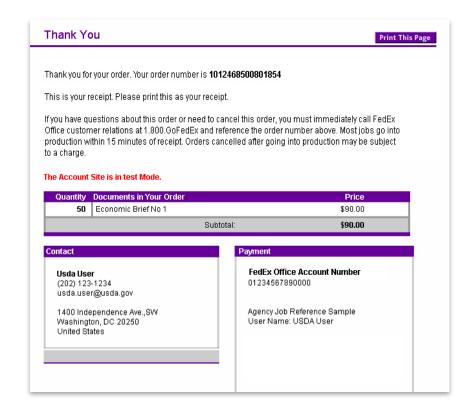# Order Confirmation

- Users receive a unique order tracking number and an e-mail confirming that their order has been received by the DocStore® Catalog

- Orders may be tracked 24 hours a day via

  FedEx.com
  1.800.GoFedEx
  1.800.463.3339

- Order details and status are accessible online

Thank You   Print This Page

Thank you for your order. Your order number is **1012468500801854**

This is your receipt. Please print this as your receipt.

If you have questions about this order or need to cancel this order, you must immediately call FedEx Office customer relations at 1.800.GoFedEx and reference the order number above. Most jobs go into production within 15 minutes of receipt. Orders cancelled after going into production may be subject to a charge.

The Account Site is in test Mode.

Quantity	Documents in Your Order	Price
50	Economic Brief No 1	$90.00
	Subtotal:	$90.00

Contact

Usda User
(202) 123-1234
usda.user@usda.gov

1400 Independence Ave.,SW
Washington, DC 20250
United States

Payment

FedEx Office Account Number
01234567890000

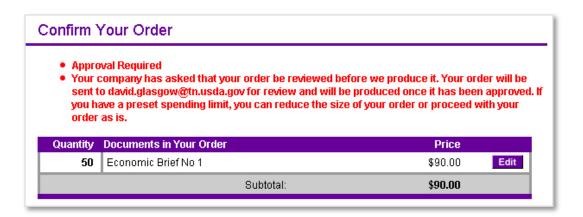Agency Job Reference Sample
User Name: USDA User

Order Review

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

Confirm Your Order

- **Approval Required**
- **Your company has asked that your order be reviewed before we produce it. Your order will be sent to david.glasgow@tn.usda.gov for review and will be produced once it has been approved. If you have a preset spending limit, you can reduce the size of your order or proceed with your order as is.**

Quantity	Documents in Your Order	Price	
50	Economic Brief No 1	$90.00	Edit
	Subtotal:	$90.00	

Getting started with GPO*Express*^{SM} and DocStore® Catalog

- Providing federal government agencies with convenient access to cost-effective document solutions
  - To get started, contact your GPO national account manager at 1.202.512.1904

Thank you!