

HOW TO REACH THROUGH INDEPENDENT STATIONERS

FSSI-GSA on DoD EMALL

FEDERAL STRATEGIC SOURCING INITIATIVE

Federal & Government Agencies Only

Independent Stationers - Contract Holder GS-14F-0043M FSC Group 75 Part II Section A
Contract period July 25th 2002 through July 25th 2012
Size: Small

As a member of is.group, a dealer cooperative of over 300 independently owned small businesses, our company distributes under this FSSI-GSA Contract. We are able to offer national distribution of products in our full line GSA Catalog to the federal government at competitive prices.

No Hassle Transactions - 1 Invoice - 1 Credit Card Receipt

- Visit <https://dod-email.dla.mil>
- Enter **USER ID**
- Enter **PASSWORD**
- Click **"LOGIN"**
- Click on **SHOP**, then **CATALOG SEARCH**
- Change corridor to **COMMERCIAL CATALOGS**
- Scroll down page to **OFFICE, PHOTOGRAPHIC, COMPUTER**
- Scroll down page to **"INDEPENDENT STATIONERS-GS FSS"**
- Enter part number (with manufacturer prefix-no punctuation)
in **NSN/ITEM NUMBER FIELD**
- Click on drop down arrow next to "EQUALS" and choose **"CONTAINS"**
- Click **"SEARCH"**
- Change quantities (if necessary)
- Click **"ADD"** button to add items to cart
- Repeat for ALL items to be ordered
- After all items have been added to cart, click **"CART SUMMARY"** to view cart
- Click **"EDIT MEMOS"** and type **"PLEASE SUBMIT ORDER TO CONSOLIDATED OFFICE SYSTEMS #915"**
- Click **"SAVE EDIT MEMOS"** (at bottom of screen)
- Verify that items in cart are correct and click on **"CHECKOUT"**
- Verify (or enter new) shipping address and click **"NEXT"**
- Enter credit card (IMPAC) information and billing address, then click **"NEXT"**
- Once checkout information is complete, click on **"PLACE ORDER"**
- **CONGRATULATIONS!!** You have just completed a DoD Email Order
- **RECEIVE FREE DELIVERY** (San Antonio & surrounding areas only)



***** Should you not find an item you are looking for, please call us and we will be happy to assist you. *****

SALES INQUIRIES

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