The GPO*Express*℠ Program

Cost-Effective Document Solutions for Your Government Agency

GPO*Express*

Agenda

The U.S. Government Publishing Office (GPO)

- An introduction to the GPO and GPO*Express* Program

The GPO*Express*℠ Program

- Benefits, how the program works, eView online invoicing

FedEx Office Print On Demand

- Overview of online ordering, benefits, how the **Shared Catalog** works

Addendum: FedEx Office Print On Demand tutorial

- A step-by-step guide on how to get started

The U.S. Government Publishing Office

The U.S. Government Publishing Office (GPO) is the federal government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating and preserving the official information products of the U.S. government.

- Congress and federal government agencies have counted on the GPO for more than 150 years.
- GPO works with more than 12,000 print-related contractors, supporting jobs for the economy.
- GPO helps better manage, educate, regulate and promote communication activities within the federal government.

The GPO*Express*℠ Program

The GPO*Express* program is a partnership between the GPO and FedEx Office that provides deep discounts and convenient access to printing services[1]. The program includes:

- Exclusive discounts: up to 80% off retail.
- Access to more than 2,000 FedEx Office locations nationwide.
- High-quality printing services from copying to large-format signs and banners.
- Professional design and finishing options.

[1]The GPO/FedEx Office partnership is compliant with Title 44 and federal printing regulations.

GPO*Express*℠ Eligibility

Who's eligible

- Employees and contractors of federal government agencies.
- District of Columbia government employees.
- U.S. Postal Service employees.

What's required

- An established deposit account, an intra-governmental payment collection (IPAC) account or a government-issued credit card.
- MIPRs are accepted.

For eligibility questions, complete the inquiry of interest form at www.gpo.gov/gpoexpress or contact your GPO national account manager.

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GPO*Express*℠ Participating Agencies

More than 4,000 cardholders from virtually every agency use the program.

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

FedEx Office Capabilities

FedEx Office® Print and Ship Centers provide comprehensive business services.

- High-speed, high-volume printing
- Large-format printing, including presentation boards, floor graphics, posters and banners
- Brochures, flyers, bound documents and manuals
- Professional finishing and binding
- Architectural, construction and engineering drawings
- FedEx Office Print On Demand for online job submission along with custom web-based library
- FedEx Express® and FedEx Ground® shipping

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GPO*Express*℠ Program Benefits

Convenience: Print on demand to more than 2,000 FedEx Office locations nationwide, many open 24/7 — great for teleworkers.

Flexible ordering options: Order printing services online anywhere, anytime.

Fast turnaround: Have printed documents available in hours instead of days or weeks.

Free delivery: Receive free delivery in your local FedEx Office delivery zone.

Free cost estimates: Get project costs in advance — online, by phone or in person.

GPO*Express*℠ Program Benefits

Fixed rates:

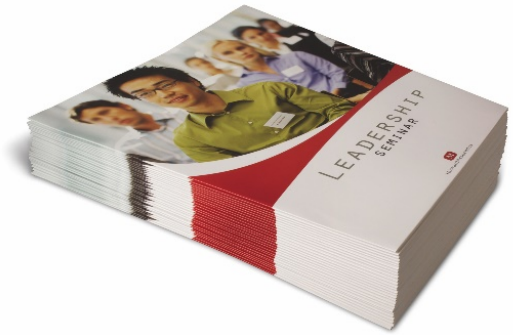
- No surcharge — FedEx Office bills GPO, which in turn bills your agency.
- Up to 80% off retail prices.
- View a pricing guide for federal agencies at **www.gpo.gov/gpoexpress**.

Detailed receipts:

- Receipts include job details and line-item charges for all completed projects.

Agency job reference:

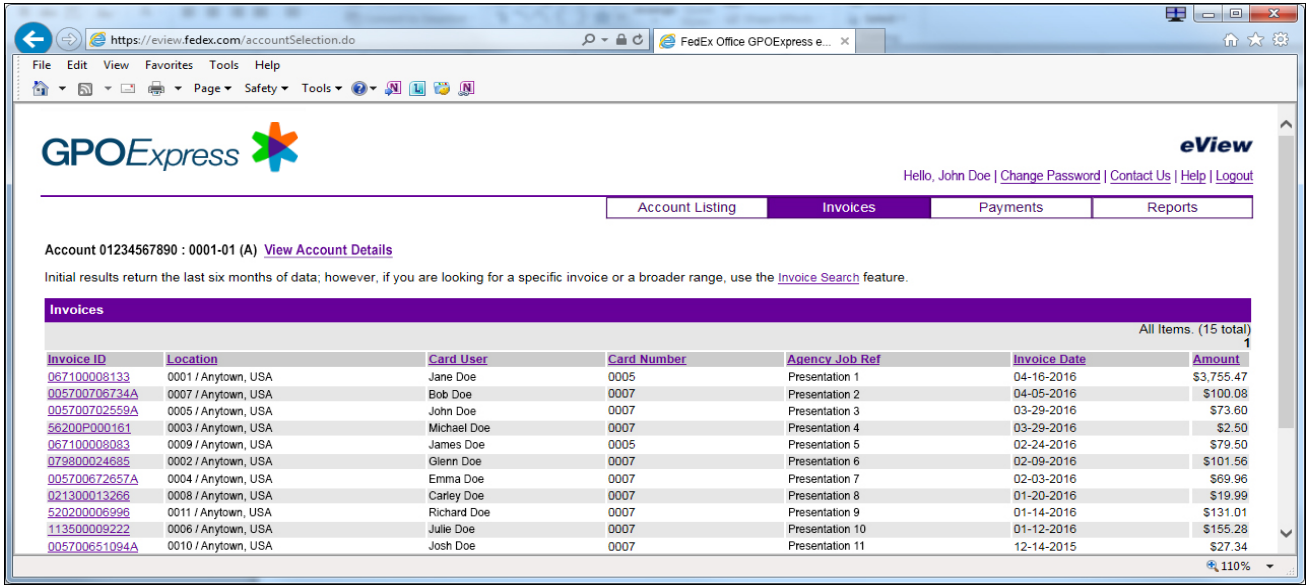
- Agency job reference is captured at time of order and appears on receipts.



GPO*Express*℠ Program Benefits

eView online invoices:

- View transaction data online anytime.
- View invoice data indefinitely 24 hours after purchase.
- Provide access to all cardholders, budget personnel, managers and administrators.
- Maintain easy access — all eView data is searchable and can be exported to a PDF or XLS file.



GPO*Express*℠ Helps Manage Spending

Per-transaction spending limits:

- A–Z alpha character on face of card highlights spending limit.
- User requests quote when placing order to determine whether approval is required.
- If transaction is above card limit, approval needs to be sent to FedEx Office.
- Users can request an increase to spending limit.

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	$3,500 Effective 10/1/16	W	$50,000
G	$700	O	$5,000	X	$100,000
H	$800	P	$6,000	Y	$250,000
		Q	$7,000	Z	Unlimited

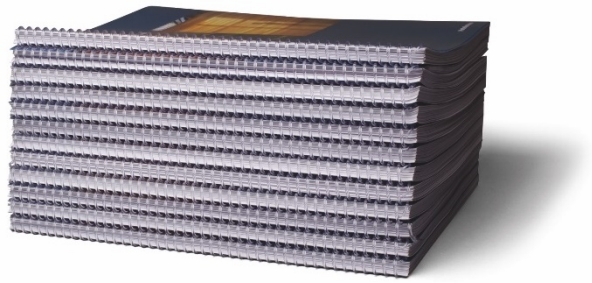
FedEx Office® Print On Demand Benefits

Saves time, provides access from anywhere.

- Access your documents through web browser or any device, anytime, anywhere.
- View and access orders from the previous six months for easy reordering.
- Eliminate the need for proofs before printing.

Supports budget management, reduces waste.

- Save up to 80% off retail with GPO*Express*SM pricing.
- Reduce or eliminate warehouse costs and inventory obsolescence.
- Oversee spending limits for users, with gatekeeper approval function.



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FedEx Office® Print On Demand Benefits

Modernized, Secure Platform Accessible From Any Device

FedEx Office Print On Demand streamlines the creation, management, print and delivery of customized content, communications and campaigns all in one place.

- **Improved user interface** Easy to navigate, flexible interface creates a consistent user experience, resulting in increased user acceptance and a more efficient order process.
- **Order from any device** Get the power of access to print from more places whenever, wherever. Note: On Demand is compatible with Internet Explorer (IE11 or greater), Microsoft Edge, FireFox and Chrome.
- **Continuous innovation** to support Agency goals and objectives for print production.

FedEx Office® Print On Demand - Shared Catalog Overview

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

- Cloud computing: virtual cloud storage for 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.
- Lock down document pricing, content, format and print specifications.
- Customize access and permissions to specific user groups.
- Enterprise or regional solution.
- Build a FedEx Office Print On Demand website at no charge.

Note: FedEx Office Print On Demand can be used as a freestanding solution.

FedEx Office® Print On Demand - Shared Catalog Benefits

Organizes documents.
- Use customized and familiar file structure and naming conventions.
- Simplify ordering with convenient shopping cart.

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.

FedEx Office® Print On Demand - Shared Catalog Applications

Repetitive-use documents:

- Training, HR and marketing materials

Dynamic and customized documents:

- Certificates, presentation materials, marketing collateral, data sheets, meeting materials, signage

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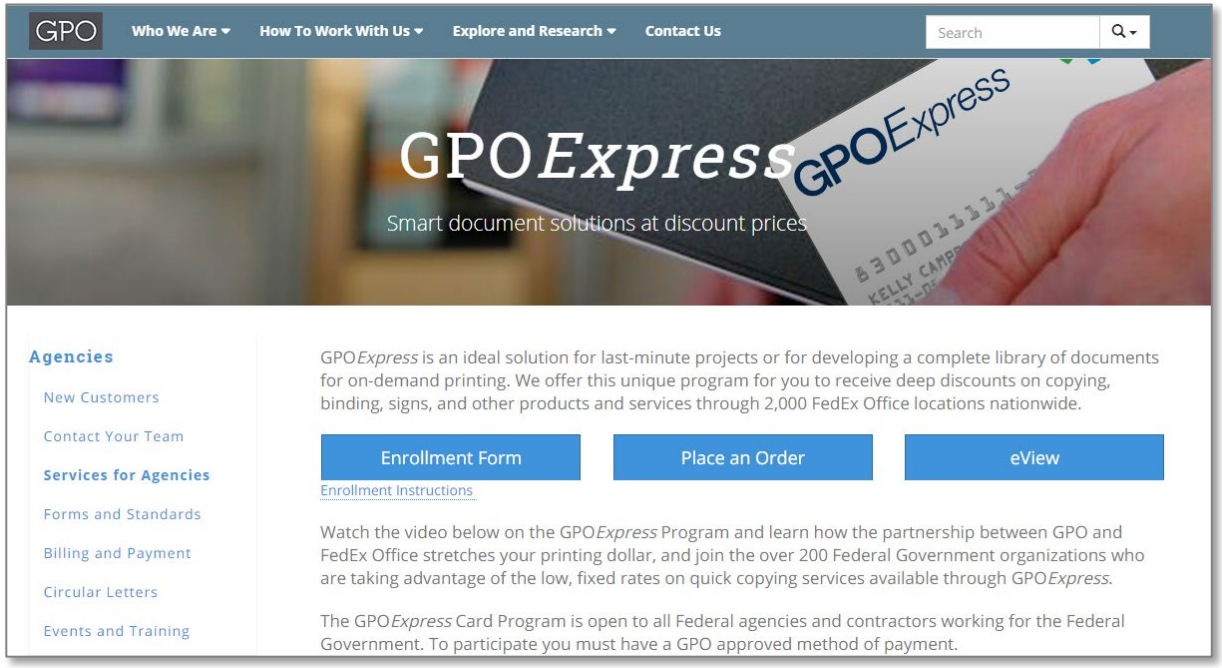
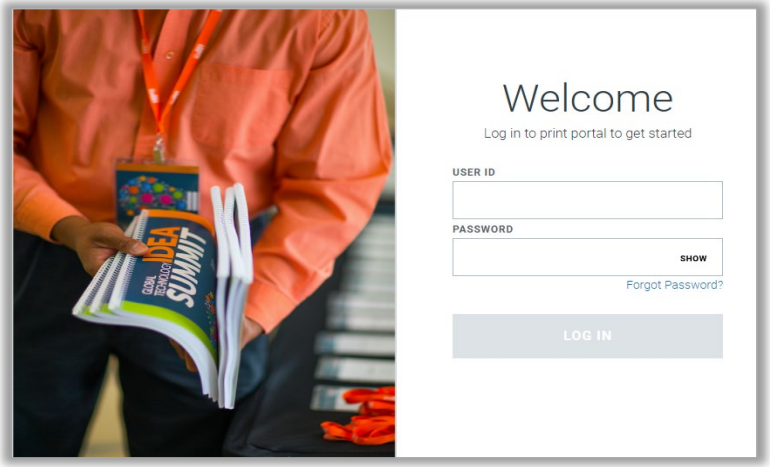
Access From the GPO*Express*℠ Site

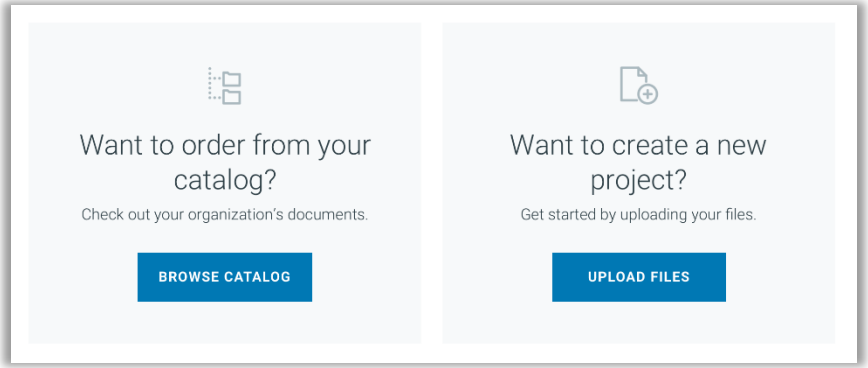
Working with FedEx Office® Print On Demand is simple — just log in at the GPO*Express* website: **gpo.gov/gpoexpress**.



Site Login and Start Page

- Secure login 128-bit SSL encryption.
- Logins can be created for individual users or user groups.
- Users can change password information at any time.
- User profiles and pertinent user information are preloaded with login.
- Upon login, user-specific information is entered, eliminating unnecessary data entry.
- Upon login, users have the option to order from their document catalog or start a new project by uploading a file, depending on site settings.





Get Started With GPO*Express*℠ and FedEx Office® Print On Demand

- To enroll in GPO*Express*, complete the Form 3001 on the website at **gpo.gov/gpoexpress**.

- To get started with FedEx Office Print On Demand, contact your GPO national account manager.

Ongoing Program Support

Two tiers of support:

FedEx Office GPO*Express*SM account manager

Your key contact for:

- Location of nearest FedEx Office team for production support
- Details about available products and services
- Proactive follow-up to ensure outstanding customer service
- Contact at 866.815.4428

GPO national account manager (NAM)

Your key contact for:

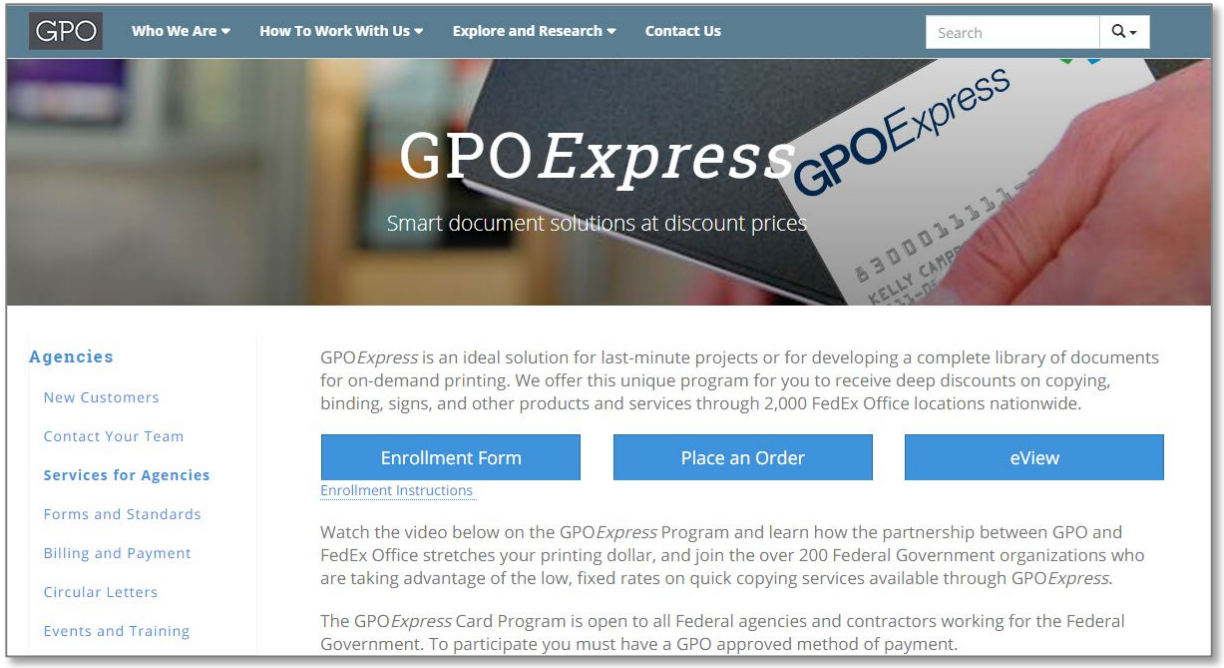
- Questions about GPO*Express* account and GPO billing
- Helpful information about contract and program updates
- Answers to questions about GPO*Express* program features and benefits
- Continued consultative support
- Contact at 202.512.2159 or GPO*Express*@gpo.gov

FedEx Office® Print On Demand Tutorial

How To Place An Order

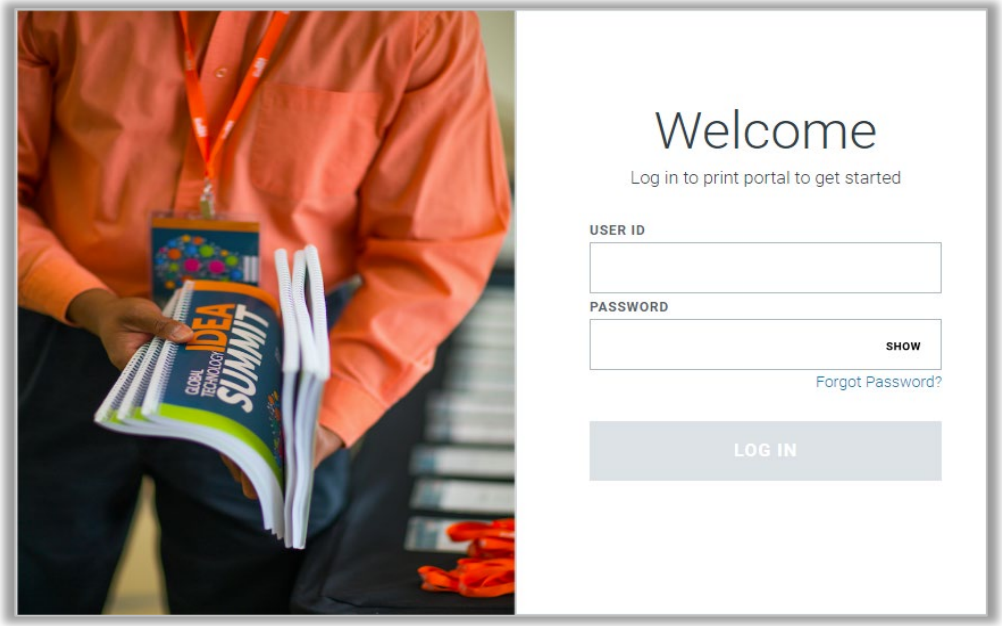
It's easy to get started. You can place a GPO*Express* order online through our Print On Demand website.

- Go to www.gpo.gov/gpoexpress and click on PLACE AN ORDER.



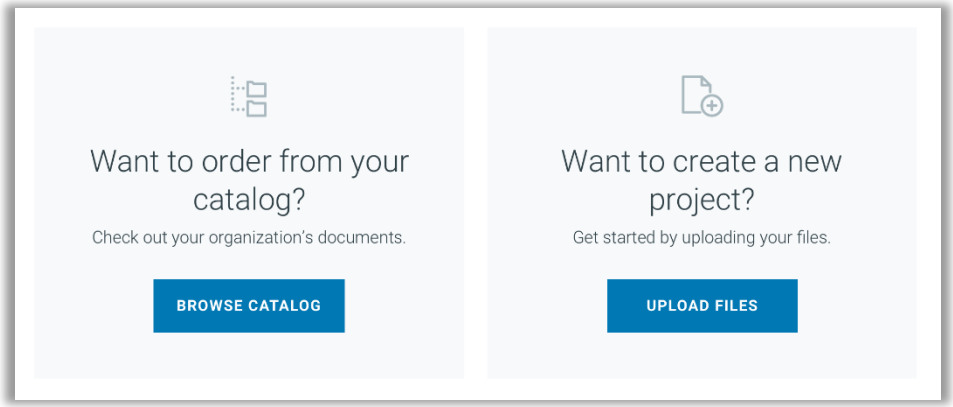
Login

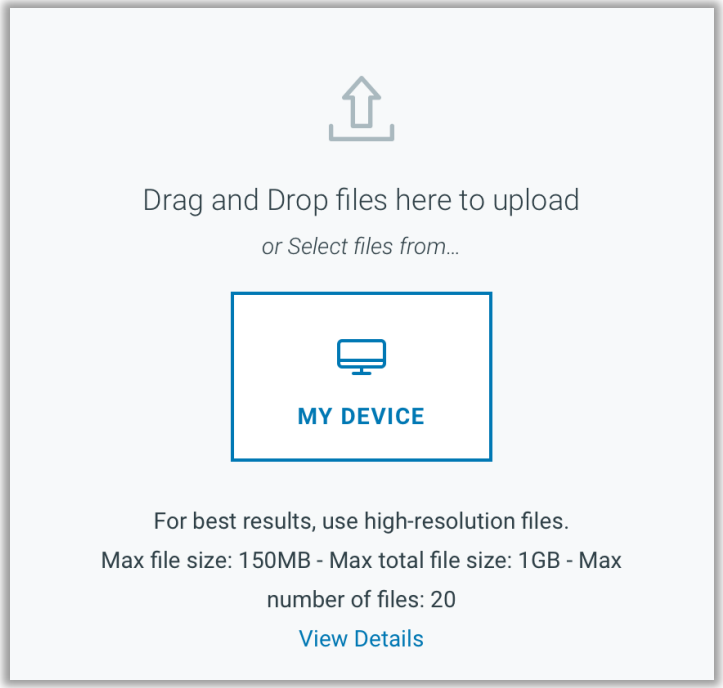
- Your User ID is your email address.
- The default password is “Gpoexpress1!” – Please note: the password is case-sensitive.
- If you require additional help, call **1.866.815.4428**.



Choose Your Files For Ordering

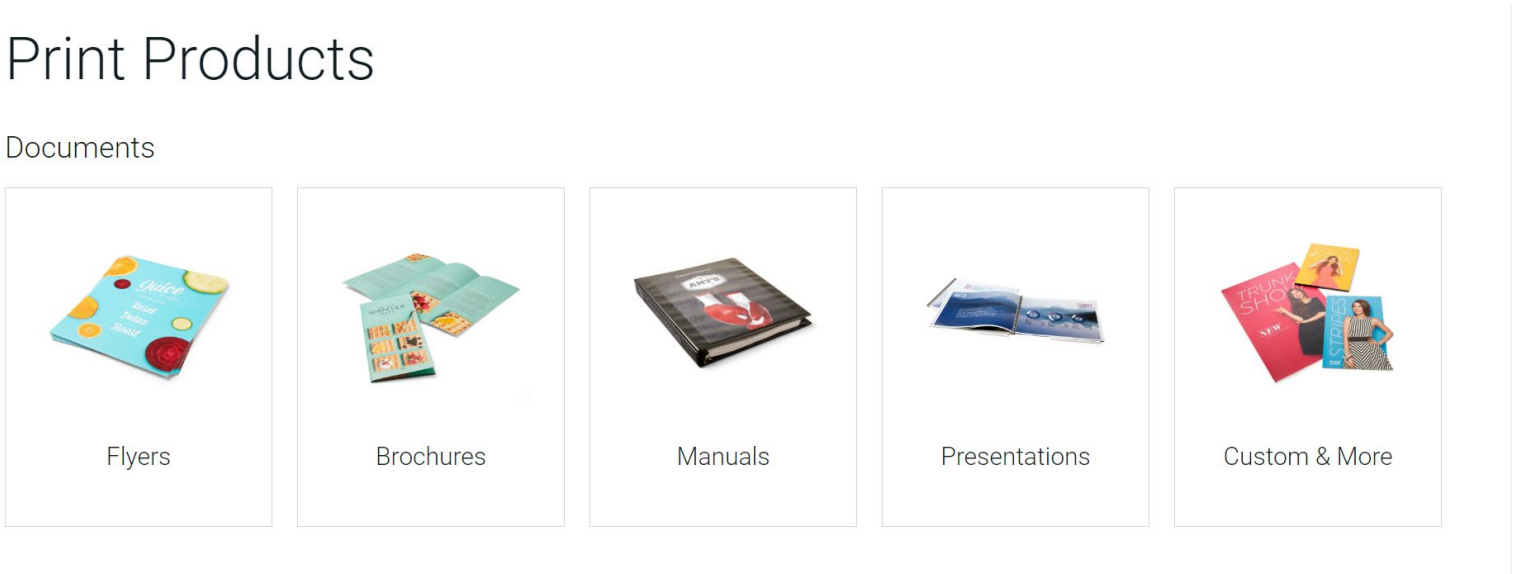
- Select from existing catalog documents (if previously set up) or upload a new file.





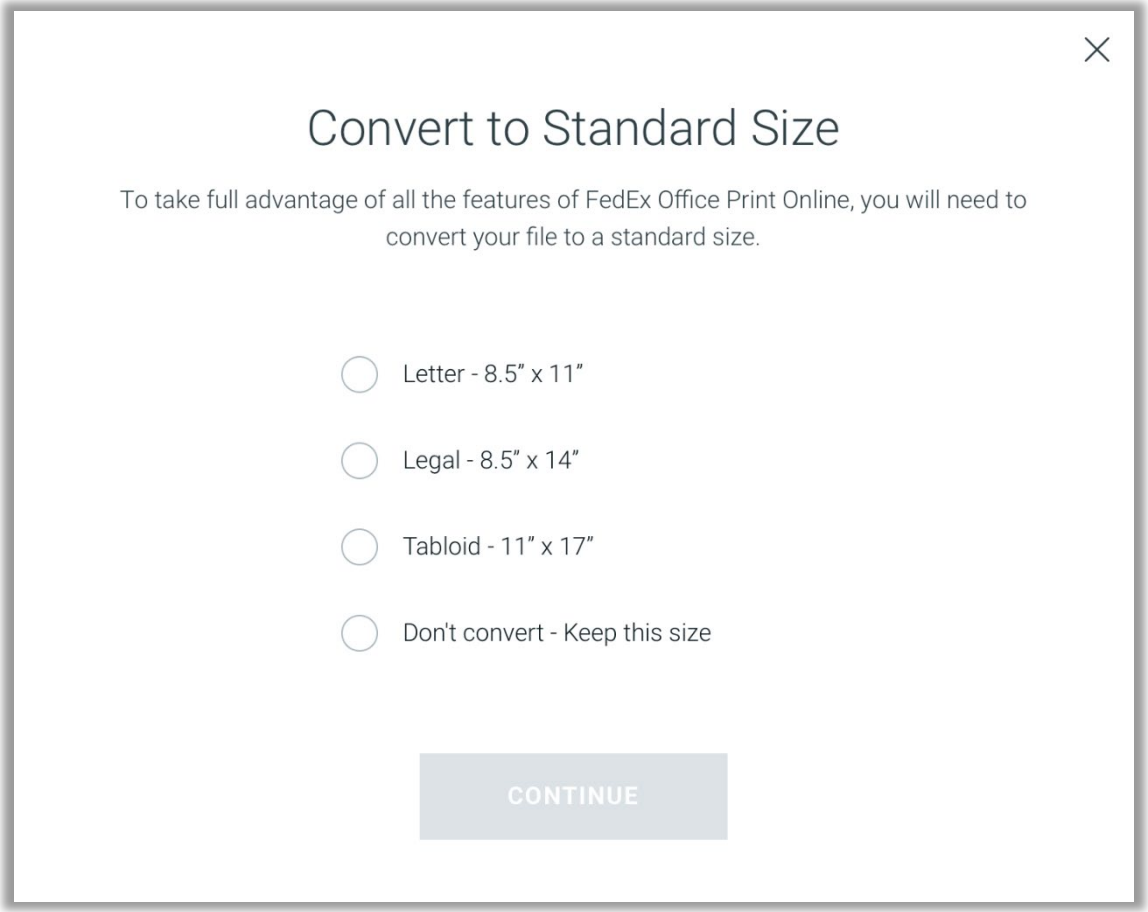
More Print Options with Print On Demand

- Choose a print product that best represents your desired finished product or select "Custom and More" to create your own.



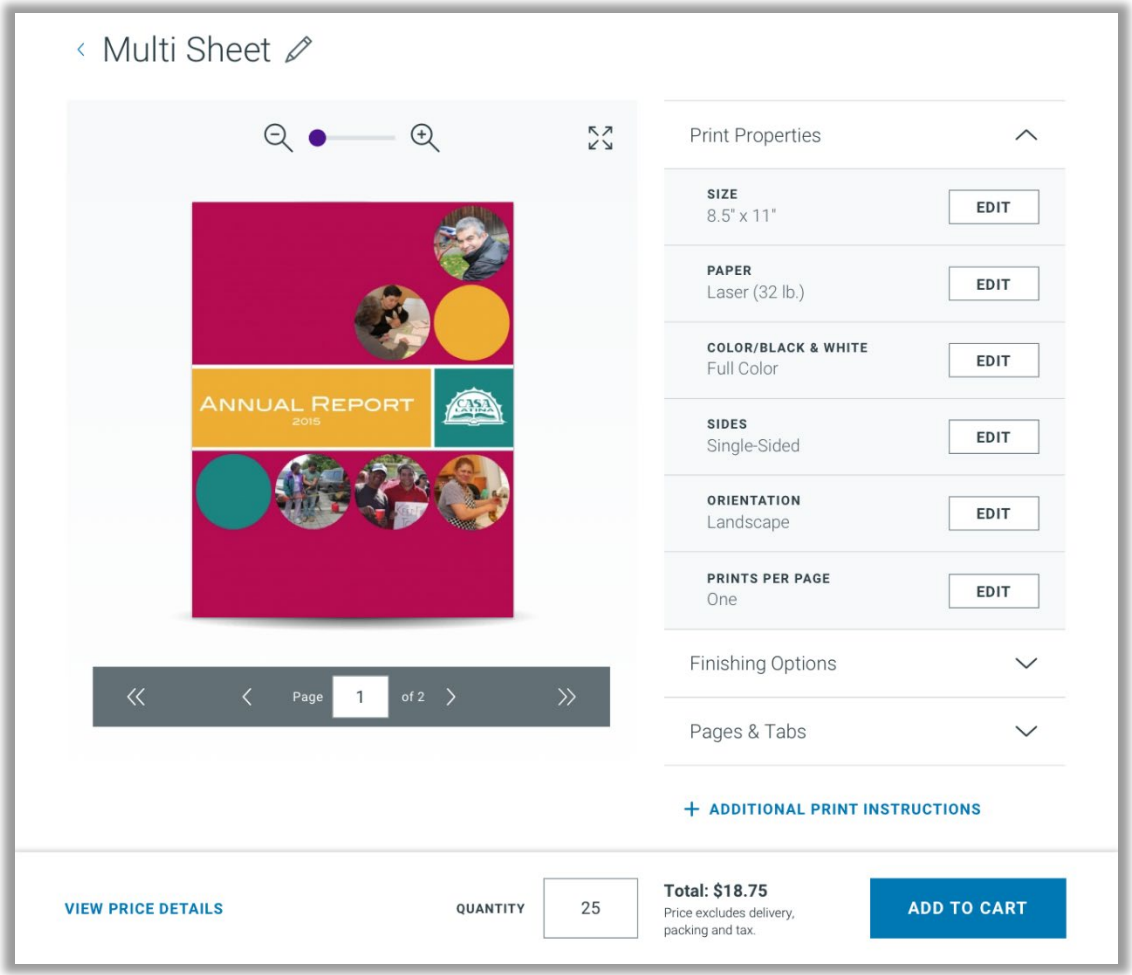
Adjust Page Sizing

- If your document has a custom page size, you may convert it to a standard page size or use the file as-is.



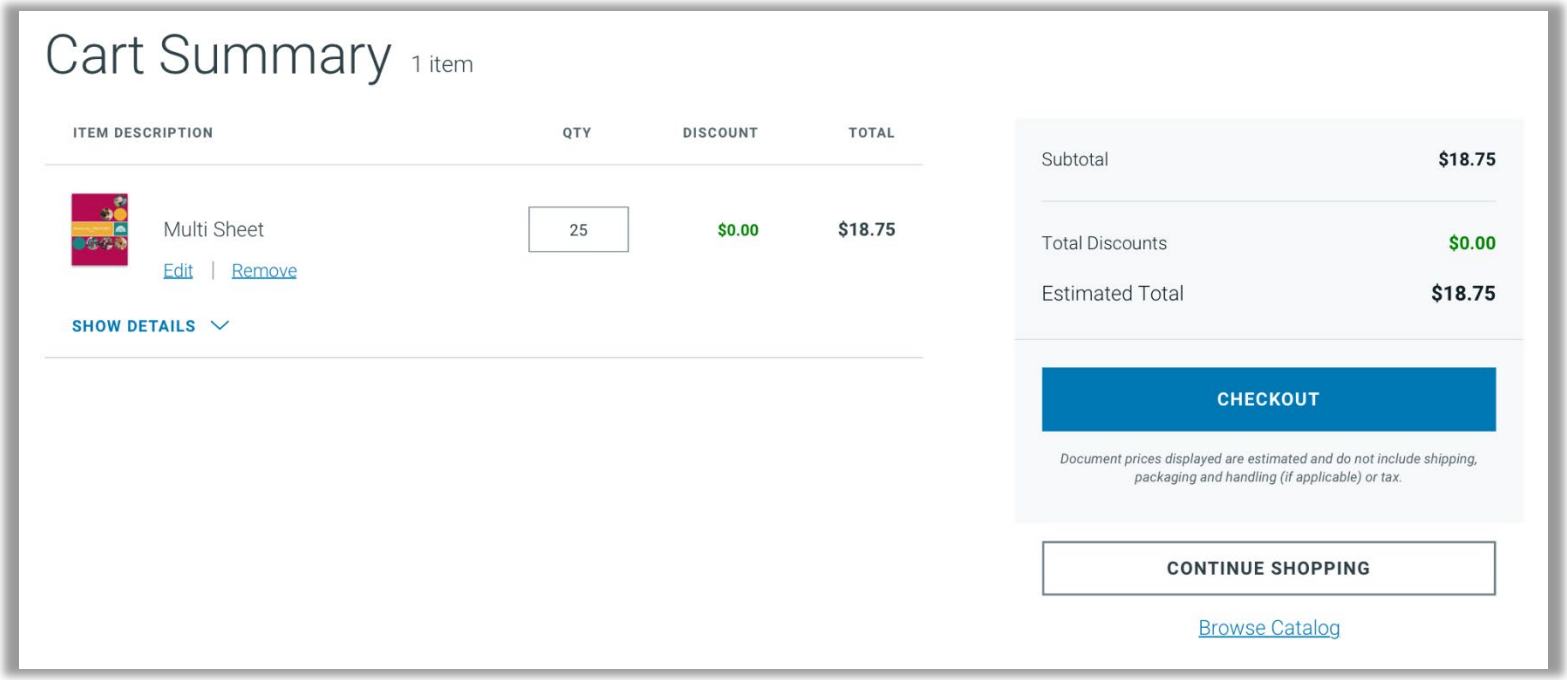
Configure Document

- Build your document by selecting print and finishing options from the menus on the right.
- **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.



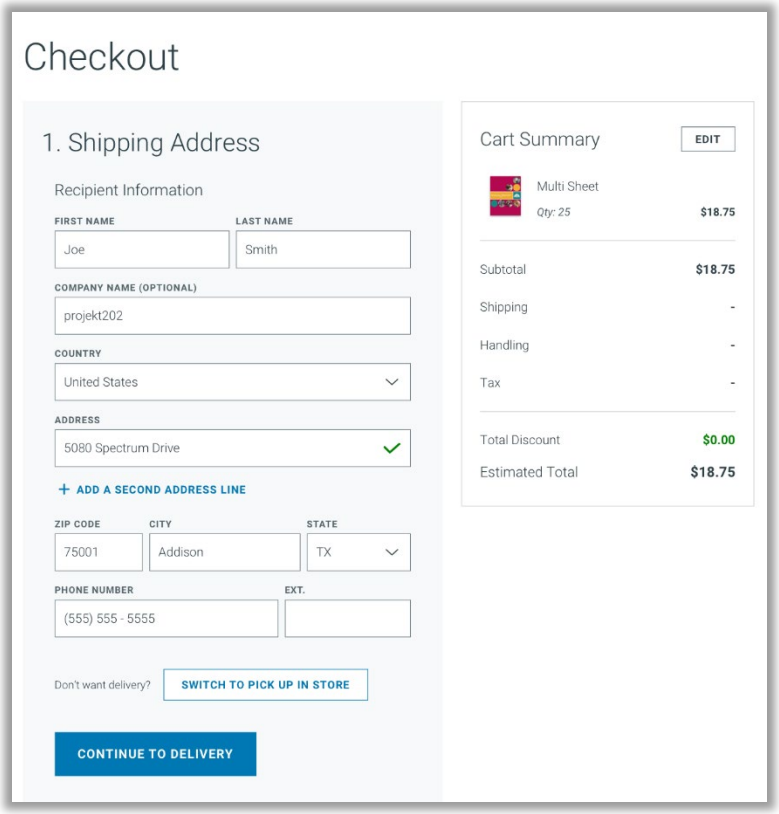
Ordering

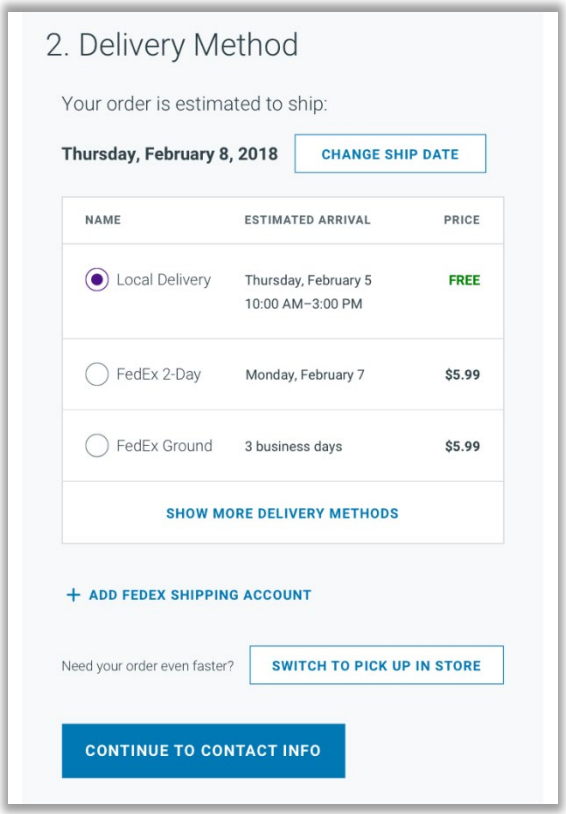
- Click **Add to Cart** once you have finished setting up your document.
- Adjust document quantities as needed (defaults to 1).



Checkout

- Choose whether you'd like to pick up your order or have it delivered. If choosing delivery, select from Local Delivery and FedEx shipping options.





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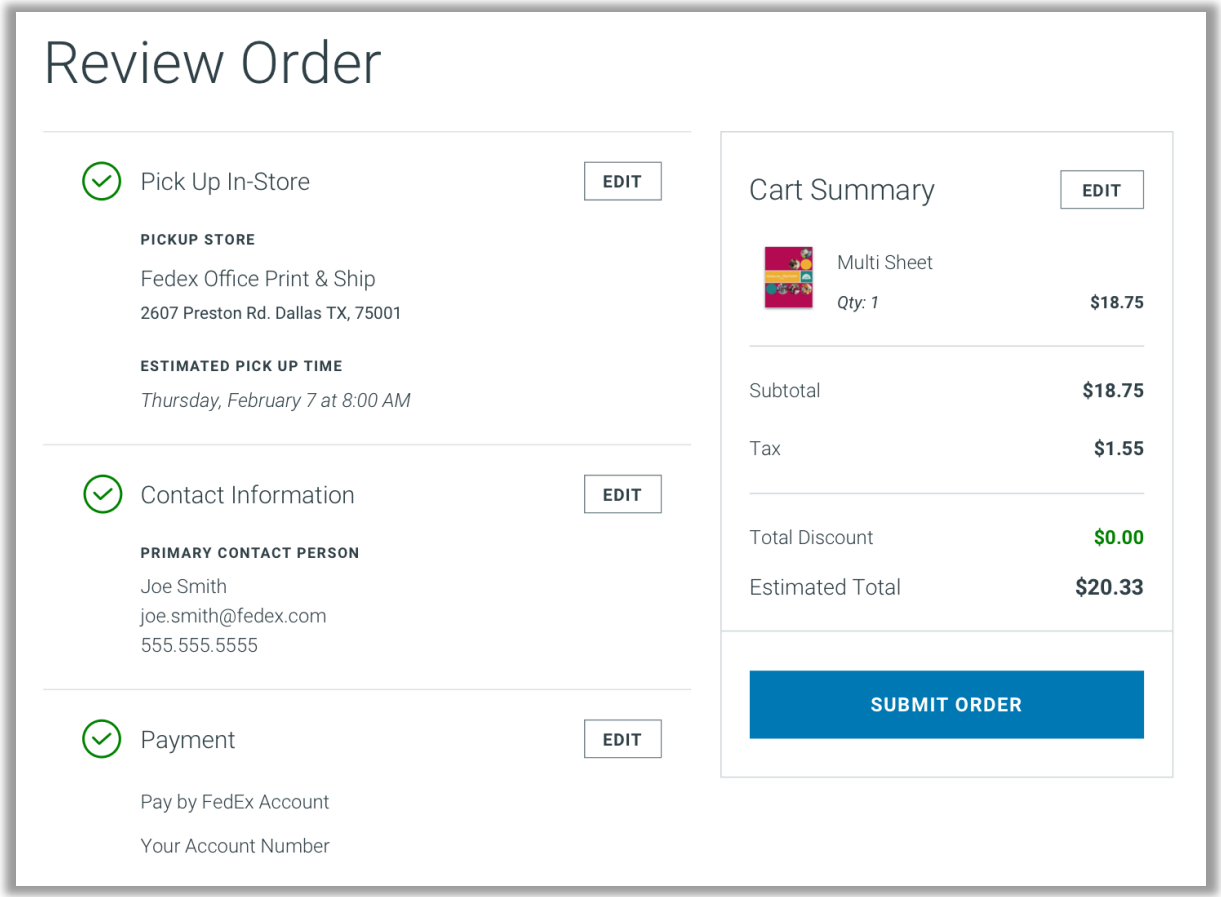
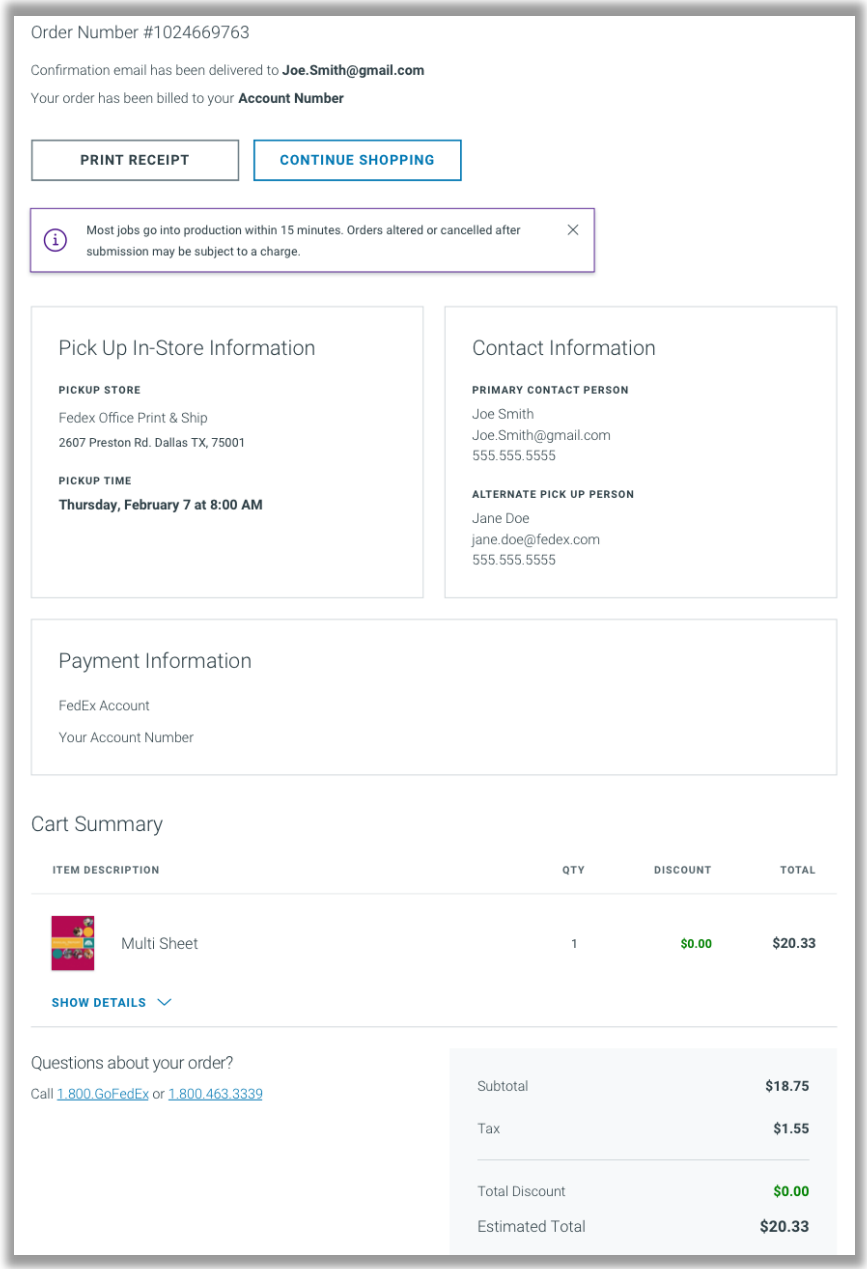
Review Order

- Review your order details and select any of the Edit links to make adjustments as needed.



Order Confirmation

- Users receive a unique order tracking number and an e-mail confirming their order has been received by the FedEx Office® Print On Demand system.
- Orders may be tracked 24 hours a day at fedex.com or 1.800.GoFedEx 1.800.463.3339.



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Thank you!
GPOExpress