



# The GPOExpress<sup>SM</sup> Program

Cost-Effective Document Solutions for Your Government Agency  
October 2024

GPOExpress

# Agenda



## **The U.S. Government Publishing Office (GPO)**

- An introduction to the GPO and GPOExpress Program

## **The GPOExpress<sup>SM</sup> 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 2.0 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 160 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 GPOExpress<sup>SM</sup> Program



**The GPOExpress program is a partnership between the GPO and FedEx Office that provides deep discounts and convenient access to printing services<sup>1</sup>. 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.

<sup>1</sup>The GPO/FedEx Office partnership is compliant with Title 44 and federal printing regulations.

# GPOExpress<sup>SM</sup> 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](http://www.gpo.gov/gpoexpress) or contact your GPO national account manager.*

# GPOExpress<sup>SM</sup> Participating Agencies

**More than 3,000 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

# GPOExpress<sup>SM</sup> 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.



# GPOExpress<sup>SM</sup> Program Benefits

## Fixed rates:

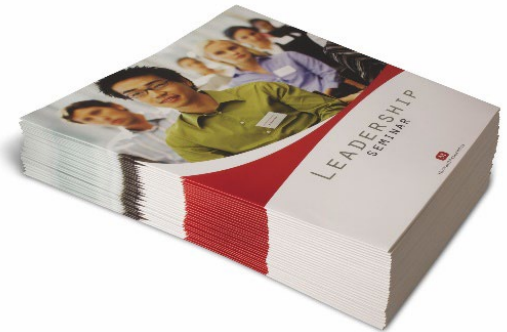
- No surcharge — FedEx Office bills GPO, which in turn bills your agency.
- Up to 80% off retail prices.
- View a pricing guide for federal agencies at [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress).

## 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.



# GPOExpress<sup>SM</sup> 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.

Account Listing Invoices Payments Reports

Account 01234567890 : 0001-01 (A) [View Account Details](#)

Initial results return the last six months of data; however, if you are looking for a specific invoice or a broader range, use the [Invoice Search](#) feature.

Invoice ID	Location	Card User	Card Number	Agency Job Ref	Invoice Date	Amount
<a href="#">057100008133</a>	0001 / Anytown, USA	Jane Doe	0005	Presentation 1	04-16-2016	\$3,755.47
<a href="#">005700706734A</a>	0007 / Anytown, USA	Bob Doe	0007	Presentation 2	04-05-2016	\$100.08
<a href="#">005700702559A</a>	0005 / Anytown, USA	John Doe	0007	Presentation 3	03-29-2016	\$73.60
<a href="#">56200P000161</a>	0003 / Anytown, USA	Michael Doe	0007	Presentation 4	03-29-2016	\$2.50
<a href="#">057100008083</a>	0009 / Anytown, USA	James Doe	0005	Presentation 5	02-24-2016	\$79.50
<a href="#">079800024685</a>	0002 / Anytown, USA	Glenn Doe	0007	Presentation 6	02-09-2016	\$101.56
<a href="#">005700672657A</a>	0004 / Anytown, USA	Emma Doe	0007	Presentation 7	02-03-2016	\$69.96
<a href="#">021300013266</a>	0008 / Anytown, USA	Carley Doe	0007	Presentation 8	01-20-2016	\$19.99
<a href="#">520200006996</a>	0011 / Anytown, USA	Richard Doe	0007	Presentation 9	01-14-2016	\$131.01
<a href="#">113500009222</a>	0006 / Anytown, USA	Julie Doe	0007	Presentation 10	01-12-2016	\$155.28
<a href="#">005700651094A</a>	0010 / Anytown, USA	Josh Doe	0007	Presentation 11	12-14-2015	\$27.34

# GPOExpress<sup>SM</sup> 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	W	\$50,000
G	\$700	O	\$5,000	X	\$100,000
H	\$800	P	\$6,000	Y	\$250,000
		Q	\$7,000	Z	Unlimited

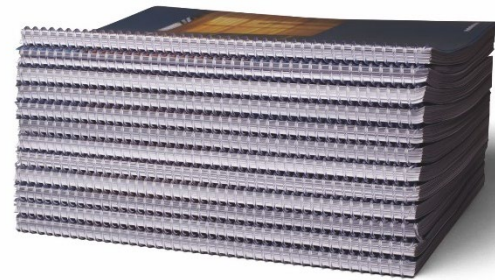
# FedEx Office® Print On Demand Benefits

## **Saves time, provides access from anywhere.**

- Access your documents through web browser or any device, anytime, anywhere.
- View and access orders from the previous 13 months for easy reordering.
- Eliminate the need for proofs before printing.

## **Supports budget management, reduces waste.**

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



# 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: Print On Demand is compatible with 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

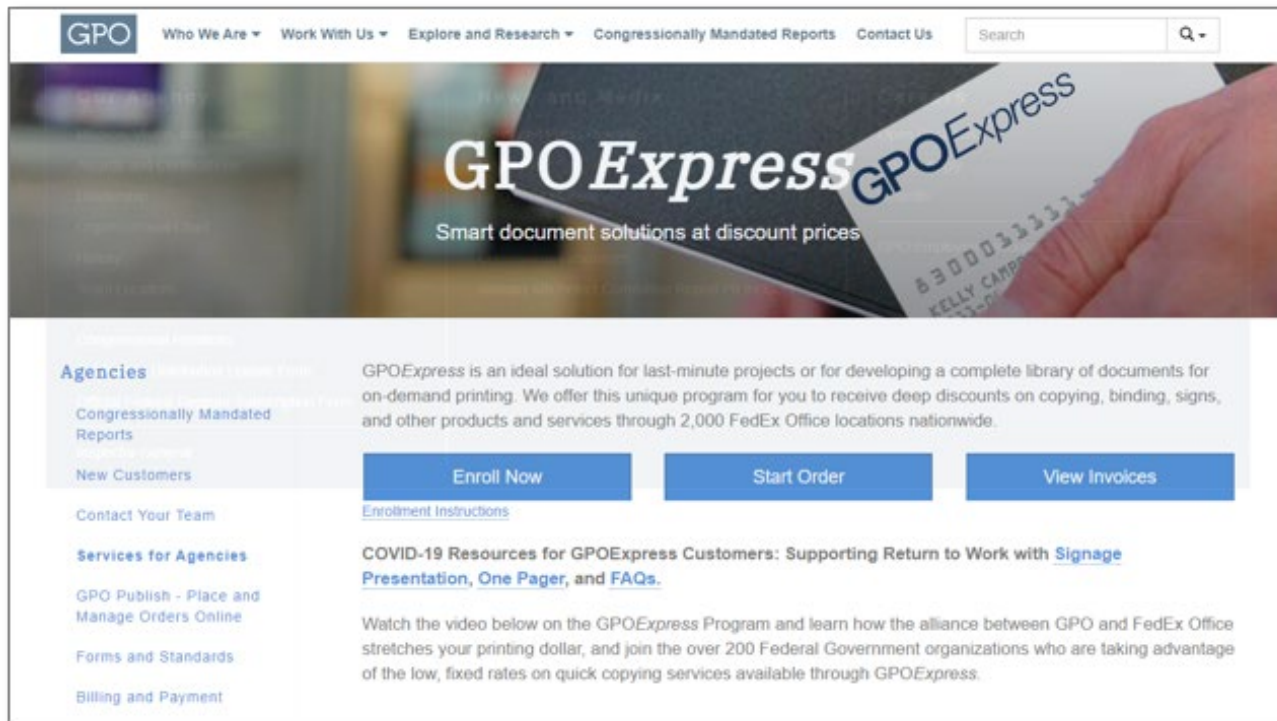
## **Dynamic and customized documents:**

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



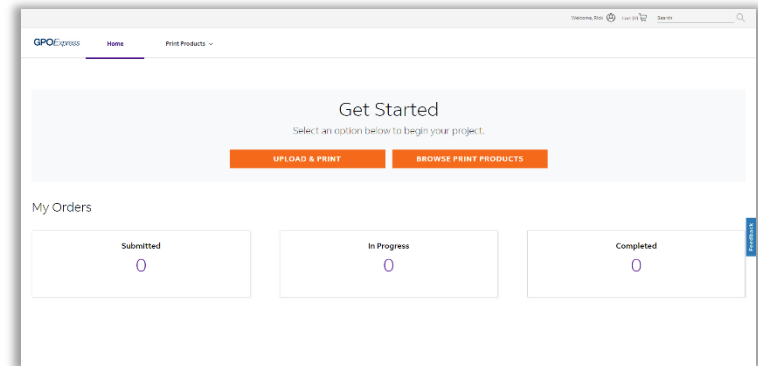
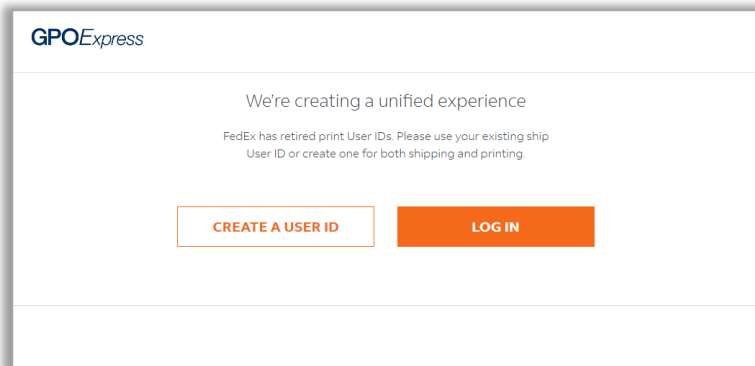
# Access From the GPOExpress<sup>SM</sup> Site

Working with FedEx Office<sup>®</sup> Print On Demand is simple — just log in at the GPOExpress website: [gpo.gov/gpoexpress](https://gpo.gov/gpoexpress).



# Site Login and Start Page

- Secure login 128-bit SSL encryption.
- Log in with the User ID and Password included in your GPOExpress program welcome email.
- Users can change password information at any time.
- 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 GPOExpress<sup>SM</sup> and FedEx Office<sup>®</sup> Print On Demand



- To enroll in GPOExpress, complete the Form 3001 on the website at [gpo.gov/gpoexpress](http://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 GPOExpress<sup>SM</sup> 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 GPOExpress account and GPO billing
- Helpful information about contract and program updates
- Answers to questions about GPOExpress program features and benefits
- Continued consultative support
- Contact at 202.512.2159 or [GPOExpress@gpo.gov](mailto:GPOExpress@gpo.gov)

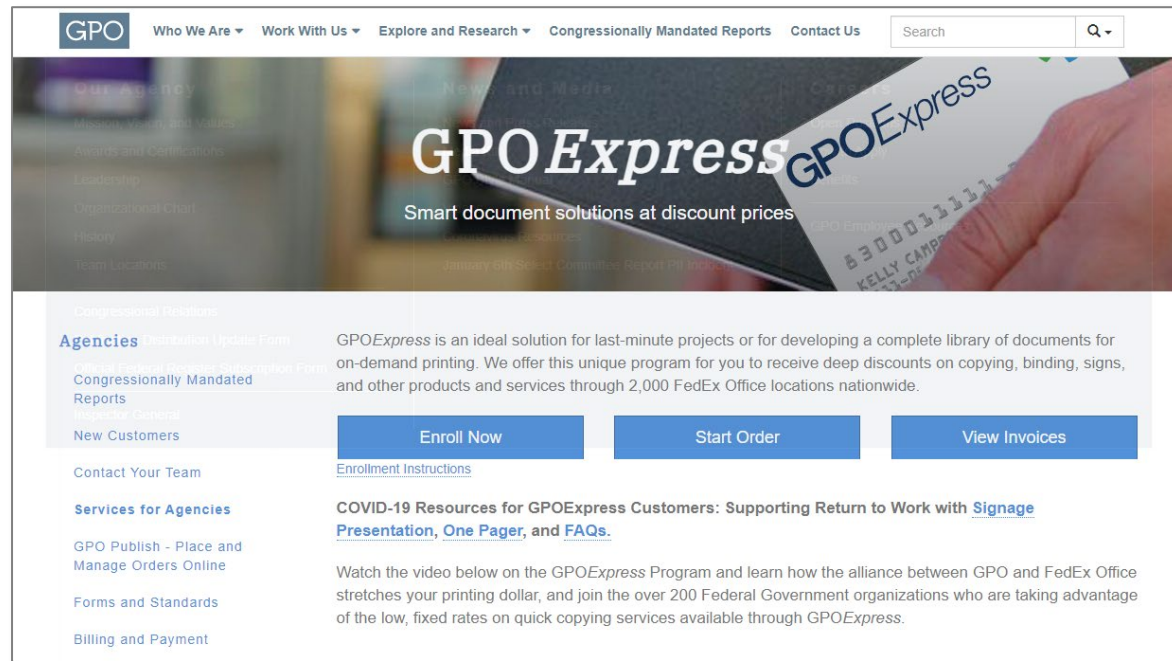
A close-up photograph of a person's hands typing on a white keyboard. The person is wearing a light-colored, long-sleeved top and a gold ring on their left hand. In the background, another person's hands are visible, gesturing while holding a laptop. The scene is set in a meeting room with a wooden table and various office supplies.

**FedEx Office®**  
**Print On Demand Tutorial**

# How To Place An Order

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

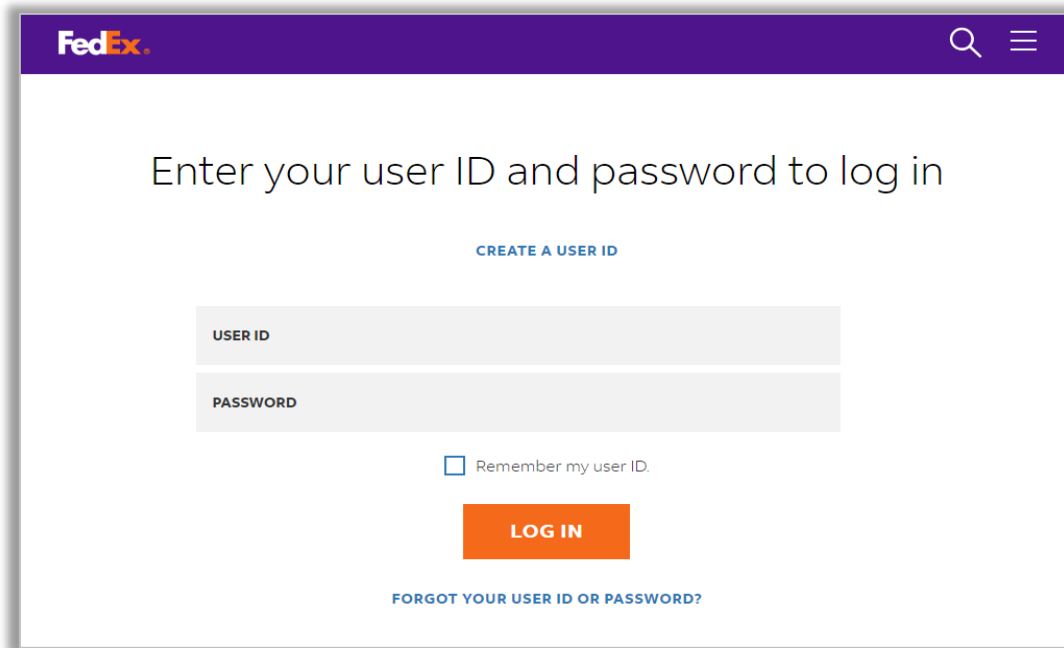
- Go to [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) and click START ORDER.



The screenshot shows the GPOExpress website homepage. At the top, there is a navigation bar with the GPO logo and links for 'Who We Are', 'Work With Us', 'Explore and Research', 'Congressionally Mandated Reports', and 'Contact Us'. A search bar is located on the right. The main header features a large image of a hand holding a document with the GPOExpress logo and the tagline 'Smart document solutions at discount prices'. Below the header, there is a sidebar on the left with a menu of links including 'Agencies', 'Congressionally Mandated Reports', 'New Customers', 'Contact Your Team', 'Services for Agencies', 'GPO Publish - Place and Manage Orders Online', 'Forms and Standards', and 'Billing and Payment'. The main content area contains a paragraph describing GPOExpress as an ideal solution for last-minute projects, followed by three blue buttons: 'Enroll Now', 'Start Order', and 'View Invoices'. Below the buttons, there are links for 'Enrollment Instructions' and 'COVID-19 Resources for GPOExpress Customers: Supporting Return to Work with Signage Presentation, One Pager, and FAQs'. A video description is also present at the bottom of the main content area.

# Login

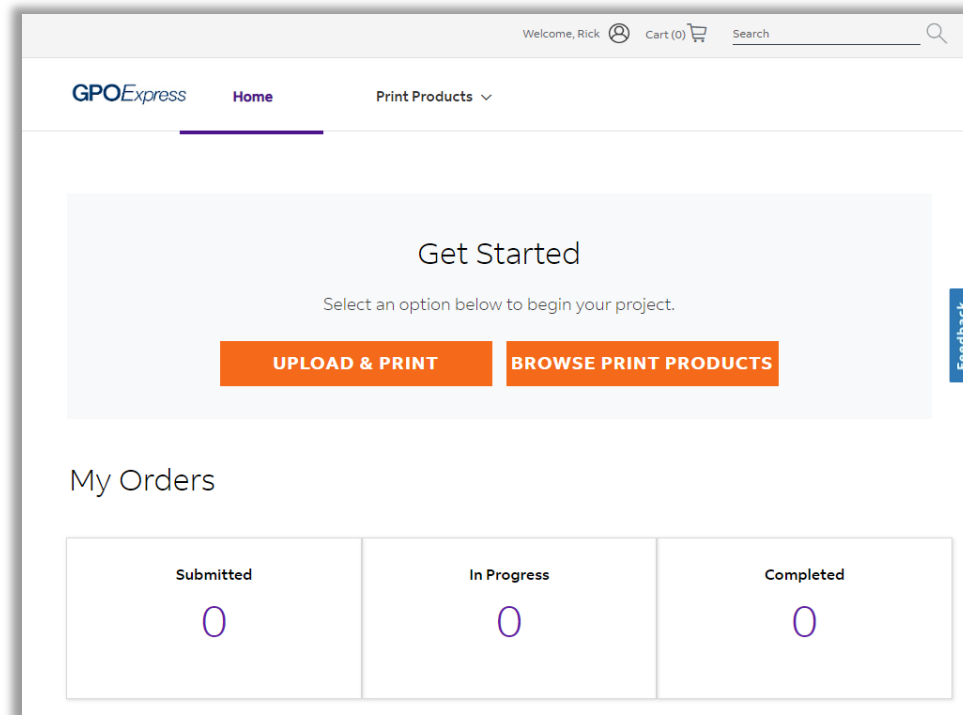
- Log in with your fedex.com User ID and Password.
- If you require additional help, call **1.866.815.4428**.



The screenshot shows the FedEx login interface. At the top, there is a purple header with the FedEx logo on the left, a search icon, and a menu icon on the right. Below the header, the text "Enter your user ID and password to log in" is centered. Underneath this text is a link that says "CREATE A USER ID". There are two input fields: the first is labeled "USER ID" and the second is labeled "PASSWORD". Below the password field is a checkbox with the text "Remember my user ID." Below the checkbox is an orange button with the text "LOG IN". At the bottom of the form area, there is a link that says "FORGOT YOUR USER ID OR PASSWORD?"

# Create a Project

- Choose Browse Print Products to create a new project.
- For narrow format document printing, select Upload & Print to bypass product selection.





# More Print Options with Print On Demand

- Choose the print product that best represents your desired finished product and select Upload File.

Documents

SORT BY: Position

FILTER

**IN-STORE PICKUP**

Available

**SIZE**


12in x 18in


12in x 24in


18in x 24in


24in x 36in


8.5in x 11in


 Flyers

 Resumes

 Menus

 Custom & More

 Brochures

 Manuals

[UPLOAD FILE](#) [UPLOAD FILE](#) [UPLOAD FILE](#)

[UPLOAD FILE](#) [UPLOAD FILE](#) [UPLOAD FILE](#)

# 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.

The screenshot shows the GPOExpress Signs and Graphics Flyer configuration interface. The main preview area displays a flyer for GPOExpress with the headline "Provide employees and visitors confidence with custom signage" and a sub-headline "Supporting the transition back to in-person interactions with print." The flyer includes images of signage and a list of services. The right-hand side contains a configuration menu with sections: DOCUMENT FILES, BASIC PRODUCT OPTIONS, and Binding & Finishing. Under BASIC PRODUCT OPTIONS, the following settings are visible: SIZE (8.5" x 11"), PAPER (Laser (24 lb.)), COLOR/BLACK & WHITE (Full Color), SIDES (Single-Sided), ORIENTATION (Portrait), and PRINTS PER PAGE (One). Each setting has an "EDIT" button. At the bottom, there is a "VIEW PRICE DETAILS" link, a quantity selector set to "1", a "Total: \$0.61" price tag, and an "ADD TO CART" button. A disclaimer at the bottom of the preview area states: "Preview is representative only. A team member will review for quality and call you if necessary."

# Additional Print Instructions

- Have a project that requires complex printing and/or finishing services or needs additional print instructions?
- Tell us how you'd like your project to be printed, and a FedEx Office team member will prepare a custom quote for you before submitting your order.

ADVANCED OPTIONS


Additional Print Instructions ^

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**ADDITIONAL PRINT INSTRUCTIONS**

10 mil lamination and rubber band in bundles of 50.

[EDIT](#) | [REMOVE](#)



Continue with quote request?


Projects with additional print instructions must be reviewed by a FedEx Office Team Member before your order can be submitted for production. You will receive a project quote within 24 hours.

[NO, GO BACK](#) [YES, CONTINUE](#)

# Cart Summary

- Click **Add to Cart** once you have finished setting up your document.
- Adjust document quantities as needed (defaults to 1).
- Select Continue Shopping to create another project.
- Choose Delivery Method (In-store pickup or Shipping) and **Proceed to Checkout**.

The screenshot displays the 'Cart Summary' page. It features a table with the following columns: Item, Price, Qty, Discount, and Subtotal. The table contains one item: 'GPOExpress Signs and Graphics Flyer' with a price of \$0.61, a quantity of 1, and a subtotal of \$0.61. Below the table, there are 'Delivery Methods' for 'In-store pickup' (FREE PICKUP AVAILABLE) and 'Shipping' (RATE ADDED AT CHECKOUT). To the right, a 'Summary' section shows 'Items (1)' for \$0.61, 'Tax' as TBD, and 'Total Discount(s)' as -. The 'Estimated Total' is \$0.61. At the bottom right, there are buttons for '+ ADD FEDEX OFFICE ACCOUNT FOR DISCOUNT', 'PROCEED TO CHECKOUT', and 'CONTINUE SHOPPING'. A disclaimer states: 'Document prices displayed are estimated and do not include shipping and tax.'

Item	Price	Qty	Discount	Subtotal
<b>FedEx Office</b>				
 GPOExpress Signs and Graphics Flyer <a href="#">SHOW DETAILS</a> <a href="#">Edit</a>   <a href="#">Delete</a>	\$0.61	1	-	\$0.61

Summary	
Items (1)	\$0.61
Tax	TBD
Tax Exempt?	
Total Discount(s)	-
<b>Estimated Total</b>	<b>\$0.61</b>

[+ ADD FEDEX OFFICE ACCOUNT FOR DISCOUNT](#)

**PROCEED TO CHECKOUT**

Document prices displayed are estimated and do not include shipping and tax.

[CONTINUE SHOPPING](#)

# Checkout with Delivery

- Enter recipient address for delivery.
- If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.
- **Choose your Delivery Method.**
- **FedEx Office Local Delivery is Free** within the local delivery zone.  
**Please note:** the Order Summary will display \$19.99, but it is discounted to \$0.00 in the total discount amount.

## Shipping

[CHANGE TO IN-STORE PICKUP](#)

[Cart](#) > Shipping

### Shipping Address

Recipient information

FIRST NAME \*  LAST NAME \*

EMAIL \*

COMPANY NAME


COUNTRY \*

### Order Summary

1 item in cart

#### Shipping

FedEx Office (1 item)

	GPO Express Signs and Graphics Flyer	\$0.61
Qty: 1		
Shipping:		TBD
Items (1)		\$0.61
Shipping Total		TBD
Tax		TBD
<a href="#">Tax Exempt?</a>		
Total Discount(s)		-
<b>Estimated Total</b>		<b>\$0.61</b>

## Shipping methods

Expected delivery dates below include the time to produce your order.

### FedEx Office (1 item)

<input type="radio"/>	<b>FREE</b>	FedEx Local Delivery*	Monday, October 28, 12:00pm
<input type="radio"/>	<b>FREE</b>	FedEx Local Delivery*	Monday, October 28, 5:00pm
<input type="radio"/>	<b>\$74.12</b>	FedEx Express Saver*	Wednesday, October 30, 8:00pm
<input type="radio"/>	<b>\$78.62</b>	FedEx 2 Day*	Tuesday, October 29, 8:00pm
<input type="radio"/>	<b>\$139.41</b>	FedEx Standard Overnight*	Monday, October 28, 8:00pm

# Checkout with Pickup

- Search for a pickup location by entering an address or zip code and choose your preferred location.
- Select **Change Pickup Time** to modify your desired due date and time.
- Assign an alternate pickup person, if needed, and **Continue to Payment**.

## In-store pickup


[CHANGE TO SHIPPING](#)

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[Cart](#) > In-store pickup

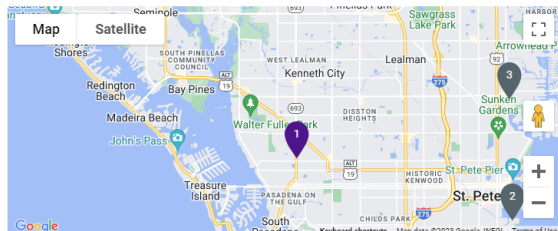
SEARCH RADIUS      SEARCH BY ZIP CODE OR CITY AND STATE

10 Miles      33710      **SEARCH**

 To see more pickup locations, try expanding your search radius or [change to shipping](#)

### Pick up location

Select a FedEx store for pickup. Show map



St Petersburg FL Tyrone Sq      0.67 mi  
Earliest Pickup  
2755 Tyrone Blvd N, St Petersburg, FL, 33710  
Thursday, October 12, 6:00pm  
[SHOW DETAILS](#)

St Petersburg FL 3rd at 1st      5.48 mi  
101 3rd St N, St Petersburg, FL, 33701  
Thursday, October 12, 6:00pm  
[SHOW DETAILS](#)

# Payment

- Enter your GPOExpress account number and Agency Job Reference (if required) and select **Review Order**.

## Payment

[CHANGE TO SHIPPING](#)

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[Cart](#) > [Store Pickup](#) > Payment

Credit card

FedEx Office account

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### Payment Information

*How will you be paying for your order?*

**ACCOUNT NUMBER \***

**Additional Billing Information**


**PO/REFERENCE ID (OPTIONAL)**

# Review Order


- Review order and select Edit to make any changes.
- Click **Submit Order**.

## Review and submit

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 Contact information EDIT


**CONTACT PERSON**  
Alistair Jones  
alistair.jones@gpo.gov  
(727) 555-5785

 Pickup location EDIT

**FEDEX OFFICE PRINT & SHIP**  
2755 Tyrone Blvd N, St Petersburg, FL, 33710

**ESTIMATED PICKUP TIME**  
Thursday, October 12, 6:00pm

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 Payment EDIT

**PAYMENT METHOD**  
Pay by fedex account  
Account ending in \*0018

### Order Summary

Items (1)	\$0.61
Tax	\$0.01
Tax Exempt?	
Total Discount(s) ▾	-\$0.41
<b>Total</b>	<b>\$0.21</b>

**FEDEX OFFICE ACCOUNT NUMBER**  
FedEx Account ending in \*0018 REMOVE

**SUBMIT ORDER**



# 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](http://fedex.com) or 1.800.GoFedEx 1.800.463.3339.

Thank you, Alistair Jones

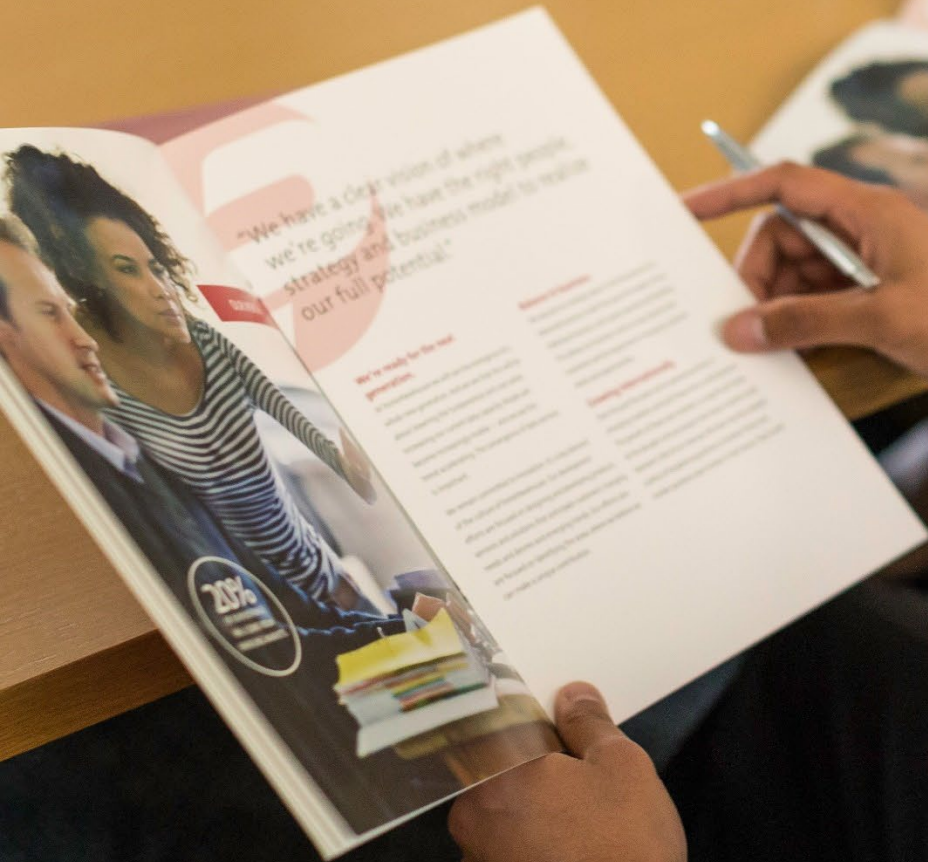
Your order has been submitted.

Order number #2010213687260201  
Confirmation email has been delivered to [alistair.jones@gpo.gov](mailto:alistair.jones@gpo.gov)

[PRINT RECEIPT](#) [CONTINUE SHOPPING](#)

<p>Contact information</p> <p><b>CONTACT PERSON</b></p> <p>Alistair Jones <a href="mailto:alistair.jones@gpo.gov">alistair.jones@gpo.gov</a> 7275555785</p>	<p>Pickup location</p> <p><b>STORE LOCATION</b></p> <p>FedEx Office Print &amp; Ship 2755 Tyrone Blvd N, St Petersburg, FL 33710</p> <p>Estimated pickup time: Monday, October 16, 9:00am</p>	<p>Payment</p> <p><b>PAYMENT METHOD</b></p> <p>Pay by FedEx Account ending in *0018</p>
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# Thank you!



**GPO**Express