

# GSA Online Acquisition Resources

## U.S. General Services Administration

GSA provides federal agencies with a wealth of products and services. GSA is a leading e-business enterprise and digital marketplace with an award-winning online ordering system – which means we get you the products and services you need when you need them.

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GSA Global Supply is the source for your product needs – available at the right price, delivered at the right time, worldwide. With GSA Global Supply, you can order at any hour of the day or night, and you are guaranteed full compliance with government acquisition policies and socioeconomic regulations. What's more, GSA provides accountability from order placement through delivery and billing. And don't forget: We accept AAC/DODAAC and the GSA SmartPay® purchase card.

You have several options when ordering from GSA Global Supply:

- Call us toll-free at (800) 525-8027. GSA representatives are available to take your order from 7:30 a.m. to 8 p.m. (Eastern Time), Monday through Friday
- Fax your order any time to (800) 856-7057
- Shop online 24 hours a day, seven days a week at [www.GSAglobalsupply.gsa.gov](http://www.GSAglobalsupply.gsa.gov)

Visit [www.GSAglobalsupply.gsa.gov](http://www.GSAglobalsupply.gsa.gov) for products shipped directly from GSA.

# Additional Resources

## e-Library

e-Library is the online source for GSA and VA Multiple Award Schedule contract award information. On e-Library, you can find out which suppliers have a contract, and what's available by using various search options – e.g., Schedule contractor's name, contract number, Special Item Number (SIN), Schedule Number, or keyword. You can log on to e-Library for access 24 hours a day, seven days a week. For more information, please contact:

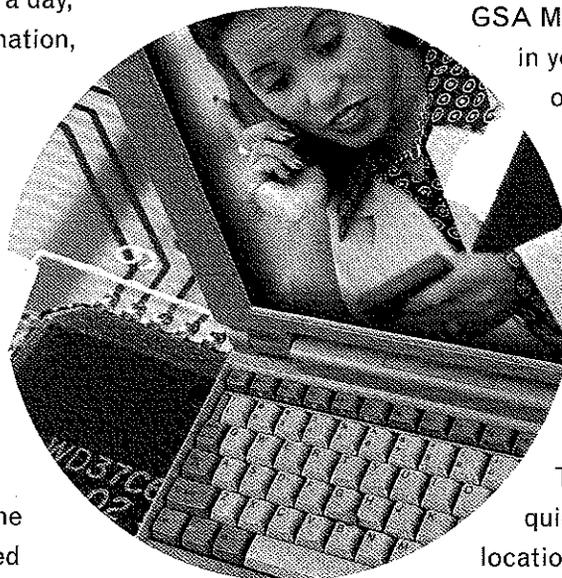
MAShelpdesk@gsa.gov  
Phone: (703) 305-6566  
Fax: (703) 305-6594

Visit [www.gsa.gov/elibrary](http://www.gsa.gov/elibrary).

## Center for Acquisition Excellence

The Center for Acquisition Excellence provides access to online training courses. Through self-paced study, you can supplement your knowledge on various programs (such as the Multiple Award Schedules) and receive a certificate for each course you complete. These classes are available free of charge, 24 hours a day, seven days a week.

To learn more about online training classes, log on to [www.gsa.gov/centerforacquisitionexcellence](http://www.gsa.gov/centerforacquisitionexcellence).



## e-Buy

e-Buy is part of our suite of online tools, which also includes AF Advantage®. You can use AF Advantage® for immediate pricing and ordering. Together, these tools deliver the power of Internet-based purchasing right to your desktop. The result is a federal buying process that is both faster and easier.

e-Buy lets you create Requests for Quotes (RFQs) for any of the products and services offered through GSA Multiple Award Schedules. Simply fill in your request, and it will be posted online for review by all Schedule vendors awarded the Special Item Number (SIN). You can also choose to contact some or all vendors via e-mail. Vendors will then post their quotes directly to e-Buy. Right at your fingertips, you'll have the information you need to determine best value.

To do some of your own research quickly, use e-Library, a centralized location with the latest information on GSA and VA Schedules. Search e-Library using Schedule/SIN categories to get a list of relevant vendors. Once you've finished your research, you can determine whether to continue using e-Buy or immediately place your order through AF Advantage®.

To get started or learn more, go to [www.gsa.gov/ebuy](http://www.gsa.gov/ebuy).

## Additional Contacts:

### Publications

To order publications, please contact our Centralized Mail List Service (CMLS).

**Web:** [www.gsa.gov/cmls](http://www.gsa.gov/cmls)  
**Phone:** (817) 334-5215  
**E-mail:** [cmls@gsa.gov](mailto:cmls@gsa.gov)

### National Customer Service Center (NCSC)

Have a question about an order, a shipment or billing?  
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Need to know how to place an order?

**Phone:** (800) 488-3111  
DSN 465-1416

Paul Adams  
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Phone: 937-427-7738  
Email: [paul.adams@gsa.gov](mailto:paul.adams@gsa.gov)