Quarters Furniture Under the NSN Program (GSA Global Supply)

Trista Silver
Contracting Officer
GSA Integrated Workplace Acquisition Center

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Agenda

➢ Furniture Buying Programs
➢ NSN Overview
➢ Benefits of the NSN Program
➢ NSN Ordering and Payment Options
➢ Available Furniture Products
➢ Site Navigation
GSA’s Integrated Workplace Acquisition Center (IWAC) Furniture Buying Programs

➢ National Stock Number (NSN) Program
  • Requisitioning furniture through Global Supply

➢ Multiple Award Schedules (MAS)
  • Pre-negotiated IDIQ contracts available for use

➢ Assisted Acquisition Services
  • Acquisition support when contracting resources are needed
National Stock Number (NSN) Overview

➢ NSN is part of the Federal Supply System

➢ An NSN is a 13-digit numeric code identifying a standardized supply item (i.e. 7110-01-555-8494).

➢ The NSN Program is a requisitioning solution under GSA Global Supply.
Why use the NSN Program?

➢ Requisitions with GSA Global Supply are Government-to-Government transactions, a simple requisition between agencies
  • Eliminates transmittal of RWA or MIPRS

➢ Reduced acquisition workload - GSA has already satisfied all FAR requirements, including trade agreement policies, socioeconomic goals, AbilityOne mandates, and executive orders.

➢ Supports Small Business and Socio-Economic goals
Why use the NSN Program?

➢ Reduces agency risk - GSA ensures compliance

➢ Quick delivery timeframes (5 – 30 days)

➢ Multiple ordering options
  • GSA Global Supply ordering site [www.gsaglobalsupply.gsa.gov](http://www.gsaglobalsupply.gsa.gov)
  • GSAAAdvantage! - [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
  • Phone National Customer Service Center (NCSC) at 800-488-3111
  • FEDSTRIP/MILSTRIP requisitions
Payment Options

➢ Government Purchase Card

➢ Payment via DoD Activity Address Code (DODAAC) or Civilian Activity Address Code (AAC)

• Benefits to using DODAAC/AAC:
  – GSA integration with DOD and civilian financial systems
  – Reduced risk of misuse of purchase cards
  – Reduced administrative burden associated with purchase card reconciliation
  – Encourages use of GSA solutions to manage agency spend -- AACs can only be used in government-to-government requisitions
Furniture available for NSN ordering

➢ www.gsa.gov/furniturensn
National Stock Numbers for Furniture

The National Stock Number (NSN) Program is a requisitioning solution under GSA Global Supply. Requisition is a simple method for agencies to acquire products directly from GSA. Agencies submit a requisition/order to GSA for a simple government-to-government transfer that is quick, safe and compliant.

GSA has already conducted a competitive procurement, and complies with Federal Acquisition Regulations (FAR) and other relevant regulations. Therefore, requisitions, regardless of size, satisfy all Federal Acquisition Regulation (FAR) requirements, including environmental initiatives, trade agreement policies, socioeconomic goals, AbilityOne mandates, and executive orders.

Customers place orders using a SmartPay® purchase card or arrange direct billing using their Activity Address Code (AAC/DoDAAC) or the equivalent. Product fulfillment, order status, billing support and comprehensive customer service for agencies using the requisition method is provided by GSA.

View the NSNs available for each product line below:

- Sit-to-Stand Work Surfaces New!
- Seating
- Workstations and Desks
- Filing and Storage
- Tables
- Dormitory and Quarters
www.gsa.gov/furniturensn

Dual Monitor Sit-To-Stand Work Surface
White 7110-01-653-5901
Black 7110-01-653-7595

Freestanding Desktop Sit-To-Stand Work Surface
White 7110-01-653-5899
Black 7110-01-653-5900

Accommodates monitors up to 34" diagonal and weighing up to 11 lbs. each.

Freestanding model (shown above in black and to the left in white) ships fully assembled and requires no mounting or clamping.

Contract Prices:
Please refer to www.globalsupply.gsa.gov for the most current pricing.
Dorm and Quarters Seating Brochure

Type VIII, Style E Chair
20W x 27D x 31 1/4H
7105-01-462-XXXX

This 2-position chair has a solid oak frame that’s joints are reinforced with pocket screws and corner blocks ensuring durability and long-term performance. All wood pieces are finished in a bullnose edge, creating a smooth-to-the-touch feel. The open seat design allows for easy entry and exit.

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<th>English Oak with Fabric Upholstery</th>
<th>Natural Oak with Fabric Upholstery</th>
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<tr>
<td>7105-01-462-0974  Black</td>
<td>7105-01-462-0982  Black</td>
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</table>
Ergonomic Seating Brochure

- 7110-01-573-6539 (black)
- 7110-01-573-6563 (gray)
- 7110-01-598-1912 (blue)
- 7110-01-630-5174 (red)

High back task chair offered with a mesh or upholstered back and upholstered seat includes an adjustable headrest. Office chair features pneumatic height adjustments, adjustable lumbar support, seat slider, synchro-tilt and height adjustable arms with urethane padded arms rest. Seating comes standard with dual hard wheels for use on carpeted floors. Fully Ergonomic. Instructions booklet included.
Workstation Brochure

72" x 96" u-shaped workstation (48 sq ft) with privacy panels includes worksurface (24"d) with 36"h privacy panels. Features B/B/F and F/F mobile pedestal. Includes 48" overhead storage cabinet with flipper door, task light and retractable keyboard platform and mouse tray. Assembly required.

7110-01-541-6604
Gray

7110-01-608-8286
Walnut

7110-01-541-6606
Black

7110-01-541-6613
Light Gray
GSA Global Supply Site Navigation

Users are greeted with two simple options on the homepage…
Main Shopping Page – Find what you need, fast.

Before you log in you can:

• Browse products by category
• Keyword search for products
• Request a catalog/catalogs
• View Featured Products
• Check on Requisition Status
• Reconcile credit card statement
Main Shopping Page – Find what you need, fast.

After you log in you can:

- Perform all logged-out activities
- View and re-order prior requisitions, quickly
- Edit Profile – Including address book and payment methods
- Place FED/MILSTRIP Orders
- Order from saved (Parked) carts or view current cart
Register/Create an Account

- You must register to place a requisition/order with GSA Global Supply
- Without an ID/Password, you may search items but not purchase them
- If you have a GSA Advantage! login name and password, you may use it on Global Supply
- If you need to create an ID/Password, please click on the “GO” link next to Shop Now (See screenshot)
- You will be directed to the Main Shopping page where you may Register (next to customer login)
More on Registering

- From the Main Shopping page, you will be directed to fill out this form to create an account.
- You must fill in all boxes marked with an asterisk (*).
- Click on Register once finished.
- Then you are ready to shop!
Searching for items from the Main Shopping page

- There are two primary searching options:

  1. By keyword with optional category:

  ![Search by keyword](image)

  2. By category:

  ![Category options](image)
1. Search by Keyword and Category

- In the Search/Browse box, type in the product you are searching for (e.g. bed)
- If you know the category you’d like to search within, select one from the drop down list (for this example we chose “Furniture and Furnishings”)
- If more than one category is applicable, leave it as All Categories
- Click GO to see Search Results
2. Search by Category

- Another way to find “bed” is to click on the Furniture and Furnishings Category tab to bring up additional categories.

- This brings up a series of screens that will drill further down into the category you are searching.

- At any time, you can back up by simply hitting the Back button or following the breadcrumb links above the search results.
Search Results

- The Search Results page displays a listing of the items that matched your keyword search.
- Click on the NSN/Product # to get detailed information on product.
- You can lessen the number of results by clicking on one of the suggested categories.
- Sort your results by selecting a category from the drop down menu.
Search Results

Avoid getting too many results!

- You can limit your returns by searching for a more specific term within the results.
- You can also restrict your search at the bottom of the screen:
  - Limit by category
  - Limit by price range
  - Limit by product type
Product Detail

- This page displays product information such as price (shipping is included), unit of issue, size, color min/max order quantity, F.O.B., etc...

- Review this information carefully and thoroughly to ensure receipt of the correct product

- If you are ready to purchase, enter the quantity desired and click “Add to Cart”
My Cart

- The My Cart screen allows you to review your current order.
- Add more products by simply clicking Continue Shopping, Home or enter a keyword in the Search box (Note: your cart will not be cleared).
- When your order is complete, click Checkout to begin the checkout process.

Note: If you are not logged-in when clicking Checkout you will be prompted to do so.
Placing an Order/Requisition (FEDSTRIP)
Placing an Order/Requisition (FEDSTRIP) cont.

Instructions: In order to use FEDSTRIP Ordering on GSA Global Supply, you must have an Activity Address Code (AAC) and an AAC Password.

Apply For AAC
Apply for Password
FEDSTRIP Screen

- “Form” is populated with info from your profile
- Fill in desired NSN and quantity
- Add lines if needed for large order
- Revise codes across top, if needed
- Top right has link to FEDSTRIP Guide for reference on codes, etc.
Placing an Order

Step 1: Select Method of Payment

- If you are paying by Government Purchase Card (GPC), you may select one from your profile, or you may enter a new one
- Note: When using a GPC you may specify Line Item or Consolidated billing
- If you are using an Activity Address Code (DoDAAC/AAC), select one from your profile or enter a new one
- Click Continue to move to the next step of the checkout process
Placing an Order continued

Step 2: Verify Purchase Information

- On this screen you need to verify that your shipping information and individual receiving info are accurate.
- To select a different shipping address from your profile, click Edit (default is displayed).
- Any address you enter in the shipping information will be treated as a one-time use and will not be saved in your profile.
- To save an address, you must enter it in your profile, by clicking Edit.
- Click Continue.
Placing An Order continued

Step 3: Process Your Order

- On this page you are given a final review of your requisition
- You may also select whether it contains items for Emergency Support using the drop down menu
- Click Process Order to transmit your order to GSA Global Supply
- Please DO NOT click Back once you click Process Order as it may create a duplicate order
Placing An Order continued

Step 4: Order Confirmation

- Once you’ve submitted your order a message will appear confirming receipt of your order
- From this screen you can either log-out or go back to the Main Shopping Page by clicking on the Shop button
Checking Order Status

- Login using the Main Toolbar
- Click on Your Order Status in the Main Toolbar
- This will allow you to see the status of any orders placed on the GSA Global Supply site or GSA Advantage!
- To see the status of other requisitions, please enter your requisition number in the status box under Account Maintenance
Parking Carts

- “Parking a Cart” is saving a cart for later use
- You can email a Parked Cart to others or add products
- To park a cart, you must login and go to the My Cart screen, accessed from the Main Toolbar (Your Cart)
- Once you have items in your cart, click on Park Cart to save your cart for later
Parking Carts continued

- To park your cart, you must first give your cart a name (in this example *John Doe’s Cart*).
- If you would like to password protect your cart, you may do so by entering it into the Cart Password textbox.
- Check the box below Cart Name if you would like to clear your shopping cart once you have parked your cart.
- Click Park Cart to continue.
Parking Carts continued

- Once you have parked your cart, you will see it listed under Your Current Parked Carts.
- To retrieve your Parked Cart, return to this page.
- You can access this page by clicking on the Parked Carts icon in the Main Toolbar.
Retrieving a Parked Cart

- To start, click on the Parked Carts icon in the Main Toolbar (this can generally be accessed at the top of any screen when you are logged-in).
- To retrieve your Parked Cart, simply click on the name of the cart you want to retrieve and the cart will appear below.
- To email the cart to another person, click Forward Cart and enter the recipient's email address.
- To place the contents of the Parked Cart into a new cart, click Add to Shopping Cart.
Quick Order

- A Quick Order is an easy way to place an order if you know the exact NSN of the product you wish to purchase.
- To place this type of order, click on Quick Order (left side of Main Shopping Page).
- On this screen, simply type in each NSN you would like and the quantity desired.
- From this point you can either 1.) add the NSNs and return back to the Quick Order screen or 2.) add the NSNs and proceed to the cart to checkout.
Resources

➢ GSA Global Supply™ www.gsaglobalsupply.gsa.gov or GSA Advantage!® www.gsaadvantage.gov ordering sites

➢ Color brochures of every NSN furniture product line with ordering information - www.gsa.gov/furniturensn

➢ Email furniture@gsa.gov with questions about any of GSA's furniture buying programs or to request acquisition advice.

➢ Check out the Furniture hallway under Office Management in the Acquisition Gateway (https://hallways.cap.gsa.gov).
  • Connect with furniture buying community members and access expert articles, the solution finder, and other helpful tools and resources online

➢ Contact the National Customer Service Center (NCSC) ncsccustomer.service@gsa.gov or Phone 800-488-3111