

# Ordering Guidelines

Basic Schedule ordering guidelines provide useful information to start ordering from GSA Schedules. The GSA Schedule Order: Contract File Checklist [PDF - 826 KB] may be used for the award of task or delivery orders against General Services Administration (GSA) Federal Supply Schedule (FSS) contracts (also referred to as "Multiple Award Schedule" or "GSA Schedule" contracts) and the establishment of Blanket Purchase Agreements (BPAs) against GSA FSS contracts.

Price Reductions
Open Market Items
Best Procurement Approach Determination
Publicizing Contract Actions
Ordering Information
GSA Advantage! <sup>®</sup>
Contract Award
Small Business Participation
AbilityOne/JWOD (NIB/NISH) Supplies and Services
UNICOR Supplies and Services
Contractor Team Arrangements (CTAs)
Blanket Purchase Agreements (BPAs)
Environmental Considerations
Variable Contract Periods
Evergreen Contracts
Leasing
Authorized Users
Geographic Coverage
Governmentwide Commercial Purchase Card
Marking
For Further Assistance
Customer Service Directors
Trade-ins
Trade Agreements Act Information
The Trade Agreements Act (19 U.S.C. 2501, et seq.) is the enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives. Since the estimated dollar value of each Schedule exceeds the established Trade Agreements Act (TAA) threshold, the TAA is applicable to all Schedules. In accordance with the TAA, only U.S. made or designated country end products will be offered and sold under Schedule contracts.
GSA works with Schedule contractors to ensure compliance with the Trade Agreements Act. For questions regarding the TAA, contact the MAS Helpdesk (National Customer Service Center) on 800-488-3111.
Options on Orders Placed Against GSA Multiple Award Schedule (MAS) Contracts
Options on BPAs Established Under MAS Contracts
Other Direct Costs
Can contractors use schedules and other sources of supply?

## CONTACTS

National Customer Service Center  
(800) 488-3111

- [View Contact Details](#)



Register for a live webinar  
or 24/7 online training: [www.gsa.gov/masnews](http://www.gsa.gov/masnews)

**PURCHASING PROGRAMS**

- Assisted Acquisition Overview

**E-TOOLS**

- GSA Advantage!®
- eBuy
- GSA eLibrary

**ADDITIONAL RESOURCES ON GSA.GOV**

- List of GSA Schedules
- GSA Training Programs
- Customer Service Directors
- Recovery

**GOVERNMENT LINKS**

- [Acquisition.gov](http://Acquisition.gov)
- FAR 8.4
- GSAM 538
- Department of Veterans Affairs Schedules
- Past Performance Information Retrieval System (PPIRS)

**NONGOVERNMENT LINKS**

- Excluded Parties List