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From: SECSTATE WASHDC
Action: TRIPOLI, AMEMBASSY *ROUTINE*;
ALL DIPLOMATIC AND
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COLLECTIVE *ROUTINE*
E.O.: 13526
TAGS: KPAO, KIRC, OIIP, SCUL, AFIN,
OPRC
Subject: Announcing eShop, Your
Gateway to Procuring Materials
for American Spaces Worldwide

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E.O. 13526: N/A

TAGS: KPAO KIRC OIIP SCUL AFIN OPRC

SUBJECT: Announcing eShop, Your Gateway to Procuring Materials for American Spaces Worldwide

1. Summary: This cable, the fourth in a series from the Bureau of International Information Programs Office of American Spaces (IIP/RCA/AS), announces the launch of the American Spaces eShop. eShop <https://eshop.state.gov> replaces the former Vienna Shopping Cart. As in the past, posts must pay for products ordered. The objective of eShop is to provide a significantly improved acquisition mechanism at lower prices to Public Affairs Sections. For the first time it also allows American Spaces, including Information Resource Centers, American Centers, American Corners, Binational Centers, and other public diplomacy platforms to submit "Wishlists" to their parent Public Affairs Section (PAS) for approval and purchase. End Summary.

2. Purchasing Made Simple: The American Spaces eShop is available to Spaces worldwide to allow for easy ordering. All titles listed in eShop have been vetted by collection development specialists in the Office of American Spaces and submitted to eight vendors to obtain the most advantageous price and delivery terms through maximum competition.

3. Wide Range of Titles Available: eShop provides commercial products and ECA and IIP publications, including those available from Global Publishing Solutions (GPS), to support the development of collections on topics ranging from English teaching and educational advising to fiction and non-fiction, in support of PD goals and objectives. New this year is the ability for our American Spaces partners to create "Wishlists" to review and discuss with Public Affairs Sections placing the order. IIP/RCA/AS, in cooperation with GPS, has expanded its product line and now offers all Educational and Cultural Affairs

(ECA) English language materials as well as IIP publications in multiple languages. "Public Diplomacy in Print," a catalog describing recent IIP print offerings, is available at <https://infocentral.state.gov/outreach-tools/public-diplomacy-in-print> . eShop offers a new line of collections with category and collection descriptions; each collection is designed to be affordable and support key thematic issues (<https://infocentral.state.gov/thematiccalendar/>). Users may select from pre-packaged "Collections" or assemble their own a la carte items from our "Products."

4. Placing Orders: To place orders through eShop, posts need to register on the website, select their items for purchase, and proceed to checkout. Prior to completing the order, the post's Financial Management Office (FMO) must certify availability of funding for the intended procurement. In accordance to 4FAH-3 H-134.1 a. (see: <http://www.state.gov/documents/organization/89379.pdf>), the officer responsible for certifying of funds must approve all funding requests. Practices may vary locally, so check with your PAO, GSO, and FMO regarding how funding should be certified before using eShop. When post is required to submit an ILMS Ariba request to obtain fiscal data, select as Vendor: "eShop, American Spaces." Posts should note the IIP/RCA/AS Vienna is a satellite office of the Office of American Spaces within the Bureau of International Information Programs.

5. Procurement Process: In coordination with the Office of Acquisitions Management/International Programs Division (A/LM/AQM/IP), IIP/RCA/AS Vienna is authorized to use Blanket Purchase Agreements (BPA) for procurement of commercial items on behalf of posts worldwide. In compliance with FAR regulations 13.104(a) (b), solicitation of the titles listed in the American Spaces eShop has been established and submitted electronically to eight vendors to obtain the most advantageous prices and delivery terms with assurance that the maximum practicable competition is achieved. IIP/RCA/AS Vienna is the Designated Billing Office (DBO) for all orders received through eShop. This allows IIP/RCA/AS Vienna to process payment of invoices on behalf of posts in coordination with the RM/GFS Charleston Claim Office. In accordance with 4 FAM 221.2 Serviced or Non-serviced Agency Funds at Overseas Posts (<http://arpsdir.a.state.gov/fam/04fam/04fam0220.html>), the responsible official at post must validate each authority before entering the amount of funds available in post's Financial Management System (RFSC).

6. Posts having questions or needing assistance with American Spaces eShop should send an email to eShop@state.gov or contact us online with LiveChat.

7. Minimize considered.

CLINTON

Signature: CLINTON

Drafted By: IIP/RCA/AS: MSPIERCE, -- 07/10/2012 202 632-9943

Cleared By: R: IHILLMAN R/PPR: BARMSTRONG IIP/AF: CPATTERSON IIP/EAP: ACHU IIP/EUR: CLARSON IIP/NEA: DSHEBY IIP/SCA: KDANIEL IIP/WHA: FROSA GPS: SJOHNSTON ECA/A/L: CDANZ ECA/A/S: ETHORNHILL A/LM/AQM/IP: AMCINTOSH RM/GFS/F/C/CC: MWASHINGTON IIP/C/WC: MFRIEDMAN AF/EX: MBREWER EAP/EX: DCHRISTENSON EUR-IO/EX: JVANDREAL NEA-SCA/EX: VLAWRENCE WHA/EX: CJOHNSON AF/PDPA: DGILMOUR EAP/PPD: JCARPENTER-ROCK EUR/PPD: CTOMLINSON IO/PAO: MSCHLACHTER NEA/PPD: MCRIFO SCA/PPD: JHENICK WHA/PDA: KMAYFIELD

Approved By: IIP/RCA: CAUSTRIAN

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