AutoChoice
FY18 Tutorial
AutoChoice.gsa.gov

GSA Office of Fleet Management
Right Vehicle, Right Price, Great Service
and the data required to effectively and efficiently manage a fleet
AutoChoice Modernization

• AutoChoice has been redesigned on a new, modern platform. Improvements include:
  – Increased security
  – New user permissions
  – Ability to save incomplete orders for 14 calendar days
  – New report fields
  – 50 state emission and low green house gas identifiers
  – Display of estimated shipment date
  – Mobile-friendly design
  – Improved navigation and work flow

• The look may be new, but the over-all process remains the same.
GSA Office of Fleet Management
Vehicle Purchasing Division

About us:
• We leverage the government's buying power to purchase more than $1 billion in vehicles and automotive products annually at significant savings for customer agencies.
• Contracts are awarded using full and open competition directly with the Original Equipment Manufacturers (OEMs) and their representative suppliers/dealers.
• According to 41 C.F.R. § 101-26.502, GSA is the mandatory source of supply for the purchase of all new non-tactical vehicles for all federal executive agencies and the Department of Defense.
• ADM Order 4800.2I authorizes other eligible users that may procure vehicles using GSA contracts.

Benefits of using AutoChoice:
• Permits various levels of user rights defined by Agency Fleet Managers.
• Configure vehicles and choose optional equipment.
• View side by side comparisons of vehicle models from vendors.
• Calculate total price.
• View miles per gallon fuel ratings and green house gas rating.
• Submit your vehicle orders online.
• Check vehicle order status online.
• Professional contracting teams.
• Professional engineering services including technical assistance and vehicle design services.
• Dedicated Customer Support team.
Types of Vehicle Buying Programs and Related Products Offered

AutoChoice
- Ambulances
- Buses
- Incomplete light-duty cab and chassis
- Light trucks (Includes Pickup trucks, SUV’s and Vans)
- Light trucks with vocational bodies
- Medium and heavy trucks
- Sedans
- Station wagons
- Wheelchair vehicles
- Wreckers and carriers

www.autochoice.gsa.gov

MAS - Schedules:
- Aerial devices and digger derricks
- Construction and road maintenance equipment
- Firetrucks
- Low speed vehicles
- Remanufactured engines
- Tankers
- Tires
- Trailers
- Trash collectors and recycling equipment
- Vehicle accessories and equipment
- Vehicle leasing

Express Desk:
- For Urgent and Compelling Vehicle Requirements.

Access AutoChoice

You can access AutoChoice at autochoice.gsa.gov
Click on the AutoChoice link to go to the log in page.

AutoChoice

GSA's Vehicle Purchasing offers an array of deeply-discounted vehicle solutions to meet all of an agency’s automotive needs. When using AutoChoice, customers are ensured direct and easy access to a full spectrum of automotive vehicle solutions.

GSA is a mandatory source, under FPMA 101:26.501, for purchases of new non-tactical vehicles for DoD, and also purchase vehicles from GSA. View Overview.
Accessing AutoChoice
Current AutoChoice users should log in using their existing account.
New users will need to self-register.

Click here to Register as a new user
Current AutoChoice Users

- The first time you log into the new AutoChoice site you will be required to create a security “Hint Question” and “Hint Answer”.
- Make sure your other information is up-to-date.
- Click the “Save” button.
New User Registration

• Fill out User Registration Form.
• Required Fields are marked with asterisk. (*)
• You must create a unique user name and password.
• Passwords must be 8 to 16 characters with at least one number, one upper-case letter, one lower-case letter and one special character.
New User Registration

- It is important that you register under the correct Agency Code and Bureau Code.
- If you do not know your codes, contact vehicle.buying@gsa.gov.
- AutoChoice validates Activity Address Codes (AAC) against the Agency Code you are registered under.
- If your AAC does not match your Agency Code, you will not be able to save an order.
User Profile

Once you have created an account for AutoChoice, you can update your profile. Click on the “Profile” link and update your data. Make sure that your email and telephone number are up-to-date.
Forgot Your Password?

- On the AutoChoice Sign-In screen
  - Type your User Name in the “User Name” field
  - Click on “Forgot Password?” link below
- On the Forgot Password page
  - In the “Password Hint Answer” field type in the answer to your security/password hint question.
  - In the “New Password” field, type a new password
  - In the “Confirm New Password” field, retype your new password.
  - Click the “Save” button.
In-active or Locked Account

- If your account has been de-activated or if the password reset will not work for you, send an email to vehicle.buying@gsa.gov providing your AutoChoice User Name, First Name and Last Name. Note that GSA automatically de-activates accounts that have not been accessed in over two years.
- Our customer service team will review your request and if everything looks ok, your account will be reactivated.
- When your account is reset, our system will automatically generate an email to the email address stored in your user profile. The email will contain a randomly generated temporary password that is good for only 5 calendar days.
- Log into AutoChoice with your User Name and generated password from the email.
- AutoChoice will then force you to the User Profile page to create a new password.
AutoChoice User Rights

- When you register for AutoChoice, you will automatically have level 2 rights to view and create pending orders. However you will not automatically have rights to submit orders to GSA.
- User rights are determined and administered by your Agency Fleet Manager or their designee. If you are unsure of your Agency Fleet Manager or designee, contact vehicle.buying@gsa.gov.
- Agency Headquarters rights can only be granted by GSA. If you are an Agency-level Fleet Manager please contract your GSA Fleet Customer Care representative or email vehicle.buying@gsa.gov.

<table>
<thead>
<tr>
<th>Customer Authorization Levels</th>
<th>Compare Prices</th>
<th>Add Orders to PENDING</th>
<th>View/Edit Your Own PENDING Orders</th>
<th>View/Edit PENDING Orders for entire bureau</th>
<th>View/Edit PENDING Orders for entire agency</th>
<th>Submit Orders to GSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong> - View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Vehicle Price</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparison Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 2</strong> - Default</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create/View Your Own Orders</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Level 3</strong> - Create/View All Orders</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Orders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 5</strong> - Supervisor</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create, View, Edit &amp; Submit orders for Bureau or Designated Bureaus</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level H</strong> - Headquarters Supervisor</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- View, Edit &amp; Place orders for his Agency, all Bureaus</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Before you Begin

- Vehicle orders are placed using FEDSTRIP/MILSTRIP data for payment purposes
  - Agencies will be billed based on the AAC or DODAAC provided on each order (see slides 28 and 29)
  - Requests for DoDAACs or Activity Address Codes (AAC) are firmly controlled, and can only be forwarded by the designated ordering official from your Agency.
    - For more information, visit [http://www.gsa.gov/portal/content/103940](http://www.gsa.gov/portal/content/103940) then click on “How do I request an Activity Address Code (AAC or DoDAAC)” or
    - Email [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov)
    - Phone (800) 927-7622

- We cannot accept credit cards as payment.
- GSA Fleet does not purchase used vehicles.
- With the exception of our Express Desk program, GSA Fleet does not purchase pre-built vehicles sitting on dealer lots.
- Your vehicle order will be sent to the appropriate manufacturer for production and built to your specifications.
Home Page
Vehicle Selection

Start your order by using one of the two methods to select a vehicle:

- Quick Selection - if you already know the standard item number.
- By Type - expand categories to view types of vehicles available.
View Vehicle Specifications
Easily compare GSA minimum standards and vendor offerings for each model.

<table>
<thead>
<tr>
<th>GSA Components</th>
<th>GSA Min Req</th>
<th>FIAT 500</th>
<th>FIESTA</th>
<th>SONIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSENGER COMPARTMENT VOLUME - cu ft</td>
<td>75.6</td>
<td>85.1</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>TRIM LEVEL</td>
<td>POP</td>
<td>SE</td>
<td></td>
<td>1SD/1LT</td>
</tr>
<tr>
<td>MFG. MODEL CODE</td>
<td>FFL24</td>
<td>F4B</td>
<td></td>
<td>L/VE69</td>
</tr>
<tr>
<td>WHEELBASE</td>
<td>90.6</td>
<td>98.0</td>
<td>99.4</td>
<td></td>
</tr>
<tr>
<td>BASE CURB WEIGHT w/ GSA min reqnts - lbs</td>
<td>2434</td>
<td>2578</td>
<td>2745</td>
<td></td>
</tr>
<tr>
<td>BODY STYLE</td>
<td>HATCHBACK</td>
<td>4-Door Trunk</td>
<td>Sedan/trunk</td>
<td></td>
</tr>
<tr>
<td>Engine Minimums</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGINE TYPE - Cylinders / Liters</td>
<td>4/1.4</td>
<td>1.6L TI-VCT 14</td>
<td>4/1.8L</td>
<td></td>
</tr>
<tr>
<td>HORSEPOWER</td>
<td>101</td>
<td>120@6350 RPM</td>
<td>138</td>
<td></td>
</tr>
<tr>
<td>Engine Accessories</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OIL LIFE SYSTEM</td>
<td>Comply</td>
<td>COMPLY</td>
<td>COMPLY</td>
<td></td>
</tr>
<tr>
<td>Transmission</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTOMATIC TRANSMISSION</td>
<td>6 SPEED</td>
<td>Power Shift 6 Speed Auto</td>
<td>6 SPEED</td>
<td></td>
</tr>
<tr>
<td>Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUEL TYPE</td>
<td>Gasoline Dedicated</td>
<td>Gasoline Dedicated</td>
<td>Gasoline Dedicated</td>
<td></td>
</tr>
</tbody>
</table>
# Selection of Vehicle Options and Equipment

Select optional equipment to add to base model.

## Quantity of Vehicles

1

## Optional Equipment

### Body/Chassis
- [ ] HB - HATCH BACK

### Engines
- [ ] IE1 - Increased Power Engine 1
- [ ] DE1 - Decreased Power Engine

### Engine Accessories
- [ ] EH - ENGINE BLOCK HEATER, OEM

### Transmission
- [ ] T5 - 5 SPEED MANUAL TRANSMISSION

### Fuel
- [ ] SFE - FUEL ECONOMY PACKAGE

### Exterior
- [ ] KEK - KEYLESS ENTRY KEYPAD
Price Comparison

AutoChoice will configure vehicles based on the options selected. The Green Leaf icon indicates a base vehicle with low greenhouse gas emissions. The AFV icon indicates a base vehicle designed for use with alternative fuels.
**Price Comparison**

A cost breakdown is provided plus the total price per vehicle including optional equipment and GSA surcharge.

Select your model by clicking on the “Select Model” button.

*Not all options are available for every model and may require some additional configurations to make your agency’s best-value determination.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Subtotal Unit Price $(A+B+C)$</th>
<th>Sub-Totals $(A+B+C+D)$</th>
<th>Total Price $(A+B+C+D)_+$GSA Surcharge</th>
<th>Total Selling Price $(A+B+C+D+GSA Surcharge)_+$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>15.256.00</td>
<td>15.791.00</td>
<td>16.403.00</td>
<td>16.567.03</td>
</tr>
<tr>
<td>Subtotal Unit Price $(A+B+C)$</td>
<td></td>
<td>15.256.00</td>
<td>15.791.00</td>
<td>16.403.00</td>
<td>16.567.03</td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sub-Totals $(A+B+C+D)$</td>
<td></td>
<td>15.256.00</td>
<td>15.791.00</td>
<td>16.403.00</td>
<td>16.567.03</td>
</tr>
<tr>
<td>Total Order Options $D$</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Price $(A+B+C+D+GSA Surcharge)_+D</td>
<td></td>
<td>15.256.00</td>
<td>15.791.00</td>
<td>16.403.00</td>
<td>16.567.03</td>
</tr>
<tr>
<td>GSA Surcharge</td>
<td></td>
<td>152.56</td>
<td>157.91</td>
<td>164.03</td>
<td></td>
</tr>
<tr>
<td>Total Selling Price $(A+B+C+D+GSA Surcharge)_+$</td>
<td></td>
<td>15.408.56</td>
<td>16.567.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Selling Price $(F/C)$</td>
<td></td>
<td>15.408.56</td>
<td>16.567.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Model

Select Model

Select Model
Alternative Fuel Vehicles and Low Green House Gas Vehicles

Alternative Fuel Vehicles (AFV) and Low Greenhouse Gas Vehicles are marked at the top of the column.

*Please note that AFV and green house gas scores are for the base vehicle only. These scores can change depending on optional equipment selected.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>FORD</th>
<th>FCA US LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Picture</td>
<td>See more images</td>
<td>See more images</td>
</tr>
<tr>
<td>Socio-Economic Indicator</td>
<td>Large Other than Small Business</td>
<td>Large Other than Small Business</td>
</tr>
</tbody>
</table>
Additional Data

To aid you in your best value decision additional model data can be found by selecting the “Other Features”, “Clarifications”, “Emissions” and “Vendor Performance” tabs.
### Clarifications

#### 7 - SEDAN, MINICOMPACT, 4 PASSENGER

- **Vendor:** FCA US LLC
- **Model:** FIAT 500
- Please read the following carefully and make changes to your order where appropriate.

1. PSME will only provide access to online portal Tech Connect.
2. FIAT 500 can only be delivered to a FIAT Dealer.
3. FIAT 500 cannot be delivered to a Dodge, Chrysler, Jeep or Ram Dealer.
4. T5 and SFE Includes a Rear Spoiler.
5. SFE Includes and is ONLY AVAILABLE w/T5 Manual Transmission.
6. MPG and GPM numbers are based on 2016 EPA ratings.
7. TLM is location services only.
8. Optional engine fuel economy verification pending.

- **Vendor:** FORD
- **Model:** FIESTA
- CNS - Is only available within the 48 contiguous states
- CNS - Is not available for Export vehicles
- 1611 - Option requires additional shipping costs
- PSME - Includes a CD ROM for a Service Manual and DVD for a Parts Manual
- SK - Metric Speedometer is only available for Export vehicles
- Shipments to Alaska (DDRA), Hawaii (DDRH), Guam (DDRG), Puerto Rico (DDRP) and 1611ML are 150 days instead of the standard 90 days.
- MIL - Does not include a DD FORM 250
- CPT - Custom Paint Color (Ruby Red Met CC)
- DE1 - 1.0L EcoBoost 5 cyl Engine is only available with a Manual Transmission
- PSME’s are Mailed out Quarterly Beginning in January
- Military Data Plates are Mailed out Quarterly Beginning in January.

- **Vendor:** GM
- **Model:** SONIC
Justification for Selecting Other than Low Offer

In accordance with FAR Part 16.505 you must provide a written justification when the lowest priced vehicle as equipped is not selected. Your best value justification will be included in the order file and is subject to IG review.
Color selection
Select the color(s) for vehicles on your order. The color quantity must match the total vehicle quantity on the order.
**Summary**

Review your order summary before moving forward.

---

### 8C - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR

<table>
<thead>
<tr>
<th>Standard Item:</th>
<th>2016 8C - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>FCA US LLC</td>
</tr>
<tr>
<td>Model Year</td>
<td>2016</td>
</tr>
<tr>
<td>Model</td>
<td>DART</td>
</tr>
<tr>
<td>Shipment Days</td>
<td>90</td>
</tr>
<tr>
<td>MPG (City/Hwy/Combined)</td>
<td>24/24/27</td>
</tr>
<tr>
<td>g CO2/mile</td>
<td>324</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option is Not Available (N/A)</th>
</tr>
</thead>
</table>

| Color: | PW7 BRIGHT WHITE 1 |

---

<table>
<thead>
<tr>
<th>Base Price (A)</th>
<th>17,021.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Vehicle options:</td>
<td></td>
</tr>
<tr>
<td>E8S ETHANOL FLEXIBLE FUEL</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Vehicle options: (B)</td>
<td>0.00</td>
</tr>
<tr>
<td>= Sub-Total Unit Price (A+E)</td>
<td>17,021.00</td>
</tr>
<tr>
<td>Quantity (C)</td>
<td>x 1</td>
</tr>
<tr>
<td>= Sub-Total Price (A+B)*C</td>
<td>17,021.00</td>
</tr>
<tr>
<td>+ Order options:</td>
<td></td>
</tr>
<tr>
<td>Total Order options (D)</td>
<td>0.00</td>
</tr>
<tr>
<td>= Total Price ((A+B)*C+D)</td>
<td>17,021.00</td>
</tr>
<tr>
<td>+ GSA Surcharge</td>
<td>170.21</td>
</tr>
<tr>
<td>= Total Selling Price S(F)</td>
<td>17,191.21</td>
</tr>
<tr>
<td>= Unit Selling Price S(F/C)</td>
<td>17,191.21</td>
</tr>
</tbody>
</table>
Requisition Details
plus New “Save Incomplete”

• On the Requisition Detail page, provide your FEDSTRIP/MILSTRIP data and your addresses.
• If you do not have all of your data, you can now save a pending order without filling out the entire Requisition Detail page by hitting the “Save Incomplete” button.
• Incomplete orders will only remain in your Pending module for 14 calendar days. So don’t forget to come back.
1. **Agency Order Number**: Customer defined. Limit 15 characters. For your internal use only.

2. **Requisition number**
   - 2a. **Activity Address Code (AAC)** or DODAAC assigned to your office.
   - 2b. Four digit Julian Date. AutoChoice will calculate this for you but you can change it.
   - 2c. **Serial Number** – Any four character sequence number. No special characters.

3. **Signal Code** – See Signal Code table. Directs billing to AAC/DODAAC in either the Requisition Number, Supplementary Address or Fund Code.

4. **Supplementary Address** – A supplementary AAC can be used to re-direct billing documents. Required with Signal Code “B” or “K”.

5. **Fund Code** – If your agency uses Fund Codes, Fund Code must be on file with GSA. Required with Signal Code “C” or “L”. If you do not have a Fund Code, type “00” in this field and make sure you use Signal Code “A”, “B”, “J” or “K”.

**Signal Code Table**

<table>
<thead>
<tr>
<th>Signal Code</th>
<th>Requisition Number AAC</th>
<th>Supplementary AAC</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Bill</td>
<td></td>
<td>Bill</td>
</tr>
<tr>
<td>J</td>
<td>Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Bill</td>
<td></td>
<td>Bill</td>
</tr>
</tbody>
</table>

For more information on the Funding Agency and Funding Office fields, please visit the Federal Data Procurement System.
11. **FPDS Funding Agency:** 4 character Funding Agency used in the Federal Procurement Data System (FPDS).
12. **FPDS Funding Office:** 6 character AAC designed as a Funding Office in FPDS.
   - FPDS Funding Agency/Office information can be found on [OMB Max](https://www.omb.gov) (registration required).
13. **Additional Funds** – Can be used to add additional funds to your order above the total calculated unit price. Required for any orders with additional requirements (AREQ).
15. **Contact Person/Phone** – Enter the order contact person and phone number.
16. **Treasury Account Symbol:**
   - Needs to be entered in one of the following formats: XX XXXX or XX XXXX XXX
   - See link under the Customer Service tab. [https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm](https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm)
Requisition Details
Fill in your addresses
# Requisition Details Address Tips

**Requisitioning Address:** Enter the complete address of the office requisitioning the vehicle. Follow the Mailing Address format.

**Mailing Address:** Must follow USPS guidelines. The Certificate of Origin and/or Parts and Service Manual are sent to the Mailing Address. Do not provide a person’s name in the Mailing Address.

For APOs and FPOs:
- Enter either APO or FPO in the “City” field.
- In the state drop down list, select either: “AA”, “AE”, “AP”, etc.
- Enter the appropriate APO/FPO “Zip Code” for the APO/FPO.

For non-military overseas: Follow standard address guidelines. In the State field, select “Other-Non US” and leave the zip code blank.

Overseas Military Mailing Address Example:
- Agency: Sample Agency
- Address: Sample Address
- City: APO
- State: AP
- Zip: 96218
- Country: Korea

**Delivery Address:**
Enter the complete address of the location you want the vehicle delivered. If your vehicle is being delivered to a dealership, you should enter the ultimate destination of the vehicle.

**Delivery address cannot be a PO Box, APO, FPO, etc.**

For overseas deliveries, please choose “Other-Non US” in the state drop down list and leave the zip code blank.

Overseas Delivery Address Example:
- Agency: Sample Agency
- Address: Sample Address
- City: Sample City
- State: Other-Non US
- Zip:
- Country: Korea

Note: AutoChoice validates the state and zip code entered for all three addresses against usps.com include military APO/FPOs.
Find a Dealership

- Only applicable for sedans and light trucks.
- Dealer delivery is the default delivery type for sedans and light trucks.
- Excludes orders with option CNS or other delivery options.
- Use the dropdowns to select a dealership location for delivery.
- If you do not choose a dealer, the vendor will choose one based on your delivery address.
- The dealership delivery program is a contract between the vehicle manufacturer and the dealership. Not all US dealerships participate in the delivery program. Dealerships wanting to participate will need to sign up with the manufacturer.
AREQ (Additional Requirements) – If Selected

- AREQ (Additional Requirements) is an option code available for selection on the Optional Equipment page. The AREQ option code allows customers to request specific equipment not listed in the optional equipment list. Selection of AREQ will result in the manual processing of your order. After review of the AREQ, GSA will obtain pricing for the AREQ. AREQ should only be used for mission-related requirements. Do not use AREQ to list any of the following: 1) GSA minimum requirements, 2) manufacturer standard equipment, 3) internal agency data or 4) vendor selection. AREQ cannot be used to request makes/models not offered in AutoChoice or to request AutoChoice options already shown as not available by the manufacturer. Please list AREQ requirements concisely and include enough information for GSA to obtain valid pricing.

- If you choose AREQ on the Optional Equipment page, you will be required to upload a file describing your AREQ.
Pending Orders

- Holds your pending orders waiting to be finalized. It is divided into two sections:
  - Standard AutoChoice orders
  - Special Orders such as Non-Standards, Multiple Award Schedules (MAS) and Express Desk
- Access pending orders to make edits.
- Copy a pending order to create a new order (don’t forget to go make applicable updates to the new order).
- Incomplete Orders are marked with a yellow warning icon. You must finish updating Requisition Details within 14 calendar days or it will be automatically deleted by GSA.
- Orders with completed Requisition Details will remain until they are finalized or deleted by the customer.
- IMPORTANT: If you do not have ordering rights, you must contact your authorized ordering contact at your agency and let them know that you have orders ready for their review.

![Pending Orders](image)

- Finalize Selected Pending Orders
- Finalize Selected Pending Orders
Important Information **Before** you Place an Order

- Only users that have been granted ordering rights by their Agency Fleet Manager or designee will be able to submit an order to GSA.
- Funds must be available at the time the order is submitted.
- Once an order is submitted, funds are considered obligated to GSA.
- If funds are not available at the time of submission, your agency will be in violation of the Anti-Deficiency Act.
- Please ensure your order is correct before submitting. Once submitted, the orders go quickly to the vendors and changes cannot be made.
Finalize Pending Orders – Submit to GSA

- If you have been granted ordering rights by your Agency Fleet Manager:
  - In the “Order Now” column, check off the orders you are ready to submit.
  - Click on the “Finalize Selected Pending Orders” button.
Important Information *After* you Place an Order

- Customers will receive an AutoChoice Order acknowledgment by email. If you notice any discrepancies with your order, contact *(844) 472-1200* as soon as possible but before 3:00 pm Eastern Time.
- Customers are responsible for obtaining license plates through UNICOR.
- After a vehicle is shipped, vendors submit their invoices to GSA Finance.
- GSA Finance validates the invoice and pays the vendor.
- GSA Finance then invoices the customer agency based on the Activity Address Code, BOAC or DODDAC provided on the initial order.
- Most GSA customers will be billed through IPAC.
- You will not receive a paper invoice. GSA’s Vendor and Customer Self Service (VCSS) replaced paper bills in January 2014.
- Please register for [VCSS](#) to keep track of your invoices for vehicle purchases.
Order Confirmation

If you do not receive a confirmation email within a few hours of submitting your order, please contact vehicle.buying@gsa.gov.
Estimated Shipment Times

Shipment times may vary depending upon options, delivery location and type of vehicle.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Time After Receipt of Order (ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulances</td>
<td>150-245 Days</td>
</tr>
<tr>
<td>Buses</td>
<td>180 Days</td>
</tr>
<tr>
<td>Light Trucks/Sedans</td>
<td>90 Days</td>
</tr>
<tr>
<td>Light Trucks with Vocational Bodies</td>
<td>150-245 Days</td>
</tr>
<tr>
<td>Medium and Heavy</td>
<td>150-225 Days</td>
</tr>
<tr>
<td>Wreckers</td>
<td>150-180 Days</td>
</tr>
</tbody>
</table>
Motor Vehicle Delivery Order (MVDO)

- An MVDO is the final vehicle order sent to the vendor. Once your vehicle order has been sent to the vendor, an MVDO will be emailed or faxed to the addresses listed in the requisition and delivery blocks of your vehicle order.

To print additional copies of an MVDO:

- Select “Motor Vehicle Delivery Order” under the “Your History” tab at the top of the application.
- Enter the requested information and click “submit”.
- If you select by Case Number, enter the last 5 digits of the RPN number. Example RPN-N-AB123 would be entered as “AB123”.

![Motor Vehicle Delivery Order (MVDO) interface](image)
Checking Order Status

Vehicle status information can be found under the “Your History” tab. Enter the requested information and click “submit”. If you select by Case Number, enter the last 5 digits of the RPN number. Example RPN-N-AB123 would be entered as “AB123”.

Order Status

Search Order Status

- Case Number
- Requisition Number (xxxxx-xxxx-xxxx)
- Agency Order Number
- VIN Number (Enter full/partial VIN)

Check Status
Checking Order Status

- AutoChoice receives status updates from vendors on a weekly basis.
- Shipment/Delivery information will be shown as it is made available by the vendor.
Receipt of Vehicle

Agencies are required to document the date they receive their vehicle.

Under “Your History” select “Vehicle Receipt”

Search for the order you would like to update

If you select by Case Number, enter the last 5 digits of the RPN number. Example RPN-N-AB123 would be entered as “AB123”.
Receipt of Vehicle

To document receipt of your vehicle, fill out the “Date Ag Received” column using the calendar.

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Vehicle Order Number</th>
<th>VIN</th>
<th>Std Item</th>
<th>Model</th>
<th>Status Date</th>
<th>Contract Shipping Due Date</th>
<th>Contract Address</th>
<th>Tel. Number</th>
<th>Deliver Date</th>
<th>Date Ag Updated</th>
<th>User Ag Updated</th>
<th>Date Ag Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAB123</td>
<td>MQHTK4</td>
<td>1GNDV23WY</td>
<td>920</td>
<td>UPLANDER</td>
<td>03/05/2008</td>
<td>04/17/2008</td>
<td>ST LOUIS AUTO AUCTION INC</td>
<td>13813</td>
<td>ST CHARLES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Select the case number for more detail information on your order.
*If the order does not have any status data, select the case number to enter date of receipt.
*VIN is required when entering receipt date.
Reports

• Build report by selecting data elements.
• Run by date range or range of case numbers.
• Save and name report for re-use.
Links and Resources

• AutoChoice also contains links to vehicle buying resources including:
  – Alternative Fuel Vehicle Guides
  – Executive Orders
  – EPA Regulations
  – NHTSA Information
  – Vehicle Solutions
Acquisition Gateway

- Motor Vehicles Hallway
- Please visit the Motor Vehicles Hallway for dynamic information on vehicle solutions, expert articles, and spend data. The Hallway is collaborative in nature, providing opportunities to become a contributing member and share your vehicle expertise. We invite you to explore the Motor Vehicles Hallway and take a look at the information we’ve made available for use across the Federal Government and check back frequently to see what’s new and relevant.

To Register:
- Follow This Link To Get Started
- Once in the Gateway, Check out the Motor Vehicles Hallway!
Customer Service

Our “Customer Service” section offers Guides on the use of AutoChoice and Requisition Details. This section also includes information about FPDS and other important purchasing resources.

Don’t forget to join our mailing list to receive notices on contracts, vehicle close-out dates and other important information.
More Information

OTHER LINKS:

• GSA's vehicle ordering program: www.autochoice.gsa.gov
• GSA Fleet Vehicle Purchasing: www.gsa.gov/automotive
• GSA Fleet’ home page including leasing information: gsa.gov/gsafleet
• Used government vehicles: www.gsa.gov/gsaauctions
• Federal Vehicle Standards: www.gsa.gov/vehiclestandards
• GSA’s products and services: www.gsaadvantage.gov
• GSA contract award information: www.gsaelibrary.gsa.gov
• Eligibility to use AutoChoice: http://www.gsa.gov/portal/content/104212
• GSA’s Vendor and Customer Self Service (VCSS): https://vcss.ocfo.gsa.gov/
Customer Support

vehicle.buying@gsa.gov
(844) 472-1200