

# AutoChoice: Requisition Detail Guide



## \*\*\*\*\*BEFORE YOU BEGIN\*\*\*\*\*

Vehicle requisitions are placed using FEDSTRIP/MILSTRIP data for payment purposes. Agencies will be billed based on the Activity Address Code (AAC) or DODAAC (Department of Defense Activity Address Code) provided on each requisition. Requests for AACs or DoDAACs 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> then click on “How do I request an Activity Address Code (AAC or DoDAAC)” or email [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov). GSA cannot accept credit cards as payment for vehicles.

GSA Fleet does not purchase used vehicles. All requisitions are for the current model year. With the exception of our Express Desk program, GSA Fleet does not purchase pre-built vehicles sitting on dealer lots. Your vehicle requisition will be sent to the appropriate manufacturer for production and built to your specifications.

Below is a list of items that you need to complete your requisition. You will be able to save incomplete requisitions while you are working on procuring information to order your vehicle. If a requisition is incomplete, it will be saved in “Pending Orders” for 14 calendar days.

## What do I Need to Complete the Requisition Details?

### 1. Agency Order Number:

This is the number used internally by your agency to identify this requisition. The agency order number is 15 characters and can be a combination of alpha numeric characters. No special characters are accepted except for hyphens and underscore. Some agencies fill in their purchase order number.

### 2. Requisition Number:

Federal Standard Requisitioning and Issue Procedures Systems (FEDSTRIP) is the mandatory requisitioning system for agencies, activities and organizations that are eligible to order from the General Service Administration (GSA) Vehicle Purchasing Branch.

The Requisition Number is a unique requisition control number that stays with your requisition and identifies it throughout the processing cycle. It is composed of three fields:

- **Activity Address Code (AAC) or Department of Defense Activity Address Code (DoDAAC):**

The Requisitioner AAC or DoDAAC is a six position code assigned to your organization. It identifies your agency/activity and may be used to direct billing documents.

- **Date:**

The Julian Date entry is a four position number indicating the date you are transmitting your requisition to GSA and automatically populated.

- **Serial Number:**

The Serial Number is a four position code. A sequential number is typically used for each order; however, any number or character preferred by your agency may be used.

### 3. Signal Code:

This one position code directs the billing to the AAC/DoDAAC listed in either the Requisition Number, Supplementary Address or Fund Code.

SIGNAL CODE TABLE			
Signal Code	Requisition Number AAC	Supplementary AAC	Fund Code
A	Bill		
B		Bill	
C			Bill
J	Bill		
K		Bill	
L			Bill

### 4. Supplementary Address:

A supplementary AAC can be used to re-direct billing documents. Required with Signal Code "B" or "K".

### 5. Service Code:

A Service Code is only required with Signal Code "C" or "L". The Department of Defense (DOD) will use the first position of your DoDAAC number. All other agencies use the first two positions of the AAC number.

### 6. Fund Code:

If your agency uses Fund Codes, the Fund Codes 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".

### 7. Additional Funds per Unit:

Additional Funds per Unit must be filled in for any requisitions with AREQ (Additional Requirements). The additional funds are above the total calculated unit price.

### 8. Shipment Location - Domestic or Export:

- Export shipment requires specific optional equipment selection depending upon how you plan on delivering the vehicle. Look for these export options under the optional equipment section for Export Delivery or Delivery OCONUS.
- The default domestic delivery for light vehicles will be to a dealership near your delivery (consignee) address. Some vendors offer alternative delivery but there

may be an additional charge. Look for these options (such as CNS – Consignee Delivery) under the optional equipment section for Delivery. (Note: Vocational vehicles are sent to a dealership selected by the vendor.)

- The default for domestic delivery for non-light vehicles will be to the delivery (consignee) address. Again some vendors offer alternative delivery for an additional charge. Look for these options under the optional equipment section for Delivery.

#### **9. Contact Person:**

Enter the name of the person that will be receiving the vehicle. For export requisitions, enter the overseas contact person and phone number.

#### **10. Phone Number:**

Enter the telephone number of the person that will be receiving the vehicle. For export requisitions, enter the overseas contact person and phone number.

#### **11. Internal Agency Financial Data**

Information will be passed to GSA Finance but will not be passed to GSA Automotive.

#### **12. Requisitioning Address:**

Enter the complete address of the office requisitioning the vehicle. Follow the Mailing Address format below.

#### **13. Mailing Address:**

The Certificate of Origin and/or Parts and Service Manual are sent to the Mailing Address. Follow USPS guidelines and 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

#### **14. Delivery Address:**

Enter the complete address of the location where the vehicle will be. Refer to the “Shipment Location” described above. If the vehicle is being delivered to a dealership, enter the ultimate destination of the vehicle.

**Delivery address cannot be a PO Box, APO, FPO, etc.** For Overseas deliveries, 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 address fields against usps.com to include military APO/FPOs.

#### **15. Dealership Selection:**

If you choose not to select a dealership from the drop down list box, the vendor will deliver your vehicles to a dealership of their choice. This dealership location will be near the delivery address and zip code you entered.

#### **More questions:**

##### **What other Vehicle Purchasing Programs are available?**

To learn about the programs offered by GSA Vehicle Purchasing, please visit [Vehicle Purchasing Overview](#).

##### **Who is Eligible to Use AutoChoice?**

GSA Order ADM 4800.2I, Eligibility to Use GSA Sources of Supply and Services, provides definitive guidelines concerning eligibility requirements and limitations for agencies, activities, and organizations. Please visit [Eligibility to Use GSA Sources](#) for more information.

#### **References:**

**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.

### **FAR CASE 2012-023**

<https://www.federalregister.gov/articles/2013/06/06/2013-13413/federal-acquisitionregulation-uniform-procurement-identification#h-9>

### **Important Information**

Only users that have been granted ordering rights by their Agency Fleet Manager or designee will be able to submit a requisition to GSA. Funds must be available at the time the order is submitted. Once a requisition 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 requisition is correct before submitting. Once submitted, the requisitions are submitted electronically and changes cannot be made.

## **Still have Questions?**

Contact us at [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov) or 844-472-1200.