



# Modification Requests

*Customers*

*GSAfleet.gov User Guide*

Updated October 2023

Table of Contents

Introduction.....3

    Key Features .....3

    What is GSAFleet.gov?.....3

Requesting a Vehicle Modification .....4

    Getting Started.....6

    Agency Contact Information .....7

    Description of Request.....7

    Estimates and Attachments.....8

    Finalizing the Form .....9

    Submitting the Request.....10

    Request submitted .....10

### Introduction

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Sometimes additional equipment is needed on a GSA leased vehicle to make it more effective for meeting your mission. As shared in the Customer Leasing Guide, Chapter 3 - “Can I Install Accessory Equipment on My GSA Fleet Vehicle?”

The Vehicle Modification feature in [GSAFleet.gov](https://gsafleet.gov) allows leasing customers the ability to submit requests for modifying their leased vehicle.

### Key Features

The Vehicle Modification Request feature has the following functionality:

- Request vehicle modifications at any time
- Requests are automatically sent directly to assigned FSR
- Customer & FSR are automatically notified on the status of the request (approved/denied)
- Approved requests become a part of the vehicle record
- Form 2553 is automatically created and uploaded to the vehicle record
- If GSA approves the request, the request is automatically sent to the Maintenance Control Center for processing

**Note:** This feature is to request vehicle modifications for GSA Fleet-leased vehicles only. Also, the feature currently only supports single vehicle modification requests.

### What is GSAFleet.gov?

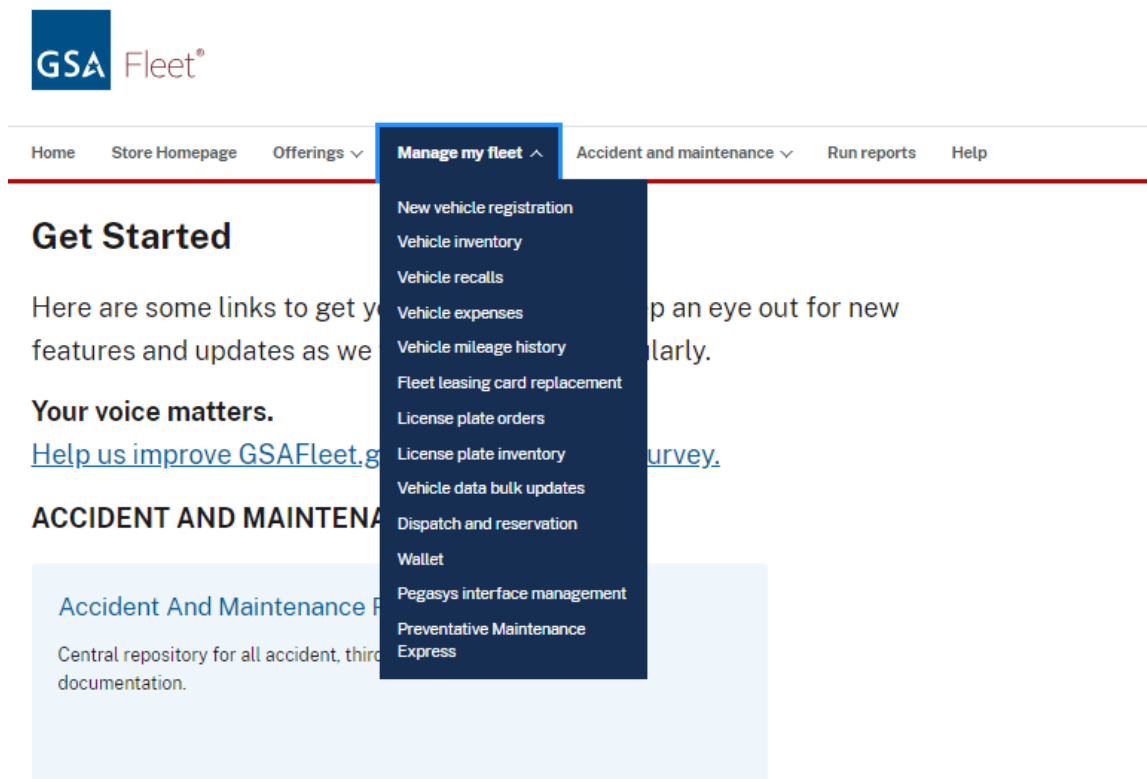
The General Service Administration's (GSA) office of Fleet Management's mission is to provide safe, reliable, low cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full service vehicle leases, and offers short term vehicle rentals. In order to meet this mission, GSA Fleet personnel, customers, and other internal and external stakeholders currently use 19 disparate systems, some obsolete for system expansion or future growth. GSAFleet.gov will consolidate those 19 systems into a single integrated system with value added fleet management services enabled by the enhanced automation will be made available to agencies as service offerings to improve their fleet management. This modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

## Requesting a Vehicle Modification

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**Step 1:** After logging into GSAFleet.gov, select on the “Manage my fleet” option on the mega menu.

**Step 2:** Click on “Vehicle Inventory” in the drop down menu.



You will be taken to the “Vehicle Inventory” page where you can locate the vehicle that you want to submit a vehicle modification request for.

## Modification Requests

**Step 3:** From the “Vehicle Details” page of the vehicle that you would like to submit a vehicle modification request for, select the “Modification / Accessory Equipment” entry in the left-hand vertical menu.

**VIN KMHEC4A43EA117879** Registered

2014 HYUNDAI SONATAHYBR  
[G100116P](#)

☒ Search by license

**Vehicle overview**  
Contact information  
Registration  
Preventative Maintenance  
Customer driven data  
Comments  
Modifications

**Vehicle overview**

**POINT OF CONTACT #1**  
cfeocx Yml  
dRAHccYsR@YEGfE.fguHn  
047 - General Services Administration  
951-831-7318

**POINT OF CONTACT #2**  
cfeocx Yml  
dRAHccYsR@YEGfE.fguHn  
047 - General Services Administration  
951-831-7318

**Projected replacement eligibility**  
August 01, 2021

**VEHICLE STATUS**  
Vehicle status Active

**CUSTOMER**  
Ownership  
Agency

**DETAILS**

All vehicle records in GSAFleet.gov will have a dedicated vehicle modification space where all submitted and approved request's will live.

GSAFleet.gov | [fleetsystemsmodernization@gsa.gov](mailto:fleetsystemsmodernization@gsa.gov)

5

# Modification Requests

## Getting Started

**Step 4:** Click the “Request Modification” button.

VIN KMHEC4A43EA117879

Registered

2014 HYUNDAI SONATAHYBR

G100116P

Vehicle overview

Contact information

Registration

Preventative Maintenance

Customer driven data

Comments

Modifications

Search by license plate

Search by VIN

Search vehicle by license plate

Vehicle Actions

Modifications

+ Request modification

Request number	Title	Date	Capitalized	Status	Actions
No modification data					

You can now see the “New Vehicle Modification” request form.

The “New Vehicle Modification” request form is divided into 3 segments; agency contact information, description, estimates and images and finally signatures.

## Modification Requests

### Agency Contact Information

**Step 5:** If you are the POC for this vehicle modification request, select the “I am the point of contact” check box. The system will auto-populate with your contact information. If you are not the POC for this vehicle modification request, enter in the POC details of the person who will be the POC for this request.

#### Agency contact information

☐ I'm the point of contact

Agency contact \*

Email \*

Telephone number \*

#### AGENCY INFORMATION

Agency	General Services Administration
Bureau	Federal Acquisition Service, All Other
Office	—
Customer number	1004192
BOAC/Serial number	704

### Description of Request

**Step 6:** In this section, you indicate the following: Agency Funded or GSA Funded, estimated cost of modification, lift gate/tow hitch and weight, modification title and description.

#### Description of request

Payment method \*

- ☒ Agency Funded  
☐ GSA Funded

Estimated cost \*

Modification/accessory equipment cost, including installation.

Mileage

50900

Is the request for a lift gate/tow hitch? \*

- ☐ No  
☒ Yes

Lift/tow weight \*

Modification request title \*

In a few words, what would you like to name this request?

Example: Snow plow

Request description/justification

2,000 characters allowed

If Agency Funded is selected, the assigned FSR will still receive the modification request and GSA Fleet will still need to review and approve the request.

If GSA Funded is selected, and the estimated cost of the modification is below \$1,000 you have the option to have the entire cost of the modification AIE'd back to you in one lump sum or you can request to capitalize the cost and have it added to your monthly bill for this vehicle. Please inform your FSR on your preference to AIE or capitalize the expense.

## Modification Requests

If the estimated cost is \$1,000 or more, then GSA must capitalize the cost of the modification and it will be added to your monthly bill for this vehicle.

### Estimates and Attachments

**Step 7:** All vehicle modification requests require at least one attachment - typically a formal estimate from the vendor.

#### Estimates

A minimum of one estimate is required for all GSA Funded modification requests. Any modification over \$10,000, please do your best to provide 3 estimates.

Estimate #1

Drag file here or [choose from folder](#)

Estimate #2

Drag file here or [choose from folder](#)

Estimate #3

Drag file here or [choose from folder](#)

#### Additional attachments

Attach any other relevant files below, such as graphics.

[+ Attach File](#)

↕ File

↕ Description

↕ Actions



No additional attachment

If the estimated cost of the modification is \$10,000 or more, please aim to provide up to 3 estimates.

Additionally, you can upload as many supporting images, documents and examples as you want. The more images and samples you provide, the faster your request will be approved.



## Modification Requests

### Finalizing the Form

**Step 8:** You must check “I agree” to accept the terms associated with the vehicle modification request. Then, key in your title into the “Submitter title” box.

☐ I agree \*

Submitter name

CHRIS ALWARD

Submitter title \*

Cancel

✓ Submit to FSR

[↑ Return to top](#)

## Modification Requests

### Submitting the Request

**Step 9:** Click the “Submit to FSR” button. When you select the “Submit to FSR” button, several things will happen.

1. A toast notification will appear letting you know you’ve successfully submitted the vehicle modification request
2. The system will create a unique modification request number, exp: G1012345-MOD-06
3. The FSR assigned to this vehicle will automatically be notified of the new request
4. The system will automatically upload a copy of the modification request you just submitted to the Modifications table.

VIN 3FA6P0UU7ER368871 ● Incomplete

☒ Search by license plate ☐ Search by VIN

2014 UNKNOWN FUSIONHEV

[G100032P](#)

Vehicle overview

Contact information

Registration

Preventative Maintenance 3

Customer driven data

Comments

**Modifications**

#### Modifications

[+ Request modification](#)

↕ Request number	↕ Title	↑ Date	↕ Capitalized	↕ Status	Actions
<a href="#">G100032P-Mod-06</a>	Snow Plow	09/11/2023	No	<span>● In review</span>	...
<a href="#">G100032P-Mod-05</a>	Light Bar	09/07/2023	No	<span>● In review</span>	...
<a href="#">G100032P-Mod-04</a>	Light Bar	09/07/2023	No	<span>● In review</span>	...

### Request submitted

You have successfully submitted a vehicle modification request for a GSA leased vehicle! GSAFleet.gov will automatically inform the FSR assigned to the vehicle that you submitted the modification request. If the FSR has any questions they will reach out to you to discuss. If the FSR does not have any questions they will elevate the request for review and approval by GSA Fleet leadership. You will be notified via email of the final decision of your request, and next steps.