



Modification Requests

Customers

GSAfleet.gov User Guide

Updated October 2023

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Introduction

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 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.

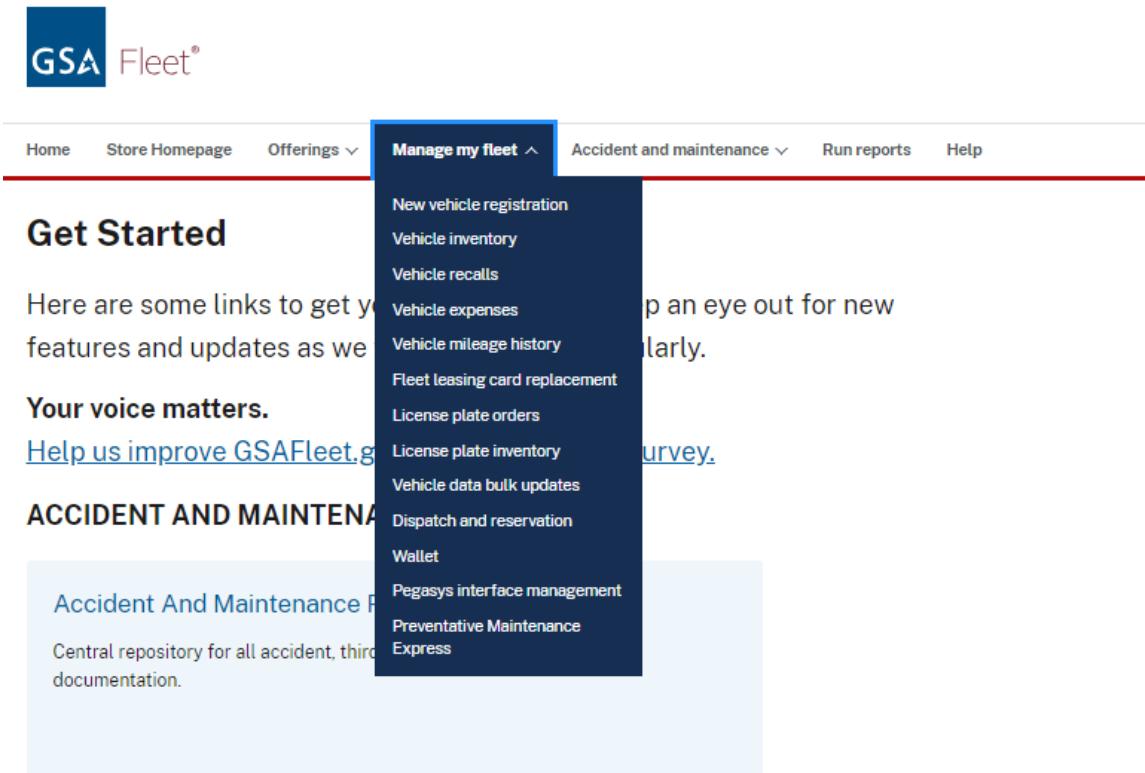
What is GSAFleet.gov?

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

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

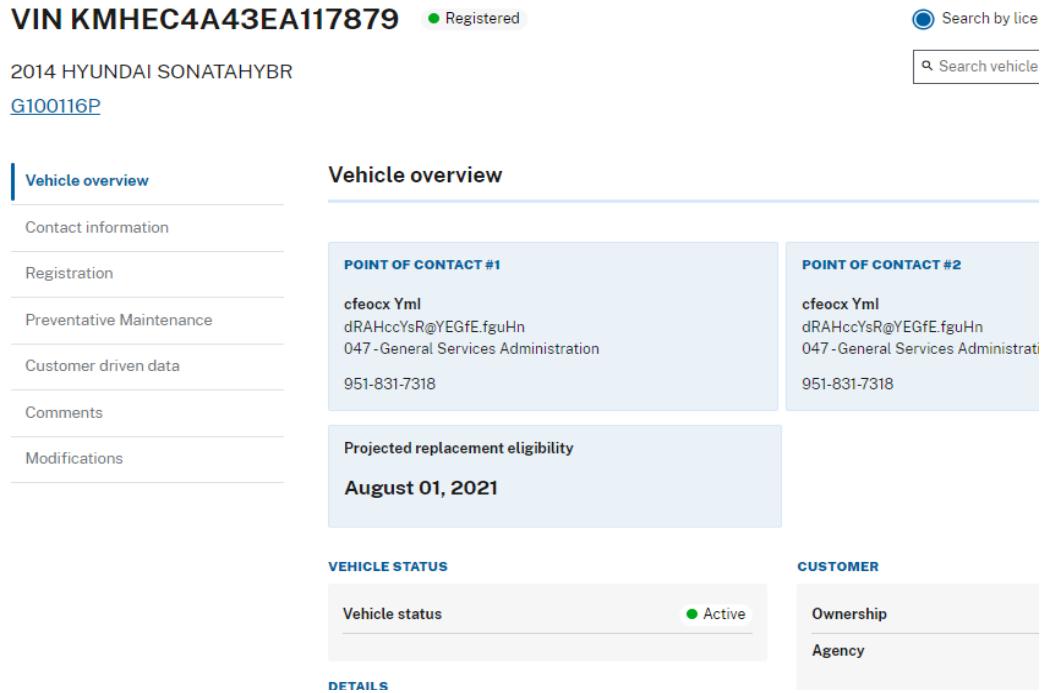
Step 2: Click on “Vehicle Inventory” in the drop down menu.



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](#)

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 Administrati
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.

Modification Requests

Getting Started

Step 4: Click the “Request Modification” button.

The screenshot shows a vehicle detail page for a 2014 HYUNDAI SONATA HYBRID with VIN KMHEC4A43EA117879. The vehicle is registered. The 'Modifications' tab is selected in the sidebar. A large button labeled '+ Request modification' is visible on the right. The main content area displays a message: 'No modification data' with a placeholder icon.

VIN KMHEC4A43EA117879 • Registered

2014 HYUNDAI SONATA HYBRID
[G100116P](#)

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

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

AGENCY INFORMATION	
<input type="checkbox"/> I'm the point of contact	
Agency contact *	<input type="text"/>
Email *	<input type="text"/>
Telephone number *	<input type="text"/>
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 *	Mileage	Modification request title *
<input checked="" type="radio"/> Agency Funded	50900	In a few words, what would you like to name this request?
<input type="radio"/> GSA Funded		<input type="text"/> Example: Snow plow
Estimated cost *	Is the request for a lift gate/tow hitch? *	Request description/justification
Modification/accessory equipment cost, including installation.	<input type="radio"/> No	<input type="text"/>
<input type="text"/> \$	<input checked="" type="radio"/> Yes	2,000 characters allowed
	Lift/tow weight *	
	<input type="text"/> lb	

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

Estimate #2

Estimate #3

Drag file here or choose from folder	Drag file here or choose from folder	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	<input checked="" type="radio"/> Search by license plate	<input type="radio"/> Search by VIN	
2014 UNKNOWN FUSIONHEV	<input type="text"/> Search vehicle by license plate			
G100032P				
Vehicle overview				
Contact information				
Registration				
Preventative Maintenance	3	+ Request modification		
Customer driven data				
Comments				
Modifications				
	Request number	Title	Date	Capitalized
	G100032P-Mod-06	Snow Plow	09/11/2023	No
	G100032P-Mod-05	Light Bar	09/07/2023	No
	G100032P-Mod-04	Light Bar	09/07/2023	No

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.