



# Managing Orders

*GSAfleet.gov User Guide*

Updated May 2024

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## Introduction

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### What is GSAFleet.gov

The General Services Administration Office of Fleet Management's (GSA Fleet) 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. GSA Fleet users previously used 19 disparate system applications to meet this mission. GSAFleet.gov consolidates those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

### Creating an Account and Logging In

[This document details](#) how to create an account in GSAFleet.gov and how to log in.

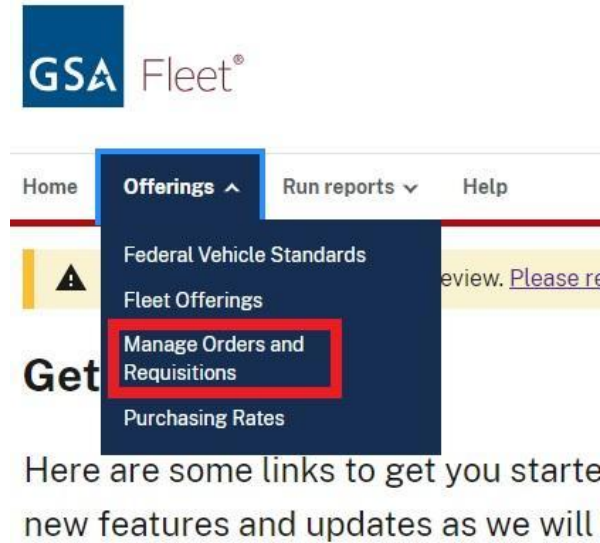
### New to GSAFleet.gov

- Vehicle orders will now be a single vehicle per order/Motor Vehicle Delivery Order (MVDO). Suppliers can leverage the existing Requisition Number to group MVDO's that are associated with the same originating requisition.
- Suppliers will no longer send weekly status reports to GSA but upload the status report templates directly into GSAFleet.gov. Supplemental and monthly status reports should be sent to your respective Fleet Contracting Officers. Please **do not** send any of these reports to **automotiveedi.partnerships@gsa.gov**. You may continue to use this email address to request new AutoVendor accounts.
- A new feature is available to download active vehicle orders into a bulk upload template, allowing for easy updating of status reports.
- A "Just Browsing" capability is available for Suppliers to view their vehicle offerings in GSAFleet.gov Fleet Offerings.

## Managing Your Vehicle Orders

Navigating to Managing Orders in GSAFleet.gov

After logging in, select Offerings on the header menu and then Manage Orders and Requisitions in the dropdown menu.



# Managing Orders for Vehicle Suppliers

## Managing Orders in GSAFleet.gov

On the Manage Requisitions and Orders page, Suppliers can filter and sort their respective vehicle orders. This is the page where Suppliers can perform the following actions:

- View their respective orders and order details
- View/Download the Motor Vehicle Delivery Order (MVDO)
- View any Attachments related to the vehicle orders
- Provide vehicle order status reporting (manually or bulk upload)
- Reporting capability to download vehicle orders (coming soon)

### Motor vehicle orders

Draft requisitions are orders that have not yet been submitted. Any incomplete draft will be cancelled within 45 business days. Cancelled drafts will be deleted after 365 days. Requisitions which have been submitted and approved will display within the Orders tab.

Orders						
Orders						
Hide filters		Bulk Status Reporting and Templates				
FILTERS × Reset All		Order number	Order status	Date placed	Contract shipment date	Actions
2 filters applied		> TJ723	In process	04/26/2024	11/22/2024	...
Order status		> TJ722	In process	04/26/2024	03/22/2025	...
Awarded In process		> TJ725	In process	04/26/2024	02/20/2025	...
Order number		> TJ724	In process	04/26/2024	02/20/2025	...
Vehicle identification number		> TJ715	In process	04/24/2024	11/20/2024	...
Order status		> TJ703	In process	04/23/2024	05/18/2025	...
Awarded In process		> TJ704	In process	04/23/2024	05/18/2025	...
Completed		> TJ696	In process	04/23/2024	11/19/2024	...
Cancelled		> TJ695	In process	04/23/2024	11/19/2024	...
Agency		> TJ657	In process	04/18/2024	03/14/2025	...
Date placed						
10 items per page		1	2	3	4	5 ... 575
		Displaying 1-10 of 5747 items				

Return to top

## Managing Orders for Vehicle Suppliers

### Viewing Vehicle Order Details

Suppliers can access the details for a vehicle order by selecting the link for the Order Number listed. The order details page is categorized by 4 tabs that will provide the following information and respective actions:

- Order details
  - Displays the order overview, agency, address and contract information
  - Link to display and download a .pdf of the MVDO
- Options and pricing
  - Lists the vehicle options and pricing summary
- Vehicles
  - Lists the vehicles on the order and respective VIN and status information
  - Access to perform manual vehicle order status reporting
- Attachments
  - Allows the viewing and downloading of any attachments associated with the vehicle order

### RPN-N-X20ZW ● In process

1232U4-4128-1212

Order details	Options and pricing	Vehicles	Attachments
---------------	---------------------	----------	-------------

#### Overview

Order status	● In process	Quantity of vehicles	1
Order number	RPN-N-X20ZW	Shipment location	Domestic
Requisition number	1232U4-4128-1212	Date placed	05/09/2024 • 02:15 PM ET
UPIID	47QMCA24F0HBB	Estimated delivery days	270
Non-Standard Item description	28 ADULT, TYPE C, WORK BUS, BASIC	Motor Vehicle Delivery Order	<a href="#">View PDF</a>

#### VEHICLE INFORMATION

Vendor	MPG	--/--
Make	gCO2/mile	-
Model		
Model year	2025	

#### Agency information

Agency	012 - Department of Agriculture	Treasury Account Symbol	012-X-4605-000
Bureau	05 - Agricultural Research Service (ARS)	Signal Code	A
Office/Group	--	Service Code	12
Agency order number	AON	Fund Code	00

## Managing Orders for Vehicle Suppliers

### Vehicle Order Status Reporting - Single/Manual Reporting

Suppliers can provide individual vehicle order status reporting by accessing the Vehicles tab within the Order details page. Under the Actions column, select the 3 dots associated with the vehicle that you want to provide an updated status.

**RPN-N-X20ZW** ● In process

1232U4-4128-1212

Order details Options and pricing **Vehicles** Attachments

▼ Hide filters

**FILTERS**

0 filters applied —

No filters applied

Vehicle status +

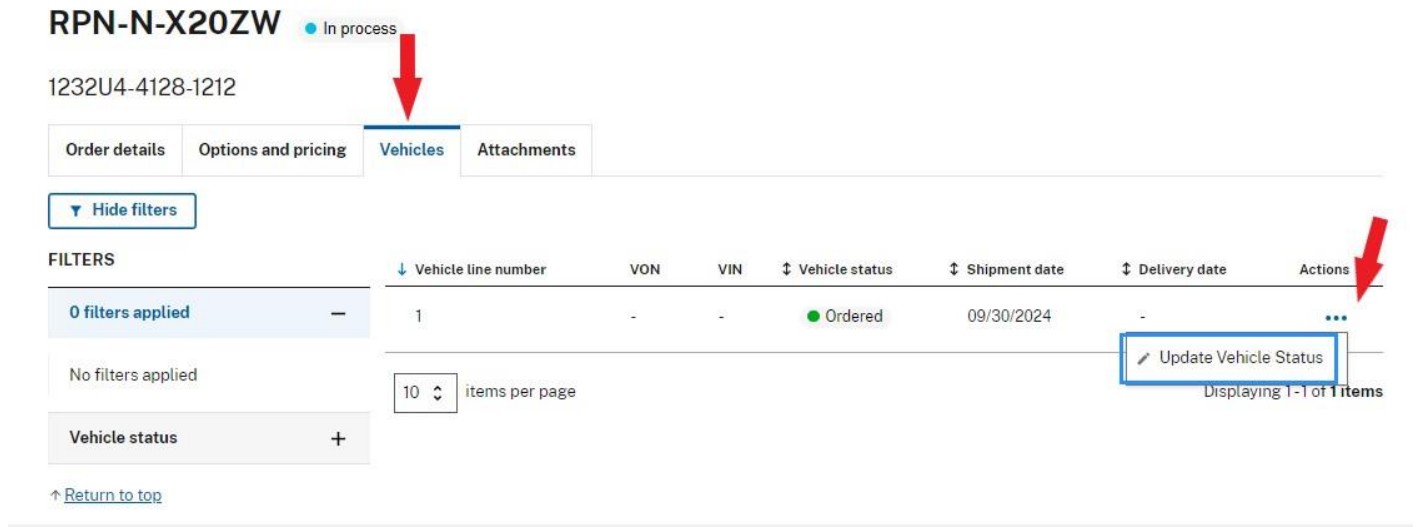
↑ [Return to top](#)

Vehicle line number	VON	VIN	Vehicle status	Shipment date	Delivery date	Actions
1	-	-	<span style="color: green;">●</span> Ordered	09/30/2024	-	...

10 items per page

Update Vehicle Status

Displaying 1-1 of 1 items



## Managing Orders for Vehicle Suppliers

### Vehicle Order Status Reporting - Single/Manual Reporting (continued)

**Note:** Getting reliable and timely status reporting is critical for ensuring timely receipt from Agency Customers, issuing prompt payment to Suppliers and informing Fleet Offering users of vehicle build information.

To update a single vehicle status enter the following information:

- Vehicle Order Number - Optional and can be used as a unique identifier for Suppliers
- Vehicle Identification Number (VIN)
- Vehicle Status
  - SP - Ordered
  - IN - In Production
  - CC - Shipped - requires the VIN
  - DD - Delivered - requires the VIN
- Shipment Date - should correspond with the Shipped status
- Delivery Date - should correspond with the Delivered status

x

#### Update vehicle information

[RPN-N-X20ZW](#)



If you need to modify anything other than the status information provided here, please initiate an order modification by [contacting the Vehicle Buying Team here](#).

Vehicle order number (VON)

8 characters allowed

Vehicle identification number (VIN)

17 characters allowed

Vehicle status

Estimated shipment date

02/01/2025

Actual shipment date

mm/dd/yyyy

Delivery date

mm/dd/yyyy

[Cancel](#)

[Submit](#)



## Managing Orders for Vehicle Suppliers

### Vehicle Order Status Reporting - Bulk Upload

Suppliers can also provide bulk vehicle order status reporting by populating a blank template with their order status information or downloading their active orders into a pre-populating template that can be easily updated. To access the Bulk Upload status reporting, select the Bulk Status Reporting and Templates button.

#### Motor vehicle orders

Draft requisitions are orders that have not yet been submitted. Any incomplete draft will be cancelled within 45 business days. Cancelled drafts will be deleted after 365 days. Requisitions which have been submitted and approved will display within the Orders tab.

Orders

Orders

Hide filters

2 filters applied

Order status

Awarded ☒ In process ☒

Order number +

Vehicle identification number +

Order status -

☒ Awarded ☒ In process ☐ Completed ☐ Cancelled

Agency +

Date placed +

Order status

Order number

Vehicle identification number

Order status

Agency

Date placed

Order status

Order number

Vehicle identification number

Order status

Agency

Date placed

Bulk Status Reporting and Templates

Order number	Order status	Date placed	Contract shipment date	Actions
TJ723	In process	04/26/2024	11/22/2024	...
TJ722	In process	04/26/2024	03/22/2025	...
TJ725	In process	04/26/2024	02/20/2025	...
TJ724	In process	04/26/2024	02/20/2025	...
TJ715	In process	04/24/2024	11/20/2024	...
TJ703	In process	04/23/2024	05/18/2025	...
TJ704	In process	04/23/2024	05/18/2025	...
TJ696	In process	04/23/2024	11/19/2024	...
TJ695	In process	04/23/2024	11/19/2024	...
TJ657	In process	04/18/2024	03/14/2025	...

10 items per page

1 2 3 4 5 ... 575

Displaying 1-10 of 5747 items

[Return to top](#)

### Vehicle Order Status Reporting - Bulk Upload (continued)

To start with a blank template that can be updated with order vehicle status select the (1) Download empty vehicle status template. Instructions to populate the template are provided within the document. To download a pre-populated vehicle status template with your active orders, select on the (2) Download report button. After you have populated either template with your order vehicle statuses, upload the template using the (3) Upload the updated status report file function. Select the Upload button after choosing your template.



## Bulk update status or VIN updates

Please use this page to perform a bulk update to vehicle information such as statuses and VINs, across multiple orders.

Required fields are marked with an asterisk (\*).

### DOWNLOAD ORDER STATUS REPORT

Click "Download Report" to generate a report of your vehicle orders to simplify the vehicle status reporting process. Follow the instructions provided with the template to avoid any errors.

Download report

2.



### DOWNLOAD EMPTY REPORT TEMPLATE

Click "Download Empty Template" to access the template required to provide bulk vehicle status reporting. Follow the instructions provided with the template to avoid any errors.

Download empty vehicle status template

1.



### UPLOAD ORDER STATUS REPORT TO UPDATE

Please carefully follow instructions below to avoid a file upload failure.

#### Status report instructions

- Do not add, remove, or edit any columns from the original template. The entire update will fail if they do not match exactly.
- Invalid data requiring corrections will be displayed by row. Please make necessary corrections and upload the corrected file.

#### Upload the updated status report file \*

Accepts .xls or .xlsx files

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

3.



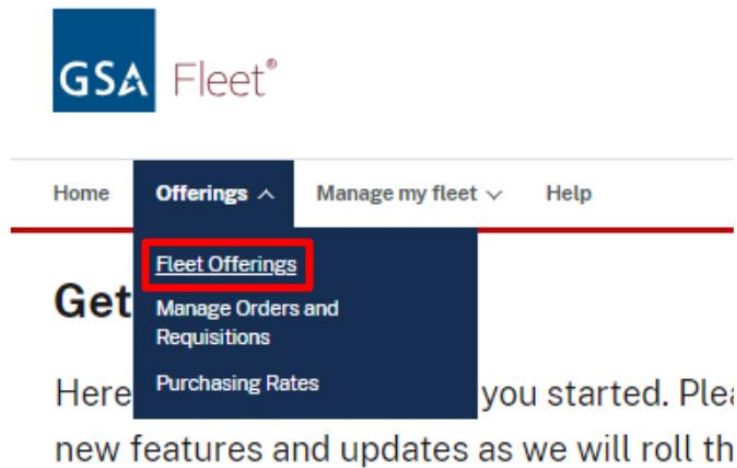
[Cancel](#)

**Upload**

### Just Browsing

#### Viewing Supplier Vehicle Offerings in GSAFleet.gov

There is a new feature in GSAFleet.gov that allows Suppliers to view their vehicle offerings in the purchasing storefront utilized by Fleet Agency Customers. This can be useful for Suppliers to check the integrity of their available vehicle models, standards, options, and option collisions. To access this feature, select the Offerings menu item and then Fleet Offerings.



Then, select the Just Browsing tile on the Fleet Offerings page.

#### GSA Fleet Store

We provide safe, reliable, low-cost vehicle solutions for federal agencies, eligible entities and tribal nations. Our suite of offerings include vehicle purchasing, vehicle leasing and short-term rentals.

##### What would you like to do today?

Select from one of the GSA Fleet Offerings to begin your task:

##### Manage requisitions and orders

View, track, and manage your existing vehicle requisitions and orders. Provide and check order status, view reports, and acknowledge receipt of delivered vehicles.

##### Short-term rentals

Create and manage requests for your vehicle and equipment short-term rental needs. GSA Fleet's Short-Term Rental Program offers a wide variety of vehicles and equipment to support seasonal work, special events, surge requirements, and replacements during repairs and maintenance.

##### Just Browsing

View vehicles and options to see what is currently available without placing an order.



##### Resources

- [Alternative Fuel Vehicle \(AFV\) Guides](#)
- [Contact Vehicle Buying](#)
- [EPA Fuel Economy](#)
- [EPA Green Vehicles](#)
- [Federal Fleet Requirements Resource Center](#)
- [Federal Vehicle Standards](#)
- [NHTSA Defects and Recalls](#)
- [NHTSA Five-Star Crash Test and Rollover Ratings](#)
- [View vehicle availability listings](#)

## Managing Orders for Vehicle Suppliers

### Viewing Supplier Vehicle Offerings in GSAFleet.gov (continued)

If you know the Standard Item number (SIN) for your respective vehicle model, you can enter it into the Search text box. If you do not know the SIN, select the vehicle type tile that represents your vehicle model.

[Home](#) > [Purchase](#)

[Contact Vehicle Buying](#)

**i** You are just browsing. If you would like to create a requisition, you must initiate a purchasing or leasing requisition.

#### Search Vehicles



#### Search by Type



Sedans and Station Wagons



Police Use Vehicles - Sedans



Police Use Vehicles - SUVs



Police Use Vehicles - PUs



Light Trucks (4X2)



Light Trucks (4X4)



Light Trucks Cab and Chassis  
(Incomplete Vehicles) 4x2



Light Trucks Cab and Chassis  
(Incomplete Vehicles) 4x4



Lt Trks with Vocational Bodies (4x2)



Lt Trks with Vocational Bodies (4x4)



Right Hand Drive Vehicles



Medium and Heavy Trucks



Buses



Ambulances



Wheelchair Vehicles



Wreckers and Carriers



OCONUS All

## Managing Orders for Vehicle Suppliers

### Viewing Supplier Vehicle Offerings in GSAFleet.gov (continued)

After selecting the correct SIN for your vehicle model, you will be brought to the Vehicle Compare page. Here you can expand the different sections applicable to your vehicle model and check the information for accuracy. This is a great resource to test the option collisions in the Add Options section to ensure Agency Customers can accurately build their vehicle requisitions.

Displaying 1 - 3 of 3 items

Clear all selections

	FLEET VEHICLE SO...	FLEET VEHICLE SO...	RRDS INC
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Enter quantity of vehicles *</div> <input style="width: 40px; text-align: center;" type="text" value="1"/> </div>	<div>✓ LOW PRICE</div> <div>SENTRA</div>	<div>Elantra</div>	<div>Jetta</div>
<b>Closeout Dates</b>	09/29/2024	09/29/2024	09/29/2024
<div style="display: flex; justify-content: space-between;"> <div>Vendor Clarifications</div> <div>GSA Min Req.</div> </div>	<a href="#">View Clarifications</a>	<a href="#">View Clarifications</a>	<a href="#">View Clarifications</a>
<b>+ Minimum Requirements</b>			
Base Price (per vehicle)	\$22,427.76	\$22,711.32	\$24,384.12
<b>+ Vehicle Information</b>			
<b>+ Delivery Options (choose one)</b>			
<b>— Add Options</b>			
<input type="checkbox"/> AEB1 - AUTONOMOUS EMERGENCY BRAKING TO LOW SPEED	STANDARD	STANDARD	STANDARD
<input type="checkbox"/> BSDS - BLIND SPOT DETECTION SYSTEM	STANDARD	N/A	STANDARD
<input type="checkbox"/> DAA - DRIVER AWARENESS ALERT	STANDARD	STANDARD	N/A
<input type="checkbox"/> FCAS - FORWARD COLLISION ALERT SYSTEM	STANDARD	STANDARD	STANDARD
<input type="checkbox"/> LCA - LANE CHANGE ASSIST	N/A	N/A	STANDARD
<input type="checkbox"/> LDAS - LANE DEPARTURE WARNING W/ACTIVE STEERING	N/A	STANDARD	STANDARD
<input type="checkbox"/> LDW - LANE DEPARTURE WARNING SYSTEM	STANDARD	STANDARD	STANDARD
<input type="checkbox"/> RCTA - REAR CROSS TRAFFIC ALERT	STANDARD	N/A	STANDARD
Add options and click "Calculate Price" to update the total selling price for each vehicle below. <span style="float: right; background-color: #2c3e50; color: white; padding: 5px 10px; border-radius: 3px;">Calculate Price</span>			
<b>+ Cost Breakdowns &amp; Shipping Days</b>			
<b>Total selling price:</b> <small>(Includes 2% GSA purchasing fee)</small>	<b>\$22,427.76</b>	<b>\$22,711.32</b>	<b>\$24,384.12</b>

Displaying 1 - 3 of 3 items