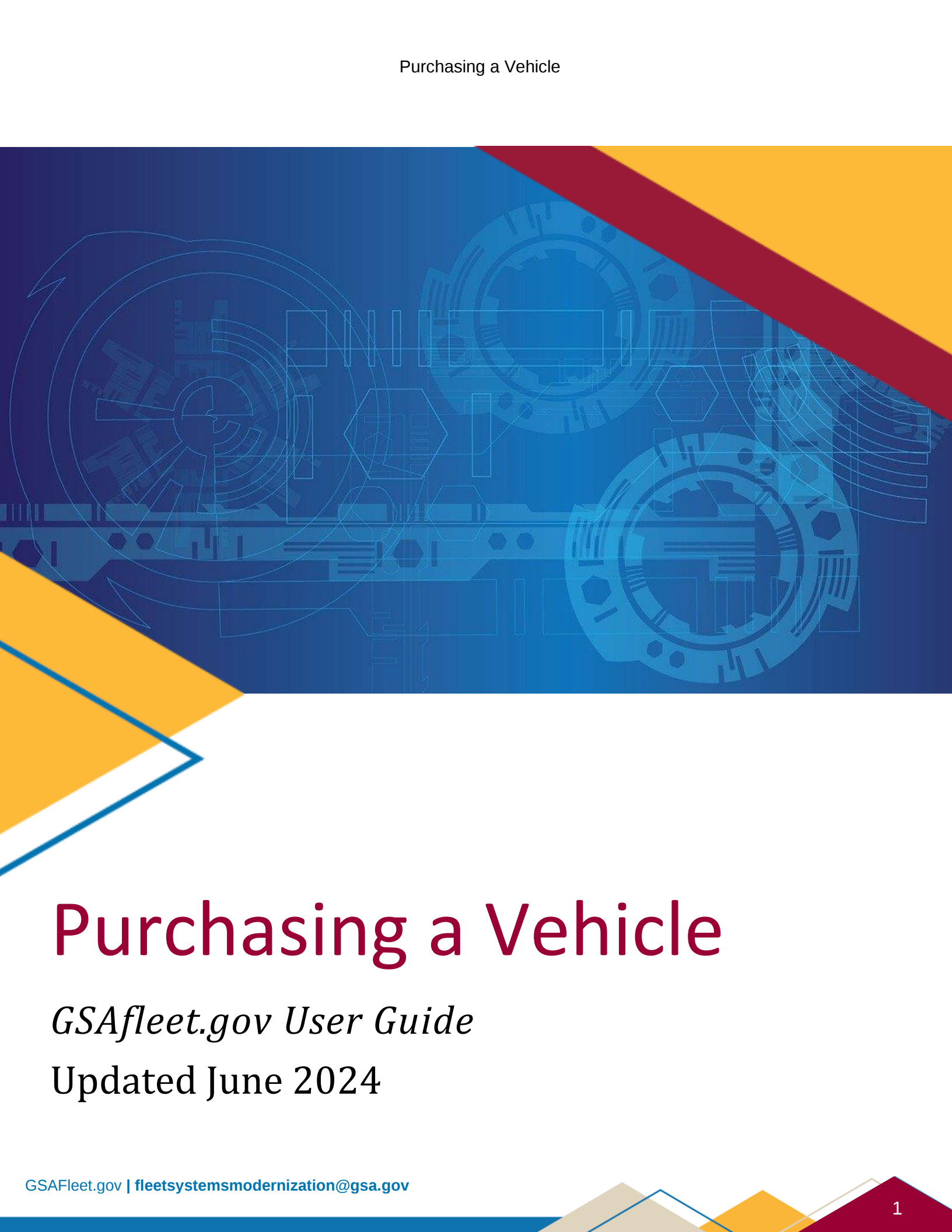




Purchasing a Vehicle

GSAfleet.gov User Guide

Updated June 2024

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Introduction

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.

About Our Purchasing Division

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 CFR 101-26.501-1](#), 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.

[GSA Order OGP 4800.2I](#) authorizes other eligible users that may procure vehicles using GSA contracts.

Purchasing Overview

Below are the features that can be found in GSAFleet.gov related to purchasing vehicles, both Standard (SOP) and non-standard.

- 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 greenhouse gas ratings.
- 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 Vehicles Offered

Standard Vehicles (SOP Ordering)

- 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

Multiple Award Schedule Vehicles

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

Urgent Vehicles

- Formerly Express Desk
- For Urgent and Compelling Vehicle Requirements
- Justification required

Non-Standard Vehicles

- Customized or unique non-tactical vehicle requirements

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 pages 50 and 51)
 - 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 [GSA Global Supply FAQs](#) then click on “How do I request an Activity Address Code (AAC or DoDAAC)” or
 - Email ordermgmt@gsa.gov
- We cannot accept credit cards as payment.
- GSA Fleet does not purchase used vehicles. All orders are for the current model year.
- With the exception of our Urgent vehicle ordering program, GSA Fleet does not purchase pre-built vehicles sitting on dealer lots.
- Your vehicle order will be sent to the appropriate vehicle supplier for production and built to your specifications.

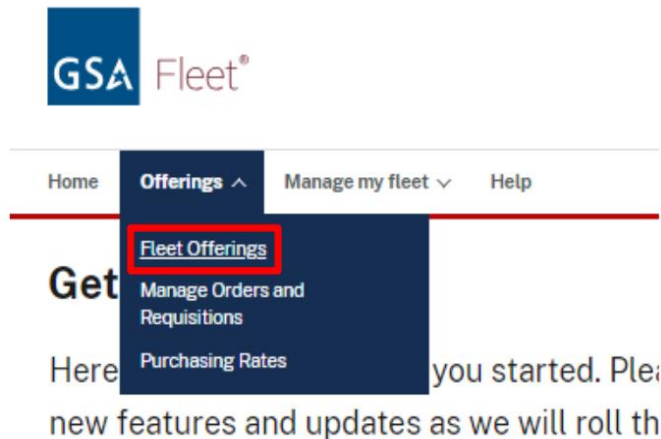
New to GSAFleet.gov

- **Vehicle orders will now be a single vehicle per order/Motor Vehicle Delivery Order (MVDO)**
- You may still enter multiple quantities when creating your requisition, but Vehicle Suppliers will receive individual orders once the requisition has been submitted to GSA.
- Our cloning feature will allow you to duplicate your requisition and make changes as you see fit for a separate requisition. Please see the “Cloning a Draft Requisition” section for instructions on cloning a requisition.
- You will only be able to select a single color option for a given requisition.
- Groups are now managed under Office Management by Customer Administrators, and not under any Purchasing features.
- In order to access our Fleet Offerings Purchasing features, you will need to be assigned one of two roles. These roles can be assigned by your Customer Administrator. The two roles are:
 - Customer Purchase Submitter
 - Customer Purchase Approver

Purchasing a Standard Vehicle

Building a Standard Requisition

Step 1. After logging in, select Offerings on the header menu and then select Fleet Offerings in the dropdown menu.



Step 2. You will be taken to the GSA Fleet Offerings page. Select the “Purchase vehicles” tile to begin the requisition process.

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 GSA Fleet Store's main 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.

Purchase vehicles

Create requisitions and place orders to buy vehicles for your agency. GSA Fleet offers a wide variety of vehicles, configurations, and options for purchase to meet a wide range of mission requirements.

Lease vehicles

Create and manage requests for GSA Fleet leased vehicles. GSA Fleet leasing offers a wide variety of vehicles with economical and efficient fleet management services.

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.

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](#)

Just Browsing?

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

[Browse vehicles and options](#)

Purchasing a Vehicle

Step 3. You'll now be on our purchasing page, which will show you three options to choose from:

- Standard Order Process
- Non Standard Order Process (Multiple Award Schedule, Urgent, and Non-Standard)
- Just Browsing.

To continue with the Standard Order Process (SOP), select the “Start here” button.

Purchase

Standard Order Process

The Fleet Standard Vehicle Ordering Program is GSA Fleet's most popular method for vehicle purchasing and provides an easy to use online vehicle ordering tool that helps you choose the right vehicles for your agency. You can use the Standard Vehicle Ordering Program to configure vehicles, choose equipment and color options, and view side-by-side comparisons of vehicle models. You can also check your order status, find fuel ratings, choose dealerships, and run reports. Vehicles you purchase through our online vehicle ordering tool are built-to-order with a delivery time frame based on vehicle type, equipment and color choices, and delivery location.



Can't find what you're looking for?

If you're unable to find the right vehicle for your agency using our Standard Vehicle Ordering Program, consult with one of our Offering Support Professionals. Working with a team of Fleet Engineers they can assist with meeting your vehicle requirements using the following methods:

- Multiple Award Schedules
- Non-Standard Vehicles
- Urgent Vehicle Order

[Start here →](#)

Just Browsing

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

[Browse vehicles and options →](#)

Step 4. Here you will begin the SOP vehicle purchasing process by choosing:

- If you're ordering for your agency or on behalf of another one
- Your agency and bureau
- Where you would like the vehicle shipped

Then, select the “View available vehicles and options” button.

Standard Order Process

Before proceeding with your purchase requisition, please provide the agency or organization for which this order will be associated, and the general location where you'd like your vehicle(s) to be shipped. This will determine availability of vehicles types, their options, and costs provided by vendors. For items currently not available, please email our Customer Care team at customer care@gsa.gov for assistance.

Which organization should this order be associated with?

☒ I'm ordering for my organization ☐ I'm ordering on behalf of another organization

Agency *

022-Agency 22

Bureau *

00-Agency 22

Office / Group

-select-

Where would you like your vehicle(s) shipped?

☒ US State/Territory ☐ Foreign Country

US state or territory *

District of Columbia

[View available vehicles and options](#)

Purchasing a Vehicle

Step 5. Select the general type of vehicle you'd like to choose. You can also search for a type of vehicle by Standard Item Number using the search bar at the top. For SOP vehicles, this includes but is not limited to:

- 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
- OCONUS vehicles

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 AIL			

Purchasing a Vehicle

Step 6. You will see a list of available SINS based on the vehicle type you chose in the previous step. Select the SIN you would like to continue with by using the “Select” button on the right hand side of that vehicle type. If a SIN is currently unavailable but contains awarded vehicles to be opened in the near future, those will be displayed with the date of availability. After selecting your desired SIN, you will progress to the vehicle comparison page.

For items currently not available, please email our Customer Care team at [Customer Care](#) for assistance.

FILTERS[Reset All](#)

1 filter applied

Vehicle Type

Sedans and Station Wagons

Vehicle Type

Sedans and Stati

Vehicle Sub-type

-select-

Search by Standard Item Number

Search

STD Item: 7, SEDAN, MINICOMPACT, 4 PASSENGER

Select

STD Item: 8C, SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR

Select

STD Item: 8E, SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE

Select

STD Item: 8H, SEDAN, SUBCOMPACT, 4 PASSENGER, HYBRID ELECTRIC VEHICLE

Select

STD Item: 9C, SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

Select

STD Item: 9H, SEDAN, COMPACT, 5 PASSENGER, HYBRID ELECTRIC VEHICLE

Select

STD Item: 10B, SEDAN, MIDSIZE, 5 PASSENGER, 4 DOOR

Select

STD Item: 11E, SEDAN, LARGE, 5 PASSENGER, 4 DOOR, ELECTRIC

Available 4/30/24

STD Item: 12A, STATION WAGON, SUBCOMPACT, 4 PASSENGER, 4 DOOR

Select

STD Item: 14, SEDAN, SUBCOMPACT, 4 PASSENGER, 2 DOOR

Select

10 items per page

Displaying 1-10 of 10 items

Purchasing a Vehicle

Step 7. The vehicle comparison page will allow you to compare the vehicle models currently available under your selected standard item number. The top section of the vehicle comparison page provides the following information and capabilities:

- Informational banner displaying your organization and delivery location. A link is provided to restart the process should you choose to change either variable.
- The Save draft button will allow you to save your draft requisition with a preformatted name that you can optionally edit. See image below. As FYI, you can save the draft at any step during the creation of your requisition.
- Clear all selections will allow you to clear any entered or selected options on the vehicle comparison page
- Enter quantity of vehicles is where you would enter a value of 1-999 for your vehicle requisition
- Vehicle model images can be opened by clicking on any of the available photo thumbnails
- Vehicle model closeout dates show when the respective vehicle model will no longer be available for selection
- Vendor clarifications provide additional manufacturer's information for the respective vehicle models
- Vehicle models are sorted lowest to highest price, left to right

 This order is for 012-Department of Agriculture/05-Agricultural Research Service (ARS) to be shipped to Florida. [Change shipment information](#)



Create a Requisition: Compare and Select

[Save draft](#)

 **STD Item: 8C - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR**

Displaying 1 - 3 of 3 items

[Clear all selections](#)

Enter quantity of vehicles * 1	Fleet Vehicle Source	RRDS Inc.	Global Automotive
	✓ LOW PRICE		
			
	Elantra	Jetta	Corolla
 Closeout Dates	09/29/2024	09/29/2024	09/29/2024
Vendor Clarifications	View Clarifications	View Clarifications	View Clarifications

Save Draft Modal:



Save your draft requisition

Upon creating your draft, all inputs will be captured and autosaved until you submit your order.

Enter the preferred name of your draft

50 characters allowed

[Cancel](#) [Save](#)

8 a.m. – 7:00 p.m. ET, Monday–Friday

Purchasing a Vehicle

Step 7a. By default the Minimum requirements section is expanded and allows you to compare the vehicle model specifications against the Federal vehicle standards. By default the Vehicle information section is collapsed, but once expanded, will allow you to view additional information for each vehicle model listed.

Enter quantity of vehicles * 1		✓ LOW PRICE			
Vendor Clarifications		 View Clarifications		 View Clarifications	
		 View Clarifications			
— Minimum Requirements					
Safety					
ABS - POWER ANTILOCK BRAKES, FRONT AND REAR		COMPLY	COMPLY	STD	
AVSC - AUTOMATIC VEHICLE STABILITY CONTROL		COMPLY	COMPLY	STD	
BTCP - Bluetooth compatible hands free phone system		COMPLY	COMPLY	STD	
CBU - BACKUP CAMERA		COMPLY	COMPLY	STD	
SIAB - SIDE SUPPLEMENTAL RESTRAINT SYSTEM, ROW1		COMPLY	COMPLY	STD	
SUP - FRONT SUPPLEMENTAL RESTRAINT SYSTEM DRIVER & FRONT PASSENGER		COMPLY	COMPLY	STD	
Interior					
Base Price (per vehicle)		\$22,057.50	\$24,384.12	\$27,540.00	
— Vehicle Information					
Overview					
Business Class		Other than Small Business	Other than Small Business	Other than Small Business	
Model Year		2024	2024	2024	
Shipment Days (Base)		270	90	180	
Additional Information		--	--	--	
Engine & Fuel Specifications					
Liters/Cylinders		4cyl, 2L	4cyl, 1.5L	4cyl, 2L	
Fuel Type		Gasoline - Dedicated	Gasoline - Dedicated	Gasoline - Dedicated	

Purchasing a Vehicle

Step 7b. By default the Delivery Options, Add Options and Cost Breakdown sections are collapsed and have the following characteristics:

- The Delivery options section will allow you to choose any optional delivery options if available. Depending on the type of delivery option, either by default or selected, will dictate the type of delivery address presented later in the requisition address requirements.
- The Add Options section is where you'll select options needed for your vehicle build. If a selected option has any option "collisions" that include, exclude or require other options, a modal will open and allow you to review and resolve any option conflicts.
- The Cost Breakdown section details the costs associated for each vehicle model including the base vehicle, options selected, unit price with options, any options per order and total price. This section also includes the base vehicle delivery days and options that add additional days for delivery.

Enter quantity of vehicles * 1		Elantra		Jetta	Corolla
— Delivery Options (choose one)					
Consignee delivery CONUS					
☐ CNS - CONSIGNEE DELIVERY (NO DEALER PREP)		\$300.90	STANDARD		\$867.00
— Add Options					
Doors and Windows					
☐ RKS-REMOTE KEYLESS START		N/A	N/A	\$0.00	
Fuel					
☐ SFE-FUEL ECONOMY PACKAGE		N/A	N/A	N/A	
☐ Additional Requirements The Additional Requirements (AREQ) option code allows customers to request specific open market equipment not listed in the Compare & Select page. You will be required to provide information detailing your additional requirements before sending the requisition to GSA for their review. Read More					
Add options and click "Calculate Price" to update the total selling price for each vehicle below.					
<button>Calculate Price</button>					
— Cost Breakdowns & Shipping Days					
Base Price per Vehicle	\$22,057.50	\$24,384.12	\$27,540.00		
Required Options					
Sub Total Unit Price (Base+Options)	\$22,057.50	\$24,384.12	\$27,540.00		
Quantity	1	1	1		
Total price [Base+Options] x [Quantity] + Additions materials ordered	\$22,057.50	\$24,384.12	\$27,540.00		
Base delivery days	270	90	180		
Additional days due to options	0	0	0		
Total expected delivery days (Base+Options)	270	90	180		
Total selling price: (includes 2% GSA purchasing fee)	\$22,057.50	\$24,384.12	\$27,540.00		
Start your Requisition →	<button>Select This Model</button>	<button>Select This Model</button>	<button>Select This Model</button>		

Displaying 1 - 3 of 3 items

Purchasing a Vehicle

More on Selecting Options:

When adding options, select the “Calculate Price” button to update the total selling price at the bottom of the page.

Note: The total price with options won’t update if you do not select the “Calculate Price” button.

The screenshot shows a vehicle configuration interface. At the top, under "Delivery Options (choose one)", there is a section for "Consignee delivery CONUS" with a radio button for "CNS - CONSIGNEE DELIVERY (NO DEALER PREP)" and a price of \$300.90. Below this is the "Add Options" section, which includes a "Safety" category with several checkboxes and a "Fuel" category. A red box highlights the "Calculate Price" button. Below the button, there is a section for "Cost Breakdowns & Shipping Days" showing a "Total selling price: (includes 2.0% GSA purchasing fee)" of \$26,940.24. At the bottom right, there is a "Select This Model" button and a note "Displaying 1 - 1 of 1 items".

If any additional equipment is chosen that includes, excludes or requires other options, an informational modal will pop up to describe the conflict for each applicable vehicle model and anything that needs to be changed. Select either “No, cancel my selection” or “Yes, apply changes” to close the modal.

The screenshot shows a modal dialog titled "Your selection requires the following changes". It states: "Based on your selection of the following option: BSDS - BLIND SPOT DETECTION SYSTEM. The following vendors INCLUDE, EXCLUDE and REQUIRE additional options listed below:". It lists the "Corolla" model with a "Current Lowest Price" and a green "INCLUDES" button. Below this, it lists "RCTA - REAR CROSS TRAFFIC ALERT". At the bottom, there are two buttons: "No, cancel my selection" and "Yes, apply changes".

Purchasing a Vehicle

Once you are ready to choose your vehicle model and click the “Select This Model” button, you might receive one or more informational modal popups depending on the Standard Item, Option or Vehicle Model you have selected.

Non Low Price Selection - If you selected a vehicle model that was not the low price offering you will need to provide justification and receive this modal popup.



Non-low price vehicle selected

In accordance with the Federal Acquisition Regulation 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 Inspector General review.

You will be required to provide a justification. Are you sure you want to continue?

No, stay on compare and select

Yes, proceed with requisition

Fleet Contracting or Engineering Review - If you select a complex vehicle or option that requires Fleet Engineering review or a vehicle model that requires Fleet Contracting review you will receive this modal popup.



Engineering and/or CO Review Required

You have selected a vehicle that will require technical approval from GSA Engineering and funding approval by GSA Contracting. Once this requisition is submitted to GSA it will incur additional time for processing prior to order placement.

No, stay on compare and select

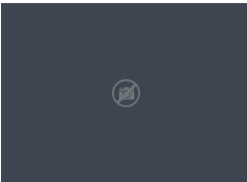
Yes, proceed with requisition

Purchasing a Vehicle

Step 10. Once you've selected a vehicle based on your options and price comparison by using the "Select This Model" button, you'll be able to select a color for your vehicle. Use the dropdown menu to select a standard color, then select the "Next" button.

Note: Color selection will be limited to a single color selection per requisition.

2 of 6 Paint and graphics



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

Vendor:	Fleet Vehicle Source
Model year:	2024
Model:	-1
Estimated delivery days:	300
MPG:	-/-/-
gCO2/mile:	-
Selected quantity:	1

Vendor clarifications
[View vendor clarifications](#)

Choose colors and provide details

If applicable, enter description(s) for the options selected, and upload relevant attachments.

STANDARD COLORS

Selected Quantity of Vehicles: 1

Select color

(If you require a premium paint options, please go back to the Vehicle Comparison page and select CPT option, if available.)

Airforce blue X | v

Previous

Next

Purchasing a Vehicle

Step 11. Now you will have the chance to review your vehicle build details. Selecting the “Requisition actions” button will allow you to either print a summary or clone your requisition. Selecting “Edit” on any section will take you back to that step in the process to make any changes. Select the “Next” button once all of your selections are accurate.

3 of 6 Review vehicle build



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

Vendor:	Fleet Vehicle Source
Model year:	2024
Model:	-1
Estimated delivery days:	300
MPG:	-/-/-
gCO2/mile:	-
Selected quantity:	1

Vendor clarifications
[View vendor clarifications](#)

Review vehicle build details

Please review the following vehicle build details and proceed to the next step.

Requisition actions ^

Print summary

Clone requisition

Options per vehicle

Options per vehicle

Edit

Safety

AEB1- AUTONOMOUS EMERGENCY BRAKING TO LOW SPEED \$0.00
BSDS- BLIND SPOT DETECTION SYSTEM \$0.00

Electronics Audio Visual

BTCS- BLUETOOTH COMPATIBLE SYSTEM \$0.00

Paint and graphics

Paint and graphics

Edit

Selected standard color
Airforce blue x 1

Cost summary

Cost summary

Total vehicle options \$0.00

Purchasing a Vehicle

Step 12. You will need to enter your agency financial information and an agency point of contact. Each of the required financial fields include tool tips (the “i” next to the name of the field) that you can hover over to see more information. Refer to Appendix C for more information. Once you’ve completed the required fields, select the “Next” button to continue.

Agency order number * 	Requisition number * 	
	4158	
Signal code * 	Treasury account symbol	
-select-	-	
Unit price \$		
\$24,384.12		
AGENCY POINT OF CONTACT		
First name *	Last name *	
Email *		
Country code *	Phone *	Extension
v		
Country code	Fax	Extension
v		
Agency financial data		
Provide internal agency financial information here. Information will be passed to GSA Finance but will not be passed to GSA Automotive.		
← Previous	Next →	

Purchasing a Vehicle

Step 13. Now you will be able to enter the required addresses to support your vehicle order. This page is split into three sections where you will need to identify the requisitioning address, the mailing address, and the delivery address. Each section also includes fields for a point of contact for each. If the address and point of contact are the same as the requisitioning address, select the checkboxes that read “Same as requisitioning address.” Once complete, select “Next.”

5 of 6 Delivery address



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

Vendor:	Fleet Vehicle Source
Model year:	2024
Model:	-1
Estimated delivery days:	300
MPG:	-/-/-
gCO2/mile:	-
Selected quantity:	1

Vendor clarifications

[View vendor clarifications](#)

Provide Delivery Address and Dealership Information

Please provide information for the following addresses. Previously entered address suggestions

REQUISITIONING ADDRESS

Enter the complete address of the office requisitioning the vehicle.

☐ This is a military or diplomatic address

Country *

United States of America X v

Agency/Organization name *

Agency 22

Address line 1 *

Address line 2

City *

State *

Select State v

Zip Code *

Point of Contact

First name *

Last name *

Email *

Country code *

v

Phone *

Extension

Country code

v

Fax

Extension

MAILING ADDRESS

Certificates of Origin are made out to the agency and address provided in the mailing address. Parts and service manuals to the mailing address. Do not provide a person's name in the mailing address.

☐ Same as requisitioning address

☐ This is a military or diplomatic address

Country *

United States of America X v

Agency/Organization name *

Agency 22

DELIVERY ADDRESS

☐ Same as requisitioning address

Country *

United States of America X v

Agency/Organization name *

Agency 22

Address line 1 *

Address line 2

City *

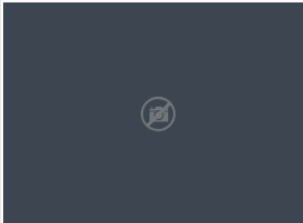
State *

Select State v

Purchasing a Vehicle

Step 14. The final step in the process allows you to do a final review of all requisition details, including address information (screenshot on the next page for addresses). Each section has an “Edit” button to make any final changes on that step. If you are an Agency Submitter creating the requisition, select the “Send to Approver” button once your review is complete. If you are an Agency Approver creating the requisitions, Select the “Place order” button once your review is complete.

6 of 6 Review and submit



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

Vendor:	Fleet Vehicle Source
Model year:	2024
Model:	-1
Estimated delivery days:	300
MPG:	-/-/-
gCO2/mile:	-
Selected quantity:	1

Vendor clarifications
[View vendor clarifications](#)

Review requisition summary and submit

Please review all entered information below prior to submitting your requisition. If you would like to make any edits, you may select the “Edit” link on the right of each section or navigate back within the requisition.

Requisition actions ▾

Options per vehicle

Options per vehicle [Edit](#)

Safety

AEB1-AUTONOMOUS EMERGENCY BRAKING TO LOW SPEED	\$0.00
BSDS-BLIND SPOT DETECTION SYSTEM	\$0.00

Electronics Audio Visual

BTCS-BLUETOOTH COMPATIBLE SYSTEM	\$0.00
----------------------------------	--------

Paint and graphics

Paint and graphics [Edit](#)

Selected standard color

Airforce blue x 1

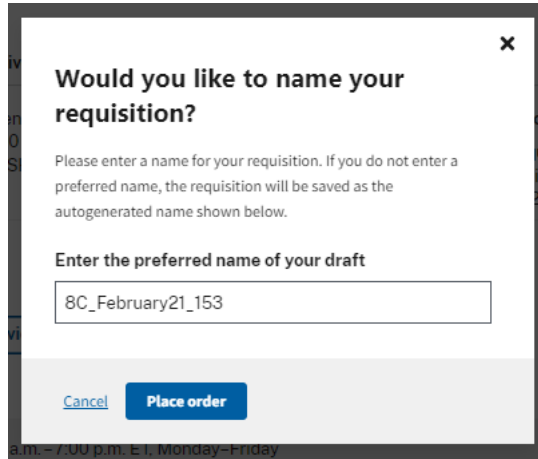
Cost summary

Cost summary

Total vehicle options	\$0.00
Subtotal unit price (Base+Options)	\$21,793.32

Purchasing a Vehicle

Step 15. If you have not previously saved your draft requisition, a modal will pop up and ask you to name your requisition prior to placing your vehicle order. After editing the name to your liking, select the “Place order” button.



A modal dialog box with a close button (X) in the top right corner. The title is "Would you like to name your requisition?". The text inside says: "Please enter a name for your requisition. If you do not enter a preferred name, the requisition will be saved as the autogenerated name shown below." Below this is a text input field with the placeholder text "Enter the preferred name of your draft". The input field contains the text "8C_February21_153". At the bottom of the modal are two buttons: "Cancel" and "Place order".

Step 16. Success! You have submitted your requisition and will be taken to the “Manage Orders and Requisitions” page. Your requisition will show as received within the Requisitions tab table. On this page, you will also be able to view your orders and their status, and a historical record of your ordered vehicles.

Note: You can also access this page from the tiles on the Storefront page, under “Manage requisitions and orders,” or in the header menu under “Offerings.”

Requisitions and 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.

Requisitions

Orders

Vehicles

Requisitions

Hide filters

FILTERS

0 filters applied

—

>

1232U4-4085-1212

[test_cp-3-25-2024](#)

Draft

3/25/24

...

Purchasing a Vehicle

Selecting Additional Requirements

The additional requirements, also known as AREQ's, option code allows customers to request specific open market equipment not listed in GSAFleet.gov's Vehicle Comparison page. You will be required to include detailed additional information for GSA to review your request.

Step 1. During the process of building your requisition, you will be able to add any additional requirements, or AREQs, that you'd like to request. On the Vehicle Comparison page, under the "Add Options" expandable section, there will be a checkbox to add the AREQ option code at the bottom of the section. This will create an additional step in the requisition building process. If you are requesting an AREQ, select the check box and then the "Continue with AREQ" button. Once you select the AREQ option, the ability to select a vehicle model, at this time, will disappear. Only vehicle models containing the vehicle options previously selected will move forward for consideration in the AREQ process.

Seats	
☐ PWD - POWERED DRIVER'S SEAT	N/A
☒ Additional Requirements The Additional Requirements (AREQ) option code allows customers to request specific open market equipment not listed in the Compare & Select page. You will be required to provide information detailing your additional requirements before sending the requisition to GSA for their review. Read More	

[Continue with AREQ](#)

Step 2. A modal will pop up with details on writing a description and adding supporting documents. Select the "Close" button after reading.

Please be sure to...

Type a complete description of your additional requirement and add supporting documents as needed.

- DO NOT add supporting documents without entering a complete required description
- DO NOT type incomplete descriptions such as "See attached"

☐ Don't show again

[Close](#)

Purchasing a Vehicle

Step 3. On the left hand side of the screen, you'll see a box that explains what an AREQ means with a link on the bottom for more details. Selecting the link will open a modal that explains how AREQ requisitions should be used.

▲ This is an AREQ requisition

The Additional Requirements (AREQ) option code allows customers to request specific open market equipment not listed in the Compare and Select page.

Customers are required to provide information detailing their additional requirements before sending the requisitions to GSA for their review.

[Review complete AREQ process and instructions here](#)



10E - SEDAN, MIDSIZE, 5 PASSENGER, ELECTRIC VEHICLE

Additional requirements

The Additional Requirements (AREQ) option code allows customers to request specific open market equipment not listed in the Compare and Select page. You will be required to provide information detailing your additional requirements before sending the requisition to GSA for their review.

i

1. Please be sure to select all necessary options on the Compare and Select page to ensure the best assessment from engineering, contracting and vendors.
2. You will continue to the next step to fill out required information for your AREQ request, and provide your price estimate. Please list AREQ requirements concisely and include enough information for GSA to obtain valid pricing.
3. The information your provide will be sent to your agency approver for their review and approval. If necessary, they may return the requisition back to the submitter for edits.
4. GSA will review and 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 or to request options already shown as not available by the manufacturer.

Close

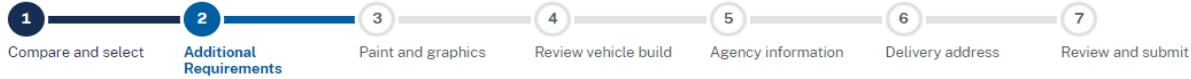
Purchasing a Vehicle

Step 4. The AREQ page will require you to fill out a detailed description, attach supporting documents, and provide a price estimate for each additional requirement. After providing this information, if you want to add additional AREQs to the requisition, click on the “Add AREQ” button after each one is completed.

8E_February21_1329

Draft

Your edits are saved on clicking next button on each step ✓



2 of 7 Additional Requirements

▲ This is an AREQ requisition

The Additional Requirements (AREQ) option code allows customers to request specific open market equipment not listed in the Compare and Select page.

Customers are required to provide information detailing their additional requirements before sending the requisitions to GSA for their review.

[Review complete AREQ process and instructions here](#)



8E - SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE

Provide information for additional requirements

Please supply all required information following the instructions in the panel on the left.

Agency reference number *

022

AREQ preparer

Alexandra Stepanov

alexandra.stepanov@gsa.gov

LIST ADDITIONAL REQUIREMENTS AND PRICE ESTIMATE

Provide line items for each requirement (with optional supporting documentation). Please note that the vehicle will be built in accordance with the accepted contractor's response to the AREQ, and not the customer's AREQ. As such, it is the customer agency's responsibility to ensure the contractor's response meets the government's needs at the time of selection.

+ Add Requirement

Additional requirement 1 *

☒ Supporting documents

Supporting documentation

+ Upload file

File name	Document	Note	Actions
-----------	----------	------	---------

No files uploaded



Price estimate from Independent Government Cost Estimate (IGCE)

\$ 1000

Total aggregate price estimate of AREQ from Independent Government Cost Estimate (IGCE)

\$1,000.00

Previous

Next

Purchasing a Vehicle

Step 5. Continue the requisition process in the same way you would for a non-AREQ requisition, as described in the previous section's steps 10-16. Differences in the steps are noted below:

- In the first and later final review step, the requisition summary will show all submitted AREQ details.
- In the Agency Information section, there will be additional fields for AREQ funding.
- Once the requisition with an AREQ has been submitted to GSA, the Fleet Engineering Team will work with Contracting Officers to solicit bids from qualifying vehicle suppliers
- After Fleet Engineers and CO's have deemed one or more vehicle suppliers, who are able to meet the AREQ specifications, as acceptable the requisition will be sent back to the purchasing customer to select the preferred vehicle model.

4 of 7 Review vehicle build

▲ This is an AREQ requisition

The Additional Requirements (AREQ) option code allows customers to request specific open market equipment not listed in the Compare and Select page.

Customers are required to provide information detailing their additional requirements before sending the requisitions to GSA for their review.

[Review complete AREQ process and instructions here](#)

 8E - SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE

Review requisition summary and submit

Please review all entered information so far. If you would like to make any edits, you may select this "Edit" link on the right of each section or navigate back within the requisition.

Requisition actions ▾

AREQ details

AREQ details

Edit

Agency reference number

022

AREQ preparer

Alexandra Stepanov

alexandra.stepanov@gsa.gov

Assigned engineer

Secondary engineer contact

Additional requirements

1. Seat warmer

Estimated Price

\$1,000.00

Aggregate price estimate of AREQ from Independent Government Cost Estimate (IGCE)

\$1,000.00

Eligible vendors for AREQ

--

Purchasing a Vehicle

Approving a Draft Requisition

For agencies that choose to designate separate users who will create and approve requisitions for their organization(s), the below process will show how an agency approver would review a requisition and place the order.

Step 1. Navigate to the Storefront. Select the “Manage requisitions and orders” tile.

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.

Purchase vehicles

Create requisitions and place orders to buy vehicles for your agency. GSA Fleet offers a wide variety of vehicles, configurations, and options for purchase to meet a wide range of mission requirements.

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.

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](#)

Just Browsing

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

[Browse vehicles and options →](#)

Purchasing a Vehicle

Step 2. You will be taken to the “Requisitions and Orders” page. Select the “Requisitions” tab. To review the details of a specific requisition, select the hyperlinked requisition name. In order to narrow down the list of requisitions shown in the table, you can use the filter options on the left hand side of the page. Agency Approvers will have 2 statuses they will need to take action on depending on the type of requisition that was created by the Agency Submitter.

- Draft Approval (An initial approval for requisitions, e.g. AREQs, that require Engineering or Contracting Review)
- Final Approval (The last approval required in order to submit the requisition for GSA to place the order)

*Note - The Approver will have the ability to return the requisition back to the Submitter with comments should the requisition need to be edited

Requisitions and 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.

Requisitions	Orders	Vehicles
--------------	--------	----------

Requisitions					
▼ Hide filters					
FILTERS					
0 filters applied	—	Requisition Number	Requisition Name	Requisition status	Edited
No filters applied					Actions
Requisition number	+	> 1232U4-4085-1212	test_cp-3-25-2024	Draft	3/25/24 ...
Requisition status	+	> TBD	210_March25_1505_cp	Draft	3/25/24 ...
Requisition type	+	> TBD	210_March25_1457	Draft	3/25/24 ...
Transaction type	+	> TBD	210_March25_1451	Draft	3/25/24 ...
Assignee	+	> 127239-4085-1234	210_March25_1142	Contracting final review	3/25/24 ...
Vehicle type	+	> 017022-4085-1222	210_March25_1141	Contracting final review	3/25/24 ...
Agency	+	> 127LDJ-4085-3434	49_March25_1155_IPOST_truck_areq	Engineering review	3/25/24 ...
		> TBD	210_March25_1149	Draft	3/25/24 ...

Purchasing a Vehicle

Step 3. After selecting the desired requisition to review, the Approver will be brought to the Review Summary of the requisition. There are 3 tabs to access the summary of the requisition, the activity of requisition's workflow up to this final review and any attachments that were provided during the creation of the requisition. The Requisitions Actions button will print out the summary of the requisition and/or add any comments that you want to capture at this point. After reviewing the requisition, there are two actions available to the Approver.

- Return to Submitter - Allows the Approver to return the requisition back to the Submitter to edit and provide any comments to explain why it was returned.
- Place order - Allows the Approver to submit the requisition to GSA where it will be queued for order placement and show a status of "Received by GSA."

Customer agency approval

Review summary

Activity

Attachments

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

Vendor:

Fleet Vehicle Source

Model year:

2024

Model:

Elantra

Estimated delivery days:

270

MPG City/Hwy/Combo:

33/42/37

gCO2/mile:

245

Selected quantity:

1

Vendor clarifications

[View vendor clarifications](#)

Requisition actions

+ Options per vehicle

- Paint and graphics

Paint and graphics

Selected standard color
BLACK x 1

- Cost summary

Cost summary

Total vehicle options

\$0.00

Subtotal unit price *(Base+Options)*

\$22,057.50

Quantity of vehicles

1

Total price *[Base+Options] x [Quantity] + Additional materials + 2% GSA purchasing fee*

\$22,057.50

+ Agency information

+ Delivery information

Return to Submitter

Place order

Add comment

Cloning a Requisition

Step 1. On the “Requisitions and Orders” table, you can make a copy of a requisition. This will create an exact copy with all of the same standard and selected options (AREQs and documents will **not** be copied over), colors, and addresses selected. A cloned requisition will require you to update your vehicle quantities and your Agency’s financial information. To clone a requisition, go to the requisition on the table and select the Actions ellipses on the right hand side of the table. Then select “Clone requisition.”

>	1232U4-4086-1212	211_March26_147_cp	Contracting review	3/26/24	⋮ Clone requisition
---	------------------	------------------------------------	-------------------------------	---------	---

Step 2. Selecting “Clone requisition” will begin the requisition process. You will be asked to name your draft first. Then select the “Continue editing cloned requisition” button.

Clone requisition: "211_March26_147_cp"

Enter the preferred name of your cloned draft

[Cancel](#)

[Continue editing cloned requisition](#)

Step 3. You will then be brought back to the vehicle compare page and must enter in the quantity of vehicles to be ordered to start your newly copied requisition. From here, you can quickly navigate through all of the requisition steps and edit whatever sections of the requisition you desire. Again, you must provide your Agency financial information and create a new requisition number to distinguish the new requisition.

Managing Your Requisitions & Orders

The GSAFleet.gov Requisitions and Orders user interface is where you'll want to manage, view and download your Agency's vehicle requisition and order related information. To access Requisitions and Orders, you can access the link under the Offerings menu item on the GSAFleet.gov home page or from the Fleet Offerings landing page. There are three tabs to choose from, each with it's own unique data set and filtering capabilities to access the following:

- Requisitions
- Orders
- Vehicles

Requisitions - Requisitions are considered pre-award draft orders that Agency Customers can create and edit for SOP and Non-SOP vehicle ordering. This data set can be useful to search for requisitions in various vehicle purchasing workflow statuses, e.g. a requisition waiting Agency approval or Engineering review. As previously mentioned, this is the user interface where you can clone requisitions. A requisition transforms into an order when the requisition has been submitted to GSA Fleet to place the order.

Orders - Orders are considered post-award once a requisition has been submitted to GSA to place the vehicle order. This data set can be useful to search for the order status of active orders, as well as historical information from completed orders. An order cannot be edited by Agency Customers and a modification request must be submitted to GSA Fleet to perform a modification to the order.

Vehicles - The Vehicles data set can be very useful for determining the status of a vehicle, e.g. if the vehicle has been shipped or delivered. It is also where Agency Customers can acknowledge receipt of a vehicle that has been delivered.

[Home](#) > [Purchase](#) > Requisitions and Orders

[Contact Vehicle Buying](#)

Requisitions and 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.

Requisitions

Orders

Vehicles

Requisitions

▼ Hide filters

FILTERS

	⬇ Requisition Number	⬇ Requisition Name	⬇ Requisition status	⬆ Edited	Actions	
0 filters applied	➤	1232U4-4096-1214	211_April5_1355_sop_w_taggedec_cp	● Contracting review	4/5/24	...
No filters applied	➤	1232U4-4096-1212	211_April5_1350_sop_w_sin_cp	● Contracting review	4/5/24	...
Requisition number	➤	127239-4095-1214	210_April4_1319_AREQ2	● Contracting review	4/4/24	...
Requisition status	➤	TBD	211_April4_1423_Mikesunroof_Green	● Draft	4/4/24	...
Requisition type	➤	127LDJ-4088-4444	JPOST 210_March28_1203 MASB	● Draft	4/4/24	...
Transaction type	➤	TBD	211_April4_1423_Mikesunroof	● Draft	4/4/24	...
Assignee	➤	127LDJ-4095-1234	210_April4_1418_JPOST MAS	● Contracting final review	4/4/24	...
Vehicle type						
Agency						

Purchasing Non-Standard Vehicles

Introduction

If you're unable to find the right vehicle for your agency using our Standard Ordering Program, consult with one of our Offering Support Professionals. Working with a team of Fleet Engineers, they can assist with meeting your vehicle requirements using the following methods:

- Multiple Award Schedules
- Urgent Vehicle Order

Note: GSA Fleet *requires* that you speak with one of our Offering Support Professionals before beginning your non-standard requisition to ensure the correct source to meet your Agency's mission.

Step 1. In order to access our non-standard vehicle options, select the "Start here" button underneath "Can't find what you're looking for?" section of the Purchasing landing page.

Purchase

Standard Order Process

The Fleet Standard Vehicle Ordering Program is GSA Fleet's most popular method for vehicle purchasing and provides an easy to use online vehicle ordering tool that helps you choose the right vehicles for your agency. You can use the Standard Vehicle Ordering Program to configure vehicles, choose equipment and color options, and view side-by-side comparisons of vehicle models. You can also check your order status, find fuel ratings, choose dealerships, and run reports. Vehicles you purchase through our online vehicle ordering tool are built-to-order with a delivery time frame based on vehicle type, equipment and color choices, and delivery location.

[Start here →](#)

Can't find what you're looking for?

If you're unable to find the right vehicle for your agency using our Standard Vehicle Ordering Program, consult with one of our Offering Support Professionals. Working with a team of Fleet Engineers they can assist with meeting your vehicle requirements using the following methods:

- Multiple Award Schedules
- Non-Standard Vehicles
- Urgent Vehicle Order

[Start here →](#)

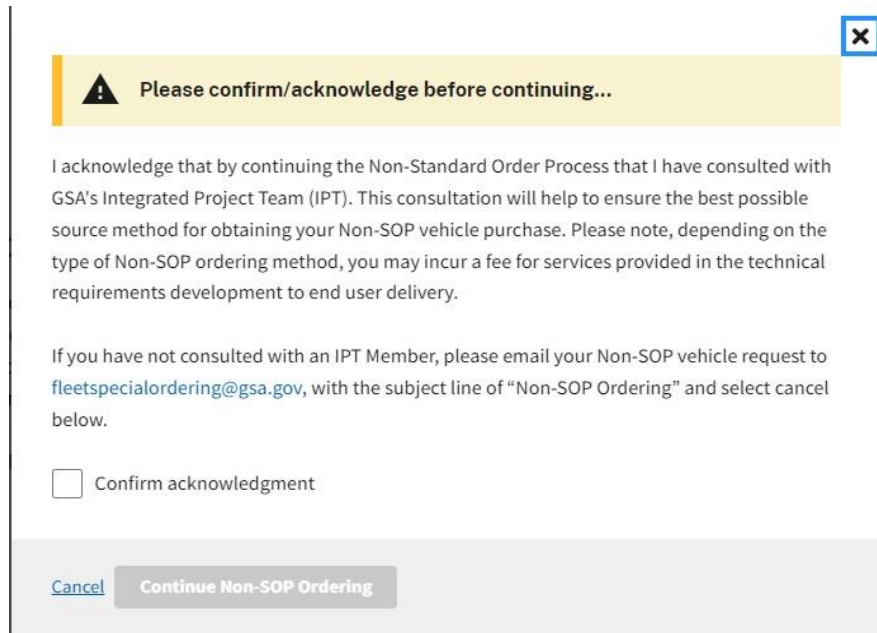
Just Browsing

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

[Browse vehicles and options →](#)

Purchasing a Vehicle

Step 2. A modal will popup requiring you to confirm acknowledgement that you have consulted with GSA's Integrated Project Team on your non-standard requisition. If you have already spoken with an IPT member, please select the "Confirm acknowledgement" checkbox and then the "Continue Non-SOP Ordering" button. If you have not consulted with an IPT member, send an email to fleetspecialordering@gsa.gov and provide your non-standard vehicle requirements. Once the GSA IPT member has provided the best possible non-standard source for your vehicle needs you can reinitiate the process from the Purchasing landing page once more.



The screenshot shows a modal window with a yellow header bar containing a warning icon and the text "Please confirm/acknowledge before continuing...". Below this, the text reads: "I acknowledge that by continuing the Non-Standard Order Process that I have consulted with GSA's Integrated Project Team (IPT). This consultation will help to ensure the best possible source method for obtaining your Non-SOP vehicle purchase. Please note, depending on the type of Non-SOP ordering method, you may incur a fee for services provided in the technical requirements development to end user delivery." It then states: "If you have not consulted with an IPT Member, please email your Non-SOP vehicle request to fleetspecialordering@gsa.gov, with the subject line of "Non-SOP Ordering" and select cancel below." At the bottom, there is a checkbox labeled "Confirm acknowledgment" and two buttons: "Cancel" and "Continue Non-SOP Ordering".

Step 3. You will be taken to our "Non-Standard Vehicle Ordering Options" page. Based on the type of service you need, select the "Start here" button for the respective order type.

Non-Standard Vehicle Ordering Options

In the event your Agency is unable to find the right vehicle using our Standard Vehicle Ordering Program, GSA Fleet is able to provide several offering options to find the vehicle that meets your Agency's mission. Please consult with one of our Offering Service Professionals so that we can ensure your Agency is selecting the best offering option. You can initiate a consultation with one of our Offering Service Professionals by emailing your requirements to test@gsafleet.gov

Urgent Requirement

Choose this option if you have an unusual and compelling urgency that requires you to obtain a vehicle(s) that can typically be fulfilled within 30 days.

[Start here](#)

Multiple Award Schedules (MAS)

Vehicle requests for requirements that can be fulfilled utilizing GSA Multiple Award Schedule contracts. These orders can be completed by customer agencies directly through GSA Advantage or with GSA's assisted acquisition professionals.

[Start here](#)

Purchasing a Vehicle

Urgent Requirement

Step 1. For Urgent Vehicle Ordering, select the “Start here” button under Urgent Requirement on the Non-Standard Ordering Options page.

Non-Standard Vehicle Ordering Options

In the event your Agency is unable to find the right vehicle using our Standard Vehicle Ordering Program, GSA Fleet is able to provide several offering options to find the vehicle that meets your Agency's mission. Please consult with one of our Offering Service Professionals so that we can ensure your Agency is selecting the best offering option. You can initiate a consultation with one of our Offering Service Professionals by emailing your requirements to test@gsafleet.gov

Urgent Requirement

Choose this option if you have an unusual and compelling urgency that requires you to obtain a vehicle(s) that can typically be fulfilled within 30 days.

Start here

Multiple Award Schedules (MAS)

Vehicle requests for requirements that can be fulfilled utilizing GSA Multiple Award Schedule contracts. These orders can be completed by customer agencies directly through GSA Advantage or with GSA's assisted acquisition professionals.

Start here

Step 2. A modal will popup explaining the guidelines of the Urgent Requirement, which processes urgent vehicle orders. Select the “Continue Urgent Requirement Requisition” button once you've finished reading the guidelines.

Urgent Requirement

The Express Desk processes vehicle orders for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Express Desk instead of waiting for the normal procurement cycle and delivery time to take place.

Prices will generally be higher than the established contract prices because the vehicles are purchased from a dealership and not directly from the manufacturer. Rules and guidelines governing the Express Desk:

- GSA is the mandatory source for non-tactical vehicles.
- GSA by regulation MUST seek three sources of competition for the procurement.
- GSA encourages customers to recommend the names of dealers within the delivery area to be solicited by GSA. Please advise GSA of the names, addresses, phone numbers and dealer contacts with the requisition. There is no guarantee that a suggested source will receive a contract award.
- Customers should NOT negotiate terms and conditions with a potential contractor prior to sending in a requisition to GSA.
- After being advised by GSA about the price and any exceptions or clarifications covering the vehicle(s) solicited, agencies must expedite final decisions. Dealers will generally not hold vehicle(s) more than 48 hours.
- The government's payment terms are always NET 30 days upon receipt of a proper invoice.
- The GSA surcharge for Express Desk orders is two percent, except during August through September, when the surcharge is five percent.

You will be required to provide a justification. Are you sure you want to continue?

[Cancel](#)

[Continue Urgent Requirement Requisition](#)

Purchasing a Vehicle

Step 3. Select your agency/bureau/office from the dropdown, and where you would like the vehicle shipped. Select the “Start your urgent requirement” button to begin your requisition.

Urgent Requirement

The Urgent Requirement Process orders vehicles for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Urgent Requirement Process instead of waiting for the normal procurement cycle and delivery time to take place.

Prices will generally be higher than the established contract prices because the vehicles are purchased from a dealership and not directly from the manufacturer.

Which organization should this order be associated with?

☒ I'm ordering for my organization

Agency *

022-Agency 22

Bureau *

00-Agency 22

Office / Group

-select-

Where would you like your vehicle(s) shipped?

☒ US State/Territory ☐ Foreign Country

US state or territory *

District of Columbia

[Start your urgent requirement](#)

Step 4. A modal will popup asking you to name your draft requisition. Once you've written in a name, select the “Save requisition draft” button.

×

Please save your requisition as a draft before continuing with your urgent requirement.

Upon creating your draft, all inputs will be captured and autosaved until you submit your order.

Enter the preferred name of your draft

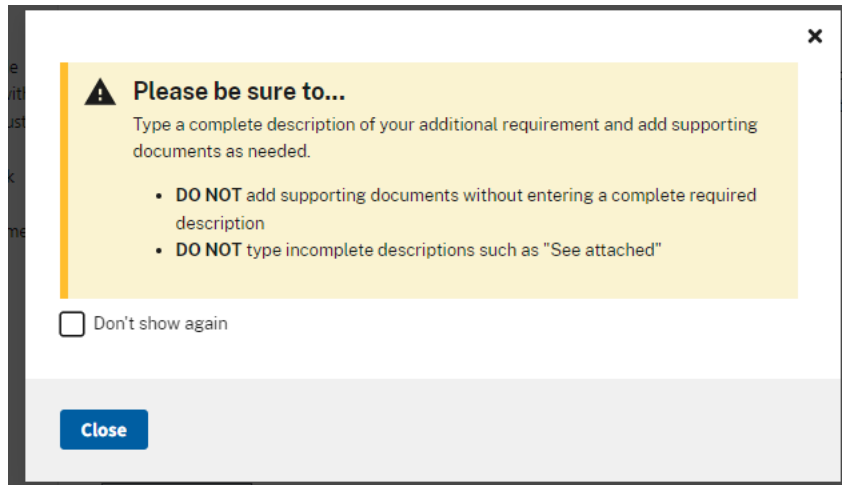
210_February22_1210

50 characters allowed

[Cancel](#) [Save requisition draft](#)

Purchasing a Vehicle

Step 5. Another modal will popup with guidelines for adding supporting documents and descriptions. Select the “Close” button once you’ve reviewed the guidelines.

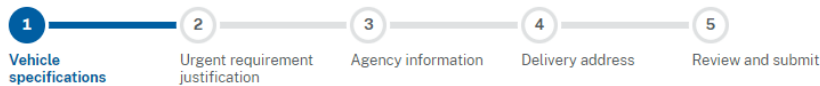


Step 6. Begin your requisition by completing your vehicle specifications, including vehicle type, drive train, quantity, color, fuel type, payload and towing capacity, towing type, and any additional requirements. Select the “Next” button once all fields are completed.

210_February22_1210

Draft

Your edits are saved on clicking next button on each step✓



1 of 5 Vehicle specifications

▲ This is an Urgent Requirement

The Express Desk processes vehicle orders for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Express Desk instead of waiting for the normal procurement cycle and delivery time to take place.

Provide vehicle specifications

Please provide the vehicle specifications and minimum requirements to fulfill the agency mission. Provide as much information as possible. Ordering submissions of ambiguous requirements will cause GSA to reject or return the request.

Vehicle type *

-select- X

Drive train *

Quantity *

Color *

-select- X

Fuel type *

-select- X

Purchasing a Vehicle

Gross vehicle weight rating

Gross combined weight rating

Payload capacity *

Towing capacity *

Towing type *

 ✕ ▼

OTHER REQUIREMENTS

Provide line items for each requirement (with optional supporting documentation). Please note that the vehicle will be built in accordance with the accepted contractor's response to the AREQ, and not the customer's AREQ. As such, it is the customer agency's responsibility to ensure the contractor's response meets the government's needs at the time of selection.

[+ Add a requirement](#)

Additional requirement 1 *

Enter a description of your additional requirement *

100 characters allowed

☐ Supporting documents

[← Previous](#)

[Next →](#)

Purchasing a Vehicle

Step 7. In the second step of the requisition, you will need to provide all required details and documents to justify your urgent requisition. Provide a detailed justification for your urgent requisition. Then select the “Upload file” button under documentation to attach all required documents.

2 of 5 Urgent requirement justification

▲ This is an Urgent Requirement

The Express Desk processes vehicle orders for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Express Desk instead of waiting for the normal procurement cycle and delivery time to take place.

Provide justification and documentation for your urgent requirement

Agencies must justify the urgent and compelling reasons for using the Urgent Requirement Process instead of waiting for the normal procurement cycle and delivery time to take place. Do not include any sensitive/classified information. Additional documents may be attached below.

Requirements Checklist

- Justification for Urgent and Compelling **(required)**
- Source list **(if applicable)**
- Brand name justification **(if applicable)**
- Sole source justification **(if applicable)**
- Funding documentation **(required)** [view details](#)
- Other documentation

JUSTIFICATION FOR URGENT AND COMPELLING*

DOCUMENTATION

You may load multiple files; however, the combined size of all files cannot exceed 30 MB. File name will be converted to acceptable system files. All special characters will be removed. File names should be alpha numeric, and can also include underscores, commas periods and blank spaces. File types supported include Word, Excel, text, PDF, JPEG, etc.

[+ Upload file](#)

File name	Document	Note	Actions
No files uploaded			

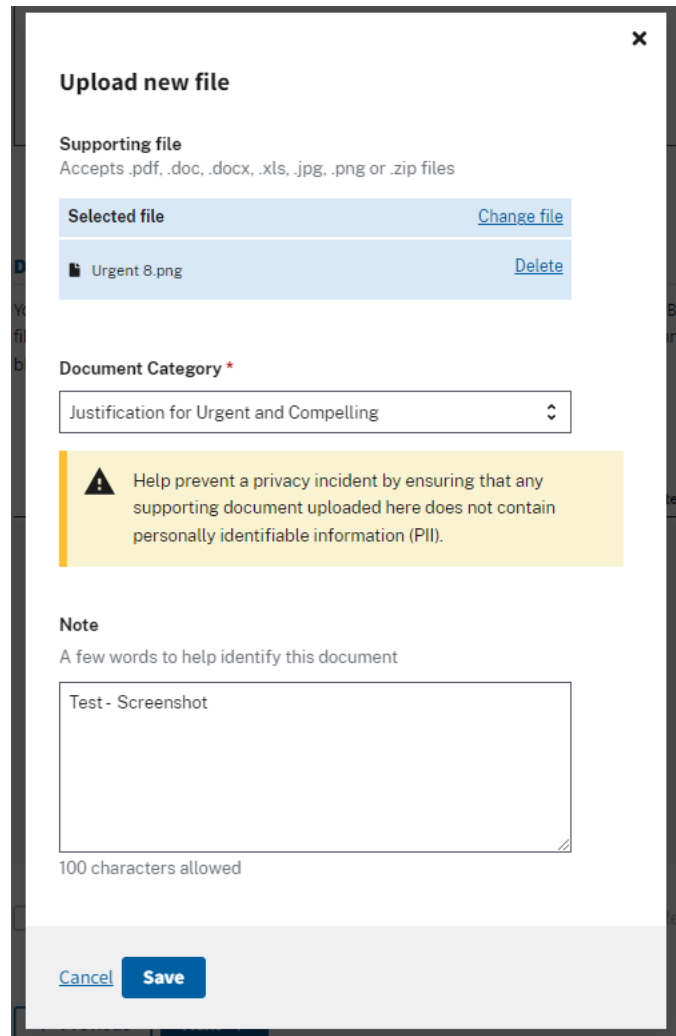
☐ I hereby certify that I have uploaded all required documents for Urgent Requirement.

[← Previous](#)

[Next →](#)

Purchasing a Vehicle

Step 8. When you select the “Upload file” button, a modal will popup. Here you will need to either drag the file you are trying to attach or select the “choose from folder” hyperlink to attach a document. You will then need to choose which type of document the file is from the dropdown menu under “Document Category.” You’re also able to provide a description. Once you’ve completed the information, select “Save” to return to your requisition.



The screenshot shows a modal window titled "Upload new file" with a close button (X) in the top right corner. The modal contains the following sections:

- Supporting file**: A section indicating accepted file formats (.pdf, .doc, .docx, .xls, .jpg, .png or .zip files).
- Selected file**: A table listing the uploaded file "Urgent 8.png" with links to "Change file" and "Delete".
- Document Category ***: A dropdown menu currently showing "Justification for Urgent and Compelling".
- Warning**: A yellow box with a warning icon stating: "Help prevent a privacy incident by ensuring that any supporting document uploaded here does not contain personally identifiable information (PII)."
- Note**: A section with the prompt "A few words to help identify this document" and a text area containing "Test - Screenshot". Below the text area, it says "100 characters allowed".
- Buttons**: "Cancel" and "Save" buttons at the bottom.

Purchasing a Vehicle

Step 9. The third step of the requisition process requires you to enter in your agency information, including a point of contact, and any financial information. For more information, refer to Appendix C. Select “Next” when you’ve completed your information.

3 of 5 Agency information

▲ This is an Urgent Requirement

The Express Desk processes vehicle orders for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Express Desk instead of waiting for the normal procurement cycle and delivery time to take place.

Provide agency information

Please provide information for agency and financials.

ORDERING AGENCY

Agency

012-Department of Agriculture

Bureau

23-Forest Service (FS)

Office/Group

—

Agency order number * 

Requisition number * 

 4053

Signal code * 

Treasury account symbol

AGENCY POINT OF CONTACT

First name *

Last name *

Email *

Country code *

Phone

Extension

Country code

Fax

Extension

Agency financial data

Provide internal agency financial information here. Information will be passed to GSA Finance but will not be passed to GSA Automotive.

[< Previous](#)

[Next >](#)

Purchasing a Vehicle

Step 10. The next step asks you to provide the required addresses to support your vehicle order. This page is split into three sections where you will need to identify the requisitioning address, the mailing address, and the delivery address. Each section also includes fields for a point of contact for each. If the address and point of contact are the same as the requisitioning address, select the checkboxes that read “Same as requisitioning address.” Once completed, enter the required delivery date for the urgent requirement.

4 of 5 Delivery address

▲ This is an Urgent Requirement

The Express Desk processes vehicle orders for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Express Desk instead of waiting for the normal procurement cycle and delivery time to take place.

Provide delivery and point of contact information

Please provide information as to where the vehicle will be delivered and who GSA should list as the delivery point of contact.

Country *

United States of America X ▼

Agency/Organization name *

Address line 1 *

Address line 2

City *

State *

Select State ↕

Zip Code *

DELIVERY POINT OF CONTACT

First name *

Last name *

Email *

Country code *

▼

Phone *

Extension

Country code

+1 (United Stat X ▼

Fax

Extension

Special delivery instructions

Delivery date*

mm/dd/yyyy



← Previous

Next →

Purchasing a Vehicle

Step 11. You will now be asked to review all of your requisition information. Each section has an “Edit” button that will take you to that section to make any changes necessary.

5 of 5 Review and submit

Review summary

Attachments

▲ This is an Urgent Requirement

The Express Desk processes vehicle orders for government agencies with urgent requirements. Agencies must justify the urgent and compelling reasons for using the Express Desk instead of waiting for the normal procurement cycle and delivery time to take place.

Review requisition summary and submit

Please review all entered information below prior to submitting your requisition. If you would like to make any edits, you may select the “Edit” link on the right of each section or navigate back within the requisition.

Requisition actions ▾

— Vehicle Specifications and other requirements

Vehicle Specifications

Edit

Vehicle type	Drive train	Quantity
Light Trucks (4X4)	570	15
Color	Fuel type	Gross vehicle weight rating (lbs)
Airforce blue	Diesel - B20 BioDiesel	-
Gross curb weight rating	Payload capacity	Towing capacity
-	5000	7000
Towing type		
5th Wheel		

Other requirements

1. Decal

— Urgent requirement justifications

Urgent requirement justifications

Edit

Justification for Urgent and Compelling

Purchasing a Vehicle

Step 12. At the bottom of the page, there will be three buttons:

- “Previous,” where you can go back to the last step and edit your requisition
- “Cancel requisition” to cancel the order and delete its data
- “Submit to approver” or “Submit requisition” to submit your order
 - **Note:** This button will be different depending on your role. For a submitter, a requisition will go into a Final Approval status to be reviewed by your Agency Approver. An approver will be able to fully submit a requisition.

Select the “Submit” button to submit your order.

— Delivery information

Delivery information

Edit

Commandant of the Marine Corps
4971 Shobe Lane
Denver, CO 80216

Point of contact
Test Customer
gsacustomeracct3@yopmail.com
1-513-245-6789

Special delivery instructions:

Delivery date
08/26/2024

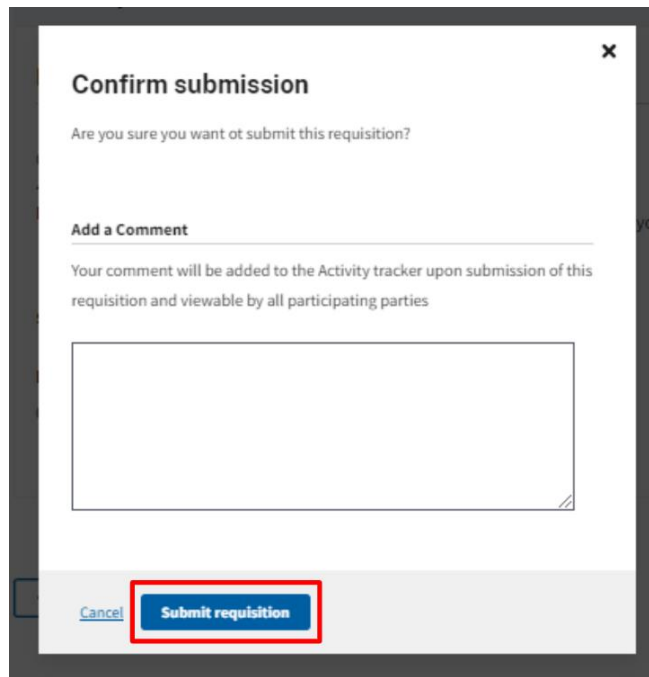
← Previous

Cancel requisition

✓ Submit to approver

Purchasing a Vehicle

Step 13. A modal will popup asking you to confirm your submission, and includes a comment box if you would like to send a comment to any participating parties. Select the “Submit requisition” button to confirm submission of your order.

A modal window titled "Confirm submission" with a close button (X) in the top right corner. The text inside asks, "Are you sure you want to submit this requisition?". Below this is a section titled "Add a Comment" with a text area and a note: "Your comment will be added to the Activity tracker upon submission of this requisition and viewable by all participating parties". At the bottom, there are two buttons: "Cancel" and "Submit requisition". The "Submit requisition" button is highlighted with a red rectangle.

Step 14. Success! You'll receive a banner notification letting you know that you have successfully submitted your requisition. Your requisition's status and the last date it was edited will be shown in the table. Once your Agency has submitted the Urgent Requirement to GSA Fleet, a Fleet Contracting Officer will review your request, required documentation and ultimately place the vehicle order with the vehicle supplier who will be able to fulfill the requirement.

[Home](#) > [Purchase](#) > Requisitions and Orders

[Contact Vehicle Buying](#)

✔ You have successfully submitted 210_May2_1217. [View details](#)

Requisitions and 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.

Requisitions					
Requisitions Orders Vehicles					
Requisitions					
Hide filters					
FILTERS					
0 filters applied					
	Requisition Number	Requisition Name	Requisition status	Edited	Actions
>	M95450-4123-0233	210_May2_1217	Final approval	5/2/24	...

Multiple Award Schedule (MAS) Requisitions

For Multiple Award Schedule requisitions, GSA Fleet offers:

- 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

Step 1. From the Non-Standard Ordering Options page, select the “Start here” button under Multiple Award Schedules (MAS).

Non-Standard Vehicle Ordering Options

In the event your Agency is unable to find the right vehicle using our Standard Vehicle Ordering Program, GSA Fleet is able to provide several offering options to find the vehicle that meets your Agency's mission. Please consult with one of our Offering Service Professionals so that we can ensure your Agency is selecting the best offering option. You can initiate a consultation with one of our Offering Service Professionals by emailing your requirements to test@gsafleet.gov

Urgent Requirement

Choose this option if you have an unusual and compelling urgency that requires you to obtain a vehicle(s) that can typically be fulfilled within 30 days.

Start here

Multiple Award Schedules (MAS)

Vehicle requests for requirements that can be fulfilled utilizing GSA Multiple Award Schedule contracts. These orders can be completed by customer agencies directly through GSA Advantage or with GSA's assisted acquisition professionals.

Start here

Step 2. A modal will popup asking if you will need GSA Fleet Assisted Acquisition. Select either the “Yes, create MAS requisition” or the “No, create requisition in GSA Advantage” button. If you select yes, continue to the next step. Otherwise, proceed with GSA Advantage outside of the GSAFleet.gov system.

Multiple Awards Scheduling (MAS)

Vehicle requests for requirements that can be fulfilled utilizing GSA Multiple Award Schedule contracts. These orders can be completed by customer agencies directly through GSA Advantage or with GSA's assisted acquisition professionals.

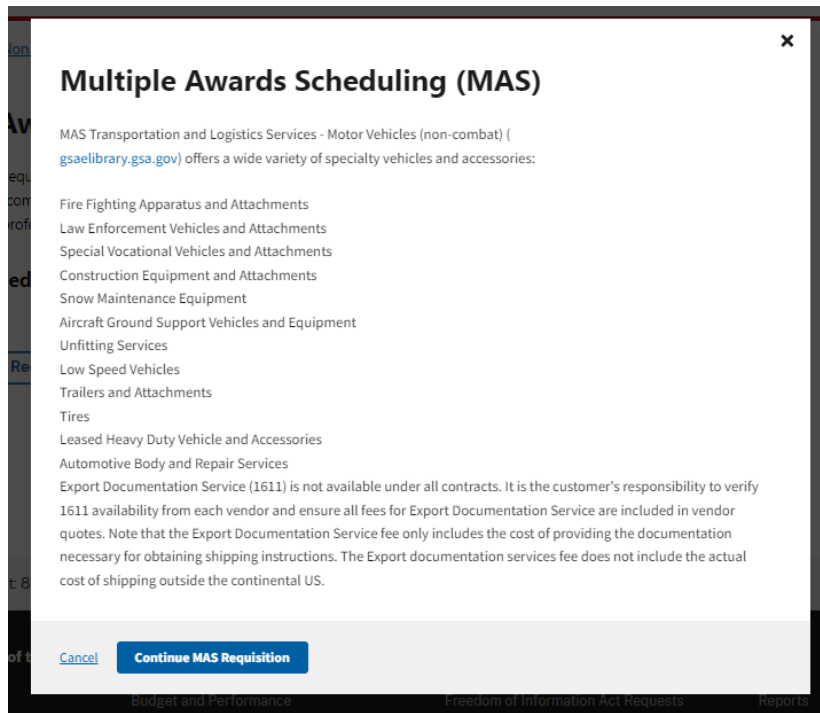
Will you be needing GSA Fleet Assisted Acquisition?

Yes. Create MAS Requisition

No. Create requisition in GSA Advantage

Purchasing a Vehicle

Step 3. A modal will popup explaining our MAS program. Please read the information and then select the “Continue MAS Requisition” button.



Step 4. Select your agency/bureau/office and where you would like the vehicle to be shipped. Then, select the “Start your MAS requirement” button.

Multiple Awards Scheduling (MAS)

Vehicle requests for requirements that can be fulfilled utilizing GSA Multiple Award Schedule contracts. These orders can be completed by customer agencies directly through GSA Advantage or with GSA's assisted acquisition professionals.

Which organization should this order be associated with?

Agency *
022-Agency 22

Bureau *
00-Agency 22

Office / Group
-select-

Where would you like your vehicle(s) shipped?

☒ US State/Territory ☐ Foreign Country

US state or territory *
District of Columbia

Start your MAS requirement

Purchasing a Vehicle

Step 5. To complete the first step in your MAS requisition, you will need to provide supporting documents listed in the “Requirements Checklist” section. You will need to upload each document listed as required in order to proceed to the next step.

1 of 4 Multiple Award Schedules (MAS) Vehicle Requirements

▲ This is a Multiple Award Schedules (MAS) Vehicle Requirement

Vehicle requests for requirements that can be fulfilled utilizing GSA Multiple Award Schedule contracts. These orders can be completed by customer agencies directly through GSA Advantage or with GSA's assisted acquisition professionals.

Provide vehicle requirements

Requirements Checklist

- Technical specification **(required)** [view details](#)
- Inter-agency agreement [view details](#)
- Request for Quote **(required)**
- Quotes Received **(required)**
- Funding documentation **(required)** [view details](#)
- Other documentation

DOCUMENTATION

You may load multiple files; however, the combined size of all files cannot exceed 4 MB. File name will be converted to acceptable system files. All special characters will be removed. File names should be alpha numeric, and can also include underscores, commas periods and blank spaces. File types supported include Word, Excel, text, PDF, JPEG, etc.

[+ Upload file](#)

File name	Document	Note	Actions
No files uploaded			

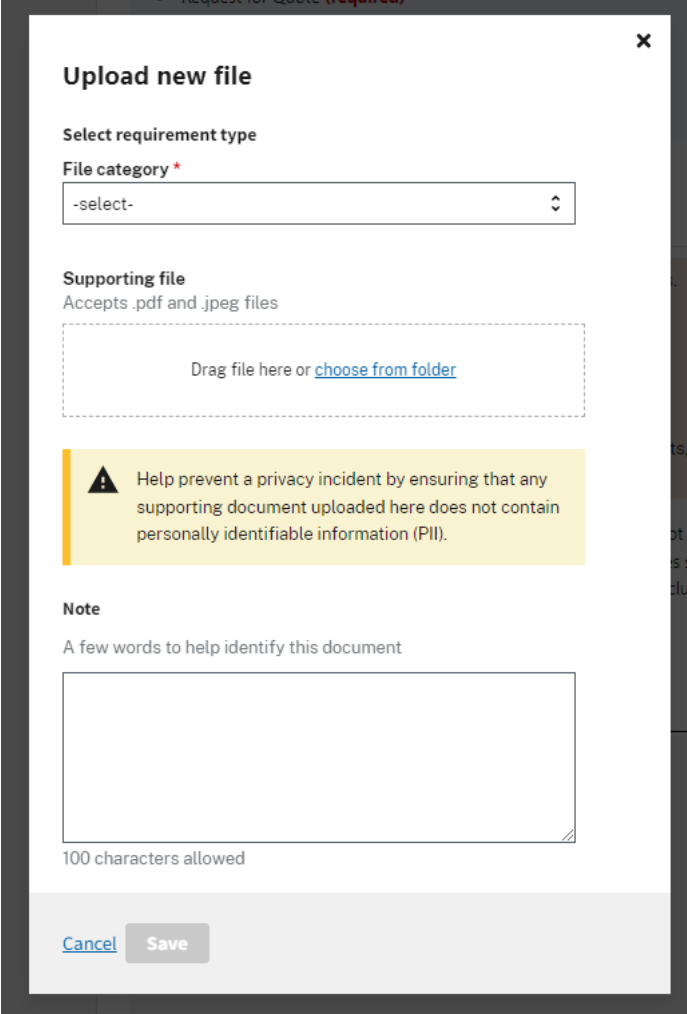
☐ I hereby certify that I have uploaded all required documents

[← Previous](#)

[Next →](#)

Purchasing a Vehicle

Step 6. To upload your supporting documents, select the “Upload file” button. A modal will popup allowing you to drag a file or choose from your computer. Select the file category from the dropdown. Listing the file category is how the required documents will be recorded as complete. Once you’ve finished, select the “Save” button to return to the documents table.



The image shows a modal window titled "Upload new file" with a close button (X) in the top right corner. The form contains the following elements:

- Select requirement type**
- File category ***: A dropdown menu currently showing "-select-" with a double arrow icon on the right.
- Supporting file**: A section with the text "Accepts .pdf and .jpeg files" and a dashed border box containing the text "Drag file here or [choose from folder](#)".
- Warning**: A yellow box with a warning icon and the text: "Help prevent a privacy incident by ensuring that any supporting document uploaded here does not contain personally identifiable information (PII)."
- Note**: A section with the text "A few words to help identify this document" and a text input field. Below the field, it says "100 characters allowed".
- Buttons**: At the bottom left, there is a "Cancel" link and a "Save" button.

Step 7. Once the Fleet Contracting Officer reviews and approves the MAS Request, they will place the order on the purchasing customer’s behalf.

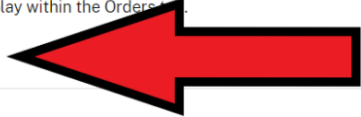
Entering Vehicle Receipt Date

Agency customers must acknowledge receipt of a vehicle within 15 calendar days of the vehicle being reported as “Delivered” by the Vehicle Supplier. By acknowledging vehicle receipt, the invoice payment process is initiated.

Step 1: To acknowledge receipt of a vehicle, navigate to “Manage Requisitions and Orders” and then the “Vehicles” tab.

Requisitions and 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.



Requisitions	Orders	Modifications	Vehicles
--------------	--------	---------------	----------

Hide filters

FILTERS		↓ VIN/VON	↓ Order Number	↓ Vehicle status	↓ Delivery date	↓ Agency received date	↓ Receipt status
0 filters applied	—	> 3C63R3GL8RG313690	RPN-N-TJ548	● Delivered	—	Enter date	—
No filters applied		> 3C6UR5HJ3RG300813	RPN-N-TJ527	● Delivered	—	Enter date	—
Vehicle status	+	> 3C6UR5HL1RG309317	RPN-N-TJ563	● Delivered	—	Enter date	—
Vehicle identification number	+	> 3C63R3GL1RG307620	RPN-N-TJ550	● Delivered	—	Enter date	—
Order number	+						
Requisition number	+						

Step 2: From there, pull up your order using the filters on the left side of the screen. Vehicles must have a status of “Shipped” or “Delivered” in order to acknowledge receipt. When you have found your order, it should display a blue box that says “Enter date.” By clicking on this box, a modal will pop up with a calendar.

Note: If you physically have possession of your vehicle, but the vehicle status shows something other than “Shipped” or “Delivered,” please contact GSA Vehicle Buying (vehicle.buying@gsa.gov) and request they contact the supplier to update the vehicle status.

and approved will display within the Orders tab.

ns Vehicles

↓

VIN/VON

>

3C63R3GL8RG313690

↓

Order Number

>

[RPN-N-TJ548](#)

↓

Vehicle status

>

● Delivered

↓

Delivery date

>

—

↓

Agency received date

>

Enter date

↓

Receipt status

>

—

Enter agency received date

×

Enter the date that you physically took possession of the vehicle. Please note that once entered, **this date cannot be changed**. The agency received date will trigger the billing process in GSAFleet.gov.

Agency Received date *

📅

Cancel

Save

Purchasing a Vehicle

Step 3: You can either manually enter the date manually in a DD/MM/YYYY format or click on the calendar image on the right and you can select the receipt date.

Note: Once entered, this date cannot be changed. Selecting the agency received date will trigger the billing process in GSAFleet.gov.

Enter agency received date

Enter the date that you physically took possession of the vehicle. Please note that once entered, **this date cannot be changed**. The agency received date will trigger the billing process in GSAFleet.gov.

Agency Received date *

Calendar view for May 2024. The date 30 is selected.

Step 4: When you acknowledge receipt, the listed vehicles will drop out of the “Vehicles” tab. Simultaneously, the vehicle status will change (located on the “vehicles” tab inside the order itself) and will show “Agency Received.”

RPN-N-RH581

Completed

FE6112-2153-0002

Order details

Options and pricing

Vehicles

Activity

Attachments

Hide filters

FILTERS

0 filters applied

No filters applied

Vehicle status

10 items per page

Displaying 1-1 of 1 items

Vehicle line number	VON	VIN	Vehicle status	Shipment date	Delivery date	Actions
1	42460G	2XK5AJ8Y2RM358814	Agency Received	-	05/13/2024	

Return to top

Appendix A: Requisition Status Definitions

- **Draft:** This means a requisition has not been submitted for approval. It can still be edited and revisited
- **Draft Approval:** This is an optional status when a requisition needs an initial Agency approval, e.g. for an AREQ or Non-SOP requisition
- **Final Approval:** This status is for requisitions submitted to an approver that are ready for formal submission to GSA.
- **Returned:** This is for a requisition that has been returned, whether that means returned from the Agency Approver to the Agency Submitter, or returned from GSA to the Agency Approver/Submitter.
- **Engineering Approval:** This status means that your AREQ or non-standard requisition is currently pending the approval of GSA Fleet's engineering team
- **Contracting Review:** The initial contracting review when an AREQ is submitted from the Engineering Team
- **Contracting Approval:** The final approval after the Fleet Engineering Team has deemed the AREQ bids and proposals as acceptable or unacceptable
- **Contracting Final Review:** The final contracting review performed for a Non-SOP vehicle requisition
- **Customer Review:** The initial review required by the customer exclusive to a Non-Standard vehicle build
- **Pending Customer Response:** The final customer review and selection of a supplier who can fulfill an AREQ or Non-SOP vehicle requisition
- **Received by GSA:** The status that is displayed after a requisition has been submitted to GSA Fleet to place the vehicle order
- **Canceled:** Your requisition is canceled and voided.

Appendix B: Order Status Definitions

- **Awarded:** Your order has been successfully submitted and acknowledged from the vehicle supplier.
- **In process:** Your order is in process and is actively being fulfilled by the vehicle supplier.
- **Completed:** An order has been fulfilled from the delivery of all vehicles on the order.
- **Canceled:** Your vehicle order has been canceled and you will no longer be receiving your vehicle.

Appendix C: Guidance for Entering Agency Financial Information

General Business Rules for Agency Financial Information

1. Agency Order Number: Customer defined, internal to Agency. Limit 15 characters.
2. Requisition number
 - 2a. Activity Address Code (AAC) or DODAAC assigned to your office.
 - 2b. Four digit Julian Date. GSAFleet.gov's Fleet Offerings 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 below. Directs billing to AAC/DODAAC in either the Requisition Number, Supplementary Address or Fund Code.
 - a. Signal Code A & J validations
 - i. Checks for the existence of the Requisition Number AAC in GSA's accounting system and the GSAFleet.gov Wallet for billing purposes.
 - b. Signal Code B & K validations
 - i. An empty Supplementary Address AAC is presented and is required to be entered
 - ii. Checks for the existence of the Supplementary Address AAC in GSA's accounting system and GSAFleet.gov Wallet for billing purposes.
 - c. Signal Code C & L validations for **Non-DoD Agencies**
 - i. A prepopulated Supplementary Address is derived from the Agency Code and entered Fund Code and is not editable
 - ii. Checks for the existence of the Supplementary Address AAC in GSA's accounting system for billing purposes and GSAFleet.gov Wallet.
 - d. Signal Code C & L validations for **DoD Agencies**
 - i. A prepopulated Supplementary Address is derived from the entered Service Code and Fund Code and is not editable
 - ii. Checks for the existence of the Supplementary Address AAC in GSA's accounting system and GSAFleet.gov Wallet for billing purposes.

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", "K", "C", or "L".

Purchasing a Vehicle

5. Fund Code – If an agency uses Fund Codes, the 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”.
6. Treasury Account Symbol (TAS):
 - a. The TAS is derived and pre populated from the AAC validation in the GSAFleet.gov Wallet
 - b. See link under the Customer Service tab.
https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm
 - c. If your BOAC does not have a line of accounting loaded in Wallet, you will need to add it to Wallet
 - i. Go to “Manage My Fleet” → “Wallet”
 - ii. Select the blue “+ Line of Accounting” button, and follow the prompts to create your LOA.
 - iii. It is the customer’s responsibility to ensure that all BOACs are populated with a current and correct TAS for billing accuracy.