AutoChoice

FY23 Tutorial

autochoice.gsa.gov

GSA Office of Fleet Management

Right Vehicle, Right Price, Great Service
and the data required to effectively and efficiently manage a fleet

AutoChoice Modernization

- AutoChoice has been redesigned on a new, modern platform. Improvements include:
  - Increased security
  - New user permissions
  - Ability to save incomplete orders for 14 calendar days
  - New report fields
  - 50 state emission and low green house gas identifiers
  - Display of estimated shipment date
  - Mobile-friendly design
  - Improved navigation and work flow

- The look may be new, but the over-all process remains the same.

GSA Office of Fleet Management
Vehicle Purchasing Division

About us:

- 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 C.F.R. § 101-26.502, 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.
- ADM Order 4800.2I authorizes other eligible users that may procure vehicles using GSA contracts.

Benefits of using AutoChoice:

- Permits various levels of user rights defined by Agency Fleet Managers.
- 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 green house gas rating.
- 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 Vehicle Buying Programs and Related Products Offered

AutoChoice

- 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

www.autochoice.gsa.gov

Multiple Award Schedules (MAS):

- 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

Express Desk:

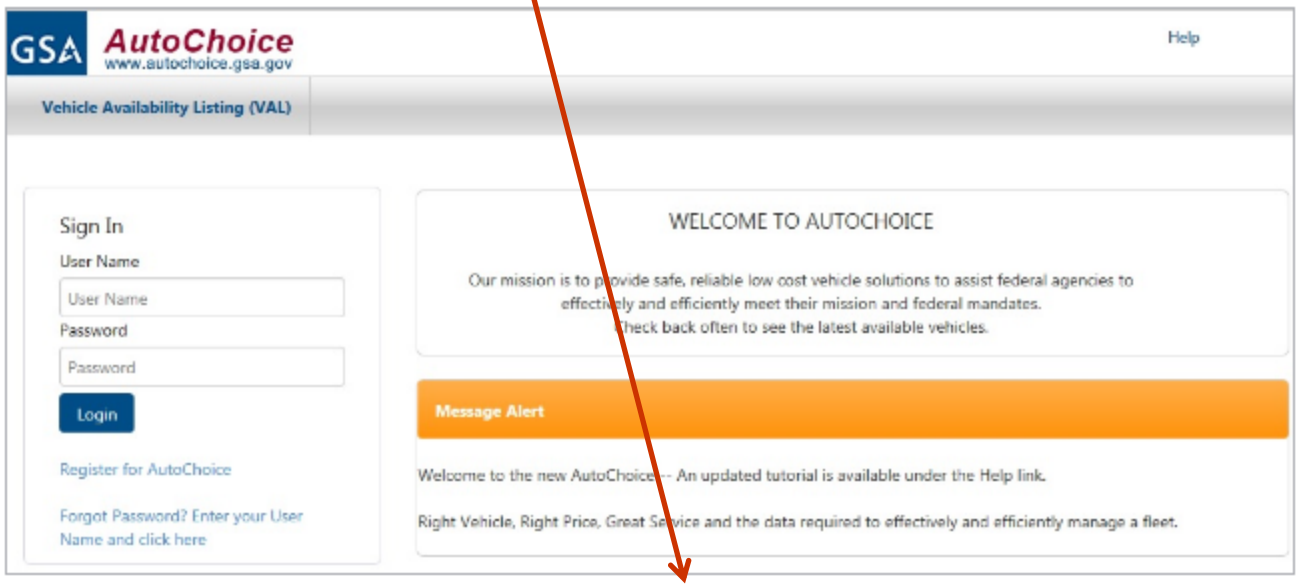
- For Urgent and Compelling Vehicle Requirements.

https://www.gsa.gov/acquisition/products-services/transportation-logistics-services/vehicle-buying/how-to-buy-vehicles/express-desk

Access AutoChoice

You can access AutoChoice at autochoice.gsa.gov
Click on the AutoChoice link to go to the log in page.

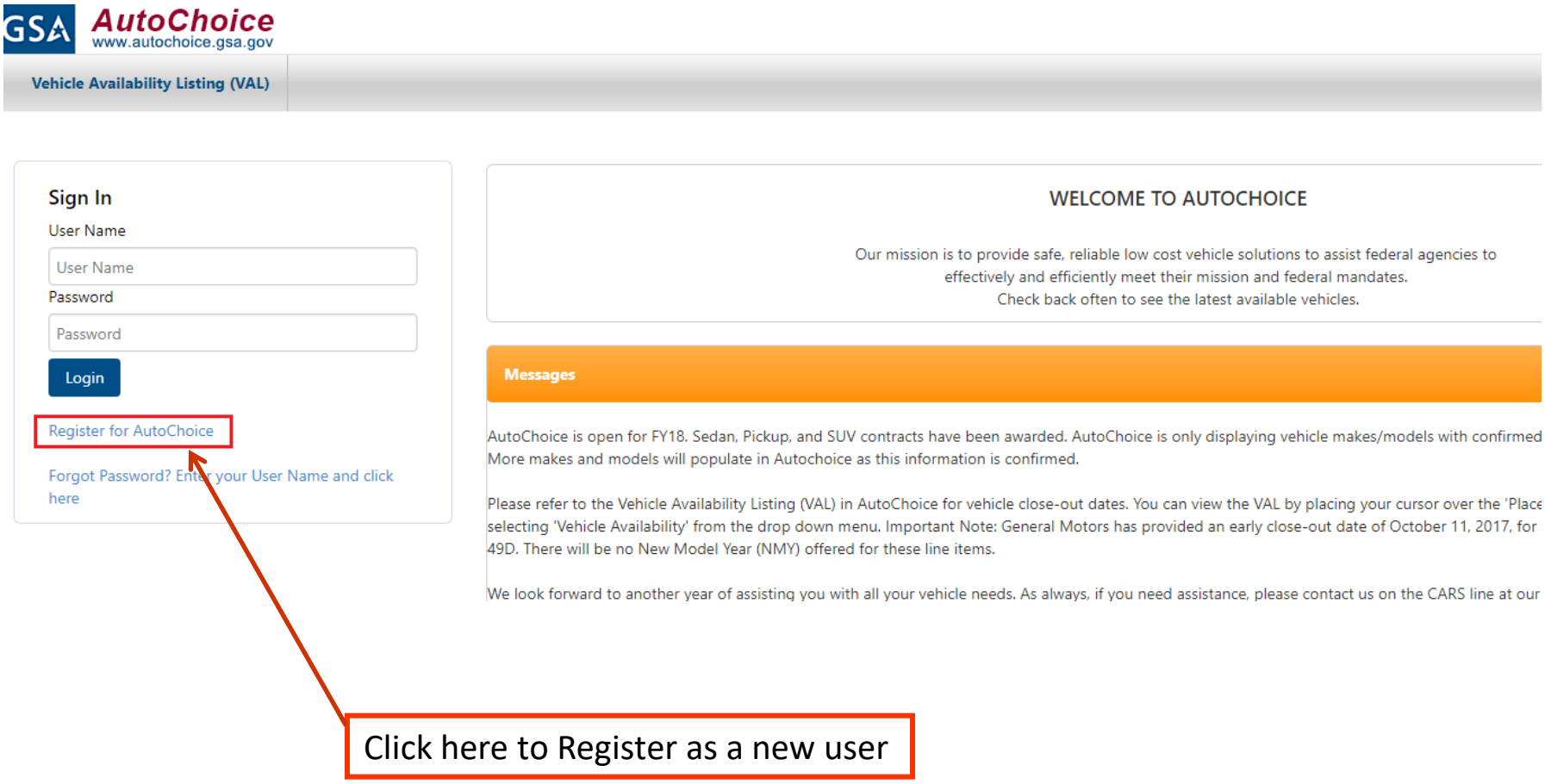
AutoChoice



GSA's Vehicle Purchasing offers an array of deeply-discounted vehicle solutions to meet all of an agency's automotive needs. When using **AutoChoice**, customers are ensured direct and easy access to a full spectrum of automotive vehicle solutions.

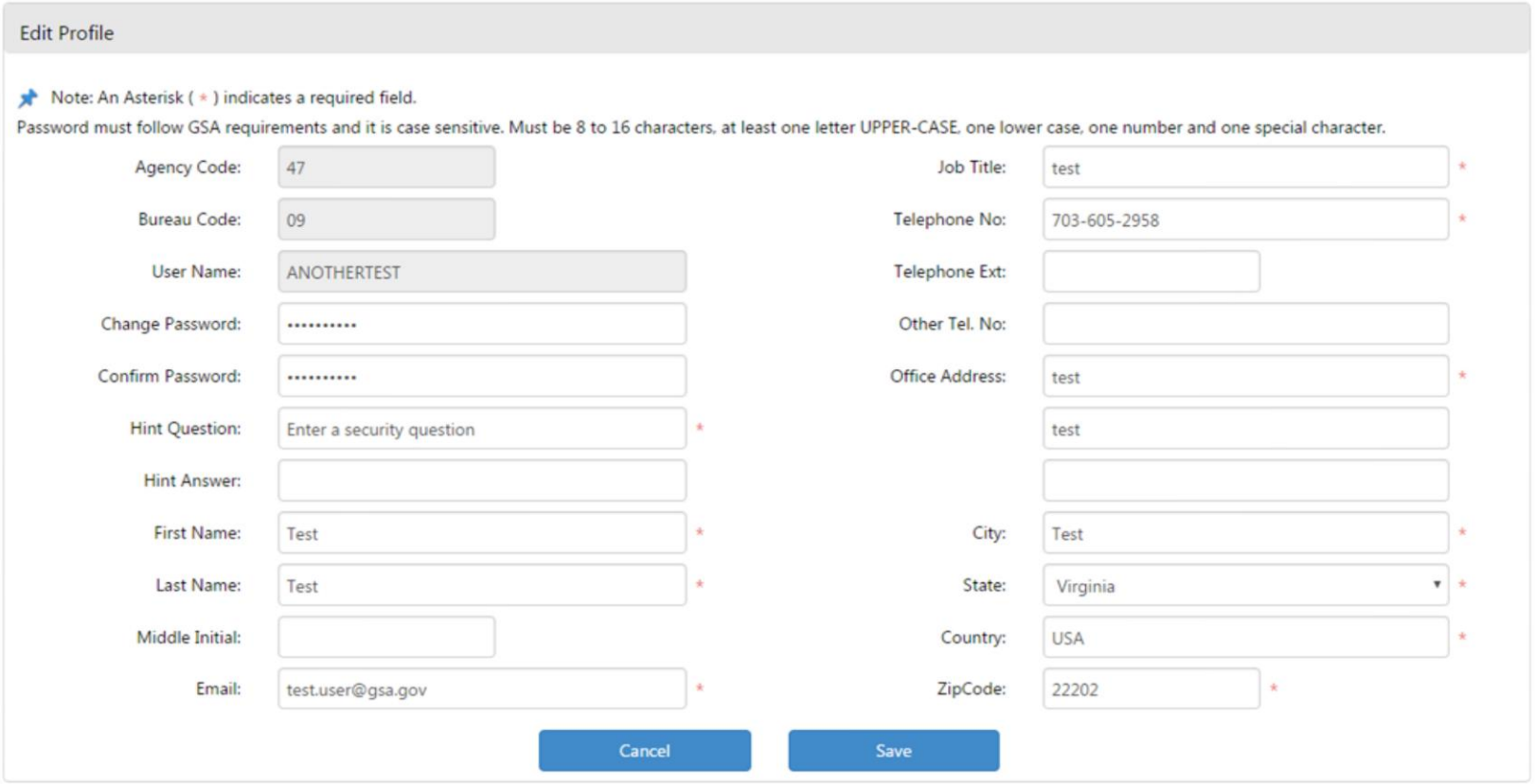
Accessing AutoChoice

Current AutoChoice users should log in using their existing account.
New users will need to self-register.



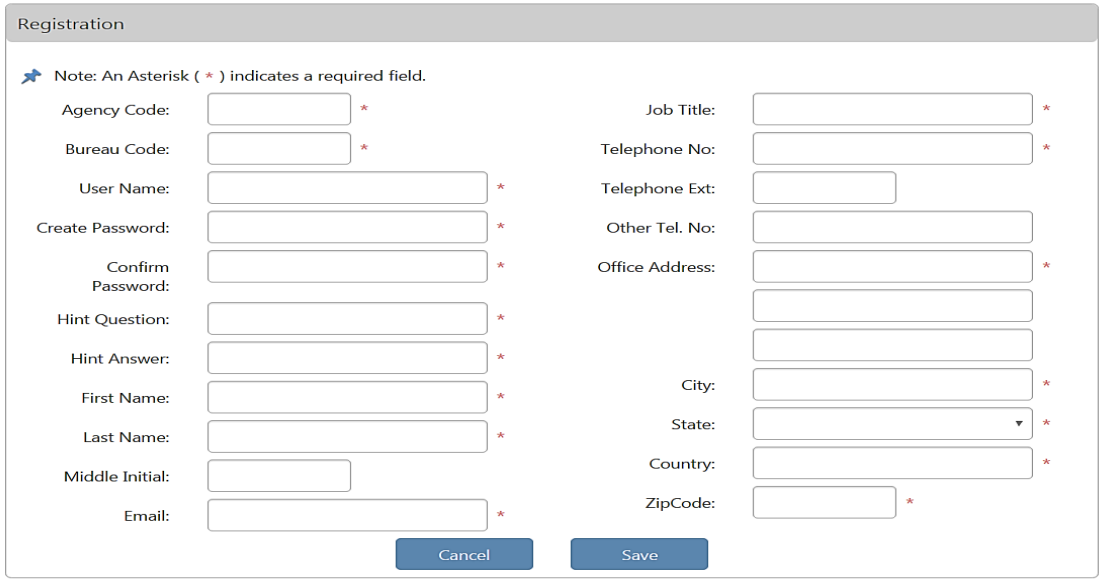
Current AutoChoice Users

- The first time you log into the new AutoChoice site you will be required to create a security “Hint Question” and “Hint Answer”.
- Make sure your other information is up-to-date.
- Click the “Save” button.



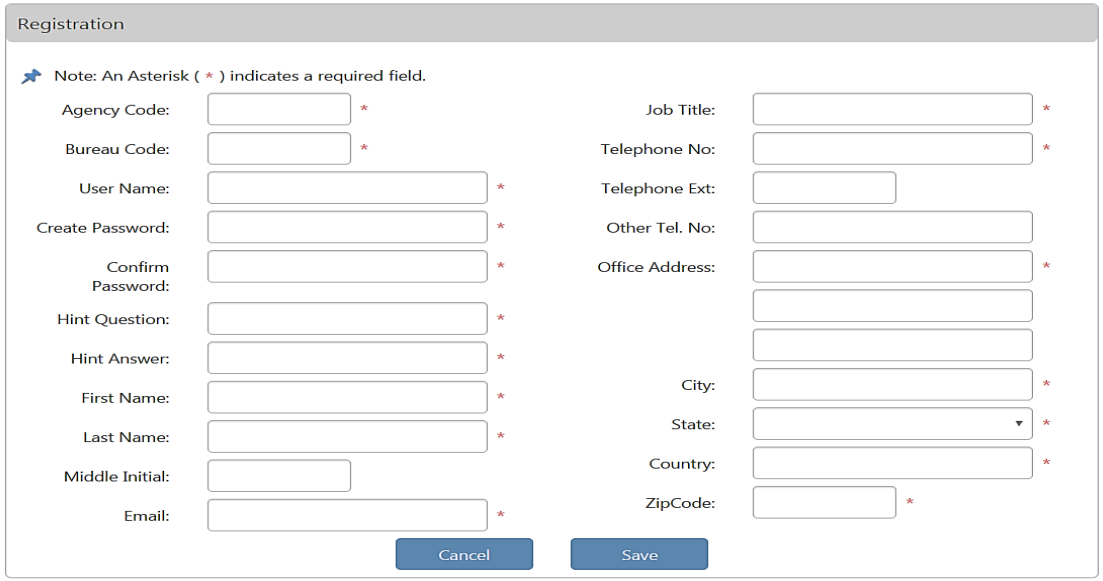
New User Registration

- Fill out User Registration Form.
- Required Fields are marked with asterisk. (*)
- You must create a unique user name and password.
- Passwords must be 8 to 16 characters with at least one number, one upper-case letter, one lower-case letter and one special character.



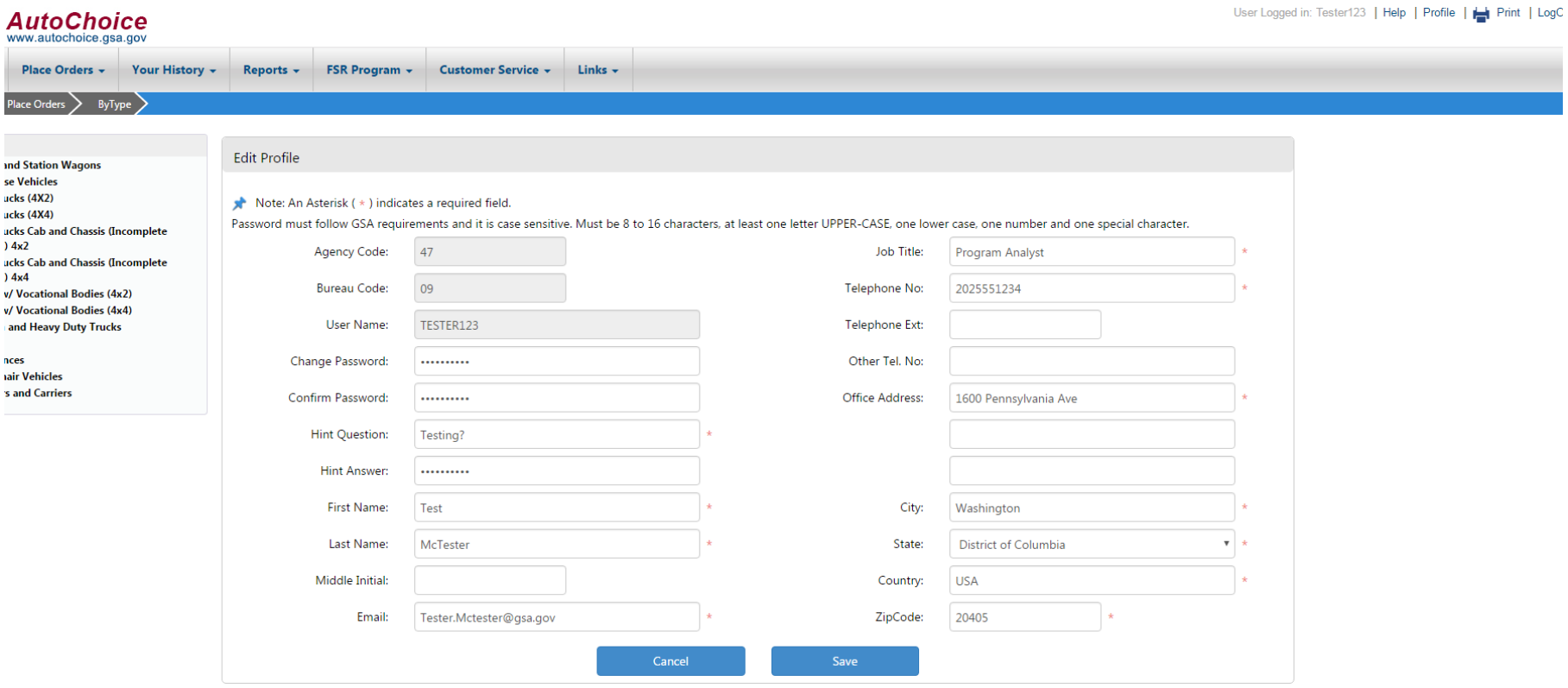
New User Registration

- It is important the you register under the correct Agency Code and Bureau Code.
- If you do not know your codes, contact vehicle.buying@gsa.gov.
- AutoChoice validates Activity Address Codes (AAC) against the Agency Code you are registered under.
- If your AAC does not match your Agency Code, you will not be able to save an order.



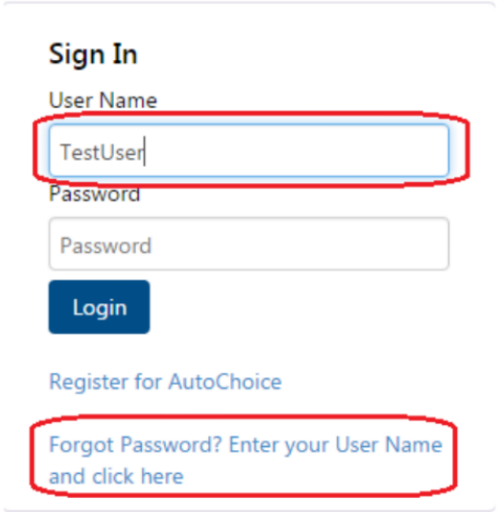
User Profile

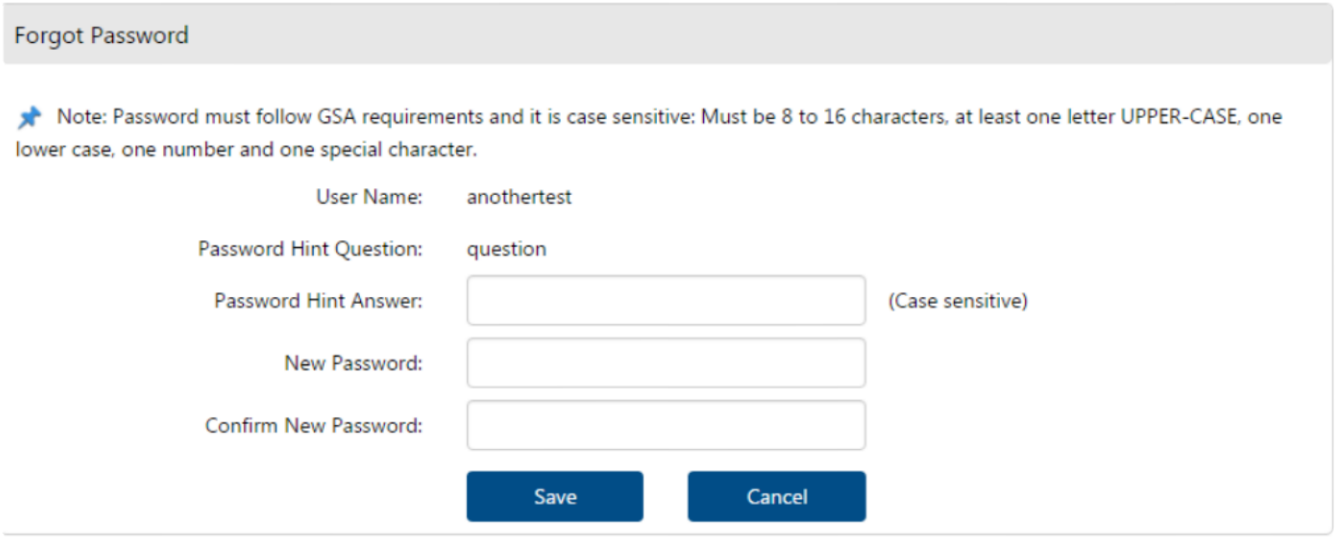
Once you have created an account for AutoChoice, you can update your profile. Click on the “Profile” link and update your data. Make sure that your email and telephone number are up-to-date.



Forgot Your Password?

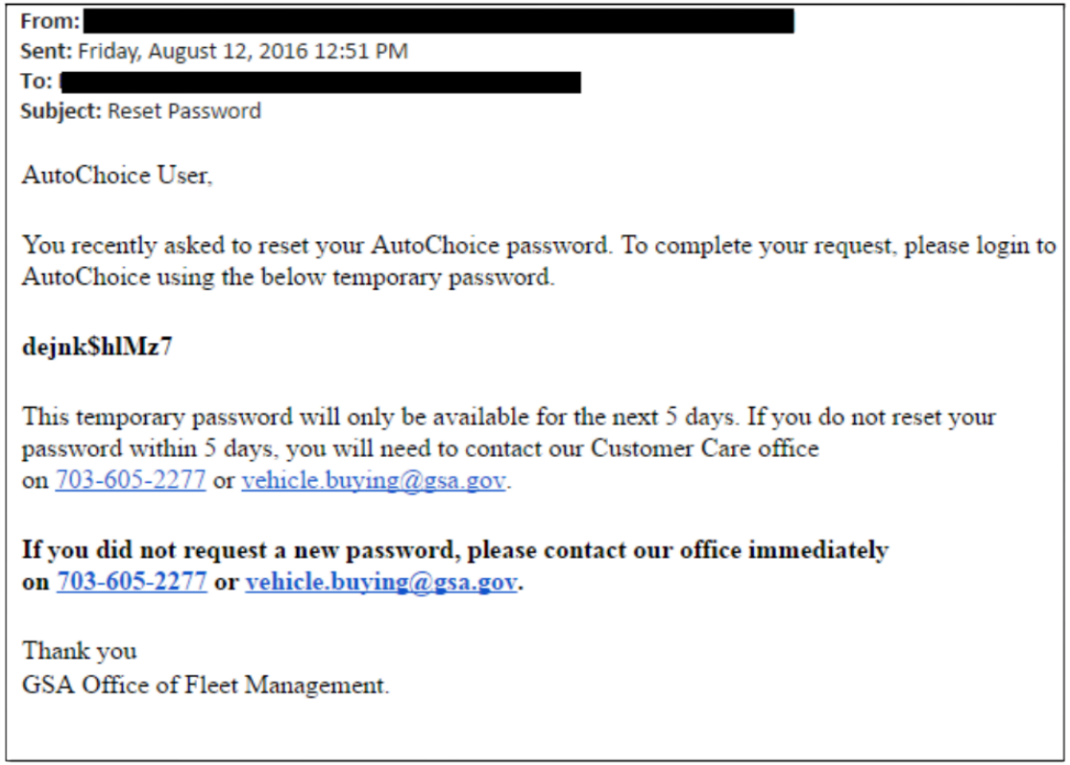
- On the AutoChoice Sign-In screen
  - Type your User Name in the “User Name” field
  - Click on “Forgot Password?” link below
- On the Forgot Password page
  - In the “Password Hint Answer” field type in the answer to your security/password hint question.
  - In the “New Password” field, type a new password
  - In the “Confirm New Password” field, retype your new password.
  - Click the “Save” button.





In-active or Locked Account

- If your account has been de-activated or if the password reset will not work for you, send an email to vehicle.buying@gsa.gov providing your AutoChoice User Name, First Name and Last Name. Note that GSA automatically de-activates accounts that have not been accessed in over two years.
- Our customer service team will review your request and if everything looks ok, your account will be reactivated.
- When your account is reset, our system will automatically generate an email to the email address stored in your user profile. The email will contain a randomly generated temporary password that is good for only 5 calendar days.
- Log into AutoChoice with your User Name and generated password from the email.
- AutoChoice will then force you to the User Profile page to create a new password.



From: [redacted]
Sent: Friday, August 12, 2016 12:51 PM
To: [redacted]
Subject: Reset Password

AutoChoice User,

You recently asked to reset your AutoChoice password. To complete your request, please login to AutoChoice using the below temporary password.

dejnk$hlMz7

This temporary password will only be available for the next 5 days. If you do not reset your password within 5 days, you will need to contact our Customer Care office on 703-605-2277 or vehicle.buying@gsa.gov.

If you did not request a new password, please contact our office immediately on 703-605-2277 or vehicle.buying@gsa.gov.

Thank you
GSA Office of Fleet Management.

AutoChoice User Rights

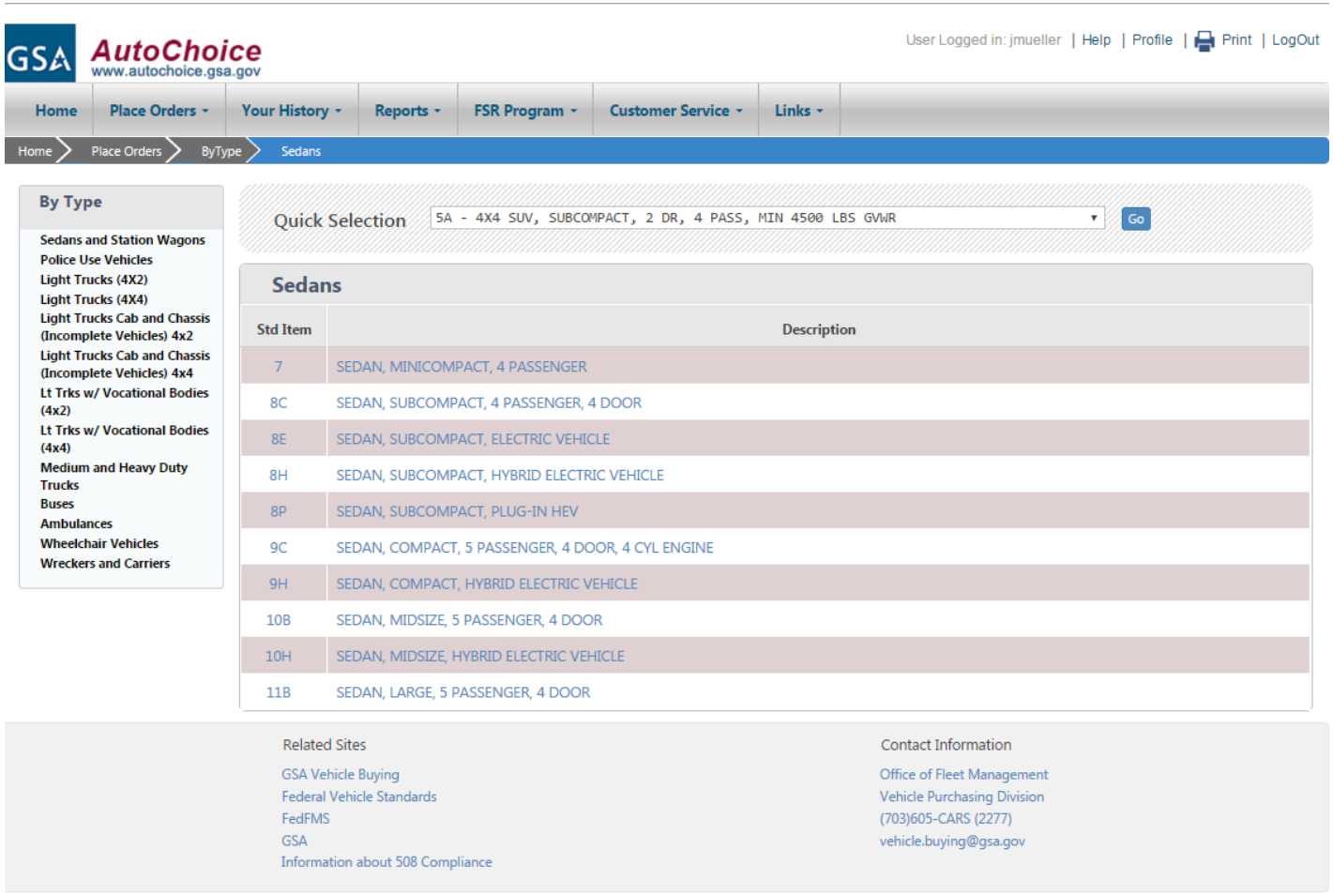
- When you register for AutoChoice, you will automatically have level 2 rights to view and create pending orders. However you will not automatically have rights to submit orders to GSA.
- User rights are determined and administered by your Agency Fleet Manager or their designee. If you are unsure of your Agency Fleet Manager or designee, contact vehicle.buying@gsa.gov.
- Agency Headquarters rights can only be granted by GSA. If you are an Agency-level Fleet Manager please contact your GSA Fleet Customer Care representative or email vehicle.buying@gsa.gov.

Customer Authorization Levels	Compare Prices	Add Orders to PENDING	View/Edit Your Own PENDING Orders	View/Edit PENDING Orders for entire bureau	View/Edit PENDING Orders for entire agency	Submit Orders to GSA
Level 1 - View Vehicle Price Comparison Only	X					
Level 2 - Default - Create/View Your Own Orders	X	X	X			
Level 3 - Create/View All Orders	X	X	X	X		
Level S - Supervisor - Create, View, Edit & Submit orders for Bureau or Designated Bureaus *	X	X	X	X		X - For Bureau or Designated Bureaus* only
Level H - Headquarter Supervisor - View, Edit & Place orders for his Agency, all Bureaus.	X	X	X	X	X	X - For all Bureaus within Agency

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 slides 28 and 29)
  - 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 http://www.gsa.gov/portal/content/103940 then click on "How do I request an Activity Address Code (AAC or DoDAAC)" or
    - Email ordermgmt@gsa.gov
    - Phone (800) 927-7622
- We cannot accept credit cards as payment.
- GSA Fleet does not purchase used vehicles.
- With the exception of our Express Desk program, GSA Fleet does not purchase pre-built vehicles sitting on dealer lots.
- Your vehicle order will be sent to the appropriate manufacturer for production and built to your specifications.

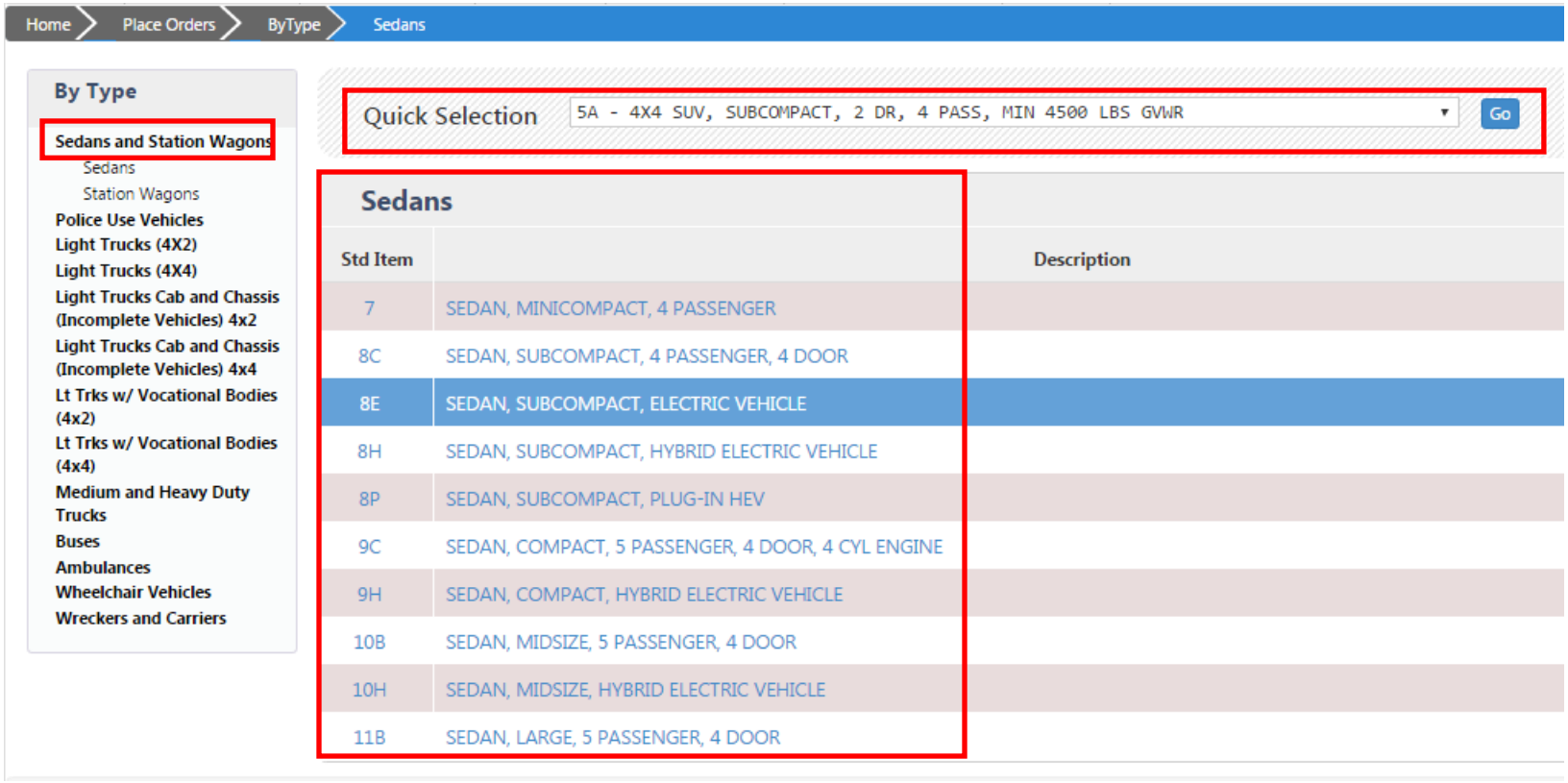
Home Page


GSA
AutoChoice
www.autochoice.gsa.gov
User Logged in: jmueller | Help | Profile | Print | LogOut
Home
Place Orders
Your History
Reports
FSR Program
Customer Service
Links
Home
Place Orders
ByType
Sedans
By Type
Sedans and Station Wagons
Police Use Vehicles
Light Trucks (4X2)
Light Trucks (4X4)
Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2
Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4
Lt Trks w/ Vocational Bodies (4x2)
Lt Trks w/ Vocational Bodies (4x4)
Medium and Heavy Duty Trucks
Buses
Ambulances
Wheelchair Vehicles
Wreckers and Carriers
Quick Selection
5A - 4X4 SUV, SUBCOMPACT, 2 DR, 4 PASS, MIN 4500 LBS GVWR
Go
Sedans
Std Item
Description
7
SEDAN, MINICOMPACT, 4 PASSENGER
8C
SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR
8E
SEDAN, SUBCOMPACT, ELECTRIC VEHICLE
8H
SEDAN, SUBCOMPACT, HYBRID ELECTRIC VEHICLE
8P
SEDAN, SUBCOMPACT, PLUG-IN HEV
9C
SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE
9H
SEDAN, COMPACT, HYBRID ELECTRIC VEHICLE
10B
SEDAN, MIDSIZE, 5 PASSENGER, 4 DOOR
10H
SEDAN, MIDSIZE, HYBRID ELECTRIC VEHICLE
11B
SEDAN, LARGE, 5 PASSENGER, 4 DOOR
Related Sites
GSA Vehicle Buying
Federal Vehicle Standards
FedFMS
GSA
Information about 508 Compliance
Contact Information
Office of Fleet Management
Vehicle Purchasing Division
(703)605-CARS (2277)
vehicle.buying@gsa.gov

Vehicle Selection

Start your order by using one of the two methods to select a vehicle:

- Quick Selection - if you already know the standard item number.
- By Type - expand categories to view types of vehicles available.



View Vehicle Specifications

Easily compare GSA minimum standards and vendor offerings for each model.

Minimum Requirements | Options | Compare Prices | Other Features | Clarifications | Emissions | Vendor Performance

Minimum Requirements

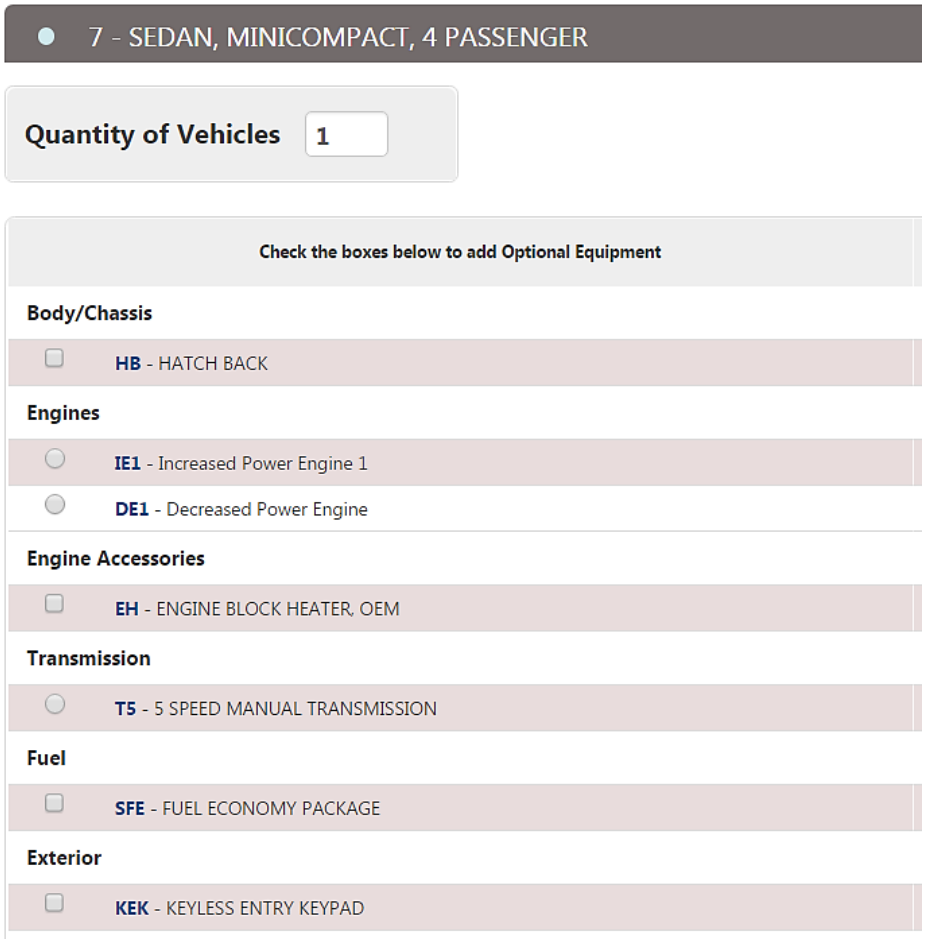
Next »

● 7 - SEDAN, MINICOMPACT, 4 PASSENGER

GSA Components	GSA Min Req	FIAT 500	FIESTA	SONIC
Body/Chassis				
PASSENGER COMPARTMENT VOLUME - cu ft		75.6	85.1	90
TRIM LEVEL		POP	SE	1SD/1LT
MFG. MODEL CODE		FFFL24	P4B	1JV69
WHEELBASE		90.6	98.0	99.4
BASE CURB WEIGHT w/ GSA min reqmts - lbs		2434	2578	2745
BODY STYLE		HATCHBACK	4-Door Trunk	Sedan/trunk
Engine Minimums				
ENGINE TYPE - Cylinders / Liters		4/1.4	1.6L TI-VCT I4	4/1.8L
HORSEPOWER		101	120@6350 RPN	138
Engine Accessories				
OIL LIFE SYSTEM		Comply	COMPLY	COMPLY
Transmission				
AUTOMATIC TRANSMISSION		6 SPEED	Power Shift 6 Speed Auto	6 SPEED
Fuel				
FUEL TYPE		Gasoline Dedicated	Gasoline Dedicated	Gasoline Dedicated

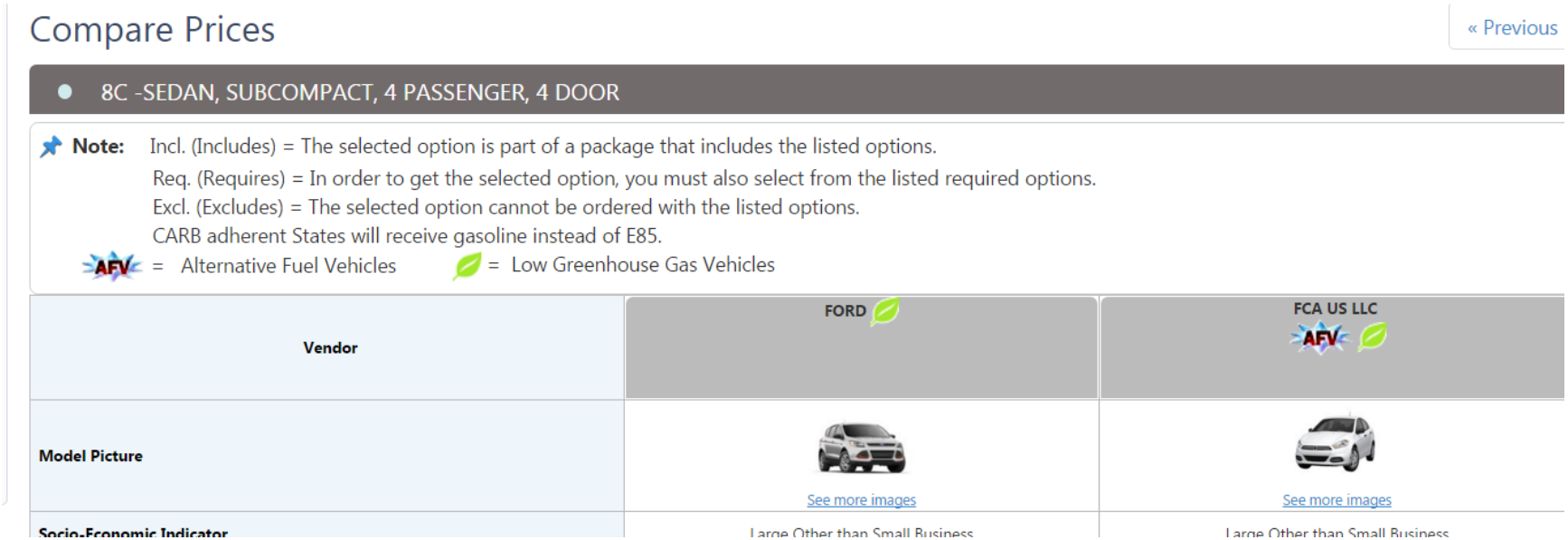
Selection of Vehicle Options and Equipment

Select optional equipment to add to base model.



Price Comparison

AutoChoice will configure vehicles based on the options selected.
The Green Leaf icon indicates a base vehicle with low greenhouse gas emissions.
The AFV icon indicates a base vehicle designed for use with alternative fuels.



Compare Prices

« Previous

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

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
Excl. (Excludes) = The selected option cannot be ordered with the listed options.
CARB adherent States will receive gasoline instead of E85.
AFV = Alternative Fuel Vehicles = Low Greenhouse Gas Vehicles

Vendor	FORD	FCA US LLC
Model Picture	See more images	See more images
Socio-Economic Indicator	Large Other than Small Business	Large Other than Small Business

Price Comparison

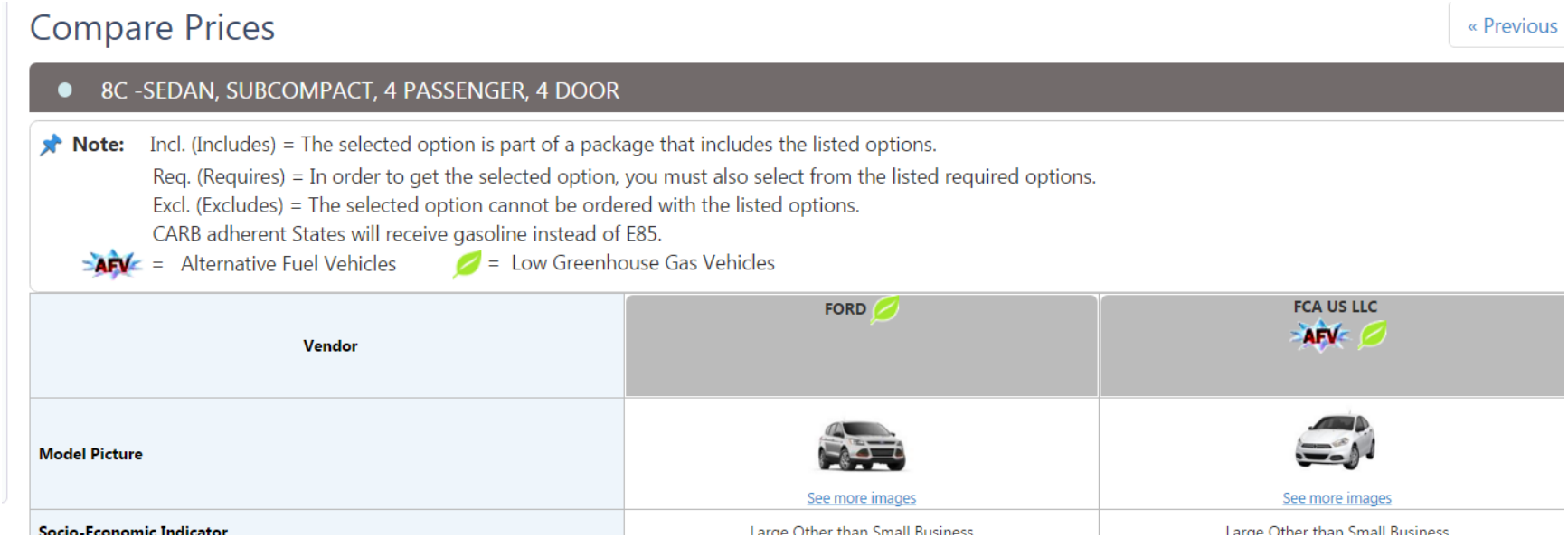
A cost breakdown is provided plus the total price per vehicle including optional equipment and GSA surcharge.
Select your model by clicking on the “Select Model” button.

=**Subtotal Unit Price** (A+B+G)	15,256.00	15,791.00	16,403.00
Quantity(C)	1	1	1
=**Sub- Totals** (A+B+G)*C	15,256.00	15,791.00	16,403.00
+ **Order Options**			
Total Order Options $ (D)	0.00	0.00	0.00
= **Total Price** ((A+B+G)*C)+D	15,256.00	15,791.00	16,403.00
+ **GSA Surcharge**	152.56	157.91	164.03
= **Total Selling Price**(F)	15,408.56	15,948.91	16,567.03
Unit Selling Price $ (F/C)	15,408.56	15,948.91	16,567.03
	Select Model	Select Model	Select Model

*Not all options are available for every model and may require some additional configurations to make your agency’s best-value determination.

Alternative Fuel Vehicles and Low Green House Gas Vehicles

Alternative Fuel Vehicles (AFV) and Low Greenhouse Gas Vehicles are marked at the top of the column.
*Please note that AFV and green house gas scores are for the base vehicle only . These scores can change depending on optional equipment selected.



Compare Prices

« Previous

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

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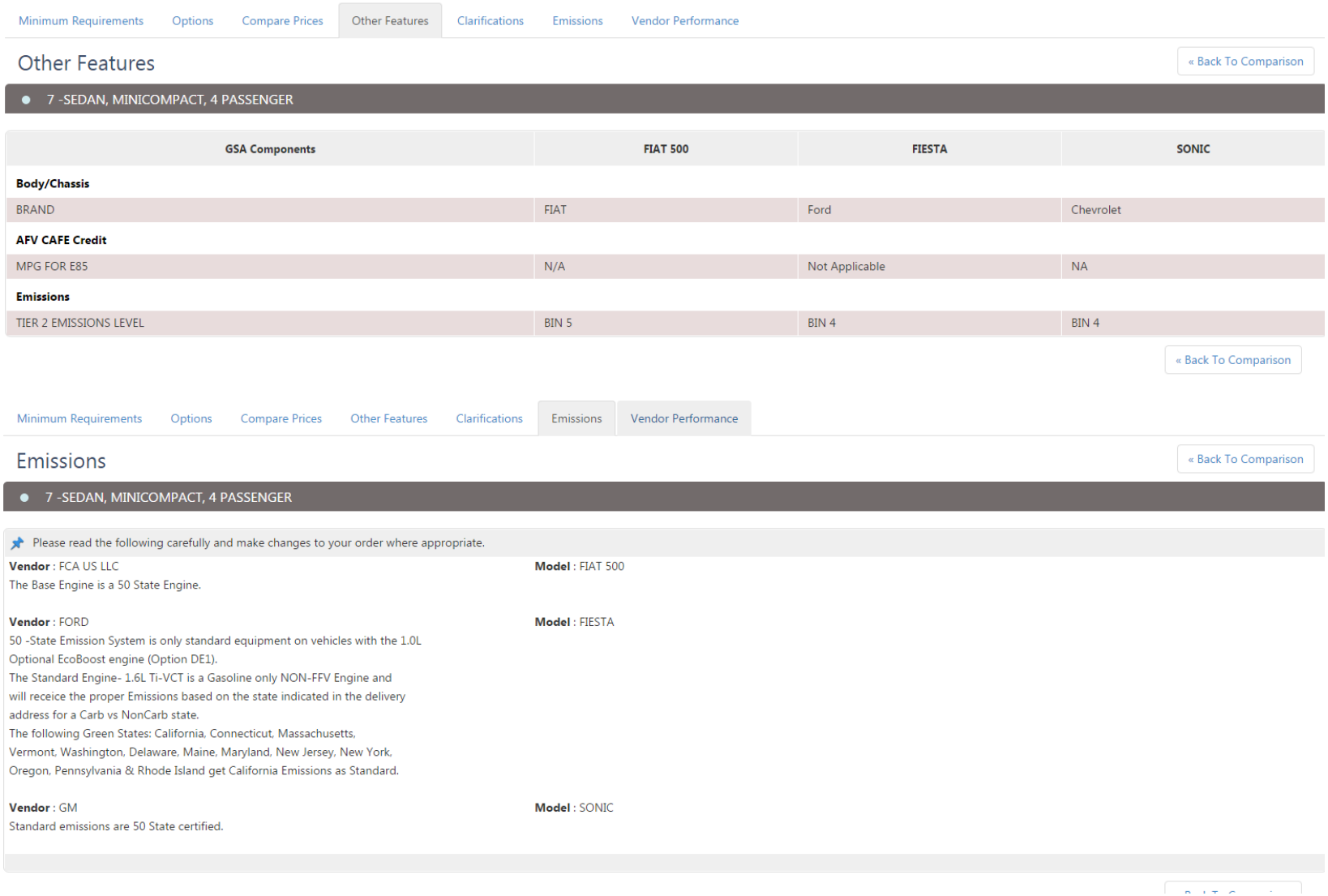
CARB adherent States will receive gasoline instead of E85.
AFV = Alternative Fuel Vehicles = Low Greenhouse Gas Vehicles

Vendor	FORD	FCA US LLC AFV
Model Picture	See more images	See more images
Socio-Economic Indicator	Large Other than Small Business	Large Other than Small Business

Additional Data

To aid you in your best value decision additional model data can be found by selecting the “Other Features”, “Clarifications”, “Emissions” and “Vendor Performance” tabs.



Minimum Requirements | Options | Compare Prices | Other Features | Clarifications | Emissions | Vendor Performance

Other Features

« Back To Comparison

7 -SEDAN, MINICOMPACT, 4 PASSENGER

GSA Components	FIAT 500	FIESTA	SONIC
Body/Chassis			
BRAND	FIAT	Ford	Chevrolet
AFV CAFE Credit			
MPG FOR E85	N/A	Not Applicable	NA
Emissions			
TIER 2 EMISSIONS LEVEL	BIN 5	BIN 4	BIN 4

« Back To Comparison

Minimum Requirements | Options | Compare Prices | Other Features | Clarifications | Emissions | Vendor Performance

Emissions

« Back To Comparison

7 -SEDAN, MINICOMPACT, 4 PASSENGER

Please read the following carefully and make changes to your order where appropriate.

Vendor : FCA US LLC
The Base Engine is a 50 State Engine.

Model : FIAT 500

Vendor : FORD
50 -State Emission System is only standard equipment on vehicles with the 1.0L Optional EcoBoost engine (Option DE1).
The Standard Engine- 1.6L Ti-VCT is a Gasoline only NON-FFV Engine and will receice the proper Emissions based on the state indicated in the delivery address for a Carb vs NonCarb state.
The following Green States: California, Connecticut, Massachusetts, Vermont, Washington, Delaware, Maine, Maryland, New Jersey, New York, Oregon, Pennsylvania & Rhode Island get California Emissions as Standard.

Model : FIESTA

Vendor : GM
Standard emissions are 50 State certified.

Model : SONIC

Model Clarifications

Minimum Requirements | Options | Compare Prices | Other Features | Clarifications | Emissions | Vendor Performance

Clarifications

- 7 -SEDAN, MINICOMPACT, 4 PASSENGER

Please read the following carefully and make changes to your order where appropriate.

Vendor : FCA US LLC **Model** : FIAT 500

1. PSME will only provide access to online portal Tech Connect.
2. FIAT 500 can only be delivered to a FIAT Dealer.
3. FIAT 500 cannot be delivered to a Dodge, Chrysler, Jeep or Ram Dealer.
4. T5 and SFE Includes a Rear Spoiler.
5. SFE Includes and is ONLY AVAILABLE w/T5 Manual Transmission.
6. MPG and GPM numbers are based on 2016 EPA ratings.
7. TLM is location services only
8. Optional engine fuel economy verification pending.

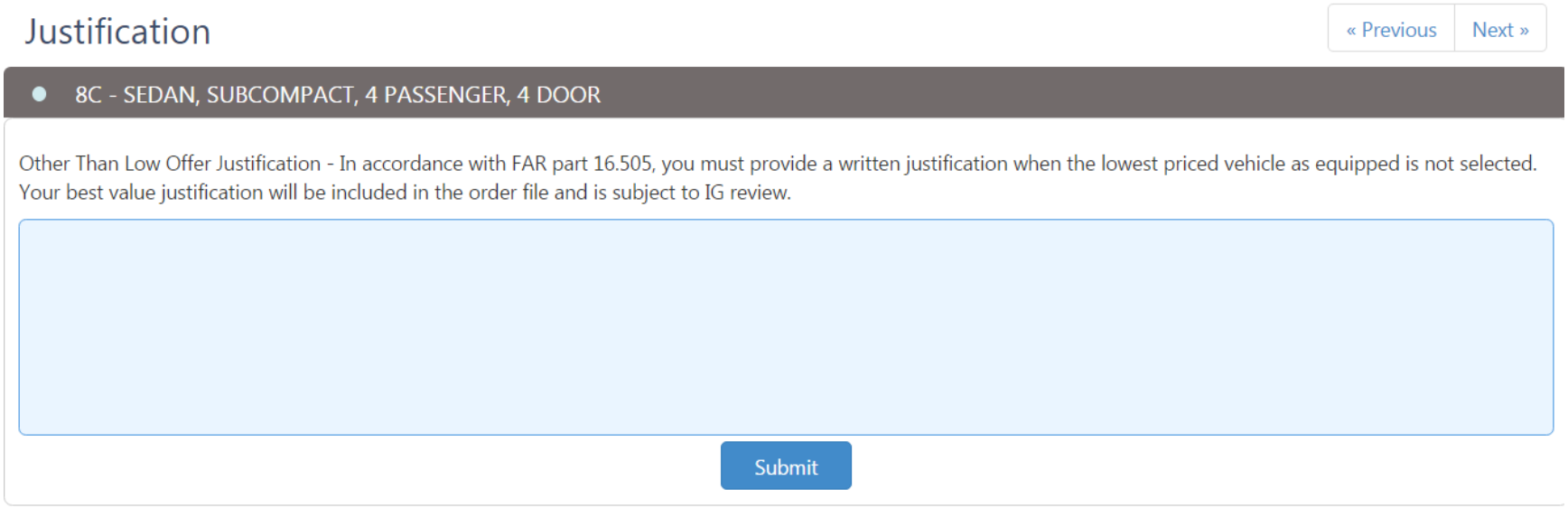
Vendor : FORD **Model** : FIESTA

CNS -Is only available within the 48 contiguous states
CNS -Is not available for Export vehicles
1611 -Option requires additional shipping costs
PSME -Includes a CD ROM for a Service Manual and DVD for a Parts Manual
SK -Metric Speedometer is only available for Export vehicles
Shipments to Alaska (DDRA), Hawaii (DDRH), Guam (DDRG), Puerto Rico (DDRP) and 1611MIL are 150 days instead of the standard 90 days.
MIL -Does not include a DD FORM 250
CPT -Custom Paint Color (Ruby Red Met CC)
DE1 -1.0L EcoBoost 3cyl Engine is only available with a Manual Transmission
PSME's are Mailed out Quarterly Beginning in January
Military Data Plates are Mailed out Quarterly Beginning in January.

Vendor : GM **Model** : SONIC

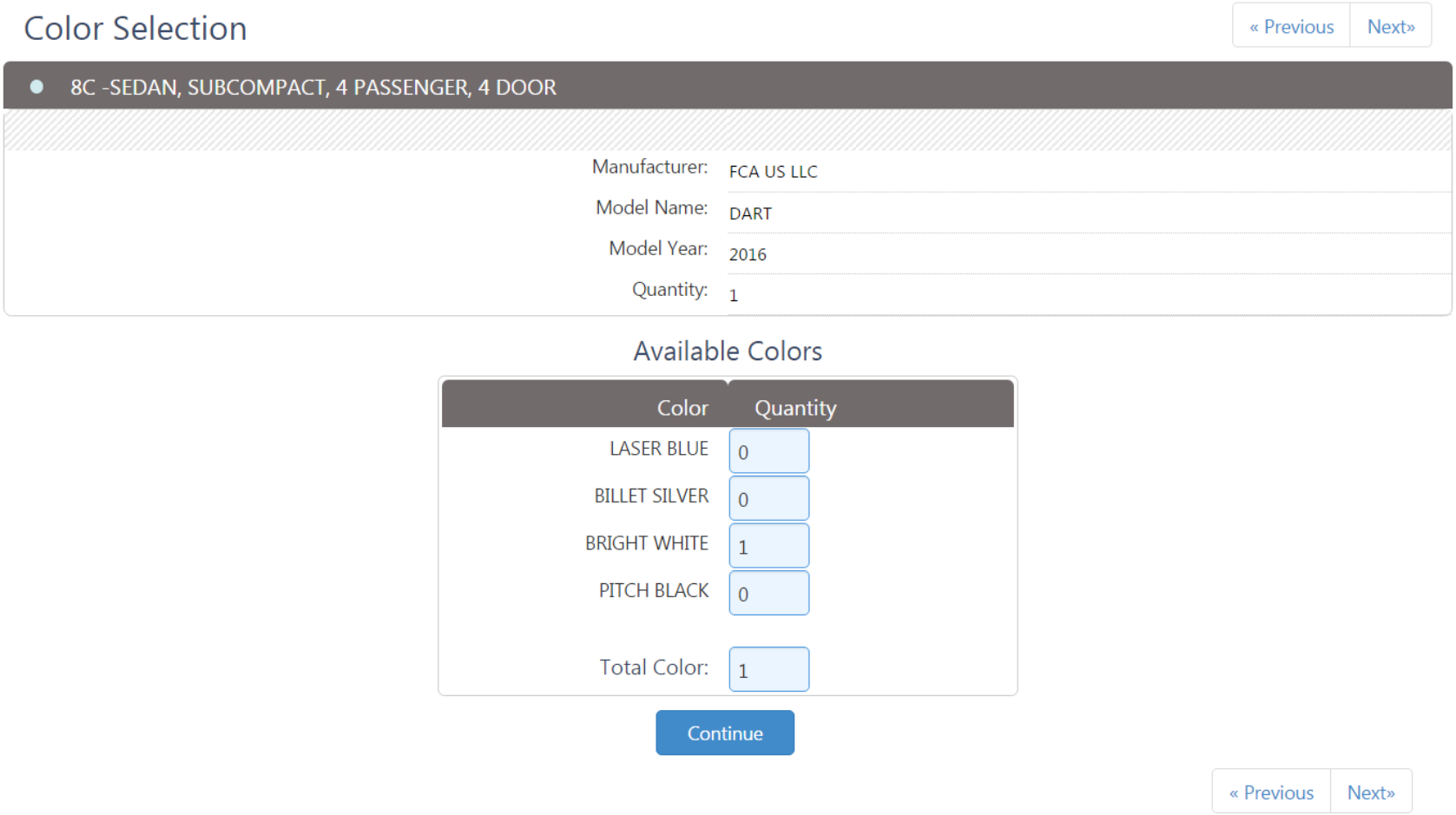
Justification for Selecting Other than Low Offer

In accordance with FAR 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 IG review.



Color Selection

Select the color(s) for vehicles on your order. The color quantity must match the total vehicle quantity on the order.



Summary

Review your order summary before moving forward.

Summary

« Previous | Next »

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

Standard Item:	2016 8C - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR
Vendor	FCA US LLC
Model Year:	2016
Model:	DART
Shipment Days:	90
MPG(City/Hwy/Combined):	24/34/27
g CO2/mile:	324

Option is Not Available (N/A)

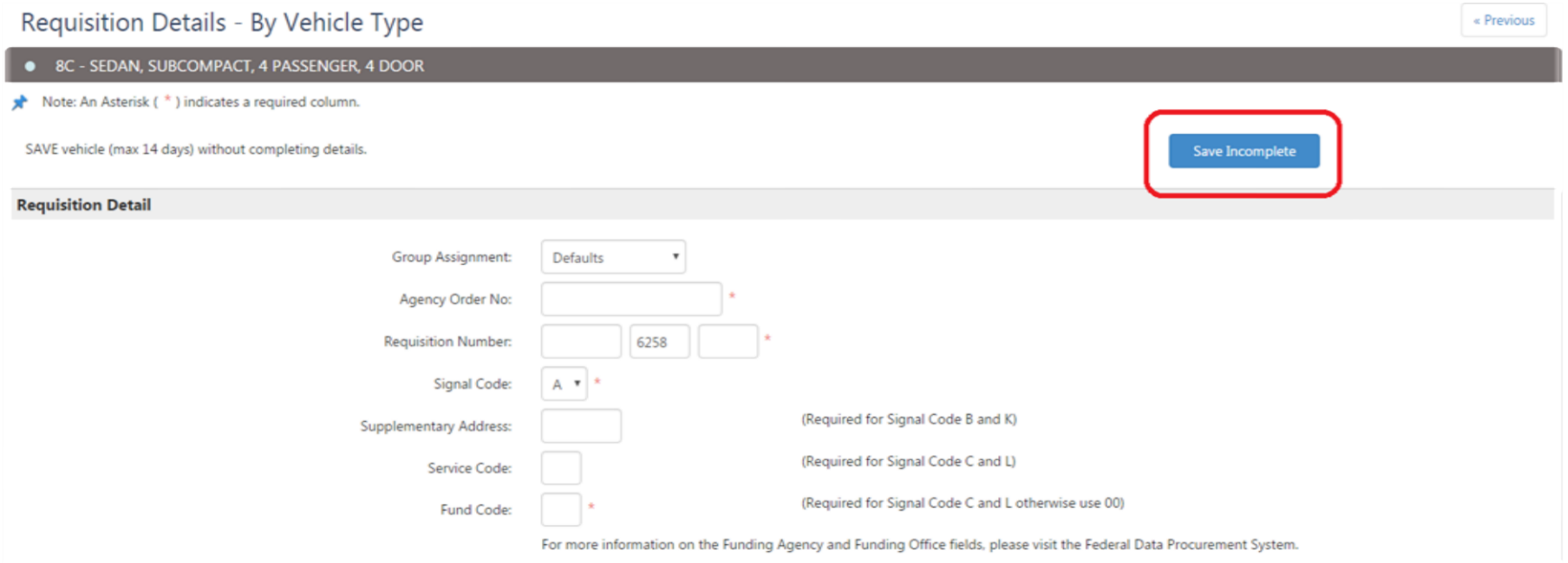
Color:

PW7	BRIGHT WHITE	1

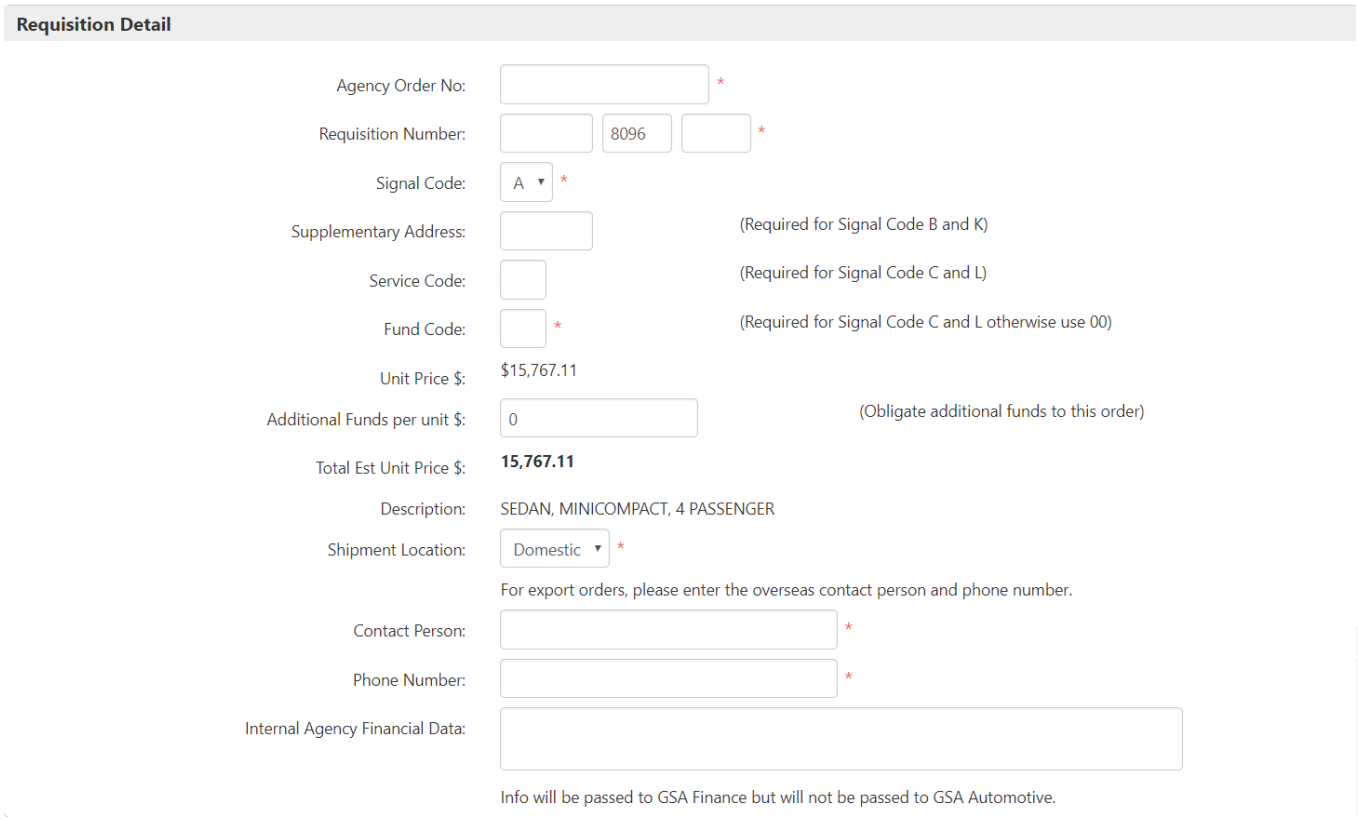
Base Price (A)		**17,021.00**
+ **Vehicle options:**		
E85	ETHANOL FLEXIBLE FUEL	0.00
Total Vehicle options: (B)		**0.00**
= **Sub-Total Unit Price** (A+B)		**17,021.00**
Quantity (C)		**x 1**
= **Sub-Total Price** (A+B)*C		**17,021.00**
+ **Order options:**		
Total Order options (D)		**0.00**
= **Total Price** ((A+B)*C+D)		17,021.00
+ **GSA Surcharge**		170.21
= **Total Selling Price** $(F)		**17,191.21**
= **Unit Selling Price** $(F/C)		**17,191.21**

Requisition Details
plus New “Save Incomplete”

- On the Requisition Detail page, provide your FEDSTRIP/MILSTRIP data and your addresses.
- If you do not have all of your data, you can now save a pending order without filling out the entire Requisition Detail page by hitting the “Save Incomplete” button.
- Incomplete orders will only remain in your Pending module for 14 calendar days. So don’t forget to come back.



Requisition Details – FEDSTRIP/MILSTRIP Data

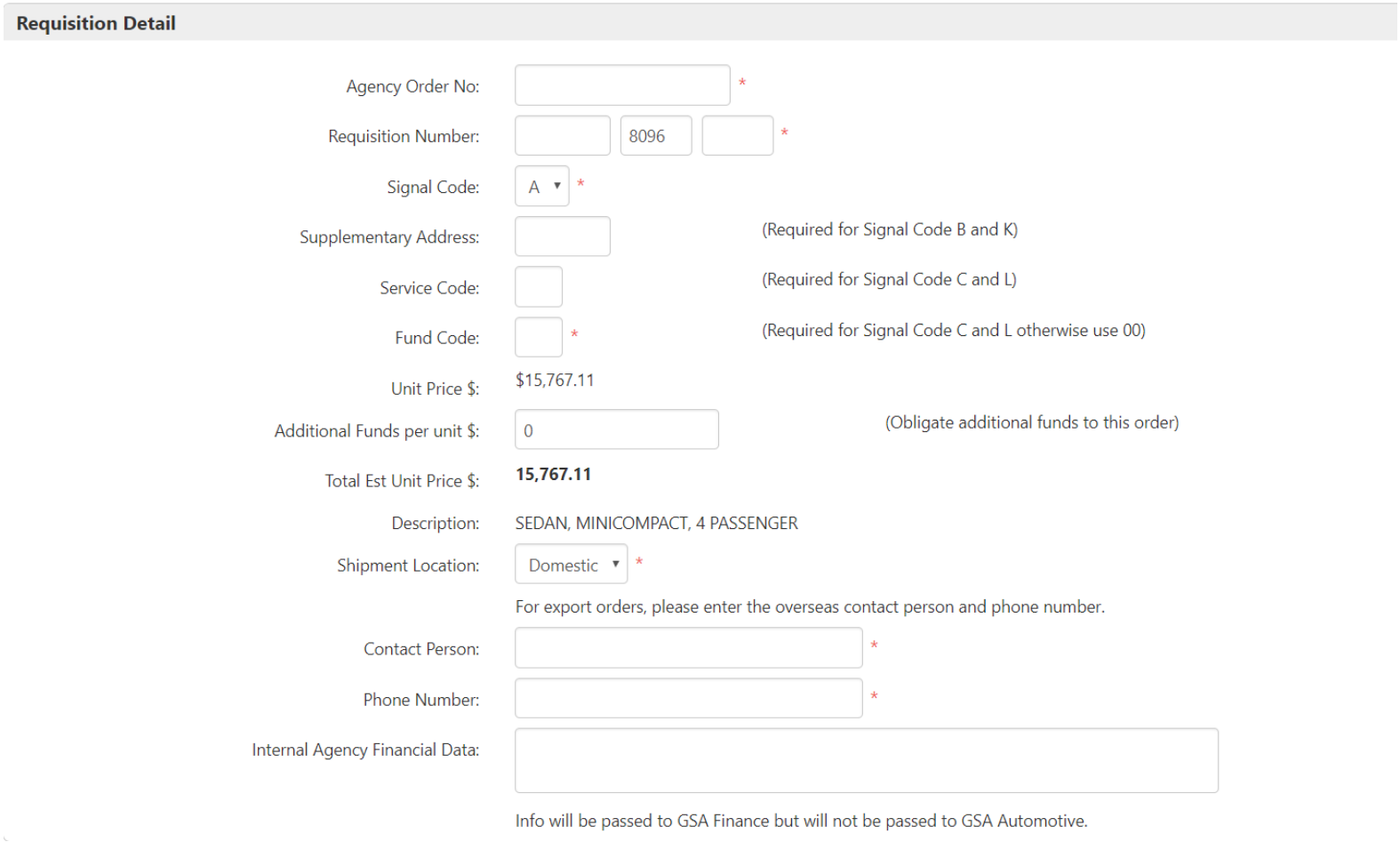


Signal Code Table

Signal Code	Requisition Number AAC	Supple-mentary AAC	Fund Code
A	Bill		
B		Bill	
C			Bill
J	Bill		
K		Bill	
L			Bill

1. Agency Order Number: Customer defined. Limit 15 characters. For your internal use only.
2. Requisition number
   - 2a. Activity Address Code (AAC) or DODAAC assigned to your office.
   - 2b. Four digit Julian Date. AutoChoice 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. Directs billing to AAC/DODAAC in either the Requisition Number, Supplementary Address or Fund Code.
4. Supplementary Address – A supplementary AAC can be used to re-direct billing documents. Required with Signal Code “B” or “K”.
5. Fund Code – If your agency uses Fund Codes, 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”.

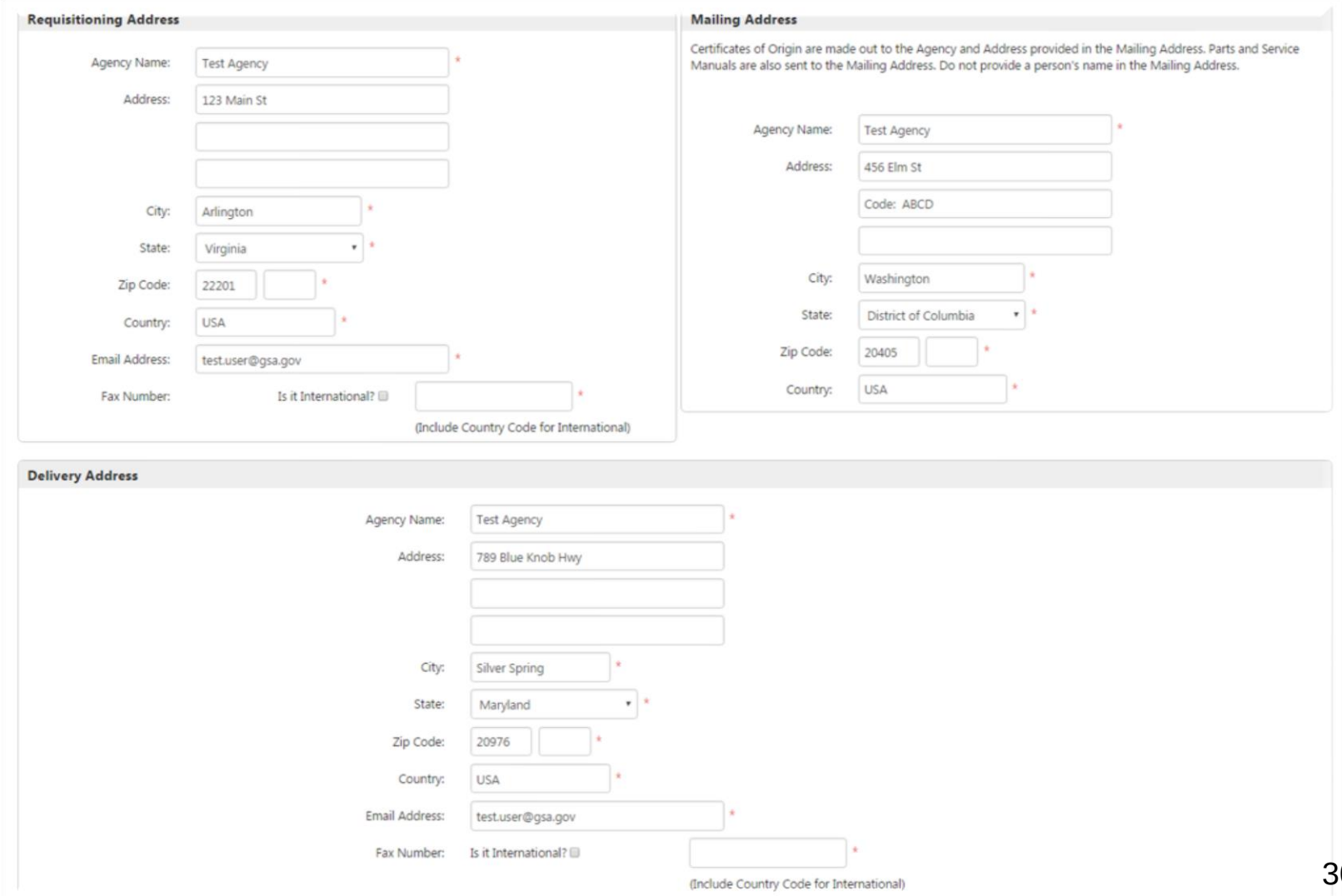
Requisition Details – FEDSTRIP/MILSTRIP Data



6. Additional Funds – Can be used to add additional funds to your order above the total calculated unit price. Required for any orders with additional requirements (AREQ).
7. Shipment Location – Inside CONUS (continental US) = Domestic. Alaska, Hawaii, Puerto Rico and Guam = Export unless option code DDRA, DDRH, DDRP or DDRG is selected. Overseas = Export.
8. Contact Person/Phone – Enter the order contact person and phone number.
9. Treasury Account Symbol:
   - Needs to be entered in one of the following formats: XX XXXX or XX XXXX XXX
   - See link under the Customer Service tab. https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm

Requisition Details

Fill in your addresses



Requisitioning and Mailing Address

Requisitioning Address: Enter the complete address of the office requisitioning the vehicle. Follow the mailing address format.

Mailing Address: **The Certificate of Origin, Parts and Service Manuals (if ordered) and applicable vehicle recall notices are sent to the mailing address.** Please verify the accuracy of the mailing address before entering into AutoChoice. The address must be a valid United States Postal Service (USPS) address and not include a person's name.

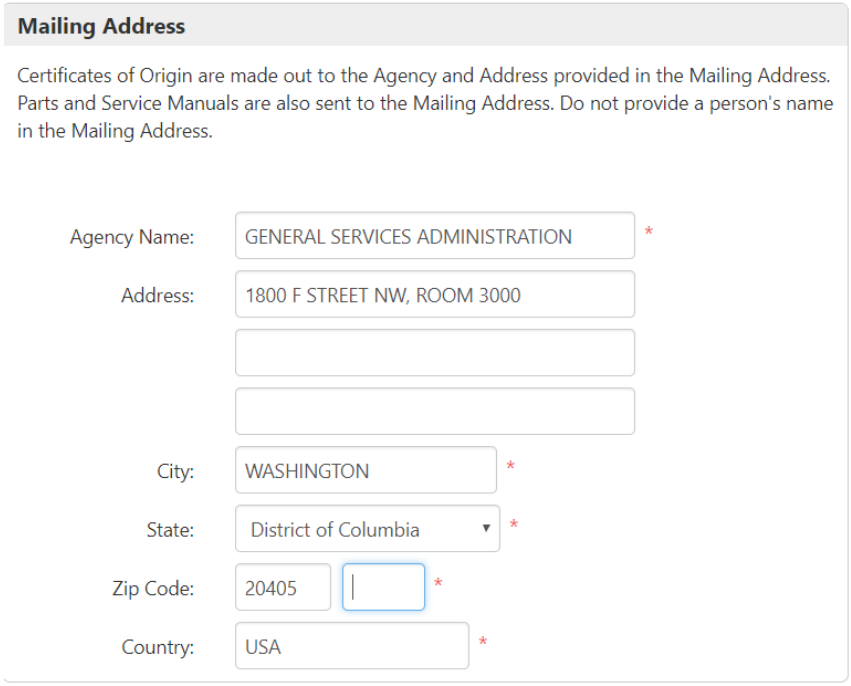
Domestic Address: See example on the next slide.

Military Overseas Address (APO and FPOs): See example on the next slide.

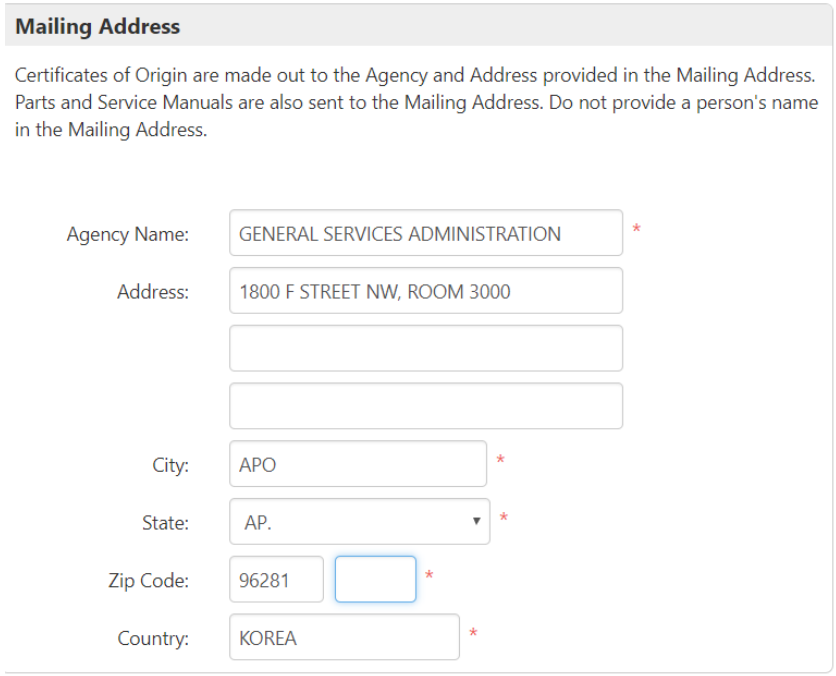
- Enter either APO or FPO in the "City" field.
- In the state drop down list, select either: "AA", "AE", "AP", etc.
- Enter the appropriate APO/FPO "Zip Code".

Sample Mailing Addresses

Domestic Address



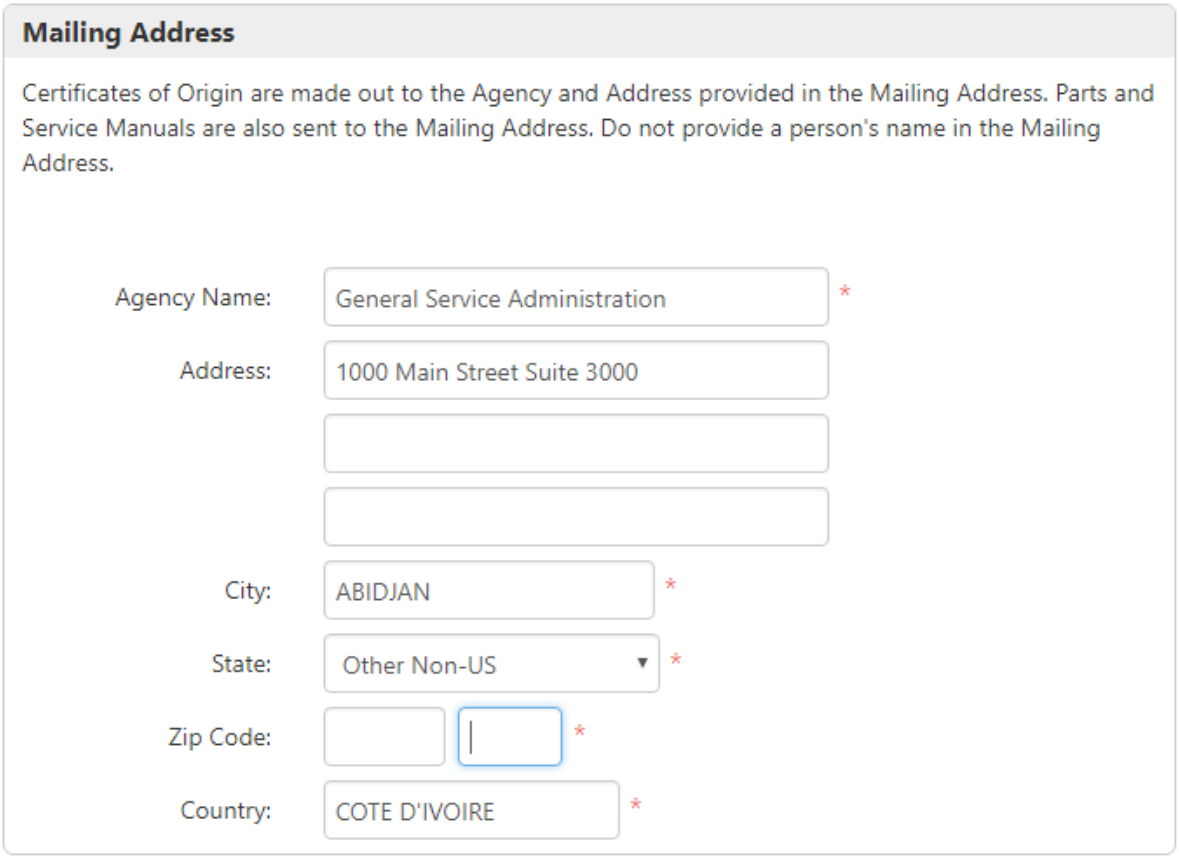
Military Overseas Address



Sample Mailing Addresses

Non Military Overseas Address

Follow standard address guidelines. In the State field, select “Other-Non US” and leave the zip code blank.



Delivery Address

Delivery Address

For Consignee (CNS) Delivery:

Enter the complete address of the location where you want the vehicle delivered.

For Dealer Delivery:

If your vehicle is being delivered to a dealership, you should enter the ultimate destination of the vehicle. Be aware if the manufacturer is unable to deliver to your requested dealership, they will select a dealership in proximity to the city and state specified in these fields.

Delivery address cannot be a PO Box, APO, FPO, etc.

For overseas deliveries, please choose “Other-Non US” in the state drop down list and leave the zip code blank.

Overseas Delivery Address Example

Agency: Sample Agency

Address: Sample Address

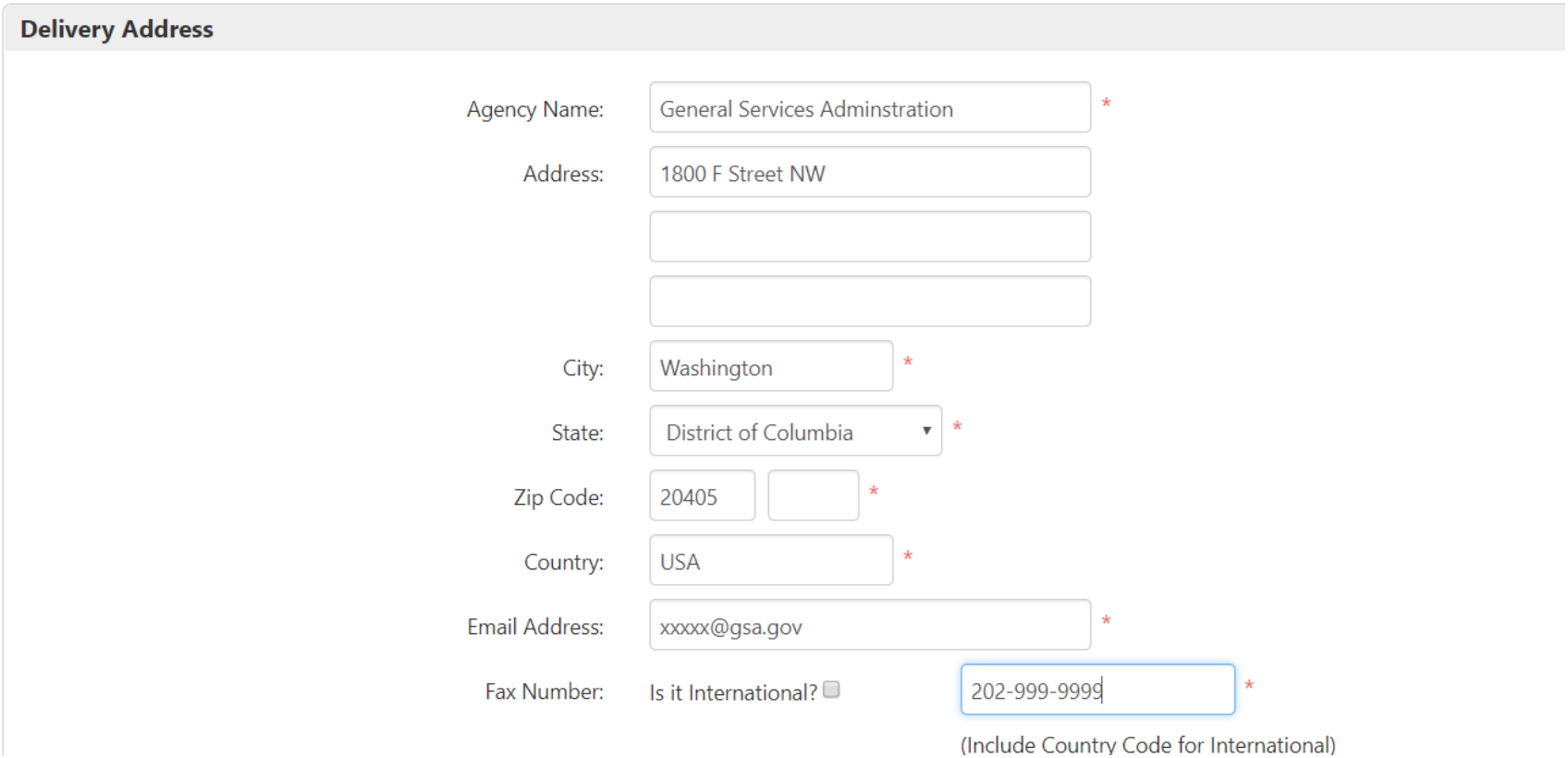
City: Sample City

State: Other-Non US

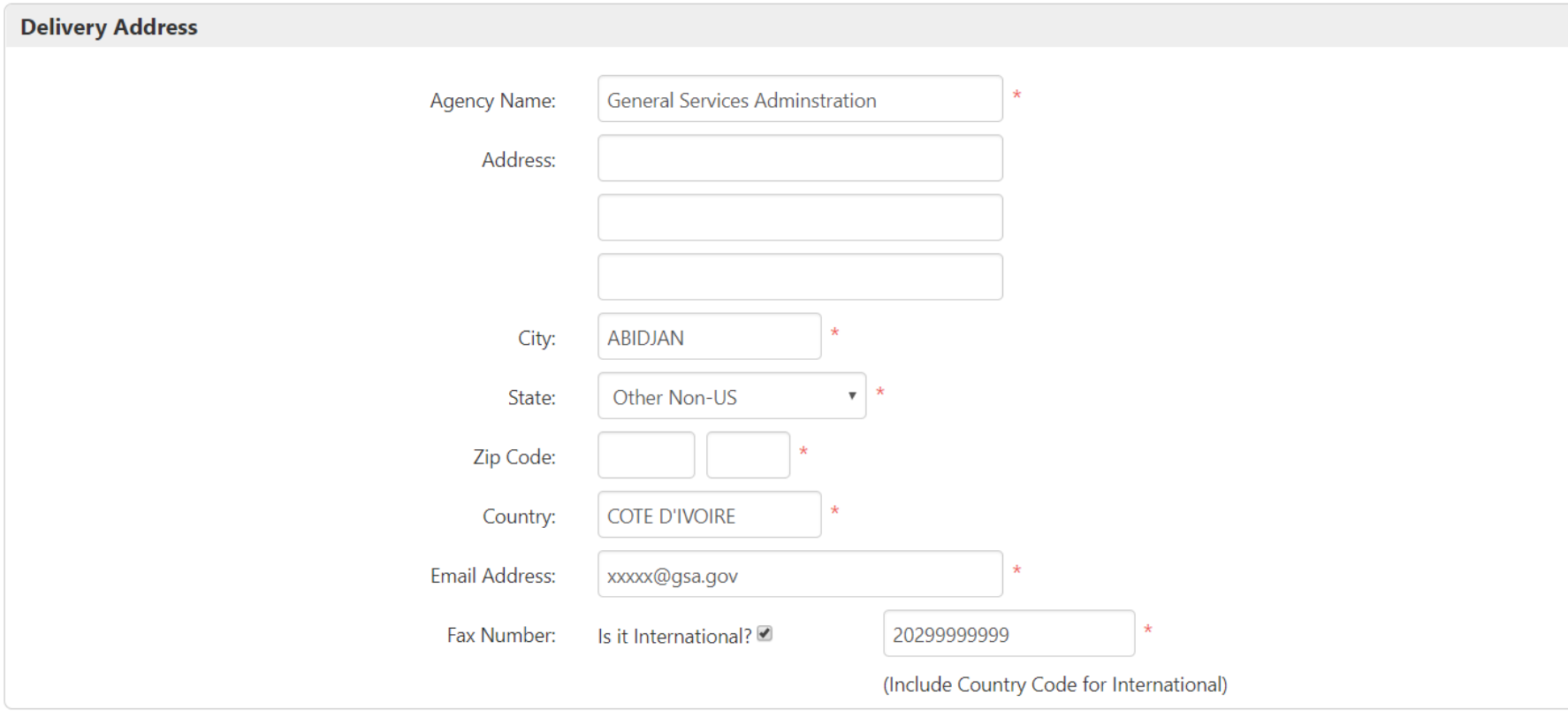
Zip:

Country: Korea

Sample Domestic Delivery Address

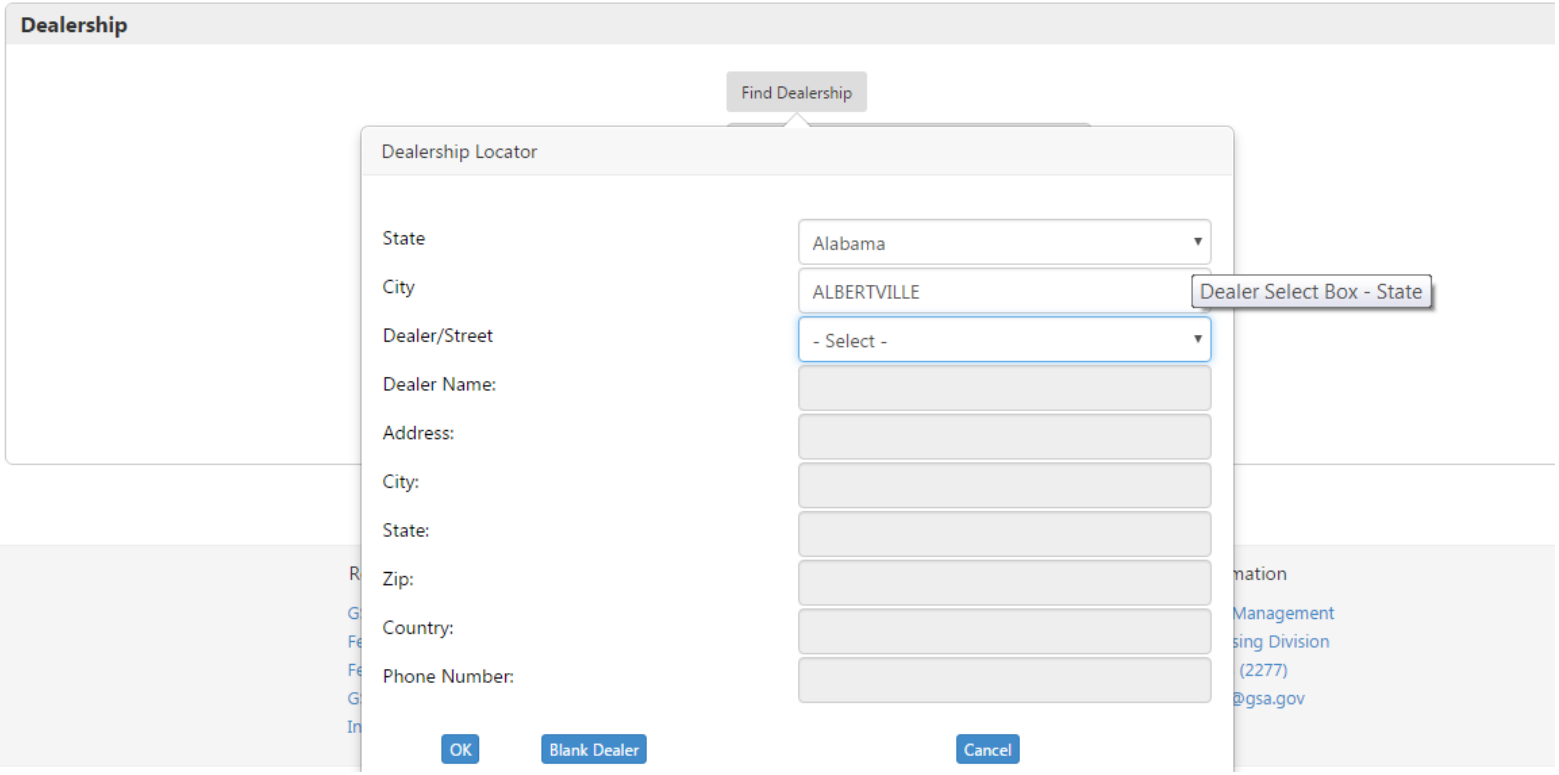


Sample Overseas Delivery Address



Selecting a Dealership

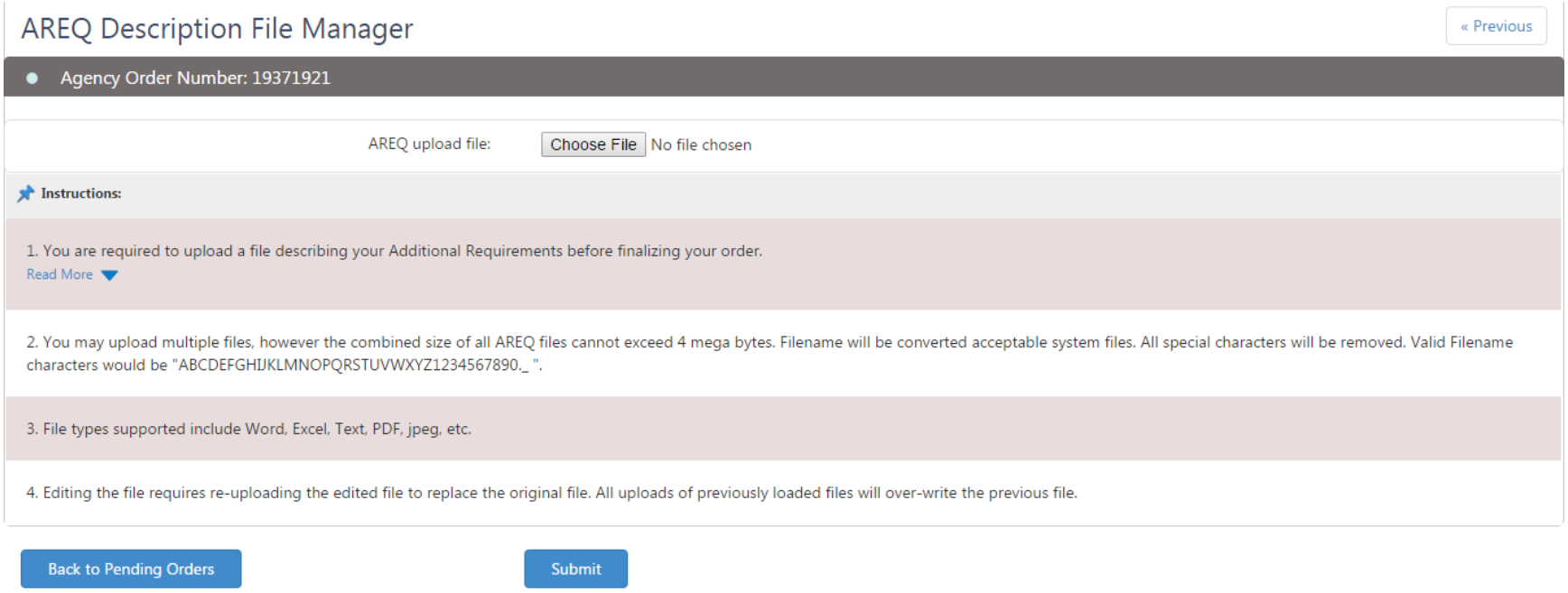
- Only applicable for sedans and light trucks.
- Dealer delivery is the default delivery type for sedans and light trucks.
- Excludes orders with option CNS or other delivery options.
- Use the dropdowns to select a dealership location for delivery.
- If you do not specify a dealer, the vendor will choose one based on your delivery address.
- The dealership delivery program is a contract between the vehicle manufacturer and the dealership. Not all US dealerships participate in the delivery program. Dealerships wanting to participate will need to sign up with the manufacturer.



AREQ (Additional Requirements) – If Selected

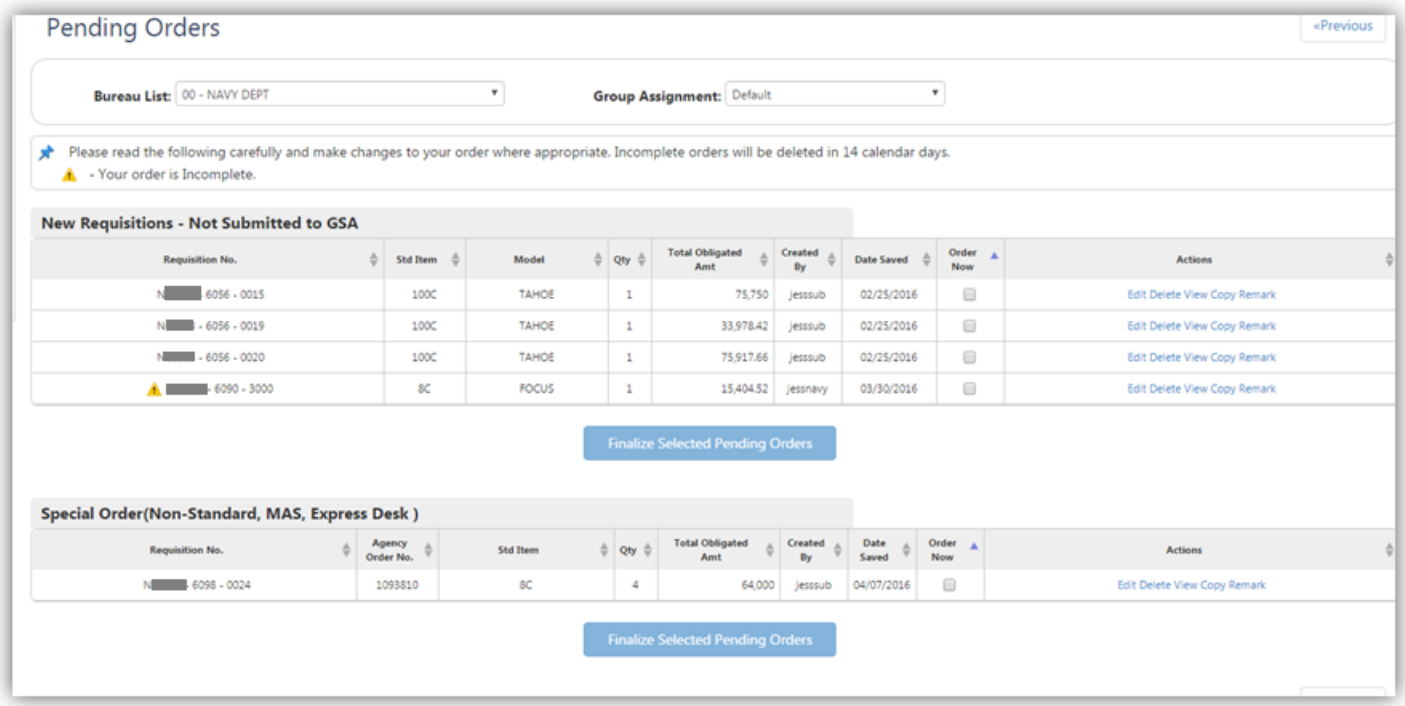
- AREQ (Additional Requirements) is an option code available for selection on the Optional Equipment page. The AREQ option code allows customers to request specific equipment not listed in the optional equipment list. Selection of AREQ will result in the manual processing of your order. Do not use AREQ 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 in AutoChoice or to request AutoChoice options already shown as not available by the manufacturer. Please list AREQ requirements concisely and include enough information for GSA to obtain valid pricing.

- If you choose AREQ on the Optional Equipment page, you will be required to upload a file describing your AREQ



Pending Orders

- Holds your pending orders waiting to be finalized. It is divided into two sections:
  - Standard AutoChoice orders
  - Special Orders such as Non-Standards, Multiple Award Schedules (MAS) and Express Desk
- Access pending orders to make edits.
- Copy a pending order to create a new order (Reminder: Make applicable updates to the new order).
- Incomplete Orders are marked with a yellow warning icon. You must finish updating Requisition Details within 14 calendar days or it will be automatically deleted by GSA.
- Orders with completed Requisition Details will remain until they are finalized or deleted by the customer.
- IMPORTANT: If you do not have ordering rights, you must contact your authorized ordering contact at your agency and let them know that you have orders ready for their review.

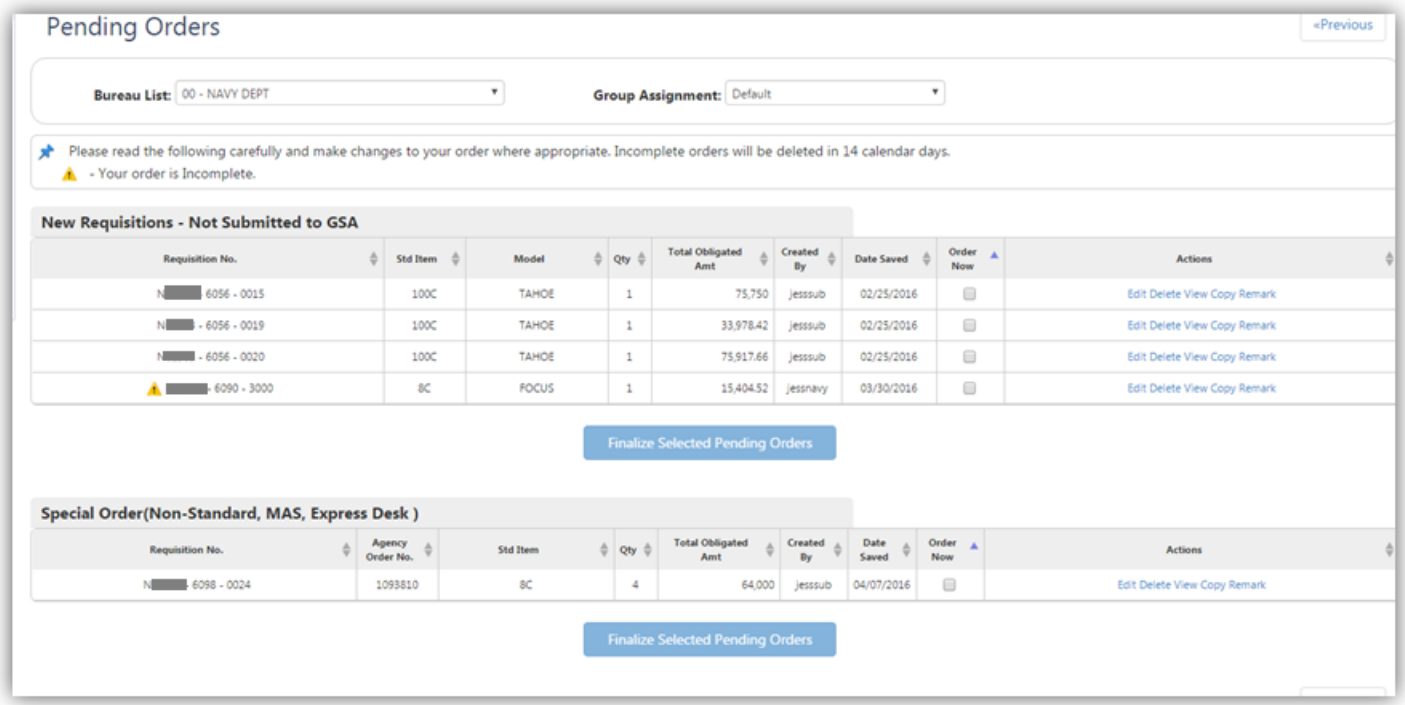


Important Information **Before** you Place an Order

- Only users that have been granted ordering rights by their Agency Headquarter Fleet Manager or designee will be able to submit an order to GSA.
- Funds must be available at the time the order is submitted.
- Once an order is submitted, funds are considered obligated to GSA.
- If funds are not available at the time of submission, your agency will be in violation of the Anti-Deficiency Act.
- Please ensure your order is correct before submitting. Once submitted, the orders go quickly to the vendors and changes cannot be made.

Finalize Pending Orders – Submit to GSA

- If you have been granted ordering rights by your Agency Fleet Manager:
  - In the “Order Now” column, check off the orders you are ready to submit.
  - Click on the “Finalize Selected Pending Orders” button.

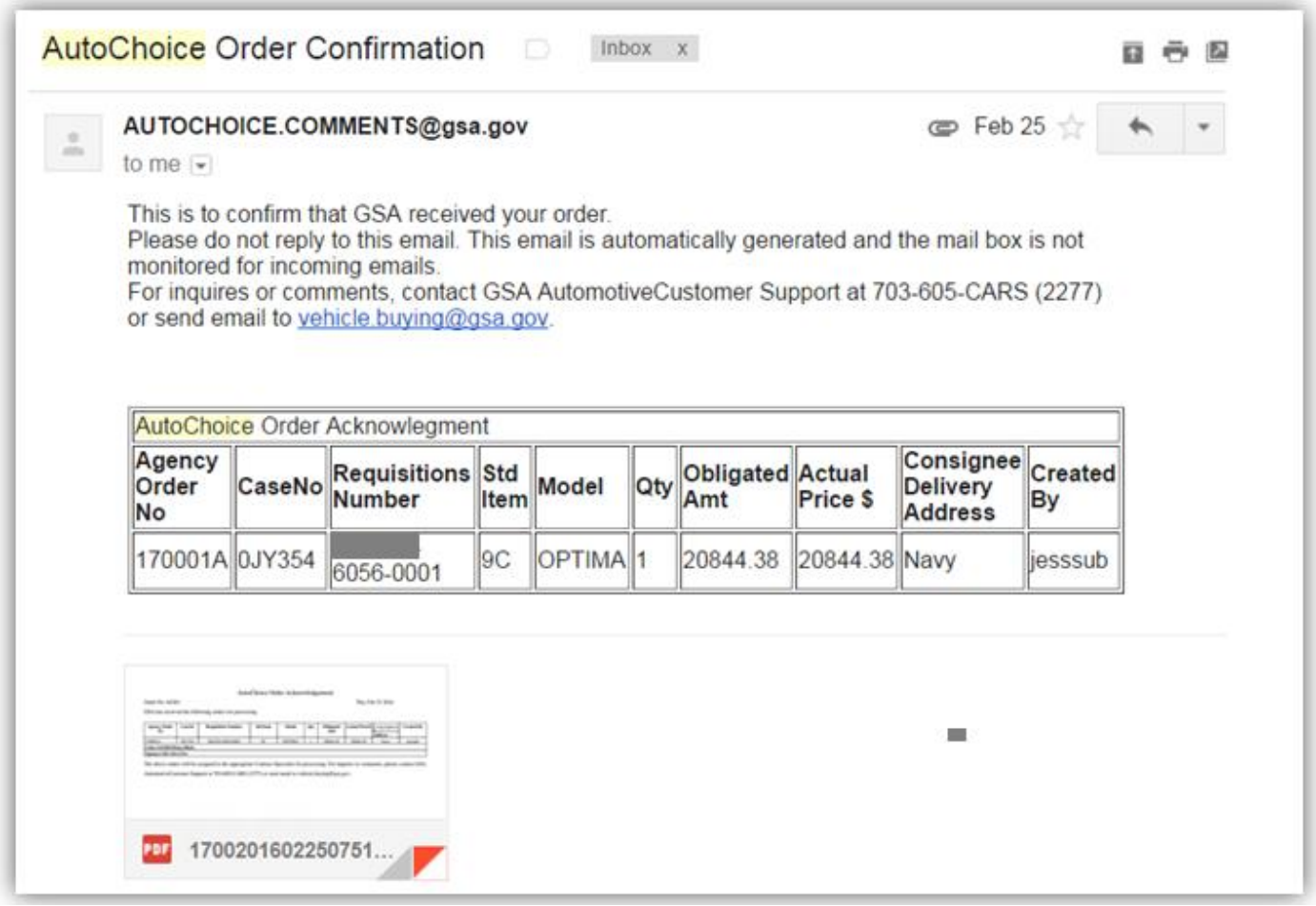


Important Information **After** you Place an Order

- Customers will receive an AutoChoice Order acknowledgment by email. If you notice any discrepancies with your order, contact (844) 472-1200 as soon as possible.
- Customers are responsible for obtaining license plates through UNICOR.
- After a vehicle is shipped, vendors submit their invoices to GSA Finance.
- GSA Finance validates the invoice and pays the vendor.
- GSA Finance then invoices the customer agency based on the Activity Address Code, BOAC or DODDAC provided on the initial order.
- Most GSA customers will be billed through IPAC.
- You will not receive a paper invoice. GSA's Vendor and Customer Self Service (VCSS) replaced paper bills in January 2014.
- Please register for VCSS (vcss.ocfo.gsa.gov) to keep track of your invoices for vehicle purchases.

Order Confirmation

If you do not receive a confirmation email within a few hours of submitting your order, please contact vehicle.buying@gsa.gov.



AutoChoice Order Confirmation

Inbox x

AUTOCHOICE.COMMENTS@gsa.gov

to me

Feb 25

This is to confirm that GSA received your order.
Please do not reply to this email. This email is automatically generated and the mail box is not monitored for incoming emails.
For inquires or comments, contact GSA AutomotiveCustomer Support at 703-605-CARS (2277) or send email to vehicle.buying@gsa.gov.

AutoChoice Order Acknowlegment

Agency Order No	CaseNo	Requisitions Number	Std Item	Model	Qty	Obligated Amt	Actual Price $	Consignee Delivery Address	Created By
170001A	0JY354	[redacted] 6056-0001	9C	OPTIMA	1	20844.38	20844.38	Navy	jesssub

1700201602250751...

Estimated Shipment Times

Shipment times may vary depending upon selected options, delivery location, type of vehicle, and when ordered during the vehicle production cycle.

Vehicle Type	Time After Receipt of Order (ARO)
Ambulances	150-245 Days
Buses	180 Days
Light Trucks/Sedans	90 Days
Light Trucks with Vocational Bodies	150-245 Days
Medium and Heavy	150-225 Days
Wreckers	150-180 Days

The Shipment Days shows the maximum number of days allowed for shipment per the contract terms.

24 -4X2 VAN WAGON, FULL SIZE, 15 PASSENGER

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
Excl. (Excludes) = The selected option cannot be ordered with the listed options.

AFV = Alternative Fuel Vehicles

= Low Greenhouse Gas Vehicles

= CARB adherent States will receive gasoline instead of E85.

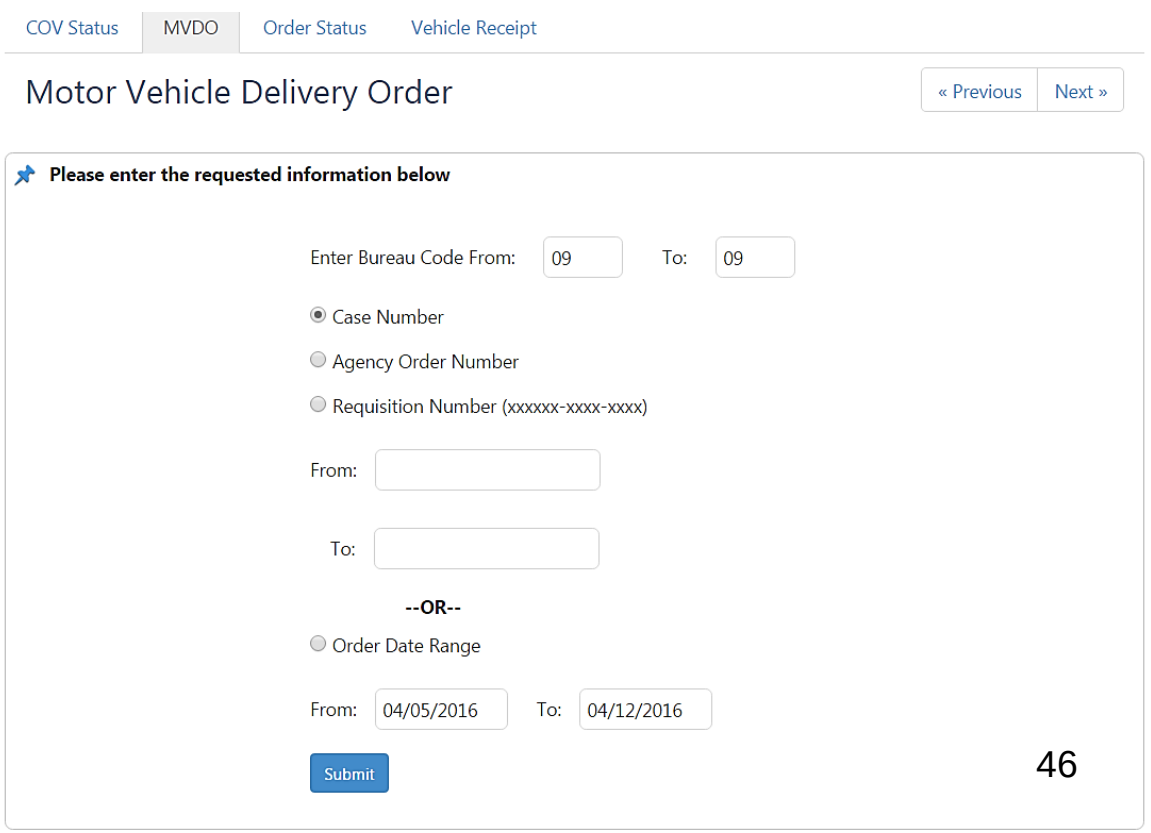
Vendor	FORD AFV	GM
Model Picture	See more images	See more images
Socio-Economic Indicator	Other than Small Business	Other than Small Business
Model	TRANSIT 350	CG3300
Model Year	2018	2018
MPG (City/Hwy/Combined) Base Vehicle	0/0/0	0/0/0
gCO2/mile Base Vehicle	0	0
50-State Emissions Certified Engine Base Vehicle	No	Yes
Additional Information		
Shipment Days - Base	150	165

Motor Vehicle Delivery Order (MVDO)

- The MVDO is created when the requisition is submitted through AutoChoice. Most MVDOs are sent to the vendor the next business day. There are exceptions, such as when an MVDO requires Engineering or Contracting Office review.
- Copies of the MVDO will be emailed or faxed to the addresses listed in the requisition and delivery blocks of your vehicle order.

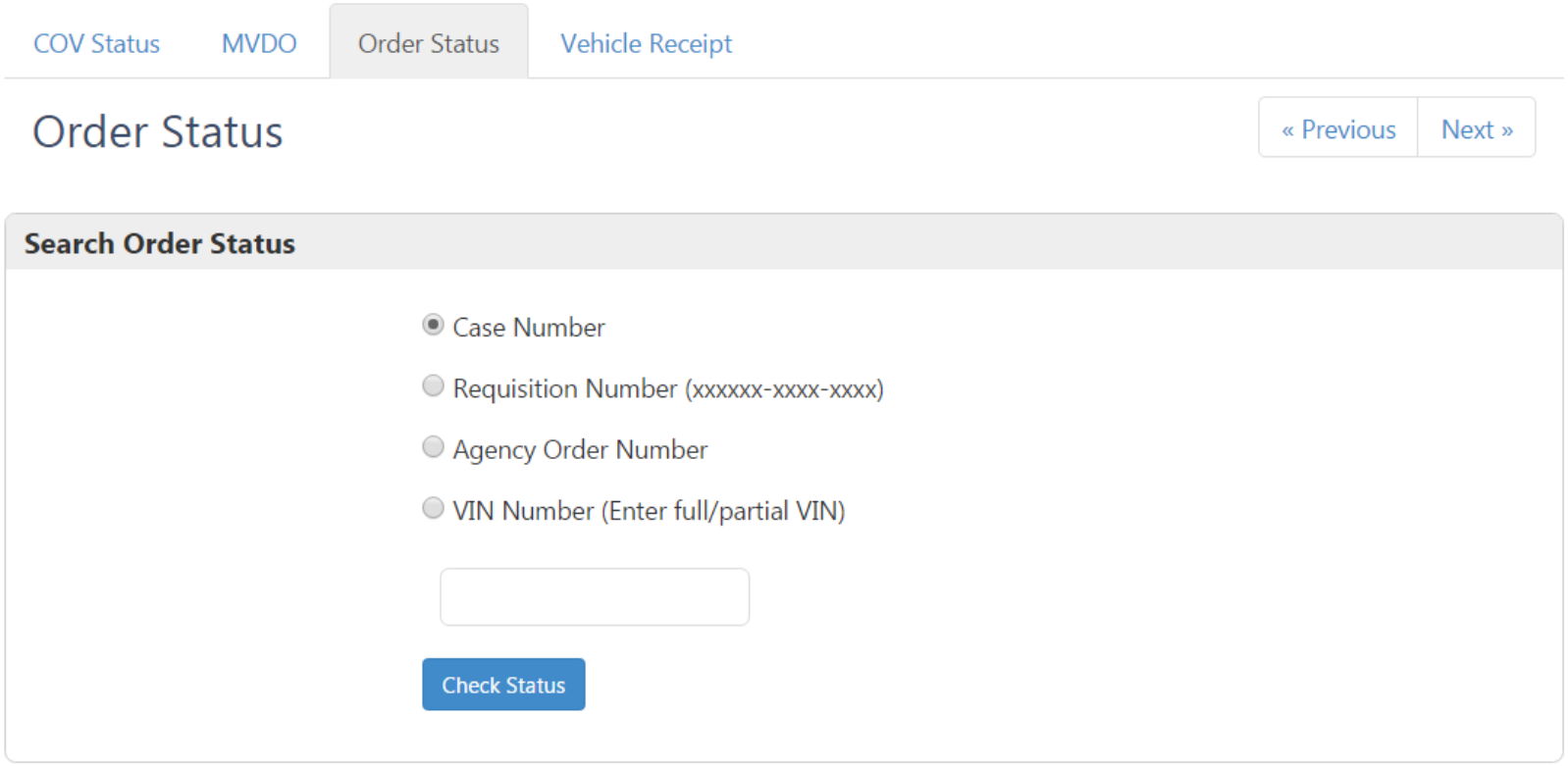
To print additional copies of an MVDO:

- Select “Motor Vehicle Delivery Order” under the “Your History” tab at the top of the AutoChoice.
- Enter the requested information and click “submit”.
- If you select by Case Number, enter the last 5 digits of the RPN number. Example RPN-N-AB123 would be entered as “AB123”.



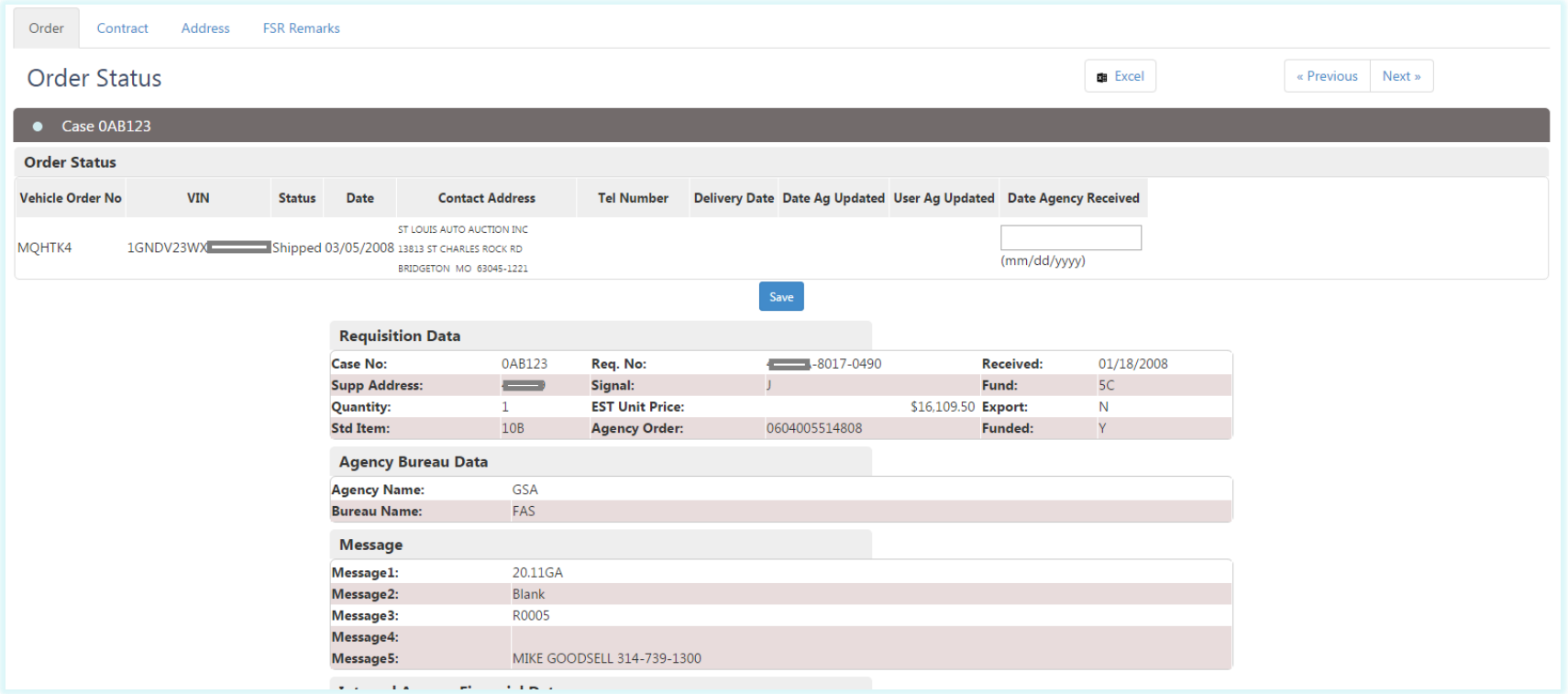
Checking Order Status

Vehicle status information can be found under the “Your History” tab.
Enter the requested information and click “submit”.
If you select by Case Number, enter the last 5 digits of the RPN number.
Example RPN-N-AB123 would be entered as “AB123”.



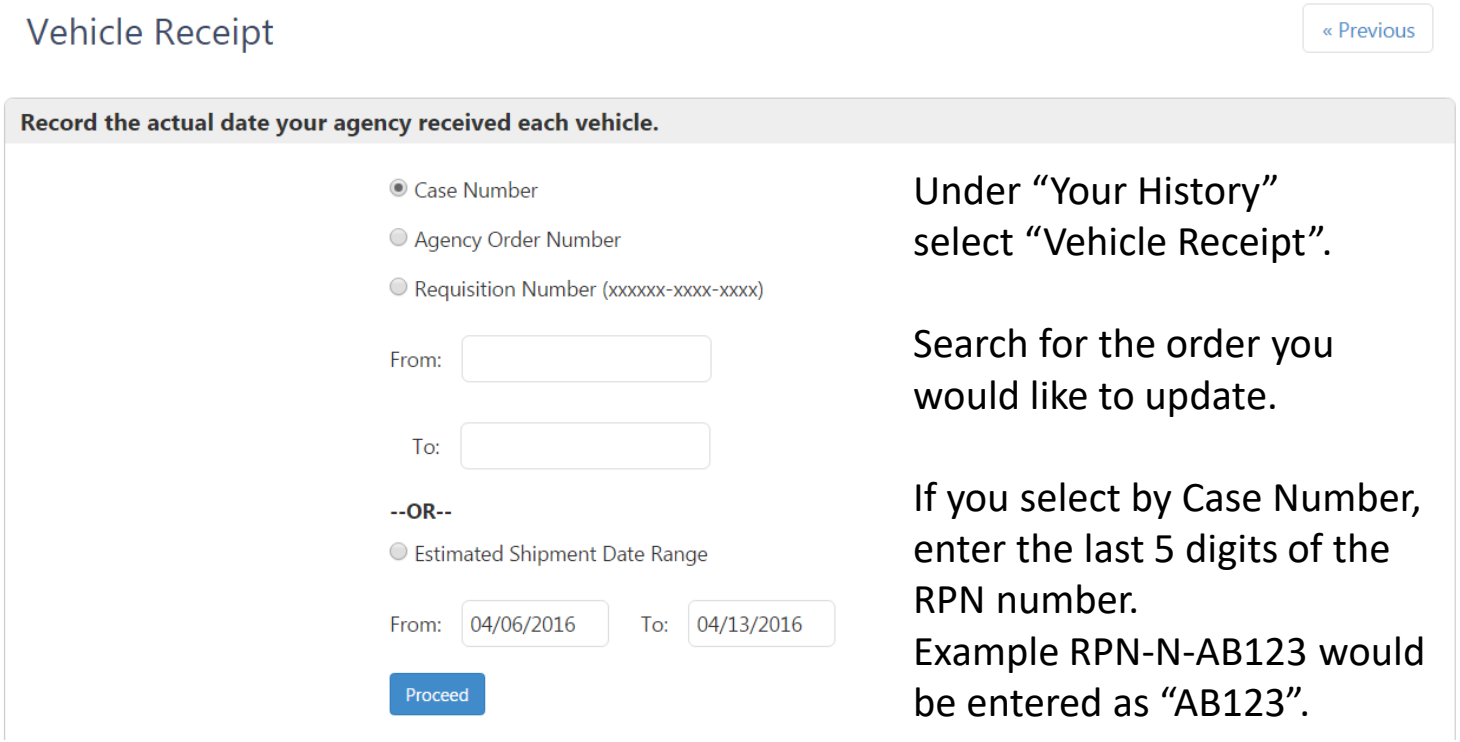
Checking Order Status

- AutoChoice receives status updates from vendors on a weekly basis.
- Shipment/Delivery information will be shown as it is made available by the vendor.
- Contact the Program Management Branch at vehicle.buying@gsa.gov or (844) 472-1200 for shipment information.



Receipt of Vehicle

Agencies are required to document the date they receive their vehicle.



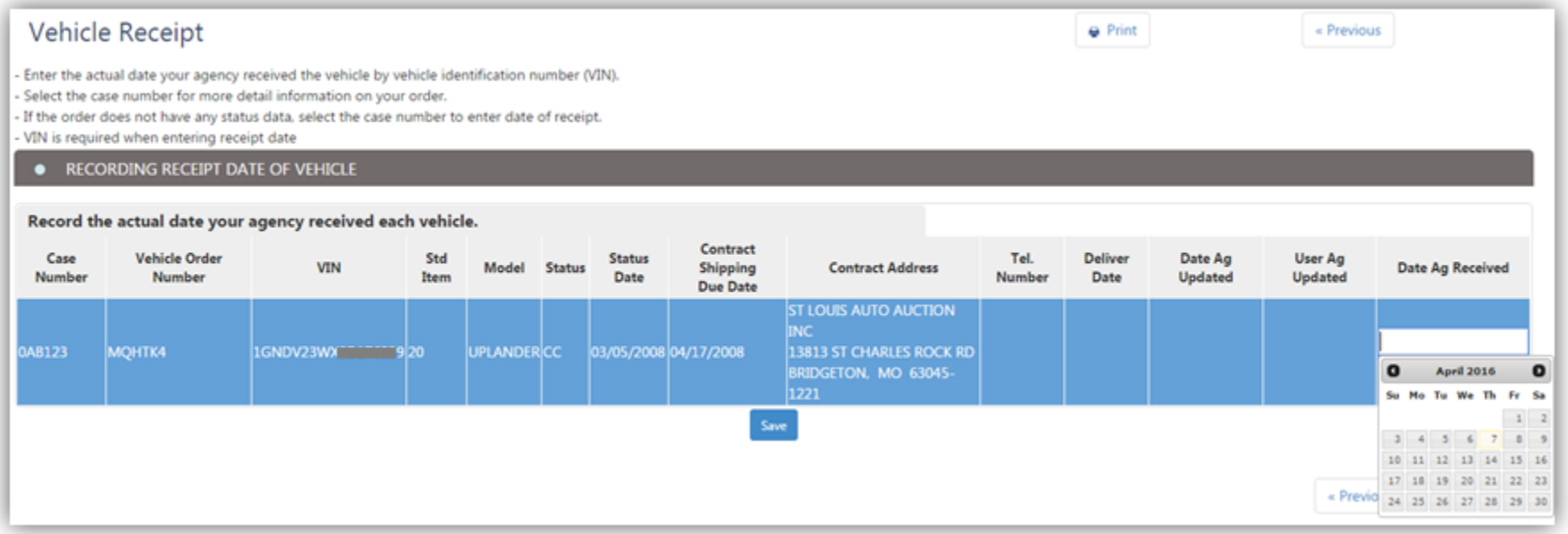
Under “Your History” select “Vehicle Receipt”.

Search for the order you would like to update.

If you select by Case Number, enter the last 5 digits of the RPN number.
Example RPN-N-AB123 would be entered as “AB123”.

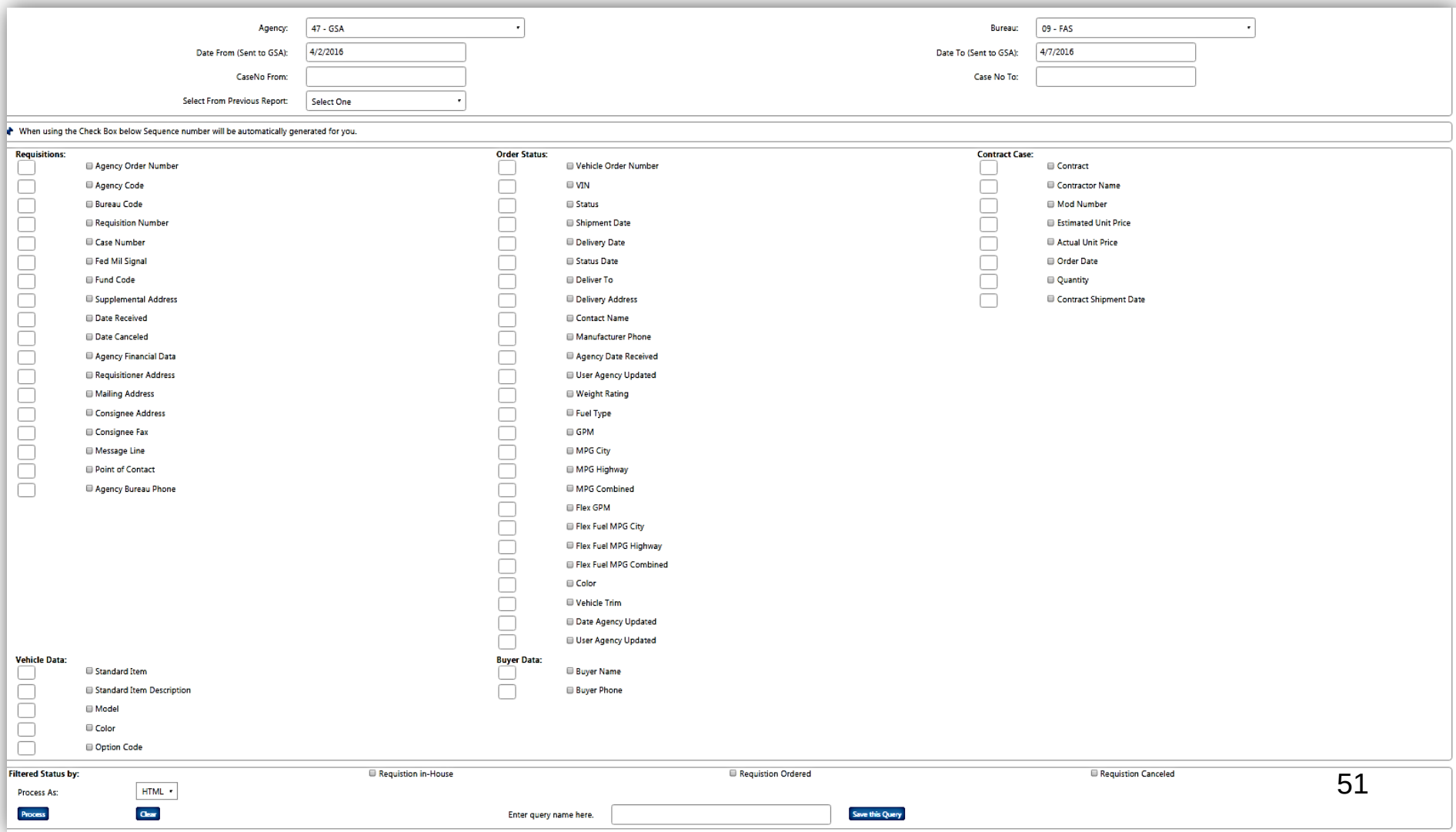
Receipt of Vehicle

To document receipt of your vehicle, fill out the “Date Ag Received” column using the calendar.



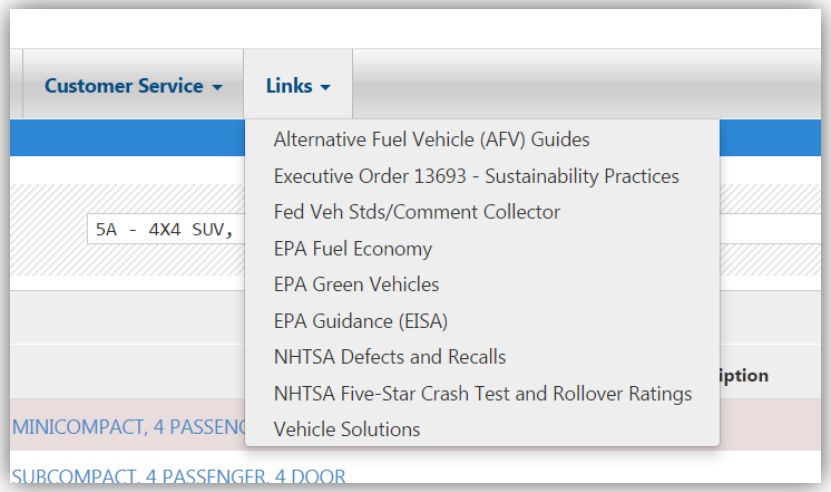
Reports

- Build report by selecting data elements.
- Run by date range or range of case numbers.
- Save and name report for future use.



Links and Resources

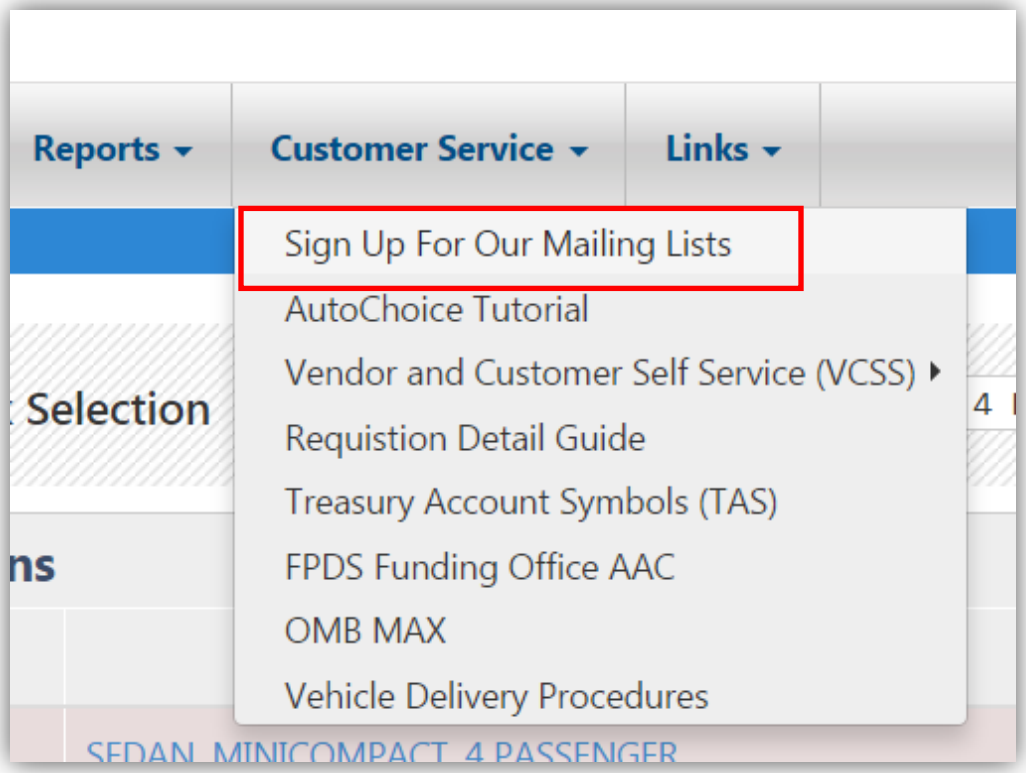
- AutoChoice also contains links to vehicle buying resources including:
  - Alternative Fuel Vehicle Guides
  - Executive Orders
  - EPA Regulations
  - NHTSA Information
  - Vehicle Solutions

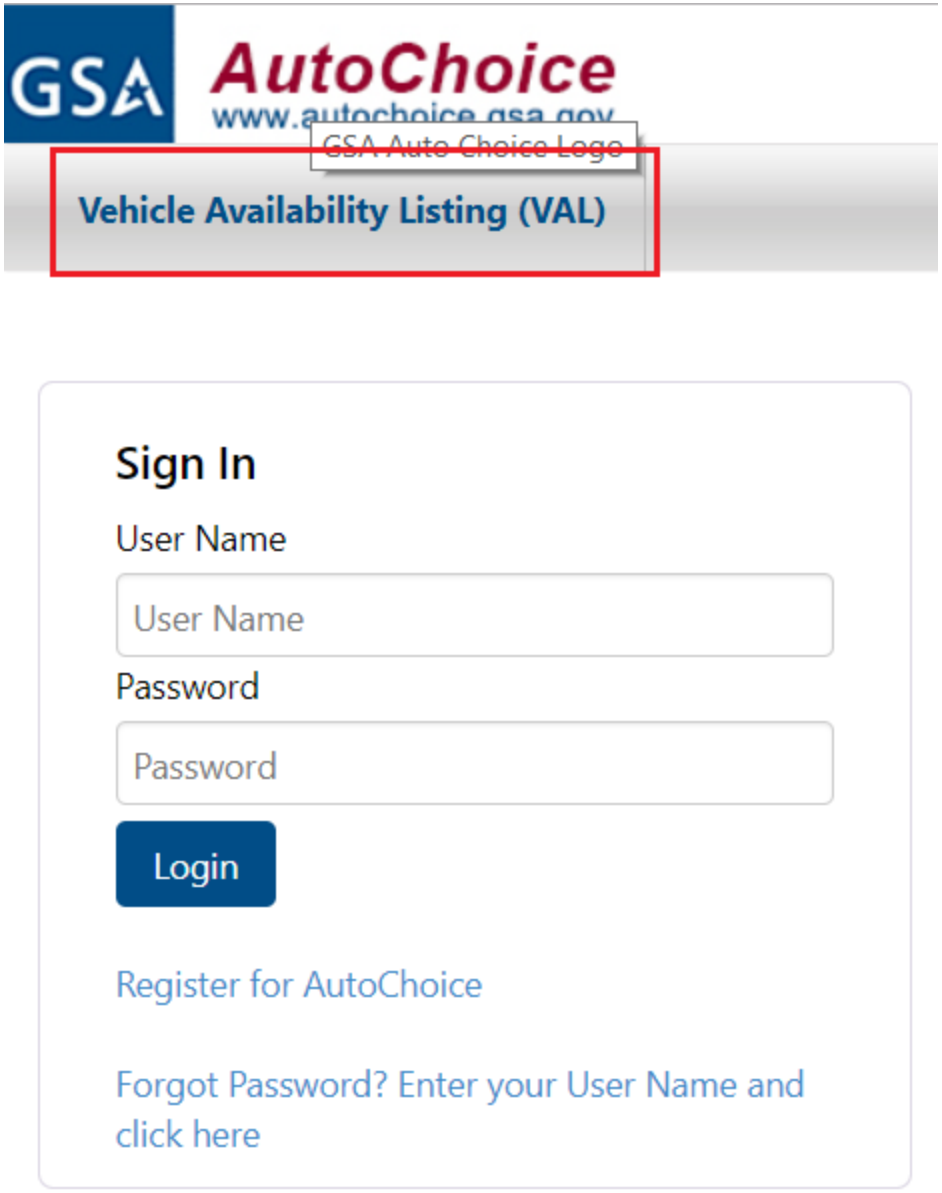


Customer Service

Our “Customer Service” section offers guides on the use of AutoChoice and Requisition Details. This section also includes information about FPDS and other important purchasing resources.

Join our mailing list to receive our Rules of the Road and Vehicle Availability Listing (VAL) publications to ensure you have the most reliable and up-to-date vehicle ordering information.



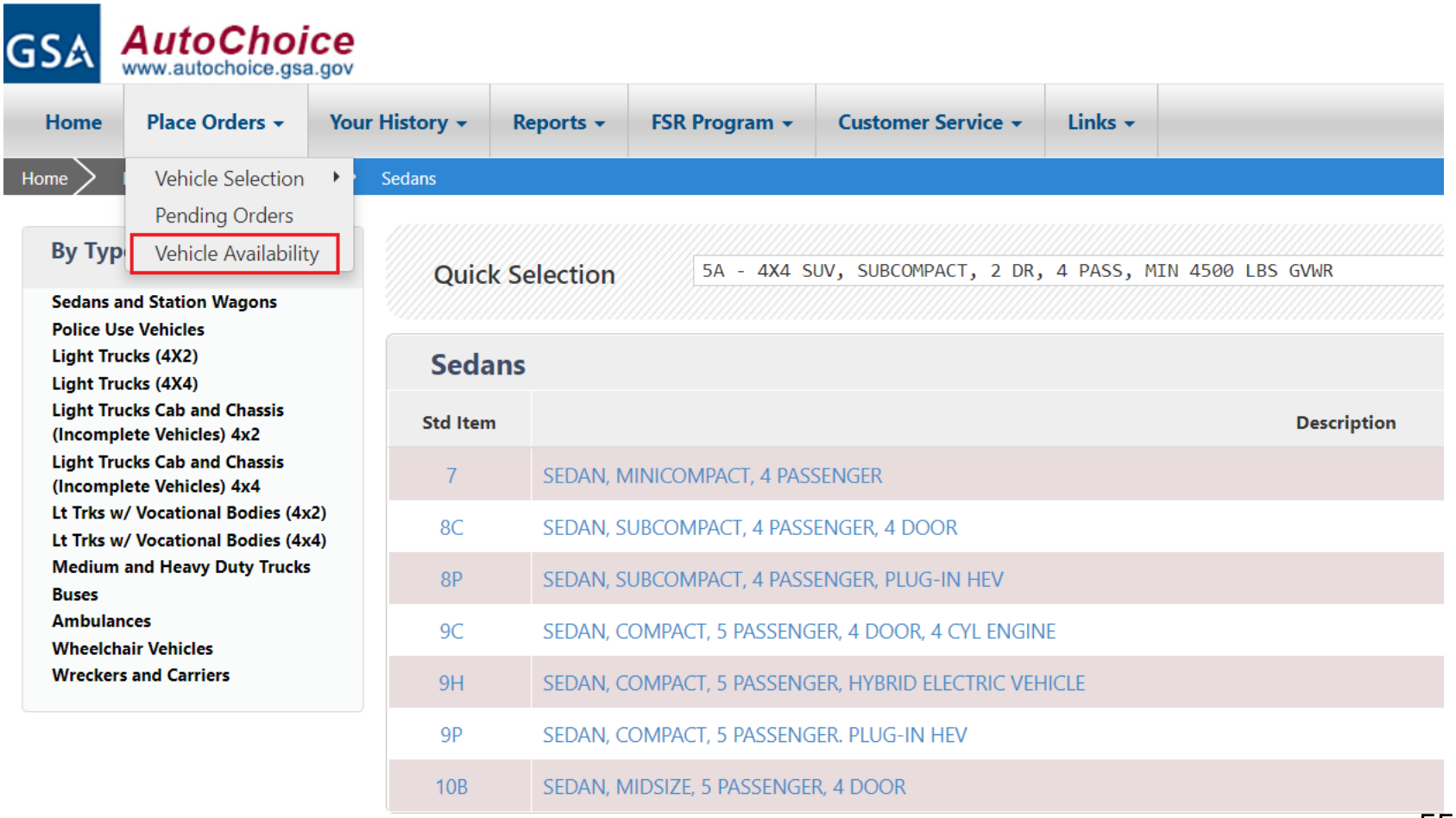


Vehicle Availability Listing (VAL)

The VAL can be accessed from the AutoChoice home page prior to logging in which can be imported into Excel.

Vehicle Availability Listing

The VAL can also be accessed from AutoChoice under the Place Orders tab.



Acquisition Gateway

- Motor Vehicles Hallway
- Please visit the Motor Vehicles Hallway for dynamic information on vehicle solutions, expert articles, and spend data. The Hallway is collaborative in nature, providing opportunities to become a contributing member and share your vehicle expertise. We invite you to explore the Motor Vehicles Hallway and take a look at the information we've made available for use across the Federal Government and check back frequently to see what's new and relevant.

To Register:

- Follow This Link To Get Started
- Once in the Gateway, Check out the Motor Vehicles Hallway!

More Information

OTHER LINKS:

- GSA's vehicle ordering program: www.autochoice.gsa.gov
- GSA Fleet Vehicle Purchasing: www.gsa.gov/automotive
- GSA Fleet' home page including leasing information: gsa.gov/gsafleet
- Used government vehicles: www.gsa.gov/gsaauctions
- Federal Vehicle Standards: www.gsa.gov/vehiclestandards
- GSA's products and services: www.gsaadvantage.gov
- GSA contract award information: www.gsaelibrary.gsa.gov
- Eligibility to use AutoChoice: http://www.gsa.gov/portal/content/104212
- GSA's Vendor and Customer Self Service (VCSS): https://vcss.ocfo.gsa.gov/

Customer Care

(844) 472-1200

vehicle.buying@gsa.gov