



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:

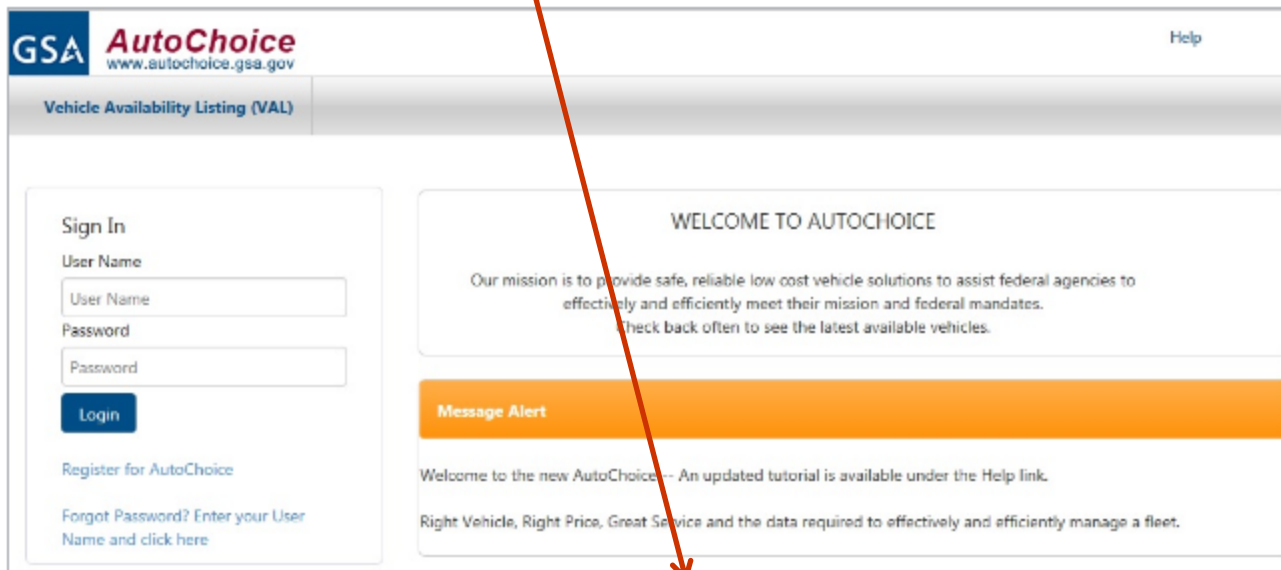
- For Urgent and Compelling Vehicle Requirements.

<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



The screenshot shows the AutoChoice login page. At the top left is the GSA logo and the AutoChoice logo with the URL www.autochoice.gsa.gov. At the top right is a 'Help' link. Below the header is a navigation bar with 'Vehicle Availability Listing (VAL)'. The main content area is divided into two columns. The left column contains a 'Sign In' section with 'User Name' and 'Password' input fields, a 'Login' button, and links for 'Register for AutoChoice', 'Forgot Password? Enter your User Name and click here'. The right column contains a 'WELCOME TO AUTOCHOICE' section with a mission statement and a 'Message Alert' section with an orange background. A red arrow points from the text 'Click on the AutoChoice link' to the 'Message Alert' section.

GSA AutoChoice
www.autochoice.gsa.gov Help

Vehicle Availability Listing (VAL)

Sign In
User Name

Password

Login
[Register for AutoChoice](#)
[Forgot Password? Enter your User Name and click here](#)

WELCOME TO AUTOCHOICE
Our mission is to provide safe, reliable low cost vehicle solutions to assist federal agencies to effectively and efficiently meet their mission and federal mandates.
Check back often to see the latest available vehicles.

Message Alert
Welcome to the new AutoChoice -- An updated tutorial is available under the Help link.
Right Vehicle, Right Price, Great Service and the data required to effectively and efficiently manage a fleet.

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.



Vehicle Availability Listing (VAL)

Sign In

User Name

Password

Login

[Register for AutoChoice](#)

[Forgot Password? Enter your User Name and click here](#)

WELCOME TO AUTOCHOICE

Our mission is to provide safe, reliable low cost vehicle solutions to assist federal agencies to effectively and efficiently meet their mission and federal mandates.
Check back often to see the latest available vehicles.

Messages

AutoChoice is open for FY18. Sedan, Pickup, and SUV contracts have been awarded. AutoChoice is only displaying vehicle makes/models with confirmed. More makes and models will populate in Autochoice as this information is confirmed.

Please refer to the Vehicle Availability Listing (VAL) in AutoChoice for vehicle close-out dates. You can view the VAL by placing your cursor over the 'Place selecting 'Vehicle Availability' from the drop down menu. Important Note: General Motors has provided an early close-out date of October 11, 2017, for 49D. There will be no New Model Year (NMY) offered for these line items.

We look forward to another year of assisting you with all your vehicle needs. As always, if you need assistance, please contact us on the CARS line at our

Click here to Register as a new user

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.

Edit Profile

Note: An Asterisk (*) indicates a required field.

Password must follow GSA requirements and it is case sensitive. Must be 8 to 16 characters, at least one letter UPPER-CASE, one lower case, one number and one special character.

Agency Code:	<input type="text" value="47"/>	Job Title:	<input type="text" value="test"/>
Bureau Code:	<input type="text" value="09"/>	Telephone No:	<input type="text" value="703-605-2958"/>
User Name:	<input type="text" value="ANOTHERTEST"/>	Telephone Ext:	<input type="text"/>
Change Password:	<input type="password" value="....."/>	Other Tel. No:	<input type="text"/>
Confirm Password:	<input type="password" value="....."/>	Office Address:	<input type="text" value="test"/>
Hint Question:	<input type="text" value="Enter a security question"/>		<input type="text" value="test"/>
Hint Answer:	<input type="text"/>		<input type="text"/>
First Name:	<input type="text" value="Test"/>	City:	<input type="text" value="Test"/>
Last Name:	<input type="text" value="Test"/>	State:	<input type="text" value="Virginia"/>
Middle Initial:	<input type="text"/>	Country:	<input type="text" value="USA"/>
Email:	<input type="text" value="test.user@gsa.gov"/>	ZipCode:	<input type="text" value="22202"/>

Cancel

Save

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.

Registration

Note: An Asterisk (*) indicates a required field.

Agency Code:

*

Bureau Code:

*

User Name:

*

Create Password:

*

Confirm Password:

*

Hint Question:

*

Hint Answer:

*

First Name:

*

Last Name:

*

Middle Initial:

Email:

*

Job Title:

*

Telephone No:

*

Telephone Ext:

Other Tel. No:

Office Address:

*

City:

*

State:

*

Country:

*

ZipCode:

*


Cancel

Save

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.

Registration

 Note: An Asterisk (*) indicates a required field.

Agency Code: *

Bureau Code: *

User Name: *

Create Password: *

Confirm Password: *

Hint Question: *

Hint Answer: *

First Name: *

Last Name: *

Middle Initial:

Email: *

Job Title: *

Telephone No: *

Telephone Ext:

Other Tel. No:

Office Address: *

City: *

State: *

Country: *

ZipCode: *

Cancel

Save

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.

Edit Profile

Note: An Asterisk (*) indicates a required field.

Password must follow GSA requirements and it is case sensitive. Must be 8 to 16 characters, at least one letter UPPER-CASE, one lower case, one number and one special character.

Agency Code:

Job Title:

Bureau Code:

Telephone No:

User Name:

Telephone Ext:

Change Password:

Other Tel. No:

Confirm Password:

Office Address:

Hint Question:

Hint Answer:

First Name:

City:

Last Name:

State:

Middle Initial:

Country:

Email:

ZipCode:

[Cancel](#)

[Save](#)

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.

Sign In

User Name

TestUser

Password

Password

Login

[Register for AutoChoice](#)

[Forgot Password? Enter your User Name and click here](#)

Forgot Password

Note: Password must follow GSA requirements and it is case sensitive: Must be 8 to 16 characters, at least one letter UPPER-CASE, one lower case, one number and one special character.

User Name: another test

Password Hint Question: question

Password Hint Answer: (Case sensitive)

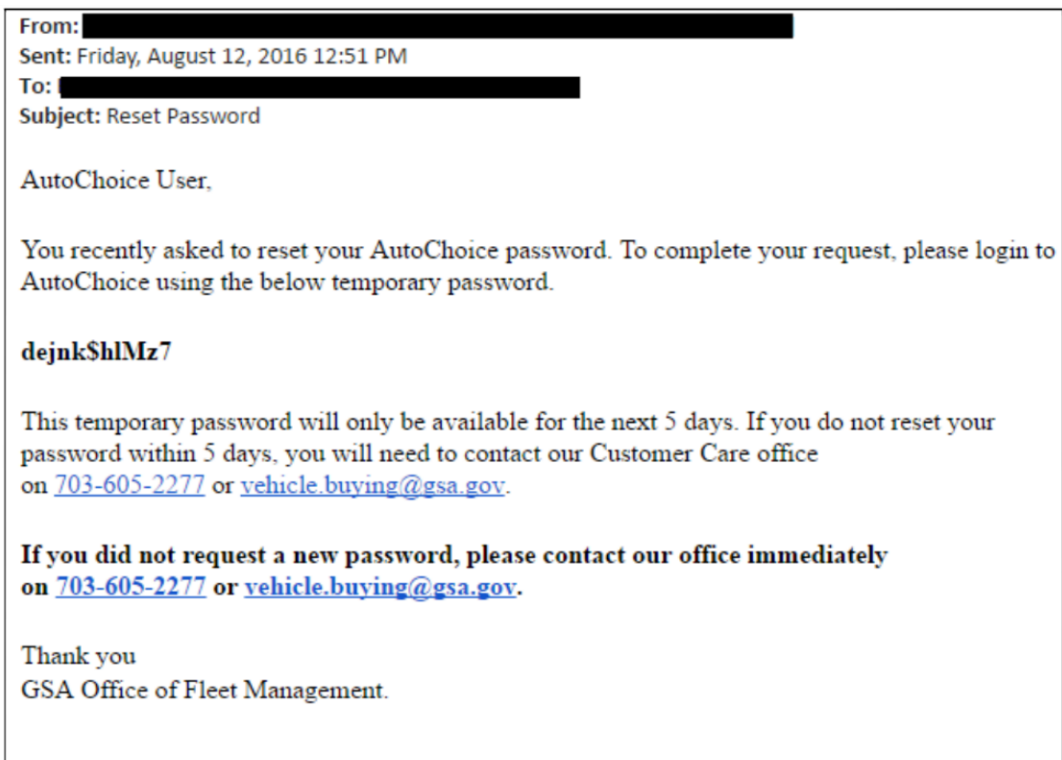
New Password:

Confirm New Password:

Save Cancel

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.



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

**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 [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.

[Home](#) > [Place Orders](#) > [ByType](#) > [Sedans](#)

By Type

Sedans and Station Wagons

Sedans

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

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

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

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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.

● 7 - SEDAN, MINICOMPACT, 4 PASSENGER

Quantity of Vehicles

Check the boxes below to add Optional Equipment

Body/Chassis

☐ **HB** - HATCH BACK

Engines

☐ **IE1** - Increased Power Engine 1

☐ **DE1** - Decreased Power Engine

Engine Accessories

☐ **EH** - ENGINE BLOCK HEATER, OEM

Transmission

☐ **T5** - 5 SPEED MANUAL TRANSMISSION

Fuel

☐ **SFE** - FUEL ECONOMY PACKAGE

Exterior

☐ **KEK** - KEYLESS ENTRY KEYPAD

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

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● 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.

 = 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

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● 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.



= 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

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 RequirementsOptionsCompare PricesOther FeaturesClarificationsEmissionsVendor Performance

Other Features

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● 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

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Minimum RequirementsOptionsCompare PricesOther FeaturesClarificationsEmissionsVendor 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 receive 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

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.

Model : FIAT 500

Vendor : FORD

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.

Model : FIESTA

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.

Justification

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

Other Than Low Offer Justification - 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.

Color Selection

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

Manufacturer: FCA US LLC

Model Name: DART

Model Year: 2016

Quantity: 1

Available Colors

Color	Quantity
LASER BLUE	<input type="text" value="0"/>
BILLET SILVER	<input type="text" value="0"/>
BRIGHT WHITE	<input type="text" value="1"/>
PITCH BLACK	<input type="text" value="0"/>
Total Color:	<input type="text" value="1"/>

Continue

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Summary

Review your order summary before moving forward.

Summary

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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 - By Vehicle Type

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

★ Note: An Asterisk (*) indicates a required column.

SAVE vehicle (max 14 days) without completing details.

[Save Incomplete](#)

Requisition Detail

Group Assignment:

Agency Order No:

Requisition Number: 6258

Signal Code:

Supplementary Address: (Required for Signal Code B and K)

Service Code: (Required for Signal Code C and L)

Fund Code: (Required for Signal Code C and L otherwise use 00)

For more information on the Funding Agency and Funding Office fields, please visit the Federal Data Procurement System.

Requisition Details – FEDSTRIP/MILSTRIP Data

Requisition Detail

Agency Order No: *

Requisition Number: 8096 *

Signal Code: *

Supplementary Address: (Required for Signal Code B and K)

Service Code: (Required for Signal Code C and L)

Fund Code: * (Required for Signal Code C and L otherwise use 00)

Unit Price \$: **\$15,767.11**

Additional Funds per unit \$: (Obligate additional funds to this order)

Total Est Unit Price \$: **15,767.11**

Description: SEDAN, MINICOMPACT, 4 PASSENGER

Shipment Location: *

For export orders, please enter the overseas contact person and phone number.

Contact Person: *

Phone Number: *

Internal Agency Financial Data:

Info will be passed to GSA Finance but will not be passed to GSA Automotive.

Signal Code Table

Signal Code	Requisition Number AAC	Supplementary AAC	Fund Code
A	Bill		
B		Bill	
C			Bill
J	Bill		
K		Bill	
L			Bill

- Agency Order Number: Customer defined. Limit 15 characters. For your internal use only.
- Requisition number
 - Activity Address Code (AAC) or DODAAC assigned to your office.
 - Four digit Julian Date. AutoChoice will calculate this for you but you can change it.
 - Serial Number – Any four character sequence number. No special characters.
- Signal Code – See Signal Code table. Directs billing to AAC/DODAAC in either the Requisition Number, Supplementary Address or Fund Code.
- Supplementary Address – A supplementary AAC can be used to re-direct billing documents. Required with Signal Code “B” or “K”.
- Fund Code – If your agency uses Fund Codes, Fund Code must be on file with GSA. Required with Signal Code “C” or “L”. 28
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

Requisition Detail

Agency Order No:	<input type="text"/>	*
Requisition Number:	<input type="text"/> 8096 <input type="text"/>	*
Signal Code:	<input type="text" value="A"/>	*
Supplementary Address:	<input type="text"/>	(Required for Signal Code B and K)
Service Code:	<input type="text"/>	(Required for Signal Code C and L)
Fund Code:	<input type="text"/>	(Required for Signal Code C and L otherwise use 00)
Unit Price \$:	\$15,767.11	
Additional Funds per unit \$:	<input type="text" value="0"/>	(Obligate additional funds to this order)
Total Est Unit Price \$:	15,767.11	
Description:	SEDAN, MINICOMPACT, 4 PASSENGER	
Shipment Location:	<input type="text" value="Domestic"/>	*
	For export orders, please enter the overseas contact person and phone number.	
Contact Person:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
Internal Agency Financial Data:	<input type="text"/>	

Info will be passed to GSA Finance but will not be passed to GSA Automotive.

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 Address

Agency Name: *

Address:

City: *

State: *

Zip Code: *

Country: *

Email Address: *

Fax Number: Is it International? ☐ *

(Include Country Code for International)

Mailing Address

Certificates of Origin are made out to the Agency and Address provided in the Mailing Address. Parts and Service Manuals are also sent to the Mailing Address. Do not provide a person's name in the Mailing Address.

Agency Name: *

Address:

City: *

State: *

Zip Code: *

Country: *

Delivery Address

Agency Name: *

Address:

City: *

State: *

Zip Code: *

Country: *

Email Address: *

Fax Number: Is it International? ☐ *

(Include Country Code for International)

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

Mailing Address

Certificates of Origin are made out to the Agency and Address provided in the Mailing Address. Parts and Service Manuals are also sent to the Mailing Address. Do not provide a person's name in the Mailing Address.

Agency Name: *

Address:

City: *

State: *

Zip Code: *

Country: *

Military Overseas Address

Mailing Address

Certificates of Origin are made out to the Agency and Address provided in the Mailing Address. Parts and Service Manuals are also sent to the Mailing Address. Do not provide a person's name in the Mailing Address.

Agency Name: *

Address:

City: *

State: *

Zip Code: *

Country: *

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.

Mailing Address

Certificates of Origin are made out to the Agency and Address provided in the Mailing Address. Parts and Service Manuals are also sent to the Mailing Address. Do not provide a person's name in the Mailing Address.

Agency Name:	<input type="text" value="General Service Administration"/>	*
Address:	<input type="text" value="1000 Main Street Suite 3000"/> <input type="text"/> <input type="text"/>	
City:	<input type="text" value="ABIDJAN"/>	*
State:	<input type="text" value="Other Non-US"/>	*
Zip Code:	<input type="text"/> <input type="text"/>	*
Country:	<input type="text" value="COTE D'IVOIRE"/>	*

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

Delivery Address

Agency Name: General Services Administration *

Address: 1800 F Street NW

City: Washington *

State: District of Columbia ▼ *

Zip Code: 20405 *

Country: USA *

Email Address: xxxxx@gsa.gov *

Fax Number: Is it International? ☐ 202-999-9999 *

(Include Country Code for International)

Sample Overseas Delivery Address

Delivery Address

Agency Name:

General Services Administration *

Address:

City:

ABIDJAN *

State:

Other Non-US ▼ *

Zip Code:

 *

Country:

COTE D'IVOIRE *

Email Address:

xxxxx@gsa.gov *

Fax Number:

Is it International? ☒

20299999999 *

(Include Country Code for International)

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.

The screenshot shows a web application interface for selecting a dealership. At the top, there is a header bar labeled "Dealership". Below it, a "Find Dealership" button is visible. The main form is titled "Dealership Locator" and contains several input fields:

- State:** A dropdown menu currently showing "Alabama". A tooltip labeled "Dealer Select Box - State" points to this field.
- City:** A text input field containing "ALBERTVILLE".
- Dealer/Street:** A dropdown menu currently showing "- Select -".
- Dealer Name:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field.
- Country:** A text input field.
- Phone Number:** A text input field.

At the bottom of the form, there are three buttons: "OK", "Blank Dealer", and "Cancel".

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

AREQ Description File Manager

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● Agency Order Number: 19371921

AREQ upload file: No file chosen

★ Instructions:

1. You are required to upload a file describing your Additional Requirements before finalizing your order.
[Read More](#) ▼

2. You may upload multiple files, however the combined size of all AREQ files cannot exceed 4 mega bytes. Filename will be converted acceptable system files. All special characters will be removed. Valid Filename characters would be "ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890_".

3. File types supported include Word, Excel, Text, PDF, jpeg, etc.

4. Editing the file requires re-uploading the edited file to replace the original file. All uploads of previously loaded files will over-write the previous file.

Back to Pending Orders

Submit

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.

Pending Orders


Bureau List: 00 - NAVY DEPT

Group Assignment: Default

Please read the following carefully and make changes to your order where appropriate. Incomplete orders will be deleted in 14 calendar days.

- Your order is Incomplete.

New Requisitions - Not Submitted to GSA

Requisition No.	Std Item	Model	Qty	Total Obligated Amt	Created By	Date Saved	Order Now	Actions
N 6056 - 0015	100C	TAHOE	1	75,750	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
N 6056 - 0019	100C	TAHOE	1	33,978.42	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
N 6056 - 0020	100C	TAHOE	1	75,917.66	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
 N 6090 - 3000	8C	FOCUS	1	15,404.52	jessnavy	03/30/2016	<input type="checkbox"/>	Edit Delete View Copy Remark

Finalize Selected Pending Orders

Special Order(Non-Standard, MAS, Express Desk)

Requisition No.	Agency Order No.	Std Item	Qty	Total Obligated Amt	Created By	Date Saved	Order Now	Actions
N 6098 - 0024	1093810	8C	4	64,000	jesssub	04/07/2016	<input type="checkbox"/>	Edit Delete View Copy Remark

Finalize Selected Pending Orders

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.

Pending Orders

Bureau List: 00 - NAVY DEPT

Group Assignment: Default

★ Please read the following carefully and make changes to your order where appropriate. Incomplete orders will be deleted in 14 calendar days.

⚠ - Your order is Incomplete.

New Requisitions - Not Submitted to GSA

Requisition No.	Std Item	Model	Qty	Total Obligated Amt	Created By	Date Saved	Order Now	Actions
N 6056 - 0015	100C	TAHOE	1	75,750	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
N 6056 - 0019	100C	TAHOE	1	33,978.42	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
N 6056 - 0020	100C	TAHOE	1	75,917.66	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
⚠ N 6090 - 3000	8C	FOCUS	1	15,404.52	jessnavy	03/30/2016	<input type="checkbox"/>	Edit Delete View Copy Remark

Finalize Selected Pending Orders

Special Order(Non-Standard, MAS, Express Desk)

Requisition No.	Agency Order No.	Std Item	Qty	Total Obligated Amt	Created By	Date Saved	Order Now	Actions
N 6098 - 0024	1093810	8C	4	64,000	jesssub	04/07/2016	<input type="checkbox"/>	Edit Delete View Copy Remark

Finalize Selected Pending Orders


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](tel:8444721200) 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** Feb 25 ☆ ↶ ⌵

to me ▾

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 Acknowledgment

Agency Order No	CaseNo	Requisitions Number	Std Item	Model	Qty	Obligated Amt	Actual Price \$	Consignee Delivery Address	Created By
170001A	0JY354	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.

 = Alternative Fuel Vehicles

 = Low Greenhouse Gas Vehicles

 = CARB adherent States will receive gasoline instead of E85.

Vendor	FORD 	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”.

[COV Status](#) [MVDO](#) [Order Status](#) [Vehicle Receipt](#)

Motor Vehicle Delivery Order

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Next »

 Please enter the requested information below

Enter Bureau Code From: To:

☒ Case Number

☐ Agency Order Number

☐ Requisition Number (xxxxxx-xxxx-xxxx)

From:

To:

--OR--

☐ Order Date Range

From: To:

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”.

[COV Status](#) [MVDO](#) **Order Status** [Vehicle Receipt](#)

Order Status

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Next »

Search Order Status

☒ Case Number

☐ Requisition Number (xxxxxx-xxxx-xxxx)

☐ Agency Order Number

☐ VIN Number (Enter full/partial VIN)

Check Status

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](tel:8444721200) for shipment information.

Order

Contract

Address

FSR Remarks

Order Status

Excel

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Next »

• Case 0AB123

Order Status

Vehicle Order No	VIN	Status	Date	Contact Address	Tel Number	Delivery Date	Date Ag Updated	User Ag Updated	Date Agency Received
MQHTK4	1GNDV23WX	Shipped	03/05/2008	ST LOUIS AUTO AUCTION INC 13813 ST CHARLES ROCK RD BRIDGETON MO 63045-1221					

Save

Requisition Data

Case No:	0AB123	Req. No:	-8017-0490	Received:	01/18/2008
Supp Address:		Signal:	J	Fund:	5C
Quantity:	1	EST Unit Price:	\$16,109.50	Export:	N
Std Item:	10B	Agency Order:	0604005514808	Funded:	Y

Agency Bureau Data

Agency Name:	GSA
Bureau Name:	FAS

Message

Message1:	20.11GA
Message2:	Blank
Message3:	R0005
Message4:	
Message5:	MIKE GOODSSELL 314-739-1300

Receipt of Vehicle

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

Vehicle Receipt

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Record the actual date your agency received each vehicle.

- ☒ Case Number
- ☐ Agency Order Number
- ☐ Requisition Number (xxxxxx-xxxx-xxxx)

From:

To:

--OR--

- ☐ Estimated Shipment Date Range

From:

To:

Proceed

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.

Vehicle Receipt

[Print](#)[< Previous](#)

- Enter the actual date your agency received the vehicle by vehicle identification number (VIN).
- Select the case number for more detail information on your order.
- If the order does not have any status data, select the case number to enter date of receipt.
- VIN is required when entering receipt date

● RECORDING RECEIPT DATE OF VEHICLE

Record the actual date your agency received each vehicle.

Case Number	Vehicle Order Number	VIN	Std Item	Model	Status	Status Date	Contract Shipping Due Date	Contract Address	Tel. Number	Deliver Date	Date Ag Updated	User Ag Updated	Date Ag Received
0AB123	MQHTK4	1GNDV23W	9/20	UPLANDER	CC	03/05/2008	04/17/2008	ST LOUIS AUTO AUCTION INC 13813 ST CHARLES ROCK RD BRIDGETON, MO 63045-1221					

[Save](#)

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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Reports

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

<p>Agency: <input type="text" value="47 - GSA"/></p> <p>Date From (Sent to GSA): <input type="text" value="4/2/2016"/></p> <p>CaseNo From: <input type="text"/></p> <p>Select From Previous Report: <input type="text" value="Select One"/></p>	<p>Bureau: <input type="text" value="09 - FAS"/></p> <p>Date To (Sent to GSA): <input type="text" value="4/7/2016"/></p> <p>Case No To: <input type="text"/></p>
---	--

When using the Check Box below Sequence number will be automatically generated for you.

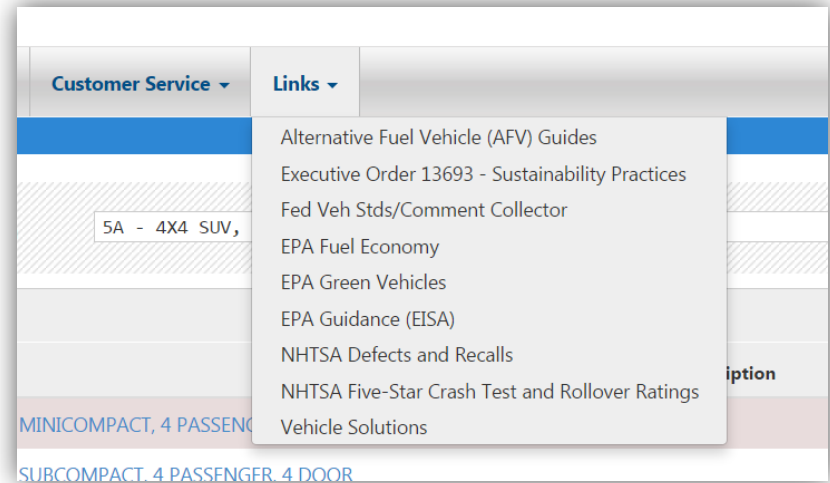
<p>Requisitions:</p> <div><input type="checkbox"/> Agency Order Number</div> <div><input type="checkbox"/> Agency Code</div> <div><input type="checkbox"/> Bureau Code</div> <div><input type="checkbox"/> Requisition Number</div> <div><input type="checkbox"/> Case Number</div> <div><input type="checkbox"/> Fed Mil Signal</div> <div><input type="checkbox"/> Fund Code</div> <div><input type="checkbox"/> Supplemental Address</div> <div><input type="checkbox"/> Date Received</div> <div><input type="checkbox"/> Date Canceled</div> <div><input type="checkbox"/> Agency Financial Data</div> <div><input type="checkbox"/> Requisitioner Address</div> <div><input type="checkbox"/> Mailing Address</div> <div><input type="checkbox"/> Consignee Address</div> <div><input type="checkbox"/> Consignee Fax</div> <div><input type="checkbox"/> Message Line</div> <div><input type="checkbox"/> Point of Contact</div> <div><input type="checkbox"/> Agency Bureau Phone</div>
--

Process As:

Enter query name here.

Links and Resources

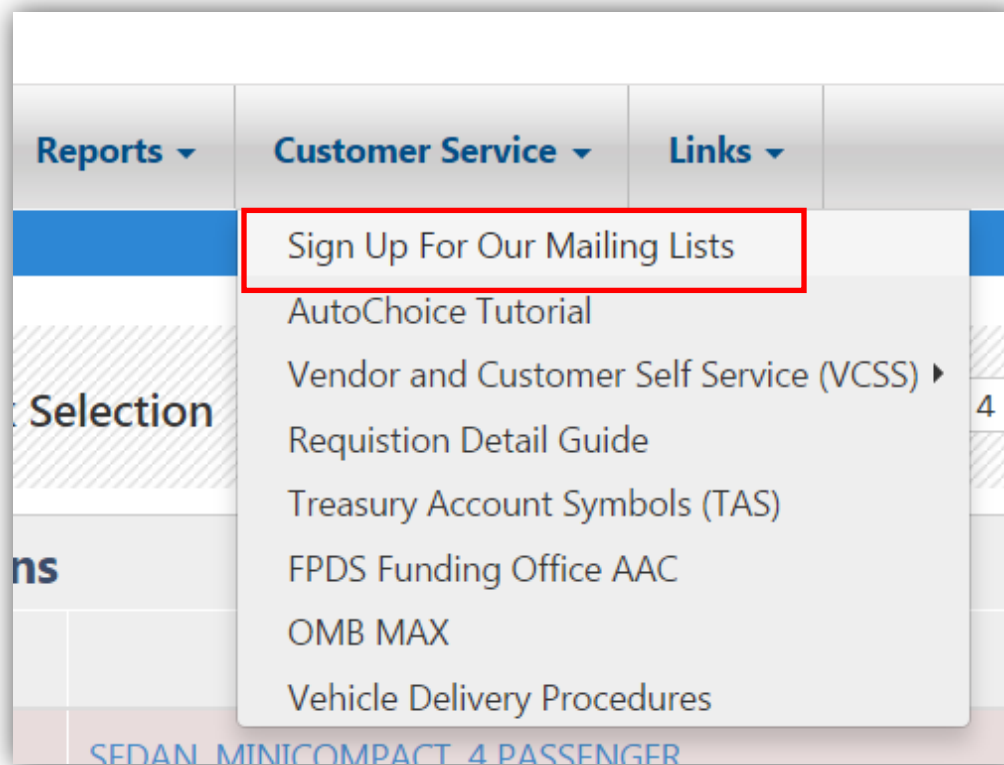
- AutoChoice also contains links to vehicle buying resources including:
 - Alternative Fuel Vehicle Guides
 - Executive Orders
 - EPA Regulations
 - NHTSA Information
 - Vehicle Solutions



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)

Sign In

User Name

Password

[Login](#)

[Register for AutoChoice](#)

[Forgot Password? Enter your User Name and click here](#)

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.

The screenshot displays the AutoChoice website interface. At the top left is the GSA logo, followed by the AutoChoice logo and the URL www.autochoice.gsa.gov. A navigation bar contains links: Home, Place Orders (selected), Your History, Reports, FSR Program, Customer Service, and Links. A dropdown menu for 'Place Orders' is open, showing 'Vehicle Selection', 'Pending Orders', and 'Vehicle Availability' (highlighted with a red box). Below this, a 'By Type' sidebar lists various vehicle categories, including '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', and 'Wreckers and Carriers'. The main content area features a 'Quick Selection' input field with the text '5A - 4X4 SUV, SUBCOMPACT, 2 DR, 4 PASS, MIN 4500 LBS GVWR'. Below this is a table titled 'Sedans' with two columns: 'Std Item' and 'Description'.

Std Item	Description
7	SEDAN, MINICOMPACT, 4 PASSENGER
8C	SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR
8P	SEDAN, SUBCOMPACT, 4 PASSENGER, PLUG-IN HEV
9C	SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE
9H	SEDAN, COMPACT, 5 PASSENGER, HYBRID ELECTRIC VEHICLE
9P	SEDAN, COMPACT, 5 PASSENGER, PLUG-IN HEV
10B	SEDAN, MIDSIZE, 5 PASSENGER, 4 DOOR

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/gsauctions
- 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

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