

Welcome to GSA Fleet's Desktop Workshop



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Questions: Use the Q&A window to ask questions at any time. You may get a typed response or it may be answered aloud at the end of the presentation.



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Desktop Workshop

Acknowledgement of Receipt for Agency Purchased Vehicles

You can download a copy of this presentation at: <https://www.gsa.gov/gsa-fleet-training>

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What We'll Cover

- Background on the new three-way match process
- Current requirements for acknowledging vehicle receipt
- Acknowledgement process
- Clearing of the invoice backlog
- A look ahead
- Helpful Resources
- Questions

Background

- Customer acknowledgement of vehicle receipt is required for GSA to pay our vehicle suppliers
 - GSA handles the registration for vehicles leased from GSA Fleet
 - Customers must handle for vehicles purchased for agency owned fleets
- New process meets financial requirements of a three-way match:
 - Valid customer order
 - Invoice from the vehicle supplier
 - Acknowledged acceptance from the customer once vehicle received
- Prompt acknowledgement is **critical** to avoid unnecessary payment delays and interest penalties

Requirement

- Track vehicle status in [GSA AutoChoice](#)
- Follow up on vehicle status as needed
 - Vehicles not delivered beyond contract shipment date
 - Vehicles remaining in shipped status for an extended period of time
 - Vehicles that show delivered but contact has not been initiated to arrange pickup
- Reach out to the Vehicle Buying Team (vehicle.buying@gsa.gov) with order status or delivery concerns

Requirement

- Promptly pick up vehicles once notified of delivery
- Acknowledge vehicle receipt within 3 business days of receipt
- Communicating acceptance is easy
 - Registering vehicle in [GSAFleet.gov](https://www.gsa.gov/transaction/gsa-fleet) (preferred method)
 - Acknowledging receipt in [GSA AutoChoice](https://www.gsa.gov/transaction/gsa-auto-choice)
- Acknowledging receipt will complete the three-way match and trigger invoice payment

Registration in GSAFleet.gov

- By registering your vehicle in [GSAFleet.gov](https://gsafleet.gov), you are formally accepting receipt of the vehicle
- Refer to the [Vehicle Registration Guide](#) for comprehensive guidance on:
 - Creating GSAFleet.gov account
 - License plate reconciliation/reporting/destruction
 - Vehicle registration process
 - Vehicle registration cards
 - Updating/exporting vehicle registration information
- Questions can be directed to fleet.helpdesk@gsa.gov

Registration in GSAFleet.gov

3 reasons to prioritize registering your vehicle in [GSAFleet.gov](https://www.gsa.gov/transaction/gsa-fleet):

- **It's the law**, per [Federal Management Regulation, \(FMR\) §102-34.120](https://www.ecfr.gov/current/title-41/chapter-101/subchapter-34/section-101-34.120).
- The GSAFleet.gov new registration feature automatically serves as a **receipt of your vehicle** and ensures vehicle suppliers are paid within contract terms.
- Registered vehicles help maintain **national security** and unregistered vehicles impose a risk to law enforcement officials and drivers.

AutoChoice Acknowledgement

Step 1: Log into [GSA AutoChoice](https://www.autochoice.gsa.gov)

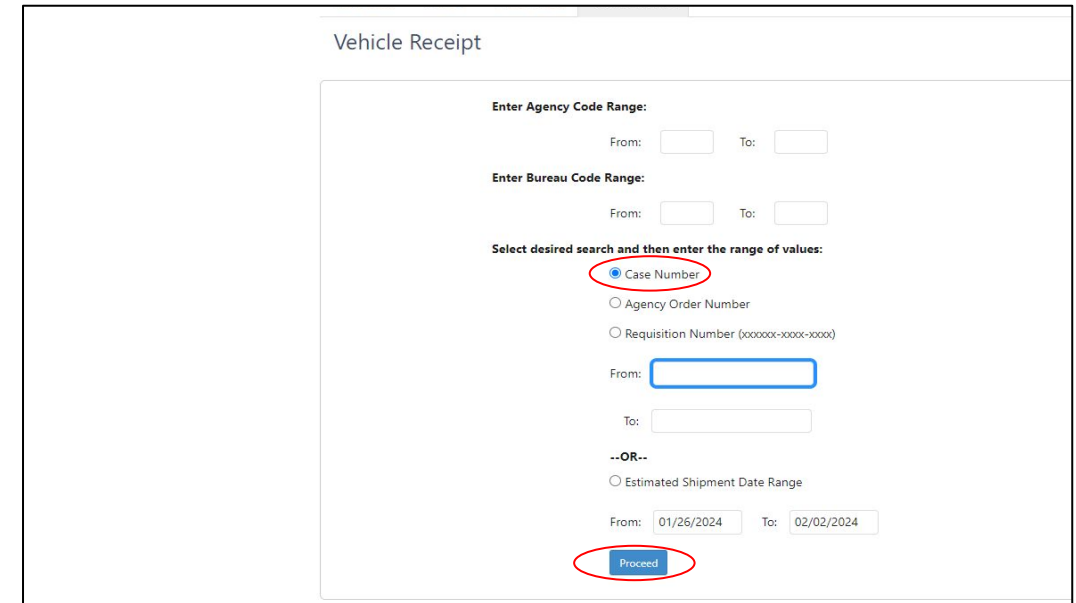
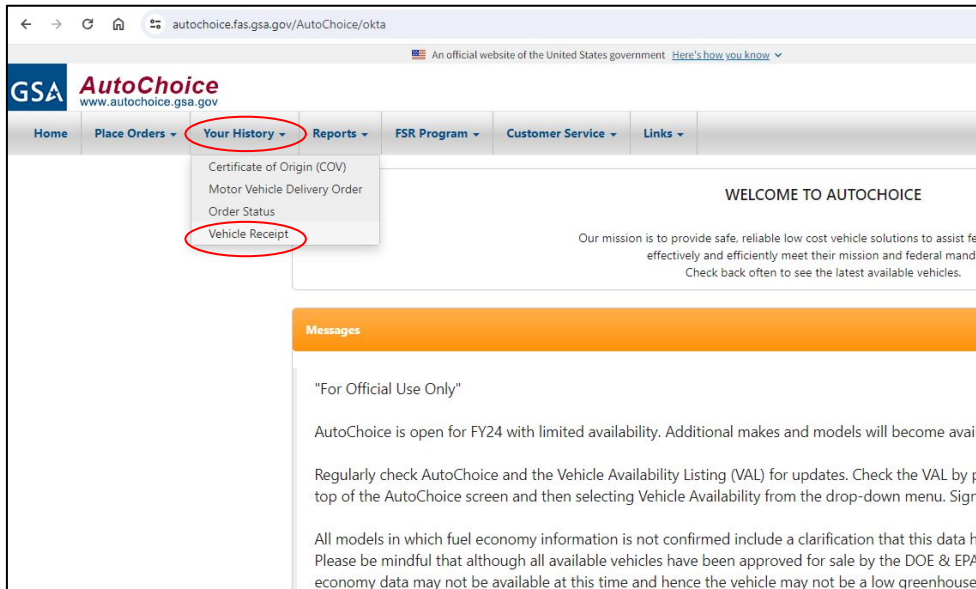
Step 2: Hover over 'Your History'

Step 3: Click on 'Vehicle Receipt'

Step 4: Input Search Criteria

Step 5: Case Number/RPN

Step 6: Click 'Proceed'



AutoChoice Acknowledgement

Step 7: Review order information

Step 8: Input the date vehicle was received

Step 9: Click 'Save'

Order Status **Vehicle Receipt**

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 No	Vehicle Order Number	VIN	Std Item	Model	Status	Status Date	Contract Shipping Due Dt	Contract Address	Tel. Number	Deliver Date	Date Ag Updated	User Ag Updated	Date Ag Received
										01/04/2024			<input type="text"/> (mm/dd/yyyy)
										01/04/2024			<input type="text"/> (mm/dd/yyyy)
										01/04/2024			<input type="text"/> (mm/dd/yyyy)

Save

Clearing the Invoice Backlog

- Significant invoice backlog from July-December 2023
- GSA worked with suppliers to confirm delivery dates & completed random sampling to confirm accuracy
- GSA staff input the 'date agency received' on behalf of the customer
- **One time action** to clear the backlog - all future acknowledgement should be completed by the customer
- Email vehicle.buying@gsa.gov with any questions/concerns

A Look Ahead

Short term:

- Customer and Vehicle Supplier training on new process
- Customers should acknowledge receipt within 3 days of taking possession of vehicle(s)
- If action is not taken, GSA will acknowledge receipt on behalf of the customer using supplier provided delivery date
 - GSA will complete a random sampling to confirm accuracy of delivery dates for each supplier prior to completing acknowledgement
- GSA will notify the customer upon acknowledgement on their behalf
- Customer should immediately notify GSA of any delivery exceptions

A Look Ahead

Future State:

- Customer should register vehicle(s) in GSAFleet.gov within 3 days of taking possession
- Automatic customer notifications via GSAFleet.gov
- Potential repercussions of not acknowledging receipt to include:
 - Suspension of customer ordering rights
 - Requirement to pay interest penalties incurred by the government

Helpful Resources/Contacts

- [GSA AutoChoice](#)
- [GSAFleet.gov](#)
- [Vehicle Registration Guide](#)
- [Vehicle Purchasing Guide](#)
- Fleet Helpdesk - fleet.helpdesk@gsa.gov
- Vehicle Buying Team - vehicle.buying@gsa.gov

Thank you for attending today's Desktop Workshop

For additional information on this topic contact:

Amber Robles - amber.robles@gsa.gov

Vehicle Buying Team - vehicle.buying@gsa.gov

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