Purchasing Vehicles from GSA:

AutoChoice Tutorial, SOP, Express Desk, MAS & Non Standards

FY2021

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What we do

- Mandatory source for Executive Agencies, the DoD and other eligible users for non-tactical vehicle purchasing (Per 41 C.F.R. § 101-26.502 / FPMR 101-26.501)
  - AutoChoice online ordering tool to select and compare vehicles
  - Purchase more than $1 billion in vehicles and automotive products annually at over 24% below dealer invoice;
  - Professional engineering services including technical assistance and vehicle design services;
  - Professional contracting teams, alternative fuel and customer service staff;
  - Assistance with schedule ordering

Leasing Services

- Full service leasing provider (non-mandatory)
- GSA Vehicle Leasing provides $0.24 cost/mile savings on average, over agency owned fleets*
- Over 226,000 leased vehicles
- Domestic and overseas operation
- Reliable funding (revolving fund)
- Vehicle Delivery & Sale
- Loss Prevention

- Automated Agency approval process
- Recall & Vendor Management
- Vehicle Maintenance & Accident Management
- Comprehensive Inventory Management System
- Select Replacement vehicles within Customer Acquisition Module in GSA Fleet Drive-thru

*Per 2019 Federal Fleet Report

Leasing Solutions

Short Term Vehicle (STR) & Equipment Rental

- Seasonal or Surge Requirements
- <120 days for vehicles
- Up to 1 year for equipment
- STR On Demand
- gsa_rental@gsa.gov
- Request vehicles at https://str.gsa.gov/str/

Contact us today!
gsafleet@gsa.gov or
GSA Vehicle Buying at
(844) 472-1200
vehicle.buying@gsa.gov

What we Offer for Purchase Direct through AutoChoice

- Ambulances
- Buses
- Incomplete light-duty cab and chassis
- Law Enforcement & Upfitting
- Light trucks
- Light trucks with vocational bodies

- Medium and heavy trucks
- Sedans
- Station wagons
- SUVs
- Vans
- Wheelchair vehicles
- Wreckers and carriers

Benefits of Using AutoChoice

- Online ordering tool
- 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 and compare fuel economy and fuel types
- Submit and track your vehicle orders online

autochoice.fas.gsa.gov

Get Started in AutoChoice

- Search by Vehicle Type or AFV Type

- Express Desk (Urgent & Compelling) (2-5% fee*)

- Multiple Award Schedule (MAS) (self service or 2% fee through AutoChoice)

- Non-Standard Vehicles (Custom design) (self-service or 10% fee)

Contact: vehicle.buying@gsa.gov or (844) 472-1200

*Dependent on time of year

GSA Multi-Factor Authentication is now live.
If you did not receive your temporary password in your email or if you have forgotten your password,
Click *here* to reset your password.

Login to AutoChoice

Access AutoChoice at
autochoice.fas.gsa.gov

GSA **AutoChoice**
www.autochoice.gsa.gov

Enter your email and password to login

Enter your email address

stephanie.gresalfi@gsa.gov

Password

☑ Remember me

Login

Need help signing in?

Don't have an account? Sign up

Trouble logging in? Please email: **vehicle.buying@gsa.gov**

Register

- Agency and Bureau Code are required to register
  - contact vehicle.buying@gsa.gov
- Passwords must be 8-16 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.
Password must follow GSA requirements and it is case sensitive. Must be at least 12 characters, at least one UPPER-CASE letter, one lower case letter, one number and one of these special characters. !@$%&*[]():? The password also cannot contain part of your username, cannot contain your first name or last name and can't be one of your last 24 passwords.

Contact Information

First Name: *
Middle Initial:
Last Name: *
Email: *
Job Title: *
Telephone No: *
Telephone Ext:
Other Tel. No:

Agency Information

Agency Code: *
Bureau Code: *
Office Address: *
City: *
State: *
Country: *
Zip Code: *

Security Information

These fields are required for users new to GSA applications. If you have an existing account with any of the following applications, these fields are optional. Click here to see available applications.

Create Password:
Confirm Password:
Secret Question:
Secret Answer:

Issues with AutoChoice Login

- Email vehicle.buying@gsa.gov
  - Provide your email address, first and last name
  - Provide a screenshot of your error message including the web address
- Note that GSA deactivates accounts that have not been accessed in over three years.

Shop by Alternative Fuel Type or Vehicle Type

View Minimum Requirements

	Minimum Requirements	Options	Compare Prices	Other Features	Clarifications	Vendor Performance

Minimum Requirements

● 9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

GSA Components	Altima	CAMRY G	LEGACY	MALIBU	SONATA
Body/Chassis					
PASSENGER COMPARTMENT VOLUME - cu ft	100.3	100.4	105.5	102.9	104.4
TRUNK VOLUME - cu ft	15.4	15.1	15.1	15.7	16
TRIM LEVEL	S	LE	BASE	1FL/LS	SE
MFG. MODEL CODE	13111	XV70	LAB	1ZC69	29402F21
BODY STYLE	TRUNK	STD	TRUNK	TRUNK	TRUNK
WHEELBASE	111.2	111.2	108.3	111.4	111.8
BASE CURB WEIGHT w/ GSA min reqmts - lbs	3208	3296	3499	3097	3120
Engine Minimums					
ENGINE TYPE - Cylinders / Liters	4/2.5	2.5	4/2.5L	4/1.5L turbo	4/.2.5L
HORSEPOWER	188	203	182	160	191
Transmission					

Select Optional Equipment & Delivery Options

Minimum Requirements | **Options** | Compare Prices | Other Features | Clarifications

Options

9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

Quantity of Vehicles Per Order [1]

	Check the boxes below to add Optional Equipment

Engines

○ **IE1** - Increased Power Engine 1

Engine Accessories

☐ **OLS** - OIL LIFE SYSTEM

☐ **ESSS** - AUTOMATIC ENGINE START-STOP SYSTEM

☐ **EH** - ENGINE BLOCK HEATER, OEM

Transmission

○ **T6A** - 6-SPEED AUTOMATIC TRANSMISSION

Drive Axle

☐ **AWD** - OEM ALL WHEEL DRIVE

Exterior

☐ **RM6** - MIRRORS-EXTERIOR REARVIEW HEATED AND REMOTE CONTROLLED

Exterior Paint

☐ **CPT** - PAINT-CUSTOM COLOR

Additional Requirements (AREQ)

- Is an option code on the Optional Equipment page- requires additional documentation
- Allows customers to request specific equipment not listed in the optional equipment list such as an electric drive train for a school bus or a snow blow.
- Will result in the manual processing of your order.
- List requirements concisely and include enough information for GSA to obtain valid pricing

- Cannot be used for:
  - GSA minimum requirements,
  - manufacturer standard equipment,
  - internal agency data, or
  - vendor selection
- Cannot be used to request makes/models not offered in AutoChoice
- Cannot be used to request options shown as not available by the manufacturer

Compare Prices, Select Model, Qty & Color

Minimum Requirements	Options	Compare Prices	Other Features	Clarifications	Vendor Performance

Compare Prices

● 9C -SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

📌 **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

Vendor	GM	US Fleet Source	US Fleet Source
Model Picture	View more	View more	View more
Socio-Economic Indicator	Other than Small Business	Small Business	Small Business
Model	MALIBU	Altima	SONATA
Model Year	2021	2021	2021
Fuel Type Base Vehicle	Gasoline Dedicated	Gasoline Dedicated	Gasoline Dedicated
Fuel Type for CARB States (If different than Base)			
Additional Information			
Shipment Days - Base	90	150	120
Base Price $ (A)	17,302.00	19,897.00	20,842.00

Manufacturer:	GM
Model Name:	MALIBU
Model Year:	2021
Quantity:	1

Available Colors

Color	Quantity
SILVER ICE METALLIC	1
SUMMIT WHITE	0
MOSAIC BLACK METALLIC	0
SHADOW GREY METALLIC	0
BLACK CHERRY METALLIC	0
Total Color:	0

Continue

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GSA Fleet

Entering FEDSTRIP/MILSTRIP Data

Agency Order No:	[ ] *
Requisition Number:	[ ] [1015] [ ] *
Signal Code:	[A ▼] *
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 $:	$17,475.02
Additional Funds per unit $:	[0] (Obligate additional funds to this order)
Total Est Unit Price $:	**17,475.02**
Description:	SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE
Shipment Location:	[Domestic ▼] *
	For export orders, please enter the overseas contact person and phone number.
Contact Person:	[ ] *
Phone Number:	[ ] *
Internal Agency Financial Data:	[ ]

Refer to the Requisition Detail Guide for assistance

Enter Mailing & Delivery Address

- **Requisitioning Address:** Enter the complete address of the office requisitioning the vehicle.
- **Mailing Address:** The Certificate of Origin (COV/COO), Parts and Service Manuals (if ordered), Maintenance, Warranty and applicable vehicle Recall notices are sent to the mailing address. Please verify the accuracy of the mailing address. The address must be a valid USPS address and not include a person's name.
- **Delivery Address:** Enter the complete address of the ultimate location where the vehicle will be used even if the vehicle is being delivered to a dealership.

Note: 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.

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: GENERAL SERVICES ADMINISTRATION *

Address: 1800 F STREET NW, ROOM 3000

City: WASHINGTON *

State: District of Columbia ▼ *

Zip Code: 20405 | | *

Country: USA *

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: GENERAL SERVICES ADMINISTRATION *

Address: 1800 F STREET NW, ROOM 3000

City: APO *

State: AP. ▼ *

Zip Code: 96281 | | *

Country: KOREA *

Selecting a Dealership

- Usually 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 the zip code listed in the Consignee Delivery Address field.
- 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.

Delivery Address & POC

On the Requistion Details page, fill in the Delivery Address of the final destination even if Dealer Delivery will be used.

The Contact Person and Phone Number fields will be used by dealers to let customers know when vehicles are ready for pick up or by transporters to arrange CNS deliveries.

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

Contact Person: _____ *

Phone Number: _____ *

Pending Orders

- Access and edit saved orders. Yellow warning icons indicate Incomplete Orders
- You can copy pending orders to create new orders
- Orders with incomplete Requisition Details are deleted after 14 calendar days
- Orders with complete Requisition Details are saved until finalized or deleted
- If you do not have ordering rights, notify your agency's authorized ordering contact that orders are ready for their review

Reminders Before Placing Orders

- Only users that have been granted ordering rights by their Agency Headquarter Fleet Manager or designee will be able to submit an order

- Once an order is submitted, funds are considered obligated to GSA
  - Funds must be available at the time the order is submitted
  - If funds are not available at the time of submission, your agency will be in violation of the Anti-Deficiency Act

- Ensure your order is correct before submitting- changes cannot be made once submitted

Finalize Pending Orders – Submit to GSA

- If your have AutoChoice ordering rights:
  - In the "Order Now" column, check off the orders you are ready to submit
  - Click on the "Finalize Selected Pending Orders" button

Shipment Days

"Shipment Days" on the Compare Prices Screen shows the maximum number of days allowed for shipment per the contract terms.

Note: Law Enforcement and Specialty vehicles take longer to ship than Light Vehicles

Estimated Shipment Times

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

Vehicle Type	Time After Receipt of Order (ARO)
Ambulances	195 - 255 Days
Buses	150 - 300 Days
Light Trucks/Sedans	90 Days
Light Trucks with Vocational Bodies	90 - 275 Days
Medium and Heavy	180 - 300 Days
Law Enforcement (base)	90-120 Days
Law Enforcement (upfit) Wreckers	An additional 120-300 Days 210-270 Days

NOTE: Shipment times may vary more significantly during unique circumstances such as natural disasters or emergencies such as COVID-19.

After you Place an Order

- You will be emailed an AutoChoice Order acknowledgment.
- If you notice any discrepancies with your order, email vehicle.buying@gsa.gov or call (844) 472-1200 immediately.
- Customers are responsible for obtaining license plates through UNICOR. Contact your agency HQ Fleet Manager for your agency's specific policy
- After a vehicle is shipped, vendors submit the invoice to GSA Finance
- GSA Finance validates the invoice and pays the vendor
- Upon vehicle shipment, GSA Finance invoices the customer agency based on the Activity Address Code, BOAC or DoDDAC provided on the order. Most GSA customers are billed through IPAC
- You will not receive a paper invoice. You may access an invoice through VCSS

Motor Vehicle Delivery Order (MVDO)

- Requisitions are electronically sent to the vendor through AutoChoice and the customer will receive the MVDO the next business day. Exceptions include when an MVDO requires Engineering or Contracting Office review.
- The MVDO is emailed to the addresses listed in the requisition and delivery block of your vehicle order.

To print the MVDO:
1. Select "Motor Vehicle Delivery Order" under the "Your History" tab at
2. Enter the requested information and click "submit".
3. If you select by Case Number, enter the last 5 digits of the RPN number. Example RPN-N-AB123 would be entered as "AB123".

Billing

- Billed once vehicle(s) is shipped
- Billed by AAC or DODAAC provided in AutoChoice ([how-to](#))
- Bill due within 45 calendar days (40 U.S. Code § 321)
- Requests for DoDAACs or Activity Address Codes (AAC) can only be obtained with the permission of the Agency's designated ordering official
- Credit cards are not accepted as payment
- Request an AAC or DoDAAC at ordermgmt@gsa.gov
- View statement in [VCSS](#) billing system

View Order Status in AutoChoice

Build Reports

- Build reports in AutoChoice to view orders and check delivery status!
- Select a variety of data elements.
- Run by date range or range of case numbers.
- Save and name report for future use.

Build Report

Agency:	47 - GSA		Bureau:	All
Date From (Sent to GSA):	01/01/2021		Date To (Sent to GSA):	03/31/2021
CaseNo From:			Case No To:	
Select From Previous Report:	Select One	**Manage Saved Report**		

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

Requisitions:
- ☐ Agency Order Number
- ☐ Agency Code
- ☐ Bureau Code
- ☐ Requisition Number
- ☐ Case Number

Order Status:
- ☐ Vehicle Order Number
- ☐ VIN
- ☐ Status
- ☐ Shipment Date
- ☐ Delivery Date

Contract Case:
- ☐ Contract
- ☐ uPIID Contract
- ☐ Contractor Name
- ☐ Mod Number
- ☐ Estimated Unit Price

AutoChoice Account Managers

- There are two types of account managers. Some agencies may only have one level or both levels of account managers.
    - Agency-level Managers: can manage all agency users
    - Bureau-level Managers: can only access bureau users
    - Agency/Bureau-level Fleet Managers can assign a designee(s) to manage user accounts.

If you need access to manage accounts, contact your Agency/Bureau Manager (or designee).

Agency/Bureau-level Managers that need to change their accounts should contact vehicle.buying@gsa.gov.

AutoChoice User Roles

- **Level 2 User Rights**
  - View, edit or create vehicle orders
- **Supervisor or Bureau/Multi Bureau Manager**
  - Authority over a bureau or multiple bureaus
  - Keep GSA Fleet up-to-date onHas authority to research available vehicles, create and order vehicles on behalf of one or more bureaus.

- **Headquarter Fleet Manager**
  - Assign appropriate user rights to users within their agency
  - Remove accounts when a user no longer needs to access AutoChoice
  - Keep GSA Fleet up to date of changes within your agency and/or bureau that will impact AutoChoice usage.
  - Create and manage groups.

Manage Accounts

Access "Manage Accounts" under the Customer Service tab.
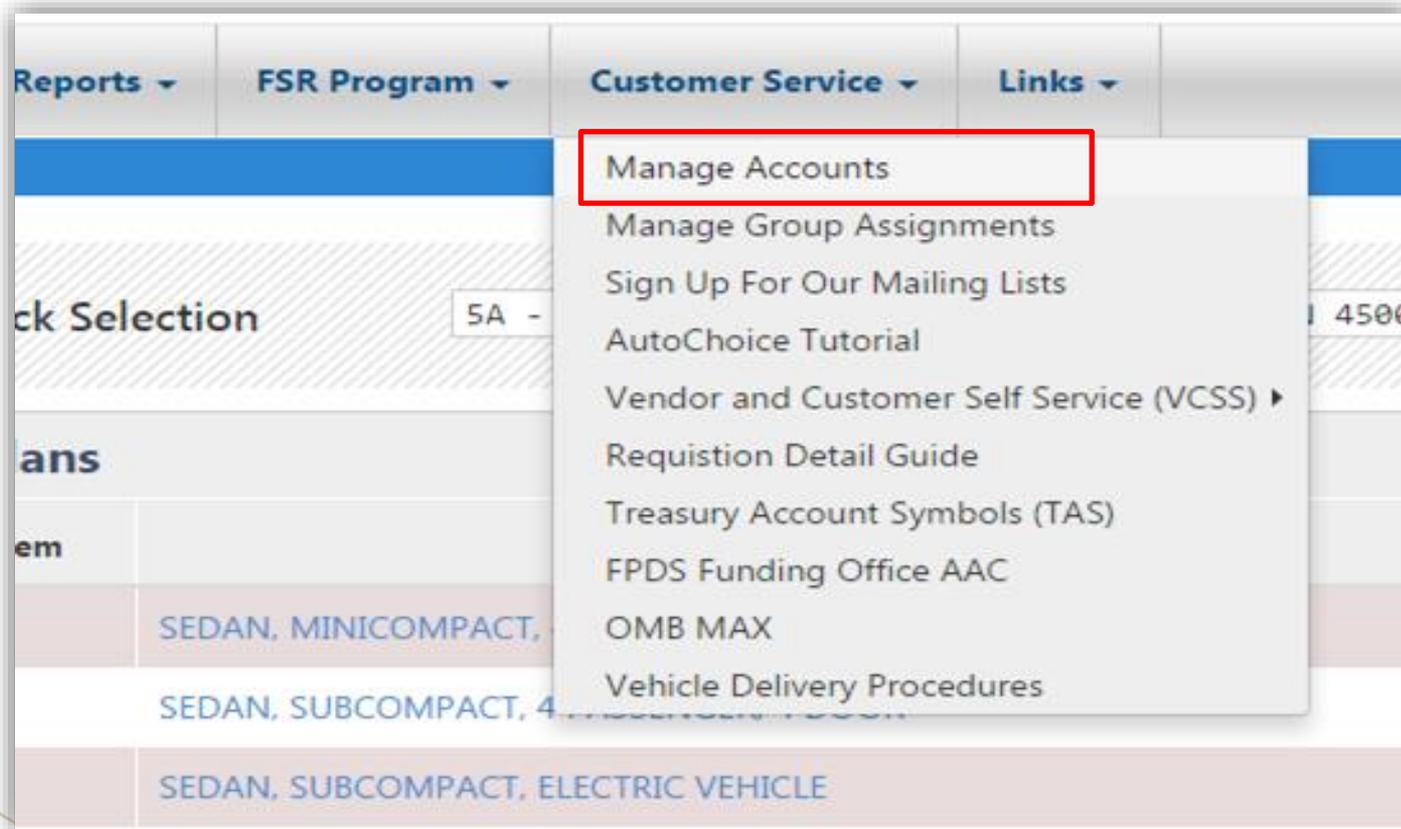
Manage Accounts

- Agency-level account managers have access to all users under their agency.
  - o   Click on the Bureau drop-down-list to move from one bureau to another.
- Bureau-Level account managers will ONLY have access to users under their assigned bureau.
- From the manage accounts page you can sort by UserID, First Name, Last Name, Telephone, User Rights and Email; You can also use "Search" to quickly find.

Manage Accounts

- Manage user level rights by selecting the "Rights" drop-down for each user.
  1. **Compare Price Only – User cannot go beyond the Compare Price screen.**
  2. **Create/View Your Own Orders – User limited to only viewing their own orders. No rights to submit orders to GSA.**
  3. **Create/View All Orders – User can view all pending orders for their bureau or group. No rights to submit orders to GSA.**
  4. **Supervisor – User can view all orders for their bureau. User has rights to submit orders to GSA.**
- Click the "Save Changes" button after you have made updates on each page.
- **Agency Headquarters rights** allow the user to view, edit and submit orders to GSA for all of their agency. To ensure this right is awarded to Agency-level Fleet managers or their designee(s), this right can only be assigned by GSA - contact vehicle.buying@gsa.gov.

Manage Accounts

- To delete an account select the "Delete" option under the "Actions" column; Select the "View" option to continue to the details screen.
- Account managers can only "view" user profiles. Individual account holders are responsible for ensuring their account information is accurate.

Manage Group Assignments

- You can sort existing groups by Group Code and Group Name.
- To modify a group use the "Edit" option.
- To delete a group use the "Delete" option.

Manage Groups

- To add a new group to your bureau other than the "default" group, click the "Add New Group" button.
- Assign a Group Code and Group Description to the new group and save.

Add Users to Group

- On the Manage Accounts page, select the group in the "Group Code" Click the "Add New Accounts" button and select users to add to the group.
- Click the "Add to Group" button.

Customer Service

- Our "Customer Service" section offers important purchasing resources to keep customers informed on how to use AutoChoice to their advantage.
- Don't forget to join our mailing list to receive notices about contracts, vehicle close-out dates and other important information.
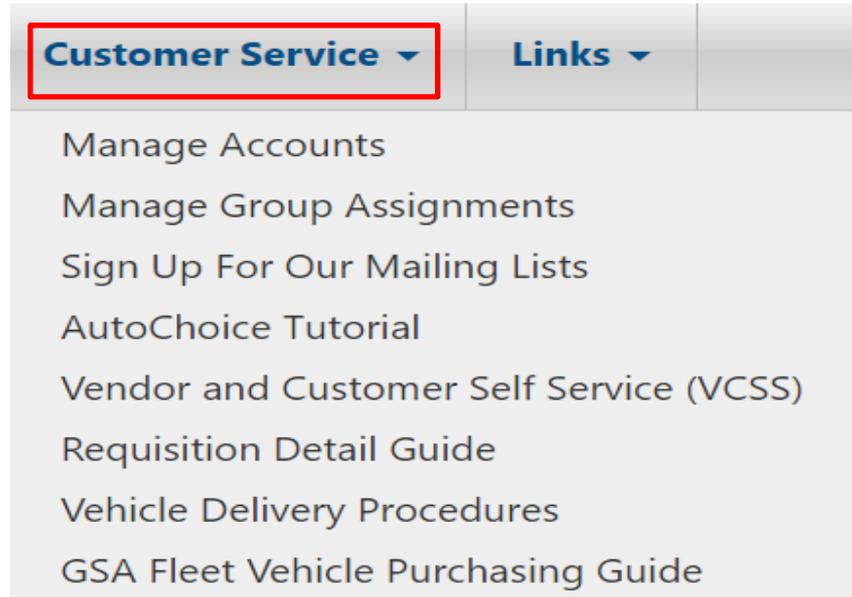
Customer Service ▾	Links ▾
Manage Accounts	
Manage Group Assignments	
Sign Up For Our Mailing Lists	
AutoChoice Tutorial	
Vendor and Customer Self Service (VCSS)	
Requisition Detail Guide	
Vehicle Delivery Procedures	
GSA Fleet Vehicle Purchasing Guide	

Express Desk

Urgent & Compelling Need (FAR 6.302-2(c)

- Submit your request through AutoChoice
- GSA is required to and will seek three sources of competition for the procurement.
- Customer provides:
  - The names of dealers within the delivery area to be solicited by GSA
  - Justification for Urgent & Compelling Need and Timeframe
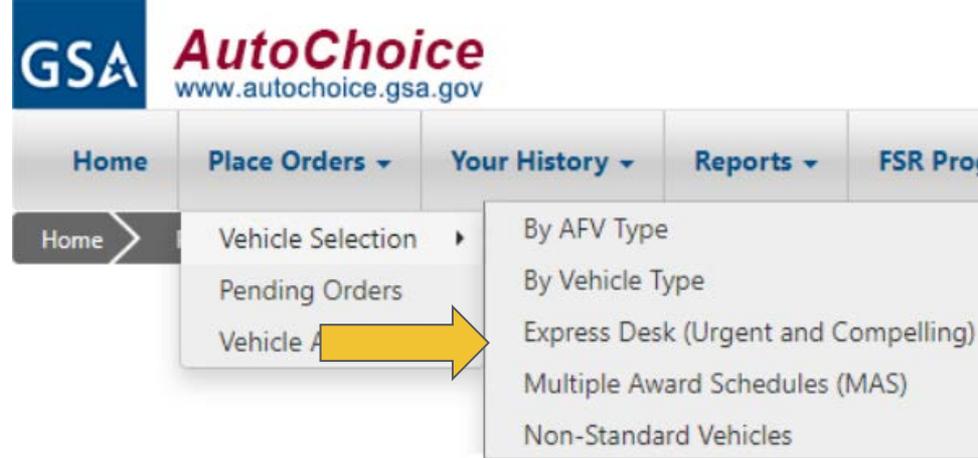
- If non-standard vehicle is required, or there are specialty needs provide:
  - Vehicle Specs
  - If a "brand specific" vehicle is required, a complete and comprehensive justification for other than full and open competition (JOFOC) must be provided.
- No guarantee
- 2% Fee / 5% fee August-September

Multiple Award Schedules (MAS): Transportation & Logistics Category Motor Vehicles (non-combat)

- Fire Fighting Apparatus and Attachments
- Law Enforcement Vehicles and Attachments
- Special Vocational Vehicles and Attachments
- Construction Equipment and Attachments
- Snow Maintenance Equipment

- Aircraft Ground Support Vehicles and Equipment
- Upfitting Services
- Low Speed Vehicles
- Trailers and Attachments
- Tires
- Leased Heavy Duty Vehicles and Accessories
- Automotive Body and Repair Services

GSA Fleet

MAS Purchasing

Self-Service option: Submit a Request for Quote (RFQ) for automotive offerings:

- through eBuy If the value is over SAT ($250K)
- obtaining a minimum of three written quotes (FAR requires documentation)

Need Assistance? GSA's Center for Vehicle Acquisition Can Help Put your Acquisition Package through AutoChoice

- GSA will assess a 2% fee on all orders
- GSA can help walk you through the ordering process - vehicle.buying@gsa.gov
- Find contract and product information on **gsaelibrary.gsa.gov**

GSA **AutoChoice**
www.autochoice.gsa.gov

| Home | Place Orders ▾ | Your History ▾ | Reports ▾ | FSR Prog |

Home

Vehicle Selection ▸
Pending Orders
Vehicle Availability

By AFV Type
By Vehicle Type
Express Desk (Urgent and Compelling)
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Non-Standard Vehicles
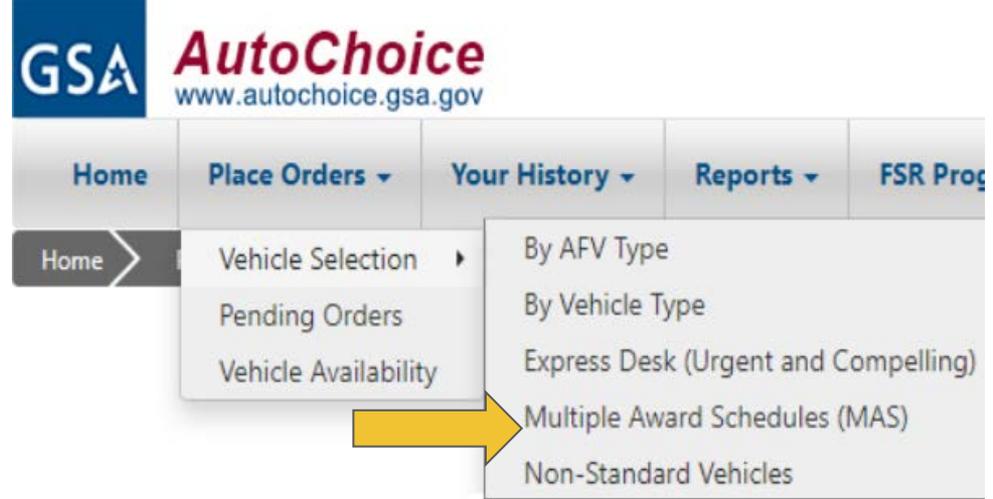
Non Standard Vehicles

- Custom Vehicle Builds
- For unique and specialized requirements which are not under the SOP contracts or MAS programs
- Work one on one with a vehicle engineer to customize any vehicle, and the design & build services
- 10% fee for the first vehicle, 2% for every vehicle after the first within the same project

Questions? Contact
GSA Vehicle Buying at
(844) 472-1200
vehicle.buying@gsa.gov

Sign up for Updates

Receive our [Rules of the Road](#) and [Vehicle Availability Listing (VAL)](#) updates to ensure you have up-to-date vehicle ordering information on the offerings currently available from GSA!

- Sign up through our website: gsa.gov/vehiclepurchasing OR
- Sign up under the "Customer Service" tab in AutoChoice:
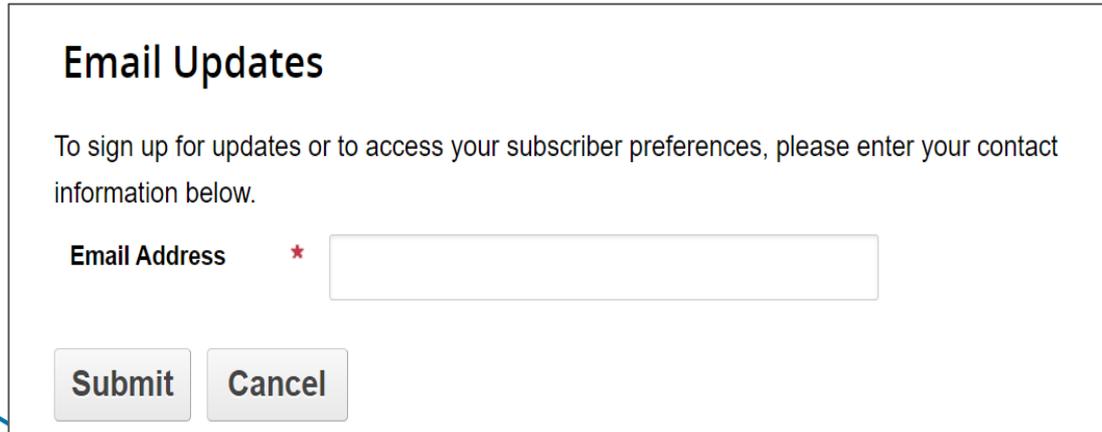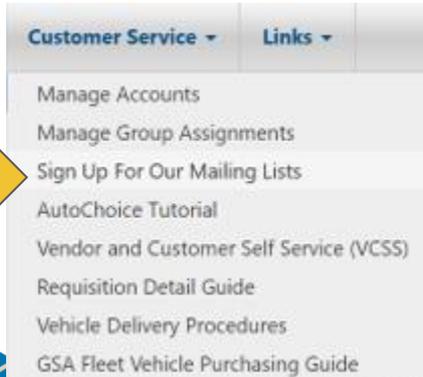
More Information

OTHER LINKS:

- GSA's vehicle ordering program: www.autochoice.gsa.gov
- GSA Fleet home page: gsa.gov/gsafleet
- Federal Vehicle Standards: https://vehiclestd.fas.gsa.gov/
- GSA's products and services: www.gsaadvantage.gov
- GSA contract award information: www.gsaelibrary.gsa.gov
- Eligibility to use AutoChoice: https://www.gsa.gov/policy-regulations/policy/acquisition-policy/eligibility-determinations
- GSA's Vendor and Customer Self Service (VCSS): https://vcss.ocfo.gsa.gov/
- Buy used government vehicles: www.gsa.gov/gsaauctions

GSA Fleet Purchasing Customer Service

Customer Support:
vehicle.buying@gsa.gov
844-472-1200

Vehicle Purchasing:
www.gsa.gov/vehiclepurchasing