AutoChoice Tutorial



AutoChoice is for Federal Government Agencies and Other Eligible Users only. More info regarding eligible Users is available here.

www.autochoice.gsa.gov

Automotive Customer CARE 703-605-CARS (2277) vehicle.buying@gsa.gov.



What Is AutoChoice?

AutoChoice is GSA's secure on-line ordering application for light vehicles, ambulances, medium/heavy vehicles, buses, wreckers and car carriers. In support of the President's Management Agenda, GSA made a commitment to eliminate the use of paper requisitions. As a result, GSA implemented mandatory use of AutoChoice in October 2004.

With AutoChoice You Can:

- Configure your vehicles and choose vehicle equipment options;
- View side by side comparisons of vehicle models from vehicle manufacturers;
- Calculate actual vehicle prices for your configured vehicle including the GSA 1% surcharge;
- View the GSA contract discounts to the manufacturers suggested retail price (MSRP) and dealers invoice;
- View miles per gallon fuel ratings;
- View GSA's minimum requirements;
- View vehicle manufacturers past performance;
- Select the vehicle that provides the best value for your agency's mission;
- Select a dealership;
- Submit your vehicle orders to GSA online;
- Check vehicle order status; and
- Link to the NHTSA's website to view crash test ratings.

AutoChoice Authorization Levels

AutoChoice is set up with authorization levels to allow organizations to establish user "rights" to the various program modules.

Centralized Agencies - All orders for a bureau/field office are sent to GSA through a centralized point of contact, (such as a Headquarters purchasing office). Call 703-605-CARS to find your agency's ordering office contact.

Decentralized Agencies – Have authority to place orders directly to GSA.

User Authorization Levels	Check Status of Ordered Vehicle	View and Compare Prices	Add Orders to Garage	View/Edit Orders in user's Garage	View, Edit and Approve Orders	Send Orders to GSA	Administer Users and Authorization Levels
Level 1 – For Vendors.	Х	Х					
Level 2 – Default for Agencies.	Х	X	X	X			
Level 3 – Access to view all agency orders with no procurement authority.	Х	X	Х	X	Х		
Supervisor** - Procurement authority to place orders.	Х	Х	Х	Х	Х	Х	Х
Group Admin. – Designated ordering point of contact for agency. Not required.	Х	Х	Х	Х	Х	Х	Х

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How Do I Get Started?

AutoChoice can be accessed on the internet at www.autochoice.gsa.gov
If you have a pop-up blocker, temporarily disable it.

Click on "Visit This Website Now" to enter the AutoChoice website.

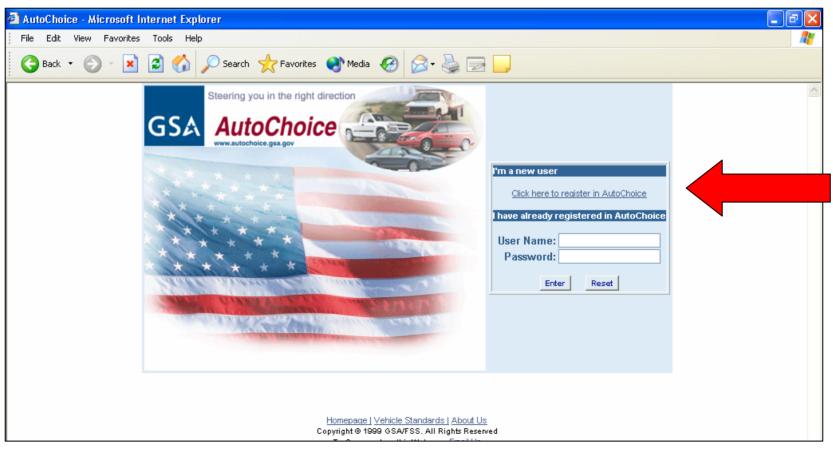


Log in or Register as a New User:

If you are a registered AutoChoice user, type in your username and password. Skip to slide 9 in this tutorial.

If you are a new user, click on "Click here to register in AutoChoice."

Call 703-605-CARS (2277) for password assistance.

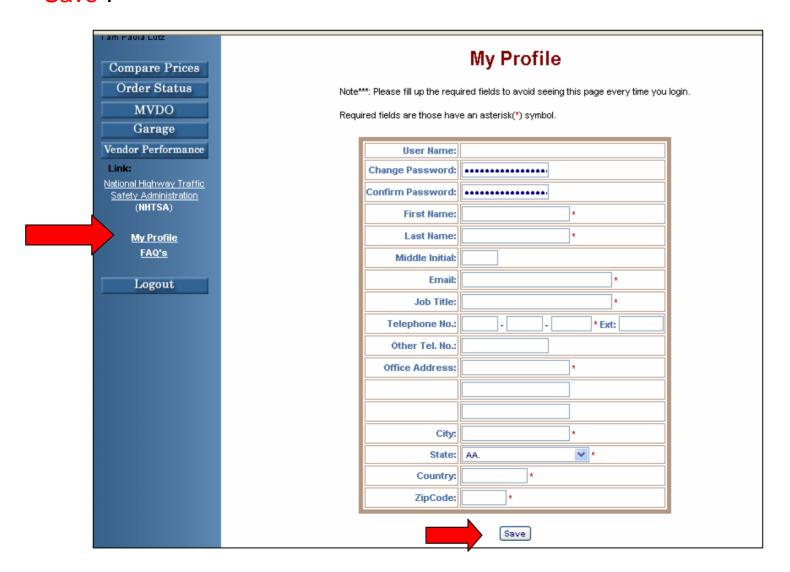


Register as a New User - Complete the required fields shown on the AutoChoice registration page. (If you do not know your Agency Code or Bureau Code, call GSA Automotive Customer CARE at 703-605-CARS (2277) or send an email to vehicle.buying@gsa.gov.

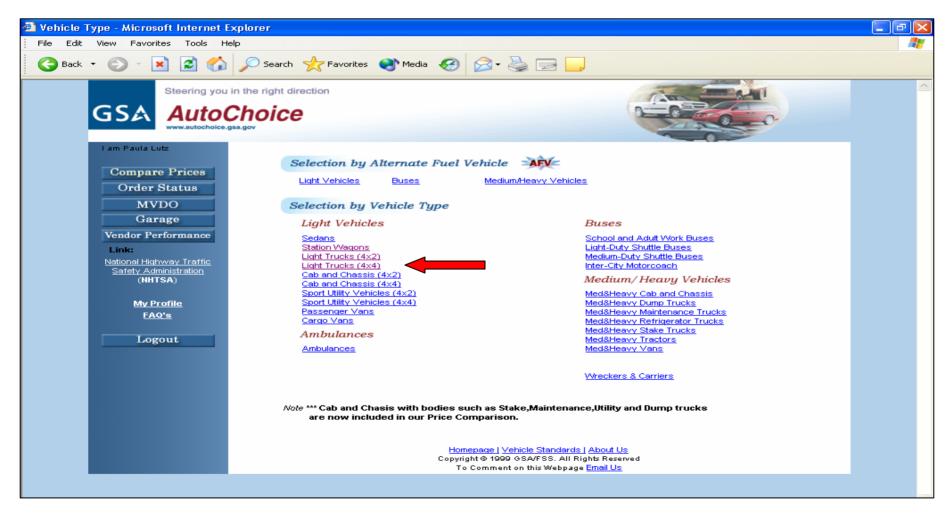
NOTE: Fields with an asterisk (*) are required. Passwords must be a minimum of 8 characters (alpha/numeric).

New User - Microsoft Internet Explorer		_B ×
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G Back ▼ 🕞 ▼ 🗷 💈 🏠 🔎 Search 🦟 Favorites 😢	Media 🚱 🛜 🥃 🗐	
Address 🙆 https://apps.fss.gsa.gov/cops/vehicles/autochoice/newuser.cfm?So	rceURL=/vehicles/roads	▼ → Go Links »
P	lease fill up the required fields *	_
Agency Code	*	
Bureau Code	*	
User Name	*	
Passwore	*	
Confirm Passwore	l: *	
First Name	*	
Last Name	*	
Middle Initia	l:	
Emai	*	
Job Title	*	
Tel. No	: Ext. *	
Other Tel. No	.:	
Office Address	*	
	*	
City	*	
	:: AA. ▼ *	
Country	USA *	
ZipCode	*	_
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My Profile - Once you have logged into AutoChoice, click on the "My Profile" link and set up your profile by filling in the required fields and clicking on "Save".



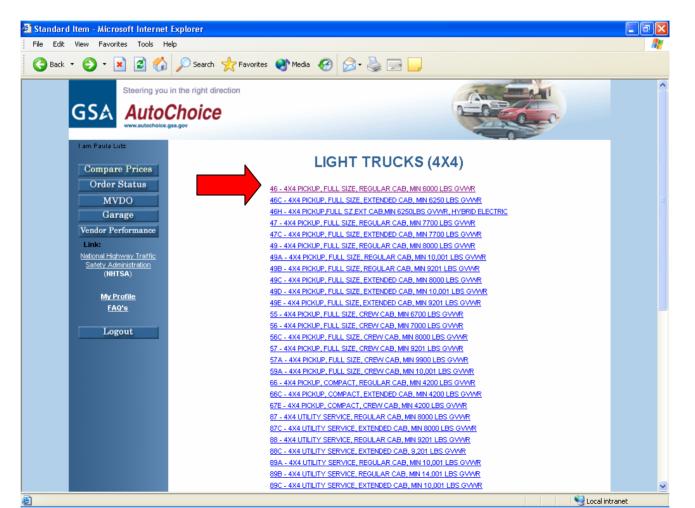
Select Vehicle Type - Once you have logged into AutoChoice, you can start viewing vehicles by vehicle type. **Click on the vehicle category you wish to view**. Example: click on "Light Trucks (4x4).



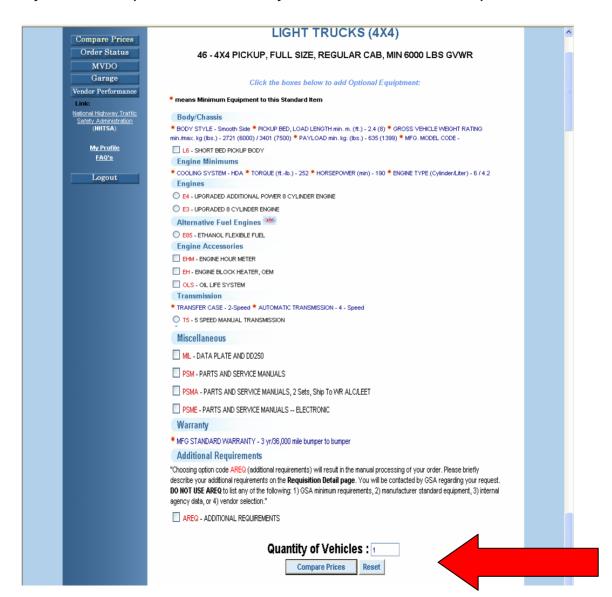
Choose a Standard Item Number – Click on the standard item number you wish to view (example, 46).

The Federal Vehicle Standards establishes classifications for various types and sizes of vehicles, OEM minimum requirements, and equipment options for sedans, light trucks, ambulances, buses, medium/heavy trucks, and sedans.

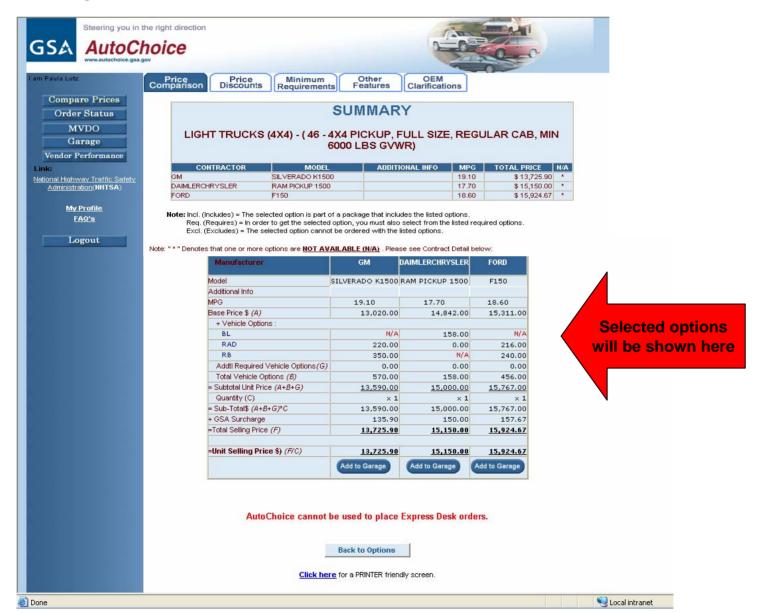
www.gsa.gov/vehiclestandards



Choose vehicle options and quantity - You can customize your vehicle by selecting from the list of optional equipment. **Once you have selected your vehicle options and typed in vehicle quantity, click on the "Compare Prices" button at the bottom of the page.** The "Reset" button will clear any selected options, and allow you to reselect desired options.



Price Comparison - You will see a summary and a side-by-side comparison of the vehicle models and prices for base vehicles, equipment options and the GSA 1% surcharge.



Price Discount Tab – Click on the "Price Discount" Tab to view the GSA contract price and its discount to the manufacturers suggested retail price (MSRP) and dealers invoice.



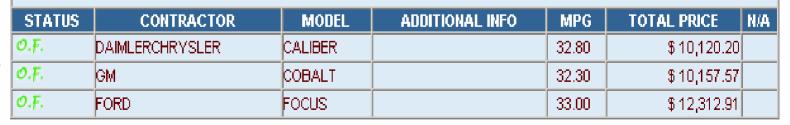
What does O.F. mean? Obligate Funds:

If a vehicle has an **O.F.** next to it, it means the vehicle can no longer be ordered because the manufacturer has closed out ordering. Manufacturers closeout ordering during the spring/summer months to get ready for the production of the new model year vehicles.

The list of <u>closeout dates</u> are available on at <u>www.gsa.gov/automotive</u>. If a vehicle has been closed out, you can still obligate your current year funds for a next model year vehicle under the AutoChoice Summer Program.

SUMMARY

SEDANS - (8C - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR)



 $\mathcal{O}.F.$ - Contract closed for model year (For Funds Obligation only). All data are are subject to change.

AutoChoice Summer Program – Obligating Funds for Closed Out Vehicles

Instructions for using the Summer Program

- Follow the normal AutoChoice procedures for selecting a vehicle and placing an order into your Garage.
- 2. While in the garage, select the orders to be submitted to GSA for obligating funds and click the <Finalize> button.
- You will receive an email acknowledgement stating that your funds have been obligated to GSA. This email will also list the RPN number (GSA case number) assigned to each order.

- 4. GSA will then notify you by e-mail when new model year pricing and specifications are available in October.
- 5. You will then be required to reconfigure each order with the new model year pricing, option and color availability. If you do not reconfigure your orders, your orders will not be placed and will remain in the garage.
- 6. You then must re-submit the finalized order to GSA for processing.

Minimum Requirements Tab - Click on the "Minimum Requirements" tab

to view how the OEM's vehicle specifications meet the GSA minimum requirements.



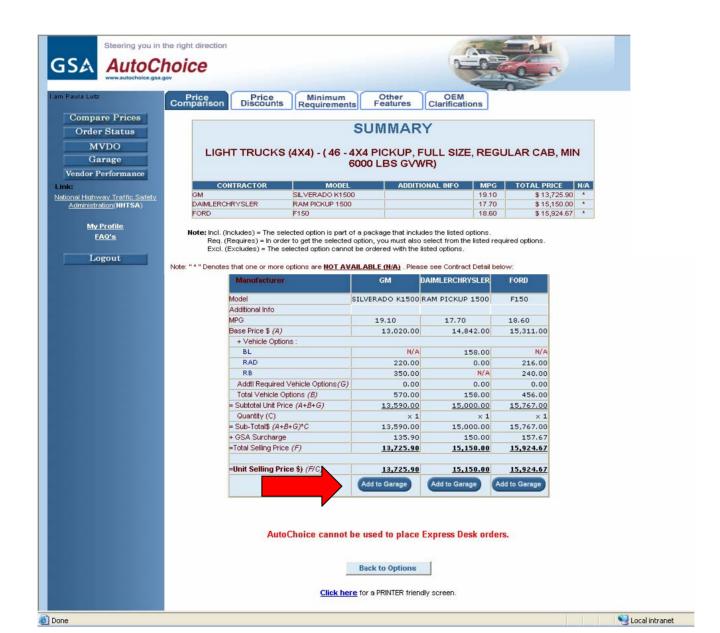
Other Features Tab—Click on the "Other Features" tab to view additional OEM vehicle information relative to the models in the vehicle category selected.



OEM Clarifications Tab – Click on the "OEM Clarifications" tab for additional information and explanations related to the models in the vehicle category you have selected.

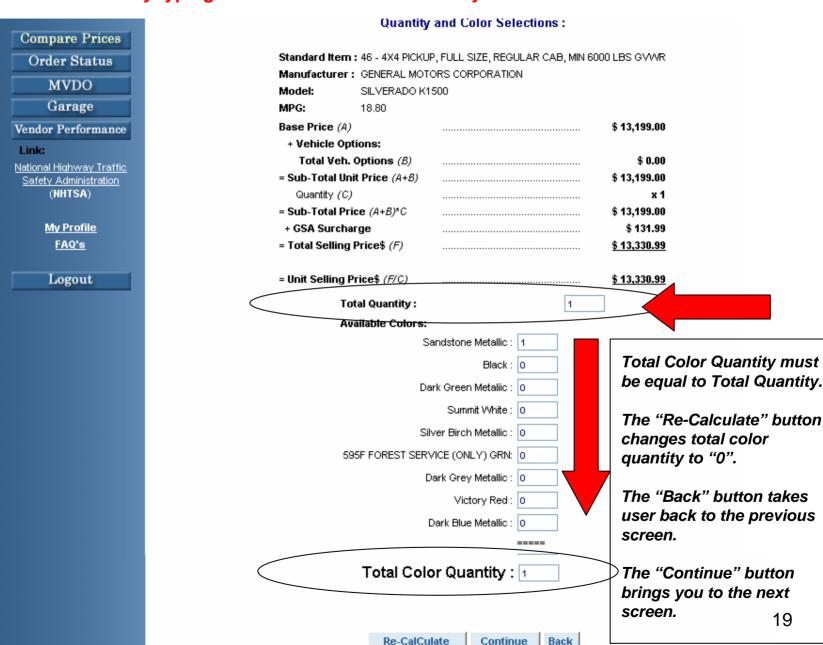


Purchasing your vehicle - After reviewing the summary and all of the tabs, select the vehicle you wish to purchase and click "Add to Garage".



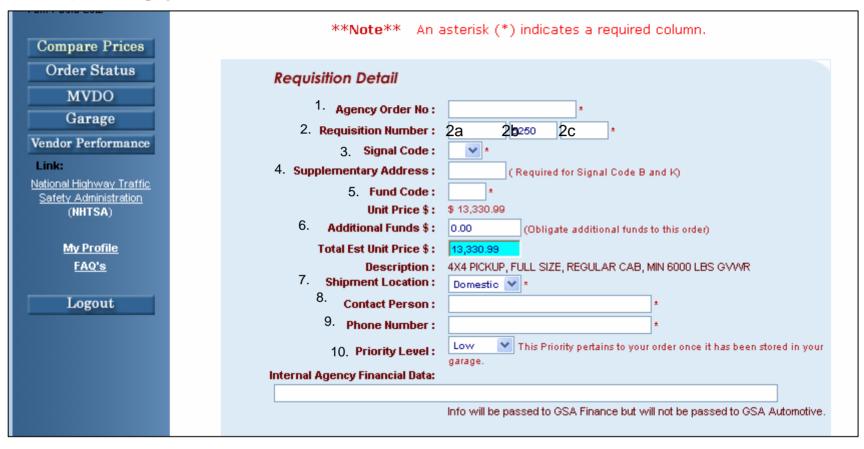
Choose Vehicle Color

Choose vehicle color by typing the total number of vehicles you want for each color.



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Completing your vehicle order - Complete all required (*) fields.



- 1. Type in a number, assigned by your ordering agency.
- 2. Requisition number
 - 2a. Type in the Activity Address Code (AAC) assigned to your ordering agency. Call 1-877-472-3777 for your agency's AAC or DoDAAC number.
 - 2b. The Julian Date, AutoChoice will calculate this for you.
 - 2c. Serial Number This field must contain 4 digits and should be assigned by your ordering agency.
- 3. Signal Code Contact (703) 605-CARS(2277) to obtain signal code.
- 4. Supplementary Address Optional.
- 5. Fund Code Should be obtained from your budge/finance office.
- 6. Additional Funds Required for any orders with additional requirements (AREQ).
- 7. Shipment Location Choose Domestic or Export.
- 8. Contact Person Enter the order contact person.
- 9. Phone Number Phone number of the order contact Person.
- 10. Utilizing this function will prioritize your orders as low, medium, or high. This function is optional and is for customer internal use only.

Completing your vehicle order - Complete all required (*) fields.

Certificates of Origin (vehicle titles) will be mailed to the address entered in the Mailing Address block.

	Agency Name : * Address :
	City: * State: AA. * Zip Code: Country: nail Address: * Fax Number: s it International? *
Mailing A	(Include Country Code if International)
	City: State: AA. Zip Code: Country:

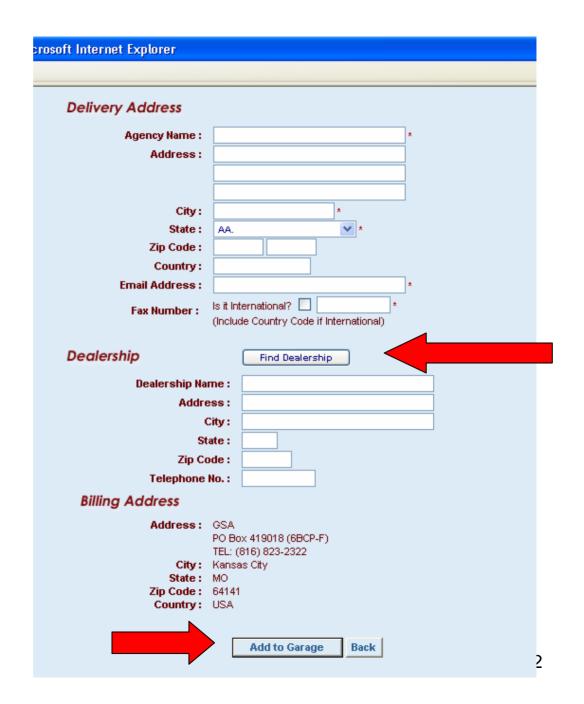
Completing your vehicle order (continued) –

Delivery address: All vehicles are delivered to a nearby courtesy dealership. If consignee delivery (option code CNS) is chosen, the vehicle will be delivered to the delivery address you fill in.

Dealership: To choose a dealership, click on the "Find Dealership" button. Choose the dealership closest to your location from a pull down menu in the pop up window. The chosen dealership info will populate the "dealership" block.

If you leave the dealership block blank, the vendor will choose the dealership your vehicle will be delivered to based on your zip code.

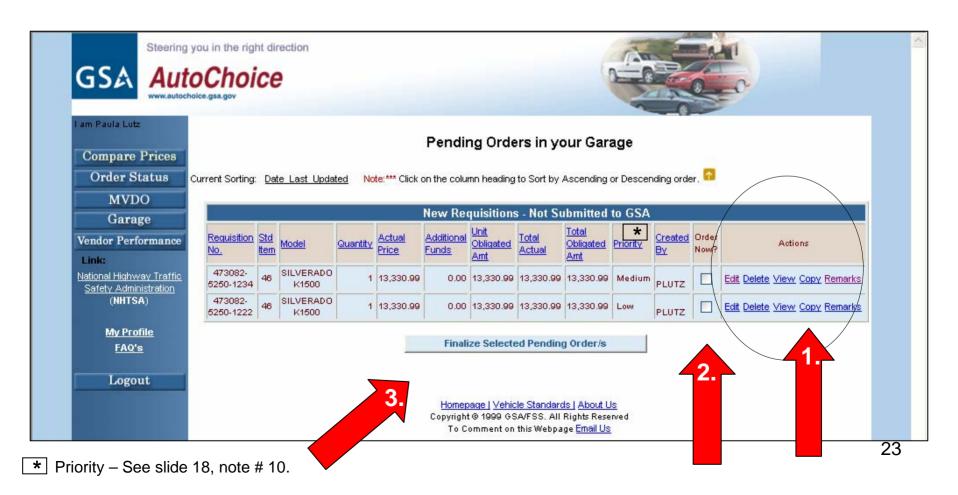
Add to Garage: After you have completed all of the required fields, click on "Add to Garage".



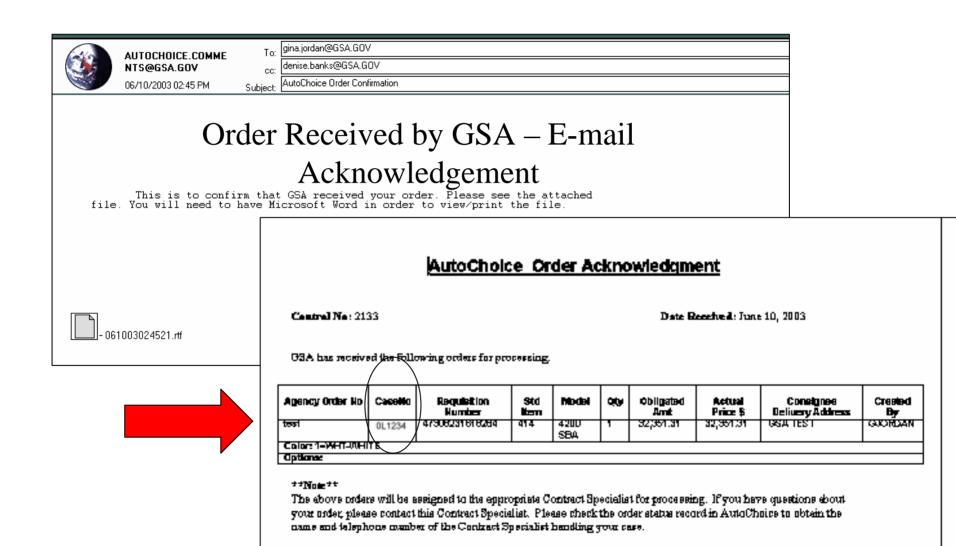
AutoChoice Garage and Finalizing Orders

The "Garage" is a holding area for your vehicle orders. The Garage allows all registered customers to review orders compiled for their organization. Customers can only view orders under their organizations Activity Address Codes.

From the Garage you can (1.) Edit, Delete, View, Copy vehicle orders. (2.) Choose the order(s) you want to submit by checking the "Order Now" box and clicking on (3.) "Finalize Selected Pending Order/s". Only individuals with supervisory authorization can place orders with GSA.



Confirmation — An order confirmation will be sent to your email address. Your requisition Information will be in the document attached to the email. The "Case No." is GSA's internal order number.

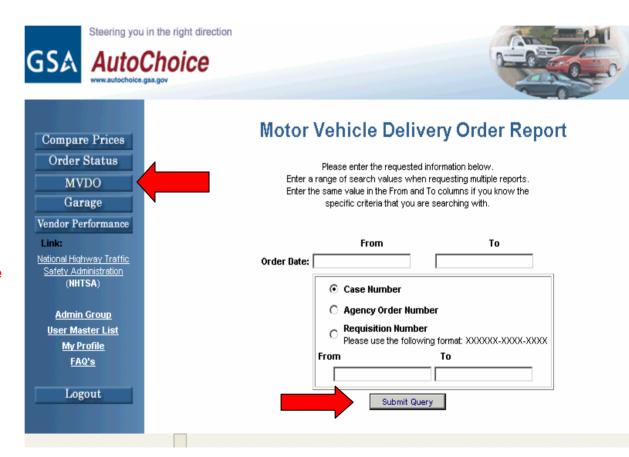


Motor Vehicle Delivery Orders (MVDO)

An MVDO is the final vehicle order sent to the vendor. Once your vehicle order has been sent to the vendor, an MVDO will be emailed or faxed to the addresses listed in the requisitioner and delivery blocks of your vehicle order.

To print additional copies of MVDO's:

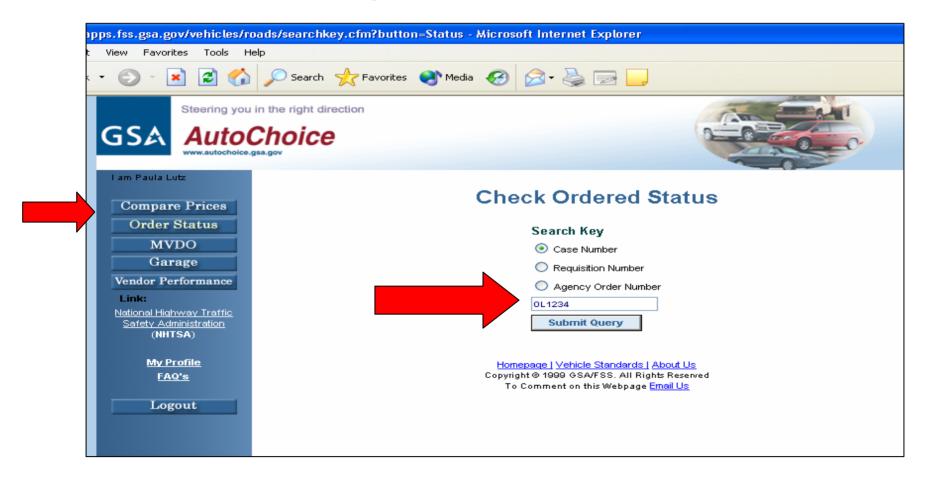
- Click on the MVDO tab to your left.
- Enter the date range in the "Order Date" box.
- Select Case Number or Agency Order Number, or Requisition Number and type the number in the from and to blanks.
- Click on "Submit Query" to view the order.
- Print the MVDO by clicking on "File" and "Print" from your browser's toolbar.



Checking Vehicle Status - You can check the status of your vehicle orders. From the AutoChoice home page, click on the "Order Status" button. Search for your order in one of the following ways:

- 1. By Case Number Only. Only enter the last five digits.

 Case number is on the order acknowledgement you received by email from GSA.
- 2. By Requisition Number (14 digit)
- 3. By your Agency Order Number (enter spaces and dashes as on the original order)
- 4. Click on "Submit Query"



Checking Vehicle Status (Example)

Status information is received from the vendors and is updated weekly.

Shipment/delivery information will be shown in the status column.

You will be advised that the vehicle you ordered is:

- In Process
- In Production;
- Shipped; or
- Delivered.



Contract Information						
Contract Number: General Motors Corporation						
Mod	Sch Line	Ordered Date	Shipment Date	Quantity	Unit Price	
	68E.1	02/12/2003	05/13/2003	1	\$ 21,667.53	

Options				
Option Code	Description	Unit Price		
CRTS	CRUISE CONTROL AND TILT STEERING	\$ 331.00		
D3	SPECIAL TRACTION DIFFERENTIAL	\$ 242.00		
	Total Option Price	\$ 573.00		



Other AutoChoice Functions

- Vendor Performance Provides past history of vendor shipment performance and may be used to make best value purchase decisions.
- National Highway Traffic Safety Administration (NHTSA) Links you to the NHTSA website.

 NHTSA offers information on recalls and crash test ratings.
- FAQ's Frequently asked AutoChoice questions.
- *Logout* Click button to log out of AutoChoice.



www.autochoice.gsa.gov

For Assistance Contact GSA Automotive Customer CARE at 703-605-CARS (2277) or send an email to vehicle.buying@gsa.gov.

Visit our websites at:

www.gsa.gov/automotive

www.gsa.gov/vehiclestandards