Prior to initiating a vehicle request, contact University Fleet Management for eBID contract pricing/number or advice on how to proceed. Be sure to read the instructions before completing the Vehicle Request Form.

**Remember:**
- Name your cart for ease of tracking. Suggested format: New vehicle – project number ######
- Use GL account 553300 Capital Equipment-Automotive.

### Instructions

1. **Search for a supplier** in the text box. Vendors with an eBID award or contract will be listed in the dropdown box. If the desired vendor is not listed, submit a vendor request to add them to eSHOP or switch to one of the vendors listed which has an eBID award or contract.

2. **Enter quantity, unit price** (include the added cost for options to be included), and **product description** (include eBID contract number, or quote reference number). Attach the quote as a PDF to the form.

3. **Select Vehicle Type.**

4. **Enter Exterior color and Interior color.**

5. **Select Engine Type.**

6. **Select Fuel Type.**

7. **Select Drivetrain.**

8. **Select Manufacturer’s Certificate of origin.** The DMV requires every application for title to be assigned one of the addresses listed.

9. **Complete Contact Information.** Requestor Name, Department, Phone, and Email are **required** fields.

10. **Provide explanation** of the unit to be replaced or justification for additional unit. If replacing an existing unit, provide the vehicle unit number. If the vehicle is an additional unit, add justification of need (e.g.; new project, department is under fleeted/ requires additional transportation needs, etc.)

11. Once the form is complete, choose **Add and go to Cart** from the Available Actions dropdown at the top right. Click on GO.

If requestor began the process by working with Fleet Management, the request will be completed and the vehicle ordered the same day. New vehicle order to delivery is generally 60-120 days, depending of time of year and date of order. Specialty equipment or equipment requiring up-fitting often experience extended delays and projects should plan accordingly.