2015 VEHICLE ORDER INSTRUCTIONS
For
LA GOV AGENCIES

SRM VEHICLE PROCUREMENT PROCEDURES FOR LAGOV AGENCIES

IMPORTANT: Check order cutoff dates for the vehicle you wish to order on OSP website. This information will be posted on each line item as the dates become available from the vendor. Prior approval from LPAA must be obtained before entering order for OSP approval. LPAA approval number should be referenced in the approval note.

A. Agency creates shopping cart, entering the following:

1. Agency creates shopping cart, selecting vehicle from MDM catalog

2. Agency selects P Group OSP One Time Buy Bid Team for the shopping cart item

3. Agency selects LA Gov Special Funding LEAF or MIPA if vehicle will be financed.

4. Agency selects LPAA-Property Control as delivery address

5. Agency completes all other required shopping cart header and accounting information (all required paperwork including LPAA approval should be added to the shopping cart as an attachment)

B. Agency completes shopping cart items

1. In supplier text enter the desired exterior and interior colors, the full agency name in which the vehicle shall be titled, and the agency's contact person and telephone number. The vehicle description should not be changed. **Note:** If no colors are specified, a white exterior with a compatible interior will be ordered.

2. Vehicle options will be entered as subsequent shopping cart items (will be selected from the MDM catalog in step 1 above)

   NEW: The vehicles come with standard OEM equipment and, in some cases, other options. Many of the options that were included in the base vehicle price in the past must now be added as separate shopping cart items. Those options have already been created in the MDM catalog. Verify that the vehicle being ordered contains all desired equipment.

   Note: If the desired option is not present in the MDM catalog, send your request to Austin Bachman via e-mail: Austin.Bachman@la.gov or fax: 225-342-9753. The dealer may assist you in identifying the option code, description and price. You will be contacted when the option is added to the MDM catalog.

3. Order the shopping cart and agency approvals will be required.

4. Once approved, OSP will create a standard purchase order from the shopping cart via Perform Sourcing. All shopping cart item details and any attachments will be present on the purchase order.

C. Process Order for Approvals

1. OSP reviews the SRM order for compliance with established guidelines and for necessary LPAA approvals.

2. OSP will change the Goods Recipient to Veronica Daye.

3. OSP will select the LaGOV Capital Asset box on the purchase order header for those agencies that are fully implemented on LaGov. **Note:** When the LaGov Capital Asset box is selected an approval will be generated by the system to the agency Asset Accountant who will approve the purchase order in Section D below.

D. OSP P Group

1. OSP P Group will ORDER the purchase order and workflow (approvals) will be started. Once approved the purchase order will encumber and print and OSP will sign and email copies to the Vendor, Agency and LPAA.

E. Delivery of Vehicle to Louisiana Property Assistance Agency (LPAA):

1. LPAA inspects vehicle to ensure compliance with order specifications, and upon acceptance, **receives the vehicle in LAGOV** (MIGO transaction) on behalf of the agency. LPAA will call the agency contact specified in PO supplier text to advise that the vehicle has been received in LAGOV and is ready for pickup. Agency initiates payment process.

   NOTE: LPAA will notify OSP if problems exist with the vehicle upon delivery, and will not create the MIGO document until the vendor correct the problem, thereby preventing payment. Agency will be notified in this event.

2. The **original invoice,** certificate of origin and odometer statement will be delivered to LPAA by the vendor. These original documents must be presented by the agency to the Department of Motor Vehicles for vehicle titling and registration purposes, and will be given to the agency at time of vehicle pickup.

   IMPORTANT NOTE: Vendor will mail a copy of the invoice directly to the agency's "Invoice to Address" stated on the purchase order. **Payments must be made within 30 days;** otherwise, the vendor has the right to repossess the vehicle from LPAA without recourse by the agency.

F. Vehicle Pickup from LPAA

1. Agency must present a copy of transaction code FB03, reflecting that payment has been processed and indicating the check number prior to release of the vehicle. LPAA will verify the FB03 information.

2. Agency to furnish the vehicle decals. LPAA will apply the agency's decals to the vehicle prior to release.

3. LPAA will release titling and registration documents at time of vehicle pickup.