

**2015 VEHICLE ORDER INSTRUCTIONS**  
**For**  
**ISIS AGENCIES, NON-ISIS AGENCIES AND POLITICAL SUBDIVISIONS**

I. AGPS VEHICLE PROCUREMENT PROCEDURES FOR ISIS 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 must be referenced on the first line of the (OMOD) screen of your AGPS order.**

A. Agency creates **OFST** order, entering the following:

1. Document Type: **CRO** (CER if vehicle will be financed)
2. Purchasing Agency: **107001** (Office of State Purchasing)
3. Buyer of Record: **G** (Austin Bachman)
4. Ship-To Agency/Sub: **806PUR-DEL002** (LPAA-Property Control)
5. Contact Person & Phone: **Veronica Day / 225-342-6861**
6. Enter all other required order header and accounting information.

B. Creates Order Lines (OLINs)

1. OLIN 00001 will be the base contract vehicle equipped per contract specifications. Enter the desired KONT and KLIN numbers.
2. In OMOD / OLIN 00001, enter the LPAA approval number on the **first line**, 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. **Note:** If no colors are specified, a white exterior with a compatible interior will be ordered.
3. Vehicle options will be entered as subsequent OLINs. All vehicle options are entered by OSP as KLINs and tied to the commodity number of the base vehicle. Inquire on CAAD by the commodity number to view those options already established as KLINs for the base vehicle. Ensure that the options chosen are the correct options for the base vehicle being ordered.

**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 option lines. Those options have already been established as KLINs. Verify that the vehicle being ordered contains all desired equipment.

**NOTE:** If the desired option is not present in CAAD, send your request to Austin Bachman via e-mail: [Austin.Bachman@la.gov](mailto: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 KLIN is activated so your order can be entered in AGPS.

C. Process Order for Approvals

1. Change the order status code to 425 -- an approval record is built to OSP.
2. OSP reviews AGPS order for compliance with established guidelines and for necessary LPAA approvals.

D. OSP will approve, encumber, sign and print the order in AGPS, and mail 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 AGPS** (OREC/ORLN) on behalf of the agency. LPAA will call the agency contact specified in OMOD to advise that the vehicle has been received in AGPS 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 build the OREC record until the vendor corrects 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 "Bill-To" address stated on the 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 screen print of OPAY, reflecting that payment has been processed (status code 636) and indicating the check number prior to release of the vehicle. LPAA will verify the OPAY 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.

II. VEHICLE PROCUREMENT PROCEDURES FOR NON-ISIS AGENCIES

The above procedures apply to non-ISIS agencies with the exception of system-related processes and instructions. Non-ISIS agencies shall forward a hardcopy of their vehicle requisition or purchase order, complete with all required supporting documentation, including LPAA approval number, to OSP for order placement. Prior approval from LPAA must be obtained before submitting documentation to OSP. LPAA will require a copy of the agency's check to ensure payment has been made prior to releasing the vehicle.

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#### III. VEHICLE ORDERING INSTRUCTIONS FOR ALL POLITICAL SUBDIVISIONS

Submit your Agency's purchase order directly to the awarded vendor shown, and submit a file copy to OSP for reporting purposes. If your Agency does not use a formal purchase order, submit your order on your Agency's letterhead.

Your order must contain the following minimum information: quantity, contract number, contract line number, make and model, any desired deviations from the basic contract specification (stated as an "Add" or "Delete"), Agency contact person and telephone number, complete Agency name and address in which the vehicle is to be titled, desired F.O.B. Point, any special handling requirements, and desired exterior/interior colors.

Prior to ordering your vehicle, check order cutoff dates for the vehicle you wish to order on OSP's website. This information will be posted on each line item as the dates become available from the vendor. The Office of State Purchasing **strongly urges you to obtain an order confirmation or acknowledgement** from the vendor within ten (10) days after order is placed.

To capture contract usage data, please **forward a copy of your order to State Purchasing**, P.O. Box 94095, Baton Rouge, LA 70804-9095, Attn: Austin Bachman.

Contact the vendor directly for availability and pricing of optional factory equipment. Be advised that optional equipment is available to you at published "Dealer's Invoice" cost.

If you elect to pick up your vehicle at the vendor's location, the vendor will notify your contact person upon receipt and forward the invoice (per your requirements) for payment.

You must present a check for payment at time of delivery. The vendor is not required to release any vehicle to you prior to payment. If you elect delivery to your Agency, any delivery and/or mileage charges will be negotiated between you and the vendor, and is not part of the contract.

Please note that purchase orders against the State of Louisiana vehicle contract must be issued solely to the vendor awarded the item as shown herein. Any order issued to other than the awarded vendor does not constitute a valid release against the State's contract.

If you have any questions concerning this contract, please contact the dealer or State Purchasing Officer Austin Bachman at (225) 342-9200 or by e-mail: [Austin.Bachman@la.gov](mailto:Austin.Bachman@la.gov).