

# **Contract Automobile Request System (CARS)**

https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx

**Purchaser Instructions** 

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### **Quick Steps**

#### To Build a Quote:

- Select the type of vehicle using the drop down box. A list will appear. Once you locate the specific vehicle you would like, click on "Create Quote" on the left side.
- Enter the information requested and select the vehicle color. Enter the quantity you are requesting. If you want multiple colors, enter the quantity for the first color you want, then click "Add Color." Add the quantity for the second color, and so on.
- Select the desired options.
- When fields are filled out, click on "Create Quote."

Your quote will be emailed to you. You can now build additional quotes for other vehicles for comparison purposes if desired.

Once you decide to purchase a vehicle(s), click on the "create purchase request" link in the email.

#### To Order the Vehicle:

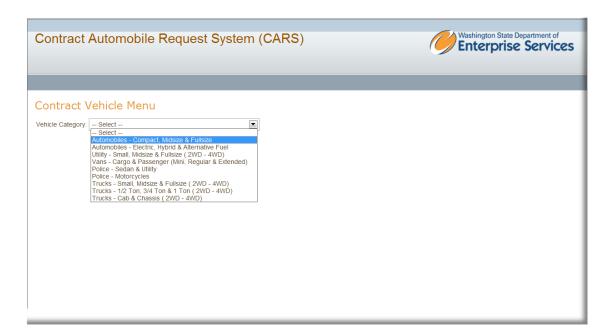
- Enter your quote number and click "Go."
- Enter the information requested.
- Once you are satisfied with your order, click "Submit to Dealer."
- The dealer will contact you with any questions they may have. They will also request a purchase order to complete the sale.

Your vehicle is now on order.

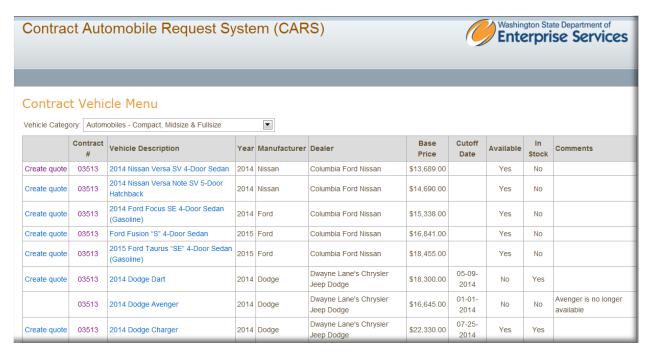
## **Detailed Steps**

#### To Quote a Vehicle

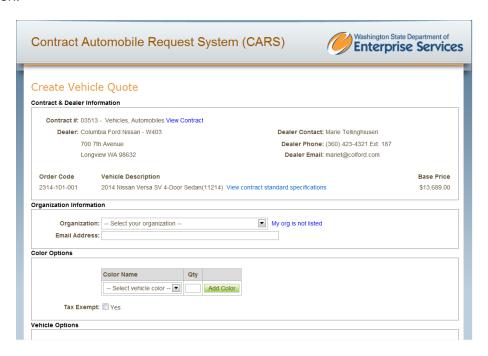
- Go to CARS link at <a href="https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx">https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx</a>.
- In the Contract Vehicle Menu, use the drop down menu in the vehicle category box to select the type of vehicle you would like a quote on.



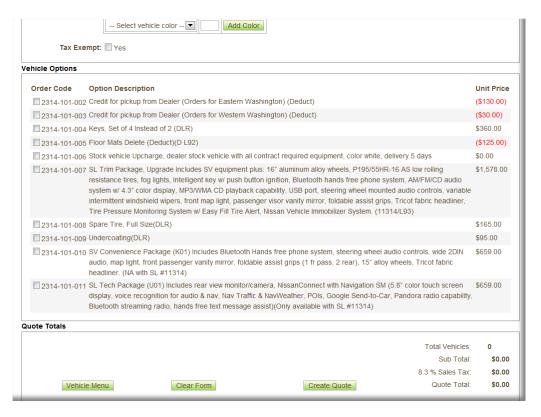
 Review the list of available vehicles. If a "Create Quote" link is not available to the left, the vehicle is currently not in production and cannot be ordered. When selecting a vehicle please pay special note to the Cutoff Date and any comments. Click on "Create quote" link to the left of the vehicle that you would like a quote on.



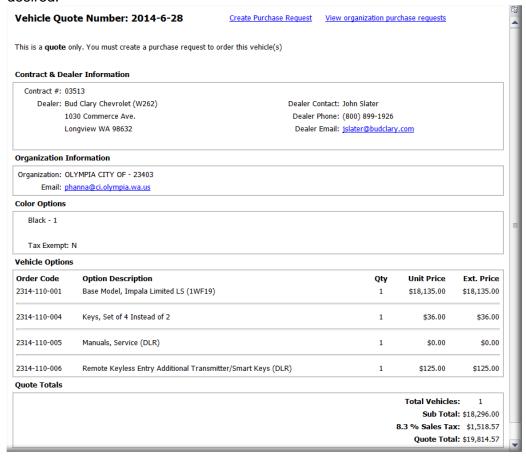
 On the Create Vehicle Quote page, select your organization and enter your email address. If your organization is not listed, click on the link for instructions on how to complete a Master Contracts Use Agreement (MCUA). You can view the standard options for the vehicle by clicking on the link under the vehicle description.  Enter the quantity you are requesting. If you want multiple colors, enter the quantity for the first color you want, then click "Add Color." Add the quantity for the second color, and so on.



 Now you can select the options you would like. Once you are done click on "Create Quote."



 You will receive an email with all the information you entered as well as the Quote Number. Save this email for your records.  You can now build additional quotes for other vehicles for comparison purposes if desired.

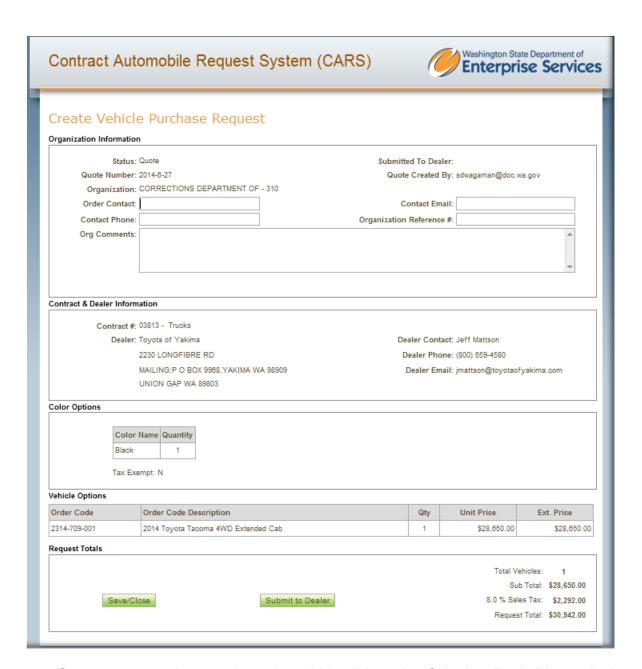


### To Create a Purchase Request

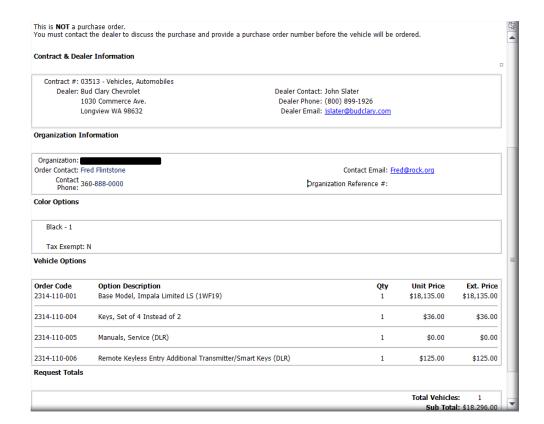
 Locate the email quote for the vehicle(s) you would like to purchase. The vehicle quote number is located in the upper left hand corner. Next to the quote number is a link to "create a purchase request." Enter the quote number and click "GO."



• The vehicle you requested a quote for will be displayed with the options you selected. Enter the information requested. You can leave comments in the comments box for the dealer.



 Once you are ready to purchase the vehicle click on the "Submit to Dealer" button in the lower right hand. You will receive an email confirmation that your request has been sent to the dealer.



 The dealer will contact you to confirm your request. The dealer may advise you on changing options or other sales options. Once you and the dealer have agreed on all aspects, they will request a Purchase Order. Your sale is not final until you provide them with a purchase order.

#### To Check the Status of an Order

Your original quote for the vehicle has a link to "View Purchase Requests." This will
retrieve all of your agency's orders. You can sort by Vehicle Category or Dealer. This
screen will give you information on submit date, order date, expected date, and delivery
date. If your vehicle remains in a submitted status for an extended period of time, please
contact the dealer for an update.



Click on the "View" link to the left of the vehicle you are inquiring about. This screen will
give you detailed information about the order. The dealer can also include comments.

