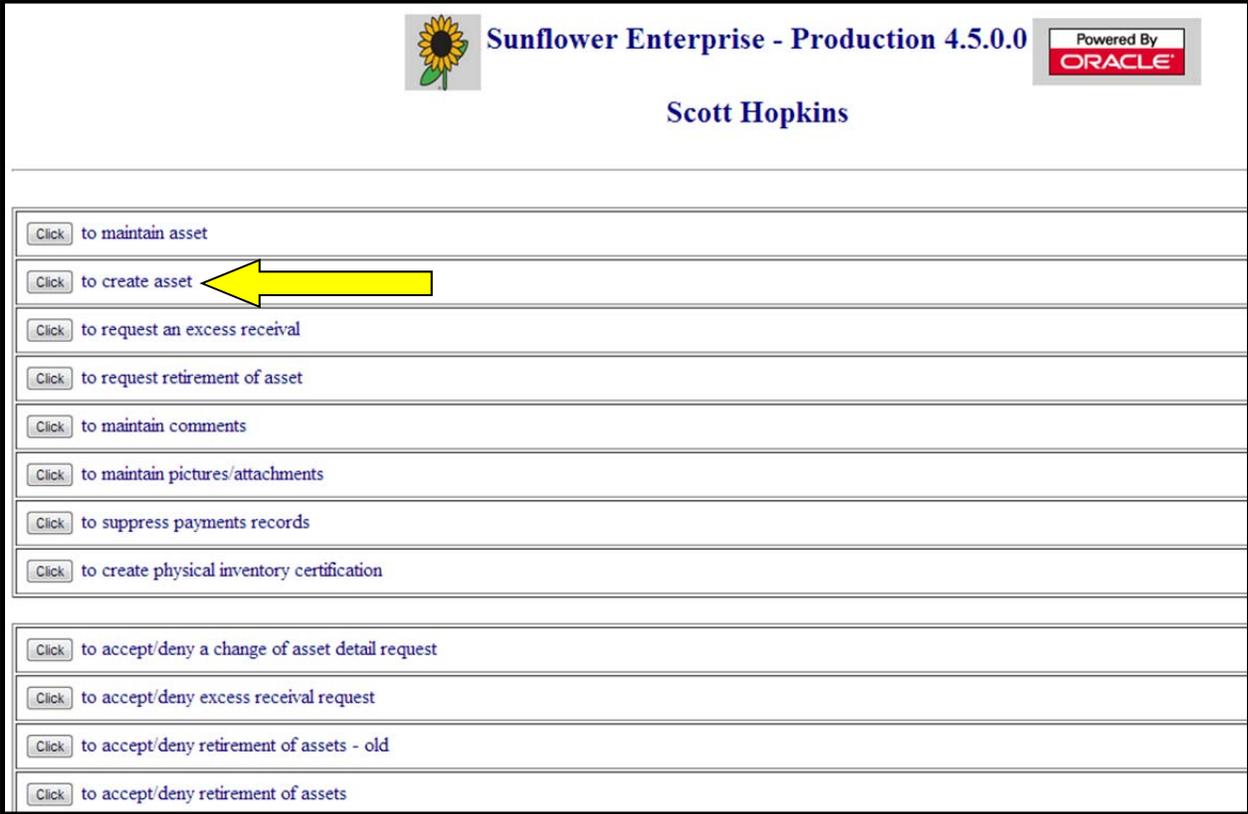


Creating a Vehicle Agreement Asset through the CD50 Form (NOAA only)

The purpose of this document is to outline the steps for creating a request for creation of a Vehicle Agreement Asset through the CD50 Form.

1. Navigate to the CD50/52 Transactions Screen.
2. Click on “to create asset”



- When the Create New Asset screen appears, be sure to pick **AGREEMENT ASSET** from the **Interest Type** drop down menu.



Sunflower Enterprise - Production 4.5.0.0

Create New Asset

Scott Hopkins

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(*Required)

Interest Type*	INVENTORY ASSET		
Barcode #*	AGREEMENT ASSET	Attachment	0
Serial Number/VIN:*	<input type="text"/>		
Custodial Area*	<input type="text"/>		
Property Custodian	<input type="text"/>		
P A O*	<input type="text"/>	Region*	<input type="text"/>
Property Contact	<input type="text"/>	Name	<input type="text"/>
Current User *	<input type="text"/>	Name	<input type="text"/>
Location:*	<input type="text"/>		
Manufacturer*	<input type="text"/>		
Model Number*	<input type="text"/>		
Description	<input type="text"/>		
Catalog Identifier	<input type="text"/>		
Activity Type*	AGENCY OWNED		
Utilization Code*	IN SERVICE		

- Once AGREEMENT ASSET is selected, select the AGREEMENT TYPE from the **Agreement** drop down menu.

(*)Required

Interest Type*	AGREEMENT ASSET
Agreement*	GSA LEASE--GSA LEASE
Barcode #*	Attachment 0
Serial Number/VIN:*	
Custodial Area*	
Property Custodian	
P A O*	Region* []
Property Contact	Name []
Current User *	Name []
Location:*	[]
Manufacturer*	[]
Model Number*	[]
Description	[]
Catalog Identifier	[]
Activity Type*	AGENCY OWNED

- Enter the **Barcode #** of the asset.
- Click on the **ATTACHMENT** button to be taken to a new screen to add an attachment. In this case, users will add the Vehicle Assignment Documentation with signature.
- Click **Choose File**, browse for and select the file, then hit **ADD**. The second screen below should appear if the file successfully uploaded. If so, hit **CLOSE**. Click the **Choose File** button to repeat the process for the next of two required documents:
 - Scan copy of your Vehicle Assignment Documentation following the guidance as outlined in Appendix X
 - Screenshot of the vehicle asset value from Kelly Blue Book, NADA, Edmunds or any other comparable website

Maintain Attachments Barcode # CD0001231231

File No file chosen

Description

Maintain Attachments Barcode # CDTESTING555

Successfully uploaded file Vehicle Asset Value Document.docx

File No file chosen

Description

Save	Delete?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Vehicle Assignment Document.docx	VEHICLE SUPPORTING DOCUMENT	ATTACHMENT	14744
<input type="button" value="View"/>	<input type="checkbox"/>	Vehicle Asset Value Document.docx	VEHICLE PHOTO	ATTACHMENT	14740

8. **Close** the attachment pop-up window.

9. Fill out the fields with the appropriate information. For fields with a , click on the button, enter the search criteria with a % as a wildcard and hit **TAB**. See below.

Note: For vehicles, the **Serial Number/VIN** may be 17 characters (the exception is for Manufacturer/Model combination of AM GENERAL/HUMMER. If you are entering an AM GENERAL/HUMMER, where the Serial Number/VIN is less than 17 characters, please enter zero's before the Serial Number/VIN so the field has the correct amount of characters.)

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https://sflwrdocdt11g.eas.commerce.gov/pls/snflwr_dbauth_ppmsdev/sa_owa_html_lov.model?p_sess...gmt?p_session=CB28B6780

Search for models with names like...

Press the [Tab] key to show all models in with a name like the pattern above

- C1500 OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- C2500 OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- C3500 OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- C6500 OFFICIAL NAME:VEHICLE, TRUCK TRACTOR
- C7500 OFFICIAL NAME:VEHICLE, UTILITY
- CAPRICE OFFICIAL NAME:VEHICLE, SEDAN
- CAPTIVA OFFICIAL NAME:VEHICLE, SPORT UTILITY
- CC20906 OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- CG3300 OFFICIAL NAME:VEHICLE, VAN
- CK25953 OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- CK35953 OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- COLORADO OFFICIAL NAME:VEHICLE, PICKUP TRUCK
- CORSICA OFFICIAL NAME:VEHICLE, SEDAN

.....End of List (13 Choice(s))

Initial Event*	<input type="text"/>	<input type="button" value="↓"/>
Flags	<input type="text" value="0"/>	<input type="button" value="↓"/>
Asset Value	<input type="text" value="\$0.00"/>	<input type="button" value="↓"/>
Document Type*	<input type="text"/>	<input type="button" value="↓"/>

10. Fill out the fields through Catalog Identifier (below).

Note: When a vehicle is selected as the Model Number the screen takes a moment to refresh and load the associated User Defined Fields (UDFs) further down on the page.

11. Be sure to pick **AGENCY LEASED-OPERATING** as your **Activity Type**.

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Create New Asset

Scott Hopkins

(*Required)

Interest Type*	AGREEMENT ASSET		
Agreement*	GSA LEASE--GSA LEASE		
Barcode #*	CD0001231231	Attachment	0
Serial Number/VIN:*	45678654732345681		
Custodial Area*	54013W045		
Property Custodian	NMFSREQPC SMC SMC_NMFSREQPC		
P A O*	54013W	Region*	NOAA-SEATTLE
Property Contact		Name	NMFSREQPC SMC SMC_NMFSREQPC
Current User *		Name	HOPKINS SCOTT D 553798
Location:*	SILVER SPRING, MD_BUILDING__SSMC4__ROOM__8012		
Manufacturer*	CHEVROLET		
Model Number*	C3500		
Description	VEHICLE, PICKUP TRUCK		
Catalog Identifier	20005812	F.S.C:	23-10
Activity Type*	AGENCY LEASED - OPERATING		

12. Accept the default **Condition Code** of 4 – USED – MAJOR REPAIRS NOT REQUIRED.

13. Enter the **Acquisition Date**.

14. Choose your **Initial Event**. For Agreement Assets, it will be **GSA LEASE**.

Catalog Identifier	20005812	F.S.C: 23-10	
Activity Type*	AGENCY LEASED - OPERATING		
Utilization Code*	IN SERVICE		
Condition Code*	4 - USED - MAJOR REPAIRS NOT REQUIRED		
Acquisition Date*	09/02/2013		
Initial Event*	GSA LEASE		
Flags	0		
Asset Value	\$0.00		
Document Type*			
Document #*		Storage Type*	INTERNAL NOAA

Personal Organization Code*	54-30-71-0000-00-00-00-00**FT700	Line Office*	NOAA MARINE FISHERIES SERVICE
Common Name		Document Received Date	
DoC Capitalized Asset		Export Control Class. No.	
Vehicle Weight		Fuel Tank Size (gallons)	
Warranty Begin Date		Warranty End Date	
Model Month/Year*		Body Style*	
Number of Cylinders*		Vehicle Color*	
Transmission*		License Tag Number*	
Verified?		Primary Fuel Type*	
Armor Level*		GSA Vehicle Type*	

15. Next, click on the drop down menu  next to the **Initial Event** field to see the User Defined Fields(UDFs) for that particular initial event.

For Lease End Date, enter 6 YEARS from the Lease Begin Date.

Initial Event Data for GSA LEASE

Lease Begin Date*	09/02/2013	Lease End Date*	09/02/2019
-------------------	------------	-----------------	------------

Save

Cancel

16. Click **Save**.

17. Click on the  next to **Asset Value** and fill out the Asset Value Component section. (If there are multiple asset value components to enter, click the **Add** button.)

- OCC codes for leased vehicles include:
 - 21-23-00-00
 - 22-14-00-00
 - 23-34-00-00

For Asset Value, enter in the value for each vehicle as noted on Kelly Blue Book, NADA, Edmunds or any other comparable website.

Asset Values for Barcode # CD0001231231

Save

Add

Cancel

Delete Checked

<input type="checkbox"/>	Fiscal Year*	2013	Project*	J8P3A10
<input type="checkbox"/>	Fund Code*	1005	Program*	06-02-03-000
<input type="checkbox"/>	Organization*	54-01-00-0000-00-00-00-00**AA0000	User Code*	000000
<input type="checkbox"/>	Object Class Code*	21-23-00-00	Task*	D00
<input type="checkbox"/>	Bureau*	14	Adjust depreciation from	

18. Click **Save**.

19. Next, fill out the Document section.

- For **Document Type** select **GSA FORM 1152**.
- **Document #** should be the **BARCODE NUMBER** of the asset.
- For **Storage Type**, accept the default of **INTERNAL**.

Document Type*	GSA FORM 1152			
Document #*	CD0001231231	Storage Type*	INTERNAL	NOAA

20. Fill in the UDFs that are associated with the asset seen below the barcode information.
All UDF's with a red asterisk (*) are required. The UDF Codes that are required for vehicles are: (See Appendix A for codes and descriptions)

- Model Month/Year
- Body Style
- Number of Cylinders
- Vehicle Color
- Transmission
- License Tag Number ie.: G41-7890M (must add dash)
- Primary Fuel Type
- Armor Level
- GSA Vehicle Type
- Law Enforcement
- Green House Gas Score

Note: The following values will default once the record is saved, so users do not have to fill these out:

- EISA Section 141 Acquisitions
- Executive Fleet Designation
- VAM Exempt

For fields with a  , click on the button, enter the search criteria with a % as a wildcard and hit **TAB**. See below.

Personal Organization Code*	54-30-71-0000-00-00-00-00**FT700	Line Office*	NOAA MARINE FISHERIES SERVICE
Common Name		Document Received Date	
DoC Capitalized Asset		Export Control Class. No.	
Vehicle Weight		Fuel Tank Size (gallons)	
Warranty Begin Date		Warranty End Date	
Model Month/Year*	01/2013	Body Style*	OTHER
Number of Cylinders*	08	Vehicle Color*	RED
Transmission*	AUTOMATIC	License Tag Number*	GSA123
Verified?		Primary Fuel Type*	GASOLINE DEDICATED
Armor Level*	NOT APPLICABLE (NO ARMOR)	GSA Vehicle Type*	LD PICKUP 4X4
Law Enforcement*	NO LAW ENFORCEMENT	EISA Section 141 Acquisitions*	
Executive Fleet Designation*		VAM Exempt*	
Green House Gas Score*	2	Equipment Code	
Fleet Card Number			

21. Hit **Save** and the results screen will appear. If the request was successfully saved, the results will say “AGREEMENT ASSET CDxxxxxxxxxx Created”. If not, the screen will indicate the error that must be resolved. See below.



Create New Asset

Scott Hopkins

AGREEMENT ASSET CD0001231231 Created

(*Required)

Interest Type*	AGREEMENT ASSET		
Agreement*	GSA LEASE--GSA LEASE		
Barcode #*	<input type="text"/>	Attachment	<input type="text" value="0"/>
Serial Number/VIN:*	<input type="text"/>		
Custodial Area*	54013W045		
Property Custodian	NMFSSREQPC SMC SMC_NMFSSREQPC		
P A O*	54013W	Region*	NOAA-SEATTLE
Property Contact	<input type="text"/>	Name	NMFSSREQPC SMC SMC_NMFSSREQPC
Current User *	<input type="text"/>	Name	HOPKINS SCOTT D 553798
Location:*	SILVER SPRING, MD_BUILDING__SSMC4__ROOM__8012		
Manufacturer*	CHEVROLET		
Model Number*	C3500		
Description	VEHICLE, PICKUP TRUCK		

Appendix A

UDF Codes and Descriptions

Body Style

CODE	DESCRIPTION
AM	AMBULANCE
BU	BUS
CO	COUPE
HA	HATCHBACK
MV	MINI VAN
OT	OTHER
S2	2-DOOR SEDAN
S3	3-DOOR SEDAN
S4	4-DOOR SEDAN
SU	SUV
VA	VAN
WA	WAGON

Number of Cylinders

CODE	DESCRIPTION
02	02
03	03
04	04
05	05
06	06
08	08
10	10
12	12
UN	UNKNOWN

Primary Fuel Type

CODE	DESCRIPTION
CNG BI	CNG DEDICATED
CNG DE	CNG DEDICATED
DSL AF	DIESEL DEDICATED AFV
DSL DE	DIESEL DEDICATED
DSL HY	DIESEL HYBRID
E85 FF	E85 FLEX-FUEL
ELE DE	ELECTRIC DEDICATED
GAS AF	GASOLINE DEDICATED AFV
GAS DE	GASOLINE DEDICATED
GAS HY	GASOLINE HYBRID
GAS PH	GASOLINE PHEV
LNG BI	LNG BI-FUEL
LNG DE	LNG DEDICATED
LPG BI	LPG BI-FUEL
LPG DE	LPG DEDICATED
N/A	NOT APPLICABLE (TRAILERS)

GSA Vehicle Type

CODE	DESCRIPTION
AMBULANCE	AMBULANCE
HD	HD
HD BUS	HD BUS
HD E/ER	HD E/ER
LDMINI4X2C	LD MINIVAN 4X2 (CARGO)
LDMINI4X2P	LD MINIVAN 4X2 (PASSENGER)
LDMINI4X4C	LD MINIVAN 4X4 (CARGO)
LDMINI4X4P	LD MINIVAN 4X4 (PASSENGER)
LDOTHER4X2	LD OTHER 4X2
LDPICK4X4	LD PICKUP 4X4
LDPIKUP4X2	LD PICKUP 4X2
LDSUV4X2	LD SUV 4X2
LDSUV4X4	LD SUV 4X4
LDVAN4X2C	LD VAN 4X2 (CARGO)
LDVAN4X2PS	LD VAN 4X2 (PASSENGER)
LDVAN4X4C	LD VAN 4X4 (CARGO)
LDVAN4X4PS	LD VAN 4X4 (PASSENGER)
LSV	LOW-SPEED VEHICLE
MD BUS	MD BUS
MD E/ER	MD E/ER
MD OTHER	MD OTHER
MD PICKUP	MD PICKUP
MD SUV	MD SUV
MDVANCARGO	MD VAN (CARGO)
MDVANPASS	MD VAN (PASSENGER)
SEDANCPT	SEDAN/ST WGN COMPACT
SEDANLARGE	SEDAN/ST WGN LARGE
SEDANLIMO	SEDAN LIMOUSINE
SEDANMID	SEDAN/ST WGN MIDSIZE
SEDANSBCPT	SEDAN/ST WGN SUBCOMPACT

Color

CODE	DESCRIPTION
BG	BLUE-GREEN/TURQUOISE
BK	BLACK
BL	BLUE
BR	BROWN
GD	GOLD/BRONZE
GR	GREEN
GY	GRAY
OR	ORANGE
OT	OTHER
RE	RED
SI	SILVER
WH	WHITE
YE	YELLOW

Law Enforcement

CODE	DESCRIPTION
C	LAW ENFORCEMENT BUT COVERED UNDER EPACT
N	NO LAW ENFORCEMENT
Y	LAW ENFORCEMENT

EISA SEC 141

CODE	DESCRIPTION
ALT	ALTERNATIVE MEASURES EXCEPTION TO EISA SECTION 141 REQRMNT
FOR	VEHICLES NOT MANUFACTURED FOR SALE IN US
FUN	FUNCTIONAL NEEDS EXCEPTION TO EISA SECTION 141 REQUIREMENT
LAW	ACQUIRED BY CONFISCATION/FORFEITURE (LE AGENCIES ONLY)
N/A	NOT APPLICABLE
NMD	VEHICLES ARE NOT MDPVS, PER EISA SECTION 141 DEFINITION
NON	NON-EISA SECTION 141-COMPLIANT LD/MDPV ACQUISITION
YES	EISA SECTION 141-COMPLIANT LD/MDPV ACQUISITION

VAM Exempt

CODE	DESCRIPTION
COV	COVERED
ER	EMERGENCY RESPONSE
LE	LAW ENFORCEMENT
OS	OVERSEAS
OTH	OTHER