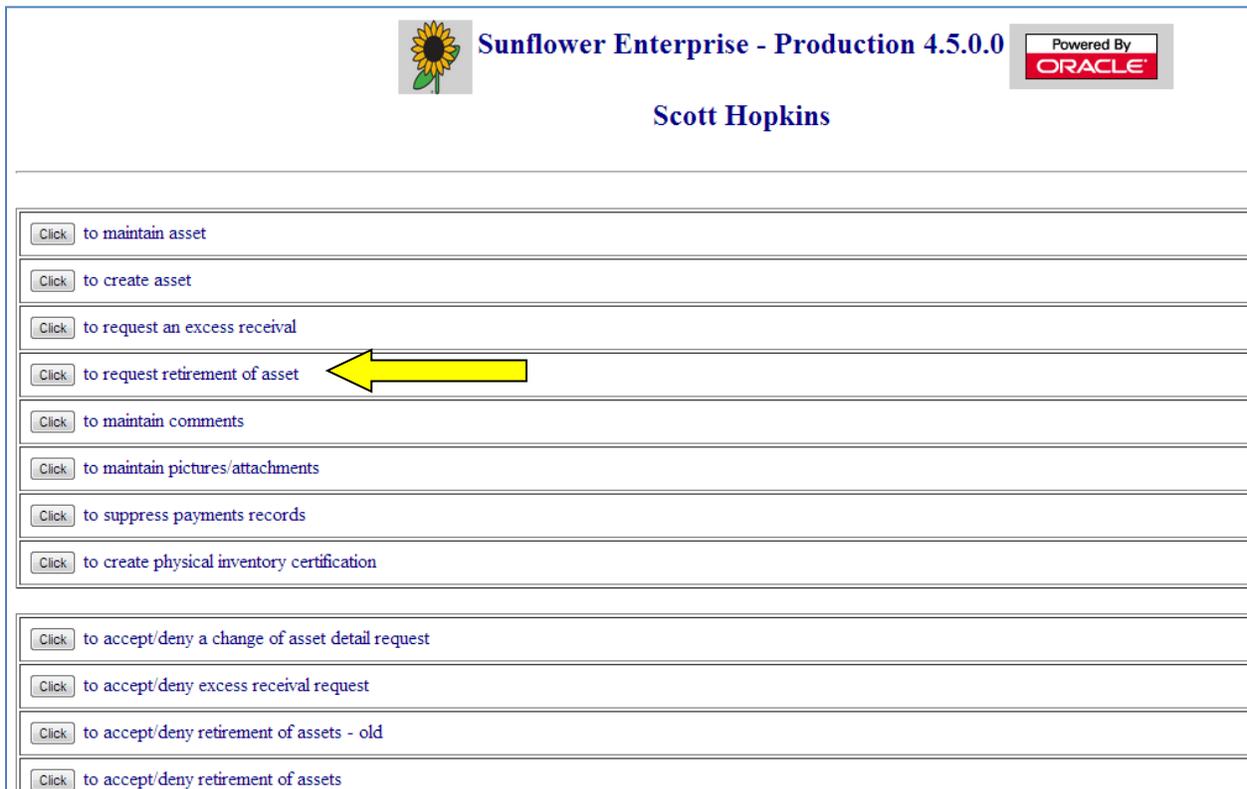


Requesting Retirement of a Vehicle Agreement Asset through the CD52 Form (NOAA only)

The purpose of this document is to outline the steps for creating a request for retirement of a Vehicle Agreement Asset through the CD52 Form.

1. Navigate to the CD50/52 Transaction Screen.
2. Click on “to request retirement of asset”



The screenshot displays the Sunflower Enterprise - Production 4.5.0.0 interface. At the top, there is a sunflower logo, the text "Sunflower Enterprise - Production 4.5.0.0", and a "Powered By ORACLE" logo. Below this, the name "Scott Hopkins" is displayed. The main area contains a list of actions, each with a "Click" button and a description. A yellow arrow points to the "to request retirement of asset" option.

Click	to maintain asset
Click	to create asset
Click	to request an excess receival
Click	to request retirement of asset
Click	to maintain comments
Click	to maintain pictures/attachments
Click	to suppress payments records
Click	to create physical inventory certification
Click	to accept/deny a change of asset detail request
Click	to accept/deny excess receival request
Click	to accept/deny retirement of assets - old
Click	to accept/deny retirement of assets

3. When the Final Event Request screen appears, choose **AGREEMENT ASSET** from the **Interest Type** drop down menu.
4. Choose **LEASE TERMINATED** from the **Event Type** drop down menu.

Final Event Request (*Required) New Request Existing Request Request Number* 12116

Interest Type* AGREEMENT ASSET Event Type* LEASE TERMINATED

Request Date* 06/11/2014 Detailed Circumstance and Justification*

For help completing the fields below, click [HERE](#)

Lease/Cont.No./Term.Doc.		NOTES		Ship To Address	
LOSS/GAIN		Shipping Costs*		Additional Costs*	
Lease Expiration Date					

Manually List Assets

Enter the asset identifiers and then click the [Save] button above

[Bottom](#)

Cap?	Barcode #	Custodial Area	Custodian	Acq. Date	Description	Serial No.
<input type="checkbox"/>						
<input type="checkbox"/>						

5. The Final Event User Fields will appear once **Event Type** is selected. Fill these out with the appropriate information. The following fields are required:

- Detailed Circumstance and Justification
- Fields with a red asterisk (*)
- Enter Lease/Contract Number/Termination Document
- Shipping Costs - Enter "0" if no costs
- Additional Costs - Enter "0" if no costs
- Lease Expiration Date

Final Event Request (*Required) New Request Existing Request Request Number* 12116

Interest Type* AGREEMENT ASSET Event Type* LEASE TERMINATED

Request Date* 06/11/2014 Detailed Circumstance and Justification* test

For help completing the fields below, click [HERE](#)

Lease/Cont.No./Term.Doc.	GSA LEASE	NOTES		Ship To Address	
LOSS/GAIN		Shipping Costs*	0	Additional Costs*	0
Lease Expiration Date					

6. Click on the **ATTACHMENT** button to be taken to a new screen to add an attachment. The **GSA TERMINATION OF VEHICLE** form is a required attachment for this request. This documentation should contain the following: Vehicle VIN, Tag, Make and Model, Mileage, signatures of the returnee (NOAA) and the receiver (GSA representative).

Maintain Pictures/Attachments

DOC ▾ Identifier

File No file chosen

Type OTHER (ATTACHMENT) ▾

Description

View Pictures/Attachments

DOC ▾ Identifier

No Attachments for 10921

7. Click **Choose File**, select the required scanned document **GSA TERMINATION OF VEHICLE** form from your files, and hit **ADD**.

Maintain Pictures/Attachments

DOC ▾ Identifier

File No file chosen

Type OTHER (ATTACHMENT) ▾

Description

GSA LEASE TERMINATION

Successfully uploaded file GSA Lease Termination.docx

8. Close screen.
9. Enter **Barcode #** and hit the **Tab** key.

Final Event Request (*Required) New Request Existing Request Request Number* 12116 Query Request

Interest Type* AGREEMENT ASSET Event Type* LEASE TERMINATED Attachment

Request Date* 06/11/2014 Detailed Circumstance and Justification* test Print CD-52

For help completing the fields below, click [HERE](#)

Lease/Cont.No./Term.Doc.*	GSA LEASE	NOTES	Ship To Address
LOSS/GAIN		Shipping Costs* 0	Additional Costs* 0
Lease Expiration Date	12/10/2020		

Save Draft Submit Request Enter Query Manually List Assets

Manually List Assets

Enter the asset identifiers and then click the [Save] button above

[Bottom](#)

Cap?	Barcode #	Custodial Area	Custodian	Acq. Date	Description	Serial No.
<input type="checkbox"/>	CDTESTING123	54001E004	FUENMAYOR LT FRANCISCO J 527178	06/02/2014	VEHICLE, VAN	CDTESTING12342123

10. Each leased vehicle must be submitted individually.

11. Hit **Save Draft** and the results will appear at the bottom. If the draft request was successfully saved, the results will say “Ok” and you will be warned to then “Submit” the request. If not, the screen will indicate the error that must be resolved.

Note: The most common error may be that the vehicle is lacking one or more of the Global User Defined Fields. Simply add these through the CD50 “to maintain asset” screen, then re-submit the retirement request.

The screenshot shows the system interface with a warning message overlay. The warning message reads: "WARNING!! You must click the Submit Request button to process this request. Your Request Number is 12113. Please take note of this number if you want to make additional changes to this request, otherwise click Submit Request immediately." Below the warning, there is a table of assets:

Result	Cap?	Barcode #	Manufacturer	Model	Description	Serial Number
Ok	N	CDTESTING123	FORD MOTOR COMPANY	E250	VEHICLE, VAN	CDTESTING12342123

12. Hit **OK** to acknowledge the warning message. Make note of the Request Number, as needed.

13. Hit **Submit Request** to officially submit the retirement request.

Final Event Request (*Required) New Request Existing Request Request Number* 12113

Interest Type* AGREEMENT ASSET Event Type* LEASE TERMINATED

Request Date* 06/09/2014 Detailed Circumstance and Justification* TEST

For help completing the fields below, click [HERE](#)

Lease/Cont.No./Term.Doc.*	GSA LEASE	NOTES		Ship To Address	
LOSS/GAIN		Shipping Costs*	0	Additional Costs*	0
Lease Expiration Date	12/15/2020				

Request has been submitted successfully.

Manually List Assets