



ADDY TIPS

Categories and Comments for a Vehicle Purchases and Leases

This Addy Tip will show you how to add the required standard comment to requisition for vehicle purchases. This standard comment replaces the Motor Vehicle, Watercraft & Aircraft Request Form.

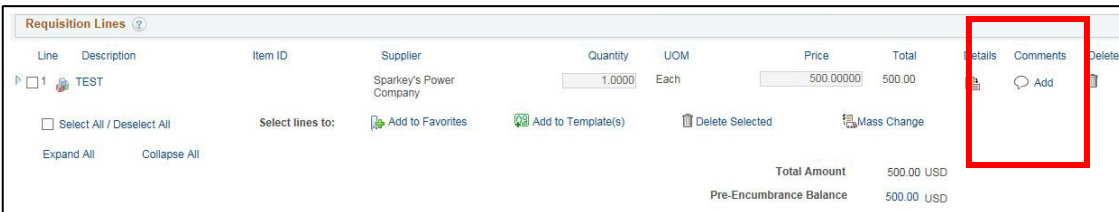
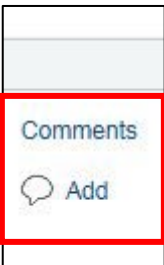
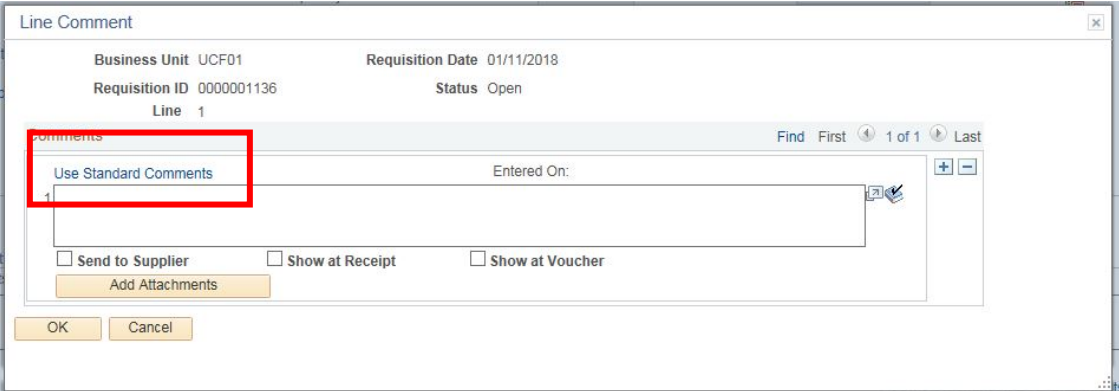
Step	Action
1.	<p>On the Item Entry page, select the appropriate vehicle category from the list below:</p> <div data-bbox="300 825 915 1215" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> VEHICLE_CATEGORIES - Vehicle Categories</p> <ul style="list-style-type: none"> [25101503] - Cars [25101505] - Minivans or Vans [25101507] - Light Trucks or Sport Utility [25101700] - Safety & Rescue Vehicles [25101900] - Specialized Vehicles/Segway [25101904] - Golf Carts [25101905] - All Terrain Vehicles [25110000] - Marine Vehicles </div> <p>Note: The category Services, Passenger Transport should <u>NOT</u> be used for vehicle purchases, including leases.</p>
2.	<p>The comment will be completed on the Checkout - Review and Submit page of the requisition after you have entered all the lines of your requisition.</p>



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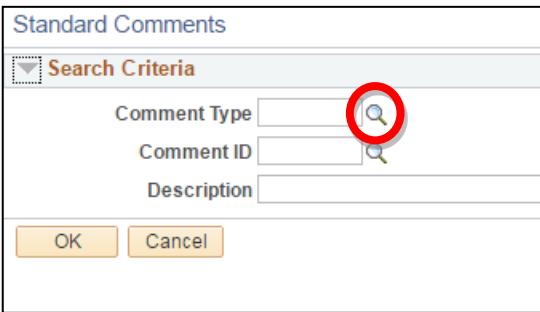
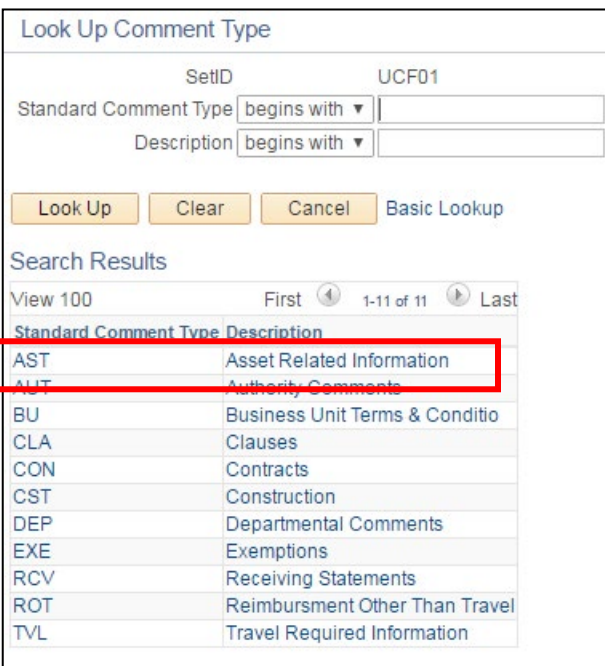
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Step	Action
<p>3.</p>	<p>On the first line of the requisition, select the Comments link:</p>  
<p>4.</p>	<p>The Line Comment pop-up window displays. Select the Use Standard Comments link.</p> 



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Step	Action
5.	<p>Select the Comment Type lookup icon.</p> 
6.	<p>Select the AST comment type from the search results.</p> 



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Step	Action
7.	Select the Comment ID lookup icon. <div data-bbox="300 564 837 869" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Standard Comments</p> <p>▼ Search Criteria</p> <p>Comment Type <input type="text"/></p> <p>Comment ID <input type="text"/> </p> <p>Description <input type="text"/></p> <p>OK Cancel</p> </div>
8.	Select the Comment ID A002 .
9.	Select the Search button. Do not select the OK button. <div data-bbox="300 1047 1227 1346" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Standard Comments</p> <p>▼ Search Criteria</p> <p>Comment Type <input type="text" value="DEP"/> </p> <p>Comment ID <input type="text" value="D001"/> </p> <p>Description <input type="text"/></p> <p>Search Reset</p> <p> Cancel</p> </div>



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Step	Action
10	<p>The Standard Comment – Vehicle Request Form displays. Select the expand icon.</p> <div data-bbox="300 577 1388 1092" style="border: 1px solid black; padding: 10px;"> <p>Standard Comments</p> <p>SetID UCF01</p> <p>Standard Comment Type AST Asset Related Information</p> <p>Standard Comment ID A002</p> <p>Standard Comments Find View All First 1 of 1 Last</p> <p>*Effective Date 09/24/2018 *Status Active</p> <p>*Description Vehicle Request Form *Short Desc Vehicle Re</p> <p>Comments PLEASE COMPLETE THE FIELDS BELOW. ALL FIELDS ARE REQUIRED.</p> <p>Date: Department Name/ Project#: Requestor: Description of Item</p> <p>Save Notify Add Update/Display Include History Correct History</p> </div>



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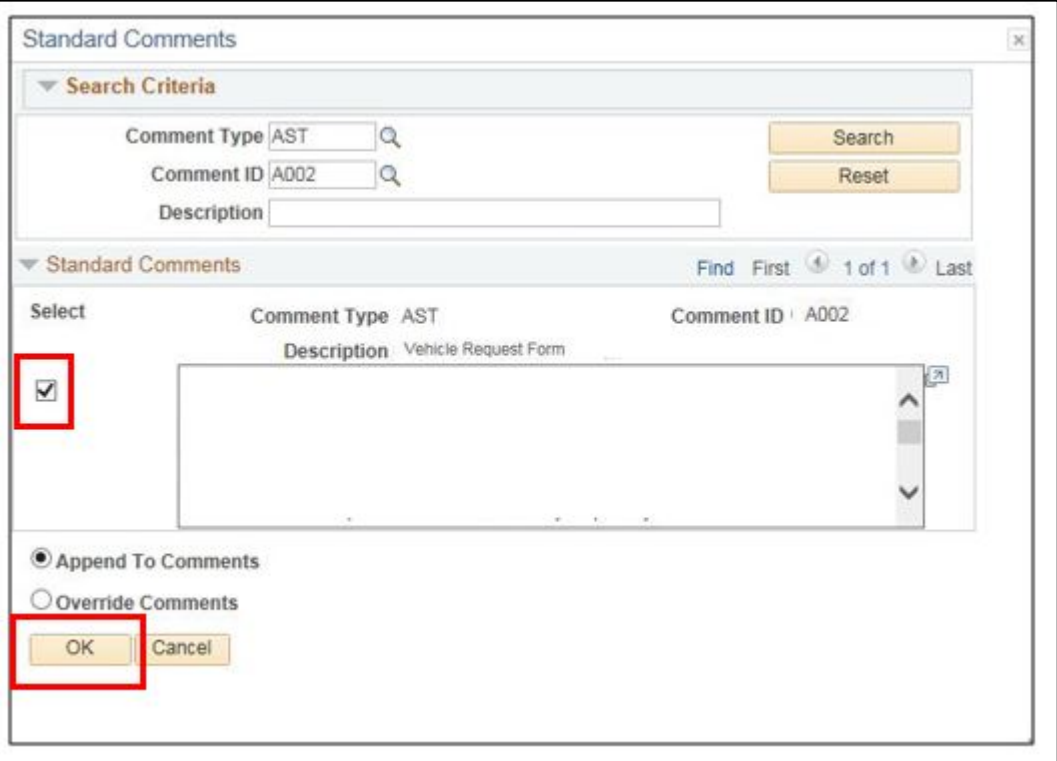
Step	Action
11	<p>Complete the items on the comment and then select the Return button.</p> <div data-bbox="293 579 1123 1171" style="border: 1px solid black; padding: 10px;"> <p>Check if alternative vehicle</p> <p><input type="checkbox"/> Biodiesel</p> <p><input type="checkbox"/> Electric plug-in</p> <p><input type="checkbox"/> Hybrid</p> <p>Small Electric Motorized Vehicles</p> <p>Model #:</p> <p>Justification of need:</p> <p>Location of secured parking:</p> <p>Name of the individual assigned the item (if any):</p> <p>Description of replaced item (if applicable)</p> <p>Year:</p> <p>Make:</p> <p>Model:</p> <p>Present Value:</p> <p>Type (body/style):</p> <p>Mileage:</p> <p>Traded/Sold/Transferred/Donated (Explain):</p> <p>UCF Decal:</p> <p>ID Number:</p> <p>State Tag:</p> <p>Justification to purchase a non-alternate fuel vehicle (if applicable):</p> </div> <div data-bbox="293 1171 451 1228" style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <p>Return</p> </div>



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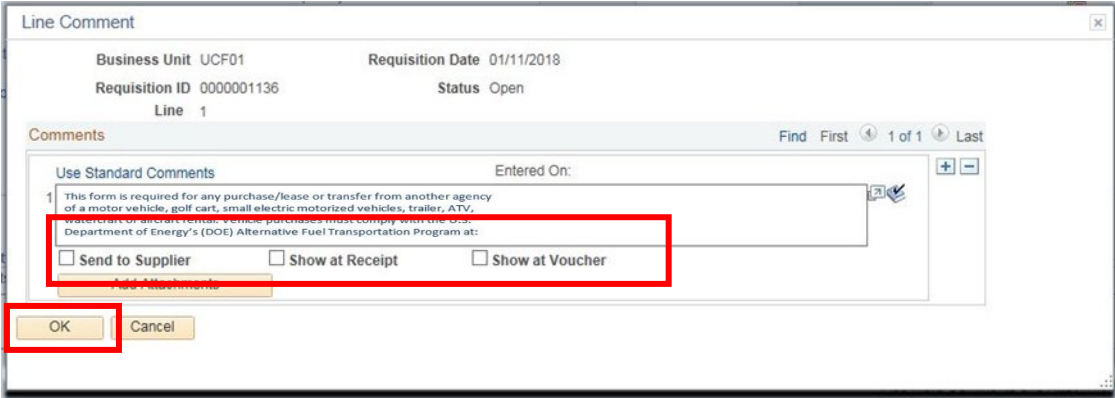
Step	Action
12	<p>Choose the comment by checking the Select check box. Select the Append to Comments radio button and then select the OK button.</p> 



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Step	Action
13	<p>Select the options and add any attachments to the requisition and then select the OK button.</p> 
14	<p>This procedure will trigger two additional workflow approval steps. It will route an approval to:</p> <ol style="list-style-type: none"> 1. The Divisional Vice President or Designee 2. Environmental Health and Safety
15	<p>Complete and Save and Submit the requisition.</p>