

Reports Carryout

What will Reports Carryout give me? (Continued)

You will receive a standardized report within 24 hours via fax or email with the following information: (Emailed reports will be in a text format that can be easily opened in Microsoft Excel.)

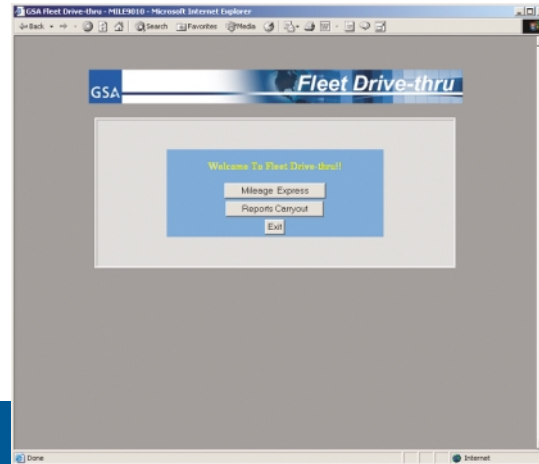
- a. Class and tag number
- b. Region, Fleet Management Center, Sub-Fleet Management Center, and Bureau Code
- c. Model and year of vehicle
- d. Average monthly mileage, as well as, current monthly mileage
- e. Equipment code
- f. Fuel type (here you can see which vehicle is an alternate fuel vehicle)
- g. Vehicle point of contact, location (city, state), and contact number
- h. Monthly and mileage rates
- i. Date assigned
- j. Acct No 1, Acct No 2, and FC
- k. Standard Item Number
- l. Garaged zip
- m. Vehicle Identification Number (VIN)

To obtain additional information on Reports Carryout, as well as a copy of the Reports Carryout User's Guide, please select GSA Fleet Drive-thru at:

fss.gsa.gov/vehicles/leasing
or call the **GSA Fleet Drive-thru Assistance Line** at (703) 308-1435.

Also available on GSA Fleet Drive-thru is our web-based mileage reporting system - Mileage Express!

Customers can log on the Internet and input vehicle mileages directly into our Fleet Management System database. No other data transfers or paperwork are required. For more information, select GSA Fleet Drive-thru at fss.gsa.gov/vehicles/leasing and enter your mileage today!



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GSA

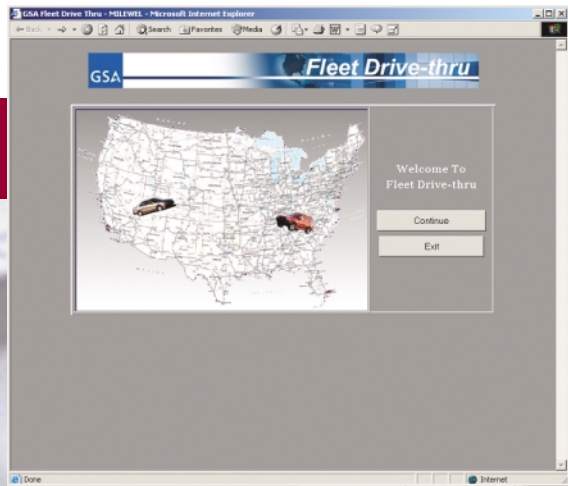
GSA Federal Supply Service

Reports Carryout



GSA Fleet's *Inventory Reporting System*
Spring 2002

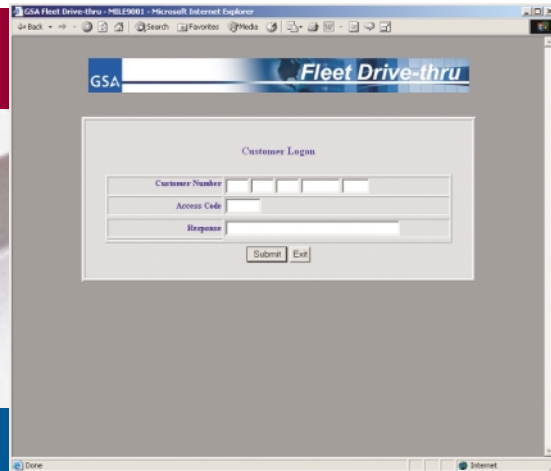
Reports Carryout



Welcome to **REPORTS CARRYOUT** - GSA Fleet's web-based inventory reporting system. With Reports Carryout, you can generate a vehicle inventory report on the Internet whenever the need arises. Just select GSA Fleet Drive-thru at fss.gsa.gov/vehicles/leasing — hold on and let the experience begin.

Who can use Reports Carryout?

Any GSA Fleet customer can use Reports Carryout. There is no enrollment process involved. All you have to do is contact your servicing Fleet Management Center to obtain your customer number, access code, and a user's guide. The best part of all -- **the screen logons are the same as Mileage Express.**



Reports Carryout

What will Reports Carryout give me?

You can generate an inventory report based on your customer number, another valid customer number, BOAC number, or entire agency. Your report will contain inventory information for vehicles assigned to your agency **only**.

Continued...

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