

How to Complete the 2018 Light Vehicle Order Request Forms



The 2018 Request Forms have been updated. These instructions will guide you through completing Parts 1 and 2 of these forms. Please review all the information carefully. A completed sample is located in the VEMA Ordering Guide for your convenience. **Only the 2018 request forms will be accepted.** Please include all necessary information to those individuals completing the forms.

Should you require assistance or have questions, please contact

Jeff Wood: 204-945-3303

Doug Defoort: 204-945-0046

PART 1

Request Forms

IMPORTANT

- ▶ You must complete ONE set of forms for each vehicle you would like to receive pricing information for.
- ▶ Please indicate whether this request is for a Replacement Vehicle or New Vehicle.
- ▶ Number each new vehicle request form in sequential order (1, 2, 3, etc.)
- ▶ Insert your VEMA Customer Number.

Replacement Vehicle Information

Insert the Existing Vehicle Unit Number and Existing Licence Plate Number. This information is located on the Replacement Report included with your package.

Contact Information

Indicate the organization name and contact information of the person submitting the request.

Vehicle Details

Review the Spec Catalogue and select the Spec Profile Number (top left of catalogue page) for the vehicle that pricing information is being requested. Enter the description of the vehicle, as well as any additional information or requirements. Note: The Additional Information space has limited space. Should additional space be needed, please attach separate page.

Expected Use

This section provides VEMA with important information to better recommend realistic residual values and lease terms. For example, will there be only one driver assigned or will the vehicle be used by others? It is very important to provide an annual estimate of the distance the vehicle will be travelling, as well as its base location. The base location is your work area, eg. Winnipeg, Brandon or Beausejour, etc.

- **Vehicle Use** – explains the purpose of the vehicle allowing VEMA to help select the most appropriate vehicle.
- **Driving Conditions** – outlines the type of driving surfaces the driver will commonly be driving on.

Factory Options

This section covers the manufacturer's factory options available for the vehicle class selected. Please choose from each category, as applicable. Note: If selecting a Cab Chassis (located under the Standard Equipment area of the Light Truck Request Form), VEMA will contact you to finalize the box requirements – whether to transfer an existing box or design/install a new box.

Requesting VEMA-installed options

Indicate whether VEMA-installed options are needed on your vehicle. If yes, complete Part 2 of the package. If **VEMA-installed Options** are not required or has been completed, proceed to **Saving the Request Form**.

PART 2

VEMA-Installed Options

IMPORTANT

ONLY those requirements identified on this form, when submitted to VEMA, will be installed on this vehicle.

Contact Information for VEMA-installed Options Only

Insert the contact information for the person who will provide VEMA with additional information regarding the VEMA-installed Options requested.

Vehicle and Lighting Options

Review the VEMA-installed Options List included in this package. This list will help identify the specific options being selected.

Computer and Communication Equipment (if available)

- **Computer-Mounted Equipment.** Review the VEMA-installed Options List included in this package for Computer-Mounted Equipment. Be sure to provide the Make and Model.
- **Communication Equipment.** Indicate whether the equipment exists and needs to be transferred or whether new equipment is being provided or requested.

Miscellaneous Accessories and Tires

- **Decals/Markings.** Please make your selection from the package provided for your area and insert the package name where indicated.
- **Blacked-out Window Tint.** Note that this option is much darker than the typical tinted window option and offers only limited visibility.
- **Tires.** You now have the option of determining the type of tire you require. Review the VEMA-installed Options List included in this package. This list will provide more information on the tire types available.

Trailer Hitch and Wiring

Information about the trailer hitch types can be found in the VEMA-installed Options List included in this package. Select one from each column, as required.

Saving the Request Form

• Replacement Vehicle Request Forms

- Please use **Save As** to save each file
- The document name should be the Existing Unit Number

• New Vehicle Request Forms

- Where no existing unit number exists, please use **Save As** to save each file.
- The document name should be: New_01, 02, etc. based on the sequential New Vehicle Request number inserted on the form.

Forwarding the Request Forms to Your Vehicle Coordinator

Email your completed form(s), as an attachment, to your Vehicle Coordinator. Please do not send forms directly to VEMA.

Note: Only Vehicle Coordinators may forward the request forms to VEMA. VEMA will not accept responsibility for delays in processing request forms should they be received from other individuals.

Incomplete information forwarded to VEMA may delay the processing of your request. Please review your request(s) carefully before submitting to your Vehicle Coordinator.

For Vehicle Coordinators Only

1. Review and Approve

- Print two copies of all forms — one for VEMA and one for your records.
- Review the information provided.
- Sign where indicated on Part 1 of the form.

2. Forwarding the Request Forms to VEMA

Completed request forms must be received no later than Monday, August 21, 2017.

Various methods are available:

- Interdepartmental Mail (IDM)
- Courier
- Regular mail

Vehicle manufacturers sometimes make changes to their production runs. This may affect your order. VEMA will do its best to deliver the vehicle described on each Request Form.