

COMPANY VEHICLE OPERATIONS: Paper Order Form

Paper Order Form Usage Guidelines

1. Paper order forms must be used to submit a manual transmission order for Jeep Gladiator or Jeep Wrangler since this configuration is not available in the Online Ordering System.
2. The paper order form should not be used to order any vehicles listed as "Models Not Eligible for Ordering" on the Vehicle Selection & Rates chart.
3. Paper order forms may be used for automatic transmission orders only when specifically directed by Company Vehicle Operations.

To assist with completing this form, please refer to the "Code Guides" on the Online Ordering System (top right corner of the page).

Save and email the completed form to cocars@stellantis.com.

<u>FIELDS</u>	<u>REQUIRED</u>	<u>INSTRUCTIONS</u>	<u>CODE GUIDES & RESOURCES</u>																								
Order Type:	Company Vehicle Order																										
Category:		<p>Input the applicable category in the designated field on this form.</p> <p>ACTIVE EMPLOYEE OPTIONS:</p> <p>Employee Lease (EL) Product Evaluation (PE) Field (FD)</p> <p>NBU RETIREE OPTIONS:</p> <p>Retiree Lease (RL)</p>																									
Country:	US (United States)																										
Family:		<p>Input the first two (2) letters of the model. This is found in the Code Guides.</p> <p>E.g. For Jeep Wrangler 4-Door it is JL.</p>	<p>STEP #1 SELECT - MODEL CODE</p> <table border="1"> <tr> <td>WRANGLER 4-DOOR RUBICON</td> <td>\$FWP 47,575</td> <td>\$MSRP 49,300</td> <td>JLJS74</td> </tr> <tr> <td>DESTINATION CHARGE</td> <td>1,995</td> <td>2,045 IN HI</td> <td></td> </tr> </table>	WRANGLER 4-DOOR RUBICON	\$FWP 47,575	\$MSRP 49,300	JLJS74	DESTINATION CHARGE	1,995	2,045 IN HI																	
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Model Year:		<p>Input the Model Year (MY) of the vehicle you plan to order.</p> <p>E.g. 2026.</p>																									
Body Model:		<p>Input the six (6) digit code of the model. This is found in the Code Guides.</p> <p>E.g. For Jeep Wrangler 4-Door Rubicon it is JLJS74.</p>																									
Customer Preferred Package (CPOS) or Quick Order Package:		<p>Input the CPOS of the model. This is found in the Code Guides and is also called the "Quick Order Package". Note: Some models may have multiple CPOS offered.</p> <p>E.g. For Jeep Wrangler 4-Door Rubicon it is 23R.</p>	<p>STEP #2 SELECT - QUICK ORDER PACKAGE CODE</p> <p>POWERTRAIN AVAILABILITY</p> <table border="1"> <tr> <td>ENGINE 2.0L I4 DOHC DI TURBO ENGINE W/ESS (EC1)</td> <td>\$FWP N/C</td> <td>\$MSRP N/C</td> <td>TRANSMISSION 8-SPD AUTO 850RE TRANS (MAKE) (DFT)</td> <td>\$FWP 2,250</td> <td>\$MSRP 2,500</td> <td>RUBICON 22R</td> <td>RUBICON X 22Y Includes 35-Inch tires</td> </tr> <tr> <td>3.6L V6 24V VVT ENGINE UPG I W/ESS (ERC)</td> <td>N/C</td> <td>N/C</td> <td>6-SPEED MANUAL TRANSMISSION (DEM)</td> <td>N/C</td> <td>N/C</td> <td>23R</td> <td>23Y</td> </tr> <tr> <td></td> <td></td> <td></td> <td>8-SPD AUTO 850RE TRANS (MAKE) (DFT)</td> <td>2,700</td> <td>3,000</td> <td>24R</td> <td>24Y Includes 35-Inch tires</td> </tr> </table>	ENGINE 2.0L I4 DOHC DI TURBO ENGINE W/ESS (EC1)	\$FWP N/C	\$MSRP N/C	TRANSMISSION 8-SPD AUTO 850RE TRANS (MAKE) (DFT)	\$FWP 2,250	\$MSRP 2,500	RUBICON 22R	RUBICON X 22Y Includes 35-Inch tires	3.6L V6 24V VVT ENGINE UPG I W/ESS (ERC)	N/C	N/C	6-SPEED MANUAL TRANSMISSION (DEM)	N/C	N/C	23R	23Y				8-SPD AUTO 850RE TRANS (MAKE) (DFT)	2,700	3,000	24R	24Y Includes 35-Inch tires
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Paint:		<p>Input the exterior paint color. This is found in the Code Guides. E.g. Bright White Clear Coat is PW7.</p>	<p>MONOTONE PAINT - APA</p> <table border="1"> <thead> <tr> <th colspan="4">PRIMARY COLOR</th> </tr> </thead> <tbody> <tr> <td>'41</td><td>536</td><td>595</td><td>PJ5</td></tr> <tr> <td>N/A W/AGD; N/A W/STK</td><td></td><td></td><td></td></tr> <tr> <td>ANVIL CLEAR COAT</td><td>536</td><td>595</td><td>PDS</td></tr> <tr> <td>BLACK CLEAR COAT</td><td>536</td><td>595</td><td>PX8</td></tr> <tr> <td>BRIGHT WHITE CLEAR COAT</td><td>N/C</td><td>N/C</td><td>PW7</td></tr> <tr> <td>FIRECRACKER RED C/C</td><td>N/C</td><td>N/C</td><td>PRC</td></tr> <tr> <td>GRANITE CRYSTAL MET. CLEAR COAT</td><td>536</td><td>595</td><td>PAU</td></tr> <tr> <td>HYDRO BLUE PEARL COAT</td><td>N/C</td><td>N/C</td><td>PBJ</td></tr> <tr> <td>MOJITO CLEAR COAT</td><td>536</td><td>595</td><td>PGE</td></tr> <tr> <td>REIGN</td><td>806</td><td>895</td><td>PHT</td></tr> </tbody> </table>	PRIMARY COLOR				'41	536	595	PJ5	N/A W/AGD; N/A W/STK				ANVIL CLEAR COAT	536	595	PDS	BLACK CLEAR COAT	536	595	PX8	BRIGHT WHITE CLEAR COAT	N/C	N/C	PW7	FIRECRACKER RED C/C	N/C	N/C	PRC	GRANITE CRYSTAL MET. CLEAR COAT	536	595	PAU	HYDRO BLUE PEARL COAT	N/C	N/C	PBJ	MOJITO CLEAR COAT	536	595	PGE	REIGN	806	895	PHT																																												
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Interior Trim & Color:		<p>Input the interior trim and color. This is found in the Code Guides. E.g. Cloth Low-Back Bucket Seats in Black is K7X9.</p>	<p>STEP #4 SELECT - COLOR & TRIM CODES</p> <table border="1"> <thead> <tr> <th>COLOR/TRIM</th> <th>\$FWP</th> <th>\$MSRP</th> <th>BLACK</th> </tr> </thead> <tbody> <tr> <td>CLOTH LOW-BACK BUCKET SEATS</td><td>(S)</td><td>N/C</td><td>K7X9</td></tr> <tr> <td>NAPPA LEATHER SEATS</td><td>W/2_R</td><td>1,796</td><td>1,995</td><td>VLX9</td></tr> <tr> <td></td><td>W/2_Y</td><td>N/C</td><td>N/C</td><td>VLX9</td></tr> </tbody> </table>	COLOR/TRIM	\$FWP	\$MSRP	BLACK	CLOTH LOW-BACK BUCKET SEATS	(S)	N/C	K7X9	NAPPA LEATHER SEATS	W/2_R	1,796	1,995	VLX9		W/2_Y	N/C	N/C	VLX9																																																																						
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Option(s):		<p>Input the optional items you want to order and separate multiple options by a comma. In the Code Guides, follow the column down the page of the CPOS you selected and choose from the options listed. If the column shows letter "P", then the option is part of the CPOS package.</p> <p>Note: Any options that say "FLEET ONLY" are not eligible for order.</p> <p>E.g. Alpine Premium Audio System is RC4.</p> <p>If you do not want to add any options, leave this field blank.</p>	<p>STEP #3 SELECT - \$ OPTIONS (IF DESIRED)</p> <table border="1"> <thead> <tr> <th rowspan="2">DESCRIPTION</th> <th rowspan="2">\$FWP</th> <th rowspan="2">\$MSRP</th> <th colspan="2">RUBICON</th> <th colspan="2">RUBICON X</th> </tr> <tr> <th>2_R</th> <th>2_Y</th> <th>WFE</th> <th>WFE</th> </tr> </thead> <tbody> <tr> <td>17X7.5 MACH WHLS W/BLACK POCKETS</td> <td>536</td> <td>595</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>N/A W/TC</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.88 REAR AXLE RATIO</td> <td>896</td> <td>995</td> <td></td> <td></td> <td>DMS</td> <td>DMS</td> </tr> <tr> <td>N/A W/22R; N/A W/22Y; N/A W/24R; N/A W/24Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ALPINE PREMIUM AUDIO SYSTEM</td> <td>896</td> <td>995</td> <td>RC4</td> <td></td> <td>P</td> <td></td> </tr> <tr> <td>BLACK 3-PIECE HARD TOP</td> <td>1,706</td> <td>1,895</td> <td>HT1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>W/AEN</td> <td>N/C</td> <td>N/C</td> <td>HT1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BLACK VINYL FLOOR COVERING</td> <td>896</td> <td>995</td> <td>CKJ</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>896</td> <td>995</td> <td></td> <td></td> <td>CKJ</td> <td></td> </tr> <tr> <td>BODY COLOR 3-PIECE HARD TOP</td> <td>1,976</td> <td>2,195</td> <td>HT3</td> <td></td> <td>P</td> <td></td> </tr> <tr> <td>BODY COLOR RUBICON HIGHLINE FLARE</td> <td>446</td> <td>495</td> <td>MHV</td> <td></td> <td>P</td> <td></td> </tr> </tbody> </table>	DESCRIPTION	\$FWP	\$MSRP	RUBICON		RUBICON X		2_R	2_Y	WFE	WFE	17X7.5 MACH WHLS W/BLACK POCKETS	536	595					N/A W/TC							4.88 REAR AXLE RATIO	896	995			DMS	DMS	N/A W/22R; N/A W/22Y; N/A W/24R; N/A W/24Y							ALPINE PREMIUM AUDIO SYSTEM	896	995	RC4		P		BLACK 3-PIECE HARD TOP	1,706	1,895	HT1				W/AEN	N/C	N/C	HT1				BLACK VINYL FLOOR COVERING	896	995	CKJ					896	995			CKJ		BODY COLOR 3-PIECE HARD TOP	1,976	2,195	HT3		P		BODY COLOR RUBICON HIGHLINE FLARE	446	495	MHV		P	
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Department Number:		<p>Input your department number.</p> <p>ACTIVE EMPLOYEES: You can locate this information on The Hub using the "People Finder" option. The Department number is a four (4) digit number.</p> <p>NBU RETIREE: Department Number is 9999.</p>																																																																																									
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Ship-to Dealer:		<p>Input the five (5) digit ship-to dealer code or the dealership's name and address.</p> <p>For vehicles being delivered to the Lapeer Road Marshaling Center (LRMC), use T0197.</p> <p>For vehicles being delivered to a Stellantis dealership, contact the dealer to obtain their dealer code or type in their name and address. E.g. If the vehicle is being delivered to Buttons in Kokomo, Indiana, use 52488.</p>																																											
Sold-to Dealer:		<p>Input the five (5) digit sold-to dealer code. This is related to the category of vehicle you are ordering (EL, RL, PE or FD). See the chart to make your selection. Note: If shipping to a state listed in the chart, choose that option.</p>	<table border="1" data-bbox="2000 572 3006 868"> <thead> <tr> <th colspan="3">NBU ACTIVE EMPLOYEE</th> </tr> <tr> <th><u>Sold-To Dealer Code</u></th> <th><u>Order Code</u></th> <th><u>Type</u></th> </tr> </thead> <tbody> <tr> <td>82003</td> <td>YAN</td> <td>EL: HMT, Alfa Romeo, Fiat, CO-IL-KY-MO-NE-TX</td> </tr> <tr> <td>29924</td> <td>YAN</td> <td>EL</td> </tr> <tr> <td>82005</td> <td>4AS</td> <td>PE</td> </tr> <tr> <td>93002</td> <td>4BS</td> <td>FD</td> </tr> </tbody> </table> <table border="1" data-bbox="2000 882 3006 1100"> <thead> <tr> <th colspan="3">UAW ACTIVE EMPLOYEE</th> </tr> <tr> <th><u>Sold-To Dealer Code</u></th> <th><u>Order Code</u></th> <th><u>Type</u></th> </tr> </thead> <tbody> <tr> <td>29924</td> <td>YAS</td> <td>EL</td> </tr> <tr> <td>82009</td> <td>YAS</td> <td>EL: Alfa Romeo, Fiat, CO-IL-KY-MO-NE-TX</td> </tr> </tbody> </table> <table border="1" data-bbox="2000 1115 3006 1332"> <thead> <tr> <th colspan="3">NBU RETIREE</th> </tr> <tr> <th><u>Sold-To Dealer Code</u></th> <th><u>Order Type</u></th> <th><u>Type</u></th> </tr> </thead> <tbody> <tr> <td>29924</td> <td>YAP</td> <td>RL</td> </tr> <tr> <td>82004</td> <td>YAP</td> <td>RL: Alfa Romeo, Fiat, CO-IL-KY-MO-NE-TX</td> </tr> </tbody> </table>	NBU ACTIVE EMPLOYEE			<u>Sold-To Dealer Code</u>	<u>Order Code</u>	<u>Type</u>	82003	YAN	EL: HMT, Alfa Romeo, Fiat, CO-IL-KY-MO-NE-TX	29924	YAN	EL	82005	4AS	PE	93002	4BS	FD	UAW ACTIVE EMPLOYEE			<u>Sold-To Dealer Code</u>	<u>Order Code</u>	<u>Type</u>	29924	YAS	EL	82009	YAS	EL: Alfa Romeo, Fiat, CO-IL-KY-MO-NE-TX	NBU RETIREE			<u>Sold-To Dealer Code</u>	<u>Order Type</u>	<u>Type</u>	29924	YAP	RL	82004	YAP	RL: Alfa Romeo, Fiat, CO-IL-KY-MO-NE-TX
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Email:		Input your email address.																																											
Turn-In VIN:		<p>Input the 17 digit VIN of your turn-in vehicle (if applicable).</p> <p>E.g. You can locate your VIN on the Online Ordering System homepage, registration or on the VIN label on the driver side door jam.</p>																																											