

# Company Vehicle Paper Order Instructions

The following instructions are used to order Manual Transmission modes in the Company Vehicle Lease Program. These models are not available through the electronic ordering system. The paper order process cannot be used to order Hellcat, SRT8, Quadrifoglio, TRX or Trackhawk models. You can submit your order paper order form by fax (248) 512-0571 or email [cocars@fcagroup.com](mailto:cocars@fcagroup.com).

## **Step 1:**

Adding the Dealer Code. This form is only available for either 82113 Active Lease Custodian, 82114 Retired Lease Custodian or 82115 Product Evaluation Custodian.

Dealer Code

**\*\*Orders shipping to TX-CO-IL-KY-MO-NE must use 82003 for Active, 82004 for Retiree or 82005 for Product Evaluation\*\***

## **Step 2:**

Adding the Ship to Dealer Code. Units being delivered to the Lapeer Road Marshalling Center would use code T0197. Units going to locations outside of the Lapeer Road Marshalling Center area would use the 5 Digit Dealer code for the delivering dealer. You would contact your dealership to obtain this number. Example if unit is going to Yark Chrysler Jeep Dodge in Toledo Ohio you would use dealer code 23432. It is the responsibility of the custodian to contact the dealer and inform them you have a vehicle being delivered to them for Courtesy Delivery.

Ship-To Dealer Code

## **Step 3:**

Adding the Body Model Code. This is found in the Code Guide for the model you are ordering. Example: if you are ordering a Jeep Wrangler Sport Unlimited the Body Model Code would be JLL74.

Body Model

## **Step 4:**

Adding the Quick Order Package (CPOS). This is also found in the Code Guide for the model you are ordering. Example: if you are ordering a Jeep Wrangler Sport Unlimited the CPOS would be 23B adding the 3.2 V6 Engine with the 6 Speed Manual Transmission. Please do not use the Lettered CPOS found on the Company Car Ordering Site 2TB.

Quick Order Pkg

## **Step 5:**

Adding the Exterior Paint Color. This the paint color you would like on the exterior of the vehicle. Example: if you want Bright White Paint you would enter PW7 as shown in the Code Guide.

Exterior Paint

**Step 6:**

Adding the Interior Seats and Trim Color. This is the style of seats and interior trim color you would like in the vehicle. Example: if you want Cloth Bucket Seats in Black you would enter A7X9. This is also noted in the Code Guide.

Interior Trim

**Step 7:**

Adding Optional Packages and Equipment. This would be any additional options you would like on the vehicle. Please make sure to check Code Guide for availability and if options are compatible together. Example: if you would like the ADH Trailer Tow Group with DSA Anti Spin Differential you would enter the in the below fields. Each option has a 3 Digit Sales Code.

Optional Packages and Equipment Codes							

**Step 8:**

Adding Custodian Information. Please fill out all information. This is required for all Paper Orders. For Location and Department, we require the Location Number and Department Number. We will not accept orders with Location Names. Example: Location: **CTC** and Department: **Engineering**. This information can be found on the HUB under the People Finder section. If you are replacing a current vehicle the Replacement VIN number is mandatory. Your VIN number is listed on the homepage of the order website.

Lessee / Custodian Information			
CID	First Two initials and Last Name		
Lessee / Custodian Driver's License Number			
Lessee / Custodian Street Address			
City		State	Zip Code
Location	Dept	CIMS	
Replaced VIN			
Work Phone		Home Phone	
Lessee Signature		Date	

**Step 9:**

If order is being shipped to the Lapeer Road Marshalling Center you just need to fill out the Ship to Dealer Name section with Lapeer Road. If unit is being shipped to an FCA Dealership we require all fields be filled out. Orders will not be accepted without this information.

Delivery Information		
Ship-to Dealer Name	Ship-to Dealer Phone Number (       )	
Ship-to Dealer Street Address		
City	State	Zip Code

**Step10:**

Final Step. Please send completed form by either email [cocars@fcagroup.com](mailto:cocars@fcagroup.com) or fax to (248) 512-0571.

<p><b>Email or Fax Completed Form to: <a href="mailto:cocars@fcagroup.com">cocars@fcagroup.com</a> (248) 512-0571</b></p>
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