

# The How To for EXPO's

The Division of Purchasing  
Quarterly Workshop January 28, 2014

## EXPO's Step 1: State of Idaho website

Agencies will  
need to download  
the Vehicle Order  
Form

<a href="#">Vehicles</a> <a href="#">Summary of Awards MY 2013-2014 Vehides</a> <a href="#">MY 2013-14 Vehicle Order Form</a> <a href="#">MY 2013-14 Vehicle Terms and Conditions</a> <a href="#">Ordering &amp; Production Schedule for US Vehicles</a> <a href="#">Executive Order 2007-21</a> <a href="#">EPA Fuel Ratings</a> <a href="#">Area Map</a>	Danny Downen	Contract Instructions	10/4/2015	Y	SBPO1393	Corwin Ford <a href="#">Ford Pricing</a>
		Contract Instructions			SBPO1394	Edmark Chevy/GMC <a href="#">Chevrolet Pricing</a> <a href="#">GMC Pricing</a>
		Contract Instructions			SBPO1395	Bonanza Motors <a href="#">Dodge Pricing</a> <a href="#">GMC Pricing</a> <a href="#">Jeep Pricing</a>
		Contract Instructions			SBPO1396	Mountain Home Auto Ranch <a href="#">Dodge Pricing</a> <a href="#">Ford Pricing</a> <a href="#">Jeep Pricing</a> <a href="#">Dodge Heavy Duty Truck Pricing</a> <a href="#">Dodge Heavy Duty Diesel Truck Pricing</a>
		Contract Instructions			SBPO1397	Robideaux Motors <a href="#">GMC Pricing</a> <a href="#">Buick Pricing</a>
		Contract Instructions			SBPO1398	Rob Green Auto <a href="#">Hyundai Pricing</a> <a href="#">Nissan Pricing</a> <a href="#">Buick Pricing</a>
		Contract Instructions			SBPO1399	Goode Motor <a href="#">Ford Pricing</a>
		Contract Instructions			SBPO1401	Smith Chevrolet <a href="#">Chevrolet Pricing</a>
Contract Instructions	SBPO1402	Lyle Pearson <a href="#">Sprinter Pricing</a>				
Contract Instructions	SBPO1403	Rush Truck Center <a href="#">Terrastar Pricing</a>				

Each Contractor has their individual pricing hyperlinked under their name.

\*\*Note: The pricing listed on DOP website are living documents and are updated as we receive them. Agencies will need to make sure they are verifying pricing prior to submitting.



## EXPO's Step 2: Options

All options for vehicles are coded and priced using Chrome Data.

Use the Invoice column when selecting the correct pricing

**Chrome Data**

**Log In**

Username:

Password:

Note: Passwords are case-sensitive.

This is your gateway to the Carbook Fleet application and the Carbook Showroom administration tool. To sign in, please enter your user name and password in the fields to the left and then click Submit. To access pages detailing contact and support information, our privacy and security policies, or general company information, please click any of the links at the bottom of the page.

[Company Profile](#) | [Privacy and Security](#) | [Contact Us](#)

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 <https://login.carbook.com/ChromeCentral/>



## EXPO'S Step 3: Contacting the Contract

Once the Vehicle Order Form (VOF) is completely filled out (to include all options) contact the Contractor point of contact, via email, to have pricing verified.

Once the agency receives a confirmation from the Contractor that the prices are good, the agency will place a request into IPRO.

## EXPO'S

### Step 3.5: Next Steps

- Once you receive a confirmation from the Contractor/Dealer that the prices are good.
- Submit the request:

1.

FORM DA-1 (DOP 2/01)

OR

2. IPRO/WebProcure  
requisition

1. DA-1 Form -If your agency is not currently set up to use the IPRO/Webprocure system you will only need to use the DA-1 along with the VOF and submit to purchasing via email.

OR

2. IPRO/WebProcure -If your agency is set up to use the e-procurement system you enter a "request" and then submit to workflow to route to DOP.

## Expo's Step 5: DOP Processing

DOP will receive the request and process the order.

The agency and Contractor will receive an email from DOP with the signed EXPO attached.



**QUESTIONS???**