



## Colorado Sprint/Geotab Telematics Ordering Process

- 1) Visit the State Pricing Agreements website at <https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>
- 2) Click on **Telecommunications** to expand the section. Then click on the link for the **Sprint/NASPO Agreement #72551YYY06M/NASPO...**

▶ Software		
▼ Telecommunications		
<a href="#">72551YYY05M/NASPO</a>	Cellular Phones	Cellco Partnership (Verizon) Terry - 303-241-9599 orRJ - 702.283.2200
<a href="#">72551YYY06M/NASPO</a>	Cellular Phones	Sprint Solutions, Inc. 720-525-0198
<a href="#">72551YYY07M/NASPO</a>	Cellular Phones	AT&T Mobility National Accounts LLC 303-396-3388
<a href="#">72551YYY08M/NASPO</a>	Cellular Phones	T-Mobile USA 1877-575-7420 ext 1463192
<a href="#">72551YYY09P/NASPO</a>	Cellular & Tablet Accessories	DiscountCell, Inc. 801-235-9809

- 3) Under **How To Order/Agreement Prices**, open the **Sprint Geotab Order Form.xlsx** file and create your order. An example order and instructions can be found in the **Telematics Ordering Process.pdf** document...

### ▼ How To Order/Agreement Prices

Special Ordering Conditions for State Agencies

State agencies are cautioned to obtain necessary OIT approvals prior to use of this price agreement for IT resources. The definition of IT resources and state agencies can be found in § 24-37.5-102 CRS.

All State orders for products contained within this price agreement must be routed through the approved OIT process. The process is detail on the Info Page (link below). Procuring agencies will issue purchase orders and make payments only to the named vendor. For large orders, vendor and procuring agency may negotiate quantity price discounts below the SES price(s) for a given purchase order. See below for WSCA pricing.

Click here for the [Info Page](#) with ordering information.  
 Please see GeoTab ordering instructions below.

**FOR EMPLOYEE PURCHASE PROGRAM USE THIS LINK:**

[www.sprint.com/stateofcoemployee](http://www.sprint.com/stateofcoemployee)

(the site works best when you copy/paste)

Employees who choose to order from the site are Eligible to save \$50 and receive free shipping, just enter the "Save 50" code when checking out (the website provides details).

Files:	application/octet-stream	120 KB	<a href="#">Sprint Geotab Order Form.xlsx</a>
	application/pdf	937 KB	<a href="#">Telematics Ordering Process.pdf</a>

4) Download the Excel file. Fill in the information on the **Order Form** tab (an example has been provided in the screenshot below) ...

**SPRINT/GEOTAB/TELEMATICS ORDER FORM**

Use the dropdown box to select your **Cabinet**.

Account Information		Select Cabinet	Select Department (if appropriate)
Account Name	DPA - CAPITAL ASSETS		
Physical Address	1001 E 62nd Ave, Denver, CO 80216		
Billing Address	1001 E 62nd Ave, Denver, CO 80216		
Account Pin	354859		
Account Security Question	First pet's name?		
	Answer	Bubbles	
Tax ID	84-0644739		

\*If you want to be billed at the **Department** level, use the dropdown box to select the appropriate **Department**. Otherwise, leave this field blank.

Billing Contact			
Name	Test User	Phone	303-866-5555
Email Address	test.user@state.co.us		

Be sure to include contact information for the person that will act as the Administrator for your **Cabinet** or **Cabinet/Department** in the Geotab system as this will be used to setup their account.

Group Administrator for Geotab System			
Same as Billing Contact	<input checked="" type="checkbox"/>		
Name		Email Address	

The # of months will be the # that this **DO** covers for the specific fiscal year. The example covers service for 40 vehicles for an annual cycle.

Qty Ordered	# Months	Cost*	Due Monthly	Sprint/Geotab DO Total
40	12	\$18.25	\$730.00	\$8,760.00

Be sure to indicate which documents you have included with the order and verify that you have read the **Telematics Facts** page.

\*This amount is for the Sprint/Geotab Service only. Installation is not included with this order.

Installation
Expect a call from a Sprint representative within 48 hours to discuss installation options. Identifying vehicle location(s) ahead of time will help to facilitate the most cost effective solution for your department. <i>Note: Installation will not be included on the Delivery Order.</i>

The **Sprint/Geotab DO Total** should match the **Delivery Order** total included with the order.

I have included the following:

Delivery Order (DO)	<input type="checkbox"/>	I have read the <a href="#">Telematics Facts</a>	<input type="checkbox"/>
Tax Exemption Form	<input type="checkbox"/>		

**Note: DO should reference SPA 20150000000170. The following 2 statements also need to be included in the Extended Statement area of the DO:**

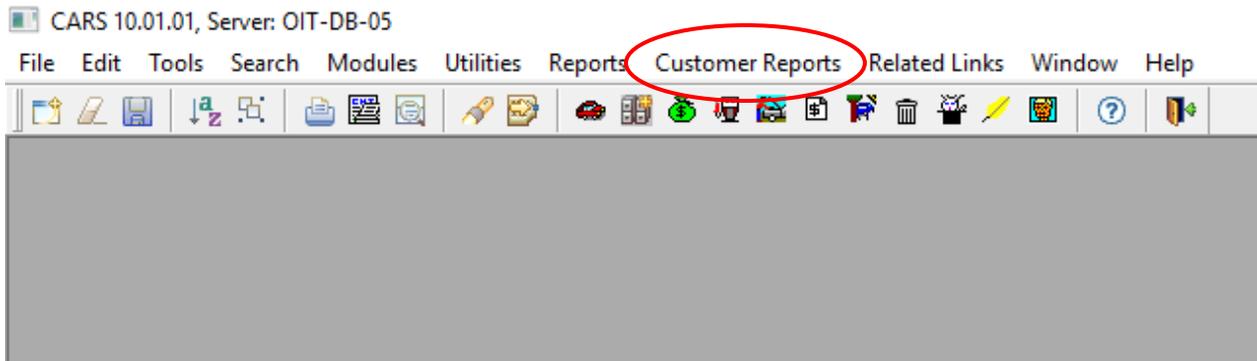
This order is placed against State of Colorado Participating Addendum (SPA) 72551YYY06M/NASPO (CMS#49792) and the NASPO Master Service Agreement #1907. The terms and conditions and special provisions of the State of Colorado NASPO Participating Addendum (State Contract CMS #49792) and the NASPO Master Service Agreement #1907 apply to this order and take precedence over all other terms and conditions expressed or implied.

The terms and conditions of the State of Colorado NASPO PA (State Contract CMS #49792) will apply to the order.

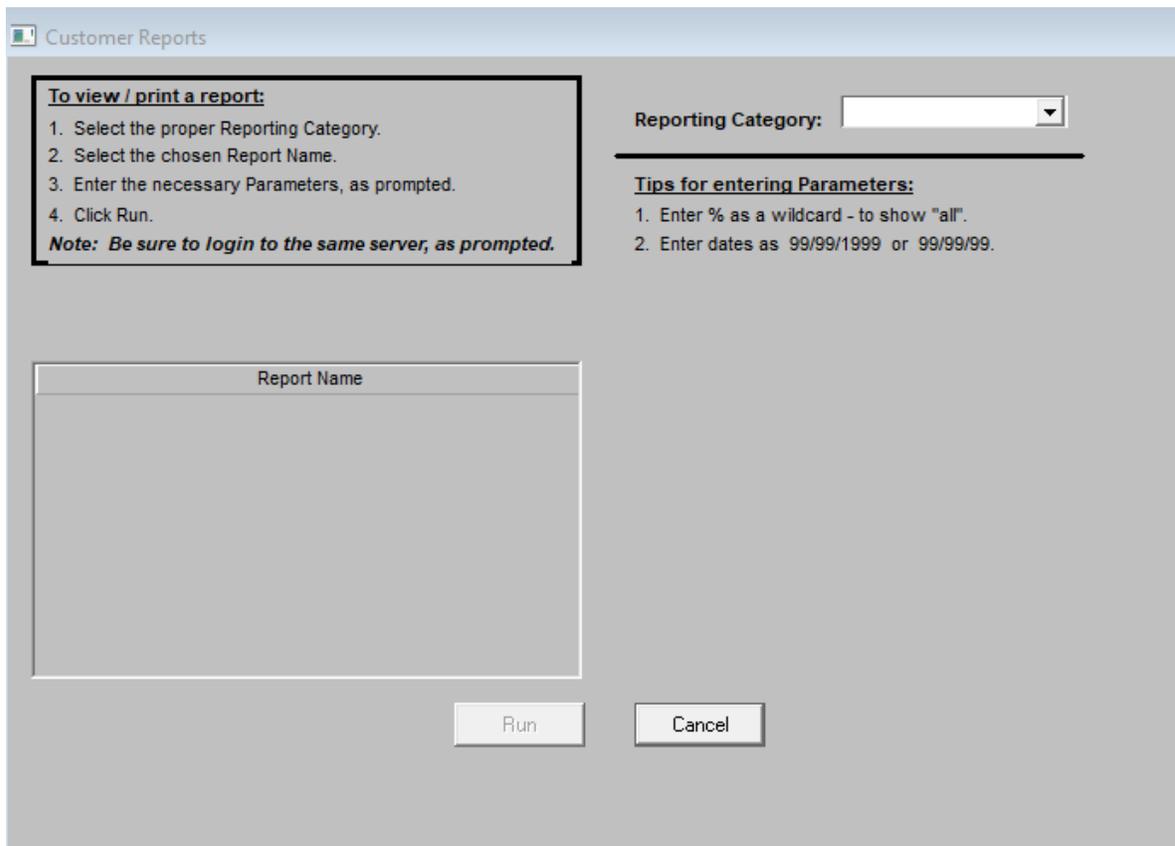
5) Save the Excel Workbook as **XXXX\_Telematics\_Order\_MMDDYY.xls** where XXXX is your Cabinet and MMDDYY is the current date. For example, DPA's file would be titled **DPA\_Telematics\_Order\_020519.xlsx**. If you are ordering for a specific department (as in the example), you will want to incorporate the department in the title as well; IE: **DPA\_CapitalAssets\_Telematics\_Order\_021319.xlsx**.

\*Keep the file open as we will add the list of vehicles to the same Workbook.

- 6) Next, you will pull a list of vehicles from **CARS** to identify which vehicles to include in the order. Log into the **CARS** system. Click on **Customer Reports...**



- 7) Next click on **Report Selection**. The following window will open...



8) Use the **Reporting Category** dropdown box to select **Master Vehicle List (Step 1)** ...

**To view / print a report:**

1. Select the proper Reporting Category.
2. Select the chosen Report Name.
3. Enter the necessary Parameters, as prompted.
4. Click Run.

**Note: Be sure to login to the same server, as prompted.**

**Reporting Category:** Master Vehicle List

**Tips for entering Parameters:**

1. Enter % as a wildcard - to show "all".
2. Enter dates as 99/99/1999 or 99/99/99.

**Report Name**

- Master Vehicle List
- Master Vehicle List Summary
- Master Vehicle List Telematics**

**Parameter(s):**

Cabinet: DPA

Department: CAPITAL ASSETS

Unit: %

Run Cancel

**STEP 2:**  
Click on the **Master Vehicle List for Telematics Report**

**STEP 3:**  
Use the **Cabinet** dropdown box to select your **Cabinet**. Type % in the **Department** and **Unit** box. The report will include all vehicles currently assigned to your **Cabinet**. You will have the opportunity to remove vehicle(s) from the list before you submit the order.  
\*If you only want to purchase the service for a specific **Department**, use the dropdown box and select it as well.

**STEP 4:**  
Click on **Run**.

9) After you click on Run, a new window will open with the report. Click on the **Save the Report data...** button to download it.

**Save the Report data... button.**

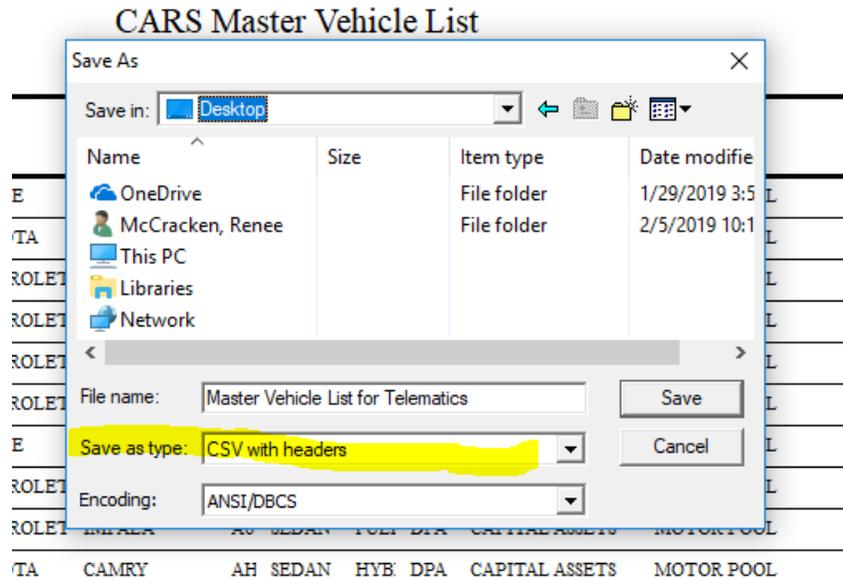
C.A.R.S Master Vehicle List Telematics

02/13/2019  
2:41:40 PM

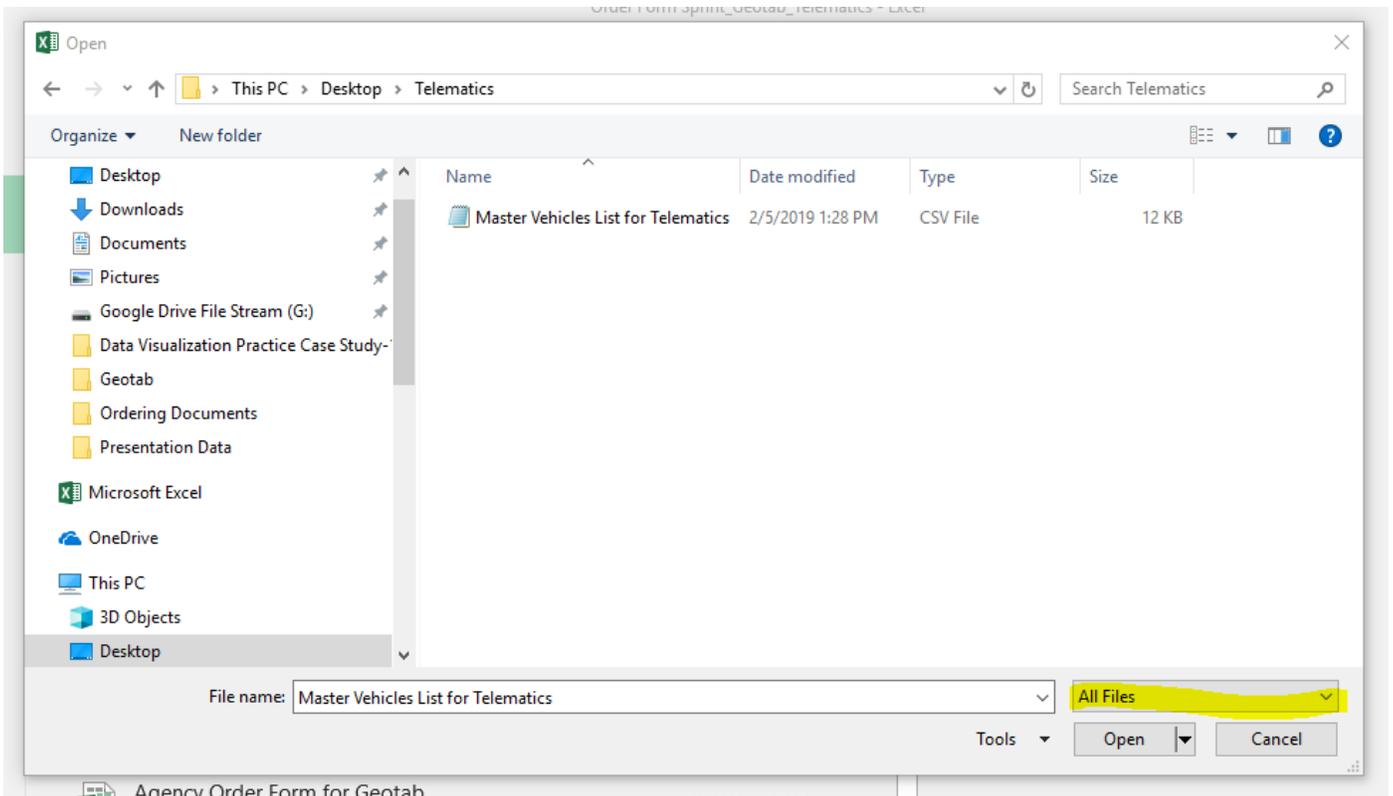
**Master Vehicle List for Telematics**

Cabinet	Department	Unit	Asset ID	License	VIN	Model Year	Make	Model
DPA	CAPITAL ASSETS	MOTOR POOL-CPW	28875	234OSQ	1C4RDJA6GEC500926	2014	DODGE	DURANGO
DPA	CAPITAL ASSETS	MOTOR POOL	28877	235OSQ	1C4RDJAGXEC500928	2014	DODGE	DURANGO
DPA	CAPITAL ASSETS	STATE FLEET MANAGEMENT	24801	258TTV	4T1BB46K59U107131	2009	TOYOTA	CAMRY
DPA	CAPITAL ASSETS	MOTOR POOL	24219	316TTX	JTEEW41A892033182	2009	TOYOTA	HIGHLANDER
DPA	CAPITAL ASSETS	MOTOR POOL	24113	410TTV	2G1WB57K591291792	2009	CHEVROLET	IMPALA
DPA	CAPITAL ASSETS	MOTOR POOL	24115	411TTV	2G1WB57K391290981	2009	CHEVROLET	IMPALA
DPA	CAPITAL ASSETS	CAPITOL COMPLEX	24775	486TTX	1GTEK140492240323	2009	GMC	1500 PU
DPA	CAPITAL ASSETS	MOTOR POOL	23273	522REM	1GNDV23W58D185625	2008	CHEVROLET	UPLANDER
DPA	CAPITAL ASSETS	MOTOR POOL	23275	523REM	1GNDV23W58D184913	2008	CHEVROLET	UPLANDER
DPA	CAPITAL ASSETS	MOTOR POOL	29618	537XQI	2G1WA5E3XF1152221	2015	CHEVROLET	IMPALA
DPA	CAPITAL ASSETS	MOTOR POOL	28876	550ETV	1C4RDJAG8EC500927	2014	DODGE	DURANGO
DPA	CAPITAL ASSETS	MOTOR POOL	29612	585XQI	2G1WA5E3XF1153014	2015	CHEVROLET	IMPALA
DPA	CAPITAL ASSETS	MOTOR POOL	29619	586XQI	2G1WA5E31F1153239	2015	CHEVROLET	IMPALA
DPA	CAPITAL ASSETS	MOTOR POOL	24254	602TTX	4T1BB3EK6AU121636	2010	TOYOTA	CAMRY

10) A pop up Save As box will appear. Use the Save as type dropdown box to select **CSV with headers** then save the file with a name that you will remember in a location in which you can retrieve it...



11) Next, open the report in Microsoft Excel. In Microsoft Excel, click on Open. Navigate to the location where you saved the **Master Vehicle List for Telematics** report. You may have to change the **File Type** selection to **All Files** in order to see the file since we saved it as a .csv file...



12) Your spreadsheet will open. It should look similar to the screenshot below. Simply delete the vehicles that you DO NOT want included with the telematics order.

Cabinet	Department	Unit	Asset ID	License Plate	VIN	Model Year	Make	Model
1	DPA	CAPITAL ASSETS	MOTOR POOL	28877	2350SQ	1C4RDJAGXEC500928	2014	DODGE DURANGO
2	DPA	CAPITAL ASSETS	MOTOR POOL	24219	316TTX	JTEEW41A892033182	2009	TOYOTA HIGHLANDER
3	DPA	CAPITAL ASSETS	MOTOR POOL	24113	410TTX	2G1WB57K591291792	2009	CHEVROLET IMPALA
4	DPA	CAPITAL ASSETS	MOTOR POOL	23273	522REM	1GNLV23W58D185625	2008	CHEVROLET UPLANDER
5	DPA	CAPITAL ASSETS	MOTOR POOL	23275	523REM	1GNLV23W58D184913	2008	CHEVROLET UPLANDER
6	DPA	CAPITAL ASSETS	MOTOR POOL	29618	537XQI	2G1WASE3XF1152221	2015	CHEVROLET IMPALA
7	DPA	CAPITAL ASSETS	MOTOR POOL	28876	550ETV	1C4RDJAG8EC500927	2014	DODGE DURANGO
8	DPA	CAPITAL ASSETS	MOTOR POOL	29612	585XQI	2G1WASE3XF1153014	2015	CHEVROLET IMPALA
9	DPA	CAPITAL ASSETS	MOTOR POOL	29619	586XQI	2G1WASE31F1153239	2015	CHEVROLET IMPALA
10	DPA	CAPITAL ASSETS	MOTOR POOL	24254	602TTX	4T1BB3EK6AU121636	2010	TOYOTA CAMRY
11	DPA	CAPITAL ASSETS	MOTOR POOL	32665	617EUP	3FA6P0UJ9JR193680	2018	FORD FUSION
12	DPA	CAPITAL ASSETS	MOTOR POOL	29620	617XQI	2G1WASE33F1153369	2015	CHEVROLET IMPALA
13	DPA	CAPITAL ASSETS	MOTOR POOL	32664	618EUP	3FA6P0UJ2JR193682	2018	FORD FUSION
14	DPA	CAPITAL ASSETS	MOTOR POOL	32663	619EUP	3FA6P0UJ9JR193681	2018	FORD FUSION
15	DPA	CAPITAL ASSETS	MOTOR POOL	29787	634XQI	JTDKN3DUJF044634	2015	TOYOTA PRIUS HB
16	DPA	CAPITAL ASSETS	MOTOR POOL	29788	635XQI	JTDKN3DUJF0445351	2015	TOYOTA PRIUS HB
17	DPA	CAPITAL ASSETS	MOTOR POOL	29789	636XQI	JTDKN3DUJF0445238	2015	TOYOTA PRIUS HB
18	DPA	CAPITAL ASSETS	MOTOR POOL	29790	716XQI	3FA6P0U2GR123902	2016	FORD FUSION
19	DPA	CAPITAL ASSETS	MOTOR POOL	27760	775ZEC	1C4RDJAG8DC683437	2013	DODGE DURANGO
20	DPA	CAPITAL ASSETS	MOTOR POOL	25650	899TTX	2G1WASEK1A1232264	2010	CHEVROLET IMPALA
21	DPA	CAPITAL ASSETS	MOTOR POOL	29784	913UQU	2GNFLEEK9F6311779	2015	CHEVROLET EQUINOX
22	DPA	CAPITAL ASSETS	MOTOR POOL	29785	914UQU	2GNFLEEK7F6310906	2015	CHEVROLET EQUINOX
23	DPA	CAPITAL ASSETS	MOTOR POOL	29786	915UQU	2GNFLEEK9F6309157	2015	CHEVROLET EQUINOX
24	DPA	CAPITAL ASSETS	MOTOR POOL	25648	921TTX	2G1WASEKXA1231470	2010	CHEVROLET IMPALA
25	DPA	CAPITAL ASSETS	MOTOR POOL	27666	928ZEC	19XFB5F59DE000080	2013	HONDA CIVIC
26	DPA	CAPITAL ASSETS	MOTOR POOL	27668	931ZEC	JTEBC3EH0D2017256	2013	TOYOTA HIGHLANDER

13) Once your list has been finalized, move it to the open Excel Workbook that you created in Step 6...

The screenshot shows a spreadsheet with columns for Asset ID, License Plate, VIN, and Model. A 'Move or Copy' dialog box is open, showing the following options:

- Move selected sheets**
- To book:** DPA\_CapitalAssets\_Telematics\_Order\_020519.xlsx
- Before sheet:** Order Form, Additional Addresses, (move to end)
- Create a copy
- OK** (highlighted)
- Cancel**

**Step 1**  
Right mouse-click on the tab. A popup will appear with several options. Click on **Move or Copy**. A window like the one shown will appear.

**Step 2**  
Use the **Move selected sheets To book:** dropdown box to select the Order Workbook that you created in step 6. Select the option **(move to end)** then click on the **OK** button.

14) The order Workbook that you created in step 6 should now contain the tab with the vehicles...

**SPRINT/GEOTAB/TELEMATICS ORDER FORM**

Account Information		Select Cabinet	Select Department (if appropriate)
Account Name	DPA - CAPITAL ASSETS		
Physical Address	1001 E 62nd Ave, Denver, CO 80216		
Billing Address	1001 E 62nd Ave, Denver, CO 80216		
Account Pin	354859		
Account Security Question	First pet's name?		
Answer	Bubbles		
Tax ID	84-0644739		

Billing Contact			
Name	Test User	Phone	303-866-5555
Email Address	test.user@state.co.us		

Group Administrator for Geotab System			
Same as Billing Contact	<input checked="" type="checkbox"/>		
Name		Email Address	

Qty Ordered	# Months	Cost*	Due Monthly	Sprint/Geotab DO Total
40	12	\$18.25	\$730.00	\$8,760.00

\*This amount is for the Sprint/Geotab Service only. Installation is not included with this order.

Installation	
Expect a call from a Sprint representative within 48 hours to discuss installation options. Identifying vehicle location(s) ahead of time will help to facilitate the most cost effective solution for your department. <i>Note: Installation will not be included on the Delivery Order.</i>	

I have included the following:	
Delivery Order (DO) <input type="checkbox"/>	I have read the <a href="#">Telematics Facts</a> <input type="checkbox"/>
Tax Exemption Form <input type="checkbox"/>	

Submit the order workbook (including the list of vehicles) and all documents to:

Telematics Facts	<b>Order Form</b>	Master Vehicle List Telematics	+
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15) Save the Excel Order Workbook one final time. Congratulations, you are ready to submit your order to Sprint! Email the Order Workbook, a copy of the Tax Exempt Certificate and the Delivery Order (DO) to [StateofColoradoGeotabOrders@sprint.com](mailto:StateofColoradoGeotabOrders@sprint.com)

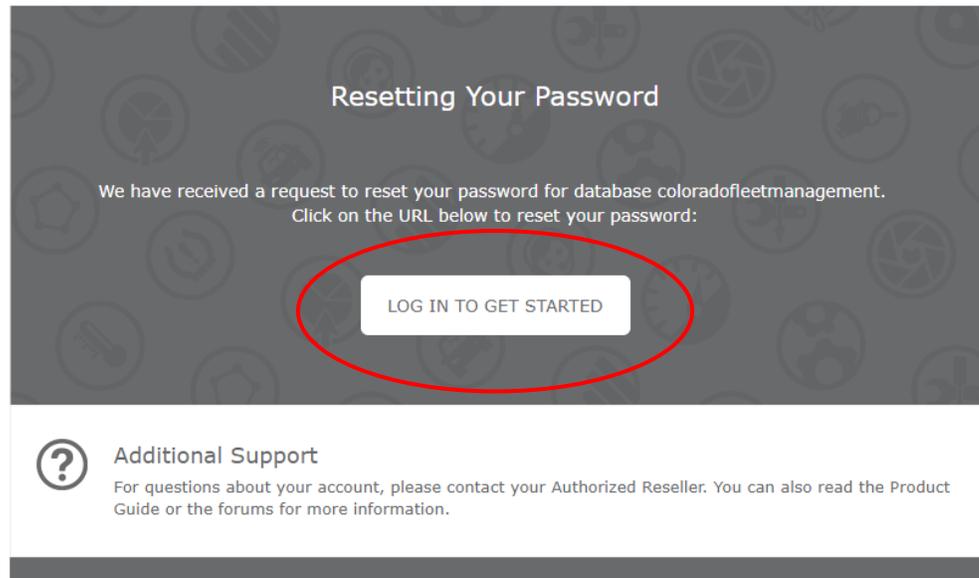
You should receive a confirmation of receipt email from Sprint. Expect a call from a Sprint representative within 48 hours to discuss installation options. Please identify the location of each vehicle and have the list ready for the call. The representative can assist in the selection and coordination of the device installations using an Authorized Geotab Installer.

If you do not hear from a representative within 48 hours, please reach out to either [Jeremy.Cost@sprint.com](mailto:Jeremy.Cost@sprint.com) or [Anthony.Daher@sprint.com](mailto:Anthony.Daher@sprint.com)

16) The State Fleet team will receive a copy of your order. An account will be created in Geotab for the Group Administrator that is listed on the order form. This contact should watch for an email from [noreply@geotab.com](mailto:noreply@geotab.com). They will need to click on the **LOG IN TO GET STARTED** button to setup their password. If they run into any problems logging in to Geotab, they can send an email to [renee.mccracken@state.co.us](mailto:renee.mccracken@state.co.us) for assistance.

noreply@geotab.com  
to me ▾

De:



17) Please remember to notify the State Fleet team if the billing contact or the Group Administrator for your Cabinet changes. You can simply submit the updates using this [change form](#). The form will also be posted on our website at <https://www.colorado.gov/pacific/dca/fleet>.