

GENERAL MOTORS FLEET  
SPECIAL VEHICLE MANUFACTURER



# GENERAL MOTORS REQUEST FOR CREDIT REBILL FORM BACK INTO SVM INVENTORY

EMAIL [SVM.mailbox@gm.com](mailto:SVM.mailbox@gm.com)

## SVM INFORMATION

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ CODE \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_ 59- \_\_\_\_\_  
56- \_\_\_\_\_

### REASON FOR TRANSFER REQUEST:

## THE FOLLOWING INFORMATION MUST BE COMPLETED

ORDER #	VIN #	SIR REQUEST #	CURRENT PHYSICAL LOCATION OF UNIT	WHERE UNIT IS GOING
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Forward your request to the above email address. Once it is received, it will be reviewed for approval. If approved, you will receive an email from General Motors asking that you get the MSO back from the dealer before the credit rebill will be done. All approved requests will be put back into upfitter inventory. Please contact your Account Manager if you have questions.

### IS THE REQUEST WITHIN 5 DAYS OF BEING INVOICED TO THE DEALER?

YES \_\_\_\_\_ NO \_\_\_\_\_ APPROVER  \_\_\_\_\_  
- REQUIRES ACCOUNT  
MANAGER APPROVAL

## MSO/COV RETURN REQUIRED BY DEALER:

Dealer should write **VOID** on the face of the COV and scan/email it to the SVM mailbox ([svm.mailbox@gm.com](mailto:svm.mailbox@gm.com)). Credit and rebill will not be processed until document is received.