

## 8 Invoicing and Payments

This section describes the process for invoicing Household Goods (HHG) services (including the movement of Unaccompanied Air Baggage (UAB) and Privately Owned Vehicles (POVs) and how to remit payment for the GSA Industrial Funding Fee (IFF). Each portion of a shipment shall be rated at the rate in effect on the date of initial pick-up of the shipment, based on the applicable weight of the entire shipment. TSP's shall refer to the annual RFO for complete details on rates and charges.

### 8.1 Invoicing

#### 8.1.1 Voucher and Supporting Documents

GSA has prescribed the Public Voucher for Transportation Charges, [SF 1113](#), and Memorandum Copy, [SF 1113-A](#), for use by TSPs in billing charges for authorized HHG services furnished to the U.S. Government. These forms are available from the [GSA Forms Library](#) and URLs are provided in Appendix C.

The SF1113 and one SF 1113-A shall be submitted to the billing office specified on the BL. The SF 1113 shall be supported by the BL and other documents required in the table below.

Invoice and Supporting Documents	
Public Voucher for Transportation Charges (SF 1113/SF 1113A)	<p>The TSP shall include the following items on the SF 1113:</p> <ul style="list-style-type: none"> <li>• The required transit time for the shipment, as set forth in this HTOS, or the RFO, as applicable</li> <li>• The actual transit time for the shipment</li> <li>• TSP's Taxpayer ID Number</li> <li>• The Late Delivery Reduction assessed as a deduction from total charges in accordance with Section 8.4.1</li> </ul>
Bill of Lading (BL)	<p>The original BL is the primary shipping document the TSP uses to bill the Government for transportation services rendered. However, if after delivery, the original BL cannot be located by the billing TSP, and it is evident that the original BL has been lost or destroyed, the TSP must use the Freight Waybill-Original properly certified by the TSP as a substitute document, when submitting public vouchers to the appropriate Government paying office.</p> <p>If both the original BL and the freight waybill are lost, the TSP shall request, and be provided, a certified true copy of the issuing office's Memorandum Copy for use as a substitute billing document.</p>

<b>Invoice and Supporting Documents</b>	
Weight Tickets	The TSP shall submit weight tickets determining net weight with proper identification of the shipment thereon for both original weighing and, if applicable, reweighing. If shipment is reweighed the TSP shall include a copy of the written request for reweighing.
Authorization For Diversion Or Reconsignment	Written authorization for diversion or reconsignment, if applicable.
Approvals And Authorization For Waiver	Written authorization is required for a waiver of any requirements stated herein and when assessing additional charges as a result of a waiver or approval.
Advanced Charges	Charges advanced by TSP for services of others shall be supported by the TSP with the RTO's authorization, a copy of the invoice setting forth services rendered, charges and basis thereof including reference to any applicable tariff, price list, rate schedule, or similar statement of rates and charges. The charges so advanced are in addition to, and shall be paid with, all other lawful rates and charges.
Miscellaneous Charge	Any cost incurred by the TSP for a service outside the terms of this HTOS, authorized by the RTO, will be billed as a miscellaneous charge. A description of the service, the RTO's authorization, and the basis for the computation of the charge is required.
DD Form 619 Or Comparable Commercial Form	Original "Statement of Accessorial Services Performed" (DD Form 619) or comparable commercial form when charges are assessed for accessorial services, not including SIT. Each household appliance serviced will be identified to show the manufacturer's name, brand, and model.
DD Form 619-1 Or Comparable Commercial Form	Original "Statement of Accessorial Services Performed - SIT Delivery and Reweigh" (DD Form 619-1) or comparable commercial form, when charges are assessed for SIT delivery. Net or gross weight, whichever is applicable, will be noted on the DD Form 619-1.

### **8.1.2 Electronic Payments**

The Federal agencies ordering HHG services will establish their own procedures for the submission of TSP invoices. This may include requiring the use of electronic commerce systems that include fees paid by the TSP. The TSP shall be responsible for complying with the agencies' payment procedures.

## **8.2**      *Composition of Charges*

### **8.2.1**      **Applicable Rate**

All charges for transportation and related services for shipments handled shall be in accordance with the lowest applicable tariff or tender, and shall be billed to the Federal agency shown in the "Bill Charges to" block on the Bill of Lading. The TSP's public voucher for charges shall be supported by the documents specified in Section 8.1. Failure to submit any of the documents shall result in rejection of the associated charges.

### **8.2.2**      **Applicable Rate in Absence of Accepted Rate**

At the time of approval, GSA establishes a TSP's approved scope of operation. Federal agencies are encouraged to use those TSPs that have approved rates filed in conjunction with the TSP's scope of operations for household goods shipments. If the selection of TSPs for a specific route is limited, the acceptance and movement of a shipment by the TSP outside of its approved scope of operations over routes for which the TSP has no accepted rates or whose rates have been canceled shall constitute an agreement by that TSP to perform the transportation services at the lowest rate filed by any TSP on that route.

### **8.2.3**      **Applicable Charges on Overweight International Shipments**

RTOs may require TSPs to report the actual weight of international shipments prior to movement (See Section 11.2). This is to determine if the actual weight is in excess of the employee's authorized allowance. If this should occur, and the TSP fails to notify the RTO of the shipment weight and moves the shipment from origin to destination, TSP shall collect from the Government those transportation and accessorial service charges, including terminal services charges, in an amount equal to the charges accruing to the authorized shipment weight, not the actual shipment weight. The TSP shall have no recourse to the employee for the additional charges.

### **8.2.4**      **Applicable Weight When Reweigh Performed**

When a shipment is reweighed in accordance with Section 5.4.4, charges will be based on the lower of the two net scale weights. In the event the reweigh information is not available at the time of the TSP's initial submission of its invoice, the TSP may either present a supplemental billing adjusting the transportation charges or adjust supplemental billings to reflect the reweigh weight.

### ***8.3 Adjustment Based On Rate Differentials Involved In the Use of Foreign Flag Shipping***

Adjustments in rates will be permitted when rate differentials are involved due to the use of Foreign Flag Shipping. A Justification Certificate (see Appendix C) is required for the use of a Foreign Flag vessel. When increases or decreases occur in rates due to the use of Foreign Flag Shipping, billing and documentation submitted in connection with the GBL shipment will have differences between the Foreign Flag vessel rate and the rate used in computing the accepted transportation single factor rate (SFR). The ocean freight bill which must be submitted to support each GBL and the rate will be adjusted in favor of the TSP or the Government on the basis of this bill. An example of the adjustment required in the event of an ocean rate increase would be:

#### International GBL Shipment Adjustment Example

- SHIPMENT: 3,000 lb, 450 cu ft., Single Factor Rate = \$32.00 per cwt
- STEP 1. Original Charges Due: 3,000 lb x \$32.00 per cwt = \$960.00
- STEP 2. Ocean rate used in constructing the effective GBL rate:  
81 cents per cu ft
- STEP 3. Paid to Foreign Flag Ocean TSP as stated on the ocean freight bill and computed in accordance with the measurement rule stated in tariff governing the rate:  
90 cents per cu ft (9 cents per cu ft difference)
- STEP 4. Supplemental charge for ocean freight  
450 cu ft at 9 cents per cubic foot = \$40.50.
- STEP 5. Total charges due TSP: \$960.00 + \$40.50 = \$1,000.50.

### ***8.4 Reductions in Charges***

#### **8.4.1 Late Delivery Reduction**

A late delivery reduction of \$100.00 per day will be payable to the Federal agency paying the transportation charges for each calendar day, or fraction thereof, when the actual transit time for direct delivery shipments exceeds the transit time as defined in Section 10 and the RFO. This reduction is subject to the following conditions:

- When the Government and the TSP mutually agree to a transit time longer than the transit time as shown in Section 10 or the RFO, the penalty will begin on the day after the agreed date

- When the Government and the TSP mutually agree to a transit time chart other than the chart in Section 10 or the RFO, the penalty will begin on the day after the agreed date
- When a shipment consigned to Storage-in-Transit (SIT) at destination is en route and the destination is changed to a direct delivery, the transit time is negotiable and no penalty occurs for late delivery
- This reduction will apply only for shipments which
  - Weigh or are rated at 3,500 pounds or more that are picked up during the period from October 1 through May 14 of each subsequent year or
  - Weigh or are rated at 5,000 pounds or more that are picked up during the period from May 15 through September 30 of each year
- This reduction will apply when reconsignment or diversion is made on a shipment, based on the applicable mileage and weight of the shipment from point of diversion to the new destination
- This reduction will not apply if delay is caused by reasons beyond the TSP's control, described as "Impractical Operation" in Section 5
- This reduction will not apply to a shipment, or portion thereof, which is lost or destroyed in transit and cannot be delivered due to such loss or destruction
- This reduction will not apply to an overflow portion of the shipment when the overflow weight represents less than twenty (20 percent of the total shipment weight and contains nonessential items (possessions not needed to maintain day-to-day housekeeping during the period of time between delivery of the main portion of the shipment and delivery of the overflow)

The total reimbursement to the Federal agency will not exceed

- An amount equal to the linehaul transportation charges for the shipment on a domestic shipment
- An amount equal to total charges for an international shipment, excluding SIT.

This payment satisfies the Government's right to equitable adjustment for failure to perform, but does not waive, mitigate, or satisfy any other right or remedy available to the Government on account of late delivery by the TSP.

#### **8.4.2 Improper Customs Clearance Reduction**

In the event that a TSP improperly clears a shipment through customs (for example, a Department of State (DOS) shipment is cleared as a Department of Defense (DoD) shipment,

rather than a DOS shipment) and warehouse handling, storage, or delivery costs accrue exceeding those applicable to the properly cleared shipment, the excess warehouse handling, storage, or delivery costs will not be reimbursable by the Federal agency paying the transportation charges.

## **8.5 Other Charges**

### **8.5.1 Valuation Charges**

Although the liability in excess of that declared by the shipping Federal agency is an expense of the owner, the charges will be billed by the TSP to the finance office of the Federal civilian executive agency sponsoring the shipment and identified as a separate item of billing.

### **8.5.2 Delivery/Pick-up at a Mini-Storage Warehouse**

Except as otherwise provided herein, if shipment is delivered to or picked up at a mini-storage warehouse, the rates for transportation include only the unloading or loading at door, platform or other point convenient or accessible to the vehicle.

### **8.5.3 Charges for Repacking Pre-packed Items**

The Government will bear the costs for the TSP repacking employee-packed goods that the TSP has determined require repacking. The charges for such repacking shall be based on the actual size of the carton(s) provided, subject to the Max-pack provisions of the TSPs' bureau issued interstate government rate tender.

### **8.5.4 Charges for Reweigh**

The TSP may bill the Government for the cost of the reweigh scale charge but an original copy of the scale charge invoice shall be included with the billing. No reweigh service charge will apply.

### **8.5.5 Charges for Crating Services**

Crating services will be quoted, billed and paid as provided in the GSA-01 tariff or Section 12 of this HTOS. If a third party is used to provide crating services and the charges are in excess of those provided in the GSA-01 tariff or Section 12, the office that issued the BL or the RTO has the authority to waive or negotiate the excess crating charges, in whole or in part, based on the circumstances of the use of third party services.

### **8.5.6 Excessive Distance Carry**

For domestic shipments refer to Item 160 of the GSA-01 tariff. For international shipments refer to Section 12.26 of the HTOS.

## **8.6 Storage-In-Transit (SIT) Charges**

### **8.6.1 Warehouse Handling Charges**

Warehouse handling charges for shipments placed in Storage-in-Transit (SIT) will be in accordance with the applicable tariff and tender for the destination municipality shown on the BL, unless otherwise specifically authorized by the RTO. In the event the TSP is authorized to use trailers, vans, public warehouses and self-storage units, one-half the applicable warehouse handling rate will be paid.

### **8.6.2 Storage Charges**

Storage charges for shipments placed in SIT will be in accordance with the applicable tariff and tender for the destination municipality shown on the BL, unless otherwise specifically authorized by the RTO. In the event the TSP is authorized to use trailers, vans, public warehouses and self-storage units, one-half the applicable storage rate will be paid.

### **8.6.3 Domestic SIT Pick-up or Delivery Charges**

Pick-up or delivery charges for shipments placed in SIT will be in accordance with the applicable tariff and/or tender for the destination point shown on the BL, unless otherwise specifically authorized by the RTO.

### **8.6.4 International SIT Pick-up or Delivery Charges**

On shipments delivered from SIT, the applicable transportation charges will be the delivery transportation rate from the nearest available TSP agent's DoD or DOS-approved SIT facility at destination shown in the "Consignee Block" to final destination.

### **8.6.5 Placement in SIT on Different Dates**

When property is placed in SIT in segments on different dates, the transportation rates and additional service charges in effect on the date of the pick-up of the initial shipment will apply to each property segment placed in SIT.

### **8.6.6 Use of a Facility for the TSP's Convenience**

#### **8.6.6.1 Nearest Available Facility Rule**

Should the TSP use a more distant facility instead of its nearest facility for its own convenience, SIT and related charges will be based on the TSP's nearest available DoD or DOS-approved facility. The nearest available DoD or DOS-approved storage facility is defined as that TSP's facility which has DoD or DOS-approval, has space for the shipment, and is accepting Federal civilian non-DoD traffic from the TSP.

#### 8.6.6.2 Reduction in Charges for TSP's Convenience

In the event the storage occurs at a point other than the TSP's agent's nearest available facility, regardless of the cause and without the approval of the RTO, and in the event that the transit time for delivery from the actual point of storage to the final destination exceeds the transit time between the TSP's agent's nearest available facility and the final destination, the total charges shall be subject to a reduction equal to the Government paid cost of temporary quarters for the excess transit time.

### 8.6.7 Additional International Provisions for SIT Charges

#### 8.6.7.1 Storage Charges at Destination

When SIT is at destination, charges (including charges for additional services, advances and other properly authorized charges) will be billed after SIT is completed.

#### 8.6.7.2 Agent Refusal of International SIT Shipment

If the agent refuses to accept a shipment (e.g., because of the TSP's refusal to provide a waiver or due to the TSP's poor payment history) the agent's facility will be considered "available" for the purpose of determining charges under the provisions of Section 8.5.6 without regard to which destination warehouse the TSP uses.

### 8.6.8 Charges Applicable To Portion

The transportation charges to apply on a portion of a SIT shipment delivered from warehouse location to destination will be the applicable transportation rate based on the weight of such portion, subject to the provisions of Section 8.6.19 on withdrawals.

### 8.6.9 Overflow

On property consigned to SIT where an overflow of property requires that a split shipment be delivered to the warehouse on different dates, the charges for such property will be as follows:

- Transportation charges from initial point of pick-up to warehouse location will be based on the combined weight of the property stored in transit, and computation of transportation charges will be as provided in Section 8.6.5
- Storage charges in effect on date of initial pick-up will apply and be assessed separately on each portion of shipment stored in transit, except the 1,000 pound minimum weight will apply to the combined weight of property stored in transit. Storage will be rated separately on each portion added

- Warehouse handling charges will be based on the combined weight of the property placed in SIT and will apply only once
- All subsequent charges will be based on the combined weight of the SIT property.

### **8.6.10 Withdrawal of Property**

During SIT, the employee may withdraw a portion of the property. When the selection of items requires unstacking/restacking all or a portion of the shipment, charges for such handling will be assessed in accordance with labor charge provisions in the applicable government tariff. Charges for transportation furnished, if any, for the portion selected for delivery will be assessed on the same basis as an individual shipment. The following will be applicable to the portion remaining in storage:

- Storage charges will continue to apply on the weight of remainder of the property
- Charges for transportation furnished, if any, for the delivery of the remainder of the property will be assessed on the same basis as an individual shipment.

Billing of charges incident to partial withdrawal of property will be in accordance with the instructions of the RTO.

### **8.6.11 Removal from SIT and Extra Pick-up**

When property is removed from SIT and extra pick-ups are ordered, the transportation rates and additional service charges in effect on the date of the pick-up of the initial shipment will apply based on the weight of the property removed from SIT or constituting the extra pick-up.

## **8.7 *Payment In The Event Of Shipment Termination***

### **8.7.1 Termination of a Domestic Shipment**

In the event a TSP's right to provide services is terminated by the RTO as provided in Section 3, the TSP will be paid up to the point of termination for services actually performed. Payment to the terminated TSP will be based on the actual services performed, less the difference between the terminated TSP's billing and the billing of the replacement TSP.

### **8.7.2 Termination of an International Shipment**

In the event a TSP's right to provide services is terminated by the RTO as provided in Section 3, the TSP will be paid up to the point of termination on a prorated basis for the services actually performed. The basis of proration shall be negotiated between the RTO and the TSP. Upon determination, the RTO's decision shall be final and conclusive.

## **8.8**      *Charges for Lost or Destroyed Shipment*

### **8.8.1**      **Total Loss**

When the shipment is totally lost or destroyed in transit, the TSP shall not collect, nor require a payment of any charges. Nevertheless, the TSP may collect, and the shipper shall be required to pay any specific valuation charge that may be due. However, this provision shall not be applicable to the extent that any such loss or destruction is due to the act or omission of the shipper.

### **8.8.2**      **Partial Loss**

In the event that any portion of a shipment of HHG is lost or destroyed in transit, the TSP shall refund that portion of its charges (including any charges for accessorial or terminal services) corresponding to that portion of the shipment which is lost or destroyed in transit. TSPs shall determine, at their own expense, the portion of the shipment not lost or destroyed in transit.

In order to calculate the charges applicable to the shipment as delivered, the TSP shall multiply the percentage corresponding to the portion of the shipment delivered by the total charges applicable to the shipment as tendered by the shipper. If the charges so computed exceed the charges otherwise applicable to the shipment as delivered, the lesser of those charges shall apply.

Nevertheless, the TSP may collect, and the shipper shall be required to pay, any specific valuation charge that may be due. The provisions section shall not be applicable to the extent that any such loss or destruction is due to the act or omission of the shipper or Acts of God.

### **8.8.3**      **Partial Loss Involving More Than One Transportation Vehicle – International Only**

In the event of the loss or destruction of any part of a shipment being transported on more than one vehicle, the TSP shall collect charges as provided in Section 8.8.2.

## **8.9**      *Other Provisions*

### **8.9.1**      **Application of Prompt Payment Act**

The Prompt Payment Act, [31 USC 3901](#), et seq., applies to shipments transported under this HTOS.

## **8.9.2 Payment of Debt**

Should any Federal agency be advised that a TSP filing rates under the terms of this HTOS has failed to comply with the terms of an arrangement entered into between the TSP and an agency of the Federal Claims Collection Act of 1966 relating to transportation services, that Federal agency may place the TSP in nonuse or disqualification status until such time as the TSP has complied with the terms of the arrangement.

## **8.9.3 Excess Costs - International Only**

To enable the Government to collect excess costs incurred due to TSPs defaulting on shipments in transit, TSPs assuming the onward movement will maintain records of all excess costs including demurrage, storage, etc., over and above those normally associated with a shipment. These records will be provided to the RTO or PMO on request.

## **8.10 Limitation of Action – Claims for Charges**

### **8.10.1 Filing of Claims by TSPs**

All claims and actions at law by TSPs for recovery of their charges on shipments subject to the provisions of this HTOS will be filed within three (3) years (not including any time of war) from the date of any one of the following, whichever is later:

- Final delivery of the property
- Payment of the transportation charges thereon
- Subsequent refund of excess charges
- Deduction of such excess charges from TSP's account.

### **8.10.2 Filing of Claims Against TSPs**

All claims and actions at law against TSPs for recovery of excess charges on shipments subject to the provisions of this HTOS will be filed within three (3) years (not including any time of war) from the date of payment of the charges thereon.

### **8.10.3 Government's Breach of Limitation – International Only**

Provided, however, that if the limitation of actions set forth in this item is breached by the Government by the filing of a claim or action at law (other than by mistake or inadvertence) at a time other than stated in this section, this section will be of no force and effect and will be void ab initio.

## **8.11**    *Payment of GSA Industrial Funding Fee (IFF)*

### **8.11.1**    **Remittance of GSA IFF**

The GSA Industrial Funding Fee (IFF) will be remitted to GSA on the basis of shipments billed as reported, in the PMO Shipment Report (Section 11 and Appendix D) and in accordance with the provisions of the annual RFO. The remittance may be transmitted either by check or by electronic funds transfer.

#### **8.11.1.1**    Remittance by Check

Checks shall be made payable to “GSA-GL474.1[SCAC Code]”; e.g., “GSA-GL474.1[YZAB]”. The check register/memo line must identify the quarter (i.e. 1stqtr10, 3rdqtr11) and the GBL/BL number or include with the IFF submission a copy of the shipment report containing such information.

Checks must be mailed to:

General Services Administration  
Miscellaneous Receipts for Non-Federal Claims  
P.O. Box 979009  
St. Louis, MO 63197-9009.

Express delivery (i.e. FedEx, UPS, Airborne, etc.) should be sent to:

US Bank  
Attention: Government Lockbox 979009  
Mail Code #SL -MOC1GL,  
1005 Convention Plaza,  
St. Louis, MO 63101-9009

#### **8.11.1.2**    Remittance by Electronic Funds Transfer

Payments submitted by electronic funds transfer should be submitted in accordance with the following format.

Sample Funds Transfer Message Format

[1] PRIORITY CODE			
[2] TREASURY DEPARTMENT CODE	[3] TYPE CODE		
[4] SENDING BANK CODE	[5] CLASS CODE	[6] REFERENCE NUMBER	[7] AMOUNT
[8] SENDING BANK NAME			
[9] TREASURY DEPARTMENT NAME			
[10] INFORMATION			
[11] INFORMATION and SCAC			
[12] INFORMATION			

Explanation of References			
Ref	Name	GSA Required Fill	Explanation
{1}	PRIORITY CODE		Provided by the sending bank.  Note: Some Federal Reserve district banks may not require this item.
{2}	TREASURY DEPARTMENT CODE	021030004	The nine-digit identifier is the routing symbol of the United States Treasury. This item is a constant and is required for all funds transfer messages to the United States Treasury.
{3}	TYPE CODE		The type code will be provided by the bank.
{4}	SENDING BANK CODE		The nine-digit sending bank code will be provided by the sending bank.
{5}	CLASS CODE		The class code may be provided by the sending bank at its option (if permitted by the Federal Reserve district bank).
{6}	REFERENCE NUMBER		The reference number may be inserted by the sending bank to identify the transaction.
{7}	AMOUNT		The amount will include the dollar sign and the appropriate punctuation including cents digits. This item will be provided by the depositor.
{8}	SENDING BANK NAME		The telegraphic abbreviation which corresponds to item {4} will be provided by the sending bank.

Explanation of References			
{9}	TREASURY DEPARTMENT NAME	TREAS NYC/(47000016) GSA	This item is of critical importance. It must appear on the funds transfer message in the precise manner as stated to allow for the automated processing and classification of the funds transfer message to the agency location code of the appropriate agency. This item is comprised of a rigidly formatted, non-variable sequence of 15 characters as shown.
{10}	INFORMATION	GSA SHIPMENT SURCHARGE	This item identifies the purpose of payment.
{11}	INFORMATION plus SCAC	GL474.1 [YZAB]	This item identifies the account in GSA.
{12}	INFORMATION	PAYMENT FOR [SCAC]	This identifies the TSP making the payment. For [SCAC] substitute the TSP's Standard Carrier Alpha Code.

Example of Funds Transfer Message

02			
02103004	10		
011000390	0650	\$1,500.00	
FIRST BOS			
TREAS NYC/(47000016)GSA			
GSA INDUSTRIAL FUNDING FEE			
GL474.1 YZAB			
PAYMENT FOR YZAB			

### 8.11.2 Failure to Submit Remittance

The failure to submit the remittance as required by this section and in accordance with the time frames established in Section 1.3.6 will result in the TSPs immediate placement in temporary nonuse pending revocation of the its approval to participate in the CHAMP.