

**SECTION 7
ELECTRONIC SUBMISSION**

7-1. Rate Tender Transmission.

The below information applies only to rate offer submissions when Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) are not using the Transportation Management Services Solution's (TMSS's) rate filing screens for the creation/addition/deletion of rates offers, but instead are manually creating rate offers to "upload."

7-1.1. Electronic Transmission.

All electronic rate transmissions submitted in accordance with this Request for Offers (RFO) and Special Instructions MUST be accomplished via the "Upload Rate File" function of TMSS within the TMSS HHG Rate Filing module. Non-electronic submissions will not be considered.

7-1.2. Format Requirements.

Format requirements as set out in Section 6 of this RFO and Special Instructions must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

7-1.3. File Preparation.

In order to upload the file, it must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.

This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSITIONS	CONTENTS
Prefix	3	1-3	Must be HHG.
TSP's SCAC	4	1-4	RFSP: If transmitting rates on behalf of a TSP, enter TSP's SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			File Extensions will NOT be supported.

Example of filenames:

File name where assigned SCAC has four positions: HHGABCD001 where 'ABCD' is the SCAC

The TSP or RFSP can send one or more files for rate filing. The TSP or RFSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted, a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: HHGABCD001

TSP transmitting two files: First File Name: HHGABCD001, Second File Name: HHGABCD002

TSP transmitting three files: First File Name: HHGABCD001, Second File Name: HHGABCD002, Third File Name: HHGABCD003.

If a TSP or RFSP is unsure of their firm's SCAC or code, contact GSA.

The File Naming Convention identified above MUST be strictly adhered to. If a firm submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names. Failure to do so will result in the rate offer(s) not being picked up from the TSP's or RFSP's Upload directory and/or automatic rejection of the rate offer(s). TSPs and RFSPs will not receive an email for transmitting files with non-standard file names.

7-1.4. Accessing Upload Rate File Function.

In order to access the "Upload Rate File" function, a firm's TMSS Group Administrator must first designate who will have access to this function and grant them access via TMSS. The administrator can do this by selecting the "Account Information" link from the main screen. This takes them to the "Account Info-Update Profile" screen, where they can select the "User List." They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure that the "Rate File" toggle button is also checked. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the "Upload Rate File" link available from the "Review/Edit HHG Rates" screen within the HHG Rate Filing Module.

When rate offers are ready for submission, the User will click on the "Upload Rate File" link. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download. The user will then need to locate the file and then select it for upload.

7-1.4.1. Upload Directory Access.

Once the rate offer(s) has been uploaded using the "Upload Rate File" function, the user may verify that the firm's file was successfully transmitted. If the file doesn't appear in the firm's directory, the user will need to "Upload" the file again. This will only assist in verifying that the firm's rate offer file was transferred successfully and WILL NOT verify that the contents of the firm's rate offer file have been formatted correctly.

To access the firm's own directory, click on the "File Download" link from the TMSS main menu. The user will then be taken to a directory tree. Scroll down to find the firm's folder which will be identified by its Standard Carrier Alpha Code (SCAC). The user will then be able access the folder and verify that the file(s) are present. NOTE: This will only allow the user to verify that the file is present in the directory. The user will need to follow the provisions of 7-1.5 below to check for error reports and acceptance of rate offers in TMSS.

7-1.5. Confirming Rate Transmission.

Every day during the rate offer filing window at 10:00 A.M., 2:00 P.M., 6:00 P.M. and 10:00 P.M. Central Standard Time(CST), an automated process will search the rate offer files uploaded that day by TSPs and RFSPs and process them. An e-mail confirmation acknowledging the receipt and processing of the file will be sent to the TSP's e-mail address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The e-mail will contain the number of rate offers processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct e-mail address be kept on file. Error files will be generated and placed in the firm's directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP) 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00 P.M. CST validation on the closing date **of October 8, 2012 or March 25, 2013**. Users will need to connect to their directory via the "File Download" link using the instructions referenced in 7-1.4.1 to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with Section 1-1.5. of this RFO and Special Instructions.