## APPENDIX D – Report Formats

# 1  Report Format Requirements

The shipment and claims settlement reports specified in Section 10 shall meet the requirements set out in this Appendix.

## *1.1  Consolidated Reports Prohibited*

In no instance shall any combination of shipment reports (domestic or international) and/or claim reports (domestic or international) be consolidated.  Each report shall be separate, with a separate header and filename.   For shipment report submissions, domestic Transportation Service Providers (TSPs) shall submit two (2) quarterly reports; one for general domestic transportation (GD) and one for domestic move management services (DM).  International TSPs shall submit two quarterly reports; one for general international transportation (GI) and one for international move management services (IM).  TSPs approved in both the domestic and international programs shall submit four (4) quarterly reports.

## *1.2  Electronic Media Reports*

Electronic media reports shall be submitted in accordance with the following requirements.  Electronic media reports shall be transmitted between the dates indicated below of each calendar year:

| Quarter | Months | Submission Period |
|---------|--------|-------------------|
| 1st | Jan - March | April 1 thru May 31 |
| 2nd | April - June | July 1 thru August 31 |
| 3rd | July - Sept | Oct 1 thru Nov 30 |
| 4th | Oct - Dec | Jan 1 thru Feb 28 (29) |

# 2  Shipment Report Format Requirements

Format requirements, as set out below, shall be adhered to. Submissions received from TSPs or Service Providers not conforming to the record and report formatting requirements will be unacceptable and will be rejected and the information not accepted by the database.

## *2.1 Contents of Shipment Report*

The Shipment Report consists of a Report Header record and a Shipment Detail Record for each reportable shipment.

## 2.1.1 Shipment Report Header Record

This line is the Header Record providing information about the TSP report. The Header Record is position sensitive. The Header Record should be posted on line 1 of the report. Positions marked with an asterisk (*) are numeric.

| Shipment Report Header | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| Header ID | 1 | 1 | Should always be H for Shipment files. |
| Field Delimiter | 1 | 2 | Comma. |
| SCAC | 4 | 3-6 | Four (4) character Standard Carrier Alpha Code. Identify the SCAC for the TSP the GBL/CBL was issued to. |
| Field Delimiter | 1 | 7 | Comma. |
| Type of Transportation | 2 | 8-9 | Enter GD for General Domestic, GI for General International, DM for Domestic Move Management, IM for International Move Management \*\*Please note that if you provide multiple services within CHAMP, you shall create separate reports (files) for each type of service provided. |
| Field Delimiter | 1 | 10 | Comma. |
| Identifying Year and Quarter | 1 | 11-15 | Four digit year and one digit quarter. |

Examples:

- General Domestic Shipments for January-March, 2010:     H,GSAA,GD,20101

- General International Shipments for April-June, 2011:     H,GSAA,GI,20112

## 2.1.2 Shipment Detail Record Format

The second record ("Line 2") and each record following the headed record shall identify individual shipment details. Entry format is text entry (i.e. left aligned). Fields marked with an asterisk (*) are numeric and shall, if necessary, be zero filled from the left (i.e., 00250 for 250) depending on the field size. Save the file as a comma-separated file (.CSV) then rename as a shipment report (.SHP). See below for complete fine naming conventions.

| Shipment Detail Records | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| Record ID | 1 | 1 | Should always be D for detail. |
| Field Delimiter | 1 | 2 | Comma. |
| SCAC | 4 | 3-6 | Four (4) character Standard TSP Alpha Code (SCAC) identifying the TSP the GBL/BL was issued to. |
| Field Delimiter | 1 | 7 | Comma. |
| Type of Transportation | 2 | 8-9 | Enter GD for General Domestic, GI for General International, DM for Domestic Move Management, IM for International Move Management. |
| Field Delimiter | 1 | 10 | Comma. |
| Type of Move | 3 | 11-13 | If the GBL/BL was used for household goods, put in HHG; for Automobile, put in POV; for Unaccompanied Air Baggage, put in UAB.<br>**If multiple elements were moved using one GBL/BL, each element shall have an individual shipment record. |
| Field Delimiter | 1 | 14 | Comma. |
| Federal Agency Identification Code | 9 | 15-23 | The Federal Agency Identification Code (FAIC) is a 9 digit code assigned by the Transportation Management Services Solution (TMSS) system. The FAIC can be obtained directly from TMSS. If unable to obtain the proper FAIC, please contact the PMO. Records with this field blank will not be accepted. |
| Field Delimiter | 1 | 24 | Comma. |
| TSP Reference Number | 15 | 25-39 | TSP reference number used when the shipment was booked by the TSP. Start the reference number with position 25. If reference number does not consist of 15 numbers, fill with trailing spaces. Records with this field blank, X, or zero filled will not be accepted. |
| Field Delimiter | 1 | 40 | Comma. |
| Billing Date | 8 | 41-48 | Date of Agency Billing (YYYYMMDD)<br>(Example: 20110215 = February 15, 2011). |
| Field Delimiter | 1 | 49 | Comma. |
| BL Number | 8 | 50-57 | Bill of Lading Number. Use GBL/BL number associated with shipment. If GBL/BL number is less than 8 characters, fill with trailing spaces. If GBL/BL number is more than 8 characters, report the LAST 8 characters. |

| Shipment Detail Records | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| | | | Records with this field blank or zero filled will not be accepted. |
| Field Delimiter | 1 | 58 | Comma. |
| Type of GBL/CBL | 1 | 59 | Input V if Virtual GBL/BL was used. Input G if standard GBL/BL was used. |
| Field Delimiter | 1 | 60 | Comma. |
| Pick-up Date | 8 | 61-68 | YYYYMMDD (see Billing Date). |
| Field Delimiter | 1 | 69 | Comma. |
| Delivery Date | 8 | 70-77 | YYYYMMDD (see Billing date). |
| Field Delimiter | 1 | 78 | Comma. |
| Transit Time | 3 | 79-81 | Actual Transit Times in days Example: 007 = 7 days. |
| Field Delimiter | 1 | 82 | Comma. |
| Origin State or Country Code | 4 | 83-86 | Four digit state or country identifier. State is the two digit state identifier, all CAPS, plus two (2) zeros (0). Example: FL00. Country code is the four-digit country code as listed in the most current Request For Offers. Example: Germany = 3940. Records with this field blank, X, or zero filled will not be accepted. |
| Field Delimiter | 1 | 87 | Comma. |
| Origin Zip Code | 5 | 88-92 | 5-digit zip (for international origins fill with blanks). |
| Field Delimiter | 1 | 93 | Comma. |
| Destination State or Country Code | 4 | 94-97 | See Origin State above. Records with this field blank X, or zero filled will not be accepted. |
| Field Delimiter | 1 | 98 | Comma. |
| Destination Zip Code | 5 | 99-103 | 5-digit zip (for international destinations fill with blanks). |
| Field Delimiter | 1 | 104 | Comma. |
| Actual Weight Shipped | 6 | 105-110 | In pounds for HHG or UAB. Example: 009800 = 9800 pounds. If the record is for POV, place six (6) zeros, 000000. **If field is zero filled for POV, positions 11-13 shall state POV. |
| Field Delimiter | 1 | 111 | Comma. |
| Mileage | 4 | 112-115 | Whole miles only. Example: 0750 = 750 miles. This field |

| Shipment Detail Records | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| | | | should be zero filled for International moves. |
| Field Delimiter | 1 | 116 | Comma. |
| Discount Offered | 3 | 117-119 | Domestic: Discount off the current GSA-01 tariff; International: Percentage of the base line rate tables contained in the Request for Offers.  If applicable discount/percentage is more than 3 positions, enter 999.  Example: 045 = 45%. |
| Field Delimiter | 1 | 120 | Comma. |
| Gross Charges | 8 | 121-128 | Inclusive of linehaul, accessorial, fuel and packing, but exclusive of SIT, including dollars and cents with an implied decimal point.  Example: 01520075 = $15,200.75. |
| Field Delimiter | 1 | 129 | Comma. |
| Net Charges | 8 | 130-137 | Inclusive of linehaul, accessorial, fuel and packing, but exclusive of SIT, including dollars and cents with an implied decimal point.  Example: 01020050 = $10,200.50. |
| Field Delimiter | 1 | 138 | Comma. |
| Employee's Last Name | 15 | 139-153 | Last name of the employee listed on the GBL/BL in all CAPS. If the employee's name does not consist of 15 letters, fill with trailing spaces. |

Examples:

D,GSAA,GD,HHG,201700016,443609        ,20110903,N07996  ,
G,20110811,20110818,008,OH00,45208,MA00,45208,004320,0836,057,00888700,00400300,
DUNN


D,GSAA,GD,HHG,190000011,G9S000053     ,20110730,31939911,
G,20110624,20110709,016,MT00,59405,MD00,20748,004920,2080,054,01025100,00471500,
FAIRHURST

## 2.1.3 Shipment Report Trailer Record Format

The last line of each report will identify a summary of the shipments reported within the Shipment Detail Record. Fields marked with an asterisk (*) are numeric and shall, if necessary, be zero filled from the left (i.e., 00250 for 250) depending on the field size.

| Shipment Report Trailer Record Format | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| Trailer ID | 1 | 1 | Should always be T for Shipment files. |
| Field Delimiter | 1 | 2 | Comma. |
| SCAC | 4 | 3-6 | Four (4) character Standard TSP Alpha Code. Identify the SCAC for the TSP the GBL/CBL was issued to. |
| Field Delimiter | 1 | 7 | Comma. |
| Type of Transportation | 2 | 8-9 | Enter GD for General Domestic, GI for General International, DM for Domestic Move Management, IM for International Move Management<br><br>**Please note that if you provide multiple services within CHAMP, you shall create separate reports (files) for each type of service provided. |
| Field Delimiter | 1 | 10 | Comma. |
| Identifying Year and Quarter | 5 | 11-15 | Four digit year and one digit quarter. |
| Field Delimiter | 1 | 16 | Comma. |
| Number of Detail Records | 4 | 17-20 | Number of detail (shipment records) contained in file. |
| Field Delimiter | 1 | 21 | Comma. |
| Sum of Gross | 10 | 22-31 | Sum of individual detail record gross amounts, including dollars and cents with an implied decimal point.  Example:  0015200750 = $152,007.50. |

| | | | |
|---|---|---|---|
| Field Delimiter | 1 | 32 | Comma. |
| Sum of Net Charges | 10 | 33-42 | Sum of individual detail record net amounts, including dollars and cents with an implied decimal point. Example:  0013500550 = $135,005.50. |

Example:

- 50 General Domestic Shipments for January-March, 2011:

    T,GSAA,GD,20111,0050,0015200750,0013500550

## 2.2  Negative Shipment Report Format

Negative shipment reporting will be done via the TMSS system, at moveit.gsa.gov.  The user must have a TMSS account and sign on.

Once signed on, click on the link <u>HHG Negative Shipments</u>, on the lower left side of the screen.

Proceed to select/highlight the correct SCAC to file a negative report; select the reporting quarter and year; and the transportation type.  Once all information contained in the three fields is accurate, select **Submit**.  Once confirmed, the user will receive a verification e-mail that a negative report was processed and received by GSA.

# 3   Shipment Report File Naming Convention

**Note:  This does not apply to the HHG Negative Shipments module.**

This line is the File Naming convention for the Shipment Report. The File Name Record is position sensitive. Positions marked with an asterisk (*) are numeric and shall, if necessary, be zero filled from the left (i.e., 00250).  Save the file as a comma-separated file (.CSV) then rename as a shipment report file (.SHP).

| Shipment Report File Naming Convention | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| File Name ID | 1 | 1 | Shall be HHG for Shipment files |
| SCAC | 4 | 2-5 | Four (4) character Standard TSP Alpha Code. Identify the SCAC for the TSP the GBL/CBL was issued to. |
| Type of Transportati | 2 | 6-7 | Enter GD for General Domestic, GI for General International, DM for Domestic Move Management, IM |

| Shipment Report File Naming Convention | | | |
|---|---|---|---|
| Field | Required Positions | Record Position(s) | Contents |
| on | | | for International Move Management **Please note that if you provide multiple services within CHAMP, you shall create separate reports (files) for each type of service provided. |
| Calendar Year | 4 | 8-11 | YYYY - Calendar Year of Report. |
| Identifying Quarter | 1 | 12 | 1 – 4 Identifies the calendar quarter the report represents. |
| Report Submission Number | 2 | 13-14 | Starts at 01, increments by 1. |
| Error Indicator | 1 | 15 | Blank from TSP, "E" for error file from TMSS. |

Examples:

- General Domestic Shipments for January-March, 2010:     HHGGSAAGD2010101.SHP

    o   Returned error file from GSA:                                      HHGGSAAGD2010101E.SHP

    o   Returned error file from TSP                                       HHGGSAAGD2010102.SHP

- General International Shipments for April-June, 2010:     HHGGSAAGI2010201.SHP

    o   Returned error file from GSA:                                      HHGGSAAGI2010201E.SHP

    o   Returned error file from TSP                                       HHGGSAAGI2010202.SHP

# 4   Origin/Destination Codes

The following tables define the codes to be used to indicate the origin and destination of the shipments reported in the Shipment Report.

## 4.1   State Codes (CONUS) for Shipment Origin/Destination

| State | Code |
|---|---|
| Alabama | AL00 |

| State | Code |
|---|---|
| Alaska | See Section 4.2. |
| Arizona | AZ00 |
| Arkansas | AR00 |
| California | CA00 |
| Colorado | CO00 |
| Connecticut | CT00 |
| Delaware | DE00 |
| District Of Columbia | DC00 |
| Florida | FL00 |
| Georgia | GA00 |
| Idaho | ID00 |
| Illinois | IL00 |
| Indiana | IN00 |
| Iowa | IA00 |
| Kansas | KS00 |
| Kentucky | KY00 |
| Louisiana | LA00 |
| Maine | ME00 |
| Maryland | MD00 |
| Massachusetts | MA00 |
| Michigan | MI00 |
| Minnesota | MN00 |
| Mississippi | MS00 |
| Missouri | MO00 |
| Montana | MT00 |
| Nebraska | NE00 |
| Nevada | NV00 |
| New Hampshire | NH00 |
| New Jersey | NJ00 |
| New Mexico | NM00 |

| State | Code |
|---|---|
| New York | NY00 |
| North Carolina | NC00 |
| North Dakota | ND00 |
| Ohio | OH00 |
| Oklahoma | OK00 |
| Oregon | OR00 |
| Pennsylvania | PA00 |
| Rhode Island | RI00 |
| South Carolina | SC00 |
| South Dakota | SD00 |
| Tennessee | TN00 |
| Texas | TX00 |
| Utah | UT00 |
| Vermont | VT00 |
| Virginia | VA00 |
| Washington | WA00 |
| West Virginia | WV00 |
| Wisconsin | WI00 |
| Wyoming | WY00 |

## 4.2   Origin/Destination Codes for Points in Alaska

| Origin/Destination Point | Code |
|---|---|
| Anchorage | AN00 |
| Cordova | CV00 |
| Fairbanks | FB00 |
| Juneau | JN00 |
| Ketchikan | KN00 |
| Kodiak | KD00 |

| | |
|---|---|
| Petersburg | PB00 |
| Sitka | SA00 |
| Wrangell | WG00 |

Note: See the International Table for the code for the Hawaiian Islands, Puerto Rico, Guam and Virgin Islands.

## 4.3 Canadian Provincial Codes for Shipment Origin/Destination

| Province | Code |
|---|---|
| Alberta | AB00 |
| British Columbia | BC00 |
| Labrador | LB00 |
| Manitoba | MB00 |
| New Brunswick | NB00 |
| Newfoundland | NF00 |
| Northwest Territories | NT00 |
| Nova Scotia | NS00 |
| Ontario | ON00 |
| Prince Edward Island | PE00 |
| Quebec | PQ00 |
| Saskatchewan | SK00 |
| Yukon | YT00 |

## 4.4 International Country Codes for Shipment Origin/Destination

| Country/Designated Point | Code |
|---|---|
| Afghanistan | 111A |
| Albania | 120A |
| Algeria | 1250 |

| Country/Designated Point | Code |
|---|---|
| American Samoa | 060A |
| Angola | 1410 |
| Antigua | 1490 |
| Argentina | 150A |
| Armenia | 101A |
| Aruba | 630A |
| Australia – All Other Points | 160A |
| - Adelaide | 16AD |
| - Brisbane | 16BB |
| - Canberra | 16CB |
| - Darwin | 16DW |
| - Melbourne | 16MB |
| - Perth | 16PH |
| - Sydney | 16SD |
| Austria | 1650 |
| Azerbaijan | 112A |
| Azores | 735A |
| Bahamas | 1800 |
| Bahrain | 1810 |
| Bangladesh | 1820 |
| Barbados | 1840 |
| Belarus | 102B |
| Belgium | 1900 |
| Belize | 2270 |
| Benin | 103B |
| Bermuda | 1950 |
| Bolivia | 2050 |
| Bosnia-Herzegovina | 104B |
| Botswana | 2100 |
| Brazil – All Other Points | 220A |

| Country/Designated Point | Code |
|---|---|
| - Brasilia | 22BB |
| - Recife | 22RF |
| - Rio De Janeiro | 22RJ |
| - Sao Paulo | 22SP |
| Brunei | 2320 |
| Bulgaria | 2450 |
| Burkina Faso | 9270 |
| Burma | 2500 |
| Burundi | 2520 |
| Cambodia | 2550 |
| Cameroon | 2570 |
| Canary Islands | 830C |
| Cape Verde | 113C |
| Cayman Islands | 2680 |
| Central African Republic | 2690 |
| Chad | 2730 |
| Chile | 2750 |
| China – All Other Points | 2800 |
| - Beijing | 28BG |
| - Chengdu | 28CU |
| - Guangzhou | 28GU |
| - Shanghai | 28SI |
| - Shenyang | 28SG |
| Colombia | 2850 |
| Congo | 105C |
| Costa Rica | 2950 |
| Cote D'ivoire | 106C |
| Croatia | 4400 |
| Cuba | 3000 |
| Cyprus | 3050 |

| Country/Designated Point | Code |
|---|---|
| Czech Republic | 3100 |
| Denmark | 3150 |
| Djibouti | 3170 |
| Dominican Republic | 3200 |
| East Timor | 107D |
| Egypt | 9220 |
| Ecuador | 3250 |
| El Salvador | 3300 |
| England | 925E |
| Equatorial Guinea | 114E |
| Eritrea | 108E |
| Estonia | 115E |
| Ethiopia | 3350 |
| Fiji | 3380 |
| Finland | 3400 |
| France | 3500 |
| Gabon | 3880 |
| Gambia | 116G |
| Georgia | 109G |
| Germany | 3940 |
| Ghana | 3960 |
| Greece | 4000 |
| Grenada | 117G |
| Guadeloupe | 4070 |
| Guam | 170G |
| Guatemala | 4150 |
| Guinea | 4170 |
| Guinea-Bissau | 119G |
| Guyana | 4180 |
| Haiti | 4200 |

| Country/Designated Point | Code |
|---|---|
| Hawaiian Islands of Hawaii, Kauai, Maui, Oahu | 210H |
| Holy See | 120H |
| Honduras | 4300 |
| Hong Kong | 4350 |
| Hungary | 4450 |
| Iceland | 4500 |
| India | 4550 |
| Indonesia | 4580 |
| Iran | 110N |
| Iraq | 110I |
| Ireland | 4700 |
| Israel | 4750 |
| Italy | 4800 |
| Jamaica | 4870 |
| Japan | 490J |
| Jerusalem (added as a city under Israel) | 111J |
| Jordan | 5000 |
| Kazakhstan | 5250 |
| Kenya | 5050 |
| Korea (South) | 5150 |
| Kosovo | 110K |
| Kuwait | 5200 |
| Kyrgyzstan | 121K |
| Lao People's Democratic Rep | 5300 |
| Latvia | 122L |
| Lebanon | 5400 |
| Lesotho | 123L |
| Liberia | 124L |
| Libya | 112L |
| Lithuania | 5420 |

| Country/Designated Point | Code |
|---|---|
| Luxembourg | 5700 |
| Macedonia | 125M |
| Madagascar | 5750 |
| Malawi | 5770 |
| Malaysia | 5800 |
| Mali | 5850 |
| Malta | 5900 |
| Marshall Islands | 127M |
| Mauritania | 5920 |
| Mauritius | 5930 |
| Mexico – All Other Points | 5950 |
| - Ciudad Juarez, Chihuahua | 59CJ |
| - Guadalajara, Jalisco | 59GD |
| - Hermosillo, Sonora | 59HM |
| - Matamoros, Tamaulipas | 59MM |
| - Merida, Yucatan | 59MR |
| - Mexico City, DF | 59MC |
| - Monterrey, Nuevo Leon | 59MT |
| - Nogales, Sonora | 59NG |
| - Nuevo Laredo, Tamaulipas | 59NL |
| - Tijuana, Baja California | 59TJ |
| Micronesia | 630 |
| Moldova | 128M |
| Monaco | 6070 |
| Mongolia | 129M |
| Montenegro | 113M |
| Morocco | 6100 |
| Mozambique | 6150 |
| Namibia | 8210 |
| Nepal | 6250 |

| Country/Designated Point | Code |
|---|---|
| Netherlands | 6300 |
| Netherlands Antilles | 6400 |
| New Zealand | 6600 |
| Nicaragua | 6650 |
| Niger | 130N |
| Nigeria | 6700 |
| Northern Ireland | 925I |
| Northern Mariana Islands – All Other Points | 0690 |
| - Saipan | 069S |
| Norway | 6850 |
| Okinawa | 490K |
| Oman | 6160 |
| Pakistan | 7000 |
| Palau | 131P |
| Panama | 7100 |
| Papua New Guinea | 7120 |
| Paraguay | 7150 |
| Peru | 7200 |
| Philippines | 7250 |
| Poland | 7300 |
| Portugal | 7350 |
| Puerto Rico (Main Island Only) | 180P |
| Qatar | 7470 |
| Romania | 7550 |
| Russia – All Other Points | 8250 |
| - Moscow | 82MC |
| - St. Petersburg | 82SP |
| - Vladivostok | 82VS |
| Rwanda | 132R |
| Saudi Arabia | 7850 |

| Country/Designated Point | Code |
|---|---|
| Saint Lucia | 7700 |
| Sao Tome/Principe | 133S |
| Scotland | 925S |
| Senegal | 7870 |
| Serbia | 113S |
| Sierra Leone | 7900 |
| Singapore | 7950 |
| Slovak Republic | 114S |
| Slovenia | 7890 |
| Solomon Islands | 789S |
| Somalia | 7899 |
| South Africa – All Other Points | 8010 |
| - Cape town | 80CT |
| - Durban | 80DB |
| - Johannesburg | 80JB |
| - Pretoria | 80PT |
| Spain | 8300 |
| Sri Lanka | 2720 |
| Sudan | 8350 |
| Suriname | 8400 |
| Swaziland | 135S |
| Sweden | 8500 |
| Switzerland | 8550 |
| Syrian Arab Republic | 8580 |
| Tahiti | 350T |
| Taiwan | 2810 |
| Tajikistan | 136T |
| Tanzania | 8650 |
| Thailand | 8750 |
| Togo | 115T |

| Country/Designated Point | Code |
|---|---|
| Trinidad And Tobago | 205T |
| Tunisia | 8900 |
| Turkey | 9050 |
| Turkmenistan | 116T |
| Uganda | 9100 |
| Ukraine | 9280 |
| United Arab Emirates | 8880 |
| Uruguay | 9300 |
| Uzbekistan | 117U |
| Venezuela | 9400 |
| Viet Nam | 9450 |
| Virgin Islands St. John | 200V |
| Virgin Islands St. Thomas/St. Croix | 190V |
| Western Samoa | 9630 |
| Yemen | 9650 |
| Yugoslavia | 9700 |
| Zaire | 2910 |
| Zambia | 9900 |
| Zimbabwe | 8180 |

# 5  Claims Report Format Requirements.

If a claims report is furnished, format requirements, as set out below, shall be adhered to. Submissions received from TSPs or Service Providers not conforming to the record and report formatting requirements will be unacceptable and will be rejected and the information not accepted by the database.

## 5.1  Claims Report Header Record

The first line of the Claims Report is the Header Record providing information about the TSP's report. The Header Record is position sensitive. Positions marked with an asterisk (*) are numeric and shall, if necessary, be zero filled from the left (i.e., 00250).

| Claims Report Header Record | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| Header ID | 1 | 1 | Shall be C for Claim files. |
| Field Delimiter | 1 | 2 | Comma. |
| SCAC | 4 | 3-6 | Four (4) character Standard TSP Alpha Code. Identify the SCAC for the TSP the GBL/CBL was issued to. |
| Field Delimiter | 1 | 7 | Comma. |
| Type of Transportation | 2 | 8-9 | Enter GD for General Domestic, GI for General International, DD for Direct Domestic Move Management, DI for Direct International, BD for Broker Domestic Move Management, or BI for Broker International. <br><br>**Please note that if you provide multiple services within CHAMP, you shall create separate reports (files) for each type of service provided. |
| Field Delimiter | 1 | 10 | Comma. |
| Number of Records | 4 | 11-14 | Number of records transmitted. This identifies the number of lines submitted in the shipment report. Example: 0321= 321 records. <br><br>**If this is a Negative report, use all zeros. |
| Field Delimiter | 1 | 15 | Comma. |
| Identifying Quarter | 5 | 16-20 | YYYYQ - Complete year with the calendar quarter number, where Q = calendar quarter as referenced in file naming above. Example: 19993 = third quarter of 1999. |

Examples:

- 20 General International Claims for April-June, 2011:

  C,GSAA,GI,0020,20112

- 87 MMS Domestic Claims for October-December, 2011

  C,GSAA,DD,0087,20114

- Negative General Domestic Claim Report for April-June 2011:

C,GSAA,GD,0000,20112

## 5.2 Claim Settlement Detail Records

Entry format is text entry (i.e. left aligned). Fields marked with an asterisk (*) are numeric and shall, if necessary, be zero filled from the left (i.e., 00250 for 250) depending on the field size. Line 2 and each line thereafter will identify individual claim records.

| Claim Settlement Detail Records | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| Record ID | 1 | 1 | Shall be C. |
| Field Delimiter | 1 | 2 | Comma. |
| SCAC | 4 | 3-6 | Four (4) character Standard TSP Alpha Code. Identify the SCAC for the TSP the GBL/CBL was issued to. |
| Field Delimiter | 1 | 7 | Comma. |
| Type of Transportation | 2 | 8-9 | Enter GD for General Domestic, GI for General International, DD for Direct Domestic Move Management, DI for Direct International, BD for Broker Domestic Move Management, or BI for Broker International. |
| Field Delimiter | 1 | 10 | Comma. |
| Type of Move | 3 | 11-13 | If multiple elements were moved using one GBL/CBL, each element shall have an individual shipment record; if the GBL/CBL was used for household goods, put in HHG; for Automobile, enter POV; and for Unaccompanied Air Baggage, enter UAB. **If multiple elements were moved using one GBL/CBL, each element shall have an individual shipment record. |
| Field Delimiter | 1 | 14 | Comma. |
| Federal Agency Identification Code | 9 | 15-23 | Agency's 9 digit User ID code used to access TMSS. This User ID can be obtained directly from the using agency or from the TMSS system itself. If unable to obtain the proper User ID, please contact the PMO. Records with this field blank, X or zero-filled will not be accepted. |
| Field Delimiter | 1 | 24 | Comma. |

| Claim Settlement Detail Records | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| TSP Reference Number | 15 | 25-39 | TSP reference number used when the shipment was booked by the TSP. Start the reference number with position 25. If reference number does not consist of 15 numbers, place X's after number to fill out the 15 positions. Example: Reference number 135895 would appear as 135895XXXXXXXXX. Records with this field blank, X or zero filled will not be accepted. |
| Field Delimiter | 1 | 40 | Comma. |
| BL Number | 8 | 41-48 | Bill of Lading Number.  Use GBL/CBL number that was used to handle the shipment.  If CBL number is less than 8 characters, place X's after the number to fill in field. Records with this field blank or zero filled will not be accepted. |
| Field Delimiter | 1 | 49 | Comma. |
| Type of GBL/CBL | 1 | 50 | Input V if Virtual GBL/CBL was used. Input G if standard GBL/CBL was used. |
| Field Delimiter | 1 | 51 | Comma. |
| Date Claim Received | 8 | 52-59 | YYYYMMDD (20110315 = March 15, 2011). |
| Field Delimiter | 1 | 60 | Comma. |
| Date Claim Settled | 8 | 61-68 | YYYYMMDD (see claim received date). |
| Field Delimiter | 1 | 69 | Comma. |
| Days to settle | 3 | 70-72 | Number of days, excluding day of receipt, but including the settlement date.  Example:  010 = 10 Days |
| Field Delimiter | 1 | 73 | Comma. |
| Amount Claimed | 6 | 74-79 | Whole dollars only Example: 000500 = $500.00. |
| Field Delimiter | 1 | 80 | Comma. |
| Amount Settled | 6 | 81-86 | Whole dollars only. Example: 000250 = $250.00. |
| Field Delimiter | 1 | 87 | Comma. |

| Claim Settlement Detail Records | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| Settlement Delay Codes | 30 | 88-117 | If days to settle exceeds 60, use the codes specified below in the Delay Code Specification. If codes are used, place them starting in position 81. Once all codes are loaded, place X's to fill out the 30 positions. Example: <br><br>C99C11C12XXXXXXXXXXXXXXXXXXXXX <br><br>If no codes are used X fill the 30 positions. |
| Field Delimiter | 1 | 118 | Comma. |
| Employee's Last Name | 15 | 119-133 | Last name of the employee listed on the GBL/CBL in all CAPS. If the employee's name does not consist of 15 letters, place X's after the name to fill out the 15 positions. Example: The name of Jones would appear as JONESXXXXXXXXXX. Records with this field blank, X or zero filled will not be accepted. |
| Field Delimiter | 1 | 134 | Comma. |
| TSPs Tax ID Number | 9 | 135-143 | TSP TIN. |

Example:

Columns

| A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|
| C | GSAA | GI | POV | RXPG8TY43 | Q794-P912666XXX | PP123456 | G | 20110601 | 20110622 | 021 | 002300 |

| M | N | | O | P |
|---|---|---|---|---|
| 001600 | Z99C12P13XXXXXXXXXXXXXXXXXXXXX | | O'TOOLEXXXXXXXX | 123456722 |

## 5.3 Claim Settlement Delay Code Specifications

Codes beginning with a "C" apply specifically to reasons for a late settlement because of a TSP's act or omission; codes beginning with a "P" apply specifically to reasons for a late settlement because of an employee's act or omission. Codes "C99," "P99," and "Z99" are used to indicate a

group of reasons for a late settlement; see below for additional information. Except as otherwise specified, the Delay Codes shall begin in position 81.

| Claim Settlement Delay Code Specifications | |
|---|---|
| **TSP Reason Codes** | |
| **Delay Code** | **Meaning** |
| C99 | Indicates that because of a combination of TSP failures, as indicated by the following TSP codes, settlement was delayed past sixty (60) calendar days. If this code is used, it shall begin in position 81 with the specific codes following it, e.g., C99C12C13. Do not use for an 'other' or 'unknown' indication. Do not use by itself or with only one other code (Example: C99 or C99C12). |
| C11 | TSP Failure: Indicates that the TSP through administrative error failed to make a settlement offer within sixty (60) calendar days. |
| C12 | Adjuster Failure: Indicates that the adjuster hired by the TSP failed to complete review and settlement action within sixty (60) calendar days or to provide the TSP with its report so that the TSP could complete settlement within sixty (60) calendar days. If the adjuster's failure was based on inability to meet with the employee, use Delay Code P12. |
| C13 | Repair Estimates: Indicates that the TSP failed to obtain estimates of repair in sufficient time to make a settlement offer within sixty (60) calendar days (see DTOS Paragraph 10-2 for the requirement that the TSP obtain repair estimates). If the failure to obtain timely repair estimates was based on the inability of the repair TSP to meet with the employee, use Delay Code P13. |
| C14 | RESERVED |
| C15 | RESERVED |

| Claim Settlement Delay Code Specifications | |
|---|---|
| **Employee Reason Codes** | |
| **Delay Code** | **Meaning** |
| P 99 | Indicates that because of a combination of employee failures, as indicated by the following employee codes, settlement was delayed past sixty (60) calendar days If this code is used, it shall begin in position 81 with the specific codes following it, e.g., P99P12P14. Do not use for an 'other' or 'unknown' indication.  Do not use by itself or with only one other code (Example: P99 or P99P12). |
| P11 | Insufficient information: Indicates that the information on or submitted with the claim was insufficient for the TSP to make a settlement and that despite the TSP's timely request for such information, the information was not returned to the TSP in sufficient time for allow for settlement within sixty (60) calendar days. Such information includes additional descriptions of the property or copies of purchase receipts; it does not include estimates of repair (see Delay Codes C13 and P13), high value article appraisals (see Delay Code P14). |
| P12 | Adjuster Failure: Indicates that the employee was unable to meet with the TSP's adjuster in sufficient time for the adjuster to complete review and settlement action within sixty (60) calendar days or to provide the TSP with its report so that the TSP could complete settlement within sixty (60) calendar days. |
| P13 | Repair Estimates: Indicates that the employee was unable to meet with the TSP's repair TSP in sufficient time for the TSP to complete review and settlement action within sixty (60) calendar days or to provide the TSP with its report so that the TSP could complete settlement within sixty (60) calendar days. This code may also be used to indicate that the employee declined use of the TSP's repair TSP, but failed to provide the TSP with repair estimates in sufficient time for the TSP to complete settlement within sixty (60) calendar days. |
| P14 | Appraisals: Indicates that despite a timely request from the TSP, the employee failed to provide the TSP high value article appraisals when such appraisals are warranted by the nature of the property (such as antiques or art objects) in sufficient time for the TSP to complete settlement within sixty (60) calendar days. |
| P15 | RESERVED |

| Claim Settlement Delay Code Specifications | |
|---|---|
| **Combination Code** | |
| **Delay Code** | **Meaning** |
| Z99 | Indicates that because of a combination of TSP and employee failures, settlement was delayed past sixty (60) calendar days. If this code is used, it shall begin in position 81 with the specific codes following it, e.g., Z99C12P14. Do not use for an 'other' or 'unknown' indication.  Do not use by itself or with codes for only one other type (Example: Z99 or Z99C12). |

# 6   Claim Report File Naming Convention

This line is the File Naming convention for the Claim Report. The File Name Record is position sensitive. Positions marked with an asterisk (*) are numeric and shall, if necessary, be zero filled from the left (i.e., 00250).  Save the file as a comma-separated file (.CSV) then rename as necessary (.CLM).  The File Naming Convention identified below shall be adhered to.  File names shall be eight (8) characters, and the file extension will reflect the record type.

| Claim Report File Naming Convention | | | |
|---|---|---|---|
| **Field** | **Required Positions** | **Record Position(s)** | **Contents** |
| TSP Code | 4 | 1-4 | Four (4) digit Standard TSP Alpha Code |
| Year | 1 | 5 | Last digit of calendar year (2011 would be 1) |
| Quarter | 1 | 6 | Calendar quarter, e.g., 1=Jan-Mar, 2=Apr-Jun, 3=Jul-Sep, 4=Oct-Dec |
| File Type | 1 | 7 | Designates the type of transportation the file contains. General Domestic = A, General International = B, Direct Move Management Domestic = C, Direct Move Management International = D, Broker Move Management Domestic = E, Broker Move Management International = F. |
| Report Type | 1 | 8 | Report Submission Number (i.e. first submission of original quarterly report =1; corrected error report submission=2). |
| File Extension | 3 | 9-11 | Original submission shall be .CLM; the correction report submitted requires an .ERC extension. |

Example: Original Claim Report Submission

| GSAA13A1.clm | |
|---|---|
| GSAA | TSP Code |
| 9 | Last Digit of Calendar Year |
| 3 | Calendar Quarter |
| A | File Type |
| 1 | Report Type |
| .CLM | File Extension |

Example: Corrected Claim Report Submission

| GSAA13A2.clm | |
|---|---|
| GSAA | TSP Code |
| 9 | Last Digit of Calendar Year |
| 3 | Calendar Quarter |
| A | File Type |
| 2 | Report Type |
| .ERC | File Extension |

If you have several files to transmit at one time, each file name shall be unique (i.e., GSAA13A1.CLM, GSAA13A2.ERC, etc.).

# 7 Shipment Report and Claims Report Submission Requirements

## 7.1 Electronic Submission Required

Reports shall be submitted electronically via the Transportation Management Services Solution (TMSS) system using the Report Upload module. Hard copy (paper) reports will not be accepted. Submissions received from TSPs or filing services not conforming to the report submission specifications will be rejected.

## *7.2 Electronic Report Submission Instructions*

The Shipment Report and Claims Report (if furnished) shall be submitted via TMSS using the Report Upload module and shall meet the transmission requirements defined below. If your TSP has never submitted reports electronically to the General Service Administration (GSA) and intends to directly transmit the required reports via TMSS using the Report Upload module instead of using a Service Provider, your TSP shall need to contact the Program Management Office (PMO) in writing on company letterhead to receive a user ID and password. A facsimile or e-mail request is acceptable.

## *7.3 Format*

Format requirements as set out in this section shall be adhered to and shall be uploaded via TMSS using the Report Upload module. Submissions received from TSPs or services not conforming to the record requirements will be unacceptable and not incorporated in the database.

## *7.4 File Preparation*

In order to transfer the file(s) via TMSS using the Report Upload module, the file shall be uploaded as unformatted (TEXT ONLY) flat file, (i.e., no tab characters, etc.). The file <u>shall not</u> have a top/ bottom/or left margin, page feeds, or embedded blank records.

Note:  GSA suggests using "File > Save As > Text Document" to prevent saving any formatting along with the text.  Be sure to change the .TXT file extension to the required one after saving the text file, .SHP or .CLM.

## *7.5 Accessing the Report Upload Module*

In order to access the new "Report Upload" module, your TSP's administrator shall first designate who will have access to this module and grant them access via TMSS.  Your TSP's administrator can do this by logging on to TMSS, selecting "Account Info," then "User List," and then selecting the applicable user and checking "Allow Upload."  TSPs may also contact GSA to receive access.

When shipment and claim reports are ready for submission, the user can select the "Report Upload" link located in the left margin of the main TMSS page.  At that point, the module will load automatically.

### 7.5.1.1    Directory Access

Once the user has accessed the Report Upload module, the TSP's SCAC will appear in the upper left corner of the screen.  On the left side of the screen, a +Select Files button will become

activated.  To upload reports, select the +Select Files button located in the File Upload Panel.   A pop-up window will appear identifying folders on your computer's hard drive.  Go to the directory location of the reports and select the file(s).  Next, select Open.  The files will appear just underneath the +Select Files button and a new button will appear:  >Verify Files.  To transfer the file(s), select the Verify Files button.  The file(s) will be displayed on the right side window of the screen.

Help Files are also available to assist with the upload process which is very similar to attaching a document to an e-mail.  Please note that the system will only accept files with a .shp or .clm extension, which falls in line with the file naming conventions identified above.  No files containing any other extension will be accepted.

## 7.5.1.2    Verification of file transfer

Once the reports have been uploaded, the user can verify their existence and/or download files back off of TMSS via the "File Download" module that is located in the left margin of the main TMSS page.  When "File Download" is selected, a login window will appear.  The user will need to use the same User Name and Password that is used to login to "Report Upload."  Once that is complete, the user will be taken to a screen similar to that of Windows Explorer.  The user will need to click on the "HHG" directory and will then be taken to a list of folders designated by the Standard TSP Alpha Codes (SCAC).  The user will need to scroll down to find their TSP's folder and then will be able to verify all files that have been uploaded into their TSP's directory.  To download a file, the user will just need to click on the file to be given the option to save it.  At this point you should be able to see your TSP's file identified in your assigned directory. If the file doesn't appear, you will need to "Upload" the file again. The steps identified above will assist you only in verifying that your TSP's claim and/or shipment report(s) file was transferred successfully. Following these steps WILL NOT verify that the contents of your TSP's reports have been formatted correctly--only that GSA has received a file.