

SECTION 6 FORMAT REQUIREMENTS

6-1. Format Requirements.

Vendors or Rate Filing Service Providers submitting rate offers in response to this RFO, **MUST** submit their rate offers electronically either via the File Upload Module instructions located in Section 7 or via the filing capabilities of GSA's Transportation Management Services Solution (TMSS) system. Vendors or Rate Filing Service Providers submitting rate offers via File Upload must adhere to the following format requirements set out in RFO Section 6-2 below. Vendors filing rate offers using TMSS must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. Vendors may use the TMSS help screens for additional assistance with rate filing. Vendors have the option to modify rates globally or per traffic lane. Submissions received from Vendors or Rate Filing Service Providers not conforming to JUpload or TMSS record requirements will not be accepted by TMSS and the Vendor will be notified as set out in RFO Section 1-1.6.

Important Notes on Changes in Rate Filing Process:

1. All Vendors must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. The following record header types that were used in preceding rate filings are discontinued.
 - a. H2- Vendor's Authorized Official
 - b. H3- Vendor's Authorized Official Title
 - c. H4- Vendor's Street Address
 - d. H5- Vendor's City/State/Zip Code
 - e. H6- Vendor's Telephone Number/Facsimile Number.
 - f. H7- Vendor's Internet Address.
3. The fields in record types 'H2' to 'H7' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current.
4. Record type 'H1' is mandatory and all Vendors must file this record. This record now contains an additional field 'Vendor's Government Representative' which was in record type 'H2' in preceding rate filings.
5. A new record replaces the earlier record type 'H2'. This is an **optional** record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The Vendor will not receive any notifications if the rates are being filed by an RFSP.
6. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all Vendors must file this record. Fax numbers are optional, but preferred.
7. When the rate file preparation is complete, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

6-2. Header Records.

6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
Vendor Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20111101 Late Filings, Supplemental Filings: 20120501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the Vendor. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the Vendor. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)
Separator	1	87	\ [backslash]
Vendor's Government Representative	45	88-132	Name of Vendor's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of Vendor.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit Code Assigned by GSA
Separator	1	7-7	\ [backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the Vendor
Separator	1	53-53	\ [backslash]
RFSP's Phone Number	12	54-65	Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	66-66	\ [backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\ [backslash]
RFSP's Email Address	45	80-124	Email address of Rate Filing Service Provider. This email address will be used to send the JUpload file transmission and confirmation

6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE \20111101\132145678\12345DUNS\1234\KAnderson
H2HHGB\RATE FILING SERVICES, INC \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

6-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter 09 for Official Vehicles Enter 10 for Armored Vehicles
Separator	1	3	Use a comma (,)
Vendor Tender Number NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	Vendor assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma (,)
Agency ID	5	9-13	Enter DOSUS for Official Vehicles Enter DOSAS for Armored Vehicles
Separator	1	14	Use a comma (,)
Origin	4	15-18	Domestic Use codes as identified in Section 5-2 International Use Codes as identified in Section 5-3 International Country to Country: Codes as identified in Section 5-3 are to be used when filing country to country rate offers (Example 1900 – 1900 = Belgium to Belgium)
Separator	1	19	Use a comma (,)
Destination	4	20-23	Domestic Use codes as identified in Section 5-2 International Use Codes as identified in Section 5-3 International Country to Country: Codes as identified in Section 5-3 are to be used when filing country to country rate offers (Example 1900 – 1900 = Belgium to Belgium)
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	NA Zero Fill
Separator	1	29	Use a comma (,)
Class 1 Vehicle	6	30-35	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900)., 012500 (\$12,500))

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Record Field	Maximum Positions	Positions	Contents
Separator	1	36	Use a comma (,)
Class 2 Vehicle	6	37-42	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900)., 012500 (\$12,500))
Separator	1	43	Use a comma (,)
Class 3 Vehicle	6	44-49	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900)., 012500 (\$12,500))
Separator	1	50	Use a comma (,)
Storage-in-Transit (SIT) Percentage	4	51-54	NA Zero Fill
Separator	1	55	Use a comma (,)
Accessorial	4	56-59	NA Zero Fill
Separator	1	60	Use a comma (,)
Unaccompanied Air Baggage (UAB)	4	61-64	NA Zero Fill
Separator	1	65-65	Use a comma (,)
Phone Number NOTE: When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	General Transportation: Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	78-78	Use a comma (,)
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact Vendor.
Separator	1	91-91	Use a comma (,)
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record.

6-3.1. Examples.

09,1234,DOSUS,DC00,1900,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
10,1234,DOSAS,MD00,160A,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM