

## **Section 7 - Payment of Charges**

### **7-1. Payment Of Charges.**

#### **7-1.1. Billing Of Charges.**

##### **7-1.1.1. Applicable Rate. [old D7-1 & I7.1]**

All charges for transportation and related services for shipments handled shall be in accordance with the lowest applicable tariff or tender, and will be billed to the civilian executive agency shown in the "Bill Charges to" block on the GBL (SF1103 or SF1203).

The Participant's public voucher for charges must be supported by the documents specified in HTOS Paragraphs 7-1.2 through 7-1.10, below as applicable. Failure to submit any of the documents shall result in non-payment of the associated charges.

##### **7-1.1.2. Applicable Rate In Absence Of Accepted Rate.**

**[old I7.1]**

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

##### **7-1.1.3. Applicable Charges On Overweight Shipments.**

**[old I7.1] - International Only**

In accordance with HTOS Paragraph 9-2.1.2.2 and in the event that the RTO requires notification of overweight shipments and the Participant fails to notify the RTO in accordance with his/her instructions and moves the shipment from origin to destination, including any intermediate point(s) and the location of SIT, the Participant may collect from the Government without recourse to the relocating employee as transportation and accessorial service charges, including terminal services, an amount equal to the charges accruing to the authorized shipment weight.

**7-1.1.4. Applicable Weight When Reweigh Performed. [old  
17.1]**

When a shipment is reweighed in accordance with HTOS Paragraph 4-10.4, charges will be based on the reweigh weight. In the event the reweigh information is not available at the time of the Participant's initial submission of its Public Voucher for Transportation Charges, SF1113, the Participant will either present a supplemental billing adjusting the transportation charges, or adjust supplemental billings to reflect the reweigh weight.

**7-1.1.5. Substitute Documents In Lieu Of Lost  
Government Bill Of Lading (SF1103 Or SF1203). [old  
17.1]**

If the original GBL is lost or destroyed, the Participant shall forward the freight waybill original (SF1105 or SF1205) to the Federal agency billing office for payment. Duplicate or reproduced copies of SF1105's or SF1205's are not acceptable. If both the original GBL, SF1103 or SF1203, and the freight waybill, SF1105 or SF1205, are lost, the Participant shall request and be provided a certified true copy of the issuing office's Memorandum Copy, SF1103A or SF1203A, for use as a substitute billing document. If

the original GBL is located and made available to the Participant before settlement is made, the Participant shall return the memorandum copy to the issuing office. If the original GBL is found after settlement, the Participant shall forward the bill to the appropriate issuing office for proper voiding.

**7-1.2. Original Public Voucher For Transportation Charges (SF1113).**

**[old D7-1]**

The Participant must include on the SF1113 the following items: (a) The required transit time for the shipment, as set forth in this HTOS; (b) The actual transit time for the shipment; (c) Taxpayer ID Number; and (d) The Late Delivery Reduction assessed as a deduction from total charges in accordance with HTOS Paragraphs 11-1.3 or 11-1.4, as applicable.

**7-1.3. Government Bill Of Lading (GBL). [old D7-1]**

Original Government Bill of Lading or certified copy of the original waybill and other Government approved documentation.

**7-1.4. Scale Tickets. [old D7-1]**

Scale tickets determining net weight (original weighing and reweighing) with proper identification of the shipment thereon and, if applicable, a copy of the written request for reweighing.

**7-1.5. Authorization For Diversion Or Reconsignment. [old D7-1]**

Written authorization for diversion or reconsignment.

**7-1.6. Approvals And Authorization For Waiver. [old D7-1]**

If additional charges are to be assessed as a result of a waiver or approval, written authorization is required for a waiver of any requirements stated herein and any written approvals for changes.

**7-1.7. Advanced Charges. [old I7.1]**

Charges advanced by Participant for services of others engaged with the authorization of the RTO will be supported by the Participant 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.

**7-1.8. Miscellaneous Charge. [old I7.1]**

Any cost incurred by the Participant for a service outside the terms of this HTOS, authorized by the RTO, and provided by the Participant 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.

**7-1.9. DD Form 619 Or Comparable Commercial Form. [old D7-1]**

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 kind, make, model, or the name of the manufacturer; and,

**7-1.10. DD Form 619-1 Or Comparable Commercial Form. [old D7-1]**

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.

**7-1.11. GSA Industrial Funding Fee (IFF).**

**7-1.11.1. Remittance Of GSA IFF. [old D7-1]**

The GSA IFF will be remitted to GSA on the basis of shipments billed as reported, in accordance with the provisions of HTOS Paragraph 9-3.1.2. The remittance may be transmitted either by check or by electronic funds transfer.

**7-1.11.1.1. Remittance By Check. [old D7-1]**

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. 1stqtr00, 3rdqtr00) 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, Accounts Receivable, P.O. Box 73221, Chicago, IL 60673. (Paragraph 7-1.11.1.1 revised (see bold) effective October 1, 2004).

**7-1.11.1.2. Remittance By Electronic Funds Transfer. [old D7-1]**

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

Sample Funds Transfer Message Format

[

[1]	
[2]	[3]

[4]	[5]	[6]	[7]
[8]			
[9]			
[10]			
[11]			
[12]			

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 note 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		The reference number may be inserted by the sending

	NUMBER		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.
{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. The 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 Participant making the payment. For [SCAC] substitute the Participant's Standard Carrier Alpha Code.

Example:

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

**7-1.11.1.3. Remittance By Credit Card. RESERVED.**

**7-1.11.2. Failure To Submit Remittance. [old D7-1]**

The failure to submit the remittance as required by this HTOS Paragraph and in accordance with the time frames established in HTOS Paragraph 5-17 will result in immediate placement in temporary nonuse pending revocation of the Participant's approval to participate in the CHAMP.

**7-1.11.3. Application.**

**7-1.11.3.1. First Shipment. [old I7.1]**

The first shipment of a relocation performed pursuant to this HTOS is defined as a surface shipment of household effects, shipment of a privately owned vehicle, and/or a shipment of unaccompanied air baggage, all or any one of which are tendered to the Participant by the shipping Federal agency at the same time or within six months of the tender of the first component of the first shipment.

**7-1.11.3.1.1. Supplemental Shipments. [old I7.1]**



A supplement shipment of a relocation performed pursuant to this HTOS is defined as any surface shipment, shipment of a privately owned vehicle, or unaccompanied air baggage shipment tendered to the Participant by the shipping Federal agency after six months from the date of the tender of the first component of the first shipment.

**7-1.11.3.2. Exclusions.**

**7-1.11.3.2.1. Shipments in Storage-In-Transit. [old I7.1]**

The GSA Industrial Funding Fee does not apply to the pickup or delivery of a shipment to or from SIT when that shipment was stored in transit as part of the first shipment of a relocation as defined in HTOS Paragraph 7-1.11.3.1, above, or when that shipment was a supplemental shipment as defined in HTOS Paragraph 7-1.11.3.1.1, above.

**7-1.12. Adjustment Based On Rate Differentials Involved In The Use Of Foreign Flag Shipping - International Only. [old I7.1]**

Adjustments in rates will be permitted when rate differentials are involved due to the use of Foreign Flag Shipping. A Justification Certificate (HTOS Section 15) 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 ITGBL shipment, will have differences between the Foreign Flag vessel rate and the rate used in computing the accepted transportation single factor rate (SFR), adjusted in favor of the Participant or the Government on the basis of the ocean freight bill which must be submitted to support each Government Bill of Lading. An example of the adjustment required in the event of an ocean rate increase would be.

ITGBL Shipment Adjustment Example.

PROBLEM. 3,000 lb., 450X \$32.00 per cwt. Cubic Ft., ITGBL Rate \$32.00 per cwt.

STEP 1. 3,000 lb. = \$960.00.

STEP 2. Ocean rate used in constructing the effective ITGBL rate. 81 cents per cubic foot.

STEP 3. Paid to Foreign Flag ocean Participant as shown on freight bill. 90 cents per cubic foot.

STEP 4. Supplemental charge for ocean freight as stated on the ocean freight bill and computed in accordance with the measurement rule stated in tariff governing the rate. 450 cubic feet at 9 cents per cubic foot = \$40.50.

STEP 5. Total charges due ITGBL Participant \$1,000.50.

## **7-2. Payment In The Event Of Shipment Termination. [old I7.2]**

### **7-2.1. Domestic Only.**

In the event a Participant's right to provide services is terminated by the RTO as provided in HTOS Paragraph 8-1.1.17.1, the Participant will be paid up to the point of termination for services actually performed. Payment to the terminated Participant will be based on the actual services performed, less the difference between the terminated Participant's billing and the billing of the replacement Participant.

### **7-2.2. International Only.**

In the event a Participant's right to provide services is terminated by the RTO as provided in HTOS Paragraph 8-1.1.17.2, the Participant 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 Participant. Upon determination, the RTO's decision shall be final and conclusive.

### **7-3. Valuation Charges. [old D7-2]**

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 Participant to the finance office of the Federal civilian executive agency sponsoring the shipment and identified as a separate item of billing.

### **7-4. Charges Storage-In-Transit.**

#### **7-4.1. General. - International Only. [old I7.4]**

Except as specifically provided for herein, each portion of the shipment will be rated at the applicable rate in effect on the date of initial pickup of the shipment, based of the total weight of the entire shipment.

#### **7-4.2. Warehouse Handling Charges. [old D7-4]**

Warehouse handling charges for shipments placed in SIT will be in accordance with the applicable tariff and/or tender for the destination municipality shown on the GBL, unless otherwise specifically authorized by the RTO. In the event the use of trailers, vans, public warehouses, and self storage units is approved, one-half the applicable warehouse handling rate will be paid.

#### **7-4.3. Storage Charges. [old 7.4.3]**

Storage charges for shipments placed in SIT will be in accordance with the applicable tariff and/or tender for the destination municipality shown on the GBL, unless otherwise specifically authorized by the RTO. In the event the use of trailers, vans, public

warehouses, and self storage units is approved, one-half the applicable storage rate will be paid.

**7-4.3.1. Storage Charges at Destination - International Only. [old I7.6]**

When storage-in-transit is at destination, charges, including charges for additional services, advances, and other properly authorized charges will be billed after storage-in-transit is completed. This provision is applicable to temporary storage only.

**7-4.4. Pickup or Delivery Charges. - Domestic Only. [old D7-4]**

Pickup 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 GBL, unless otherwise specifically authorized by the RTO.

**7-4.4.1. Pickup or Delivery Charges. - International Only. [old I7.6]**

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

**7-4.4.2. Use Of A Facility For The Participant's Convenience. [old I7.6]**

Should the Participant use a more distant facility in excess of it's nearest facility for its own convenience, SIT and related charges will be based on the Participant's agent's nearest available DoD/DOS approved facility. Nearest available Participant's agent DoD/DOS approved storage facility is defined as that Participant's agent's facility which

has DoD/DOS approval, has space for the shipment, and is accepting Federal civilian non-DoD traffic from the Participant.

**7-4.4.3. Agent Refusal Of SIT Shipment. - International Only. [old I7.6]**

If the agent refuses to accept a shipment, e.g., because of the Participant's refusal to provide a waiver and/or due to the Participant's poor payment history, the agent's facility will be considered "available" for purpose of determining charges irrespective of what destination warehouse the Participant uses.

**7-4.4.4. Delivery/Pickup At A Mini-Storage Warehouse. [old I7.6]**

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.

**7-4.4.5. Reduction In Charges. [old I7.6]**

In the event the storage occurs at a point other than the Participant'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 Participant'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.

**7-4.5. Charges Applicable To Portion. [old I7.6]**

The transportation charges to apply on a portion of a storage-in-transit 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 HTOS Paragraph 7-4.7.

**7-4.6. Overflow. [old I7.6]**

On property consigned to storage-in-transit wherein 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: (1) 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 HTOS Paragraph 7-4.8; (2) 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; (3) warehouse handling charges will apply only once, based on the combined weight of the property stored in transit; (4) all subsequent charges will be based on the combined weight of the property stored in transit.

**7-4.7. Withdrawal Of Property. [old I7.6]**

During storage-in-transit, the property owner may withdraw a portion of the property. When the selection of items requires unstacking and/or restacking of the shipment or a portion of the shipment, charges for such handling will be assessed in accordance with labor charges. Charges for transportation furnished, if any, for portion selected for delivery will be assessed on the same basis as would apply to that portion as an individual shipment. The following will be applicable to the portion remaining in storage: (1) Storage charges will continue to apply on the weight of remainder of the property and (2)

Charges for transportation furnished, if any, for the delivery of the remainder of the property will be assessed on the same basis as would apply to that portion as an individual shipment. Billing of charges incident to partial withdrawal of property will be in accordance with the instructions of the RTO.

**7-4.8. Placement In SIT On Different Dates. [old I7.6]**

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 pickup of the initial shipment will apply to each property segment placed in SIT.

**7-4.9. Removal From SIT And Extra Pickup. [old I7.6]**

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

**7-4.10 Exceptions to Item 118 of the GRT (RFO 2-7.13)**

The provisions of item 118 of the GRT, Attempted Delivery to Residence from SIT, will not apply: (1) when the delivery is attempted after 5:00 p.m. or before 8:00 a.m., unless previously agreed to or requested by the shipper; (2) when the delivery is attempted between the hours of 8:00 a.m. and 5:00 p.m. but at a time other than that previously requested or agreed to by the shipper; or (3) if delivery is not attempted or shipper is not otherwise contacted within 90 minutes of the prearranged and agreed to delivery time.

**7-5. Charges For Lost Or Destroyed Shipment.**

**7-5.1. Total Loss. [old D7-5]**

The Participant shall not collect, or require, a payment of any charges when the shipment is totally lost or destroyed in transit. Notwithstanding any other provisions of this HTOS Paragraph, the Participant shall collect, and the shipper shall be required to pay, any specific valuation charge that may be due. This HTOS Paragraph shall not be applicable to the extent that any such loss or destruction is due to the act or omission of the shipper.

**7-5.2. Partial Loss. [old D7-5]**

In the event that any portion, but less than all, of a shipment of household goods is lost or destroyed in transit, the Participant shall refund that proportion 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. In order to calculate the charges applicable to the shipment as delivered, the Participant 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.

Notwithstanding any other provisions of this HTOS Paragraph, the Participant shall collect, and the shipper shall be required to pay any specific valuation charge that may be due. The provisions of this HTOS Paragraph 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.

Participants shall determine, at their own expense, the proportion of the shipment not lost or destroyed in transit.

**7-5.3. Partial Loss Involving More Than One Vehicle - International**

**Only. [old I7.7]**



In the event of the loss or destruction of any part of a shipment being transported on more than one vehicle, the collection of charges as provided in HTOS Paragraph 7-5.2 of this item will also be in conformity with the requirements of this item.

**7-6. Charges for Repacking Prepacked Items. [old D7-6]**

The Government will bear the costs for the Participant repacking owner-packed goods that the Participant 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 Participants' bureau issued interstate government rate tender.

**7-7. Charges for Reweigh. [old I7.5]**

There will be no charge for a reweigh.

**7-8. Application Of Prompt Payment Act. [old I7.4]**

The Prompt Payment Act, 31 USC 3901, et seq., applies to shipments transported under this HTOS.

**7-9. Payment Of Debt. [old I7.10]**

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

**7-10. Excess Costs - International Only. [old I7.11]**

To enable the Government to collect excess costs incurred due to Participants/forwarders defaulting on shipments contained in transit, Participants assuming the onward movement

will maintain records of all excess costs including demurrage, storage, etc., over and above those normally associated with a shipment.

#### **7-11. Charges for Crating Services**

Crating services will be quoted, billed and paid as provided in the GRT. If a third party is used to provide crating services and the charges are in excess of those provided in the GRT, the GBLIO/RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

#### **7-12. Excessive Distance Carry**

Notwithstanding any other provisions of the Item 160 of the GRT, any reference to a distance of less than 100 feet will be construed as 100 feet.