SECTION 7
ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission. The below information applies only to rate submissions using the Rate File Upload module within the TMSS HHG Rate Filing Module.

7-1.1. ELECTRONIC TRANSMISSION.

All electronic rate transmissions submitted in accordance with this request MUST be accomplished via the Internet utilizing the JUpload function within the TMSS HHG Rate Filing module or via the rate filing capabilities of TMSS as defined in RFO Section 1-1.5.

7-1.2. FORMAT REQUIREMENTS.

Format requirements, as set out in this RFO Section 6 must be strictly adhered to. Submissions received from TSPs or TSPs Rate Filing Service Providers not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.

In order to transfer the file via the JUpload, the file 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.

Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a 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	POSTIONS	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 can send one or more files for rate filing. The TSP 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 as a TSP or Rate Filing Service Provider, you are unsure as to your firm's SCAC or code in GSA's CHAMP, contact Brian Kellhofer as identified in RFO Section 1-6.

The File Naming Convention identified above MUST be strictly adhered to. If your 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 TSPs or TSPs Rate Filing Service

**Provider Upload directory and/or automatic rejection of the rate offer(s). TSPs will not receive
Email or Fax notifications for transmitting files with non-standard file names.**

7-1.4.   ACCESSING JUpload Module.

In order to access the JUpload Module, your TMSS Group Administrator must first designate who will
have access to this module 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.

> A. When your rates are ready for submission, the User will click on the Upload Rate File Link. At
> that point, the module will load and bring you to a login screen to authenticate to the server. 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.

> B. At the login screen, you will be asked to input a User Name & Password. This User Name and
> Password is the same as you used for annual rate submissions via FTP. This is not the same
> User Name and Password you use to log into TMSS. If you do not know your User Name and
> Password, please contact the PMO in Kansas City.

> C. Once you have logged in, the easiest way to get acclimated with the module is to view the
> Help File. This will walk you through the complete file upload process.

7-1.4.1. UPLOAD DIRECTORY ACCESS.

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

> A. To access your JUpload directory, click on the File Download link from the main menu. A pop
> up window will appear requesting a User Name and Password. Enter the same User Name and
> Password that you used to access the File Upload Module. You will then be taken to a directory
> tree. Scroll down to find your firm's folder, which will be identified by its Standard Carrier Alpha
> Code (SCAC). You will then be able access your folder and verify that the file(s) are present.
> NOTE: This will only allow you to verify that your file is present in the directory. You will need to
> follow the provisions of 7-1.5 below to check for error reports and acceptance of rate records in
> TMSS.

7-1.5.   Confirming Rate Transmission.

Everyday during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated
process will search the rate files uploaded that day by TPs 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 records 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 10:00pm CST validation on the closing date of December 14, 2008
or March 28, 2008. You need to connect to your directory via the File Download Module, using the
instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. TSPs and RSVPs will receive
notification of rate filing deficiencies in accordance with RFO Section 1-1.7.