SECTION 6
FORMAT REQUIREMENTS

6-1.   Format Requirements.

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

Important Notes on Changes in Rate Filing Process:

1. All TSPs 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- TSP's Authorized Official
    b. H3- TSP's Authorized Official Title
    c. H4- TSP's Street Address
    d. H5- TSP's City/State/Zip Code
    e. H6- TSP's Telephone Number/Facsimile Number.
    f. H7- TSP'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 TSPs must file this record. This record now contains an additional field 'TSP'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 TSP 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 TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The 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 should be provided in this record.
7. For booking notifications to be sent by TMSS to the TSPs, the government will consider offering a system-to-system level information exchange between TMSS and the TSP's system, in lieu of sending a booking request via e-mail. In such cases, the communication via e-mail addresses will be optional. TSPs interested in this approach are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.
8. 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]
TSP 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 20061101 **Late Filings, Supplemental Filings**: 20070501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. 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]
TSP's Government Representative	45	88-132	Name of TSP'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 TSP.

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 TSP
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 FTP file transmission and confirmation

6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE   \20061101\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 that 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 "01" for **GDTS**, General Domestic Transportation Services**;**
			Enter "02" for **ADTS**, Agency Specific Domestic Transportation Services;
			Enter "03" for **GDMS** General Domestic Move Management Services;
			Enter "04" for **ADMS** Agency Specific Domestic Move Management Services;
			Enter "05" for **GITS**, General International Transportation Services;
			Enter "06" for **AITS**, Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
			Enter "07" for **GIMS**, General International Move Management Services; Enter "08" for **AIMS**, Agency Specific International Move Management Services*;* (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
Separator	1	3	Use a comma (,)
TSP Tender Number **NOTE**: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	TSP 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	*Domestic*: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. *International*: For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.
Separator	1	14	Use a comma (,)
Origin	4	15-18	*Domestic*: *Interstate*-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; *Intrastate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA

Record Field	Maximum Positions	Positions	Contents
			CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) *International*: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	19	Use a comma (,)
Destination	4	20-23	***Domestic***: *Interstate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; *Intrastate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) ***International***: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	***Domestic including Alaska and Canada*** : For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) ***International***: For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma (,)
Category 1 Vehicle	6	30-35	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle less than 300 cubic feet; example: 000975 ($975); 003900 ($3900).
Separator	1	36	Use a comma (,)
Category 2 Vehicle	6	37-42	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle between 300–800 cubic feet; example: 000975 ($975); 003900 ($3900).
Separator	1	43	Use a comma (,)
Category 3 Vehicle	6	44-49	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle over 800 cubic feet; example: 000975 ($975); 003900 ($3900)
Separator	1	50	Use a comma (,)
Storage-in-Transit (SIT) Percentage	4	51-54	***Domestic including Alaska and Canada:*** For Tender Identifiers 01,02,03,04 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) ***International:*** For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma (,)

Record Field	Maximum Positions	Positions	Contents
Accessorial	4	56-59	***Domestic including Alaska and Canada :*** For Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 ***International:*** For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma (,)
Unaccompanied Air Baggage (UAB)	4	61-64	***Domestic***: For Tender Identifiers 01,02,03,04 - **Applies to Alaska shipments only**: Enter the UAB percentage being offered; for example: 0045 (45%). For all points **except Alaska** ZERO FILL; example: 0000 ***International:*** For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).
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. The phrase LOCAL AGENT may be used. **MMS Provider**: Phone number ***must be*** a toll free number used to book shipments.
Separator	1	78-78	Use a comma (,)
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
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. Booking notifications will be sent to this email address.

6-3.1. Examples.

01,1234,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
02,1236,DEADC,0700,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
03,1300,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
04,1301,FBPDC,1400,0100,0000,000000,000000,0000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
05,1237,00000,210H,1410,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,DOSDC,210H,925E,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,FAADC,210H,180P,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
07,1302,00000,3940,210H,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAAIN,210H,5150,0000,000000,0000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAADC,210H,CA00,0000,000000,0000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

TIPS:
1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.

Missing Header Record, Must provide record type H1
Invalid record type, Must be H1
Valid TSP's Government Representative must be provided
Invalid Taxpayer Identification Number
Invalid record type, Must be H2
RFSP's Name must be provided
Valid RFSP's Email Address must be provided
Invalid RFSP's SCAC number
Invalid SCAC number
Invalid Phone Number
Invalid Fax Number
Email ID is required
Invalid Move Management Phone Number
Invalid Domestic Origin
Invalid International Origin
Invalid International Origin for FAADC
Invalid Domestic Destination
Invalid International Destination
Invalid International Destination for FAADC
Invalid International Route
Invalid Domestic Service Pair Combination
Invalid Agency Code
Type 1,2,3,4 Records Rejected, No Domestic Transportation TPA on File
Type 1,2 Records Rejected, Carrier Not Authorized For General Domestic Transportation
Type 5,6,7,8 records Rejected. No International Bond on file.
Type 5,6,7,8 Records Rejected, No International TPA on File
Type 5,6,7,8 Records Rejected, Carrier Not Authorized for International Transportation
Domestic Records that contain rates over 100%
(40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero
(0)% of the rates/charges in the GRT or no charge for the service)
Records that don't contain valid rates for Domestic Non-Alaskan Routes
Records that don't contain valid rates for Domestic; Alaskan Routes
Records that don't contain valid rates for International
Suspect Alaskan records with auto rates > $20,000
Suspect Alaskan records with auto rates < $5.00 (AK should be flat rate vs. cents per mile)
Suspect records auto rates < $0.30
Not within the TSP's Approved Scope of Operation
Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:
(a) 40% offered discount means 40% of the baseline rate;
(b) 100% offered discount means 100% of the baseline rate;
(c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.7).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial (Section 2-7.3):

      (a) All vehicle rates must be non-zero
      (b) UAB: Domestic, including Canada, is zero (0);
            International, and Alaska, must be non-zero
      (c) All SIT must be non-zero
      (d) Accessorial; Domestic, including Alaska and Canada, is zero (0);
            International must be non-zero