

SECTION 9 - REPORT REQUIREMENTS

ITEM 9-1 GENERAL SERVICES ADMINISTRATION (GSA).

A. DISTRIBUTION CENTERS.

Carriers transporting GSA Distribution Center (DC) shipments are required to submit the following reports to the agency servicing office or designee:

(1) A previous month's report of DC shipments within twenty (20) calendar days of the month following the end of the month being reported. The report shall be in GBL number sequence and include:

- (a) pickup date of each shipment;
- (b) weight of each shipment;
- (c) the date each shipment was delivered or offered for delivery; and
- (d) the shipment city and state destination.

If the shipment was offered for delivery and not immediately accepted, carriers, upon request, shall provide the requesting GSA official with the name of the consignee's representative who authorized the scheduled delivery date, and if applicable, any consignee-assigned carrier control number.

(2) Each month, the DC traffic manager or designee, or the GSA office that services the DC may request by random selection, Proof of Deliveries.

The carrier, within 30 days from the date of the request, at no additional cost, must provide proof of not more than 5 percent of the total deliveries through submission of legible hard copy Proof of Deliveries (signed and dated delivery receipt) to the requesting office.

B. ALL OTHER TRAFFIC.

To be specified in future TOS supplements.

ITEM 9-2 OTHER AGENCIES AS IDENTIFIED IN THE APPLICABLE REQUEST FOR OFFERS (RFO).

A. GENERAL: Carriers transporting shipments subject to a GSA Shipment Surcharge as identified in Section 10 are required to submit shipment reports to the Freight Program Management Office (FPMO), Kansas City, MO, unless otherwise stated, in accordance with this Item 9-2.

1. APPLICABILITY. Only those shipments which are subject to the GSA Shipment Surcharge as identified in Section 10 will be included in the shipment reports. Shipments required to be reported will be those shipments for which the applicable participating agency issues the GBL. Reports MUST be furnished to the FPMO on a calendar, quarter basis by electronic filing and must include all applicable shipments that were delivered during the reported quarter. Shipments reported in the previous quarter should not be reported again in the next quarter even though they may be billed in another quarter than delivered.

2. TIMEFRAME. The electronic submission of the required shipment reports MUST be in accordance with the following table. Submission of the shipment reports will correspond with the submission of the GSA Shipment Surcharge as outlined in Item 10-1.D. (Table).

Shipments Delivered Between	Shipment Report Due to GSA By
January 1 and March 31	June 1
April 1 and June 30	September 1
July 1 and September 30	December 1
October 1 and December 31	March 1

3. FAILURE TO SUBMIT REPORTS. The failure to submit the shipment report in two consecutive quarters and/or three of four quarters will result in the withdrawal of a carrier's rates and/or subsequent revocation of its approval in GSA's Freight Management Program. Carriers with accepted rate offers on file for shipments subject to a GSA Shipment Surcharge as identified in Section 10 are required to submit a report even if a shipment was not delivered during the quarter.

B. FILING REQUIREMENTS.

1. HARD COPY REPORTS. Hard copy (paper) reports will not be accepted.

2. ELECTRONIC MEDIA REPORTS. Reports must be submitted electronically.

3. CONTENT OF SHIPMENT REPORT. Identified below are the major report elements that will be required to be provided as part of the shipment reports:

(a) Standard Carrier Alpha Code (SCAC);

(b) Identifying Quarter;

(c) Federal Agency User ID;

(d) GBL Number;

(e) Origin State;

(f) Origin State Zip Code;

(g) Destination State;

(h) Destination State Zip Code;

(i) Pickup Date;

(j) Delivery Date;

(k) Transit Time;

(l) Actual Weight;

(m) Actual Mileage;

(n) Amount Billed for Linehaul Transportation and Accessorial Services

Only; d

(o) Total Amount Billed; and

(p) Taxpayer Identification Number (TIN).

4. **FORMAT REQUIREMENTS.** To be provided prior to August 1, 1997, to all carriers approved in accordance with Item 2-2 for shipment reports due September 1, 1997.

5. **REPORT SUBMISSION INSTRUCTIONS:** To be provided prior to August 1, 1997, to all carriers approved in accordance with Item 2-2 for shipment reports due September 1, 1997.