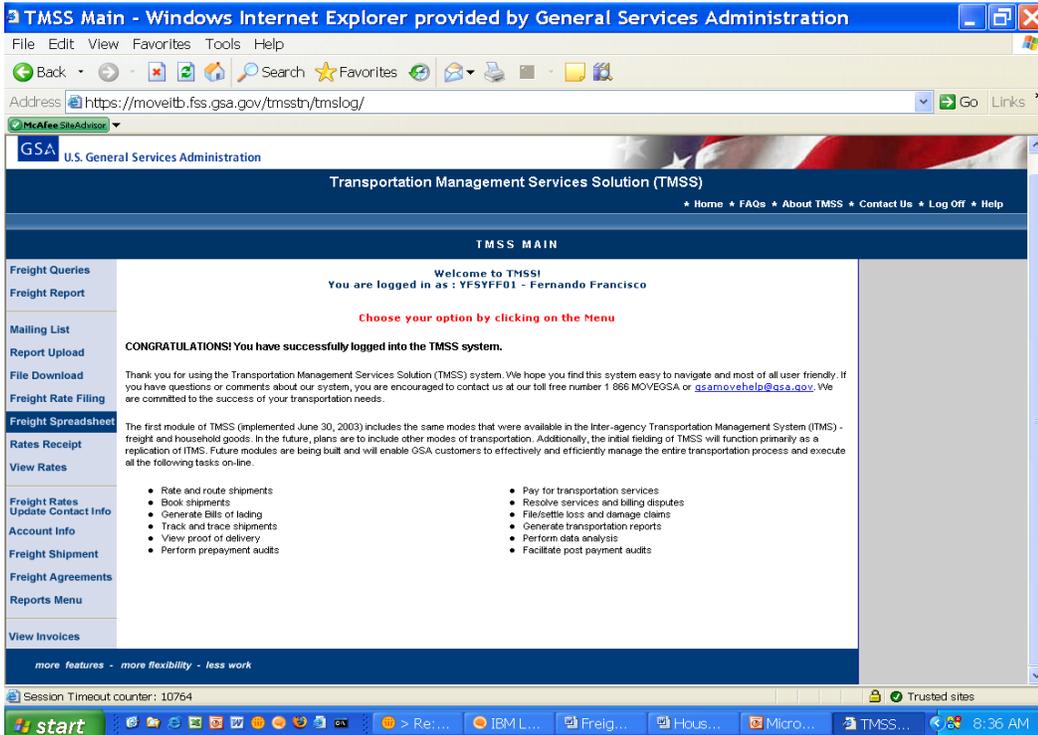
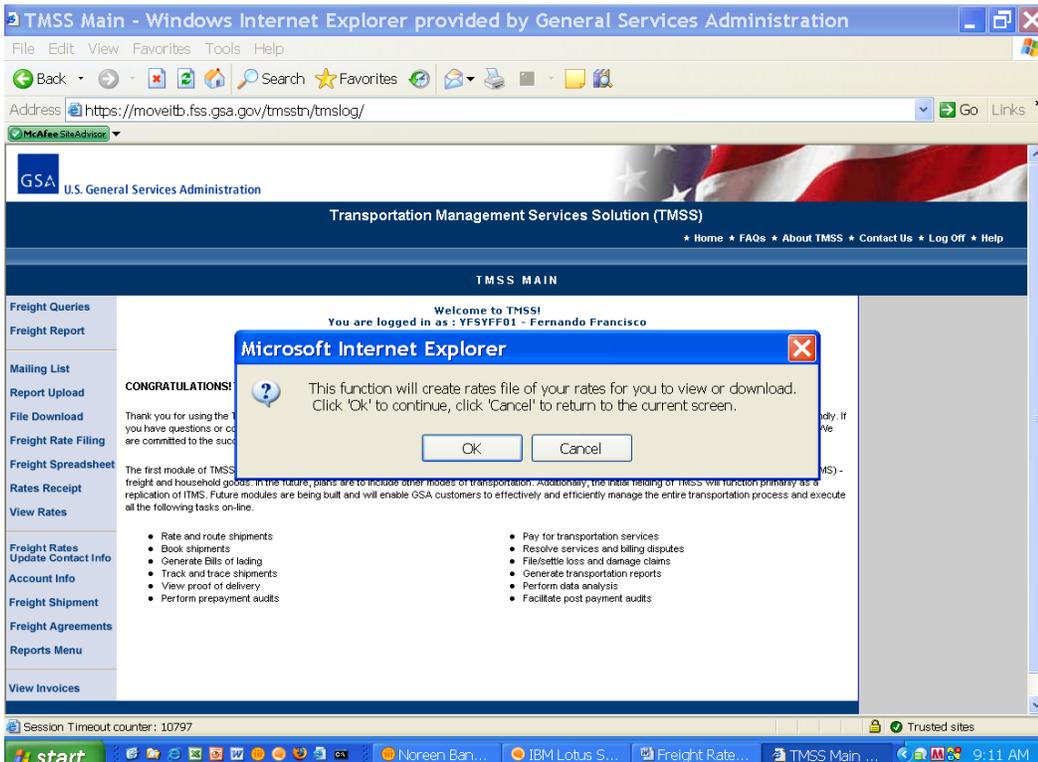


***** Instructions to update TMSS Freight Rate files via Spreadsheet: *****

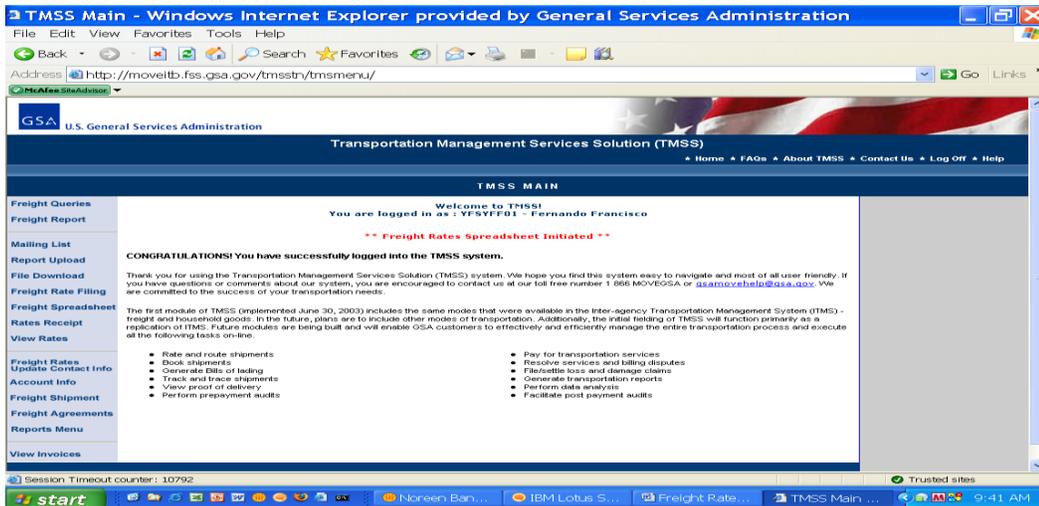
Left-click the “Freight Spreadsheet” button on the TMSS Main Menu.



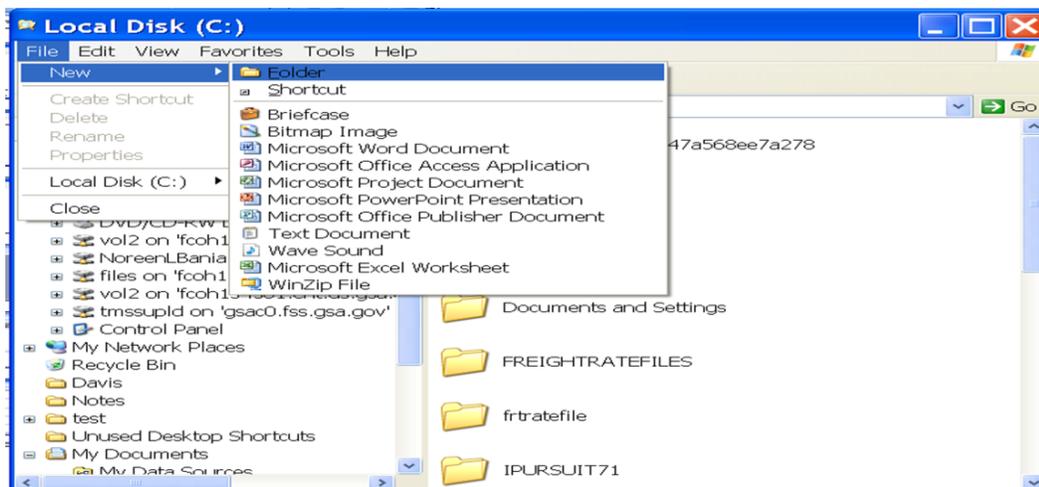
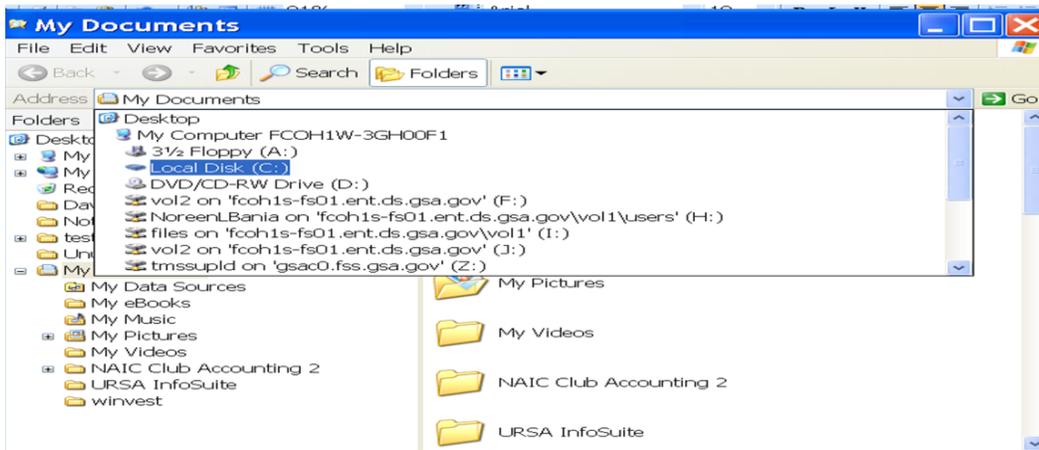
A pop-up box will appear to verify you would like to generate the flat files containing your current TMSS rates; if so click “OK” and proceed otherwise click “Cancel” and return to the Main Menu;

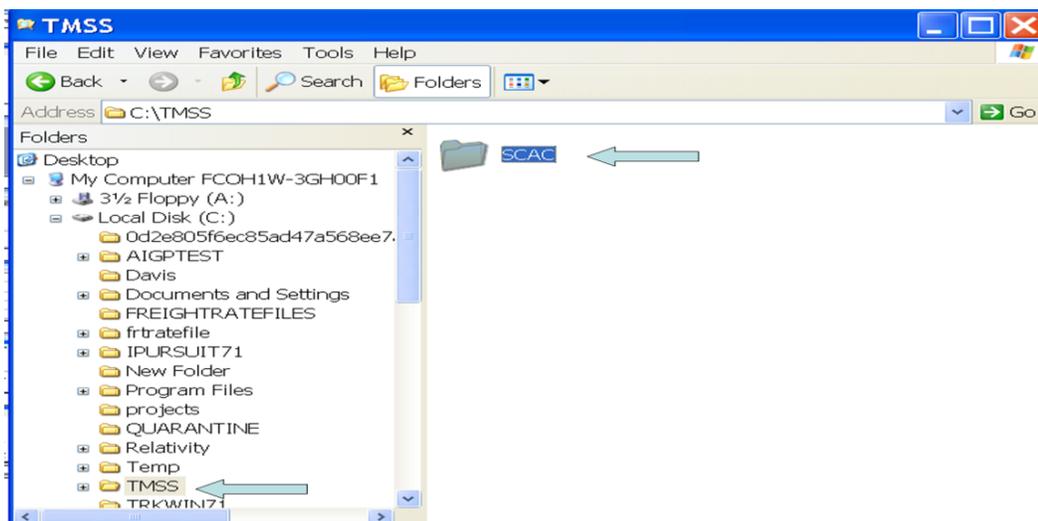
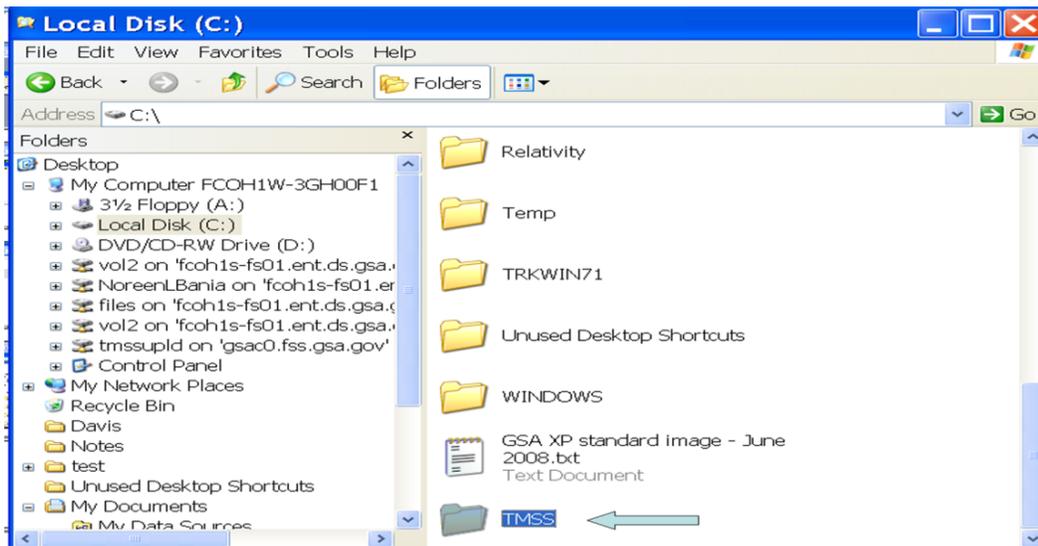


You will receive the message: “** Freight Rates Spreadsheet Initiated **”; within 10 minutes the raw data files supporting the currently-filed rates will be copied to the TSP’s JUpload directory, along with the latest version of the blank Freight spreadsheet. The spreadsheet you are downloading is in Excel 2003 format. If you have Excel 2007, you must first save the blank spreadsheet as an “Excel Macro-Enabled Workbook” (file extension .xlsm), and then re-open this spreadsheet to populate with your existing rates data. The JUpload directory is the same directory used to access error files generated during batch rate filing.

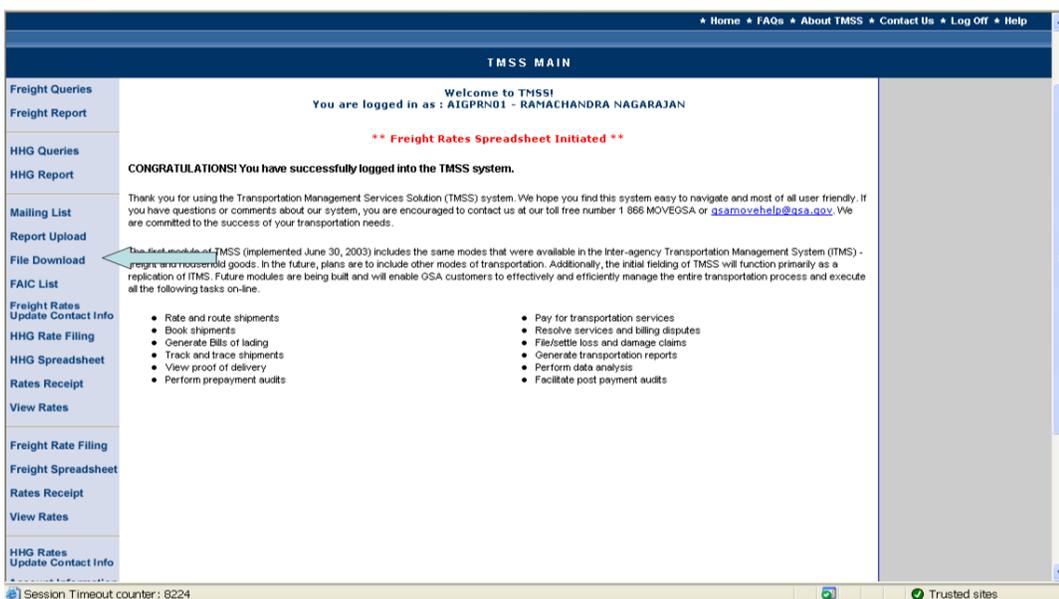


Create a directory on your local “c:” drive to hold the Freight data files and spreadsheet; the folder name should be “c:\TMSS\<SCAC>” (ie, “c:\TMSS\ABCD” for SCAC code ABCD). See the following four screen shots.

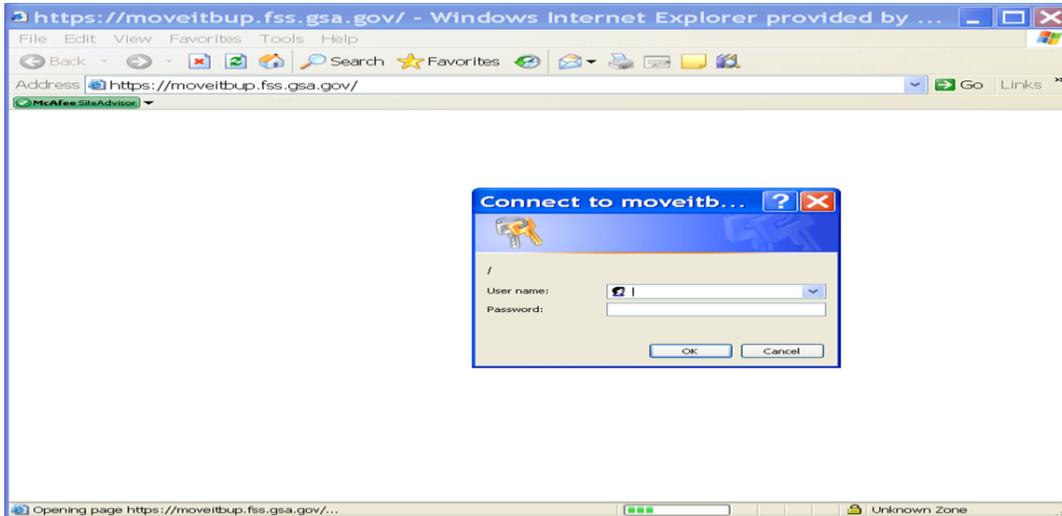




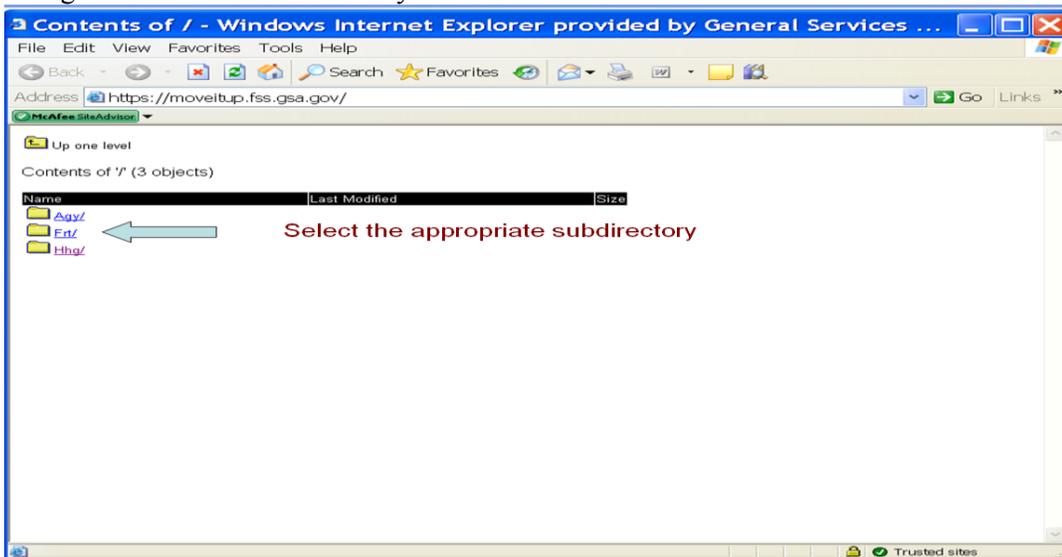
Left-click on the "File Download" button.



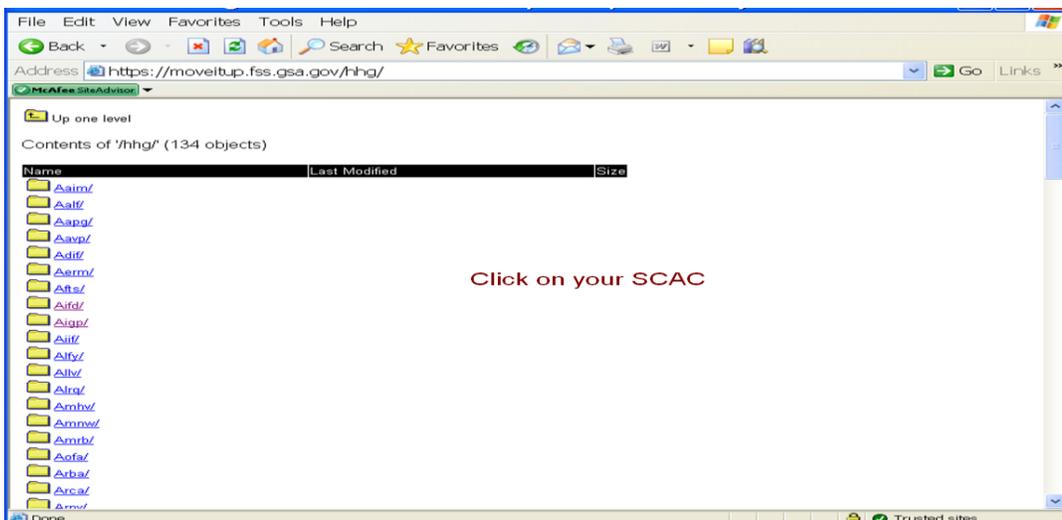
Log into JUpload with assigned FTP usercode/password (this is NOT the same password used to logon to TMSS).



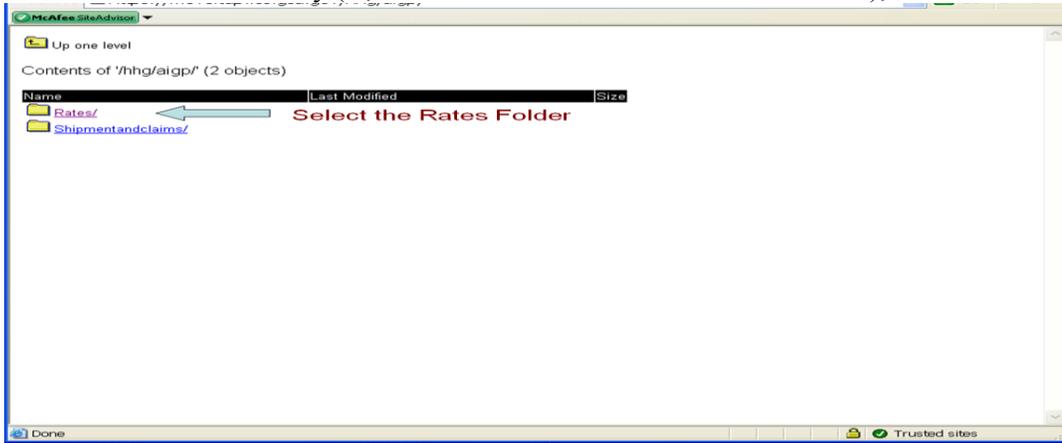
Navigate to the "Frt" subdirectory.



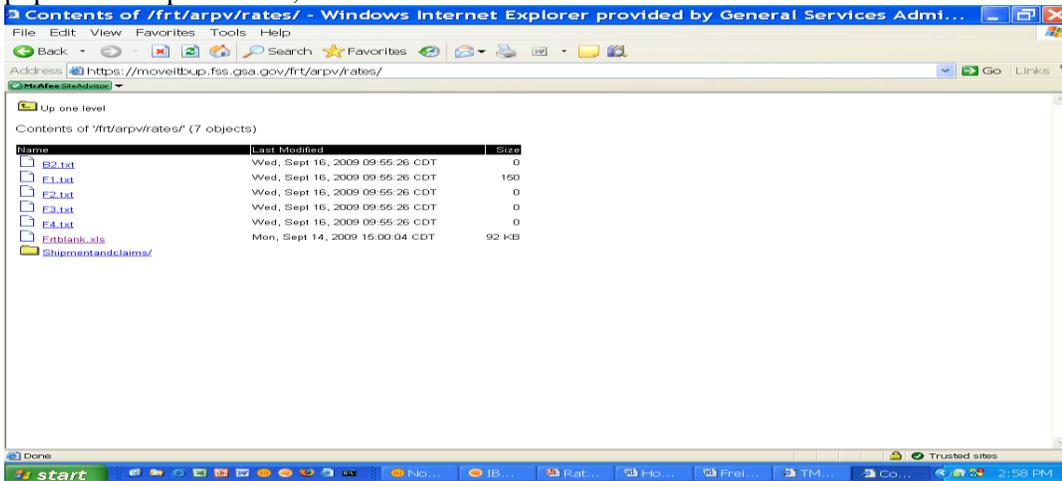
then to your SCAC in the directory,



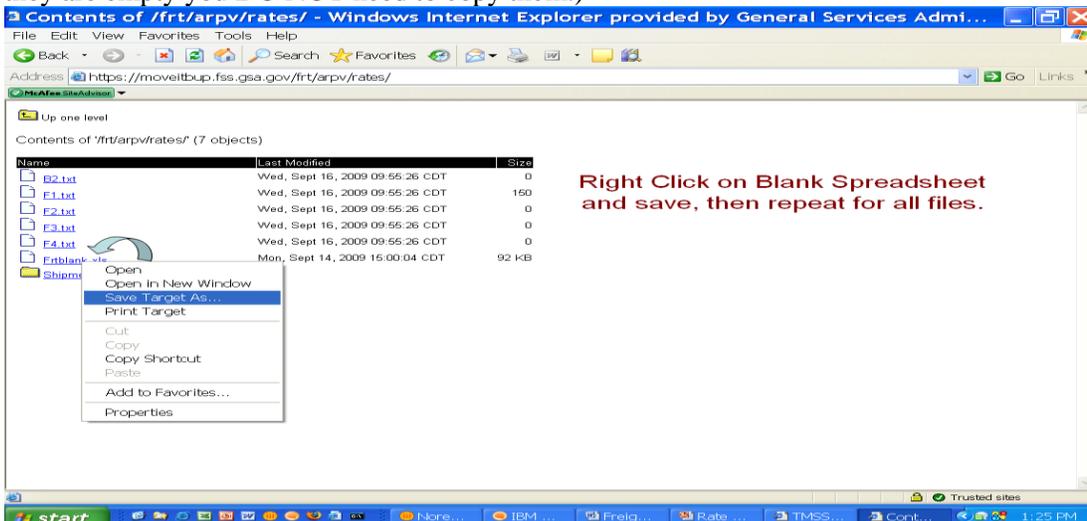
Select the “rates/” directory (ie, “frt/ABCD/rates/” for SCAC code ABCD);

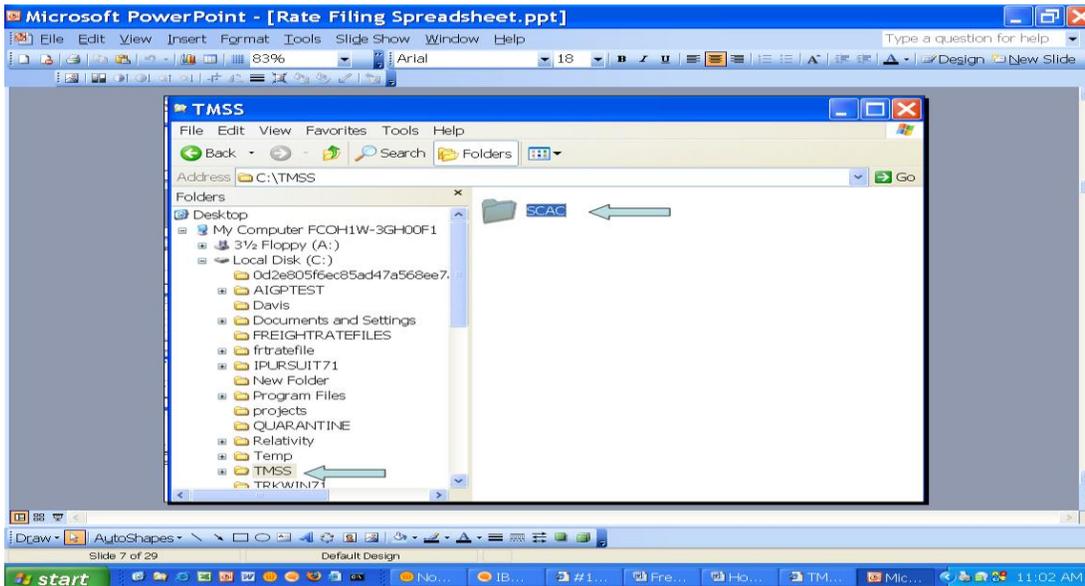
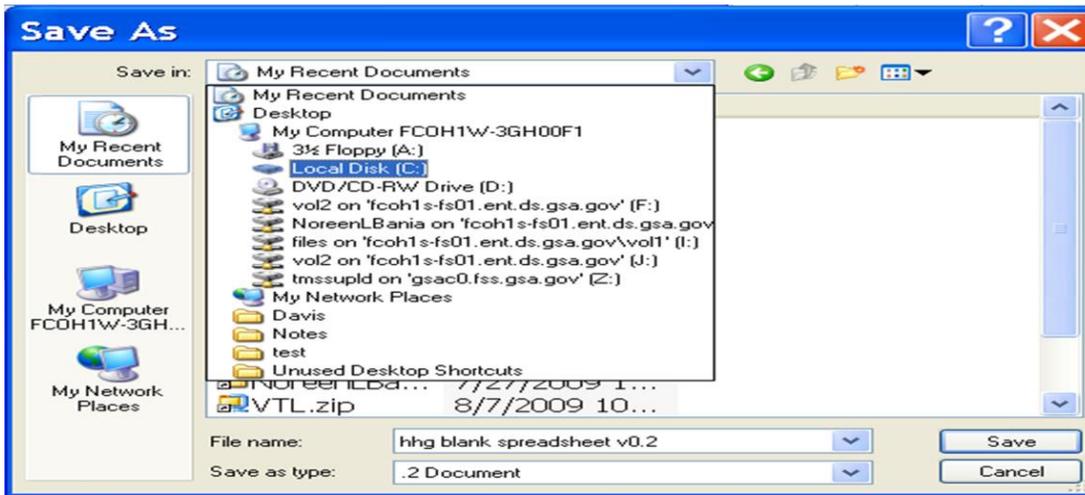


In this directory, you should see text files titled F1, F2, F3, F4 and B2; these are the data files that will be used to populate the spreadsheet;

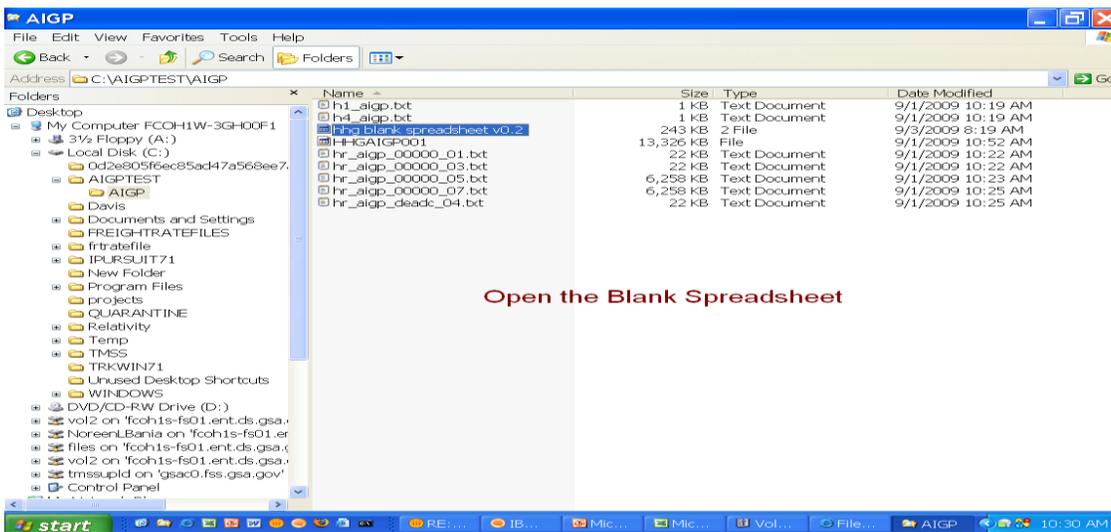


Copy all 5 of these files (F1, F2, F3, F4 and B2) along with the blank spreadsheet (FrtBlank.xls) individually into the local directory you created previously. For each file, right-click on file name, then “Save Target as” to the local directory created previously, but DO NOT change the copied file name, as shown in below screen shots. (NOTE: The F2 and F3 files may be empty, check under size, because these are reserved for RFSP and Broker providers. If they are empty you DO NOT need to copy them.)





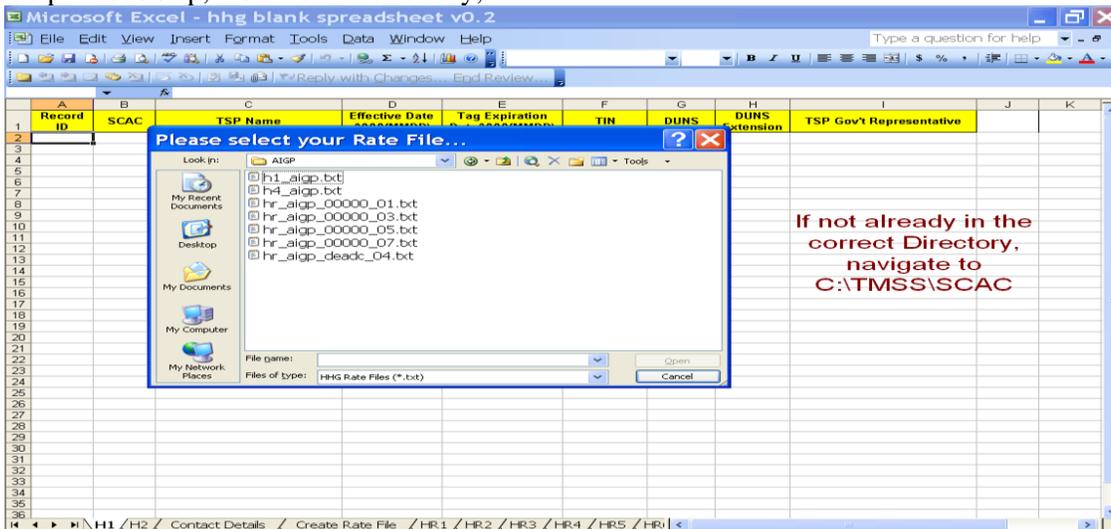
Once all files are copied, open the folder and open the blank spreadsheet (FrtBlank.xls);



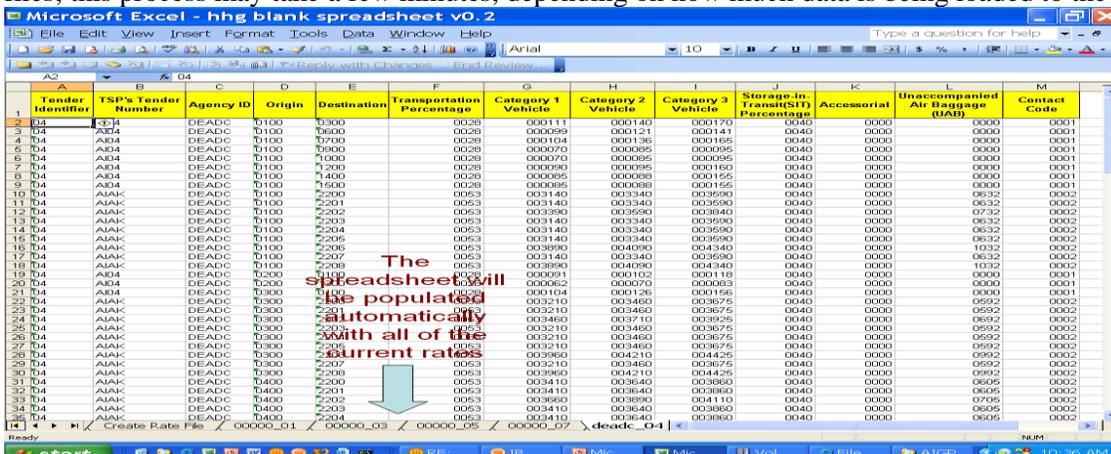
if you receive a “Security Warning” pop-up box about macros, hit “Enable Macros”;



you will be prompted to “Please Select your Rate File...”; if the displayed directory IS NOT the directory created in the previous step, move to that directory;

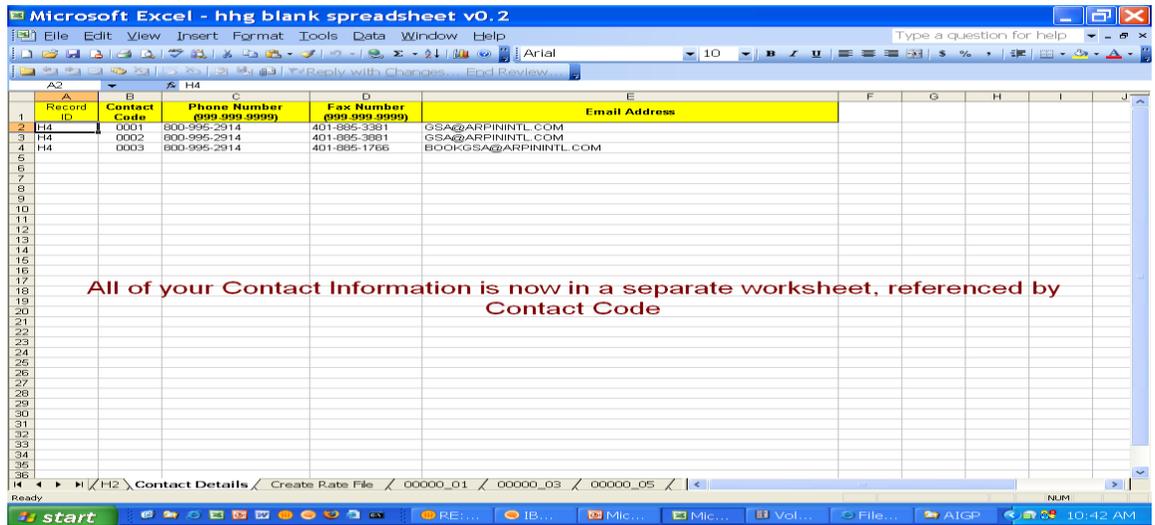


Open any of the listed files (F1, F2, F3, F4 or B2); the spreadsheet should automatically populate with data from all files; this process may take a few minutes, depending on how much data is being loaded to the spreadsheet;



NOTE: The data is formatted properly, DO NOT re-format in any way, DO NOT use decimals.

Note that the dates on the F1 worksheet are the Effective and Expiration dates for the upcoming rate filing period;



Also note that as shown on the previous screen shot a worksheet titled “Contact Details” has been created. It contains all Phone/FAX/E-mail combinations found within the individual rates records; each combination has been assigned a unique number (“Contact Code”), and that number is cross-referenced in the last column of each individual rate record. If any of the contact information is incorrect it can be corrected on this spreadsheet and any corrections will be reflected on the query screen after the new rates are available in TMSS.

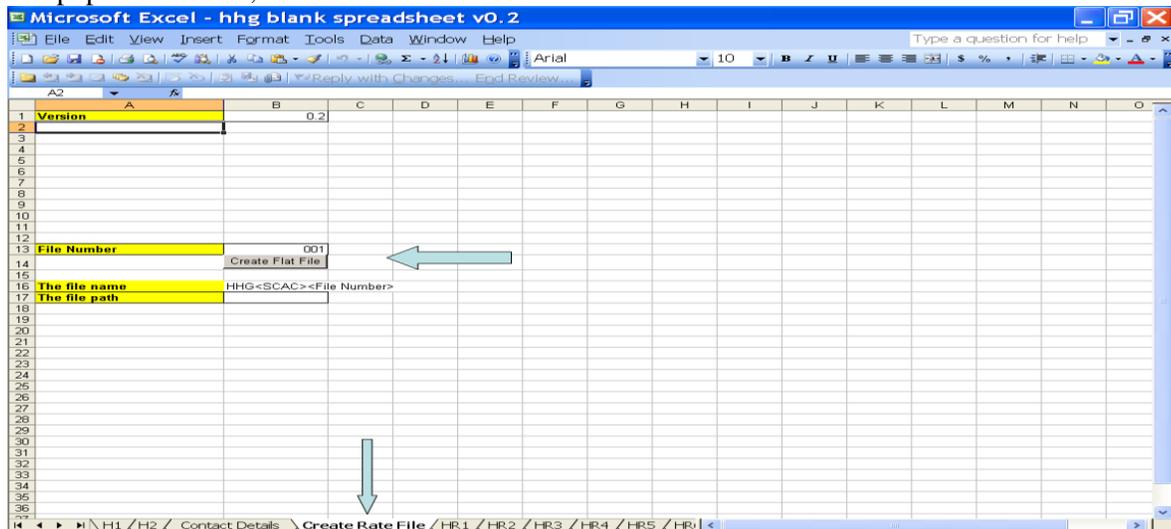
If you have not filed rates before, you will see sample records on the B2 tab, to assist you in correctly formatting the information.

Save the spreadsheet before you make any updates so that you have a copy of the rates as originally moved. This will allow you to start over if any mistakes are made while updating.

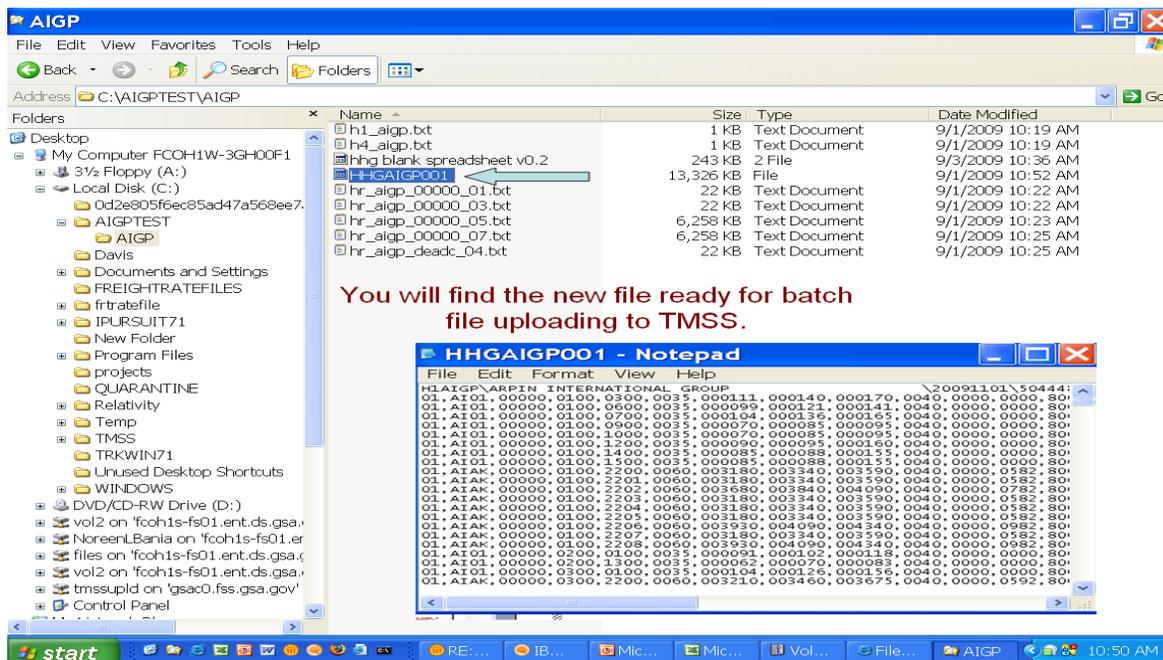
If you need additional information to perform mass updates of a single column (ie, increase/decrease all values by a certain percentage), please request the instructions from the GSAMOVEHELP desk.

Go to the F1 worksheet and replace “ENTER TMSS CONTACT NAME” with the name of the individual who can be contacted for issues related to the rate filing. THIS MUST BE DONE.

When all updates have been made, save the updated spreadsheet with a different name from the initial spreadsheet saved previously. Navigate to the “Create Rate File” worksheet; the file path listed should be the directory created and populated above;



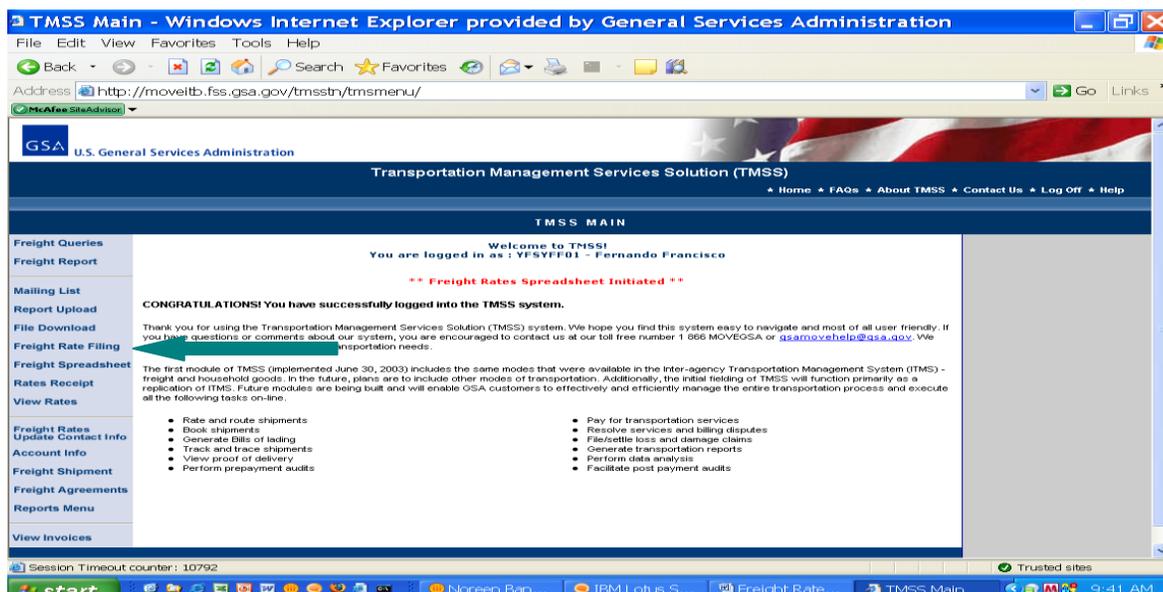
Click the “Create Flat File” button, which will generate a TMSS-ready flat file in this directory; depending on the size of the file it may take up to a couple of hours;



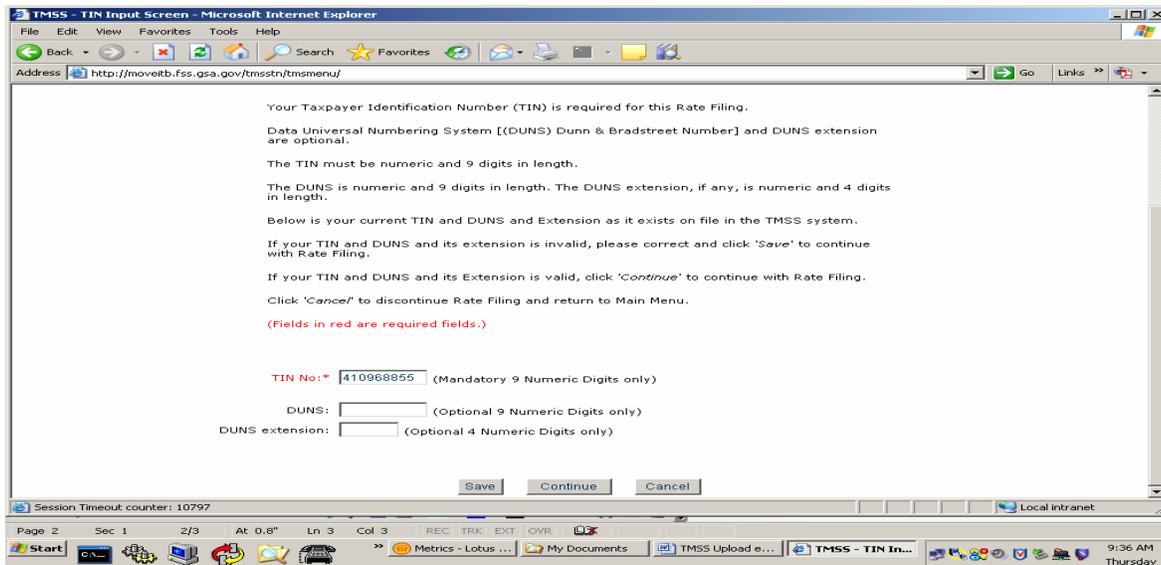
Check the directory (as shown in the inset above) to confirm that a data file has been created with file name of the format FRT<SCAC><File Number> without a file extension, where <SCAC> is your SCAC code and <File Number> is the 3-digit number listed on the “Create Rate File” sheet (ie, FRTABCD001 for the first Freight rate file for SCAC code ABCD); the file number must be incremented for any follow-up rate files.

Use JUPload, using the below instruction, to file rates and to access any resulting rate filing error reports. DO NOT use the Report Upload menu button to upload files. You must select Freight Rate Filing then use the Upload Rate File option. If necessary, return to the spreadsheet to correct errors and repeat the process until all errors have been resolved being sure to change the file number each time you upload the rates again.

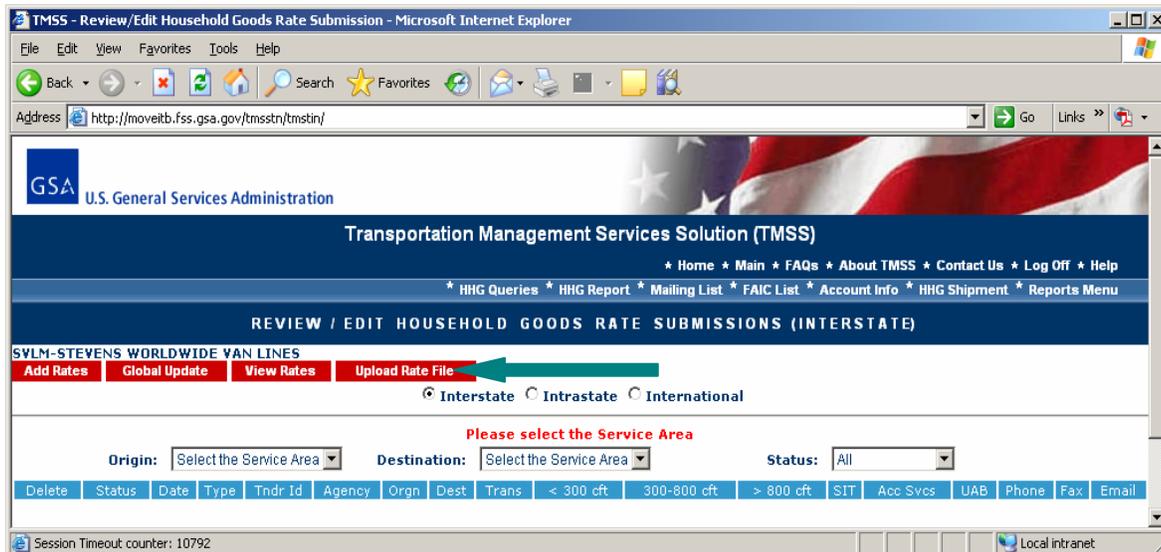
From the TMSS main menu select Freight Rate Filing



Verify your TIN, correct if necessary and press continue.



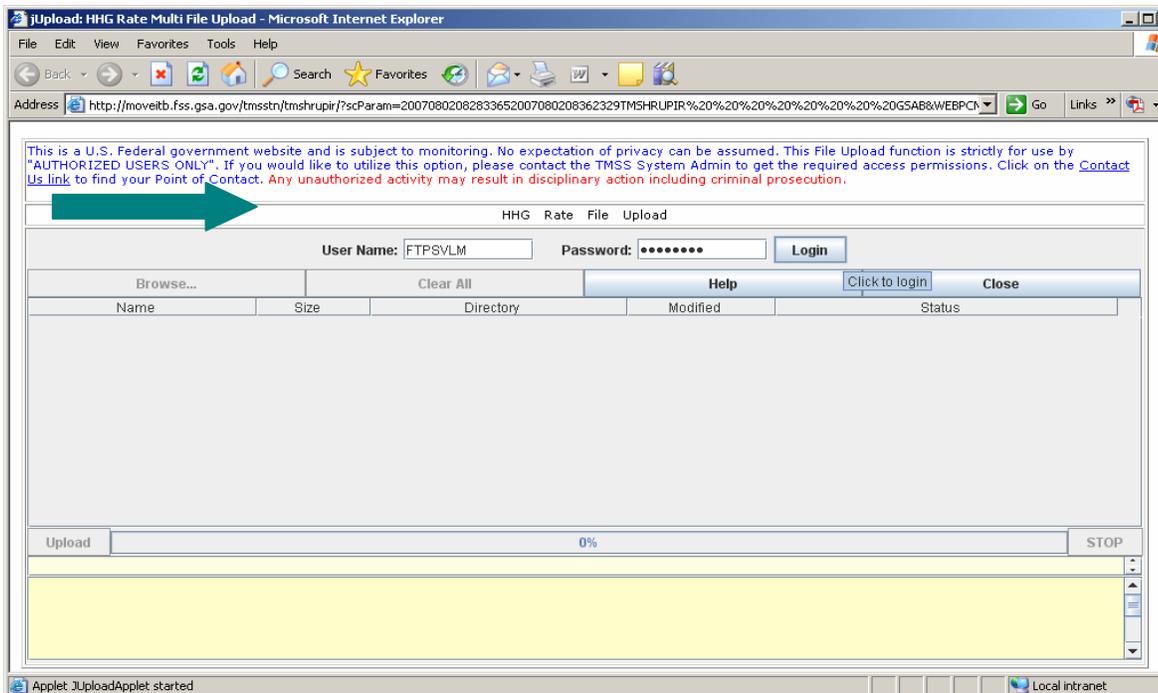
Select the Upload Rate File button.



The screen below will appear, if you are using JUpload for the first time it may take 20-30 seconds to open it in the browser. You need to wait for the applet to load successfully. This only has to be done once. If you experience problems loading Java it is most likely a security/firewall issue, please contact your IT support.



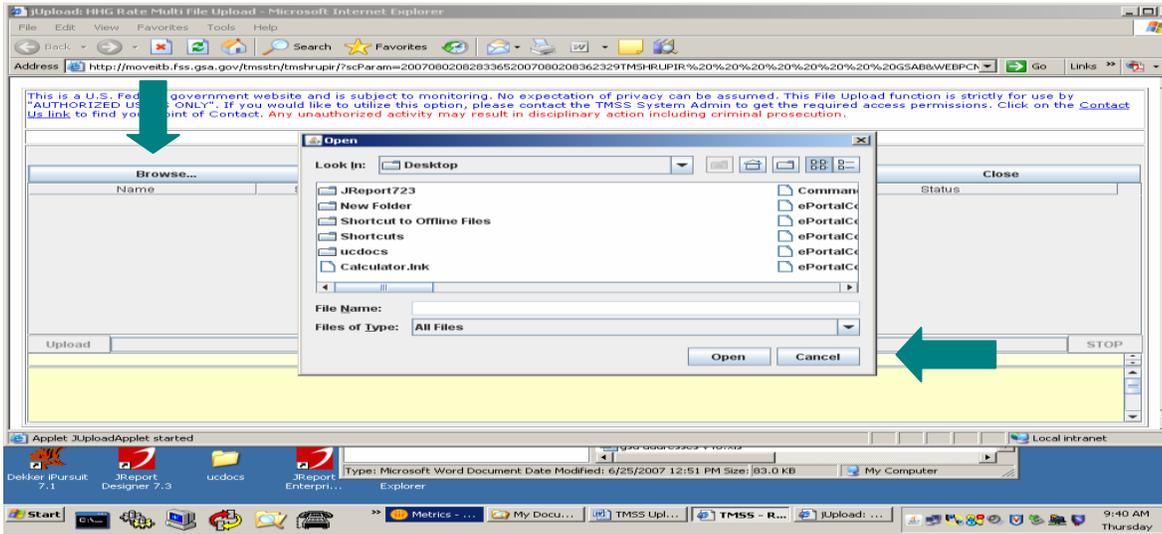
Once the Java application has loaded enter the JUpload user name and password.



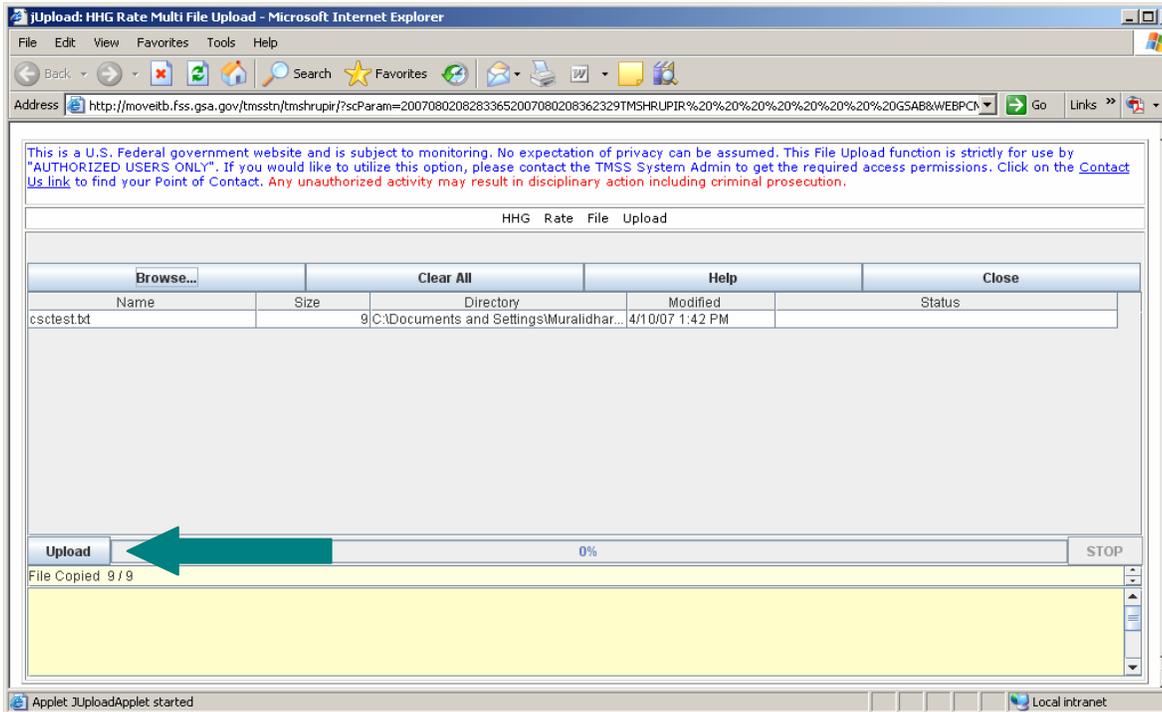
After you have successfully logged in, the application will display the browse button, click on the Browse button to open the File Selector window. Select the files you want to upload and click on the Open button to open or Cancel to abort.

You can use the following methods to select multiple files in this window:

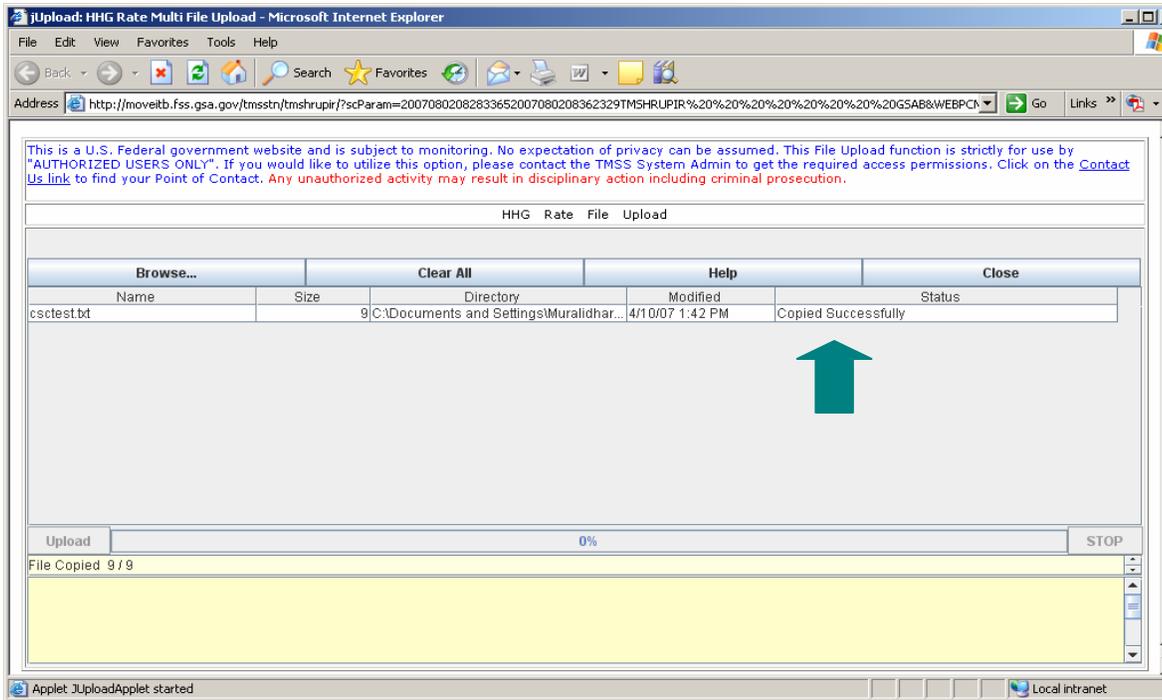
Press and hold the 'Ctrl' key on the keyboard and click on the files that you would like to select.
 Press and hold the 'Ctrl' key and use the 'down' or 'up' arrows to reach the desired file and hit the spacebar.
 Press and hold the 'Shift' key and click the file up to the desired file, this will make a contiguous selection
 Press and hold the 'Shift' key and use 'up' and 'down' arrow to do a contiguous selection.



Once the files are opened, the file list will appear in the File Upload window. Click on the Upload button to upload the files onto the server. The upload will be initiated at this stage for the files in the view list.



The upload status message will be displayed against each file uploaded.



If you experience any problems please contact 1-866-MOVEGSA.