

## SECTION 6 FORMAT REQUIREMENTS

### 6-1. Format Requirements.

Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) submitting rate offers in response to this Request for Offers (RFO) and Special Instructions, MUST submit their rate offers electronically via one of the four methods identified in the Cover Letter of this RFO. TSPs or RFSPs “Uploading” rate offers and not using the Transportation Management Services Solution’s (TMSS) rate filing screens for the creation/addition/deletion of rates offers, must adhere to the following format requirements set out in Section 6-2 of this RFO and Special Instructions. A TSP or RFSP must have access to the “HHG Rate Filing” module in TMSS before they can create and/or upload rate offers. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs and RFSPs may use the TMSS help screens for additional assistance with rate filing. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS and the TSP or RFSP will be notified as set out in Section 1-1.5. of this RFO and Special Instructions.

#### 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. Record type ‘H1’ is mandatory and all TSPs must file this record.
3. Record type ‘H2’ is an **optional** record and should be filed only by a 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.
4. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all TSPs and RFSPs 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 should be provided in this record.
5. 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 TSP.
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	<b>Initial Filing, New Filings:</b> must be 20121101 <b>Late Filings, Supplemental Filings:</b> 20130501
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 RFSP. This email address will be used to send the file transmission and confirmation notice.

**6-2.3. Example.**

H1ABCD\YOUNG MOVING AND STORAGE                    \20121101\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 than 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 09 for Official Vehicles. Enter 10 for Armored Vehicles.
Separator	1	3	Use a comma ( , )
TSP Tender Number <b>NOTE:</b> A separate Tender Number should be assigned	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

GSA 2012-2013 Request for Offers  
Vehicle Tender of Service

Record Field	Maximum Positions	Positions	Contents
to identify each type of Tender Identifier, above.			used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	Enter DOSUS for Official Vehicles. Enter DOSAS for Armored Vehicles.
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>Domestic</b> Use codes as identified in Section 5-2. <b>International</b> Use Codes as identified in Section 5-3.  <b>International Country to Country:</b> Codes as identified in Section 5-3 are to be used when filing country to country rate offers. (Example 1900 – 1900 = Belgium to Belgium)
Separator	1	19	Use a comma ( , )
Destination	4	20-23	<b>Domestic</b> Use codes as identified in Section 5-2. <b>International</b> Use Codes as identified in Section 5-3.  <b>International Country to Country:</b> Codes as identified in Section 5-3 are to be used when filing country to country rate offers. (Example 1900 – 1900 = Belgium to Belgium)
Separator	1	24	Use a comma ( , )
Transportation Percentage	4	25-28	<b>NA Zero Fill</b>
Separator	1	29	Use a comma ( , )
Class 1 Vehicle	6	30-35	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900).., 012500 (\$12,500))
Separator	1	36	Use a comma ( , )
Class 2 Vehicle	6	37-42	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900).., 012500 (\$12,500))
Separator	1	43	Use a comma ( , )
Class 3 Vehicle	6	44-49	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900).., 012500 (\$12,500))
Separator	1	50	Use a comma ( , )
Storage-in-Transit (SIT) Percentage	4	51-54	<b>NA Zero Fill</b>
Separator	1	55	Use a comma ( , )
Accessorial	4	56-59	<b>NA Zero Fill</b>
Separator	1	60	Use a comma ( , )
Unaccompanied Air Baggage (UAB)	4	61-64	<b>NA Zero Fill</b>

Record Field	Maximum Positions	Positions	Contents
Separator	1	65-65	Use a comma ( , )
Phone Number <b>NOTE:</b> When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	<b>General Transportation:</b> Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
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 must be provided in this record.

**6-3.1. Examples.**

09,1234,DOSUS,DC00,1900,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
10,1234,DOSAS,MD00,160A,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM