

**SECTION 7  
 ELECTRONIC SUBMISSION**

**7-1. Rate Tender Transmission.**

**7-1.1. ELECTRONIC TRANSMISSION.**

All electronic rate transmissions submitted in accordance with this request **MUST** be accomplished via the Internet utilizing the File Transfer Protocol (FTP) 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 FTP, 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	<b>RFSP:</b> If transmitting rates on behalf of a TSP, enter <b>TSP's</b> 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: HHG**ABCD**001 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: HHG**ABCD**001

TSP transmitting two files: First File Name: HHG**ABCD**001, Second File Name: HHG**ABCD**002

TSP transmitting three files: First File Name: HHG**ABCD**001, Second File Name: HHG**ABCD**002, Third File Name: HHG**ABCD**003.

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 Kim Chancellor 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 directory on the FTP 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 THE FTP.**

GSA is unable to provide specific instructions on how to access the FTP, how to upload a file onto the FTP, how to download a file from the FTP, or how to move around in the FTP due to the fact that accessing and operating within the FTP are dependent upon the type of FTP software utilized by a firm. Consequently, a firm will need to contact their FTP provider for assistance. FTP utilities such as WS\_FTP95LE are widely used and could serve the purpose, however, GSA does not mandate these products and you are free to choose your own FTP software. Listed below is information GSA can provide. The address to GSA's FTP directory and two different methods (there are others) by which to access a firm's individual directory in which a firm's rate file(s) will need to be uploaded.

##### **7-1.4.1. FTP ADDRESS.**

Existing user codes/passwords will be carried over from ITMS to TMSS. The letters FTP will prefix the new user codes. Example: If your existing user code was ABCD the new user code will be FTPABCD. The password will remain the same.

The new FTP server address to be used for transmitting files to TMSS is: **159.142.4.2**

##### **7-1.4.2. DIRECTORY ACCESS.**

Once you have placed a file within your firm's directory using FTP, 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. The 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.

#### **7-1.7. Confirming Rate Transmission.**

At the end of each business day during the rate filing period, an automated process will search for rate files from TSPs 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. You need to connect to FTP 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](#).