

**AMENDED SECTION 17**  
**RATE SUBMISSION SPECIAL INSTRUCTIONS**

**17-1. SUBMISSION INSTRUCTIONS:** All electronic rate transmissions submitted in accordance with Sections 8, 9, 12, 14,15, and 16 of this Request and its Special Filing Instructions (SFI) **MUST** be via the rate filing capabilities of TMSS or via the Internet, utilizing the File Transfer Protocol (FTP). Below are the instructions for accessing the FTP.

NOTE: If your company intends to transmit its rate offer(s) via FTP without utilizing the services of a Rate Filing Service Provider (RFSP) or Tariff Publishing Agent (TPA) and your company does not already have an assigned **User ID and Password** under GSA’s Freight Management Program, you will need to notify the Central Zone Office in order to receive a User ID and Password to access the FTP. Requests for a User ID and Password may be emailed or faxed to the attention of Carey DeForest at [carey.deforest@gsa.gov](mailto:carey.deforest@gsa.gov), or (816) 823-3656. The response from GSA assigning your company a User ID and Password will either be emailed or faxed, so please be sure to include your company’s email address or facsimile number when submitting your request. Please be aware that it will take several days upon the receipt of your request to process and assign a User ID and Password.

A. **FORMAT REQUIREMENTS:** Electronic format requirements as set out in this Request and its SFI must be strictly adhered to. Submissions received from TSP’s, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Amended Sections 8, 9, 12, 14, 15, 16 and 17 will be found unacceptable.

**B. 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.

**17-2. 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 this Request and SFI. Extensions (**.FRT**) to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSITIONS	CONTENTS
Prefix	3	1-3	Must be FRT
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			<b>File Extensions will NOT be supported.</b>

Examples of filenames for SCAC with different number of positions:

File name where assigned SCAC has four positions: FRT**ABCD**001 where ‘ABCD’ is the SCAC

File name where assigned SCAC has three positions: FRT**ABC**001 where ‘ABC’ is the SCAC

File name where assigned SCAC has two positions: FRT**AB**001 where ‘AB’ 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: FRT**ABCD**001

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

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

If as a TSP, RFSP, or TPA, you are unsure as to your TSP's SCAC/RFSP Code (up to 4 positions) or TPA code (up to 4 positions) in GSA's Freight Management Program, please contact Carey DeForest at (816) 823-3646 or via e-mail at carey.deforest@gsa.gov, respectively, for verification.

**The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your TSP's directory on the FTP and/or automatic rejection of the rate offer(s). Furthermore, if your company 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.**

### **17-3. 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 TSP. Consequently, a TSP 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 TSP's individual directory in which a TSP's rate file(s) will need to be uploaded.

#### **A. FTP ADDRESS:**

Existing user codes/passwords will be carried over from ITMS to TMSS. However, 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 FTP server address to be used for transmitting files to TMSS is: **159.142.4.2**

#### **B. DIRECTORY ACCESS:**

Once you have placed a file within your TSP's directory using FTP, you may verify that your company's file was successfully transmitted. If the file doesn't appear in your directory, you will need to "Upload" the file again. This will only assist you in verifying that your rate offer/file was transferred successfully and WILL NOT verify that the contents of your rate offer/file have been formatted correctly.

### **17-4. CONFIRMING RATE TRANSMISSIONS:**

At the end of each business day during the rate filing period, an automated process will search for rate files from TSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP's email address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The email 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 email address be kept on file. Error files will be generated and placed in the TSP's or RFSP's FTP directory and will be named as FRTSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP. You need to connect to FTP to download the error file/s, if any. If appropriate, TSP's will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-4.B. of this Request and \SFI.