

DOMESTIC PERSONAL PROPERTY RATE SOLICITATION D-9

CHAPTER VI - INTERSTATE RATE FILING INSTRUCTIONS

ITEM 600.

PURPOSE

These instructions provide procedures, automated filing formats, and other information required to properly file voluntary rates. Rates will be filed in conjunction with this rate solicitation and modification letters issued every 6 months on behalf of Transportation Service Providers engaging in the movement of Department of Defense (DOD) and U.S. Coast Guard (USCG)-sponsored shipments of household goods within the continental United States (the 48 contiguous states and Alaska). Detailed instructions, formats, and error descriptions/codes for rate filings and cancellations are provided in this chapter. Transportation Service Providers filing rates in response to a SDDC rate solicitation will use these instructions in conjunction with rate solicitation modifications to ensure a totally responsive rate filing.

ITEM 601.

INDUSTRY RATE SUBMISSIONS

a. **Transportation Service Providers are solely responsible for the submission and quality control of their rates. The failure of submissions to actually arrive in the anonymous File Transfer Protocol (FTP) computer at SDDC by the designated filing date and time will result in nonacceptance of the submissions.**

Transportation Service Providers/ADP agents are responsible for the selection and actions of their on-line service provider. Transportation Service Providers are also responsible for any internal company computer security and control/use of issued passwords for access to the FTP computer. SDDC may, however, grant Transportation Service Providers/ADP agents one additional opportunity, within 4 working hours after notification by SDDC, to submit a new FTP file if the original file fails to process or complete loss in transmission before the filing deadline is proven. SDDC will produce a summary of rates on each FTP file submitted. An analysis will be completed to identify any major problem, such as lack of interstate DOD approval for a particular SCAC, rejection of total rate field, etc. SDDC does not guarantee that all rejections and/or errors will be identified through this analysis.

b. I/F, M/T, or L/C rates may be filed with SDDC prior to the designated due dates. Transportation Service Providers discovering mistakes in rates submitted before the designated date may add, delete, change, or correct such rates in accordance with Item 616b(1). The latest FTP submission received on or before the applicable I/F, M/T, or L/C filing deadline will prevail as the Transportation Service Provider's rate filing. However, where multiple rates are actually processed, Item 602 will apply.

c. FTP files or individual rate records which are not properly prepared or submitted in accordance with provisions of this chapter will be rejected.

ITEM 602.

USE OF ADP AGENTS

Transportation Service Providers using ADP agents are advised to restrict their use to one agent and are responsible for the actions of that agent, with regards to rate submissions. Multiple files submitted by one or more ADP agents containing rates for the same origin/destination record will result in the acceptance of the first submission received by SDDC before the required designated date for processing. Transportation Service Providers are solely responsible for the accuracy of their submitted rates.

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ITEM 603.

TIME OF SUBMISSIONS

These dates represent the receipt cutoff times for Transportation Service Provider submissions to be considered responsive to the applicable solicitation. **Submissions, in response to any designated filing date posted on the Personal Property homepage, must arrive at the anonymous FTP file at SDDC prior to 12:00 midnight, Eastern Standard Time, on the designated date.** If the date falls on a Federal holiday, the designated date will be the next Government workday. Failure to submit FTP transmissions by the designated rate filing deadlines will result in the Transportation Service Provider being nonresponsive and the rates not being accepted.

ITEM 604.

LATE SUBMISSION OF FTP FILE

a. **I/F and M/T Filing Submissions:** An I/F or M/T FTP file received after the designated filing deadline will result in the Transportation Service Provider being nonresponsive and the rates not being accepted. This will preclude participation in the I/F-M or M/T-B, as appropriate. Transportation Service Providers missing the I/F rate filing may submit rates in the L/C.

b. **L/C Filing Submission:** An L/C FTP file, including those containing added or cancelled individual rate records, will be considered for the appropriate update filing period (L/C-1, L/C-2, L/C-3 or L/C-4), depending upon which filing deadline the FTP file is received. For example, if an FTP file is received after the filing deadline of the L/C-1, L/C-2 or L/C-3 filing, it will be returned unprocessed and may be submitted in the next L/C.

ITEM 605.

INDIVIDUAL RATE RECORDS

Each rate record should be constructed to stand alone without regard to individual rate records for other origin/destination and code of service combinations. Each individual solicitation stands alone, is not influenced by prior practices or procedures, and will not be subject to modification prior to and subsequent to the deadline and acceptance stipulated, unless specifically modified by SDDC for the mutual benefit of all parties **in writing** prior to the solicitation deadline.

ITEM 606.

RESERVED FOR FUTURE USE

ITEM 607.

EFFECTIVE PERIOD FOR ACCEPTED RATES

a. Rates, accepted by SDDC, must remain in effect until the Letter of Intent/Cancellation (L/C) submission, but cannot be in effect for more than the duration of the rate cycle.

(1) All rates accepted by SDDC for November 1 or the effective date of the L/C filing submission will expire at 11:59 p.m., April 30, unless cancelled earlier.

(2) All rates accepted by SDDC for May 1 or the effective date of the L/C filing submission will expire at 11:59 p.m., October 31, unless cancelled earlier.

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ITEM 608.

NEW APPROVALS

a. Newly Approved Transportation Service Provider. A newly approved DOD/USCG Transportation Service Provider may M/T another Transportation Service Provider's rates currently on file at SDDC for a given PPSO during any L/C submission. **A Transportation Service Provider must have an accepted valid LOI on file prior to filing rates.**

b. Expansion of Operating Authority. An approved DOD/USCG Transportation Service Provider gaining new authority to serve more states may M/T another Transportation Service Provider's rates to those states during any L/C submission. **A Transportation Service Provider must have an accepted valid LOI on file, which includes the additional authority, prior to filing rates.**

ITEM 609.

CROSS-FILING

a. M/T Submission. Transportation Service Providers may cross-file between Code 1 rates and Code 2 rates (or vice versa).

b. Procedures. Cross-filing is identified by meeting another Transportation Service Provider's Code 2 rate by a Code 1 rate (and vice versa) **for the same channel. Refer to Item 616, "Rate Filing Procedures," for a full explanation as to how Transportation Service Providers can cross-file rates.**

ITEM 610.

DUALITY

Two or more rates of a Transportation Service Provider, submitted during the same filing cycle for the same code of service and the same origin/destination combinations (dual rates) are not permitted. However, a Code 1 rate will not be considered dual with a Code 2 rate (and vice versa).

ITEM 611.

NAME/OWNERSHIP CHANGE

a. When a Transportation Service Provider undergoes a name and/or ownership change, the Transportation Service Provider must maintain existing rates or cancel them during the L/C submission.

(1) Name Change: For administrative purposes, a Transportation Service Provider will continue to use the old name and SCAC reference until the end of the existing cycle. For the following cycle, the Transportation Service Provider will use the new name and SCAC reference. Transportation Service Providers are required to obtain approval by SDDC, and new LOIs must be filed at each PPSO served to show the Transportation Service Provider's new name.

(2) Ownership Change: The Transportation Service Provider must notify SDDC of a change in ownership and, after acceptance by SDDC, new LOIs must be filed at each PPSO served. Transportation Service Providers may continue the existing rates filed by the previous management or cancel them during the L/C submission.

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ITEM 612.

ORIGINS

Origin installations (PPSOs) must be specified by the appropriate four-character alphabetic code (GBLOC) representing each PPSO as shown in Chapter IX. Failure to use the correct code will result in the rejection of individual rate records or the acceptance of rates for the wrong origin PPSO.

ITEM 613.

DESTINATIONS

a. The following procedures apply to all destinations for which individual rate records are filed:

(1) Any destination state must be specified by the appropriate two-letter postal abbreviation representing each state.

(2) If a Transportation Service Provider chooses to serve a destination state, then the Transportation Service Provider must serve the destination state in its entirety.

(3) Rates filed under the provisions of **SDDC's CONUS Automated Rate Transportation System (CARTS)** have no intrastate application. Therefore, if a Transportation Service Provider lists the destination state in which the origin installation resides, the shipment must originate in another state within the origin's consignment authority and must be delivered into the destination state listed (i.e., interstate shipment).

ITEM 614.

RESERVED FOR FUTURE USE

ITEM 615.

ORIGIN/DESTINATION COMBINATION

Area of responsibility to destination state will be the only filing option (origin/destination combination) allowed. Only one individual rate record for each origin/destination and code of service combination will be permitted.

ITEM 616.

RATE FILING PROCEDURES

a. **General.** Rates will be submitted to SDDC by FTP. Transportation Service Providers are solely responsible for the proper preparation, and submission of their FTP transmissions in accordance with the procedures and formats prescribed within these instructions. Transportation Service Providers are responsible for establishing quality control procedures that permit the review of rates prior to actual submission to SDDC. Filing deadlines will be established by SDDC, and Transportation Service Providers will be notified of these dates via a rate filing schedule posted on the Personal Property homepage prior to each filing cycle. Failure to submit FTP transmissions by the designated filing deadlines will result in the Transportation Service Provider being nonresponsive and the rates not being accepted.

(1) **Procedures for Rate Filing Via FTP.** Rates may be submitted during each phase within the rate filing cycle. FTP Electronic transmissions, in response to any designated filing date, must arrive at the anonymous FTP file at SDDC prior to 12:00 midnight, Eastern Standard Time, on the designated date. FTP transmissions can be made daily to update the file until the disclosure date. Only one set of rates per Transportation Service Provider, per channel, per day, may be submitted. Each rate filing cycle will be subject to edit and validation criteria, prior to acceptance or rejection. **Upon closure of the designated rate filing date, rates may not be changed.**

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b. Rate Filing. I/F, M/T or L/C rates may be filed with SDDC prior to the designated dates. Transportation Service Providers discovering mistakes in rates submitted before the designated date may, if they so desire, add, delete, change, or correct such rates. The latest FTP submission received on or before the applicable I/F, M/T or L/C filing date will prevail as the Transportation Service Provider’s rate filing. However, where multiple rates are actually processed, Item 602 will apply.

(1) **Correction of FTP Files Submitted Prior to the Filing Deadline.** Transportation Service Providers/ADP agents who desire to add, delete, or change individual rate records previously filed must submit a replacement FTP file. ADP agents must resubmit the rates of all Transportation Service Providers contained on the original submission, which includes the affected Transportation Service Provider’s rates. Replacement rates submitted prior to the applicable filing deadline will be accepted and will replace the FTP file previously filed. Only one replacement file is allowed in each filing. Rate submissions submitted after the filing deadline will not be processed.

c. Rate Percentages. All rate submissions must be prepared using the exact format specified in this chapter. Voluntary individual rate records must be expressed as “percentage of” the baseline rates contained in the rate solicitation and not as “percentage off” the baseline rates. Also, individual rate records must be expressed in full percentages (i.e., 095; 100; 110), and not as fractions (i.e., .95.2; .95). Leading zero(s) must be used when expressing a “percentage of” less than 100 percent. Where no rate is filed, the rate field must be left blank, since “000” will be construed as an actual filing.

(1) Rates for interstate application will be filed as a percentage of the baseline rates. A Transportation Service Provider who desires to serve a PPSO may offer service at any percentage above, below, or equal to the baseline rates, subject to the conditions in paragraphs d(1) and d(2) below, contained herein. **The percentage filed will cover all aspects of the shipment except the following: reweigh; additional shipment charges; third party services; ferry, bridge and service charges; full replacement protection; SIT and warehouse handling at destination; delivery out of SIT at destination; any accessorial services performed in connection with destination SIT, and packing inspection for shipments out of nontemporary storage warehouses and SIT warehouses, in certain instances.**

(2) **Tariff to Individual Rate Record Conversion.** Transportation Service Providers cannot submit a percentage of their commercial interstate tariff nor a percentage of any other rate basis as a substitute for the rate solicitation. Transportation Service Providers’ individual rate records must provide rates which are not greater in application than the correlative rates in their interstate commercial tariffs.

d. Criteria.

(1) Administrative **High and Low Rates for DW04 Rate Filing Cycle:**

Code of Service	Non-Alaska		Alaska	
	1A	2A	1A	2A
Admin High	201	222	277	302
Admin Low	60	60	101	101

Note: Alaska shipments include those going into and coming from Alaska.

(2) **Acceptable High Per Channel:**

The lowest “accepted” rate established in the final I/F will be the basis to compute the “acceptable high” for each channel, for each code of service by adding 60%. Any rates filed above the

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“acceptable high” for each channel, for each code of service will be cancelled or rejected, unless the Transportation Service Provider “Me-Too’s” a rate at or below the “acceptable high” for that channel, for that code of service. See the “Rate Reasonableness Rate Filing Example” at the end of this Item.

e. I/F Filing:

(1) **General.** There are two I/F cycles per year. During each filing cycle, competitive rate levels are established to move DOD/USCG personal property shipments within CONUS (including Alaska). Rates submitted shall be in compliance with the criteria in para. d.(1). I/F rates must be brought into compliance with criteria d.(2) during the M/T, in order to be included in the Final Accepted Rates. Filing deadlines are announced via a rate filing schedule posted on the Personal Property page of the SDDC web site prior to each I/F cycle.

(a) I/F-A (Initial Submission): The individual rate records, contained in the prescribed automated format, will be subject to edit and validation criteria. Transportation Service Providers will have one opportunity to review and change rates which pass the editing and validation criteria (but did not reflect what the Transportation Service Provider intended to file), add rates which were unintentionally omitted in the I/F-A submission, and correct I/F-A rejected rates. Transportation Service Providers may submit the changed, added, and/or corrected rejected rates in the I/F-M.

(b) I/F-M (Change/Correction Submission). Rates filed in the I/F-M will only be the changed, added, and/or corrected rejected rates. All rates which have previously passed the editing and validation criteria in the I/F-A that the Transportation Service Provider does not desire to change will be considered accepted. The individual rate records contained in the I/F-M will again be subject to the same editing and validation criteria as in the I/F-A. ADP agents do not need to submit the rates of Transportation Service Providers not exercising this option that were filed in the original submission. NOTE: Rates submitted under the administrative low or over the administrative high that are not corrected during the I/F-M will be rejected, precluding participation in that code of service, for that channel, for the cycle.

NOTE: In the event the I/F-M submission contains an incorrect Transportation Service Provider’s SCAC, the appropriate Transportation Service Provider or ADP firm who submitted the rates will have two working days from the date of notification to submit a correct rate submission. If the Transportation Service Provider or designated ADP firm fails to replace the rates before the deadline or the replacement submission still contains an incorrect Transportation Service Provider’s SCAC, the rates shall be voided from further consideration in the I/F-M. This situation will constitute a second or final rejection for the Transportation Service Providers involved and the rates which passed the I/F-A editing and validation criteria for these Transportation Service Providers will be considered accepted.

f. M/T Filing.

(1) **General.** There is a M/T filing submission in conjunction with each I/F submission. The M/T provides Transportation Service Providers with the opportunity to precisely adjust their rates downward to (equal) the lower rates of other Transportation Service Providers established during the I/F cycle. Transportation Service Providers may remain at their I/F-A or I/F-M rate only if they meet all the criteria from Item 616, paragraph (d). In order to participate in the M/T, a Transportation Service Provider must have an accepted individual rate record established in the I/F cycle. Rates filed during the M/T must be in compliance with the criteria established in Item 616, para. d. For example, see “Rate Reasonableness Rate Filing Example” chart at the end of this item no. 616.

(2) **M/T-A (Initial Submission).** The individual rate records contained in the prescribed automated format will be subject to edit and validation criteria. Transportation Service Providers will have one opportunity to add

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rates that were unintentionally omitted from the M/T-A and to correct M/T-A rejected rates in the M/T-B. Transportation Service Providers may not change rates that passed the edit and validation criteria in the M/T-A.

(3) M/T-B (Correction Submission). Rates filed in the M/T-B must only include the added and the corrected rejected rates. All rates that have previously passed the edit and validation criteria in the M/T-A will be considered accepted. The individual rate records will be subject to the same editing and validation criteria as in the M/T-A.

NOTE 1: M/T rates may be filed only for those individual records (i.e., origin/destination and code of service combinations) for which a Transportation Service Provider has an accepted I/F rate record.

NOTE 2: A Transportation Service Provider's rate record accepted in the I/F will automatically remain in effect, **only if that rate meets all the criteria identified in Item 616, paragraph (d).**

NOTE 3: An accepted M/T rate replaces the I/F submission. The I/F rate will no longer apply.

g. LOI/Cancellation Submission (L/C). There are four L/C submissions allowed each filing cycle. The filing deadlines for these submissions will be announced in the rate filing schedule posted on the Personal Property homepage prior to each filing cycle. The L/C filing submissions provide Transportation Service Providers newly approved at an installation, including those meeting the expansion in operating authority provision, with the opportunity to precisely meet (equal) the **accepted** rates of other Transportation Service Providers during the 6-month rate cycle, and provides Transportation Service Providers with the opportunity to cancel existing rates. When a Transportation Service Provider has no effective rate on file due to cancellation, the Transportation Service Provider is responsible for refusing shipments offered for a traffic channel. Acceptance and movement of a shipment by the Transportation Service Provider over such traffic channels under a BL shall constitute an agreement by the Transportation Service Provider to perform the transportation services at the original rate filed by the Transportation Service Provider as stated on the BL.

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RATE REASONABLENESS RATE FILING EXAMPLE

Channel		BGAC to CT		Admin High		200			
Code of Service		1A		Admin Low		60			
				Percent Above Min Final I/F Rate (for this channel)		60		Acceptable High = (65+ 60)% = 125% (Note 4)	
TSP	I/F-A		I/F-M		M/T-A			M/T-B	Final Accepted Rates
	Rates Filed	Pass / Fail (Note 1)	Rates Filed	Pass / Fail (Note 1)	Rates Filed (Note 2)	Cross Filed Rate Used (Note 2)	Pass / Fail (Note 3)	Rates Filed	
1	65	Passes @ I/F-A							65
2	125	Passes @ I/F-A			65		Passes @ M/T-A		65
3	130	Passes @ I/F-A			80	Code 2A	Passes @ M/T-A		80
4	135	Passes @ I/F-A			90	Code 2A	Passes @ M/T-A		90
5	140	Passes @ I/F-A			100		Passes @ M/T-A		100
6	55	Fails @ I/F-A	100	Passes @ I/F-M					100
7	150	Passes @ I/F-A			110	Code 2A	Passes @ M/T-A		110
8	165	Passes @ I/F-A			120	Code 2A	Passes @ M/T-A		120
9	220	Fails @ I/F-A	200	Passes @ I/F-M	125		Passes @ M/T-A		125
Channel		BGAC to CT		Admin High		220			
Code of Service		2A		Admin Low		60			
				Percent Above Min Final I/F Rate (for this channel)		60		Acceptable High = (75+ 60)% = 135% (Note 4)	
TSP	I/F-A		I/F-M		M/T-A			M/T-B	Final Accepted Rates
	Rates Filed	Pass / Fail (Note 1)	Rates	Pass / Fail (Note 1)	Rates (Note 2)	Cross Filed Rate Used (Note 2)	Pass / Fail (Note 3)	Rates	
1	75	Passes @ I/F-A							75
2	80	Passes @ I/F-A			65	Code 1A	Passes @ M/T-A		65
3	90	Passes @ I/F-A							90
4	100	Passes @ I/F-A							100
5	110	Passes @ I/F-A							110
6	120	Passes @ I/F-A							120
7	125	Passes @ I/F-A							125
8	140	Passes @ I/F-A			135	Code 1A	Passes @ M/T-A		135
9	240	Fails @ I/F-A	220	Passes @ I/F-M	140		Fails @ M/T-A	135	135

Note 1: Rates have to be greater than or equal to Admin Low and less than or equal to Admin High.

Note 2: Item 616 d (3) criteria applies at M/T rate cycle.

Note 3: Cross filed Me-Too rates have to be equal to or lower than 60% plus lowest accepted rate established in the final I/F rate per channel (for this code of service).

Note 4: For BGAC to CT (Code 1A) the lowest accepted rate was 65%, therefore the “acceptable high” will be 65 + 60 = 125%. Similarly, for BGAC to CT (Code 2A) the lowest accepted rate was 75%, therefore, the “acceptable high” will be 75 + 60 = 135%. In this example, TSP#2 in BGAC to CT (Code 2A), decides to cross-file to 65 from BGAC to CT (Code 1A). This will be allowed but this cross-filed 65% rate will not become the new basis to determine the new acceptable high for BGAC to CT (Code 2A). In other words, the acceptable high for BGAC to CT (Code 2A) will stay at 135% (which was determined based on the lowest accepted rate at I/F).

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ITEM 617.

FTP FILE NAME STANDARDS

File names for rate submissions must be submitted in the following format:

15 positions -- UNIX or Windows/NT

<u>Position</u>	<u>Field</u>	<u>Entry</u>
1st	Alpha Lowercase	a (initial input) r (replacement)
2nd-5th	Alphanumeric Lowercase	ADP Agent/Transportation Service Provider Identification Code (i.e., dp78; INVR)
6th	Alpha Lowercase	d (Domestic rate filing)
7th	Alpha Lowercase	w (winter rate cycle) s (summer rate cycle)
8th-9th	Numeric	2-digit year (i.e., 98)
10th-12th	Alpha Lowercase	ifa, ifb, ifm (initial filing) mta, mtb, (me-too filing) lc1, lc2, lc3, lc4 (LOI cancellation cycles)
13th-15th	Alpha Lowercase	.gz (extension)

For example: adp99dw02mta.gz or rdp99dw02mta.gz for replacement.

ITEM 618.

CANCELLATION OF RATES

a. M/T Submission. Rates, accepted in the I/F, will be considered cancelled when the Transportation Service Provider meets another Transportation Service Provider's rate for an origin/destination and code of service combination.

b. L/C Cancellation Submission. Transportation Service Providers will be allowed to cancel rates one time during each cycle. Transportation Service Providers will submit these cancellations in the prescribed automated format shown in this chapter.

ITEM 619.

PERSONAL PROPERTY RATES ON-LINE (PPROL)

a. PPROL allows Transportation Service Providers filing rates independently and ADP agents to access their approved or rejected rates on the SDDC Internet Homepage. The user accesses rates on-line through the use of a 4-

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character company code and a 7-character password. For each rate filing cycle, the accepted and rejected I/F, M/T and L/C rates will be available for review. The filing schedule specifies the dates rates are to be released by SDDC. L/C rates and cancellations will be released not less than one week from the appropriate filing deadline. To facilitate in M/T filing, the I/F “low three” rate report will contain the three lowest rates from each GBLOC to each destination state. If there is more than one Transportation Service Provider at each of the three low rates, the first two Transportation Service Provider SCAC codes (by alphabetical order) will be shown, followed by the number of Transportation Service Providers at that rate level. **Rates in the “low three” report must meet the rate reasonableness criteria in Item 616 in order to be acceptable for the M/T rate cycles.** Transportation Service Providers may locate additional rate information on the Total I/F Accepted Rates Report. The final I/F, M/T and L/C rates report will be put on the PPROL, under the heading “Public File.”

b. **Public File.** Other interested parties (i.e., Transportation Service Providers not filing rates independently) may view rates on the SDDC Internet Homepage Public File area. For each rate filing cycle, final accepted rates will be available.

c. **Homepage Address.** The SDDC Internet Homepage address is <http://www.sddc.army.mil>.

ITEM 620.

ERROR DESCRIPTIONS

The information shown on the CARTS error/rejection listing outlined below defines the submission of erroneous individual rate records rejected due to error. The error message will be shown for rejected rates as follows:

ERROR CODE**ERROR MESSAGE**

10	SCAC IS MISSING FROM INPUT RECORD
11	SCAC MUST HAVE 4 ALPHA CHARACTERS
12	SCAC NOT FOUND IN CARRIER REFERENCE FILE
13	TSP LACKS DOD INTERSTATE APPROVAL
14	NO APPROVAL FOR THIS CODE OF SVC TO ALASKA
15	NO APPROVAL FOR THIS CODE OF SVC FROM ALASKA
16	TSP LACKS LOI FOR THIS GBLOC AND CODE OF SVC
17	TSP WHO FILED NO IFA RATES MAY NOT FILE IFM
20	ORIGIN GBLOC IS MISSING FROM INPUT RECORD
21	ORIGIN GBLOC MUST HAVE 4 ALPHA CHARACTERS
23	ORIGIN GBLOC IS NOT ACTIVE IN THE CARTS SYSTEM
30	DESTINATION STATE IS MISSING FROM INPUT RECORD
31	DESTINATION STATE MUST HAVE 2 ALPHA CHARACTERS
32	DESTINATION STATE NOT FOUND IN STATE FILE
33	DESTINATION STATE AND ORIGIN MUST BE INTERSTATE
41	CODE OF SERVICE MUST BE 1 OR 2
51	RATE MUST HAVE THREE NUMERIC CHARACTERS 001-999
52	RATE IS OUTSIDE OF RATE REASONABLENESS CRITERIA
53	RATE IS EXCESSIVE
54	RATE EXCEEDS I-F RATE IT IS INTENDED TO REPLACE
55	RATE IS NOT EQUAL TO ME-TOOED RATE
56	RATE MAY NOT BE LOWERED WITHIN I-M, M-T, OR L-C
57	RATE IS BELOW ESTABLISHED ADMINISTRATIVE LOW
58	RATE IS ABOVE ESTABLISHED ADMINISTRATIVE HIGH

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59 RATE FIELD MUST BE BLANK FOR THIS FILING
60 M-T SCAC IS MISSING FROM INPUT RECORD
61 M-T SCAC MUST HAVE 4 ALPHA CHARACTERS
62 M-T SCAC NOT MATCHED IN CARRIER FILE
69 M-T SCAC MUST BE BLANK FOR THIS FILING
71 M-T CODE OF SERVICE MUST BE 1 OR 2
79 M-T CODE OF SERVICE MUST BE BLANK FOR THIS FILING
81 CANCELLATION CODE MUST BE 'C' OR BLANK IN L-C
89 CANCELLATION CODE MUST BE BLANK FOR THIS FILING
90 ME-TOOING TSP HAS NO MATCHING I-F RATE
91 ME-TOOING TSP'S I-F RATE IS INACTIVE--NO LOI
92 TSP ALREADY HAS A ME-TOO RATE FOR THIS KEY
93 ME-TOOED RATE KEY IS NOT FOUND IN MASTER
94 ME-TOOED RATE HAS BEEN CANCELLED
95 ME-TOOED RATE IS INACTIVE--NO LOI
96 RATE TO BE CANCELLED IS NOT FOUND IN MASTER
97 RATE TO BE CANCELLED IS ALREADY CANCELLED
98 RATE TO BE CANCELLED IS INACTIVE--NO LOI
99 A RATE IS ALREADY ON FILE FOR THIS KEY

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FTP NAMING CONVENTION

RATE SUBMISSION (15 POSITIONS)

<u>RECORD POSITION</u>	<u>FIELD</u>	<u>ENTRY</u>
1	Alpha (lowercase)	A (Initial input) R (Replacement)
2-5	Alphanumeric (lowercase)	ADP Agent/Carrier Identification Code, i.e., DP78; INVR
6	Alpha D (lowercase)	(Domestic rate filing)
7	Alpha (lowercase)	W (winter rate cycle) S (summer rate cycle)
8-9	Numeric	2-digit year, i.e., 04
10-12	Alpha (lowercase)	IFA, IFB, IFM (initial filing) MTA, MTB (me-too filing) LC1, LC2, LC3, LC4 (LOI cancellation cycles)
13-15	Alpha (lowercase)	.gz (extension)

Note 1: The naming convention must be **15 positions**.

Note 2: For the 1st position, enter "A" or "R." The letter "A" identifies the files as containing new records. The letter "R" identifies the files as containing records replacing those previously filed. Example: *ADP78DS98IFA.gz*; *RDP78DS98IFA.gz*; *AINVRDS98IFB.gz*; *RRINVRDS98IFB.gz*. **Refer to Item 2003.**

Note 3: For the 13th-15th position, enter ".gz." The extension ".gz" at the end of the naming convention identifies the files as being gzipped in Unix format. Files are to be compressed using the GZIP.EXE compression routine.

Note 4: Files are to be received at SDDC **not later than 12:00 midnight**, Eastern Standard Time, on the deadline date **as given on the latest Rate Filing Schedule for that particular rate cycle, posted on the Personal Property site of the SDDC web page. All submissions received after 12:00 midnight will be rejected.**

Note 5: Errors and acceptances will be **made available to all submitting ADP agents according to the latest Rate Filing Schedule as posted on the Personal Property site of the SDDC web page.** These files will be available on the anonymous FTP site for 30 days.

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FTP NAMING CONVENTION

SDDC DATA RETRIEVAL FILE

<u>RECORD POSITION</u>	<u>FIELD</u>	<u>ENTRY</u>
1	Alpha (lowercase)	D (Domestic)
2	Alpha (lowercase)	Rate Filing Cycle: W (winter) S (summer)
3-4	Numeric	2-digit year i.e., 04
5-7	Alphanumeric (lowercase)	IFB (initial filing) MTB (me-too filing) LC1, LC2, LC3, LC4 (LOI cancellation cycles)
8-12	Alpha (lowercase)	.gz (extension)

EXAMPLE: DS04_LC1.gz; DW04_IFA.gz

Note 1: Unless otherwise notified, files will be placed on the HQMTMC anonymous FTP site not later than 7 days from the rate filing deadline. **All files will be available on the anonymous FTP site for 30 days.**

DOMESTIC PERSONAL PROPERTY RATE SOLICITATION D-9

FTP SUBMISSION FORMAT

INITIAL FILING (I/F)

The following field of information must be furnished as applicable in your rate submission. The record size is 28 character positions. Each individual rate record consists of the following:

<u>RECORD POSITION</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1-4	SCAC	Enter the SCAC assigned to you to by the National Motor Freight Traffic Association, Incorporated.
5-8	Origin GBLOC	Enter the appropriate GBLOC consisting of four unique alpha characters assigned to each PPSO to indicate from which origin the rates apply. GBLOCs are listed in Chapter 9 of the Domestic Personal Property Rate Solicitation.
9-10	Destination State Code	Enter the appropriate destination state that you desire to serve.
11	Code of Service	Enter "1" to indicate Code 1 or "2" for Code 2 service.
12		Leave Blank (space)
13-15	Segmented Rate Table	Enter only the "percentage of" the Domestic Personal Property Rate Solicitation segmented rate table. Percentage must be between 000 and 999. Leading zero(s) must be used for percentages below 100.
16-18		Leave Blank (spaces).
19-21		Leave Blank (spaces).
22-28		Leave Blank (spaces).

DOMESTIC PERSONAL PROPERTY RATE SOLICITATION D-9

FTP SUBMISSION FORMAT

ME-TOO (M/T) & LOI/CANCELLATION (L/C)

The following field of information must be furnished as applicable in your rate submission. The record size is 28 character positions. Each individual rate record consists of the following:

<u>RECORD POSITION</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1-4	SCAC	Enter the SCAC assigned to you by the National Motor Freight Traffic Association, Incorporated.
5-8	Origin GBLOC	Enter the exact GBLOC of the origin PPSOs rates you desire to M/T.
9-10	Destination State Code	Enter the appropriate destination state that you desire to M/T.
11	Code of Service	Enter "1" to indicate Code 1 or "2" to indicate Code 2 service. This must be the code of service you filed during the I/F cycle or the code you desire to serve under the new LOI filings.
12		Leave Blank (space)
13-15	Segmented Rate Table	Enter only the "percentage of" the rate being M/T. Percentage must be between 000 and 999. Leading zero(s) must be used for percentages below 100.
16-18		Leave Blank (spaces).
19-21		Leave Blank (spaces).
22-25	Carrier Me-Too'd	Enter the SCAC of the carrier whose rates for this origin/destination combination are being met.
26	Code of Service Me-Too'd	Enter "1" if me-tooing a carrier's Code 1 service rate or "2" if me-tooing a carrier's Code 2 service rate.
27-28		Leave Blank (space).

DOMESTIC PERSONAL PROPERTY RATE SOLICITATION D-9

FTP SUBMISSION FORMAT

CANCELLATION

The following field of information must be furnished as applicable in your rate submission. The record size is 28 character positions. Each individual rate record consists of the following:

<u>RECORD POSITION</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1-4	SCAC	Enter SCAC assigned to you by the National Motor Freight Traffic Association, Incorporated.
5-8	ORIGIN GBLOC	Enter the exact GBLOC of the origin PPSOs rate being cancelled.
9-10	Destination State Code	Enter the appropriate destination state code that you desire to cancel.
11	Code of Service	Enter "1" to indicate Code 1 or "2" to indicate Code 2 service that you desire to cancel.
12-26		Leave Blank (spaces).
27	Cancellation Code	Enter "C" to indicate that the rate for the origin/destination combination for that code of service is to be cancelled.
28		Leave Blank (space).

RECORD SPECIFICATION					1. DATE
For use of this form, see TB 1B-111; the proponent agency is DCSPPP					01-Nov-01
2. ID NAMING CONVENTION		3. TITLE CARTS TSP ACCEPTED RATES			
4. DESCRIPTION ASCII				5. LENGTH 30	6. SECLAS/PRIV U/N
NOTE 1: USER MAY USE THE GZIP COMPRESSION ROUTINE.					
7. POSITION	8. FIELD	9. FIELD TITLES	10. CLASS	11. LENGTH	12. REMARKS
1-4	1	STANDARD CARRIER ALPHA CODE	A	4	
5-8	2	ORIGIN GOVERNMENT BILL OF LADING OFFICE CODE	A	4	
9-10	3	DESTINATION STATE	A	2	
11	4	CODE OF SERVICE	N	1	
12-14	5	RATE	N	3	1
15-18	6	ME-TOO SCAC	A	4	
19	7	ME-TOO CODE OF SERVICE	N	1	
20-22	8	ME-TOO RATE	N	3	1
23	9	CANCELLATION CODE	A	1	
24-29	10	CANCELLATION DATE	N	6	
30	11	LOI INDICATOR	A	1	
<p>COL. 10 (CLASS): A = Alphabetic N = Numeric</p> <p>COL. 11 (LENGTH): The number of characters required to complete the data field.</p> <p>COL. 12 (REMARKS):</p> <p>1 – Percentages of rates will be between 000 and 999. Leading zero(es) will be used for percentages below 100, thus 75% must be entered as 075.</p>					

FIGURE 6-1

RECORD SPECIFICATION					1. DATE
For use of this form, see TB 1B-111; the proponent agency is DCSPPP					01-Nov-01
2. ID NAMING CONVENTION		3. TITLE CARTS TSP INPUT FORMAT			
4. DESCRIPTION NOTE 1: USER MAY USE THE GZIP COMPRESSION ROUTINE. ASCII NOTE 2: MUST HAVE A CARRIAGE RETURN FOLLOWING EACH RECORD.					5. LENGTH 28
					6. SECLAS/PRIV U/N
7. POSITION	8. FIELD	9. FIELD TITLES	10. CLASS	11. LENGTH	12. REMARKS
1-4	1	STANDARD CARRIER ALPHA CODE	A	4	
5-8	2	ORIGIN GOVERNMENT BILL OF LADING OFFICE CODE	A	2	
9-10	3	DESTINATION STATE	A	2	
11	4	CODE OF SERVICE	N	1	
12	5	FILLER 5		1	2
13-15	6	SEGMENTED RATE TABLE	N	3	1
16-18	7	FILLER 7		3	2
19-21	8	FILLER 8		3	2
22-25	9	ME-TOOED SCAC	A	4	
26	10	CODE OF SERVICE ME-TOOED	N	1	
27	11	CANCELLATION CODE	A	1	
28	12	FILLER 12		1	2
<p>COL. 10 (CLASS): A = Alphabetic N = Numeric</p> <p>COL. 11 (LENGTH): The number of characters required to complete the data field.</p> <p>COL. 12 (REMARKS):</p> <p>1 - Percentages of rates will be between 000 and 999. Leading zero(es) will be used for percentages below 100, thus 75% must be entered as 075.</p> <p>2 - Must be blank.</p>					

FIGURE 6-2