



**JOINT PROGRAM MANAGEMENT OFFICE
FOR HOUSEHOLD GOODS SYSTEMS
(JPMO HHGS)**

DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

**RATE FILING USER GUIDE
GOVERNMENT EDITION
Version 05**

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1 INTRODUCTION

This guide explains the roles of Government personnel in Transportation Service Provider (TSP) Rate Filing within the Defense Personal Property System (DPS). The TSP Rate Filing Module is used by TSPs to respond to solicitations for rates to move household goods. The role of Military Surface Deployment and Distribution Command (SDDC) reviewers is described and instructions from their perspective are presented. Instructions for Outbound Personal Property Shipping Office (PPSO) users to submit requests for volume moves are also included.

1.1 OBJECTIVES

This guide is intended for the following DPS Rates Module (DPS Rates) users, which include those with back-end and oversight interests:

- SDDC Rates Administrators
- SDDC Managers
- SDDC Best Value Scoring (BVS) Users
- SDDC Quality Assurance (QA) Users
- PPSO Electronic Billing and Payment (EBP)Users
- PPSO Outbound Users
- PPSO Outbound Supervisors
- Defense Finance and Accounting Service (DFAS) Users
- General Services Administration (GSA) Users.

Most illustrations herein are shown from the perspective of an SDDC Rates Administrator with full government access capabilities. Only SDDC Rates Administrators can create, modify, and control solicitations and rate reasonableness parameters. Other Rates users see everything accessible to Rates Administrators but have limited or no update capability.

This user guide specifically covers how to:

- Review annual rate submission status and statistics
- Administer Rate Reasonableness (RR) ranges
- Award One-Time-Only (OTO), Boat OTO (BOTO), and Mobile Home OTO (MOTO) shipments
- Create Volume Move (VM) Requests
- Determine bid rankings and BVSSs of TSPs responding to daily (i.e., OTO, BOTO, MOTO, and VM) solicitations
- Approve and reject VM requests
- Award VM shipments.

1.2 DPS SYSTEM REQUIREMENTS

DPS minimum client system requirements are:

- Internet access and Microsoft Internet Explorer® (IE) (Version 5.0 or later)
- SDDC Electronic Transportation Acquisition (ETA) registration

- Access to DPS through ETA.

1.3 COMMON RATE FILING ADMINISTRATION TASKS

Some common DPS Rates administration tasks are:

- *Monitoring Requests for Quotes (RFQs)*—Reviewing all RFQs currently in bidding, awarding, or archived status.
- *Creating and Approving VM Requests*—Preparing and releasing a volume move RFQ solicitation. RFQ data for all other types of Families First solicitations originate outside DPS Rates.
- *Awarding Shipments*—Awarding OTO, BOTO, MOTO, and VM shipments to TSPs. OTO, BOTO, and MOTO shipments are awarded to a single TSP; however, VM shipments can be awarded to one or more TSPs.
- *Administering Rate Reasonableness*—Overriding acceptable bounds for annual rate submissions, which are determined by DPS using current rates.

1.4 RATE FILING ACCESS AND ROLES

Upon DPS login, all DPS users see the DPS Welcome page with their user name, role, and current date as shown in Figure 1-1.

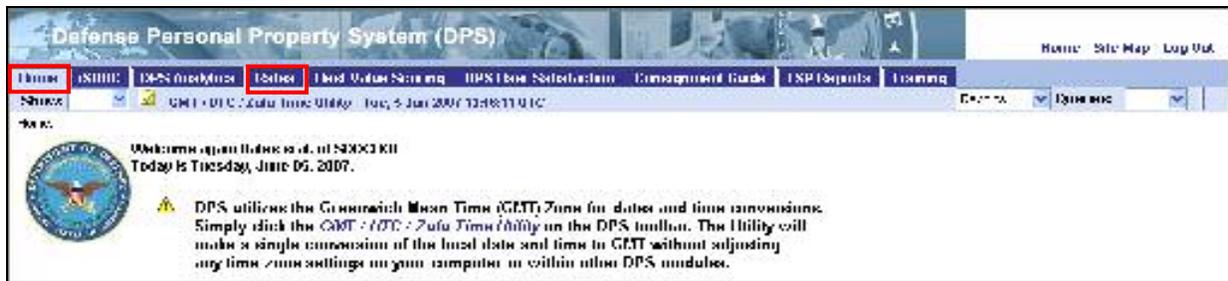


Figure 1-1: DPS Welcome Page

The DPS menu remains near the top of the page indicating which DPS functions you can access. Your active selection appears in a lighter shade of blue.

DPS users with legitimate rate filing roles should see **Rates** as one of the available tabs on their DPS menu. Functionality within Rates is further delineated by user role. If there are more available selections on the DPS menu than can be shown, you may need to scroll the menu to expose **Rates**.

After you click the **Rates** tab on the DPS menu, the Welcome page for DPS Rates appears with a menu of actions in the left sidebar as shown in Figure 1-2. Depending on your user role, the menu will have up to five selections identified in Table 1-1.



Figure 1-2: Welcome to DPS Rates Page

Table 1-1: DPS Rates Menu

DPS Rates Menu Action	Purpose
<i>Rate Range Administration</i>	Allows Rates Administrators to modify biddable attribute upper and lower bounds by channel and Code of Service (COS). Other government users can view, but not modify, RR ranges.
<i>Create Volume Move</i>	Allows PPSO Outbound users, Outbound supervisors, and Rate Administrators to define requests for VM solicitations.
<i>Pending Volume Move Requests</i>	Permits Rate Administrators to see, modify, approve, and reject requests for VM solicitations.
<i>Assign Code of Service to OTO/MOTO/BOTO Shipments</i>	Allows PPSO Outbound Users to choose a COS for an approved OTO/MOTO/BOTO shipment, which results in creation of a RFQ for the shipment and starts TSP online bidding.
<i>RFQ Module</i>	Opens the RFQ Workbench for administering TSP bidding.

Click a selection from the Rates menu to start the respective Rate Filing action.

2 ANNUAL RATE FILING SUPERVISOR FUNCTIONS

2.1 OVERRIDING RATE REASONABLENESS (RR) RANGES

DPS automatically computes a default range of reasonable rates for each channel and COS prior to annual rate filing. Default RR ranges are determined by applying statistical algorithms to rates already on file. This section explains how to view and modify RR ranges. To illustrate, a domestic channel example is used (COS “D”). Administering the RR ranges consists of:

1. Accessing Rate Range Administration.
2. Selecting a Rate Cycle, Channel, and Code of Service.
3. Reviewing and Adjusting Biddable Attributes Bounds.

2.1.1 Accessing Rate Range Administration

If *Rate Range Administration* appears within your Rates menu, then you are able to see RR ranges. DPS allows you to retrieve ranges associated with one channel and COS at a time. If you are an SDDC Rates Administrator, DPS also permits you to modify RR range values that will be in effect for an upcoming annual rate filing period.



Figure 2-1: Reasonable Rate Range Administration Page

To access Rate Range Administration:

- Select *Rate Range Administration* on the Welcome to DPS Rates page as shown in Figure 1-2. The Reasonable Rate Range Administration page appears (Figure 2-1).

2.1.2 Selecting a Rate Cycle, Channel, and Code of Service

To see or modify an RR range, you must first select a rate cycle, channel, and COS.



Figure 2-2: Reasonable Rate Range Administration—Channel Field

To select a rate cycle, channel, and COS:

- Make a selection from the type of channel drop-down list (“Domestic-Domestic” shown in Figure 2-2)
- Make a selection from the rate cycle drop-down list (“[05-15-2008 05-14-2009]” shown in Figure 2-3) – Note that international channels have selections which identify peak and non-peak rates
- Make selections from the remaining drop-down lists to identify the channel and COS. RR low and high bounds appear as shown in Figure 2-4.



Figure 2-3: Reasonable Rate Range Administration—Rate Cycle Field

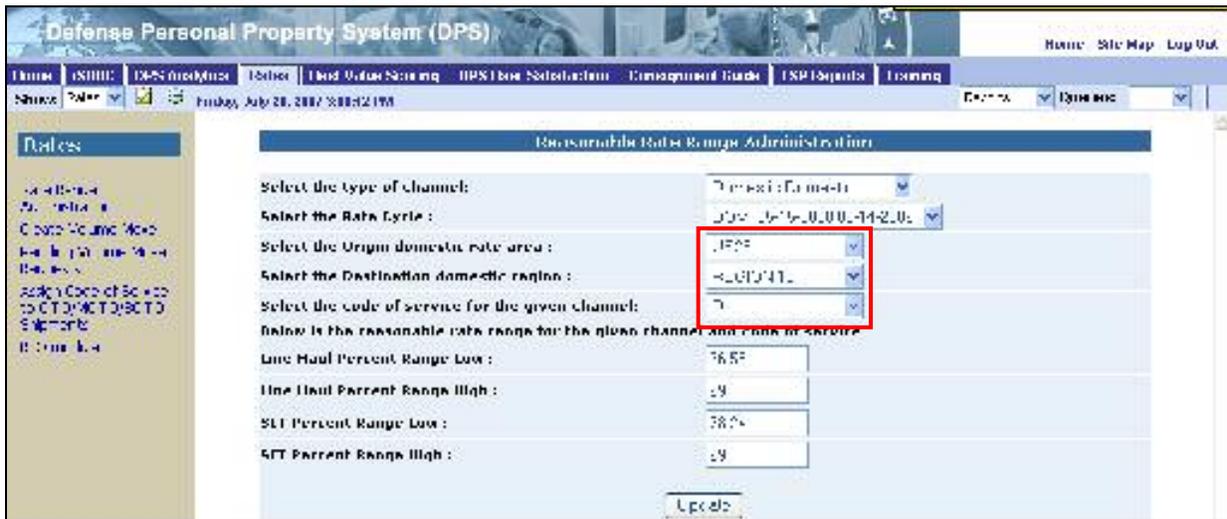


Figure 2-4: Reasonable Rate Range Administration—High/Low Range Fields

Note that all domestic channels have only one COS—“D.”

Table 2-1: Reasonable Rate Range Administration Page Fields

Item	Field Type	Description	Comment
Updateable Fields			
1.	Type of channel	Indicates whether channel origin or destination points are domestic or international.	Items 1 – 5 identify the rate
2.	Rate Cycle	Identifies the tariff to which the RR range applies.	
3.	Origin	Indicates channel origin rate area or region.	
4.	Destination	Indicates channel destination rate area or region.	
5.	Code of Service	A COS that applies to the selected channel.	
6.	Range Low	Biddable attribute lower bound.	Domestic-Domestic channels have two percentage RR ranges (for Line Haul [LH] and Storage in Transit [SIT] discounts); all other channel types have one single factor (dollar amount) RR range
7.	Range High	Biddable attribute upper bound.	
Graphic Icons and Buttons			
8.		Applies changes to database.	

2.1.3 Reviewing and Adjusting Biddable Attributes Bounds

If you are an SDDC Rates Administrator and you select a rate cycle for which TSP rate filing has not yet begun, then you can modify the low and high bounds of RR ranges. Domestic channels have a lower and upper bound for associated Line Haul and SIT discount percentages; international channels have a lower and upper bound for its single factor rate.

2.2 ADJUSTING ACCEPTED ANNUAL RATES

DPS Rates allows program administrators to adjust accepted TSP annual rates when unusual circumstances warrant because changing accepted rates can potentially have far reaching implications with BVS, TSP ranking, and shipment distribution. Therefore, this practice should be undertaken with extreme discretion. Adjust Rates is an action on the DPS Rates menu that is available to SDDC Managers only. Although you can adjust a rate at any time, DPS can only make rate changes effective at the onset of a new performance period.

Furthermore, DPS does not adjust invoices; therefore, TSPs and PPSOs need to correct billing and payment made under incorrect rates outside of DPS. Depending on the significance of a correction to an accepted rate, you may want to advise the TSP to black out all traffic on the affected channel and COS until a rate adjustment can be made effective.

To adjust an accepted TSP rate:

- From the Welcome to DPS Rates page, select *Adjust Rates* from the Rates menu in the left sidebar as shown in Figure 2-7. The Rate Adjustment page appears with two drop-down lists as shown in Figure 2-8.
- Select a TSP SCAC and channel type from the drop-down lists for the rate to be adjusted. Additional drop-down lists appear as you make selections.
- Make a selection for the channel's origin and destination locations, as well as a COS. When finished making all selections, current rate attributes appear as shown in Figure 2-9.
- Make your adjustments to rate attributes and then click the **Update** button. The page as shown in Figure 2-8 appears with a message confirming successful update beneath the Rate Adjustment caption.

Note: Click the **Reset** button at any time if you make an incorrect selection and want to start over.



Figure 2-7: SDDC Manager's Rates Menu



Figure 2-8: Rate Adjustment Page

The screenshot shows the 'Defense Personal Property System (DPS)' interface. The main content area is titled 'Rate Adjustment'. It contains the following fields and options:

- 'Please choose the SEAC and channel type that you would like to adjust rates for': SEAC dropdown is 'AAAS', Channel type dropdown is 'US Domestic/Global'.
- 'Select the Origin domestic rate area': dropdown menu with 'AFSA' selected (highlighted with a red box).
- 'Select the Destination domestic region': dropdown menu with 'US-GOVT' selected (highlighted with a red box).
- 'Select the code of service for the given channel': dropdown menu with '7' selected (highlighted with a red box).
- 'Please select the rate type given the code of service': dropdown menu with '7' selected (highlighted with a red box).
- 'Time Unit Percent': dropdown menu with '1' selected (highlighted with a red box).
- 'SLI Percent': dropdown menu with '1' selected (highlighted with a red box).
- 'Apply' button (highlighted with a red box).
- 'Cancel' button.

Figure 2-9: Current Rate Parameters

3 USING THE RFQ WORKBENCH

The RFQ Workbench is implemented with “third-party” supply chain management Commercial Off-the-Shelf (COTS) software that has been tailored to meet the DPS Rate Filing requirements, including TPS bidding and awarding of daily RFQs, as described in subsequent sections. However, there are features built into this COTS software by the third-party vendor that should not be used in DPS and may even produce undesirable results if used. This guide and related DPS training and reference materials specifically identify such features that should not be used.

3.1 RATE FILING PLATFORM TERMINOLOGY

The *RFQ Workbench* is the primary online user interface with DPS Rates, which is a tailored COTS product. There are variations between Families First nomenclature and terminology used with the RFQ Workbench. Table 3-1 identifies terms frequently referenced in both contexts.

Table 3-1: Mapping of DPS and RFQ Workbench Terminology

Families First	RFQ Workbench Platform
Channel	Lane
TSP	Carrier
Code of Service (COS)	Mode
Government Bill of Lading Office Code (GBLOC), Rate Area	Location

3.2 RFQ WORKBENCH USER INTERFACE AND CONTROLS

The RFQ Workbench appears when you select *RFQ module* from the DPS Rates menu in the left sidebar shown in Figure 1-2.

3.2.1 Common UI Captions

Many RFQ Workbench pages have a common framework of constructs that appear on pages as identified in Figure 3-1 and Table 3-2.



Figure 3-1: RFQ Workbench Page Identifiers

Table 3-2: RFQ Workbench Page Identifiers

Item	Description
Page name	RFQ Workbench page unique identifier. The DPS Helpdesk may ask for this when assisting you.
User ID	Your DPS user identification (ID) as logged in.
Table name	The name of a table or section of a page.

3.2.2 Navigating the RFQ Workbench

Use DPS tabs, buttons, and links appearing throughout the RFQ Workbench and tables to transition among various RFQ Web pages. See respective portions of Section 3.3 for descriptions of constructs used to navigate specific RFQ Workbench pages.

Avoid using IE menu options or toolbar buttons (i.e., Favorites, Links, Go Back, and Go Forward). These are not recognized by DPS and may result in unpredictable results.

3.2.3 Links Not to Use

The following active links appear at the top of most RFQ Workbench pages. Although these links are enabled, they are not for use with DPS and may produce unpredictable and/or undesired results if used.

- Your Links
- Home
- Log Out
- About
- Help

Do not click *Log Out* to exit the RFQ Workbench. Close your browser window instead.

3.2.4 Icons and Buttons

Table 3-3 identifies the available buttons and icons. Only those in the list are intended for use with DPS.

Table 3-3: RFQ Workbench Icons and Buttons

Icons		
Icon	Name	Description
	Actions	Opens a drop-down menu of options that apply to the adjacent row.
	Add	Adds a new item or row.
	Bottom	Moves to the last page of items.
	Copy	Retains selected items for replication elsewhere.
	Date and Time	Launches a pop-up calendar to select a date and time.
	Delete	Deletes selected item(s).
	Down	Moves to the next page in a list of items.

Icons		
Icon	Name	Description
	Edit	Opens a selected item for update.
	Find	Opens a pop-up window for searching a list of items.
	Go	Applies search criteria.
	Preview	Not used with DPS.
	Select All/Deselect All	Marks and frees all items from current selection.
	Top	Moves to the first page of a list of items.
	Up	Moves to the preceding page in a list of items.
Buttons		
Button	Description	
	Applies changes and remains on the current page.	
	Cancels a task.	
	Blanks out user entries.	
	Completes a task.	
	Initiates a search.	

3.2.5 Menus

The RFQ Workbench has a main menu (Figure 3-2) and many pages have additional drop-down lists of commands shown in Figure 3-3. Drop-down menus and lists appear at the top of pages and near data structures to which they apply. The most common menu is Actions—a list of commands that have context on the current page or with the associated data structure. Note that not all menu selections are intended for use with DPS.



Figure 3-2: RFQ Workbench Main Menu

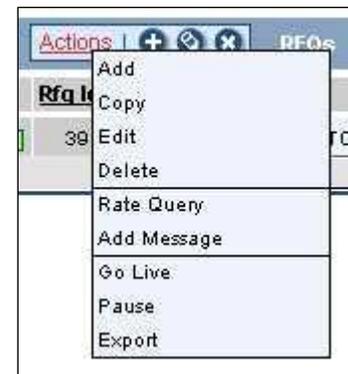


Figure 3-3: Actions Drop-down Menu

3.2.6 Tabular Data and Table Features

The RFQ Workbench presents most data in tabular format as shown in Figure 3-4. Table rows generally represent items within a list such as RFQs or Lanes. Table column entries are row attributes or fields. RFQ Workbench tables and respective attributes are described within Section 3.3.

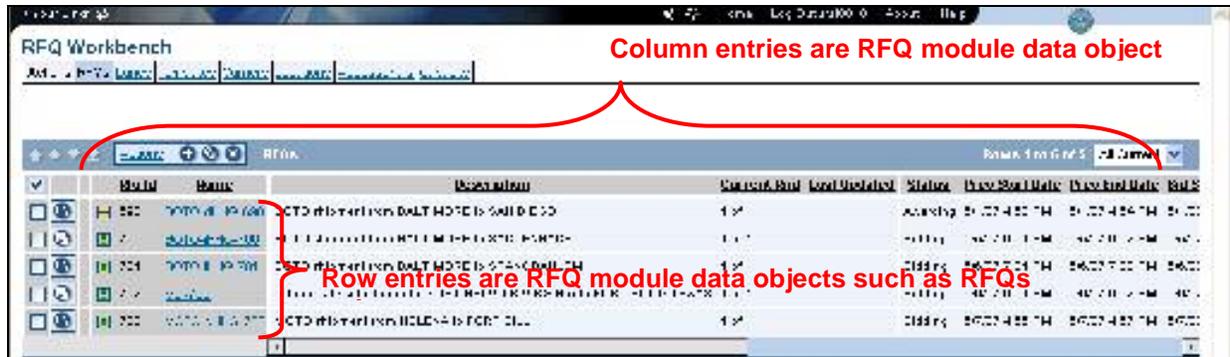


Figure 3-4: RFQ Workbench Tables

3.2.6.1 Navigating Tables

The number of table rows that can be shown on specific pages varies and the entire contents of a table can frequently appear on one page. The RFQ Workbench has features to navigate tables as illustrated in Figure 3-5. Use scroll bars to see beyond the portion of the page shown.



Figure 3-5: Using Table Features to View Data

Table 3-4: RFQ Wrkbench Table Navigation Controls

Icons		
Icon	Page Position	Description
	Bottom	Shows the last page of rows in a table.
	Down	Shows the next page of rows in a table.
	Top	Shows the first page of rows in a table.
	Up	Shows the previous page of rows in a table.
Other Constructs		
Record filters	Use <i>Filter</i> to enter search criteria (described in this section) to restrict rows shown.	
Record count	Total number of rows in the table and row numbers of those shown on the current page.	
Scroll bars	Horizontally and vertically repositions your view of the current page.	
Table border	The lower edge of the table you can drag to increase or decrease the number of rows shown. Up to 15 rows can be shown at once.	

3.2.6.2 Table and Row Actions

You can apply actions to one or more rows on a page. Select check boxes to identify one or more table rows or select the check box in the column header to select or clear all records on the current page as shown in Figure 3-6. Click an Action (an icon or drop-down menu selection) to affect all selected records.

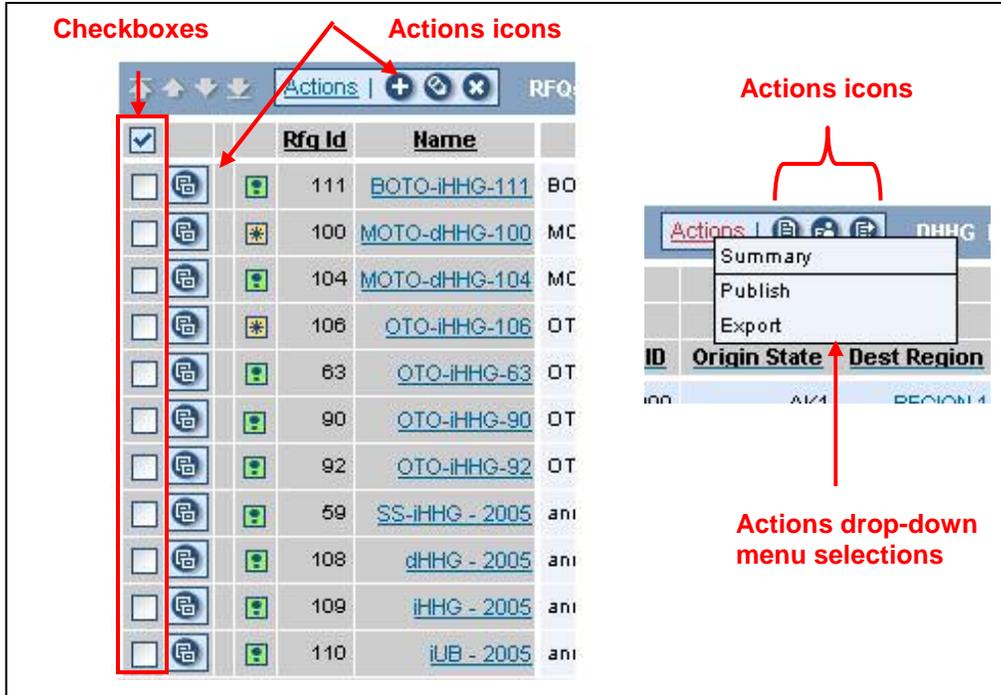


Figure 3-6: RFQ Workbench Actions

Table 3-5: RFQ Workbench Actions

Item	Description
Icon	To execute an Action, select one or more check boxes and then either select an Action icon adjacent each selected check box or select an Action icon at the top of the table.
Drop-down	Click <i>Actions</i> or icon to open a drop-down menu of Actions relevant to your selected items.

3.2.6.3 Sorting Table Rows

Underlined RFQ Workbench table column headings are links that let you know you can sort rows in the table by their respective columns. As illustrated in Figure 3-7, “Lane ID” is underlined. Click the *Lane ID* link to sort records within the table in ascending sequence by that column. Click the link in the column heading again to re-sort in descending order by the same field.

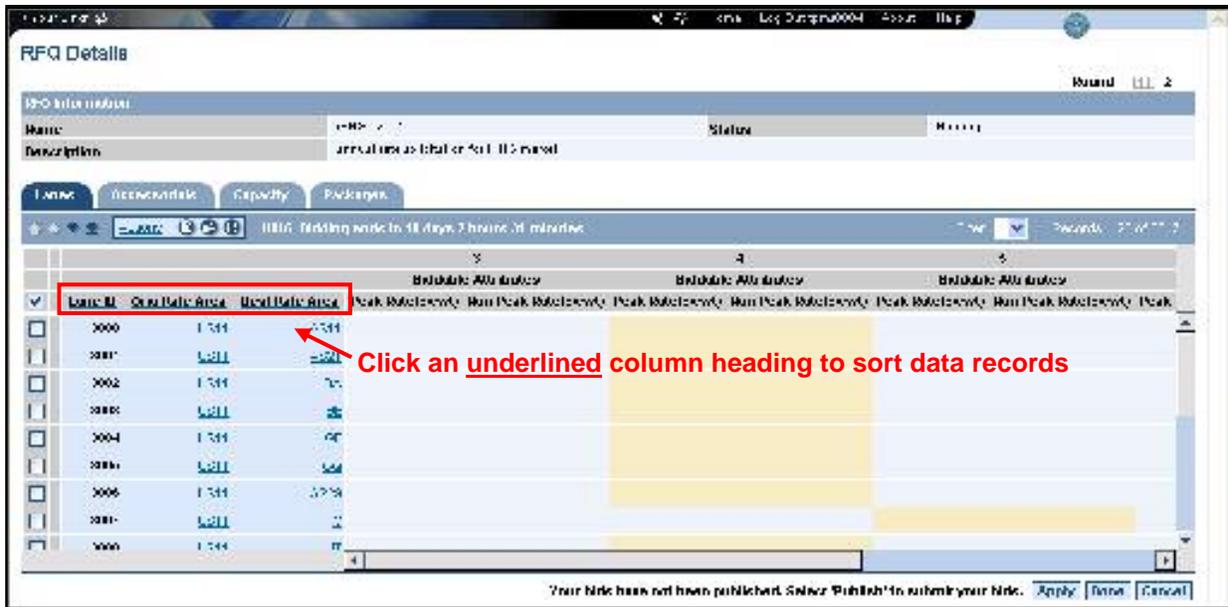


Figure 3-7: Sorting Records

3.2.6.4 Filtering Table Rows

If the number of rows on an RFQ Details page exceeds a practical limit for reviewing sequentially, you can apply a filter to show only rows meeting criteria you provide. Figure 3-8 illustrates a table of all Lanes comprising a solicitation. To apply an existing filter, select one from the Filter drop-down list. Click *Filter* to create, edit, or delete filters.

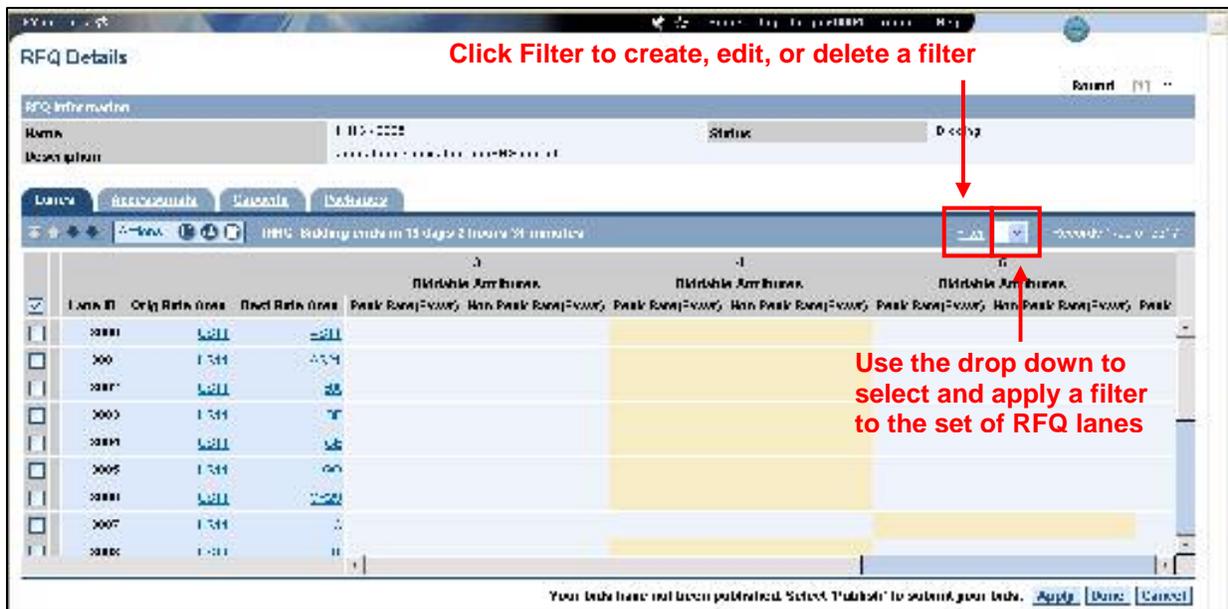


Figure 3-8: Filtering Records—RFQ Details Page

The Manage Filters page appears when you click the *Filter* link as shown in Figure 3-9. Use this page to create, edit, and delete filters.

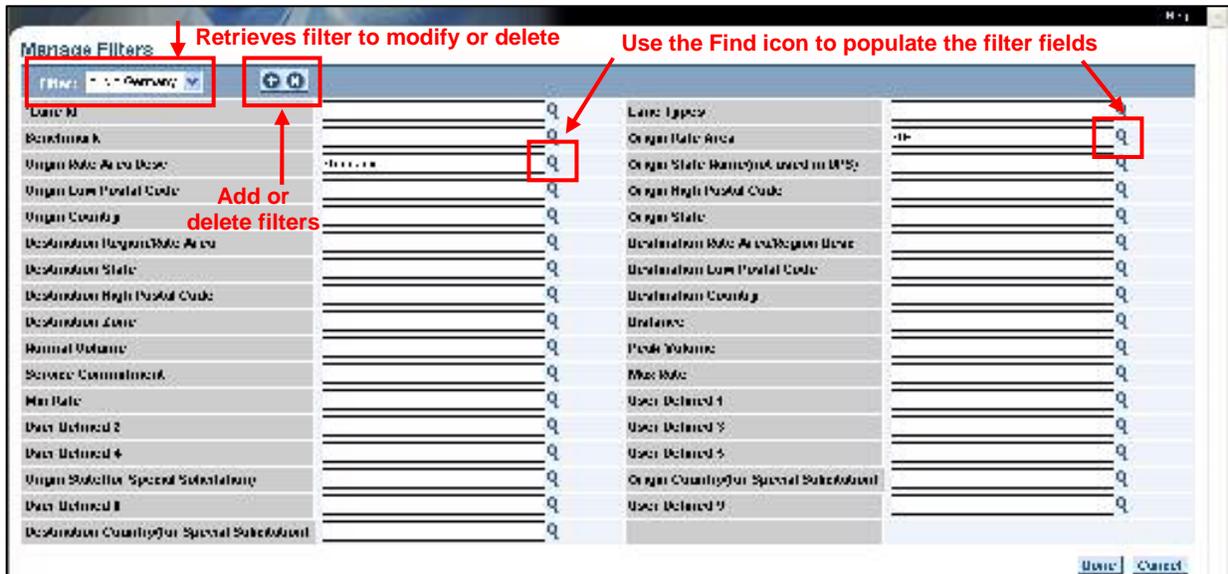


Figure 3-9: Manage Filters Page

Filter

Filter Name:

Figure 3-10: Filter Name Dialog Box

To create a filter:

- On the Manage Filters page (Figure 3-9), click the Add (+) icon.
- In the Filter dialog box that appears (Figure 3-10), provide a name for your new filter and then click the **Done** button.
- On the Manage Filters page, specify filtering criteria and then click the **Done** button.

You may explicitly enter values or click corresponding Find icons to select from values in RFQ Workbench for the field.

Figure 3-9 shows an example of a filter named “origin Germany.” Two fields are specified: “Origin Rate Area Desc” and “Origin Rate Area.” When you apply this filter, only lanes with an origin location in Germany appear.

3.2.7 Viewing and Updating Data

Some fields within an RFQ can be updated or protected depending on your user role and the status of the RFQ. Updatable fields are tan. To update a field, enter your value and click the **Apply** or **Done** button to validate and apply your change. The **Apply** button saves your entries and remains on the current page. The **Done** button saves your entries and returns to the previous page. The **Cancel** button discards your entries and returns to the previous page.

3.3 RFQ WORKBENCH PAGES

This section illustrates all RFQ Workbench pages by page name.

3.3.1 Audit Trail Page

Use the Audit Trail page, illustrated in Figure 3-11, to view a history of all saved updates to an RFQ.



Figure 3-11: Audit Trail Page

To see the Audit Trail page:

- From the RFQ Workbench page, select an RFQ as shown in Figure 3-1.
- Click the **Lanes** tab if it is not already selected (Figure 3-2).
- If an annual RFQ, select Round 1 or 2 at the upper, right portion of the RFQ Details page (only annual RFQs have two rounds).
- Select the check box on a row identifying a Lane that you want to review (only one lane appears with daily RFQs) as shown in Figure 3-5.
- Select “Audit Trail” from the Actions drop-down menu.

Table 3-6: Audit Trail Page Constructs

Item	Name	Description	Comment
RFQ Information			
1.	Name	RFQ name	
2.	Description	RFQ description	
3.	Status	RFQ current status	
4.	Round	RFQ current round and total number of rounds	Daily RFQs have 1 round; annual RFQs have 2 rounds.

Item	Name	Description	Comment
Lane Information			
5.	Lane Id	Lane identifier	
6.	Lane Type	Type of RFQ	
7.	Origin Rate Area Desc	Origin location Rate Area description	DPS reference data.
8.	Origin State Name	Not Applicable (N/A)	Not used.
9.	Destination Rate Area Desc	Destination location Rate Area description	DPS reference data.
10.	Destination State	State of destination	This field is blank when Rate Area is used instead of State.
Bid Information			
11.	Name	TSP Name	
12.	CREATED_BY	User ID of the first to save bid information	
13.	MODIFIED_BY	User ID of the last to update bid information	
14.	MODIFIED_DATE	Date and time of the last bid update	
15.	Package Name	N/A	Not used.
16.	Action	Type of action	
17.	Mode	COS associated with lane	
18.	Attribute Name	Biddable attributes and BVS Score associated with lane	
19.	Value	New or updated value	

3.3.2 Award Lane Page

Use this page to select the TSP to award a daily RFQ. Standard shipments are automatically selected for award by DPS. This page has three sections: RFQ Information, Lane Information, and Bid Information. Bid Information is slightly different with MOTO and BOTO RFQs (not shown).

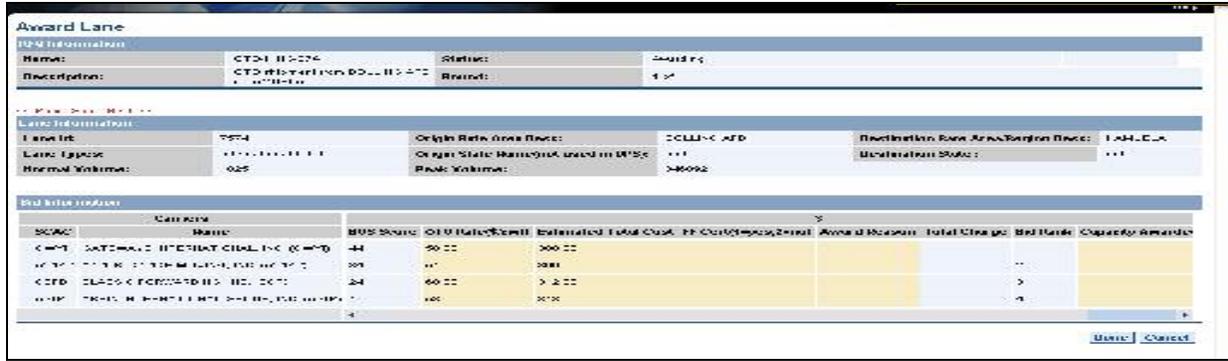


Figure 3-12: Award Lane Page

To see the Award Lane page:

- From the RFQ Workbench page, select an RFQ in an Awarding status as shown in Figure 3-1.
- On the RFQ Details page, click the **Lanes** tab if it is not already selected (Figure 3-2).
- Select “Award Lane” from the Actions drop-down menu.

Table 3-7: Award Lane Page Constructs

Item	Name	Description	Comment
RFQ Information			
1.	Name	RFQ name	Assigned externally.
2.	Description	RFQ description	Assigned externally.
3.	Status	RFQ current status	RFQ must be in Awarding Phase to award.
4.	Round	RFQ current round	Always Round 1 of 1.
Lane Information			
5.	Lane Id	Lane identifier	Channel identifier.
6.	Equipment Type	Families First Market	Determines TSPs eligible to bid.
7.	Normal Volume	N/A	Not used.
8.	Origin City	City of origin	
9.	Origin State	State of origin	Blank when Rate Area appears.
10.	Peak Volume	N/A	Not used.
11.	Destination City	City of destination	
12.	Destination State	State of destination	Blank when Rate Area appears.
Bid Information			
13.	SCAC	Four letter TSP identifying code assigned by NMFTA	Established in DPS during TSP ETA registration.

Item	Name	Description	Comment
14.	Name	TSP name	Established in DPS during TSP ETA registration.
15.	BVS Score	BVS for bid	Computed using TSP current performance score and bid rate score.
16.	OTO Rate (\$/cwt)	Biddable attribute bid value	TSP bid amount (rate per 100 pounds); a flat charge appears in lieu of this for MOTO and BOTO RFQs.
17.	Estimated Total Cost	Rate times number of pounds	Does not appear if weight is not specified.
18.	FF Cert	Foreign Flag Certification	TSP response whether or not foreign flag certified for the channel and COS.
19.	Award Reason	Comment provided by user making an award	Must consist exclusively of alphabetic characters (no digits, spaces or special chars).
20.	Total Charge	Not Used	
21.	Bid Rank	Rank of the bid as compared to other bids	Lowest numbered ranks are submitted by the TSPs with the highest BVS values.
22.	Capacity Awarded	N/A	Not used.
23.	Award Level	Indicates the level of award	Not shown. Primary/Secondary—only volume moves can optionally have Secondary awards.

3.3.3 Award Summary by Carrier Page

Use this page to review awarding summary by TSP, which would be appropriate for reviewing annual rate solicitation RFQs. Note that only information published by TSPs appears; TSPs are not required to publish annual rate submissions.

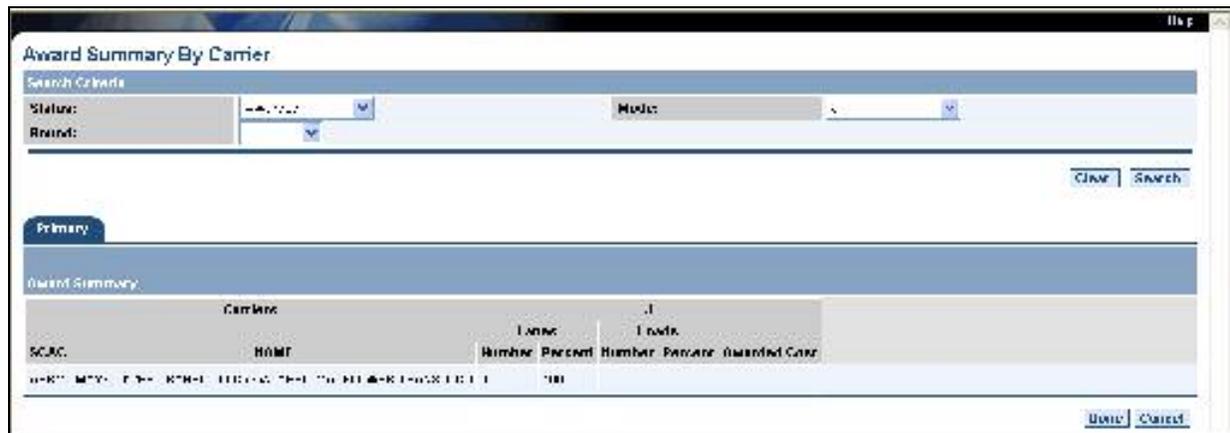


Figure 3-13: Award Summary by Carrier Page

To see the Award Summary By Carrier page:

- From the RFQ Workbench page, select an RFQ in Complete status as shown in Figure 3-1.
- On the RFQ Details page, click the **Lanes** tab if it is not already selected (Figure 3-2).
- If an annual RFQ, select Round 1 or 2 (only annual RFQs have two rounds).
- Select one or more row check boxes identifying Lanes you want reported (only one appears with daily RFQs) (Figure 3-5).
- Select “Award Summary (Carrier)” from the Actions drop-down menu.

Table 3-8: Award Summary By Carrier Page Constructs

Item	Name	Description	Comment
Search Criteria			
1.	Status	RFQ Status	Select a Status from this drop-down list.
2.	Round	RFQ Round	Select a bidding Round from this drop-down list.
3.	Mode	RFQ COS	Select a COS from this drop-down list.
Award Summary			
4.	Primary	Award level tab	All Primary awards are shown within this tab. Secondary awards appear within a Secondary tab when present and selected.
5.	SCAC	TSP identifying alpha code	Assigned by NMFTA.
6.	Name	TSP name	
7.	Lanes Number	Number of Lanes awarded	Always 1 for daily RFQs.
8.	Lanes Percent	% of total number of Lanes	Always 100 with daily RFQs.
9.	Loads Number	N/A	Not used.
10.	Loads Percent	N/A	Not used.
11.	Awarded Cost	N/A	Not used.

3.3.4 Award Summary By Lane Page

Use this page to view the awarding summary by Lane, which would be appropriate for reviewing annual rate solicitation RFQs. Note that only information published by TSPs appears; TSPs are not required to publish annual rate submissions.

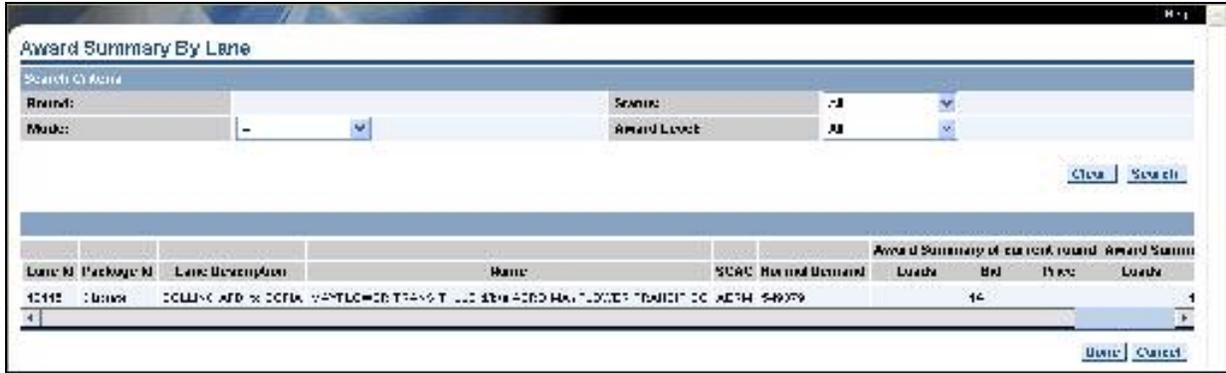


Figure 3-14: Award Summary By Lane Page

To see the Award Summary By Lane page:

- From the RFQ Workbench page, select an RFQ in an Awarding status as shown in Figure 3-1.
- On the RFQ Details page, click the **Lanes** tab if it is not already selected (Figure 3-2).
- If an annual RFQ, select Round 1 or 2 (only annual RFQs have two rounds).
- Select one or more row check boxes identifying Lanes you want reported (only one appears with daily RFQs).
- Select “Award Summary (Lane)” from the Actions drop-down menu.

Table 3-9: Award Summary By Lane Page Constructs

Item	Name	Description	Comment
Search Criteria			
1.	Round	RFQ Round	Always 1 for daily RFQs.
2.	Mode	RFQ COS	Select a COS from this drop-down list.
3.	Status	RFQ Status	Select a Status from this drop-down list.
4.	Award Level	Indicates the level of award	Select an Award Level from this drop-down list; only VM RFQs/shipments have secondary award levels.
Search Results			
5.	Lane Id	Lane unique identifier	
6.	Package Id	N/A	Not used.
7.	Lane Description	Description of Lane	
8.	Name	TSP name	
9.	SCAC	TSP alpha code	Assigned by NMFTA.
10.	Normal Demand	N/A	Not used.

Item	Name	Description	Comment
Award Summary of current round			
11.	Loads	N/A	Not used.
12.	Bid	Bid sequence number	
13.	Price	N/A	Not used.
Award Summary of all rounds			
14.	Loads	N/A	Not used.
15.	Bid	Bid sequence number	
16.	Price	N/A	Not used.

3.3.5 Bid Progress Report Page

Use this page to view bidding statistics of a specific RFQ which is only meaningful with annual RFQs. Note that only information published by TSPs appears and TSPs are not required to publish annual rate submissions. There is a menu of three graphic reports at the bottom of the page.

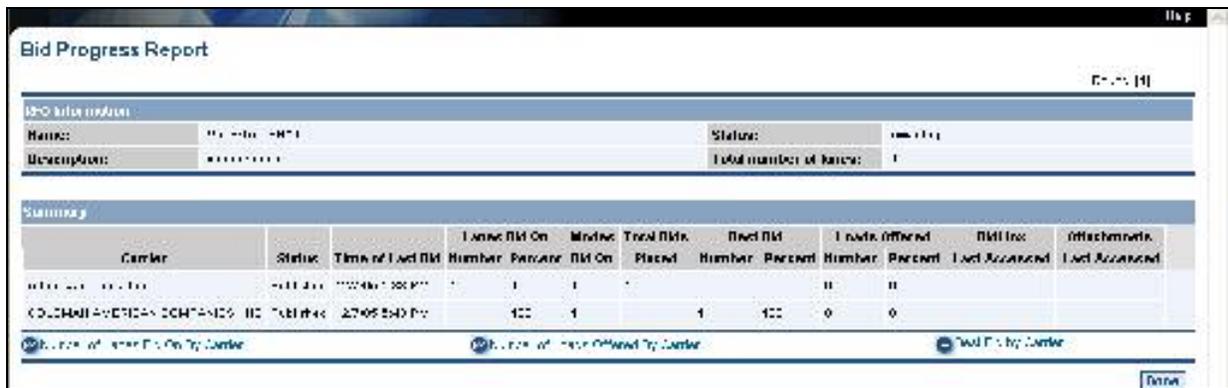


Figure 3-15: Bid Progress Report Page

To see the Bid Progress Report page:

- From the RFQ Workbench page, select an RFQ as shown in Figure 3-1.
- On the RFQ Details page, click the **Lanes** tab if it is not already selected (Figure 3-2).
- If an annual RFQ, select Round 1 or 2 (only annual RFQs have two rounds).
- Select “Bid Progress Report” from the Actions drop-down menu.
- Click the selections at the bottom to see various graphical depictions of bid statistics.

Table 3-10: Bid Progress Report Page Constructs

Item	Name	Description	Comment
RFQ Information			
1.	Name	RFQ name	

Item	Name	Description	Comment
2.	Description	RFQ description	
3.	Status	RFQ current status	Bidding, Awarding or Complete.
4.	Total number of lanes	Number of RFQ Lanes	Always 1 for daily RFQs.
Summary (of each TSP bid)			
5.	Carrier	TSP name	
6.	Status	Status of bid	Only published bids are included.
7.	Time of Last Bid	Date and time of most recent bid update by TSP	
8.	Lanes Bid On, Number	Number of RFQ Lanes bid	Always 1 with daily RFQs.
9.	Lanes Bid On, Percent	Percentage of Lanes bid	Portion of total number of channels bid.
10.	Modes Bid On	Number of different Codes of Service bid on by TSP	Blank if Rate Area appears.
11.	Total Bids Placed	Total number of bids in response to RFQ	
12.	Best Bid, Number	Number of lowest bids placed by channel/COS	
13.	Best Bid, Percent	Percentage of bids that were better than other TSPs	The number of highest ranking bids divided by the total number of bids.
14.	Loads Offered, Number	N/A	Not used.
15.	Loads Offered, Percent	N/A	Not used.
16.	BidLinx Last Accessed	Date and time BidLinx was most recently accessed	
17.	Attachments Last Accessed	N/A	Not used.
Links			
18.	Number of Lanes Bid On By Carrier	N/A	Not used.
19.	Number of Loads Offered By Carrier	N/A	Not meaningful with DPS .
20.	Best Bid By Carrier	N/A	Not used.

3.3.6 Carrier Bids Page

Use this page to see the results of a solicitation by Lane/channel—during or after bidding. Only one lane/channel is included with daily RFQs; therefore, it is not necessary for you to specify (check) which lanes to report. Figure 3-15 shows an International Household Goods (iHHG) daily RFQ. The Carrier Bids page has three sections: RFQ, Lane, and Bid Information. TSP bids appear in the last section. Note that only information published by TSPs appears and TSPs are not required to publish annual rate submissions.

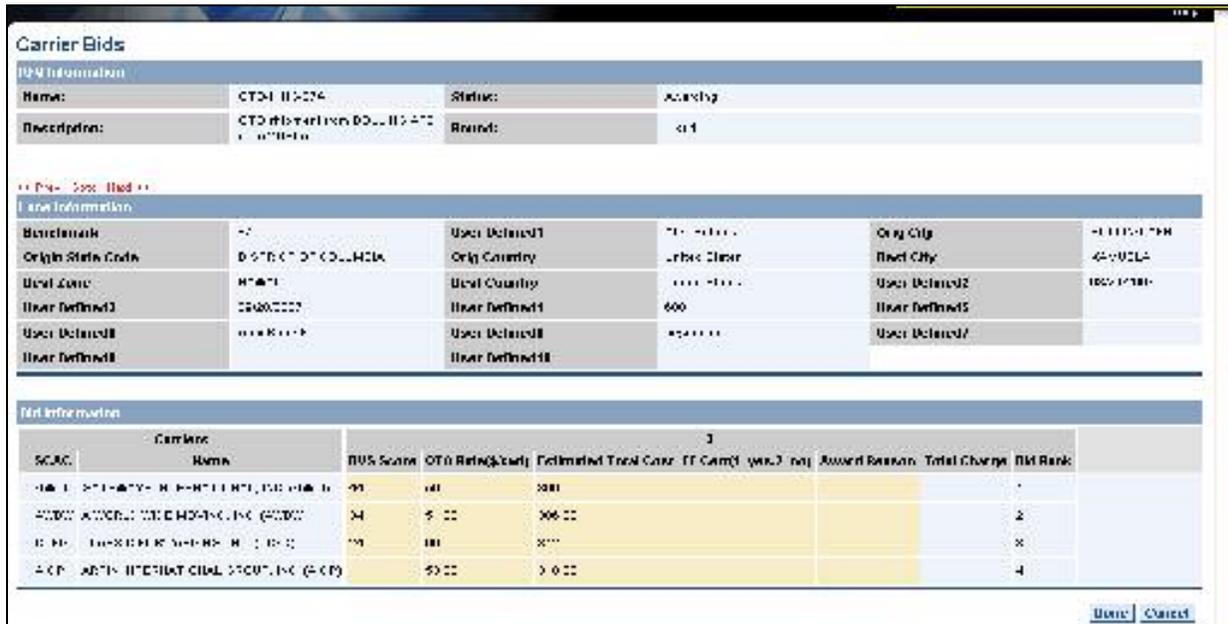


Figure 3-16: Carrier Bids Page

To see the Carrier Bids page:

- From the RFQ Workbench page, select an RFQ as shown in Figure 3-1.
- On the RFQ Details page, click the **Lanes** tab if it is not already selected (Figure 3-2).
- If an annual RFQ, select Round 1 or 2 (only annual RFQs have two rounds).
- If more than one lane appears, select the check box on one or more lane rows for which you want to see bids.
- Select “Carrier Bids” from the Actions drop-down menu.

Table 3-11: Carrier Bids Page Constructs

Item	Name	Description	Comment
RFQ Information			
1.	Name	RFQ name	
2.	Description	RFQ description	
3.	Status	RFQ current status	

Item	Name	Description	Comment
4.	Round	RFQ current round	Only annual rate solicitations have two rounds; all others have one round.
Lane Information			
5.	Lane Id	Lane identifier	
6.	Lane Type	Name of the RFQ	
7.	Origin Rate Area Desc	Origin location Rate Area description	
8.	Origin State Name	N/A	Not used.
9.	Destination Rate Area Desc	Destination location Rate Area description	
10.	Destination State	State of destination	This field is blank if Rate Area appears.
Bid Information			
11.	Carrier SCAC	TSP alpha code	
12.	Carrier Name	TSP name	
13.	BVS Score	BVS Score associated with the respective bid	DPS automatically calculates BVS periodically.
14.	OTO Rate (\$/cwt)	Biddable attribute bid value	The TSP bid amount (per 100 pounds).
15.	Total Charge	N/A	Not used.
16.	Bid Rank	Rank of the bidder as compared to others	Number 1 is the bidder with the highest BVS.
Links			
17.	Go To Prev	Shows previous RFQ Lane	Daily RFQs have 1 lane; annual rate solicitations have many.
18.	Go To Next	Shows next RFQ Lane	

3.3.7 Manage Filters Page—Carriers

To see the Manage Filters page for TSP filtering, click the *Filters* link on any TSP table that the link appears. Use this page to create, modify, and delete lane filters used to view only rows that meet specific criteria.

Figure 3-17: Manage Filters Page—Carriers

Table 3-12: Manage Filters Page—Carriers Criteria Fields

Item	Name	Description	Comment
1.	Filter	Existing filter name	Identifies a filter to edit or delete.
2.	SCAC	TSP identifying alpha code	
3.	Name	TSP Name	
4.	Address	N/A	Not used.
5.	City	N/A	Not used.
6.	State Prov Code	N/A	Not used.
7.	Country	N/A	Not used.
8.	Postal Code	N/A	Not used.
9.	Status Code	Indicates if TSP has access to RFQ	Required field. This field value should always be set to “Access Allowed.”
10.	Phone Number	N/A	Not used.
11.	Fax Number	N/A	Not used.
12.	User Defined 1	TSP Identifier	
13.	User Defined 2 through 10	Varies based on RFQ type	
14.	Comments	Varies based on RFQ type	

3.3.8 Manage Filters Page—Lanes

A Lanes filter is appropriate when viewing an annual RFQ on the RFQ Details page. Use the Manage Filters page to create, modify, and delete filters so you only see lanes that meet your criteria.



Figure 3-18 : Manage Filters Page—Lanes

Table 3-13 : Manage Filters Page—Updateable Fields

Item	Name	Description	Comment
1.	Filter	Filter name	Drop-down list.
2.	Lane Id	Lane unique identifier	
3.	Lane Type	Identifies Families First program and TSP qualifications required	Drop-down list selections: <ul style="list-style-type: none"> • Domestic-Standard • International-Standard • International-SS • International-OTO • International-BOTO • Domestic-BOTO • Domestic-MOTO • Domestic-Volume • International-Volume.
4.	Benchmark	N/A	Not used.
5.	Origin Rate Area	Origin location Rate Area	
6.	Origin Rate Area Desc	Origin location Rate Area description	
7.	Origin State Name	N/A	Not used.
8.	Origin State	Origin location state	

Item	Name	Description	Comment
9.	Origin Postal Code (Low and High)	N/A	Notused .
10.	Origin Country	Origin location country	
11.	Destination Region/Rate Area	Destination Rate Area or Region	
12.	Destination Rate Area/Region Desc	Destination Rate Area or Region description	
13.	Destination State	Destination location state	
14.	Destination Postal Code (Low and High)	N/A	Not used.
15.	Destination Country	Destination location country	
16.	Destination Zone	Destination location GBLOC	
17.	Distance	N/A	Not used.
18.	Normal Volume	N/A	Not used.
19.	Peak Volume	N/A	Not used.
20.	Service Commitment	N/A	Not used.
21.	Max Rate	N/A	Not used.
22.	Min Rate	N/A	Not used.
23.	User Defined 1 through 4	Varies based on RFQ type	
24.	SS Origin City	Special Solicitation (SS) origin city	
25.	SS Origin State	Special Solicitation origin state	
26.	SS Origin Country	Special Solicitation origin country	
27.	SS Destination City	Special Solicitation destination city	
28.	SS Destination State	Special Solicitation destination state	
29.	SS Destination Country	Special Solicitation destination country	

3.3.9 Filter and Find Dialog Boxes

Use the Filter dialog box to name a new filter. At the Manage Filters page, when you click the Add (+) icon, the Filter dialog box appears to accept a new filter name as shown in Figure 3-19. Enter a name and then click the **Done** button. The Manage Filters page reappears to accept and save your criteria.

A Find dialog box may appear (Figure 3-20) when you click a search icon opposite a criterion field. Enter a value and click the Go (>>) icon opposite the search criteria field to find all values in DPS for that field that begin with the characters that you enter. A list of all available selections may immediately appear after you click a Search icon. To select a search result, click the search result and then click the **Done** button.



Figure 3-19 : Filter Dialog Box

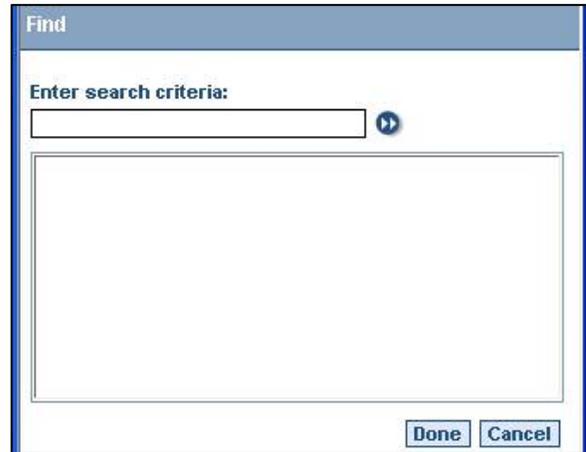


Figure 3-20 : Find Dialog Box

3.3.10 RFQ Details Page—Lanes Tab

Click the **Lanes** tab to view Lane information defining an RFQ. Information shown varies considerably depending on the RFQ type. Daily RFQs/shipments always have one lane. Annual rate solicitations have numerous lanes. Real time bidding information is also included. The RFQ Details page for a volume move is shown in Figure 3-21. Table 3-14 identifies all fields shown with each RFQ type.

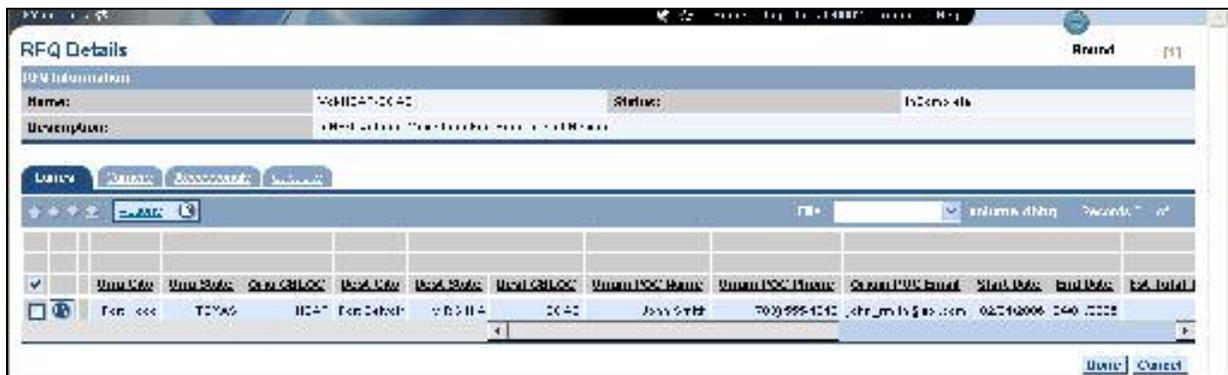


Figure 3-21 : RFQ Details Page—Lanes Tab

Table 3-14: RFQ Details Page—Lanes Tab Constructs

Item	Name	Description	Comment
RFQ Details—Same with All RFQ Types			
1.	Name	RFQ name	
2.	Description	RFQ description	
3.	Status	RFQ current bidding status	

Item	Name	Description	Comment
Lanes Tab Fields—Annual dHHG RFQ			
4.	Lane ID	Unique Lane identifier for program year	
5.	Origin State	State from which shipments are picked up	
6.	Dest Region	Tariff region to which shipments are delivered	
7.	Bids	Number of TSPs that have submitted a rate	
Lanes Tab Fields—Annual iHHG and International Unaccompanied Baggage (iUB) RFQ			
8.	Lane ID	Unique Lane identifier for program year	
9.	Orig Rate Area	Part of the world from which shipments are picked up	
10.	Dest Rate Area	Part of the world to which shipments are delivered	
11.	Bids	Number of TSPs that have submitted a rate	Repeated for each COS.
Lanes Tab Fields—Annual SS-iHHG and SS-iUB RFQ			
12.	Lane ID	Unique Lane identifier for program year	
13.	Origin Rate Area	Part of the world from which shipments are picked up	
14.	SS Origin City	Attributes defining originating end of channel	
15.	SS Origin State		
16.	SS Origin Country		
17.	Dest Rate Area	Attributes defining terminating end of channel	
18.	SS Dest City		
19.	SS Dest State		
20.	SS Dest Country		
21.	Bids	Number of TSPs that have submitted a rate	Repeated for each COS.
Lanes Tab Fields—OTO iHHG RFQ			
22.	DOD File Number		
23.	Service Member Name	Department of Defense (DoD) Customer name	
24.	Origin City	Attributes defining originating end of channel	
25.	Origin State		
26.	Origin Country		
27.	Dest City	Attributes defining terminating end of channel	
28.	Dest State		

Item	Name	Description	Comment
29.	Dest Country		
30.	Pickup Date		
31.	Delivery Date		
32.	Net Weight		
33.	Origin Agent Name		
34.	Origin POC Name		
35.	Origin POC Email		
36.	Origin POC Phone		
37.	AMC/MSC Routing		
38.	Remarks		
39.	Bids	Number of TSPs that have submitted a bid	
Lanes Tab Fields—MOTO RFQ			
40.	DOD OTO Number		
41.	Service Member Name	DoD Customer name	
42.	Origin City	Attributes defining originating end of channel	
43.	Origin State		
44.	Origin Country		
45.	Dest City	Attributes defining terminating end of channel	
46.	Dest State		
47.	Pickup Date		
48.	No of Axels		
49.	No of Braking Axels		
50.	Delivery Date		
51.	Net Weight		
52.	Assessorials		
53.	Origin POC Contact		
54.	Origin POC Name		
55.	Make, Model, Year	Mobile home descriptive information	
56.	Dimensions	Length, width and height in feet	
57.	Remarks	Any additional miscellaneous information	
58.	Dest Country		
59.	Bids	Number of TSPs that have submitted a bid	

Item	Name	Description	Comment
Lanes Tab Fields—BOTO (Domestic and International) RFQ			
60.	Origin City	Attributes defining originating end of channel	
61.	Origin State		
62.	Origin GBLOC		
63.	Origin Country		
64.	Destination City	Attributes defining terminating end of channel	
65.	Destination State		
66.	Destination GBLOC		
67.	Destination Country		
68.	Service Member	DoD Customer name	
69.	Pickup Date		
70.	Delivery Date		
71.	Dimensions	Of boat if not on a trailer; of trailer if on a trailer	
72.	Net Weight	Includes trailer weight if on a trailer	
73.	Orig POC Name		
74.	Make Model		
75.	Orig POC Email		
76.	Trailer Details		
77.	Type		
78.	DOD OTO#		
79.	Remarks	Any additional miscellaneous information	
80.	Boat Weight		
81.	Bids	Number of TSPs that have submitted a bid	
Lanes Tab Fields—Domestic Household Goods (dHHG) VM RFQ			
82.	Orig City	Attributes defining originating end of channel	
83.	Orig State		
84.	Orig GBLOC		
85.	Dest City	Attributes defining terminating end of channel	
86.	Dest State		
87.	Dest GBLOC		
88.	Origin POC Name	Point of Contact name coordinating move	Contact info for person
89.	Origin POC Phone		

Item	Name	Description	Comment
90.	Origin POC Email		coordinating overall move.
91.	Start Date	Date of the first shipment pickup	As stated in volume move request.
92.	End Date	Date of the last shipment pickup	
93.	Est Total Tonnage	Total number of pounds across all shipments	Estimates stated in volume move request.
94.	Est Wt per shipment	Average number of pounds per shipment	
95.	Est No of shipments	The total number of shipments in the volume move	
96.	Wt Subject to SIT	Pounds requiring storage in transit	
97.	Remarks/Requirements	Any additional miscellaneous information	
98.	Bids	Number of TSPs that have submitted a bid	
Lanes Tab Fields—iHHG and iUB VM RFQ			
99.	Orig City/State	Attributes defining originating end of channel	
100.	Orig GBLOC		
101.	Orig Rate Area		
102.	Dest City/State	Attributes defining terminating end of channel	
103.	Dest GBLOC		
104.	Dest Rate Area		
105.	Start Date	Date of the first shipment pickup	
106.	End Date	Date of the last shipment pickup	
107.	Est Total Tonnage	Total number of pounds across all shipments	
108.	Est Wt per shipment	Average number of pounds per shipment	
109.	Est No of shipments	The total number of shipments in the volume move	
110.	Wt Subject to SIT	Pounds requiring storage in transit	
111.	Remarks/Requirements	Any additional miscellaneous information	
112.	Bids	Number of TSPs that have submitted a bid	
Lanes Tab Actions			
113.	Add	Adds a Lane to the RFQ	Not used
114.	Advanced Options	Goes to the Advanced Bidding Rules page	Not used
115.	Audit Trail	Goes to the Audit Trail page	
116.	Award Lane	Goes to the Award Lane page	
117.	Award Multiple Lanes	N/A	Not used

Item	Name	Description	Comment
118.	Award Summary (Carriers)	Goes to the Award Summary By Carrier page	
119.	Award Summary (Lane)	Goes to the Award Summary By Lane page	
120.	Bid Progress Report	Goes to the Bid Progress Report page	
121.	Carrier Bids	Goes to the Carrier Bids page	
122.	Carry Forward	N/A	Not used
123.	Delete	Deletes an RFQ Lane	Not used
124.	Export	N/A	Not used
125.	Go Live	Returns RFQ to live status	Not used
126.	Move	N/A	Not used
127.	Pause	Suspends RFQ	Not used

3.3.11 RFQ Details Page—Carriers Tab

Click the **Carriers** tab to see which TSPs are eligible to respond to a specific RFQ.

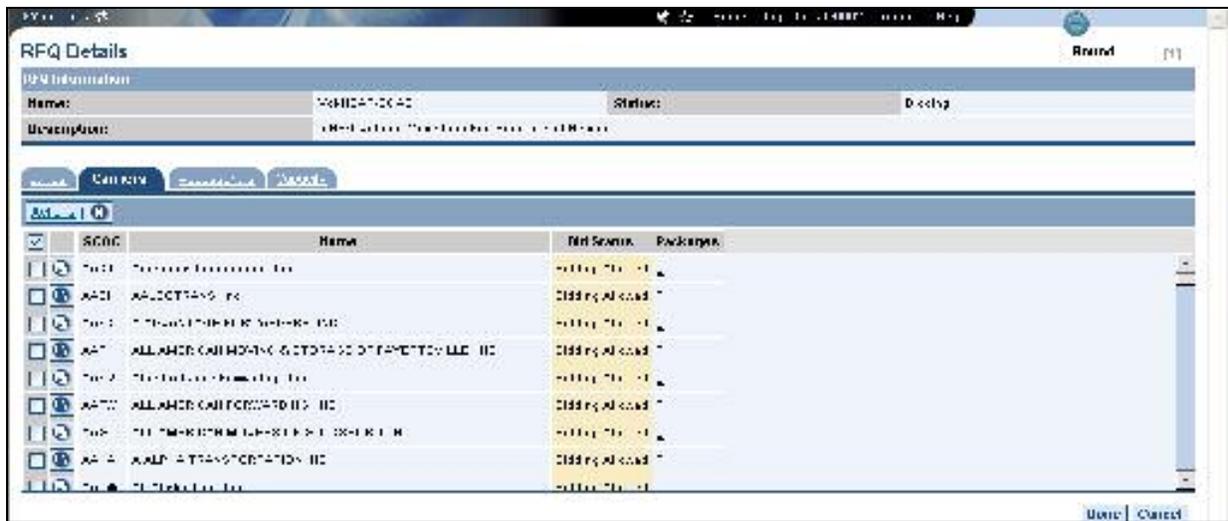


Figure 3-22: RFQ Details Page—Carriers Tab

Table 3-15: RFQ Details Page—Carriers Tab Constructs

Item	Name	Description	Comment
RFQ Information			
1.	Name	RFQ name	
2.	Description	RFQ description	
3.	Status	RFQ current RFQ status	

Item	Name	Description	Comment
Carriers Tab Fields			
4.	SCAC	TSP alpha code	
5.	Name	TSP name	
6.	Bid Status	Bidding authorization status	Indicates whether or not TSP is eligible to bid on RFQ. Eligibility is determined by qualifications and approval status.
7.	Packages	N/A	Not used.
Carriers Tab Actions			
8.	Add	N/A	Not used.
9.	Delete	N/A	Not used.

3.3.12 RFQ Summary Window

The RFQ Summary (Figure 3-23) is a vertical depiction of select RFQ information.

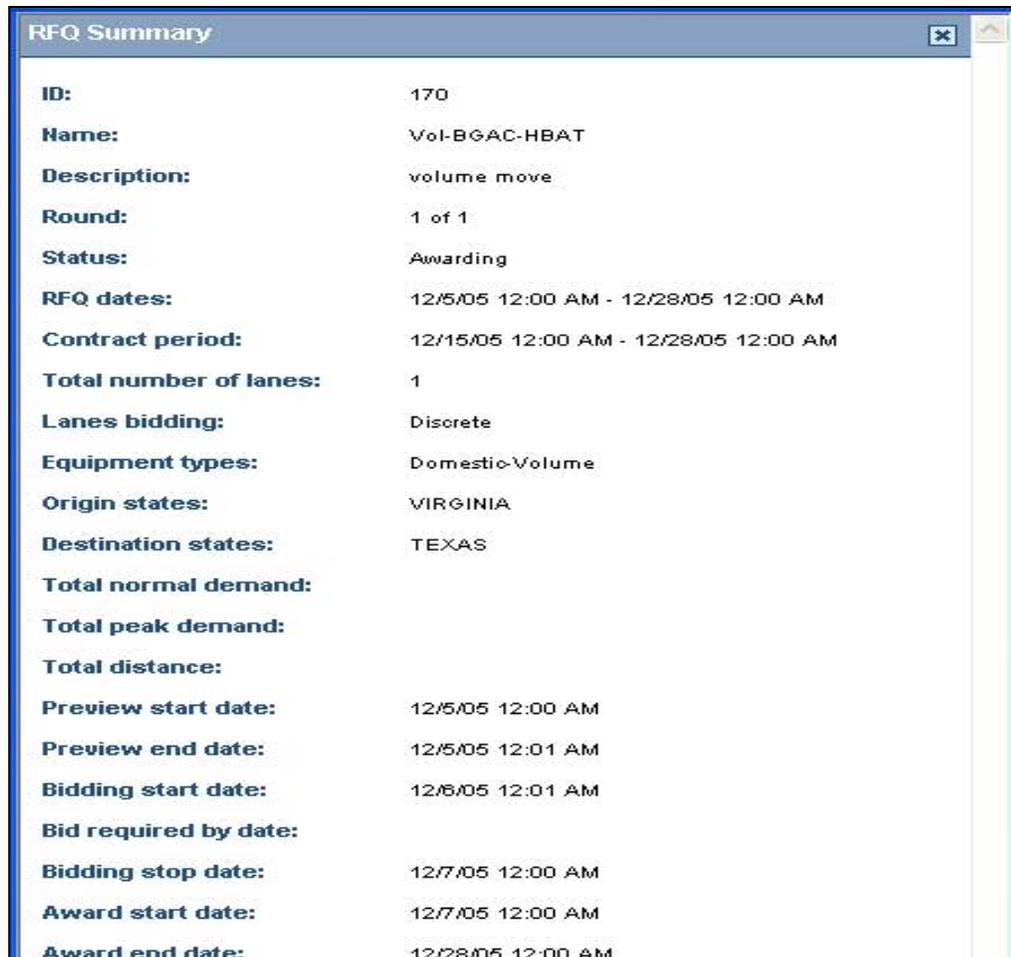


Figure 3-23: RFQ Summary Window

To see the RFQ Summary window:

- Select an RFQ on the RFQ Workbench page (Figure 3-2).
- On the RFQ Details page, click the **Lanes** tab (if not selected).
- Select “Summary” from the Actions drop-down menu. An RFQ Summary page appears in a new window as shown in Figure 3-23.
- Close the RFQ Summary page window when finished.

Table 3-16: RFQ Summary Window Fields

Item	Name	Description	Comment
1.	ID	A unique identifier assigned by DPS to each new RFQ when it is created	
2.	Name	RFQ name and active link to RFQ Details page	
3.	Description	Text description of RFQ	
4.	Rnd	The current round	
5.	Status	The current status	
6.	RFQ dates	The Preview phase start and Award phase end dates and times	
7.	Contract period	Contract starting and ending dates and times	
8.	Total number of lanes	Total number of Lanes contained by the RFQ	
9.	Lanes bidding	Type of Lane	This value should always be “Discrete.” All DPS Lanes are discrete.
10.	Equipment Type	Lane type—Domestic or International; also indicates shipment program	
11.	Origin States	N/A	Not used.
12.	Destination States	N/A	Not used.
13.	Total normal demand	N/A	Not used.
14.	Total peak demand	N/A	Not used.
15.	Total distance	N/A	Not used.
16.	Preview start date	Preview phase start date and time.	Not used.
17.	Preview end date	Preview phase end date and time	
18.	Bidding start date	Bid phase start date and time	

Item	Name	Description	Comment
19.	Bid required by date	N/A	Not used.
20.	Bidding stop date	Bid phase end date and time	
21.	Award start date	Award phase start date and time	
22.	Award end date	Award phase end date and time	

3.3.13 RFQ Workbench page—Carriers Tab

Click the **Carriers** tab to view all TSPs in DPS. You can create and apply filters to show TSPs that meet criteria that you provide. Do not make any changes to Carriers information.



Figure 3-24: RFQ Workbench Page—Carriers Menu Selection

Table 3-17: RFQ Workbench Page—Carriers Tab

Item	Name	Description	Comment
Carriers Fields			
1.	SCAC	TSP alpha code	
2.	Name	TSP Name	
3.	Address	N/A	Not used.
4.	City	N/A	Not used.
5.	State Prov Code	N/A	Not used.
6.	Country	N/A	Not used.
7.	Postal Code	N/A	Not used.
8.	Status Code	Indicates if TSP has access to RFQ	
9.	Phone Number	N/A	Not used.
10.	Fax Number	N/A	Not used.
11.	User Defined 1	TSP ID	

Item	Name	Description	Comment
12.	User Defined 2 through 10	N/A	Not used.
13.	Comments	Carrier comment	
Carriers Actions			
14.	Add	NA	Not used.
15.	Edit	N/A	Not used.
16.	Delete	N/A	Not used.
17.	Copy	N/A	Not used.
18.	Save	N/A	Not used.
19.	Assign	N/A	Not used.
20.	Unassign	N/A	Not used.

3.3.14 RFQ Workbench page—Lanes Tab

Click the **Lanes** tab to view channel/lane attributes. You can create and apply filters to show only lanes that meet your criteria.

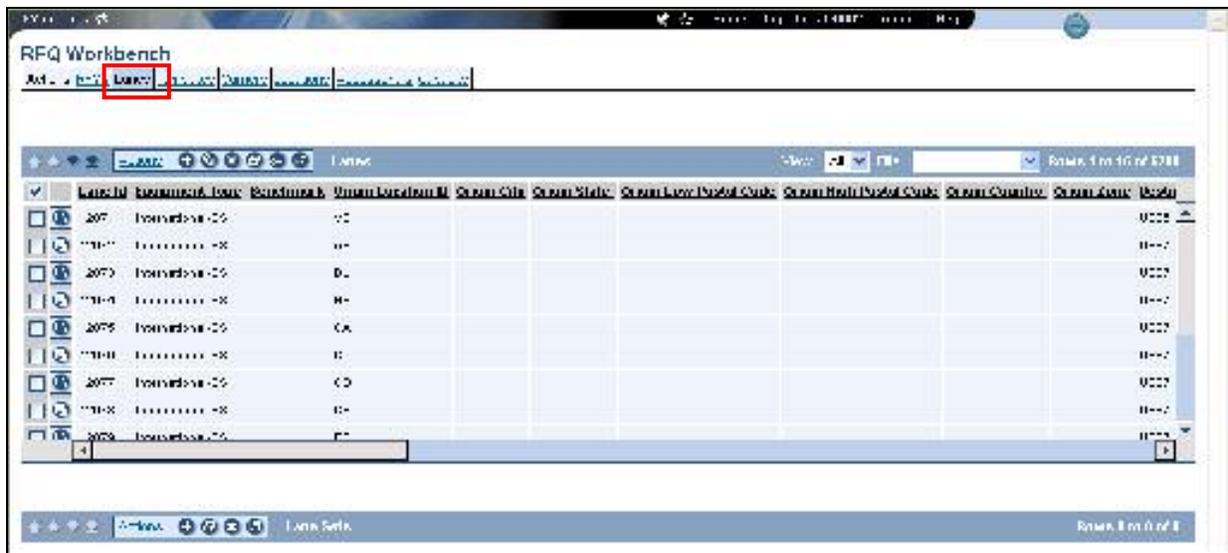


Figure 3-25: RFQ Workbench Page—Lanes Tab

Table 3-18: RFQ Workbench Page—Lanes Tab

Item	Name	Description	Comment
Lanes Fields			
1.	Lane Id	Lane identifier	Automatically assigned by DPS when lane is created and cannot be changed.

Item	Name	Description	Comment
2.	Equipment Type	Indicates shipment category and Families First market.	Drop-down options: <ul style="list-style-type: none"> • Domestic-Standard • International-Standard • International-SS • International-OTO • International-BOTO • Domestic-BOTO • Domestic-MOTO • Domestic-Volume • International-Volume.
3.	Benchmark	N/A	Not used.
4.	Origin Location Id	N/A	Not used.
5.	Origin City	Origin location city	
6.	Origin State	Origin location state	
7.	Origin Low Postal Code	N/A	Not used.
8.	Origin High Postal Code	N/A	Not used.
9.	Origin Country	Origin location country	
10.	Origin Zone	Origin location GBLOC	
11.	Destination Location Id	N/A	Not used.
12.	Destination City	Destination location city	
13.	Destination State	Destination location state	
14.	Destination Low Postal Code	N/A	Not used.
15.	Destination High Postal Code	N/A	Not used.
16.	Destination Country	Destination location country	
17.	Destination Zone	Destination location GBLOC	
18.	Distance	N/A	Not used.
19.	Normal Volume	N/A	Not used.
20.	Peak Volume	N/A	Not used.
21.	Service Commitment	N/A	Not used.

Item	Name	Description	Comment
22.	Max Rate	N/A	Not used.
23.	Min Rate	N/A	Not used.
24.	User Defined 1 through 10	Varies based on RFQ type	
Actions			
25.	Add	Adds a Lane	
26.	Edit	Edits a Lane	
27.	Delete	Deletes a Lane	
28.	Copy	Copies a Lane	
29.	Assign	N/A	Not used.
30.	Unassign	N/A	Not used.

3.3.15 RFQ Workbench page—RFQs Menu Selection

Click the **RFQs** tab to view all RFQs in DPS. Most TSP and SDDC actions are initiated from this page.



Figure 3-26: RFQ Workbench Page—RFQs Tab

Table 3-19: RFQ Workbench Page—RFQs Tab

Item	Name	Description	Comment
RFQs			
1.	Rfq Id	A unique identifier assigned by DPS to each RFQ when created	
2.	Name	RFQ name and link to RFQ Details page	
3.	Description	Short description of RFQ	
4.	Current Rnd	The current round	Annual RFQs have two rounds; all others have one round.

Item	Name	Description	Comment
5.	Last Updated	Most recent revision date (post creation)	Initially blank. Under SDDC view, field updates whenever any bid, published or unpublished, is saved. Under TSP view, updates only when a bid, published or unpublished, for their SCAC is saved.
6.	Status	The current status	
7.	Prev Start Date	Preview phase start date and time	Not used.
8.	Prev End Date	Preview phase end date and time	Not used.
9.	Bid Start Date	Bid phase start date and time	When TSPs can submit bids.
10.	Bid By Date	N/A	Not used.
11.	Bid End Date	Bid phase end date and time	When TSPs can no longer submit bids.
12.	Award Start Date	Awarding phase start date and time	
13.	Award End Date	Awarding phase end date and time	
14.	Increment Minutes	N/A	Not used.
15.	Maximum Extensions	N/A	Not used.
16.	Trigger Minutes	N/A	Not used.
Actions			
17.	Add	Launches Add RFQ Definition page	Not used.
18.	Copy	Makes a copy of the selected RFQ	Not used.
19.	Edit	Opens selected RFQ for editing	Not used.
20.	Delete	Deletes selected RFQ	Not used.
21.	Rate Query	N/A	Not used.
22.	Add Message	N/A	Not used.
23.	Go Live	Returns RFQ to live status	
24.	Pause	Suspends RFQ	Bidding and awarding are suspended when an RFQ is paused.
25.	Export	N/A	For use by TSPs to export lane data for annual rate filing with BidLinx.

Item	Name	Description	Comment
RFQ Filter			
26.	All Current	Shows RFQs in: Preview, Bidding, Ready, Award or Paused status	Default.
27.	Working	Shows RFQs in Incomplete or Ready Status	An RFQ can only be in an incomplete status during creation.
28.	Live	Shows RFQs in: Preview, Bidding or Award or Paused status	
29.	Archived	N/A	Not used.
Graphic Icons and Buttons			
   	Preview Phase Bidding Phase Awarding Phase Paused	RFQ statuses	Matches "Status" read-only attributes of the respective RFQ.

4 SOLICITING AND AWARDING OTO, BOTO, AND MOTO SHIPMENTS

Standard shipments are awarded in the Shipment Management module. For these shipments, DPS automatically determines the TSP that should be offered the shipment. TSP selection is made automatically by DPS using TSP ranking, based on BVS, which in part is determined using standard rates on file for TSPs in that Channel/COS.

Because there are no standard rates on file for OTO, BOTO, and MOTO shipments, DPS requires SDDC to solicit rates on an as-needed/daily basis.

All OTO, BOTO, and MOTO shipments are individually and explicitly solicited to eligible TSPs. A TSP must be in good standing within the respective household goods market during the preceding 365 days in order to bid on an OTO shipment. To bid on a BOTO or MOTO shipment, a TSP must be approved in the respective program. Like standard shipments, OTO, BOTO, and MOTO shipments require a COS assignment; however, the assignment is made by an SDDC Rates Administrator via DPS Rates instead of by a PPSO Outbound User within DPS Shipment Management. Once a COS is assigned, an RFQ is created against which TSPs can file rates.

This section covers soliciting and awarding OTO, BOTO, and MOTO shipments. Although each has some unique data elements, the process is essentially the same. Illustrations include examples of each RFQ type. Soliciting and awarding one of these shipments consists of:

1. Assigning a Code of Service.
2. Selecting an RFQ in the Awarding Phase.
3. Choosing The TSP to Which The Shipment Will Be Awarded.

4.1 ASSIGNING A CODE OF SERVICE

Shipments that have been determined to require OTO, MOTO or BOTO bids appear in the work queue. It is up to the SDDC Rates user to assign a COS to these shipments. This results in the creation of a solicitation to TSPs via the Manugistics RFQ Workbench online bidding platform.



The screenshot shows the 'Defense Personal Property System (DPS)' interface. The main content area is titled 'Rates' and displays a table of 'OTO/MOTO/BOTO Shipments waiting for Code of Service to be assigned'. The table has the following columns: Order Number, Shipment Category, Shipment ID, Origin, Destination, COS, and Edit. There are five rows of data, each with a dropdown arrow in the COS column and a link in the Edit column.

Order Number	Shipment Category	Shipment ID	Origin	Destination	COS	Edit
00000000	Sea Intermodal	>	POLITHERR, FOR: CYS 10770 514 ES	SCOTLAND GIBRALTAR	▼	Edit Print
00000000	Sea Intermodal	3	POLITHERR, FOR: CYS 10770 514 ES	SCOTLAND GIBRALTAR	▼	Edit Print
00000000	Sea Inter	>	PO: BRG 070, DISTRICT OF COLUMBIA, U.S. B: 514 ES	SCOTLAND GIBRALTAR UNITED STATES	▼	Edit Print
00000000	Sea Intermodal	1	POLITHERR, FOR: CYS 10770 514 ES	SCOTLAND GIBRALTAR	▼	Edit Print
00000000	Sea Inter	1	PO: BRG 070, DISTRICT OF COLUMBIA, U.S. B: 514 ES	SCOTLAND GIBRALTAR UNITED STATES	▼	Edit Print

Figure 4-1: OTO/MOTO/BOTO Shipments Awaiting COS Assignment

To assign a COS:

- Click *Assign Code of Service to OTO/MOTO/BOTO Shipments* on the Welcome to DPS Rates page as shown in Figure 1-2. A list of OTO/MOTO/BOTO shipments waiting COS assignment appears as shown in Figure 4-1.

4.2 SELECTING AN RFQ IN THE AWARDING PHASE

When the bidding round is complete, the RFQ award phase begins. In this phase, the SDDC Rates Administrator user uses the RFQ Workbench to select the TSP to which the shipment will be awarded. All OTO, BOTO, and MOTO awarding is controlled within the RFQ Workbench. Click *RFQ module* on the Welcome to DPS Rates page to access the RFQ Workbench as shown in Figure 1-2.

The RFQ Workbench page appears as shown in Figure 4-4. The Name and/or Description column identifies which RFQs are OTO, BOTO, and MOTO shipments and if domestic or international. The Status column identifies which RFQs are in the awarding phase.

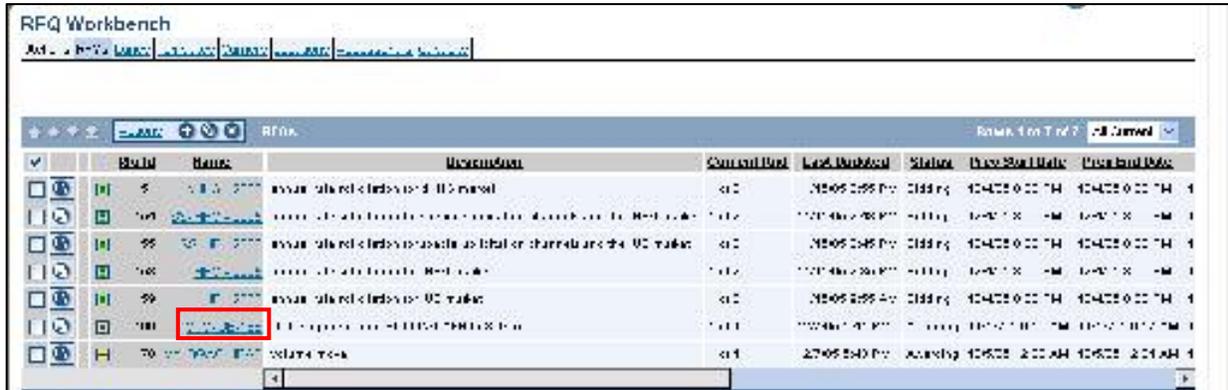


Figure 4-4: RFQ Workbench Page—RFQs Tab

To select an RFQ in the awarding phase:

- Click an RFQ name representing a shipment you want to award (OTO-iUB-166 is illustrated in Figure 4-4). BVS Scores and Bid Ranks of all bidders appear along with bid values as shown in Figure 4-5. TSPs are listed in Bid Rank order, which is BVS order.

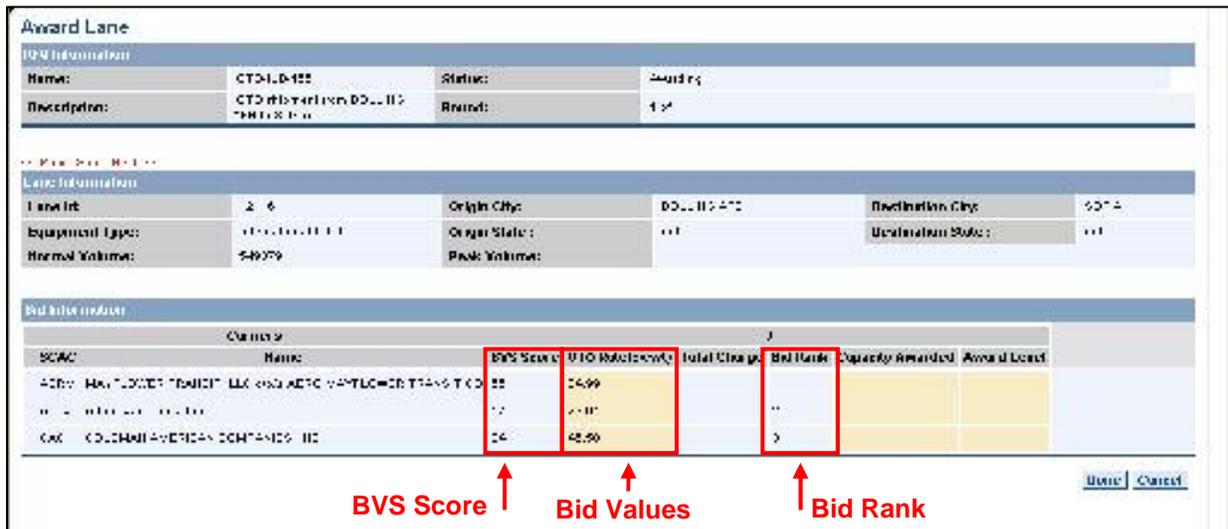


Figure 4-5: Award Lane Page—TSP Bid Results

4.3 CHOOSING THE TSP TO WHICH THE SHIPMENT WILL BE AWARDED

An SDDC Rates Administrator must explicitly choose one TSP to award an OTO, BOTO or MOTO shipment.

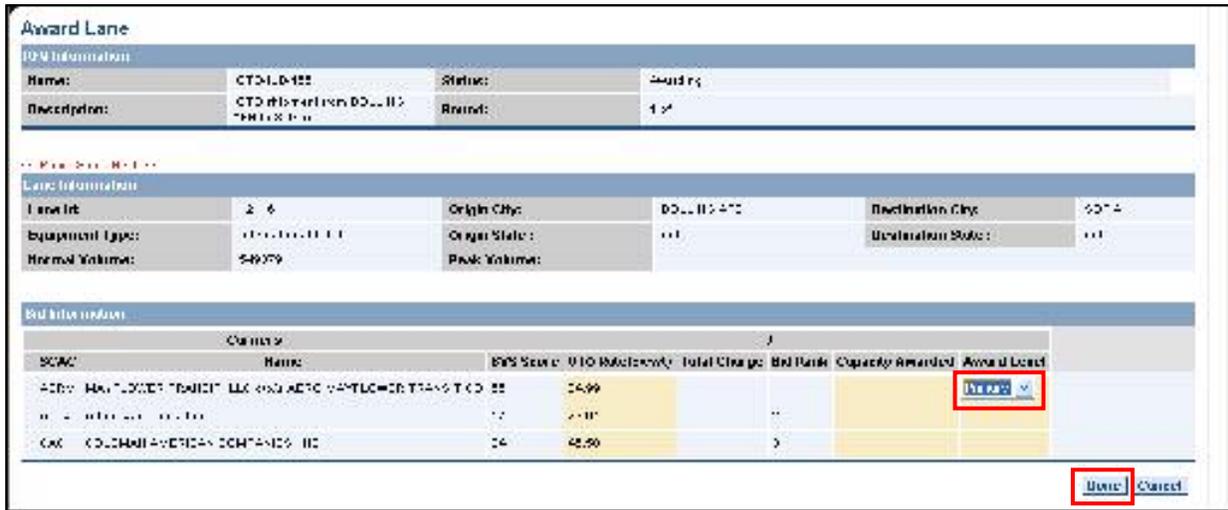


Figure 4-6: Award Lane Page—Choosing Award

Choose a TSP to Award the Shipment:

- Select “Primary” from the Award Level drop-down list corresponding with a TSP you want to select and then click the **Done** button. A drop-down list appears where you click a cell within the Award Level column.

5 SOLICITING AND AWARDING VOLUME MOVE SHIPMENTS

Active TSPs with standard rates on file for a channel/COS combination in which a volume move is being solicited are eligible to bid on a volume move RFQ. It should be noted that each TSP must bid less than the standard rate that they already have on file for that channel/COS combination.

Typically, a request to create a volume move RFQ is made by the outbound PPSO. It then is approved by an SDDC Rates Administrator user; however, an SDDC Rates user also can initiate the process and then approve the request.

Awarding a VM RFQ consists of:

1. Creating a Volume Move Request.
2. Approving the Volume Move Request.
3. Selecting a VM RFQ in the Awarding Phase.
4. Selecting an Awardee for The VM Shipment.

5.1 CREATING A VOLUME MOVE REQUEST

A volume move request consists of parameters estimating the necessary resources and a COS. Typically, the outbound PPSO familiar with the duty stations and personnel involved is best suited to prepare the request; however, SDDC can do this when circumstances warrant.



Figure 5-1: Create Volume Move Request Page

To create a volume move request:

- Click *Create Volume Move* on the Welcome to DPS Rates page as shown in Figure 1-2. A list of OTO/MOTO/BOTO shipments waiting COS assignment appears, as shown in Figure 5-1.
- Select values from drop-down lists to identify a channel as shown in Figure 5-2. Volume moves must be solicited over a channel where current standard rates exist.
- Provide values for all remaining fields defining the requirements of the volume move and then click the **Create Volume Move** button as shown in Figure 5-3. A confirmation or exception message appears at the top of the page.

Defense Personal Property System (DPS)

Home | ISDOC | DPS Analytics | Rates | Base Value Security | DPS User Satisfaction | Consumer Guide | TSP Reports | Training

Show: [v] GMT UTC - Your Time Utility: Wed, 6 Jun 2007 12:58:53 UTC

Home | Site Map | Log Out

Rates

Base Rates Only - dration

Create Volume Move

Routing - View How

Process

View - List of Estimated

Shipments

Print Labels

Create Volume Move Request

Select the type of channel: Domestic Domestic

Select the Origin domestic rate area: US95

Select the Destination domestic region: FLETC 1

Select the code of service for the given channel: C: (H40)

Select the origin city for the volume move: ICH, DULAC

Select the origin GBLU for the volume move: BRAC

Enter the destination state for the volume move: VA

Select the destination city for the volume move: FORT BELVOIR

Enter the destination GBLU for the volume move: IUA

Enter the estimated number of shipments in the volume move: [] (Est. per: 1700)

Enter the estimated total weight in the volume move: [] (Est. per: 1700)

Enter the estimated weight of each shipment in the volume move: [] (Est. per: 170)

Enter the estimated weight that may need STT: [] (Est. per: 170)

Enter the date of the first move for the volume move: []

Enter the anticipated date of the last move for the volume move: []

Enter the name of the shipping officer at origin: []

Enter the phone # of the shipping officer at origin: []

Enter the email of the shipping officer at origin: [] (Est. per: minimum calculated)

Enter any remarks regarding the volume move: []

Create Volume Move

Figure 5-2: Specification of Volume Move Channel

Defense Personal Property System (DPS)

Home | ISDOC | DPS Analytics | Rates | Base Value Security | DPS User Satisfaction | Consumer Guide | TSP Reports | Training

Show: [v] GMT UTC - Your Time Utility: Wed, 6 Jun 2007 14:57:53 UTC

Home | Site Map | Log Out

Rates

Base Rates Only - dration

Create Volume Move

Routing - View How

Process

View - List of Estimated

Shipments

Print Labels

Create Volume Move Request

Select the type of channel: Domestic Domestic

Select the Origin domestic rate area: US95

Select the Destination domestic region: FLETC 1

Select the code of service for the given channel: C: (H40)

Select the origin city for the volume move: FORT BELVOIR

Select the origin GBLU for the volume move: IUA9C

Enter the destination state for the volume move: VA

Select the destination city for the volume move: ICH, F000

Enter the destination GBLU for the volume move: BRAC

Enter the estimated number of shipments in the volume move: 1.0 (Est. per: 1.0.0)

Enter the estimated total weight in the volume move: 99999 (Est. per: 1.0.0)

Enter the estimated weight of each shipment in the volume move: 1.0.0 (Est. per: 1.0.)

Enter the estimated weight that may need STT: 2.0.0 (Est. per: 1.0.)

Enter the date of the first move for the volume move: 05 Jun 2007

Enter the anticipated date of the last move for the volume move: 05 Jul 2007

Enter the name of the shipping officer at origin: C. J. Smith

Enter the phone # of the shipping officer at origin: 703.295.2121

Enter the email of the shipping officer at origin: Cj.smith@icm.com (Est. per: minimum calculated)

Enter any remarks regarding the volume move: []

Create Volume Move

Volume move request has been successfully created.

Figure 5-3: Specification of Volume Move Requirements

5.2 APPROVING THE VOLUME MOVE REQUEST

All volume move requests must be approved by an SDDC Rates Administrator. Approving the request results in creation of a solicitation/RFQ. The administrator can approve or reject a request. The administrator can also edit certain information within requests prior to approving it.

Defense Personal Property System (DPS)									
Home Site Map Log Out									
Home eSDDC DPS DPS Rates Orders Used Value Shipment DPST Rate Satisfaction Engagement Guide EXP Requests Training									
Status: Order GMT: UTC + Date Time Utility: Wed, 8 Jun 2007 15:56:12 UTC									
Rates									
Pending Volume Move Requests									
Origin-Destination	Start Date	End Date	Estimated Number of Shipments	Estimated Weight	Edit Request	Approve Request	Reject Request		
1527-76104	10-06-2007	11-10-2007	0	0.00	Fr	Cr	Re		
1527-76104	10-27-2007	11-11-2007	0	99999	Fr	Cr	Re		
1524-76104	10-27-2007	11-10-2007	0	0.00	Fr	Cr	Re		
1577-76104	10-27-2007	10-31-2007	0	0.00	Fr	Cr	Re		

Figure 5-4: Pending Volume Move Requests

To act upon a volume move request:

- Click *Pending Volume Move Requests* on the Welcome to DPS Rates page as shown in Figure 1-2. A list of pending volume move requests appears as shown in Figure 5-4.
- Click the *Approve* or *Reject* link corresponding with a request. The respective dialog box shown in Figure 5-5 appears to confirm your action.
- Do one of the following:
 - If approving a request, enter a volume move ID, click the **Approve Volume Move** button, and then close the dialog box.
 - If rejecting a request, enter a rejection reason, click the **Reject Volume Move** button, and then close the dialog box.
 - To withdraw your action (i.e., leave the request pending), close the dialog box window. A message acknowledging your action appears at the top of the respective dialog box.

Figure 5-5: Volume Move Request Approve and Reject Confirmation

You can update certain information within the volume move request.

Figure 5-6: Volume Move Request Edit Page

To update a volume move request:

- Click *Edit* opposite a volume move request you want to update. The Edit Volume Move Request page shown in Figure 5-6 appears.
- Make changes to any of the unprotected fields, and then click the **Update Volume Move** button. A message appears confirming or rejecting your changes.

To change any of the information that is not modifiable on the Edit Volume Move Request page (i.e., channel or COS), you must reject the volume move request and create a new one.

5.3 SELECTING A VM RFQ IN THE AWARDING PHASE

When the bidding round is complete, the RFQ enters an awarding phase in which the SDDC Rates Administrator must use the RFQ Workbench to select which TSPs are awarded the volume move. All volume move awarding is controlled within the RFQ Workbench. Select *RFQ module* on the Welcome to DPS Rates page to access the RFQ Workbench as shown in Figure 1-2.

The RFQ Workbench page appears as shown in Figure 5-7. The Name and/or Description column identifies which RFQs are volume moves. The Status column identifies which are in the awarding phase.

ID	Name	Description	Contract ID	Last Modified	Status	First Bid Date	Second Bid Date
5		2505 095 PM	Bidding	12/4/07 02:24 PM	12/4/07 02:24 PM
6		12/14/07 08:37 PM	Bidding	12/4/07 08:37 PM	12/4/07 08:37 PM
88		2505 048 PM	Bidding	12/4/07 02:24 PM	12/4/07 02:24 PM
96		12/14/07 08:37 PM	Bidding	12/4/07 08:37 PM	12/4/07 08:37 PM
99		2505 095 PM	Bidding	12/4/07 02:24 PM	12/4/07 02:24 PM
100		12/24/07 01:37 PM	Bidding	12/4/07 01:37 PM	12/4/07 01:37 PM
70	Volume Move	2705 240 PM	Awarding	12/6/07 2:01 AM	12/6/07 2:01 AM

Figure 5-7: RFQ Workbench Page—RFQs Tab

To select a VM RFQ to award:

- Click an RFQ name representing a volume move (“Vol-BGAC-HBAT” is shown in Figure 5-7). TSP biddable attributes, BVS values and bid ranks appear as shown in Figure 5-8. TSPs are listed in Bid Rank order that is determined by BVS.

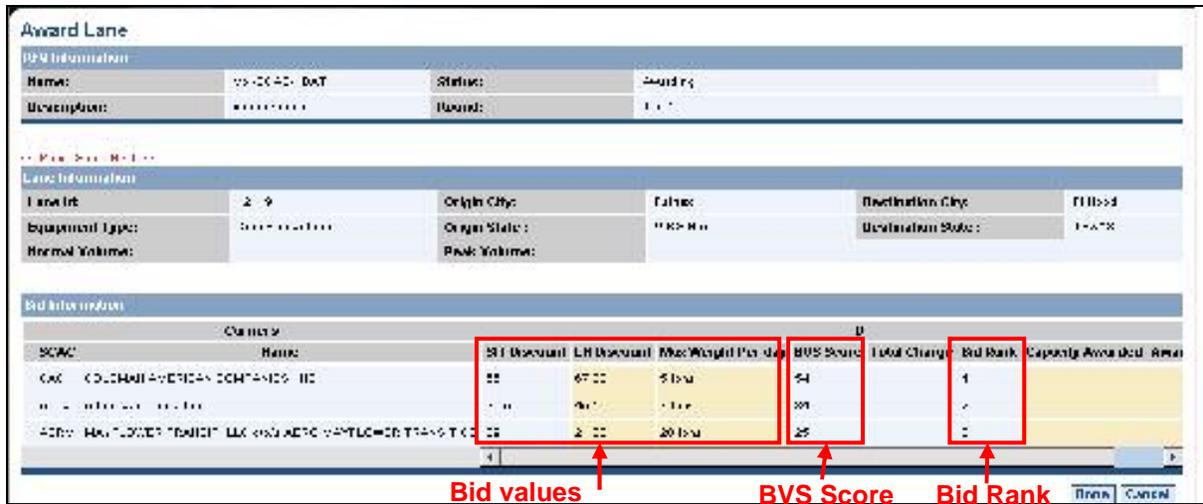


Figure 5-8: Award Lane Page—TSP Bid Results

5.4 SELECTING AN AWARDEE FOR THE VM SHIPMENT

A VM can be awarded to one or more TSPs. Assign an Award Level of “Primary” to the TSP that you choose to first offer each individual shipment. You may choose one or more alternate TSPs to handle excess capacity (shipments that the primary TSP refuses) by assigning an Award Level of “Secondary.”



Figure 5-9: Award Lane Page—Choosing Awards

To award a VM RFQ:

- Select “Primary” from the Award Level drop-down list opposite a TSP you want to select as shown in Figure 5-9. A drop-down list appears where you click an Award Level cell.
- Optionally, select “Secondary” from one or more Award Level drop-down lists opposite additional TSPs you want to select (also shown in Figure 5-9).
- Click the button when finished.

6 EMAIL NOTIFICATIONS

The rates processor generates the following emails to the TSPs:

- Rate Rejection Notification
- OTO Invitation
- MOTO Invitation
- BOTO Invitation
- VM Invitation
- OTO Award
- VM Award
- CFAC Error
- Special Solicitation Error.

Note: There is no other functionality within DPS for the SDDC Rates User to send out email notifications to the TSPs.

Table 6-1 lists the content of each type of email. An ellipsis (...) after a given line indicates a formatted list of information.

Table 6-1: Email Notifications

Event	Email Content
Rate Rejection Notification	<p>You are hereby notified that the rate(s) submitted for the following channel and code of service have been rejected. See below for more details.</p> <p><i><code of service> <channel origin> <channel dest> <rejection code></i></p> <p>...</p> <p>You may resubmit your rate(s) in round 2/final round of rate filing beginning on <i><round 2 start date></i></p> <p>Note: The 2nd round is the final round of rate filing, rates rejected in the final round cannot be re-filed for any reason</p> <p>Rejection codes legend</p> <p>-----</p> <p><i><rejection code> <rejection description></i></p> <p>...</p> <p>Thank you</p> <p>SDDC Rates Administrator</p>

Event	Email Content
<p>OTO Invitation</p>	<p>You are hereby invited to bid on the following OTO shipment. Bids should be submitted via the Request for Quote (RFQ) module in DPS.</p> <p>Below are some details regarding the OTO shipment.</p> <p>Net Weight: <weight></p> <p>Origin: <shipment origin></p> <p>Destination: <shipment destination></p> <p>Pickup date: <shipment pick up date></p> <p>Delivery Date: <shipment delivery date></p> <p>Please submit your bids no later than <solicitation end date></p> <p>Thank you</p> <p>SDDC Rates Administrator</p>
<p>MOTO Invitation</p>	<p>You are hereby invited to bid on the following MOTO shipment. Bids should be submitted via the Request for Quote (RFQ) module in DPS.</p> <p>Below are some details regarding the MOTO shipment.</p> <p>Net Weight: <weight></p> <p>Origin: <shipment origin></p> <p>Destination: <shipment destination></p> <p>Dimensions: <mobile home dimensions></p> <p>Number of axles: <no axles> # number of braking axles :<braking axles></p> <p>Make: <make name>, Model: <model name>, Manufactured Year: <year></p> <p>Pick up date: <shipment pick up date></p> <p>Delivery Date: <shipment delivery date></p> <p>year:<manufactured year></p> <p>Please submit your bids no later than <solicitation end date></p> <p>Thank you</p> <p>SDDC Rates Administrator</p>

Event	Email Content
BOTO Invitation	<p>You are hereby invited to bid on the following BOTO shipment. Bids should be submitted via the Request for Quote (RFQ) module in DPS.</p> <p>Below are some details regarding the BOTO shipment.</p> <p>Net Weight: <weight></p> <p>Origin: <shipment origin></p> <p>Destination: <shipment destination></p> <p>Make: <make name>, Model: <model name>, Manufactured Year: <year></p> <p>Boat Dimensions: <boat dimensions></p> <p>Trailer dimensions: <trailer dimensions></p> <p>HHG included: <Y or N></p> <p>Pick up date: <shipment pick up date></p> <p>Delivery Date: <shipment delivery date></p> <p>year: <manufactured year></p> <p>Please submit your bids no later than <solicitation end date></p> <p>Thank you</p> <p>SDDC Rates Administrator</p>
Volume Move Invitation	<p>Details regarding the Volume Move offering:</p> <p>Estimated Total Weight: <weight></p> <p>Origin: <origin></p> <p>Destination: <destination></p> <p>Thank you</p> <p>SDDC Rates Administrator</p>
OTO Award	<p>RFQ: <description></p> <p>For period: <startdate - enddate></p> <p>You are hereby notified that you have been awarded the following OTO/MOTO/BOTO shipment. You will need to confirm your acceptance of the shipment and enter your Tender Number in the Shipment Management module in DPS within two working days of this shipment award.</p> <p>Below are some details regarding the OTO/MOTO/BOTO shipment:</p> <p>Origin: <shipment origin></p> <p>Destination: <shipment destination></p> <p>Pick up date: <shipment pick up date></p> <p>Delivery Date: <shipment delivery date></p> <p>Thank you</p> <p>SDDC Rates Administrator</p>

Event	Email Content
Volume Move Award	<p>RFQ: <description></p> <p>Effective: <startdate - enddate></p> <p>You are hereby notified that you have been awarded the following Volume Move shipment. You will need to confirm your acceptance of the shipment by providing your Tender Number in the Rates module in DPS within two working days of this shipment award. Below are some details regarding the Volume Moves shipment:</p> <p>Number of Shipments: <number></p> <p>Max Weight: <weight></p> <p>Origin: <shipment origin></p> <p>Destination: <shipment destination></p> <p>Thank you</p> <p>SDDC Rates Administrator</p>
CFAC Error	<p>You are hereby notified that the rate(s) submitted for the following channel and code of service has been rejected. See below for more details.</p> <p><code of service> <channel origin> <channel dest> <rejection code></p> <p>...</p> <p>Rejection codes legend</p> <p><rejection code> <rejection description></p> <p>...</p> <p>Thank you,</p> <p>SDDC rates Administrator</p> <p>* Language for Rejection Description (insert) - There cannot be two submissions from members of a Common Financial and/or Administrative Control (CFAC) group within the same international channel. If there are multiple submissions, all the submissions are rejected.</p>

Event	Email Content
<p>Special Solicitation Error</p>	<p>You are hereby notified that the rate(s) submitted for the following channel and code of service has been rejected. See below for more details.</p> <p><i><code of service> <channel origin> <channel dest> <rejection code></i></p> <p>...</p> <p>Rejection codes legend</p> <p><i><rejection code> <rejection description></i></p> <p>...</p> <p>Thank you,</p> <p>SDDC Rates Administrator</p> <p>*Language for Rejection description (insert)—Rates must be submitted from all CONUS Origin rate areas to the OCONUS Destination location and from the OCONUS Origin location to all CONUS Destination rate areas.</p>
<p>Special Solicitation Error</p>	<p>You are hereby notified that the rate(s) submitted for the following channel and code of service has been rejected. See below for more details.</p> <p><i><code of service> <channel origin> <channel dest> <rejection code></i></p> <p>...</p> <p>You may resubmit your rates(s) in round 2/final round of the rate filing beginning <i><round 2 start date></i></p> <p>Note: The 2nd round is the final round of rate filing; rates rejected in the final round cannot be re-filed for any reason.</p> <p>Rejection codes legend</p> <p><i><rejection code> <rejection description></i></p> <p>...</p> <p>Thank you,</p> <p>SDDC Rates Administrator</p> <p>*Language for Rejection description (insert)- Your average filed rate is not within the RR range</p>

APPENDIX A ACRONYMS

<u>Acronym</u>	<u>Description</u>
BOTO	Boat One-Time-Only
BVS	Best Value Score Best Value Scoring
COS	Code of Service
COTS	Commercial Off-the-Shelf
DCN	Document Control Number
DFAS	Defense Finance and Accounting Service
dHHG	Domestic Household Goods
DoD	Department of Defense
DPS	Defense Personal Property System
EBP	Electronic Billing and Payment
ETA	Electronic Transportation Acquisition
GBLOC	Government Bill of Lading Office Code
GSA	General Services Administration
HHGS	Household Goods
ID	Identification
IE	Microsoft Internet Explorer®
iHHG	International Household Goods
iUB	International Unaccompanied Baggage
JPMO	Joint Program Management Office
LH	Line Haul
MOTO	Mobile Home One-Time-Only
N/A	Not Applicable
OTO	One-Time-Only
PPSO	Personal Property Shipping Office
QA	Quality Assurance
RFQ	Request for Quote
RR	Rate Reasonableness
SDDC	(Military) Surface Deployment and Distribution Command
SIT	Storage in Transit
SS-dHHG	Special Solicitation Domestic Household Goods
SS-iHHG	Special Solicitation International Household Goods

<u>Acronym</u>	<u>Description</u>
TSP	Transportation Service Provider
USTRANSCOM	United States Transportation Command
VM	Volume Move