



MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDDC)

DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

RATE FILING INSTRUCTIONS FOR TRANSPORTATION SERVICE PROVIDERS (TSPS)

**February 2nd, 2011
Version 3**

Table of Contents

1 RATE FILING AND EVALUATION.....	1-4
1.1 RFQ TERMINOLOGY.....	1-4
1.2 RFQ FUNCTIONS NOT USED WITH DPS.....	1-4
1.3 USING THE RFQ WORKBENCH (WEB APPLICATION).....	1-4
1.3.1 Filing dHHG Rate Discounts.....	1-7
1.3.2 Filing Rates in the iUB Market.....	1-15
1.3.3 Filing Rates in the iHHG Market.....	1-15
1.3.4 Filing Rates for the Special Solicitation HHG Program.....	1-15
1.3.5 Filing Rates for the Special Solicitation UB Program.....	1-16
1.3.6 Special Shipments - Bidding on One-Time-Only (OTO) Shipments.....	1-17
1.3.7 Special Shipments - Bidding on Boat One-Time-Only (BOTO) RFQ Shipments	1-19
1.3.8 Special Shipments - Bidding on Mobile Home One-Time-Only (MOTO) Shipments	1-20
1.3.9 Special Shipments - Bidding on a Volume Move RFQ.....	1-20
1.4 RESPONDING TO RFQS USING BIDLINX.....	1-22
1.5 BULK RATE FILING.....	1-28
1.5.1 Introduction.....	1-28
1.5.2 Bulk Rate Filing Format.....	1-28
1.5.3 Bulk Rate Filing Format Example.....	1-29
1.5.4 Uploading a Bulk Rate File.....	1-30
 APPENDIX A ACRONYMS.....	 1-31
APPENDIX B CODES OF SERVICE.....	1-34

List of Figures

Figure 1-1. RFQ Workbench Main Page.....	1-4
Figure 1-2. RFQ Workbench Details Page.....	1-6
Figure 1-3. RFQ Workbench Details Page for dHHG Market.....	1-8
Figure 1-4. RFQ Workbench - Domain Rate Filing Error.....	1-9
Figure 1-5. Round 2 RFQ Workbench Details Page.....	1-11
Figure 1-6. Round 1 Details Workbench Page During Round 2.....	1-12
Figure 1-7. Round 1 RFQ Workbench iUB Details Page.....	1-13
Figure 1-8. RFQ Workbench Details Page for an OTO Shipment.....	1-17
Figure 1-9. RFQ Workbench Details Page for a BOTO Shipment.....	1-19
Figure 1-10. RFQ Workbench Details Page for a Volume Move Shipment.....	1-21
Figure 1-11. BidLinx RFQ Summary Excel Worksheet.....	1-19
Figure 1-12. Rates in BidLinx Excel Worksheet.....	1-25
Figure 1-13. BidLinx Domain Error Message.....	1-27

List of Changes

Version No.	Description	Revision Date	Page Numbers
1	Paragraph 1.5.2 Bulk Rate Filing Format – Corrected file format language	Jan 2007	1- 28
1	CFAC language added	Jan 2007	1-9 thru 1-10
2	Provide an example in 1.5.3	Jan 2010	1-29
3	Update 1.5.3, Appendix B	Feb 2011	1-29; App B

1 RATE FILING AND EVALUATION

All TSPs wishing to participate in the DoD Personal Property Program must file their rates annually during the month of November. You can file rates by either:

- Entering your rate information directly into DPS Web (RFQ[®]) Workbench described in 1.3.
- Uploading information you prepare using BidLinx, which can download from DPS described in 1.4.
- Using the bulk rate loading capability described in 1.5.

All Defense Personal Property System (DPS) Rate Filing functionality is administered under RFQ, which is activated when you click the **Rates** button from the DPS menu bar. Additionally, RFQ enables you to submit online bids and provide required information in response to One-Time-Only (OTO) solicitations you are qualified to handle. Specific information you are required to provide with each of your rates filed as well as the components for special shipment or special solicitation bids are covered in this section.

1.1 RFQ TERMINOLOGY

RFQ uses slightly different terminology than other DPS functions. RFQ terminology appears with DPS rate filing functions administered under RFQ.

Mapping of DPS and RFQ Terminology	
SDDC Term	RFQ Term
Channel	Lane
TSP	Carrier
Code of Service (COS)	Mode

1.2 RFQ FUNCTIONS NOT USED WITH DPS

The following RFQ functions (tabs) are enabled, but not currently used with DPS:

- Accessorials
- Capacity
- Packages

These appear on the RFQ Details page, which is the first Rate Filing page you see (after you click the **Rates** button from the DPS menu bar) and should not be used. Use only the **Lanes** function/tab.

1.3 USING THE RFQ WORKBENCH (WEB APPLICATION)

While using the RFQ Workbench, you can submit bids for the following Domestic and International markets during the Rate Filing open season:

- dHHG - Annual Household Goods rate filing against the 400NG Tariff
- iHHG - Annual Household Goods rate filing against the International Tender (Special Solicitation)

- iUB - Annual Unaccompanied Baggage rate filing against the International Tender (Special Solicitation)
- Special Shipments OTO
- Special Shipments BOTO
- Special Shipments MOTO
- Special Shipments VM
- Special Shipments - Frustrated Shipments - Hard-to-move shipments offered to all eligible TSPs

Notes: The list of RFQs that appears in the workbench is dependent on your qualifications and approvals in each market.

Refer to the Rate Filing Document for more details.

To respond to any type of SDDC solicitation using the RFQ Workbench: 1.

1. From the DPS menu bar, click the **Rates** button.

The RFQ Workbench page appears, listing all current RFQ markets for TSPs who are eligible and approved to file rates.

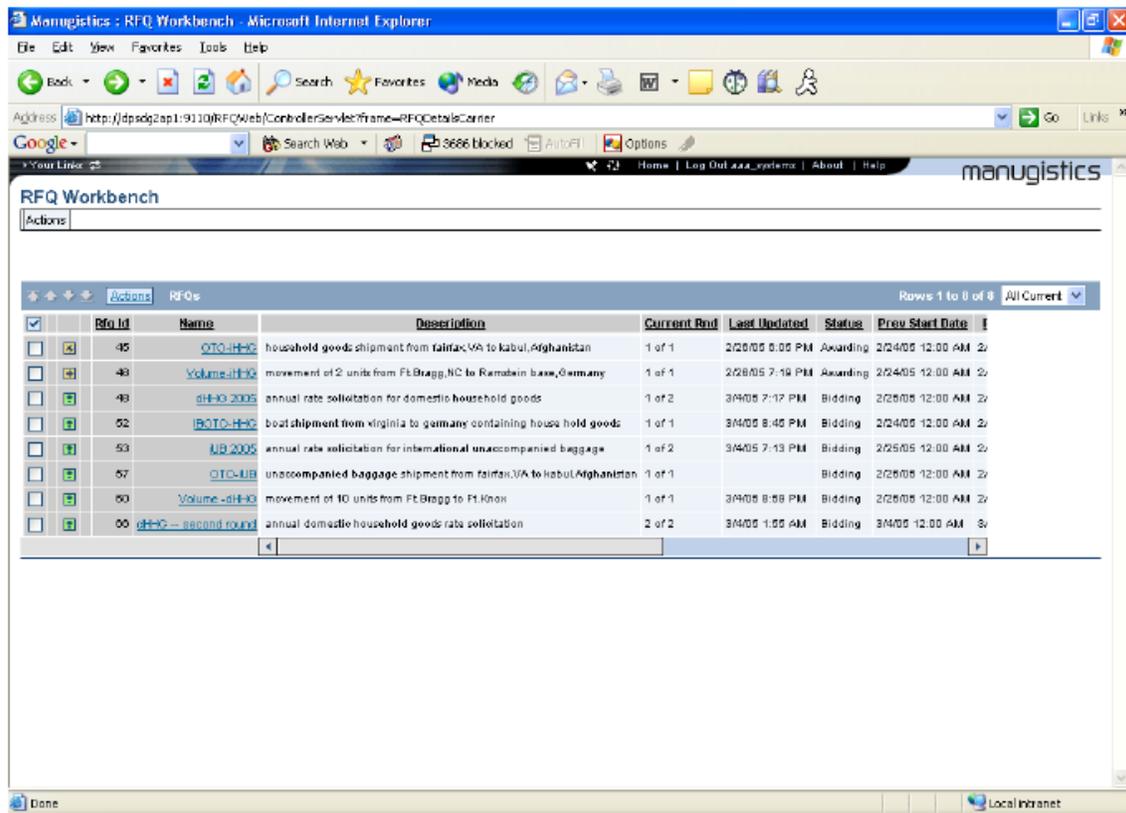


Figure 1-1. RFQ Workbench Main Page

2. Under the Name column, click an RFQ to which you would like to respond.

The RFQ Details page, which lists all RFQs for which you are eligible to submit a bid or file a standard rate in response to, appears. The list that appears depends on the time of the year, your qualifications/ETOSSS on file with SDDC, and shipments pending individual bids.

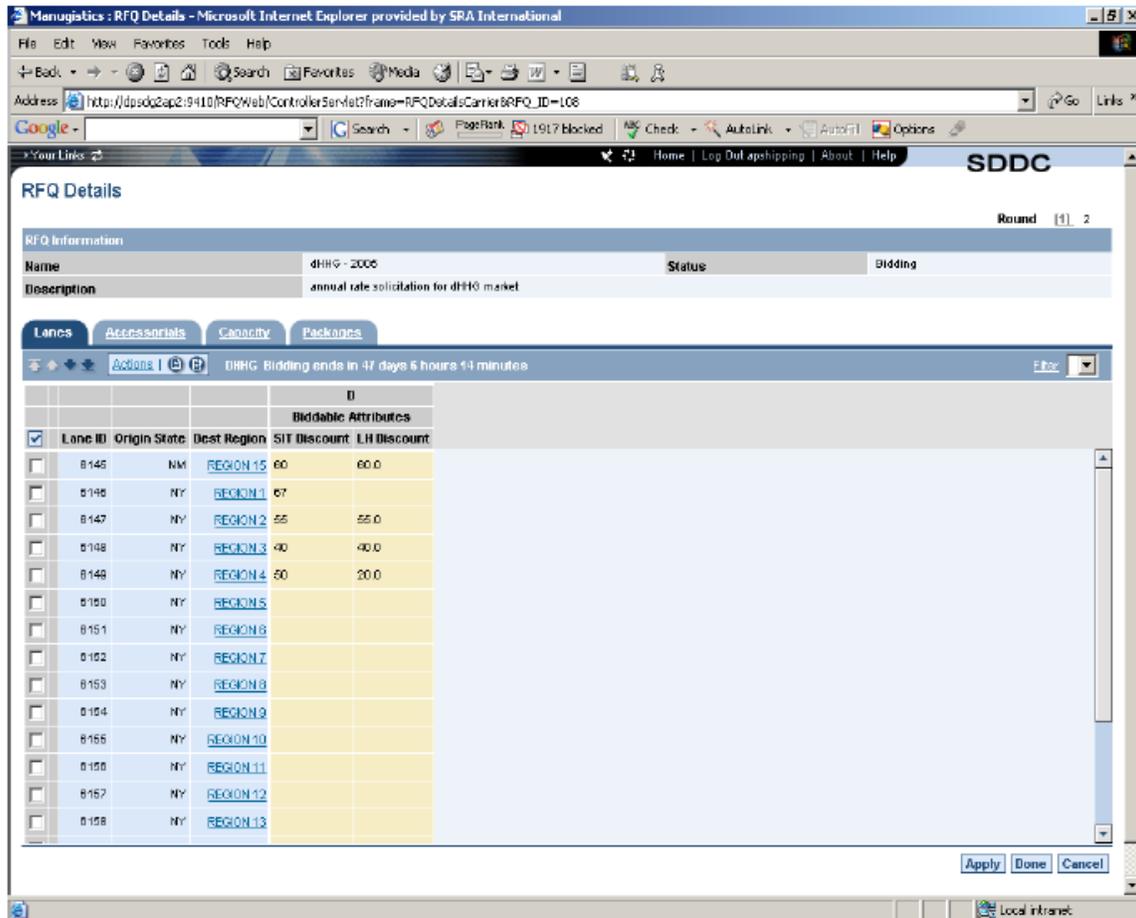


Figure 1-2. RFQ Workbench Details Page

Warning: You must publish your rate discounts or bid between the “from and to dates” appearing in each RFQs Bid By Date column.

Note: You can submit a bid or file a rate in response to an RFQ only if it is in “Bidding” Status as indicated in the “Status” column.

3. Continue with instructions for the type of RFQ market for which you are responding.

RFQ	Paragraph	Page
------------	------------------	-------------

Standard/Annual Rates

Domestic Tariff Household Goods (dHHG)	1.3.1	1-6
International Tender Unaccompanied Baggage (iUB)	1.3.2	1-10
International Tender Household Goods (iHHG)	1.3.3	1-12
Special Solicitation iHHG Program	1.3.4	1-12
Special Solicitation iUB Program	1.3.5	1-13

Special Shipments

One-Time-Only (OTO)	1.3.6	1-13
Boat One-Time-Only (BOTO)	1.3.7	1-14
Motor Mobile Home One-Time-Only (MOTO)	1.3.8	1-16
Volume Move (VM)	1.3.9	1-16

RFQ Shipment Statuses	
Status	Description
Bidding	
Awarding	

1.3.1 Filing dHHG Rate Discounts

The RFQ Details page that appears after you select a dHHG RFQ is specific to the dHHG rate structure. This page provides fields in which to enter your domestic Transportation Related Charge (dTRC) (line haul) and Storage in Transit (SIT) and SIT related services (dSRC) for each lane (channel) for which you would like to submit a rate discount. All the domestic lanes (channels) in DPS are listed and are identified by the origin state (rate area) and the destination region.

- There are two rounds of rate filing for dHHG RFQs.

To file your discount for the dHHG market:

ROUND 1

The following RFQ Details page appears when you click a dHHG RFQ from the RFQ Workbench page that is in the bidding phase (where Bidding appears in the Status column).

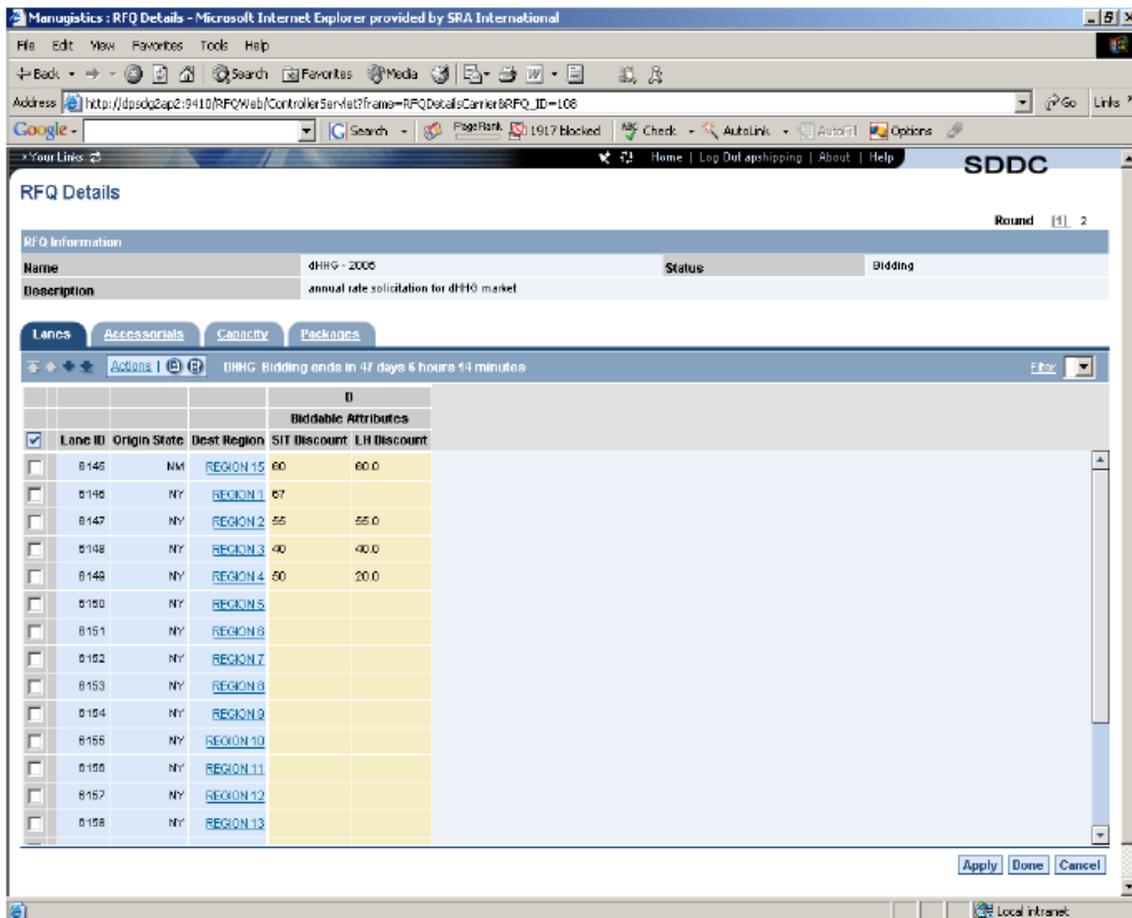


Figure 1-3. RFQ Workbench Details Page for dHHG Market 1.

1. On the RFQ Details page, enter percentages for your SIT and line haul discounts on rows corresponding to each lane (channel) for which you would like to file rates.

Notes: Each discount you provide must be a percentage value of at least 1.00 and no greater than 99.00 and include two fractional digits.

Leave both discounts blank if you do not intend to offer service on a particular lane (channel).

2. If you are ready to submit your discounts to the SDDC, Click **Actions**, and then **Publish** from the *Actions* dropdown list; otherwise click the **Apply** or **Done** button when done.

Warning: Make certain your discounts are correct before publishing them.

Caution: Click the **Apply** or **Done** button to save information you would like retained for the next time you return to an RFQ if you do not wish to publish your discounts. You must do this before you leave the RFQ Details page. Only the information you save or publish is retained after you leave the RFQ Details page. Ensure you publish your discounts no later than the Bid by Date.

Click the **Apply** button at any time to save your information and remain on the RFQ Details page.

Click the **Done** button at any time to save your information and go back to the RFQ Workbench page.

Note: The publish function permanently disappears from the Actions dropdown list for the round when the system accepts all of your discounts. Click the Apply or Done button to publish them again.

Note: You are notified if the discounts you attempt to publish are outside the range of 1- 99.

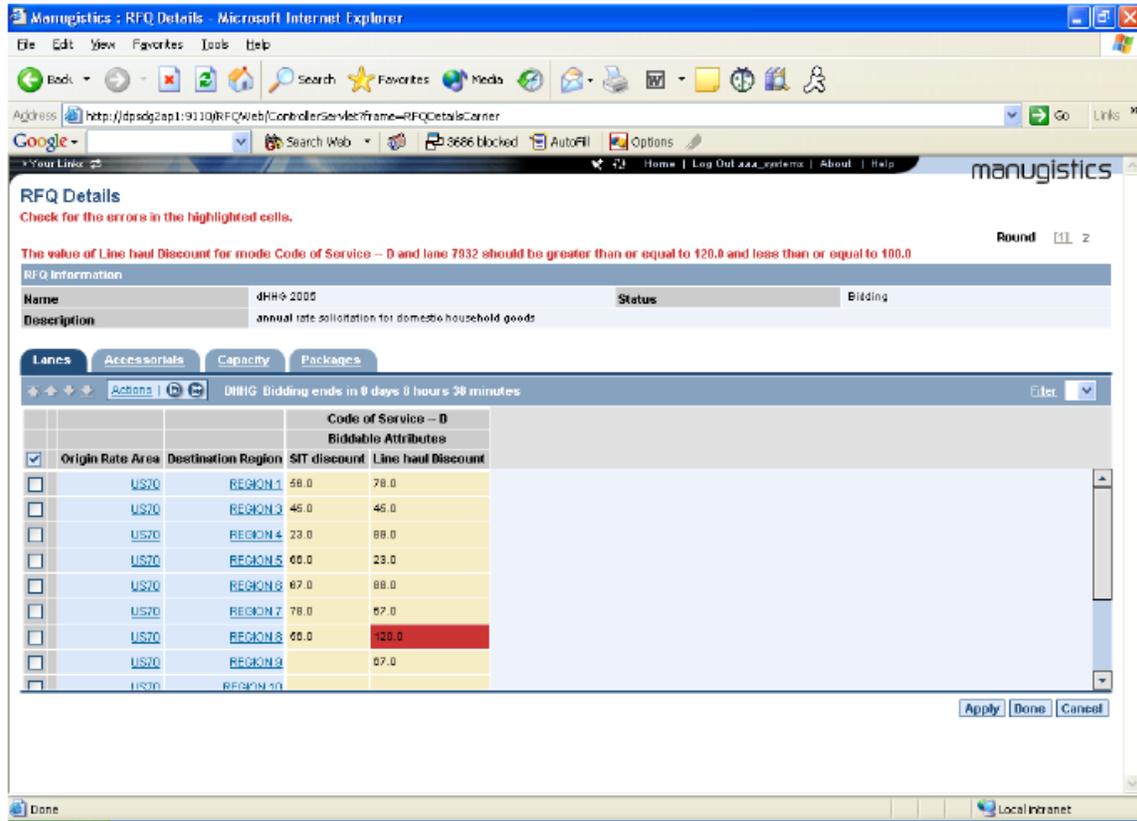


Figure 1-4. RFQ Workbench - Domain Rate Filing Error

At the time and date appearing in the Bid By Date column for the RFQ, Round 1 ends; at which time, all discounts submitted by you (and other TSPs) for Round 1 are evaluated. The system accepts or rejects discounts on an individual basis by lane (channel) during this evaluation. A discount you submit is rejected if:

- You have been disqualified from DoD's personal property program.
- Your discount is not within a reasonable range established by SDDC for a particular lane (channel).
- You did not provide both discounts for the lane (channel).

- **International:** If there are multiple rates submitted by TSPs in CFAC for the same channel and COS, all rates will be rejected. TSPs may not re-file for this channel.

International: TSPs must declare CFAC on ETOSSS. TSPs declaring CFAC cannot compete in the same rate channel in the same code of service.

Domestic – TSPs must declare CFAC on ETOSSS. While there is no restriction in the domestic program on TSPs participating in the same channel or same code of service, they must declare CFAC.

A TSP failing to disclose CFAC may be removed from the program for a period of up to two years and prosecuted for filing a false official statement in violation of 18 USC 1001.

Note: Refer to Qualification Business Rules in the “How to do Business Booklet.

You are notified of any rejected discounts by email and in DPS and are invited to make corrections and/or provide rates for lanes (channels) you previously omitted when Round 2 begins.

ROUND 2

You are able to enter Round 2 only to:

- Correct any discounts that have been rejected in Round 1
- Submit any discounts you left blank in Round 1

If your discounts have been accepted for every lane (channel) within the RFQ, you will not be able to enter Round 2. (Rates filed in Round 1 that pass the validation checks will be considered final.)

To Enter Round 2:

From the RFQ Workbench page, click a dHHG RFQ where 2 of 2 appears in the Current Round column and Bidding appears in the Status column. The RFQ Details page appears with discounts only for lanes (channels) that you can either correct or provide values for that you did not provide in Round 1.

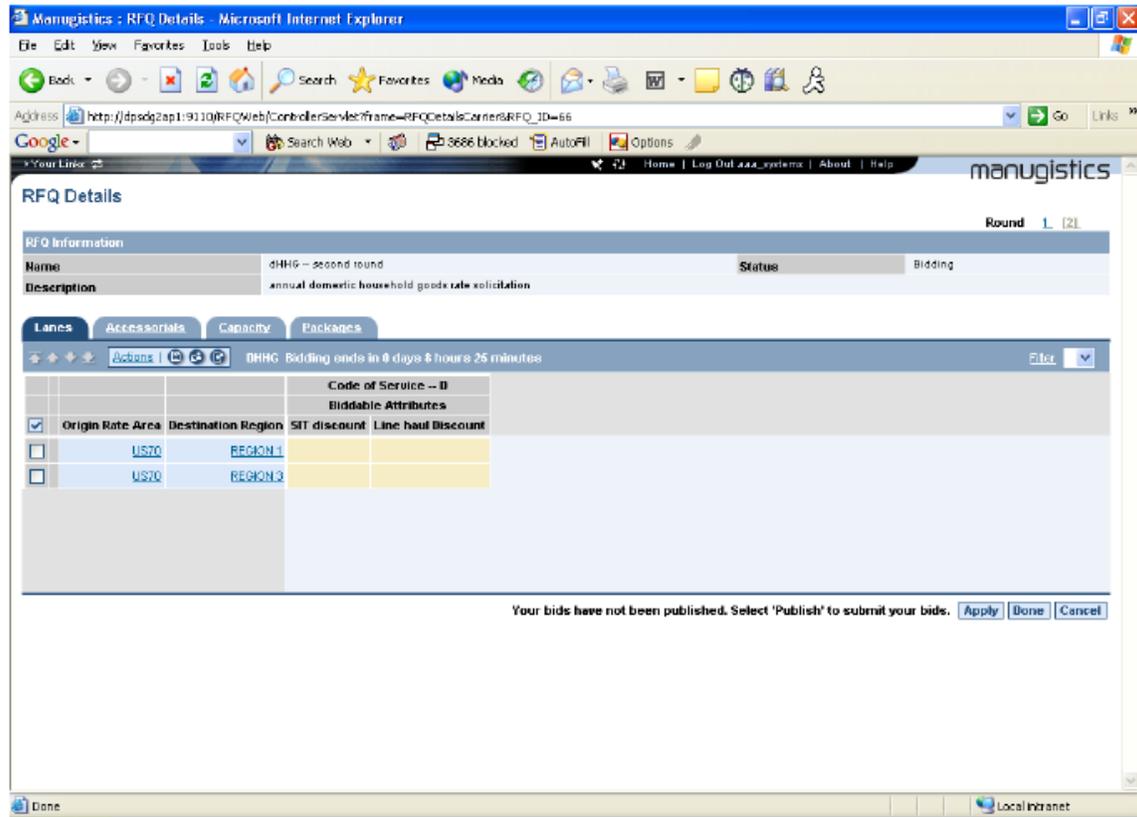


Figure 1-5. Round 2 RFQ Workbench Details Page

Note: Click Round 1 in the top right corner to see all rates you filed in Round 1. You cannot make any changes while viewing a round that has ended and for which all rates have been accepted as final.

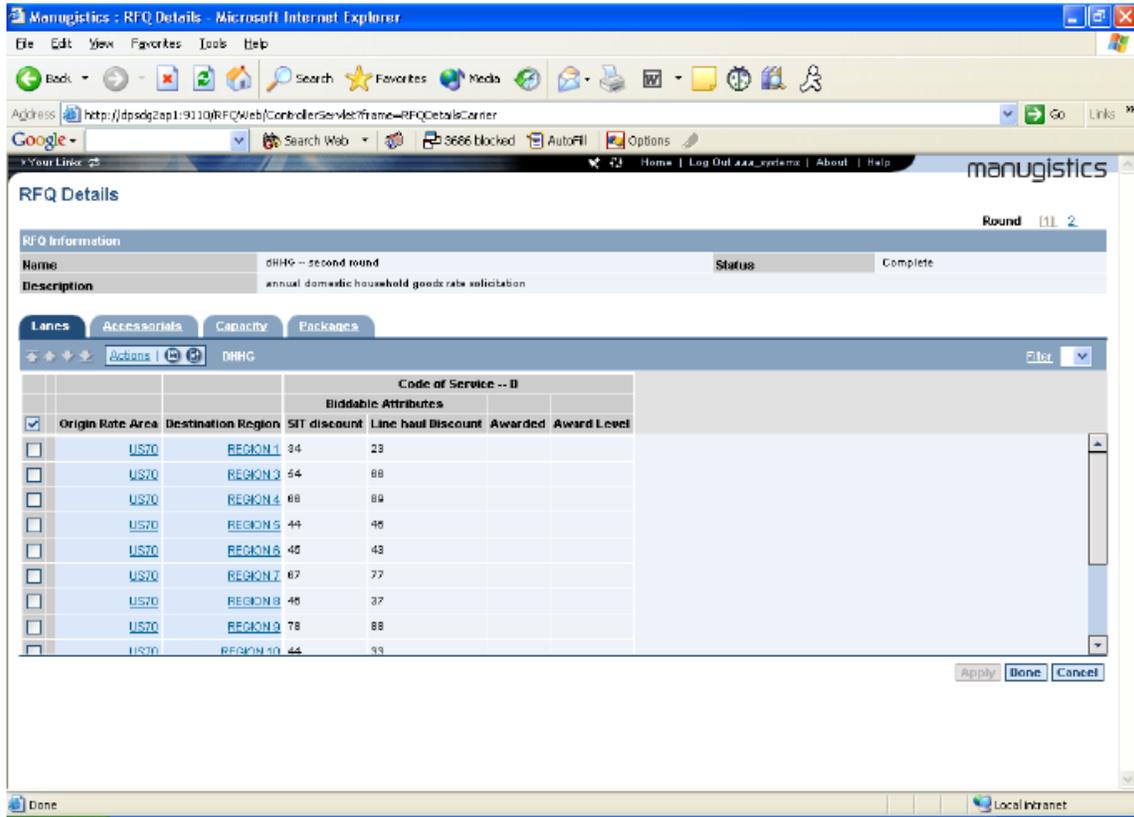


Figure 1-6. Round 1 Details Workbench Page During Round 2

3. Enter your corrected discounts for any of the lanes (channels) appearing on the RFQ Details page for Round 2 as with Round 1 previously described.
4. When you are ready to release your discounts to the SDDC rates administrator, Click **Actions**; then **Publish** from the Actions dropdown list.
5. Correct any errors that can be corrected in Round 2 of rate filing.

1.3.2 Filing Rates in the iUB Market

There are two bidding rounds for iUB RFQs. Each international lane (channel) is identified by its origin and destination rate area. If you meet the following criteria, you are eligible to participate in Round 1:

- You are approved to offer service through the DoD personal property program in the iUB market.
- You have a valid and current Certificate of Independent Pricing (CIP) and Certificate of Responsibility (COR) on file with SDDC.
- Your performance score is at or above the minimum performance score required to participate in the iUB market under DoD's personal property program.

To file your rates for the iUB market:

ROUND 1

The RFQ Details page for Round 1 iUB rate filing appears when you click an iUB RFQ from the RFQ Workbench page that is in the bidding phase for Round 1 (where Bidding appears in the Status column):

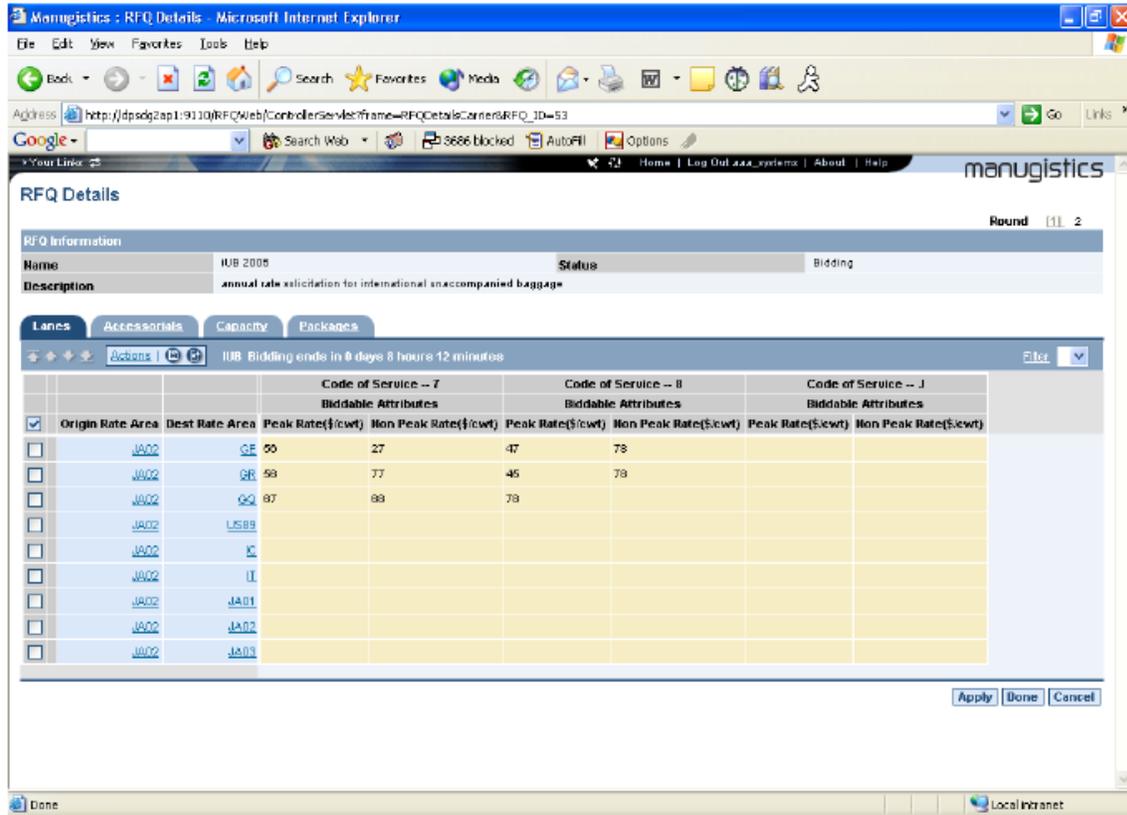


Figure 1-7. Round 1 RFQ Workbench iUB Details Page 1.

1. From the RFQ Details page, enter a peak rate and a non-peak rate for each lane (channel) for which you want to offer service.

Notes: Each rate you provide must be a dollar amount (your rate per 100 pounds) between 1.00 and 999.00. You may enter a whole dollar amount or an amount with dollars and cents.

Leave both amounts (peak and non-peak rates) blank if you do not intend to offer service for a particular mode (Code of Service) within a lane (channel).

Leave all six amounts blank across an entire row if you do not intend to offer service for an individual lane (channel).

2. When you are ready to release your rates to the SDDC rates administrator, Click **Actions**; then **Publish** from the Actions dropdown list.

Warning: Make absolutely certain your rates are correct before publishing them.

Caution: Click the **Apply** or **Done** button to save information you would like retained for the next time you return to an RFQ if you do not wish to publish your rates. You must do this before you leave the RFQ Details page. Only information you save or publish is retained after you leave the RFQ Details page. Ensure you publish your rates before the bidding phase ends.

Click the **Apply** button at any time to save your information and remain on the RFQ Details page.

Click the **Done** button at any time to save your information and go back to the RFQ Workbench page.

Notes: The publish function permanently disappears from the Actions dropdown list for the round when the system accepts all of your rates. Click the **Apply** or **Done** button to publish them again.

You are notified if any rates you attempt to publish are out of the 1.00 through 999.00 range

At the time and date appearing in the Bid By Date column for the RFQ, Round 1 ends; at which time, all rates submitted by you (and other TSPs) for Round 1 are evaluated. The system accepts or rejects rates on an individual basis by lane (channel) during this evaluation. Individual rates you submit are rejected if:

- You have been disqualified from DoD's personal property program.
- Your rates are not within a reasonable range established by SDDC for a particular lane (channel).
- You did not provide two (peak and non-peak) rates for a mode (COS) within a lane (channel).
- You and another TSP are members of the same Common Financial and/or Administrative Control (CFAC) and have both filed rates for the same mode (Code of Service) and lane (channel). Only one TSP member of a CFAC can file rates for the same lane (channel).

You are notified of any rejected rates by email and are invited to make corrections and/or provide rates for lanes (channels) you previously omitted when Round 2 begins.

ROUND 2

You are able to enter Round 2 only to:

- Correct any rates that have been rejected in Round 1.
- Submit any rates you left blank in Round 1.

If you provided acceptable rates for every lane (channel) within the RFQ, you will not be able to enter Round 2. Whether or not you can enter Round 2, you cannot revise a rate that was accepted in Round 1. RFQs entering Round 2 for which you can correct or provide new rates, appear as rows on the RFQ Workbench page with 2 of 2 in the Current Round column.

1. From the *RFQ Workbench* page, click an iUB RFQ where *2 of 2* appears in the *Current Round* column and *Bidding* appears in the *Status* column.

The *RFQ Details* page appears with rates only for lanes (channels) that you can either correct or provide values that you did not provide in Round 1.

Note: Click Round 1 in the top right corner to see all rates you filed in Round 1. You cannot make any changes while viewing a round that has ended. 2.

2. Enter your initial and/or corrected rates for any of the lanes (channels) appearing on the *RFQ Details* page for Round 2 as with Round 1 previously described.
3. When you are ready to release your rates to the SDDC rates administrator, Click **Actions**; then **Publish** from the *Actions* dropdown list.
4. Correct any errors and republish your rates as necessary as with Round 1.

1.3.3 Filing Rates in the iHHG Market

To file your annual rates for the iHHG market:

- Follow the same instructions as with an iUB RFQ listed in 1.3.2.

Note: The Codes of Service for the iHHG market are: “3,” “4,” “5,” “6,” and “T.”

1.3.4 Filing Rates for the Special Solicitation HHG Program

To file annual rates for special solicitation HHG shipments:

- Follow the same instructions as with an iHHG RFQ listed in 1.3.3.

Note: The only difference is that this type of RFQ is associated with special solicitation channels instead of the regular international channels.

1.3.5 Filing Rates for the Special Solicitation UB Program

To file annual rates for special solicitation UB shipments:

- Follow the same instructions as with an iUB RFQ listed in 1.3.2.

Notes: Rates for a location will not be considered complete unless a rate is filed for every channel to and from that location.

The only other difference is that this type of RFQ is associated with special solicitation channels instead of the regular international channels.

1.3.6 Special Shipments - Bidding on One-Time-Only (OTO) Shipments

An OTO shipment originates in DPS with the following attributes:

- Origin of shipment (city, state and country)
- Destination of shipment (city, state and country)
- Market
- Requested pickup date
- Requested delivery date
- Code of Service
- Weight of shipment

Every hour, DPS creates OTO RFQs to solicit rates for specific OTO shipments as needed. You are notified by email to submit bids for OTO RFQs if you meet the following criteria:

- You are approved by SDDC to offer service in applicable market
- You have a valid and current CIP and COR on file with SDDC
- Your performance score is at or above the MPS required for OTO shipments.

To submit a bid for an OTO RFQ (individual shipment):

1. From the RFQ Workbench page, click an OTO RFQ, which is currently in bidding phase.

The RFQ Details page appears with attributes associated with the OTO shipment.

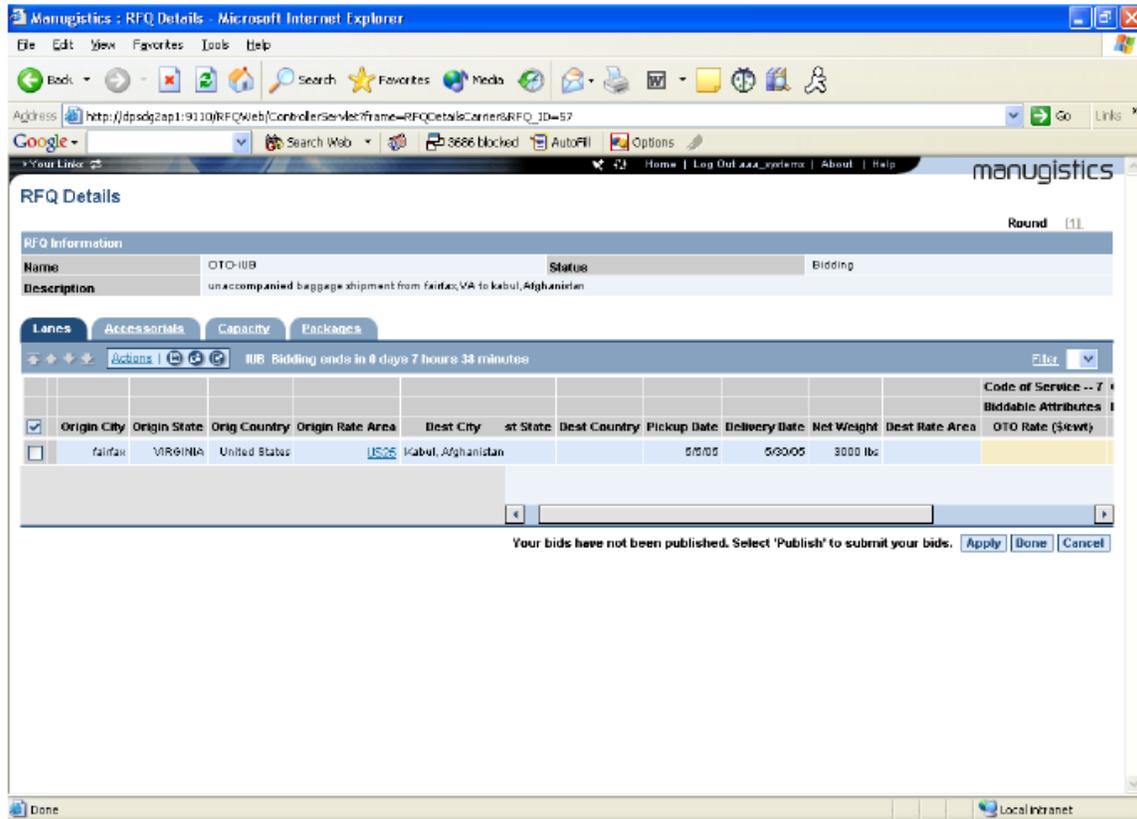


Figure 1-8. RFQ Workbench Details Page for an OTO Shipment

2. Enter your single factor rate for the Code of Service associated with the shipment.
3. Click the **Apply** or **Done** buttons to save your bid.
4. When you are ready to release your rates to the SDDC rates administrator, Click **Actions**; then **Publish** from the Actions dropdown list.

1.3.7 Special Shipments - Bidding on Boat One-Time-Only (BOTO) RFQ Shipments

A BOTO shipment is created in DPS with the following attributes:

- Origin of shipment (city, state and country)
- Destination of shipment (city, state and country)
- Requested pickup date
- Requested delivery date
- Net weight
- Dimensions of the boat
- Make and model of the boat
- Boat registration information
- Boat license information

- Trailer dimensions
- Trailer license
- Trailer details
- Method of boat move (tow-away or commercial)
- Trailer make and model
- Number of days in SIT
- Remarks

BOTO shipments can be domestic or international. The Code of Service for domestic BOTO shipments is “S” and the Code of Service for international BOTO shipments is “4.”

DPS creates BOTO RFQs to solicit rates for the specific BOTO shipments as needed. You are notified by email to submit bids for BOTO RFQs if you meet the following criteria:

- You are approved by SDDC to offer service in an applicable market.
- You have a valid and current CIP and COR on file with SDDC.
- Your performance score is at or above the MPS required for BOTO shipments.

To submit a bid for a BOTO RFQ (individual shipment):

1. From the RFQ Workbench page, click a BOTO RFQ that is in the bidding phase.
The RFQ Details page appears with attributes associated with the BOTO shipment.

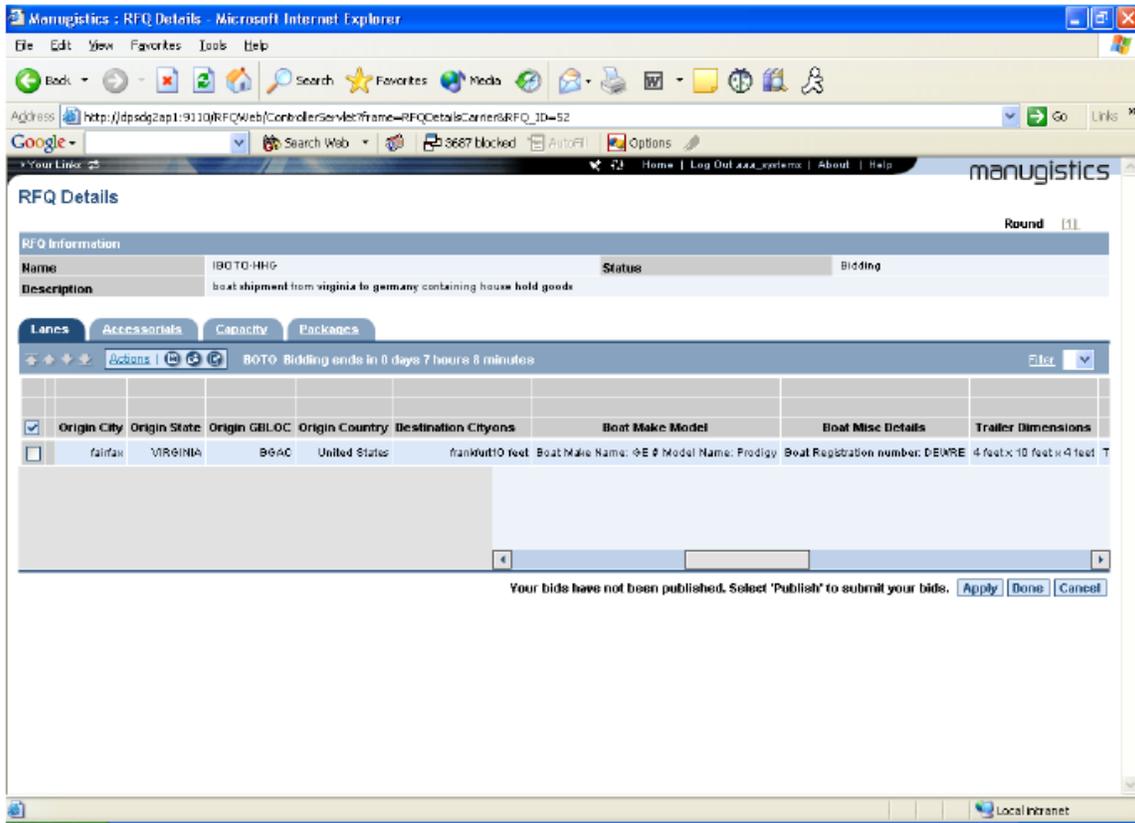


Figure 1-9. RFQ Workbench Details Page for a BOTO Shipment

2. Enter your single factor rate for the Code of Service associated with the shipment.

Note: If there are household goods associated with an international boat shipment, provide a separate single factor rate for the household goods portion of your bid. The weight of any included household goods will be delineated as a separate additional attribute.

3. Click the **Apply** or **Done** buttons to save your bid.
4. When you are ready to release your rates to the SDDC rates administrator, Click **Actions**; then **Publish** from the Actions dropdown list.

1.3.8 Special Shipments - Bidding on Mobile Home One-Time-Only (MOTO) Shipments

A MOTO Shipment is created in DPS with the following attributes:

- Origin of shipment (city, state and country)
- Destination of shipment (city, state and country)

- Requested pickup date
- Requested delivery date
- Net weight
- Dimensions of the mobile home
- Number of axles
- Number of braking axles
- Make and model
- List of accessories
- Number of days in SIT
- Remarks

MOTO shipments can only be domestic. The Code of Service for all MOTO shipments is “S.”

The RFQ Details page appears with attributes associated with the MOTO shipment. You are notified by email submit bids for MOTO RFQs if you meet the following criteria:

- You are approved by SDDC to offer service in the dHHG market.
- You have a valid and current CIP and COR on file with SDDC.
- Your performance score is at or above the MPS required for the dHHG market.
- You are approved by SDDC to move MOTO shipments.

To submit a bid for a MOTO RFQ (individual shipment):

1. From the RFQ Workbench page, click a MOTO RFQ that is in the bidding phase.
All the information regarding the MOTO shipment you select appears on the RFQ Details page.
2. Enter your single factor rate for the Code of Service associated with the shipment.

Note: All MOTO RFQs have only one bidding round.

3. Click the Apply or Done buttons to save your bid.
4. When you are ready to release your rates to the SDDC rates administrator, Click Actions; then Publish from the Actions dropdown list.

1.3.9 Special Shipments - Bidding on a Volume Move RFQ

Volume Move RFQs are originated by an SDDC rates administrator or PPSO officer. The following attributes are specified during creation of a volume RFQ.

- Origin of shipments (city, state, country and Government Bill of Lading Office Code [GBLOC])
- Destination of shipments (city, state, country and GBLOC)
- Estimated start pickup date of shipments
- Estimated end pickup date of shipments
- Estimated weight of shipments
- Estimated total weight to be placed in SIT
- Code of Service
- Volume movement number

A Volume Move RFQ can be domestic or international.

To submit a bid for a volume move RFQ:

1. From the RFQ Workbench page, select a Volume Move RFQ that is in the bidding phase. Volume Move RFQs have only one bidding round.

The RFQ Details page appears along with all attributes of the Volume Move RFQ you selected.

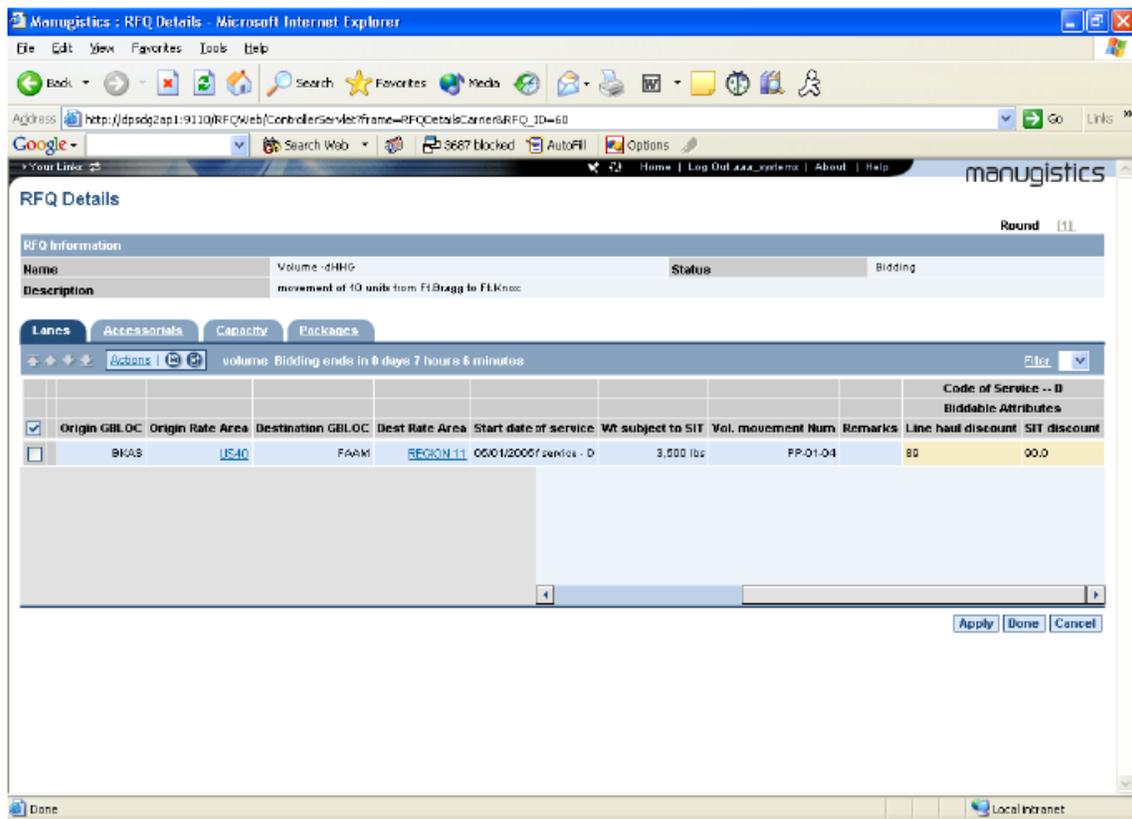


Figure 1-10. RFQ Workbench Details Page for a Volume Move Shipment

2. For a domestic Volume Move RFQ, enter a line haul discount and a SIT discount. For an international Volume Move RFQ, enter a single factor rate.

Note: Volume Move RFQs have only one bidding round.

1.4 RESPONDING TO RFQS USING BIDLINX

If you are participating in the DoD personal property program at a level involving sizable or complex RFQs, you may find using BidLinX faster and easier than using the RFQ Workbench exclusively. It is primarily intended for annual rate filing. BidLinX is also useful if your Internet connection is slow or when it would be impractical for you to remain online for long periods of time.

BidLinX is a Microsoft Excel-based spreadsheet tool you work with offline before you upload your completed results (.xls file) online. You can use all available Excel functions and features as well as rate filing related ones specifically designed for use with DPS to reduce your work. Once you initially enter and upload your rates, you can make changes either by uploading another .xls file or by making changes through the RFQ Workbench.

There are three major steps for responding to an RFQ using BidLinX:

1. Selecting and exporting one from the RFQ Workbench into BidLinX
2. Preparing your response (rates, discounts or bid) within BidLinX
3. Importing your response back into the RFQ Workbench/DPS

To select and export an RFQ from the RFQ workbench into BidLinX:

1. Login to DPS through ETA.
2. From the DPS menu bar, click the **Rates** button.
The RFQ Workbench page appears.
3. Click one checkbox opposite an RFQ you would like to export to BidLinX.
4. Click the **Actions** button, and then click **Export** from the dropdown list.
The *Export* page appears.
5. If you have not downloaded an “empty” BidLinX spreadsheet to your computer, click Download BidLinX Tool located at the top right corner of the Export page and save BidLinX.xls to a name and location of your choice on your computer by clicking the **Save** button on the File Download dialog box that appears and completing same.

Note: You can alternatively click the **Open** button on the File Download dialog box, continue with the remaining steps, and then save your completed BidLinX spreadsheet after you are finished.

6. Select Lane Data for BidLinX from the Data dropdown list.
7. Specify the section to be exported from the Section dropdown list, and then click Export.
A data link is created in the Previous Downloads Section of the Export page.
8. Once the requested file has Completed Successfully, right-click the appropriate ID’s Download file link for that file, and then select Save Target As (or Save Link As if using Netscape).
9. Select a location to save your file, and then click the Save button.
The file is saved in .LAN format.
- 10.

10. Open BidLinx.

Click the Import Bid Data button located within the RFQ Worksheet (tab).

11. Provide the location of the file, and then click the Open button.

To prepare your response within BidLinx:

Once the import described previously is complete, information regarding the RFQ you imported appears within the RFQ Summary worksheet (tab) of BidLinx.

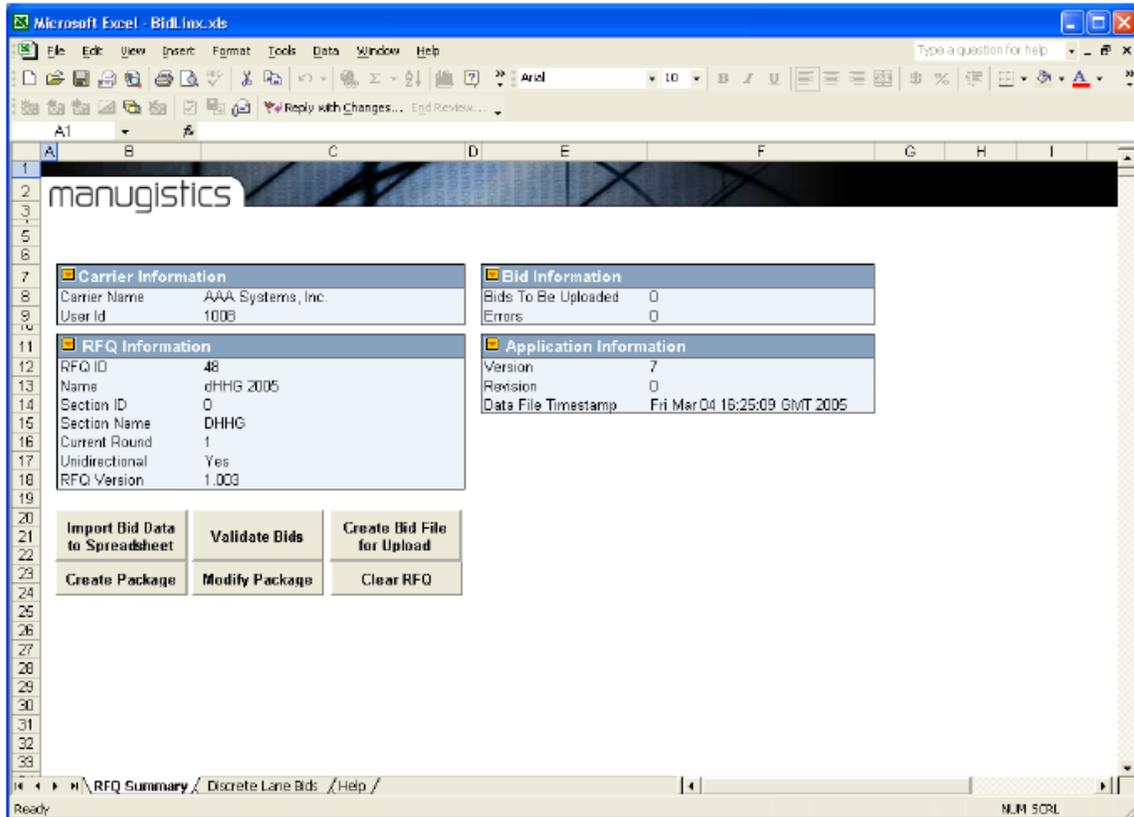


Figure 1-11. BidLinx RFQ Summary Excel Worksheet

BidLinx Summary Tab Field Descriptions	
Carrier Information	
Carrier Name	Your business name
User ID	Your DPS User ID
RFQ Information	
RFQ ID	A unique identifier for the RFQ assigned by DPS
Name	Name of the RFQ assigned by SDDC
Section ID	A system-generated identifier assigned by the system when the shipper creates sections within a template. This section ID is internally associated with an RFQ through a template.
Section Name	The name of the section assigned by SDDC
Current Round	Current rate filing round of the RFQ

BidLinx Summary Tab Field Descriptions	
	A Yes/No flag
Unidirectional	Yes = You may decrease your rates only for lane — the only option under The DoD personal property program implemented within DPS
	No = You may either increase or decrease your rates for lane — currently not an option under the DoD personal property program or within DPS
RFQ Version	The release of RFQ running over the Web that was used to download your lane data — currently Version 1.003 as illustrated.
Bid Information	
Bids To Be Uploaded	A current count of the total number of bids that would be exported from BidLinx and uploaded into RFQ/DPS if you did so. Each mode of transportation for which you file rates counts as a separate bid. For example, if you file rates for 5 lanes with each Codes of Service 3 and 4 (2 COSS), this would appear as 10 bids.
Errors	The number of lanes in which one or more errors are found
Application Information	
Version	The release of the BidLinx.xls file you have open
Revision	An additional qualifier of the BidLinx.xls file release you have open
Data File Timestamp	The date and time the current data were downloaded from the RFQ Workbench in DPS

Buttons

Validate Bids	Checks your entire BidLinx spreadsheet for errors. The Errors field within Bid Information is updated to reflect the number of lanes with errors. Lane IDs highlighted in red are lanes with one or more errors. The Error column describes errors that are found.
Import Bid Data to Spreadsheet	Imports a data file (.LAN) downloaded exported from the RFQ Workbench. This file contains all requested lane and bid information.
Create Bid File for Upload	Creates a data file (.BID) with all bid information to be uploaded into the RFQ Workbench.
Create Package	Not used in DPS
Modify Package	Not used in DPS
Clear RFQ	Erases all of your data from your BidLinx spreadsheet effectively restoring it to the state when first download.

1. Click the Discrete Lane Bids tab.

The following worksheet appears.

Lane Information			My Bid		
Lane ID	Origin Rate Area	Destination Region	SIT discount	Line haul Discount	Total Charge
7925	US70	REGION 1			
7927	US70	REGION 3			
7928	US70	REGION 4			
7929	US70	REGION 5			
7930	US70	REGION 6			
7931	US70	REGION 7			
7932	US70	REGION 8			
7933	US70	REGION 9			
7934	US70	REGION 10			
7935	US70	REGION 11			
7936	US70	REGION 12			
7937	US70	REGION 13			
7938	US70	REGION 14			
7939	US70	REGION 15			

Figure 1-12. Rates in BidLinx Excel Worksheet

2. Enter your rates, discounts or bids within columns under My Bid.
The preceding example shows columns for you to enter your SIT and line haul discounts.
 3. When finished, click the Validate Bids button on the RFQ Summary page.
 4. Click the Discrete Lane Bids tab to return to your entries if any errors are found.
-

Notes: Validation errors are reflected in the Errors count within the RFQ Summary worksheet and identified individually within your Discrete Lane Bids worksheet as illustrated following.

The same validation rules applied by the RFQ Workbench are also applied by BidLinx.

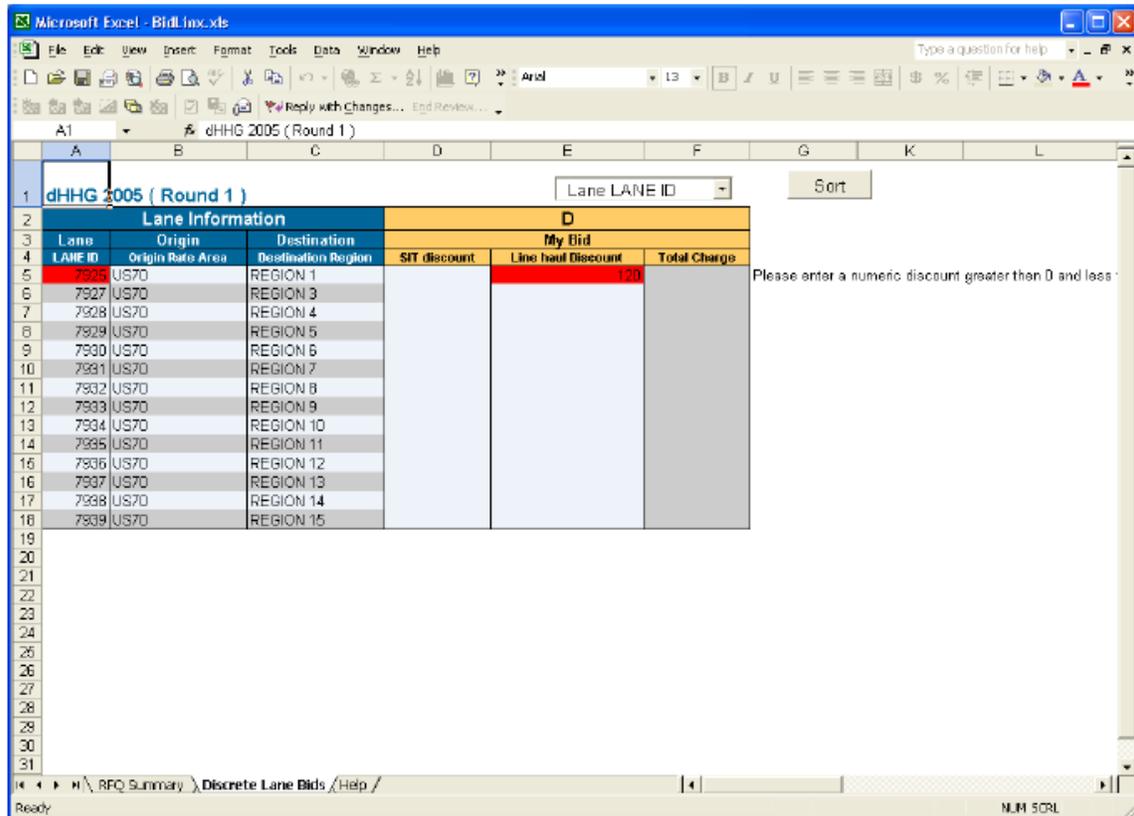


Figure 1-13. BidLinx Domain Error Message

To import your information back into DPS from BidLinx:

1. From the RFQ Summary page, click the Validate Bids button.
All information that you have modified or added is validated and any errors encountered are reflected within the Bid Information Errors field on the RFQ Summary page. 2.
2. If the number of errors appearing is not zero, click the Discrete Lane Bids tab, correct them, and then click the **Validate Bids** button on the RFQ Summary page again to ensure all errors have been corrected.
3. Click the **Create Bid File for Upload** button located on the RFQ Summary page.
4. Provide a location to write your bid file (.BID) and click **Save**.
5. Login to DPS.

From within DPS:

1. From the DPS menu bar, click the **Rates** button.
2. From the RFQ Workbench page, click the RFQ that you wish to load your BidLinx data into.
3. Click the Actions button, then Import from the dropdown list.
The *Import* page appears. 4.
4. Select *Bid Data from BidLinx* from the Interface dropdown list.
5. Click **Browse** to select the .BID file, and then click the **Open** button.
6. Click the **Done** button to import the file into the RFQ Workbench in DPS.

7. From the RFQ Workbench page, click your RFQ.

All the bids you entered using BidLinx should appear within the “RFQ details pages” of the RFQ Workbench. You can save rates and discounts with the **Apply** and **Done** buttons and publish them for the SDDC administrator using the Publish function within the Actions menu as previously described.

1.5 BULK RATE FILING

1.5.1 Introduction

The DPS bulk rate filing feature allows you and your Agents to upload a file that contains rates into DPS. The uploaded file is processed and rates evaluated according to established criteria.

If you are a TSP Agent, the uploaded file can contain rates for multiple TSPs/SCACs and for multiple markets. If you are not a TSP Agent data within your file will have one SCAC for the markets you are interested in filing rates for.

1.5.2 Bulk Rate Filing Format

- Domestic File Format

SCAC, Market, Origin Rate Area, Destination region, Code of Service, LH Discount, SIT discount

- International File Format

SCAC, Market, Origin Rate Area, Destination Rate Area, Code of Service, Peak Rate, Non-Peak rate

- Special solicitation File Format

SCAC, Market, Origin Rate Area, Destination Rate Area, Code of Service, Peak Rate, Non-Peak rate, Description, Tender number, Name of TSP representative, File Number, Foreign flag certification.

[Note: Channel listing with IDs will be provided in this document in the next version]

Where...

SCAC is:

- Your 4-character identifier assigned by NMFTA.

Market is:

- “dHHG”
- “iHHG”
- “iUB”.

Origin rate is:

- One of the values listed in abbreviated name column of the Table A-3 (CONUS Origin states) of the Rate Filing document or one of the values listed in the abbreviated name column of the table A-2 (OCONUS regions and location codes).

Destination region is:

- One of the values listed in the region column of the Table A-2 (CONUS destination regions) of the Rate Filing document.

Destination rate area is:

- One of the values listed in abbreviated name column of the Table A-4 (OCONUS Regions and Location Codes) of the Rate Filing document or one of the values listed in the abbreviated name column of the table A-2 (OCONUS regions and location codes).
- See Table A-5 (Special Solicitation Areas) of the Rate Filing document
- See Table A-6 (CONUS Regions for Special Solicitation) of the Rate Filing document

Code of service is:

- “D,” or “2” (for dHHG market only)
- “7”, “8”, or “J” (for iUB market only)
- “3”, “4”, “5”, “6” or “T” (for iHHG market only)

Line haul discount and SIT discount:

- Must be between 1.00% and 99.00%
- Must be in “xx.xx” format (i.e. two digits, a physical decimal point, then two digits)

Peak rate and non-peak rate:

- Must be between \$1.00 and \$999.00
- Must be in “xxx.xx” format (i.e. three digits, a physical decimal point, then two digits)

File name should be “dpsrates.csv”.

1.5.3 Bulk Rate Filing Format Example

- ▶ ALLV,dHHG,US62,Region 10,D,50.50,70.30
- ▶ ALLV,iUB,US62,GE,7,30.45,50.45
- ▶ ALLV,iHHG,US62,GE,3,90.45,140.22
- ▶ ATVN,dHHG,US62,Region 8,D,45.50,78.55
- ▶ ATVN,iUB,US62,GE,6,30.30,50.45

1.5.4 Uploading a Bulk Rate File

To upload a bulk rate file:

Show screen shots of these screens referenced here. 1.

1. From the DPS menu bar, click the **Rates** button.
 - i. The Welcome to DPS Rates page appears 2. 3.
2. Click Bulk Rate Filing from the right sidebar menu.
3. The TBD page appears indicating whether Round 1 or Round 2 of is active along with its start and end dates.

Notes: If there is no rate filing round currently active, a message appears on the page indicating that uploads are not allowed at the present time.

If you are a rate-filing Agent, the SCACs for the TSPs you can file rates for appear which represent TSPs who have designated you to be their DPS rate-filing Agent.

4. Click the Upload Bulk Rates button.

A Windows dialog box appears for you to identify the location of your file to be uploaded.
5. Select the location of your file, and then click the TBD button.

DPS confirms receipt of your file and validates data within your file for:

- Invalid file format
- Invalid origin, destination
- Invalid SCAC
- Rate filing Agent not authorized for the TSP/SCAC
- The appropriate round. TSPs can upload rates only to the currently active round. If a rate has been accepted in Round 1, you cannot submit a different rate for Round 2. The new rate will be rejected.
- Invalid characters in the rate fields
- TSP not authorized in the market
- Invalid Code of Service for the market.
- TSP disqualified, suspended or inactivated
- TSP does not have a valid CIP or COR
- Rate submitted is not complete with all required components. Line haul discount and SIT discount are required for domestic rates and peak and non-peak single-factor rates are required for international rates.
- For special solicitation channels, if all rates for a given Code of Service within a given group (e.g., South America, Singapore, Italy) are not submitted, the rates are incomplete and will not be accepted.

Rates not accepted.
- Rates outside the acceptable range (1 to 99 for domestic rates and 1 to 999 for international rates)

Notes: Errors are reported to the user on the user interface. Emails identifying errors are sent to the Rate Filing Agent and the TSP. If there is an error associated with a record in the file, the error is indicated.

Potentially, there are two types of errors - file level errors and record level errors. If the file format is incorrect (e.g., wrong number of data elements per record, wrong file name), the entire file is rejected. If a record contains errors due to failed validation, those errors are reported back to the user, need to explain how the errors are reported back to user in DPS and via emails to TSP and their agents. Records containing no errors are accepted.

The TSP/Rates Agent is allowed to upload files any number of times during the round. The uploaded rates (if accepted) overwrite the existing rates in the database for that given SCAC. All the uploaded files are archived for future reference, regardless of whether the contents were accepted or rejected.

Although rates can be uploaded at any time during a rate filing round, verification of rate reasonableness and non-CFAC affiliation are performed by the rates processor at the end of each round; rejections are communicated via emails to TSP and their Rate Filing agents and in DPS

APPENDIX A ACRONYMS

<u>Acronym</u>	<u>Description</u>
A.M. Best	Alfred M. Best
BL	Bill of Lading
BOTO	Boat One-Time-Only
BVS	Best Value Scoring
CFAC	Common Financial and/or Administrative Control
CIP	Certificate of Independent Pricing
COE	Common Operating Environment
COR	Certificate of Responsibility
COS	Code of Service
COTS	Commercial Off-The-Shelf
CSS	Customer Satisfaction Survey
dHHG	Domestic Household Goods
DoD	Department of Defense
DPM	Direct Procurement Method
DPS	Defense Personal Property System
DTOD	Defense Table of Official Distances
DUNS	Data Universal Numbering System
ETA	Electronic Transportation Acquisition [system]
ETOSSS	Electronic Tender of Service Signature Sheet
FMS	Financial Management Service
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
IBM	International Business Machines

IDD	Interface Design Description
IE	[Microsoft] Internet Explorer [®]
iHHG	International Household Goods
iUB	International Unaccompanied Baggage
JPPSO	Joint Personal Property Processing Office
JTA	Joint Technical Architecture
MOTO	Mobile Home One-Time-Only
NAIC	National Association of Insurance Commissioners
OTO	One-Time-Only (Shipment)

<u>Acronym</u>	<u>Description</u>
PC	[IBM] Personal Computer [®]
PCS	Permanent Change of Station
POC	Point of Contact
PPPO	Personal Property Processing Office
PPQWeb	Personal Property Qualifications Web
PPSO	Personal Property Shipping Office
QA	Quality Assurance
RFQ	[Manugistics] Request for Quote [®]
SCAC	Standard Carrier Alphabetic Code
SDDC	Military Surface Deployment and Distribution Command
SDDC-PP	SDDC Passenger and Personal Property Systems Branch
SIT	Storage in Transit
TOPS	Transportation Operational Personal Property System
TRANSCOM	See USTRANSCOM
T/S	Tender of Service
TSP	Transportation Service Provider
TSPQP	TSP Qualification Program
USTRANSCOM	United States Transportation Command
VM	Volume Move

APPENDIX B CODES OF SERVICE

Code of Service	Geographic Area	Name	Definition
D	Domestic	Domestic Household Goods	Movement of Household Goods in a Motor Van or Container from origin residence in CONUS to destination residence in CONUS. The actual mode of service is at the discretion of Transportation Service Provider at no extra cost to the shipper.
2	Domestic	Domestic Containerized	Movement of Household Goods in a Container from origin residence in CONUS to destination residence in CONUS. Use of commercial best practice containers is authorized. Shipments must always be containerized, will never be member packed, and cannot be left unsecured or outdoors.
3	International	International Door-to-Door Container	TSP provides origin services, linehaul service from Origin residence to a commercial ocean terminal, ocean transportation using the Military Traffic Management Command Operations Center Universal Service Contract rates for over the ocean portion of the shipment, linehaul to destination residence, and destination services.
4	International	International Door-to-Door Container	Movement of household goods in Military Traffic Management Command (MTMC)-approved door-to-door shipping containers (wooden boxes) whereby a TSP provides linehaul service from origin residence to ocean terminal, ocean transportation to port of discharge, and linehaul service to destination residence, all without rehandling of container contents.
5	International	International Door-to-Door Container Government Ocean Transportation	Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a TSP provides linehaul service from origin residence to military ocean terminal, the government provides ocean (Military Sealift Command) transportation to designated port of discharge, and the TSP provides linehaul service to destination residence, all without rehandling of container contents.

6	International	International Door-to-Door Air Container	Movement of household goods whereby the TSP provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.
7	International	International Land-Water-Land Baggage	Movement of unaccompanied baggage whereby the TSP provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.
8	International	International Land-Air-Land Baggage	Movement of unaccompanied baggage whereby the TSP provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.
J	International	International Land-Air (AMC)-Land Baggage	Movement of unaccompanied baggage whereby the TSP provides packing and pickup at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The TSP provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.
T	International	International Door-to-Door Container – Air Mobility Command (AMC)	Movement of household goods whereby the TSP provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The TSP provides transportation to the destination residence.