

UNCLASSIFIED

TSP Qualification Notes V1.0



**United States Transportation Command
(USTC)**

**Program Executive Office (PEO)
for Distribution Services (DS)**

**Joint Program Management Office (JPMO)
for Household Goods Systems (HHGS)
Defense Personal Property System (DPS)**

DPS TSP Qualifications Notes

August 18, 2011

UNCLASSIFIED

_____ Date
Test Director (Acting)
Joint Program Management Office, Household Goods Systems

_____ Date
DPS Test Lead
Joint Program Management Office, Household Goods Systems

(U) Document Tracking Sheet

Version #	Date	Author's Name	Changed Pages
0.1	26 September 2007		All
0.2	21 November 2007		Various
0.3	26 November 2007		Various
0.4	29 November 2007		Various
1.0	30 November 2007		Various

(U) Table of Contents

1	(U) JPMO HHGS SECTION	1
1.1	(U) Introduction.....	1
1.2	(U) Document Overview:	1
2	(U) TECHNICAL REQUIREMENTS	2
2.1	(U) DPS HW and SW Requirements	2
2.1.1	(U) Problem: Notice about IE 7.0	2
2.1.2	(U) Solution: Notice about IE 7.0.....	2
2.1.3	(U) Problem: Notice about MS Excel 2003.....	2
2.1.4	(U) Solution: Notice about MS Excel 2003.....	2
3	(U) USER ROLE: TSP	3
3.1	(U) Screen: Qualifications.....	3
3.1.1	(U) Problem: Required Field Not Applicable	3
3.1.2	(U) Solution: Required Field Not Applicable.....	3
3.1.3	(U) Problem: Resubmit CIP/COR.....	3
3.1.4	(U) Solution: Resubmit CIP/COR	3
3.1.5	(U) Problem: MC and FF Error Messages	3
3.1.6	(U) Solution: MC and FF Error Messages.....	3
3.1.7	(U) Problem: Insurance Form Does Not Get Transmitted to SDDC	4
3.1.8	(U) Solution: Insurance Form Does Not Get Transmitted to SDDC	4
3.2	(U) Screen: Email Manager	4
3.2.1	(U) Problem: TSP Not Receiving E-Mail	4
3.2.2	(U) Solution A: TSP Not Receiving E-Mail	4
3.2.3	(U) Solution B: TSP Not Receiving E-Mail: Alternative option – Place Telephone Call	5
3.3	(U) Change of Ownership Novation.....	5
3.3.1	(U) Problem: Change of Ownership Novation.....	5
3.3.2	(U) Solution: Change of Ownership Novation	5
4	(U) USER ROLE: SDDC	6
4.1	(U) SDDC Qualifications.....	6

4.1.1 (U) Problem: Address Labels 6
4.1.2 (U) Solution: Address Labels 6

APPENDIX A – (U) ACRONYMS AND DEFINITIONSA-1

1 (U) JPMO HHGS SECTION

1.1 *(U) Introduction*

The Defense Personal Property System (DPS) is replacing the Transportation Operational Personal Property Standard System (TOPS), Personal Property Qualifications Web (PPQ Web), CONUS Automated Rate Transportation System (CARTS), Through Government Bill of Lading (TGBL), Intrastate, TOPS History, TOPS Electronic Data Interchange (EDI), Two Dimensional Military Shipping Label, (2DMSL), and TOPS Remote Site Web Application (TRSWA) systems. DPS will subsume the Central Web Application (CWA), Personal Property Consignment Instruction Guide (PPCIG), and Interim Customer Satisfaction Survey (ICSS), which will improve the management of DOD personal property.

1.2 *(U) Document Overview:*

The Notes document provides guidance and workarounds for known problems within the TSP Qualifications and Rate Filing modules of the DPS application. These workarounds were discovered during the Joint Stakeholders Acceptance Test (JSAT) phase of DPS and are intended to assist the user as a quick reference guide.

2 (U) Technical Requirements

2.1 (U) DPS HW and SW Requirements

DPS Client hardware and software requirements are as follows:

- **Hardware-**
 - 256MB RAM or more
 - Color Monitor capable of 1024x768 resolution with High Color (SVGA)
 - Keyboard and mouse
 - Speakers/Headphones (for LMS)
- **Software-**
 - Microsoft Windows 2000/XP
 - Internet Explorer 6.0
 - Windows Media Player 7.1 or higher (for LMS)
 - Adobe Acrobat Reader 6.0 (for Forms)
 - Excel 97 or higher (for Rate Filing) – If you have Office 2000 you will need to download SP2
 - Microsoft Word

2.1.1 (U) Problem: Notice about IE 7.0

The problem identified is that the User has IE 7.0 and MS Excel 2003

2.1.2 (U) Solution: Notice about IE 7.0

When executing browser Internet Explorer version 7.0 a certificate patch will need to be downloaded. The patch is available on the bottom of the ETA home page, DoD PKI Root Certificate. The link is:

https://support.eta.sddc.army.mil/dodpki/pki_selection.asp

2.1.3 (U) Problem: Notice about MS Excel 2003

If you are using Microsoft Office Excel 2003, confirm that Service Pack 2 has been installed prior to using BidLinx.

2.1.4 (U) Solution: Notice about MS Excel 2003

Install Service Pack 2 to enable the macros needed to run the BidLinx Excel file.

3 (U) User Role: TSP

3.1 (U) Screen: Qualifications

3.1.1 (U) Problem: Required Field Not Applicable

When entering information in TSP Qualifications, and you receive an error saying that a field is required but that field is not applicable to your company.

3.1.2 (U) Solution: Required Field Not Applicable

Enter "N/A". You must enter capital 'N' backslash capital 'A'.

3.1.3 (U) Problem: Resubmit CIP/COR

TSPs required to resubmit CIP/COR prior to round 1 rate filing window. TSP and their agents submit all required forms, and all forms are in the status is "Submitted". Status should automatically change from "Submitted" to "Under Review". Once the status is "Under Review" SDDC Qualifications will be able to approve or reject the necessary forms. Users have experienced problems with the status of the forms moving from "Submitted" to "Under Review".

3.1.4 (U) Solution: Resubmit CIP/COR

All approved TSPs CIP and COR forms will be set to 'Re-Certify' prior to the start of the first round of rate filing. Therefore, all TSPs will need to resubmit the forms for approval by SDDC prior to the rate filing. If your forms are in "Submitted Status" for more than two hours, please contact your DPS Help desk to resolve the issue.

3.1.5 (U) Problem: MC and FF Error Messages

DPS is providing error messages on Valid Motor Carrier (MC) and Freight Forwarder (FF) numbers with the Department of Transportation (DOT), thus stopping the ETOSSS from being submitted for review by SDDC. After updating the ETOSSS with "N/A" under the FF Number and Broker Number and entering a State Permit Number then attempting to submit the updated ETOSSS, DPS returns an error message indicating that either the MC or FF number "does not match a valid DOT system number."

3.1.6 (U) Solution: MC and FF Error Messages

SDDC will manually update TSPs reference data to reflect DOT SAFER requirements 'key indicators'. See screen shot. Please contact your DPS Help desk to resolve the issue.

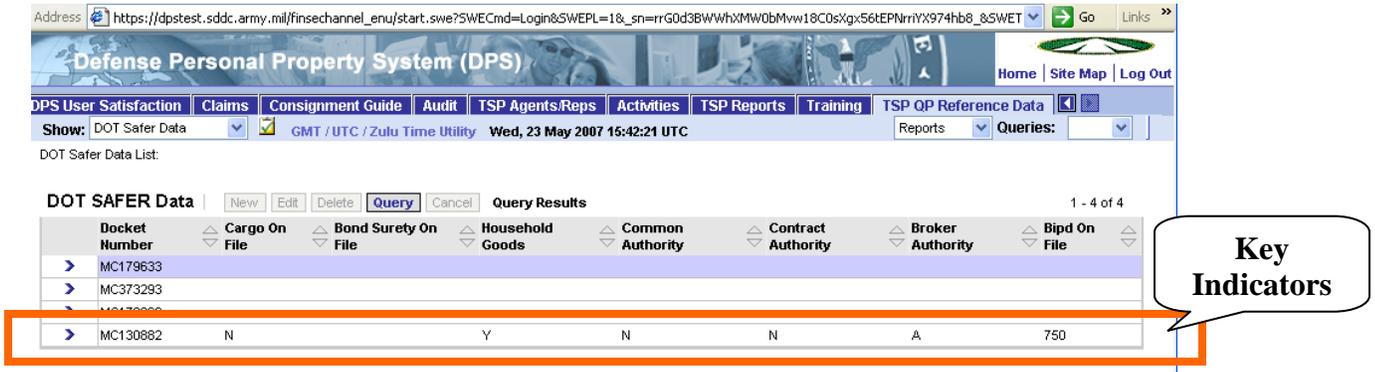


Figure 1 (U) MC and FF Error Messages

3.1.7 (U) Problem: Insurance Form Does Not Get Transmitted to SDDC

SDDC did not receive the proper insurance form(s) from the Transportation Service Provider, or a Transportation Service Provider’s updated or newly completed insurance form is rejected by SDDC representative for incomplete or wrong information, you can take the following actions,

3.1.8 (U) Solution: Insurance Form Does Not Get Transmitted to SDDC

Transportation Service Provider can take a screen shot of insurance form, or print out insurance form, and fax to SDDC representative. SDDC representative will in-turn approves the insurance form and replies accordingly or once a form has been rejected it needs to be edited by the user and then the status of the form changes to ‘In Progress’ which will then allow the Agent to submit it. You may also contact your DPS Help desk to help you resolve the issue.

3.2 (U) Screen: Email Manager

3.2.1 (U) Problem: TSP Not Receiving E-Mail

TSP not receiving email notifications from DPS

3.2.2 (U) Solution A: TSP Not Receiving E-Mail

Login to DPS click on Qualifications Forms tab; click on Email Manager and verify or edit email addresses to receive notifications from DPS.

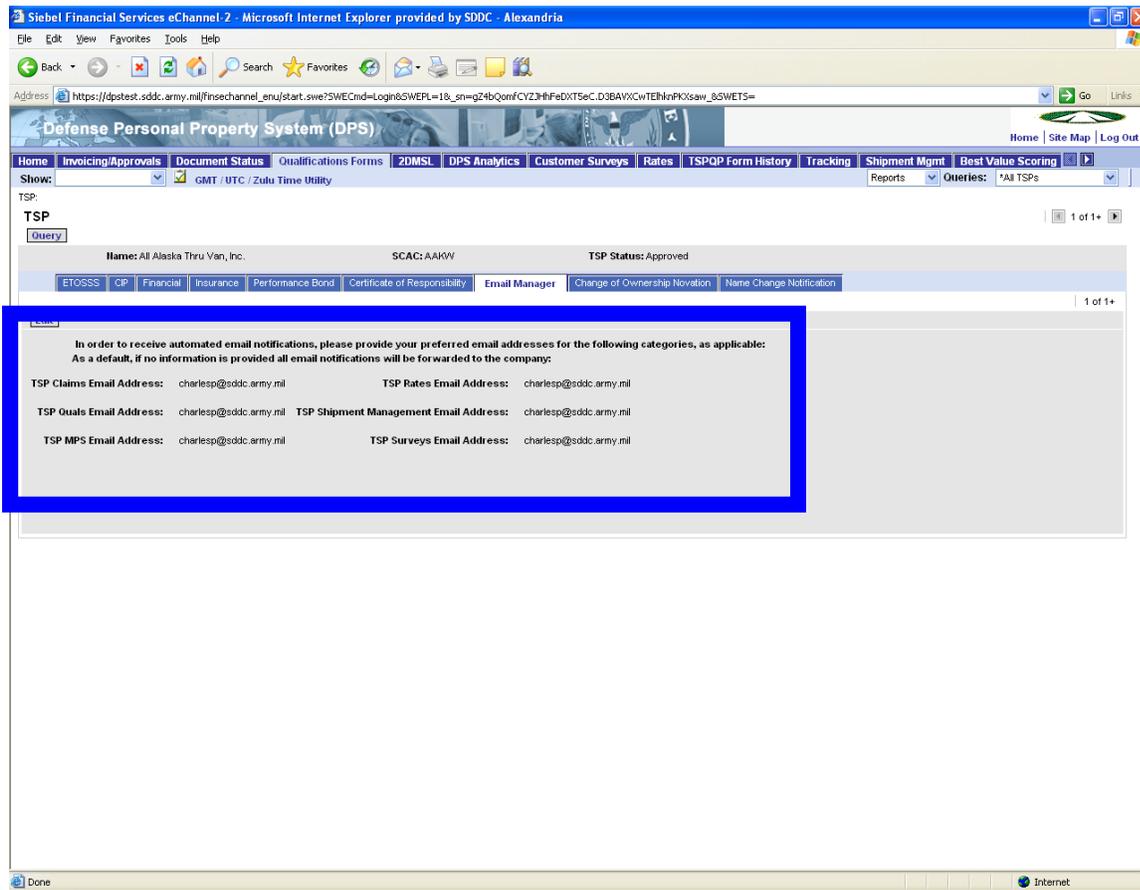


Figure 2 (U) Solution A: TSP Not Receiving E-Mail

3.2.3 (U) Solution B: TSP Not Receiving E-Mail: Alternative option – Place Telephone Call

If email notification outside of DPS is not received, place call between the two parties to verify information status (e.g., Accountant and President, or Insurance Representative and President.).

3.3 (U) Change of Ownership Novation

3.3.1 (U) Problem: Change of Ownership Novation

SDDC cannot cross reference the old SCAC with the new SCAC.

3.3.2 (U) Solution: Change of Ownership Novation

The new SCAC has to be manually entered into DPS and the TSP will have to submit a new ETOSSS for approval by SDDC. Contact DPS Help Desk for further assistance.

4 (U) User Role: SDDC

4.1 (U) SDDC Qualifications

4.1.1 (U) Problem: Address Labels

A User may have to address single or multiple Transportation Service Providers, therefore requiring numerous address labels. DPS should provide capability to generate and print standard size address labels (based upon Avery address label numbers) for DoD approved TSPs (label shall include SCAC, Company name, mailing address or physical address, if no mailing address exists).

4.1.2 (U) Solution: Address Labels

Provided by SRA and inserted here: NOTE: Ensure to disable your POP-UP Blocker or press the "CTRL" key to bypass POP-UP Blocker during these steps.

TSP mailing labels will be generated using the Microsoft Word Mail Merge function. A file containing TSPs will be exported from DPS and used to generate the mailing.

Please refer to the Microsoft Word product documentation for more detailed information on using mail merge.

1. Navigate to the Submitted Forms view In the Qualifications Forms screen.
2. Query the TSP list applet for the TSPs that you want to print the mailing labels.
3. Export the TSPs to a file by clicking the Create Label Button.

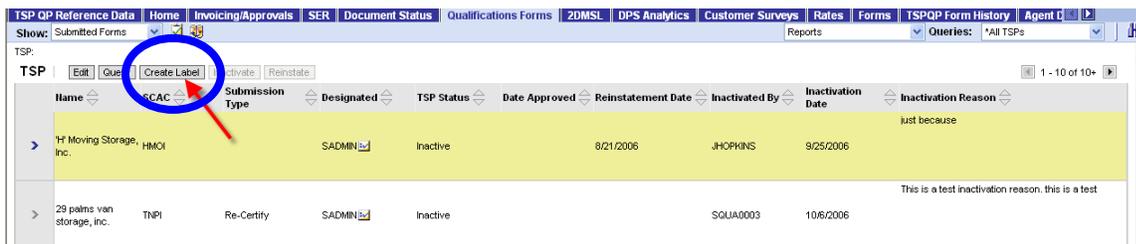


Figure 3 (U) Export Data Map

4. Select 'All' Columns to Export and select 'Comma Separated Text File' as the Output Format and click on the Next button to continue.

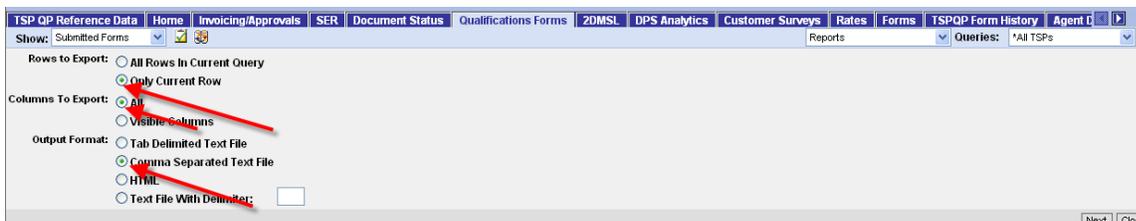
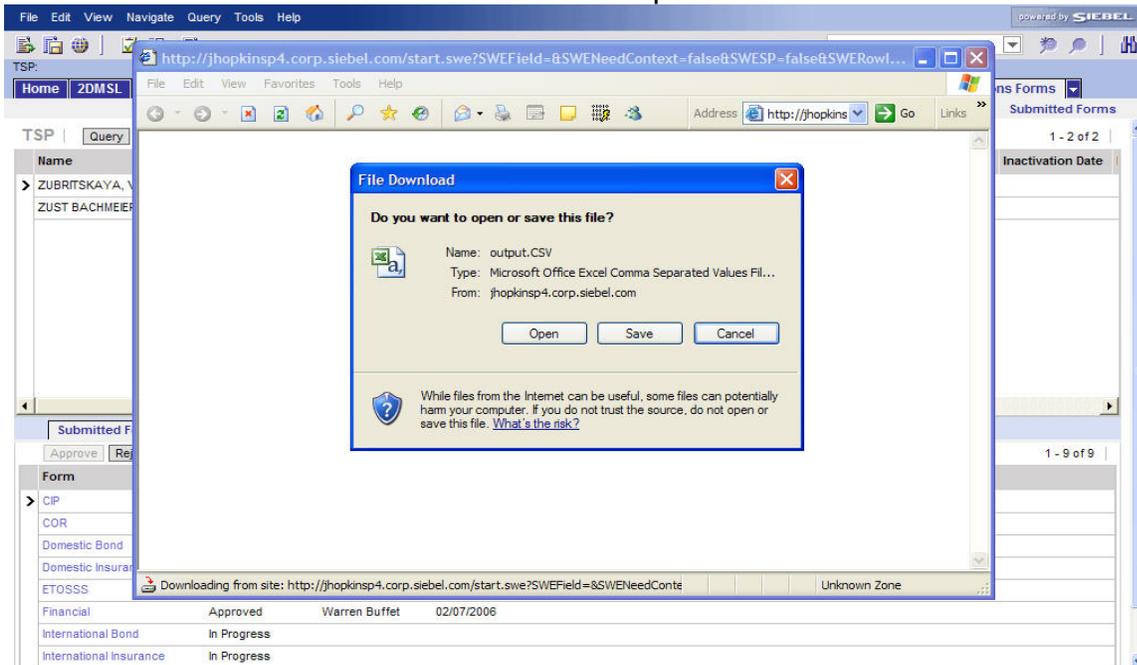


Figure 4 (U) Export File Options

5. Click on the Save button to save the export file.

**Figure 5 (U) Save Export File**

The file generated by DPS will be used by Microsoft Word to generate the mailing labels. Please refer to the Microsoft Word documentation for detailed instructions on utilizing the mail merge functionality. The following instructions are a guide for using MS Words Mail Merge. In addition, your MS Word interface may not match that which is depicted in the following figures.

1. Launch MS Word
2. Select Mail Merge from the Tools, Letters and Mailings menu.

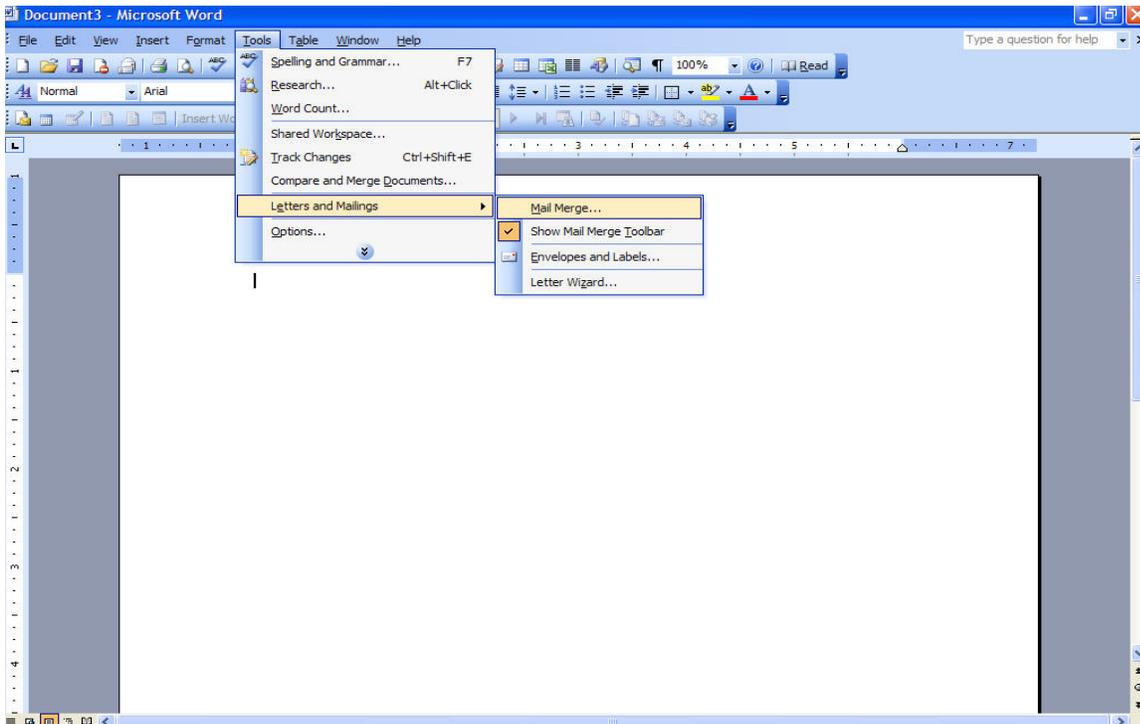


Figure 6 (U) MS Word Mail Merges

3. Select 'Labels' as the Document Type and click on the 'next: Starting Document' hyperlink.

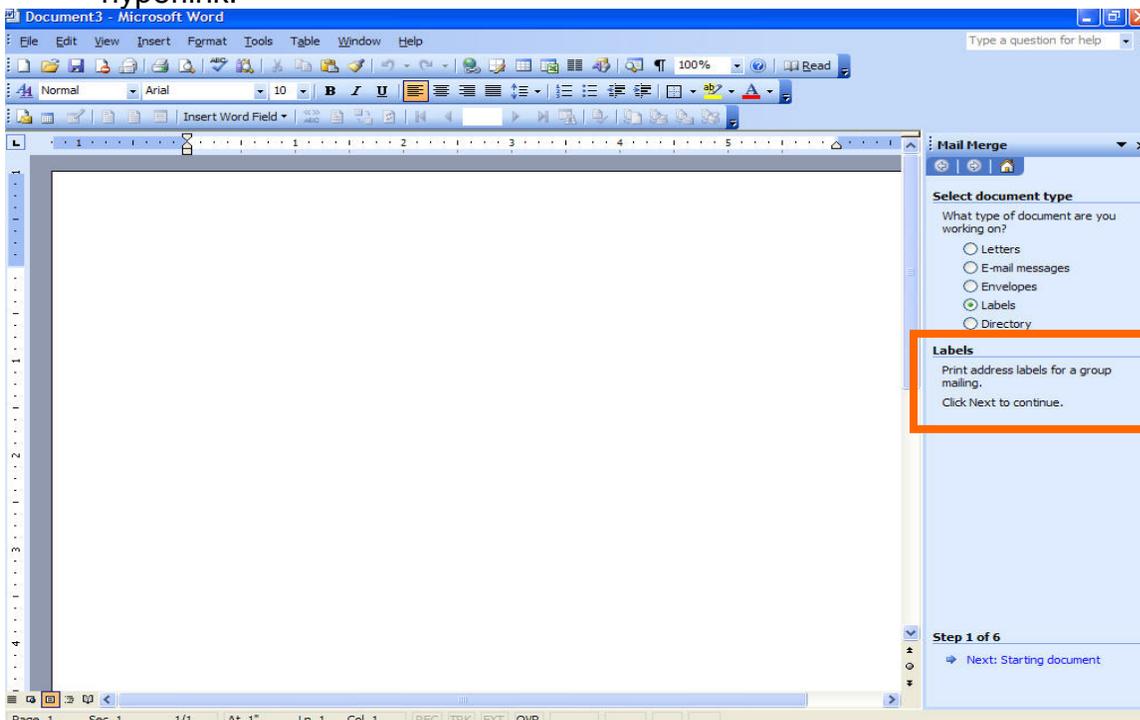
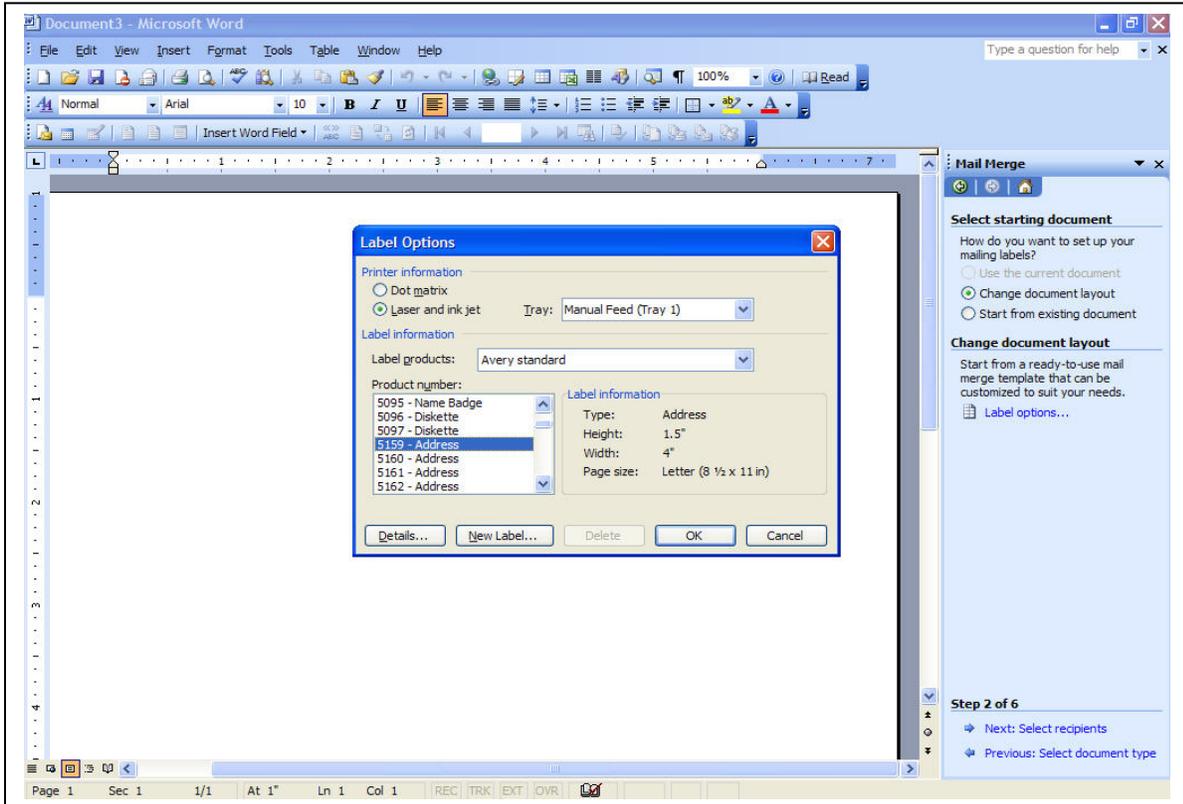


Figure 7 (U) Select Document Type

4. Click on the 'Label options' hyperlink to select the mailing label.
5. After you have selected the correct label, click on the OK button.



6. Click on the 'Next: Select recipient' hyperlink to continue.

Figure 8 (U) Label Options

7. Click on the 'Browse' hyperlink to select the DPS export file. Select the file and click on the Open button.

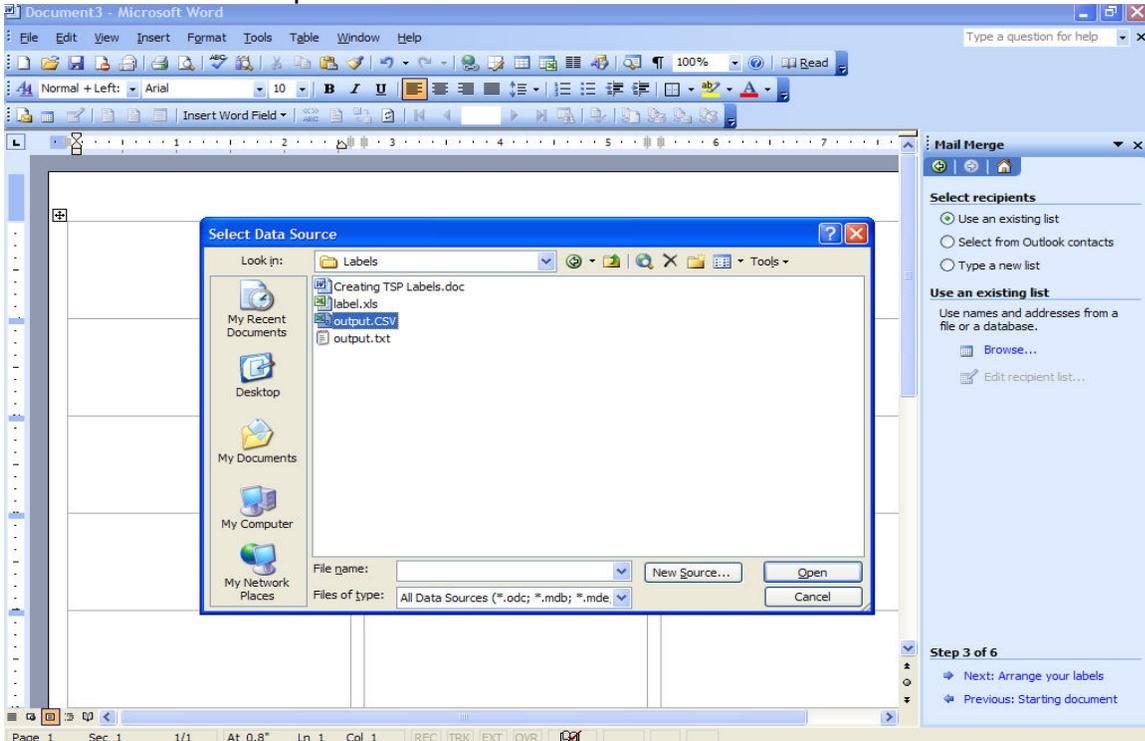


Figure 9 (U) Select Data Source

8. Preview the Recipients and click on the OK button to continue.

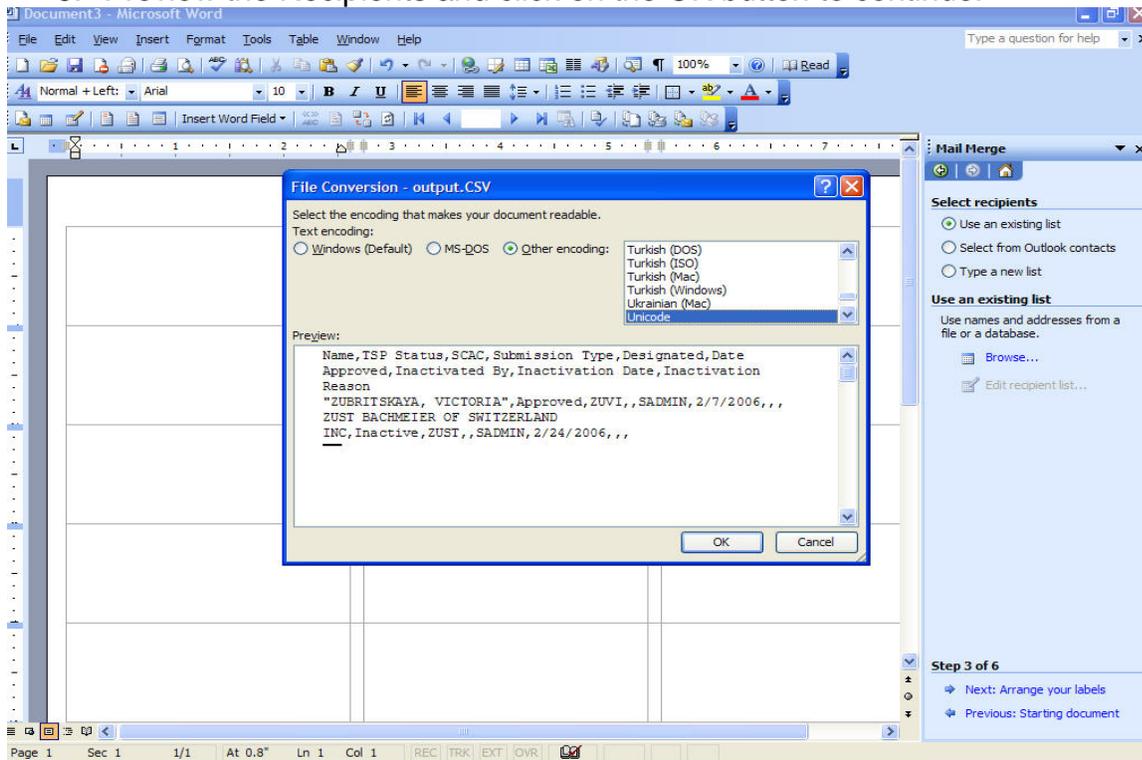


Figure 10 (U) Preview Recipients

9. The next step provides the opportunity to select for which recipients to generate the mailing labels. Click on the OK button to continue.
10. Click on the Next: Arrange your labels' hyperlink to continue.

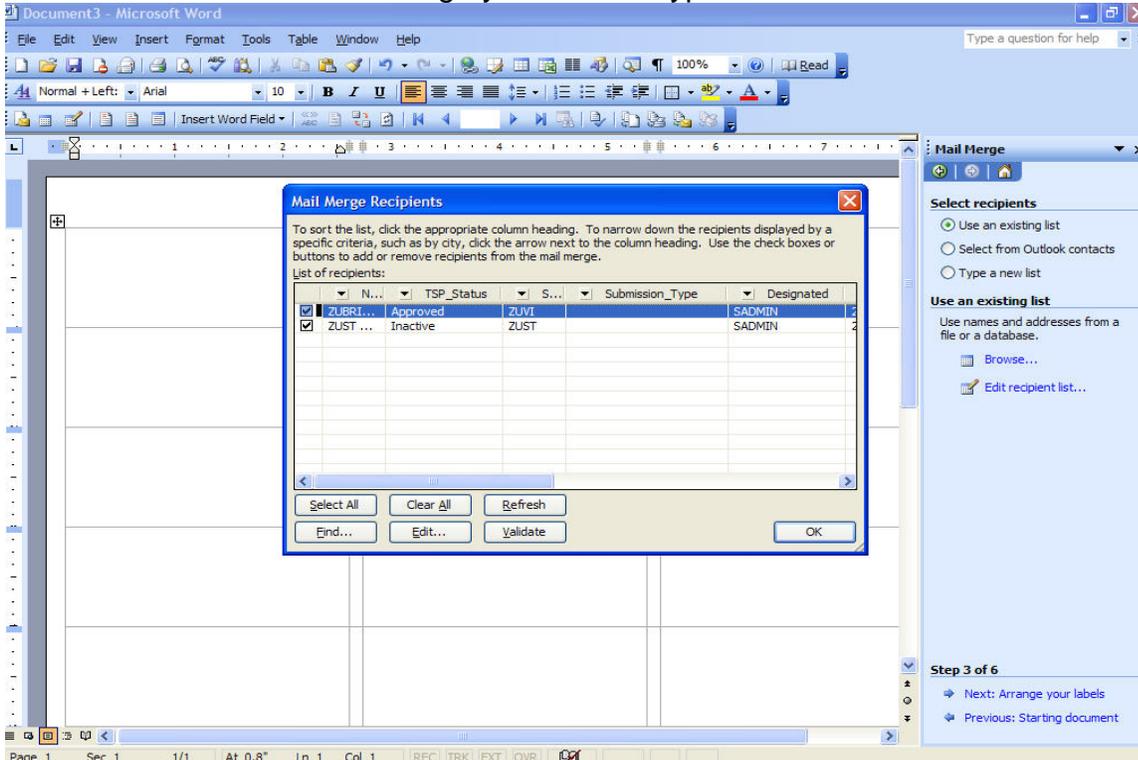


Figure 11 (U) Select Recipients

11. The next step is to arrange the merge fields on the label. There are multiple ways to do this, please refer to your MS Word product documentation for more information.
12. For the purposes of this document, ensure that the 'Mail Merge' toolbar is enabled.

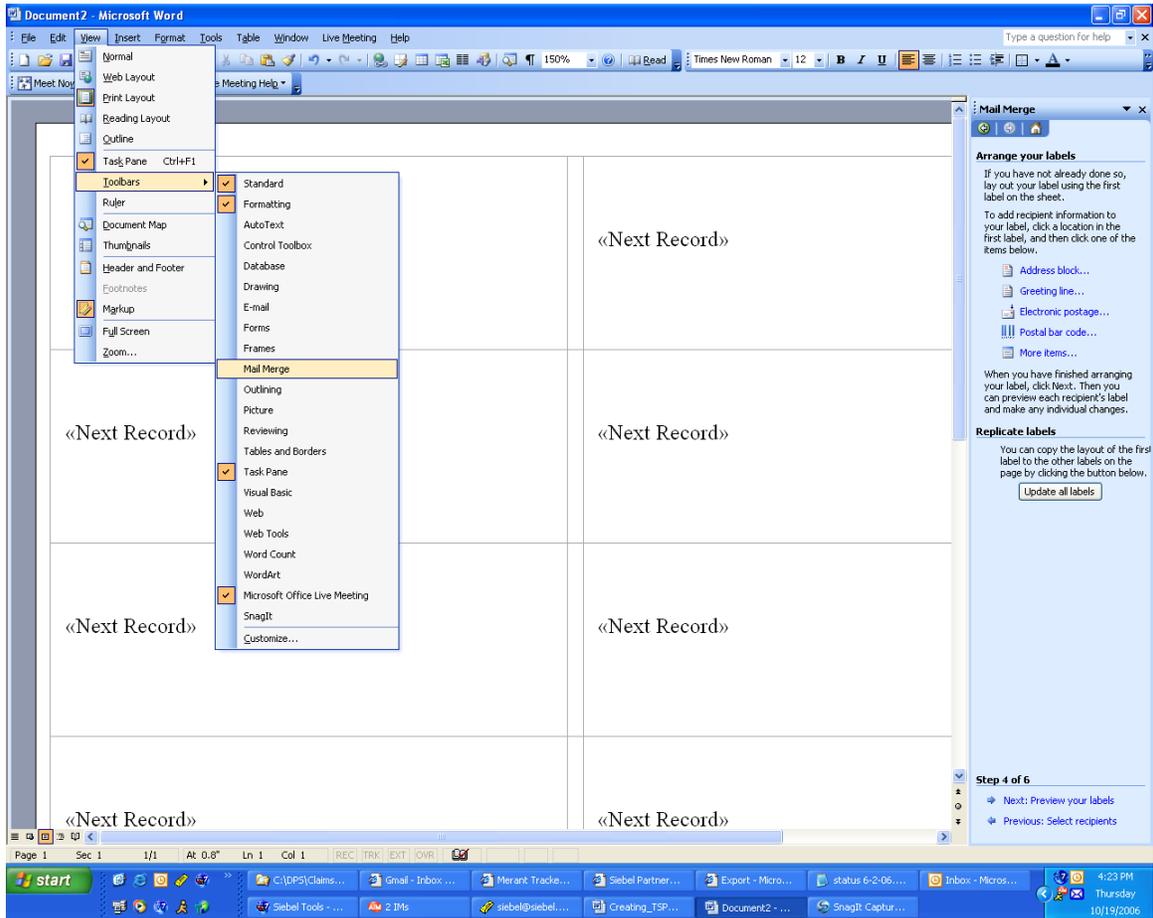


Figure 12 (U) Select Mail Merge Toolbar

13. Click on the 'Insert Merge Fields' toolbar icon.

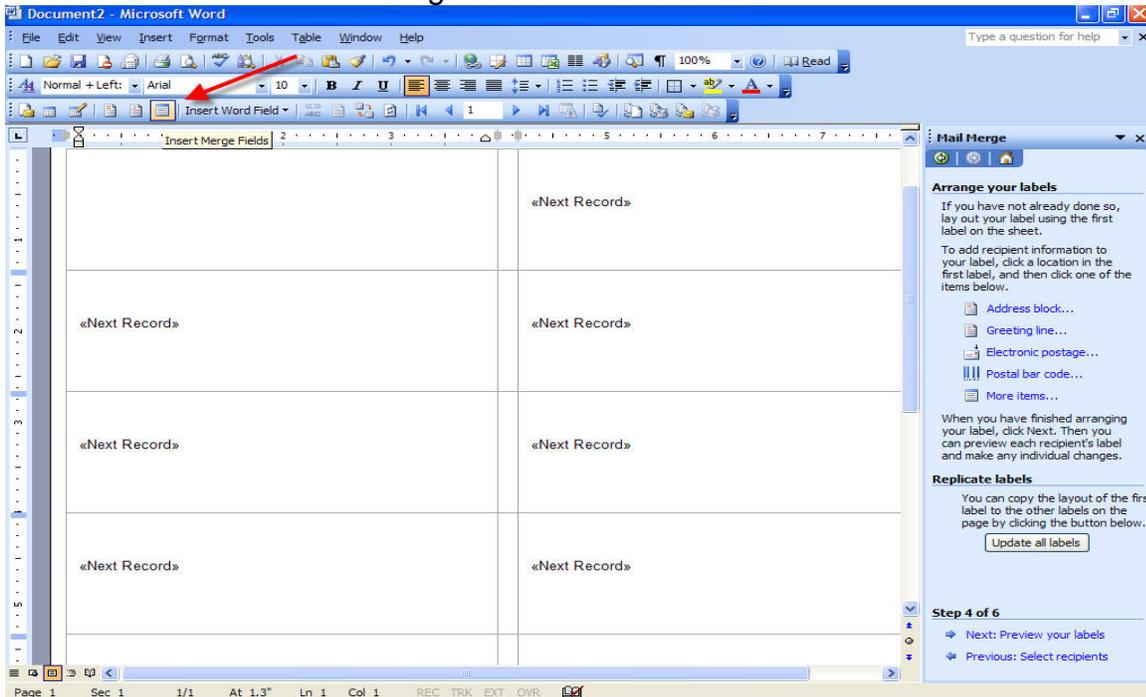


Figure 13 (U) Insert Merge Fields

14. Place the cursor on the label, and select the merge field to be placed on the label. Click on the Insert button. Arrange and place the fields to suit your requirements.

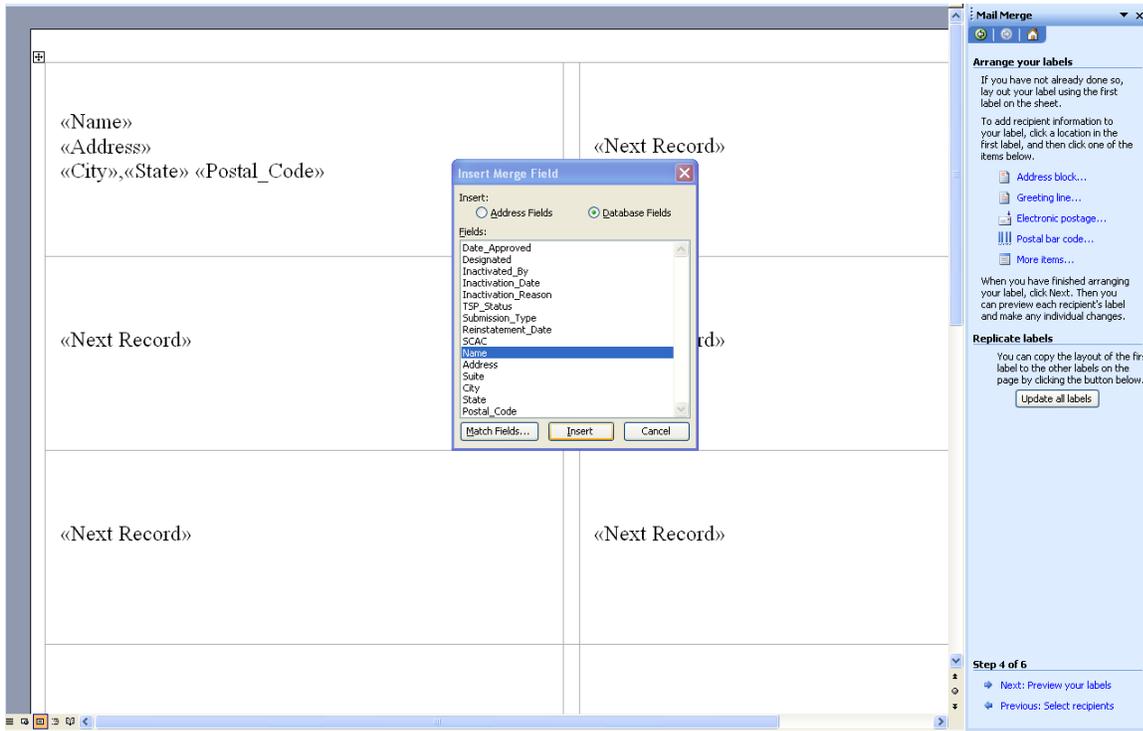


Figure 14 (U) Select Merge Field to Insert

15. After the fields have been arranged and placed on the label, click on the 'Propagate Labels' toolbar item. This will copy the merge fields to the other labels.

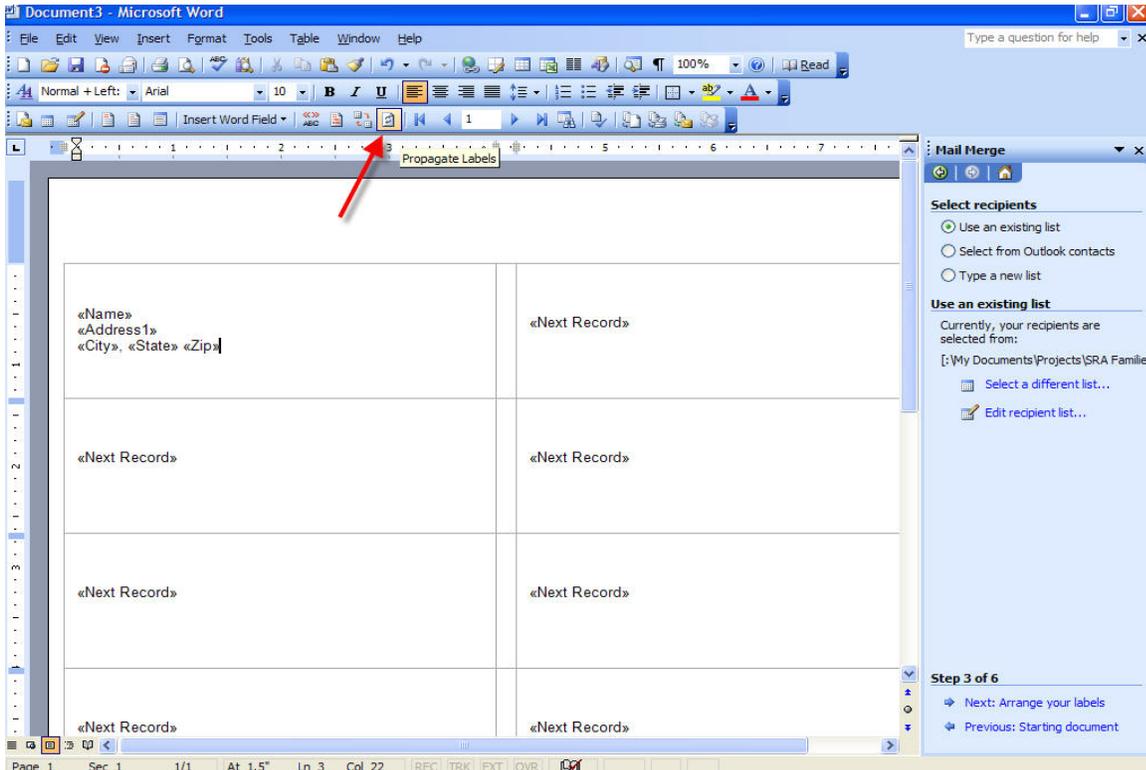


Figure 15 (U) Propagate Labels

16. Click on the 'Merge to New Document' toolbar item to continue.

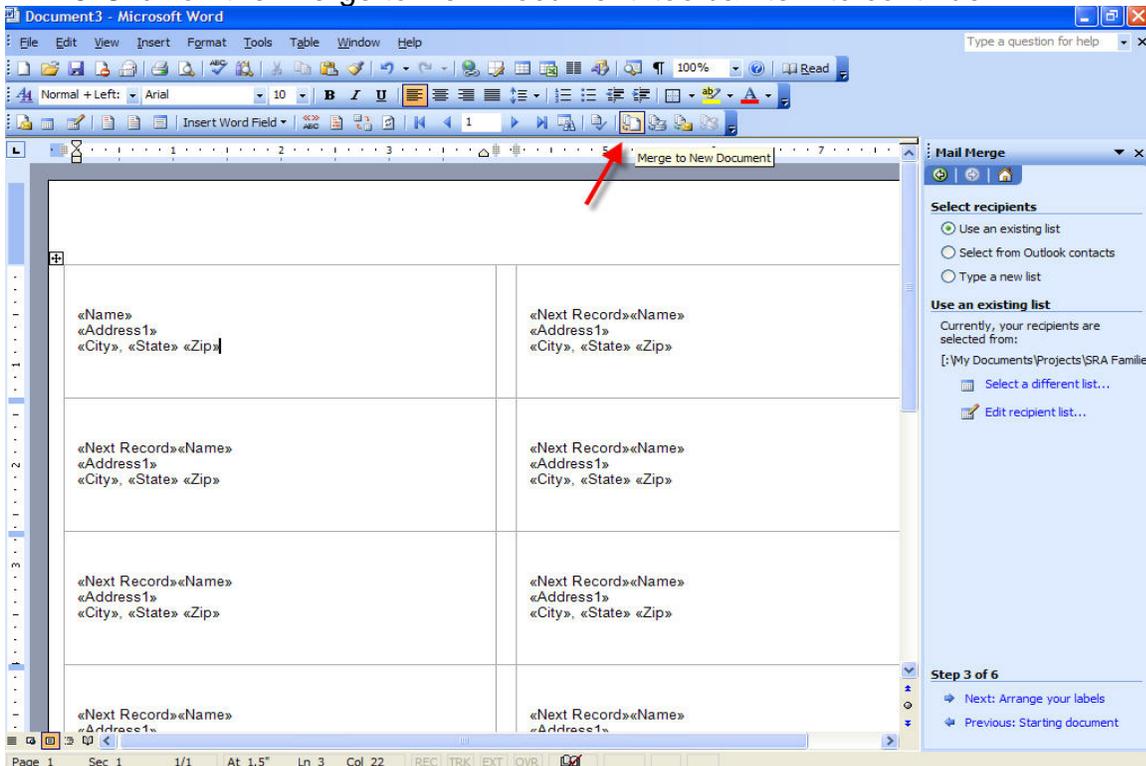


Figure 16 (U) Merge to New Document

17. Select which records to merge and click on the OK button.

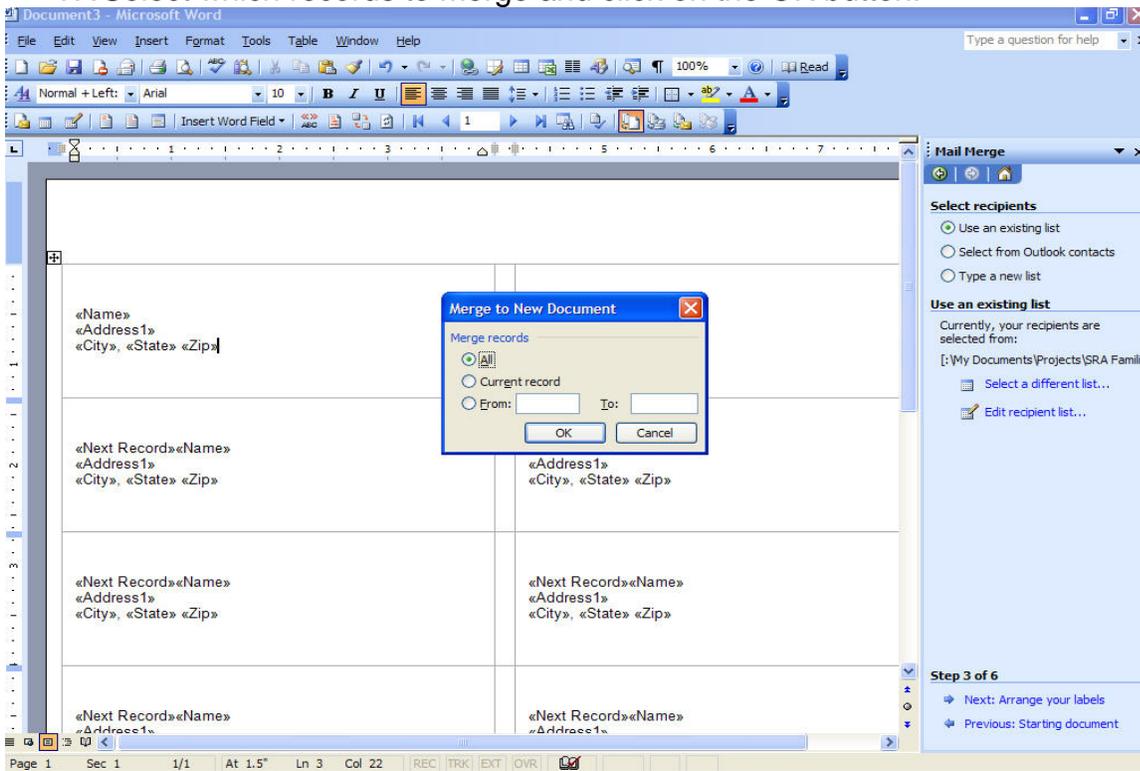


Figure 17 (U) Select Merge Records

18. A new word document will be created consisting of the mailing labels.

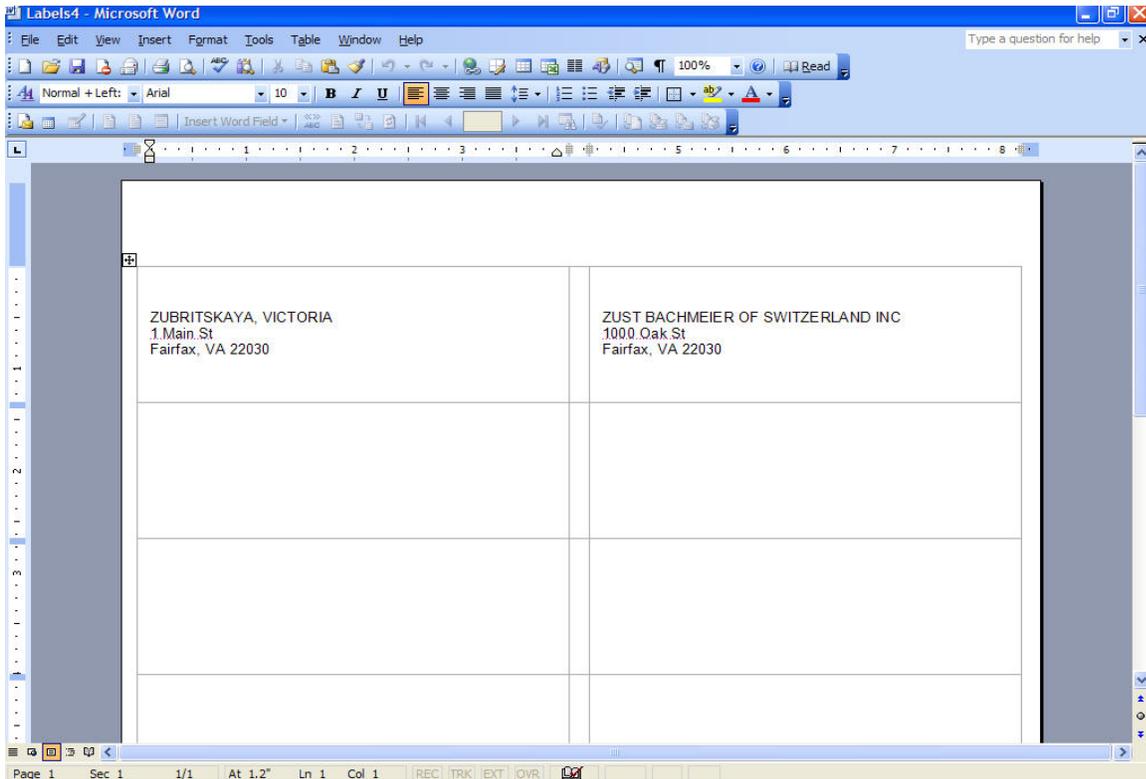


Figure 18 (U) TSP Mailing Labels

Appendix A – (U) Acronyms and Definitions

Acronym/Term	Description
2DMSL	Two Dimensional Military Shipping Label,
400NG	Domestic Government Tariff Rate
BL	Bill of Lading
BOTO	Boat One Time Only
BVS	Best Value Score
CARTS	CONUS Automated Rate Transportation System
CFAC	Common Financial and/or Administrative Control
CIP	Certificate of Independent Pricing
CONUS	Continental United States
COR	Certificate of Responsibility
COS	Code Of Service
CPA	Certified Public Accountant
CSS	Customer Satisfaction Survey
CWA	Central Web Application
dHHG	Domestic Household Goods
DBA	Database Administrator
DCN	Document Control Number
DEBX	DOD Electronic Business Exchange
DISA	Defense Information System Agency
DOD	Department of Defense
DOT	Department of Transportation
DPM	Direct Procurement Method
DPS	Defense Personal Property System
DS	Distribution Services
DTL	Daily Test Log
DTOD	Defense Table of Official Distances
DTR	Daily Test Report
DUNS	Data Universal Numbering System
ETA	Electronic Transportation Acquisition
EDI	Electronic Transportation Acquisition
ETOSSS	Electronic Tender of Service Signature Sheet
FACTS	Financial and Air Clearance Transportation System
FF	Freight Forwarder
FTR	Final Test Report
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GSA	General Services Administration
HHGs	Household Goods Systems
iHHG	International Household Goods

Acronym/Term	Description
iUB	International Unaccompanied Baggage
ICSS	Interim Customer Satisfaction Survey
IOC	Initial Operating Capability
ISO	International Standard Organization
IV&V	Independent Validation and Verification
ITV	In-Transit Visibility
JPMO	Joint Program Management Office
MC	Motor Carrier
MOTO	Mobile Home One-Time-Only
MPS	Minimum Performance Score
MVG	Multi-Value Group
NAVDITY	Navy Do-It-Yourself Move
NMFTA	National Motor Freight Traffic Association
NTS	Non-Temporary Storage
OCONUS	Outside Continental United States
OTO	One-Time-Only
PBP&E	Professional Books, Papers and Equipment
PEO	Program Executive Office
PMO	Project Management Office
POV	Privately Owned Vehicle
PPCIG	Personal Property Consignment Instruction Guide
PPPO	Personal Property Processing Office
PPQWEB	Personal Property Qualification Web
PPSO	Personal Property Shipping Office
PVCS	Polytron Version Control System
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
RBT	Requirement Based Testing
RFQ	Request For Quote
RR	Rate Reasonableness
RS	Rate Score
RTM	Requirements Traceability Matrix
SAFER	Safety and Fitness Electronic Records System
SAT	Software Acceptance Test
SCAC	Standard Carrier Alpha Code
SDDC	Surface Deployment and Distribution Command
SER	SDDC Enterprise Repository
SIT	Storage In Transit
SME	Subject Matter Expert
TDL	Traffic Distribution List
TGBL	Through Government Bill of Lading
TGET	Transportation Global Edit Table
TOPS	Transportation Operational Personal Property Standard

<u>Acronym/Term</u>	<u>Description</u>
	System
TPR	Test Problem Report
TRR	Test Readiness Review
TRSWA	TOPS Remote Site Web Application
TSP	Transportation Service Provider
TSPQP	Transportation Service Provider Qualification Package
UAT	User Acceptance Test
UB	Unaccompanied Baggage
USTC	United States Transportation Command (USTC)
VM	Volume Move