



# Upload a GSA Rates File

## Overview

The Maintenance and Utilization module General Services Administration (GSA) Rates Upload process provides the ability to upload one to many GSA Rates associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.

The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

## Navigation

Utilities > File Upload > GSA Rates > GSA Rates Upload Page

## Procedures

### Upload a GSA Rates File

Cancel

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.



File Upload (\*.csv only)

Upload File Path

Choose File

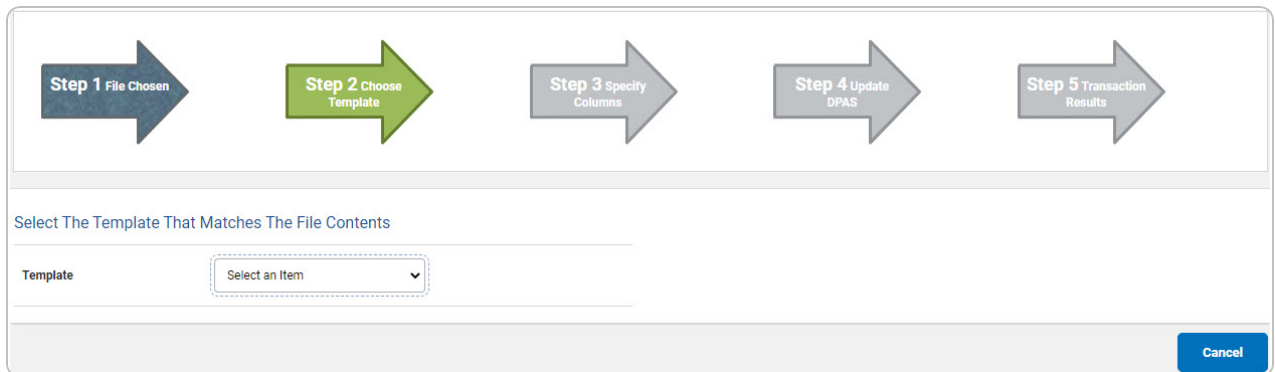
No file chosen





## Help Reference Guide

1. Select **Choose File** in the Upload File Path field. *The Windows **Choose File to Upload** pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select **Open**. *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*




Step 1 File Chosen   Step 2 Choose Template   Step 3 Specify Columns   Step 4 Update DPAS   Step 5 Transaction Results

Select The Template That Matches The File Contents

Template: Select an Item

Cancel

4. Use  to select the desired file Template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

### For GSA Annual Vehicle Leased Rates







Step 1 File Chosen   Step 2 Template Chosen   Step 3 Specify Columns   Step 4 Update DPAS   Step 5 Transaction Results

Match file contents to available columns

No header	Equipment Code	Vehicle Description	SIN	CCYY Monthly Rate	CCYY Mileage Rate	Service Rate Year
Row	Vehicle Group Cd *	Vehicle Description *	Federal Standard Item *	Monthly Rate Am *	Mileage Rate Am *	Service Rate Year *
0	TEST	TESTDESCRIPTION	YES	45	10000	2023

Cancel Continue

- A. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*
- B. Use  to select the correct column indicator for the Vehicle Group Cd = Equipment Code.
- C. Use  to select the correct column indicator for the Vehicle Description.
- D. Use  to select the correct column indicator for the Federal Standard Item = SIN.
- E. Use  to select the correct column indicator for the Monthly Rate Am = CCYY Monthly Rate.

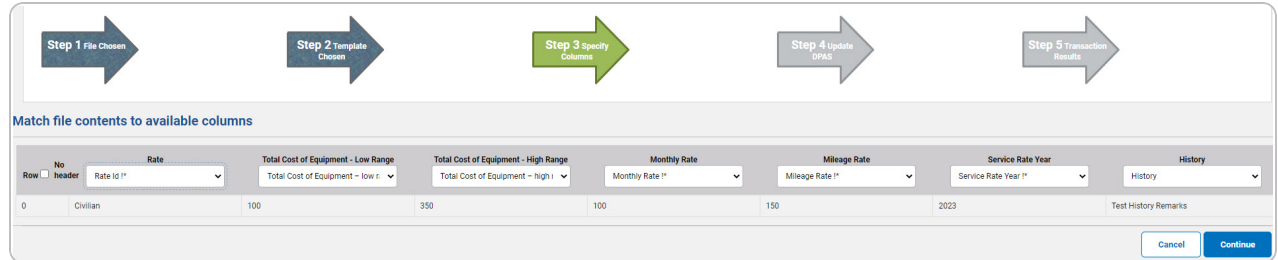





## Help Reference Guide

- F.** Use ▼ to select the correct column indicator for the Mileage Rate Am = CCYY Mileage Rate.
- G.** Use ▼ to select the correct column indicator for the Service Rate Year.






For GSA Vehicle Cost Dependent Rates



Row	No header	Rate	Total Cost of Equipment - Low Range	Total Cost of Equipment - High Range	Monthly Rate	Mileage Rate	Service Rate Year	History
0	Civilian	100	350	100	150	2023	Test History Remarks	

- A.** Click ☐ to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*
- B.** Use ▼ to select the correct column indicator for the Rate Id = Rate.
- C.** Use ▼ to select the correct column indicator for the Total Cost of Equipment - low range.
- D.** Use ▼ to select the correct column indicator for the Total Cost of Equipment - high range.
- E.** Use ▼ to select the correct column indicator for the Monthly Rate.
- F.** Use ▼ to select the correct column indicator for the Mileage Rate.
- G.** Use ▼ to select the correct column indicator for the Service Rate Year.
- H.** Use ▼ to select the correct column indicator for the History.
5. Select . *The file upload starts validating.*

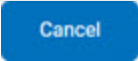
*If the validation fails:*

- A.** The following symbols specify the error for the individual cell:
-  — Error
  -  — Invalid Data Type
  -  — Data not found in Look up
  -  — Value Required
  -  — Max Length of field exceeded. Max Length: x






## Help Reference Guide

- B. Select  twice to return to the **File Upload** page.
- C. Review and edit the original .csv file outside of ELMS.
- D. Return to Step 1.



*If the validation passes:*

*The Update ELMS step appears.*




6. Select . The file is finalized, checked for errors, and the Transaction Results step appears.


Transaction Status			
Status	Action Required	Details	
Success		Template	GSA Vehicle Cost Dependent Rates
		Successful	True
		Duration	00:00:00.1782849
		Err Count	0

*If the file **does not** pass validation:*

- A. Review and edit the original .csv file outside of ELMS.
- B. Select . The page returns to the **File Upload** page, and repeat the process with the revised file.

*If the file **does** pass validation:*

- A. Select  to print a report of the transaction. The **Print a File Upload** page appears.





## Help Reference Guide

Navigation: |< < 1 of 1 > >| ⏪ ⏩ ⏴ ⏵

Find | Next

Status	Details
Success	Template: GSA Vehicle Cost Dependent Rates
	Successful: True
	Duration: 00:00:00.1782849
	Err Count: 0

Search Criteria

B. Select [Search Criteria](#). The **File Upload** page appears.

