



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.



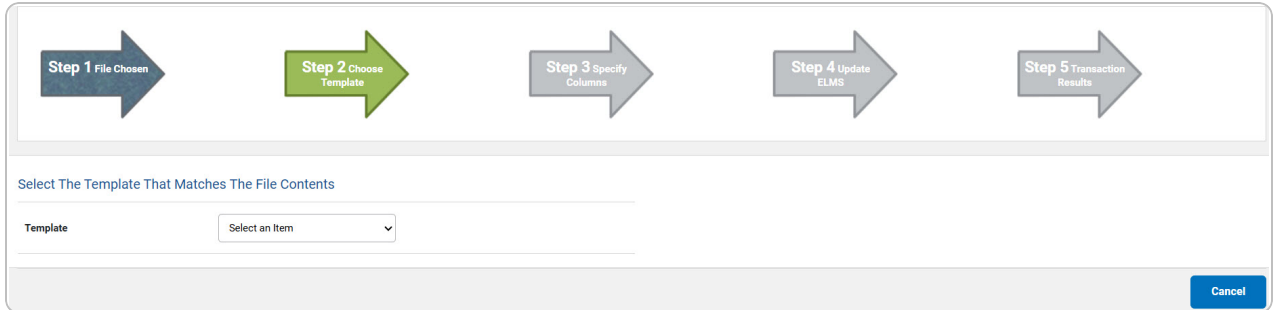
The screenshot shows a five-step process flow for uploading GSA Rates. Step 1, 'File Upload', is highlighted with a green arrow, while steps 2 through 5 are shown in grey. Below the flow, there is a section titled 'File Upload (*.csv only)' containing an 'Upload File Path' label and a file selection interface with a 'Choose File' button and the text 'No file chosen'.





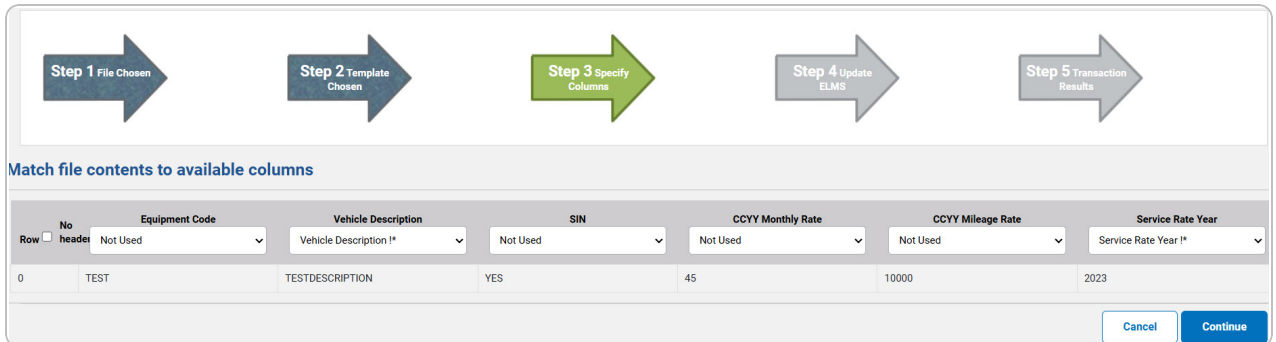
Help Reference Guide

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.*



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



No header	Equipment Code	Vehicle Description	SIN	CCYY Monthly Rate	CCYY Mileage Rate	Service Rate Year
Row 0	TEST	TESTDESCRIPTION	YES	45	10000	2023

- 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.

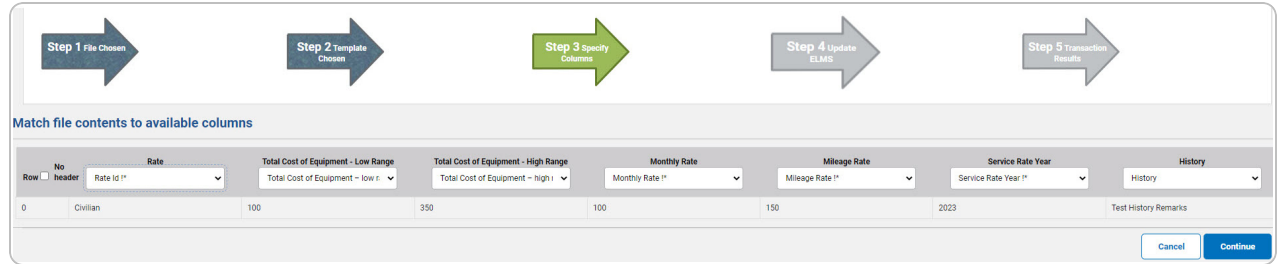




Help Reference Guide

- 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



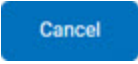
- A. Click ☐ to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*
 - B. Use ▼ to select the correct column indicator for the Rate Id = Rate.
 - C. Use ▼ to select the correct column indicator for the Total Cost of Equipment - low range.
 - D. Use ▼ 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





Help Reference Guide

-  — Max Length of field exceeded. Max Length: x

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

If the validation passes:

The Update ELMS step appears.



- 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:*

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

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

- 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 . The **File Upload** page appears.

