# 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.

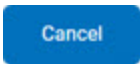The process consists of a five step sequence:

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 DPAS** – 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
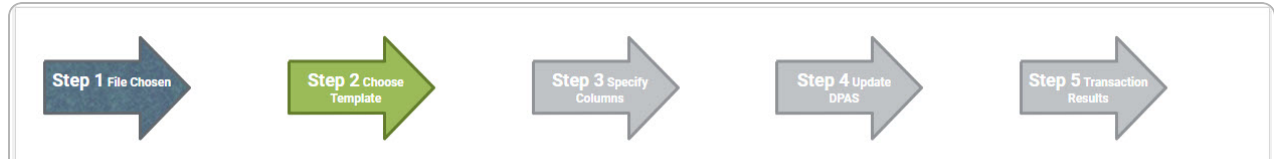
## Procedures

### Upload a GSA Rates File

*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

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

| Row | No header | Equipment Code | Vehicle Description | SIN | CCYY Monthly Rate | CCYY Mileage Rate | Service Rate Year |
|---|---|---|---|---|---|---|---|
| | | 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.

**F.** Use ⌄ to select the correct column indicator for the Mileage Rate Am = CCYY Mileage Rate.

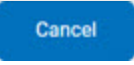**G.** Use ⌄ to select the correct column indicator for the Service Rate Year.

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 [Continue]. *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

B.    Select [Cancel] twice to return to the **File Upload** page.

C.    Review and edit the original .csv file outside of DPAS.

D.    Return to Step 1.

*If the validation passes:*
*The Update DPAS step appears.*

| Step 1 File Chosen | Step 2 Template Chosen | Step 3 Columns Specified | Step 4 Validation | Step 5 Transaction Results |

**Click Update to finalize and check for upload errors**

[Cancel]  [Update]

6.    Select [Update]. *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 |

[Print]  [Upload File]

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

A.    Review and edit the original .csv file outside of DPAS.

B.    Select [Upload File]. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

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

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

| |◁ ◁ | 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.*