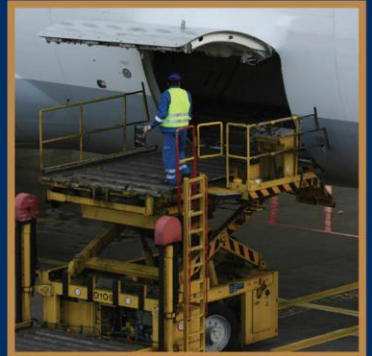


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**TIA WHITE PAPER SERIES**



**GSA – Tips on Avoiding an Audit**

**- Jay Ruais  
TIA Government Affairs Manager**



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Syncada is a global financial supply chain network offering business-to-business payments in the cloud under the software as a service model. It is a network of shippers and Transportation Service Providers (TSP's) that enables payables for shippers and receivables for TSP's. This is the method the GSA uses to transmit payments.

The Transportation Act of 1946 gives the GSA statutory authority to audit the payments of moves that various TSP's conducted to ensure the correct payment was billed, processed, and received.

The following is an outline of steps an individual can take to protect him or herself from an overcharge, practices to be avoided, and a list of best practices.

#### Precautions:

- Make sure each tender on file is unique and does not overlap another filed tender
  - GSA will take the lowest rate if you have two or more tenders on file for the same lane/service.
- Make sure your accessorial charges are allowed for Carrier Bill of Lading (CBL)
- Make sure the fuel surcharge being paid on the CBL matches the published rate being paid at the time of pickup.
- Make sure the CBL is accurate and matches the service(s) being provided.
  - Example: If the CBL shows AF3 as the trailer required and the shipment required an A30 the CBL should be revised to show A30.
- Make sure tender number used by the Transportation Officer (T.O.).

#### Never:

- Negotiate pricing with a T.O.
- Accept adders for additional services unless you can prove the services were performed
- Accept an inaccurate CBL.
- Allow a T.O. to adjust the pricing and/or service without revising the CBL.
- Allow a T.O. to do something that you know is illegal; you will be the one held responsible.

#### Best Practices:

- Audit your CBL's.
  - GSA will not pay you more if there is an undercharge.
  - GSA will take money back if there is an overcharge.
  - GSA operates in black and white there are no grey areas.
- Always fix the problem before you approve the payment.
- Always request a copy of the CBL from the TO.
- Always verify and when in doubt call the Surface Deployment and Distribution Command (SDDC) for clarification. They have 14 issue offices you can call

depending upon your particular concern. This information can be found at this link

- <http://www.sddc.army.mil/Contact/default.aspx>

Additionally, we have a Government Freight Committee comprised of experts in this field. If you would like to learn more about this committee, become a member or if you have any general questions, please reach out to Jay Ruais at 703 299 5713 or via email at [ruais@tianet.org](mailto:ruais@tianet.org).

The Transportation Intermediaries Association (TIA) is the leading education and policy organization for North American third party logistics professionals. TIA is the only organization representing 3PLs doing business in both domestic and international commerce. With over 1300 members, TIA is the voice of 3PLs to shippers, carriers, government officials, and international organizations. As a condition of membership, all TIA members are required to sign and adhere to the TIA Code of Ethics. The members of TIA include property brokers, domestic freight forwarders, international forwarders and NVOCCs, air freight forwarders, logistics management companies, and intermodal marketing companies. TIA is the U.S. member of FIATA (International Federation of Freight Forwarder Associations) representing more than 40,000 3PLs around the world.

For more information, please contact TIA at 703-299-5700 or visit us on the web at [www.tianet.org](http://www.tianet.org)