Logistics Gateway – Transportation Service Provider Document Upload

Reference Guide

January 2020

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1 Transportation Service Provider Document Upload

Once a Transportation Service Provider (TSP) has been given login credentials to access Logistics Gateway, TSP documents can be uploaded. These documents will be used in the vetting process to determine if the TSP qualifies to be a FEMA-approved TSP and is eligible to provide transportation services to FEMA.

The FEMA Standard Tender of Service identifies the documents that are required for each type of Transportation Service Provider. A copy of the current FEMA Standard Tender of Service is available at www.fema.gov/transportation-programs.

This TSP Document Upload Reference Guide provides step-by-step instructions for how to upload the documents required for FEMA approval. For questions or additional assistance, you may contact FEMA at: FEMA-Transportation-Programs@fema.dhs.gov.

1.1 Logging into Logistics Gateway

FEMA

Logistics Supply Chain Management System

Select your application:

Warehouse Management
PIV Login

DISC
PIV Login

Combined Application
PIV Login

Combined Application
Username/Password

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

- By using this information system, you understand and consent to the following:

  - You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system.

  - The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose.

  - You are NOT authorized to process classified information on this information system.

For best results using this application, please refer to the Workstation Requirements.

For assistance, please call the Enterprise Service Desk at 1 (888) 457-3362.

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Step	Instructions
1	Navigate to **https://lscms.fema.gov/**
2	Click the panel for **Combined Application – Username/Password**

Access Manager for Web Login

- Username   exampleuser1
- Password   ••••••••

Login

Step	Instructions
3	Enter the login credentials that were provided by FEMA
4	Click Login

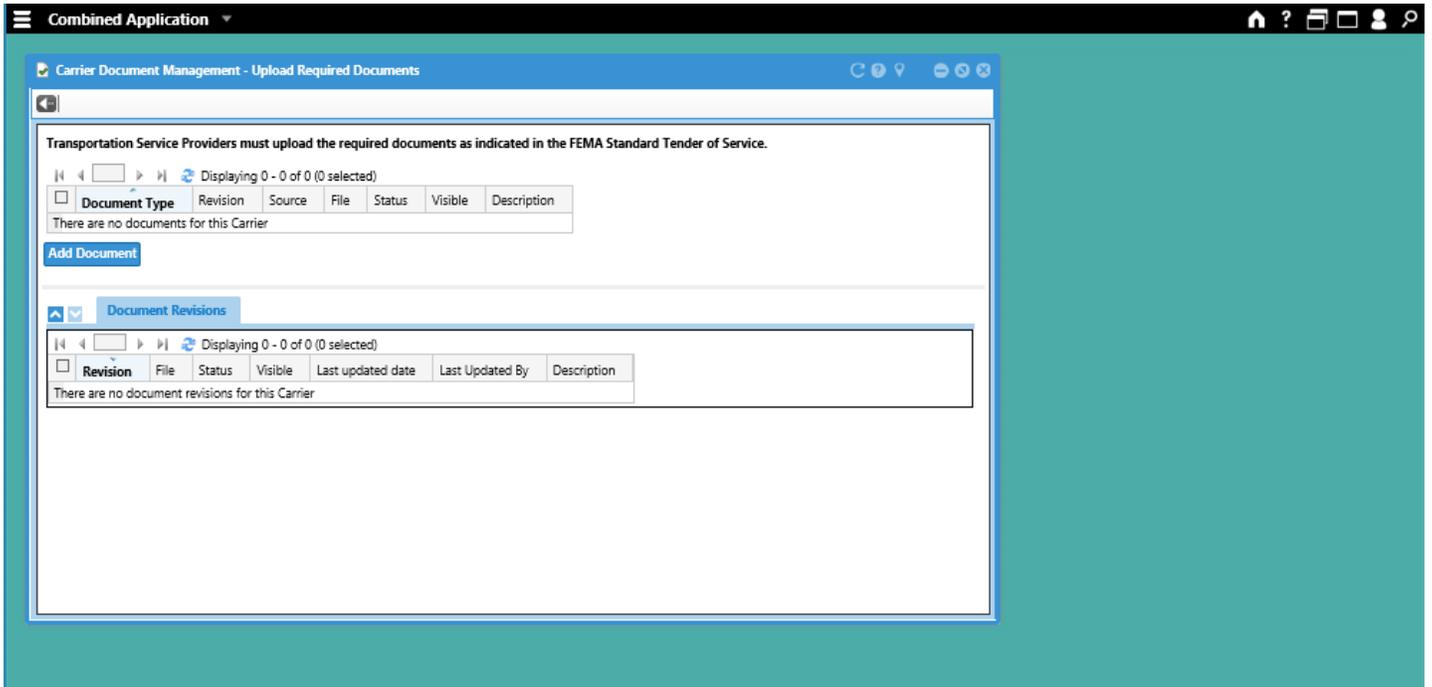| Step	Instructions
5	A successful login will bring you to the Logistics Gateway web top pictured in the screenshot above

1.2 Uploading a Document
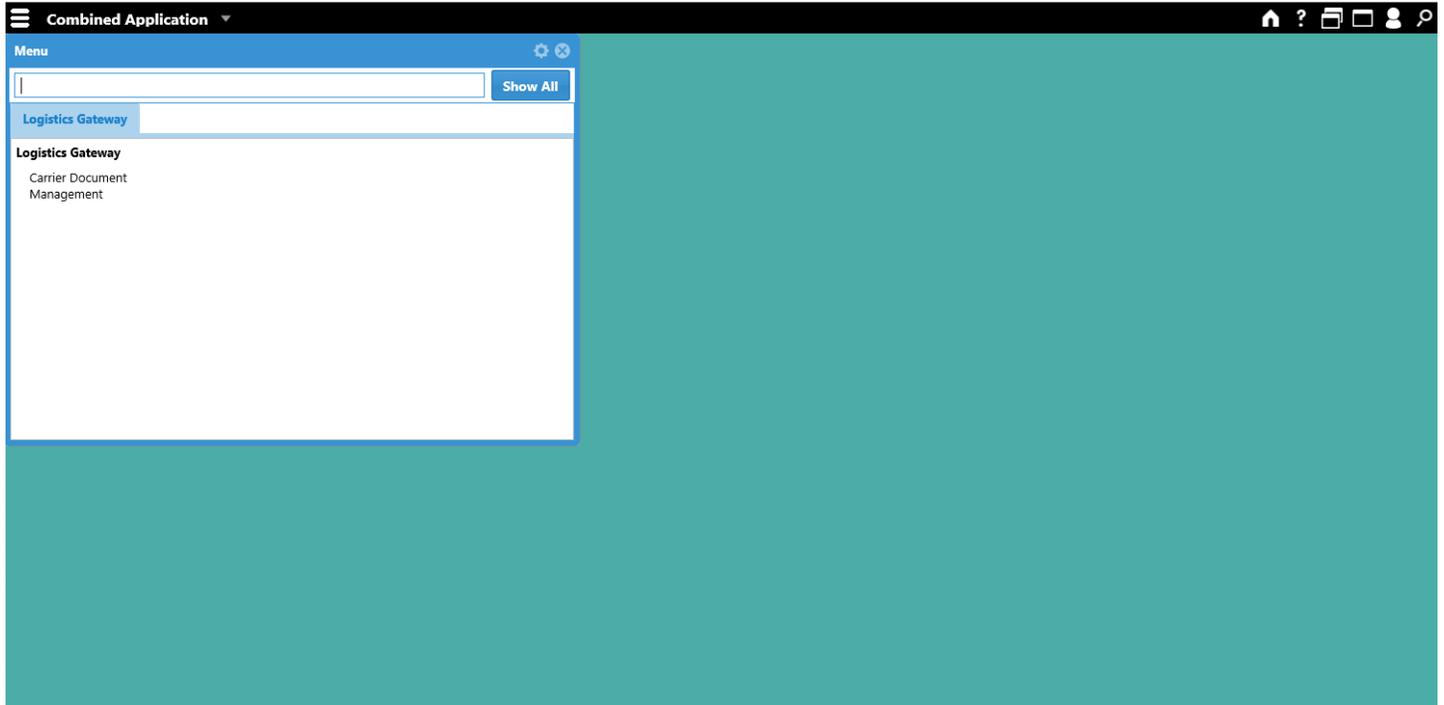
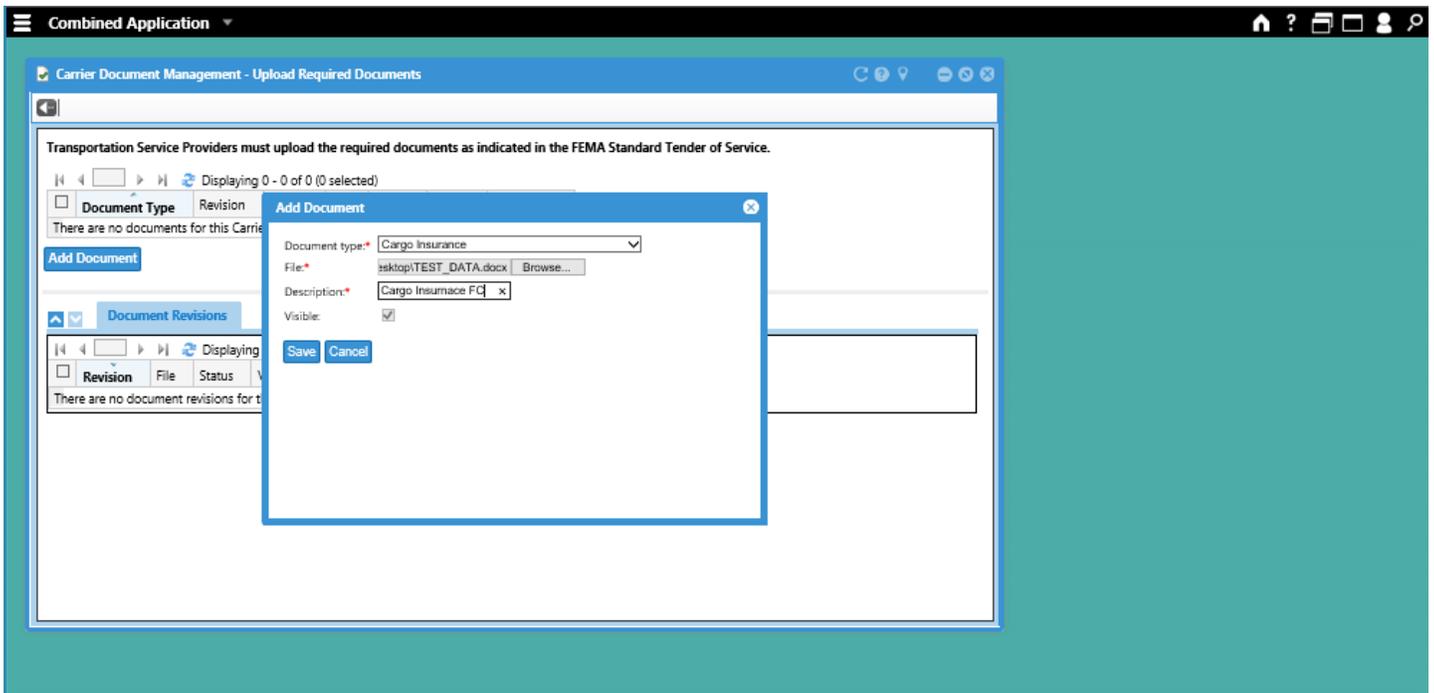| Step	Instructions
1	Click the ☰ icon in the top left-hand corner of the Logistics Gateway dashboard.
2	Click **Carrier Document Management** under the **Logistics Gateway** tab.

Step	Instructions
3	Click the **Add Document** button - The allowable file types for upload are: jpg, gif, pdf, xls, xlsx, txt, bmp, htm, png, doc, docx, msg, ppt, pptx - The maximum allowable file size for upload is 10 mb

Step   Instructions

4   Select one of the Document Types from the dropdown menu:

- Cargo Insurance
- FEMA TSP Agreement and Certification Statement
- SCAC Assignment Letter

Additional information on each of the required documents can be found in the FEMA Standard Tender of Service (FEMA STOS).

*Note: The **System for Award Management** document type is for internal FEMA use only. TSPs should not upload anything for this document type.

5   Click the **Browse…** button and select the designated file to upload from your computer.

Helpful Hints: LSCMS cannot accept long file names or files that contain the ampersand (&) symbol. You will receive an error message if you attempt to upload a file with a name that is too long or contains an ampersand.

6   Type a **Description** the document in the last input field

7   Click **Save**

Step | Instructions

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Verify your upload details are correct by finding the document in the now-populated table

- Note: While TSP users can see the **Document Revisions** table, it is for internal FEMA use only. TSPs do not need to do anything with this field.

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Uploaded documents can be downloaded from this page by clicking the underlined filename.

1.3 Logging out of Logistics Gateway

Step	Instructions
1	Click the ⬛ icon in the top right-hand corner of the Logistics Gateway dashboard.
2	Click **Sign out**