

Logistics Gateway – Transportation Service Provider Document Upload



FEMA

Reference Guide

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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

You are accessing a U.S. Government information system, which includes (1) this computer or device used to enable access to the government network, (2) this government network, (3) all computers or devices, virtual or otherwise, connected to this government network, and (4) all devices and storage media attached to this government network or to a computer or device on this government 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.

Signing into the LSCMS-C System indicates that you have read and acknowledged the Terms and Conditions and [Rules of Behavior](#).

LOGISTICS SUPPLY CHAIN MANAGEMENT SYSTEM

**Combined Application**
**Warehouse Management**
**DISC**
**MDA**
**Supply Chain Intelligence**
**External Users**
**Vendor Partner Portal**

[Workstation Requirements](#)

For assistance, please call the Enterprise Service Desk at 1 (866) 804-2394.

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Step Instructions

1 Navigate to <https://lscms.fema.gov/>

2 Click the panel for **External Users**

Access Manager for Web Login

- Username
- Password

Login

Step Instructions

3 Enter the login credentials that were provided by FEMA

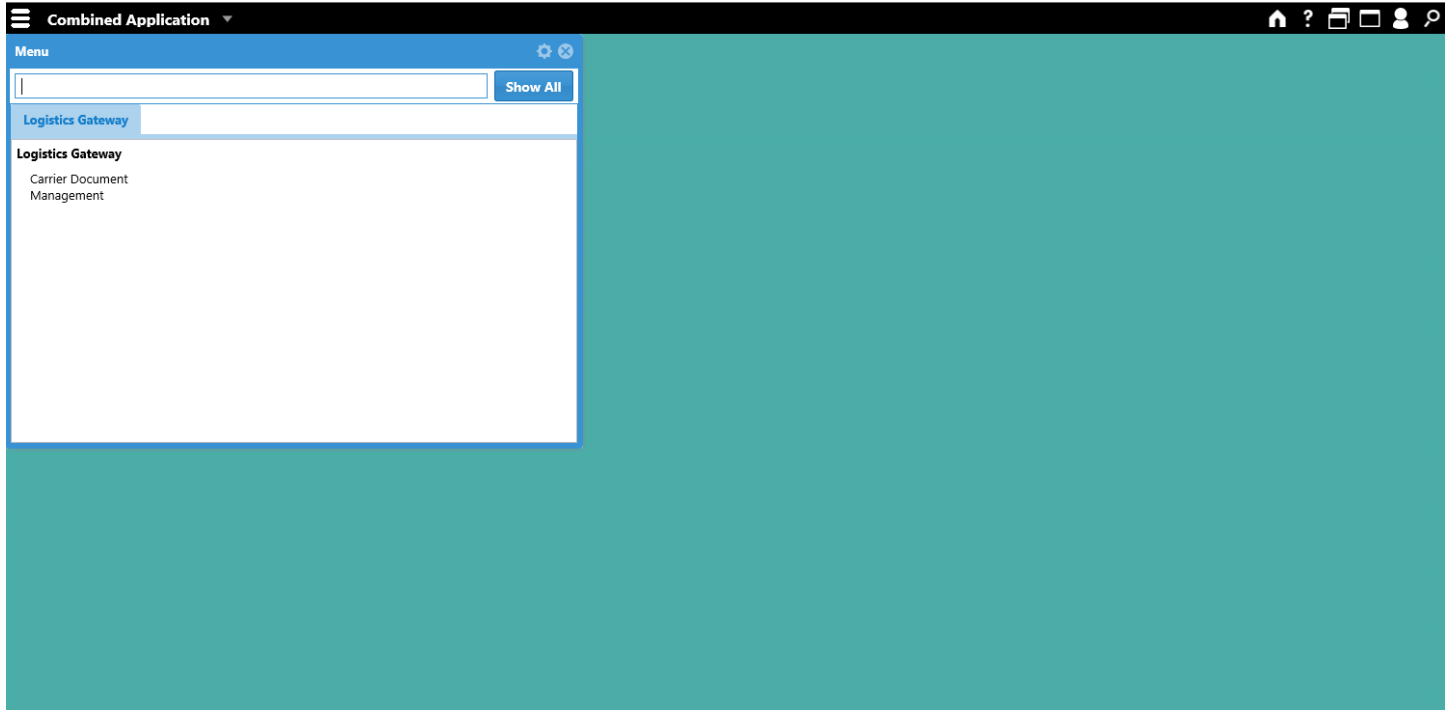
4 Click Login




Step Instructions

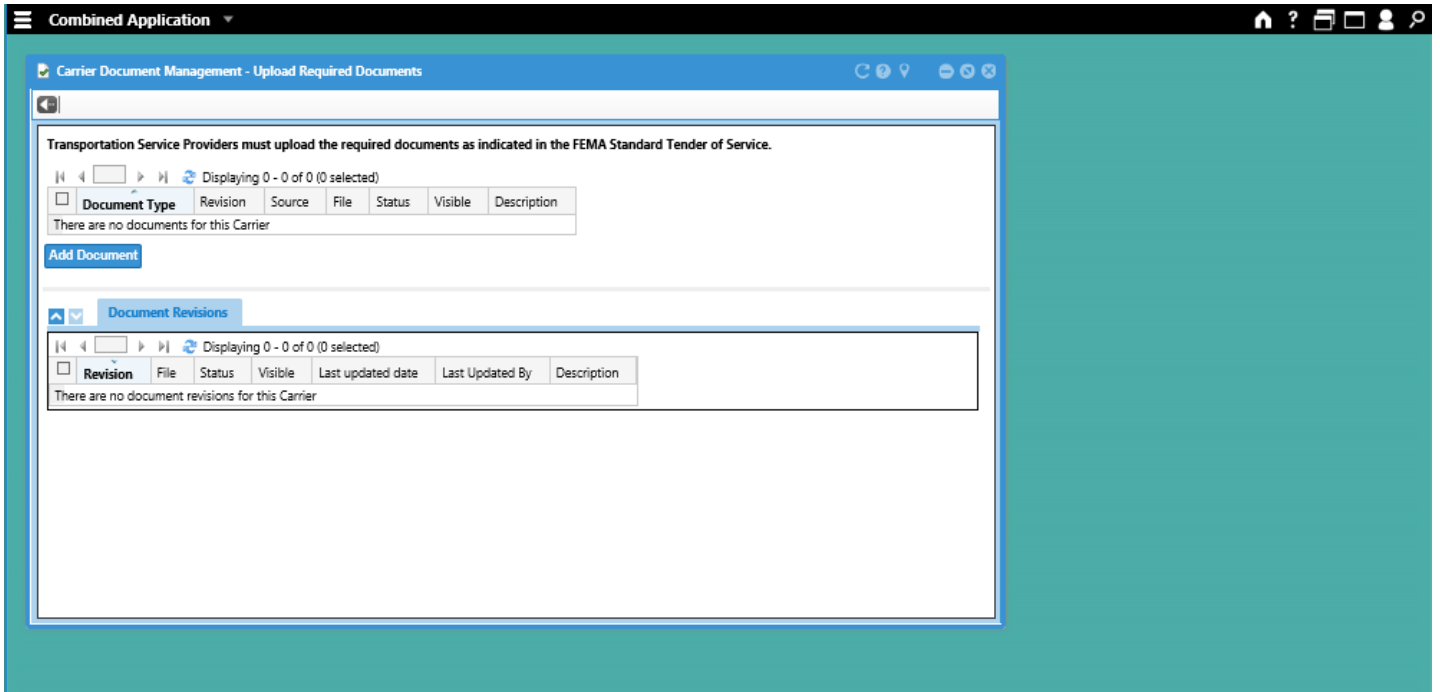
- 5** A successful login will bring you to the Logistics Gateway web top pictured in the screenshot above
-

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.

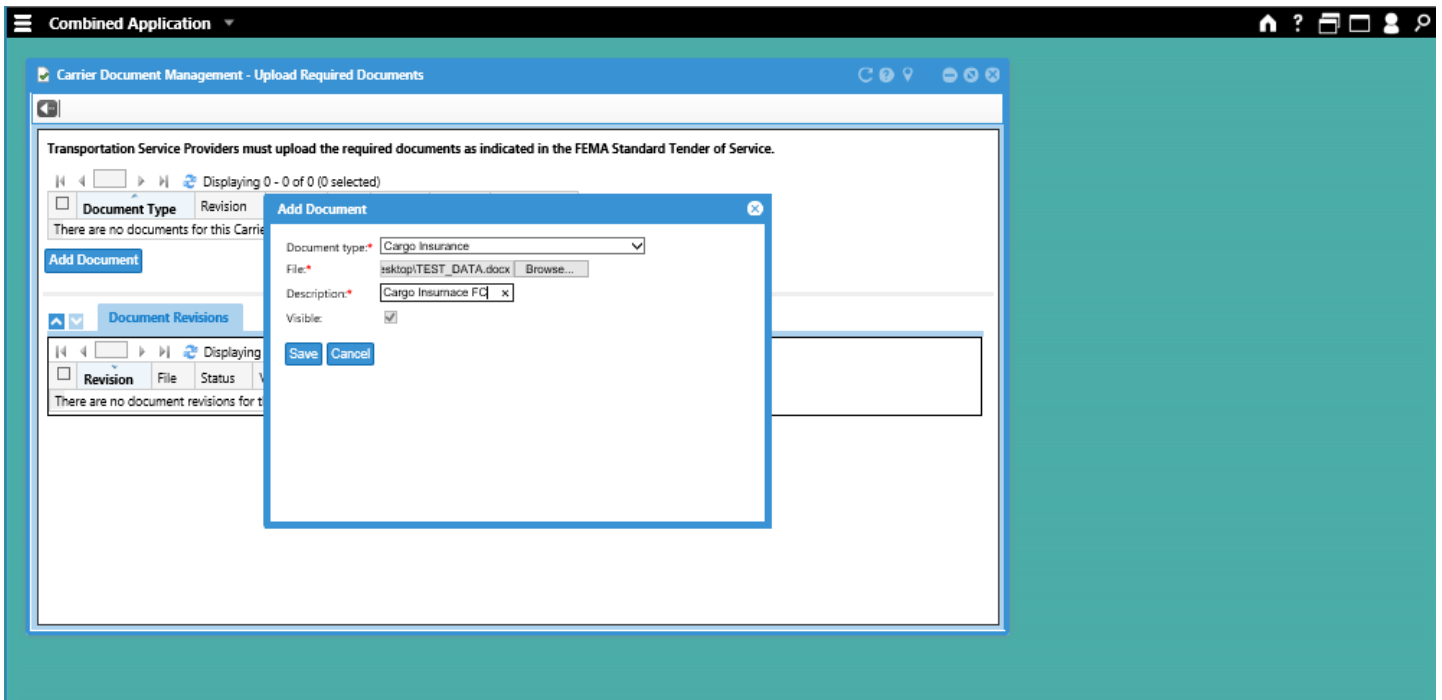


Step Instructions

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
 - 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 **Other** document type is for any additional documents required for onboarding, such as a one page summary of experience for TSPs wishing to provide TTHU services to FEMA.

- 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 special character symbols. You will receive an error message if you attempt to upload a file with a name that is too long or contains special characters.

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

- 7 Click **Save**

Carrier Document Management - Upload Required Documents

Transportation Service Providers must upload the required documents as indicated in the FEMA Standard Tender of Service.

Displaying 1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Document Type	Revision	Source	File	Status	Visible	Description
<input type="checkbox"/>	Cargo Insurance	1	Uploaded	<u>TEST_DATA.docx</u>	New	Yes	Cargo Insurnace FC

Add Document

Document Revisions

Displaying 1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Revision	File	Status	Visible	Last updated date	Last Updated By	Description
<input type="checkbox"/>	1	<u>TEST_DATA.docx</u>	New	Yes	10/24/18 10:09 GMT-06:00	femacarrier01	Cargo Insurnace FC

Step Instructions


- 8 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.

- 9 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**