

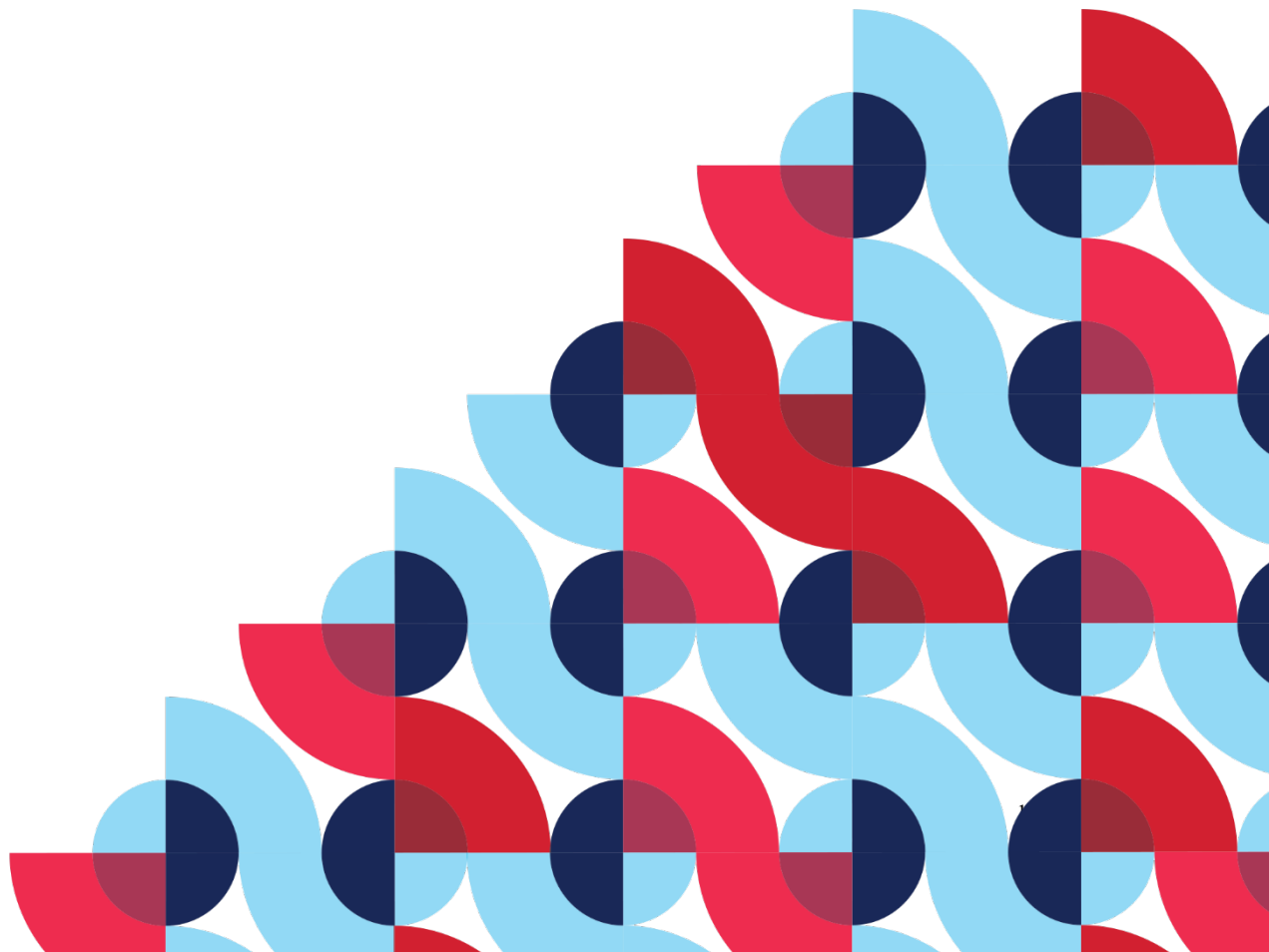


United States
Consumer Product Safety Commission

User Guide for CSV Upload

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Version/Revision Log

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9/18/2023	1.0	Initial version	ALL	B. Holsey
7/31/2024	2.0	<ul style="list-style-type: none"> • “Awaiting Certification” update guidance • Added Testing Exclusion guidance • Added length limits to Field Details 	4 5 5-8	B. Holsey
11/20/2025	3.0	<ul style="list-style-type: none"> • Added language to support certifying certificates as part of the upload process • Added sections detailing both certificate update processes • Added component testing fields • Minor text updates throughout document 	ALL	B. Holsey

Contents

Bulk Upload Template Overview 3

Important Things to Know About the Template File 3

File Format 3

Formatting Dates 3

Do Not Include Commas..... 3

Upload Process Overview 4

Updating Data on an Existing Certificate Entry 4

Creating a New Version of an Existing Certificate 5

Trade Party Management 5

GLNs 5

Alternate IDs 5

Adding Trade Parties Using the Product Registry 6

Adding Trade Parties Using CSV Upload 6

Adding More Than One Lab Using CSV Upload..... 6

Field Details..... 7

Required Fields 7

Contingent Fields..... 8

Optional Fields 10

Additional Support 10

Bulk Upload Template Overview

Users of the CPSC Product Registry application can provide product certificate data using multiple methods. This document provides guidance on the requirements and best practices for individuals wishing to utilize the bulk import method of providing product certificate data. To upload product data via a Comma-Separated Value (CSV) file, a user will need Collection Editor permissions or above for the destination Product Collection.

The bulk upload template file (available on CPSC's website in the eFiling Document Library) is meant to serve as a starting point for users who wish to take advantage of eFiling's CSV import functionality. The column names within the template file should not be changed unless additional laboratories are needed, a scenario addressed in more detail later in this document. The existing rows of product data contained in the template are meant to function as examples and should be fully deleted before attempting to upload any data to the Product Registry.

Important Things to Know About the Template File

File Format

Although the bulk upload template is provided as an Excel file, the Product Registry only accepts CSV files for uploads. Start by filling out the Excel template, then save it as a CSV file just before uploading.

Formatting Dates

Excel may automatically reformat cells it interprets as dates, which can cause issues when uploading to the Product Registry. The Registry requires specific date formats, so it's important to prevent Excel from altering them. To do this, manually set the relevant cells to "Text" format. While the CPSC-provided Excel template already applies this formatting, users should double-check and adjust any date columns as needed before saving the file as a CSV.

Do Not Include Commas

The CSV format (Comma-Separated Values) uses commas to separate fields, so including commas within any field value—such as a company name or address—will cause errors during upload. To avoid upload failures, users must remove *all* commas from their certificate data (for example, "Example Company, LLC" should be updated to "Example Company LLC").

Upload Process Overview

1. Log into the eFiling Product Registry.
2. Navigate to the Product Collection where you wish to upload data.
3. Click the "Import" button, located in the upper-right of the collection page.
4. Drag the CSV file from your computer into the pop-up or click "Browse for file" and select the file.
5. You will be taken to an import review screen as soon as your file has been parsed. Review the results of the attempted import, including any errors being displayed.
6. If you do not wish to proceed with importing valid products that were identified, you can hit "Cancel" and no new product data will be imported. This is a good option if there are errors in your CSV file that were identified that you would like to correct before uploading.
7. If you have permission to certify product certificates, you'll see a checkbox labeled "Certify valid certificates upon importing?" next to the "Import valid products" button.
 - Check this box to automatically certify all eligible products during import.
 - If the box is unchecked or not visible (due to permissions), imported certificates will be in "Awaiting Certification" status.
8. To complete the import, click "Import valid products". Once the process finishes, you'll be redirected to the Product Collection page where the new certificates will be visible and searchable.
 - To view the import summary again, open your Activity Feed, find the relevant entry, and click "View Import Log."
 - To see all successfully imported certificates, click the hyperlinked product count in the Activity Feed. This opens a filtered view of the Product Collection. From there, authorized users can select and certify the entries if needed.

Updating Data on an Existing Certificate Entry

If incorrect data was provided on a certificate, in most cases a new certificate version will need to be created. However, the circumstances under which an existing certificate's data can be modified *without* creating a new, separate certificate entry inside the Product Registry are as follows:

1. The certificate is in "Awaiting Certification" status.
2. The certificate is in "Incomplete" status but *does* have a Version ID saved.
3. The certificate is in "Complete" status but its 48-hour editing grace period is still active.

To update an existing certificate entry with a CSV file, users need to:

- Make sure the "Product Update?" value is set to "Y"
- Populate the "Current Version ID" field *and* the "New Version ID" field (**Note:** these fields can be identical to keep the previously selected Version ID, but a new Version ID can also be chosen)
- Ensure that any existing trade parties are not marked as new (e.g., "Manufacturer Is New?" should be set to "N" if it was previously set to "Y" for a previous upload), unless the certificate's trade parties are being intentionally changed as part of the update.

Creating a New Version of an Existing Certificate

Regulated products must receive a new certificate of compliance whenever new testing is performed. To support this requirement, the Product Registry allows users to “stack” multiple certificates for the same product. This feature helps keep Product Collections organized and ensures related certificates are grouped together in a clear, reviewable sequence.

When certificates are stored this way, the most recent version of a product’s certificate appears by default in the Product Collection view. Earlier versions are kept “behind” it and can be accessed by expanding the latest certificate entry and clicking the “View Version(s)” link in the Certificate Details section.

Creating a new version of an existing certificate using CSV upload follows the same general process as updating an existing entry, but with a few key differences:

- The existing certificate must be in “Complete” status. If it is still marked as “Incomplete” or “Awaiting Certification,” the system will treat the upload as an update to the current certificate rather than a new version.
- **Note:** A new version cannot currently be created via CSV upload if the existing certificate is still within its 48-hour editing grace period. During this time, the system will interpret the upload as a data update, not a version change. This behavior may be updated in a future release.

Trade Party Management

Providing all the required trade party data for manufacturers, laboratories and points of contact significantly increases the size and complexity of the bulk upload CSV template. For that reason, a system for linking trade parties to either a GLN or an Alternate ID was developed. As a result, once the required data for a trade party has been provided within a Product Collection, only one field is needed to reference it for all subsequent uses.

GLNs

A Global Location Number (GLN) is a globally unique identifier for businesses provided by GS1. While a GLN is not a required field, it is a convenient way to accurately identify a specific business entity. At this point in time, GLNs provided to CPSC will not be automatically validated, but some form of automatic verification may be implemented in the future. Two different trade party entries cannot be created that share a GLN.

Alternate IDs

Alternate IDs can be any custom string that allows you to easily identify a trade party. They must be unique within a single Business Account (or Product Collection, depending on privacy settings). They are meant to function as convenient shorthand that links back to all of the required trade party information that is mandatory for a certificate of compliance. It is recommended that users choose an Alternate ID that clearly identifies the trade party it refers to.

Adding Trade Parties Using the Product Registry

Depending on the number of trade parties you will need to manage, you may opt to provide all of the necessary trade parties your business will need within the Product Registry portal before uploading any certificate data via CSV. Taking this approach would entail the following steps:

1. An authorized user (meaning an individual with Collection Editor permissions or above) logs in to the eFiling Product Registry.
2. Navigate to the Product Collection the trade parties are being added to and click the "Trade Parties" button in the upper right side of the page (Note: Business Account Administrators can simply click the "Manage" button in the Trade Parties module on their dashboard).
3. Click "Add" and provide the required data for each trade party needed for the product certificates that need to be uploaded.
4. The GLN or Alternate ID provided for each trade party can then be used inside the CSV template in lieu of the full name, address and contact information fields.

Adding Trade Parties Using CSV Upload

If you prefer to provide the necessary trade party information within the CSV template, you will need to indicate that a new trade party record is being created by putting a "Y" in the appropriate column ("Manufacturer Is New?", "Lab {#} Is New?" and "POC Is New?", respectively). Once it has been indicated that a new trade party record is being created, the following requirements must be met:

1. Either a GLN or Alternate ID must be provided for that new trade party.
2. All required trade party information must be provided (check the CATAIR or the table(s) in this document for comprehensive details on which specific fields are required).
3. Subsequent references to that trade party within the CSV must use either the GLN or Alternate ID that was set when it was created, and the accompanying "... Is New?" fields should be set to "N" or left blank.

Adding More Than One Lab Using CSV Upload

Unlike manufacturer and point of contact information, there is no limit to the number of laboratories that can be listed on a product certificate. Because of this flexibility, the lab-related columns in the CSV template may need to be modified. The CSV template file includes fields for two laboratories by default, but you can add more by inserting additional columns and updating the header labels accordingly (e.g., "Lab 3 Name," "Lab 3 Address 1," etc.).

Providing Testing Exclusions

To provide testing exclusions via the CSV upload method, users should include a laboratory of type "NOL" and provide the relevant testing exclusion codes in the corresponding "Lab [#] Citation Codes" column. There is no ordering requirement when providing testing exclusions in this way, meaning the "NOL" lab entry containing exclusion codes can be provided before or after the other laboratory entries that contain testing citation data.

Field Details

Required Fields

These fields must be present in any CSV upload. If any of these column headers are missing, the upload attempt will fail. Including the column headers but leaving these values blank for any individual product entry will result in an error message being returned for that specific row.

Column Header	Description	Accepted Values	Length Limit
Product Update	Used to indicate whether the data being provided is new, or an update to data that already exists within eFiling.	Y / N	--
New Version ID	The desired version identifier for a new or updated product certificate.	Alphanumeric	19
Primary Product ID	The unique identifier for the product, the type of which must be specified in the next column.	Alphanumeric	19
Primary Product ID Type	Identifies the type of the identifier used in the previous column.	GTIN / UPC / SKU / Model Number / Serial Number / Registered Number / Alternate Identifier	--
Certificate Type	The type of certificate being provided.	GCC / CPC	--
Product Name (Model)	The name of the product.	Alphanumeric	250
Manufacturer GLN --or-- Manufacturer Alternate ID	One of these two pieces of information must be provided for each product entry being uploaded. More details on the requirements for trade parties can be found in the "Trade Party Management" section below.	Alphanumeric	50
Manufacture Date	The month and year the product was manufactured.	Date in format: MM/CCYY	--
Lab 1 Type	A valid product certificate requires at least one lab entry. Additional labs can be provided using additional columns and incrementing the number value in the column header (e.g., Lab 2 Type, Lab 3 Type, etc.). When using the NOL lab type code, the corresponding "...Citation Codes" column should contain testing exclusion codes, not citation codes.	ITL / LAB / NOL	--
Lab 1 Citation Codes	A valid product certificate requires at least one citation or testing exclusion code. If providing more than one code, values must be separated by a semi-colon.	See Citations & Testing Exclusions document provided by CPSC	None
Last Test Date	The most recent date of testing for the product.	Date in format: MM/DD/CCYY	--
Point of Contact (POC) for Test Result Records	The entity or individual who maintains records of test results. Name, address and contact information are only required if a value of "Other" is provided.	Importer / Manufacturer / Laboratory / Broker / Other	--

Contingent Fields

These fields are only required when certain conditions are met. These conditions are explained in the "Description" section next to each field name.

Column Header	Description	Accepted Values	Length Limit		
Current Version ID	Required if "Product Update" value is "Y"	Alphanumeric	19		
Manufacturer Is New?	If not provided, this value will default to "N". To add a manufacturer for the first time, "Y" is required.	Y / N	--		
Manufacturer Name	<p>All mandatory identifying information for the manufacturer of the product—including name, full address and contact information—is required to be provided if "Manufacturer Is New?" is submitted with a value of "Y" (for yes).</p> <p>However, if a trade party entry for the manufacturer already exists within the destination Product Collection, these fields can be omitted if a GLN or Alternate ID corresponding to that entry is provided in the appropriate field.</p> <p>If name, address or contact information is provided on a row where the value of "Manufacturer Is New?" is left blank or set to "N" (for no), that information will be ignored and the trade party entry corresponding to the GLN or Alternate ID provided will be associated with the product certificate.</p>	Alphanumeric	100		
Manufacturer Address Line 1			100		
Manufacturer Address Line 2			100		
Manufacturer Apt/Suite Number			10		
Manufacturer City			50		
Manufacturer State/Province			100		
Manufacturer County			50		
Manufacturer Zip/Postal Code			10		
Manufacturer Phone			50		
Manufacturer Email			50		
Lab {#} Is New?			Required to be provided with a value of "Y" if information for a laboratory of type "LAB" is being provided for the first time. Defaults to a value of "N" if not provided. Each unique lab provided for a certificate must be numbered, starting at 1.	Y / N	--
Lab {#} CPSC-ID			Required if Lab {#} is of type "ITL".	Alphanumeric	--
Lab {#} Alternate ID --or-- Lab {#} GLN			One of these fields is required if "Lab {#} Type" is "LAB".	Alphanumeric	50
Lab {#} Name	<p>All mandatory identifying information for a laboratory that conducted testing of a product—including name, full address and contact information—is required to be provided if "Lab {#} Is New?" is submitted with a value of "Y" (for yes).</p> <p>However, if a trade party entry for the laboratory already exists within the destination Product Collection, these fields can be omitted if a GLN or Alternate ID corresponding to that entry is provided in the appropriate field.</p> <p>If name, address or contact information is provided on a row where the value of "Lab {#} Is New?" is left blank or set to "N"</p>	Free text	100		
Lab {#} Address Line 1			100		
Lab {#} Address Line 2			100		
Lab {#} Apt/Suite Number			10		
Lab {#} City			50		
Lab {#} State/Province			100		
Lab {#} Country			50		

eFiling User Guide for CSV Upload

Lab {#} Zip/Postal Code	(for no), that information will be ignored and the trade party entry corresponding to the GLN or Alternate ID provided will be associated with the product certificate.		10
Lab {#} Phone			50
Lab {#} Email			50
POC Is New?	If not provided, this value will default to "N". To add a Point of Contact for Test Result Records for the first time, "Y" is required.		--
POC Alternate ID	All mandatory identifying information for a Point of Contact for Test Result Records—including name, full address and contact information—is required to be provided if "Point of Contact (POC) for Test Result Records" contains a value of "Other", and "POC Is New?" is submitted with a value of "Y" (for yes). However, if a trade party entry for the "Other" Point of Contact already exists within the destination Product Collection, these fields can be omitted if a GLN or Alternate ID corresponding to that entry is provided in the appropriate field. If name, address or contact information is provided on a row where the value of "POC Is New?" is left blank or set to "N" (for no), that information will be ignored and the trade party entry corresponding to the GLN or Alternate ID provided will be associated with the product certificate.	Free text	50
POC GLN			50
POC Name			100
POC Address Line 1			100
POC Address Line 2			100
POC Apt/Suite Number			10
POC City			50
POC State/Province			100
POC Country			50
POC Zip/Postal Code			10
POC Phone			50
POC Email			50

Optional Fields

These fields are always optional, but CPSC encourages users to provide as much information as possible to help facilitate efficient product identification.

Column Header	Description	Accepted Values	Length Limit
GTIN / UPC / SKU / Model Number / Serial Number / Registered Number / Alternate Identifier	Any of these columns can be included if the user chooses to provide additional product identifiers; however, do not duplicate the identifier type that was used as a product's mandatory Primary ID Type. For example, if GTIN was provided as the Primary Product Identifier, the GTIN column should be left empty.	Alphanumeric	50
Trade/Brand Name		Free text	50
Product/Model Description		Free text	250
Product/Model Color		Free text	50
Product/Model Style		Free text	50
Small Batch Manufacturer CPSC ID	The Small Batch Manufacturer Registry ID. For more information, visit CPSC's website .	Alphanumeric	--
Production Start Date		Date in format: MM/DD/CCYY	--
Production End Date		Date in format: MM/DD/CCYY	--
Lot Number		Alphanumeric	20
Lot Number Assigned By		Seller / Manufacturer	--
Lab {#} Test Report ID	If providing information for more than one test report in these fields, separate the different report details with a semi-colon.	Alphanumeric	400
Lab {#} Test URL		Free text	400
Lab {#} Test Report Access Key		Alphanumeric	400
Lab {#} is Component?	An indicator used to identify that testing data is for a component part, not the finished product.	True / False / Yes / No	--
Lab {#} Component Description	A description of the component the test results are for, available if the "...is Component?" field is set to "True" or "Yes".	Free text	250

Additional Support

If you have questions that are not addressed by this guide or encounter any difficulties while attempting to make use of the CSV upload feature, don't hesitate to reach out to EFilingSupport@cpsc.gov.