# User Guide for Uploading Product Certificate Data to the CPSC Product Registry Using Comma-Separated Values (CSV) during the eFiling Beta Pilot

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.

## Bulk Upload Template Overview

The bulk upload template files (included with this guide) are 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 files 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 templates 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 Files*

### **File Format**

The bulk upload template is distributed as both an Excel file and a CSV file, but to upload product data to the Product Registry, a CSV file must be used. Users wishing to modify their product data within Excel are encouraged to start with the Excel template, then save the final file as a CSV file immediately prior to upload. Users not working in Excel are free to use the CSV-format template file as their starting point.

### Formatting Dates

Excel includes a default behavior that will reformat cells containing what it perceives to be date information. This is problematic for the Product Registry, because to accurately parse certificate information, the Product Registry requires certain fields to be provided in very specific formats. The solution to this problem is to format the cells as "Text", so that Excel will not automatically reformat the dates. The CPSC-provided Excel template already has this formatting in place.

### Do Not Include Commas

The CSV file format that the Product Registry requires is an acronym for Comma-Separated Values. It is a common format for organizing information, but since the format relies on commas to distinguish different fields within a document, values inside those fields will cause problems if they contain commas themselves. For this reason, users should intentionally omit any commas that would otherwise be included in any individual piece of certificate data uploaded to eFiling via CSV (e.g., instead of inputting "Example Company, LLC" use "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 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 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 wish to import all valid products, simply click the "Import valid products" button. You will be redirected to the Product Collection page and all new products should now be visible/searchable. **Note:** Currently, products must be certified separately from the import process. Any new products added after a CSV import will have a status of "Awaiting Certification".
8. If you wish to view the import summary/review screen again after import, navigate to the corresponding entry in the Activity Feed and click "View Import Log". (**Note**: this feature is under development and may not be available yet.)
9. If you wish to view all the products that were successfully imported, click the hyperlinked portion of the summary text in the Activity Feed entry that specifies the number of products imported.
10. A filtered view of the Product Collection should appear, containing only the newly-imported product entries. From here, authorized users can select all visible entries and certify them if they choose.

# 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 |
|---|---|---|
| **Product Update** | Used to indicate whether the data being provided is new, or an update to data that already exists within the Product Registry. | Y / N |
| **New Version ID** | The desired version identifier for a new or updated product certificate. | Alphanumeric |
| **Primary Product ID** | The unique identifier for the product, the type of which must be specified in the next column. | Alphanumeric |
| **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 |
| **Manufacturer GLN** <br> --or-- <br> **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 |
| **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 by using additional columns and incrementing the number value in the column header (e.g., Lab 2 Type, Lab 3 Type, etc.). | ITL / LAB |
| **Lab 1 Citation Codes** | A valid product certificate requires at least one citation code. If providing more than one code, values must be separated by a semicolon. | See Citations & Exemptions document provided by CPSC |
| **Last Test Date** | The most recent date of testing for the product. (Note: Products that require no testing should not be uploaded to the Product Registry and should instead be filed using a Disclaim Message Set.) | Date in format: MM/DD/CCYY |
| **Point of Contact (POC) for Test Result Records** | The entity or individual who maintains records of test results. | 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 |
|---|---|---|
| Current Version ID | Required if "Product Update" value is "Y" (for yes) | Alphanumeric |
| 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<br>Manufacturer Address Line 1<br>Manufacturer Address Line 2<br>Manufacturer Apt/Suite Number<br>Manufacturer City<br>Manufacturer State/Province<br>Manufacturer County<br>Manufacturer Zip/Postal Code<br>Manufacturer Phone<br><br>Manufacturer Email | 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".<br><br>If, however, a trade party entry for the manufacturer already exists within the Business Account that owns the Product Collection being uploaded to, these fields can be omitted as long as a GLN or an Alternate ID corresponding to that entry is provided in the appropriate field.<br><br>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. | Free Text |
| Lot Number | If either one of these fields is provided, the other becomes required. If neither field is provided, no errors will be triggered. | Alphanumeric |
| Lot Number Assigned By | | Seller / Manufacturer |
| 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<br>--or--<br>Lab {#} GLN | One of these fields is required if "Lab {#} Type" is "LAB". | Alphanumeric |
| Lab {#} Name<br>Lab {#} Address Line 1<br>Lab {#} Address Line 2<br>Lab {#} Apt/Suite Number<br>Lab {#} City<br>Lab {#} State/Province<br>Lab {#} County<br>Lab {#} Zip/Postal Code<br>Lab {#} Phone<br><br>Lab {#} Email | 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".<br><br>If, however, a trade party entry for the laboratory already exists within the Business Account that owns the Product Collection being uploaded to, these fields can be omitted as long as a GLN or an Alternate ID corresponding to that entry is provided in the appropriate field.<br><br>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", that information will be ignored and the trade | Free Text |

| | | |
|---|---|---|
| | party entry corresponding to the GLN or Alternate ID provided will be associated with the product certificate. | |
| **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** | One of these fields is required if "Point of Contact (POC) for Test Result Records" is set to "Other" *and* "POC Is New?" is left blank or set to "N". | |
| **POC GLN** | | |
| **POC Name** | 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".<br><br>If, however, a trade party entry for the "Other" Point of Contact already exists within the Business Account that owns the Product Collection being uploaded to, these fields can be omitted as long as a GLN or an Alternate ID corresponding to that entry is provided in the appropriate field.<br><br>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", 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 |
| **POC Address Line 1** | | |
| **POC Address Line 2** | | |
| **POC Apt/Suite Number** | | |
| **POC City** | | |
| **POC State/Province** | | |
| **POC Country** | | |
| **POC Zip/Postal Code** | | |
| **POC Phone** | | |
| **POC Email** | | |

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 |
|---|---|---|
| **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. | Alphanumeric |
| **Trade/Brand Name** | | Free text |
| **Product/Model Description** | | Free text |
| **Product/Model Color** | | Free text |
| **Product/Model Style** | | Free text |
| **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 |
| **Lab {#} Test Report ID** | | Alphanumeric |
| **Lab {#} Test URL** | | Free text |
| **Lab {#} Test Report Access Key** | | Alphanumeric |

# 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 this reason, a system for linking those trade parties to either a GLN or an Alternate ID was developed. In this system, once the data for a trade party has been provided within a particular Business Account, only one field is needed to reference it on all subsequent uses.

## GLNs

A Global Location Number (GLN) is a globally unique identifier for businesses provided by Global Standards 1 (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 alphanumeric string that allows you to easily identify a trade party. They must be unique within a single Business Account. They are meant to function as a convenient shorthand that links back to all 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 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. A Business Account Administrator would need to login to the eFiling Product Registry.
2. Click the "Manage" button in the Trade Parties module on the 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 for comprehensive documentation on which specific fields are required).
3. Additional 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*

A unique aspect of providing laboratory information on a product certificate that is distinct from manufacturer and point of contact information is that there is no enforced limit to the number of laboratories a certificate can include. If testing on a product were done at ten different places, CPSC would still want Product Registry users to be able to provide all the necessary identifying information for those laboratories.

For this reason, lab headers are the one element within an upload CSV that users may need to modify in some cases. Both template files come pre-loaded with the fields necessary for two laboratories to be included, but additional laboratories can be added simply by inserting more columns into the document and incrementing the number value found in their header labels by one (e.g., "Lab 3 Name", "Lab 3 Address 1", etc.).

## Additional Support

If you have questions that are not addressed by this guide or encounter difficulties while attempting to make use of the CSV upload feature, contact eFilingSupport@cpsc.gov.