

## Instructions for CCMS Reporting Certification & Templates

Use your mouse, the "Tab" key and/or arrows on your keyboard to navigate through the fillable fields in both the Certification and Input sheets. If all fields have been completed correctly, the "Status" indicators on the top of the Certification sheet and the top of the Input sheet will show "OK" in green.

- If these indicators read "Error" in red on the Certification sheet, look for an explanation in the column to the right of the entry field.

- If these indicators read "Error" in red on the Input sheet, look for explanations about incomplete/incorrect field entries by looking in the mirrored cells to the far right of the sheet.

Please go to <https://www.regulations.doe.gov/contact-us> if you have any questions about the regulations or need help with the template.

**Please click on the tab for the Certification Sheet at the bottom of the page:**



### CERTIFICATION INSTRUCTIONS

#### **Step 1**

**Enter the Submitter Information – required for all submissions**

#### Submitter Information

I am a(n) (check one only):

<input type="radio"/> Domestic Manufacturer
<input type="radio"/> Importer
<input type="radio"/> Third-Party Representative

Submitter Information (Required for all submissions):

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact Fax Number:</b>	
<b>Contact email Address:</b>	
<b>For importers, the U.S. Customs and Border Protection importer identification number (OPTIONAL):</b>	

*If you are not a Third-Party Representative, skip to the Compliance Statement (Step 3)*

**Step 2**

**Enter the Third Party Representative Information**

- Third Party Representatives should enter data on the companies for which they are reporting.
- Enter the number of companies for which you are reporting on this copy of the template in the box on the Certification sheet similar to the one shown below.
- **On each copy of the template, you may report for no more than five companies.**
- **If you need to report for more than five companies, complete as many separate copies of the template as are necessary.**

**If you are a Third-Party Representative, for how many companies on whose behalf are you certifying? (Maximum of 5)**

- For each of the Companies that you are reporting on in this template, you will need to fill out a full section as shown

1

**Company Name:**  
**Company Address:**  
**Responsible Person at Company**  
**Telephone Number:**  
**Fax Number:**  
**Email Address:**


**Select all that apply (at least one):**

- Domestic Manufacturer
- Importer - OPTIONAL: Provide U.S. Customs and Border Protection importer identification number below
- Private Labeler - Provide all of the brand name(S) below

For Importer - U.S. Customer and Border Protection importer identification number (OPTIONAL):

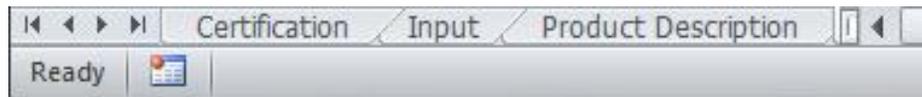
For Private Labeler - Provide all of the brand name(s):

**Step 3****Compliance Statement**

- The Compliance Statement will be different depending on whether you are a Domestic Manufacturer, Importer, or a Third-Party Representative.
- Review the statement carefully and then, in order to signify compliance, complete the information in the spaces provided below the statement.

Type your full name to signify  
compliance (required):  
Enter your email address (required):  
Fate (MM/DDYYYY) required:


**Please click on the  
tab for the Input  
Sheet at the bottom  
of the page:**

**Template Instructions****Step 1****Filling out the Template**

- Starting on line No. 1, begin entering applicable data in each field.
- Enter a separate line of data for each individual model.
- If you need more than the number of lines available in the template, templates for submissions of up to 1,000 models are available upon request at [support@doxcelerate.com](mailto:support@doxcelerate.com).
- At any time you may click on a column heading for a complete explanation of what to enter in each cell.
- If the status at the beginning of the line reads "Error," review your data to verify entries and check the explanation table to the right of the data entry table for a description of the error.
- Click on the Product Description tab to see a description of the product classes and to determine what number should be entered in the Product Class field for each line.

Line No.	Status	Manu- facturer	For Third-Party Representatives, Company Number From Certification Sheet	Brand Name(s)	Basic Model Number	Individual Model Number Covered by Basic Model	Action	Product Class
1	Error	ABC	1	XYZ	123456		n	4
2	ok	ABC	1	EFG	123456	987	D	5
3	ok	ABC	1	HIJ	123456	987	C	1
4								
5								
6								

Manu- facturer Status	For Third-Party Representatives, Company Number From Certification Sheet Status	Brand Name(s) Status	Basic Model Number Status	Individual Model Number Covered by Basic Model Status	Action Status
ok	ok	ok	ok	Empty cell	ok
ok	ok	ok	ok	ok	ok
ok	ok	ok	ok	ok	ok

**Step 2 Completed Template**

- Lines with an "ok" status have been completed correctly. Be sure your "Overall Status of Template" and "Status of This Input Sheet" reflects "OK" status as expected.  
 - Save the template to a local drive for safekeeping. You will upload this template later to DOE via the CCMS application.

Line No.	Status	Manu- facturer	For Third-Party Representatives, Company Number From Certification Sheet	Brand Name(s)	Basic Model Number	Individual Model Number Covered by Basic Model	Action	Product Class
1	ok	Man1		Brand1	200	201	n	1
2	ok	Man2		Brand2	300	301	d	2
3	ok	Man3		Brand3	400	401	c	1
4								
5								
6								
7								

Manu- facturer Status	For Third-Party Representatives, Company Number From Certification Sheet Status	Brand Name(s) Status	Basic Model Number Status	Individual Model Number Covered by Basic Model Status	Action Status
ok	ok	ok	ok	ok	ok
ok	ok	ok	ok	ok	ok
ok	ok	ok	ok	ok	ok