Instructions for CCMS Reporting Certification & Templates Version 5

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

Please click on the tab for the	I I Product Group Codes I I
Certification Sheet at the	PT
bottom of the page:	

Certification Instructions

Each Importer and U.S. Manufacturer is legally required to **certify** the compliance of the products it imports, produces, assembles or manufactures. This party is the "**Certifier**" on the template.

This certification may be **<u>submitted</u>** by the Importer or U.S. manufacturer or by a Third Party Representative. This party is the **<u>"Submitter</u>**" on the template.

Step 1

Enter the Certifier Information – required for all submissions

Certifier –Party Legally Obligated to Certify Compliance

The party responsible for certification is (select one only):

 a U.S. Manufacturer an Importer 	Please enter required data
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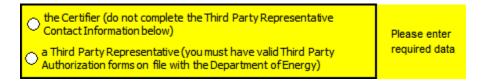
Certifier Contact Information

Full Legal Name of Individual	Please enter required data
Full Legal Name of Company	Please enter
Complete Company Mailing Address	required data Please enter
Complete Company Mailing Address	required data
Phone Number	Please enter
	required data
Email Address	Please enter
	required data



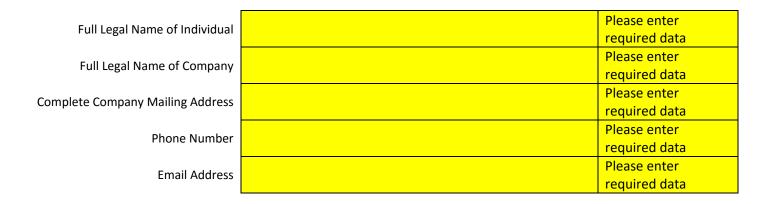
Submitter – Party Submitting This Report

The party **submitting** this report is (select one only):



*** If you are the Certifier, DO NOT complete the Third Party Representative Contact Information ***

Third Party Representative Contact Information, if Applicable



Step 3

Compliance Statement

After you have made the selections for Certifier and Submitter, the Compliance Statement will appear. Complete the two cells below to certify compliance.

Please click or	<u>n the tab</u>
for the Input	<u>Sheet at</u>
<u>the bottom of</u>	the
page:	

14 4 F FI	Certification /	Input /	Product Group	Codes	

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.

- 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 Group Codes tab to see a description of the product group codes and to determine what number should be entered in the Product Group Code field for each line.

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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.

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