

EECA Sales Data Tool

User Guide

As an importer or manufacturer of regulated products into New Zealand, you need to provide EECA with information on product sales. This user guide gives you step-by-step instructions on how to submit your annual sales data return, using our online sales data tool.

It includes instructions on where to log in, how to add or delete a product category from your return, add or delete products within a category, and how enter product data, save and submit your return.

The sales data tool is available between 1 April and 1 August for manufacturers/importers to complete their sales data submission. Outside of the period, the tool may not be available.

To complete the return, you will need an accurate record of sales of your products covered by Energy Efficiency (Energy Using Products) Regulations 2002, for the previous year. It is most efficient if you have the product registration number for each product. If you have a large number of products to submit, you can consider if it will be more efficient to bulk upload the data (Section 8).

All the data you enter is confidential, fully secure and links to the E3 product registration database at www.energyrating.gov.au

For more information, please read the Regulations: [Energy Efficiency \(Energy Using Products\) Regulations 2002](#)

Who to contact if you need help

If you need assistance at any stage of the data entry process, please email star@eeeca.govt.nz

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1 - Log into the website

- A. Go to the [Sales Data Tool](#)¹
- B. If you have never supplied sales data to EECA, you need to [set up an account in order to log in](#). The Standards and Technical team will then be in contact with you once your account has been set up with further instructions. For more information please visit: [Providing EECA with Annual Sales Data - E3 Programme | EECA](#)
- C. On the EECA website, under “**Email & Password**” section, enter your email address and password and click ‘Log in’.

Log in

That page is secured. Enter your credentials below and we will send you right along.

SAML

SAML LOGIN

E-mail & Password

Email

Password

☐ Keep me signed in for 30 days

LOG IN

[I've lost my password](#)

***NOTE:** Depending on a company's email security setting, the 'reset password' email may automatically go to the junk/spam inbox. Be sure to check these if the email does not appear in the main inbox.*

- D. You'll be required to reset your password the **first time** you log into the website. To do this use the '[I've lost my password](#)' link, enter the email address used to create the account with EECA and you'll receive an email to that email address with instructions to reset your password.

¹You can find this by navigating to the relevant section on the EECA website:

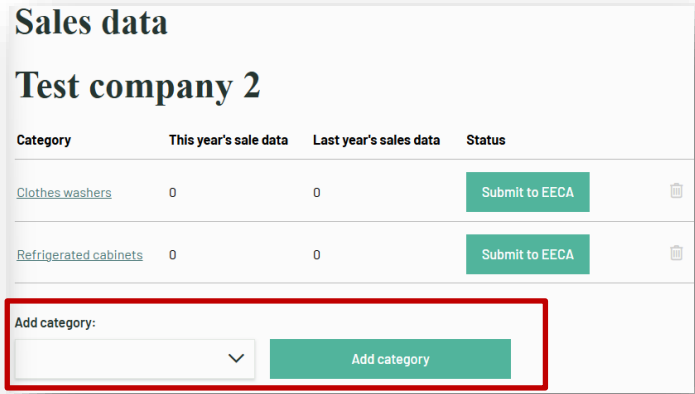
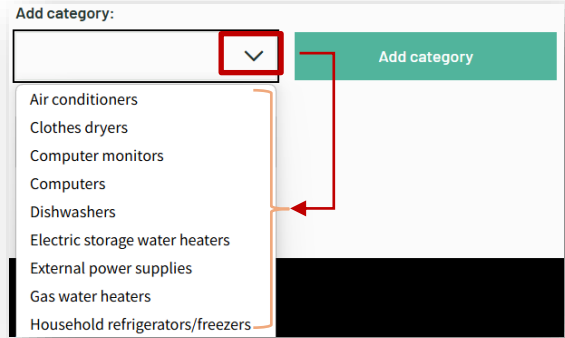
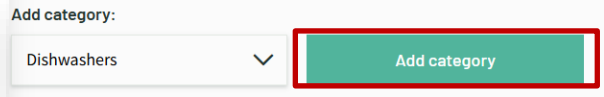
<https://www.eeca.govt.nz/regulations/equipment-energy-efficiency/how-to-comply-with-e3-product-regulations/manufacturers-and-importers/providing-sales-data/>

2 - Adding/removing your product categories

Once in the Sales Data Tool, the company home page will appear with the list of product categories provided in the previous year's data collection.

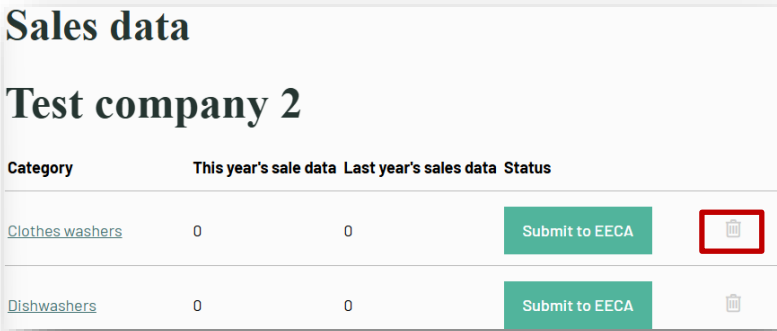
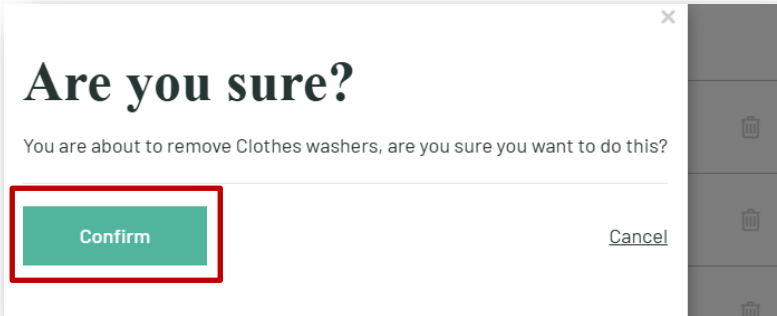
***NOTE:** If this is the first-time your company has provided Sales Data to EECA, you may not have any categories in your list.*

2.1 - Adding/removing your product categories – Adding a category


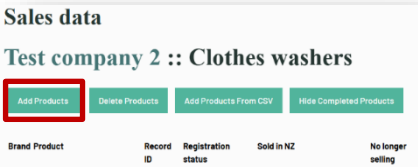
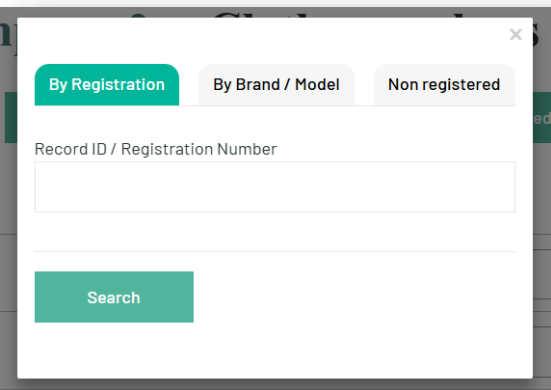
Step	Screenshot
Scroll down to reveal the “Add category section”,	
Click on the drop down and select the category you would like to add.	
Once you have selected a category, click the “Add category” button,	

2.2 - Adding/removing your product categories – Removing a category

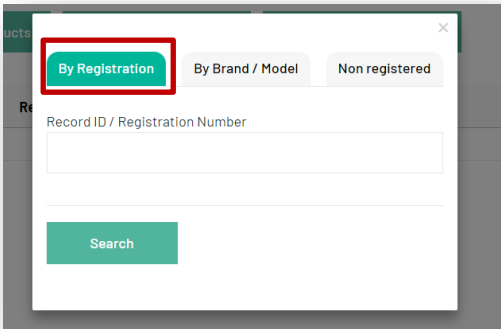
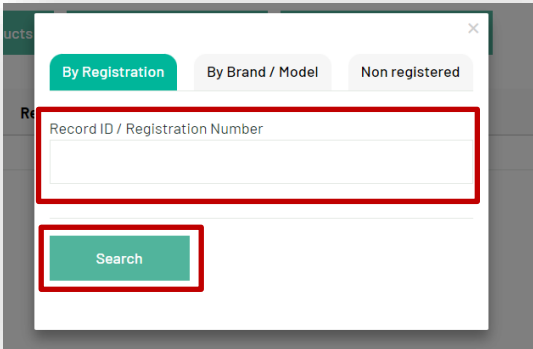
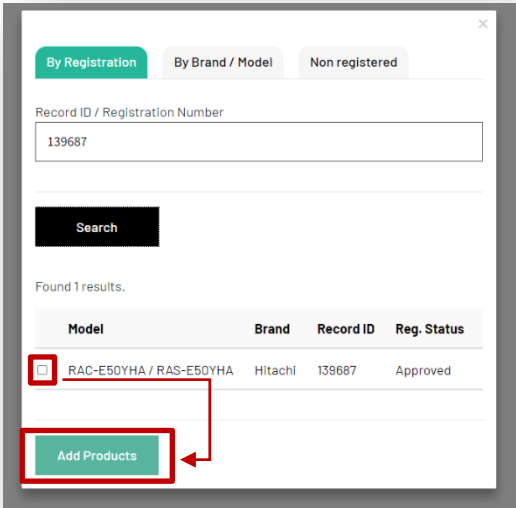
***NOTE:** Removing a category will remove the products and sales data that has been entered into the category.*

Step	Screenshot
Click the bin icon beside the category you wish to delete.	
Click "Confirm" and the category will be deleted from your company's list.	

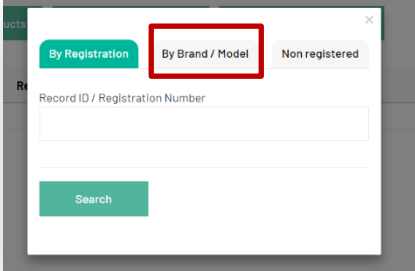
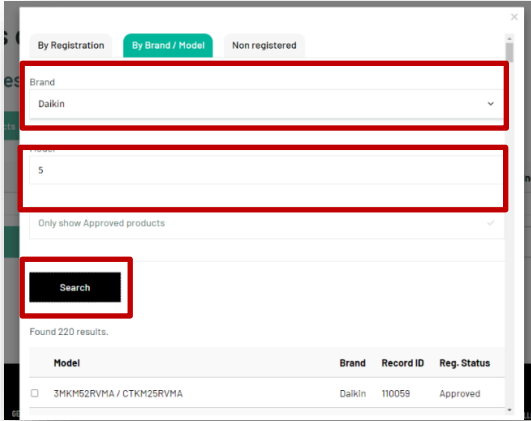
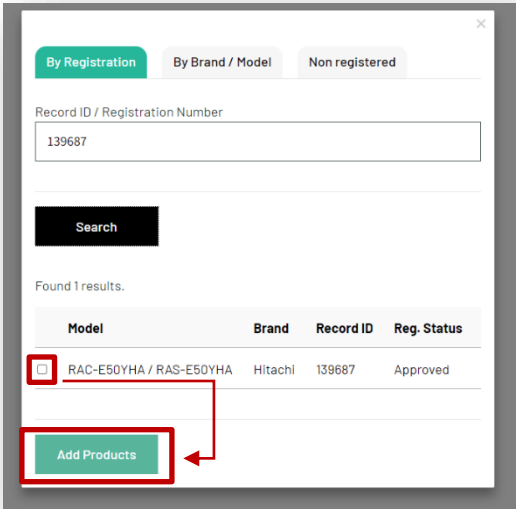
3 - Adding products to a category

Step	Screenshot
<p>Click on a category name to see a list of all the products within that category that were submitted the previous year, or to add a product to that category.</p>	
<p>Once in a category click the 'Add Products' button to add a product.</p>	
<p>There are three ways to add a product to your category: “By Registration”, “By Brand / Model”, or “Non registered”. Clicking on each of the buttons will allow you to add a product using that method.</p> <p>“By Registration” allows you to add a product using the E3 Record ID (e.g. 123432) or the Registration Number (e.g. NWM1234) of the product. See Step 3.1 below.</p> <p>“By Brand / Model” allows you to add the product using the brand name and model number of the products as it is register in the E3 registration system. See step 3.2 below.</p> <p>“Non registered” allows you to add products which are not registered in the E3 registration system. See step 3.3 below.</p>	

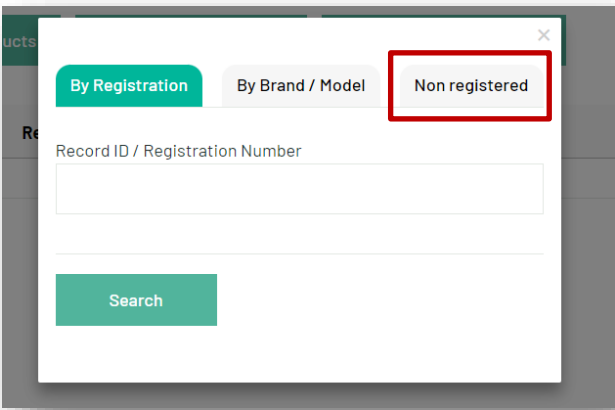
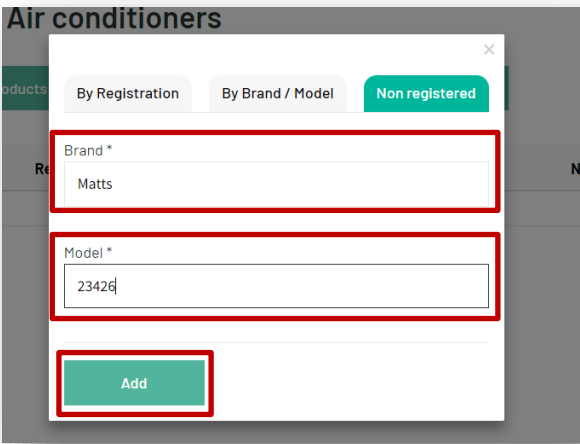
3.1 - Adding products to a category - By Registration

Step	Screenshot										
Click the “By Registration” text/button.	 A screenshot of a search modal window. At the top, there are three tabs: 'By Registration' (highlighted with a red box), 'By Brand / Model', and 'Non registered'. Below the tabs is a text input field labeled 'Record ID / Registration Number'. At the bottom is a green 'Search' button.										
Enter the E3 Record ID (e.g. 123432) or the Registration Number (e.g. NWM1234) of the product into the search box. Click “Search”. The results will then appear below the “Search” button.	 A screenshot of the same search modal. The 'Record ID / Registration Number' input field is highlighted with a red box. Below it, the green 'Search' button is also highlighted with a red box.										
Select the products you want to add by clicking the tick box. Then scroll down and click the “Add Products” button. The products will now appear in your category list.	 A screenshot of the search results. The 'Record ID / Registration Number' field contains '139687'. Below it is a black 'Search' button. The results show 'Found 1 results.' followed by a table: <table><thead><tr><th></th><th>Model</th><th>Brand</th><th>Record ID</th><th>Reg. Status</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>RAC-E50YHA / RAS-E50YHA</td><td>Hitachi</td><td>139687</td><td>Approved</td></tr></tbody></table> A red box highlights the tick box in the first row of the table. A red arrow points from this box to the 'Add Products' button at the bottom of the modal, which is also highlighted with a red box.		Model	Brand	Record ID	Reg. Status	<input checked="" type="checkbox"/>	RAC-E50YHA / RAS-E50YHA	Hitachi	139687	Approved
	Model	Brand	Record ID	Reg. Status							
<input checked="" type="checkbox"/>	RAC-E50YHA / RAS-E50YHA	Hitachi	139687	Approved							

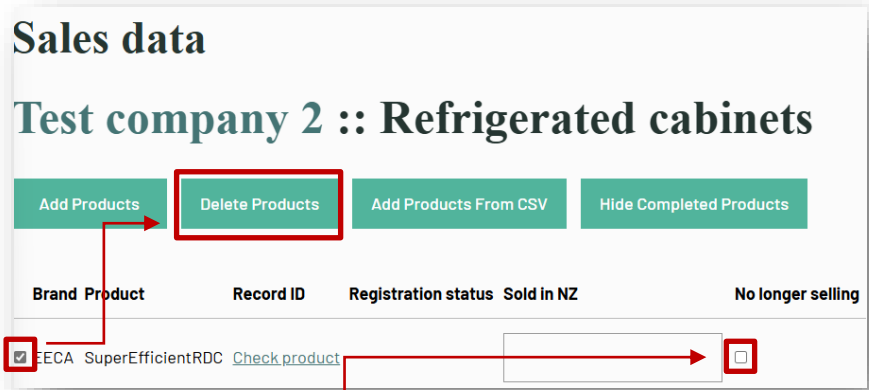
3.2 - Adding products to a category – By Brand / Model

Step	Screenshot
Click the “By Brand / Model” text/button.	 <p>A screenshot of a search modal window. At the top, there are three tabs: 'By Registration' (highlighted in green), 'By Brand / Model' (highlighted with a red box), and 'Non registered'. Below the tabs is a text input field labeled 'Record ID / Registration Number'. At the bottom is a green 'Search' button.</p>
<p>Select a brand from the drop down, and/or enter a model number (or part of).</p> <p>Click “Search”. The results will then appear below the “Search” button.</p>	 <p>A screenshot of the search results modal. It shows the same tabs as the previous screenshot. Below the tabs, there are two input fields: 'Brand' (with 'Daikin' selected) and 'Model' (with '5' entered). Below these is a checkbox labeled 'Only show Approved products' which is checked. A black 'Search' button is highlighted with a red box. Below the button, it says 'Found 220 results.' and shows a table with columns: Model, Brand, Record ID, and Reg. Status. The first row shows '3MKM52RVMA / CTM25RVMA', 'Daikin', '110059', and 'Approved'.</p>
<p>Select the products you want to add by clicking the tick box. Then scroll down and click the “Add Products” button.</p> <p>The products will now appear in your category list.</p>	 <p>A screenshot of the search results modal. The 'Search' button is no longer visible. It shows 'Found 1 results.' and a table with columns: Model, Brand, Record ID, and Reg. Status. The first row shows 'RAC-E50YHA / RAS-E50YHA', 'Hitachi', '139687', and 'Approved'. A checkbox next to the first row is highlighted with a red box. Below the table, an 'Add Products' button is highlighted with a red box. A red arrow points from the checkbox to the 'Add Products' button.</p>

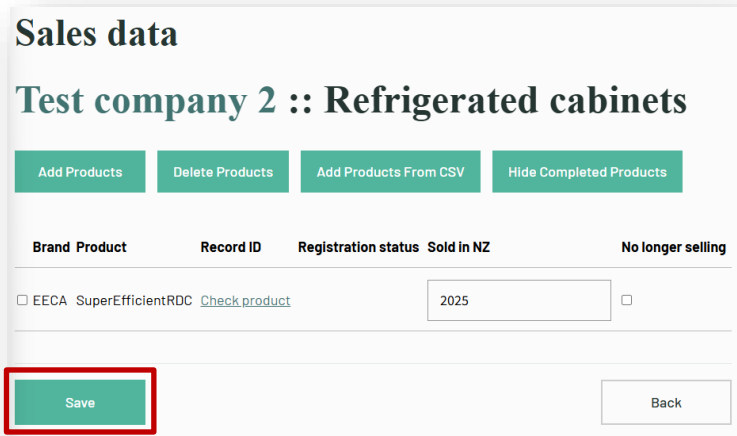
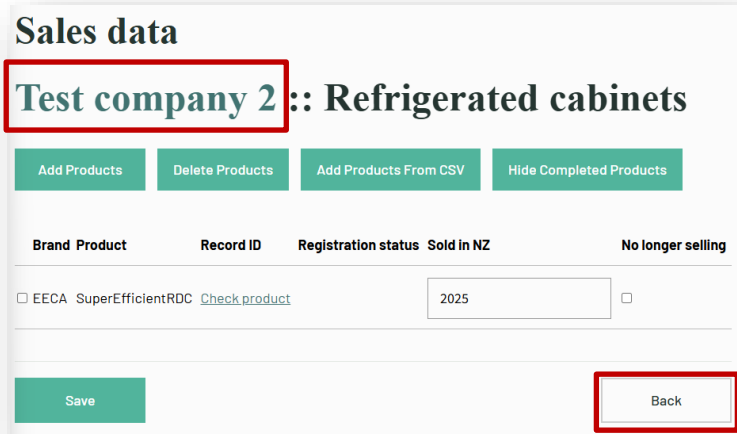
3.3 - Adding Products to a category – Non registered

Step	Screenshot
<p>Click the “Non registered” text/button.</p>	 A screenshot of a modal window titled 'Products' with a close button (X) in the top right corner. It features three tabs: 'By Registration' (green), 'By Brand / Model' (grey), and 'Non registered' (grey, highlighted with a red rectangle). Below the tabs is a text input field labeled 'Record ID / Registration Number'. At the bottom is a green 'Search' button.
<p>Enter the Brand and Model number of the product into the respective boxes.</p> <p>Then scroll down and click the “Add” button.</p> <p>The product will now appear in your category list.</p>	 A screenshot of the 'Non registered' tab in the modal window, titled 'Air conditioners'. It shows two input fields: 'Brand *' with the text 'Matts' and 'Model *' with the text '23426', both highlighted with red rectangles. Below these fields is a green 'Add' button, also highlighted with a red rectangle. The modal has a close button (X) in the top right corner.

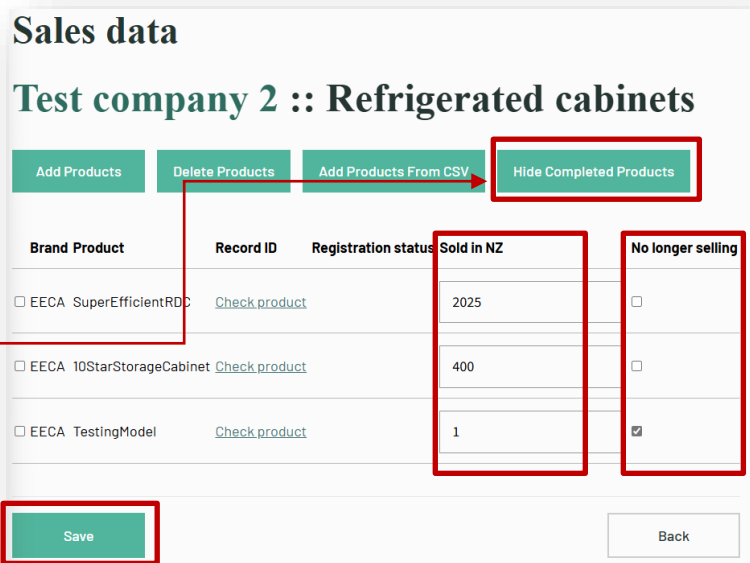
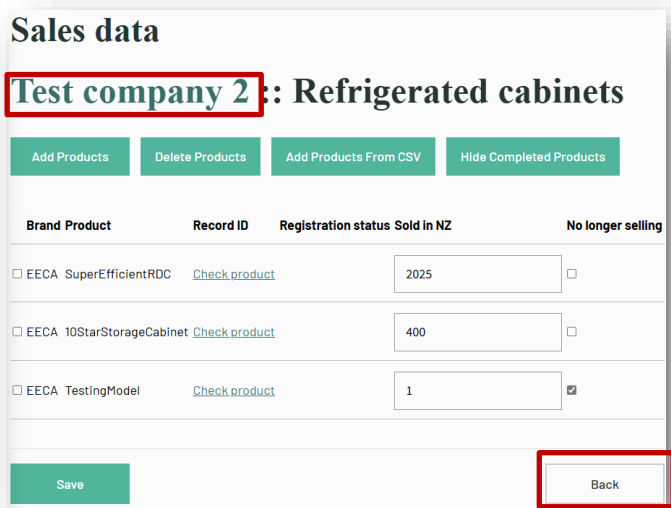
4 – Deleting products from a category

Step	Screenshot
<p>Once you are in a product category, select the products you wish to delete using the tick boxes, and then use the “Delete Products” button to delete them.</p> <p>Some products cannot be deleted so will not have the tick box next to them. These are products your company has registered with the New Zealand regulator and must have sales data entered against them. If you no longer sell the product, tick the “No longer selling” box.</p>	 <p>The screenshot displays the 'Sales data' section for 'Test company 2 :: Refrigerated cabinets'. At the top, there are four buttons: 'Add Products', 'Delete Products' (highlighted with a red box), 'Add Products From CSV', and 'Hide Completed Products'. Below these buttons is a table with the following columns: 'Brand', 'Product', 'Record ID', 'Registration status', 'Sold in NZ', and 'No longer selling'. The first row of the table shows the product 'ECCA SuperEfficientRDC' with a checked tick box in the 'No longer selling' column. A red arrow points from the 'Delete Products' button to the 'No longer selling' checkbox in this row. A red box also highlights the 'No longer selling' checkbox.</p>

5 – Getting out of a category

Step	Screenshot
<p>To get out of a category, make sure you have saved all the data you have entered. This can be done by clicking the “Save” button (you may need to scroll down).</p>	 <p>The screenshot shows the 'Sales data' interface for 'Test company 2 :: Refrigerated cabinets'. At the top, there are four green buttons: 'Add Products', 'Delete Products', 'Add Products From CSV', and 'Hide Completed Products'. Below these is a table with columns: 'Brand', 'Product', 'Record ID', 'Registration status', 'Sold in NZ', and 'No longer selling'. A single row is visible with the product 'EECA SuperEfficientRDC' and a 'Check product' link. At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Back'.</p>
<p>Then click on your <u>company's name</u> or the '<u>Back</u>' button at the bottom of the products list (you may need to scroll down) to go back to all categories at the beginning.</p>	 <p>This screenshot is identical to the one above, showing the 'Sales data' interface for 'Test company 2 :: Refrigerated cabinets'. However, in this version, the 'Back' button at the bottom right is highlighted with a red box, while the 'Save' button is no longer highlighted.</p>

6 – Entering product information and submitting to EECA

Step	Screenshot																				
<p>Add data for every product in every product category that applies to the company (“Sold in NZ” and “No longer selling”). The “Hide Completed Products” button can be useful to see which products still require data. Once all data has been entered, click the ‘<u>Save</u>’ button (you may need to scroll down).</p>	 <p>Sales data</p> <p>Test company 2 :: Refrigerated cabinets</p> <p>Buttons: Add Products, Delete Products, Add Products From CSV, Hide Completed Products</p> <table><tr><th>Brand Product</th><th>Record ID</th><th>Registration status</th><th>Sold in NZ</th><th>No longer selling</th></tr><tr><td><input type="checkbox"/> EECA SuperEfficientRDC Check product</td><td></td><td></td><td>2025</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> EECA 10StarStorageCabinet Check product</td><td></td><td></td><td>400</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> EECA TestingModel Check product</td><td></td><td></td><td>1</td><td><input checked="" type="checkbox"/></td></tr></table> <p>Buttons: Save, Back</p>	Brand Product	Record ID	Registration status	Sold in NZ	No longer selling	<input type="checkbox"/> EECA SuperEfficientRDC Check product			2025	<input type="checkbox"/>	<input type="checkbox"/> EECA 10StarStorageCabinet Check product			400	<input type="checkbox"/>	<input type="checkbox"/> EECA TestingModel Check product			1	<input checked="" type="checkbox"/>
Brand Product	Record ID	Registration status	Sold in NZ	No longer selling																	
<input type="checkbox"/> EECA SuperEfficientRDC Check product			2025	<input type="checkbox"/>																	
<input type="checkbox"/> EECA 10StarStorageCabinet Check product			400	<input type="checkbox"/>																	
<input type="checkbox"/> EECA TestingModel Check product			1	<input checked="" type="checkbox"/>																	
<p>Then click on your <u>company's name</u> or the ‘<u>Back</u>’ button at the bottom of the products list (you may need to scroll down) to go back to your company's home page.</p>	 <p>Sales data</p> <p>Test company 2 :: Refrigerated cabinets</p> <p>Buttons: Add Products, Delete Products, Add Products From CSV, Hide Completed Products</p> <table><tr><th>Brand Product</th><th>Record ID</th><th>Registration status</th><th>Sold in NZ</th><th>No longer selling</th></tr><tr><td><input type="checkbox"/> EECA SuperEfficientRDC Check product</td><td></td><td></td><td>2025</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> EECA 10StarStorageCabinet Check product</td><td></td><td></td><td>400</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> EECA TestingModel Check product</td><td></td><td></td><td>1</td><td><input checked="" type="checkbox"/></td></tr></table> <p>Buttons: Save, Back</p>	Brand Product	Record ID	Registration status	Sold in NZ	No longer selling	<input type="checkbox"/> EECA SuperEfficientRDC Check product			2025	<input type="checkbox"/>	<input type="checkbox"/> EECA 10StarStorageCabinet Check product			400	<input type="checkbox"/>	<input type="checkbox"/> EECA TestingModel Check product			1	<input checked="" type="checkbox"/>
Brand Product	Record ID	Registration status	Sold in NZ	No longer selling																	
<input type="checkbox"/> EECA SuperEfficientRDC Check product			2025	<input type="checkbox"/>																	
<input type="checkbox"/> EECA 10StarStorageCabinet Check product			400	<input type="checkbox"/>																	
<input type="checkbox"/> EECA TestingModel Check product			1	<input checked="" type="checkbox"/>																	

Once you are happy with the data entered for a category click the “Submit to EECA” button and then click the “Confirm” button. The submitted category will show ‘Submitted’ on the dashboard.

Sales data

Test company 2

Category	This year's sale data	Last year's sales data	Status
Clothes washers	0	0	Submitted
Refrigerated cabinets	2025	0	<div>Submit to EECA</div>

Are you sure?

You are about to update the status of Refrigerated cabinets to "Submitted", are you sure you want to do this?

Confirm

Cancel

Your sales data submission is not complete until the status for all your categories displays ‘Accepted’.

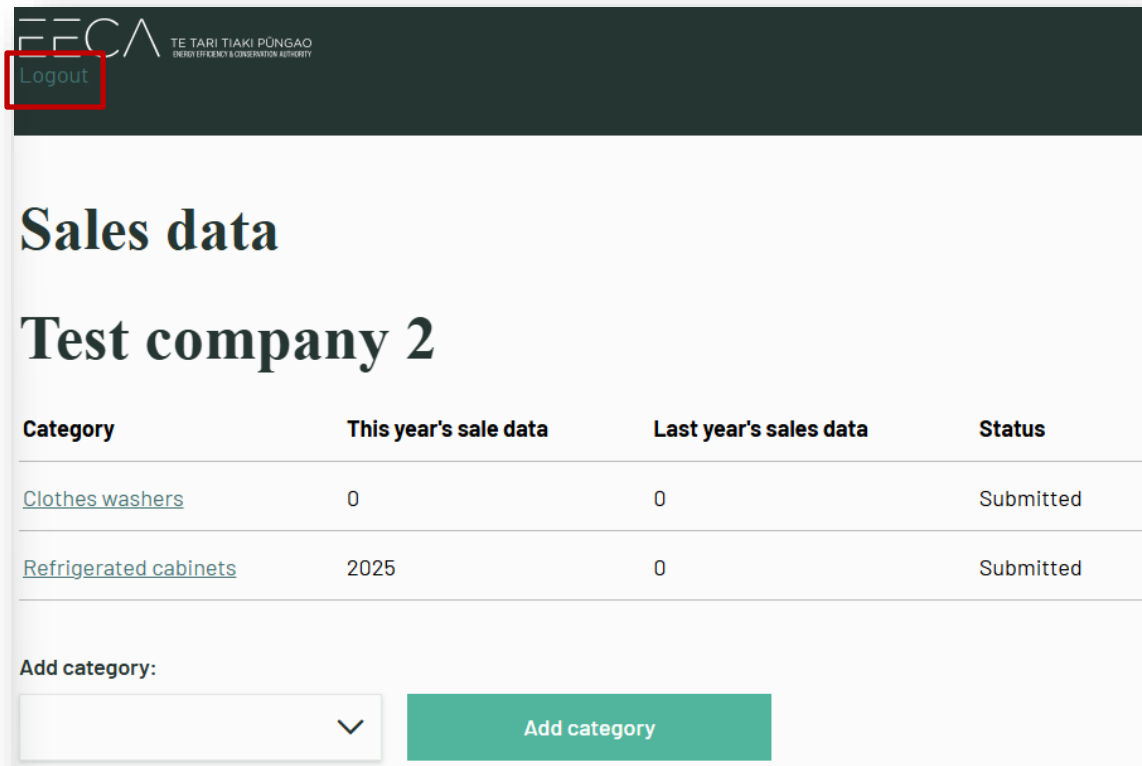
EECA will review the information and if it is correct the status will change to ‘Accepted’. This means you have completed the sales data submission.

If there are any issues with your submission, EECA will be in touch via email and the ‘Status’ will revert back to ‘Submit to EECA’ to allow you to make the relevant changes.

Scroll down and you will see the ‘Download summary’ button (below the ‘Add category’ button) which will allow you to download spreadsheets containing all the data you have entered to date for this collection period. This is produced as an Excel spreadsheet (CSV file).

7 – Logging out

Once you have finished loading your sales data, select “Logout” at the top of the page to logout of your account.



The screenshot shows the EECA (Energy Efficiency & Conservation Authority) Sales Data Tool interface. The top navigation bar is dark green with the EECA logo and the text 'TE TARI TIAKI PŪNGAO ENERGY EFFICIENCY & CONSERVATION AUTHORITY'. A red box highlights the 'Logout' button in the top left corner of the navigation bar. Below the navigation bar, the main content area has a white background. It features the heading 'Sales data' and 'Test company 2'. Below this is a table with four columns: 'Category', 'This year's sale data', 'Last year's sales data', and 'Status'. The table contains two rows of data. Below the table, there is a section for adding a new category, labeled 'Add category:', which includes a dropdown menu and a green 'Add category' button.

Category	This year's sale data	Last year's sales data	Status
Clothes washers	0	0	Submitted
Refrigerated cabinets	2025	0	Submitted

Add category:

▼ Add category

8 - Extra functionality - Bulk upload

For importers/manufactures who have many products and know the following information, the batch upload function can be used as a quick way to provide sales data. This will remove all data which is currently entered. The information required is:

- Registered model number
- E3 Record ID
- Sales
- If you are still selling the product

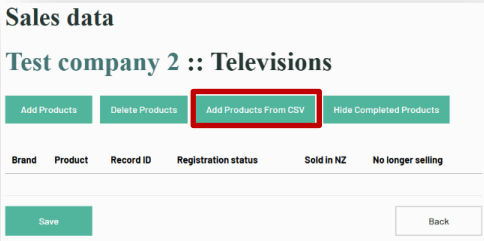
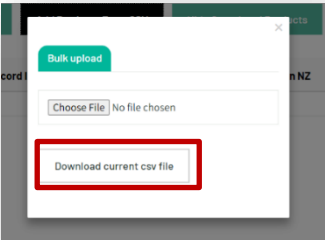
Your IT department can help take the sales information and organise it into a CSV file.

The required format of the CSV file is as follows:

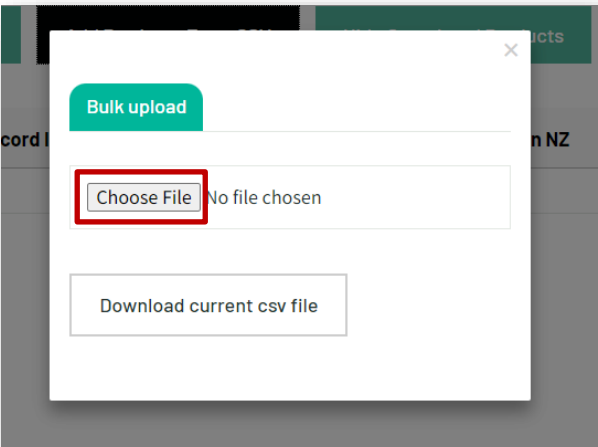
Record ID;Registered model number;Sales;Discontinued selling

```
Reg. ID;Model Number;Sold in NZ;Discontinued selling
96911;*442B* Ice;20;false
93559;*521T*;40;false
93560;*522B*;0;false
7482;C270;0;true
16091;C270;21;false
```

Alternatively, Microsoft Excel can be used to make the CSV file for upload.

Step	Screenshot
From inside a category click on the “Add Products From CSV” button.	 The screenshot shows a web interface titled 'Sales data' for 'Test company 2 :: Televisions'. There are four buttons at the top: 'Add Products', 'Delete Products', 'Add Products From CSV' (highlighted with a red box), and 'Hide Completed Products'. Below these buttons is a table with columns: 'Brand', 'Product', 'Record ID', 'Registration status', 'Sold in NZ', and 'No longer selling'. At the bottom of the interface are 'Save' and 'Back' buttons.
To download the current information, click “Download current csv file”.	 The screenshot shows a 'Bulk upload' dialog box. It has a 'Choose File' button and the text 'No file chosen'. At the bottom, the 'Download current csv file' button is highlighted with a red box.

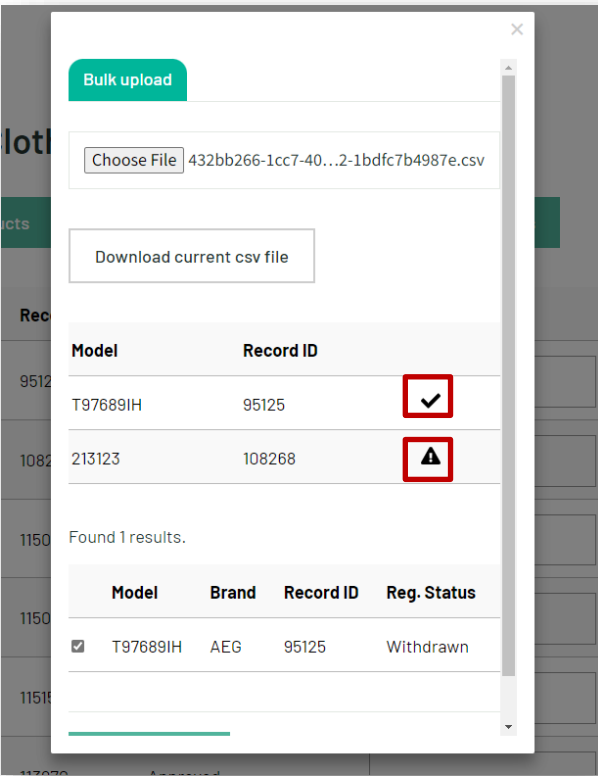
To upload a CSV file click “Choose File” and select the file on your computer.



Once the file has been uploaded, it will populate the tool as shown.

The tick symbol means the products was found in the sales data tool.

The triangle symbol means the product was not found in the sales data tool and cannot be added using this function. Check the information in the file you are uploading. If you need help, please email: star@eeca.govt.nz



Now you can select which products will be added to your product list using the tick boxes and pressing the “Add products” button.

Your current list of products in the category would have been removed and all selected products added to the list. After checking the information entered and pressing the ‘Save’ button, use Step 6 to submit your data.

The screenshot shows a web application interface for adding products. At the top, there is a 'Choose File' button with a filename '432bb266-1cc7-40...2-1bdfc7b4987e.csv'. Below it is a 'Download current csv file' button. A table displays product information with columns 'Model' and 'Record ID'. The first row shows 'T97689IH' and '95125' with a checkmark icon. The second row shows '213123' and '108268' with a warning icon. Below the table, it says 'Found 1 results.' and another table with columns 'Model', 'Brand', 'Record ID', and 'Reg. Status'. The first row of this table shows 'T97689IH', 'AEG', '95125', and 'Withdrawn', with a checkbox selected. At the bottom, there is a green 'Add products' button.

Model	Record ID	
T97689IH	95125	✓
213123	108268	⚠

Found 1 results.

Model	Brand	Record ID	Reg. Status	
<input checked="" type="checkbox"/>	T97689IH	AEG	95125	Withdrawn

Add products