

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.

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@eeca.govt.nz

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1 - Log into the website

- A. Go to the [Sales Data Tool](#).
- B. If you have never supplied sales data to EECA, you need to set up an account in order to log in: <https://www.eeca.govt.nz/our-work/product-regulations/how-to-comply/manufacturers-and-importers/providing-sales-data/>. The Standards and Regulations Team will then be in contact with you once your account has been set up with further instructions.
- C. On the EECA website, 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.

Email

Password

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.

2 - Adding/removing your product categories

- A. 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.

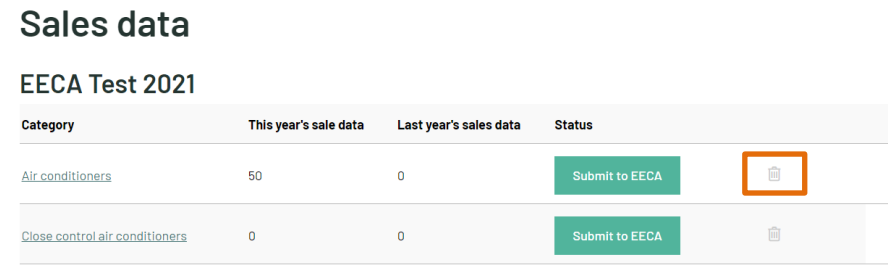






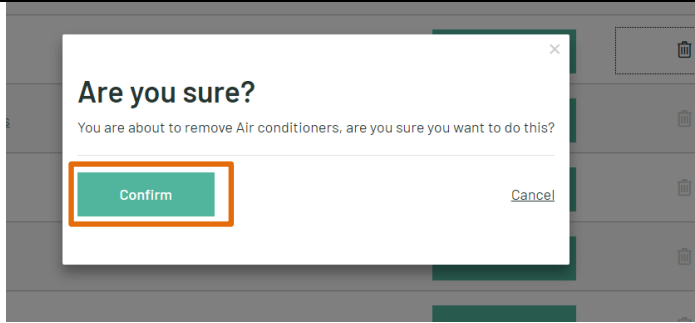
NOTE: If this is the first-time your company has provided Sales Data to EECA, you won’t have any categories in your list.

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

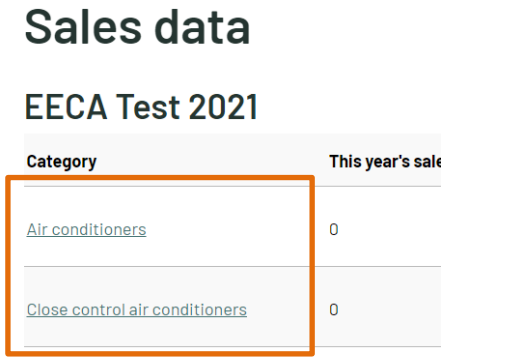
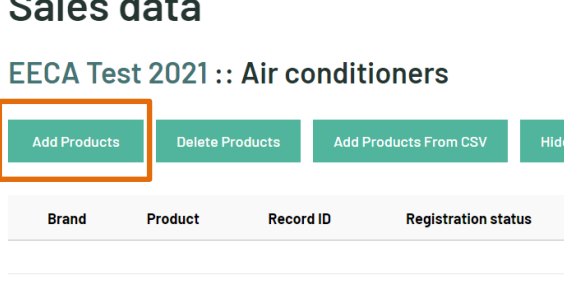
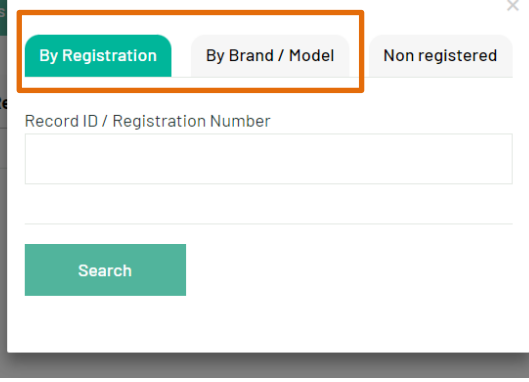
| Step | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------------|-----------------------|------------------------|--------|----------------------------------|----|---|----------------|--|---|---|----------------|--------------------------------|---|---|----------------|---------------------------------|---|---|----------------|--|-----|---|----------------|---------------------------------------|--------|---|----------------|-----------------------------|---|---|----------------|
| <p>Scroll down to reveal the “Add category section”,</p> | <p>Sales data</p> <p>EECA Test 2021</p> <table border="1"> <thead> <tr> <th>Category</th> <th>This year's sale data</th> <th>Last year's sales data</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Air conditioners</td> <td>50</td> <td>0</td> <td>Submit to EECA </td> </tr> <tr> <td>Close control air conditioners</td> <td>0</td> <td>0</td> <td>Submit to EECA </td> </tr> <tr> <td>Clothes dryers</td> <td>0</td> <td>0</td> <td>Submit to EECA </td> </tr> <tr> <td>Clothes washers</td> <td>0</td> <td>0</td> <td>Submit to EECA </td> </tr> <tr> <td>Household refrigerators/freezers</td> <td>123</td> <td>0</td> <td>Submit to EECA </td> </tr> <tr> <td>Refrigerated cabinets</td> <td>156954</td> <td>0</td> <td>Submit to EECA </td> </tr> <tr> <td>Televisions</td> <td>0</td> <td>0</td> <td>Submit to EECA </td> </tr> </tbody> </table> <p>Add category:</p> <div style="border: 1px solid orange; padding: 5px; display: inline-block;"> <input type="text"/> <input type="button" value="Add category"/> </div> | Category | This year's sale data | Last year's sales data | Status | Air conditioners | 50 | 0 | Submit to EECA | Close control air conditioners | 0 | 0 | Submit to EECA | Clothes dryers | 0 | 0 | Submit to EECA | Clothes washers | 0 | 0 | Submit to EECA | Household refrigerators/freezers | 123 | 0 | Submit to EECA | Refrigerated cabinets | 156954 | 0 | Submit to EECA | Televisions | 0 | 0 | Submit to EECA |
| Category | This year's sale data | Last year's sales data | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Air conditioners | 50 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Close control air conditioners | 0 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clothes dryers | 0 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clothes washers | 0 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Household refrigerators/freezers | 123 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Refrigerated cabinets | 156954 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Televisions | 0 | 0 | Submit to EECA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Click on the drop down and select the category you would like to add.</p> | <p>Add category:</p> <div style="border: 1px solid gray; padding: 5px;"> <input type="text"/> <input type="button" value="Add category"/> </div> <ul style="list-style-type: none"> Ballasts for fluorescent lamps Chillers Compact fluorescent lamps Computers Dishwashers Electric storage water heaters External power supplies Gas water heaters Linear fluorescent lamps Set top boxes Three-phase electric motors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Once you have selected a category, click the “Add category” button,</p> | <p>Add category:</p> <div style="border: 1px solid gray; padding: 5px;"> <input type="text" value="Chillers"/> <input type="button" value="Add category"/> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

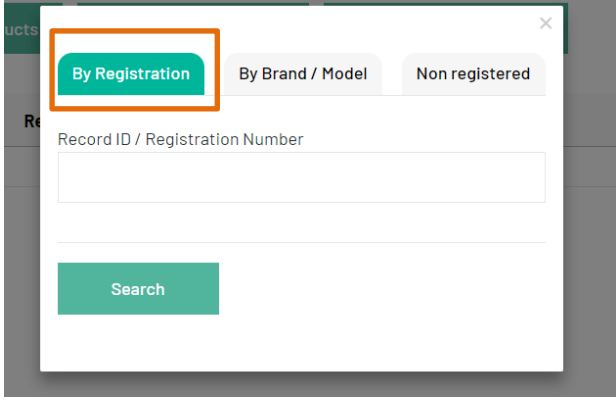
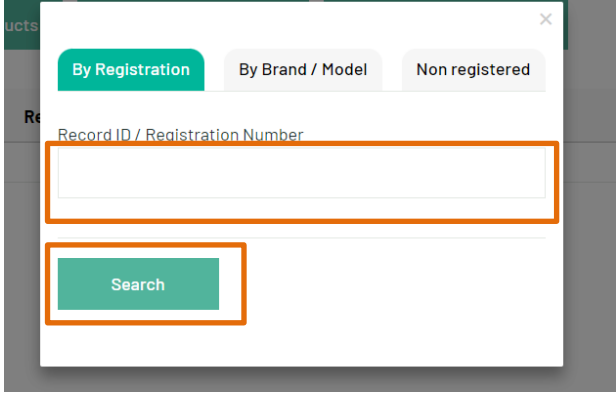
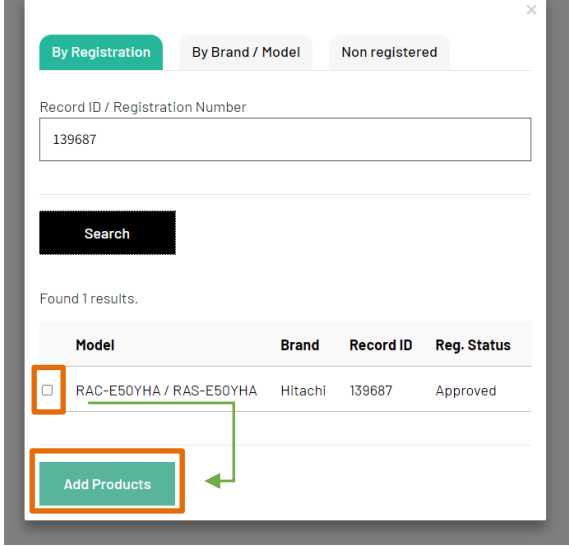
NOTE: Removing a category will remove the data that has been entered into the category

| Step | Screenshot | | | | | | | | | | | | |
|--|---|------------------------|--|------------------------|--------|----------------------------------|----|---|--|--|---|---|--|
| Click the bin icon beside the category you wish to delete. |  <p>Sales data</p> <p>EECA Test 2021</p> <table border="1"><thead><tr><th>Category</th><th>This year's sale data</th><th>Last year's sales data</th><th>Status</th></tr></thead><tbody><tr><td>Air conditioners</td><td>50</td><td>0</td><td>Submit to EECA </td></tr><tr><td>Close control air conditioners</td><td>0</td><td>0</td><td>Submit to EECA </td></tr></tbody></table> | Category | This year's sale data | Last year's sales data | Status | Air conditioners | 50 | 0 | Submit to EECA  | Close control air conditioners | 0 | 0 | Submit to EECA  |
| Category | This year's sale data | Last year's sales data | Status | | | | | | | | | | |
| Air conditioners | 50 | 0 | Submit to EECA  | | | | | | | | | | |
| Close control air conditioners | 0 | 0 | Submit to EECA  | | | | | | | | | | |
| Click “Confirm” and the category will be deleted from your company’s list. |  <p>Are you sure?</p> <p>You are about to remove Air conditioners, are you sure you want to do this?</p> <p>Confirm Cancel</p> | | | | | | | | | | | | |

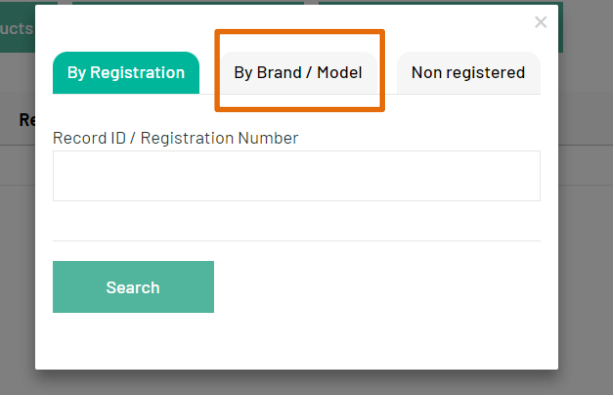
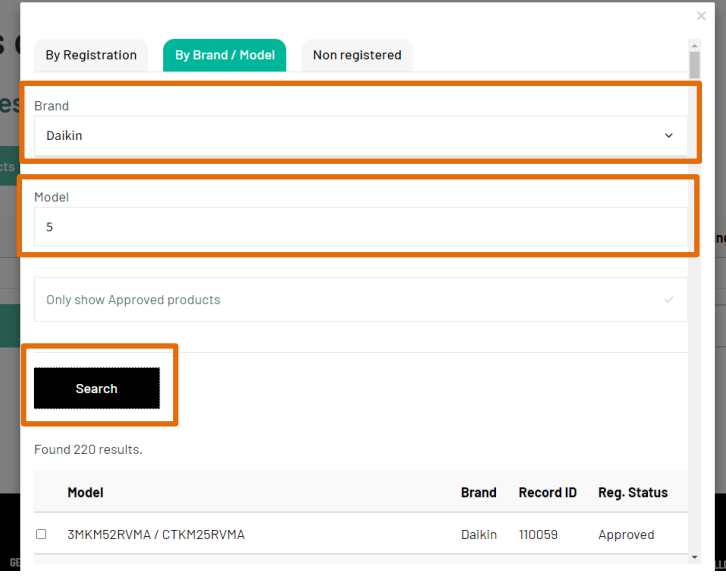
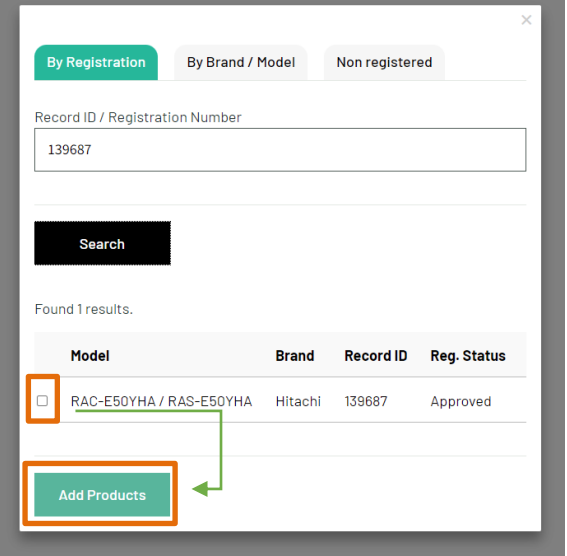
3 - Adding products to a category

| <u>Step</u> | <u>Screenshot</u> | | | | | | |
|---|---|-----------|---------------------|----------------------------------|---------------------|--|---|
| <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>Sales data</p> <p>EECA Test 2021</p> <table border="1"> <thead> <tr> <th>Category</th> <th>This year's sale</th> </tr> </thead> <tbody> <tr> <td>Air conditioners</td> <td>0</td> </tr> <tr> <td>Close control air conditioners</td> <td>0</td> </tr> </tbody> </table> | Category | This year's sale | Air conditioners | 0 | Close control air conditioners | 0 |
| Category | This year's sale | | | | | | |
| Air conditioners | 0 | | | | | | |
| Close control air conditioners | 0 | | | | | | |
| <p>Once in a category click the 'Add Products' button to add a product.</p> |  <p>Sales data</p> <p>EECA Test 2021 :: Air conditioners</p> <p>Add Products Delete Products Add Products From CSV Hide</p> <table border="1"> <thead> <tr> <th>Brand</th> <th>Product</th> <th>Record ID</th> <th>Registration status</th> </tr> </thead> <tbody> </tbody> </table> | Brand | Product | Record ID | Registration status | | |
| Brand | Product | Record ID | Registration status | | | | |
| <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 which 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” allow 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> |  <p>By Registration By Brand / Model Non registered</p> <p>Record ID / Registration Number</p> <p>Search</p> | | | | | | |

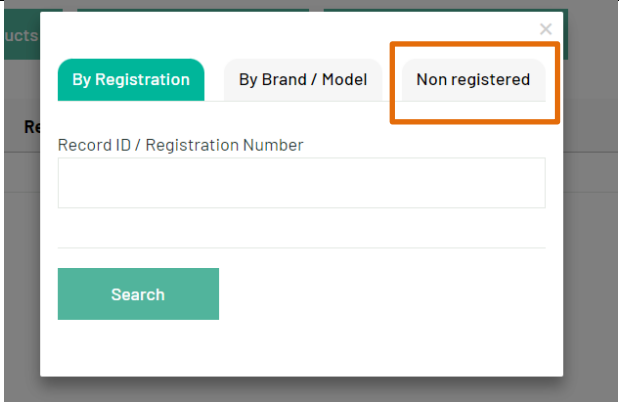
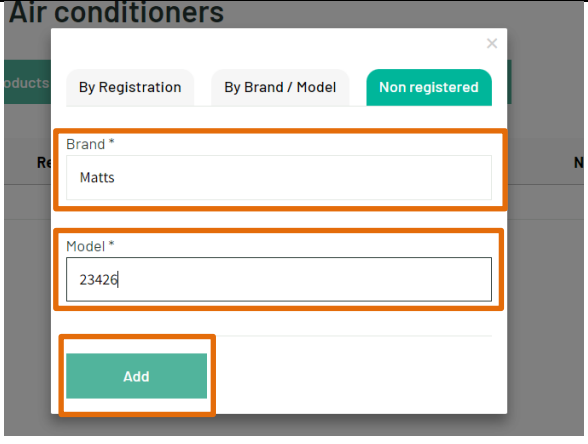
3.1 - Adding products to a category - By Registration

| 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 an orange box), "By Brand / Model", and "Non registered". Below the tabs is a text input field labeled "Record ID / Registration Number" which is currently empty. At the bottom of the modal is a green "Search" button. | | | | | | | | |
| Enter the E3 Record ID (e.g. 123432) or the Registration Number (e.g. NWM1234) of the product in to the search box. Click “Search”. The results will then appear below the “Search” button. |  A screenshot of the search modal window. The "By Registration" tab is selected. The "Record ID / Registration Number" input field is now filled with the text "139687" and is highlighted with an orange box. Below the input field is a green "Search" button, also highlighted with an orange 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 modal window showing search results. The "By Registration" tab is selected. The "Record ID / Registration Number" input field contains "139687". Below the input field is a black "Search" button. Below the search button, it says "Found 1 results." and there is a table with the following data: <table border="1"><thead><tr><th>Model</th><th>Brand</th><th>Record ID</th><th>Reg. Status</th></tr></thead><tbody><tr><td><input type="checkbox"/> RAC-E50YHA / RAS-E50YHA</td><td>Hitachi</td><td>139687</td><td>Approved</td></tr></tbody></table> The checkbox for the first product is highlighted with an orange box. Below the table is a green "Add Products" button, also highlighted with an orange box. A green arrow points from the checkbox to the "Add Products" button. | Model | Brand | Record ID | Reg. Status | <input type="checkbox"/> RAC-E50YHA / RAS-E50YHA | Hitachi | 139687 | Approved |
| Model | Brand | Record ID | Reg. Status | | | | | | |
| <input 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 buttons: "By Registration" (green), "By Brand / Model" (white with a green border, highlighted with an orange box), and "Non registered" (white). Below the buttons is a text input field labeled "Record ID / Registration Number". At the bottom of the modal is a green "Search" button.</p> | | | | | | | | |
| Select a brand from the drop down, and/or enter a model number (or part off). Click “Search”. The results will then appear below the “Search” button. |  <p>A screenshot of the search modal window. The "By Brand / Model" button is selected. The "Brand" dropdown menu is open, showing "Daikin" selected. The "Model" input field contains the number "5". Below the input fields is a checkbox labeled "Only show Approved products" which is checked. The "Search" button is highlighted with an orange box. Below the search button, it says "Found 220 results." and a table of results is visible.</p> <table border="1"><thead><tr><th>Model</th><th>Brand</th><th>Record ID</th><th>Reg. Status</th></tr></thead><tbody><tr><td><input type="checkbox"/> 3MKM52RVMA / CTKM25RVMA</td><td>Daikin</td><td>110059</td><td>Approved</td></tr></tbody></table> | Model | Brand | Record ID | Reg. Status | <input type="checkbox"/> 3MKM52RVMA / CTKM25RVMA | Daikin | 110059 | Approved |
| Model | Brand | Record ID | Reg. Status | | | | | | |
| <input type="checkbox"/> 3MKM52RVMA / CTKM25RVMA | Daikin | 110059 | Approved | | | | | | |
| 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. |  <p>A screenshot of the search modal window. The "Record ID / Registration Number" input field contains "139687". The "Search" button is highlighted with an orange box. Below the search button, it says "Found 1 results." and a table of results is visible. The first result is selected with a tick box.</p> <table border="1"><thead><tr><th>Model</th><th>Brand</th><th>Record ID</th><th>Reg. Status</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> RAC-E50YHA / RAS-E50YHA</td><td>Hitachi</td><td>139687</td><td>Approved</td></tr></tbody></table> <p>The "Add Products" button at the bottom is highlighted with an orange box. A green arrow points from the tick box of the selected product to the "Add Products" button.</p> | 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 | | | | | | |

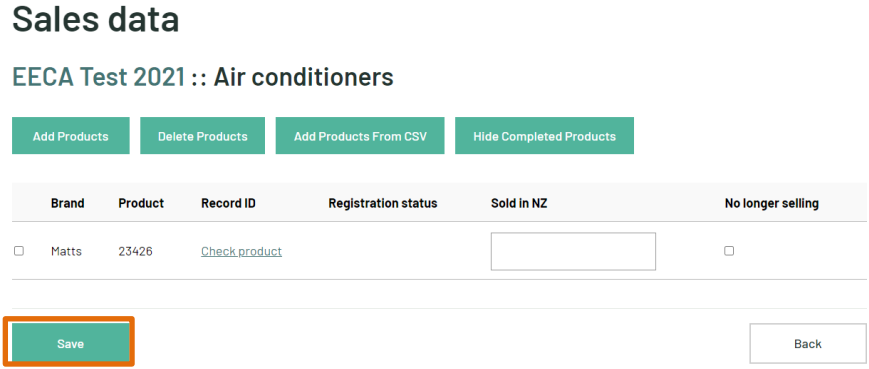
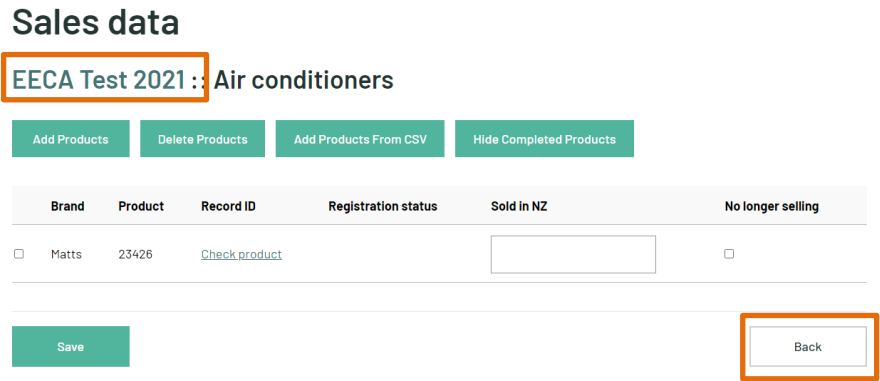
3.3 - Adding Products to a category – Non registered

| Step | Screenshot |
|---|---|
| <p>Click the “Non registered” text/button.</p> |  <p>The screenshot shows a search modal window with three tabs: "By Registration", "By Brand / Model", and "Non registered". The "Non registered" tab is highlighted with an orange box. Below the tabs is a text input field labeled "Record ID / Registration Number" and a green "Search" button.</p> |
| <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> |  <p>The screenshot shows a product form titled "Air conditioners". It has three tabs: "By Registration", "By Brand / Model", and "Non registered". The "Non registered" tab is highlighted with an orange box. Below the tabs are two text input fields: "Brand *" containing "Matts" and "Model *" containing "2342q". Below these fields is a green "Add" button, also highlighted with an orange box.</p> |

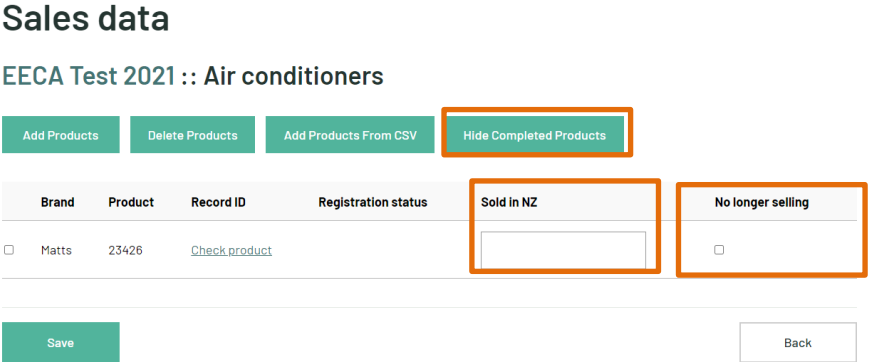
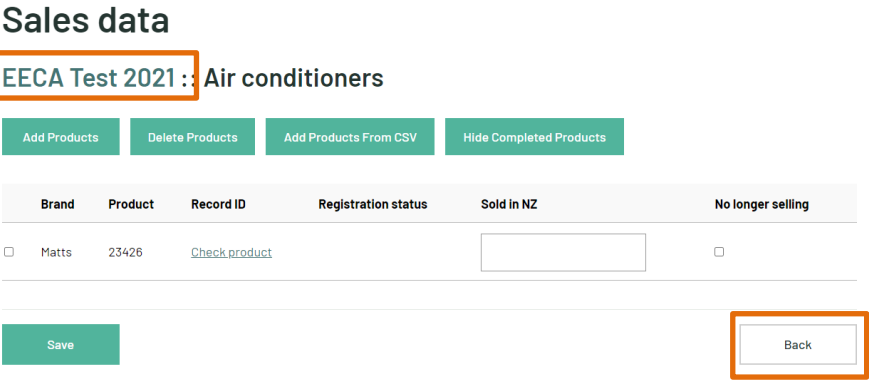
4 – Deleting products from a category

| 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>Sales data</p> <p>EECA Test 2021 :: Air conditioners</p> <p>Buttons: Add Products, Delete Products, Add Products From CSV, Hide Completed Products</p> <table border="1"><thead><tr><th>Brand</th><th>Product</th><th>Record ID</th><th>Registration status</th><th>Sold in NZ</th><th>No longer selling</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Matts</td><td>23426</td><td>Check product</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>Buttons: Save, Back</p> | Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | <input type="checkbox"/> | Matts | 23426 | Check product | <input type="checkbox"/> | <input type="checkbox"/> |
| Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | | | | | | | | |
| <input type="checkbox"/> | Matts | 23426 | Check product | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |

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>Sales data EECA Test 2021 :: Air conditioners</p> <p>Add Products Delete Products Add Products From CSV Hide Completed Products</p> <table border="1"><thead><tr><th>Brand</th><th>Product</th><th>Record ID</th><th>Registration status</th><th>Sold in NZ</th><th>No longer selling</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Matts</td><td>23426</td><td>Check product</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>Save Back</p> | Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> |
| Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | | | | | | | | |
| <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> | | | | | | | | |
| <p>Then click on your <u>company's name</u> or the 'Back' 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>Sales data EECA Test 2021 :: Air conditioners</p> <p>Add Products Delete Products Add Products From CSV Hide Completed Products</p> <table border="1"><thead><tr><th>Brand</th><th>Product</th><th>Record ID</th><th>Registration status</th><th>Sold in NZ</th><th>No longer selling</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Matts</td><td>23426</td><td>Check product</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>Save Back</p> | Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> |
| Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | | | | | | | | |
| <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> | | | | | | | | |



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>EECA Test 2021 :: Air conditioners</p> <p> <input type="button" value="Add Products"/> <input type="button" value="Delete Products"/> <input type="button" value="Add Products From CSV"/> <input type="button" value="Hide Completed Products"/> </p> <table border="1"> <thead> <tr> <th>Brand</th> <th>Product</th> <th>Record ID</th> <th>Registration status</th> <th>Sold in NZ</th> <th>No longer selling</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Matts</td> <td>23426</td> <td>Check product</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Back"/> </p> | Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> |
| Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | | | | | | | | |
| <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input 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>EECA Test 2021 :: Air conditioners</p> <p> <input type="button" value="Add Products"/> <input type="button" value="Delete Products"/> <input type="button" value="Add Products From CSV"/> <input type="button" value="Hide Completed Products"/> </p> <table border="1"> <thead> <tr> <th>Brand</th> <th>Product</th> <th>Record ID</th> <th>Registration status</th> <th>Sold in NZ</th> <th>No longer selling</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Matts</td> <td>23426</td> <td>Check product</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Back"/> </p> | Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> |
| Brand | Product | Record ID | Registration status | Sold in NZ | No longer selling | | | | | | | | |
| <input type="checkbox"/> | Matts | 23426 | Check product | <input type="text"/> | <input type="checkbox"/> | | | | | | | | |

Once you are happy with the data entered for a category click the “Submit to EECA” button and it will show ‘Submitted’.

Sales data

EECA Test 2021

| Category | This year's sale data | Last year's sales data | Status |
|--|-----------------------|------------------------|--|
| Air conditioners | 0 | 0 | Submitted |
| Close control air conditioners | 0 | 0 | Submit to EECA  |
| Clothes dryers | 0 | 0 | Submit to EECA  |

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.



Sales data

EECA Test 2021

| Category | This year's sale data | Last year's sales data | Status |
|--|-----------------------|------------------------|--|
| Air conditioners | 0 | 0 | Submitted |
| Close control air conditioners | 0 | 0 | Submit to EECA  |
| Clothes dryers | 0 | 0 | Submit to EECA  |

Extra functionality - Bulk upload

For importers/manufacturers 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

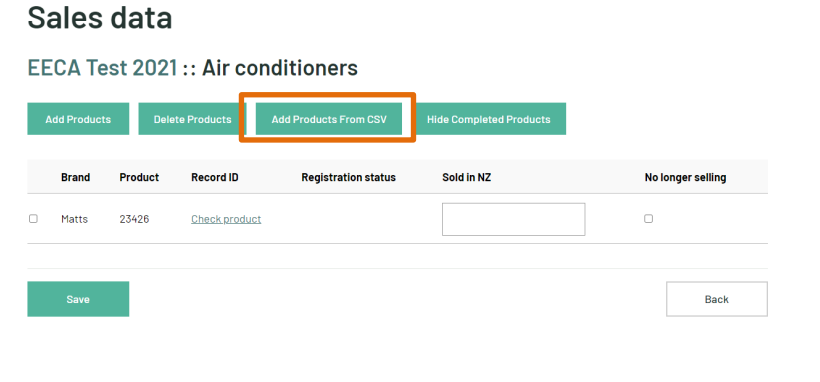
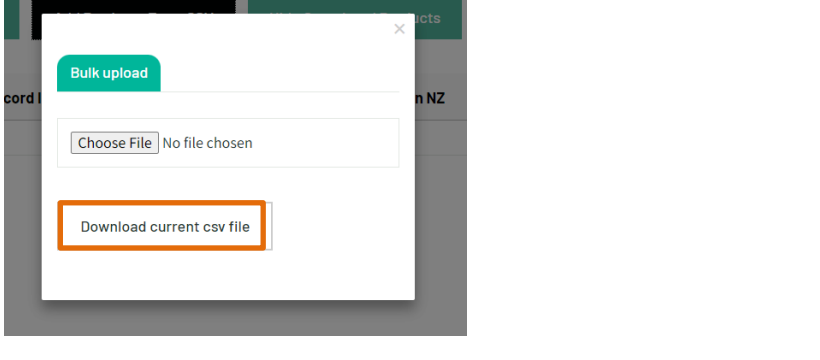
Your IT department can help take the sales information and organise it into a CSV file.

The required format of the CSV file is as follows:

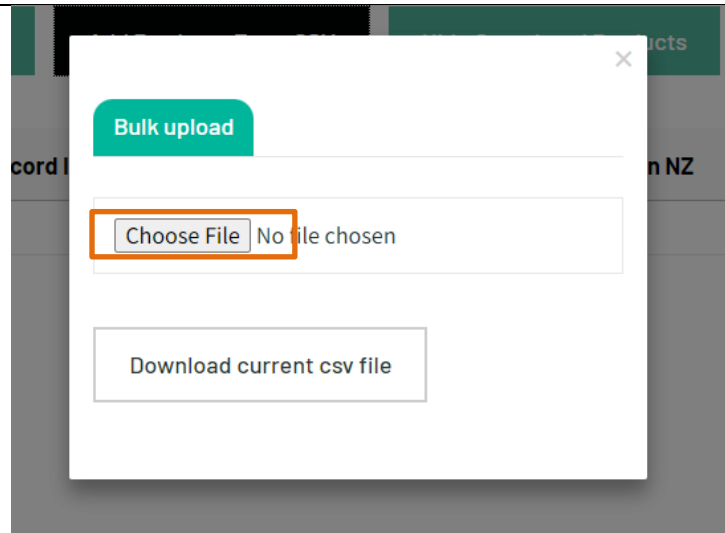
Record ID;Registered model number;Sales;Discontinued selling

```
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. |  |
| To download the current information, click “Download current csv file”. |  |

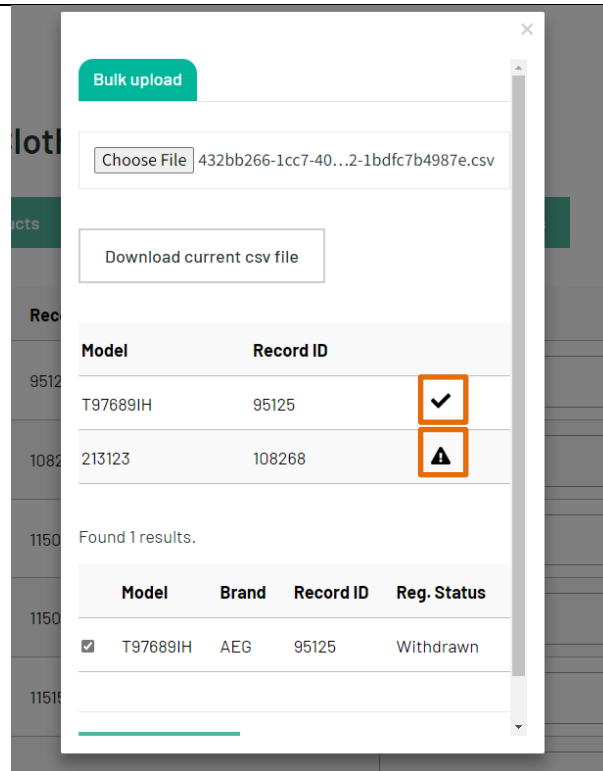
To upload a CSV file click “Choose File” and select the file on your computer.



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 modal window for product selection. At the top, there is a 'Choose File' button with a file path: 432bb266-1cc7-40...2-1bdfc7b4987e.csv. Below it is a 'Download current csv file' button. A table displays two rows of product data:

| Model | Record ID | |
|----------|-----------|---|
| T97689IH | 95125 | ✓ |
| 213123 | 108268 | ⚠ |

Below the table, it says 'Found 1 results.' and shows a detailed table with columns: Model, Brand, Record ID, and Reg. Status.

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

At the bottom of the modal, there is a green 'Add products' button, which is highlighted with an orange box.