

Step by step guide to using our bulk upload tool

Step 1. Click on the '**Download template**' button to generate Excel registration spreadsheet.

All fields with green headers are mandatory and must be completed.

At least one field with a red header must be filled in.

All other fields are optional.

The following fields contain drop-down menus for ease of data entry:

- Installation Type
- Supplier
- Product Location
- Occupier Title

Step 2. The DCS Agreement field is your Contract ID number and will start with 117 and be 9 digits in length

Step 3. The Installation Date must be entered in the following format:
DD/MM/YYYY. Backslashes must be used.

Step 4. The Serial Number must be entered in the following format:
1111-222-333333-4444444444. Hyphens must be used to separate the serial number sections.

Step 5. Ensure fields contain no additional spaces or characters as this will prevent the document loading correctly. This is a particular issue if data is being pasted into the spreadsheet. It is recommended that if you are registering products against multiple DCS agreements that you fill in separate spreadsheets for each DCS agreement.

Step 6. Once complete, save the spreadsheet to your computer as a **CSV file**. This can be done by clicking '**Save As**' and selecting **CSV (Comma delimited)** from the '**Save as Type**' options. In the Partnership Hub, click on Browse to select your saved CSV file and click on '**Upload CSV**'.

Step 7. The Partnership Hub will then upload your registrations and if there is an issue this will be displayed in the '**Uploads**' section at the bottom of the bulk upload page. Errors will be presented in a separate CSV file for review.

If you are still experiencing difficulties in uploading your registrations, please contact the team at **worcester.specification@uk.bosch.com**.