

**Attachment A
(Mail-out ECC #20-05)**

**Guidance for Submission into the Document Management System (DMS) of FY20/21
Certification Fees Production Numbers and Invoice Contact Information**

Paragraph (j) of this Mail-out requests the production numbers and contact information be submitted to CARB via DMS. This guidance describes the appropriate directory where each file is uploaded and the recommended work flow name. Each work flow should be tagged with the appropriate metadata identifier for "Model Year 2019" and "Cert Fee Document". Please upload the Excel files and cover letter at the directory as follows.

On-Road Light Duty (LD), (i.e., Passenger Cars, Light-Duty Trucks, Chassis Tested Medium-Duty Vehicles):

**CATEGORY COMMON INFORMATION\2019\CBI\POST CERTIFICATION\
CERT FEE DOCUMENT**

On-Road Heavy-Duty (HD):

Heavy-Duty Engines: 2019\HDEngine\CBI\REPORTS

Medium-Duty Engines: 2019\CA_MDE\CBI\REPORTS

Heavy-Duty Vehicles: 2019\HDVehicle\CBI\REPORTS

Diesel and Incomplete Medium-Duty Vehicles: 2019\CA_MDEV\CBI\REPORTS

Heavy-Duty Hybrid Vehicles: 2019\HDHybrid\CBI\REPORTS

For manufacturers reporting more than one HD category, please select just one directory for all your documents.

Highway Motorcycle (HMC):

2019\POST CERTIFICATION REPORTS\CERT FEE REPORT

The suggested work flow name format for all vehicle/engine categories is:

19_CBI_Mfr Code_CERT FEE (where Mfr Code is the CARB-assigned manufacturer's code)