

Attachment 1 - Manufacturers Warranty Report Submittal Instructions

The updated template is in the Microsoft Excel (Excel) spreadsheet format similar to the template provided with Mail-Out #ECARS 15-03, and is still designed to be submitted in an Extensible Markup Language (XML) format. Manufacturers need to save their reports as in the XML format and submit their XML files to CARB by following the instructions provided below.

After finishing the data/information input using the Excel template, a manufacturer should save the report as an XML format using "Save As" menu in Excel and selecting "XML Data (*.xml)" for "Save as type." Then, during the conversion of the report in Excel format to XML format, any additions, deletion, and changes of data fields will be examined, and the information of such changes and any additional errors such as typographical errors will be stored in the XML file, so that CARB would access the information automatically.

After the selection of "XML Data (*.xml)" for "Save as type" and click on "SAVE" button, a warning message of loss of worksheet features pops up. Simply click "Continue." Then, the Excel template will be converted and saved in a XML format. A manufacturer needs to submit the XML file to CARB via email.

If any errors are found during the conversion, another pop-up window will show up saying "The XML data was successfully saved or exported. The data is not valid according to its schema. Click details for more information." When the pop-up window is shown, a manufacturer has two options. The first option, which is recommended by CARB, is to click on the "Details >>>" button, check the error message under the "Details" of the pop-up window, and correct the error(s) in the EXCEL file prior to the conversion, accordingly. After the error correction, then, save the corrected file (in the EXCEL format) again as an XML file. Manufacturers may continue these correction and "save as" operations until they do not see the pop-up window anymore; that is, until they have an error-free or valid XML file. Then, submit the corrected XML file to ARB.

The second option is to click on "OK" button on the pop-up window. Then, submit the XML file which may contain error(s) to CARB, as it is saved. CARB staff will access the embedded information and may check with manufacturers regarding data integrity and accuracy later. As noted in the Procedure per section 2707(c), an annual warranty report that does not contain all the required information will not be considered complete.