Attachment A
(Mail-out ECARS # 15-10)

Guidance for Submission into the Document Management System (DMS) of FY15/16 Certification Fees Production Numbers and Invoice Contact Information

Paragraph (j) of this Mail-out requests the production numbers and contact information be submitted to ARB via the Document Management System (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 2014" 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**2014**\CBI\POST CERTIFICATION\ CERT FEE DOCUMENT

On-Road Heavy-Duty (HD):

> Heavy-Duty Engines: **2014**\HDEngine\CBI\REPORTS
>
> Medium-Duty Engines: **2014**\CA_MDE\CBI\REPORTS
>
> Heavy-Duty Vehicles: **2014**\HDVehicle\CBI\REPORTS
>
> Diesel and Incomplete Medium-Duty Vehicles: **2014**\CA_MDEV\CBI\REPORTS
>
> Heavy-Duty Hybrid Vehicles: **2014**\HDHybrid\CBI\REPORTS

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

On-Road Highway Motorcycle (HMC):

> **2014**\POST CERTIFICATION REPORTS\CERT FEE REPORT

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

> 14_CBI_Mfr Code_CERT FEE (where Mfr Code is the ARB-assigned manufacturer's code)