Bulk Upload/Modification Request Instructions

Introduction
After registering your Parent Company in the Contractor Portal, the next step is to update records by modifying or adding applicable establishments or functional/business units to the Parent Company profile. Companies with 100 or more establishments or functional/business units may request to have their establishments or functional/business units modified or uploaded in bulk by using the Bulk Upload/Modification Template.

The purpose of the Bulk Upload/Modification request is to allow users to add or edit establishments. Additionally, users may edit approved functional/business units.

The steps below outline the process for making a Bulk Upload/Modification request.

1. Download the Bulk Upload/Modification Template located on the OFCCP Contractor Portal Landing Page.
2. Complete and submit the Bulk Upload/Modification Template Excel file accordingly:
   - List all establishments or functional/business units that are required to create and maintain an Affirmative Action Program (AAP). Specifically, contractors that hold a contract of $50,000 or more and employ 50 or more employees must develop and maintain AAPs pursuant to the implementing regulations for Executive Order 11246 and Section 503 of the Rehabilitation Act of 1973. If a contractor has at least 50 employees and a contract of $150,000 or more, then it must also develop and maintain AAPs pursuant to the implementing regulations for Vietnam Era Veterans’ Readjustment Assistance Act of 1974. For more information, please see the OFCCP Jurisdiction Thresholds Infographic.
   - Email the completed Bulk Upload/Modification Template as an attachment to OFCCPAppsSupport@dol.gov. In the subject line enter “Bulk Upload/Modification Request”.
   - Attach to the email message, a letter on official company letterhead requesting a bulk upload/modification for the Contractor Portal and include name, title, email address and telephone number for a designated contact person.
3. OFCCP will respond with an email confirming receipt. Once the bulk upload/modification has been completed, OFCCP will send a second email confirming bulk upload/modification completion.
4. Register the Parent Company again using the “Identifiers Known Path.” See the OFCCP Contractor Portal User Guide, Section 3 “Registration & Records Update” for guidance. When completing the Headquarter/Company Number and Establishment/Unit Number fields, ensure the identifiers you enter into these fields match what you provided in the Bulk Upload/Modification Template for the Parent Company.
5. Once registered, click on the “Manage Establishment or Functional Business Units” tab to review the updated establishments or functional/business units.
   - Note: The list of establishments or functional/business units may show ones that were not listed on the Bulk Upload/Modification Template but were listed on your company’s 2018 EEO-1 report.
6. Close each establishment or functional/business unit which should not be listed under the Parent Company profile by setting the “Facility Status” from “Open” to “Close” on the “Establishment or Functional/Business Unit Records” tab.

Entering Data on the Bulk Upload/Modification Template

In the template, list each establishment or functional/business unit to be added or modified in the Contractor Portal. Below is a list of each column in the Excel template and instructions for entering data into that column. Before emailing the template, ensure that the data you enter into each column follows these guidelines in order for it to be processed by OFCCP. Please note that required columns are identified.

UNIT_NBR
1. Enter the EEO-1 Unit identifier.
2. Must be unique and match the identifier on your EEO-1 report. This identifier has six (6) or seven (7) characters of letters and/or numbers.
3. This field is required.

HDQ_NBR
1. Enter the EEO-1 Headquarter identifier.
2. The headquarter identifier (HDQ_NBR) you enter into this column must be different from the unit identifier (UNIT_NBR). This identifier has six (6) or seven (7) characters of letters and/or numbers.
3. Must match the EEO-1 identifier of the headquarter as it is currently in the system.
4. This field is required.

P_NAME
1. Enter the name of the Parent Company.
2. Enter data in all caps.
3. This field is required.

UNIT_NAME
1. Enter the name of the establishment or functional/business unit belonging to the Parent Company.
2. Enter data in all caps.
3. This field is required.

ADDR
1. Enter the street address of the establishment or Functional/Business Unit.
2. Enter data in all caps.
3. This field is required.

ADDR2
1. Enter additional address information such as the suite number or the PO Box of the establishment or functional/business unit to be uploaded.
2. Enter data in all caps.

CITY_NM
1. Enter the full name of the city the establishment or functional/business unit is located in.
2. Enter data in all caps.
3. This field is required.

**FIP2NM**
1. Enter the two (2) character abbreviation for the state where the establishment or functional/business unit is located.
2. Enter data in all caps.
3. This field is required.

**ZIP1**
1. Enter the five (5) digit zip code of the establishment or functional/business unit.
2. This field is required.

**TOTAL10**
1. Enter the employee headcount for the establishment or functional/business unit.
2. This field is required.

**DUNNSNBR**
1. Enter the Data Universal Numbering System (DUNS) number for the establishment or functional/business unit.
2. The DUNS number must be 9 digits long.
3. If you do not know the DUNS number, enter nine (9) zeros (e.g. 000000000).
4. This field is required.

**CONTACT_FIRST**
1. Enter the first name of the Point of Contact for the establishment or functional/business unit.
2. This field is required.

**CONTACT_LAST**
1. Input the last name of the Point of Contact for the establishment or functional/business unit.
2. This field is required.

**CONTACT_TITLE**
1. Input the title of the Point of Contact for the establishment or functional/business unit.
2. This field is required.

**CONTACT_EMAIL**
1. Enter the email of the Point of Contact for the establishment or functional/business unit.
2. Must be a valid email address
3. This field is required.

**NAC6**
1. Input the North American Industry Classification System (NAICS) code for the establishment or functional/business unit.
2. The NAICS code must be 6 digits long.
3. If you do not know the NAICS number, enter six (6) zeros (e.g. 000000).
4. This field is required.

**EIN**
1. Input the Employer Identification Number (EIN) for the establishment or functional/business unit.
2. The EIN must be 9 digits long.