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). For more information on which contractors are required to develop an AAP, 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 an 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 may show establishments or functional/business units 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 "Closed" 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
- Enter the establishment EEO-1 Unit identifier or FAAP ID Number.
  - The EEO-1 Unit identifier 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.
  - Contact your FAAP Manager to verify the FAAP ID Number. This number will begin with "FAAP."
- This field is required.

HDQ_NBR
- Enter the establishment EEO-1 Headquarter identifier, FAAP Parent HQ EEO-1 number, or Educational Institution IPEDS identifier as appropriate.
- 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.
- Must match the EEO-1 identifier of the headquarter as it is currently in the system.
- This field is required.

P_NAME
- Enter the name of the Parent Company or FAAP Company name as identified on your EEO-1 report.
- Enter data in all caps.
- This field is required.

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

ADDR
- Enter the street address of the establishment or street address for the FAAP Unit managing official.
- Enter data in all caps.
- This field is required.

ADDR2
- Enter additional address information such as the suite number or the PO Box of the establishment or that of the FAAP Unit managing official.
- Enter data in all caps.

CITY_NM
- Enter the full name of the city the establishment or city of the FAAP managing official.

- Enter data in all caps.
- This field is required.

FIP2NM

- Enter the two (2) character abbreviation of the state for the establishment or state of the FAAP managing official.
- Enter data in all caps.
- This field is required.

ZIP1

- Enter the five (5) digit ZIP Code of the establishment or FAAP managing official.
- This field is required.

TOTAL10

- Enter the employee headcount for the establishment or functional/business unit.
- This field is required.

DUNNSNBR

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

CONTACT_FIRST

- Enter the first name of the Point of Contact for the establishment or the first name of the FAAP primary corporate contact for the functional/business unit.
- This field is required.

CONTACT_LAST

- Input the last name of the Point of Contact for the establishment or the last name of the FAAP primary corporate contact for the functional/business unit.
- This field is required.

CONTACT_TITLE

- Input the title of the Point of Contact for the establishment or the title of the FAAP primary corporate contact for the functional/business unit.
- This field is required.

CONTACT_EMAIL

- Enter the email of the Point of Contact for the establishment or the email of the FAAP primary corporate contact for functional/business unit.
- Must be a valid email address.
- This field is required.

NAC6

- Input the North American Industry Classification System (NAICS) code for the establishment or functional/business unit.
- The NAICS code must be 6 digits long.
- If you do not know the NAICS number, enter six (6) zeros (e.g. 000000).

- This field is required.

EIN

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