AMS Domestic Hemp Production Program

Hemp eManagement Platform (HeMP) States and Tribes Bulk Upload of Producers Instructions

USDA **Agricultural Marketing Service**
U.S. DEPARTMENT OF AGRICULTURE

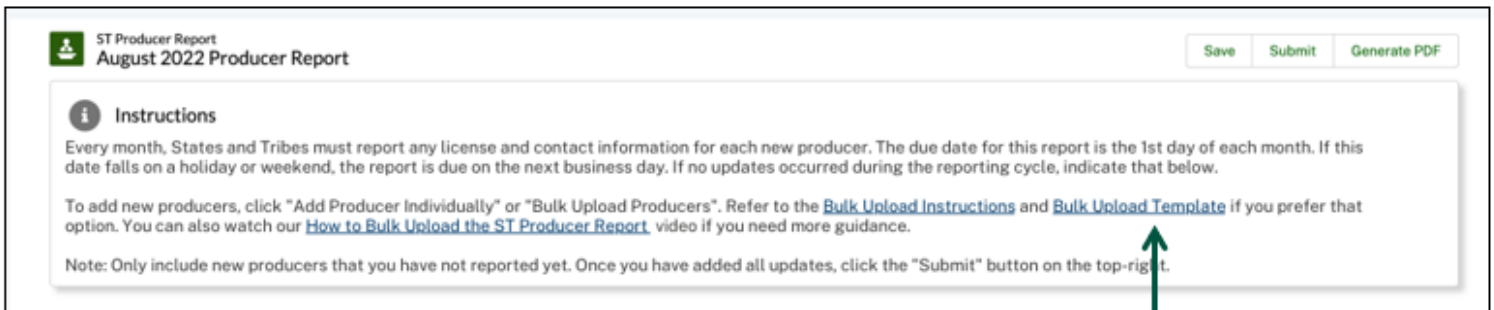# Instructions for Populating the Bulk Upload Template

Every month, States and Tribes must report any license and contact information for each new producer. The due date for this report is the 1st day of each month. If this date falls on a holiday or weekend, the report is due on the next business day.

States and Tribes can now easily provide this information to USDA by filling out the open tab in the "Bulk Upload" spreadsheet and upload it (.csv-version only) to the report submission page within HeMP. Once submitted, your report will be reviewed and verified by USDA.

The following instructions outline how to populate the excel template with producer information.

1. Once you are on the "Producer Report" page, **click** the "Bulk Upload Template" link to download a copy to your computer. **Save** the .csv file to your computer.

Note: Any file other than a .csv file will not be accepted for uploading. There is a maximum file size allotment of 2 MB or 2,000 rows.

2. **Review** the template field definitions for each column on the next page to ensure that you are entering the information in the correct format. The field definitions also contain tips on how to avoid errors in your submission.

Note: Reviewing these fields is an important step that will save you time when it it's time to upload your bulk producers to the "Producer Report" page.

Template field definitions:

Field Label	Field Descriptions	Instructions
Name of Licensee	The producer's full name or the name of the business entity that is licensed.	Include the full name of the producer or business entity as listed on their license.
License Number	The producer's license or authorization number as assigned by the State or Indian Tribe.	Use the producer's license or authorization number as assigned by the State or Tribe. • A license number must be between 1-20 characters; dashes and underscores are accepted. • E.g., 24_0001
EIN (If Applicable)	Employer Identification Number (Tax ID).	Fill in the producer's Employer Identification Number as issued by the Internal Revenue Service. This is for business entities only. **Do not** provide Social Security numbers. Leave this column blank if not applicable. • EIN must be in the format XX-XXXXXXX • E.g., 12-3456789
License Issue Date	Indicates the date when the license was provided.	Ensure that the format of the date is one of the following: • MM/DD/YYYY • YYYY-MM-DD

Template field definitions continued:

Field Label	Field Descriptions	Instructions
License Expiration Date	Indicates the date when the license is no longer valid.	Ensure that the format of the date is one of the following: • MM/DD/YYYY • YYYY-MM-DD
Email	The producer's email.	Fill in the producer's email and ensure that it is in the following format: • Email must be between 1-80 characters • Email must include @ character • E.g., example@example.com
Phone	The producer's primary contact number.	Fill in the producer's primary phone number and ensure it is in the following format: • Must be between 1-40 characters • Numbers, dashes, and parentheses, and spaces are accepted • "Ext:", "ext:", "Ext.", "ext.", "Ext", "ext", and "x" are accepted to denote extensions
License Status	Indicates the current status or standing of the license.	Fill in the current status or standing of the license. Must be an exact match to one of the following values: • Active • Suspended • Revoked • Inactive
On a Corrective Action Plan?	Indicates whether the producer is operating under a Corrective Action Plan as defined under 7 CFR Part 990.	Indicate whether the producer is operating under a Corrective Action Plan. Must be an exact match to one of the following values: • Yes • No

Template field definitions continued:

Field Label	Field Descriptions	Instructions
Street	The producer's primary shipping street.	Fill in the producer's primary street address and ensure it is in the following format: • Address must be between 1-100 characters; numbers and letters are accepted. • **No commas will be accepted**
City	The producer's primary shipping city.	Fill in the producer's primary city and ensure it is in the following format: • City must be between 1-50 characters; numbers and letters are accepted.
State	The producer's primary State or Territory.	Fill in the producer's primary State or Territory and ensure it is in the following format: • Must be exact State or Territory name. • No abbreviations
Zip Code	The producer's primary zip code.	Fill in the producer's primary zip code and ensure it is in the following format: • Zip code must be between 1-20 characters; numbers and dashes are accepted.

3. On the open tab (which will populate based on your titling of the document), **enter** information about a single producer on each row (e.g. if you have 11 producers to report, there should be 11 rows of information).

    Note: As you enter in your data, it is recommended you save the file to your computer to avoid losing any important information.

4. When you have completed your data entry, **click** "Save" on your file, and refer to the State and Tribe HeMP User Guide "Producer Bulk Upload Instructions" for specific details on how to upload your file and other relevant information.

You have now completed the process for populating your bulk upload template.