



# Cummins Product Registration Instructions

## Introduction

Cummins Product Registration is a website used to register Cummins engines. The information is used by Cummins to ensure that we are prepared to meet the service needs of our engines worldwide. Some information is used to meet the United States Environmental Protection Agency’s emissions compliance regulations. The contact information is used for campaign purposes, in case we ever need to reach the engine owner.

The web address of Product Registration is [prodreg.cummins.com](http://prodreg.cummins.com). The site can also be found from a link on [Cummins.com](http://Cummins.com).

To register Cummins Onan products (generators), go to [CumminsOnan.com](http://CumminsOnan.com). Hover over one of the four grey tabs, and then click “Register Your Product”.

For **warranty information**, please contact your local Cummins Distributor or Dealer. The following website can help you locate the nearest Service location.  
<http://www.cummins.com/cmi/changeRegionAction.do>

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 This section describes in detail how to populate the Excel template.

## Cummins Product Registration Part I. Web Form Instructions

To register an engine that you own, or to register on behalf of the engine owner, please fill out the form, completing all mandatory fields indicated by an asterisk (\*). If you agree to Cummins' Privacy Statement, click the checkbox, and then click "Submit".

A confirmation email will be sent to the email address that was entered into the registration form.

For assistance, click the "Contact Us" link at the bottom of the page to send an email to the system administrator.

### *Product Registration – Welcome Screen*

**Cummins Product Registration**
Log In | Create An Account | Help | Language SELECT

### Product Registration Form

[Log In To Upload Excel Spreadsheet](#)

Please register your Cummins engine to help ensure that the service network in your area is prepared to support your engine and provide the services you need. Contact your local Cummins Distributor for warranty information. Fields Marked (\*) are required

Contact Information	Product Information
First Name : * <input style="width: 90%;" type="text"/> Last Name : * <input style="width: 90%;" type="text"/> Company : <input style="width: 90%;" type="text"/> Address : * <input style="width: 90%;" type="text"/> Country : * <span style="border: 1px solid gray; padding: 2px;">SELECT</span> City : * <input style="width: 90%;" type="text"/> State/Province : * <input style="width: 90%;" type="text"/> Zip/Postal Code : * <input style="width: 90%;" type="text"/> Phone Number : * <input style="width: 90%;" type="text"/> E-Mail Address : * <input style="width: 90%;" type="text"/> Additional E-Mail Address for Copy of Confirmation : <input style="width: 90%;" type="text"/>	Engine Serial Number : * <input style="width: 90%;" type="text"/> <small>8 digit number</small> <a href="#">How to find your Engine Serial Number</a> Equipment Manufacturer : * <input style="width: 90%;" type="text"/> Vehicle Serial Number : * <input style="width: 90%;" type="text"/> Date of Purchase : * <input style="width: 90%;" type="text"/> New or Used Engine : * <span style="border: 1px solid gray; padding: 2px;">SELECT</span> <input type="checkbox"/> I agree to <a href="#">Cummins Privacy Statement</a> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> </div>

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## Cummins Product Registration

## Part II. Excel Upload Instructions

The Excel Upload option is intended for customers who will regularly be registering many engines, such as distributors, dealers, or original equipment manufacturers (OEMs).

In this process, the customer enters engine and customer data into our template and then uploads it to the Product Registration website.

### Requesting Access

#### Non-Cummins Employee Users

Users who would like to use the Excel Upload feature but who are not Cummins employees must first follow this link to request a Cummins World Wide ID (wwid) and password.

<https://userreg-prd.cummins.com/userreg/controller.jsp?action=add>

To begin, go to [prodreg.cummins.com](http://prodreg.cummins.com). Click “Create An Account” on the top menu.

#### Product Registration – Welcome Screen

Log In **Create An Account** Help | Language SELECT

**Cummins Product Registration**

**Product Registration Form** [Log In To Upload Excel SpreadSheet](#)

Please register your Cummins engine to help ensure that the service network in your area is prepared to support your engine and provide the services you need. Contact your local Cummins Distributor for warranty information. Fields Marked (\*) are required

**Contact Information** **Product Information**

Log in with your Cummins wwid and password. Confirm your credentials. When you have finished, an administrator will be notified and you will receive a confirmation email informing you when your request for access has been approved.

## Registering Engines using the Excel Upload Feature

1. Navigate to prodreg.cummins.com and log into the application using your Cummins wwid and password.

### Product Registration – Welcome Screen

[Log In](#) | [Create An Account](#) | [Help](#) | [Language](#) SELECT

# Cummins Product Registration

## Product Registration Form

[Log In To Upload Excel Spreadsheet](#)

Please register your Cummins engine to help ensure that the service network in your area is prepared to support your engine and provide the services you need. Contact your local Cummins Distributor for warranty information. Fields Marked (\*) are required

Contact Information	Product Information
First Name : *	Engine Serial Number : *
Last Name : *	8 digit number <a href="#">How to find your Engine Serial Number</a>
Company :	Equipment Manufacturer : *
Address : *	Vehicle Serial Number : *
Country : * SELECT	Date of Purchase : *
City : *	New or Used Engine : * SELECT
State/Province : *	<input type="checkbox"/> I agree to <a href="#">Cummins Privacy Statement</a>
Zip/Postal Code : *	<input type="button" value="Submit"/> <input type="button" value="Reset"/>
Phone Number : *	
E-Mail Address : *	
Additional E-Mail Address for Copy of Confirmation :	

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2. Follow the three steps on the website
  - a. Click “spreadsheet template” to download the Excel spreadsheet template
  - b. Enter information into the spreadsheet; save and close the spreadsheet
  - c. Click “Browse” to find the file to be uploaded on your hard drive

Click the checkbox to agree to Cummins’ Privacy Statement

Click “Upload” to upload the Excel spreadsheet

### Excel Upload Screen

Welcome Catherine | Sign Out | Contact Us | Help

**Cummins Product Registration**

Upload Excel

**Excel Upload Page** [Fill out Registration Form instead](#)

1. **Download the Excel sheet template**  
 Use the [spreadsheet template](#) to upload multiple engines at once.
2. **Add the engine data to the spreadsheet template**  
 Remember to save and close the file when all information is complete.
3. **Select the excel file to be uploaded**  
 File:   

When the file is uploaded all the engines data is automatically uploaded.

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An automatically generated confirmation email will be sent to the user’s email address.

Review the registration submissions on the Session Upload Log.

If there are no invalid records, then nothing further is needed.

If there are any invalid records, proceed to the next step.

- Review any Upload Errors. Click "Export to Excel" to download a template containing the invalid records. Make any necessary corrections to this template and repeat the upload process.

*Excel Upload Screen with Invalid Records*

Welcome Catherine | [Sign Out](#) | [Contact Us](#) | [Help](#)
Cummins Product Registration

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**Upload Excel**

## Excel Upload Page

[Fill out Registration Form instead](#)

- Download the Excel sheet template**  
 Use the [spreadsheet template](#) to upload multiple engines at once.
- Add the engine data to the spreadsheet template**  
 Remember to save and close the file when all information is complete.
- Select the excel file to be uploaded**  
 File:     
 When the file is uploaded, all engine data is automatically validated.  
 I agree to [Cummins Privacy Statement](#)

Session Upload Log

Upload Errors

Successful Uploads

Error	Equip Serial Number	ESN	Ship To Name1	Ship To Address1	Ship To City	State/Province	Zip	Ship To Country	Greenhouse Gas Application Type	DPF or TWC	Clean IdleSticker SN	SCR	SwitchBack Assembly
Missing mandatory fields		12345678	Tom Linebarger		Columbus	IN	47201	United States	Not Applicable				

Export To Excel

Items Per Page:

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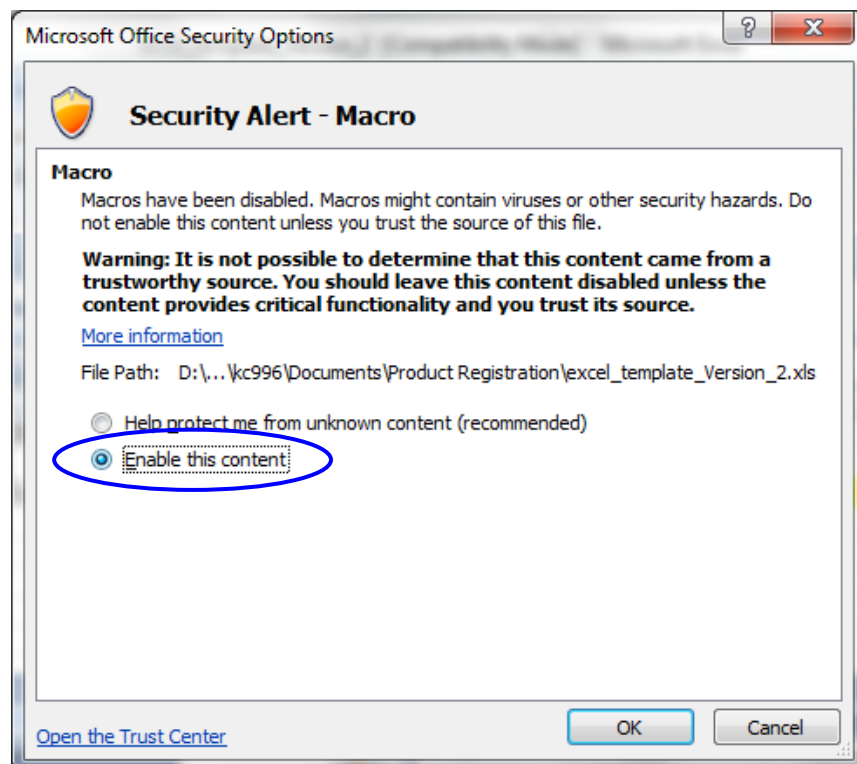
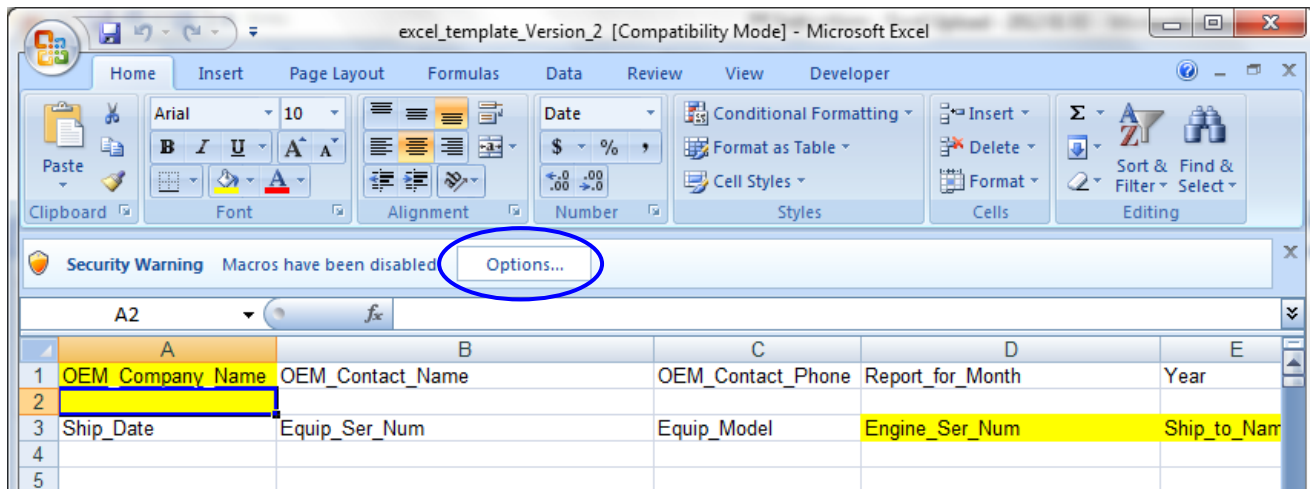
## Cummins Product Registration

## Part III. Excel Template Instructions

After downloading the Excel template from the Product Registration website, follow these steps to populate the template with registration information.

1. Enable macros – this will cause Excel to make some format changes for you so that it will upload properly.

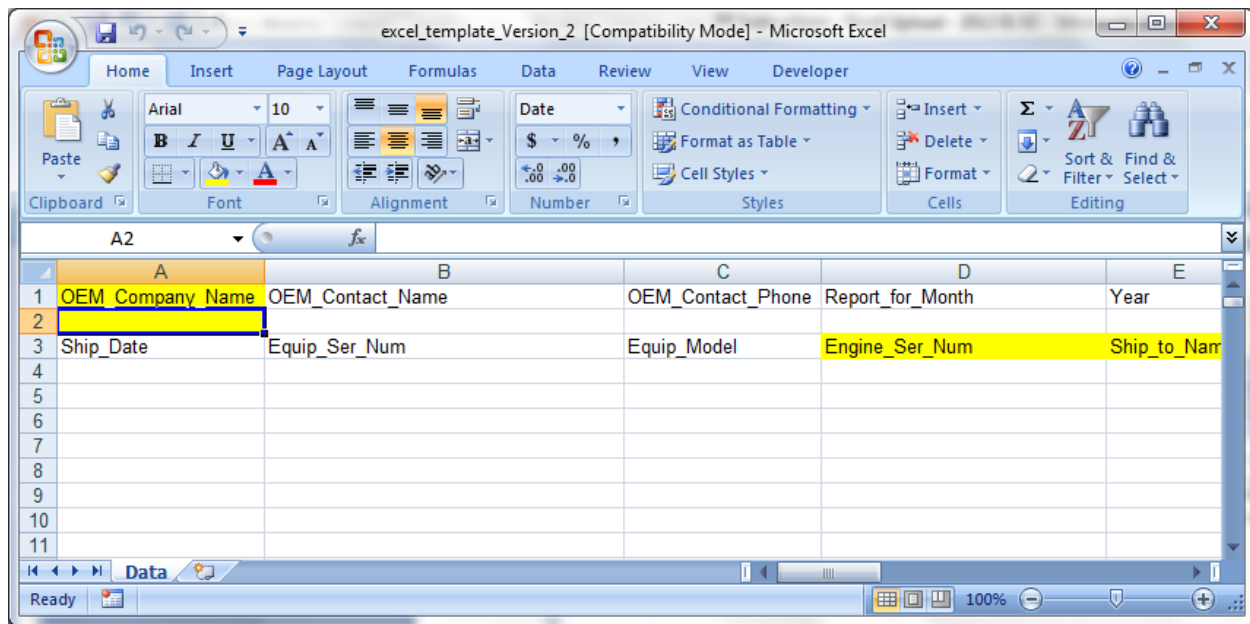
Click “Options...”, and then enable the content.



## 2. Fill out the spreadsheet.

The highlighted fields are required.

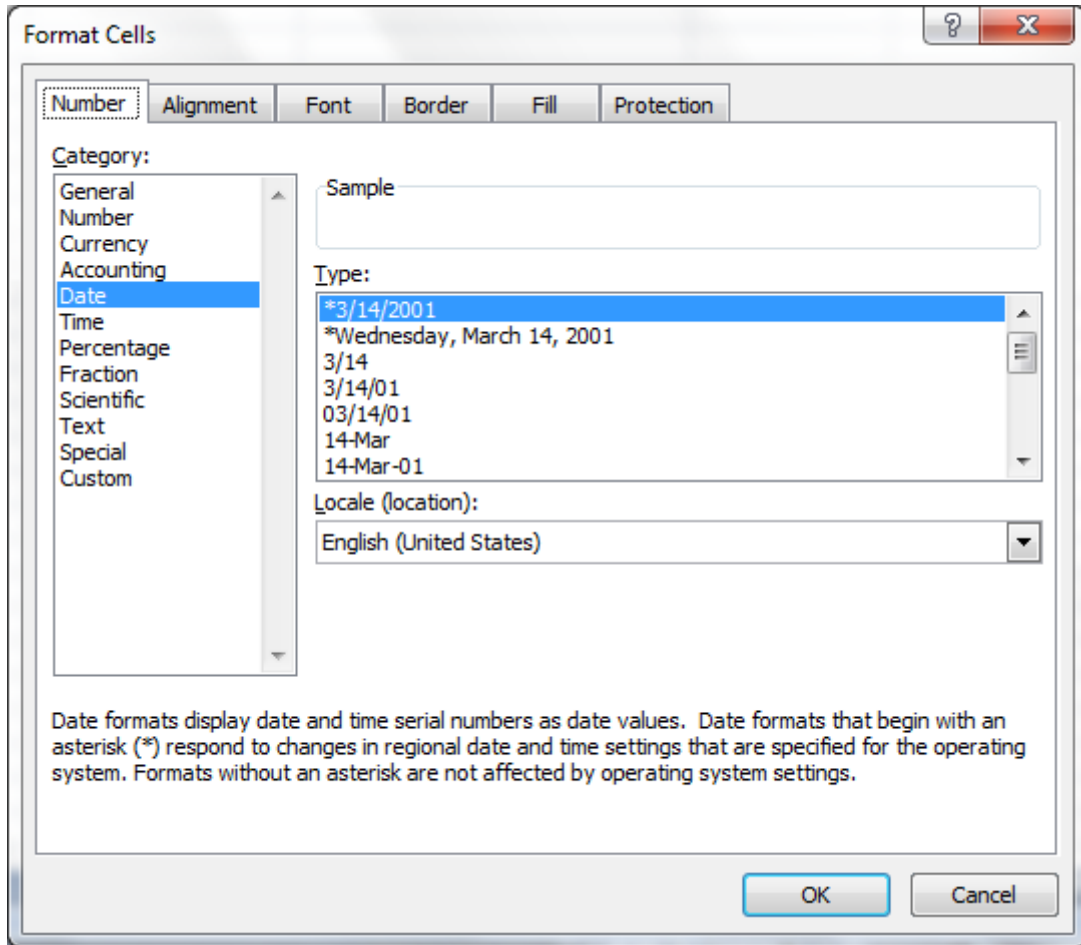
- OEM\_Company\_Name
- OEM\_Customer\_Name
- Engine\_Ser\_Number
- Ship\_to\_Name1
- Ship\_to\_Addr1
- Ship\_to\_City
- State\_Province
- Zip
- Country
- Greenhouse Gas Application Type



### Tips

- The system cannot load more than 1000 records at once.
- Zip codes that begin with a zero need to be preceded by an apostrophe.
  - For example, for zip code 02108, enter '02108.
- Canadian zip codes should be entered in the format "A1A 1A1".
- For addresses outside of the USA and Canada that do not have zip codes, enter "NA" in the zip code field.
- The spreadsheet must be saved in the MS Excel 97-2003 version. (.xls, not .xlsx)
- Do not edit the Excel document. (e.g. delete columns, change column names)
- The date format should be "\*3/14/2001", as shown in the screen shot below.



*Correct Date Format for Column A.*

If you have any questions about this process, please send an email to [product.registraion@cummins.com](mailto:product.registraion@cummins.com).

## APPENDIX A: Excel Template

This appendix describes the columns in the Excel Template used to upload Product Registration data.

Column Letter and Title	Description
Header:	
OEM_Company_Name	Name of equipment manufacturer who installed the engine
OEM_Contact_Name	Name of person responsible for product registration at the OEM
OEM_Contact_Phone	Phone number of OEM Contact Name
Report_for_Month	Use this field to note the production month the data represents. If the data is from multiple months, use the ending month in this field
Year	Production year
OEM_Customer_Code	Code assigned by Cummins
<b>Version: 2.0</b>	The version of the Excel template
A Ship_Date	Date which engine was shipped from OEM factory to first point of retail sale
B Equip_Ser_Num	Equipment serial number assigned by the OEM
C Equip Model	OEM model designation distinguishing equipment
D Engine_Ser_Num	Individual designation of engine assigned by Cummins Inc. (8 digit number)
E Ship_to_Name1	Name of OEM, Dealer, or End User receiving engine
F Ship_to_Name2	Secondary line for further details of OEM, Dealer, or End User receiving engine
G Ship_to_Addr1	Address of Ship To Name (such as street name and number)
H Ship_to_Addr2	Secondary address of Ship To Name (such as suite/apartment/etc.)
I Ship_to_City	City of Ship To Name and Address
J State_Province	See AEB 191.32: First Point of Sale requires two letter codes
K Zip	Zip code where engine is shipped
L Country	See AEB 191.32: Country where engine is shipped
M Greenhouse Gas Application Type	Type of vehicle in which an engine has been installed. For any EPA-certified Model Year 2013 and newer On-Highway engines, the OEM must indicate whether the engine was installed in a Tractor or Vocational application. For all other engines, select Not Applicable. Reference AEB 191.32.
N Pre-assembled DPF/SCR Unit	See AEB 191.25: A tracked, serialized Diesel Particulate

SN	Filter unique identifying number (11 digit number)
O Clean_Idle_Sticker_SN	This is a tracked, serial number of the label for California Air Resource Board (8 or 11 digit number)
P SCR SN	See AEB 191.25: A tracked, serial number for the Selective Catalytic Reduction unit. (11 digit number)
Q Pre-assembled DPF/SCR Unit SN	See AEB 191.25: DPF and SCR are pre-assembled by CES into a configuration (i.e., switchback) which has a separate top level assembly serial number than the DPF and SCRs as separate product.
R Engine_Location_Same_as_Shipping_Location	Put X here if same as shipping location.
S Eng_Loc_Addr1	Address if different from Column G and H Ship_to_Addr1/2 (where engine owner may be in different location than engine such as a boat slipped in a marina in one city/country but the owner lives in another city/country)
T Eng_Loc_Addr2	See R above
U Eng_Loc_City	City if different from Column I Ship_to_City
V Eng_Loc_State_Province	State/Province if different from Column J Ship_to_State/Province
W Eng_Loc_Zip	Zip code if different from Column K Zip
X Eng_Loc_Country	Country if different from Column L Country