



How to use Application Forms

Sony Computer Entertainment Inc.



Sony Computer Entertainment Inc.

SCEI Confidential & Proprietary.

About This Document

🏠 *Please read this document when you fill-in the following Application Forms.*

- *Non-Commerce Item Rating Request Form*
- *Commerce Item Store ID & Rating Request Form*
- *Scene Entitlement Object Request Form*
- *SCE QA Request Form*



Basic Information

Before you use the forms(1)

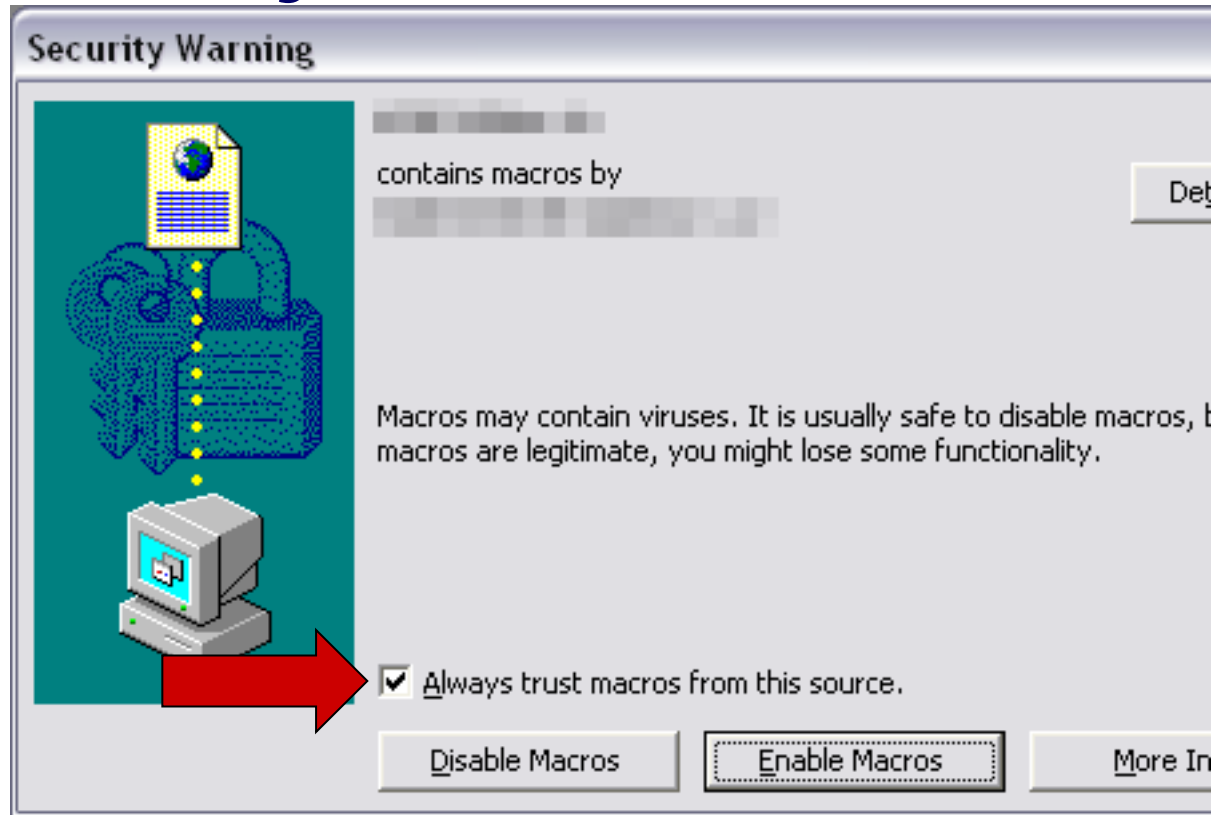
- Double click “SCEI PS Home Submission Forms Certification2.cer” (*) and install the digital certificate.



(*) Because of the network domain change in SCEI, the digital certification file which has been used until ver. 1.65 became invalid. Please make sure to import a new certification.

Before you use the forms(2) Office2003

- When you open a form, the following Dialog Box will appear. Please choose "Always trust macros from this source." check box, and press "Enable Macros" so that you can start using the macro installed in the forms.



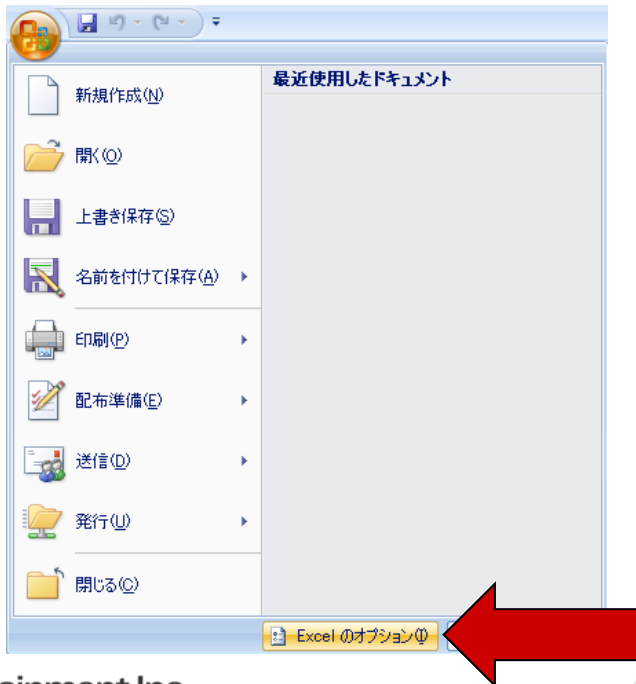
* If your Macro Security Level is set to "Highest," any Macro cannot be run.

Before you use the forms(3) Office2007/Office2010

Office2007 has higher security policy, and the macro might not work even if you installed the certification. Please follow the following steps.

1. Place forms to your work place
2. Office2007: Select Office Button > EXCEL Options
Office2010: Select File > Option

Office2007

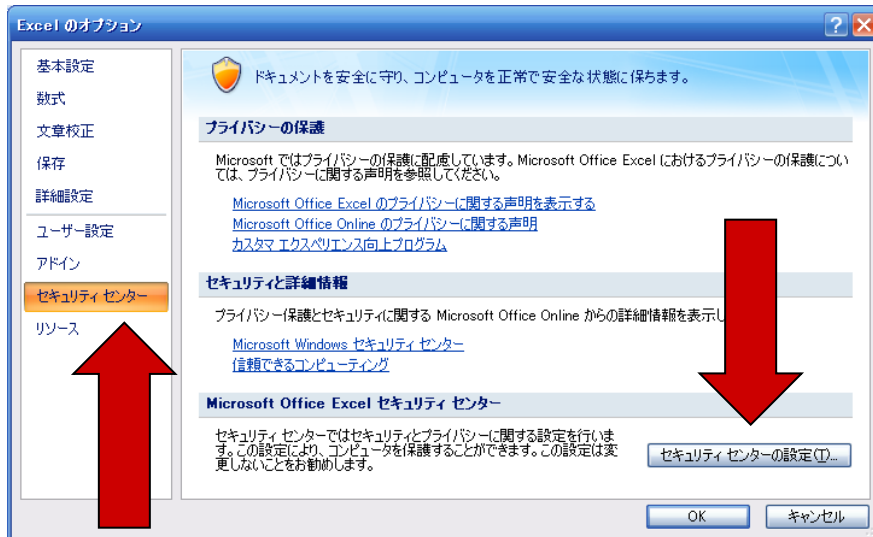


Office2010

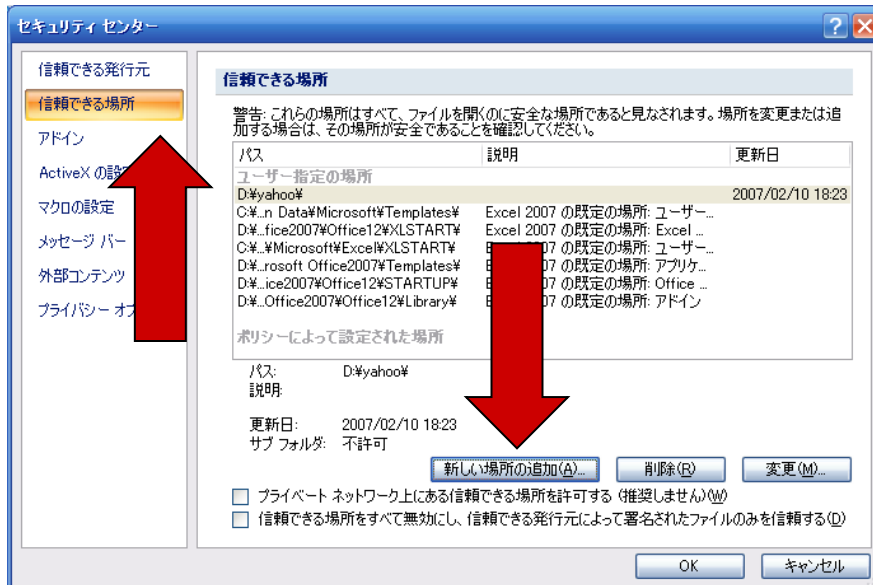


Before you use the forms(4) Office2007/Office2010

3. Select "Trust Center" > "Trust Center Settings"



4. Select "Trusted Locations"
5. Select "Add New Location," and add a folder you have placed the forms.



	I	T	A	B	C	M	N
	1					Male Clothing ->	
Green	2				CQA Upload Request		
	3				Comment (option)		
	4				Commerce Point XML File Names		
	5				Banded with Sold with		
	6				Released region		
	7				Object ID Scene Name	00000000-00000000-00000000-00000000	
Yellow	8				Submission Number		
	9				Object Version	1	
	10				Type	Object	
					Category	Tors	
					Gender	Male	
					Thumbnail		
	13						
	14				German (de-DE)	Kapuzenpulli	
	15				English (en-GB)	Grey hooded top	
	16				English (en-SG)	Grey hooded top	
	17				English (en-US)	Grey hooded top	
	18				Spanish (es-ES)	Jersey con capucha	
	19				Friench (fr-FR)	Haut à capuche gris	
	20				Ritarian (it-IT)	Felpa con cappuccio grigia	
	21				Japanese (ja-JP)	パーカー(グレー)	
	22				Korean (ko-KR)	파자(외투)	
					Traditional Chinese (zh-HK)	連帽外套(灰)	
					Traditional Chinese (zh-TW)	連帽上衣(灰)	
				German (de-DE)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]		
				English (en-GB)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]		
				English (en-SG)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]		
				English (en-US)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]		
				Spanish (es-ES)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]		
				Friench (fr-FR)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]		

- NOXI

File Name Convention

- ⬢ *There have been a case that a submitted forms are rolled back to an old version, and registering your data takes more than necessary time.*
- ⬢ *To improve the file version control, we request you to apply the following file name convention.*

(Release yymmdd)File Type Version(project)(Company yymmdd).xls

Release yymmdd: Release date of this contents

File Type: Type of a form

Version: Version of a form

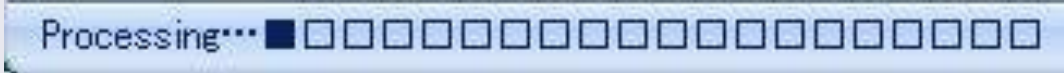
project: Project name of the content

Company yymmdd: Company name who edited the file lastly, and updated date

e.g.

(Release 11/02/14) SCE QA Request Form ver1.40(Valentine Day)(SCEJ 10/12/22).xls

Macro Version History(1)

Version	Description
1.3.5	Original Version
1.3.6	New Functions -Columns are grouped category by category. -Rating for a country/region whose rating value is not input but implied (like “All”) will be displayed. (It was “n/a” before.) -Status message which tells you the progress of loading files will be displayed at the left bottom of the window.  Improved Functions -Now you can skip problematic objects (like whose file doesn't exist), and continue loading rest of files. -Cell color of Default Language in Names and Descriptions will be indicated. -Cell color of Names and Descriptions whose tests are not input and will be the one of default language will be indicated. The text of default language will be also copied. Bug Fixing - Fixed a bug that you could not input minimum age 0 for SCEA region.
1.4.0	Bug Fixing - Fixed a bug that there was a case that loading zip file never ends. - Fixed a bug that the macro doesn't work on 64bit Windows.

Macro Version History(2)

Version	Description
1.5.0	Fixed a bug, you cannot load images in Office 2010. Added Australia's new rating board, ACB.
1.65-2	Fixed a bug that forms could not load thumbnails of Active Mini-Games. In addition, category name of Active Items "(Furniture Category)/ Active)" (e.g. Cube/ Active) or "Mini Game/ Active."



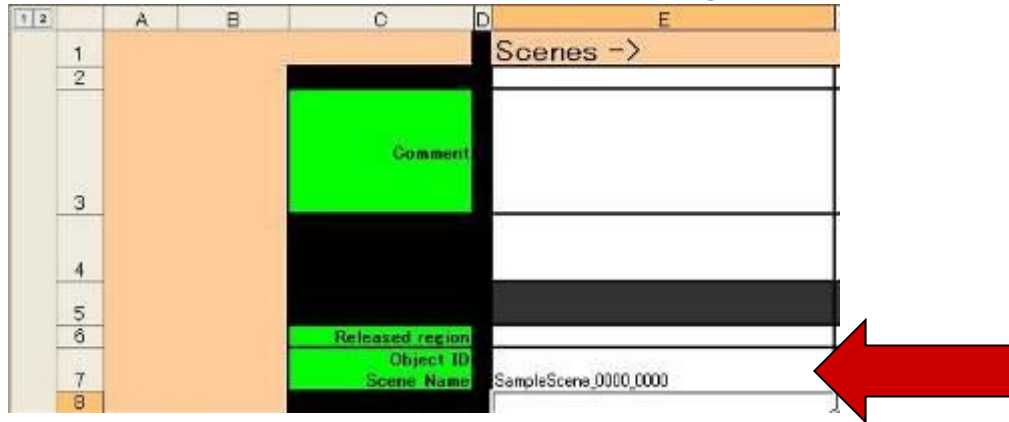
Non-Commerce Item Rating Request Form

Step 1/6 Open an EXCEL file

- 1. In your PC, you must have .sdc file or .odc file which you edited in Scene Editor or Object Editor.*
- 2. Open a "Non-Commerce Item Rating Request Form" with "Macro On"*

Step 2/6 Load a odc/sdc file

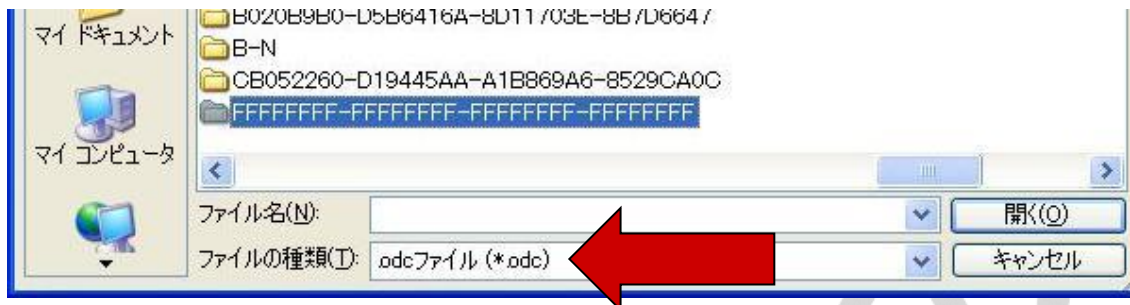
1. Fill-in Scene Name or Object ID first



2. Press the "Import Catalogue Info" Icon



3. Select "odc file (*.odc)" or "sdc file (*.sdc)" in File Type of File Open Dialog, and select a odc/sdc file for this Object ID or Scene Name.



Step 3/6 Confirm the Loaded Data

	A	B	C	M	N
1				Male Clothing ->	
2			CQA Upload Request		
3					
4					
5					
6					
7			Scene Name	00000000-00000000	000-00000000
8			Submission Number		
9			Object Version	1	
10			Type	Object	
11			Category	Tors	
12			Gender	Male	
13			Thumbnail		
14			German (de-DE)	Kapuzenpulli	
15			English (en-GB)	Grey hooded top	
16			English (en-SG)	Grey hooded top	
17			English (en-US)	Grey hooded top	
18			Spanish (es-ES)	Jersey con capucha	
19			French (fr-FR)	Haut à capuche gris	
20			Italian (it-IT)	Felpa con cappuccio grigia	
21			Japanese (ja-JP)	ハイカー(グレー)	
22			Korean (ko-KR)	파카(회색)	
23			Traditional Chinese (zh-HK)	連帽外套(灰)	
24			Traditional Chinese (zh-TW)	連帽上衣(灰)	
25			German (de-DE)	aaaaaaaaabbbbbbbccccccccddddd	
26			English (en-GB)	aaaaaaaaabbbbbbbccccccccddddd	
27			English (en-SG)	aaaaaaaaabbbbbbbccccccccddddd	
28			English (en-US)	aaaaaaaaabbbbbbbccccccccddddd	
29			Spanish (es-ES)	aaaaaaaaabbbbbbbccccccccddddd	
30			French (fr-FR)	aaaaaaaaabbbbbbbccccccccddddd	

Item Name

Item Short Description

Company Info CQA Request Form / Example / Admin (Do not edit) / Settings (Do not edit)

Automatically filled-in from a odc/sdc file

1. You will see a message when the import is finished.
2. The macro automatically fill-in Yellow Fields if value exists.
 - The macro loads a small thumbnail, too.
3. Please check if your assets has proper information like localized text for a region you want to submit.

Step 4/6 Fill-in Green Field Header

1	2	A	B	C	D	E
	1					Scenes ->
	2					
	3			Comment		
	4					
	5					
	6			Released region	SCEA, SCEJ, SCEAsia, SOEE	
	7			Object ID		
	8			Scene Name	SampleScene 0000 0000	

Fill in here.

For the detailed information, please see an example in the EXCEL document.



Scenes ->
aaaaa
SCEE, SCEJ, SCEAsia
SCE Sample Scene 1234 4567
Scene Public Lobby


Scene Nameを入力し、「カタログ情報のインポート」ボタンを押してください。マクロが黄色のフィールドを自動入力します。

Scene Typeを手動でリストから選んで下さい。

Note: When you input Scene data, please manually select Scene Type in category field. The cell is colored in Green.

Step 5/6 Submit to SCE

1. Fill in "Company Info" Tab.

	A	B	C
1	Non-Shop Item Rating Request Form		
2			
3	Company Name		
4	Division		
5	Name		
6	Phone No.		
7	e-mail Address		
8	PIC in SCE		
9			

2. Send the document to regional SCE

- You don't have to submit Thumbnail files

Step 6/6 SCE fills-in Blue Fields

1. *SCE rates your Scenes and Objects, and fills in Blue Fields.*

+	86				
+	138	Ratings		SCEA	SCEA
.	139			Rating Board	None
.	140			Rating	Leave Empty
.	141		Canada	Min Age	3
.	142			Parental Lock Level	2
.	143			Descriptor	Leave Empty
.	144			Rating Board	None
.	145		USA	Rating	Leave Empty
.	146			Min Age	3
.	147			Parental Lock Level	2
.	148			Descriptor	Leave Empty

2. *SCE returns the updated document*
3. *Input the rating metadata to your data using the Object/Scene Editor.*



Commerce Item Store ID & Rating Request Form

Step 1/7 Open an EXCEL file

- 1. In your PC, you must have .odc file which you edited in Object Editor.*
- 2. Open a "Commerce Item Store ID & Rating Request Form" with "Macro On"*

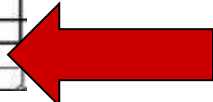
Step 2/7 Load a odc file

1. Fill-in Object ID first

	A	B	C	D	E
1					Male Clothing ->
2					
3					
4					
5					
6					
7					
8					

Comment

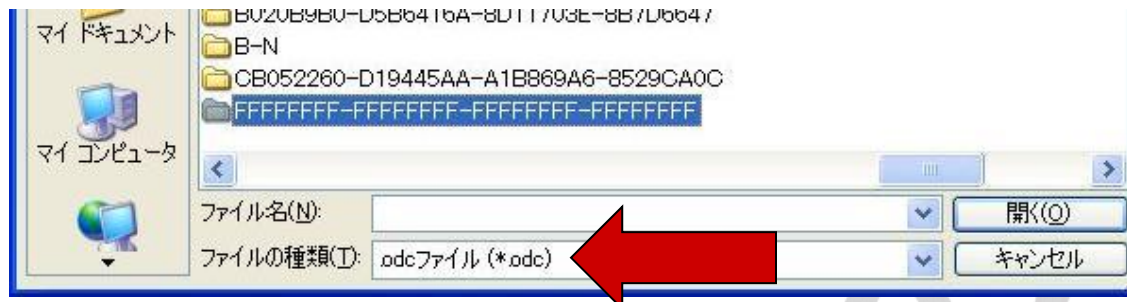
Bundled with
Sold with
Released region
Object ID 00000000-00000000-00000000-00000000



2. Press the "Import Catalogue Info" Icon



3. Select "odc file (*.odc)" in File Type of File Open Dialog, and select a odc file for this Object ID.



Step 3/7 Confirm the Loaded Data

	1	2	A	B	C	M	N
	1					Male Clothing ->	
	2				CQA Upload Request		
	3						
	4						
	5						
	6						
	7				Scene Name	00000000-00000000-00000000-00000000	
	8				Submission Number		
	9				Object Version	1	
	10				Type	Object	
	11				Category	Tors	
	12				Gender	Male	
	13				Thumbnail		
	14				German (de-DE)	Kapuzenpulli	
	15				English (en-GB)	Grey hooded top	
	16				English (en-SG)	Grey hooded top	
	17				English (en-US)	Grey hooded top	
	18				Spanish (es-ES)	Jersey con capucha	
	19				Friench (fr-FR)	Haut à capuche gris	
	20				Italian (it-IT)	Felpa con cappuccio grigia	
	21				Japanese (ja-JP)	パーカー(グレー)	
	22				Korean (ko-KR)	파카(회색)	
	23				Traditional Chinese (zh-HK)	連帽外衣(灰)	
	24				Chinese (zh-TW)	連帽上衣(灰)	
	25				German (de-DE)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]	
	26				English (en-GB)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]	
	27				English (en-SG)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]	
	28				English (en-US)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]	
	29				Spanish (es-ES)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]	
	30				Friench (fr-FR)	aaaaaaaaabbbbbbbbbbcccccccccddddddddd [#Legal]	

1. *You will see a message when the import is finished.*
2. *The macro automatically fill-in Yellow Fields if value exists.*
 - *The macro loads a small thumbnail, too.*
3. *Please check if your assets has proper information like localized text for a region you want to submit.*

Step 4/7 Fill-in Green Header and Price Info

	A	B	C	D	E
1				Male Clothing ->	
2					
3		Green ライセンス様 が入力してく		Comment	aaaaa
4		Yellow マクロにより 自動で入力			
5			Bundled Object IDs		
6			Target region	SCEA, SC EE, SCEJ	
7		Blue SCEが入力	Object ID	11111111-22222222-33333333-44444445	
8					

Fill in here.

For the detailed information, please see an example in the EXCEL document.

Note: Please list all Object IDs which will be bundled with a dummy object in "Bundled Object IDs" field of the dummy object.

	Prices	SCEA	SCEA
63			
64	Number of tickets (If Consumable)	5	
65	Days to Rent (If Rental)		
66	Canada (CAD)	Suggested Retail Price with tax	1.00
67		Wholesale Price without tax	0.75
68	USA (USD)	Suggested Retail Price with tax	1.00
69		Wholesale Price without tax	0.75
70		SCEJ	SCEJ
71	Number of tickets (If Consumable)	5	
72	Days to Rent (If Rental)		
73	Japan (JPY)	Suggested Retail Price with tax	1.00
74		Wholesale Price without tax	0.75

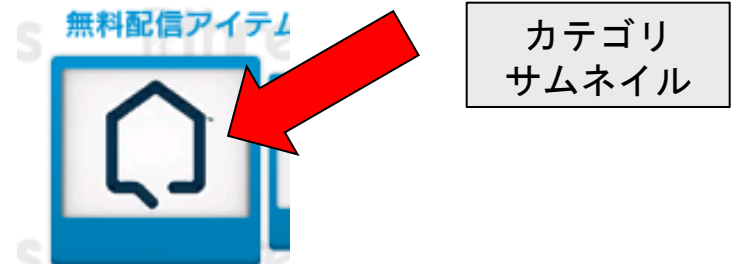
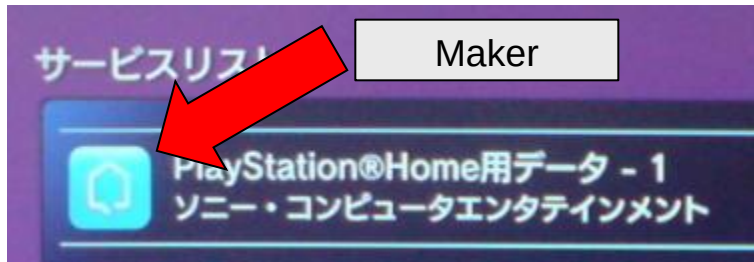
Fill in Prices, too.

If consumable item, please write the number of tickets.

If rental item, please write days to be rented.

Step 5/7 Submit to SCE

1. Fill in “Company Info” Tab.
2. Send the document to regional SCE
 - You **must submit Maker logo and Market Place Category thumbnail files** so that they will be registered in a PS Store.



🏠 128x128 pixel PNG files used when you created assets are needed in a zip file of the following structure

- Root folder
 - Maker.png
 - Your Company's Logo.
 - Marketplace.dds
 - This will be used as a “category icon” for your company/game title in the Store GUI.

Step 6/7 SCE fills-in Blue Fields

1. SCE rates your Objects, and fills in Rating Fields.

86				
138	Ratings		SCEA	SCEA
139			Rating Board	None
140			Rating	Leave Empty
141		Canada	Min Age	3
142			Parental Lock Level	2
143			Descriptor	Leave Empty
144			Rating Board	None
145			Rating	Leave Empty
146		USA	Min Age	3
147			Parental Lock Level	2
148			Descriptor	Leave Empty

2. SCE registers your object into PS Store System, and fills in PMT ID Fields.

47			Category ID	Category ID
48			SCEA	AAAAAA-AAAAAAAAAA-AA
49			SCEE	BBBBBB-BBBBBBBBBB-BB
50			SCEJ	CCCCCC-CCCCCCCC-CC
51			SCEAsia	DDDDDD-DDDDDDDDDD-DD
52			Entitlement ID	Entitlement ID
53			SCEA	AAAAAA-AAAAAAAAAA-AA
54			SCEE	BBBBBB-BBBBBBBBBB-BB
55			SCEJ	CCCCCC-CCCCCCCC-CC
56			SCEAsia	DDDDDD-DDDDDDDDDD-DD
57			Product ID	Product ID
58			SCEA	AAAAAA-AAAAAAAAAA-AA- AAAAAAAAAAAAAAAA
59			SCEE	BBBBBB-BBBBBBBBBB-BB- BBBBBBBBBBBBBBBB
60			SCEJ	CCCCCC-CCCCCCCC-CC- CCCCCCCCCCCCCCCC
61			SCEAsia	DDDDDD-DDDDDDDDDD-DD- DDDDDDDDDDDDDDDD

Step 7/7 SCE returns the document

1. *SCE returns the updated document*
2. *Input the rating and PMT IDs to your data using the Object Editor.*



Scene Entitlement Object Request Form

Step 1/6 Open an EXCEL file

1. Open the Excel file.

- *This case, you don't have a specific object data at this moment, since only SCE can create the Scene Entitlement Object.*
- *Therefore, no macro to load a file exists in this document.*

Step 2/6 Fill-in Green Fields

1	2	A	B	C	D	E
	1					Scene Entitlements ->
	2					SampleSceneName_0000_0000
	3			Scene Name		
	4					
	5					
	6			Released region	SCEE, SCEJ, SCEAsia	
	7			Object ID	11111111-22222222-33333333-44444444	
	8					
	9					
	10					
	11					
	12					
	13			Thumbnail File Names	Large.png Small.png Maker.png	

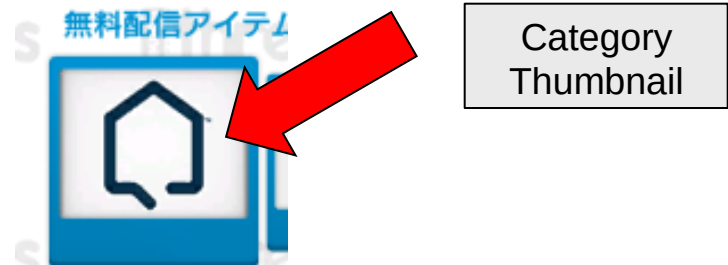
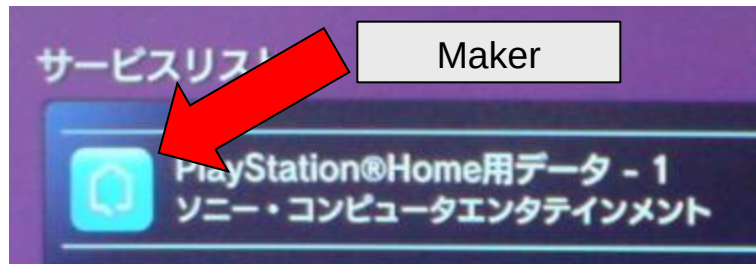
There are relatively many additional places you have to fill in compared with other documents.

- Scene Name
- Thumbnail file names
 - Large
 - Small
 - Maker
- Scene Display Name
- Scene Description
- Company Name

For the detailed information, please see an example in the EXCEL document.

Step 3/6 Submit to SCE

1. Fill in “Company Info” Tab.
2. Send the document to regional SCE
 - You **must submit small, large, maker, and Market Place category thumbnail files** so that they will be registered in a Object data and PS Store.



⚡ Small (128x128 pixel), Large (320x176 pixels), and Maker (128x128 pixels) PNG files used when you created assets are needed in a zip file of the following structure

- Root folder
 - Scenes Folder
 - .png file
 - Maker.png
 - Your Company's Logo.
 - Marketplace.dds
 - This will be used as a “category icon” for your company/game title in the Store GUI.

Step 4/6 SCE fills-in Blue Fields

1. SCE rates your Scenes and Objects, and fills in Rating Fields.

86			
138	Ratings	SCEA	SCEA
139		Rating Board	None
140		Rating	Leave Empty
141		Min Age	3
142		Parental Lock Level	2
143		Descriptor	Leave Empty
144		Rating Board	None
145		Rating	Leave Empty
146		Min Age	3
147		Parental Lock Level	2
148		Descriptor	Leave Empty

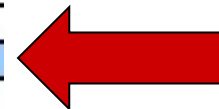
2. SCE registers your object into PS Store System, and fills in PMT ID Fields.

47		Category ID	Category ID
48		SCEA	AAAAAA-AAAAAAAAAA-AA
49		SCEE	BBBBBB-BBBBBBBBBB-BB
50		SCEJ	CCCCCC-CCCCCCCC-CC
51		SCEAsia	DDDDDD-DDDDDDDD-DD
52		Entitlement ID	Entitlement ID
53		SCEA	AAAAAA-AAAAAAAAAA-AA
54		SCEE	BBBBBB-BBBBBBBBBB-BB
55		SCEJ	CCCCCC-CCCCCCCC-CC
56		SCEAsia	DDDDDD-DDDDDDDD-DD
57		Product ID	Product ID
58		SCEA	AAAAAA-AAAAAAAAAA-AA- AAAAAAAAAAAAAAAA
59		SCEE	BBBBBB-BBBBBBBBBB-BB- BBBBBBBBBBBBBBBB
60		SCEJ	CCCCCC-CCCCCCCC-CC- CCCCCCCCCCCCCCCC
61		SCEAsia	DDDDDD-DDDDDDDDDD-DD- DDDDDDDDDDDDDDDD

Step 5/6 SCE creates a Scene Entitlement Object

1. SCE will create a Zip file of a Scene Entitlement Object you requested.
2. SCE will fill-in a Object ID field.

1	2	A	B	C	D	E
	1					Scene Entitlements ->
	2					
				Scene Name		SampleSceneName_0000_0000
	3					
	4					
	5					
	6			Released region		SCEE, SCEJ, SCEAsia
	7			Object ID		11111111-22222222-33333333-44444444
	8					
	9					



Step 6/6 SCE returns the document

1. *SCE returns the updated document and the created Zip file*
2. *Please submit the object to CDS for your testing.*





SCE QA Request Form

Step 1/6 Open an EXCEL file

- 1. Gather Zip files you submitted to CDS in 1 folder*
- 2. Open a "SCE QA Request Form" with "Macro On"*

Step 2/6 Load a Zip file

1. Fill-in Scene Name or Object ID first

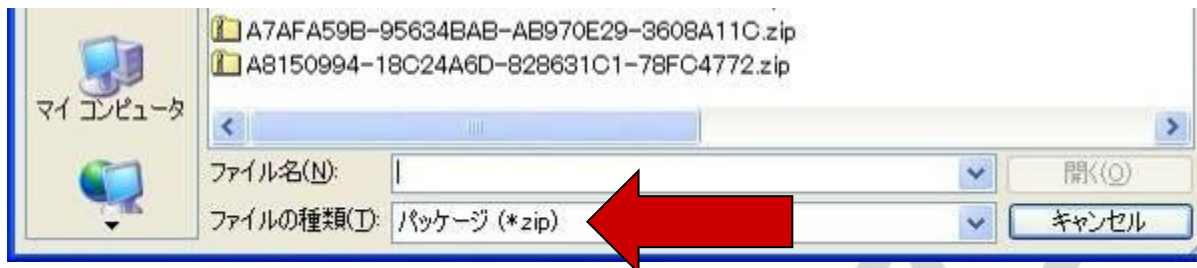
	A	B	C	M	N
1					Male Clothing ->
2			CQA Upload Request		
3			Comment (option)		
4			Commerce Point		
5			XML File Names		
6			Bundled with		
7			Sold with		
8			Released region		
9			Object ID		
10			Scene Name	00000000-00000000-00000000-00000000	
11			Submission Number		
12			Object Version		
13			Type		



2. Press the "Import Catalogue Info" Icon



3. Select "Package (*.zip)" in File Type of File Open Dialog, and select a zip file for this Object ID/Scene Name.



Step 3/6 Confirm the Loaded Data

	A	B	C	M	N
1				Male Clothing ->	
2			CQA Upload Request		
3					
4					
5					
6					
7			Scene Name	00000000-000	000-00000000
8			Submission Number		
9			Object Version	1	
10			Type	Object	
11			Category	Tors	
12			Gender	Male	
13			Thumbnail		
14			German (de-DE)	Kapuzenpulli	
15			English (en-GB)	Grey hooded top	
16			English (en-SG)	Grey hooded top	
17			English (en-US)	Grey hooded top	
18			Spanish (es-ES)	Jersey con capucha	
19			French (fr-FR)	Haut à capuche gris	
20			Italian (it-IT)	Felpa con cappuccio grigia	
21			Japanese (ja-JP)	パーカー(グレー)	
22			Korean (ko-KR)	파카(회색)	
23			Traditional Chinese (zh-HK)	連帽外套(灰)	
24			Traditional Chinese (zh-TW)	連帽上衣(灰)	
25			German (de-DE)	aaaaaaaaabbbbbbbcccccccd	
26			English (en-GB)	aaaaaaaaabbbbbbbcccccccd	
27			English (en-SG)	aaaaaaaaabbbbbbbcccccccd	
28			English (en-US)	aaaaaaaaabbbbbbbcccccccd	
29			Spanish (es-ES)	aaaaaaaaabbbbbbbcccccccd	
30			French (fr-FR)	aaaaaaaaabbbbbbbcccccccd	

Item Name

Item Short Description

Company Info CQA Request Form / Example / Admin (Do not edit) / Settings (Do not edit)

Automatically filled-in from a Zip file

1. You will see a message when the import is finished.
2. The macro automatically fill-in Yellow Fields if value exists.
 - The macro loads a small thumbnail, too.
3. Please check if your assets has proper information like localized text for a region you want to submit.

Please be noticed that there are Prices section below, too, which you have to fill-in later.

Step 4/6 Fill-in Green Field Header

	A	B	C	K
1				Female Clothing (Shop)
2	CQA Upload Request			Yes
3	Green ライセンス様 が入力してく			Comment (option) aaaaa
4	Yellow マクロにより 自動で入力			Commerce Point XML File Names
5				Bundled Object IDs
6				Target region SCEE, SCEJ, SCEAsia
7				Object ID Scene Name 11111111-22222222-33333333-44444446
8				Submission Number 12345678
9				Object Version 1.0.0
10				Type Object
11				Category Torso
12				Gender Female
				Thumbnail 
13				11111111-22222222-33333333-44444446.png

Fill in here.

For the detailed information, please see an example in the EXCEL document.

Note: Please list all Object IDs which will be bundled with a dummy object in "Bundled Object IDs" field of the dummy object.

Note: When you input Scene data, please manually select Scene Type in category field. The cell is colored in Green.

Step 5/6 Copy and Paste Price Info

🏠 If the item is a Commerce Item, copy and paste price information from the following documents.

- Commerce Item Store ID & Rating Request Form
- Scene Entitlement Object Request Form

🏠 **Prices section exists at the middle of the column.**



Copy and Paste prices



-	63	Prices	SCEA		SCEA
•	64		Number of tickets (If Consumable)		5
•	65		Days to Rent (If Rental)		
•	66		Canada (CAD)	Suggested Retail Price with tax	1.00
•	68		USA (USD)	Suggested Retail Price with tax	1.00
-	70		SCEJ		SCEJ
•	71		Number of tickets (If Consumable)		5
•	72		Days to Rent (If Rental)		
•	73		Japan (JPY)	Suggested Retail Price with tax	1.00

Commerce Item Store ID &
Rating Request Form
or
Scene Entitlement Object
Request Form

Please be noted that wholesale row is shortened,
but you can simply copy and paste the data .

Step 6/6 Submit to SCE

1. *Fill in “Company Info” Tab.*
2. *In CDS, send your object to CQA.*
 - *Please do not forget this process, otherwise, your data won't be tested until all data will be submitted.*
3. *Send the following documents to regional SCE*
 - *SCE QA Request Form*
 - *PS Home TRC*
 - *Any other documents/information if necessary*
 - *How to get Home Rewards*
 - *How to play Mini-Games*
 - *PS3 related documents if the contents corroborates with the PS3 game*

Global QA by a host region for PS Home content has not been supported yet, so that you have to request SCE QA region by region.



Tips

Tips 1: Multiple odc/sdc/Zip File Loading

🏠 *The macro supports multiple file loading.*

1. *Input multiple Scene Names/Object IDs*

Object ID			
Scene Name	SampleScene_0000_0000	00000000-00000000-00000000-00000000	11111111-11111111-11111111-11111111

2. *Select fields/columns where you want to load data.
Or, select "Object ID/Scene Name" row.*

3. *Press the "Import Catalogue Info" Icon*



4. *Select the first Zip file.*

5. *Multiple Columns will be loaded.*

- *The macro automatically search the same folder for the second and later Zip files.*

Please be careful when you use this feature, since the macro could mess up your application form if you misuse the macro.

Tips 2: Copy and Paste from other documents

- ⬠ *In fact, the following documents has enough information to create SCE QA Request Form.*
 - *Non-Commerce Item Rating Request Form*
 - *Commerce Item Store ID & Rating Request Form*
 - *Scene Entitlement Object Request Form*

- ⬠ *You can simply copy and paste the information from those files, then, fill in remained Green fields manually.*

Please be careful that the above file might not be up-to-date.

Tips 3: Group

🏠 *Price info and Rating info is grouped region by region.*

- *You can hide unnecessary rows.*

Click “+” to
open a group.

Click “-” to
close a group.

+	63	Prices	SCEA		SCEA
-	70		SCEJ		SCEJ
•	71		Number of tickets (If Consumable)		5
•	72		Days to Rent (If Rental)		
•	73		Japan (JPY)	Suggested Retail Price with tax	1.00
+	75	Ratings	SCEAsia		SCEAsia
+	92		SCEE		SCEE
+	146		SCEA		SCEA
-	157		SCEJ		SCEJ
•	158		Japan	Rating Board	None
•	159			Rating	Leave Empty
•	160			Min Age	3
•	161			Parental Lock Level	2
•	162			Descriptor	Leave Empty
+	163		SCEAsia		SCEAsia
+	199		SCEE		SCEE

Showing SCEJ info only.

Tips 4: Localization Check

	A	B	C	D
1				Furniture (Shop Item)
2			COA Upload	
3		Green ライセンス様 が入力してく ださい	Comment (optional)	
4		Yellow マクロにより 自動で入力 されます	Commerce Point XML File Name	
5			Bundled Object IDs	
6			Target region	
7			Object ID	FFFFFFFF-FFFFFFFF-FFFFFFFF- FFFFFFFF
8			Scene Name	
9			Submission Number	
10			Object Version	1
11			Type	Object
12			Category	NA
			Gender	
			Thumbnail	Sample Set Obj
13				
14			German (de-DE)	Sample set object
15			English (en-GB)	Sample set object
16			English (en-8C)	Sample set object
17			English (en-US)	Sample set object
18			Spanish (es-ES)	Sample set object
19			French (fr-FR)	Sample set object
20			Italian (it-IT)	Sample set object
21			Japanese (ja-JP)	セット構成用オブジェクトテンプレート
22			Korean (ko-KR)	Sample set object
23			Traditional Chinese (zh-HK)	Sample set object
24			Traditional Chinese (zh-TW)	Sample set object

- Each file shows what is input in each language, so that you can be easily noticed if localization has not finished yet.
- You can find which language is a Default language.
 - Green : Default Language
 - Gray : Languages whose texts are copied from Default Languages
 - White : Languages except Default one whose texts are input.

The default language is set to en-GB, and other languages except ja-JP doesn't have input texts.



FAQ

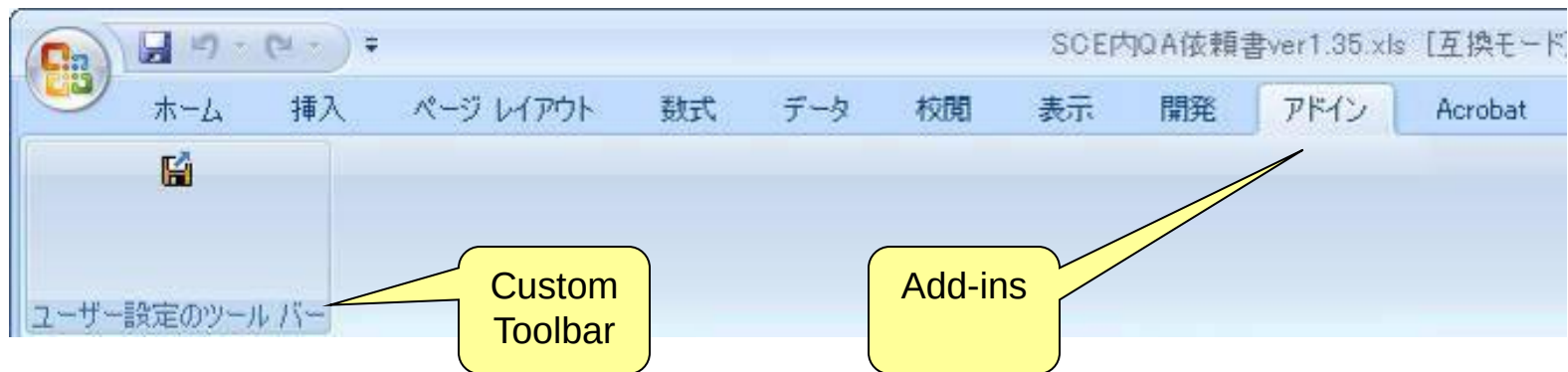
FAQ(1)

Q : Wrong information is input by the macro.

A : When you were asked to select a Zip file, you might choose a wrong zip file.

Q : Where is the “Import Catalogue Info” Icon in Office2007?

A : Ribbon > Add-in > Custom Toolbar



FAQ(2)

Q : There is no enough columns when I tried to list many objects.

A : EXCEL2003 supports only 256 columns. Please try to separate sheets.

e.g. Separate sheets between Commerce Item and Non-Commerce Item.

Q : Can I separate submission Form?

A : Even if the release date is the same, 2 data set which are not related each other can be listed in 2 separated files. In this case, the 2 files will be treated as 2 different project in QA point of view. All data which are related each other must be listed in the same file.

e.g. : Game Launching object of Game A and a Space of Game B can be listed in different 2 files even if the release dates are the same. All data which related to Game B Space must be listed in the same file.

FAQ(3)

Q : Cannot load a Zip file.

A : Double click the Zip file and see if Windows can open the file as an ordinal folder. There is a case that you (or an Unzip software) disabled Windows' ability of opening Zip file as a folder so that Windows won't search inside of Zip file.

*The Forms assuming Windows can open the Zip file.
Please type the following to Windows' command line;*

regsvr32 zipfldr.dll

and load the Zip file in the Form.



```
C:\WINDOWS\system32\cmd
C:\>regsvr32 zipfldr.dll
C:\>
```

FAQ(4)

Q : The Macro doesn't work on Windows Vista & Office 2007

A : Please try "Trusted Locations" described in p7~p8

Q: A certain language is highlighted as a default language in Scene column, but there is no place to set the default in the Scene Editor

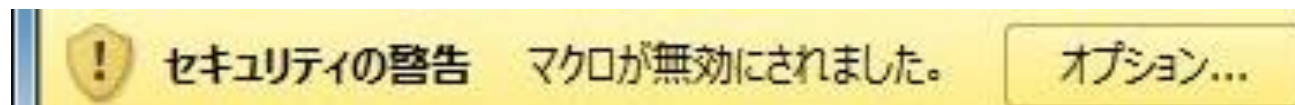
A: The first input language in Scene Editor will be treated as a default language for the scene. If a personal space doesn't have localized text for a certain language, and if a user whose language is the un-localized language come to the personal space by an invite, the default language will be displayed to the user. Usually, you don't have to care about the default, but if necessary, you can workaround the issue by either you input localized text for all regions, or you recreate the space and first input text by the language you want to make it a default.

FAQ(5)

Q : Cannot load thumbnails in Office 2010.

*A : Please use Application forms ver 1.50 or later.
It's a bug by Microsoft's VB spec change.*

Q: When opened a submission form, the macro in the form is deactivated, or an error/a warning on the macro is displayed.



A: Please double click "2. How to Release PS Home Content (2 of 3) ¥ SCEI PS Home Submission Forms Certification2.cer" and import a new certification. Please also refer description from p5.

Because of the network domain change in SCEI, the digital certification file which has been used until ver. 1.65 became invalid. Please make sure to import a new certification.

