European Product Registry for Energy Labelling (EPREL)

USER MANUAL FOR SUPPLIERS

Date: 9 September 2024

Version: 1.37

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1. CONTENTS

1. DOCUMENT HISTORY

Version	Date	Comments
1.00	17 January 2022	First draft version.
1.10	14 September 2023	Completed and updated by Oscar Miralles.
1.20	12 October 2023	Added available XML services
1.30	1 March 2024	Modified by Paolo Tosoratti
1.31	8 March 2024	Small fixes by Vicente Herreros
1.33	12 March 2024	Updated with new improvements released recently by Oscar Miralles
1.34	23 May 2024	Updated with new improvements released in version 1.119 by Oscar Miralles
1.35	11 June 2024	Added note about suppliers' uploaded labels by Oscar Miralles
1.36	3 September 2024	Updated sections for transfer models and verification of organisations, added section of verification of trademark, minor overall structure changes. By Oscar Miralles and Vicente Herreros
1.37	4 September 2024	Field "Company name" added to natural person

2. DISCLAIMER

The services of the European Commission have provided this guidance to enhance general understanding of the practicalities of the process related to registration of products in EPREL, by suppliers. This information is of a general nature only and is not intended to address the specific circumstances of any particular individual or entity. The goal is to keep this information timely and accurate. If errors are brought to our attention, corrections will be made. However, the Commission accepts no responsibility or liability whatsoever with regard to the information on this guidance.

3. GLOSSARY OF TERMS

Before you start, read the Glossary section in order to better understand the terms and acronyms used in this manual.

TERM / ACRONYM	DEFINITION
2-factor authentication	Two-factor authentication, or 2FA, is an electronic authentication method in which a user is granted access to a website or application only after successfully presenting two pieces of evidence (or factors) to an authentication mechanism. 2FA protects personal data—which may include personal identification or financial assets—from being accessed by an unauthorized third party that may have been able to discover, for example, a single password. A third-party authenticator (TPA) app enables two-factor authentication, usually by showing a randomly generated and frequently changing code to use for authentication.
Admin / Supplier Admin	(Associated to an EU Login profile) is the user with the highest privileges and able to invite other users in their Organisation (other Admins, Users or Readers).
Authorized Representative	A natural or legal person established in the Union, the EEA or Northern Ireland, who has received a written mandate from the manufacturer to act on its behalf in relation to specified tasks.
Compliance interface	The Interface of the EPREL Compliance site, which can be accessed and used by Market Surveillance Authorities (MSAs), to perform their compliance control duties, such as view registered products, sort, select, download technical information, look for equivalent products, etc.
Compliance site	The Database and its management system hosted in a secured environment, which can be accessed via the Registration interface or the Compliance interface, upon user authentication.
Consumer / Customer	A natural or legal person who buys, hires or receives a product for own use whether or not acting for purposes which are outside its trade, business, craft or profession;
Dealer	A retailer or other natural or legal person who offers for sale, hire, or hire purchase, or displays products to customers or installers in the course of a commercial activity, whether or not in return for payment.

Distance Selling	The offer for sale, hire or hire purchase by mail order, catalogue, internet, and telemarketing or by any other method by which the potential customer cannot be expected to see the product displayed.
Energy Efficiency	The ratio of output of performance, service, goods or energy to input of energy.
EPREL Registration Number	Means the internal registration number assigned by EPREL when a product record is created. This identifier number is also used in building the QR Code.
Equivalent Model	Means a model which has the same technical characteristics relevant for the label and the same product information sheet, but which is placed on the market or put into service by the same supplier as another model with a different model identifier.
EU Login	The European Commission 2 factor authentication system (2FA, formerly known as ECAS) and user account. It represents the gateway for accessing a wide range of platforms and web services managed by the European Commission. The EU Login is an internal account univocally associated to an email address and is protected by a password.
Harmonised Standards	Means standard as defined in point (c) of Article 2(1) of Regulation (EU) No 1025/2012 of the European Parliament and of the Council.
Importer	A legal or natural person established in the Union, the EEA or Northern Ireland, who places on the market a product from a manufacturer established in a third country.
Label	A graphic diagram, either in printed or electronic form, including a closed scale using only letters from A to G, each letter representing a class and each class corresponding to energy savings, in seven different colours from dark green to red, in order to inform customers about energy efficiency and energy consumption; it includes rescaled labels and labels with fewer classes and colours in accordance with Article 11(10) and (11).
Making a product available on the market	The supply of a product for distribution or use on the Union market in the course of a commercial activity, whether in return for payment or free of charge.
Manufacturer	A natural or legal person who manufactures a product or has a product designed or manufactured, and markets that product under its name or trademark.
Model	A version of a product of which all units share the same technical characteristics relevant for the label and the product information sheet and the same model identifier attributed by the manufacturer or by another economic operator acting as supplier of the product.

Model Identifier	The code, usually alphanumeric, which distinguishes a specific product model from other models with the same trade mark or the same supplier's name.
MSA Admin	Similar to Supplier Admin, the top user for each Member State Authority for each Member State. MSA Admin can invite trusted MSAs of the same country to create their own MSA user account.
Organisation	(Associated to EPREL) the Organisation created by the Supplier Admin in EPREL. Can be a Legal Entity or a Natural Person.
Placing on the Market	The first making available of a product on the Union, EEA or Northern Ireland market.
Product Database	A collection of data concerning products, which is arranged in a systematic manner.
Product Group	A group of products which have the same main functionality.
Product Information Sheet	A standard document containing information relating to a product. EPREL generates it in all EU languages from the data entered by the supplier in PDF format (to be visualized, downloaded or printed)
Product/Energy Related Product	A good or system with an impact on energy consumption during use, which is placed on the market or put into service. This refers also to parts with an impact on energy consumption during use which are placed on the market or put into service for customers and that are intended to be incorporated into products.
Public API	Application Programming Interface and represents an alternative communication solution, for automated interaction between computer applications. APIs are available to retailers/dealers or other parties to download any public data on product models available in the Public Site. Only whitelisted parties (using a whitelisted access token) can integrate and use the Public API for massive downloads.
Public Site	The database and its management system and user interface, freely available for consultation, search, selection or other services, including via application programming interfaces (API). In the Public Site users can also browse the registered product data or download the Product Information Sheet (Product Fiche), as well as the Energy Label.
Putting into service	Means the first use of a product for its intended purpose on the Union market.
QR Code	Is a matrix barcode pictogram, integrated in the energy label of products in the scope of Regulations new or reviewed after entry into force of the framework Labelling Regulation 2017/1369. The QR Code can be

	generated by Suppliers from the EPREL Platform, when registering a product model. When scanned on a printed label, the QR Code is intended to redirect consumers to the product details page from the Public Site.
Reader / Supplier Reader	(Associated to an EU Login profile) is the user having only permissions to view products registered by the Organisation they belong.
Registration interface	The Interface of the EPREL Compliance site, which can be accessed and used by Suppliers to register product models in compliance with the framework Regulation.
Registration Number	(Associated to EPREL) the internal registration number assigned by EPREL when a product record is created. This identifier number is also used in creating the QR Code URL, which when scanned, will redirect consumers to the product details page from the Public Site.
Rescaled Label	A label for a particular product group that has undergone rescaling. After the entry into force of the framework Regulation (EU) 2017/1369, labels with energy classes above A (i.e. A+, A++, A+++) are progressively rescaled into A to G energy classes in a newly designed label also including a QR code.
Rescaling	Means an exercise, involving the review of a Regulation, to reclassify labels with classes above A into labels with the range A to G. The rescaling may involve a simple remapping or, more frequently, the use of a different formula for calculating the energy efficiency index, making, consequently, the A class in a rescaled label not comparable to any class in the label before the rescaling.
Supplementary Information	Means information, as specified in a delegated act, on the functional and environmental performance of a product.
Supplier	Means a manufacturer established in the Union, EEA or Northern Ireland, the authorized representative of a manufacturer who is not established in the Union, EEA or Northern Ireland, or an importer, who places a product on the Union market.
Technical Documentation	Means documentation deemed sufficient to enable market surveillance authorities to assess the compliance of a product, including a check of accuracy of the label and the product information sheet. It may, include test reports, measurements or analogous technical evidence.
User / Supplier User	(Associated to an EU Login profile of a supplier) is the user having needed permissions to register product models. While Users can see information at Organisation level (general information, trademarks, contacts, users and verification state), they cannot edit them.

Verification Tolerance	Means the maximum admissible deviation of the measurement and calculation results of the verification tests performed by, or on behalf of, market surveillance authorities, compared to the values of the declared or published parameters, reflecting deviation arising from inter-laboratory variation.

4. NOTATIONAL CONVENTIONS

- Terms marked with the *italic* font (example: "*EU Login*") are explained in the Glossary of Terms section.
- Terms in uppercase and bold (example: **VERIFIED**) represent concepts, statuses or buttons that you will find inside the EPREL Platform, with the exact same name.
- Text displayed in blue frames may be useful for a quicker reading but not crucial for understanding.
- Text displayed in yellow objects/squares is important to read and remember.

5. INTRODUCTION

This manual is intended to guide suppliers of energy related products, in the scope of the Energy Labelling Regulation (EU) 2017/1369 and of the Tyre Labelling Regulation (EU) 2020/740, in the preliminary steps required before starting registering product models in EPREL, i.e.:

(a) the User Profile creation
(b) the Organisation Profile creation
(c) the Organisation Electronic Verification
(d) the Product Models creation and management
(e) File Upload and System-to-System delivery registration

The steps illustrated in this guideline are mandatory and represent a pre-requisite step before starting your product registration process, as required by the regulations above mentioned.

6. LEGISLATIVE CONTEXT

One of the most well-known, successful, and longstanding energy policy tools to save energy and money for consumers is the **EU Energy Label for products**.

Even though the policy framework exists since 1994[1], it was reviewed for the first time in 2010[2], with the last update being made in 2017[3] , through Regulation (EU) 2017/1369 setting a framework for energy labelling (hereafter referred to as "the framework Regulation"). On the basis of the framework Regulation, the Commission adopts specific labelling requirements for specific product groups via delegated Regulations.

The Suppliers' obligation for registering products has been introduced by the framework Regulation, which updates the energy efficiency labelling requirements for energy-related products placed on the Market. Apart from this, the Regulation also updated the energy labelling format. The Regulation review from 2010 allowed the extension of the energy scale beyond the letter A, introducing new classes (A+, A++ and A+++). Because of the technological progress an increasing number of models started populating and crowding the top classes. The consequent impossibility of the really most efficiency models to outstand, suggested a review of the scaling allowing further extensions/pluses was not considered feasible, thus future reviews of labels will rescale the existing labels from A+++ to D into A to G[4].

This framework Regulation requires the creation of a "*product database.* More specifically**:**

- **Article 4** ("Obligations of suppliers in relation to the product database") from the Regulation **sets the obligation on suppliers to register any new product model,** in the scope of the framework Regulation, **before placing it on the Market**.
- **Article 12** ("*Product database*") from the Regulation, mandates the European Commission to build and manage such an online database, for *energy labelled products*[5]. See **Error! Reference source not found.**" listing the products in the scope of the energy labelling framework legislation and its delegated acts, or other legislation setting the specific details on the data to be registered.

The product *database* has 3 'main' intended functions, as explicitly stated in the Regulation:

1. Enabling the **registration by *Suppliers*,** of *product models placed on the Union market, as required by the legislation*

[1] Council Directive 92/75/EEC of 22 September 1992 on the indication by labelling and standard product information of the consumption of energy and other resources by household appliances.

[2] Directive 2010/30/EU of the European Parliament and of the Council of 19 May 2010 on the indication by labelling and standard product information of the consumption of energy and other resources by energy-related products

[3] Regulation (EU) 2017/1369 of the European Parliament and of the Council of 4 July 2017 setting a framework for energy labelling and repealing Directive 2010/30/EU

[4] a "rescaling" is foreseen when too many models would be populating A and B classes, as from Article 11 of the Regulation.

[5] Article 12, *Product database*

2. Facilitating the **access, by national Market Surveillance Authorities,** to the technical documentation necessary for compliance control
3. Allowing *consumers* an easy **public online access** to key product efficiency information, including the *energy label*

Additionally, the platform associated to the database (EPREL, see next) facilitates:

- *Suppliers*, with the option to generate *Labels* and Product Information Sheets (or Product Fiches) in all EU languages. The platform also provides a tool to generate a QR Code, leading to the model data in the database.
- *Dealers* and distributors, in the provision of the electronic versions of the Labels and "Product Information Sheets" (or "Product Fiches" according to the wording in the repealed Directive). Both, Brick & Mortar shops or online e-commerce stores, can download these documents either from the *Public Site*, or via specific *Application Programming Interfaces (APIs).*
- *Public administrations, procurers* and *policy makers,* in decision taking about tendering procedures, providing incentives, devising fiscal measures and the-like.

Article 12, point 12 of Regulation (EU) 2017/1369 has empowered the European Commission to specify, by means of implementing acts, the operational details of the product database. A first Implementing act, i.e. Regulation (EU) 2024/994 has set a number of detailed aspects, the most relevant of which is the modalities to become "verified" suppliers, by the means of electronic seals and, in some cases, electronic signatures, as from the Regulation (EU) 910/2014, on electronic identification and trust services for electronic transactions in the internal market known as **eIDAS. Verification**, as pre-requisite for suppliers to be enabled to register models in EPREL is so mandatory from 22/10/2024 and not voluntary anymore.

7. WHAT IS EPREL?

As of 1 January 2019, *Suppliers* (manufacturers, importers or authorized representatives) need to register their product models, which require an energy label, in the **European Product Registry for Energy Labelling (EPREL)**, before placing on the EU/EEA market the first product of a model in the scope of the Labelling legislation.

EPREL represents the platform that *Suppliers* must use for registering their product models.

The database includes publicly accessible information (part of which is reflected in the Energy Label and the remaining in the Product Information Sheet (or product Fiche)) and technical information, accessible only to Member State Market Surveillance Authorities (MSAs) for their compliance control duties (Figure 1 - EPREL Architecture (Public + Compliance Site))

EPREL offers various options for Suppliers to register product models:

(a) Interactively, through EPREL interface – by manually entering each required field, one-by-one
(b) Interactively, through EPREL interface - by registering product models at scale, through ZIP Files upload (containing XMLs with data of multiple models)
(c) System-to-system communication (e-Delivery) – by automatically registering product models at scale, through a direct integration with the European Commission e-Delivery component

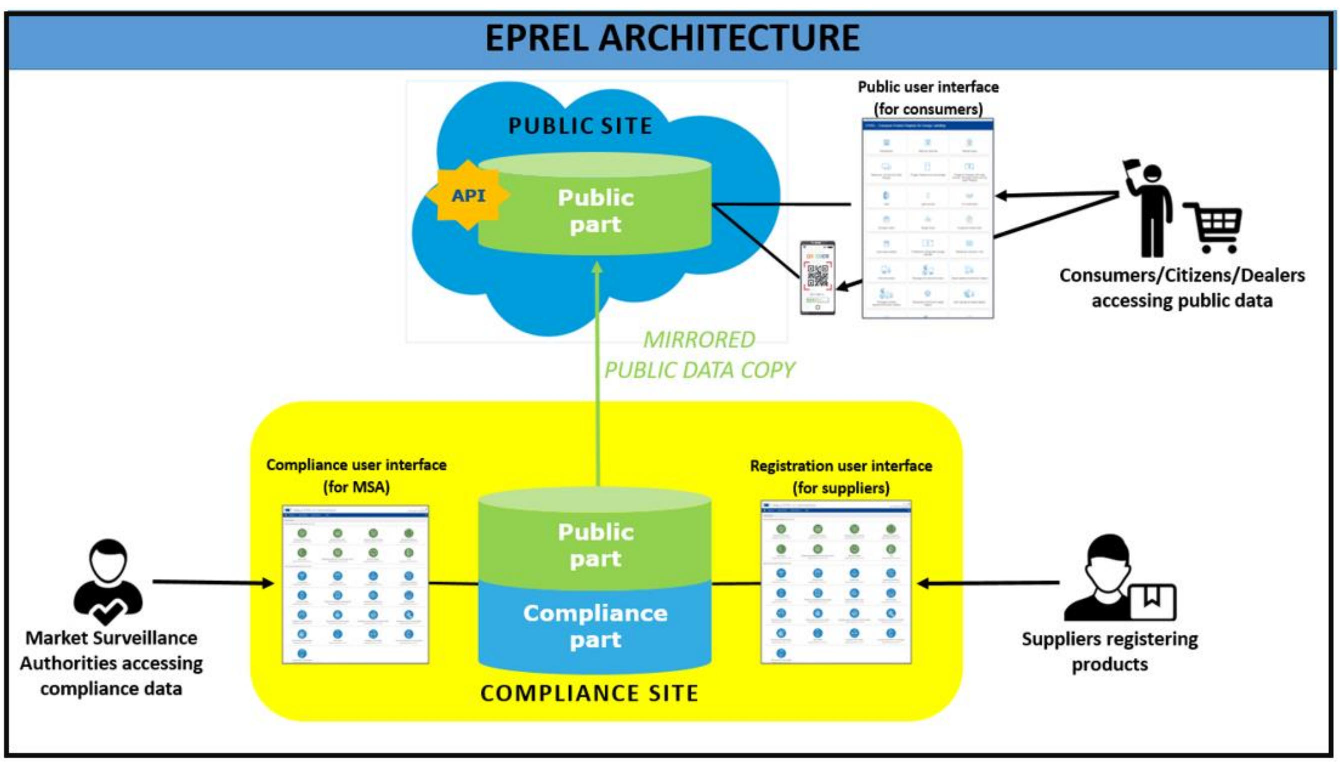


Figure 1 - EPREL Architecture (Public + Compliance Site)

8. SUPPLIERS

Supplier means either a manufacturer established in the Union, the authorized representative of a manufacturer who is not established in the Union, or an importer, who places a product on the Union market. EEA and Northern Ireland are considered markets of the Union to this extent.

In EPREL suppliers are represented by *Supplier organisations* that are managed by one or more *Supplier administrators*. Each supplier uses trademarks and, for each registered model, a contacts for compliance control purposes and a contact for customer relations has to be indicated. Each supplier can have a number of *Supplier users,* that register models, and *Supplier readers,* that can just see the models registered by their colleagues:

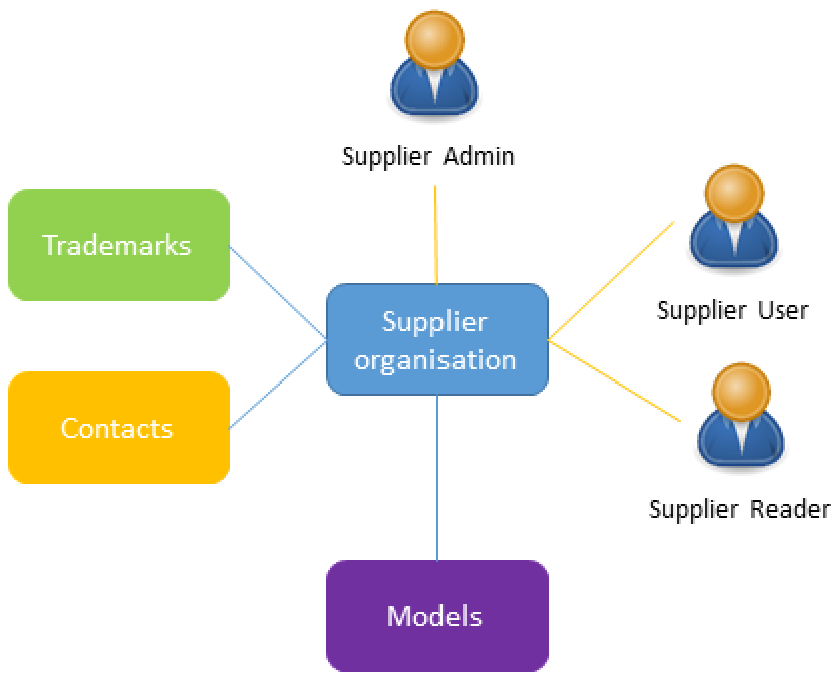


Figure 2 - Supplier structure

9. GETTING STARTED: ACCESS EPREL

To access the EPREL system for “registering” product models, you first need to create and EU Login account.

When entering the EPREL platform for the first time, by directly accessing the EPREL URL, you are first asked to create your EPREL Organisation.

Once you have created your Organisation, you automatically become a *Supplier Admin* and can start inviting other users, to perform the product registration work in your Organisation workspace. You can also receive an email invitation from your Supplier Admin, to join your EPREL Organisation.

Here are the detailed steps on how to get started:

1. Create an [EU Login account][6]:
2. Log into EPREL[7]: when you first log in EPREL, without having been invited by an existing user, you automatically become the *Supplier Administrator* (*Admin/Supplier Admin*) and you are requested to create your EPREL Organisation profile (you may later delegate this role to another Supplier Admin).
3. **Create your EPREL Organization**: In this phase you will be asked to indicate if the *Organisation* you are creating is a **Legal Entity** or a **Natural Person**: this refers to the legal nature of the *Organisation* for which you are registering product models.
4. **Create your EPREL Trademarks**: Supplier Admins are the only users entitled to create the trademarks (brands) to be used in the registration of models. It is mandatory to define at least one trademark, in order to start registering product models. You can add trademarks at any later moment: when registering models have to select the appropriate trademark from a dropdown list of the trademarks already defined.
5. **Create your EPREL Contacts**: Supplier Admins are the only users entitled to create the contacts to be used in the registration of models. In order to start registering product models t is mandatory to define:
    a. at least one contact for compliance purposes (i.e. the contact where a compliance control authority would address requests of clarifications or commit corrections, remedies to issues found in products, etc. Each model has to be associated to a compliance contact but the same can be for all models. If more than one contact is entered, one can be selected as “the default”. This contact is not publicly visible.
    b. at least one “Public contact” where citizens can address their questions. Same requirements as for the compliance contact. For every published model, the public contact will be shown in the public EPREL system, There can also be a “default” public contact.
6. **Invite Members to your Organisation**: *Supplier Admins* can invite additional users to become Supplier Admins, Supplier Users and Supplier Readers of the *Organisation* and manage models

[6] https://webgate.ec.europa.eu/cas/login?loginRequestId=ECAS

[7] https://energy-label.ec.europa.eu/compliance

registrations. An Organisation can have multiple Supplier Admins, all having rights to edit the Organisation profile.

7. **Get** your EPREL Organisation **verified**: this is required to:
    a. ensure that your organisation is the official and authentic one
    b. ensure that is entitled to act as Supplier, in respect to the obligations deriving from the Regulation (being established in the Union)
    c. and ensure that you, as *Supplier Admin*, are enabled to register models on behalf of your organisation.

    Before you register any model, your organisation needs to be a “verified” supplier[8].

8. **Start registering products** – once you have reached this step, you are all set and ready to start registering product models for your organisation. Usually, product registration is performed by *Supplier Users*, but the *Supplier Admin* can also to do it[9].

Here are some overview steps on how to get started, as a *User* or *Reader*, when you receive an email invitation from your Supplier Administrator:

1. **Access EPREL and create an EU Login account**: you can access EPREL either through the invitation link you received over email, or by directly entering the EPREL URL[10] in your browser, and start creating your EU Login account. Once you do that, you will be assigned to your Organisation with the role given by your Administrator.
2. **Start registering products**: if the Supplier Admin attributed to you a role of *Supplier User*, once you reach this step, you are all set and ready to start registering your product models.
3. **Browse products**: you may be invited as *Supplier Reader*, to perform tasks other than registering/modify models. In such a case you cannot enter new models or modify content.

- If you are a returning user and want to register product models, you can access EPREL from here: **https://energy-label.ec.europa.eu**

- If you are new and want to get around, test and play with EPREL, a sand-box environment is available for testing: **https://energy-label.acceptance.ec.europa.eu**

  Please consider that the testing environment is just for testing. The *Organisation* and models that you create and publish in the test environment are not migrated to the production environment. Registered models may be deleted, from time to time, for maintenance needs. If you never created an *Organisation* in the ACCEPTANCE environment, but only in the PRODUCTION one, then you need anyhow to create the Organisation profile (as the two environments are totally separated).

[8] Exclusively during a transitional period from the start of the new verification procedure, existing suppliers having already registered models in EPREL are entitled to continue register models. New supplier organisations, however, need to be verified before starting registering any model.

[9] E.g. in a small organisation or to perform massive data uploads, or to register only a few models, a single user can normally perform all tasks.

[10] https://energy-label.ec.europa.eu/compliance

9.1. CREATE AN EU LOGIN ACCOUNT

EU Login is the European Commission authentication system. It represents the gateway for accessing all applications and systems built by the European Commission requiring an account.
An authenticated user is a physical person who has proved her/his entitlement to use a unique identifier by presenting the correct token (e.g. a password, a challenge received by SMS, a challenge generated by a Mobile app, etc.) to the authentication service.

When you first access the EPREL application, either directly or through the invitation link received from your *Supplier Admin*, you first need to create an *EU Login* account.
You can also register anytime even if not entering in EPREL here.

Steps to follow:

1. **Go to EPREL Product Registration link and create your Account.**

Click on the EPREL Product Registration link that you have received in your invitation email (you can also copy the link directly in your browser). You will next be directed to the EU Login registration page, where you need to create your own EU Login account (Figure 3 - EU Login page).

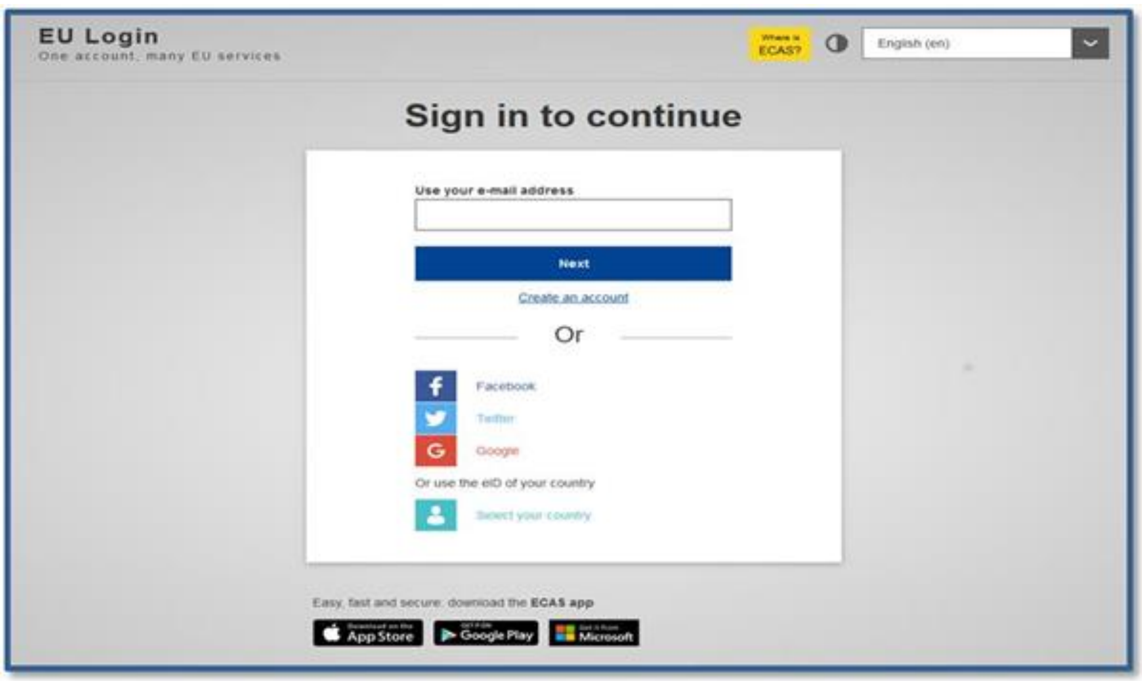


Figure 3 - EU Login page

Click on "Create an account".

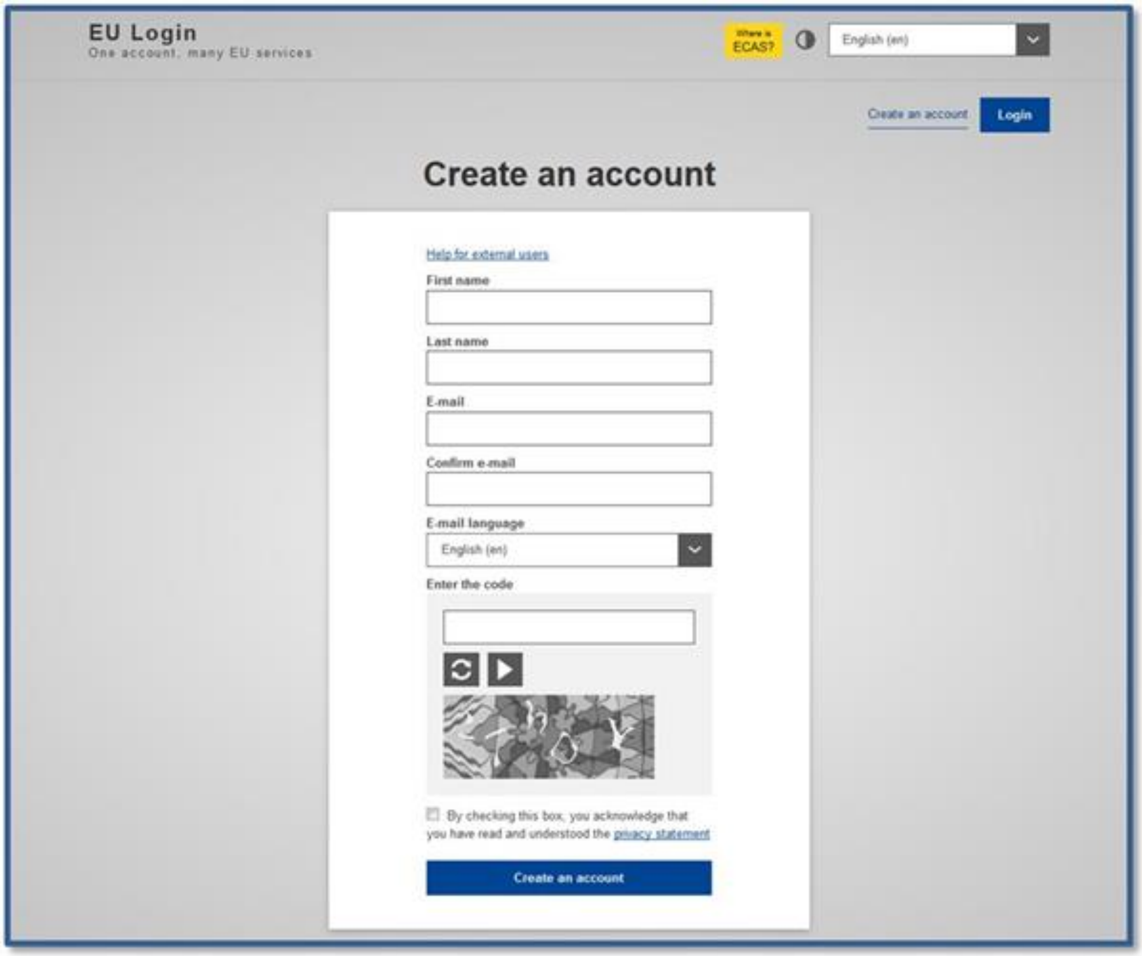


Figure 4 - Create EU Login account

Fill in the various fields and enter the code that will appear at the bottom of the page. By clicking on the arrow, you can also hear the sequence of letters/numbers if easier.
Do not forget to check the box before clicking on "Create an account".

It is advisable to use an email address from your organisation's domain, as this email is used to notify you when changes are made at the *organisation* profile level.

As you will further receive an email with more instructions, make sure you choose the email language you are most comfortable with, in order to easily follow the next steps.

The EU Login platform confirms your registration.

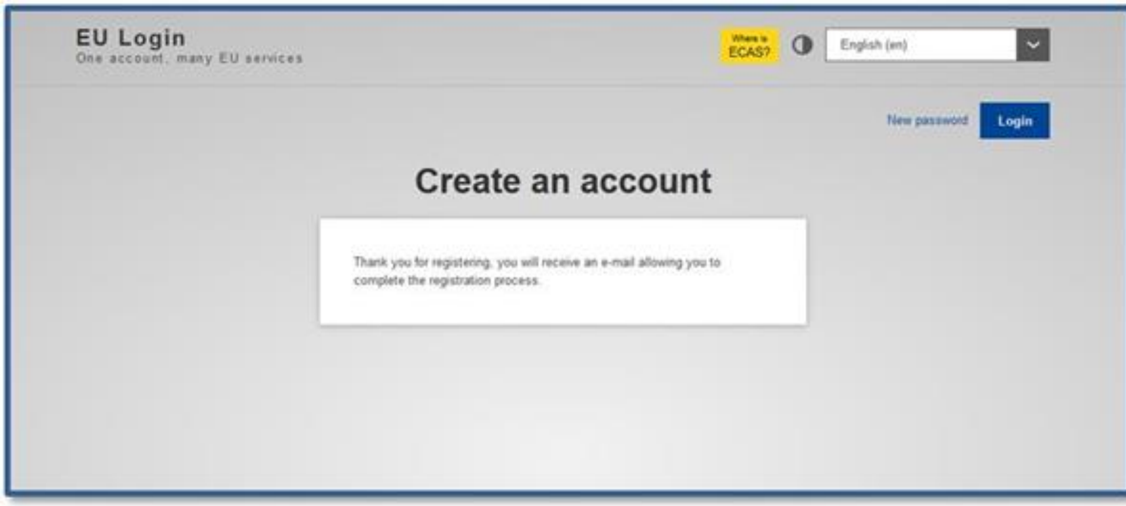


Figure 5 - EU Login account creation confirmation

Within 15 minutes, you will receive an e-mail.

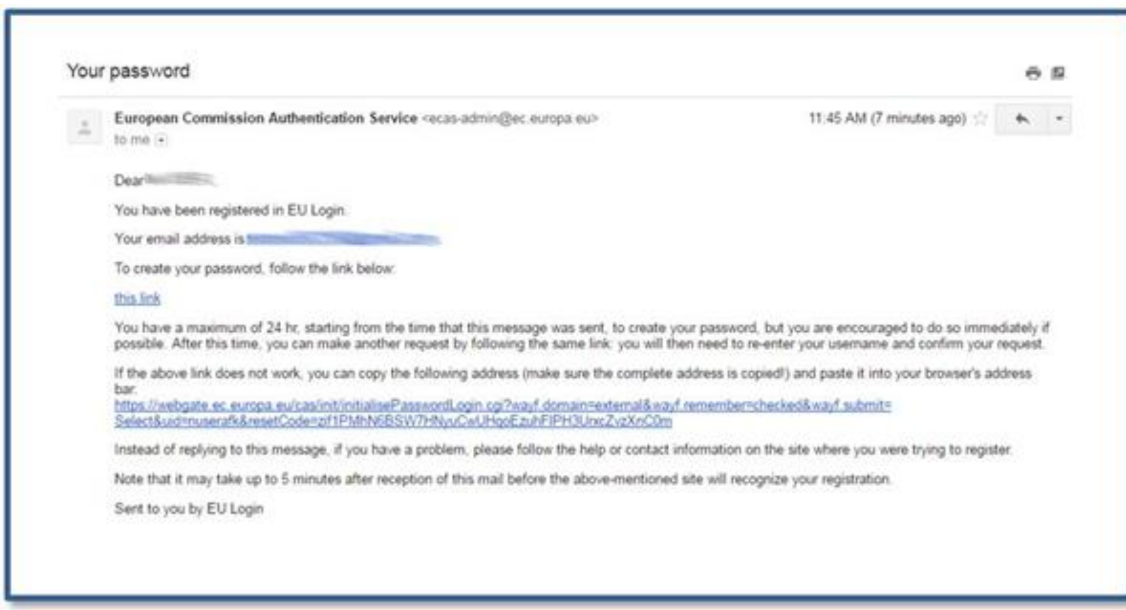


Figure - 6 EU Login email validation

Upon receipt of that e-mail, you will have 24h to follow "this link" in the main text of the e-mail to create your password.

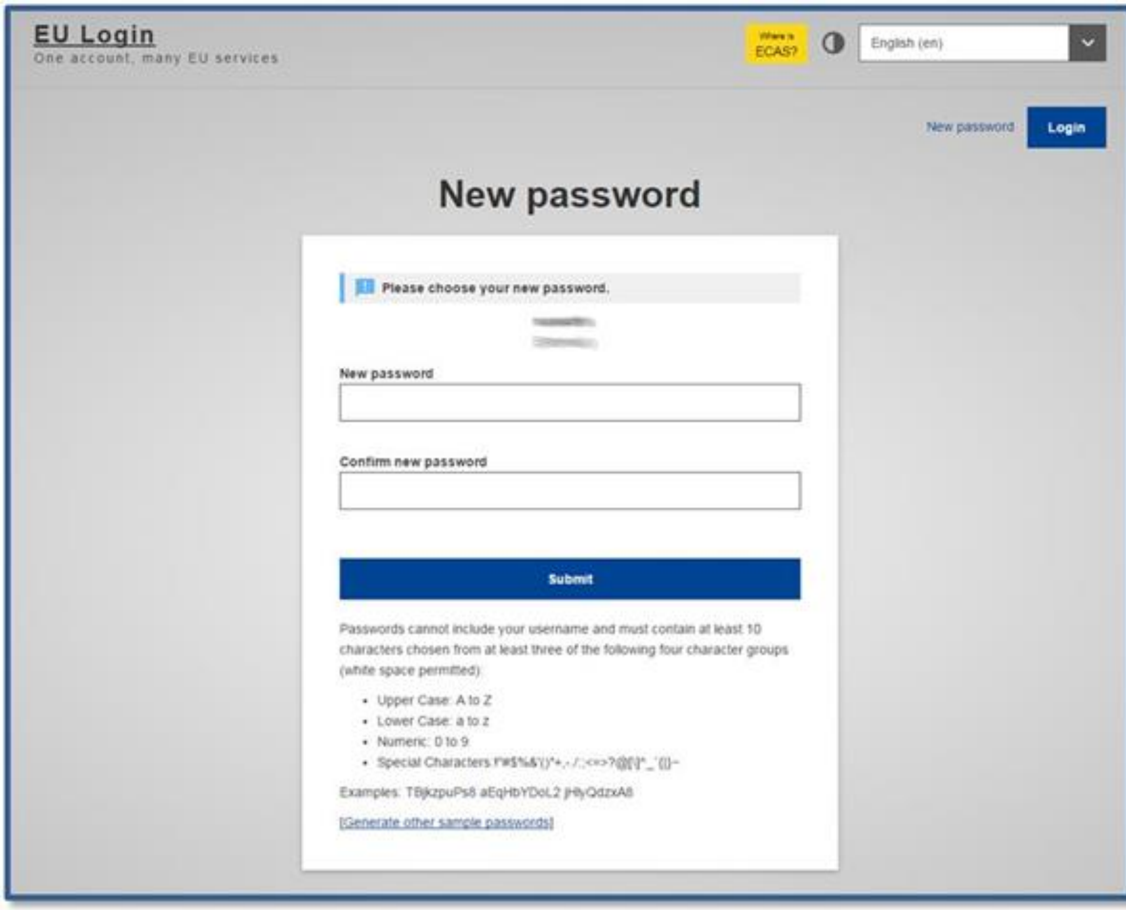


Figure 7 - EU Login create password

Enter & Confirm your password (minimum 10 characters), then click on "Submit".

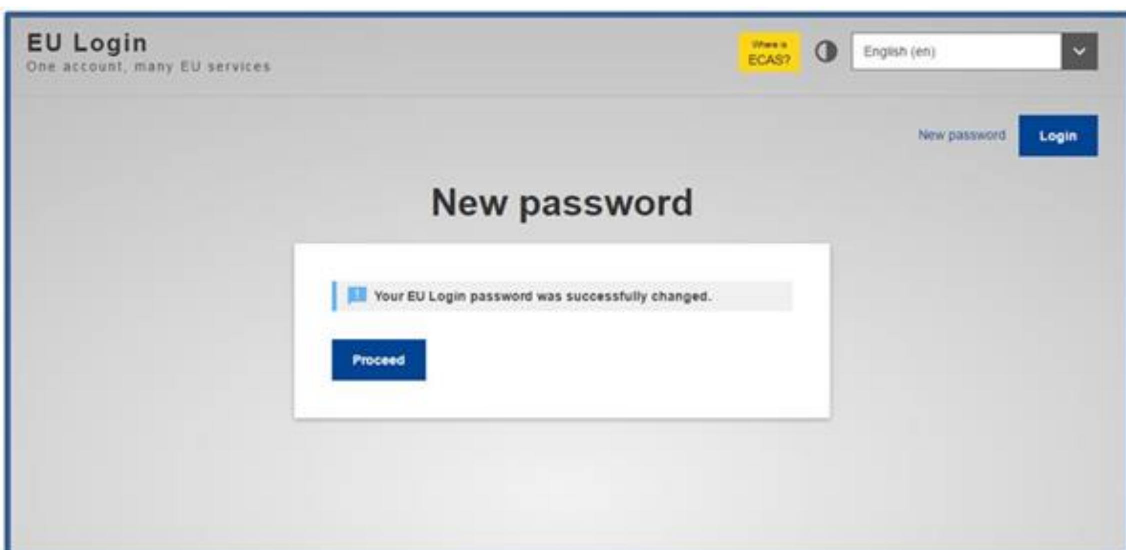


Figure 8 - EU Login password confirmation

Your EU Login is now registered, press on "Proceed".

If you come from EPREL site you will be redirected again to EPREL.

2. **Two-factor authentication**

To access the EPREL platform, you need to authenticate yourself every time by using your EU Login credentials. EU Login will request *2-factor authentication*, which means that apart from your password you have to use another device (i.e. mobile phone) to give a PIN or a key. If you had not done it yet, configure your authentication method. Click here to know more about how to configure and login with *EU Login two-factor authentication*.

3. **Next time in EPREL**

Once authenticated, you are automatically directed to the EPREL homepage.
For security reasons, your EU Login authentication session expires after a few minutes of inactivity. Therefore, when you are inside the EPREL Platform, you might need to refresh the page[11] from time to time, in order for your session to be updated; otherwise the system will show you a warning with a "Refresh" button, click it to refresh the page.

4. **Logging out**

To log out of the EPREL Platform, you can simply click on the profile name and then in the option "Logout" from the top right corner of the page (see Figure *9* - Logout from EPREL).

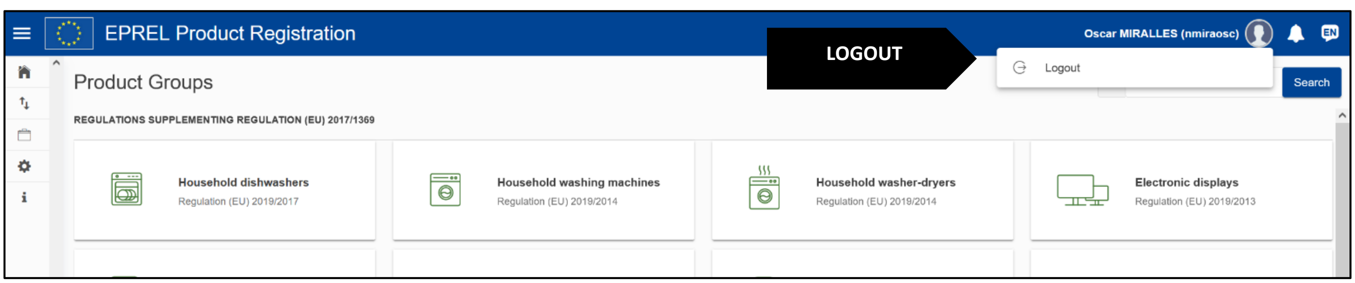


Figure 9 - Logout from EPREL

9.2. ROLES AND PERMISSIONS

Profiles define what roles users can have; what they can see and do within the application. **Permissions** represent a set of authorization rights given to roles, specifying what tasks or features they can access and perform inside the application.

In EPREL, each supplier organization has several standard profiles, each with its own set of permissions that can be assigned to the organization's users. Multiple types of profiles, with different

[11] E.g. reload the web page or, on a MS Windows computer, press F5.

permission, have been created in order to give suppliers more flexibility, control and security over their organization and registered products.

Only one role can be assigned per user.

ROLES AND PERMISSIONS SUMMARY

Supplier Admin – represents the highest hierarchical role in the Supplier’s EPREL organisation, entitled with all rights to manage the organisation along with its users and products. This role can be assigned to multiple members from the organisation. Supplier Admins have the following permissions:

- Manage the organisation - be able to create, change or edit it, as well as trigger the verification process, for the organization to be whitelisted as a verified supplier.
- Create and deactivate trademarks - mandatory for registering product models.
- Create and edit contacts - mandatory for product models registration and compliance verification.
- Manage organisation members - by inviting them to join the EPREL platform, assigning and changing their roles and even deleting them.
- Receive notifications related to their organisation workspace (e.g. when a user accepted an invitation; when the organisation has been verified, ...)
- Manage model registration - having access to creating, editing, linking and searching across all product models.
- Manage bulk model registration - having permissions to create, link and track product models created through the Upload functionality.
- Export models to Excel - having permissions to export product models limited data to Excel file through the Export functionality.
- Manage trademark's models transfers - having permissions to transfer all models belonging to one trademark to another supplier organisation through the Transfer functionality.

Supplier User – represents a member of the Supplier Admin organisation, having rights limited to only managing products registration (creation and edition of product models). This role should be assigned to members of the organisation that are responsible for registering product models.

- View the organisation details, without having edit permissions.
- View all active and inactive trademarks, without having edit permissions.
- View all contacts defined at the organisation level, without having edit permissions.
- Manage model registration, having access to creating, editing, linking and searching product models.
- Manage bulk model registration, having permissions to create, link and track product models created through the Upload functionality.
- Export models to Excel - having permissions to export product models limited data to Excel file through the Export functionality.

Supplier Reader – represents a member of the Supplier Admin organisation, with permissions limited to only viewing the same level of information as a Supplier User, but no rights to register or modify product and organisation data. This role can be assigned to members or partners of the organisation that need to only access product information, without being able to contribute to product registration.

- View the organisation details, without having edit permissions.
- View all active and inactive trademarks, without having edit permissions.
- View all contacts defined at the organisation level, without having edit permissions.
- View only product models, without having edit permissions.

To verify what profile your user has, go to: **Administration > Profile,** where you will be able to see the Role assigned to you by your Supplier Admin (see Figure 10 - User Profile).

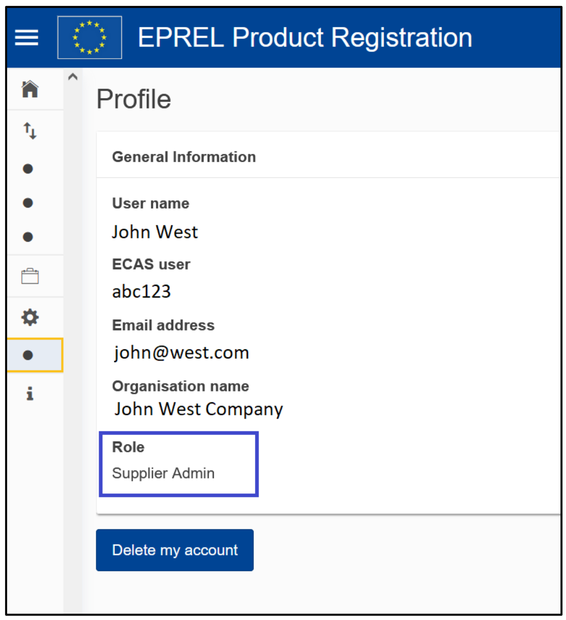


Figure 10 - User Profile

9.3. HOMEPAGE

Every time you access the EPREL compliance platform, you will be automatically directed to the EPREL compliance Homepage, where you can see all available products groups. This home page is similar to the public page, but includes some additional information.
By accessing each product group, you can view, search and create new models in the corresponding group. By clicking on the home icon, you will always be redirected to the homepage.

Product groups are split in 3 sections:

- Green section – containing rescaled product groups regulated starting with 2019. These product groups have been adjusted to the new energy class scale (A to G).
- Blue section – containing product groups regulated starting with 2011. These product groups are classified on the old energy class scale (A+++ to G).

- Orange section – containing old/repealed products groups. These product groups have been rescaled with regulations part of the above groups, therefore no product registration should happen for these product groups.

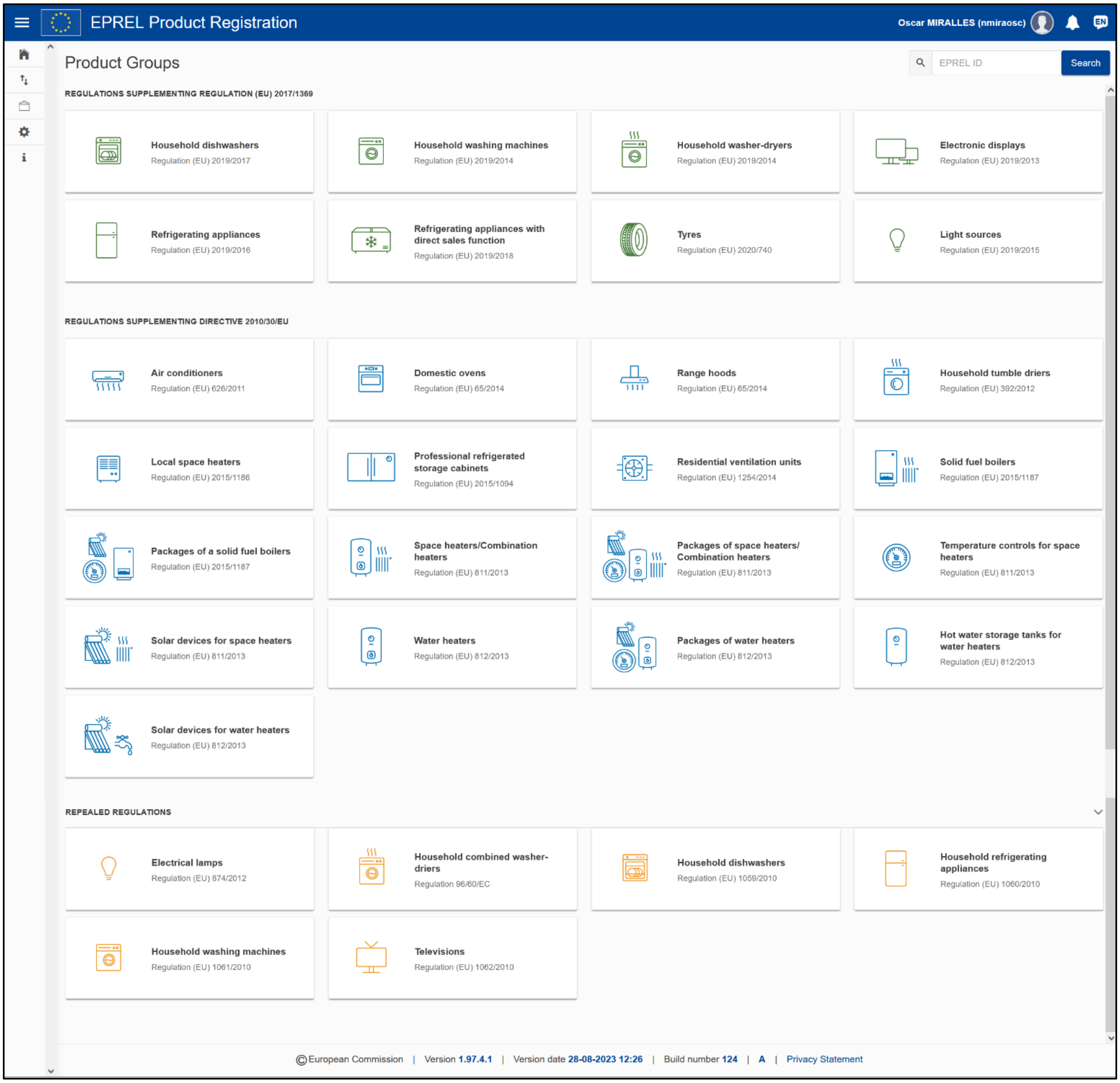


Figure 11 - EPREL Homepage

When going on a specific product group, you can view all products listed under the specific group, along with the option to:

- **View –** all models registered in the corresponding product group, along with details for each of the registered models
- **Search** – models inside the product group
- **Sort** – model inside the product group
- **Create** – new models or a new equivalent models

9.4. LANGUAGE

EPREL is a multilingual application to facilitate the work of users from around Europe.

The language of the user interface currently active is shown on the language icon EN on the top right of the screen. This icon shows the two-letter code of the current selected language (e.g "EN").

Figure 12 - Language of the UI

In order to change the language of the user interface, click on the language icon and select your language.

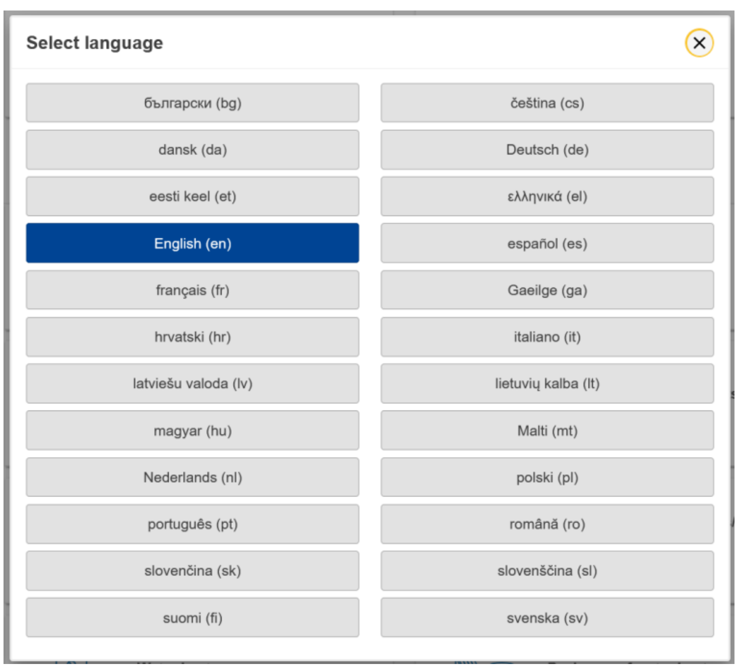


Figure 13 - Change the language.

9.5. NOTIFICATIONS

Whenever an important message needs to be shared with the suppliers' users of EPREL an in-app notification will be send. If a notification is received, on the bell icon  on the top right corner of the screen there will be a red number with the counter of notifications.

Figure 14 - One notification received

To access the notifications, click on the bell icon.

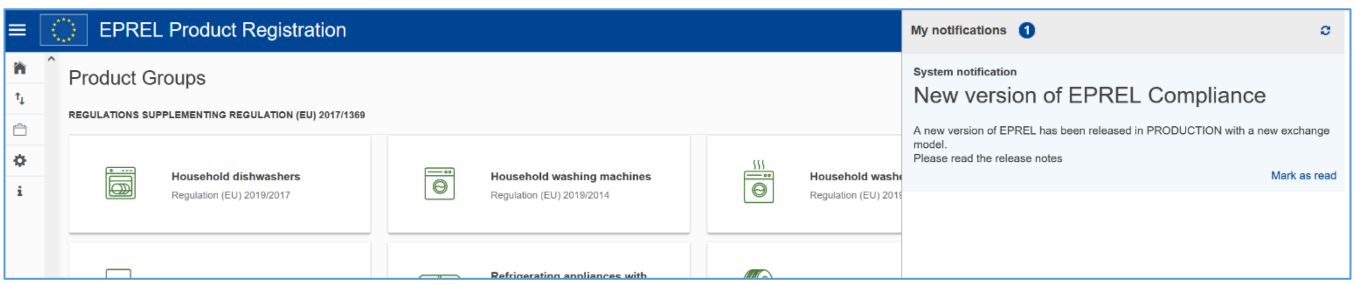


Figure 15 - New notification

The list of notifications is shown, showing just part of the message. In order to open the notification and see the full message click on it.

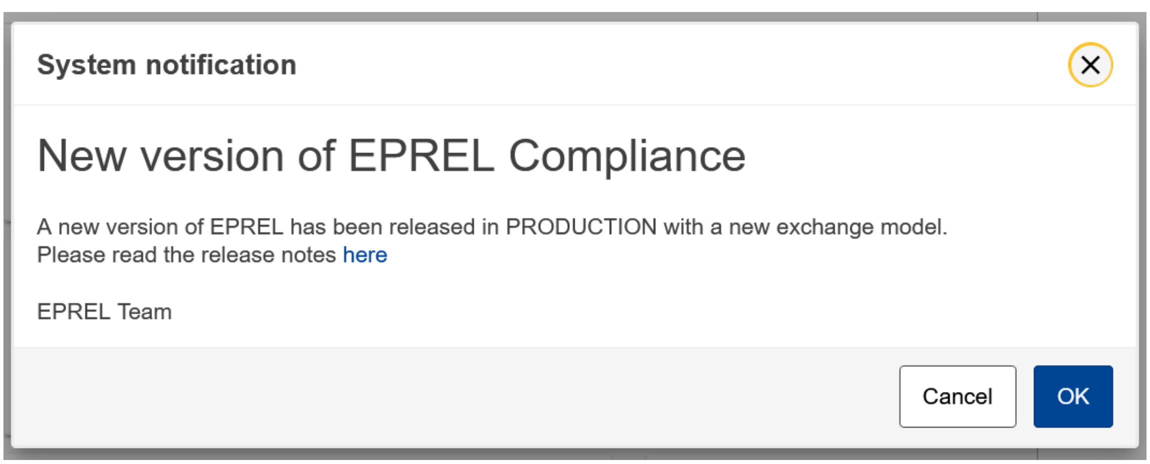


Figure 16 - Full notification message

Clicking OK will mark the message as read and will not be shown again. You can also click on MARK AS READ in the list of messages to make it disappear.

9.6. PROFILE

If you want to know more about your profile when using EPREL, you can click in the menu ADMINISTRATION > PROFILE on the left of the screen.

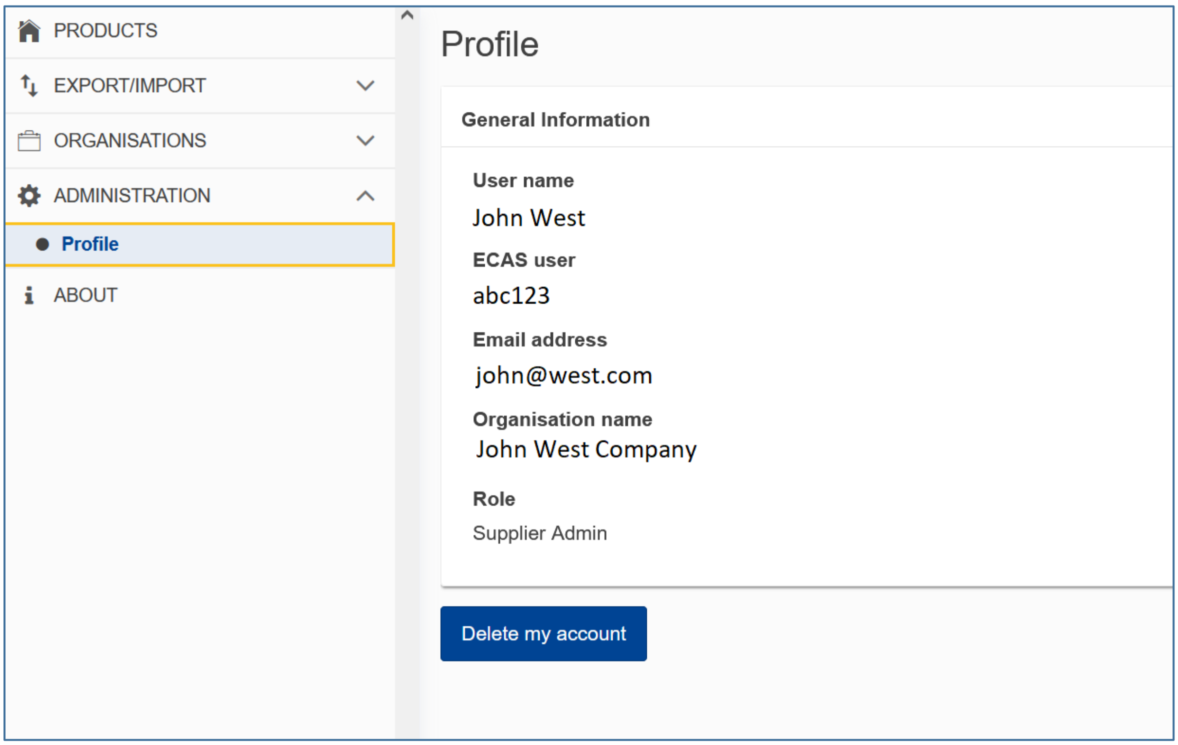


Figure 17 - Your profile

The information shown is:

- **User name –** Your first name/last name as you entered it in EU Login module when you first registered.
- **ECAS user –** This is the EU Login identifier assigned to your user.
- **Email address –** The email address used in EU Login.
- **Organisation name –** The name of the supplier organisation for which you work for.
- **Role –** The role assigned to your user. If you created the organisation you are assigned SUPPLIER ADMIN role; but if you were invited by another user, you can have roles SUPPLIER ADMIN, SUPPLIER USER, SUPPLIER READER.

Delete your account

If you no longer have to work with EPREL you can delete your account by clicking on DELETE MY ACCOUNT.

This will delete your account from the system. If you have registered models, the system will do a logical delete, which means your personal data will be deleted but you will remain in the system for traceability purposes. Otherwise, you will be hard deleted.

IMPORTANT!

- If you are the only SUPPLIER ADMIN of your organisation is it not possible to delete your user.
- Invite a new SUPPLIER ADMIN that, once created can remove your profile.

9.7. ABOUT

If you want to know more about EPREL, like the version of the software, the version of the exchange model used, or useful links; click the menu ABOUT on the left of the screen.

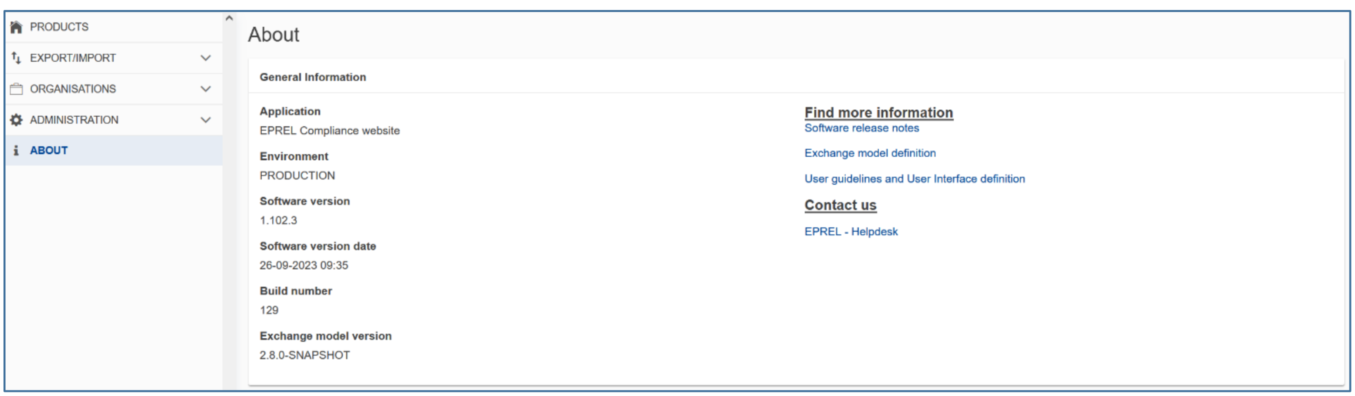


Figure 18 - About EPREL

The information shown is:

- **Application –** Name of the current application, for suppliers is “EPREL Product registration” always, but for MSA is “EPREL Compliance website”.
- **Environment –** The name of the environment where we are connected. Existing environments are:

    - **PRODUCTION:** the environment where suppliers register their models when placing them on the market. You can access this environment at: https://energy-label.ec.europa.eu/compliance
    - **ACCEPTANCE:** this is a playground environment for the suppliers to practice and test new functionalities. Do not register real models in this environment, it is less secured, and data is removed regularly. You can access this environment at: https://energy-label.acceptance.ec.europa.eu/compliance
- **Software version –** Number of the software version released in this environment.
- **Software version date –** Date the software version was released.
- **Build number –** Number of the build.
- **Exchange model version –** Number of the exchange model version released with this software. Exchange model is the XML structure used to register models in bulk.
- **Find more information –** Useful links to learn more about the releases, the exchange model, and user guidelines.
- **Contact us –** The email address of the Help Desk in case you have any question regarding the application or if you want to report an issue.

9.8. Product Search

Due to the fact that product models should not have a double registration in EPREL, before starting to register a new model, make sure the model is not already registered by other members of your Organisation. Thus, let's see how to search models in EPREL.

In EPREL you can search products in two ways:

- **Global Search, by EPREL ID**
- **Product Group Search, by various criteria**

Global Search by EPREL ID

EPREL ID (see glossary) is a unique product identifier, assigned by EPREL platform when creating a new product record. As EPREL ID is unique across all products from the Supplier's Organisation, no matter their product group, EPREL offers a fast way of searching, allowing users to enter the EPREL ID and easily identify the corresponding product. This search option is available in the EPREL Homepage (see Figure 19 - Global search by EPREL Id).

Good to know

- Search by EPREL ID is a single value search, therefore make sure we are entering a single numerical ids only
- Search by EPREL ID is not cross Organisations, therefore we are returning only models registered by your Organisation

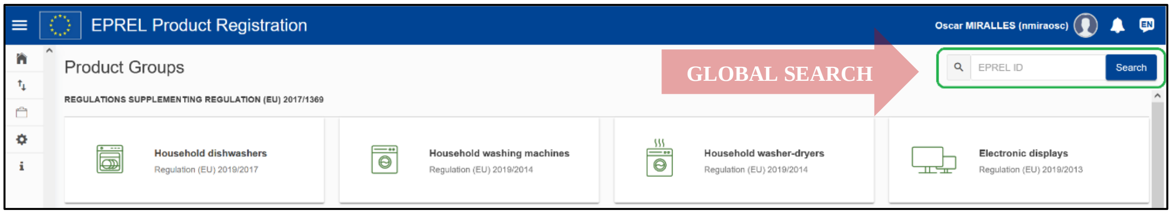


Figure 19 - Global search by EPREL Id

Product Group Search

Product Group Search is a search capability available at product groups' level. It was introduced in order to ease the search process when the user needs to search inside a specific product group (see Figure 20 - Product Group Search).

This search option should be used when:

- The user already knows the specific registration number or model identifier of a product.
- The user needs to search across a variety of models from the same brand/trademark.
- The user needs to search models from one energy efficiency class.
- The user needs to search across a wider group of models placed on the market during a specific date interval.
- The user needs to search products put on the market in specific countries.
- The user needs to search products from specific statuses.
- The user needs to search products with issues reported by users of the Public site.
- The user needs to search models Blocked.

Good to know:

- This search option is returning only product results from the product group where the search is done.
- Only product models of the current supplier are shown in the results list.

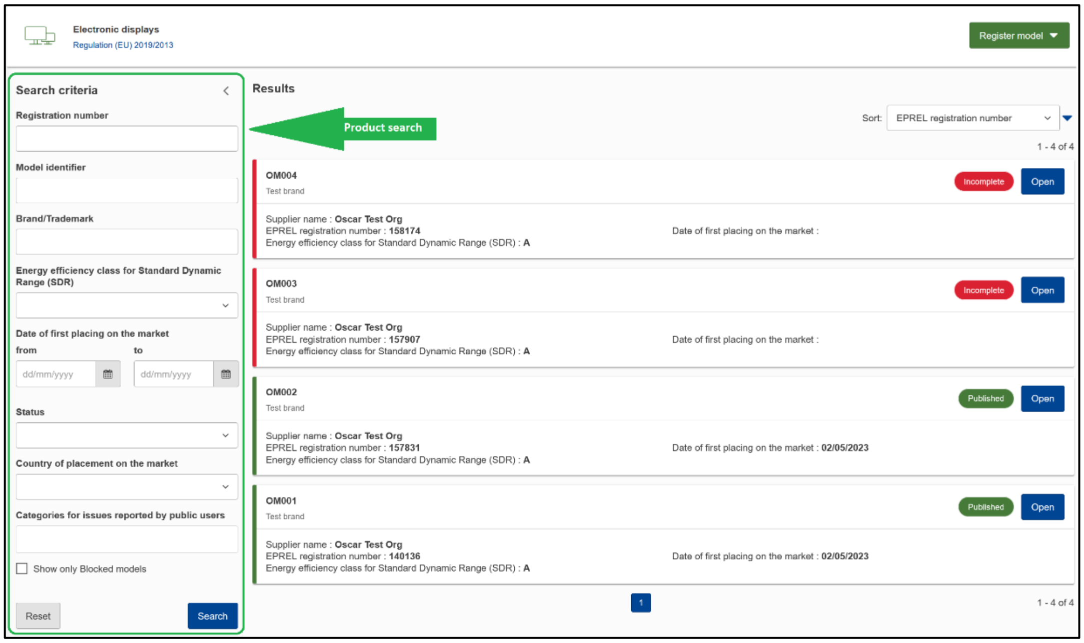


Figure 20 - Product Group Search

When searching products inside a group, multiple criteria are available, offering a larger search flexibility and granularity:

- **Registration number -** represents the EPREL ID, which is assigned at product creation, and is unique across all products.
- **Model identifier** - represents the model identifier assigned by the Manufacturer.
- **Brand/trademark -** represents the product brand name.
- **Energy efficiency class -** represents the product energy efficiency class, depending on the scale allowed for that product group (e.g. electronic displays shows range A to G).
- **Data of placement on the market** - represents the date the product was first put on the EU market.
- **Status** - represents the list of statuses in the lifecycle of a model (Incomplete, Complete, Published).
- **Country of placement on the market -** represents the list of countries where the product will be placed on the market.
- **Categories for issues reported by public users -** represents the list of categories of issues that have been reported in the Public site by any visitor of the site (e.g. Error(s) in product parameters values, etc).
- **Show only blocked models –** by clicking this button, only models that have been blocked by Market Surveillance Authorities or European Commission or even by Supplier itself will be shown.

In case of multiple products returned, when searching within a product group, the user can decide on the order of displaying products, by selection from various sorting options:

- Sort by **EPREL registration number**: this option displays the most recent registered products first, no matter their status (e.g. **INCOMPLETE**, **COMPLETE**, **PUBLISHED**).

- Sort by **Model identifier**: this option displays products in a descending order, based on the model identifier number.
- Sort by **Brand/Trademark**: this option displays products in a descending alphabetical order, based on the brand/trademark name.
- Sort by **Status**: this option displays products based on their status, all **PUBLISHED** ones first, **COMPLETE** ones after and those **INCOMPLETE** last.
- Sort by **Date of first placing on the market**: this option displays products based on the date of placement on the market, showing those with the most recent dates first.
- Sort by **Energy Efficiency Class**: this option displays products in a descending order of the efficiency class value, those with the lowest efficiency first.
- Sort by **Number of reported issues:** this option displays products in a descending order of number of issues reported by public users, those with the highest number of reported issues first.
- Sort by **Latest reported issues:** this option displays products in a descending order of date/time of issues reported by public users, those with the most recently reported issues first.

In the list of results you will see minimum interesting details of the models and their status.

Figure 21 - Search results

- **Model identifier** – Model identifier of the model is the first title in bold letters on top left of the result card.
- **Brand/Trademark -** Trademark of the model is the subtitle in grey letters on top left of the result card.
- **Status –** The status of the model is shown in a coloured pill on the top right of the card, possible values are: **INCOMPLETE**, **COMPLETE**, **PUBLISHED**.

- **Supplier name –** The name of the supplier who registered this model. As you can see only models of your organisation, the name here will be your organisation's name always. This is useful for Market Surveillance Authorities who can see models from multiple organisations.
- **EPREL Registration number –** The internal unique id of the model.
- **Energy efficiency class –** The letter of the energy efficiency class of the model. In the image above as we are in the tyres search screen, we can see the three energy efficiency classes of the tyre.
- **Date of first placing on the market –** Date when first unit of the model will be placed on the market and when the model will become PUBLISHED.

You can see a counter of the records found on the top right corner and bottom right corner of the results list. In case there are more than 20 results, the application will paginate the results. You can navigate between pages clicking on the numbers shown in the bottom middle of the results list.

Click the button OPEN in a result of the list to go to the details of that model.

10. ORGANISATION MANAGEMENT

This section is dedicated to Supplier Admins only and covers the Organisation setup, being the pre-requisite steps for starting product registration. In this section you will find:

- How to create and edit your Organisation
- Important information about electronic seals and signatures
- How to get your Organisation Verified
- How to create Brands/Trademarks
- How to create Contacts
- How to invite Users to your Organisation
- How to delete your organisation
- How to close your organisation

10.1. CREATE YOUR ORGANISATION

The *EPREL Organisation* in this context is the entity (legal or natural person) acting as *Supplier* which is placing a product on the Market. The organisation can be either a *Manufacturer*, an *Importer*, or an *Authorised Representative of a third country manufacturer*, but this information is not requested on registration of the organisation, but at registration of models:

- **Supplier Type**:
  - ***Manufacturer***: any natural or legal person established in the Union, EEA or Northern Ireland, who is responsible for designing or manufacturing a product and places it on the EU market under his own name or trademark. A manufacturer is responsible for directly registering in the database each different model of the products placed on the EU market.
  - ***Importer***: a natural or legal person established in the Union, EEA or Northern Ireland who places a product from a third country manufacturer on the EU market. His obligations build on the obligations of the manufacturer. An importer shall register in the database all product models imported on the EU market, if in the scope of the labelling legislation (see Annex 1)
  - **Authorized Representative**: a natural or legal person established in the Union, EEA or Northern Ireland, who is appointed by a third country manufacturer (not established itself in the EU, EEA or Northern Ireland), to act on his behalf by registering in the database each different model of products placed on Market. The authorized representative has to be a legal or natural person independent from the manufacturer.

The same *Supplier* can have multiple roles, e.g. can act as *Manufacturer* for own-produced products and as *Importer* or as *Authorised Representative* for other products.

Tip: If your Organisation has already been created by one *Supplier Admin*, you should contact your EPREL representative, to invite you to join the existing *Organisation*. Creating duplicated organisations in EPREL is inadvisable.

The *Supplier Admins* are the only users with permissions to create and edit their *EPREL Organisation*. All other roles are able to view the organisation details, anyhow.

In EPREL, the Organisation also represents the workspace where all users from the same Organisation can register product models in order to place them on the Market, for compliance purposes. As foreseen by the framework Regulation, these product models should also be visible to *retail / trading players* and *consumers*, which should have also access to the *Energy Label* and to the *Product Information Sheet*. Therefore, *Supplier Admins* must get their Organisation verified, in order to make the registered product models publicly visible.

To efficiently manage and control your *EPREL Organisation*, we recommend you to create more than one *Supplier Admin*[12]. All other users, responsible with managing product models, should be assigned the *Supplier User* or *Supplier Reader* roles.

- When you first create your EPREL Organisation, you become the Supplier Admin of your Organisation
- Multiple Supplier Admins can further be invited, to collectively manage the Organisation workspace
- Even though you might be using your individual account when creating your EPREL Organisation, you must indicate the legal or natural nature of the Organisation entity for which you are registering models, not the nature of your individual profile.

First time in EPREL?

If you have accessed the EPREL Platform directly (through the EPREL URL), without receiving an invitation from a counterpart *Supplier Admin*, you will first be asked to create your new *EPREL Organisation*.

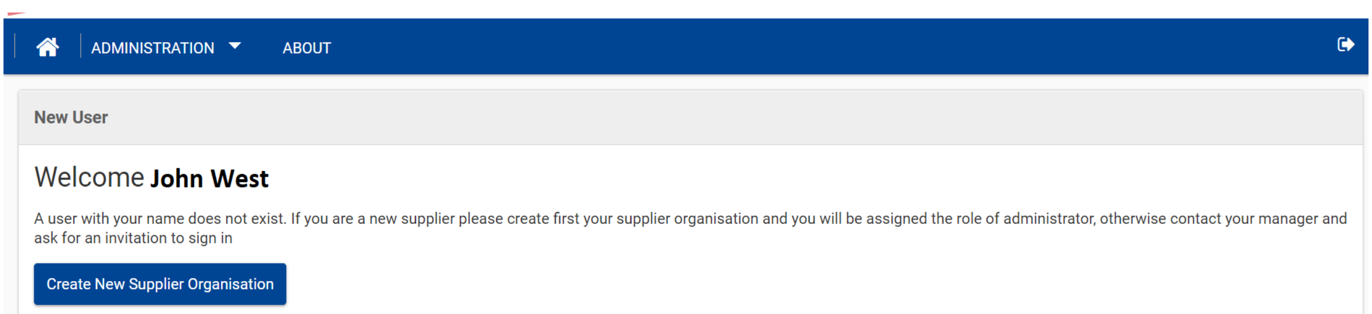


Figure 22 - Start creating your EPREL organisation

[12] E.g., if the person owner of the associated EU Login account quits the organisation without having attributed Supplier admin rights to another user, you may need to ask the intervention of the helpdesk.

When creating your *EPREL Organisation*, you first need to fill in the **GENERAL INFORMATION** section.

- After you fill in the *General Information* section and save your data, your *Organisation* is created with the status **UNVERIFIED**. Next, you need to go through the Supplier Verification process.
- Information from this section are used for the verification process and also shared with the Market Surveillance Authorities.
- Only once the Organisation is **VERIFIED**, your registered and published products become publicly available.
- After the implementing act currently under approval, only VERIFIED suppliers will be able to register models and models from UNVERIFIED suppliers will not be visible in Public site even if they were visible before.

You may act simultaneously as manufacturer, importer or authorised representative e.g. manufacturer of a product and importer for another product, etc. When registering product models, the role for each is indicated at the level of each specific product model.

When creating your EPREL Organisation you need to define also the *Legal identity*. This refers to the legal nature (legal person vs natural person) of the organisation for which you are registering product models.

Legal identity:

1. **Legal person** (Figure 22 - Start creating your EPREL organisation): entity commercialising under an Organisation business name. If you are a Legal Person, the following information is required:
    - **Supplier Name**: (mandatory) represents the legal name of your organisation
    - **Country of Registration**: (mandatory) represents the country where the Organisation is registered as a legal entity. It determines the law governing the entity.
    - **Business Register Number**: (mandatory) is an alphanumerical code attributed to the supplier by a national trade/business registrar (such as a chamber of commerce). Leading and trailing spaces will be trimmed. If you do not recall your Register Number, you may quickly find it by checking the Business Register Interconnection System (BRIS).
    - **Business Register ID**: (mandatory) is a code assigned by a Member State authority, or someone acting on its behalf, to the trade/business registrar (a single registrar exists in most Member States, but few have several of them) that attributes the Business Register Numbers to each legal entity asking registration. Leading and trailing spaces will be trimmed. If you do not recall your Business Register ID, you may quickly find it by checking the Business Register Interconnection System (BRIS) as well.
    - **Supplier Id:** (read-only) this alphanumeric value is auto-generated by EPREL and is a unique identifier of the organisation in our system.
    - **Address:** (mandatory*)* legal address of the organisation in the EU, the EEA or Northern Ireland: street, street number, postal code, city, province, municipality and country.
    - **VAT**: (optional) known also as “Value Added Tax”, it represents the unique number that identifies a taxable person (business) or non-taxable legal entity that is registered for VAT. When registering your VAT in EPREL, please recall that it always starts with a 2-letter country code, followed by a numeric identifier (e.g. FR123456).

- **Other Legal Identification**: (optional) any other identification i.e. any other fiscal identification issued to EU/EEA or Northern Ireland entities by a public authority.
- **Website:** (optional) the address of your organisation website.
- **Electronic Verification Information:**
  - **Identity type reference**: this represents one of the 5 possible types of indicators used in qualified electronic seals to univocally identify an organisation. The preferred identity type reference is "NTR, but in a transitional period any of the 5 possible types is accepted. At the end of the transitional period, only the NTR may be accepted, and companies having used a different one may be requested to update their seal. Possible values are:
    - **VAT** – national value added tax identification number
    - **NTR** – identifier form a national trade register (recommended option)
    - **PSD** – national authorization number of a payment service provider
    - **LEI** – glogal Legal Entity Identifier as specified in ISO 17442
    - **XX** – two characters according to local definition followed by ":"
  - **Organisation Identifier**: represents the alphanumerical value of the "organisationIdentifier" metadata from the supplier's qualified seal. This field is not mandatory when creating the organisation, but needs to be filled in before starting the electronic verification process. If the fields Business Register Number and Business Register ID have been correctly filled above, you will find the full value proposed here. Please look at the next section for more details.

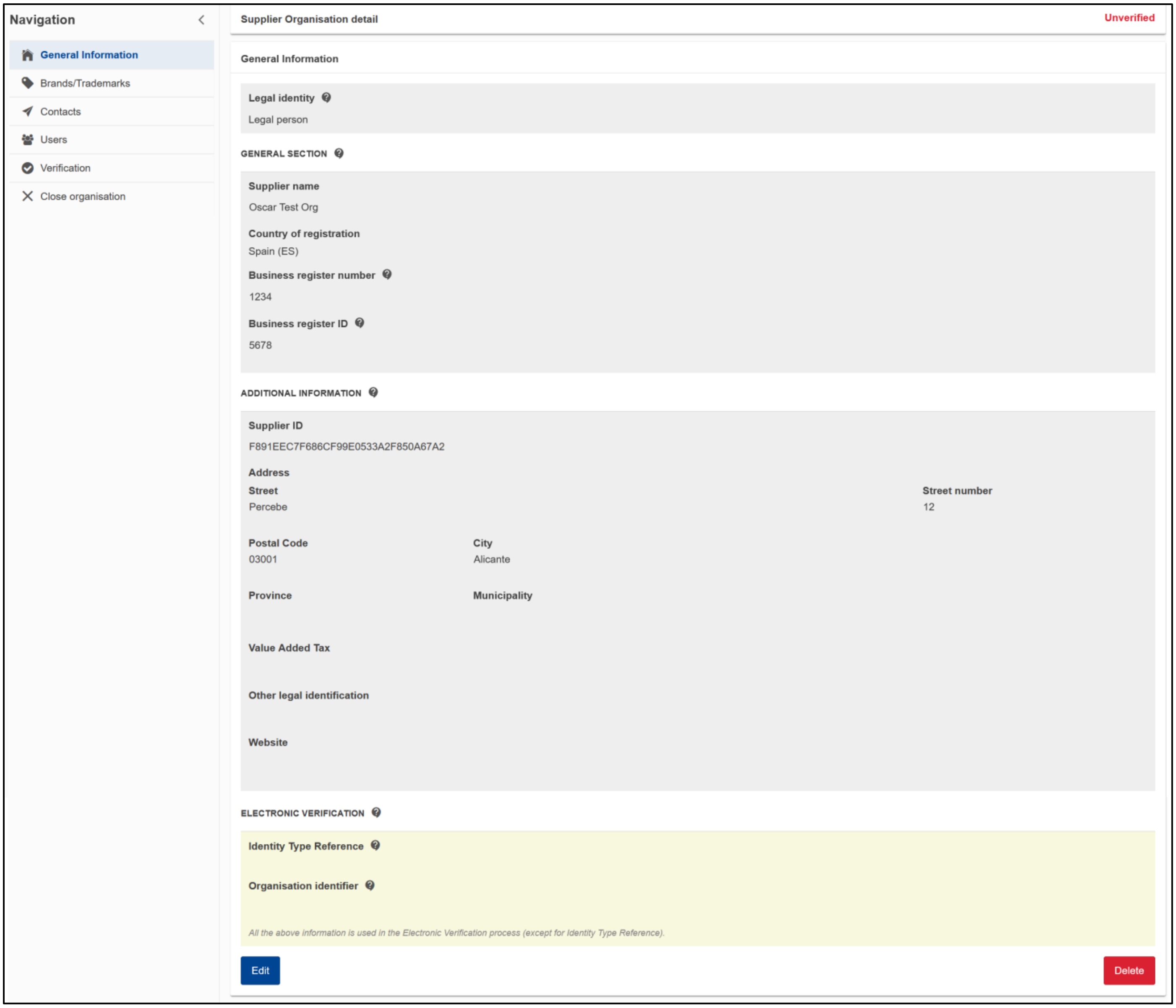


Figure 23: General Information section for Legal persons

2. **Natural person** (Figure 24: General Information section for Natural Persons): entity acting as an individual. If you are a natural person, the following information is required:
    - **Supplier Id:** (read-only) this alphanumeric value is auto-generated by EPREL and is a unique identifier of the organisation in our system.
    - **First and Last Name**: (*mandatory*) represents the *Name* and *Surname* of the *natural person registering the products and assuming the responsibility as a supplier in front of Market Surveillance authorities for the products it registers under its EPREL "organisation"*
    - **Company Name**: (*optional*) company name associated to the business activity
    - **Country of Registration**: (mandatory) represents the country where natural person is established.

- **Address:** (*mandatory)* legal address of the natural person in the EU, the EEA or Northern Ireland: street, street number, postal code, city, province, municipality and country.
- **VAT**: (*optional*) known also as "Value Added Tax", it represents the unique number that identifies a taxable natural person (business) or non-taxable natural person that is registered for VAT. When registering your VAT in EPREL, please recall that it always starts with a 2-letter country code, followed by a numeric identifier (e.g. FR123456).
- **Other Legal Identification**: (*optional*) any other identification
- **Website:** (*optional*) the address of your organisation website

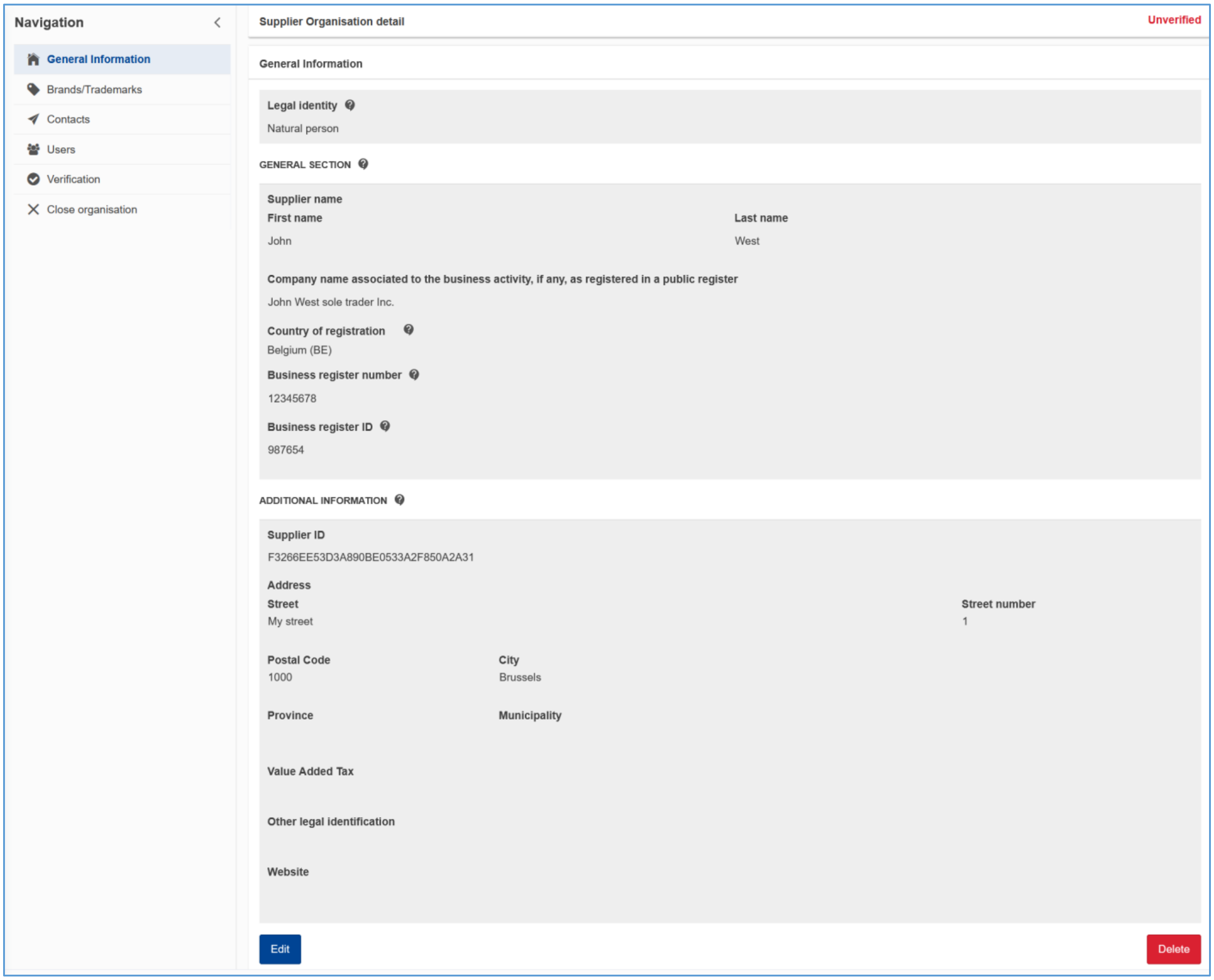


Figure 24: General Information section for Natural Persons

Important Note: Even though you might be using your individual EU Login account, when creating your EPREL Organisation, you associated your account to the organisation entity who is placing the products on the market, **as this is the entity for which you are registering models.**

EPREL accounts are not accounts for personal use, so make the difference between individual profile, as user of the account, and the entity responsible for placing products on the market, who is registering the products.

10.2. EDIT YOUR ORGANISATION

As Organisations can suffer changes over time, the Supplier Admin role must reflect those changes in EPREL Platform and modify the Organisation accordingly. In case of company acquisition, rebranding or even end of business activity, these business updates must be captured in the Organisation's General Information section.

Good to know:

- When updating the **Organisation Name** (or First & Last Name in case of Natural Persons), **Company Name** (for Natural Persons), **Business Register Number** or **Business Register ID**, the Organisation will be set back to **UNVERIFIED**, and a new Verification Process needs to be restarted. Your new registered products will no longer be displayed in the Public Interface, until the Organisation is **VERIFIED** again.
- When updating all the other Organisation data, the Verification process should not be restarted, as the Organisation will still have the same verification state.

To edit the Organisation settings, go to: **Organisation** > **General Information** Section and click on **EDIT** action from the bottom of the page (see Figure 25 - Edit General Information section).

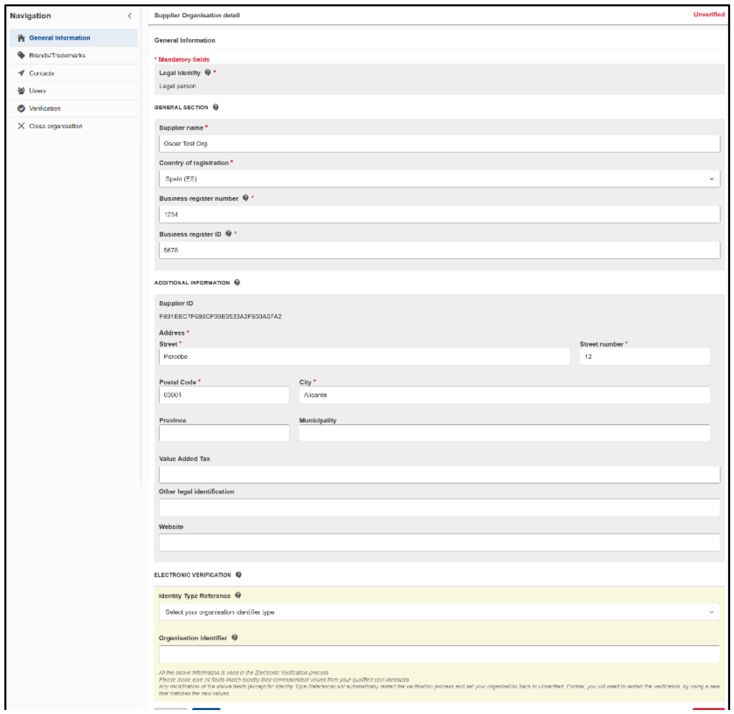


Figure 25 - Edit General Information section

10.3. Get your organisation electronically "verified"

The electronic sealing or signing allows for the full digitalization of business processes that enhance security, reduce operational costs and cut carbon footprint.

Since 1 July 2016, electronic signatures in the EU are governed by the Electronic Identification and Trust Services (eIDAS) Regulation. eIDAS provides a predictable regulatory environment directly applicable to all EU Member States to enable secure and seamless electronic interactions between businesses, citizens and public authorities. To read more on eSignature, please visit the European Commission website.

You may skip this section if you are confident with the concepts of electronic signatures and electronic seals.

10.3.1 What is an electronic signature?

An electronic signature is a data in electronic (encrypted metadata) form which is attached to or logically associated with other data in electronic form and which is used by the signatory to sign, where **the signatory is a natural person**.

Like its handwritten "blue-pen" equivalent in the traditional paper workflow, an electronic signature can be used, for instance, to electronically indicate that the signatory has written the document, agreed with the content of the document, or that the signatory was present as a witness. Any attempt to change even a dot or to modify hidden text in the document results in invalidation of the electronic signature.

10.3.2 What is an electronic seal?

Where **the sealer of the document is a legal person** (unlike the electronic signature that is put by a natural person), an electronic seal is data in electronic form (encrypted metadata, as well), to be attached to or logically associated with other data in electronic form, to ensure origin and integrity.

Qualified certificates for electronic seals are provided by Qualified Trust Service Providers (QTSPs), which have been audited as such and granted a qualified status by a national competent authority, as reflected in the Trusted List (the actual content of these trusted lists is managed and published by each Member State).

10.3.3 Electronic Seal vs. Electronic Signature

An electronic seal is technically the same as an electronic signature. The difference being that an electronic signature can be associated only to a natural person, whereas a seal is associated to a legal entity. For electronic seals, as well as for electronic signatures, the EU regulations on electronic identity and trust services (eIDAS) describes similar requirements and legal implications.

10.3.4 Simple, Advanced, Qualified Electronic Seal or Signature

According to the eIDAS Regulation:

- 'Simple' electronic signatures are weaker than handwritten signatures on paper. E.g., a name at the end of an email.
- Advanced electronic signatures, based on cryptography, ensure integrity of the signed document and signature. However, anyone can create his/her own personal certificate authority. Therefore, an advance electronic signature doesn't provide any assurance on who signed the document.
- Qualified electronic signatures provide a guarantee that the authenticity of the signatory (the person named in the signing certificate created the signature). This qualified level introduces quality assurance, backed with supervised conformity checks and accreditation processes. A few examples below:

- We can be reasonably sure that a "qualified certificate" issued to a natural person, whose identity matches with the one stated on the certificate.
- The qualified trust service provider is responsible for the issuance of the qualified signing certificates and the verification of the data.
- The technical mean to create the signature is under the control of the signatory.

10.3.5 Why are qualified electronic seals and qualified signatures used in EPREL?

Qualified certificates for electronic seals and signatures are issued by a Qualified Certificate Authority (CA), as an electronic attestation that links electronic seal/signature validation data to a legal or a natural person, and confirms its identity.

The *EU Login* being only a 2-factor authentication system, EPREL needs to verify:

- The real existence and identity of the EPREL organisation, acting as supplier;
- The establishment in the EU/EEA or Northern Ireland territory of the organisation (for compliance enforcement needs)
- The entitlement of the *Supplier Admin* to act on behalf of the organization for the purpose of registering models in EPREL.

In other terms, to respect the basic security principle of authenticity*, i.e. the guarantee that information is genuine and from bona fide sources*, EPREL delegates the verification of the identity and of the basic requirement of being established in the EU, the EEA or Northern Ireland, to qualified third parties, such as the Certification Authorities.

Certification Authorities act according to requirements laid down in the eIDAS Regulation, to provide, for instance, guarantees regarding the identity of the creator of the seal. An employee managing to get sealed the *Verification file,* as produced by EPREL is deemed a trusted employee with direct or indirect but controlled access to the seal. A *Supplier Admin*, acting as natural person, is deemed to be the person he/she declares to be and signing the *Verification File* as self-declaration.

CAVEAT: Make sure your seal or signature is QUALIFIED and not just advanced from qualified service providers!

10.3.6 Get your electronic seal

To find out more on how to obtain a Qualified Electronic Certificate, click here.

IMPORTANT NOTE: EPREL requires a Qualified Electronic Seal or a Qualified Electronic signature issued by a Qualified Service Provider.

The qualified electronic seal has to include:

- Organisation Name
- Country of Registration
- Organisation identifier

For more information, read the Important Notes – before you start sealing/singing the Verification PDF.

To find the list of Qualified Service Providers, go to List of Trust Service Providers

10.3.7 How to seal a document?

How to seal a document can vary but generally the service provider offers a service where the customer uploads the document to be sealed, performs the sealing and downloads it. Hardware tools are possible as well.

Please address to you service provider to get specific information on how to perform the operation.

10.3.8 List of Trusted Qualified Service Providers

A list of Qualified Trust Service Provides, in accordance with the eIDAS Regulation in Member States of the European Union and European Economic Area is available via the eIDAS dashboard managed by the European Commission.

To view the list of all Trusted Providers, across all Member States, click here[13]. More in detail, providers of qualified seals are listed here[14]. You may also consult a list of service providers that explicitly declared their support and availability to provide the services required for the verification in EPREL in the Portal.

[13] https://esignature.ec.europa.eu/efda/tl-browse

[14] https://esignature.ec.europa.eu/efda/tl-browser/#/screen/search/type/2

10.3.9 Qualified eSeals and eSignature Prices

In a free market, prices can greatly vary, depending on the “packages” of services offered, usually including tens or hundreds of eSeals and related services and assistance. While some providers might even offer the service for free, usually for a limited time, the cost can start from a few tens of euros, to a thousand euros or so. In case of enterprises, the cost is influenced by the number of users and volume of certificates, varying from few hundreds to more.

Service such as dokobit.com may provide an overview on pricing and services provided.

10.3.10 Verify your Organisation

The Supplier Verification Process, aims to ensure that the information published is genuine and from a reliable source.

This section of the guide explains how to verify your Organisation, for both legal and natural person. However, in order for an Organisation of type natural person to publish its registered models, the trademarks containing those models must be verified as well (see section *Verify your Trademark*).

The verification process in necessary to ensure that only eligible *Suppliers* can register products in the EPREL Platform, avoiding that only *Suppliers* entitled to operate on the EU/EEA and Northern Ireland market can exhibit the mandatory energy labelling.
The verification process is also necessary to avoid that a supplier may impersonate another and malevolently register data, e.g. with the intent of causing reputational damage.
Finally, the verification is also a way to confirm that the EU Login user profile associated to *Supplier Admin* is also entitled to register models on behalf of the organisation.

Since January 2022, the EPREL platform offers a fully digitalized verification process (electronic verification) where *Suppliers* can get swiftly verified. The verification process relies on:

- legal persons: “qualified electronic seals”
- natural persons (a small minority): a more articulated process using a mix of “qualified electronic signatures” or seals.

If your organisation does not have a qualified electronic seal, or if you are going to register products for an organisation which is of a natural person type and do not have a qualified electronic signature yet, please read carefully the next sections, detailing how to purchase and use a Qualified Electronic Seal or a Qualified Electronic Signature.

IMPORTANT: Before you start the Verification process, go to your EPREL organisation *profile* and make sure all your Organisation data is correct.

- If your Organisation is a **legal person**, your **Business Register Number** and **Business Register ID** must be already filled in your Organisation settings. These fields are used to issue your Verification PDF document that needs to be electronically sealed.
- If your Organisation is a **natural person**, make sure the **First Name**, **Last Name** and **Country** metadata from your electronic signature match the corresponding fields in your EPREL *Organisation profile*. For natural person, if your Organisation has **Company Name**, then this field will be used in the verification process as well.
- New and existing Organisations are initially set as **UNVERIFIED**, therefore needing to pass verification (as mentioned, only product models from **VERIFIED** suppliers become available for searches in the *Public Site*).
- If you created your *EPREL Organisation* before the verification process was introduced, you still need to get verified. Please consider that all your previously published models will not be available for search in the *Public Site*, until your *Organisation* becomes **VERIFIED**. Citizen and retailers can still access your products by directly scanning the *QR Code* or searching by the *EPREL ID*. MSA Authorities can anyhow access any product in published state, from the date indicated as of placing on the market.
- **If your Organisation doesn't have a seal or electronic signature with the correct metadata (in particular the organisation name, the country code, and the organisation identifier), you should contact your service provider.**

The Electronic Verification requires legal persons to own a qualified electronic seal and natural persons to own a qualified signature, with the Organisation's metadata, as defined in EPREL – please read carefully the Important Notes, before you seal/sign the Verification File.

To start the Verification process, go to: **ORGANISATION > VERIFICATION** section, and start the electronic verification process. You can stop and restart the process at any time. In the next sub-sections we describe more in detail how this process works.

The electronic verification is a fast verification method, where Suppliers receive a verification resolution in a matter of minutes from the moment the Verification PDF is uploaded. To pass the verification, suppliers need to provide an electronically sealed or signed document (*Verification File*), stating their organisation's identity. Verification is a simple 3-steps process (each step being detailed below):

For transparency reasons, and in order to make sure your organisation’s electronic seal or signature contains the proper data (metadata), in the following high level flow (Figure 26 - High level flow for legal person), the detailed steps behind the verification process are presented, for legal entities:

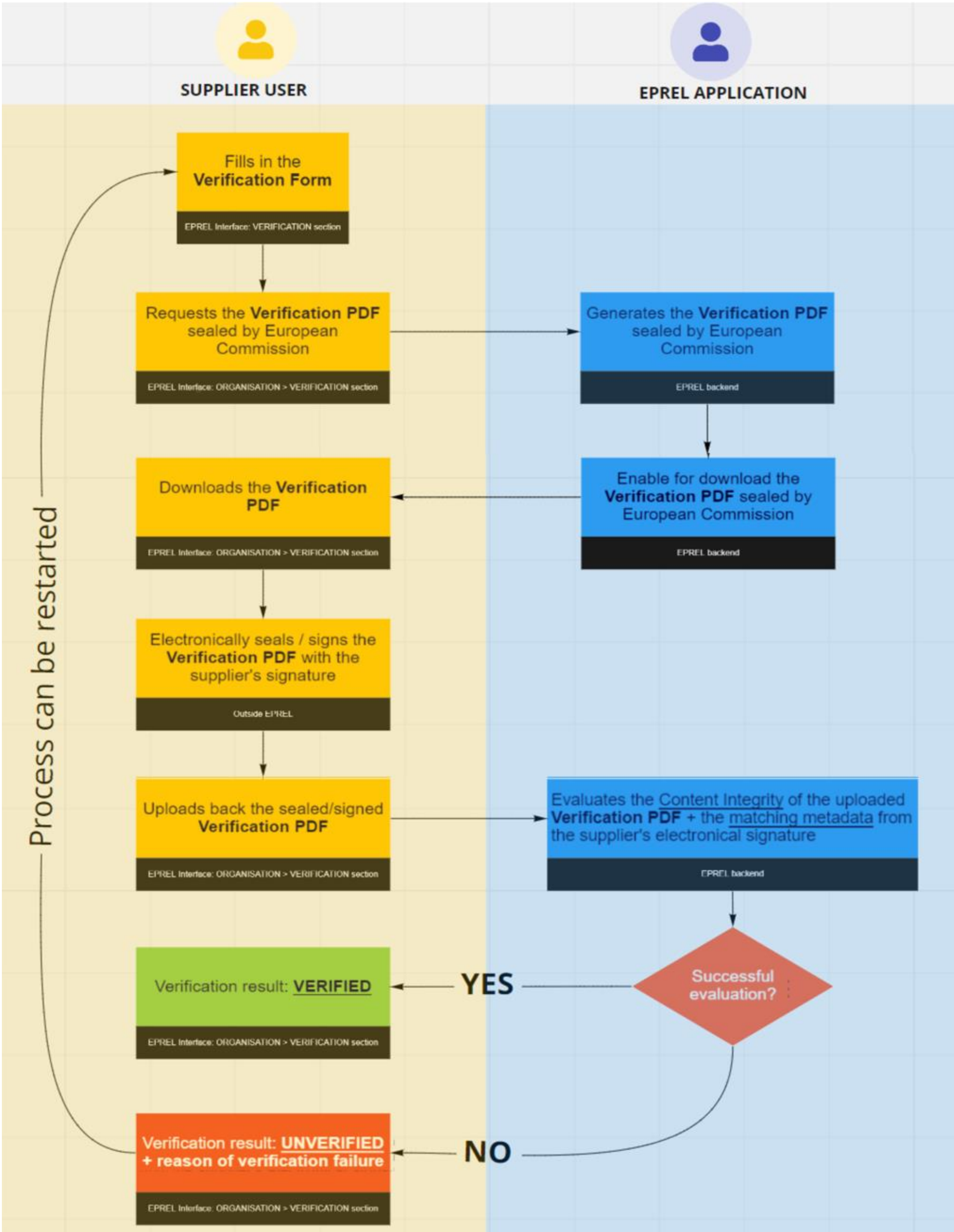


Figure 26 - High level flow for legal person

For natural persons, the flow is slightly different, QTSP or a national business or trade registry seals/signs the verification PDF:

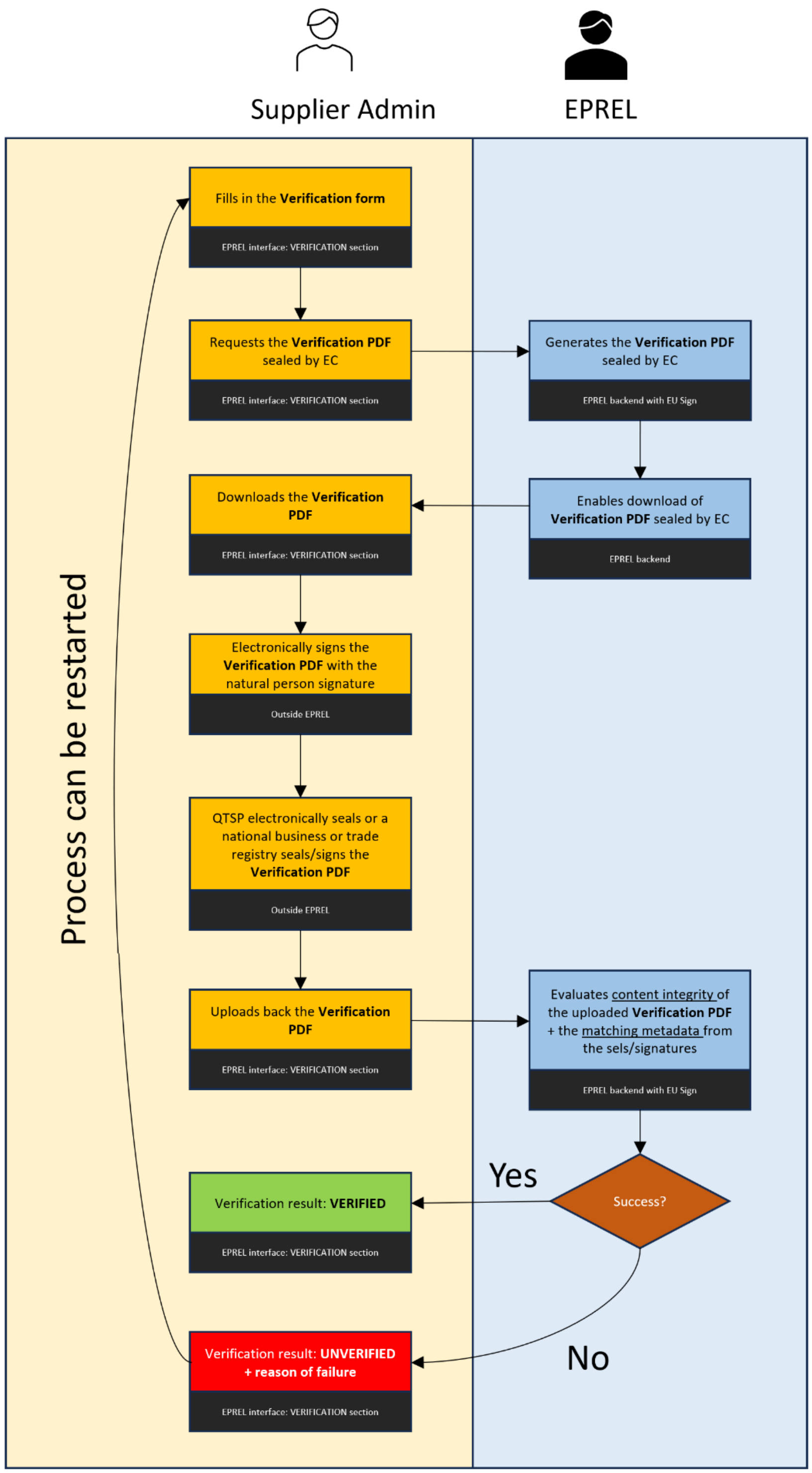


Figure 27 - High level flow for natural person

Now let's take this one-by-one:

10.3.10.1 Step 1 – Request & Download the Verification File

To start the Verification Process, Suppliers need to go in EPREL, to **ORGANISATION > VERIFICATION** and click on **ELECTRONIC VERIFICATION** button (Figure 28 - Start the Electronic Verification process).

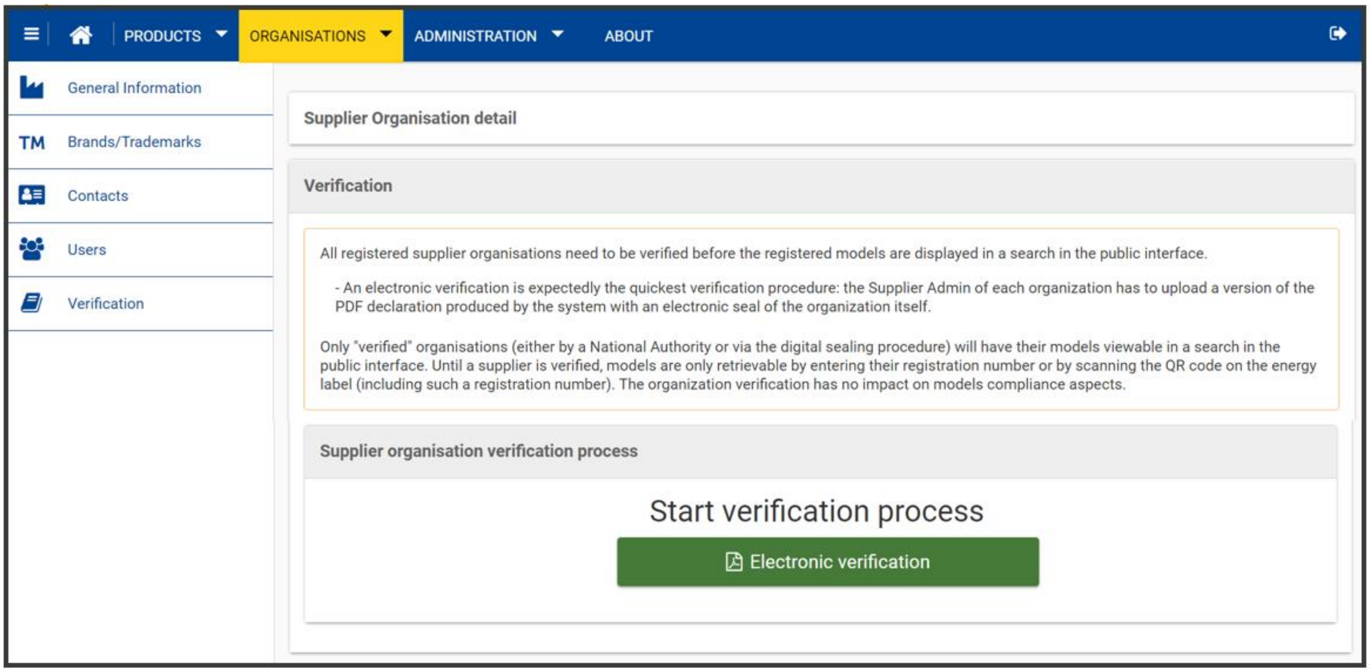


Figure 28 - Start the Electronic Verification process

Once this is done, you will be automatically directed to the section where you can **REQUEST VERIFICATION FILE** (Figure 29 - Request Verification File, for Natural Persons).

In this step, you need to select in which language you prefer to receive the Verification File, and also provide the name and email address of the person from your Organisation, legally entitled to electronically seal or sign the Verification Form.

! IMPORTANT: If you are representing a Legal Entity Organisation, make sure you have already filled in your EPREL Organisation setting, the **Business Register Number** and **Business Register ID**. Without this information, EPREL will not issue the Verification File.

In case you are representing a Natural Person Organisation, the *Supplier Admin* needs to select in which language receive the Verification File, and also provide the email address of the person from the Organisation, legally entitled to electronically seal the Verification Form (being a natural person organisation it will be only one person which is the same user, but the email is asked just in case he/she wants to use a different one). Make sure the data you introduce in this section is correct, as it will be used to the generated the Verification File sealed by the European Commission, the first name and last name are automatically populated by the system.
To ease the process, EPREL automatically creates the Verification File with your *EPREL Organisation* data.

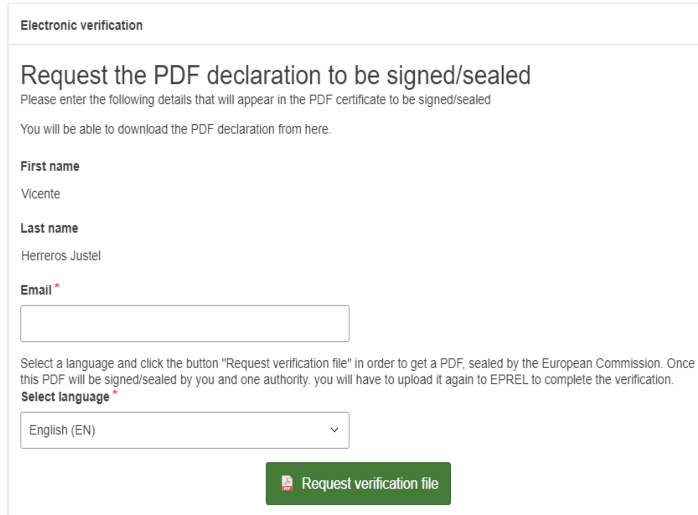


Figure 29 - Request Verification File, for Natural Persons

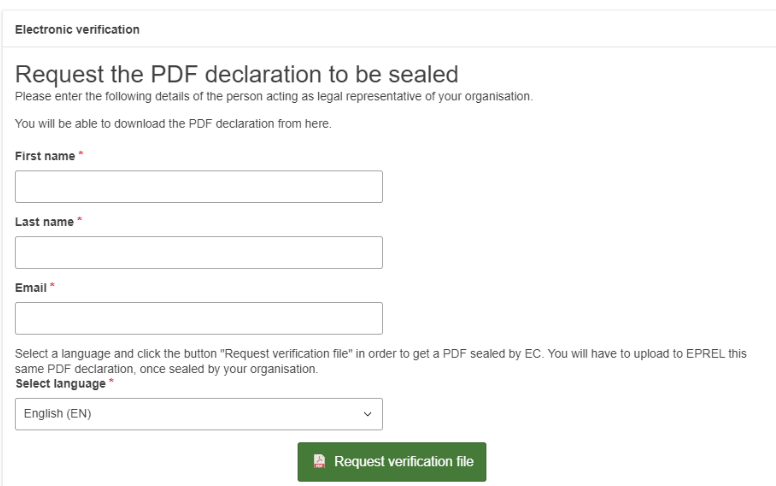


Figure 30 - Request Verification File, for Legal Persons

You will also be required to fill in extra information for legal person:

- First name
- Last name
- Email address
- Language - in which you prefer EPREL to generate the Verification Form

Once you request the Verification File, EPREL will start building the document in a PDF format, which will be already sealed by European Commission. This process can take up to several minutes. During this time EPREL confirms that the request for generating the Verification File is in progress (Figure 31 - Verification File in progress).

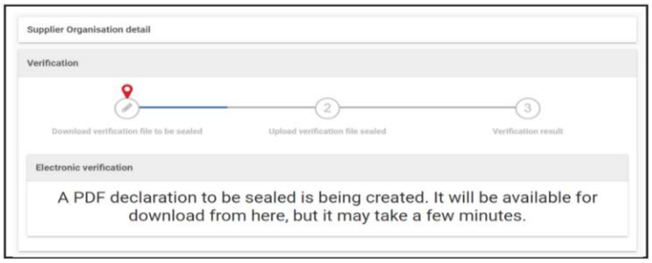


Figure 31 - Verification File in progress

You can now download the Verification File (Figure 32 - Verification File available for download).
This file contains your Organisation identification data and is sealed by the European Commission. Please review it carefully before signing. In case your data is not correct, you can restart the process anytime.

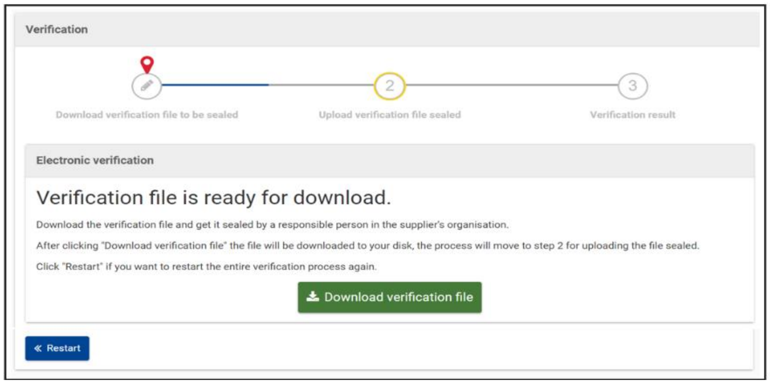


Figure 32 - Verification File available for download

As Supplier Admin, you may not have direct access/use of the seal available to your organisation. Please make the necessary arrangements inside your organisation to have the qualified seal in the correct format, and have the Verification File sealed by the competent/entitled employee.

10.3.10.2 Important notes - before sealing/signing the Verification File

Whether you are a Legal Entity or Natural Person, you need to make sure your qualified sealing/signing certificate **contains the exact same data (metadata) as your Organisation attributes from the Verification File.**

Business Registration Number

This is an alphanumerical code attributed to the supplier by a national trade/business registrar (such as a chamber of commerce).

If you do not recall your Registration Number, you may quickly find it by checking the Business Register Interconnection System (BRIS):

Step 1: Access the BRIS link

Step 2: Search your company by name and introduce the country

Step 3: once you have found your organisation in the BRIS system, the Business Registration Number is the second attribute, as shown in Figure 33 - Business registration number from BRIS.

Based on [ETSI EN 319 412-1](#) (paragraph 5.1.5) standard, this code should be included in the "organisationIdentifier" attribute for NTR (National Trade Register) qualified seals.

Figure 33 - Business registration number from BRIS

Business Register ID

Code assigned by a Member State authority, or someone acting on its behalf, to the trade/business registrar (a single registrar exists in most Member States, but few have several of them) that attributes the Business Register Numbers to each legal entity asking registration.

If you do not know the Business Register ID, you may quickly find it by checking the Business Register Interconnection System (BRIS):

Step 1: Access the BRIS link

Step 2: Search your company by name and introduce the country

Step 3: once you have found your organisation in the BRIS system, the Business Registration Number is the forth attribute, as shown in Figure 33 - Business registration number from BRIS.

Please note that the concatenation of "country code", "Business register ID" and "Registration number" is the unique identifier for the purpose of communication between registers or EUID (European Unique Identifier) as from Commission Implementing Regulation (EU) 2021/1042[1].

Based on ETSI EN 319 412-1 (paragraph 5.1.5) standard, this code should be also included in the "organisationIdentifier" attribute for NTR (National Trade Register) qualified seals.

Figure 34 Business register ID from BRIS

LEGAL ENTITIES:

- Make sure the following attributes: **Organisation Name**, **Business Register Number, Business Register ID** and **Country of Registration** are correct.
- Verify with your Certification Authority providing the seal that the organisation identifier in the "2.5.4.97" metadata from your Seal is built with this syntax: <identityType+**countryCode+"-" countryCode+businessRegisterID+"."+registrationNumber**>, i.e. the "organisationIdentifier" represents a concatenation of:
    - Identity type could be any mentioned in the ETSI standard (see more below)
    - *Country code of the country,* where the organisation is established (must be in an EU/EEA country)
    - *Country code again*
    - *The Business Register ID* (e.g. the identifier of which agency or chamber of commerce has registered your organisation, as in some countries more than body is entitled to do so)
    - The *Registration Number* attributed *from your Business Register body, preceded by a dot.*

  These values in particular are checked against the data you entered for your Organisation in EPREL.

  Example: *if your Verification File contains the following Organisation information:*
    - *Country = France*
    - *Business Register ID = OLA*
    - *Registration Number = 1234*
        - ⇨ *then, the "organisationIdentifier" metadata from your Certificate/Seal should match the value "FROLA.1234"*
- Please consider that your Certificate/Seal metadata saves your Country in the form of a 2-letters ISO code. Example: for "France", you should find in your Certificate/Seal the 2-letter "FR" code.

- For organisations established in Northern Ireland, EPREL verifies the postal code (both legal entity and natural person) as the country code appears as "BT".
- For an easy check, here are the names of the metadata fields from your signature:
    - Organisation identifier: "2.5.4.97" in your seal metadata
    - Country Code field is named: "c" in your seal metadata
    - Postal Code field is named: "postalCode" in your seal metadata
    - Company Name field is named "o" in your seal metadata

Organisation Identifier

EPREL helps proposing an Organisation Identifier based on the [ETSI EN 319 412-1]() (paragraph 5.1.5) standard. (Figure 35 - Electronic verification section from the general information).

- If the "NTR" Identity Type Reference is selected, EPREL will propose an organisation identifier based on the Country of Residence, Business Register Number and Business Register ID, according to the syntax as in Regulation (EU) 2021/1042,
- If the "VAT" Identity Type Reference is selected, EPREL will propose an organisation identifier composed of the Country of Residence and VAT identifier number.

If the organisation identifier recommended by EPREL doesn't match with the one from your seal, do not use it. Instead, introduce the exact organisation identifier value from your qualified seal.

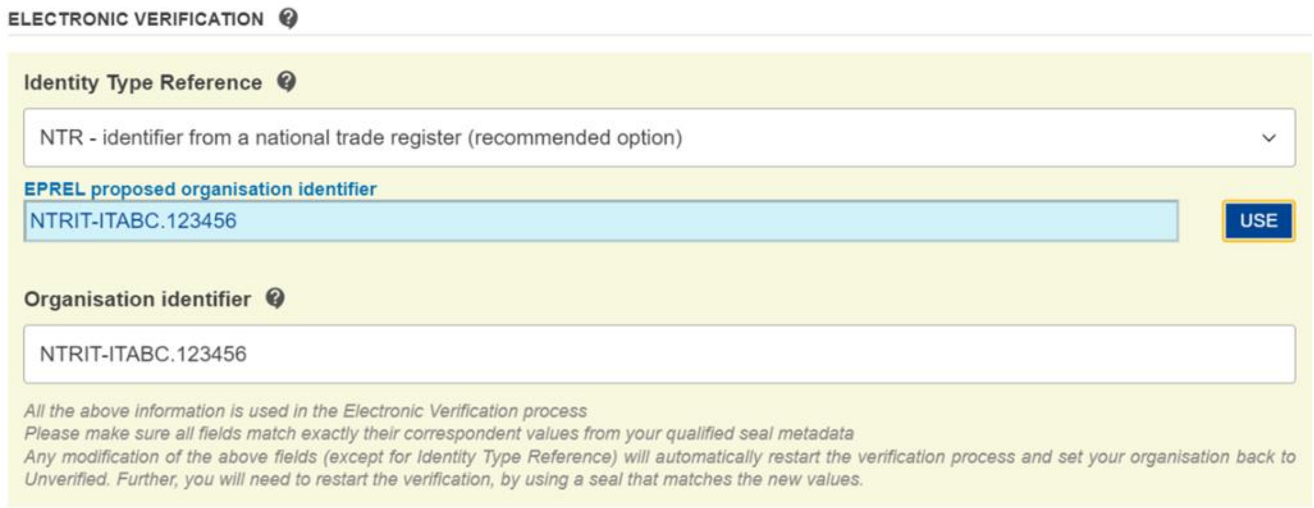


Figure 35 - Electronic verification section from the general information

If you do not recall the value of the Organisation Identifier from your seal, you can simply check it by following these steps:

Step 1 – open a PDF signed with your organisation seal, with a program/application where you can check your certificate properties.

Step 2 – click on the seal logo from a signed document and further on your signature properties.

Step 3 – once you opened the signature properties, you need to see the metadata of your certificate, by clicking on “Show Signer’s Certificate”, (Figure 36 - Show signature parameters)

Step 4 – In the details tab of your certificate, click the “Subject” metadata. In this object, you can see the attribute organisationIdentifier (can have different names, depending on your seal application), with the value assigned by the provider issuing the certificate.

Take the organisationIdentifier value from your certificate and input it in EPREL, in the Organisation Identifier field from your organisation settings.

If you do not have a qualified electronic certificate, please contact your Certified Authorities (CA). A [list of Qualified Trusted Providers is updated on the Commission website](). You may check in the section above, the difference between [electronic seals and electronic signatures](), as well as the difference between simple, advanced and qualified certificates.

NATURAL PERSONS:

- Make sure the information for your **First Name, Last Name** and **Country Name,** from the generated Verification File, are correct and their values match exactly the corresponding metadata from your qualified electronic signature. For Northern Ireland we also check the Postal Code, and the postal code introduced in EPREL, should match with the corresponding metadata from your signature. If your Organisation has Company Name, then this field will be used in the verification process as well.
- For an easy check, here are the names of the metadata fields from your signature:
  - First Name field is named: “givenName” in your signature metadata
  - Last Name field is named: “surname” or “sn” in your signature metadata
  - Country Name field is named: “c” in your signature metadata
  - Postal Code field is named: “postalCode” in your signature metadata
  - Company Name field is named “o” in your signature metadata

For organisations established in Northern Ireland, EPREL verifies the postal code (both legal entity and natural person) as the country code appears as “BT”.

If you do not have a qualified electronic certificate/signature, please contact your Certified Authorities (CA).
A list of Qualified Trusted Providers is updated on the Commission website.
You may check in the section above, the difference between electronic seals and electronic signatures, as well as the difference between simple, advanced and qualified certificates.

10.3.10.3 Step 2 - Upload the Sealed/Signed Verification File

LEGAL ENTITIES:

At this point, for legal entities, you have to seal the verification PDF with a **QUALIFIED ELECTRONIC SEAL**.

As part of the verification process, EPREL will check that the data declared in "General information" of the organisation matches the metadata of the qualified seal:
1. If the organisation name and country of registration from EPREL matches the corresponding metadata from your qualified certificate, o and c.
2. For organisations established in Northern Ireland (organisations with country code “GB”, “XI” or “UK”), EPREL also verifies the postal code, postalCode.
3. If the organisation identifier in EPREL matches the metadata “2.5.4.97”.

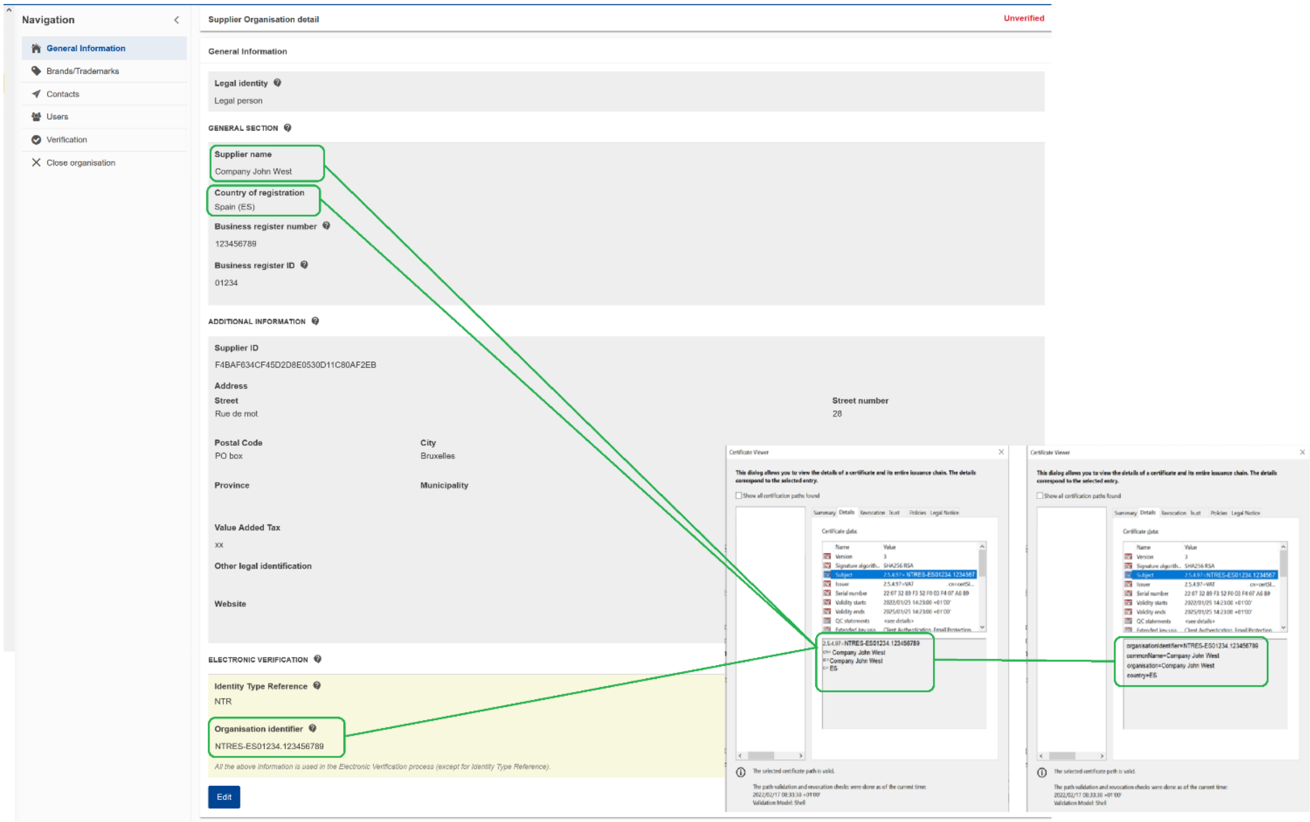


Figure 36 - Show signature parameters

After you have sealed the PDF, you can move on to the next step.

NATURAL PERSONS:

For natural person, you have to sign the verification PDF with a **QUALIFIED ELECTRONIC SIGNATURE**.

As part of the verification process, EPREL will check that the data declared in "General information" of the organisation matches the metadata of the qualified signature:
1. If the first name and last name and country of registration from EPREL matches the corresponding metadata from your qualified certificate, givenName, surname/sn and c.
2. For organisations established in Northern Ireland (organisations with country code “GB”, “XI” or “UK”), EPREL also verifies the postal code, postalCode.
3. If the natural person has declared an organisation name and this one is also in the metadata “o”, the system will verify that both also match.

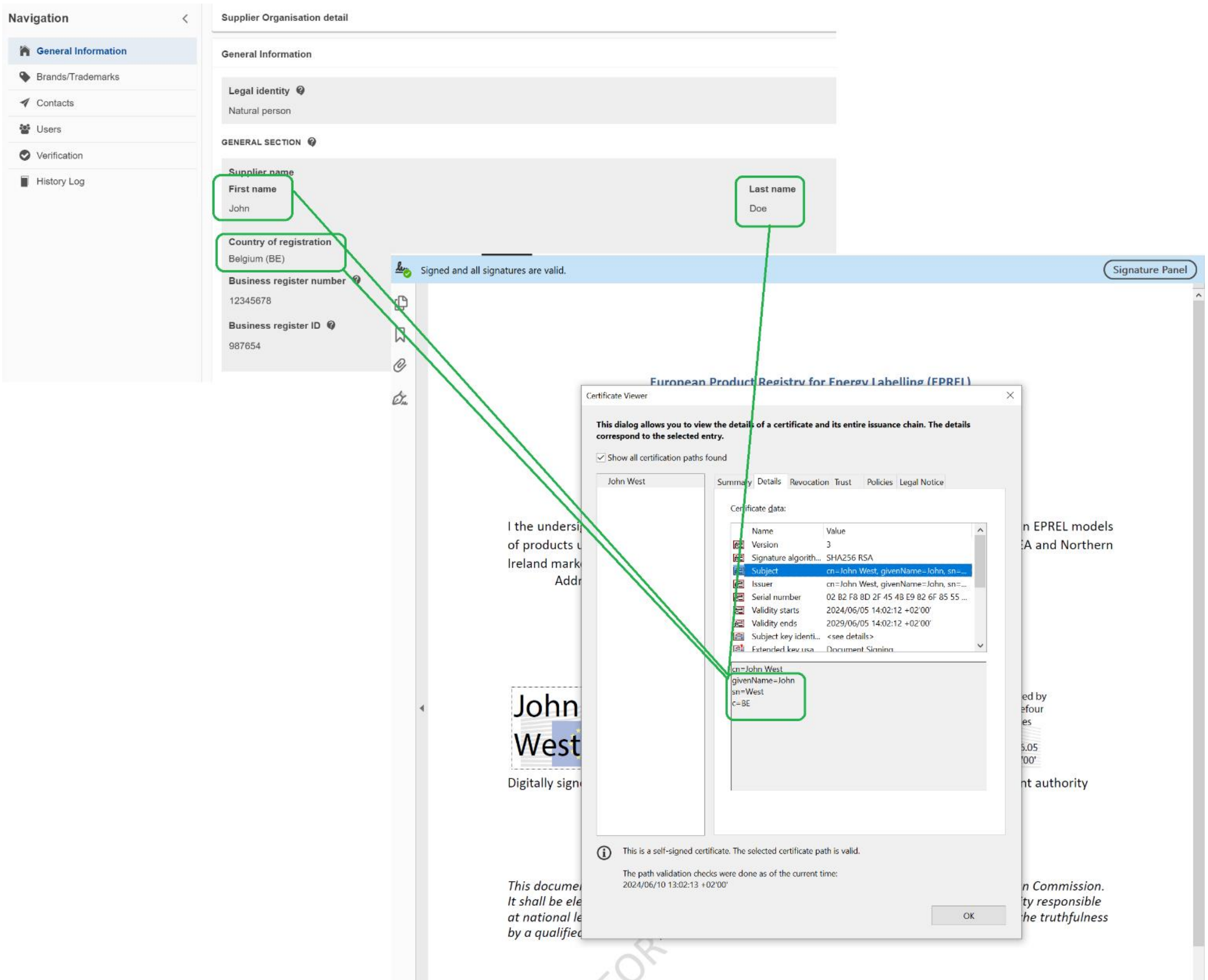


Figure 37 - Show signature parameters for Natural person

Now for natural persons, you have to get the electronic seal of the QTSP or the seal/signature of a business/trade registry of your Member State in the verification file. There are 2 options:

- Get the QUALIFIED ELECTRONIC SEAL of the QTSP that has provided you the signature or any other that will confirm that you are who you claim you are. As part of the verification process, EPREL will check that the QTSP seal is a qualified seal from a QTSP that is in the list of QTSP's of the EC.
- Or get the seal/signature of a business or trade registry of the Member State where you are registered.

As part of the verification process, EPREL will check that the qualified seal/signature:

- Metadata *cn* or *organisation* or *o*, exist as a registry name in a list of registries that has been provided by BRICE.
- Metadata *c* is the same as the country code for the record found in #1 in the list of registries that has been provided by BRICE.

- Metadata *c* is the same as the Country of registration of the natural person.
- Metadata *o* is the same as Company name if it has been populated for the given model)

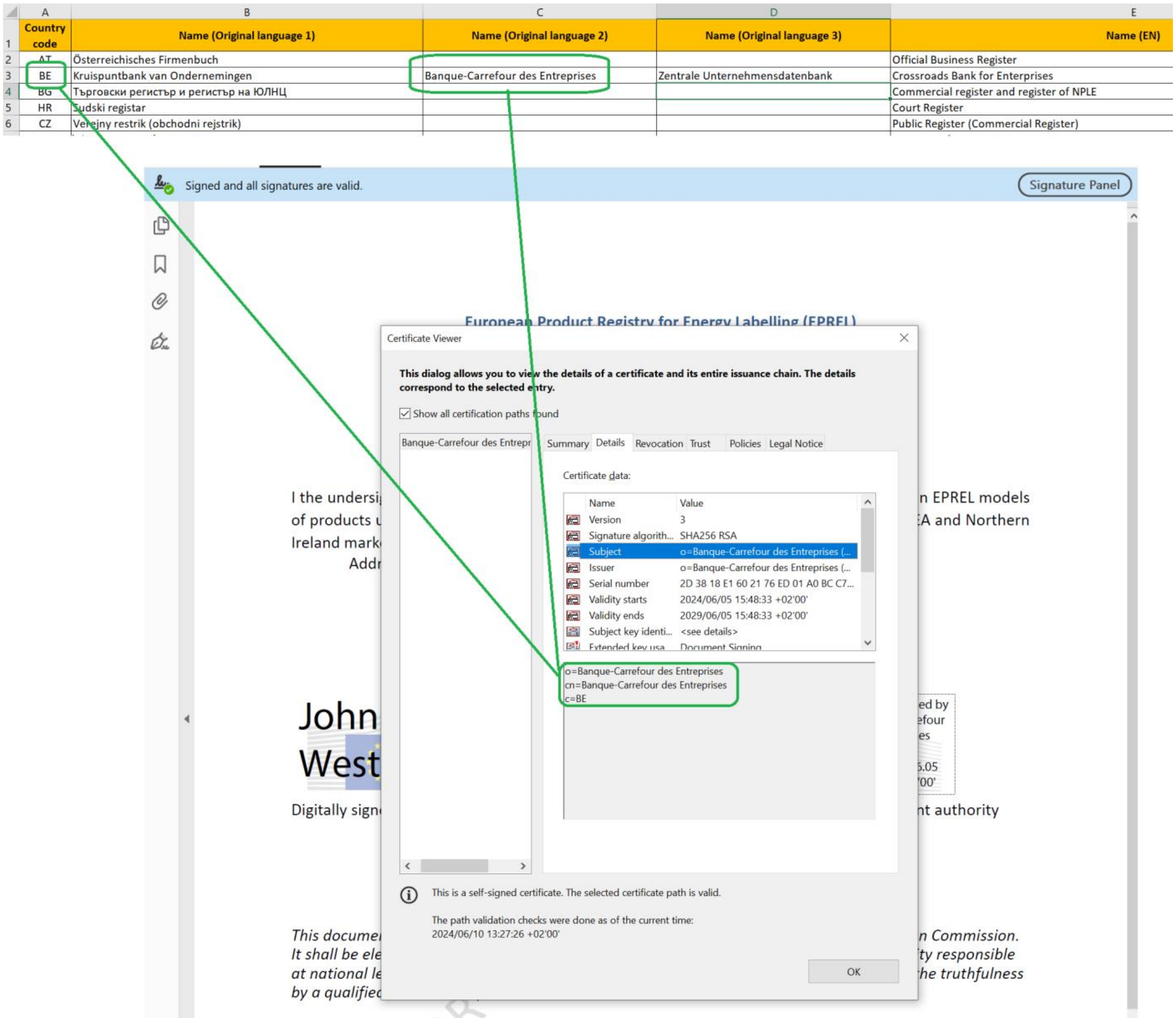


Figure 38 - Compare metadata for country code in the list of registries

Finally, the PDF for natural person, should look similar to this one, with 3 signatures/seals, the EC qualified seal, the natural person qualified signature, and the QTSP/Trade registry qualified signature/seal:

European Product Registry for Energy Labelling (EPREL)

DECLARATION

FOR NATURAL PERSONS ACTING AS SUPPLIERS[1]

I the undersigned, John, West, e-mail , declare that I will register in EPREL models of products under names/trademarks which I am legally entitled to place on the Union/EEA and Northern Ireland market according to Regulation (EU) 2017/1369.

Address of residence (current):

My street, 1
1000 Brussels
Belgium

Company John West — Digitally signed by Company John West Date: 2024.06.05 09:30:27 +02'00'

Digitally signed by natural person

Banque-Carrefour des Entreprises (French) — Digitally signed by Banque-Carrefour des Entreprises (French) Date: 2024.06.05 09:55:46 +02'00'

Digital signature or seal of competent authority

This document has been automatically generated and electronically sealed by the European Commission. It shall be electronically signed by the person acting as supplier and the competent authority responsible at national level for the business or trade register or, digitally sealed with confirmation of the truthfulness by a qualified trust service provider.

European Commission
Digitally signed by:
EU Sign test seal (ACC) (European Commission)
Reason: EPREL (European Product Registry for Energy Labelling)
Date: 2024-06-05 07:26:33 UTC

[1] A manufacturer established in the Union, the authorised representative of a manufacturer who is not established in the Union, or an importer, who places a product on the Union market (as from Art. 2.14 of Regulation (EU) 2017/1369).

Figure 39 - Verification file for natural person

After you have signed/seal the PDF, you can move forwards, uploading the verification file, selecting, for natural persons, the QTSP seal or the business register seal/signature:

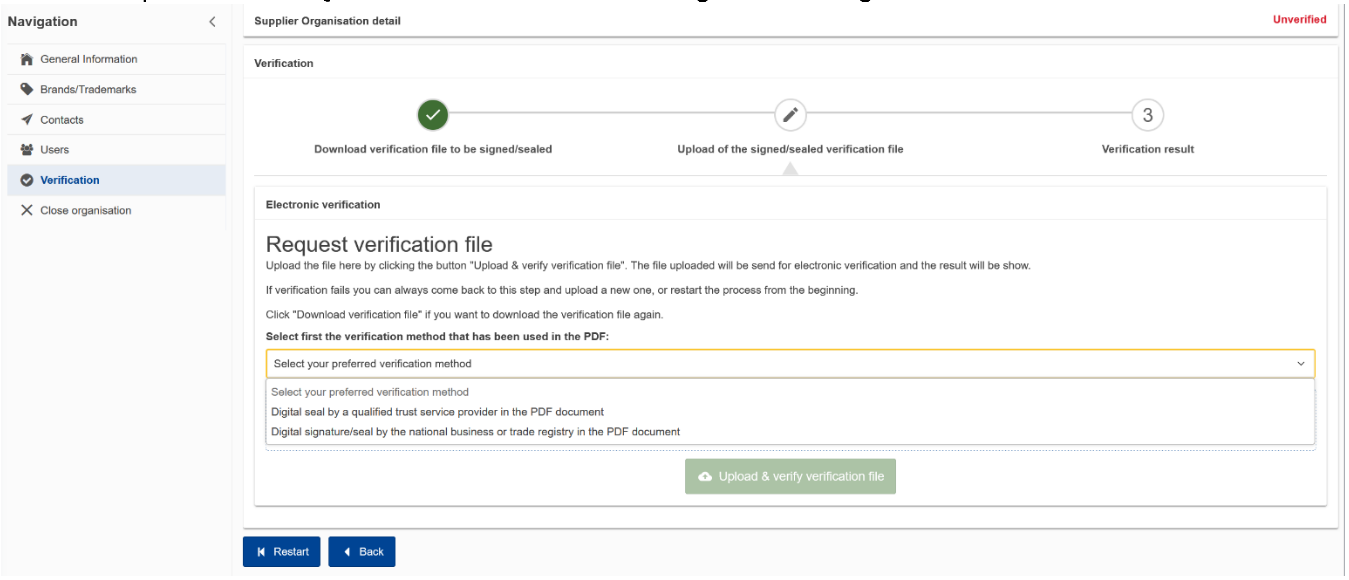


Figure 40 - Upload verification file for natural person

Once you have uploaded the signed Verification PDF, you will receive the verification resolution in a few moments. In case of unsuccessful verification, EPREL provides also a reason, explaining why the verification failed.
This reason will help you correct the attributes/metadata used for generating the *Verification File* or for sealing, and restart the verification process.

10.3.10.4 Step 3 - Check Verification Result

If your verification is successful, you will get this resolution in the EPREL *Verification* section (Figure 41), and will be also notified through email.

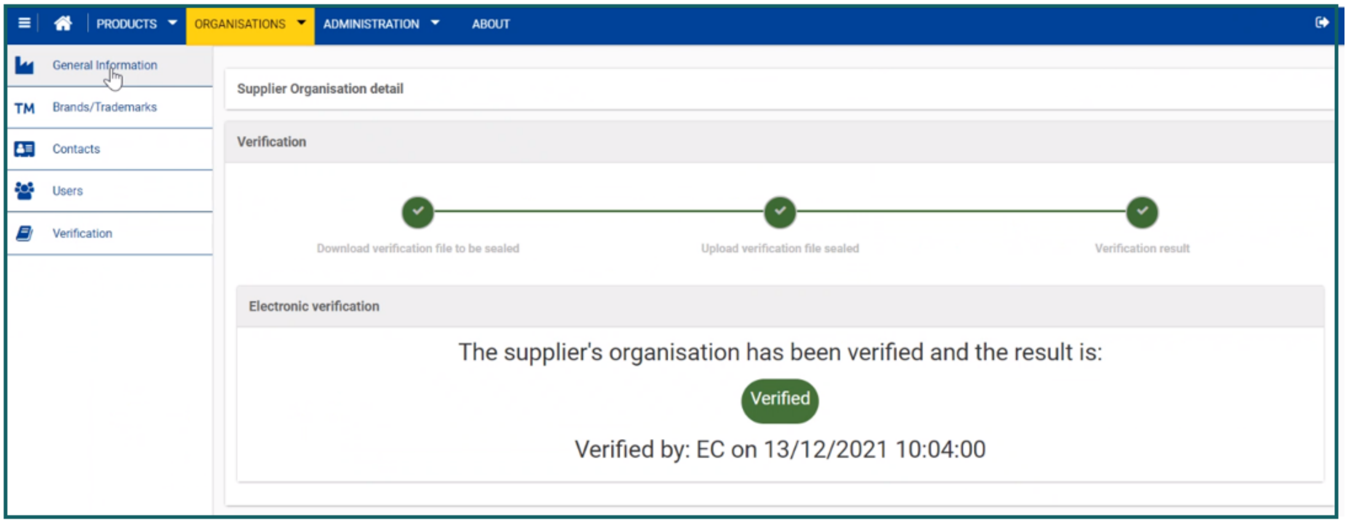


Figure 41 - Successful Verification

Now that your organisation is verified, all your published models will become available for searches in the Public Site, within the following day. In the case of natural person, also the trademark of a model must be verified before the model becomes available in the Public Site (see the section 10.4.1).

In case you get a negative resolution (Figure 42 - Unsuccessful Verification), please read carefully the [List of Rejection Reasons] and once corrected, restart the process.

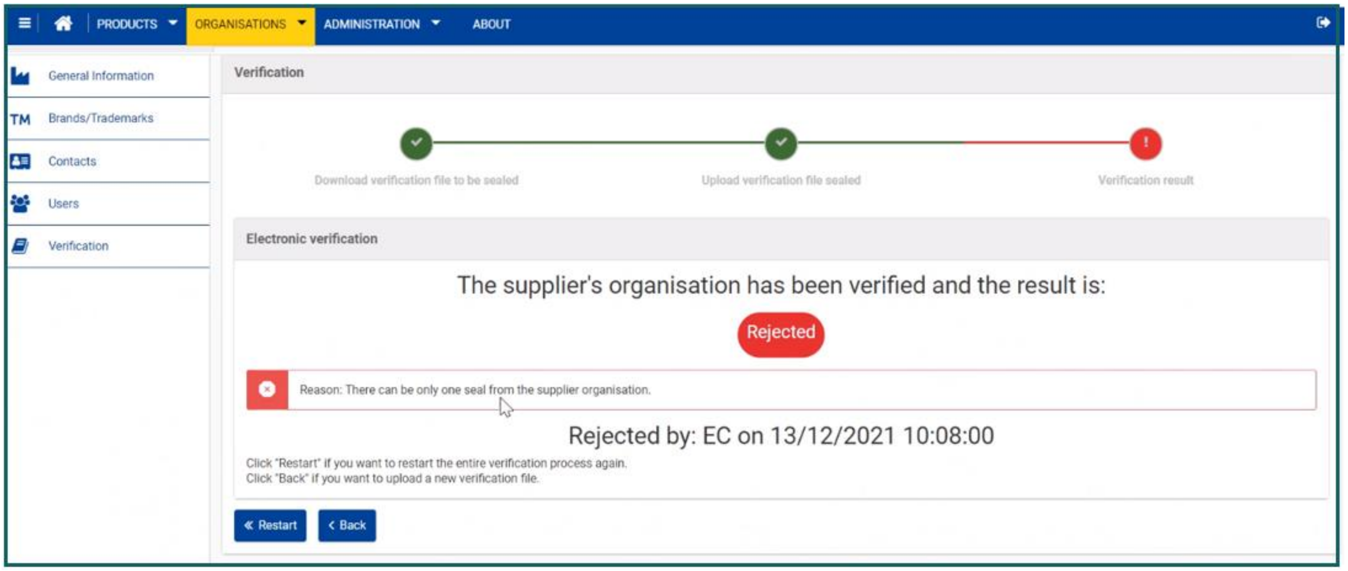


Figure 42 - Unsuccessful Verification

10.3.10.5 List of Rejection Reasons

The verification may fail due to various reasons (listed here below), all being related to the values of the Organisation details from the Verification File or the values of the metadata fields from your electronic Certificate/Seal.

Therefore, you can consider the below **list of rejection reasons as a check list to use when reviewing the Verification File before sealing/signing it.** In case you notice some criteria are not met, we recommend you to correct the data and restart the verification process, by requesting a new *Verification File*. This process can be restarted as many times as needed, no severe limit imposed by the system.

Here are a few reasons why the verification is rejected:

1. **Business Register Number not matching** (applies for legal entities only)
This situation can happen in case the Business Register Number or Business Register ID from the Verification File PDF doesn't match the corresponding value from the "organisationIdentifier" certificate/seal metadata. In this case the following error message will be displayed: "Business registration number in seal does not match the one from supplier's organisation".

2. **Country Code not matching** (applies for both legal entities and natural persons)
This situation can happen in case the Country from the Verification File PDF doesn't match the corresponding country code value from the:
    - "organisationIdentifier" certificate/seal metadata – for legal entities
    - "countryName" certificate/seal metadata – for natural persons

    In this case the following error message will be displayed: ""Country code in seal does not match the one from supplier's organisation".

3. **Postal Code not matching** (applies for both legal entities and natural persons)
This situation can happen in case the Postal Code from the Verification File PDF doesn't match the corresponding postal code value from the "postalCode" certificate/seal metadata. In this case the following error message will be displayed: "Postal code in seal does not match the one from supplier's organisation".

4. **First Name not matching** (applies for Natural Persons only)
This situation can happen in case the First Name from your Verification File PDF does not match when compared with the "givenName" from your certificate metadata. In this case the following error message will be displayed: "First name in seal does not match the one from supplier's organisation".

5. **Last Name not matching** (applies for Natural Persons only)
This situation can happen in case the Last Name from your Verification File PDF does not match when compared with the "surname" from the certificate metadata. In this case the following error message will be displayed: "Last name in seal does not match the one from supplier's organisation".

6. **Invalid certificate –** this means that your certificate expired.

7. **2 seals are required** - This situation happens if you have uploaded back in EPREL the PDF document without your organisation seal, or you have removed the EPREL seal which is automatically applied on the PDF document you initially download.

10.3.11 Takeaways for Electronic Verification

Please have them in mind when you start your EPREL Organisation verification.

- EPREL Electronic Verification works only with Qualified Certificates. If you do not have a qualified certificate, please acquire one from a Qualified Trusted Provider.
- The verification process is triggered and managed by *Supplier Admins* only. They will be notified via email, at each step in the process. Verification status is also available in the **VERIFICATION** section, in EPREL platform.
- Organisations need to get **VERIFIED** in order to have their registered models available for search in the *Public Site*, to consumers and retailers/dealers.
- Published product models from **UNVERIFIED** suppliers will no longer be available when searching in the *Public Site*, but can be accessed when scanning the product's label *QR Code*, or when searching in *Public Site* through the *EPREL ID*. Also, they will be available in the *Compliance Site*, for product compliance checks.
- Before sealing/signing the Verification File, we recommend you pass through the check-list of rejection reasons, and make sure you are ready to go.
- Verification process can be re-run as many times as needed. EPREL is not putting a limit to this process.
- While the verification flow is similar for both Legal Entities and Natural Persons, the electronic signatures might be different: Legal Entities are requested to sign the PDF with their Organisation Qualified Electronic Seal, while Natural Persons can also use the Qualified Signature.
- Once your Organisation is **VERIFIED**, all the registered published models will become available for search in the *Public Site* in max. 24hrs. If the Organization fails verification, it will remain **UNVERIFIED** and the verification process can be restarted anytime.

10.3.12 Frequently Asked Questions on Organisation Verification

1. **As an UNVERIFIED Supplier, can I still register products in EPREL?**

Exclusively for a transitional period, from the introduction of the verification process, any existing Supplier can continue registering products in EPREL.

Products from **UNVERIFIED** Suppliers will still be published (at the start date of placement on the market) in the Compliance Site, remaining visible only to MSAs. These products will be also accessible when scanning the QR Code on a label or by entering the EPREL ID in the Public Site. However, published products from **UNVERIFIED** Suppliers will not “appear” in the Public Site when searched by consumers.

Newly registering Suppliers will have to complete the electronic verification process before registering their first product model.

2. **As an UNVERIFIED Supplier, am I still compliant with the Product Legal Framework Regulations?**

EU Regulations oblige suppliers that are placing products on the EU market to register those products in EPREL

For already registered models, products compliance is not at stake if you are still an unverified supplier, as the electronic verification was not necessary at that moment. Anyhow, after the transitional period, registration for new product models will not be possible for unverified suppliers.

3. **Will citizens be able to access published products from UNVERIFIED Suppliers? What about retailers?**

Citizens will soon be able to search in the Public Site all products by multiple criteria, in order to find, compare and get informed buying decisions. **UNVERIFIED** Suppliers will not be able to promote/make available their published products to citizens using the searching functions of the Public Site. Published products from **UNVERIFIED** Suppliers, however, remain accessible by scanning the QR Code, or when searching the products by EPREL ID.

Same goes for retailers that are integrating the public API, they will be able to retrieve products from **UNVERIFIED** Suppliers only if they know the products corresponding EPREL ID.

4. Why my verification failed?

As the verification process is a fully digitalized protocol for verifying your organisation attributes and compare them with your seal/signed certificate, the reasons of failure are caused by data mismatch, expired or invalid seals. To make sure you pass verification, check the List of Rejection Reasons, in order to get ready and have your electronic certificate in line with your EPREL organisation data. Have in mind that data from the verification file is the core date source we use for comparing data with the sealing certificate.

5. Is there an official list of "Qualified Trust Service Providers"?

A list of trust service providers is available. Please consider that, although it may result practical to request the verification from a provider in the same country where the organisation is established, this is a free and open market, thus, in principle, your organisation may look for best conditions abroad.

6. What type of Qualified Electronic Seal should I ask my Service Provider?

Before requesting for a qualified seal, you need to make sure that your service provider is a Qualified Trust Service Provider (QTSP). Further, to be more specific in your seal request, you need to ask for a Qualified Electronic Certificate **supported by a Qualified Signature Creation Device (aka QSCD)** that can produce Qualified Electronic Seals.

7. What should I enter in EPREL before starting the verification process?

An improved interface (Figure 16) is now available in EPREL where the crucial data to enable the verification is in a yellow frame. The content of these fields has to perfectly match the data in your qualified electronic seal:

- Identity Type Reference
- Organisation identifier

If you do not know how your seal is constituted, please address yourself to your service provider to know the content of this attribute. If the QSTP offers to chose any of the 5 types of organisationIdentifier attribute, please consider that the NTR is the preferred format and the only one accepted after the end of the transitional period.

8. Where can I find my Business registration number and ID?

Your organisation has to be registered in a national business/trade register, generally managed by the national "Chamber of Commerce and Industry". Please check your documentation to find such number, but many organisations mention it even in official paper (e.g. in the header of the footer).

If you organisation is of type "limited liability", you may easily find the information by consulting the BRIS portal. Here you can verify, and for ANY company type, also the Business register identifier and the EUID.

A list of the Business/trade registers in EU countries is available as well from the BRIS website.

9. When scanning a QR code on a label in a shop I get a warning message, "not verified yet". Why?

The scanned product was registered in EPREL by a supplier that has not passed the identity verification process, yet. Until that, the model will not appear in a search in the public EPREL website and the alert box will also be shown. The verification process may be complex and take some weeks to be completed. After a while, however, would the alert still appear, it may also due to impossibility for the supplier of getting the verification, e.g. because not regularly established in the EU/EEA as required by the legislation in force.

10. I uploaded my sealed verification file, but the result I get is "rejected"

Your service provided is not a "qualified" one or the seal it provided is not qualified.

Please request the seal to a QSTP a trust service type. Of the different services offered by qualified trust services, you should request a "Qualified certificate for electronic seal". A list is available from the "EU Trust Services Dashboard".

The Seal has to be compliant with the eIDAS legislation.

Other common reason for rejection is that the uploaded document is not sealed with a "Qualified seal" but e.g. with an "electronic signature".

10.3.13 ETSI format for legal person semantics

Standard ETSI EN 319 412-1 V1.4.4 (2021-05) describes in paragraph 5.1.4 the semantics for the *organizationIdentifier* attribute as follows:

“When the legal person semantics identifier is included, any present organizationIdentifier attribute in the subject field shall contain information using the following structure in the presented order:

- 3-character legal person identity type reference;
- character ISO 3166-1 [2] country code;
- hyphen-minus "-" (0x2D (ASCII), U+002D (UTF-8)); and
- identifier (according to country and identity type reference).

The three initial characters shall have one of the following defined values:

- "VAT" for identification based on a national value added tax identification number.
- "NTR" for identification based on an identifier from a national trade register.
- "PSD" for identification based on national authorization number of a payment service provider under Payments Services Directive (EU) 2015/2366 [i.13]. This shall use the extended structure as defined in ETSI TS 119 495 [3], clause 5.2.1.
- "LEI" for a global Legal Entity Identifier as specified in ISO 17442 [4]. The 2 character ISO 3166-1 [2] country code shall be set to 'XG'.
- Two characters according to local definition within the specified country and name registration authority, identifying a national scheme that is considered appropriate for national and European level, followed by the character ":" (colon).

Other initial character sequences are reserved for future amendments of the present document.”

! IMPORTANT: In a transitional period, all formats currently compliant to the ETSI standard will be accepted, however, for the purposes of supplier verification in EPREL, the Business/Trade Register is largely the most appropriate and desired indicator, thus the preferred format would be with the NTR qualifier and, as national register, the EUID from Regulation (EU) 2021/1042.

Examples for some different Member States with different variants of the EUID as part of the “identifier”:

- NTRAT-**ATBRA.012345-000**
- NTRBE-**BEKBOBCE.0123.456.789**
- NTRCZ-**CZVROR.12345678**
- NTRDE-**DED3310V.HRB12345**
- NTRES-**ES01234.123456789**
- NTRFR-**FR3102.123456789**
- NTRHU-**HUOCCSZ.01-02-123456**
- NTRIT-**ITRI.01234567890**
- NTRLU-**LURCSL.B12345**
- NTRNL-**NLNHR.01234567**
- NTRRO-**ROONRC.J40/01234/5678**

This content is in accordance with the required content of qualified certificates as from Annex I, point (b) of Regulation (EU) No 910/2014.

From the end of a transitional phase, only seals including the EUID information may be accepted.

10.4. CREATE BRANDS/TRADEMARKS

An important part of a model and its label is the brand or trademark. All models are from one trademark. But since not long ago the trademarks can only be set in the model by referencing a trademark created at the organisation.

To add trademarks to your organisation, go to ORGANISATIONS > MANAGE ORGANISATION > BRANDS/TRADEMARKS menu on the left side of the screen. In this screen you will find all the trademarks of your organisation.

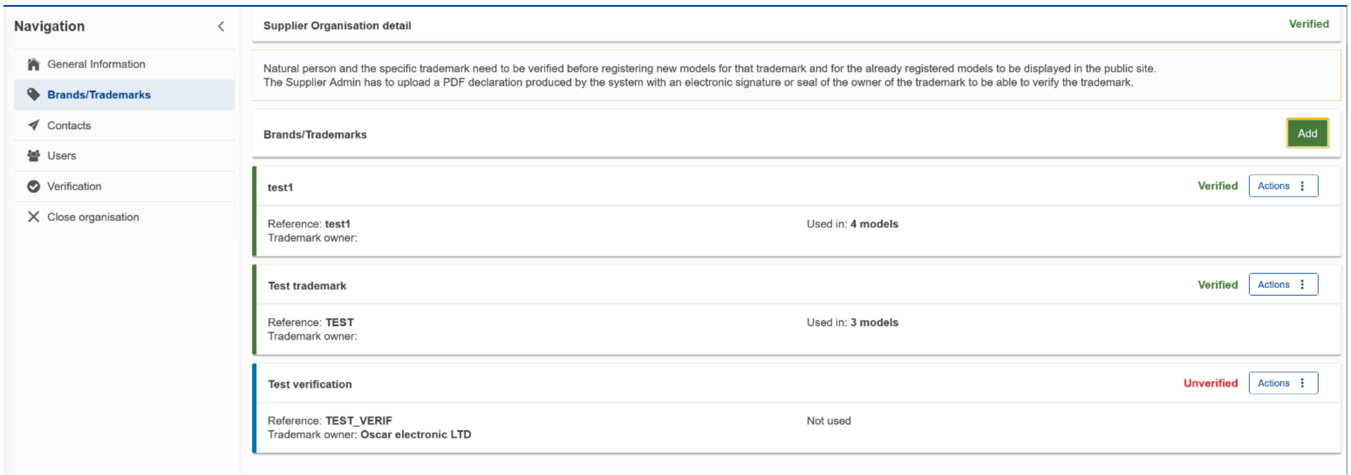


Figure 43 - List of trademarks of the organization

To add a new trademark, click the ADD button.

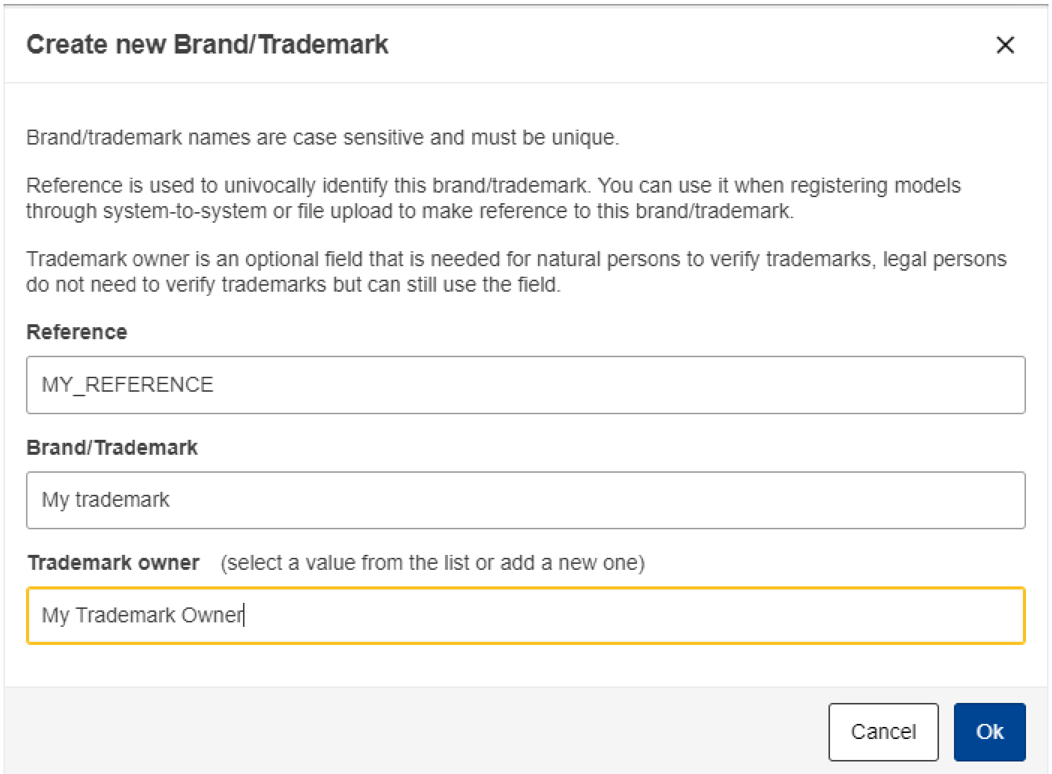


Figure 44 - New trademark

You will be asked for the following information:

- **Reference** – The reference name that will be used when registering a model using system-to-system/file upload in the XML tag **<TRADEMARK_REFERENCE>**. This is an internal name not shown anywhere. You can use only alphanumerical characters and "_".
- **Brand/Trademark -** Trademark name to be shown in the energy label. If you add by mistake some spaces before or after the name, they will be trimmed automatically before saving it in the database.
- **Trademark owner –** optional field that is needed for the verification of trademarks for natural persons. It is the real owner of the trademark in case it is not the same supplier.

Tip: When creating a trademark and giving a name, use the correct case because trademarks with the same name but different case are accepted (e.g "My trademark" and "MY TRADEMARK").

Trademarks can be edited by selecting ACTIONS > EDIT in the button on the right of each card. If the trademark is still not used in any model, you can edit all, the reference and the name. If it has been already used, only the reference is editable, as changing the name will make all the labels printed and sticked to boxes incompliant. The field for the trademark owner can only be edited if the verification process for the trademark hasn't been started yet, or it has already been verified.

Trademarks can be deleted by selecting ACTIONS > DELETE, only if the trademark is still not used in any model, for the same reason.

Trademarks can be deactivated by selecting ACTIONS > DEACTIVATE. Deactivating a trademark will make it not usable anymore in any new model registration, but it will keep it in already registered models because it is used in labels. Any deactivated trademark can be activated again by clicking ACTIONS > REACTIVATE.

10.4.1 Verify your Trademark

The electronic verification of trademarks is a verification method very similar to the verification of the person, where natural person Suppliers receive a verification resolution in a matter of minutes from the moment the Verification PDF is uploaded for each trademark. To pass the verification, suppliers need to provide an electronically sealed/signed document (Verification File), stating that their organisation is entitled to put in the marked models of a trademark and with the signature/seal of the manufacturer of models of that trademark, what we call "Trademark owner". Verification is a simple n-steps process (each step being detailed below):

Verification of trademarks must be done trademark by trademark individually.

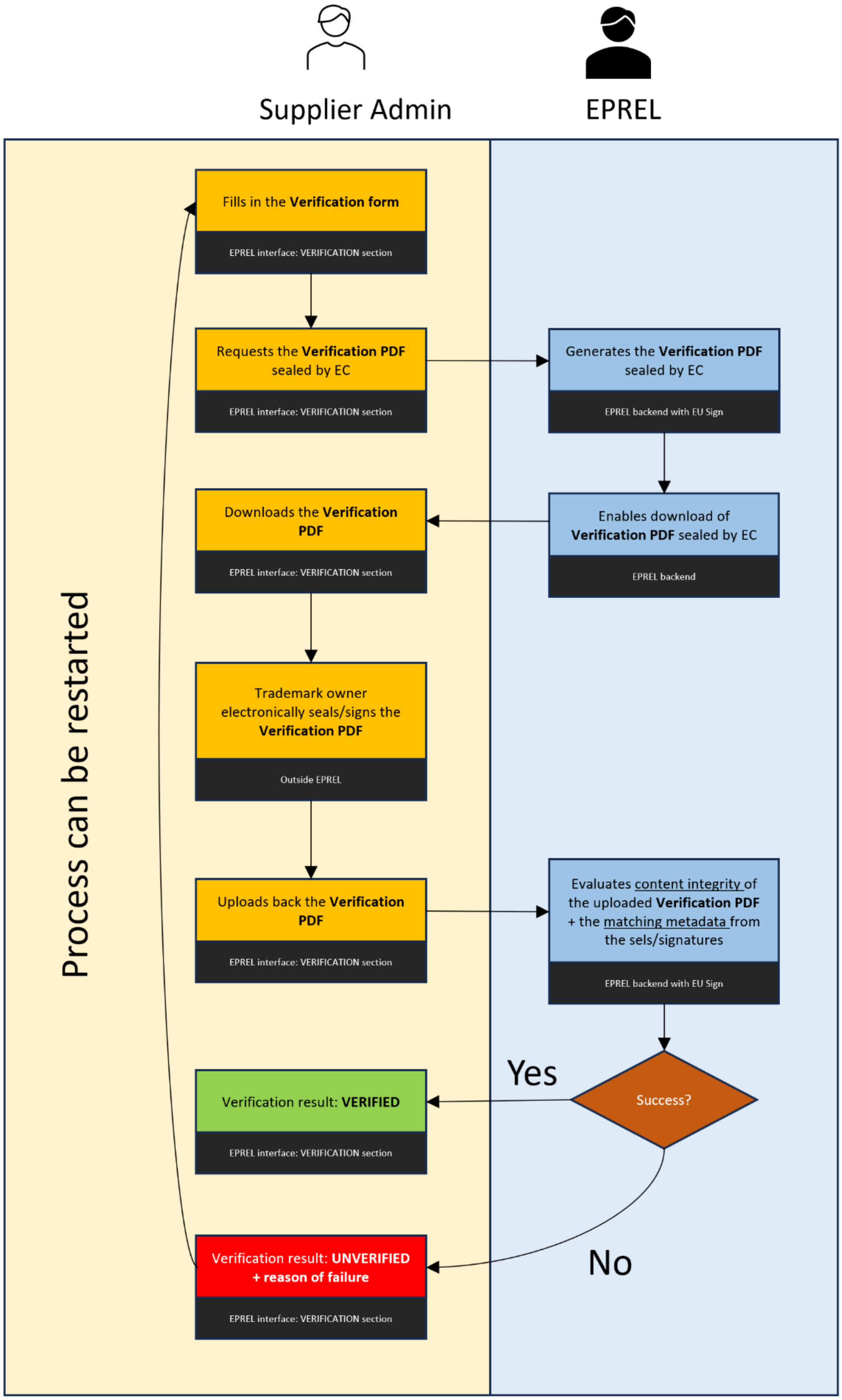


Figure 45 - High level flow for trademark

10.4.1.1 Step 1 – Request & Download the Verification File

To start the Verification Process, Suppliers need to go to ORGANISATION > BRANDS/TRADEMARKS. Chose a trademark from the list and open the menu ACTIONS and click the option VERIFICATION:

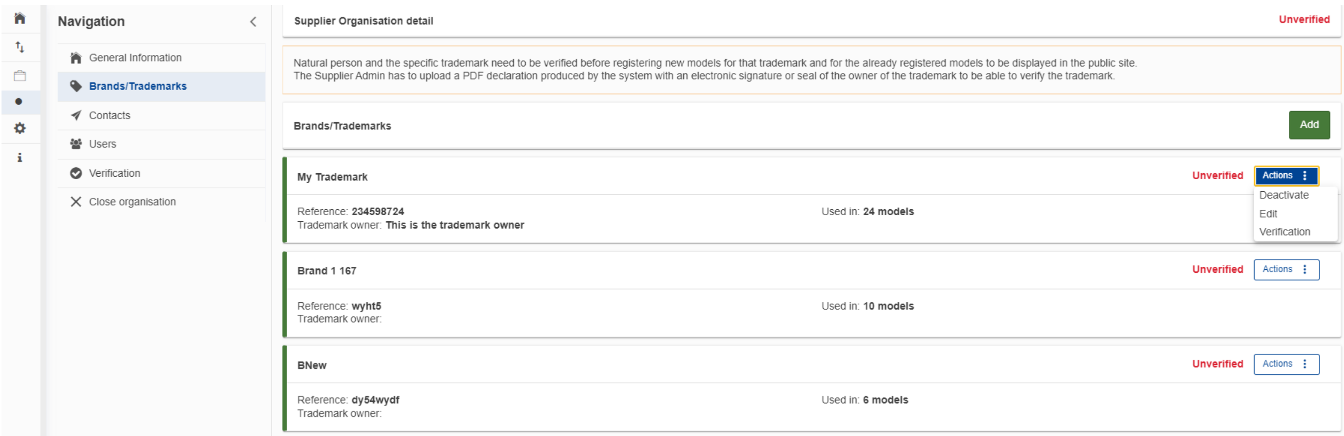


Figure 46 - List of trademarks

Once this is done, you will be automatically directed to the section where you can **REQUEST VERIFICATION FILE**.

In this step, you need to select in which language you prefer to receive the Verification File:

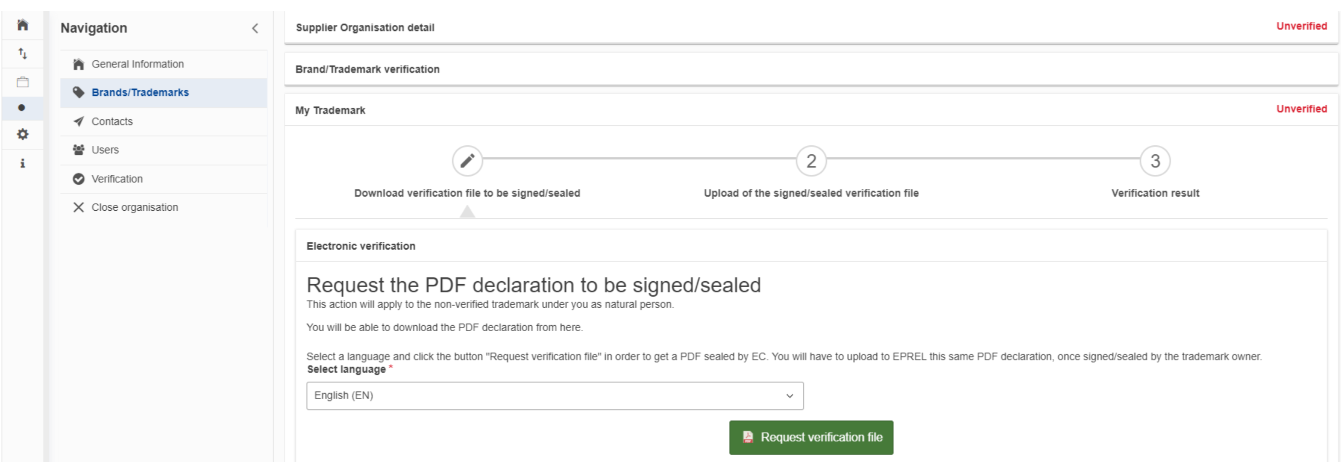


Figure 47 - Select language for verification of trademark

! IMPORTANT: The trademark to verify must have a **TRADEMARK OWNER** assigned before starting. To assign one, open the menu **ACTIONS** and click the option **EDIT**. You will be able to select one trademark owner from the list of your organisation or to add a new one.

To ease the process, EPREL automatically creates the Verification File with your trademark data.

Once you request the Verification File, EPREL will start building the document in a PDF format, which will be already sealed by European Commission.

This process can take up to several minutes. During this time EPREL confirms that the request for generating the Verification File is in progress. Once this is completed, you will receive a notification by email.

This file contains your Organisation identification data and is sealed by the European Commission. Please review it carefully before signing. In case your data is not correct, you can restart the process anytime.

10.4.1.2 Step 2 – Upload the Signed Verification File

Once you have the Verification File, get the QUALIFIED ELECTRONIC SEAL by the non EU manufacturer(s) or QUALIFIED SIGNATURE by the legal representative(s) of such/those non EU manufacturer(s) that will confirm that you are entitled to put models in the market for that trademark.

As part of the verification process, EPREL will check that the qualified seal/signature:

1. Metadata **organisation** or **o,** matches the name of the trademark owner assigned to that trademark in EPREL.

Finally, the PDF should have 2 signatures/seals, the EC qualified seal and the EU manufacturer qualified signature/seal.

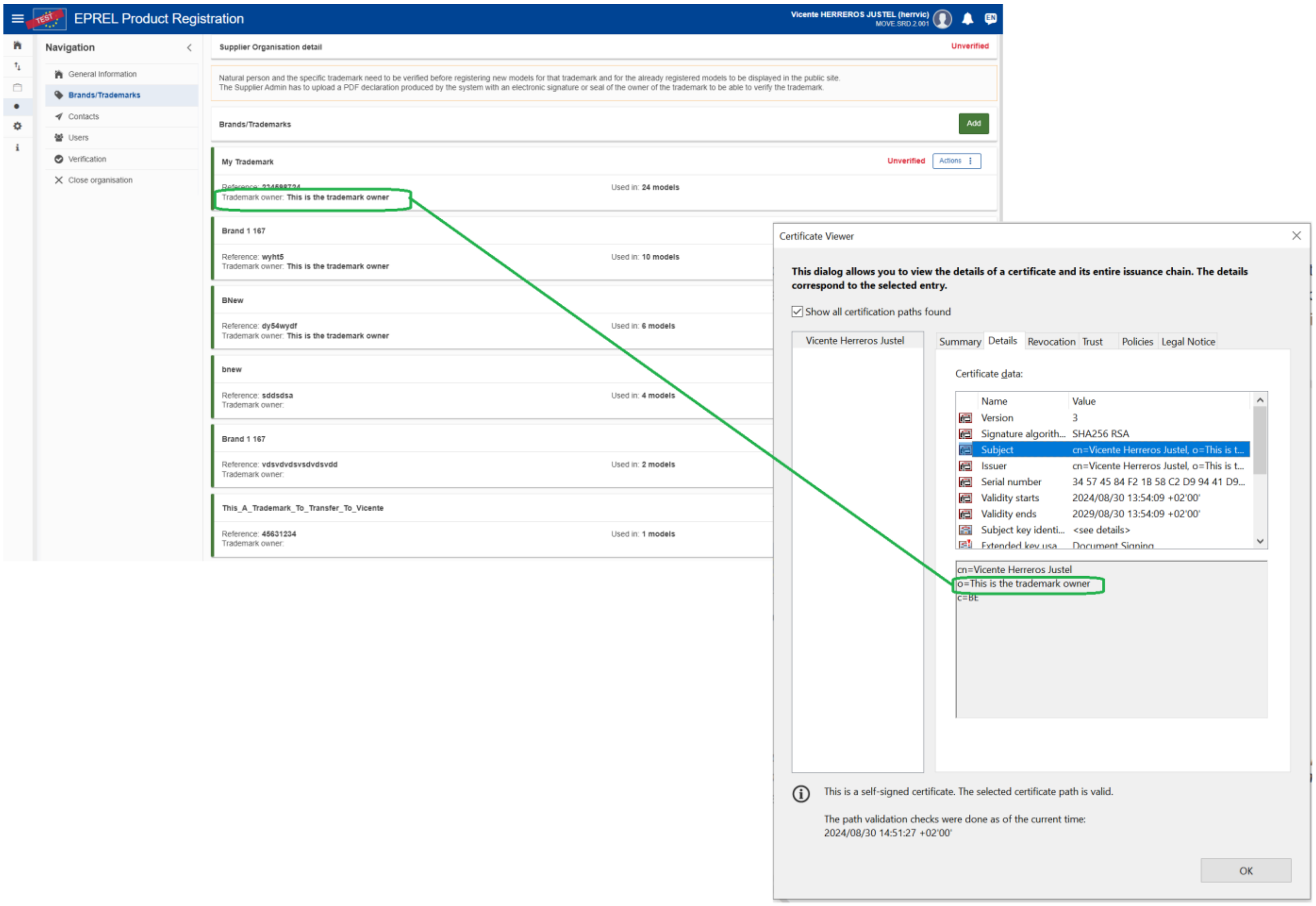


Figure 48 - Trademark owner metadata

After you got signed/sealed the PDF, you can move on to the next step, which is uploading the verification PDF.

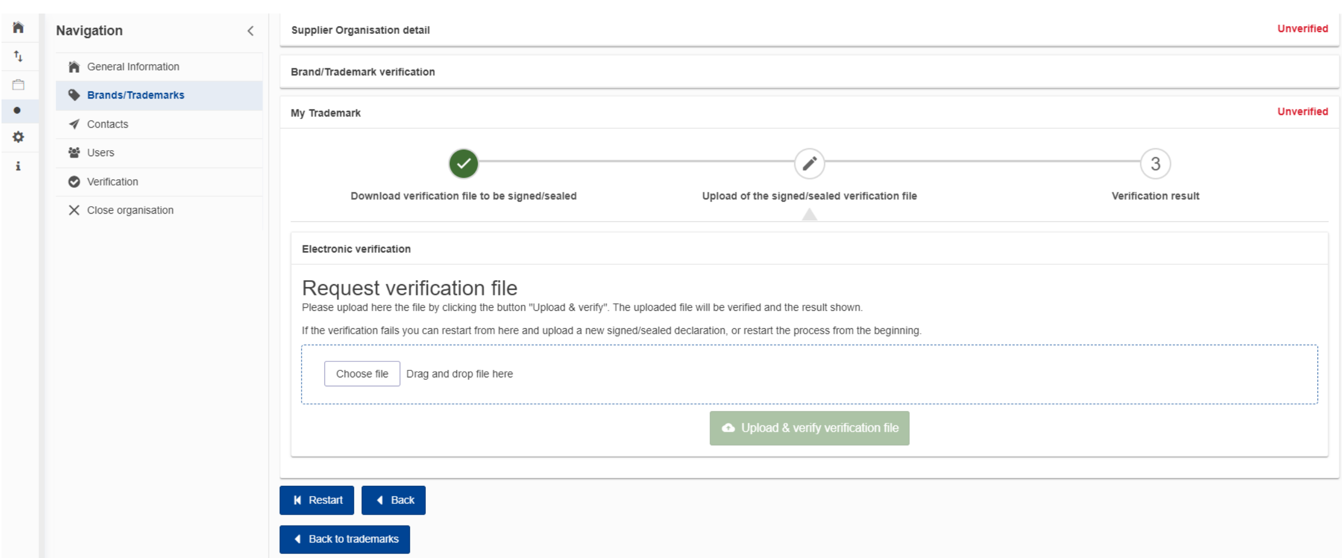


Figure 49 - Upload verification PDF for trademark

Once you have uploaded the sealed Verification PDF, you have to wait for the system to do all the necessary verifications of validity of seals/signatures and metadata.

When verification is done, you will receive the verification resolution on screen. A notification email will be sent as well in case the user is not in front of the PC.

10.4.1.3 Step 3 – Check Verification Result

If your verification is successful, you will get this resolution in the EPREL Verification section, and will be also notified through email.

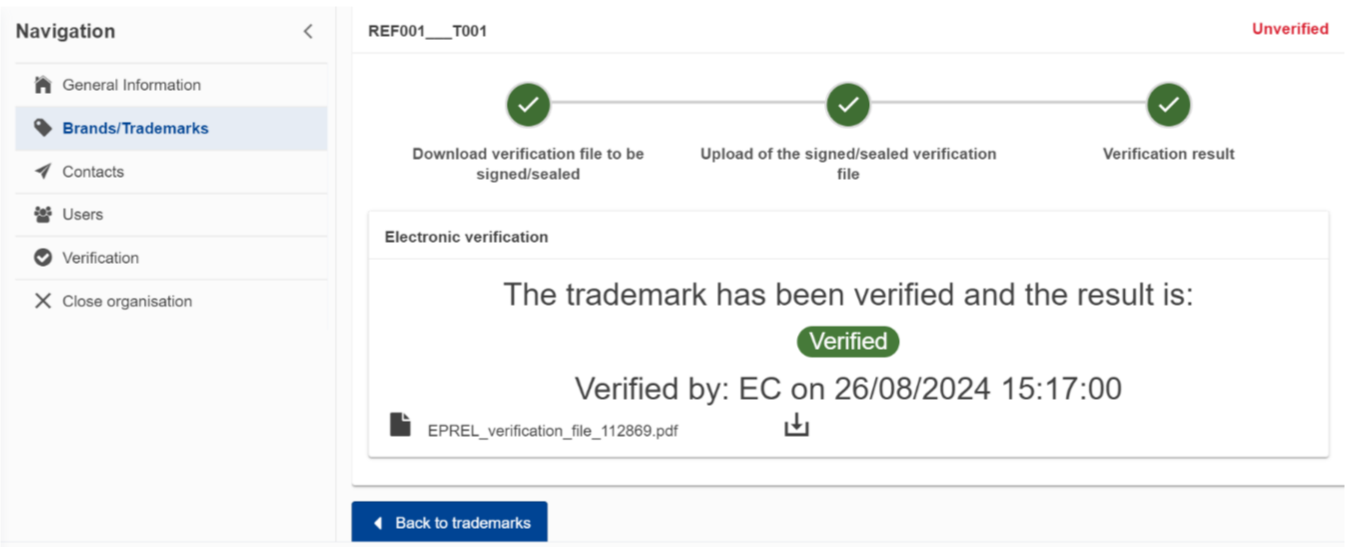


Figure 50 - Verification of trademark: success

Now that your trademark is verified, all your published models with that trademark will become available for searches in the Public Site, within the following day.

In case you get a negative resolution, please read carefully the rejection reason that will help you correct the attributes/metadata used for generating the Verification File or for sealing/signing, and once corrected, restart the process:

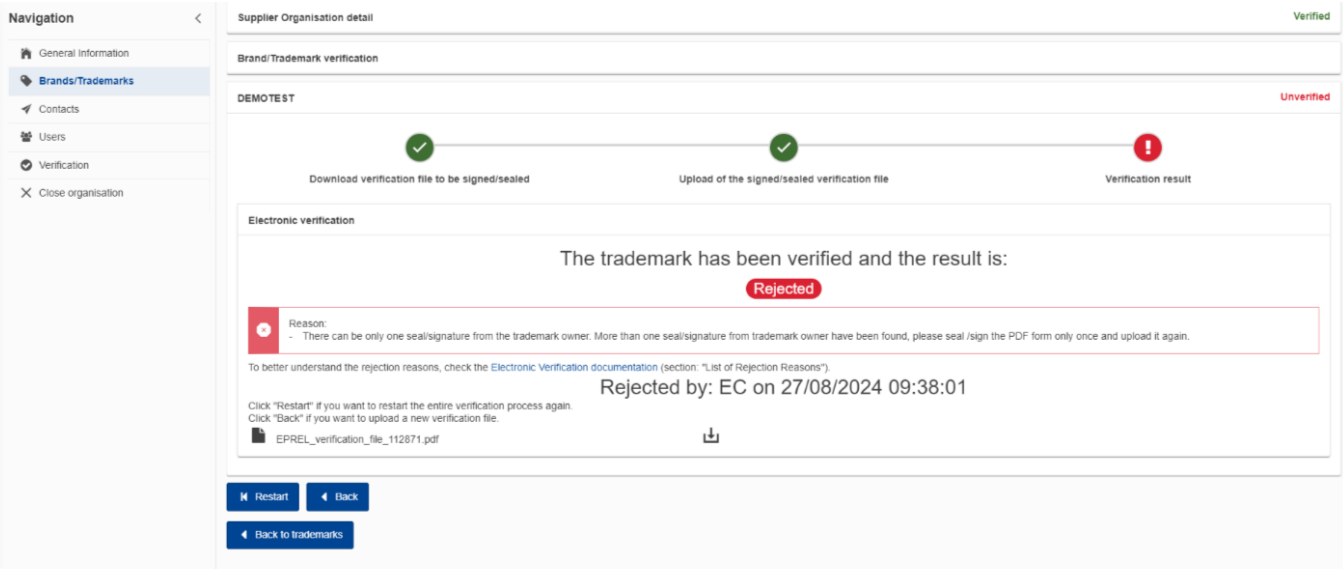


Figure 51 - Verification of trademark: fail

10.5. CREATE CONTACTS

An important part of a model is the contacts. There are two types of contact, for the public and for the MSA's, called compliance contact.

All models have one public contact, mandatory, that will be shown in the Public site for citizens that need help on that model. Models must also have one compliance contact mandatory, more than one contact is also possible in case there is one by country, or by language, or any other combination.

Since not long ago the contacts can only be set in the model by referencing a contact created at the organisation.

To add contacts to your organisation, go to ORGANISATIONS > MANAGE ORGANISATION > CONTACTS menu on the left side of the screen. In this screen you will find all the contacts of your organisation.

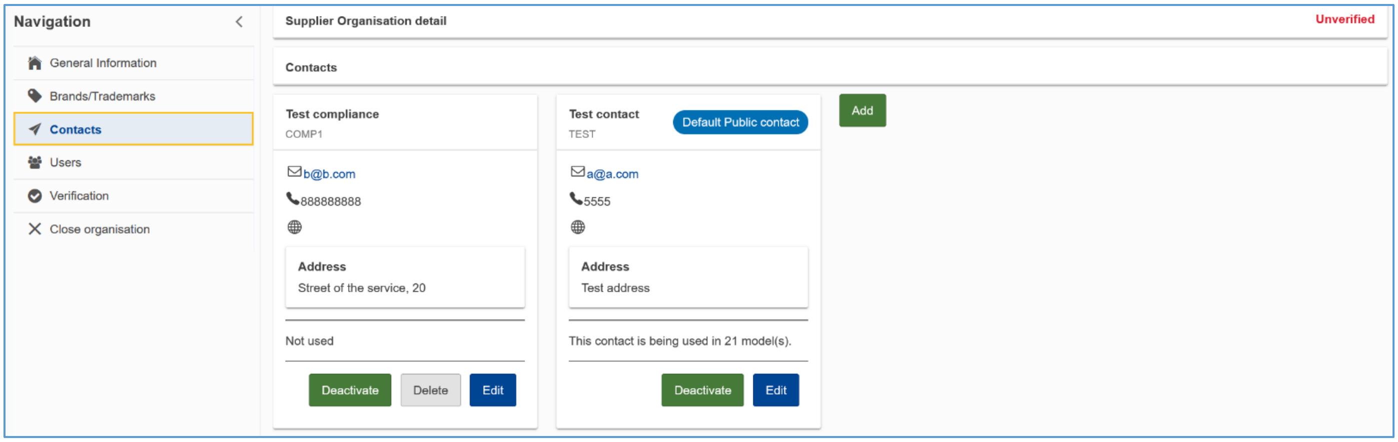


Figure 52 - List of contacts of the organization

There is no difference between a public and a compliance contact, they are just contacts, the difference is done at the model.

To add a new contact, click the ADD button.

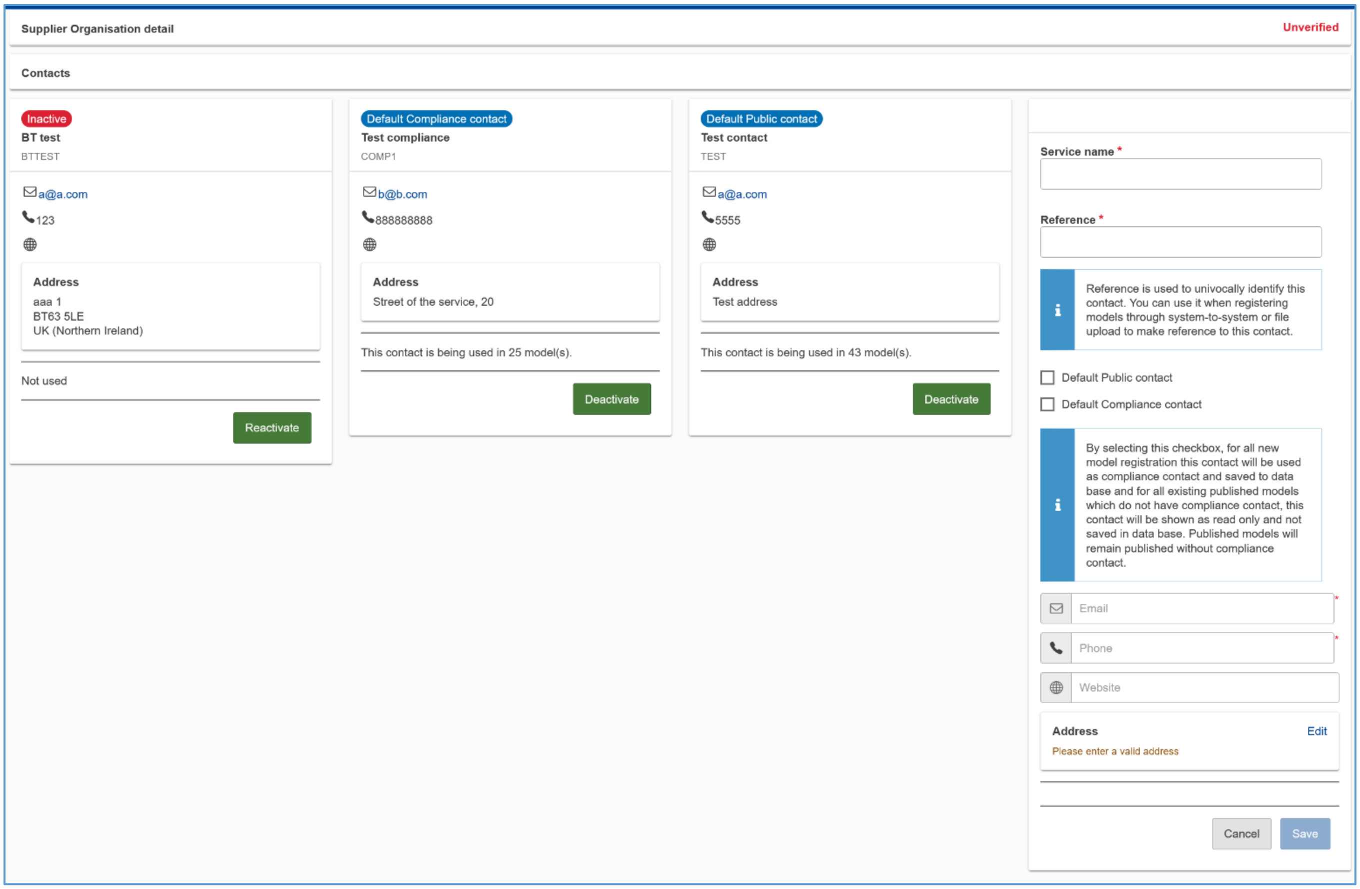


Figure 53 - New contact

You will be asked for the following information:

- **Reference** – The reference name that will be used when registering a model using system-to-system/file upload in the XML tag **<CONTACT_REFERENCE>**. This is an internal name not shown anywhere. You can use only alphanumerical characters and "_".
- **Service name –** The name of the service that will be the contact for models.
- **Email –** The email address of the contact.
- **Phone –** The phone number of the contact.
- **Website –** The website URL of the contact, if exist.
- **Address –** The address of the contact. The address can be provided as a free text (SINGLE FIELD ADDRESS) or filling the details in fields (DETAILED ADDRESS) like street, number, postal code, country.
- **Default Public contact –** If you have one contact that can be used in all models by default as the public contact, because it is the only one or the most used, you can mark it as the default one. There can be only one default public contact. This contact will be assigned always to all the models registered.
- **Default Compliance contact –** If you have one contact that can be used in all models by default as the compliance contact, because it is the only one or the most used, you can mark it

as the default one. There can be only one default compliance contact. This contact will be assigned always to all the models registered. Same contact can be used for public and compliance default.

Tip: Do not use any personal information in the contacts, use departments names or units' names in your company and functional mailboxes.

Contacts can be edited by clicking EDIT. You can always edit all, the reference, the name, the address, etc. If the contact has been already used in models, the new details will be transferred to the Public site, to always show the latest contact.

Contacts can be deleted by clicking DELETE, only if the contact is still not used in any model, or those models would become INCOMPLETE because contact is mandatory.

Contacts can be deactivated by clicking DEACTIVATE. Deactivating a contact will make it not usable anymore in any new model registration, but it will keep it in already registered models for the same reason mentioned before. Any deactivated contact can be activated again by clicking REACTIVATE.

10.6. INVITE USERS TO YOUR ORGANISATION

The supplier can manage multiple user accounts to access the system and perform the product registration activities. User account creation is only possible by invitation from a SUPPLIER ADMIN.

To invite users to your organisation go to ORGANISATIONS > MANAGE ORGANISATION > USERS menu on the left side of the screen. In this screen you will find all the users of your organisation.

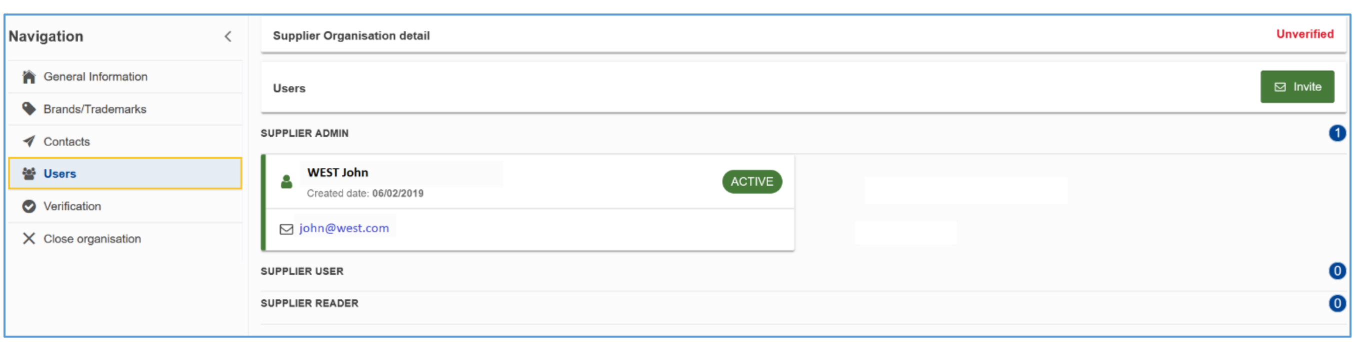


Figure 54 - List of users of the organisation.

The users are shown grouped by roles. To invite a new user and assign it a role, click INVITE.

Figure 55 - Invite a new user

You will be asked for the following information:

- **Email** – The email address of the person to invite. An email will be sent to this email address with the invitation. Invitation will have a link to the application. This email address has to be the same that the user will use in its EU Login account otherwise it will be impossible for the system to know if the person trying to access EPREL is invited.
- **Role** – The role that the user will have when using EPREL. Available roles are SUPPLIER ADMIN, SUPPLIER USER and SUPPLIER READER, as already explained. Each role has a set of permissions that give them more access to functionalities. SUPPLIER READER has read-only access to everything, SUPPLIER USER can register models, but SUPPLIER ADMIN can also invite other users.

When user clicks SEND, an invitation is sent by email and the user is added to the list in status "INVITED".

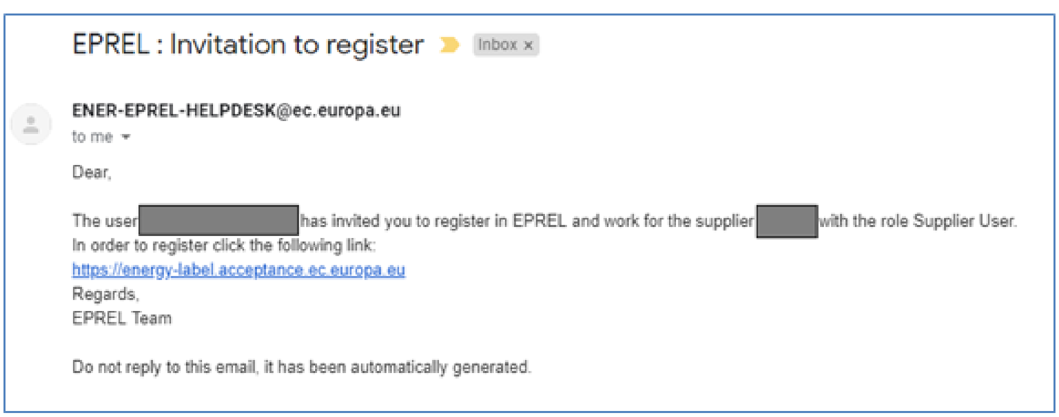


Figure 56 - Invitation email

The recipient of the email, when it receives the email, it will click in the link shown in the message and it will be redirected to EPREL, where he will be shown a list of its invitations (it is possible that many organisations have invited the same user).

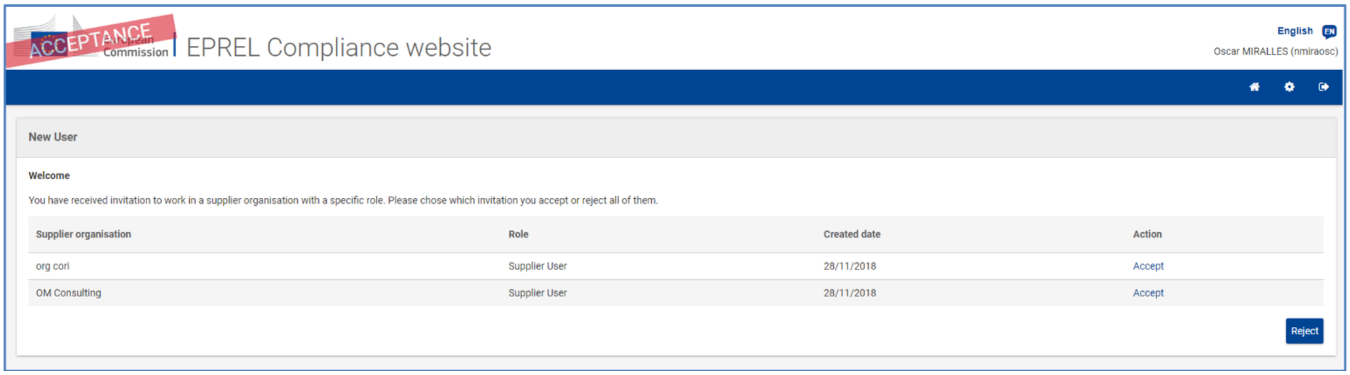


Figure 57 - List of invitations

The new user can then ACCEPT one invitation from the list or REJECT them all. If he accepts one, then he is registered in EPREL with the role indicated in the invitation for that supplier organisation. Otherwise, if he rejects, he is not registered and he is redirected to the welcome screen.

A second or more SUPPLIER ADMINS could be "invited", in fact is recommended, as backups in case of internal reorganisation, password forgotten, etc.

The same user can be invited many times by the same organisation or by multiple organisations, it is the first time that he logs in EPREL that he will choose which invitation he accepts. Once one invitation accepted and his account created for that organisation he cannot accept other invitations, the other invitations are automatically rejected and will be shown in status REJECTED to the user who invited him.

Supplier Admin can also change the roles of other users by clicking the selecting the option ACTIONS > CHANGE ROLE.

Figure 58 - Change user's role

A form will pop up asking for the new role of the user in the supplier organisation. Once the role is changed, an email is sent to the user to notify him about the change.

Supplier Admin can also delete other users by selecting the option ACTIONS > DELETE.

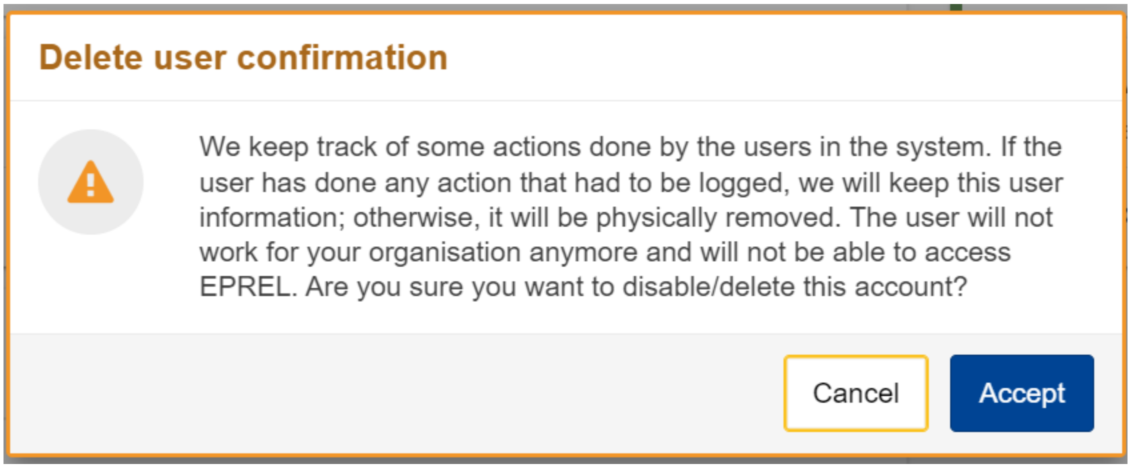


Figure 59 - Delete user confirmation warning

A form will pop up notifying the user that the user is only removed physically if he has not uploaded/downloaded technical documentation, in that case it will be kept in status INACTIVE and will not be able to work with EPREL. Deleted users can be invited again.

The Supplier Admin confirms the action by clicking ACCEPT. Once the user is deleted, an email is sent to the user to notify him about the deletion.

10.7. DELETE YOUR ORGANISATION

If for any reason you have to delete your organisation, maybe because you created it just for testing, or you ceased your activity, or any other valid reason; the SUPPLIER ADMIN can do it by clicking on the button DELETE at the bottom of the ORGANISATIONS > MANAGE ORGANISATION > GENERAL INFORMATION screen.

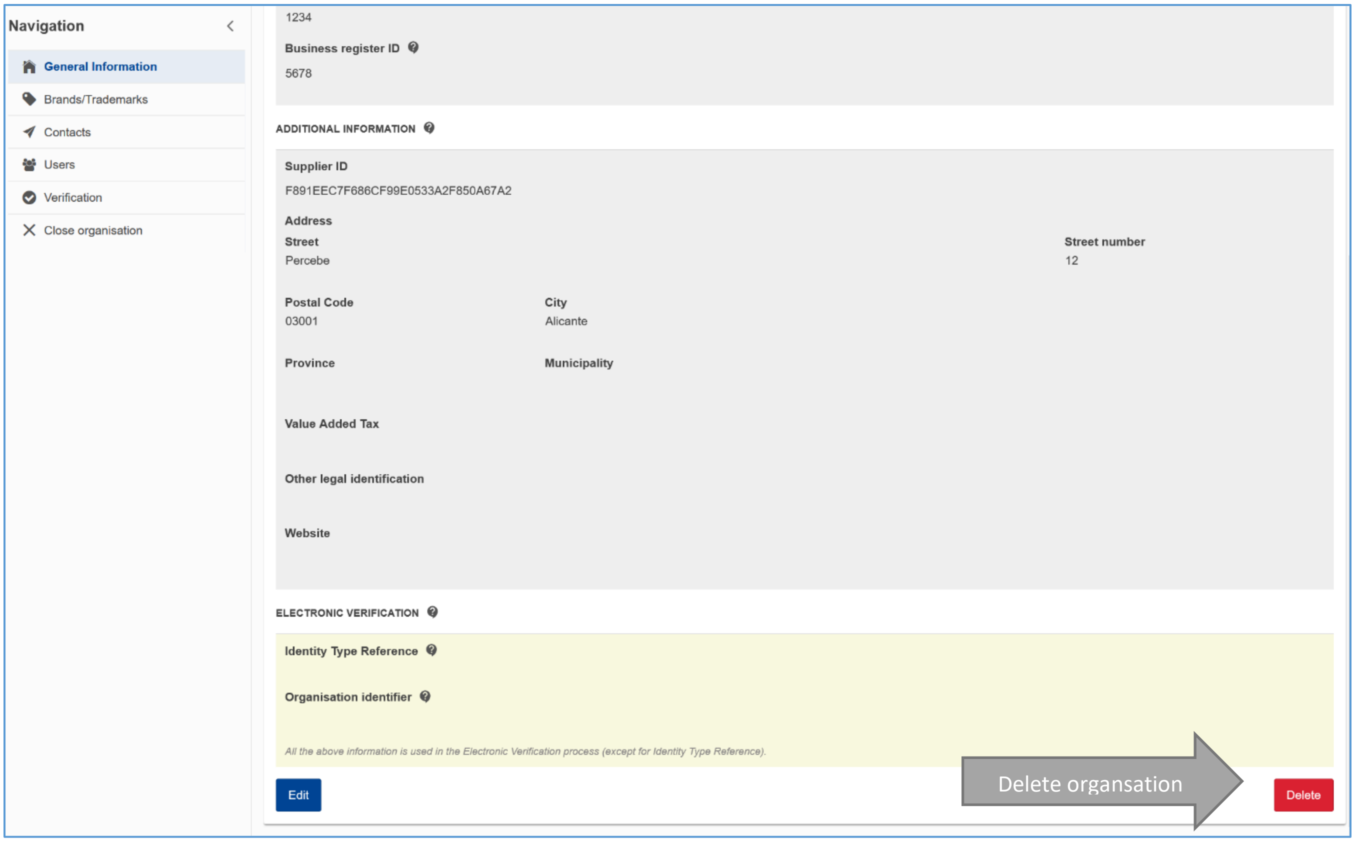


Figure 60 - Delete organisation

A warning message will open where user has to explain the reason why the organisation is being removed, and it has to confirm deletion by ticking a checkbox.

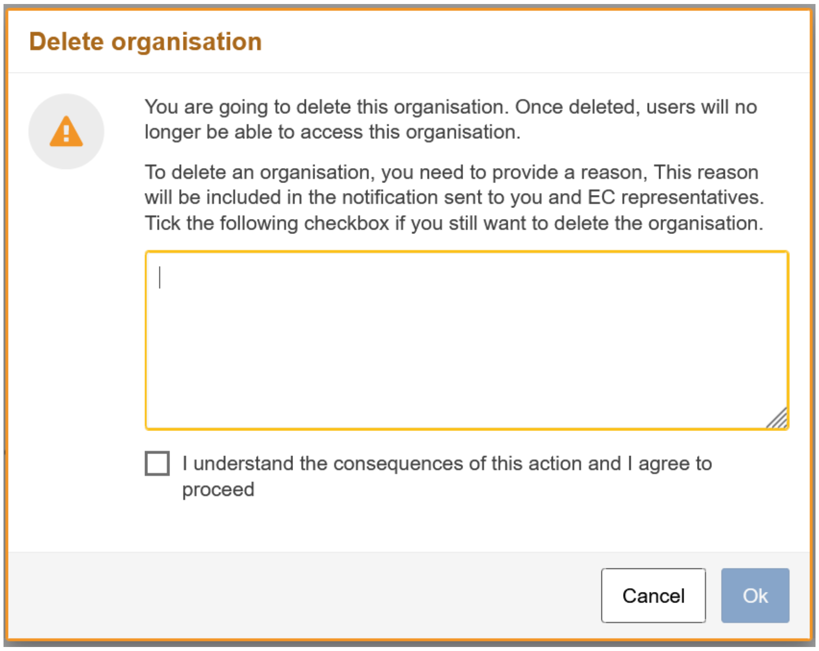


Figure 61 - Deletion confirmation

When user clicks OK, if all the conditions are met, the organisation and its users are physically deleted from the system.

The conditions to allow deletion of an organisation is that the organisation should not have models PUBLISHED.

If that's the case, the only option is to CLOSE the organisation (see next section).

If the organisation has no PUBLISHED models but has trademarks or contacts, they must be manually removed before deleting the organisation.

10.8. CLOSE YOUR ORGANISATION

Supplier organisations sometimes cease business and need to close. If models were PUBLISHED the supplier organisation cannot be deleted, and the only solution is to CLOSE it. After closing an organisation, its models remain in the database in the same status that they were before because they may be still available in the market (on sale in shops). Model from a closed organisation will be shown with a banner on top informing that the supplier has closed business.

To close an EPREL supplier's organisation, the SUPPLIER ADMIN can do it by going to ORGANISATIONS > MANAGE ORGANISATION > CLOSE ORGANISATION screen.

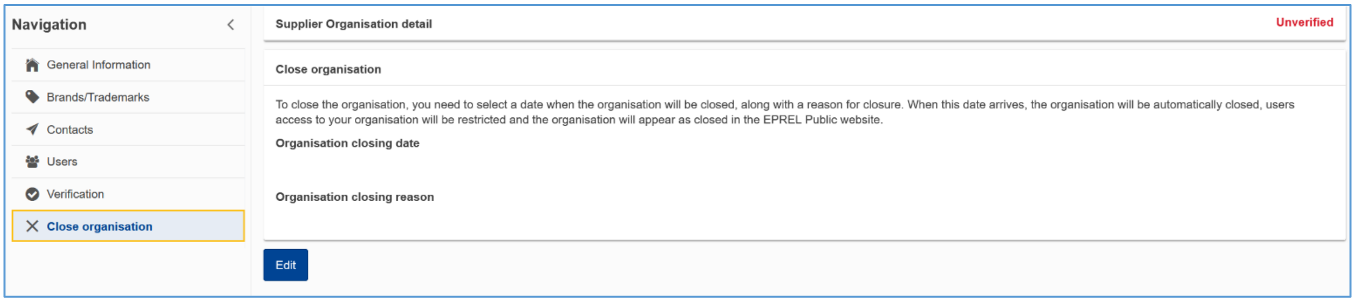


Figure 62 - Close organisation

Click the button EDIT to enter the date of closure, that can be in the future or in the pass and enter a reason for closure (possibly useful details).

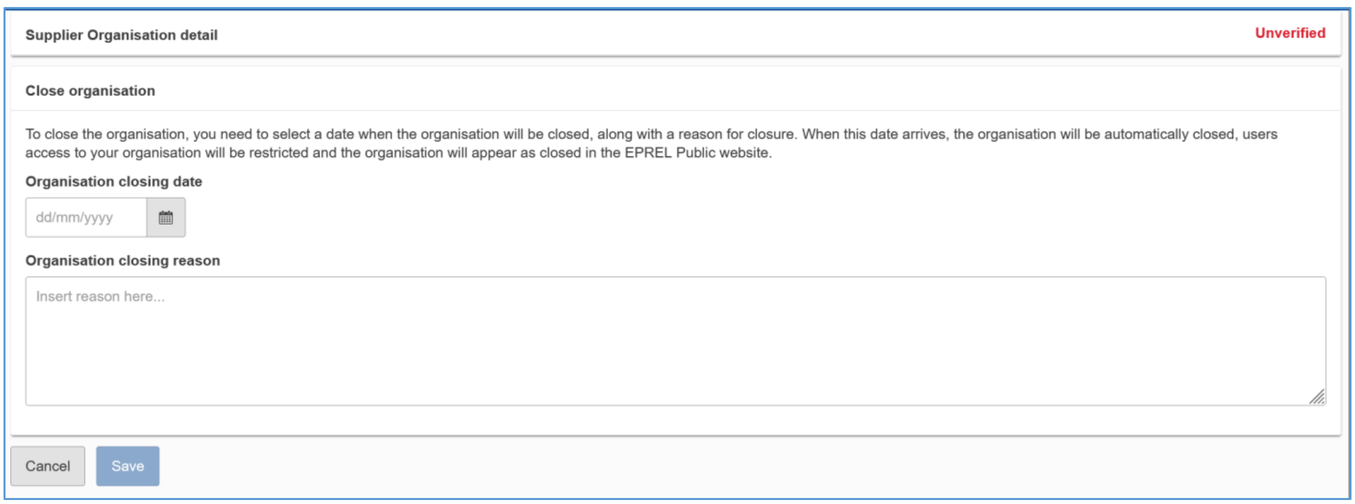


Figure 63 - Closure date and reason

Clicking SAVE will schedule the closure of the organisation for the selected date. An automatic process, running on a daily basis, will mark the organisation as closed and then all its models in the public EPREL website will not be shown in searches from the date indicated, unless by clicking the search checkbox “Include models not placed on the market anymore”. All its users will be removed so nobody can enter and register new models, and also to allow these persons to work for another organisation. Any user visiting the models of this organisation in Compliance or Public sites will see a banner on the top informing of the closure of the supplier.

Tip: We recall that if another supplier takes over the responsibility on the models, for continuing the placing on the market, a function exists to move all registered models to the supplier organisation that takes over (it must be an already "verified" organisation, though). The transfer of all models must be completed before the organisation is closed. See next.

When an organization is closed, it cannot be opened again.

11. PRODUCT MODEL MANAGEMENT

This section is dedicated to all members of the Organisation, and it describes the core functionality of EPREL – how to register products. In this section you will find:

- The products lifecycle explained, from creation up to the retention phase
- How to create and publish product models, with details on each section
- How to modify products in all phases
- How to create and link equivalent models

EPREL offers also alternatives to register products at scale (through File Upload and system-to-system eDelivery, but these options are detailed in separate standalone sections.

Now that you know how to set up your EPREL Organisation and verify it, it's time to move further and learn how to start registering products.

11.1. PRODUCT MODEL LIFECYCLE

EPREL application has been designed to organize and integrate all different phases of products lifecycle, thus it should be seen as a collection of tools integrated together to address product registration needs on each single stage of the products lifecycle. Before going into the required steps and process for creating new product models, it is important to highlight the main stages of product registration and their corresponding product statuses.

11.1.1 Phases of product model lifecycle

11.1.1.1 Phase 1: Product Model Creation

This phase refers to all required steps for creating a product model in a **COMPLETE** state.

EPREL offers a flexible process for creating product records, by supporting different stages within model creation:

- **Create a model in an incomplete state**: once you start creating your product model, you need to provide a variety of data sets until you finish completion. Therefore, if users do not have all information and documents at hand, EPREL allows for putting the creation process on hold and further getting back to finalising it. When the product model has been created with missing core information, EPREL will assign it the status: **INCOMPLETE**.

- **Finalizing the product registration**: when all product sections have been filled in and all mandatory documents have been uploaded, EPREL will conclude the registration and assign the product the status: **COMPLETE**.

11.1.1.2 Phase 2: Product Model Publication

This phase refers to making the product records publicly available to **citizens**, **MSA Authorities** and **retailers**, once the physical model is placed on the market.

Product publication is an automatic process managed by EPREL application that for all completed models, once their date of placement on the market is reached, it publishes them. It runs every morning. Once products are published, EPREL will assign them the status: **PUBLISHED**. And these products will become available in Compliance Site for MSA Authorities and EC users.
After the models are Published, a second process runs automatically every 30 minutes that propagates product models data from the EPREL Registration Database to public (Public Site, accessed by citizens, and Public API integrated by retailers).

From this moment products remain published and available to everyone. During this stage:

- **Citizens** - are able to access the product public information data by scanning the Energy Label QR Code or by directly searching products in the Public Site.
- **Retailers** - are able to access the product public data through the Public API, and display the Energy Label in store, on websites and in their promotional materials.
- **MSAs** - are able to access product public and compliance data, and run product compliance checks.
- **EC users** - are able to access product public and compliance data just for control that everything works and also for policy officers to review the Regulations.

11.1.1.3 Phase 3: Product Model Retention

Once a product reaches the end of placement on the market date, it goes into the data retention phase. Retention takes up to 15 years and implies that products are no longer produced by the Manufacturer but they might still be up for sale or used by consumers, reason of which full product data should be still available. The status remains **PUBLISHED**.

Products stay in retention for 15 years (unless a different duration is defined in the specific Regulation for the corresponding product group). During this stage:

- **Citizens** – are able to access the product public information data by scanning the Energy Label QR Code (same as before) or by directly searching products in the Public Site (by using the *"Include models not placed on the market anymore"* checkbox, in their search selection)
- **Retailers** – are still able to access the product public data through the Public API, and display the Energy Label in store, on websites and in their promotional (same as before)

- **MSAs** – are able to access product public and compliance data, and run product compliance checks for the models still available in shops.
- **EC users** – are able to access product public and compliance data, just for control of correct functioning and review of Regulations.

11.1.1.4 Phase 4: Product Model Expiration

This phase refers to technical product data being expired. After 15 years of products no longer being manufactured, their technical documentation is no longer of use, therefore Suppliers can request to have it deleted from compliance application. The status remains **PUBLISHED**.

These old products remain expired for good, and as stated by Regulations, EPREL application is obliged to maintain their public data. During this stage:

- **Citizens** – are able to access the product public information data by scanning the Energy Label QR Code (same as before) or by directly searching products in the Public Site (by using the *"Include models not placed on the market anymore"* checkbox, in their search selection)
- **Retailers –** are still able to access the product public data through the Public API, and display the Energy Label in store, on websites and in their promotional (same as before)
- **MSAs** – are able to access only the product public information data. As during this time Suppliers can request the deletion of the technical documentation, during this stage compliance data may no longer be available to MSAs, therefore product check are no longer feasible.
- **EC users** – are able to access only the product public information data.

Good to know:

- INCOMPLETE **product status:** when a new model is created with minimum (product group, regulation number, trademark, model identifier) or not all core data. In this status a model can still be completely deleted.
- COMPLETE **product status:** when all mandatory data for publication have been filled in. If the Supplier User removes any of the mandatory data, the model becomes incomplete again. In this status the model can still be deleted.
- PUBLISHED **product status:** when the date of placement on the market occurs, a complete model is published and becomes visible to citizens and MSAs. Changes by the Supplier User are allowed for specific reasons and might trigger the creation of a new version of the model. In this status the model can no longer be deleted.
    - Once the date of end of placement on the market is reached, the retention period starts. Models are still visible to everyone.
    - 15 years after date of end of placement on the market, the retention period for the "technical documentation" expires. In this stage the supplier is allowed to remove the compliance part of the data from the database, while the public part remains in the database.

11.2. PRODUCT MODEL REGISTRATION

11.2.1 Overview

As product model registration is the core scope of the platform, EPREL was designed to provide this capability through various options, matching suppliers' needs. The aim is to enable suppliers with flexible solutions to manage registration both in a bulk manner (*registration at scale*), as well as in an individual manner (*by product model*). Therefore, three product model registration methods are currently available:

1. **One-by-One Product Model Registration –** where suppliers can create models by filling in the required data through EPREL Interface, for each individual product model.
2. **File Upload Product Model Registration** – where suppliers can create models in an individual or bulk manner, through XML files uploaded through the EPREL Interface.
3. **eDelivery Product Model Registration** – where suppliers can create and edit product models in a more automated way, through system-to-system integration. This option requires development on the supplier's application to support a system-to-system integration with EPREL's data exchange application.

Due to the complexity of the needed documentation for options 2 & 3, in this chapter we are covering the One-by-One product registration option. File Upload and eDelivery will be tackled in dedicated sections.

As the scope of EPREL is to collect a wide list of data sets describing the models, from a functional as well as technical perspective, with the aim to provide transparency to citizens, retailers and MSAs on different levels of product information, the volume of data required for registration is high. Therefore, in order to have a smoother registration experience, EPREL has divided the required data in multiple sections:

- **Public Information** – (*mandatory)* containing data publicly available to everyone, once the model gets published
- **Label / Fiche –** *(mandatory)* section dedicated to energy label generation, where Suppliers can decide to use the EPREL Generated label or upload their own label. In the same section the suppliers can also chose to generate the product information sheet in any of the EU languages.
- **Technical Documentation –** *(mandatory)* containing documents uploaded by the supplier, with the technical specification of the models. In some product groups the part for the "Measured technical parameters" of the technical documentation can also be filled manually in fields on screen.
- **Equivalent Models** – *(optional)* contains models part of the same family, equivalent in terms of technical specification. This section contains the linked equivalent models.
- **Public Contact** – *(mandatory)* represents the contact made available in the Public Interface when accessing the product details
- **Compliance Contacts –** *(optional)* represents a list of contacts made available only to MSAs. This contact will be used in case of noncompliance issues discovered during product controls.

- **Other model identifier** – *(optional)* contain other identifiers (e.g. GTIN) useful for identifying a model.
- **Countries of placement** – (*optional*) represents the list of countries where the product will be available on the market. If no countries are selected, the current version of EPREL will consider that the supplier does not make any statement on the country/countries, where units of the model are placed on the market. In this case, and solely for the purpose of the search results in the Compliance module, the model will be considered as placed on the market in all countries.
- **Access log** – this is an administrative section for all Supplier Admin users to have full visibility over who accesses the product technical documentation. This section keeps track of Supplier, MSA or EC users accessing technical documentation.
- **Versions** – this is an administrative section for Supplier and MSA users to be able to trace changes made on published models.

During product creation, an interactive guide (Figure 64 - Missing fields) will advise you on the mandatory missing fields needed to submit your product registration. At each step of the creation process, you can click on the **MISSING FIELDS** right section, to check which are the next sections that need completion.

Click on the MISSING FIELDS right section to expand the interactive guru:

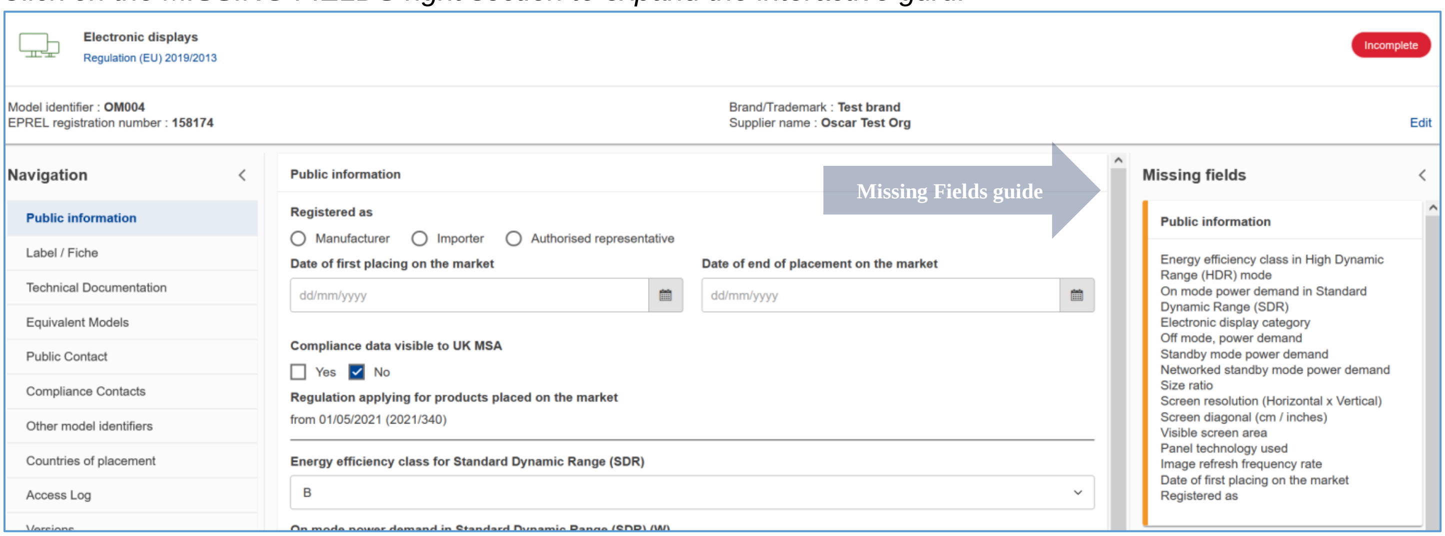


Figure 64 - Missing fields

Things to keep in mind:

- To complete registration, all above mandatory sections should be filled in
- Date of end of placement on the market is not mandatory
- If models are already published, each change will trigger the creation of a new product version, which will be logged in the Versions section

11.2.2 Create a Product Model

Creating a new product model requires first the selection of a product group category. Within the product group, the Supplier can select to register a new model.

Click on the product groups listed on HOMEPAGE to reach this page:

Figure 65 - Register a model

Two mandatory properties are needed in order to create the product model record in EPREL (Figure 65 - Register a model):

- **Brand/Trademark –** representing the product brand (e.g. Samsung, LG, …)
- **Model identifier –** representing the alphanumeric code given by the Manufacturer. This code should be unique across products from the same brand/trademark.

*Click on **NEW MODEL** to reach the "Product model creation" page*

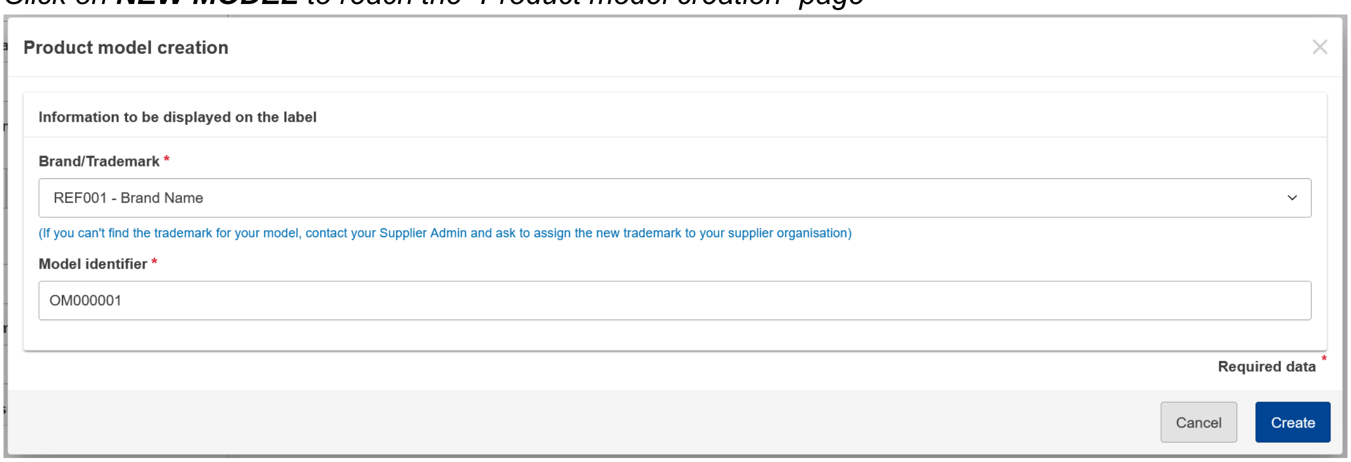


Figure 66 - Create model

Once users click on **CREATE**, the product model will be created in EPREL with the basic given information. Users now need to fill in the remaining details in order to complete the product registration, and further trigger the product publication in the Public and Compliance Applications.

Good to know:

- Now that the product entry is created, it will have the status **INCOMPLETE**.
- EPREL is now assigning each created product model an **EPREL registration number.** This is a unique id across all products groups. This number can be used in Global Search, to faster finding a product. This internal number will also be shared with consumers of the Public API (*e.g. retailers, e-commerce shops*) and is the number used in the QR codes of the labels.
- **!** Creating product models without publishing them **doesn't ensure compliance with Regulations**. This is because until products are published, they will not be visible to MSAs.

11.2.3 Public Information

This section is highly important, as public information data is used to construct the **Product Information Sheet** and **Energy Efficiency Label**, both being in the direct scope of product compliance checks, as well as with high visibility to citizens.

Public Information form is composed of four sections:

- **General Information** – containing data filled in for all products, no matter their belonging product group. E.g. model registered as, market availability dates and visibility to UK Market.
- **Product Specific Information** – contain product specific data, different from one product group to another. This section contains the core functional attributes of the product.
- **Additional Information section** – being up to the supplier to provide extra documents and information better describing the product, like the spectral distribution image in light sources.

*Click on **PUBLIC INFORMATION** section from the product menu, to fill in the public data form*:

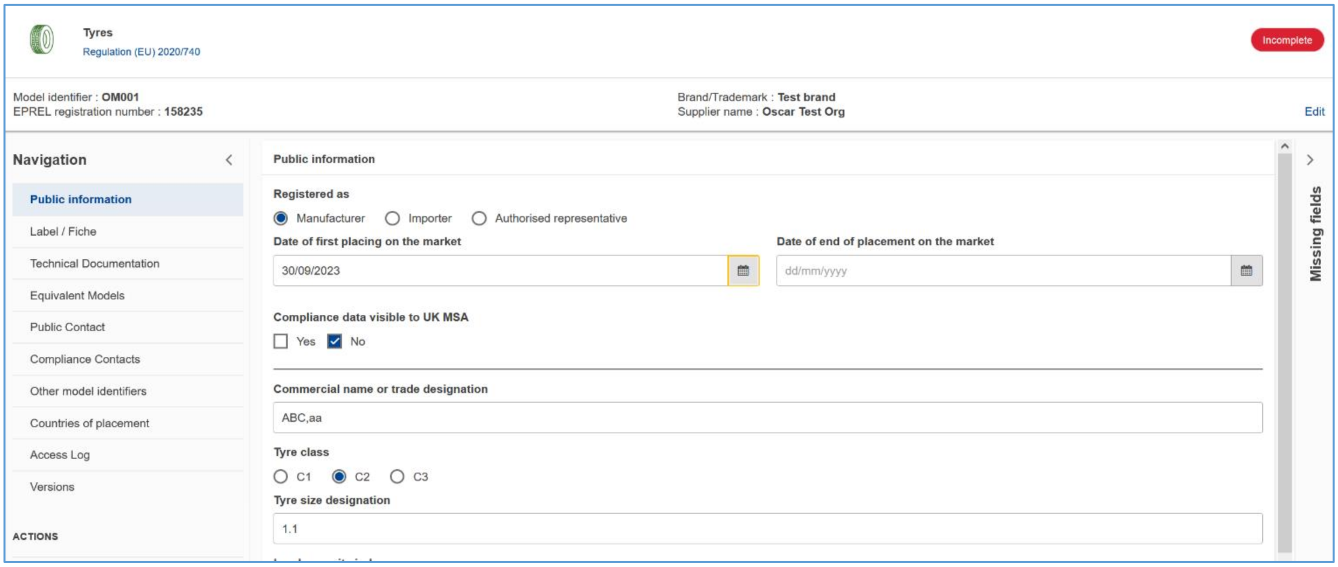


Figure 67 – Public Information

11.2.3.1 General Section

- **Registered as**: *(mandatory)* in case you have a double or triple supplier type definition (*e.g. being an Organisation that does both Manufacture as well as Import models, or even all three, also is authorised representative for that model*), for each product model you need to mention your supplier position on regards to the registered product.
- **Date of first placing on the market**: (*mandatory*) this is the date when the first unit of the product model will be placed on the EU market for the first time. It is recommended that you register products in EPREL way in advanced to the date of placing the product on the market. The date of first placing on the market is a highly important product asset in EPREL application, as this date defines when the product will be made publicly available in the Public and MSA Compliance platforms.
- **Date of end of placement on the market**: (*optional*) this is the date when the Supplier will no longer place the product on the EU market. As this date might be difficult to predict at registration time, this field is optional when registering the product in EPREL. The date of end of placement on the market defines when the 15 years retention period starts. In case of products that should be removed from the market, due to negative result of a compliance activity, the end date of placement on the market will be enforced in order to indicate the date when the product should be retired.
- **EU Eco-label**: (*optional*) specific product groups (*e.g. air conditioners, domestic ovens, household tumble driers, etc.*) should also be compliant with the EU Eco-label Regulation. In this sense, Suppliers should mention if they have applied for the EU Eco-label for their registered products. By default, the “No” answer is selected.

  - **EU Eco-label registration number**: (*optional*) in case the Supplier applied for the EU Eco-label, by mentioning "Yes" in the here above field, he should provide the EU Eco-label registration number.
- **Regulation applying for products placed on the market from DD/MM/YYY (XXXX/YYY):** there are product groups that followed a full review and many fields had to be changed in the definition of the models. This field will appear only on those product groups and will inform which version of the regulation is used when filling the data.
- **Compliance data visible to UK MSA**: (*mandatory, introduced in the context of Brexit referendum*) this field defines if product information compliance data (technical documentation and equivalent models) will be shared with Market Surveillance Authorities from UK, in order for MSA representatives to perform compliance checks on products placed on UK market. When registering a new product in EPREL, the default value of this field is set to "No", the suppliers having the option to change it; only for organisations from Northern-Ireland the value is set to "Yes" and can't be changed, because they are obliged to share this information with UK authorities.

11.2.3.2 Product Parameter Section

This section contains fields describing the core functional parameters of the product. Each product group has its own specific parameters. Many fields from this section are mandatory and of high importance, as they will be of core interest and visibility to citizens, as well as MSA's when doing product checks.

In some cases, suppliers are asked to provide specific product documentation, to better state the product parameters (e.g*. Spectral power distribution document should be uploaded for light sources products*).

Good to know:

- **!** Make sure you correctly fill in the Public Information section, as mistakes on public data require a more elaborated correction process (*e.g. you will need to correct the data, then wait for the product to be republished, and further inform retailers to reprint the Product Information Sheet and Energy Label, in order to have the latest/corrected version*).
- The ECO Label regulation fields have been included for data collection. This field is not in scope of the Product Registration Regulations, therefore your input will not impact your Registrations obligations, nor your Compliance product checks.

11.2.4 Label/Fiche

This section explains the process for generating/uploading the **Label**, downloading the **Product Information Sheet** and generating a **QR Code**.

11.2.4.1 Generate/Upload Label

In this section, the Supplier should state if he wants to use the EPREL auto-generated label, or if he prefers to upload his own label. By default, the auto-generated label is used unless otherwise stated. If Supplier **DOESN'T ACCEPT** EPREL to generate the label, the Supplier will be asked to upload his own label, which will be attached to the product and made publicly available to citizens (only when the supplier is VERIFIED), MSAs and retailers.

The Label generated by EPREL or uploaded by the Supplier will be used in multiple places: displayed in the Public Site, displayed in shops, displayed on the marketing materials. So please make sure you are issuing a correct label.

If the Supplier opts in for the EPREL auto-generated label, in this section the user can simply generate the label by clicking on **GENERATE LABEL** button (Figure 68 - Generate Label). Once this is done, based on the data introduced in the Public Information section, EPREL will produce a ZIP file with the label in various file formats:

1. Label in PDF – this is the only file format supporting the CMYK color code for printing according to the Legislation
2. Label in PNG – this is a very popular file format that can be used for online display of the label
3. Label in SVG – this format supports high resolutions, and can be used for printing the label on marketing materials, it is a vectorial format with light weight, so it is also very used in websites.

Click on the Generate Label to use the EPREL auto-generate label:

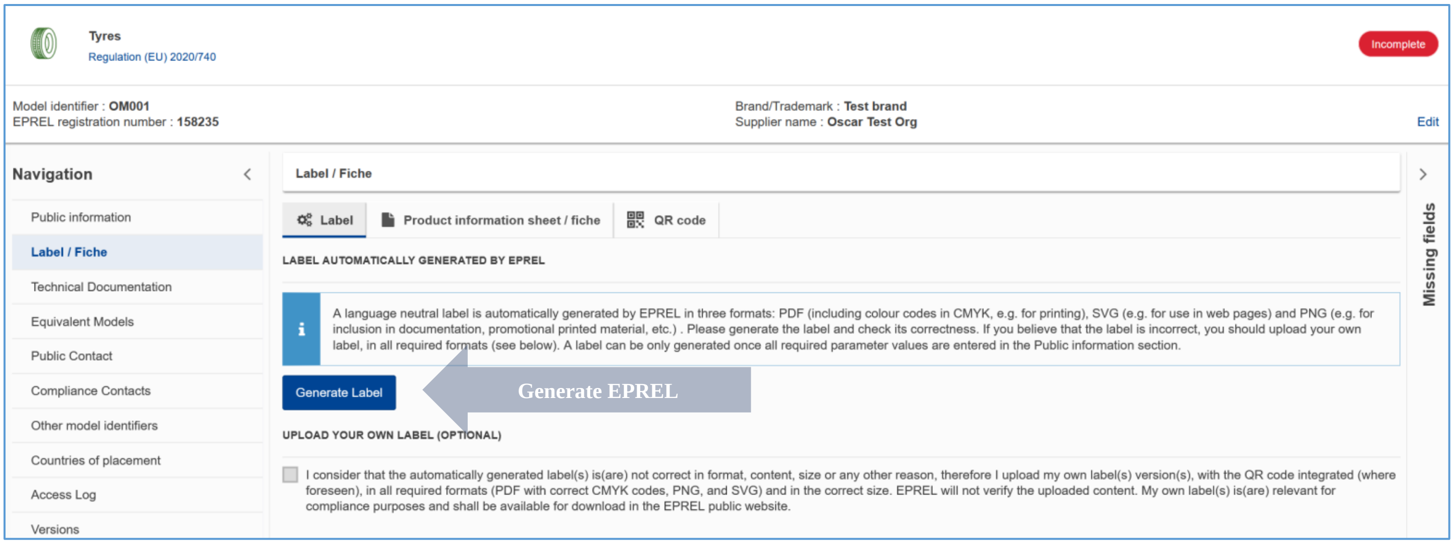


Figure 68 - Generate Label

The label generated will look like this, depending on the product group.

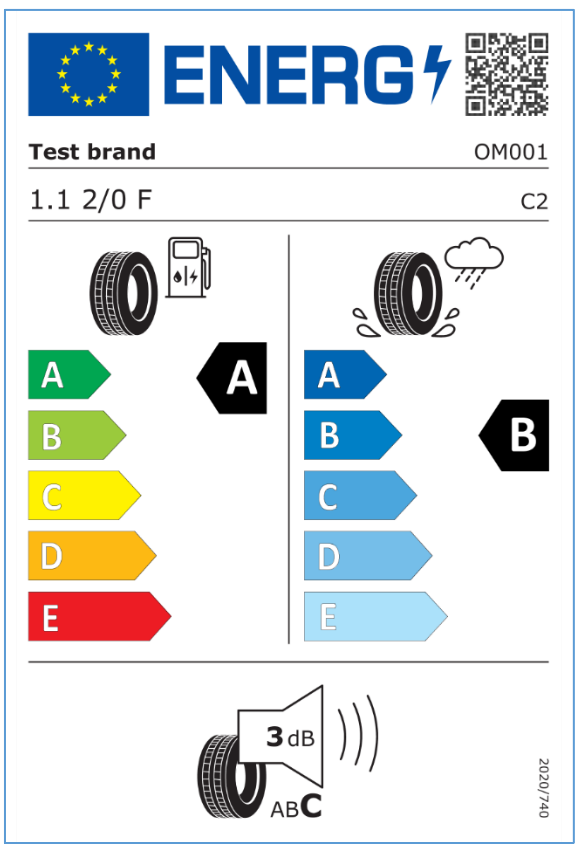


Figure 69 – Tyres label

If the Supplier decides to use its own label, he should upload it in this section (Figure 70 – Upload label). Label should not exceed 2MB, and data from the label should match the product data filled in the Public Information section.

*Browse the label and click on **UPLOAD LABEL** button:*

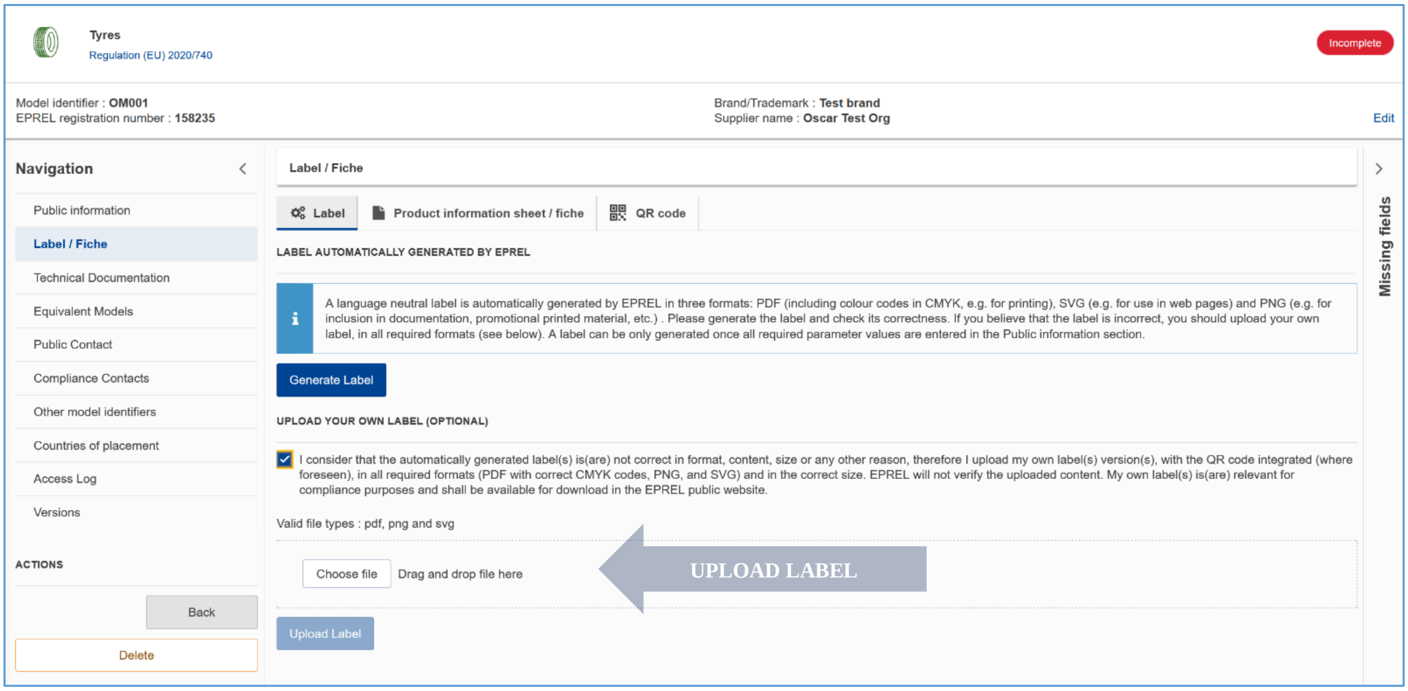


Figure 70 – Upload label

Good to know:

- If the Supplier prefers to upload its own label, he should ensure the QR code is pointing to the correct product page from the Public website. Therefore, we strongly recommend suppliers to generate and use the QR Code (see QR Code section below) from EPREL.
- EPREL auto-generated label is always shown in Public site, even if supplier has uploaded its own label, this is done to ensure that citizens see the correct/official label of a model. As said before, if supplier is VERIFIED and has uploaded its own label, a link to download it will be shown in Public site below the EPREL label.

11.2.4.2 Product Information Sheet

Product Information Sheet (PIS) is the Product Fiche describing all the functional parameters of the product. This sheet is highly important for citizens and retailers, therefore EPREL developed capabilities around offering users the possibility to download the PIS in multiple languages (Figure 71 – Select languages).

*Select the needed languages and click on the **DOWNLOAD** button:*

Figure 71 – Select languages

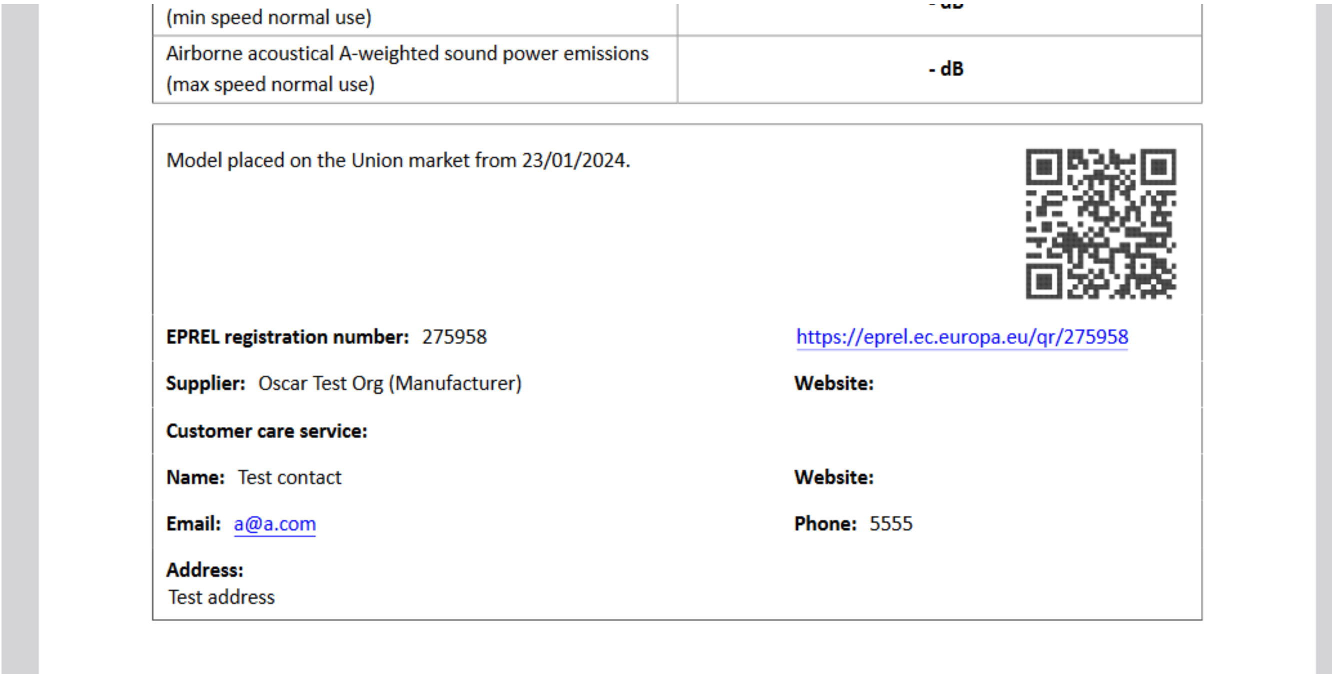
If only one language is selected, by default the one of the site, the file will downloaded as PDF. If multiple languages are selected, a ZIP file containing all the PDF's will be downloaded.

The product information sheet generated will look like this, depending on the product group.

Product Information Sheet			
Delegated Regulation (EU) 2020/740			
Supplier name or trademark		**Test brand**	
Commercial name or trade designation		**ABC,aa**	
Tyre type identifier	Tyre class	**OM001**	**C2**
Tyre size designation		**1.1**	
Speed category symbol		**F 80 km/h**	
Load-capacity index (for single mounting)		**2**	
Load-capacity index (for dual mounting)		**0**	
Fuel efficiency class		**A**	
Wet grip class		**B**	
External rolling noise class	External rolling noise value	**C**	**3 dB**
Tyre for use in severe snow conditions		**No**	
Load-capacity index for Additional Service Description (for single mounting)		**-**	
Load-capacity index for Additional Service Description (for dual mounting)		**-**	
Speed category symbol (for Additional Service Description)			
Date of start of production (Week / Year)		**01/10**	
Date of end of production (Week / Year)		**10/20**	
Supplier's address		**Test contact, Test address**	
Additional information			

Figure 72 – Tyres fiche

Starting in 2023 a new section has been added at the end of the product fiche with some optional data, like contact of the supplier or the QR code of the model. In a near future it will be enhanced with any other useful optional information provided like the GTIN or Code Of Conduct info.



(min speed normal use)	- dB
Airborne acoustical A-weighted sound power emissions (max speed normal use)	- dB

Model placed on the Union market from 23/01/2024.

EPREL registration number: 275958 | https://eprel.ec.europa.eu/qr/275958

Supplier: Oscar Test Org (Manufacturer) | **Website:**

Customer care service:

Name: Test contact | **Website:**

Email: a@a.com | **Phone:** 5555

Address:
Test address

Figure 73 - Extra section for Fiche

WARNING!

Currently this section is added to the Regulations supplementing Regulation (EU) 2017/1369 (green buttons at the top of the Homepage), but it will be extended to all regulations during 2024.

11.2.4.3 Generate QR Code

The QR Code is a mandatory element of the Energy Label, for specific product groups. Its purpose is to lead citizens, when scanned, to the product details page from EPREL Public Site.

The QR Code can be also used in own-generated labels or placed on any marketing promotional materials (print, banners, flyers), in order to offer a better product communication, and guide citizens to EPREL.

In this sense, EPREL offers the capability, for any registered product, to generate a QR Code (Figure 74 – Generate the QR Code), in multiple formats. This QR Code has embedded the correct link from the EPREL Public site, so when scanned, if the product is already published, users will be automatically directed to the corresponding product detailed page from EPREL Public site.

*Generate QR Code by clicking in the **GENERATE QR CODE** button:*

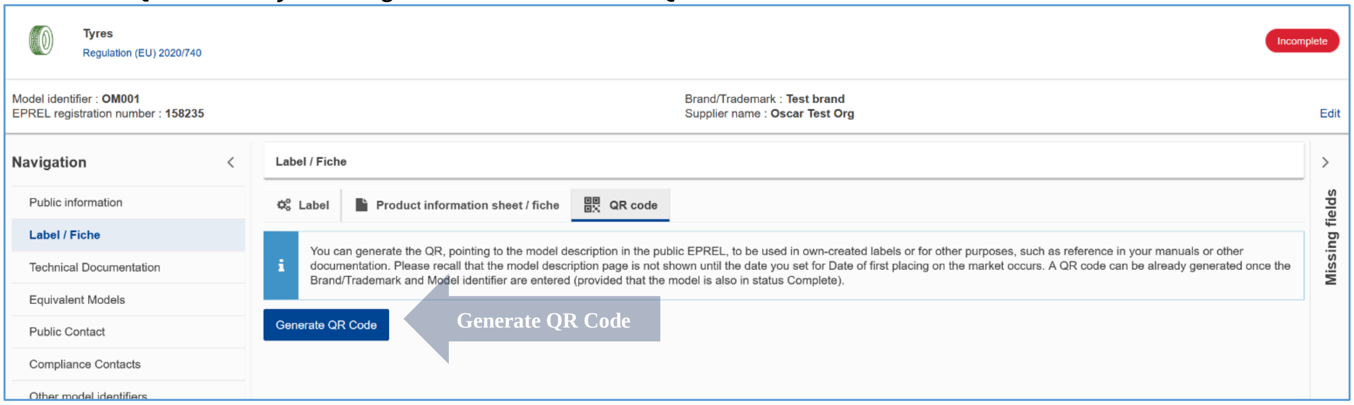


Figure 74 – Generate the QR Code

The link inside the QR code looks like this:
https://eprel.ec.europa.eu/qr/88888888

The QR code generated will look like this, depending on the registration number.

Figure 75 – QR code

11.2.5 Technical Documentation

Technical documentation represents the files/information describing the technical, service, hardware specifications of the product. This documentation is kept away from public, as it may contain product or company confidential information.
EPREL stores this documentation in a highly secured infrastructure, from where it can be accessed only by Market Surveilance National Authorities, for product compliance purposes.

As we know the importance of keeping the technical documentation private, EPREL also offers Suppliers full transparency on who access it (*see Access Log section*).

In order to be compliant with the Framework Regulation, uploading the technical documentation is a mandatory step in registering products in EPREL (Figure 76 – Upload Technical Documentation). As mentioned, this documentation will be used by MSAs when doing product testing/checks, verifying if the registered product data and energy label are in line with the actual technical specifications of the product.

Suppliers can upload the following mandatory technical document, for each registered product (according to Article 12.5 of the framework regulation):

- General description of the technical documentation
- Reference to harmonized standards
- Specific precautions

- Measured technical parameters
- Calculations
- Testing conditions
- Additional part – representing any extra technical documentation of the registered product

Technical documents can be uploaded only **pdf, txt, docx, rtf, xlsx** and **pps** formats. They can be uploaded in any language or in multiple languages, the purpose is to help the Market Surveilance National Authorities of the countries where the models are placed.

Tip: You can also upload one Technical Document covering multiple purposes. E.g. if you have one single file documenting the *Testing conditions* and *Specific precautions*, select both section and upload one document only.

Upload technical documentation in Technical Documentation section, by clicking the ADD button:

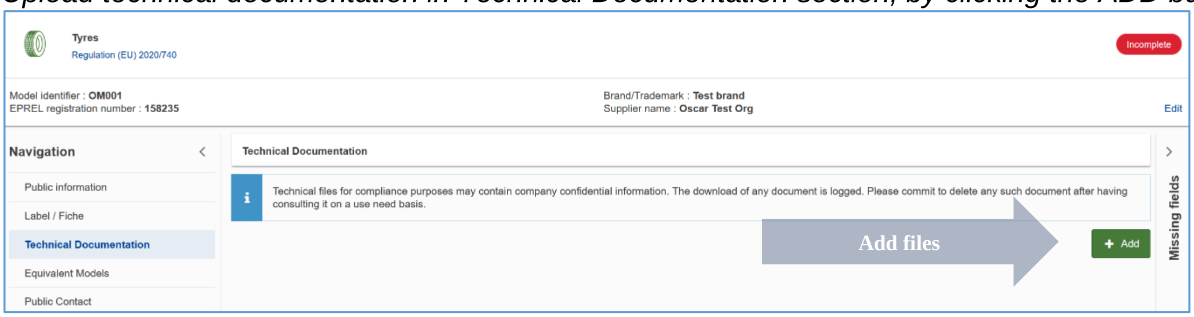


Figure 76 – Upload Technical Documentation

When uploading documents, Suppliers should specifiy the language of the document/s (Figure 77 – Upload Technical Documentation - languages). Multiple languages can be selected, in case documents are multi-lingual. It is advisable (not mandatory) for the title of the uploaded documents to be in the language of the documents.

*After clicking **ADD**, you will reach the **Upload Form** page:*

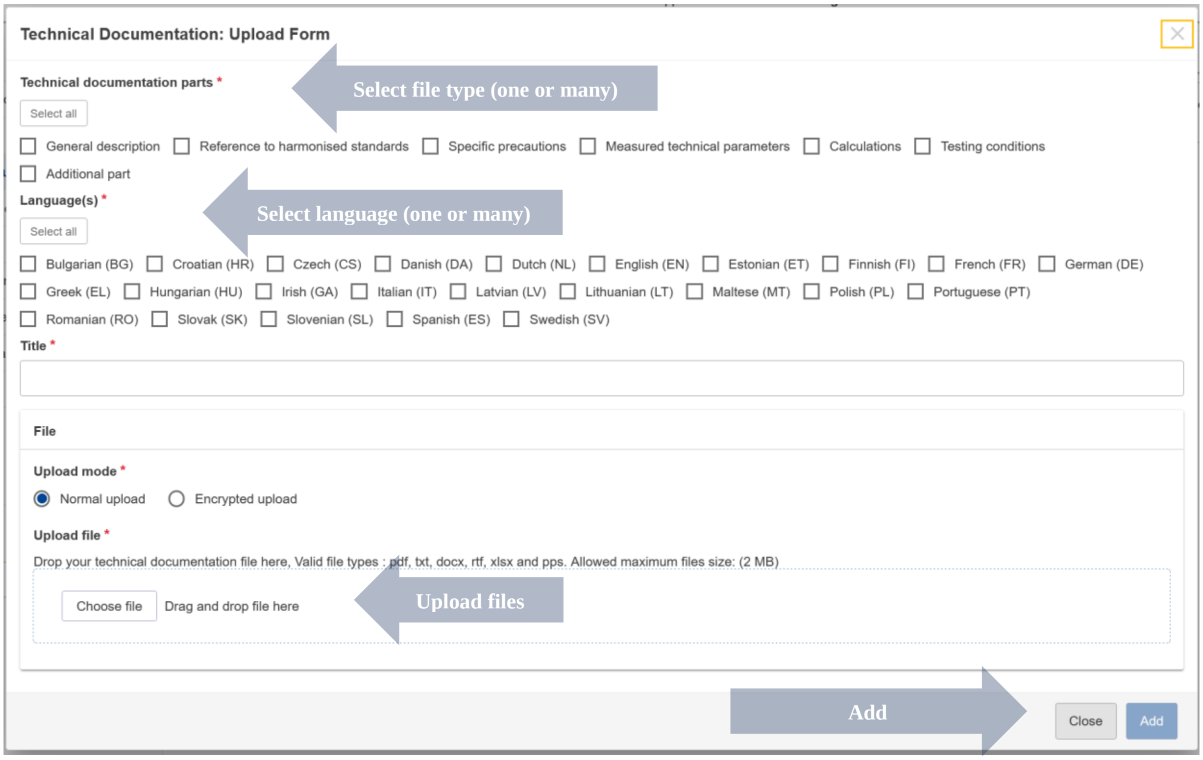


Figure 77 – Upload Technical Documentation - languages

Once you have uploaded your document, click **ADD** and continue uploading the remaining mandatory Technical Documentation files. You can use the **MISSING FIELD** section to guide you on the remaining documents/sections that need to be filled in.

Once you finished uploading all product technical files, you can easily view them in the Technical Documentation section. From here you can **Edit**, **Delete** or **Add** more (Figure 78 – Add or edit technical documentation). Have in mind that if your product in already published, editing this section will create a new version of your product (see Versions section).

Technical documentation page with all files uploaded:

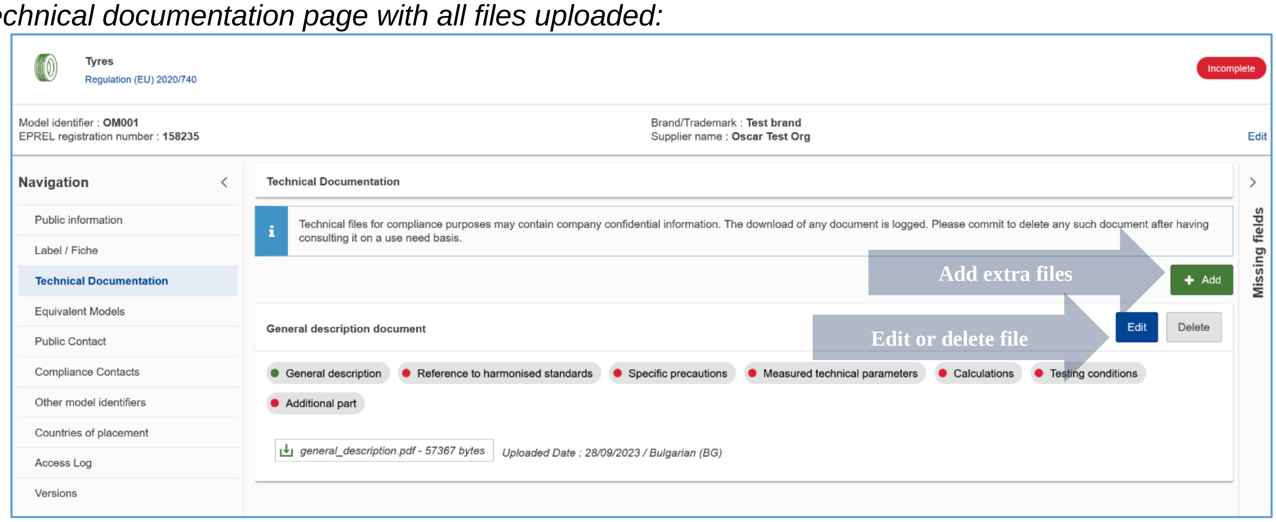


Figure 78 – Add or edit technical documentation

Tip: You can know which part of the Technical Document is covered in each file uploaded because there is a green circle in the name of the part.

11.2.5.1 Measured technical parameters as fields.

Since 2023, the product groups for the REGULATIONS supplementing Regulation (EU) 2017/1369, which are in blue color on top of the homepage, contain the part of the technical documentation for "Measured technical parameters" in fillable fields on screen (Figure 79 – Edit Technical parameters), it is not necessary to upload this as PDF.

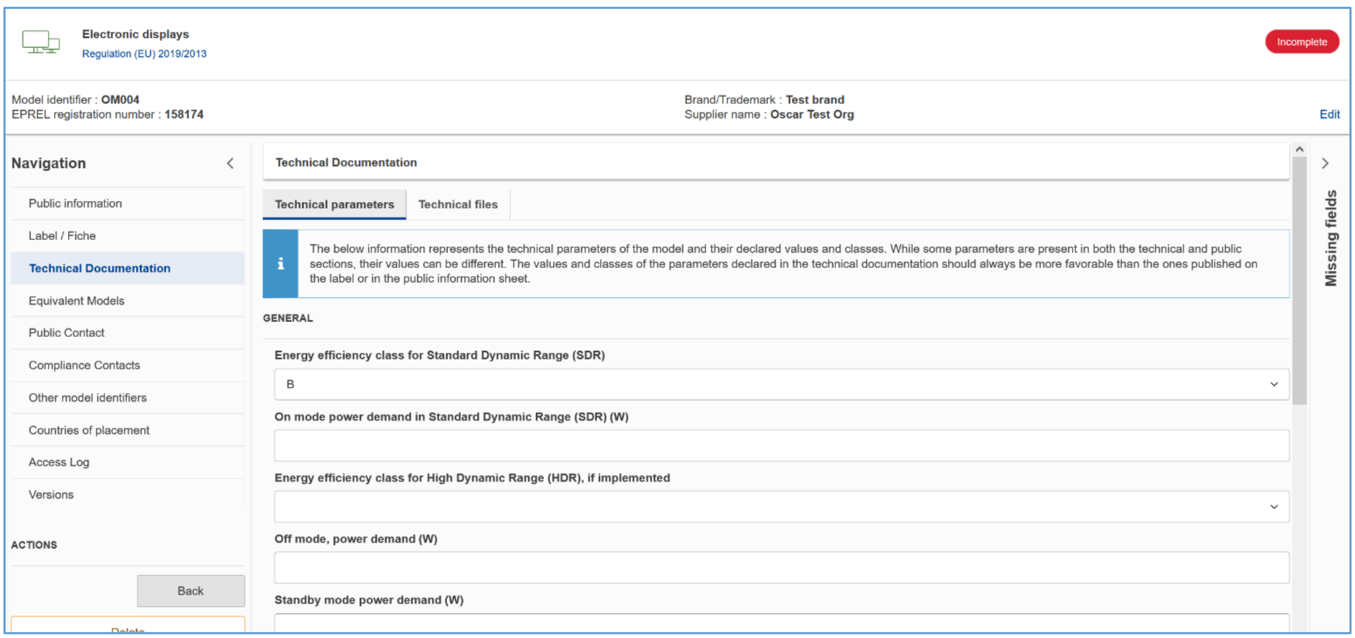


Figure 79 – Edit Technical parameters

These fields are mandatory only for new registrations, previously registered and Published models remain valid only with PDF.

WARNING!

The measured technical parameters are now implemented in “Electronic displays”, “Household dishwashers”, “Refrigerating appliances with a direct sales function”, “Lights sources”, “Household washing machines” and “Household washer dryers” product group only. They will be added to “Refrigerating appliances” during 2024.

After implementation and release in Production, a period of 6 months has been set to give suppliers time to adapt their systems to provide these new fields. During this period the technical parameters are optional and can be uploaded with a PDF; after this period only technical parameters filled in these fields will be allowed for new registrations.

The rest of the parts are still needed in PDF format and can be uploaded in the tab “Technical files” (Figure 80 - Add technical documentation files). The fields entered in the previous tab “Technical parameters” appear also in the list of files and they can be downloaded in PDF format.

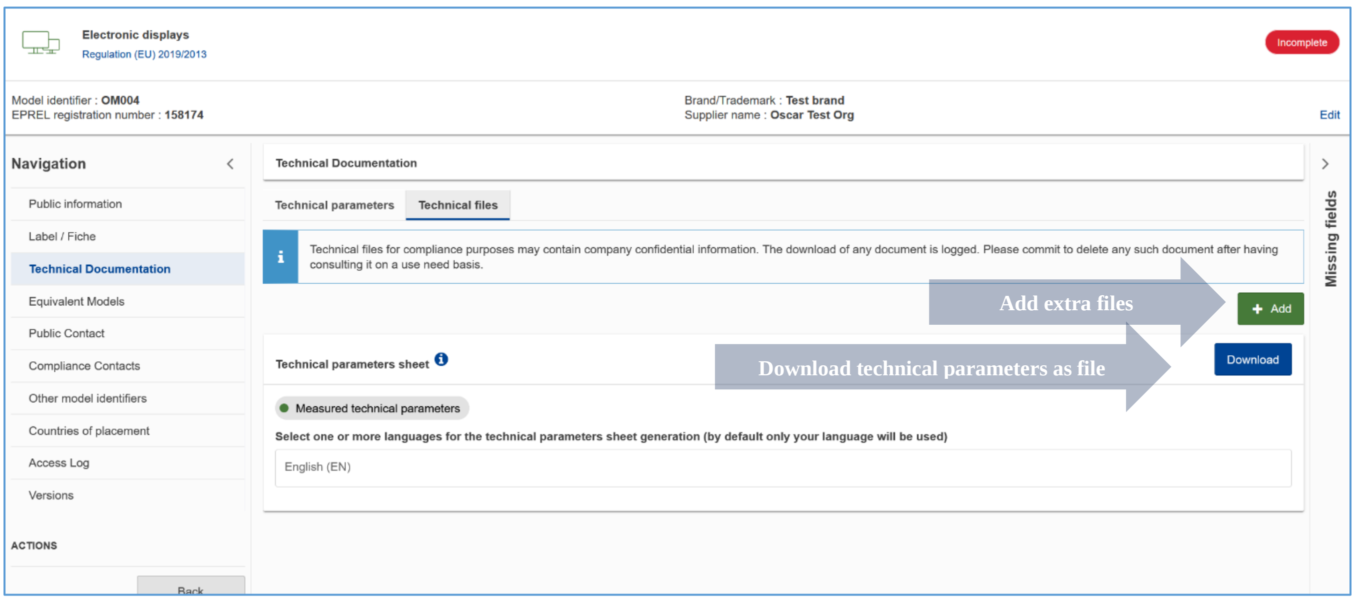


Figure 80 - Add technical documentation files

11.2.5.2 Plausibility checks

With the introduction of the measured technical parameters in fields on screen, now it is possible to do plausibility checks.

Regulation: The verification tolerances defined in this Annex relate only to the verification by Member State authorities of the declared values and shall not be used by the supplier as an allowed tolerance to establish the values in the technical documentation or in interpreting these values with a view to achieving compliance or to communicate better performance by any means. <u>The values and classes published on the label or in the product information sheet shall not be more favourable for the supplier than the values declared in the technical documentation.</u>

There is an automatic check that the values and classes in the GENERAL INFORMATION section are not more favourable than their counterparts in the TECHNICAL DOCUMENTATION. If that happens a warning will be shown in both sections.

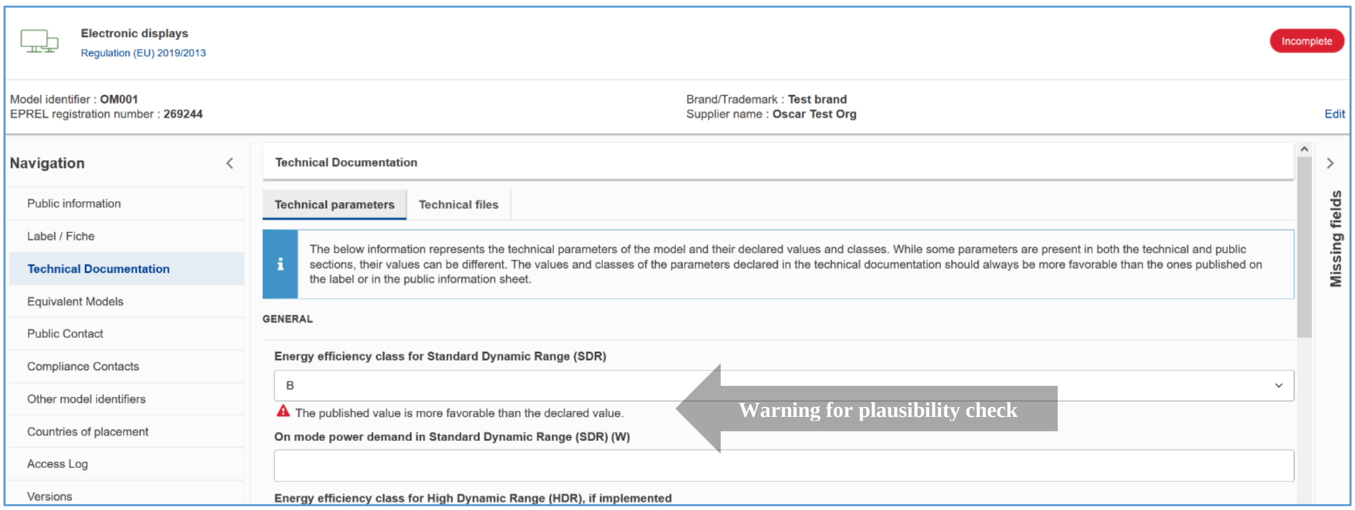


Figure 81 - Plausibility checks

This is just a warning, the model can be saved and completed and published, it is responsibility of the supplier to introduce the right values. These warnings are also visible to MSA's, to help them do their job of compliance control.

WARNING!

The plausibility checks are now implemented in "Electronic displays" product group only. They will be added to all the REGULATIONS supplementing Regulation (EU) 2017/1369 during 2024.

11.2.5.3 Energy efficiency class checks

In order to improve the introduction of correct data and to help MSA's to do better compliance control, another check has been introduced. The check of the correctness of the energy efficiency class introduced. Knowing all the values of the fields that are used in the formula to calculate the energy efficiency of a model, the system will calculate it and verify that the class selected is the correct one.

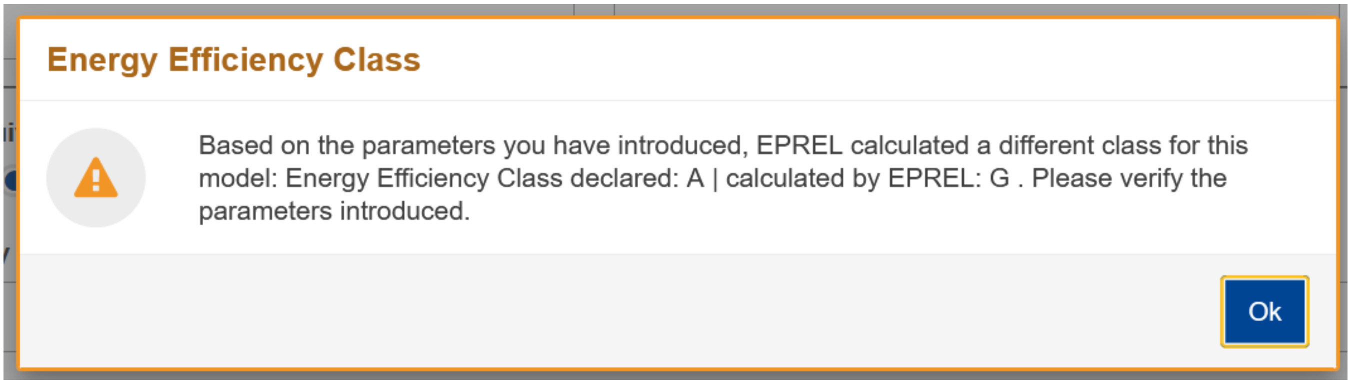


Figure 82 - Check warning

When clicking SAVE, the system will warn you that the energy efficiency class is not correct, if you click OK the values will be saved but a warning will be shown under the field.

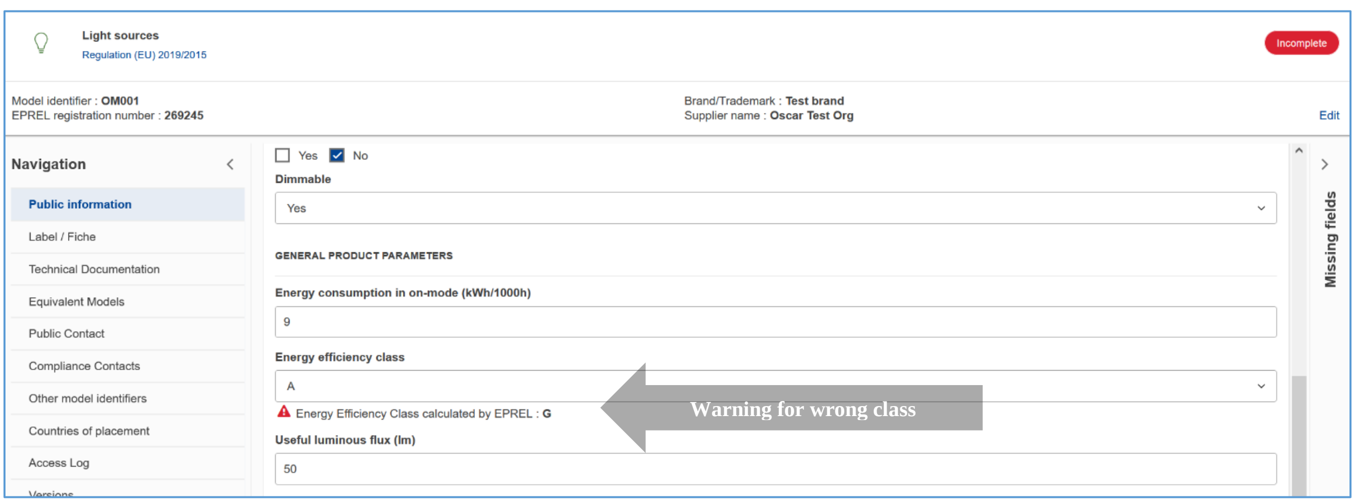


Figure 83 - Warning for a wrong class

This is just a warning, the model can be saved and completed and published, it is responsibility of the supplier to introduce the right values. These warnings are also visible to MSA's, to help them do their job of compliance control.

WARNING!

The energy efficiency class checks are now implemented in “Light sources” product group only. They will be added to all the REGULATIONS supplementing Regulation (EU) 2017/1369 during 2024.

11.2.6 Equivalent Models

If you reached this section, most probably the model you are creating is an Equivalent Model, therefore it needs to be linked to a Base Model (*this section will explain how*). **If the product you are creating is not an *equivalent model*, you should not link it to another model, therefore you can simply skip this part.**

As Equivalent and Base Models concept is more complex, this documentation contains a separate dedicated section for Equivalent Models Management.

In this section you will see the equivalent models to the model in display if you are in the Base model, or the equivalents and base model if you are in one equivalent.

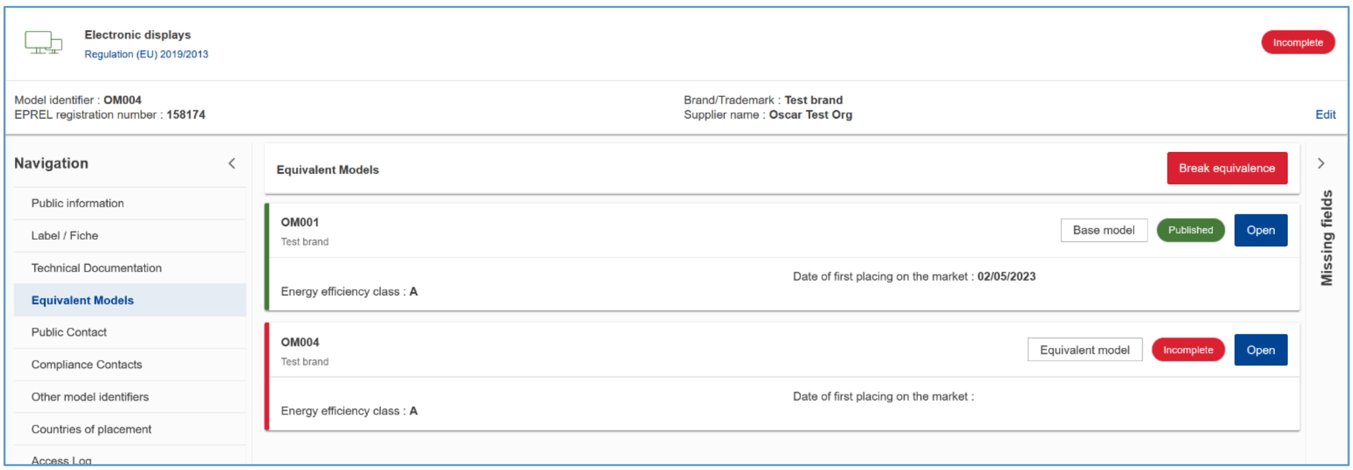


Figure 84 - Equivalent models section

11.2.7 Public Contact

The Public Contact represents your Organisation contact that will be shared in the Public Site, when citizens are viewing your product details.

Good to know:

- Public contacts are set at the Organisation level, by Supplier Admins (for more information, check the Create Contacts section).
- One organisation contact can be set as "Default public contact". This will be prefilled in any new model registration to save you time but can be always changed.
- Only one Public Contact can be assigned to a product model.
- Filling in the Public Contact is a mandatory step during your product creation process.
- If your product is already published and you need to change its Public Contact, doing this will create a new version of your product, which will be put in the **COMPLETE** state and published again in max 24h.
- When registering models via system-to-system or file upload the reference of the contact must be given, never the details of the contact. The system will immediately make the link.

When you are creating a product model, the Public Contact section will automatically display the **DEFAULT** Public Contact. In case you do not want to use the **DEFAULT** Public Contact, you can simply **EDIT** it and select another Public Contact defined by your Supplier Admins.

When selecting another Public Contact, EPREL offer the option to select across all Contacts defined by the Supplier Admin.

*To select another Public Contact, click on the **EDIT** button:*

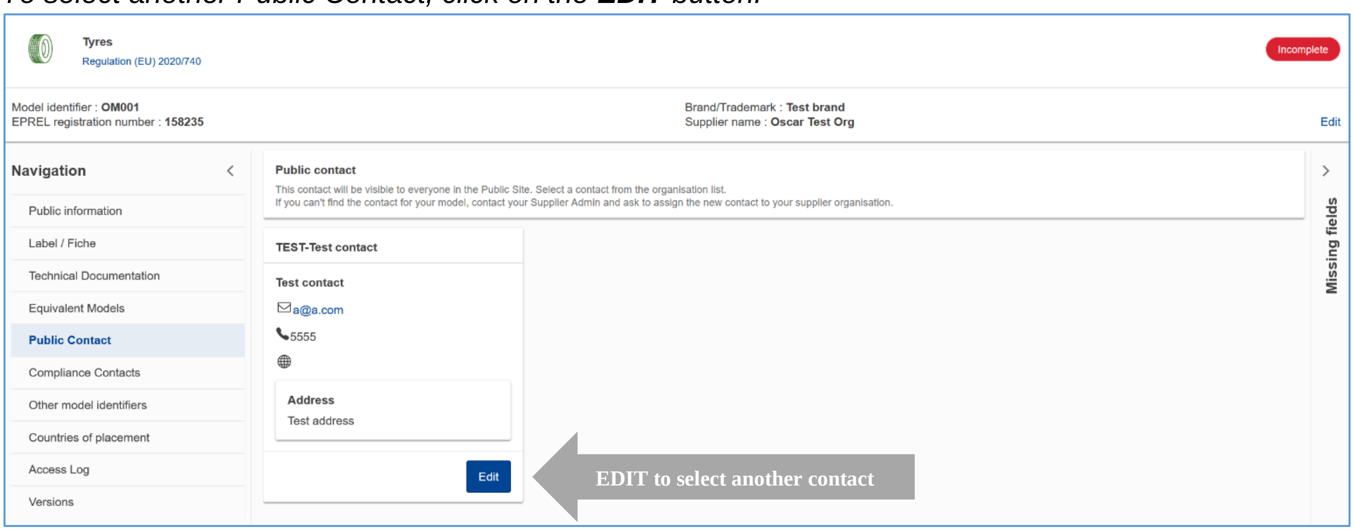


Figure 85 - Select another contact

11.2.8 Compliance Contacts

Compliance Contacts represent your Organisation contacts that will be shared only in the Compliance Site, to MSA Authorities. MSAs can use these contacts in case of issues or un-clarities when doing product compliance checks.

Good to know:

- Compliance contacts are set at the Organisation level, by Supplier Admins (for more information, check the Create Contacts section).
- One organisation contact can be set as "Default compliance contact". This will be prefilled in any new model registration to save you time but can be always changed.
- Multiple Compliance contacts can be assigned to a product model (maybe one by language or one by country).
- Filling in the Compliance contact section is a mandatory step during your product creation process.
- If your product is already published and you need to change its Compliance contacts, doing this will create a new version of your product, which will be put in the **COMPLETE** state and published again in max 24h.
- When registering models via system-to-system or file upload the reference of the contact must be given, never the details of the contact. The system will immediately make the link.

When you are creating a product model, the Compliance Contact section will automatically display the **DEFAULT** Compliance Contact. In case you do not want to use the **DEFAULT** Compliance Contact, you can simply **EDIT** it and select another Public Contact defined by your Supplier Admins.

*To add Compliance contacts, you can simply click the **ADD** button:*

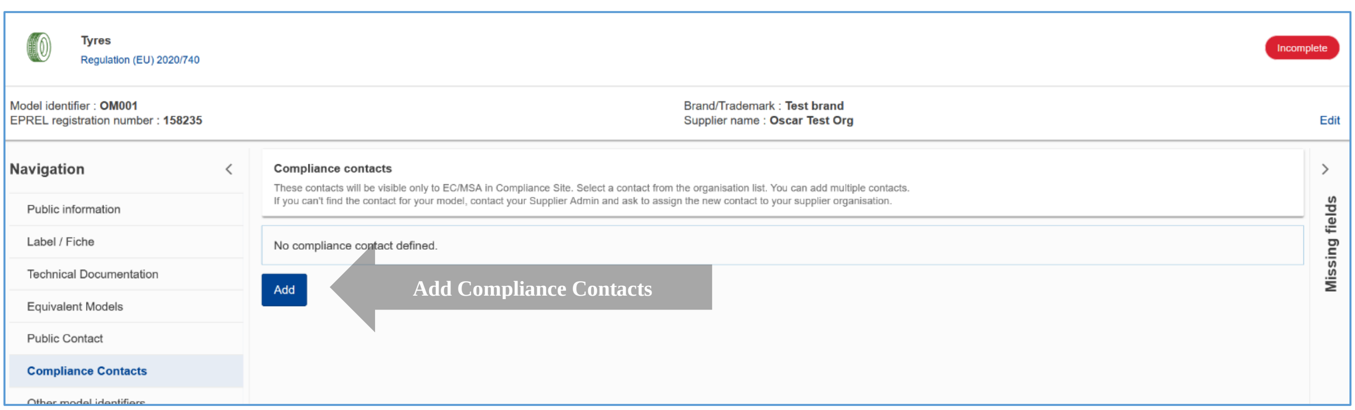


Figure 86 - Add compliance contact

This will open the contact section from where you can choose any contact. When saved, the **ADD** button will appear in order to allow you the possibility to add extra Compliance contacts.

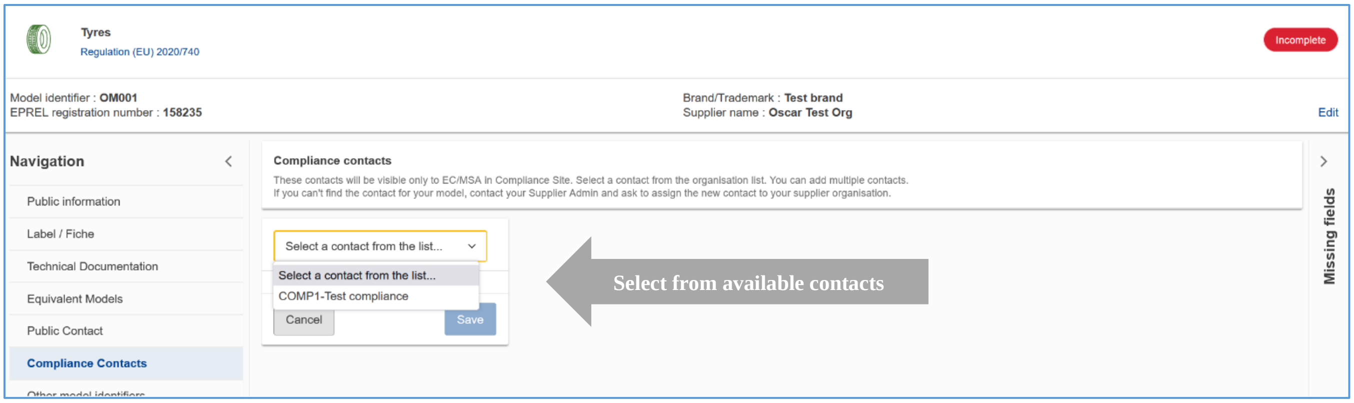


Figure 87 - Select from available contacts

Public contact and Compliance contact can be the same. This may be useful for supplier organisation with only one support service that serves both.

11.2.9 Other Model Identifiers

If your product model has other identifiers, like: EAN-8,13,14, Velocity, UPC-A,E, JAN or Others, you can add them here. This will help MSA Authorities to better understand the specifications or your products. You can add as many identifiers as needed. This step is optional.

*To add another Model Identifiers, click the **ADD** button and select which identifier suits your model:*

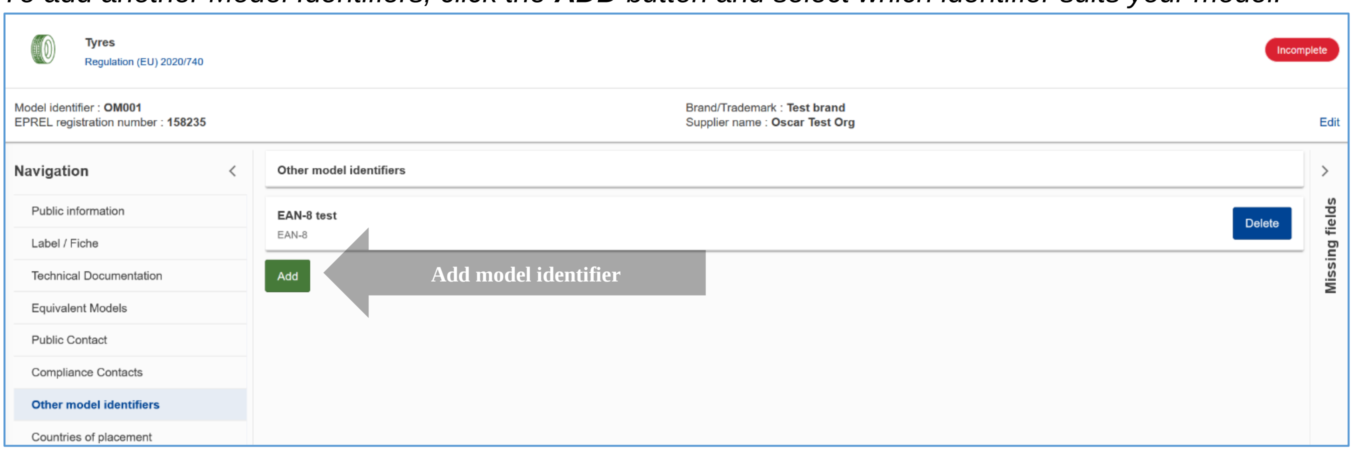


Figure 88 - Add model identifier

11.2.10 Countries of Placement

When creating a product, Suppliers may want to declare all the countries where the product will be placed. This is important in order for citizens to be able to search for it in the Public Site. This step is optional.

You can select one or multiple countries.

- In case your product is placed on all countries across the Union, you should select all
- In case you are not sure on the list of countries of placement yet, we recommend you do not select any country. In this case EPREL will consider all countries from Union are eligible.

To select your countries of placement, go to COUNTRIES OF PLACEMENT section:

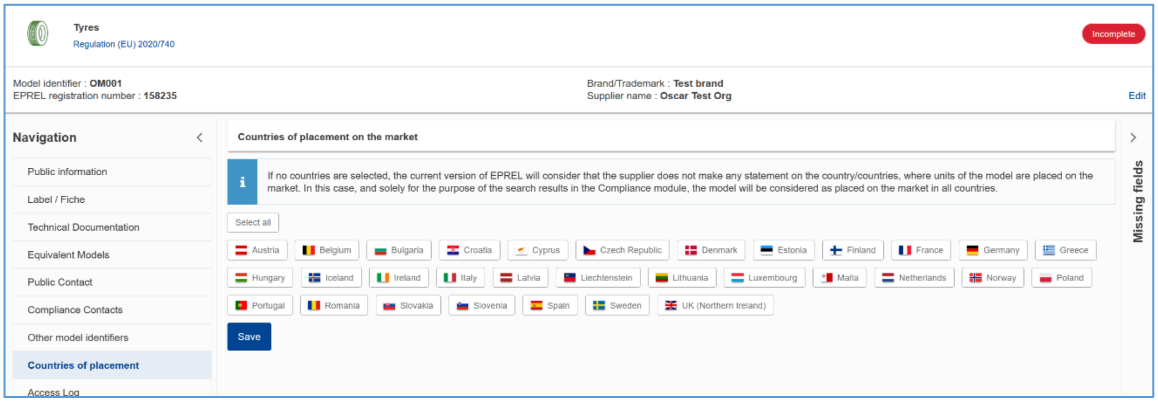


Figure 89 - Add countries of placement

11.2.11 Access Log

As the Technical Documentation contain confidential files, EPREL is offering Suppliers visibility on who and how technical files are accessed. In Access Log, Suppliers can see:

- The list of MSA Authorities that have accessed the technical documents.
- The list of users of their organisation that have accessed the technical documents, for uploading or downloading. Only the organisation name is shown, if there is a need to know which specific user accessed, contact the EC.
- The date when documentation was accessed.
- What type of actions (view / download) were performed.

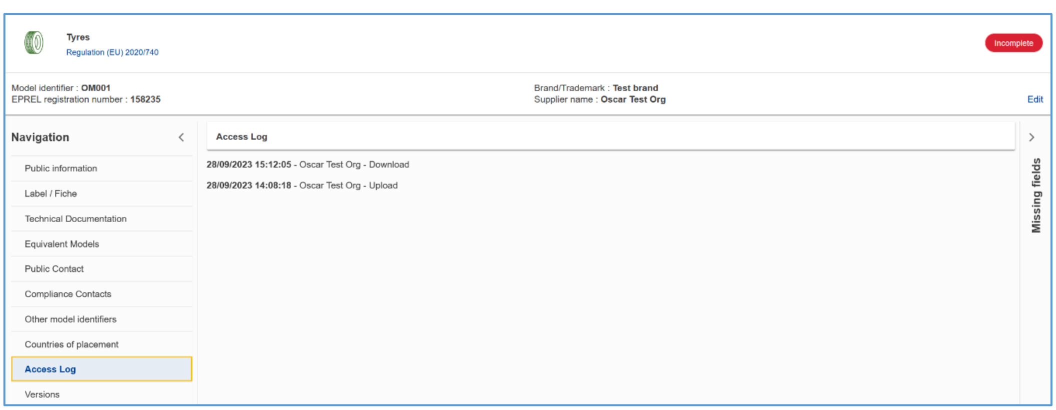


Figure 90 - Access log

11.2.12 Versions

From the moment products are published, EPREL starts keeping track of the changes made on products publicly available. The first version is by default created when the product gets published. Starting with this moment, EPREL allows for changes on public models, and logs all product modifications by creating new versions of the model.

In the Version section, Suppliers and MSAs Authorities can view a history of all existing Versions for all published models and the reasons for the changes. Click the button **OPEN** to go to the details of that version.

Check the Versions of the product by clicking on ***VERSIONS*** *section:*

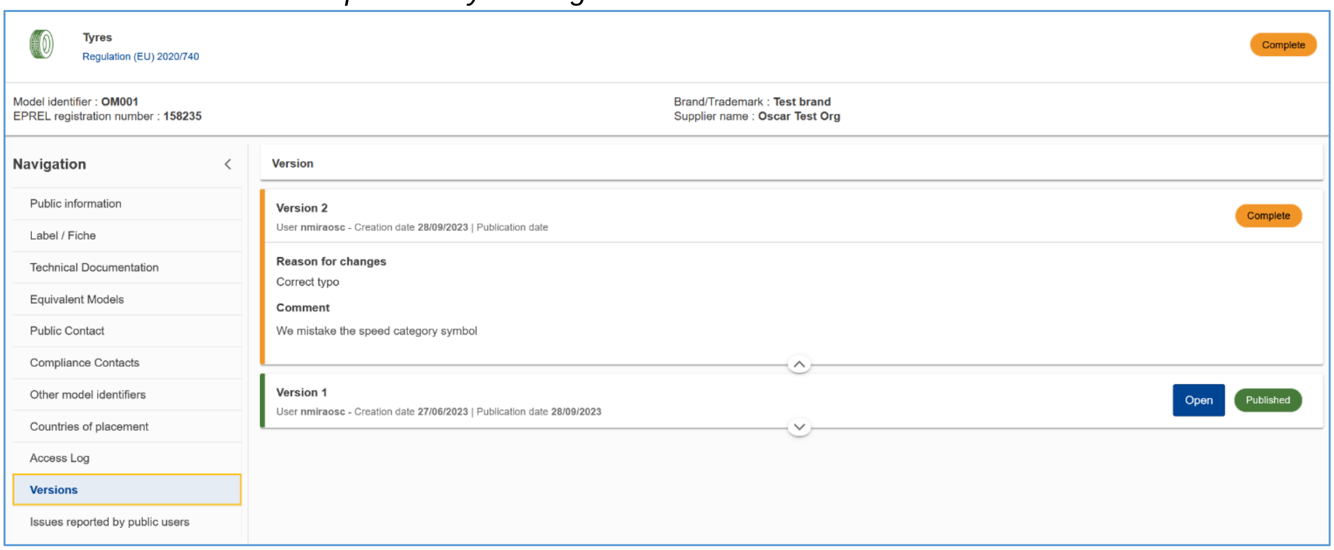


Figure 91 - View model versions

! Important Note: Now that you have filled in all section, your product model is in the **COMPLETE** state. Once the start of publication date is reached, EPREL will automatically publish your model in the Public and Compliance Site, the new status being **PUBLISHED**.

11.2.13 Issues reported by public users

When a product is **PUBLISHED** and visible in the Public site, anyone visiting that product and spotting an issue in the details or label can report the issue by clicking on the link **REPORT THIS MODEL**.

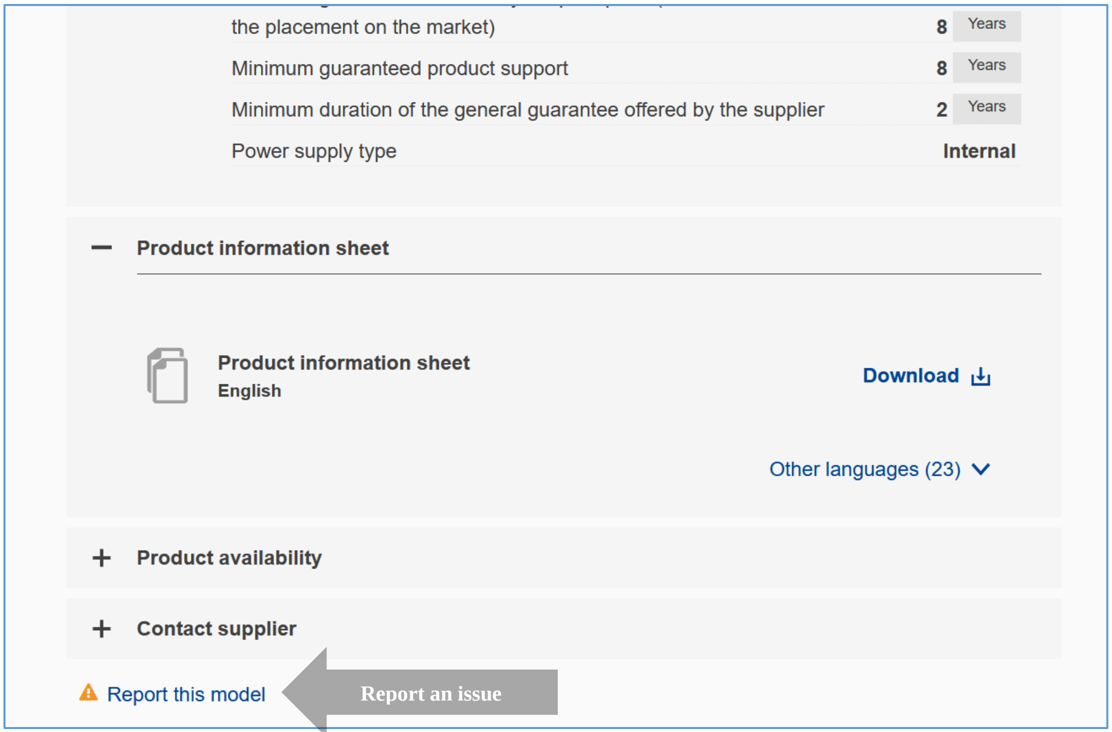


Figure 92 - Public site reporting link

The visitor has to select from a list of issues and give more details.

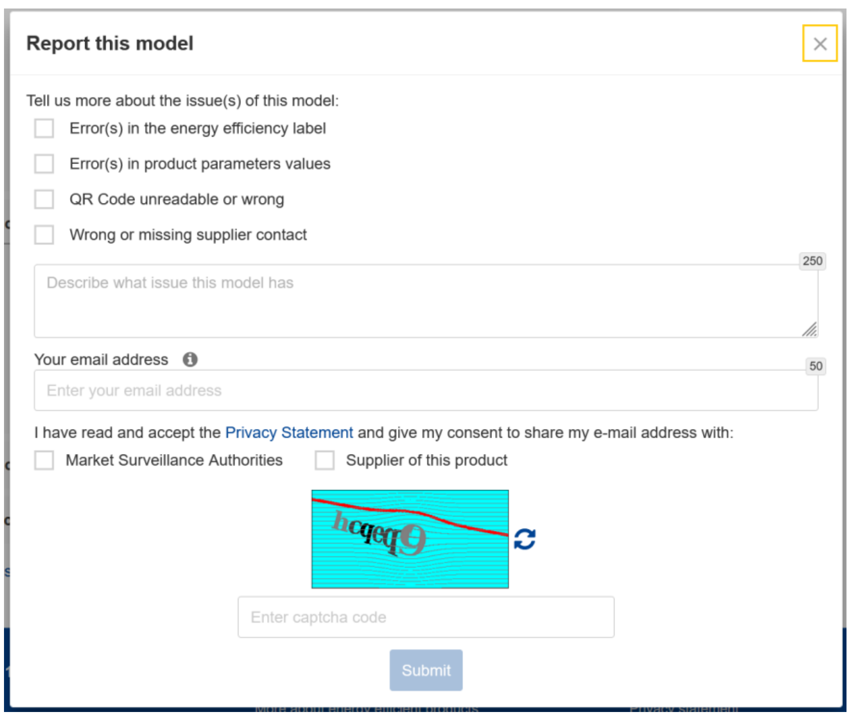


Figure 93 - Public site report an issue

The issues reported in the Public site are transferred to the Compliance site and can be seen inside the model that has been reported.

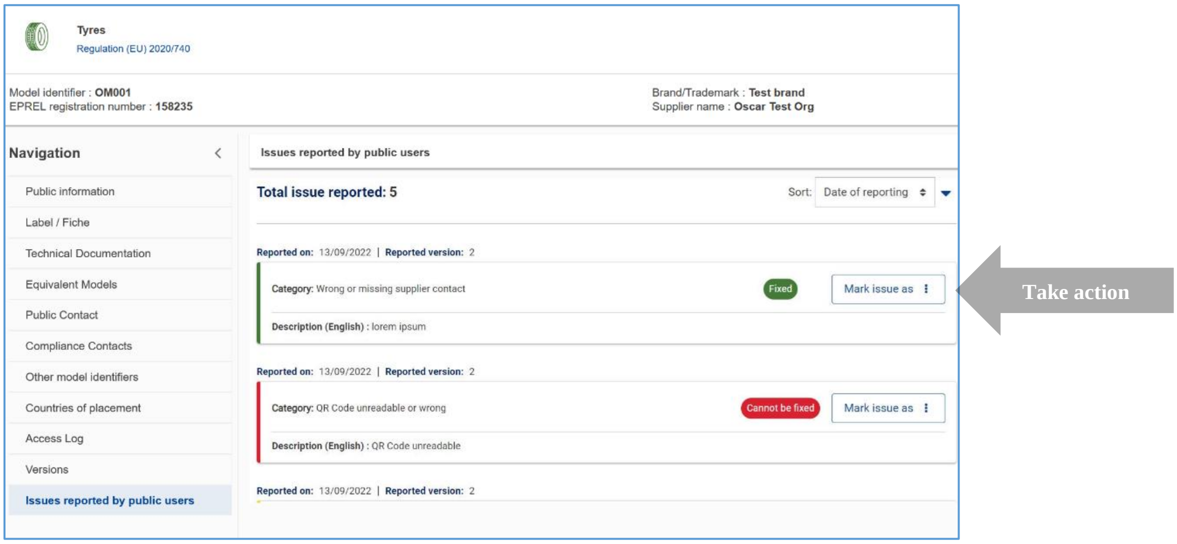


Figure 94 - Issues reported for this model

The supplier can now take action on each issue:

- Modify the registration of the model (this action is logged) to correct the issue and then click the action “Mark issue as fixed”.
- Click “Mark issue as cannot be fixed” if nothing can be done.
- Click “Mark issue as irrelevant” is it is not true.

The suppliers are notified when there is an issue reported in one of its models, but if they want to list all the models with issues reported they can also do it from the search screen of the product groups.

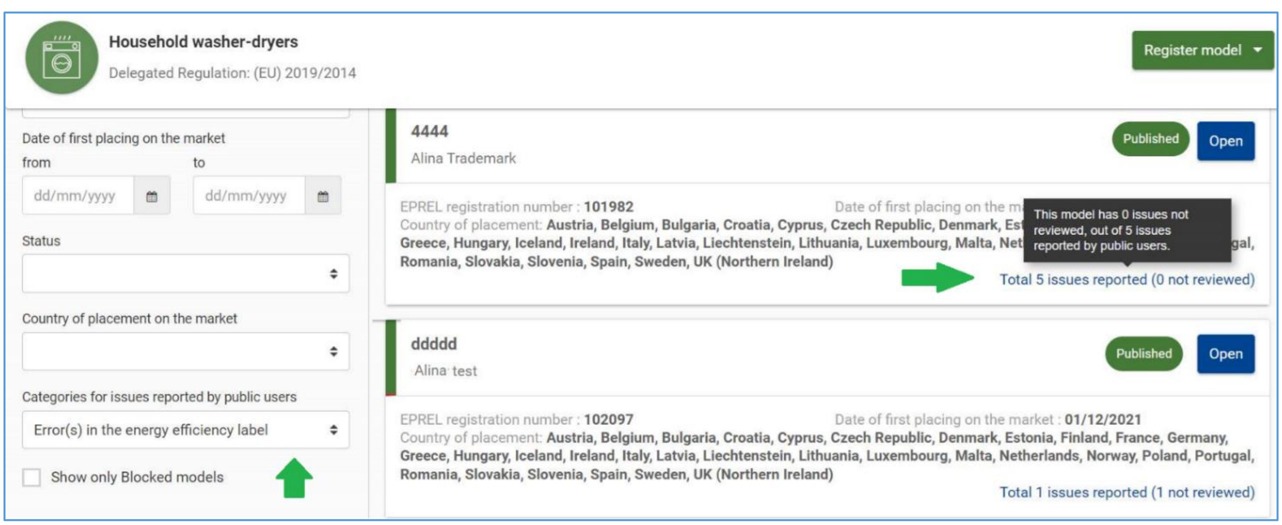


Figure 95 - Search for issues reported in Public site

11.3. PRODUCT CHANGES

This section explains in detail how to make changes to product models:

- How to edit a product model
- How to delete a product model
- How to block a product model
- How to unblock a product model

Throughout its lifecycle, a product can suffer various changes. Changes due to human errors (during registration), issues spotted during compliance checks, or various other inconsistencies reported by citizens. All these issues might require Suppliers to make changes on product already create. In this sense, EPREL is accommodating these scenarios, allowing for Suppliers to modify products at any time, pre or post-publication.

11.3.1 Modify a Product

Important notes - before going into details:

PRE-PUBLICATION

- When modifying information for products that are in a pre-publication states (being in an **INCOMPLETE** or **COMPLETE** status), the action is called **EDIT**.
- Until the products are published, Suppliers can edit any product related information (public or compliance), even the model identifier and trademark. When doing this, modifications are applied directly on the product entry, without creating a new version of the product record.
- Depending on the edits made, the product can remain in a **COMPLETE** status, or can be moved back to **INCOMPLETE**, if data from specific sections is removed.

POST-PUBLICATION

- When modifying information for published products (being in the **PUBLISHED** status), the action is called **CHANGE**.
- Once products are published, Suppliers can change any product related information, except for the Model Identifier and Trademark.
- Changes to **PUBLISHED** products require a reason of change.
- When changing data used in the Product Label, Product Information Sheet or Technical Documentation, a new version of the product is created, with the **COMPLETE** status, and logged in the **VERSIONS** section. The new version will be automatically re-published by EPREL in max 24hrs, once the new Date of First Placement on the Market arrives (in case the latest version has a new Date of First Placement on the market). When re-published, the new product version will replace the previous one.
- **! WARNING:** Modifying data from the label/fiche is not allowed by Regulation unless there is a good reason, otherwise it means that a new model must be registered.

11.3.1.1 Modifying non-published products

To modify a model which is not yet published, you need to open the product record and click on the **EDIT** button from the bottom of the **NAVIGATION** section (see Figure 96 - Edit products not published).

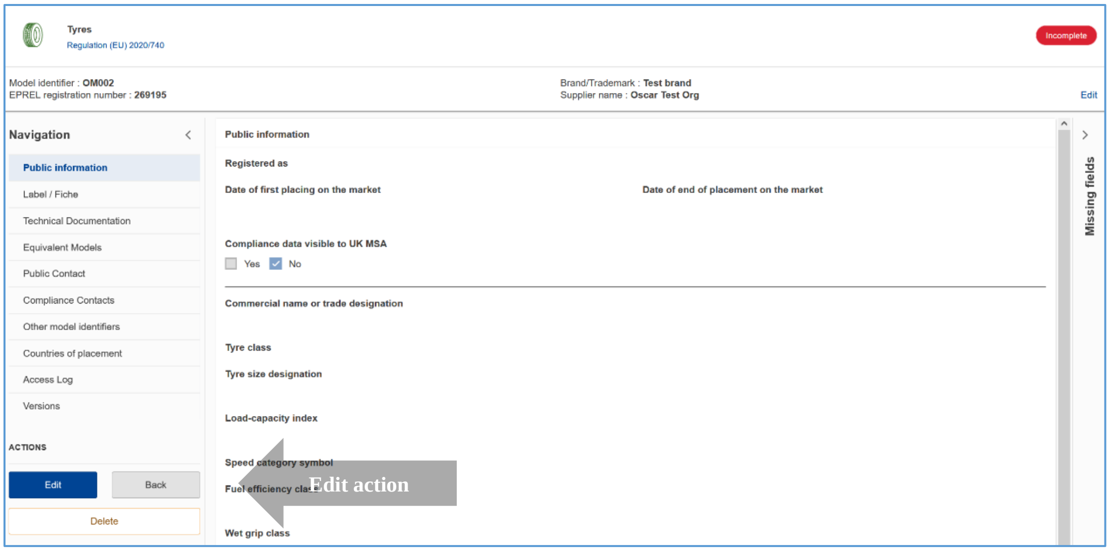


Figure 96 - Edit products not published

After clicking the **EDIT** action, EPREL will open the product in an edit mode, allowing Suppliers to modify any product related information. Once this is done, modifications are saved when clicking the **SAVE** button, placed at the bottom of each modified section (see Figure 97 - Saving modifications on Public information section).

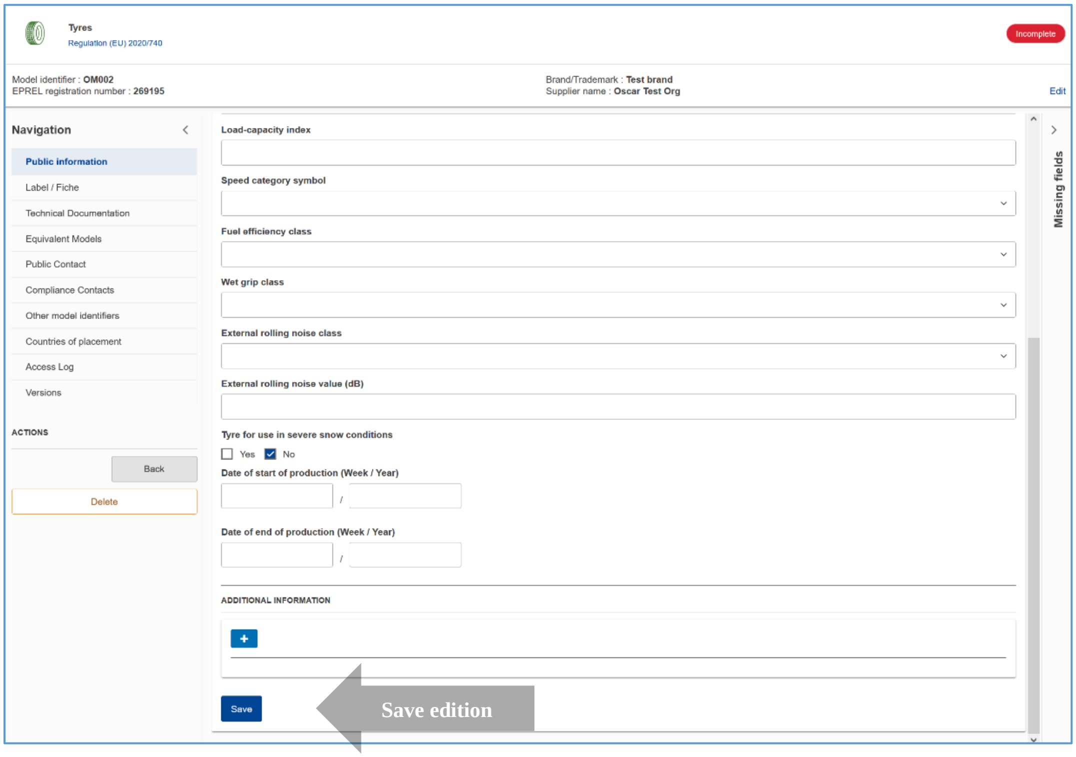


Figure 97 - Saving modifications on Public information section

When modifying sections that require files upload (e.g. Technical Documentation) or linking to base models, there is no **SAVE** button, as saving happens at the moment documents are uploaded, or models are linked.

While products are not yet published, EPREL allows Suppliers to modify also the Model Identifier and Trademark. To do that, you need to open the product and click on the **EDIT** action from the top-right corner, where the Model Identifier and Trademark are displayed (see Figure 98 - Editing Model Identifier and Trademark).

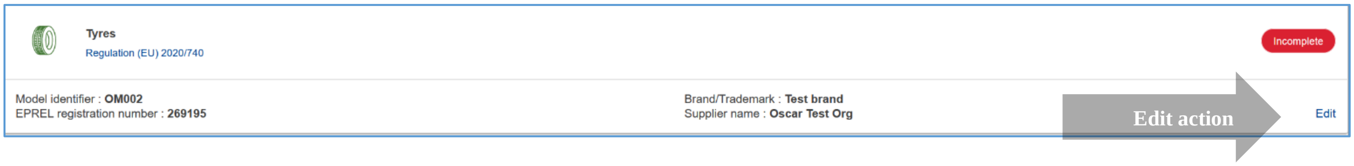


Figure 98 - Editing Model Identifier and Trademark

Once you are clicking on the EDIT button, a new screen will appear, allowing Suppliers to modify the Model Identifier and Trademark (see Figure 99 - Editing fields for Model Identifier and Trademark). When editing the Model Identifier, have in mind that within each product group, models should have a unique Model Identifier number.

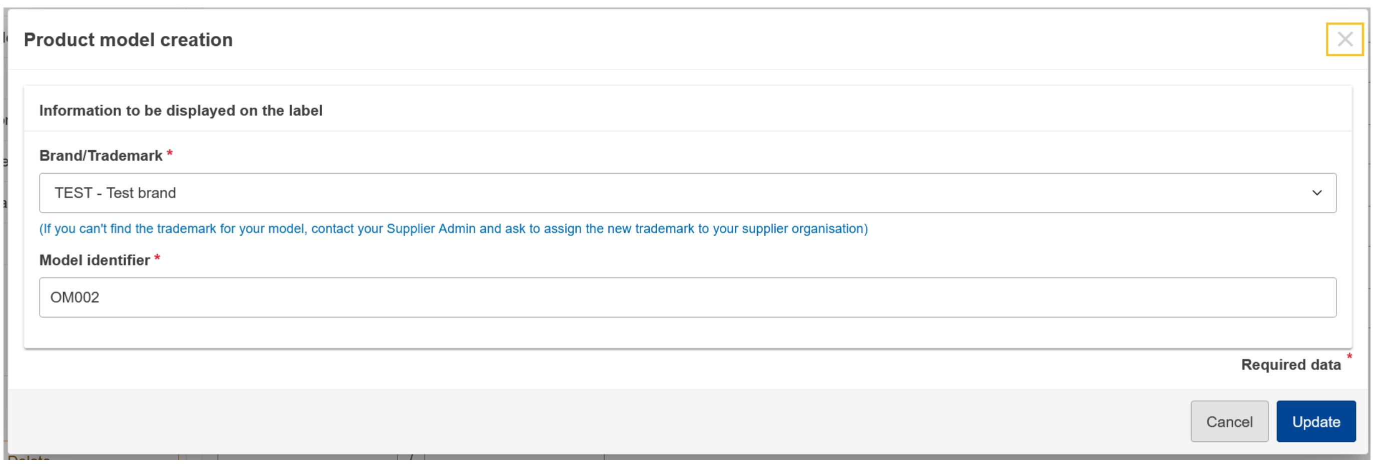


Figure 99 - Editing fields for Model Identifier and Trademark

11.3.1.2 Modifying published products

Once a product is published, suppliers can still modify any product related information except for Model Identifier and Trademark. To data on published products, you need to open the corresponding product and click on the **CHANGE** button, at the bottom of the **NAVIGATION** menu.

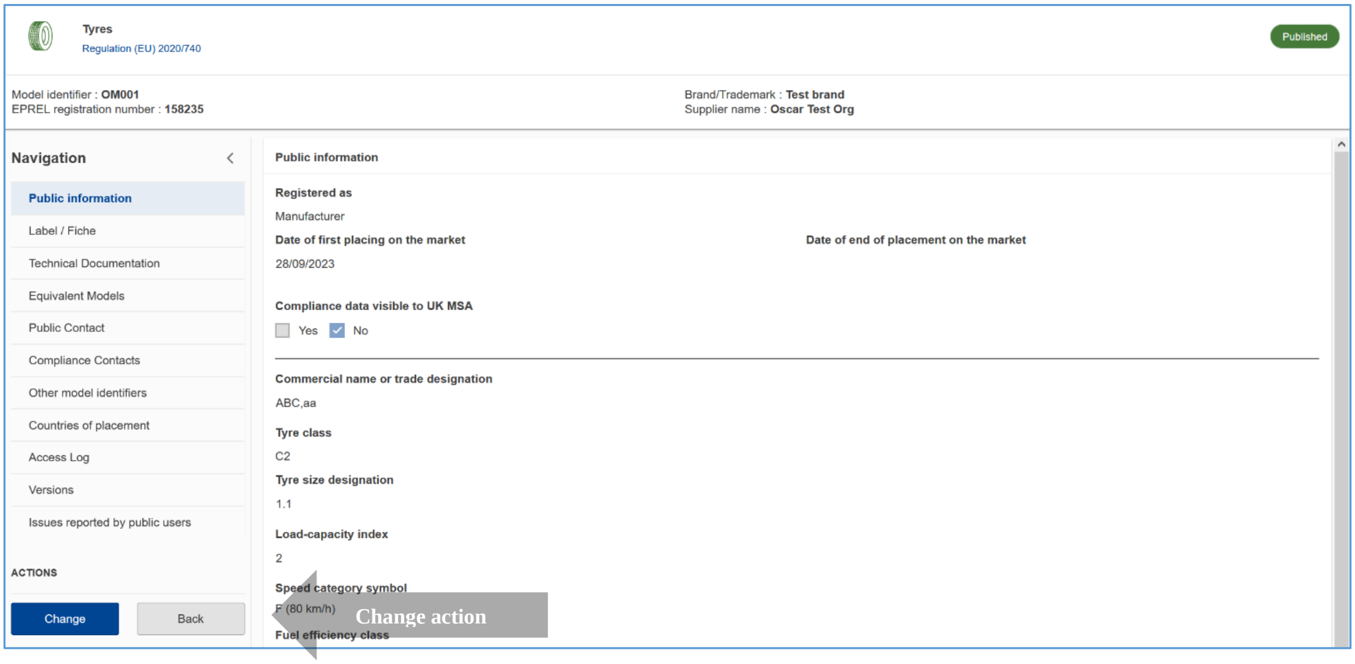


Figure 100 - Change a Published model

Every time a change is made, Suppliers are also asked to specify the reason of change. This is important in order for MSAs to understand what type of change was made and why.

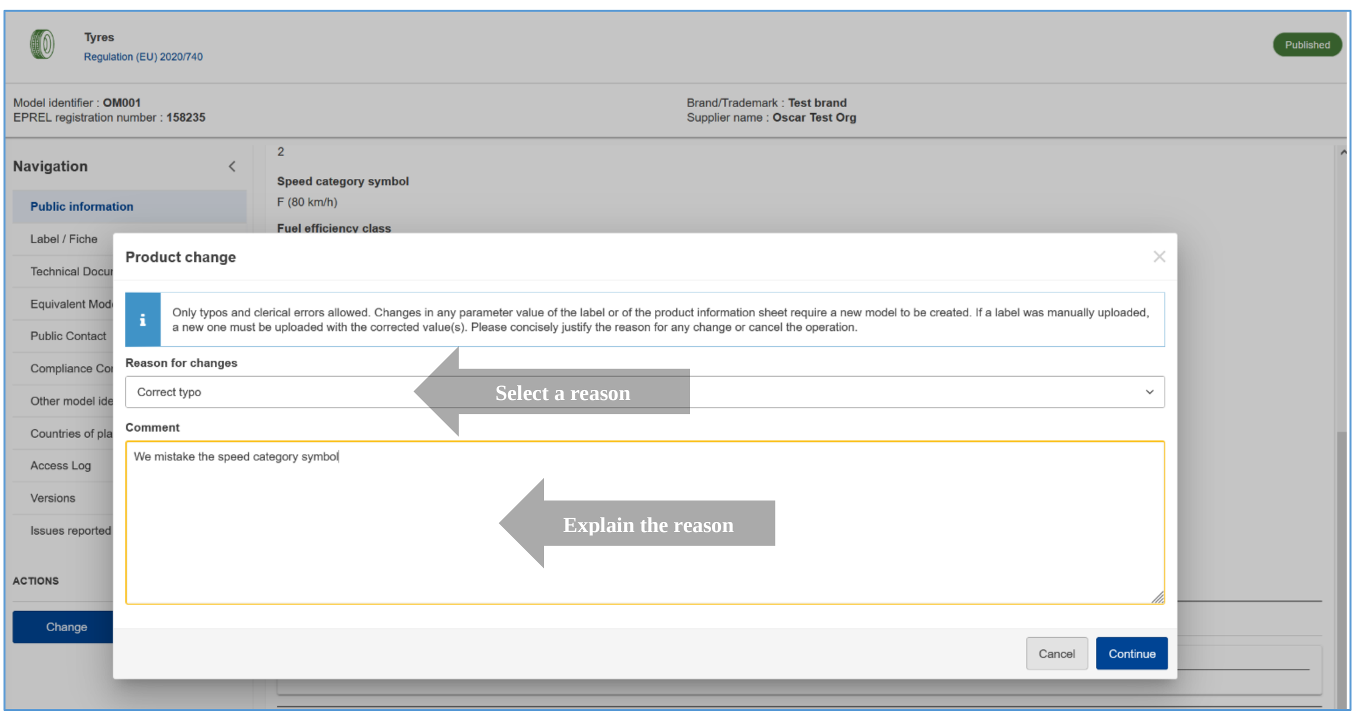


Figure 101- Change a published model

What is different when modifying published products, is that any change requires EPREL to re-publish the product record, in order for the latest modifications to be available in Public and Compliance Site.

With the aim to keep track of all modifications applied on published products, when changing the core data of the products (be it data from the Public Information section, Label data, or files from Technical Documentation, EPREL will create a new version of the product, with all the latest modifications applied.

Because published products can be modified several times, each time core data is changed, a new version is created, and logged in the **VERSIONS** section (see Figure 102 - History log of all product versions - new version created that waits to be re-published).

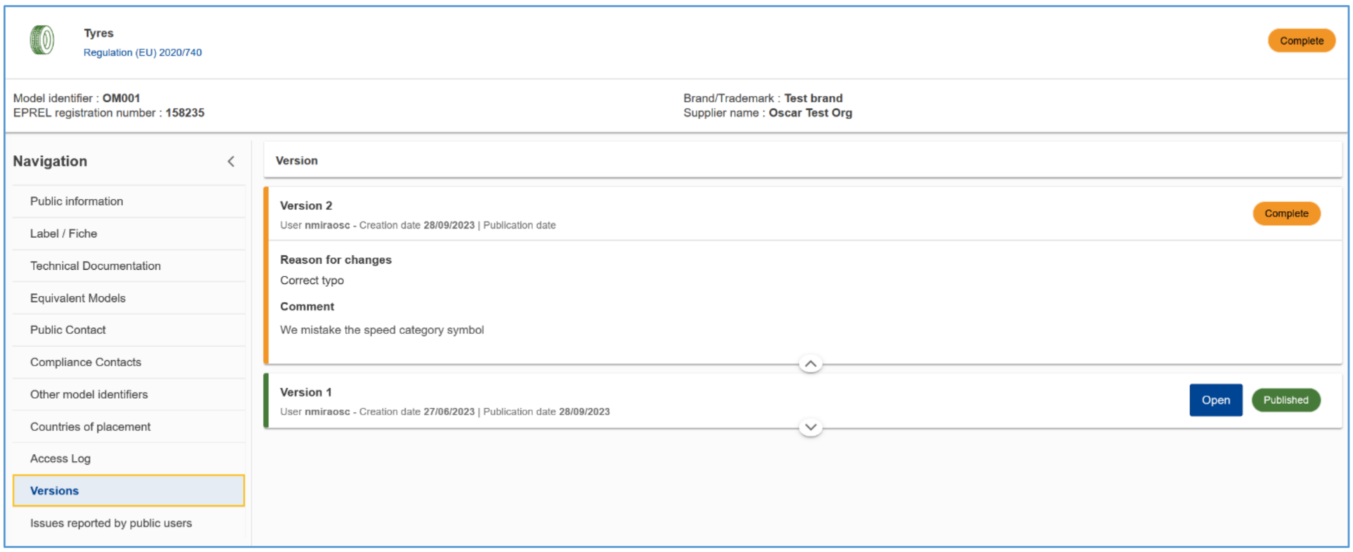


Figure 102 - History log of all product versions - new version created that waits to be re-published

As seen in Figure 62, the product record now inherits the status of the latest version, which is **COMPLETE**, while the previous version (*version 2*) remains **PUBLISHED** until EPREL runs the daily publication process which automatically re-publishes all latest modifications. During this time, Suppliers can still modify the latest version (in **COMPLETE** state) as many times as needed, without creating further versions.

If in the last version the *Data of First Placing on the Market* was changed and placed in the future, EPREL will re-publish the latest version at the date set. Otherwise, if no change on the *Date of First Placing on the Market*, then EPREL will re-publish the product record in max 24hrs.

Once re-published, the last version along with the product record will have the status **PUBLISHED**, while the previous version will become **OBSOLET** (see Figure 103 - History log of all product versions - new version created that was re-published).

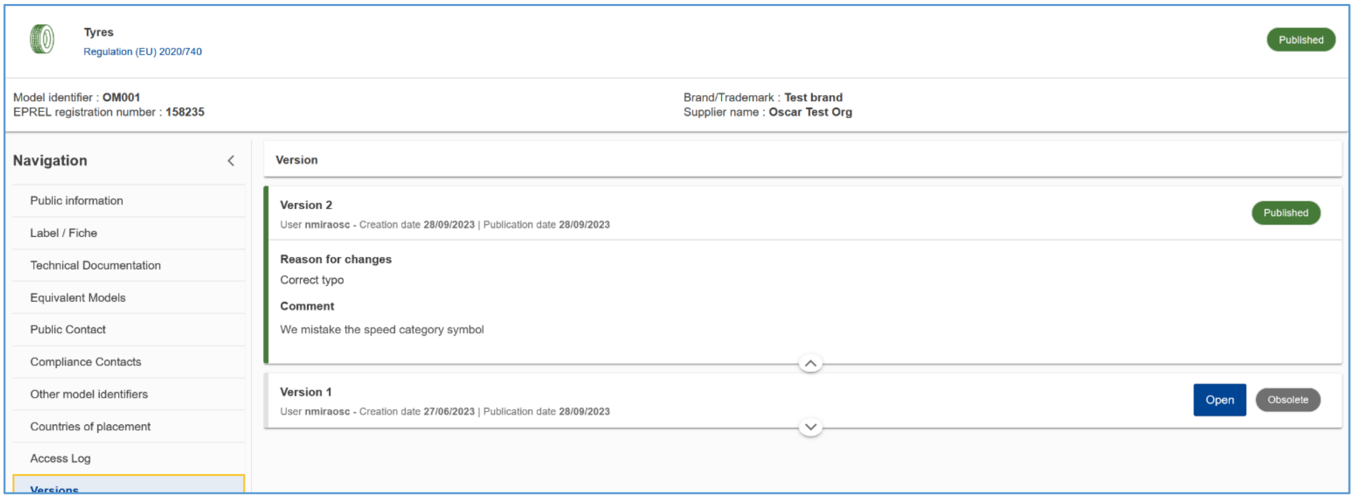


Figure 103 - History log of all product versions - new version created that was re-published

11.3.2 Delete a Product

Important - before going into details:

- If your product is in a pre-publication state (is in an **INCOMPLETE** or **COMPLETE** status) you can simply delete it. This will totally remove your product entry from EPREL.
  - **! IMPORTANT**: We highly recommend cleaning up all product records created for testing purposes, in order to keep your EPREL workspace clean. This way, you contribute to reducing the risk of making irrelevant and polluted product entries available in the Public Site. Have in mind that allowing citizens to view possible leakages of dump/test product records with your trademark in the Public Site, could cause reputational damage for your Organisation.
  - **! IMPORTANT**: If you are going to delete a product for which the labels have been already printed and they contain a QR code, those QR codes will not be correct anymore because they will be pointing to a record that does not exist in the database.
- If your product has already been published (is in a **PUBLISHED** status) you can no longer delete it, but you can modify it.
- If you product has already attached Equivalent Models, it can no longer be deleted.

11.3.2.1 Deleting non-published products

If your product is in an **INCOMPLETE** or **COMPLETE** status, you can still delete it, as long as it doesn't have Equivalent Models linked in which case supplier has to break the link before and then delete. To do that, click on the **DELETE** button from the bottom of the **NAVIGATION** menu (see Figure 104 - Delete non-published product).

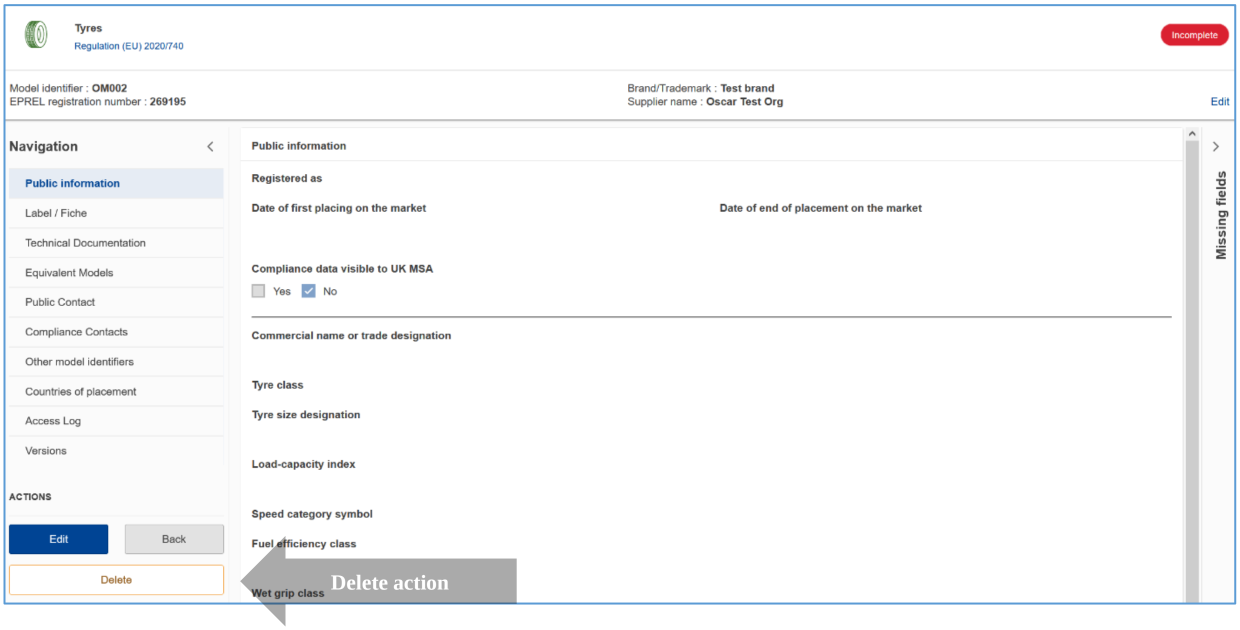


Figure 104 - Delete non-published product

Have in mind that each product created in EPREL is assigned an internal registration number (EPREL ID). This number is used for generating the QR Code. When you delete a product record, the EPREL ID will be disabled, and Suppliers cannot re-use it for another model.

11.3.2.2 Deleting published products

As products already published can no longer be deleted, this section is just to explain what can be done in case you have published a model which should not be publicly available. It is important for you to know how to manage this sort of situations, so read this section carefully.

These scenarios have been reported by real users, and this can happen to you as well, so learn how to manage them:

1. **Models published by mistake**, which will never exist on the market.

In case you have created a test model, to better understand EPREL's functionalities and learn how to register products, but forgot to delete it, then most probably this product was automatically published by EPREL, in case it reached a **COMPLETE** state.

We strongly encourage all users to test and play with EPREL, **BUT** to delete these test records as soon as they are in the **COMPLETE** state, in order to avoid situations of making test data publicly available. Mind you have also an environment dedicated for testing where even if models are published nobody has access, it is called **ACCEPTANCE**. You can access it in this link:

https://energy-label.acceptance.ec.europa.eu/compliance

It can also impact the reputation of the supplier, allowing citizens to see fake and test records when searching models from your Organisation.

To fix this issue, suppliers can alert EC about models that slipped and become publicly available by mistake. These models will be “Blocked” by EC but not deleted, but they will be hidden from Public site. Therefore, citizens will no longer have access to them. MSA will still have access in Compliance site, but the block model will have a reason for blocking explaining the case.

The blocking of a model can also be done by the Supplier Admin of your organisation as well next section.

2. **Models published with incorrect data**

   In case your published product has wrong information, you might not actually need to delete it, but simply modify it. Take a look at the Modify published products section, and try to see if modifying might help.

3. **Models that failed compliance checks and need to be removed from the market**

This is a delicate situation, where these models should not be deleted and neither removed from the Public Site. In this scenario, Suppliers should modify the published products by changing the *Date of end of placement on the market* and putting the date suggested by the MSA Authorities. These products will still be available in the Public Site, as citizens that have already purchased them, need to be able to access their information.

11.3.3 Block a Product

As mentioned above, products already **PUBLISHED** by mistake or because they are out of scope or any other reason can no longer be deleted. The only possibility to hide them from Public site and mark them in a way for MSA to know that they are not valid, is to BLOCK them. To do that, click on the **BLOCK** button from the bottom of the **NAVIGATION** menu (see Figure 105 – Block model).

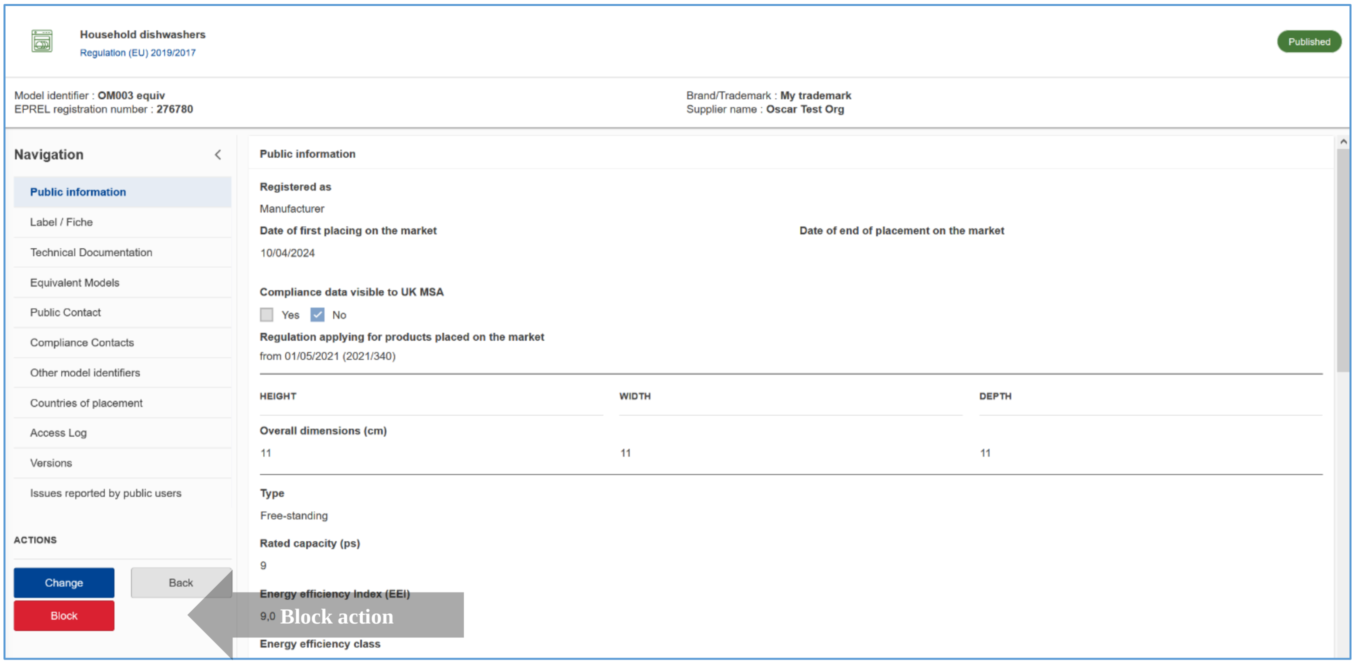


Figure 105 – Block model

A modal screen will open to ask for a reason for blocking.

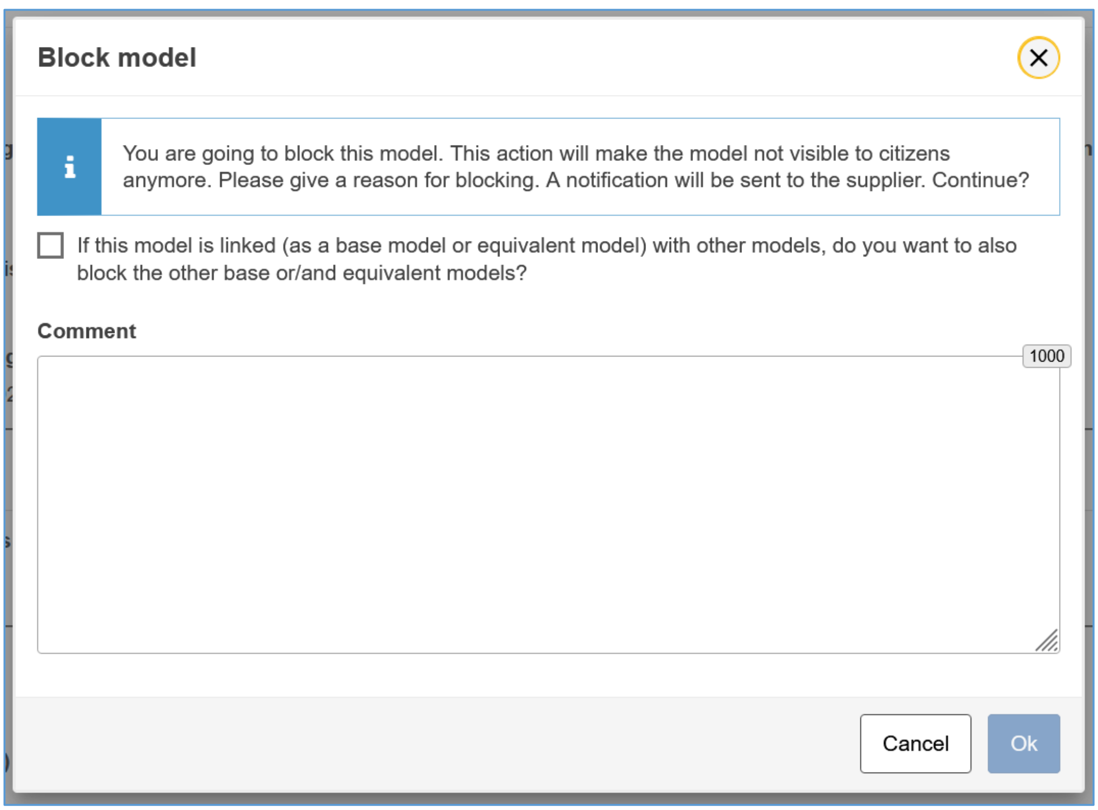


Figure 106 - Blocking reason

Enter a reason explanation, this text will be visible to MSA and EC to help them know why it was blocked.

If the model has equivalent models and you want to block them also, click on the checkbox.

11.3.4 Unblock a Product

To **UNBLOCK** a product model, supplier has to “Change” the model and edit the fields on the new version that are incorrect. The new version created is not blocked anymore and when it will be **PUBLISHED** it will be visible again to citizens in the Public site.

11.4. MANAGE EQUIVALENT MODELS

Equivalent model is a product model with the same technical characteristics relevant for the label and the same product information sheet, but which is placed on the market or put into service by the same supplier as another model with a different model identifier.

Besides the model identifier, equivalent models can have:

- different dates for start and end of placement on the market
- different trademarks
- different public and compliance contacts
- different way to generate the label

In EPREL we introduced the concept of **BASE MODEL** and **EQUIVALENT MODEL**. Base model is the model that is first introduced by the supplier in EPREL with all the necessary data, and Equivalent models are those that are created copy of the Base. Base Model is an EPREL concept needed for the implementation of inheritance of data to the Equivalent Models, the Framework Regulation does not mention it, for the Framework Regulation all the models are just equivalent ones from the others.

Read more, if you want to understand how to create equivalent models, as well as link / un-link them to their corresponding Base Models.

11.4.1 Create Equivalent Models

Good to know:

- Equivalent models can be created only from a Base model from the same supplier Organisation.
- The corresponding Base Model should be in a **COMPLETE** or **PUBLISHED** state.
- An Equivalent Model cannot be a Base Model for another Equivalent Model.
- Deleting a Base model in status **COMPLETE** or **INCOMPLETE** is not possible, unless the equivalence is broken before.
- If there is any Base model in status **INCOMPLETE**, the data will not be synchronised with its Equivalent models till the moment the base model becomes **COMPLETE**.
- The label file uploaded by supplier is not copied from Base model to Equivalent models. Neither the Contacts or the Field **EU ECO-LABEL**, if existing in the product group. Also, there are some specific Label and Product Information Sheet fields in some product groups that are an exception, they are copied from Base model, but can be edited in the Equivalent models (like the size).
- Technical documentation files from Base model are inherited (linked, not copied) by the Equivalent models. Extra Technical documentation files specific for Equivalent models can be uploaded; they do not replace the existing technical documentation of the Base model. When updating Technical documentation on the Base Model, the updates are also inherited by all its Equivalent Models.
- Technical documentation that has been entered into fields as technical parameters, available for few product groups, is also inherited from base to equivalent.
- When creating the Equivalent Model, the Model identifier and the Supplier name/trademark must be provided again, and Model identifier must be different from the Base model.
- The Equivalent Model can have an earlier Date of placement on the market than its Base Model, which means that it can have a different energy efficiency class range, but make sure the energy efficiency class is the same across both and exist in both ranges. Same goes for the Date of end of placement on the market.
- Data from the label, product information sheet and technical parameters (if exist) inherited from the Base model is not editable in the Equivalent models.

In order to ease the registration process, when creating Equivalent Models, Suppliers have the option to link them to their Base Model, and EPREL will automatically copy specific data, from the Based Model to the Equivalent one, not needing to manually fill them in by hand. The following data will be inherited from the Base Model:

a. **Label and Product Information Sheet data**
b. **Technical Documentation (and technical parameters)**

To create a new Equivalent Model, you simply go into the corresponding product group, open the **REGISTER MODEL** dropdown, and select **NEW EQUIVALENT MODEL** (Figure 107 - Create Equivalent Model).

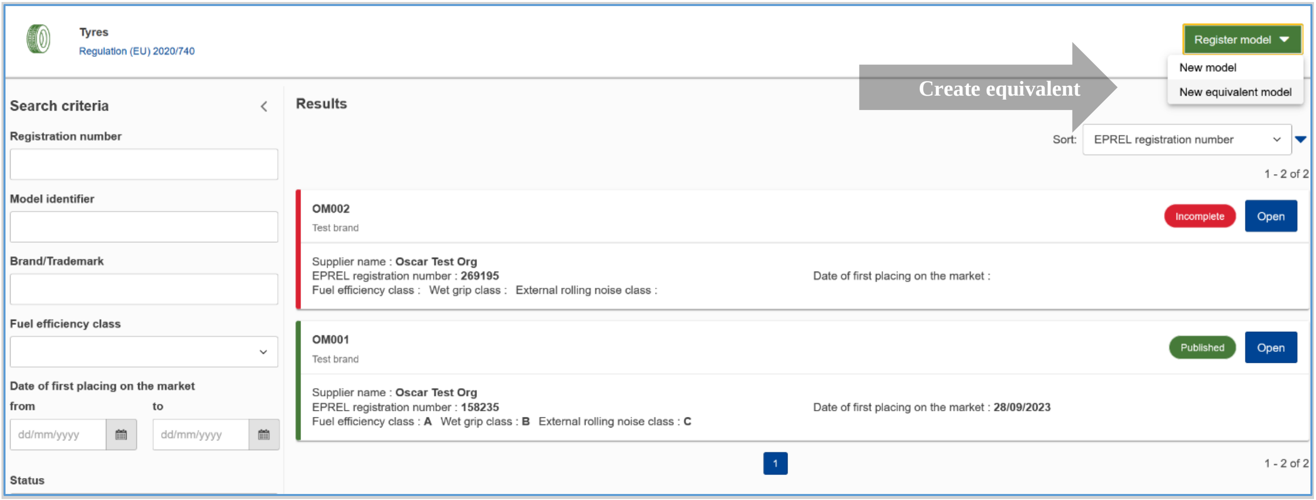


Figure 107 - Create Equivalent Model

Next step is to search for its corresponding Base Model. You can either search by Model Identifier, or hit the **SEARCH** button and see all available Base Models that can be used (Figure 108 - Search base model).

EPREL will search across all non-equivalent models from your product group, which are in a **COMPLETE** or **PUBLISHED** state and still available on the market.

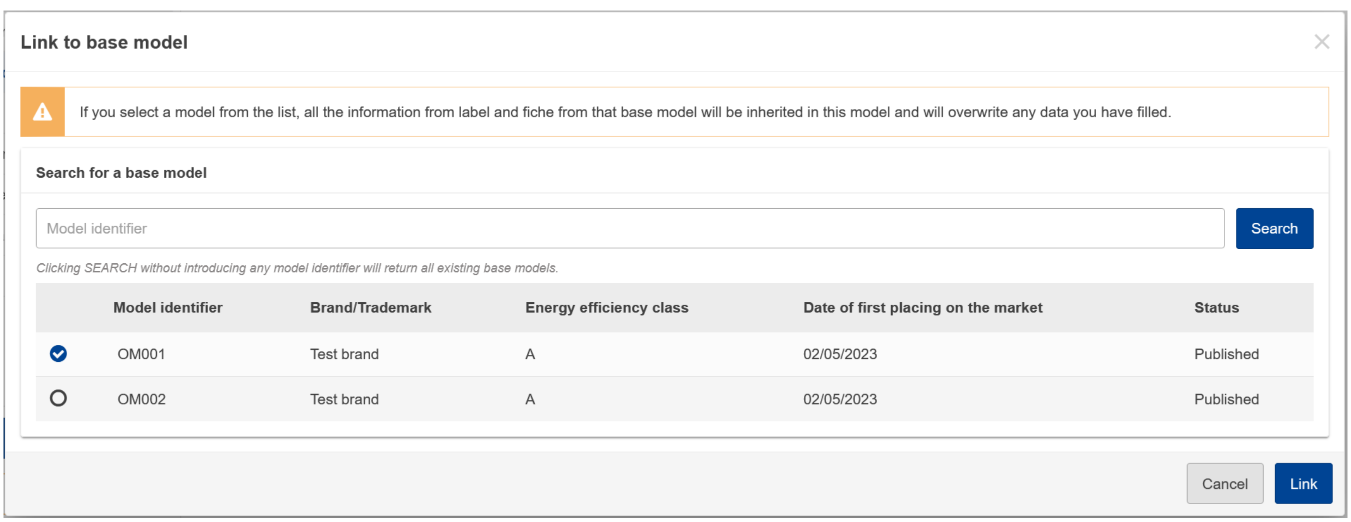


Figure 108 - Search base model

To link the model, you simply need to select the Base Model from the search results, and click on LINK button.

💡**Tip:** When searching for a Base Model by introducing a model identifier, make sure the searched product:

1. is not already an Equivalent Model
2. is in a **COMPLETE** or **PUBLISHED** state
3. is still available on the market

If the above 3 criteria are not all met, the **SEARCH** will not return any model.

Further, you need to select the Trademark and introduce the Model Identifier of your new Equivalent Model (Figure 109 - Create equivalent model).

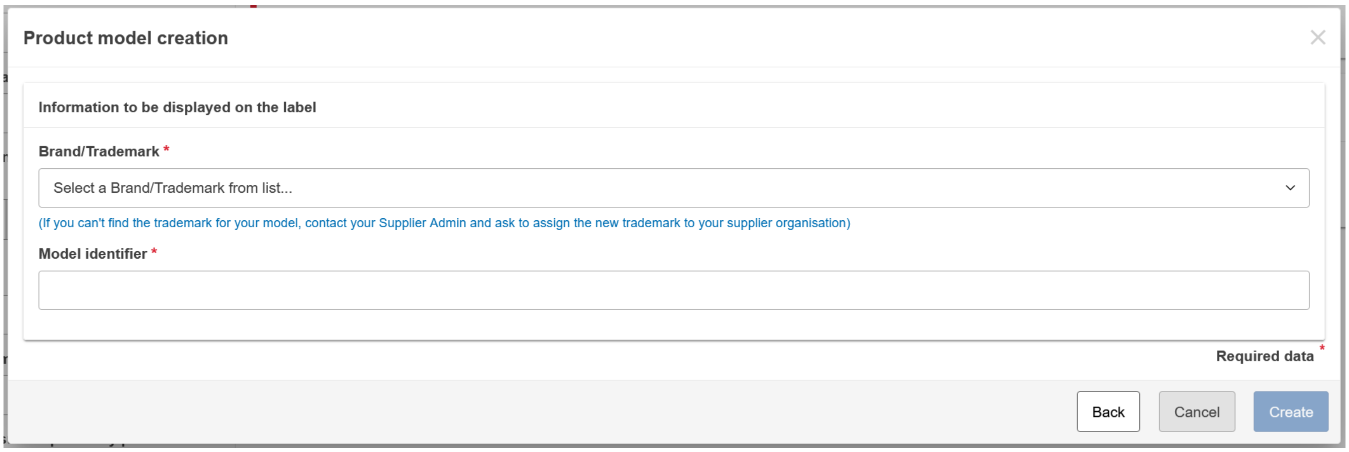


Figure 109 - Create equivalent model

Once you hit **CREATE**, the new Equivalent Model record is created in the **INCOMPLETE** status. You can now see in the Equivalent Models section of this product, the relationship with its Base Model (Figure 110 - Equivalent models section).

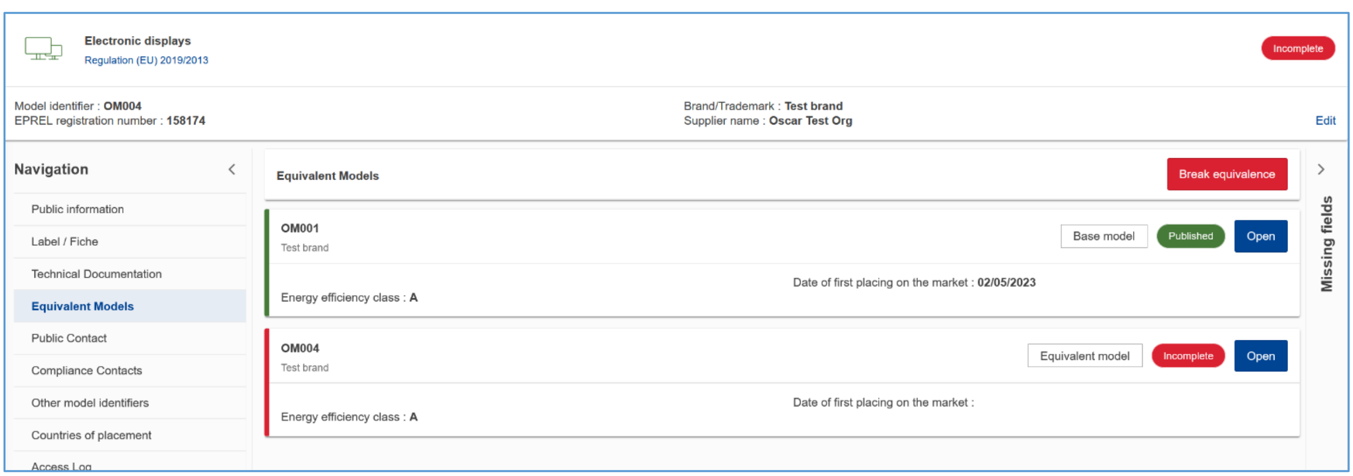


Figure 110 - Equivalent models section

EPREL also highlight which of these two models is the Equivalent and which is the Base one; this information is not visible to MSA, they don't need to know which model is Base or Equivalent, for them all are Equivalents to the others.

To further **COMPLETE** it, you need to fill in the remaining sections:

- **Data of First Placement on the market** – (mandatory) you need to set a specific date, as this information is not inherited from the Base Model. You Equivalent Model can have an earlier date of placement on the market than the Base Model.
- **Label /Fiche** – (mandatory) you need to specify if for the Equivalent Model the Label should be auto generated by EPREL, or a new label will be provided by the Supplier. By default, is auto-generated.
- **Public Contact** – (mandatory) insert a contact for citizens.
- **Technical Documentation** – (optional) while this is a mandatory field in product registration, in this case the Equivalent Model already inherited the technical documentation from its Base Model, but extra technical documentation (specific to the Equivalent Model) can be uploaded, in case of need.

11.4.2 Link to Base Model

Good to know:

- An Equivalent Model can be linked to only one Base Model, while one Base Model can have multiple Equivalent Models.
- You can create a link between a base model that has measured parameters in PDF and an equivalent that has technical parameters as fields.

This section refers to linking Equivalent Models to their corresponding Base Models after having created them separately.

To do that, open the **EQUIVALENT MODELS** section from your Equivalent Model, and link it to a specific Base Model, by clicking on **LINK TO BASE MODEL** button (Figure 111 - Link to base model).

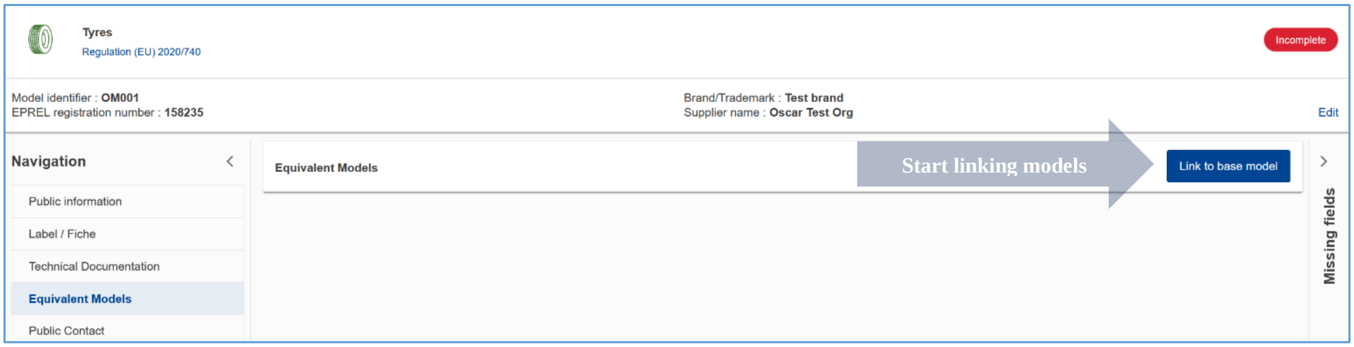


Figure 111 - Link to base model

The steps to link to a base are the same as in previous section.

When this is done, you can see in the **EQUIVALENT MODELS** section the relationship with its Base Model, and data from the Base Model is now linked to the Equivalent Model.

11.4.3 Link Published Models check

Linking while the equivalent is still INCOMPLETE is not a problem, all the data is overwritten from the base model. In the case of linking two models that are already PUBLISHED both of them, the system will verify that all the fields of the label, fiche and also technical parameters (if exist) are exactly the same, otherwise it will show an error (Figure 112 - Linking error) and after clicking on **CHECK PARAMETERS**, a report of the differences (Figure 113 - Error report).

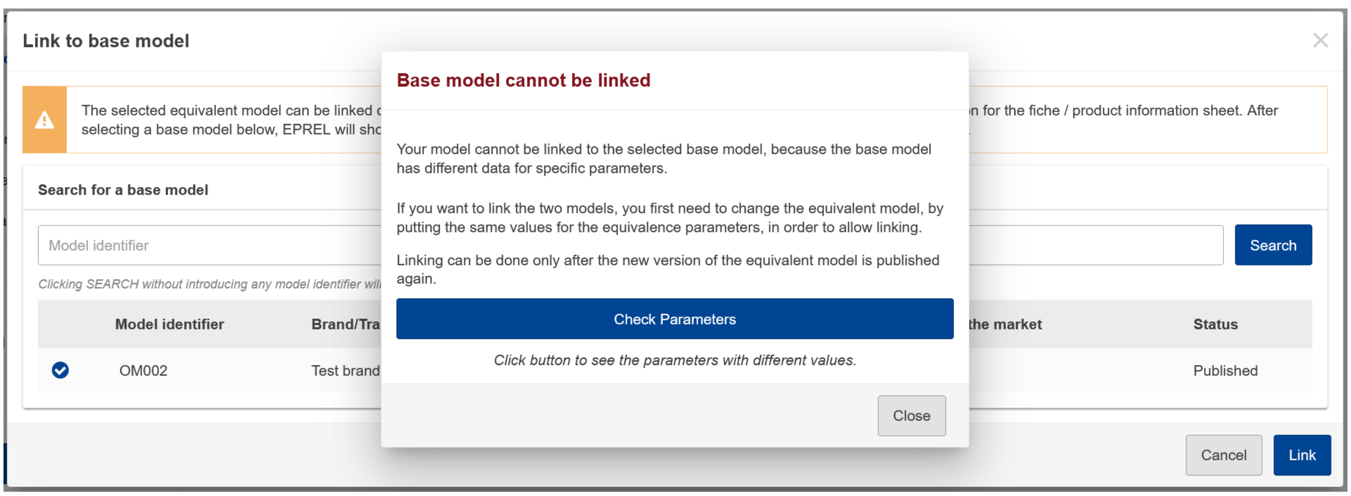


Figure 112 - Linking error

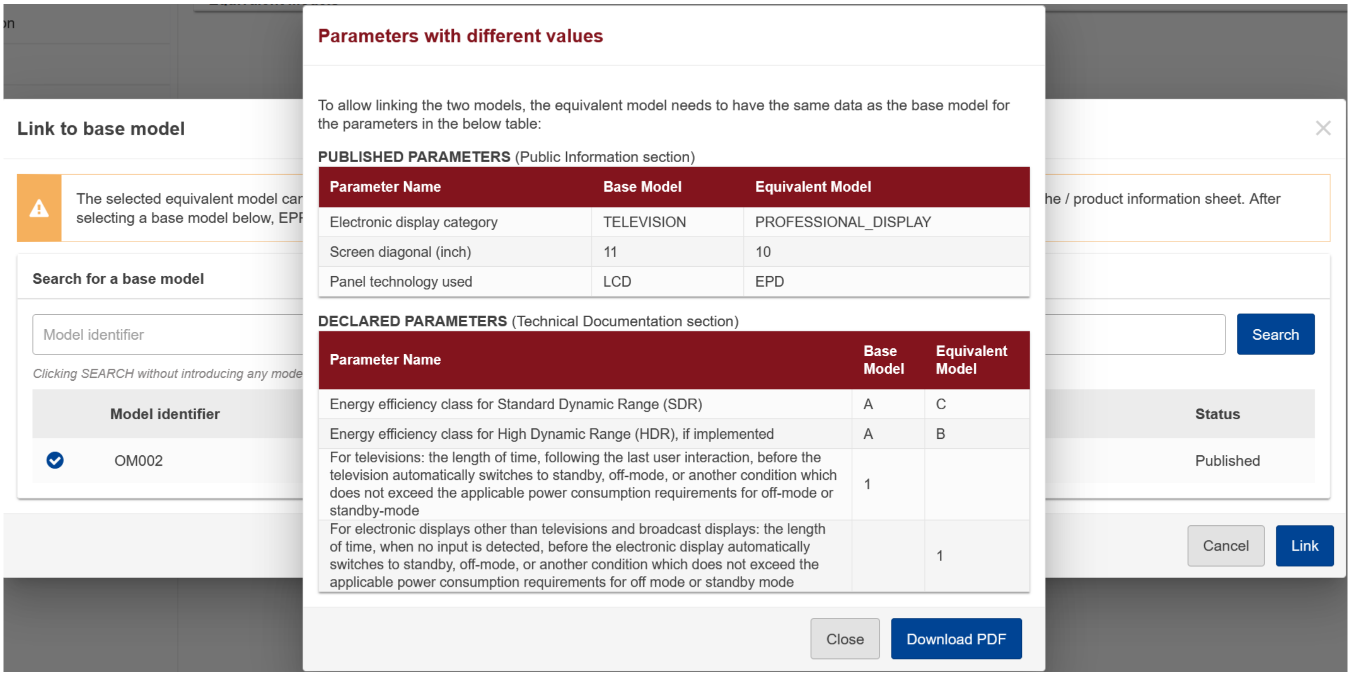


Figure 113 - Error report

You can download a PDF version of the report in case is needed.

WARNING!

Linking of PUBLISHED models is only available for models from the new Regulations 2019, the regulations supplementing Regulation (EU) 2017/1369.

More product groups will be having this functionality during 2024.

11.4.4 Un-Link from Base Model

Unlinking Equivalent Model from its Base Model can be done by breaking the equivalence, at the Equivalent Model level. This can be done by simply clicking on **BREAK EQUIVALENCE** button from the Equivalent Model (Figure 114 - Unlink equivalent models from above). When doing this, the technical documentation and product general information inherited from the Base Model will be unlinked. At this stage, the Equivalent Model will most probably get back to its initial **INCOMPLETE** state, and you need to refill specific sections with the needed information. Use the Missing Information guide, as it will be of great help.

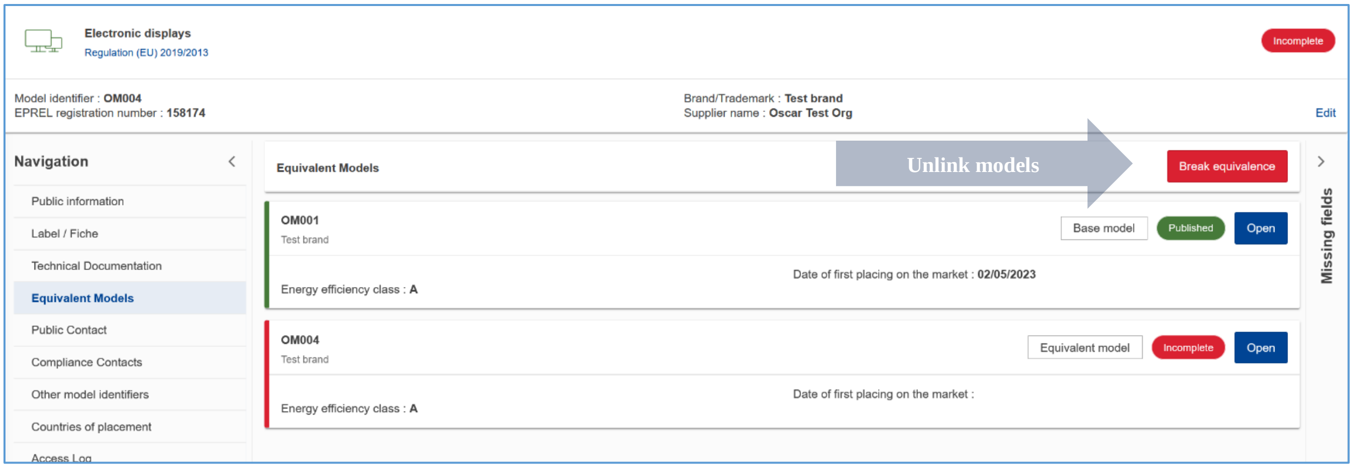


Figure 114 - Unlink equivalent models

When equivalence is broken, this model will no longer act as an Equivalent Model, but as a standalone model.

11.4.5 Data Synchronisation - when editing linked models

As stated above, when two product models are linked, the Equivalent Model is inheriting the Public Information Sheet, Label, Technical Documentation and technical parameters (if exist) from the Base Model, but can have specific extra Technical documentation files (Figure 115 - Data linking).

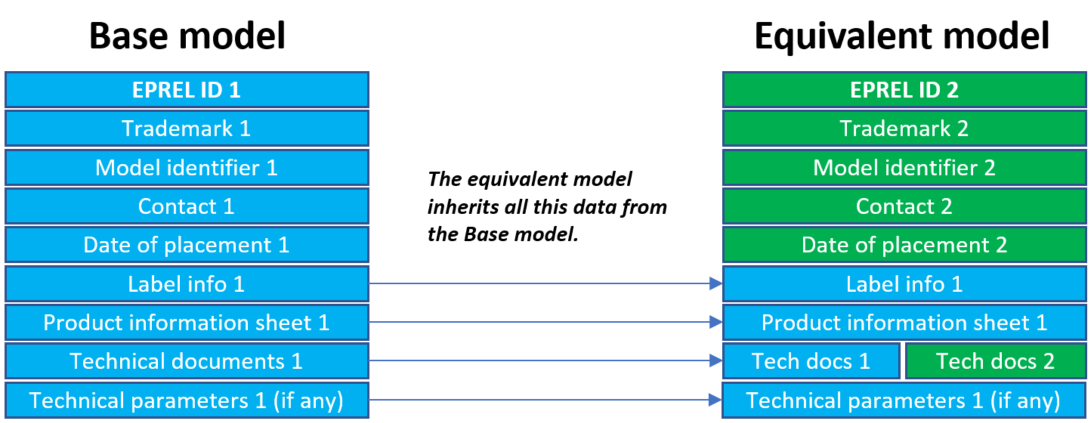


Figure 115 - Data linking

When modifying data from the Base model, all updates are copied to the Equivalent model automatically, except for few specific fields which remain unchanged at Equivalent Model level. Possible scenarios are:

<u>Case A</u>: If the Equivalent Model is in a **PUBLISHED** state and the Base Model is in a **COMPLETE/INCOMPLETE STATE** - when updates are applied on the Base Model:

- The Equivalent Model will also be modified, with a new Version which will be placed in the **COMPLETE** state.
- This Version will have the change reason “Base model modified” and will be published with the latest Label, PIS, Technical files and technical parameters (if exist) updates applied on the Base Model.
- The previous version of the Equivalent Model thus becomes obsolete. The new Equivalent Model version cannot be deleted, but can be further modified.

<u>Case B</u>: If the Base Model is in a **PUBLISHED** state, but the Equivalent Model is in a **COMPLETE/INCOMPLETE** state - when changes are applied on the Base Model:

- These changes will be done in a new Version of the Base Model, version which will be put in a **COMPLETE** state
- When the publication date arrives, the latest Version will be published
- Only after the latest Version is in a **PUBLISHED** state, the Equivalent Model will be updated with the new Label, Public Information Sheet, Technical documentation and technical parameters (if exist).

<u>Case C</u>: If both the Base Model and the Equivalent Model are in a **PUBLISHED** state - when changes are applied on the Base Model:

- These changes will be done in a new Version of the Base Model, version which will be put in a **COMPLETE** state
- When the publication date arrives, the latest Version will be published
- Only after the latest Version is in a **PUBLISHED** state, the Equivalent Model will be changed with the new Label, Public Information Sheet, Technical documentation and technical parameters (if exist) in a new Version of the Equivalent Model in a **COMPLETE** state.
- This Version will have the change reason “Base model modified”
- Once the latest Version of the Equivalent Model is published, both Models will have the latest changes. Both latest versions with have a reason of change.

11.5. EXPORT MODELS TO EXCEL

Suppliers can export the entire list of their registered models to an Excel sheet (CSV format, “,” separated). To do that they have to go to the menu EXPORT/IMPORT > EXPORTS PAGE.

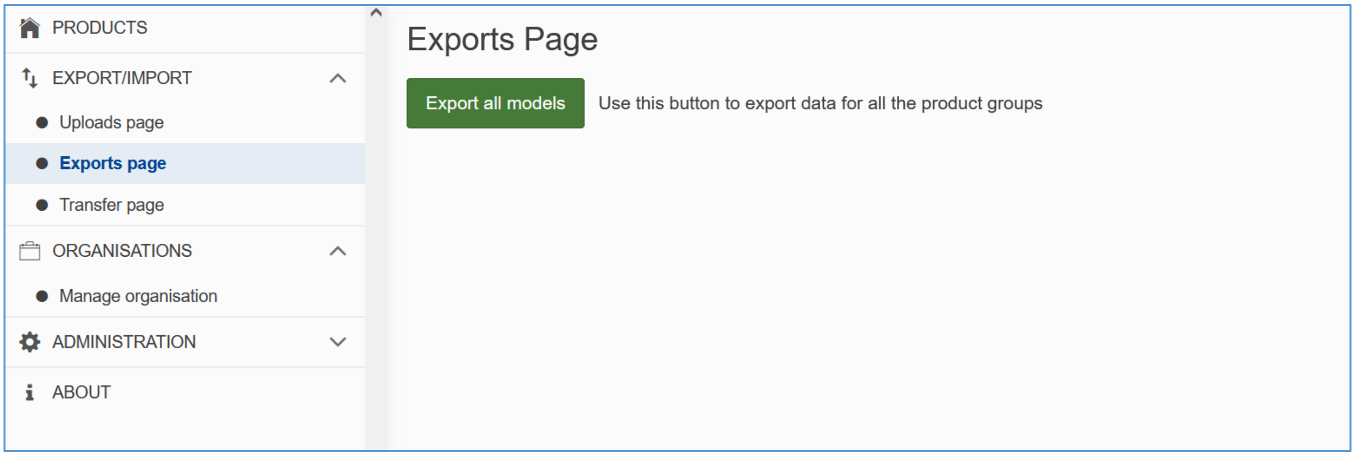
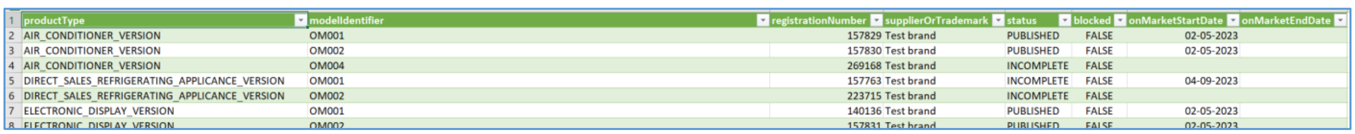


Figure 116 - Export to Excel

Clicking the EXPORT ALL MODELS will generate the Excel file and download it to your PC.

The exported data show only few fields of all the models registered in any status from all the product groups.



1	productType	modelIdentifier	registrationNumber	supplierOrTrademark	status	blocked	onMarketStartDate	onMarketEndDate
2	AIR_CONDITIONER_VERSION	OM001	157829	Test brand	PUBLISHED	FALSE	02-05-2023	
3	AIR_CONDITIONER_VERSION	OM002	157830	Test brand	PUBLISHED	FALSE	02-05-2023	
4	AIR_CONDITIONER_VERSION	OM004	269168	Test brand	INCOMPLETE	FALSE		
5	DIRECT_SALES_REFRIGERATING_APPLICANCE_VERSION	OM001	157763	Test brand	INCOMPLETE	FALSE	04-09-2023	
6	DIRECT_SALES_REFRIGERATING_APPLICANCE_VERSION	OM002	223715	Test brand	INCOMPLETE	FALSE		
7	ELECTRONIC_DISPLAY_VERSION	OM001	140136	Test brand	PUBLISHED	FALSE	02-05-2023	
8	ELECTRONIC_DISPLAY_VERSION	OM002	157831	Test brand	PUBLISHED	FALSE	02-05-2023	

Figure 117 - Excel exported

The data exported is:

- **productType –** The product type, or product group code. It is the internal code of a product group in the database. The name is self-explanatory.
- **modelIdentifier –** The model identifier of the model.
- **registrationNumber –** The registration number, unique identifier of the model in EPREL.
- **supplierOrTrademar –** The brand/trademark of the model.
- **status –** The status of the model, can be INCOMPLETE, COMPLETE, PUBLISHED.
- **blocked –** Flag indicating if the model is blocked (TRUE) or not (FALSE).
- **onMarketStartDate –** Date of first placement on the market of the model.
- **onMarketEndDate –** Date of end of placement on the market of the model.

11.6. Transfer Models

It is possible to transfer registered models from a supplier organisation to another, without any change in labels, registrations numbers or QR codes. It may be used in case of merging of two supplier organisation, in case of splitting or when closing business, etc. The transfer is done for all the models of a trademark. The date for the switch in liability responsibility needs to be indicated.

Pre-requisites to do a transfer:

- A request for activation of the transfer function for the sender and receiver organisations must be sent to the Help Desk. Both Sender and Receiver should have the transfer ACTIVATED done by the Commission (EC Admin)
- The Sender organisation should not be blocked.
- The Receiver organisation should be already in VERIFIED status.
- Both the sender and the receiver organisations must not have another transfer started (in status *New* or *Approved*).

To do a transfer go to the menu EXPORT/IMPORT > TRANSFER PAGE. If the functionality is not activated, you see a warning on top and the buttons are inactive.

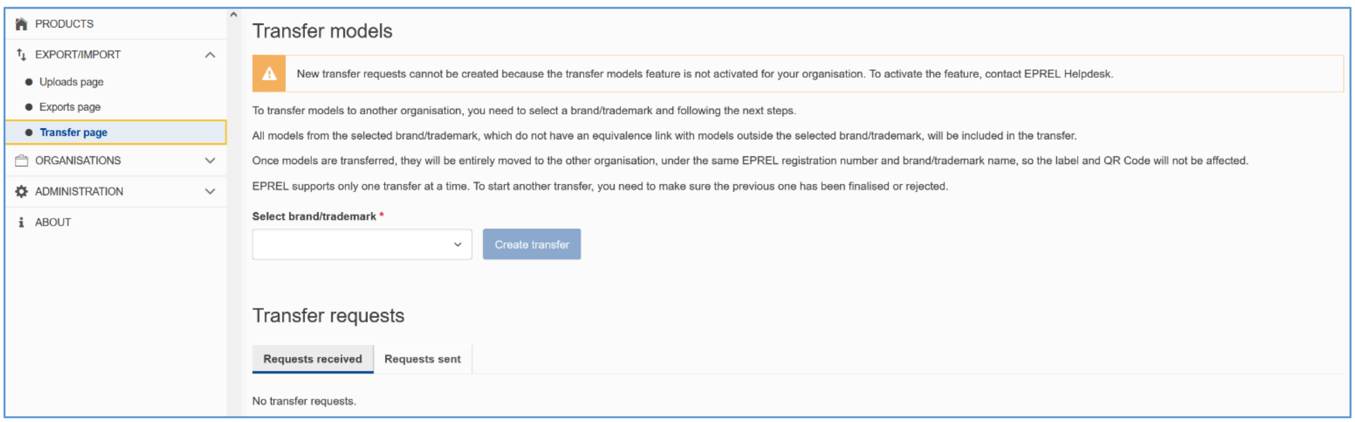


Figure 118 - Transfer models page when not active

In order to transfer your models, follow the next steps:

Request this functionality to be activated for you and the receiving organisation (function activated only upon request, that is logged in the system). To request it, send an email to ener-eprel-helpdesk@ec.europa.eu as explained when you access the page for transfers in the left menu.

Once the EC has activated the transfer functionality:

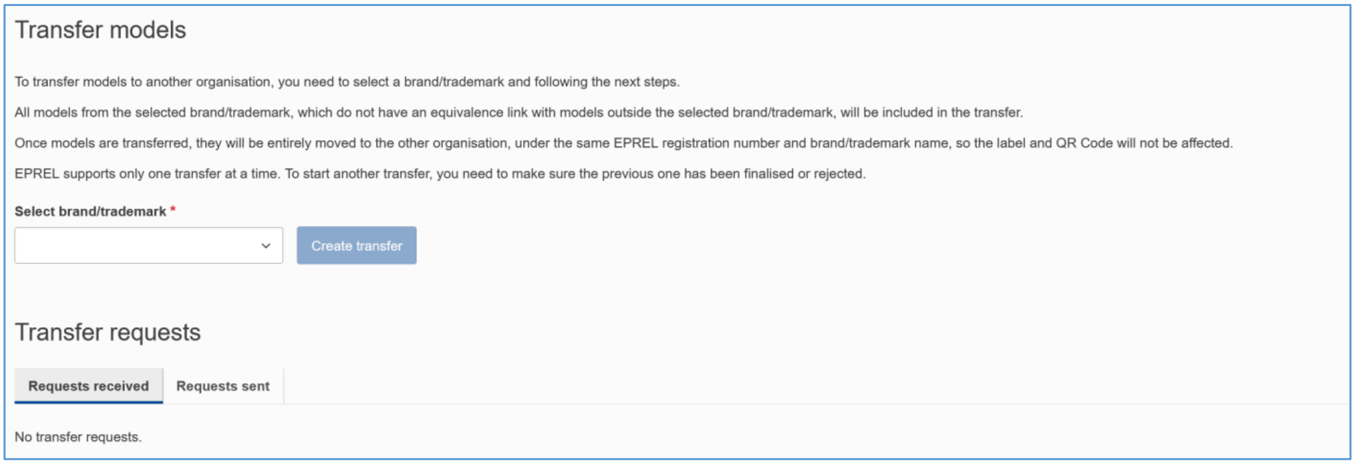


Figure 119 - Transfer models page when active

The sender has to select from the list of trademarks of the organisation, which one he is going to transfer. All models from that trademark will be transferred. The trademark name and reference are shown in the list, with the number of models within that trademark; this is done in order to facilitate the identification of two trademarks with the same name but different case letters (e.g. “My trademark” and “MY TRADEMARK”). In the list of trademarks, if an entry has 0 models, or is inactive, or is unverified, then it will be displayed disabled and it can’t be selected.

Click the button CREATE TRANSFER to proceed to next step.

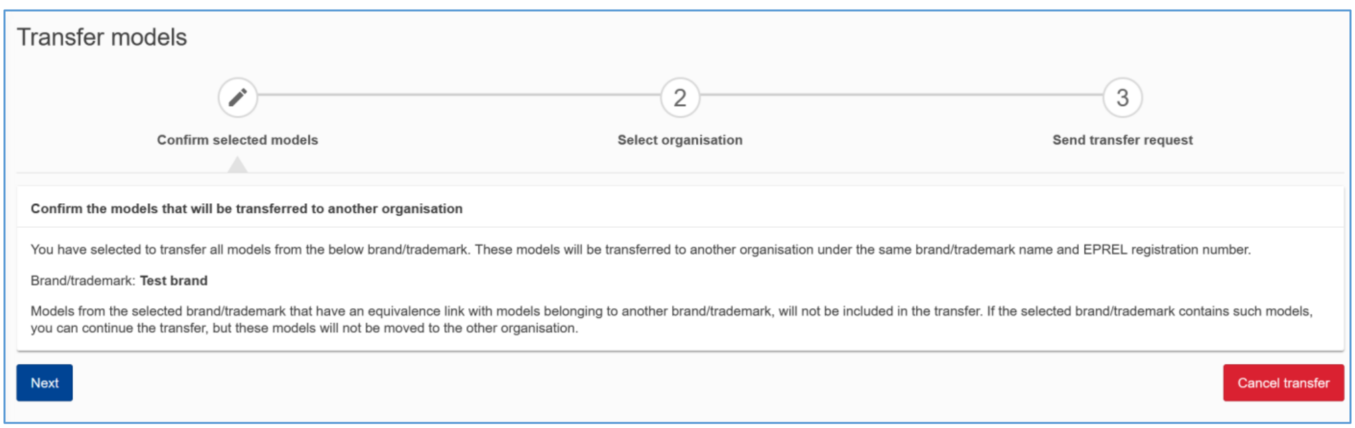


Figure 120 - Confirm the transfer of the trademark

Confirm the transfer of the selected trademark by clicking on the button *NEXT*. If you made a mistake, or change your mind, you can always cancel the current transfer by clicking *CANCEL*, the transfer will be deleted.

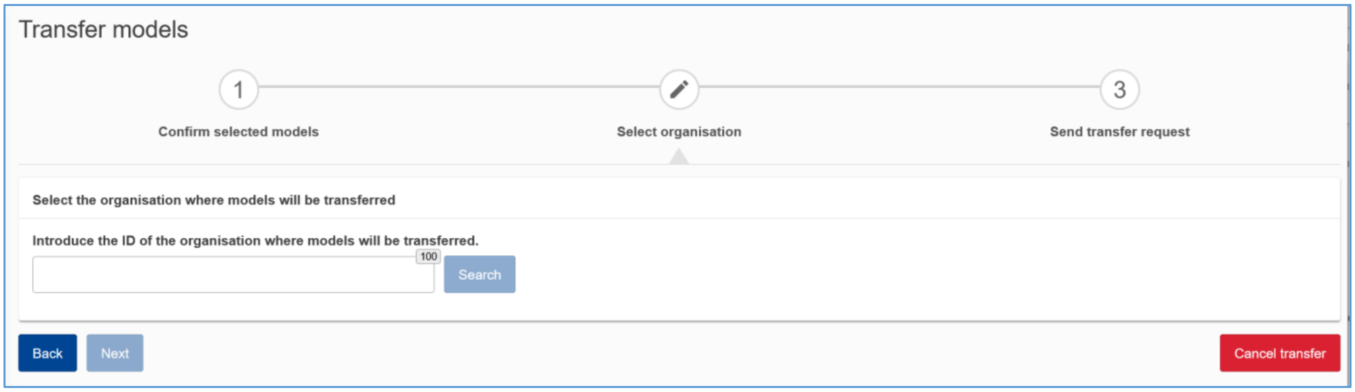


Figure 121 - Select the destination organization

In the next step, you have to select which supplier organisation is the receiver of these models. To identify the organisation, you have to introduce the *SUPPLIER ID* found in the *GENERAL INFORMATION* page of the receiver supplier, this is the unique identifier of a supplier organisation in EPREL.

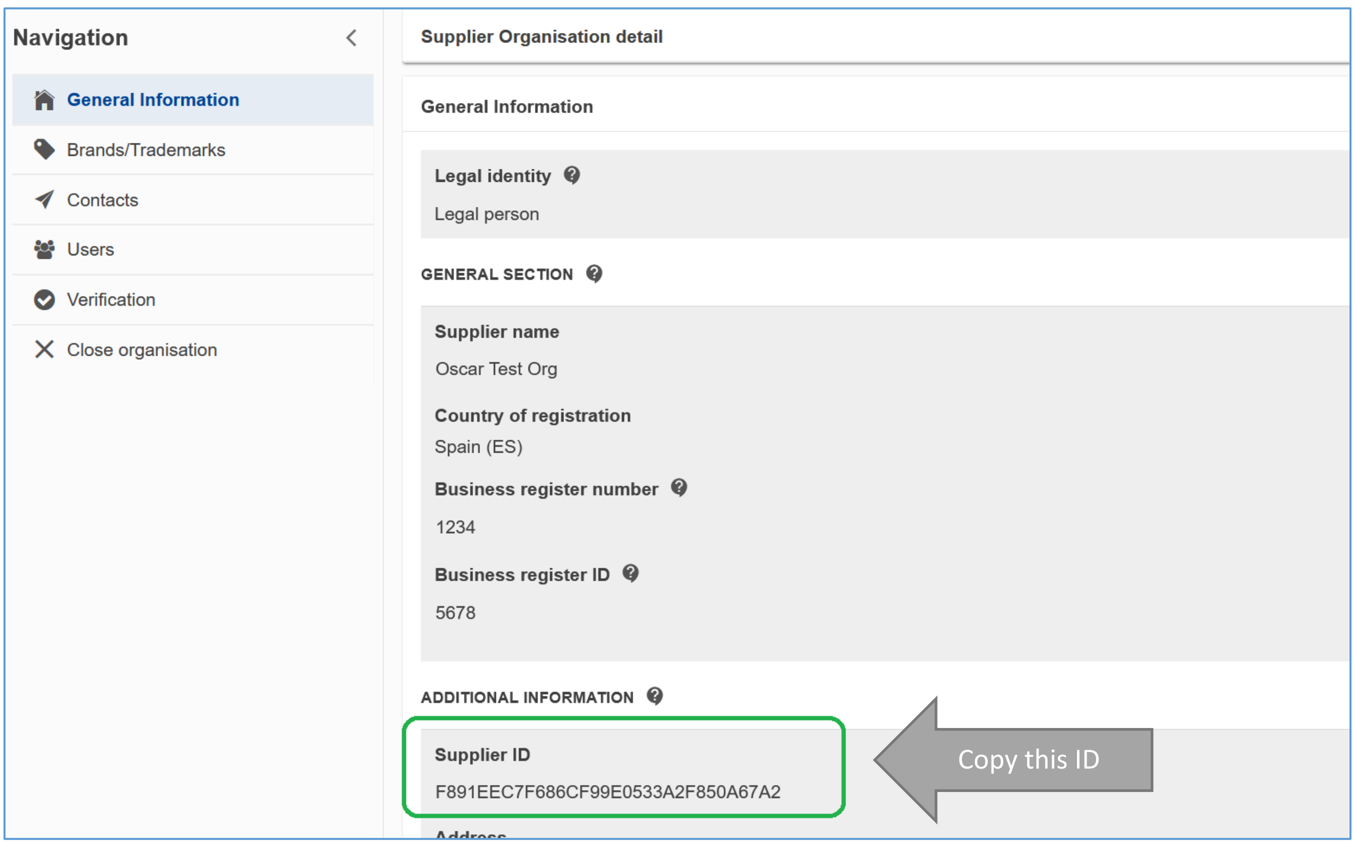


Figure 122 - Supplier ID

Copy this ID into the text box and click *SEARCH*. The name of that organisation will be shown on screen for double checking. If it is the correct one, then click *NEXT* (at this point, the system will display an error if the receiver organisation is not verified).

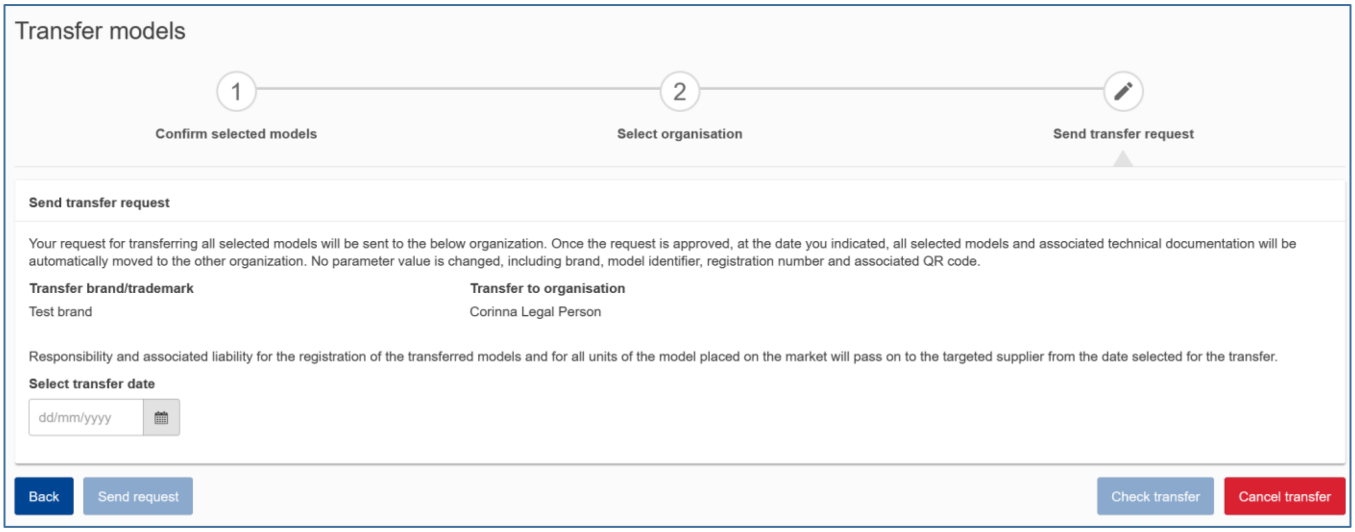


Figure 123 - Set a date for the transfer

In this step, the sender must specify the date when the transfer has to be executed. This date is the legal date when the responsibility on those models will be moved to the recipient organisation. It can be a date in the past, to allow for a posteriori transfers, or in the future.

When the date is set, the *CHECK TRANSFER* button will be activated. By clicking on it, you can make sure that everything is correct for the transfer, it basically checks that all the models and their equivalents are from the same trademark. Models with equivalents in different trademarks will not be transferred. This feature produces a report, but it is not blocking the transfer:

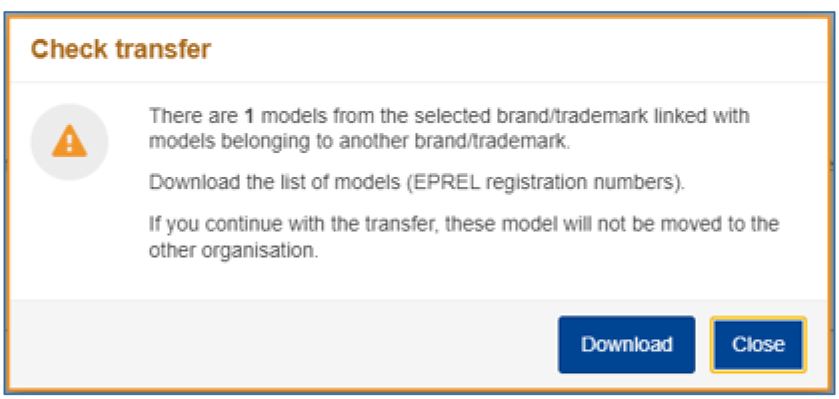


Figure 124 - Models linked to equivalents in other trademarks

Click on *SEND REQUEST* to schedule the transfer. After the system asks for a confirmation, then it will create the transfer request in status *NEW*, that can be viewed by the sender and the receiver:

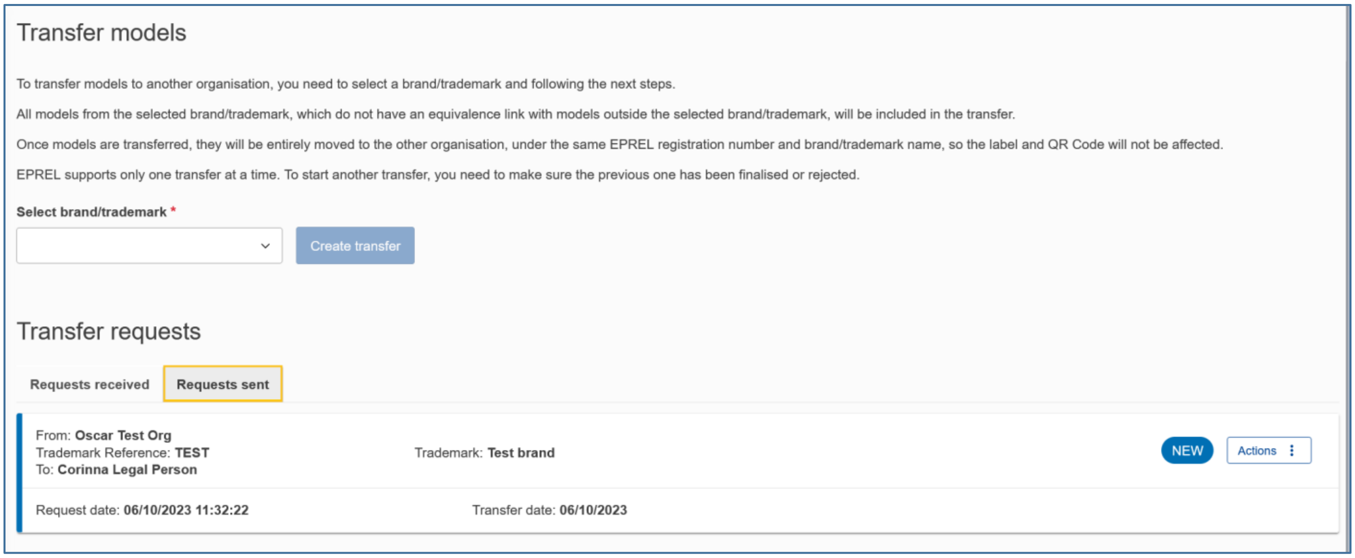


Figure 125 - New transfer created

The system also sends a notification to the receiver organisation's SUPPLIER ADMINs for them to *ACCEPT* or *REJECT* the request:

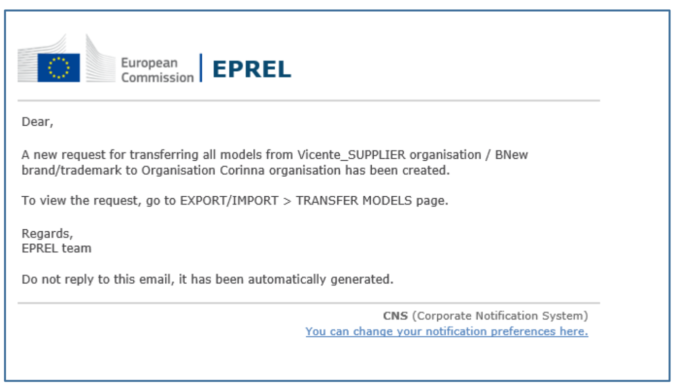


Figure 126 - New request already sent

The receiver supplier organisation, after receiving the transfer request notification, has to validate it.

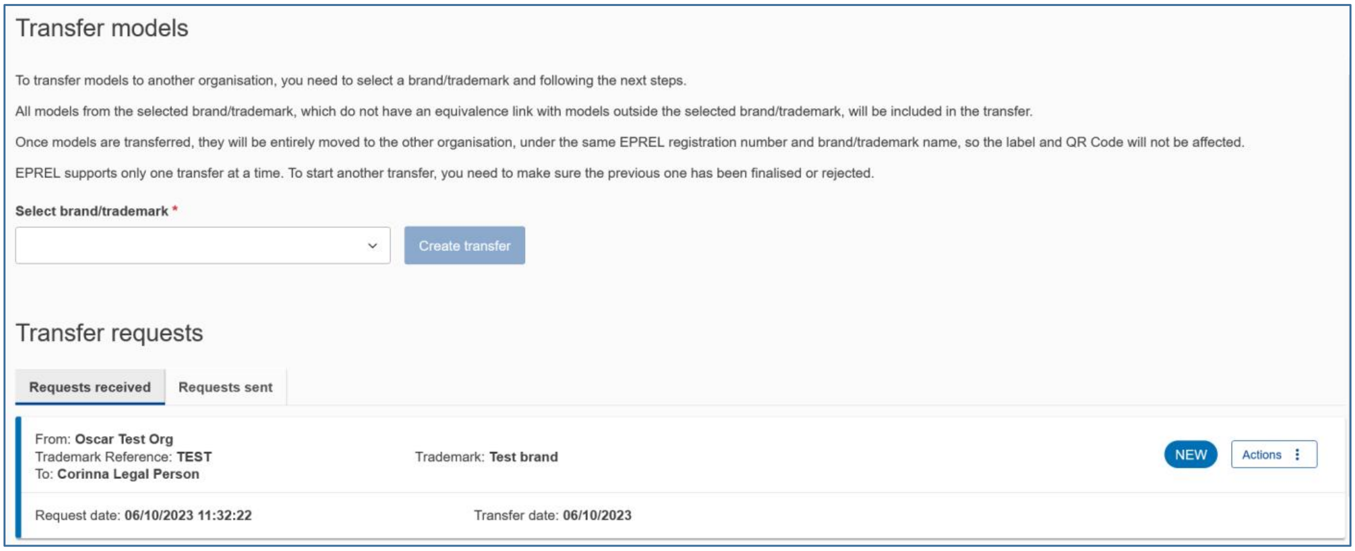


Figure 127 - Transfer request received

In the list of REQUESTS RECEIVED the SUPPLIER ADMIN has to select the action *OPEN* from the *ACTIONS* menu in order to see the details of the request (including who sends it and what trademark whose models are to be transferred).

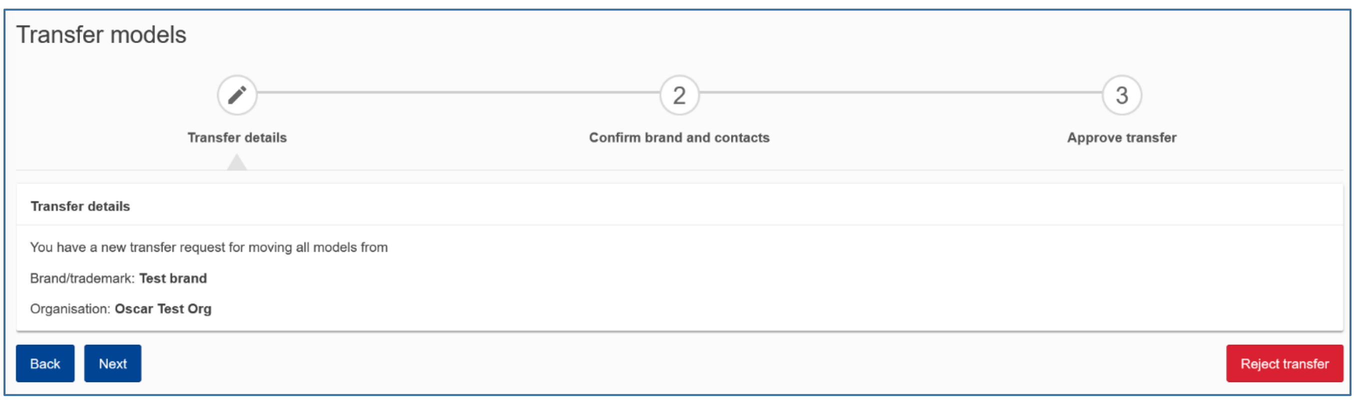


Figure 128 - Review the request for transfer.

When reviewing the request for transfer, the receiver organization may decide that this transfer is not for them or is wrong trademark; in that case it can click on *REJECT TRANSFER* to cancel this transfer request. The sender will receive a notification of the rejection and will have to start a new request if needed. If everything is correct, the user can click on *NEXT* to accept the transfer.

WARNING!

If your supplier organisation does not have a trademark with the same name or similar (meaning with spaces before or after or different letters' case), the transfer will not be possible. Create the trademark before proceeding to the transfer.

If the receiver organization has a trademark that matches exactly the one in the request, it is selected automatically.

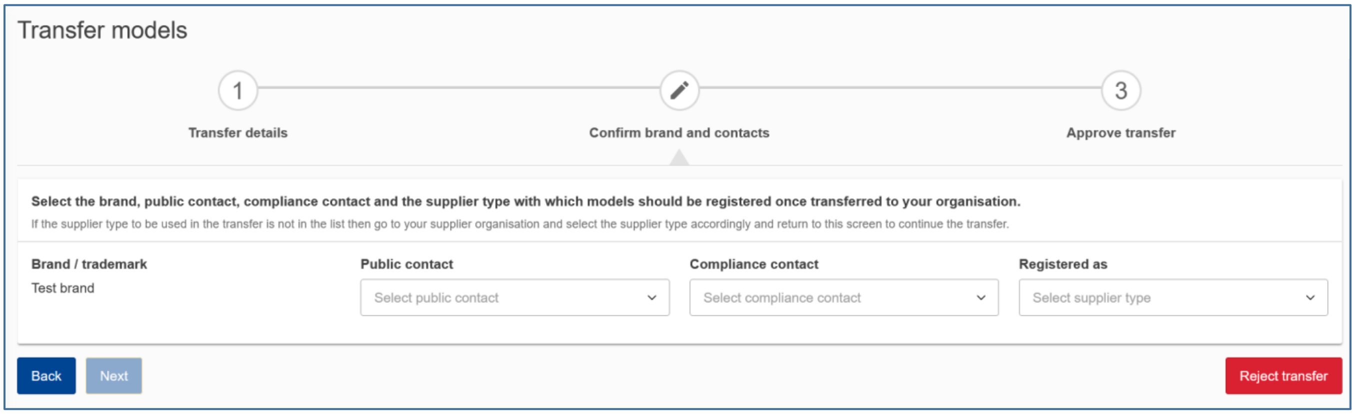


Figure 129 – Exact match. Configure the contacts and registrant nature

If the receiver organization does not have an exact match a button to *CREATE* an exact trademark will be displayed.

If the receiver organization has similar trademarks (meaning with spaces before or after or different letters' case) a list will be offered for the user to select which one should the trademark be transferred to, Similar trademarks do not affect the label display. In the list for the trademarks, if an entry is inactive, or is unverified, then it will be displayed disabled and it can't be selected.

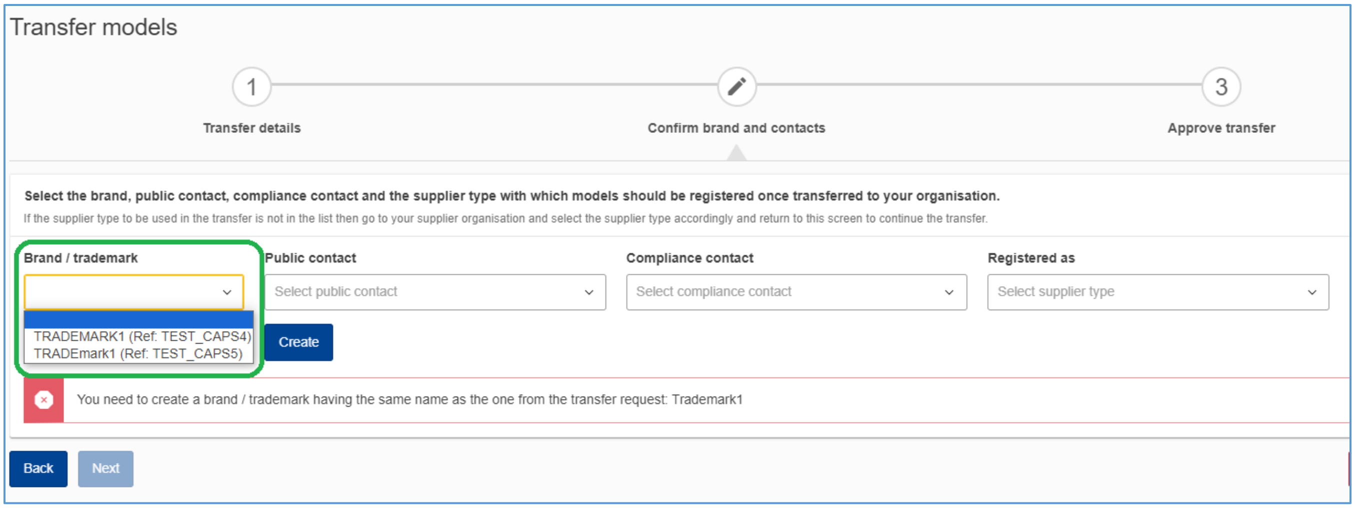


Figure 130 - Select a similar trademark

In all these cases, the transfer can be done, but first you have to assign a *PUBLIC CONTACT* from the list of contacts of your organisation (it is different from the sender contacts), a *COMPLIANCE CONTACT* and the *REGISTERED AS* to know if those models will be assigned to you as manufacturer, importer or authorised representative (perhaps you could have another role when registering these models different than the sender). All these three fields are mandatory. If any contact is configured as default in the organisation, it will be selected in the dropdown, but the user can change it.

When everything is set you can click *NEXT* (that becomes enabled after values are provided).

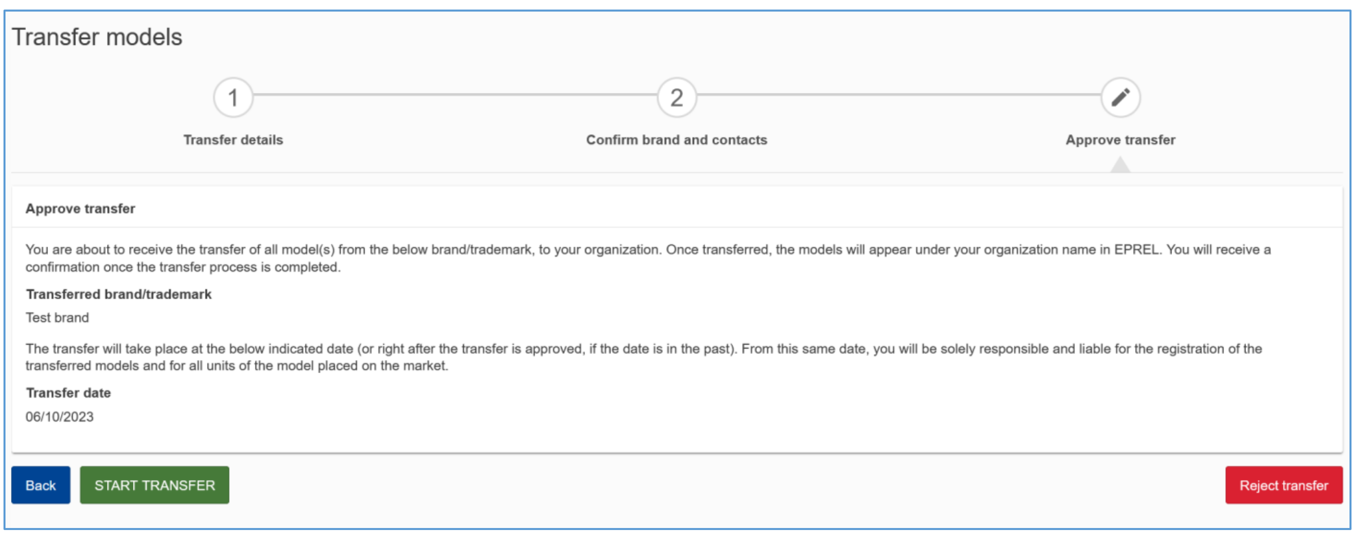


Figure 131 - Confirm the transfer

In this step you will give final confirmation and finally accept the transfer of models. Clicking on *START TRANSFER*, the system will ask the user for a confirmation, and afterwards the transfer will become APPROVED waiting for the date of transfer to arrive.

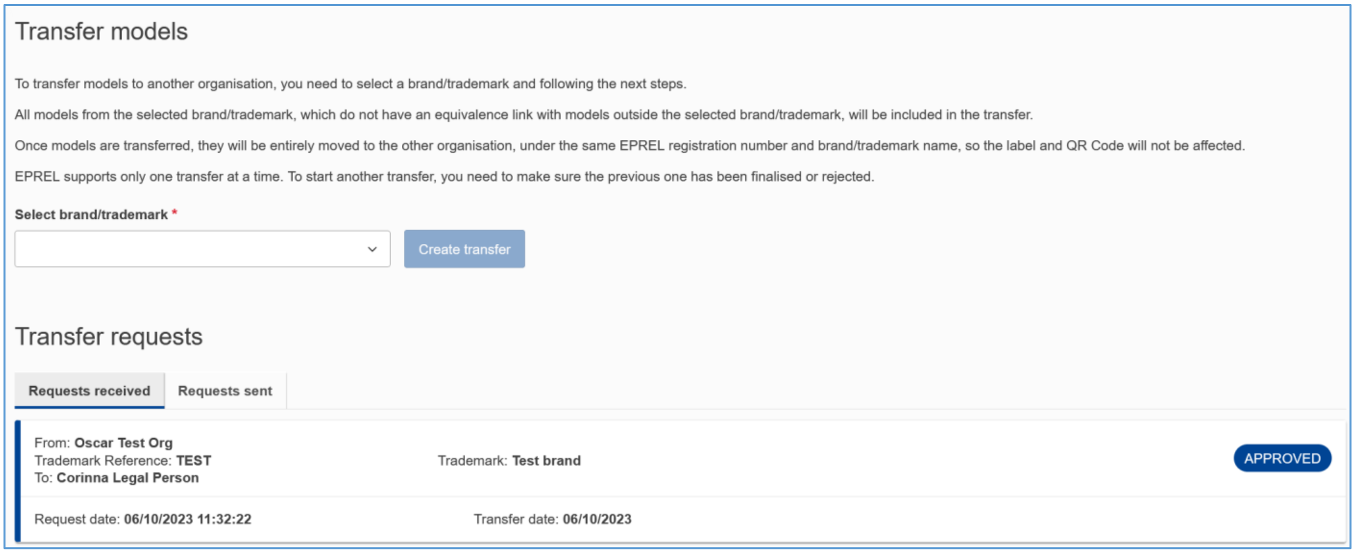


Figure 132 - The transfer is approved and scheduled

When the transfer becomes APPROVED, the system sends a notification to both the sender and the receiver organisation's SUPPLIER ADMINs:

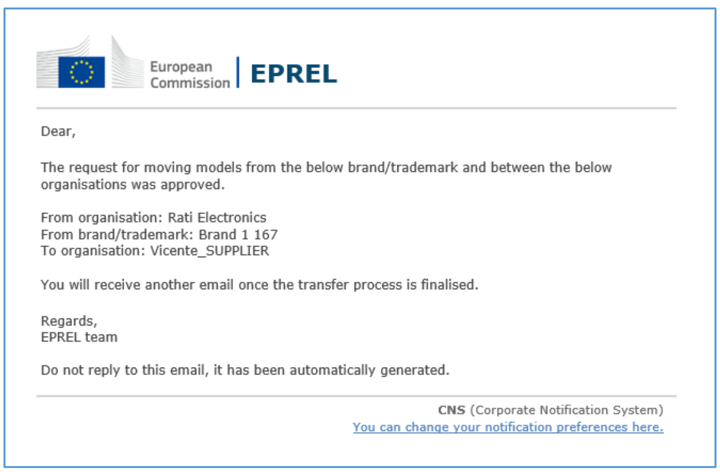
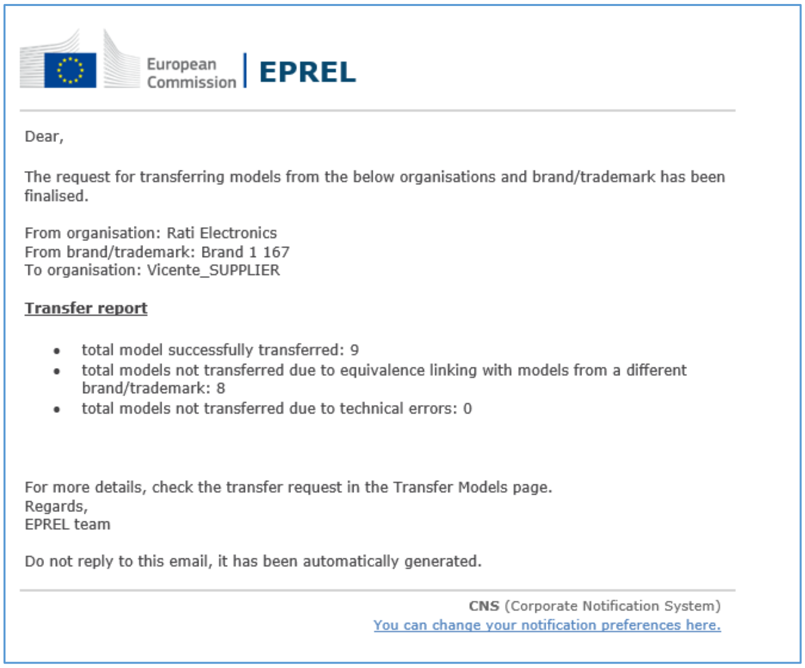


Figure 133 - Notification of transfer approved

When the transfer date is reached, an automatic process takes all the models of that trademark and transfers them to the receiver organisation, saving them with the contacts selected. The registration number of the models is not changed, including the QR code.

At this point, a notification is again sent to both actors, with the details of the transfer:



European Commission | EPREL

Dear,

The request for transferring models from the below organisations and brand/trademark has been finalised.

From organisation: Rati Electronics
From brand/trademark: Brand 1 167
To organisation: Vicente_SUPPLIER

Transfer report

- total model successfully transferred: 9
- total models not transferred due to equivalence linking with models from a different brand/trademark: 8
- total models not transferred due to technical errors: 0

For more details, check the transfer request in the Transfer Models page.
Regards,
EPREL team

Do not reply to this email, it has been automatically generated.

CNS (Corporate Notification System)
You can change your notification preferences here.

Figure 134 - Notification of transfer finalised

The result of this transfer can be seen by both the sender and the receiver, on the transfer screen. The transfer is marked as FINALISED.

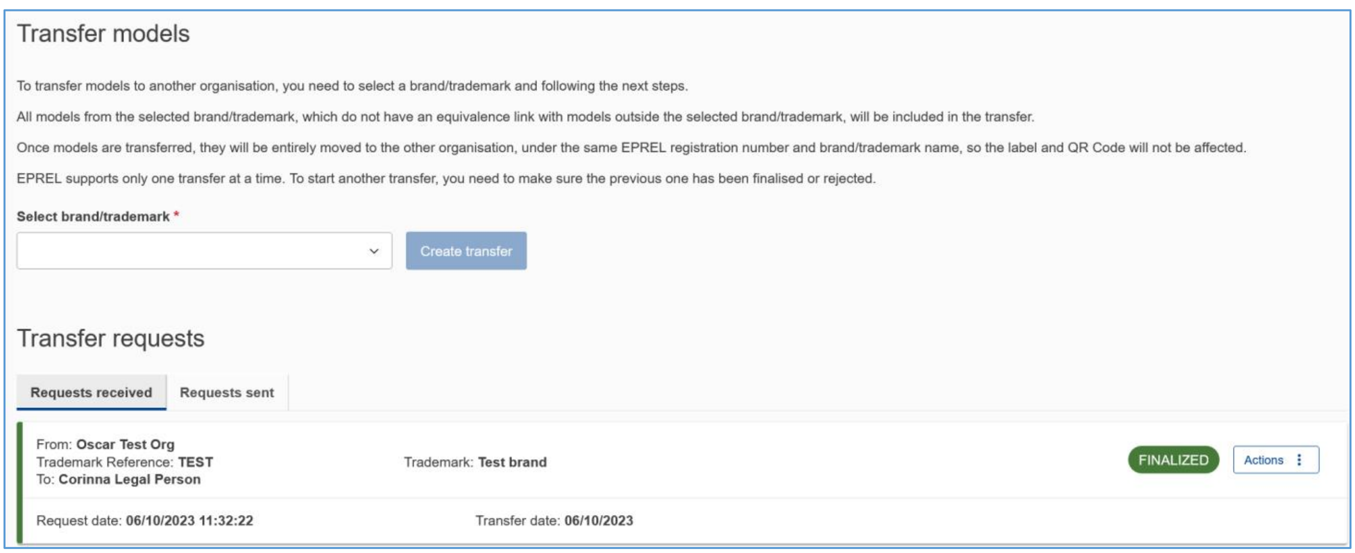


Figure 135 - Transfer is done

By clicking on ACTIONS > DOWNLOAD REPORT, a report with the list of models transferred can be downloaded in an Excel file (CSV format, “,” separated). This report shows the registration numbers of the models transferred and those with errors. The user can take the necessary actions if any error has occurred.

	A	B	C
1	EPREL registration number	Transferred	Reason why not transferred
2	140057	yes	
3	140161	yes	
4	140164	yes	
5	158072	yes	
6	158218	no	Equivalence links exist
7	158247	yes	
8	158268	no	Equivalence links exist
9	158272	no	Equivalence links exist
10	158284	no	Equivalence links exist
11	158289	no	Equivalence links exist
12	269692	no	Equivalence links exist
13	269708	no	Equivalence links exist
14	275963	yes	
15	276084	yes	
16	276864	no	Equivalence links exist
17	277064	yes	
18	277065	yes	
19			

Figure 136 - Final report

12. BULK PRODUCT REGISTRATION

This section is dedicated to all members of the Organisation, and it describes the two available options for registering and editing product records at scale. In this section you will find:

- How to register products and link equivalent models through **File Upload**
- How to register and upload products through **system-to-system (eDelivery)**

File Upload and eDelivery methods have been built to easy the work for Suppliers and have a faster way of registering and updating products at scale, without needing to go through the EPREL Interface registration, where one by one product registration is allowed.

Both methods require Suppliers to pass the product models data through XML files, being the only file support allowed.

12.1. FILE UPLOAD

The File Upload feature offers Suppliers the possibility to **register**, **modify** and **link** multiple products at once, by uploading XML files, in ZIP folders, with all product specific data and files.

How to use this feature:

Step 1 – Preparing the ZIP File

The supplier needs to prepare a ZIP file containing the models metadata and operation in a XML format file, along with all the necessary attachments (i.e. label, technical documentation). This can be done manually or using a software developed by the supplier to extract the data from their databases and transform it in the format of the EPREL exchange model. This step is described in the following sections.

Step 2 – Upload ZIP File

The Supplier User needs to login to EPREL using an Internet browser and go to **EXPORT/IMPORT** > **UPLOADS PAGE**. In this page, the ZIP file can be uploaded.

The Supplier User has the option to upload the file using encryption, which will add an extra security when uploading the ZIP file from his PC to the EPREL server.

Step 3 – EPREL receiving & processing the ZIP File

The file is now uploaded from the supplier's drive to the EPREL system. EPREL will now extract the content of the ZIP file and processes it (i.e. extracting the metadata from the XML file to create the records in the database and extracting the associated attachments to store them in the EPREL secured file system).

Step 4 – EPREL shows processing resolution

Once the process is finished, EPREL will show the status of the process in a list with all manual uploads and creates a transmission report in PDF format with the success confirmation or error codes of the operations. The supplier can then click on the transmission report link from the list to open/download it (codes are human readable).

Step 5 – correcting the ZIP File

In case errors are shown in the transmission report, the Supplier needs to correct them all and re-upload the ZIP File, only with the models where EPREL encountered errors when processing. If there are extra models that have been successfully processed/created, they should not be re-included in the corrected ZIP File, as those models have already been registered in EPREL.

In the next sub-sections of this chapter, we go into more details on each of the above steps.

12.1.1 Prepare the ZIP file

Before you start preparing the ZIP file (also called "the payload") you need to decide what actions you want to perform through File Upload.

Here is the list of available actions or operations:

- **Pre-register a model**: create a model in an **INCOMPLETE** state, only with the basic information (only Model Identifier and Trademark), just to have the record created. Further you can fill in the remaining data either by manually completing it in the EPREL Interface, or by updating it with the remaining data with further XMLs uploaded through File Upload feature
- **Register a model**: create a model in a **COMPLETE** state, by populating the XML with all mandatory data for publication
- **Update a model**: update the existing attributes of an already created model:
    - **Edit Model in an Incomplete/Complete state:** you can update a model in Incomplete/Complete state. You must pass the full model's parameters, like in creation. The model will become Complete.
    - **Change Model in Publish state:** you can update a model in Published state. You must pass the full model's parameters, like in creation, but also a reason for change. A new version of the model in Complete state will be created. This new version will be Published when the publication process runs again.

Each of the options above have a corresponding specific XML actions that should be used. Also, due to the variety of different attributes each product group has in the Public Information Sheet, each Product Group has a different XML structure. [Here you can find examples of XMLs from each Product Group.]

12.1.2 ZIP file structure

The ZIP file can have any name. The ZIP file can contain data for registering multiple models.

The ZIP archive must contain a file named "*registration-data.xml*" (this name cannot be changed) in its root folder and other necessary attachments. Attachments can go in the root folder but supplier can decide to put them in folders (i.e. folder named “Attachments”). The name and internal structure is the decision of the supplier (mind that the references inside the XML file to the attachments must have the correct path according to this folder structure, i.e. “/Attachments/TechnicalDoc/documentModel1.pdf”).

Important:

- To check the ZIP files structure, EPREL strictly follows the specification of **PKWARE**. Forward slashes ("/") should be used as path separators in ZIP files and not backwards slashes ("\").
- The limit of the ZIP files is 200 MB, for performance reasons. If a bigger amount of data has to be uploaded, it should be split it in multiple ZIP files.
- The limit of operations inside a ZIP file is of 1000.

Example of ZIP file contents:

```
productModelRegistrationTable.Zip
├──registration-data.xml
└──Attachments
      ├──TechnicalDoc
      │     ├──documentModel1.pdf
      │     ├──documentModel2.pdf
      │     └──documentModel3.pdf
      └──EnergyLabels
            ├──model1.pdf
            ├──model2.pdf
            ├──model3.pdf
            ├──model4.pdf
            └──model5.pdf
```

12.1.3 XML file structure

This section will provide a detailed overview of the structure of the **“registration-data.xml”**, along with explanation on each action/section.

“registration-data.xml” is an XML file encompassing the full list of operations that the user needs to perform when uploading the ZIP File in EPREL. Each operation has its own impact and should be approached differently, therefore read this document carefully in order to understand how to build and populate the XML.

The “registration-data.xml” has the format of a “Request” message from the XML Data Exchange Model. Once the file is uploaded and processed, EPREL will return a report with the processing results, in the format of a “Response” message shown in a PDF document. This PDF document will be available in the UI and can be downloaded to the supplier PC in a more human readable list of errors or results.

Important:

- If the XML file contains special characters like “ä”, it must be encoded and saved in UTF-8 (“ä” must be encoded on 2 bytes). The heading line must be also adjusted: **<?xml version="1.0" encoding="UTF-8" standalone="yes"?>**
- in case multiple models have to be registered or modified, the section <*productOperation*> inside the XML has to be repeated for each product model (Figure 137 - XML operations)

Figure X: <productOperation> section


```
  <?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <ns3:ProductModelRegistrationRequest REQUEST_ID="TestSupplier984833555867785"
  xmlns:ns3="http://eprel.ener.ec.europa.eu/services/productModelService/modelRegistrationService/v2"
  xmlns:ns2="http://eprel.ener.ec.europa.eu/productModel/productCore/v2">
  - <productOperation OPERATION_TYPE="PREREGISTER_PRODUCT_MODEL" OPERATION_ID="myOp984833569318831">
    - <MODEL_VERSION>
        <MODEL_IDENTIFIER>LP XX0</MODEL_IDENTIFIER>
        <SUPPLIER_NAME_OR_TRADEMARK>Supplier name or trademark</SUPPLIER_NAME_OR_TRADEMARK>
        <DELEGATED_ACT>EU_874_2012</DELEGATED_ACT>
      - <ENERGY_LABEL xsi:type="ns6:GeneratedEnergyLabel" xmlns:ns6="http://eprel.ener.ec.europa.eu/commonTypes/EnergyLabe
        xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
          <CONSIDER_GENERATED_LABEL_AS_PROVIDED>true</CONSIDER_GENERATED_LABEL_AS_PROVIDED>
        </ENERGY_LABEL>
        <ON_MARKET_START_DATE>2018-04-25+02:00</ON_MARKET_START_DATE>
      - <TECHNICAL_DOCUMENTATION xsi:type="ns2:TechnicalDocumentationDetail" xmlns:xsi="http://www.w3.org/2001/XMLSchem
        - <DOCUMENT>
            <ns2:DESCRIPTION>test conditions</ns2:DESCRIPTION>
            <LANGUAGE>FR</LANGUAGE>
            <TECHNICAL_PART>CALCULATIONS</TECHNICAL_PART>
            <TECHNICAL_PART>GENERAL_DESCRIPTION</TECHNICAL_PART>
            <TECHNICAL_PART>MESURED_TECHNICAL_PARAMETERS</TECHNICAL_PART>
            <TECHNICAL_PART>REFERENCES_TO_HARMONISED_STANDARDS</TECHNICAL_PART>
```


Figure 137 - XML operations

<u>XML file structure</u>

In this section, we will detail the TAGs available in the XML “Request” container:

12.1.3.1 Tag: ProductModelRegistrationRequest

In the XML File, this tag is under the name <ns3:ProductModelRegistrationRequest> (Figure 138 - XML request).

Figure X: productModelRegistrationRequest

```
<ns3:ProductModelRegistrationRequest REQUEST_ID="TestSupplier91506038311382"
   egistrationService/v2"
xmlns:ns2="http://eprel.ener.ec.europa.eu/productModel/productCore/v2">
 - <productOperation OPERATION_ID="myOp91506045660101" OPERATION_TYPE="REGISTER_PRODUCT_MODEL">
   - <MODEL_VERSION>
        <MODEL_IDENTIFIER>MyModelIdentifier</MODEL_IDENTIFIER>
        <SUPPLIER_NAME_OR_TRADEMARK>Supplier name or trademark</SUPPLIER_NAME_OR_TRADEMARK>
        <DELEGATED_ACT>EU_626_2011</DELEGATED_ACT>
      - <ENERGY_LABEL xsi:type="ns5:GeneratedEnergyLabel" xmlns:ns5="http://eprel.ener.ec.europa.eu/commonTypes/EnergyLabelTypes/v2"
        xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
           <CONSIDER_GENERATED_LABEL_AS_PROVIDED>true</CONSIDER_GENERATED_LABEL_AS_PROVIDED>
        </ENERGY_LABEL>
        <ON_MARKET_START_DATE>2018-09-26+02:00</ON_MARKET_START_DATE>
      - <TECHNICAL_DOCUMENTATION xsi:type="ns2:TechnicalDocumentationDetail" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
         - <DOCUMENT>
```

Figure 138 - XML request

This tag has the following operations in its body:

- **REQUEST_ID**: ID of the transaction to be provided by the supplier. It is a free text, but XML reserved characters must be avoided (i.e. &, <, >, etc.)
- **<productOperation></productOperation>**: There is one operation for each model to create. This section will be repeated as many times as operations (models to create/update/etc.) needed. (see below)
- **<SharedTechnicalDocumentation></SharedTechnicalDocumentation**>: (OPTIONAL) Many technical documentation can be shared by many models in the operations that are going to be defined. This allows sending just once the documents and just referring in the individual operations. To save space in the ZIP.
    - **REFERENCE**: Reference name that will be used when referencing from each operation.
    - **<DOCUMENT></DOCUMENT>**: The documents in technical documentation shared. See docstructure

12.1.3.2 Tag: ProductOperation

The parameters in the tags of the operation <productOperation> are:

- **OPERATION_ID**: Unique identifier of the operation, to be defined by the supplier. Useful to match the line from the final report with the line in the XML. It is a free text, but XML reserved characters must be avoided (i.e. &, <, >, etc.)

- **OPERATION_TYPE**: Available operations to perform on a product model:
  - **REGISTER_PRODUCT_MODEL:** Legal registration of a product model (compliance data + energy label + product information sheet).
  - **UPDATE_PRODUCT_MODEL**: Correction of a legal declaration of product model information accordingly to the Article 12(10) of the EU regulation 2017/1369. This operation can only be used to correct errors or to complete an existing product model (in case of pre-registration for example). This operation must not be used in case of changes made on a product that are relevant for the label or the product information (Article 4.4 of the EU regulation 2017/1369). In that case, a new product model shall be registered.
  - **DECLARE_END_DATE_OF_PLACEMENT_ON_MARKET**: Declaration of starting date of the 15 years retention period of compliance data. (ON_MARKET_END_DATE) Article 4(6) and 16(q) of the EU regulation 2017/1369.
  - **PREREGISTER_PRODUCT_MODEL**: Operation used to early get an EPREL_PRODUCT_MODEL_ID that could be used to generate a QR Code. This operation could be useful for suppliers who would like to prepare the packaging of their goods with the energy label a long time before putting their products on the EU market.
- **REASON_FOR_CHANGE**: (OPTIONAL) Only needed for the operation of type "UPDATE_PRODUCT_MODEL" when the latest version of the product model is already in status "PUBLISHED" in EPREL.
  - **CORRECT_TYPO**: supplier has done a mistake when declaring a value and needs correction.
  - **CHANGE_IN_STANDARDS**: the testing standards can change and some values need to be modified.
  - **LABEL_SCALE_RANGE_CHANGE**: In a same Delegated Regulation the scale of energy efficiency may change with the years (i.e. Reversible air conditioners classified in energy efficiency classes A - G from 01/01/2013 to 31/12/2014, A+ - F from 01/01/2015 to 31/12/2016, etc.) and model needs to be modified.
  - **CHANGE_REQUESTED_BY_MSA**: If MSA detects an error or mistake that does not need a new model registration, it can ask the supplier to modify some values of a registered model.
  - **ADDED_INFORMATION_NO_EFFECT_ON_DECLARATION**: During the lifecycle of a model it might be, that either the company itself produces more helpful information, or clarification, or that it turns out that for communication with MSA this information speeds up their understanding (though strictly speaking not legally necessary). Additional information, that does not change in such a case the model, this cannot lead to a forced change in model number (=no new registration), a change of model would then not make any sense.
  - **REQUEST_CHANGE_BY_EXTERNAL_BODY**: A Certification Body very frequently detect errors in declared data, sometimes typing mistakes, many times performance data which, after test in Independent Laboratory, need correction (“re-rating”). Data linked to a product can represent up to dozens of values, and it can happen that one, a few, or more, need adjustment. New models each time is not sustainable.
- **REASON_COMMENT**: Only needed for the operation of type "UPDATE_PRODUCT_MODEL" when the latest version of the product model is already in status "PUBLISHED" in EPREL. If the

model is change, apart from REASON_FOR_CHANGE type, the supplier has to give a description of the reasons why it is changing the model after publication.

- **<MODEL_VERSION></MODEL_VERSION>**: (see below).

12.1.3.3 Tag: ModelVersion

The parameters in the tags of the model <MODEL_VERSION> are:

General Information:

- **<EPREL_MODEL_REGISTRATION_NUMBER></ EPREL_MODEL_REGISTRATION_NUMBER>**: [Optional] Unique identifier determined at registration time by the EPREL system. This registration number is candidate to be the dynamic part of the link that would present as a QR code in future Energy labels. Needed when doing update, to reference the model in the database to be modified. In creation (registration, pre-registration), it must not be informed.
- **<MODEL_IDENTIFIER> </MODEL_IDENTIFIER>**: Model identifier of the product model.
- **<DELEGATED_ACT> </DELEGATED_ACT>**: The Delegated Act is requested in order to support the rescaling feature. The same product model (same supplier name/trademark, same model identifier) might have to be registered multiple times with respect of successive revisions of the EU delegated regulations.
    - EU_1059_2010
    - EU_1062_2010
    - etc
- **<ON_MARKET_START_DATE></ON_MARKET_START_DATE>**: Date on which the model will be/has been placed on the market (or put into service). Since neither the public, the EC nor MSAs will be able to access to product details before this date the registration will not be considered as effective until the ON_MARKET_START_DATE has been reached.
    - **Time Zones**: To specify a time zone, you can either enter a date in UTC time by adding a "Z" behind the date - like this: *<ON_MARKET_START_DATE>2002-09-24Z</ON_MARKET_START_DATE>* or you can specify an offset from the UTC time by adding a positive or negative time behind the date - like this: *<ON_MARKET_START_DATE>2002-09-24-06:00</ON_MARKET_START_DATE>* or *<ON_MARKET_START_DATE>2002-09-24+06:00</ON_MARKET_START_DATE>*
- **<ON_MARKET_END_DATE></ON_MARKET_END_DATE>**: [Optional]. Date after which the final unit of the model has been placed on the market. This date does not have to be provided at registration time. This date will be mainly used to evaluate the retention period as described in EU Regulation 1369/2017 - Article 4.6.
- **<PRODUCT_GROUP></PRODUCT_GROUP>**: [Optional]. Type of product model. The "DELEGATED_ACT" is not always sufficient to determine the product group since (E.g. EU Delegated regulation 65/2014 deals with both domestic ovens and range hoods). The 'PRODUCT_GROUP' is therefore needed to avoid ambiguities. Mandatory in case of pre-registration. Optional in any other cases as it can be implicitly determined on base on the type used for "PRODUCT_GROUP_DETAIL"

- AIR_CONDITIONER
- …
- WATER_HEATER_PACKAGE

- **<TRADEMARK_REFERENCE></TRADEMARK_REFERENCE>**: The value must refer to a Trademark reference (internal code) defined centrally in the EPREL database. Advantage of this option is that trademark names cannot be misspelled as they are defined once at organisation level. The name of the trademark with this reference will be used on generated energy labels and product fiches.
- **<REGISTRANT_NATURE></REGISTRANT_NATURE>**: Suppliers can be of three type (Manufacturers and/or Importers and/or Authorised representative). When registering a model supplier has to indicate with which supplier type he is registering. Possible values:
  - MANUFACTURER
  - IMPORTER
  - AUTHORISED_REPRESENTATIVE
- **<VISIBLE_TO_UK_MSA></VISIBLE_TO_UK_MSA>**: [Optional] Flag to indicate if the product compliance information (technical documentation, equivalents and ICSMS data) should be visible to the Market Surveillance Authority for the United Kingdom. The handling of the flag is the following:
  - For suppliers based at UK/Northern Ireland: In NI is mandatory to allow access to MSA, if the flag is omitted, it is considered as being "true" by default. If the flag is sent as "false", an error will occur.
  - For suppliers based at an EU country: if the flag is omitted, it is considered as being "false" by default

Energy Label:

- **< USE_SUPPLIER_UPLOADED_LABEL > </ USE_SUPPLIER_UPLOADED_LABEL >**: Suppliers are obliged to provide Energy label(s) for all registered models. The label(s) can be automatically generated by EPREL, from the EU database, or uploaded by suppliers. If suppliers do not consider the automatically generated label(s) correct in content, size, format or other reasons, they can upload their own label(s) version(s), with the QR Code integrated (where foreseen). The suppliers' uploaded label(s) is(are) relevant for compliance purposes. By setting the value of this field to "False", suppliers accept the label(s) generated by EPREL, as being relevant for compliance purposes. By setting the value of this field to "True", suppliers agree to upload their own label(s), which will be relevant for compliance purposes. In this case, uploading the suppliers' label(s) is(are) mandatory for the model to become Complete.
  - **<FILE_PATH></FILE_PATH>**: If supplier decides not to use the label generated by EPREL, he can upload the label attaching the file to the ZIP. URI of the file within the payload. Relative reference of the file within the payload archive (zip). Eg attachments/energyLabel1.pdf/attachments/energyLabel1.pdf

Equivalent Model – Base Models:

- **REFERENCE**: Reference to the product model. This reference is only needed for base model having equivalences declared within the same transaction (same zip file). This reference can then be used when declaring an equivalent model to target the base model. This reference is not persisted in the EPREL Database. Models, that are equivalent. If this is informed, this model becomes “Base model”.

- **<BASE_MODEL_LOCAL_REFERENCE></BASE_MODEL_LOCAL_REFERENCE>**: Reference to a base model declared within the same transaction (same zip) and for which no registration yet applies, by targeting the "REFERENCE" attribute of the base model. *If this tag is informed, the section "Label/Product Information Sheet data" will not be necessary, values will be taken from the "base model".*
- **<BASE_MODEL_REGISTRATION_NUMBER></BASE_MODEL_REGISTRATION_NUMBER>**: Registration number of the base model as registered in the EPREL DB. *Equivalent Model (making reference to a model already registered in the DB by its Registration Number). If this tag is informed, the section "Label/Product Information Sheet data" will not be necessary, values will be taken from the "base model".*

Technical documentation: *Technical documentation can be given as a reference to shared documents.*

- **<TECHNICAL_DOCUMENTATION xsi:type="ns2:TechnicalDocumentionByReference" …> </TECHNICAL_DOCUMENTATION>** : The technical documentation for the model using the structure defined at "TechnicalDocumentionByReference" in the model. The same technical documentation can be shared by many models
    - **REFERENCE**: Reference to the tag <SharedTechnicalDocumentation> in the root of the XML.

Technical documentation can be given as individual documents:

- **<TECHNICAL_DOCUMENTATION xsi:type="ns2:TechnicalDocumentationDetail" …>** : The technical documentation for the model using the structure defined at "TechnicalDocumentationDetail" in the model.
    - **<DOCUMENT>**: There can be multiple documents.
        - **<ns2:DESCRIPTION></ns2:DESCRIPTION>**: [Optional] Summary/Short description of the content of the document. .In the UI is called Title
        - **<LANGUAGE></LANGUAGE>:** Indication on the language(s) of the document. Could be multiple. Repeat as many times as languages.BG, CS, EN, etc.
        - **<TECHNICAL_PART> </TECHNICAL_PART**>: Which technical part it is covered by this document according to Article 12.5. Could be multiple. Repeat for each part covered.
            - ADDITIONAL_PART
            - CALCULATIONS
            - GENERAL_DESCRIPTION
            - MESURED_TECHNICAL_PARAMETERS *(if technical parameters section exist, this part is not necessary)*
            - REFERENCES_TO_HARMONISED_STANDARDS
            - SPECIFIC_PRECAUTIONS
            - TESTING_CONDITIONS
        - **<FILE_PATH></FILE_PATH>**: URI of the file within the payload. Relative reference of the file within the payload archive (ZIP) E.g.attachments/energyLabel1.pdf/attachments/energyLabel1.pdf
    - **</DOCUMENT>**

- **</TECHNICAL_DOCUMENTATION>** closing the tech documentation tag

Contact Details - *Contact is given as a reference to a contact defined in the supplier organisation's list of contacts.*

- **<CONTACT_DETAILS xsi:type="ns2:ContactByReference" …>**: The EPREL system proposes a centralised management of the contact details. Contact details can then be updated globally, saving supplier from having to update each individual product model declarations. The reference of the contact detail can be retrieved either directly from the eprel-compliance web application or via the ReferenceDataService.
    - **<CONTACT_REFERENCE></CONTACT_REFERENCE>**: Reference to the contact defined in the EPREL database. The system uses "CONTACT_REFERENCE" and links the product to the related contact found in its DB. If the CONTACT_REFERENCE cannot be found in the database, the registration of the model is rejected.
- **</CONTACT_DETAILS>** closing the contact details tag

Label/Product Information Sheet data (SPECIF FOR EACH PRODUCT GROUP) - *If we are declaring an "equivalent model" this section is not necessary, see Equivalent Model*

- **<PRODUCT_GROUP_DETAIL xsi:type="ns5:Lamp" …>** The model details (label/fiche) for a Lamp. This structure is different for each product group. "Lamps" are not allowed anymore, it's mentioned here just as an example.
    - **<ENERGY_CLASS></ENERGY_CLASS>** The energy efficiency class from A++ to E. Legal base :EU Regulation 874-2012 Annex I.1(2).IIIThe energy efficiency class as defined in Annex VI. *Example of label/fiche detail for LAMPS (Other Product Groups will have different fields)*
    - **<WEIGHTED_ENERGY_CONS></WEIGHTED_ENERGY_CONS>**: Weighted energy consumption (Ec) in kWh per 1 000 hours. Legal base :EU Regulation 874-2012 Annex I.1(2).IV Definition : Energy consumption in kWh per 1 000 hours, rounded up to the nearest integer and calculated in accordance with part 2 of Annex VII. *Example of label/fiche detail for LAMPS (Other Product Groups will have different fields)*

  Technical parameters data (SPECIF FOR EACH PRODUCT GROUP, ONLY AVAILABLE IN SOME PRODUCT GROUPS) - *If we are declaring an "equivalent model" this section is not necessary, see Equivalent Model*

    - **< TECHNICAL_PARAMETERS>** Technical parameters are defined in the COMMISSION DELEGATED REGULATION (EU) 2019/XXX Annex VI - Technical documentation. These technical fields are considered the 'Declared' ones and should always have a value equal or more favourable than the correspondent 'Published' ones (used in the Public Information Sheet and Label). This class contains less parameters than what is listed in the Annex VI - Technical documentation, because the missing parameters are already provided in the public section and don't need to be declared again. *This section when added for the first time is optional, to give suppliers time to adapt their systems, but after 3 months in Production it will be made mandatory.*
        - **<TECHNICAL_PARAMETER1></TECHNICAL_PARAMETER1>** Any field representing a technical parameter.
        - …

        - **<TECHNICAL_PARAMETERX></TECHNICAL_PARAMETERX>** Any field representing a technical parameter.
    - **</TECHNICAL_PARAMETERS>** Closing tag.

- **</PRODUCT_GROUP_DETAIL>** closing the product group details

- **</MODEL_VERSION>** closing the model version details

12.1.4 Attachments

This folder should contain all the files which are referenced, through a path, in the “registration-data.xml” file. This folder can be named differently. The internal structure of the archive is free since each file path has located from the root folder of the archive.

(e.g. “/Attachment/TechnicalDoc/documentModel1.pdf”).

Important:

- If the name of the attachment folder is modified after the XML has been build, please make sure to reflect the new name in the XML. E.g if previously you file was named “attachment” and now is changed into “Files”, please make sure the reference inside the XML is updated accordingly. E.g. . “/Files/TechnicalDoc/documentModel1.pdf”.
- The allowed formats for the attachments are PDF, TXT, DOCX, RTF, XLSX, PPS.

12.1.5 Available XML services

There multiple services available using XML not limited to registering models:

- **Product model service:** These are services related to the product models.
    - **Product model registration service:** This service is used to do multiple actions on product models:
        - **Product model registration request:** (ProductModelRegistrationRequest/ ProductModelRegistrationResponse) depending on the operation one action or another will be executed, the response is a report with the successful and error operations:
            - **pre-register product models:** (OPERATION_TYPE = PREREGISTER_PRODUCT_MODEL) Operation used to early get an EPREL_PRODUCT_MODEL_ID that could be used to generate a QR Code. This operation could be useful for suppliers who would like to

prepare the packaging of their goods with the energy label a long time before putting their products on the EU market.

- **register product models:** (OPERATION_TYPE = REGISTER_PRODUCT_MODEL) Legal registration of a product model (compliance data + energy label + product information sheet). ***This operation allows also to register equivalent models by making reference to the base model.***
- **update product model registration:** (OPERATION_TYPE = UPDATE_PRODUCT_MODEL) Correction of a legal declaration of product model information accordingly to the Article 12(10) of the EU regulation 2017/1369. This operation can only be used to correct errors or to complete an existing product model (in case of pre-registration for example). This operation must not be used in case of changes made on a product that are relevant for the label or the product information (Article 4 (12) of the EU regulation 2017/1369). In that case, a new product model shall be registered.
- **declare the date of end of placement on the market of a product model:** (OPERATION_TYPE = DECLARE_END_DATE_OF_PLACEMENT_ON_MARKET) Declaration of starting date of the 15 years retention period of compliance data. (ON_MARKET_END_DATE) Article 4(6) and 16(q) of the EU regulation 2017/1369.

  - **Product model search service:** (ProductModelSearchRequest/ProductModelDetaislResponse) could be used by suppliers to check the product model details as registered in the EPREL DB by them. You can search by model identifier or by registration number, the response will be the details of the product model found.
  - **Energy label service:** (EnergyLabelRequest/EnergyLabelResponse) could be used by suppliers to retrieve from the EPREL DB the label(s) in multiple formats, the product information sheet(s) and QR code for a given product model. This service could mainly be helpful for suppliers that would be interested in retrieving in their back-end system, files that are generated by the EPREL system.

- **Product model equivalent service:** these are services related to link equivalent models.
  - **Product model link equivalent:** (ProductModelLinkEquivalentRequest/ProductModelLinkEquivalentResponse) it allows to link a model to a base model, becoming equivalent of that one. You can search base and equivalent by model identifier or by registration number. The response is a report of the success or error of the operation.
- **Reference data service:** this service is intended to retrieve reference data.
  - **Reference data service:** (ReferenceDataRequest/ReferenceDataResponse) In this version it is only possible to request all reference data applicable for an organisation at once. The organisation is known because it is the one linked to the user doing the request. The response will give the list of trademarks and contacts of the organisation.

12.1.6 Upload the ZIP file

This section is dedicated to Supplier Admins and Users. While Suppliers Readers can see the page, they cannot upload files / register models.

Once you have your ZIP File ready, you can now easily upload it in the EPREL Interface. To uploaded go to **IMPORT/EXPORT > UPLOADS PAGE** (Figure 139 – Uploads page).

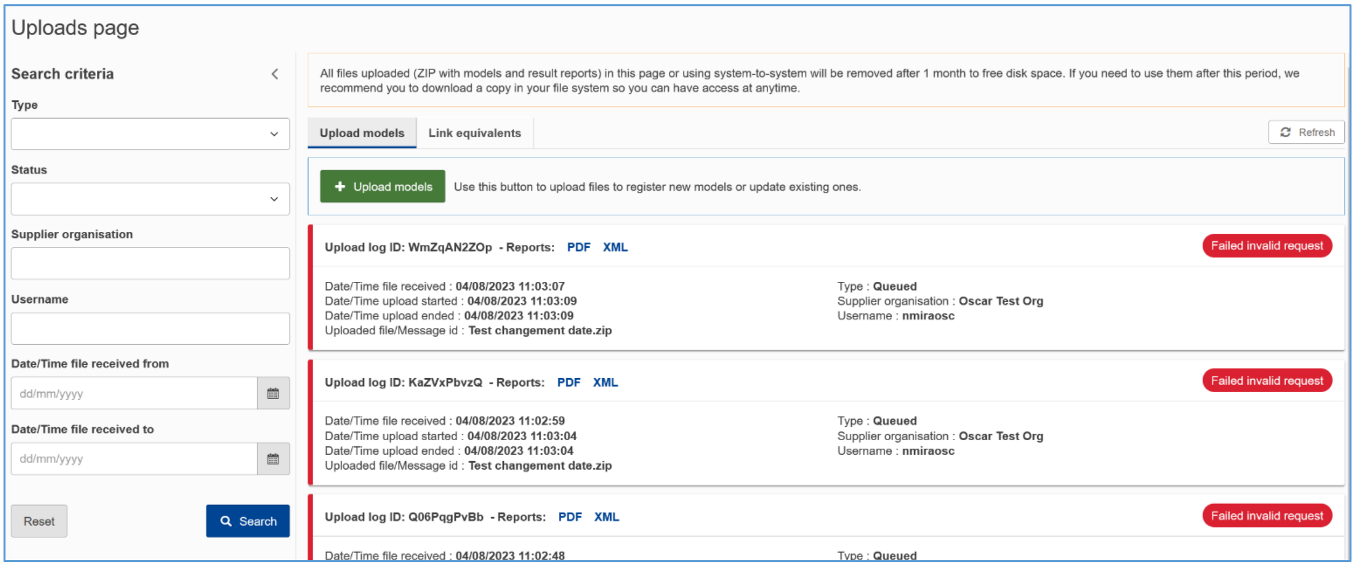


Figure 139 – Uploads page

In this page the user can see the list of all the uploaded file done by users of his Organisation, their status, the upload report and he can do his own uploads.

The list is sorted by Date/Time when the file was received, in a descending order by default. The user can sort by any other column (only 20 results are shown), and can also navigate (First/Previous/Next/Last) between pages to see other results. User can also filter the list by many criteria to shorten the number of results.

When button **UPLOAD MODELS** is clicked, the system will ask the user to browse his folders for the ZIP file to upload. Click "Browse" or drag and drop a valid ZIP file in the dashed area. (Figure 140 - Upload ZIP file).

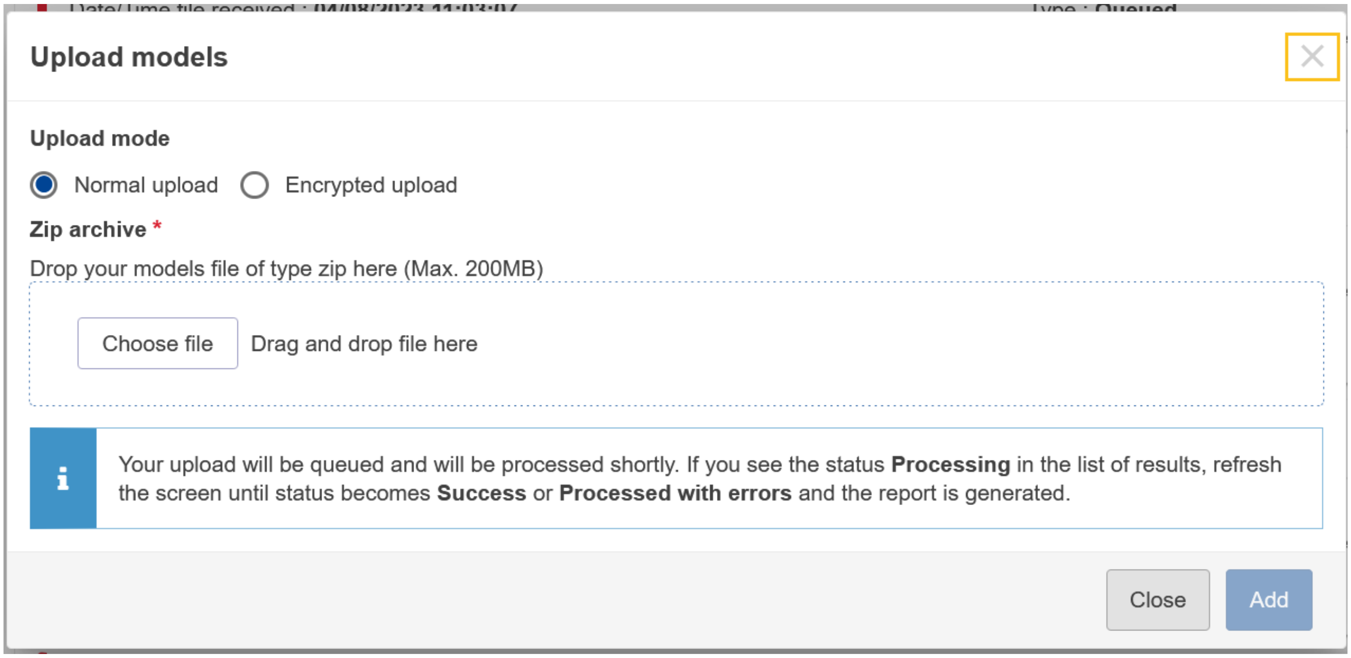


Figure 140 - Upload ZIP file

Once a file is selected, click the ADD button and the uploaded file will be queued.

Currently size of the ZIP file is limited to 200Mb; it may be increased in the future if needed. The process of uploading a ZIP file and creating the models is automatic and transparent to the users. The file is queued and then processed when all the other files uploaded are finished processing.

User has to refresh the results list to see the final reports.

12.1.7 View upload report

Every time you upload a ZIP File, after EPREL finishes processing the upload, it will provide back a PDF report, in an XML and PDF version, with the upload resolution:

- **SUCCESSFUL** – which means the actions provided in the XML file have been successfully processed and your models have been registered / modified / linked.
- **UNSUCCESSFUL** – which means the XML File contains specific errors, and EPREL couldn't performed the required action for specific models. Have in mind that in case your XML contained multi-products, in case errors are pointing to few products, the rest of them have a successful resolution and have been registered/modified. You do not need to include them in the XML, once corrected.

In case of errors, you can check the PDF or XML report, displayed in line with the upload entry (Figure 141 - Show report after file upload).

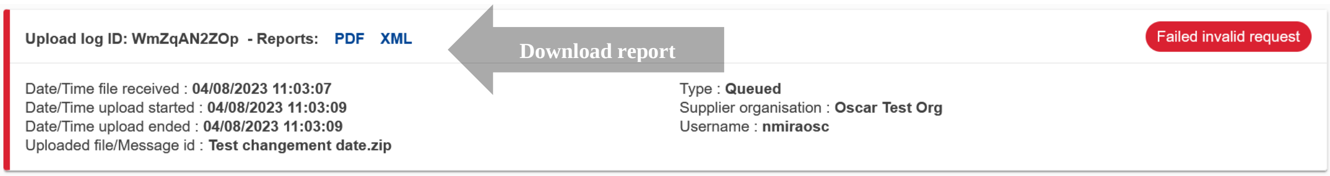


Figure 141 - Show report after file upload

The report will provide an error code, along with the error description, in case you want to correct the XML File and re-upload it.

Example of error: *"At line 6, Column 41:cvc-complex-type.2.4.a: Invalid content was found starting with element 'SUPPLIER_NAME_OR_TRADEMARK'. One of '{TRADEMARK_REFERENCE}' is expected"*. This error indicated that there is no Trademark Reference, therefore the content of the Trademark tag could not be read.

In the next pages you can see the structure of the PDF and XML reports.

12.1.7.1 PDF Report

With global errors: If there were errors that did not allow the process of the content of the XML to start, they will be shown as.

Product model registration report	
Request ID:	ID of the transaction to be provided by the supplier. See: <ns3:ProductModelRegistrationRequest REQUEST_ID="???"> If empty, it means that there was an error in the ZIP file, or format of the XML, or other; and the processing of the XML content has not even started.
Status:	Final status of the full process: • **Success:** Operation processed successfully. (SUCCESS) • **Processed with warnings:** The operation is correctly processed but some potential inconsistencies have been found by the EPREL system. Warnings are returned to suppliers for information in order to prevent inconsistent registration and to enhance the data quality. See operation warning logs for more details. (PROCESSED_WITH_WARNINGS) • **Processed with errors:** Operation not allowed. See operation error logs for more details. (PROCESSED_WITH_ERRORS) • **Invalid request:** The structure of the request was rejected (invalid zip file structure, invalid xml file, missing attachments, un-trusted file formats...). (FAILED_INVALID_REQUEST) • **Unexpected error:** Any other runtime error. (FAILED_UNEXPECTED_ERROR)
Global errors:	
Error Code	**Error message**
Alphanumerical error code (i.e. "REGSERV-08")	Error message describing what failed (i.e. "The provided file is not a valid ZIP archive.")

With operation errors: If the content of the XML has been processed, the following section will be shown, even if succeed or failed (This section is repeated for each operation).

Product model registration report

Request ID:	ID of the transaction to be provided by the supplier. See: <ns3:ProductModelRegistrationRequest REQUEST_ID="???"> If empty, it means that there was an error in the ZIP file, or format of the XML, or other; and the processing of the XML content has not even started.
Status:	Final status of the full process: • **Success:** Operation processed successfully. (SUCCESS) • **Processed with warnings:** The operation is correctly processed but some potential inconsistencies have been found by the EPREL system. Warnings are returned to suppliers for information in order to prevent inconsistent registration and to enhance the data quality. (PROCESSED_WITH_WARNINGS) • **Processed with errors:** At least one operation failed to be completed. (PROCESSED_WITH_ERRORS) • **Invalid request:** The structure of the request was rejected (invalid zip file structure, invalid xml file, missing attachments, un-trusted file formats...). (FAILED_INVALID_REQUEST) **Unexpected error:** Any other runtime error. (FAILED_UNEXPECTED_ERROR)

Report per operation:

This section can show multiple operations:

Id	**Action**	**Status**	**Date**	**Registration number**	**Model identifier**	**Model status**	**Product group**	**Legislative act**	**Supplier/ Trademark**
Reference an operation that is part of the issuing registration request. See <productOperation OPERATION_ID="???">	Operation executed. See <productOperation OPERATION_TYPE="???">	Status of the operation: • **Success:** Operation processed successfully. (SUCCESS) • **Processed with warnings:** The operation is correctly processed but some potential inconsistencies have been found by the EPREL system. Warnings are returned to suppliers for information in order to prevent inconsistent registration and to enhance the data quality. (PROCESSED_WITH_WARNINGS) • **Forbidden operation:** Operation not allowed. The line is not processed. (FORBIDDEN_OPERATION) • **Operation failed:** For any other issues (incomplete product model, inconsistent	Processing date/time of the operation.	Registration number of the product model. Internal identifier generated by EPREL when creating the model in the database (Status="SUCCESS"). If empty, the model has not been created due to an error.	Model identifier returned for information, as a reference, in order to ease the processing of the response. See <MODEL_VERSION> <MODEL_IDENTIFIER> ??? </MODEL_IDENTIFIER> </MODEL_VERSION>	Staus of the model: Incomplete, Complete	Name of the product group	Delegated act number	Trademark name

		request, runtime exception ...) (PRODUCT_OPERATION_FAILED)							
If there were errors when processing one operation, they will be shown as (This section can show multiple errors):									
• **Error/Warning:**									

	Criticality	Code	Error message				
	Criticality of the failure: • Warning • Error	Alphanumerical error code (i.e. “REGSERV-08”)	Error message describing what failed (i.e. “Unsupported operation”, “The declaration of this product model has been evaluated as incomplete and has not been registered”)				

12.1.7.2 XML Report

The structure and parameters in the tags of the “Response” container <ProductModelRegistrationResponse> are:

Tag	Tag/ Parameter		Description
<ns2:ProductModel RegistrationResponse>			
	REQUEST_ID		ID of the transaction to be provided by the supplier. It is a free text, but XML reserved characters must be avoided (i.e. &, <, >, etc.)
	<PRODUCT_MODEL_ OPERATION>		There is one operation for each model to create. This section will be repeated as many times as operations (models to create/update/etc.) needed.
		EPREL_MODEL_REGISTRATION_ NUMBER	Registration number of the product model.
		MODEL_IDENTIFIER	Model identifier returned for information, as a reference, in order to ease the processing of the response.
		OPERATION	Reminder of the original OPERATION type. REGISTER_PRODUCT_MODEL, UPDATE_PRODUCT_MODEL,

			DECLARE_END_DATE_OF_PLACEMENT_ON_MARKET, PREREGISTER_PRODUCT_MODEL,
		OPERATION_ID	Reference an operation that is part of the issuing registration request.
		OPERATION_STATUS	Status resulting from the execution of the requested operation. • SUCCESS: If the operation was successfully processed • PROCESSED_WITH_WARNING: If non-blocking inconsistencies have been detected in data.(Eg. Ener), • FORBIDDEN_OPERATION: If an operation has been rejected for security reasons (un-trusted attachment, request out of the scope of what the user is allowed to do in EPREL • PRODUCT_OPERATION_FAILED: For any other issues (incomplete product model, inconsistent request, runtime exception ...)
		PROCESSING_DATE	Processing date/time of the operation.
		MODEL_STATUS	Status of the model after the operation is processed: - INCOMPLETE: Operation was a pre-registration or operation has failed and model is “Incomplete”. COMPLETE: Operation was a registration and it has succeed and model is “Complete”
		PRODUCT_GROUP	Product group of the model registered.
		DELEGATED_ACT	Delegated act of the model registered.
		TRADEMARK_REFERENCE	Reference to the trademark of the organisation for this model.
	</PRODUCT_MODEL_ OPERATION>		
	<PRODUCT_MODEL_ OPERATION> </ PRODUCT_MODEL_ OPERATION>		Another operation
	<PRODUCT_MODEL_ OPERATION> </ PRODUCT_MODEL_ OPERATION>		Another operation
	…		Etc.
	<GLOBAL_STATUS> </GLOBAL_STATUS>		Overall status of the transaction. • SUCCESS: All the operations were processed successfully • PROCESSED_WITH _WARNINGS: All the operations were processed but a warning as was on at least one of them • PROCESSED_WITH _ERRORS: At least one operation was in error

			• FAILED_INVALID_REQUEST: The structure of the request was rejected (invalid zip file structure, invalid xml file, missing attachments, un-trusted file formats...) • FAILED_UNEXPECTED_ERROR: For any other runtime errors
	<GLOBAL_ERROR>		
		CODE	Alphanumerical error code.
		MESSAGE	Error message
	</GLOBAL_ERROR>		
</ns3:ProductModel RegistrationResponse>			

12.1.8 Errors Management

After reviewing the final report, if there are any errors found, the supplier would have to take the necessary corrective actions (i.e. correct the operations that failed and upload them again in a new ZIP file).

If the operation has failed, the model is not registered in the database and no “Registration number” assigned (column will be null in report), to identify which model has failed use your “Model identifier”. See the “Error message”, correct the data of your model and add the operation to a new XML file to be uploaded with a different ZIP file, only for the erroneous operations. Do not try to upload the same ZIP file again, with same operations, as many operations have succeeded already in the previous upload and will return an error due to duplicated models.

12.2. SYSTEM TO SYSTEM PRODUCT REGISTRATION (EDELIVERY)

Have in mind that eDelivery registration implies a custom integration of your IT systems, in order to properly connect to EPREL.

If you want to integrate with EPREL through the system-to-system eDelivery option, please contact EPREL helpdesk team, in order to provide you more details on:

- what infrastructure you need in order to connect with EPREL
- how to perform the integration
- how to request the right level of access

Via an eDelivery endpoint, the supplier's trusted system can send secured messages containing a compressed (Zip) file containing both metadata of the model registrations in XML format (see **Error! Reference source not found.**), as well as product labels and technical documents files in PDF, text, PNG, GIF, JPEG formats.

The system-to-system modality is recommended for big amounts of models to be registered with and automated process. For small amounts of registrations, the interactive mode is recommended, and for multiple registrations at once but with no automation the file upload is recommended. If system-to-system is used, the Supplier Admin must be registered in EPREL in advance and the supplier's certificate has to be trusted.

The CEF eDelivery Building Block helps users to exchange electronic data and documents with one another in a reliable and trusted way.

The CEF eDelivery solution is based on a distributed model called the "4-corner model". In this model, the back-end systems of the users do not exchange data directly with each other but through "Access Points". Access Points are conformant to the same technical specifications and therefore capable of communicating with each other.

Because of this, users adopting CEF eDelivery can easily and safely exchange data even if their IT systems were developed independently from each other.

To know more about eDelivery please visit the page from CEF Digital:

https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eDelivery

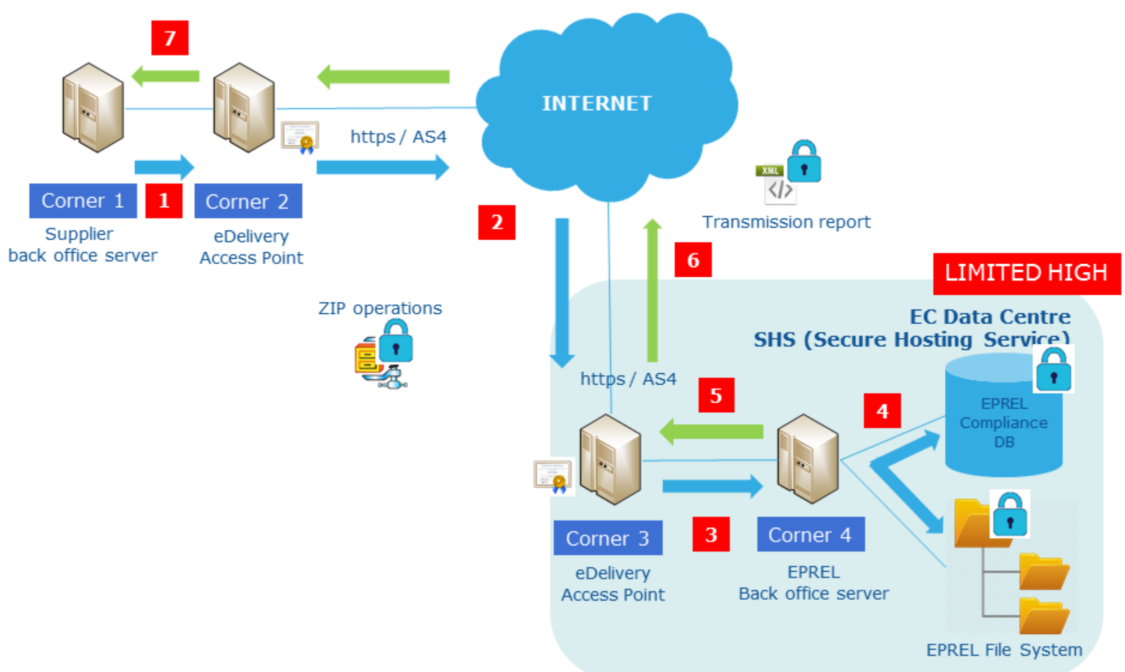


Figure 142 - System-to-system architecture

As represented in Figure 142 - System-to-system architecture, the process for sending models data from the supplier servers to the EPREL system using system-to-system works as follows:

1. The supplier back office system (called "Corner 1" in eDelivery notation) is responsible for preparing a ZIP file with the models metadata and operation in XML format and the necessary attachments (i.e. label, technical documentation). The ZIP file preparation can be done manually or by using a software developed by the supplier, e.g. extracting the data from the supplier database and transform it in the format of the EPREL exchange model. Supplier's back office has to connect to an eDelivery Access Point (Corner 2) and launch the creation of the message to send the ZIP file. Access Points of eDelivery are not operated centrally; instead, they are deployed in the supplier's access points under the responsibility of a public or private sector service provider; the supplier has to contract their services.
2. eDelivery Access Point (Corner 2) will then wrap the ZIP file in a secured message and send it to eDelivery Access Point (Corner 3) of the EC, dedicated to EPREL. Access Points know how to locate the recipient because the list of participants with each IP address is maintained by CEF Digital. In order to activate the message exchange, these two Access Points need to establish trust between each other. The trust models of eDelivery are all based on digital certificates. Communication between Access Points is secured by digital certificates in 'run time' as follows:
    a. the sending Access Point uses its digital certificate to sign the data and documents; it may also encrypt it using the public key of the receiver;
    b. the receiving Access Point confirms the digital signature of the sender and decrypts the data using its digital certificate;
    c. the receiving Access Point sends a signed receipt message to the sending Access Point.

   Two trust models are available to create, manage, distribute, store and revoke the digital certificates of the Access Points: either PKI model or a mutual exchange model of digital certificates. The communication between SMP and SML components is secured through two-way TLS.

   For EPREL the PKI model is used as long as we use the certificates provided by eDelivery.
3. EPREL eDelivery Access Point (Corner 3) receives the message and stores it in a queue to be processed by EPREL.
4. EPREL back office server (Corner 4) runs a process (possibly every 5 minutes) that checks the EPREL eDelivery Access Point (Corner 3) and extract the messages received in the queue to process them. The EPREL back office process extracts the content of the eDelivery message (the ZIP file) and s processes it. Processing the messages means extracting the metadata from the XML file to create the records in the database and extracting the associated attachments to store them in the EPREL secured file system.
5. Once the process is finished, EPREL produces a transmission report in XML format with the success/errors of the operations that are then sent back using the same communication channel. It then connects to the EPREL eDelivery Access Point (Corner 3) and launches the creation of the transmission report message.
6. EPREL eDelivery Access Point (Corner 3) then wraps the transmission report in a secured message and sends it to eDelivery Access Point (Corner 2) of the supplier.
7. Supplier's back office application is responsible to take the message from its Access Point and exploit the transmission report to make it readable to its users.
8. The size limit of the ZIP files has been stablished at 200 MB for performance reasons. If a bigger amount of data has to be sent, it should be split into multiple ZIP files.

9. The list of transactions with their status and transmission reports can be seen via the user interface.

12.2.1 How to connect with system-to-systemsdfg

This is a short guide to be able to connect and test that the connection works and that the messages work.

12.2.1.1 Connectivity test

The first step is to connect the eDelivery Access Points and testing the connectivity, sending and receiving test messages.

To connect follow the next steps.

12.2.1.1.1 Fill request form

In order to connect the Supplier's Access Point to EPREL Access Point to be able to send messages using eDelivery supplier will have to fill the "EPREL - S2S - Identification form" following the instructions included in the same form. It can be found at:

https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=238193052

12.2.1.1.2 Request connectivity to EPREL team

Once supplier has the form filled, it can be sent to:

ENER-EPREL-HELPDESK@ec.europa.eu

12.2.1.1.3 Validation of request by EPREL team

On reception of the request connection form. EPREL team will validate it and start the internal procedures if accepted.

12.2.1.1.4 Creation of system-to-system user for the supplier by EPREL team

Once request is accepted, EPREL team creates an EPREL user that will be assigned to the Supplier Organisation requesting connection.

This user will have the information of the Party ID of the Supplier's Access Point. This will allow EPREL to know to which organisation assign the product models received in a message identified by this Party ID.

12.2.1.1.5 Transfer of the request to EU Send

EPREL team will then transfer your request to EU Send team asking them to connect your Access Point using the Party ID defined before.

EU Send is the team in charge of managing the Access Points using eDelivery.

EU Send will contact the supplier requesting connection to ask for any additional necessary information (i.e. certificates).

12.2.1.1.6 EU Send connects the supplier Access Point

Finally, EU Send with all the information gathered will connect the supplier's Access Point to EPREL Access Point.

12.2.1.1.7 Test connectivity

EU Send will ask the supplier to perform some connectivity tests, to validate that the connection is correct. For doing so, some preconfigured messages will be sent from Supplier to EPREL Access Point. These messages have nothing to do with real EPREL messages; they have different content and are only valid to test that messages flow correctly from supplier Access Point to EPREL Access Point and vice versa.

12.2.1.2 EPREL system-to-system functionality test

If supplier has arrived to this point successfully, it means that its system is connected and ready to send and receive messages using eDelivery. It is time to test that system-to-system works properly.

For doing it, follow the next steps.

12.2.1.2.1 Prepare ZIP file

System-to-system upload of models will be done by sending a ZIP file containing an XML with all the models to be created in the database and all the attachments (labels, technical documentation) to be uploaded to the file storage of EPREL.

This ZIP file is what it is called “the payload”. This file will be the same as when using manual file upload, but it will be enveloped in a message that will contain transport data following AS4 specification to be able to be sent using eDelivery.

For more information about how to prepare a ZIP file, see

File Upload

12.2.1.2.2 Send ZIP file

Send the message containing your ZIP file using your supplier’s Access Point to EPREL (as you did with the connection test messages).

12.2.1.2.3 EPREL process ZIP file

EREP runs an automatic process regularly (approx. every 5 minutes) which checks the EPREL Access Point for messages received. It takes the messages in the order of arrival and then it process them.

Processing the message consists in extracting the payload (ZIP file) from the message received. Taking any identification necessary from the message (i.e. Party ID). Finally processing the ZIP file to execute the operations included in the XML and assigning the product models to register/update to the supplier organisation of the EPREL user who has the Party Id specified (created by EPREL team).

12.2.1.2.4 EPREL sends transmission report

Once the process is finished, EPREL will produce a transmission report in XML format, which will be sent back to the supplier’s Access Point using eDelivery, encapsulated in a message.

For more information about the content of the transmission report, see

File Upload

12.2.1.2.5 Receiving transmission report

Supplier’s Access Point will receive the message with the transmission report and then it has to route it to the supplier’s back office system.

The supplier’s system is in charge of interpreting this message and showing it to the user in a readable way.

12.2.1.2.6 Verify results

To verify the results of the transmission, you can do the following.

12.2.1.2.7 Receiving transmission report

Interpret the transmission report received in XML and see if it has been done successfully or with errors.

12.2.1.2.8 Verify that file has been received and processed using EPREL user interface

Login to EPREL with your own user and visit the page “Uploads page”. Apart from all the “Manual” uploads that your organisation has done, you can also see the “S2S” system-to-system uploads, which are those send as explained.

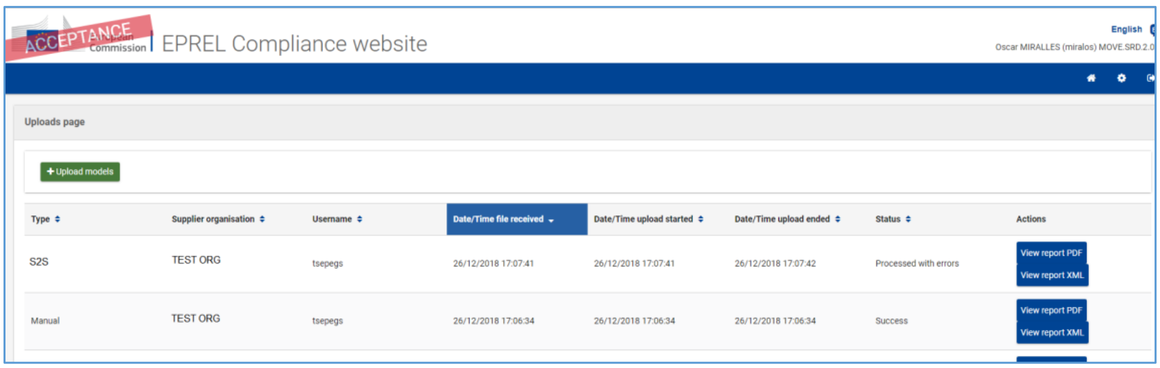


Figure 143 Uploads page

Open the transmission report in PDF format and see the results.

12.2.1.2.9 Verify that models have been created using EPREL user interface

Login to EPREL using your own user and visit the page for the product groups where your product models were expected to be registered. Search in the list of product models to see if they exist now in the results list.

12.3. EXAMPLE ZIP FILES

There are many examples of ZIP files with all the possible combinations of XML’s in the EPREL Forum:

https://webgate.ec.europa.eu/fpfis/wikis/display/EPREL/EPREL+Exchange+Model+Examples