



The Ecat_Admin User Manual for Applicants

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Introduction

The European Ecolabel is a voluntary scheme, established in 1992 to encourage businesses to market products and services that are kinder to the environment. Products and services awarded the Ecolabel carry the flower logo, allowing consumers - including public and private purchasers - to identify them easily. Today the EU Ecolabel covers a wide range of products and services, with further groups being continuously added.

This manual covers the use of the Ecolabel Catalogue administration information system (or Ecat_Admin), an online tool open put in place to manage Ecolabel applications.

Further questions should be addressed to:

ecolabel@biois.com

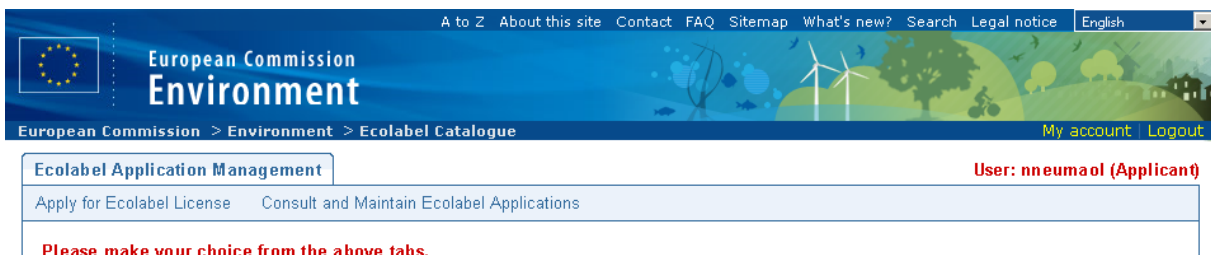


Chapter 1: Basic steps

1.1 Logging In

The Ecat_Admin can be accessed at the following address:

https://webgate.ec.europa.eu/ecat_admin



The first step is to log into the official European Commission Authentication Service (ECAS).



In all cases, the domain has to be changed to "External" instead of the default value "European Commission". In order to do so, click on the link labelled "change it" at the bottom of the screen.



(*) *Is the selected domain correct? If not, please [change it](#) - or else your username or e-mail will not be recognised.*

Select the domain "External" and tick the box "Remember my domain". Finally, click on the "Select" button.

Please choose your domain

External

Remember my domain.

Select

Is the selected domain correct? If not, please change it - or else your username or e-mail will not be recognised.

Note: You can reset your choice at any time by going to the [domain selection page](#) (alternatively you can achieve this by deleting the cookies of your browser).

Back on the login screen, enter your credentials and press the "Login" button.


If you have forgotten your login and/or password for Ecat_Admin, follow the link "Forgot your password?" just below the "Login" button.

Login

[Forgot your password?](#)

Should you not yet have a login, please follow the link below to register in ECAS:
<https://webgate.ec.europa.eu/aida/selfreg>

Enter your First name, Last name and Email address in the corresponding fields.

English (en) 

[Privacy Statement](#) : [Contact](#) : [ECAS Help](#) : [Registration Help](#)

European Commission Authentication Service (ECAS): User Registration Form

Please fill in and submit the information requested below to register as a user of European Commission Information Systems. The username you choose (or the one assigned to you) may be used to log into any system using the ECAS authentication service that you are authorised to access. When you login, you will see an ECAS page with a banner similar to the one on this page.

If you are asked to specify your domain when logging in, choose "External"

Fields marked * are mandatory

Choose a username (optional):

First name: *

Last name: *

E-mail: *

Re-enter your e-mail address: *


Email preferred language: *

Privacy statement: [Privacy statement for users registered with the European Commission's Identity Management Service](#)

1. What is the Identity Management Service?

The European Commission's Identity Management Service (IMS) provides a common way for users to register or be registered for access to a number of different Commission information systems or services (referred to hereafter as *sites*).
You are affected by this [privacy statement](#) if you use the European Commission

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Security check: 

[Try a different image](#)

Please type in the characters in the above image (upper and lower case may be used interchangeably)

*

Should there be a need to share an account between colleagues in a company, the username field can be filled in (e.g. "MyCompany"). If left blank, the username will be generated automatically with letters from the First name and Last name provided.

1.2 Modification of contact details

At the first logon in Ecat_Admin, the "My Account" screen is displayed, inviting the user to update the data of the account used to manage the licences.

Upon modification of the data, the account has to be sent for validation to the Ecolabel Helpdesk. Until it is validated, the user cannot access the system.

My Account User: null (Applicant)

ACCOUNT DATA	PLEASE INSERT COMPANY DATA
Login: <input type="text"/>	* Name: <input type="text"/>
* Email: <input type="text"/>	* Country: <input type="text" value="please choose..."/>
* First name: <input type="text" value="seekian"/>	Developing: <input type="checkbox"/>
* Last name: <input type="text"/>	SME: <input type="checkbox"/>
* Phone: <input type="text"/>	EMAS: <input type="checkbox"/>
* Position: <input type="text"/>	ISO: <input type="checkbox"/>
* Title: <input type="text"/>	Micro Enterprise <input type="checkbox"/>
	* Street <input type="text"/>
	* House Nr. <input type="text"/>
	* Code: <input type="text"/>
	* City: <input type="text"/>
	* Phone: <input type="text"/>
	* Fax: <input type="text"/>
	* Email: <input type="text"/>
	* Website: <input type="text"/>
	* Additional Information: <input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Send for validation"/>

The "My account" page can also be accessed on the home page by clicking on the "My account" link in the upper-right side of the screen.





1.3 Home page

A screenshot of the 'Ecolabel Application Management' web interface. The header includes the European Commission Environment logo and navigation links like 'A to Z', 'About this site', 'Contact', 'FAQ', 'Sitemap', 'What's new?', 'Search', 'Legal notice', and 'English'. Below the header, there are two tabs: 'Ecolabel Application Management' (selected) and 'User: nneumaol (Applicant)'. Under the selected tab, there are two sub-tabs: 'Apply for Ecolabel License' and 'Consult and Maintain Ecolabel Applications'. A red message at the bottom of the interface reads: 'Please make your choice from the above tabs.'

Multiple options are available on the home page of Ecat_Admin:

- Apply for an Ecolabel licence.
- Consult and Maintain ongoing licences.
- Change the account details.
- Change the language of the interface.

The next chapters describe in detail how to perform the core actions of Ecat_Admin:

- Apply for a new licence.
- Consult ongoing applications.
- Modify applications.
- Request licence extensions.
- Request licence renewal.
- Cancel licences.



Chapter 2: Application for a new licence

Once logged into Ecat_Admin, click on the link "Apply for Ecolabel Licence" on the home page.

Apply for Ecolabel License

A new application is created and its status is set to "draft". Before it can be submitted, five steps need to be completed:

2.1 Applicant Company

The first step is to confirm the details of the company applying for a new licence. If the data displayed is correct, click on the "Confirm and Continue" button.

Ecolabel Application Management User: nneumaol (Applicant)

Apply for Ecolabel License | Consult and Maintain Ecolabel Applications

Apply for Ecolabel License [application status: DRAFT] Cancel Application

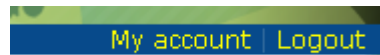
1 Applicant Company > 2 Application Details > 3 Products/Services > 4 Signature > 5 Submit >

COMPANY NAME: MyCompany	COMPANY COUNTRY: Belgium		
COMPANY IN DEVELOPING COUNTRY: <input type="checkbox"/>	SME: <input checked="" type="checkbox"/>	EMAS CERTIFIED: <input type="checkbox"/>	ISO 14001 CERTIFIED: <input type="checkbox"/>
MICRO ENTERPRISE <input type="checkbox"/>			
* HOUSE NUMBER: 9	* STREET NAME: av Beaulieu		
* POSTAL CODE: 1160	* CITY: Bruxelles		
PHONE: +3222957858	FAX: +3222957858		
E-MAIL: info@mycompany.eu	WEBSITE: www.mycompany.eu		
ADDITIONAL COMPANY INFORMATION: Company additional information			

[Confirm and Continue](#)



Should the data be incorrect, modify the company details in the "My account" page accessible via the link in the upper-right corner of the screen.



2.2 Application details

The second step is used to provide the details of the application:

- The first and second languages of the application.
- The chosen product/service group.
- The Competent Body to whom the application will be sent.

Ecolabel Application Management User: nneumaol (Applicant)

Apply for Ecolabel License | Consult and Maintain Ecolabel Applications

Apply for Ecolabel License [application status: DRAFT] Cancel Application

1 Applicant Company > 2 Application Details > 3 Products/Services > 4 Signature > 5 Submit >

APPLICATION LANGUAGE DETAILS

FIRST LANGUAGE: SECOND LANGUAGE:

The first language will be your primary language for dealing with all aspects of this application. i.e. internal communications. The second language is the language which will be used to communicate about your product to the outside world - you will be asked to provide information about your product in this second language for the "Description of the Products / Services" that will appear on the Ecolabel "Ecol". (Of course, it may be the same as the first language if you wish)

APPLICATION PRODUCT / SERVICE GROUP

* THIS APPLICATION IS FOR WHICH OF THE FOLLOWING?
 Product Service

SELECT PRODUCT GROUP:

APPLICATION VALIDATING COMPETENT BODY

VALIDATING COMPETENT BODY: See the Competent Body rules.

SAVE AND CONTINUE

Make your selection in the drop down boxes and click on the "Save and Continue" button.

2.3 Products/Services description

Each application can contain an unlimited number of products or services of the same category. Click on the "Add Product" button for each product to be added in the application.



Ecolabel Application Management User: nneumaol (Applicant)

Apply for Ecolabel License | Consult and Maintain Ecolabel Applications

Apply for Ecolabel License [application status: DRAFT] Cancel Application

Application ID: 18635

1 Applicant Company > 2 Application Details > 3 Products/Services > 4 Signature > 5 Submit >

APPLICATION PRODUCTS

PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT STATUS	PRODUCT LANGUAGES	EDIT/DELETE
<input type="button" value="Add Product"/> <input type="button" value="Save and Continue"/>				

For each added product, the following information is requested:

- The product pictures:

PRODUCT PICTURES

UPLOAD PRODUCT PICTURES:

No picture available yet

Pictures are not mandatory. Nevertheless, it is highly recommended to provide them as it increases the visibility of the product in Ecat.

- The general information:

GENERAL INFORMATION

PRODUCT NAME:

* PRODUCT INTERNAL COMPANY CODE: * PRODUCT PRODUCTION COUNTRY:

* ESTIMATE OF ANNUAL N^o OF ARTICLES PRODUCED: * ESTIMATE ANNUAL SALES VALUE IN EUROS:



- The description translation:

PRODUCT DESCRIPTION TRANSLATIONS

Please complete the description in second language of the application:

LANGUAGE	TRANSLATION	ACTION
		Add description translation

Only the description in the second language is mandatory.

- Marketing information:

MARKETING INFORMATION

In this case the introduction of a retailer for a product will be compulsory.

- Showroom Product. The name of the retailer is contained in the trade name of the product.
- Hide license holder

The "Hide licence holder" check box is used in the case where the licence holder does not want to be shown in Ecat. If the check box is ticked, only the retailers of the products are displayed in Ecat.

- Retailer information:

PRODUCT RETAILERS

RETAILER NAME	RETAILER COUNTRY	SELLING PRODUCTS IN:	ACTION
			Add new retailer



Multiple retailers can be indicated. Each retailer can sell the described product in multiple countries. That information is of utmost importance since it is the basis of the search in Ecat.

Add new retailer

* NAME:	* RETAILER COUNTRY: please choose... ▼	
* STREET NAME:	* HOUSE NUMBER:	
* POSTAL CODE:	* CITY:	
* PHONE:	* FAX:	
* E-MAIL:	* WEBSITE:	
* ADDITIONAL INFORMATION:		
* PRODUCTS WILL BE SOLD IN:		
<ul style="list-style-type: none">AlbaniaAustraliaAustriaBelgiumBosnia - HerzegovinaBulgariaCanadaCanary IslandsCaribbeanChile	Add selected	
Add All		
		Remove Selected

CancelSave

- Trade fairs information:

PRODUCT TRADE FAIRS		
TRADE FAIR NAME	TAKING PLACE IN:	ACTION
		Add new trade fair

As for retailers, multiple trade fairs can be indicated.



Add new trade fair

* NAME:

* TRADE FAIR COUNTRY:

<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"><ul style="list-style-type: none">AlbaniaAustraliaAustriaBelgiumBosnia - HerzegovinaBulgariaCanadaCanary IslandsCaribbeanChile</div>	<p>Add selected</p> <p>Add All</p>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"></div> <p style="text-align: center;">Remove Selected</p>
---	------------------------------------	---

* STREET NAME: * HOUSE NUMBER:

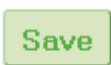
* POSTAL CODE: * CITY:

* PHONE: * FAX:

* E-MAIL: * WEBSITE:

* ADDITIONAL INFORMATION:

When all the product information is filled in, click the "Save" button in the bottom-right corner of the screen to go back the products list.



Once all product descriptions are complete, press the "Save and Continue" button in the bottom-right corner of the screen to go to the next step.



2.4 Signature

The fourth step is a confirmation of the identity of the signatory. An additional signatory can be added. Upon agreement, click the "Save and Continue" button.



Ecolabel Application Management User: nneumaol (Applicant)

Apply for Ecolabel License | Consult and Maintain Ecolabel Applications

Apply for Ecolabel License [application status: DRAFT] Cancel Application

Application ID: 18635

1 Applicant Company > 2 Application Details > 3 Products/Services > 4 Signature > 5 Submit >

PRIMARY CONTACT

POSITION: TITLE:

FIRST NAME: LAST NAME:

SECONDARY CONTACT

This contact will be used in case the first, primary contact is not available.

POSITION:	TITLE:	FIRST NAME	LAST NAME	ACTION
<input type="button" value="Add second signatory"/> <input type="button" value="Save and Continue"/>				

2.5 Submission

The last step is a check box to be ticked certifying that all the information introduced is correct.

Ecolabel Application Management User: nneumaol (Applicant)

Apply for Ecolabel License | Consult and Maintain Ecolabel Applications

Apply for Ecolabel License [application status: DRAFT] Cancel Application

Application ID: 18635

1 Applicant Company > 2 Application Details > 3 Products/Services > 4 Signature > 5 Submit >

I certify that all the information introduced in the Ecolabel Application is up to date and correct.

Upon submission, a confirmation email is sent to the mailbox mentioned on the "My account" page.



Chapter 3: Consultation of applications

Once logged into Ecat_Admin, click on the link "Consult and Maintain Ecolabel Applications" on the home page.

Consult and Maintain Ecolabel Applications

The system will then display the list of all the applications made to-date with a status history for each of them.

The first status of the application is "Draft". It stays in that status until the applicant presses the "Begin Application Process" button at the last step of applying for a licence.

Once submitted, the application status changes to "In progress".

After the Competent Body has made its evaluation, each product or service in the application can either be "awarded" or "refused".



Chapter 4: Modification of licences

Once logged in Ecat_Admin, click on the link "Consult and Maintain Ecolabel Applications" on the home page.

Consult and Maintain Ecolabel Applications

Browse for an application that has been awarded a licence.

DESCRIPTION
Draft application
Application In Progress - The competent body decided to go on with the License Award Procedure
Application Licensed.

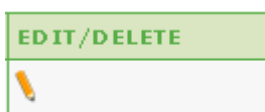
Click on the "Modify" button next to the application status.

Modify Withdraw

Jump to step number 3 (Products/Services).

3 Products/Services

Click on the pencil icon next to the product to modify.



The same screens as chapter 2.3 are then displayed and allow the modification of the selected product.

Once a modification has been made, the product is hidden from Ecat and the same workflow as for a new application begins. Only when the Competent Body has accepted the changes will the product become visible again in Ecat.



Chapter 5: Extension of licences

Licence extensions are used to add more products to an already awarded licence. Should a specific product of an existing licence need to be modified, a modification of a licence as described in chapter 4 should be requested instead.

Once logged into Ecat_Admin, click on the link "Consult and Maintain Ecolabel Applications" on the home page.

Consult and Maintain Ecolabel Applications

Browse for an application that has been licensed.

DESCRIPTION
Draft application
Application In Progress - The competent body decided to go on with the License Award Procedure
Application Licensed.

Click on the "Modify" button next to the application status.

Modify Withdraw

Jump to step number 4 (Extensions).

4 Extensions

Click the "Request Extension" button.

REQUEST EXTENSION

The same screens as chapter 2.3 are then displayed and allow the description of the new products to be added to the licence.

Once descriptions of the additional product(s) is/are added, click the "Save" button to go back to the list of extensions requested.

Save



Once all product descriptions have been provided for the requested extensions, click the "Submit Extension" button to send the extension to the Competent Body.

Submit extension



Chapter 6: Renewal of licences

Renewal requests of products are only possible on the expiry of specific product group criteria.

The applicant will receive an email notification warning of the imminent expiry for each existing licence for the concerned product group(s).

Upon receipt of this notification, log into Ecat_Admin, click on the link "Consult and Maintain Ecolabel Applications" on the home page.

Consult and Maintain Ecolabel Applications

Click the "Renew" button next to the licence to renew it.

Renew

Jump to step 3 to make changes to the products if needed (Chapter 4).

Jump to step 6 once ready to request the renewal.

6
Renewal

Tick the box certifying that all the information is correct and press the "Request renewal" button.

I certify that all the information introduced in the Ecolabel Application is up to date and correct.

Request renewal

The renewal request is then sent to the Competent Body for evaluation.



Chapter 7: Withdrawal of licences

Once logged into Ecat_Admin, click on the link "Consult and Maintain Ecolabel Applications" on the home page.

Consult and Maintain Ecolabel Applications

Browse for an application that has been licensed.

DESCRIPTION
Draft application
Application In Progress - The competent body decided to go on with the License Award Procedure
Application Licensed.

Click on the "Withdraw" button next to the application status.

Modify **Withdraw**

It is mandatory to attach a justification note to the withdrawal request. The note has to be in PDF format.

You are about to withdraw the Application. Please confirm your action.

* UPLOAD THE FILE:

Once the justification note is attached, click the "Confirm" button.

Confirm

Once the withdrawal request is accepted by the Competent Body, the set of products linked to the licence will be hidden from Ecat.