EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT
DIRECTORATE-GENERAL FOR ENERGY
SRD - Shared Resource Directorate
SRD.2 - Informatics & Logistics

European Product Registry for Energy Labelling (EPREL)

User Guide - 03 Model registration - UI

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Version:	1.0
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Revised by:	
Approved by:	
Public:	Limited

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1.1. Document History

Version	Date	Comment
1.00	18/02/2019	Draft Document created by Oscar MIRALLES (OM)

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1.2. Bibliography

[1] EPREL, *Business Glossary*, 2016.

[2] EPREL, *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 (Text with EEA relevance).*

[3] EPREL, User Guide - 02 Manual upload of models.

[4] EPREL, XML Exchange Model, 2018.

[5] EPREL, User Guide - 01 Supplier Registration, 2018.

1.3. Abbreviations and Glossary

See document "EPREL – Business Glossary" [1]

In this document, the "Regulation (EU) 2017/1369" [2] is also mentioned as "Regulation".

2. INTRODUCTION AND PURPOSE

"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" (hereafter called the 'Regulation') [2] requires the European Commission (EC) to establish a product database where all new models (including second hand imported models), covered by a delegated act (Energy Labelling regulation) have to be registered before they are placed on the EU market for the first time:

Article 12
Product database

1. *The Commission shall establish and maintain a product database consisting of a* ***public part**, **a compliance part*** *and* ***an online portal*** *giving access to those two parts. The product database shall not replace or modify the responsibilities of the market surveillance authorities.*
2. *The product database shall serve the following purposes:*
    a. *to support market surveillance authorities in carrying out their tasks under this Regulation and the relevant delegated acts, including enforcement thereof;*
    b. *to provide the public with information about products placed on the market and their energy labels, and product information sheets;*
    c. *to provide the Commission with up-to-date energy efficiency information for products for reviewing energy labels;*
3. *The public part of the database and the online portal shall contain the information set out in points 1 and 2 of Annex I respectively which shall be made publicly available. The public part of the database shall meet the criteria in paragraph 7 of this Article, and the functional criteria set out in point 4 of Annex I.*
4. *The compliance part of the product database shall be accessible only to market surveillance authorities and to the Commission and shall contain the information set out in point 3 of Annex I, including the specific parts of the technical documentation as referred to in paragraph 5 of this Article. The compliance part shall meet the criteria in paragraphs 7 and 8 of this Article, and the functional criteria set out in point 4 of Annex I.*
5. *The mandatory specific parts of the technical documentation that the supplier shall enter into the database shall cover only:*
    a. *a general description of the model, sufficient for it to be unequivocally and easily identified;*
    b. *references to the harmonised standards applied or other measurement standards used;*
    c. *specific precautions that shall be taken when the model is assembled, installed, maintained or tested;*
    d. *the measured technical parameters of the model;*
    e. *the calculations performed with the measured parameters;*
    f. *testing conditions if not described sufficiently in point (b).*

    In addition, the supplier may upload additional parts of the technical documentation on a voluntary basis into the database.
6. *When data other than those specified in paragraph 5 or not available in the public part of the database would become necessary for market surveillance authorities and/or the Commission for carrying out their tasks under this Regulation, they shall be able to obtain them from the supplier on request.*
7. *The product database shall be established in accordance with the following criteria:*
    a. *minimising the administrative burden for the supplier and other database users;*
    b. *user-friendliness and cost-effectiveness; and*
    c. *automatic avoidance of redundant registration.*
8. *The compliance part of the database shall be established in accordance with the following criteria:*
    a. *protection from unintended use and the safeguarding of confidential information by way of strict security arrangements;*
    b. *access rights based on the need-to-know principle;*
    c. *processing of personal data in accordance with Regulation (EC) No 45/2001 and Directive 95/46/EC, as applicable;*
    d. *limitation of data access in scope to prevent copying larger data sets;*
    e. *traceability of data access for the supplier with regard to its technical documentation.*
9. *The data in the compliance part of the database shall be treated in accordance with Commission Decision (EU, Euratom) 2015/4431. In particular, the specific cyber-security arrangements of Commission Decision (EU, Euratom) 2017/462 and its implementing rules shall apply. The*

confidentiality level shall reflect the consequential harm resulting from disclosure of the data to unauthorised persons.

10. *The supplier shall have access and editing rights to the information it enters in the product database pursuant to Article 4(1) and (2). A record of changes shall be kept for market surveillance purposes, keeping track of the dates of any editing.*
11. *Customers using the public part of the product database shall be able to easily identify the best energy class populated for each product group, allowing them to compare model characteristics and to choose the most energy efficient products.*
12. *The Commission shall be empowered to specify, by means of implementing acts, the operational details of the product database. After consulting the Consultation Forum provided for in Article 14, those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 18(2).*

ANNEX I

INFORMATION TO BE ENTERED IN THE PRODUCT DATABASE AND FUNCTIONAL CRITERIA FOR THE PUBLIC PART OF THE DATABASE

1. Information to be entered in the public part of the database by the supplier:
(a) the name or trademark, address, contact details and other legal identification of the supplier;
(b) the model identifier;
(c) the label in electronic format;
(d) the energy efficiency class(es) and other parameters of the label;
(e) the parameters of the product information sheet in electronic format.

2. Information to be entered in the online portal by the Commission:
(a) contact details of Member State market surveillance authorities;
(b) working-plan pursuant to Article 15;
(c) minutes of the Consultation Forum;
(d) an inventory of delegated and implementing acts, transitional measurement and calculation methods and applicable harmonised standards.

3. Information to be entered in the compliance part of the database by the supplier:
(a) the model identifier of all equivalent models already placed on the market;
(b) the technical documentation as specified in Article 12(5).
The Commission shall provide a link to the Information and Communication System on Market Surveillance (ICSMS), which includes the outcome of compliance checks performed by Member States and provisional measures adopted.

4. Functional criteria for the public part of the product database:
(a) each product model shall be retrievable as an individual record;
(b) it shall generate a single viewable, downloadable and printable file of the energy label of each model, as well as the linguistic versions of the complete product information sheet, in all official languages of the Union;
(c) the information shall be machine readable, sortable and searchable, respecting open standards for third party use, free of charge;
(d) an online helpdesk or contact point for the supplier shall be established and maintained, clearly referenced on the portal.

This document "EPREL - User Guide – 03 Model registration - UI" tries to guide a Supplier user in the process of registering models into his Supplier Organisation using the UI.

3. LOGIN EPREL

To login EPREL the user must have an EU Login account. See “EPREL – User Guide – 01 Supplier registration” [3] for more information how to register users and login EPREL.

To login use the following links:

Acceptance (for testing only):

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

Production:

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

4. MODEL REGISTRATION

Once the user is logged in EPREL, he will be able to register models that will be attached to his supplier organisation.

4.1. Homepage

The user lands always in the Homepage every time he logs in EPREL.

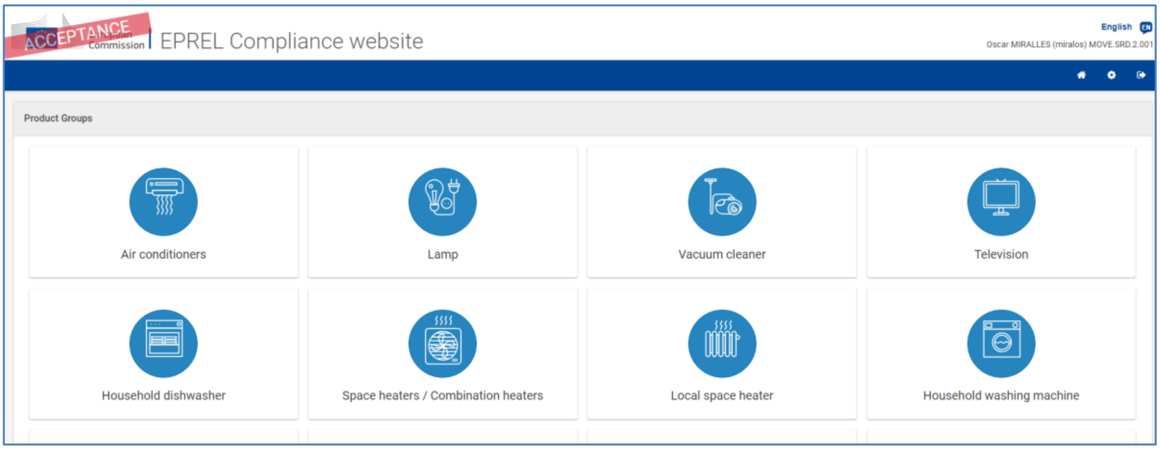

Figure 1 Homepage

This is the Homepage; from here, the user can access all the product groups. Clicking one product group button, the user will be redirected to the space dedicated to that product group and start working with the models registered.

4.2. Product group

All product groups have as main page the list of existing models. Suppliers will be able to see only those models registered by users of their organisation. Models could be in any state.

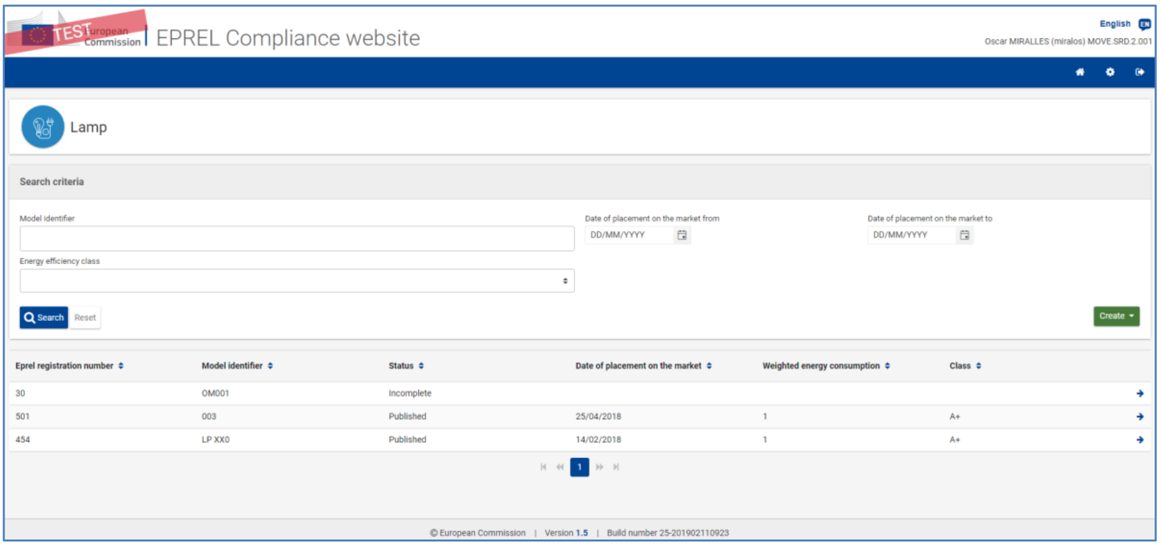

Figure 2 Product group

The user can see the list of models. Filling the filters in the section “Search criteria”, the user can filter the list of models.

If the user want to consult a model, he can click on the open button “→”next to each row of the list and it will be shown the model details in read-only mode.

If user wants to create a new model or new equivalent model, he can click the button “Create” and the options “New” or “Equivalent” will be shown.

If the user clicks “Create” and “New”, he will be able to register a new model.

4.3. New model

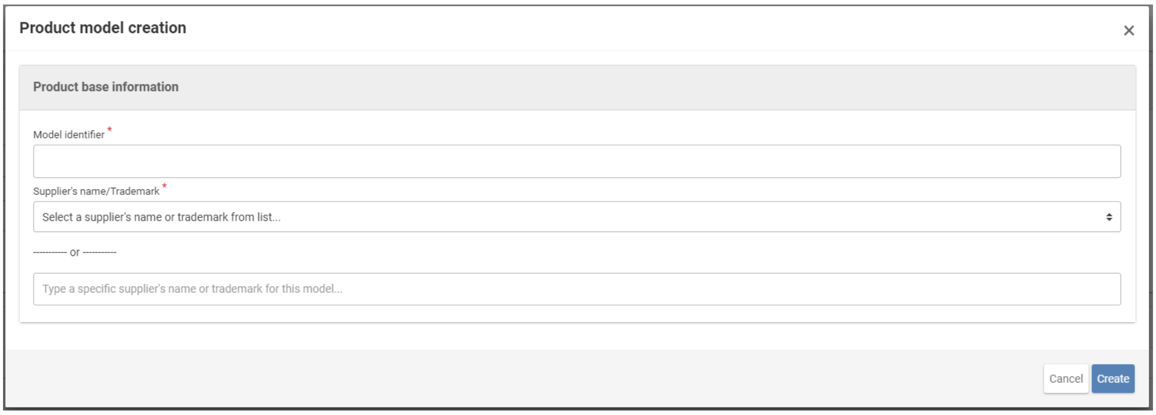

Figure 3 New model

When creating a new model some minimum mandatory data needs to be filled.

- **Product group:** The product group is informed automatically as creation is done already from the data-search screen of that product group (i.e. Electrical lamp).
- **Delegated regulation:** It is also informed by default, as actually a single Delegated Regulation is associated to each product group.
- **Model identifier:** Suppliers freely set a "Model Identifier" of a model (as alphanumeric text). Since this identifier is displayed on both the Energy Label and the Product

Information Sheet, the model identifier is expected to be unique for the same brand/trademark and the combination "Product Group + Regulation number + Supplier Name/Trademark + Model Identifier" has to be unique in the database. Variants of a model, e.g. differing in non-label/Sheet related aspects such as the type of power cable supplied or the colour/finishing, should be considered as equivalent models.

- **Brand/Trademark:** As explained in Suppliers section, trademarks may be declared at Supplier Organisation level to avoid inconsistencies; Supplier users will be able to choose a trademark from a list of predefined ones if they prefer it or type a new one.

Once this information is introduced, the user click "Create" and the model is created in the database and assigned a Registration Number. The user will then be shown with the rest of the data to fill (see "Model details").

4.4. New equivalent model

The supplier can create a new model as equivalent to another one. To create a new one the user will click the button "New" and then "Equivalent". The system shows a list of pre-entered "base models" (both "Completed" and "Published") from the same supplier organisation. Only a "base model" can be selected when creating the "equivalent model". Other equivalent models cannot be used as reference ("star" relation topology).

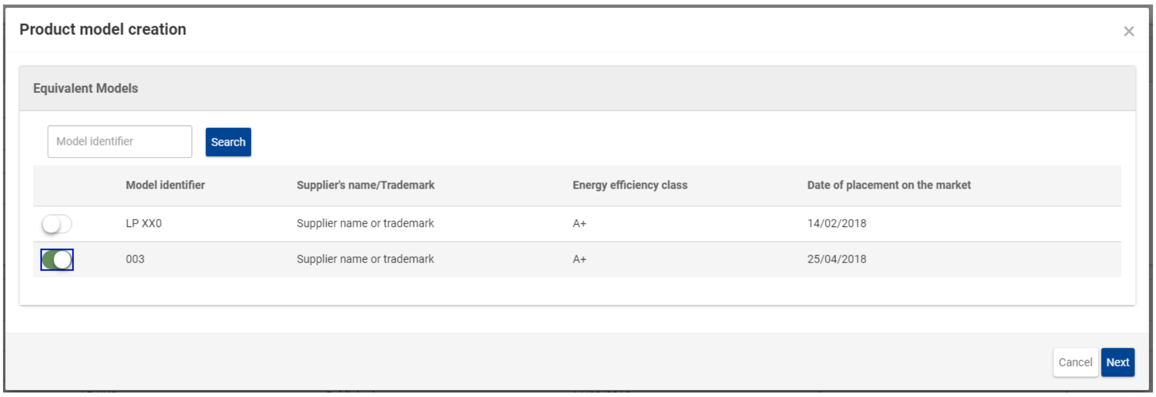

Figure 4 New equivalent model

Once selected, the user clicks "Next". Then the system will show the same form as in previous section. The user has to give a new model identifier and a new supplier name/trademark before continuing.

Once this information is introduced, the user click "Create" and the model is created in the database and assigned a Registration Number. The user will then be shown with the rest of the data to fill (see "Model details").

4.5. Model details

All the details of a model are grouped in tabs that store parts of the information for that model.

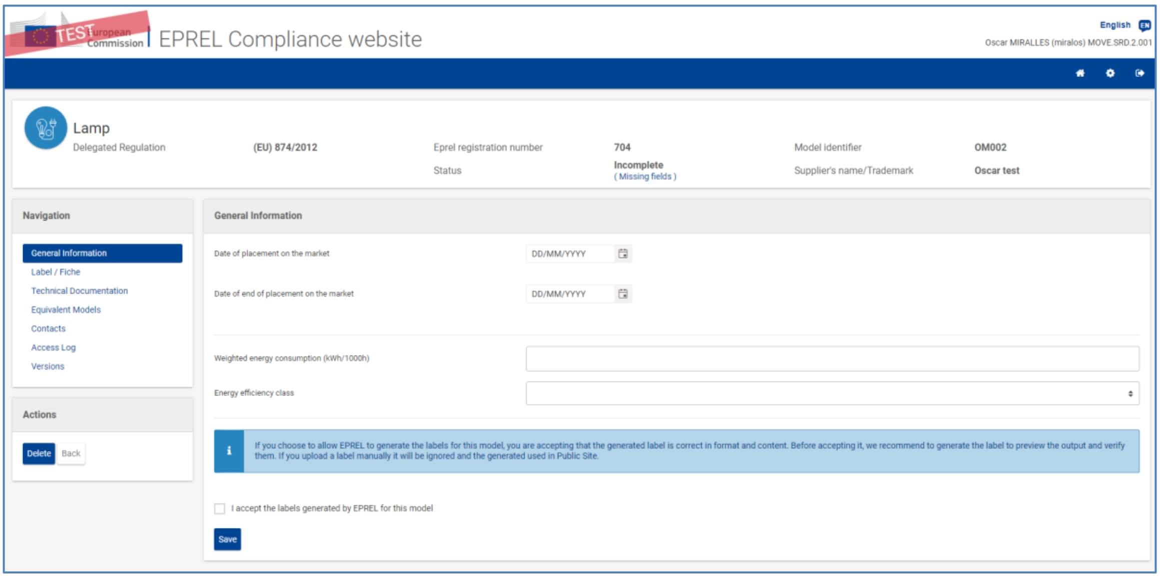

Figure 5 Model details

The screen is formed with four sections or panels:

4.5.1. Top bar

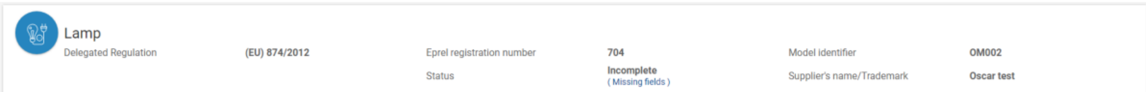

Figure 6 Top bar

The top bar will show the full identification of the newly created model, a part of what we have already introduced:

- **Product group:** Explained before.
- **Delegated Regulation:** Explained before.
- **EPREL Registration number:** The system automatically generates a unique "Registration Number" per product model registration. The registration number is univocally referring to a specific registration; the QR code that might be displayed in Energy Labels (if Regulation requires it) univocally points to that record. The registration number is also needed for updating products models in system-to-system mode.
- **Status:** The status of the model is shown; on creation is always "Incomplete" but changes according to the model lifecycle, anytime the user saves changes done to data or when important dates arrive (i.e. date of placement on the market).
- **Model identifier:** Explained before.
- **Brand/Trademark:** Explained before.

From here, the Supplier user can access and fill the rest of the sections. The information entered on creation and shown in the top bar will not be editable anymore.

4.5.2. Navigation

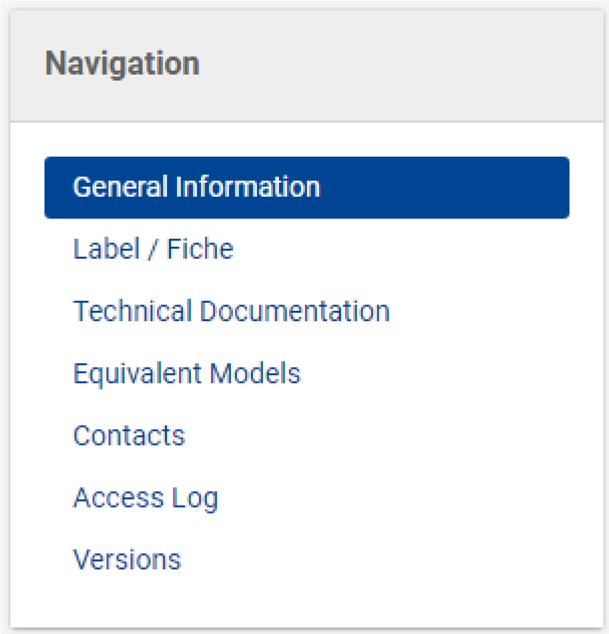

Figure 7 Navigation

The navigation panel is formed of a list of tabs; clicking on each one the user will see part of the model details. Existing tabs are:

- **General information:** It shows the general information of the model (i.e. Dates of placement, values of the label and fiche, etc.)
- **Label/Fiche:** It allows generating or uploading the label and generating the fiche of the model.
- **Technical documentation:** It allows uploading the technical documentation of the model.
- **Equivalent models:** It lists the base and equivalent models, if the current model is base or equivalent.
- **Contacts:** It shows the public contact point for this model.
- **Access log:** It lists the log of Market Surveillance Authorities (MSA) who accessed the technical documentation of the model.
- **Versions:** It lists the versions of the model. A new version is created when a “Published” model is changed.

4.5.3. Actions

The actions panel is a group of buttons that depend on the actions allowed for the role of the user and limited to the status of the model.

4.5.3.1. *Model in status "Incomplete" or "Complete"*

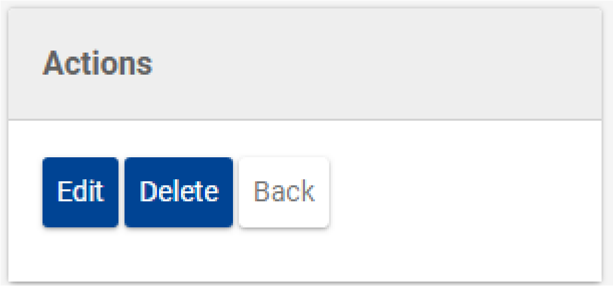

Figure 8 Actions

- **Edit:** User can edit the model (see section "Edit/Change model")
- **Delete:** User can delete a model. Model will be removed physically from the database.
- **Back:** Goes back to search screen without saving.

4.5.3.2. *Model in status "Published"*

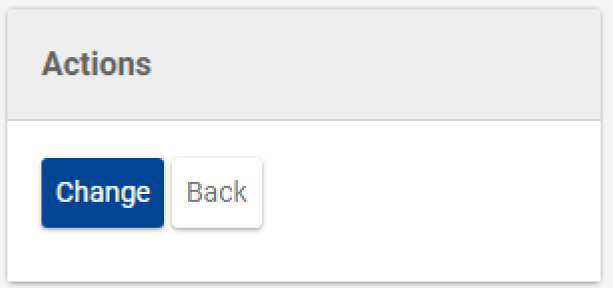

Figure 9 Actions

- **Change:** User can change the model (see section "Edit/Change model")
- **Back:** Goes back to search screen without saving.

The model cannot be deleted anymore when in status "Published".

4.5.4. *Tab details*

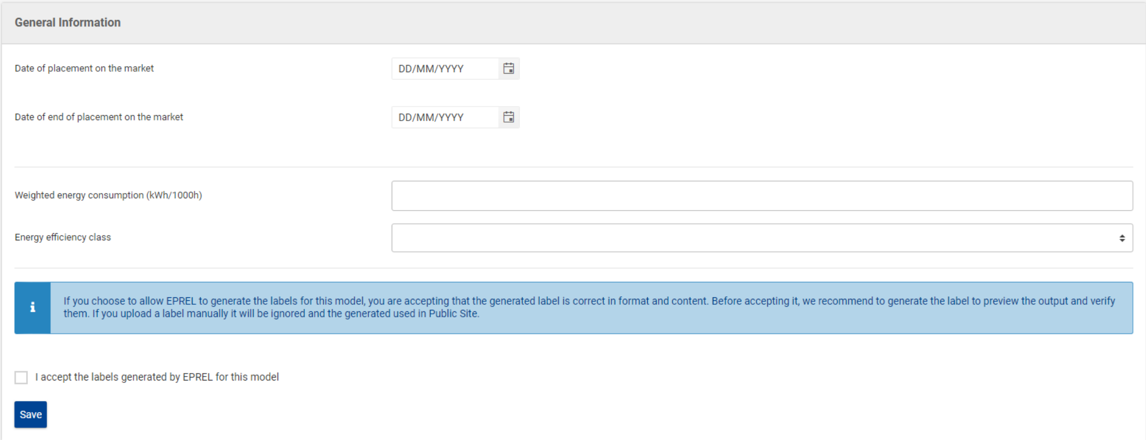

Figure 10 General information

The tab details panel is where the data of a model is introduced. Some parts are specific to each product group, but the rest is always the same for all of them.

4.6. Edit/Change model

The supplier can edit/change a model already registered. He can do it by clicking the buttons “Edit” or “Change”.

4.6.1. Edit model

Edition of a model can be done only when a model is in status “Incomplete” or “Complete”. The user can edit any field without limits. This action will not be logged.

4.6.2. Change model

Change to a model can be done only when a model is in status “Published”. The user can edit any field without limits but only after giving a reason, this action will be logged, so when MSA will verify the model, they will know why a new version of the published one was created.

When the user clicks “Change”, a form to enter the reason is showed.

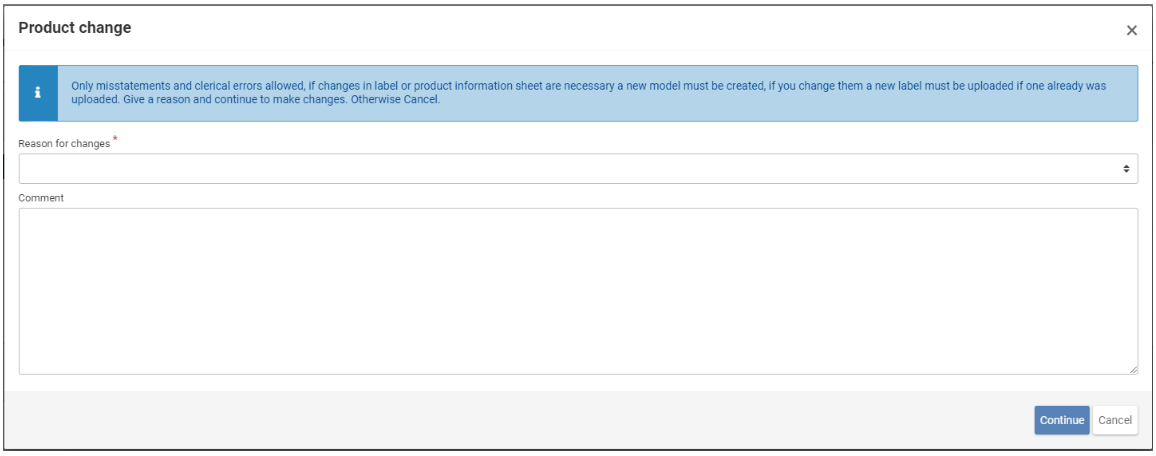

Figure 11 Change model

User selects a reason from the list and optionally enters a comment to clarify. This will generate a new version of the current model.

4.7. Model details: tabs

As explained above, there are several tabs available in the navigation panel. Each of the tabs show specific information of the model.

4.7.1. General information

The general information tab, it is where the user fills the details of the model (see image in previous section).

This panel contains three sections:

1. **General information:**
   - **Date of placement on the market:** The supplier user has to set the "Date of placement on the market" of the model. On this date, an automatic process will "Publish" the model, make it available to MSAs and copy its public data to the Public Site.
   - **Date of end of placement on the market:** The "Date of end of placement on the market" is optional and can be set or modified at any moment, even after publication (and such a change is logged, as any other after publication). From this date, the 15 years retention period starts.
2. **Parameters of the label and product information sheet:**

   For each product group, all the parameters necessary to produce the label and the product information sheet according to the Delegated Regulation selected are shown on screen. In the example for Electrical lamps, the fields "Weighted energy consumption (kWh/1000h)" and "Energy efficiency class" are requested. The interactive data-entry interface indicates in which units the value has to be introduced and its precision (number of decimals, if any) Dropdown lists, radio buttons or check boxes let enter non-numerical, Boolean or limited-choice values.
   When creating an equivalent model, these fields will be inherited from the base model (there will be some exception such as EU Ecolabel or some textual fields which are considered specific to a model).
3. **Automatic generation of label:**
   The system can generate labels based on the parameters entered in point 2 above. Suppliers are given the option to allow the system to generate the label from this structured data (figure). The supplier can chose to accept the system-generated label by ticking a checkbox on screen and implicitly accepting the labels generated by EPREL as correct (vice versa, if not ticked, the supplier has to upload a label (see next section))

4.7.2. Label/Fiche

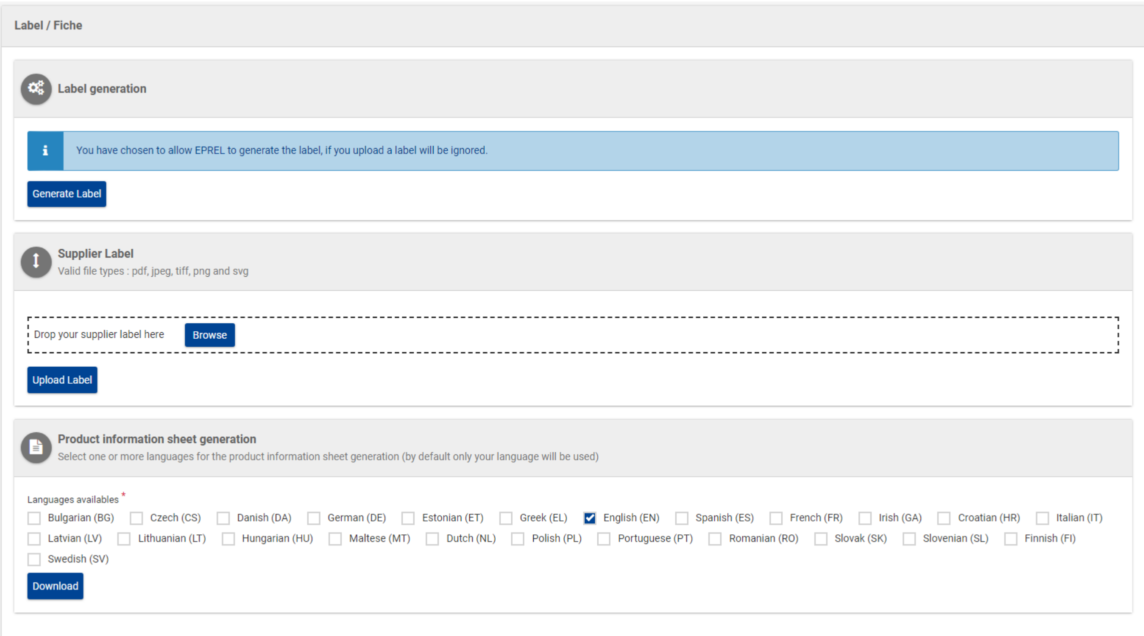

Figure 12 Label/Fiche

There are three sections in this screen:

1. **Label generation:** If the supplier accepts the label automatically generated by EPREL, the user will be able to generate it here. It will produce a label from the structured data entered in previous section. The file produced is a ZIP file containing the label in various formats (JEPG, PDF, PNG, SVG). The label is generated according to the definition specified in the Delegated Regulation.

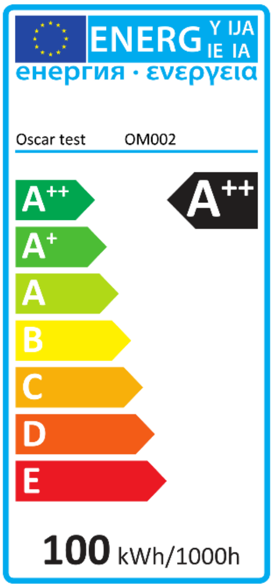

Figure 13 Label of a lamp

2. **Supplier label:** Suppliers are also given the option to upload a label independently created. It has to be uploaded just in one format (PNG, PDF, SVG, JPEG, and TIFF) and with a limited size. Supplier is responsible of the correctness of the label and its data.
3. **Product information sheet generation:** The structured data lets the system generate all language versions of the Product Information Sheet. The Supplier user can download any language version for a preview of the automatically produced sheet.

Product Information Sheet

Delegated Regulation (EU) 874/2012

Supplier name or trademark	**Oscar test**
Model identifier	**OM002**
Energy class	**A++**
Weighted consumption	**100kWh/1000h**

Figure 14 Product information sheet of a lamp

4.7.3. Technical documentation

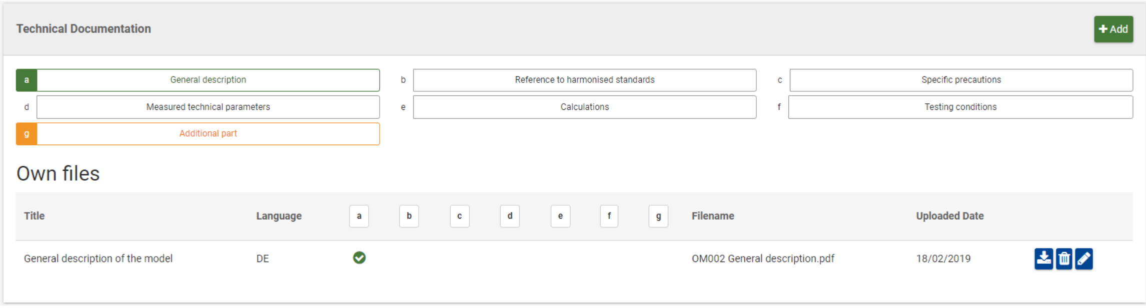

Figure 15 Technical documentation

The system stores the Technical Documentation as files in a limited number of commonly available formats that any MSA can open using commonly available readers (e.g. MS Word, PDF).

To add a new file the user clicks the button "Add" and a form is open to enter all the necessary details for the file to be uploaded.

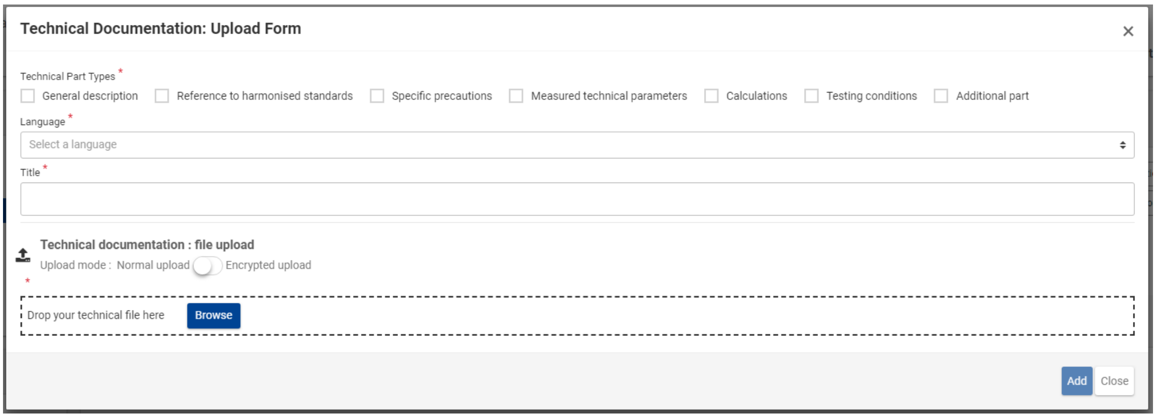

Figure 16 New technical documentation file

The framework Regulation requires suppliers to provide the following information:

Article 12 *5. The mandatory specific parts of the technical documentation that the supplier shall enter into the database shall cover only:* *(a) a general description of the model, sufficient for it to be unequivocally and easily identified;* *(b) references to the harmonised standards applied or other measurement standards used;* *(c) specific precautions that shall be taken when the model is assembled, installed, maintained or tested;* *(d) the measured technical parameters of the model;* *(e) the calculations performed with the measured parameters;* *(f) testing conditions if not described sufficiently in point (b).* *In addition, the supplier may upload additional parts of the technical documentation on a voluntary basis into the database.*

For the regulations currently in force, for each file uploaded, the Supplier has to check the checkboxes to indicate which information is provided in which uploaded file, and in particular, which points of Article 12.5 are covered in that document. This information has to be available to MSAs for swiftly retrieve the desired data from the different files provided.

The language of the file to be uploaded is indicated by the Supplier from a list of EU languages. A file can contain text in multiple languages; the system allows selecting more than one. Indication of the language may possibly facilitate future services such as automatic machine translation.

The user gives a descriptive name to the file to upload and then browses his drive to find for the file.

By default the files are uploaded in "Upload mode" "Normal upload", this means that the file is open, only encrypted by the transportation layer (https). If user selects "Encrypted upload" the file will be encrypted before sending it to the EPREL server for extra security.

Clicking "Add" adds the new file to the list of technical documentation. To be able to change the status of the model from "Incomplete" to "Complete", all the parts required by the Regulation must be covered by one or multiple files uploaded. The colour of the part covered changes to green, to show to the user how many parts are missing.

Technical documentation of an Equivalent Model

In the case of an equivalent model, the technical documentation from its base model is associated and made available in the Compliance interface; moreover, specific documentation can be added.

Suppliers can add documents for a specific equivalent model, but cannot delete the existing documentation of the base model.

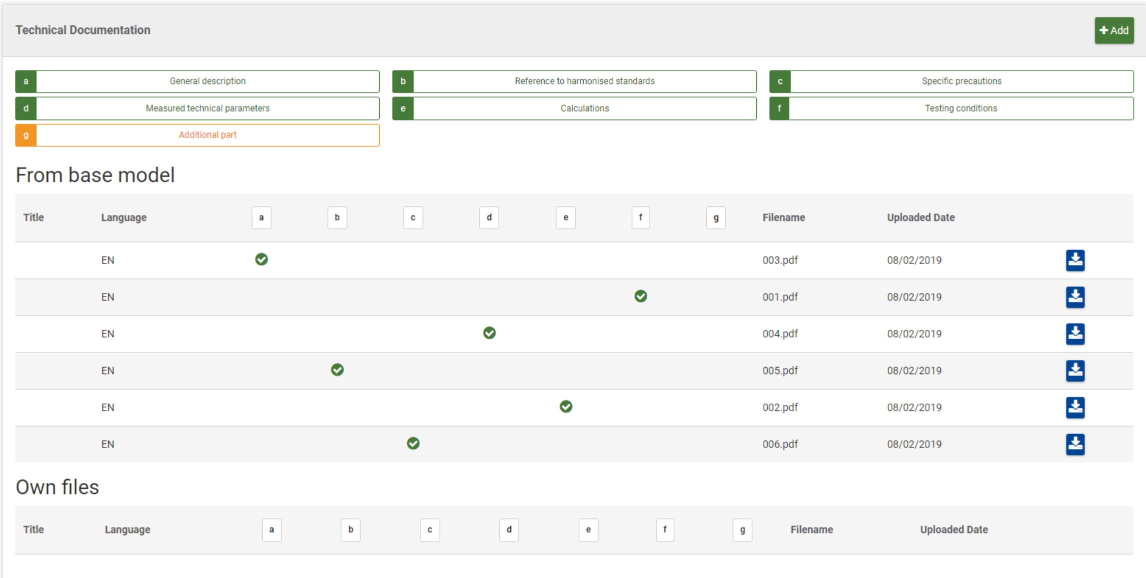

Figure 17 Equivalent model technical documentation

Section will show two lists:

1. **From base model:** Technical documentation of the base model. It can be downloaded, but not deleted.
2. **Own files:** Technical documentation of the current model that is equivalent. User can upload specific files for this model in this list. It can be downloaded and deleted.

4.7.4. <u>Equivalent models</u>

Each model is declared individually in EPREL by the supplier. A "base model" is declared first and then each "equivalent model" is related to it.

The supplier can see the list of all equivalent models and which is the base model on screen.

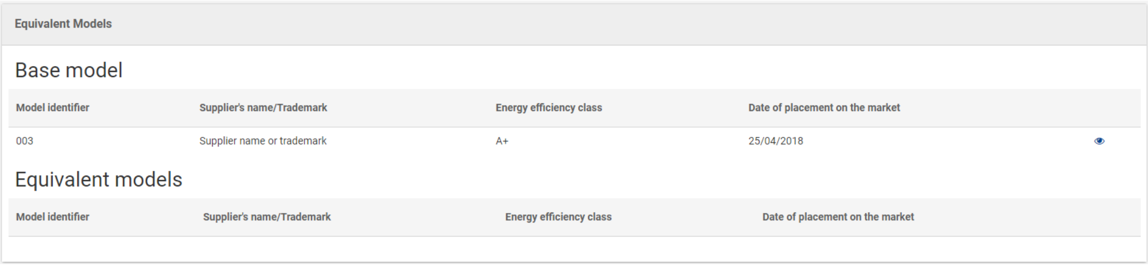

Figure 18 Equivalent models

The section is split in two lists:

1. **Base model:** List the base model (always one record only). User can click the "eye" icon to open the details of the base model.
2. **Equivalent models:** List all the equivalent models for the same base model. The current model is not shown on the list.

4.7.5. Contacts

The supplier has the possibility to assign a "Public" contact to the model in two ways. This generic contact is to be shown in the Public Site when the model will be "Published".

4.7.5.1. Contact specific for this model

The user will fill the details of the contact manually. This contact will be specific for this model and will not be possible to reuse it in other models, unless done manually.

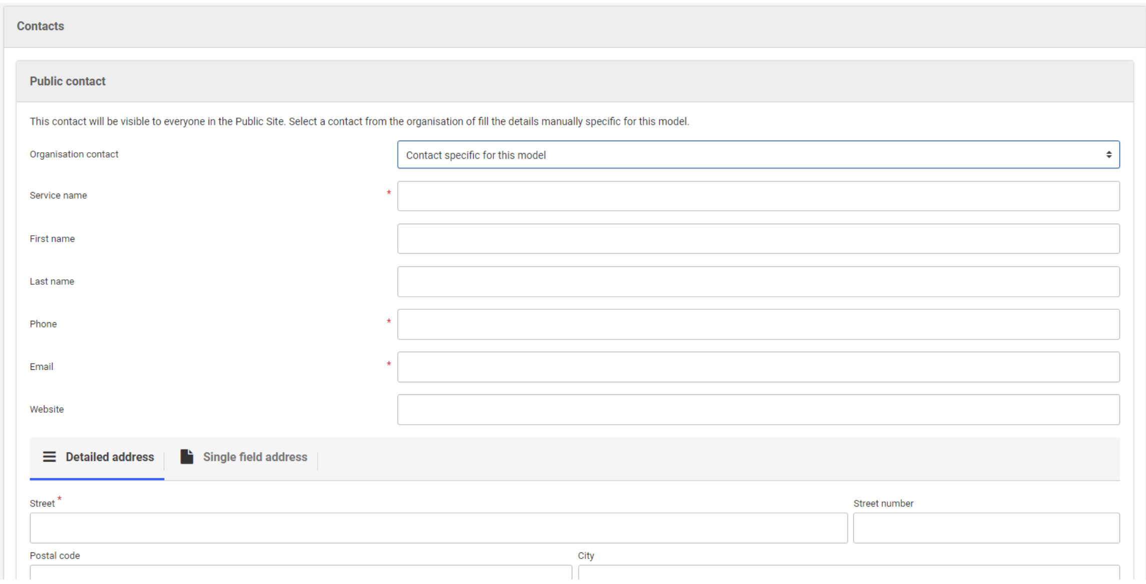

Figure 19 Specific contact

4.7.5.2. Contact from the list of contacts of the organisation

As explained, each Supplier can create a single list of contact persons and details when registering their organisation.

The user can select a contact from the list of available contacts of his organisation. The data will be filled automatically. In the future, if the supplier updates the contact details in his organisation contacts, the details will be updated automatically for all the models sharing that contact.

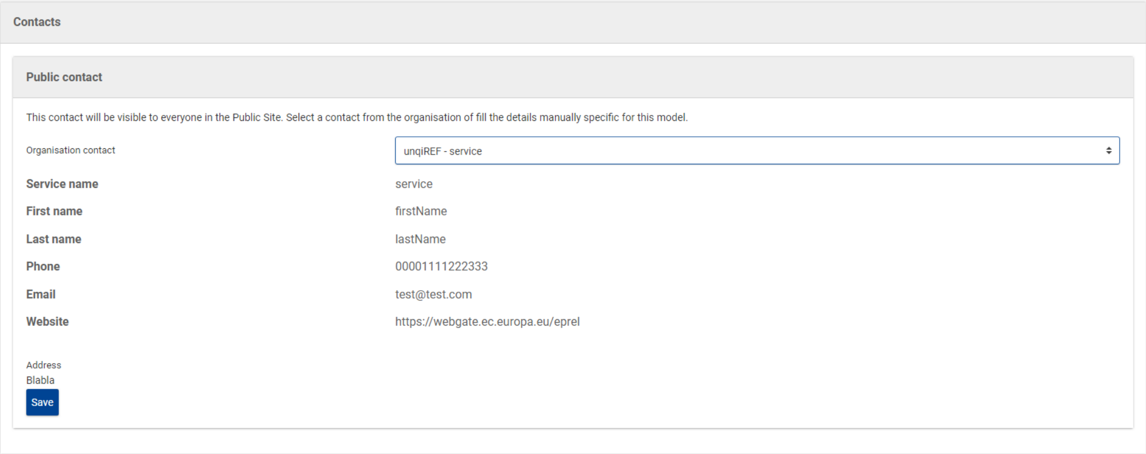

Figure 20 Contact from list

4.7.6. Access log

Figure 21 Access log

The list of accesses to compliance data is shown.

MSA's and EC users can access a product model information only once the model is published (this can be placed on the market). Any download of a technical documentation file by a MSA is logged. Logs include the type of user (MSA or EC), username and date/time of access.

Any Supplier user can see accesses to technical documentation for its own models, with the authority name (MSA) and date/time but not the specific user account.

4.7.7. Versions

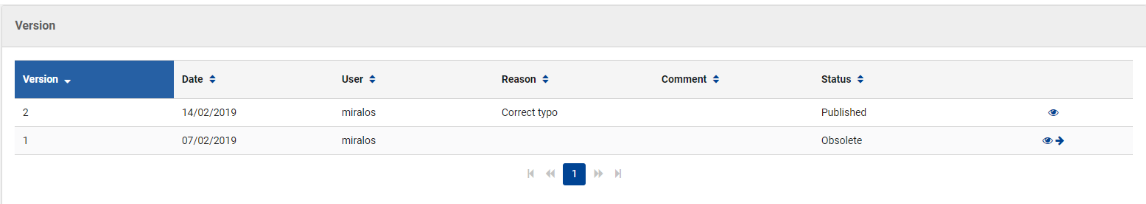

Figure 22 Versions

The system tracks the history of changes to the data for a specific model in EPREL from its "publication" (i.e. the model has been placed on the market). Changes are tracked with new versions of the model created. No personal info is shown to MSAs, apart from the Supplier user account name.

Any change that generates a new version has to be justified (i.e. typo, set date of end of placement on the market, change in standards, label scale-range change, etc.) selectable from a list and optionally adding comments to that reason.

The history of changes is accessible to suppliers for their own models, and by MSA and EC users for all models.