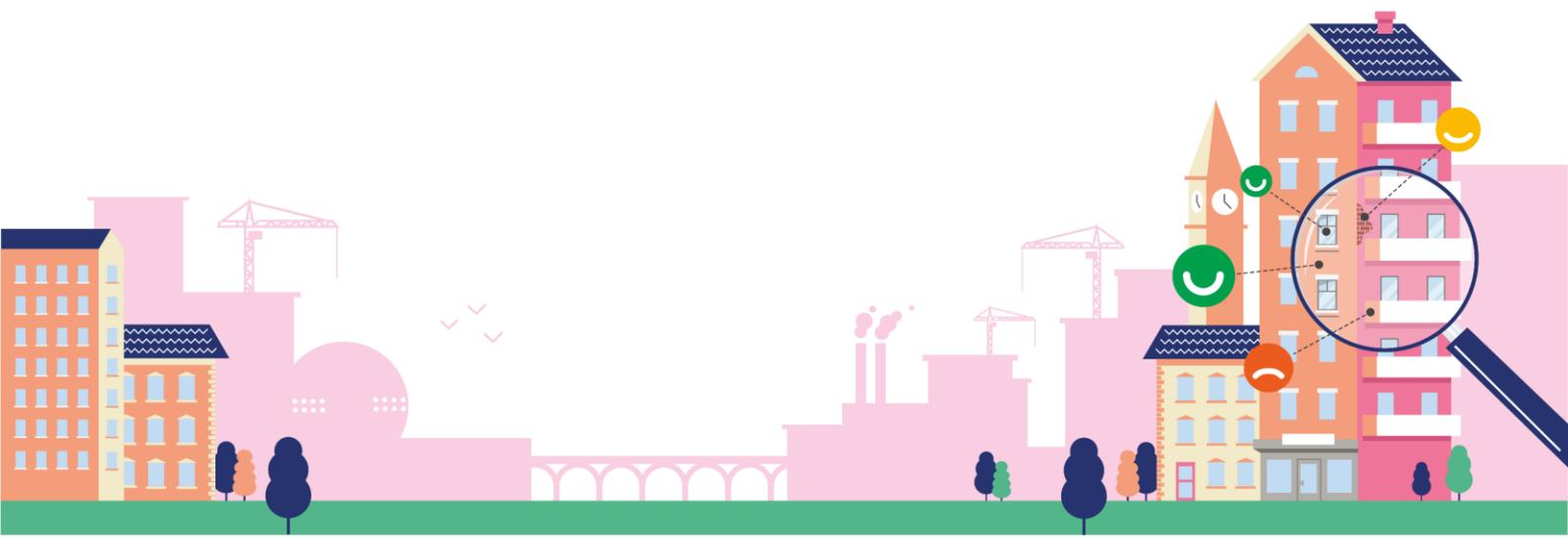


# Manual Environmental assessment with digital application template



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## Introduction

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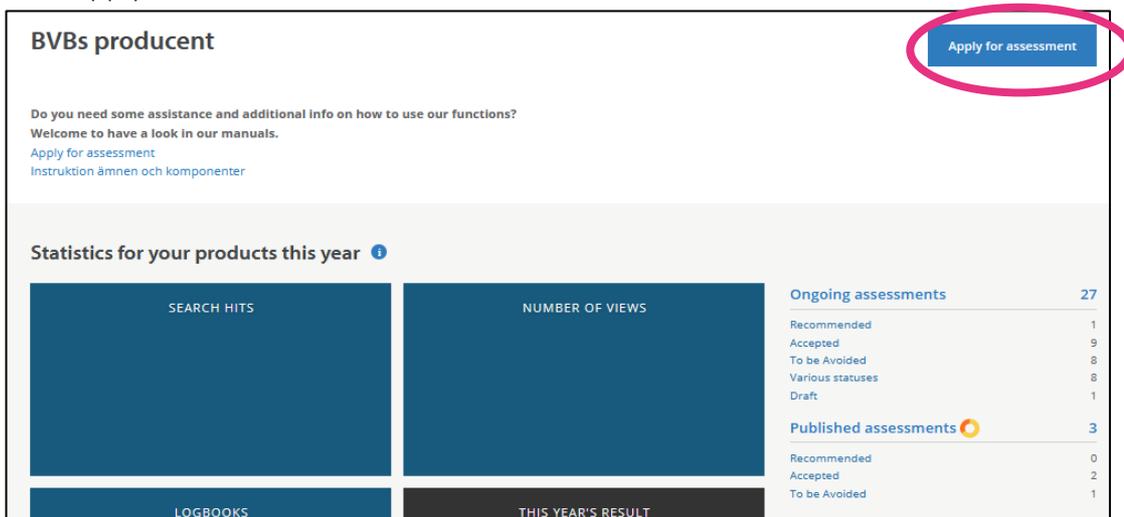
Welcome to Byggvarubedömningen's manual for our new digital version of the application for assessment of your product. This manual contains information about:

- How to apply
- Add to an assessment in progress
- Reassessed product and
- How to work with your products in the database

## Apply for assessment

When you click on “Apply for assessment” in our database, you will come to our new application template.

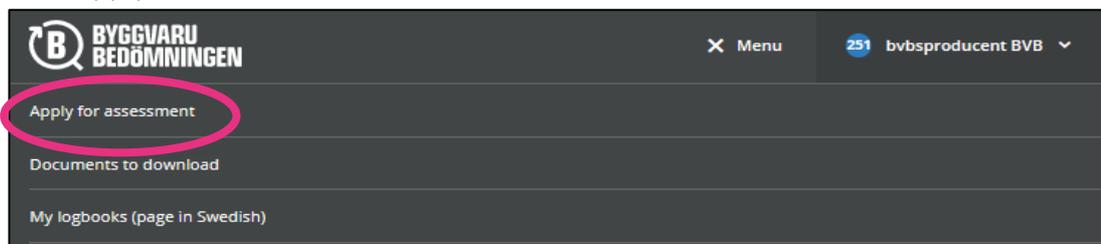
The “Apply for assessment” button.



The screenshot shows the BVBS producent dashboard. At the top right, there is a blue button labeled "Apply for assessment" which is circled in red. Below the header, there is a section for "Statistics for your products this year" with four cards: "SEARCH HITS", "NUMBER OF VIEWS", "LOGBOOKS", and "THIS YEAR'S RESULT". To the right of these cards is a table of assessments.

Ongoing assessments		27
Recommended		1
Accepted		9
To be Avoided		8
Various statuses		8
Draft		1
Published assessments		3
Recommended		0
Accepted		2
To be Avoided		1

The “Apply for assessment” button from the menu



The screenshot shows the user menu for a BVBS producent. The menu is dark grey and contains the following items: "Apply for assessment" (circled in red), "Documents to download", and "My logbooks (page in Swedish)". The top of the menu shows the logo, the name "BYGGVARU BEDÖMNINGEN", a "Menu" button, and the user's name "bvbsproducent BVB" with a dropdown arrow.

Our “Apply for assessment” has been developed to ensure that you as an applicant receive help with the documentation that must be submitted for us to assess your product. The application templates are designed in accordance with the applicable rules for eBVD2015. When you have completed the template, this corresponds to our former declaration template. If you like, you can view our new “Apply for assessment” as our “digital declaration template”. The template created and completed, together with the documentation you are asked to attach, comprise the basis that we use to assess your product.

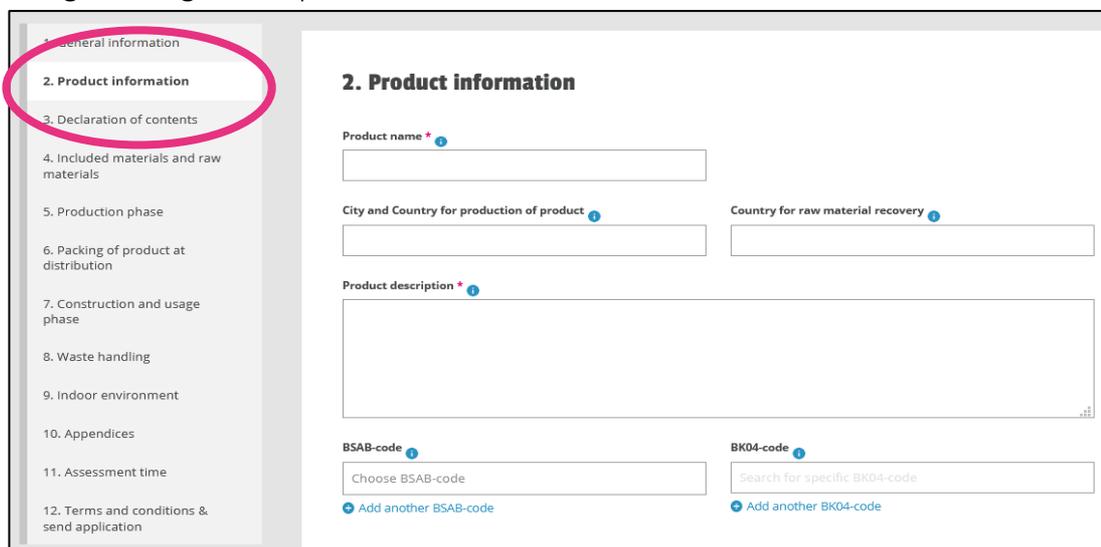
## Why a new “Apply for assessment”?

As an applicant, it is not always easy to know what information you need to submit for your product. The new templates make it easier for you as an applicant to ensure that you include all the information that we at Byggvarubedömningen need to assess your product.

## Navigation

In the new “Apply for assessment”, you can easily navigate between the various chapters by clicking on the chapter you are looking for in the left-hand menu. The chapter you are currently viewing is highlighted.

Navigate using the chapter in the left-hand menu.

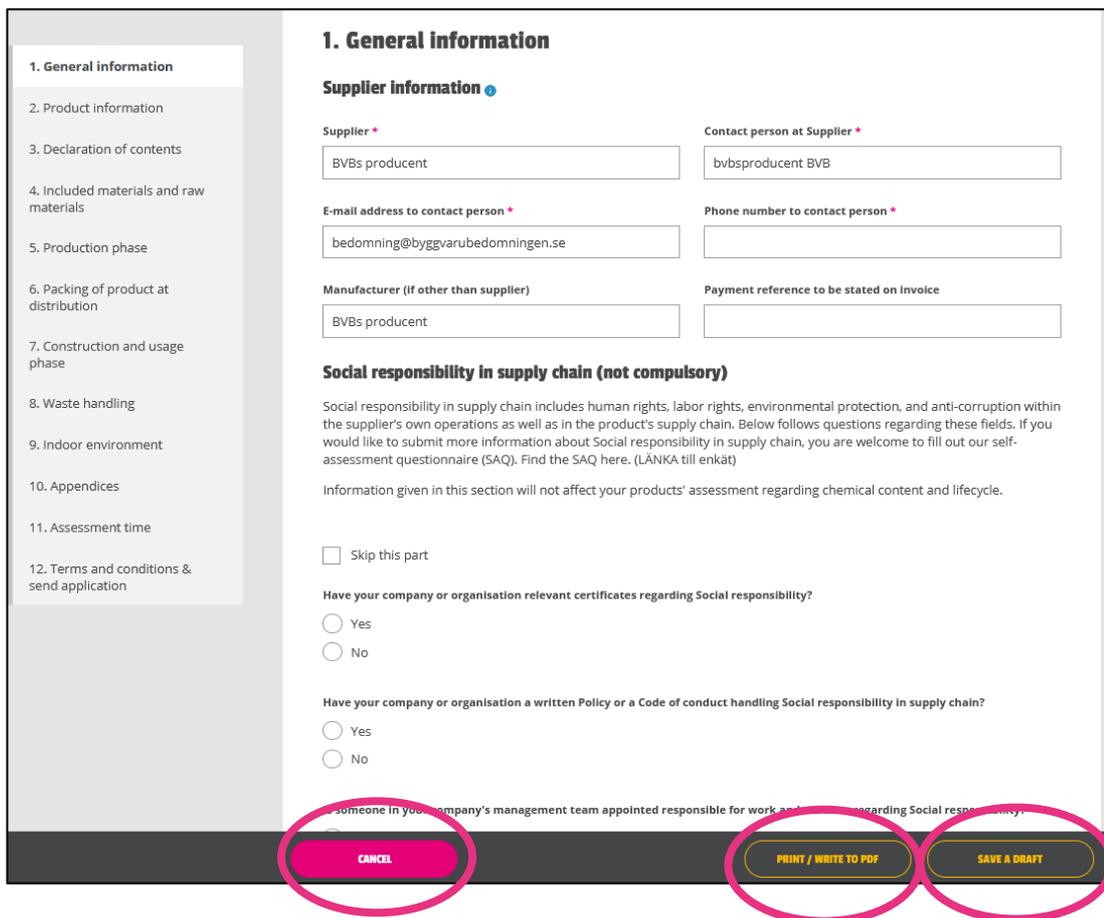


The screenshot displays a web interface for an assessment application. On the left, a vertical menu lists 12 chapters. Chapter 2, 'Product information', is highlighted with a pink oval. The main content area is titled '2. Product information' and contains several input fields: 'Product name \*', 'City and Country for production of product', 'Country for raw material recovery', 'Product description \*', 'BSAB-code', and 'BK04-code'. Each field has a small blue information icon. Below the 'BSAB-code' and 'BK04-code' fields are links to 'Add another BSAB-code' and 'Add another BK04-code' respectively.

## Save draft, print and cancel

For the entire time that you are filling in your application, you will see the buttons “Cancel”, “Print” and “Save draft” at the bottom of the screen.

The “Cancel”, “Print” and “Save draft” buttons.



**1. General information**

**Supplier information**

Supplier \*  
BVBs producent

Contact person at Supplier \*  
bvbsproducent BVB

E-mail address to contact person \*  
bedomning@byggvarubedomningen.se

Phone number to contact person \*

Manufacturer (if other than supplier)  
BVBs producent

Payment reference to be stated on Invoice

**Social responsibility in supply chain (not compulsory)**

Social responsibility in supply chain includes human rights, labor rights, environmental protection, and anti-corruption within the supplier's own operations as well as in the product's supply chain. Below follows questions regarding these fields. If you would like to submit more information about Social responsibility in supply chain, you are welcome to fill out our self-assessment questionnaire (SAQ). Find the SAQ here. (LÄNK till enkät)

Information given in this section will not affect your products' assessment regarding chemical content and lifecycle.

Skip this part

Have your company or organisation relevant certificates regarding Social responsibility?

Yes  
 No

Have your company or organisation a written Policy or a Code of conduct handling Social responsibility in supply chain?

Yes  
 No

Someone in your company's management team appointed responsible for work and activities regarding Social responsibility.

**CANCEL** **PRINT / WRITE TO PDF** **SAVE A DRAFT**

### Save draft

As soon as you click on the “Save draft” button, a draft of your application will be saved. This means that you can fill in parts of “Apply for assessment” at one time and then continue at another time. It is important that you click on the “Save draft” button because the template is not saved automatically.

Pop-up window that shows that your draft has been saved.



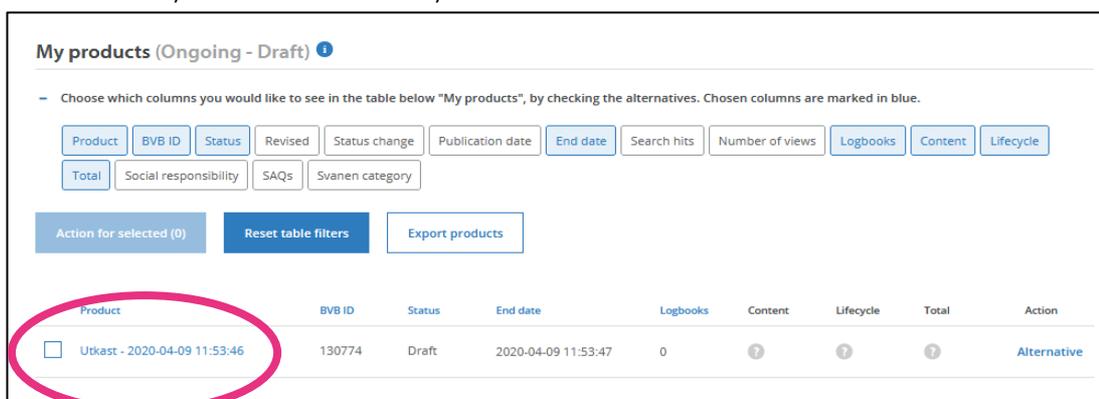
Your draft is saved! Find it under "My products" in the Web Service.

**OK**

**Tip!** Use the “Save draft” function if you are unable to complete the template in one go. Just remember that the template is not saved automatically and that you must click “Save draft” to save it.

Whenever you want to continue filling in your digital application template, you can find your saved draft in the menu under “My products”. Click on your draft and continue to complete it.

You can find your draft under “My Products”



**My products (Ongoing - Draft)**

Choose which columns you would like to see in the table below “My products”, by checking the alternatives. Chosen columns are marked in blue.

Product BVB ID Status Revised Status change Publication date End date Search hits Number of views Logbooks Content Lifecycle  
Total Social responsibility SAQs Svanen category

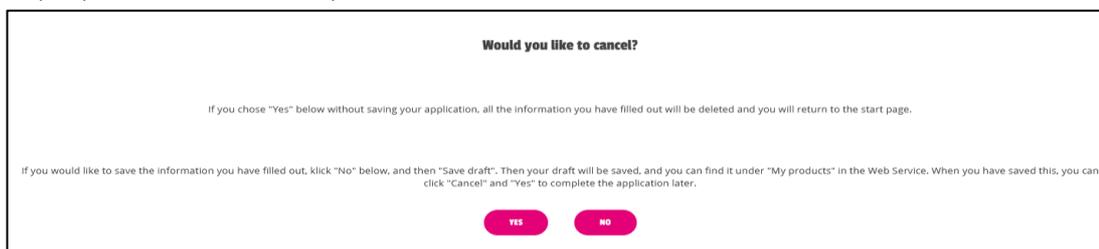
Action for selected (0) Reset table filters Export products

Product	BVB ID	Status	End date	Logbooks	Content	Lifecycle	Total	Action
<input type="checkbox"/> Utkast - 2020-04-09 11:53:46	130774	Draft	2020-04-09 11:53:47	0	?	?	?	Alternative

Cancel

If you want to cancel your application, you can click on “Cancel” at any time. The data you have entered and not saved will then be erased and you will be returned to your start page in the database. If you click on “Cancel”, a pop-up window will appear to inform you that you are about to cancel and that the information you may want to save will be erased if you continue.

Pop-up window because you clicked on Cancel.



**Would you like to cancel?**

If you chose “Yes” below without saving your application, all the information you have filled out will be deleted and you will return to the start page.

If you would like to save the information you have filled out, click “No” below, and then “Save draft”. Then your draft will be saved, and you can find it under “My products” in the Web Service. When you have saved this, you can click “Cancel” and “Yes” to complete the application later.

YES NO

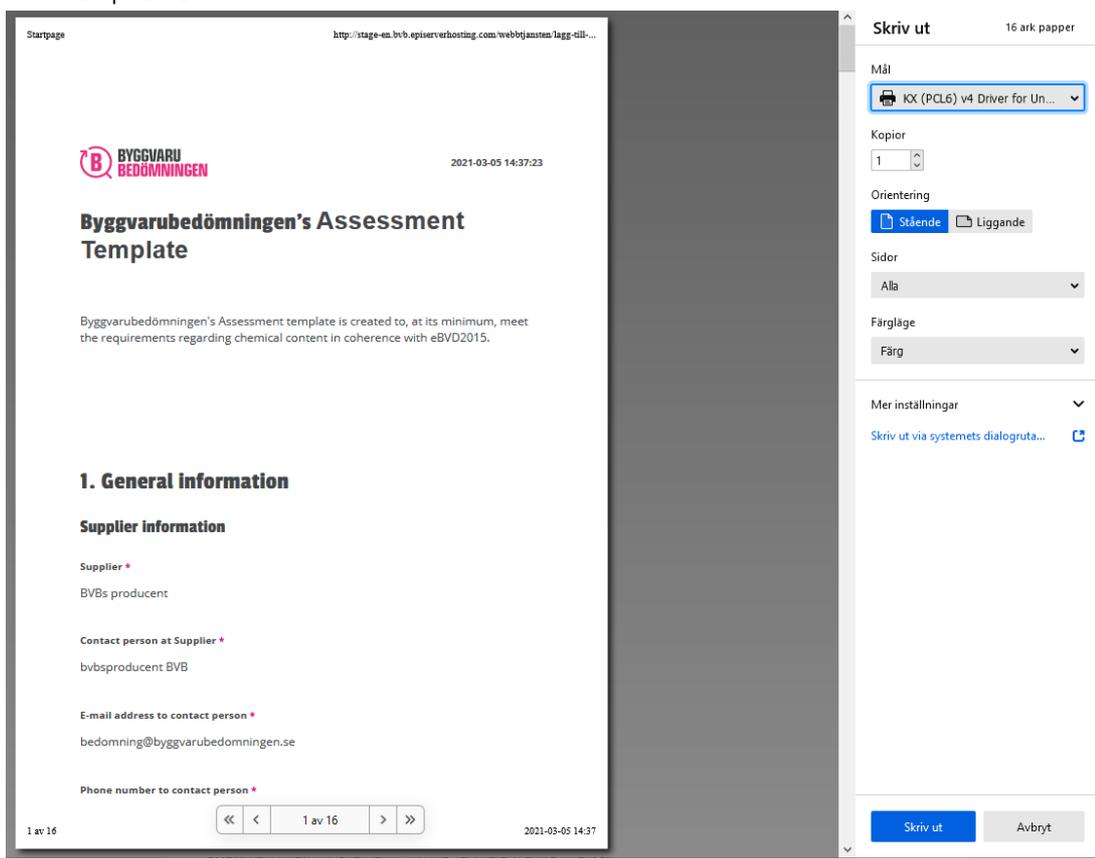
## Print - print preview

If you want to preview or print your ongoing application, you can do so at any time by clicking on "Print". You can then select if you want to print a PDF (preview) or print on your local printer.

When you print a draft while you are filling in your application or just prior to submitting your application, you will see all of the information that you have entered. That means that if you have entered information that is "Non-public", it will appear as such on your printout. This is so that you can see what you have entered.

When you then submit your application to us, we will hide the information that you have marked as "Non-public" prior to publishing your completed template on your product's product card in the database.

## Print or preview



Startpage <http://stage-en.bvb.episerverhosting.com/webbtjansten/lagg-dill-...> 2021-03-05 14:37:23

**BYGGVARU  
BEDÖMNINGEN**

### Byggvarubedömningen's Assessment Template

Byggvarubedömningen's Assessment template is created to, at its minimum, meet the requirements regarding chemical content in coherence with eBVD2015.

#### 1. General information

##### Supplier information

Supplier \*  
BVBs producent

Contact person at Supplier \*  
bvbsproducent BVB

E-mail address to contact person \*  
bedomning@byggvarubedomningen.se

Phone number to contact person \*

1 av 16 1 av 16 2021-03-05 14:37

**Skriv ut** 16 ark papper

Mål  
KX (PCL6) v4 Driver for Un...

Kopior  
1

Orientering  
Stående Liggande

Sidor  
Alla

Färgläge  
Färg

Mer inställningar  
Skriv ut via systemets dialogruta...

Skriv ut Avbryt

### A dynamic template

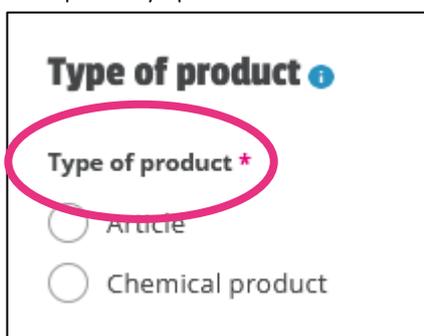
Our “Apply for assessment” is dynamic. Your responses to questions will determine the follow-up questions that are shown. In this way, you will receive help to fill in the information that we need to assess your product.

If you state, for example, that your product is a chemical product, you will be asked to attach a safety data sheet.

### Compulsory information

Some information in the template is compulsory, which means you must respond to these questions or statements. The questions that you must answer are indicated by a pink asterisk (\*).

Compulsory question or statement



The screenshot shows a form titled "Type of product" with a blue information icon. Below the title, the text "Type of product \*" is circled in pink, indicating it is a compulsory question. Underneath, there are two radio button options: "Article" and "Chemical product".

If you have missed answering a compulsory question when you submit your completed application, you will be informed of this. A pop-up window will appear and when you click OK in this, you will be directed to the question you have omitted to answer. The information you have missed is highlighted in orange.

Pop-up windows appear when compulsory information is missing.



The screenshot shows a pop-up window with a white background and a black border. At the top, it says "Please note!". Below that, the text reads "You need to fill out or correct a compulsory field. Please do this before submitting the assessment." At the bottom center, there is a large, rounded pink button with the text "OK" in white.

Orange highlighting indicates where you have not filled in compulsory information

**2. Product information**

Product name \* *i*

Required field

### Information texts, “i symbols”

In “Apply for assessment”, you will see “i symbols” against headings, questions or statements. When you move the cursor over them or click on them, you will see tips and help about what the question means and how you are expected to respond. In certain cases, you will also see links to find out more. Make sure you read the “i symbols” in each section as they contain more information on how to properly fill in each section of the digital application template.

### “i” symbol and information text

**BSAB-code**

Choose

Choose

+ Add a

**Product**

Please sp

this assessme

knowledge, please choose a code.

tion given in th

article number fo

product during assessment.

You

template to impo

**BSAB-code**

BSAB-code is a code structure used in Sweden, to categorise products. The BSAB-code is searched by our users, who want to find products tagged with a certain category. The BSAB-code structure is also a basis in the certification system "Miljöbyggnad".

BSAB-codes are owned by Swedish company "Svensk Byggtjänst", you can read more about it at: <https://byggkatalogen.byggtjanst.se/bsab>

The codes are only available in Swedish and can be found by clicking the tree structure in the field below. If you know which BSAB-code to choose, from previous assessments or prior

- On
- It is
- You
- If you have many items, you can use this [template](#) to impo

Delete x

Delete x

## 1. General Information

---

In Chapter 1. General Information, you will provide information about you and your company that is applying for assessment. Some information relating to you will appear automatically when you are logged in. The information that appears automatically is the company that you are associated with, your name, your e-mail address and the name of the manufacturer.

Data about you and your company as applicant for assessment – examples of pre-filled information.

### 1. General information

#### Supplier information

<b>Supplier *</b>	<b>Contact person at Supplier *</b>
<input type="text" value="BVBs producent"/>	<input type="text" value="bvbsproducent BVB"/>
<b>E-mail address to contact person *</b>	<b>Phone number to contact person *</b>
<input type="text" value="bedomning@byggvarubedomningen.se"/>	<input type="text"/>
<b>Manufacturer (if other than supplier)</b>	<b>Payment reference to be stated on invoice</b>
<input type="text" value="BVBs producent"/>	<input type="text"/>

### 1.1 Application from a company other than your own

If you are applying for assessment, on behalf of another company, for example, if you are a consultant helping a company to apply for assessment, you can search for that company. If you are searching for a company, use “Supplier” box. You then enter the name of the company you are applying on behalf of and select one of the options in the list.

The company you choose to apply from is the company that will be designated as the supplier of the product when it is published in our database.

Application from a company other than your own

### 1. General information

#### Supplier information

<b>Supplier *</b> <input type="text" value="BVB"/>  <ul style="list-style-type: none"><li>• BVB Service AB XX</li><li>• PPG Coatings SPRL/BVBA</li><li>• BVB Service AB</li><li>• BVBS producent</li><li>• BVBS testföretag</li><li>• BVB Leverantör</li></ul> <p><a href="#">Can't find the right company? - click here to add new.</a></p> <p>Required field</p>	<b>Contact person at Supplier *</b> <input type="text" value="bvbsproducent BVB"/>
<b>E-mail address to contact person *</b> <input type="text" value="bedomning@byggvarubedomningen.se"/>	<b>Phone number to contact person *</b> <input type="text"/>
<b>Manufacturer (if other than supplier)</b> <input type="text" value="BVBS producent"/>	<b>Payment reference to be stated on invoice</b> <input type="text"/>

## 1.2 Social responsibility in the supply chain

Under Chapter 1. General Information, there is an optional section with questions regarding your company's work on social responsibility in the supply chain. The questions are set at corporate level and are not designed for the specific product for which you are applying for. Please fill in the questions! We will publish your responses on the product card and in the database, your product will be tagged with our pink i-symbol. Note that the information given will not affect the overall assessment level for your product.

## Questions regarding social responsibility in the supply chain

**Social responsibility in supply chain (not compulsory)**

Social responsibility in supply chain includes human rights, labor rights, environmental protection, and anti-corruption within the supplier's own operations as well as in the product's supply chain. Below follows questions regarding these fields. If you would like to submit more information about Social responsibility in supply chain, you are welcome to fill out our self-assessment questionnaire (SAQ). Find the SAQ here. (LÄNKA till enkät)

Information given in this section will not affect your products' assessment regarding chemical content and lifecycle.

Skip this part

**Have your company or organisation relevant certificates regarding Social responsibility?**

Yes  
 No

**Have your company or organisation a written Policy or a Code of conduct handling Social responsibility in supply chain?**

Yes  
 No

**Is someone in your company's management team appointed responsible for work and routines regarding Social responsibility?**

Yes  
 No

**Is there a routine within your company or organisation how to take action in supply chain regarding Social responsibility?**

Yes  
 No

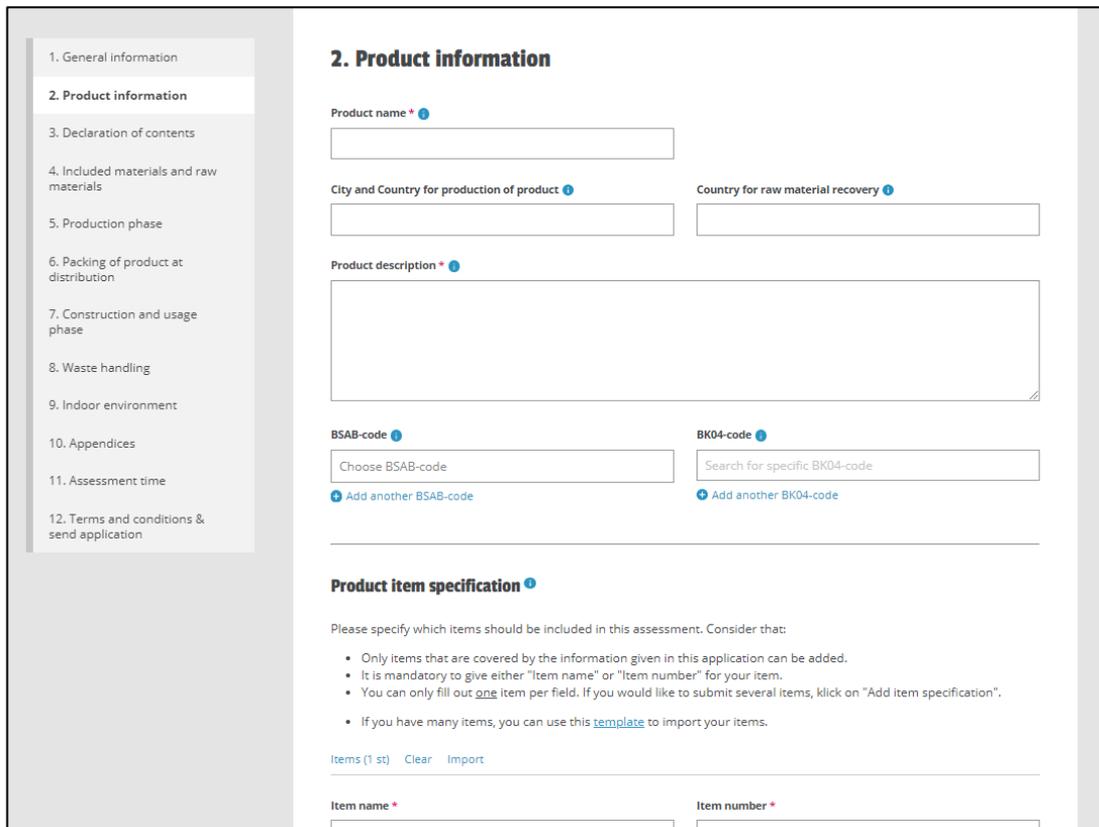
## 2. Product Information

---

In Chapter 2 Product Information, you will provide general information about the product for which you are applying for assessment. The “i symbols” will guide you on how you are expected to answer.

We cannot emphasize enough how important this section is. The information that you provide here determines how easily our users and your customers can find your product. A descriptive name, a detailed description of your product and its areas of application, precise item numbers and categories, as well as a product picture, are essential.

## Chapter2 Product Information



The screenshot shows a web form titled "2. Product information". On the left is a sidebar menu with 12 items, with "2. Product information" selected. The main form area contains the following sections:

- 2. Product information**
  - Product name \***: A text input field.
  - City and Country for production of product**: A text input field.
  - Country for raw material recovery**: A text input field.
  - Product description \***: A large text area.
  - BSAB-code**: A dropdown menu with "Choose BSAB-code" and a link "Add another BSAB-code".
  - BK04-code**: A text input field with "Search for specific BK04-code" and a link "Add another BK04-code".
- Product item specification**
  - Text: "Please specify which items should be included in this assessment. Consider that:"
  - List of instructions:
    - Only items that are covered by the information given in this application can be added.
    - It is mandatory to give either "Item name" or "Item number" for your item.
    - You can only fill out one item per field. If you would like to submit several items, click on "Add item specification".
    - If you have many items, you can use this [template](#) to import your items.
  - Text: "Items (1 st) Clear Import"
  - Form fields for "Item name \*" and "Item number \*".

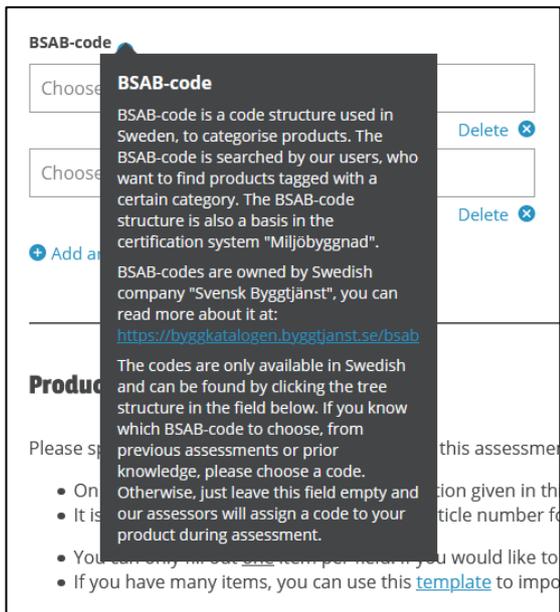
### 2.1 Item numbers and categories – importing item numbers

In this section, you can provide your product's item number and the category that your product belongs to.

#### Categories

Construction products can be divided into various categories, with two examples of such categories being the BSAB code and BK04 code. These codes are extremely important for our users, read more information on how they work on the associated "i symbols" in the digital application template. Note that the code structures are only available in Swedish and are not compulsory to fill in for you as an applicant.

Example – “I symbol” for BSAB-code shows more information



**BSAB-code**

Choose

Choose

+ Add a

**Product**

Please specify the product for this assessment

- On  Otherwise, just leave this field empty and  tion given in the
- It is  our assessors will assign a code to your  article number for
- You can only  items per item if you would like to
- If you have many items, you can use this [template](#) to import

**Tip!** You can add and change item numbers at any time in our Web Service at no extra cost. Make your products easier to find by continuously reviewing your products' numbers.

## Item numbers

There are various types of item numbers. Common item numbers are GTIN/EAN, RSK numbers or E-numbers. Since a large amount of information is now digitalized and many different parties in our industry work together, the ability to identify your specific product is very important! Two examples of why this is important:

- Builders' merchants with whom we have signed contracts have access to our assessment symbols. They can then show your product together with our assessment symbol in their webstores, providing an effective marketing channel for your product!
- We cooperate with the Nordic Swan Ecolabel to connect products in our databases so that, for example, the Nordic Swan Ecolabel is visible on the product card in our database for your products that have this label.

Our assessment symbols will then be connected with the right product in the building merchant's webstore and with the right product in the Nordic Swan Ecolabel database. If we, the building merchant and the Nordic Swan Ecolabel have a single item number, the connection will be easy. If there is no item number, it will be an arduous and manual task to connect the products.

### Importing item numbers

If the product you want to assess comprises several or many item numbers, it could be arduous to enter all of these by hand. Use our import template for this. Download the template, which is a simple Excel file and then paste in your item numbers. Then save the completed template. Then click on Import. A pop-up window will now appear with the option of attaching your completed import template. Attach and make sure that your items have been imported.

You can download the import template by clicking on “template” and attach the template by clicking on the “import” button.

#### Product item specification

Please specify which items should be included in this assessment. Consider that:

- Only items that are covered by the information given in this application can be added.
- It is mandatory to give either item title or article number for your item.
- You can only fill out one item per field. If you would like to submit several items, click on “Add item specification”.
- If you have many items, you can use this [template](#) to import your items.

Items (1 st)

---

<b>Item name *</b>		<b>Item number *</b>	
<input type="text" value="Item name"/>		<input type="text" value="Item number"/>	
<b>GTIN</b>	<b>EAN</b>	<b>RSK-number</b>	<b>E-number</b>
<input type="text" value="GTIN"/>	<input type="text" value="EAN"/>	<input type="text" value="RSK-number"/>	<input type="text" value="E-number"/>

---

## 2.2 Product type and area of application

Your answers to the questions in this section affect what follow-up questions are asked and what certificates you need to attach. One example of this is if you state that your product is a chemical product for indoor use, which means that you will be required to attach the safety data sheet for the product and in Chapter 9. Indoor environments receive questions about emissions.

Product type and area of application

**Type of product** ⓘ

**Type of product \***

Article

Chemical product

**Area of use \***

Indoor

Outdoor

Sanitary room

In this section you can also add one or more product pictures to the application. It is not compulsory but is recommended as users gets a better overview of your product.

### 3. Declaration of contents

In Chapter 3 Declaration of contents, you provide the content of your product or article. This is the most central part of “Apply for assessment”. We have placed a link here to detailed instructions about how you add to the substances and components – read it! At present, only Swedish words can be searched for in the list. Therefore, it is easier to search by CAS, EC or alloy number. If you do not find the substance you are looking for, you can add the name for that substance in free text in the box ‘Name of substance’. For more information, read the manual ‘Add substances and components in “Apply for assessment”’.

Contents section – detailed manual available.

**Contents**

To make an assessment of the product, we need the complete content of the product, and documented in coherence with our [declaration of content](#).

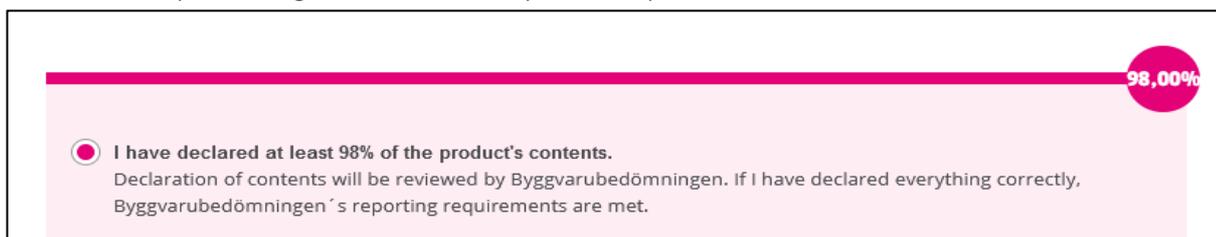
**All substances and components given in this section will be public in our Web Service.**

If you do not wish them to be public, there is a possibility to choose this further down in the Digital Assessment template, under the “meter”.

[Instructions how to add substances and components](#)

During the time that you report your content, the “meter” under your reported components or substances will show the percentage of the content that you have reported. When you have reported at least 98%, you will have fulfilled Byggvarubedömningen’s requirements. Note that the meter only shows content declared up to 100%, if more than 100% is declared for, this will not be reflected in the meter.

Meter of the percentage of the content you have provided



### 3.1 Public, Non-public or confidential information

Under “meter”, there are options for “Public”, “Non-public” and confidential information under a Non-disclosure agreement. We would like you to provide content information that is “Public” information, so we have pre-filled the public option.

Choice of “Public”, “Non-public” or confidential information under a Non-Disclosure agreement

**0,00%**

You have accounted for less than 98% of the product content, and therefore the requirements in the [declaration of content](#) is not met.

Please give more information or choose one of the alternatives below.

**I do not have more information or do not wish to include more information.**  
I am aware that the assessment will not reach the level Accepted (yellow).

**I would like to give more information of the contents, but as "non-public".**  
Please add "non-public" substances by clicking the grey button "New non-public substance" above. Note! Many projects require that declaration of contents is made public, this is especially the case for buildings to be certified. Make your product more selling by adding the contents as public. If you choose to add "non-public" substances, these are not visible when you send in additional information for your current application. However, the information is saved in our Web service and the "meter" will show the amount percentage of the content you have reported. Please also note that we do not display the original names on the "non-public" documents you have enclosed, when you add additional information for your current application. We have masked the names. The original names are saved in our Web Service.

**I would like to declare contents after signing a Confidentiality agreement.**  
When you have sent in your application for assessment, Byggvarubedömningen will come back to you with a draft Confidentiality agreement by e-mail. For faster handling, please prepare the declaration of contents. The alternative to hand in declaration of contents under a Confidentiality agreement is connected with a higher assessment fee. Note! Many projects require that declaration of contents is made public, this is especially the case for buildings to be certified. Make your product more selling by adding the contents as public.

If you want to submit information only once a Non-Disclosure agreement has been signed, you will need to fill in contact information for the person that we need to contact to sign the agreement.

## Contact details Non-Disclosure agreement

I would like to declare contents after signing a Confidentiality agreement.

When you have sent in your application for assessment, Byggvarubedömningen will come back to you with a draft Confidentiality agreement by e-mail. For faster handling, please prepare the declaration of contents. The alternative to hand in declaration of contents under a Confidentiality agreement is connected with a higher assessment fee. Note! Many projects require that declaration of contents is made public, this is especially the case for buildings to be certified. Make your product more selling by adding the contents as public.

<b>Company name *</b>	<b>Name of person signing Confidentiality agreement *</b>
<input type="text" value="BVB Service AB"/>	<input type="text"/>
<b>E-mail address for person signing Confidentiality agreement *</b>	<b>Phone number to person signing the Confidentiality agreement</b>
<input type="text"/>	<input type="text"/>
<b>Other comments regarding Confidentiality agreement</b>	
<input type="text"/>	

Remember that if you click on the option to provide confidential information under a Non-Disclosure agreement, the price of your application will be higher.

### 3.2 Certificate of substance content and concentrations

Chapter 3. Declaration of contents has a section on Certificate of substance content and concentrations. A correct and fully completed certificate is required for the possibility of reaching the Recommended assessment level for chemical contents. It is not compulsory to fill in, and if you choose not to, the highest assessment level you have the possibility to reach is Accepted.

Tip! Remember to check that you have ticked the correct boxes in the certificate before you send in your application. There are three parts where you need to tick one box in order for it to be valid;

- It is hereby certified for the product that
- Specifically indicated substances
- Verification

## 4. Constituent materials and raw materials

In Chapter 4 Constituent materials and raw materials, you will be asked follow-up questions about the materials and raw materials you entered in Chapter 2 or 3. This is part of our life cycle criteria.

For example, if you responded that your product contains wood raw material or that there is reused material, you can state the content of this.

### 4.1 Reused materials

If you have reused materials in your product, click on “Yes” and then click on the “New material” button.

Recycled material in the product, “new material” button:

**Does the product contain recycled material?**

Yes

No

I do not have this information

**Please specify the recycled material by pressing “New material” and fill in the required data.**

[+ NEW MATERIAL](#)

In the pop-up window that appears, you can search in the box for the material or substance that contains the recycled material. First, a list will appear with suggestions of the materials or substances that you previously entered under Chapter 3.

An example is that three components are added in Chapter 3, according to the image below.

Three components: Wooden board, rubber feet and metal legs.

**Components**

Wooden board 50% of product ▼

Rubber feet 20% of product ▼

Metal legs 30% of product

[Edit](#) [Delete](#) ▲

Substance	CAS / EC / alloy number	Weight-% of the substance in the component/raw material	Total weight-% of the substance in the product	Comment
Rostfritt stål, EN 1.4401, Bedömning på legeringsnivå, 10-13% Ni	CAS-nr: 12597-68-1 EG-nr: 603-108-1 Legerings-nr: 1.4401, X5CrNiMo17-12-2	x = 100	x = 30	

+ NEW SUBSTANCE IN COMPONENT

+ NEW COMPONENT

+ NEW PUBLIC SUBSTANCE

In the pop-up window, in the box “Name of material...”, one of the three materials added in Chapter 3 can be selected.

Selection of material with recycled – list of materials or substances added earlier

**Add material** ⓘ

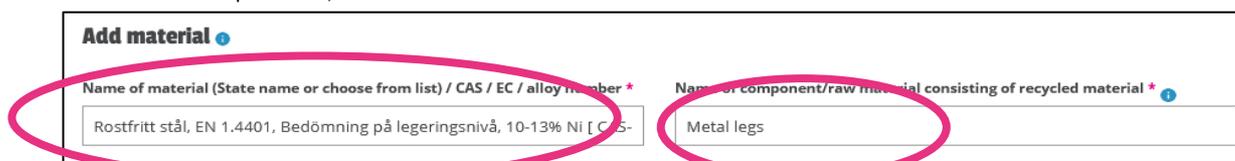
Name of material (State name or choose from list) / CAS / EC / alloy number \*

!

- Träfiberskiva [ CAS-nr: Övrigt ]
- SBR-gummi [ CAS-nr: Övrigt, polymer ]
- Rostfritt stål, EN 1.4401, Bedömning på legeringsnivå, 10-13% Ni [ CAS-nr: 12597-68-1 | EG-nr: 603-108-1 | Legerings-nr: 1.4401, X5CrNiMo17-12-2 ]

When one of the three materials is selected, the name of the component is filled in automatically. In the example and image below, the material is “Rostfritt stål” (Stainless steel) and the component’s name is “Metal legs”.

Name of component, based on material selected.



Add material <span>ⓘ</span>	
Name of material (State name or choose from list) / CAS / EC / alloy number *	Name of component/raw material consisting of recycled material * <span>ⓘ</span>
Rostfritt stål, EN 1.4401, Bedömning på legeringsnivå, 10-13% Ni [ C 5-	Metal legs

Then fill in the percentage of recycled material and that stage at which the material was recycled. You can read more about the different stages in the “i symbols” in the digital application template.

## 5. Production

The way in which your product was produced affects the assessment of the life cycle criteria for your product. In this Chapter 5. Production, you will find questions regarding how your product was produced.

**Tip!** You can enter your name in your base material in free text and complete the questions on the percentage that is recycled and from where, instead of completing the questions for each individual type of material that is contained in the base material.

Example of question under Chapter 5. Production

**5. Production phase**

Has an Environmental Product Declaration (EPD) according to ISO 14025 and EN 15804 (or equivalent) prepared for the product?

Yes, product specific  
 Yes, generic  
 No

Attach Environmental Product Declaration (EPD)



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

## 6. Handling of packaging on distribution

Your product may be packaged because it is to be distributed to your customers? In Chapter 6, we ask questions regarding the packaging that you use.

Example of questions under Chapter 6 Handling of packaging on distribution

**6. Describe the management of packaging for distribution of the product**

Describe packaging of product when distributed:

Packaging material:

Specify the packaging material used and which system of producer responsibility for packaging the supplier is affiliated to:

## 7. Construction and use phase

---

One part of our life cycle criteria is also how your product is used during the construction and use phase. We ask questions on this in this Chapter 7. Construction and use phase.

Example of questions under Chapter 7. Construction and use phase

### 7. Construction and usage phase

Estimated technical life for the product 

Are there any special requirements such as storage conditions for the product during storage?

Yes

No

Please describe:

## 8. Waste

---

In Chapter 8 Waste, you are asked questions about how your product is managed when it becomes waste. You can answer the questions “Yes” or “No” and for both alternatives, there is the possibility to clarify and describe your answer.

**Tip!** For chemical products, make sure the information you add in this section does not contradict the information given in the safety data sheet. A friendly reminder - it is always good to check that the information is consistent in the application form and the safety data sheet.

Example of question in Chapter 8. Waste

**Is material recycling possible for all or parts of the product when it becomes waste?** ⓘ

Yes  
 No

**Please describe:**

## 9. Indoor environment

Earlier in your application, you have stated that your product is intended for indoor use, you will receive a number of follow-up questions on this in this chapter. One example is a question on emissions data.

Questions about emissions

**Has emission data been produced for volatile organic compounds?** ⓘ

Yes  
 Yes, but the information regarding emission will be given by third party.  
 No

**Attach Emission report/Certificate:**



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

## 10. Appendices

---

In Chapter 10. You have the opportunity to add more appendices and also enter additional information, comments or clarifications.

Are these appendices to be used as a basis for assessment or are they appendices that you believe will be of use to our users? Attach your appendices in the box that pertains to your type of attachment. Don't forget to state the file type of your appendix, as this helps us to see what type of information you have provided.

The comments or clarifications provided here are only visible to those of us handling your application and will not be visible to our users.

Some information is also very useful for the users of the assessed products. They might search products in our website and find information that is exactly what they were looking for – therefore make sure you fill in the application form as extensively as you can.

Appendices and further information

### 10. Appendices

**Other appendices or documents relevant for the assessment:** ⓘ



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

**Customer relevant appendices or documents such as assembly or operating/care instructions, technical data sheets etc:** ⓘ



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

**Other comments or clarifications:** ⓘ

## 11. Assessment time

Select your preferred assessment time for your application. The assessment time that you select affects the price. In our “General Terms and Conditions”, you can read about what the various assessment times entail. You will find this document on our web site.

**Tip!** Both we and our users would prefer that you provide information that is entirely public.

Choice of assessment time

10. Appendices

**11. Assessment time**

12. Terms and conditions & send application

### 11. Assessment time

Choose assessment time: \* ⓘ

10 days

2 days

A preliminary assessment is received within 10 working days.

## 12. Terms and conditions and submit application

In Chapter 12. Terms and conditions and submit application, you go through the final stages before you can submit your “Apply for assessment”.

### 12.1 Confirmation of submitted information

You need to confirm the type of information you are submitting to us because we want to be certain that you are aware of the type of information you are submitting: “Public”, “Non-public” or confidential information under a Non-Disclosure Agreement. One of the three options is pre-selected, based on how you answered earlier in the application.

## Confirmation of information submitted

### 12. Terms and conditions & send application

Please confirm whether you have given information in the application form that is: 1) fully public, 2) partly public or 3) if it should partly be handled as confidential. Click the desired option:

- All information that has been given in this application form is fully public. The information is to be used for assessment and will be seen in its full context by all users of Byggsvarubedömningens Web Service.
- I have given and marked information as "non-public" in the application form. Only the information that I have specifically marked as "non-public" in the application form will be hidden in the Web Service. I/I as supplier, who applies for assessment is responsible to check that all information that I wish to be hidden, is hidden and handled in desired way during the assessment when I check the assessment before publishing. When I have accepted Byggsvarubedömningens assessment, Byggsvarubedömning can no longer be held responsible for information that has been exposed public if I have not specifically pointed out it should be "non-public".
- I have marked in the application form that declaration of contents can be given after a Confidentiality agreement is signed. I have marked in the application form that I as a supplier want to give more information of declaration of contents, after a Confidentiality agreement is signed. I am aware that this alternative has a higher assessment cost and will take longer time.

Note that if you provide Non-public information, you will have the opportunity to make sure that the information/documents that you want to be Non-public is handled as such. This will be possible for you to check once you have received feedback from us. On the product card, you will then see what information and documents that are Public. Note that the Non-public information is not visible at all on the product card – even for you that has provided us with the information.

### 12.2 Approval of terms and conditions and certify

Before you submit your application, you must also accept our "General Terms and Conditions". Then you need to certify that you have correctly submitted your "Apply for assessment".

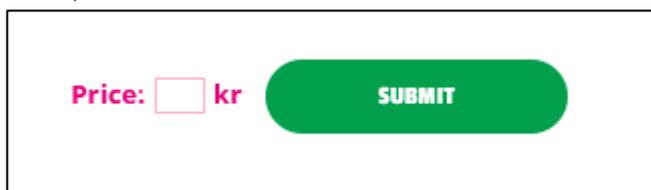
#### Approve terms and conditions and certify

- I hereby confirm and approve Byggsvarubedömningens [General Terms and Conditions](#)
- I confirm that I *Pauline Bergström*, on behalf of *BVB Service AB*, am entitled to use and distribute information of the product <<product name>>. I also confirm that I use my credentials in such a way that no one else than myself can access the communication or documentation associated with the assessment of the actual product. This implies that no other person than myself can communicate with Byggsvarubedömning with my name.

### 12.3 Price and submission

The final stage is to “Submit” your application. The price of your application is adjusted according to the answers in your application. If your company has a discount, this will be reflected in the price.

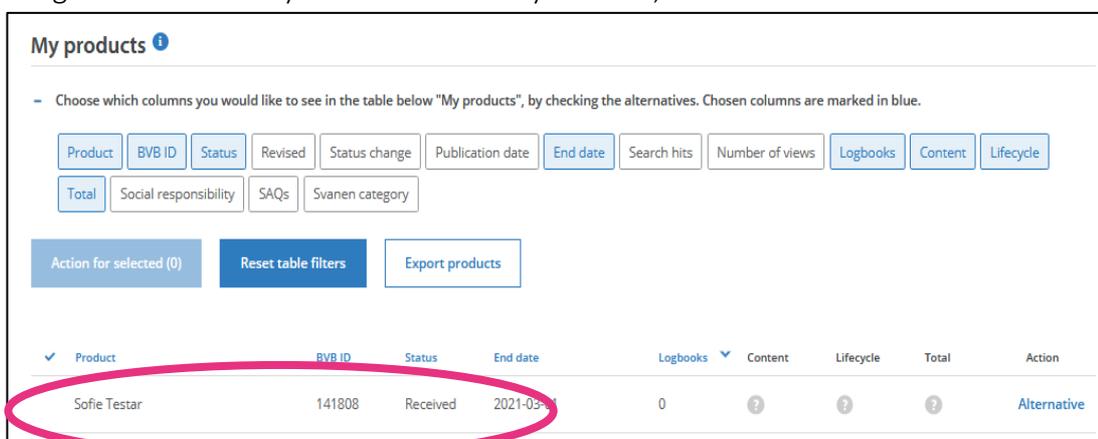
Your price and submit



Price:  kr

When you have submitted your application, you will receive an order confirmation in response to your mail and you will see your ongoing assessment under the “My Products” view with the status “Received”.

Image of the view “My Products” with My Product, status received



My products ⓘ

– Choose which columns you would like to see in the table below “My products”, by checking the alternatives. Chosen columns are marked in blue.

Product BVB ID Status Revised Status change Publication date End date Search hits Number of views Logbooks Content Lifecycle  
Total Social responsibility SAQs Swanen category

Action for selected (0) Reset table filters Export products

✓ Product	BVB ID	Status	End date	Logbooks	Content	Lifecycle	Total	Action
Sofie Testar	141808	Received	2021-03-31	0	?	?	?	Alternative

Once you have sent in your application, we will start assessing your product, therefore you do not have the possibility to add/remove documents or information until you receive feedback from us. The date for when you latest will receive feedback is shown as end date.

Even if you filled in the template/application form as extensive as possible, we still might have some follow up questions and ask you for additional information – this is so you will receive the most just assessment you can for your product.

## 13. Part II Administration publication/additions to your assessment

Two alternatives will be displayed when you receive feedback from us:

**Additional information required:** Our assessor has reviewed your application but has questions regarding the information you have submitted. At this stage, the assessor has written a comment for you regarding the specific question.

**Publish or add additional information:** The product has been assessed by us and is ready to be published in our database. Once your assessment has gained this status, it will be published automatically after 14 days. If you want your product to be published earlier, you can do so yourself. If you want to make further additions to your product, you are welcome to do so.

Filter to your ongoing assessments by using the filter functions next to the statistics section. For the assessment that you want to add to click on the “Options” button.

Click on Add additional information.

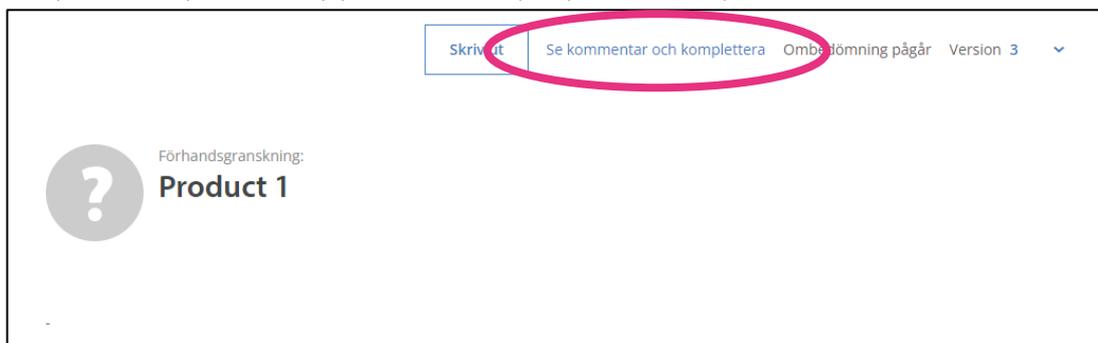
Add product information – status “Additional information required”



<input type="checkbox"/>	Produkt 2	98359	Additional information required	😊	😊	😊	Alternative
<input type="checkbox"/>	Produkt 1	159201	Published	✅	😊	😊	Alternative

If your product appears in blue text (see image above), you can click on the product name. You will then access the preliminary product card for your product. From the preliminary product card, you can click on the “Se kommentar och komplettera” (See comments and add information) button.

The “Se kommentar och komplettera” (See comments and add information) from the product’s preliminary product card (only in Swedish)

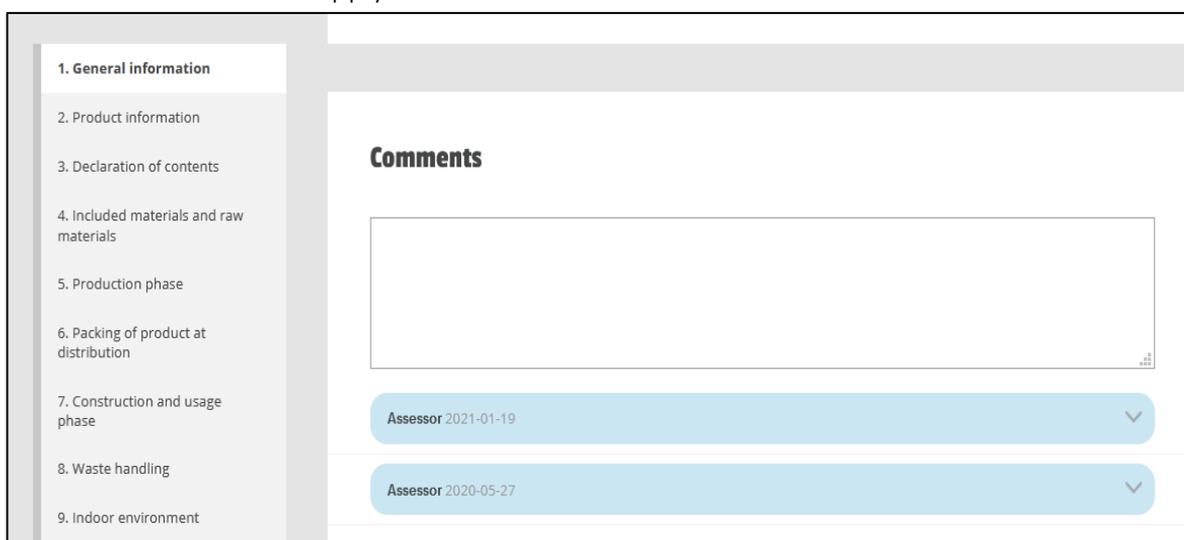


Then click on “Add additional information” from the “Options” button, or using the “Se kommentar och komplettera” (See comments and add information) button, you will arrive at the “Apply for assessment” page.

### 13.1 Add to assessment

In the new “Apply for assessment”, a new comments box appears and comments from the assessor.

Comments box in new “Apply for assessment”



A new comment can be entered in the upper comments box.

New comment when adding information



When you are going to add to your application, go through the template again and fill in (add) the information required.

### 13.2 Adding to a completely “Public” application

If you have submitted an application with completely public information, meaning that all appendices submitted are public and all of your declaration of contents is public, you will see all of the content and appendices in the part of the template where you entered them.

The example shows public content under Chapter 3. Declaration of contents and the “Meter” show the extent of the content you have provided.

Public substances when adding information

**New public substance**

Substance	CAS / EC / alloy number	Total weight-% of the substance in the product	Comment	Function of the substance in the product
Träfiberskiva	CAS-nr: Övrigt	x = 40		
Rostfritt stål, EN 1.4401, Bedömning på legeringsnivå, 10-13% Ni	CAS-nr: 12597-68-1 EG-nr: 603-108-1 Legerings-nr: 1.4401, X5CrNiMo17-12-2	x = 40		
SBR-gummi	CAS-nr: Övrigt, polymer	20 ≤ x ≤ 25		

+ NEW PUBLIC SUBSTANCE

---

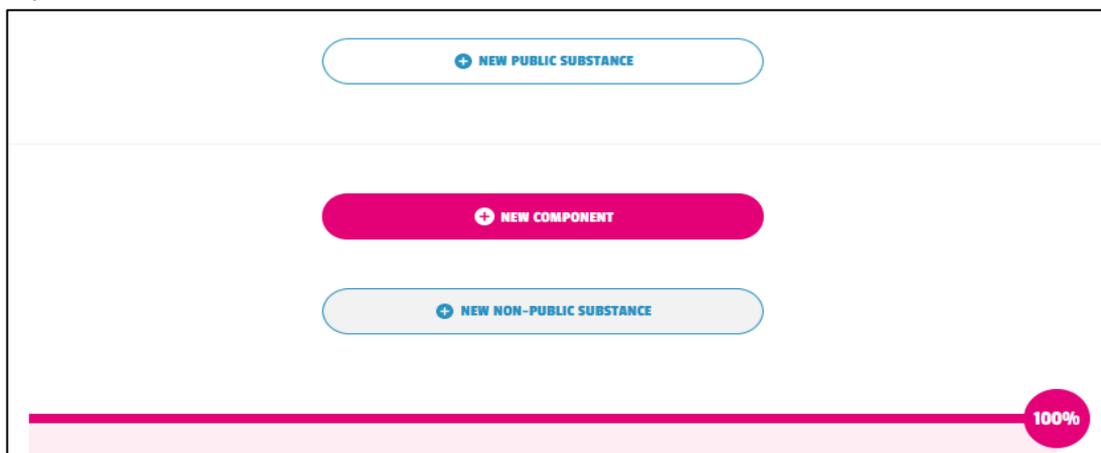
+ NEW COMPONENT

100%

### 13.3 Adding to an application containing “Non-public” information.

If, when applying, you reported your content as “Non-public” information or attached documents that are “Non-public”, you will not be able to see these when adding to your application.

“Non-public” content is reported but is not visible, the meter shows the percentage reported



For documents that were attached to your application, but were labelled as file type “Non-public”, you will be able to see that you have attached the document, but not the title of the document. You will not be able to open the document either. The document has been saved by us!

“Non-public” documents are attached

Has emission data been produced for volatile organic compounds? 

Yes  
 Yes, but the information regarding emission will be given by third party.  
 No

Attach Emission report/Certificate:



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

**Emissions certificate.docx** 

2021-03-02  
38.44 kB

Emissions report/ct 

I attach the emission report as a "non-public" document and thereby accept that the document is stored in Byggvarubedömningen's Web Service, but is handled as "non-public", meaning non authorised users cannot reach it:

### 13.4 Submit your application with additions

When you have filled in all additional information, it will be time to submit the application again. You need to confirm again the type of information you are submitting to us because we want to be certain that you are aware of the type of information you are submitting: “Public” or “Non-public”. One of the three options is pre-filled, based on your previous answers in the application.

Before you submit your application, you must also accept our “General Terms and Conditions”. Then you need to certify that you have correctly submitted your “Apply for assessment”.

Approve terms and conditions, certify and submit

I hereby confirm and approve Byggvarubedömningen's [General Terms and Conditions](#)

I confirm that I *Pauline Bergström*, on behalf of *BVB Service AB*, am entitled to use and distribute information of the product <<product name>>. I also confirm that I use my credentials in such a way that no one else than myself can access the communication or documentation associated with the assessment of the actual product. This implies that no other person than myself can communicate with Byggvarubedömningen with my name.

**SUBMIT**

When you have submitted additions, you will see your ongoing assessment in the view My Products with the status Additional information received.

Additional information received

ej publik	117490	Additional information received	2019-03-28	?	?	?
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## 14. Publish a product

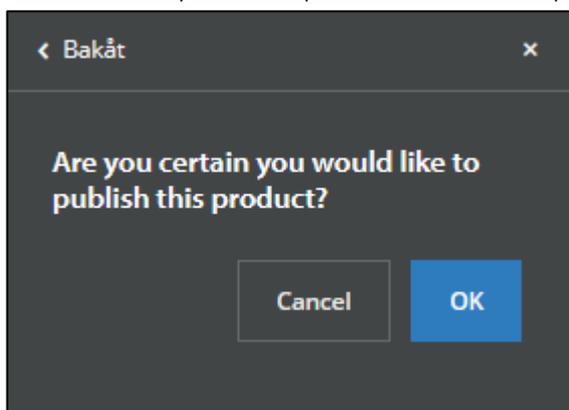
Once a product has the status “Publish or add additional information”, the product is ready for publication in our database. Once your assessment/product has been assigned this status, it will be published automatically after 14 days. If you want your product to be published earlier, you can do so yourself. If you want to make further additions to your product, you are welcome to do so.

Status “Publish or add additional information”

<input type="checkbox"/>	Product 1	15920	Publish or...	2022-11-03	?	?	?	Alternative
<input type="checkbox"/>	Product 2	98359	Draft com...	2022-08-25	😊	😊	😊	Publish now
<input type="checkbox"/>	Product 3	150100	Assessme...	2021-10-08	?	?	?	Add additional information

If you want to make further additions to your product, select the option “Add additional information”. If you want to publish your product so that it becomes visible in the database, select “Publish now”. You will then be asked if you are sure that you want to publish.

Confirm that you want publication to take place



You can also publish your product by clicking on the "Publish" button at the top of the product's preliminary product card. When your product has been published, the status will be changed to "Published".

The product is published!

Product	BVB ID	Status	Publication date	Logbooks	Content	Lifecycle	Total	Action
<input type="checkbox"/> Produkt 1	159201	Published	2022-06-29	0	✔	😊	😊	Alternative
<input type="checkbox"/> Produkt 2	98359	Assessmen...		0	?	?	?	
<input type="checkbox"/> Produkt 3	150100	Assessmen...		0	?	?	?	

## 15. Reassessed product

### 15.1 Introduction

You may want to have your product reassessed for various reasons.

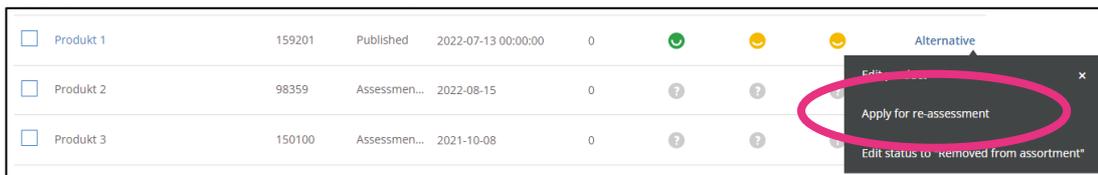
- If the content of your product has changed.
- If you have developed the product and its characteristics have changed.

You can apply for reassessment by clicking on the “Ansök om ombedömning” (Apply for reassessment) button from the product card on your product or from the “Options” and “Apply for reassessment” button in the table under “My Products”.

The “Ansök om ombedömning” (Apply for reassessment) button from the product card (Only in Swedish)



### Apply for reassessment from My Products



A screenshot of a table with three rows. The first row is "Produkt 1" with ID 159201, status "Published", and date "2022-07-13 00:00:00". The second row is "Produkt 2" with ID 98359, status "Assessmen...", and date "2022-08-15". The third row is "Produkt 3" with ID 150100, status "Assessmen...", and date "2021-10-08". Each row has a checkbox on the left and several icons on the right. A context menu is open over the second row, with the "Apply for re-assessment" option highlighted by a pink oval.

<input type="checkbox"/>	Produkt 1	159201	Published	2022-07-13 00:00:00	0	🟢	🟡	🟡	Alternative
<input type="checkbox"/>	Produkt 2	98359	Assessmen...	2022-08-15	0	?	?	?	Apply for re-assessment
<input type="checkbox"/>	Produkt 3	150100	Assessmen...	2021-10-08	0	?	?	?	Edit status to "Removed from assortment"

**Tip!** When you apply for reassessment using our new template, you do not need to attach a Building product declaration because you create a Building product declaration by completing the template. The application templates are designed in accordance with the applicable rules for eBVD2015. Once you have filled in the template correctly, in accordance with our guidance, it corresponds to our former declaration template. If you like, you can view our new Apply for assessment as our “digital declaration template”. The templates created and completed, together with the documentation you are asked to attach, comprise the basis that we use to assess your product.

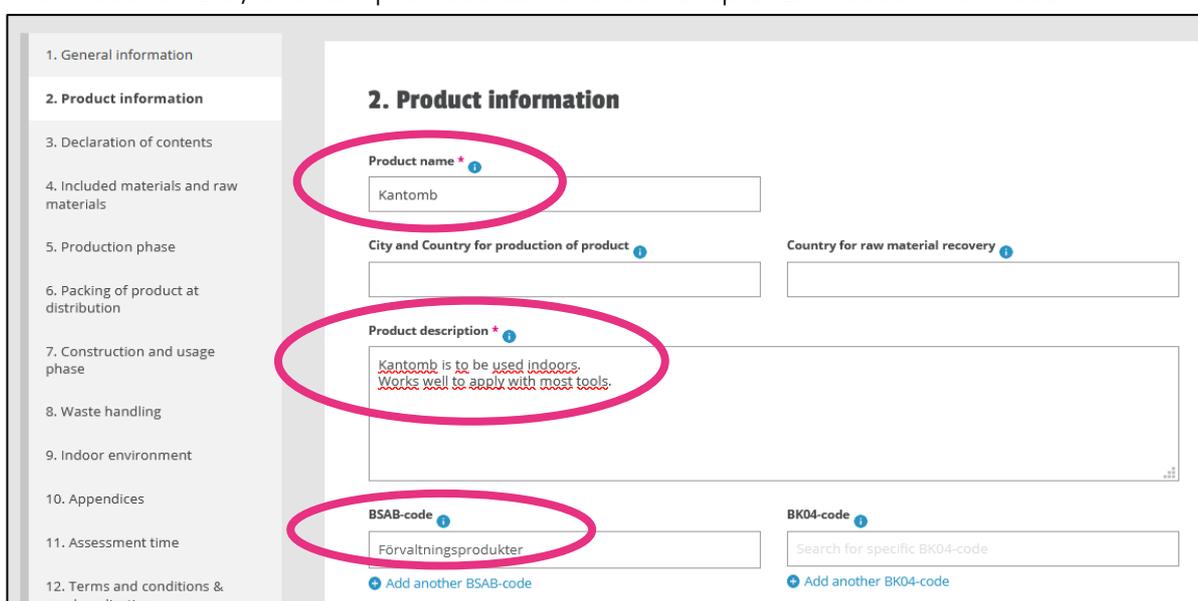
When you click on “Apply for reassessment”, you will come to our new template for “Apply for assessment” regardless of whether you submitted it using our new or old template when you last applied.

## 15.2 Pre-filled information

You can see some pre-filled information in the template. The information that is pre-filled is the information you provided for the preceding application.

You can see examples of pre-filled information in some images below.

Pre-filled answers / answers provided earlier under Chapter 2. Product Information



The screenshot shows a web form titled "2. Product information". On the left is a sidebar with a list of 12 sections. The main form area contains the following fields:

- Product name \***: A text box containing "Kantomb".
- City and Country for production of product**: An empty text box.
- Country for raw material recovery**: An empty text box.
- Product description \***: A text area containing "Kantomb is to be used indoors. Works well to apply with most tools."
- BSAB-code**: A text box containing "Förvaltningsprodukter".
- BK04-code**: A text box with a search prompt "Search for specific BK04-code".

Each field has a small blue information icon. Below the BSAB-code and BK04-code fields are links to "Add another BSAB-code" and "Add another BK04-code" respectively. The pre-filled values are highlighted with pink circles.

## 15.3 Previously attached documents

The documents you provided with your previously submitted application and that form the basis of the current assessment can be found in the new template. The documents are visible in different places in the template depending on whether you used our new “Apply for assessment” or the old template when you previously applied for assessment.

If, at the time of your preceding application, you used our new “Apply for assessment”, you will find your previously attached documents in the place in the template where you provided them, or next to the question relevant to the document. The documents have been tagged with the same document type as in the preceding application.

Previously attached safety data sheet attached, under question about “Type of product”

1. General information

2. Product information

3. Declaration of contents

4. Included materials and raw materials

5. Production phase

6. Packing of product at distribution

7. Construction and usage phase

8. Waste handling

9. Indoor environment

10. Appendices

11. Assessment time

12. Terms and conditions & send application

**Type of product**

Type of product \*

Article

Chemical product

Enclose Safety Data Sheet (SDS). Note! The SDS must be according to current legislation and be in Swedish. \*

+

Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

Säkerhetsdatablad.docx

2021-03-03

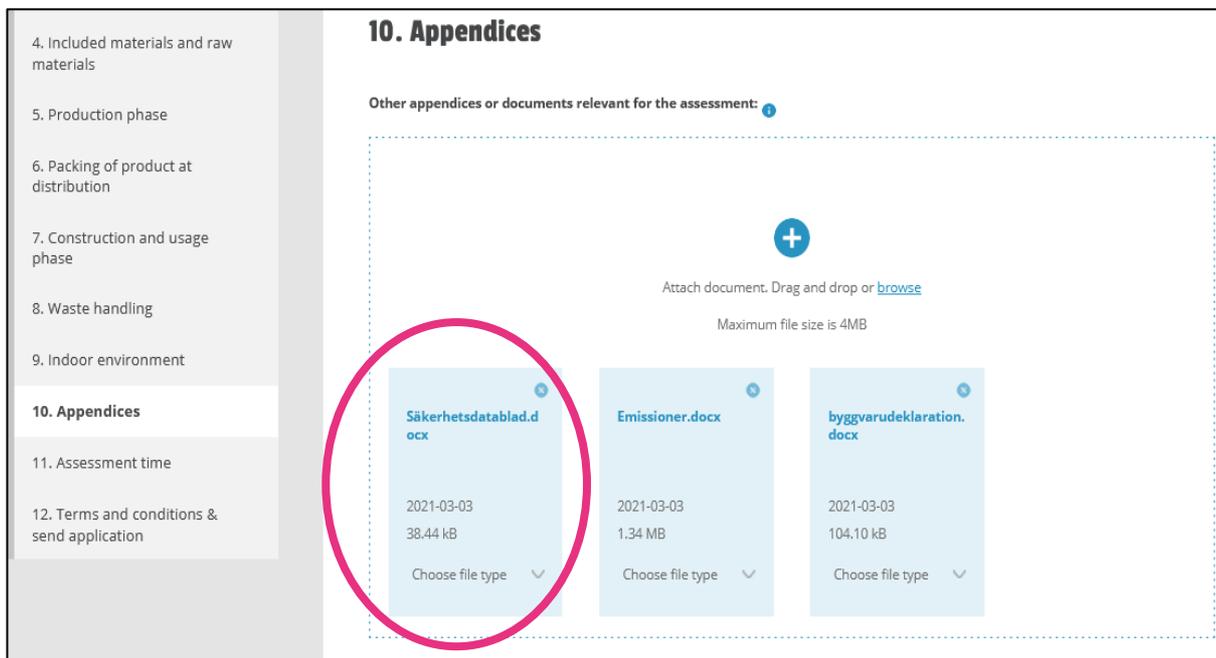
38.44 kB

Safety Data Sheet

I verify that the SDS is in accordance with CLP Regulation

If you used our old template when you most recently applied, you will find all of your previously attached documents under Chapter 10. Appendices. The documents are now not tagged with any document type.

Previously attached documents, under Chapter 10 Appendices



**10. Appendices**

Other appendices or documents relevant for the assessment: +

Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

Document Name	Date	Size	Action
Säkerhetsdatablad.docx	2021-03-03	38,44 kB	Choose file type
Emissioner.docx	2021-03-03	1,34 MB	Choose file type
byggvarudeklaration.docx	2021-03-03	104,10 kB	Choose file type

From Chapter 10. Appendices, you have the option of reusing your previously attached documents that are still relevant or remove those documents that you no longer wish to use.

If you wish to reuse a document, click on the document name and download a copy. You then attach the document at the appropriate question when completing your new application.

If you want to remove a document, click on the cross in the upper right-hand corner next to the document name.

If you want to keep a document and that it remains in the box “Other appendices for assessment”, you assign your document a document type and let it remain there.

#### 15.4 “Public” and “Non-public” information

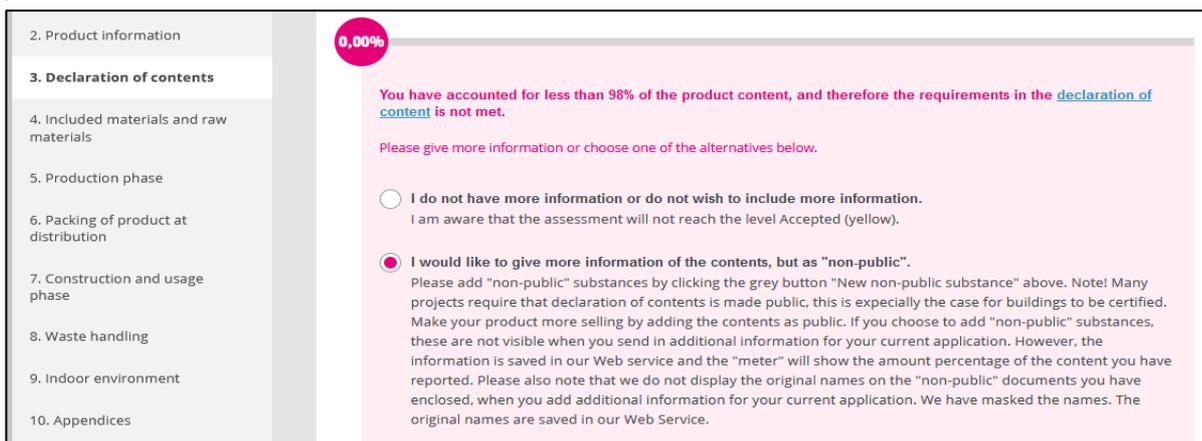
The public information that you provided when you last applied will now be visible in the template under each section:

- Public documents will be visible against the appropriate question or under Chapter 10. Appendices.
- Public content will be visible in the “blue-shaded” table in Chapter 3 Declaration of contents.

If you provided “Non-public” information in your previous application, the following applies:

- Documents submitted as “Non-public” in a previous application will not be visible in the template. They will also not be visible at the relevant question or under Chapter 10. Appendices. Documents that are to be “Non-public” information must therefore be attached again.
- The “Non-public” content that you reported in your previous application will not be visible under Chapter 3. Declaration of contents. You need to report the content again, choose whether it is to be public or “Non-public”.
- You can gain confirmation that you have previously submitted information as “Non-public” by the “Non-public information” option being pre-filled in the pink box under the “meter” in Chapter 3. Declaration of contents.

The “Non-public” information option is marked if you previously supplied “Non-public” information



2. Product information

**3. Declaration of contents**

4. Included materials and raw materials

5. Production phase

6. Packing of product at distribution

7. Construction and usage phase

8. Waste handling

9. Indoor environment

10. Appendices

**0,00%**

You have accounted for less than 98% of the product content, and therefore the requirements in the [declaration of content](#) is not met.

Please give more information or choose one of the alternatives below.

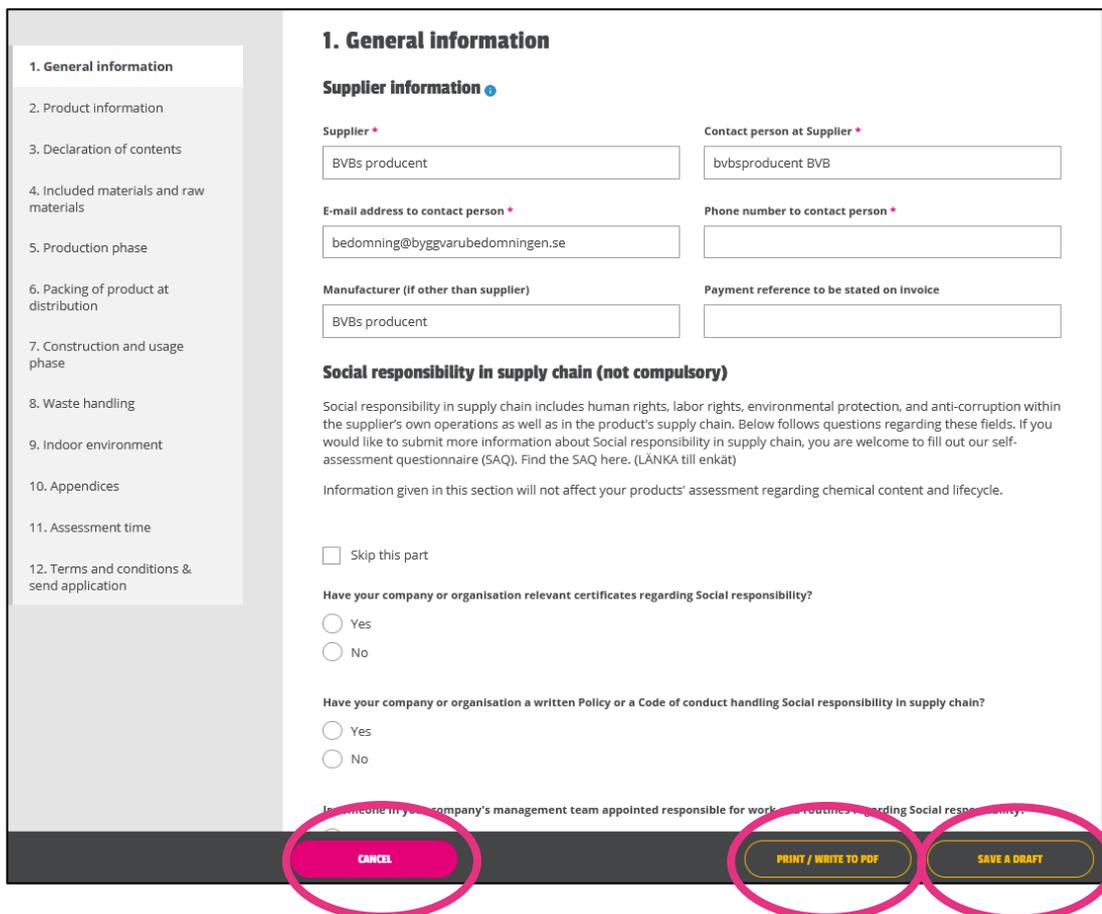
I do not have more information or do not wish to include more information.  
I am aware that the assessment will not reach the level Accepted (yellow).

I would like to give more information of the contents, but as "non-public".  
Please add "non-public" substances by clicking the grey button "New non-public substance" above. Note! Many projects require that declaration of contents is made public, this is especially the case for buildings to be certified. Make your product more selling by adding the contents as public. If you choose to add "non-public" substances, these are not visible when you send in additional information for your current application. However, the information is saved in our Web service and the "meter" will show the amount percentage of the content you have reported. Please also note that we do not display the original names on the "non-public" documents you have enclosed, when you add additional information for your current application. We have masked the names. The original names are saved in our Web Service.

## 15.5 Save draft, print and cancel

For the entire time that you are filling in your reassessment, you will see the buttons “Cancel”, “Print” and “Save draft” at the bottom of the screen.

The “Cancel”, “Print” and “Save draft” buttons.



**1. General information**

**Supplier information**

Supplier \*  
BVBs producent

Contact person at Supplier \*  
bvbsproducent BVB

E-mail address to contact person \*  
bedomning@byggvarubedomningen.se

Phone number to contact person \*

Manufacturer (if other than supplier)  
BVBs producent

Payment reference to be stated on Invoice

**Social responsibility in supply chain (not compulsory)**

Social responsibility in supply chain includes human rights, labor rights, environmental protection, and anti-corruption within the supplier's own operations as well as in the product's supply chain. Below follows questions regarding these fields. If you would like to submit more information about Social responsibility in supply chain, you are welcome to fill out our self-assessment questionnaire (SAQ). Find the SAQ here. (LÄNK till enkät)

Information given in this section will not affect your products' assessment regarding chemical content and lifecycle.

Skip this part

Have your company or organisation relevant certificates regarding Social responsibility?  
 Yes  
 No

Have your company or organisation a written Policy or a Code of conduct handling Social responsibility in supply chain?  
 Yes  
 No

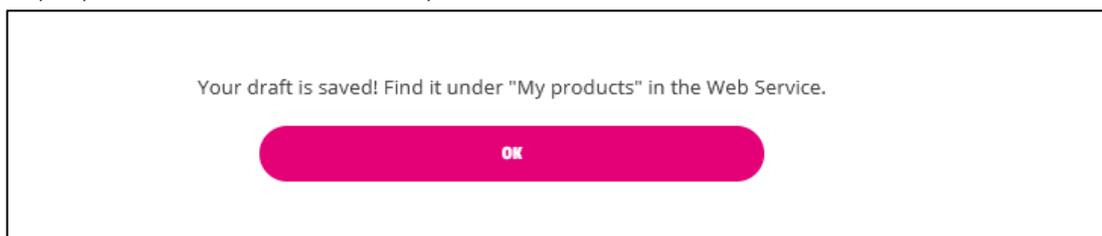
Is someone in your company's management team appointed responsible for work routines regarding Social responsibility?

**CANCEL** **PRINT / WRITE TO PDF** **SAVE A DRAFT**

## Save draft

As soon as you click on the “Save draft” button, a draft of your completed reassessment will be saved in the My Products view. This means that you can fill in parts of your reassessment at one time and then continue at another time. It is important that you click on the “Save draft” button because the template is not saved automatically.

Pop-up window that shows that your draft has been saved.



Your draft is saved! Find it under "My products" in the Web Service.

**OK**

**Tip!** Use the “Save draft” function if you are unable to complete the template in one go. Just remember that the template is not saved automatically and that you must click “Save draft” to save it.

Whenever you want to continue filling in your reassessment, you can find your saved draft in the menu under “My Products”. The exclamation mark in front of the product name indicates that a reassessment of the product is in progress. In this case, the draft that has been created.

Click on your draft and continue to complete it.

You can find your draft under “My Products”

**My products** ⓘ

– Choose which columns you would like to see in the table below “My products”, by checking the alternatives. Chosen columns are marked in blue.

Product  BVB ID  Status  Revised  Status change  Publication date  End date  Search hits  Number of views  Logbooks  Content  Lifecycle

Total  Social responsibility  SAQs  Svanen category

<input checked="" type="checkbox"/>	Product	<input checked="" type="checkbox"/> BVB ID	Status	End date	Content	Lifecycle	Total	SAQs	Svanen category	Action
<input type="checkbox"/>	Product 1 ⓘ	159201	Removed ...	2022-10-03 00:00:00	🟢	🟡	🟡			Alternative
<input type="checkbox"/>	Product 1 (Draft)	159201	Draft		?	?	?			Alternative

Cancel

If you want to cancel your reassessment, you can click on “Cancel” at any time. The data you have entered and not saved will then be erased and you will be returned to your start page in the database. If you click on “Cancel”, a pop-up window will appear to inform you that you are about to cancel and that the information you may have not saved will be erased if you continue.

Pop-up window because you clicked on Cancel.

**Would you like to cancel?**

If you chose "Yes" below without saving your application, all the information you have filled out will be deleted and you will return to the start page.

If you would like to save the information you have filled out, click "No" below, and then "Save draft". Then your draft will be saved, and you can find it under "My products" in the Web Service. When you have saved this, you can click "Cancel" and "Yes" to complete the application later.

Print - print preview

If you want to preview or print your ongoing reassessment, you can do so at any time by clicking on Print.

When you print a draft while you are filling in your application or just prior to submitting your application, you will see all of the information that you have entered. That means that if you have entered information that is "Non-public", it will appear as such on your printout. This is so that you can see what you have entered.

## 16. Update information for your product

For the attached documents, you can update them by removing those that are no longer relevant and adding new ones. Remove the documents that are no longer relevant by clicking on the "cross" beside the document name and add new ones by clicking on the plus sign.

Remove the documents that are no longer relevant using the “cross”

1. General information

**2. Product information**

3. Declaration of contents

4. Included materials and raw materials

5. Production phase

6. Packing of product at distribution

7. Construction and usage phase

8. Waste handling

9. Indoor environment

10. Appendices

11. Assessment time

12. Terms and conditions & send application

**Type of product**

Type of product \*

Article

Chemical product

Enclose Safety Data Sheet (SDS). Note! The SDS must be according to current legislation and be in Swedish. \*

Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

Säkerhetsdatablad.docx

2021-03-03

38,44 kB

Safety Data Sheet

I verify that the SDS is in accordance with CLP Regulation

## 17. Appendices and comments

In Chapter 10. You have the opportunity to add more appendices and also submit comments or clarifications to us.

Are these appendices to be used as a basis for assessment or are they appendices that you believe will be of use to our users? Attach your appendices in the box that pertains to your type of attachment.

If you want to submit information, comments or clarifications to us – please do so! The text you write here is only visible to those of us processing your application and will not be visible to our users.

## Appendices and comments

### 10. Appendices

**Other appendices or documents relevant for the assessment:** ⓘ



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

**Customer relevant appendices or documents such as assembly or operating/care instructions, technical data sheets etc:** ⓘ



Attach document. Drag and drop or [browse](#)

Maximum file size is 4MB

**Other comments or clarifications:** ⓘ

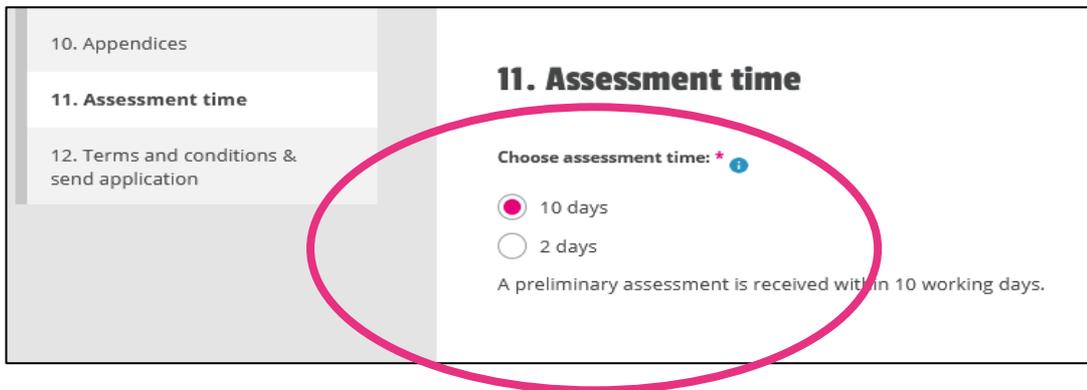
We wish to make a re-assessment as the substance content has changed in our product

## 18. Assessment time

---

Select your preferred assessment time for your reassessment. The assessment time that you select affects the price.

### Choice of assessment time



10. Appendices

**11. Assessment time**

12. Terms and conditions & send application

### 11. Assessment time

Choose assessment time: \*

10 days

2 days

A preliminary assessment is received within 10 working days.

## 19. Terms and conditions and submit application

In Chapter 12. Terms and conditions and submit application, you go through the final stages before you can submit your application for reassessment.

### 19.1 Confirmation of submitted information

You need to confirm the type of information you are submitting to us because we want to be absolutely certain that you are aware of the type of information you are submitting: “Public”, “Non-public” or confidential information under a formal confidentiality agreement. One of the three options is pre-selected, based on how you answered earlier in the application.

**Tip!** Both we and our users would prefer that you provide information that is entirely public.

## Confirmation of information submitted

**12. Terms and conditions & send application**

Please confirm whether you have given information in the application form that is: 1) fully public, 2) partly public or 3) if it should partly be handled as confidential. Click the desired option:

- All information that has been given in this application form is fully public. The information is to be used for assessment and will be seen in its full context by all users of Byggarubedömningens Web Service.**
- I have given and marked information as "non-public" in the application form.** Only the information that I have specifically marked as "non-public" in the application form will be hidden in the Web Service. I, as supplier, who applies for assessment is responsible to check that all information that I wish to be hidden, is hidden and handled in desired way during the assessment when I check the assessment before publishing. When I have accepted Byggarubedömningens assessment, Byggarubedömning can no longer be held responsible for information that has been exposed public if I have not specifically pointed out it should be "non-public".
- I have marked in the application form that declaration of contents can be given after a Confidentiality agreement is signed.** I have marked in the application form that I as a supplier want to give more information of declaration of contents, after a Confidentiality agreement is signed. I am aware that this alternative has a higher assessment cost and will take longer time.

**19.2 Approving terms and conditions and certifying**

Before you submit your application for reassessment, you must also accept our "General Terms and Conditions". Then you need to certify that you are entitled to submit a reassessment.

## Approve terms and conditions and certify

- I hereby confirm and approve Byggarubedömningens [General Terms and Conditions](#)
- I confirm that I *Pauline Bergström*, on behalf of *BVB Service AB*, am entitled to use and distribute information of the product <<product name>>. I also confirm that I use my credentials in such a way that no one else than myself can access the communication or documentation associated with the assessment of the actual product. This implies that no other person than myself can communicate with Byggarubedömning with my name.

**19.3 Price and submission**

The final stage is to "submit" your application for reassessment. The price of your application is adjusted according to the answers in your application. If your company has a discount, this will be reflected in the price.

Your price and submit



Price:  kr

When you have submitted your application, you will receive an order confirmation in response to your mail and you will see your ongoing assessment under the My Products view with the status Received.

Image of the view “My Products” with submitted reassessment, status Received

My products ?

– Choose which columns you would like to see in the table below “My products”, by checking the alternatives. Chosen columns are marked in blue.

Product  BVB ID  Status  Revised  Status change  Publication date  End date  Search hits  Number of views  Logbooks  Content  Lifecycle

Total  Social responsibility  SAQs  Svanen category

<input checked="" type="checkbox"/> Product	<input checked="" type="checkbox"/> BVB ID	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> End date	<input type="checkbox"/> Content	<input type="checkbox"/> Lifecycle	<input type="checkbox"/> Total	<input type="checkbox"/> SAQs	<input checked="" type="checkbox"/> Svanen category	<input type="checkbox"/> Action
<input type="checkbox"/> Product 1	159 01	Received	2022-10-03	?	?	?			Alternative
<input type="checkbox"/> Product 2	98359	Draft com...	2022-08-25	😊	😊	😊			Alternative
<input type="checkbox"/> Product 3	150100	Assessme...	2021-10-08	?	?	?			

## 20. Work with your products in the database

In this section, we describe how you can work with the products and applications you have in our database.

We describe where you can find your draft and how you

- add information to an assessment in progress,
- publish an assessment that has been assessed,
- update item numbers for products,
- mark products as no longer in the range
- can export information about your products and those of your company.

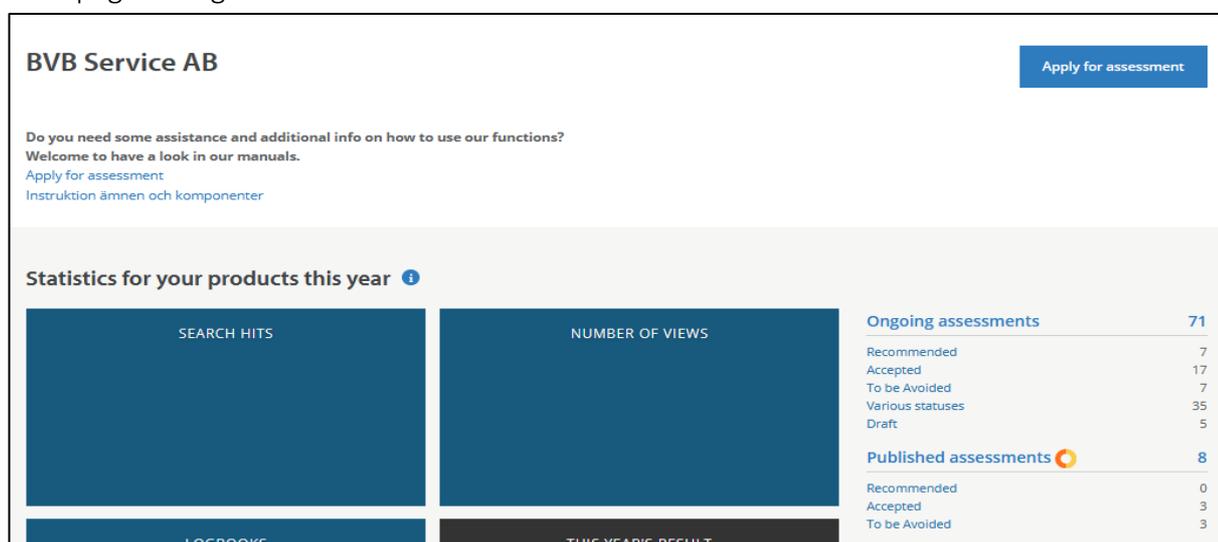
You work with your products from the “My Products” page.

**Support?** You can of course contact our support desk if you need support and help or if you have any questions. You can find the contact information for our support desk on our website – under the “Support” tab.

## 21. “My Products” page

When you log in, you come directly to the “My Products” page:

Start page on login

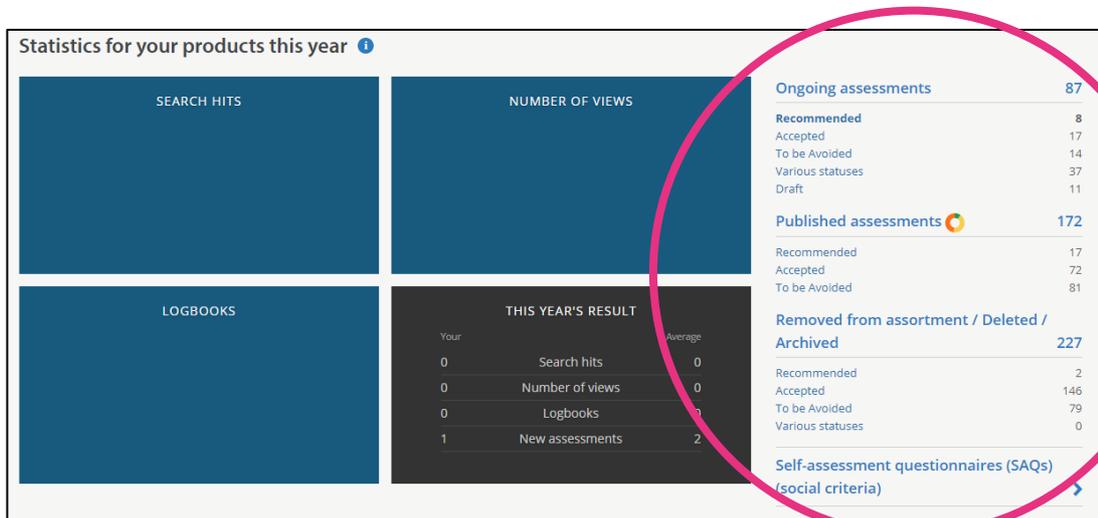


### 21.1 Statistics and overview

The top of the page shows you statistics about how your products have been found and selected by our users. Read more under the i symbol to find out what the statistics mean. (NB the example is a test account, which is why the statistics are not current.)

Next to the boxes, you will see the headings “Assessments ongoing”, “Published assessments”, “Removed from assortment” and “Social assessment questionnaires”. All headings and underlying words are clickable. Next to the headings, you will get a quick overview of how many of your products have been published and how they have been assessed (Recommended, Accepted or To be Avoided) and how many assessments in progress you have and their current status.

Statistics and overview of your portfolio



## 21.2 “My Products” table

A table with the heading “My Products” is further down the page. The table shows you all of your products with all of their varying statuses. Under the i symbol, you can see information about what the table can show. Please read this!

“My Products” table

You can tailor the information (columns) you want to see for your products by clicking in the box above the table. The boxes you have selected are shaded blue. You can then filter among your products in the table by clicking on the column headings that are shaded blue. Your products are then filtered into:

- **Alphabetical order**, if they involve names or words. Select descending, or ascending by clicking once or twice on the heading.
- **Numerical order**, if numbers/figures are involved. Select descending, or ascending by clicking once or twice on the heading.
- **Date order**, if a date is involved. Select descending, or ascending by clicking once or twice on the heading.

Fewer columns and filtering on BVBID in numerical order (descending).

**My products** ⓘ

– Choose which columns you would like to see in the table below "My products", by checking the alternatives. Chosen columns are marked in blue.

Product  BVB ID  Status  Revised  Status change  Publication date  End date  Search hits  Number of views  Logbooks  Content  Lifecycle  
 Total  Social responsibility  SAQs  Svanen category

<input checked="" type="checkbox"/> Product	<input checked="" type="checkbox"/> BVB ID	Status	End date	Content	Lifecycle	Total	SAQs	Svanen category	Action
<input type="checkbox"/> Product 1	159201	Received	2022-10-03	?	?	?			Alternative
<input type="checkbox"/> Product 2	98359	Draft com...	2022-08-25	😊	😊	😊			Alternative

You can also sort products of a single type by status by using the headings in the overview. In the image below, we have chosen only to see our drafts and the table then only shows drafts.

## Filtering drafts

**BVB Service AB**
Apply for assessment

Do you need some assistance and additional info on how to use our functions?  
 Welcome to have a look in our manuals.  
 Environmental assessment with digital application template  
[Instructions - substances and components](#)

### Statistics for your products this year 1

**SEARCH HITS**

v.33	v.34	v.35	v.36	v.37
21	21	23	25	38

**NUMBER OF VIEWS**

v.33	v.34	v.35	v.36	v.37
2	2	2	3	3

**LOGBOOKS**

v.33	v.34	v.35	v.36	v.37
0	0	0	0	0

**THIS YEAR'S RESULT**

Your		Average
789	Search hits	3584
100	Number of views	86
1	Logbooks	56
46	New assessments	7

**Ongoing assessments** 138

Recommended	6
Accepted	26
To be Avoided	15
Various statuses	68
<b>Draft</b>	<b>23</b>

**Finished assessments** 6

Recommended	1
Accepted	4
To be Avoided	1

**Removed from assortment / Deleted / Archived** 8

Recommended	0
Accepted	4
To be Avoided	3
Various statuses	1

**Self-assessment questionnaires (SAQs) (social criteria)** >

### My products (Ongoing - Draft) 1

Choose which columns you would like to see in the table below "My products", by checking the alternatives. Chosen columns are marked in blue.

Product
BVB ID
Status
Revised
Status change
Publication date
End date
Search hits
Number of views
Logbooks
Content
Lifecycle

Total
Social responsibility
SAQs
Svanen category

Action for selected (0)
Reset table filters
Export products

<input checked="" type="checkbox"/>	Product	BVB ID	Status	End date	Sear...	Num...	Logb...	Content	Lifecycle	Total	SAQs	Svanen category	Action
<input type="checkbox"/>	Product 1 (Draft)	159201	Draft		0	0	0	?	?	?			Alternative

Below is an example of when we have filtered our published products with the assessment, "Accepted".

### Published product - Accepted

**BVB Service AB** Apply for assessment

Do you need some assistance and additional info on how to use our functions?  
 Welcome to have a look in our manuals.  
[Environmental assessment with digital application template](#)  
[Instructions - substances and components](#)

#### Statistics for your products this year ?

##### SEARCH HITS

Year	v.33	v.34	v.35	v.36	v.37
Search Hits	21	21	23	25	38

##### NUMBER OF VIEWS

Year	v.33	v.34	v.35	v.36	v.37
Number of Views	2	2	2	3	3

##### LOGBOOKS

Year	v.33	v.34	v.35	v.36	v.37
Logbooks	0	0	0	0	0

##### THIS YEAR'S RESULT

Your	Average
789	3584
100	86
1	56
46	7

#### Ongoing assessments 137

Recommended	6
Accepted	26
To be Avoided	15
Various statuses	68
Draft	22

#### Published assessments 7

Recommended	1
Accepted	5
To be Avoided	1

#### Removed from assortment / Deleted / Archived 7

Recommended	0
Accepted	3
To be Avoided	3
Various statuses	1

#### Self-assessment questionnaires (SAQs) (social criteria) >

### My products (Published - Accepted) ?

– Choose which columns you would like to see in the table below "My products", by checking the alternatives. Chosen columns are marked in blue.

Product
BVB ID
Status
Revised
Status change
Publication date
End date
Search hits
Number of views
Logbooks
Content
Lifecycle

Total
Social responsibility
SAQs
Svanen category

Action for selected (0)
Reset table filters
Export products

<input checked="" type="checkbox"/> Product	BVB ID	Status	End date	▲ Content	Lifecycle	Total	SAQs	Svanen category	Action
<input type="checkbox"/> Product 1	159201	Published	2022-10-03 18:54:25	🟢	🟡	🟡			Alternative

### 21.3 Product or Assessment Status

A status is shown in the table for your product or assessment in progress. The various statuses entail:

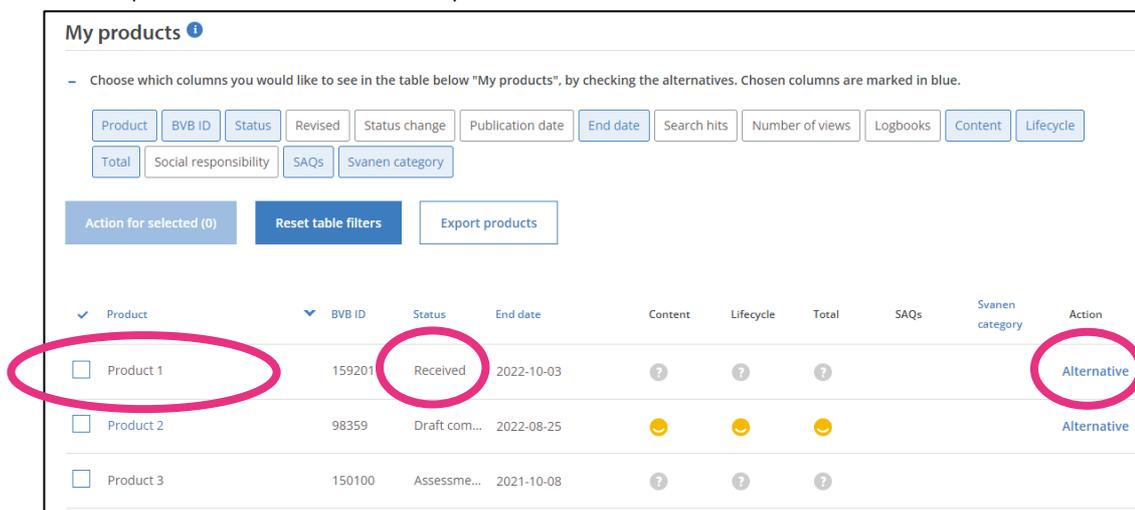
- **Draft:** You have begun to fill in a new “Apply for assessment” but have not yet submitted it to us. You have chosen to save a draft to continue a later date.
- **Received:** You have submitted your application and it has been received by us, but the assessment has not yet commenced. Additions and changes can be made.
- **Assessment ongoing:** Our assessor has begun to review the application you have submitted. During the time that we review your application, no changes or additions can be made.
- **Additional information required:** Our assessor has reviewed your application but has questions regarding the information you have submitted. At this stage, the assessor has written a comment for you regarding the specific question.
- **Additional information received:** You have added to your application with the information requested. The assessor has received your additions and is reviewing the new information.
- **Publish or add additional information:** The product has been assessed by us and is ready to be published in our database. Once your assessment has gained this status, it will be published automatically after 14 days. If you want your product to be published earlier, you can do so yourself. If you want to make further additions to your product, you are welcome to do so.
- **Published:** Your product has been published and can be seen by all users.

**Ready for publication!** We will publish your product automatically 14 days after it has received the status “Publish or add additional information”. We publish regardless of what assessment your product has received (Recommended, Accepted or To be Avoided. You can publish your product yourself earlier than the 14 days. BUT if you do not want to publish your product due to the assessment it has received, you can make further additions or submit an opinion to us. Remember that you are responsible for contacting us within the 14 days.

## 21.4 The “Options” button

In the example below, the product, has just been submitted for assessment and, accordingly, has been assigned the status, “Received.” The “Options” button is visible on the right-hand side of the table. Click on “Options” if you want to add to your product.

The “Options” button in the “My Products” table



Depending on what status your product has in the table, the “Options” button will be displayed or not. For the statuses in which you cannot adjust your application, the “Options” button is not available. Nor is the name of your product clickable (not blue).

## 22. Update item and item numbers

If you want to update your published product with more item numbers, here is a guide for what to do. Start by accessing the “My Products” page and click on “Options” and “Edit product” for the product you want to add the item number to.

Click on Edit product



Note that the page appears the same, regardless of whether you submitted your “Application for Assessment” using the new or the old template. Follow the instructions under the heading. Note that you cannot change anything for your product other than adding or changing item numbers or adding Operation and maintenance-related documents.

“Ändra produkt” (Edit product) page (Only in Swedish)

## Ändra produkt

För publicerade produkter har ni i denna vy möjlighet att ändra/lägga till artikelnummer samt lägga till Drift och underhållsrelaterade dokument.

Klicka på knappen “Ändra” för att uppdatera artikelnummer eller drift och underhållsrelaterade dokument. Välj sedan att “Spara” dina justeringar.

Produktinformation

Sofies exempelprodukt	Inomhus/Utomhus
BVB Leverantör	BVB Leverantör

Leverantören finns inte  Tillverkaren finns inte

### 22.1 General information regarding Item numbers

There are various types of item numbers. Common item numbers are GTIN/EAN, RSK numbers or E numbers. Since a large amount of information is now digitalised and many different parties in our industry work together, the ability to identify your specific product is very important! Two examples of why this is important:

- Builders’ merchants with whom we have signed contracts have access to our assessment symbols. They can then show your product together with our assessment symbol in their webstores, providing an effective marketing channel for your product!
- We cooperate with the Nordic Swan Ecolabel to connect products in our databases so that, for example, the Nordic Sawn Ecolabel is visible on the product card in our database for your products than have this label.

Our assessment symbols will then be connected with the right product in the building merchant’s webstore and with the right product in the Nordic Swan Ecolabel database. If we, the building merchant and the Nordic Swan Ecolabel have a single item number, the connection will be easy.

**Tip!** You can add and change item numbers at any time in our Web Service at no extra cost. Make your products easier to find by continuously reviewing your products’ item numbers.

## 22.2 Add or remove items

Go to the Items section, click on the “Change” button. You will then see the image below. If you have only one or a few items that you want to add, click on the “Add item specification” button.

### Items section

#### Product item specification

Please specify which items should be included in this assessment. Consider that:

- Only items that are covered by the information given in this application can be added.
- It is mandatory to give either item title or article number for your item.
- You can only fill out one item per field. If you would like to submit several items, click on "Add item specification".
- If you have many items, you can use [this template](#) to import your items.

Items (1 st) [Clear](#) [Import](#)

---

<b>Item name *</b>	<input type="text" value="item name"/>	<b>Item number *</b>	<input type="text" value="item number"/>	
<b>GTIN</b>	<input type="text" value="GTIN"/>	<b>EAN</b>	<input type="text" value="EAN"/>	
		<b>RSK-number</b>	<input type="text" value="RSK-number"/>	
			<b>E-number</b>	<input type="text" value="E-number"/>

---

[+ Add item specification](#)

If you want to add several or many item numbers, you can use our import template, which you access by clicking on the word “template”. Download the template, which is a simple Excel file and then paste in your item number.

Then click on the “Import” button. A pop-up window will now appear with the option of attaching your completed import template. Attach and make sure that your items have been imported.

The “Import” button

### Product item specification

Please specify which items should be included in this assessment. Consider that:

- Only items that are covered by the information given in this application can be added.
- It is mandatory to give either item title or article number for your item.
- You can only fill out one item per field. If you would like to submit several items, click on "Add item specification".
- If you have many items, you can use this [template](#) to import your items.

Items (1 st) [Clear](#) [Import](#)

Your items are now imported and you can see the number of stated items. Click on the “Save” button. Your product has now been updated with new items.

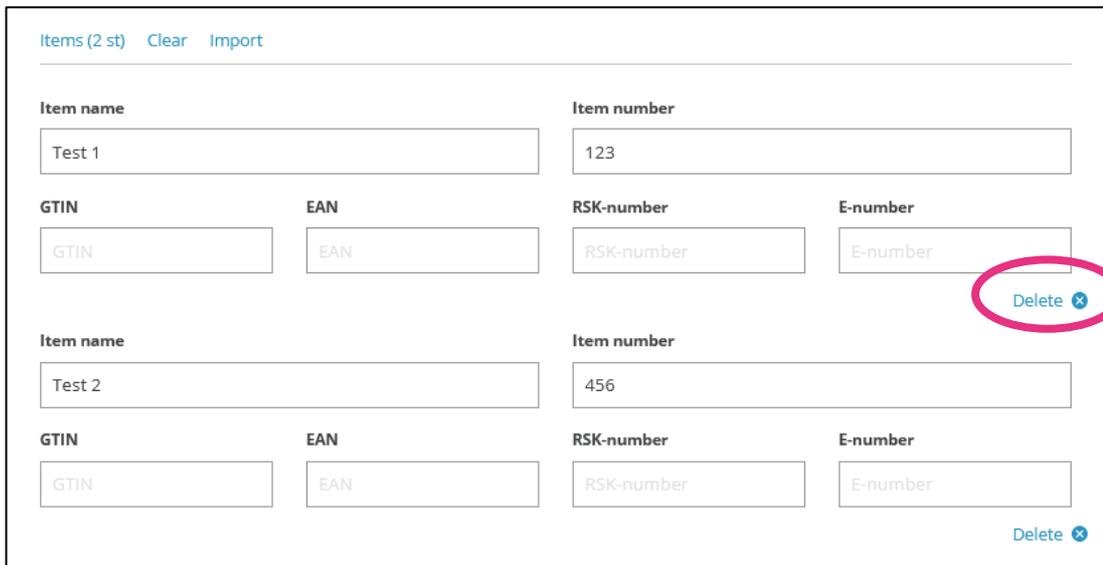
Imported items

[Items \(2 st\)](#) [Clear](#) [Import](#)

<b>Item name</b>	<input type="text" value="Test 1"/>	<b>Item number</b>	<input type="text" value="123"/>
<b>GTIN</b>	<input type="text" value="GTIN"/>	<b>EAN</b>	<input type="text" value="EAN"/>
		<b>RSK-number</b>	<input type="text" value="RSK-number"/>
			<input type="text" value="E-number"/>
			<a href="#">Delete</a> 
<b>Item name</b>	<input type="text" value="Test 2"/>	<b>Item number</b>	<input type="text" value="456"/>
<b>GTIN</b>	<input type="text" value="GTIN"/>	<b>EAN</b>	<input type="text" value="EAN"/>
		<b>RSK-number</b>	<input type="text" value="RSK-number"/>
			<input type="text" value="E-number"/>
			<a href="#">Delete</a> 

If, instead, you want to erase items from your product, click on the “Delete” button alongside the item you intend to remove. However, an item must always be included in each assessment!

## Delete items



Items (2 st) Clear Import

**Item name** Item number

Test 1 123

**GTIN** **EAN** **RSK-number** **E-number**

GTIN EAN RSK-number E-number

Delete ✕

**Item name** Item number

Test 2 456

**GTIN** **EAN** **RSK-number** **E-number**

GTIN EAN RSK-number E-number

Delete ✕

## 23. Mark product as Removed from assortment

If your product is no longer included in the assortment, you can choose to change the status of your product to “Removed from assortment”.

Click on Change status to “Removed from assortment”



<input type="checkbox"/>	Produkt 1	159201	Published	2022-07-13 00:00:00	0	🟢	🟡	🟡	Alternative
<input type="checkbox"/>	Produkt 2	98359	Assessmen...	2022-08-15	0	?	?	?	
<input type="checkbox"/>	Produkt 3	150100	Assessmen...	2021-10-08	0	?	?	?	

Edit product ✕

Apply...

Edit status to "Removed from assortment"

If you change to the “Removed from assortment”:

- the product will remain in the Logbooks to which it is added.
- users will be able to search for the product if they actively choose to search for withdrawn products.

Product with the status “Removed from assortment”

**My products**

– Choose which columns you would like to see in the table below “My products”, by checking the alternatives. Chosen columns are marked in blue.

Product BVB ID Status Revised Status change Publication date End date Search hits Number of views Logbooks Content Lifecycle  
Total Social responsibility SAQs Svanen category

Action for selected (0) Reset table filters Export products

Product	BVB ID	Status	End date	Content	Lifecycle	Total	SAQs	Svanen category	Action
<input type="checkbox"/> Product 1	159201	Removed from assortment	2022-10-03 00:00:00	🟢	🟡	🟡			Alternative
<input type="checkbox"/> Product 2	98359	Draft com...	2022-08-25	🟡	🟡	🟡			Alternative
<input type="checkbox"/> Product 3	150100	Assessme...	2021-10-08	?	?	?			

After you have selected the status of Removed from assortment, you cannot republish your product. If you would like your product to be visible again in the database, you must Apply for reassessment.

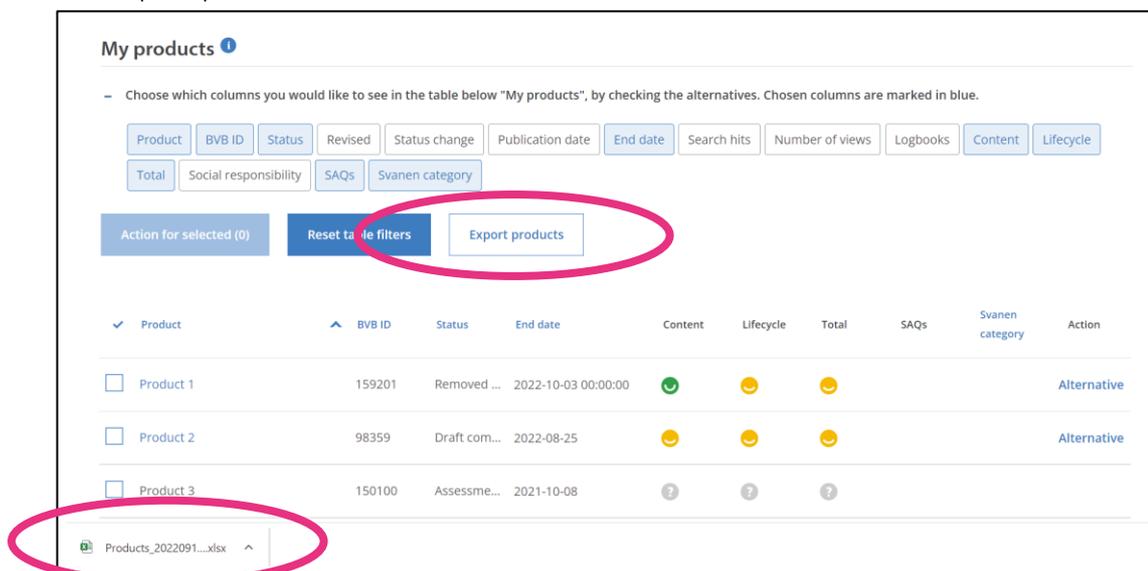
Options for products with the status “Removed from assortment”

Product	BVB ID	Status	End date	Content	Lifecycle	Total	SAQs	Svanen category	Action
<input type="checkbox"/> Product 1	159201	Removed ...	2022-10-03 00:00:00	🟢	🟡	🟡			Alternative
<input type="checkbox"/> Product 2	98359	Draft com...	2022-08-25	🟡	🟡	🟡			Apply for re-assessment x
<input type="checkbox"/> Product 3	150100	Assessme...	2021-10-08	?	?	?			

## 24. Export data for your products

To export data for your products, go to the “My Products” page and scroll down to the heading “My Products” and click on the “Export products” button.

The Export products button



The screenshot shows the 'My products' interface. At the top, there are several filter buttons: Product, BVB ID, Status, Revised, Status change, Publication date, End date, Search hits, Number of views, Logbooks, Content, and Lifecycle. Below these are buttons for Total, Social responsibility, SAQs, and Svanen category. A row of action buttons includes 'Action for selected (0)', 'Reset table filters', and 'Export products'. The 'Export products' button is circled in red. Below the buttons is a table with columns: Product, BVB ID, Status, End date, Content, Lifecycle, Total, SAQs, Svanen category, and Action. The table contains three rows of product data. At the bottom left, there is a file download icon and the filename 'Products\_2022091...xlsx', which is also circled in red.

When you click on the Export products button, you will receive an Excel file for all your company's products that are included in our database. Items related to a product are on separate lines in the export file.

## 25. Electronics

This chapter refers to electronics assessments only. For electronic goods (see definition of electronics in [Byggvarubedömningens criteria document 7.1](#)), sections are added to the application compared to other assessments. The new sections relate to Chapters 2 and 3 of the application.

Electronic goods cannot be declared as Non-Public Information.

Please read sections 1 and 2 in this manual for additional information regarding the application for assessment.

### 6.1 Requirements

The requirements for the electronics part of the product are:

- Share of total product comprising electronics in percent by weight must be reported.
- Substances included in the Candidate List ((EC) 1907/2006) must be reported when concentrations have a weight percentage exceeding 0.1 in a component by stipulating CAS No, substance name and concentration.
- Certificate of compliance with the RoHS Directive (2011/65/EU) must be appended.
- Reporting of the content at substance level and/or through specified main functions/components should be provided on a best-efforts basis

## 6.2 Application

To declare the product according to the criteria for electronic products select: The product contains electronics in chapter 2 of the application. This option will then determine what information needs to be provided.

**Type of product** ⓘ

Type of product \*

Article

Chemical product

Area of use \*

Indoor

Outdoor

Sanitary room

Is anything of the following true for your product?

The product contains at least 2% wood

The product contains electronics

The product belongs to a product group with requirements for energy labeling

The product contains plastic and/or rubber details in contact with skin

The product contains cables

Is the product covered by the RoHS Directive (2011/65/EU)? \* ⓘ

Yes

No

The product is exempt of the RoHS Directive

## 6.3 RoHS certificate

For goods containing electronics, it is mandatory to attach a RoHS certificate.

## 6.4 The list of candidates

One of the accounting requirements for electronics is linked to reconciling the content with the candidate list. Therefore, in the application, the declaration against the candidate list is split for Electronics and for Other substances/components in the article.

## 6.5 Content reporting

Electronics vs Other substances/components

The content declaration is divided into two parts, *Content: electronics* (pink button) and *Content: other substances/components* (blue/white button), see picture below.

For the reporting of *Other substances/components*, the same requirements apply as before.

For *Content: Electronics*, there is the possibility to report substances from BVB substance list or declare own substances/components.

### Contents

To make an assessment of the product we need the complete content of the product documented in coherence with our [declaration of content](#) .

**All substances and components given in this section will be public in our Web Service.** If you do not wish them to be public, there is a possibility to choose this further down in the Digital application template.

[Instructions how to add substances and components.](#)

+ NEW COMPONENT

+ NEW PUBLIC SUBSTANCE

+ NEW ELECTRONIC SUBSTANCE

0%

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## Welcome to Byggvarubedömningen!

Together we make it easier to build sustainably.