

RAL UMWELT – ACT TODAY FOR A BETTER TOMORROW.



GUIDE TO THE WEB-PORTAL

Changes in the WEB PORTAL as of June 2022

1. Registration of portal users from companies without a customer number
2. Creation of production facilities
3. Powers of attorney for portal users who are not company employees
4. Certificates for fee reductions (only for EU Ecolabel)
5. People of the company
6. Periodic tests
7. Other changes

1. Registration of portal users from companies without a customer number

The first portal user of a company without a customer number registers by activating the field "No customer number available".

RAL
UMWELT

Home Documents

Web-Portal

DE

User Registration

Salutation * Username *

Last Name * First name *

Email address * Phone *

No customer number available * Customer number *

Language * If not an employee of the company *

Password

Password * Confirm Password *

At least 8 characters and lowercase characters (a..z) and uppercase characters (A..Z) and digits (0..9) and special characters !"\$%&?;:#+

Letter of acceptance

* I have taken note of the information in the [data protection declaration](#) and consent to the processing of my data.

* I have taken note of the [terms of use](#).

We declare our acceptance that RAL gGmbH is entitled to contact us via e-mail for the purpose of conducting a customer survey after the conclusion of a contract on the use of the Blue Angel.

Note: The declaration of compliance is voluntary and can be withdrawn any time with the effect for the future by e-mail (umweltzeichen@ral.de) to RAL gGmbH.

* Compulsory fields

Register

First enter the personal details, then the details of the company.

- If no EU VAT-ID is available, a national tax number must be entered.
- If the invoices are not to be sent by email, the field "Invoice dispatch exclusively by mail" must be activated.
- An alternative invoice address can be entered (if necessary). To do this, activate the field and enter the details of the billing address.

No customer number available * ?	<input checked="" type="checkbox"/>	Customer number *	<input type="text"/>
Language * ?	<input type="text" value="German"/>	If not an employee of the company * ?	<input type="checkbox"/>

Company details

Company name * ?	<input type="text"/>
Street/Number *	<input type="text"/>
Postcode *	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text" value="Deutschland (Germany)"/>
Language *	<input type="text" value="German"/>
Email address * ?	<input type="text"/>
Fax central * ?	<input type="text"/>
Internet address ?	<input type="text"/>
VAT ID available? ?	<input type="checkbox"/>
EU VAT-IN ?	<input type="text"/>
national VAT-No. *	<input type="text"/>
Invoice email address ?	<input type="text"/>
Invoice dispatch exclusively by mail?	<input type="checkbox"/>
Alternative invoice address? ?	<input type="checkbox"/>
Production facilities * ?	<input type="text" value="No production facility available"/>

Certificates for fee reduction (EU Ecolabel)

ISO 14001 ?	<input type="button" value="Upload certificate"/>
EMAS ?	<input type="button" value="Upload certificate"/>
KMU ?	<input type="button" value="Upload declaration"/>
Micro-entrepreneurs ?	<input type="button" value="Upload declaration"/>

Note: Changes to the company can be made by the portal user after successful registration in the menu "Update" / "Update licence holder".

Note: Changes to the user's own user data must be made after successful registration in the menu "User data" (see Chapter 3.0).

2. Creation of production facilities

For the first registration without a customer number and [for all already registered companies](#), the production facilities must be entered. To do this, edit the production facility in the menu "Company" / "Licence holder":

1. No production facility available
2. corresponds to company address
3. corresponds to company address and different production sites (for all companies that operate other production sites in addition to production at the company address).
4. only production sites that differ from the company address (for all companies that have one or more production sites whose address does not correspond to the company address).
 - If you select 3. or 4., the address of one production site must be entered first. Further production sites can be added via "+ Add". Production sites can be deleted again via the x.
 - Each production site that differs from the company address must be assigned a unique location abbreviation.

Note: Changes to the production sites can be made after registration in the menu "Company" / "Licence holder".

The information on the production site is relevant for the application for the following reasons, among others:

- For production sites in Germany and applications for the Blue Angel for the necessary statement of the federal state.
- For the EU Ecolabel, the production sites must be named in the annex to the contract.
- If requirements are placed on the production sites in the award criteria.
- For possible on-site visits during product inspections.

Note: with the next update of the WEB-PORTAL, production sites (if applicable) are to be selected when submitting the application, therefore registered companies are already requested to provide this information immediately.

Licence holder ?

Customer number: 105302
Company name: RAL Deutsches Institut für Gütesicherung und Kennzeichnung e.V.
Street/Number: Fränkische Straße 7
Postcode: 53229
City: Bonn
Country: Germany
Language: German
Fax central: 0228 688950
Website: www.RAL.de
Email address: RAL-Institut@RAL.de
Invoice email address:
Invoices are only sent in paper form yes

Production facilities Save Abort

Are there any production facilities? No production facility available

Certificates for fee reduction

ISO 14001
EMAS Not established
KMU Not established
Micro-entrepreneurs Not established
Developing country no

People ? Add

Language	Salutation	First name	Last Name	Email	Phone	Portal user	Options
D	Mr	Peter	Buttner	peter.buttner@ral-ggmbh.de	0228-68895-148	✓	Newsletter ? E-Commerce ? ECAT ? Marketing ? Product info ? Accounting ? Updates on B&C ? Processing applications ?
D		Andrea	Rimkus	andrea.rimkus@ral.de	022868895146	✓	
D	Mr	Sebastian	Toback	TestUZPortal180706@testgz.stc-ktl.net	02232153030	✓	

3. Powers of attorney for portal users who are not company employees

For the first registration without a customer number and [for all already registered companies](#), portal users who are not company employees must upload a power of attorney signed by the company. In addition, information on the company's own name (if applicable) and address must be provided.

Preferably, the template provided (before logging in) under Documents should be used for the power of attorney. After logging in, the template can be found in the menu "Documents" / "Public".

Already registered portal users upload the power of attorney in the menu "User data" (top right).

DE 

- WM_ECC_Ecolabel_PE
- User data
- Change password
- Help
- Product information area (BA)
- Logout

RAL UNWELT **Web-Portal** DE 

Home Applications Contract overview Update Company Documents

Edit user data

Salutation *	Mr	Username *	RAL-Test
Last Name *	Buttner	First name *	Peter
E-Mail *	peter.buttner@ral-ggmbh.de	Phone *	0228-68895-148
language	Deutsch	Customer number *	105302

If not an employee of the company

If not an employee of the company

Company name		Country *	Deutschland (Germany)
Postcode *		City *	
Street/Number *		Power of attorney for non-employees *	



4. Certificates for fee reductions (only for EU Ecolabel)

Certificates must be uploaded for the first registration without a customer number **and for all already registered licence holders who want to apply for the EU Ecolabel or licence holders whose annual fee is reduced (SMEs or micro enterprises).**

Registered companies can find their currently deposited discounts in the menu "Company" / Licence Holder".

Important note: For all companies with deposited discounts, these were limited until 31.12.2022. Reductions in the fee after 31.12.2022 will thus only be applied if new certificates have been uploaded by this date.

Upload new certificates: In the menu "Update" / "Update licence holder", the following certificates or documents can be uploaded after activating "Certificates for fee reduction (EU Ecolabel)":

- ISO 14001 (Upload valid certificate)
- EMAS (Upload valid certificate)
- SMEs or micro-enterprises: (please upload a completed and signed declaration). For this purpose, use the template provided (before logging in) under Documents. After logging in, the template can be found in the menu "Documents" / "Public".

After uploading, please first "Save" and then "Transmit to RAL gGmbH". After successful transmission, the certificates/documents will be checked by RAL and the end date will be stored according to the validity of the certificates. This date will then be displayed in the menu "Company" / "Licence holder".

Declarations for SMEs / micro-enterprises are scheduled by RAL for the end of the following year, i.e. if submitted in November 2022, the end date is 31.12.2023. Here, too, the date is displayed in the menu "Company" / "Licence holder".

5. People of the company

5.1 New companies in the WEB-PORTAL

After the first successful registration of a new company, only the portal user appears in the menu "Company" / "Licence holder". Should other persons have registered in the WEB-PORTAL, all portal users will appear. Each portal user can assign himself (and also the other portal users) further options via the edit icon:

- **Processing applications:** Contact regarding compliance with the criteria and proof thereof. If activated: Person can be selected in the application.
- **Updates on BAC:** When activated, these persons receive specific information from the RAL on the award criteria (extensions, amendments, revisions) in which an application was submitted.
- **Accounting:** Contact for accounting from RAL
- **Product info:** Only for Blue Angel contracts: Contact for product information area.
- **Marketing:** Contact for Marketing
- **ECAT:** Only for EU Ecolabel contracts: Contact for product registration in ECAT
- **E-Commerce:** Contact for e-commerce (if available).
- **Newsletter:** When activated: Person receives newsletter.

Each portal user can add further persons of the company to the list via "+ Add" and also assign them with options. These persons do not have to register in the WEB-PORTAL, but they also do not have access to the WEB-PORTAL.

Attention: The function "Portal user" can only be obtained through registration.

Attention: Only portal users can accept draft contracts! (see chapter 4.8).

All persons listed together with their functions are transmitted to RAL gGmbH at the same time and are used for communication for direct application processing as well as for general topics concerning the eco-labels.

If RAL persons are notified by other means (e.g. email or via the Blue Angel product information portal), these persons will also appear in this list. However, they can be edited or deleted by the portal users at any time.

Attention: Deleting portal users is possible via the menu "Update" / "Update Licence holder". After activating "Delete portal user" the registered portal users" can be selected. After "Save" and "Submit to RAL gGmbH" the deletion is carried out by RAL. However, a portal user cannot select and delete itself.

5.2 Existing companies in the WEB-PORTAL

Portal users of companies already using the WEB-PORTAL will find in the list all persons who have been deposited in the RAL gGmbH database from the history.

Here, the portal user should first delete all persons who are no longer active for the company. Then check the contact details of the remaining persons, add to them, change them if necessary and assign functions to them.

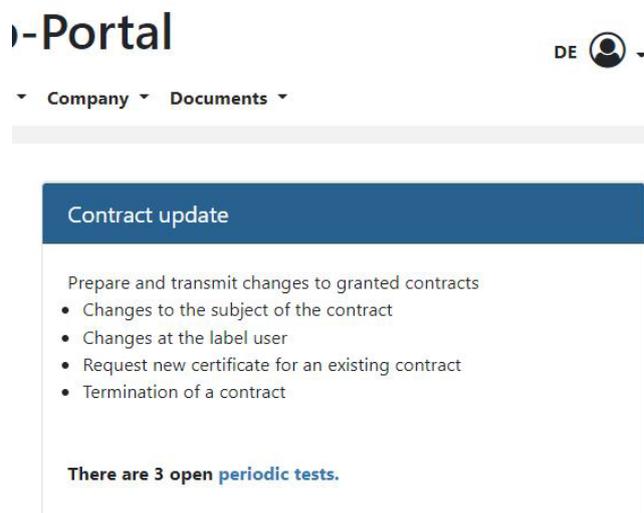
Subsequently, additional persons can be added and assigned functions. (see chapter 5.1)

6. Periodic tests

In some award criteria, licence holders are required to submit documents, e.g. test reports, during the contract period.

In future, the licence holders (portal users) will be reminded by email of upcoming deadlines. In the WEB PORTAL, a list of all contracts for which a periodic test is due, a due date/deadline a Inbox code number and the status display "New" will appear simultaneously in the menu "Update" / "Periodic test".

The main menu also indicates recurring inspections that are still open.



For editing, open the displayed contract via the "Edit" icon  and select the relevant file (e.g. test report) for the displayed necessary documents and upload it.

As an alternative to uploading one (or more) files, the following can be specified: "Not applicable" or "Present at RAL". After saving, transfer the documents by clicking on "Transmit to RAL gGmbH".

In the menu of the "Periodic test" the status then changes to "Transmitted on [date]"

However, files can also be transferred afterwards by activating the icon on the right, selecting files and transferring them.



7. Other changes

Applications:

- a) For the product application, the categories are now mandatory, i.e. at least one category must be selected (multiple selection if applicable is possible).
- b) Contact person for queries regarding application processing: The portal user can select a person from the list of all persons in the company (see chapter 5 of this manual) to whom the option "Processing applications " has been assigned before submitting the application. This shows the RAL which person will be responsible for the actual processing of the application.

Contact person for queries regarding application processing

Contact person

Delete Save PDF summary Transmit to RAL gGmbH

If the contact person is identical to the portal user, no selection needs to be made.

In the further procedure, the selected contact person will also receive an email about the provision of the draft contract in addition to the selected authorised representatives.

This new function is intended to make it easier, especially for larger companies with many persons, to name the responsible persons to the RAL for processing. These persons do not all have to register in the portal.

- c) If a product name is entered in a new application that has already been used in a previous application, a note will appear stating this fact. This is to prevent a new application for the same product being submitted by mistake.
- d) Accept the draft contract and make it binding as an offer: When activating, no additional remarks can now be made. Remarks are now only obligatory in case of rejection.
- e) Certificates after contract award: in future, the signatory will receive an email when certificates are made available in the WEB-PORTAL.

Documents:

In the menu "Documents" on the start page of the WEB PORTAL or in the menu "Documents" / "Public" you will find numerous documents or links to the websites where you can find the documents relevant for the application or the subsequent use of the mark.

Sales report:

In the menu "Update" / "Sales report" a new column now appears after "New sales report" for EU Ecolabel contracts. The date on which the next annual invoice is due appears here. Changes in the annual turnover should, if necessary, be sent to the RAL before this date.

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1.0 AIM AND SCOPE OF FUNCTIONS OF THE WEB PORTAL

You can use the Web Portal to **submit applications** for the Blue Angel or the EU Ecolabel and, if they are required in the relevant Basic Award Criteria, any associated documents electronically to RAL gGmbH.

After submitting an application for the Blue Angel, a **draft contract** is made available. An authorised representative of the applicant is required to accept and return this draft contract on the use of the environmental label as a **binding offer**.

After **submitting an application**, you can follow the status of the following processing steps:

- whether the application has been converted into a contract
- what contract number was generated in the process
- whether a draft contract has been made available by RAL
- whether and when invoices were created and sent by RAL
- whether the product information section (for Blue Angel contracts) has been completed
- whether and when the contract was received by RAL with the first signature of the licence holder (EU Ecolabel) or when a binding offer was submitted
- whether and when the invoice for the application has been paid by the licence holder
- whether and when a contract has been granted by RAL
- whether the contract is displayed on the Blue Angel website or the German page of the EU Ecolabel website

You can view the status of the contract **after the contract has been granted**:

- the product name, as it is displayed on the Blue Angel website or the German EU Ecolabel website
- expiry date of the contract
- type of contract, the associated base contract in the event of an extension contract
- label user for the contract
- the Basic Award Criteria applicable to the contract and their duration (term of validity)
- date on which the last certificate was created
- in the event of contracts for the Blue Angel that are assigned an annex (PDF):
date of the current annex
- the contract can be downloaded
- any certificates that have been requested can be downloaded
- invoices can be downloaded

After the contract has been awarded, changes can be submitted to RAL gGmbH via the web portal (e.g. changes to the contractual object (product or service), licence holder or the label user. In addition, it can be used for submitting terminations or to send test reports or other documents that must be submitted during the contract period.

Furthermore, it can be used to submit changes to the sales figures for the individual contracts for the EU Ecolabel or sales figures for the individual Basic Award Criteria for the Blue Angel to RAL gGmbH.

2.0 REGISTRATION

The web portal can only be used by companies who have received a customer number from RAL gGmbH. Licence holders for the Blue Angel or EU Ecolabel will receive their customer number from the corresponding contact person at RAL gGmbH. Companies without a customer number must firstly apply for a number by providing the required information (see Chapter 8.0.).



Click on “Register” to complete the initial registration process.

RAL
UMWELT

Web-Portal

DE

Welcome to the Web-Portal of RAL Environment

The web portal serves the electronic transmission of applications for the Blue Angel or the EU Ecolabel to RAL gGmbH and the associated documents.

After an application has been submitted, the status of the subsequent processing can be viewed and tracked and the status can be viewed after the contract has been awarded.

Furthermore, notifications of changes to existing contracts and changes in turnover can be transmitted.

Registration is necessary in order to use the web portal. For this purpose, you will need your customer number issued by RAL gGmbH. You can request the number from your usual [contact at RAL gGmbH](#).

RAL gGmbH will check the registration request after it has been submitted. As soon as your registration has been activated, you will receive a confirmation email and can then use the web portal.

Login

Username

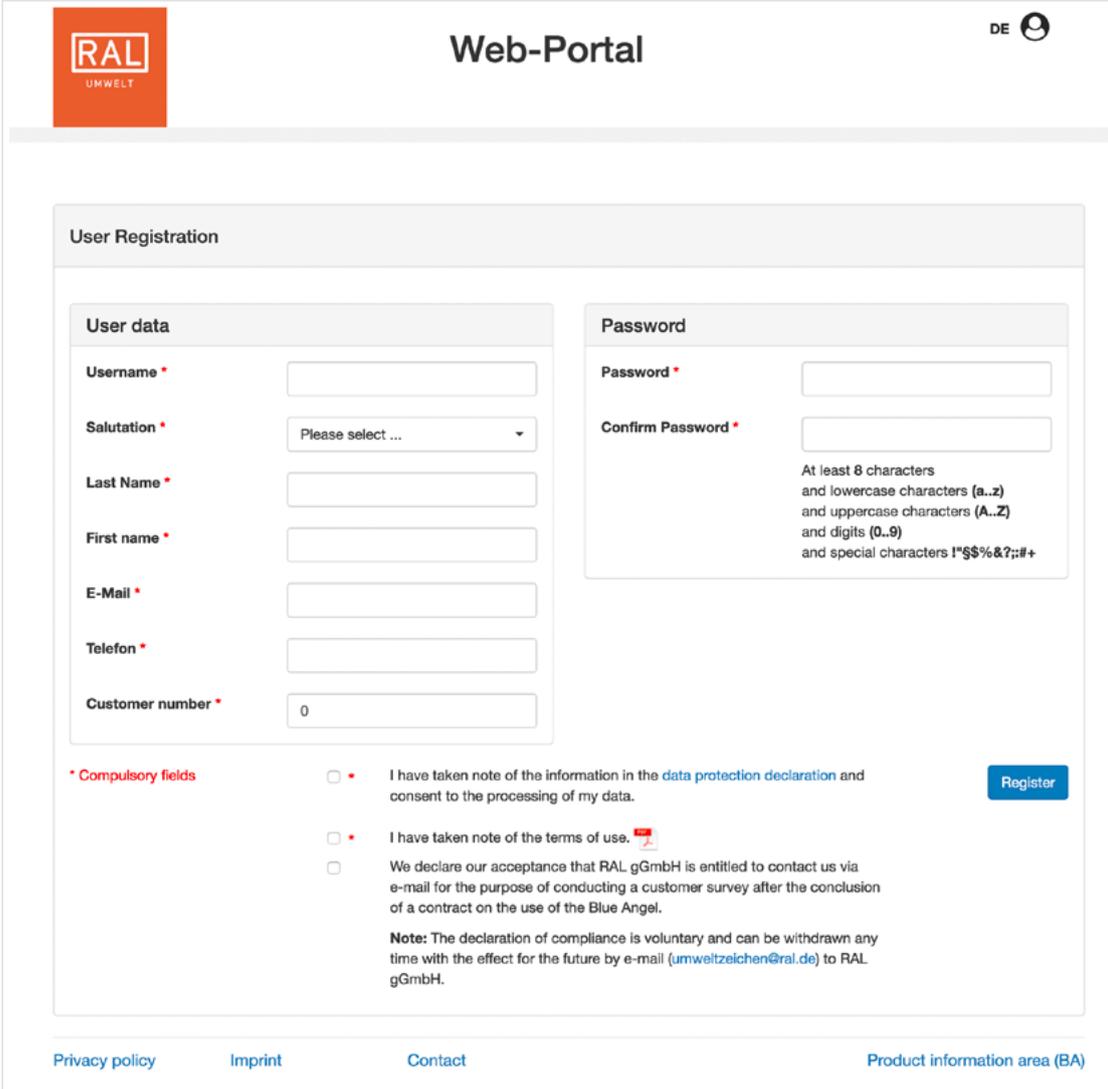
Password

[Register](#) [Forgot Password](#) [Login](#)

You will find a user manual for using the web portal here

STEP 1: LOG IN

Complete the fields on the subsequent form that appears.



RAL
UMWELT

Web-Portal DE 

User Registration

User data

Username *

Salutation *

Last Name *

First name *

E-Mail *

Telefon *

Customer number *

Password

Password *

Confirm Password *

At least 8 characters
and lowercase characters (a..z)
and uppercase characters (A..Z)
and digits (0..9)
and special characters !\"#\$%&?;#+

*** Compulsory fields**

I have taken note of the information in the [data protection declaration](#) and consent to the processing of my data.

I have taken note of the terms of use. 

We declare our acceptance that RAL gGmbH is entitled to contact us via e-mail for the purpose of conducting a customer survey after the conclusion of a contract on the use of the Blue Angel.

Note: The declaration of compliance is voluntary and can be withdrawn any time with the effect for the future by e-mail (umweltzeichen@ral.de) to RAL gGmbH.

[Privacy policy](#) [Imprint](#) [Contact](#) [Product information area \(BA\)](#)

STEP 2: USER REGISTRATION

Conclude the registration process by clicking on the “**Register**” button.

You can register **multiple users** for each licence holder. All users can then edit **all applications**.

RAL gGmbH will check the registration request after it has been submitted. Once you have received the email with the activation message, you will be able to use the web portal.

If you want to delete a user, e.g. because he/she no longer works for the licence holder, this process can be carried out by RAL gGmbH. The licence holder needs to get in contact with RAL gGmbH for this purpose.

3.0 MAIN MENU

After logging into the web portal, you are on the home page.

ATTENTION THIS HAS CHANGED

RAL UMWELT

Web-Portal DE

Home Applications Contract update Contract overview Sales report Documents -

Applications

- Prepare new applications for the Blue Angel/EU Ecolabel
- Prepare new extension applications for the Blue Angel/EU Ecolabel
- Upload documents to the application
- Select authorized representative to accept the draft contract
- Transmit applications to RAL gGmbH
- Upload and submit additional or requested documents to the application

Open draft contracts

E06026-2(1)	MFP 2688dn	
E06026-1(1)	MFP 2687dn	
E06018-6(1)	dd	
E06004-19(1)	19	
E06004-18(1)	18	

[more ...](#)

Contract update

- Prepare and transmit changes to granted contracts
- Changes to the subject of the contract
- Changes to the licence holder
- Changes at the label user
- Changes to the invoice recipient
- Periodic tests during the contract period

Contract overview

- Overview of all contracts in the application procedure, (after allocation of a contract number)
- Overview of all granted contracts
- Download of the contracts

Sales report

- Annual sales changes in the fee categories to the Blue Angel
- Changes in annual sales for EU Ecolabel contracts

You can change the language and view general information in the top right corner.



In the “**Label users**” submenu, you will find the label users that you have used up to now. You can add new label users here (see Chapter 4.2 Adding new label users).

In the “**User data**” submenu, you can view and amend your data. An exception is the customer number, which cannot be amended.

In the “**Change password**” submenu, you can change your password.

In the “**Logout**” submenu, you can log out of the web portal. Please note that you will be automatically logged out **after 6 hours** of inactivity and you will need to log in again.

You can call up the **following submenus** via the buttons or the top line:

- Applications (see Chapter 4.0) Open draft contracts will be displayed directly under the “Applications” menu and can be processed immediately
- Contract updates (see Chapter 5.0)
- Contract overview (see Chapter 6.0)
- Sales report (see Chapter 7.0)
- Documents: here you can download invoices, granted contracts, certificates and logos

You can return to the home page from these submenus by clicking on „**Home**“ on the top line.

4.0 APPLICATIONS

There will be no applications available in this menu the first time you log in. After you have submitted applications, you will find them listed here in chronological order with the newest at the top (see Chapter 4.7)

In order to create a new application, select “**Product registration**” and the following form will be displayed.

The Inbox code (top left) will only be generated and **automatically** added **after** the application has been successfully submitted to RAL gGmbH. You can return to the main menu again by clicking on “Back”.

The addresses **cannot** be edited. The information saved by RAL gGmbH from the **first application** for the respective Basic Award Criteria is displayed and automatically entered here after the first application has been submitted via the web portal.

Firstly, select the relevant **Basic Award Criteria**. Basic Award Criteria for the EU Ecolabel begin with “EU”, followed by the product group number. Basic Award Criteria for the Blue Angel begin with “UZ”, followed by the UZ number.

The numbers can be found on the websites for the EU Ecolabel and Blue Angel.

If two editions exist during a transition period, the date of the edition (Blue Angel) or the date of the decision by the EU Commission (EU Ecolabel) will appear in brackets.t.

After selecting the Basic Award Criteria, the current duration (term of validity) and description of the Basic Award Criteria will appear. Now select “**Product registration**” in the central field and specify a product for the application.

4.1 PRODUCT REGISTRATION

Complete the following form (example: Blue Angel DE-UZ 205):

Application
✕

Brand * ⓘ

Enter brand manually * ⓘ

Product name * ⓘ

Product name (English website Blue Angel) ⓘ

Brand before product name ⓘ

Product/Service for *

Label users *
[Add new/edit](#)

Extension for

Language ⓘ

Certificate ⓘ

PO number ⓘ

Estimated turnover in the application year (EUR, only whole number) *

Publication on the Internet

Special offer ⓘ

Period of the offer

RAL

Drucker xyz

Commercial use Private use

RAL gGmbH | Bonn | Fränkische Straße 7

Nothing selected

German

DE EN PDF

 Sales for the basic award criteria is available to RAL

Publication on the Internet

Special offer

to

Categories

- Printer
- Colour Devices
- For commercial User
- For private User
- Laser-/LED devices (Toner)
- Monochrome Devices
- Multifunction Devices
- Floor-mounted Devices
- InkJet Devices (Ink, Gel or Wax)
- Desktop Devices

We declare to upload information on the products (among others GTIN (EAN), article name if available) under <https://produktinfo.blauer-engel.de/login>. *

* Compulsory fields

Save

Back

APPLICATION FORM

- a) Select a **brand** (only for applications for the Blue Angel). If the product has a brand name that has not yet been used, enter the name in the field "Enter brand manually". If there is no brand name, use the company name.
- b) Enter the **product names**. If there are multiple products in one application (e.g. for EU Ecolabel: identical products from the same label user with different product names), enter all of the product names. 5 lines can be used, wrap with the enter key.
- c) For applications for the Blue Angel: If a different product name is shown on the **English website** enter this name here.
- d) If the brand name is also part of the product name, please enter a tick in the "Brand before product name" field. In the example, the following would be entered on the contract and on the Blue Angel website: "RAL Drucker xyz".
- e) For more targeted presentation on the Blue Angel or EU Ecolabel product pages, please state whether the product/service is intended for commercial or private customers (or for both).
- f) Select a **label user**, this can be identical to the licence holder. If you want to use a new label user, you can enter a new label user here via "Add new/edit" (see Chapter 4.2 Adding new label users).
- g) If you are submitting an application for a **contract extension**, you need to select the contract number for the base contract. If you are submitting an application for a contract extension for a product from this application or from an earlier application for which RAL has not yet issued a contract number, select the product names from the base contract.
- h) Select the **language** for the contract and the invoice.
- i) If you already know that you wish to receive a **certificate** after the contract has been awarded, you can indicate this here by entering a tick in the corresponding field. By default, we provide you with the certificate (as a PDF file) for download in the WEB PORTAL after the contract has been granted (see chapter 4.8.3). If you wish to receive a printed certificate by post, deactivate the "PDF" field by removing the tick.
- j) **PO number:** If you want an order number/purchase order number to be added to the invoice, please enter this number here.
- k) **Estimated turnover in the application year:** This field is compulsory for applications for the EU Ecolabel. If a sales report has already been submitted for a Blue Angel contract, enter a tick in the corresponding box.
- l) **Publication on the Internet:** If you do not want the product to appear on the product pages of the Blue Angel website or the RAL website for the EU Ecolabel after the contract has been awarded, please deactivate this field by removing the tick.
- m) **Special offer:** if the product stated in the application is only available for a limited amount of time, please indicate this here.
- n) Select the associated **categories** for the product/service. After the contract has been awarded, the product can be found under these categories on the product pages of the Blue Angel or EU Ecolabel website. Several different appropriate categories can be selected.

Save the application. You can edit the application again later on as long as the "Transmit to RAL gGmbH" button has not yet been pressed.

The application for this specific product will now appear in the application window.

Either **“GV” (= base contract)** or **EX (= extension contract)**, mit der Angabe, with information on what the extension is for, will appear under **“Type”**. You can use the edit symbol to edit the information about the product and the delete symbol to delete the product. You can use the **copy button** to easily add other products to this application.

The screenshot shows the RAL Web-Portal interface. At the top left is the RAL UMWELT logo. The main header is "Web-Portal" with a user profile icon and "DE". Navigation links include Home, Applications, Contract update, Contract overview, and Sales report. The main content area is titled "Incoming mail code" and includes a "Back" button and a "Status New" indicator. Below this are sections for "Basic Award Criteria" (with fields for Basic Award Criteria: UZ205, Duration: 01.01.2017 - 31.12.2020, and Label: Office Equipment with Printing Function (Printers and Multifunction Devices)) and "Addresses" (with fields for Licence holder: InetBezeichnung 100085, Recipient for invoices, and Postal address). A "New application" button is present. A table lists applications with columns: Brand, Product name, Label users, Type, Language, Certificate (DE, EN, PDF), and Internet. The first row shows "RAL", "Drucker xyz", "Max gggg", "GV", "DE", and checked boxes for Certificate and Internet. Three icons (delete, edit, copy) are shown next to this row, with callouts labeled "DELETE", "EDIT", and "COPY". Below the table is a "Documents" section with a "Search and upload" button and a table with columns "File" and "Comment/additional information". A "Delete" button is also present. At the bottom, there is a "Remarks about the application" text area and a row of buttons: "Delete", "Save", "PDF summary", and "Transmit to RAL gGmbH". The footer contains links for "Privacy policy", "Imprint", and "Contact".

4.2 ADDING NEW LABEL USERS

New label users can either be added when entering an application (see Chapter 4.1 Product registration) or also independently of this process (see Chapter 3.0 Main menu).

After selecting “New label user”, please fill out the fields in the subsequent form that appears:

Label users ✕

Company * ?	<input type="text"/> <input type="text"/> <input type="text"/>
Country * ?	Deutschland (Germany) ▼
Postal code * ?	<input type="text"/>
City * ?	<input type="text"/>
Street * ?	<input type="text"/>
General contact person * ?	<input type="text"/>
Central telephone number * ?	<input type="text"/>
Central fax number	<input type="text"/>
Central email address * ?	<input type="text"/>
Marketing contact person	<input type="text"/>
Marketing telephone number	<input type="text"/>
Marketing fax number	<input type="text"/>
Marketing email address	<input type="text"/>
Website * ?	<input type="text"/>
Language	German ▼

* Compulsory fields

After clicking on the “Save” button, the newly added label user can be used for an application.

4.3 ADDING OTHER PRODUCTS TO THE APPLICATION

You can add other products to the application by clicking on the "Product registration" button again. However, it is usually much easier to copy an existing application and then edit it.

To do this, press the copy symbol and confirm the subsequent query. The same application form will appear, although the product names will have the extension "-Copy".

Now add the information for the new product by making changes to the original application.

You can combine as many product applications as you want within one application. You can scroll through the page using the scrollbar on your browser (on the far right) if you have entered a lot of individual applications within one product registrations.

However, you should limit the number of applications (e.g. to one device series or to products with the same PO number) to maintain a better overview. In addition, it must be possible to allocate the submitted documents to the individual products. In the following example, an application for a base contract for two similar devices and an application for a contract extension for one device for a different label user have been added.

The screenshot shows the RAL Web-Portal interface. At the top left is the RAL UMWELT logo. The main header is "Web-Portal" with a user profile icon and "DE" on the right. A navigation menu includes "Home", "Applications", "Contract update", "Contract overview", and "Sales report".

The main content area is titled "Incoming mail code" and includes a "Back" button and a "Status New" indicator. It is divided into two sections: "Basic Award Criteria" and "Addresses".

Basic Award Criteria:

- Basic Award Criteria: UZ205
- Duration: 01.01.2017 - 31.12.2020
- Label: Office Equipment with Printing Function (Printers and Multifunction Devices)

Addresses:

- Licence holder: InetBezeichnung 100085
- Recipient for invoices: (empty)
- Postal address: (empty)

Below these sections is a table of registered applications with a "New application" button. The table has columns for Brand, Product name, Label users, Type, Language, Certificate, and Internet.

Brand	Product name	Label users	Type	Language	Certificate DE EN PDF	Internet			
RAL	Drucker xyz	Max gggg	GV	DE	✓	✓	✗	📄	🔗
RAL	Drucker xy	Max gggg	GV	DE	✓	✓	✗	📄	🔗
RAL	Drucker ABC	Hallo Test Firma	Ex for Drucker xy	DE	✓	✓	✗	📄	🔗

Below the table is a "Documents" section with a "Search and upload" button. It contains a table with columns for "File", "Comment/additional information", and "Delete".

At the bottom, there is a "Remarks about the application" text area and a row of action buttons: "Delete", "Save", "PDF summary", and "Transmit to RAL gGmbH".

4.4 ADDING DOCUMENTS/FILES TO THE APPLICATION

The Basic Award Criteria define which application documents have to be added to the application. These documents may be completed annexes (preprinted forms) or e.g. test reports. You can use the Web Portal to directly upload these files to the corresponding application.

For some Basic Award Criteria, a list of the required annexes for the award of the label is displayed under the products.

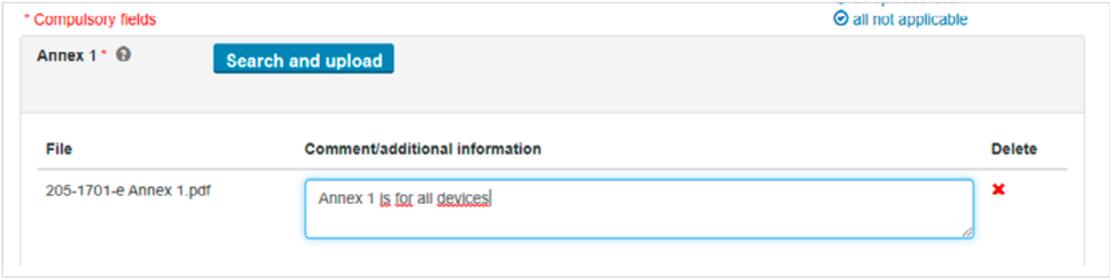
This list must be **fully** completed, otherwise it will not be possible to submit the annexes to RAL gGmbH.

The following options are available for each required annex:

- Upload one or multiple documents
- Alternatively, you can select one of the following options:
 - Upload later
 - Not applicable
 - Present at RAL

Uploading documents: you can find additional information on the required annex by clicking on the help symbol (?) next to the annex text. In addition, the accepted file format for this annex will be indicated.

After searching for and uploading the documents, they will be displayed underneath the selection area for the documents and can be deleted again, if necessary, using the delete function before they are submitted. You can add additional information in the comments field.



The screenshot shows a web interface for managing annexes. At the top, there is a red asterisk and the text "Compulsory fields" on the left, and a blue icon with the text "all not applicable" on the right. Below this is a header for "Annex 1" with a question mark icon and a blue "Search and upload" button. The main content is a table with three columns: "File", "Comment/additional information", and "Delete". The "File" column contains the text "205-1701-e Annex 1.pdf". The "Comment/additional information" column contains a text input field with the text "Annex 1 is for all devices!". The "Delete" column contains a red "X" icon.

File	Comment/additional information	Delete
205-1701-e Annex 1.pdf	Annex 1 is for all devices!	X

For some of the required annexes (e.g. safety data sheets, declarations, test reports, audits, certificates), it may be necessary to complete additional attributes. You can find further information on these attributes by clicking on "?".

File	Comment/additional information	Delete
SDS.pdf	Comment <input type="text"/> Company name * <input type="text" value="Company ABC"/> Product identifier * <input type="text" value="Toner TREX"/> Date of issue * <input type="text" value="20.08.2018"/> (DD.MM.YYYY)	<input checked="" type="checkbox"/>
SDS-2.pdf	Comment <input type="text"/> Company name * <input type="text" value="Company ABC"/> Product identifier * <input type="text" value="Toner ABCD"/> Date of issue * <input type="text" value="25.06.2019"/> (DD.MM.YYYY)	<input checked="" type="checkbox"/>

You can upload as many documents as you want for the application, although it is not permitted to exceed the maximum file size of 70 MB. Please do not use any special characters in the file names.

You can then add general remarks to the application (maximum of 500 characters).

To simplify the process in cases where only a few documents have to be uploaded, e.g. for extension contracts, firstly select "all not applicable" and then only upload the required annexes ("not applicable" will thus be removed for these uploads).

It is also possible to firstly select the "all uploads later" option and then only upload the already available documents. If certain documents are "not applicable", you will still need to mark them as such before submitting any documents. You can then upload the documents marked with "upload later" at a later point in time. **However, please note that it will only be possible to complete the examination of the application when all of the required documents have been submitted to RAL.**

* Compulsory fields

all uploads later
 all not applicable

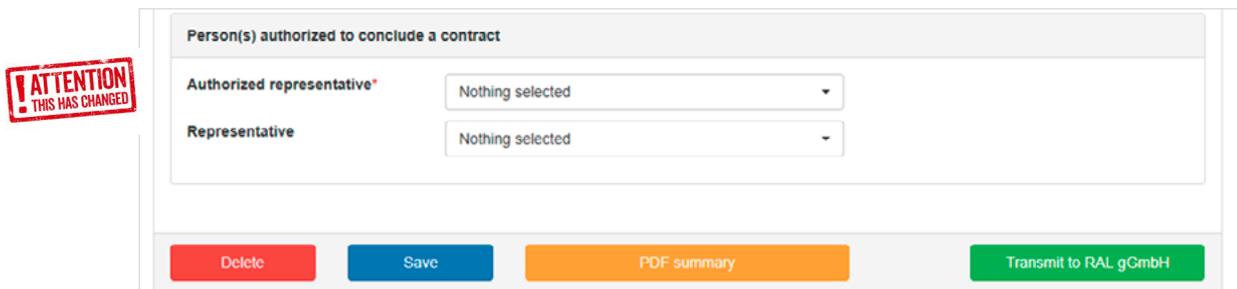
Annex 1 * ? Search and upload

4.5 SENDING AN APPLICATION

After you have completed the application, you can save it by clicking on the “Save” button. You can also view a summary of the application by clicking on the “PDF summary” button and also save it as a PDF document.

Before you can submit an application, you are required to designate an authorised representative who is authorised to accept and return the draft contract to RAL gGmbH as a binding offer (see Chapter 4.8 Draft contract).

It is **only** possible to designate portal users who have been added for the applicant. In addition, it is also possible to designate an additional representative (stand-in representative).



If an application is accepted by RAL gGmbH, RAL will create a draft contract and make it available on the WEB PORTAL. At the same time, the applicant (portal user), authorised representative and stand-in representative (if designated) receive an e-mail that a draft contract has been provided.

Only initial contracts for the EU Ecolabel will still be sent by post to be signed by the applicant. Sub-contracts will also be made available as offers on the WEB PORTAL.

If the application is finished, you can send it by clicking on the “**Transmit to RAL gGmbH**” button. You will also need to confirm the subsequent confirmation query.

The following text will appear next to the application after it has been sent:

“The application has been transmitted for processing by RAL.” After the application has been received successfully by RAL gGmbH, you will receive a **confirmation of receipt email** with information on the application. The relevant person responsible for processing the application at RAL gGmbH will also be **automatically** informed about the receipt of the application. An **additional** email is thus **not** required.

In the list of applications, the colour will change from blue to yellow. The status “Transmitted” will be displayed. (see Chapter 4.7). The application will be automatically issued with an **Inbox code**. Please use this number for any subsequent communication with RAL gGmbH.

After you have sent the application, you can view both the whole application and the individual applications within it using the view symbol, although it is no longer possible to make **any changes**.

Exceptions:

It is still possible to view and, if necessary, save the PDF summaries. After the applications have been successfully sent to RAL, these will also contain the generated and transmitted Inbox code from RAL gGmbH.

In addition, you can still add **other documents/files** to the application, as described in Chapter 4.6.

4.6 ADDING /WITHDRAWING DOCUMENTS/FILES AFTER SENDING THE APPLICATION

After you have sent an application, you can still submit other documents/files at **any time**.

To do this, **open** open the application using the symbol on the right:

BAC	Duration	Application	Incoming mail code	Status	
EU020	23.06.2017 - 26.06.2023	Test Produkt	5022	Transmitted	 OPEN APPLICATION

Refer to the instructions in Chapter 4.4 on how to search and upload new documents and add remarks/additional information.

Once you have added the files, save the application and send the new files using the "Send to RAL gGmbH" button.

The following text will appear next to the application after it has been sent: "The application has been transmitted for processing by RAL."

You will receive a confirmation email from RAL gGmbH after receipt of the transmitted files. The relevant person responsible for processing the application at RAL gGmbH will also **automatically** receive this message and it is **not** necessary to send a separate message.

After submitting an application, you can revoke documents/files because you e.g.:

- have uploaded and submitted an incorrect document. In this case, upload and submit the correct document at the same time
- now have a more up-to-date document. In this case, upload and submit the newer document at the same time

A request to revoke a document will only be sent to RAL gGmbH **immediately** after you have read a confirmation prompt, this means that you can only click on the "Transmit to RAL gGmbH" button if you also upload a new document at the same time.

If you revoke a document, it is not deleted by RAL gGmbH but merely marked as "revoked".

File	Comment/additional information	Delete/ revoke	
7-7-Döllken-28-04-20.pdf	Anlage zum Antrag		REVOKE A DOCUMENT HERE
7-7-Döllken-28-04-20.pdf	Anlage zum Antrag	revoke	AFTER REVOKED A DOCUMENT

The date/time of the subsequently submitted document will be displayed on the overview page for the applications (see Chapter 4.7 Overview page for the applications)

BAC	Duration	Application	Inbox code	Status	
UZ205	01.01.2017 - 31.12.2020	Test	5977	Transmitted on 25.06.2020 20:31:40 Docs on 28.10.2020 16:22:54	

If documents have been subsequently uploaded but not yet submitted to RAL, the application will be marked in red with a corresponding note on the overview page for the applications.

BAC	Duration	Application	Inbox code	Status	
UZ34	01.01.2017 - 31.12.2021	fliegenfalle	6023	Transmitted Uploaded Docs: not yet all transmitted	

4.7 OVERVIEW PAGE FOR THE APPLICATIONS

Applications that have not yet been sent can be directly deleted on the overview page (X).

BAC	Duration	Application	Inbox code	Status	
EU020	01.07.2017 - 31.12.2023	Neu Test Produkt		New	 NEW

If new, additional files have been uploaded but they have not yet been sent, the status **“Not all documents sent”** will be displayed.

If the application has been converted into a contract by RAL gGmbH and a **contract number** has thus been generated, the status will change to **“In contract overview”** and the colour will change to green. You can then find the contract and its status in the contract overview and follow its status there (see Chapter. 6.0). It is still possible to submit further documents/files even after the application has been converted into a contract (see Chapter. 4.6).

BAC	Duration	Application	Incoming mail code	Status	
EU020	23.06.2017 - 26.06.2023	Test Produkt	5022	In contract overview	 IN CONTRACT OVERVIEW

The product name (max. 30 characters) stated on the application will appear on the overview page. If you have submitted multiple applications that have just one Inbox code, only the product name stated on the first application will be displayed.

Alongside the colours blue (applications that have not yet been sent), yellow (sent applications) and green (applications accepted by RAL gGmbH), some applications are also displayed in red:

- If „upload later“ was selected for at least one document.
- If new, additional files have been uploaded but not yet sent to RAL gGmbH.
- If a contractual offer has been made by RAL gGmbH but the applicant has not yet accepted and returned the offer to RAL.

BAC	Duration	Application	Inbox code	Status	
UZ5	01.07.2014 - 31.12.2022	Neues Produkt	6037	Transmitted Upload later: still pending	
BAC	Duration	Application	Inbox code	Status	
EU020	23.06.2017 - 26.06.2023	test mit ZN = ZA mit EW	6032	Transmitted Open draft contracts	
BAC	Duration	Application	Inbox code	Status	
UZ34	01.01.2017 - 31.12.2021	fliegenfalle	6023	Transmitted Uploaded Docs: not yet all transmitted	

4.8 DRAFT CONTRACT

If an application is accepted by RAL gGmbH, RAL will create a draft contract and make it available on the WEB PORTAL. At the same time, the applicant (portal user), authorised representative and stand-in representative (if designated) receive an email that a draft contract has been provided.

Only initial contracts for the EU Ecolabel will still be sent by post to be signed by the applicant. Sub-contracts will also be made available as offers on the WEB PORTAL.

Open draft contracts can be found in the main menu (underneath the description of the contracts) (see Chapter 2.0 Main menu) and on the overview page for the applications (see Chapter 4.7). You need to firstly open the application here and then you will find the draft contracts underneath the products named in the application.

Produkte						
Brand	Product name	Label users	Type	Language	Certificate DE EN PDF	Internet
PRINTER	MFP 2687dn	Anschrift1 100004	GV	DE		✓ 
PRINTER	MFP 2688dn	Anschrift1 100004	GV	DE		✓ 

Draft contracts		
Draft contract		Status
E06026-2(1)	MFP 2688dn	open 
E06026-1(1)	MFP 2687dn	open 

The name of the draft contract has the following format:

EXXXXX-Y(Z) product name

EXXXXX: Inbox code number

Y: Product application within a submission (1= first product application, 2 = second product application, etc.)

(Z): Consecutive number for the drafts ({ 1}= first draft, { 2} = second draft etc.)

To view and edit the draft, you can open an open draft contract in the main menu or the application itself.

Draft contract to
E06026-2(1) - MFP 2688dn

to the application

Status
open

Please check the draft contract for the correctness and completeness of your data and the correct product name.

Your contact person at RAL for questions
Dr. Peter Buttner - Peter.Buttner@ral.de

Comments on draft contract by RAL
No comments.

Download draft contract
Click [here](#) to download the draft contract as a PDF.

Comment on draft contract by label holder

Accept the draft contract and submit it as a binding offer.
A valid contract only comes into existence when the offer is accepted by RAL gGmbH.

Reject draft contract.

Transmit to RAL gGmbH

The following information can be found on the draft contract page:

- The responsible contact person at RAL for any questions
- Possible comments about the draft contract from RAL
- The draft contract to download in PDF format

DRAFT CONTRACT (Blue Angel)

The draft contract is the same as the granted contract later on but with the following exceptions:

- “Draft Contract” (instead of “Contract”) and “placeholder” (instead of the contract number) are shown in the header:



Simply Excellent.

RAL gemeinnützige GmbH
Fränkische Straße 7
53229 Bonn - Germany



DRAFTCONTRACT
No. PLACEHOLDER
on the Award of the Environmental Label

- The date of the document (date the offer was created) and the draft contract number are displayed on the footer for the draft contract on the second page and also on the footer for any annex to the draft contract (if an annex is necessary).

Document date: 17.11.2020 - Document ID: E06039-1(1)

DRAFT CONTRACT (subcontracts for the EU Ecolabel)

Subcontracts for the EU Ecolabel have the format DE/XXX/YYYYZ

XXX: Product group key for the EU Ecolabel

YYY: Registration number for the contract

Z: Consecutive coding of the subcontract. The first subcontract receives a B, the second a C, etc.

Example: DE/006/056B

In the case of subcontracts, only the annex to the subcontract is displayed as the draft contract in PDF format.

The footer on the annex for the draft contract contains information on the date of the document (date the offer was created) and the draft contract number.

Document date: 17.11.2020 - Document ID: E06039-1(1)

The rest of the process for the draft contracts for the Blue Angel and the draft subcontracts for the EU Ecolabel is identical:

All portal users for the applicant can view this information and download the draft contract.

ONLY the authorised representative designated in the application or the stand-in representative (if designated) is authorised to **accept and submit it as a binding offer**. To do this, the authorised representative has to enter a tick in the corresponding box and click on the "Transmit to RAL gGmbH" button. **This process thus corresponds to the previous process of signing the contract.**

Comment on draft contract by label holder

Accept the draft contract and submit it as a binding offer.
A valid contract only comes into existence when the offer is accepted by RAL gGmbH.

Reject draft contract.

Transmit to RAL gGmbH

If the applicant believes that the draft contract is incorrect or does not want to proceed with the contract, the authorised representative has to enter a tick in the “Reject draft contract” box. It is important in this case to provide information in the comments filed before clicking on the “Transmit to RAL gGmbH” button.

Comment on draft contract by label holder *

Name of the device is not correct. The correct name is MFP 2688dw|

Accept the draft contract and submit it as a binding offer.
A valid contract only comes into existence when the offer is accepted by RAL gGmbH.

Reject draft contract.

Transmit to RAL gGmbH

The responsible contact person at RAL gGmbH will be informed **automatically** when a draft contract is accepted or rejected.

If a draft contract is rejected because e.g. the name of the product is incorrect, RAL gGmbH will create a new draft contract, make it available on the WEB PORTAL and inform the applicant about it by email.

The new draft contract will then have a (2) in its name (second draft). The authorised representative must then decide once again whether to accept (accept and submit it as a binding offer) or reject the draft contract.

4.8 GRANTING THE CONTRACTS

4.8.1 BLUE ANGEL CONTRACTS

If RAL gGmbH has determined for an application that:

- the draft contract has been accepted by the applicant (accepted and submitted as a binding offer)
- the contract has been approved by the relevant person at RAL gGmbH
- the application invoice has been paid by the applicant
- the product information has been added by the licence holder or label user
- if there is a production site in Germany, the responsible federal state has not sent an unfavourable opinion on the application to RAL (only for the first application).

the contract will be granted by RAL gGmbH. The applicant and the authorised representatives will automatically receive a corresponding email at the same time.

Granted contracts:

- appear in the contract overview with the status “granted”, the contract can be downloaded from here.
- are displayed in the “Documents” menu in the submenu “Contracts”. The contract can also be downloaded from here.

The following information appears on the contract:

- The contract number, also the number of the base contract in the case of extension contracts.
- The licence holder
- In section 1: the title of the Basic Award Criteria and the product name
- In section 9: the number of the environmental label and the term of validity of the contract.
- If a contract extension is possible, this will be indicated in the contract text.
- In section 10: the label user, if different to the licence holder.
- On the footer on page 2 and on the annex to the contract (if required): the issuing date, the document date and the version.

Date granted: 17.11.2020 (Document date: 17.11.2020 - Version: 1)

If an annex has been created for the contract, this is usually also published on the Blue Angel website in PDF format. If the annex only contains (internal) data for RAL and the licence holder, it is not published on the website.

4.8.2 EU ECOLABEL CONTRACTS

If RAL gGmbH has determined for an application that:

- the initial contract has been signed by the applicant and returned to RAL gGmbH or, in the case of subcontracts, the draft annex for the contract has been accepted by the applicant (accepted and submitted as a binding offer)
- the contract has been approved by the relevant person at RAL gGmbH
- the application invoice has been paid by the applicant

the contract will be granted by RAL gGmbH. The applicant and the authorised representatives will automatically receive a corresponding email at the same time.

Granted contracts:

- appear in the contract overview with the status “granted”. The initial contract and any associated annex can be downloaded here, only the annex can be downloaded for subcontracts.
- are displayed in the “Documents” menu in the submenu “Contracts”. The contract or annex can also be downloaded from here.
- The granted date, document date and version appear on the footer for the annex.

Date granted: 17.11.2020 (Document date: 17.11.2020 - Version: 1)

4.8.3 CERTIFICATES

Shortly after issuing a contract, RAL gGmbH will create any certificates in DE and/or EN that were already requested when the application was submitted.

The certificates will be made available to download in the “Documents” menu in the submenu “Certificates” if they were requested in PDF format.

If the applicant requested certificates in DE and EN, the certificates will be individually produced in each language and will also be made available in one document.

If an annex to the contract has been created for Blue Angel contracts, which has been published on the Blue Angel website, this will also be attached to the certificate.

Certificate				
Please select here the required document for display. To view the document you need the Acrobat Reader Acrobat Reader from Adobe or another PDF viewer.				
		Search <input type="text"/>		
Date	Certificate to the contract	DE	EN	DE/EN
02.11.2020	DE/004/184			
30.10.2020	DE/020/430			
29.10.2020	33472			
28.10.2020	33468			
07.10.2020	33441			
30.09.2020	33436			

4.9 CHANGES TO THE CONTRACT

In the case of Blue Angel contracts, changes can be made to a granted contract for the following reasons:

- The product name has changed
- The extension contract refers to a different base contract
- It is no longer possible to extend the contract as indicated in section 9
- The label user has changed
- The licence holder has changed (change to the company name)
- The annex to the contract has changed

In those cases where an amended contract is created, the document date and the version will change on the footer on page 2 and on the footer on the annex to the contract (if required). The date granted does not change.

Date granted: 17.11.2020 (Document date: 20.11.2020 - Version: 2)

An amended annex to the contract will be updated automatically, if it has been published on the Blue Angel website.

5.0 CONTRACT UPDATES

Select “**Contract update**” in the main menu.

There will be no entries available in this menu the first time you log in. After you have submitted contract updates, you will find them listed here in chronological order with the newest at the top.

In order to create a new contract update, select “**New contract update**” and the following form will be displayed.



Incoming mail code
Back
Status
New

Selection of contracts

Selected contracts

Scheduled time of the modification

Change in contract text/attachment to contract

Change to the product/service

Change of label/technical datasheet/SDS

Change of the base contract for an extension contract

Change at the label user

Change at the recipient for invoice

Change of the trading name/address of the licence holder

Termination of the contract

Publish contract on the internet

Periodic test during the contract period

Other change

Description of the modification

Certificate DE EN PDF

Documents Search and upload

File	Comment	Delete

Save

Firstly select one or more contracts to which you wish to make changes.

The selected contracts will then be listed one after another.

Certain changes (invoice recipient, trading name/address, licence holder) have an effect on all contracts and it is thus only necessary to select one contract.

If the change is only valid from a certain point in time, then enter the corresponding date. **(Please note that if the changes to the product are relevant for the award criteria, agreement from RAL gGmbH is required before making the change!)**

Then enter one or more ticks in the corresponding fields depending on the type of update.

MORE DETAILED DESCRIPTION OF THE SELECTION OPTIONS:

- **Change to the contract text/attachment to contract**

Enter a tick here when the product name has changed. If multiple products are already listed in one contract and you wish to add another product, also enter a tick here.

Please note that an application for a contract extension normally has to be submitted for new products that are identical to already certified products. In cases of doubt, please contact the relevant person responsible for processing the applications at RAL gGmbH.

If the label, technical data sheet or safety data sheet have also changed as a result, enter a tick in the corresponding field and upload the associated documents.

- **Changes to the product/service**

Enter a tick here if you want to make changes to the product/service that are relevant to the award criteria, e.g. change of recipe, change to the power consumption for devices or material changes. Upload the relevant and required documents. **Note: Changes to products that are not covered by the award criteria do not need to be submitted.**

- **Change to the label/technical datasheet/SDS**

Enter a tick in this field if you want to make changes to the label/technical data sheet/SDS that are relevant to the award criteria and upload the associated documents. **Note: Changes that are not covered by the award criteria do not need to be submitted.**

- **Change to the base contract for an extension contract**

For example, if the colour of the filler has changed, an extension contract must be allocated to a different base contract. Enter a tick here and upload the corresponding documents (e.g. the new label).

- **Change to the label user**

If the address or contact name for an existing label user has changed, submit the corresponding changes. Also enter the changes here even if you want to enter a completely different label user for an existing contract.



- **Change to the invoice recipient**

Changes to the invoice recipient can be entered here.

Attention: only one invoice address can be entered for a licence holder, which means that this change will affect all contracts for the licence holder.



- **Change to the trading name/address of the licence holder**

Please enter the new trading name/address. Enclose the following: An excerpt from the commercial register and an informal, written declaration that the contractual object will not be changed.

Note: A change to the trading name/address will affect all contracts held by the licence holder.

- **Termination of a contract**

The contract will be terminated within the period stipulated in the contract, provided that a signed letter of termination is attached. **The licence holder will then receive a confirmation of termination from RAL gGmbH.**

MORE DETAILED DESCRIPTION OF THE SELECTION OPTIONS:

- **Publish contract on Internet**

If an already awarded contract has not yet been published on the Blue Angel or EU Ecolabel websites, it can be published using this field.



- **Periodic test during the contract period**

Some Basic Award Criteria require applicants to carry out periodic tests (e.g. annually) and submit the test reports. These can be added by selecting the contract and uploading the documents.

- **Other change**

Other changes that do not fall under the categories described above.

- **Description of the change**

You can enter free text with further remarks here.

After you have updated the information and uploaded the required documents, save the contract update.

After you have saved the contract update, you can delete it, create a PDF summary or send the contract update to RAL gGmbH.

The following text will appear after the update has been sent: "The application has been transmitted for processing by RAL." The contract update will be automatically issued with an **Inbox code** by RAL gGmbH. Please use this number for any subsequent communication with RAL gGmbH.

You will receive a confirmation email from RAL gGmbH after receipt of the transmitted files. The relevant person responsible for processing the application at RAL gGmbH will also **automatically** receive this message and it is **not** necessary to send a separate message.

5.1 OVERVIEW PAGE FOR THE CONTRACT UPDATES

On the overview page for the contract updates, those applications that have not yet been sent to RAL gGmbH will appear in blue at the very top with the status „New“.

BAC	Duration	Application	Incoming mail code	Status	
EU020	23.06.2017 - 26.06.2023	Test Produkt	5022	New	 NEW

These applications will be followed by the **sent applications** in yellow with the status “Transmitted”.

BAC	Duration	Application	Incoming mail code	Status	
EU020	23.06.2017 - 26.06.2023	Test Produkt	5022	Transmitted	 TRANSMITTED

If new, additional files have been uploaded but they have not yet been sent, the status “**Not all documents sent**” will be displayed.

As described in Chapter 4.6, you can also upload and send files at any time even after sending the contract update.

6.0 CONTRACT OVERVIEW

Select “**Contract overview**” in the main menu.

The overview can be moved right/left at the bottom and up/down on the right. The header will no longer be displayed if the overview is moved downwards. In order to make orientation easier, a small information window that contains the following information will appear if you move the cursor over an entry: Contract - Product name [Header].

The overview lists all valid contracts, as well as all contracts in the application process and any open applications. As soon as a submitted application has been processed by RAL to the stage that a contract number has been generated, this number will appear in the overview. If an application does not yet appear in the overview, it has not yet been processed accordingly.

The displayed applications/contracts are sorted in ascending order according to the Inbox code, i.e. the newest application will be displayed first..

DESCRIPTION OF THE DISPLAYED INFORMATION:

01. **Contract:** Contract number, 5-digit number from Blue Angel, contract number (=licence number/registration number) for the EU Ecolabel in the format DE/yyy/zzz. You can use the free text search function on the filter to limit the selection.
02. **Product name:** The product name as it is displayed on the Blue Angel website or the German EU Ecolabel website. You can use the free text search function on the filter to limit the selection..
03. **BAC:** Short description of the Basic Award Criteria for the Blue Angel or the product group key for the EU Ecolabel. The filter can be used to select the desired information.
04. **Status:** Possible entries: (The filter can be used to select the desired information)
 - Granted:** The contract has been granted.
 - In application process:** i.e. not yet examined or still being examined (e.g. documents are incomplete or missing) or the other required conditions (e.g. receipt of payment, receipt of the signed contracts) have not yet been fulfilled.
 - Open:** An official application has not yet been made but the preregistration process has been completed (e.g. for assigning a licence number for the EU Ecolabel).
05. **Type:** Type of contract, possible entries: (The filter can be used to select the desired information)
 - GV:** Base contract
 - EW:** Extension contract. The filter can be used to select the desired information.
06. **GV:** Base contract number for extension contracts..
07. **Label user:** Label user according to the contract and application. You can use the free text search function on the filter to limit the selection.
08. **Inbox code:** The Inbox code that was generated when the application was submitted. It is possible that there is no entry here for very old contracts. You can use the free text search function on the filter to limit the selection.

09. **Expiration date of the contract:** Expiry date of the contract, usually corresponds to the end of the duration (term of validity) of the Basic Award Criteria. In the case of a restricted contract period (due to the Basic Award Criteria) or termination, this date may be different.
10. **Date of application:** Date the application was received by RAL.
11. **Application invoice created:** Date the application invoice was created. The application invoice is usually sent to the applicant by post shortly afterwards.
12. **Payment for the application invoice received:** Date the payment for the application invoice was received by RAL.
13. **Contract created:** Date the contract was created. The contract is usually sent to the applicant by post shortly afterwards.
14. **Draft Contract accepted:** Date of acceptance of the draft offer by the applicant.
15. **Contract granted:** Date the contract was awarded.
16. **Date of the annex to the contract:** In the case of some contracts for the Blue Angel, an annex is created and displayed on the Blue Angel website for download as a PDF file. The date when the current annex was created is displayed here.
17. **Contract:** Download of the granted contract, in case of subcontracts at the EU Ecolabel only the annex.
18. **Internet:** Current status of the contract and whether it is displayed on the Blue Angel website or the German EU Ecolabel website. The filter can be used to select the desired information.
19. **Product info filled:** In the case of Blue Angel contracts, a check mark indicates that product information has been filled.
20. **Certificate created:** If the licence holder has requested a certificate, the date when the last certificate was produced by RAL is displayed here.
21. **Duration of the BAC:** Duration (term of validity) of the Basic Award Criteria (including any agreed extensions).
22. **Logo files:** current logos to the granted contract.

Filter: Press the "Show filter" button. Enter free text or make a selection. Press the "Apply filter" button. Confirm any changes by pressing "Show Filter"/"Apply filter" again.

Show all: Press the "Reset filter" button.

The number of records will be displayed in the "Apply filter" button [number of records].

7.0 SALES REPORT

Select "Sales report" in the main menu.

There will be no entries available in this menu the first time you log in. After you have submitted sales reports, you will find them listed here in chronological order with the newest at the top.

In order to create a new sales report, select "New sales report" and the following form will be displayed..

ATTENTION THIS HAS CHANGED

Incoming mail code Back Status New

Contract (EU Ecolabel)

Contract number	Text of the contract	Actual annual sales	Annual Sales, new
DE/044/015E	Dummy Produkt 24377	34.673.476 €	<input type="text"/> €

Basic Award Criteria (Blue Angel)

Number	Title	Annual Sales 2020	Fee Category 2020	Annual Sales 2021 €	Fee Category 2021
UZ12a	Schadstoffarme Lacke	more than 5,0 up to 10,0 Million EURO	5	<input type="text"/> €	
UZ102	Emissionsarme Innenwandfarben	more than 10,0 up to 15,0 Million EURO	6	<input type="text"/> €	

[Transmit to RAL gGmbH](#)

Contracts for the EU Ecolabel will be displayed at the top, followed by the Basic Award Criteria for the Blue Angel (if you have such contracts).

The latest sales figures reported will be displayed for contracts for the EU Ecolabel.

You can update the sales figures in the field next to it on the right-hand side.

For Basic Award Criteria for the Blue Angel, the current fee category (for the current year) will be displayed. You can enter the expected sales figures for the following year in the field next to it, the fee category will then be automatically calculated and displayed.

After entering a sales report, you can send it by clicking on "Transmit to RAL gGmbH" and then create and save a PDF summary.

You can now add a PO number (purchase order number) for the next annual fee to be paid that will appear on the invoice.

All invoices for the licence holder (application fee, annual fee, fee for repeat testing, fee for contract updates, fee for certificates) can also be downloaded from the "Documents" menu in the submenu "Invoices".

The sales report will be automatically issued with an **Inbox code** by RAL gGmbH. Please use this number for any subsequent communication with RAL gGmbH.

You will receive a confirmation email from RAL gGmbH after receipt of the transmitted files. The relevant person responsible for processing the application at RAL gGmbH will also **automatically** receive this message and it is **not** necessary to send a separate message.

In the sales report overview, all of the submitted sales reports will appear in yellow.

Sales report from 06.01.2020	Modified 06.01.2020	Incoming mail code	Status Transmitted	
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8.0 COMPANIES WITHOUT A CUSTOMER NUMBER

If a company has not yet concluded any current contracts for the Blue Angel or the EU Ecolabel with RAL gGmbH, the following information is required by RAL gGmbH in order to generate a customer number which is then necessary for registration.

Please send the completed form via email to umweltzeichen@ral.de.

You will then also be sent the customer number via email.

PART A: DATA OF THE CONTRACTING PARTNER (= APPLICANT):

Company name:	
Adress:	
Postal address (if different):	
VAT-No:	
Invoice e-mail address	
Alternative invoice dispatch exclusively in paper form:	
Contact person (accounting):	
Contact person (application):	
• Phone number:	
• Fax number:	
Contact person (marketing):	
• Phone number:	
• Fax number:	
• email address:	
Addresses of the production sites (if different):	

PART B: DATA OF THE INVOICE RECIPIENT (IF DIFFERENT FROM PART A)

Company name:	
Address:	

ONLY FOR APPLICATIONS FOR THE EU ECOLABEL:

In order for RAL gGmbH to determine the applicable fees in accordance with the "Schedule of Fees for the European Ecolabel as of 01.01.2014", RAL gGmbH requires the following additional information:

In the case of small and medium-sized enterprises or micro-enterprises (definition according to Recommendation No 2003/361/EG) or operators in developing countries (as defined in the OECD's Development Assistance Committee's list of countries receiving development aid) the application fee is reduced.

Is your company a SME? (Please enclose verification*)	Yes	No
--	-----	----

Is your company a micro-enterprise? (Please enclose verification*)	Yes	No
---	-----	----

Is your company from a developing country?	Yes	No
---	-----	----

The application fee is discounted for applicants who have EMAS certification.

Does your company have EMAS certification? (Please enclose verification)	Yes	No
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The application fee is discounted for applicants who have ISO 14001 certification.

Does your company have ISO 14001 certification? (Please enclose verification)	Yes	No
--	-----	----

Definitions of SMEs and micro-enterprises can be found here:

<https://www.eusmecentre.org.cn/sites/default/files/files/news/SME%20Definition.pdf>

As proof, the completed and signed declaration on page 40 of the definition (pages 41-48 if applicable) must be submitted.

Information on developing countries:

http://www.oecd.org/dac/stats/documentupload/DAC_List_ODA_Recipients2014to2017_flows_En.pdf



Simply Excellent.

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