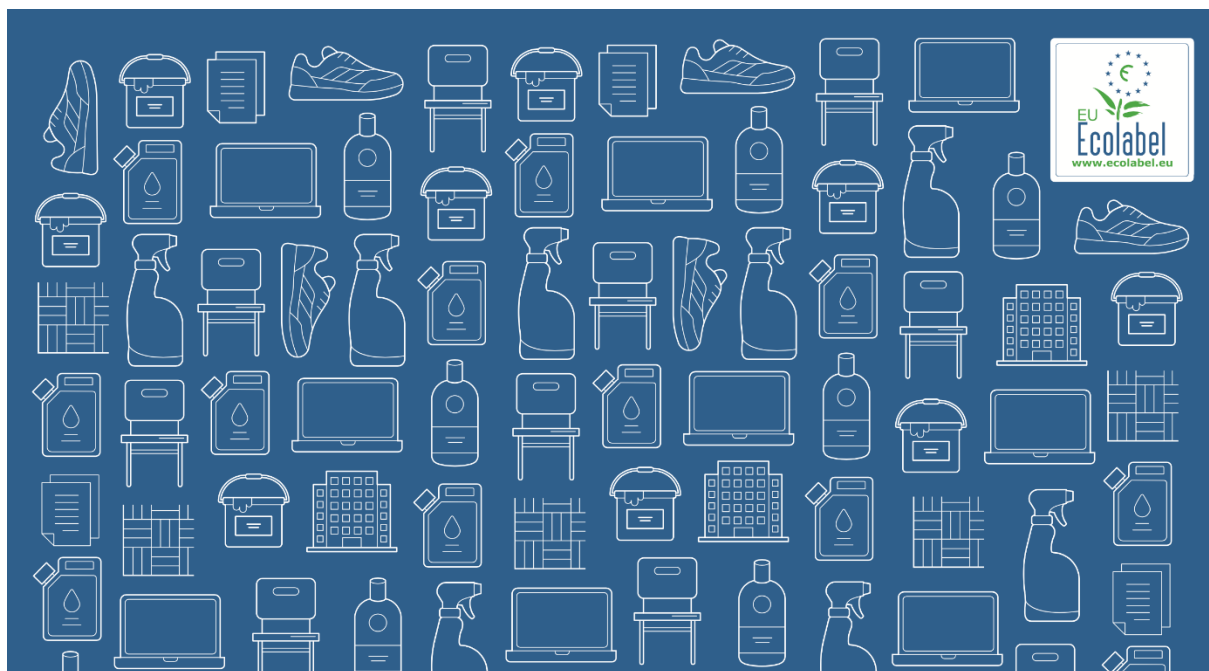


User Manual: EU Ecolabel Catalogue (ECAT) for applicants and licence holders



June 2024

ECAT USER MANUAL

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INTRODUCTION: WHAT IS ECAT?

The [EU Ecolabel Products Catalogue](#) and the [EU Ecolabel Tourist Accommodation Catalogue](#) are public databases allowing all stakeholders to quickly find EU Ecolabel products (goods) and services.

Product name	Product group	Licence number	Company
"BLANCO ALBA" Block	Hard covering products	ESGA/021/001	MINE
"BLANCO ALBA" Hard covering	Hard covering products	ESGA/021/001	MINE
"GRIS ALBA" Block	Hard covering products	ESGA/021/001	MINE
"GRIS ALBA" Hard covering	Hard covering products	ESGA/021/001	MINE
"SILVESTRE MORENO" Block	Hard covering products	ESGA/021/001	MINE
"SILVESTRE MORENO" Hard covering	Hard covering products	ESGA/021/001	MINE

Home > Topics > Circular economy > EU Ecolabel > EU Ecolabel tourist accommodation > The EU Ecolabel Tourist Accommodation Catalogue

The EU Ecolabel Tourist Accommodation Catalogue

Take a look at the EU Ecolabel Tourist Accommodation Catalogue to find out more information about environmentally friendly services and to locate an accommodation for your next trip

Licence Holders (LHs) can manage their EU Ecolabel licences in the ECAT administration platform (ECAT Admin) so that the EU Ecolabel products and services appear in the EU Ecolabel catalogues. In [ECAT Admin](#) you can create a new licence, manage existing licences, download an excel list of your registered licences, and manage your company information.

How to register your licence on ECAT – in a nutshell

1. Create a new [EU Login user account](#), click 'confirm' in the confirmation email you receive, and create a new password within 90 minutes.
2. With your new credentials, log-in to [ECAT Admin](#). Either register your new organisation in ECAT or, if the organisation already exists in ECAT, ask your colleagues to add you as a member in the organisation list. A new organisation needs to be validated by a Competent Body – this may take a few days.
3. Click on “Create new licence”. Select a product group and add a product or service to your licence by clicking on “Add” under the section “Manage products/services”.
4. Click on the button “Send to CB” - your Competent Body will check and publish your licence
5. Enjoy a higher visibility of your EU Ecolabel licence in the [Public EU Ecolabel Product Catalogue](#) or the [Public EU Ecolabel Tourist Accommodation Catalogue](#).

The following chapters will give you more details and explanations on how to register your licence on ECAT.



If you have a question on your ECAT Admin account that cannot be solved with this User Manual, please address your issue to the [EU Ecolabel Helpdesk](#) or your [Competent Body](#).

In your email, please include:

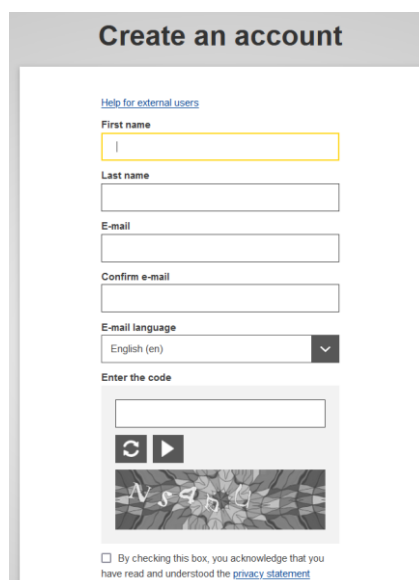
- **A clear description of the issue;**
- **The licence number;**
- **Your ECAT Admin username;**
- **Country in which the company is located;**
- **A screenshot of the issue.**

Since technical issues may be forwarded to the European Commission IT Department, please account for a 5–7 day waiting period until your issue is resolved. Certain issues may take longer to resolve.

CHAPTER 1: ACCESS TO ECAT ADMIN

1.1. CREATING AN ECAT ADMIN USER ACCOUNT

1. Create new EU Login credentials: [Create an account \(europa.eu\)](#). The EU Login authentication service is a point for user authentication to a wide range of European Commission information systems, such as the EU Ecolabel Catalogue (ECAT).
2. Insert the requested information and click on “Create an account”.



Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

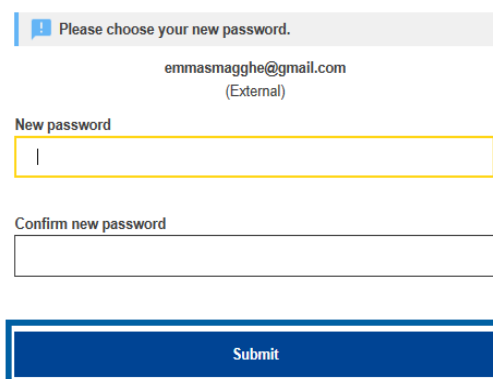
E-mail language
English (en) ▼

Enter the code

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

Figure 1: Login homepage

3. An automatic email will be sent to your email address. You have 1½ hours to follow the link indicated in the email to create a password and finalise your EU Login account creation ([Figure 4](#)).



Please choose your new password.

emmasmagghe@gmail.com
(External)

New password

Confirm new password

Submit

Figure 2: Password creation

4. With your new credentials, visit [ECAT Admin](#).
5. As a new user, you will have no role allocated. Please choose a) or b)
 - a. **If your company does not exist yet in ECAT:** Create a new company by clicking on “Register new organisation” ([Figure 5](#)). Select the available organisation type “Company” and insert the company details. Your responsible Competent Body will afterwards validate the provided details and the new company.



Figure 3: Register new organisation

- b. **If your company already exists in ECAT:** Please ask a colleague with a valid user account or your CB to add you to the organisation (see [1.4](#)).
- c. **If you are unsure if your company already exists in ECAT:** Click on “Register new organization” and enter your VAT number. If the VAT number provided already exists in the system, an error message is displayed. If this is the case, refer to b. above.

1.2. HOW TO CHANGE ACCOUNT DETAILS

You may at any time modify your account information by clicking on the left icon on the top banner ([Figure 4](#)) and then on “My profile”. You may change automatic email notification settings, the company address, change the company logo or any other relevant contact information.



Figure 4: Changing account details

1.3. HOW TO RETRIEVE LOG-IN CREDENTIALS

1.1.1. FORGOTTEN EMAIL/USERNAME

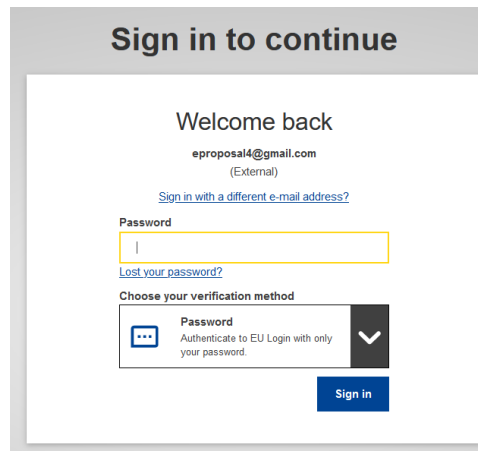
If you forget which email/username is associated with your EU Login account, send an email to the [EU Ecolabel Helpdesk](#) from your company domain email address, indicating the following details:

- Company name
- Attributed Competent Body
- Country of production

The EU Ecolabel Helpdesk will look up your associated account within its back-end system and will inform you via email which email/username is associated with your EU Login account.

1.1.2. FORGOTTEN PASSWORD

If you forget the password associated with your EU Login account, click on 'Lost your password?' link at <https://webgate.ec.europa.eu/cas/login>



The screenshot shows a login page titled "Sign in to continue". It displays a "Welcome back" message for the user "eproposal4@gmail.com (External)". Below this, there is a link "Sign in with a different e-mail address?". A "Password" field is present with a "Lost your password?" link underneath it. A "Choose your verification method" section is visible, with "Password" selected as the method, described as "Authenticate to EU Login with only your password." A "Sign in" button is located at the bottom right of the form.

Figure 5: Lost your password

The system prompts you to undertake a security verification test before clicking on the 'Get a password' link. An email is then sent to the email registered to your account, with instructions on how to change the password and recover access to your EU Login account.



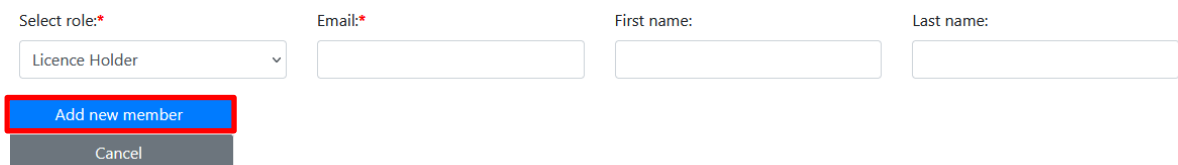
The system only allows one password change every 24 hours.

1.4. HOW TO ADD NEW MEMBERS TO AN ORGANISATION

Several users can have access to a licence if they are associated as members of that organisation. An existing member of the organisation or your CB can provide this access by associating the user to the organisation or can restrict this access by removing the member from the organisation.

The user needs to have an EU-Login account – an EU login and password can be created [here](#). Afterwards, please select the organisation in the organisation list, click on "Add new member" under *Actions*, enter the email address, and click on "Add new member".

ADD NEW MEMBER TO ECOLABEL AT TEST COMPANY



The form contains the following fields and buttons:

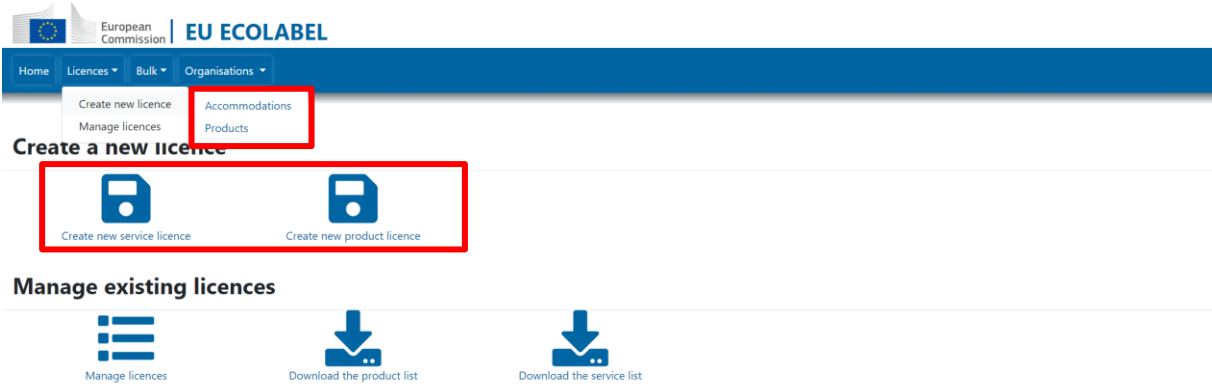
- Select role*:** A dropdown menu with "Licence Holder" selected.
- Email*:** An empty text input field.
- First name:** An empty text input field.
- Last name:** An empty text input field.
- Buttons:** A blue "Add new member" button and a grey "Cancel" button.

Figure 6: Add new member to the organisation

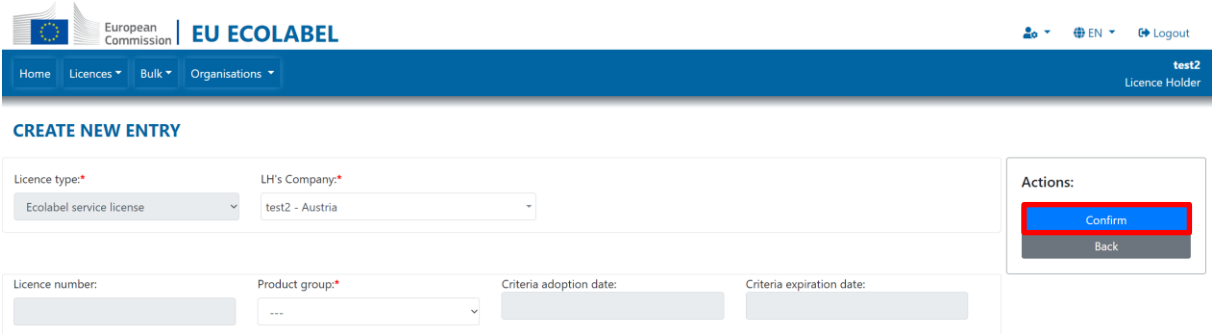
Chapter 2: Manage your product or service licences

2.1 CREATE A NEW PRODUCT OR SERVICE LICENCE IN ECAT

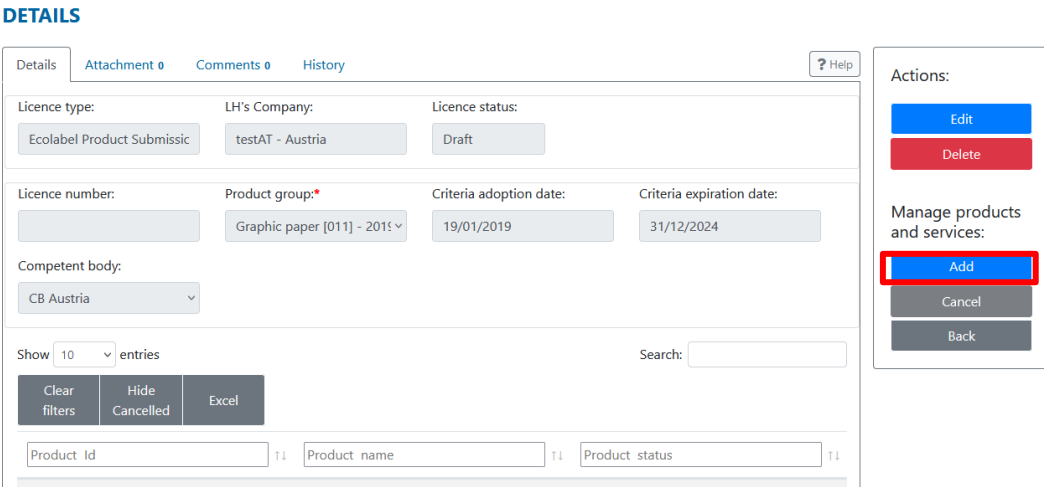
Select 'Create new product licence' or 'create new service licence' on the homepage. Alternatively, select the tab "Licences" to open a drop-down menu and select either Accommodations or Products in the "Create new licence" dropdown menu.



Choose the correct product group and click "Confirm".



On the Details page, click on "Add" to add a product or a service to your licence.



After inserting all required information, click "Save".

Your Competent Body will check and validate the licence on ECAT. **Therefore, please do not forget to send the registration to your Competent Body for validation by clicking on “Send to CB”!**

DETAILS

Details Comments 0 History ? Help

Licence type: Ecolabel Product Submission | LH's Company: test2 - Austria | Licence status: Draft

Licence number: | Product group: Hand dishwashing detergent | Criteria adoption date: 23/06/2017 | Criteria expiration date: 31/12/2026

Competent body: CB Austria

Show 10 entries | Search: | Clear filters | Hide Cancelled | Excel

Product Id	Product name	Product status
<input type="checkbox"/> 1	test 1	DRAFT

Actions:

Edit

Send to CB

Delete

Manage products and services:

Add

Cancel

Delete

Navigation:

Back

2.2 ADD A NEW PRODUCT OR SERVICE TO AN EXISTING LICENCE IN ECAT

If you want to add products/services to an already registered licence, please do not create a new licence but instead add the products to the existing licence in ECAT.

Select a licence in your licence list.

LICENCE LIST

Licence number: | Licence status: | Licence type: | Product group:

Company Name: | Competent Body:

Clear | Search

Export excel

Show 10 entries

Licence number	Licence status	Licence type	Product group	Company name	Competent body
	Draft	Ecolabel Accommodation Licence	Tourist accommodation	test2	CB Austria

On the Details page, click on “Add” to add a product or a service to your licence.

DETAILS

Details Comments 0 History ? Help

Licence type: Ecolabel Service License | LH's Company: test2 - Austria | Licence status: Draft

Licence number: | Product group: Tourist accommodation | Criteria adoption date: 09/07/2009 | Criteria expiration date: 30/06/2025

Competent body: CB Austria

Actions:

Edit

Delete

Manage products and services:

Add

Cancel

Back

After inserting all required information, click “Save” and “Send to CB”. Your Competent Body will check and award the licence on ECAT. **Therefore, please do not forget to send the registration to your Competent Body for validation by clicking on “Send to CB”!**

DETAILS

2.2.1 PRODUCTS – SPECIFIC EXPLANATIONS ON REQUIRED FIELDS

This concerns licences from all EU Ecolabel product groups (except Tourist Accommodation Services, see [chapter 2.1.2](#)). Note: Indoor cleaning services must be registered as a product licence.

Select the country(ies) in which your products are sold, by ticking the box of single countries or by choosing all EU countries.

Figure 13: Required information for products

Please make sure to insert a product code in ECAT (preferably the EAN13 code). Product codes are necessary for e-retailers to verify that a product (both B2B and B2C) is indeed certified with the EU Ecolabel and to display the EU Ecolabel logo next to a certified product on their marketplace. The EU Ecolabel collaborates with several retailers and major e-commerce platforms (e.g. Amazon) who use public data extracts from ECAT as a verification source (see figure below).



E-Commerce platforms only display the EU Ecolabel next to a product if they have proof of the certification...



E-Commerce platforms check which products are registered in the EU Ecolabel Catalogue (ECAT).



E-Commerce platforms highlight sustainable products and provide information on the label

PRODUCT CERTIFICATION (1)



EU Ecolabel certified products have a reduced environmental impact across multiple stages of the product lifecycle.

Simply enter your product codes in the product section: Click on the “+”, select the code type from the drop-down menu and insert the value. Click on the blue tick to save the change.

Codes:

Type	Value
<input type="text"/>	<input type="text"/>

Codes:

Type *	Value *
<input type="text"/>	<input type="text"/>

Image Code

- Other
- EAN13
- GTIN14
- GTIN12
- GTIN8
- GSIN
- SSCC
- Internal Producer ID
- ITF

Add your product description in the field *Content* by clicking on the “+” or the pen in the right corner. The “-” allows you to delete your content. If you delete the text by mistake, you can click on the green clock icon that appears after deletion. Afterwards don’t forget to click on the blue tick to save the change (see screenshot below).

Product descriptions:

Language

English

Content

Hard cover - also known as Hardback, where cover



2.2.2 SERVICES – SPECIFIC EXPLANATIONS ON REQUIRED FIELDS

This concerns Tourist Accommodation Services only. Indoor cleaning services must be registered as a product licence see [chapter 2.2.1.](#))!

CREATE NEW SERVICE

Status:	Service name:*	Accommodation type:*	Actions: <input type="button" value="Save"/> <input type="button" value="Back"/>
<input type="text" value="DRAFT"/>	<input type="text"/>	<input type="text" value="---"/>	
Service address:			
Same as company address?	Street name:*	House number:*	Postal code:*
<input type="text" value="Yes"/>	<input type="text" value="testroad"/>	<input type="text" value="1"/>	<input type="text" value="11111"/>

Booking agencies are not mandatory. Only if you select “Agency”, it becomes mandatory to add a link of the selected Booking agency in the “Link” field.

To edit *Agency, Link, Language and Content*, you need to click on the “+” or the pen in the right corner. The “-” allows you to delete your content. If you deleted the text by mistake, you can click on the green clock icon that appears after deletion. Afterwards don’t forget to click on the blue tick to save the change (see screenshot below).

Upload the mandatory cover image in one of the accepted formats (jpg, png, tiff) by clicking on the “+” symbol and selecting the image from your server (blue arrow in screenshot below).

Service descriptions:

Language *	Content *	<input type="button" value="✎"/>	<input type="button" value="✖"/>	<input type="button" value="⌚"/>
<input type="text" value="English"/>	<input type="text"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>	<input type="button" value="⌚"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>	<input type="button" value="⌚"/>

Images:

Cover *	Others
<input type="text" value="✎"/>	<input type="text" value="✎"/>
<input type="text" value="✎"/>	<input type="text" value="✎"/>

(Accepted formats: JPG, PNG, GIF, TIFF...)

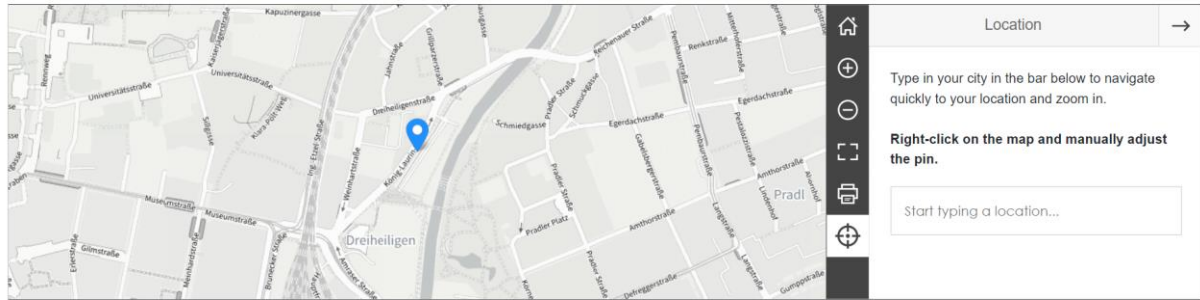
Booking agencies:

Agency *	Link *	<input type="button" value="✎"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="✎"/>

Based on the address details the system calculates the geographical coordinates of the provided address and pinpoints this on the map in the public catalogue. In some cases, the coordinates calculated might not accurately reflect the address provided (or worse, the coordinates are not found at all). If your accommodation is not accurately displayed, utilize the map tool for manual adjustment. Right click on the map and manually adjust the pin.

Latitude / Longitude:

When you define a service, this map will update itself only after you clicked on "Confirm" on the top right side.
If your accommodation is not accurately displayed in the map of the public catalogue, utilize the tool below for manual adjustment.



Webtools + © EC-GISCO + Leaflet | © OpenStreetMap | Disclaimer

2.3 EDIT AN EXISTING PRODUCT OR SERVICE

If you want to **edit an existing product or service**, click on a product or service on the licence details page.

DETAILS

Details Comments 0 History ? Help

Licence type:	LH's Company:	Licence status:	
<input type="text" value="Ecolabel Product Submission"/>	<input type="text" value="test2 - Austria"/>	<input type="text" value="Awarded (Partial)"/>	
Licence number:	Product group:*	Criteria adoption date:	Criteria expiration date:
<input type="text" value="AT/053/345"/>	<input type="text" value="Lubricants [027] - 2018/17"/>	<input type="text" value="08/11/2018"/>	<input type="text" value="31/12/2024"/>
Competent body:			
<input type="text" value="CB Austria"/>			
Show <input type="text" value="10"/> entries		Search: <input type="text"/>	
<input type="button" value="Clear filters"/>	<input type="button" value="Hide Cancelled"/>	<input type="button" value="Excel"/>	
<input type="text" value="Product Id"/>	<input type="text" value="Product name"/>	<input type="text" value="Product status"/>	
<input type="checkbox"/>	1	test new 12	CANCELLATION_REQUESTED

Actions:

Manage products and services:

Navigation:

Edit the product or service details and afterwards click on "Confirm".

EDIT PRODUCT DETAILS

Product status:	Product name:*
<input type="text" value="DRAFT"/>	<input type="text" value="Test1"/>
Product group:	Subcategory:
<input type="text" value="Absorbent hygiene products"/>	<input type="text" value="Baby diaper"/>

Actions:

Your Competent Body needs to approve the changes. Therefore, please send the registration to your Competent Body by clicking on "Send to CB".

DETAILS

Details Comments 0 History ? Help

Licence type:	LH's Company:	Licence status:
Ecolabel Product Submission	test2 - Austria	Awarded (Modif)

Licence number:	Product group:*	Criteria adoption date:	Criteria expiration date:
AT/053/345	Lubricants [027] - 2018/11	08/11/2018	31/12/2024

Competent body:

CB Austria

Actions:
[Send to CB](#)

Manage products and services:
[Add](#)
[Cancel](#)
[Delete](#)

2.4 DELETING A LICENCE OR A PRODUCT/SERVICE

Deleting a **licence** is possible when the Submission status is still on “Draft” (see red arrow in figure below).

The “Delete” button is enabled when at least one eligible product/service is selected in the list (see green arrow in figure below).

DETAILS

Details Comments 0 History ? Help

Licence type:	LH's Company:	Licence status:
Ecolabel Product Submission	test2 - Austria	Draft

Licence number:	Product group:*	Criteria adoption date:	Criteria expiration date:
	Absorbent hygiene produ	14/09/2023	31/12/2029

Competent body:

CB Austria

Show 10 entries Search:

[Clear filters](#) [Hide Cancelled](#) [Excel](#)

Product Id	Product name	Product status
<input checked="" type="checkbox"/> 1	test 3	DRAFT

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

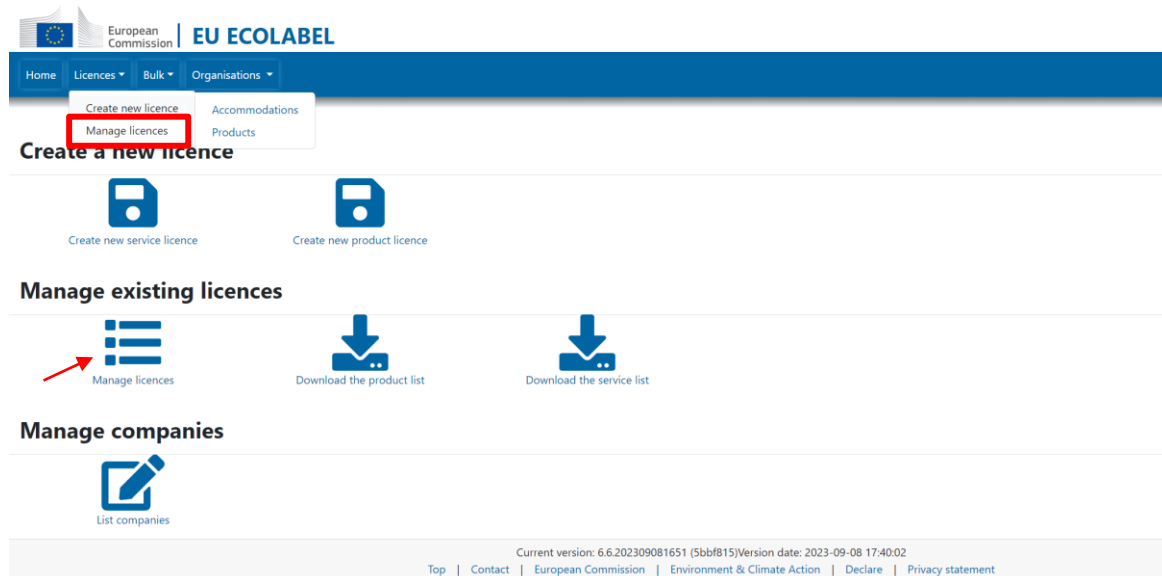
Actions:
[Edit](#)
[Send to CB](#)
[Delete](#)

Manage products and services:
[Add](#)
[Cancel](#)
[Delete](#)

Navigation:
[Back](#)

CHAPTER 3: EXPLANATION OF THE DIFFERENT STATUS OPTIONS OF YOUR LICENCES IN ECAT

To see a list of your licences in ECAT, select the “**Manage licences**”-Button on the homepage or use the drop-down menu by clicking on the tab “**Licences**” and select “**Manage licences**”.



When registering your product or service on ECAT, your application/licence will go through various statuses depending on the different actions that you as Licence Holder (LH), or your Competent Body (CB), need to perform. Depending on the current status of your licence in ECAT, you will have different modification rights. Only awarded applications will be visible on the public catalogues.

Licence number	Licence status	Licence type	Licence group	Company name	Competent body
	Draft	Ecolabel licence service	Campsites	testAT	CB Austria
	New application request	Ecolabel licence service	Tourist accommodation	testAT	CB Austria
	Draft	Ecolabel licence service	Campsites	testAT	CB Austria
	Draft	Ecolabel licence service	Tourist accommodation	testAT	CB Austria
	Draft	Ecolabel licence service	Campsites	testAT	CB Austria
	Draft	Ecolabel licence service	Campsites	testAT	CB Austria
AT/051/456	Awarded	Ecolabel licence service	Campsites	EcoLabel AT Test Company	CB Austria
AT/002/003	New application request	Ecolabel licence service	Campsites	testAT	CB Austria
AT/002/003	Awarded (CB Modified)	Ecolabel licence service	Campsites	testAT	CB Austria
AT/001/001	Awarded	Ecolabel licence service	Tourist accommodation	testAT	CB Austria

Figure 7: Example of applications/licences with different registration statuses



To filter products/services by status, click on the arrows next to Licence status (see purple box, Figure 10).

Please see below an explanation of the different status option and the respective modification rights:

Application status	Explanation of the status	Modification rights	Visible on Public ECAT
Draft	The applicant has created an application but has not yet sent it to the Competent Body for validation.	Applicant: you can modify your draft, add new products/modify information or delete the application. Please finalize the application and click on "Send to CB".	No
		Competent Body: if necessary, you can delete the applicant's draft application.	
New application request	The application has been sent for validation to the Competent Body.	Applicant: you can no longer modify your application. You are now pending approval or refusal from your Competent Body.	No
		Competent Body: you can Award (→Awarded), Update, Send Back (→Draft), Reject (→Rejected) and Delete the application	
Rejected	The application has been rejected by the Competent Body.	Applicant: read-only	No
		Competent Body: read-only	
Awarded	The application has been validated by the Competent Body and appears on the Public ECAT.	Licence Holder: you may modify the licence and add new products or renew the registration. If you modify it, you need to send it to your Competent Body for validation by clicking on "Send to CB"	Yes
		Competent Body: you can view and update the licence.	
Awarded – Partial	The application has been partially validated: some products have been awarded, others have not yet been approved or have been refused by the Competent Body. The awarded products appear on the Public ECAT.	Licence Holder: you can delete the non-validated products and/or create new products in the licence. After modification, please send the application back to your Competent Body by clicking on "Send to CB".	Partially: Yes, for awarded products
		Competent Body: there is no need for any modifications at this point. However, you can also add new products or delete others or award the non-awarded products, if applicable.	

Awarded – Modified	The Licence Holder has started to modify an awarded licence.	Licence Holder: you have made updates at the product level (change, cancel, add new products, etc.). Please send the modified licence to your Competent Body for their final validation, by clicking on “Send to CB”.	Partially: No, for all products that were updated.
		Competent Body: you cannot modify the licence until the Licence Holder has sent it to you for validation.	Yes, for all products that were not updated.
Awarded – Modification request	The modified licence has been sent to the Competent Body for validation.	Licence Holder: you can no longer modify the licence as you have already sent it to your Competent Body.	No, for all products that were updated.
		Competent Body: you can approve, send back or refuse the modification request or you can modify it further as well. Please award the licence again by clicking on “Award and publish” on the licence level.	Yes, for all products that were not updated.
Awarded – CB Modification	The Competent Body made some updates at the product level of an awarded licence.	Licence Holder: you cannot perform any changes to the licence. Please ask your Competent Body to finalize and approve the modifications.	Yes
		Competent Body: you have made updates on the products level. Please award the full licence by clicking on “Award and publish” on the licence level.	
		Competent Body: there is no need for any modifications at this point.	
Cancelled	The Competent Body has cancelled the licence or a criterion expired and all related licences are cancelled automatically.	Licence Holder: you can no longer perform modifications. Please contact your Competent Body.	No
		Competent Body: you can reopen cancelled licences.	