

GUIDE TO REGISTRATION

The Water Label Scheme provides easy access to a database of bathroom products, which display the volume/flow of water used, when installed and used correctly in accordance with manufacturer's instructions.

Using water wisely and reducing waste, saves water, reduces energy and saves the user money on utility bills.

The procedure for Scheme registration is easy and simple. Here is a step by step guide to help you:

STAGE ONE

- Go to www.europeanwaterlabel.eu
- Click '**Industry & Professionals**' on the vertical left side of the screen
- Click 'Scheme Forms' on the vertical left side of the screen
- Click 'Company Registration' form
- Complete and return to the Scheme Administrator, electronically, fax or post
- Click 'Declaration of Conformity' form
- Complete and return to the Scheme Administrator, electronically, fax or post

STAGE TWO

- Scheme Administrator to generate and issue Company Scheme Registration Number to be used on all subsequent correspondence and relevant product registration forms
- Scheme Administrator will upload all Company details onto database
- Applicant to raise and send to Water Label Company a Purchase Order number for invoice payment and provide a VAT number.
- Water Label Company will generate and send out electronically to notified email address the relevant invoice for Scheme Registration payment. Applicant to refer to 'Costings' form and advise whether annual EU licence or nominated countries is required and whether category licence or SKU structure is required.

STAGE THREE 'Product Registration'

- Click 'Submit a product to the Scheme' which can be found on the vertical left side of the screen. Enter 'Company Scheme Registration Number' in appropriate box, which is case sensitive
- Click 'Sign In' which is under the Company Scheme Registration number box, this will take you to a new page
- Click on product type to be submitted for your product registration and complete the necessary and relevant information and click submit

- Ensure all relevant 'European Countries' boxes have been completed in accordance with your preferred registration options

A quick guide to adding multiple products to the Water Label Scheme via bulk upload

This guide will explain how to use the excel spreadsheet to upload 50 or more products to the Water Label Scheme.

1. The Excel spreadsheet can be found on the Water Label website under industry and professionals, scheme forms:
<http://www.europeanwaterlabel.eu/schemeforms.asp>

2. The Excel spreadsheet needs to be completed following the instructions in red. See example below:

	B	C	D	E	F
1	Brand Name	Model Number	Category	Actual Flow Rate	Actual Volume
2	Max. 100 chars	Max. 100 chars	Pick from dropdown list	Litres per minute	Litres
3	Required	Required	Required	If applicable	If applicable
4					
5					

3. **DO NOT CHANGE** the Excel spreadsheet in any way, do not re-format any cells or use shortcuts such as copy and paste as this will cause conflicts and the submission form will be rejected.
4. Every column labelled as a country needs an entry. If the country is relevant to the submission enter a '1', if the country is not relevant then enter a '0'.
5. Once the Excel spreadsheet is complete you must save it as an .xls file.
6. Send the completed Excel spreadsheet to Scheme Administrator on:
admin@europeanbathroomforum.eu

ADDENDUM

All forms and guidance documents for easy application are available from the website.