Instructions product declaration

1. For free registration go to: www.baubook.at/zentrale

Neu anmelden – Schritt 1: Allgemeine Daten

Füllen Sie bitte untenstehende Angaben aus und beachten Sie dabei die mit einem * markierten Pflichtfelder. Drücken Sie dann den Button "Weiter zu Schritt 2".

E-Mail-Adresse:*	muster@firma.at
Benutzername:*	muster@firma.at
Passwort:*	•••••• (mindestens 6 Zeichen)
Passwort-Wiederholung:*	••••••
Vorname:*	Vorname
Nachname:*	Nachname
Firma:	Muster GmbH
Telefon:	+43664123456789
Anrede:*	● Herr ○ Frau

* Pflichtfelder

☑ Ich habe die AGB und die Datenschutzbestimmungen gelesen und erkläre mich damit einverstanden.*

➡ Weiter zu Schritt 2
✗ Fenster schließen

The baubook registration is free of charge.

baubook produkt declaration

The product declaration follows fixed steps and is identical for all companies and products. We will show you how to make a declaration in just a few steps. To be able to make a declaration on baubook, you must register and then log in.

Five steps to your product declaration

1. create user www.baubook.at/zentrale -> login
2. create company (once)
3. enter your product
4. start declaration process
5. finish process with online declaration closure

2. Create company

Kriterien Produkte Firmen Richtwerte Archiv

Einstellungen Produkte Aufbauten **Firmen**

Sie haben noch keine Firmen erstellt.

Mit dem Button "Neu" unten können Sie eine neue Firma erstellen! Eine Firma muss beispielsweise Firma Produkte herstellt oder handelt, die im baubook gelistet sind.

📄 Neu

A company must be created before the first product declaration.

The data entered (logo) is also output on the information platform at www.baubook.info.

3. Enter new product

baubook Deklarationszentrale

Kriterien Produkte Firmen Richtwerte Archiv   Home Kontakt/§ Info/FAQ Favoriten **Verwaltung** Abmelden

Einstellungen **Produkte** Aufbauten Firmen

Keine Produkte!

Mit dem Button "Neu" können Sie ein neues Produkte deklarieren! Die Deklaration von Produkten und Aufbauten ist mit diesen Kosten verbunden.

📄 Neu

Informationen zur Verwaltung

- Verwalten Sie Ihre persönlichen Daten wie Benutzername, Newsletter, Passwort.
- Deklarieren Sie neue Produkte, ergänzen Sie in Arbeit befindliche Produktdeklarationen.
- Legen Sie neue Firmen an und ordnen Sie diesen Produkte als Händler zu.
- Verändern Sie bereits eingetragene Produkte eigenständig. Der Einreichassistent informiert Sie, ob Ihre Änderungen eine neuerliche Prüfung erforderlich machen. Die Änderung der Telefonnummer des Herstellers wird beispielsweise sofort und ohne Prüfung im Web sichtbar. Eine Änderung der erfüllten Kriterien eines Produkts beispielsweise erfordert eine aktualisierte firmenmäßig gezeichnete Produktdeklaration mit entsprechenden Nachweisen.

3.   **2.**   **1.**

4. Start declaration process

The product declaration is divided into several steps. It can be interrupted at any time until the submission is completed; the data remain stored. You are welcome to clarify any ambiguities with us. As an additional service, we also offer to carry out the product entry for you. All information and costs can be found here.

Select groups

First you have to enter the product name. Then the product must be assigned to one or more product groups from the category Building Products or Building Services.

Each product group requires different fields to be filled in. The product group(s) selected will therefore determine the information that needs to be entered in the next steps.

Assign product to product group(s).

The relevant criteria differ depending on the product group.

Support and help with the product declaration through baubook

Help, and the contact details of the respective contact person, can be found under „Do you have any questions?". You can also delegate the execution of the product entry to us. You can find information on this here:

https://www.baubook.info/en/declaration/declaration-support

We are happy to help! Now baubook offers product registration as a new service. Please visit: www.baubook.info/declarationservice

General operating instructions

Fields highlighted in red are mandatory fields and must be completed

Clicking on coloured terms (e.g. „Origin of wood raw materials") opens a window with further information

Clicking on the pictogram (?) opens a window with further information

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baubook
look inside.
build ecologically.

Ecolabels - Labels - Seals of quality

It is possible to specify different quality seals. Depending on the seal, either the date of issue or the validity date must be specified. If verification documents or quality seals are available for your product, please upload them under the respective categories. In the case of test certificates, you can choose whether they should be displayed publicly or only internally for quality assurance purposes. If you do not have the documents in digital form, they can also be sent to us by post.
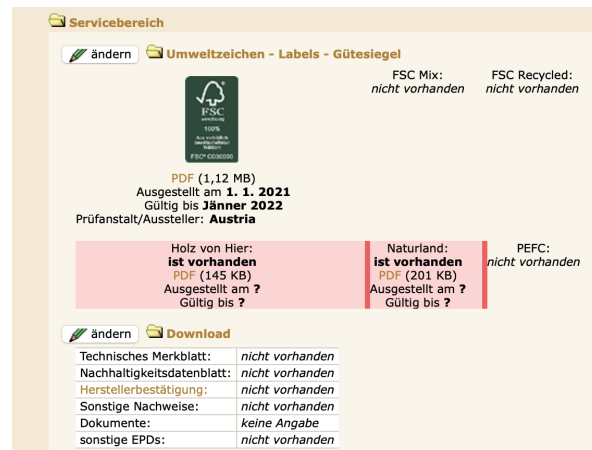
Note

Not all attributes are relevant for every area. Attributes marked with a „key pictogram" are professional attributes. These can only be viewed by users of baubook professional.

The service area provides a compact overview of the certificates, documents and evidence stored.
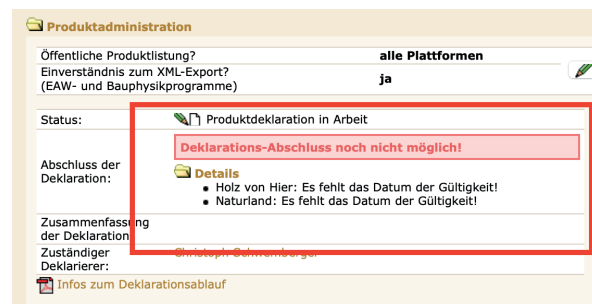
5. Submit declaration online

In order to complete the declaration, all mandatory data must be filled in. If this is not the case, you will find the note „Declaration completion not yet possible" under the heading „Product administration". If you click on the button „Details", you will get an overview of the missing information that is necessary to complete the declaration. These details are also highlighted in red.

As soon as you have added the missing information, you can complete the declaration by clicking on the button „Complete declaration".
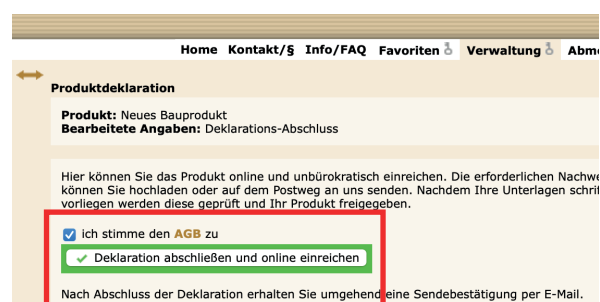
Now you can submit the product declaration and it is completed. As long as we have not started the quality assurance, you can still edit the product declaration. However, changes must be submitted again. In the administration, the summary of the declaration is visible as a PDF. Verification documents (test certificates, safety data sheets, etc.) can be uploaded as part of the product declaration. If you want to send us test certificates in paper form by post, please always indicate the respective baubook product index.

Missing mandatory information prevents the declaration from being completed.

If all the information is complete, the declaration can be submitted online.