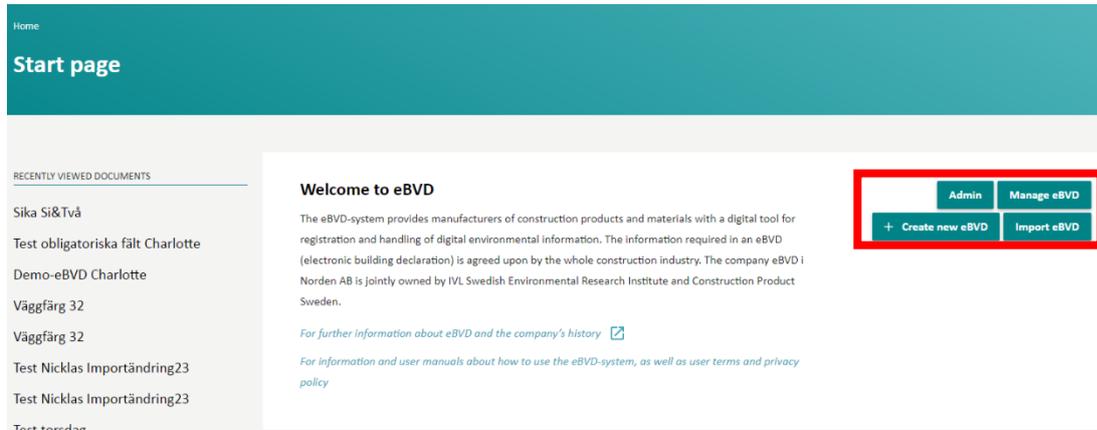


Instruction import functionality

After logging into the eBVD system you will now see the following view:

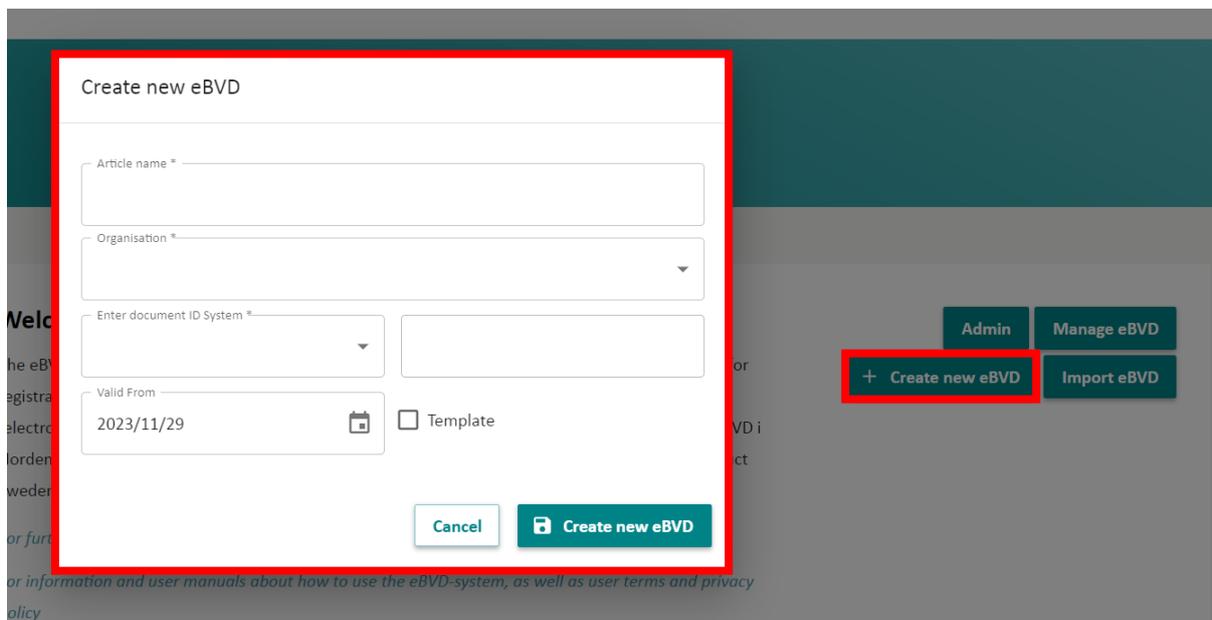


On the left side you will find quick access to the last used documents. On the right side you can access the administrative settings for the account, if your user has administrative rights (“Admin”), search among all published eBVD:s in the system as well as edit your own eBVD:s (“Manage eBVD”) and manually creating a new eBVD (“Create new eBVD”).

The last quick link “Import eBVD” is the new functionality in focus for this instruction.

Manual management in the system

To manually create a new eBVD, click on “Create new eBVD” and fill out the fields in the pop-up showing in the screenshot below. The document ID system (GLN/DUNS/VAT) will be a part of the eBVD ID when the document has been created.



After creating a new eBVD you will automatically be transferred to a new page where you can add all the requested information in the following sections (except for the company information which will

automatically be added to all your eBVD:s). You can choose to publish your eBVD after filling out all the required fields.

SECTIONS

- 1. Company information
- 2. Article information
- 3. Chemical Content
- 4. Raw Material
- 5. Environmental impact
- 6. Distribution
- 7. Construction Phase
- 8. Usage Phase
- 9. Demolition
- 10. Waste Management
- 11. Indoor Environment

As long as your eBVD remains un-published you can come back to this page to continue to add new information or edit information in the sections displayed on the left side.



After the eBVD has been published, it will no longer be possible to edit this information without creating a new version of the eBVD.

The pop-up for creating an eBVD as well as all the fields in each section is incorporated in the import file, along with the option of creating a new version of a previously published eBVD. We recommend that you look through the sections in the manual input view to understand the import file more easily and why some of the questions in the file are handled in separate tabs.

Export functionality

Another great way for "getting to know" the import functionality is to start off using a file that holds information about existing eBVD:s and update it. It will make it easier to understand the construction of the file and avoid error messages in the future.

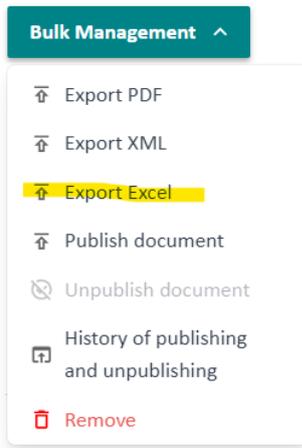
To create an export file containing the information from an existing eBVD, please proceed as follows:

1. Click on "Manage eBVD" on the start page.
2. Pick out the eBVD:s you wish to be included in the export file (one or more), making sure it is the latest version of the eBVD that you choose as it will not be possible to edit previous versions.

Bulk Management Sort by: Most recently updated

<input checked="" type="checkbox"/>	id: A-111111-11111-1-3	Created	
Demo-eBVD Charlotte			
	Supplier: IVL Svenska Miljöinstitutet AB		Last updated: 2023-11-29 08:48
	Version 15	Latest	
<input checked="" type="checkbox"/>	id: C-SE556116244601-23	Created	
Väggelement exempel Filip			
	Supplier: IVL Svenska Miljöinstitutet AB		Last updated: 2023-11-27 21:12
	Version 2	Latest	

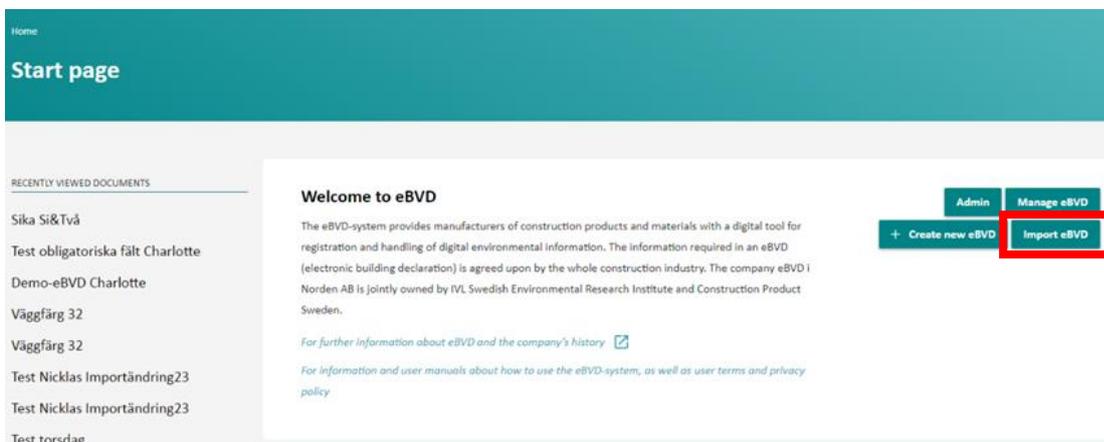
3. Click on "Bulk management" and choose the option "Export Excel".



4. A file called "eBVDexportfile" will now be downloaded to your computer. You can use this file as a starting point to either update a current version of an eBVD, create a new, updated version of an eBVD or create a new eBVD – all in the same file.

Import functionality

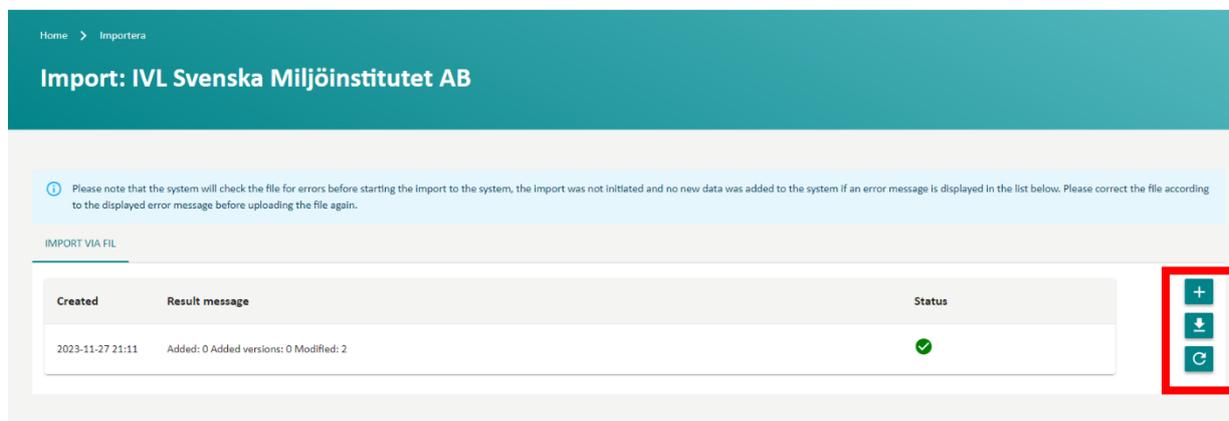
We will now look at the new import functionality in the system. You can access the import functionality through the start page by clicking on "Import eBVD".



When opening the import page you will find the following options on the right side of the page:

- **"Import eBVD via file"**: If you have a ready-to-use file (either new through downloading the template or existing through using the export functionality explained in the previous section), choose this option.
- **"Download Excel template"**: If you wish to download a new, empty, template and fill in your information – choose this option.
- **"Re-fetch list"**: This button will re-load the list of result messages. This list will display whether the import was successful. If an import attempt was un-successful, an error message will be displayed explaining what went wrong – please note that the validation of the data within the file will occur in a first step of the import, meaning that if an error in the

file is discovered – **nothing** in the file will be imported into the system. If that happens, correct the error, and import the file again. The import status is shown if you let the mouse pointer hover above the symbol in the column “Status” on the right side of the page.



Create new eBVD

There are a few initial fields that are very important to fill out correctly to create a new eBVD through the import file. Input the row number in column A (referring to the row number in the excel file, i.e. if you input the information regarding your new eBVD in row number 7 in the file – then add "7" in this column), this is because an eBVD ID for a new eBVD is not created until the import is made into the system. The eBVD ID is created using the information in the following columns, which are the same as some of the fields you must fill out when creating an eBVD manually in the system; document ID system and document ID. The article name in column H will be the name of the new eBVD. In addition to these fields, necessary to create a new eBVD, you will of course also have to answer all the mandatory questions in the file for the new eBVD to be created.

Create new eBVD							
eBVD ID	Enter document ID System				Status	Change relates to	Article name
	GLN	DUNS	VAT	Input chosen document ID			
eBVD document (to create a new eBVD, input row number in this file, e.g. 7)					If the eBVD should be updated through creating a new version or in the current (not yet published) eBVD	When updating an existing eBVD	
Text/numerical (example eBVD-ID: A-3333333-33333-3-97)	Input number "1" in the column below to mark selected option		Text/numerical		Input number "1" to save updates in a new version of the (previously published) eBVD	Text/numerical	Text/numerical
Mandatory	Mandatory when creating a new eBVD					Mandatory when updating an existing eBVD	Mandatory

Update an existing eBVD

To update an existing eBVD through the import file you must fill out the column F (Status) correctly. If you wish to update a previously un-published eBVD you can leave this column empty. But to update an eBVD that has previously been published you will have to create a new version of the eBVD – this is done through adding the number “1” to the column.

eBVD ID	Create new eBVD				Status	Change relates to	Article name
	Enter document ID System						
	GLN	DUNS	VAT	Input chosen document ID			
eBVD document (to create a new eBVD, input row number in this file, e.g. 7)					If the eBVD should be updated through creating a new version or in the current (not yet published) eBVD	When updating an existing eBVD	
Text/numerical (example eBVD-ID: A-3333333-33333-3-97)	Input number "1" in the column below to mark selected option		Text/numerical		Input number "1" to save updates in a new version of the (previously published) eBVD	Text/numerical Mandatory when updating an existing eBVD	Text/numerical
Mandatory	Mandatory when creating a new eBVD						Mandatory

Bulk Management: publish and unpublish

It is not possible to publish or un-publish an eBVD directly through the import file. It is however possible to now handle these functions through bulk management. This means that you can now import many eBVD:s (new or new versions), check the boxes for the eBVD:s you wish to publish on the page “Manage eBVD:s” and then choose the option “Publish documents” under “Bulk Management”. An equivalent function is available for un-publishing one or more documents at the same time through the option “Unpublish documents”.

The screenshot shows the 'Manage eBVD' interface. At the top, there is a search bar and a 'Supplier: IVL Svenska Miljöinstitutet AB' filter. A 'Bulk Management' dropdown menu is highlighted with a red box. Below it, two eBVDs are listed:

- Demo-eBVD Charlotte**: Id: A-111111-11111-1-3, Version 15, Last updated: 2023-11-29 08:48.
- Väggelement exempel Filip**: Id: C-SE556116244601-23, Version 2, Last updated: 2023-11-27 21:12.