

Base licenses generation 4 – guide for buildings

Base licenses in generation 4 are initially managed with the "Document library" in the Nordic Ecolabelling Portal (NEP) and reviewed outside NEP, until the portal is fully configured for the use of base licenses.

If your company has a base license in generation 3, you have automatically received a "Renewal" case linked to your account in the new Nordic Ecolabelling portal (NEP) in generation 4. This "Renewal" case should be used to apply for a base license. All documentation that belongs to your new base license should be saved in the "Document library" in NEP. The review of the requirements will initially take place outside the NEP, in the same way as in generation 3. When NEP is configured to handle base licenses, the documentation saved in the "Document library" can be linked to the respective requirements.

Once the base license is finished in NEP, it can be used to create new projects in NEP. In this way, the requirements approved in the base license will automatically be approved for the new project.

Application

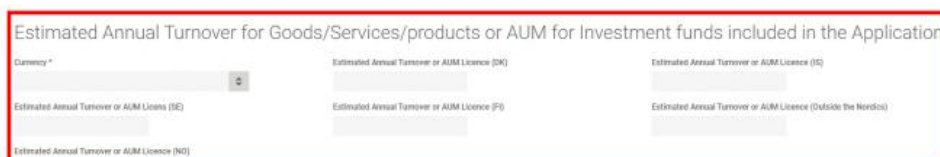
When you create an application in NEP, you must follow our general instructions, "Application guide - new license or changes" or "Application guide - Renewal of license", depending on whether you have had a license in generation 3 or not. Please note some differences in the general instructions when working with house applications:

For the base license application/project application when you have had a license in generation 3:

- Follow the steps in "Application Guide - License Renewal" Steps 1 and 2.
- Step 3: When you click continue application and get to step 3, all your previous projects will be listed as case products. Change the status of all EXCEPT your base license to "Do not wish to renew". The base license then has the status "in progress by applicant" and will be ready to work with according to the above text about base licenses.

For new licensee, or basic license application when you have not had a license in generation 3:

- Follow step 1 in "Application Guide - New License and Changes".
- Follow step 2 with the following extensions:
 - Select New in "Application type" and then fill in information about the project.
 - Choose Projects i "Product Group Category" and 089 New Buildings i "Criteria group"
 - In the field "Applicants description" fill in BOA and LOA.
 - Fill in "Currency" but skip the rest in the slide below:



Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application					
Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (SE)			
Estimated Annual Turnover or AUM Licence (IS)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)			
Estimated Annual Turnover or AUM Licence (NO)					

- Follow step 3 with the following additions:
 - Name the product as follows: Company name (without AB), Building type, Project name (property designation). EX. Lisa's building, apartment building, Lingonet (Berget 1:3)

Contact your responsible administrator if you have questions or concerns.