

# **Guidelines -**

## **Registration of products in the**

## **BASTA system**

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# Join the BASTA system and register products

## 1. Read the criteria document and contract terms to join the BASTA system

Before a company joins the BASTA system and register its products, it is important to read the criteria document V36.2 and the terms for registering products, which are contained in the agreement concluded between the company that wants to register products and BASTA.

## 2. Assessment and documentation

In order to register products in the BASTA system, the company must first meet the mandatory criteria in the "Organisation" criteria area. It is then the company's obligation to assess products to be registered against the system's criteria, compile the assessments and the documentation used for the assessment. How compilation and assessment should be carried out and how documentation should be documented is described in criterion V36.02: "Compilation, assessment and assessment documentation" in the criterion area "Organisation".

## 3. Connect the company to the BASTA system

To connect the company to the BASTA system, the following steps are taken:

1. Create a personal user account with BASTA, via [www.BASTAonline.se](http://www.BASTAonline.se)
2. Log in to the user account
  - a. Select "Register new company" to create a new company and fill in the initial information
  - b. Then fill in all the required information and click "Submit"
  - c. When the information is complete, BASTA sends out agreements for signing. The Company is activated when the agreement has been signed by the Company and BASTAonline AB.

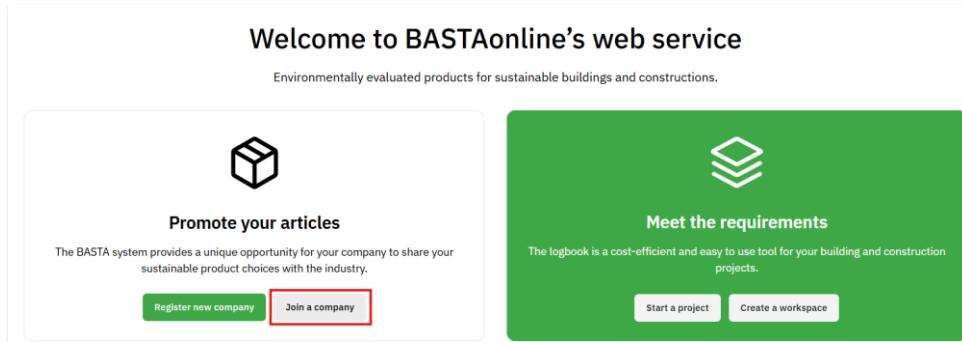
The screenshot shows the BASTAonline registration interface. On the left, there are three main sections: 'Account & billing', 'Signing person', and 'Billing'. The 'Account & billing' section contains fields for Company name (agreement), Organisation number (agreement), Number of articles to be registered in the BASTA system, and Yearly turnover of signing company in SEK. The 'Signing person' section contains fields for Name (signing person), Title (signing person), Email (signing person), Phone (signing person), and Phone mobile (signing person). The 'Billing' section contains fields for Company name (billing) and Organisation number (billing). On the right, a 'SUMMARY' panel lists the following checked items: Company name, Organisation number, Address, Post code, City, and Phone. Below this, there are sections for 'Agreement' (radio buttons for Company name, Organisation number, Number of articles to be registered, and Yearly turnover), 'Signing person' (radio buttons for Name, Title, and Email), and 'Billing' (radio buttons for Company name, Organisation number, Address, Postal code, City, and Name of contact person for invoicing). A red box highlights the 'Submit' button at the bottom of the summary panel.

3. The company will be invoiced according to the current price list

For more information on how to fill in information about the company, you can find under the chapter [BASTA's admin interface](#) and [Company information](#).

## 4. Connect to existing company

If the company is already connected to the BASTA system, select "Join a company" on the Dashboard page, look for your company and select. This sends a request to connect to the company's existing users. Once approved, you will get access to the company in the platform. Once approved, you will get access to the company in the platform.



## 5. Register products

When the company is activated, users linked to the company can register products. Products must be registered at the article level, which means that each unique product must be registered as its own article. Example: if a product is available in three sizes, 1 litre, 5 litres and 10 litres, they should be registered as 3 articles.

A company can have multiple users who register and manage registered products. Registration can be done via manual input or via an import file. All products registered must be assessed and documented according to criterion O2: "Compilation, assessment and documentation" in the criterion area "Organization".

If products are to be assessed according to the criterion area Health and environmental hazard and receive a grade, there is further information about what documentation is required under that criterion area, see the criteria document.

## 6. Updating registered products

The company is obliged to ensure that assessments are updated if the composition of the product changes, the constituent substances get a changed classification or if the BASTA system's criteria are updated. See criteria O3: "Update of assessment in case of changes" in the criteria area "Organisation".

## 7. Audit

In the BASTA system, it is the company that registers articles that is responsible for ensuring that the assessment of the products and the information provided is correct. To ensure the quality of this, BASTA conducts regular audits.

Companies that have joined the BASTA system must approve that BASTA has audits carried out to check that assessments and documentation are correct. The audits also cover the company's subcontractors. See criteria 04: "BASTA audit" in the criteria area "Organisation".

# Assessment of products

## General information about the criteria

BASTA's criteria are described in detail in the **BASTA system's criteria document**. In order for a product to be registered within the BASTA system, it must be assessed within one of the optional criteria areas; Health and environmental hazards, Circularity, Renewability, Environmental effects – EPD or Emissions and tests.

In order to receive a grade for the product, it must be assessed against all criteria in the criteria areas of health and environmental hazard. Depending on the criteria met, the article receives a grade. There are 5 grades in the BASTA system; ALPHA, BETA, BETA to ALPHA, DECLARED and DECLARED to ALPHA. There is also a product group called ELECTRONICS.

See the BASTA system's criteria document for details on what information must be provided and what can be provided for each criterion area. All information provided about an article is published on the article's article card on BASTA's website and is open to anyone who wants to take part in the information or organizations that want to retrieve data with APIs from BASTA.

## Changes in criteria

BASTA updates the criteria continuously. Changes that entail stricter criteria must be notified in writing at least six (6) months before they become mandatory. Companies that have joined the BASTA system are obliged to keep up to date on new criteria and to update assessments and registrations within six (6) months of updated criteria being announced.

Minor changes and clarifications that easing the criteria will be implemented immediately when the change is announced. Current criteria are published on [www.BASTAonline.se](http://www.BASTAonline.se) under "Documents". Notifications of updated criteria are also published on the website under "Notification of criteria changes".

## Compilation, assessment and documentation

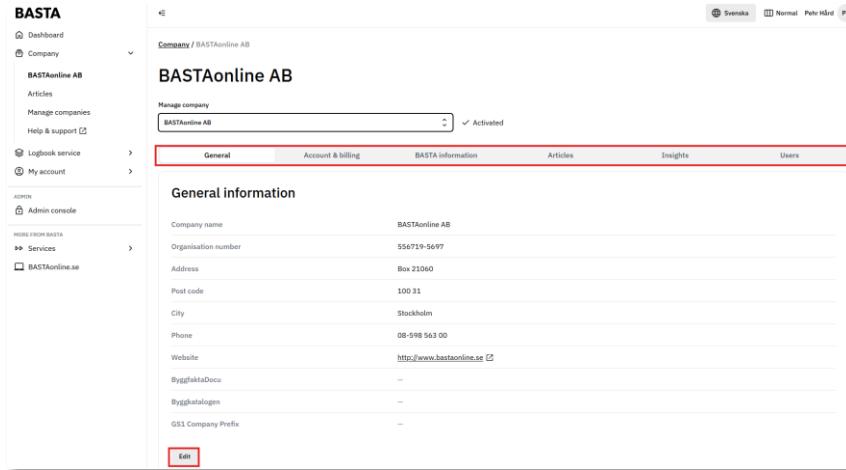
Assessments of criteria fulfilment and documentation must be documented in an assessment summary. The summary, assessment and documentation must be archived and available as long as the company is connected to the BASTA system. Specific requirements for compilation, assessment and documentation are described under each criterion area in the criteria document.

# BASTA's admin interface

## Company information

When a user has logged in and is connected to a company, the user will find the company information under "Company".

Example:

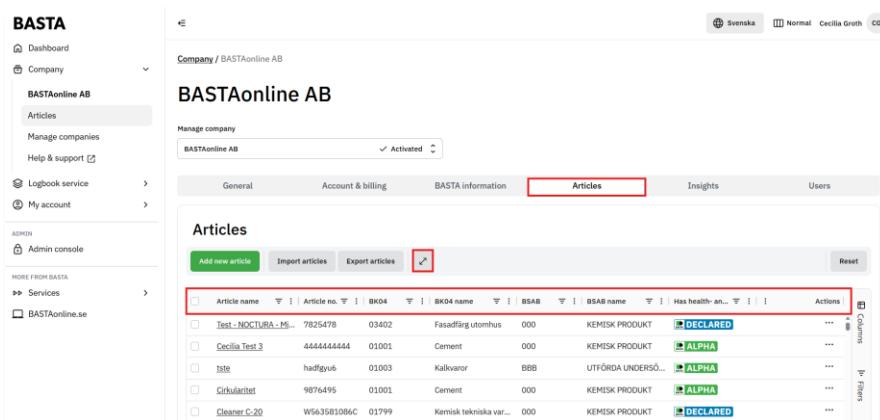


The screenshot shows the 'Company' section of the BASTA admin interface. The left sidebar shows the navigation menu with 'Company' selected. The main content area is titled 'BASTAonline AB' and shows the 'General' tab selected. The page contains fields for company name (BASTAonline AB), organization number (556719-5697), address (Box 21960), post code (100 33), city (Stockholm), phone (08-998 563 00), website (http://www.bastaonline.se), and various other company details. A red box highlights the 'Edit' button at the bottom left of the form.

On this page, the user can see all the information available about the company by clicking on the different tabs. If you want to update information, you can do so by clicking on "Edit".

Tabs:

- **General:** here the information that is visible via BASTA's search engine and API
- **Account & billing:** Here you can see the company's specified billing and contract information
- **BASTA information:** here the company can provide information about how assessments have been carried out
- **Articles:** here you will find all registered articles, you can filter and search for articles, edit existing ones and create new ones. It is also possible to change the order of columns by dragging them to the order you want them. It is also possible to have the article view as full screen



The screenshot shows the 'Articles' tab selected in the BASTA admin interface. The page displays a list of registered articles. The columns are: Article name, Article no., BK04, BK04 name, BSAB, BSAB name, Has health..., and Actions. The 'Actions' column contains icons for each article, including a green 'Edit' icon. A red box highlights the 'Actions' column header.

Article name	Article no.	BK04	BK04 name	BSAB	BSAB name	Has health...	Actions
Test-NOCUERA-Ms	7825478	03402	Fasadfärg utomhus	000	KEMISK PRODUKT	DECLARED	
Cecilia Test 3	4444444444	01001	Cement	000	KEMISK PRODUKT	ALPHA	
Itste	hadgyub	01003	Kalivar	BBB	UTFÖRDA UNDERSÖ...	ALPHA	
Cirkularitet	9876495	01001	Cement	000	KEMISK PRODUKT	ALPHA	
Cleaner C-20	W563581086C	01799	Kemisk tekniska var...	000	KEMISK PRODUKT	DECLARED	

**BASTAonline AB**

[www.bastaonline.se](http://www.bastaonline.se)

Page (Sida): 5 (22)

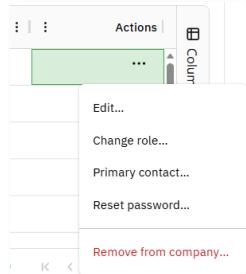
Version: 16

Valid from (Giltig från): 2025-12-19



It is also possible to change the order of columns by dragging them to the order you want them.

- **Insights:** Here you can see insights about the articles you have registered
- **Users:** This is where new users can be invited and removed. You can also mark which user(s) you want as primary contact persons for BASTA. There are two role levels .
  - Company users - can only add and edit articles
  - Company admin - Can add and edit articles, add new users, change permissions, and remove users from the company. To edit users, click on the three small dots in the Actions column



Articles can either be registered individually, or by importing a larger number via an import file. Read more about importing below.

If your company has an agreement with FINFO, you can get help to get the information needed about the product when registering. Contact [info@finfo.se](mailto:info@finfo.se) for more information.

## Register a new article (Manually)

When you have logged in to BASTA and entered under "Company" and then "Articles" you can register articles. Select "Add new article", then a page will open where you fill in all the information needed, required fields are marked.

When you have filled in all required and optional fields, click on "Publish article".

If the article is already published and you are editing it, the article will be published when it is saved. If you do not want it to be published, it needs to be "Unpublished" first.

## Criteria area: Article identifier (mandatory)

The dialog box is titled 'Article identifier'. It contains seven input fields labeled A1 through A7, each with a required asterisk (\*). A1: Article name (Max 50 characters). A2: Article number (Max 50 characters). A3: BK04 code (Enter classification code or keyword to find the correct code). A4: BSAB code (Enter classification code or keyword to find the correct code). A5: GTIN (Entered with 14 characters). A6: RSK (A short text field). A7: E-number (A short text field). At the bottom are 'Cancel' and 'Save' buttons.

- **Article name (Mandatory)** (Max 50 characters) – Name of the article. If the article exists in different sizes or dimensions, they are distinguished by entering different *Article numbers* and *Article descriptions*
- **Article number (Mandatory)** (Max 50 characters) – Article number of the article. If the same article is available in different designs (size, colour, etc.) with different article numbers, each article must be registered separately. Avoid collection numbers if possible as these make traceability and the ability for users to find your articles
- **BK04 code (Mandatory)** – Used to classify and facilitate article searches. For BK04, select the appropriate product category structure for the article or product. BK04 is divided into three levels (Main Group, Subgroup and Product Category) and it is the product category level that must be registered. This is specified with 5 numbers in the system. If you do not find an exact match of product category for your article or product, the one that is closest to the area of use of the article is selected
- **BSAB code (Mandatory)** – Used to classify and facilitate article searches. For BSAB you can choose for yourself how far down the structure you want to register your article. For BSAB, there is also a guide published on BASTA's website under "Documents". When registering, it is recommended that you enter the description in the search field instead of the code. This as BSAB consists of a large number of lines and codes, which means that the hit list otherwise risks being very broad. The function is updated, and the respective product category is selected by filling in the code or part of the product category description. All available options will be displayed, and the correct product category can be selected.
- **GTIN (Max 14 characters)** – If you have a GTIN code that contains fewer than 14 digits, put zeros at the beginning. To improve traceability in the system, we recommend that GTINs are added if the information is available. (GTIN was previously referred to as EAN)
- **RSK** – Identification number, only applies to electronics and heat, ventilation and sanitary products (VVS)
- **E-Number** – Identification number, only applies to electronics and heat, ventilation and sanitary products (VVS)

## Criterion area: Article information (optional)

**Article information**

**AI1: Article description**  
Max 255 characters.

**AI2: Detailed description**  
Max 4000 characters.

**AI3: Trademark**  
Max 50 characters.

**AI4: eBVD ID**  
Identification numbers within eBVD, enable BASTA and eBVD to be linked.

**AI5: Link to product document**  
https://

**AI6a: Link to image**  
Image format: JPG, PNG, GIF

**AI6b: Main image**  
Drop file here to upload or click to select file.

**AI6c: Other images**  
Drop files here to upload or click to select files.

**AI7: Weight (including packaging)**  
Weight in kilogram (kg) including packaging.

**AI8: Weight (excluding packaging)**  
Weight in kilogram (kg) excluding packaging.

**AI9a: Length in centimeters (cm)**  
Length in centimeters (cm)

**AI9b: Width**  
Width in centimeters (cm)

**AI9c: Height**  
Height in centimeters (cm)

**AI10: Area of use**

The article is intended for use indoors (inside the vapor barrier)

The article is intended for use outdoors

**AI11: Resource ID for National Board of Housing, Building and Planning's climate data**

This is used to link the article to the National Board of Housing, Building and Planning's climate database and be able to show generic climate data (should only be done if there is a comparable product in the National Board of Housing, Building and Planning's database).

- **Article description** (Max 255 characters)- Article specific information such as weight, colour, or dimension. This field is also used to distinguish between article with the same article name
- **Detailed description**- Here you can add a short descriptive text of your article as a complement to the article description.
- **Brand name** (Max 50 characters)- If the article is marketed under a brand, it is possible to indicate this
- **eBVD ID** – Identification number within eBVD, enables BASTA and eBVD to be linked, if GTIN is provided in both eBVD and BAST, eBVD ID will be filled in automatically
- **Link to product document** – Link to product documents, such as safety data sheets, building product declarations or other relevant documents
- **Link to picture** – Link to picture of the article. The link is used to display pictures to help identify the product
- **Main image** – Drop or upload main image of the article
- **Other images** – Drop or upload other images on the article
- **Weight (including packaging)** – Enter weight in kilograms [kg] including packaging
- **Weight (excluding packaging)** – Enter weight in kilograms [kg] excluding packaging
- **Dimension** – Enter dimension in centimeters [cm]; a) Length, b) Width, c) Height
- **Area of use** – Specify whether the item is intended for use indoors (inside the vapour barrier), outdoors or both
- **Resource ID for the National Board of Housing, Building and Planning's generic climate data** – This is used to link the article to the National Board of Housing, Building and Planning's climate database and be able to display generic EPD data (should only be done if there is a comparable product in the National Board of Housing, Building and Planning's database)

## Criteria area: Health and environmental hazards (Optional)

This criterion area is optional but mandatory in order to receive a grade for the article. The criteria area comprises 39 criteria that are divided into 11 areas. All criteria within the criteria area are mandatory to assess and report fulfilment of in order to receive a grade.

**Health and environmental hazards**

**C1: Circulated material**

**C1.1a: Share of primary raw material**

100  0   
Enter as % (integer) Enter in % (integer)

**C1.1b: Share of circulated material – enter material below \***

**ELECTRONICS**

Share (weight-%) of the product that is ELECTRONICS

The assessment is based on complete knowledge of the electronic content  
 The electronic components of the article comply with the RoHS directive

**Article type**

The article is a chemical product according to REACH (EG) 1907/2006.  
 The article is a commodity as defined in REACH, chapter 2 article 3. In compound goods, the assessment is carried out on each individual item.

**Grade level BETA to ALPHA and DECLARED to ALPHA**

In its built-in stage, the product meets the grade ALPHA

Criteria fulfilled  Criteria not fulfilled

**H1: CMR – Carcinogenic, mutagenic or toxic to reproduction**

**H1.A: Carcinogenicity - Category 1A or 1B (H350)**  Criteria fulfilled  Criteria not fulfilled

**H1.B: Carcinogenicity - Category 2 (H351)**  Criteria fulfilled  Criteria not fulfilled

**H1.C: Germ cell mutagenicity - Category 1A or 1B (H340)**  Criteria fulfilled  Criteria not fulfilled

**H1.D: Germ cell mutagenicity - Category 2 (H341)**  Criteria fulfilled  Criteria not fulfilled

### CIRCULATED MATERIAL

- **Share of primary raw material** – Share of primary raw material expressed as % of the total weight of the product, calculated based on **the share of material circulated**
- **Share of material circulated - Mandatory** - Share of material circulated expressed as % of total weight of the product - given as integers between 0 and 100%
- **If the content of circulated material is indicated, the following must be completed:**

C1: Circulated material

C1.1a: Share of primary raw material 90 Enter as % (integer)	C1.1b: Share of circulated material – enter material below * 10 Enter in % (integer)
↳ Of which C1.2a: Share of circulated material that is reused material/raw material * Enter in % (integer) C1.2b: Share of circulated material that is recycled material/raw material * Enter in % (integer)	

- Share of circulated material/raw material that is:
  - Recycled material/raw material – in %
  - Recycled material/raw material – in %  
(100% of the stated "Recycled material" must be distributed between these items)

If the content "Recycled material/raw material" is greater than 0%, the following must be completed:

C1: Circulated material

C1.1a: Share of primary raw material 90 Enter as % (integer)	C1.1b: Share of circulated material – enter material below * 10 Enter in % (integer)
↳ Of which C1.2a: Share of circulated material that is reused material/raw material * Enter in % (integer) C1.2b: Share of circulated material that is recycled material/raw material * 100 Enter in % (integer)	
↳ Of which C1.3a: Share of recycled material/raw material originating from: Pre-consumer * Enter in % (integer) C1.3b: Share of recycled material/raw material originating from: Post-consumer * Enter in % (integer)	

- Share of **recycled material/raw material** originating from:
  - Pre-consumer level – %
  - By consumer level – in % (100% of the stated 'Recycled material/raw material' to be distributed between these items)

Material or product type that is circulated

[Add material](#)

C1.4a: Indicate which material/raw materials are circulated \*

C1.4b: Share of the circulated material/raw material in the product \*

 ^ ▼

Enter as % (integer)

X

- Enter share of circulated material that is reused material/raw material
- Enter share of recycled material/raw material originating from: Pre-consumer.
- Enter share of recycled material/raw material originating from: Post-consumer

Indicate which material(s) are circulated. In the case of several different types of material, the proportion of each circulated material is also stated.

## ELEKTRONICS

[ELECTRONICS](#)

Share (weight-%) of the product that is ELECTRONICS

 ^ ▼

The assessment is based on complete knowledge of the electronic content

The electronic components of the article comply with the RoHS directive

**Share (percentage by weight) of the product that is ELECTRONIC** – Enter the percentage (integer) of the electronic component in the product

**If the product contains electronic components:**

- Tick whether the assessment is based on complete knowledge of the components that count as electronics
- Tick that the electronic components comply with the RoHS directive

## ARTICLE TYPE

Indicate whether the product is a chemical product, according to REACH EC 1907/2006, or an article, as defined in REACH, Chapter 2, Article 3.

[Article type](#)

The article is a chemical product according to REACH (EG) 1907/2006.

The article is a commodity as defined in REACH, chapter 2 article 3. In compound goods, the assessment is carried out on each individual item.

[Select article type](#)

## CHANGED GRADE WHEN BUILT-IN

If the product is a chemical product that, for example, dries or hardens between delivery and built-in mode and the grade changes to ALFA between delivery and built-in mode, it is marked.

Grade level BETA to ALPHA and DECLARED to ALPHA

In its built-in stage, the product meets the grade ALPHA

## ASSESSMENT OF HEALTH- AND ENVIRONMENTAL HAZARDS

### Health and environmental hazards

Invalid grade

H1: CMR – Carcinogenic, mutagenic or toxic to reproduction

Criteria fulfilled  Criteria not fulfilled  Required

H1.A: Carcinogenicity - Category 1A or 1B (H350)

Criteria fulfilled  Criteria not fulfilled  Required

H1.B: Carcinogenicity - Category 2 (H351)

Criteria fulfilled  Criteria not fulfilled  Required

H1.C: Germ cell mutagenicity - Category 1A or 1B (H340)

Criteria fulfilled  Criteria not fulfilled  Required

H1.D: Germ cell mutagenicity - Category 2 (H341)

Criteria fulfilled  Criteria not fulfilled  Required

H1.E: Reproductive toxicity - Category 1A or 1B (H360)

Criteria fulfilled  Criteria not fulfilled  Required

H1.F: Reproductive toxicity - Category 1A or 1B (H360) (Requirement in the EU taxonomy)

Criteria fulfilled  Criteria not fulfilled  Required

H1.G: Reproductive toxicity - Category 2 (H361)

Criteria fulfilled  Criteria not fulfilled  Required

H1.H: Reproductive toxicity – Additional category for effects on or via lactation (H362)

Criteria fulfilled  Criteria not fulfilled  Required

**H2: Endocrine disrupting**

Criteria fulfilled  Criteria not fulfilled  Required

H2.A: Endocrine disruptors - Category 1 (EUH380 and EUH430)

Criteria fulfilled  Criteria not fulfilled  Required

H2.B: Endocrine disruptors – Category 2 (EUH381 and EUH431)

Criteria fulfilled  Criteria not fulfilled  Required

**H2.C: Substances excluded from criteria H2.A**

Criteria fulfilled  Criteria not fulfilled  Required

Chemical substances	Name	CAS number	Weight interval
	<input type="text"/>	<input type="text"/>	<input type="text"/> X
	<input type="button" value="Add"/>		

This criteria area describes which of the criteria are fulfilled, by checking "Criterion met" or "Criterion not met". It is possible to toggle all if all criteria are fulfilled or not. For some criteria, information about substances also needs to be provided if the criterion is not met, see example with H2. C above. You can read more about this in BASTA's criteria document.

Based on the criteria met, one of the grades ALPHA, BETA and DECLARED is obtained.

## Criterion area: Circularity (optional)

**Circularity**

**C1: Circulated material**

**C1.1a: Share of primary raw material**  
100  
Enter as % (integer)

**C1.1b: Share of circulated material – enter material below \***  
0  
Enter in % (integer)

**Prepared for reuse**

**C2a: Is the product prepared to be reused? \***

Yes  
 No

**Prepared for material recycling**

**C3a: Is the product prepared to be material recycled? \***

Yes  
 No

**Circular business models**

C4a: The product can be disassembled, reassembled  
 C4b: A circular business model, or similar, exists for the product  
 C4c: Other way to support a circularity for the product exists

See the criteria area [Health and Environmental hazard](#) for filling in the proportion of primary/circulated raw material.

Information can be provided here if the product is prepared for reuse, material recycling or if you have circular business models.

## Criterion area: Renewability (optional)

**Renewability**

F1: Share (weight-%) of the product that comes from renewable materials/raw materials \*

Enter in % (integer)

Cancel **Save**

Information can be provided here about the proportion of renewable materials.

## Criterion area: Environmental effects – EPD (optional)

**Environmental effects – EPD**

M1.1: The EPD complies with the standard \*

EN 15804+A1  
 EN 15804+A2

If both are available, select EN 15804+A2 (the latest EPD standard).

M1.2: The EPD is a sector EPD (generic)

M1.3: EPD registration number \*

M1.4: Last validity date of the EPD \*

Valid until

M1.5: Link to published and verified EPD at the programme operator's website \*

https://

M1.6: Functional/Declared unit in the EPD (i.e. the unit to which the climate impact is related in the EPD) \*

For example: kg, ton, m<sup>3</sup>, m<sup>2</sup>, piece

M1.7: The weight in kg per functional/declared unit stated in the EPD, excluding packaging \*

What does the declared unit weigh e.g. kg, tonne, m3, m2, pcs.

M1.8: Weight (including packaging) \* M1.9: Weight (excluding packaging) \*

Weight in kilogram (kg) including packaging. This is the same criteria as A17.

Weight in kilogram (kg) excluding packaging. This is the same criteria as A18.

If a daughter EPD is produced with an approved EPD tool in accordance with ISO 14025 and EN 15804, the following information must also be provided.

M1.10: Registration number of the mother EPD

Here you can provide information about the article's environmental effects linked to EPDs.

## Criteria area: Emissions and tests (optional)

**Emissions and tests**

**E1: Emission – VOC**

E1.4a: The article is exempted from emission measurement due to the fact that it does not contain any organic material

Yes  
 No

E1.4b: Explain why the article is exempt from the emission measurement.

Max 2000 characters

**E1.1: Obtained certificate**

**E1.2: Measurement method/standard**

**E1.3: Measured content expressed in unit [ $\mu\text{g}/\text{m}^3$ ]**

“<” is allowed

Here information can be provided from various emission measurements and tests. It is also possible to upload test protocols if you want.

## Documentation (optional)

Under documentation, it is possible to upload product sheets, safety data sheets and/or other documents.

**Documents**

**Building Product Assessment (BVD)**

Drop files here to upload or click to select files.

**Product sheet**

Drop files here to upload or click to select files.

**Safety data sheet**

Drop files here to upload or click to select files.

**Other documents**

Drop files here to upload or click to select files.

# Update registered articles

Select "Company" followed by "Articles." You'll see a list of the items available at the company you are looking at.

## Filter

It is possible to search within each column by clicking on the three lines and then searching, press "Enter" to filter forward.

Articles									
<input type="checkbox"/> Article name	Article no.	BK04	BK04 name	BSAB	BSAB name	Has health- and environmental hazards			Actions
<input type="checkbox"/> Test - NOCTURA - Minnatsblå	Q. Search... (Select All) Toppljära B4 539...	03402	Fasadfärg utomhus	000	KEMISK PRODUKT	DECLARED	...	...	...
<input type="checkbox"/> Cecilia Test_3		01001	Cement	000	KEMISK PRODUKT	ALPHA	...	...	...
<input type="checkbox"/> Itte		01003	Kalvaror	BBB	UTFÖRDA UNDERÖRSKNINGAR O D	ALPHA	...	...	...
<input type="checkbox"/> Cirkulärslätt		01001	Cement	000	KEMISK PRODUKT	ALPHA	...	...	...
<input type="checkbox"/> Cleancar C-20		01799	Kemisk tekniska varor övrigt	000	KEMISK PRODUKT	DECLARED	...	...	...
<input type="checkbox"/> Modular WBBA E	W563587037EU	01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Lap Sealant HS	W56358703E	01703	Fogmassa	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Solice Wash SW-100		01799	Kemisk tekniska varor övrigt	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Water Block Seal S-20	W563587071	01703	Fogmassa	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Bondine Adhesive BA-2012	W563587102	01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Bondine Adhesive BA-2012	W563587103	01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Linnef BA-2017	W563588001	01702	Lim	000	KEMISK PRODUKT	DECLARED	...	...	...
<input type="checkbox"/> Linnef BA-2017	W563588003	01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> GeoGuard 1,1mm	W566041020	20211	Geotextil och markprodukter	DBB.51	Tåtande lager av polymeriskt geosynthetiskt...	ALPHA	...	...	...
<input type="checkbox"/> GeoGuard 1,1mm	W566042010	20211	Geotextil och markprodukter	DBB.51	Tåtande lager av polymeriskt geosynthetiskt...	ALPHA	...	...	...
<input type="checkbox"/> GeoGuard 1,1mm	W566042020	20211	Geotextil och markprodukter	DBB.51	Tåtande lager av polymeriskt geosynthetiskt...	ALPHA	...	...	...

## Sort

It is possible to sort on each column by clicking on the three dots.

Articles									
<input type="checkbox"/> Article name	Article no.	BK04	BK04 name	BSAB	BSAB name	Has health- and environmental hazards			Actions
<input type="checkbox"/> Test - NOCTURA - Minnatsblå	Sort Ascending	03402	Fasadfärg utomhus	000	KEMISK PRODUKT	DECLARED	...	...	...
<input type="checkbox"/> Cecilia Test_3	Sort Descending	01001	Cement	000	KEMISK PRODUKT	ALPHA	...	...	...
<input type="checkbox"/> Itte	Pin Column	01003	Kalvaror	BBB	UTFÖRDA UNDERÖRSKNINGAR O D	ALPHA	...	...	...
<input type="checkbox"/> Cirkulärslätt	Autosize This Column	01001	Cement	000	KEMISK PRODUKT	ALPHA	...	...	...
<input type="checkbox"/> Cleancar C-20	Autosize All Columns	01799	Kemisk tekniska varor övrigt	000	KEMISK PRODUKT	DECLARED	...	...	...
<input type="checkbox"/> Modular WBBA E	Group by Article name	01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Lap Sealant HS	Choose Columns	01703	Fogmassa	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Solice Wash SW-100	Reset Columns	01799	Kemisk tekniska varor övrigt	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Water Block Seal S-20		01703	Fogmassa	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Bondine Adhesive BA-2012		01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Bondine Adhesive BA-2012		01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> Linnef BA-2017		01702	Lim	000	KEMISK PRODUKT	DECLARED	...	...	...
<input type="checkbox"/> Linnef BA-2017		01702	Lim	000	KEMISK PRODUKT	BETA	...	...	...
<input type="checkbox"/> GeoGuard 1,1mm		20211	Geotextil och markprodukter	DBB.51	Tåtande lager av polymeriskt geosynthetiskt...	ALPHA	...	...	...
<input type="checkbox"/> GeoGuard 1,1mm		20211	Geotextil och markprodukter	DBB.51	Tåtande lager av polymeriskt geosynthetiskt...	ALPHA	...	...	...
<input type="checkbox"/> GeoGuard 1,1mm		20211	Geotextil och markprodukter	DBB.51	Tåtande lager av polymeriskt geosynthetiskt...	ALPHA	...	...	...

## Change order of columns

You can move the order of columns yourself by clicking and dragging the columns. You can also add and deactivate columns by clicking on "Columns" on the right.

## Update an article

Click on the article name to open the article and you can edit all the content. If you do not want to publish the article but save it and publish it at a later time, the article must be unpublished and then published.

## Copy

If you want to make a copy of an existing article, click on the three dots in the actions column and then select "Copy". You must then enter the article number, BK04 and BSAB and then "Publish". If you do not want to publish it directly but save while you are working on the registration, the article to be copied needs to be unpublished.

## Expired articles

When an item has been discontinued from the sales range, this can be marked by adding "Discontinued" to "Article name". It is also possible to unpublish the article to avoid making it visible to the outside world. Articles cannot be deleted from BASTA as this negatively affects the traceability of materials in buildings during renovations or demolition, for example.

# Registration and updating of registered articles by import and export via Excel

Article name	Article no.	BK04	BK04 name	BSAB	BSAB name	Has health- and environmental hazards	Actions
Test - NOCTURA - Målnivelsbok	7925478	03402	Fasadlång utomhus	000	KEMISK PRODUKT	DECLARED	...
CeciliaTest 3	444444444	01001	Cement	000	KEMISK PRODUKT	ALPHA	...
Ma	1aaf9v06	01003	Kalkvitriol	888	UTIFÖRDA UNDERSTÖDNINGAR O.D	ALPHA	...
Citulärlet	9876495	03001	Cement	000	KEMISK PRODUKT	ALPHA	...
Clover C-20	W5643081084C	01799	Kemisk tekniska varor övrigt	000	KEMISK PRODUKT	DECLARED	...
Modular WIBA E	W5643081073EU	01702	Lim	000	KEMISK PRODUKT	BETA	...
LacSealant HS	W564308103E	01703	Fugmassa	000	KEMISK PRODUKT	BETA	...
Scour Wash BH-100	W5643081044	01799	Kemisk tekniska varor övrigt	000	KEMISK PRODUKT	BETA	...

## Export

The export function enables you to download a copy of all articles that you have registered in the BASTA system. The downloaded file can be used as an import file if you want to update information on articles.

It is possible to choose whether you want to export all articles that a company has registered or to export only published articles.

New export	New export (published only)
Latest export	
Status	● Completed
Type	Excel - Published only
Updated	2025-12-12 15:58:38
<a href="#">Download export</a>	

You can then add information about criterion fulfillment or add information about optional criterion areas and then use the import function to update the information.

## Import

An empty copy of the import file can be downloaded via the page "*Import articles*" which you can access from the page where you see the articles (logged in mode).

To import articles, download the import file. It is divided into tabs where each rubric area has its own tab. Instructions are available on the Start tab.

## Formatting

It is important that you do not change the cell format in the import file, it should be the format type "Text". If the format type is changed, there is a risk that the import function will not be able to interpret the information in the file. When copying from other files, the preset formatting may be changed. To avoid this from happening, you should use the "Paste Special" function and then choose "Text" and not the keyboard shortcut (Ctrl+V). If for some reason the formatting should still be wrong, go in and change it to "Text" by changing "Cell format" in the "Format" menu.

On the Article Identifiers tab, there are mandatory fields that must always be filled in.

1	2	3	4	5	6	7	8
<b>Publish the article</b> Display the article online and make it publicly accessible. At least one criteria area within sustainability must be fulfilled in order to be able to publish. • "1" for <b>do not publish</b> the article • "2" for publish the article	<b>A1: Article name</b> Name of the article.	<b>A2: Article number</b> Only one article number per article can be specified • Text/numeric • Max 50 digits	<b>A3: BK04-code</b> Classification of article • Text/numeric • Max 50 digits	<b>A4: BSAB-code</b> Product group for article • Numeric • 5 digits	<b>A5: GTIN</b> Identification number from GST (GTIN was previously called EAN) • Numeric • 14 digits • GTIN with less than 14 digits are to be filled out with "0" initially. E.g. 00000001234567 Optional (recommended)	<b>A6: RSK</b> Identification number, only applicable for plumbing • Text/numerisk	<b>A7: E-Number</b> Identification number, only applicable for electronics • Text/numerisk
<b>* Mandatory</b>	<b>* Mandatory</b>	<b>* Mandatory</b>	<b>* Mandatory</b>	<b>* Mandatory</b>		Optional	Optional

Fill in all the details of the articles, in the same way as when you register articles manually, but with the difference that you for:

- **BK04** - Only enters the 5-digit code that you can find in a separate tab in the import file
- **BSAB** – Specifies the BSAB code only, the highest levels of BSAB are listed in a separate tab in the import file

Depending on which optional criteria areas are to be entered, there are mandatory and optional fields to fill in. For most tabs, the information **Article Name** and **Article Number** are included automatically except for the tabs **Add chemical substances** and **Add circulated raw materials**, here you must enter the Article Number yourself as there may be more

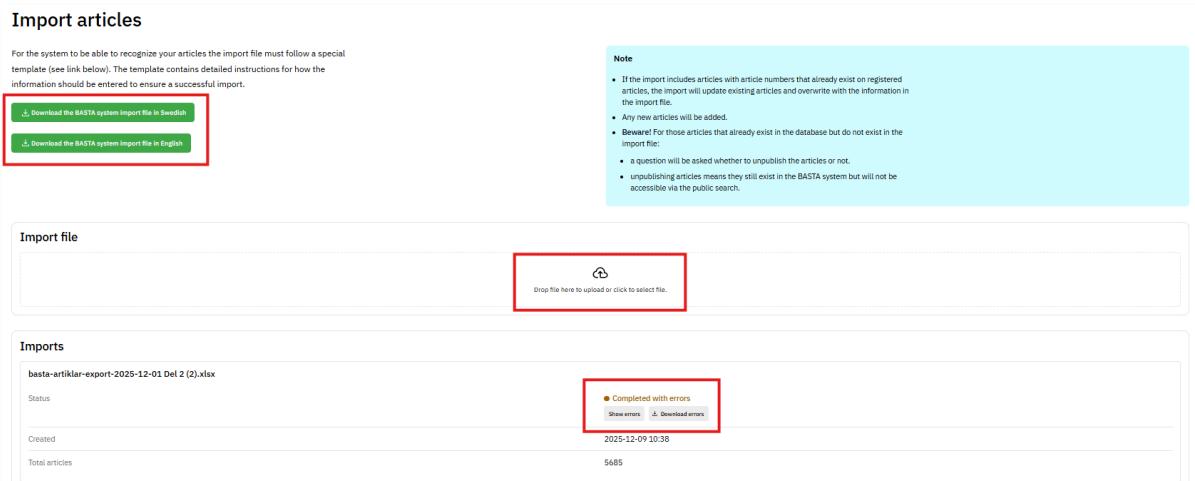
substances and raw materials for an article. If there is more than one substance or raw material to be listed, you put them on each line

When all the information is filled in in the Import file, select "Upload" and search for the current file on your computer via the "Browse" button.

When the upload is complete, the system will inform you if any item could not be imported due to errors in the information in any cell, you can then download a file that describes on which rows the errors are and what the error is due to. Update the import file according to the error messages and import again.

NOTE! BASTA updates the import file continuously, so always download the latest version before importing articles.

See the screenshot below to see what the import function looks like.



Import articles

For the system to be able to recognize your articles the import file must follow a special template (see link below). The template contains detailed instructions for how the information should be entered to ensure a successful import.

[Download the BASTA system Import file in Swedish](#)  
[Download the BASTA system Import file in English](#)

Note

- If the import includes articles with article numbers that already exist on registered articles, the import will update existing articles and overwrite with the information in the import file.
- Any new articles will be added.
- Beware!** For those articles that already exist in the database but do not exist in the import file:
  - a question will be asked whether to unpublish the articles or not.
  - unpublishing articles means they still exist in the BASTA system but will not be accessible via the public search.

Import file

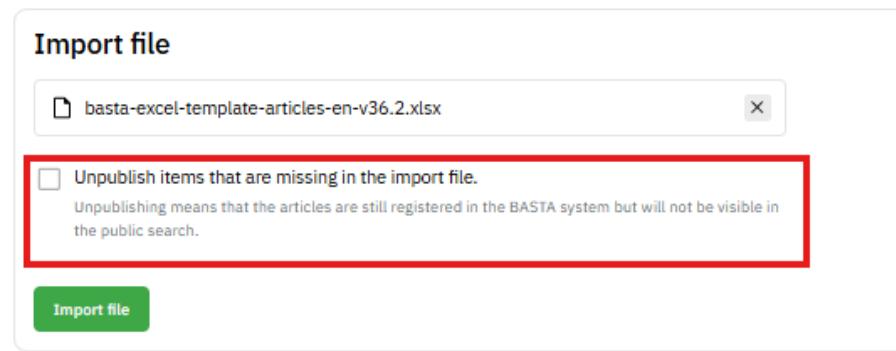
Imports

basta-artiklar-export-2025-12-01 Del 2 (2).xlsx

Status	Created	Total articles
Completed	2025-12-09 10:38	5685

## NOTE! When importing

- The import updates all existing articles, this means that articles with the same article numbers as those in the import file are updated with the information contained in the import file
- Any new articles will be added
- If you tick the checkbox during the import, all articles that are not in the import file will be unpublished. Unpublication means that the articles will continue to be registered in the BASTA system but will not be available in the public search function.



Import file

basta-excel-template-articles-en-v36.2.xlsx

Unpublish items that are missing in the import file.  
Unpublishing means that the articles are still registered in the BASTA system but will not be visible in the public search.

Import file

# Marketing and logos

## Information on how to use our logos

Once you have registered articles, they will be visible on your own company page and they will also have their own article pages that you can link to.

If you want to know more about how you can market your registered products and that your company is part of the BASTA system, we have put together a marketing manual that you can find here: [Marketing | BASTA](#).