

Guidelines -

Registration of products in the BASTA system

BASTAonline AB
Version 15
2025-04-22

Table of content

Guidelines - Registration of products in the BASTA system	0
Join the BASTA system and register products.....	2
1. Read the criteria document and contract terms to join the BASTA system	2
2. Assessment and documentation	2
3. Connect the company to the BASTA system	2
4. Register products.....	3
5. Updating registered products.....	3
6. Audit	4
Assessment of products.....	5
General information about the criteria	5
Changes in criteria	5
Assessment and documentation.....	6
Assessment documentation - Sub-supplier declaration.....	6
Functions in BASTAs web service	7
Company information	7
Registration of articles.....	8
Register an article (Manually).....	8
Attach document to article	12
Registration: ELECTRONICS	13
Update registered articles	13
Filter	13
Sort	14
Change order of columns	14
Update an article	14
Copy and delete.....	14
Expired articles.....	14
Import and export of articles via Excel	15
Marketing and logos.....	17
Information on how to use our logos	17

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 and the terms for registering products, which are contained in the agreement concluded between the company that wants to register products and BASTAonline AB.

2. Assessment and documentation

It is the company's obligation to assess whether products to be registered meet the system's criteria and to save assessments along with the documents used. To register a product in the BASTA system, the company must meet the criteria described under the criteria area "Organisation" and the product must be assessed against all criteria under the criteria area "Health and environmental hazard". When registering, it must be stated which of the criteria the product meets, and which it does not. In order to make the assessment, the company must have complete documentation that shows whether the content of the product meet the criteria. How assessment is to be carried out and how assessment data is to be handled is described in criteria O2: "Assessment and assessment basis" in the criteria 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
2. On the Dashboard page, select "Register new company"
3. Fill in the basic information about the company required, then click save. Now the company has been created and you can work on your application
4. Fill in at least the required information and click on submit application. In this step, you fill in information about invoicing and who should sign the agreement. To facilitate the process, the right-hand menu also provides information about what information is missing in order to submit

Account & billing

To update the information below, contact BASTA by emailing bastaonline@ivl.se .

Agreement

Company name (agreement) *Required*

Organisation number (agreement) *Required*

Number of articles to be registered in the BASTA system *Required*

Yearly turnover of signing company in SEK *Unknown*

[Edit](#)

Signing person

Name (signing person) *Required*

Title (signing person) *Required*

Email (signing person) *Required*

Phone (signing person) *—*

Phone mobile (signing person) *—*

[Edit](#)

Billing

Company name (billing) *Required*

Organisation number (billing) *Required*

SUMMARY

General information

- ✓ Company name
- ✓ Organisation number
- ✓ Address
- ✓ Post code
- ✓ City
- ✓ Phone

Agreement

- ☐ Company name (agreement)
- ☐ Organisation number (agreement)
- ☐ Number of articles to be registered in the BASTA system
- ☐ Yearly turnover of signing company in SEK

Signing person

- ☐ Name (signing person)
- ☐ Title (signing person)
- ☐ Email (signing person)

Billing

- ☐ Company name (billing)
- ☐ Organisation number (billing)
- ☐ Address (billing)
- ☐ Postal code (billing)
- ☐ City (billing)
- ☐ Name of contact person for invoicing

[Submit](#)

5. BASTA will send out agreements for signing and when the agreement is signed, the company is activated and you can start registering articles. At this stage, it is also good to fill up with the optional company information such as website.
6. The company will be invoiced according to the current price list

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.

4. 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 registering and managing registered products. Registration can be done via manual entry or via an import file. All products registered shall be assessed and documented according to criteria O2: "Assessment and basis for assessment" in the criteria area "Organisation".

5. 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".

6. Audit

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 O4: "BASTA audit" in the criteria area "Organisation".

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.

If deviations are found, you are obliged to rectify these deviations within three months after they have been notified.

What is reviewed during the auditing?

What is checked during an audit are the criteria described in the criteria document under the criterion area "Organisation":

- O1: Responsibility list and competence
- O2: Assessment and documentation
- O3: Update of assessment in case of changes
- O4: BASTA audit
- O5: Marketing

Audit confidentiality

If, for special reasons, it is not possible to disclose the chemical name and associated CAS number of certain constituent substances in an article, it may exceptionally be requested, in the event of an audit, to present the contents in which the classified information is hidden. Nevertheless, it must be possible for the auditor to determine from the statement of contents that it relates to the audited article and that the contents are complete.

Furthermore, the accuracy of the classification of the constituent substances and other relevant data indicating their health and environmental properties must be clearly stated. This is to prove to the auditor that the article covered by the confidentiality meets the criteria.

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 against all criteria in the criteria areas of health and environmental hazards. Depending on the criteria met, the article receives a grade level. There are 5 grades in the BASTA system; BASTA, BETA, BETA to BASTA, DECLARED and DECLARED to BASTA.

There is also a product group called ELECTRONICS, here articles are registered based on a methodology where the registration declares how much of the product's total weight fulfil each grade.

See the criteria document and BASTA's website for more information about criteria and grades. In order to achieve comparable and relevant grade levels, the BASTA system's criteria are based on the European chemicals legislation REACH and CLP, Regulation (EG) No 1272/2008, and the Swedish Chemicals Agency's PRIO guide. The BASTA system goes further than legislation: where the legislation sets a limit for classification, the BASTA system sets a concentration limit. Where the legislation only covers the chemical products, the BASTA system covers both chemical products and articles.

The BASTA system's criteria are divided into different criteria areas. To register a product in the BASTA system, it is mandatory to assess and declare whether the product meets the criteria in the criteria area "Health and environmental hazards".

Companies registering products must also meet the criteria in the criteria area "Organisation".

For the following criteria areas, it is optional to assess and declare criteria fulfilment:

- Circularity
- Renewability
- Environmental impact
- Emissions and tests

See the BASTA system's criteria document for details on what information can be provided. The information provided in these criteria areas is published on the article's article card on BASTA's website and is shared with organizations that retrieve data from BASTA.

Changes in criteria

BASTA has the right to update the BASTA system's 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 that ease the criteria are implemented immediately when the change is announced. Current criteria are published on www.BASTAonline.se under "*Documents*". Notifications of updated criteria are also published on the website under "*Notification of criteria change*".

Assessment and documentation

In order to assess whether the criteria are met, the connected company needs to have knowledge of the product's constituent substances. The company can ensure this by having full knowledge of the content itself or by obtaining guarantees from its sub-suppliers via the sub-supplier's declaration.

To facilitate assessment and documentation of documentation, BASTA has developed an assessment template that can be found on BASTA's website under "Documents". This can be used to document the constituent substances in the product, which criteria are met, and which documentation has been used for the assessment. It is possible to make your own compilation as long as it contains information about the constituent substances and that the criteria are met.

How assessment is to be carried out and how assessment data is to be handled is described in criterion **O2: "Assessment and documentation"** in the criterion area "Organisation".

Most criteria refer to risk phrases according to the EU classification system. Therefore, first check that the constituent substances are not classified within the EU. Under each criterion in the criteria document there is a description of which source can be used to find correct information.

Classifications are most easily found on <http://echa.europa.eu> under "Search for Chemicals". For more information on how to search the ECHA website, see chapter "**Quick reference guide - Search for topics on the ECHA website**". For substances that lack classification and where it cannot be excluded that the substance has properties that are covered by BASTA's criteria, documentation on health and environmental hazards must be produced.

It is important to remember that if information is missing about which substances are included in the article or if there is no basis for determining whether any substance meets or does not meet the criteria, the product cannot be registered within the BASTA system. This applies to both chemical products and articles.

Assessment documentation - Sub-supplier declaration

All **chemical articles** sold are required by law to have a safety data sheet. Where an assessment and registration is based on a safety data sheet, this must in some cases be supplemented by additional information. This is because information about substances that, for example, are endocrine disruptors or certain metals (lead, mercury and cadmium) is not always stated in the ingredient's declaration. In addition, a supplement should be included if the content information does not add up to 100%. To collect this additional information, you can use BASTA's sub-suppliers' declaration, which is available on our website in both Swedish and English.

For **articles and assembled articles** where you cannot obtain the complete content from subcontractors, you can instead request that your supplier assures that the product meets all criteria by signing BASTA's subcontractor declaration or equivalent.

In order to be able to sign the declaration, the sub-supplier must have a complete declaration of contents for the material or product, made the assessment that clearly shows how they have concluded that it meets the criteria and that the person who made the assessment has competence according to the criteria in the BASTA system. The person who registers in the BASTA system must also ensure that the sub-supplier can answer any questions during a BASTA audit. Alternative documentation can be used as a declaration provided that it contains information equivalent to that in BASTA's templates.

Functions in BASTAs web service

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 BASTA web service interface. On the left is a sidebar with navigation options like Dashboard, Company, BASTAonline AB, Articles, Manage companies, Help & support, Logbook service, My account, Admin console, and Services. The main content area is titled 'Company / BASTAonline AB' and shows 'BASTAonline AB' as the selected company. Below this, there are tabs for General, Account & billing, BASTA information, Articles, Insights, and Users. The 'General' tab is active, displaying a form with fields for Company name, Organisation number, Address, Post code, City, Phone, Website, BygglektaDocu, Bygglekatalogen, and G51 Company Prefix. An 'Edit' button is located 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' page in the BASTA web service. The 'Articles' tab is selected, and the 'Add new article' button is highlighted. Below the tabs, there is a table with columns: Article name, Article, BASTA grade, Registered, Public, BK04, BK04 name, BSAB, BSAB name, Visibility, and Actions. The table contains several rows of data, each representing an article. The 'Add new article' button is located at the top left of the table.

- 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

Registration of articles


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 for more information.

Register an 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.

Add article

☒ Article displayed [online](#) 
 By marking an article as display online it will be publicly accessible.

Article information

Article name * (Required)

Article description * (Required)

Extensive description

Brand name

Article number * (Required)

Max 18 characters.

GTIN


Between 13–14 characters.

RSK

E-Number


eBVD ID

BK04 code * (Required)

Select... 

Skriv in klassificeringskod eller nyckelord för att hitta rätt kod.

BSAB-code * (Required)

Select... 

Skriv in klassificeringskod eller nyckelord för att hitta rätt kod.

Link to product document

https://

Article type * (Required)

☐ The article is a chemical product according to REACH (EC) 1907/2006.
 ☐ This is an article as defined in REACH chapter 2 article 3. If an assembled article, the assessment is based on each article.


The following information may be declared:

- **Article displayed online** - If for some reason you do not want to publish the article, this box should be unchecked

Article information

- **Article name** (*Required*) (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 description** (*Required*) (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
- **Extensive description** – Here you can advantageously 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
- **Article number** (*Required*) (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
- **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)
- **eBVD ID** – Identification numbers within eBVD, enable BASTA and eBVD to be linked together
- **BK04 code** (*Required*) – 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** (*Required*) - 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.
- **Link to product document** – Fields to be able to link to your own safety data sheets, building product declarations or other relevant documents
- **Article type**: Is the product a chemical product, according to REACH EG 1907/2006. Or an article, as defined in REACH, Chapter 2, Article 3.

Criteria area: Health and environmental hazards

 **Criteria area: Health and environmental hazards**

Grade
INVALID

The article meets the following criteria:

H1: CMR

H1.A: Carcinogenicity - Category 1A or 1B (H350)	<input checked="" type="radio"/> Yes <input type="radio"/> No
H1.B: Carcinogenicity - Category 2 (H351)	<input checked="" type="radio"/> Yes <input type="radio"/> No
H1.C: Germ cell mutagenicity - Category 1A or 1B (H340)	<input checked="" type="radio"/> Yes <input type="radio"/> No
H1.D: Germ cell mutagenicity - Category 2 (H341)	<input checked="" type="radio"/> Yes <input type="radio"/> No
H1.E: Reproductive toxicity - Category 1A or 1B (H360)	<input checked="" type="radio"/> Yes <input type="radio"/> No
H1.F: Reproductive toxicity - Category 2 (H361)	<input checked="" type="radio"/> Yes <input type="radio"/> No
H1.G: Reproductive toxicity – Additional category for effects on or via lactation (H362)	<input checked="" type="radio"/> Yes <input type="radio"/> No

H2: Endocrine disruptor

H2.A: Endocrine disrupting	<input checked="" type="radio"/> Yes <input type="radio"/> No
H2.B: Substances excluded from criteria H2.A	<input checked="" type="radio"/> Yes <input type="radio"/> No
H2.C: Substances listed in the EDS database	<input type="radio"/> Yes <input checked="" type="radio"/> No

Informationskrav kemiska ämnen Lägg till kemiskt ämne

Kemiskt ämne * (Required)	CAS-nummer * (Required)	Vikt%-intervall * (Required)
<input type="text"/>	<input type="text"/>	<input type="text"/>


Cancel Save

Kemiskt ämne = Chemical name
CAS- nummer = CAS number
Vikt%-intervall = Weight% interval

This criteria area describes which of the criteria are fulfilled, by marking with "Yes" or "No". For some criteria, information on 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 what criteria that is fulfilled, a certain grade is obtained.

Criteria area: Circularity

 **Criteria area: Circularity**

C1: Circulated material
Share of circulated material [Information](#)

Input in % (no decimals)


C2: Reuse
Is the product prepared for reuse?
☐ Yes
☐ No

C3: Material recycling
Can the product be material recycled?
☐ Yes
☐ No

C4: Circular business models
☐ The product can be disassembled, reassembled
☐ A circular business model exists for the product
☐ Other way to support a circularity for the product exists

Information about the circularity of the article can be provided here.

Criteria area: Renewability


 **Criteria area: Renewability**

F1: Renewability
Share (weight-%) of the product that comes from renewable materials/raw materials [Information](#)

Input in % (no decimals)

Information on the proportion of renewable material can be provided here.

Criteria area: Environmental effects

 **Criteria area: Environmental effects**

M1: Environmental product declaration – EPD

	A1-A3	A4	C1	C2	C3	C4	D
<input type="checkbox"/> GWP-f	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> ODP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> EP-fw	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> POCP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> ADPE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> ADPF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Check the box if the information comes from a generic EPD

Functional unit


Amount of the product in the functional unit

Published and verified EPD

https://

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

Criteria area: Emissions and tests

 Criteria area: Emissions and tests

E1: Emissions – VOC

E1: Certificate

E1: Measurement method/standard

E1: Measured level
 µg/m3

E2: Emissions – Formaldehyde

E2: Measurement method/standard

E2: Measured level
 mg/m3

E3: Emissions – CMR

E3: Measurement method/standard

E3: Measured level
 mg/m3

E4: Leaching into drinking water – 4MS

Here information can be provided from various emission measurements and tests.

Assessment of the article

☐ The article's content is assessed against the criteria. I confirm that the information provided is correct and truthful. * (Required)

This confirms that the content of the article is assessed against the criteria. This box must be checked to be able to save the article/changes made to the article.


Attach document to article

There is an option to upload and merge documents to an article. To be able to upload documentation, you first need to save an article and then open it again, then at the bottom of the page there will be the opportunity to upload documentation. There you can give the document a name, select the document type and upload documents.

Documents

Bilaga

Välj fil

Filnamn	Typ
 Dummydokument för uppladdning vid systemtester.pdf	BVD

OBS! Alla bifogade dokument publiceras på bastaonline.se

Registration: ELECTRONICS

Products that contain components where complete content information is missing cannot be registered in any of the BASTA system's grades as this requires complete content information.

Not having complete content information is common for construction products that contain electronics and/or electronic components. For this type of product to be registered, there is the product group ELECTRONICS. The purpose of the product group is to provide the opportunity for simplified declaration where the proportion of the product that meets different levels is reported. Products registered in this product group must comply with the RoHS directive.

When registering, the weight proportion of the product that meets the respective level is declared in the order listed below:

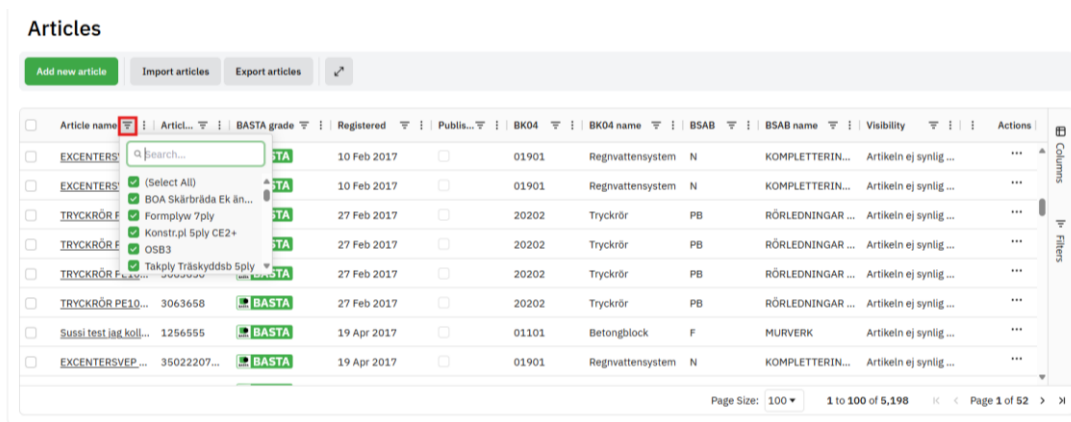
- Grade: BASTA
Describe the proportion (by weight%) of the product that meets the grade BASTA
- Grade: BETA
Describe the proportion (by weight%) of the product, in addition to the proportion that meets the BASTA grade, that meets the grade BETA
- Grade: DECLARED
Describe the proportion (by weight%) of the product, in addition to the proportion that meets the BASTA and BETA grade, that meets the grade DECLARED
- RoHS
Describe the proportion (by weight%) of the product, in addition to the proportion that meets any of the grades above, that meets the RoHS Directive
- Unknown
Please describe the proportion (by weight%) of the product that does not meet any of the above levels

Update registered articles

Select "Company" is selected followed by "Articles". You'll see a list of the items available at the company you are looking at. Here is the opportunity to search for specific articles, edit, copy, unpublish and delete articles.

Filter

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



Article name	Article...	BASTA grade	Registered	Publis...	BK04	BK04 name	BSAB	BSAB name	Visibility	Actions
EXCENTERS	...	BETA	10 Feb 2017		01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig
EXCENTERS	(Select All)	BETA	10 Feb 2017		01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig
TRYCKRÖR F	BOA Skärbräda Ek än...	BETA	27 Feb 2017		20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
TRYCKRÖR F	Formplyw 7ply	BETA	27 Feb 2017		20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
TRYCKRÖR F	Konstr.pl Sply CE2+	BETA	27 Feb 2017		20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
TRYCKRÖR F	OSB3	BETA	27 Feb 2017		20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
TRYCKRÖR F	Takply Träskyddsb Sply	BETA	27 Feb 2017		20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
TRYCKRÖR PE10...	3063658	BASTA	27 Feb 2017		20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
Sussi test lag koll...	1256555	BASTA	19 Apr 2017		01101	Betongblock	F	MURVERK	Artikeln ej synlig
EXCENTERSVEP...	35022207...	BASTA	19 Apr 2017		01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig

Sort

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

Company / BASTAonline AB

BASTAonline AB

Manage company

BASTAonline AB

✓ Activated

General

Account & billing

BASTA information

Articles

Insights

Users

Articles

Add new article

Import articles

Export articles

<input type="checkbox"/>	Article name	Article...	BASTA grade	Registered	Publis...	BK04	BK04 name	BSAB	BSAB name	Visibility	Actions
<input type="checkbox"/>	EXCENTERSVEP	↑ Sort Ascending		10 Feb 2017	<input type="checkbox"/>	01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig
<input type="checkbox"/>	EXCENTERSVEP	↓ Sort Descending		10 Feb 2017	<input type="checkbox"/>	01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig
<input type="checkbox"/>	TRYCKRÖR PE1	Pin Column		27 Feb 2017	<input type="checkbox"/>	20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
<input type="checkbox"/>	TRYCKRÖR PE1	Autosize This Column		27 Feb 2017	<input type="checkbox"/>	20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
<input type="checkbox"/>	TRYCKRÖR PE1	Autosize All Columns		27 Feb 2017	<input type="checkbox"/>	20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
<input type="checkbox"/>	TRYCKRÖR PE1	Choose Columns		27 Feb 2017	<input type="checkbox"/>	20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig
<input type="checkbox"/>	Sussi test jag ko	Reset Columns		19 Apr 2017	<input type="checkbox"/>	01101	Betongblock	F	MURVERK	Artikeln ej synlig
<input type="checkbox"/>	EXCENTERSVEP...	35022207...	BASTA	19 Apr 2017	<input type="checkbox"/>	01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig

Columns

Filters

Page Size: 1001 to 100 of 5,198Page 1 of 52

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 and the article will open and you can edit all content, then click on "Save & Close"

Copy and delete

If you want to make a copy of an existing article or delete an article entirely, click on the three dots in the actions column and then select "Copy" or "Delete"

Expired articles

When an article has been discontinued, this can be marked by adding "Discontinued" to "Article name". If possible, BASTA urges not to remove the articles from the database, this to improve the traceability of materials in buildings during renovations or demolition.

Import and export of articles via Excel

BASTAonline AB

Manage company
BASTAonline AB ✓ Activated

General Account & billing BASTA information **Articles** Insights Users

Articles

Add new article Import articles Export articles

<input type="checkbox"/>	Article name	Article...	BASTA grade	Registered	Publis...	BK04	BK04 name	BSAB	BSAB name	Visibility	Actions
<input type="checkbox"/>	EXCENTERSVEP...	35022207...	BASTA	10 Feb 2017	<input type="checkbox"/>	01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig
<input type="checkbox"/>	EXCENTERSVEP...	kkk	BASTA	10 Feb 2017	<input type="checkbox"/>	01901	Regnvattensystem	N	KOMPLETTERIN...	Artikeln ej synlig
<input type="checkbox"/>	TRYCKRÖR PE10...	3063648	BASTA	27 Feb 2017	<input type="checkbox"/>	20202	Tryckrör	PB	RÖRLEDNINGAR ...	Artikeln ej synlig

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

[Company](#) / [Articles](#) / Export articles

Export articles

Here you can export all your registered articles. To update them, export to a file, make the necessary adjustments, and then import the updated file.

Note

- This feature is designed to make it easier to bulk edit registered articles.
- In addition to updating grades, this feature can be used to add and update information in all criteria areas.

New export

Latest export



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 and fill it in according to the instructions in the file. Fill in all the information about the articles, in the same way as when you register articles manually, but with the difference that you for:

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

Instructions for which information should be entered in each column can be found in the file.

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

When the upload is complete, the system will inform you if any articles could not be imported due to any faults in any cells, you can then download a file that describes on which rows the error is and what the error is due to. Update the import file in accordance with the errors and import again.

BASTA updates the import file continuously so always download the latest version before you import articles.

See screenshots below to see what the import feature looks like.

[Company](#) / [Articles](#) / Import articles

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 Excel import template](#)

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



Drop file here to upload or click to select file.

Imports

NB! On import

- The import updates all existing articles, this means items with the same article numbers as those in the import file are updated with the information in the import file
- Any new articles will be added
- If you check the checkbox for import, all articles that are not in the import file will be unpublished. Unpublishing means that the articles are still registered in the BASTA system but will not be available in the public search function.

Formatting

It is important that you do not change the cell format in the import file, it should be the "Text" format type. 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 present formatting can be changed. To avoid that this happens, you should use the function "Paste Special" and then select "Text" and not the shortcut command (CTRL+V). If for some reason the formatting should still go wrong, go in and change it to "Text" by changing the "Cell Format" in the "Format" menu.

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](#).