



MULTIPLE ENTRY QUALIFIED PRODUCT FORM FOR ALL ENERGY STAR® OFFICE EQUIPMENT

EC ENERGY STAR Product Information Form for Use by EC ENERGY STAR Partners (companies who have joined the EC ENERGY STAR Program by signing the Registration Form) Who Intend to Label Their Products

You may use this form to report only those products that are sold under your company's brand name. If your firm sells its models to another company that uses its own brand name, that company must join the program and report its own products. Information from this form will be added to the list of ENERGY STAR qualified products.

Date this form is sent in
(DD/MM/YY)

Company Name (as listed
in the Registration Form)

Product Contact Information

(For public requesting product information)

Tel.

Fax.

E-mail

European URL(s) of
brand(s)

Other info (optional)

General Notes:

Please provide the required information on the configuration of the tested models ONLY.

Send the filled-in form by e-mail to the European Commission in 2 versions: 1 version is a zipped Excel file with a password-protected workbook to be used as the reference document; the 2nd version should be also be zipped, but unprotected for use in archiving and database input.

The e-mail with the two zipped files should be sent to the European Commission, DG Transport and Energy, Mr. Stephan Kolb, e-mail address: Stephan.KOLB@cec.eu.int

DETAILED INSTRUCTIONS FOR USE

1

Go to the appropriate **Worksheet**

tab below

[Dsk PC](#)

[Lap PC](#)

[Mon](#)

[Copier](#)

[MFD](#)

[Printer](#)

[Scanner](#)

product category

Desktop/ Deskside Computer (incl. Integrated PC's)

Laptop/ Notebook Computers

Monitors

Copiers (not upgradable to MFD)

Multi-Functional Devices (incl. Upgradeable copiers)

Stand Alone Printers, Fax, Printer/Fax or Mailing Machine

Scanners

2

To find instructions on **How To Fill In single columns** in each worksheet, just move your mouse over the caption and the appropriate pop-up 'Comment' box will appear.

3

Each worksheet contains two columns asking for the countries/region where the model is marketed and the country where it is manufactured. To fill in these columns use the **country abbreviations** in the [Suffix](#) worksheet

4

The cell-colours (pink, light blue) in the worksheets are just intended to group related parameters. In principle, for **each model one complete row** of cells should be filled in. The questions are identical to the ones in the single 'Qualified Product Forms', but rephrased and re-formatted for easier use and data-management

5

Once you have finished, save the file using a comprehensible filename (e.g. *ManufacturerName.xls*). Then go to the Excel topmenu and select **Tools | Protection | Protect Workbook**. A dialog box will appear, where you should fill in your own secret password (not to be communicated to the Commission!). Then save the file again under a different name, e.g. *ManufacturerNameProtected.xls*. Finally zip the two files using WinZip and attach them to the e-mail to the European Commission. Send the e-mail to

Andre.Brisaer@cec.eu.int

6

Once the European Commission has received the file, it will examine whether the various models qualify for Energy Star and will then send you a message. Once approved your qualified models will then enter the pdf document, listing the EU registered models (downloadable from the www.eu-energystar.org website for reference). Furthermore, your qualified models will be shown in the EC Energy Star Database, which is the sum of both EU and US registered models.

7

You can use the Excel file to send in **multiple entries** at a time. You can also **re-use** the same file, simply adding the new entries to the existing ones and resend to the European Commission. If you want to **eliminate models** from the database, use a 'strikethrough' font for the rows/models concerned and mention explicitly that you want these entries eliminated completely or moved to the Archives file published in the EC database. In other words, once you have learned how to use this form, it is intended to help you with your **data-management** and the intrinsic Excel-features (e.g. copy/paste) should help you to make data-entry more efficient.

8

The EC Energy Star database features --in detail view-- a small **image** and a **URL** pertaining to a specific model. If you want to make sure that the image is up to your quality standards, please e-mail the image in correct format (***.jpg, 100 x100 pixels**) to the Commission. The default URL in the database is the European portal/website of the brand, indicated at the top of this form. However, if you want to make the effort, you can also supply country-specific URL's per brand using the [URL-](#) worksheet in this file. Finally, you have the option to supply model- (and country-) specific URL's linking directly to all the technical and commercial details on your website(s).

For more information:

on registration:

European Commission, Mr. André Brisaer, e-mail address above

on EC Energy Star database, as published on the website:

VHK, info@eu-energystar.org

EC Website: www.eu-energystar.org