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DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT  
DIRECTORATE-GENERAL FOR ENERGY  
SRD - Shared Resource Directorate  
**SRD.2 - Informatics & Logistics**

# **European Product Registry for Energy Labelling (EPREL)**

## **User Guide - 01 Supplier Registration**

Date:	08-03-2019
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Authors:	Oscar Miralles
Revised by:	
Approved by:	
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## 1.1. Document History

Version	Date	Comment
1.00	22/05/2018	Draft Document created by Oscar MIRALLES (OM)
1.20	27/11/2018	New organisation registration. Improved General Information, added Trademarks list and Users invitation.
1.30	07/12/2018	Added contacts list for the organisation.
1.40	17/12/2018	More detailed description of Reference fields.
1.50	18/02/2019	New functionalities included.
1.60	08/03/2019	New functionalities included (Change role, Delete user).

Contact:

ENER EPREL HelpDesk ([ENER-EPREL-HELPDESK@ec.europa.eu](mailto:ENER-EPREL-HELPDESK@ec.europa.eu))

Oscar Miralles, Technical Consultant, [oscar.miralles@ext.ec.europa.eu](mailto:oscar.miralles@ext.ec.europa.eu), DIRECTORATE-GENERAL FOR ENERGY, SRD - Shared Resource Directorate, SRD.2.001 – IT Systems

## **1.2. Bibliography**

[1] EPREL, *Business Glossary*, 2016.

[2] EPREL, *REGULATION (EU) 2017/1369 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2017 setting a framework for energy labelling and repealing Directive 2010/30/EU (Text with EEA relevance)*.

## **1.3. Abbreviations and Glossary**

See document "EPREL – Business Glossary" [1]

In this document, the "Regulation (EU) 2017/1369" [2] is also mentioned as "The Regulation".

## 2. INTRODUCTION AND PURPOSE

"REGULATION (EU) 2017/1369 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2017 setting a framework for energy labelling and repealing Directive 2010/30/EU" (hereafter called the 'Regulation') [2] requires the European Commission (EC) to establish a product database where all new models (including second hand imported models), covered by a delegated act ( Energy Labelling regulation) have to be registered before they are placed on the EU market for the first time:

### Article 12 Product database

1. *The Commission shall establish and maintain a product database consisting of a **public part, a compliance part and an online portal** giving access to those two parts. The product database shall not replace or modify the responsibilities of the market surveillance authorities.*
2. *The product database shall serve the following purposes:*
  - a. *to support market surveillance authorities in carrying out their tasks under this Regulation and the relevant delegated acts, including enforcement thereof;*
  - b. *to provide the public with information about products placed on the market and their energy labels, and product information sheets;*
  - c. *to provide the Commission with up-to-date energy efficiency information for products for reviewing energy labels;*
3. *The public part of the database and the online portal shall contain the information set out in points 1 and 2 of Annex I respectively which shall be made publicly available. The public part of the database shall meet the criteria in paragraph 7 of this Article, and the functional criteria set out in point 4 of Annex I.*
4. *The compliance part of the product database shall be accessible only to market surveillance authorities and to the Commission and shall contain the information set out in point 3 of Annex I, including the specific parts of the technical documentation as referred to in paragraph 5 of this Article. The compliance part shall meet the criteria in paragraphs 7 and 8 of this Article, and the functional criteria set out in point 4 of Annex I.*
5. *The mandatory specific parts of the technical documentation that the supplier shall enter into the database shall cover only:*
  - a. *a general description of the model, sufficient for it to be unequivocally and easily identified;*
  - b. *references to the harmonised standards applied or other measurement standards used;*
  - c. *specific precautions that shall be taken when the model is assembled, installed, maintained or tested;*
  - d. *the measured technical parameters of the model;*
  - e. *the calculations performed with the measured parameters;*
  - f. *testing conditions if not described sufficiently in point (b).*

*In addition, the supplier may upload additional parts of the technical documentation on a voluntary basis into the database.*
6. *When data other than those specified in paragraph 5 or not available in the public part of the database would become necessary for market surveillance authorities and/or the Commission for carrying out their tasks under this Regulation, they shall be able to obtain them from the supplier on request.*
7. *The product database shall be established in accordance with the following criteria:*
  - a. *minimising the administrative burden for the supplier and other database users;*
  - b. *user-friendliness and cost-effectiveness; and*
  - c. *automatic avoidance of redundant registration.*
8. *The compliance part of the database shall be established in accordance with the following criteria:*
  - a. *protection from unintended use and the safeguarding of confidential information by way of strict security arrangements;*
  - b. *access rights based on the need-to-know principle;*
  - c. *processing of personal data in accordance with Regulation (EC) No 45/2001 and Directive 95/46/EC, as applicable;*
  - d. *limitation of data access in scope to prevent copying larger data sets;*
  - e. *traceability of data access for the supplier with regard to its technical documentation.*

9. *The data in the compliance part of the database shall be treated in accordance with Commission Decision (EU, Euratom) 2015/4431. In particular, the specific cyber-security arrangements of Commission Decision (EU, Euratom) 2017/462 and its implementing rules shall apply. The confidentiality level shall reflect the consequential harm resulting from disclosure of the data to unauthorised persons.*
10. *The supplier shall have access and editing rights to the information it enters in the product database pursuant to Article 4(1) and (2). A record of changes shall be kept for market surveillance purposes, keeping track of the dates of any editing.*
11. *Customers using the public part of the product database shall be able to easily identify the best energy class populated for each product group, allowing them to compare model characteristics and to choose the most energy efficient products.*
12. *The Commission shall be empowered to specify, by means of implementing acts, the operational details of the product database. After consulting the Consultation Forum provided for in Article 14, those implementing acts shall be adopted in accordance with the examination procedure referred to in Article 18(2).*

#### **ANNEX I**

#### **INFORMATION TO BE ENTERED IN THE PRODUCT DATABASE AND FUNCTIONAL CRITERIA FOR THE PUBLIC PART OF THE DATABASE**

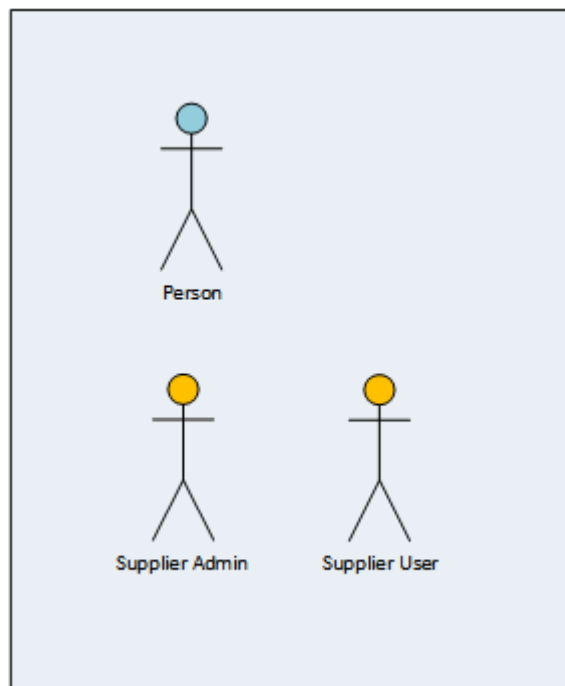
1. *Information to be entered in the public part of the database by the supplier:*
  - (a) *the name or trademark, address, contact details and other legal identification of the supplier;*
  - (b) *the model identifier;*
  - (c) *the label in electronic format;*
  - (d) *the energy efficiency class(es) and other parameters of the label;*
  - (e) *the parameters of the product information sheet in electronic format.*
2. *Information to be entered in the online portal by the Commission:*
  - (a) *contact details of Member State market surveillance authorities;*
  - (b) *working-plan pursuant to Article 15;*
  - (c) *minutes of the Consultation Forum;*
  - (d) *an inventory of delegated and implementing acts, transitional measurement and calculation methods and applicable harmonised standards.*
3. *Information to be entered in the compliance part of the database by the supplier:*
  - (a) *the model identifier of all equivalent models already placed on the market;*
  - (b) *the technical documentation as specified in Article 12(5).*

*The Commission shall provide a link to the Information and Communication System on Market Surveillance (ICSMS), which includes the outcome of compliance checks performed by Member States and provisional measures adopted.*
4. *Functional criteria for the public part of the product database:*
  - (a) *each product model shall be retrievable as an individual record;*
  - (b) *it shall generate a single viewable, downloadable and printable file of the energy label of each model, as well as the linguistic versions of the complete product information sheet, in all official languages of the Union;*
  - (c) *the information shall be machine readable, sortable and searchable, respecting open standards for third party use, free of charge;*
  - (d) *an online helpdesk or contact point for the supplier shall be established and maintained, clearly referenced on the portal.*

This document "EPREL – User Guide - Supplier Registration" tries to guide a Supplier in the process of registering a new Supplier Organisation and a top Supplier Admin user and inviting new users to work for that organisation afterwards.

### 3. ACTORS

These actors and roles take part in the process of registration of a new supplier organisation and its first top supplier administrator.

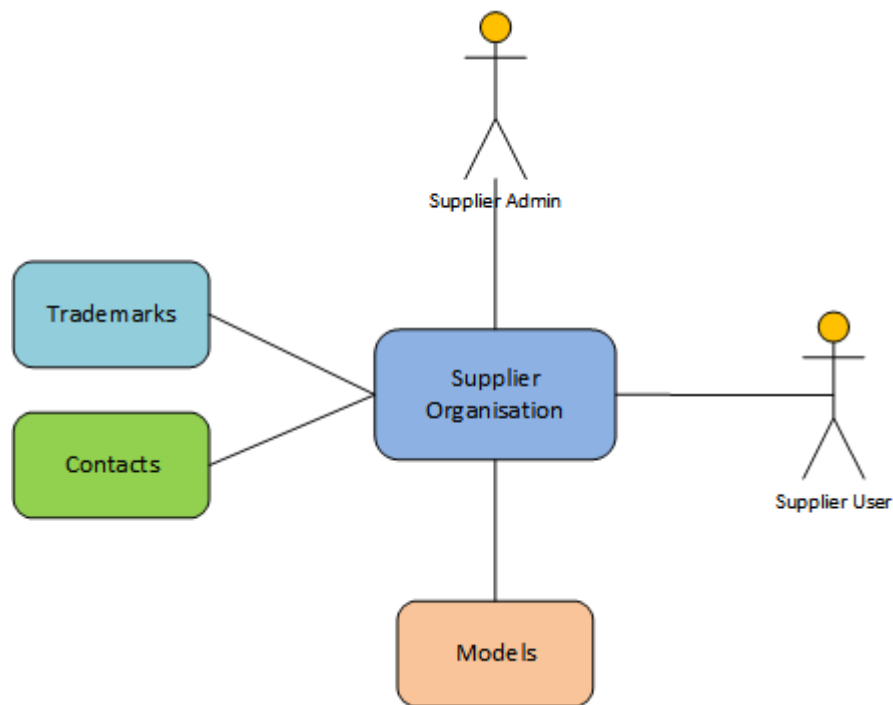


**Figure 1 Roles**

Actor/Role	Description
Person	<p><b>This is not a role of EPREL, but just a physical person in order to understand the diagrams.</b></p> <p>This is a person working at a supplier organisation. The person is still not registered in EPREL; it has no role assigned yet.</p>
Supplier Admin	<p>The Person once registered in EPREL after creation of a new supplier organisation it has assigned this role. He will be able to do anything related to his supplier organisation.</p>
Supplier User	<p>Any person working for a supplier organisation already existing in EPREL can ask access to use it. If he is assigned this role he will be able to do everything except editing the details of the organisation.</p> <p><i>In future versions specific rights (create model, view model, etc.) will be assigned to supplier users so they will be limited on what they can do. In this version, the only limit is the mentioned above.</i></p>

## 4. SUPPLIER ORGANISATION

A supplier organisation represents a real organisation that supplies models in the EU market. It is necessary to create a supplier organisation in order to be able to assign users that will create the models in EPREL.



**Figure 2 Supplier Organisation**

A supplier organisation will have always one top user with Supplier Admin role, who is the person that has created the organisation in EPREL when first registering; other Supplier Admins or Supplier Users have to be invited. When users of the supplier organisation create new models, for an available product group, they will be assigned to their organisation and not visible to other organisations (until date of placement on the market).

A supplier organisation will have a list of available trademarks and contacts to be linked to the models registered.

*NOTE: In this version of EPREL available for the manual upload of models, supplier organisations will have no departments, their structure will be simple, just the mother organisation, they will be postponed for V2. There will be no Product Groups specific for the organisation; everybody will be able to create models from all the implemented product groups.*



## **5. REGISTRATION OF A NEW SUPPLIER ORGANISATION AND FIRST TOP ADMINISTRATOR**

The process of registration of a new supplier organisation and creation of first top supplier administrator follows the following steps.

### **5.1. Spontaneous registration**

Any Person will be able to register in EPREL and create a new Supplier Organisation.

The person will go to the EPREL Compliance Website typing the URL of the site in his favourite internet browser:

Acceptance (test environment):

<https://energy-label.acceptance.ec.europa.eu>

Production:

<https://energy-label.ec.europa.eu>

Before entering EPREL the system will ask him to login with his EU Login account. If the person has no EU Login account please read [Create EU Login account](#). Otherwise, continue to [Login with EU Login account](#).

### **5.2. Create EU Login account**

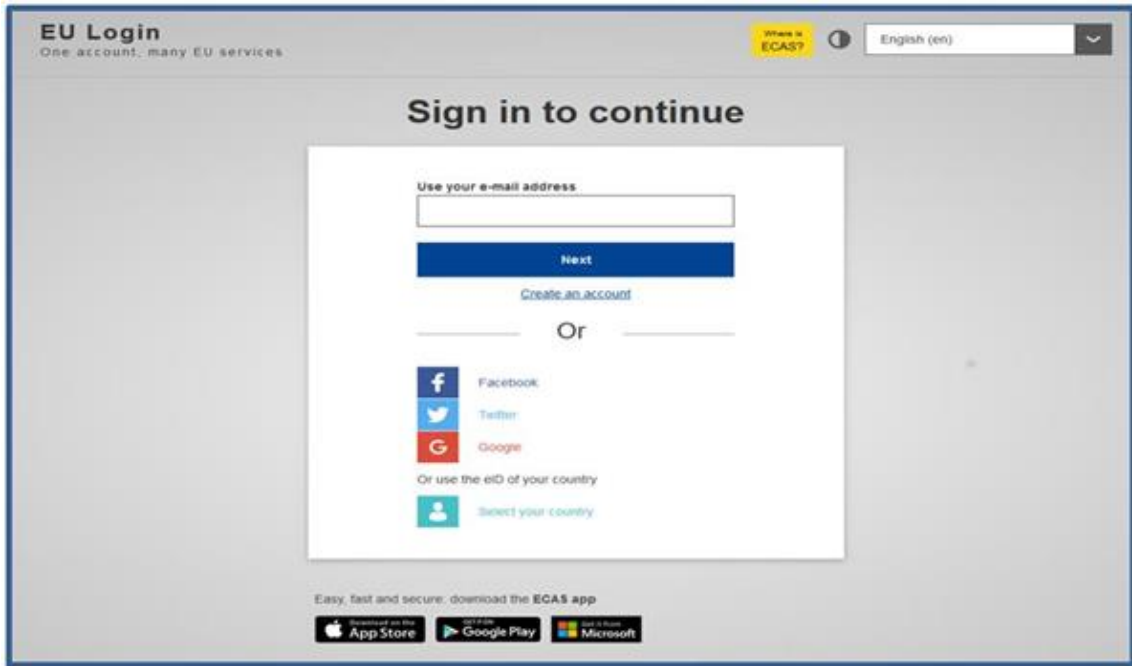
EU LOGIN (previously called ECAS) stands for European Commission's Authentication Service. It is the common, unique and secure point of authentication to the web applications. User credentials are never divulged to client sites.

An authenticated user is a physical person who has proved her/his entitlement to use a unique identifier by presenting the correct token (e.g. a password, a challenge received by SMS, a challenge generated by a Mobile app, etc.) to the authentication service.

If person has no EU Login account EPREL will redirect him to the EU Login registration page.

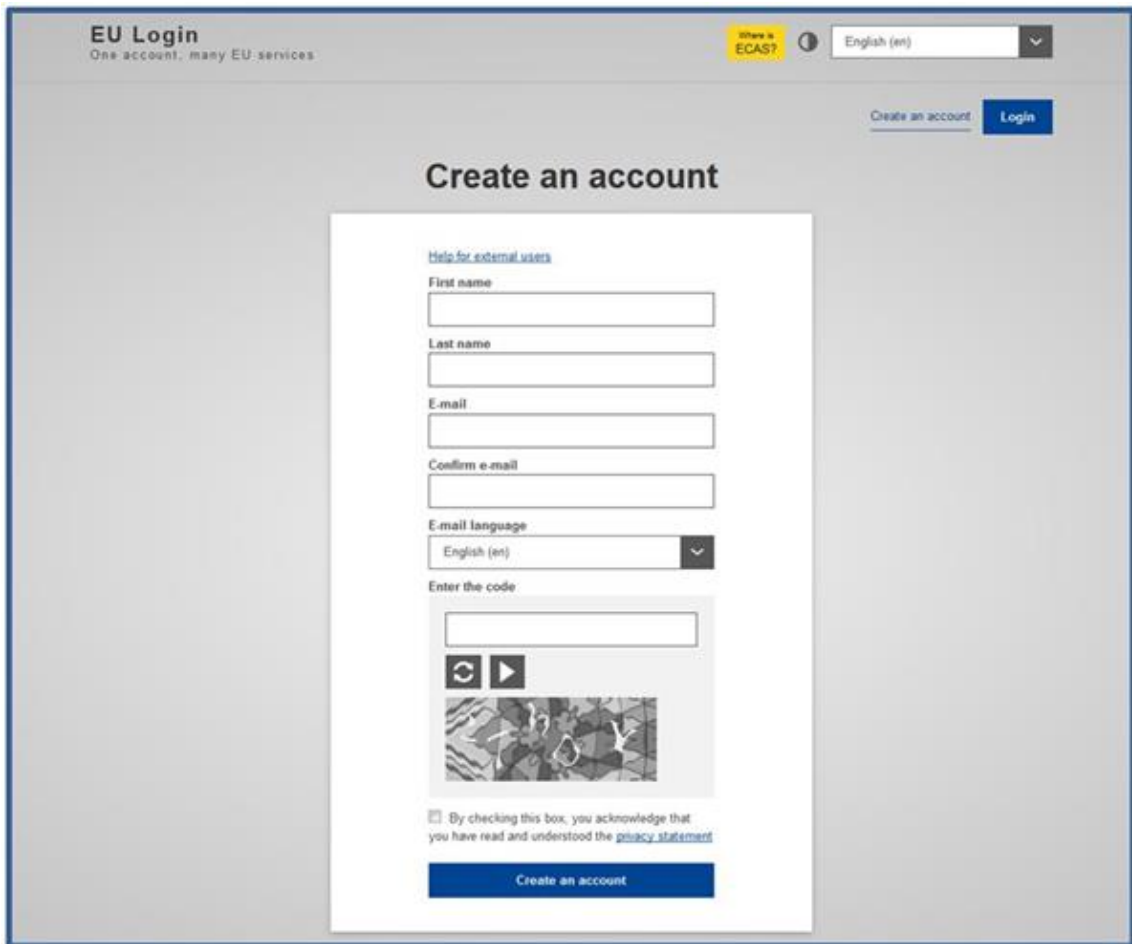
You can also register anytime even if not entering in EPREL at:

<https://webgate.ec.europa.eu/cas>



**Figure 3 EU Login page**

Click on "Create an account".

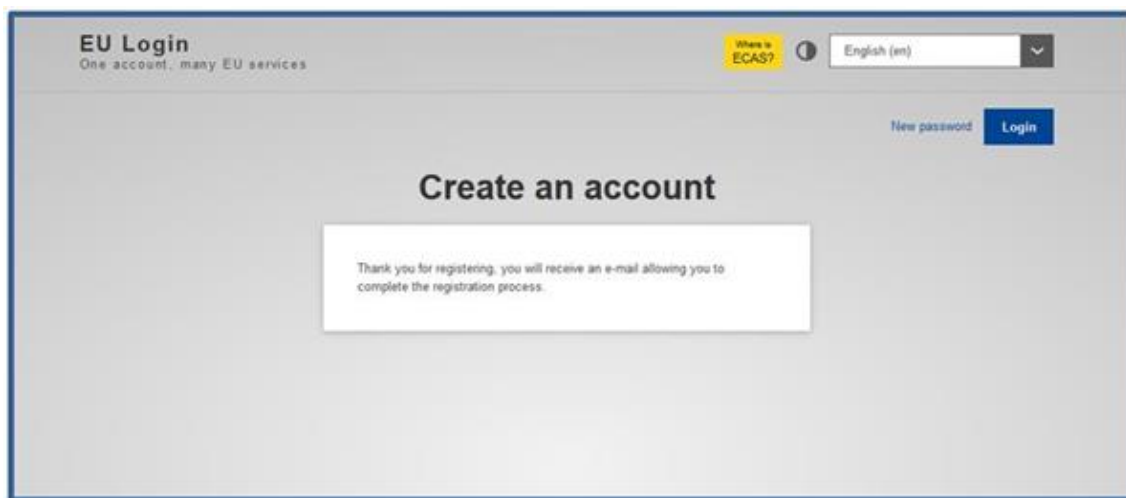


**Figure 4 Create EU Login account**

Fill in the various fields and enter the code that will appear at the bottom of the page. By clicking on the arrow, you can also hear the sequence of letters/numbers if easier.

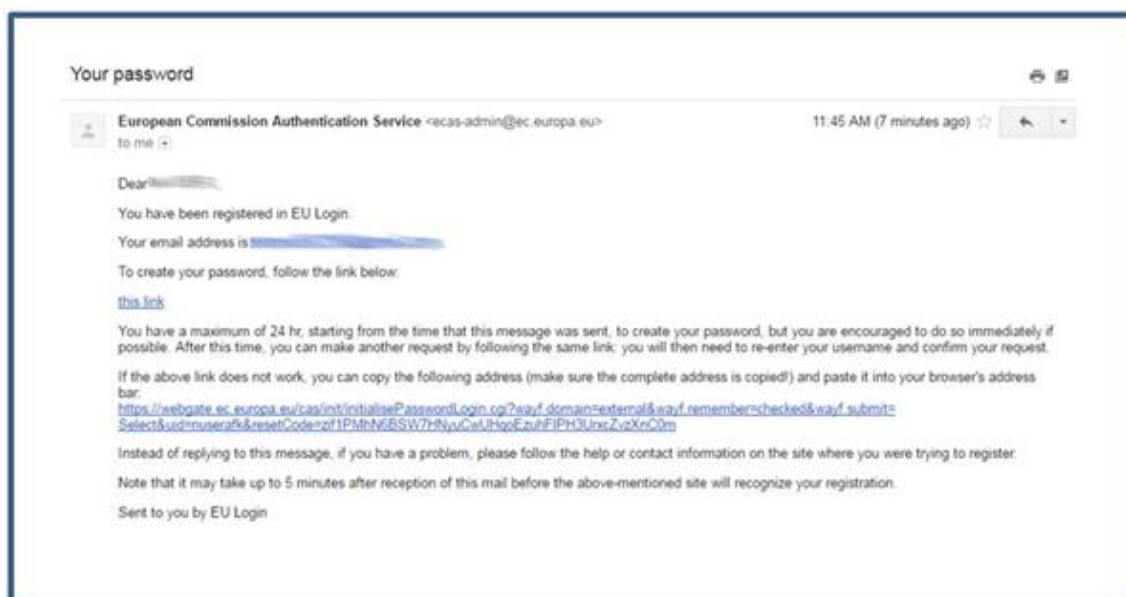
Do not forget to check the box before clicking on "Create an account".

The EU Login platform confirms your registration.



**Figure 5 EU Login account confirmed**

Within 15 minutes, you will receive an e-mail.



**Figure 6 EU Login email validation**

Upon receipt of that e-mail, you will have 24h to follow "this link" in the main text of the e-mail to create your password.

The screenshot shows the 'EU Login' interface for creating a new password. At the top left, it says 'EU Login' and 'One account, many EU services'. On the top right, there is a language dropdown set to 'English (en)' and a 'Login' button. The main heading is 'New password'. Below this, a message box says 'Please choose your new password.' followed by two input fields: 'New password' and 'Confirm new password'. A blue 'Submit' button is positioned below the fields. Underneath the button, there is a list of password requirements: 'Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):' followed by a bulleted list: 'Upper Case: A to Z', 'Lower Case: a to z', 'Numeric: 0 to 9', and 'Special Characters: P#\$%&()\*+,-./:;<>?@[]\*\_{}~'. Examples of passwords are provided: 'T8jkzpuPs8 aEqHbYDol2 jRyQdzxAS'. A link '[Generate other sample passwords]' is also present.

**Figure 7 EU Login create password**

Enter & Confirm your password (minimum 10 characters), then click on "Submit".

The screenshot shows the 'EU Login' interface after a password has been successfully changed. The main heading is 'New password'. A message box in the center says 'Your EU Login password was successfully changed.' Below the message is a blue 'Proceed' button. The top navigation and language settings are the same as in Figure 7.

**Figure 8 EU Login password confirmation**

Your EU Login is now registered, press on "Proceed".

If you come from EPREL site you will be redirected again to EPREL.

### 5.3. Login with EU Login account

If the person has already an EU Login account created, he will just need to login before entering EPREL.

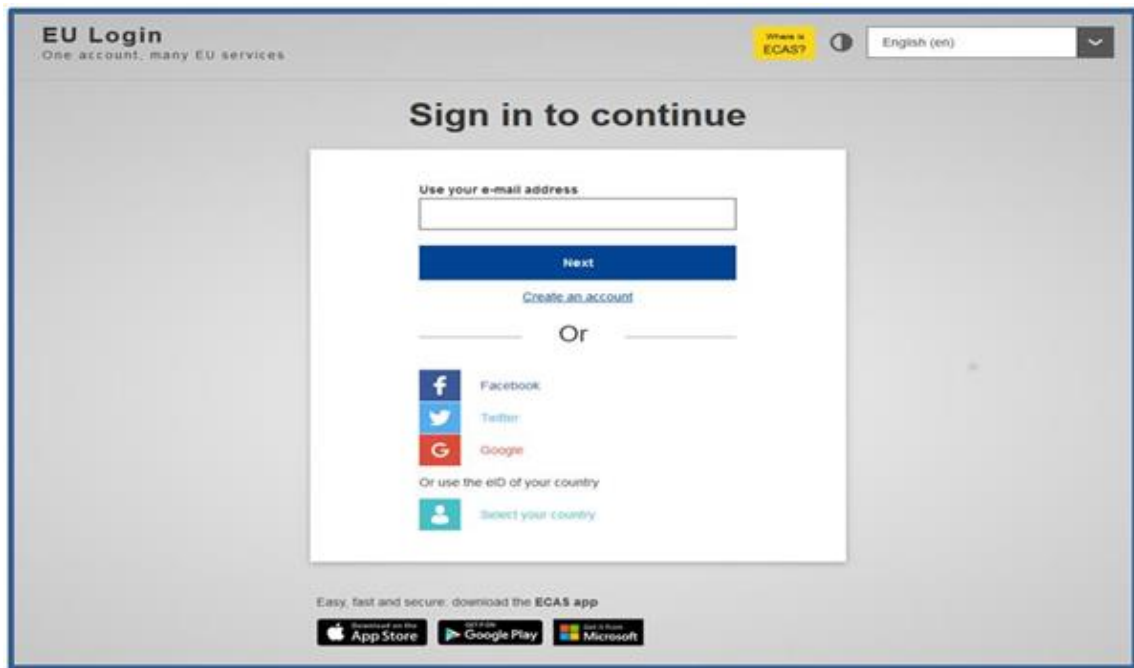


Figure 9 EU Login page

Enter your email address and click “Next”.

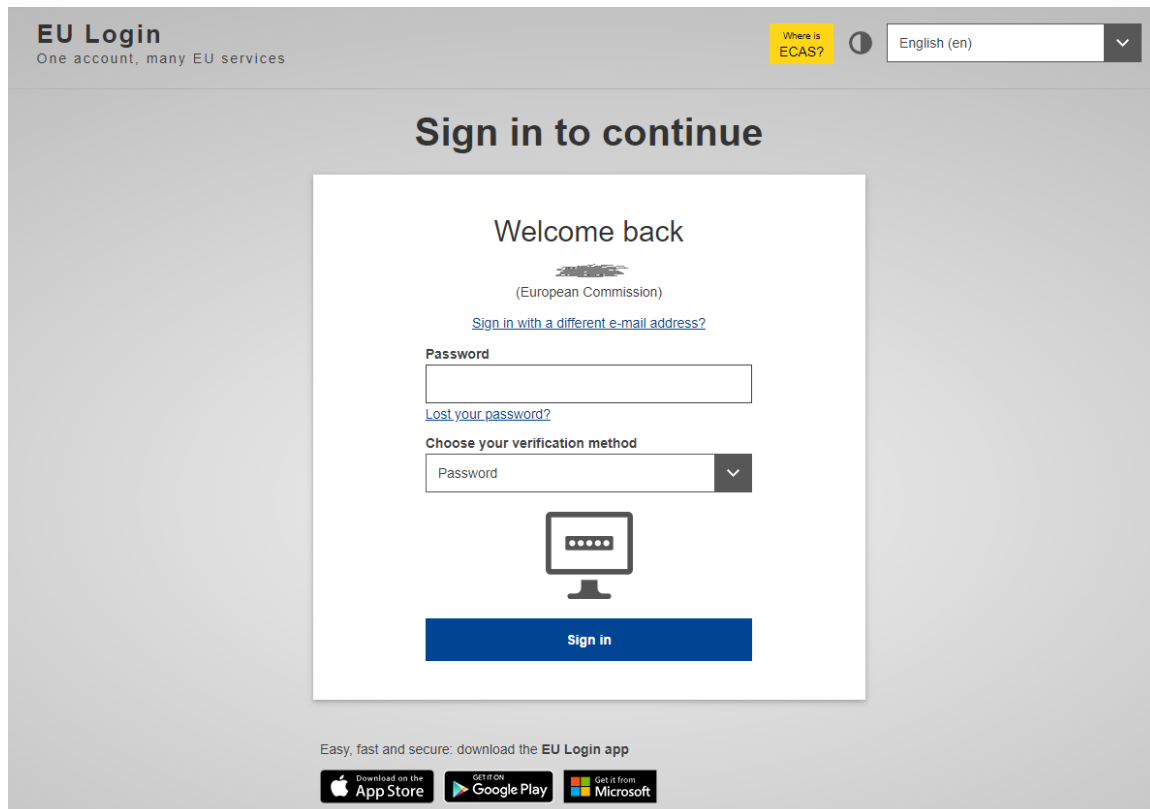


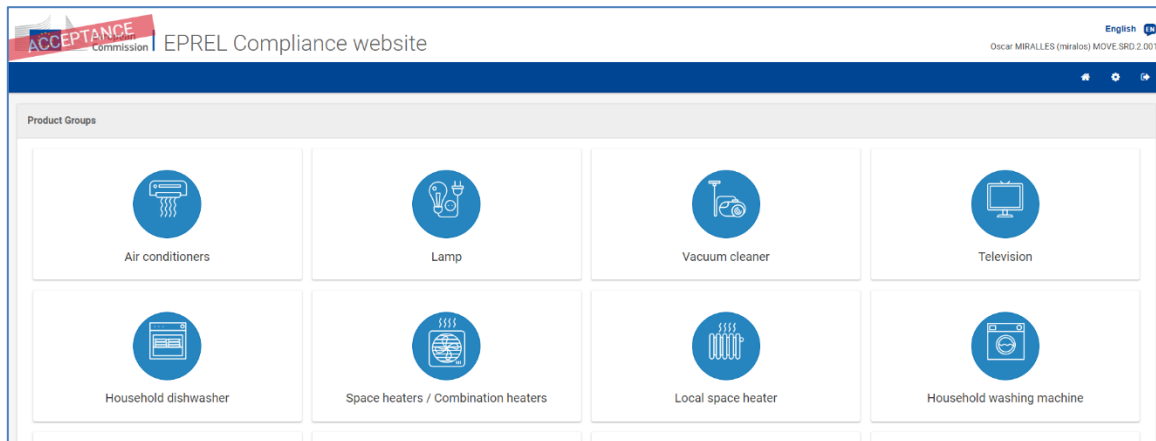
Figure 10 EU Login password

Enter your password and click « Sign in ».

If you come from EPREL site you will be redirected again to EPREL.

## 5.4. Recurring user

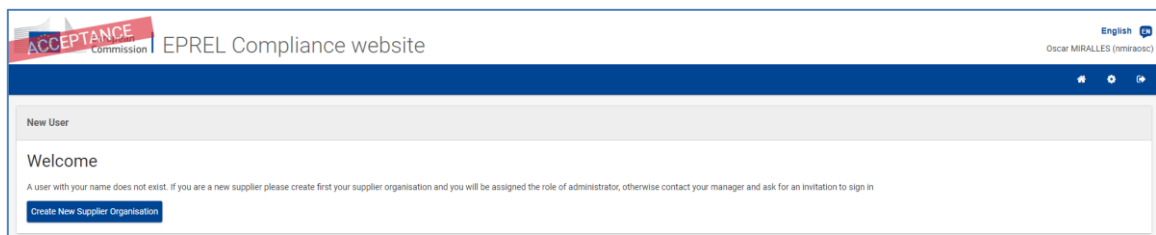
Once the person is logged in with his EU Login account, EPREL will check if the account exist in the database. If the account exist and has a user with a role assigned, the user will be logged in EPREL and redirected to the Homepage.



**Figure 11 Homepage**

## 5.5. New user

If the EU Login account does not exist in EPREL database, the person will be asked if he wants to create a new supplier organisation.



**Figure 12 New unregistered user**

If the person is not a supplier administrator willing to create a new supplier organisation, he will have to abandon EPREL. No user or supplier organisation will be created in EPREL.

If the person is a supplier administrator willing to create a new supplier organisation he will click “Create new supplier organisation” and he will be redirected to the supplier organisation creation page, see next point.

## 5.6. New supplier organisation

The first thing before the user is created in EPREL database is to create a new supplier organisation. A supplier organisation is identified by its Organisation Name, Country and VAT. In addition, an address will be asked and some other administrative information.

The screenshot shows the 'Update of Supplier Organisation' form on the EPREL Compliance website. The form is divided into several sections: 'Type', 'Type of person', 'Identification', 'Website', and 'ADDRESS'. The 'Type' section has three tabs: 'Manufacturer' (selected), 'Importer', and 'Authorised representative'. The 'Type of person' section has two radio buttons: 'Legal person' (selected) and 'Natural person'. The 'Identification' section includes fields for 'Organisation Name' (pre-filled with 'OM Consulting'), 'Trading name', 'National identification code/Business registration code', 'VAT' (pre-filled with 'ES12345'), and 'Other legal identification'. The 'Website' section has a text input field. The 'ADDRESS' section includes fields for 'Street' (pre-filled with 'Diagonal'), 'Street number' (pre-filled with '1'), 'Postal Code' (pre-filled with '08022'), 'City' (pre-filled with 'Barcelona'), 'Province', 'Municipality', and 'Country' (pre-filled with 'Spain'). At the bottom of the form, there are 'Save' and 'Back' buttons. The footer of the page contains the text: '© European Commission | Version 0.0.20 | Version date 201811280739 | Build number 1.0RC'.

**Figure 13 New Supplier Organisation**

When creating a new supplier account, the correct type of organisation has to be chosen:

- **Manufacturer:** any natural or legal person who is responsible for designing or manufacturing a product and places it on the market under his own name or trademark: a manufacturer is responsible for directly register in the database each different model of the products placed on the EU market.
- **Importer:** a natural or legal person established in the Union who places a product from a third country on the EU market. His obligations build on the obligations of the manufacturer. An importer registers in the database each different model of the products it imports.
- **Authorised Representative:** established in the Union, is appointed by a manufacturer, established in the EU or not, to act on his behalf in registering in the database each different model of products placed on the EU market. If however, the authorised representative of a third country manufacturer supplies a product to a distributor or a consumer within the EU, this organisation then no longer acts as a mere authorised representative but becomes the importer and is subject to the obligations of importers.

Second important aspect is what type of person is:

- **Legal person:** the **Organisation Name** has to be provided.
- **Natural person:** the **First Name** and **Last Name** has to be provided.

If type of organisation is Manufacturer or Importer, we will need to give:

- **Trading Name:** the name used for advertising and sales purpose if different from the legal name.

- **National identification code/Business registration code:** for organisations that are legal persons, the identification code/number provided upon registering in business' register in the Member State.
- **VAT:** tax number/code of the organisation in the Member State.
- **Other identification information:** any other identification (i.e. for manufacturer or importers established in third countries an official registration number/code).

If type of organisation is Authorised Representative, the following has to be input:

- **National identification code/Business registration code:** same as above.
- **VAT:** same as above.
- **Other identification information:** any other identification (i.e. for organisations established in third countries an official registration number/code).

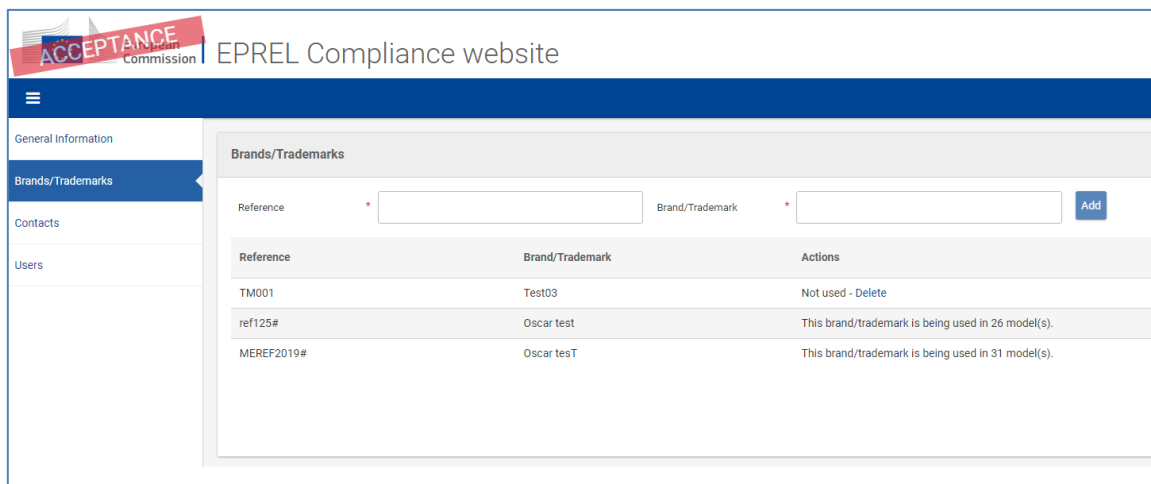
For any type of supplier, the following has to be input:

- **Website:** Website address if any.
- **Address:** Legal address of the organisation: street, street number, postal code, city, province, municipality and country. Address is filled in a structured way because the **Country** is important for validating that the organisation is unique in that country. Countries allowed are the EU Member States and EEA countries.

EPREL will create the supplier organisation in the database and it will create the user. It will assign the role Supplier Admin to the user for this newly created supplier organisation.

## 5.7. Brands/Trademarks

The supplier can associate a list of trademarks that become available for a quick selection during the manual registration.



**Figure 14 Brands/Trademarks list**

The information to enter is:

- **Reference:** code to be used when registering models in system-to-system mode and associated to the trademark. This is a free alphanumeric text; supplier can introduce any code he wants (i.e. REF001), when uploading data with an XML, this reference will be used to know which trademark from that supplier has to be assigned to the model.
- **Brand/Trademark:** The name of the brand/trademark that is to be shown in the label of a model.



Then click “Add” button to add it to the list. Reference cannot be duplicated and Brand/Trademark either.

While a trademark is still not used in any model, it can be deleted, just click “Delete” in a trademark from the list to delete it. Otherwise, a message to inform in how many models it is being used will be shown.

## 5.8. Contacts

The supplier can also create a list of contacts. Contacts, can be a person or a department, they are associated to the models created as “Public” contacts. This will avoid re-typing the full contact details for each model registered. If the supplier modifies the details of a contact, the modifications will be inherited by all the models that have this contact assigned.

Other type of contacts may also be added to the list for administrative purposes not being assigned to any model (i.e. person in the organisation as a point of communication for any administrative matter).

The screenshot shows a web interface for creating or editing a contact. On the left, there is a navigation menu with options: 'General information', 'Brands/Trademarks', 'Contacts' (selected), and 'Users'. The main content area is titled 'Contact #2' and contains the following fields:

- Reference: CN002
- Service name: Help Desk (Spain)
- First name: (empty)
- Last name: (empty)
- Phone: 456789
- Email: b@b.com
- Website: (empty)

Below these fields, there are two tabs: 'Detailed address' (selected) and 'Single field address'. The 'Detailed address' section includes:

- Street: La calle de abajo
- Street number: (empty)
- Postal code: (empty)
- City: (empty)
- Province: (empty)
- Municipality: (empty)
- Country: Spain

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

**Figure 15 Contact**

The information of a contact includes:

- **Reference:** code to be used when registering models in system-to-system mode to refer to a contact in this list. This is a free alphanumeric text; supplier can introduce any code he wants (i.e. TM001), when uploading data with an XML, this reference will be used to know which contact from that supplier has to be assigned to the model.
- **Service name:** i.e. Help Desk, Quality manager, etc.
- **First name:** if Contact is a person, the first name.
- **Last name:** if contact is a person, the last name.
- **Phone:** business phone number
- **Email:** business email address.
- **Website:** website with more information.
- **Address:** Address of the contact, structured “Detailed address”: street, street number, postal code, city, province, municipality and country. It can be also introduced as a free text “Single field address”.

Click “Add” to add more contacts. Click “Edit” to modify a contact’s details.

While a contact is still not used in any model, it can be deleted, just click “Delete” button in a contact from the screen to delete it. Otherwise, a message to inform in how many models it is being used will be shown.

## 5.9. Users

The supplier can manage multiple user accounts to access the system and perform the product registration activities. As explained, user account creation is only possible by invitation from a Supplier Admin.

Role	Name	Surname	Email	Status	Created date	Actions
Supplier Admin	[Redacted]	[Redacted]	[Redacted]	Active	03/01/2019	Change role Delete
Supplier Admin	[Redacted]	[Redacted]	[Redacted]	Active	03/01/2019	Change role Delete

**Figure 16 Users list**

The list will show all the users of the organisation, including the Supplier Admin logged in, which are in status “ACTIVE” (meaning they are registered and can work) and “INVITED” (meaning and invitation has been sent, but the person has still not accepted it).

To invite a new user, the Supplier Admin clicks the button “Invite”.

Invite user

Email \*

Role \*

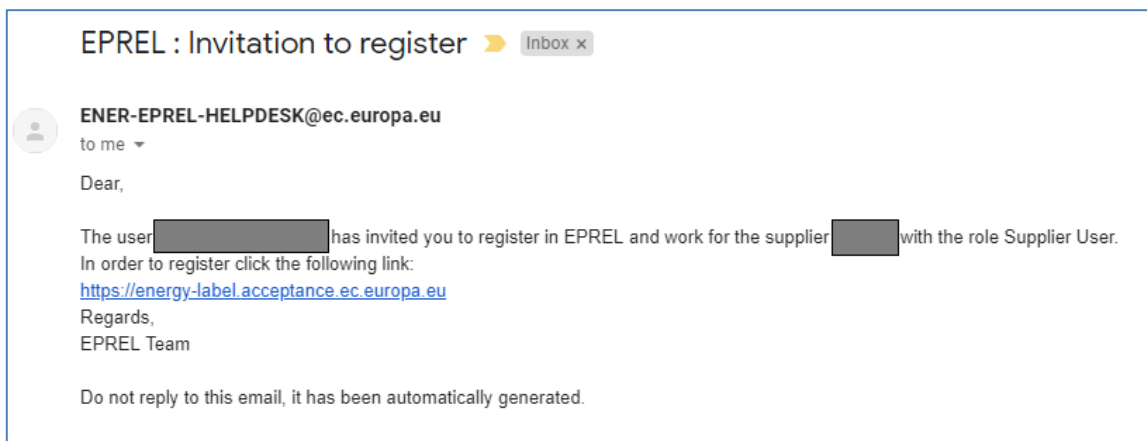
Send Cancel

**Figure 17 Invite user**

A form will pop up asking:

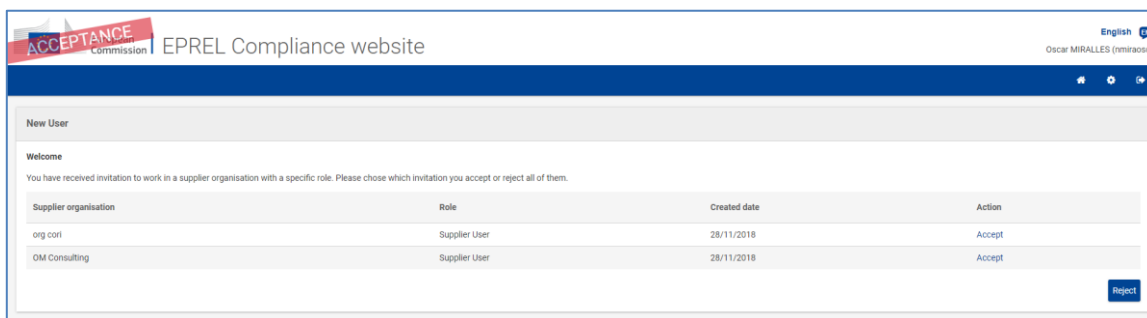
- **Email:** Email address of the user to invite.
- **Role:** Role of the user in the supplier organisation, i.e. Supplier Admin or Supplier User.

Once the invitation is sent to the email address specified, this future user will be added to the list in status “INVITED”.



**Figure 18 Invitation email**

The recipient of the email, when it will receive the email, it will click in the link shown in the message and it will be redirected to EPREL, where he will be shown a list of its invitations (it is possible that many organisations have invited the same user).



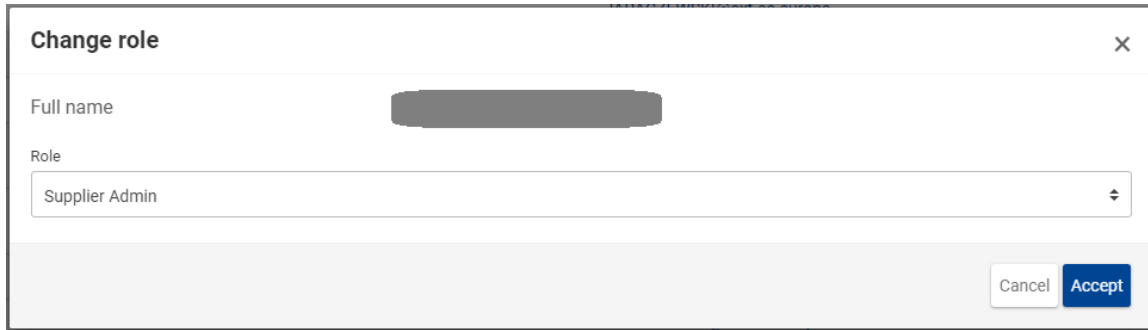
**Figure 19 User's invitations**

The new user can then “Accept” one invitation from the list or “Reject” them all. If he accepts one, then he is registered in EPREL with the role indicated in the invitation for that supplier organisation. Otherwise, if he rejects, he is not registered and he is redirected to the welcome screen.

A second or more Supplier Admins could be "invited", as backups in case of internal reorganisation, password forgotten, etc.

The same user can be invited many times by the same organisation or by multiple organisations, it is the first time that he logs in EPREL that he will chose which invitation he accepts. Once one invitation accepted and his account created for that organisation he cannot accept other invitations, the other invitations are automatically rejected and will be shown in status “REJECTED” to the user who invited him.

Supplier Admin can also change the roles of other users by clicking the button “Change role”.



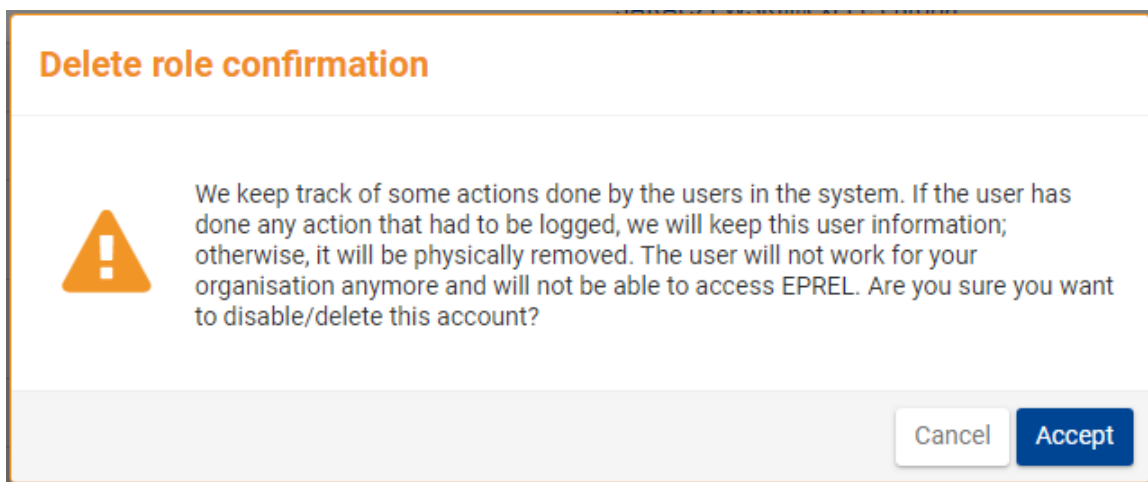
**Figure 20 Change role**

A form will pop up asking:

- **Role:** The new role of the user in the supplier organisation, i.e. Supplier Admin or Supplier User.

Once the role is changed, an email is sent to the user to notify him about the change.

Supplier Admin can also delete other users by clicking the button “Delete”.



**Figure 21 Change role**

A form will pop up notifying the user that the user is only removed physically if he has not uploaded/downloaded technical documentation, in that case it will be kept in status “INACTIVE” and will not be able to work with EPREL. Deleted users can be invited again.

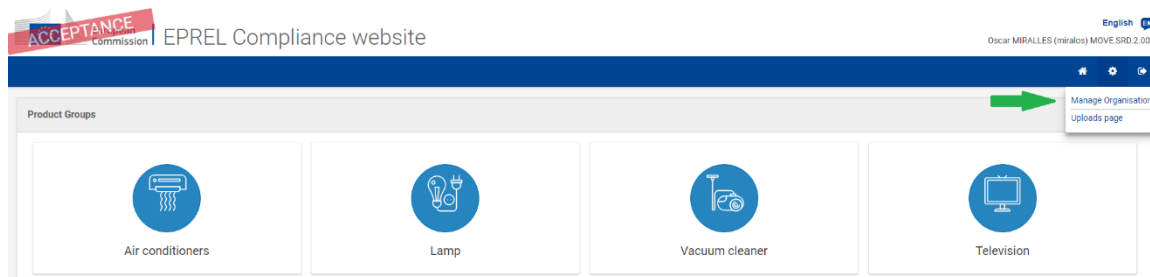
The Supplier Admin confirms the action by clicking “Accept”.

Once the user is deleted, an email is sent to the user to notify him about the deletion.

## 6. MANAGEMENT OF SUPPLIER ORGANISATION

Once the basic supplier organisation data is filled, accepted and created in the database, the user is able to edit it if there are any mistakes or changes.

The user with role Supplier Admin can click the menu “Manage Organisation” and edit the data. The user with role Supplier User can only view the data.



**Figure 22 Manage supplier organisation**

### 6.1. Manage supplier organisation

The user can edit the supplier organisation basic data; all data can be changed.

Brand/Trademarks cannot be edited, in case they are being used by any model registered in the system. If they are not used, they can be removed.

Contacts and Users can be only managed by Supplier Admin.