switchasia
Funded by
the European Union
Travelife
Sustainability in tourism
Suppliers Sustainability Check Manual
ECEAT, June 2023
TOURLINK

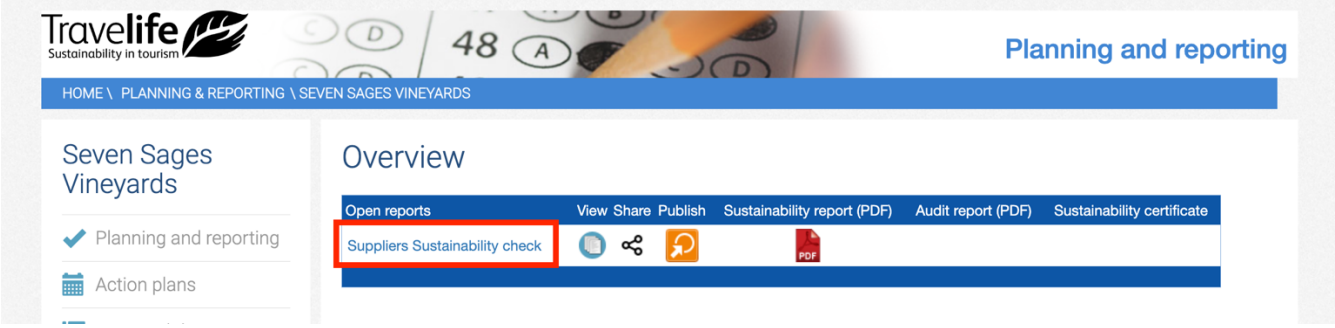
Step 1: Planning & Reporting

Login into the Travelife platform (www.travelife.info) with your username and password provided to you by your tour operator partner. The username is your email and the default password is “travelife”. You are advised to change your password after first time log-in.

After log-in click on the ‘**Planning and Reporting**’ button in the main navigation bar at the home page.

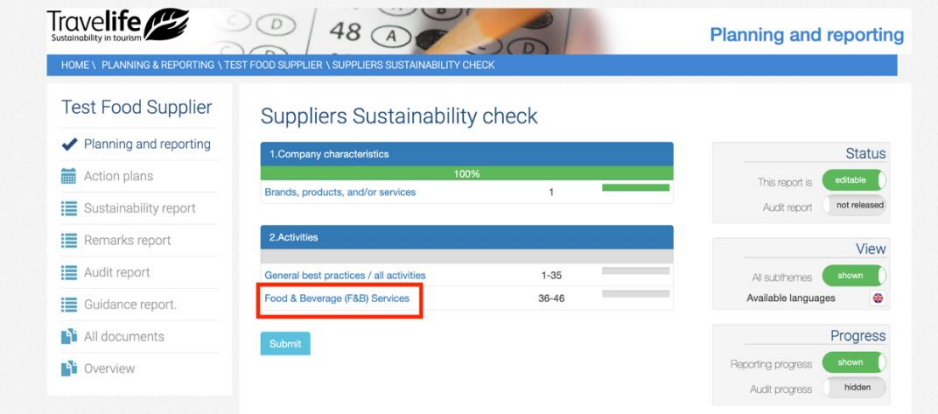
Step 2: Suppliers Sustainability checklist

Click on the **Suppliers sustainability check** to access the checklist.



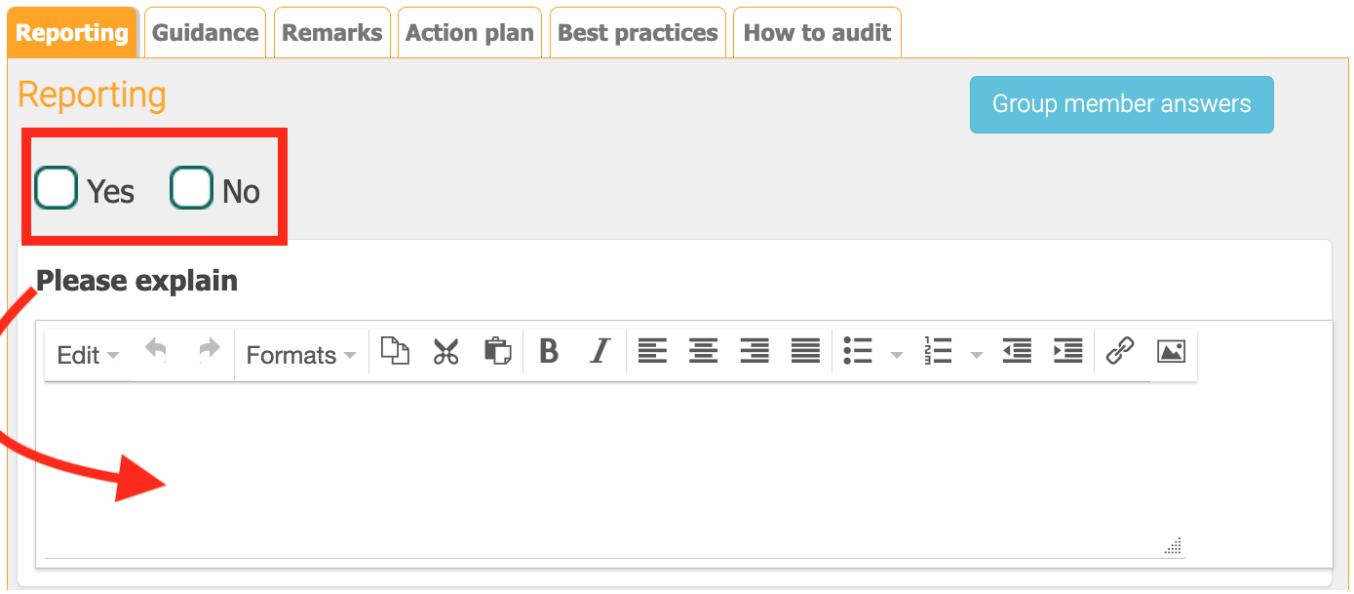
Step 3: Sub-chapters

Click on the Sub-chapter to view the individual criteria. See below the example.



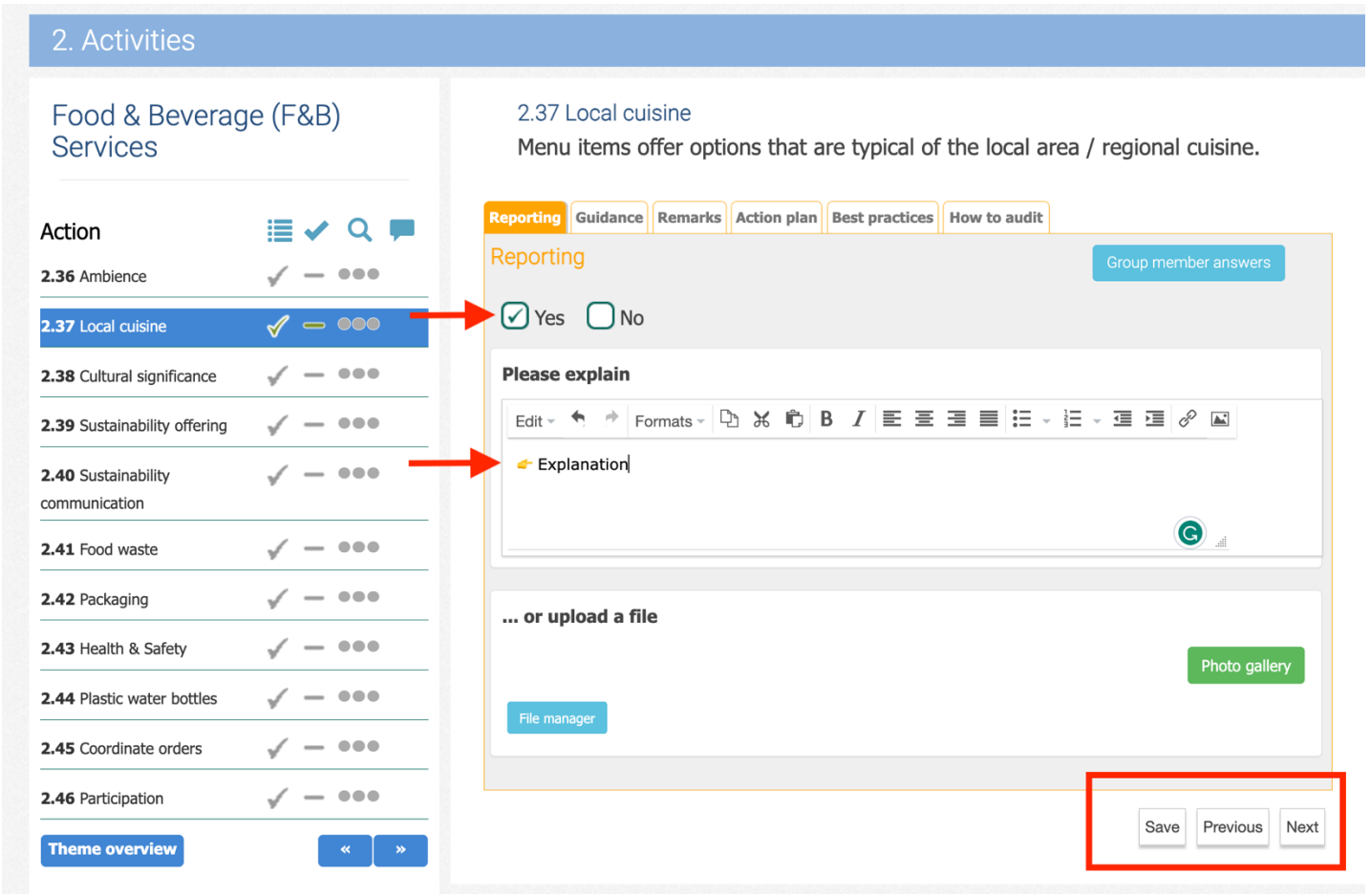
Step 4: Criteria

Answer Yes/No by clicking the boxes for each criterion. In addition, explain your actions briefly in the explanation box that can clarify your compliance or improvement commitments about the criteria.



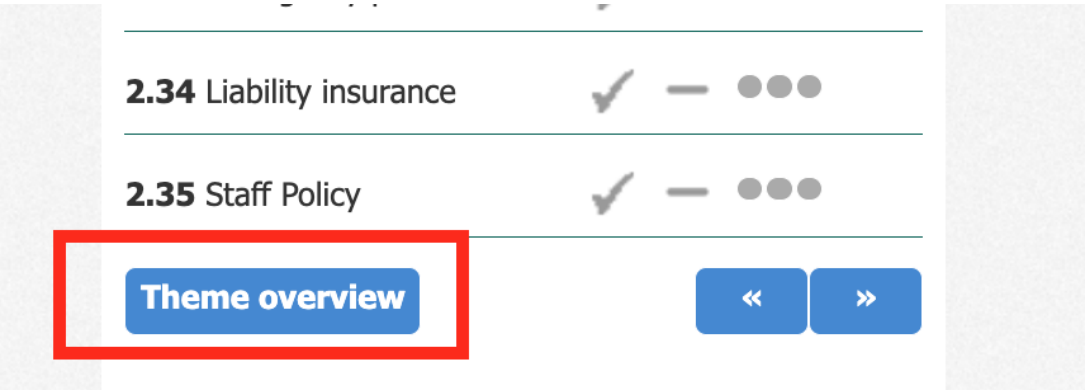
Step 5: Save, Previous, Next

After you click Yes or No and put some explanation into the box, you can click the ‘’**Next**’’ button to view the next criterion. If you want to keep going to fill up your checklist later, you can click on the ‘’**Save**’’ button to save your answers and continue later from where you left off. In case you want to come back to the previous criteria, you can click the ‘’**Previous**’’ button as shown below.

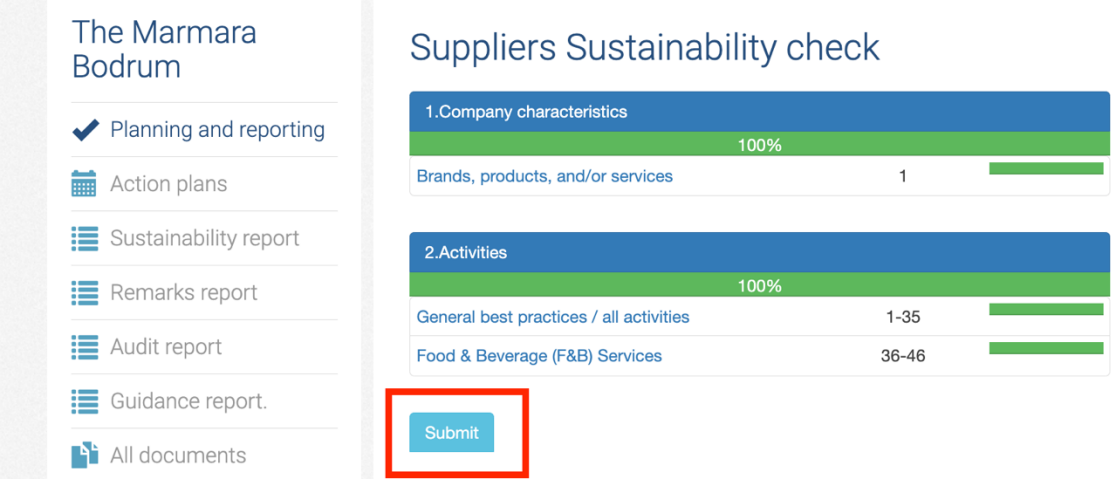


Step 6: Submit your checklist

First you click the ‘’**Theme Overview**’’ as shown below:



Then you can click the ‘’**Submit**’’ button to submit your checklist. Be sure that you complete all the criteria before you submit your checklist.



Congratulations!