



## Ansøgningsguide til Nordic Ecolabelling Portal - Ny licens eller ændring af licens

Sådan ansøger og dokumenterer du, at jeres service lever op til Svanemærkets krav

# Introduktion

Denne ansøgningsguide hjælper dig med at ansøge om en helt ny licens til Svanemærket, eller foretage ændringer i en allerede eksisterende licens, og dokumentere, at jeres service lever op til Svanemærkets krav.

- Læs venligst guiden grundigt igennem, inden du starter din ansøgning og dokumentation.
- Brug guiden samt kriteriedokumentet som støtte, når du arbejder med din ansøgning.
- Denne guide vil blive opdateret, når nye funktioniteter lanceres i portalen. Du kan altid downloade den nyeste version fra [Svanemaerket.dk](https://svanemaerket.dk).

## Indhold

### Ansøgningsprocessen

Trin 1: Log ind og skift din adgangskode

Trin 2: Opret din ansøgning

Trin 3: Dokumenter, at jeres service lever op til Svanemærkets krav

Trin 4: Send din ansøgning

# Ansøgningsprocessen

Sådan ansøger og dokumenterer du, at jeres service lever op til Svanemærkets krav

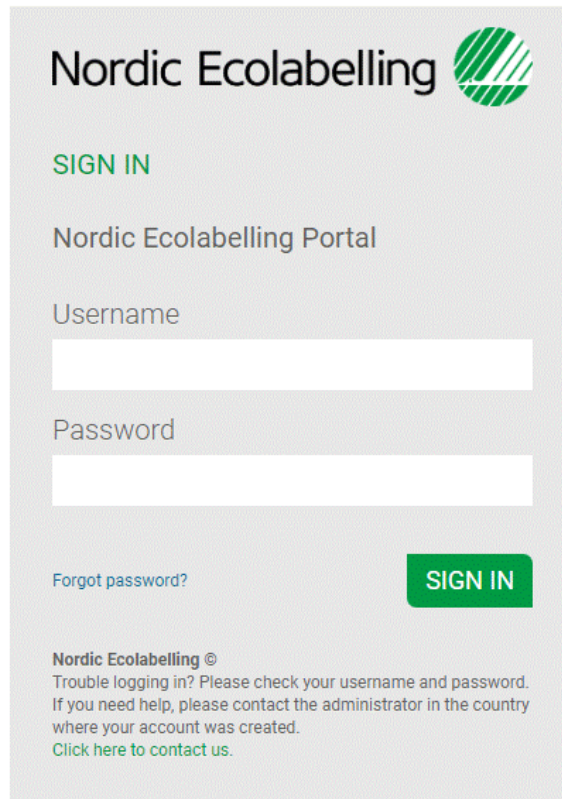
1.  
Log ind og skift din adgangskode

2.  
Opret din ansøgning

3.  
Dokumenter, at jeres service lever op til Svanemærkets krav

4.  
Send din ansøgning

## 1. Log ind og skift din adgangskode

**Nordic Ecolabelling** 

**SIGN IN**

Nordic Ecolabelling Portal

Username

Password

[Forgot password?](#) **SIGN IN**

**Nordic Ecolabelling** ©  
Trouble logging in? Please check your username and password.  
If you need help, please contact the administrator in the country  
where your account was created.  
[Click here to contact us.](#)

4.3.0.1


Benyt Microsoft Edge eller Google Chrome som webbrowser.



Log venligst ind på portalen her:  
[Nordic Ecolabelling Portal](#)

## 1. Log ind og skift din adgangskode



Nordic Ecolabelling 

### Terms & Conditions

By using the site I accept the following terms and conditions of Nordic Ecolabelling's portal:

- The login credentials are personal and may not be given to another person.
- The login is valid for as long as my company has ongoing applications in the portal or valid ecolabelling licences.
- I understand that I am responsible to ensure the information and the documents I submit in the portal are correct and truthful.
- I am aware that Nordic Ecolabelling may change my password to avoid misuse, and that I will be informed of this immediately.
- Nordic Ecolabelling may withdraw my login credentials if I or my company in any way breach these rules or in some other way misuse the portal in a manner that goes against its purpose.

**Terms & Conditions** vises første gang, du logger ind.

Du skal acceptere **Terms & Conditions** for at fortsætte.

Vær opmærksom på, at du ikke må bruge Googles indbyggede funktion til at oversætte web-siderne i portalen, da det kan medføre tekniske udfordringer og fejl i systemet.

# 1. Log ind og skift din adgangskode

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation menu is highlighted with a red box, containing the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The main content area is titled 'Welcome to Nordic Ecolabelling Portal' and includes the following text:

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#). On this web page you find the criteria for your product area and necessary guidelines to the application process. If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements. Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper. If you need help, you are always welcome to contact us.

Below this, there is a section titled 'Terms and conditions and marketing guidelines' with several links:

- [Responsibility of the Primary Licence Contact](#)
- [Regulations for the Nordic Ecolabelling of Products](#)
- [Fee Regulations for Nordic Swan Ecolabel](#)
- [Graphical guidelines and logo files for product packaging and services](#)
- [Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services](#)
- [Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products](#)
- [REGULATION \(EC\) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments](#)

At the bottom, there is a section titled 'Visit our websites for more information:' with links to regional websites:

- [Ecolabel.dk](#)
- [Svanemerket.no](#)
- [Joutsenmerkki.fi](#)
- [Svanen.se](#)
- [Svanurinn.is](#)

There is also a link to [Portal terms and conditions](#).

Når du er logget ind, vil du se dette skærmbillede.

Her kan du finde din virksomheds igangværende ansøgninger, information om alle jeres licenser, certificerede serviceydelser, kontakter og brands.

Vilkår og betingelser, samt links til den nordiske og vores nationale hjemmesider, finder du også her.

# Ansøgningsprocessen

Sådan ansøger og dokumenterer du, at jeres service lever op til Svanemærkets krav

1.

Log ind og skift din adgangskode

2.

Opret din ansøgning

3.

Dokumenter, at jeres service lever op til Svanemærkets krav

4.

Send din ansøgning

## 2. Opret din ansøgning

APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS

Jane Hanson  
Clariwood Inc JH

APPLICATION  
LICENCES  
LICENCE PRODUCTS  
CONTACTS  
BRANDS

Home to Nordic Ecolabelling Portal

Nordic Ecolabelling

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#). On this web page you find the criteria for your product area and necessary guidelines to the application process. If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements. Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper.

If you need help, you are always welcome to contact us.

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### Terms and conditions and marketing guidelines

[Responsibility of the Primary Licence Contact](#)  
[Regulations for the Nordic Ecolabelling of Products](#)  
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Visit our websites for more information:

[Ecolabel.dk](#) [Svanemarket.no](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#) [Nordic-Ecolabel.org](#)

[Portal Terms and conditions](#)

Klik venligst på **Application og Add Application** for at starte din ansøgning.



## 2. Opret din ansøgning

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clarirwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several dropdown menus: 'Applicant \*' (set to 'Clarirwood Inc.'), 'Applicant's Naming of Application', 'Application Type \*', and 'Certifying Country \*'. A red box highlights this section. Below this, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by', each with checkboxes and links to external regulations.

Giv din ansøgning et passende og letforståeligt navn i feltet **Applicant's Naming of Application**.

Klik herefter på **Application Type** og vælg mellem, at:

- starte en ansøgning om en ny licens til et serviceområde, hvor I ikke allerede har licens (**New**)
- udvide en eksisterende licens ved at tilføje flere services (**Extension**)
- ændre egenskaberne på den service, som allerede er certificeret, f.eks. udskiftning af kemikalieleverandør (**Change**)

## 2. Opret din ansøgning

The screenshot shows a web application form for creating an application. The form is titled "Application Information" and includes several fields and dropdown menus. A red box highlights the "Applicant" field, which is set to "Clariwood Inc.". Another red box highlights the "Application Type" dropdown menu, which is currently set to "Change". A third red box highlights the "Licence" dropdown menu, which is currently set to "3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation". A fourth red box highlights the "Applicant's description of application, production title and service information" field, which is currently empty. The form also includes a "SAVE" button and a "SIGN & CREATE APPLICATION" button. The top navigation bar includes links for "APPLICATIONS", "LICENCES", "LICENCE PRODUCTS", "CONTACTS", and "BRANDS". The user's name "Jens Jensen" and company "Clariwood Inc." are displayed in the top right corner.

Hvis du ønsker at udvide med flere serviceområder, eller foretage ændringer i en allerede eksisterende licens, skal du vælge henholdsvis **Extension** eller **Change** på **Application Type** drop-down-listen.

På listen skal du vælge den licens, du ønsker at udvide/ændre.

Benyt **Applicant's Description** til at beskrive hvilke udvidelser, eller andre ændringer, du vil foretage i licensen. Angiv også om der er nogle specielle oplysninger, vi skal tilføje på fakturaen, vi sender til jer (f.eks. en anden fakturaadresse, reference- eller EAN-nummer).

Vælg herefter kontaktpersonen i din virksomhed.

## 2. Opret din ansøgning

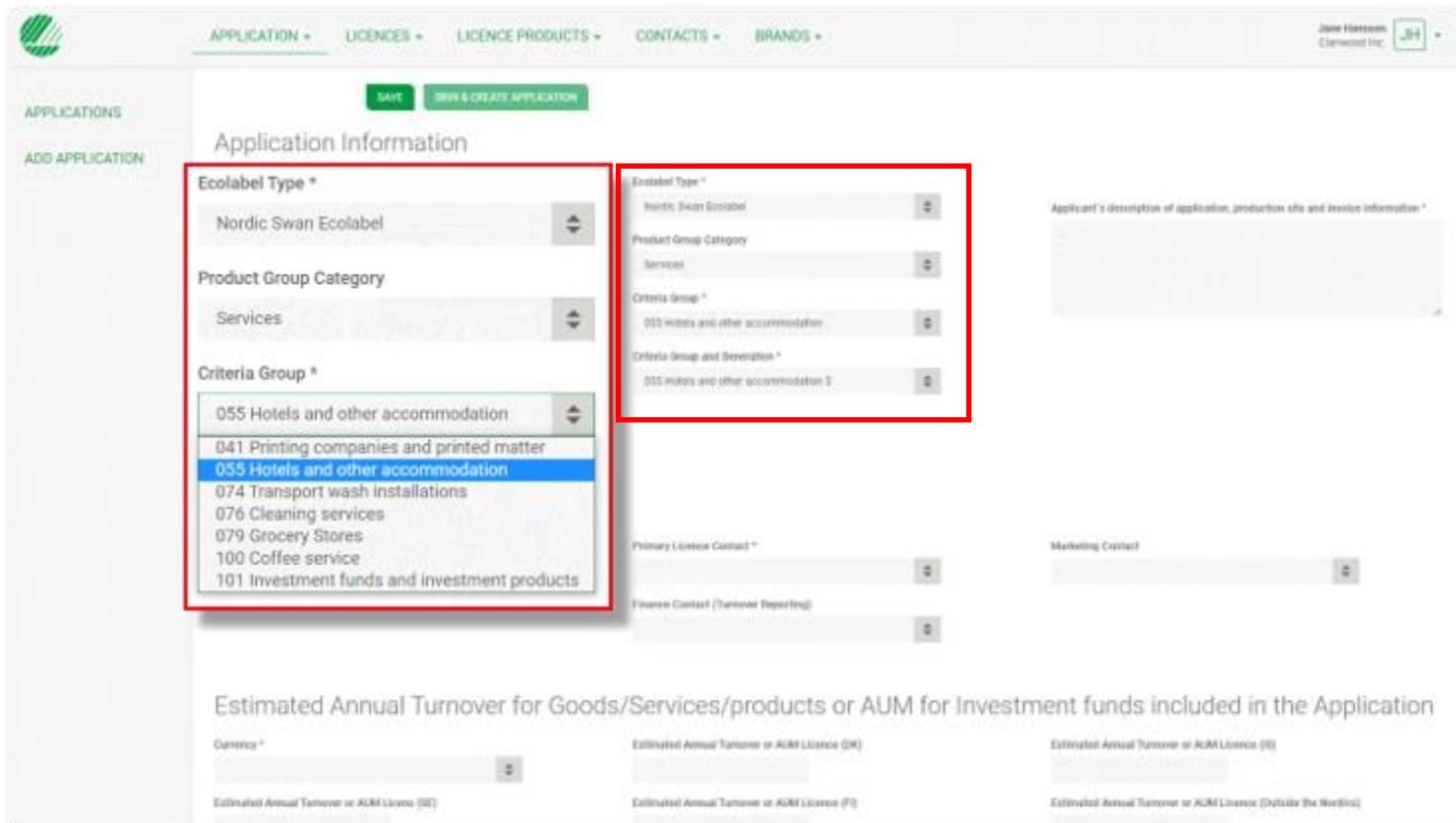
The screenshot shows a web application interface for creating an application. The main form is titled "Application Information" and includes fields for "Applicant \*", "Applicant's Naming of Application", "Application Type \*", and "Certifying Country \*". A red box highlights the "Application Type" dropdown menu, which is shown in a zoomed-in view on the right. The dropdown menu lists three options: "New", "Extension", and "Change". The "New" option is highlighted in blue. The interface also includes a "SAVE" button and a "SIGN & CREATE APPLICATION" button. The user's name "Jane Hansson Clariwood Inc." and initials "JH" are visible in the top right corner.

Når du vælger **New** på drop-down listen **Application Type**, kommer der nye lister frem, hvor du skal foretage valg.

Start med at vælge dit eget land under **Certifying Country**, som bliver det land, der skal behandle din ansøgning.

Usanset hvilket land du vælger, er licensen gyldig i hele verden.

## 2. Opret din ansøgning



The screenshot shows the 'Application Information' form. The 'Ecolabel Type' dropdown is set to 'Nordic Swan Ecolabel'. The 'Product Group Category' dropdown is set to 'Services'. The 'Criteria Group' dropdown is open, showing a list of options with '055 Hotels and other accommodation' selected. The 'Criteria Group and Generation' dropdown is also set to '055 Hotels and other accommodation'. The form includes fields for 'Primary License Contact', 'Finance Contact', and 'Marketing Contact'. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' in various currencies (DKK, SEK, USD, GBP, EUR).

Vælg **Nordic Swan Ecolabel** (det engelske navn for Svanemærket) på **Ecolabel Type** drop-down listen.

Vælg **Services** på **Category** drop-down listen.

Vælg herefter **Criteria Group** (f.eks. 055 Hotels and other accommodations).

## 2. Opret din ansøgning

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clariwood Inc.' with a 'JH' profile icon. The main form is titled 'Application Information' and contains several fields:

- Applicant \***: Clariwood Inc.
- Ecolabel Type \***: Nordic Swan Ecolabel
- Applicant's Naming of Application**: (empty)
- Product Group Category**: Goods
- Application Type \***: New
- Criteria Group \***: 031 Furniture and fittings

The 'Applicant's description of application, production site and invoice information \*' field is highlighted with a red box and contains the following text:

Hotel accommodation, Hotel restaurant, Conference, Café  
Stora Kopparberget 10, 12345 Helsinki  
Xxx xxx  
Yyy yy

Below this field, there are dropdown menus for 'Marketing Contact' and 'Finance Contact (Turnover Reporting)'. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' with sub-fields for Currency and turnover/AUM for DK, IS, SE, FI, and Outside the Nordics.

Benyt **Applicant's Description** til at beskrive de serviceområder, du ønsker at medtage i din ansøgning. F.eks. konferencefaciliteter og hotel/restaurant.

Angiv om nogle af serviceområderne har specifikke navne, der adskiller sig fra virksomhedens navn, f.eks. "The Burger Restaurant" på Hotel Nova.

Angiv endvidere om der er nogle særlige informationer, som vi skal tilføje den faktura, vi sender til din virksomhed (f.eks. en anden fakturaadresse, et reference- eller EAN-nummer).

## 2. Opret din ansøgning

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATIONS', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. A dropdown menu is open under 'CONTACTS', showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. The main form area is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (New), and 'Certifying Country \*' (SWEDEN). Below this is a section titled 'Contact Persons in your Company' with dropdowns for 'Primary Application Contact \*', 'Primary Licence Contact \*', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. At the bottom, there are fields for 'Estimated Annual Turnover or AUM Licence' in various currencies (DK, IS, SE, FI, Outside the Nordics).

Vælg den **Primary Application Contact**, som skal være ansvarlig for den specifikke ansøgning.

Vælg herefter en **Primary Licence Contact**. Det kan være den samme person som ovenfor eller en anden person i virksomheden, der er ansvarlig for alle virksomhedens licenser i portalen.

Hvis en kontaktperson fra din virksomhed ikke fremgår af listen, skal du først trykke **Save**, hvorefter du skal gå til **Contacts** øverst i menuen og tilføje personen ved at klikke på **Add Contacts**.

## 2. Opret din ansøgning

The screenshot shows a web application interface for creating a certification application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson' from 'Clariwood Inc.'. The main form is titled 'Application Information' and contains several sections:

- Application Information:** Fields for Applicant (Clariwood Inc.), Applicant's Naming of Application, Application Type (New), and Certifying Country (SWEDEN).
- Product and Criteria Information:** Fields for Ecolabel Type (Nordic Swan Ecolabel), Product Group Category (Goods), Criteria Group (031 Furniture and fitments), and Criteria Group and Generation (031 Furniture and fitments 5).
- Applicant's description of application, production site and invoice information:** A text area containing: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy'.
- Contact Persons in your Company:** Fields for Primary Application Contact, Primary Licence Contact, Finance Contact (Turnover Reporting), and Marketing Contact. A red box highlights the Primary Licence Contact, Finance Contact, and Marketing Contact fields.
- Estimated Annual Turnover or AUM for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and four separate fields for Estimated Annual Turnover or AUM Licence in different currencies (DK, IS, SE, FI, and Outside the Nordics).

Vælg venligst den **Marketing Contact**, som skal være ansvarlig for Svanemærket i jeres markedsføring, når I har opnået en certificering.

Vælg herefter den **Finance Contact**, som skal være ansvarlig for indberetning af jeres årlige omsætning af den svanemærkede service tilknyttet jeres licens.

## 2. Opret din ansøgning

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency \*  
EUR

Estimated Annual Turnover or AUM Licence (DK)  
18.000.000

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licens (SE)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Estimated Annual Turnover or AUM Licence (NO)

SAVE SIGN & CREATE APPLICATION

All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted  
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4.3.0.1

Klik på **Currency** og vælg den valuta I ønsker at angive jeres omsætning i.

Angiv virksomhedens årlige estimerede omsætning. Brug ikke punktum, mellemrum eller komma.



## 2. Opret din ansøgning

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Generation	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OTN)	Valid From	Valid To
No records are available in this view												

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency \*  
EUR

Estimated Annual Turnover or AUM Licence (DK)  
5000000

Estimated Annual Turnover or AUM Licence (IS)  
15500

Estimated Annual Turnover or AUM Licence (SE)  
3500000

Estimated Annual Turnover or AUM Licence (FI)  
5000000

Estimated Annual Turnover or AUM Licence (Outside the Nordics)  
0

Estimated Annual Turnover or AUM Licence (NO)  
250000

We Undertake the Regulations by Creating this Request of Application

- Nordic Ecolabelling Regulations Accepted \* ([Regulations for Nordic Ecolabelling of Products](#)) OR Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32010R0066&from=EN>
- The responsibilities of the PLC ([Licensees Commitment](#) [Fee Regulations](#))

SAVE SIGN & CREATE APPLICATION

Læs venligst **Regulations** grundigt igennem.

Sæt herefter kryds i de to felter nederst for at bekræfte, at din virksomhed accepterer og overholder disse regler.

Knappen **Sign & Create Application** aktiveres og bliver mørkegrøn, når begge felter er krydset af.

Klik på **Sign & Create Application** for at fortsætte.

## 2. Opret din ansøgning

Record updated successfully.

**CONTINUE APPLICATION** **SAVE**

**CONTINUE APPLICATION** **SAVE**

Application Information

Applicant  
Clariwood Inc.

Applicant's Naming of Application  
Swan project X

Application Type \*  
New

Certifying Country \*  
SWEDEN

Ecolabel Type \*  
Nordic Swan Ecolabel

Product Group Category

Criteria Group \*  
031 Furniture and fitments

ID Number  
29879

Application Status  
New

Application Products

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Gen	From	Valid To
No records are available in this view						

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Ansøgningen er nu oprettet og forsynet med et **Application ID Number** og en **Application Status**.

Ansøgningen er sendt til Nordisk Miljømærkning og et ansøgningsgebyr vil blive faktureret.

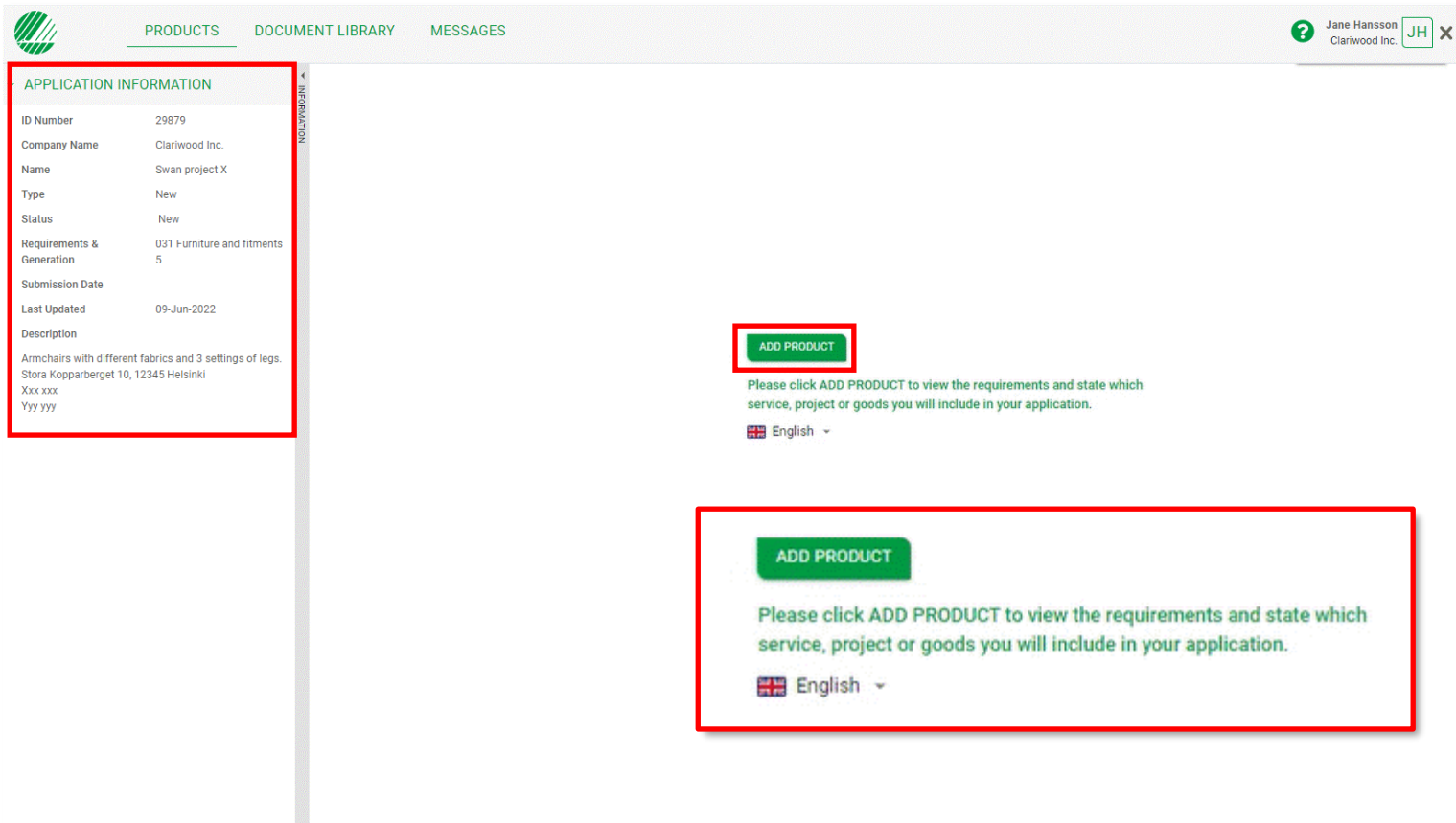
Klik på **Continue Application** for at fortsætte.

# Ansøgningsprocessen

Sådan ansøger og dokumenterer du, at jeres service lever op til Svanemærkets krav

1. Log ind og skift din adgangskode
2. Opret din ansøgning
3. Dokumenter, at jeres service lever op til Svanemærkets krav
4. Send din ansøgning

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav



The screenshot shows a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right side of the navigation bar, there is a user profile for 'Jane Hansson' at 'Clariwood Inc.' with initials 'JH' and a close button 'x'. The main content area is divided into two sections. The left section, titled 'APPLICATION INFORMATION', is enclosed in a red box and contains the following details:

ID Number	29879
Company Name	Clariwood Inc.
Name	Swan project X
Type	New
Status	New
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	09-Jun-2022
Description	Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy

The right section contains a green 'ADD PRODUCT' button, also enclosed in a red box. Below the button, there is a text prompt: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' and a language dropdown menu set to 'English'.

Afsnittet **Application Information** viser status og andre informationer på din ansøgning.

Klik på **Add Product**, hvis du arbejder på en ny licens.

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav

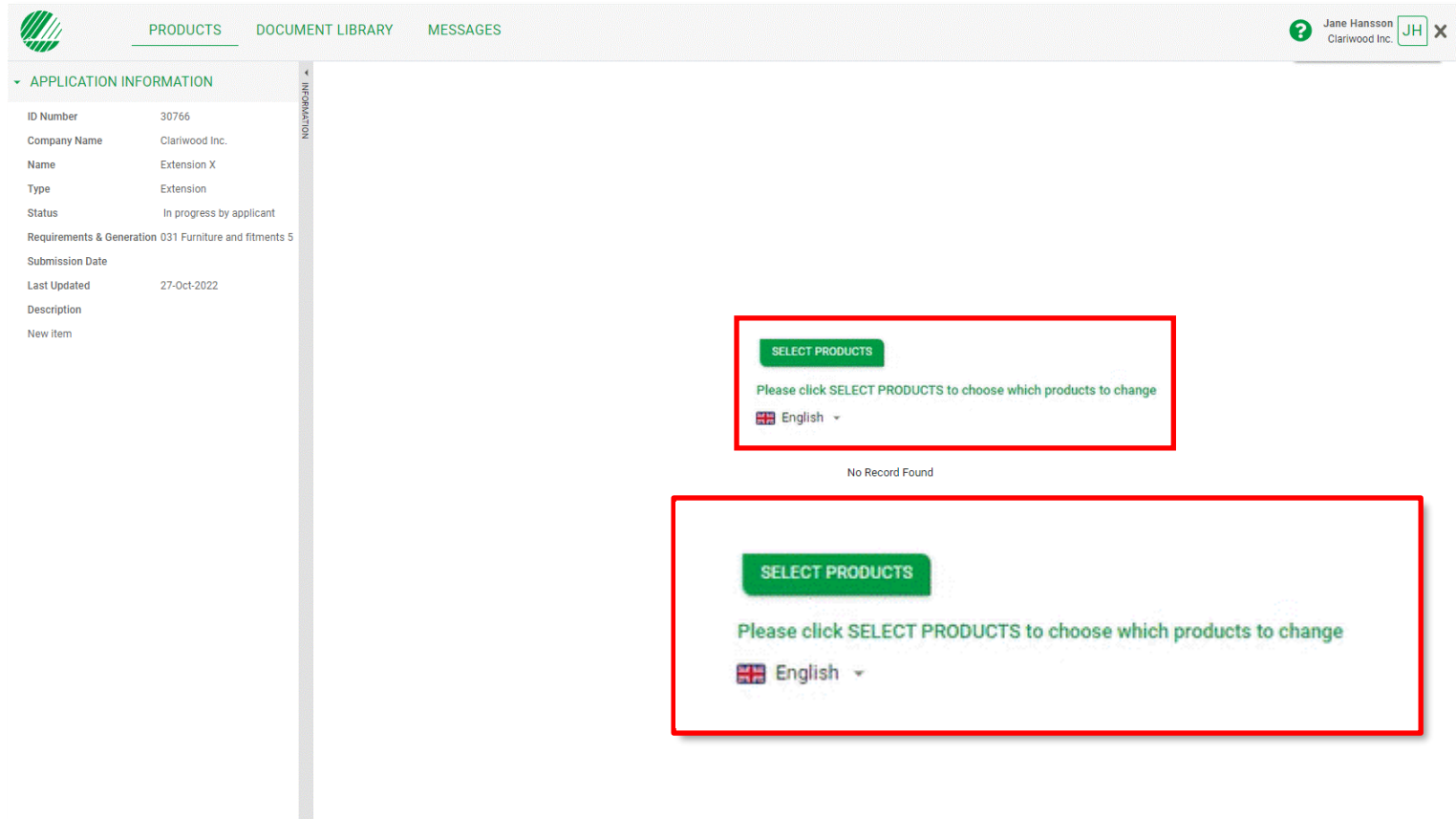
The screenshot displays a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible. The main content area is titled 'APPLICATION INFORMATION' and contains a table with the following data:

ID Number	30766
Company Name	Clariwood Inc.
Name	Extension X
Type	Extension
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	27-Oct-2022
Description	
New Item	

Below the table, there are two identical panels, each enclosed in a red box. Each panel contains two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons, the text reads: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. At the bottom of each panel is a language dropdown menu set to 'English'.

Klik på **Add New Product** eller **Copy Existing Product** for at tilføje flere services til en licens.

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav



The screenshot shows a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, there is a user profile for 'Jane Hansson Clariwood Inc.' with initials 'JH' and a close button 'x'. On the left, under 'APPLICATION INFORMATION', there is a table with the following data:

ID Number	30766
Company Name	Clariwood Inc.
Name	Extension X
Type	Extension
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	27-Oct-2022
Description	
New Item	

The main content area contains two identical blocks, each enclosed in a red rectangular box. Each block features a green button labeled 'SELECT PRODUCTS', followed by the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu currently set to 'English'. Below the first block, the text 'No Record Found' is visible.

Hvis du ønsker at foretage ændringer, skal du klikke på **Select Products**.

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav.

PRODUCTS DOCUMENTS

Jane Hansson  
Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

031 Furniture and fitments Version 5.1

- What can carry the Nordic Swan Ecolabel?
  - What can not be Nordic Swan Ecolabelled
  - Instructions
- General Product Information
  - Name, Type, Brand, etc.
  - Market information and Trade Names
  - Other information
- Product and material composition
  - Description of the product
  - Materials in the product
    - Sound-absorbing materials
    - Padding materials
    - Weight of the materials
- Product requirements
  - Chlorinated plastic
  - Metal details
  - Safety and performance properties
  - Biocides during transport
  - Standby power consumption
  - Built-in lamps
- Quality and circular requirements
  - Wear resistance of surfaces
  - Durability of mattresses
  - Marketing
- Warranty and spare parts
  - Warranty
  - Spare parts
  - Traceability labelling
  - Disassembly and separability
  - Disassembly of metal parts
  - Maintenance
  - Removable covers
  - Circular design
- Consumer information
- Packaging
  - Prohibited materials in packaging
  - Recycled materials in packaging
- Chemicals

SAVE & CLOSE SAVE CLOSE

The product must not contain more than 5% by weight of materials for which the criteria do not specify requirements.

Relevant products in addition to those specified above may be included in the product group upon request if they can be considered to be furniture/fitment products. This applies only to products made of materials for which requirements are imposed

Afsnittet **Navigate Content** giver dig et overblik over kravene.

Når du begynder at dokumentere, hvordan jeres service lever op til kravene, vises et statussymbol til højre i navigationsmenuen afhængig af, hvilken status det pågældende krav har.

Hvis du klikker på en overskrift i menuen, kommer du ind til kravafsnittet. Du kan også scrolle gennem alle kravafsnittene.

Hvis du klikker på pilene, kan du åbne og skjule afsnit.

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav

The screenshot shows a web application interface for documenting product requirements. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains a tree view under "NAVIGATE CONTENT" with categories like "031 Furniture and fittings Version 5.1", "General Product Information", "Product and material composition", "Product requirements", "Quality and circular requirements", "Warranty and spare parts", "Packaging", and "Chemicals".
- Header:** The top right corner shows the user's name "Jane Hansson" and company "Clariwood Inc." with a profile icon.
- Form Fields:** The main content area is titled "PRODUCTS > REQUIREMENTS" and "General Product Information". It includes a "Name" field with the value "Tranquil", a "Type" dropdown menu set to "Arm chair", and a "Please select End Market(s)" dropdown menu set to "Consumer".
- Buttons:** Three green buttons are visible: "SAVE & CLOSE", "SAVE", and "CLOSE". A "NEW MESSAGE" button is also present.
- Messages:** A "MESSAGES" section contains a rich text editor with a "SEND" button. The text in the editor reads: "The product is mainly marketed to consumers, however ...".
- User Profile:** A card for "JANE HANSSON" is shown at the bottom, featuring a hand icon and a timestamp "9:20".

Husk at benytte **Save** knappen.

Brug kun **Close** knappen, hvis du ikke ønsker at gemme dine ændringer.

Brug **Save & Close** for at komme retur til produktoversigten.

Klik **New Message** for at skrive en besked eller en note til afsnittet/kravet. Hvis du skriver et spørgsmål, som du har behov for "hurtigt" svar på, skal du klikke på symbolet med hånden i vejret, så det bliver grønt for hjælp.



### 3. Dokumenter, at jeres service lever op til Svanemærkets krav

The screenshot shows a web application interface for document management. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hanson Clarivood Inc' with initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains instructions for downloading and unzipping writable declarations. A dropdown menu is highlighted with a red box, showing options: 'Not started', 'In progress by applicant', and 'Ready for evaluation'. Below this, a form field for '01 Description of the product' is highlighted with a red box, showing the text 'Product name A'. Another red box highlights an 'ADD DOCUMENT' button and a document named 'General decription.docx'. A 'NEW MESSAGE' button is visible at the bottom left of the main content area.

Dokumenter, at jeres service lever op til Svanemærkets krav ved at svare på spørgsmålene i hvert afsnit.

Når der anmodes om dokumentation, skal du klikke på **Add Document** og linke relevante filer fra dit **Document Library** til afsnittet, eller uploade og linke til en ny fil.

Når du er færdig, skal du klikke på drop-down listen ud for overskriften og ændre status fra **In Progress by Applicant** til **Ready for Evaluation**.

Fortsæt til næste afsnit.

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. The table lists several 'Copy - Copy - Copy - Tranquil' products. A red box highlights a 'Copy' button in the top right of the table. Another red box highlights a context menu with three options: 'Copy' (with a pencil icon), 'Open and Edit' (with a document icon), and 'Cancel Product' (with a prohibition sign icon).

Name	Type	Date Modified	Status
<a href="#">Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Tranquil</a>	Arm chair	09/6/2022 16:13	In progress by applicant
<a href="#">Tranquil</a>	Arm chair		

Hvis du søger om licens til mere end én service, og disse services er ens, så kan du spare tid, hvis du starter med at dokumentere, hvordan ét af disse services lever op til Svanemærkets krav. Klik derefter på **Copy** for at oprette en kopi af den service, du har uploadet dokumentation på.

Klik på blyant-ikonet for hver kopi og udskift navnet på den pågældende service samt andre informationer, som er forskellige.

### 3. Dokumenter, at jeres service lever op til Svanemærkets krav

The screenshot shows a web application interface for document management. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- Name, Type, Brand, etc.** (highlighted with a red box):
  - Name: Copy - Tranquil
  - Type: In progress by applicant (dropdown menu open, showing options: Not started, In progress by applicant, Ready for evaluation, Response needed from applicant)
  - Please select End Market(s)
  - Registered brand name
  - Please state the **brand** name of the product
  - Registered brand owner
  - Please state the **brand owner** of the brand above
- Market information and Trade Names** (Not started):
  - You must select at least one sales country below!

A 'NEW MESSAGE' button is visible at the bottom left of the main content area.

Når du åbner en kopi for at lave tilretninger, skal du først ændre afsnittets status fra **Ready for Evaluation** til **In progress by Applicant**.

Herefter skal du lave dine tilretninger og afslutte med at ændre afsnittets status til **Ready for Evaluation**.

Når du er færdig med din dokumentation, og har ændret status i alle afsnit til **Ready for Evaluation**, skal du klikke på **Save & Close**.

# Ansøgningsprocessen

Sådan ansøger og dokumenterer du, at jeres service lever op til Svanemærkets krav

1.  
Log ind og skift adgangskode
2.  
Opret din ansøgning
3.  
Dokumenter, at jeres service lever op til Svanemærkets krav
4.  
Send din ansøgning

## 4. Send din ansøgning

The screenshot displays a web application interface for product management. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hanson, Clariwood Inc. (JH). The main content area is titled 'Products' and features a table with columns for Name, Type, Date Modified, and Status. A red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner. Another red box highlights a status dropdown menu for a product row, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. A third red box highlights a larger status dropdown menu with the same options. The table contains several rows of product data, including names like 'Copy - Copy - Tranquil' and 'Tranquil', types like 'Arm chair', and dates.

Name	Type	Date Modified	Status
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:20	In progress by applicant
Tranquil	Arm chair	09/6/2022 16:13	In progress by applicant
Tranquil	Arm chair	09/6/2022 14:37	In progress by applicant
Copy - Tranquil	Arm chair		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Tranquil	Arm chair		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Copy - Tranquil	Arm chair		

Skift nu status på hver service fra **In Progress by Applicant** til **Ready for Evaluation**.

Klik herefter på **Submit for Evaluation** for at gøre Nordisk Miljømærkning opmærksom på, at din ansøgning er klar, så en **Evaluator** kan starte sagsbehandlingen.



**Udgivet af**

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