Application Guide
New licence or changes

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

Nordic Swan Ecolabel

Introduction

This guide helps you create a new application, or make changes to your licence, and document that you meet the requirements for a Nordic Swan Ecolabel Licence.

- Please read the guide carefully before you start creating the application and document that you meet the requirements.
- Keep the guide besides the criteria document as a support when working with your application.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our websites.

Version 2.0

Contents

The application process

Step 1: Sign in and change your password.
Step 2: Create your application request.
Step 3: Document that you meet the requirements.
Step 4: Submit your application.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

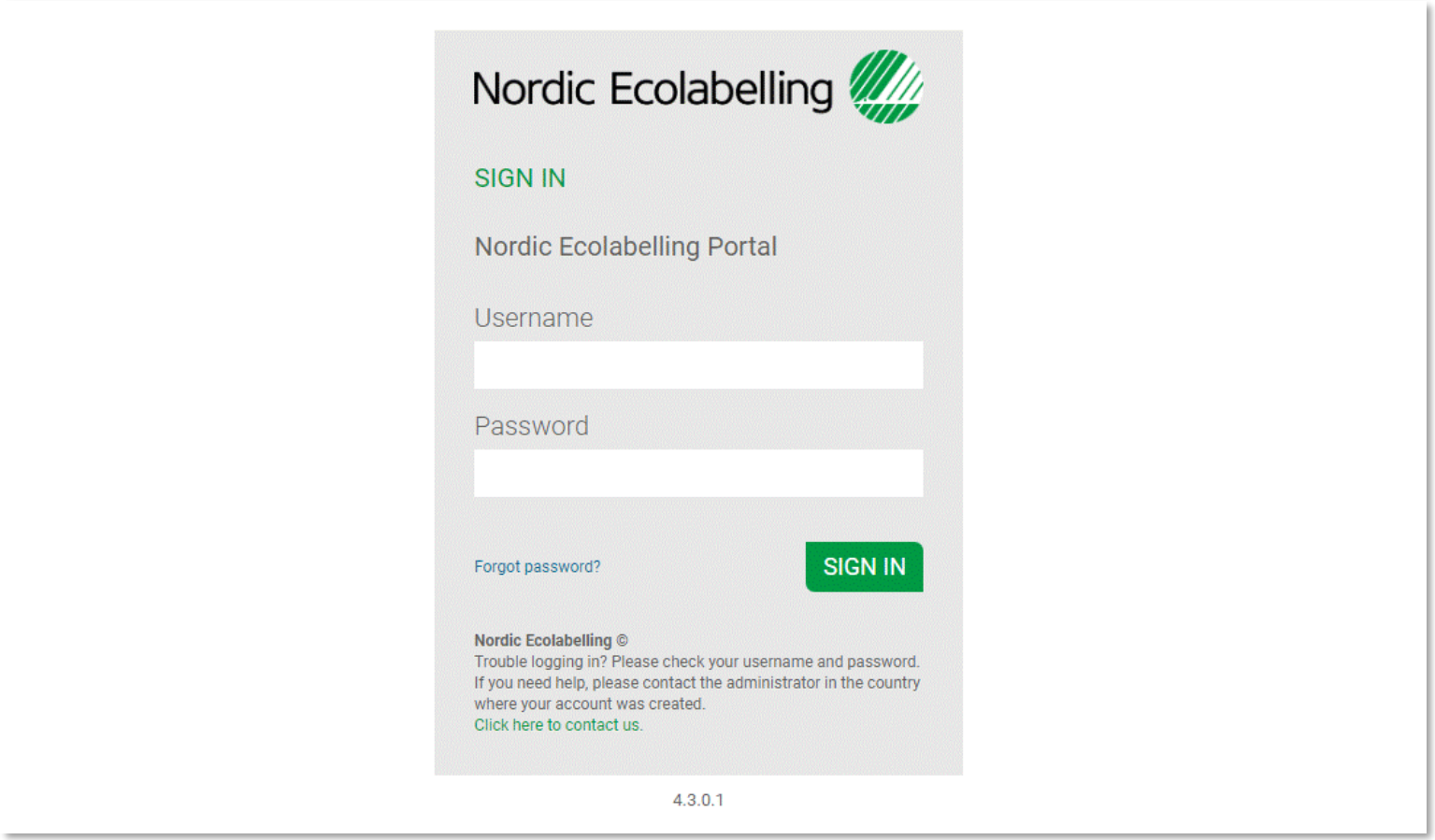
1. Sign in and change your password.

2. Create your application request.

3. Document that you meet the requirements.

4. Submit your application.

1. Sign in and change your password.

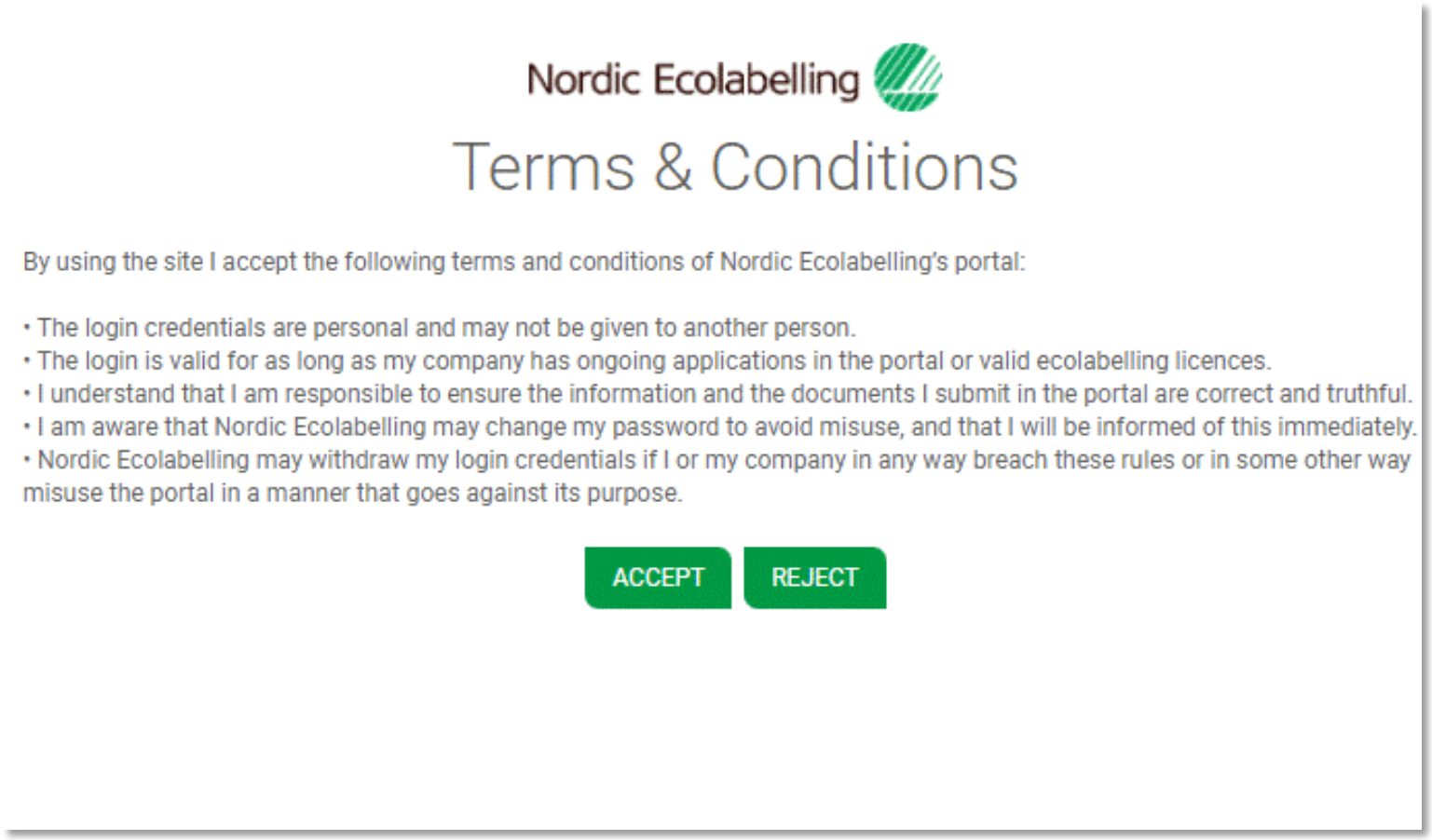


Please use Microsoft Edge or Google Chrome as web browser.

Please sign in here:
Nordic Ecolabelling Portal

The Portal Terms & Conditions appear the first time you log in.

1. Sign in and change your password.

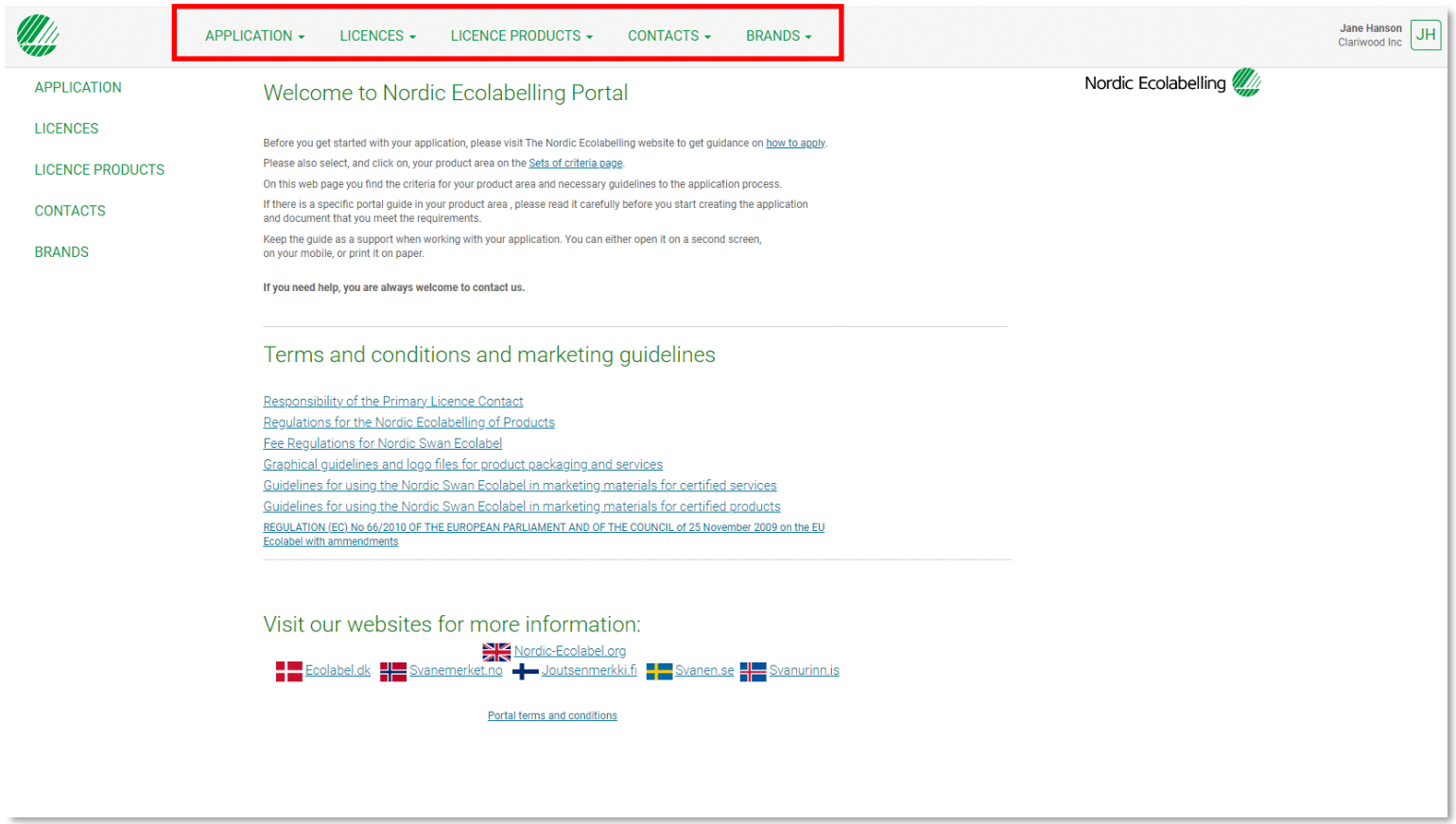


Please note!

Never use Google translate.

You need to accept the Terms & Conditions to proceed.

1. Sign in and change your password.



Once you have signed in, you will see this view.

Here you can find all the ongoing applications for your company.

You will also find information about all the licences, licenced products, contacts and brands registered in your company account.

The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

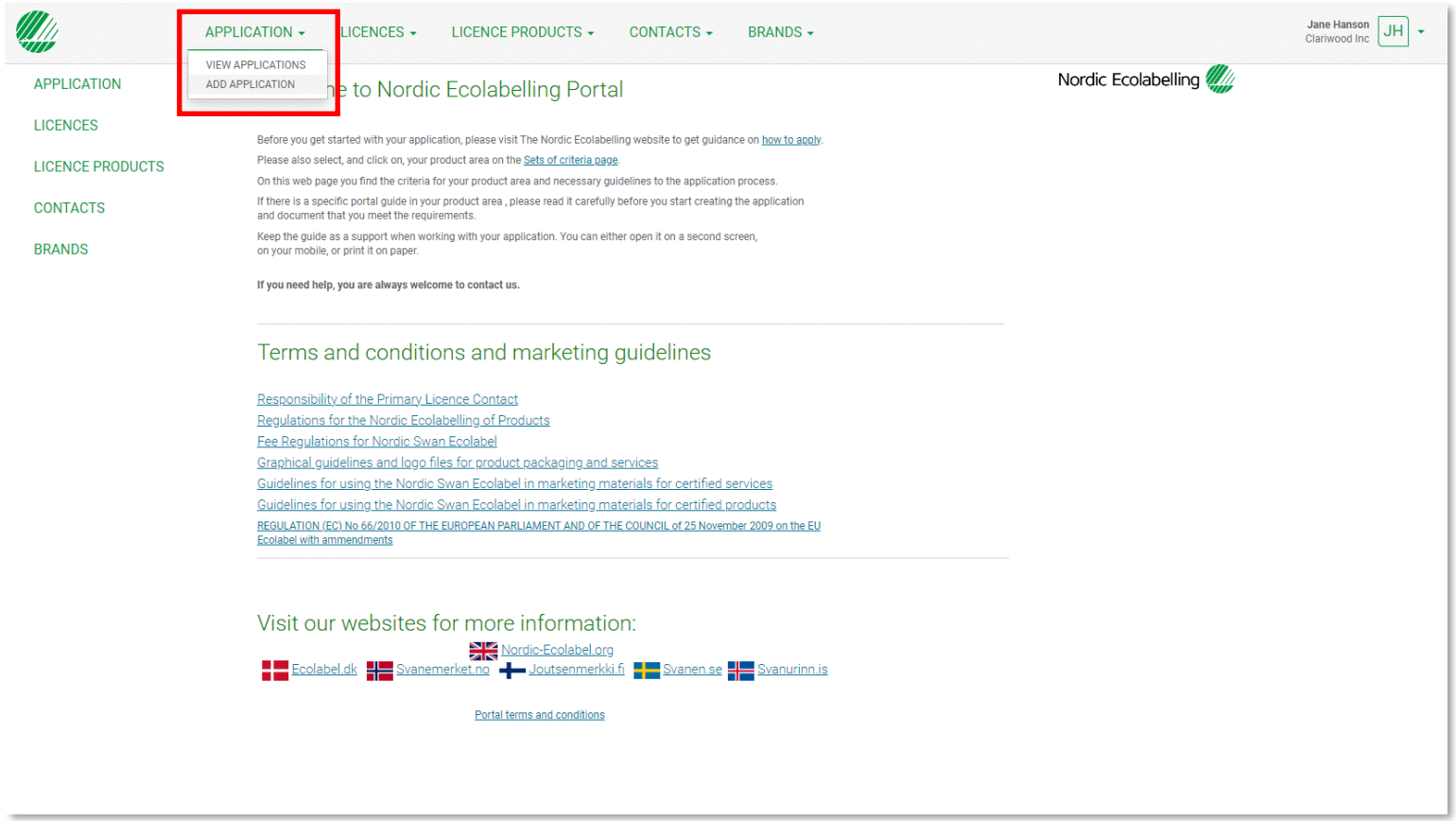
1. Sign in and change your password.

2. Create your application request.

3. Document that you meet the requirements.

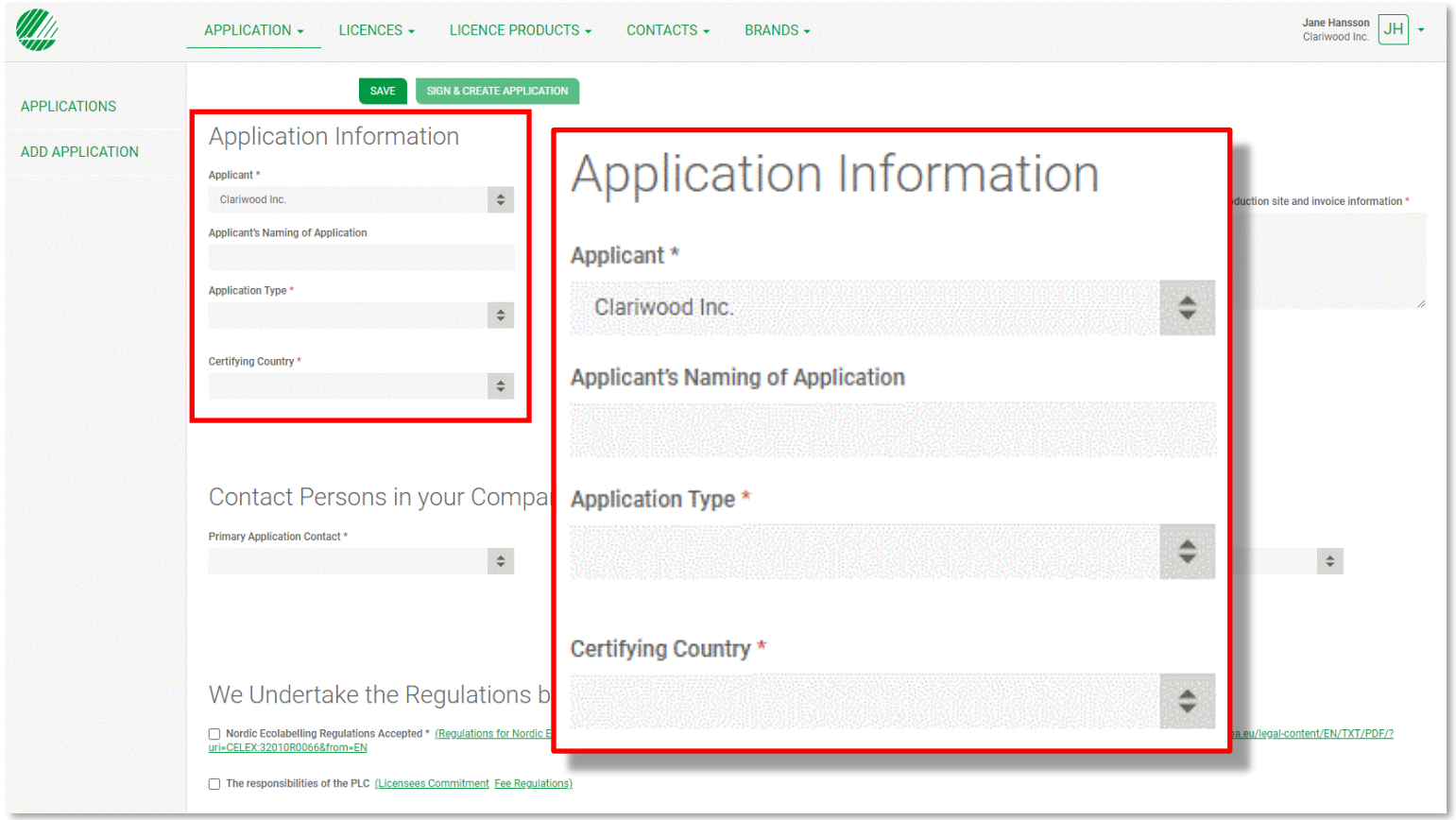
4. Submit your application.

2. Create your application request.



Please click **Application** and **Add Application** to create your application request.

2. Create your application request.

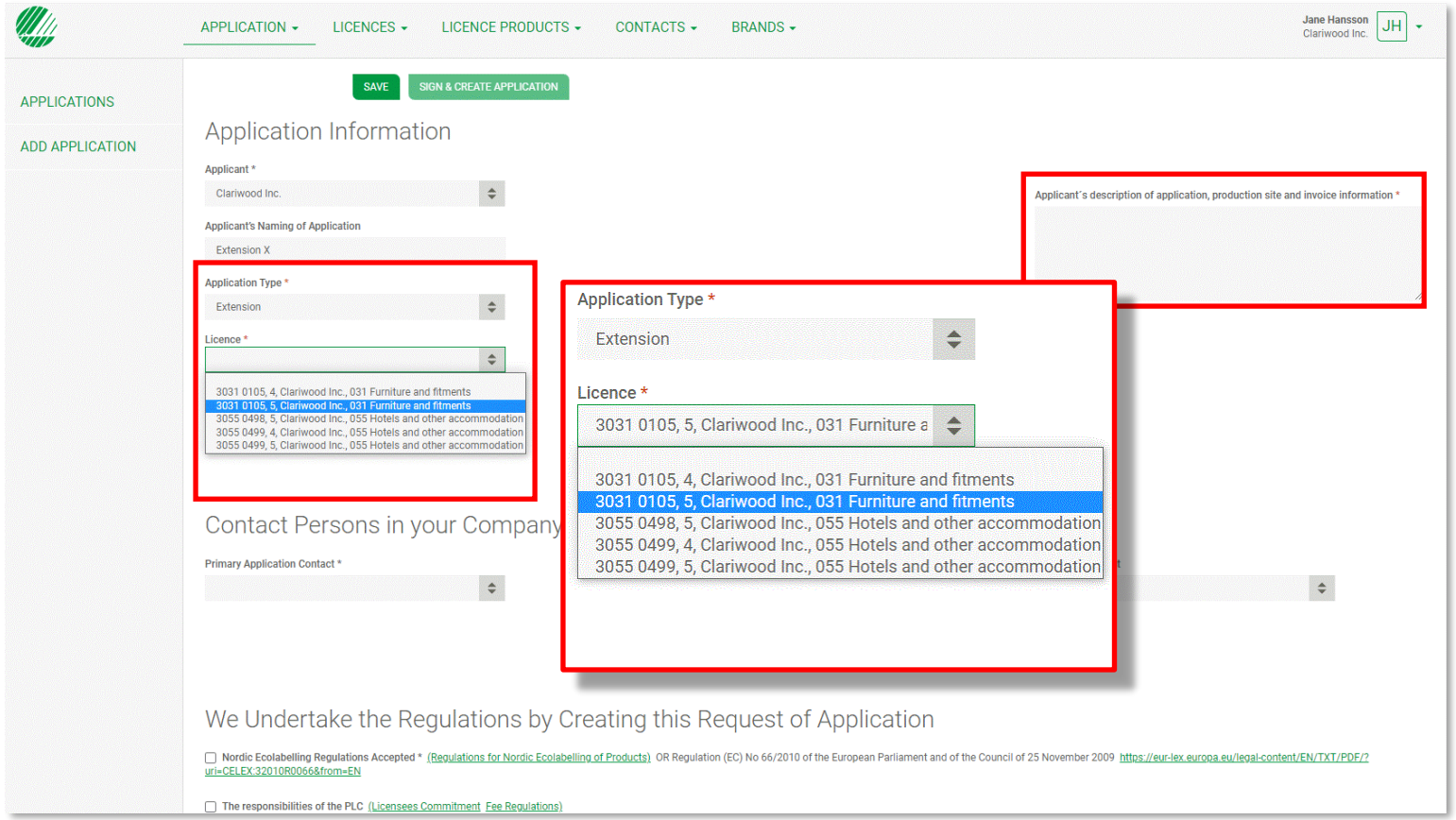


Please, ensure that you give your application a suitable name for your own company.

Click the arrows in the **Application Type** drop-down list and select:

1. **New** to start an application.
2. **Extension** to add a product to a licence.
3. **Change** to make changes to a licence.

2. Create your application request.



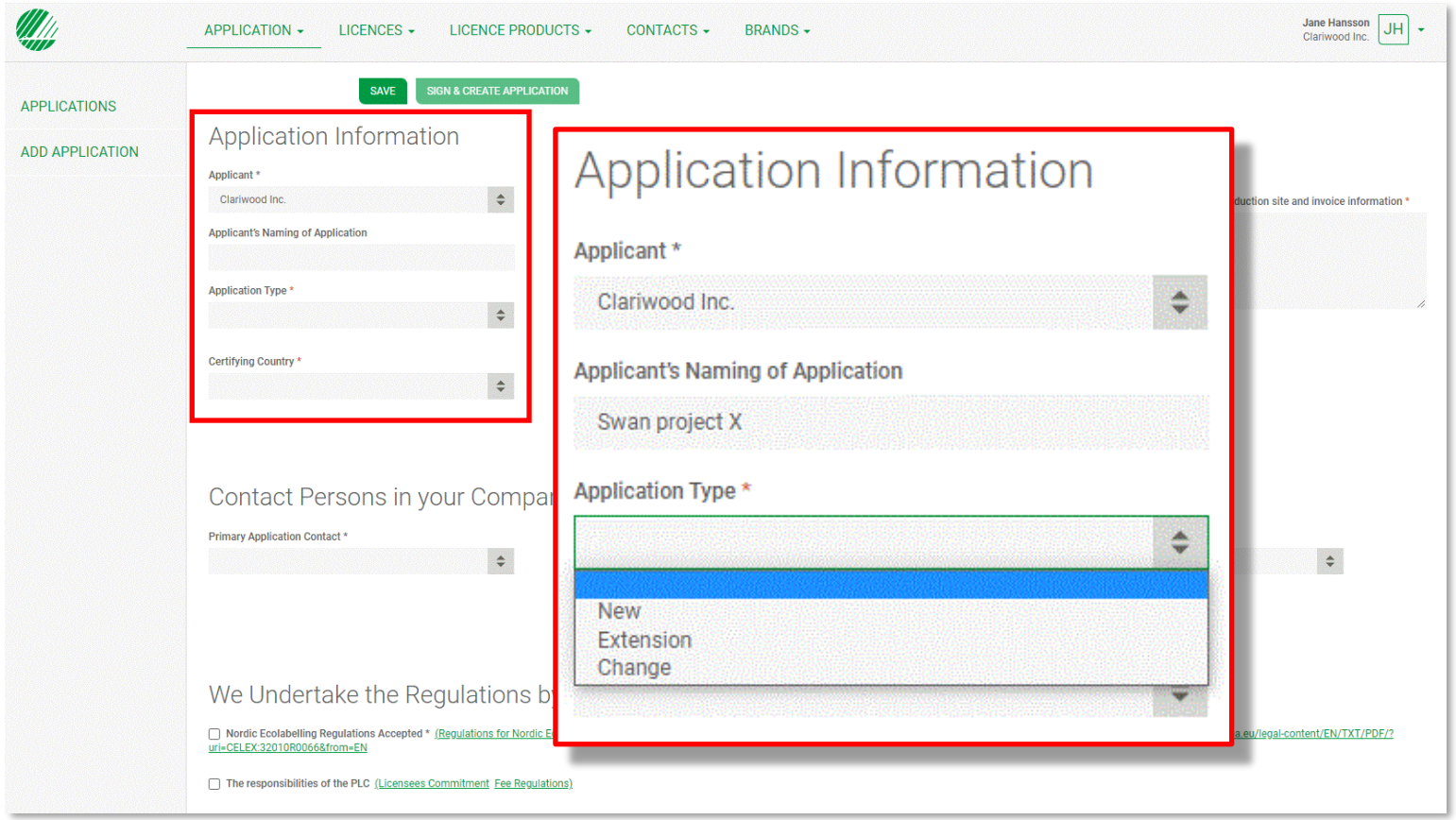
If you want to create a change application, select **Extension** or **Change** in the **Application Type** list.

Select the licence you would like to change from the drop-down list.

Please, use **Applicant´s description** to describe what extensions, or other changes, you intend to do in your licence. Also specify if there is any information we need to add to the invoice for your company.

Then select contact persons in your company.

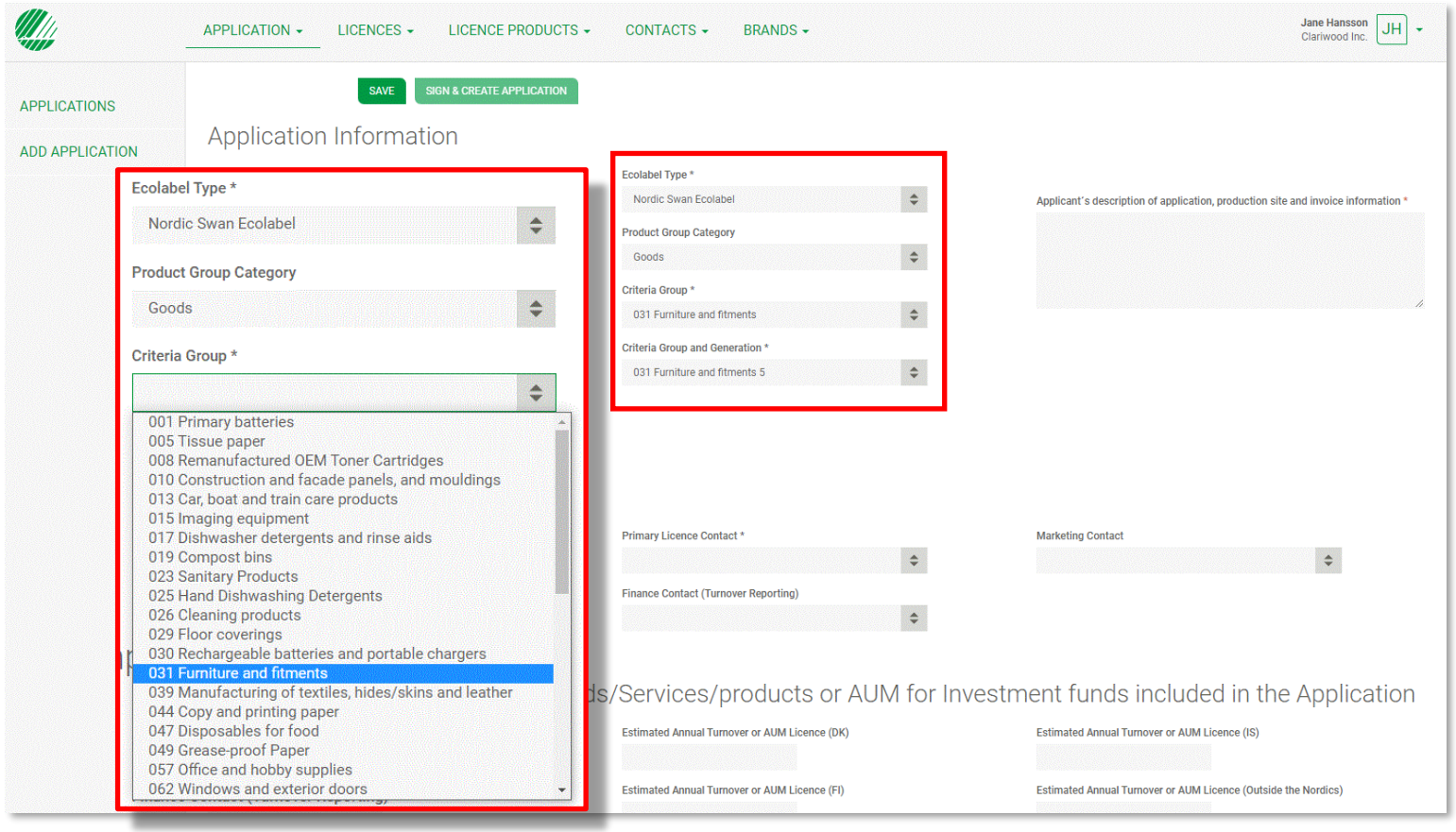
2. Create your application request.



When you select **New** in the **Application Type** list, a set of new lists turns up with choices to make.

Start by selecting which **Certifying Country** you suggest will handle your application.

2. Create your application request.

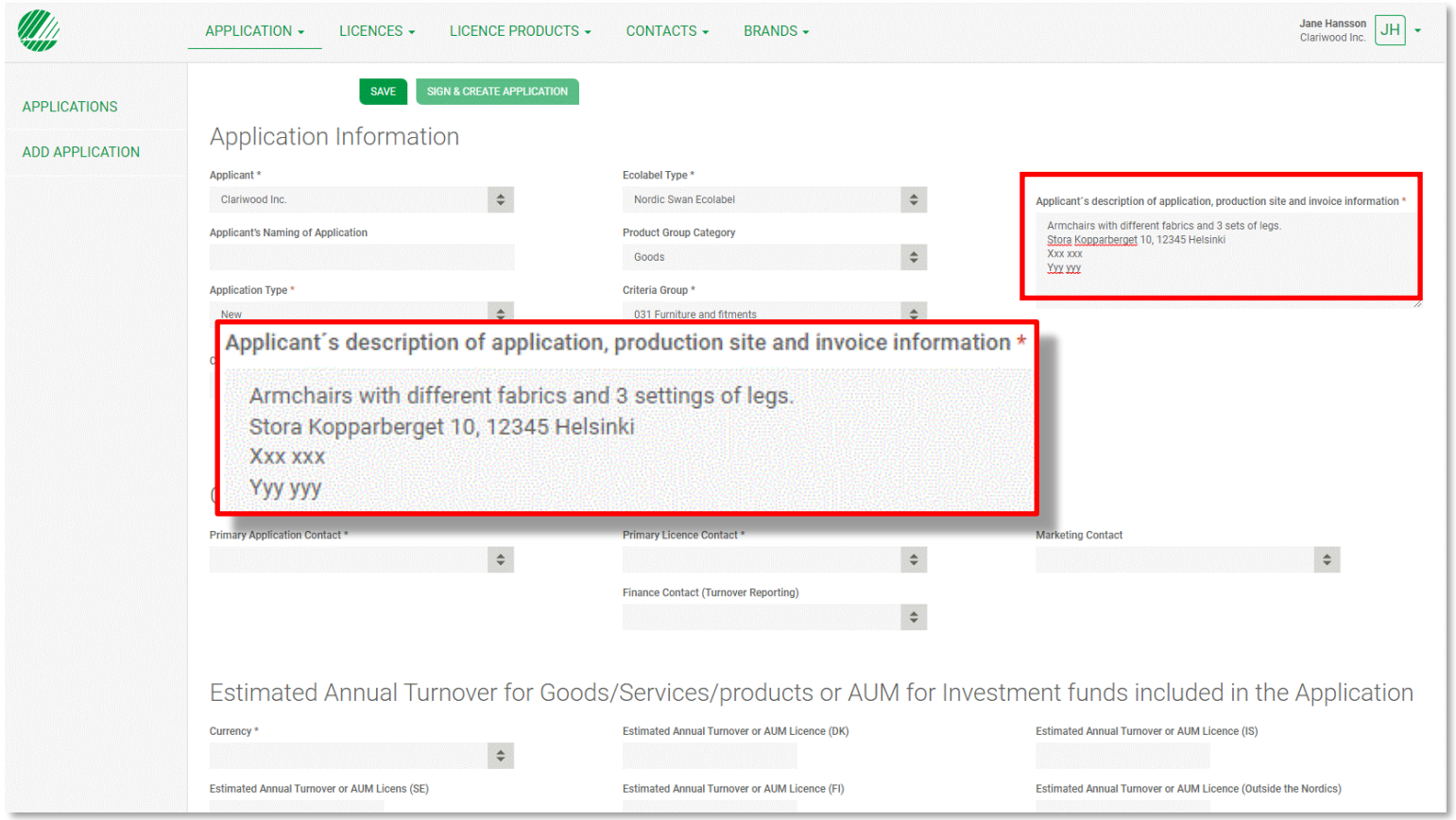


Select **Nordic Swan Ecolabel** from the **Ecolabel Type** drop-down list.

Select **Goods** from the **Category** drop-down list.

Then select **Criteria Group,** E.g. 031 Furniture and fitments.

2. Create your application request.

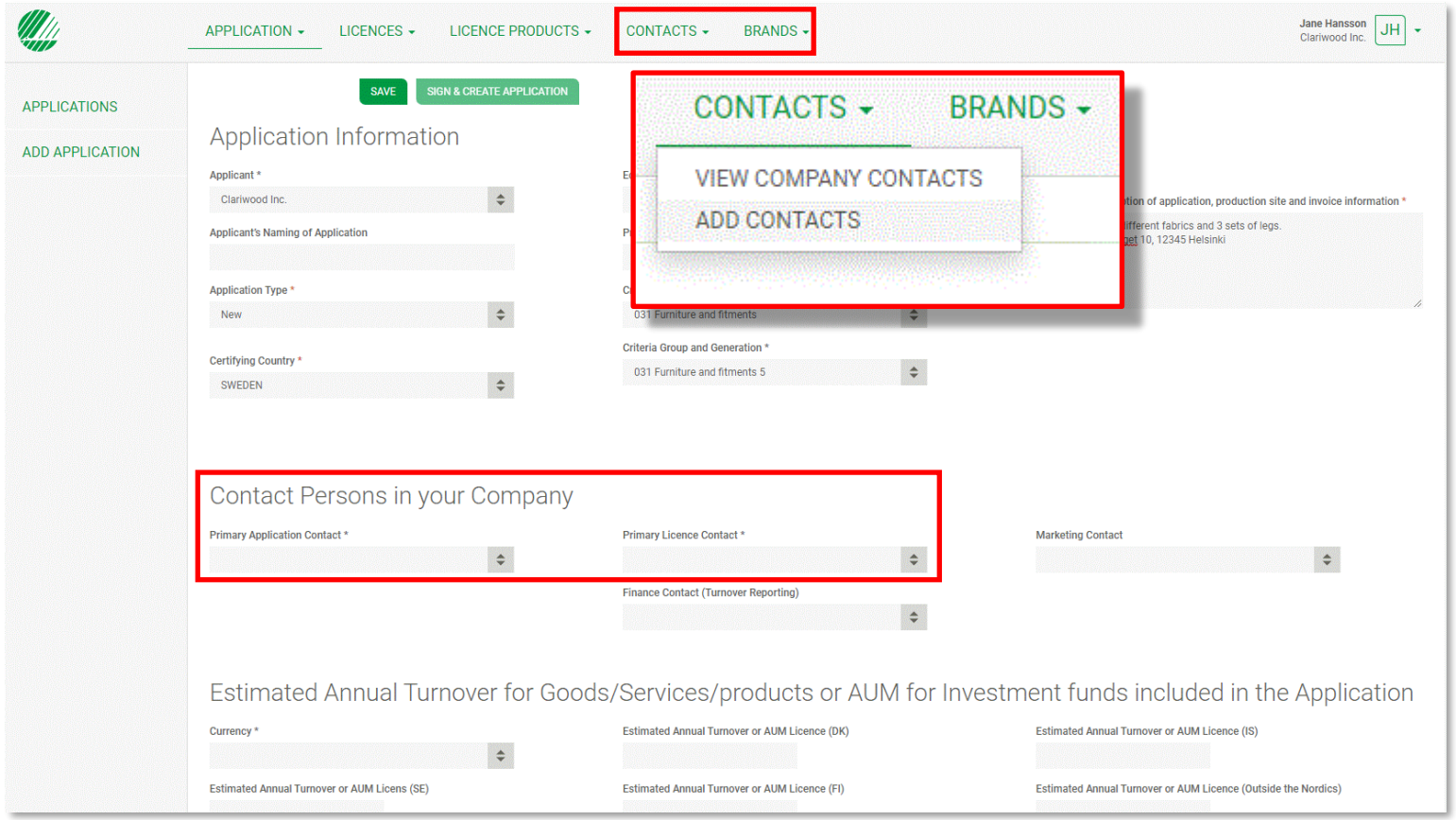


Please, use **Applicant´s description** to describe your application.

Enter the name of the production site.

Also specify if there is any information we need to add to the invoice for your company.

2. Create your application request.

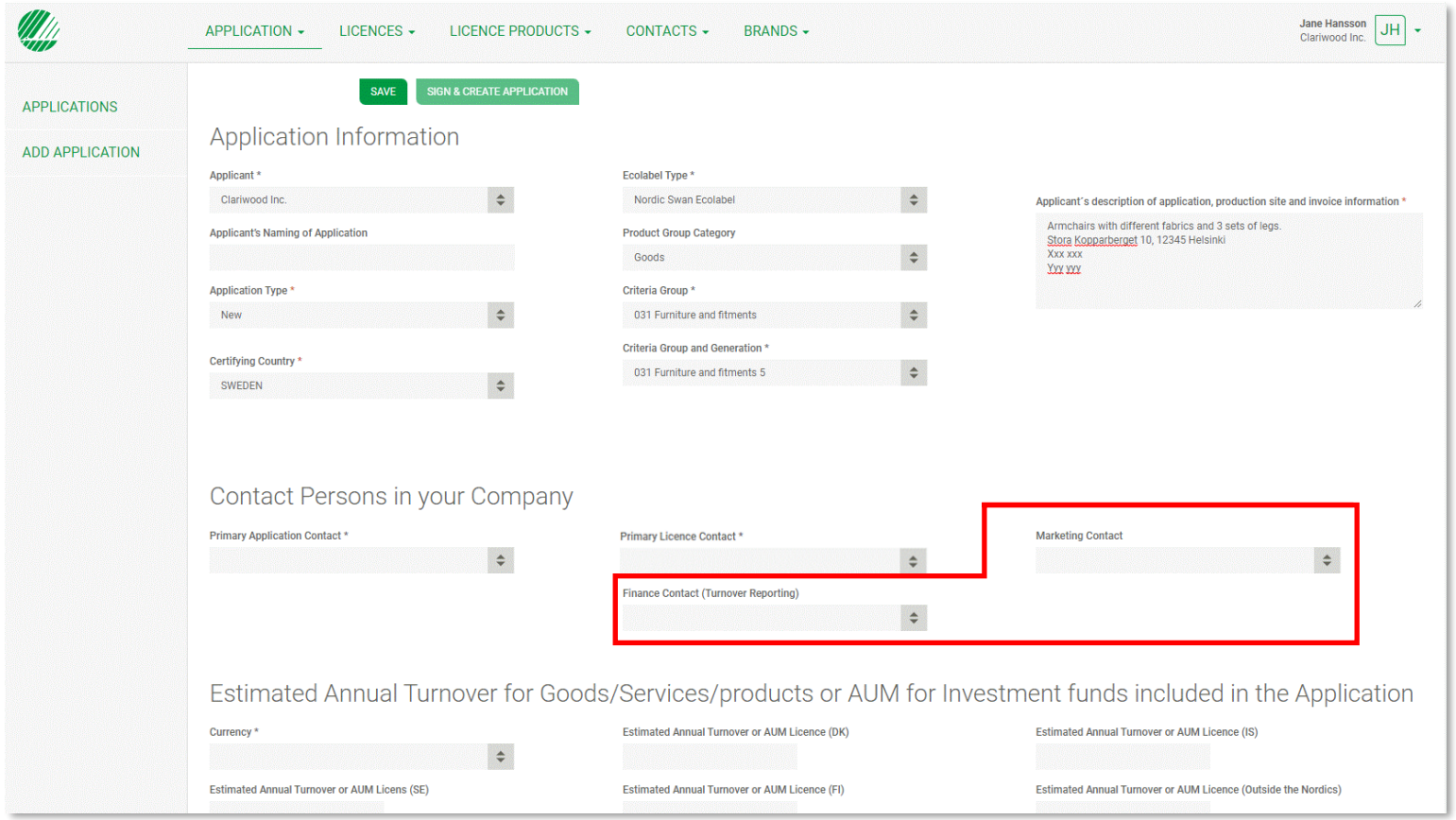


Please, select a **Primary Application Contact** who is assigned responsibility for this specific application.

Then select a **Primary Licence Contact**. It could be the same individual or someone else who is responsible for all the licences on your company´s portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.

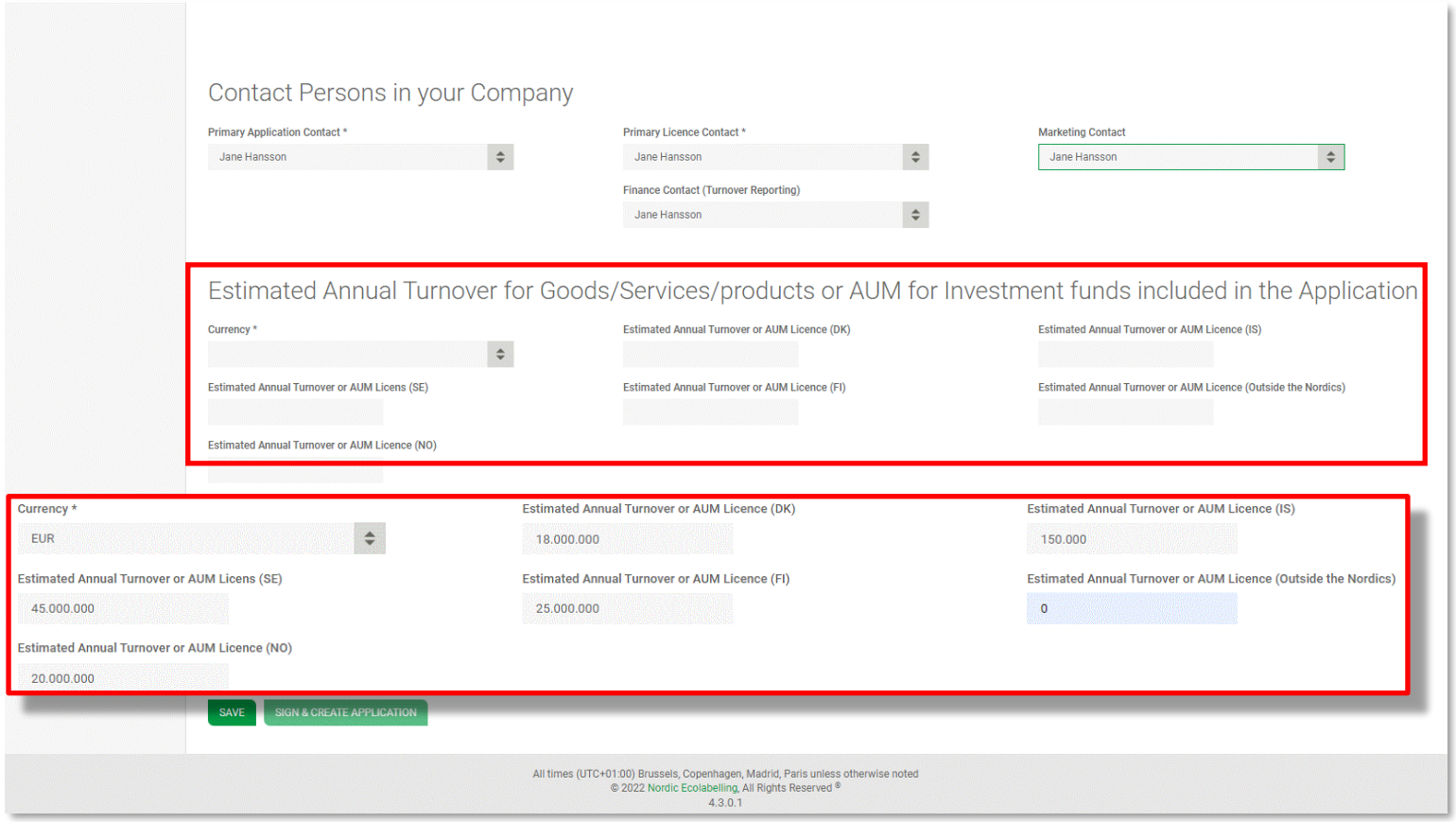
2. Create your application request.



Please, select a **Marketing Contact,** who is responsible for your use of the Nordic Swan Ecolabel when you have received a license.

Then select a **Finance Contact**, responsible for reporting the annual turnover of the products included in your licences.

2. Create your application request.

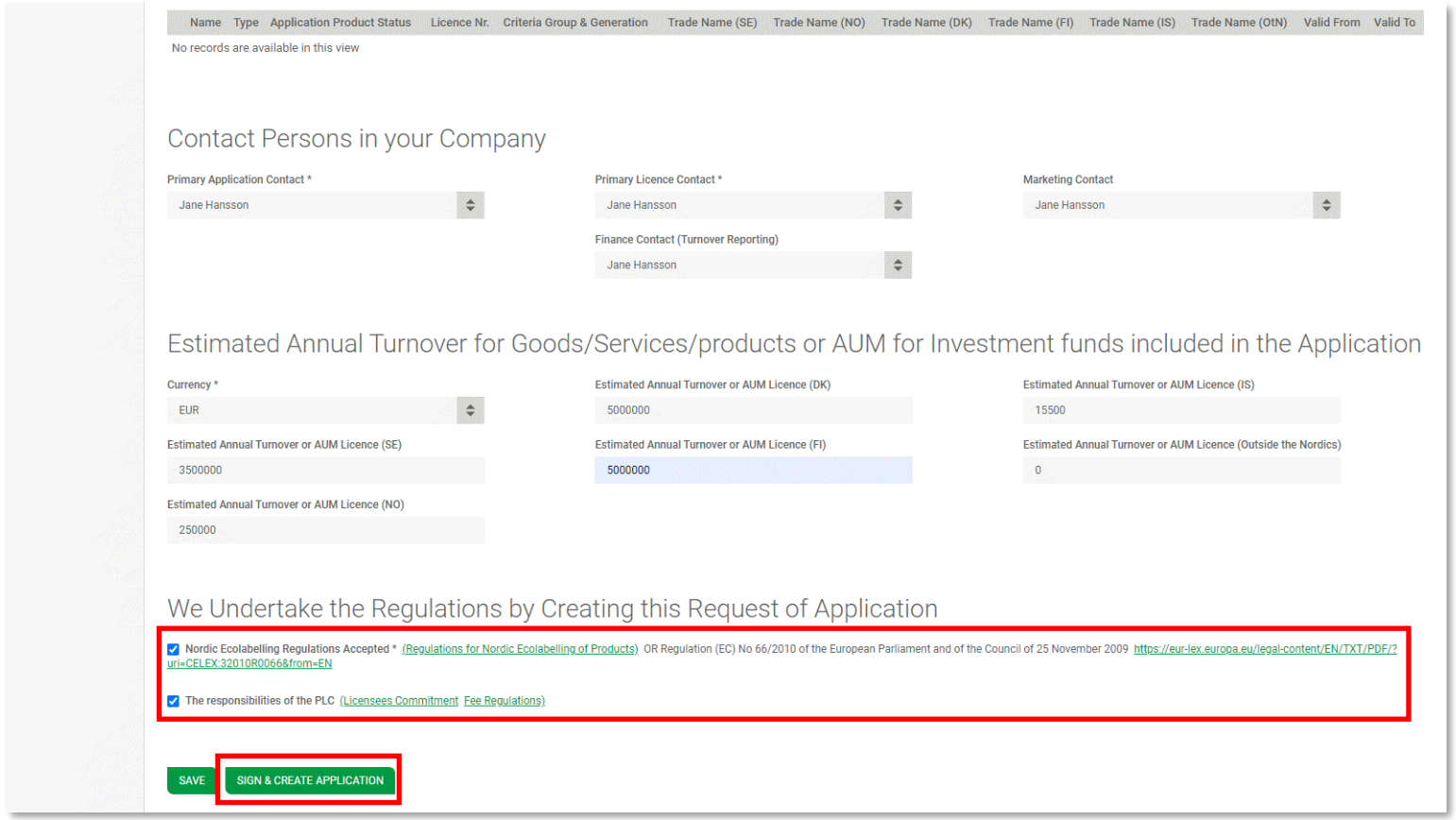


Please, select the currency for your invoice in the **Currency** field.

State the company's estimated annual turnover for the products included in your application without using periods, spaces or commas.

Estimate the annual turnover for each selected national market in the Nordics. And for all markets outside the Nordics where the products will be sold.

2. Create your application request.



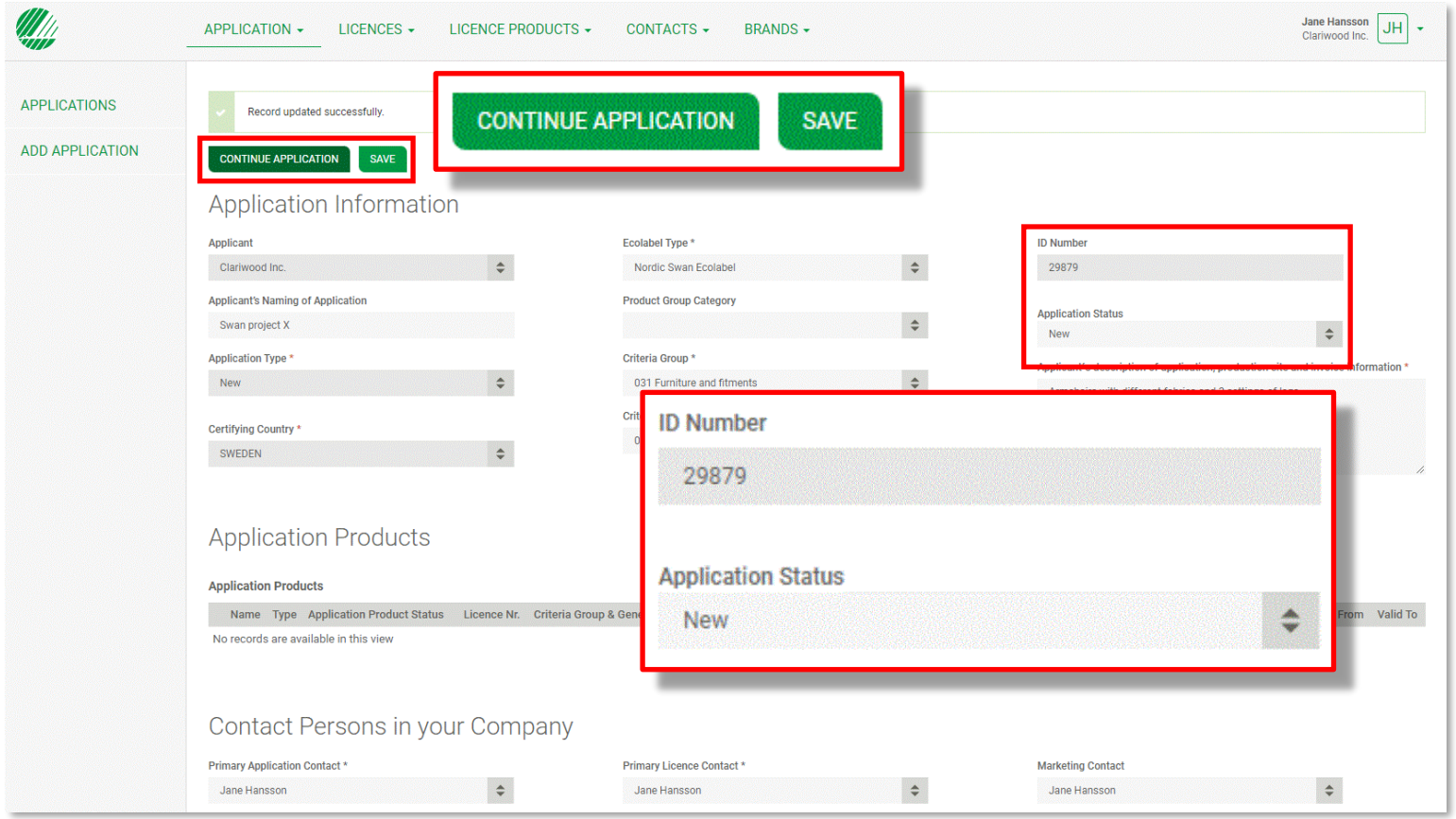
Please, read the **Regulations** carefully.

Then tick the boxes to confirm that your company accepts and complies with them.

The **Sign & create application** button becomes dark green and activated when both boxes are ticked.

Click **Sign & create application** to continue.

2. Create your application request.



The application request is now created and provided with an **Application ID number** and an **Application status**.

The application is sent to Nordic Ecolabelling and the application fee will be invoiced.

Click **Continue application** to proceed.

Please note!

The number separator must be a decimal point. Don´t use decimal comma.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

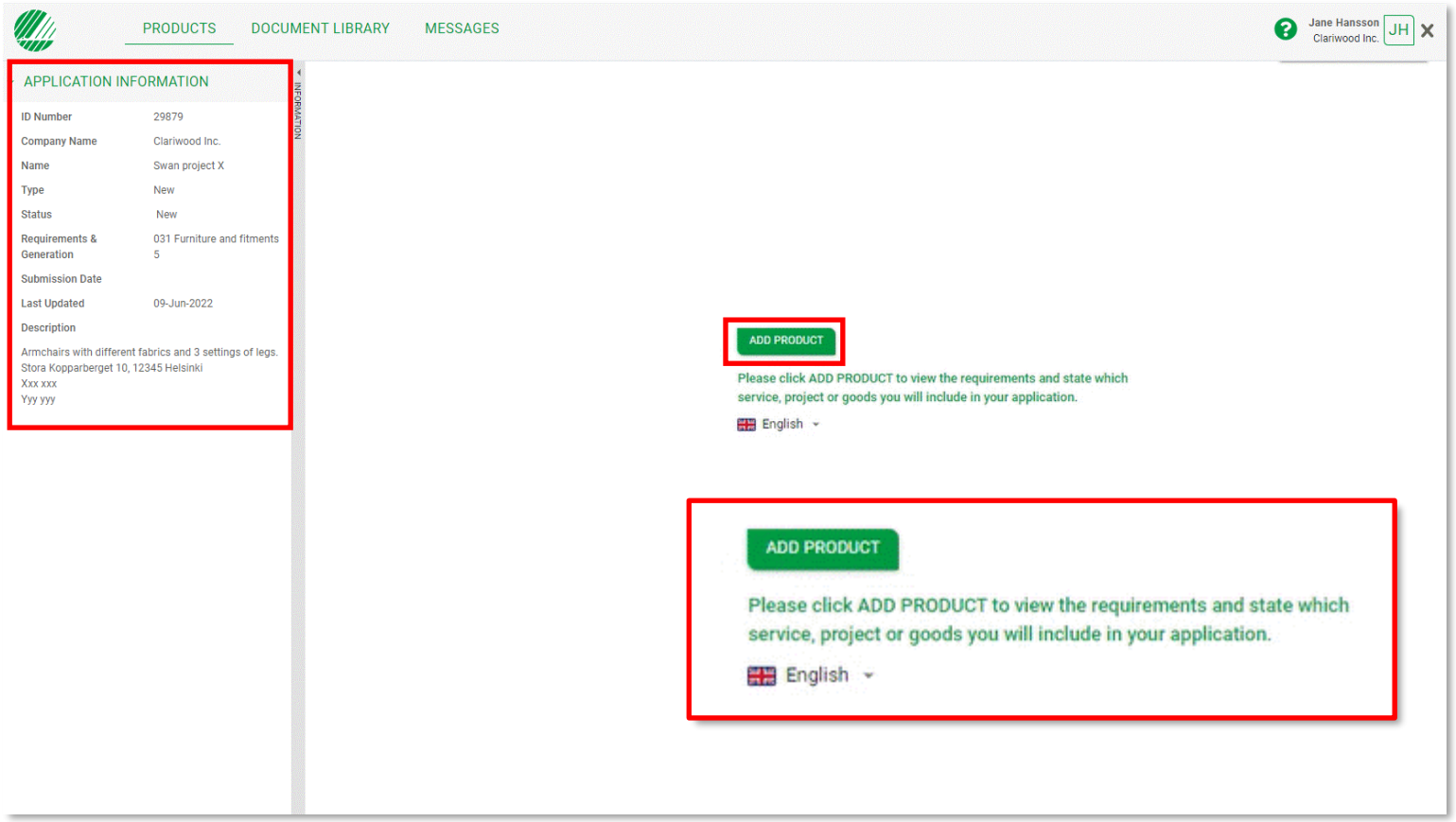
1. Sign in and change your password.

2. Create your application request.

3. Document that you meet the requirements.

4. Submit your application.

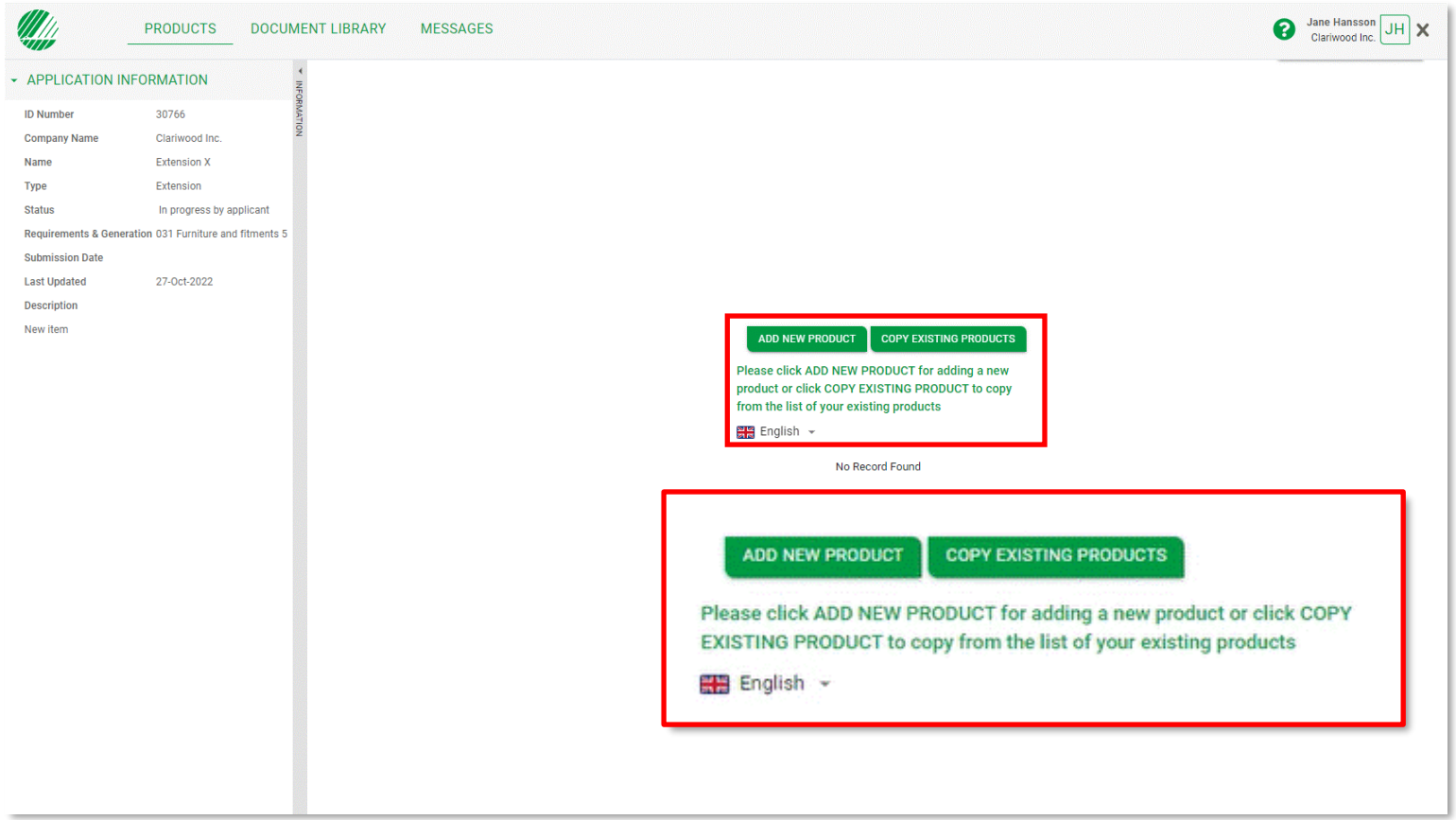
3. Document that you meet the requirements.



The **Application information** section shows the progress status and other information about your application request.

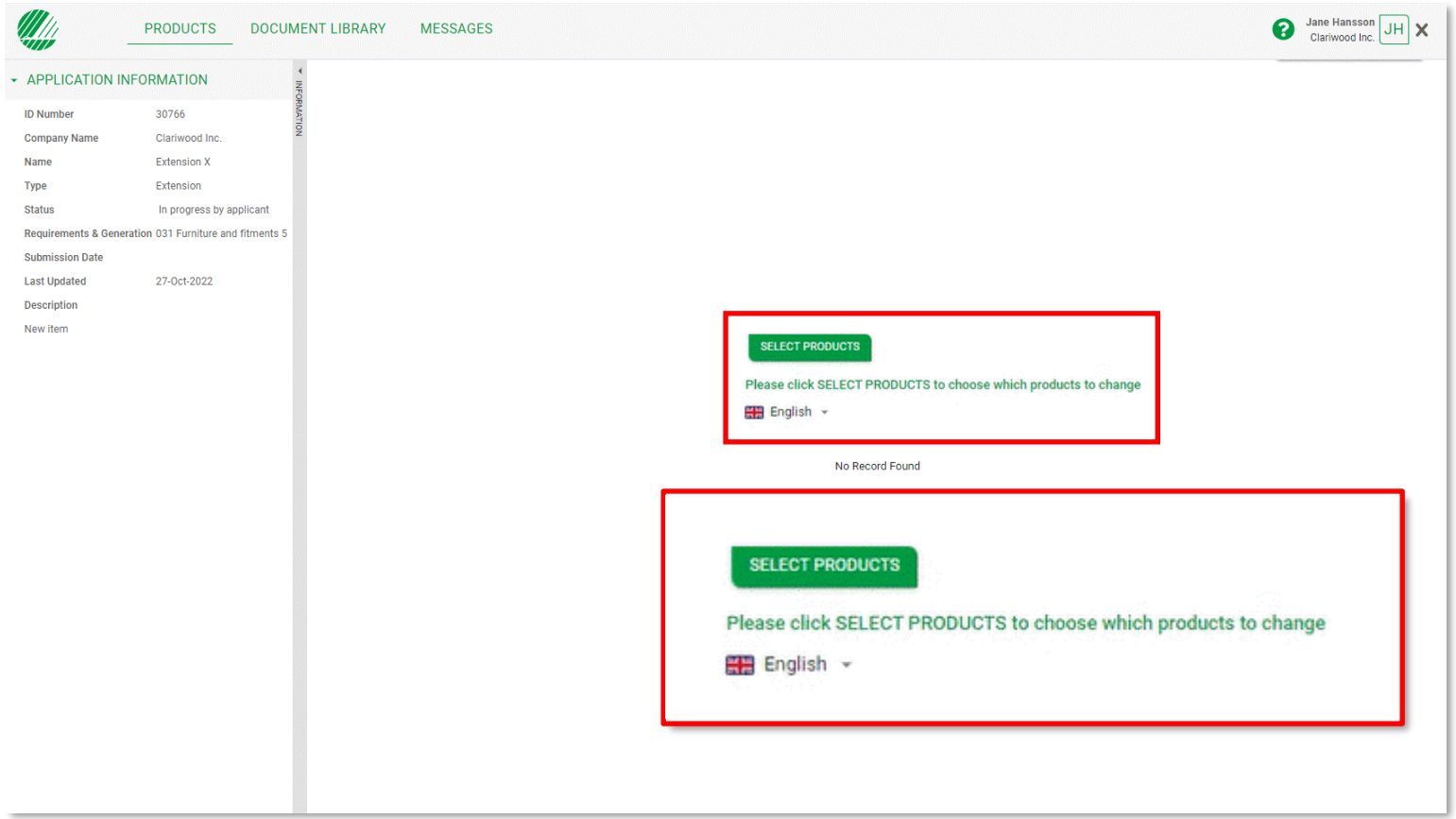
Click **Add product** if your are working on a new licence.

3. Document that you meet the requirements.



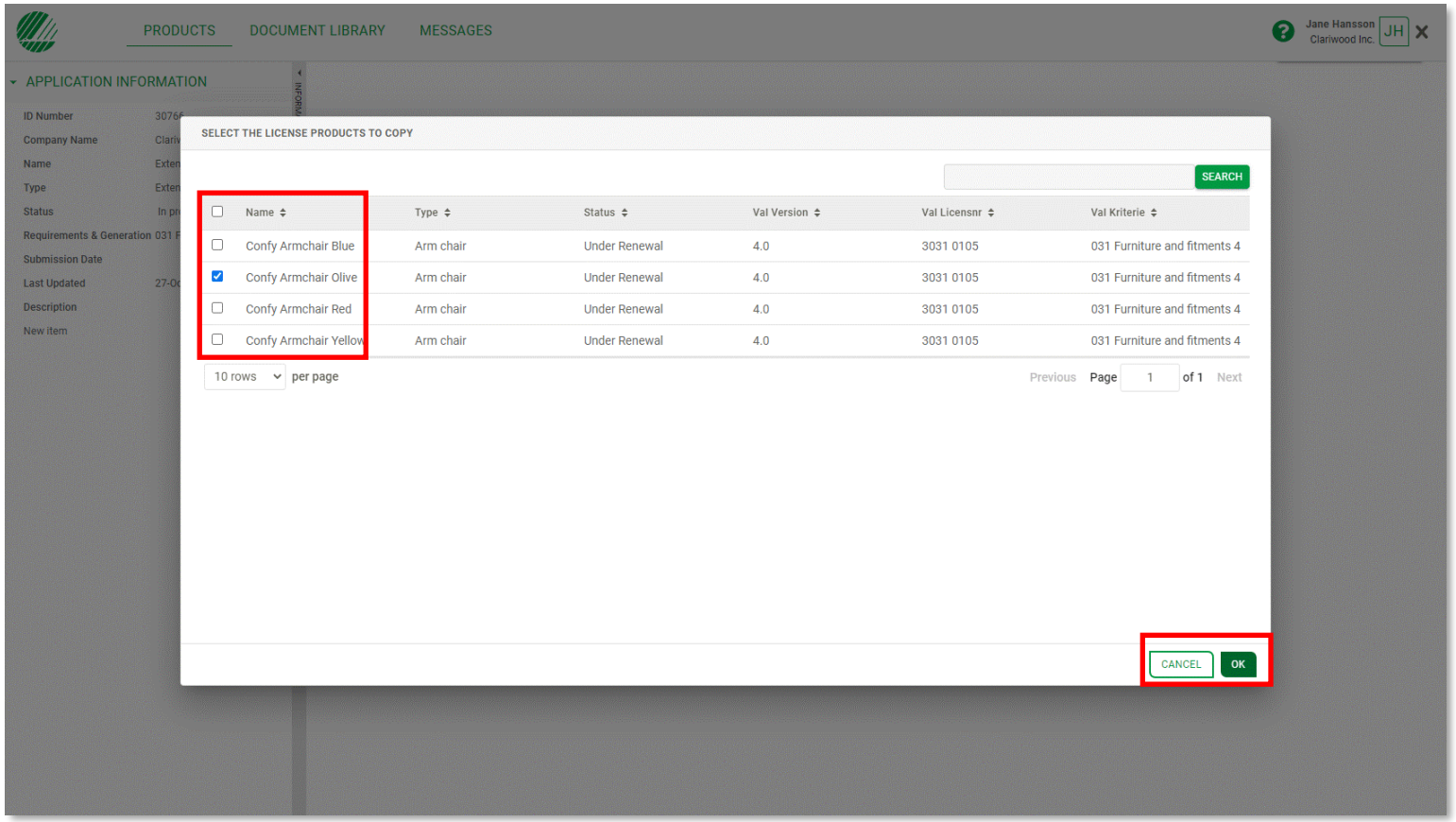
Click **Add New Product** or **Copy Existing Product** to add more products to a licence.

3. Document that you meet the requirements.



If you want to make changes,
Click **Select Products**
to implement the changes.

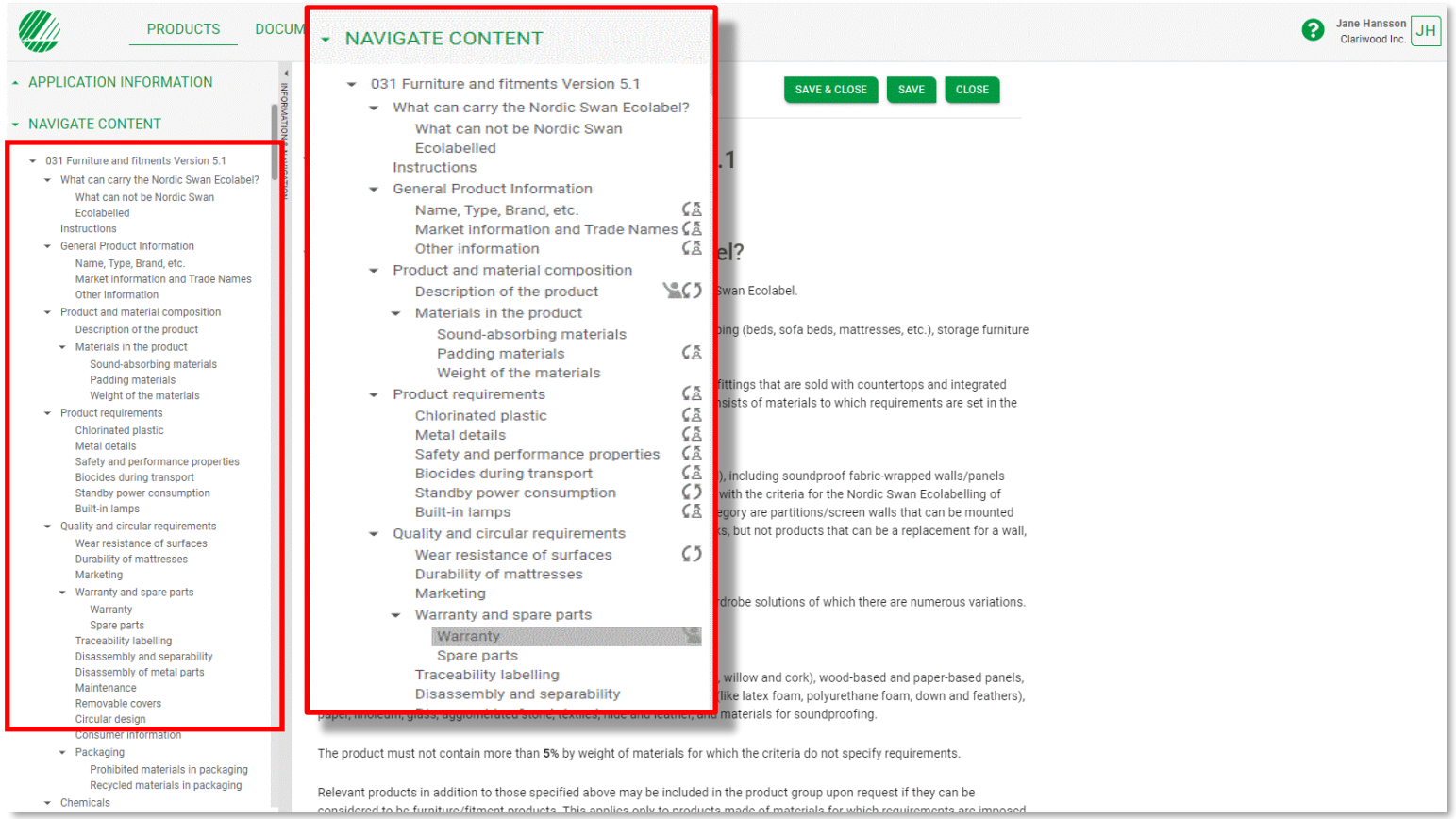
3. Document that you meet the requirements.



Please, use **Copy existing products** if you prefer to base your documentation on previously given response to the requirements. Adjust your response on each copy instead of starting all over again.

Click **OK** to continue.

3. Document that you meet the requirements.



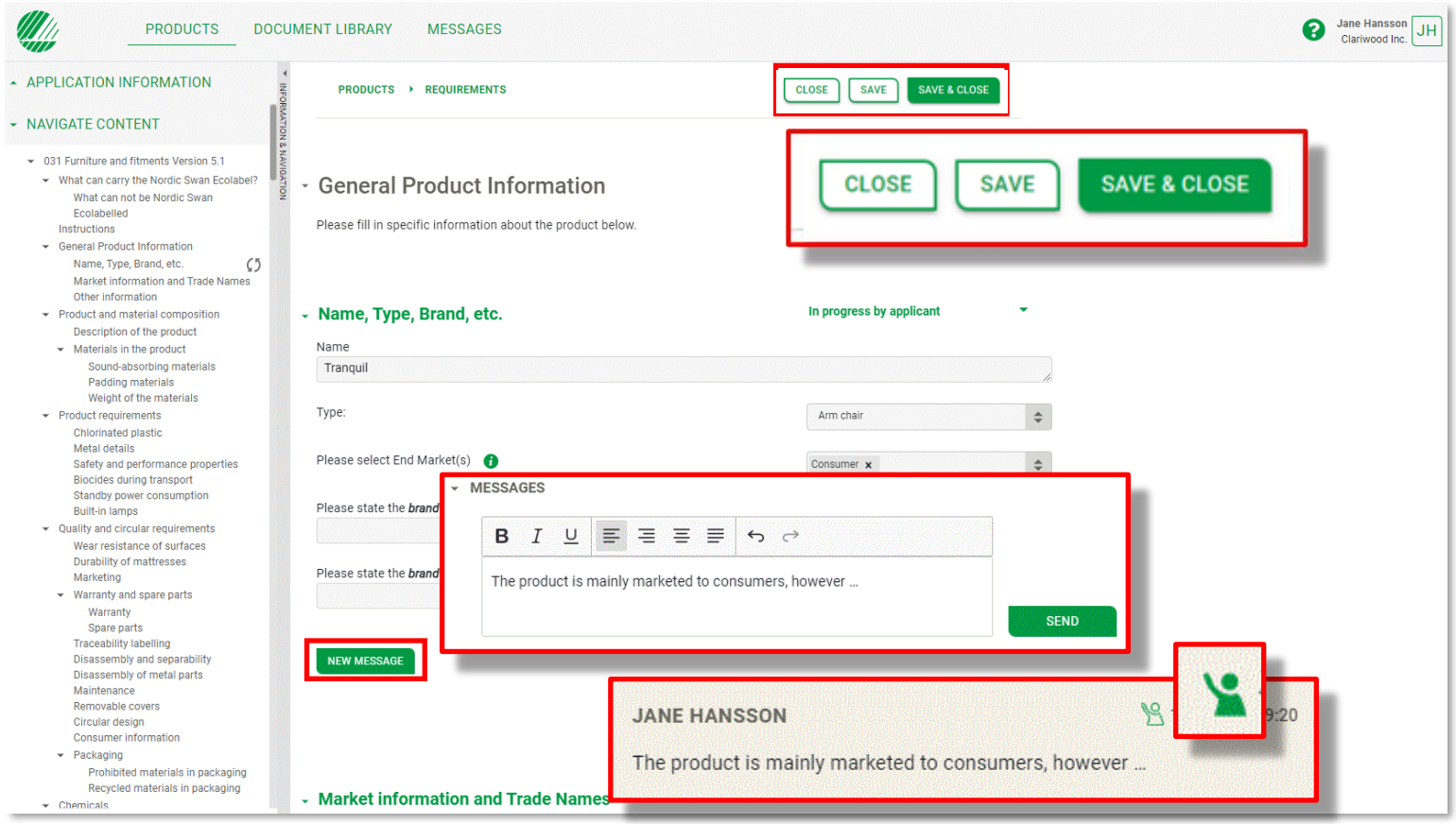
The **Navigate content** section gives you an overview when responding to the requirements.

When you start documenting how you meet the requirements, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.

3. Document that you meet the requirements.



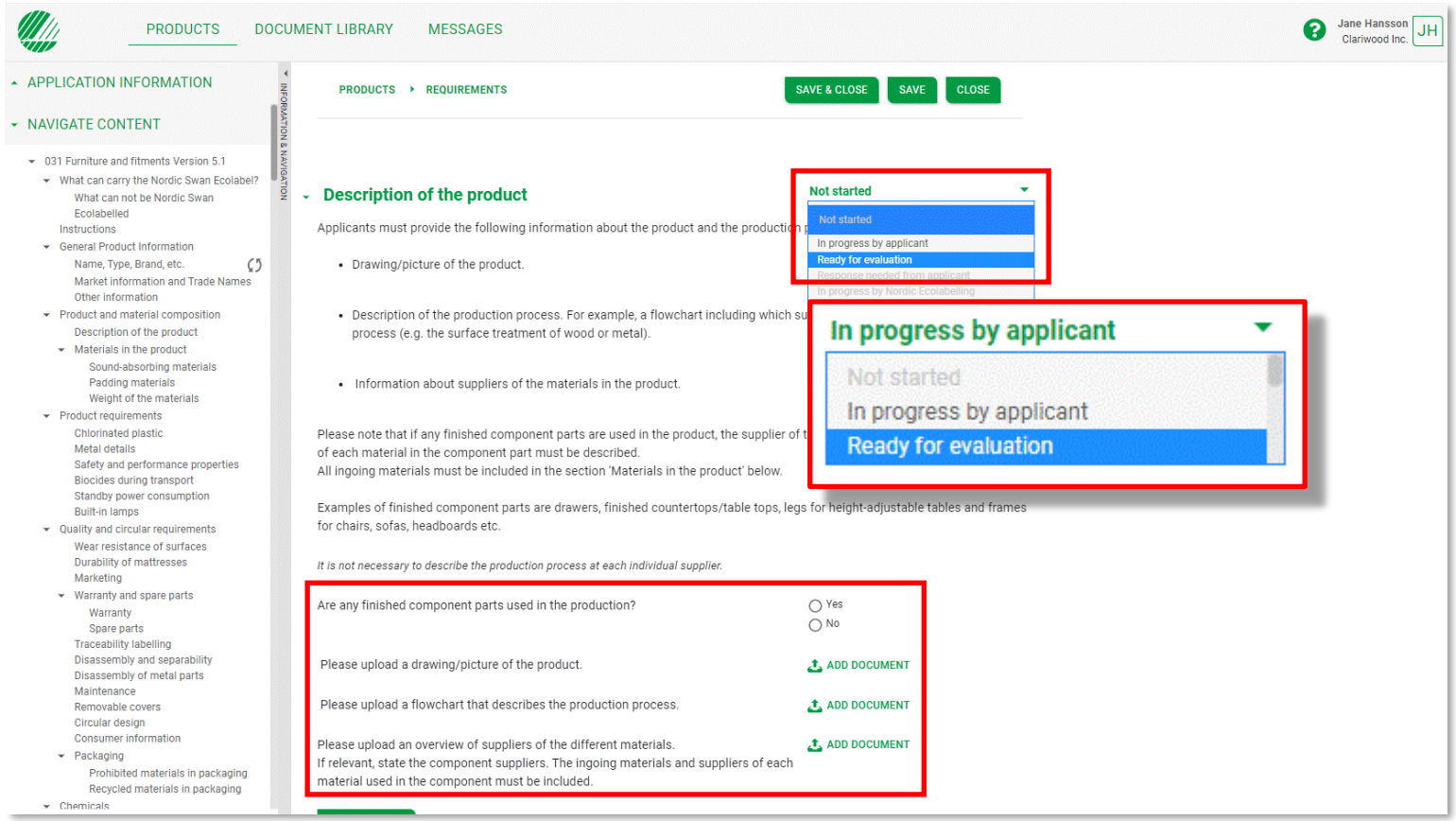
Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

Click **New Message** to write a message or note next to the section. If you write a question, click on the symbol with a raised hand so that it turns green for help. If you do not receive an answer quickly enough, you are always welcome to contact us.

3. Document that you meet the requirements.

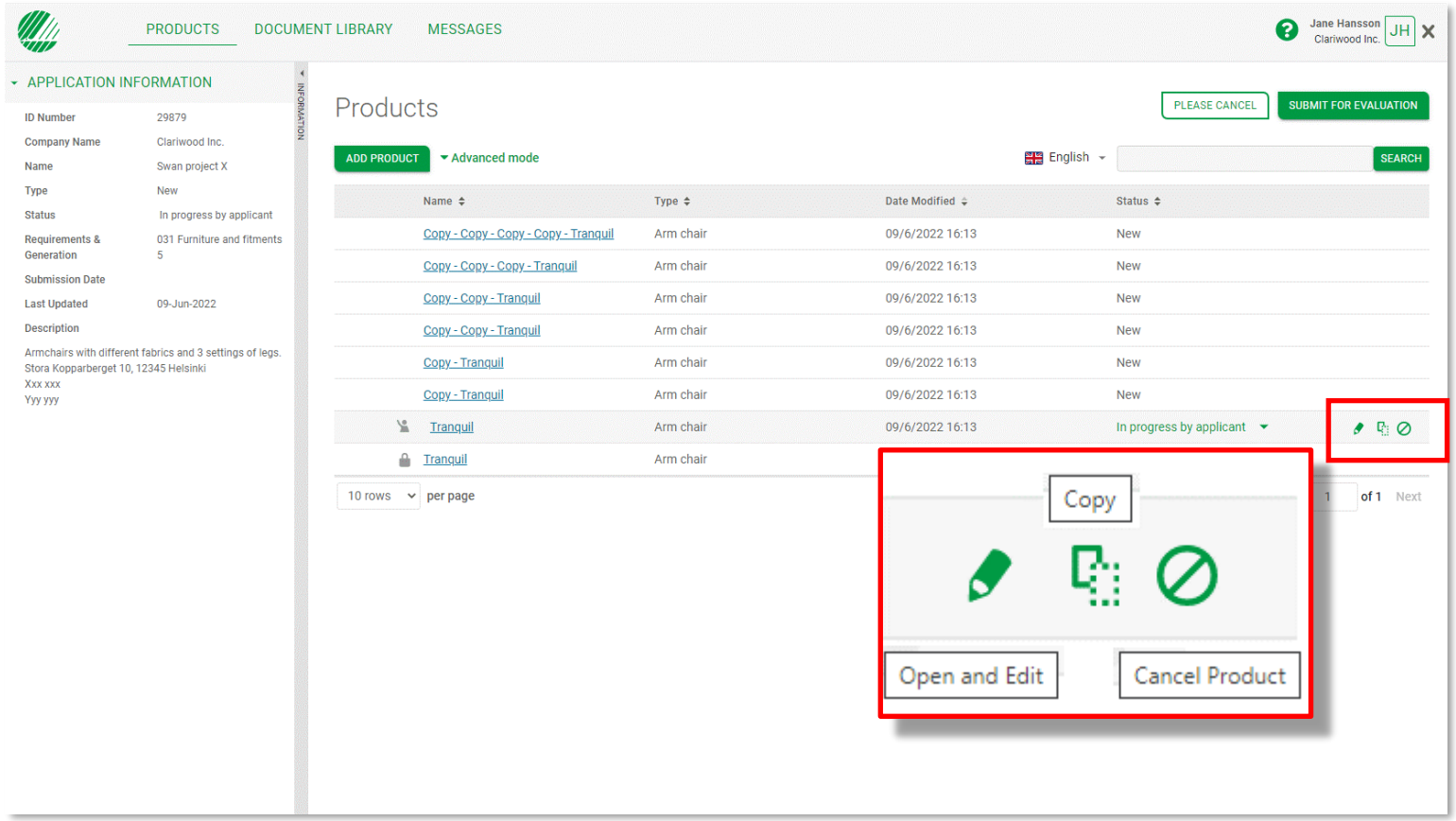


Document that you meet the requirements by answering the questions in each section.
When a document is requested, click **Add document reference(s)** and connect relevant files from your **Document Library** to the section, or upload and connect a new file.

When you are done, click the drop-down list next to the heading and change the status description from **In progress by applicant** to **Ready for evaluation.**

Proceed to the next section.

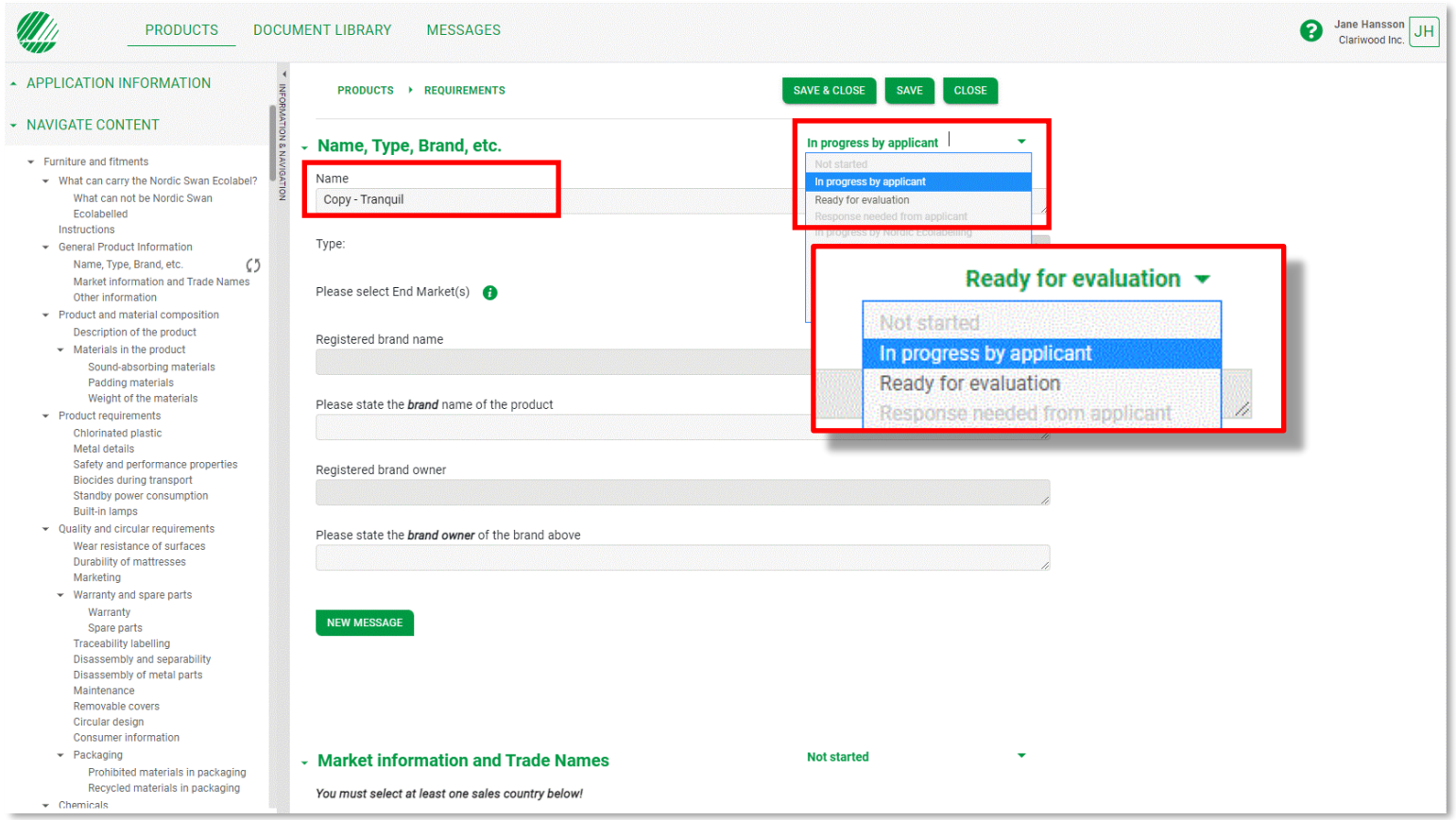
3. Document that you meet the requirements.



If you are applying for a license for more than one product, and they are similar, you can save time by first documenting how you meet the requirements for one product. Then click the copy icon to create a copy with all your documentation included.

Then click the pen icon to open each copy and change the name of the product and other things that differ between the products.

3. Document that you meet the requirements.



When you open a copy to make the changes, you first need to change the status description, in the section you want to change, from **Ready for evaluation** to **In progress by applicant**.

Then make the changes and finish by changing the status description for the section to **Ready for evaluation.**

When you are done with all your documentation and have changed the status in all sections to **Ready for Evaluation**, please click **Save & Close.**

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

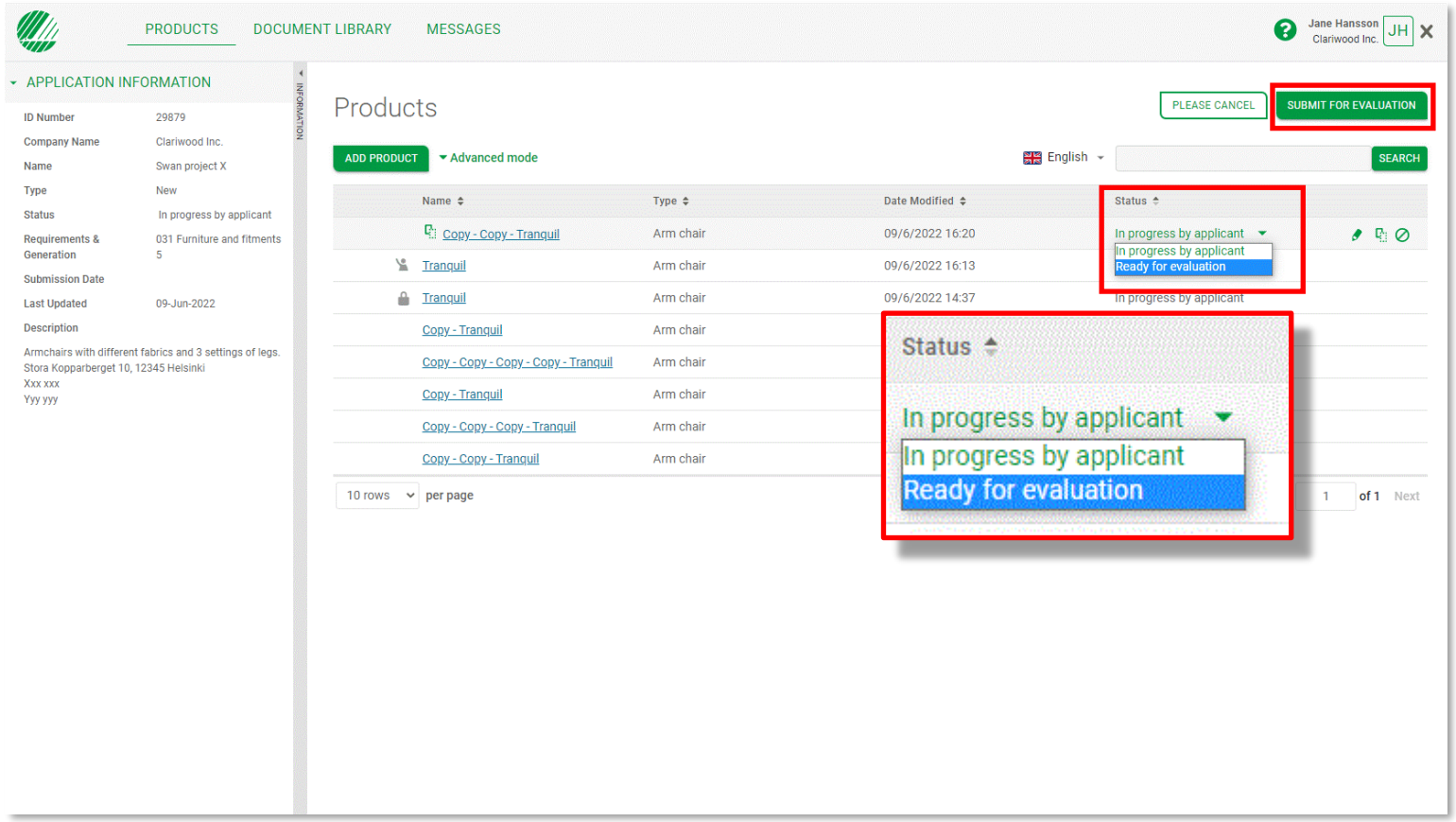
1. Sign in and change your password.

2. Create your application request.

3. Document that you meet the requirements.

4. Submit your application.

4. Submit your application.



Please change the status of each product from **In progress by applicant** to **Ready for evaluation**.

Click **Submit for evaluation** to notify Nordic Ecolabelling that your application is ready for an **Evaluator** to work with.

Published by

Nordisk Miljömärkning / Nordic Ecolabelling

Box 38114

SE-100 64 Stockholm

Phone: +46 (0)8 55 55 24 00

E-mail: info@nordicecolabelling.org

Website: www.nordic-swan-ecolabel.org

Copyright © Nordic Ecolabelling 2022

Bildmaterial: Unsplash

Nordic Swan Ecolabel