



Ansøgningsguide til Nordic Ecolabelling Portal - Ny licens eller ændring i licens

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

Introduktion

Denne ansøgningsguide hjælper dig med at ansøge om en licens til Svanemærket, eller foretage ændringer i en eksisterende licens, og dokumentere, at jeres produkter 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 funktioner lanceres i portalen. Du kan altid downloade den nyeste version fra [Svanemaerket.dk](https://svanemaerket.dk).

Indhold

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Ansøgningsprocessen

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


1.
Log ind og skift din adgangskode

2.
Opret din ansøgning

3.
Dokumenter, at jeres produkter 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 websiderne 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 the following links:

- [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 skærbillede.

Her kan du finde din virksomheds igangværende ansøgninger, information om alle jeres licenser, certificerede produkter, 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 produkter lever op til Svanemærkets krav

1.

Log ind og skift din adgangskode

2.

Opret din ansøgning

3.

Dokumenter, at jeres produkter 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
VIEW APPLICATIONS
ADD APPLICATION

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.

Terms and conditions and marketing guidelines

[Responsibility of the Primary Licence Contact](#)
[Regulations for the Nordic Ecolabelling of Products](#)
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[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](#)

Visit our websites for more information:

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

[Portal Terms and conditions](#)

Klik venligst på **Application** og dernæst **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 Clariwood Inc.' with a 'JH' profile icon. The main content area is titled 'Application Information' and contains several dropdown menus: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *'. A 'SAVE' button and a 'SIGN & CREATE APPLICATION' button are visible at the top of the form. Below the form, there is a section for 'Contact Persons in your Company' and a section for 'We Undertake the Regulations by' with two checkboxes: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. Two red boxes highlight the 'Application Information' section, showing a zoomed-in view of the form fields.

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 område, I ikke allerede har licens til (**New**)
- udvide en eksisterende licens ved at tilføje flere produkter (**Extension**)
- ændre egenskaberne på de produkter, 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 sections:

- Applicant *:** A dropdown menu with "Clariwood Inc." selected.
- Applicant's Naming of Application:** A text input field with "Extension X" entered.
- Application Type *:** A dropdown menu with "Extension" selected. A red box highlights this field.
- Licence *:** A dropdown menu with a list of licence options. The selected option is "3031 0105, 5, Clariwood Inc., 031 Furniture and fitments". A red box highlights this field.
- Contact Persons in your Company:** A section with a dropdown for "Primary Application Contact *". A red box highlights this section.
- Applicant's description of application, production site and invoice information *:** A large text area for providing details. A red box highlights this field.

At the bottom of the form, there are two checkboxes for regulatory compliance:

- 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](#))

Hvis du ønsker at foretage ændringer i en licens, skal du vælge **Extension** eller **Change** på **Application Type** listen.

På drop-down listen skal du vælge den licens, du ønsker at 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 top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clariwood Inc.' with a profile icon 'JH'. The main form is titled 'Application Information' and contains several fields:

- Applicant ***: Clariwood Inc.
- Applicant's Naming of Application**: Swan project X
- Application Type ***: A dropdown menu is open, showing options: 'New' (highlighted in blue), 'Extension', and 'Change'.
- Certifying Country ***: A dropdown menu.

Below the form, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by'. The 'Application Type' dropdown is highlighted with a red box in the image.

Når du vælger **New** på 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.

Hvis din virksomhed er uden for Norden, skal du vælge et af de lande, hvor dine produkter sælges.

Sælges dine produkter ikke i Norden, kan du frit vælge, det land du ønsker.

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 'Goods'. The 'Criteria Group *' dropdown is open, showing a list of categories with '031 Furniture and fitments' highlighted. The 'Criteria Group and Generation *' dropdown is set to '031 Furniture and fitments 5'. The 'Primary Licence Contact *' and 'Marketing Contact' dropdowns are empty. The 'Finance Contact (Turnover Reporting)' dropdown is also empty. The 'Estimated Annual Turnover or AUM Licence (DK)', 'Estimated Annual Turnover or AUM Licence (IS)', 'Estimated Annual Turnover or AUM Licence (FI)', and 'Estimated Annual Turnover or AUM Licence (Outside the Nordics)' fields are empty.

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

Vælg **Goods** på drop-down listen **Product Group Category**.

Vælg herefter **Criteria Group** (f.eks. 031 Furniture and fitments).

2. Opret din ansøgning

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clariwood Inc. JH ▾

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant *
Clariwood Inc. ▾

Ecolabel Type *
Nordic Swan Ecolabel ▾

Applicant's Naming of Application

Product Group Category
Goods ▾

Application Type *
New ▾

Criteria Group *
031 Furniture and fittings ▾

Applicant's description of application, production site and invoice information *

Armchairs with different fabrics and 3 sets of legs.
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yyy

Primary Application Contact * ▾

Primary Licence Contact * ▾

Marketing Contact ▾

Finance Contact (Turnover Reporting) ▾

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

Currency * ▾

Estimated Annual Turnover or AUM Licence (DK) ▾

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) ▾

Benyt **Applicant's Description** til at beskrive din ansøgning.

Indtast navn på produktionsstedet.

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 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' menu is highlighted with a red box. Below the navigation, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and contains several dropdown menus: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *' (New), 'Certifying Country *' (SWEDEN), 'Criteria Group and Generation *' (031 Furniture and fitments 5), 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. The 'CONTACTS' and 'BRANDS' dropdowns are also highlighted with a red box. A modal window is open over the 'CONTACTS' dropdown, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' buttons. Below the form, there is a section titled 'Contact Persons in your Company' which is also highlighted with a red box. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' with dropdowns for 'Currency *' and 'Estimated Annual Turnover or AUM Licence' for DK, IS, SE, FI, and 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, som 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 **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), Certifying Country (SWEDEN), 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). A text area for 'Applicant's description of application, production site and invoice information' contains: '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, Marketing Contact, and Finance Contact (Turnover Reporting). A red box highlights the Marketing Contact and Finance Contact fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and four separate turnover/AUM licence fields for DK, IS, FI, and Outside the Nordics.

Vælg 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 svanemærkede produkter 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 *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	150.000
Estimated Annual Turnover or AUM Licenses (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
45.000.000	25.000.000	0
Estimated Annual Turnover or AUM Licence (NO)		
20.000.000		

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 af de produkter, der er omfattet af din ansøgning. Brug ikke punktum, mellemrum eller komma.

Du skal estimere årlig omsætning for hvert af de valgte nordiske markeder og for de markeder uden for Norden, hvor produkterne også skal sælges.

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/?url=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

The screenshot shows a web application interface for creating a new application. At the top, there is a navigation bar with menu items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH).

A success message at the top left states: "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE".

The main form is titled "Application Information" and contains several fields:

- 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: [empty]
- Criteria Group: 031 Furniture and fitments

Two red boxes highlight specific fields:

- The first box highlights the "ID Number" field, which contains the value "29879".
- The second box highlights the "Application Status" field, which contains the value "New".

Below the "Application Information" section, there is a section for "Application Products" with a table that currently has no records. At the bottom, there are fields for "Contact Persons in your Company", including "Primary Application Contact" (Jane Hansson), "Primary Licence Contact" (Jane Hansson), and "Marketing Contact" (Jane Hansson).

Ansøgningen er nu oprettet og forsynet med et **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 produkter lever op til Svanemærkets krav

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

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

The screenshot displays a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson, Clariwood Inc.' is visible in the top right corner. On the left, a sidebar titled 'APPLICATION INFORMATION' is highlighted with 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 main content area features a green 'ADD PRODUCT' button, also highlighted with a red box. Below the button, a message reads: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' A language dropdown menu is set to 'English'.

A larger red box highlights the entire 'ADD PRODUCT' section, including the button, the instruction text, and the language dropdown.

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

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

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

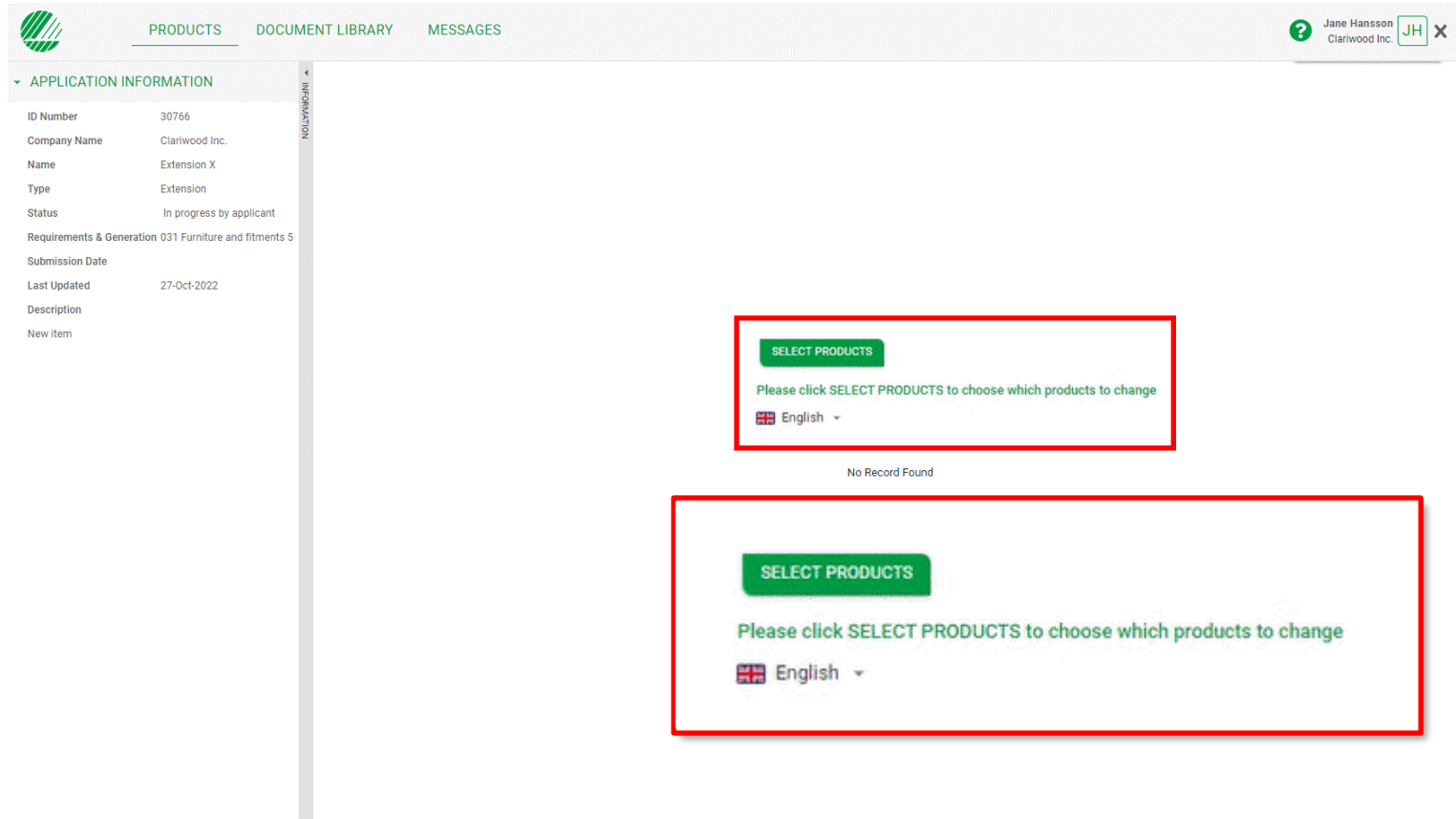
The screenshot displays a web application interface. At the top, there is a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible. The main content area is titled 'APPLICATION INFORMATION' and contains a table with 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, there is a text instruction: '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, there is a language dropdown menu set to 'English'.

Klik på **Add New Product** eller **Copy Existing Products** for at tilføje flere produkter til en allerede eksisterende licens.

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



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. Below the menu is a section titled 'APPLICATION INFORMATION' with a vertical label 'INFORMATION' on the right. The application information includes:

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 displays a green button labeled 'SELECT PRODUCTS'. Below the button, the text reads: 'Please click SELECT PRODUCTS to choose which products to change'. A language dropdown menu shows 'English' with a flag icon. Below this, the text 'No Record Found' is displayed. A second, larger red box highlights the same 'SELECT PRODUCTS' button and text area.

Hvis du ønsker at foretage ændringer i en allerede eksisterende licens, skal du klikke på **Select Products**.

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

SELECT THE LICENSE PRODUCTS TO COPY

<input type="checkbox"/>	Name ↕	Type ↕	Status ↕	Val Version ↕	Val Licensnr ↕	Val Kriterie ↕
<input type="checkbox"/>	Confy Armchair Blue	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4
<input checked="" type="checkbox"/>	Confy Armchair Olive	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4
<input type="checkbox"/>	Confy Armchair Red	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4
<input type="checkbox"/>	Confy Armchair Yellow	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4

10 rows per page

Previous Page 1 of 1 Next

CANCEL OK

Benyt **Copy Existing Product**, hvis du vil kopiere dokumentationen bag et produkt til nogle nye produkter. Juster herefter dit svar på hvert nyt produkt, i stedet for at starte forfra med dokumentationen. Klik **OK** for at fortsætte.

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

The screenshot shows a web interface for documenting products against Svanemærket requirements. The 'NAVIGATE CONTENT' menu is expanded, showing a hierarchical list of requirements. The 'Warranty' item under 'Warranty and spare parts' is highlighted. The interface includes a search bar, a user profile for Jane Hansson, and buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'.

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

Når du begynder at dokumentere, hvordan jeres produkter 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 produkter lever op til Svanemærkets krav

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

- Top Navigation:** Includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson, Clariwood Inc.' with initials 'JH'.
- Left Sidebar:** Contains 'APPLICATION INFORMATION' and 'NAVIGATE CONTENT'. The 'NAVIGATE CONTENT' section lists various product requirements, including '031 Furniture and fittings Version 5.1', 'What can carry the Nordic Swan Ecolabel?', 'General Product Information', 'Product and material composition', 'Product requirements', 'Quality and circular requirements', 'Warranty and spare parts', 'Packaging', and 'Chemicals'. A 'NEW MESSAGE' button is highlighted in red.
- Main Content Area:**
 - PRODUCTS > REQUIREMENTS:** Contains 'SAVE & CLOSE', 'SAVE', and 'CLOSE' buttons (highlighted in red).
 - General Product Information:** Includes a form for 'Name, Type, Brand, etc.' with fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'Please select End Market(s)' (Consumer). It also features 'SAVE & CLOSE', 'SAVE', and 'CLOSE' buttons (highlighted in red).
 - MESSAGES:** A section for sending messages, containing a text editor with bold, italic, underline, and list icons, a 'SEND' button, and a message preview: 'The product is mainly marketed to consumers, however ...'.
 - User Profile:** A card for 'JANE HANSSON' with a hand icon and the time '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 produkter lever op til Svanemærkets krav

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Description of the product

Applicants must provide the following information about the product and the production process:

- Drawing/picture of the product.
- Description of the production process. For example, a flowchart including which substances are used in the process (e.g. the surface treatment of wood or metal).
- Information about suppliers of the materials in the product.

Please note that if any finished component parts are used in the product, the supplier of each material in the component part must be described. All ingoing materials must be included in the section 'Materials in the product' below.

Examples of finished component parts are drawers, finished countertops/table tops, legs for height-adjustable tables and frames for chairs, sofas, headboards etc.

It is not necessary to describe the production process at each individual supplier.

Are any finished component parts used in the production? Yes No

Please upload a drawing/picture of the product. [ADD DOCUMENT](#)

Please upload a flowchart that describes the production process. [ADD DOCUMENT](#)

Please upload an overview of suppliers of the different materials. If relevant, state the component suppliers. The ingoing materials and suppliers of each material used in the component must be included. [ADD DOCUMENT](#)

Dokumenter, at jeres produkter 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 produkter 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 'Tranquil' arm chairs. 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
Copy - Copy - Copy - Copy - Tranquil	Arm chair	09/6/2022 16:13	New
Copy - Copy - Copy - Tranquil	Arm chair	09/6/2022 16:13	New
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:13	New
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:13	New
Copy - Tranquil	Arm chair	09/6/2022 16:13	New
Copy - Tranquil	Arm chair	09/6/2022 16:13	New
Tranquil	Arm chair	09/6/2022 16:13	In progress by applicant
Tranquil	Arm chair		

Hvis du søger om licens til mere end ét produkt, og disse produkter er ens, så kan du spare tid, hvis du starter med at dokumentere, hvordan ét af produkterne lever op til Svanemærkets krav.

Klik på **Copy** for at oprette en kopi af det produkt, du har uploadet dokumentation på.

Klik på blyant-ikonet for hver kopi og tilret navnet på produktet samt andre informationer, som er forskellige.

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

The screenshot shows the 'Name, Type, Brand, etc.' section of the application. The status is currently 'In progress by applicant'. A dropdown menu is open, showing options: 'Not started', 'In progress by applicant', 'Ready for evaluation', and 'Response needed from applicant'. The 'Ready for evaluation' option is highlighted. A 'NEW MESSAGE' button is visible below the form fields.

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 kan du lave tilretningerne 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 produkter lever op til Svanemærkets krav

1.

Log ind og skift adgangskode

2.

Opret din ansøgning

3.

Dokumenter, at jeres produkter 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. The table contains several rows of product entries, including 'Copy - Copy - Tranquil' and 'Tranquil'. A red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner. Another red box highlights a dropdown menu for the 'Status' column of the table, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. A third red box highlights a larger dropdown menu for the 'Status' column, also showing the same three options.

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 hvert produkt 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.



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