



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

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

Introduktion

Denne ansøgningsguide hjælper dig med at ansøge om en ny licens til Svanemærket, eller foretage ændringer i en allerede 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 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).

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- Trin 2: Opret din ansøgning
- Trin 3: Dokumenter, at jeres produkter lever op til Svanemærkets krav
- Trin 4: Send din ansøgning

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:

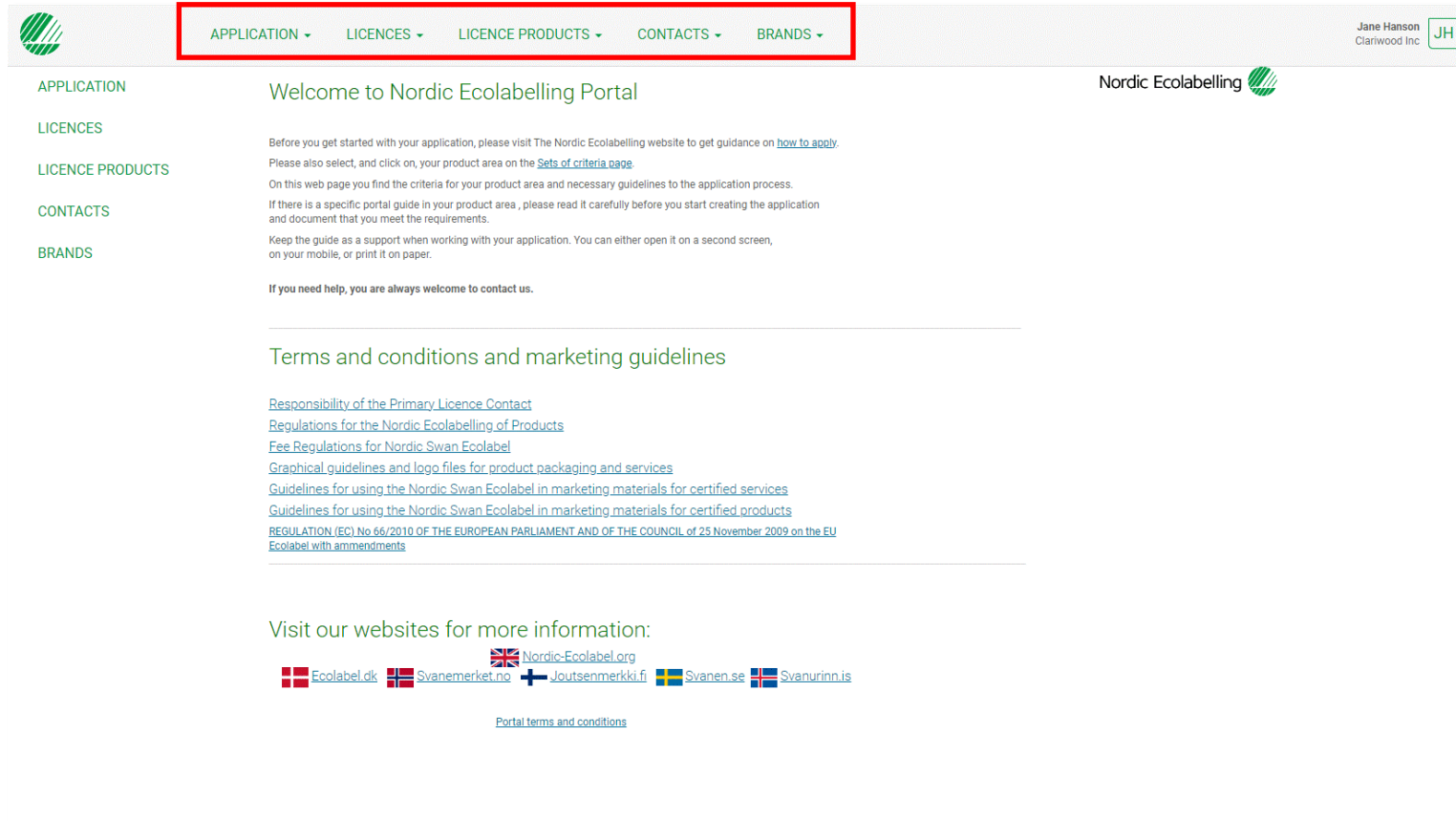
- The login credentials are personal and may not be given to another person.
- The login is valid for as long as my company has ongoing applications in the portal or valid ecolabelling licences.
- I understand that I am responsible to ensure the information and the documents I submit in the portal are 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



APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS

APPLICATION Welcome to Nordic Ecolabelling Portal

LICENCES 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](#).

LICENCE PRODUCTS 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.







CONTACTS 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.

BRANDS 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](#)
[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](#)

Visit our websites for more information:

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

[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

The screenshot shows the Nordic Ecolabelling Portal. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is highlighted with a red box, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. 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.

Terms and conditions and marketing guidelines

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[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](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#) [Nordic-Ecolabel.org](#)

[Portal Terms and conditions](#)

Klik 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 logged in as 'Jane Hansson Clariwood Inc.' with initials 'JH'. The main content area is titled 'Application Information' and contains several dropdown menus. Three red boxes highlight specific fields: the first box highlights the 'Application Information' section, the second box highlights the 'Contact Persons in your Company' section, and the third box highlights the 'Application Information' section again, focusing on the 'Applicant *', 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *' fields. The 'Application Type *' dropdown is currently set to 'New'. Below the form, there are two checkboxes: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The page number '9' is visible in the bottom left corner.

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

Klik så 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 interface includes a top navigation bar with menu items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). The form is titled 'Application Information' and has two main buttons: 'SAVE' and 'SIGN & CREATE APPLICATION'. The form fields are as follows:

- 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 dropdown and its associated list of options.
- Licence ***: A dropdown menu with '3031 0105, 5, Clariwood Inc., 031 Furniture and fitments' selected. A red box highlights this dropdown and its associated list of options.
- Applicant's description of application, production site and invoice information ***: A large text area for providing details, highlighted with a red box.
- Contact Persons in your Company**: A section with a dropdown for 'Primary Application Contact *', highlighted with a red box.

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 eksisterende 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 content area is titled 'Application Information' and contains several fields: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application' (Swan project X), 'Application Type *' (with a dropdown menu open showing 'New', 'Extension', and 'Change'), and 'Certifying Country *'. Below this, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by' with checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'. A red box highlights the 'Application Information' section, and a green box highlights the 'Application Type' dropdown menu.

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 form also includes fields for 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and 'Estimated Annual Turnover or AUM Licence' for DK, IS, FI, and Outside the Nordics.

APPLICATION | LICENCES | LICENCE PRODUCTS | CONTACTS | BRANDS | Jane Hansson Clarwood Inc. JH

APPLICATIONS | ADD APPLICATION | Application Information | SAVE | SIGN & CREATE APPLICATION

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category
Goods

Criteria Group *
001 Primary batteries
005 Tissue paper
008 Remanufactured OEM Toner Cartridges
010 Construction and facade panels, and mouldings
013 Car, boat and train care products
015 Imaging equipment
017 Dishwasher detergents and rinse aids
019 Compost bins
023 Sanitary Products
025 Hand Dishwashing Detergents
026 Cleaning products
029 Floor coverings
030 Rechargeable batteries and portable chargers
031 Furniture and fitments
039 Manufacturing of textiles, hides/skins and leather
044 Copy and printing paper
047 Disposables for food
049 Grease-proof Paper
057 Office and hobby supplies
062 Windows and exterior doors

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category
Goods

Criteria Group *
031 Furniture and fitments

Criteria Group and Generation *
031 Furniture and fitments 5

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

Primary Licence Contact *
Marketing Contact

Finance Contact (Turnover Reporting)

Estimated Annual Turnover or AUM Licence (DK)
Estimated Annual Turnover or AUM Licence (IS)
Estimated Annual Turnover or AUM Licence (FI)
Estimated Annual Turnover or AUM Licence (Outside the Nordics)

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

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

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

2. Opret din ansøgning

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clarwood 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

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

Armchairs with different fabrics and 3 settings 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' and 'BRANDS' menus are highlighted with a red box. Below the navigation, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form area is titled 'Application Information' and contains several dropdown menus for 'Applicant', 'Applicant's Naming of Application', 'Application Type', 'Certifying Country', 'Criteria Group and Generation', 'Primary Application Contact', 'Primary Licence Contact', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', 'Currency', and 'Estimated Annual Turnover or AUM Licence'. A red box highlights the 'Contact Persons in your Company' section, which includes the 'Primary Application Contact' and 'Primary Licence Contact' dropdowns. A modal window is open over the 'CONTACTS' menu, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options.

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 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), 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 the text: '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 fields for Estimated Annual Turnover or AUM Licence in 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/?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.

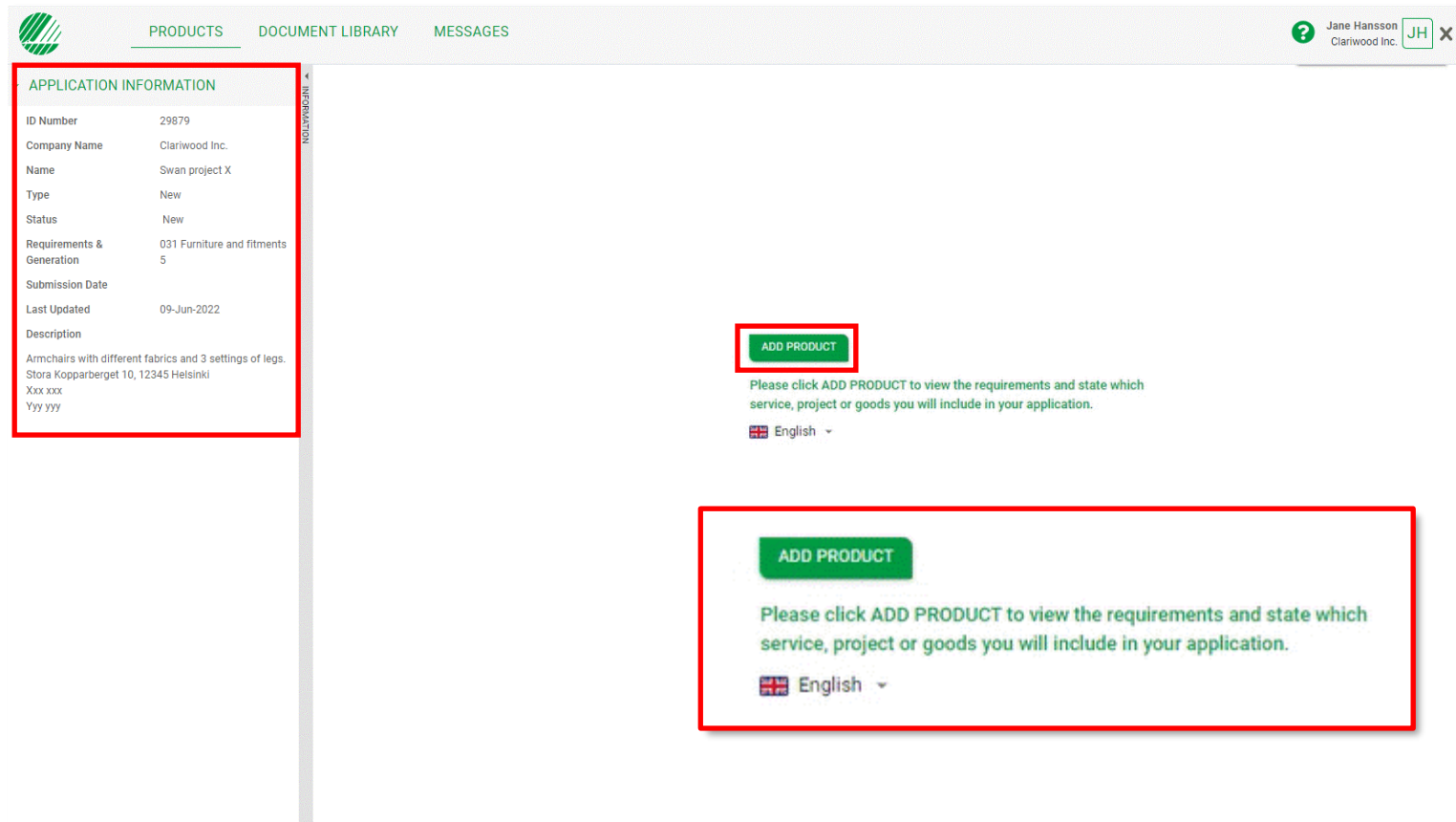
Klik på **Continue Application** for at fortsætte.

Ansøgningsprocessen

Sådan ansøger og dokumenterer du, at jeres 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

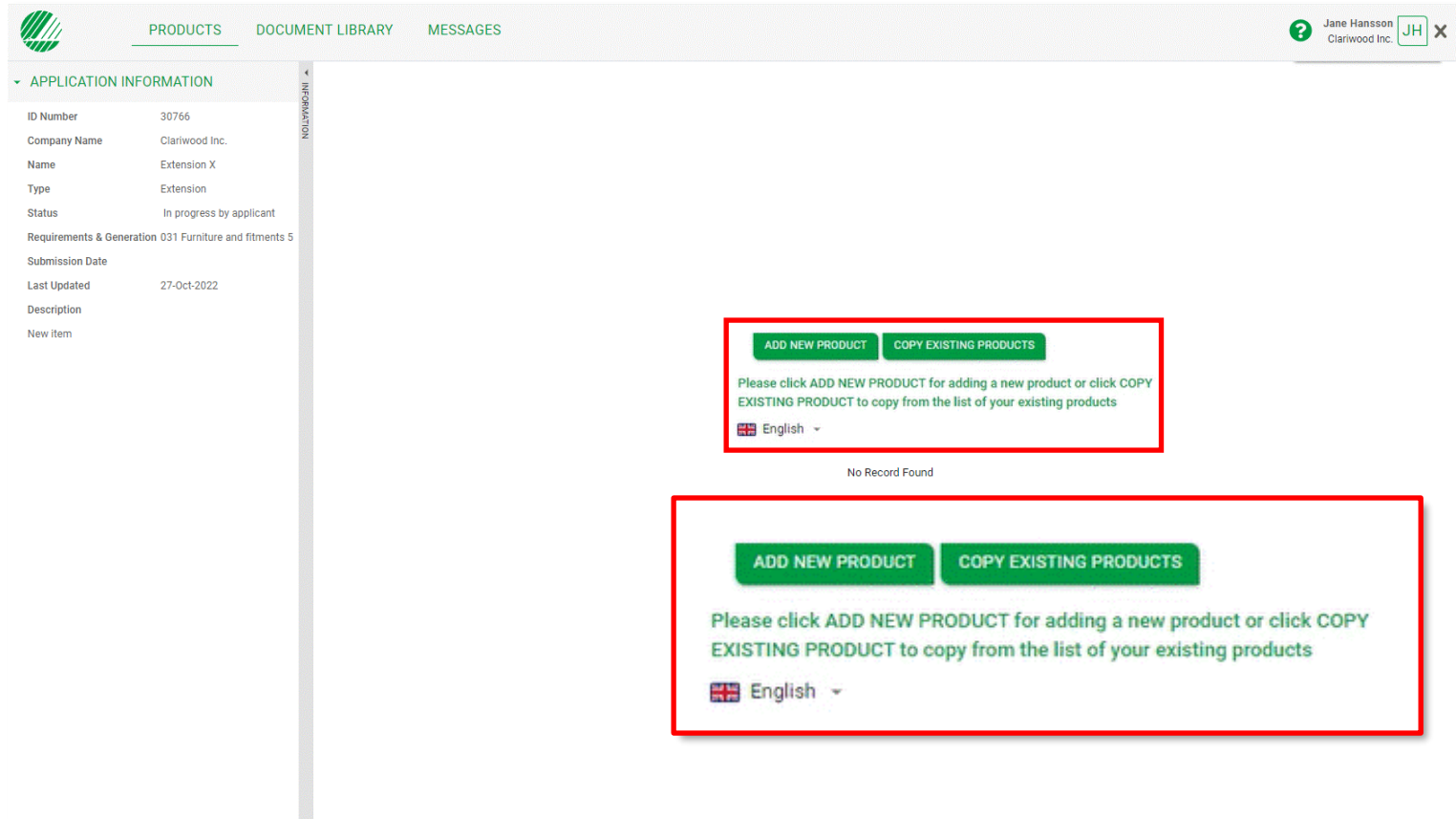
In the main content area, a green 'ADD PRODUCT' button is highlighted with a red box. Below it, the text reads: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' A language dropdown menu is set to 'English'.

A second, larger red box highlights a duplicate of this 'ADD PRODUCT' button and its associated text and language dropdown.

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

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

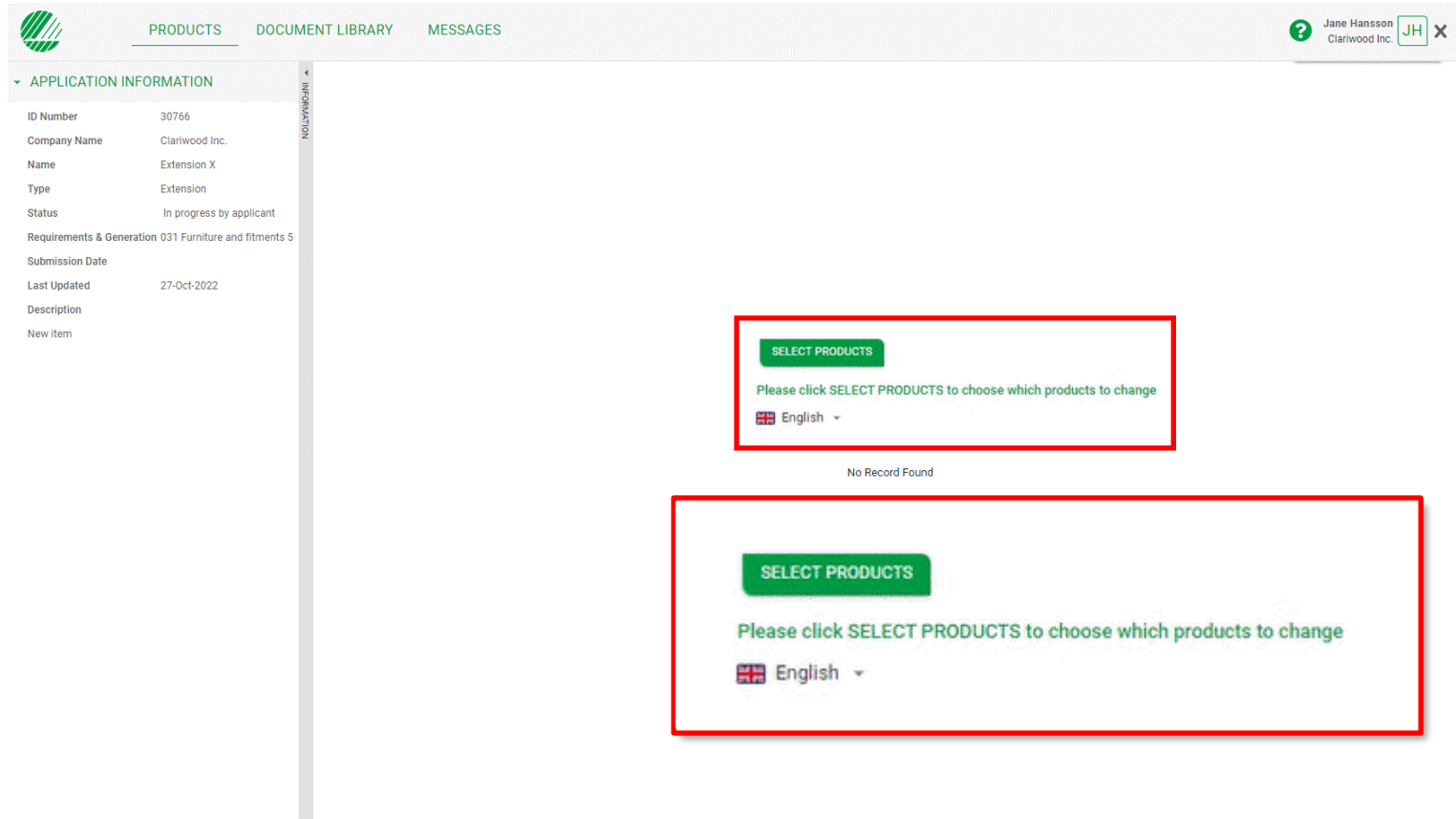
3. Dokumenter, at jeres produkter lever op til Svanemærkets krav



The screenshot displays a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right. On the left, a sidebar shows 'APPLICATION INFORMATION' with details such as 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, and New Item. The main content area features 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, a message 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'. A language dropdown menu is set to 'English' with a flag icon. Below the message, the text 'No Record Found' is displayed.

Klik på **Add New Product** eller **Copy Existing Product** 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 is visible, showing 'English' with a flag icon. Below this, the text 'No Record Found' is displayed. A second, larger version of the 'SELECT PRODUCTS' button and text is shown below the first one, also highlighted with a red box.

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

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson
Clariwood Inc. JH x

APPLICATION INFORMATION

ID Number 30756
Company Name Clariwood Inc.
Name External
Type External
Status In progress
Requirements & Generation 031 Furniture and fitments 4
Submission Date 27-Oct-2019
Last Updated 27-Oct-2019
Description
New Item

SELECT THE LICENSE PRODUCTS TO COPY

SEARCH

<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

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CANCEL OK

Benyt **Copy Existing Products** hvis du vil kopiere dokumentationen bag dette produkt til nogle nye produkter. Tilret 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 application interface with a navigation menu. The menu is titled 'NAVIGATE CONTENT' and is expanded to show a list of items under the heading '031 Furniture and fitments Version 5.1'. The items are: 'What can carry the Nordic Swan Ecolabel?', 'General Product Information', 'Product and material composition', 'Product requirements', 'Quality and circular requirements', and 'Warranty and spare parts'. The 'Warranty' item is highlighted with a grey background. The menu is enclosed in a red box. The background of the application shows a document editor with a 'SAVE & CLOSE' button and a user profile 'Jane Hansson Clariwood Inc. JH'.

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.

3. Dokumenter, at jeres produkter 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 header includes "PRODUCTS", "DOCUMENT LIBRARY", "MESSAGES", and a user profile for "Jane Hansson, Clariwood Inc." with initials "JH".
- Main Content Area:**
 - PRODUCTS > REQUIREMENTS:** Contains buttons for "SAVE & CLOSE", "SAVE", and "CLOSE".
 - General Product Information:** A section with the instruction "Please fill in specific information about the product below." and buttons for "SAVE & CLOSE", "SAVE", and "CLOSE".
 - Name, Type, Brand, etc.:** A section with a status of "In progress by applicant". It includes a "Name" field with the value "Tranquil", a "Type" dropdown menu with "Arm chair" selected, and a "Please select End Market(s)" dropdown menu with "Consumer" selected.
 - MESSAGES:** A section with a "NEW MESSAGE" button and a message card. The message card contains a rich text editor with the text "The product is mainly marketed to consumers, however ..." and a "SEND" button.
 - Market information and Trade Names:** A section with a message card containing the text "The product is mainly marketed to consumers, however ...".

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 et "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

PRODUCTS DOCUMENT LIBRARY MESSAGES

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

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

General Product Information

Please fill in specific information about the product below.

Name, Type, Brand, etc. In progress by applicant

Name
Tranquil

Type: Arm chair

Please select End Market(s) Consumer x

Please state the **brand** name of the product

Please state the **brand owner** of the brand above

NEW MESSAGE

Market information and Trade Names Not started

Angiv produktets navn f.eks. det generisk handelsnavn (landespecifikke handelsnavne angives senere).

Vælg først en produkttype på drop-down listen **Type**.

Vælg herefter et eller flere slut markeder for dit produkt på drop-down listen **End Market(s)**.

Angiv om dit produkt er til forbrugere og/eller professionelle på drop-down listen **End Market(s)**

Tilføj produktets brand navn samt navnet på den virksomhed, der ejer brandet. Ejer I selv brandet, skal du skrive jeres eget virksomhedsnavn.

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

The screenshot shows a web application interface for product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and has 'SAVE & CLOSE', 'SAVE', and 'CLOSE' buttons. The left sidebar is titled 'APPLICATION INFORMATION' and 'NAVIGATE CONTENT', listing various product categories. The main content area is divided into sections: 'Market information and Trade Names' (status: Ready for evaluation) and 'Other information' (status: Not started). The 'Market information and Trade Names' section includes a dropdown menu for 'Ready for evaluation' with options 'Finland', 'Iceland', and 'Sweden'. Below this are three text input fields for 'Trade Name, Finland', 'Trade Name, Iceland', and 'Trade Name, Sweden', each containing the text 'Rauhallinen', 'Tranquil', and 'Tranquil' respectively. The 'Other information' section includes a 'NEW MESSAGE' button and a prompt to enter product GTIN numbers.

Vælg de lande, hvor produktet sælges, og anfør produktets respektive handelsnavn i hvert land.

Hvis dit produkt sælges uden for Norden, skal du angive i hvilket land det sælges.

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

The screenshot shows a web application interface for Svanemærket. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clarivood Inc.' with initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- General Product Information**: A section with a sub-section 'Name, Type, Brand, etc.' and 'Market information and Trade Names', both marked 'Ready for evaluation'.
- Other information**: This section is highlighted with a red border. It contains a form for entering 'GTIN numbers' (bar code numbers). Two numbers are already entered: '1234567890' and '2345678901'. An 'ADD' button is visible below the input fields.
- Product and material composition**: A section partially visible at the bottom.

The left sidebar contains a 'NAVIGATE CONTENT' menu with various categories like 'General Product Information', 'Product and material composition', and 'Packaging'.

Tilføj alle **Global Trade Item Numbers** eller **GTIN** på produktet.

Nordisk Miljømærkning benytter disse unikke identifikationsnumre til at fremhæve produkter med en svanemærkecertificering på e-handelswebsider og på egne websites.

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

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Not started

Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate

If the chemicals are Nordic Ecolabelled in accordance with the criteria for Nordic Swan Ecolabelling of Chemical building products, generation 2 or later, or Indoor paints and varnishes, generation 3 or later, then the requirements in this section are fulfilled.

Are any of the chemical products used for surface treatment ecolabelled with the Nordic Swan Ecolabel?

Yes, all of them
 Yes, some of them
 No

Please select the Nordic Swan Ecolabelled products used for surface treatment: **LOOKUP**

If any of the ecolabelled products used are not found in the list above, please contact your Nordic Ecolabelling advisor.

NEW MESSAGE

Not started

Chemical products used for surface treatment of wood, wood-based panels and laminate

Please select the chemical products used for surface treatment: **LOOKUP**

If any of the chemical products used is not found in the list, please contact your supplier and ask them to contact Nordic Ecolabelling so they can get access to the Nordic Ecolabeling Supply Chain Portal. Please read more [here](#).

Klik på **LOOKUP** for at vælge items* fra producenterne i din forsyningskæde.

* Items er en generel betegnelse for forskellige varer og materialer som f.eks. kemikalier, laminater, glas og tekstiler.

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

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson
Clariwood Inc. JH

APPLICATION INFORMATION

PRODUCTS > REQUIREMENTS > LOOKUP

Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate

Please select the Nordic Swan Ecolabelled products used for surface treatment.

UPDATE CANCEL

SEARCH

Name	Company	Licence Number	Type
<input checked="" type="checkbox"/> RainbowPaint, 2,5 l	Test Account Portal 4	3096 0031	Indoor paints
<input type="checkbox"/> RainbowPaint, 3 l	Test Account Portal 4	3096 0031	Indoor paints
<input checked="" type="checkbox"/> RainbowPaint, 5 l	Test Account Portal 4	3096 0031	Indoor paints

10 rows per page

- 5 rows
- 10 rows**
- 20 rows
- 25 rows
- 50 rows
- 100 rows

Previous Page 1 of 1 Next

Afkryds de items, I anvender i produktet.

Hvis du ikke kan finde det korrekte item, skal du gøre følgende:

- Bed producenten i din forsyningskæde om at deklarerer det pågældende item for dig.
- Oplys producenten om dit firmanavn og dit **Application ID Number**.

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

The screenshot shows a web application interface for Svanemærket requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as 'Jane Hansson Clariwood Inc.' with the initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate'. The form includes a 'Not started' status, a question about whether chemical products are Nordic Swane Ecolabelled, and a 'LOOKUP' button. A table of products is highlighted with a red box, showing three entries for 'RainbowPaint' with different volumes and types. Below the table is a 'NEW MESSAGE' button and another requirement section for 'Chemical products used for surface treatment of wood, wood-based panels and laminate'.

Name	Company	Licence Number	Type
RainbowPaint, 2,5 l	Test Account Portal 4	3096 0031	Indoor paints
RainbowPaint, 3 l	Test Account Portal 4	3096 0031	Indoor paints
RainbowPaint, 5 l	Test Account Portal 4	3096 0031	Indoor paints

De items du har valgt, vises i din ansøgning.

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 products, all of which are 'Arm chair' type and 'New' status. A red box highlights a 'Copy' button in the top right corner of the table. Another red box highlights a context menu that appears over the table, containing three options: 'Copy' (with a pencil icon), 'Open and Edit' (with a document icon), and 'Cancel Product' (with a prohibition sign icon).

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 allerede 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 a web application interface for managing product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH).

The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- Name, Type, Brand, etc.**: This section is highlighted with a red box. It contains a dropdown menu for status selection, currently set to 'In progress by applicant'. The dropdown options are: 'Not started', 'In progress by applicant' (selected), 'Ready for evaluation', and 'Response needed from applicant'. A second red box highlights the 'Ready for evaluation' option.
- Type:**: A text input field containing 'Copy - Tranquil'.
- Please select End Market(s)**: A dropdown menu.
- Registered brand name**: A text input field.
- Please state the brand name of the product**: A text input field.
- Registered brand owner**: A text input field.
- Please state the brand owner of the brand above**: A text input field.
- Market information and Trade Names**: A dropdown menu currently set to 'Not started'.

Buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE' are visible at the top right of the form area. A 'NEW MESSAGE' button is located at the bottom left of the form 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 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 profile 'Jane Hanson Clariwood Inc.' is visible in the top right. The left sidebar shows 'APPLICATION INFORMATION' with details such as ID Number (29879), Company Name (Clariwood Inc.), Name (Swan project X), Type (New), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (09-Jun-2022), and Description (Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy).

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 'PLEASE CANCEL' button and a 'SUBMIT FOR EVALUATION' button are located at the top right of the table area. A 'SEARCH' button is also present. A status dropdown menu is open, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. A red box highlights the 'SUBMIT FOR EVALUATION' button, and another red box highlights the 'Ready for evaluation' option in the dropdown menu.

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.



Udgivet af

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