



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

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

Introduktion

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

- Læs venligst guiden grundigt igennem, inden du starter din ansøgning og dokumentation.
- Brug guiden som støtte, når du arbejder med din ansøgning.
- Denne guide vil blive opdateret, når nye funktionaliteter 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 service lever op til Svanemærkets krav

Trin 4: Send din ansøgning

Ansøgningsprocessen

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

1.

Log ind og skift din adgangskode

2.

Opret din ansøgning

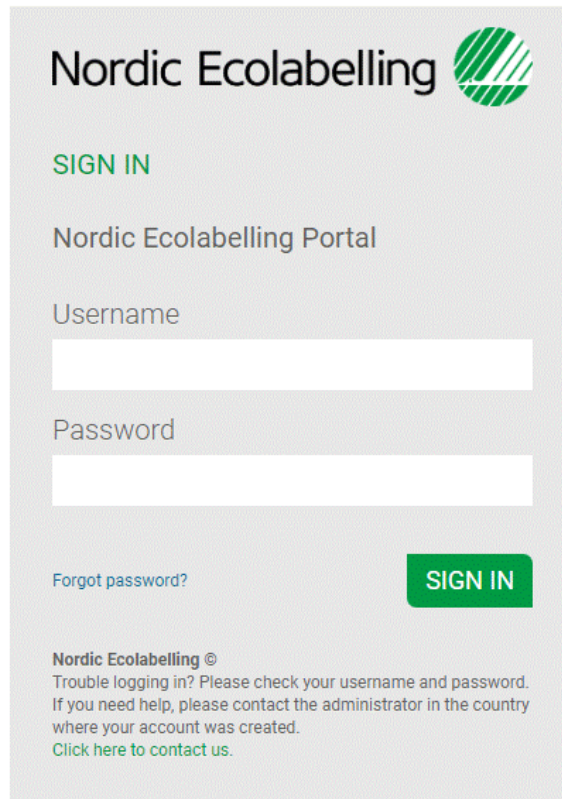
3.

Dokumenter, at jeres service lever op til Svanemærkets krav

4.

Send din ansøgning

1. Log ind og skift din adgangskode

Nordic Ecolabelling 

SIGN IN

Nordic Ecolabelling Portal

Username

Password

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

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

4.3.0.1

Benyt Microsoft Edge eller Google Chrome som webbrowser.



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

1. Log ind og skift din adgangskode

Nordic Ecolabelling 

Terms & Conditions

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

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

ACCEPT

REJECT

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 links to regional websites:

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

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

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

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

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

Ansøgningsprocessen

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

1.

Log ind og skift din adgangskode

2.

Opret din ansøgning

3.

Dokumenter, at jeres service lever op til Svanemærkets krav

4.

Send din ansøgning

2. Opret din ansøgning

APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS

Jane Hanson
Clariwood Inc JH

APPLICATION
LICENCES
LICENCE PRODUCTS
CONTACTS
BRANDS

Home to Nordic Ecolabelling Portal

Nordic Ecolabelling

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

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

Terms and conditions and marketing guidelines

[Responsibility of the Primary Licence Contact](#)
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[Graphical guidelines and logo files for product packaging and services](#)
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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 venligst på **Application og Add Application** for at starte din ansøgning.

2. Opret din ansøgning

The screenshot displays 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 *' (set to 'Clariwood Inc.'), 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *'. A red box highlights the 'Application Information' section. Below this, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by', each with a checkbox and a link to external regulations.

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 serviceområde, I ikke allerede har licens til (**New**)
- udvide en eksisterende licens ved at tilføjer flere serviceområder (**Extension**)
- ændre egenskaberne på de serviceområder, som allerede er certificerede, f.eks. udskiftning af kemikalieleverandør (**Change**)

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 includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form fields are:

- Applicant ***: A dropdown menu with 'Clariwood Inc.' selected.
- Applicant's Naming of Application**: A text input field with 'Change X' entered.
- Application Type ***: A dropdown menu with 'Change' selected. A red box highlights this dropdown.
- Licence ***: A dropdown menu with a list of options. The option '3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation' is highlighted in blue. A red box highlights this dropdown.
- Applicant's description of application, production site and invoice information ***: A large text area for providing details. A red box highlights this area.
- Contact Persons in your Company**: A section with a 'Primary Application Contact *' dropdown menu.

At the bottom, there is a section titled 'We Undertake the Regulations by Creating this Request of Application' with two checkboxes and links to external regulations.

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

På 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 din licens. Angiv også om der er nogle specielle oplysninger, vi skal tilføje på fakturaen, vi sender til jer (f.eks. en anden fakturaadresse, reference- eller EAN-nummer).

Vælg herefter kontaktpersonen i din virksomhed

2. Opret din ansøgning

The screenshot shows a web application interface for creating an application. The main form is titled "Application Information" and includes the following fields:

- Applicant ***: A dropdown menu with "Clariwood Inc." selected.
- Applicant's Naming of Application**: A text input field containing "Swan project X".
- Application Type ***: A dropdown menu with a list of options: "New", "Extension", and "Change". The "New" option is highlighted in blue.
- Certifying Country ***: A dropdown menu.

Below the main form, there is a section for "Contact Persons in your Company" with a "Primary Application Contact *" dropdown menu. At the bottom, there are two checkboxes for regulatory compliance: "Nordic Ecolabelling Regulations Accepted" and "The responsibilities of the PLC".

The zoomed-in view of the "Application Type" dropdown menu shows the following options:

- New
- Extension
- Change

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.

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

2. Opret din ansøgning

The screenshot shows the 'Application Information' section of a web form. The form is titled 'Application Information' and has a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form is divided into several sections:

- Ecolabel Type ***: A dropdown menu with 'Nordic Swan Ecolabel' selected.
- Product Group Category**: A dropdown menu with 'Services' selected.
- Criteria Group ***: A dropdown menu with a list of options: '055 Hotels and other accommodation', '041 Printing companies and printed matter', '074 Transport wash installations', '076 Cleaning services', '079 Grocery Stores', '100 Coffee service', and '101 Investment funds and investment products'. The '055 Hotels and other accommodation' option is highlighted in blue.
- Ecolabel Type ***: A dropdown menu with 'Nordic Swan Ecolabel' selected.
- Product Group Category**: A dropdown menu with 'Services' selected.
- Criteria Group ***: A dropdown menu with '055 Hotels and other accommodation' selected.
- Criteria Group and Generation ***: A dropdown menu with '055 Hotels and other accommodation 5' selected.
- Applicant's description of application, production site and invoice information ***: A text area for providing details about the application.
- Primary Licence Contact ***: A dropdown menu.
- Marketing Contact**: A dropdown menu.
- Finance Contact (Turnover Reporting)**: A dropdown menu.
- Estimated Annual Turnover or AUM Licence (DK)**: A text input field.
- Estimated Annual Turnover or AUM Licence (IS)**: A text input field.
- Estimated Annual Turnover or AUM Licence (SE)**: A text input field.
- Estimated Annual Turnover or AUM Licence (FI)**: A text input field.
- Estimated Annual Turnover or AUM Licence (Outside the Nordics)**: A text input field.

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

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

Vælg herefter **Criteria Group** (f.eks. 055 Hoteller og andre overnatningssteder).

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 Services ▾

Application Type * New ▾ Criteria Group * 055 Hotels and other accommodation ▾

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

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

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 de serviceområder, du ønsker at medtage i din ansøgning, f.eks. konferencefaciliteter og hotel/restaurant.

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

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

2. Opret din ansøgning

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATIONS', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. A dropdown menu is open under 'CONTACTS', showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. The main content area is titled 'Application Information' and contains several form fields: '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 'Primary Application Contact *' and 'Primary Licence Contact *' fields are highlighted with a red box. Below these fields is a section titled 'Contact Persons in your Company'. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' with sub-sections for '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)', and 'Estimated Annual Turnover or AUM Licence (Outside the Nordics)'. The top right corner shows the user 'Jane Hansson Clariwood Inc.' with a 'JH' profile icon.

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

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

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

2. Opret din ansøgning

APPLICATION - LICENCES - LICENCE PRODUCTS - CONTACTS - BRANDS - Jane Hansson Clarivood Inc. JH

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

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

Criteria Group and Generation *
031 Furniture and fitments 5

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

Contact Persons in your Company

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)

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 de svanemærkede services 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)
Estimated Annual Turnover or AUM Licens (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

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 Licens (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. Brug ikke punktum, mellemrum eller komma.

2. Opret din ansøgning

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

Contact Persons in your Company

Primary Application Contact *
Jane Hansson

Primary Licence Contact *
Jane Hansson

Marketing Contact
Jane Hansson

Finance Contact (Turnover Reporting)
Jane Hansson

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

Currency *
EUR

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

Estimated Annual Turnover or AUM Licence (SE)
3500000

Estimated Annual Turnover or AUM Licence (FI)
5000000

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

Estimated Annual Turnover or AUM Licence (NO)
250000

We Undertake the Regulations by Creating this Request of Application

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

SAVE SIGN & CREATE APPLICATION

Læs venligst **Regulations** grundigt igennem.

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

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

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

2. Opret din ansøgning

Record updated successfully.

CONTINUE APPLICATION **SAVE**

CONTINUE APPLICATION **SAVE**

Application Information

Applicant
Clariwood Inc.

Applicant's Naming of Application
Swan project X

Application Type *
New

Certifying Country *
SWEDEN

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category

Criteria Group *
031 Furniture and fitments

ID Number
29879

Application Status
New

ID Number
29879

Application Status
New

Application Products

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

Contact Persons in your Company

Primary Application Contact *
Jane Hansson

Primary Licence Contact *
Jane Hansson

Marketing Contact
Jane Hansson

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

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

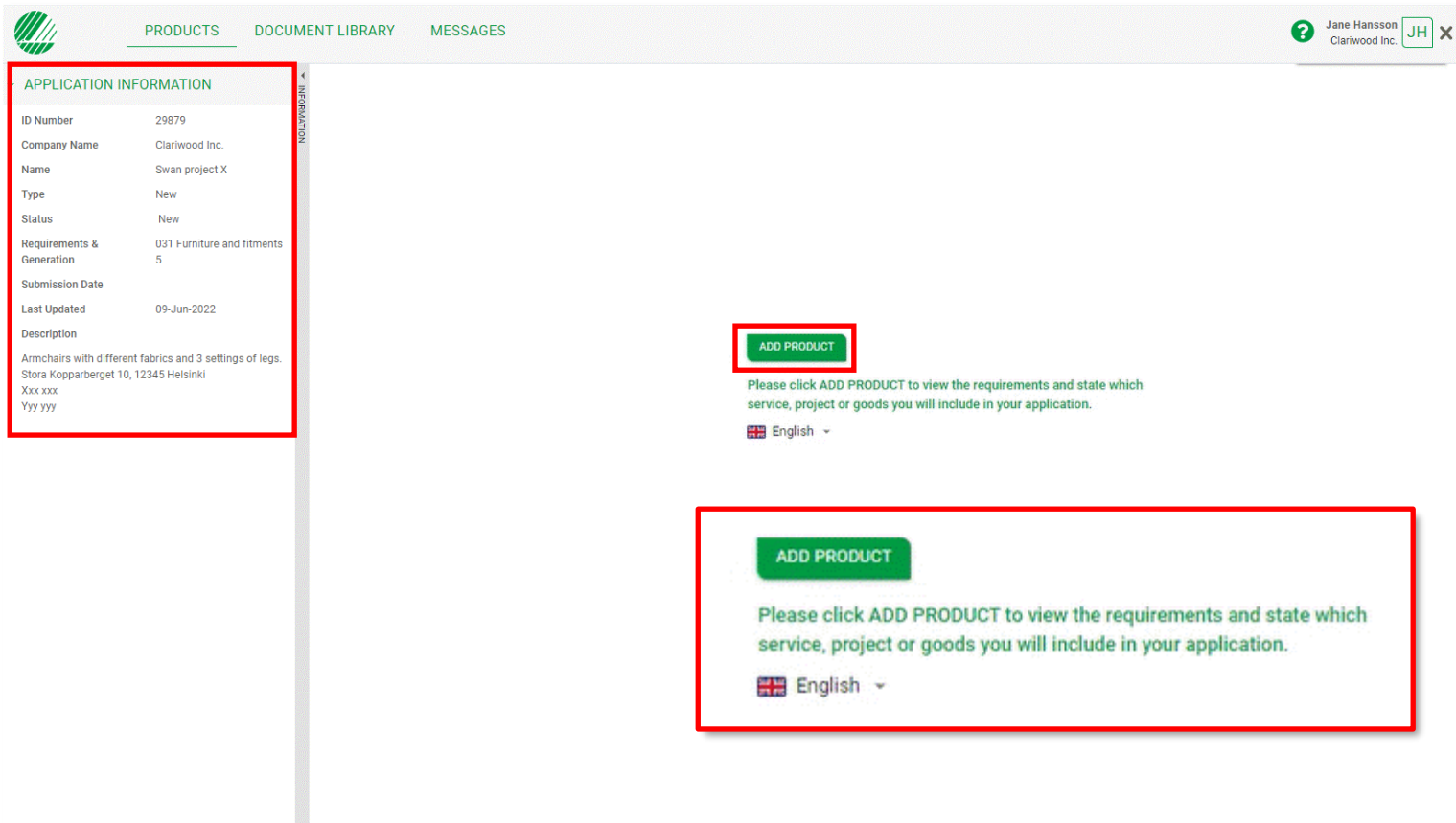
Klik på **Continue Application** for at fortsætte.

Ansøgningsprocessen

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

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

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



The screenshot 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'.

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

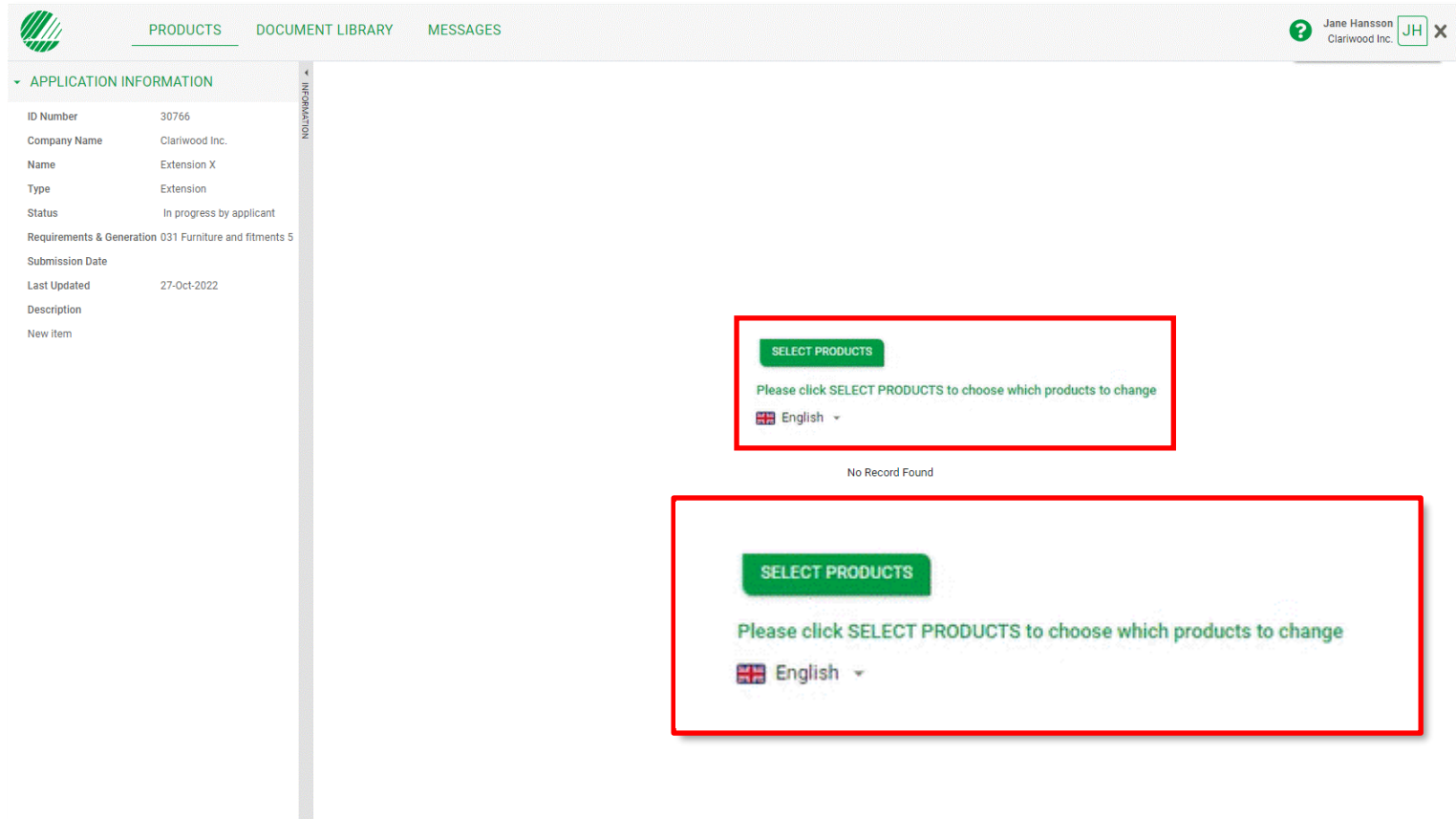
Klik på **Add Product**, hvis du arbejder på en ny licens.

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

The screenshot displays a web application interface. 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. A sidebar on the left 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 contains two identical panels, each enclosed in a red box. Each panel features 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'. A language dropdown menu is set to 'English'. The text 'No Record Found' is visible between the two panels.

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

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



The screenshot shows a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right. On the left, there is a sidebar with 'APPLICATION INFORMATION' and a table of details:

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 two identical panels, each containing a green 'SELECT PRODUCTS' button, the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu set to 'English'. The top panel also includes the text 'No Record Found' below the dropdown. Both panels are highlighted with red rectangular boxes.

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

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

The screenshot shows a software interface for documenting products. The main navigation menu is highlighted with a red box and contains the following items:

- 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

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 service lever op til Svanemærkets krav

The screenshot displays 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", and "MESSAGES" tabs, along with a user profile for "Jane Hansson, Clariwood Inc." with initials "JH".
- Main Content Area:**
 - PRODUCTS > REQUIREMENTS:** A section with "SAVE & CLOSE", "SAVE", and "CLOSE" buttons.
 - General Product Information:** A section with "SAVE & CLOSE", "SAVE", and "CLOSE" buttons.
 - Name, Type, Brand, etc.:** A section with a dropdown menu set to "In progress by applicant".
 - Form Fields:** Fields for "Name" (Tranquil), "Type" (Arm chair), and "Please select End Market(s)" (Consumer).
 - MESSAGES:** A section with a "NEW MESSAGE" button, a rich text editor with formatting options (B, I, U, list, link, undo, redo), and a "SEND" button. The message content is "The product is mainly marketed to consumers, however ...".
 - User Profile Card:** A card for "JANE HANSSON" with a hand icon and a timestamp "9:20".

Husk at benytte **Save** knappen.

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

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

Klik **New Message** for at skrive en besked eller en note til afsnittet/kravet. Hvis du skriver et spørgsmål, som du har brug 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

Not started

Not started

In progress by applicant

Ready for evaluation

Response needed from applicant

In progress by applicant

Not started

In progress by applicant

Ready for evaluation

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. [ADD DOCUMENT](#)

If relevant, state the component suppliers. The ingoing materials and suppliers of each material used in the component must be included.

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

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

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

Fortsæt til næste afsnit.

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

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

- Navigation:** A sidebar on the left contains a tree view of requirements categories, including 'Hotels and other accommodation', 'General requirements', 'General information about the service', 'Environmental management', 'Energy requirements', 'Energy and CO2-reducing measures', 'Water requirements', and 'Waste requirements'.
- Header:** The top of the page features a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, there is a user profile for 'Jane Hansson Clariwood Inc.' with initials 'JH'.
- Main Content:**
 - PRODUCTS > REQUIREMENTS:** A breadcrumb trail at the top of the main area.
 - General requirements:** A section with a 'SAVE & CLOSE', 'SAVE', and 'CLOSE' button.
 - General information about the service:** A section with the instruction 'Please fill in specific information about the service below.' It contains:
 - Name, Type, Brand, etc.:** A section header with a status 'In progress by applicant'. Below it is a text input field for 'Name of the service' containing 'Clariwood Hotel and Conferences'.
 - Type:** A dropdown menu currently set to 'Hotel'.
 - Please select End Market(s):** A multi-select dropdown menu with 'Consumer' and 'Professional' selected.
 - Please state the brand related to the service:** A text input field containing 'Clariwood'.
 - Please state the brand owner of the brand above:** An empty text input field.
 - NEW MESSAGE:** A green button at the bottom of the form.

Angiv navnet på servicen.

Vælg først en servicekategori fra drop-down listen **Type**.

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

Hvis du tilhører en kæde, skal du indtaste kædens brandnavn og navnet på den virksomhed, der ejer brandet.

3. Dokumenter, at jeres service 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 identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains two sections:

- Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate** (Status: Not started)
 - 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**
- Chemical products used for surface treatment of wood, wood-based panels and laminate** (Status: Not started)
 - 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 de items*, I benytter i jeres service.

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

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

The screenshot shows a web application interface for managing products. The main content area is titled "Ecolabelled chemicals" and contains a table with the following columns: Name, Licence Holder, Type, Licence Number, and Ecolabel. The table lists various cleaning products, with several items checked. A red box highlights the "per page" dropdown menu, which is currently set to "10 rows" and has a list of options: 5 rows, 10 rows, 20 rows, 25 rows, 50 rows, and 100 rows. The "25 rows" option is selected. The interface also includes a search bar and a "SEARCH" button.

Name	Licence Holder	Type	Licence Number	Ecolabel
<input checked="" type="checkbox"/> Allfix utan parfym, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Allfix, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Allfix, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Universalspray, 750 ml	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Änglamark Allrent, 1 l	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Änglamark Universalspray, 500 ml	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> KBM Sani Clean Neutral, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> KBM Sani Clean Neutral, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> Office Depot Allrent, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Office Depot Allrent, 750 ml	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel

Marker de items, I benytter i jeres service.

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

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

- Hotels and other accommodation
 - What can carry the Nordic Swan Ecolabel? Instructions Templates
- General requirements
 - General information about the service
 - Name, Type, Brand, etc. Market information and Trade Names
 - Description of the company
 - Number of guests
- Environmental management
 - Annual follow-up of the licence
 - Continuous improvements
 - Communication with staff
- Energy requirements
 - Fossil oil
 - Fossil gas
 - Energy consumption
 - Limit values for energy consumption
 - Routines/system for energy savings
- Energy and CO2-reducing measures
 - Analysis, own measures and calculation
 - Demand and time controls
 - Energy efficient installations
 - Transport
 - Point score
- Water requirements
 - Water consumption
 - Limit values for water consumption
 - Water and resource savings for laundry
 - New purchases
 - Points for measures to reduce water consumption
- Waste requirements
 - Sorting at source
- Amount of unsorted waste
 - Information obtained from waste contractor

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Ecolabelled chemical products used

All chemical products used by the company that are labelled with the Nordic Swan Ecolabel and EU Ecolabel must be selected below.

Once you have selected the products, the Dosing-column must be filled in stating how each product is dosed (e.g. 'measuring cups' or 'automatic dosing').

Please select the products used: [LOOKUP](#)

Name	Licence Holder	Type	Licence Number	Dosing
Allfix utan parfym, 5 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot Allrent, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot Kök, 750 ml	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot WC-Ankä, ...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Storfix, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>

If any ecolabelled chemical products used were not found above, please state the following for each product:

- Name of the product
- Licence holder
- Type of product
- Licence number
- Ecolabel (Nordic Swan Ecolabel / EU Ecolabel / Bra Miljöval)
- Dosing method/equipment

De items du har valgt, vises i din ansøgning.

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

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. 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 én service, og disse services er ens, så kan du spare tid, hvis du starter med at dokumentere, hvordan én af de ansøgte services lever op til Svanemærkets krav.

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

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

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

The screenshot displays a web application interface for managing product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc. JH' is visible in the top right. 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 includes a dropdown menu for status, currently set to 'In progress by applicant'. The dropdown options are 'Not started', 'In progress by applicant', 'Ready for evaluation', and 'Response needed from applicant'. Below this are input fields for 'Name' (containing 'Copy - Tranquil'), 'Type', 'Please select End Market(s)', 'Registered brand name', 'Please state the **brand** name of the product', 'Registered brand owner', and 'Please state the **brand owner** of the brand above'. A 'NEW MESSAGE' button is located at the bottom left of this section.
- Market information and Trade Names**: This section is also highlighted with a red box. It shows a dropdown menu set to 'Not started' and a note: 'You must select at least one sales country below!'

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

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

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

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

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), and Description (Hotel accommodation, Hotel restaurant, Conference, Café). The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A dropdown menu is open over the 'Status' column, showing options: 'In progress by applicant', 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. Above the table, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', and a search bar with a 'SEARCH' button. The user profile 'Jane Hansson Clariwood Inc. JH' is visible in the top right corner.

Name	Type	Date Modified	Status
Clariwood Hotel and Conferences	Hotel	10/6/2022 09:20	In progress by applicant
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Copy - Clariwood Hotel and Conf..	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Copy - Copy - Copy - Clariwood ...	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Clariwood Hotel and Conferences	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Copy - Clariwood Hotel and Conf..	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Clariwood Hotel and Conferences	Hotel	10/6/2022 10:20	In progress by applicant

Skift status for hver serviceydelse fra **In Progress by Applicant** til **Ready for Evaluation**.

Ansøgningsprocessen

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

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

4. Send din ansøgning

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hanson
Clariwood Inc. JH x

APPLICATION INFORMATION

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

Products

ADD PRODUCT Advanced mode English SEARCH

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		In progress by applicant
Copy - Copy - Copy - Tranquil	Arm chair		In progress by applicant
Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Tranquil	Arm chair		In progress by applicant

10 rows per page 1 of 1 Next

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

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



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