



Ansøgningsguide til Nordic Ecolabelling Portal - Fornyelse af licens

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

Introduktion

Denne ansøgningsguide hjælper dig med at ansøge om fornyelse af 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 funktioner lanceres i portalen. Du kan altid downloade den nyeste version fra [Svanemaerket.dk](https://svanemaerket.dk).

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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 om fornyelse af licens

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 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.

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](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#)

[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 om fornyelse af licens
3. Dokumenter, at jeres service lever op til Svanemærkets krav
4. Send din ansøgning

2. Opret din ansøgning om fornyelse af licens

The screenshot shows the Nordic Ecolabelling Portal. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is expanded, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area has a heading 'Welcome to Nordic Ecolabelling Portal' and a sub-heading 'Terms and conditions and marketing guidelines'. Below this, there are several links for further information, including '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', and '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 'Visit our websites for more information:' with links for 'Ecolabel.dk', 'Svanemarket.no', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is'. A link for 'Portal terms and conditions' is also present.

Klik venligst på **Application og View Application** og vælg den ansøgning med typen **Renewal**, som du ønsker at forny.

2. Opret din ansøgning om fornyelse af licens

Applications

Views: Active Applications

ID Number	Name	Type
29630	Renewal Licence No:	Renewal
29145	Renewal Licence No:	Renewal

Keyword

Jane Hansson
Clariwood Inc. JH

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

Vælg den ansøgning du ønsker at forny og klik på linket med det blå **ID Number** for at åbne fornyelsesansøgningen.

2. Opret din ansøgning om fornyelse af licens

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

APPLICATIONS ADD APPLICATION SAVE SIGN & CREATE APPLICATION

Application Information

Applicant: Clariwood Inc.

Applicant's Naming of Application

Applicant's Naming of Application

Renewal Licence No:8055 0001

Ecolabel Type *: Nordic Swan Ecolabel

Product Group Category:

Criteria Group *: 031 Furniture and fitments

Criteria Group and Generation *: 031 Furniture and fitments 5

ID Number: 29912

Application Evaluator: Svante Sterner

Application Status: In progress by applicant

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

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

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

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

Application Products

Application Products

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Generation
No records are available in this view				

Contact Persons in your Company

Primary Application Contact * Primary Licence Contact * Marketing Contact

Det **Renewal Licence no** som vises i **Applicant's Naming of Application**, kan du ændre til et mere passende og letforståeligt navn.

Benyt venligst **Applicant's Description** til at beskrive de serviceområder du ønsker at medtage i din ansøgning, f.eks. konferencefaciliteter og hotel/restaurant. Anfør eventuelt om disse har specifikke navne.

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 om fornyelse af licens

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hanson Clarivood Inc JH ▾

Contact Persons in your Company

Primary Application Contact *
Jane Hansson ▾

CONTACTS ▾ BRANDS ▾
VIEW COMPANY CONTACTS
ADD CONTACTS

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

Currency *
EUR ▾

Estimated Annual Turnover or AUM Licence (SE)
3500000

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (FI)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

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

Under **Primary Application Contact** skal du vælge den person i din virksomhed, som er ansvarlig for den specifikke ansøgning.

Vælg herefter en **Primary Licence Contact**. Det kan være den samme person som ovenfor, eller den person i virksomheden, der er overordnet ansvarlig for alle jeres 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 om fornyelse af licens

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 (SE)
3500000

Estimated Annual Turnover or AUM Licence (NO)
250000

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (FI)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

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

We Undertake the Regulations by Creating this Request of Application

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

The responsibilities of the PLC ([Licensees Commitment](#) [Fee Regulations](#))

SAVE SIGN & CREATE APPLICATION

Vælg den **Marketing Contact** som skal være ansvarlig for Svanemærket i jeres markedsføring, når I har fået fornyet jeres licens.

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

I feltet **Currency** skal du vælge den valuta, I ønsker at bliver faktureret i.

Du skal ikke udfylde feltet **Estimated Annual Turnover**.

2. Opret din ansøgning om fornyelse af licens

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 *	Primary Licence Contact *	Marketing Contact
Jane Hansson	Jane Hansson	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	5000000	15500
Estimated Annual Turnover or AUM Licence (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
3500000	5000000	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](#))

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 om fornyelse af licens

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 om fornyelse af licens 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 om fornyelse af licens
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 for managing products. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right corner. The main content area is titled 'Products' and features a table with one entry: 'Clariwood Hotel', which is a 'Hotel' type, modified on '13/6/2022 08:33', and has a status of 'In progress by applicant'. Two buttons, 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', are located at the top right of the product list. A sidebar on the left and a detailed view on the right both show 'APPLICATION INFORMATION' for the selected product. The detailed view includes fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description.

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant

APPLICATION INFORMATION

ID Number: 29885
Company Name: Clariwood Inc.
Name: Renewal Licence No:8055 0001
Type: New
Status: In progress by applicant
Requirements & Generation: 055 Hotels and other accommodation 5
Submission Date: 13-Jun-2022
Last Updated: 13-Jun-2022
Description: Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, Helsinki

I afsnittet **Application Information** viæs status og anden information om din ansøgning.

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

The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. Below this is a table with the following data:

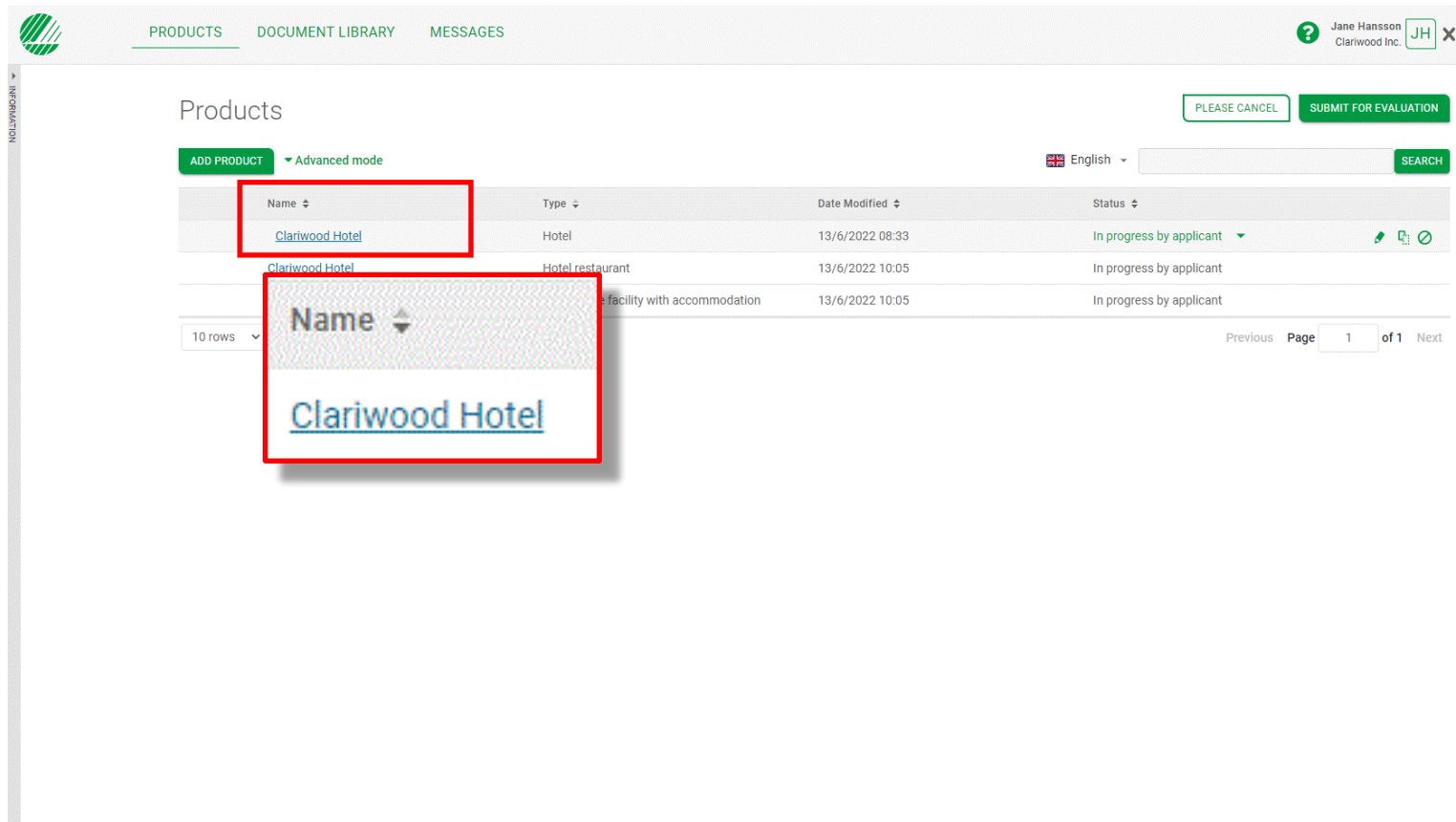
Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
Clariwood Hotel	Conference facility with accommodation	13/6/2022 10:05	In progress by applicant

The 'Status' dropdown menu for the first row is expanded, showing the 'Please cancel' option. A 'Please Cancel' button is also visible in the top right corner of the interface.

Hvis der er en serviceydelse(r), som ikke skal være en del af din ansøgning om fornyelse af licens, skal du klikke på ikonet **Please Cancel** ud for denne.

Serviceydelsen ændrer herefter status til **Please Cancel**, og vil ikke længere være en del af fornyelsen.

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



The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson from Clariwood Inc. The main content area is titled 'Products' and includes a table with columns for Name, Type, Date Modified, and Status. The first row of the table is highlighted, and a tooltip is displayed over the 'Name' cell, showing the text 'Clariwood Hotel' as a clickable link. The table also includes a search bar and a 'SUBMIT FOR EVALUATION' button.

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
	facility with accommodation	13/6/2022 10:05	In progress by applicant

I kolonnen **Name** skal du klikke på det blå link. Herefter åbner visningen **Requirements**, hvor du skal dokumentere, at den pågældende service lever op til Svanemærkets nye krav.

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

The screenshot shows a web interface for documenting products against Svanemærket requirements. The main navigation menu on the left is titled 'NAVIGATE CONTENT' and is highlighted with a red box. It lists various product categories and their sub-sections, including '031 Furniture and fitments Version 5.1'. The 'Warranty and spare parts' section is currently selected, and its sub-items are visible in the main content area. The interface includes a search bar, a user profile (Jane Hansson, Clariwood Inc.), and several action buttons like 'SAVE & CLOSE', 'SAVE', and 'CLOSE'.

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

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

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

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

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

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a navigation menu with categories like 'APPLICATION INFORMATION' and 'NAVIGATE CONTENT'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'Please select End Market(s)' (Consumer). Below the form is a 'MESSAGES' section with a rich text editor and a 'SEND' button. A 'NEW MESSAGE' button is located in the bottom left of the main content area. A notification banner at the bottom of the page displays the name 'JANE HANSSON' and the text 'The product is mainly marketed to consumers, however ...'. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top of the form, the 'NEW MESSAGE' button, the 'MESSAGES' section, and the notification banner.

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 service 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 steps 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 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 top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as Jane Hansson at Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains two sections: 'General requirements' and 'General information about the service'. The 'General information about the service' section includes a form with the following fields:

- Name, Type, Brand, etc.** (In progress by applicant):
 - Name of the service: Clariwood Hotel and Conferences
 - Type: Hotel
 - Please select End Market(s): Consumer x Professional x
- Please state the **brand** related to the service: Clariwood
- Please state the **brand owner** of the brand above: (empty field)

A 'NEW MESSAGE' button is located at the bottom of the form.

Bekræft, at navnet på servicen er korrekt.

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

Vælg herefter et eller flere slut markeder for din service på drop-down listen **End Markets**.

Hvis din virksomhed er en del af en kæde, skal du anføre eller bekræfte brandets navn 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., with initials JH. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'Points for Nordic Swan Ecolabelled laundry service'. The form is currently 'Not started'. It includes a description of the requirement, a question 'Does your company use a Nordic Swan Ecolabelled laundry service?' with radio buttons for 'Yes' and 'No' (selected), and a field for 'The point score for this requirement is:' with a value of 0. A red box highlights the text 'Please select the Nordic Swan Ecolabelled laundry service the business uses:' and a 'LOOKUP' button. Below this, there are sections for 'Non-ecolabelled chemical products' and 'Information on chemicals'.

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

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

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

PRODUCTS DOCUMENT LIBRARY MESSAGES Jane Hansson Clariwood Inc. JH

APPLICATION INFORMATION PRODUCTS REQUIREMENTS LOOKUP

Ecolabelled chemicals

ADD CANCEL SEARCH

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

10 rows per page
5 rows
10 rows
20 rows
25 rows
50 rows
100 rows

Previous Page 1 of 50 Next

Afkryds de items I anvender i jeres service.

3. Dokumenter, at jeres service 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.' with initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a section for 'Ecolabelled chemical products used'. Below this, there is a table with columns for Name, Licence Holder, Type, Licence Number, and Dosing. The table is highlighted with a red box. Below the table, there is a 'LOOKUP' button and a list of requirements for each product.

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

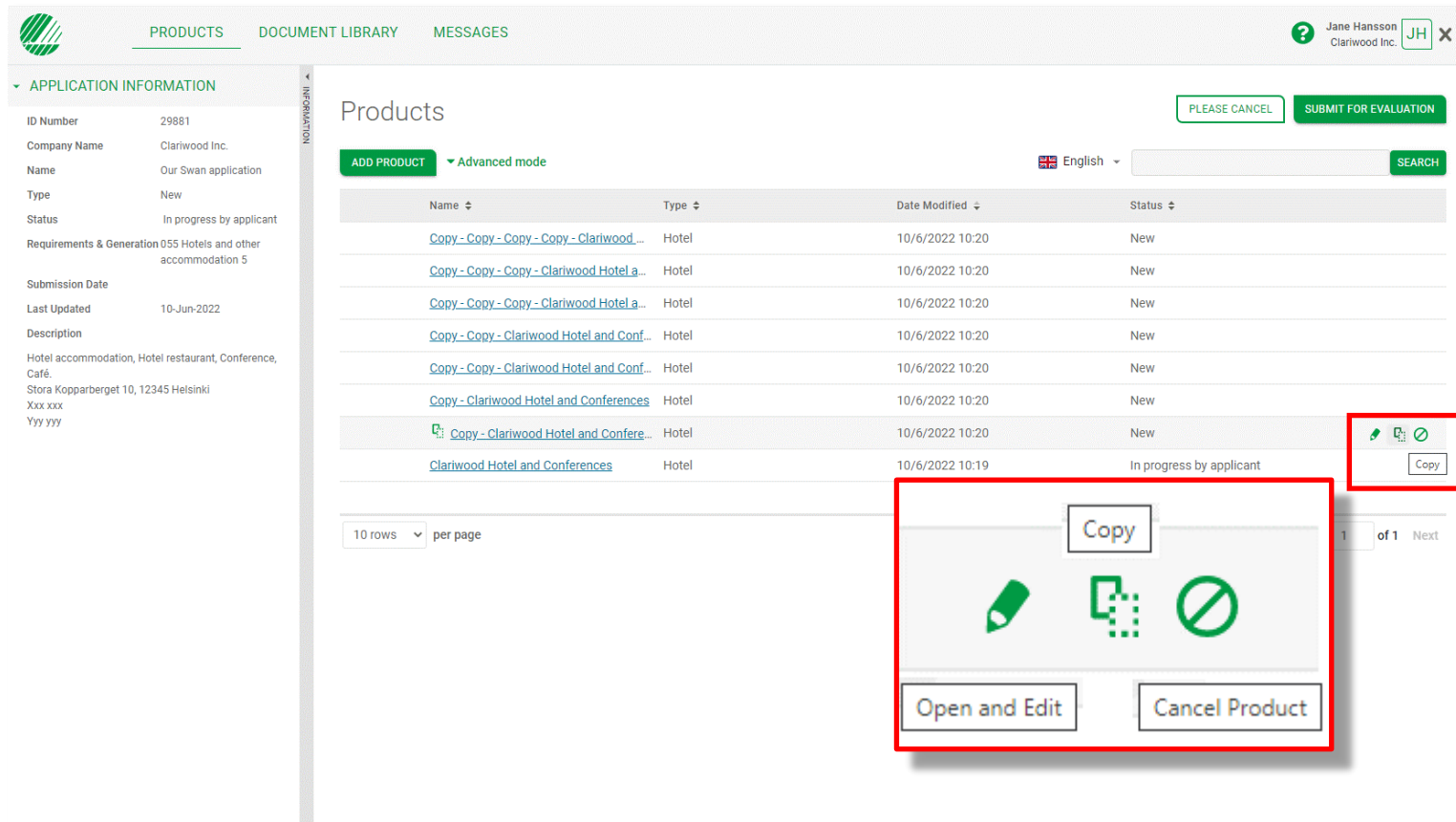
Name	Licence Holder	Type	Licence Number	Dosing
Allfix utan parfym, 5 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	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 K�k, 750 ml	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot WC-Anka, ...	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 Milj val)
- Dosing method/equipment

De items du har valgt, vises i din ans gning.

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 content area is titled 'Products' and features a table with columns for Name, Type, Date Modified, and Status. The table lists several product entries, including 'Copy - Copy - Copy - Clariwood ...' and 'Clariwood Hotel and Conferences'. A context menu is open over the 'Clariwood Hotel and Conferences' row, showing options: 'Copy', 'Open and Edit', and 'Cancel Product'. The 'Copy' option is highlighted with a red box, and the context menu itself is also outlined in red.

Name	Type	Date Modified	Status
Copy - Copy - Copy - Clariwood ...	Hotel	10/6/2022 10:20	New
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	New
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	New
Copy - Copy - Clariwood Hotel and Conf...	Hotel	10/6/2022 10:20	New
Copy - Copy - Clariwood Hotel and Conf...	Hotel	10/6/2022 10:20	New
Copy - Clariwood Hotel and Conferences	Hotel	10/6/2022 10:20	New
Copy - Clariwood Hotel and Confere...	Hotel	10/6/2022 10:20	New
Clariwood Hotel and Conferences	Hotel	10/6/2022 10:19	In progress by applicant

Hvis du søger om licens til mere end én serviceydelse, og disse serviceydelser er ens, så kan du spare tid, hvis du starter med at dokumentere, hvordan én service lever op til Svanemærkets krav.

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

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

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

The screenshot displays a web application interface for document management. The main content area is titled "PRODUCTS > REQUIREMENTS" and contains several sections:

- Name, Type, Brand, etc.** (highlighted with a red box): This section includes 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 dropdown menu is open, showing options: "Not started", "In progress by applicant", "Ready for evaluation", and "Response needed from applicant". The "Ready for evaluation" option is highlighted in blue.
- Market information and Trade Names** (highlighted with a red box): This section includes a dropdown menu showing options: "Not started", "In progress by applicant", "Ready for evaluation", and "Response needed from applicant". The "Not started" option is highlighted in blue.

The interface also includes a sidebar with navigation options, a "NEW MESSAGE" button, and buttons for "SAVE & CLOSE", "SAVE", and "CLOSE" at the top right. A user profile for Jane Hansson, Clariwood Inc. is visible in the top right corner.

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

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

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

Ansøgningsprocessen

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

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

4. Send din ansøgning

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

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

Skift nu status på hvert serviceydelse 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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