



# Ansøgningsguide Nordic Ecolabelling Portal - Fornyelse af licens

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

# Introduktion

Denne ansøgningsguide hjælper dig med at ansøge om fornyelse af 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).

## Indhold

### Ansøgningsprocessen

- Trin 1: Log ind og skift din adgangskode
- Trin 2: Opret din ansøgning om fornyelse af licens
- 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.

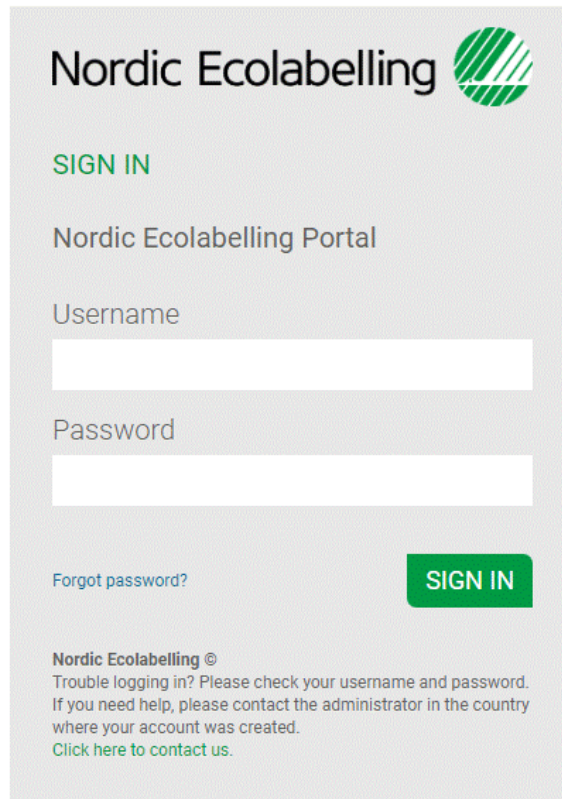
1.  
Log ind og skift din adgangskode

2.  
Opret din ansøgning om fornyelse af licens

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.

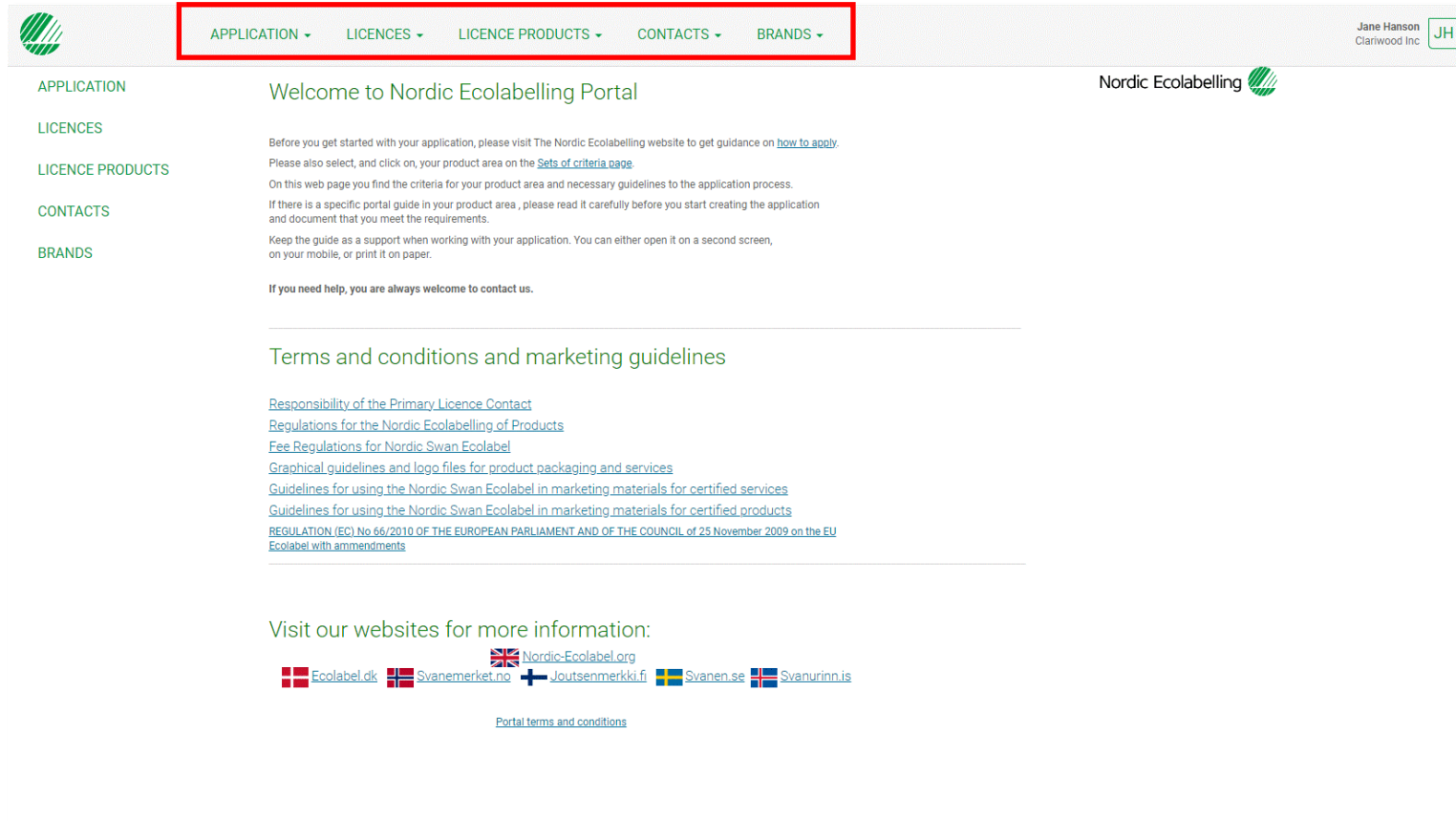
ACCEPT

REJECT

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 ▾

Jane Hanson  
Clariwood Inc JH

APPLICATION Welcome to Nordic Ecolabelling Portal Nordic Ecolabelling

LICENCES

LICENCE PRODUCTS

CONTACTS

BRANDS

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.







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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](#)

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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 skærmbillede.

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

## 2. Opret din ansøgning om fornyelse af licens

The screenshot shows the Nordic Ecolabelling Portal interface. At the top, a navigation bar contains the following items: APPLICATION (highlighted with a red box), LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The 'APPLICATION' dropdown menu is open, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The user is identified as 'Jane Hanson Clarivood Inc' with initials 'JH'. 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 text 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 'Visit our websites for more information:' with links to regional websites:

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

A link for [Portal Terms and conditions](#) is also present.

Klik 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
<a href="#">29630</a>	Renewal Licence No:	Renewal
<a href="#">29145</a>	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

APPLICANT: Clariwood Inc.

Applicant's Naming of Application: **Renewal Licence No:8055 0001**

Ecolabel Type: Nordic Swan Ecolabel

Product Group Category: [Dropdown]

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**

Application Products

Name	Type	Application Product Status	Licence Nr.	fitments 5	Olive	Olive
<a href="#">Confy Armchair Blue</a>	Arm chair	New	3031 0105			
<a href="#">Confy Armchair Olive</a>	Arm chair	New	3031 0105			
<a href="#">Confy Armchair Red</a>	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Red	Confy Armchair Red

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 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 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 *	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](#))

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 liste, 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 (DK)  
5000000

Estimated Annual Turnover or AUM Licence (IS)  
15500

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

Vælg venligst 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 svanemærkede produkter tilknyttet jeres licens.

I feltet **Currency** skal du vælge, hvilken 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

The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). A green notification bar at the top left states "Record updated successfully." Below this, two green buttons labeled "CONTINUE APPLICATION" and "SAVE" are highlighted with red boxes. The main form area is titled "Application Information" and contains several dropdown menus: 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), and Application Status (New). A larger red box highlights the ID Number and Application Status fields. Below the form, there is a table for "Application Products" which is currently empty. At the bottom, there are dropdown menus for "Primary Application Contact" (Jane Hansson), "Primary Licence Contact" (Jane Hansson), and "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 produkter lever op til Svanemærkets krav

1. Log ind og skift din adgangskode
2. Opret din ansøgning om fornyelse af licens
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 for product management. At the top, there are navigation tabs for '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 includes a table of products. Two red boxes highlight specific sections: one on the left sidebar and one in the center. The sidebar box highlights the 'APPLICATION INFORMATION' section, and the center box highlights a detailed view of the same information.

**APPLICATION INFORMATION (Sidebar)**

ID Number	29886
Company Name	Clariwood Inc.
Name	Renewal Licence No:8055 0001
Type	New
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	13-Jun-2022
Description	Armchairs with different fabrics and 3 setts of legs. Stora Kopparberget 10, 12345 Helsinki

**APPLICATION INFORMATION (Center)**

ID Number	29886
Company Name	Clariwood Inc.
Name	Renewal Licence No:8055 0001
Type	New
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	13-Jun-2022
Description	Armchairs with different fabrics and 3 setts of legs. Stora Kopparberget 10, 12345 Helsinki

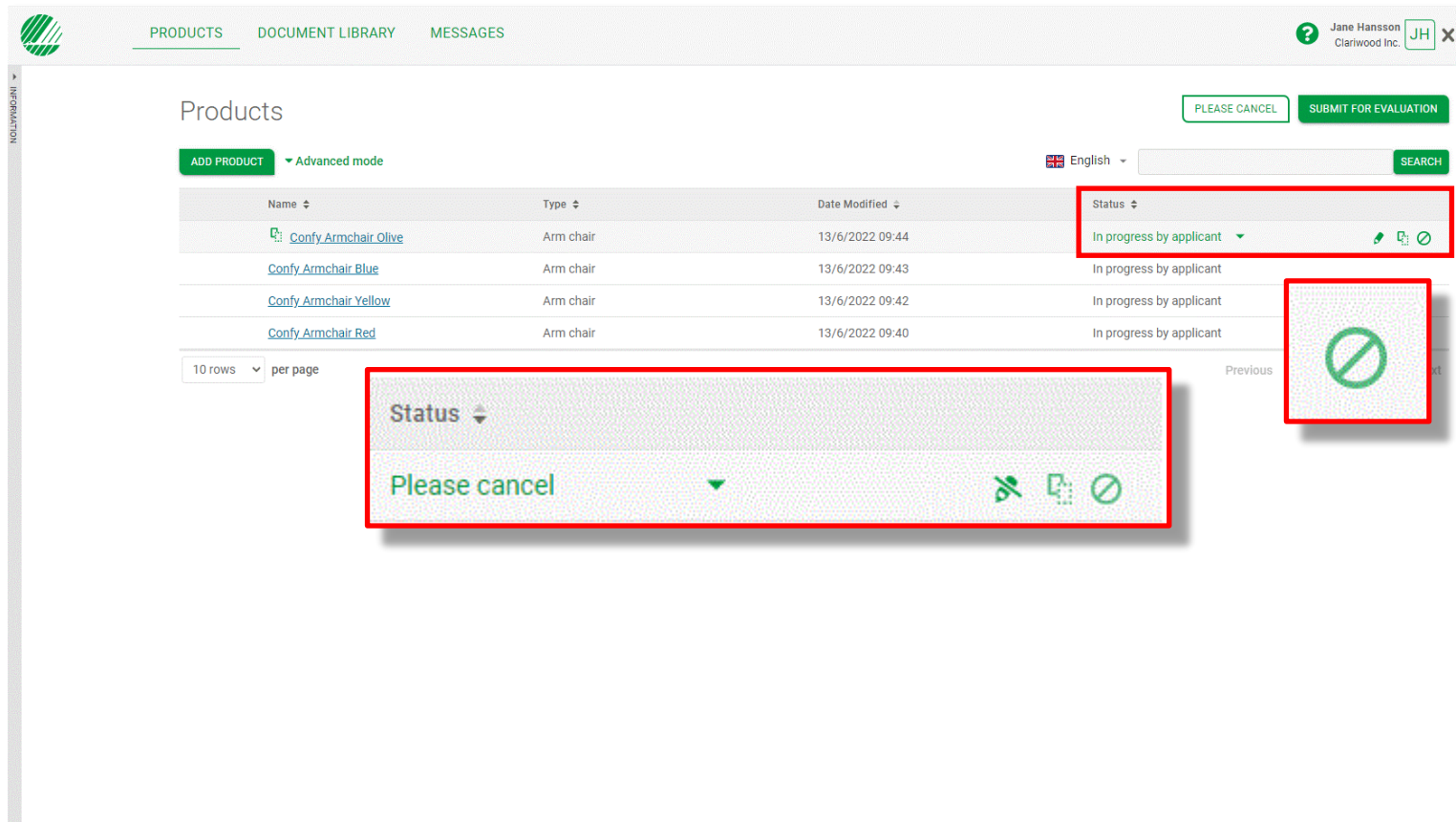
**Products Table**

Name	Type	Date Modified	Status
<a href="#">Confy Armchair Olive</a>	Arm chair	13/6/2022 09:44	In progress by applicant
		13/6/2022 09:43	In progress by applicant
		13/6/2022 09:42	In progress by applicant
		13/6/2022 09:40	In progress by applicant

I afsnittet **Application Information** vises status og andre informationer om din ansøgning.



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



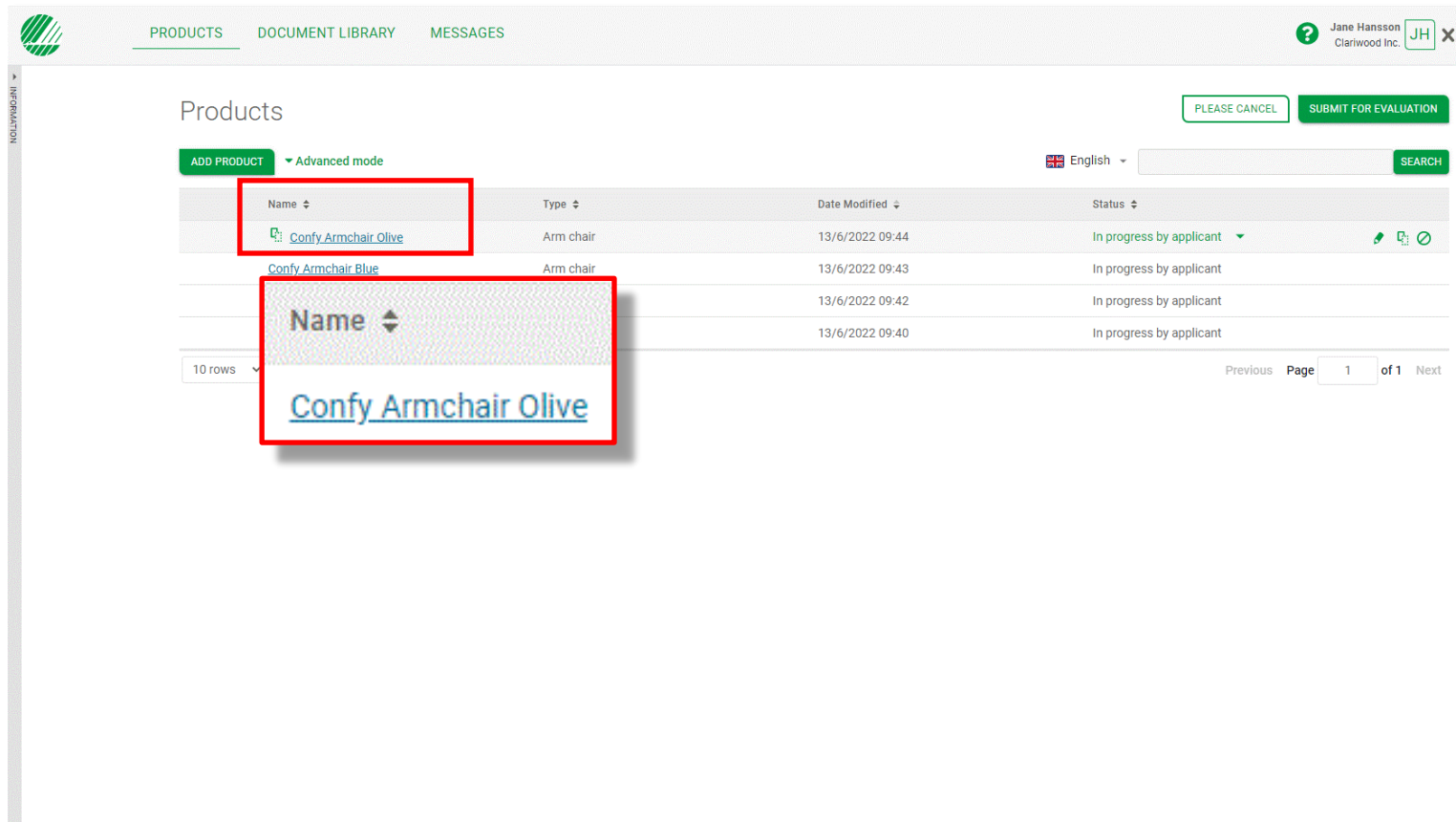
The screenshot shows a web interface for product management. At the top, there are navigation tabs: PRODUCTS, DOCUMENT LIBRARY, and MESSAGES. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main section is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. A table lists four products, all of which are 'Arm chair' type and have a status of 'In progress by applicant'. The table columns are Name, Type, Date Modified, and Status. A red box highlights the 'Status' column header and the 'Please cancel' button in the status dropdown menu. Another red box highlights the 'Please Cancel' button in the top right corner of the interface.

Name	Type	Date Modified	Status
<a href="#">Confy Armchair Olive</a>	Arm chair	13/6/2022 09:44	In progress by applicant
<a href="#">Confy Armchair Blue</a>	Arm chair	13/6/2022 09:43	In progress by applicant
<a href="#">Confy Armchair Yellow</a>	Arm chair	13/6/2022 09:42	In progress by applicant
<a href="#">Confy Armchair Red</a>	Arm chair	13/6/2022 09:40	In progress by applicant

Hvis der er produkter, som ikke skal være en del af din ansøgning om fornyelse af licens, skal du ud for disse produkter klikke på ikonet **Please Cancel**.

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

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



The screenshot shows a web application interface for managing products. At the top, there are navigation tabs: PRODUCTS, DOCUMENT LIBRARY, and MESSAGES. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'Products' and contains a table with the following columns: Name, Type, Date Modified, and Status. The table lists three products, all of which are 'Arm chair' type and 'In progress by applicant' status. The first product is 'Confy Armchair Olive', which is highlighted with a red box. A tooltip for this product is shown below the table, also with a red box around the text 'Name' and 'Confy Armchair Olive'. The tooltip shows the product name and a blue link to the product details. At the bottom of the table, there is a pagination control showing 'Page 1 of 1'.

Name	Type	Date Modified	Status
<a href="#">Confy Armchair Olive</a>	Arm chair	13/6/2022 09:44	In progress by applicant
<a href="#">Confy Armchair Blue</a>	Arm chair	13/6/2022 09:43	In progress by applicant
<a href="#">Confy Armchair Olive</a>	Arm chair	13/6/2022 09:42	In progress by applicant
<a href="#">Confy Armchair Olive</a>	Arm chair	13/6/2022 09:40	In progress by applicant

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

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

The screenshot displays a web application interface for documenting product compliance. The top navigation bar includes 'PRODUCTS' and 'DOCUMENTS'. The user is identified as Jane Hansson at Clariwood Inc. The main content area is titled 'NAVIGATE CONTENT' and shows a detailed list of requirements for '031 Furniture and fitments Version 5.1'. The requirements are organized into several sections, each with a status icon (a circle with a checkmark or an 'X') to its right. The 'Warranty and spare parts' section is currently selected and highlighted. The requirements include:

- 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

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

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

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

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

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

The screenshot displays a web application interface for 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 a form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'End Market(s)' (Consumer). A 'MESSAGES' section is visible, featuring a rich text editor with a 'SEND' button. A 'NEW MESSAGE' button is located at the bottom left. A user profile card for Jane Hansson is shown at the bottom right, with a hand icon indicating a help or feedback action.

Husk at benytte **Save** knappen.

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

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

Klik **New Message** for at skrive en besked eller en note til afsnittet/kravet. Hvis du skriver et spørgsmål, som du har behov for “hurtigt” svar på, skal du klikke på symbolet med hånden i vejret, så det bliver grønt for hjælp.

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

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

#### Description of the product

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

- Drawing/picture of the product.
- Description of the production process. For example, a flowchart including which 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 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

Vælg en produktkategori på drop-down listen **Type**.

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

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

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson  
Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

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

Antibacterial substances

Ecolabelled chemical products

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Market information and Trade Names

Ready for evaluation

The product is sold/is to be sold in the following countries:

Finland Iceland Sweden

Trade Name, Finland

Rauhallinen

Trade Name, Iceland

Tranquil

Trade Name, Sweden

Tranquil

NEW MESSAGE

Other information

Not started

Please enter product *GTIN numbers* (bar code numbers) below.

ADD

NEW MESSAGE

Vælg de lande, hvor produktet sælges og anfør det respektive handelsnavn for produktet 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 product requirements. 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 includes buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'. The 'General Product Information' section is expanded, showing a list of requirements with their status: 'Name, Type, Brand, etc.' (Ready for evaluation), 'Market information and Trade Names' (Ready for evaluation), and 'Other information' (In progress by applicant). The 'Other information' section is highlighted with a red box and contains a form for entering GTIN numbers. The form includes a text input field with the value '1234567890', a trash icon, and an 'ADD' button. Below it, another text input field contains '2345678901' with a trash icon. A 'NEW MESSAGE' button is also visible.

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

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** (Not started)
  - If the chemicals are Nordic Swan 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** (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 Ecolabelling 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, 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 bruger i produktet.

Hvis du ikke kan finde de korrekte items, skal du gøre følgende:

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

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

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

**Colabelled chemical products used for surface treatment of wood, wood-based panels and laminate** 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](#)

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

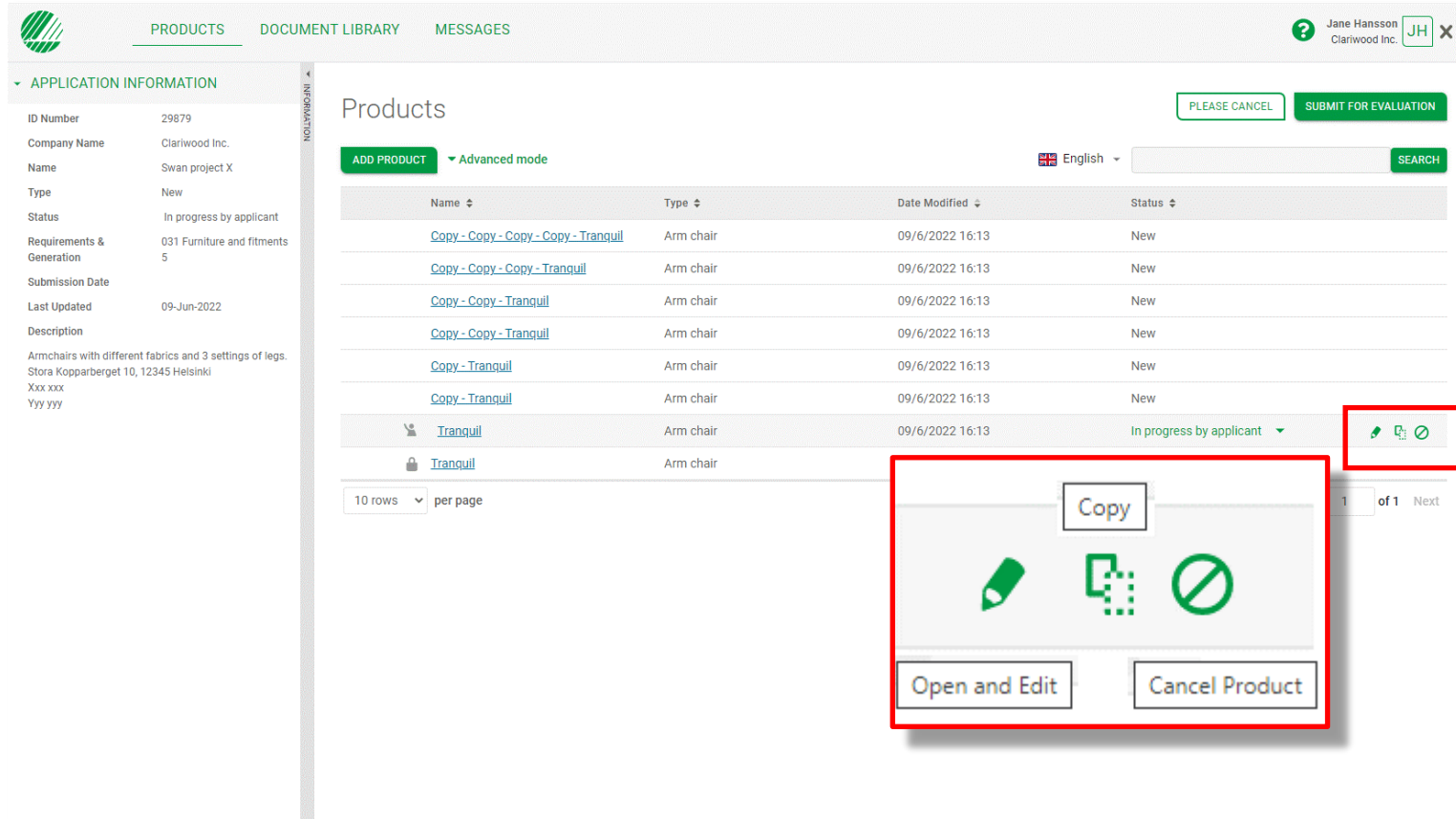
If any of the ecolabelled products used are not found in the list above, please contact your Nordic Ecolabelling advisor.

[NEW MESSAGE](#)

**Chemical products used for surface treatment of wood, wood-based panels and laminate** Not started

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, including 'Copy - Copy - Copy - Copy - Tranquil' and 'Tranquil'. A red box highlights a 'Copy' button in the top right of the product list, and another red box highlights a context menu with 'Copy', 'Open and Edit', and 'Cancel Product' options.

Name	Type	Date Modified	Status
<a href="#">Copy - Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Tranquil</a>	Arm chair	09/6/2022 16:13	In progress by applicant
<a href="#">Tranquil</a>	Arm chair		

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

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

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

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

The screenshot shows the 'Name, Type, Brand, etc.' section of the application. The current status is 'In progress by applicant'. Two dropdown menus are shown, one for the current status and one for the target status 'Ready for evaluation'.

**Current Status:** In progress by applicant

- Not started
- In progress by applicant**
- Ready for evaluation
- Response needed from applicant
- In progress by public body

**Target Status:** Ready for evaluation

- Not started
- In progress by applicant**
- Ready for evaluation**
- Response needed from applicant

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 om fornyelse af licens
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		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

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.



**Publiseret af**

Nordisk Miljømærkning / Nordic Ecolabelling

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