



## Vejledning til Nordic Ecolabelling Portal

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

# Introduktion

Denne vejledning hjælper dig med at ansøge og dokumentere, at jeres produkter lever op til Svanemærkets krav.

- Læs venligst vejledningen grundigt igennem, inden du starter din ansøgning
- Benyt både vejledning og kriteriedokument som støtte, når du arbejder med din ansøgning.
- Denne vejledning vil blive opdateret, når nye funktionaliteter lanceres i portalen. Du kan altid downloade den nyeste version fra [Svanemaerket.dk](http://Svanemaerket.dk).

## Indhold

### Ansøgningsprocessen

Trin 1: Log ind og skift din adgangskode

Trin 2: Opret din ansøgning

Trin 3: Dokumenter, at jeres produkter lever op til Svanemærkets krav

Trin 4: Send din ansøgning

# Ansøgningsprocessen

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

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

## 1. Log ind og skift din adgangskode.

**Nordic Ecolabelling Portal**

**Power of Attorney**

Country \*  VAT identification number \*  Company \*

**Competent contact**


First name \*  Surname \*  Title \*

E-mail address \*  Phone number \*

**Authorised signatory**

First name \*  Surname \*  Title \*

E-mail address \*  Phone number \*

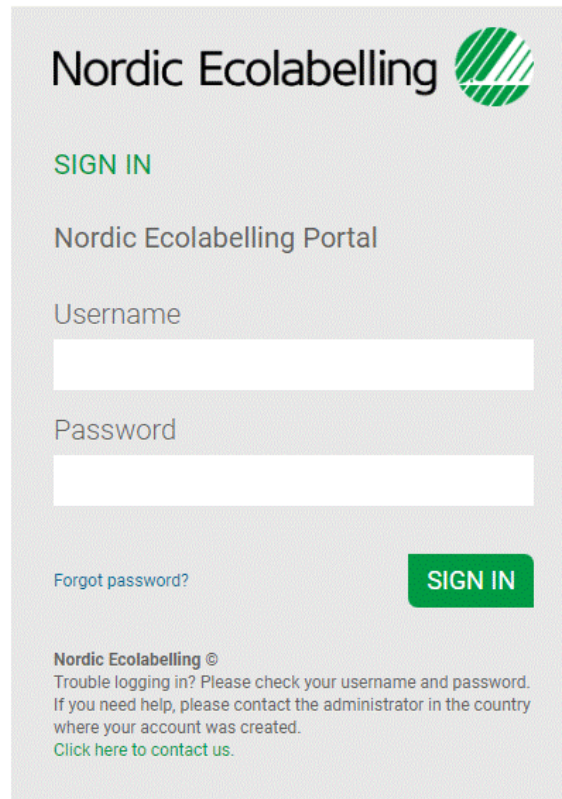


Du skal bruge et unikt og personligt brugernavn samt adgangskode for at logge ind på **Nordic Ecolabelling Portal**.

Find ud af, hvem i din virksomhed der kan give dig adgang til virksomhedens dokumentation samt bestille en adgangskode til dig.

Hvis det er første gang, din virksomhed ansøger om en certificering, så skal en bemyndiget person fra din virksomhed godkende både Nordisk Miljømærknings regler samt din ansøgning. Læs mere her: [Get your login credentials](#)

## 1. Log ind og skift din adgangskode.

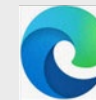


The screenshot shows the login interface for the Nordic Ecolabelling Portal. At the top left, the text "Nordic Ecolabelling" is displayed next to a circular logo with green diagonal lines. Below this, the text "SIGN IN" is written in green. The main heading "Nordic Ecolabelling Portal" is centered. There are two input fields: "Username" and "Password", both with white text on a light gray background. To the left of the "Password" field is a link that says "Forgot password?". To the right of the "Password" field is a green button with the text "SIGN IN" in white. At the bottom left, there is a copyright notice: "Nordic Ecolabelling ©", followed by a troubleshooting message: "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." and a link: "Click here to contact us."

4.3.0.1

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

Benyt Microsoft Edge eller  
Google Chrome som web-  
browser.



**Terms & Conditions** vises første  
gang, du er logget ind.

## 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

Vær opmærksom på, at du ikke må bruge Google translate.

Du skal acceptere **Terms & Conditions** for at fortsætte.

# 1. Log ind og skift adgangskode.

The screenshot shows the Nordic Ecolabelling Portal. At the top, there is a navigation bar with the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. A red box highlights the 'APPLICATION' menu item. Below the navigation bar, the page title is 'Welcome to Nordic Ecolabelling Portal'. The main content area contains 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](#) [Nordic-Ecolabel.org](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#)

[Portal terms and conditions](#)

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

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

Vilkår og betingelser samt links til de nordiske websites findes også her.

# Ansøgningsprocessen

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

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



## 2. Opret din ansøgning.

The screenshot shows the Nordic Ecolabelling Portal. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is expanded, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The 'ADD APPLICATION' option is highlighted with a red box. The main content area contains instructions for starting an application, a section for 'Terms and conditions and marketing guidelines' with several links, and a section for 'Visit our websites for more information:' with links to national portals for Denmark, Norway, Finland, Sweden, and Iceland.

Klik venligst på **Application** for at starte din ansøgning eller for at fortsætte med dine igangværende ansøgninger.

Klik på **Add application** for at starte din ansøgning.

## 2. Opret din ansøgning.

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clarirwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several dropdown menus: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*', and 'Certifying Country \*'. A red box highlights the 'Application Information' section, and another red box highlights the 'Applicant \*' dropdown menu. Below the application information, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact \*' dropdown. At the bottom, there are two checkboxes for regulatory acceptance: 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'. The interface also includes 'SAVE' and 'SIGN & CREATE APPLICATION' buttons.

Sørg for at give din ansøgning et passende og letforståeligt navn.

Vælg **Application Type**.

Her kan du vælge imellem, at:

- starte en ny ansøgning (**New**)
- udvide en eksisterende licens ved at tilføje flere produkter (**Extension**)
- ændre egenskaberne for allerede certificerede produkter (**Change**)

## 2. Opret din ansøgning.

The screenshot shows a web application interface for creating a new application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson Clarwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several form fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application' (Swan project X), 'Application Type \*' (with a dropdown menu open showing 'New', 'Extension', and 'Change'), and 'Certifying Country \*'. Below this, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by' with checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'. A red box highlights the 'Application Information' section, and a zoomed-in view of the 'Application Type' dropdown menu is shown to the right.

Når du vælger **New** på listen **Application Type**, kommer der nye lister frem, hvor du skal foretage valg.

Start med at vælge, hvilket **Certifying Country**, du ønsker skal behandle din ansøgning.



## 2. Opret din ansøgning.

The screenshot shows the 'Application Information' form. The 'Ecolabel Type \*' dropdown is set to 'Nordic Swan Ecolabel'. The 'Product Group Category' dropdown is set to 'Goods'. The 'Criteria Group \*' dropdown is open, showing a list of categories with '031 Furniture and fitments' selected. The 'Criteria Group and Generation \*' dropdown is set to '031 Furniture and fitments 5'. The 'Primary Licence Contact \*' and 'Marketing Contact' dropdowns are empty. The 'Finance Contact (Turnover Reporting)' dropdown is empty. The 'Estimated Annual Turnover or AUM Licence (DK)', 'Estimated Annual Turnover or AUM Licence (IS)', 'Estimated Annual Turnover or AUM Licence (FI)', and 'Estimated Annual Turnover or AUM Licence (Outside the Nordics)' fields are empty.

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

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

Vælg herefter **Criteria Group**. F.eks. 031 Furniture and fitments.

## 2. Opret din ansøgning.

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson Clariwood Inc.' with initials 'JH'. The main section is titled 'Application Information' and contains several dropdown menus and text input fields. Two red boxes highlight the 'Applicant's description of application, production site and invoice information' field, which contains the text: 'Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy'. Other fields include 'Applicant \*' (Clariwood Inc.), 'Ecolabel Type \*' (Nordic Swan Ecolabel), 'Product Group Category' (Goods), and 'Criteria Group \*' (031 Furniture and fittings). The bottom section is titled 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' and contains several input fields for turnover and AUM in different currencies (DK, IS, SE, FI, Outside the Nordics).

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. ....

## 2. Opret din ansøgning.

The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. A dropdown menu is open under 'CONTACTS', showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. The main form area is titled 'Application Information' and contains several 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', 'Finance Contact (Turnover Reporting)', 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application', 'Currency \*', and several 'Estimated Annual Turnover or AUM Licence' fields for different regions (DK, IS, SE, FI, Outside the Nordics).

Under **Primary Application Contact** vælg venligst den person i din virksomhed, som er ansvarlig for den specifikke ansøgning.

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

Hvis en kontaktperson fra din virksomhed ikke fremgår af listen, skal du vælge **Contacts** øverst i menuen og tilføj personen ved at klikke **Add contacts**.



## 2. Opret din ansøgning.

The screenshot shows a web application interface for creating a certification application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson, Clariwood Inc.' with initials 'JH'. The main form is titled 'Application Information' and contains several sections:

- Application Information:** Fields for Applicant (Clariwood Inc.), Applicant's Naming of Application, Application Type (New), Certifying Country (SWEDEN), Ecolabel Type (Nordic Swan Ecolabel), Product Group Category (Goods), Criteria Group (031 Furniture and fitments), and Criteria Group and Generation (031 Furniture and fitments 5).
- Contact Persons in your Company:** Fields for Primary Application Contact, Primary Licence Contact (highlighted with a red box), Marketing Contact (highlighted with a red box), and Finance Contact (Turnover Reporting).
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and three turnover/AUM categories: (DK), (IS), and (Outside the Nordics).

Buttons for 'SAVE' and 'SIGN & CREATE APPLICATION' are visible at the top of the form.

Vælg venligst den **Marketing Contact**, som vil være overordnet ansvarlig for jeres brug af Svanemærket i jeres Markedsføring, når I har opnået en certificering.

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

## 2. Opret din ansøgning.

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

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

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	150.000
Estimated Annual Turnover or AUM 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 hvilken valuta, vi skal benytte ved fakturering.

Angiv virksomhedens årlige estimerede omsætning af de produkter, der er omfattet af din ansøgning. Brug ikke punktum, mellemrum eller komma.

Du skal estimere den årlige omsætning for hvert af de valgte nordiske markeder.

Samt omsætningen på de markeder uden for Norden, hvor produkterne skal sælges.



## 2. Opret din ansøgning.

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

**SIGN & CREATE APPLICATION**

Læs venligst **Regulations** grundigt igennem.

Sæt herefter kryds i felterne for at bekræfte, at din virksomhed accepterer og overholder disse.

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

Klik for at fortsætte.

## 2. Opret din ansøgning.

The screenshot shows a web application interface for creating a new application. At the top, there is a navigation bar with tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson from Clariwood Inc. A green notification bar at the top left states "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE". The main form is titled "Application Information" and contains several fields: Applicant (Clariwood Inc.), Applicant's Naming of Application (Swan project X), Application Type (New), Certifying Country (SWEDEN), Ecolabel Type (Nordic Swan Ecolabel), Product Group Category, Criteria Group (031 Furniture and fitments), ID Number (29879), and Application Status (New). A red box highlights the "CONTINUE APPLICATION" and "SAVE" buttons. Another red box highlights the "ID Number" and "Application Status" fields. A third red box highlights a larger view of the "ID Number" and "Application Status" fields, showing the ID Number as 29879 and the Application Status as New. Below the application information, there is a section for "Application Products" which is currently empty. At the bottom, there is a section for "Contact Persons in your Company" with fields for Primary Application Contact, Primary Licence Contact, and Marketing Contact, all set to 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.

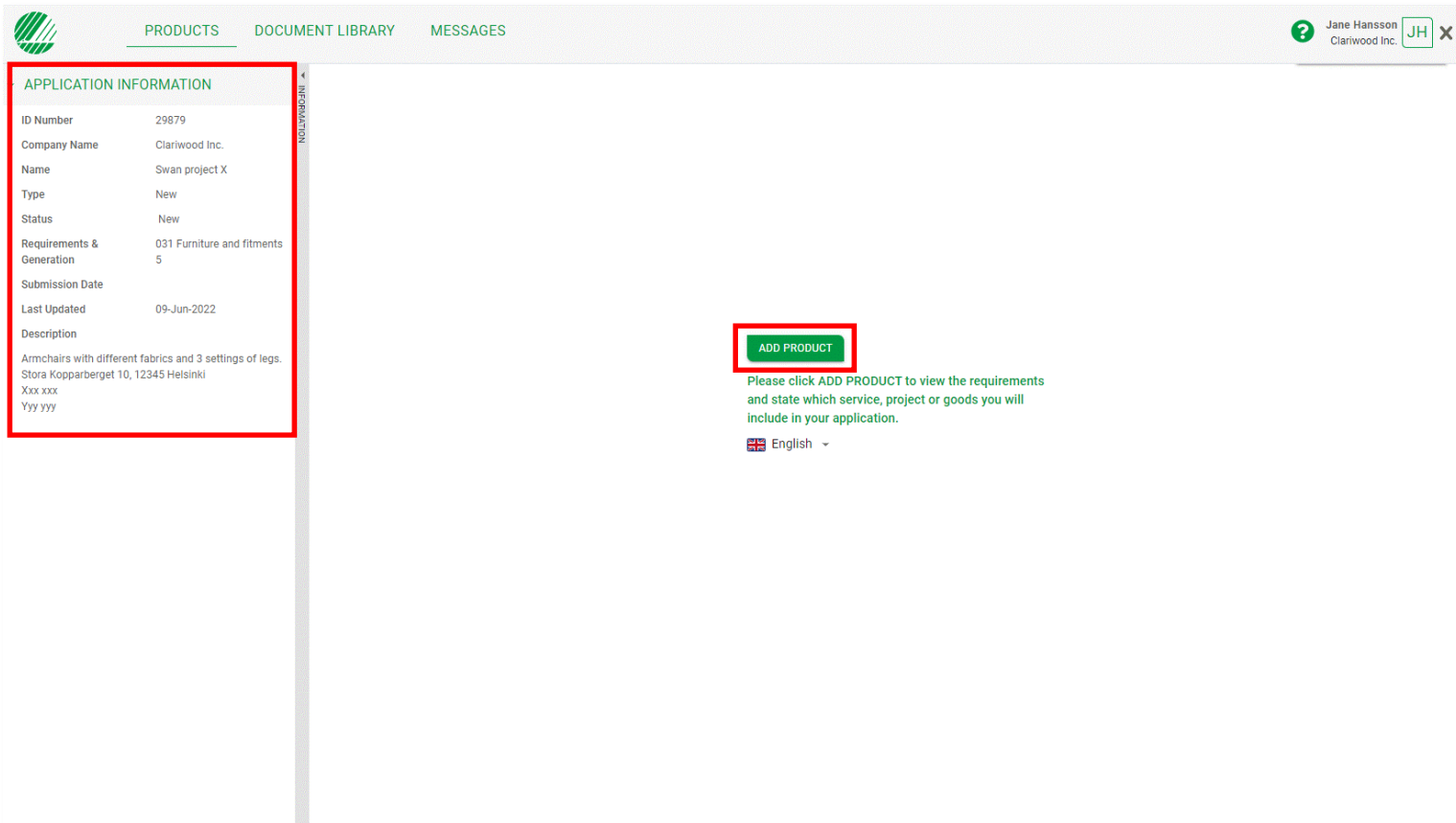
Vær venligst opmærksom på, at talseparatoren skal være et decimalpunktum og ikke et decimalkomma.

# Ansøgningsprocessen

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

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

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



The screenshot shows a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right side of the navigation bar, there is a user profile for 'Jane Hansson, Clariwood Inc.' with initials 'JH' and a close button 'x'. The main content area is divided into two sections. On the left, there is a sidebar titled 'APPLICATION INFORMATION' which 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

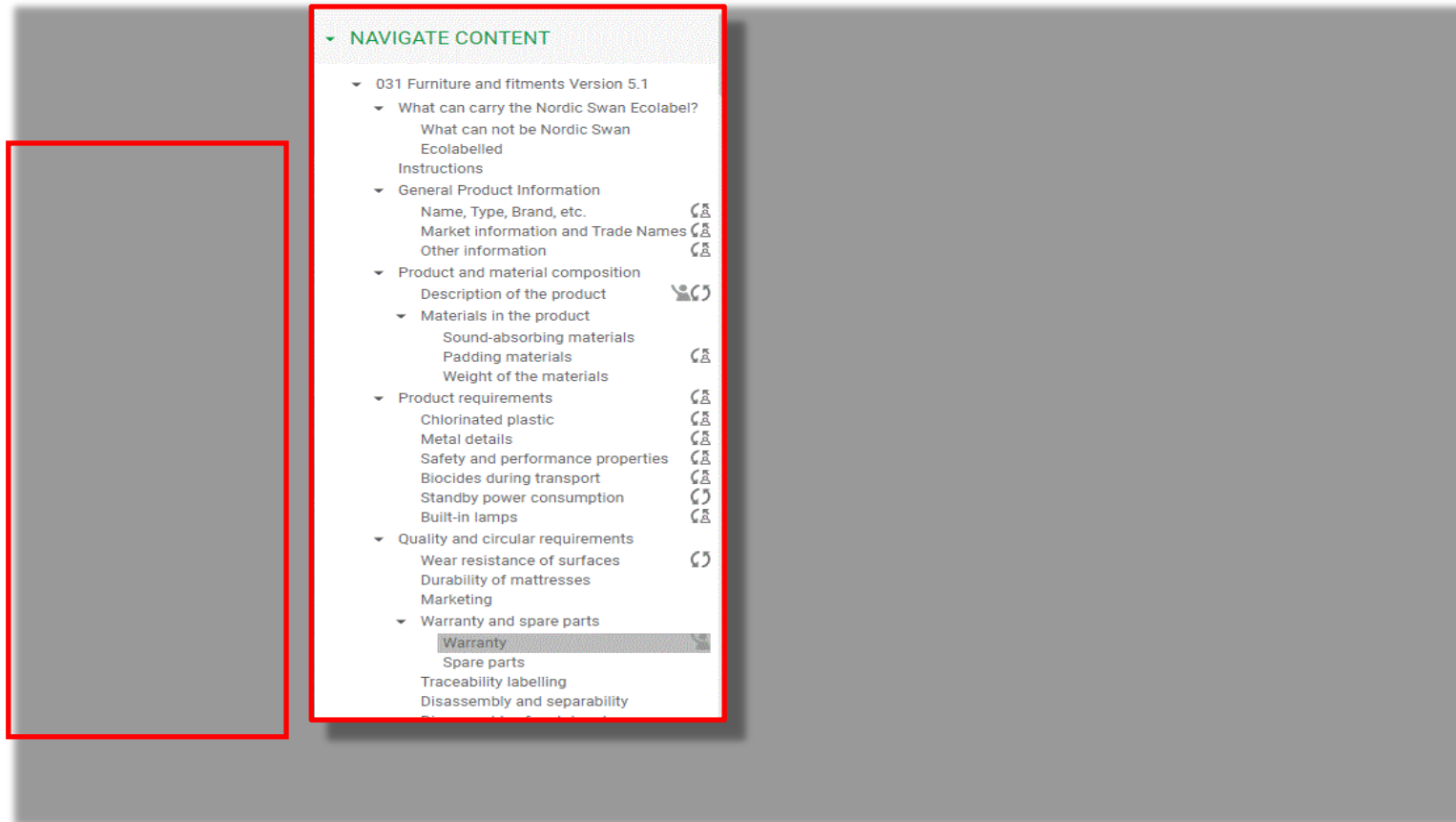
On the right side of the main content area, there is a green button labeled 'ADD PRODUCT'. Below the button, there is a message: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' At the bottom of this section, there is a language selector showing 'English' with a dropdown arrow.

Afsnittet **Application information** viser status og andre informationer om din ansøgning.

Klik på **Add product** for at angive, hvilke produkter der skal indgå i ansøgningen og besvar spørgsmålene for at dokumentere, at jeres produkter lever op til Svanemærkets krav.

Luk ansøgningen ved at klikke på X i det øverste højre hjørne, inden du lukker din browser. Brug ikke returpilen.

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



Afsnittet **Navigate content** giver dig et overblik, når du svarer på kravene.

Når du begynder at dokumentere, hvordan jeres produkter lever op til kravene, vises et statussymbol samt en beskrivelse af det pågældende krav.

Når du klikker på en overskrift i afsnittet, kommer du ind til kravene. 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 shows a web application interface for documenting product requirements. The interface includes a sidebar with a navigation tree, a main content area with form fields, and a messages section. Red boxes highlight key UI elements:

- Buttons for **SAVE & CLOSE**, **SAVE**, and **CLOSE** at the top of the main content area.
- A larger set of buttons for **SAVE & CLOSE**, **SAVE**, and **CLOSE** below the main content area.
- A **NEW MESSAGE** button in the sidebar.
- A rich text editor with a **SEND** button.
- A notification card for **JANE HANSSON** with a hand icon.

Husk venligst at benytte **Save**.

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

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

Klik **New Message** for at skrive en besked eller en note ud for afsnittet. Hvis du skriver et spørgsmål, skal du klikke på symbolet med hånden i vejret, så det bliver grønt for hjælp. Hvis du ikke modtager et hurtigt svar, er du velkommen til at kontakte os.



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

The screenshot shows a web application interface for Svanemærket requirements. The page is titled "PRODUCTS > REQUIREMENTS" and features a sidebar on the left with navigation options like "APPLICATION INFORMATION" and "NAVIGATE CONTENT". The main content area is titled "Description of the product" and contains instructions for applicants. A dropdown menu is open, showing options: "Not started", "In progress by applicant", "Ready for evaluation", and "Response needed from applicant". Below the dropdown, there are three document upload buttons labeled "ADD DOCUMENT". The interface also includes a top navigation bar with "PRODUCTS", "DOCUMENT LIBRARY", and "MESSAGES", and a user profile section for Jane Hansson at Clariwood Inc.

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

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

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

NEW MESSAGE

Market information and Trade Names Not started

Angiv produktets handelsnavn eller jeres interne navn på produktet.

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

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

Angiv produktets “brand name” samt navnet på den virksomhed, som er “brand owner”. **Ejer I selv mærket, så skriver I jeres eget virksomhedsnavn her.**

**OBS. Det er meget vigtigt, at ovenstående information er nøjagtig og tydelig, da den efterfølgende vil blive vist på og brugt i filtreringer på vores websites, hvis certificeringen godkendes.**



### 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

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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.

Igen vigtigt, at ovenstående information er nøjagtig og tydelig, da den efterfølgende vil blive vist på og brugt i filtreringer på vores websites, hvis certificeringen godkendes.

### 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 contains several sections:

- General Product Information**: Please fill in specific information about the product below.
- Name, Type, Brand, etc.**: Ready for evaluation
- Market information and Trade Names**: Ready for evaluation
- Other information**: In progress by applicant. This section is highlighted with a red box and contains a form for entering GTIN numbers. The form includes the text 'Please enter product *GTIN numbers* (bar code numbers) below.' and two input fields with the values '1234567890' and '2345678901'. An 'ADD' button is located below the input fields.
- Product and material composition**

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

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

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

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

**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 Ecolabeling Supply Chain Portal. Please read more [here](#).*

Klik på **LOOKUP** for at vælge varer fra producenter i din forsyningskæde.

Bør man ikke her efter varer skrive (råvarer, materialer, kemikalier osv.)

... vælge varer (råvarer, materialer, kemikalier osv.)

### 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 varer, I bruger i produktet.

Hvis du ikke kan finde den korrekte vare, skal du gøre følgende:

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

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

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

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

De varer du har valgt, vises i din ansøgning.

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

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. The table lists several products, all of which are 'Arm chair' type and 'New' status. A red box highlights a 'Copy' button in the top right corner of the table. Another red box highlights a context menu that appears over the table, containing three options: 'Copy', 'Open and Edit', and 'Cancel Product'.

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 derefter på **Copy** for at oprette en kopi med al dokumentation inkluderet.

Klik herefter på blyant-ikonet for at åbne hver kopi og ændre navn på produktet samt andre informationer, som er forskellige.



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

The screenshot shows the 'Name, Type, Brand, etc.' section of the application. The status is currently 'In progress by applicant'. Two dropdown menus are shown, one for 'In progress by applicant' and one for 'Ready for evaluation', both with 'In progress by applicant' selected. A 'NEW MESSAGE' button is visible at the bottom left.

Når du åbner en kopi for at lave ændringer, skal du først ændre afsnittets status fra **Ready for evaluation** til **In progress by applicant**.

Herefter skal du lave ændringerne og afslutte med at ændre afsnittets status til **Ready for evaluation**.

Når du har dokumenteret alle egenskaber og ændret status i alle afsnit til **Ready for Evaluation** skal du klikke på **Save & Close**.

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

The screenshot shows a web application interface for product management. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for 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 area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. The table lists several 'Tranquil' arm chairs. Two status dropdown menus are highlighted with red boxes, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. At the top right, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', and a search bar. The user profile 'Jane Hanson Clariwood Inc. JH' is visible in the top right corner.

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 venligst status på hvert produkt fra **In progress by applicant** til **Ready for evaluation**.



# Ansøgningsprocessen

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

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

## 4. Send din ansøgning.

The screenshot shows a web application interface for product management. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. The sidebar on the left displays '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 (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 area is titled 'Products' and features an 'ADD PRODUCT' button and 'Advanced mode' toggle. A table lists products with columns for Name, Type, Date Modified, and Status. The 'Status' column is highlighted with a red box, showing options like 'Ready for evaluation' and 'In progress by applicant'. A 'PLEASE CANCEL' button and a 'SUBMIT FOR EVALUATION' button (highlighted with a red box) are located above the table. The table footer shows '10 rows per page' and 'Page 1 of 1'.



Name	Type	Date Modified	Status
<a href="#">Copy - Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:24	Ready for evaluation
<a href="#">Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:25	In progress by applicant
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:20	Ready for evaluation
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:23	Ready for evaluation
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:25	Ready for evaluation
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:26	Ready for evaluation
<a href="#">Tranquil</a>	Arm chair	09/6/2022 16:13	Ready for evaluation
<a href="#">Tranquil</a>	Arm chair	09/6/2022 14:37	In progress by applicant

Klik venligst på **Submit for evaluation**, når du har færdiggjort din ansøgning.

Nordisk Miljømærkning tildeler en **Evaluator**, som vil behandle din ansøgning og bede dig om yderligere afklaring, hvis det er nødvendigt.

## 4. Send din ansøgning.



<b>ID Number</b>
29879
<b>Application Evaluator</b>
Dispatch # 
<b>Application Status</b>
Ready for evaluation 

Generel information om din ansøgning vises i afsnittet **Application information**.

Her kan du se status på din ansøgning og navnet på din **Evaluator**, når denne er tildelt.



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