



Vejledning Nordic Ecolabelling Portal

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

Introduktion

Denne vejledning hjælper dig med at ansøge om en fornyelse af licens og med at dokumentere, at jeres produkter lever op til Svanemærkets krav.

- Læs venligst vejledningen grundigt igennem, inden du starter din ansøgning og dokumentation.
- Benyt vejledningen som støtte, når du arbejder med din ansøgning.
- Denne vejledning vil blive opdateret, når nye funktionalteter lanceres i portalen. Du kan altid downloade den nyeste version på svanemaerket.dk

Version 1.2 oktober 2022

Indhold

Ansøgningsprocessen

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- Trin 2: Opret din ansøgning
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Ansøgningsprocessen

Sådan ansøger og dokumentere 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 *

Finland

VAT identification number *

8 digits

Company *

Competent contact

First name *

Surname *

Title *

E-mail address *

Phone number *

Country code

Sweden

+46

Phone number

Authorised signatory

First name *

Surname *

Title *

E-mail address *

Phone number *

Country code

Sweden

+46

Phone number

United Kingdom

Sweden

United Kingdom

Norway

+

Denmark

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

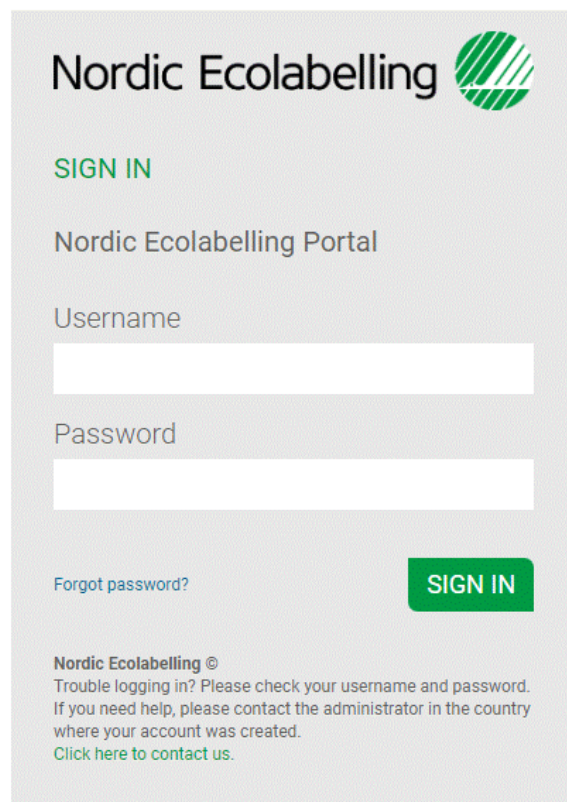
Find ud af hvem i din virksomhed der kan give dig adgang til virksomhedens dokumentation samt bestille en adgangskode til dig.

Hvis det er første gang din virksomhed ansøger om licens, skal en bemyndiget underskrift 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.

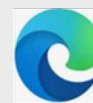


The screenshot shows the login interface for the Nordic Ecolabelling Portal. At the top, the text "Nordic Ecolabelling" is displayed next to a green circular logo with white diagonal lines. Below this, the text "SIGN IN" is shown in green. The page title "Nordic Ecolabelling Portal" is centered. There are two input fields: "Username" and "Password", each with a white text box. Below the "Password" field is a blue link "Forgot password?". To the right of these fields is a green button with the text "SIGN IN" in white. At the bottom, there is a copyright notice "Nordic Ecolabelling ©", 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 green 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 logger på.

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!

Brug aldrig Google translate.

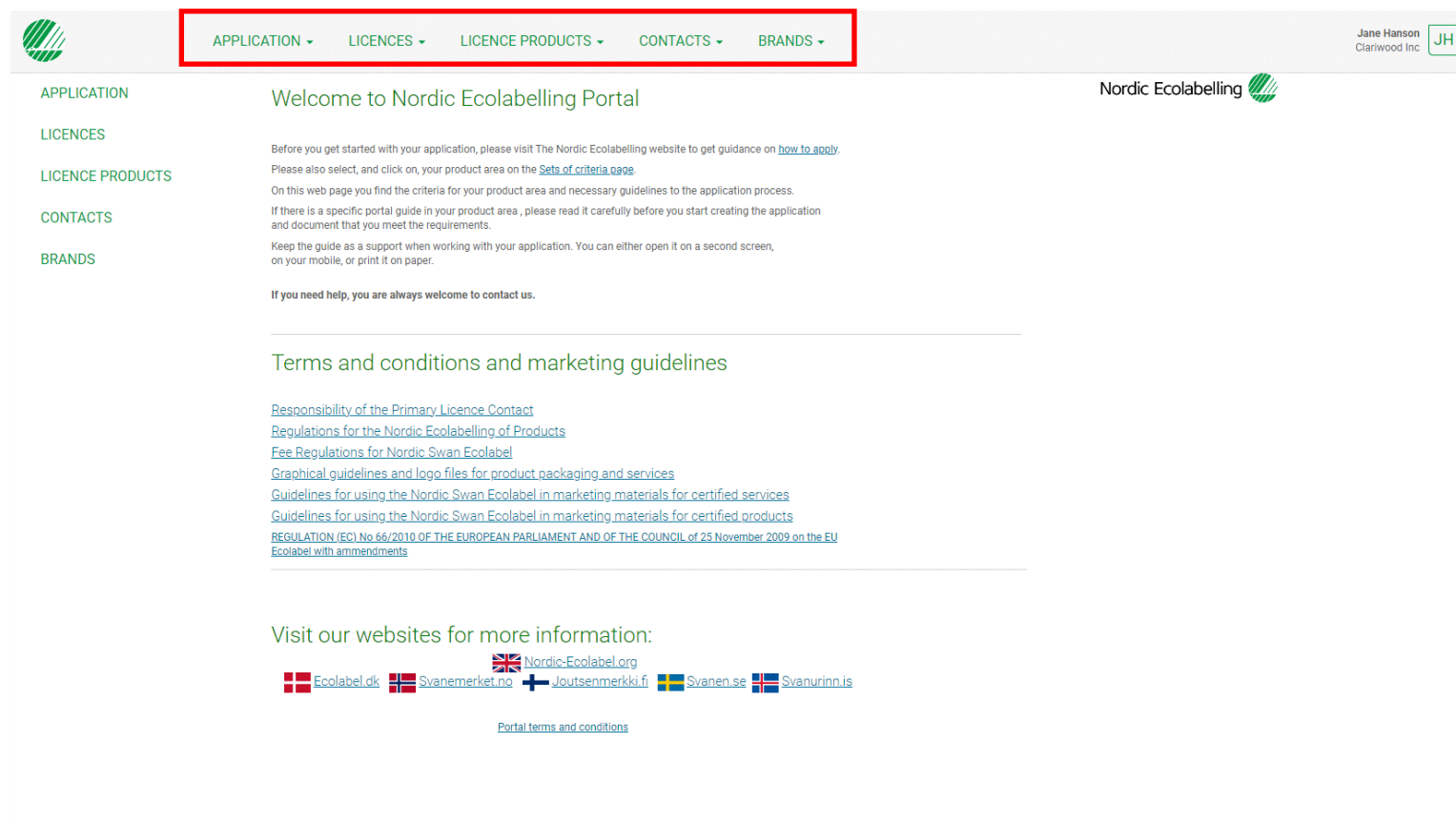
Vent venligst med at lukke programmet, så længe teksten **Loading** vises.

Når du har trykket på **Save** og **Save & close**, skal du vente et stykke tid, før du lukker programmet ned.

Hvis du ser en hængelås på det produkt, du skal arbejde med, skal du bede dine kollegaer om at logge ud.

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

1. Log ind og skift din adgangskode.



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

Her kan du se alle din virksomheds igangværende ansøgninger og information om alle licenser, jeres certificerede produkter, kontakter og brands. Vilkår og betingelser samt links til de nordiske hjemmesider finder du også her.

Ansøgningsprocessen

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

1.

Log ind og skift din adgangskode

2.

Opret din ansøgning

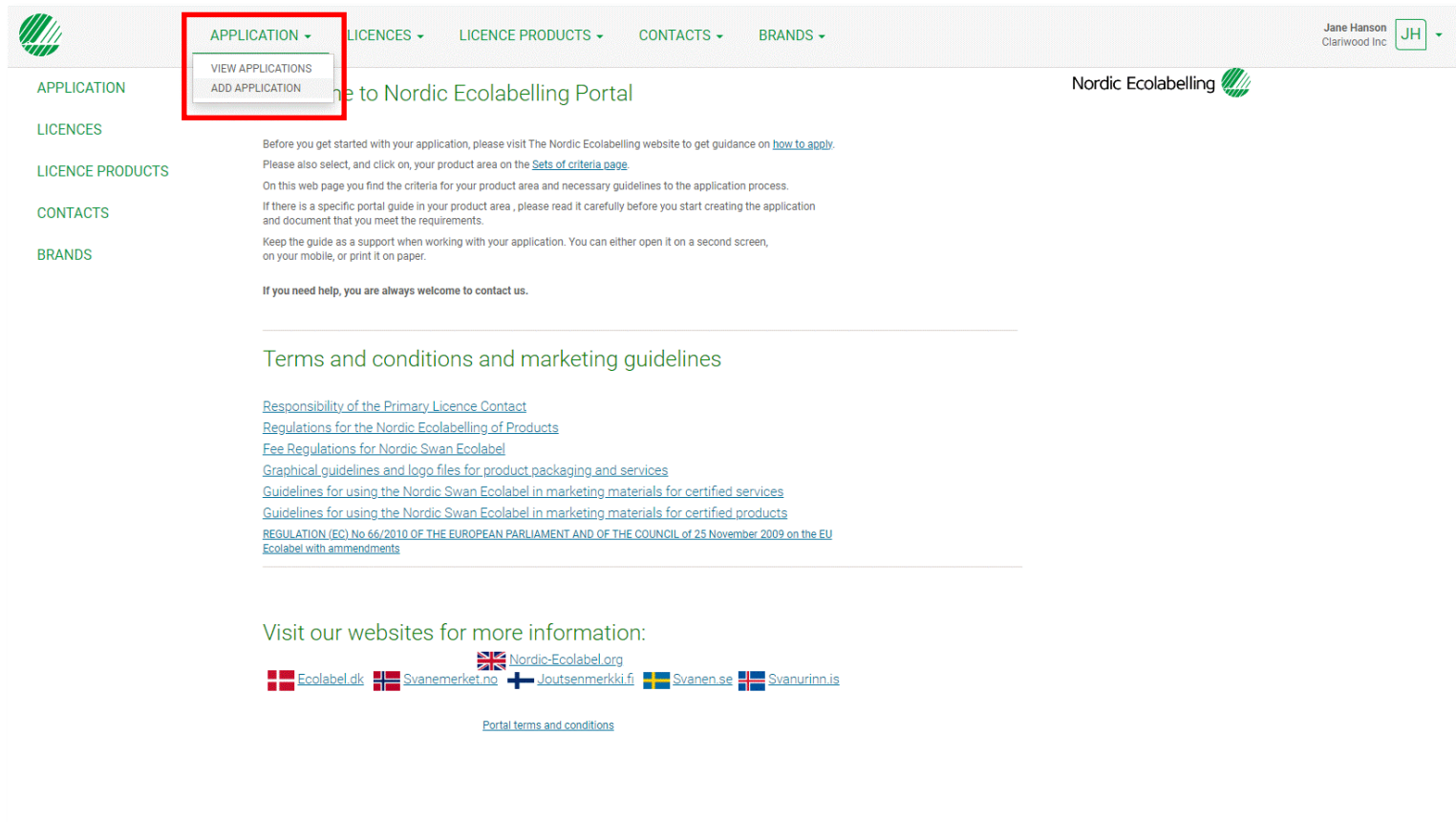
3.

Dokumenter, at jeres produkter lever op til Svanemærkets krav

4.

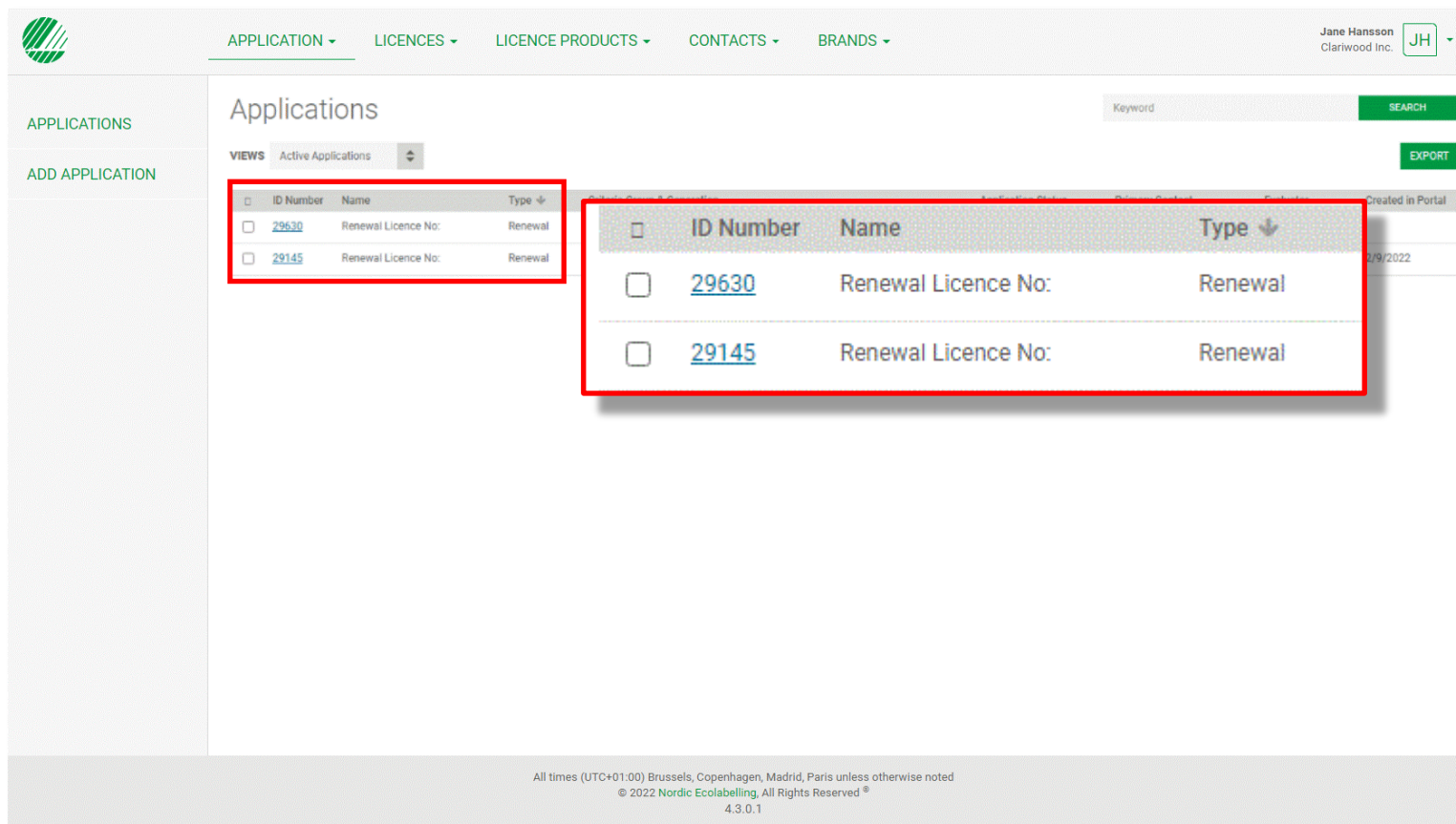
Send din ansøgning

2. Opret din ansøgning.



Klik venligst på **Application** og **View application** for at finde den licens, du ønsker at forny.

2. Opret din ansøgning.



The screenshot shows a web application interface for managing applications. The top navigation bar includes links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is Jane Hansson, Clariwood Inc. The main section is titled 'Applications' and shows a list of active applications. The table has columns for ID Number, Name, and Type. Two applications are listed: ID 29630 and ID 29145, both labeled 'Renewal Licence No:' and 'Renewal'. The ID numbers are highlighted with red boxes. A search bar and an 'EXPORT' button are also visible.

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

Når du har valgt den licens, du ønsker at forny, skal du klikke på det blå **ID Number**, så fornyelsesansøgningen åbner op.

2. Opret din ansøgning.

The screenshot shows a web application for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson' from 'Clariwood Inc.'. The left sidebar has 'APPLICATIONS' and 'ADD APPLICATION'. The main form is titled 'Application Information' and includes several fields: 'Applicant' (Clariwood Inc.), 'Ecolabel Type' (Nordic Swan Ecolabel), 'ID Number' (29912), 'Product Group Category', 'Criteria Group' (031 Furniture and fitments), 'Criteria Group and Generation' (031 Furniture and fitments 5), 'Application Evaluator' (Svante Sterner), and 'Application Status' (In progress by applicant). Three red boxes highlight specific sections: 1. 'Applicant's Naming of Application' with the text 'Renewal Licence No:8055 0001'. 2. 'Applicant's description of application, production site and invoice information' with the text 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki'. 3. 'Applicant's description of application, production site and invoice information' with the text 'Armchairs with different fabrics and 3 sets of legs Stora Kopparberget 10. 12345 Helsinki'. Below the main form is a table titled 'Application Products' with columns for Name, Type, Application Product Status, and Licence Nr.

Name	Type	Application Product Status	Licence Nr.
Confy Armchair Blue	Arm chair	New	3031 0105
Confy Armchair Olive	Arm chair	New	3031 0105
Confy Armchair Red	Arm chair	New	3031 0105

Det **Renewal Licence No** som vises i **Applicant's naming of application**, kan du ændre til et mere passende navn for din ansøgning.

Benyt venligst **Applicant's description** til at beskrive din ansøgning.

Angiv navn på produktionsstedet.

Angiv endvidere om der er særlige informationer, vi skal tilføje på jeres faktura.

2. Opret din ansøgning.

Confy Armchair Red	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Red	Confy Armchair Red
Confy Armchair Yellow	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Yellow	Confy Armchair Yellow

Contact Persons in your Company

Primary Application Contact *

Primary Licence Contact *

Marketing Contact

Finance Contact (Turnover Reporting)

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

Currency *

SEK

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licns (SE)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (NO)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

SAVE

CONTINUE APPLICATION

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

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4.3.0.1

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 i din virksomhed ikke fremgår af listen, skal du vælge **Contacts** øverst i menuen og herefter vælge **Add contacts**.

2. Opret din ansøgning.

Confy Armchair Red	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Red	Confy Armchair Red
Confy Armchair Yellow	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Yellow	Confy Armchair Yellow

Contact Persons in your Company

Primary Application Contact *

Primary Licence Contact *

Marketing Contact

Finance Contact (Turnover Reporting)

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

Currency *

SEK

Estimated Annual Turnover or AUM Licence (SE)

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Estimated Annual Turnover or AUM Licence (NO)

SAVE CONTINUE APPLICATION

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4.3.0.1

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

Vælg herefter den **Finance Contact**, som skal være ansvarlig for indrapportering af jeres årlige omsætning af svanemærkede produkter.

Vælg faktura-valuta i feltet **Currency**.

Udfyld ikke felterne **Estimated Annual Turnover**!

2. Opret din ansøgning.

Confy Armchair Red	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Red	Confy Armchair Red
Confy Armchair Yellow	Arm chair	New	3031 0105	031 Furniture and fitments 5	Confy Armchair Yellow	Confy Armchair Yellow

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 *

SEK

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licenses (SE)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Estimated Annual Turnover or AUM Licence (NO)

SAVE CONTINUE APPLICATION

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4.3.0.1

Når du klikker på **Continue application**, bekræfter du, at din virksomhed accepterer Nordisk Miljømærknings regler og vilkår.

Læs mere her: [Regulations](#)

Nu er din ansøgning sendt til Nordisk Miljømærkning, vil I modtage en faktura på et fornyelsesgebyr.

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 'Jane Hansson' is logged in. A green message at the top states 'Record updated successfully.' Below this, two green buttons are visible: 'CONTINUE APPLICATION' and 'SAVE'. The 'CONTINUE APPLICATION' button is highlighted with a red box. The form fields are organized into sections: 'Application Information' (Applicant: Clariwood Inc., Applicant's Naming of Application: Swan project X, Application Type: New, Certifying Country: SWEDEN), 'Application Products' (a table with no records), and 'Contact Persons in your Company' (Primary Application Contact: Jane Hansson, Primary Licence Contact: Jane Hansson, Marketing Contact: Jane Hansson). A red box highlights the 'ID Number' field with the value '29879' and the 'Application Status' dropdown menu set to 'New'. Another red box highlights a larger version of the 'ID Number' and 'Application Status' fields, also showing '29879' and 'New' respectively.

Ansøgningen om fornyelse af licens er nu oprettet og forsynet med et **Application ID Number** og en **Application status**.

Klik **Continue application** for at fortsætte arbejdet med din fornyelsesansøgning.

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

Ansøgningsprocessen

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

1.

Log ind og skift din adgangskode

2.

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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 the Svanemærket application interface. On the left, a sidebar contains a red-bordered box labeled 'APPLICATION INFORMATION' with the following details:

- 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: 13-Jun-2022
- Description: Armchairs with different fabrics and 3 setts of legs. Stora Kopparberget 10, 12345 Helsinki

The main content area is titled 'Products' and includes a table with the following data:

Name	Type	Date Modified	Status
Confy Armchair Olive	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

Below the table, another red-bordered box labeled 'APPLICATION INFORMATION' displays the same details as the sidebar. The interface also features a top navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES' tabs, a user profile for Jane Hansson, and buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'.

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

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

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

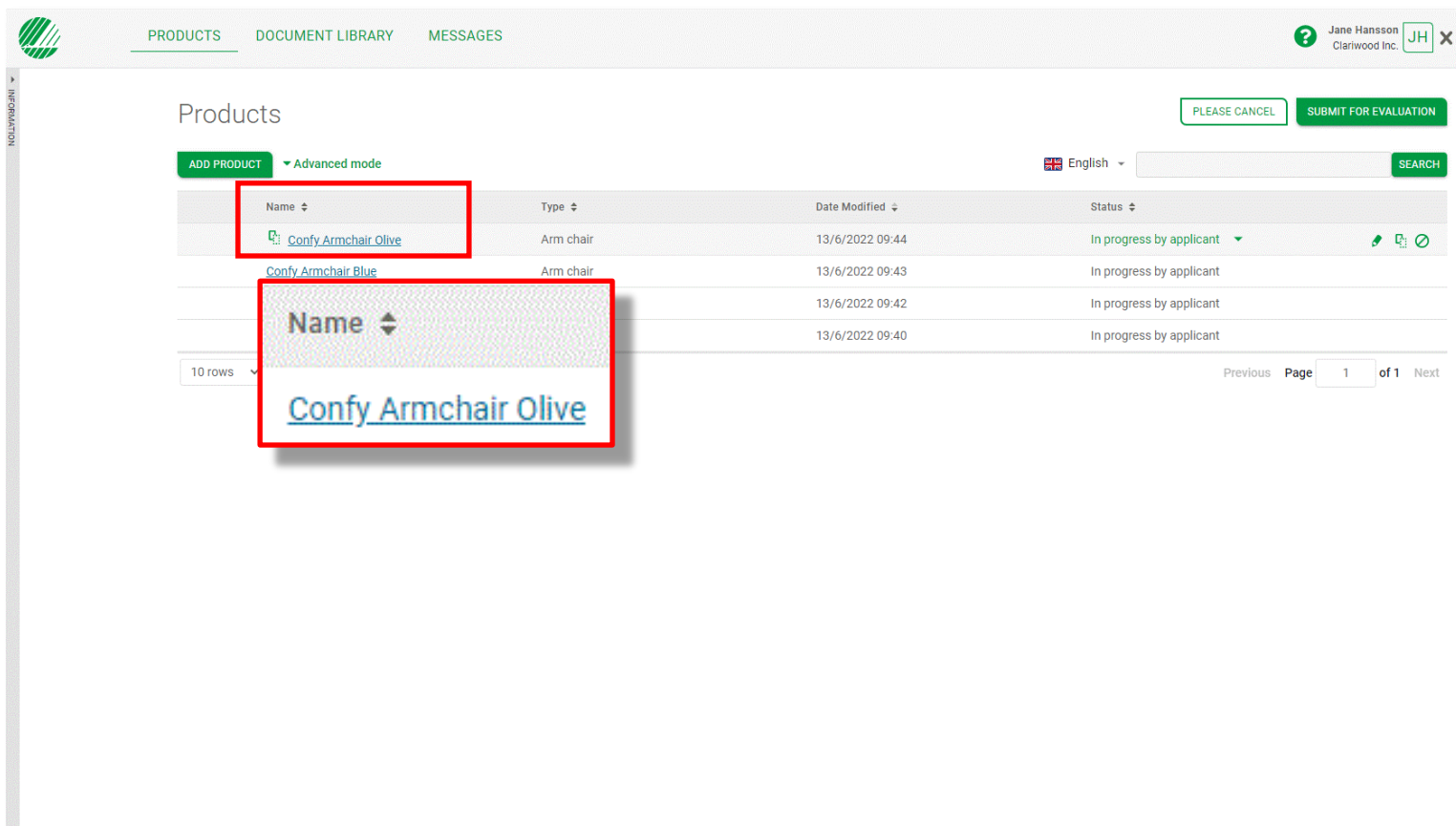
The screenshot shows a web application interface for managing products. At the top, there are tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The 'PRODUCTS' tab is active. On the right, there is a user profile for 'Jane Hansson' from 'Clariwood Inc.' with initials 'JH'. Below the tabs, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. A search bar with a 'SEARCH' button is also present. The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a dropdown for 'Advanced mode'. A table lists products with columns for Name, Type, Date Modified, and Status. The first row is highlighted, and a red box highlights the 'Status' column header and the 'Please cancel' option in the dropdown menu. Another red box highlights a 'Please cancel' button with a red 'X' icon. The table data is as follows:

Name	Type	Date Modified	Status
Confy Armchair Olive	Arm chair	13/6/2022 09:44	In progress by applicant
Confy Armchair Blue	Arm chair	13/6/2022 09:43	In progress by applicant
Confy Armchair Yellow	Arm chair	13/6/2022 09:42	In progress by applicant
Confy Armchair Red	Arm chair	13/6/2022 09:40	In progress by applicant

For at udelukke et produkt, som ikke skal med i fornyelsesansøgningen, skal du holde musen over produktet og klikke på ikonet **Please cancel**.

Produktet ændrer status til **Please cancel**, og vil ikke længere fremgå af din fornyelsesansøgning.

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

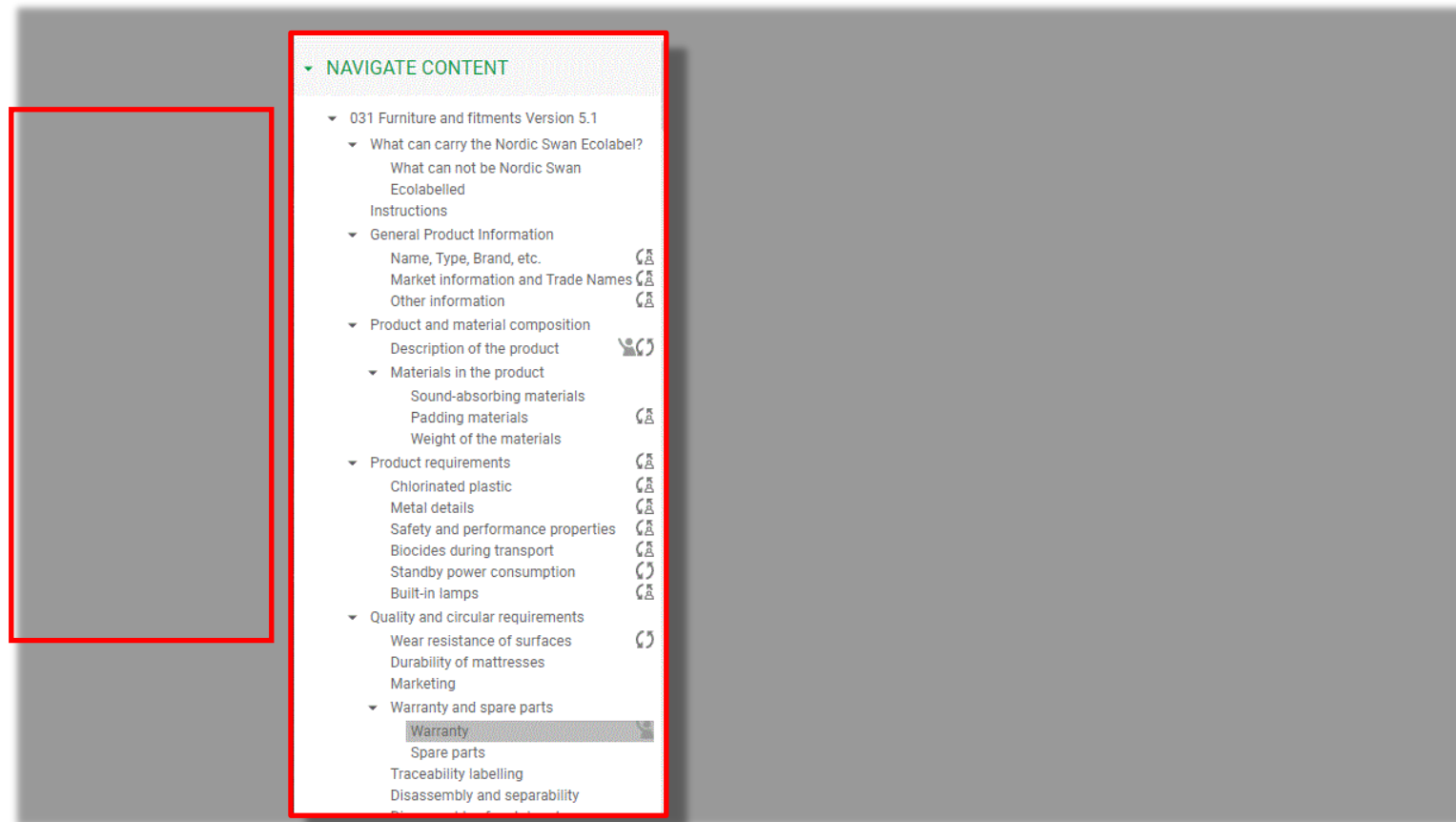


The screenshot shows the 'Products' section of the Svanemærket portal. At the top, there are tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as Jane Hansson, Clariwood Inc. (JH). Below the tabs, there are buttons for 'ADD PRODUCT', 'PLEASE CANCEL', and 'SUBMIT FOR EVALUATION'. A search bar is also present. The main content is a table with the following columns: Name, Type, Date Modified, and Status. The table contains three rows of data. The first row is highlighted with a red box, and a tooltip is shown below it, displaying the product name 'Confy Armchair Olive'.

Name	Type	Date Modified	Status
Confy Armchair Olive	Arm chair	13/6/2022 09:44	In progress by applicant
Confy Armchair Blue	Arm chair	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 kolonnen **Name** skal du klikke på det blå link ved produktnavnet. Herefter åbner visningen **Requirements**, hvor du skal dokumentere, at produktet lever op til Svanemærkets nye krav.

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 Svanemærkets krav, vises et statussymbol ud for det pågældende krav.

Hvis du klikker på en overskrift i afsnittet, kommer du til kravene. Du kan også scrolle gennem alle kravafsnittene.

Du kan åbne og skjule afsnit ved at klikke på pilene.

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

The screenshot shows the Svanemærket application interface. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson, Clariwood Inc. (JH). The left sidebar shows the 'NAVIGATE CONTENT' menu with various categories. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains the 'General Product Information' section. This section includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'Please select End Market(s)' (Consumer). Below this is the 'MESSAGES' section, which has a 'NEW MESSAGE' button and a text area for sending a message. A message card at the bottom right shows the name 'JANE HANSSON' and the text 'The product is mainly marketed to consumers, however ...'. Red boxes highlight the 'SAVE & CLOSE', 'SAVE', and 'CLOSE' buttons at the top right, the 'NEW MESSAGE' button at the bottom left, and the message card at the bottom right.

Husk at bruge **Save**.

Benyt **Save & close** for at komme retur til produktoversigten.

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

Klik **New Message** for at skrive en besked eller note ud for afsnittet. Hvis du stiller et spørgsmål, skal du klikke på symbolet med en løftet hånd, så det bliver grønt for hjælp. Får du ikke svar hurtigt nok, er du velkommen til at kontakte os.

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

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 involved in the production 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

Du skal dokumentere, at jeres produkter lever op til kravene ved at besvare spørgsmålene i hvert afsnit.

Når dokumentation efterspørges, 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

Bekræft at navnet på produktet er korrekt.

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

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

Angiv eller bekræft produktets brand navn og den virksomhed der ejer brandet.

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 website.

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

The screenshot shows a web application interface for documenting product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson from Clariwood Inc. (JH). The left sidebar shows a 'NAVIGATE CONTENT' menu with various categories like 'General Product Information', 'Product and material composition', 'Product requirements', 'Quality and circular requirements', 'Warranty and spare parts', 'Packaging', and 'Chemicals'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and has buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'. It is divided into two sections: 'Market information and Trade Names' and 'Other information'. The 'Market information and Trade Names' section is marked 'Ready for evaluation' and contains a dropdown for 'The product is sold/is to be sold in the following countries:' with 'Finland', 'Iceland', and 'Sweden' selected. Below this, there are three text input fields for 'Trade Name, Finland' (Rauhallinen), 'Trade Name, Iceland' (Tranquil), and 'Trade Name, Sweden' (Tranquil). A 'NEW MESSAGE' button is located below these fields. The 'Other information' section is marked 'Not started' and contains a text input field for 'Please enter product GTIN numbers (bar code numbers) below.' with an 'ADD' button and a 'NEW MESSAGE' button.

Vælg de lande hvor produktet sælges og udfyld produktets handelsnavn for hvert land.

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

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

The screenshot shows a web application interface for Svanemærket. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson from Clariwood Inc. The left sidebar shows a 'NAVIGATE CONTENT' menu with various categories. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains three sections: 'General Product Information', 'Name, Type, Brand, etc.', and 'Market information and Trade Names'. The 'Other information' section is highlighted with a red box and contains a form for entering product GTIN numbers (bar code numbers). The form has two input fields, one with the value '1234567890' and another with '2345678901'. Below the input fields is an 'ADD' button. The status of the 'Other information' section is 'In progress by applicant'.

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

Prohibited chemical products

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

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

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

1234567890

2345678901

ADD

NEW MESSAGE

Product and material composition

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

Dette unikke identifikationsnummer anvendes af Nordisk Miljømærkning til at fremhæve svanemærkede på e-handelssider og på egne websites.

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

The screenshot shows the Svanemærket portal interface. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson from Clariwood Inc. The left sidebar shows a 'NAVIGATE CONTENT' menu with categories like 'APPLICATION INFORMATION' and 'CHEMICALS'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains two sections. The first section, 'Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate', is marked 'Not started'. It includes a paragraph about Nordic Swan Ecolabelling criteria and a question: 'Are any of the chemical products used for surface treatment ecolabelled with the Nordic Swan Ecolabel?'. Below this is a red box containing the text 'Please select the Nordic Swan Ecolabelled products used for surface treatment:' and a green 'LOOKUP' button. The second section, 'Chemical products used for surface treatment of wood, wood-based panels and laminate', is also marked 'Not started' and has a 'LOOKUP' button. A 'NEW MESSAGE' button is located between the two sections.

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

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

The screenshot shows a web application interface for selecting products. The main heading is 'Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate'. Below this, there is a table with columns: Name, Company, Licence Number, and Type. Three rows are visible, all with 'Test Account Portal 4' as the company and 'Indoor paints' as the type. The first row is 'RainbowPaint, 2,5 l', the second is 'RainbowPaint, 3 l', and the third is 'RainbowPaint, 5 l'. The first and third rows are checked. A red box highlights the 'Name' column and the 'per page' dropdown menu, which is currently set to '10 rows'. The dropdown menu is open, showing options: 5 rows, 10 rows (selected), 20 rows, 25 rows, 50 rows, and 100 rows. There are 'UPDATE' and 'CANCEL' buttons at the top left, and a 'SEARCH' button at the top right. The page number '1 of 1' is shown at the bottom right.

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

Afkryds de **items** I anvender i produktet.

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

- Bed producenten i din forsyningskæde om at deklarerer et **item** for dig.
- Oplys dem om jeres virksomhedsnavn og **Application ID Number**.

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



PRODUCTSDOCUMENT LIBRARYMESSAGES

Jane Hansson
Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

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
Chemical products used (non-ecolabelled)
Classification of chemical products
Classification of ingoing substances
Prohibited substances
Nanomaterials
VOCs in adhesives for assembly
Free formaldehyde in chemical products
Wood, cork and bamboo
Chemicals in reused parts
Prohibited and restricted tree species (for wood, cork and bamboo)
Requirements for more than 10 wt.% wood, cork and bamboo
Traceability and certification of solid wood, bamboo and cork
Panels made of wood and/or bamboo
Ecolabelled panels made from wood and/or bamboo
Wood-based panels used in the product (non-ecolabelled)
Prohibited and restricted tree species in wood-based panels
Requirements for more than 5 wt.% wood-based panels
Chemicals in wood-based panels with recycled materials
Classification of chemical products in wood-based panels
Classification of ingoing substances in wood-based panels

PRODUCTS REQUIREMENTS

SAVE & CLOSESAVECLOSE

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

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 laminateNot started

De valgte **items** fremgår nu af din ansøgning.

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

The screenshot shows the Svanemærket application interface. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The sidebar on the left shows 'APPLICATION INFORMATION' with details like ID Number (29879), Company Name (Clariwood Inc.), and Name (Swan project X). The main content area is titled 'Products' and features a table with columns: Name, Type, Date Modified, and Status. The table lists several 'Copy' products. A red box highlights the 'Copy' button and the 'Open and Edit' / 'Cancel Product' options. Another red box highlights the 'In progress by applicant' status and the 'Tranquil' product name.

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

Hvis du søger om licens til mere end ét produkt, og disse produkter er ens, kan du spare tid ved først at dokumentere, hvordan ét af produkterne lever op til Svanemærkets krav. Klik herefter på **Copy** for at oprette en kopi med al dokumentation inkluderet.

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

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

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Name, Type, Brand, etc.

Name
Copy - Tranquil

Type:

Please select End Market(s) ⓘ

Registered brand name

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

Registered brand owner

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

NEW MESSAGE

Market information and Trade Names Not started

You must select at least one sales country below!

Når du åbner en kopi for at foretage ændringer, skal du først ændre status fra **Ready for evaluation** til **In progress by applicant** i det afsnit, du ønsker at ændre.

Herefter kan du foretage 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 the 'Products' section of the Svanemærket application. On the left, the 'APPLICATION INFORMATION' sidebar displays details for application 29879, including company name 'Clariwood Inc.', name 'Swan project X', type 'New', status 'In progress by applicant', requirements '031 Furniture and fitments 5', submission date '09-Jun-2022', and last updated '09-Jun-2022'. The main area shows a table of products, all of which are 'Arm chair' type. The table has columns for Name, Type, Date Modified, and Status. Two status dropdown menus are highlighted with red boxes. The first dropdown, for the product 'Copy - Copy - Tranquil', shows options: 'In progress by applicant' (selected), 'In progress by applicant', and 'Ready for evaluation'. The second dropdown, for the product 'Copy - Tranquil', shows options: 'In progress by applicant' (selected), 'In progress by applicant', and 'Ready for evaluation'. At the top right of the table area, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', and a 'SEARCH' button. The bottom of the table shows pagination: '10 rows per page' and '1 of 1 Next'.

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

Ansøgningsprocessen

Sådan ansøger og dokumentere 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

4. Send din ansøgning.

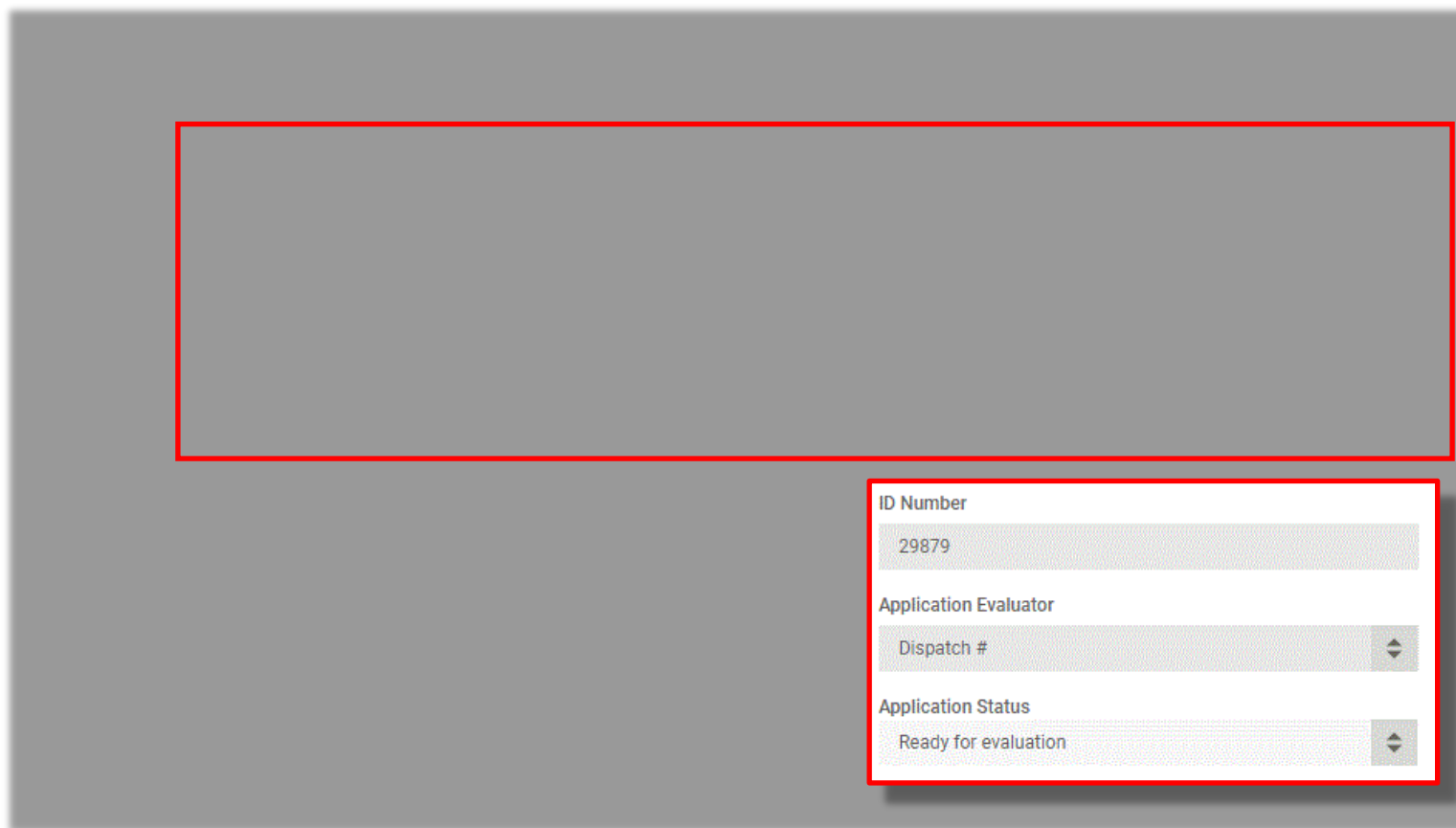
The screenshot shows the 'Products' section of the Nordisk Miljømærkning application. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area displays a table of products with columns for Name, Type, Date Modified, and Status. A red box highlights the 'Status' column, which contains a dropdown menu with options: 'Ready for evaluation', 'In progress by applicant', and 'Ready for evaluation'. Another red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner. The table lists several products, all of which are 'Arm chair' type, with various names and dates. The status for most products is 'Ready for evaluation', while one is 'In progress by applicant'.

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

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

Nordisk Miljømærkning tildeler herefter en **Evaluator**, som vil behandle din ansøgning og om nødvendigt bede om afklaring.

4. Send din ansøgning.



The screenshot shows a web interface for submitting an application. A large, empty rectangular area is outlined in red, representing the main application content. In the bottom right corner, a smaller section titled 'Application Information' is also outlined in red. This section contains three fields: 'ID Number' with the value '29879', 'Application Evaluator' with a dropdown menu showing 'Dispatch #', and 'Application Status' with a dropdown menu showing 'Ready for evaluation'.

Application Information	
ID Number	29879
Application Evaluator	Dispatch #
Application Status	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 blevet tildelt.



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