



Application Guide New licence or changes

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

Introduction

This guide helps you create a new application, or make changes to your licence, and document that you meet the requirements for a Nordic Swan Ecolabel Licence.

- Please read the guide 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.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our websites.

Version 2.0

Contents

The application process

- Step 1: Sign in and change your password.
- Step 2: Create your application request.
- Step 3: Document that you meet the requirements.
- Step 4: Submit your application.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

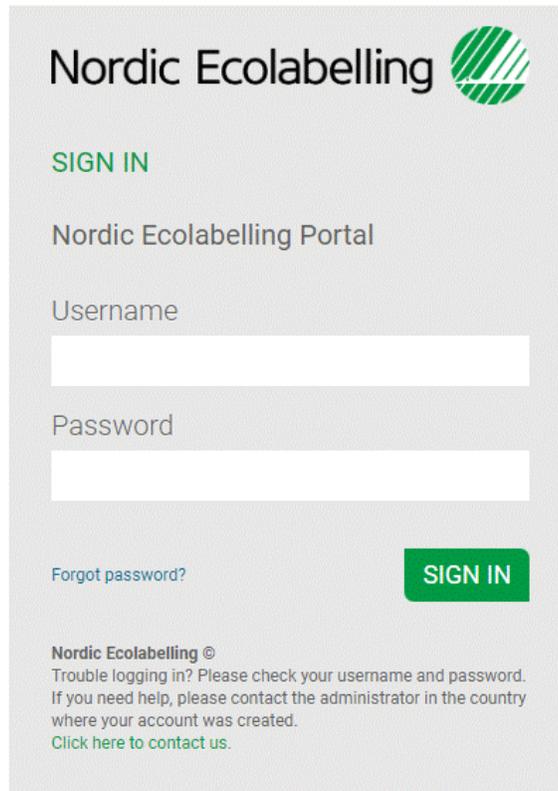
1.
Sign in and
change your
password.

2.
Create
your application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top left is the logo "Nordic Ecolabelling" with a green circular icon containing diagonal lines. Below the logo is the text "SIGN IN" in green. Underneath is "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the password field is a green "SIGN IN" button. Below the button is a link "Forgot password?". At the bottom, there is a copyright notice "Nordic Ecolabelling ©" and a paragraph of text: "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

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

The Portal Terms & Conditions appear the first time you log in.

1. Sign in and change your password.

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

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation bar contains the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. These items are highlighted with a red rectangular box. To the right of the navigation bar, the user's name 'Jane Hanson' and company 'Clariwood Inc' are displayed, along with a profile icon labeled 'JH'. Below the navigation bar, the main content area is titled 'Welcome to Nordic Ecolabelling Portal'. It includes a welcome message and several links for further information, such as 'Responsibility of the Primary Licence Contact', 'Regulations for the Nordic Ecolabelling of Products', and 'Fee Regulations for Nordic Swan Ecolabel'. At the bottom of the page, there is a section titled 'Visit our websites for more information:' which lists national websites for Denmark, Norway, Finland, Sweden, and Iceland.

Once you have signed in, you will see this view. Here you can find all the ongoing applications in your company.

You will also find information about all the licences, licenced products, contacts and brands registered in your company account.

The terms and conditions and links to the Nordic Swan Ecolabel website and all national websites can also be found here.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

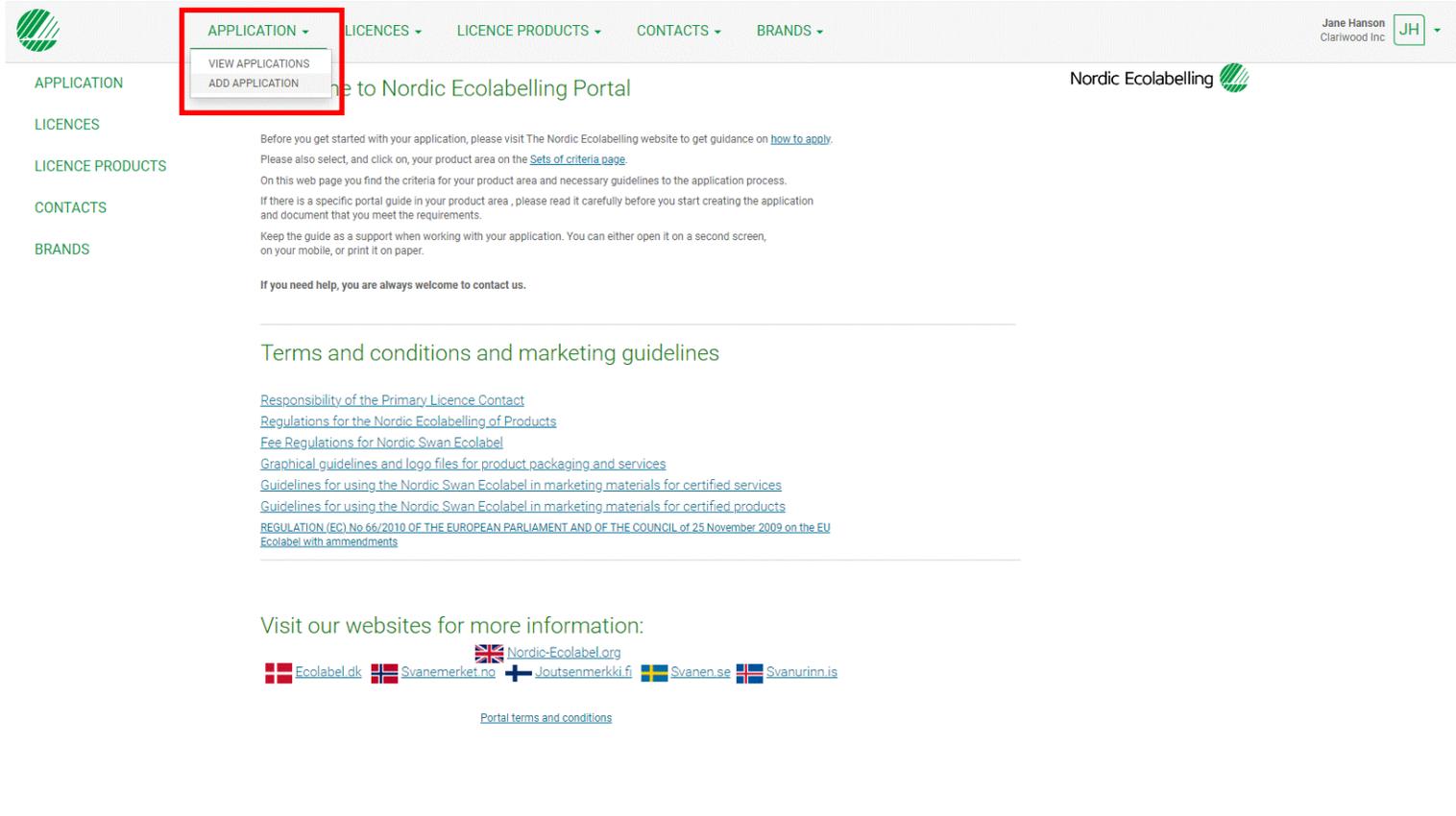
1.
Sign in and
change your
password.

2.
Create
your application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

2. Create your application request.



The screenshot shows the Nordic Ecolabelling Portal website. The top navigation bar includes a logo on the left, a menu with 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS', and a user profile 'Jane Hanson Clarivood Inc JH' on the right. The 'APPLICATION' menu is highlighted with a red box, showing sub-options 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area is titled 'Welcome to Nordic Ecolabelling Portal' and contains introductory text, a list of links for terms and conditions, and a section for visiting websites for more information.

APPLICATION ▾
VIEW APPLICATIONS
ADD APPLICATION

LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hanson Clarivood Inc JH ▾

APPLICATION
LICENCES
LICENCE PRODUCTS
CONTACTS
BRANDS

Welcome to Nordic Ecolabelling Portal

Nordic Ecolabelling

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

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

Terms and conditions and marketing guidelines

[Responsibility of the Primary Licence Contact](#)
[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](#)  [Svanemarket.no](#)  [Nordic-Ecolabel.org](#)  [Joutsenmerkki.fi](#)  [Svanen.se](#)  [Svanurinn.is](#)

[Portal terms and conditions](#)

Please click **Application** and **Add Application** to create your application request.

2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clariwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several fields: '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 'Application Type *' field. Below the form, 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'.

Please, ensure that you give your application a suitable name for your own company.

Click the arrows in the **Application Type** drop-down list and select:

1. **New** to start an application.
2. **Extension** to add a product to a licence.
3. **Change** to make changes to a licence.

2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. The main form is titled 'Application Information' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form fields are:

- Applicant ***: Clariwood Inc.
- Applicant's Naming of Application**: Extension X
- Application Type ***: Extension (highlighted with a red box)
- Licence ***: 3031 0105, 5, Clariwood Inc., 031 Furniture and fitments (highlighted with a red box)
- Applicant's description of application, production site and invoice information ***: (empty text area, highlighted with a red box)
- Contact Persons in your Company**: Primary Application Contact *

Below the form, there is a section titled 'We Undertake the Regulations by Creating this Request of Application' with two checkboxes:

- 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](#))

If you want to create a change application request, select **Extension** or **Change** in the **Application Type** list.

Select the licence you would like to change from the drop-down list.

Please, use **Applicant's description** to describe what extensions, or other changes, you intend to do in your licence. Also specify if there is any information we need to add to the invoice for your company.

Then select contact persons in your company.

2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main form is titled 'Application Information' and contains several 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 is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' field. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The 'Application Type' dropdown is highlighted with a red box, and the 'New' option is selected.

When you select **New** in the **Application Type** list, a set of new lists turns up with choices to make.

Start by selecting which **Certifying Country** you suggest will handle your application.

2. Create your application request.

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

APPLICATIONS | ADD APPLICATION | Application Information | SAVE | SIGN & CREATE APPLICATION

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category
Goods

Criteria Group *
001 Primary batteries
005 Tissue paper
008 Remanufactured OEM Toner Cartridges
010 Construction and facade panels, and mouldings
013 Car, boat and train care products
015 Imaging equipment
017 Dishwasher detergents and rinse aids
019 Compost bins
023 Sanitary Products
025 Hand Dishwashing Detergents
026 Cleaning products
029 Floor coverings
030 Rechargeable batteries and portable chargers
031 Furniture and fitments
039 Manufacturing of textiles, hides/skins and leather
044 Copy and printing paper
047 Disposables for food
049 Grease-proof Paper
057 Office and hobby supplies
062 Windows and exterior doors

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category
Goods

Criteria Group *
031 Furniture and fitments

Criteria Group and Generation *
031 Furniture and fitments 5

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

Primary Licence Contact *
Marketing Contact

Finance Contact (Turnover Reporting)

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

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)

Select **Nordic Swan Ecolabel** from the **Ecolabel Type** drop-down list.

Select **Goods** from the **Category** drop-down list.

Then select **Criteria Group**, for example, **031 Furniture and fitments**.

2. Create your application request.

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

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant *
Clarivood Inc. ▾

Ecolabel Type *
Nordic Swan Ecolabel ▾

Applicant's Naming of Application
[Empty field]

Product Group Category
Goods ▾

Application Type *
New ▾

Criteria Group *
031 Furniture and fittings ▾

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

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

Primary Application Contact *
[Empty field]

Primary Licence Contact *
[Empty field]

Marketing Contact
[Empty field]

Finance Contact (Turnover Reporting)
[Empty field]

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

Currency *
[Empty field]

Estimated Annual Turnover or AUM Licence (DK)
[Empty field]

Estimated Annual Turnover or AUM Licence (IS)
[Empty field]

Estimated Annual Turnover or AUM Licence (SE)
[Empty field]

Estimated Annual Turnover or AUM Licence (FI)
[Empty field]

Estimated Annual Turnover or AUM Licence (Outside the Nordics)
[Empty field]

Please, use **Applicant's description** to describe your application.

Enter the name of the production site.

Also specify if there is any information we need to add to the invoice for your company.

2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with a red box. Below the navigation, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and contains several dropdown menus: '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)', 'Currency *', and 'Estimated Annual Turnover or AUM Licence' for various regions (DK, IS, SE, FI, Outside the Nordics). A red box highlights the 'CONTACTS' and 'BRANDS' menus, and another red box highlights the 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' buttons. A third red box highlights the 'Contact Persons in your Company' section, which includes the 'Primary Application Contact *' and 'Primary Licence Contact *' dropdowns.

Please, select a **Primary Application Contact** who is assigned responsibility for this specific application.

Then select a **Primary Licence Contact**. It could be the same individual or someone else who is responsible for all the licences on your company's portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.

2. Create your application request.

The screenshot shows the 'Application Information' form for a Nordic Swan Ecolabel licence. The form is divided into several sections:

- Applicant Information:** Includes fields for Applicant (Clariwood Inc.), Applicant's Naming of Application, Application Type (New), and Certifying Country (SWEDEN).
- Product Information:** Includes fields for 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).
- Applicant's description of application, production site and invoice information:** A text area containing the description: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki Xxx.xxx Yyy.yyy'.
- Contact Persons in your Company:** This section contains dropdown menus for Primary Application Contact, Primary Licence Contact, Marketing Contact, and Finance Contact (Turnover Reporting). A red box highlights the Marketing Contact and Finance Contact (Turnover Reporting) fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** This section includes dropdown menus for Currency and input fields for Estimated Annual Turnover or AUM Licence in SEK, DK, IS, FI, and Outside the Nordics.

Please, select a **Marketing Contact**, who is responsible for your use of the Nordic Swan Ecolabel when you have received a license.

Then select a **Finance Contact**, responsible for reporting the annual turnover of the products included in your licences.

2. Create your application request.

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

Please, select the currency for your invoice in the **Currency** field.

State the company's estimated annual turnover for the products included in your application without using periods, spaces or commas.

Estimate the annual turnover for each selected national market in the Nordics. And for all markets outside the Nordics where the products will be sold.

2. Create your application request.

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](#))

Please, read the **Regulations** carefully.

Then tick the boxes to confirm that your company accepts and complies with them.

The **Sign & create application** button becomes dark green and activated when both boxes are ticked.

Click **Sign & create application** to continue.

2. Create your application request.

The screenshot shows a web application interface for creating an application request. At the top, there is a navigation bar with 'APPLICATION' selected. A user profile for 'Jane Hansson' is visible in the top right. 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 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', 'Primary Licence Contact', and 'Marketing Contact', all set to 'Jane Hansson'.

The application request is now created and provided with an **Application ID number** and an **Application status**.

The application is sent to Nordic Ecolabelling and the application fee will be invoiced.

Click **Continue application** to proceed.

Please note!
The number separator must be a decimal point.
Don't use decimal comma.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your application request.
3. Document that you meet the requirements.
4. Submit your application.

3. Document that you meet the requirements.

The screenshot displays 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, a sidebar titled 'APPLICATION INFORMATION' is highlighted with a red border. It 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 'ADD PRODUCT' button, also highlighted with a red border. Below the button, there is a text prompt: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' and a language dropdown menu set to 'English'.

The **Application information** section shows the progress status and other information about your application request. Click **Add product** if your are working on a new licence.

3. Document that you meet the requirements.

The screenshot displays a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible. A left sidebar shows 'APPLICATION INFORMATION' with details such as ID Number (30766), Company Name (Clariwood Inc.), Name (Extension X), Type (Extension), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (27-Oct-2022), Description, and New Item.

The main content area features two identical panels, each enclosed in a red box. Each panel contains two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons is the text: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. At the bottom of each panel is a language dropdown menu set to 'English'.

Between the two panels, the text 'No Record Found' is displayed.

Click **Add New Product** or **Copy Existing Product** to add more products to a licence.

3. Document that you meet the requirements.

The screenshot shows a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, there is a user profile for 'Jane Hansson Clariwood Inc.' with initials 'JH' and a close button 'x'. On the left, under 'APPLICATION INFORMATION', the following details are listed:

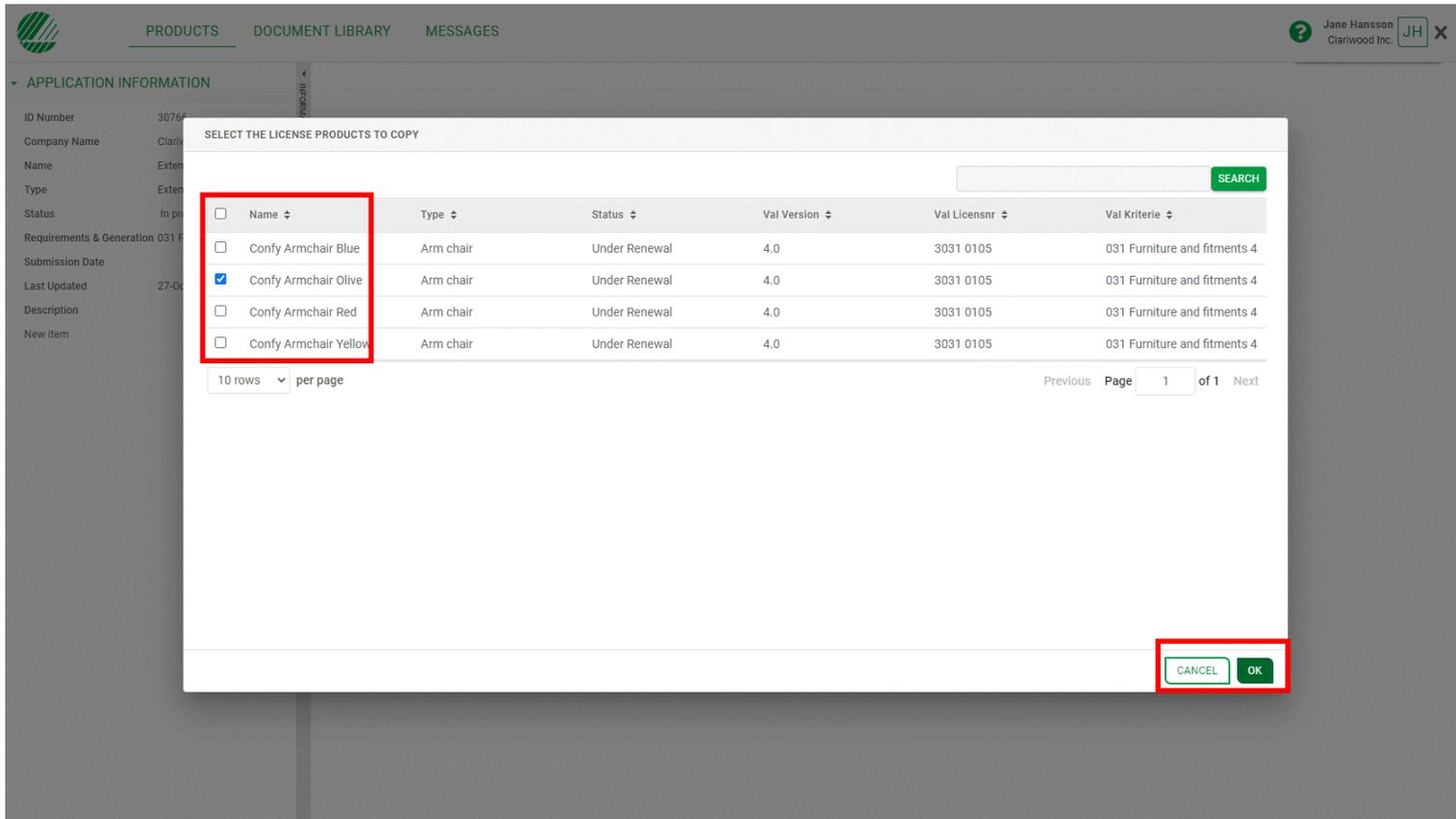
ID Number	30766
Company Name	Clariwood Inc.
Name	Extension X
Type	Extension
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	27-Oct-2022
Description	
New Item	

The main content area contains two identical panels, each enclosed in a red rectangular box. Each panel features a green 'SELECT PRODUCTS' button, the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu set to 'English'.

Below the first panel, the text 'No Record Found' is visible.

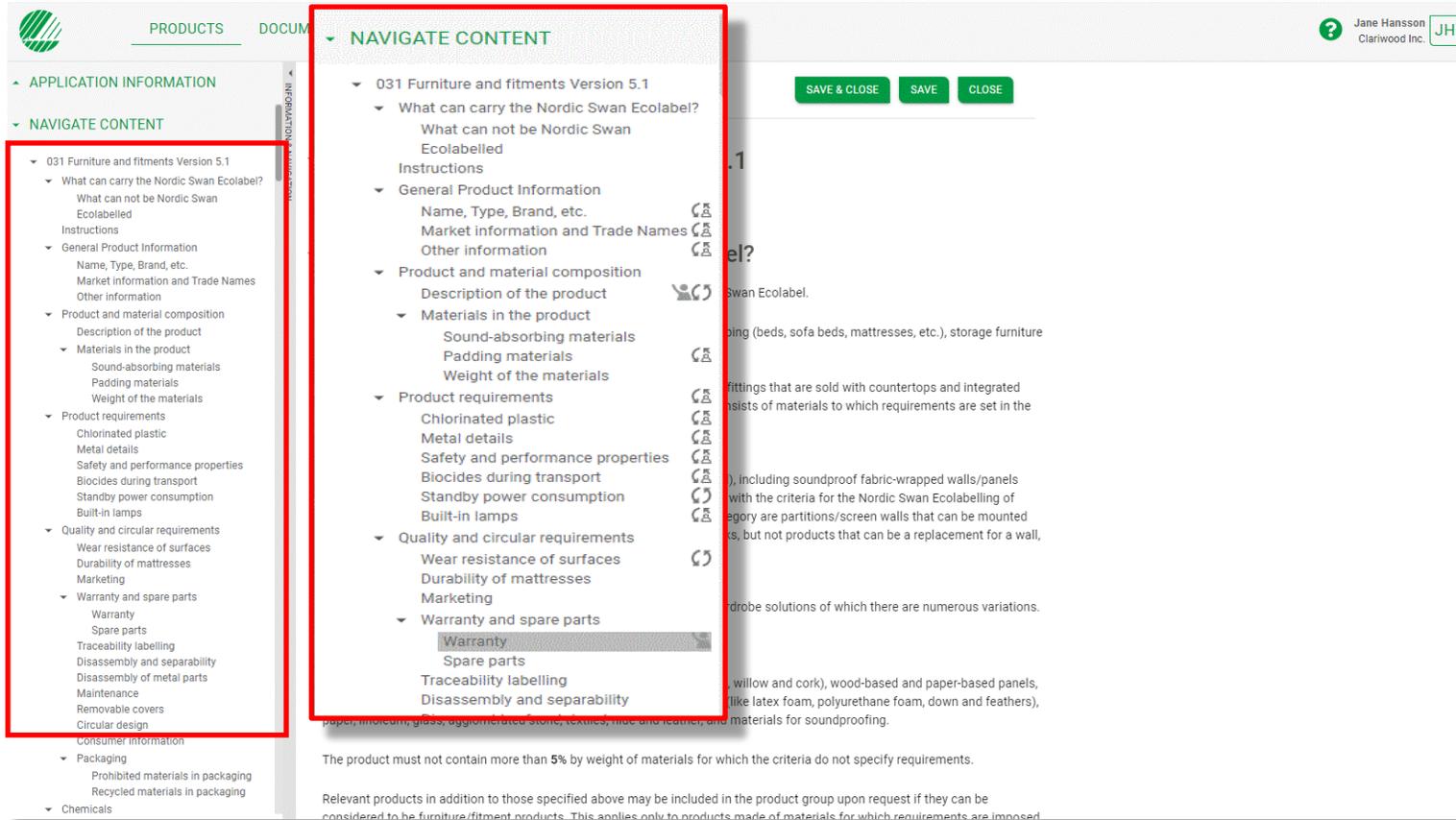
If you want to make changes,
Click **Select Products**
to implement the changes.

3. Document that you meet the requirements.



Please, use **Copy existing products** if you prefer to base your documentation on previously given response to the requirements. Adjust your response on each copy instead of starting all over again. Click **OK** to continue.

3. Document that you meet the requirements.



The **Navigate content** section gives you an overview when responding to the requirements.

When you start documenting how you meet the requirements, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson, Clariwood Inc.' with initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- General Product Information**: A section for providing specific information about the product.
- Name, Type, Brand, etc.**: A section for entering product details. The 'Name' field contains 'Tranquil', 'Type' is 'Arm chair', and 'End Market(s)' is 'Consumer'. A 'MESSAGES' section below this contains a rich text editor with a 'SEND' button. The message text is 'The product is mainly marketed to consumers, however ...'.
- Market information and Trade Names**: A section for providing market and trade name information.

Key UI elements highlighted with red boxes:

- Buttons: 'CLOSE', 'SAVE', and 'SAVE & CLOSE' at the top right of the main content area.
- Buttons: 'NEW MESSAGE' in the sidebar.
- Buttons: 'SEND' in the message editor.
- Notification Card: A card for 'JANE HANSSON' with a green icon and a timestamp of '9:20'.

Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

Click **New Message** to write a message or note next to the section. If you write a question, click on the symbol with a raised hand so that it turns green for help. If you do not receive an answer quickly enough, you are always welcome to contact us.

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The page is titled "PRODUCTS > REQUIREMENTS" and has a sidebar on the left with a navigation menu. The main content area is titled "Description of the product" and contains several sections with text and form elements. A red box highlights the "ADD DOCUMENT" buttons and the question "Are any finished component parts used in the production?". Another red box highlights a drop-down menu with options: "Not started", "In progress by applicant", and "Ready for evaluation".

Document that you meet the requirements by answering the questions in each section. When a document is requested, click **Add document reference(s)** and connect relevant files from your **Document Library** to the section, or upload and connect a new file.

When you are done, click the drop-down list next to the heading and change the status description from **In progress by applicant** to **Ready for evaluation**.

Proceed to the next section.

3. Document that you meet the requirements.

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

Fill in a generic Trade Name, or an internal name, for the product.

Select a product category from the **Type** drop-down list.

Select one or more end markets for your product from the **End Market(s)** drop-down list.

State the brand name of the product and the name of the company that is the brand owner.

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting 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 includes buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'. The interface is divided into sections:

- 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
- Other information** (Not started):
 - Please enter product *GTIN numbers* (bar code numbers) below.
 - ADD

Select the countries in which the product is sold and fill in the trade name of the product for each country.

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting 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 includes buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'. The left sidebar is titled 'NAVIGATE CONTENT' and lists various requirements categories. The main content area is divided into sections: 'General Product Information', 'Name, Type, Brand, etc.', 'Market information and Trade Names', 'Other information', and 'Product and material composition'. 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.

Add all **Global Trade Item Numbers** or **GTIN** for the product.

This unique identity number is used by Nordic Ecolabelling to highlight products with a Nordic Swan Ecolabel licence on e-commerce websites and our own websites.

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The header includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The left sidebar contains a navigation menu with categories like 'APPLICATION INFORMATION' and 'NAVIGATE CONTENT'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains two sections:

- Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate** (Status: Not started)
 - If the chemicals are Nordic 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** (Status: Not started)
 - Please select the chemical products used for surface treatment: **LOOKUP**
 - If any of the chemical products used is not found in the list, please contact your supplier and ask them to contact Nordic Ecolabelling so they can get access to the Nordic Ecolabeling Supply Chain Portal. Please read more [here](#).*

Click on **LOOKUP** to select items from manufacturers in your supply chain.

3. Document that you meet the requirements.

The screenshot shows a web application interface for selecting Nordic Swan Ecolabelled products. The main heading is "Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate". Below the heading, there is a table with columns: Name, Company, Licence Number, and Type. The table contains three rows of "RainbowPaint" products. The first and third rows are selected, indicated by checked checkboxes. A dropdown menu for "per page" is open, showing options: 5 rows, 10 rows (selected), 20 rows, 25 rows, 50 rows, and 100 rows. The interface also includes buttons for "UPDATE", "CANCEL", and "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

Check the box to select the items you use in the product.

If you can't find a proper item, please do the following:

- Ask the manufacturer in your supply chain to declare the item for you.
- Provide them with your company name and your **Application ID Number**.

3. Document that you meet the requirements.

PRODUCTS DOCUMENT LIBRARY MESSAGES

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 & 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](#)

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

The items you have selected are shown in your application.

3. Document that you meet the requirements.

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 (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 'Copy - Tranquil' products. A 'Tranquil' product is highlighted, and a 'Copy' modal is open over it. The modal contains three icons: a pencil (Open and Edit), a document with a plus sign (Copy), and a document with a slash (Cancel Product). The 'Copy' button is highlighted with a red box. The 'Tranquil' product row also has a red box around its action icons (edit, copy, delete).

Name	Type	Date Modified	Status
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		

If you are applying for a license for more than one product, and they are similar, you can save time by first documenting how you meet the requirements for one product. Then click the copy icon to create a copy with all your documentation included.

Then click the pen icon to open each copy and change the name of the product and other things that differ between the products.

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting 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 several sections:

- Name, Type, Brand, etc.**: This section is highlighted with a red box. It contains a dropdown menu for 'Name' with the value 'Copy - Tranquil' selected. Below it are fields for 'Type:', 'Please select End Market(s)', 'Registered brand name', 'Please state the **brand** name of the product', 'Registered brand owner', and 'Please state the **brand owner** of the brand above'. A 'NEW MESSAGE' button is located below these fields.
- Market information and Trade Names**: This section is also highlighted with a red box. It shows a status dropdown menu currently set to 'In progress by applicant', which is being changed to 'Ready for evaluation'. Below this is a 'Not started' status and a note: 'You must select at least one sales country below!'

Buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE' are visible at the top right of the main content area.

When you open a copy to make the changes, you first need to change the status description, in the section you want to change, from **Ready for evaluation** to **In progress by applicant**.

Then make the changes and finish by changing the status description for the section to **Ready for evaluation**.

When you are done with all your documentation and have changed the status in all sections to **Ready for Evaluation**, please click **Save & Close**.

The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1.
Sign in and
change your
password.

2.
Create
your application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

4. Submit your application.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including details like ID Number (29879), Company Name (Clariwood Inc.), and Status (In progress by applicant). The main area is titled 'Products' and contains a table with columns: Name, Type, Date Modified, and Status. The table lists several products, all of which are currently 'In progress by applicant'. A red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner. Another red box highlights the status dropdown menu for one of the products, which shows options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. A third red box highlights a larger status dropdown menu with the same options. The interface also includes a sidebar with 'APPLICATION INFORMATION' and a top navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'.

Please change the status of each product from **In progress by applicant** to **Ready for evaluation**.

Click **Submit for evaluation** to notify Nordic Ecolabelling that your application is ready for an **Evaluator** to work with.



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