



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 besides the criteria document 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

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The application process

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

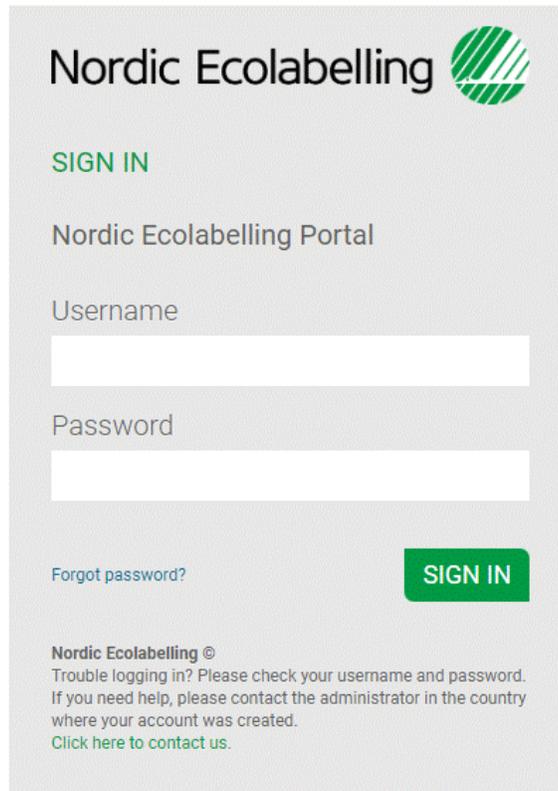
1.
Sign in and
change your
password.

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 for Nordic Ecolabelling, which consists of the text "Nordic Ecolabelling" and a circular icon with green diagonal lines. Below the logo is the text "SIGN IN" in green. Underneath that is the text "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the "Password" field is a green button with the text "SIGN IN" in white. Below the input fields is a link that says "Forgot password?". At the bottom of the page, there is a copyright notice: "Nordic Ecolabelling ©", followed by 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." and a link: "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 'Clairwood 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 for 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 Ecolabelling international website and all our 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.

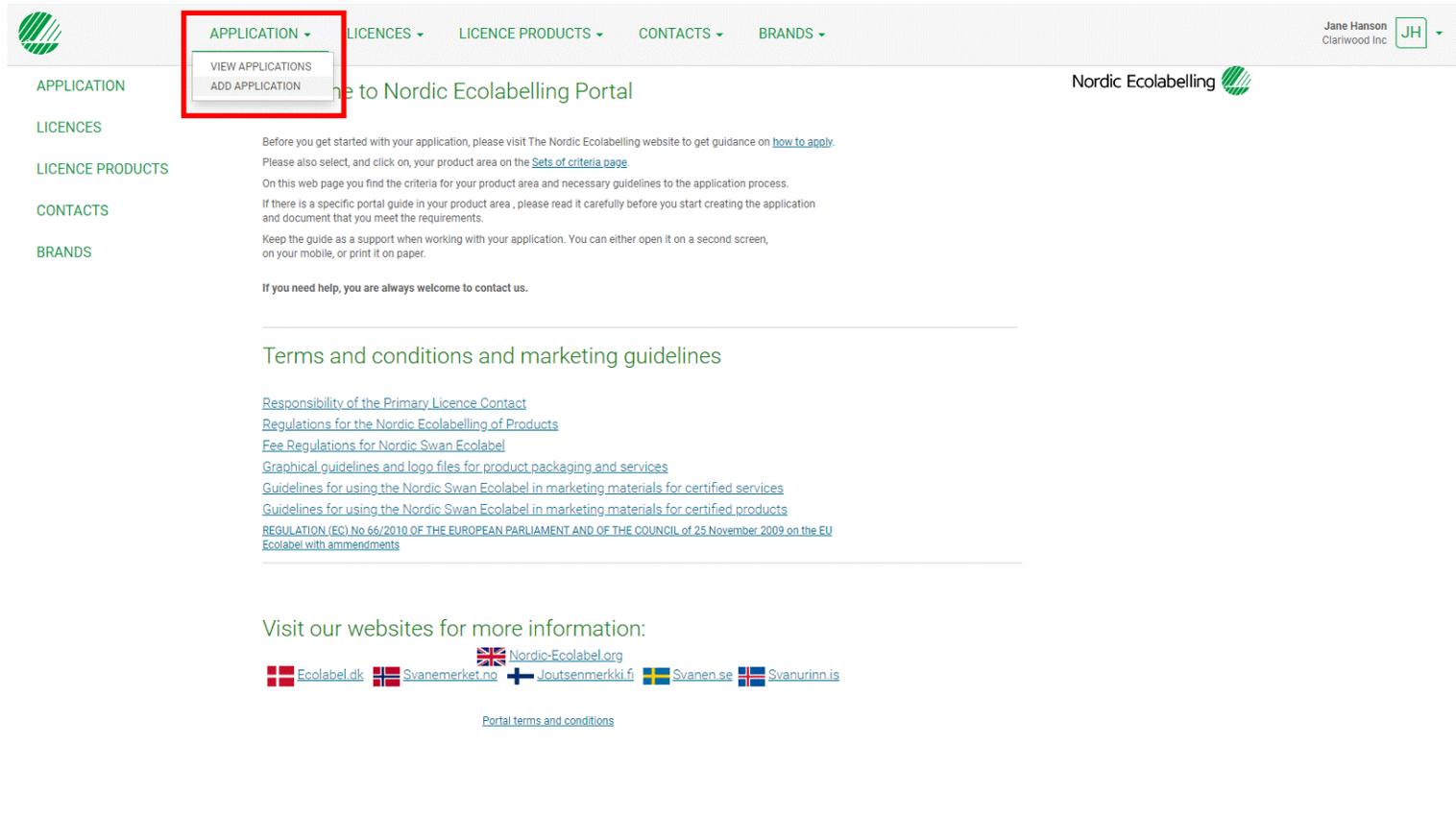
1.
Sign in and
change your
password.

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 and a user profile 'Jane Hanson Clarivood Inc JH' on the right. The main navigation menu is located below the header and includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is highlighted with a red box, and its sub-menu is visible, containing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area features a heading 'Welcome to Nordic Ecolabelling Portal' and a paragraph of introductory text. Below this, there is a section titled 'Terms and conditions and marketing guidelines' with several hyperlinks. At the bottom, there is a section 'Visit our websites for more information:' with links to various regional websites and a link to 'Portal terms and conditions'.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

VIEW APPLICATIONS
ADD APPLICATION

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. (JH). The main form is titled 'Application Information' and contains several fields:

- Applicant ***: A dropdown menu with 'Clariwood Inc.' selected.
- Applicant's Naming of Application**: A text input field.
- Application Type ***: A dropdown menu with 'New' selected.
- Certifying Country ***: A dropdown menu.

Below the 'Application Information' section, 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 compliance: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The 'Application Type' dropdown is highlighted with a red box, and the entire 'Application Information' section is also highlighted with a red box.

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 ***: (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, 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 form titled 'Application Information'. The form is divided into several sections. The 'Application Information' section is highlighted with a red box and contains the following fields:

- Applicant ***: A dropdown menu with 'Clariwood Inc.' selected.
- Applicant's Naming of Application**: A text input field containing 'Swan project X'.
- Application Type ***: A dropdown menu with a list of options: 'New', 'Extension', and 'Change'. The 'New' option is highlighted in blue.
- Certifying Country ***: A dropdown menu.

Below the 'Application Information' section, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' dropdown menu. At the bottom, there are two checkboxes for legal regulations: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'.

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.

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 options with '031 Furniture and fitments' selected. Other fields include 'Criteria Group and Generation *' (set to '031 Furniture and fitments 5'), 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and four 'Estimated Annual Turnover or AUM Licence' fields for different regions (DK, IS, FI, and 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**, E.g. 031 Furniture and fitments.

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.
- Ecolabel Type ***: Nordic Swan Ecolabel
- Applicant's Naming of Application**: (empty)
- Product Group Category**: Goods
- Application Type ***: New
- Criteria Group ***: 031 Furniture and fittings

Two text areas are highlighted with red boxes, both containing the same text: 'Applicant's description of application, production site and invoice information *'. The text in these areas is: 'Armchairs with different fabrics and 3 settings of legs.', 'Stora Kopparberget 10, 12345 Helsinki', 'Xxx xxx', and 'Yyy yyy'. Below these are fields for 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. At the bottom, there are fields for 'Estimated Annual Turnover or AUM Licence' in various currencies (DK, IS, SE, FI, Outside the Nordics).

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' menu is 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' dropdowns, 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 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 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). A text area for 'Applicant's description of application, production site and invoice information' contains: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki. Xxx.xxx. Yyy.yyy'.
- Contact Persons in your Company:** Fields for Primary Application Contact, Primary Licence Contact, Finance Contact (Turnover Reporting), and Marketing Contact. A red box highlights the Primary Licence Contact, Finance Contact, and Marketing Contact fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and three turnover/AUM licence categories: (DK), (IS), 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 Licenses (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 *
Jane Hansson

Primary Licence Contact *
Jane Hansson

Marketing Contact
Jane Hansson

Finance Contact (Turnover Reporting)
Jane Hansson

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

Currency *
EUR

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

Estimated Annual Turnover or AUM Licence (SE)
3500000

Estimated Annual Turnover or AUM Licence (FI)
5000000

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

Estimated Annual Turnover or AUM Licence (NO)
250000

We Undertake the Regulations by Creating this Request of Application

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

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

SAVE SIGN & CREATE APPLICATION

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 tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). A success message at the top left states "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE". The "CONTINUE APPLICATION" button is highlighted with a red box. The form is divided into several sections: "Application Information", "Application Products", and "Contact Persons in your Company". In the "Application Information" section, the "ID Number" field is highlighted with a red box and contains the value "29879". The "Application Status" field is also highlighted with a red box and contains the value "New". The "Application Products" section shows a table with columns for Name, Type, Application Product Status, Licence Nr., and Criteria Group & Gen, but it is currently empty. The "Contact Persons in your Company" section shows three 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

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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 are two identical blocks, each highlighted with a red border. Each block features a green 'ADD PRODUCT' button, followed by the text: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' Below this text is a language selector showing 'English' with a dropdown arrow.

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'.

Below the first panel, 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.

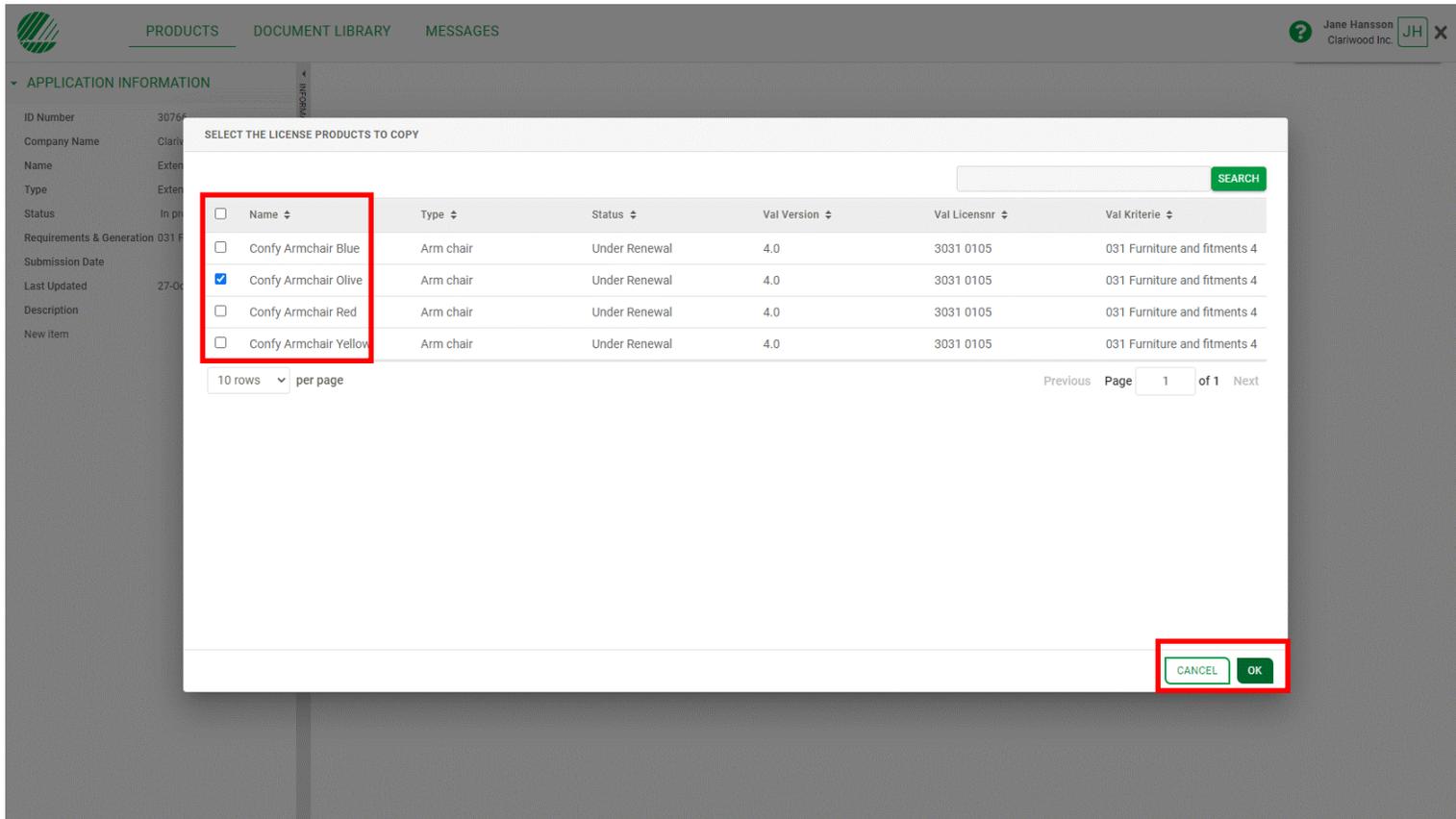
The screenshot displays a web application interface. At the top, there is a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible. The main content area is titled 'APPLICATION INFORMATION' and contains a table with the following data:

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	

Below the table, there are two identical call-to-action boxes, each containing 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'. The first box is highlighted with a red border and is positioned above the text 'No Record Found'. The second box is also highlighted with a red border and is positioned below the text 'No Record Found'.

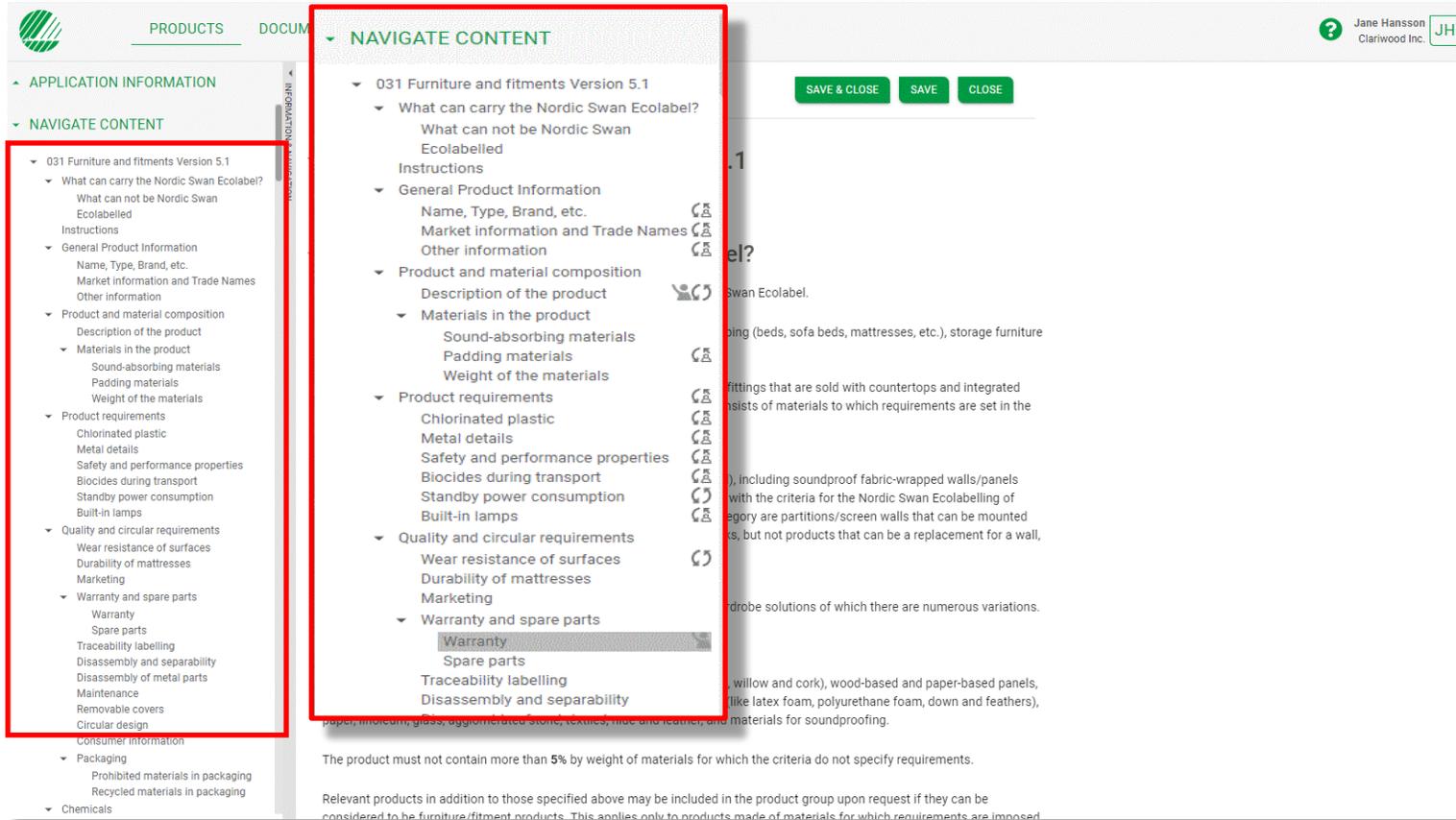
If you want to make changes,
Click **Select Products**
to implement the changes.

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 displays 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 a 'General Product Information' section. A sidebar on the left provides navigation options, including 'APPLICATION INFORMATION' and 'NAVIGATE CONTENT'. The 'MESSAGES' section is highlighted with a red box, showing a rich text editor with a 'SEND' button. A user profile card for 'JANE HANSSON' is also visible, featuring a 'New Message' icon. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top of the page, the 'NEW MESSAGE' button in the sidebar, the rich text editor with the 'SEND' button, and the user profile card for 'JANE HANSSON'.

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:

- Not started** (highlighted with a red box): A drop-down menu with options: "Not started", "In progress by applicant", and "Ready for evaluation".
- In progress by applicant** (highlighted with a red box): A section with a heading "In progress by applicant" and a sub-heading "Ready for evaluation".
- Are any finished component parts used in the production?** (highlighted with a red box): A question with radio buttons for "Yes" and "No".
- ADD DOCUMENT** buttons: Three green buttons with a document icon, each next to a requirement: "Please upload a drawing/picture of the product.", "Please upload a flowchart that describes the production process.", and "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."

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.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields like 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: Name, Type, Date Modified, and Status. The table lists several 'Tranquil' arm chairs. A 'Copy' modal is open over the table, showing a pencil icon for 'Open and Edit', a document icon for 'Copy', and a prohibition icon for 'Cancel Product'. A red box highlights the 'Copy' modal, and another red box highlights a small icon in the top right of the table row.

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 Jane Hansson from 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'. A status dropdown menu is open, showing options: 'Not started', 'In progress by applicant' (highlighted in blue), 'Ready for evaluation', and 'Response needed from applicant'. A second status dropdown menu is also open, showing options: 'Not started', 'In progress by applicant' (highlighted in blue), 'Ready for evaluation', and 'Response needed from applicant'.
- Market information and Trade Names**: This section is currently 'Not started'.

Buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE' are visible at the top right of the main content area. A 'NEW MESSAGE' button is located at the bottom left 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 the following data:

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

At the top right of the table area, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. The 'SUBMIT FOR EVALUATION' button is highlighted with a red box. A dropdown menu for the 'Status' column is also highlighted with a red box, showing the following options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'.

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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