



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

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- Step 3: Document that you meet the requirements.
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The application process

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

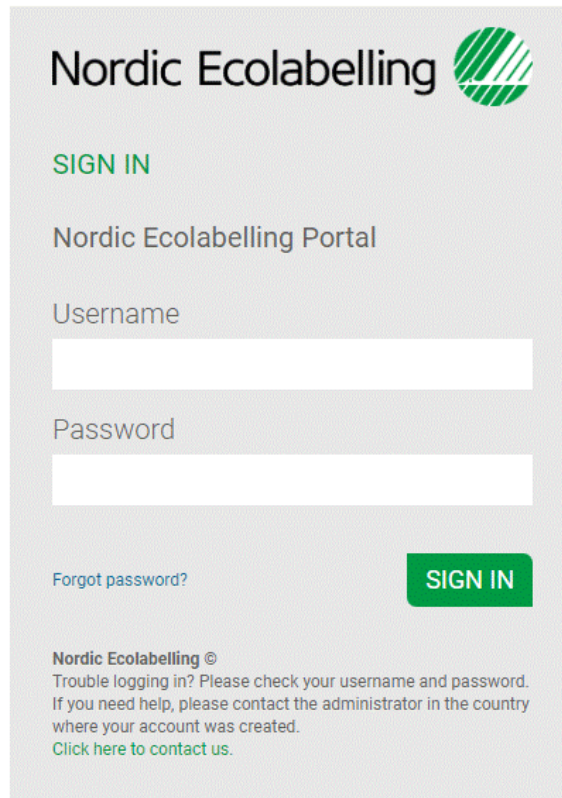
1.
Sign in and
change your
password.

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 form area, there is a copyright notice: "Nordic Ecolabelling ©", followed by the 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 that says "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 homepage. At the top, a navigation menu is highlighted with a red box, containing the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hanson, Clarinwood Inc, with the initials JH. The main content area is titled 'Welcome to Nordic Ecolabelling Portal' and includes the following text:

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#).

On this web page you find the criteria for your product area and necessary guidelines to the application process.

If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements.

Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper.

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

Below this, there is a section titled 'Terms and conditions and marketing guidelines' with several links:

- [Responsibility of the Primary Licence Contact](#)
- [Regulations for the Nordic Ecolabelling of Products](#)
- [Fee Regulations for Nordic Swan Ecolabel](#)
- [Graphical guidelines and logo files for product packaging and services](#)
- [Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services](#)
- [Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products](#)
- [REGULATION \(EC\) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments](#)

At the bottom, there is a section titled 'Visit our websites for more information:' with links to national websites:

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

There is also a link to [Portal terms and conditions](#).

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. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is expanded, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area provides instructions for starting an application, including links to 'how to apply' and 'Sets of criteria page'. Below this, there are links for 'Terms and conditions and marketing guidelines', including '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', and 'REGULATION (EC) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments'. At the bottom, there is a section for 'Visit our websites for more information:' with links for 'Ecolabel.dk', 'Svanemarket.no', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is', along with 'Nordic-Ecolabel.org' and '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, which is also shown in a larger, magnified view in the foreground. Below the highlighted section, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by'. The 'Application Type' field is a drop-down menu with arrows on the right side.

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 logged in as 'Jane Hansson' from 'Clariwood Inc.'. 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' and a section for 'We Undertake the Regulations by' with 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 Clariwood 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)

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
[Text 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 settings of legs.
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yyy

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 * ▾

Estimated Annual Turnover or AUM Licence (DK) [Text Field]

Estimated Annual Turnover or AUM Licence (IS) [Text Field]

Estimated Annual Turnover or AUM Licens (SE) [Text Field]

Estimated Annual Turnover or AUM Licence (FI) [Text Field]

Estimated Annual Turnover or AUM Licence (Outside the Nordics) [Text 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', and 'Finance Contact (Turnover Reporting)'. A red box highlights the 'CONTACTS' and 'BRANDS' menus and a pop-up menu with 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. Another red box highlights the 'Contact Persons in your Company' section, which includes the 'Primary Application Contact *' and 'Primary Licence Contact *' dropdowns. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' with dropdowns for 'Currency *' and 'Estimated Annual Turnover or AUM Licence' for DK, IS, SE, FI, and Outside the Nordics.

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).
- Applicant's description of application, production site and invoice information:** A text area containing: '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, Marketing Contact, and Finance Contact (Turnover Reporting). A red box highlights the Marketing Contact and Finance Contact fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and four separate turnover/AUM licence fields (DK, IS, SE, 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 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 *	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 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 main form is titled "Application Information" and contains several fields: Applicant (Clariwood Inc.), Applicant's Naming of Application (Swan project X), Application Type (New), Certifying Country (SWEDEN), Ecolabel Type (Nordic Swan Ecolabel), Product Group Category, Criteria Group (031 Furniture and fitments), ID Number (29879), and Application Status (New). The ID Number and Application Status fields are also highlighted with red boxes. Below the main form, there is a section for "Application Products" which is currently empty. At the bottom, there are fields for "Contact Persons in your Company", including Primary Application Contact (Jane Hansson), Primary Licence Contact (Jane Hansson), and Marketing Contact (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. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' with initials 'JH' is visible in the top right corner. On the left, a sidebar under 'APPLICATION INFORMATION' lists details: 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, text reads: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. A language dropdown menu shows 'English' with a flag icon. Below the second panel, the text 'No Record Found' is visible.

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

3. Document that you meet the requirements.

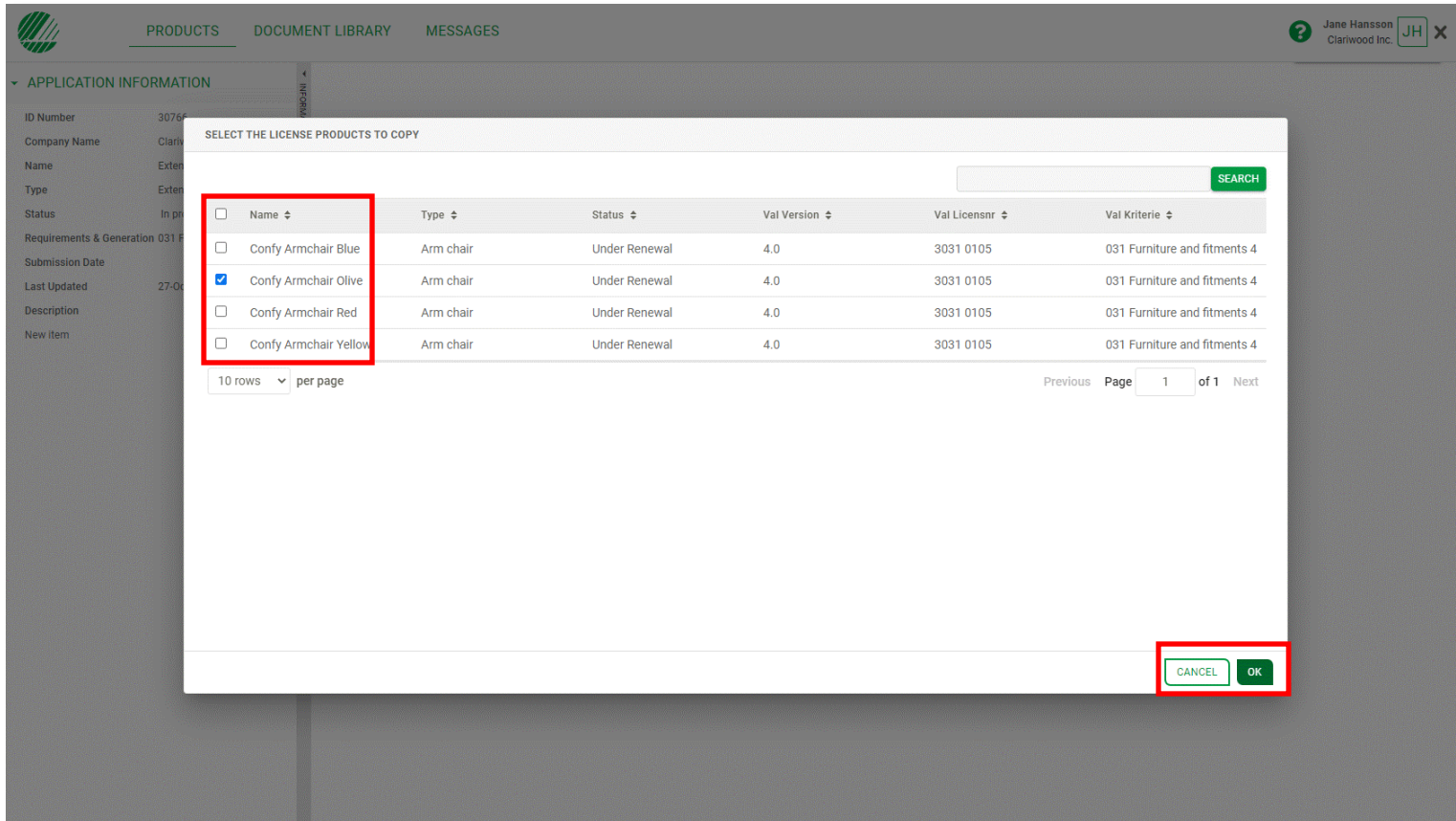
The screenshot shows a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, there is a user profile for 'Jane Hansson Clariwood Inc.' with initials 'JH' and a close button 'x'. On the left, a sidebar displays 'APPLICATION INFORMATION'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

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 highlighted with a red 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 second panel, the text 'No Record Found' is visible.

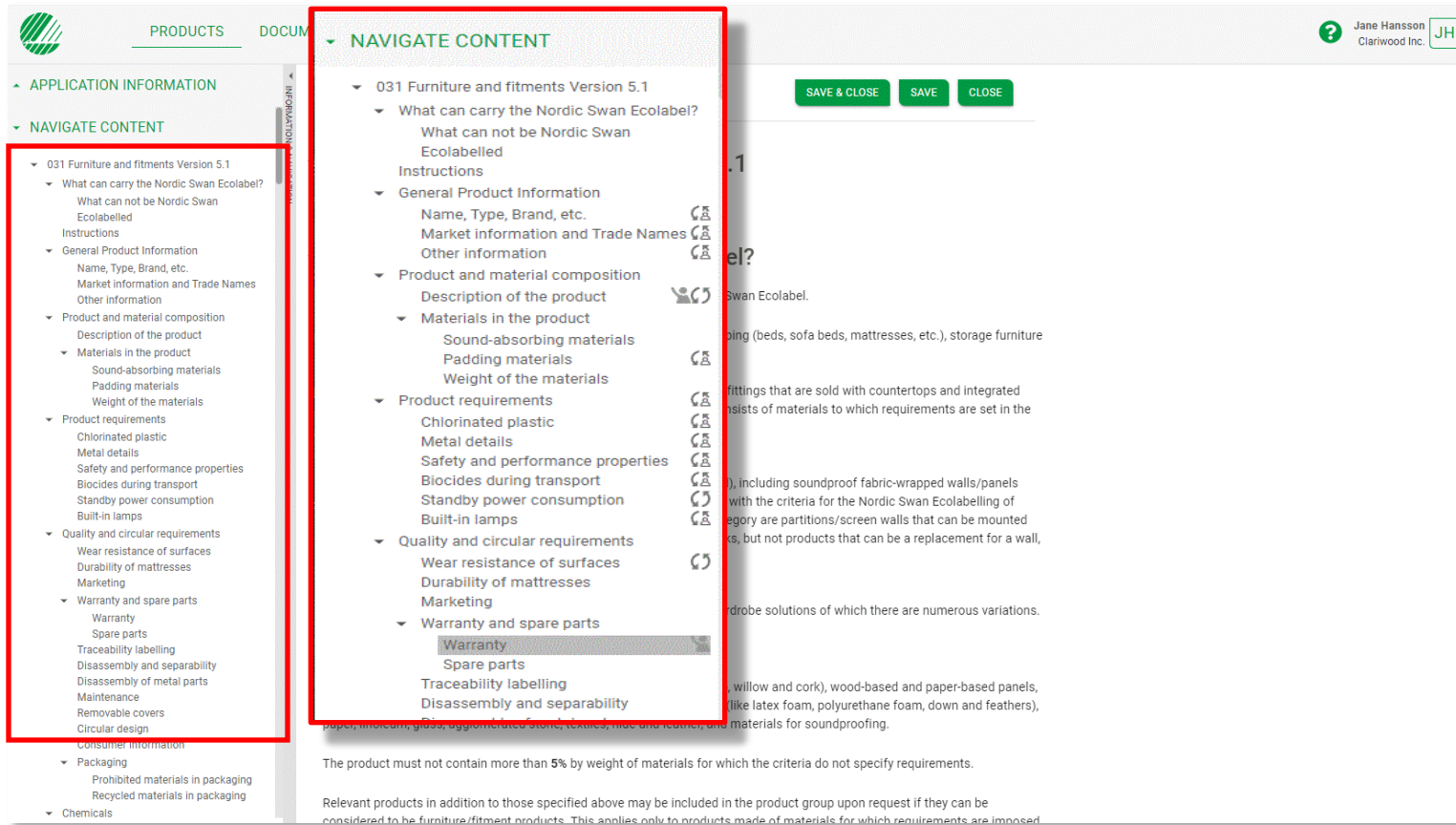
If you want to make changes,
Click **Select Products**
to implement the changes.

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 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 form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'Please select End Market(s)' (Consumer). A 'MESSAGES' section is visible, showing a message input field with a 'SEND' button. A 'NEW MESSAGE' button is located in the bottom left. A message card for 'JANE HANSSON' is shown in the bottom right, containing the text 'The product is mainly marketed to consumers, however ...'. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top, a larger set of 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons in the middle, the 'NEW MESSAGE' button, and the message card.

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.

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Description of the product

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

- Drawing/picture of the product.
- Description of the production process. For example, a flowchart including which steps are used in the 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](#)

Not started

In progress by applicant

Ready for evaluation

Response needed from applicant

In progress by Nordic Ecolabelling

Jane Hansson Clariwood Inc. JH

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 documenting product requirements. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains a tree view under 'NAVIGATE CONTENT' with categories like '031 Furniture and fitments Version 5.1', 'General Product Information', 'Product and material composition', 'Product requirements', 'Quality and circular requirements', 'Warranty and spare parts', 'Packaging', and 'Chemicals'.
- Header:** At the top, there are tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, the user 'Jane Hansson' from 'Clariwood Inc.' is logged in, with initials 'JH'.
- Main Content Area:**
 - PRODUCTS > REQUIREMENTS:** This section has buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'.
 - General Product Information:** A section with the instruction 'Please fill in specific information about the product below.' It contains a sub-section 'Name, Type, Brand, etc.' with a status of 'In progress by applicant'. This sub-section includes:
 - A text input field for 'Name' containing 'Tranquil'.
 - A dropdown menu for 'Type' set to 'Arm chair'.
 - A dropdown menu for 'Please select End Market(s)' set to 'Consumer'.
 - A text input field for 'Please state the brand name of the product'.
 - A text input field for 'Please state the brand owner of the brand above'.
 - Market information and Trade Names:** A section with a status of '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 interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options such as 'APPLICATION INFORMATION', 'NAVIGATE CONTENT', and 'REGISTRATION & NAVIGATION'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains two main sections: 'Market information and Trade Names' and 'Other information'. The 'Market information and Trade Names' section is highlighted with a red box and contains a dropdown menu for 'Ready for evaluation' with 'Finland Iceland Sweden' selected. Below this are three text input fields for 'Trade Name, Finland', 'Trade Name, Iceland', and 'Trade Name, Sweden', all containing the text 'Rauhallinen', 'Tranquil', and 'Tranquil' respectively. The 'Other information' section is also highlighted with a red box and contains a dropdown menu for 'Not started' and a text input field for 'Please enter product GTIN numbers (bar code numbers) below.' with an 'ADD' button below it. The interface also includes a top navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES' tabs, and a user profile section in the top right corner.

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 requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form with several sections:

- General Product Information**: Please fill in specific information about the product below.
- Name, Type, Brand, etc.**: Ready for evaluation
- Market information and Trade Names**: Ready for evaluation
- Other information**: In progress by applicant. This section is highlighted with a red box and contains a list of product GTIN numbers (bar code numbers) being entered:
 - 1234567890
 - 2345678901An 'ADD' button is visible below the list.
- Product and material composition**

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.

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](#)

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

NEW MESSAGE

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

Please select the chemical products used for surface treatment: [LOOKUP](#)

If any of the chemical products used is not found in the list, please contact your supplier and ask them to contact Nordic Ecolabelling so they can get access to the Nordic Ecolabeling Supply Chain Portal. Please read more [here](#).

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 ecolabelled chemical products. The interface includes a navigation menu with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The current page is 'APPLICATION INFORMATION' with sub-navigation for 'PRODUCTS', 'REQUIREMENTS', and 'LOOKUP'. The main content area is titled 'Ecolabelled chemical products' and contains a search bar and a table of products. A red box highlights the selection area, which includes checkboxes for each product and the 'ADD TO SELECTED PRODUCTS' and 'CLOSE' buttons.

Name	Company	Licence Number	Type	Filters
<input type="checkbox"/> Yunik Pro Supermedium Filler, 10 l	Flügger Group A/S	3097 0008	Filler	
<input type="checkbox"/> Yunik Pro Sprøjtespartel Airless Medium, ...	Flügger Group A/S	3097 0008	Filler	
<input type="checkbox"/> Yunik PRO Sand Filler Plaster, 10 l	Flügger Group A/S	3097 0008	Filler	
<input type="checkbox"/> Yunik Pro Hand Filler Medium, 10 l	Flügger Group A/S	3097 0008	Filler	
<input type="checkbox"/> Yunik Pro Hand Filler Coarse, 10 l	Flügger Group A/S	3097 0008	Filler	
<input type="checkbox"/> Yunik Pro Filt & Vævkæber, 12 l	Flügger Group A/S	3097 0008	Adhesives	
<input type="checkbox"/> Yunik Pro Filler Airless Coarse, 15 l	Flügger Group A/S	3097 0008	Filler	
<input type="checkbox"/> Wall LG Sprøjtespartel, 15 l	Dana Lim A/S	5097 0012	Filler	
<input type="checkbox"/> Tikkurilla Presto R Vihreä	Tikkurila Sverige AB	3097 0020	Filler	
<input type="checkbox"/> Teknospro R, 12 l	Saint-Gobain Sweden AB	3097 0004	Filler	

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

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

3. Document that you meet the requirements.

The screenshot shows a web application interface for selecting ecolabelled chemical products. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hanson Clarivood Inc'. The main content area is titled 'APPLICATION INFORMATION' and 'LOOKUP'. A search bar contains the text 'Sealants' and a green 'SEARCH' button. Below the search bar, there is a section for 'Ecolabelled chemical products' with a table of products. The table has columns for Name, Company, Licence Number, and Type. Three products are selected: 'Relekta 101 Akryl ECO', 'ProGold Malerfuge Hvid, 300 ml', and 'LD714 Akrylfog Pro'. A smaller search bar is also visible below the main search bar.

Name	Company	Licence Number	Type
<input type="checkbox"/> Teknos Akrylfog S, 300 ml	SimFAS Sweden AB	3097 0026	Sealants
<input checked="" type="checkbox"/> Relekta 101 Akryl ECO	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> RAW Acrylic Sealant Extra, 300 ml	Dana Lim A/S	5097 0012	Sealants
<input checked="" type="checkbox"/> ProGold Malerfuge Hvid, 300 ml	Dana Lim A/S	5097 0012	Sealants
<input type="checkbox"/> Nordsjö Akrylfog, 300 ml	Akzo Nobel Decorative Coatings AB	3097 0039	Sealants
<input checked="" type="checkbox"/> LD714 Akrylfog Pro	Tremco CPG Sweden AB	3097 0035	Sealants
<input type="checkbox"/> Lando Acrylfog 3000, 600 ml	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> Lando Acrylfog 3000, 300 ml	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> Lando Acrylfog 2000, 600 ml	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> Lando Acrylfog 2000, 300 ml	SimFAS Sweden AB	3097 0026	Sealants

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.

The screenshot shows a web application interface for selecting ecolabelled chemical products. The main content area displays a table of products with columns for Name, Company, Licence Number, and Type. Three products are selected, indicated by checked checkboxes: Relekta 101 Akryl ECO, ProGold Malerfuge Hvid, 300 ml, and LD714 Akrylfog Pro. A search bar at the top right of the table contains the text 'Sealants' and a 'SEARCH' button. A sidebar menu on the right side of the table is highlighted with a red box, showing options: 'HIDE SELECTED PRODUCTS (3)', 'ADD TO APPLICATION', and 'CANCEL'.

Name	Company	Licence Number	Type
<input type="checkbox"/> Teknos Akrylfog S, 300 ml	SimFAS Sweden AB	3097 0026	Sealants
<input checked="" type="checkbox"/> Relekta 101 Akryl ECO	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> RAW Acrylic Sealant Extra, 3...	Dana Lim A/S	5097 0012	Sealants
<input checked="" type="checkbox"/> ProGold Malerfuge Hvid, 300...	Dana Lim A/S	5097 0012	Sealants
<input type="checkbox"/> Nordsjö Akrylfog, 300 ml	Akzo Nobel Decorative Coati...	3097 0039	Sealants
<input checked="" type="checkbox"/> LD714 Akrylfog Pro	Tremco CPG Sweden AB	3097 0035	Sealants
<input type="checkbox"/> Lando Acrylfog 3000, 600 ml	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> Lando Acrylfog 3000, 300 ml	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> Lando Acrylfog 2000, 600 ml	SimFAS Sweden AB	3097 0026	Sealants
<input type="checkbox"/> Lando Acrylfog 2000, 300 ml	SimFAS Sweden AB	3097 0026	Sealants

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 Hanson Clarivood Inc JH

APPLICATION INFORMATION PRODUCTS REQUIREMENTS LOOKUP

Lookup

Ecolabelled chemical products
Please select the ecolabelled products used:

UPDATE SELECTED PRODUCTS CLOSE

Name	Company	Licence Number	Type	Filters
<input type="checkbox"/> JOTUN Prosjektparkel	Jotun A/S	2097 0011	Filler	
<input type="checkbox"/> JOTUN Lim Standard	SimFAS Sweden AB	3097 0037	Adhesives	
<input type="checkbox"/> JOTUN Lim Sprut & Maskin	SimFAS Sweden AB	3097 0037	Adhesives	
<input type="checkbox"/> JOTUN Lim Extra	SimFAS Sweden AB	3097 0037	Adhesives	
<input type="checkbox"/> Jotun Letspartel Medium 5678, 10 l	Dana Lim A/S	5097 0012	Filler	
<input type="checkbox"/> Jotun Letspartel Grov 6789, 10 l	Dana Lim A/S	5097 0012	Filler	
<input type="checkbox"/> Infra Medium Sparkel, 10 l	Dana Lim A/S	5097 0012	Filler	
<input checked="" type="checkbox"/> Heydi Spesialprimer 5 kg	Hey'di AS	2097 0015	Primer	
<input checked="" type="checkbox"/> Heydi Spesialprimer 1 kg	Hey'di AS	2097 0015	Primer	
<input type="checkbox"/> Heydi Semfix Hvit 5 kg	Hey'di AS	2097 0015	Adhesives	

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ADD TO APPLICATION

HIDE SELECTED PRODUCTS (3)

ADD TO APPLICATION CANCEL

LD714 Akryflog Pro ✕
Relekta 101 Akryl ECO ✕
ProGold Malerfuge Hvid, 300 ml ✕

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 Hanson Clarivood Inc JH

APPLICATION INFORMATION

NAVIGATE CONTENT

PRODUCTS > REQUIREMENTS

CLOSE SAVE SAVE & CLOSE

- Ecolabelled chemical products In progress by applicant

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 ecolabelled with the Nordic Swan Ecolabel? Yes, all of them Yes, some of them No

LOOKUP

Please select the ecolabelled products used:

Name	Company	Licence Number	Type	Actions
LD714 Akrylfog Pro	Tremco CPG Sweden AB	3097 0035	Sealants	X
Releakta 101 Akryl ECO	SimFAS Sweden AB	3097 0026	Sealants	X
ProGold Malerfuge Hvid, 30...	Dana Lim A/S	5097 0012	Sealants	X
Heydi Spesialprimer 1 kg	Hey'di AS	2097 0015	Primer	X
Heydi Spesialprimer 5 kg	Hey'di AS	2097 0015	Primer	X

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 (non-ecolabelled) 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, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A red box highlights a 'Copy' dialog box that appears over the table. The dialog box has a title 'Copy' and three icons: a pencil (edit), a document with a plus sign (copy), and a document with a slash (cancel). Below the icons are two buttons: 'Open and Edit' and 'Cancel Product'. Another red box highlights a small icon in the top right corner of the table row, which is a combination of a pencil, a document with a plus sign, and a document with a slash.

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		

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 interface is divided into several sections:

- Header:** Includes a logo, navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES', and a user profile for Jane Hansson, Clariwood Inc. (JH).
- Left Sidebar:** Contains a 'NAVIGATE CONTENT' section with a tree view of requirements categories such as 'Furniture and fittings', 'General Product Information', 'Product and material composition', 'Product requirements', 'Quality and circular requirements', 'Warranty and spare parts', 'Packaging', and 'Chemicals'.
- Main Content Area:** Titled 'PRODUCTS > REQUIREMENTS', it contains several input fields and dropdown menus. The 'Name' field is highlighted with a red box and contains 'Copy - Tranquil'. The 'Status' dropdown menu is also highlighted with a red box and shows options: 'Not started', 'In progress by applicant' (selected), 'Ready for evaluation', and 'Response needed from applicant'. A second dropdown menu, also highlighted with a red box, shows the same options with 'Ready for evaluation' selected. At the bottom of the main content area, there is a 'NEW MESSAGE' button and a 'Market information and Trade Names' section with a 'Not started' status.
- Buttons:** 'SAVE & CLOSE', 'SAVE', and 'CLOSE' buttons are located 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 fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A dropdown menu is open for the 'Status' column, showing options: 'In progress by applicant' (selected), 'In progress by applicant', and 'Ready for evaluation'. A red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner of the interface.

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

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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