

Application Guide Renewal of licence

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

Introduction

This guide helps you create a renewal application and document that you meet the new 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 website.

Version 2.0

Contents

The application process

- Step 1: Sign in and change your password.
- Step 2: Create your renewal 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.

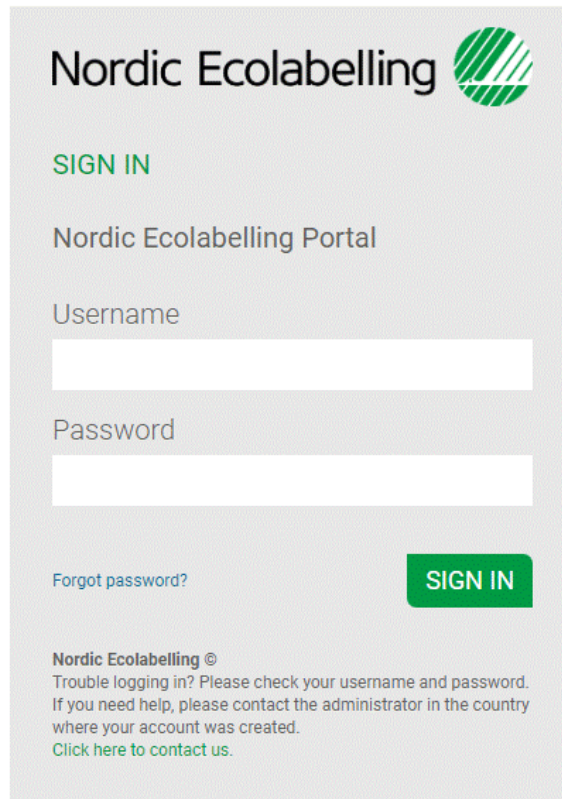
1.
Sign in and
change your
password.

2.
Create
your renewal
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, 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 identified as Jane Hanson, Clarinwood Inc, with 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 text, 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](#)

A link for [Portal terms and conditions](#) is also provided.

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.

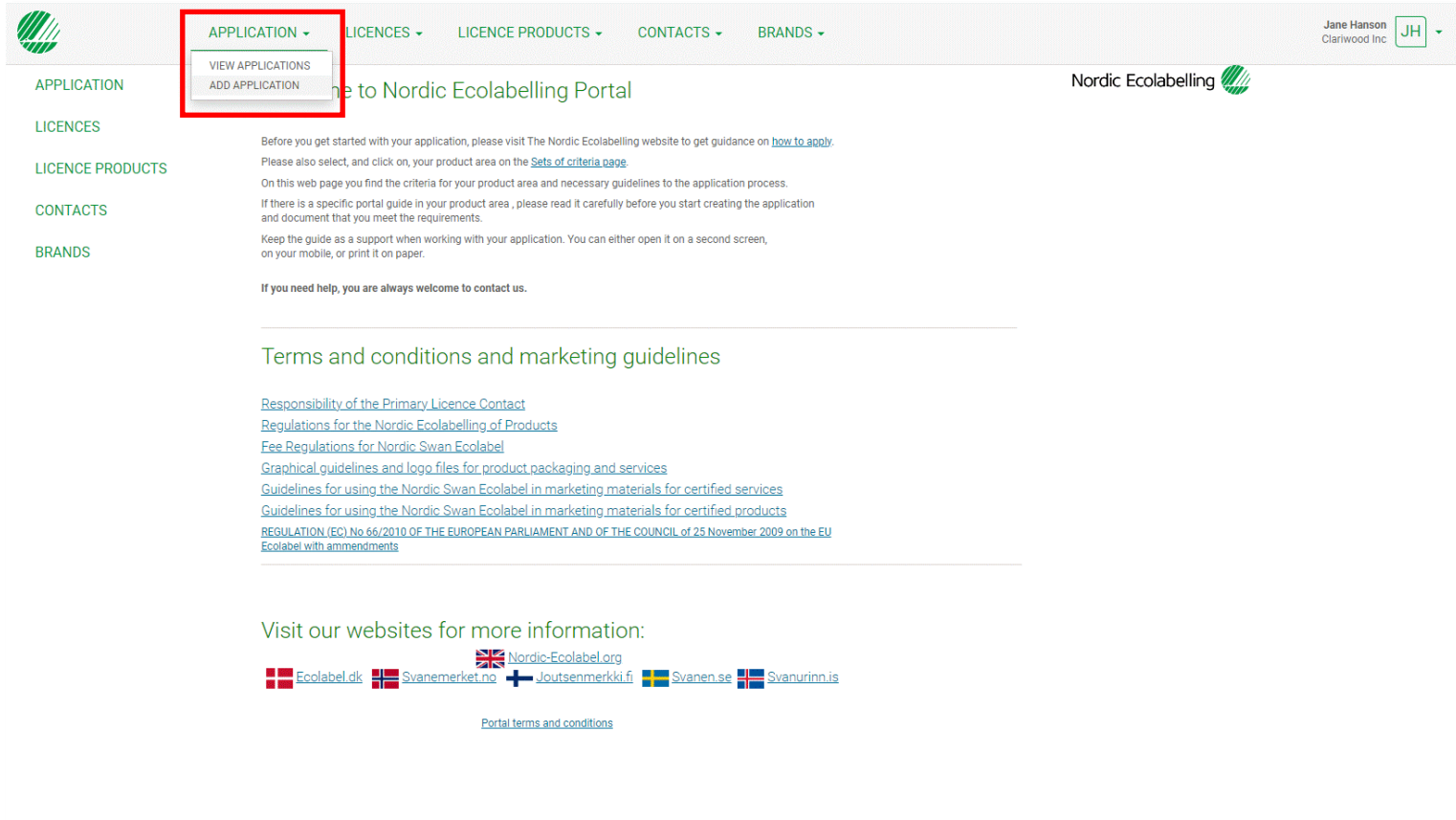
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2.
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3.
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4.
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application.

2. Create your renewal 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'. Below the navigation bar, the page title is 'Welcome to Nordic Ecolabelling Portal'. The main content area contains introductory text and a list of links under the heading 'Terms and conditions and marketing guidelines'. At the bottom, there is a section 'Visit our websites for more information:' with links to various national portals and the main website.

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](#)
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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 **View application** and select the application with Type Renewal you would like to renew.

2. Create your renewal application request.

The screenshot shows the 'Applications' page in a web portal. The page has a navigation bar with 'APPLICATIONS', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user profile 'Jane Hansson Clarivood Inc.' is visible in the top right. The main content area shows a table of applications with columns 'ID Number', 'Name', and 'Type'. Two applications are highlighted with red boxes: one with ID Number 29630 and another with ID Number 29145. The ID numbers are blue links. The page also includes a search bar, an export button, and a user profile for Jane Hansson.

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

Select the application you would like to renew by clicking the blue **ID Number** link and open the renewal application.

2. Create your renewal application request.

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

- Applicant:** Clariwood Inc.
- Applicant's Naming of Application:** (highlighted with a red box)
- Application Type:** (highlighted with a red box, containing the text 'Applicant's Naming of Application' and 'Renewal Licence No:8055 0001')
- Ecolabel Type:** Nordic Swan Ecolabel
- Product Group Category:** (empty dropdown)
- Criteria Group:** 031 Furniture and fitments
- Criteria Group and Generation:** 031 Furniture and fitments 5
- ID Number:** 29912
- Application Evaluator:** Svante Sterner
- Application Status:** In progress by applicant
- Applicant's description of application, production site and invoice information:** (highlighted with a red box, containing the text 'Applicant's description of application, production site and invoice information *' and 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki')

Below the main form, there is a section for 'Application Products' with a table that currently has no records. At the bottom, there are fields for 'Contact Persons in your Company' with sub-sections for 'Primary Application Contact', 'Primary Licence Contact', and 'Marketing Contact'.

The **Renewal Licence No** you find in **Applicant's naming of application**, can be changed to a suitable application name for your company.

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 renewal application request.

The screenshot shows a web application interface for creating a renewal application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. Below the navigation, there is a section titled 'Contact Persons in your Company' with a dropdown menu for 'Primary Application Contact *' showing 'Jane Hansson'. A red box highlights this dropdown. To the right, a 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' button is also highlighted with a red box. Below this, there are input fields for 'Estimated Annual Turnover or AUM Licence' in various currencies (DK, IS, SE, FI, NO). At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'. A 'SIGN & CREATE APPLICATION' button is visible at the bottom right.

CONTACTS ▾ BRANDS ▾

CONTACTS ▾ BRANDS ▾

VIEW COMPANY CONTACTS
ADD CONTACTS

Contact Persons in your Company

Primary Application Contact *
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 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 renewal 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 (SE)
3500000

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (FI)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

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

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

Select the currency for your invoice in the **Currency** field.

Do not fill in the **Estimated Annual Turnover** fields.

2. Create your renewal 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 renewal application request.

The screenshot displays a web application interface for managing applications. At the top, there are navigation tabs: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). A green notification bar at the top left states "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE". The main form is titled "Application Information" and contains several fields:

- Applicant: Clariwood Inc.
- Applicant's Naming of Application: Swan project X
- Application Type: New
- Certifying Country: SWEDEN
- Ecolabel Type: Nordic Swan Ecolabel
- Product Group Category: [Dropdown]
- Criteria Group: 031 Furniture and fitments

Two red boxes highlight specific fields: one around the "CONTINUE APPLICATION" and "SAVE" buttons, and another around the "ID Number" field (29879) and "Application Status" field (New). Below the "Application Information" section, there is an "Application Products" section with a table that is currently empty. At the bottom, there is a "Contact Persons in your Company" section with dropdown menus for "Primary Application Contact", "Primary Licence Contact", and "Marketing Contact", all set to Jane Hansson.

The renewal 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 renewal application request.
3. Document that you meet the requirements.
4. Submit your application.

3. Document that you meet the requirements.

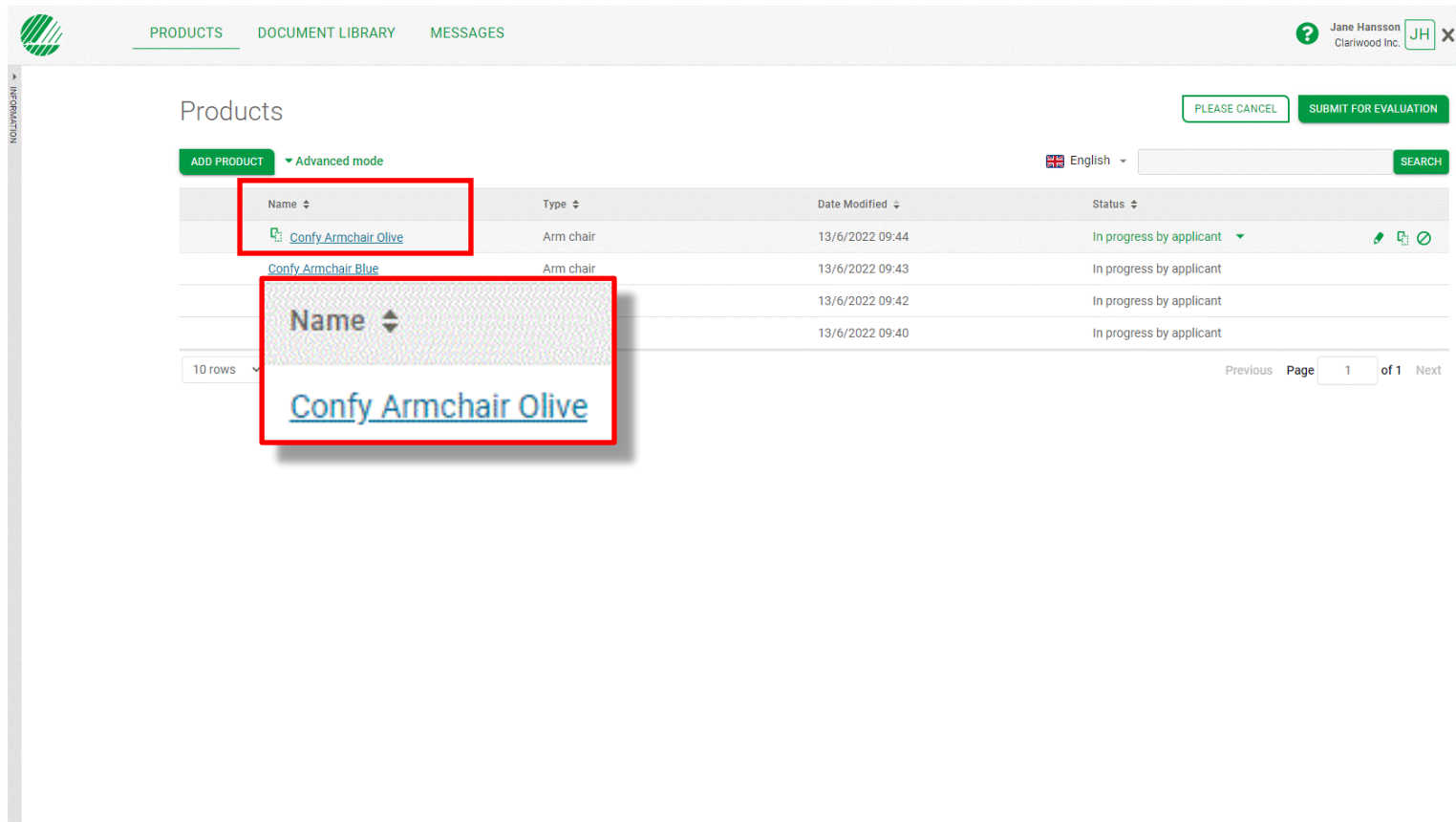
The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clarifwood Inc. (JH). The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. A table lists products with columns for Name, Type, Date Modified, and Status. The first row is highlighted, and a dropdown menu is open for the 'Status' column, showing 'Please cancel' as an option. A red box highlights the 'Please cancel' option in the dropdown menu. Another red box highlights the 'Status' dropdown menu in the table row. A third red box highlights a 'Please cancel' button in the top right corner of the interface.

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

To deselect a product that should not be part of the Renewal of your licence, click on the icon for **Please cancel**.

The product changes status to **Please cancel**, and will no longer be a part of the Renewal of your licence.

3. Document that you meet the requirements.

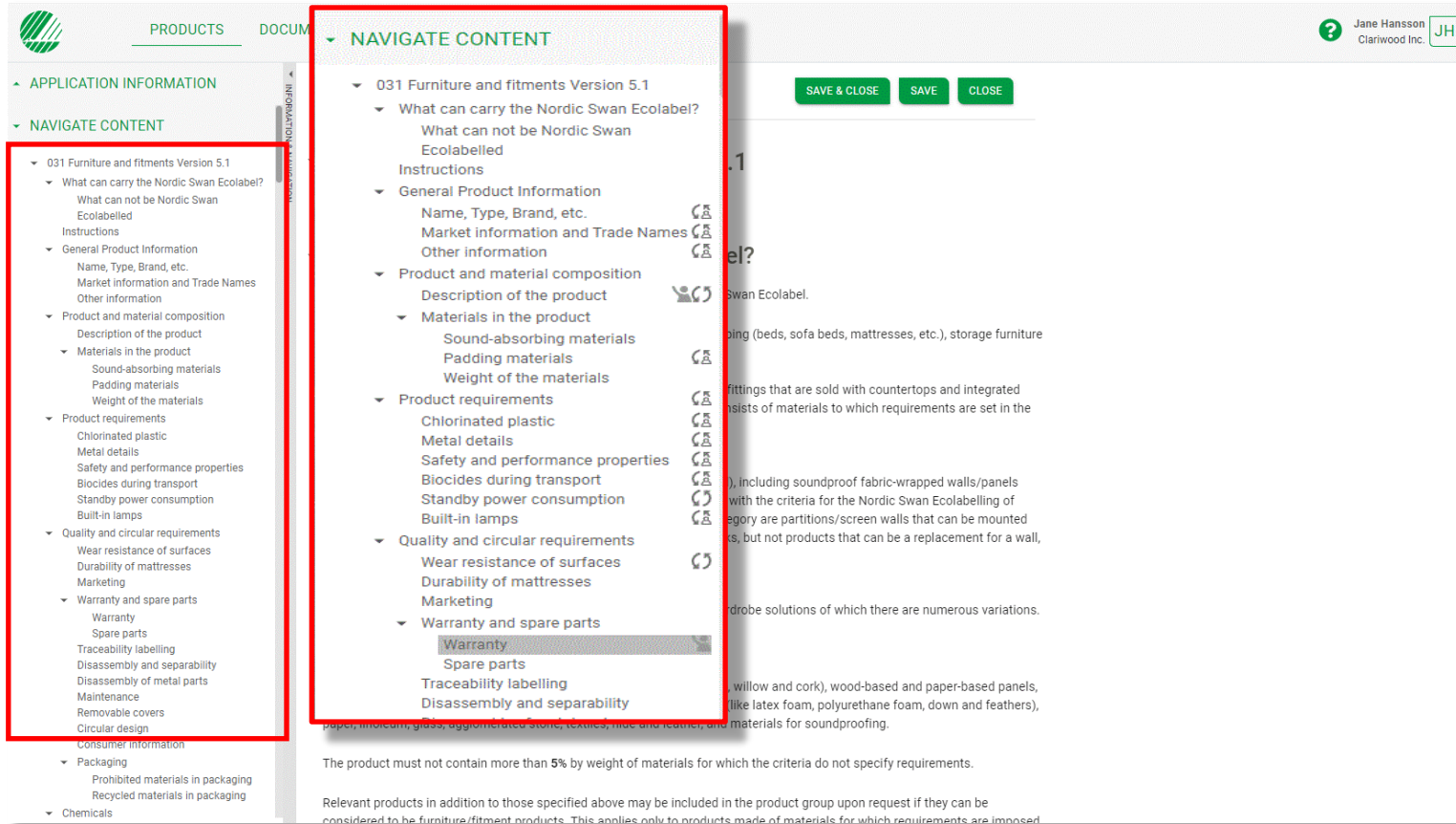


The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clarivood Inc.' with initials 'JH'. The main heading is 'Products'. There are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. Below the heading, there is an 'ADD PRODUCT' button and a dropdown for 'Advanced mode'. A search bar is present with a 'SEARCH' button. The main content is a table with columns: 'Name', 'Type', 'Date Modified', and 'Status'. The table contains three rows of product data. The first row is highlighted with a red box around the 'Name' column header and the 'Confy Armchair Olive' link. Below the table, there is a '10 rows' dropdown and a pagination control showing 'Page 1 of 1'. A second red box highlights the 'Name' column header and the 'Confy Armchair Olive' link in a separate view below the table.

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

Click the blue link with the product name in the **Name** column to open the **Requirements** view and document that the product meet the new requirements.

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 'End Market(s)' (Consumer). A 'MESSAGES' section is visible, containing a rich text editor with a 'SEND' button. A 'NEW MESSAGE' button is located at the bottom left. A user profile card for 'JANE HANSSON' is shown at the bottom right. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top and in the messages section, the 'NEW MESSAGE' button, the rich text editor with its 'SEND' button, and the user profile 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.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as 'Jane Hansson' from 'Clariwood Inc.'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a section for 'Description of the product'. The sidebar on the left lists various requirements under '031 Furniture and fittings Version 5.1'. The main content area includes instructions for applicants and a form with several input fields and 'ADD DOCUMENT' buttons. Two red boxes highlight the status dropdown menus and the form fields.

Not started

- Not started
- In progress by applicant
- Ready for evaluation
- Response needed from applicant
- In progress by Nordic Ecolabelling

In progress by applicant

- Not started
- In progress by applicant
- Ready for evaluation

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](#)

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

Verify that the name of the product is correct.

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

Select one or more end markets for your product from the **End Markets** drop-down list.

State, or verify, 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** (Status: 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** (Status: 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 displays 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 contains several sections:

- General Product Information**: A section for providing specific information about the product.
- Name, Type, Brand, etc.**: A section with a status of 'Ready for evaluation'.
- Market information and Trade Names**: A section with a status of 'Ready for evaluation'.
- Other information**: A section with a status of 'In progress by applicant'. This section is highlighted with a red box and contains a form for entering product GTIN numbers (bar code numbers). It includes two input fields with the values '1234567890' and '2345678901', and an 'ADD' button.
- Product and material composition**: A section for providing details about the product's 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 > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Not started

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

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

Not started

Chemical products used for surface treatment of wood, wood-based panels and laminate

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.

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 for documenting requirements. The form includes a section for 'Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate'. Below this section is a table of selected items, which is highlighted with a red border. The table has four columns: Name, Company, Licence Number, and Type. The table contains three rows of data, all for 'RainbowPaint' products from 'Test Account Portal 4' with licence number '3096 0031' and type 'Indoor paints'. Below the table is a 'NEW MESSAGE' button. The bottom section of the form is titled 'Chemical products used for surface treatment of wood, wood-based panels and laminate'.

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

[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 - 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). A red box highlights the 'Copy' icon in the modal and a corresponding icon in the product row. At the top right of the main area, there are buttons for 'PLEASE CANCEL', 'SUBMIT FOR EVALUATION', and 'SEARCH'. The user profile 'Jane Hansson Clariwood Inc. JH' is visible in the top right corner.

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 the same options, with 'Ready for evaluation' highlighted in blue.
- Type:**
- Please select End Market(s)**
- Registered brand name**
- Please state the brand name of the product**
- Registered brand owner**
- Please state the brand owner of the brand above**
- Market information and Trade Names**: This section is currently 'Not started'.

A 'NEW MESSAGE' button is visible at the bottom left of the form area. At the top right of the form area, there are buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'.

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 like 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: 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 at the top right of the table. Another red box highlights a 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 in the foreground, also showing the same three options.

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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