



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.

How to use the guide

- 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 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.

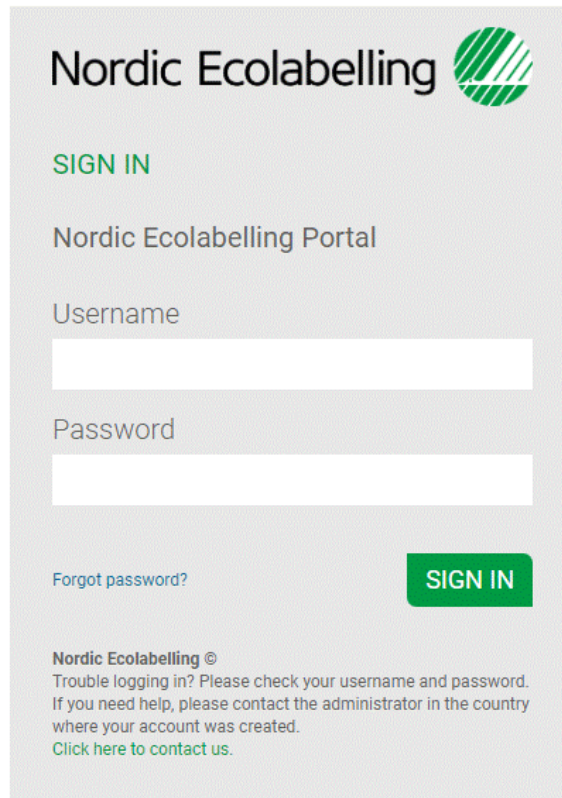
1.
Sign in and
change your
password.

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 "Nordic Ecolabelling" with a green circular icon containing diagonal lines. Below the logo is the text "SIGN IN" in green. Underneath is "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the password field is a green "SIGN IN" button. Below the button is a link "Forgot password?". At the bottom, there is a copyright notice "Nordic Ecolabelling ©" and a paragraph of text: "Trouble logging in? Please check your username and password. If you need help, please contact the administrator in the country where your account was created. [Click here to contact us.](#)"

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

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

1. Sign in and change your password.

Nordic Ecolabelling 
Terms & Conditions

By using the site I accept the following terms and conditions of Nordic Ecolabelling's portal:

- The login credentials are personal and may not be given to another person.
- The login is valid for as long as my company has ongoing applications in the portal or valid ecolabelling licences.
- I understand that I am responsible to ensure the information and the documents I submit in the portal are correct and truthful.
- I am aware that Nordic Ecolabelling may change my password to avoid misuse, and that I will be informed of this immediately.
- Nordic Ecolabelling may withdraw my login credentials if I or my company in any way breach these rules or in some other way misuse the portal in a manner that goes against its purpose.

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation 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](#)

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.

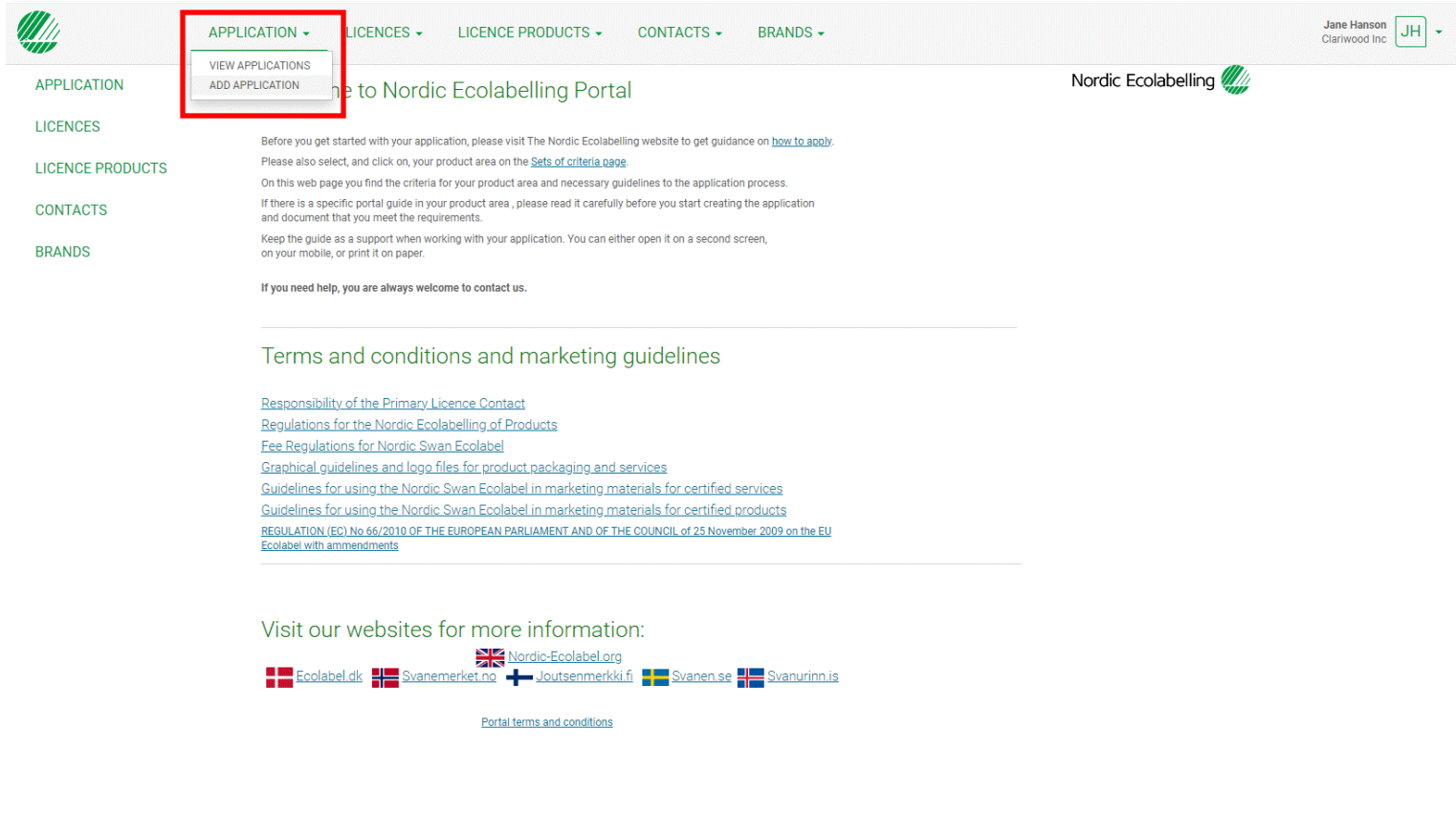
The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.

The application process

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

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 renewal application request.



The screenshot shows the Nordic Ecolabelling Portal website. The top navigation bar includes a logo on the left, a user profile 'Jane Hanson Clarivood Inc JH' on the right, and a central menu with 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is highlighted with a red box, and its sub-menu is open, showing '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.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hanson Clarivood Inc JH ▾

APPLICATION

LICENCES

LICENCE PRODUCTS

CONTACTS

BRANDS

Welcome to Nordic Ecolabelling Portal

Nordic Ecolabelling

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

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

Terms and conditions and marketing guidelines

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

Visit our websites for more information:

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

[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 displays the 'Applications' page in a web portal. The page features a navigation menu at the top with options: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clarivood Inc. (JH). The main content area shows a list of applications under the 'Active Applications' view. Two applications are highlighted with red boxes:

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

The page also includes a search bar, a sidebar with 'ADD APPLICATION', and a footer with copyright information: 'All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted. © 2022 Nordic Ecolabelling. All Rights Reserved. 4.3.0.1'.

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.

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

APPLICATIONS | ADD APPLICATION | SAVE | SIGN & CREATE APPLICATION

Application Information

Applicant: Clariwood Inc.

Applicant's Naming of Application

Applicant's Naming of Application

Renewal Licence No:8055 0001

Ecolabel Type *: Nordic Swan Ecolabel

Product Group Category:

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 *

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

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

Hotel accommodation, Hotel restaurant, Conference, Café
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yy

Application Products

Application Products

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Gen
No records are available in this view				

Contact Persons in your Company

Primary Application Contact * | Primary Licence Contact * | 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 the business areas you include in your application, for example a conference facility and a hotel restaurant.

Please provide names if any of them have their own specific name.

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

2. Create your renewal application request.

CONTACTS ▾ BRANDS ▾

CONTACTS ▾ BRANDS ▾

VIEW COMPANY CONTACTS

ADD CONTACTS

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 (SE)

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (NO)

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 (OIN)	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)

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Estimated Annual Turnover or AUM Licence (NO)

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/?url=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 license.

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 shows a web application interface for creating a renewal application. 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 says "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 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": Primary Application Contact (Jane Hansson), Primary Licence Contact (Jane Hansson), and Marketing Contact (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, Clariwood Inc. (JH). The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. Below the search bar is a table with the following columns: Name, Type, Date Modified, and Status. The table contains three rows of data, all with a status of 'In progress by applicant'. A red box highlights the 'Status' dropdown menu in the first row, which is open and shows the option 'Please cancel'. Another red box highlights the 'Please cancel' option in the dropdown menu. A third red box highlights a 'Please cancel' icon in the table row.

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
Clariwood Hotel	Conference facility with accommodation	13/6/2022 10:05	In progress by applicant

To deselect a business that should not be part of the Renewal of your licence, hover the mouse over the business and click on the icon for **Please cancel**.

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

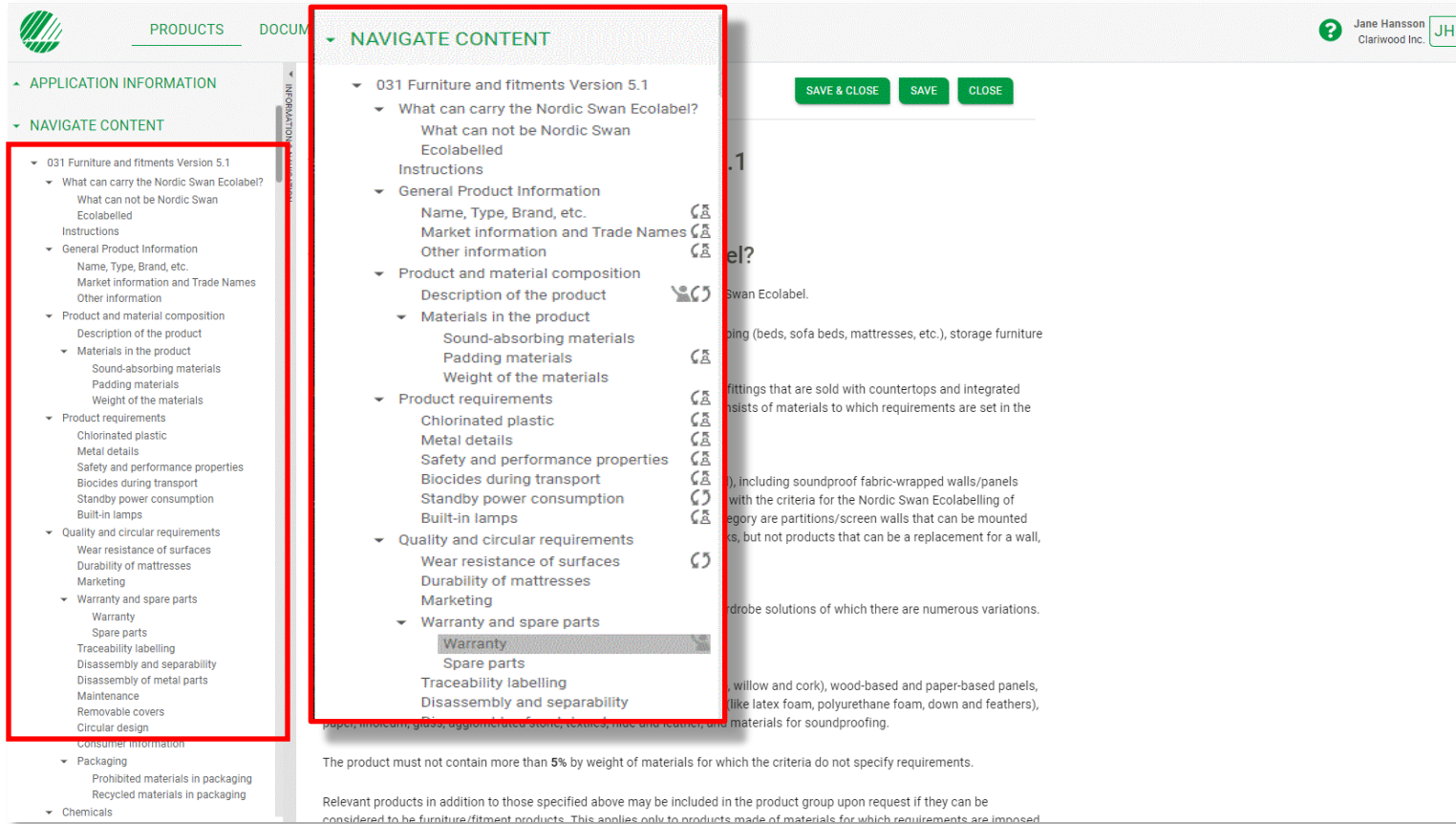
3. Document that you meet the requirements.

The screenshot shows a web application interface with a header containing navigation links: PRODUCTS, DOCUMENT LIBRARY, and MESSAGES. The user profile is Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'Products' and features a table with the following columns: Name, Type, Date Modified, and Status. The table contains three rows of data. The first row is highlighted, and its 'Name' cell contains a blue link 'Clariwood Hotel'. A red box highlights this link. A tooltip is visible over the link, also containing the text 'Clariwood Hotel'. The table also includes a 'Date Modified' column with values like '13/6/2022 08:33' and a 'Status' column with values like 'In progress by applicant'. There are also buttons for 'PLEASE CANCEL', 'SUBMIT FOR EVALUATION', and 'SEARCH'.

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
	facility with accommodation	13/6/2022 10:05	In progress by applicant

Click the blue link in the **Name** column with the name of your business to open the **Requirements** view and document that you 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 several sections:

- General Product Information:** Includes a 'Name' field (Tranquil), a 'Type' dropdown (Arm chair), and an 'End Market(s)' dropdown (Consumer).
- MESSAGES:** A section for sending messages, featuring a rich text editor with bold, italic, underline, and list icons, and a green 'SEND' button. A message card below shows the text: 'The product is mainly marketed to consumers, however ...'.
- NEW MESSAGE:** A button to initiate a new message.

Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top and in the message editor, the 'NEW MESSAGE' button, and the message 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.

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 substances 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

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

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

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

- Hotels and other accommodation
 - What can carry the Nordic Swan Ecolabel?
 - Instructions
 - Templates
- General requirements
 - General information about the service
 - Name, Type, Brand, etc.
 - Market information and Trade Names
 - Description of the company
 - Number of guests
- Environmental management
 - Annual follow-up of the licence
 - Continuous improvements
 - Communication with staff
- Energy requirements
 - Fossil oil
 - Fossil gas
 - Energy consumption
 - Limit values for energy consumption
 - Routines/system for energy savings
- Energy and CO2-reducing measures
 - Analysis, own measures and calculation
 - Demand and time controls
 - Energy efficient installations
 - Transport
 - Point score
- Water requirements
 - Water consumption
 - Limit values for water consumption
 - Water and resource savings for laundry
 - New purchases
 - Points for measures to reduce water consumption
- Waste requirements
 - Sorting at source
- Amount of unsorted waste
 - Information obtained from waste contractor

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

General requirements

General information about the service

Please fill in specific information about the service below.

Name, Type, Brand, etc. In progress by applicant

Name of the service Clariwood Hotel and Conferences

Type: Hotel

Please select End Market(s) Consumer x Professional x

Please state the brand related to the service Clariwood

Please state the brand owner of the brand above

NEW MESSAGE

Verify that the name of the business is correct.

Select a service category from the right type of service from the **Type** drop-down list.

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

If your company is part of a chain, state, or verify, the brand name and the name of the company that owns the brand.

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., with initials JH. The main content area is titled 'PRODUCTS > REQUIREMENTS' and features a 'Not started' status. The 'Points for Nordic Swan Ecolabelled laundry service' section contains the following text: 'Companies that use a Nordic Swan Ecolabelled laundry service are awarded 3 points. To obtain the points, the majority of the laundry, over 50%, must be cleaned by the Nordic Swan Ecolabelled laundry service. Internal laundering of mops and cloths is accepted.' Below this, there is a question: 'Does your company use a Nordic Swan Ecolabelled laundry service?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A text input field shows 'The point score for this requirement is: 0'. A red box highlights the text 'Please select the Nordic Swan Ecolabelled laundry service the business uses:' and a 'LOOKUP' button. A 'NEW MESSAGE' button is also visible. The sidebar on the left contains a navigation menu with categories like 'Hotels and other accommodation', 'General requirements', 'Environmental management', 'Energy requirements', 'Water requirements', and 'Waste requirements'.

Click on **LOOKUP** to select the products you use in your business.

3. Document that you meet the requirements.

The screenshot shows a web application interface for managing products. The main content area is titled "Ecolabelled chemicals" and contains a table with the following columns: Name, Licence Holder, Type, Licence Number, and Ecolabel. The table lists various cleaning products, some of which are selected with blue checkboxes. A red box highlights the "Name" column and a dropdown menu for "per page" showing options: 5 rows, 10 rows, 20 rows, 25 rows (selected), 50 rows, and 100 rows. The interface also includes navigation buttons like "ADD", "CANCEL", and "SEARCH", and a user profile in the top right corner.

Name	Licence Holder	Type	Licence Number	Ecolabel
<input checked="" type="checkbox"/> Allfix utan parfym, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Allfix, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Allfix, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Universalspray, 750 ml	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Änglamark Allrent, 1l	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Änglamark Universalspray, 500 ml	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> KBM Sani Clean Neutral, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> KBM Sani Clean Neutral, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> Office Depot Allrent, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Office Depot Allrent, 750 ml	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel

Check the box to select the products you use in the business.

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 'SAVE & CLOSE', 'SAVE', and 'CLOSE' button. The 'REQUIREMENTS' section is titled 'Ecolabelled chemical products used' and contains the following text:

All chemical products used by the company that are labelled with the Nordic Swan Ecolabel and EU Ecolabel must be selected below.

Once you have selected the products, the Dosing-column must be filled in stating how each product is dosed (e.g. 'measuring cups' or 'automatic dosing').

Please select the products used: [LOOKUP](#)

Name	Licence Holder	Type	Licence Number	Dosing
Allfix utan parfym, 5 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot Allrent, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot Kök, 750 ml	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot WC-Anka, ...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Storfix, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>

If any ecolabelled chemical products used were not found above, please state the following for each product:

- Name of the product
- Licence holder
- Type of product
- Licence number
- Ecolabel (Nordic Swan Ecolabel / EU Ecolabel / Bra Miljöval)
- Dosing method/equipment

A red box highlights the table content.

The products 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 (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), and Description (Hotel accommodation, Hotel restaurant, Conference, Café). The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. The table lists several product entries, including 'Copy - Copy - Copy - Clariwood ...' and 'Clariwood Hotel and Conferences'. A red box highlights a 'Copy' button in the top right of the table. Another red box highlights a context menu with three icons: a pencil, a document with a grid, and a document with a slash. Below the icons are two buttons: 'Open and Edit' and 'Cancel Product'.

Name	Type	Date Modified	Status
Copy - Copy - Copy - Clariwood ...	Hotel	10/6/2022 10:20	New
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	New
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	New
Copy - Copy - Clariwood Hotel and Conf...	Hotel	10/6/2022 10:20	New
Copy - Copy - Clariwood Hotel and Conf...	Hotel	10/6/2022 10:20	New
Copy - Clariwood Hotel and Conferences	Hotel	10/6/2022 10:20	New
Copy - Clariwood Hotel and Confere...	Hotel	10/6/2022 10:20	New
Clariwood Hotel and Conferences	Hotel	10/6/2022 10:19	In progress by applicant

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

Then click on the pen symbol to open each copy and change the name of the business and other things that differ between the businesses.

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 features a sidebar on the left with a navigation tree. The main content area contains several input fields and a status dropdown menu. The status is currently set to 'In progress by applicant' and is being changed to 'Ready for evaluation'. A 'NEW MESSAGE' button is visible at the bottom left of the main content area.

Name, Type, Brand, etc.

Name: Copy - Tranquil

Type: In progress by applicant

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:

Ready for evaluation

Not started

In progress by applicant

Ready for evaluation

Response needed from applicant

Market information and Trade Names

Not started

You must select at least one sales country below!

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', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. Above the table, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', with the latter being highlighted in red. A 'SEARCH' button is also visible.

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 business 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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