Declaration guide

How to help your customers to obtain
a Nordic Swan Ecolabel licence

Nordic Swan Ecolabel

Introduction

Thank you for helping your customers finding your items*, in connection with an application to obtain a Nordic Swan Ecolabel licence.

Nordic Ecolabelling uses your information when evaluating a licence application.

If specific properties need to be shared with your customers, it is stated in the requirements. Everything else is treated confidentially by Nordic Ecolabelling.

You can also state, in the portal, which customers should be able to find and select your items.

• Please read the guide carefully before you start declaring your items.
• Use the guide when working with your declaration.
• When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our website.

Version 2.0

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Step 5: Add more items, submit your declaration, and notify your customer.

* Item is a general term for various goods and materials.
For example chemicals, laminates, glass and fabrics.

The declaration process

How to help your customers meet the requirements to obtain a Nordic Swan Ecolabel licence.

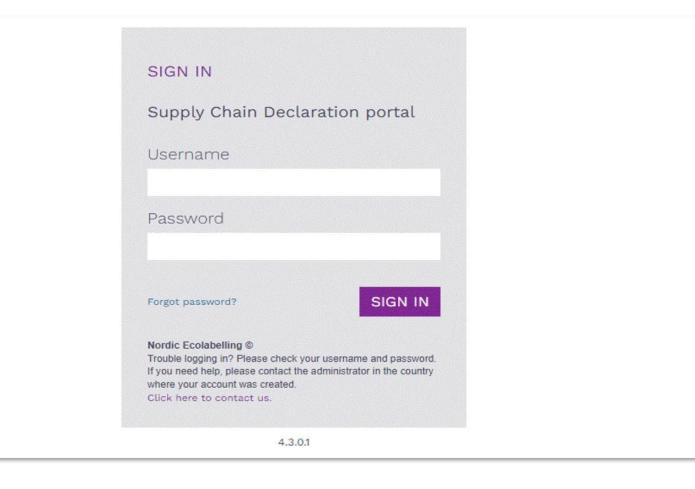| 1. Sign in and change your password.	2. Create your declaration request.	3. Add your items and declare their properties.	4. Submit your declaration and notify your customer.	5. Add more items, submit your declaration, and notify your customer.

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1. Sign in and change your password.

SIGN IN

Supply Chain Declaration portal

Username

Password

Forgot password?

SIGN IN

Nordic Ecolabelling ©
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:

Supply Chain Declaration Portal

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

1. Sign in and change your password.

Terms & Conditions

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

- The login credentials are personal and must not be given to another person.

- I understand that I am responsible to ensure that all the information I provide 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 anyone else assigned by my company to use the portal, in any way breach these portal terms and conditions or the Nordic Ecolabelling terms and conditions for declarations.
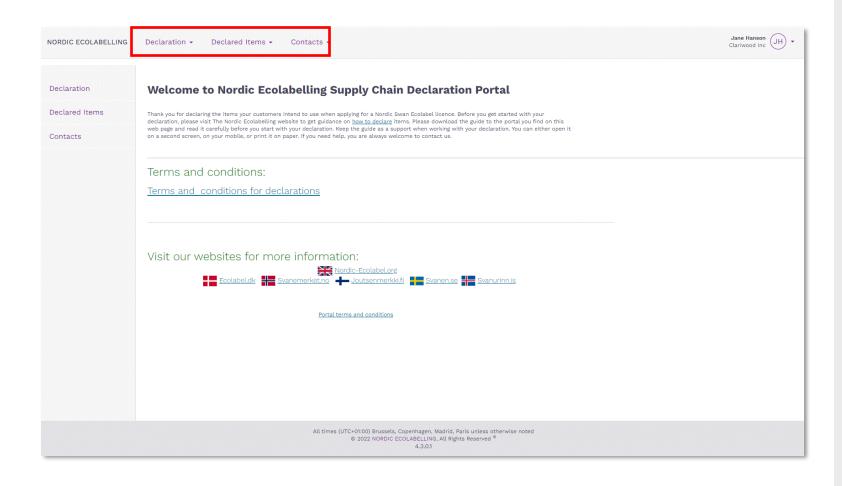
Accept   Reject

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

Once you have signed in, you will see this view.

Here you can find all the ongoing declarations and all declared items in your company.

You will also find information about contacts registered in your company account.

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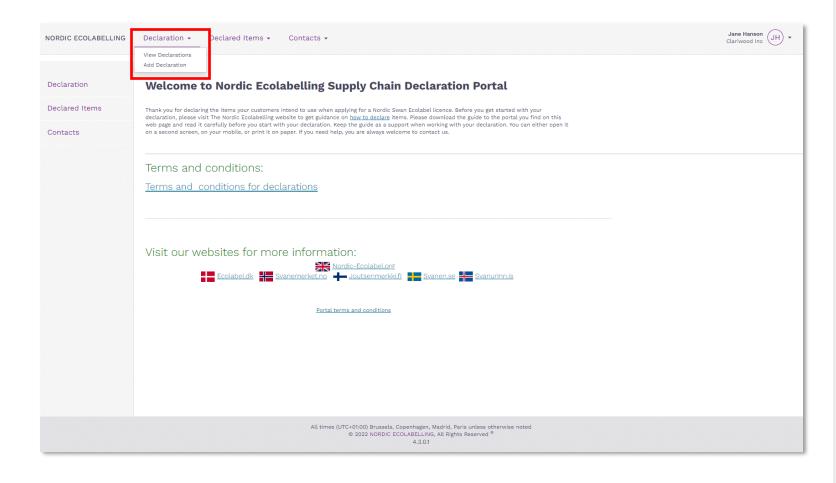
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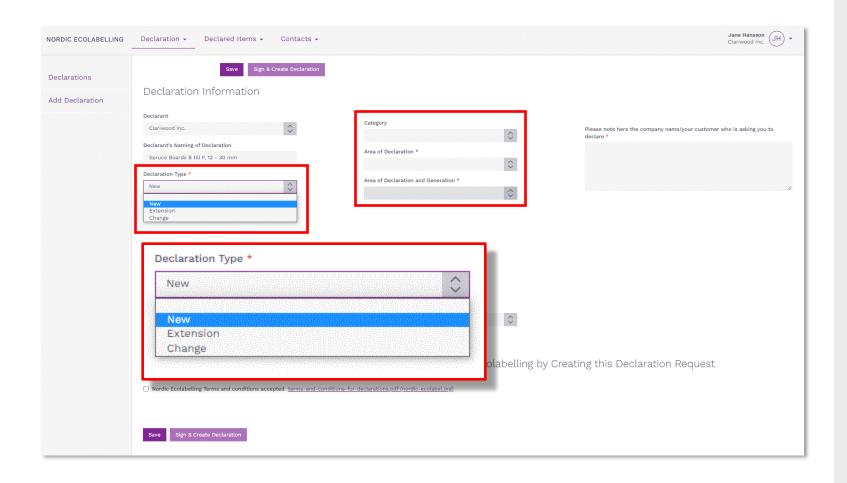Add more items, submit your declaration, and notify your customer.

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2. Create your declaration request.

Please, click **Declaration** and **Add Declaration** to create your declaration request.

2. Create your declaration request.

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

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

1. **New** to start a declaration.

2. **Extension** to add an item to a declaration.
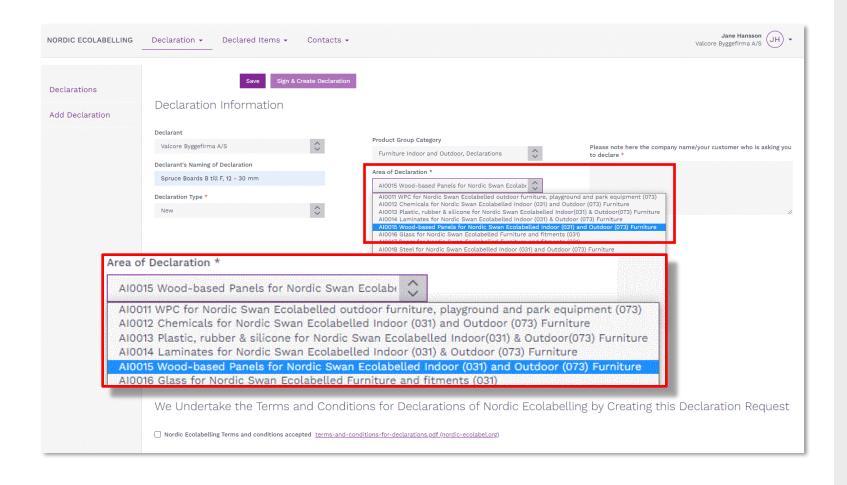
3. **Change** to update item properties in a declaration.

2. Create your declaration request.

When you select **New** in the **Declaration Type** drop-down box, a set of new drop-down boxes where you select the area you want to declare within.
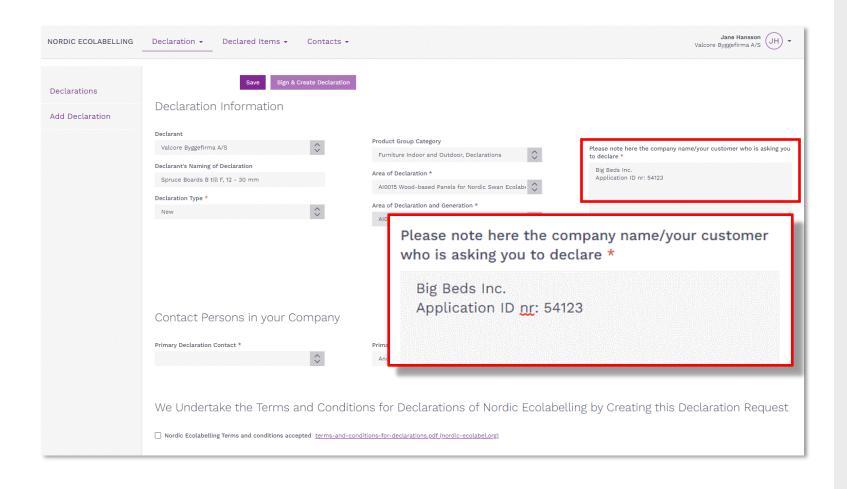
Please note!
You must not select **Declaration Type New** if your company already have declared an Item in a **Category** and in an **Area of Declaration**.

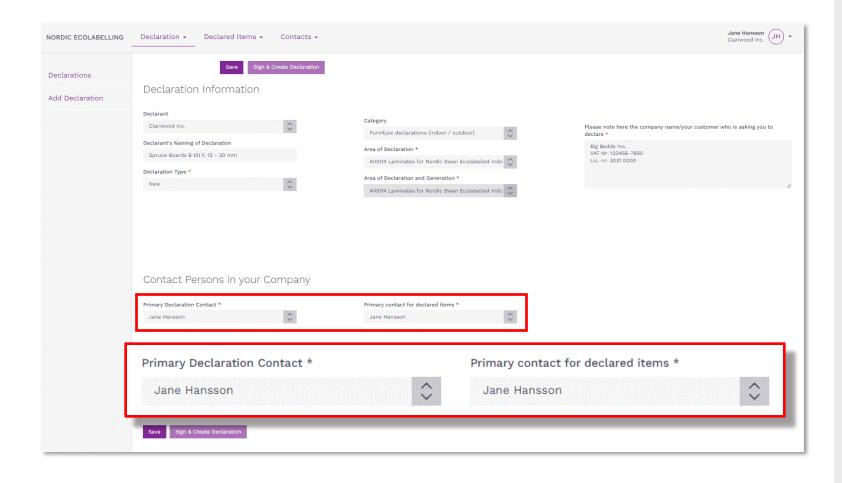Instead, please select **Extension,** and add new items to your existing declaration.

2. Create your declaration request.

Please, select **Product Group Category** for your declaration.

Then select **Area of Declaration.**

2. Create your declaration request.

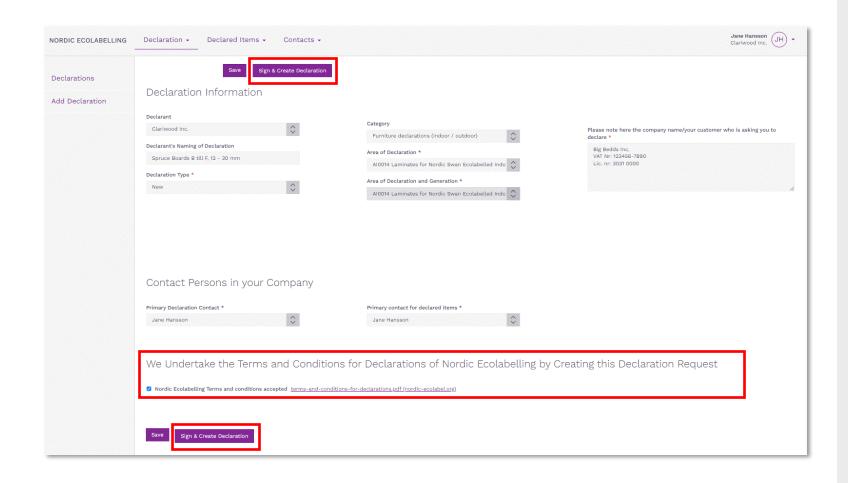Please, fill in your customer's company name and **Application ID Number**.

Companies declaring chemicals, used in the production of printed matter, are asked to only write N/A in this field.

2. Create your declaration request.

Please, select a **Primary declaration contact** who is assigned responsibility for this specific declaration.

Then select a **Primary contact for declared Items**. It could be the same individual or someone else who is responsible for all the declared items 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**.
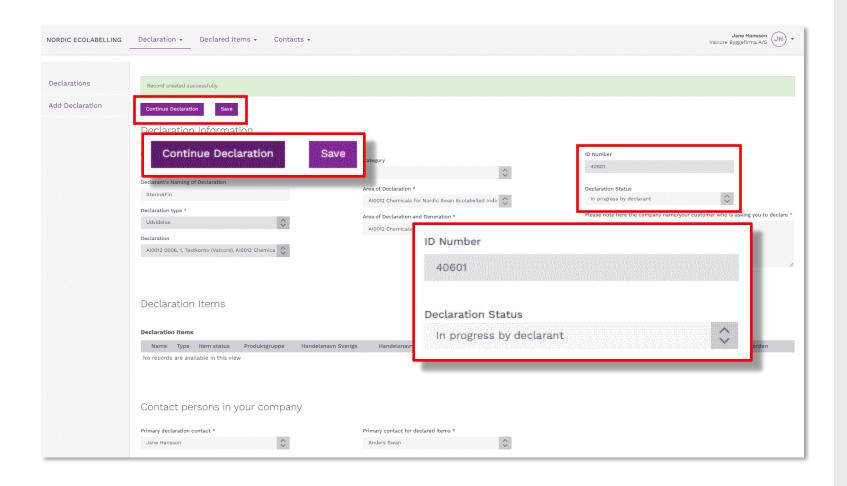
2. Create your declaration request.

Please read the **Terms and Conditions for Declarations** carefully.

Then tick the box to confirm that your company accepts, and complies, with the **Terms & conditions**.

The **Sign & Create Declaration** button becomes dark violet and activated when the box is ticked.

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

2. Create your declaration request.

Your declaration request is now created and provided with a **Declaration Number** and a **Declaration Status**.

Click **Continue declaration** to proceed and add items to your declaration.

Please note!

The number separator must be a decimal point. Never use a decimal comma.

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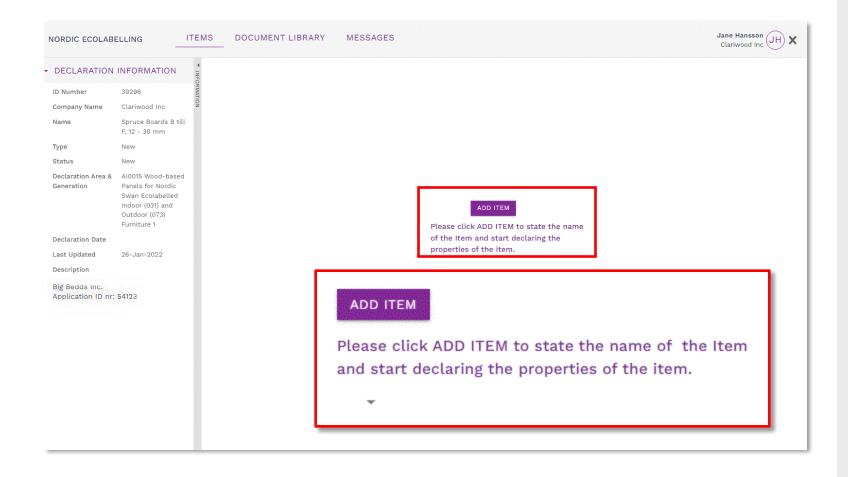
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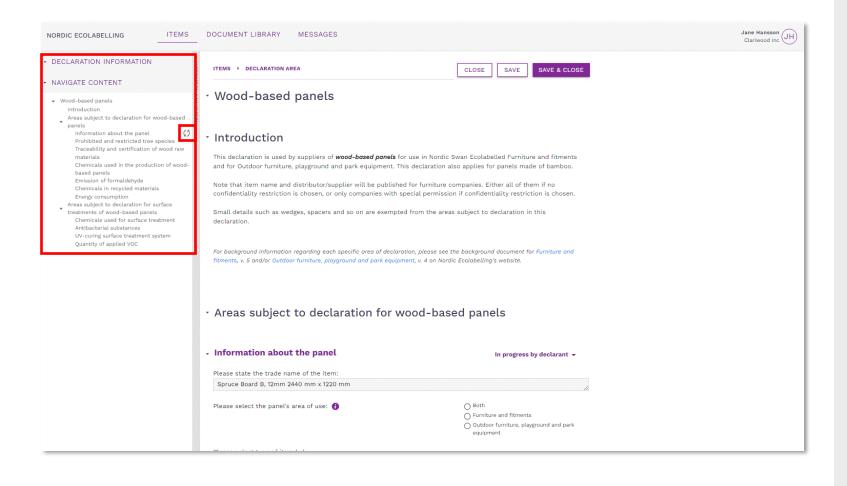
3. Add your items and declare their properties.

Click the **Add item** button, and add only the item(s) you intend to submit right now.

Declare the specific properties of each item, submit the declaration, and notify your customer.

Once your customer has confirmed that your components are correctly declared, including information that can be of use in their application, you can proceed to step 5 and add more items to your declaration.
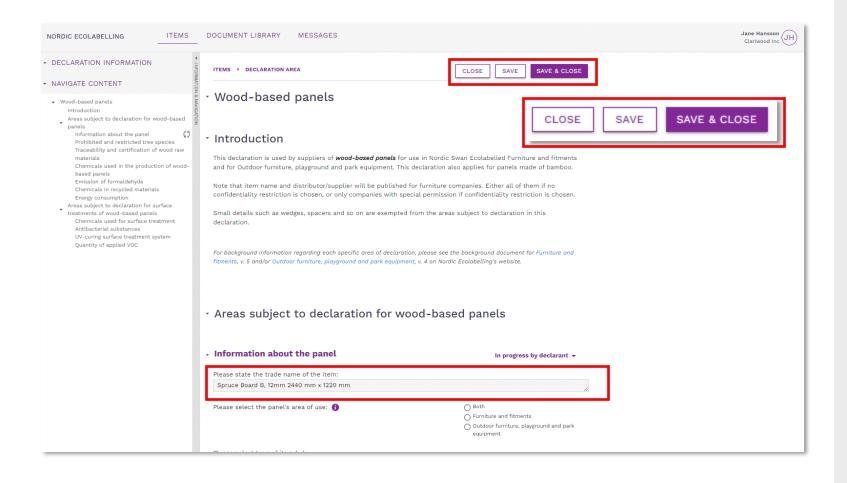
3. Add your items and declare their properties.

The **Navigate content** section gives you an overview when declaring the properties of each item.

When you start declaring a property, 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.

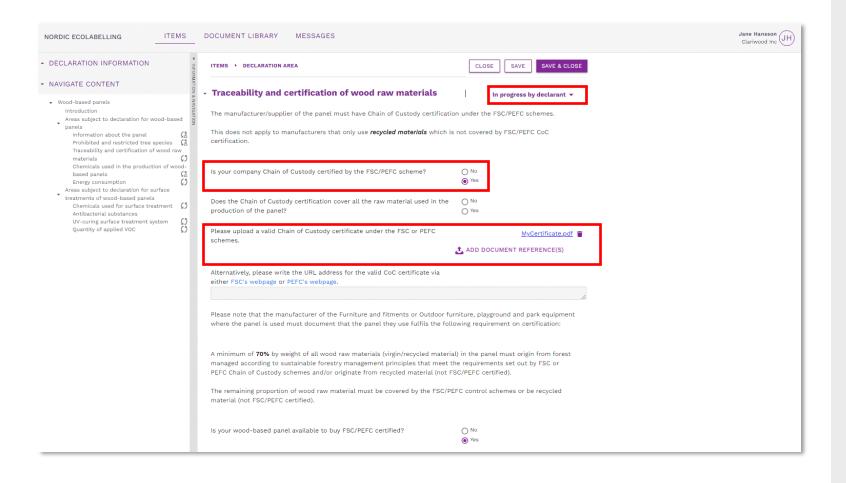# 3. Add your items and declare their properties.

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.

The first property section is where you describe and state the trade name of the item.

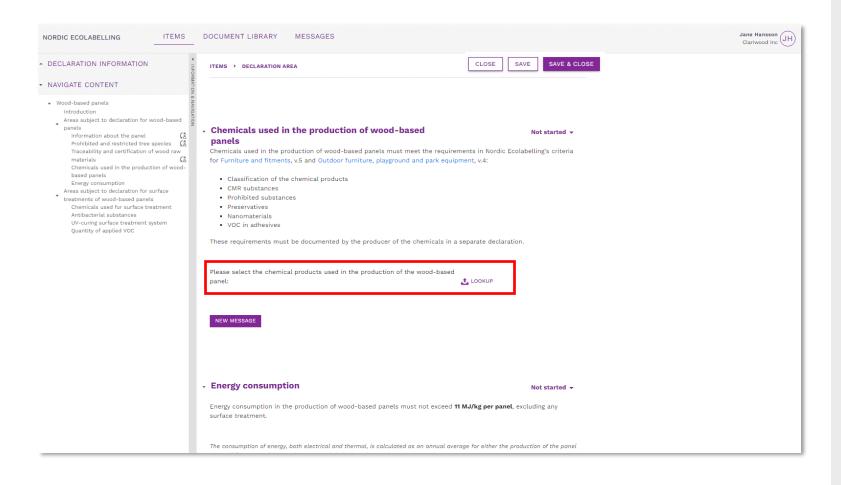# 3. Add your items and declare their properties.

Declare the properties of your items by answering the questions in each section.

When a document is requested, click **Add document reference** 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 declarant** to **Ready from declarant**.
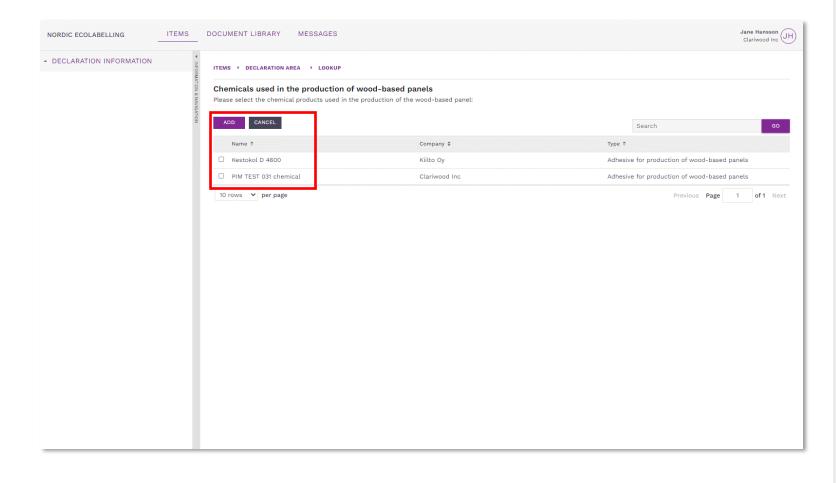
Proceed to the next section.

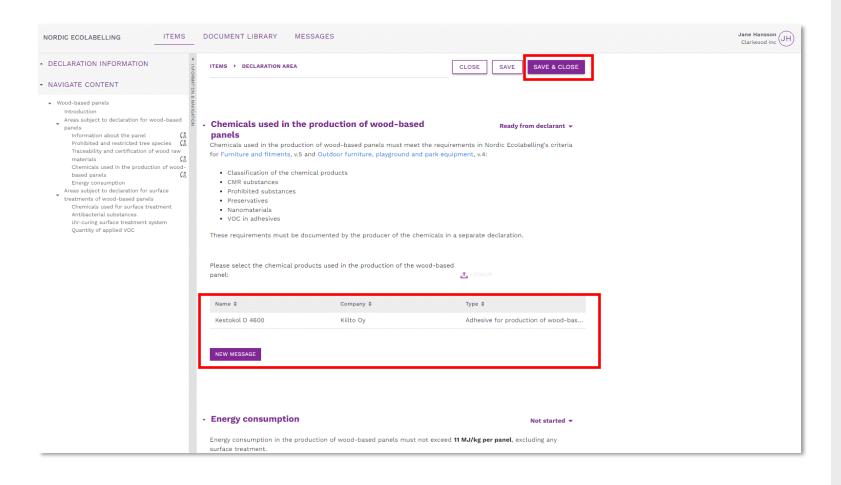# 3. Add your items and declare their properties.

Select items from your manufacturers in the lookup.

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.

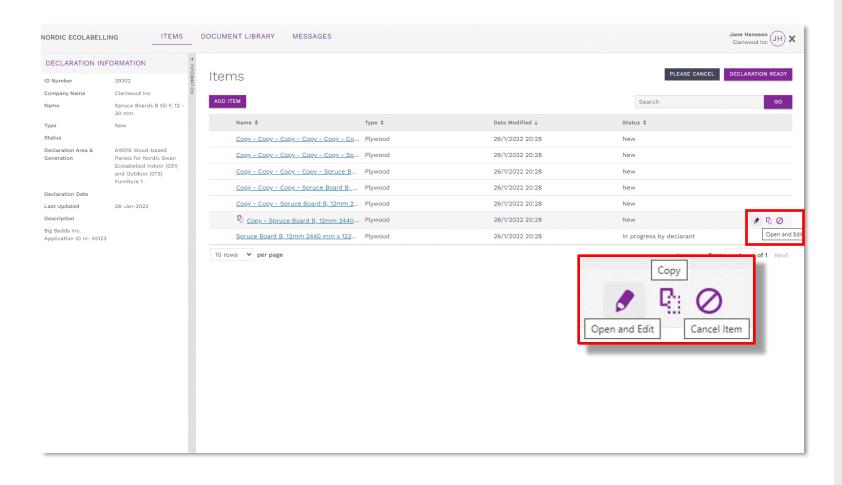- Provide them with your company name and your **Declaration ID Number**.

3. Add your items and declare their properties.

Tick the box to select which items from your manufacturers to use in the item you declare.

3. Add your items and declare their properties.

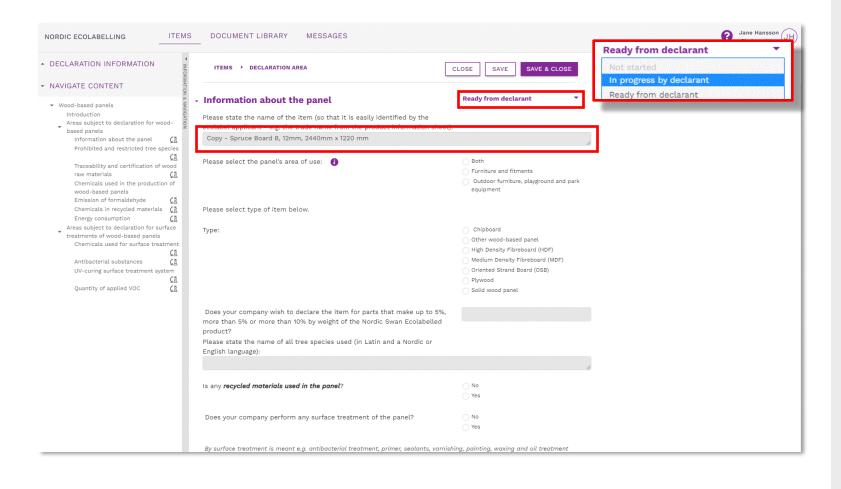Your selected items from the lookup function now show up in your declaration.

You can use the **New message** button to add a comment to a declared property.

When you have changed the status to **Ready from declarant** for all the sections, please click **Save & Close**.

3. Add your items and declare their properties.

If you declare more than one item, and they have similar properties, you can save time by first declaring the properties of one item. 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 item name and the properties that differ between the items.

3. Add your items and declare their properties.

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 from declarant** to **In progress by declarant**.

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

When you have declared all properties and changed the status in all sections to **Ready from declarant,** please click **Save & Close.**

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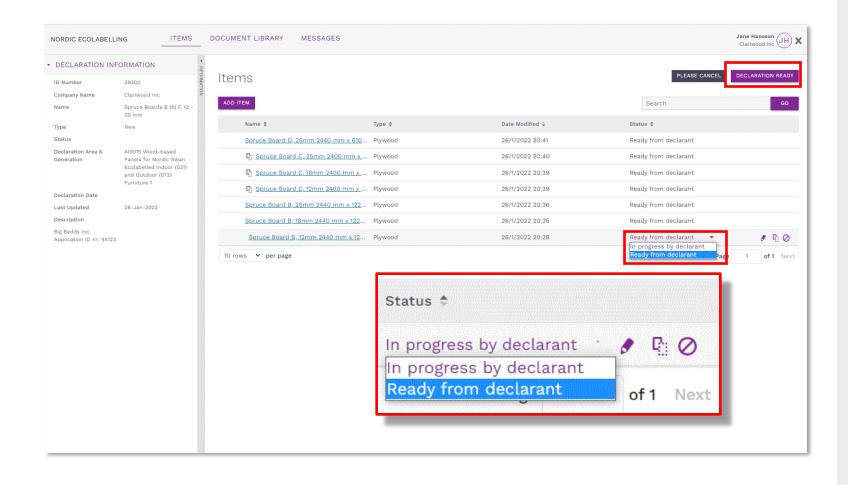
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4. Submit your declaration and notify your customer.

Please change the status of each item from **In progress by declarant** to **Ready from declarant.**

Submit your declaration by clicking the **Declaration ready** button.

Please inform your customer that you have declared your items for them.

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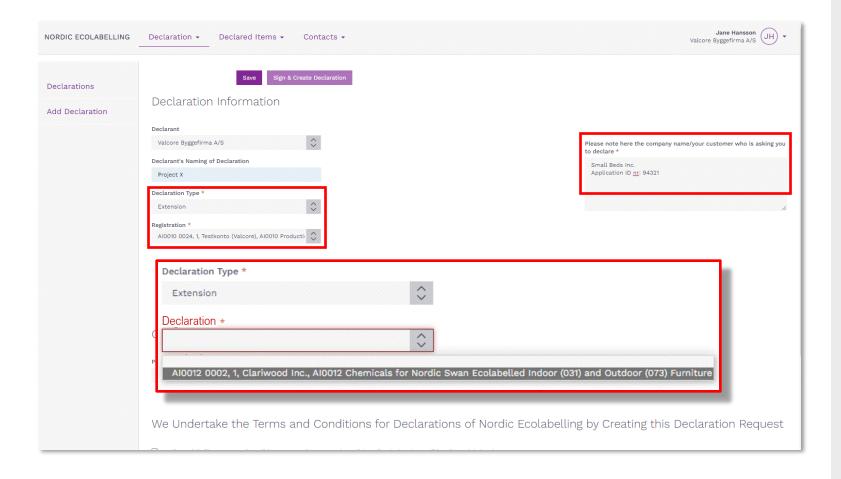
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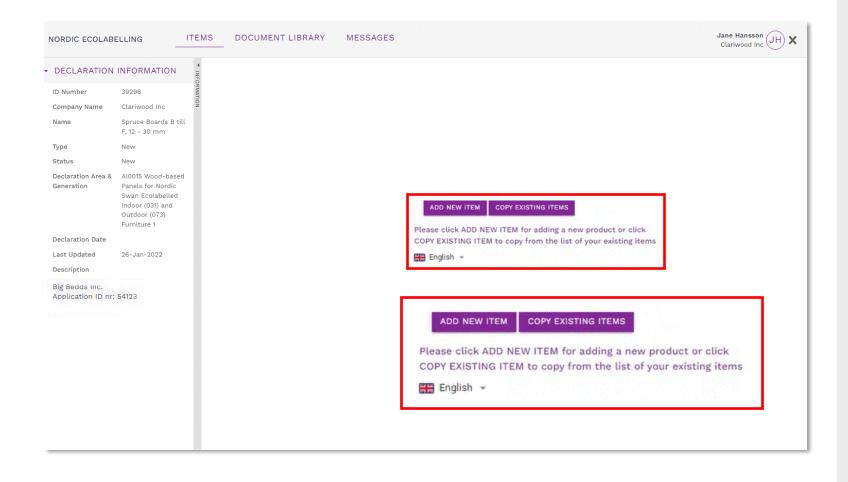
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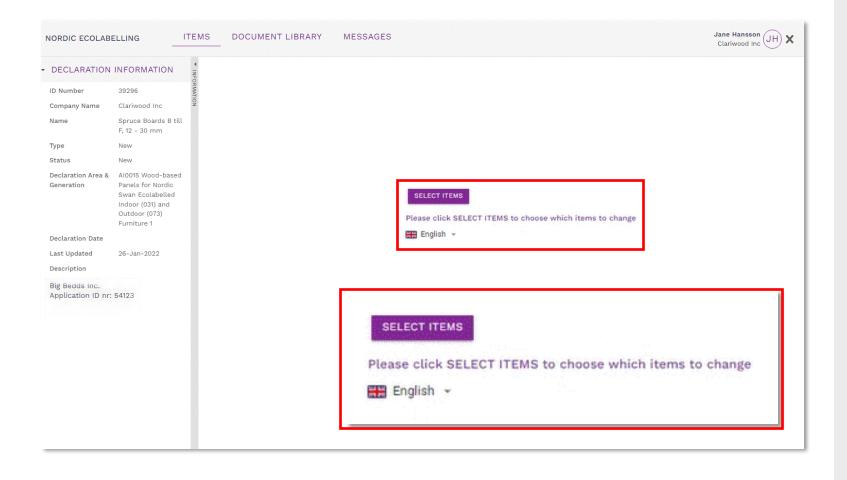# 5. Add more items, submit your declaration, and notify your customer.

Please, select **Declaration Type Extension** to add items to an existing declaration.

Then select the declaration you will add more items to, for example AI0012.
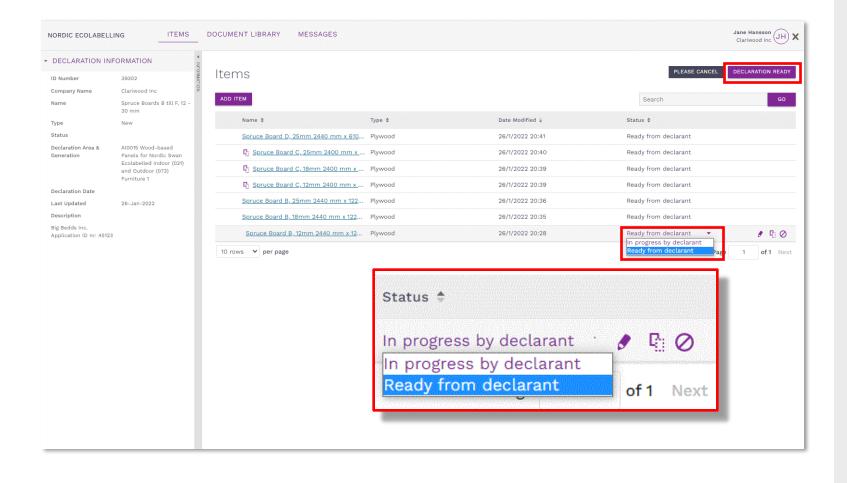
Fill in your customer's company name and **Application ID Number**.

5. Add more items, submit your declaration, and notify your customer.

Click **Add New Item** or **Copy Existing Items** to add more items to a declaration.

5. Add more items, submit your declaration, and notify your customer.

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

5. Add more items, submit your declaration, and notify your customer.

When the properties of all your items are declared, please change the status of each item from **In progress by declarant** to **Ready from declarant.**

Please submit your declaration by clicking the **Declaration ready** button.

Please inform your customer that you have declared your items for them.

Bildmaterial: Unsplash

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