



# Application Guide New licence or changes

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

# Introduction

This guide helps you create a new application, or make changes to your licence, and document that you meet the requirements for a Nordic Swan Ecolabel Licence.

- Please read the guide carefully before you start creating the application and document that you meet the requirements.
- Keep the guide besides the criteria document as a support when working with your application.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our websites.

Version 2.0

## Contents

The application process

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

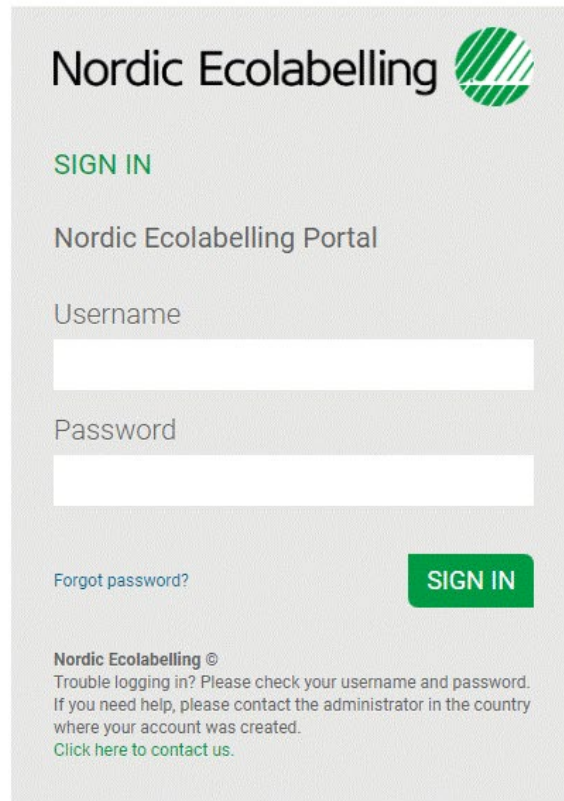
1.  
Sign in and  
change your  
password.

2.  
Create  
your 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 text "Nordic Ecolabelling" next to a circular logo with green diagonal lines. Below this 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 ©", a troubleshooting message "Trouble logging in? Please check your username and password. If you need help, please contact the administrator in the country where your account was created.", and a link "Click here to contact us.".

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:  
[Nordic Ecolabelling Portal](#)

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

## 1. Sign in and change your password.

Nordic Ecolabelling 

# Terms & Conditions

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

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

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the  
Terms & Conditions to proceed.

# 1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal homepage. At the top, a navigation bar contains the following menu items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The 'APPLICATION' menu item is highlighted with a red box. Below the navigation bar, the page title is 'Welcome to Nordic Ecolabelling Portal'. The main content area includes a welcome message, a list of links for terms and conditions and marketing guidelines, and a section for visiting other websites.

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.

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### 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](#)

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Visit our websites for more information:

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

[Portal terms and conditions](#)

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

Here you can find all the ongoing applications for your company.

You will also find information about all the licences, licenced products, contacts and brands registered in your company account.

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

# The application process

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

1.  
Sign in and  
change your  
password.

2.  
Create  
your application  
request.

3.  
Document that  
you meet the  
requirements.

4.  
Submit your  
application.

## 2. Create your application request.

The screenshot shows the Nordic Ecolabelling Portal website. The top navigation bar includes a logo on the left and a user profile 'Jane Hanson Clarivood Inc JH' on the right. A red box highlights the 'APPLICATION' menu item, which has a dropdown menu with 'VIEW APPLICATIONS' and 'ADD APPLICATION' options. The main content area features a sidebar with links for 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The main text area contains a welcome message and a list of links for 'Terms and conditions and marketing guidelines', including 'Responsibility of the Primary Licence Contact', 'Regulations for the Nordic Ecolabelling of Products', 'Fee Regulations for Nordic Swan Ecolabel', 'Graphical guidelines and logo files for product packaging and services', 'Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services', 'Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products', and 'REGULATION (EC) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments'. At the bottom, there is a section for 'Visit our websites for more information:' with links for 'Ecolabel.dk', 'Svanemarket.no', 'Nordic-Ecolabel.org', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is', along with a link for 'Portal terms and conditions'.

Please click **Application** and **Add Application** to create your application request.



## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clarirwood Inc.' with a 'JH' profile icon. The main content area is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*', and 'Certifying Country \*'. A red box highlights the 'Application Information' section, and another red box highlights the 'Application Type \*' field. Below the main form, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by'.

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

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

1. **New** to start an application.
2. **Extension** to add a product to a licence.
3. **Change** to make changes to a licence.

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. The main form is titled 'Application Information' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form fields are:

- Applicant \***: Clariwood Inc.
- Applicant's Naming of Application**: Extension X
- Application Type \***: Extension (highlighted with a red box)
- Licence \***: 3031 0105, 5, Clariwood Inc., 031 Furniture and fitments (highlighted with a red box)
- Applicant's description of application, production site and invoice information \***: (highlighted with a red box)
- Contact Persons in your Company**: Primary Application Contact \*

Below the form, there is a section titled 'We Undertake the Regulations by Creating this Request of Application' with two checkboxes:

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

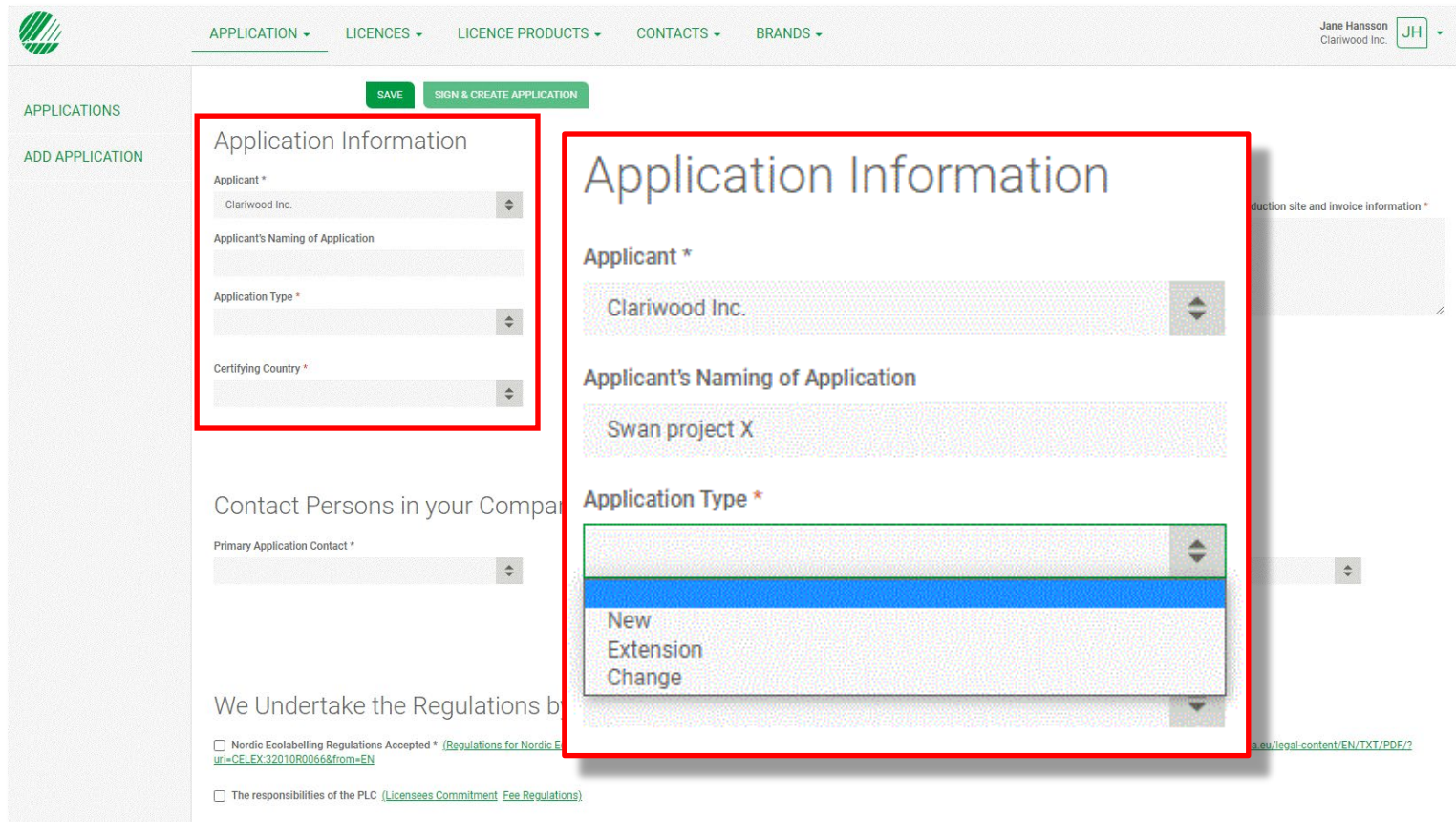
If you want to create a change application, select **Extension** or **Change** in the **Application Type** list.

Select the licence you would like to change from the drop-down list.

Please, use **Applicant's description** to describe what extensions, or other changes, you intend to do in your licence. Also specify if there is any information we need to add to the invoice for your company.

Then select contact persons in your company.

## 2. Create your application request.



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

- Applicant \***: Clariwood Inc.
- Applicant's Naming of Application**: Swan project X
- Application Type \***: A dropdown menu is open, showing options: 'New', 'Extension', and 'Change'. 'New' is highlighted in blue.
- Certifying Country \***: A dropdown menu.

Below the 'Application Information' section, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by', each with a checkbox and a link to the relevant regulations.

When you select **New** in the **Application Type** list, a set of new lists turns up with choices to make.

Start by selecting which **Certifying Country** you suggest will handle your application.

## 2. Create your application request.

The screenshot shows the 'Application Information' form. The 'Ecolabel Type' dropdown is set to 'Nordic Swan Ecolabel'. The 'Product Group Category' dropdown is set to 'Goods'. The 'Criteria Group' dropdown is open, showing a list of options with '031 Furniture and fitments' selected. The 'Criteria Group and Generation' dropdown is set to '031 Furniture and fitments 5'. The form also includes fields for 'Primary Licence Contact', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and 'Estimated Annual Turnover or AUM Licence' for different regions (DK, IS, FI, and Outside the Nordics).

Select **Nordic Swan Ecolabel** from the **Ecolabel Type** drop-down list.

Select **Goods** from the **Category** drop-down list.

Then select **Criteria Group**, E.g. 031 Furniture and fitments.

## 2. Create your application request.

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

- Applicant \***: Clariwood Inc.
- Ecolabel Type \***: Nordic Swan Ecolabel
- Applicant's Naming of Application**: (empty)
- Product Group Category**: Goods
- Application Type \***: New
- Criteria Group \***: 031 Furniture and fittings
- Applicant's description of application, production site and invoice information \***: (highlighted with a red box, containing the text: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy')
- Primary Application Contact \***: (empty)
- Primary Licence Contact \***: (empty)
- Marketing Contact**: (empty)
- Finance Contact (Turnover Reporting)**: (empty)
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application**: (empty)
- Currency \***: (empty)
- Estimated Annual Turnover or AUM Licence (DK)**: (empty)
- Estimated Annual Turnover or AUM Licence (IS)**: (empty)
- Estimated Annual Turnover or AUM Licens (SE)**: (empty)
- Estimated Annual Turnover or AUM Licence (FI)**: (empty)
- Estimated Annual Turnover or AUM Licence (Outside the Nordics)**: (empty)

Buttons for 'SAVE' and 'SIGN & CREATE APPLICATION' are visible at the top of the form.

Please, use **Applicant's description** to describe your application.

Enter the name of the production site.

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

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with a red box. Below the navigation, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and includes fields for 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (New), and 'Certifying Country \*' (SWEDEN). A red box highlights the 'CONTACTS' and 'BRANDS' dropdown menus, which contain 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. Below this, a section titled 'Contact Persons in your Company' is highlighted with a red box, containing dropdown menus for 'Primary Application Contact \*', 'Primary Licence Contact \*', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. The bottom section of the form is titled 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' and includes fields for 'Currency \*' and 'Estimated Annual Turnover or AUM Licence' for various regions (DK, IS, SE, FI, Outside the Nordics).

Please, select a **Primary Application Contact** who is assigned responsibility for this specific application.

Then select a **Primary Licence Contact**. It could be the same individual or someone else who is responsible for all the licences on your company's portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.

## 2. Create your application request.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clarivood Inc. JH ▾

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

### Application Information

Applicant \*  
Clariwood Inc. ▾

Applicant's Naming of Application  
▾

Application Type \*  
New ▾

Certifying Country \*  
SWEDEN ▾

Ecolabel Type \*  
Nordic Swan Ecolabel ▾

Product Group Category  
Goods ▾

Criteria Group \*  
031 Furniture and fitments ▾

Criteria Group and Generation \*  
031 Furniture and fitments 5 ▾

Applicant's description of application, production site and invoice information \*  
Armchairs with different fabrics and 3 sets of legs.  
Stora Kopparberget 10, 12345 Helsinki  
Xxx.xxx  
Yyy.yyy

### Contact Persons in your Company

Primary Application Contact \*  
▾

Primary Licence Contact \*  
▾

Marketing Contact  
▾

Finance Contact (Turnover Reporting)  
▾

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

Currency \*  
▾

Estimated Annual Turnover or AUM Licence (DK)  
▾

Estimated Annual Turnover or AUM Licence (IS)  
▾

Estimated Annual Turnover or AUM Licenses (SE)  
▾

Estimated Annual Turnover or AUM Licence (FI)  
▾

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

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

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

## 2. Create your application request.

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

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

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	150.000
Estimated Annual Turnover or AUM Licenses (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
45.000.000	25.000.000	0
Estimated Annual Turnover or AUM Licence (NO)		
20.000.000		

SAVE SIGN & CREATE APPLICATION

All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted  
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4.3.0.1

Please, select the currency for your invoice in the **Currency** field.

State the company's estimated annual turnover for the products included in your application without using periods, spaces or commas.

Estimate the annual turnover for each selected national market in the Nordics. And for all markets outside the Nordics where the products will be sold.



## 2. Create your application request.

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Generation	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OTN)	Valid From	Valid To
No records are available in this view												

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

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

Currency \*  
EUR

Estimated Annual Turnover or AUM Licence (DK)  
5000000

Estimated Annual Turnover or AUM Licence (IS)  
15500

Estimated Annual Turnover or AUM Licence (SE)  
3500000

Estimated Annual Turnover or AUM Licence (FI)  
5000000

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

Estimated Annual Turnover or AUM Licence (NO)  
250000

We Undertake the Regulations by Creating this Request of Application

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

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

SAVE SIGN & CREATE APPLICATION

Please, read the **Regulations** carefully.

Then tick the boxes to confirm that your company accepts and complies with them.

The **Sign & create application** button becomes dark green and activated when both boxes are ticked.

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

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. At the top, there is a navigation bar with tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. A green notification bar at the top left states "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE". The "CONTINUE APPLICATION" button is highlighted with a red box. The form is divided into several sections: "Application Information", "Application Products", and "Contact Persons in your Company". In the "Application Information" section, the "ID Number" field is highlighted with a red box and contains the value "29879". The "Application Status" dropdown menu is also highlighted with a red box and shows "New" selected. In the "Application Products" section, there is a table with columns for Name, Type, Application Product Status, Licence Nr., and Criteria Group & Gen. The table is currently empty, with the text "No records are available in this view" below it. In the "Contact Persons in your Company" section, there are three dropdown menus for "Primary Application Contact", "Primary Licence Contact", and "Marketing Contact", all of which are set to "Jane Hansson".

The application request is now created and provided with an **Application ID number** and an **Application status**.

The application is sent to Nordic Ecolabelling and the application fee will be invoiced.

Click **Continue application** to proceed.

Please note!

The number separator must be a decimal point. Don't use decimal comma.

# The application process

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

1. Sign in and change your password.
2. Create your application request.
3. Document that you meet the requirements.
4. Submit your application.

### 3. Document that you meet the requirements.

The screenshot displays a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right side of the navigation bar, there is a user profile for 'Jane Hansson, Clariwood Inc.' with initials 'JH' and a close icon 'x'. The main content area is divided into two sections. On the left, a sidebar titled 'APPLICATION INFORMATION' is highlighted with a red box. It contains the following details:

ID Number	29879
Company Name	Clariwood Inc.
Name	Swan project X
Type	New
Status	New
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	09-Jun-2022
Description	Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy

On the right side of the main content area, there is a green 'ADD PRODUCT' button, also highlighted with a red box. Below the button, there is a text prompt: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' and a language dropdown menu set to 'English'.

The **Application information** section shows the progress status and other information about your application request. Click **Add product** if your are working on a new licence.

### 3. Document that you meet the requirements.

The screenshot displays a web application interface. At the top, there is a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right corner. On the left, a sidebar shows 'APPLICATION INFORMATION' with details such as ID Number (30766), Company Name (Clariwood Inc.), Name (Extension X), Type (Extension), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (27-Oct-2022), Description, and New Item.

The main content area contains two identical panels, each enclosed in a red box. Each panel features two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons, the text reads: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. A language dropdown menu is set to 'English'.

Below the first panel, the text 'No Record Found' is displayed.

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

### 3. Document that you meet the requirements.

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

ID Number	30766
Company Name	Clariwood Inc.
Name	Extension X
Type	Extension
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	27-Oct-2022
Description	
New Item	

The main content area contains two identical panels, each enclosed in a red box. Each panel features a green 'SELECT PRODUCTS' button, the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu set to 'English'. Below the second panel, the text 'No Record Found' is visible.

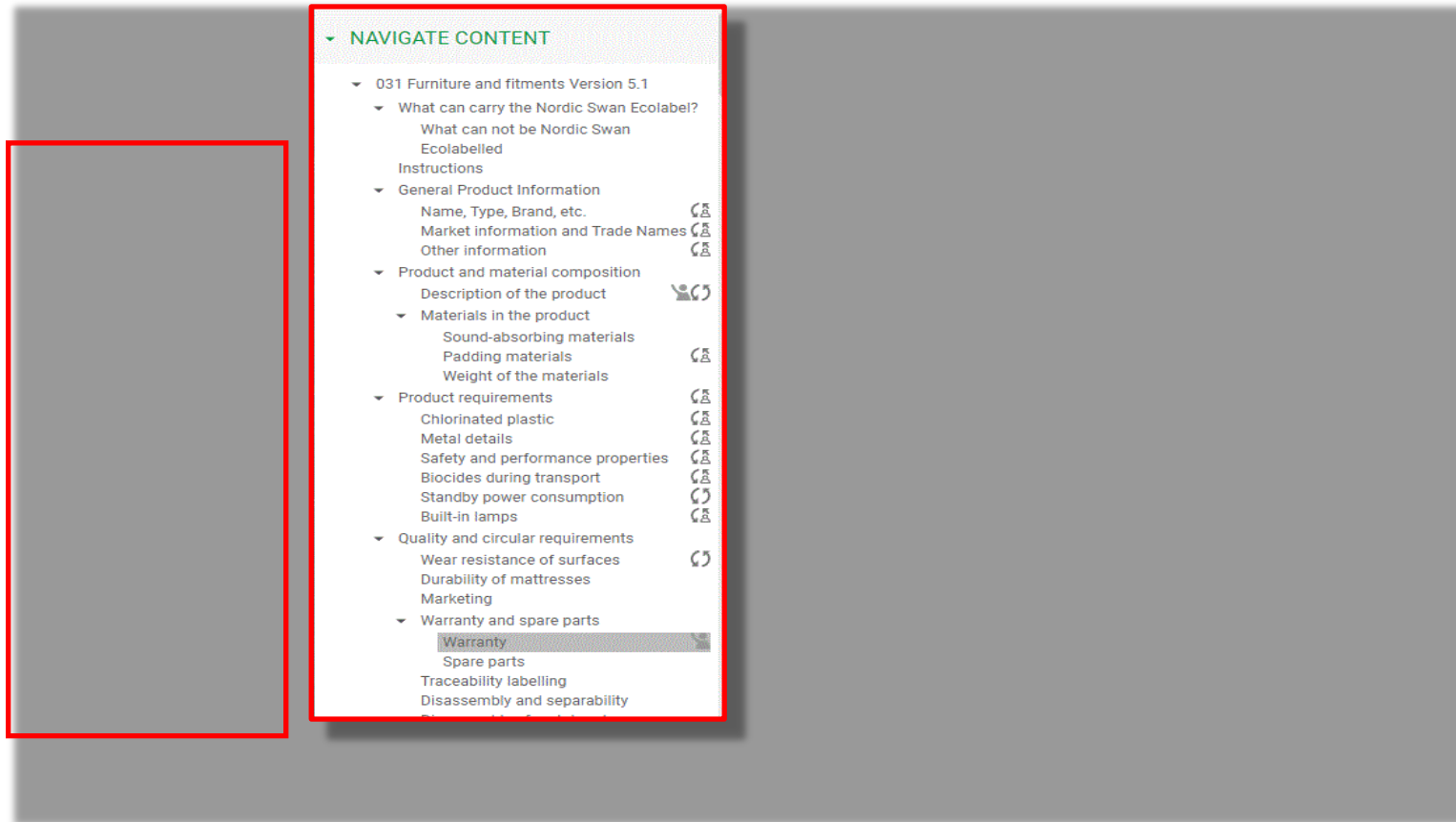
If you want to make changes,  
Click **Select Products**  
to implement the changes.

### 3. Document that you meet the requirements.



Please, use **Copy existing products** if you prefer to base your documentation on previously given response to the requirements. Adjust your response on each copy instead of starting all over again.  
Click **OK** to continue.

### 3. Document that you meet the requirements.



The **Navigate content** section gives you an overview when responding to the requirements.

When you start documenting how you meet the requirements, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.



### 3. Document that you meet the requirements.

The screenshot displays a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains 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 'SEND' button.
- Message Card:** A card for 'JANE HANSSON' with a profile icon and a timestamp of 9:20, containing the text: 'The product is mainly marketed to consumers, however ...'

Red boxes highlight the following UI elements:

- Buttons: 'CLOSE', 'SAVE', and 'SAVE & CLOSE' at the top of the main content area.
- Buttons: 'CLOSE', 'SAVE', and 'SAVE & CLOSE' below the 'General Product Information' section.
- Buttons: 'NEW MESSAGE' in the sidebar.
- Buttons: 'SEND' in the message editor.
- Buttons: A profile icon and a 'SEND' button in the message card.

Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

Click **New Message** to write a message or note next to the section. If you write a question, click on the symbol with a raised hand so that it turns green for help. If you do not receive an answer quickly enough, you are always welcome to contact us.

### 3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The page is titled "PRODUCTS > REQUIREMENTS" and has buttons for "SAVE & CLOSE", "SAVE", and "CLOSE". The left sidebar shows a navigation menu with "APPLICATION INFORMATION" and "NAVIGATE CONTENT". The main content area is under "Description of the product" and contains several sections with text and form elements. Two red boxes highlight specific areas: one around a status drop-down menu and another around a form section with radio buttons and "ADD DOCUMENT" buttons.

**Not started** (highlighted status)

- Drawing/picture of the product.
- Description of the production process. For example, a flowchart including which steps in the process (e.g. the surface treatment of wood or metal).
- Information about suppliers of the materials in the product.

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](#)

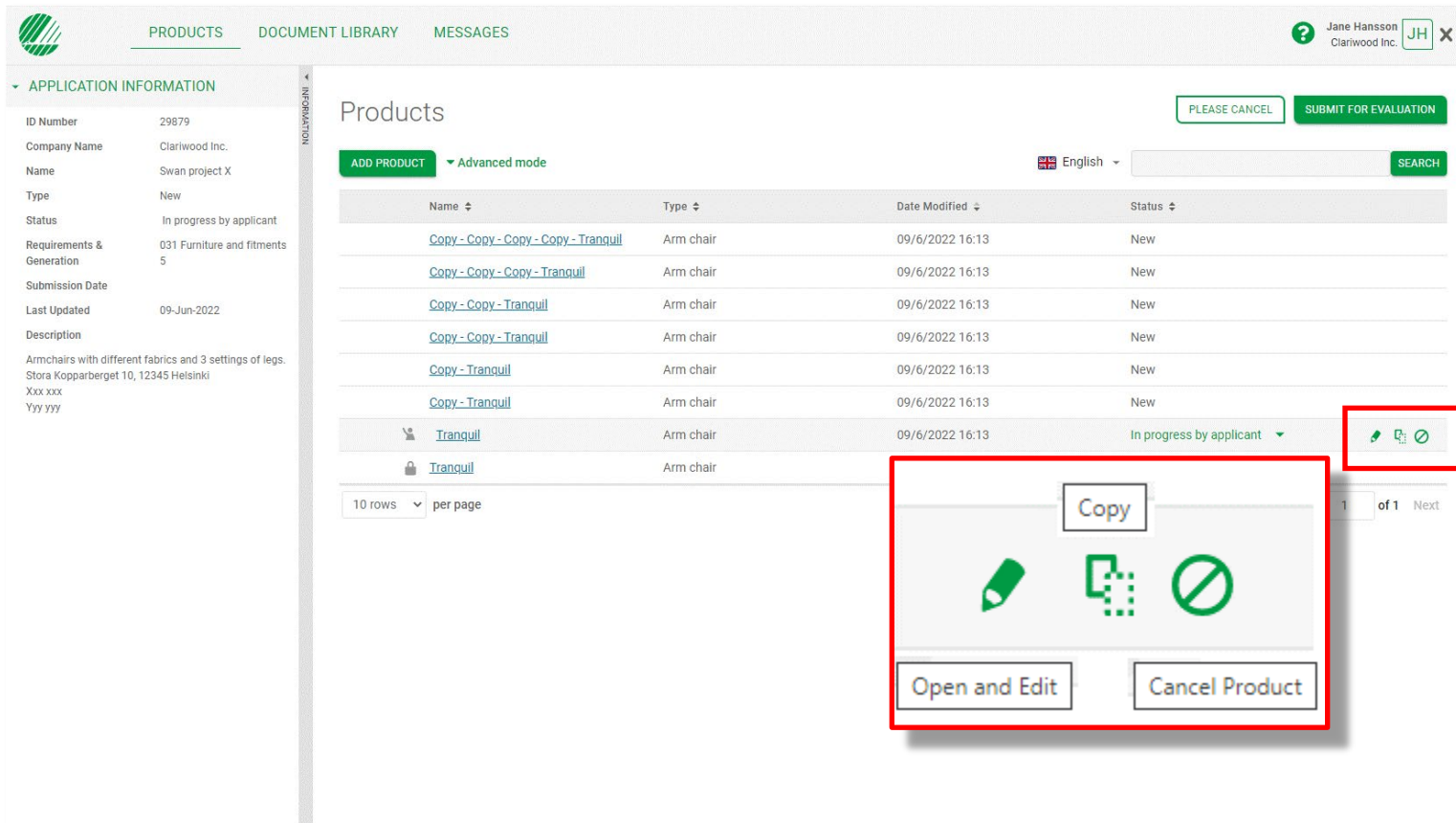
Please upload an overview of suppliers of the different materials. If relevant, state the component suppliers. The ingoing materials and suppliers of each material used in the component must be included. [ADD DOCUMENT](#)

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.



The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields like ID Number (29879), Company Name (Clariwood Inc.), Name (Swan project X), Type (New), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (09-Jun-2022), and Description (Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy). The main area is titled 'Products' and features a table with columns for Name, Type, Date Modified, and Status. The table contains several rows of product entries, including 'Copy - Copy - Copy - Copy - Tranquil' and 'Tranquil'. A 'Copy' modal is open over the table, showing a pencil icon for 'Open and Edit' and a trash can icon for 'Cancel Product'. A red box highlights the 'Copy' modal, and another red box highlights a small icon in the top right corner of the table row.

Name	Type	Date Modified	Status
<a href="#">Copy - Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Copy - Tranquil</a>	Arm chair	09/6/2022 16:13	New
<a href="#">Tranquil</a>	Arm chair	09/6/2022 16:13	In progress by applicant
<a href="#">Tranquil</a>	Arm chair		

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

Then click the pen icon to open each copy and change the name of the product and other things that differ between the products.

### 3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains a tree view under "NAVIGATE CONTENT" with categories like "Furniture and fittings", "General Product Information", "Product and material composition", "Product requirements", "Quality and circular requirements", "Warranty and spare parts", "Packaging", and "Chemicals".
- Header:** At the top, there are tabs for "PRODUCTS", "DOCUMENT LIBRARY", and "MESSAGES". On the right, a user profile for "Jane Hansson, Clariwood Inc." is visible.
- Main Content Area:** The title is "PRODUCTS > REQUIREMENTS". It features a "Name, Type, Brand, etc." section with a dropdown menu currently set to "In progress by applicant". A red box highlights the dropdown menu, and another red box highlights the "Ready for evaluation" option being selected. Below this are form fields for "Name" (containing "Copy - Tranquil"), "Type:", "Please select End Market(s)", "Registered brand name", "Please state the brand name of the product", "Registered brand owner", and "Please state the brand owner of the brand above".
- Buttons:** At the top right of the main content area are "SAVE & CLOSE", "SAVE", and "CLOSE" buttons. A "NEW MESSAGE" button is located at the bottom left of the main content area.
- Footer:** At the bottom of the main content area, there is a "Market information and Trade Names" section with a status of "Not started" and a note: "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 highlighted in red. A search bar and 'SEARCH' button are 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 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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