



# 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

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# The application process

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

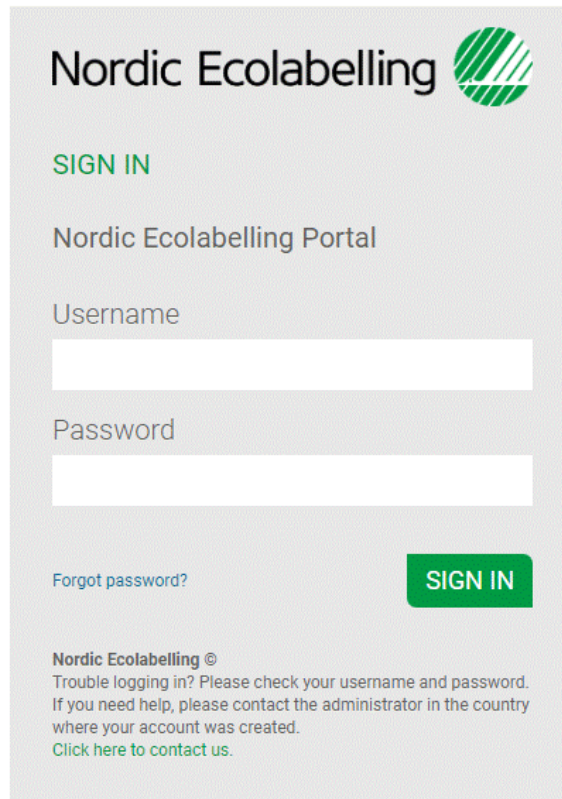
1.  
Sign in and  
change your  
password.

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your application  
request.

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## 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 page, 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. At the top, a navigation bar contains the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. These items are highlighted with a red rectangular box. To the right of the navigation bar, the user's name 'Jane Hanson Clarinwood Inc' and a profile icon 'JH' are visible. Below the navigation bar, the main content area is titled 'Welcome to Nordic Ecolabelling Portal'. The text below the title reads: '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](#), 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 of the page, there is a section titled 'Visit our websites for more information:' with several national website links: [Ecolabel.dk](#), [Svanemarket.no](#), [Nordic-Ecolabel.org](#), [Joutsenmerkki.fi](#), [Svanen.se](#), and [Svanurinn.is](#). A link for [Portal terms and conditions](#) is also present.

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.

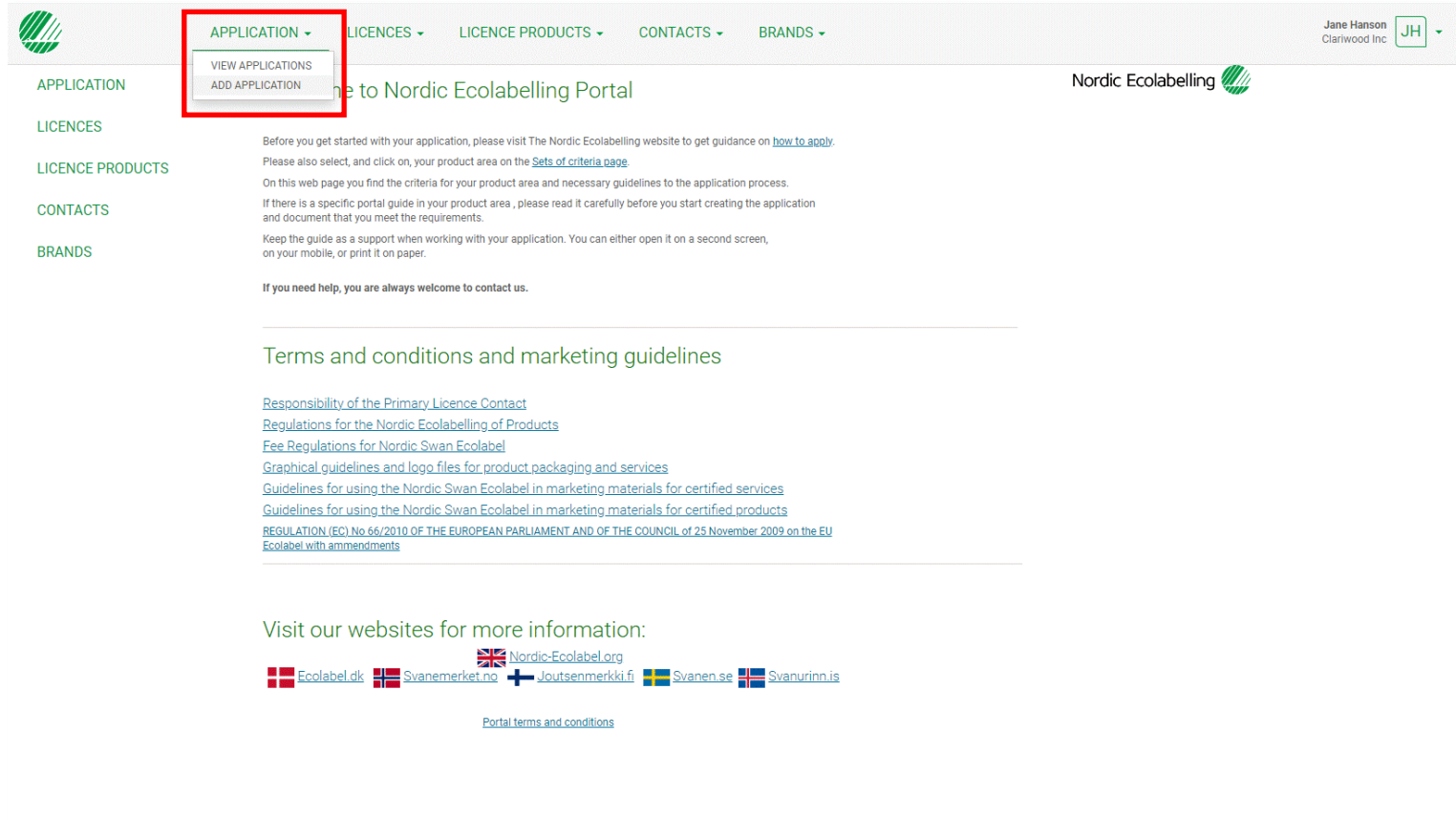
1.  
Sign in and  
change your  
password.

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. The main navigation menu is located below the logo and includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is highlighted with a red box, and its sub-menu is visible, containing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area features a heading 'Welcome to Nordic Ecolabelling Portal' and a paragraph of introductory text. Below this, there is a section titled 'Terms and conditions and marketing guidelines' with several hyperlinks. At the bottom, there is a section 'Visit our websites for more information:' with links to various regional websites and a link to 'Portal terms and conditions'.

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



## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clariwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (highlighted with a red box), and 'Certifying Country \*'. Below this is a section for 'Contact Persons in your Company' with a 'Primary Application Contact \*' field. At the bottom, there are two checkboxes: 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'. A red box highlights the 'Application Information' section, and another red box highlights the 'Application Type \*' dropdown menu.

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 page title is "Application Information". The user is logged in as Jane Hansson, Clariwood Inc. (JH). The form includes several sections:

- Applicant \*:** Clariwood Inc.
- Applicant's Naming of Application:** Extension X
- Application Type \*:** Extension
- Licence \*:** 3031 0105, 5, Clariwood Inc., 031 Furniture and fitments
- Contact Persons in your Company:** Primary Application Contact \*

Two red boxes highlight the "Application Type" and "Licence" dropdown menus. The "Application Type" dropdown is currently set to "Extension". The "Licence" dropdown is currently set to "3031 0105, 5, Clariwood Inc., 031 Furniture and fitments". A third red box highlights the "Applicant's description of application, production site and invoice information" field, which is currently empty.

At the bottom of the form, there are two checkboxes for regulations:

- 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, Clariwood Inc. (JH). 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' (highlighted in blue), 'Extension', and 'Change'.
- Certifying Country \***: (Field is empty)
- Contact Persons in your Company**: Primary Application Contact (Field is empty)

At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'. Buttons for 'SAVE' and 'SIGN & CREATE APPLICATION' are visible at the top of the form.

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

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



## 2. Create your application request.

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

APPLICATIONS | ADD APPLICATION | Application Information | SAVE | SIGN & CREATE APPLICATION

**Ecolabel Type \***  
Nordic Swan Ecolabel

**Product Group Category**  
Goods

**Criteria Group \***  
001 Primary batteries  
005 Tissue paper  
008 Remanufactured OEM Toner Cartridges  
010 Construction and facade panels, and mouldings  
013 Car, boat and train care products  
015 Imaging equipment  
017 Dishwasher detergents and rinse aids  
019 Compost bins  
023 Sanitary Products  
025 Hand Dishwashing Detergents  
026 Cleaning products  
029 Floor coverings  
030 Rechargeable batteries and portable chargers  
**031 Furniture and fitments**  
039 Manufacturing of textiles, hides/skins and leather  
044 Copy and printing paper  
047 Disposables for food  
049 Grease-proof Paper  
057 Office and hobby supplies  
062 Windows and exterior doors

**Ecolabel Type \***  
Nordic Swan Ecolabel

**Product Group Category**  
Goods

**Criteria Group \***  
031 Furniture and fitments

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

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

Primary Licence Contact \* | Marketing Contact \*

Finance Contact (Turnover Reporting)

Estimated Annual Turnover or AUM Licence (DK) | Estimated Annual Turnover or AUM Licence (IS)  
Estimated Annual Turnover or AUM Licence (FI) | Estimated Annual Turnover or AUM Licence (Outside the Nordics)

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

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

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

## 2. Create your application request.

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

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

### Application Information

Applicant \*  
Clarivood Inc. ▾

Ecolabel Type \*  
Nordic Swan Ecolabel ▾

Applicant's Naming of Application  
[Empty field]

Product Group Category  
Goods ▾

Application Type \*  
New ▾

Criteria Group \*  
031 Furniture and fittings ▾

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

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

Primary Application Contact \*  
[Empty field]

Primary Licence Contact \*  
[Empty field]

Marketing Contact  
[Empty field]

Finance Contact (Turnover Reporting)  
[Empty field]

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

Currency \*  
[Empty field]

Estimated Annual Turnover or AUM Licence (DK)  
[Empty field]

Estimated Annual Turnover or AUM Licence (IS)  
[Empty field]

Estimated Annual Turnover or AUM Licens (SE)  
[Empty field]

Estimated Annual Turnover or AUM Licence (FI)  
[Empty field]

Estimated Annual Turnover or AUM Licence (Outside the Nordics)  
[Empty field]

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

Enter the name of the production site.

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

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with a red box. Below the navigation, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and contains several dropdown menus: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (New), 'Certifying Country \*' (SWEDEN), 'Criteria Group and Generation \*' (031 Furniture and fitments 5), 'Primary Application Contact \*', 'Primary Licence Contact \*', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. A red box highlights the 'CONTACTS' and 'BRANDS' menus and a pop-up menu with 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. Another red box highlights the 'Contact Persons in your Company' section, which includes the 'Primary Application Contact \*' and 'Primary Licence Contact \*' dropdowns. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' and 'Currency \*'.

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

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

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



## 2. Create your application request.

The screenshot shows the 'Application Information' form for a Nordic Swan Ecolabel licence. The form is divided into several sections:

- Application Information:** Includes fields for Applicant (Clariwood Inc.), Applicant's Naming of Application, Application Type (New), Certifying Country (SWEDEN), Ecolabel Type (Nordic Swan Ecolabel), Product Group Category (Goods), Criteria Group (031 Furniture and fitments), and Criteria Group and Generation (031 Furniture and fitments 5). There is also a text area for 'Applicant's description of application, production site and invoice information' with the example text: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki Xxx.xxx Yyy.yyy'.
- Contact Persons in your Company:** This section contains dropdown menus for 'Primary Application Contact', 'Primary Licence Contact', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. A red box highlights the 'Marketing Contact' and 'Finance Contact (Turnover Reporting)' fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** This section includes dropdown menus for 'Currency' and input fields for 'Estimated Annual Turnover or AUM Licence' in four categories: (SE), (DK), (IS), and (Outside the Nordics).

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

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

## 2. Create your application request.

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

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

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

SAVE SIGN & CREATE APPLICATION

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

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

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

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



## 2. Create your application request.

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

Contact Persons in your Company

Primary Application Contact *	Primary Licence Contact *	Marketing Contact
Jane Hansson	Jane Hansson	Jane Hansson
	Finance Contact (Turnover Reporting)	
	Jane Hansson	

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

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	5000000	15500
Estimated Annual Turnover or AUM Licence (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
3500000	5000000	0
Estimated Annual Turnover or AUM Licence (NO)		
250000		

We Undertake the Regulations by Creating this Request of Application

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

Please, read the **Regulations** carefully.

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

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

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

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. At the top, there is a navigation bar with tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). A success message at the top left reads "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 is a section for "Contact Persons in your Company" with fields for Primary Application Contact, Primary Licence Contact, and Marketing Contact, all 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

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3.  
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you meet the  
requirements.

4.  
Submit your  
application.

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

The screenshot displays a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right side of the navigation bar, there is a user profile for 'Jane Hansson, Clariwood Inc.' with initials 'JH' and a close button 'x'. The main content area is divided into two sections. On the left, there is a sidebar titled 'APPLICATION INFORMATION' which 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 button labeled 'ADD PRODUCT'. Below this 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 selector 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 with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right side of the top bar, there is a user profile for 'Jane Hansson Clariwood Inc.' with initials 'JH' and a close button 'x'. A left sidebar is titled 'APPLICATION INFORMATION' and lists the following details:

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

The main content area features two identical panels, each enclosed in a red rectangular box. Each panel contains 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'. At the bottom of each panel is a language selector showing 'English' with a dropdown arrow. The second panel also includes the text 'No Record Found' centered below the instructions.

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

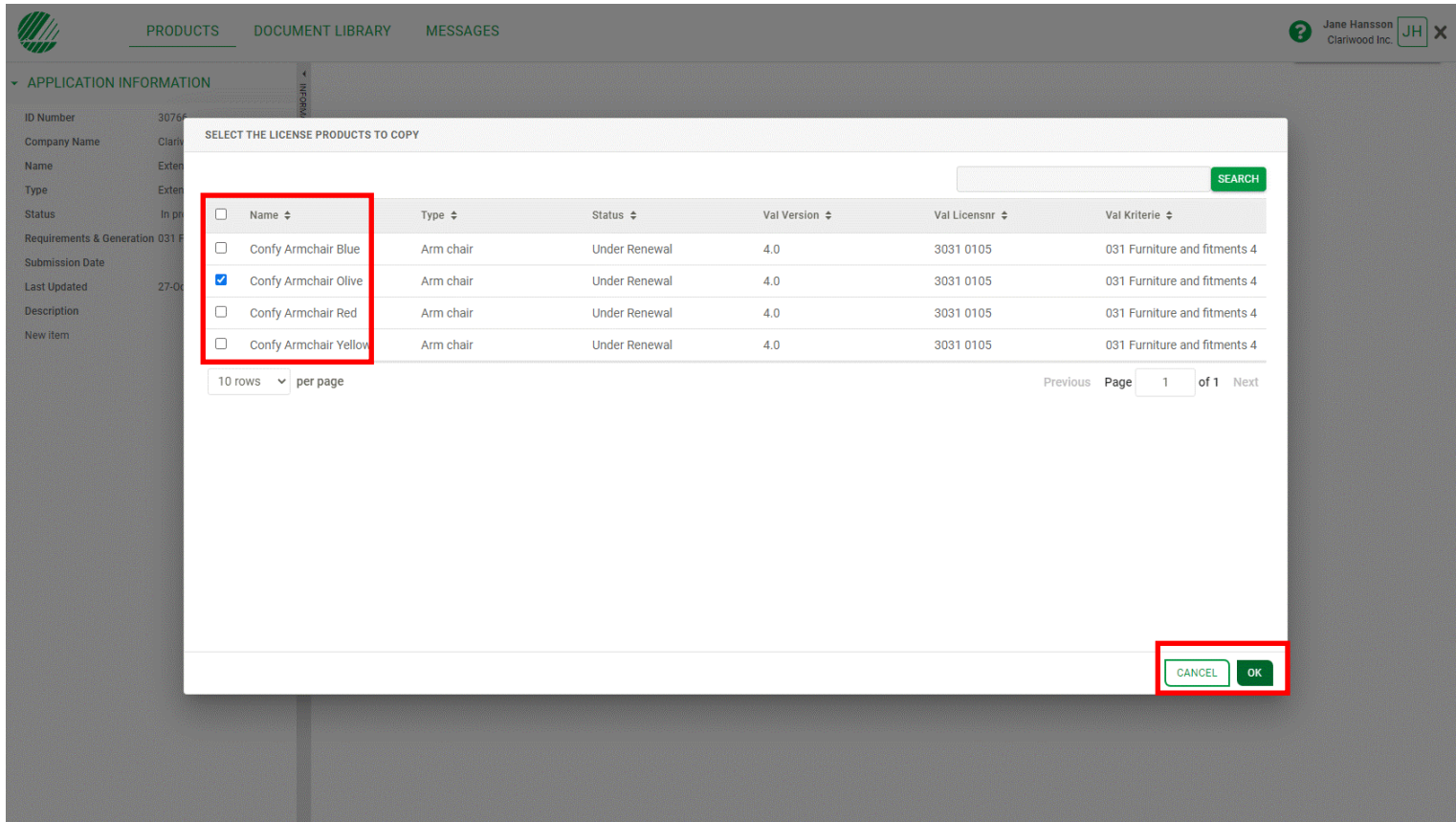
### 3. Document that you meet the requirements.

The screenshot shows a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible. A left sidebar displays '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 with 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'. The text 'No Record Found' is centered between the two panels.

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

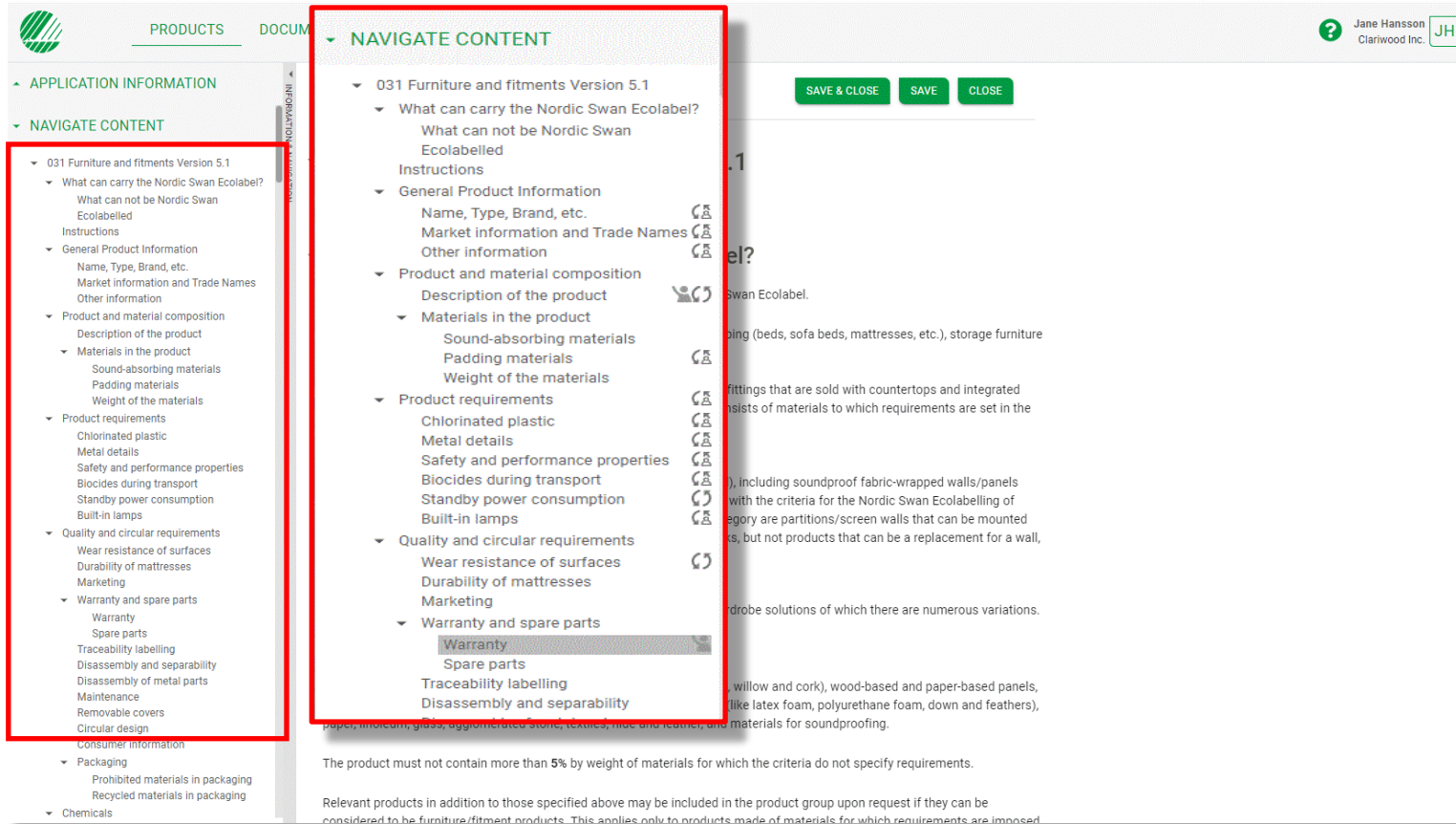


### 3. Document that you meet the requirements.



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

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



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

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

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

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



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

The screenshot displays a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'Please select End Market(s)' (Consumer). A 'MESSAGES' section is visible, featuring 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, with a 'SEND' button and a timestamp of 9:20. 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 and '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 identified as Jane Hansson at Clariwood Inc. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a section for 'Description of the product'. The form includes 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.

The screenshot shows a web application interface with a sidebar on the left containing 'APPLICATION INFORMATION' and a main content area titled 'Products'. The sidebar lists details such as 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 features a 'Products' table with columns for Name, Type, Date Modified, and Status. A row is selected, 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). The 'Copy' button is highlighted with a red box. The table also includes an 'ADD PRODUCT' button, a language dropdown set to 'English', and a 'SEARCH' button. At the top right, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. The user profile 'Jane Hansson Clariwood Inc. JH' is visible in the top right corner.

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 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:

- 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 options: 'Not started', 'In progress by applicant' (highlighted in blue), 'Ready for evaluation', and 'Response needed from applicant'.
- Type:**: A text input field.
- Please select End Market(s)**: A dropdown menu.
- Registered brand name**: A text input field.
- Please state the brand name of the product**: A text input field.
- Registered brand owner**: A text input field.
- Please state the brand owner of the brand above**: A text input field.
- Market information and Trade Names**: A dropdown menu with the value 'Not started'.

A 'NEW MESSAGE' button is visible at the bottom left of the main content area. At the top right of the main content 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 for Name, Type, Date Modified, and Status. A dropdown menu is open for the 'Status' column, showing three options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. A red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner of the interface.

Name	Type	Date Modified	Status
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:20	In progress by applicant
Tranquil	Arm chair	09/6/2022 16:13	In progress by applicant
Tranquil	Arm chair	09/6/2022 14:37	In progress by applicant
Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Copy - Tranquil	Arm chair		In progress by applicant
Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Tranquil	Arm chair		In progress by applicant

Please change the status of each product from **In progress by applicant** to **Ready for evaluation**.

Click **Submit for evaluation** to notify Nordic Ecolabelling that your application is ready for an **Evaluator** to work with.



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