



Ansökningsguide Ny licens eller ändringar

Skapa en ansökan och dokumentera att ni klarar de krav som ger licens för Svanenmärkning.

Introduktion

Den här guiden hjälper dig att skapa en ansökan och dokumentera att ni klarar de krav som ger licens för Svanenmärkning.

- Läs igenom guiden och kriteriedokumentet noggrant innan du börjar skapa ansökan och dokumentera att ni klarar kraven.
- Använd både guiden och kriteriedokumentet när du arbetar med din ansökan.
- När Nordisk Miljömärkning inför nya funktioner kan guiden bli uppdaterad. Kontrollera att du har den senaste versionen på våra webbplatser.

Version 2.0

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- Steg 3: Dokumentera att ni klarar kraven.
- Steg 4: Skicka in er ansökan.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

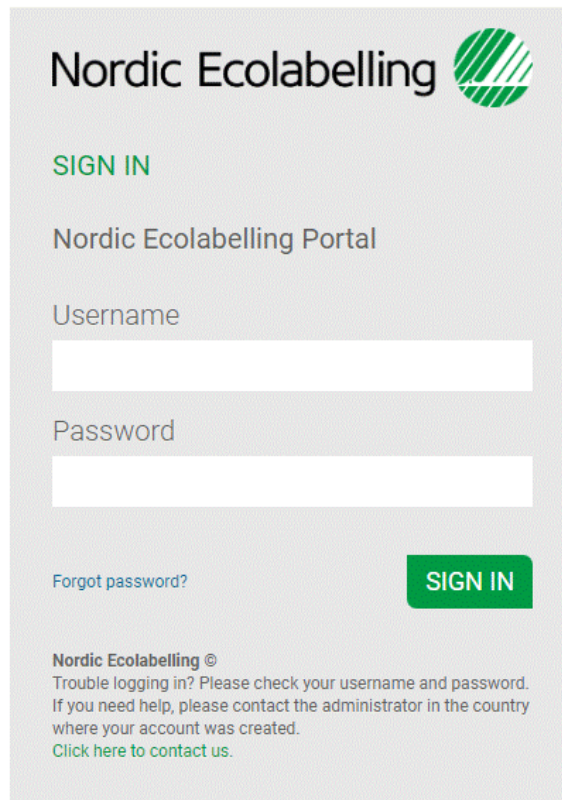
3.


Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

1. Logga in och ändra ditt lösenord.



Nordic Ecolabelling 

[SIGN IN](#)

Nordic Ecolabelling 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

Välj antingen Microsoft Edge eller Google Chrome som din webbläsare.



Logga in här:

[Nordic Ecolabelling Portal](#)

Portalens allmänna villkor visas första gången du loggar in.

1. Logga in och ändra ditt lösenord.

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

Viktigt att tänka på!

Använd aldrig Google translate.

Du måste godkänna de allmänna villkoren för att kunna fortsätta.

1. Logga in och ändra ditt lösenord.

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 main content area is titled "Welcome to Nordic Ecolabelling Portal" and includes the following text:

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#).

On this web page you find the criteria for your product area and necessary guidelines to the application process.

If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements.

Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper.

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

Below this text, there is a section titled "Terms and conditions and marketing guidelines" with several links:

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

At the bottom, there is a section titled "Visit our websites for more information:" with several links and flags:

- [Ecolabel.dk](#)
- [Svanemerket.no](#)
- [Joutsenmerkki.fi](#)
- [Svanen.se](#)
- [Svanurinn.is](#)
- [Nordic-Ecolabel.org](#)
- [Portal terms and conditions](#)

När du har loggat in, läst och godkänt villkoren för portalen och ändrat ditt lösenord visas denna vy.

Här hittar du alla pågående ansökningar för ditt företag.

Du hittar också information om alla licenser, licensprodukter, kontakter och varumärken som är registrerade på ditt företagskonto.

Här finns också villkoren och länkarna till Nordisk Miljömärknings internationella webbplats och alla våra nationella webbplatser.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

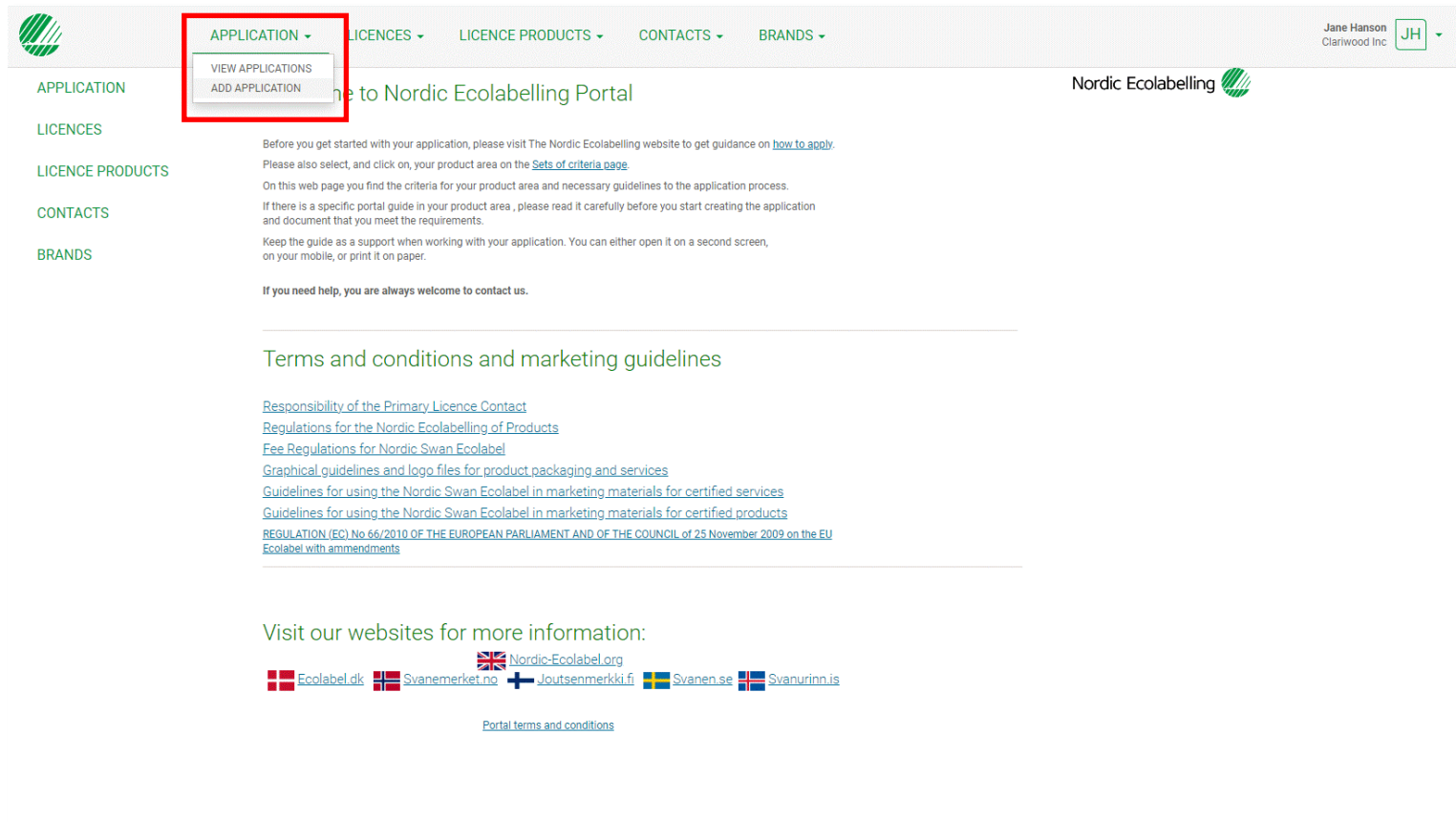
3.

Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

2. Skapa er ansökan om licens för Svanenmärkning.



The screenshot shows the Nordic Ecolabelling Portal website. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is highlighted with a red box, showing sub-options 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area features a welcome message and a list of links for terms and conditions and marketing guidelines.

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](#)

Klicka på **Application** och **Add application** för att skapa er ansökan om licens för Svanenmärkning.

2. Skapa er ansökan om licens för Svanenmärkning.

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

- Applicant ***: A dropdown menu with 'Clariwood Inc.' selected.
- Applicant's Naming of Application**: A text input field.
- Application Type ***: A dropdown menu.
- Certifying Country ***: A dropdown menu.

Below these fields, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' dropdown. At the bottom, there are two checkboxes for legal regulations: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. A red box highlights the dropdown menus for 'Applicant', 'Application Type', and 'Certifying Country'.

Ge din ansökan ett namn som är relevant för ert företag.

Klicka på pilarna i listrutan **Application Type** och välj:

1. **New** för att påbörja en ny ansökan.
2. **Extension** för att lägga till ett verksamhetsområde, t.ex. en konferensverksamhet.
3. **Change** för att göra ändringar i en licens.

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows the 'Application Information' section of a web form. The form is for 'Jane Hansson Clariwood Inc.' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The 'Application Information' section contains the following fields:

- Applicant ***: Clariwood Inc.
- Applicant's Naming of Application**: Change X
- Application Type ***: Change (highlighted with a red box)
- Licence ***: 3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation (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 *

The 'Application Type' and 'Licence' dropdown menus are highlighted with red boxes. The 'Licence' dropdown menu is open, showing a list of options with the selected option highlighted in blue:

- 3031 0105, 4, Clariwood Inc., 031 Furniture and fitments
- 3031 0105, 5, Clariwood Inc., 031 Furniture and fitments
- 3055 0498, 5, Clariwood Inc., 055 Hotels and other accommodation
- 3055 0499, 4, Clariwood Inc., 055 Hotels and other accommodation
- 3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation

At the bottom of 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](#))

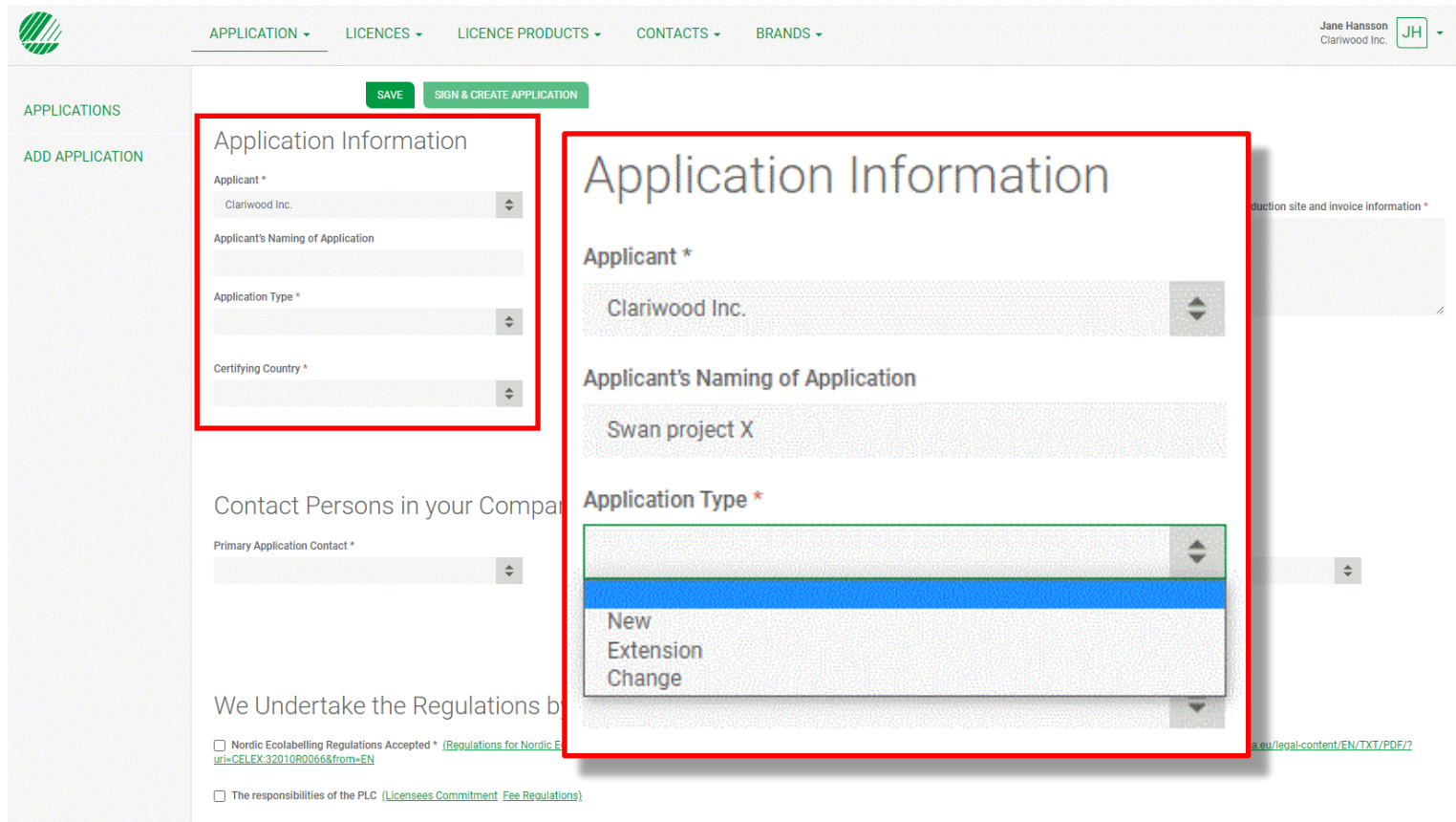
Vill du skapa en ändringsförfrågan så väljer du **Extension** eller **Change** i listan **Application Type**.

Välj den licens du vill ändra från listrutan.

Använd **Applicant's description** för att beskriva vilka förlängningar, eller andra ändringar, du tänker göra i din licens. Ange även om det finns någon information vi behöver lägga till på fakturan för ert företag.

Välj sedan kontaktpersoner i ditt företag.

2. Skapa er ansökan om licens för Svanenmärkning.



The screenshot shows a web application interface for creating a license application. 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 ***: (Empty)

Below the 'Application Information' section, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by'. The 'Contact Persons in your Company' section has a 'Primary Application Contact *' field. The 'We Undertake the Regulations by' section has two checkboxes: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The 'Nordic Ecolabelling Regulations Accepted *' checkbox is unchecked, and the 'The responsibilities of the PLC' checkbox is checked. There are links for 'Regulations for Nordic Ecolabelling' and 'Licensees Commitment Fee Regulations'.

När du väljer **New** i listrutan **Application Type** visas nya listrutor där du ska göra olika val.

Börja med att föreslå det **Certifying Country** som du vill ska hantera din ansökan.

2. Skapa er ansökan om licens för Svanenmärkning.

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

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Ecolabel Type *
Nordic Swan Ecolabel ▾

Product Group Category
Services ▾

Criteria Group *
055 Hotels and other accommodation ▾
041 Printing companies and printed matter
055 Hotels and other accommodation
074 Transport wash installations
076 Cleaning services
079 Grocery Stores
100 Coffee service
101 Investment funds and investment products

Ecolabel Type *
Nordic Swan Ecolabel ▾

Product Group Category
Services ▾

Criteria Group *
055 Hotels and other accommodation ▾

Criteria Group and Generation *
055 Hotels and other accommodation 5 ▾

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

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

Välj **Nordic Swan Ecolabel** i listrutan **Ecolabel Type** .

Välj **Services** i listrutan **Category**.

Välj sedan **Criteria Group**, t.ex. **055 Hotels and other accommodations**.

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson at Clariwood Inc. 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:** Services
- Application Type *:** New
- Criteria Group *:** 055 Hotels and other accommodation

Two text areas are highlighted with red boxes, both containing the same text: 'Applicant's description of application, production site and invoice information *'. The text in these areas is: 'Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki. Xxx xxx. Yyy yy'. Below this, there are dropdown menus for 'Marketing Contact' and 'Finance Contact (Turnover Reporting)'. At the bottom, there is a section for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' with input fields for different currencies (DK, IS, SE, FI, Outside the Nordics).

Använd textfältet **Applicant's description** för att beskriva de verksamheter som ingår i er ansökan, t.ex. en konferensanläggning och en hotellrestaurang. Ange namn om någon av dem har sitt eget specifika namn.

Ange även om det finns någon information vi behöver lägga till på fakturan för ert företag.

2. Skapa er ansökan om licens för Svanenmärkning.

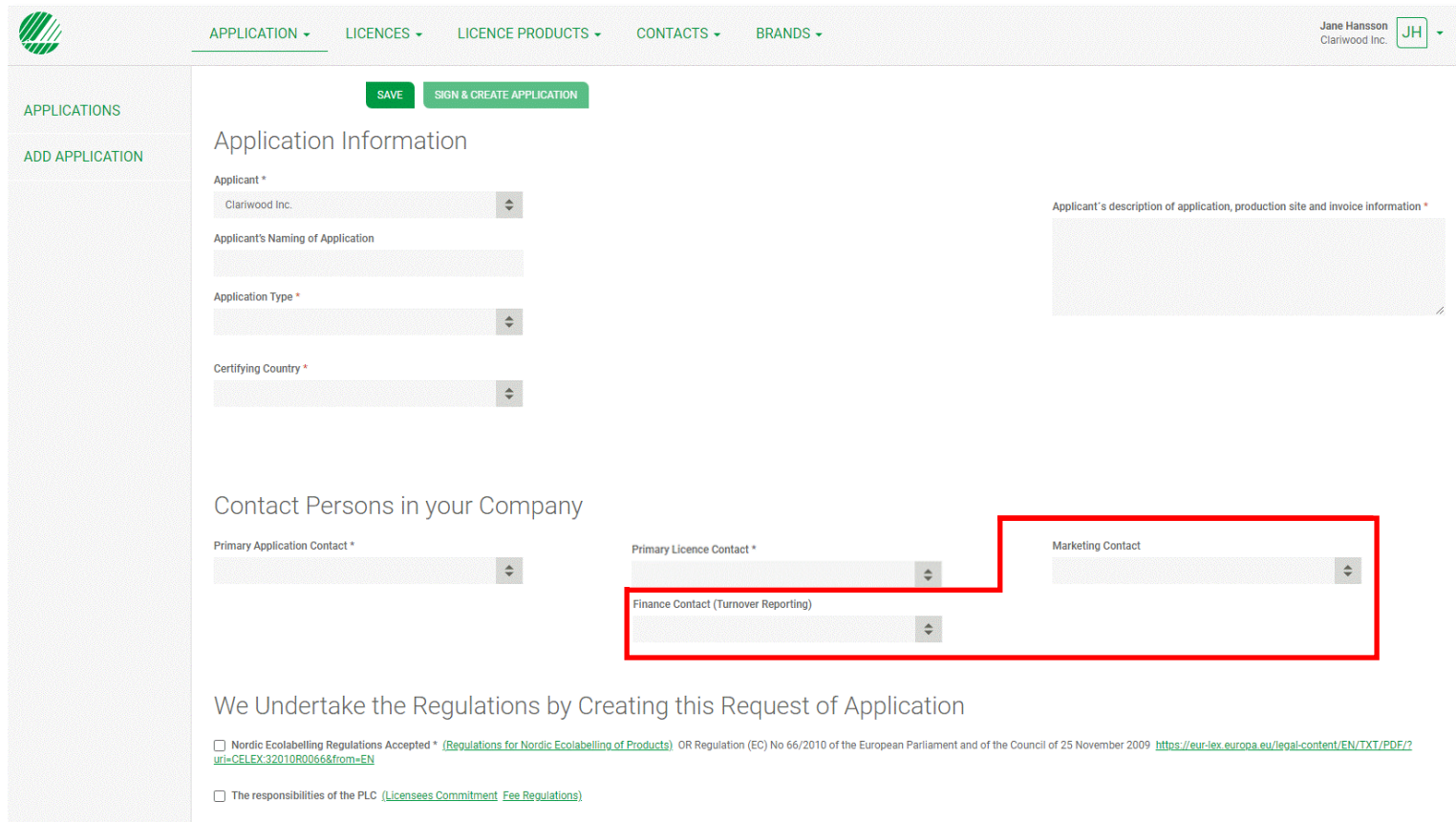
The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. A dropdown menu for 'CONTACTS' is open, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. The main form area is titled 'Application Information' and includes fields for 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *'. Below this is a section titled 'Contact Persons in your Company' with dropdown menus for 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'.

Välj en **Primary Application Contact** som ansvarig kontakt för den här ansökan.

Välj sedan en **Primary Licence Contact**. Det kan vara samma person eller någon som ansvarar för alla licenser på ert företags konto.

Om en kontaktperson från i ditt företag saknas i listan väljer du **Contacts** i den övre menyn och sedan **Add contacts**.

2. Skapa er ansökan om licens för Svanenmärkning.



The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson Clarivood Inc.' with initials 'JH'. The main form is titled 'Application Information' and includes fields for 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *'. A large text area is provided for 'Applicant's description of application, production site and invoice information *'. Below this, the 'Contact Persons in your Company' section has 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' fields. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'.

Välj en **Marketing Contact**, som ansvarar för er användning av Svanenmärket när ni har fått en licens för Svanenmärkning.

Välj en **Finance Contact**, som ansvarar för att årligen rapportera verksamhetens omsättning.

2. Skapa er ansökan om licens för Svanenmärkning.

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)
Estimated Annual Turnover or AUM Licens (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

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

SAVE SIGN & CREATE APPLICATION

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

Klicka på **Currency** för att informera oss om vilken valuta ni vill att vi ska använda vid fakturering.

Ange ingående verksamhet(er)s uppskattade årliga omsättning utan att använda punkt, mellanslag eller kommatecken.

2. Skapa er ansökan om licens för Svanenmärkning.

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](#))

Läs noga igenom **Regulations**.

Kryssa sedan i rutorna för att bekräfta att ditt företag godkänner och uppfyller dem.

Knappen **Sign & create application** blir mörkgrön och aktiveras när rutan är bockad.

Klicka på **Sign & create application** för att fortsätta.

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson at Clariwood Inc. A success message 'Record updated successfully.' is displayed at the top. Two green buttons, 'CONTINUE APPLICATION' and 'SAVE', are highlighted with red boxes. The 'CONTINUE APPLICATION' button is also highlighted in the left sidebar. The main form is divided into sections: 'Application Information' with fields for Applicant (Clariwood Inc.), Applicant's Naming of Application (Swan project X), Application Type (New), and Certifying Country (SWEDEN); 'Application Products' with a table showing no records; and 'Contact Persons in your Company' with fields for Primary Application Contact, Primary Licence Contact, and Marketing Contact, all set to Jane Hansson. A modal window is open, showing 'ID Number' (29879) and 'Application Status' (New), both highlighted with red boxes.

Nu skapas en ansökningsförfrågan med ett **Application ID number** och en **Application status**.

Ansökan skickas till Nordisk Miljömärkning och ansökningsavgiften faktureras.

Klicka på **Continue application** för att fortsätta.

Viktigt att tänka på!

Punkt ska alltid användas som talavgränsare.

Använd inte decimalkomma.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1. Logga in och ändra ditt lösenord.
2. Skapa er ansökan om licens för Svanenmärkning
3. Dokumentera att ni klarar kraven.
4. Skicka in er ansökan.

3. Dokumentera att ni klarar kraven.

The screenshot displays a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. A user profile for 'Jane Hansson Clarwood Inc.' is visible in the top right. On the left, a sidebar titled 'APPLICATION INFORMATION' is highlighted with a red box and contains the following details:

ID Number	29881
Company Name	Clarwood Inc.
Name	
Type	New
Status	New
Requirements & Generation	055 Hotels and other accommodation 5
Submission Date	
Last Updated	10-Jun-2022
Description	Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki Xxxx xxx

The main content area features two identical boxes, each highlighted with a red border. Each box contains a green 'ADD PRODUCT' button, followed by the text: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' Below this text is a language selector showing 'English' with a dropdown arrow.

I sektionen **Application information** visas status och annan information om er ansökningsförfrågan.

Klicka på **Add product** om du arbetar med en ny licens.

3. Dokumentera att ni klarar kraven.

The screenshot displays a web application interface. At the top, there is a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible. The main content area is titled 'APPLICATION INFORMATION' and contains 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	

Below the table, there are two identical panels, each enclosed in a red box. Each panel contains two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons, there is a text instruction: '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, there is a language dropdown menu set to 'English'.

Klicka på **Add New Product** eller **Copy Existing Product** för att lägga till fler verksamheter i en licens.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface with a top navigation bar containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. A user profile for 'Jane Hansson Clariwood Inc.' is visible in the top right. On the left, there is a sidebar with 'APPLICATION INFORMATION' and a table of 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 displays two identical panels, each enclosed in a red box. Each panel contains 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.

Vill du göra ändringar så klickar du på **Select Products** för att genomföra ändringarna.

3. Dokumentera att ni klarar kraven.

The screenshot displays a software interface for documenting compliance. On the left, a navigation menu is shown with a red box highlighting the 'NAVIGATE CONTENT' section. The main area shows a document editor with a list of requirements and their status symbols. The requirements are:

- 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

The document editor shows a list of requirements with status symbols (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.

Sektionen **Navigate content** ger dig en översikt när du besvarar frågorna om kraven.

När du börjar dokumentera hur ni klarar ett krav så visas en statussymbol i navigationsfältet vid det kravet.

Genom att klicka på en rubrik i navigationsfältet kommer du till det avsnittet. Det går också att scrolla igenom texten i alla avsnitt.

Genom att klicka på pilarna kan du visa och dölja avsnitt.

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 'NEW MESSAGE' button is located at the bottom left of the form.

The 'MESSAGES' section shows a message with a rich text editor containing the text: 'The product is mainly marketed to consumers, however ...'. A 'SEND' button is located at the bottom right of the message editor.

Red boxes highlight the following elements:

- The 'NEW MESSAGE' button.
- The 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top of the form.
- The 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons below the form.
- The message editor and 'SEND' button.
- The user profile card for Jane Hansson, Clariwood Inc. (JH).

Kom ihåg att klicka på **Save**.

Använd **Close** när du inte vill spara några ändringar.

Använd **Save & Close** för att gå tillbaka till sidan **Products**.

Klicka på **New Message** för att skriva ett meddelande eller en anteckning vid avsnittet. Om du skriver en fråga så klickar du på symbolen med uppräckt hand så att den blir grön för att få hjälp. Om du inte får svar tillräckligt snabbt så är du alltid välkommen att kontakta oss.

3. Dokumentera att ni klarar kraven.

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 steps 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

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

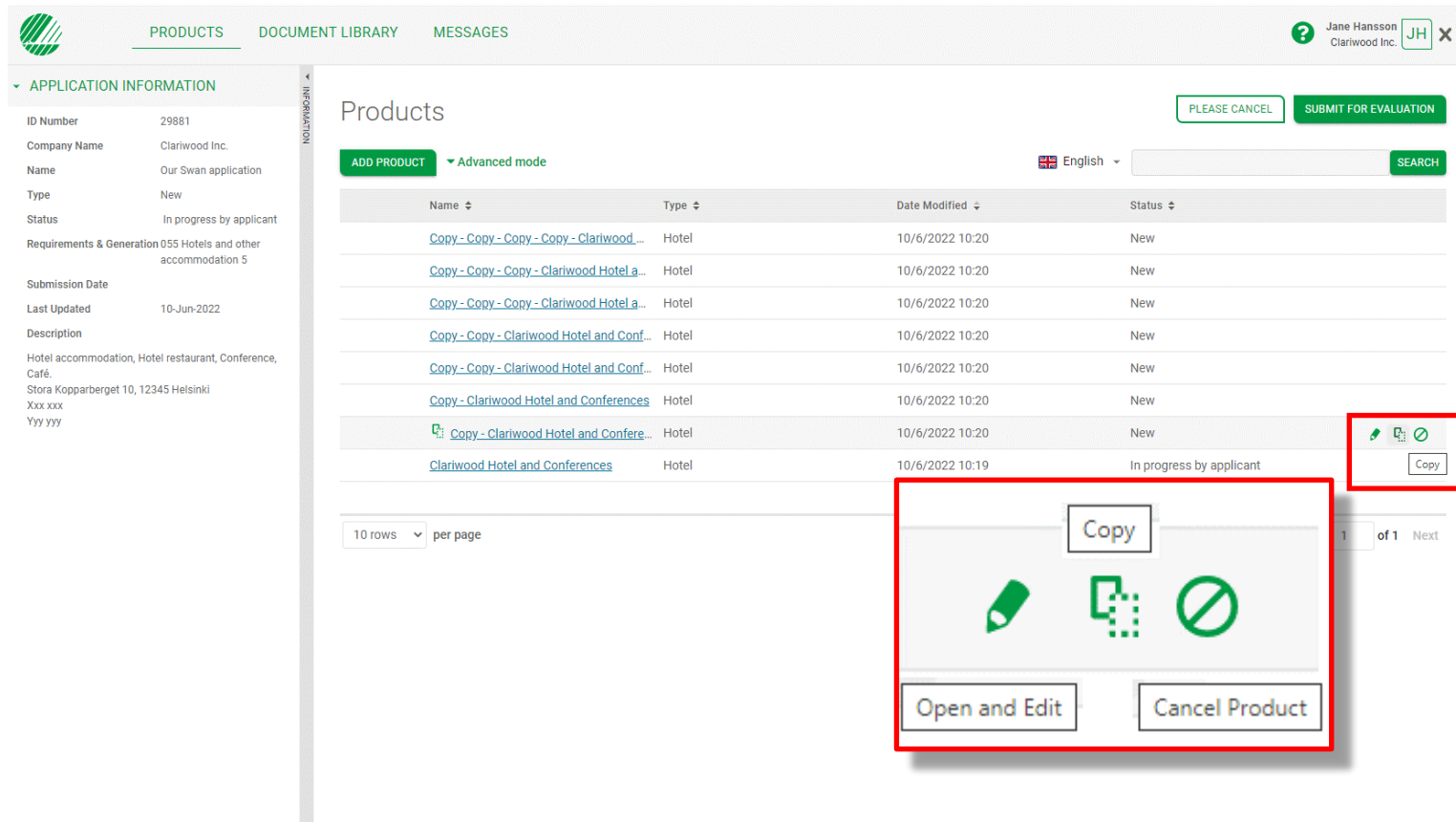
Jane Hansson
Clariwood Inc. JH

Dokumentera att ni klarar kraven genom att besvara frågorna i varje avsnitt. När ett dokument efterfrågas, klicka på **Add document** och koppla rätt dokument från ert **Document library** till avsnittet. Eller ladda upp och koppla ett nytt dokument.

När du är klar klickar du på listrutan bredvid rubriken och ändrar statusbeskrivningen från **In progress by applicant** till **Ready for evaluation**.

Gå vidare till nästa avsnitt.

3. Dokumentera att ni klarar kraven.



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 red box highlights a 'Copy' button in the top right corner of a product row. Below the table, a modal window is open, showing three icons: a pencil (Open and Edit), a document with a grid (Copy), and a document with a slash (Cancel Product). The modal also has buttons for 'Open and Edit' and 'Cancel Product'.

Name	Type	Date Modified	Status
Copy - 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

Om du ansöker om licens för mer än en verksamhet, och de är lika varandra, kan du spara tid genom att först dokumentera hur ni klarar kraven för en verksamhet. Därefter klickar du på kopieringssymbolen för att skapa en kopia med all din dokumentation inkluderad.

Klicka sedan på pennsymbolen för att öppna varje kopia och ändra verksamhetens namn och annat som skiljer sig mellan verksamheterna.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- Name, Type, Brand, etc.**: This section is highlighted with a red box. It contains a dropdown menu for status, currently set to 'In progress by applicant'. A second dropdown menu is also highlighted with a red box, showing 'Ready for evaluation' as the selected option.
- Market information and Trade Names**: This section is currently set to 'Not started'.

The interface includes a 'NEW MESSAGE' button and a 'You must select at least one sales country below!' message.

När du öppnar en kopia för att göra ändringarna behöver du först ändra statusbeskrivning i det avsnitt du vill ändra från **Ready for evaluation** till **In progress by applicant**.

Därefter genomför du ändringarna och avslutar med att ändra statusbeskrivningen för avsnittet till **Ready for evaluation**.

När du har besvarat alla krav och ändrat status i alla avsnitt till **Ready for Evaluation** så klickar du på **Save & Close**.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

3.

Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

4. Skicka in er ansökan.

The screenshot displays a web application interface for product management. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hanson, Clariwood Inc. (JH). The left sidebar shows 'APPLICATION INFORMATION' with 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 is titled 'Products' and features a table with the following columns: Name, Type, Date Modified, and Status. The table contains several rows of product entries, including 'Copy - Copy - Tranquil' and 'Tranquil'. A 'SUBMIT FOR EVALUATION' button is highlighted in red. A status dropdown menu is also highlighted in red, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'.

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		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Tranquil	Arm chair		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Copy - Tranquil	Arm chair		

Ändra status för varje verksamhet från **In progress by applicant** till **Ready for evaluation**.

Klicka på **Submit for evaluation** för att meddela Nordisk Miljömärkning att din ansökan är klar för en **Evaluator** att arbeta med.



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