



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.

How to use the guide

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

Version 2.0

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- Step 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.

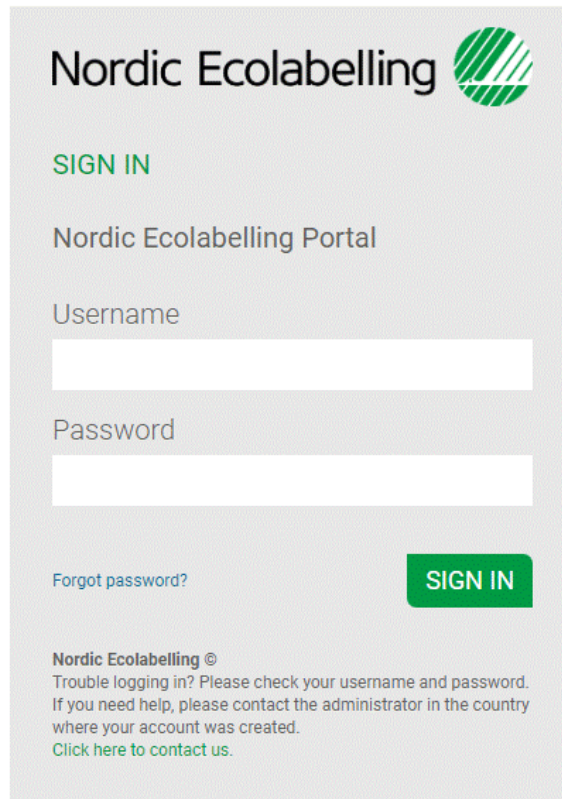
1.
Sign in and
change your
password.

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

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

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

1. Sign in and change your password.

Nordic Ecolabelling 

Terms & Conditions

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

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

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation 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' and company 'Clariwood Inc' are displayed, along with a profile icon 'JH'. Below the navigation bar, the main content area is titled 'Welcome to Nordic Ecolabelling Portal'. It contains 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' which lists 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:' which lists several international websites: 'Ecolabel.dk', 'Svanemarket.no', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is'. A link for 'Portal terms and conditions' is also provided.

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

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

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

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

The application process

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

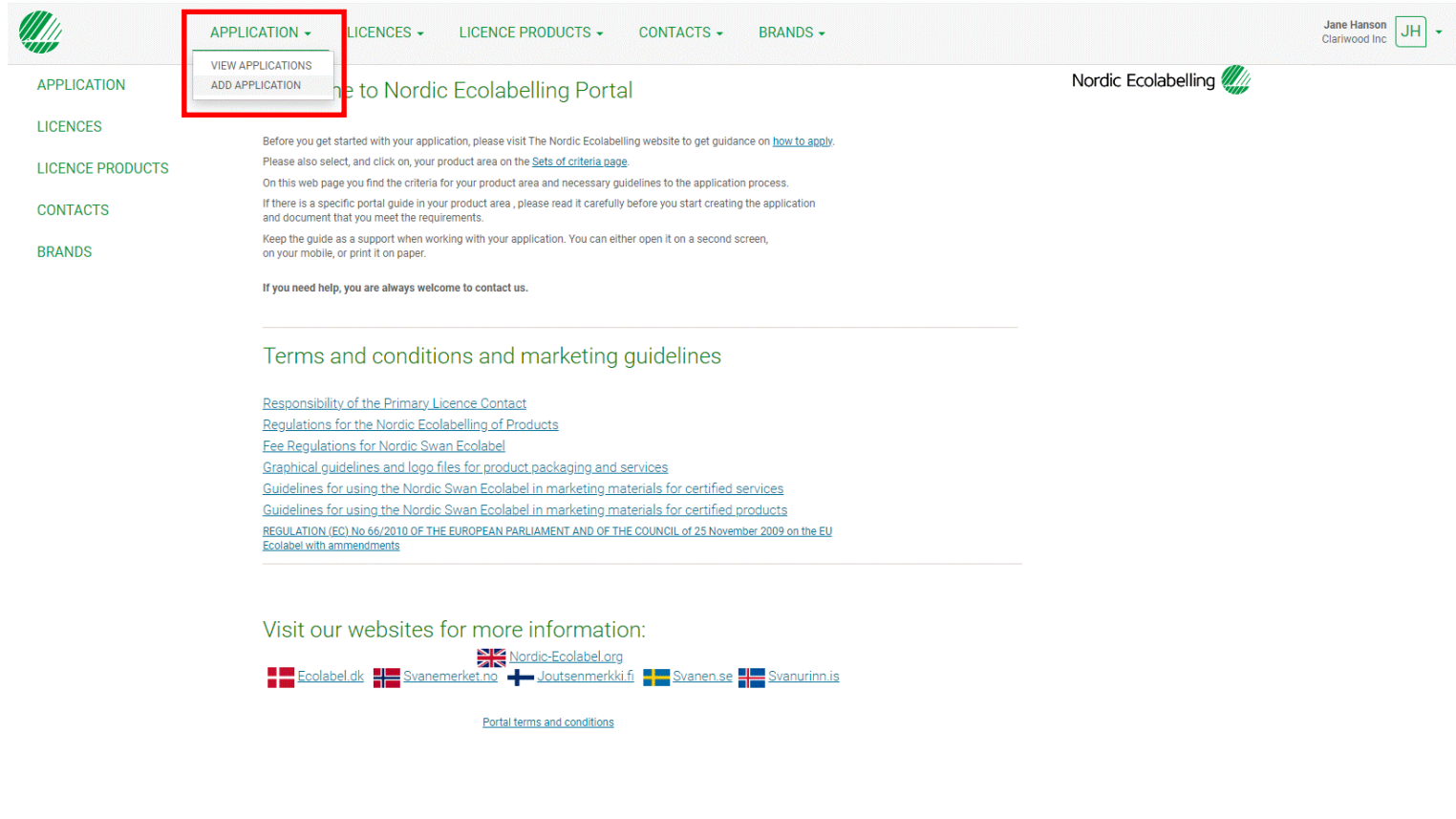
1.
Sign in and
change your
password.

2.
Create
your application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

2. Create your 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 with several hyperlinks. Below this, there is a section titled 'Terms and conditions and marketing guidelines' with a list of links. At the bottom, there is a section 'Visit our websites for more information:' with a row of flags and website URLs for Denmark, Norway, Finland, Sweden, and Iceland.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

VIEW APPLICATIONS
ADD APPLICATION

Welcome to Nordic Ecolabelling Portal

Nordic Ecolabelling

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

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

Terms and conditions and marketing guidelines

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

Visit our websites for more information:

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

[Nordic-Ecolabel.org](#)

[Portal terms and conditions](#)

Please click **Application** and **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 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 *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *' (a dropdown menu), and 'Certifying Country *' (a dropdown menu). A red box highlights the 'Application Information' section, and another red box highlights the 'Application Type *' dropdown menu. Below the 'Application Information' section, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' dropdown. At the bottom, there are two checkboxes: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The 'Application Type *' dropdown is currently set to 'New'.

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 business area, for example a conference activity, 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**: 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 *

Below the form, there are two checkboxes for regulatory compliance:

- 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 request, 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.' with the initials 'JH'. The main form 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 containing 'Swan project X'.
- Application Type ***: A dropdown menu with a list of options: 'New', 'Extension', and 'Change'. The 'New' option is highlighted in blue.
- Certifying Country ***: A dropdown menu.
- Contact Persons in your Company**: A section with a 'Primary Application Contact *' dropdown menu.

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

- Nordic Ecolabelling Regulations Accepted * ([Regulations for Nordic Ecolabelling](#))
- The responsibilities of the PLC ([Licensees Commitment](#) [Fee 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' is set to 'Nordic Swan Ecolabel'. The 'Product Group Category' is 'Services'. The 'Criteria Group' dropdown is open, with '055 Hotels and other accommodation' selected. The form also includes fields for 'Primary Licence Contact', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and several 'Estimated Annual Turnover or AUM Licence' fields for different regions (SE, DK, IS, FI, Outside the Nordics).

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

Select **Services** in the **Category** drop-down list.

Then select **Criteria Group**, for example, **055 Hotels and other accommodations**.

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
Services ▾

Application Type *
New ▾

Criteria Group *
055 Hotels and other accommodation ▾

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

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

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 the business areas you include in your application, for example a conference facility and a hotel restaurant.

Provide names, if any of them have their own specific name.

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

2. Create your 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', 'Finance Contact (Turnover Reporting)', 'Currency *', and 'Estimated Annual Turnover or AUM Licence' for various regions (DK, IS, SE, FI, Outside the Nordics). A red box highlights the 'CONTACTS' and 'BRANDS' menus, and another red box highlights the 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' buttons. A third red box highlights the 'Contact Persons in your Company' section, which includes the 'Primary Application Contact *' and 'Primary Licence Contact *' dropdowns.

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 Licenses (SE)
Estimated Annual Turnover or AUM Licence (DK)
Estimated Annual Turnover or AUM Licence (FI)
Estimated Annual Turnover or AUM Licence (IS)
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 business areas 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	
Estimated Annual Turnover or AUM Licenses (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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Please, select the currency for your invoice in the **Currency** field.

State the business's estimated annual turnover without using periods, spaces or commas.

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. (JH). A success message 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" field is also highlighted with a red box and contains the value "New". The "Application Products" section shows a table with columns for Name, Type, Application Product Status, Licence Nr., and Criteria Group & Gen, but it is currently empty. The "Contact Persons in your Company" section shows 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 button '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 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, 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 features two identical panels, each highlighted with a red border. Each panel contains two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons is the text: '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 businesses to a licence.

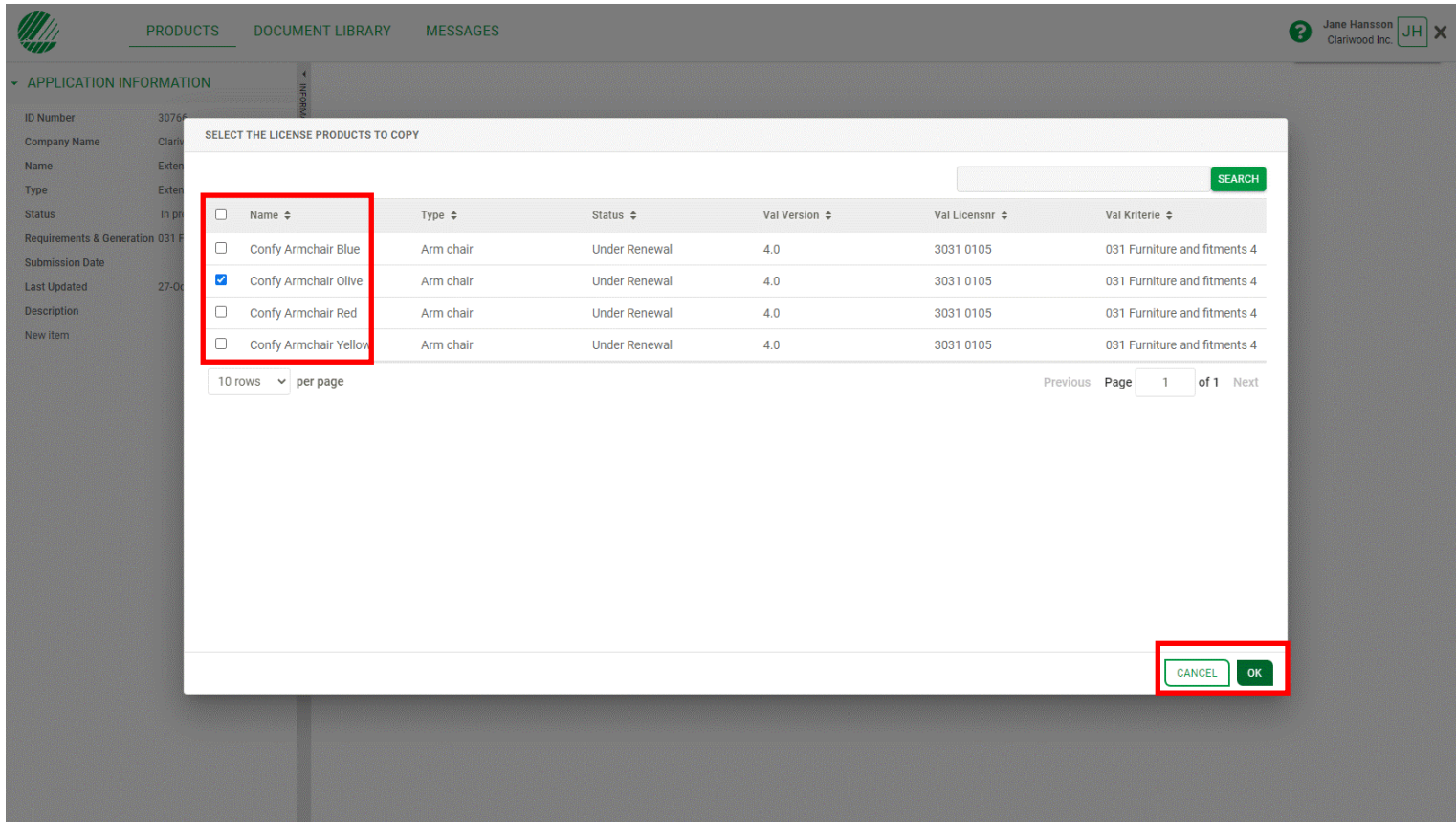
3. Document that you meet the requirements.

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 enclosed in a red rectangular box. Each panel features a green 'SELECT PRODUCTS' button, followed by 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 displayed.

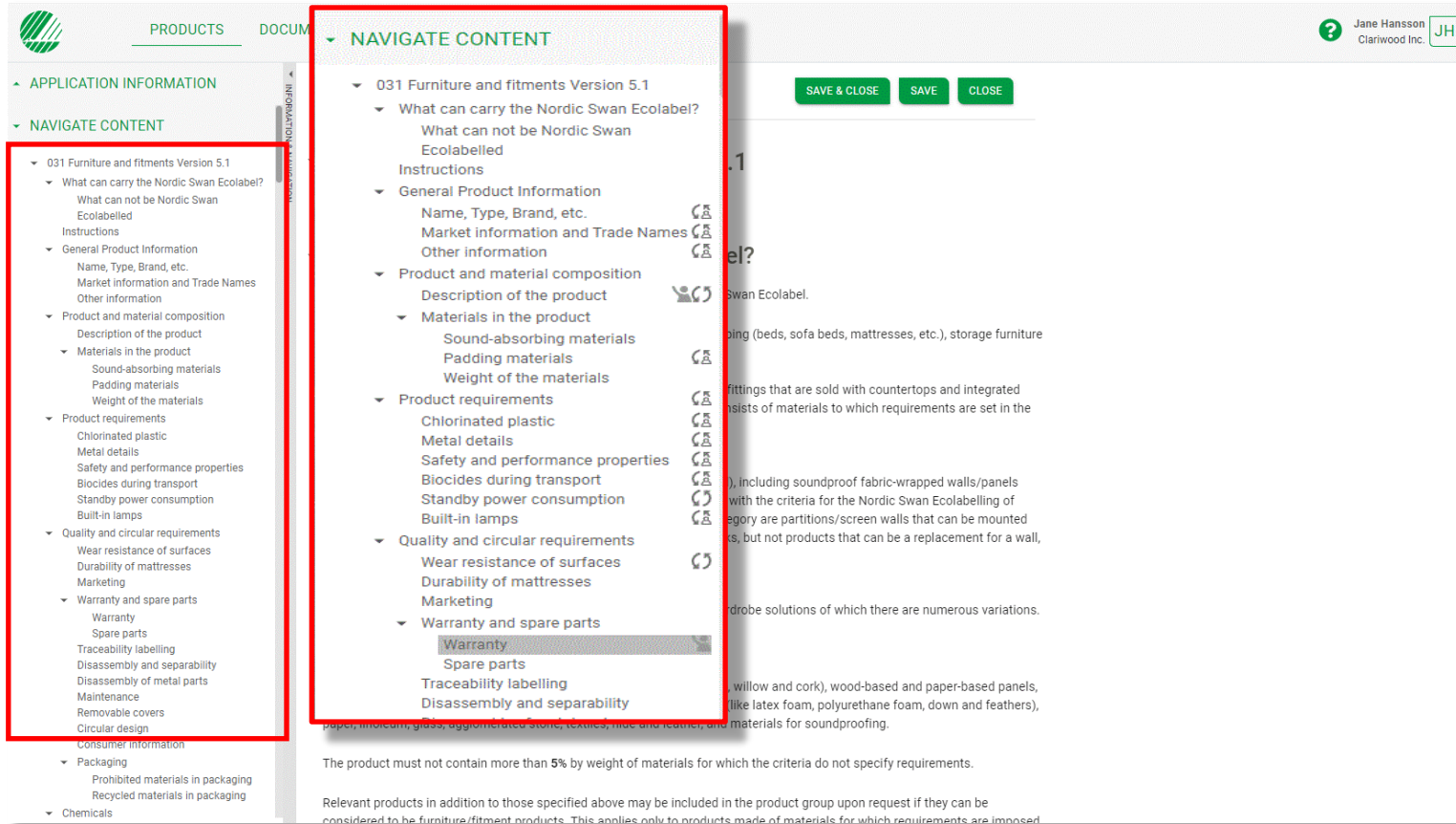
If you want to make changes,
Click **Select Products**
to implement the changes.

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 '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. 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 with its '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 page is titled "PRODUCTS > REQUIREMENTS" and features a sidebar with navigation options like "APPLICATION INFORMATION" and "NAVIGATE CONTENT". The main content area is under the heading "Description of the product" and contains several requirements. Two red boxes highlight specific areas: one highlights a status dropdown menu with options "Not started", "In progress by applicant", and "Ready for evaluation"; the other highlights a form section with a question "Are any finished component parts used in the production?" and three "ADD DOCUMENT" buttons. The user's name "Jane Hansson" and company "Clariwood Inc." are visible in the top right corner.

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 documenting requirements. The page is titled "PRODUCTS > REQUIREMENTS" and has a navigation menu on the left with categories like "APPLICATION INFORMATION" and "NAVIGATE CONTENT". The main content area is titled "General requirements" and "General information about the service". The form includes a "Name of the service" field with the value "Clariwood Hotel and Conferences", a "Type" dropdown menu set to "Hotel", and an "End Market(s)" dropdown menu set to "Consumer x Professional x". There are also fields for "Please state the brand related to the service" (with the value "Clariwood") and "Please state the brand owner of the brand above". A "NEW MESSAGE" button is located at the bottom of the form.

Fill in the name of the business.

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

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

If you belong to a chain, enter the brand for it and the name of the company that owns the brand.

3. Document that you meet the requirements.

The screenshot displays a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc., with initials JH. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a table with the following entry:

Requirement	Status
Points for Nordic Swan Ecolabelled laundry service	Not started

Below the table, the text reads: "Companies that use a Nordic Swan Ecolabelled laundry service are awarded 3 points. To obtain the points, the majority of the laundry, over 50%, must be cleaned by the Nordic Swan Ecolabelled laundry service. Internal laundering of mops and cloths is accepted." A question is posed: "Does your company use a Nordic Swan Ecolabelled laundry service?" with radio buttons for "Yes" and "No" (selected). Below this, a text input field shows "The point score for this requirement is: 0". A red box highlights the text "Please select the Nordic Swan Ecolabelled laundry service the business uses:" and a green "LOOKUP" button with a magnifying glass icon.

The sidebar on the left contains a navigation menu with categories such as "Hotels and other accommodation", "General requirements", "Environmental management", "Energy requirements", "Water requirements", and "Waste requirements".

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

3. Document that you meet the requirements.

The screenshot shows a web application interface for managing products. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. The main content area is titled 'Ecolabelled chemicals' and contains a table with the following data:

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

The interface also includes an 'ADD' button, a 'CANCEL' button, a search bar, and a pagination control showing 'Page 1 of 50'.

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

3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clariwood Inc.' with initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains instructions for selecting ecolabelled chemical products. A table lists selected products, with a red box highlighting the table. Below the table, there is a section for stating products not found in the list.

PRODUCTS > REQUIREMENTS SAVE & CLOSE SAVE CLOSE

Ecolabelled chemical products used

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

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

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

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

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

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

The products you have selected are shown in your application.

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 'Products' table has columns for Name, Type, Date Modified, and Status. A context menu is open over the row 'Clariwood Hotel and Conferences', showing options: 'Copy', 'Open and Edit', and 'Cancel Product'. A 'Copy' button is also visible in the table's action column for that row.

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

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

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

3. Document that you meet the requirements.

The screenshot 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'.
- 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 section with a status of 'Not started' and a dropdown arrow.

A 'NEW MESSAGE' button is visible at the bottom left of the main content area. The interface also includes a 'SAVE & CLOSE', 'SAVE', and 'CLOSE' button bar at the top right of the main content area.

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 three options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. 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		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Tranquil	Arm chair		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Copy - Tranquil	Arm chair		

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

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



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Nordisk Miljömärkning / Nordic Ecolabelling

Box 38114

SE-100 64 Stockholm

Phone: +46 (0)8 55 55 24 00

E-mail: info@nordicecolabelling.org

Website: www.nordic-swan-ecolabel.org

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