



Application Guide Renewal of licence

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

Introduction

This guide helps you create a renewal application and document that you meet the new 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 1: Sign in and change your password.
- Step 2: Create your renewal 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 renewal
application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top left is the text "Nordic Ecolabelling" next to a green circular logo with white diagonal lines. Below this is the text "SIGN IN" in green. Underneath is "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the password field is a green "SIGN IN" button. Below the button is a link "Forgot password?". At the bottom, there is a copyright notice "Nordic Ecolabelling ©" 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." followed by a link "Click here to contact us."

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

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

1. Sign in and change your password.

Nordic Ecolabelling 

Terms & Conditions

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

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

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation bar contains the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The 'LICENCES' item is highlighted with a red box. In the top right corner, the user 'Jane Hanson Clarinwood Inc' is logged in, indicated by a 'JH' profile icon. 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 'Visit our websites for more information:' with links to national websites:

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

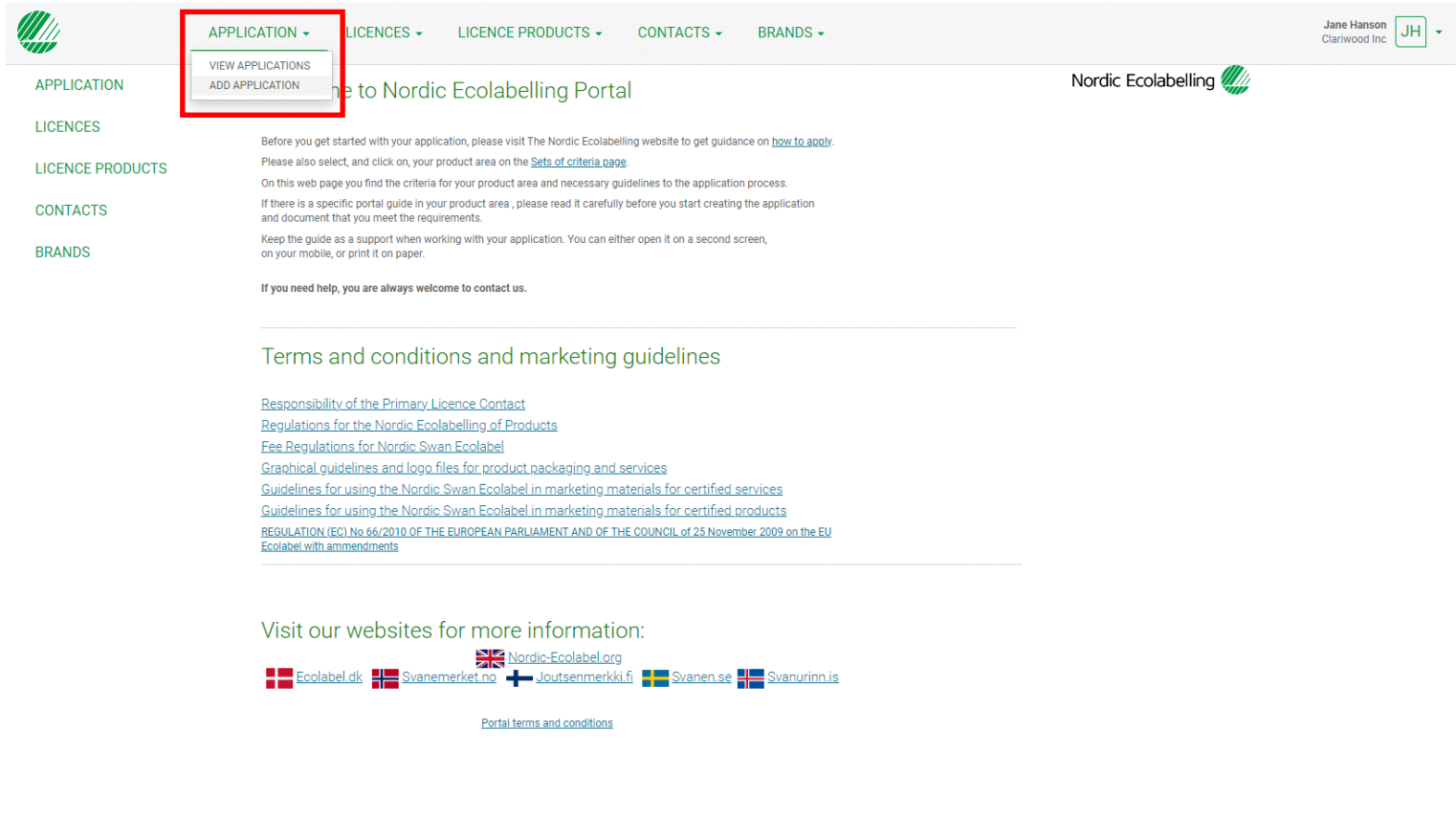
1.
Sign in and
change your
password.

2.
Create
your application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

2. Create your renewal 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 items 'VIEW APPLICATIONS' and 'ADD APPLICATION' are visible. 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 links to related documents. At the bottom, there is a section 'Visit our websites for more information:' with links to various national portals and the main website.

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](#) [Nordic-Ecolabel.org](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#)

[Portal terms and conditions](#)

Please click **Application** and **View application** and select the application with Type Renewal you would like to renew.

2. Create your renewal application request.

The screenshot shows a web application interface for managing applications. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user profile for Jane Hansson (Clarivood Inc.) is visible in the top right. The main content area is titled 'Applications' and shows a list of active applications. Two applications are highlighted with red boxes:

ID Number	Name	Type
29630	Renewal Licence No:	Renewal
29145	Renewal Licence No:	Renewal

The page also includes a search bar, an 'EXPORT' button, and a footer with copyright information: 'All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted © 2022 Nordic Ecolabelling. All Rights Reserved 4.3.0.1'.

Select the application you would like to renew by clicking the blue **ID Number** link and open the renewal application.

2. Create your renewal application request.

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

APPLICATIONS ADD APPLICATION SAVE SIGN & CREATE APPLICATION

Application Information

Applicant: Clariwood Inc.

Applicant's Naming of Application

Applicant's Naming of Application

Renewal Licence No:8055 0001

Ecolabel Type *: Nordic Swan Ecolabel

Product Group Category:

Criteria Group *: 031 Furniture and fitments

Criteria Group and Generation *: 031 Furniture and fitments 5

ID Number: 29912

Application Evaluator: Svante Sterner

Application Status: In progress by applicant

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

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

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

Application Products

Application Products

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Gen
No records are available in this view				

Contact Persons in your Company

Primary Application Contact * Primary Licence Contact * Marketing Contact

The **Renewal Licence No** you find in **Applicant's naming of application**, can be changed to a suitable application name for your company.

Please use **Applicant's description** to describe the business areas you include in your application, for example a conference facility and a hotel restaurant.

Please 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 renewal application request.

The screenshot shows a web application interface for creating a renewal application request. 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 is open under 'CONTACTS', showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. Below the navigation, the 'Contact Persons in your Company' section features a dropdown menu for 'Primary Application Contact *' with 'Jane Hansson' selected. The 'Estimated Annual Turnover' section contains several input fields for different currencies and regions. At the bottom, there are two checkboxes for regulatory acceptance and PLC responsibilities, and two buttons: 'SAVE' and 'SIGN & CREATE APPLICATION'.

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 renewal 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 (SE)

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)

Estimated Annual Turnover or AUM Licence (NO)

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

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

Select the currency for your invoice in the **Currency** field.

Do not fill in the **Estimated Annual Turnover** fields.

2. Create your renewal 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 renewal application request.

The screenshot shows a web application interface for creating a renewal application. At the top, there are navigation tabs: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). A green notification bar at the top left says "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 "Application Information" section is the "Application Products" section, which is currently empty. At the bottom, there is a "Contact Persons in your Company" section with fields for Primary Application Contact, Primary Licence Contact, and Marketing Contact, all set to Jane Hansson.

The renewal 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 renewal application request.
3. Document that you meet the requirements.
4. Submit your application.

3. Document that you meet the requirements.

The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. A table lists three products, all with a status of 'In progress by applicant'. A red box highlights the 'Status' dropdown menu for the first product, which is open to show the 'Please cancel' option. Another red box highlights a 'Please cancel' button in the top right corner of the interface. A third red box highlights a 'Please cancel' button in the top right corner of the interface.

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
Clariwood Hotel	Conference facility with accommodation	13/6/2022 10:05	In progress by applicant

To deselect a business that should not be part of the Renewal of your licence, hover the mouse over the business and click on the icon for **Please cancel**.

The business changes status to **Please cancel**, and will no longer be a part of the Renewal of your licence.

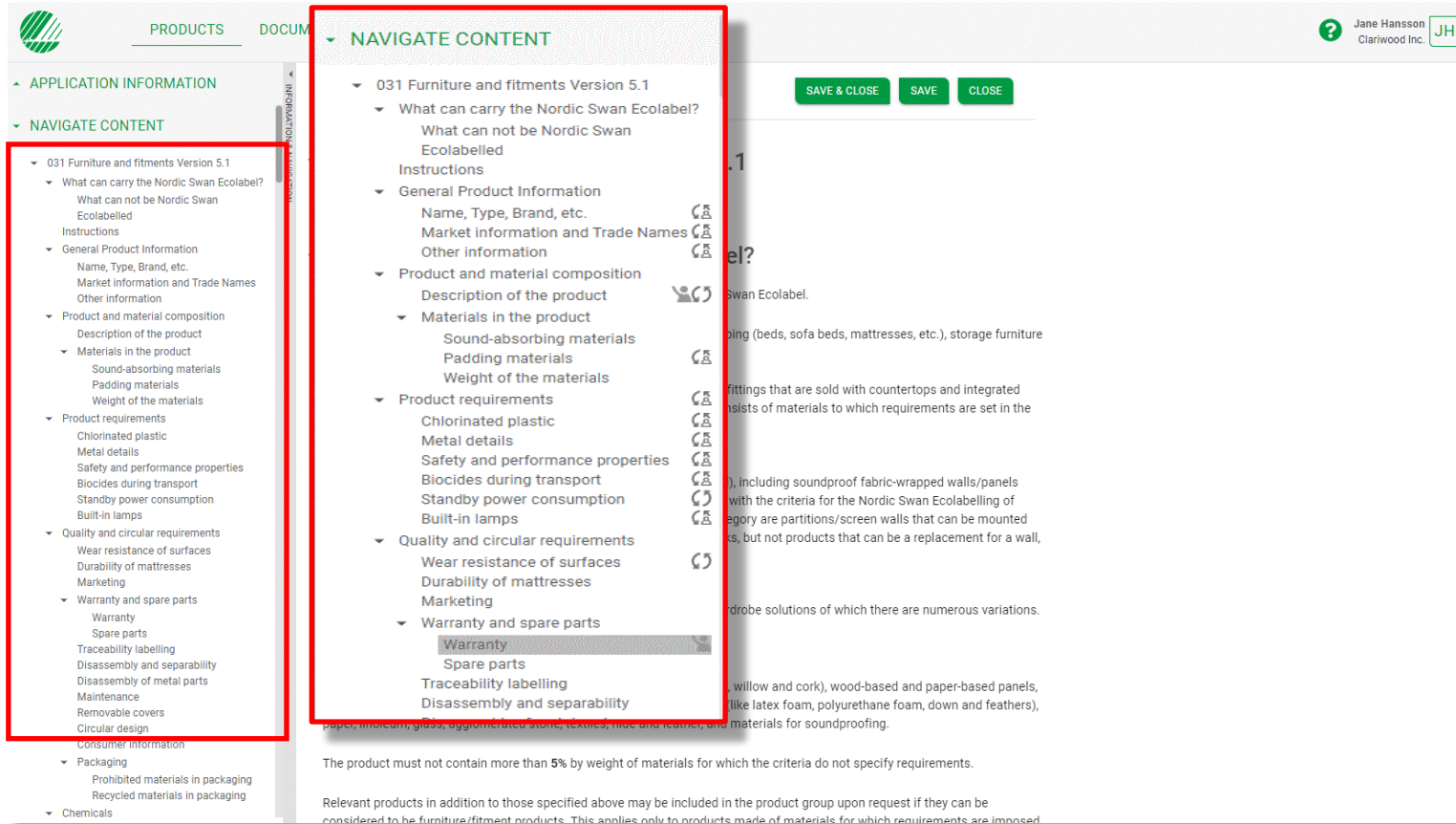
3. Document that you meet the requirements.

The screenshot shows a web application interface with a header containing navigation links: PRODUCTS, DOCUMENT LIBRARY, and MESSAGES. On the right, there is a user profile for Jane Hansson, Clariwood Inc. with initials JH. Below the header, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. A table lists products with columns for Name, Type, Date Modified, and Status. The first row shows 'Clariwood Hotel' as a 'Hotel' type, with a status of 'In progress by applicant'. A red box highlights the 'Clariwood Hotel' link in the Name column. A tooltip is shown over this link, displaying the text 'Clariwood Hotel'.

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
	facility with accommodation	13/6/2022 10:05	In progress by applicant

Click the blue link in the **Name** column with the name of your business to open the **Requirements** view and document that you meet the new requirements.

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, containing 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 the '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 a navigation menu. The main content area displays the "Description of the product" requirement, which includes instructions for providing information about the product and its production process. The status of the requirement is currently "In progress by applicant". Two callout boxes highlight the status dropdown menu and the "ADD DOCUMENT" buttons.

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.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

- Hotels and other accommodation
 - What can carry the Nordic Swan Ecolabel?
 - Instructions
 - Templates
- General requirements
 - General information about the service
 - Name, Type, Brand, etc.
 - Market information and Trade Names
 - Description of the company
 - Number of guests
- Environmental management
 - Annual follow-up of the licence
 - Continuous improvements
 - Communication with staff
- Energy requirements
 - Fossil oil
 - Fossil gas
 - Energy consumption
 - Limit values for energy consumption
 - Routines/system for energy savings
- Energy and CO2-reducing measures
 - Analysis, own measures and calculation
 - Demand and time controls
 - Energy efficient installations
 - Transport
 - Point score
- Water requirements
 - Water consumption
 - Limit values for water consumption
 - Water and resource savings for laundry
 - New purchases
 - Points for measures to reduce water consumption
- Waste requirements
 - Sorting at source
- Amount of unsorted waste
 - Information obtained from waste contractor

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

General requirements

General information about the service

Please fill in specific information about the service below.

Name, Type, Brand, etc. In progress by applicant

Name of the service Clariwood Hotel and Conferences

Type: Hotel

Please select End Market(s) Consumer x Professional x

Please state the brand related to the service Clariwood

Please state the brand owner of the brand above

NEW MESSAGE

Verify that the name of the business is correct.

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 your company is part of a chain, state, or verify, the brand name 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 profile 'Jane Hansson Clariwood Inc.' is visible in the top right corner. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a table with the following details:

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 instruction "Please select the Nordic Swan Ecolabelled laundry service the business uses:" and a green "LOOKUP" button. A "NEW MESSAGE" button is also visible. 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 at 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

A dropdown menu for 'per page' is open, showing options: 5 rows, 10 rows, 20 rows, 25 rows (selected), 50 rows, and 100 rows. The table footer indicates 'Previous Page 1 of 50 Next'.

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. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a 'SAVE & CLOSE', 'SAVE', and 'CLOSE' button. The 'REQUIREMENTS' section is titled 'Ecolabelled chemical products used' and contains the following text:

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 sidebar includes fields for ID Number (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), Requirements & Generation (055 Hotels and other accommodation 5), Submission Date, Last Updated (10-Jun-2022), and Description (Hotel accommodation, Hotel restaurant, Conference, Café, Stora Kopparberget 10, 12345 Helsinki, Xxx xxx, Yyy yyy). The main content area has a top navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. Below this is a user profile for Jane Hansson, Clariwood Inc. (JH). The 'Products' section includes an 'ADD PRODUCT' button, a language dropdown set to 'English', and a 'SEARCH' button. A table lists products with columns for Name, Type, Date Modified, and Status. The table contains several rows, with the last row highlighted. A modal window is open over the last row, showing a 'Copy' button, a 'Pen' icon, a 'Cancel Product' button, and an 'Open and Edit' button. A red box highlights the modal window, and another red box highlights the 'Copy' button in the table 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 interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains a navigation tree with categories like 'APPLICATION INFORMATION', 'NAVIGATE CONTENT', and 'Furniture and fitments'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several input fields and a status dropdown menu. The status dropdown menu is open, showing options: 'Not started', 'In progress by applicant', 'Ready for evaluation', and 'Response needed from applicant'. The 'In progress by applicant' option is selected. The 'Name, Type, Brand, etc.' section is highlighted with a red box, and the 'Ready for evaluation' status is also highlighted with a red box. The interface includes buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE' at the top right. The user's name 'Jane Hansson' and company 'Clariwood Inc.' are visible in the top right corner.

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 options: 'In progress by applicant' (selected), 'In progress by applicant', and 'Ready for evaluation'. A red box highlights the 'Submit for Evaluation' button in the top right corner of the table area. Another red box highlights the 'Status' dropdown menu. A third red box highlights the 'Ready for evaluation' option in the dropdown menu.

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 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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