



Ansökningsguide Ny licens eller ändringar

Skapa en ansökan om licens
för Svanenmärkning.

Introduktion

Den här guiden hjälper dig att skapa en ansökan om licens för Svanenmärkning eller en ansökan om att ändra i en licens.

- Läs igenom guiden noggrant innan du börjar skapa er ansökan.
- När Nordisk Miljömärkning inför nya funktioner kan guiden bli uppdaterad. Kontrollera att du har den senaste versionen på vår webbplats.

Version 2.0

Innehåll

Steg 1: Logga in och ändra ditt lösenord.

Steg 2: Skapa er ansökan om licens för Svanenmärkning.

Skapa en ansökan om licens för Svanenmärkning

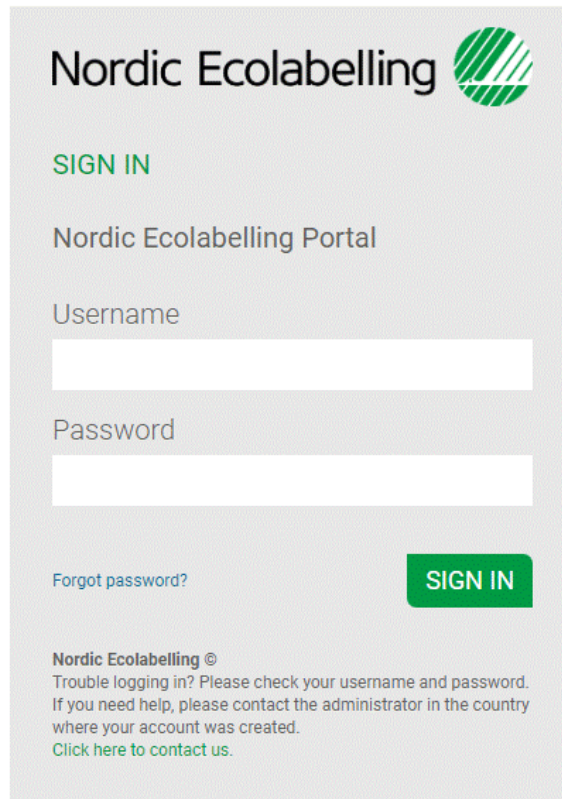
1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

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.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hanson
Clariwood Inc JH

APPLICATION
LICENCES
LICENCE PRODUCTS
CONTACTS
BRANDS

Welcome to Nordic Ecolabelling Portal

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](#) [Svanemerket.no](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#)

[Portal terms and conditions](#)

Nordic Ecolabelling

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.

Skapa en ansökan om licens för Svanenmärkning

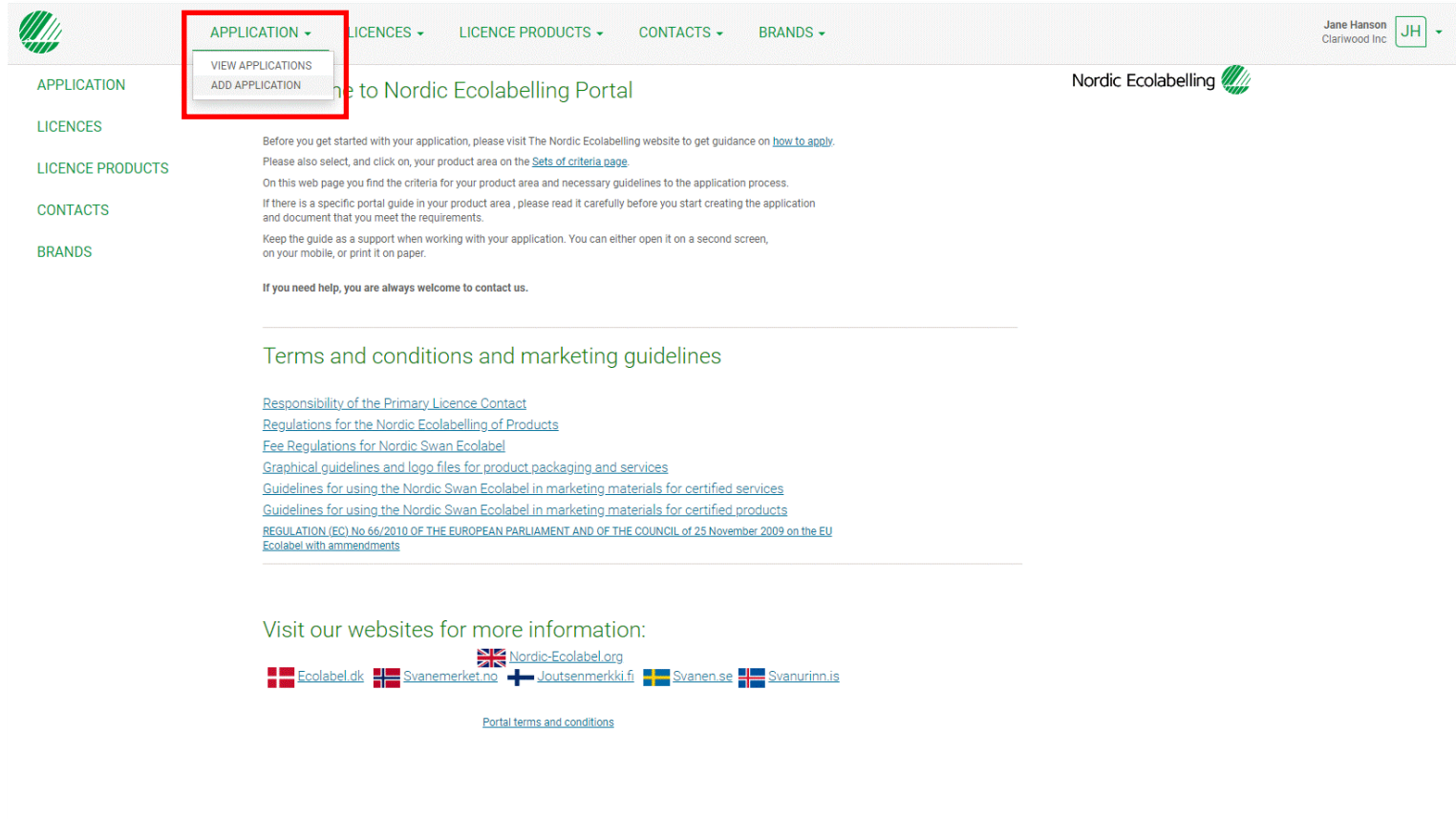
1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

2. Skapa er ansökan om licens för Svanenmärkning.



APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS

Jane Hanson
Clariwood Inc JH

APPLICATION
LICENCES
LICENCE PRODUCTS
CONTACTS
BRANDS

Home 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](#)

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 identified 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 'Application Information' section, and a larger red box highlights a zoomed-in view of the same section.

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 en produkt i en licens.
3. **Change** för att göra ändringar i en licens.

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The page title is 'Application Information'. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The page has a navigation menu with 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. There are two buttons: 'SAVE' and 'SIGN & CREATE APPLICATION'. The form is divided into several sections:

- Applicant *:** A dropdown menu showing 'Clariwood Inc.'.
- Applicant's Naming of Application:** A text input field with 'Extension X'.
- Application Type *:** A dropdown menu showing 'Extension'. This section is highlighted with a red box.
- Licence *:** A dropdown menu showing '3031 0105, 5, Clariwood Inc., 031 Furniture and fitments'. This section is also highlighted with a red box.
- Applicant's description of application, production site and invoice information *:** A large text area for providing details, highlighted with a red box.
- Contact Persons in your Company:** A section for selecting a primary contact.
- We Undertake the Regulations by Creating this Request of Application:** A section with checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'.

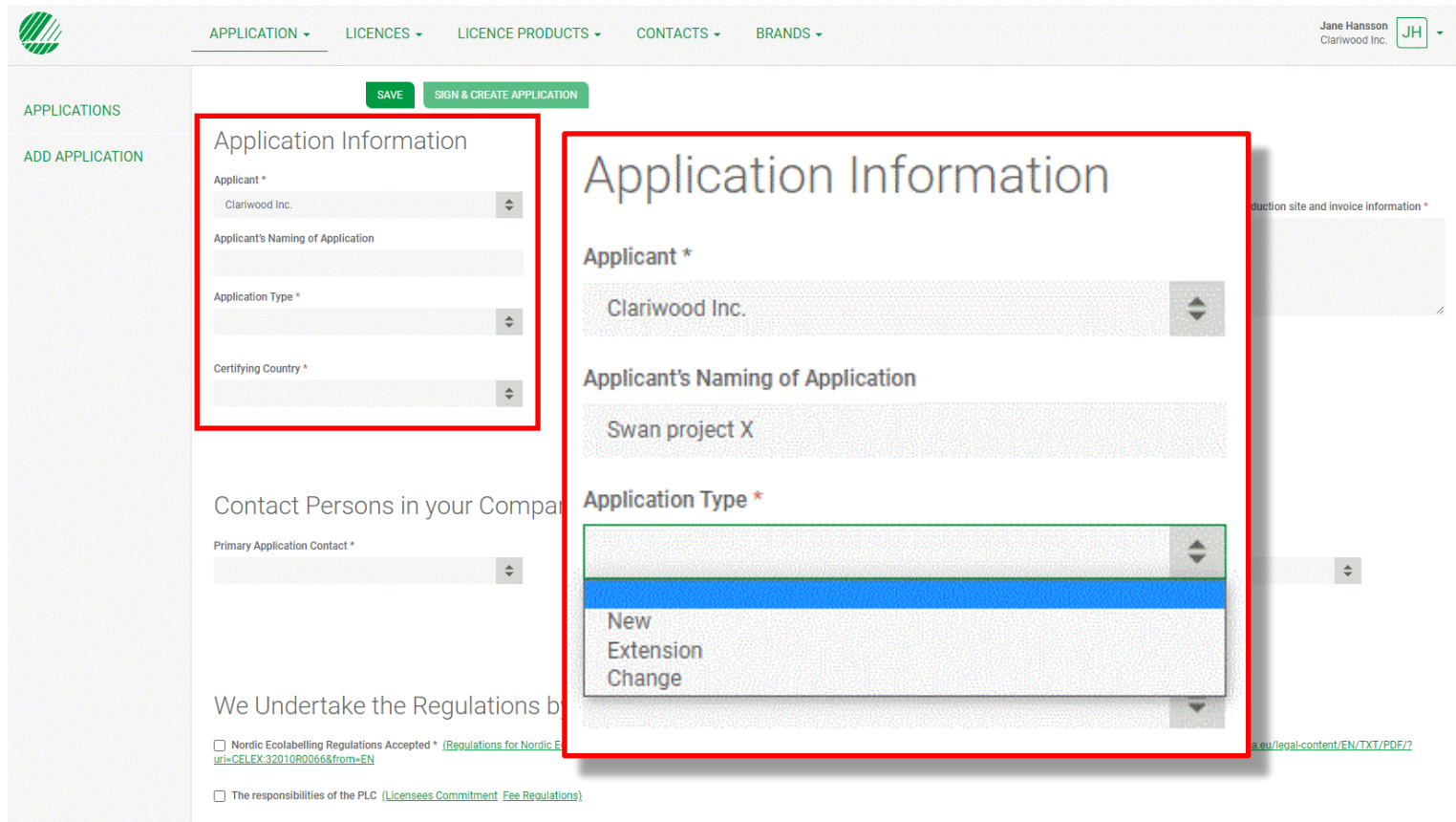
Vill du skapa en ändringsförfrågan så väljer du **Extension** eller **Change** i listan **Application Type**.

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 has a link to 'Regulations for Nordic Ecolabelling' (CELEX:32010R0066&from=EN). The 'The responsibilities of the PLC' checkbox is unchecked and has links to 'Licensees Commitment' and '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 Clariwood Inc. JH

APPLICATIONS ADD APPLICATION Application Information SAVE SIGN & CREATE APPLICATION

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category
Goods

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

Ecolabel Type *
Nordic Swan Ecolabel

Product Group Category
Goods

Criteria Group *
031 Furniture and fitments

Criteria Group and Generation *
031 Furniture and fitments 5

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

Primary Licence Contact * Marketing Contact

Finance Contact (Turnover Reporting)

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

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

Välj **Goods** i listrutan **Category**.

Välj sedan **Criteria Group**, t.ex. 031 Furniture and fitments.

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 Clariwood Inc.' with initials 'JH'. The main section is titled 'Application Information' and contains several dropdown menus and text input fields. Two text input fields are highlighted with red boxes:

- The first highlighted field is labeled 'Applicant's description of application, production site and invoice information *' and contains the text: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy'.
- The second highlighted field is also labeled 'Applicant's description of application, production site and invoice information *' and contains the text: 'Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy'.

Other visible fields include 'Applicant *' (Clariwood Inc.), 'Ecolabel Type *' (Nordic Swan Ecolabel), 'Product Group Category' (Goods), 'Criteria Group *' (031 Furniture and fittings), 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application'.

Använd textfältet **Applicant's description** för att beskriva er ansökan.

Ange produktionsplatsens 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.

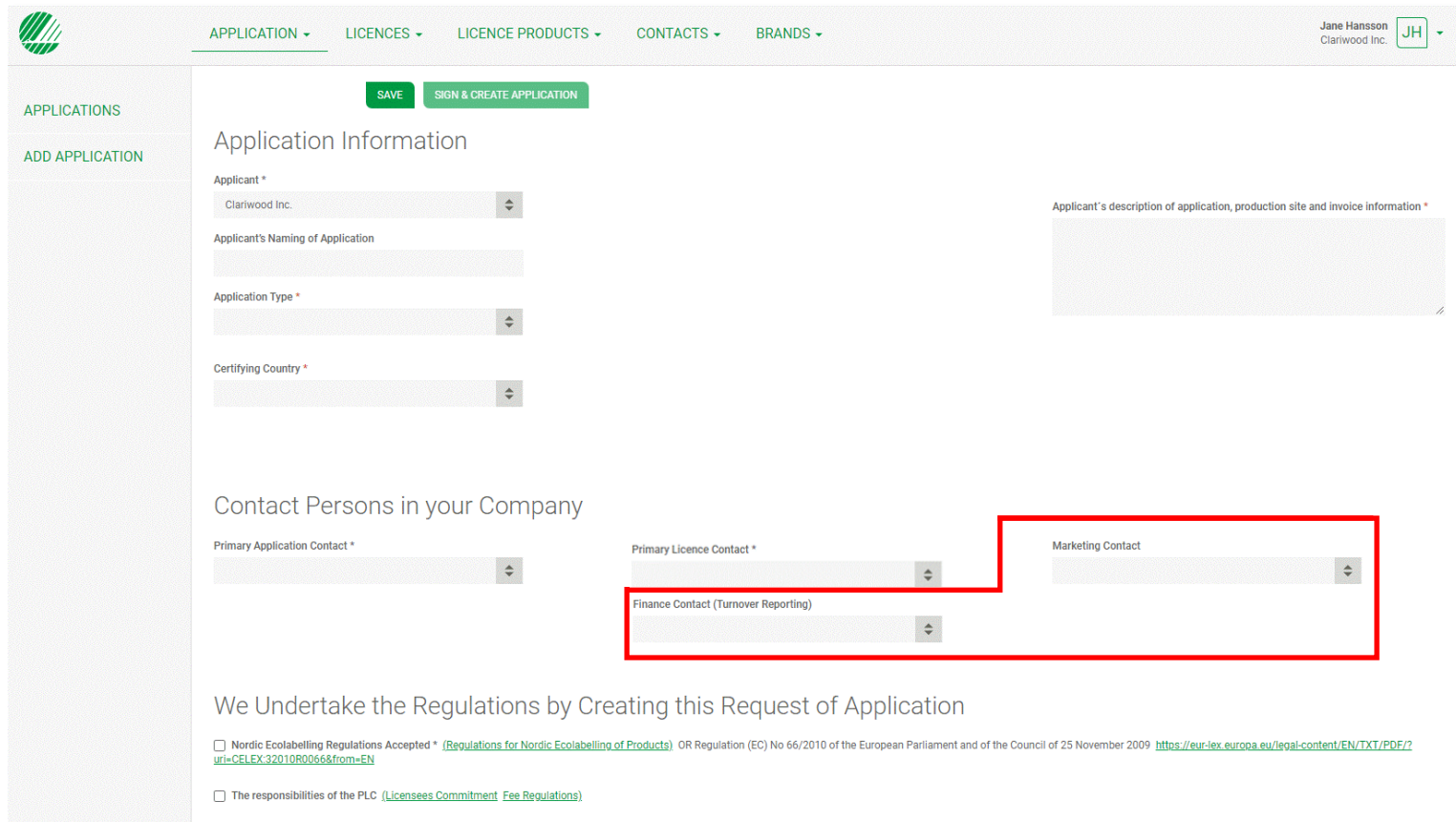
The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. A dropdown menu for 'CONTACTS' is open, showing '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 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 Clarwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several dropdown menus: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *'. There is a large text area for 'Applicant's description of application, production site and invoice information *'. Below this is the 'Contact Persons in your Company' section, which includes 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 is a section 'We Undertake the Regulations by Creating this Request of Application' with two checkboxes: 'Nordic Ecolabelling Regulations Accepted *' (with a link to regulations) and 'The responsibilities of the PLC' (with links to 'Licensees Commitment' and 'Fee Regulations').

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

SAVE SIGN & CREATE APPLICATION

All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted
© 2022 Nordic Ecolabelling, All Rights Reserved®
4.3.0.1

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

Ange företagets uppskattade årsomsättning för de produkter som ingår i er ansökan utan att använda punkt, mellanslag eller kommatecken.

Uppskatta årsomsättning för varje vald nationell marknad i Norden. Och för alla marknader utanför Norden där produkterna kommer att säljas.

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](#))

SAVE SIGN & CREATE APPLICATION

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.

Record created successfully.

SAVE

Application Information

Applicant: Clarwood Inc. (dropdown)

Applicant's Naming of Application: Swan project A (text)

Application Type *: New (dropdown)

Certifying Country *: SWEDEN (dropdown)

Ecolabel Type *: Nordic Swan Ecolabel (dropdown)

Product Group Category: Goods (dropdown)

Criteria Group *: 062 Windows and exterior doors (dropdown)

Criteria Group and Generation *: 062 Windows and exterior doors 4 (dropdown)

ID Number: 30774 (text)

Application Status: New (dropdown)

Applicant's description of application, production site and invoice information *: New Front door (text)

Application Products

ADD

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 (dropdown)

Primary Licence Contact *: Jane Hansson (dropdown)

Marketing Contact: Jane Hansson (dropdown)

Finance Contact (Turnover Reporting): (dropdown)

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

Ansökan skickas till Nordisk Miljömärkning och ansökningsavgiften faktureras.

Klicka på **Add** för att fortsätta.

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot displays a web application interface for creating a license application. A modal dialog titled "Add" is open, showing "Product Information". The dialog includes the following fields:

- Add Application Product:** Radio buttons for "New" (selected) and "Existing".
- Product Name *:** A text input field, currently empty.
- Type *:** A dropdown menu with "Window" selected.
- Application Product Status:** A dropdown menu with "New" selected.
- Brand:** A dropdown menu.
- Production Site:** A dropdown menu with "Clariwood Inc." selected.

At the bottom of the dialog are "CANCEL" and "SAVE" buttons. The background interface shows a sidebar with "APPLICATIONS" and "ADD APPLICATION", and a main content area with "Application Products" and "Contact Persons in your Company".

Lägg till **Product Name** och välj produktkategori i listrutan **Type**.

Använd rullningslistan för att fylla i de marknader och länder där produkten ska säljas och produktens handelsnamn.

2. Skapa er ansökan om licens för Svanenmärkning.

Product Information

Add Application Product

New
 Existing

Type *

Window

Application Product Status

New

Brand

Production Site

Clarwood Inc.

Intended Target Market(s) for Product

Consumer
 Professional
 Not available for sale in the open market

Target Market Countries and Trade Names

Sweden

CANCEL SAVE

Välj den, eller de, **Intended Target Market(s)** där produkten ska säljas.

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot displays a web application interface for creating a license application. The main window is titled 'Add' and contains a 'Product Information' section with the following fields:

- Add Application Product:** Radio buttons for 'New' (selected) and 'Existing'.
- Type *:** Dropdown menu with 'Window' selected.
- Application Product Status:** Dropdown menu with 'New' selected.
- Brand:** Text input field.
- Production Site:** Dropdown menu with 'Clariwood Inc.' selected.

Below the main window, there are several overlapping 'Add' dialog boxes for different countries, each with a 'Marketed in' checkbox and a 'Trade Name' field:

- Sweden:** Marketed in SE, Trade Name (SE)
- Norway:** Marketed in NO, Trade Name (NO)
- Finland:** Marketed in FI, Trade Name (FI)
- Denmark:** Marketed in DK, Trade Name (DK)
- Finland:** Marketed in FI, Trade Name (FI)
- Iceland:** Marketed in IS, Trade Name (IS)
- English:** Marketed Outside the Nordics, Trade Name (English)

The 'English' dialog box is highlighted with a red border. The background shows a sidebar with 'APPLICATIONS' and 'ADD APPLICATION' buttons, and a top navigation bar with 'Jane Hansson Clariwood Inc.' and a user profile icon.

- Ange i vilka nordiska länder som produkten ska säljas och verifiera **Trade Name** för varje land.
- Ange om du har för avsikt att sälja produkten utanför Norden och verifiera **Trade Name**.
- Verifiera **Trade Name** på engelska och klicka på **Save**.

Läs kriteriedokumentet och börja dokumentera att din verksamhet klarar kraven.

Under ansökningsprocessen kommer ni att tilldelas en rådgivare som granskar er dokumentation.

Har du frågor är du alltid välkommen att kontakta oss.



Publicerad av

Nordisk Miljömärkning

BOX 38114

SE-100 64 Stockholm

Tel: +46 8 55 55 24 00

[E-post](#)

www.nordic-swan-ecolabel.org

Copyright © Nordic Ecolabelling 2022

Bildmaterial: Unsplash