



Ansökningsguide Ny licens eller ändringar

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

Introduktion

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

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

Version 2.0

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Ansökningsprocessen

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

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning


3.


Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

1. Logga in och ändra ditt lösenord.



Nordic Ecolabelling 

[SIGN IN](#)

Nordic Ecolabelling Portal

Username

Password

[Forgot password?](#) [SIGN IN](#)

Nordic Ecolabelling ©
Trouble logging in? Please check your username and password.
If you need help, please contact the administrator in the country
where your account was created.
[Click here to contact us.](#)

4.3.0.1

Välj antingen Microsoft Edge eller Google Chrome som din webbläsare.



Logga in här:

[Nordic Ecolabelling Portal](#)

Portalens allmänna villkor visas första gången du loggar in.

1. Logga in och ändra ditt lösenord.

Nordic Ecolabelling 
Terms & Conditions

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

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

ACCEPT

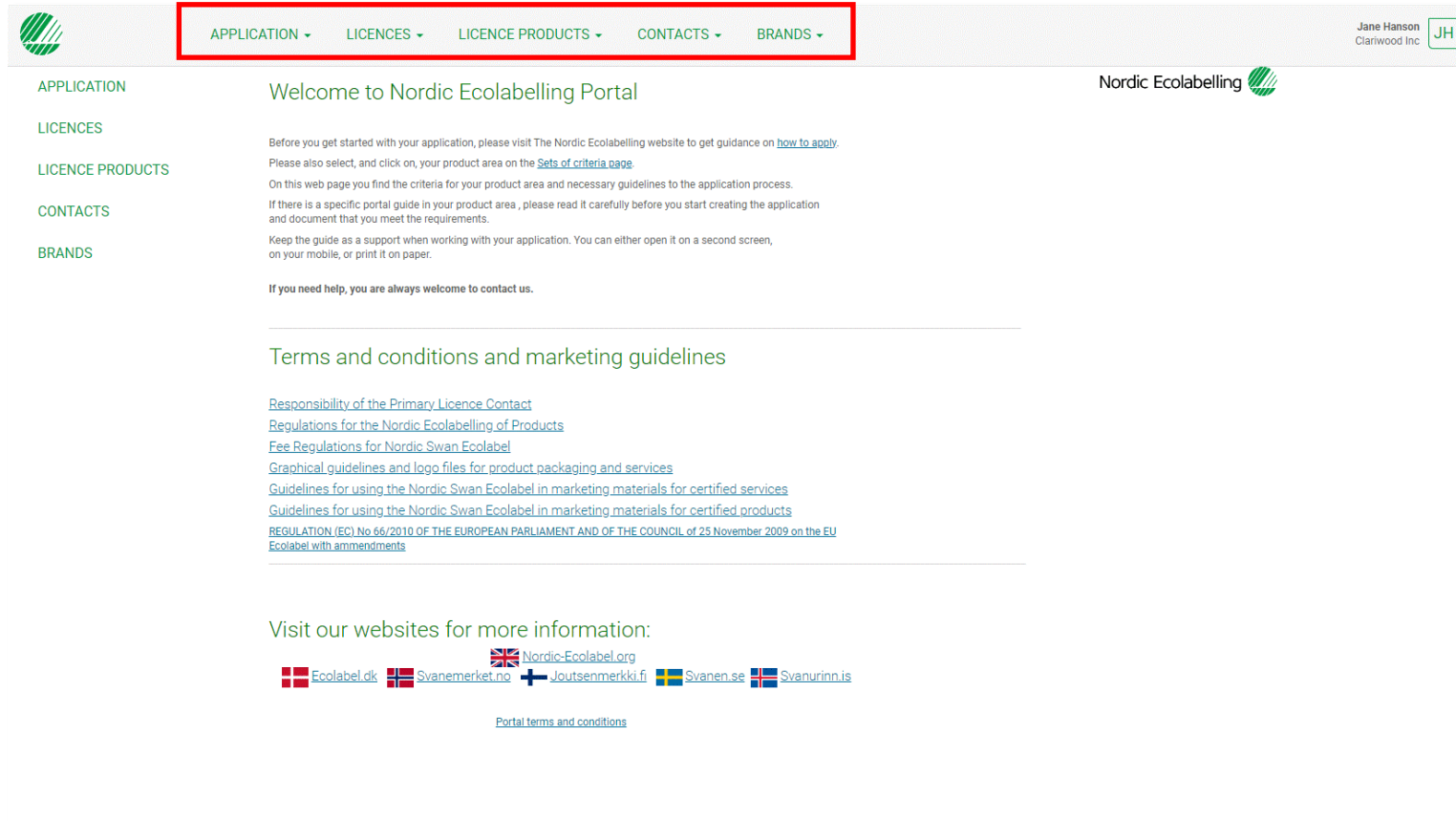
REJECT

Viktigt att tänka på!

Använd aldrig Google translate.

Du måste godkänna de allmänna villkoren för att kunna fortsätta.

1. Logga in och ändra ditt lösenord.



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

[Portal terms and conditions](#)

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

Här hittar du alla pågående ansökningar för ditt företag.

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

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

Ansökningsprocessen

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

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

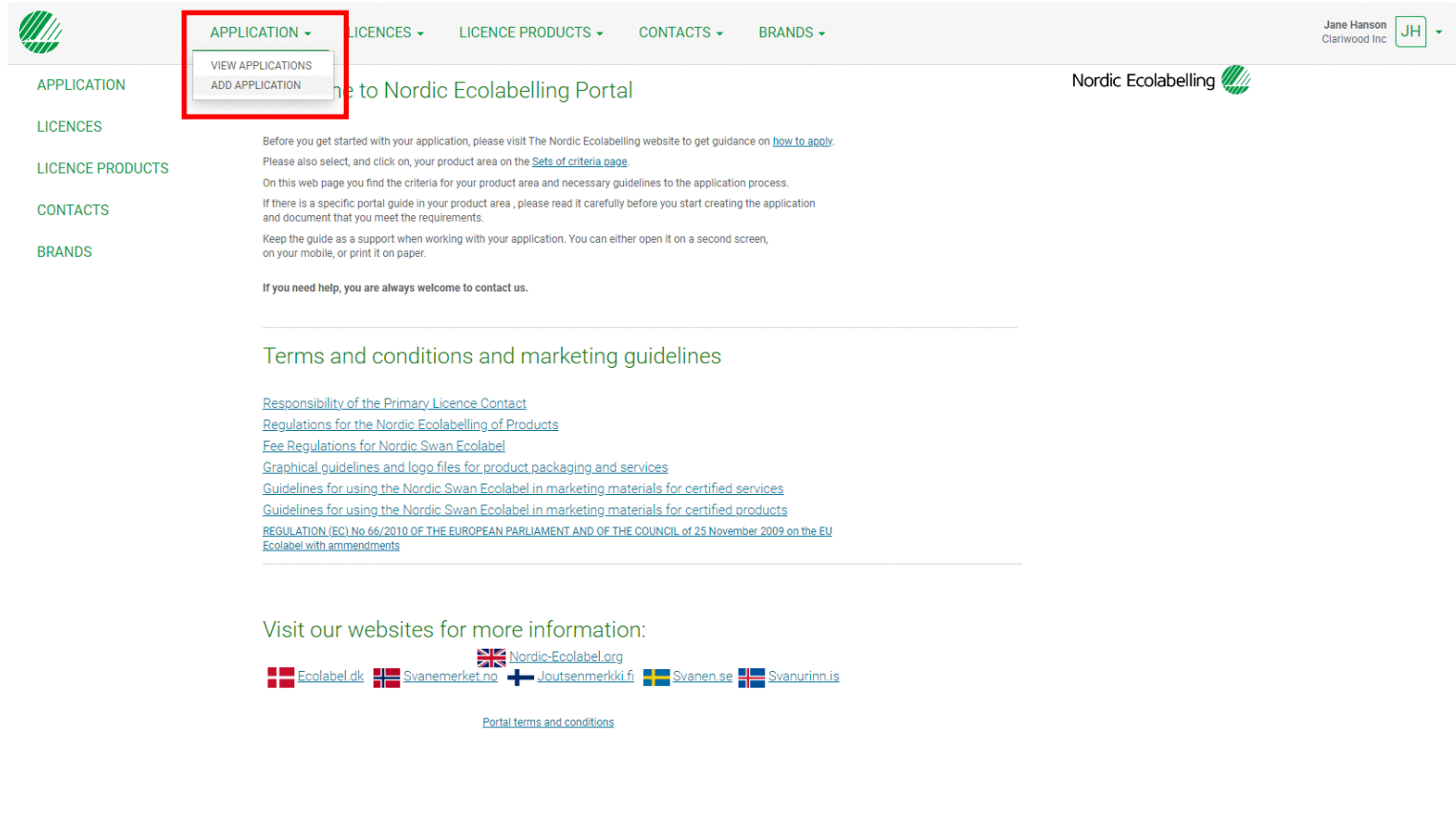
3.

Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

2. Skapa er ansökan om licens för Svanenmärkning.



The screenshot shows the Nordic Ecolabelling Portal website. The navigation menu at the top includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is highlighted with a red box, showing sub-options 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area features a heading 'Welcome to Nordic Ecolabelling Portal' and a paragraph of introductory text. Below this, there is a section titled 'Terms and conditions and marketing guidelines' with several hyperlinks. At the bottom, there is a section 'Visit our websites for more information:' with links to various national portals and the main website.

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

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[Fee Regulations for Nordic Swan Ecolabel](#)
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[Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services](#)
[Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products](#)
[REGULATION \(EC\) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments](#)

Visit our websites for more information:

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

[Portal Terms and conditions](#)

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

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is 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 checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The 'Application Information' section is highlighted with a red box in the image.

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 is titled 'Application Information' and includes a navigation menu at the top with options like 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson at Clariwood Inc. The form contains several sections: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application' (Extension X), 'Application Type *' (Extension), 'Licence *' (3031 0105, 5, Clariwood Inc., 031 Furniture and fitments), and 'Contact Persons in your Company' (Primary Application Contact *). A red box highlights the 'Application Type *' dropdown menu, which is open to show a list of options. Another red box highlights the 'Applicant's description of application, production site and invoice information *' field. The 'Licence *' dropdown is also open, showing a list of options. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'.

Application Information

Applicant *

Clariwood Inc.

Applicant's Naming of Application

Extension X

Application Type *

Extension

Licence *

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

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

Contact Persons in your Company

Primary Application Contact *

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](#))

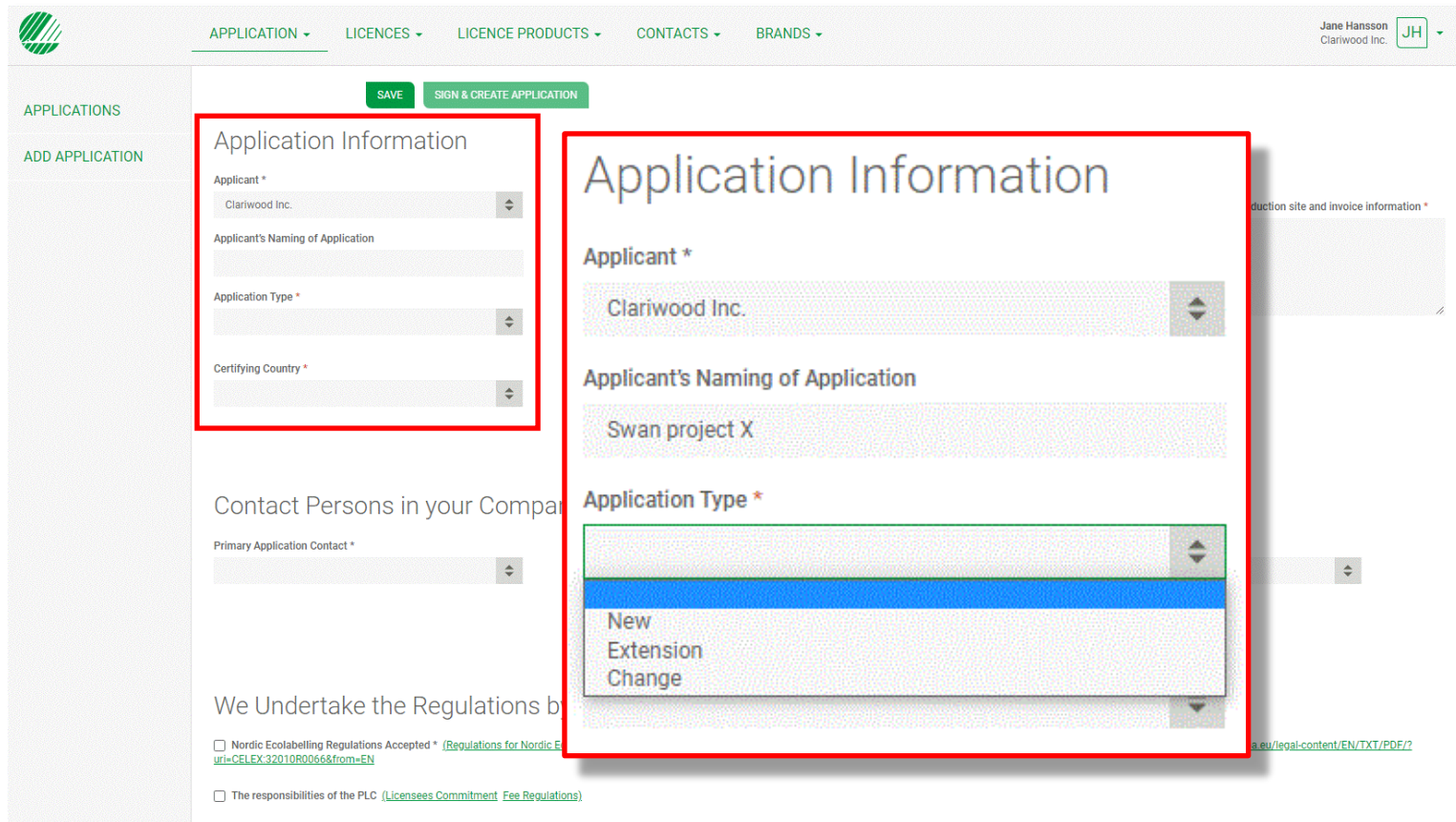
Vill du skapa en ändringsförfrågan så väljer du **Extension** eller **Change** i listan **Application Type**.

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 Type' dropdown, 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'. There are also links for 'Regulations for Nordic Ecolabelling' and 'Licensees Commitment Fee Regulations'.

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

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

2. Skapa er ansökan om licens för Svanenmärkning.

APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS Jane Hansson Clarwood 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' from 'Clariwood Inc.'. The main form is titled 'Application Information' and contains several fields:

- Applicant *:** Clariwood Inc.
- Ecolabel Type *:** Nordic Swan Ecolabel
- Applicant's Naming of Application:** (empty)
- Product Group Category:** Goods
- Application Type *:** New
- Criteria Group *:** 031 Furniture and fittings
- Applicant's description of application, production site and invoice information *:** (highlighted with a red box) Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki. Xxx xxx. Yyy yyy.
- Primary Application Contact *:** (empty)
- Primary Licence Contact *:** (empty)
- Marketing Contact:** (empty)
- Finance Contact (Turnover Reporting):** (empty)
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** (empty)
- Currency *:** (empty)
- Estimated Annual Turnover or AUM Licence (DK):** (empty)
- Estimated Annual Turnover or AUM Licence (IS):** (empty)
- Estimated Annual Turnover or AUM Licenses (SE):** (empty)
- Estimated Annual Turnover or AUM Licence (FI):** (empty)
- Estimated Annual Turnover or AUM Licence (Outside the Nordics):** (empty)

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 identified 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', 'Application Type *', and 'Certifying Country *'. A large text area for 'Applicant's description of application, production site and invoice information *' is also present. Below this, the 'Contact Persons in your Company' section 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 are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'.

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

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

2. Skapa er ansökan om licens för Svanenmärkning.

Contact Persons in your Company

Primary Application Contact *
Jane Hansson

Primary Licence Contact *
Jane Hansson

Marketing Contact
Jane Hansson

Finance Contact (Turnover Reporting)
Jane Hansson

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

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

SAVE SIGN & CREATE APPLICATION

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

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](#))

Läs noga igenom **Regulations**.

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

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

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

2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson at Clariwood Inc. A success message 'Record updated successfully.' is displayed at the top. The main form is titled 'Application Information' and contains several fields: 'Applicant' (Clariwood Inc.), 'Applicant's Naming of Application' (Swan project X), 'Application Type' (New), 'Certifying Country' (SWEDEN), 'Ecolabel Type' (Nordic Swan Ecolabel), 'Product Group Category', 'Criteria Group' (031 Furniture and fitments), 'ID Number' (29879), and 'Application Status' (New). The 'ID Number' and 'Application Status' fields are highlighted with red boxes. Below the main form, there is a section for 'Application Products' and 'Contact Persons in your Company'. The 'Contact Persons in your Company' section includes 'Primary Application Contact' (Jane Hansson), 'Primary Licence Contact' (Jane Hansson), and 'Marketing Contact' (Jane Hansson). The 'CONTINUE APPLICATION' and 'SAVE' buttons are also highlighted with red boxes.

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

Ansökan skickas till Nordisk Miljömärkning och ansökningsavgiften faktureras.

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

Viktigt att tänka på!

Punkt ska alltid användas som talavgränsare.

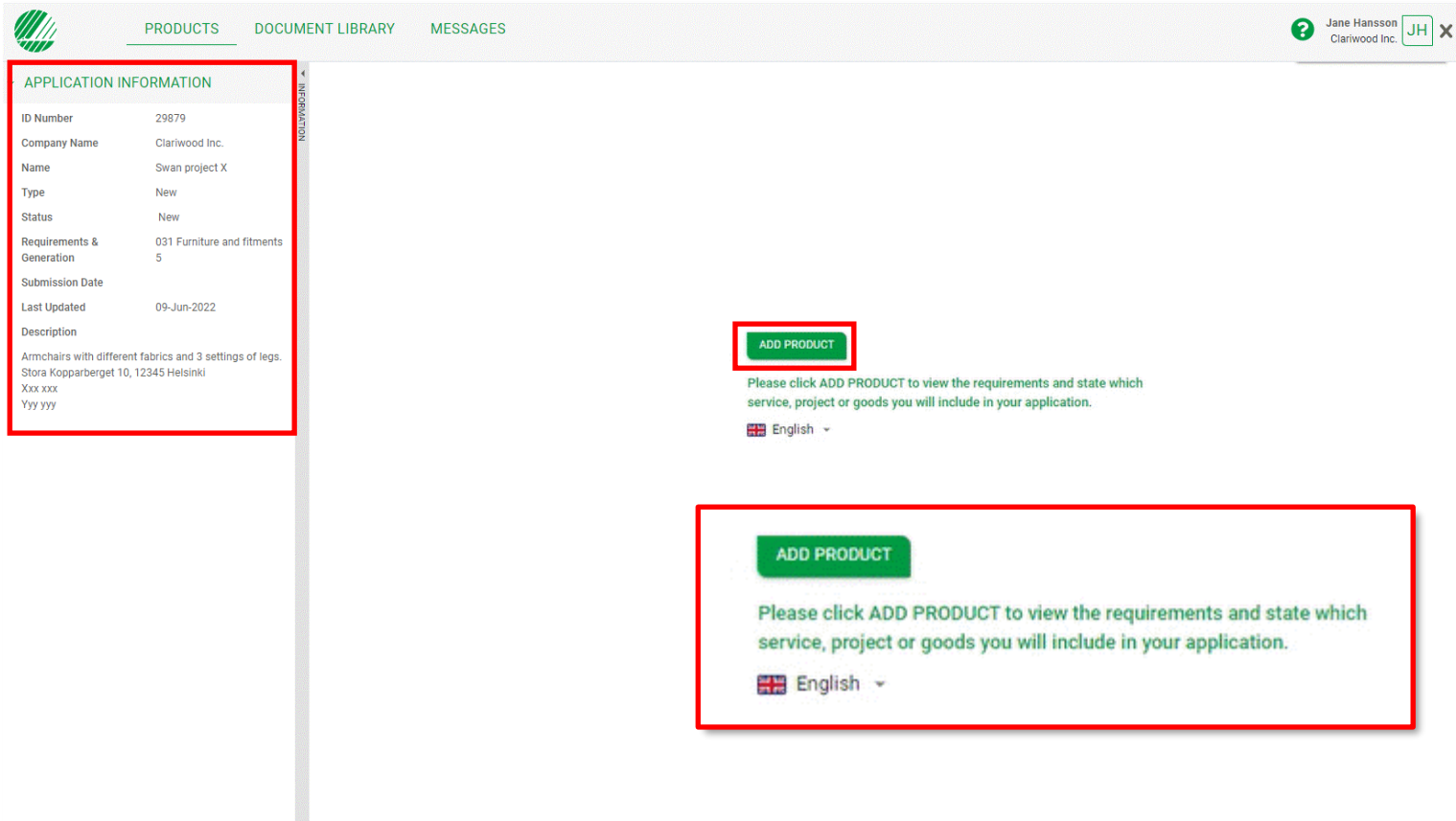
Använd inte decimalkomma.

Ansökningsprocessen

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

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

3. Dokumentera att ni klarar kraven.



The screenshot displays a web application interface with a navigation bar at the top 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 titled 'APPLICATION INFORMATION' is highlighted with a red box and 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

The main content area features a green 'ADD PRODUCT' button, also highlighted with a red box. Below the button, a message reads: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' A language dropdown menu is set to 'English'.

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

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

3. Dokumentera att ni klarar kraven.

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

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

Below the table, there are two identical panels, each enclosed in a red box. Each panel contains two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons, there is a text instruction: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. At the bottom of each panel, there is a language dropdown menu set to 'English'.

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

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clariwood Inc.' with initials 'JH'. On the left, there is a sidebar for 'APPLICATION INFORMATION' with the following details:

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

The main content area displays two identical panels, each enclosed in a red box. Each panel contains a green 'SELECT PRODUCTS' button, the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu set to 'English'. Below the second panel, the text 'No Record Found' is visible.

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

3. Dokumentera att ni klarar kraven.

SELECT THE LICENSE PRODUCTS TO COPY

<input type="checkbox"/>	Name ↕	Type ↕	Status ↕	Val Version ↕	Val Licensnr ↕	Val Kriterie ↕
<input type="checkbox"/>	Confy Armchair Blue	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4
<input checked="" type="checkbox"/>	Confy Armchair Olive	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4
<input type="checkbox"/>	Confy Armchair Red	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4
<input type="checkbox"/>	Confy Armchair Yellow	Arm chair	Under Renewal	4.0	3031 0105	031 Furniture and fitments 4

10 rows per page

Previous Page 1 of 1 Next

CANCEL OK

Använd funktionen **Copy existing products** om du vill basera din dokumentation på tidigare givna svar på kraven. Justera ditt svar på varje kopia istället för att börja om från början.
Klicka på **OK** för att fortsätta.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "NAVIGATE CONTENT" and lists various sections under "031 Furniture and fitments Version 5.1". The main content area displays a list of requirements for the Nordic Swan Ecolabel, including "What can carry the Nordic Swan Ecolabel?", "General Product Information", "Product and material composition", "Product requirements", "Quality and circular requirements", and "Warranty and spare parts". The "Warranty" section is highlighted in the main content area. The interface includes a "SAVE & CLOSE" button and a user profile "Jane Hansson Clariwood Inc. JH".

Sektionen **Navigate content** ger dig en översikt när du besvarar frågorna om kraven. När du börjar dokumentera hur ni klarar kraven visas en symbol för statusbeskrivningen för det kravet.

Genom att klicka på en rubrik i sektionen kommer du till det avsnittet med krav. Det går också att skrolla genom alla avsnitt med krav.

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

3. Document that you meet the requirements.

The screenshot displays a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'End Market(s)' (Consumer). A 'MESSAGES' section is visible, containing a rich text editor with a 'SEND' button. A 'NEW MESSAGE' button is located in the sidebar. A notification card for 'JANE HANSSON' is shown at the bottom, with a green icon indicating a new message. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top, the 'NEW MESSAGE' button, the rich text editor, and the notification card.

Kom ihåg att klicka på **Save**.

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

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

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

3. Dokumentera att ni klarar kraven.

PRODUCTS > REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Description of the product

Applicants must provide the following information about the product and the production process:

- Drawing/picture of the product.
- Description of the production process. For example, a flowchart including which steps are used in the production process (e.g. the surface treatment of wood or metal).
- Information about suppliers of the materials in the product.

Please note that if any finished component parts are used in the product, the supplier of each material in the component part must be described. All ingoing materials must be included in the section 'Materials in the product' below.

Examples of finished component parts are drawers, finished countertops/table tops, legs for height-adjustable tables and frames for chairs, sofas, headboards etc.

It is not necessary to describe the production process at each individual supplier.

Are any finished component parts used in the production? Yes No

Please upload a drawing/picture of the product. [ADD DOCUMENT](#)

Please upload a flowchart that describes the production process. [ADD DOCUMENT](#)

Please upload an overview of suppliers of the different materials. If relevant, state the component suppliers. The ingoing materials and suppliers of each material used in the component must be included. [ADD DOCUMENT](#)

Not started

In progress by applicant

Ready for evaluation

Response needed from applicant

In progress by Nordic Ecolabelling

In progress by applicant

Not started

In progress by applicant

Ready for evaluation

Jane Hansson
Clariwood Inc. JH

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

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

Gå vidare till nästa avsnitt.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for managing products. 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' and features a table with columns for Name, Type, Date Modified, and Status. The table contains several rows of product entries, including 'Copy - Copy - Copy - Copy - Tranquil' and 'Tranquil'. A red box highlights a 'Copy' button in the top right corner of the table. Another red box highlights a context menu that appears over the table, containing a 'Copy' button, a pencil icon for 'Open and Edit', and a crossed-out circle icon for 'Cancel Product'. The table also includes a search bar, a language dropdown set to 'English', and a 'PLEASE CANCEL' button.

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

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

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

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for product requirements. The main content area is titled "PRODUCTS > REQUIREMENTS" and contains several sections:

- Name, Type, Brand, etc.**: This section includes a text input field for "Name" containing "Copy - Tranquil", a "Type:" label, and a "Please select End Market(s)" 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 "Not started" status and a dropdown arrow.

At the bottom of the main content area, there is a "NEW MESSAGE" button. The interface also features a sidebar on the left with navigation options and a top navigation bar with "PRODUCTS", "DOCUMENT LIBRARY", and "MESSAGES". A user profile "Jane Hansson Clariwood Inc. JH" is visible in the top right corner.

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

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

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

Ansökningsprocessen

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

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om licens för
Svanenmärkning

3.

Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

4. Skicka in er ansökan.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including ID Number (29879), Company Name (Clariwood Inc.), Name (Swan project X), Type (New), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (09-Jun-2022), and Description (Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyyy). The main area is titled 'Products' and contains a table with columns: Name, Type, Date Modified, and Status. The table lists several products, all of which are 'Arm chair' type and have a status of 'In progress by applicant'. A red box highlights the 'SUBMIT FOR EVALUATION' button at the top right of the table. Another red box highlights the status dropdown menu for one of the products, which shows options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. A third red box highlights a larger status dropdown menu in the foreground, also showing the same three options.

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

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



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