



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.

- 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 website.

Version 2.0

Contents

The application process

- 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.

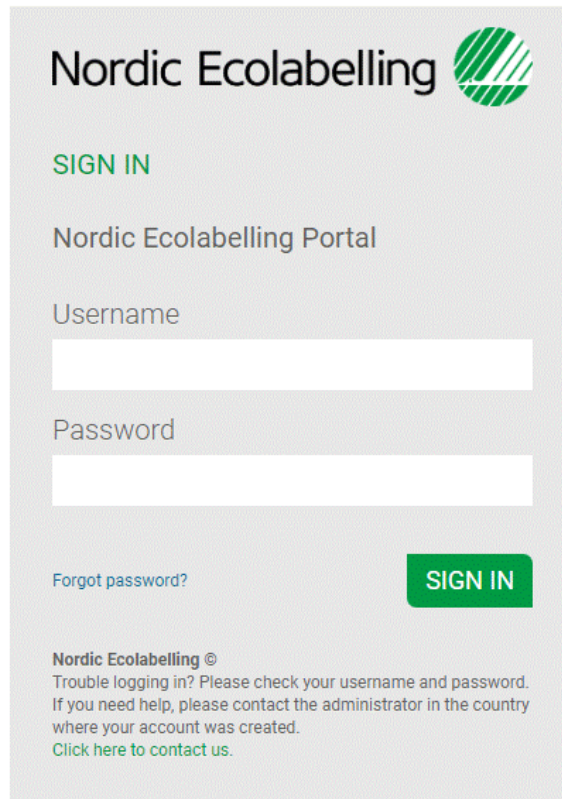
1.
Sign in and
change your
password.

2.
Create
your renewal
application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

1. Sign in and change your password.

Nordic Ecolabelling 

SIGN IN

Nordic Ecolabelling Portal

Username

Password

[Forgot password?](#)

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

Please use Microsoft Edge or
Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

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

1. Sign in and change your password.

Nordic Ecolabelling 
Terms & Conditions

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

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

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation bar contains the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. These items are highlighted with a red rectangular box. To the right of the navigation bar, the user's name 'Jane Hanson' and company 'Clariwood Inc' are displayed, along with a profile icon labeled 'JH'. Below the navigation bar, the main content area is titled 'Welcome to Nordic Ecolabelling Portal'. It contains the following text: 'Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#). On this web page you find the criteria for your product area and necessary guidelines to the application process. If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements. Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper. If you need help, you are always welcome to contact us.' Below this text, there is a section titled 'Terms and conditions and marketing guidelines' which lists several links: 'Responsibility of the Primary Licence Contact', 'Regulations for the Nordic Ecolabelling of Products', 'Fee Regulations for Nordic Swan Ecolabel', 'Graphical guidelines and logo files for product packaging and services', 'Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services', 'Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products', and 'REGULATION (EC) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments'. At the bottom of the page, there is a section titled 'Visit our websites for more information:' which lists several national websites: 'Ecolabel.dk', 'Svanemarket.no', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is'. A link for 'Portal terms and conditions' is also provided.

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

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

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

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

The application process

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

1.
Sign in and
change your
password.

2.
Create
your application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

2. Create your renewal application request.

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

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 displays the 'Applications' page in a web portal. The page has a navigation bar at the top with links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user profile for Jane Hansson (Clarivood Inc.) is visible in the top right corner. The main content area shows a table of applications with columns for ID Number, Name, and Type. Two applications are highlighted with red boxes: one with ID Number 29630 and another with ID Number 29145. The ID numbers are blue links. The page also features a search bar, an export button, and a user profile for Jane Hansson.

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

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

Application Type *

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

Application Products

Application Products

| Name | Type | Application Product Status | Licence Nr. | Criteria Group |
|---------------------------------------|------|----------------------------|-------------|----------------|
| 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 your application.

Enter the name of the production site.

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. Below the navigation, the 'Contact Persons in your Company' section features a dropdown menu for 'Primary Application Contact *' with 'Jane Hansson' selected. A red box highlights this dropdown. A modal window is open over the 'CONTACTS' and 'BRANDS' menus, containing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' buttons, also highlighted with a red box. Below this, there are input fields for 'Estimated Annual Turnover or AUM Licence' in various currencies (DK, IS, SE, FI, NO) and a 'Currency *' dropdown set to 'EUR'. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC', and buttons for '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)
3500000

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (FI)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

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, 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 * | 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](#))

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 displays a web application interface for managing applications. 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 states "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE". 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). A table titled "Application Products" is empty, showing "No records are available in this view". At the bottom, there are fields for "Contact Persons in your Company", including Primary Application Contact (Jane Hansson), Primary Licence Contact (Jane Hansson), and Marketing Contact (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

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4. Submit your application.

3. Document that you meet the requirements.

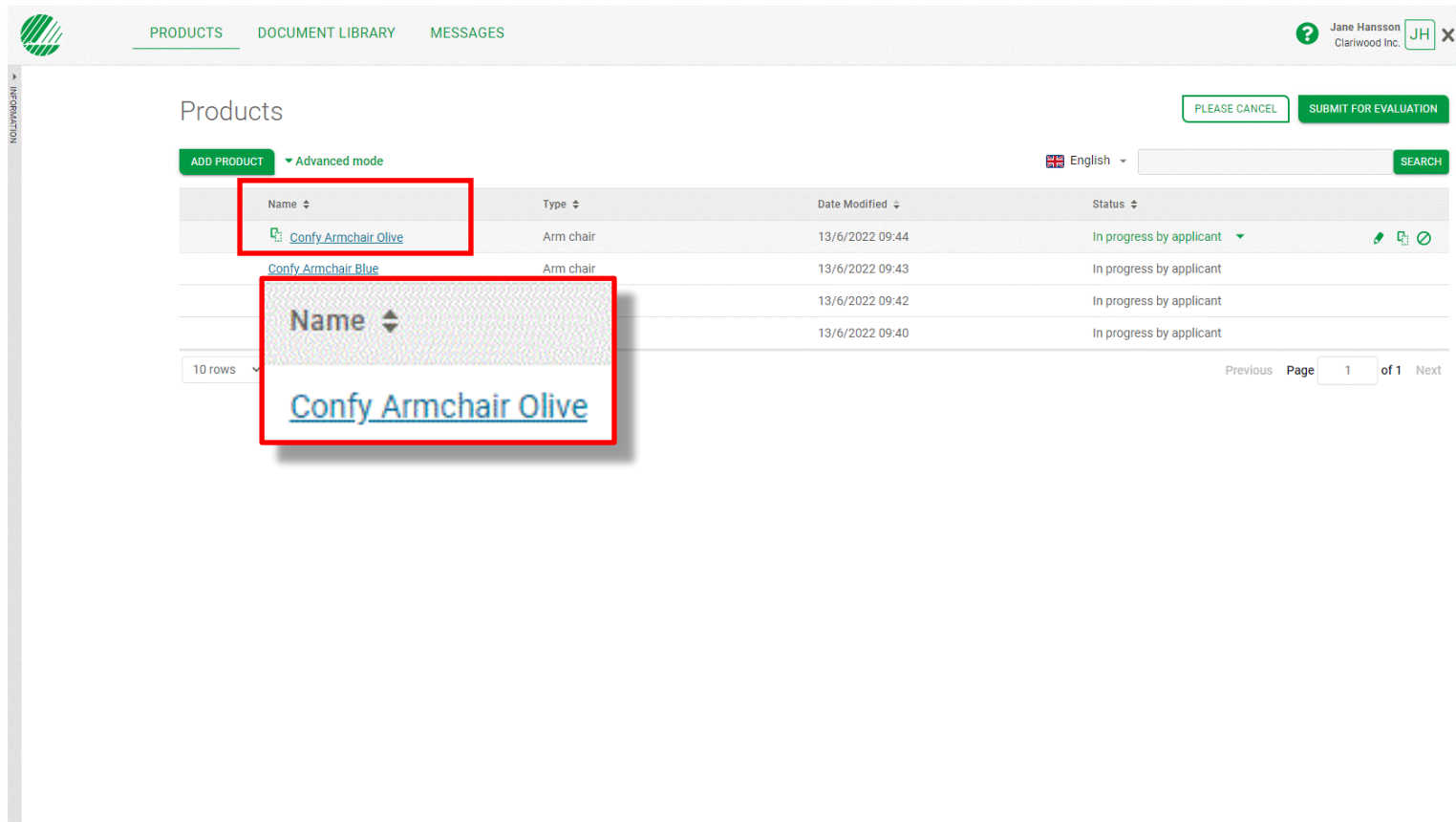
The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clarifwood Inc. (JH). The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. A table lists products with columns for Name, Type, Date Modified, and Status. The first row is highlighted, and a red box highlights the 'Status' dropdown menu. A second red box highlights the 'Please cancel' option in the dropdown menu. A third red box highlights the 'Please cancel' button in the top right corner of the interface.

| Name | Type | Date Modified | Status |
|---------------------------------------|-----------|-----------------|--------------------------|
| Confy Armchair Olive | Arm chair | 13/6/2022 09:44 | In progress by applicant |
| Confy Armchair Blue | Arm chair | 13/6/2022 09:43 | In progress by applicant |
| Confy Armchair Yellow | Arm chair | 13/6/2022 09:42 | In progress by applicant |
| Confy Armchair Red | Arm chair | 13/6/2022 09:40 | In progress by applicant |

To deselect a product that should not be part of the Renewal of your licence, click on the icon for **Please cancel**.

The product 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.

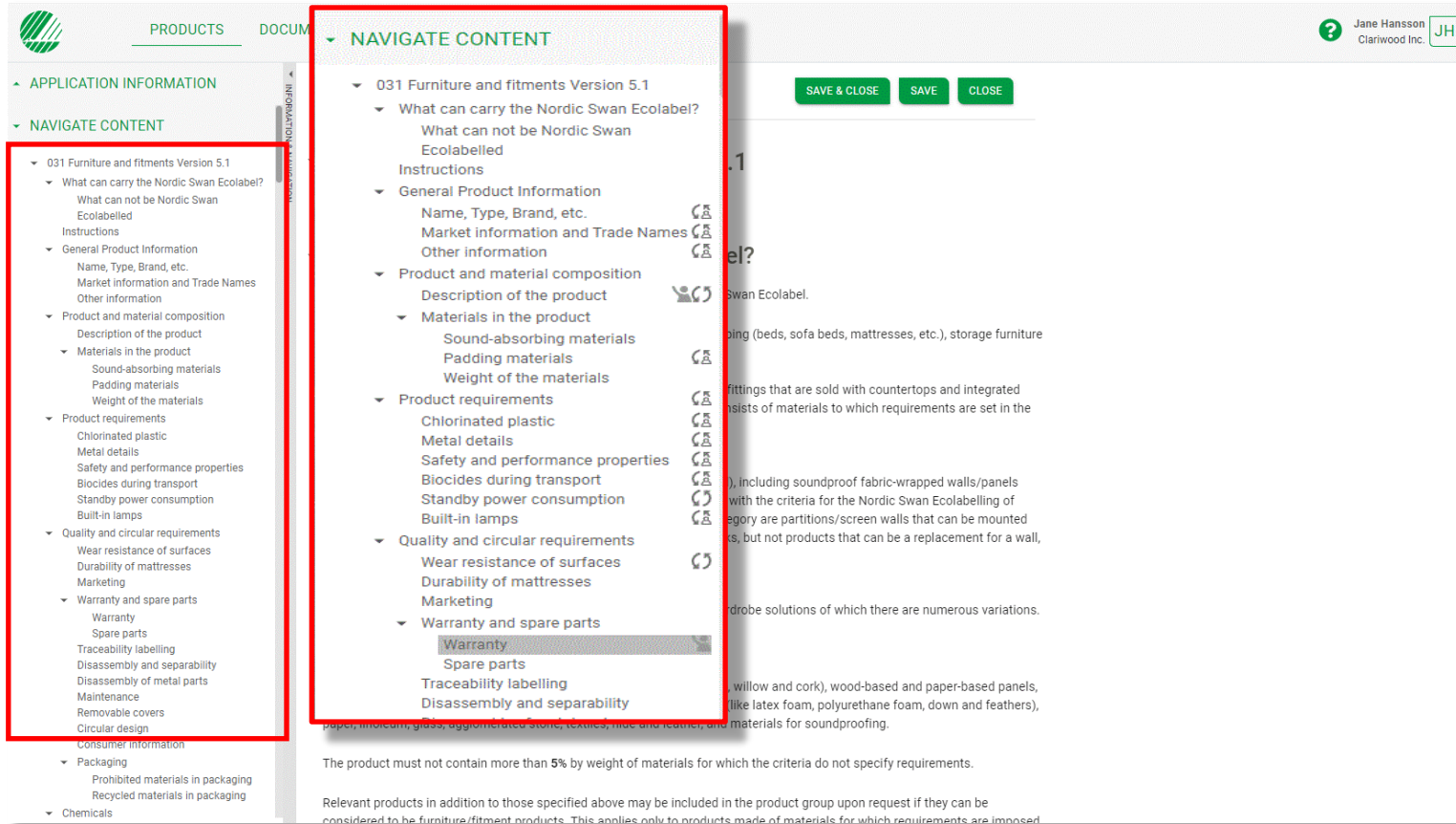


The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clarivood Inc. (JH). The main content area is titled 'Products' and features a table with columns for Name, Type, Date Modified, and Status. The table contains three rows of product data. The first row is highlighted with a red box, and the 'Name' column header is also highlighted with a red box. A search dropdown menu is open, showing the 'Name' column header and the 'Confy Armchair Olive' link, which is also highlighted with a red box. The table has a '10 rows' dropdown and a pagination control showing 'Page 1 of 1'.

| Name | Type | Date Modified | Status |
|--------------------------------------|-----------|-----------------|--------------------------|
| Confy Armchair Olive | Arm chair | 13/6/2022 09:44 | In progress by applicant |
| Confy Armchair Blue | Arm chair | 13/6/2022 09:43 | In progress by applicant |
| | | 13/6/2022 09:42 | In progress by applicant |
| | | 13/6/2022 09:40 | In progress by applicant |

Click the blue link with the product name in the **Name** column to open the **Requirements** view and document that the product 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, featuring a rich text editor with a green 'SEND' button. A 'NEW MESSAGE' button is located at the bottom left. A message card for 'JANE HANSSON' is shown at the bottom right, containing the text 'The product is mainly marketed to consumers, however ...'. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top and in the message editor, the 'NEW MESSAGE' button, the 'SEND' button, and the message 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 has a status dropdown menu set to "Not started". The dropdown menu options are "Not started", "In progress by applicant", "Ready for evaluation", "Response needed from applicant", and "In progress by Nordic Ecolabelling".

Two red boxes highlight the status dropdown and a section of the form containing questions and "ADD DOCUMENT" buttons.

The form contains the following requirements:

- Drawing/picture of the product.
- Description of the production process. For example, a flowchart including which steps are used in the 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](#)

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

- 031 Furniture and fitments Version 5.1
 - What can carry the Nordic Swan Ecolabel?
 - What can not be Nordic Swan Ecolabelled
 - Instructions
 - General Product Information
 - Name, Type, Brand, etc.
 - Market information and Trade Names
 - Other Information
 - Product and material composition
 - Description of the product
 - Materials in the product
 - Sound-absorbing materials
 - Padding materials
 - Weight of the materials
 - Product requirements
 - Chlorinated plastic
 - Metal details
 - Safety and performance properties
 - Biocides during transport
 - Standby power consumption
 - Built-in lamps
 - Quality and circular requirements
 - Wear resistance of surfaces
 - Durability of mattresses
 - Marketing
 - Warranty and spare parts
 - Warranty
 - Spare parts
 - Traceability labelling
 - Disassembly and separability
 - Disassembly of metal parts
 - Maintenance
 - Removable covers
 - Circular design
 - Consumer information
 - Packaging
 - Prohibited materials in packaging
 - Recycled materials in packaging
 - Chemicals

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

General Product Information

Please fill in specific information about the product below.

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

Name
Tranquil

Type: Arm chair

Please select End Market(s) Consumer x

Please state the **brand** name of the product

Please state the **brand owner** of the brand above

NEW MESSAGE

Market information and Trade Names Not started

Verify that the name of the product is correct.

Select a product category from the **Type** drop-down list

Select one or more end markets for your product from the **End Markets** drop-down list.

State, or verify, the brand name of the product and the name of the company that is the brand owner.

3. Document that you meet the requirements.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson
Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

What can not be Nordic Swan Ecolabelled

Instructions

General Product Information

Name, Type, Brand, etc.

Market information and Trade Names

Other information

Product and material composition

Description of the product

Materials in the product

Sound-absorbing materials

Padding materials

Weight of the materials

Product requirements

Chlorinated plastic

Metal details

Safety and performance properties

Biocides during transport

Standby power consumption

Built-in lamps

Quality and circular requirements

Wear resistance of surfaces

Durability of mattresses

Marketing

Warranty and spare parts

Warranty

Spare parts

Traceability labelling

Disassembly and separability

Disassembly of metal parts

Maintenance

Removable covers

Circular design

Consumer information

Packaging

Prohibited materials in packaging

Recycled materials in packaging

Chemicals

Antibacterial substances

Ecolabelled chemical products

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Market information and Trade Names

Ready for evaluation

The product is sold/is to be sold in the following countries:

Finland Iceland Sweden

Trade Name, Finland

Rauhallinen

Trade Name, Iceland

Tranquil

Trade Name, Sweden

Tranquil

NEW MESSAGE

Other information

Not started

Please enter product *GTIN numbers* (bar code numbers) below.

ADD

NEW MESSAGE

Select the countries in which the product is sold and fill in the trade name of the product for each country.

3. Document that you meet the requirements.

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

- General Product Information**: Please fill in specific information about the product below.
- Name, Type, Brand, etc.**: Ready for evaluation
- Market information and Trade Names**: Ready for evaluation
- Other information**: In progress by applicant. This section is highlighted with a red box and contains a list of product GTIN numbers (bar code numbers) below. The numbers shown are 1234567890 and 2345678901, with an 'ADD' button below them.
- Product and material composition**

Add all **Global Trade Item Numbers** or **GTIN** for the product.

This unique identity number is used by Nordic Ecolabelling to highlight products with a Nordic Swan Ecolabel licence on e-commerce websites and our own websites.

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 two sections:

- Ecologically chemical products used for surface treatment of wood, wood-based panels and laminate** (Status: Not started)
 - If the chemicals are Nordic Swan Ecolabelled in accordance with the criteria for Nordic Swan Ecolabelling of Chemical building products, generation 2 or later, or Indoor paints and varnishes, generation 3 or later, then the requirements in this section are fulfilled.
 - Are any of the chemical products used for surface treatment ecolabelled with the Nordic Swan Ecolabel?
 - Yes, all of them
 - Yes, some of them
 - No
 - Please select the Nordic Swan Ecolabelled products used for surface treatment: **LOOKUP**
 - If any of the ecolabelled products used are not found in the list above, please contact your Nordic Ecolabelling advisor.*
 - NEW MESSAGE**
- Chemical products used for surface treatment of wood, wood-based panels and laminate** (Status: Not started)
 - Please select the chemical products used for surface treatment: **LOOKUP**
 - If any of the chemical products used is not found in the list, please contact your supplier and ask them to contact Nordic Ecolabelling so they can get access to the Nordic Ecolabeling Supply Chain Portal. Please read more [here](#).*

Click on **LOOKUP** to select items from manufacturers in your supply chain.

3. Document that you meet the requirements.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson
Clariwood Inc. JH

APPLICATION INFORMATION

PRODUCTS > REQUIREMENTS > LOOKUP

Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate

Please select the Nordic Swan Ecolabelled products used for surface treatment.

UPDATE CANCEL

SEARCH

| Name | Company | Licence Number | Type |
|---|-----------------------|----------------|---------------|
| <input checked="" type="checkbox"/> RainbowPaint, 2,5 l | Test Account Portal 4 | 3096 0031 | Indoor paints |
| <input type="checkbox"/> RainbowPaint, 3 l | Test Account Portal 4 | 3096 0031 | Indoor paints |
| <input checked="" type="checkbox"/> RainbowPaint, 5 l | Test Account Portal 4 | 3096 0031 | Indoor paints |

10 rows per page

5 rows
10 rows
20 rows
25 rows
50 rows
100 rows

Previous Page 1 of 1 Next

Check the box to select the items you use in the product.

If you can't find a proper item, please do the following:

- Ask the manufacturer in your supply chain to declare the item for you.
- Provide them with your company name and your **Application ID Number**.

3. Document that you meet the requirements.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson
Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

- Disassembly of metal parts
- Maintenance
- Removable covers
- Circular design
- Consumer information
- Packaging
 - Prohibited materials in packaging
 - Recycled materials in packaging
- Chemicals
 - Antibacterial substances
 - Ecolabelled chemical products
 - Chemical products used (non-ecolabelled)
 - Classification of chemical products
 - Classification of ingoing substances
 - Prohibited substances
 - Nanomaterials
 - VOCs in adhesives for assembly
 - Free formaldehyde in chemical products
- Wood, cork and bamboo
 - Chemicals in reused parts
 - Prohibited and restricted tree species (for wood, cork and bamboo)
 - Requirements for more than 10 wt.% wood, cork and bamboo
 - Traceability and certification of solid wood, bamboo and cork
- Panels made of wood and/or bamboo
 - Ecolabelled panels made from wood and/or bamboo
 - Wood-based panels used in the product (non-ecolabelled)
 - Prohibited and restricted tree species in wood-based panels
 - Requirements for more than 5 wt.% wood-based panels
 - Chemicals in wood-based panels with recycled materials
 - Classification of chemical products in wood-based panels
 - Classification of ingoing substances in wood-based panels

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

Ecolabelled chemical products used for surface treatment of wood, wood-based panels and laminate Not started

If the chemicals are Nordic Swan Ecolabelled in accordance with the criteria for Nordic Swan Ecolabelling of Chemical building products, generation 2 or later, or Indoor paints and varnishes, generation 3 or later, then the requirements in this section are fulfilled.

Are any of the chemical products used for surface treatment ecolabelled with the Nordic Swan Ecolabel? Yes, all of them Yes, some of them No

Please select the Nordic Swan Ecolabelled products used for surface treatment: [LOOKUP](#)

| Name | Company | Licence Number | Type |
|---------------------|-----------------------|----------------|---------------|
| RainbowPaint, 2,5 l | Test Account Portal 4 | 3096 0031 | Indoor paints |
| RainbowPaint, 3 l | Test Account Portal 4 | 3096 0031 | Indoor paints |
| RainbowPaint, 5 l | Test Account Portal 4 | 3096 0031 | Indoor paints |

If any of the ecolabelled products used are not found in the list above, please contact your Nordic Ecolabelling advisor.

NEW MESSAGE

Chemical products used for surface treatment of wood, wood-based panels and laminate Not started

The items you have selected are shown in your application.

3. Document that you meet the requirements.

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 (29879), Company Name (Clariwood Inc.), Name (Swan project X), Type (New), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (09-Jun-2022), and Description (Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy). The main area is titled 'Products' and contains a table with columns: Name, Type, Date Modified, and Status. The table lists several 'Tranquil' arm chairs. A 'Copy' modal dialog is open over the last row, which has a status of 'In progress by applicant'. The modal contains three icons: a pencil (Open and Edit), a document with a plus sign (Copy), and a document with a slash (Cancel Product). The 'Copy' button is highlighted with a red box. Above the table, there are buttons for 'PLEASE CANCEL', 'SUBMIT FOR EVALUATION', and 'SEARCH'. The user profile 'Jane Hansson Clariwood Inc. JH' is visible in the top right corner.

| Name | Type | Date Modified | Status |
|---|-----------|-----------------|--------------------------|
| 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 | | |

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

Then click the pen icon to open each copy and change the name of the product and other things that differ between the products.

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. JH' is visible in the top right. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- Name, Type, Brand, etc.**: This section is highlighted with a red box. It includes a dropdown menu for status, currently set to 'In progress by applicant', and a text input field containing 'Copy - Tranquil'. A second dropdown menu is also highlighted with a red box, showing 'Ready for evaluation' as the selected option.
- Market information and Trade Names**: This section is currently set to 'Not started' and includes a note: 'You must select at least one sales country below!'

At the bottom left of the main content area, there is a green button labeled 'NEW MESSAGE'. The interface also features a sidebar on the left with a navigation tree and a top right corner with a user profile and a 'JH' icon.

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 details like ID Number (29879), Company Name (Clariwood Inc.), and Status (In progress by applicant). 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 'SUBMIT FOR EVALUATION' button is highlighted in red in the top right corner. A dropdown menu for the status column is also highlighted in red, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'.

| Name | Type | Date Modified | Status |
|-------------------------------|-----------|-----------------|--------------------------|
| Copy - Copy - Tranquil | Arm chair | 09/6/2022 16:20 | In progress by applicant |
| Tranquil | Arm chair | 09/6/2022 16:13 | In progress by applicant |
| Tranquil | Arm chair | 09/6/2022 14:37 | In progress by applicant |
| Copy - Tranquil | Arm chair | | 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 product 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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