



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

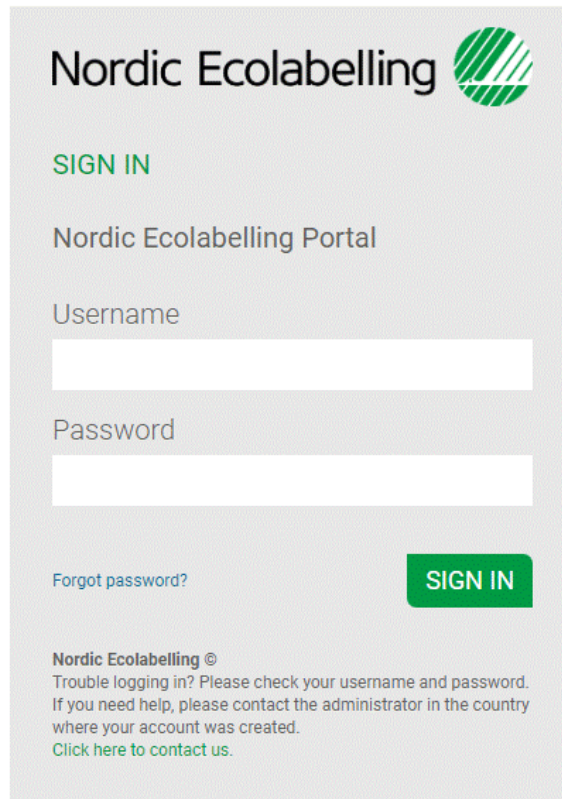
1.

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

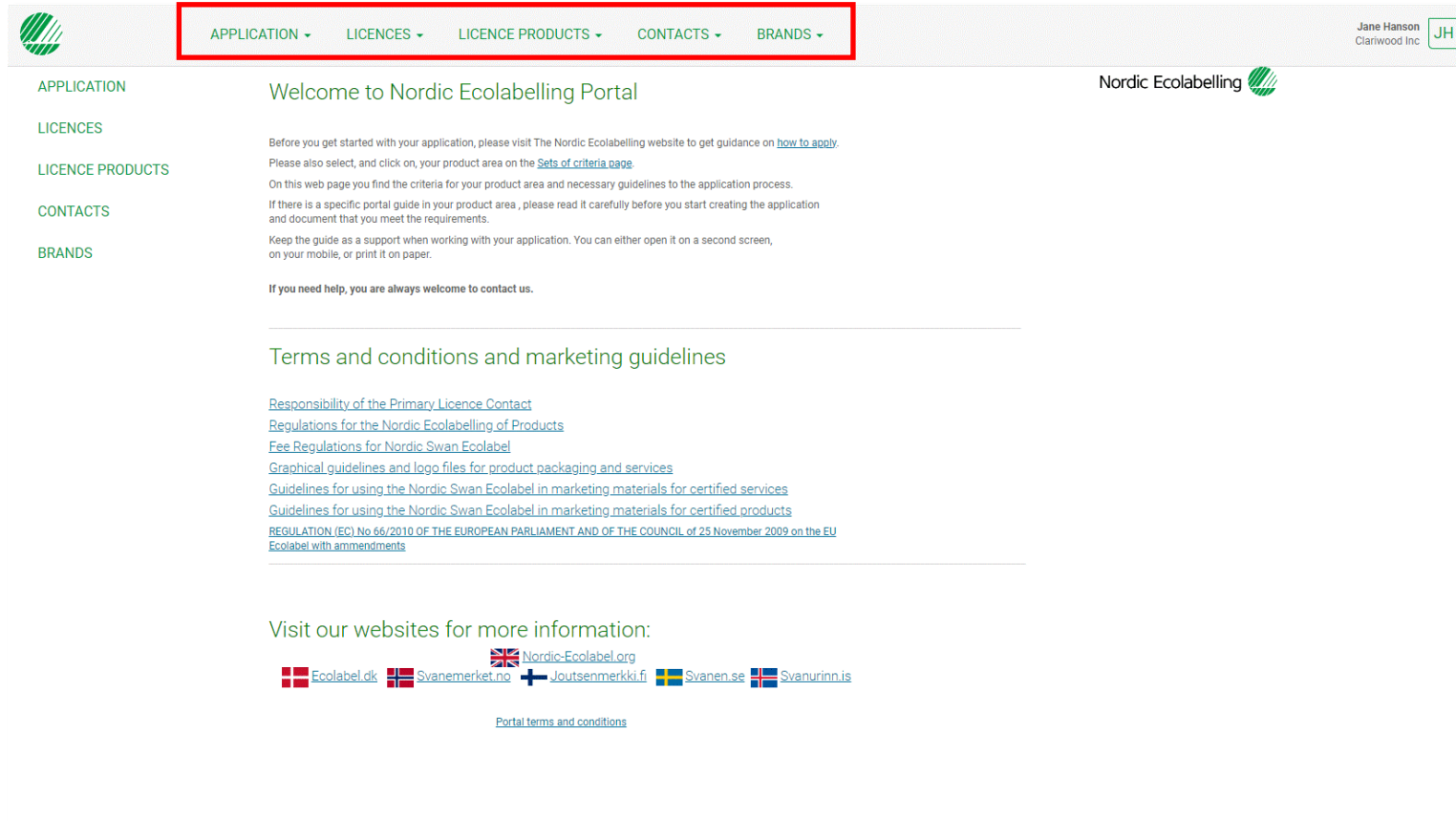
REJECT

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

Nordic Ecolabelling

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.

Skapa en ansökan om licens för Svanenmärkning

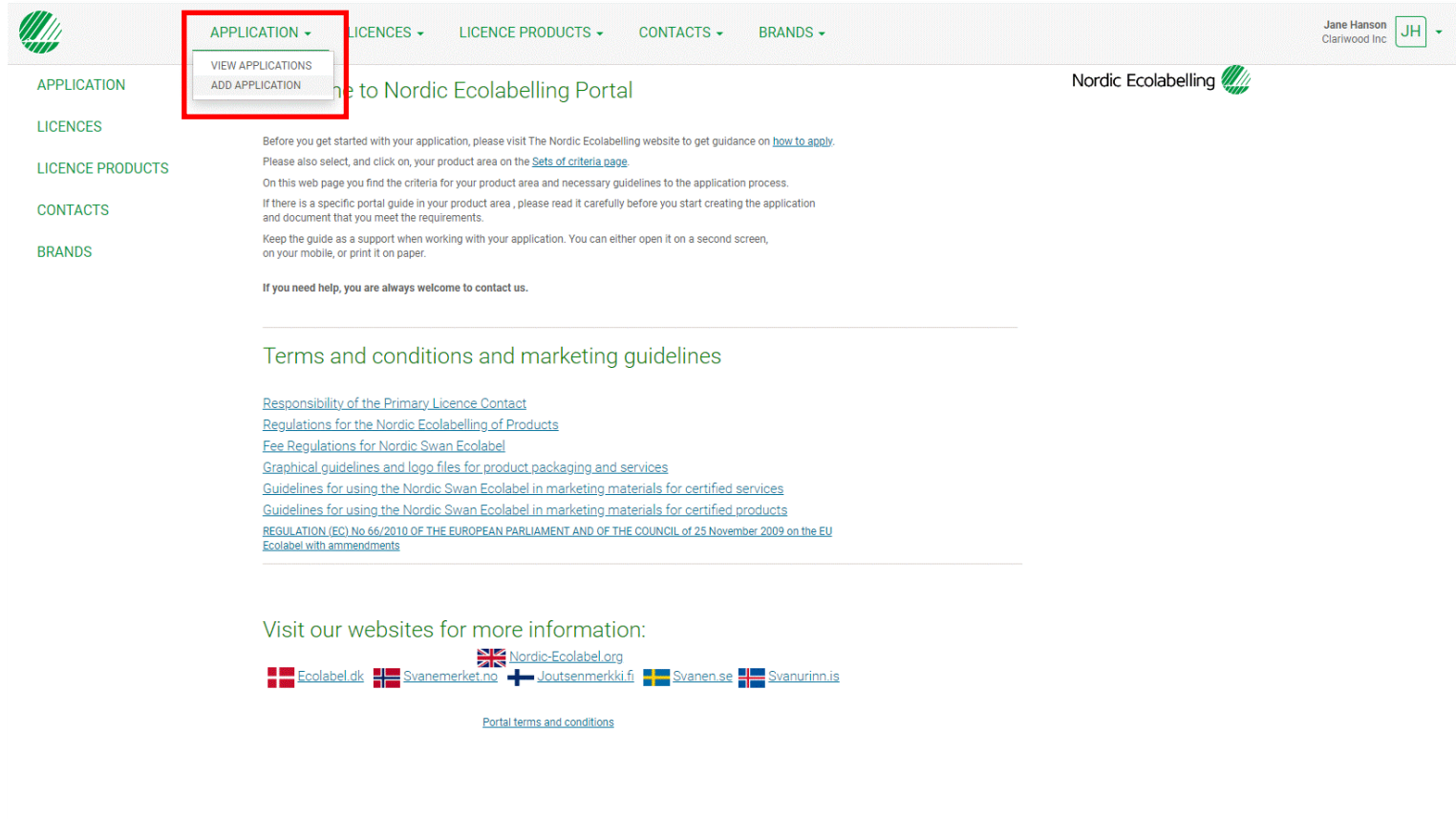
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Logga in och
ändra ditt
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2.

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

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[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 logged in as 'Jane Hansson Clariwood Inc.' with the initials '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 regulatory compliance: '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 ett verksamhetsområde, t.ex. en konferensverksamhet.
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 top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson Clariwood Inc.' with the initials 'JH'. The main form is titled 'Application Information' and has 'SAVE' and 'SIGN & CREATE APPLICATION' buttons. The form fields include: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application' (Change X), 'Application Type *' (Change), 'Licence *' (dropdown menu), and 'Contact Persons in your Company' (Primary Application Contact *). A red box highlights the 'Application Type *' dropdown menu, which is open and shows a list of options: '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', and '3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation'. Another red box highlights the 'Applicant's description of application, production site and invoice information *' field. At the bottom, there are two checkboxes: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The URL at the bottom is <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32010R0066&from=EN>.

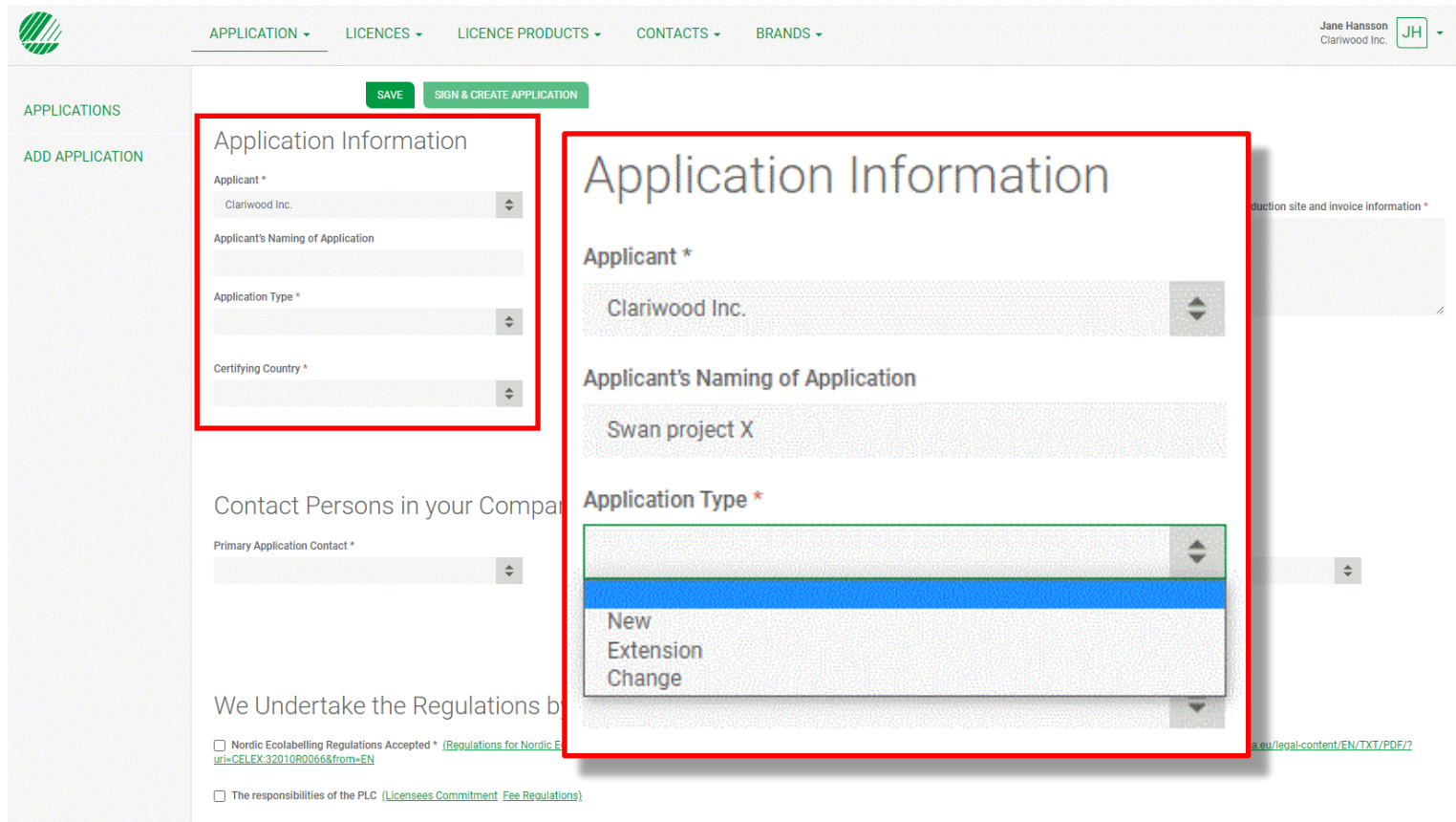
Vill du skapa en ändringsförfrågan så väljer du **Extension** eller **Change** i listan **Application Type**.

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' from 'Clariwood Inc.'. 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', 'Extension', and 'Change'. 'New' is highlighted in blue.
- Certifying Country ***: (Field is empty)

Below the main form, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' field. At the bottom, there are two checkboxes for legal regulations: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'.

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

SAVE SIGN & CREATE APPLICATION

Application Information

Ecolabel Type *
Nordic Swan Ecolabel ▾

Product Group Category
Services ▾

Criteria Group *
055 Hotels and other accommodation ▾
041 Printing companies and printed matter
055 Hotels and other accommodation
074 Transport wash installations
076 Cleaning services
079 Grocery Stores
100 Coffee service
101 Investment funds and investment products

Ecolabel Type *
Nordic Swan Ecolabel ▾

Product Group Category
Services ▾

Criteria Group *
055 Hotels and other accommodation ▾

Criteria Group and Generation *
055 Hotels and other accommodation 5 ▾

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

Primary Licence Contact * ▾ Marketing Contact ▾

Finance Contact (Turnover Reporting) ▾

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

Currency * ▾

Estimated Annual Turnover or AUM Licence (DK) Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licens (SE) 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 **Services** i listrutan **Category**.

Välj sedan **Criteria Group**, t.ex. **055 Hotels and other accommodations**.

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. 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:** Services
- Application Type *:** New
- Criteria Group *:** 055 Hotels and other accommodation

Two text areas are highlighted with red boxes, both containing the same text: 'Applicant's description of application, production site and invoice information *'. The text in these areas is: 'Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki. Xxx xxx. Yyy yyy'. Below this, there are dropdown menus for 'Marketing Contact' and 'Finance Contact (Turnover Reporting)'. At the bottom, there is a section for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' with multiple input fields for different currencies and regions.

Använd textfältet **Applicant's description** för att beskriva de verksamheter som ingår i er ansökan, t.ex. en konferensanläggning och en hotellrestaurang. Ange namn om någon av dem har sitt eget specifika 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.

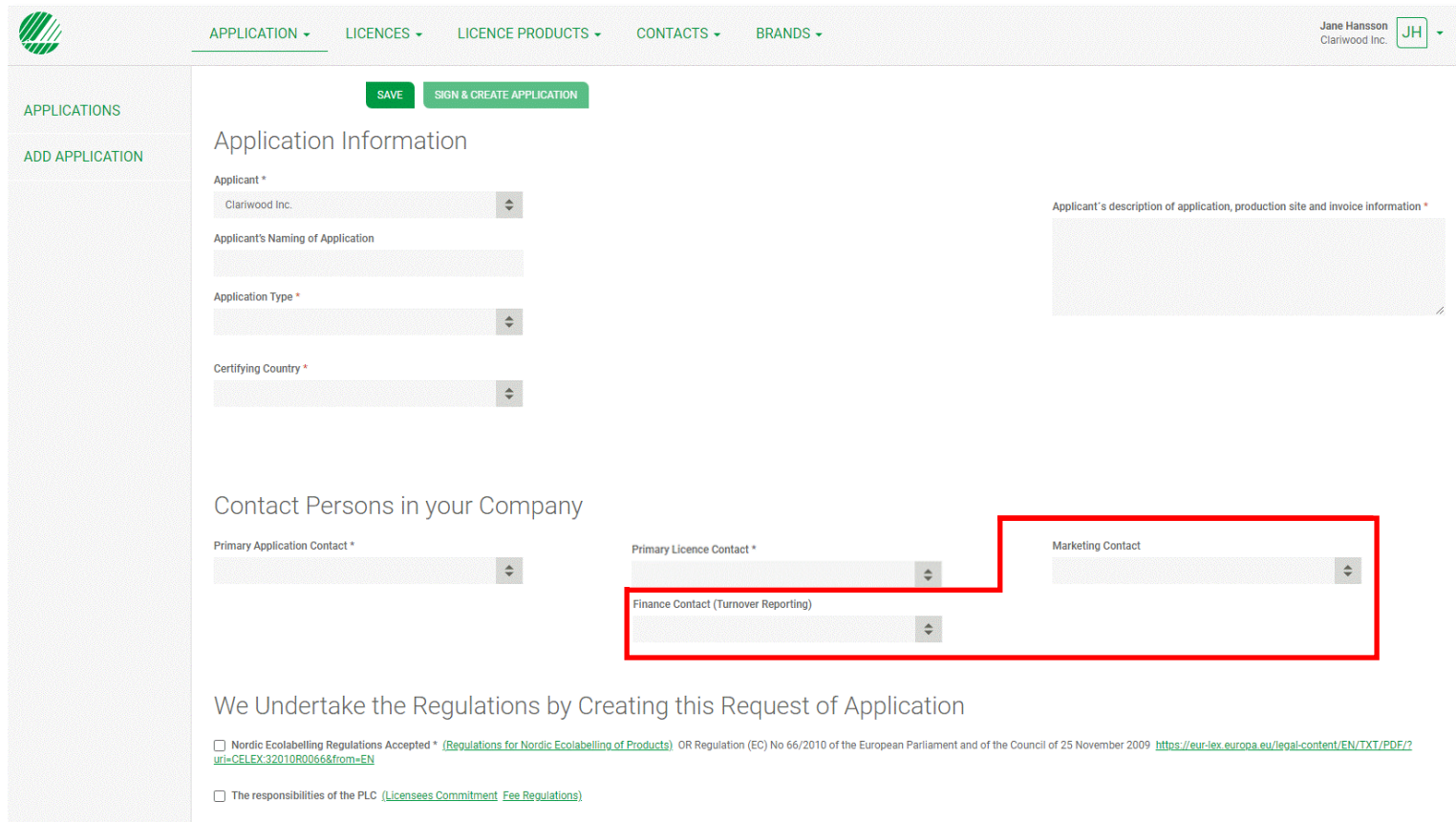
The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with red boxes. A dropdown menu for 'CONTACTS' is open, showing '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 i 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 includes the following fields:

- Applicant * (Dropdown menu showing 'Clariwood Inc.')
- Applicant's Naming of Application (Text input field)
- Application Type * (Dropdown menu)
- Certifying Country * (Dropdown menu)
- Applicant's description of application, production site and invoice information * (Text area)

Below the application information, there is a section titled 'Contact Persons in your Company' with three dropdown menus:

- Primary Application Contact *
- Primary Licence Contact *
- Marketing Contact (This field is highlighted with a red box)

Below the contact information, there is a section titled 'We Undertake the Regulations by Creating this Request of Application' with two checkboxes:

- 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](#))

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)
Estimated Annual Turnover or AUM Licens (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	
Estimated Annual Turnover or AUM Licens (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

SAVE SIGN & CREATE APPLICATION

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

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

Ange ingående verksamhet(er)s uppskattade årliga omsättning utan att använda punkt, mellanslag eller kommatecken.

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.

Record created successfully.

SAVE

Application Information

Applicant: Clarwood Inc. ▾

Applicant's Naming of Application: Swan project A

Application Type *: New ▾

Certifying Country *: SWEDEN ▾

Ecolabel Type *: Nordic Swan Ecolabel ▾

Product Group Category: Goods ▾

Criteria Group *: 062 Windows and exterior doors ▾

Criteria Group and Generation *: 062 Windows and exterior doors 4 ▾

ID Number: 30774

Application Status: New ▾

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

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 ▾

Primary Licence Contact *: Jane Hansson ▾

Marketing Contact: Jane Hansson ▾

Finance Contact (Turnover Reporting):

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 shows a web application interface for creating a new application product. A modal dialog titled "Product Information" is open, allowing the user to add a new product. The "Add Application Product" section has the "New" radio button selected. The "Product Name" field is empty and highlighted with a red box. The "Type" dropdown menu is also highlighted with a red box and shows "Window" selected. Other fields include "Application Product Status" (New), "Brand", and "Production Site" (Clariwood Inc.). At the bottom of the dialog are "CANCEL" and "SAVE" buttons.

Fyll i verksamhetens namn i fältet **Product Name**, välj kategori av tjänst i listrutan **Type** 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.



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Nordisk Miljömärkning

BOX 38114

SE-100 64 Stockholm

Tel: +46 8 55 55 24 00

[E-post](#)

www.nordic-swan-ecolabel.org

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