



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

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- Step 3: Document that you meet the requirements.
- Step 4: Submit your application.

The application process

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

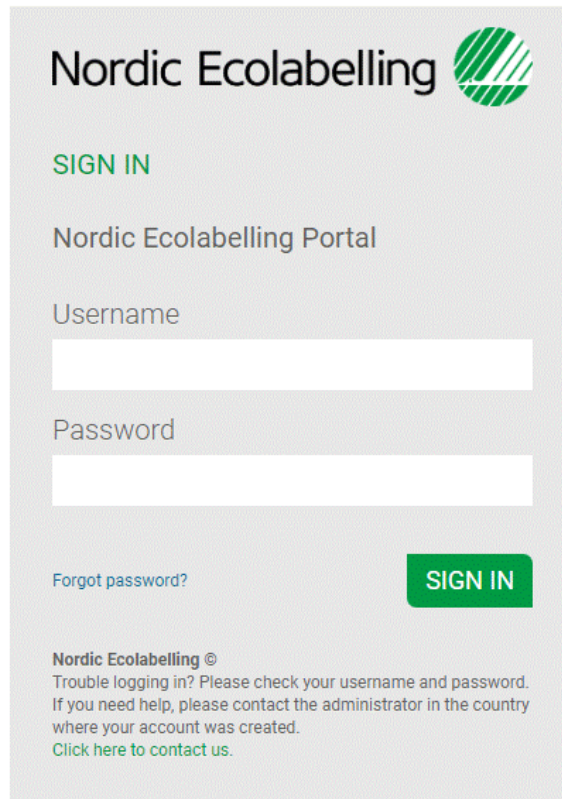
1.
Sign in and
change your
password.

2.
Create
your renewal
application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top left is the logo for Nordic Ecolabelling, which consists of the text "Nordic Ecolabelling" and a circular icon with green diagonal lines. Below the logo is the text "SIGN IN" in green. Underneath is the text "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the "Password" field is a green button with the text "SIGN IN" in white. Below the input fields is a link that says "Forgot password?". At the bottom of the form, there is a copyright notice: "Nordic Ecolabelling ©", followed by the text "Trouble logging in? Please check your username and password. If you need help, please contact the administrator in the country where your account was created." and a link that says "Click here to contact us."

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

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

1. Sign in and change your password.

Nordic Ecolabelling 

Terms & Conditions

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

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

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation bar contains the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The 'LICENCES' item is highlighted with a red box. In the top right corner, the user 'Jane Hanson Clarinwood Inc' is logged in, indicated by a 'JH' profile icon. The main content area is titled 'Welcome to Nordic Ecolabelling Portal' and includes the following text:

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#).

On this web page you find the criteria for your product area and necessary guidelines to the application process.

If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements.

Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper.

If you need help, you are always welcome to contact us.

Below this text, there is a section titled 'Terms and conditions and marketing guidelines' with several links:

- [Responsibility of the Primary Licence Contact](#)
- [Regulations for the Nordic Ecolabelling of Products](#)
- [Fee Regulations for Nordic Swan Ecolabel](#)
- [Graphical guidelines and logo files for product packaging and services](#)
- [Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services](#)
- [Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products](#)
- [REGULATION \(EC\) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments](#)

At the bottom, there is a section 'Visit our websites for more information:' with links to national websites:

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

A link for [Portal terms and conditions](#) is also present.

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

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

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

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

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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 expanded, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area features 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](#)
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Visit our websites for more information:

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[Portal terms and conditions](#)

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

2. Create your renewal application request.

The screenshot shows the 'Applications' page in a web portal. The page has a navigation bar with 'APPLICATIONS', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user profile for Jane Hansson (Clarivood Inc.) is visible in the top right. The main content area shows a table of applications. Two applications are highlighted with red boxes:

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

The ID Numbers 29630 and 29145 are blue links. The page also includes a search bar, an export button, and a footer with copyright information.

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.

The screenshot shows a web application interface for creating a renewal 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 contains several fields:

- Applicant:** Clariwood Inc.
- Applicant's Naming of Application:** Renewal Licence No:8055 0001
- Application Type:** (Empty)
- Ecolabel Type:** Nordic Swan Ecolabel
- Product Group Category:** (Empty)
- 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

Below the main form, there is a section for 'Application Products' with a table that currently has no records. At the bottom, there are fields for 'Contact Persons in your Company' with sub-sections for 'Primary Application Contact', 'Primary Licence Contact', and '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' menu, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. Below this, there are input fields for 'Estimated Annual Turnover or AUM Licence' in various currencies (DK, IS, SE, FI, NO). The 'We Undertake the Regulations by Creating this Request of Application' section contains two checked checkboxes: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. At the bottom, there are 'SAVE' and 'SIGN & CREATE APPLICATION' buttons.

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 red box highlights the ID Number and Application Status fields. Below the main form, there is a section for "Application Products" which is currently empty. 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.

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4. Submit your application.

3. Document that you meet the requirements.

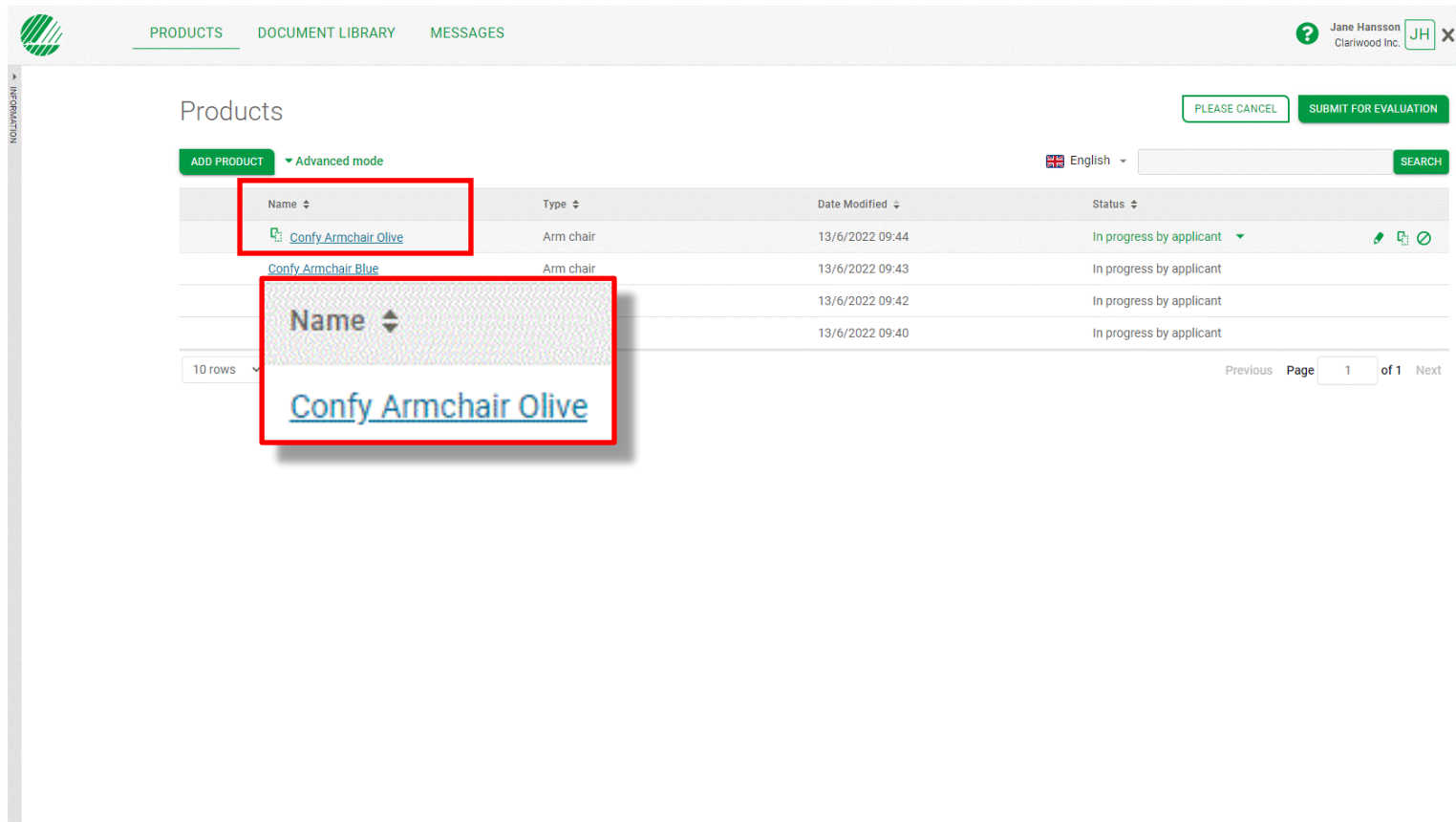
The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clarifwood Inc. (JH). The main content area is titled 'Products' and includes an 'ADD PRODUCT' button 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.

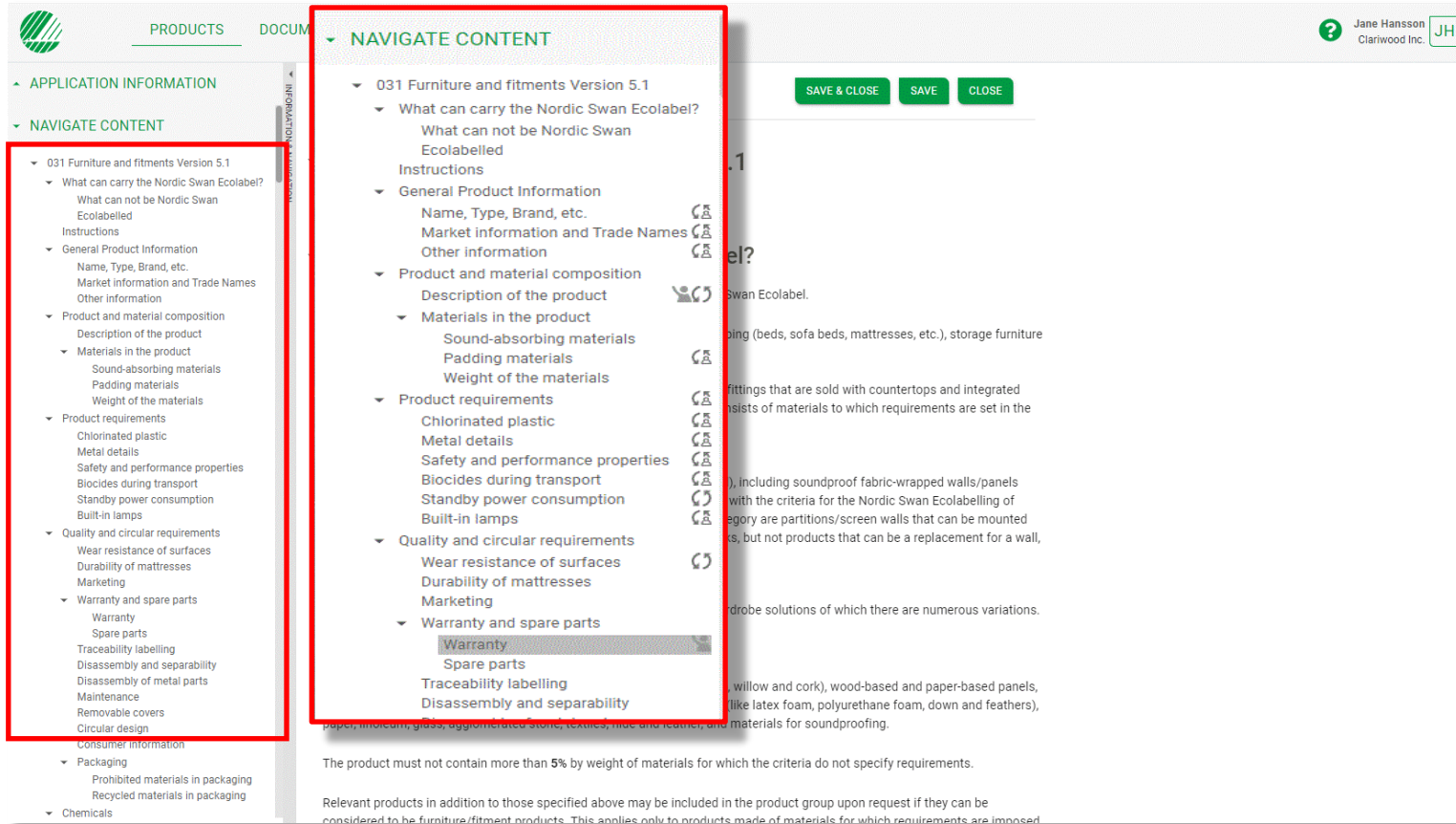


The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clarivood Inc.' with initials 'JH'. The main content area is titled 'Products' and includes a table 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. Below the table, there is a search bar and a 'SEARCH' button. The page number is '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.' with initials '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, featuring a rich text editor with a 'SEND' button. A 'NEW MESSAGE' button is located at the bottom left. A user profile card for 'JANE HANSSON' is shown at the bottom right. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top and in the messages section, the 'NEW MESSAGE' button, the rich text editor with its 'SEND' button, and the user profile card.

Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

Click **New Message** to write a message or note next to the section. If you write a question, click on the symbol with a raised hand so that it turns green for help. If you do not receive an answer quickly enough, you are always welcome to contact us.

3. Document that you meet the requirements.

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

In progress by applicant
Not started
In progress by applicant
Ready for evaluation

Jane Hansson
Clariwood Inc. JH

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.

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4. Submit your application.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A dropdown menu is open for the 'Status' column, showing options: 'In progress by applicant' (selected), 'In progress by applicant', and 'Ready for evaluation'. A red box highlights the 'Submit for Evaluation' button in the top right corner of the table area. Another red box highlights the 'Status' dropdown menu. A third red box highlights the 'Ready for evaluation' option in the dropdown menu.

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

Please change the status of each 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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Bildmaterial: Unsplash