

Application Guide New licence or changes

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



Introduction

This guide helps you create a request for a new application, or a request to make changes to your Nordic Swan Ecolabel Licence.

- Please read the guide carefully before you start creating the application request.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our website.

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The application request process

1.

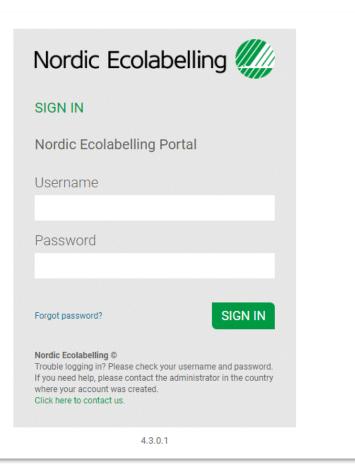
Sign in and change your password.

2. Create

your application request.



1. Sign in and change your password.



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.



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.

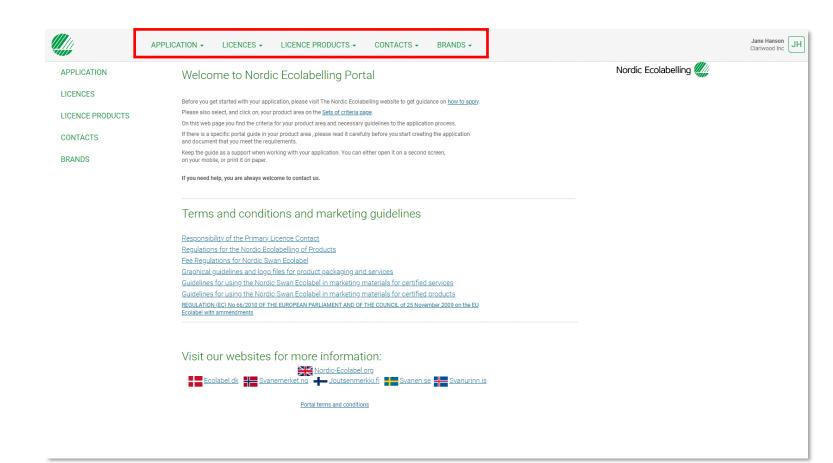


Please note!

Never use Google translate.

You need to accept the Terms & Conditions to proceed.

1. Sign in and change your password.



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.

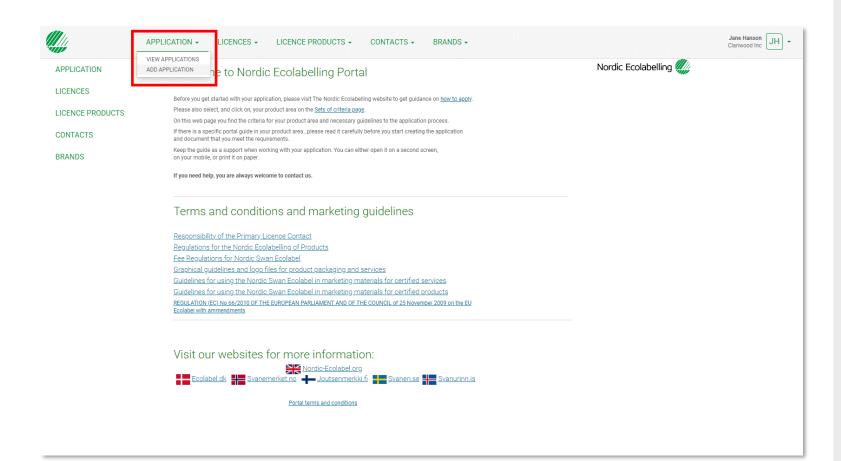
The application request process

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

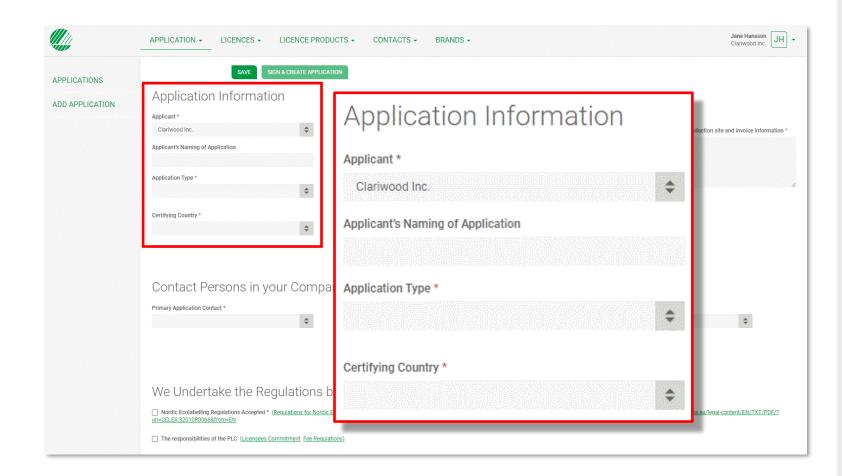
1.

Sign in and change your password. 2. Create your application request.





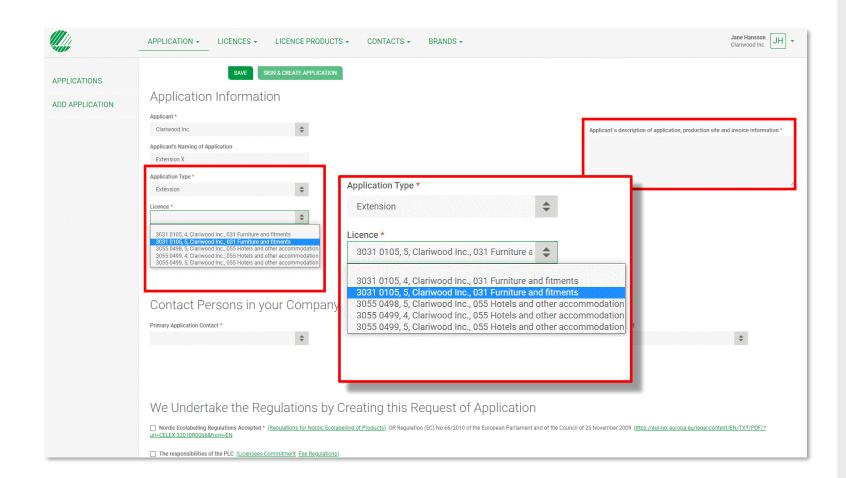
Please, click **Application** and **Add Application** to create your application request.



Please, ensure that you give your application a suitable name for your own company.

Click the arrows in the **Application Type** drop-down list and select:

- **1.** New to start an application.
- 2. Extension to add a product to a licence.
- **3. Change** to make changes to a licence.

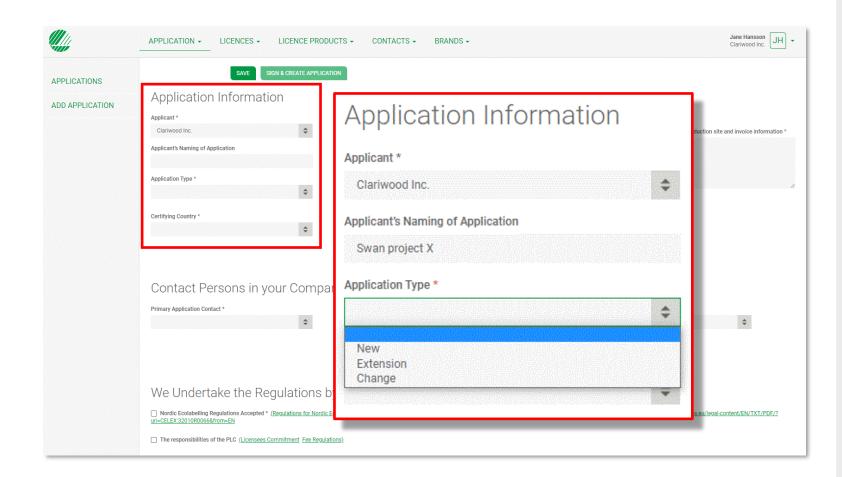


If you want to create a change application, select **Extension** or **Change** in the **Application Type** list.

Select the licence you would like to change from the drop-down list.

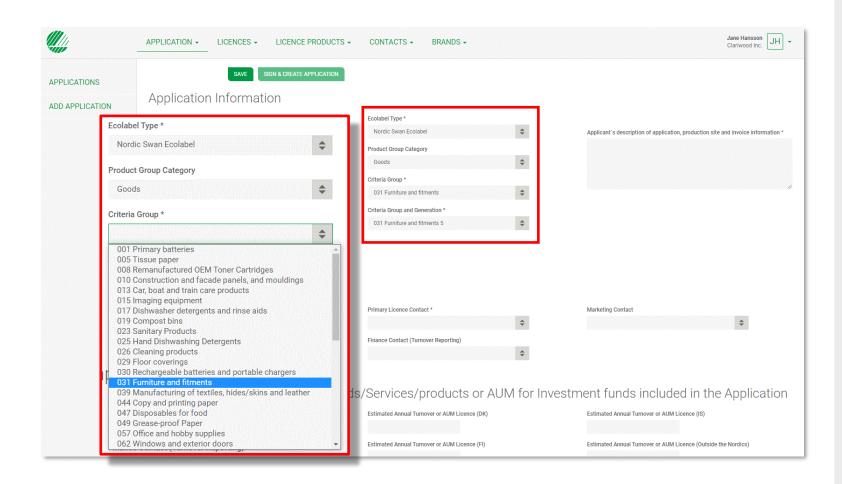
Please use **Applicant's description** to describe what extensions, or other changes, you intend to do in your licence. Also specify if there is any information we need to add to the invoice for your company.

Then select contact persons in your company.



When you select **New** in the **Application Type** list, a set of new lists turns up with choices to make.

Start by selecting which **Certifying Country** you suggest will handle your application.



Select **Nordic Swan Ecolabel** in the **Ecolabel Type** drop-down list.

Select **Goods** in the **Category** drop-down list.

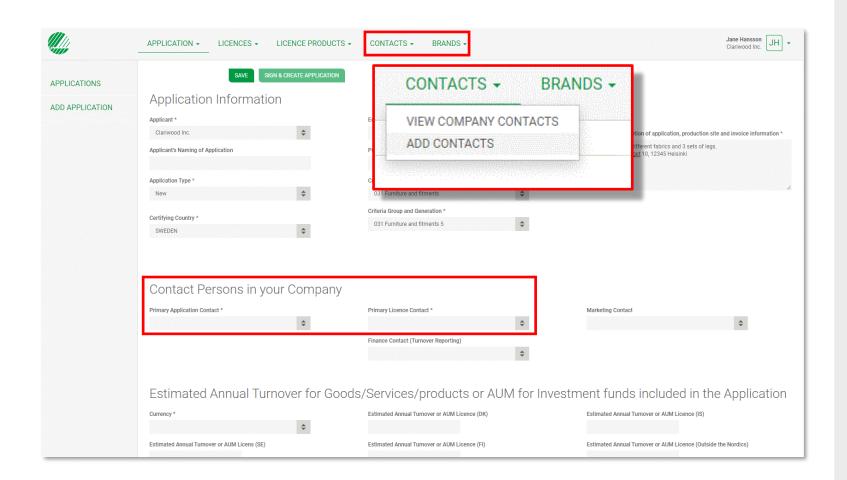
Then select **Criteria Group**, for example, 031 Furniture and fitments.

	APPLICATION - LICENCES -	LICENCE PRODUC	TS - CONTACTS - BRANDS -		Jane Hansson JH -		
APPLICATIONS	SAVE	SIGN & CREATE APPLICATION	3				
	Application Information						
ADD APPLICATION	Applicant *		Ecolabel Type *				
	Clariwood Inc.	\$	Nordic Swan Ecolabel	\$	Applicant's description of application, production site and invoice information *		
	Applicant's Naming of Application		Product Group Category		Armchairs with different fabrics and 3 sets of legs.		
	Applicant's Naming of Application		Goods	\$	<u>Stora Kopparberget</u> 10, 12345 Helsinki Xxx xxx		
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	Application Type *		Criteria Group * 031 Furniture and fitments				
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	Stora Kopparberge Xxx xxx Yyy yyy Primary Application Contact * Estimated Annual Tu	fferent fabrics et 10, 12345 F	Primary Licence Contact * Finance Contact (Turnover Reporting)	\$	estment funds included in the Application		
	Stora Kopparberge Xxx xxx Yyy yyy Primary Application Contact *	fferent fabrics et 10, 12345 F	Helsinki Primary Licence Contact * Finance Contact (Turnover Reporting)	\$	\$		

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.



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**.

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	Application Information						
ADD APPLICATION							
	Applicant *	\$	Ecolabel Type *				
	Clariwood Inc.	Ŧ	Nordic Swan Ecolabel	\$	Applicant's description of application, production site and invoice information Armchairs with different fabrics and 3 sets of legs.		
	Applicant's Naming of Application		Product Group Category		Stora Kopparberget 10, 12345 Helsinki		
			Goods	\$	Xxx xxx <u>Yvy vyy</u>		
	Application Type *		Criteria Group *				
	New	\$	031 Furniture and fitments	\$			
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Please, select a **Marketing Contact,** who is responsible for your use of the Nordic Swan Ecolabel when you have received a license.

Then select a **Finance Contact**, responsible for reporting the annual turnover of the products included in your licences.

	Contact Persons in your Co Primary Application Contact *	¢ ≎	Primary Licence Contact *	\$	Markeling Contact	
		•	Finance Contact (Turnover Reporting) Jane Hansson	\$		
	Estimated Annual Turnover	for Goods	s/Services/products or Al	JM for Inve	estment funds included in the Applicatio	
	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)					
rrency *		Estimated Ann	ual Turnover or AUM Licence (DK)		Estimated Annual Turnover or AUM Licence (IS)	
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45.000.000		25.000.000			0	
timated Annual Turnov	ver or AUM Licence (NO)					
20.000.000						
	SAVE SIGN & CREATE APPLICATION					

Please, select the currency for your invoice in the **Currency** field.

State the company's estimated annual turnover for the products included in your application without using periods, spaces or commas.

Estimate the annual turnover for each selected national market in the Nordics. And for all markets outside the Nordics where the products will be sold.

rimary Application Contact *		Primary Licence Contact *		Marketing Contact	
Jane Hansson	\$	Jane Hansson	\$	Jane Hansson	\$
		Finance Contact (Turnover Reporting)			
		Jane Hansson	\$		
stimated Annual Turnover or AUM Licence (SE)	\$	Estimated Annual Turnover or AUM Licence (FI)		Estimated Annual Turnover or AUM Licer	ice (Outside the Nordics)
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stimated Annual Turnover or AUM Licence (NO)				
250000					
We Undertake the Re	aulations by	Creating this Request of Appli	cation		
	5	5 1 11			

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.

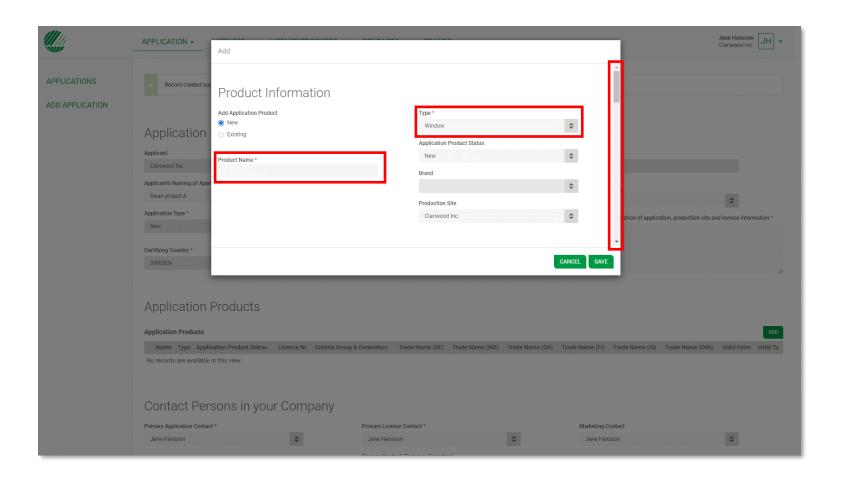
	APPLICATION - LICENCES - LICENCE PRODUCTS -	CONTACTS - BRANDS -		Jane Hansson Clariwood Inc. JH •
APPLICATIONS ADD APPLICATION	Record created successfully. SAVE			
	Application Information			
	Applicant Clariwood Inc.	Ecolabel Type * Nordic Swan Ecolabel	ID Number 30774	
	Applicant's Naming of Application Swan project A Application Type * New Certifying Country * SWEDEN	Product Group Category Goods Criteria Group * 062 Windows and exterior doors 062 Windows and exterior doors 4	Application Status New Applicant's description of application, production site an New Front door	¢ d invoice information *
	Application Products Application Products Name Type Application Product Status Licence Nr. Criteria Gr No records are available in this view Contact Persons in your Company		ade Name (DK) Trade Name (FI) Trade Name (IS) Trade Name (OtN)	Valid From Valid To
	Primary Application Contact * Jane Hansson	Primary Licence Contact *	Marketing Contact Jane Hansson	\$

The 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.

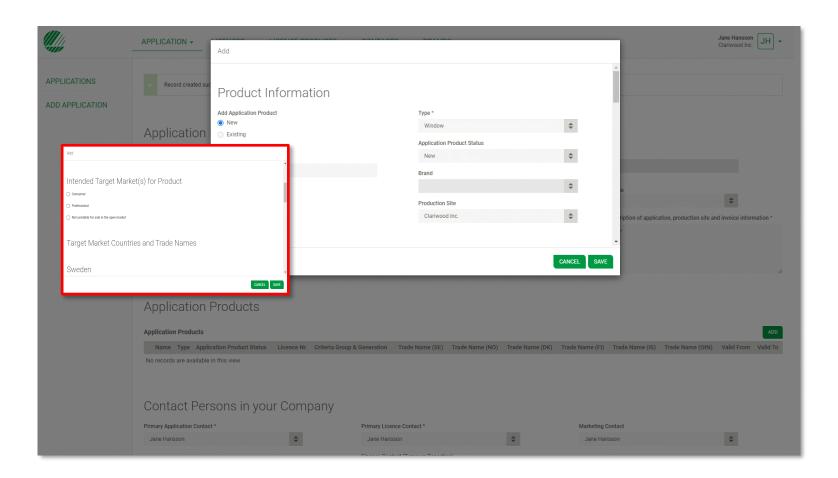
Please click **Add** to continue and add one or a few products to your application request.

Please contact us for assistance if you have several products.

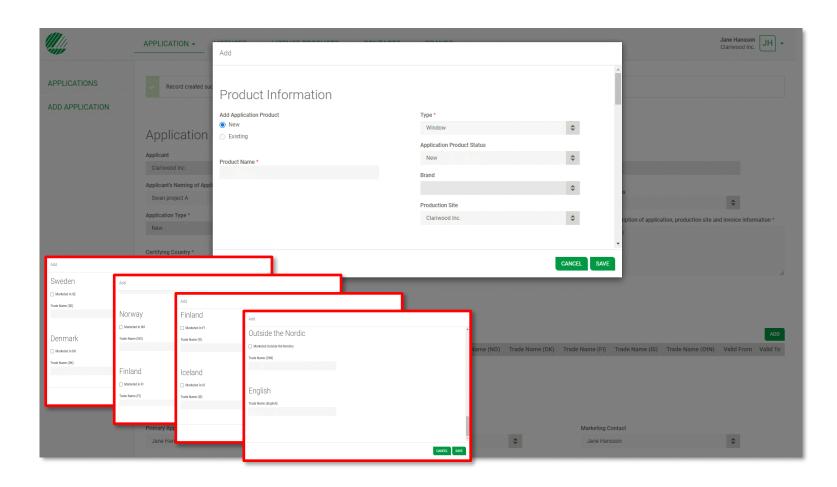


Please add **Product Name** and select product type in the **Type** drop-down-list.

Use the scroll bar to continue with intended target markets, target market countries and trade names.



Please, select the **Intended Target Market**, or markets, for the product.

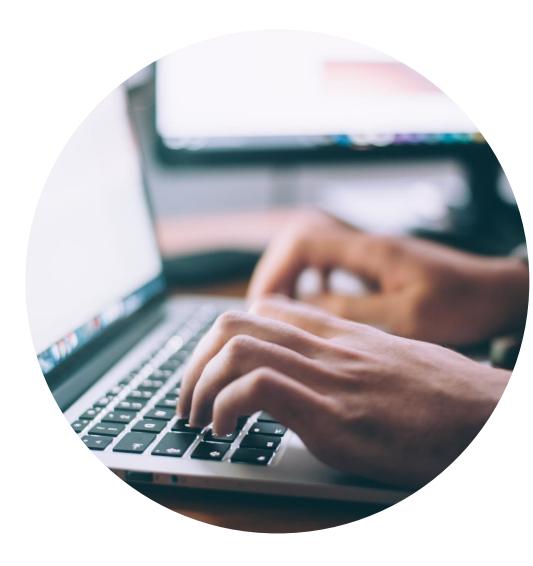


- State which Nordic countries you intend to sell the product in and verify the Trade Name for each country.
- State if you intend to sell the product outside the Nordics and verify the general Trade Name.
- Verify the **Trade Name** in English and click **Save**.

Read the criteria document and start documenting that your products meet the requirements.

During your application process, you will be assigned an evaluator who will review your documentation.

If you have any questions, you are always welcome to contact us.



Published by

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