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.

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.

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 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.

Please click **Application** and **View application** and select the application with Type Renewal you would like to renew.
2. Create your renewal application request.

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 **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.

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.

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

Click on LOCKUP to select items from manufacturers in your supply chain.
3. Document that you meet the requirements.

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.

The items you have selected are shown in your application.
3. Document that you meet the requirements.

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.

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**.
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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.