Application Guide

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

This guide helps you create a new application, or make changes to your licence, and document that you meet the requirements for a Nordic Swan Ecolabel Licence.

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

Version 2.0

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

Please, click **Application** and **Add Application** to create your application request.
2. 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.
2. Create your application request.

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.
2. Create your application request.

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.
2. Create your application request.

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.
2. Create your application request.

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 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 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.
2. Create your application request.

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.
2. Create your 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 application request.

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

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.
3. Document that you meet the requirements.

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.

Finally, please verify the Trade Name in English.

Click **Save** to continue.
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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.