



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


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Sign in and
change your
password.

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Create
your application
request.

1. Sign in and change your password.

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

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

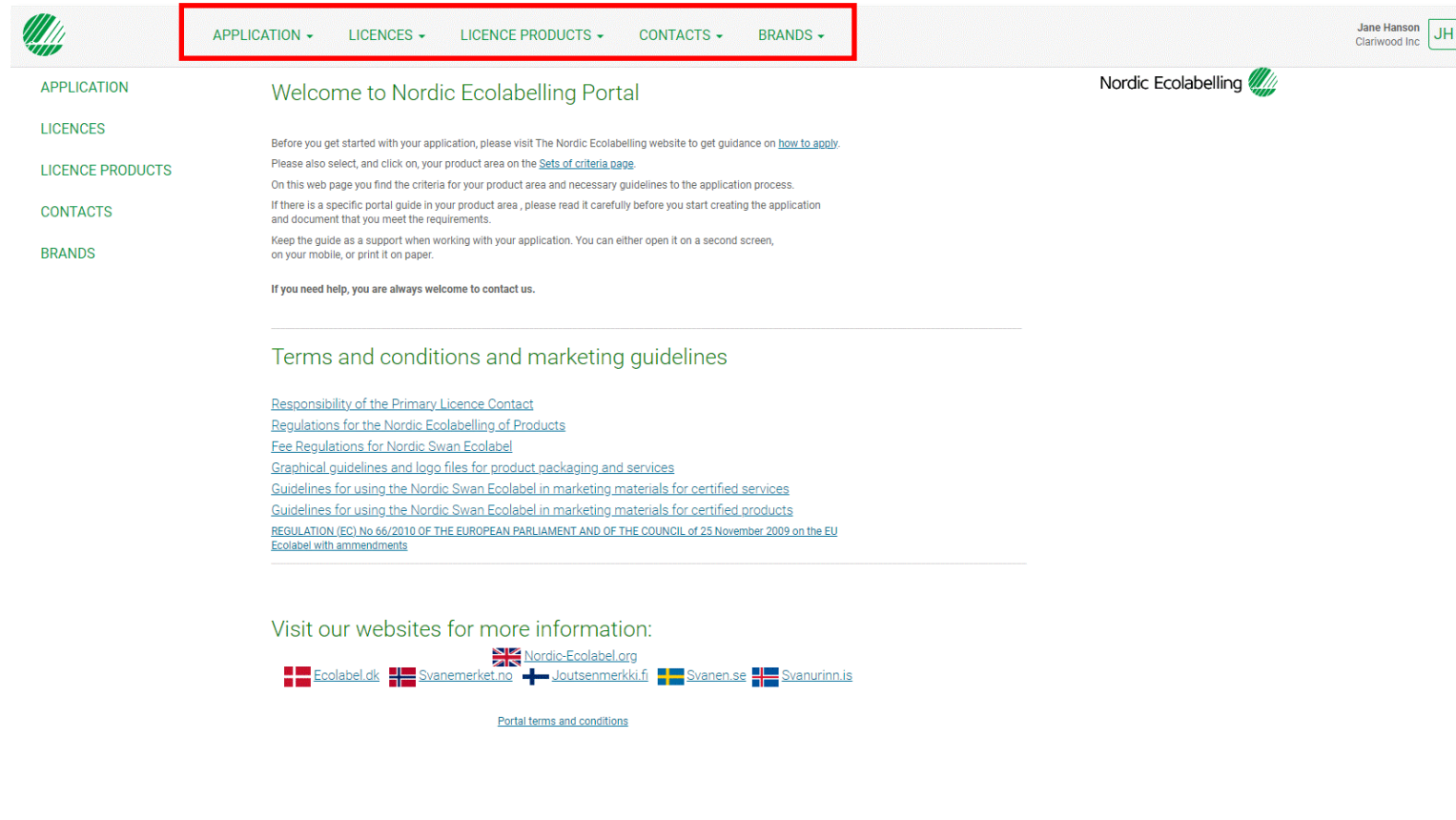
REJECT

Please note!

Never use Google translate.

You need to accept the
Terms & Conditions to proceed.

1. Sign in and change your password.



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.

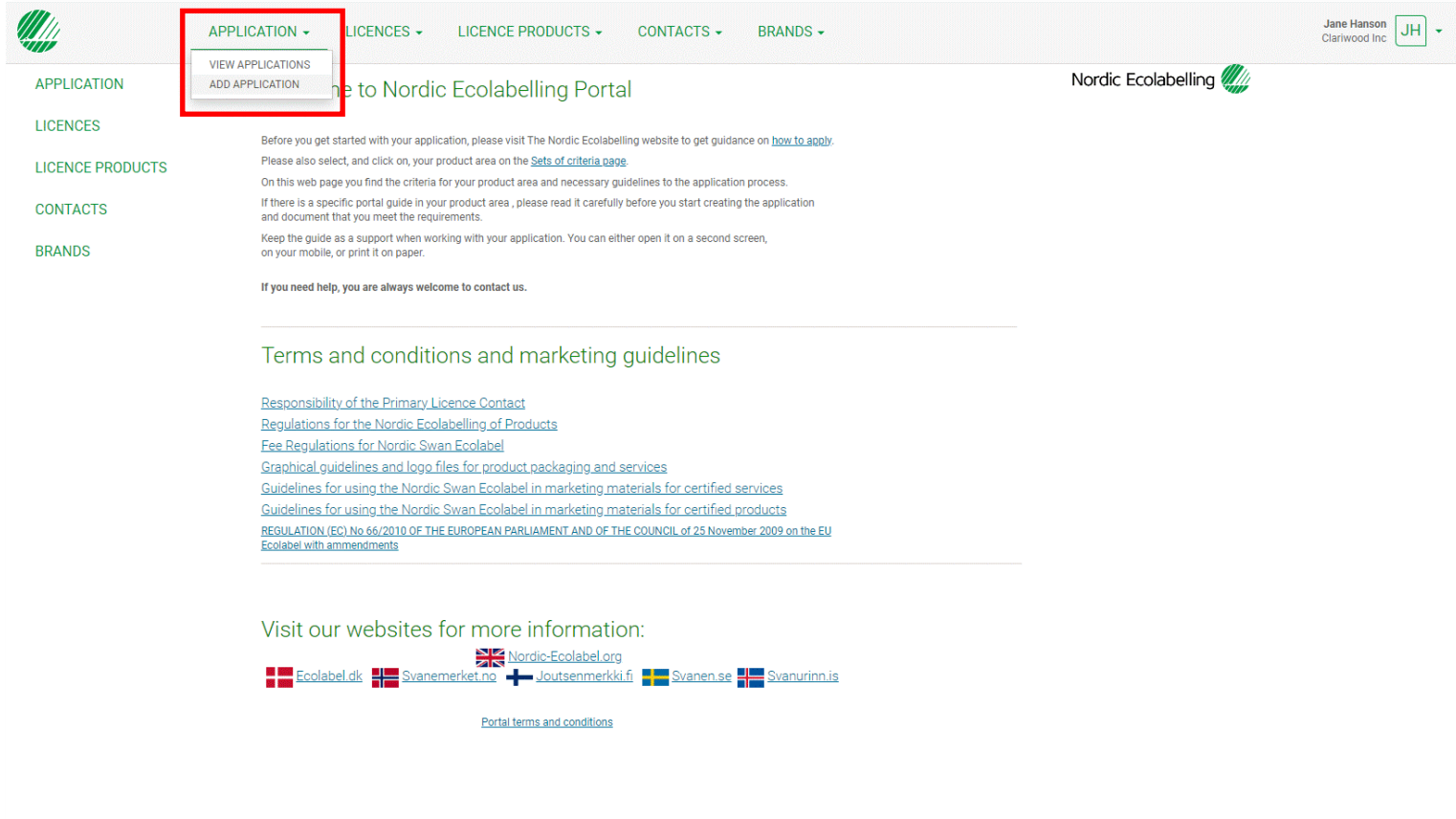
1.

Sign in and
change your
password.

2.

Create
your application
request.

2. Create your application request.



The screenshot shows the Nordic Ecolabelling Portal website. The top navigation bar includes links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The 'APPLICATION' link is highlighted with a red box, and its sub-menu items, 'VIEW APPLICATIONS' and 'ADD APPLICATION', are also highlighted. The main content area features a welcome message and a list of links for terms and conditions and marketing guidelines.

APPLICATION ▾
VIEW APPLICATIONS
ADD APPLICATION

LICENCES ▾
LICENCE PRODUCTS ▾
CONTACTS ▾
BRANDS ▾

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](#) [Svanemarket.no](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#)

[Portal terms and conditions](#)

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

2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The left sidebar has a menu with 'APPLICATIONS' and 'ADD APPLICATION'. The main form is titled 'Application Information' and contains several fields: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *' (a dropdown menu), and 'Certifying Country *' (a dropdown menu). Below these fields are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by'. The 'Application Type *' dropdown is highlighted with a red box, and the entire 'Application Information' section in the sidebar is also highlighted with a red box.

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.

APPLICATION | LICENCES | LICENCE PRODUCTS | CONTACTS | BRANDS | Jane Hansson Clariwood Inc. JH

APPLICATIONS | ADD APPLICATION

SAVE | SIGN & CREATE APPLICATION

Application Information

Applicant *
Clariwood Inc.

Applicant's Naming of Application
Extension X

Application Type *
Extension

Licence *
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
3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation

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

Application Type *
Extension

Licence *
3031 0105, 5, Clariwood Inc., 031 Furniture and fitments
3031 0105, 4, 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
3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation

Contact Persons in your Company

Primary Application Contact *

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](#))

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.

The screenshot displays a web application interface for creating an application request. It features a top navigation bar with links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS, along with a user profile for Jane Hansson. A sidebar on the left contains 'APPLICATIONS' and 'ADD APPLICATION'. The main content area is divided into two panels. The left panel, titled 'Application Information', contains fields for 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *', and 'Certifying Country *'. The right panel, also titled 'Application Information', shows the same fields with values entered: 'Clariwood Inc.', 'Swan project X', and a dropdown menu for 'Application Type *' with options 'New', 'Extension', and 'Change'. The 'New' option is highlighted. Below these panels, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by', each with checkboxes and links to external regulations.

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant *
Clariwood Inc.

Applicant's Naming of Application

Application Type *
Certifying Country *

Contact Persons in your Company

Primary Application Contact *

We Undertake the Regulations by

☐ Nordic Ecolabelling Regulations Accepted * ([Regulations for Nordic Ecolabelling](#))
[url=CELEX:32010R0066&from=EN](#)

☐ The responsibilities of the PLC ([Licensees Commitment](#) [Fee Regulations](#))

Application Information

Applicant *
Clariwood Inc.

Applicant's Naming of Application
Swan project X

Application Type *
New
Extension
Change

Production site and invoice information *

[a.eu/legal-content/EN/TXT/PDF/?](#)

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.

The screenshot shows the 'Application Information' form in the Ecolabel system. The form is titled 'Application Information' and has a sidebar with 'APPLICATIONS' and 'ADD APPLICATION'. The main form area contains several dropdown menus and text input fields. A red box highlights the 'Ecolabel Type *' dropdown, which is set to 'Nordic Swan Ecolabel'. Another red box highlights the 'Product Group Category' dropdown, which is set to 'Goods'. A third red box highlights the 'Criteria Group *' dropdown, which is open and shows a list of options, with '031 Furniture and fitments' selected. Below these, there are fields for 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and 'Estimated Annual Turnover or AUM Licence (DK)', 'Estimated Annual Turnover or AUM Licence (IS)', 'Estimated Annual Turnover or AUM Licence (FI)', and 'Estimated Annual Turnover or AUM Licence (Outside the Nordics)'. The form also includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button.

APPLICATIONS
ADD APPLICATION

APPLICATION INFORMATION

SAVE SIGN & CREATE APPLICATION

Ecolabel Type *

Nordic Swan Ecolabel

Product Group Category

Goods

Criteria Group *

001 Primary batteries
005 Tissue paper
008 Remanufactured OEM Toner Cartridges
010 Construction and facade panels, and mouldings
013 Car, boat and train care products
015 Imaging equipment
017 Dishwasher detergents and rinse aids
019 Compost bins
023 Sanitary Products
025 Hand Dishwashing Detergents
026 Cleaning products
029 Floor coverings
030 Rechargeable batteries and portable chargers
031 Furniture and fitments
039 Manufacturing of textiles, hides/skins and leather
044 Copy and printing paper
047 Disposables for food
049 Grease-proof Paper
057 Office and hobby supplies
062 Windows and exterior doors

Ecolabel Type *

Nordic Swan Ecolabel

Product Group Category

Goods

Criteria Group *

031 Furniture and fitments

Criteria Group and Generation *

031 Furniture and fitments 5

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

Primary Licence Contact *

Marketing Contact

Finance Contact (Turnover Reporting)

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (FI)

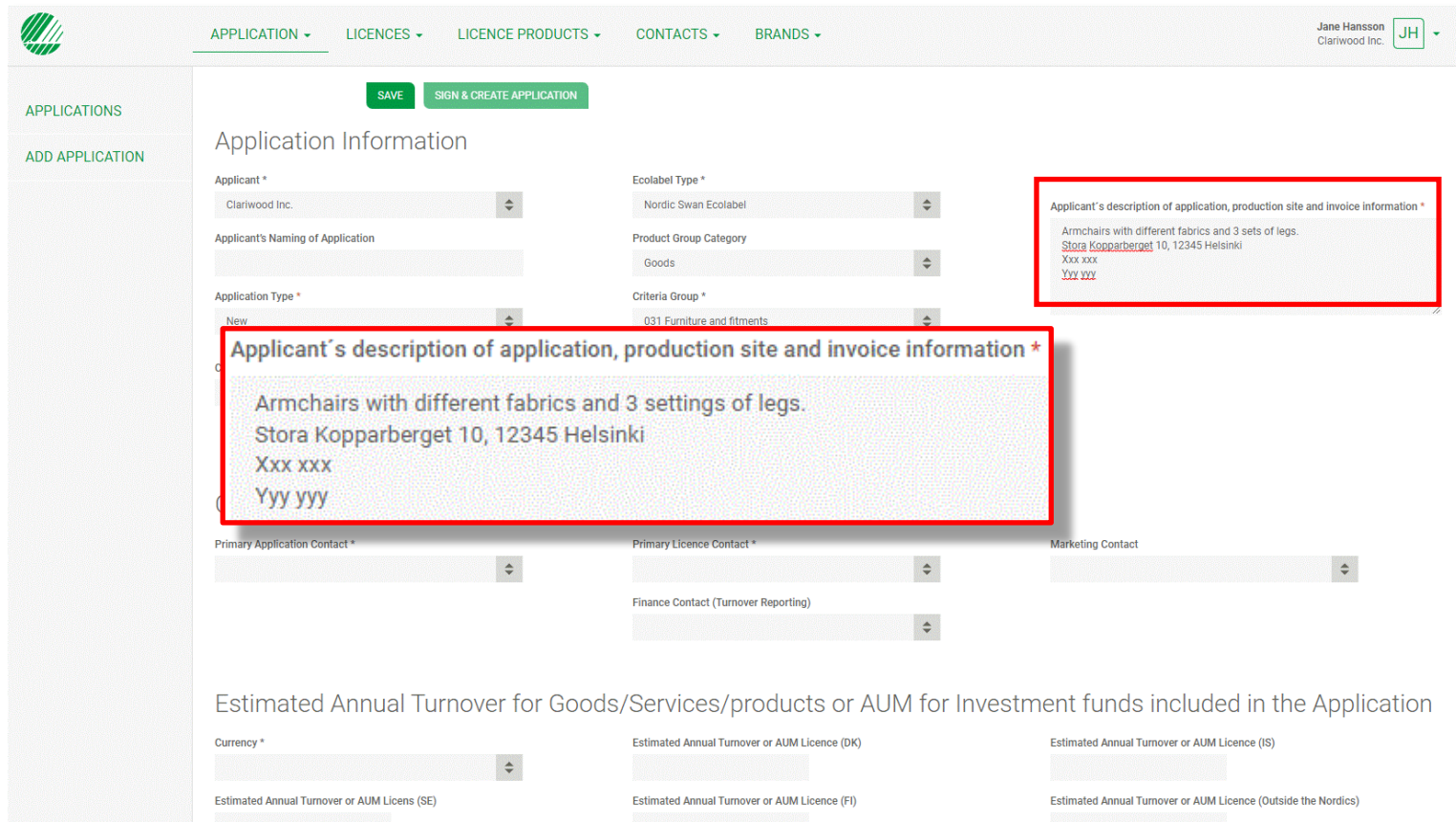
Estimated Annual Turnover or AUM Licence (Outside the Nordics)

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.



The screenshot shows a web application form for creating an application request. The form is titled "Application Information" and includes a sidebar with "APPLICATIONS" and "ADD APPLICATION". The main form area contains several sections:

- Applicant *:** A dropdown menu with "Clariwood Inc." selected.
- Ecolabel Type *:** A dropdown menu with "Nordic Swan Ecolabel" selected.
- Applicant's Naming of Application:** A text input field.
- Product Group Category:** A dropdown menu with "Goods" selected.
- Application Type *:** A dropdown menu with "New" selected.
- Criteria Group *:** A dropdown menu with "031 Furniture and fittings" selected.
- Applicant's description of application, production site and invoice information *:** A text area containing the following text:
Armchairs with different fabrics and 3 settings of legs.
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yyy
- Primary Application Contact *:** A dropdown menu.
- Primary Licence Contact *:** A dropdown menu.
- Marketing Contact:** A dropdown menu.
- Finance Contact (Turnover Reporting):** A dropdown menu.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** A section with three columns of input fields for different currencies and regions.

Two red boxes highlight the "Applicant's description of application, production site and invoice information *" text area, indicating where the user should enter the name of the production site and other relevant information.

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.


The screenshot shows a web application interface for creating an application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' menu is highlighted with a red box. Below the navigation bar, there is a sidebar with 'APPLICATIONS' and 'ADD APPLICATION'. The main content area is titled 'Application Information' and contains several dropdown menus for 'Applicant *', 'Applicant's Naming of Application', 'Application Type *', 'Certifying Country *', 'Criteria Group and Generation *', 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. A red box highlights the 'CONTACTS' and 'BRANDS' dropdowns, which are open, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. Another red box highlights the 'Contact Persons in your Company' section, which contains the 'Primary Application Contact *' and 'Primary Licence Contact *' dropdowns. 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 dropdowns for currency and turnover.

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.



APPLICATION ▾

LICENCES ▾

LICENCE PRODUCTS ▾

CONTACTS ▾

BRANDS ▾

Jane Hansson
Clariwood Inc. JH ▾

APPLICATIONS

ADD APPLICATION

SAVE

SIGN & CREATE APPLICATION

Application Information

Applicant *

Clariwood Inc. ▾

Applicant's Naming of Application

Application Type *

New ▾

Certifying Country *

SWEDEN ▾

Ecolabel Type *

Nordic Swan Ecolabel ▾

Product Group Category

Goods ▾

Criteria Group *

031 Furniture and fitments ▾

Criteria Group and Generation *

031 Furniture and fitments 5 ▾

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

Armchairs with different fabrics and 3 sets of legs.
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yyy

Contact Persons in your Company

Primary Application Contact *

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)

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.

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)
EUR	18.000.000	150.000
Estimated Annual Turnover or AUM Licenses (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
45.000.000	25.000.000	0
Estimated Annual Turnover or AUM Licence (NO)		
20.000.000		

SAVE SIGN & CREATE APPLICATION

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

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.

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](#))

SAVE

SIGN & CREATE APPLICATION

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.

APPLICATIONS

ADD APPLICATION

Record created successfully.

SAVE

Application Information

Applicant

Clarivood 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

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

Clarivood Inc.

JH

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.

2. Create your application request.

Record created successfully

ADD APPLICATION

Application

Applicant
Clariwood Inc.

Applicant's Naming of Application
Swan project A

Application Type *
New

Certifying Country *
SWEDEN

Product Information

Add Application Product
☒ New
☐ Existing

Product Name *

Type *
Window

Application Product Status
New

Brand

Production Site
Clariwood Inc.

CANCEL SAVE

Application Products

Application Products

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

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.

2. Create your application request.

The screenshot shows a software interface for creating an application request. A 'Product Information' dialog box is open, showing fields for Type, Application Product Status, Brand, and Production Site. A smaller 'Add' dialog box is also open, showing 'Intended Target Market(s) for Product' and 'Target Market Countries and Trade Names'.

Product Information

Add Application Product

☒ New
☐ Existing

Type *

Window

Application Product Status

New

Brand

Production Site

Clariwood Inc.

Intended Target Market(s) for Product

☐ Consumer
☐ Professional
☐ Not available for sale in the open market

Target Market Countries and Trade Names

Sweden

Application Products

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

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

2. Create your application request.

The screenshot shows a web application interface for creating an application request. The main form is titled 'APPLICATION' and includes fields for 'Applicant' (Clariwood Inc.), 'Applicant's Naming of Application' (Swan project A), 'Application Type' (New), and 'Certifying Country'. A large 'Add' modal window is open, titled 'Product Information', with fields for 'Add Application Product' (New), 'Type' (Window), 'Application Product Status' (New), 'Brand', 'Production Site' (Clariwood Inc.), and 'Product Name'. Below this, there are four smaller 'Add' modal windows, each for a different country: Sweden, Norway, Finland, and Iceland. Each country modal has a 'Marketed in' checkbox and a 'Trade Name' field. The 'Add' modal for 'Outside the Nordic' is also visible, with a 'Marketed Outside the Nordics' checkbox and a 'Trade Name (English)' field. The background shows a table with columns for 'Trade Name (NO)', 'Trade Name (DK)', 'Trade Name (FI)', 'Trade Name (IS)', 'Trade Name (OTN)', 'Valid From', and 'Valid To'. The user 'Jane Hansson' is logged in as 'Clariwood Inc.'.

- 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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