



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 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.

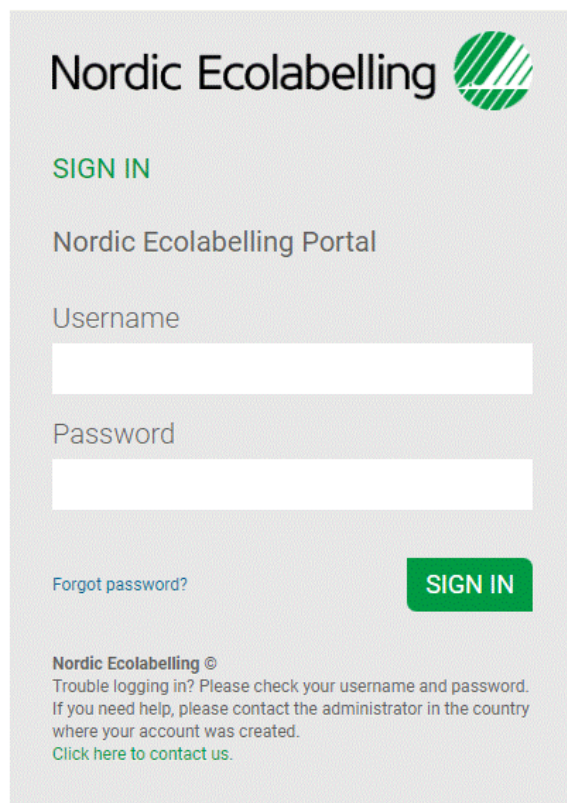
1.
Sign in and
change your
password.

2.
Create
your renewal
application
request.

3.
Document that
you meet the
requirements.

4.
Submit your
application.

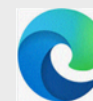
1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top, it says "Nordic Ecolabelling" next to a green circular logo with white diagonal lines. Below this is a green "SIGN IN" link. The page title is "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". Below the password field is a blue link for "Forgot password?". To the right of these fields is a green "SIGN IN" button. At the bottom, there is a copyright notice "Nordic Ecolabelling ©", a troubleshooting message "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 green link "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.



The screenshot shows the 'Nordic Ecolabelling' logo, which consists of the text 'Nordic Ecolabelling' in a dark blue font and a circular icon with green diagonal lines to its right. Below the logo, the title 'Terms & Conditions' is displayed in a large, dark blue font. Underneath the title, a paragraph states: 'By using the site I accept the following terms and conditions of Nordic Ecolabelling's portal:'. This is followed by a bulleted list of five terms. At the bottom of the terms section, there are two green buttons with white text: 'ACCEPT' and 'REJECT'.

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

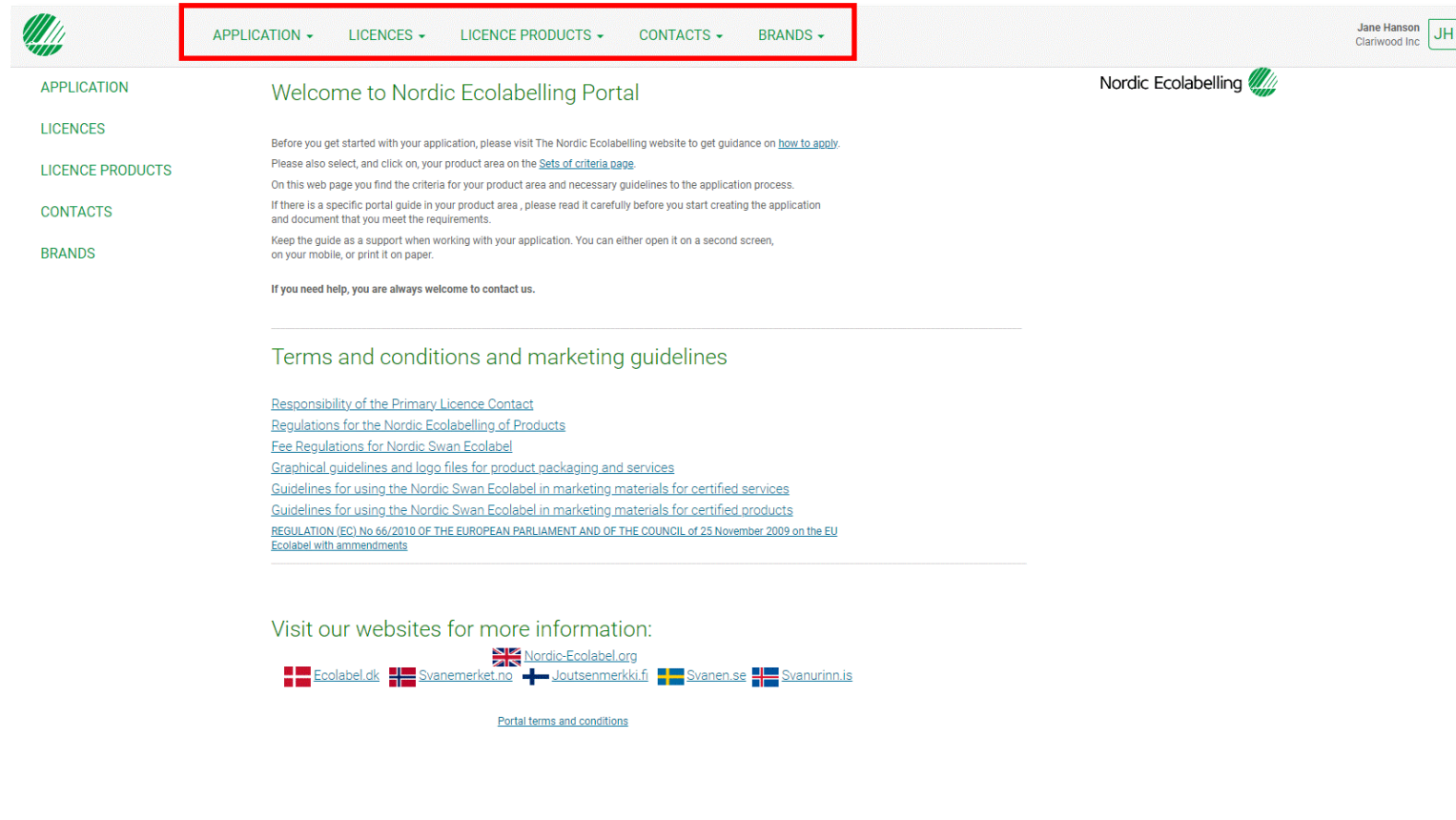
REJECT

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.

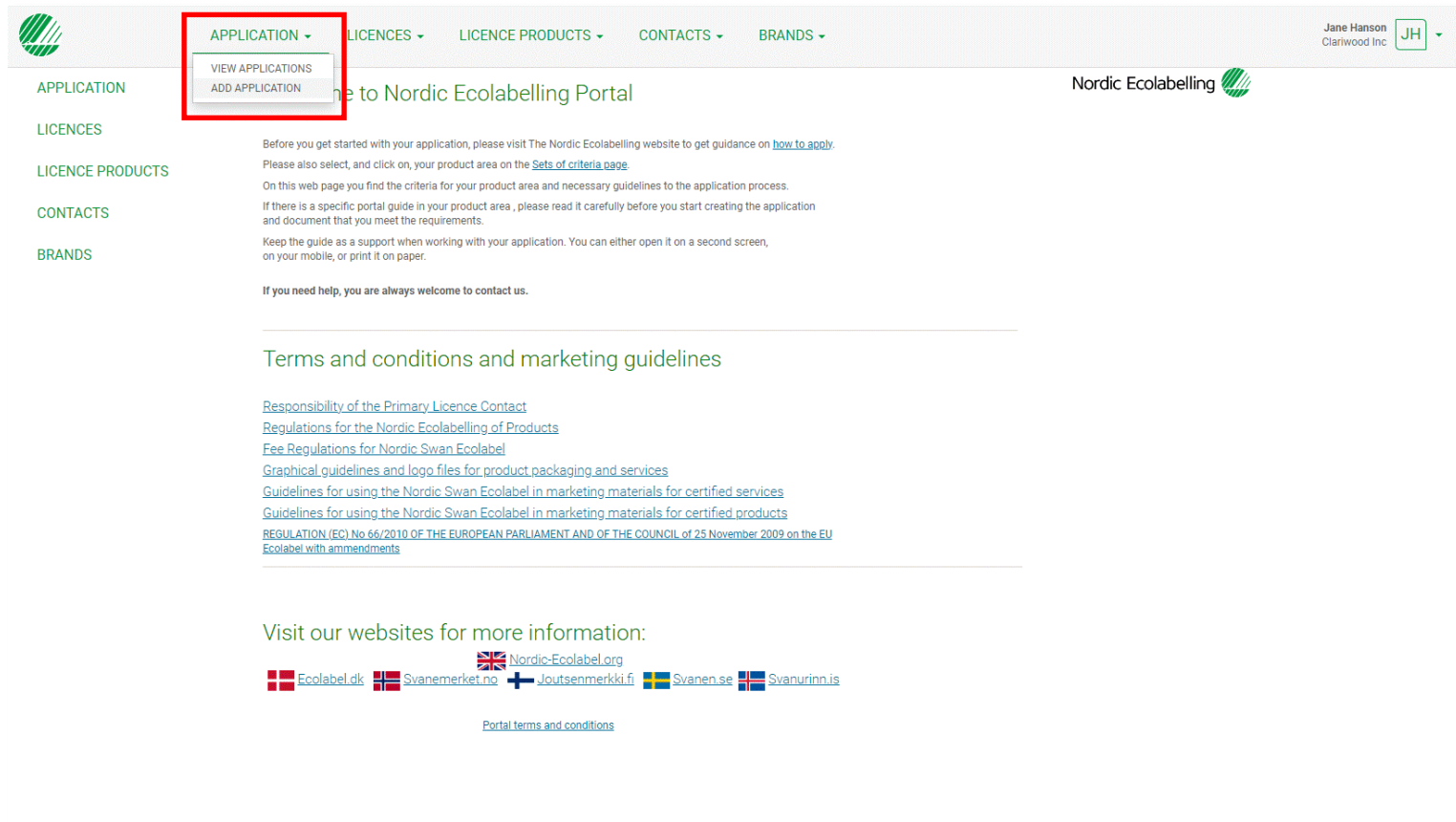
The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.

The application process

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

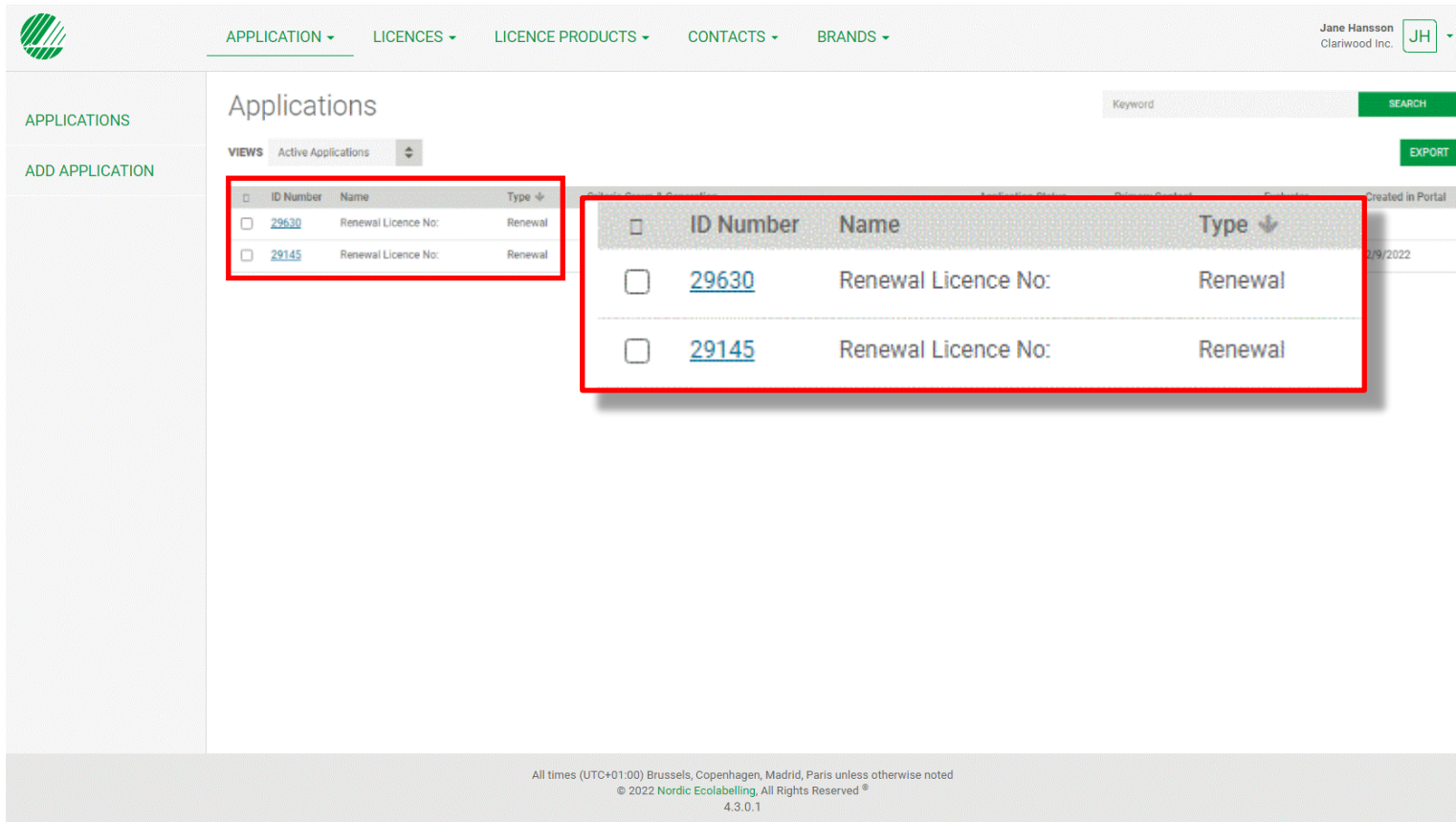
1.
Sign in and
change your
password.
2.
Create
your application
request.
3.
Document that
you meet the
requirements.
4.
Submit your
application.

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.



The screenshot shows the 'Applications' section of the Nordic Swan Ecolabel portal. The top navigation bar includes links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is Jane Hansson from Clariwood Inc. (JH). The left sidebar has 'APPLICATIONS' and 'ADD APPLICATION'. The main content area shows a table of applications. Two tables are visible: a small one on the left and a larger one on the right. Both tables list applications with ID numbers 29630 and 29145, both of type 'Renewal'. The ID numbers are highlighted with red boxes and blue underlines, indicating they are clickable links.

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

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

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.

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 *

Renewal Licence No:8055 0001

Ecolabel Type *
Nordic Swan Ecolabel ▾

Product Group Category
▾

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

Application Products

Application Products

Name	Type	Application Product Status	Licence Nr.	Criteria Group
No records are available in this view				

Contact Persons in your Company

Primary Application Contact * Primary Licence Contact * 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' menu is highlighted with a red box. Below the navigation bar, the 'CONTACTS' and 'BRANDS' sub-menus are also highlighted with a red box. A dropdown menu is open, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. On the left, under 'Contact Persons in your Company', the 'Primary Application Contact' dropdown is highlighted with a red box, showing 'Jane Hansson' as the selected contact. Below this, there are input fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application'. The fields are organized by currency: EUR, SEK, NOK, DK, FI, IS, and Outside the Nordics. The 'EUR' field is selected. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'. The 'SAVE' and 'SIGN & CREATE APPLICATION' buttons are at the bottom right.

CONTACTS ▾ BRANDS ▾

VIEW COMPANY CONTACTS
ADD CONTACTS

Contact Persons in your Company

Primary Application Contact *
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 (NO)
250000

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

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/?url=CELEX-32010R0066&from=EN>

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

SAVE SIGN & CREATE APPLICATION

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 (NO)

250000

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

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☒ 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 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.

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

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☒ 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 renewal application request.

The screenshot displays the 'APPLICATION' section of the Nordic Swan Ecolabel system. A green notification bar at the top states 'Record updated successfully.' Below this, two green buttons labeled 'CONTINUE APPLICATION' and 'SAVE' are highlighted with red boxes. The 'CONTINUE APPLICATION' button is also highlighted in the left sidebar. The main form area is titled 'Application Information' and contains several dropdown menus: '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 'Application Information' section is the 'Application Products' section, which shows a table with columns 'Name', 'Type', 'Application Product Status', 'Licence Nr.', and 'Criteria Group & Gen'. A message below the table states 'No records are available in this view'. At the bottom, the 'Contact Persons in your Company' section includes dropdowns for '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.

The application process

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3. Document that you meet the requirements.

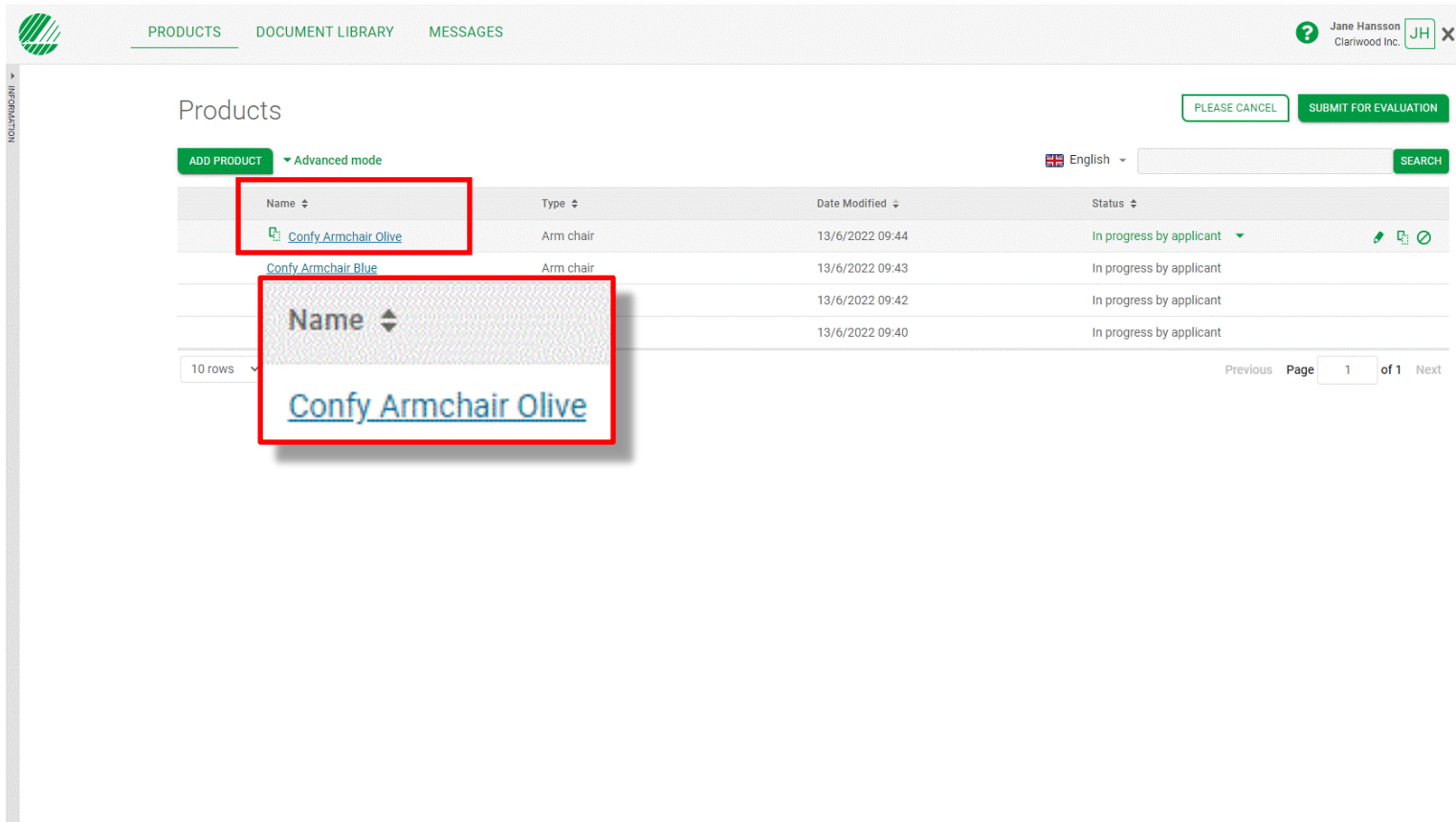
The screenshot shows the 'Products' page in the Nordicswans portal. At the top, there are tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson from Clariwood Inc. (JH). There are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. A table lists products with columns for Name, Type, Date Modified, and Status. The first row is 'Confy Armchair Olive'. A red box highlights the 'Status' dropdown for this product, which is currently set to 'In progress by applicant'. Another red box highlights a 'Please cancel' status option in a dropdown menu. A third red box highlights a 'Please cancel' button with a green circle and slash icon.

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.

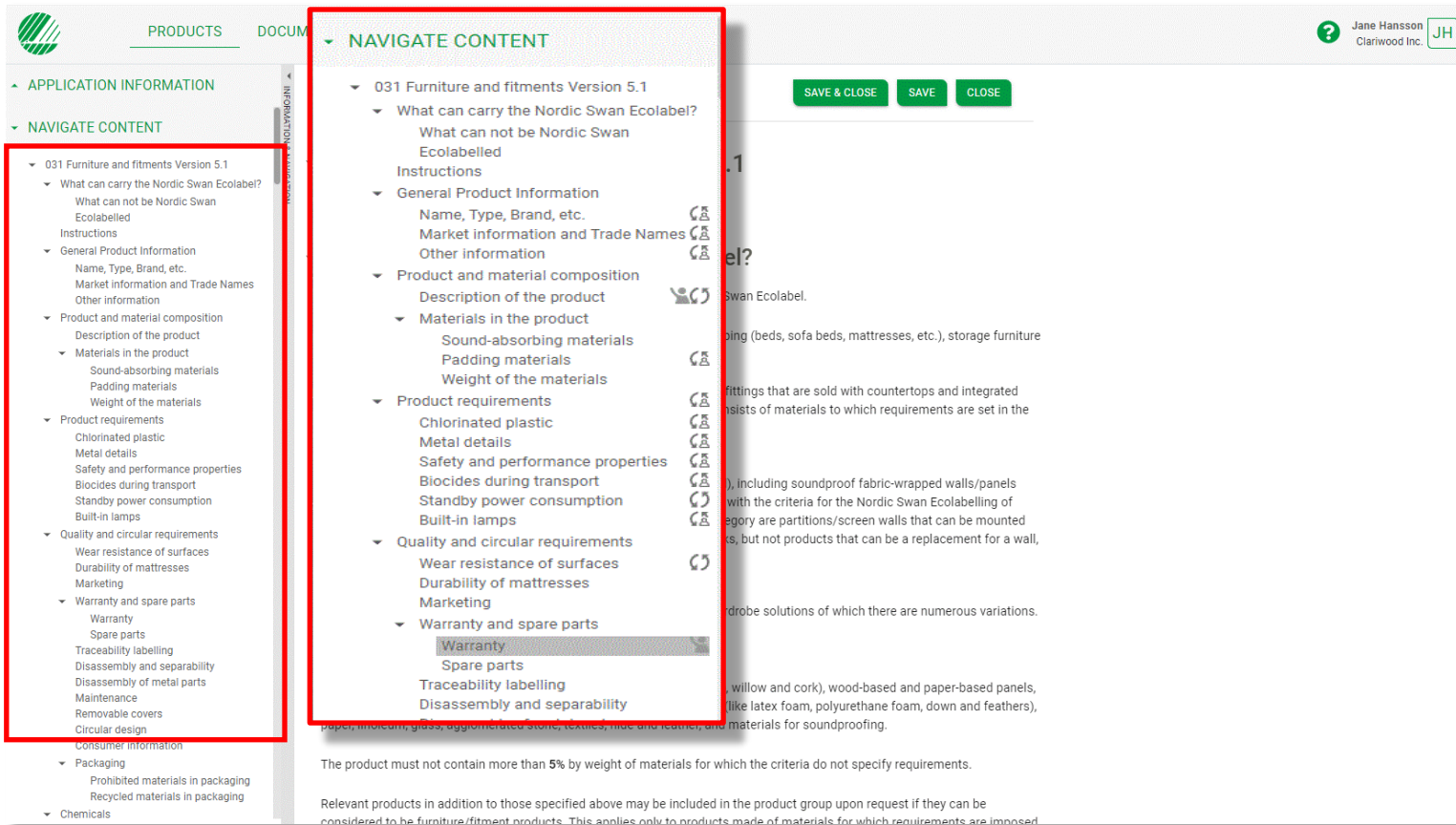


The screenshot shows a web application interface for managing products. At the top, there are navigation tabs: PRODUCTS, DOCUMENT LIBRARY, and MESSAGES. The user is Jane Hansson from Clariwood Inc. (JH). The main section is titled 'Products' and includes buttons for 'ADD PRODUCT', 'PLEASE CANCEL', and 'SUBMIT FOR EVALUATION'. A search bar is also present. Below these, there is a table with columns: Name, Type, Date Modified, and Status. The table contains three rows of product data. A red box highlights the 'Name' column header and the first row, which is 'Confy Armchair Olive'. Another red box highlights the product name 'Confy Armchair Olive' in the first row. The table also shows the product type as 'Arm chair', the date modified as '13/6/2022 09:44', and the status as 'In progress by applicant'. The interface also shows a '10 rows' dropdown and a pagination bar with 'Previous', 'Page 1 of 1', and 'Next'.

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 the 'PRODUCTS > REQUIREMENTS' section of the application. The interface includes a sidebar with a tree view of requirements, a main content area with input fields, and a messages section. Red boxes highlight the following elements:

- Buttons at the top: CLOSE, SAVE, and SAVE & CLOSE.
- Buttons in the 'General Product Information' section: CLOSE, SAVE, and SAVE & CLOSE.
- The 'NEW MESSAGE' button in the messages section.
- The 'SEND' button for a message.
- A message card from Jane Hansson with the text: 'The product is mainly marketed to consumers, however ...'.

The main content area includes the following fields:

- General Product Information**: Please fill in specific information about the product below.
- Name, Type, Brand, etc.**: In progress by applicant. Name: Tranquil. Type: Arm chair. Please select End Market(s): Consumer.
- MESSAGES**: A text area with a rich text editor (B, I, U, etc.) and a SEND button.
- Market information and Trade Names**: (Partially visible at the bottom).

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.

The screenshot shows a web application interface for documenting product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as 'Jane Hansson, Clariwood Inc.' with a profile icon 'JH'. The left sidebar shows a tree view of the application information, with '031 Furniture and fitments Version 5.1' selected. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a section 'Description of the product'. This section includes instructions for applicants, a list of requirements (drawing, production process, suppliers), and a status dropdown menu. The status dropdown is currently set to 'In progress by applicant' and has options for 'Not started', 'In progress by applicant', and 'Ready for evaluation'. Below the status dropdown, there are three document upload fields, each with an 'ADD DOCUMENT' button. The first field is for a drawing/picture of the product, the second for a flowchart of the production process, and the third for an overview of suppliers. The third field also includes a note about including component suppliers. The bottom of the form has a red box highlighting the status dropdown and the upload fields.

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 involved 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](#)

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.

PRODUCTS

DOCUMENT LIBRARY

MESSAGES

▼ APPLICATION INFORMATION

ID Number

29879

Company Name

Clariwood Inc.

Name

Swan project X

Type

New

Status

In progress by applicant

Requirements & Generation

031 Furniture and fitments
5

Submission Date

Last Updated

09-Jun-2022

Description

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

Products

ADD PRODUCT

▼ Advanced mode

English

SEARCH

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

10 rows

per page

1

of 1

Next

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.



Published by

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