



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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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.

1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top left is the logo "Nordic Ecolabelling" with a green circular icon containing diagonal lines. Below the logo is the text "SIGN IN" in green. Underneath is "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the password field is a green "SIGN IN" button. Below the button is a link "Forgot password?". At the bottom, there is a copyright notice "Nordic Ecolabelling ©" and a paragraph of text: "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.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation menu is highlighted with a red box, containing the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hanson, Clarinwood Inc, with initials JH. The main content area is titled 'Welcome to Nordic Ecolabelling Portal' and includes the following text:

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.

Below this text, there is a section titled 'Terms and conditions and marketing guidelines' with several links:

- [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](#)

At the bottom, there is a section titled 'Visit our websites for more information:' with links to national websites:

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

A link for [Portal terms and conditions](#) is also provided.

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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2. Create your application request.

The screenshot shows the Nordic Ecolabelling Portal website. The top navigation bar includes a logo on the left and a user profile 'Jane Hanson Clarivood Inc JH' on the right. A red box highlights the 'APPLICATION' dropdown menu, which contains 'VIEW APPLICATIONS' and 'ADD APPLICATION' options. The main content area is titled 'Welcome to Nordic Ecolabelling Portal' and provides instructions for users starting an application. It includes links to 'how to apply', 'Sets of criteria page', and various guidelines. At the bottom, there is a section for 'Visit our websites for more information:' with links to national portals for Denmark, Norway, Finland, Sweden, and Iceland, along with the main Nordic Ecolabel website.

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 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main form is titled 'Application Information' and contains several fields:

- Applicant ***: A dropdown menu with 'Clariwood Inc.' selected.
- Applicant's Naming of Application**: A text input field.
- Application Type ***: A dropdown menu with an arrow pointing down.
- Certifying Country ***: A dropdown menu with an arrow pointing down.

Below the 'Application Information' section, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' dropdown. At the bottom, there are two checkboxes for regulatory compliance: 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. Two red boxes highlight the 'Application Information' section, with the second box overlapping the first one.

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.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. The main form is titled 'Application Information' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form fields are:

- Applicant ***: Clariwood Inc.
- Applicant's Naming of Application**: Extension X
- Application Type ***: Extension (highlighted with a red box)
- Licence ***: 3031 0105, 5, Clariwood Inc., 031 Furniture and fitments (highlighted with a red box)
- Applicant's description of application, production site and invoice information ***: (highlighted with a red box)
- Contact Persons in your Company**: Primary Application Contact *

Below the form, there is a section titled 'We Undertake the Regulations by Creating this Request of Application' with two checkboxes:

- 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. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main form is titled 'Application Information' and contains several fields: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application' (Swan project X), 'Application Type *' (with a dropdown menu open showing 'New', 'Extension', and 'Change'), and 'Certifying Country *'. Below this, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact *' field. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted *' and 'The responsibilities of the PLC'. The 'Application Type' dropdown is highlighted with a red box, and the 'New' option is selected.

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.

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

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)

Goods/Services/products or AUM for Investment funds included in the Application

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.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clarivood Inc. JH ▾

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant *
Clarivood Inc. ▾

Ecolabel Type *
Nordic Swan Ecolabel ▾

Applicant's Naming of Application
[Empty field]

Product Group Category
Goods ▾

Application Type *
New ▾

Criteria Group *
031 Furniture and fittings ▾

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

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

Primary Application Contact *
[Empty field]

Primary Licence Contact *
[Empty field]

Marketing Contact
[Empty field]

Finance Contact (Turnover Reporting)
[Empty field]

Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency *
[Empty field]

Estimated Annual Turnover or AUM Licence (DK)
[Empty field]

Estimated Annual Turnover or AUM Licence (IS)
[Empty field]

Estimated Annual Turnover or AUM Licens (SE)
[Empty field]

Estimated Annual Turnover or AUM Licence (FI)
[Empty field]

Estimated Annual Turnover or AUM Licence (Outside the Nordics)
[Empty field]

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 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, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and contains several dropdown menus: 'Applicant *' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type *' (New), 'Certifying Country *' (SWEDEN), 'Criteria Group and Generation *' (031 Furniture and fitments 5), 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', 'Currency *', and 'Estimated Annual Turnover or AUM Licence' for various regions (DK, IS, SE, FI, Outside the Nordics). A red box highlights the 'CONTACTS' and 'BRANDS' dropdowns, and another red box highlights the 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' buttons. A third red box highlights the 'Contact Persons in your Company' section, which includes the 'Primary Application Contact *' and 'Primary Licence Contact *' dropdowns.

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.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. The main form is titled 'Application Information' and contains several sections:

- Application Information:** Fields for 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), and Criteria Group and Generation (031 Furniture and fitments 5). A text area for 'Applicant's description of application, production site and invoice information' contains: 'Armchairs with different fabrics and 3 sets of legs. Stora Kopparberget 10, 12345 Helsinki. Xxx.xxx. Yyy.yyy'.
- Contact Persons in your Company:** Fields for Primary Application Contact, Primary Licence Contact, Finance Contact (Turnover Reporting), and Marketing Contact. A red box highlights the Primary Licence Contact, Finance Contact, and Marketing Contact fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and three turnover/AUM licence categories: (DK), (IS), and (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 *
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 (DK)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

Estimated Annual Turnover or AUM Licence (SE)
3500000

Estimated Annual Turnover or AUM Licence (FI)
5000000

Estimated Annual Turnover or AUM Licence (Outside the Nordics)
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.

The screenshot shows a web application interface for creating an application request. At the top, there is a navigation bar with menu items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clarifwood Inc., with a profile icon 'JH'. A success message at the top left states 'Record created successfully.' with a green checkmark. Below this is a green 'SAVE' button. The main form is titled 'Application Information' and contains several fields:

- Applicant: Clarifwood 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

Below the application information is the 'Application Products' section, which includes a table with columns: 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, and Valid To. The table is currently empty, with the text 'No records are available in this view' below it. A green 'ADD' button is highlighted with a red box in the top right corner of this section.

At the bottom, there is a 'Contact Persons in your Company' section with three dropdown menus:

- Primary Application Contact: Jane Hansson
- Primary Licence Contact: Jane Hansson
- Marketing Contact: Jane Hansson

There is also a partially visible 'Finance Contact (Turnover Reporting)' dropdown menu.

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.

The application process

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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.

3. Document that you meet the requirements.

The screenshot shows a web application interface with a modal window titled "Add" and "Product Information". The modal contains the following fields and options:

- Add Application Product:** Radio buttons for "New" (selected) and "Existing".
- Product Name *:** A text input field.
- Type *:** A dropdown menu with "Window" selected.
- Application Product Status:** A dropdown menu with "New" selected.
- Brand:** A dropdown menu.
- Production Site:** A dropdown menu with "Clariwood Inc." selected.

At the bottom of the modal are "CANCEL" and "SAVE" buttons. A vertical scroll bar is visible on the right side of the modal, indicating that there are more options or information available below the visible area.

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.

The screenshot displays a software interface for adding application products. A central 'Product Information' dialog box is open, with the following fields: 'Type' (Window), 'Application Product Status' (New), 'Brand', and 'Production Site' (Clarwood Inc.). Below this, several 'Add' dialog boxes are shown, each for a specific target market: Sweden, Norway, Finland, and Iceland. Each of these dialog boxes includes a 'Marketed in' checkbox and a 'Trade Name' field. Additionally, there is an 'Add' dialog box for 'Outside the Nordic' with a 'Marketed Outside the Nordics' checkbox and an 'English' trade name field. The background shows a list of applications 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's name 'Jane Hansson' and company 'Clarwood Inc.' are visible in the top right corner.

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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4. Submit your application.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A dropdown menu is open for the 'Status' column, showing three options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. A red box highlights the 'SUBMIT FOR EVALUATION' button in the top right corner of the interface.

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

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.



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