



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.

Version 2.0

Contents

Step 1: Sign in and change your password.

Step 2: Create your application request.

The application request process

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

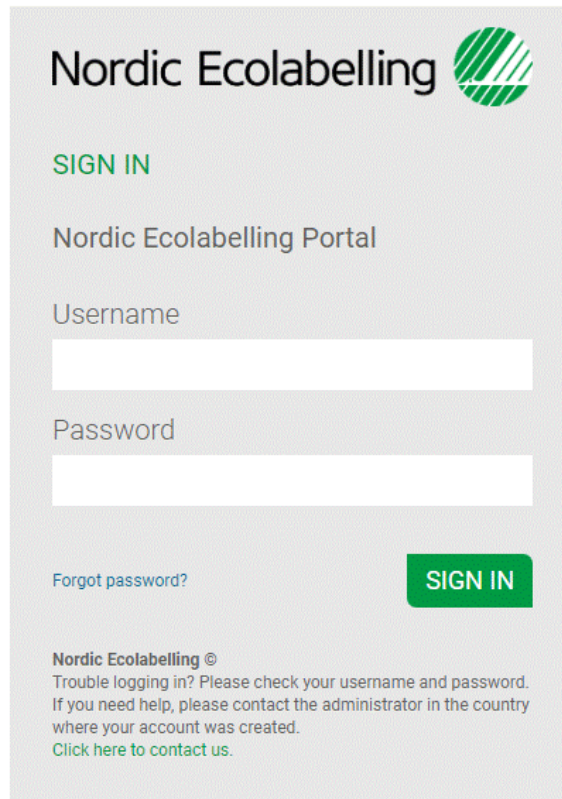
1.

Sign in and
change your
password.

2.

Create
your application
request.

1. Sign in and change your password.

Nordic Ecolabelling 

SIGN IN

Nordic Ecolabelling Portal

Username

Password

[Forgot password?](#)

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.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hanson
Clairwood Inc JH

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](#)

Nordic Ecolabelling

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.

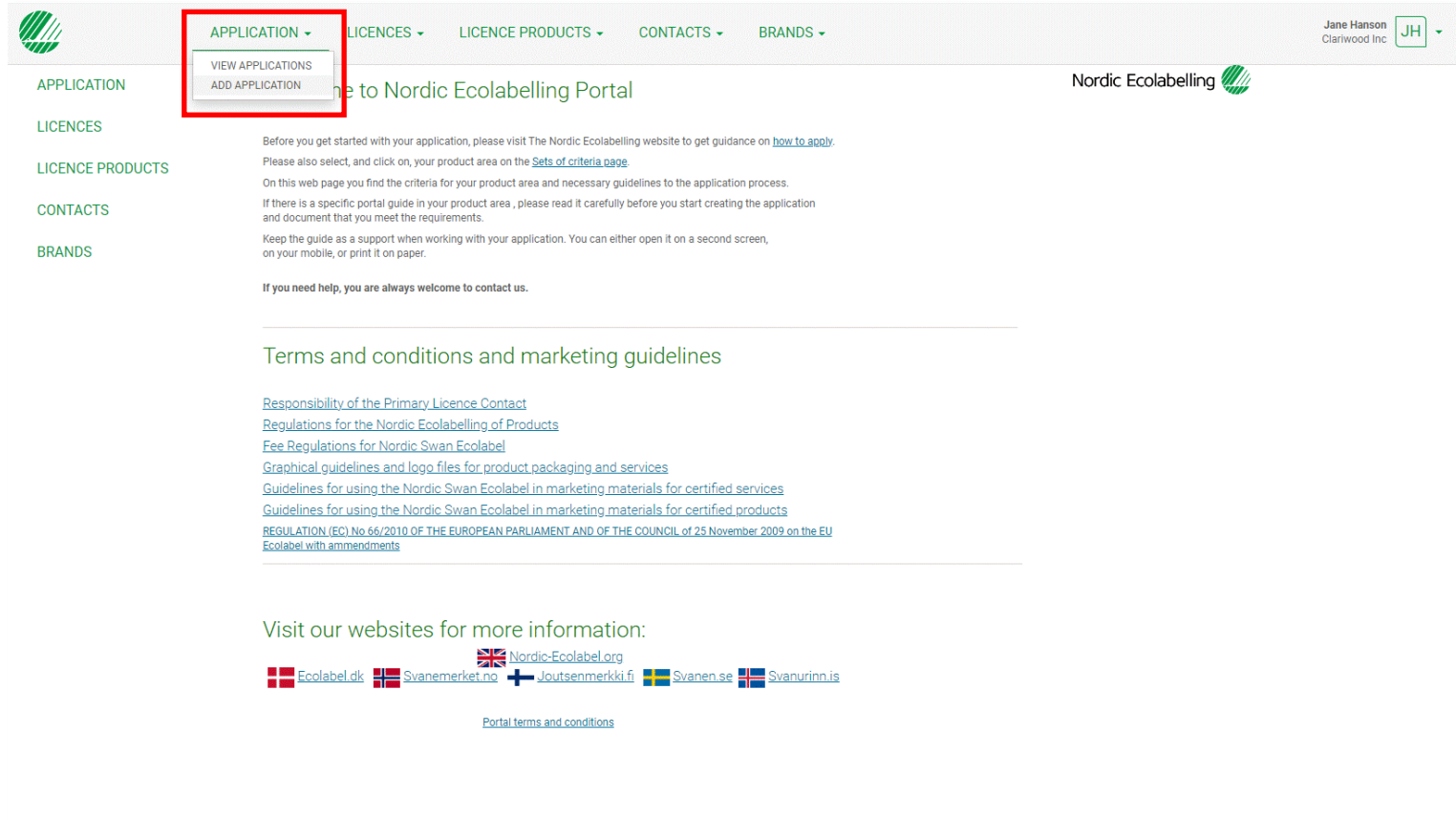
The application request process

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.



APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS

Jane Hanson
Clariwood Inc JH

APPLICATION
LICENCES
LICENCE PRODUCTS
CONTACTS
BRANDS

Home to Nordic Ecolabelling Portal

Nordic Ecolabelling

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[Ecolabel.dk](#) [Svanemarket.no](#) [Nordic-Ecolabel.org](#) [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 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clariwood Inc.' with a profile icon 'JH'. The main content area 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 these fields, 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 are overlaid on the image: one on the left highlights the 'Application Information' section, and a larger one on the right highlights the 'Application Information' section in a larger, semi-transparent view, showing the dropdown arrows for 'Applicant', 'Application Type', and 'Certifying Country'.

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 business area, for example a conference activity, 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**: Change X
- Application Type ***: Change (highlighted with a red box)
- Licence ***: 3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation (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 request, 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 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.' with a profile icon '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), and 'Certifying Country *'. The dropdown menu for 'Application Type' is highlighted with a red box and shows three options: 'New', 'Extension', and 'Change'. Below the form, there are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by', with checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'.

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 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.' with initials 'JH'. The main section is titled 'Application Information' and contains several dropdown menus. A red box highlights the 'Ecolabel Type *' dropdown, which is currently set to 'Nordic Swan Ecolabel'. Another red box highlights the 'Product Group Category' dropdown, set to 'Services'. A third red box highlights the 'Criteria Group *' dropdown, which is open and shows a list of options: '055 Hotels and other accommodation', '041 Printing companies and printed matter', '074 Transport wash installations', '076 Cleaning services', '079 Grocery Stores', '100 Coffee service', and '101 Investment funds and investment products'. The '055 Hotels and other accommodation' option is highlighted in blue. Other fields include 'Criteria Group and Generation *' (set to '055 Hotels and other accommodation 5'), 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and several 'Estimated Annual Turnover or AUM Licence' fields for different regions (DK, IS, SE, FI, Outside the Nordics). Buttons for 'SAVE' and 'SIGN & CREATE APPLICATION' are visible at the top.

Select **Nordic Swan Ecolabel** in the **Ecolabel Type** drop-down list.

Select **Services** in the **Category** drop-down list.

Then select **Criteria Group**, for example, **055 Hotels and other accommodations**.

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 several dropdown menus and text input fields. Two red boxes highlight the "Applicant's description of application, production site and invoice information" fields. The top box highlights a smaller version of the description field, and the bottom box highlights a larger version of the same field. The text in both boxes is: "Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yy". The form also includes fields for "Applicant", "Ecolabel Type", "Product Group Category", "Criteria Group", "Marketing Contact", and "Finance Contact (Turnover Reporting)". At the bottom, there are fields for "Estimated Annual Turnover or AUM Licence" in various currencies (DK, IS, SE, FI, Outside the Nordics).

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

APPLICATIONS
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant *
Clarivood Inc. ▾

Applicant's Naming of Application
[Empty]

Application Type *
New ▾

Ecolabel Type *
Nordic Swan Ecolabel ▾

Product Group Category
Services ▾

Criteria Group *
055 Hotels and other accommodation ▾

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

Hotel accommodation, Hotel restaurant, Conference, Café.
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yy

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

Hotel accommodation, Hotel restaurant, Conference, Café
Stora Kopparberget 10, 12345 Helsinki
Xxx xxx
Yyy yy

Marketing Contact
[Empty]

Finance Contact (Turnover Reporting)
[Empty]

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

Currency *
[Empty]

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

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

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

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

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

Please, use **Applicant's description** to describe the business areas you include in your application, for example a conference facility and a hotel restaurant.

Provide names if any of them have their own specific name.

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' and 'BRANDS' menus are 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', and 'Finance Contact (Turnover Reporting)'. The 'Contact Persons in your Company' section is highlighted with a red box. Below this section, there are several input fields for 'Estimated Annual Turnover or AUM Licence' in different currencies (DK, IS, SE, FI, Outside the Nordics).

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 the text: '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, Marketing Contact, and Finance Contact (Turnover Reporting). A red box highlights the Marketing Contact and Finance Contact fields.
- Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application:** Fields for Currency and four separate fields for Estimated Annual Turnover or AUM Licence in SEK, DK, IS, and FI.

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 business areas 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	
Estimated Annual Turnover or AUM Licens (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

SAVE SIGN & CREATE APPLICATION

All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted
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Please, select the currency for your invoice in the **Currency** field.

State the business's estimated annual turnover without using periods, spaces or commas.

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](#))

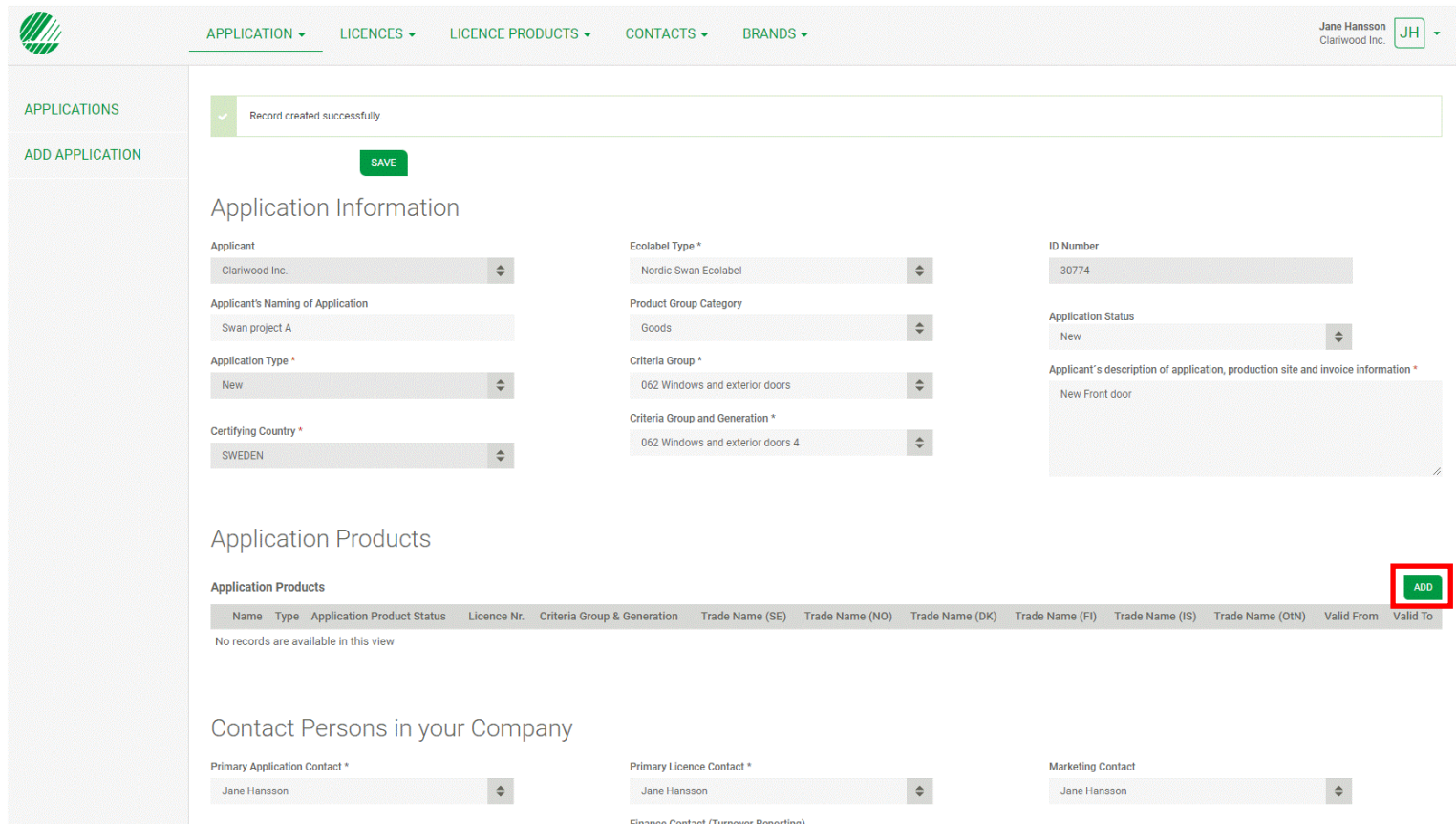
Please, read the **Regulations** carefully.

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 the following items: APPLICATION (selected), LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clarifwood Inc., with a profile icon labeled JH.

A green success message at the top left states: "Record created successfully." Below this is a green "SAVE" button.

The main form is titled "Application Information" and contains the following 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 form is a section titled "Application Products" with a table header and a green "ADD" button highlighted with a red box. The table header includes columns for Name, Type, Application Product Status, Licence Nr., Criteria Group & Generation, and Trade Name in various languages (SE, NO, DK, FI, IS, OtN). Below the header, it states "No records are available in this view".

At the bottom, there is a section titled "Contact Persons in your Company" with the following fields:

- Primary Application Contact: Jane Hansson
- Primary Licence Contact: Jane Hansson
- Marketing Contact: Jane Hansson
- Finance Contact (Turnover Reporting):

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.

Please contact us for assistance if you have several businesses.

2. Create your application request.

Product Information

Add Application Product

New
 Existing

Product Name *

Type *

Window

Application Product Status

New

Brand

Production Site

Clariwood Inc.

CANCEL SAVE

Please add the name of your business in **Product Name**, select product type in the **Type** drop-down-list and click **Save**.

Read the criteria document and start documenting that your business meets 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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