



## Ansökningsguide Ny licens eller ändringar

Skapa en ansökan och dokumentera att ni klarar de krav som ger licens för Svanenmärkning.

# Introduktion

Den här guiden hjälper dig att skapa en ansökan och dokumentera att ni klarar de krav som ger licens för Svanenmärkning.

- Läs igenom guiden och kriteriedokumentet noggrant innan du börjar skapa ansökan och dokumentera att ni klarar kraven.
- Använd guiden när du arbetar med din ansökan.
- När Nordisk Miljömärkning inför nya funktioner kan guiden bli uppdaterad. Kontrollera att du har den senaste versionen på våra webbplatser.

Version 2.0

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Steg 3: Dokumentera att ni klarar kraven.

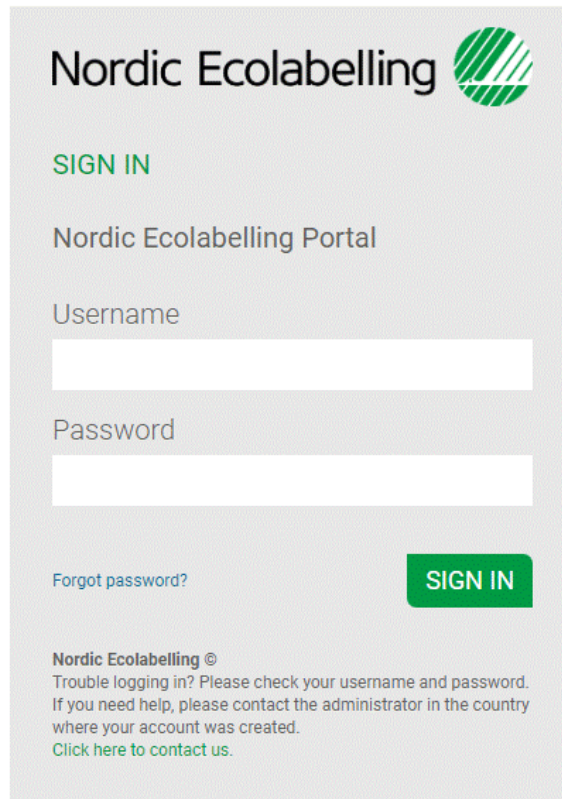
Steg 4: Skicka in er ansökan.


# Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1. Logga in och ändra ditt lösenord.
2. Skapa er ansökan om licens för Svanenmärkning
3. Dokumentera att ni klarar kraven.
4. Skicka in er ansökan.

## 1. Logga in och ändra ditt lösenord.



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

Välj antingen Microsoft Edge eller Google Chrome som din webbläsare.



Logga in här:

[Nordic Ecolabelling Portal](#)

Portalens allmänna villkor visas första gången du loggar in.

## 1. Logga in och ändra ditt lösenord.

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

Viktigt att tänka på!

Använd aldrig Google translate.

Du måste godkänna de allmänna villkoren för att kunna fortsätta.

# 1. Logga in och ändra ditt lösenord.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hanson  
Clariwood 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.

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### 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](#)

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Visit our websites for more information:

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

[Portal terms and conditions](#)

Nordic Ecolabelling

När du har loggat in, läst och godkänt villkoren för portalen och ändrat ditt lösenord visas denna vy.

Här hittar du alla pågående ansökningar för ditt företag.

Du hittar också information om alla licenser, licensprodukter, kontakter och varumärken som är registrerade på ditt företagskonto.

Här finns också villkoren och länkarna till Nordisk Miljömärknings internationella webbplats och alla våra nationella webbplatser.

# Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och  
ändra ditt  
lösenord.

2.

Skapa er ansökan  
om licens för  
Svanenmärkning

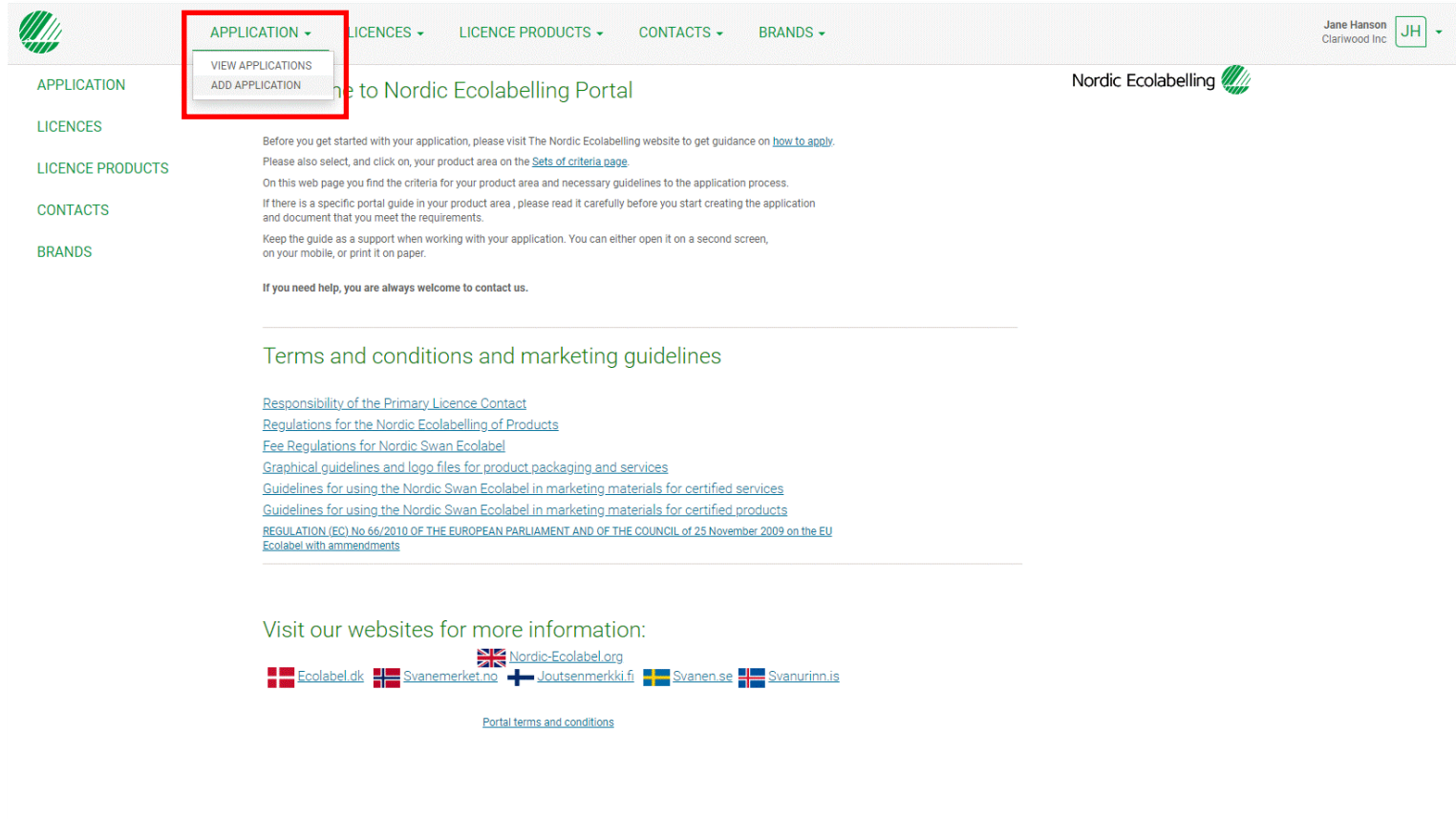
3.

Dokumentera att ni  
klarar kraven.

4.

Skicka in  
er ansökan.

## 2. Skapa er ansökan om licens för Svanenmärkning.



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

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

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[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](#) [Nordic-Ecolabel.org](#)

[Portal terms and conditions](#)

Klicka på **Application** och **Add application** för att skapa er ansökan om licens för Svanenmärkning.



## 2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in 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 a downward arrow.
- Certifying Country \***: A dropdown menu with a downward arrow.

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 legal regulations: 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'. The 'Application Type' and 'Certifying Country' dropdowns are highlighted with red boxes in the image.

Ge din ansökan ett namn som är relevant för ert företag.

Klicka på pilarna i listrutan **Application Type** och välj:

1. **New** för att påbörja en ny ansökan.
2. **Extension** för att lägga till ett verksamhetsområde, t.ex. en konferensverksamhet.
3. **Change** för att göra ändringar i en licens.

## 2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows the 'Application Information' section of a web form. The form is titled 'Application Information' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form is for 'Jane Hansson Clariwood Inc.' with a user profile icon 'JH'. The 'Application Type' dropdown is set to 'Change'. The 'Licence' dropdown is open, showing a list of options. The option '3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation' is highlighted in blue. The 'Applicant's description of application, production site and invoice information' field is empty. The 'Contact Persons in your Company' section is partially visible, with a 'Primary Application Contact' dropdown. At the bottom, there are two checkboxes: 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'.

Application Information

Applicant \*  
Clariwood Inc.

Applicant's Naming of Application  
Change X

Application Type \*  
Change

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 \*

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](#))

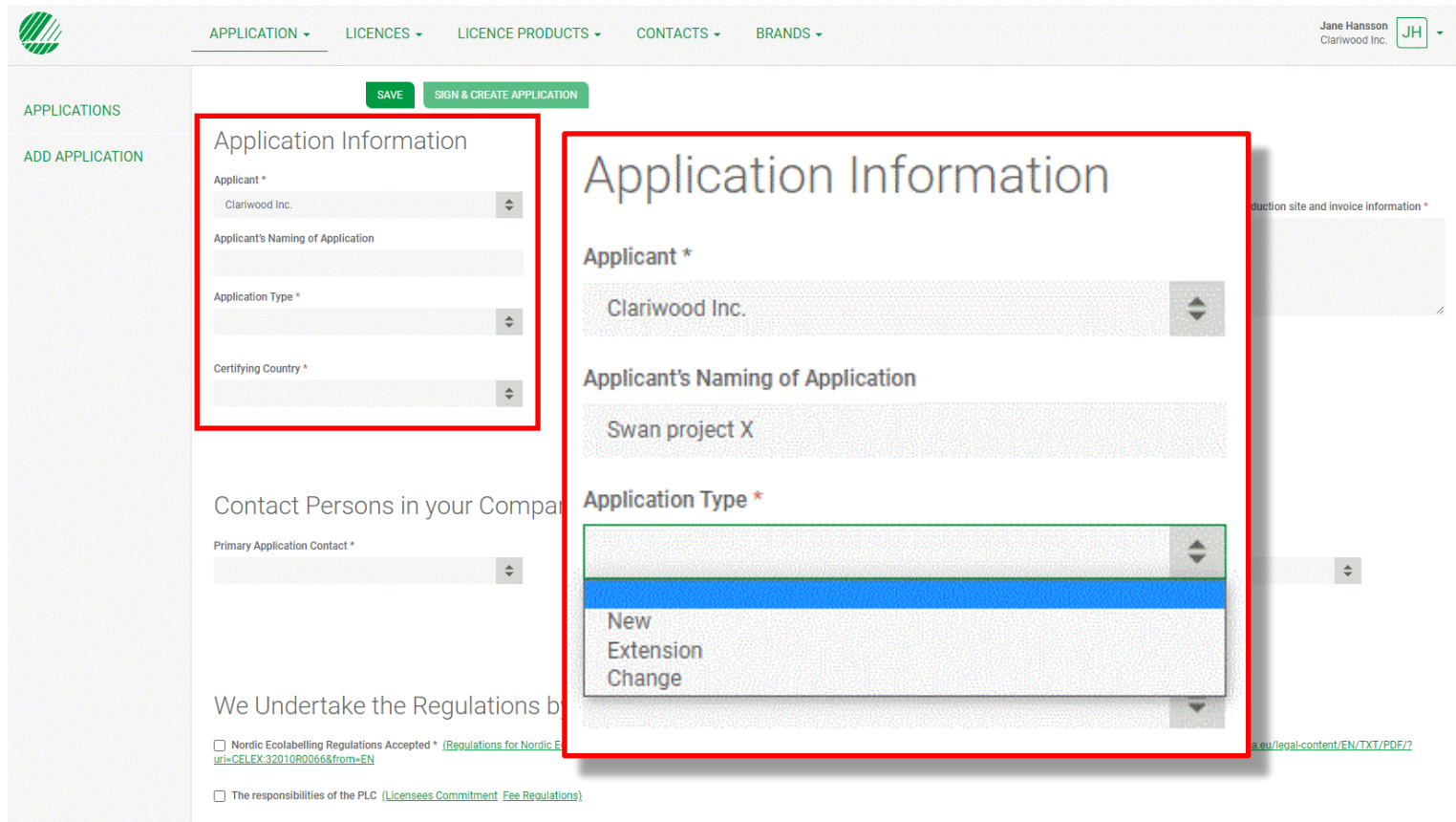
Vill du skapa en ändringsförfrågan så väljer du **Extension** eller **Change** i listan **Application Type**.

Välj den licens du vill ändra från listrutan.

Använd **Applicant's description** för att beskriva vilka förlängningar, eller andra ändringar, du tänker göra i din licens. Ange även om det finns någon information vi behöver lägga till på fakturan för ert företag.

Välj sedan kontaktpersoner i ditt företag.

## 2. Skapa er ansökan om licens för Svanenmärkning.



The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson Clariwood Inc.' with the initials '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 \*'. There are 'SAVE' and 'SIGN & CREATE APPLICATION' buttons at the top. 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'.

När du väljer **New** i listrutan **Application Type** visas nya listrutor där du ska göra olika val.

Börja med att föreslå det **Certifying Country** som du vill ska hantera din ansökan.



## 2. Skapa er ansökan om licens för Svanenmärkning.

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

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

**Ecolabel Type \***  
Nordic Swan Ecolabel ▾

**Product Group Category**  
Services ▾

**Criteria Group \***  
055 Hotels and other accommodation ▾  
041 Printing companies and printed matter  
055 Hotels and other accommodation  
074 Transport wash installations  
076 Cleaning services  
079 Grocery Stores  
100 Coffee service  
101 Investment funds and investment products

**Ecolabel Type \***  
Nordic Swan Ecolabel ▾

**Product Group Category**  
Services ▾

**Criteria Group \***  
055 Hotels and other accommodation ▾

**Criteria Group and Generation \***  
055 Hotels and other accommodation 5 ▾

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

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)

Välj **Nordic Swan Ecolabel** i listrutan **Ecolabel Type** .

Välj **Services** i listrutan **Category**.

Välj sedan **Criteria Group**, t.ex. **055 Hotels and other accommodations**.

## 2. Skapa er ansökan om licens för Svanenmärkning.

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

- Applicant \*:** Clariwood Inc.
- Ecolabel Type \*:** Nordic Swan Ecolabel
- Applicant's Naming of Application:** (empty)
- Product Group Category:** Services
- Application Type \*:** New
- Criteria Group \*:** 055 Hotels and other accommodation

Two text areas are highlighted with red boxes, both containing the same text: 'Applicant's description of application, production site and invoice information \*'. The text in these areas is: 'Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki. Xxx xxx. Yyy yyy'. Below this, there are dropdown menus for 'Marketing Contact' and 'Finance Contact (Turnover Reporting)'. 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 input fields for different currencies (DK, IS, SE, FI, Outside the Nordics).

Använd textfältet **Applicant's description** för att beskriva de verksamheter som ingår i er ansökan, t.ex. en konferensanläggning och en hotellrestaurang. Ange namn om någon av dem har sitt eget specifika namn.

Ange även om det finns någon information vi behöver lägga till på fakturan för ert företag.

## 2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with a red box. A dropdown menu for 'CONTACTS' is open, showing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. The main form area is titled 'Application Information' and includes fields for 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*', and 'Certifying Country \*'. Below this, the 'Contact Persons in your Company' section is highlighted with a red box, containing dropdown menus for 'Primary Application Contact \*', 'Primary Licence Contact \*', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'.

Välj en **Primary Application Contact** som ansvarig kontakt för den här ansökan.

Välj sedan en **Primary Licence Contact**. Det kan vara samma person eller någon som ansvarar för alla licenser på ert företags konto.

Om en kontaktperson från i ditt företag saknas i listan väljer du **Contacts** i den övre menyn och sedan **Add contacts**.



## 2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson Clarivood Inc.' with the initials 'JH'. The main form is titled 'Application Information' and includes fields for 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*', and 'Certifying Country \*'. A large text area is provided for 'Applicant's description of application, production site and invoice information \*'. Below this, the 'Contact Persons in your Company' section has dropdown menus 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. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'.

Välj en **Marketing Contact**, som ansvarar för er användning av Svanenmärket när ni har fått en licens för Svanenmärkning.

Välj en **Finance Contact**, som ansvarar för att årligen rapportera verksamhetens omsättning.

## 2. Skapa er ansökan om licens för Svanenmärkning.

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)
Estimated Annual Turnover or AUM Licenses (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	
Estimated Annual Turnover or AUM Licenses (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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4.3.0.1

Klicka på **Currency** för att informera oss om vilken valuta ni vill att vi ska använda vid fakturering.

Ange ingående verksamhet(er)s uppskattade årliga omsättning utan att använda punkt, mellanslag eller kommatecken.



## 2. Skapa er ansökan om licens för Svanenmärkning.

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](#))

Läs noga igenom **Regulations**.

Kryssa sedan i rutorna för att bekräfta att ditt företag godkänner och uppfyller dem.

Knappen **Sign & create application** blir mörkgrön och aktiveras när rutan är bockad.

Klicka på **Sign & create application** för att fortsätta.

## 2. Skapa er ansökan om licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson at Clariwood Inc. A success message 'Record updated successfully.' is displayed at the top. Two green buttons, 'CONTINUE APPLICATION' and 'SAVE', are highlighted with red boxes. The 'Application Information' section 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 larger red box highlights the 'ID Number' and 'Application Status' fields. The 'Application Products' section shows a table with columns for Name, Type, Application Product Status, Licence Nr., and Criteria Group & Gen, with a note that no records are available. 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).

Nu skapas en ansökningsförfrågan med ett **Application ID number** och en **Application status**.

Ansökan skickas till Nordisk Miljömärkning och ansökningsavgiften faktureras.

Klicka på **Continue application** för att fortsätta.

Viktigt att tänka på!

Punkt ska alltid användas som talavgränsare.

Använd inte decimalkomma.

# Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1. Logga in och ändra ditt lösenord.
2. Skapa er ansökan om licens för Svanenmärkning
3. Dokumentera att ni klarar kraven.
4. Skicka in er ansökan.

### 3. Dokumentera att ni klarar kraven.

The screenshot displays a web application interface. At the top, there are navigation tabs: 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clarwood Inc.' is visible with initials 'JH' and a close button 'x'. On the left, a sidebar titled 'APPLICATION INFORMATION' contains the following details:

ID Number	29881
Company Name	Clarwood Inc.
Name	
Type	New
Status	New
Requirements & Generation	055 Hotels and other accommodation 5
Submission Date	
Last Updated	10-Jun-2022
Description	Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki Xxxx xxx

Below the sidebar, there are two identical boxes, each containing an 'ADD PRODUCT' button and the text: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' Below this text is a language selector showing 'English' with a dropdown arrow.

I sektionen **Application information** visas status och annan information om er ansökningsförfrågan.

Klicka på **Add product** om du arbetar med en ny licens.

### 3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right. On the left, there is a sidebar with 'APPLICATION INFORMATION' and a list of fields: ID Number (30766), Company Name (Clariwood Inc.), Name (Extension X), Type (Extension), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (27-Oct-2022), Description, and New Item. The main content area displays two identical panels, each enclosed in a red box. Each panel contains two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons is the text: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. At the bottom of each panel is a language dropdown menu showing 'English' with a flag icon. The text 'No Record Found' is visible between the two panels.

Klicka på **Add New Product** eller **Copy Existing Product** för att lägga till fler verksamheter i en licens.

### 3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clariwood Inc.' with initials 'JH'. On the left, there is a sidebar for 'APPLICATION INFORMATION' with the following details:

ID Number	30766
Company Name	Clariwood Inc.
Name	Extension X
Type	Extension
Status	In progress by applicant
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	27-Oct-2022
Description	
New Item	

The main content area displays two identical panels, each enclosed in a red box. Each panel contains a green 'SELECT PRODUCTS' button, the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu set to 'English'. Below the second panel, the text 'No Record Found' is visible.

Vill du göra ändringar så klickar du på **Select Products** för att genomföra ändringarna.



### 3. Dokumentera att ni klarar kraven.

The screenshot displays a software interface for documenting product requirements. On the left, a navigation menu titled "NAVIGATE CONTENT" is shown, listing various sections under "031 Furniture and fitments Version 5.1". The "Warranty" section is highlighted in the navigation menu. On the right, the main content area shows a list of sections with status symbols (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) next to them. The "Warranty" section is highlighted in the main content area. The interface includes a header with "PRODUCTS" and "DOCUMENTS" tabs, a user profile for "Jane Hansson Clarivood Inc." with initials "JH", and buttons for "SAVE & CLOSE", "SAVE", and "CLOSE".

Sektionen **Navigate content** ger dig en översikt när du besvarar frågorna om kraven.

När du börjar dokumentera hur ni klarar ett krav så visas en statussymbol i navigationsfältet vid det kravet.

Genom att klicka på en rubrik i navigationsfältet kommer du till det avsnittet. Det går också att scrolla igenom texten i alla avsnitt.

Genom att klicka på pilarna kan du visa och dölja avsnitt.

### 3. Document that you meet the requirements.

The screenshot displays a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'End Market(s)' (Consumer). A 'MESSAGES' section is visible, containing a rich text editor with a 'SEND' button. A 'NEW MESSAGE' button is located in the sidebar. A notification card for 'JANE HANSSON' is shown at the bottom, with a green icon indicating a new message. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top, the 'NEW MESSAGE' button, the rich text editor, and the notification card.

Kom ihåg att klicka på **Save**.

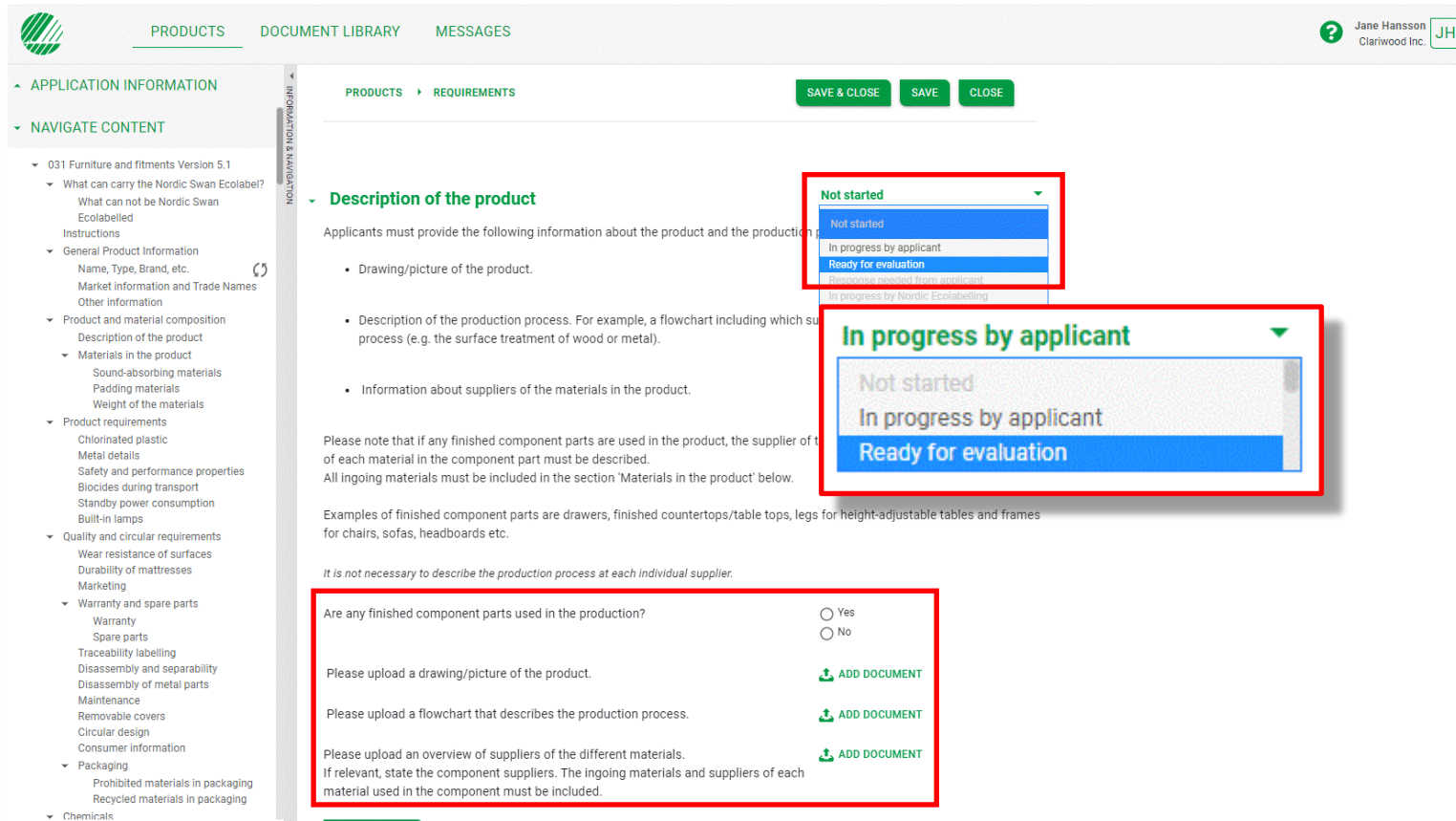
Använd **Close** när du inte vill spara några ändringar.

Använd **Save & Close** för att gå tillbaka till sidan **Products**.

Klicka på **New Message** för att skriva ett meddelande eller en anteckning vid avsnittet. Om du skriver en fråga så klickar du på symbolen med uppräckt hand så att den blir grön för att få hjälp. Om du inte får svar tillräckligt snabbt så är du alltid välkommen att kontakta oss.



### 3. Dokumentera att ni klarar kraven.



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 substances are used 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](#)

Not started

In progress by applicant

Ready for evaluation

Response needed from applicant

In progress by Nordic Ecolabelling

In progress by applicant

Not started

In progress by applicant

Ready for evaluation

Jane Hansson  
Clariwood Inc. JH

Dokumentera att ni klarar kraven genom att besvara frågorna i varje avsnitt. När ett dokument efterfrågas, klicka på **Add document** och koppla rätt dokument från ert **Document library** till avsnittet. Eller ladda upp och koppla ett nytt dokument.

När du är klar klickar du på listrutan bredvid rubriken och ändrar statusbeskrivningen från **In progress by applicant** till **Ready for evaluation**.

Gå vidare till nästa avsnitt.

### 3. Dokumentera att ni klarar kraven.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

- Hotels and other accommodation
  - What can carry the Nordic Swan Ecolabel?
  - Instructions
  - Templates
- General requirements
  - General information about the service
    - Name, Type, Brand, etc.
    - Market information and Trade Names
  - Description of the company
    - Number of guests
- Environmental management
  - Annual follow-up of the licence
  - Continuous improvements
  - Communication with staff
- Energy requirements
  - Fossil oil
  - Fossil gas
  - Energy consumption
  - Limit values for energy consumption
  - Routines/system for energy savings
- Energy and CO2-reducing measures
  - Analysis, own measures and calculation
  - Demand and time controls
  - Energy efficient installations
  - Transport
  - Point score
- Water requirements
  - Water consumption
  - Limit values for water consumption
  - Water and resource savings for laundry
  - New purchases
  - Points for measures to reduce water consumption
- Waste requirements
  - Sorting at source
- Amount of unsorted waste
  - Information obtained from waste contractor

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

General requirements

General information about the service

Please fill in specific information about the service below.

Name, Type, Brand, etc. In progress by applicant

Name of the service Clariwood Hotel and Conferences

Type: Hotel

Please select End Market(s) Consumer x Professional x

Please state the brand related to the service Clariwood

Please state the brand owner of the brand above

NEW MESSAGE

Fyll i verksamhetens namn.

Välj rätt kategori av tjänst i listrutan **Type**.

Välj en eller flera marknader för din verksamhet i listrutan **End Market(s)**.

Tillhör ni en kedja, ange varumärket för kedjan och namnet på det företag som äger varumärket.

### 3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'Points for Nordic Swan Ecolabelled laundry service'. The form is currently 'Not started'. It includes a text box for 'The point score for this requirement is:' with the value '0'. A red box highlights the text 'Please select the Nordic Swan Ecolabelled laundry service the business uses:' and a 'LOOKUP' button. Below the form, there are sections for 'Non-ecolabelled chemical products' and 'Information on chemicals'.

Klicka på **LOCKUP** för att välja de produkter ni använder i er verksamhet.

### 3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for managing products. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson at Clariwood Inc. The main content area is titled 'Ecolabelled chemicals' and contains a table with the following data:

Name	Licence Holder	Type	Licence Number	Ecolabel
<input checked="" type="checkbox"/> Allfix utan parfym, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Allfix, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Allfix, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Universalspray, 750 ml	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Änglamark Allrent, 1l	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Änglamark Universalspray, 500 ml	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> KBM Sani Clean Neutral, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> KBM Sani Clean Neutral, 5 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input checked="" type="checkbox"/> Office Depot Allrent, 1 l	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel
<input type="checkbox"/> Office Depot Allrent, 750 ml	PLS Produkter AB, Test Account	All-purpose cleaner	3026 0136	Nordic Swan Ecolabel

The interface also includes an 'ADD' button, a 'CANCEL' button, a search bar, and a pagination control showing 'Page 1 of 50'.

Bocka i rutan för att välja de produkter ni använder i er verksamhet.

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

### 3. Dokumentera att ni klarar kraven.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson  
Clariwood Inc. JH

APPLICATION INFORMATION

NAVIGATE CONTENT

- Hotels and other accommodation
  - What can carry the Nordic Swan Ecolabel? Instructions Templates
- General requirements
  - General information about the service
    - Name, Type, Brand, etc. Market information and Trade Names
  - Description of the company
    - Number of guests
- Environmental management
  - Annual follow-up of the licence
  - Continuous improvements
  - Communication with staff
- Energy requirements
  - Fossil oil
  - Fossil gas
  - Energy consumption
  - Limit values for energy consumption
  - Routines/system for energy savings
- Energy and CO2-reducing measures
  - Analysis, own measures and calculation
  - Demand and time controls
  - Energy efficient installations
  - Transport
  - Point score
- Water requirements
  - Water consumption
  - Limit values for water consumption
  - Water and resource savings for laundry
  - New purchases
  - Points for measures to reduce water consumption
- Waste requirements
  - Sorting at source
- Amount of unsorted waste
  - Information obtained from waste contractor

PRODUCTS REQUIREMENTS

SAVE & CLOSE SAVE CLOSE

**Ecolabelled chemical products used**

All chemical products used by the company that are labelled with the Nordic Swan Ecolabel and EU Ecolabel must be selected below.

Once you have selected the products, the Dosing-column must be filled in stating how each product is dosed (e.g. 'measuring cups' or 'automatic dosing').

Please select the products used: [LOOKUP](#)

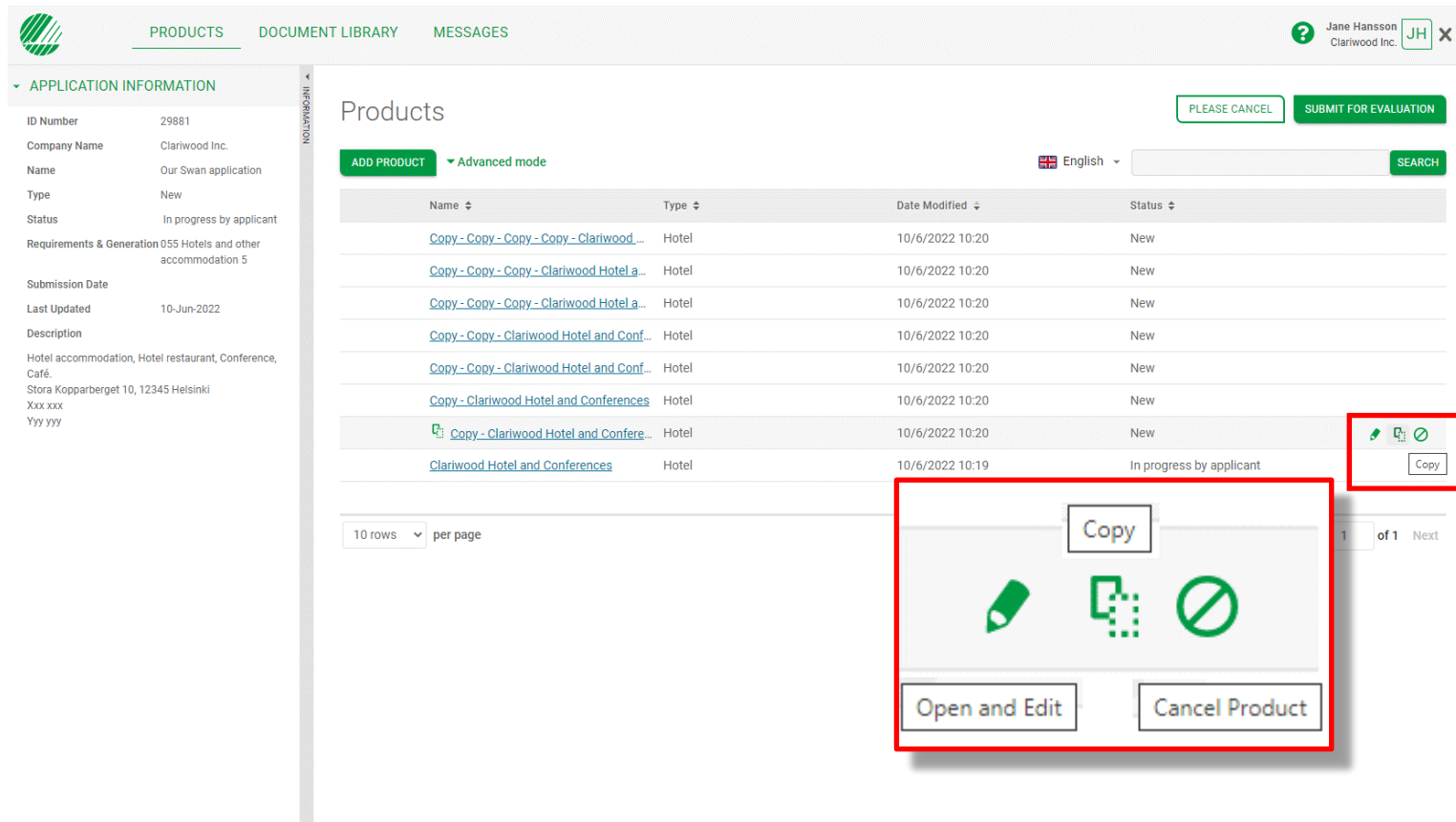
Name	Licence Holder	Type	Licence Number	Dosing
Allfix utan parfym, 5 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot Allrent, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot K�k, 750 ml	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot WC-Ank�, ...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Storfix, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>

If any ecolabelled chemical products used were not found above, please state the following for each product:

- Name of the product
- Licence holder
- Type of product
- Licence number
- Ecolabel (Nordic Swan Ecolabel / EU Ecolabel / Bra Milj val)
- Dosing method/equipment

De produkter du valt visas i er ans kan.

### 3. Dokumentera att ni klarar kraven.



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 (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), and Description (Hotel accommodation, Hotel restaurant, Conference, Café). The main content area is titled 'Products' and features a table with columns for Name, Type, Date Modified, and Status. The table lists several product entries, including 'Copy - Copy - Copy - Clariwood ...' and 'Clariwood Hotel and Conferences'. A modal window is open over the table, showing a 'Copy' button at the top, a 'Pencil' icon for editing, a 'Dashed box' icon for cloning, and a 'No' icon for canceling. Below the icons are buttons for 'Open and Edit' and 'Cancel Product'.

Name	Type	Date Modified	Status
<a href="#">Copy - Copy - Copy - Clariwood ...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Copy - Clariwood Hotel a...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Copy - Clariwood Hotel a...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Clariwood Hotel and Conf...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Clariwood Hotel and Conf...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Clariwood Hotel and Conferences</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Clariwood Hotel and Confere...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Clariwood Hotel and Conferences</a>	Hotel	10/6/2022 10:19	In progress by applicant

Om du ansöker om licens för mer än en verksamhet, och de är lika varandra, kan du spara tid genom att först dokumentera hur ni klarar kraven för en verksamhet. Därefter klickar du på kopieringssymbolen för att skapa en kopia med all din dokumentation inkluderad.

Klicka sedan på pennsymbolen för att öppna varje kopia och ändra verksamhetens namn och annat som skiljer sig mellan verksamheterna.



### 3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for documenting requirements. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options such as 'APPLICATION INFORMATION', 'NAVIGATE CONTENT', and 'Furniture and fitments'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections. The first section is 'Name, Type, Brand, etc.', which is highlighted with a red box. This section has a status dropdown menu that is open, showing options: 'Not started', 'In progress by applicant', 'Ready for evaluation', and 'Response needed from applicant'. The 'Ready for evaluation' option is selected. Below this, another dropdown menu is open, showing the same options, with 'In progress by applicant' selected. The second section is 'Market information and Trade Names', which has a status of 'Not started'. At the bottom of the main content area, there is a 'NEW MESSAGE' button. The top right corner of the interface shows the user's name 'Jane Hansson' and the company name 'Clariwood Inc.' with a profile icon 'JH'. At the top of the main content area, there are three buttons: 'SAVE & CLOSE', 'SAVE', and 'CLOSE'.

När du öppnar en kopia för att göra ändringarna behöver du först ändra statusbeskrivning i det avsnitt du vill ändra från **Ready for evaluation** till **In progress by applicant**.

Därefter genomför du ändringarna och avslutar med att ändra statusbeskrivningen för avsnittet till **Ready for evaluation**.

När du har besvarat alla krav och ändrat status i alla avsnitt till **Ready for Evaluation** så klickar du på **Save & Close**.

### 3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields like ID Number (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), and Description (Hotel accommodation, Hotel restaurant, Conference, Café). The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A dropdown menu is open over the 'Status' column, showing options: 'In progress by applicant', 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. Above the table, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', and a search bar with a 'SEARCH' button. The user profile 'Jane Hansson Clariwood Inc. JH' is visible in the top right corner.

Name	Type	Date Modified	Status
Clariwood Hotel and Conferences	Hotel	10/6/2022 09:20	In progress by applicant
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:19	In progress by applicant
Copy - Copy - Clariwood Hotel and Conf..	Hotel	10/6/2022 10:20	In progress by applicant
Copy - Copy - Copy - Clariwood Hotel a...	Hotel	10/6/2022 10:20	Ready for evaluation
Copy - Copy - Copy - Copy - Clariwood ...	Hotel		New
Copy - Clariwood Hotel and Conferences	Hotel		
Copy - Copy - Clariwood Hotel and Conf..	Hotel		
Copy - Clariwood Hotel and Conferences	Hotel		

Ändra status  
för varje verksamhet  
från **In progress by applicant**  
till **Ready for evaluation**.



# Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och  
ändra ditt  
lösenord.

2.

Skapa er ansökan  
om licens för  
Svanenmärkning

3.

Dokumentera att ni  
klarar kraven.

4.

Skicka in  
er ansökan.

## 4. Skicka in er ansökan.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson  
Clariwood Inc. JH x

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
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		
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

Ändra status för varje verksamhet från **In progress by applicant** till **Ready for evaluation**.

Klicka på **Submit for evaluation** för att meddela Nordisk Miljömärkning att din ansökan är klar för en **Evaluator** att arbeta med.



**Publicerad av**

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