

# 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.

#### Contents

Step 1: Sign in and change your password.

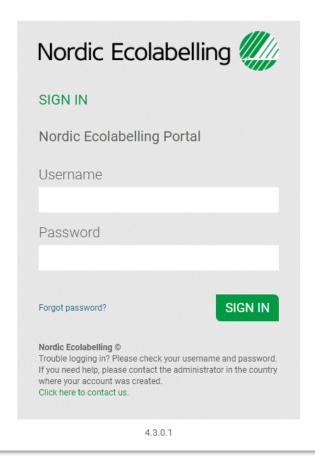
Step 2: Create your application request.

## The application request process

Sign in and change your password.

Create your application request.

### 1. Sign in and change your password.



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.



By using the site I accept the following terms and conditions of Nordic Ecolabelling's portal:

- The login credentials are personal and may not be given to another person.
- The login is valid for as long as my company has ongoing applications in the portal or valid ecolabelling licences.
- · I understand that I am responsible to ensure the information and the documents I submit in the portal are correct and truthful.
- · I am aware that Nordic Ecolabelling may change my password to avoid misuse, and that I will be informed of this immediately.
- Nordic Ecolabelling may withdraw my login credentials if I or my company in any way breach these rules or in some other way
  misuse the portal in a manner that goes against its purpose.

ACCEPT

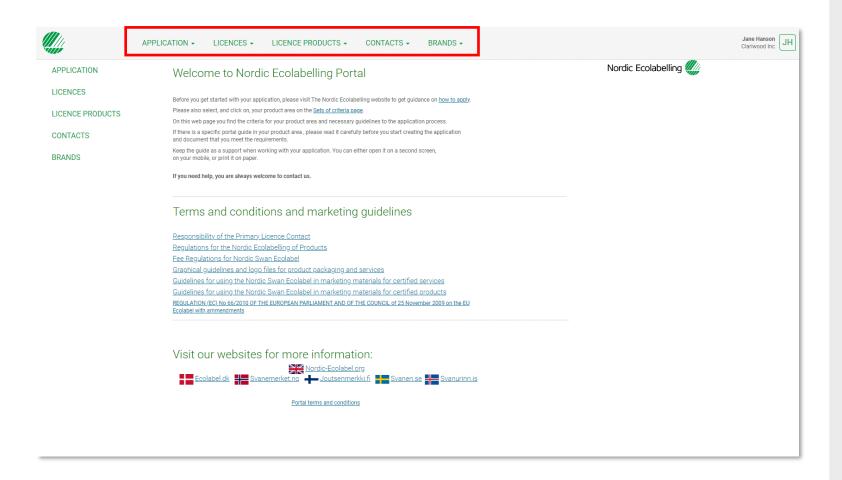
REJECT

Please note!

Never use Google translate.

You need to accept the Terms & Conditions to proceed.

### 1. Sign in and change your password.



Once you have signed in, you will see this view.

Here you can find all the ongoing applications for your company.

You will also find information about all the licences, licenced products, contacts and brands registered in your company account.

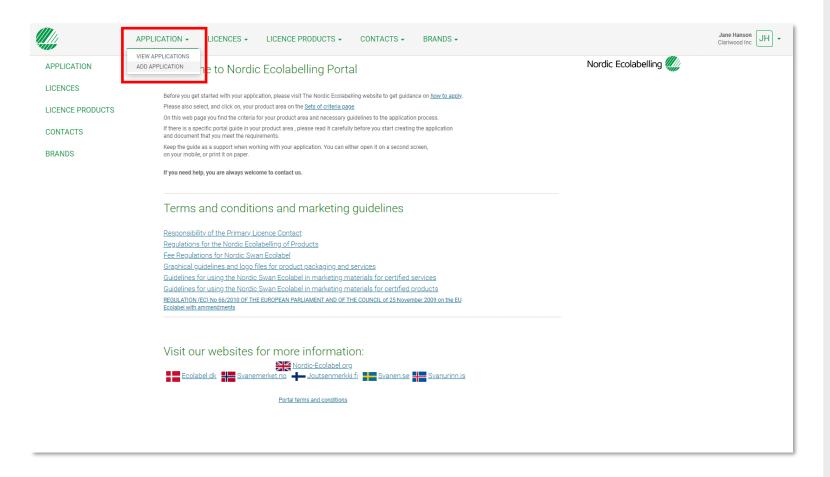
The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.

### The application request process

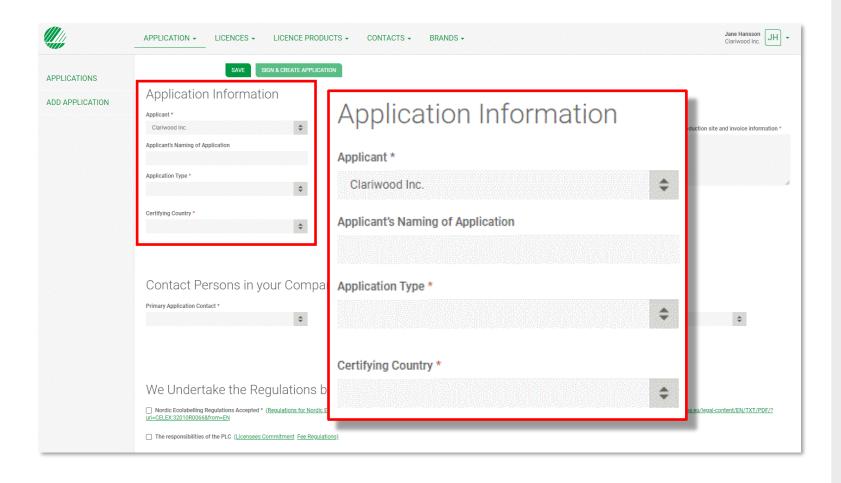
How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

Sign in and change your password.

Create your application request.



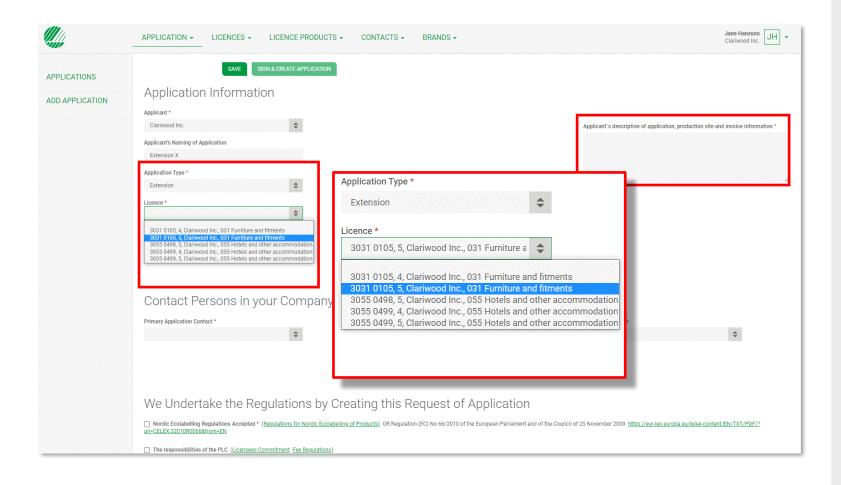
Please, click **Application** and **Add Application** to create your application request.



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.

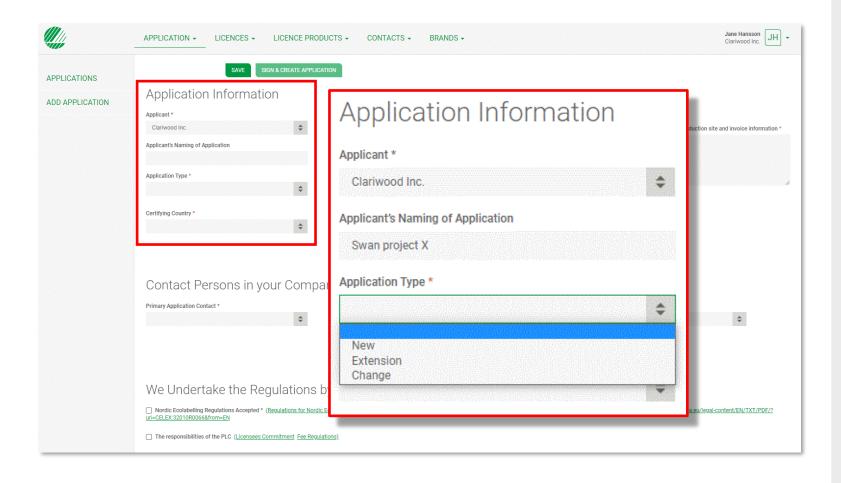


If you want to create a change application, select **Extension** or **Change** in the **Application Type** list.

Select the licence you would like to change from the drop-down list.

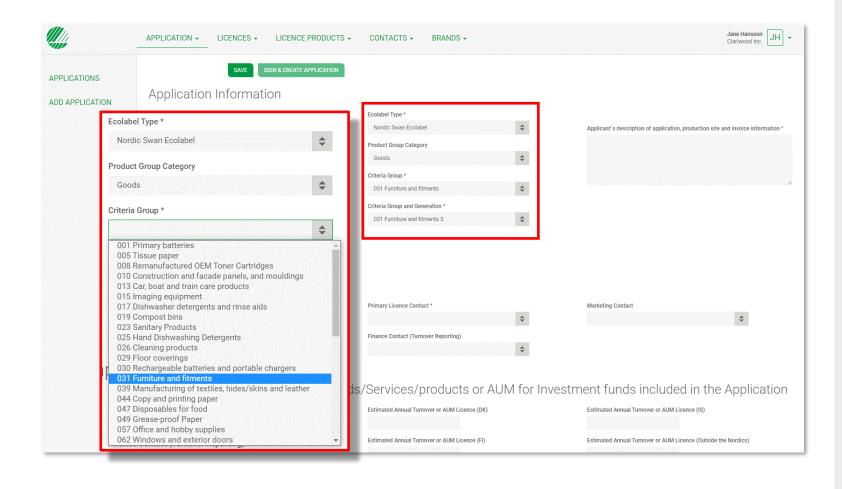
Please use **Applicant's description** to describe what extensions, or other changes, you intend to do in your licence. Also specify if there is any information we need to add to the invoice for your company.

Then select contact persons in your company.



When you select **New** in the **Application Type** list, a set of new lists turns up with choices to make.

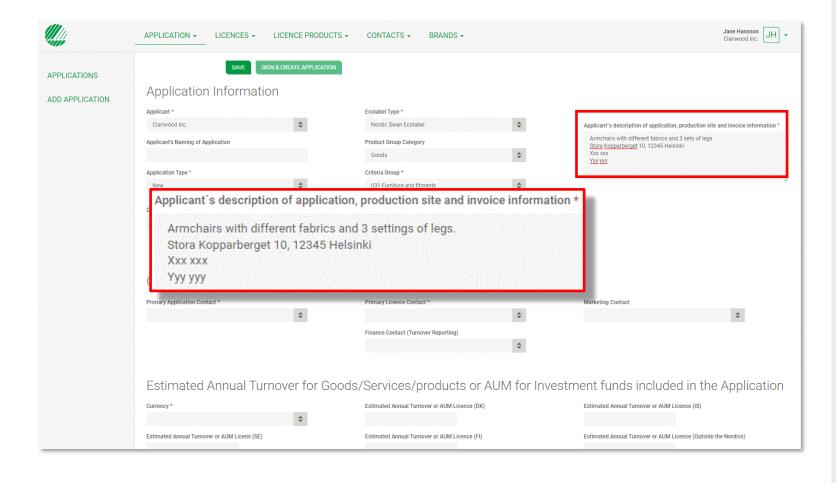
Start by selecting which **Certifying Country** you suggest will handle your application.



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

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

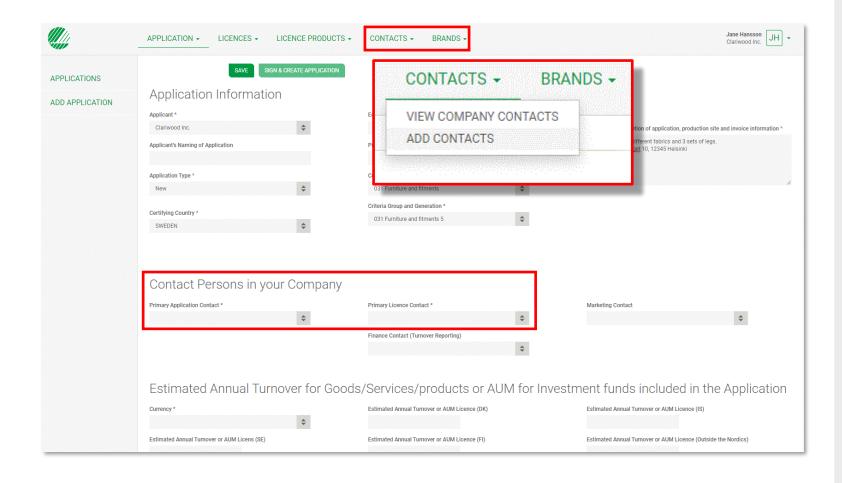
Then select **Criteria Group**, for example, 031 Furniture and fitments.



Please, use **Applicant's description** to describe your application.

Enter the name of the production site.

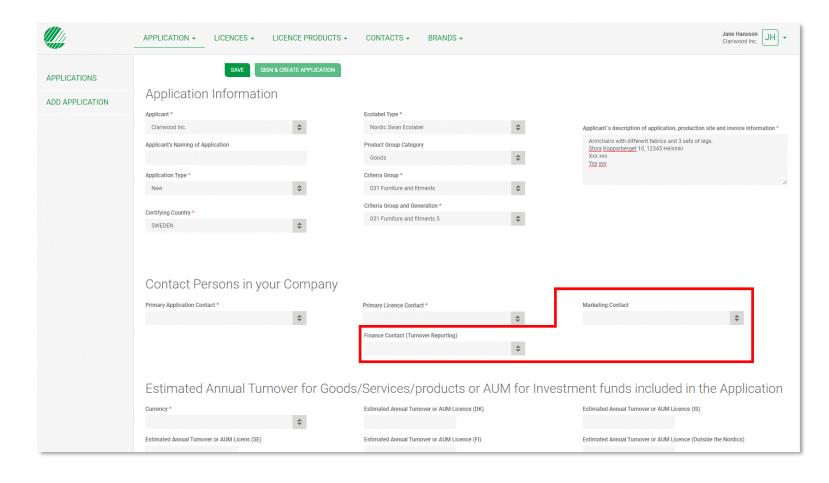
Also specify if there is any information we need to add to the invoice for your company.



Please, select a **Primary Application Contact** who is assigned responsibility for this specific application.

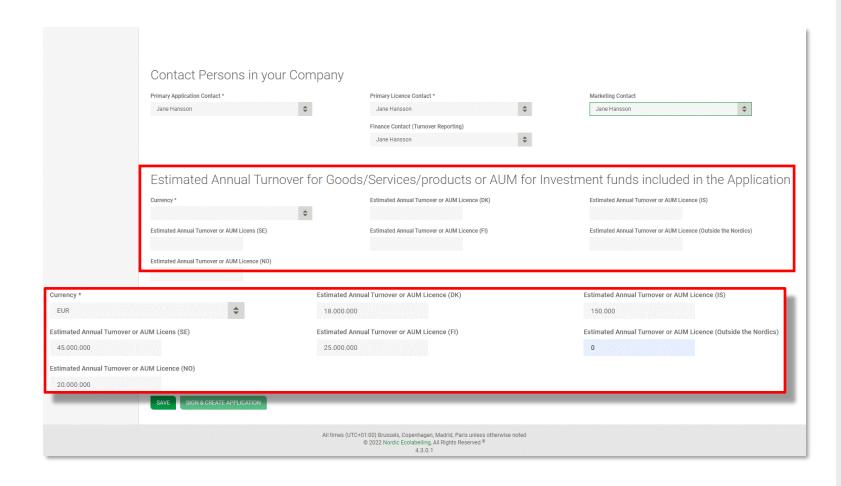
Then select a **Primary Licence Contact**. It could be the same individual or someone else who is responsible for all the licences on your company's portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.



Please, select a **Marketing Contact,** who is responsible for your use of the Nordic Swan
Ecolabel when you have received a license.

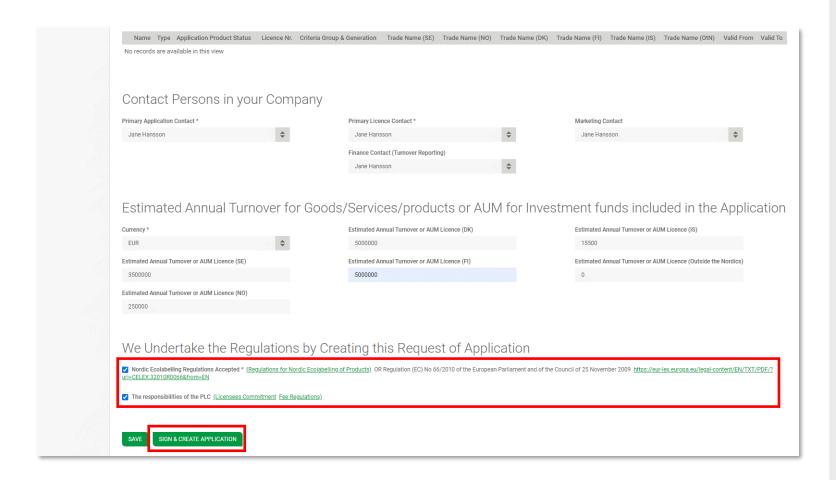
Then select a **Finance Contact**, responsible for reporting the annual turnover of the products included in your licences.



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.

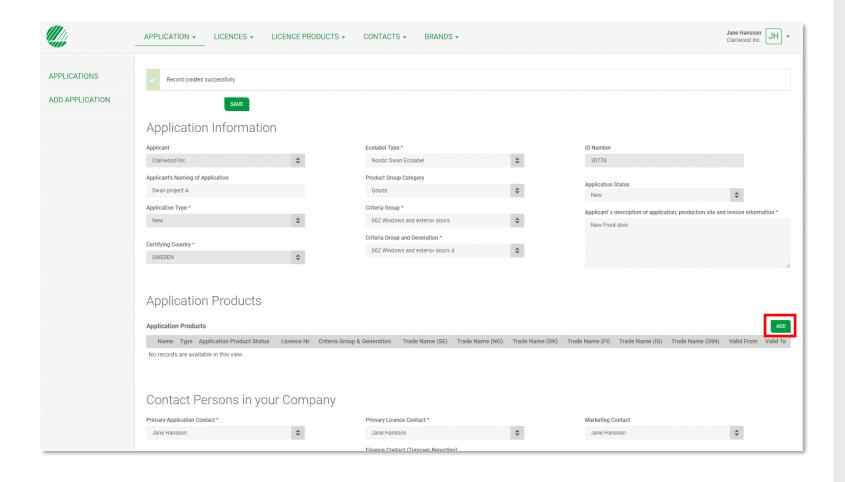


Please, read the **Regulations** carefully.

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.

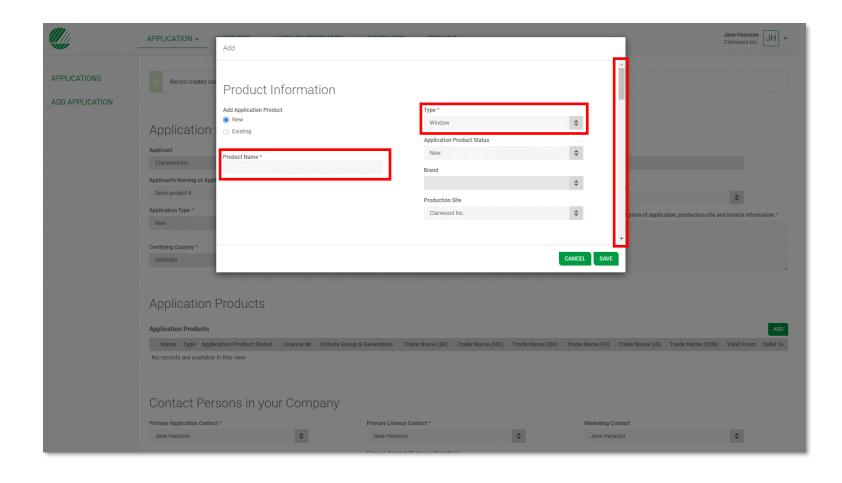


The application request is now created and provided with an **Application ID number** and an **Application status**.

The application is sent to Nordic Ecolabelling and the application fee will be invoiced.

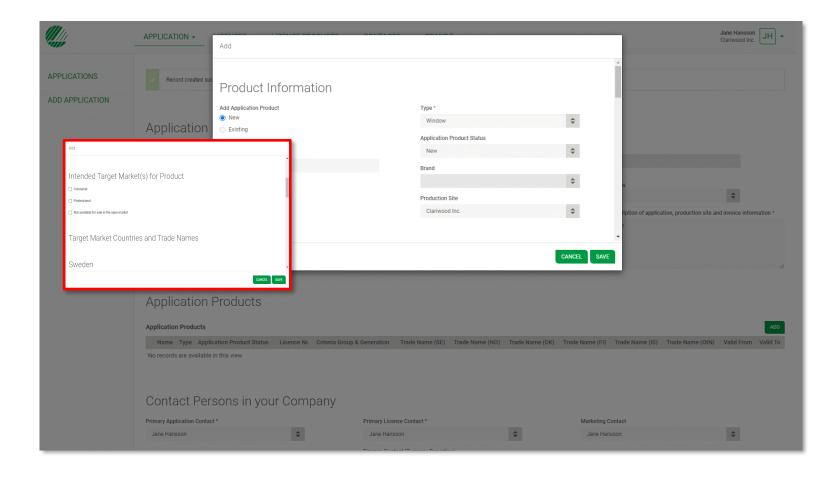
Please click **Add** to continue and add one or a few products to your application request.

Please contact us for assistance if you have several products.

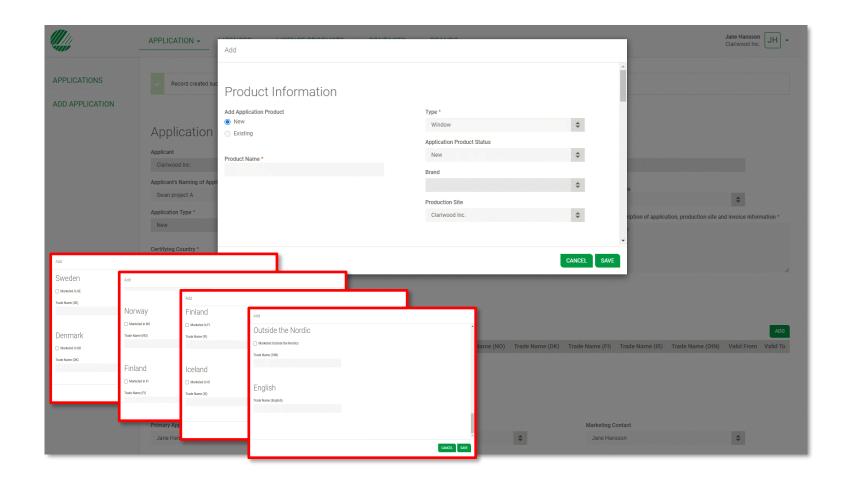


Please add **Product Name** and select product type in the **Type** drop-down-list.

Use the scroll bar to continue with intended target markets, target market countries and trade names.



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

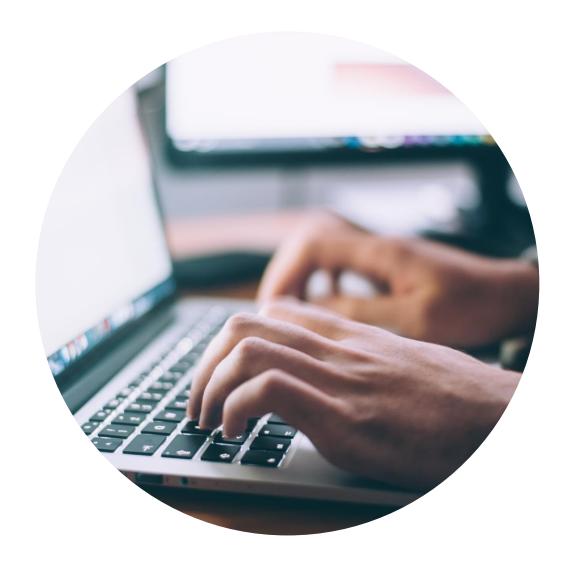


- State which Nordic countries you intend to sell the product in and verify the **Trade Name** for each country.
- State if you intend to sell the product outside the Nordics and verify the general **Trade Name**.
- Verify the **Trade Name** in English and click **Save**.

Read the criteria document and start documenting that your products meet the requirements.

During your application process, you will be assigned an evaluator who will review your documentation.

If you have any questions, you are always welcome to contact us.



#### **Published by**

Nordisk Miljömärkning / Nordic Ecolabelling

Box 38114

SE-100 64 Stockholm

Phone: +46 (0)8 55 55 24 00

E-mail: info@nordicecolabelling.org

Website: www.nordic-swan-ecolabel.org

Copyright © Nordic Ecolabelling 2022

Bildmaterial: Unsplash