



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

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1. Sign in and change your password.

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

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.

The screenshot shows the Nordic Ecolabelling Portal. The top navigation bar includes a logo on the left and a user profile 'Jane Hanson Clarivood Inc JH' on the right. A secondary navigation bar contains 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' dropdown menu is open, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area has a heading 'Welcome to Nordic Ecolabelling Portal' and a paragraph of introductory text with links to 'how to apply' and 'Sets of criteria page'. Below this is a section titled 'Terms and conditions and marketing guidelines' with several hyperlinks. At the bottom, there is a section 'Visit our websites for more information:' with icons and links for 'Ecolabel.dk', 'Svanemarket.no', 'Nordic-Ecolabel.org', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is'. A link for 'Portal terms and conditions' is also present.

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'. The form also includes 'SAVE' and 'SIGN & CREATE APPLICATION' buttons.

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 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' shows three options: 'New', 'Extension', and 'Change'. The 'New' option is highlighted in blue. Below the form, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'. The interface also includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button.

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 the 'Application Information' form. The 'Ecolabel Type *' dropdown is set to 'Nordic Swan Ecolabel'. The 'Product Group Category' dropdown is set to 'Goods'. The 'Criteria Group *' dropdown is open, showing a list of categories with '031 Furniture and fitments' selected. Other dropdowns include 'Criteria Group and Generation *' (031 Furniture and fitments 5), 'Primary Licence Contact *', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and four 'Estimated Annual Turnover or AUM Licence' fields for different regions (DK, IS, FI, and 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.

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 ***: Clariwood Inc.
- Ecolabel Type ***: Nordic Swan Ecolabel
- Applicant's Naming of Application**: (empty)
- Product Group Category**: Goods
- Application Type ***: New
- Criteria Group ***: 031 Furniture and fittings

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

Below the description fields are dropdown menus for 'Primary Application Contact *', 'Primary Licence Contact *', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. At the bottom, there are fields for 'Estimated Annual Turnover or AUM for Goods/Services/products or AUM for Investment funds included in the Application', with sub-fields for 'Currency *' and 'Estimated Annual Turnover or AUM Licence' in four different categories: (DK), (IS), (SE), and (Outside the Nordics).

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 for 'Applicant *', 'Applicant's Naming of Application', 'Application Type *', 'Certifying Country *', 'Criteria Group and Generation *', '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 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, 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 separate fields for Estimated Annual Turnover or AUM Licence (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 Licens (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 *	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](#))

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.

Record created successfully.

SAVE

Application Information

Applicant: Clarivood Inc. | Ecolabel Type *: Nordic Swan Ecolabel | ID Number: 30774

Applicant's Naming of Application: Swan project A | Product Group Category: Goods | Application Status: New

Application Type *: New | Criteria Group *: 062 Windows and exterior doors | Applicant's description of application, production site and invoice information *: New Front door

Certifying Country *: SWEDEN | Criteria Group and Generation *: 062 Windows and exterior doors 4

Application Products

ADD

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):

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.

2. Create your application request.

The screenshot displays a web application interface for creating an application request. A modal window titled "Add" is open, showing "Product Information" details. The form includes radio buttons for "New" (selected) and "Existing". A "Product Name *" text input field is highlighted with a red box. A "Type *" dropdown menu is also highlighted with a red box, showing "Window" selected. Other dropdowns include "Application Product Status" (set to "New"), "Brand", and "Production Site" (set to "Clariwood Inc."). At the bottom of the modal are "CANCEL" and "SAVE" buttons. The background shows a sidebar with "APPLICATIONS" and "ADD APPLICATION", and a main area with "Application Products" and "Contact Persons in your Company".

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.

2. Create your application request.

The screenshot displays a web application interface for creating an application request. A modal dialog box titled "Add" is open, showing "Product Information". The dialog has two sections: "Add Application Product" and "Product Information".

Add Application Product:

- New
- Existing

Product Information:

- Type: Window
- Application Product Status: New
- Brand: [Empty]
- Production Site: Clarwood Inc.

Intended Target Market(s) for Product (highlighted in red):

- Consumer
- Professional
- Not available for sale in the open market

Target Market Countries and Trade Names:

- Sweden

Buttons: CANCEL, SAVE

Background Interface:

- Header: Jane Hansson, Clarwood Inc., JH
- Left Menu: APPLICATIONS, ADD APPLICATION
- Section: Application Products
- Table Headers: 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
- Text: No records are available in this view
- Section: Contact Persons in your Company
- Fields: Primary Application Contact * (Jane Hansson), Primary Licence Contact * (Jane Hansson), Marketing Contact (Jane Hansson)

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

2. Create your application request.

The screenshot displays a web application interface for creating an application request. The main window is titled "Add" and contains a "Product Information" form. Below this, there are several smaller "Add" windows for different countries: Sweden, Norway, Finland, and Denmark. Each country window has a "Marketed in" checkbox and a "Trade Name" field. The "Add" window for "Outside the Nordic" is also visible, with a "Marketed Outside the Nordics" checkbox and an "English" section for "Trade Name (English)". The background shows a sidebar with "APPLICATIONS" and "ADD APPLICATION" buttons, and a top navigation bar with "Jane Hansson" and "Clariwood Inc."

- 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.



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