



# Application Guide

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

# Introduction

This guide helps you create a new application, or make changes to your licence, and document that you meet the requirements for a Nordic Swan Ecolabel Licence.

- Please read the guide carefully before you start creating the application request.
- When Nordic Ecolabelling introduce new features, this guide may be updated. Check that you have the latest version on our website.

Version 2.0

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- Step 2: Create your application request.
- Step 3: Document that you meet the requirements.
- Step 4: Submit your application.

# The application process

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

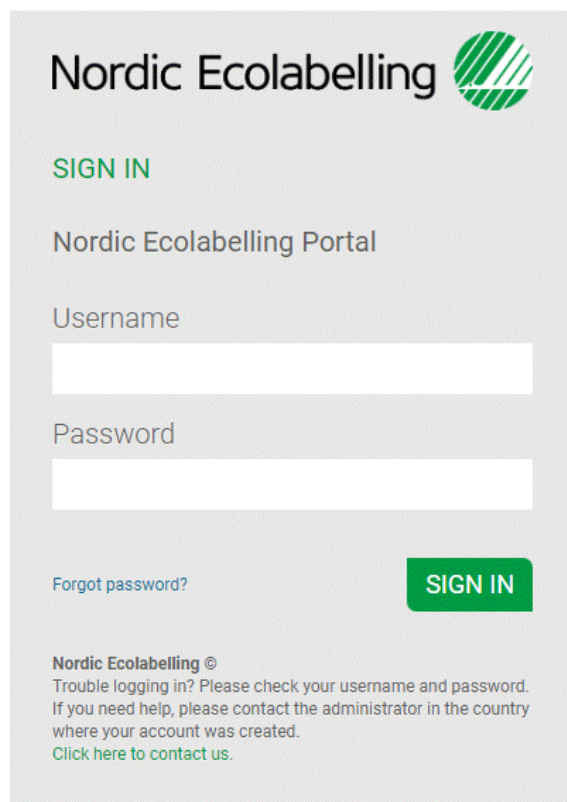
1.  
Sign in and  
change your  
password.

2.  
Create  
your application  
request.

3.  
Document that  
you meet the  
requirements.

4.  
Submit your  
application.

## 1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top, the text "Nordic Ecolabelling" is followed by a green circular logo with white diagonal lines. Below this, the text "SIGN IN" is displayed in green. The page title "Nordic Ecolabelling Portal" is centered. There are two input fields: "Username" and "Password", both with white text on a light gray background. Below the "Username" field is a white input box. Below the "Password" field is a white input box. To the left of the "SIGN IN" button is a link that says "Forgot password?". The "SIGN IN" button is green with white text. At the bottom, there is a copyright notice: "Nordic Ecolabelling ©", followed by a paragraph: "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." and a link: "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

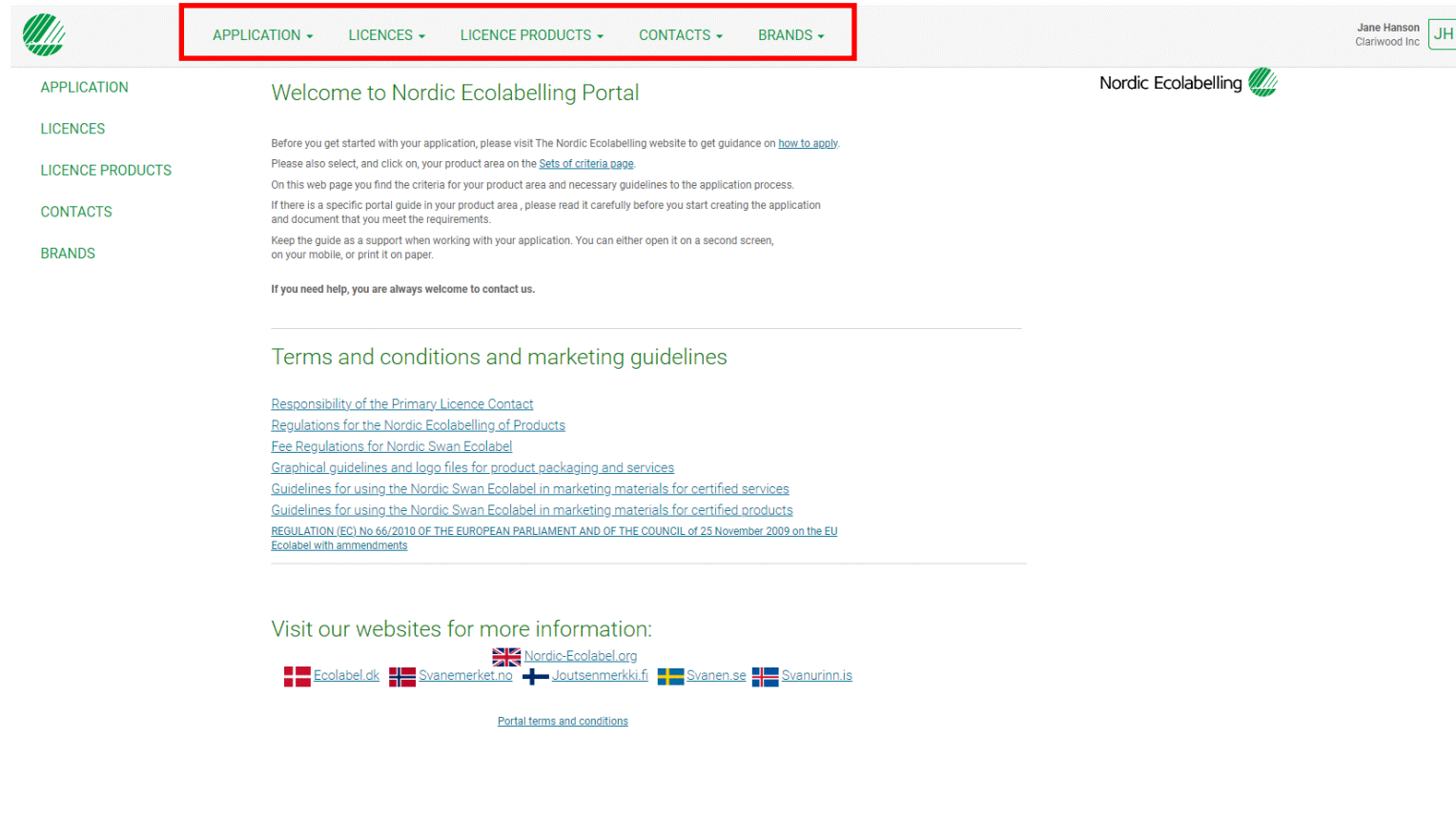
REJECT

Please note!

Never use Google translate.

You need to accept the  
Terms & Conditions to proceed.

# 1. Sign in and change your password.



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.

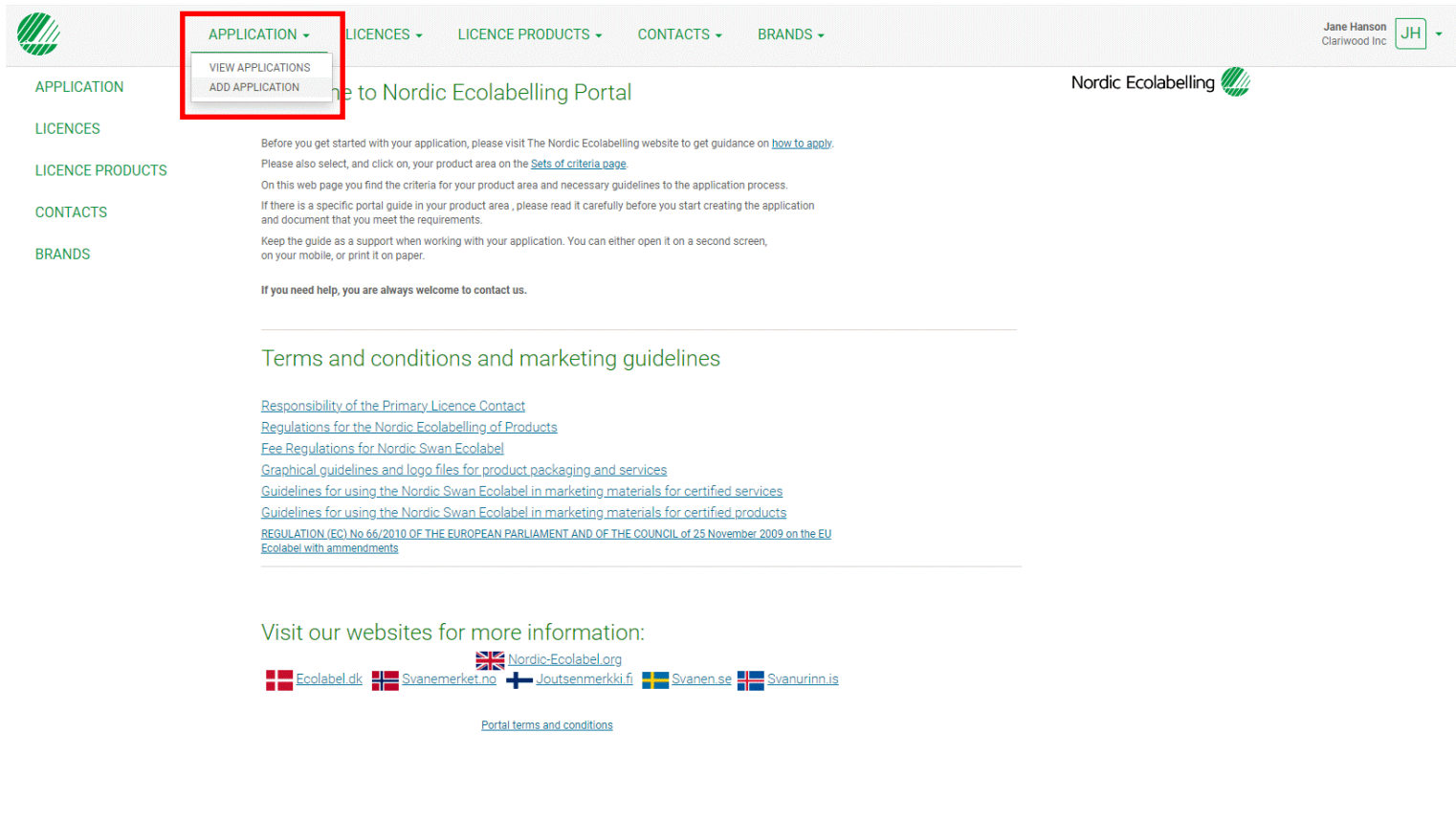
The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.

# The application process

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

1.  
Sign in and  
change your  
password.
2.  
Create  
your application  
request.
3.  
Document that  
you meet the  
requirements.
4.  
Submit your  
application.

## 2. Create your application request.



**APPLICATION** ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

VIEW APPLICATIONS  
ADD APPLICATION

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:

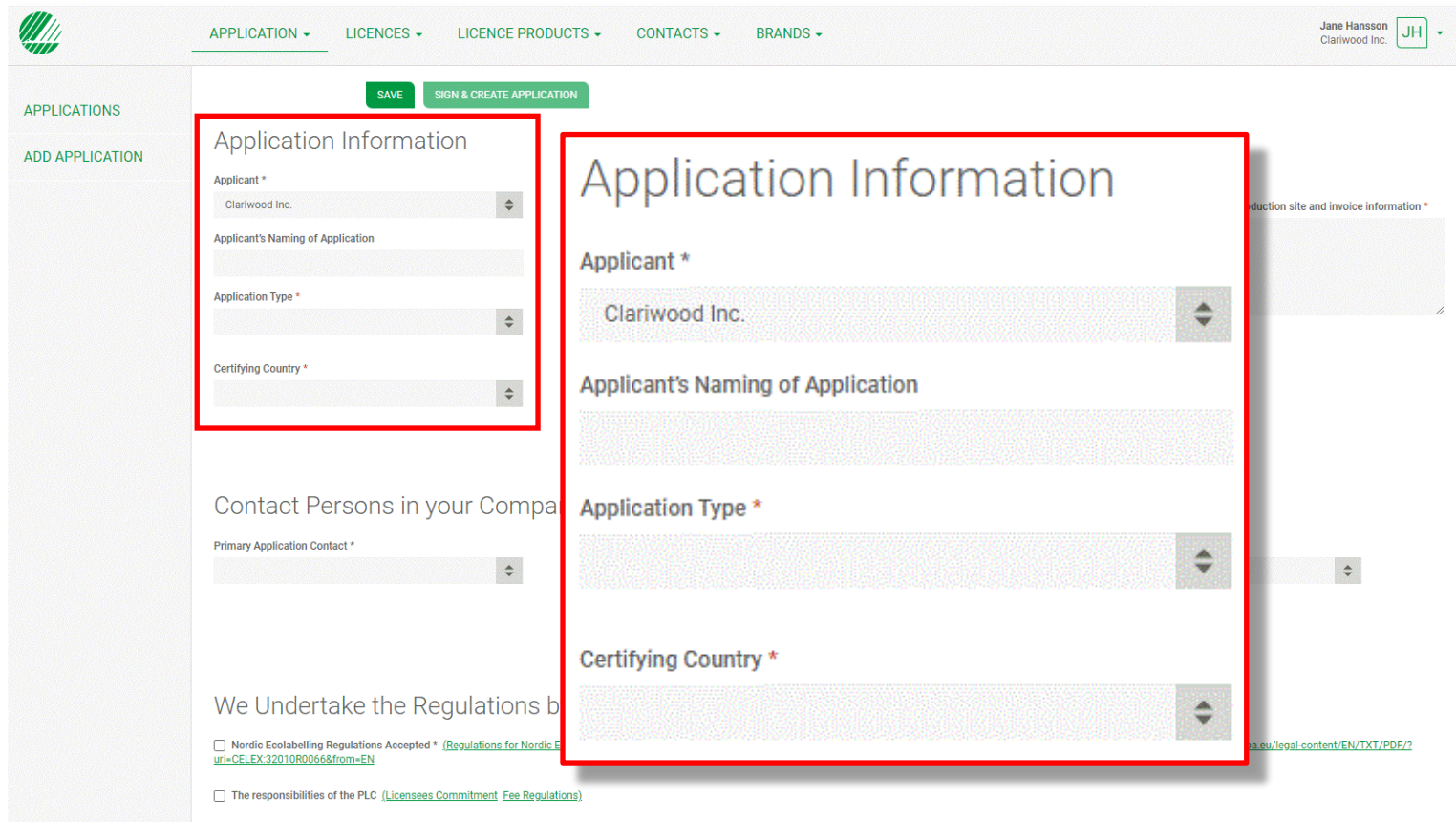
 [Ecolabel.dk](#)  [Svanemarket.no](#)  [Nordic-Ecolabel.org](#)  [Joutsenmerkki.fi](#)  [Svanen.se](#)  [Svanurinn.is](#)

[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 links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The left sidebar shows 'APPLICATIONS' and 'ADD APPLICATION'. The main form area is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (with a dropdown arrow), and 'Certifying Country \*' (with a dropdown arrow). Below this, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact \*' field. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'. A large modal window titled 'Application Information' is overlaid on the main form, containing the same fields as the main form. The modal is highlighted with a red border.

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 for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The left sidebar has 'APPLICATIONS' and 'ADD APPLICATION'. The main form is titled 'Application Information' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form sections are: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application' (Extension X), 'Application Type \*' (Extension), 'Licence \*' (a dropdown menu with a list of options), 'Contact Persons in your Company' (Primary Application Contact \*), and 'We Undertake the Regulations by Creating this Request of Application' (with checkboxes for 'Nordic Ecolabelling Regulations Accepted' and 'The responsibilities of the PLC'). A red box highlights the 'Application Type \*' dropdown and the 'Licence \*' dropdown. Another red box highlights the 'Applicant's description of application, production site and invoice information \*' field. A third red box highlights the 'Applicant \*' field.

APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS

Jane Hansson  
Clariwood Inc. JH

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant \*  
Clariwood Inc.

Applicant's Naming of Application  
Extension X

Application Type \*  
Extension

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 \*

Application Type \*  
Extension

Licence \*  
3031 0105, 5, Clariwood Inc., 031 Furniture a  
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

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](#))

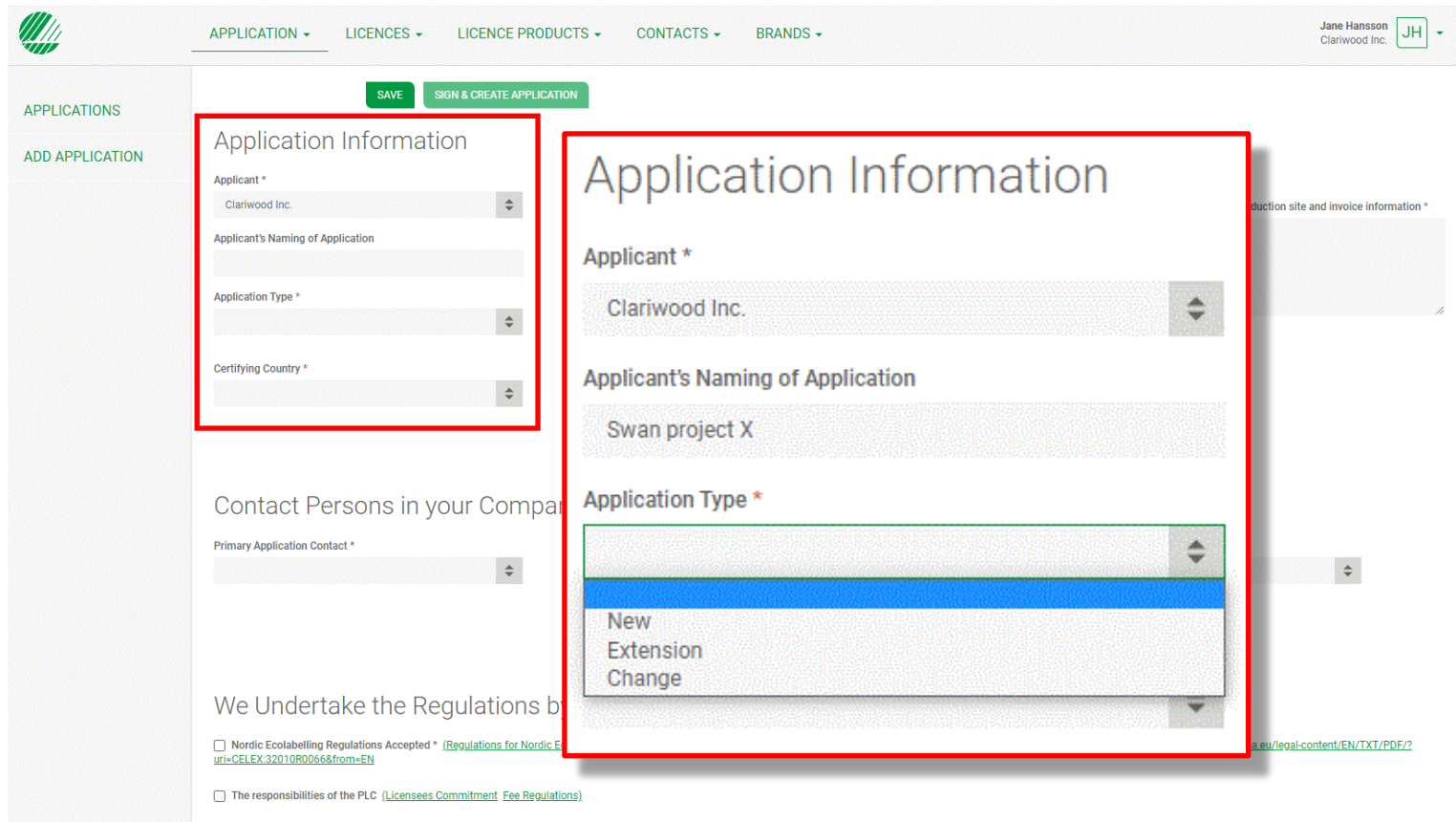
If you want to create a change application, select **Extension** or **Change** in the **Application Type** list.

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 links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The left sidebar shows 'APPLICATIONS' and 'ADD APPLICATION'. The main form is titled 'Application Information' and contains the following fields:

- Applicant \***: Clariwood Inc.
- Applicant's Naming of Application**: Swan project X
- Application Type \***: A dropdown menu is open, showing options: New, Extension, and Change. The 'New' option is highlighted in blue.
- Certifying Country \***: A dropdown menu.

Below the 'Application Information' section, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact \*' field. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'.

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 for the Nordic Swan Ecolabel. The form is divided into several sections. On the left, there is a sidebar with 'APPLICATIONS' and 'ADD APPLICATION'. The main form area has a header with navigation links: 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is logged in as 'Jane Hansson' from 'Clariwood Inc.'.

The form contains the following fields:

- Ecolabel Type \***: A dropdown menu with 'Nordic Swan Ecolabel' selected.
- Product Group Category**: A dropdown menu with 'Goods' selected.
- Criteria Group \***: A dropdown menu with a list of categories. '031 Furniture and fitments' is highlighted.
- Criteria Group and Generation \***: A dropdown menu with '031 Furniture and fitments 5' selected.
- Applicant's description of application, production site and invoice information \***: A text area.
- Primary Licence Contact \***: A dropdown menu.
- Marketing Contact**: A dropdown menu.
- Finance Contact (Turnover Reporting)**: A dropdown menu.
- Estimated Annual Turnover or AUM Licence (DK)**: A text input field.
- Estimated Annual Turnover or AUM Licence (IS)**: A text input field.
- Estimated Annual Turnover or AUM Licence (FI)**: A text input field.
- Estimated Annual Turnover or AUM Licence (Outside the Nordics)**: A text input field.

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

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 the 'Application Information' section of the Nordic Swan Ecolabel application form. The form is titled 'Application Information' and includes a sidebar with 'APPLICATIONS' and 'ADD APPLICATION'. The main content area has a header with 'SAVE' and 'SIGN & CREATE APPLICATION' buttons. The form fields are organized into two columns. The left column includes 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (New), 'Primary Application Contact \*', and 'Currency \*'. The right column includes 'Ecolabel Type \*' (Nordic Swan Ecolabel), 'Product Group Category' (Goods), 'Criteria Group \*' (031 Furniture and fittings), 'Primary Licence Contact \*', 'Finance Contact (Turnover Reporting)', and 'Marketing Contact'. A large text area for 'Applicant's description of application, production site and invoice information \*' is highlighted with a red box. It contains the text: 'Armchairs with different fabrics and 3 settings of legs.', 'Stora Kopparberget 10, 12345 Helsinki', 'Xxx xxx', and 'Yyy yyy'. Below this, there are three rows of 'Estimated Annual Turnover or AUM Licence' fields for different regions: (DK), (IS), (SE), (FI), and (Outside the Nordics).

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

Applicant \*  
Clariwood Inc.

Applicant's Naming of Application

Application Type \*  
New

Primary Application Contact \*

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

Currency \*  
Estimated Annual Turnover or AUM Licence (SE)

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Ecolabel Type \*  
Nordic Swan Ecolabel

Product Group Category  
Goods

Criteria Group \*  
031 Furniture and fittings

Primary Licence Contact \*

Finance Contact (Turnover Reporting)

Marketing Contact

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

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

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 bar, there are two buttons: 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (New), and 'Certifying Country \*' (SWEDEN). A red box highlights the 'CONTACTS' and 'BRANDS' dropdown menus, which contain 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS' options. Below this, a red box highlights the 'Contact Persons in your Company' section, which includes fields for 'Primary Application Contact \*', 'Primary Licence Contact \*', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. At the bottom, there are fields for 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application', including 'Currency \*', 'Estimated Annual Turnover or AUM Licence (DK)', 'Estimated Annual Turnover or AUM Licence (IS)', 'Estimated Annual Turnover or AUM Licence (SE)', 'Estimated Annual Turnover or AUM Licence (FI)', and 'Estimated Annual Turnover or AUM Licence (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.



APPLICATION ▾

LICENCES ▾

LICENCE PRODUCTS ▾

CONTACTS ▾

BRANDS ▾

Jane Hansson  
Clariwood Inc. JH ▾

APPLICATIONS

ADD APPLICATION

SAVE

SIGN & CREATE APPLICATION

Application Information

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 ▾

Criteria Group and Generation \*

031 Furniture and fitments 5 ▾

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

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

Contact Persons in your Company

Primary Application Contact \*

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 Licenses (SE)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

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

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

## 2. Create your application request.

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

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

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	150.000
Estimated Annual Turnover or AUM Licenses (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
45.000.000	25.000.000	0
Estimated Annual Turnover or AUM Licence (NO)		
20.000.000		

SAVE SIGN & CREATE APPLICATION

All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted  
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4.3.0.1

Please, select the currency for your invoice in the **Currency** field.

State the company's estimated annual turnover for the products included in your application without using periods, spaces or commas.

Estimate the annual turnover for each selected national market in the Nordics. And for all markets outside the Nordics where the products will be sold.



## 2. Create your application request.

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Generation	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OTN)	Valid From	Valid To
No records are available in this view												

### Contact Persons in your Company

Primary Application Contact *	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.

APPLICATIONS

ADD APPLICATION

APPLICATION

LICENCES

LICENCE PRODUCTS

CONTACTS

BRANDS

Jane Hansson

Clariwood Inc.

JH

Record created successfully.

SAVE

Application Information

Applicant

Clariwood 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

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.

# The application process

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

1.  
Sign in and  
change your  
password.
2.  
Create  
your application  
request.
3.  
Document that  
you meet the  
requirements.
4.  
Submit your  
application.

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

Record created successfully

Application

ADD APPLICATION

Product Information

Add Application Product

☒ New

☐ Existing

Product Name \*

Type \*

Window

Application Product Status

New

Brand

Production Site

Clariwood Inc.

CANCEL SAVE

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 *	Primary Licence Contact *	Marketing Contact
Jane Hansson	Jane Hansson	Jane Hansson

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

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

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

The screenshot displays a software interface for adding a product application. The main window is titled 'Add' and contains a 'Product Information' section with fields for 'Type' (Window), 'Application Product Status' (New), 'Brand', and 'Production Site' (Clariwood Inc.). Below this is a section for 'Intended Target Market(s) for Product' with checkboxes for 'Consumer', 'Professional', and 'Not available for sale in the open market'. A table titled 'Target Market Countries and Trade Names' is visible, with columns for 'Country', 'Marketed in', and 'Trade Name'. The table includes rows for Sweden, Norway, Denmark, Finland, and Iceland. A modal window titled 'Outside the Nordic' is also open, with a checkbox for 'Marketed Outside the Nordics' and a text field for 'Trade Name (English)'. The interface includes a 'CANCEL' button and a 'SAVE' button. The user's name 'Jane Hansson' and company 'Clariwood Inc.' are visible in the top right corner.

Please, select the intended target market, or markets, for the product.

State which Nordic countries you intend to sell the product in and verify the Trade Name for each country.

State if you intend to sell the product outside the Nordics and verify the general Trade Name.

Finally, please verify the Trade Name in English.

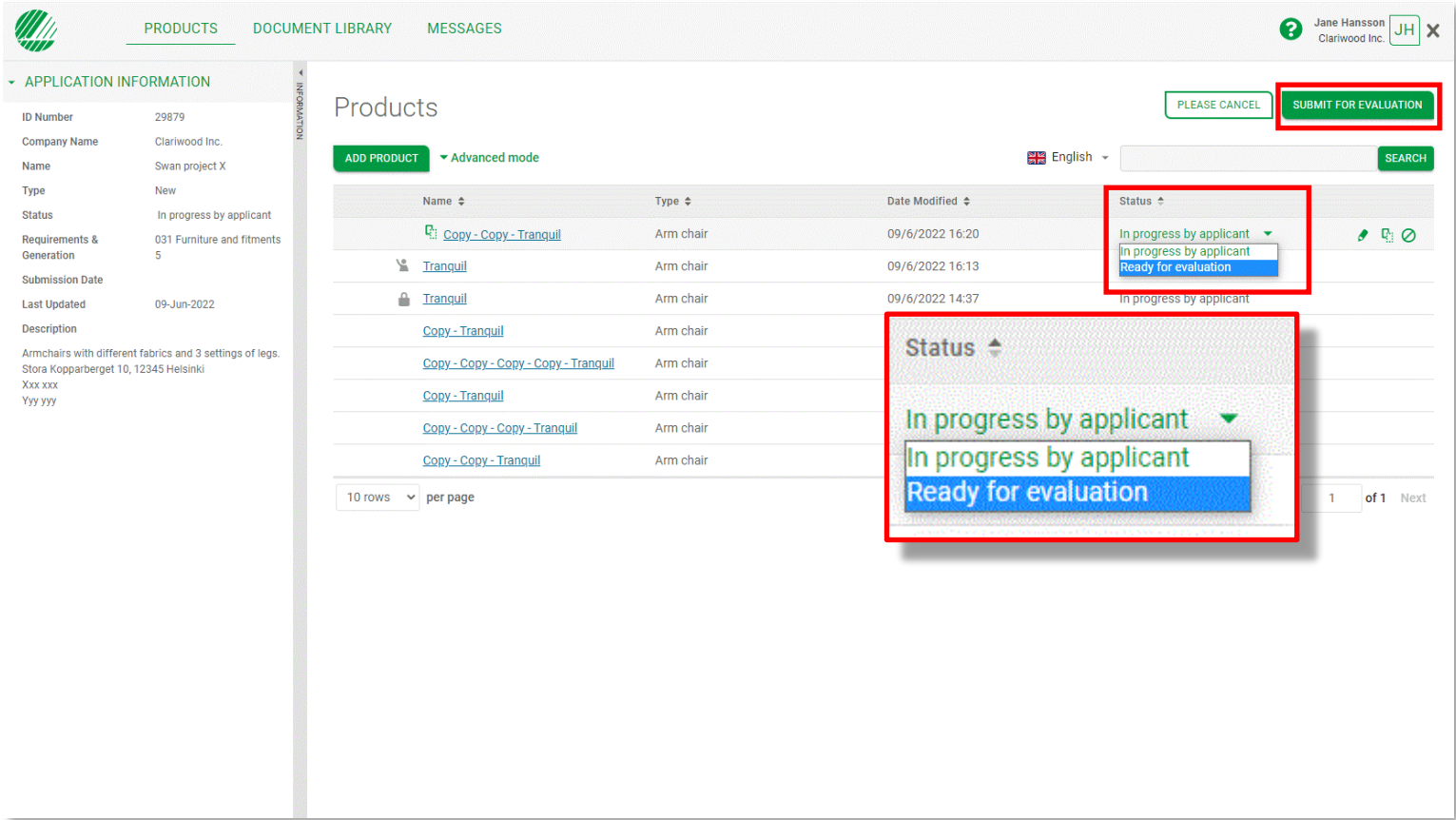
Click **Save** to continue.

# The application process

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your application  
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3.  
Document that  
you meet the  
requirements.
4.  
Submit your  
application.

# 4. Submit your application.



Please, change the status of each product from **In progress by applicant** to **Ready for evaluation**.

Click **Submit for evaluation** to notify Nordic Ecolabelling that your application is ready for an **Evaluator** to work with.





**Published by**

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