



# 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.

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your application  
request.

## 1. Sign in and change your password.

**Nordic Ecolabelling** 

**SIGN IN**

Nordic Ecolabelling Portal

Username

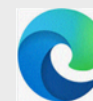
Password

[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

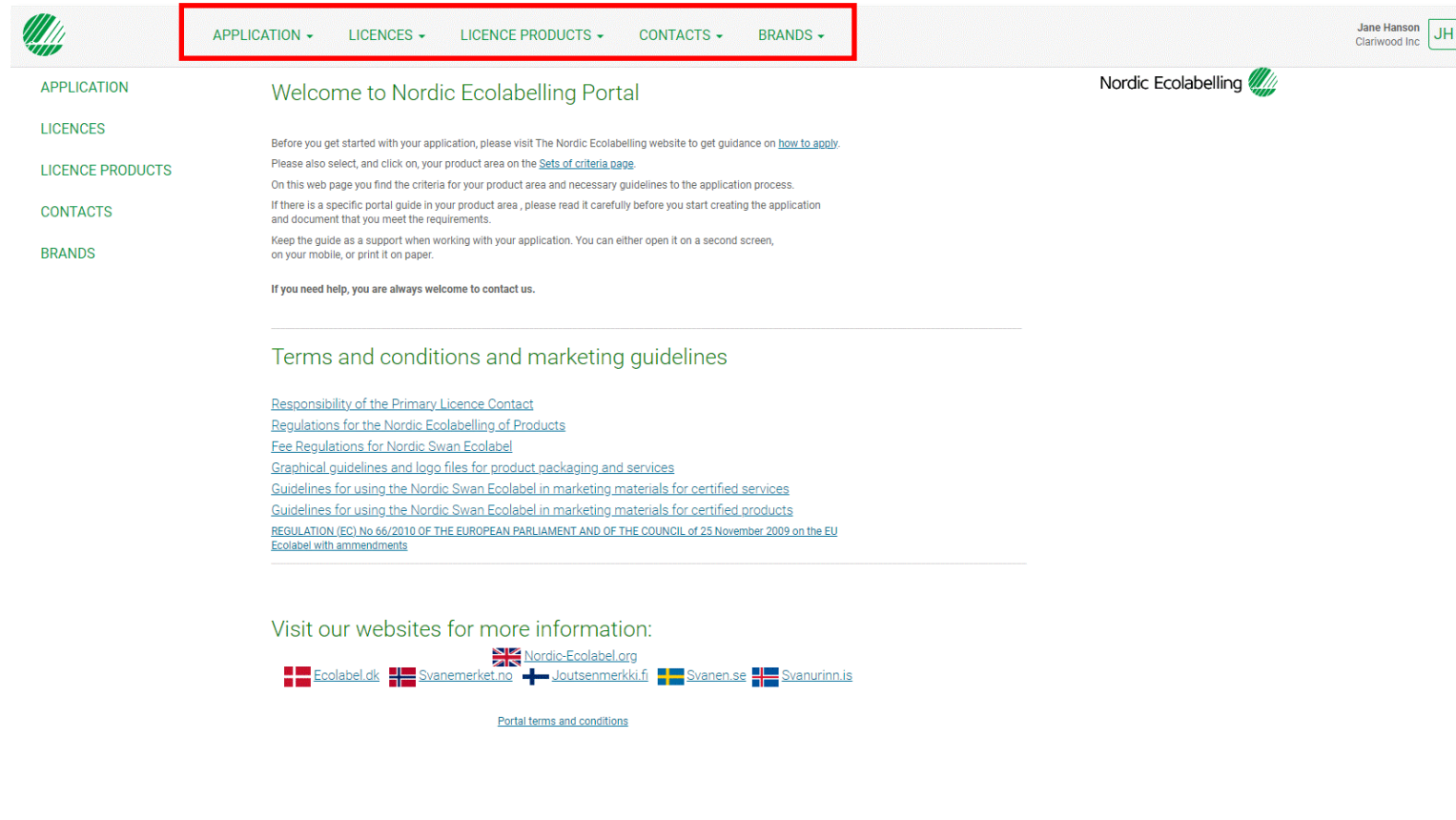
REJECT

Please note!

Never use Google translate.

You need to accept the  
Terms & Conditions to proceed.

# 1. Sign in and change your password.



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

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

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

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

# The application request process

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

1.

Sign in and  
change your  
password.

2.

Create  
your application  
request.

## 2. Create your application request.

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

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](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#) [Nordic-Ecolabel.org](#)

[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 is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (highlighted with a red box), and 'Certifying Country \*' (highlighted with a red box). Below these fields are sections for 'Contact Persons in your Company' and 'We Undertake the Regulations by'. The 'Application Type \*' dropdown is highlighted with a red box, and the 'Certifying Country \*' dropdown is also highlighted with a red box. The 'Application Type \*' dropdown is currently set to 'New'.

Please, ensure that you give your application a suitable name for your own company.

Click the arrows in the **Application Type** drop-down list and select:

1. **New** to start an application.
2. **Extension** to add a business area, for example a conference activity, to a licence.
3. **Change** to make changes to a licence.

## 2. Create your application request.

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  
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](#))

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

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

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

Then select contact persons in your company.

## 2. Create your application request.

The screenshot shows a web application interface for creating a new application. 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 'ADD APPLICATION' and contains several sections. Two red boxes highlight specific parts: the 'Application Information' section and the 'Application Type' dropdown menu.

**Application Information**

Applicant \*  
Clariwood Inc.

Applicant's Naming of Application  
Swan project X

Application Type \*  
New  
Extension  
Change

Primary Application Contact \*

We Undertake the Regulations by

☐ Nordic Ecolabelling Regulations Accepted \* ([Regulations for Nordic Ecolabelling](#))  
[url=CELEX:32010R0066&from=EN](#)

☐ The responsibilities of the PLC ([Licensees Commitment](#) [Fee Regulations](#))

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

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



## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes links for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The main section is titled 'Application Information' and contains several dropdown menus. A red box highlights the 'Ecolabel Type \*', 'Product Group Category', and 'Criteria Group \*' sections. The 'Ecolabel Type \*' dropdown is set to 'Nordic Swan Ecolabel'. The 'Product Group Category' dropdown is set to 'Services'. The 'Criteria Group \*' dropdown is open, showing a list of options: '055 Hotels and other accommodation', '041 Printing companies and printed matter', '074 Transport wash installations', '076 Cleaning services', '079 Grocery Stores', '100 Coffee service', and '101 Investment funds and investment products'. The '055 Hotels and other accommodation' option is highlighted in blue. Below these dropdowns, there are fields for 'Primary Licence Contact \*', 'Marketing Contact', 'Finance Contact (Turnover Reporting)', and 'Estimated Annual Turnover or AUM Licence (DK)', 'Estimated Annual Turnover or AUM Licence (IS)', 'Estimated Annual Turnover or AUM Licence (FI)', and 'Estimated Annual Turnover or AUM Licence (Outside the Nordics)'. The 'SAVE' and 'SIGN & CREATE APPLICATION' buttons are visible at the top of the form.

APPLICATION LICENCES LICENCE PRODUCTS CONTACTS BRANDS Jane Hansson Clariwood 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

074 Transport wash installations

076 Cleaning services

079 Grocery Stores

100 Coffee service

101 Investment funds and investment products

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

Primary Licence Contact \*

Marketing Contact

Finance Contact (Turnover Reporting)

ds/Services/products or AUM for Investment funds included in the Application

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (FI)

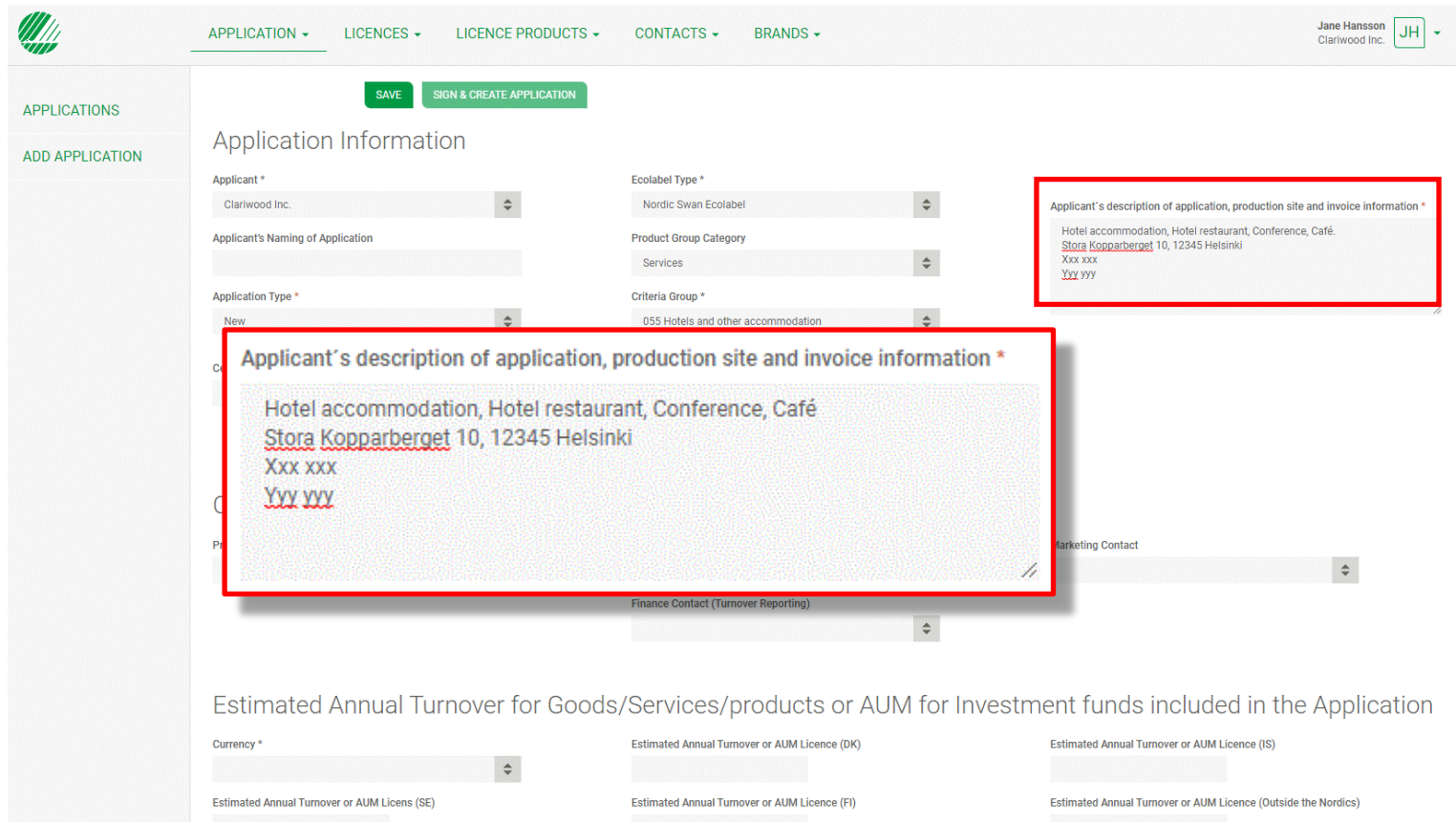
Estimated Annual Turnover or AUM Licence (Outside the Nordics)

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

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

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

## 2. Create your application request.



The screenshot shows a web application form for creating an application request. The form is titled "Application Information" and includes several dropdown menus and text input fields. Two red boxes highlight specific sections:

- A red box highlights the "Applicant's description of application, production site and invoice information \*" field, which contains the text: "Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy".
- Another red box highlights the "Applicant's description of application, production site and invoice information \*" field, which contains the text: "Hotel accommodation, Hotel restaurant, Conference, Café. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy".

The form also includes fields for "Applicant \*", "Ecolabel Type \*", "Product Group Category", "Criteria Group \*", "Marketing Contact", and "Finance Contact (Turnover Reporting)". At the bottom, there are fields for "Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application", including "Currency \*" and "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, use **Applicant's description** to describe the business areas you include in your application, for example a conference facility and a hotel restaurant.

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

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

## 2. Create your application request.

The screenshot shows a web application interface for creating an application. 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 section titled 'Contact Persons in your Company' is highlighted with a red box. It contains three dropdown menus: 'Primary Application Contact \*', 'Primary Licence Contact \*', and 'Marketing Contact'. Below these, 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 Licenses (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 Licens (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 business areas included in your licences.

## 2. Create your application request.

Contact Persons in your Company

Primary Application Contact \*

Jane Hansson

Primary Licence Contact \*

Jane Hansson

Marketing Contact

Jane Hansson

Finance Contact (Turnover Reporting)

Jane Hansson

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

Currency \*

EUR

Estimated Annual Turnover or AUM Licence (DK)

18.000.000

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)

Estimated Annual Turnover or AUM Licence (NO)

SAVE

SIGN & CREATE APPLICATION

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

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

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



## 2. Create your application request.

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

### Contact Persons in your Company

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

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

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	5000000	15500
Estimated Annual Turnover or AUM Licence (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
3500000	5000000	0
Estimated Annual Turnover or AUM Licence (NO)		
250000		

### We Undertake the Regulations by Creating this Request of Application

☒ Nordic Ecolabelling Regulations Accepted \* ([Regulations for Nordic Ecolabelling of Products](#)) OR Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?url=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.

Please contact us for assistance if you have several businesses.

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. A modal dialog titled "Add" is open, displaying "Product Information". The dialog has two radio buttons: "New" (selected) and "Existing". Below these are several input fields: "Product Name" (highlighted with a red box), "Type" (dropdown menu, highlighted with a red box and set to "Window"), "Application Product Status" (dropdown menu, set to "New"), "Brand" (dropdown menu), and "Production Site" (dropdown menu, set to "Clariwood Inc."). At the bottom right of the dialog are "CANCEL" and "SAVE" buttons. The background interface includes a sidebar with "APPLICATIONS" and "ADD APPLICATION", and a main area with "Application Products" (showing a table with columns like Name, Type, Application Product Status, etc.) and "Contact Persons in your Company" (showing a table with columns like Primary Application Contact, Primary Licence Contact, Marketing Contact, etc.).

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

Read the criteria document and start documenting that your business meets the requirements.

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

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



**Published by**

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