



# Guide Nordic Ecolabelling Portal

Hvordan søke og dokumentere at du oppfyller kravene til en lisens for Svanemerket.

# Introduksjon

Denne veiledningen vil hjelpe deg med å opprette/starte en søknad om fornyelse og dokumentere at du oppfyller kravene til en lisens for Svanemerket.

Slik bruker du guiden:

- Les veiledningen nøye før du starter med søknaden og å dokumentere oppfyllelse av kravene.
- Behold veiledningen som en støtte når du arbeider med søknaden.
- Denne veiledningen kan oppdateres når ny funksjonalitet blir tilgjengelig i portalen. Last ned den nyeste versjonen fra Nordisk Miljømerking sine nettsider.

## Innhold

### Søknadsprosessen

Trinn 1: Logg på og endre passordet ditt.

Trinn 2: Start søknad om fornyelse.

Trinn 3: Dokumenter at du oppfyller kravene.

Trinn 4: Send inn søknaden din.

# Søknadsprosessen

Hvordan søke og dokumentere at du oppfyller kravene til en lisens for Svanemerket

1.

Logg på og endre  
passordet ditt.

2.

Start søknad om  
fornyelse.

3.

Dokumenter at du  
oppfyller kravene.

4.

Send inn  
søknaden din.

## 1. Logg på og endre passordet ditt.

### Nordic Ecolabelling Portal

Power of Attorney

Country \*

Finland

VAT identification number \*

8 digits

Company \*

Competent contact

First name \*

Surname \*

Title \*

E-mail address \*

Phone number \*

Country code

Sweden

+46

Phone number

Authorised signatory

First name \*

Surname \*

Title \*

E-mail address \*

Phone number \*

Country code

Sweden

+46

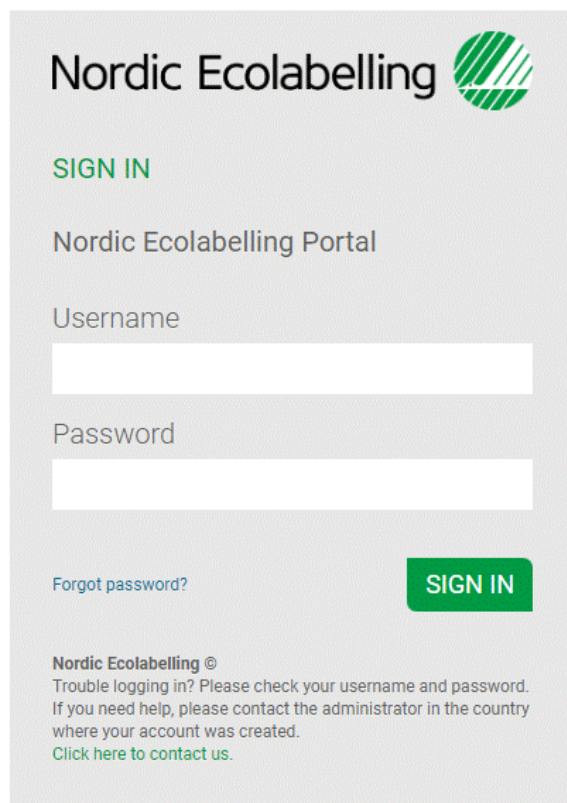
Phone number

Du trenger et personlig brukernavn og passord for å logge inn på **Nordic Ecolabelling Portal**.

Dersom du ikke allerede har fått dette fra Nordisk Miljømerking - finn ut hvem hos dere som kan be om at du får tilgang til foretakets dokumentasjon og bestille et passord til deg.

Hvis dette er første gang foretaket ditt søker om lisens, må en signaturberettiget godkjenne kontrakten samt Nordisk Miljømerkings vilkår. Les mer: [Få påloggingsinformasjonen din](#)

## 1. Logg på og endre passordet ditt.



The screenshot shows the login interface 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

Logg inn på portalen her:  
[Nordic Ecolabelling Portal](#)

Vennligst bruk Microsoft Edge  
eller Google Chrome som  
nettleser.



## 1. Logg på og endre passordet ditt.



The screenshot shows a web page for 'Nordic Ecolabelling' with a green circular logo. The title 'Terms & Conditions' is centered. Below it, a paragraph states: 'By using the site I accept the following terms and conditions of Nordic Ecolabelling's portal:'. This is followed by a bulleted list of five terms. At the bottom, there are two green buttons labeled 'ACCEPT' and 'REJECT'.

### 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.

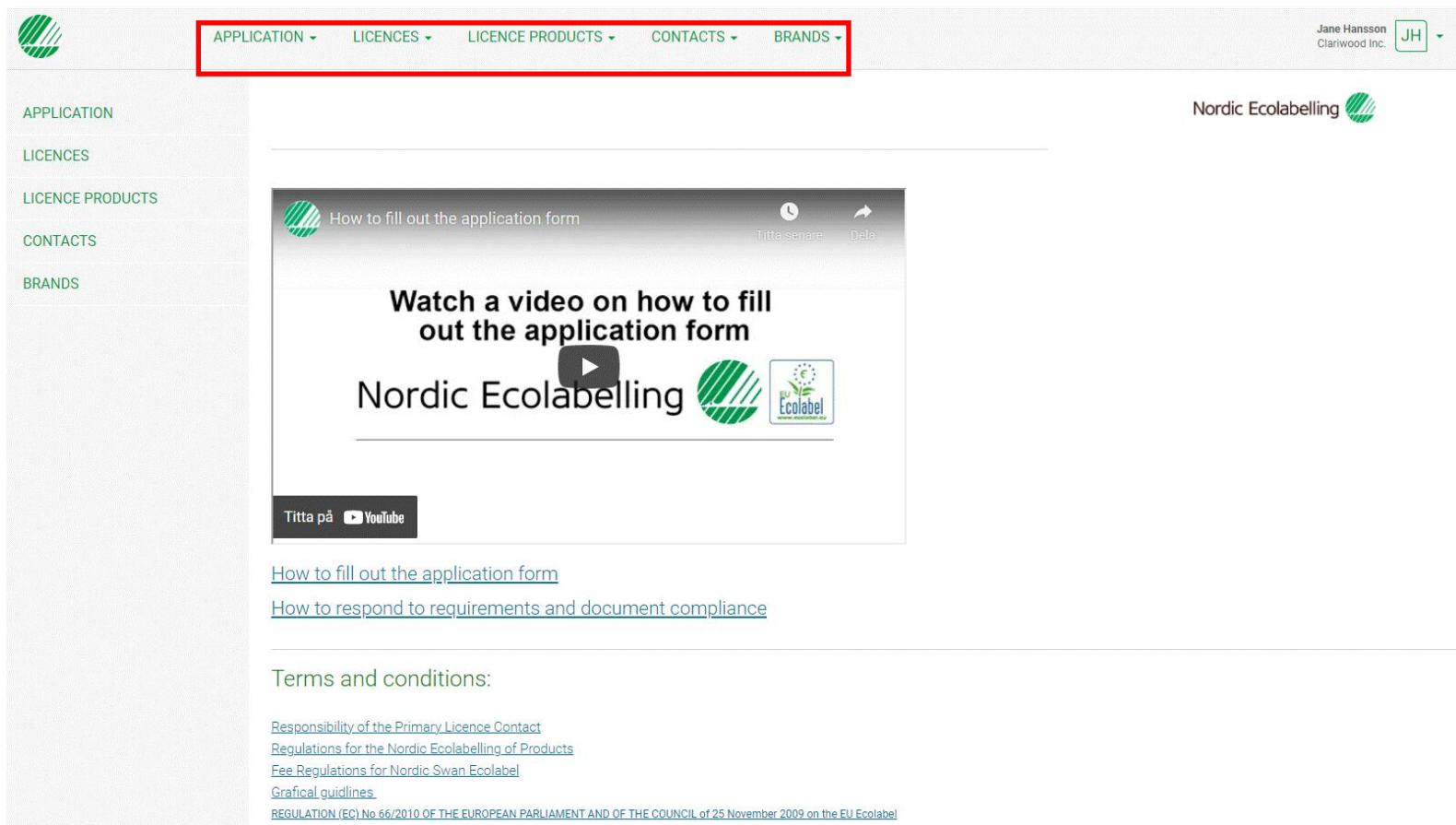
ACCEPT

REJECT

Bruksvilkårene for portalen vises første gang du logger inn.

Du må godta disse for å få fortsette.

## 1. Logg på og endre passordet ditt.



Når du har logget inn, vil du se dette skjermbildet.

Her finner du alle pågående søknader for foretaket ditt.

Du finner også informasjon om alle lisenser, lisensierte produkter/tjenester, kontakter og varemerker som er registrert på foretaket.

I tillegg finner du vilkår og lenker til Nordisk Miljømerkings internasjonale nettsted og alle nasjonale nettsteder.

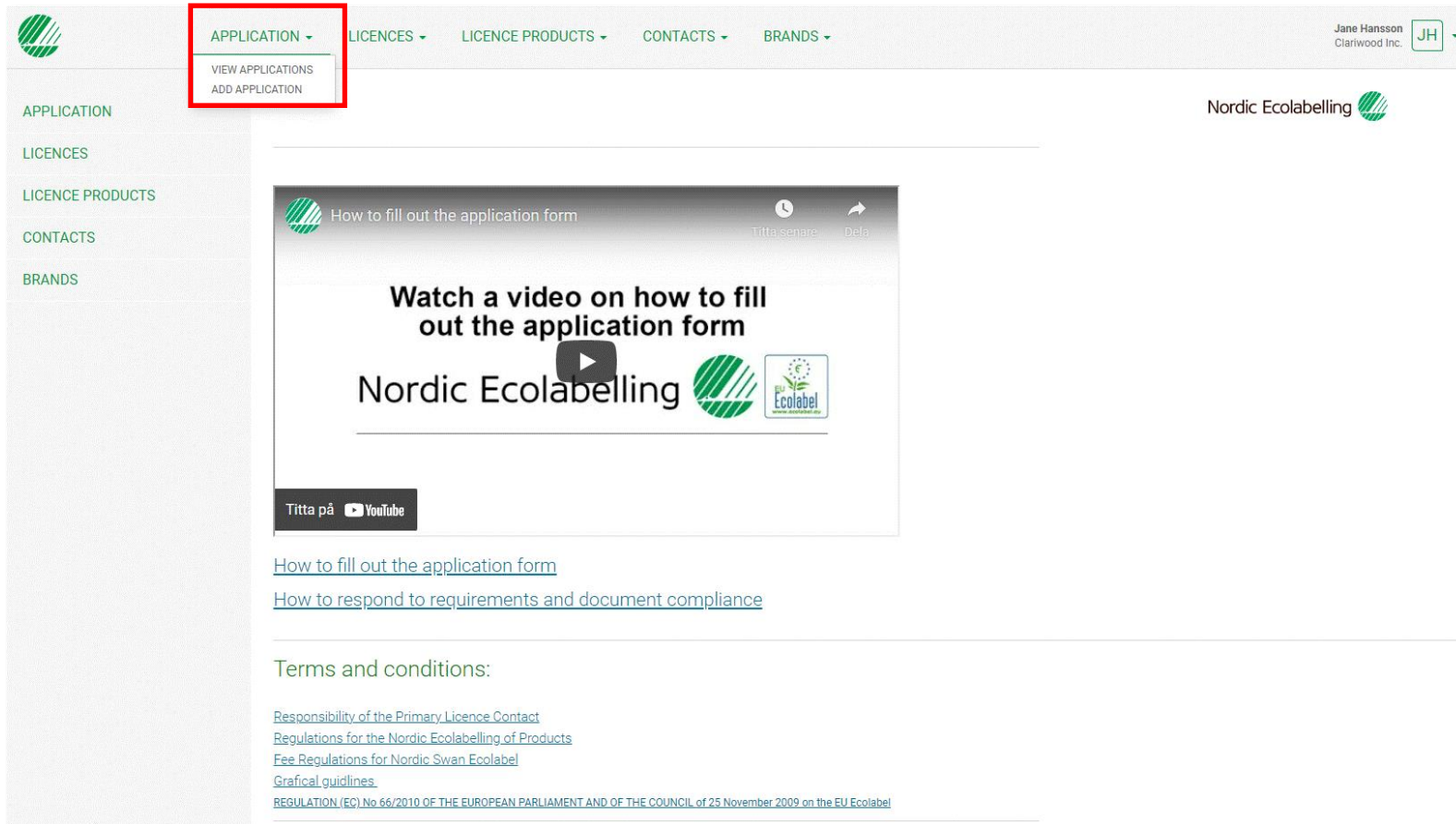
# Søknadsprosessen

Hvordan søke og dokumentere at du oppfyller kravene til en lisens for Svanemerket.

1.  
Logg på og endre  
passordet ditt.
2.  
Start søknad om  
fornyelse.
3.  
Dokumenter at du  
oppfyller kravene.
4.  
Send inn  
søknaden din.



## 2. Start søknad om fornyelse.



APPLICATION ▾  
VIEW APPLICATIONS  
ADD APPLICATION

LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hansson  
Clariwood Inc. JH ▾

APPLICATION  
LICENCES  
LICENCE PRODUCTS  
CONTACTS  
BRANDS

Nordic Ecolabelling

How to fill out the application form  
Titta senare Dela

Watch a video on how to fill out the application form

Nordic Ecolabelling

Titta på YouTube

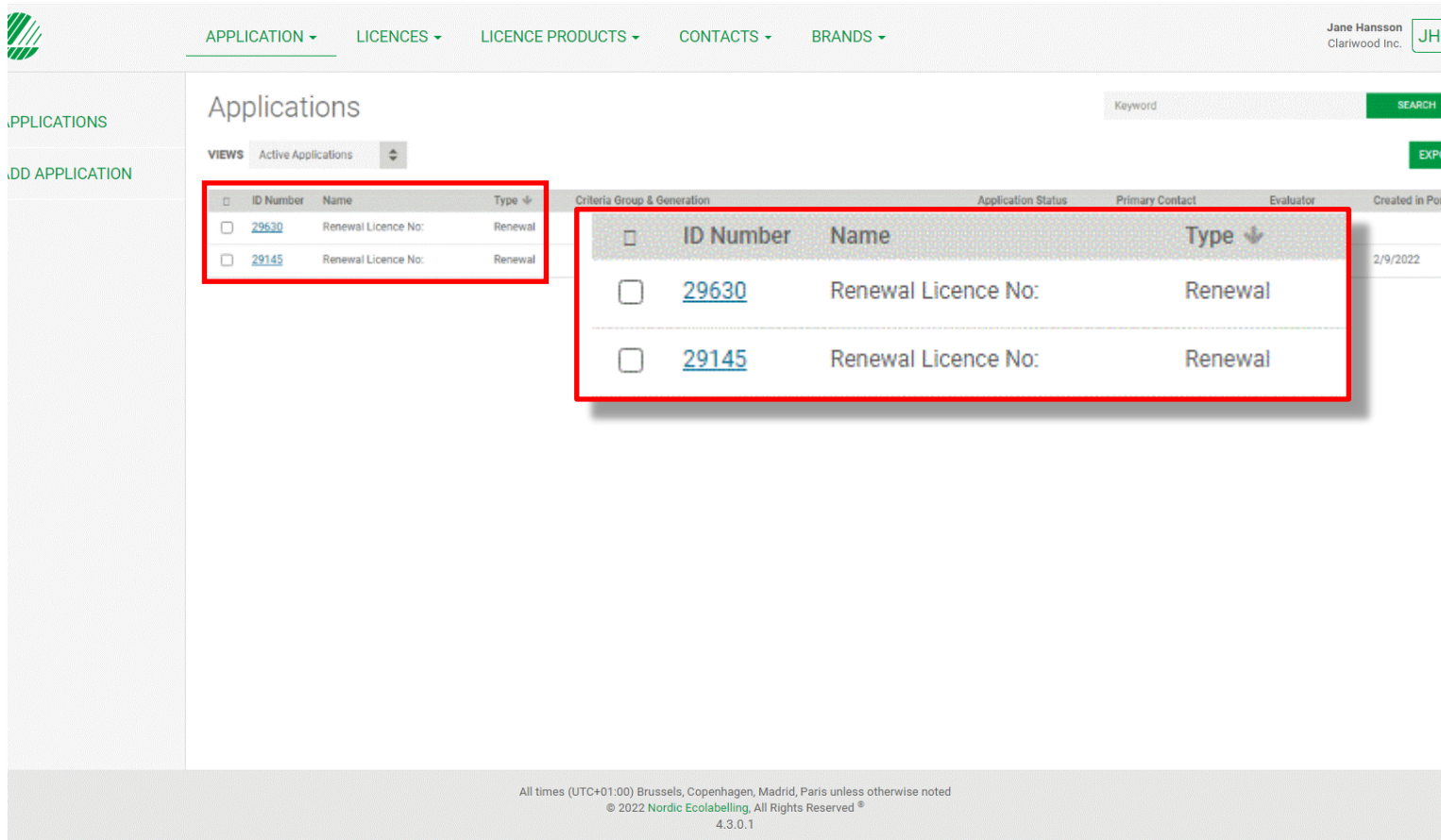
[How to fill out the application form](#)  
[How to respond to requirements and document compliance](#)

Terms and conditions:

[Responsibility of the Primary Licence Contact](#)  
[Regulations for the Nordic Ecolabelling of Products](#)  
[Fee Regulations for Nordic Swan Ecolabel](#)  
[Grafical guidelines](#)  
[REGULATION \(EC\) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel](#)

Klikk på **Application** og **View Applications** for å starte søknaden om fornyelse eller fortsette å arbeide med pågående søknader.

## 2. Start søknad om fornyelse.



The screenshot shows the 'Applications' page in a web application. The page has a navigation bar with tabs: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is Jane Hansson, Clarivood Inc. (JH). The page title is 'Applications'. There is a search bar with a 'SEARCH' button and an 'EXPOR' button. The 'VIEWS' section shows 'Active Applications'. A table lists applications with columns: ID Number, Name, Type, Criteria Group & Generation, Application Status, Primary Contact, Evaluator, and Created in Port. Two applications are listed: ID 29630 and ID 29145, both labeled 'Renewal Licence No:' and 'Renewal'. A red box highlights the 'ID Number' column header and the two application rows. A second red box highlights a modal window that appears when clicking on the ID numbers, showing the same details for each ID.

ID Number	Name	Type
<a href="#">29630</a>	Renewal Licence No:	Renewal
<a href="#">29145</a>	Renewal Licence No:	Renewal

ID Number	Name	Type
<a href="#">29630</a>	Renewal Licence No:	Renewal
<a href="#">29145</a>	Renewal Licence No:	Renewal

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4.3.0.1

Velg lisensen du vil fornye ved å klikke på det blå **ID-nummeret** og åpne søknaden om fornyelse.

## 2. Start søknad om fornyelse.

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

APPLICATIONS  
ADD APPLICATION

CONTINUE APPLICATION SAVE

### Application Information

Applicant  
Clariwood Inc.

Applicant's Naming of Application  
Renewal Licence No:8055 0001

Application Type  
Renewal Licence No:8055 0001

Ecolabel Type \*  
Nordic Swan Ecolabel

Product Group Category  
055 Hotels and other accommodation

Criteria Group \*  
055 Hotels and other accommodation

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

ID Number  
29909

Application Evaluator  
Svante Sterner

Application Status  
In progress by applicant

Applicant's description of application, production site and invoice information \*  
Hotel accommodation, Hotel restaurant, Conference, Café  
Stora Kopparberget 10, 12345 Helsinki

### Application Products

Application Products

Name	Type	Application Product Status	Licence Nr.
Clariwood Hotel	Hotel	New	3055 0499
Clariwood Hotel	Conference facility with accommodation	New	3055 0499
Clariwood Hotel	Hotel restaurant	New	3055 0499

Applicant's description of application, production site and invoice information \*  
Hotel accommodation, Hotel restaurant, Conference, Café  
Stora Kopparberget 10, 12345 Helsinki  
Xxx xxx  
Yyy yy

Valid To

**Teksten** du finner i **Applicant's Naming of Application**, kan endres til et beskrivende navn på søknaden som passer ditt foretak.

Vennligst bruk **Applicant's description** for å beskrive det som inkluderes i søknaden din, for eksempel et konferanseanlegg og en restaurant for hotellsøknader. For trykkerier vil det som regel være navnet på trykkeriet.

Angi navn hvis noen av dem har sine egne spesifikke navn.

Spesifiser også om det er informasjon vi må legge til på fakturaen til foretaket ditt.

## 2. Start søknad om fornyelse.

<a href="#">Clariwood Hotel</a>	Conference facility with accommodation	New	3055 0499	055 Hotels and other accommodation 5	Clariwood Hotel
<a href="#">Clariwood Hotel</a>	Hotel restaurant	New	3055 0499	055 Hotels and other accommodation 5	Clariwood Hotel

Contact Persons in your Company

Primary Application Contact \*

Primary Licence Contact \*

Marketing Contact

Finance Contact (for investor reporting)

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

Currency \*

SEK

Estimated Annual Turnover or AUM Licence (SE)

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)

Estimated Annual Turnover or AUM Licence (NO)

SAVE

CONTINUE APPLICATION

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4.3.0.1

Velg en kontaktperson (**Primary Application Contact**) som er tildelt ansvaret for denne spesifikke søknaden.

Velg deretter en kontaktperson for lisensen (**Primary Licence Contact**). Det kan være den samme personen eller noen andre.

Hvis en kontaktperson i firmaet mangler i listen, velger du **Contacts** i den øverste menyen, og deretter **Add contacts**.



## 2. Start søknad om fornyelse.

<a href="#">Clariwood Hotel</a>	Conference facility with accommodation	New	3055 0499	055 Hotels and other accommodation 5	Clariwood Hotel
<a href="#">Clariwood Hotel</a>	Hotel restaurant	New	3055 0499	055 Hotels and other accommodation 5	Clariwood Hotel

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 \*

SEK

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)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Estimated Annual Turnover or AUM Licence (NO)

SAVE CONTINUE APPLICATION

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4.3.0.1

Velg en markedsføringskontakt (**Marketing Contact**) som er ansvarlig for bruk av Svanemerket etter at dere har mottatt lisens.

Velg en økonomikontakt (**Finance Contact**) som er ansvarlig for å rapportere den årlige omsetningen av produktene/tjenestene som er inkludert i lisensen din. Velg valuta for fakturaer i feltet **Currency**.

Fyll ut feltene i **Estimated Annual Turnover («Tonnes» for trykkerier)**. Obs – ikke bruk desimaltegn eller mellomrom! Skriv f.eks. 100000 IKKE 100 000.

## 2. Start søknad om fornyelse.

<a href="#">Clariwood Hotel</a>	Conference facility with accommodation	New	3055 0499	055 Hotels and other accommodation 5	Clariwood Hotel
<a href="#">Clariwood Hotel</a>	Hotel restaurant	New	3055 0499	055 Hotels and other accommodation 5	Clariwood Hotel

### Contact Persons in your Company

Pri 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 \*

SEK

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)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Estimated Annual Turnover or AUM Licence (NO)

SAVE CONTINUE APPLICATION

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4.3.0.1

Når du klikker på **Continue application**, bekrefter du at foretaket ditt godtar vilkårene for en lisens for Svanemerket.

Les mer her: [Regelverk](#)

Forespørselen om søknad om fornyelse sendes nå til Nordisk Miljømerking og søknadsgebyret faktureres.

## 2. Start søknad om fornyelse.

The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with tabs: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hansson, Clariwood Inc. (JH).

On the left sidebar, under 'APPLICATIONS', there is a link 'ADD APPLICATION'. Below it, a green box highlights the 'CONTINUE APPLICATION' and 'SAVE' buttons. Above this, a larger green box highlights the 'CONTINUE APPLICATION' and 'SAVE' buttons in the main header area.

The main form is titled 'Application Information'. It contains several fields:

- 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: 031 Furniture and fitments
- Criteria Group: 031 Furniture and fitments

Two red boxes highlight specific fields:

- A red box highlights the 'ID Number' field, which contains the value '29879'.
- A red box highlights the 'Application Status' dropdown menu, which is set to 'New'.

Below the 'Application Information' section, there is a section titled 'Application Products' with a table. The table has columns: Name, Type, Application Product Status, Licence Nr., Criteria Group & Gen. The table is empty, with a message 'No records are available in this view'.

At the bottom, there is a section titled 'Contact Persons in your Company' with three dropdown menus:

- Primary Application Contact: Jane Hansson
- Primary Licence Contact: Jane Hansson
- Marketing Contact: Jane Hansson

Søknaden har et ID-nummer (**ID Number**), og status på søknaden (**Application Status**) endres fra “Not applied” til “New”.

Klikk **Continue application** for å fortsette med søknaden om fornyelse.

# Søknadsprosessen

Hvordan søke og dokumentere at du oppfyller kravene til en lisens for Svanemerket.

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søknaden din.



### 3. Dokumenter at du oppfyller kravene.

The screenshot displays a web application interface. On the left, a sidebar contains a menu with 'APPLICATION INFORMATION' highlighted. The main content area is titled 'Products' and includes a table with one row: 'Clariwood Hotel', 'Hotel', '13/6/2022 08:33', and 'In progress by applicant'. Below the table, a detailed view of the application information is shown, including fields for ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The application is for a renewal licence for hotels and other accommodation.

PRODUCTS DOCUMENT LIBRARY MESSAGES

Jane Hansson Clariwood Inc. JH x

APPLICATION INFORMATION

ID Number 29885

Company Name Clariwood Inc.

Name Renewal Licence No:8055 0001

Type New

Status In progress by applicant

Requirements & Generation 055 Hotels and other accommodation 5

Submission Date

Last Updated 13-Jun-2022

Description

Hotel accommodation, Hotel restaurant, Conference, Café.  
Stora Kopparberget 10, Helsinki

Products

ADD PRODUCT Advanced mode

PLEASE CANCEL SUBMIT FOR EVALUATION

English

Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant

Previous Page 1 of 1 Next

APPLICATION INFORMATION

ID Number 29885

Company Name Clariwood Inc.

Name Renewal Licence No:8055 0001

Type New

Status In progress by applicant

Requirements & Generation 055 Hotels and other accommodation 5

Submission Date

Last Updated 13-Jun-2022

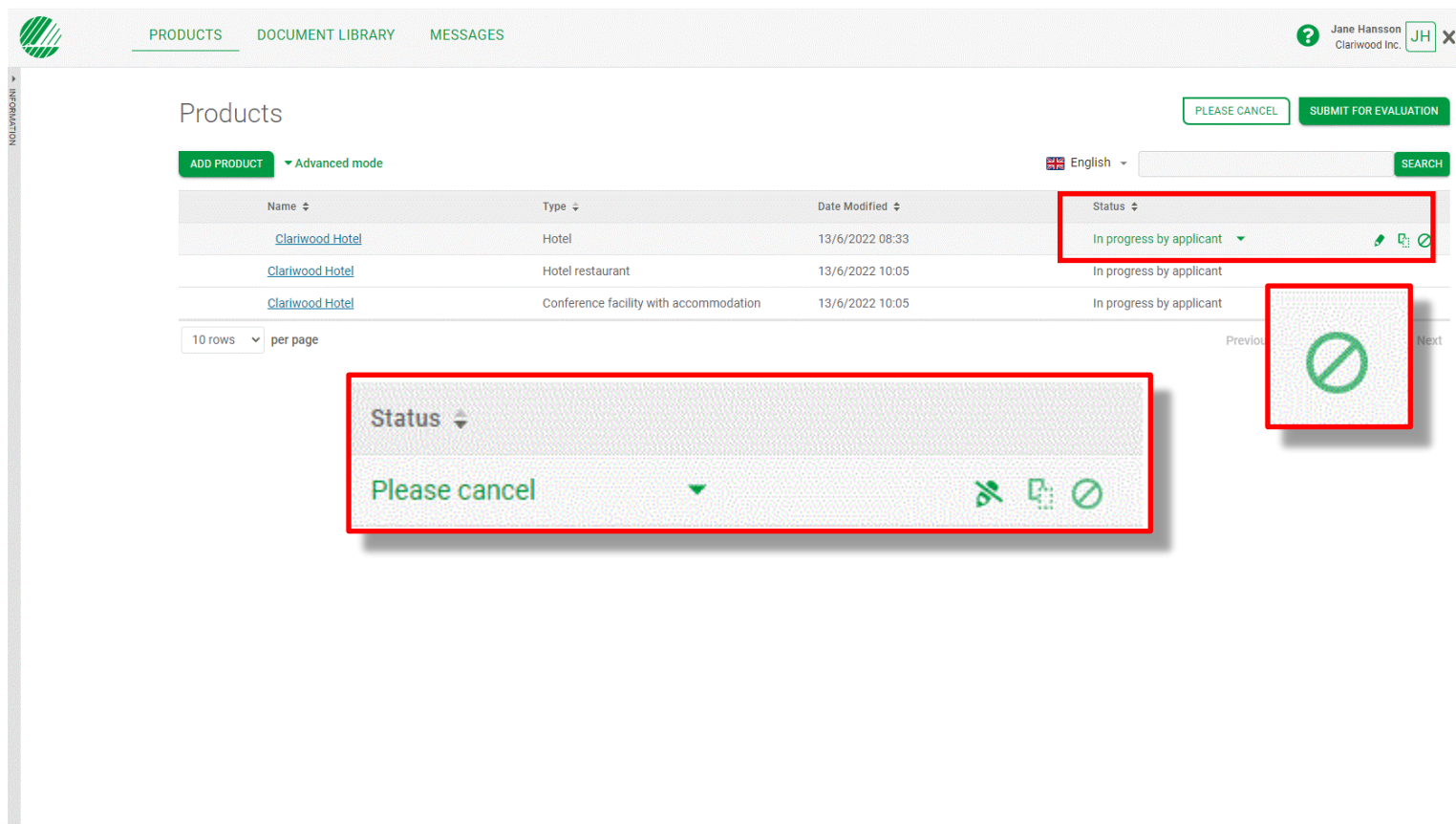
Description

Hotel accommodation, Hotel restaurant, Conference, Café.  
Stora Kopparberget 10, Helsinki

Seksjonen **Application information** viser fremdriftsstatusen og annen informasjon om søknaden.

Lukk portalen ved å klikke på X øverst til høyre før du lukker nettleseren. Ikke bruk tilbake-knappen.

### 3. Dokumenter at du oppfyller kravene.



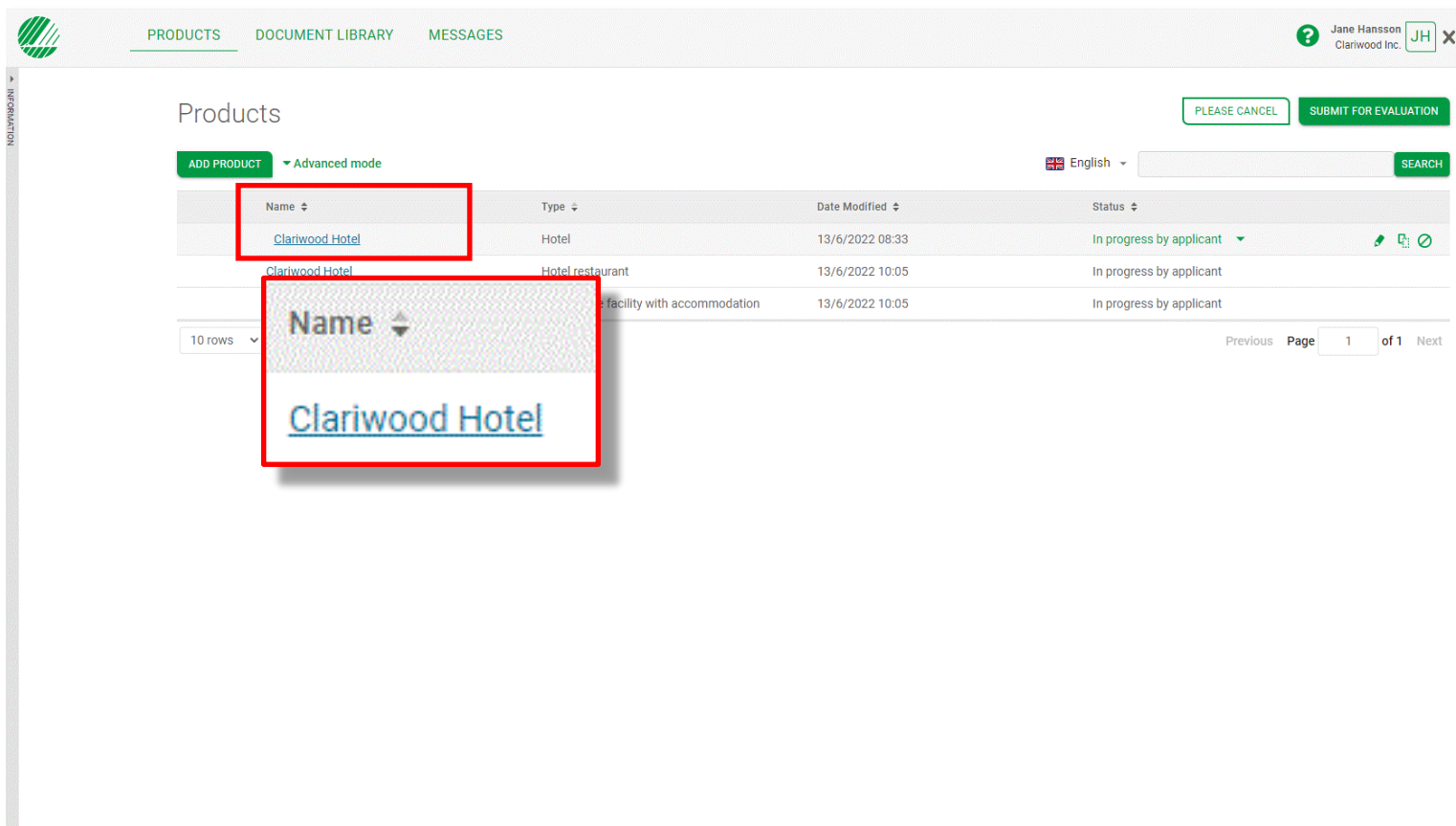
The screenshot shows the 'Products' page in the Clariwood Inc. system. The page has a header with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES' tabs. A user profile for Jane Hansson is visible in the top right. Below the header, there are buttons for 'ADD PRODUCT' and 'Advanced mode'. A table lists products with columns for Name, Type, Date Modified, and Status. The first three rows are highlighted in blue. The first row is 'Clariwood Hotel' (Hotel, 13/6/2022 08:33). The second row is 'Clariwood Hotel' (Hotel restaurant, 13/6/2022 10:05). The third row is 'Clariwood Hotel' (Conference facility with accommodation, 13/6/2022 10:05). The status for all three is 'In progress by applicant'. A red box highlights the 'Status' column header and the 'In progress by applicant' status for the first row. Another red box highlights a modal that appears when clicking the 'Please cancel' button. The modal shows the 'Status' dropdown set to 'Please cancel' and three icons: a green checkmark, a green document icon, and a green circle with a diagonal line through it.

Name	Type	Date Modified	Status
<a href="#">Clariwood Hotel</a>	Hotel	13/6/2022 08:33	In progress by applicant
<a href="#">Clariwood Hotel</a>	Hotel restaurant	13/6/2022 10:05	In progress by applicant
<a href="#">Clariwood Hotel</a>	Conference facility with accommodation	13/6/2022 10:05	In progress by applicant

For å velge bort produkter/ tjenester som ikke skal være en del av fornyelsen, holder du musen over produktet/tjenesten og klikker på symbolet for **Please cancel**. (Ikke aktuelt for f.eks. trykkerier)

Produktet/tjenesten endrer status til **Please cancel** og vil ikke lenger være en del av søknaden om fornyelse av lisensen.

### 3. Dokumenter at du oppfyller kravene.



The screenshot displays the 'Products' management interface. At the top, there are tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. A user profile for 'Jane Hansson' is visible in the top right. Below the tabs, there are buttons for 'ADD PRODUCT' and 'Advanced mode'. A table lists products with columns: Name, Type, Date Modified, and Status. The first row, 'Clariwood Hotel' (Type: Hotel), is highlighted with a red box. A dropdown menu is open for the 'Name' column, showing 'Clariwood Hotel' as a selectable option. The table contains three rows of data, all with a status of 'In progress by applicant'.

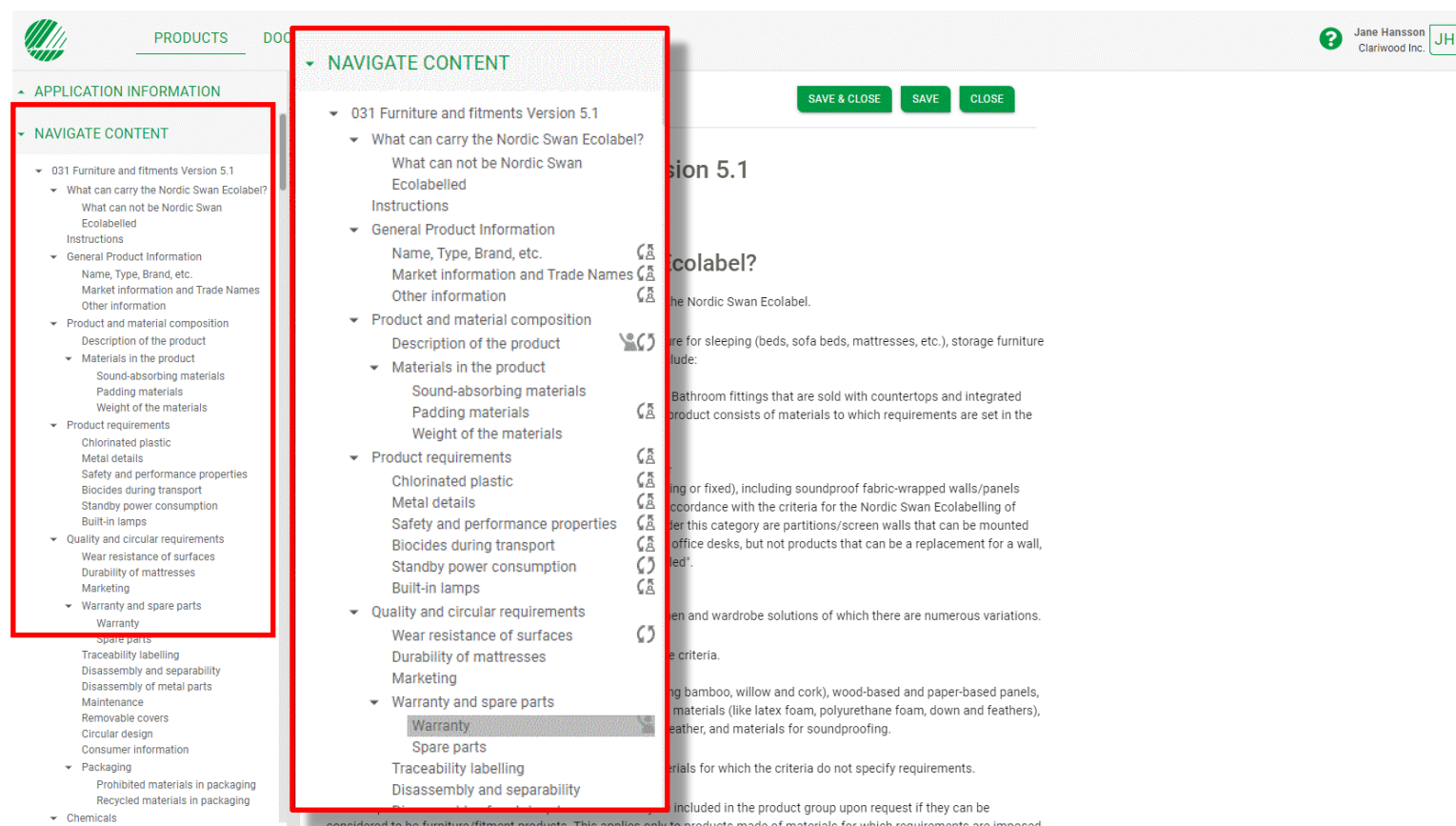
Name	Type	Date Modified	Status
Clariwood Hotel	Hotel	13/6/2022 08:33	In progress by applicant
Clariwood Hotel	Hotel restaurant	13/6/2022 10:05	In progress by applicant
Clariwood Hotel	Hotel restaurant facility with accommodation	13/6/2022 10:05	In progress by applicant

Klikk på den blå koblingen i **Name**-kolonnen med navnet på foretaket (= produktet) for å åpne Krav-visningen (**Requirements**) og dokumenter at du møter de nye kravene.

Vær oppmerksom på følgende når du skal oppgi tallverdier i denne delen av søknaden:

Desimaltegnet må være et punktum. Ikke bruk komma. Eks: to og en halv som 2.5 IKKE 2,5

### 3. Dokumenter at du oppfyller kravene.



Seksjonen **Navigate content** gir deg en oversikt når du svarer på kravene.

Når du begynner å dokumentere hvordan du oppfyller kravene, vises et symbol som beskriver status for dette kravet.

Ved å klikke på en overskrift i seksjonen, kommer du til den seksjonen med krav. Du kan også bla gjennom alle seksjonene med krav.

Ved å klikke på pilene kan du vise og skjule seksjoner.

### 3. Dokumenter at du oppfyller kravene.

The screenshot shows a web application interface for documenting product requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson from Clariwood Inc. (JH).

The left sidebar contains a navigation menu with sections like 'APPLICATION INFORMATION' and 'NAVIGATE CONTENT'. Under 'NAVIGATE CONTENT', there is a list of requirements, including '031 Furniture and fitments Version 5.1' and various sub-requirements like 'What can carry the Nordic Swan Ecolabel?', 'General Product Information', 'Product and material composition', 'Product requirements', 'Quality and circular requirements', 'Warranty and spare parts', 'Packaging', and 'Chemicals'.

The main content area is titled 'PRODUCTS > REQUIREMENTS'. It contains a 'General Product Information' section with a 'Name, Type, Brand, etc.' subsection. The 'Name' field is filled with 'Tranquil', and the 'Type' is 'Arm chair'. The 'End Market(s)' is 'Consumer'. There is a 'MESSAGES' section with a rich text editor and a 'SEND' button. A 'NEW MESSAGE' button is also visible. A user profile card for Jane Hansson is shown at the bottom right, with a help icon (a person with a raised hand) and a timestamp of 9:20.

Husk å klikke **Save** for å lagre.

Bruk **Save & Close** for å lagre og gå tilbake til produkt-oversikten.

Bare bruk **Close**-knappen hvis du ikke vil lagre endringer.

Klikk **New Message** for å skrive en melding eller et notat ved siden av seksjonen. Hvis du skriver et spørsmål, klikker du på symbolet med en hevet hånd, slik at det blir grønt, for å be om hjelp. Hvis du ikke får svar raskt nok, er du alltid velkommen til å kontakte oss.



### 3. Dokumenter at du oppfyller kravene.

The screenshot shows a web application interface for product documentation. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The left sidebar shows a tree view of application sections, with '031 Furniture and fitments Version 5.1' selected. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains the 'Description of the product' section. This section includes instructions for applicants and a list of requirements. Two dropdown menus are highlighted with red boxes: one for 'Not started' and another for 'In progress by applicant'. Below these, there are three 'ADD DOCUMENT' buttons, each preceded by a document icon. The bottom of the page shows a red box highlighting a question: 'Are any finished component parts used in the production?' with radio buttons for 'Yes' and 'No'.

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 steps 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](#)

Svar på spørsmålene i hver del. Bruk dokumentbiblioteket (**Document library**) når du blir bedt om det, gi dokumentet et tydelig navn og klikk **Upload document** for å laste opp dokumentet. Bruk **Add document** for å koble riktig dokument fra dokumentbiblioteket til seksjonen.

Når du er ferdig, klikker du rullegardinlisten ved siden av overskriften og endrer statusen fra **In progress by applicant** til **Ready for evaluation**.

Fortsett til neste seksjon.

### 3. Dokumenter at du oppfyller kravene.

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

Navnet på virksomheten (= produktnavnet på lisensen), er allerede utfyllt.

Endre kategori til riktig tjenestetype fra rullegardinlisten **Type**, dersom det som står er feil.

Velg ett eller flere markeder for virksomheten din fra rullegardinlisten **End Market(s)**.

Hvis du tilhører en kjede, skriver du inn merkevaren for den og navnet på selskapet som eier merkevaren.

### 3. Dokumenter at du oppfyller kravene.

The screenshot shows a web application interface for Clariwood Inc. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson. The left sidebar shows a tree view of application information, with 'NAVIGATE CONTENT' expanded. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections. The 'POINTS FOR NORDIC SWAN ECOLABELLED LAUNDRY SERVICE' section is highlighted, showing a 'Not started' status. It includes instructions on how to obtain points and a form to select the laundry service. A red box highlights the 'LOOKUP' button next to the text 'Please select the Nordic Swan Ecolabelled laundry service the business uses:'. Below this, there is a 'NEW MESSAGE' button. The 'Non-ecolabelled chemical products' section is also visible, showing an overview of chemicals and a form to state the name, supplier, manufacturer function, and frequency of use.

Klikk på **LOOKUP** for å velge produktene du bruker i virksomheten din.

Eksempler: for hoteller kan det være vaskeritjenesten eller rengjøringsmidler, for trykkerier kan det være trykkjemikalier, papir osv.



### 3. Dokumenter at du oppfyller kravene.

PRODUCTS DOCUMENT LIBRARY MESSAGES

APPLICATION INFORMATION

PRODUCTS > REQUIREMENTS > LOOKUP

**Ecolabelled chemicals**

ADD CANCEL SEARCH


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 Ånglamark Allrent, 1l	Cleano Production AB	All-purpose cleaner	3026 0146	Nordic Swan Ecolabel
<input type="checkbox"/> Coop Ånglamark Universalspray, 500	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

10 rows per page  
5 rows  
10 rows  
20 rows  
25 rows  
50 rows  
100 rows

Previous Page 1 of 50 Next

Merk av i avkrysningsruten for å velge produktene du bruker i virksomheten din for den svanemerkede tjenesten.

### 3. Dokumenter at du oppfyller kravene.



PRODUCTSDOCUMENT LIBRARYMESSAGES

APPLICATION INFORMATION

NAVIGATE CONTENT

Hotels and other accommodation

What can carry the Nordic Swan Ecolabel?InstructionsTemplates

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 & CLOSESAVECLOSE

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	
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	
Office Depot Allrent, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	
Office Depot K�k, 750 ml	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	
Office Depot WC-Anka, ...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	
Storfix, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	

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

Produktene du har valgt, vises i s knaden din.

### 3. Dokumenter at du oppfyller kravene.

The screenshot shows the Clariwood Inc. application interface. The sidebar on the left contains 'APPLICATION INFORMATION' with details like ID Number (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), Requirements & Generation (055 Hotels and other accommodation 5), Submission Date, Last Updated (10-Jun-2022), and Description (Hotel accommodation, Hotel restaurant, Conference, Café, Stora Kopparberget 10, 12345 Helsinki, Xxx xxx, Yyy yyy). The main area is titled 'Products' and includes an 'ADD PRODUCT' button, a language dropdown (English), and a 'SEARCH' button. A table lists products with columns for Name, Type, Date Modified, and Status. The table contains several 'Copy' products. A red box highlights the 'Copy' button in the table, and another red box highlights the 'Open and Edit' and 'Cancel Product' buttons in the modal.

Name	Type	Date Modified	Status
<a href="#">Copy - 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

Hvis du søker om en lisens for flere tjenesteområder (= produkter på lisensen, f.eks. flere hotellrestauranter), og de er like, kan du spare tid ved først å dokumentere hvordan du oppfyller kravene for ett område/produkt. Klikk deretter på kopieringssymbolet for å lage en kopi med all din dokumentasjon inkludert.

Klikk deretter på pennesymbolet for å åpne hver kopi og endre navnet på tjenesteområdet/produktet og andre ting som er forskjellige.

*Ikke aktuelt for f.eks. trykkerier.*

### 3. Dokumenter at du oppfyller kravene.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is Jane Hansson from Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and has buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'. The left sidebar shows a tree view of requirements, with 'Name, Type, Brand, etc.' selected. The main form has several sections: 'Name, Type, Brand, etc.', 'Please select End Market(s)', 'Registered brand name', 'Please state the brand name of the product', 'Registered brand owner', 'Please state the brand owner of the brand above', and 'Market information and Trade Names'. The 'Name, Type, Brand, etc.' section has a red box around the 'Name' field, which contains 'Copy - Tranquil'. A dropdown menu is open for the 'Name' field, showing options: 'Not started', 'In progress by applicant' (highlighted in blue), 'Ready for evaluation', and 'Response needed from applicant'. Another dropdown menu is open for the 'Ready for evaluation' option, showing options: 'Not started', 'In progress by applicant' (highlighted in blue), 'Ready for evaluation' (highlighted in blue), and 'Response needed from applicant'. The 'Market information and Trade Names' section is also visible at the bottom.

Når du åpner en kopi for å gjøre endringene, må du først endre statusen, i seksjonen du vil endre, fra **Ready for evaluation** til **In progress by applicant**.

Deretter gjør du endringene og fullfører ved å endre statusen for seksjonen til **Ready for evaluation**.

Når du har besvart alle kravene og endret statusen i alle seksjonene til **Ready for evaluation**, klikker du **Save & Close**.

*Ikke aktuelt for f.eks. trykkerier.*

### 3. Dokumenter at du oppfyller kravene.

The screenshot shows the Clariwood Inc. application interface. The sidebar on the left contains 'APPLICATION INFORMATION' with details like ID Number (29881), Company Name (Clariwood Inc.), Name (Our Swan application), Type (New), Status (In progress by applicant), Requirements & Generation (055 Hotels and other accommodation 5), Submission Date, Last Updated (10-Jun-2022), and Description (Hotel accommodation, Hotel restaurant, Conference, Café, Stora Kopparberget 10, 12345 Helsinki, Xxx xxx, Yyy yyy). The main section is titled 'Products' and includes an 'ADD PRODUCT' button, 'Advanced mode' toggle, and a language dropdown set to 'English'. A table lists products with columns for Name, Type, Date Modified, and Status. The first product is 'Clariwood Hotel and Conferences' (Hotel, 10/6/2022 09:20). The second product is 'Copy - Copy - Copy - Clariwood Hotel a...' (Hotel, 10/6/2022 10:19). The third product is 'Copy - Copy - Clariwood Hotel and Conf...' (Hotel, 10/6/2022 10:20). The fourth product is 'Copy - Copy - Copy - Clariwood Hotel a...' (Hotel, 10/6/2022 10:20). The fifth product is 'Copy - Copy - Copy - Copy - Clariwood...' (Hotel, 10/6/2022 10:20). The sixth product is 'Copy - Clariwood Hotel and Conferences' (Hotel, 10/6/2022 10:20). The seventh product is 'Copy - Copy - Clariwood Hotel and Conf...' (Hotel, 10/6/2022 10:20). The eighth product is 'Copy - Clariwood Hotel and Conferences' (Hotel, 10/6/2022 10:20). The status dropdown menu is open, showing options: 'In progress by applicant', 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. A larger red box highlights the 'Status' dropdown menu, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'.

Endre statusen for hvert tjenestekområde/produkt fra **In progress by applicant** til **Ready for evaluation**.

# Søknadsprosessen

Hvordan søke og dokumentere at du oppfyller kravene til en lisens for Svanemerket.

1.

Logg på og endre  
ditt passord.

2.

Start søknad om  
fornyelse.

3.

Dokumenter at du  
oppfyller kravene.

4.

Send inn  
søknaden din.



## 4. Send inn søknaden din.

The screenshot shows the Clariwood Inc. application interface. On the left, there is a sidebar with 'APPLICATION INFORMATION' including 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, and Description Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki. Xxx xxx Yyy yyy.

The main area is titled 'Products' and contains a table with columns: Name, Type, Date Modified, and Status. The table lists several products, all of which are 'Arm chair' type. The status of the products is either 'Ready for evaluation' or 'In progress by applicant'. The 'Submit for evaluation' button is highlighted with a red box, and the 'PLEASE CANCEL' button is also highlighted with a red box.

Name	Type	Date Modified	Status
Copy - Copy - Copy - Copy - Tranquil	Arm chair	09/6/2022 16:24	Ready for evaluation
Copy - Copy - Copy - Tranquil	Arm chair	09/6/2022 16:25	In progress by applicant
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:20	Ready for evaluation
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:23	Ready for evaluation
Copy - Tranquil	Arm chair	09/6/2022 16:25	Ready for evaluation
Copy - Tranquil	Arm chair	09/6/2022 16:26	Ready for evaluation
Tranquil	Arm chair	09/6/2022 16:13	Ready for evaluation
Tranquil	Arm chair	09/6/2022 14:37	In progress by applicant

Når du har fullført søknaden om fornyelse av lisens, kan du klikke på **Submit for evaluation** for å sende den inn til behandling.

En saksbehandler fra Miljømerking gjennomgår søknaden din og ber deg om avklaringer om nødvendig.

## 4. Send inn søknaden din.

APPLICATION

LICENCES

LICENCE PRODUCTS

CONTACTS

BRANDS

Jane Hansson  
Clariwood Inc. JH

APPLICATIONS

ADD APPLICATION

CONTINUE APPLICATION

SAVE

Application Information

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

Criteria Group and Generation \*

031 Furniture and fitments 5

ID Number

29879

Application Evaluator

Dispatch #

Application Status

Ready for evaluation

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

Application Products

Application Products

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Generation	Trade Name (SE)
<a href="#">Copy - Copy - Copy - Copy - Tranquil</a>	Arm chair	Ready for evaluation		031 Furniture and fitments 5	
<a href="#">Copy - Copy - Copy - Tranquil</a>	Arm chair	Ready for evaluation		031 Furniture and fitments 5	
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	Ready for evaluation		031 Furniture and fitments 5	
<a href="#">Copy - Copy - Tranquil</a>	Arm chair	Ready for evaluation		031 Furniture and fitments 5	
<a href="#">Copy - Tranquil</a>	Arm	Ready for evaluation		031 Furniture and	

ID Number

29879

Application Evaluator

Dispatch #

Application Status

Ready for evaluation

Generell informasjon om søknaden din vises i seksjonen **Application Information section**.

Her finner du status for søknaden. Navnet på din **Saksbehandler (Application Evaluator)** vises også her når denne personen er utnevnt.





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