



Ansökningsguide Förnyelse av licens

Skapa en ansökan och dokumentera att ni klarar de krav som ger licens för Svanenmärkning.

Introduktion

Den här guiden hjälper dig att skapa en ansökan om förnyelse av licens och dokumentera att ni klarar de nya kraven för att behålla er licens för Svanenmärkning.

- Läs igenom guiden noggrant innan du börjar skapa er ansökan och dokumentera att ni klarar kraven.
- Använd guiden när du arbetar med din ansökan.
- När Nordisk Miljömärkning inför nya funktioner kan guiden bli uppdaterad. Kontrollera att du har den senaste versionen på vår webbplats.

Version 2.0

Innehåll

Ansökningsprocessen

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- Steg 2: Skapa er ansökan om förnyelse av licens för Svanenmärkning.
- Steg 3: Dokumentera att ni klarar kraven.
- Steg 4: Skicka in er ansökan.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om förnyelse av
licens för
Svanenmärkning

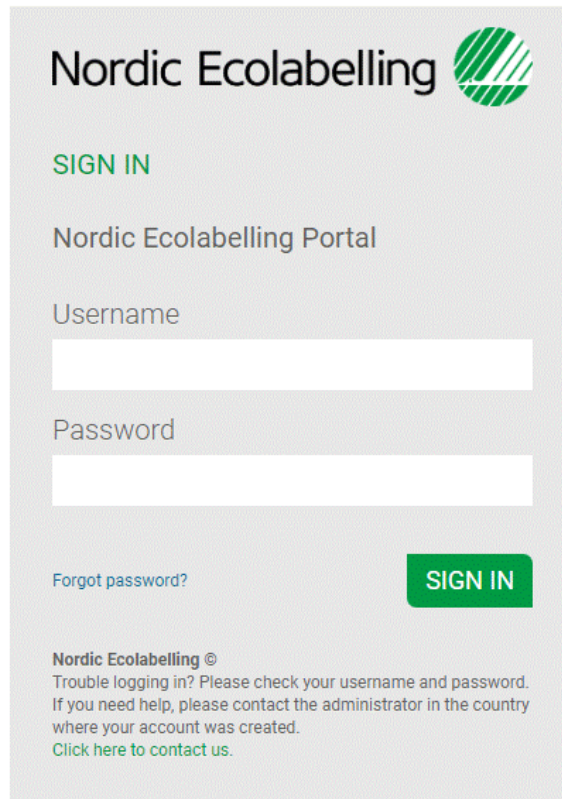
3.


Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

1. Logga in och ändra ditt lösenord.



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

Välj antingen Microsoft Edge eller Google Chrome som din webbläsare.



Logga in här:

[Nordic Ecolabelling Portal](#)

Portalens allmänna villkor visas första gången du loggar in.

1. Logga in och ändra ditt lösenord.

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

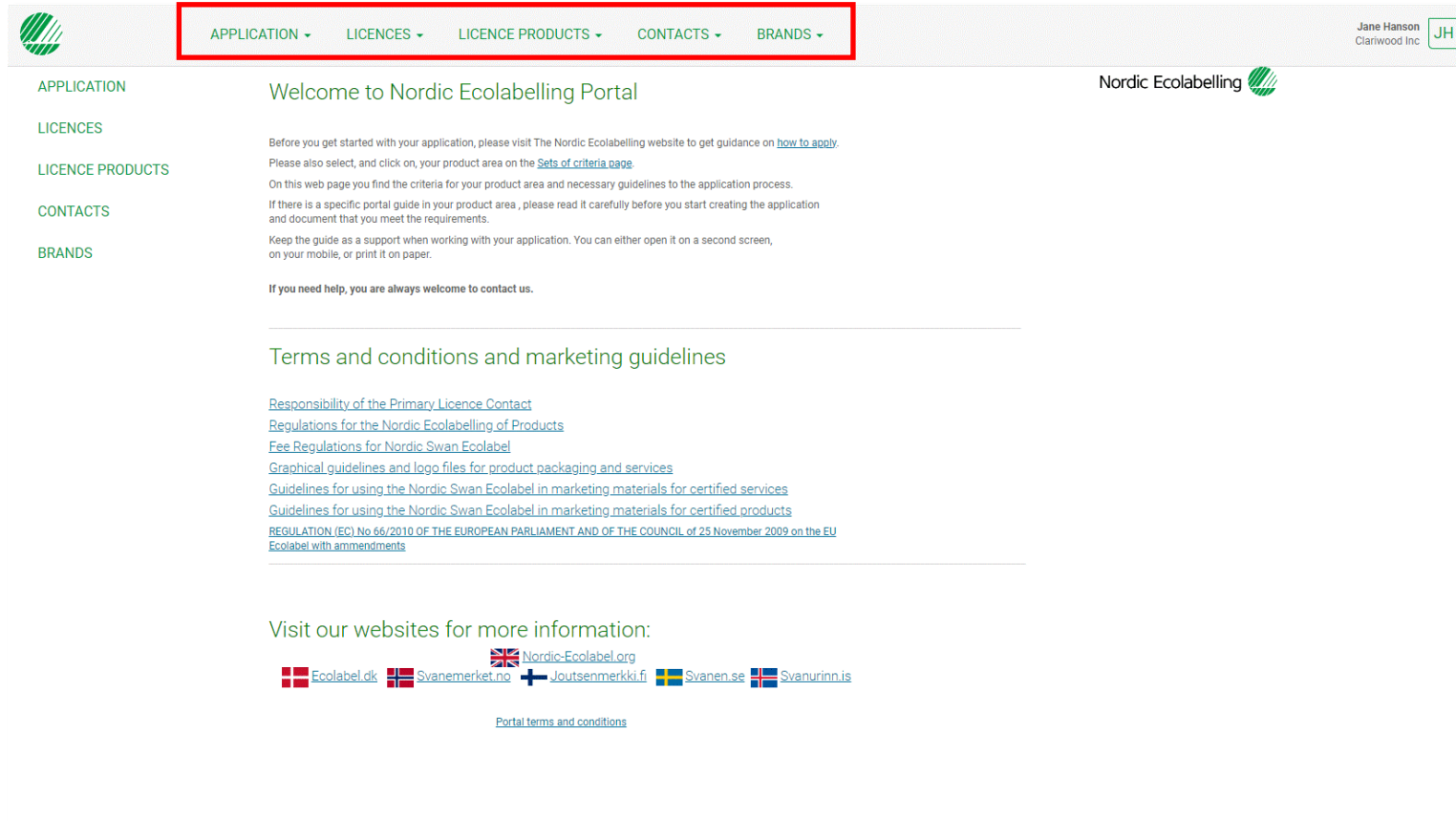
REJECT

Viktigt att tänka på!

Använd aldrig Google translate.

Du måste godkänna de allmänna villkoren för att kunna fortsätta.

1. Logga in och ändra ditt lösenord.



APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾

Jane Hanson
Clariwood Inc JH

APPLICATION
LICENCES
LICENCE PRODUCTS
CONTACTS
BRANDS

Welcome to Nordic Ecolabelling Portal

Nordic Ecolabelling

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#). Please also select, and click on, your product area on the [Sets of criteria page](#).

On this web page you find the criteria for your product area and necessary guidelines to the application process.

If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements.







Keep the guide as a support when working with your application. You can either open it on a second screen, on your mobile, or print it on paper.

If you need help, you are always welcome to contact us.

Terms and conditions and marketing guidelines

[Responsibility of the Primary Licence Contact](#)
[Regulations for the Nordic Ecolabelling of Products](#)
[Fee Regulations for Nordic Swan Ecolabel](#)
[Graphical guidelines and logo files for product packaging and services](#)
[Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services](#)
[Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products](#)
[REGULATION \(EC\) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments](#)

Visit our websites for more information:

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

[Portal terms and conditions](#)

När du har loggat in, läst och godkänt villkoren för portalen och ändrat ditt lösenord visas denna vy.

Här hittar du alla pågående ansökningar för ditt företag.

Du hittar också information om alla licenser, licensprodukter, kontakter och varumärken som är registrerade på ditt företagskonto.

Här finns också villkoren och länkarna till Nordisk Miljömärknings internationella webbplats och alla våra nationella webbplatser.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om förnyelse av
licens för
Svanenmärkning

3.

Dokumentera att ni
klarar kraven.

4.

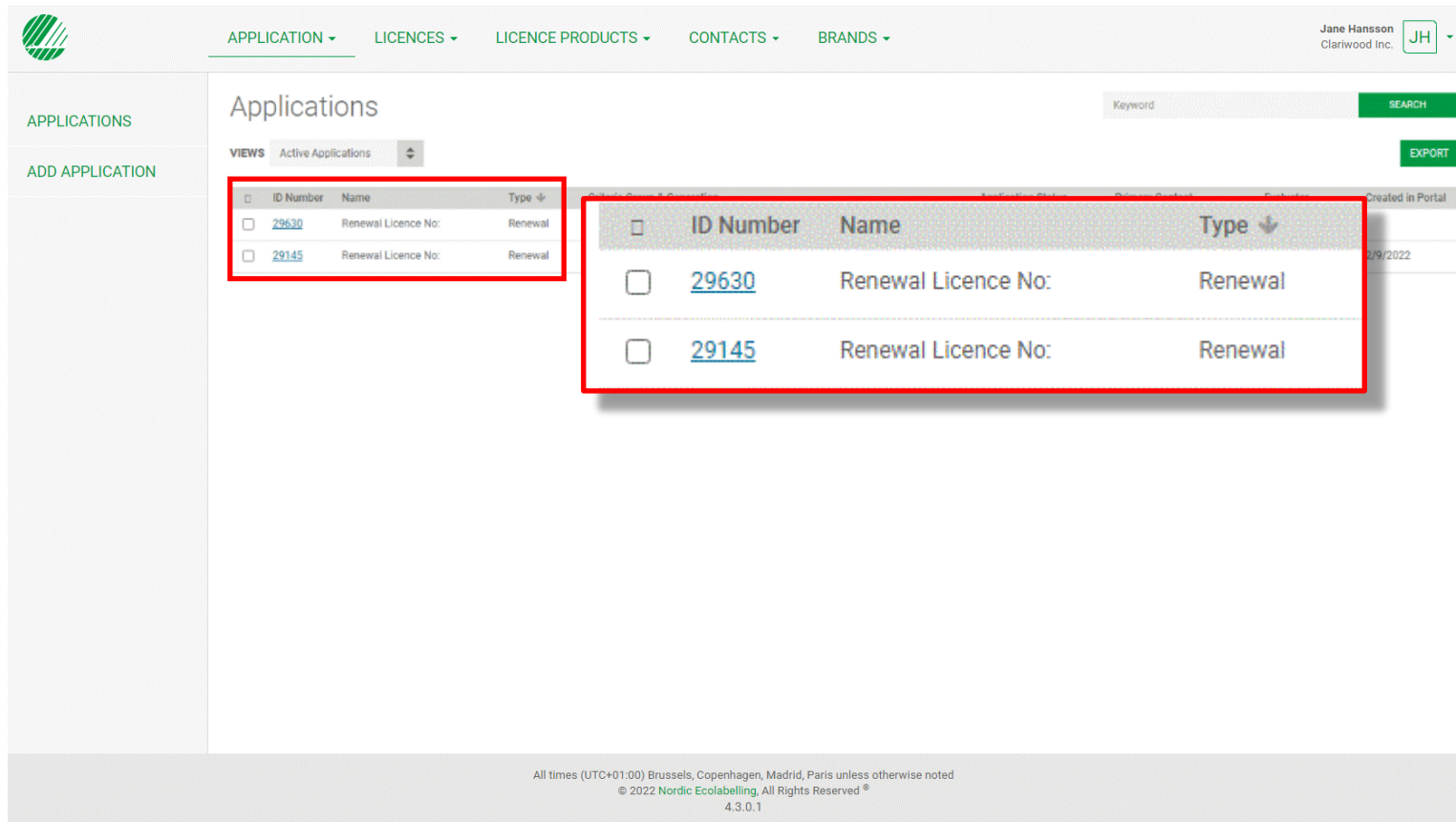
Skicka in
er ansökan.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.

The screenshot shows the Nordic Ecolabelling Portal. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is expanded, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area has a heading 'Welcome to Nordic Ecolabelling Portal' and a paragraph of introductory text. Below this is a section titled 'Terms and conditions and marketing guidelines' with several hyperlinks. At the bottom, there is a section 'Visit our websites for more information:' with links to regional portals: Ecolabel.dk, Svanemarket.no, Joutsenmerkki.fi, Svanen.se, and Svanurinn.is. A link for 'Portal terms and conditions' is also present.

Klicka på **Application** och **View applications** för att hitta den licens du vill förnya.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.



The screenshot displays the 'Applications' section of a web portal. The top navigation bar includes 'APPLICATIONS', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user 'Jane Hansson' is logged in. The main content area shows a table of applications with columns for 'ID Number', 'Name', and 'Type'. Two rows are highlighted with red boxes: one in the main table and one in a modal window. The highlighted rows show ID numbers 29630 and 29145, both for 'Renewal Licence No.' and 'Renewal' type.

ID Number	Name	Type
29630	Renewal Licence No:	Renewal
29145	Renewal Licence No:	Renewal

Klicka på den blå länken i kolumnen **ID Number** för att öppna den ansökan om förnyelse av licens som du vill arbeta med.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.

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
Renewal Licence No:8055 0001

Ecolabel Type *: Nordic Swan Ecolabel

Product Group Category

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.	Criteria Group & Generation
No records are available in this view				

Contact Persons in your Company

Primary Application Contact * Primary Licence Contact * Marketing Contact

Det **Renewal Licence No** som du hittar i **Applicant's naming of application** kan du ändra till ett namn som passar ert företag.

Använd textfältet **Applicant's description** för att beskriva er ansökan.

Ange produktionsplatsens namn.

Ange även om det finns någon information vi behöver lägga till på fakturan för ert företag.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.

The screenshot shows a web application interface for creating a license application. At the top, there is a navigation bar with tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The CONTACTS and BRANDS tabs are highlighted with a red box. Below the navigation bar, the page title is 'Contact Persons in your Company'. A dropdown menu for 'Primary Application Contact *' is shown with 'Jane Hansson' selected, also highlighted with a red box. A red box highlights a menu that appears when the CONTACTS tab is clicked, containing 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. Below this, there are several input fields for 'Estimated Annual Turnover or AUM Licence' in different currencies (DK, IS, SE, FI, NO). At the bottom, there are two checkboxes for regulatory acceptance and PLC responsibilities, and two buttons: 'SAVE' and 'SIGN & CREATE APPLICATION'.

Vid behov kan du byta **Primary Application Contact**, som ansvarig kontakt för den här ansökan.

Välj sedan en **Primary Licence Contact**. Det kan vara samma person eller någon som ansvarar för alla licenser på ert företags konto.

Om en kontaktperson från i ditt företag saknas i listan väljer du **Contacts** i den övre menyn och sedan **Add contacts**.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.

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)
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)

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)

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

Välj en **Marketing Contact**, som ansvarar för er användning av Svanenmärket när ni har fått en licens för Svanenmärkning.

Välj en **Finance Contact**, som ansvarar för att årligen rapportera verksamhetens omsättning.

Välj valuta för din faktura i fältet **Currency**.

Fyll inte i fälten för **Estimated Annual Turnover**.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.

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 Ha
Primary Application Contact *
Jane Hansson

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

Marketing Contact
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 (SE)
3500000

Estimated Annual Turnover or AUM Licence (DK)
5000000

Estimated Annual Turnover or AUM Licence (FI)
5000000

Estimated Annual Turnover or AUM Licence (IS)
15500

Estimated Annual Turnover or AUM Licence (Outside the Nordics)
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

Läs noga igenom **Regulations**.

Kryssa sedan i rutorna för att bekräfta att ditt företag godkänner och uppfyller dem.

Knappen **Sign & create application** blir mörkgrön och aktiveras när rutan är bockad.

Klicka på **Sign & create application** för att fortsätta.

2. Skapa er ansökan om förnyelse av licens för Svanenmärkning.

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

A success message at the top left states: "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE".

The main section is titled "Application Information" and contains several dropdown menus:

- 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: [empty]
- Criteria Group: 031 Furniture and fitments

Two red boxes highlight specific fields:

- The first box highlights the "ID Number" field, which contains the value "29879".
- The second box highlights the "Application Status" field, which contains the value "New".

Below the "Application Information" section is the "Application Products" section, which is currently empty. At the bottom, there are fields for "Contact Persons in your Company":

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

Nu skapas en ansökningsförfrågan med ett **Application ID number** och en **Application status**.

Ansökan skickas till Nordisk Miljömärkning och ansökningsavgiften faktureras.

Klicka på **Continue application** för att fortsätta.

Viktigt att tänka på!

Punkt ska alltid användas som talavgränsare.

Använd inte decimalkomma.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1. Logga in och ändra ditt lösenord.
2. Skapa er ansökan om förnyelse av licens för Svanenmärkning
3. Dokumentera att ni klarar kraven.
4. Skicka in er ansökan.

3. Dokumentera att ni klarar kraven.

The screenshot displays a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right corner. The main content area is titled 'Products' and includes a table with columns for Name, Type, Date Modified, and Status. A single product entry is shown: 'Clariwood Hotel' (Type: Hotel, Date Modified: 13/6/2022 08:33, Status: In progress by applicant). Two red boxes highlight the 'APPLICATION INFORMATION' sections. The first box highlights a sidebar menu item and a detailed view of the application information. The second box highlights a detailed view of the application information for the selected product.

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

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

I sektionen **Application information** visas status och annan information om er ansökningsförfrågan.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for managing products. At the top, there are navigation tabs for 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. The main content area is titled 'Products' and includes an 'ADD PRODUCT' button and a search bar. A table lists three products, all with a status of 'In progress by applicant'. A red box highlights the 'Status' dropdown menu for the first product, which is currently set to 'In progress by applicant'. A second red box highlights the 'Please cancel' option in the dropdown menu. A third red box highlights a 'Please cancel' button in the top right corner of the interface.

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	Conference facility with accommodation	13/6/2022 10:05	In progress by applicant

Avmarkera en verksamhet som inte ska vara en del av förnyelsen av licensen genom att föra muspekaren över den och klicka på symbolen för **Please cancel**.

Verksamheten ändrar status till **Please cancel** och kommer inte längre att vara en del av förnyelsen av er licens.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface with a header containing navigation tabs: PRODUCTS, DOCUMENT LIBRARY, and MESSAGES. On the right, there is a user profile for Jane Hansson, Clariwood Inc. with initials JH. Below the header, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION'. A search bar is present with a language dropdown set to 'English' and a 'SEARCH' button. The main content area is titled 'Products' and features an 'ADD PRODUCT' button and a table. The table has columns for Name, Type, Date Modified, and Status. The first row shows 'Clariwood Hotel' as a 'Hotel' with a status of 'In progress by applicant'. A red box highlights the 'Clariwood Hotel' link in the Name column. A tooltip is shown over this link, displaying the text 'Clariwood Hotel'. At the bottom of the table, there is a pagination control showing 'Page 1 of 1'.

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
	facility with accommodation	13/6/2022 10:05	In progress by applicant

Klicka på den blå länken, i kolumnen **Name**, med namnet på den verksamhet du vill öppna i vyn **Requirements** och dokumentera hur ni klarar de nya kraven.

3. Dokumentera att ni klarar kraven.

The screenshot shows a software interface with a navigation menu on the left and a document editor on the right. The navigation menu is highlighted with a red box and contains the following items:

- 031 Furniture and fitments Version 5.1
 - What can carry the Nordic Swan Ecolabel?
 - What can not be Nordic Swan Ecolabelled
 - Instructions
 - General Product Information
 - Name, Type, Brand, etc.
 - Market information and Trade Names
 - Other information
 - Product and material composition
 - Description of the product
 - Materials in the product
 - Sound-absorbing materials
 - Padding materials
 - Weight of the materials
 - Product requirements
 - Chlorinated plastic
 - Metal details
 - Safety and performance properties
 - Biocides during transport
 - Standby power consumption
 - Built-in lamps
 - Quality and circular requirements
 - Wear resistance of surfaces
 - Durability of mattresses
 - Marketing
 - Warranty and spare parts
 - Warranty
 - Spare parts
 - Traceability labelling
 - Disassembly and separability
 - Disassembly of metal parts
 - Maintenance
 - Removable covers
 - Circular design
 - Consumer information
 - Packaging
 - Prohibited materials in packaging
 - Recycled materials in packaging
 - Chemicals

The document editor on the right shows a list of requirements for furniture and fitments, with the 'Warranty' section highlighted. The requirements include:

- 031 Furniture and fitments Version 5.1
 - What can carry the Nordic Swan Ecolabel?
 - What can not be Nordic Swan Ecolabelled
 - Instructions
 - General Product Information
 - Name, Type, Brand, etc.
 - Market information and Trade Names
 - Other information
 - Product and material composition
 - Description of the product
 - Materials in the product
 - Sound-absorbing materials
 - Padding materials
 - Weight of the materials
 - Product requirements
 - Chlorinated plastic
 - Metal details
 - Safety and performance properties
 - Biocides during transport
 - Standby power consumption
 - Built-in lamps
 - Quality and circular requirements
 - Wear resistance of surfaces
 - Durability of mattresses
 - Marketing
 - Warranty and spare parts
 - Warranty
 - Spare parts
 - Traceability labelling
 - Disassembly and separability

The document editor also shows a 'SAVE & CLOSE' button and a 'SAVE' button. The user's name 'Jane Hansson' and company 'Clariwood Inc.' are visible in the top right corner.

Sektionen **Navigate content** ger dig en översikt när du besvarar frågorna om kraven.

När du börjar dokumentera hur ni klarar ett krav så visas en statussymbol i navigationsfältet vid det kravet.

Genom att klicka på en rubrik i navigationsfältet kommer du till det avsnittet. Det går också att scrolla igenom texten i alla avsnitt.

Genom att klicka på pilarna kan du visa och dölja avsnitt.

3. Dokumentera att ni klarar kraven.

The screenshot displays a web application interface for documenting product requirements. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains a menu with categories like 'APPLICATION INFORMATION', 'NAVIGATE CONTENT', and 'INSPECTION & NAVIGATION'. The main content area has a breadcrumb trail: 'PRODUCTS > REQUIREMENTS'.
- Buttons:** At the top right of the main content area, there are three buttons: 'SAVE & CLOSE', 'SAVE', and 'CLOSE'. A larger version of these three buttons is also visible below the 'General Product Information' section.
- Form Fields:** The 'General Product Information' section includes a text area for 'Name' (containing 'Tranquil'), a dropdown for 'Type' (set to 'Arm chair'), and a dropdown for 'End Market(s)' (set to 'Consumer').
- Messages:** A 'MESSAGES' section contains a rich text editor with a 'SEND' button. The text in the editor reads: 'The product is mainly marketed to consumers, however ...'. A 'NEW MESSAGE' button is located to the left of the messages section.
- Notification:** A notification card at the bottom right shows the name 'JANE HANSSON' and a partial message: 'The product is mainly marketed to consumers, however ...'. A green icon of a person with an arm raised is next to the name.

Kom ihåg att klicka på **Save**.

Klicka på **Save & Close** för att gå tillbaka till sidan Products.

Använd **Close** när du inte vill spara några ändringar.

Klicka på **New Message** för att skriva ett meddelande eller en anteckning vid avsnittet. Om du skriver en fråga så klickar du på symbolen med uppräckt hand så att den blir grön för att få hjälp. Om du inte får svar tillräckligt snabbt så är du alltid välkommen att kontakta oss.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for documenting product requirements. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains a tree view with categories like 'APPLICATION INFORMATION', 'NAVIGATE CONTENT', and '031 Furniture and fitments Version 5.1'. The main content area has a breadcrumb trail 'PRODUCTS > REQUIREMENTS' and buttons for 'SAVE & CLOSE', 'SAVE', and 'CLOSE'.
- Description of the product:** A section with a dropdown menu currently set to 'Not started'. Below it, there are instructions and a list of requirements:
 - Drawing/picture of the product.
 - Description of the production process. For example, a flowchart including which steps are used in the process (e.g. the surface treatment of wood or metal).
 - Information about suppliers of the materials in the product.
- Form:** A section with a dropdown menu currently set to 'In progress by applicant'. Below it, there are three 'ADD DOCUMENT' buttons, each with a green document icon and a plus sign:
 - Are any finished component parts used in the production? Yes No
 - Please upload a drawing/picture of the product.
 - Please upload a flowchart that describes the production process.
 - 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.

Dokumentera att ni klarar kraven genom att besvara frågorna i varje avsnitt. När ett dokument begärs, klicka på **Add document** och koppla rätt dokument från ert **Document library** till avsnittet. Eller ladda upp och koppla ett nytt dokument.

När du är klar klickar du på listrutan bredvid rubriken och ändrar statusbeskrivningen från **In progress by applicant** till **Ready for evaluation**.

Gå vidare till nästa avsnitt.

3. Dokumentera att ni klarar kraven.

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. **(highlighted)**
 - 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 **(highlighted)**

Clariwood Hotel and Conferences

Type: Hotel

Please select End Market(s) **(highlighted)**

Consumer x Professional x

Please state the **brand** related to the service **(highlighted)**

Clariwood

Please state the **brand owner** of the brand above

NEW MESSAGE

Kontrollera att namnet på verksamheten är korrekt

Välj rätt kategori av verksamhet i listrutan **Type**.

Välj en eller flera marknader för din verksamhet i listrutan **End Market(s)**.

Tillhör ni en kedja, ange varumärket för kedjan och namnet på det företag som äger varumärket.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc., with initials JH. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a table with the following details:

Requirement	Status
Points for Nordic Swan Ecolabelled laundry service	Not started

Below the table, the text reads: "Companies that use a Nordic Swan Ecolabelled laundry service are awarded 3 points. To obtain the points, the majority of the laundry, over 50%, must be cleaned by the Nordic Swan Ecolabelled laundry service. Internal laundering of mops and cloths is accepted." A question is asked: "Does your company use a Nordic Swan Ecolabelled laundry service?" with radio buttons for "Yes" and "No" (selected). Below this, a text input field shows "The point score for this requirement is: 0". A red box highlights the text "Please select the Nordic Swan Ecolabelled laundry service the business uses:" and a green "LOOKUP" button with a magnifying glass icon.

The sidebar on the left contains a navigation menu with categories such as "Hotels and other accommodation", "General requirements", "Environmental management", "Energy requirements", "Water requirements", and "Waste requirements".

Klicka på **LOOKUP** för att välja de produkter ni använder i er verksamhet.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for managing products. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson' from 'Clariwood Inc.' with initials 'JH'. The main content area is titled 'Ecolabelled chemicals' and contains a table with the following data:

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

At the bottom left of the table, there is a dropdown menu for 'per page' with the following options: 5 rows, 10 rows, 20 rows, 25 rows (highlighted), 50 rows, and 100 rows. The table also includes 'ADD' and 'CANCEL' buttons at the top left, a search bar at the top right, and pagination controls at the bottom right showing 'Page 1 of 50'.

Bocka i rutan för att välja de produkter ni använder i er verksamhet.

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clariwood Inc.' with initials 'JH'. The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a section for 'Ecolabelled chemical products used'. Below this, there is a table with columns for Name, Licence Holder, Type, Licence Number, and Dosing. A red box highlights the table. Below the table, there is a section for 'If any ecolabelled chemical products used were not found above, please state the following for each product:' with a list of requirements and a text input field.

PRODUCTS > REQUIREMENTS SAVE & CLOSE SAVE CLOSE

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	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
KBM Sani Clean Neutral...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot Allrent, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot K�k, 750 ml	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Office Depot WC-Ank�, ...	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>
Storfix, 1 l	PLS Produkter AB, Test ...	All-purpose cleaner	3026 0136	<input type="text"/>

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

De produkter du valt visas i er ans kan.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including details like ID Number (29881), Company Name (Clariwood Inc.), and Submission Date (10-Jun-2022). The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. The table lists several product entries, most with a status of 'New'. A red box highlights a 'Copy' button in the top right corner of one of the rows. Another red box highlights a context menu that appears over the table, containing a 'Copy' button, a pencil icon for 'Open and Edit', and a crossed-out square icon for 'Cancel Product'. At the top of the main area, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', and a search bar with a 'SEARCH' button.

Om du ansöker om licens för mer än en verksamhet, och de är lika varandra, kan du spara tid genom att först dokumentera hur ni klarar kraven för en verksamhet. Därefter klickar du på kopieringssymbolen för att skapa en kopia med all din dokumentation inkluderad.

Klicka sedan på pennsymbolen för att öppna varje kopia och ändra verksamhetens namn och annat som skiljer sig mellan verksamheterna.

3. Dokumentera att ni klarar kraven.

The screenshot shows a web application interface for documenting requirements. The interface is divided into several sections:

- Navigation:** PRODUCTS, DOCUMENT LIBRARY, MESSAGES. User: Jane Hansson, Clariwood Inc. (JH).
- Left Sidebar:** APPLICATION INFORMATION, NAVIGATE CONTENT (Furniture and fitments, 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, Chemicals).
- Main Content Area:**
 - PRODUCTS > REQUIREMENTS:** SAVE & CLOSE, SAVE, CLOSE buttons.
 - Name, Type, Brand, etc.:** Name (Copy - Tranquil), Type, 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. A dropdown menu is open showing options: Not started, In progress by applicant, Ready for evaluation, Response needed from applicant. The 'Ready for evaluation' option is selected.
 - Market information and Trade Names:** Not started. A dropdown menu is open showing options: Not started, In progress by applicant, Ready for evaluation, Response needed from applicant. The 'In progress by applicant' option is selected.
 - NEW MESSAGE** button.
 - Footer:** You must select at least one sales country below!

När du öppnar en kopia för att göra ändringarna behöver du först ändra statusbeskrivning i det avsnitt du vill ändra från **Ready for evaluation** till **In progress by applicant**.

Därefter genomför du ändringarna och avslutar med att ändra statusbeskrivningen för avsnittet till **Ready for evaluation**.

När du har besvarat alla krav och ändrat status i alla avsnitt till **Ready for Evaluation** så klickar du på **Save & Close**.

Ansökningsprocessen

Så skapar du en ansökan och dokumenterar att ni klarar de krav som ger licens för Svanenmärkning.

1.

Logga in och
ändra ditt
lösenord.

2.

Skapa er ansökan
om förnyelse av
licens för
Svanenmärkning

3.

Dokumentera att ni
klarar kraven.

4.

Skicka in
er ansökan.

4. Skicka in er ansökan.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields like ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A dropdown menu is open for the 'Status' column, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. Above the table, there are buttons for 'PLEASE CANCEL' and 'SUBMIT FOR EVALUATION', with the latter highlighted in red. A search bar and a language selector (English) are also visible.

Name	Type	Date Modified	Status
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:20	In progress by applicant
Tranquil	Arm chair	09/6/2022 16:13	In progress by applicant
Tranquil	Arm chair	09/6/2022 14:37	In progress by applicant
Copy - Tranquil	Arm chair		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Tranquil	Arm chair		
Copy - Copy - Copy - Tranquil	Arm chair		
Copy - Copy - Tranquil	Arm chair		

Ändra status för varje verksamhet från **In progress by applicant** till **Ready for evaluation**.

Klicka på **Submit for evaluation** för att meddela Nordisk Miljömärkning att din ansökan är klar för en **Evaluator** att arbeta med.



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