

Declaration guide

How to help your customers to obtain a Nordic Swan Ecolabel licence



Introduction

Thank you for helping your customers finding your items*, in connection with an application to obtain a Nordic Swan Ecolabel licence.

Nordic Ecolabelling uses your information when evaluating a licence application.

If specific properties need to be shared with your customers, it is stated in the requirements. Everything else is treated confidentially by Nordic Ecolabelling.

You can also state, in the portal, which customers should be able to find and select your items.

- Please read the guide carefully before you start declaring your items.
- Use the guide when working with your declaration.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our website.

Contents

The process to declare item* properties.

Step 1:	Sign in and change your password.
Step 2:	Create your declaration request.
Step 3:	Add items and declare their properties.
Step 4:	Submit your declaration.
Step 5:	Add more items, submit your declaration.

* Item is a general term for various goods and materials. For example chemicals, laminates, glass and fabrics.

Version 3.0

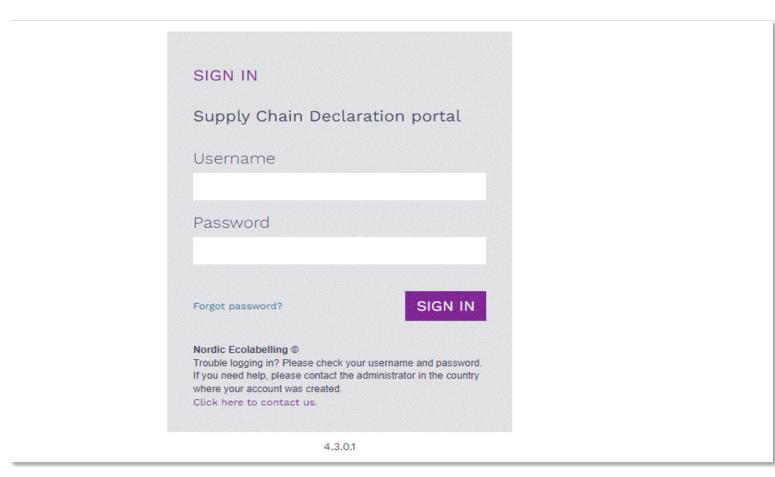
The declaration process

How to help your customers meet the requirements to obtain a Nordic Swan Ecolabel licence.

1. Sign in and change your password.	2. "Activate" your declaration request.	3. Add items and declare their properties.	4. Submit your declaration.	5. Add more items, submit your declaration.



1. Sign in and change your password.



Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here: Supply Chain Declaration Portal

The Portal Terms & Conditions appear the first time you log in.

1. Sign in and change your password.

Terms & Conditions

By using the site, I accept the following terms and conditions of Nordic Ecolabelling's Supply Chain Declaration portal:

- · The login credentials are personal and must not be given to another person.
- I understand that I am responsible to ensure that all the information I provide 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 anyone else assigned by my company to use the
 portal, in any way breach these portal terms and conditions or the Nordic Ecolabelling terms and conditions
 for declarations.



Please note!

Never use the browsers functionality "Translate page"

You need to accept the Terms & Conditions to proceed

1. Sign in and change your password.

NORDIC ECOLABELLING	G Declaration - Declared Items - Contacts -	Jane Hanson Clariwood Inc
Declaration	Welcome to Nordic Ecolabelling Supply Chain Declaration Portal	
Declared Items	Thank you for declaring the items your customers intend to use when applying for a Nordic Swan Ecolabel licence. Before you get started with your declaration, please visit The Nordic Ecolabelling website to get guidance on how to declare items. Please download the guide to the portal you find on this	
Contacts	web page and read it carefully before you start with your declaration. Keep the guide as a support when working with your declaration. 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:	
	Terms and conditions for declarations	
	Visit our websites for more information:	
	Kordic-EcolabeLorg EcolabeLdk 👫 Svanemerket.no 🕂 Joutsenmerkki.fi 👫 Svanen.se 👫 Svanurinn.is	
	Portal terms and conditions	
	All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted © 2022 NORDIC ECOLABELLING, All Rights Reserved [©] 4.3.0.1	

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

Here you find your company's declaration cases in progress under **Declaration**.

Items with a correct declaration, visible to license applicants, will be found under **Declared Items.**

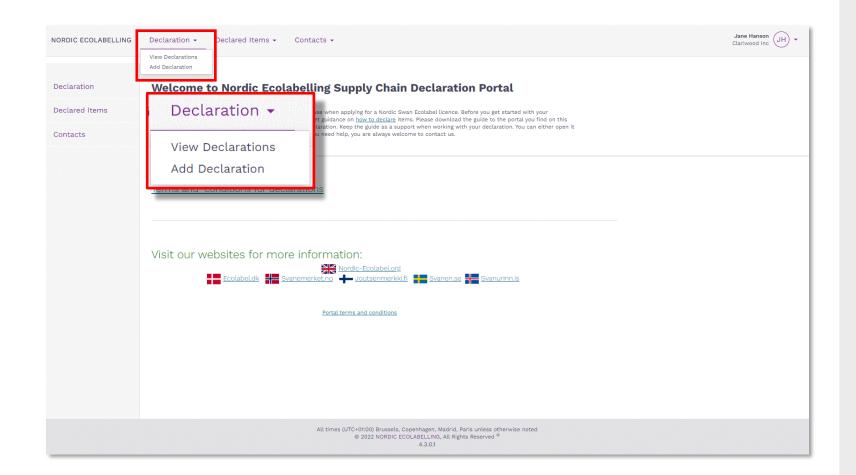
You will also find and edit information about contacts registered on your company account, se **Contacts**.

The declaration process

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	1. Sign in and change your password.	2. "Activate" your declaration request.	3. Add items and declare their properties.	4. Submit your declaration and.	5. Add more items, submit your declaration.
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Please, click **Declaration** and **Add Declaration** to create your declaration request.

Declarations	Save Sign & Create Declaration	
Add Declaration	Declaration Information	
	Declarant Clariwood Inc.	
	Clariwood Inc.	Please note here the company name/your customer who is asking you to declare *
	Spruce Boards B till F, 12 - 30 mm	
	Declaration Type *	
	Required	
	Declarant	
	Clariwood Inc.	
	Cial mood nic.	
	Declarant's Naming of Declaration	
	Spruce Boards B till F, 12 - 30 mm	
	Declaration Type *	
		Ecolabelling by Creating this Declaration Request
	Required	

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

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

- **1.** New to start a declaration.
- 2. Extension to add an item to a declaration.
- **3. Change** to update item properties in a declaration.

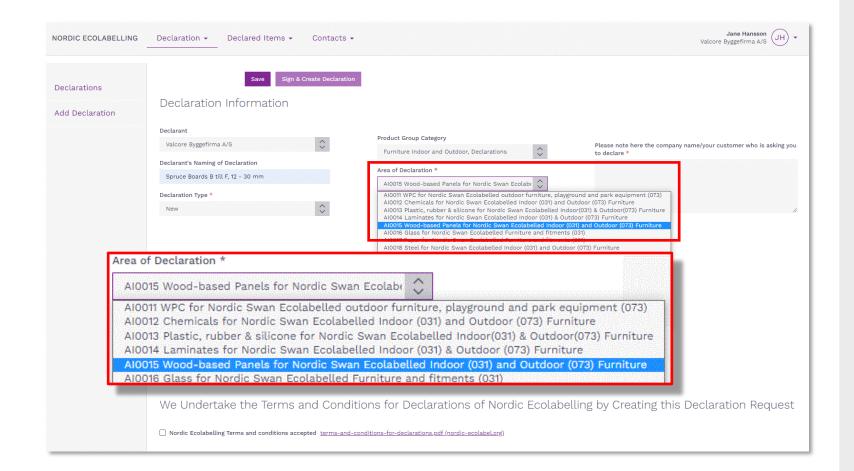
Add Declaration Information	Declarations	Save Sign & Create Declaration		
Claritood Inc. Declaratis Naming of Declaration Spruce Boards Bill F, 12 - 30 nm Declaration Type * New New New Extension Change	Add Declaration	Declaration Information		
Declaration Type * New Extension New New Extension Change		Clariwood Inc.	Area of Declaration *	C declare *
Declaration Type * New New Extension Change		Declaration Type *	Area of Declaration and Generation *	
New O		Extension		_
New Extension Change				
Extension Change			~	
olabelling by Creating this Declaration Request		Extension		×
Nordic Ecolabelling Terms and conditions accepted terms-and-conditions-for-declarations.pdf (nordic-ecolabel.org)		Nordic Ecolabelling Terms and conditions accepted terms-and-conditions		elling by Creating this Declaration Request

When you select **New** in the **Declaration Type** drop-down box, a new set of drop-down boxes appears. Select the area you want to declare within.

Please note!

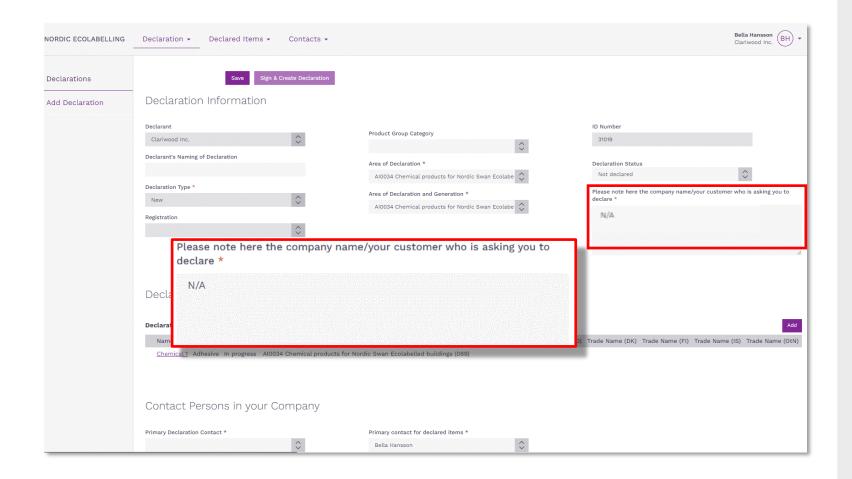
You must not select **Declaration Type New** if your company already have declared an Item in a **Category** and in an **Area of Declaration** (i.e Al0012...)

Instead, please select **Extension,** and add new items to your existing declaration.



Please, select **Product Group Category** for your declaration (i.e. New buildings)

Then select **Area of Declaration** (i.e. Al0034 ...)



If you don't know what company will be using your item, please, fill in "N/A" instead.

Declaration Type *	AI0034 Chemical products for Nordic Swan	Ecolabe	Not declared	\$
New 🗘	Area of Declaration and Generation *		Please note here the company nam declare *	ne/your customer who is a
Registration	AI0034 Chemical products for Nordic Swan	Ecolabe	Building company yyy in NordicCo	ountry xxx
Declaration Items				
Dectaration terns				
Declaration Items				
Name Tune Item status Group/Area	Trad	Name (SE) Trade Name (M)) Trade Name (DK) Trade Name (EI) Trade Name (IS) Tra
Name Type Item status Group/Area		e Name (SE) Trade Name (N	D) Trade Name (DK) Trade Name (FI) Trade Name (IS) Tra
Name Type Item status Group/Area <u>Chemical 1</u> Adhesive In progress Al0034 Chemical product		e Name (SE) Trade Name (N)) Trade Name (DK) Trade Name (FI) Trade Name (IS) Tra
		e Name (SE) Trade Name (N	0) Trade Name (DK) Trade Name (Fl) Trade Name (IS) Tra
		e Name (SE) Trade Name (Ne)) Trade Name (DK) Trade Name (FI) Trade Name (IS) Tra
		e Name (SE) Trade Name (Ni)) Trade Name (DK) Trade Name (FI) Trade Name (IS) Tra
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Chemical 1 Adhesive In progress A10034 Chemical produc Contact Persons in your Company Primary Declaration Contact *	ts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items *)) Trade Name (DK) Trade Name (FI) Trade Name (IS) Tra
<u>Chemical 1</u> Adhesive In progress A10034 Chemical produc	ts for Nordic Swan Ecolabelled buildings (089)	e Name (SE) Trade Name (N SE))) Trade Name (DK) Trade Name (FI) Trade Name (IS) Tra
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Chemical 1 Adhesive In progress A10034 Chemical produc Contact Persons in your Company Primary Declaration Contact *	ts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items *	¢)) Trade Name (DK) Trade Name (F)) Trade Name (IS) Tra
Chemical 1 Adhesive In progress A10034 Chemical produc Contact Persons in your Company Primary Declaration Contact * Bella Hansson	ts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items * Jane Hansson	≎ Primary contac	t for declared items *) Trade Name (IS) Tra
Chemical 1 Adhesive In progress A10034 Chemical product Contact Persons in your Company Primary Declaration Contact * Bella Hansson	ts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items *	¢	t for declared items *) Trade Name (IS) Tra
Chemical 1 Adhesive In progress A10034 Chemical produc Contact Persons in your Company Primary Declaration Contact * Bella Hansson	ts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items * Jane Hansson	≎ Primary contac	t for declared items *) Trade Name (IS) Tra
Chemical 1 Adhesive In progress A10034 Chemical produc Contact Persons in your Company Primary Declaration Contact * Bella Hansson	ts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items * Jane Hansson	≎ Primary contac	t for declared items *) Trade Name (IS) Tra

Please, select a **Primary declaration contact** who has been assigned responsibility for this specific declaration.

Then select a **Primary contact for declared Items**. It can be the same individual or someone else who is responsible for all the declared items 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**.

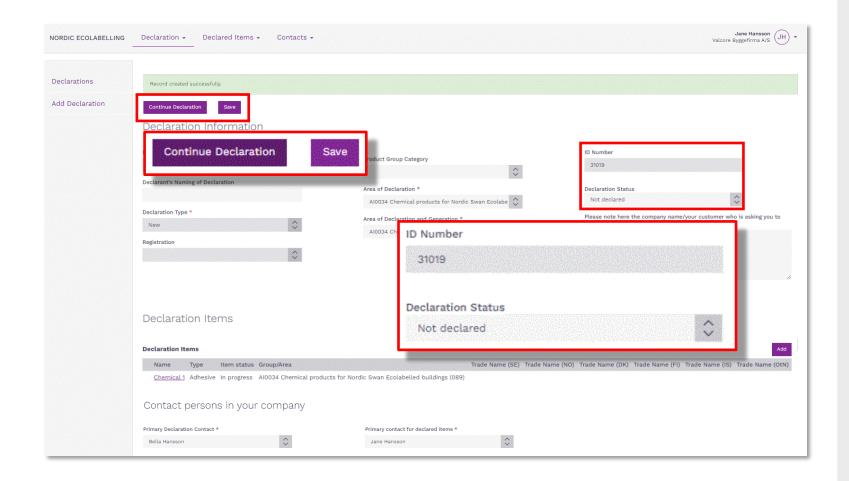
Designation True #	Al0034 Chemical products for Nordic Swan Ecolabe	Not declared
New	Area of Declaration and Generation *	Please note here the company name/your customer w declare *
Registration	A10034 Chemical products for Nordic Swan Ecolabe 🗘	Buildnig company yyy in Nordic Country xxx
\$		
Declaration Items		
Declaration Items		
Name Type Item status Group/Area	Trade Name (SF) Trade N	ame (NO) Trade Name (DK) Trade Name (FI) Trade Name (IS
<u>Chemical 1</u> Adhesive In progress A10034 Chemical prod		
Contact Persons in your Company		
Primary Declaration Contact *	Primary contact for declared items *	
Bella Hansson	Jane Hansson	
We Undertake the Regulations by Ci	reating this Declaration Request	
We Undertake the Regulations by Ci		

Please read the **Terms and Conditions for Declarations** carefully.

Then tick the box to confirm that your company accepts, and complies, with the **Terms & conditions**.

The **Sign & Create Declaration** button becomes dark violet and activated when the box is ticked.

Click **Sign & create Declaration** to continue.



Your declaration request is created, a **Declaration ID Number** and a **Declaration Status** are there to identify unique declarations and the progression status.

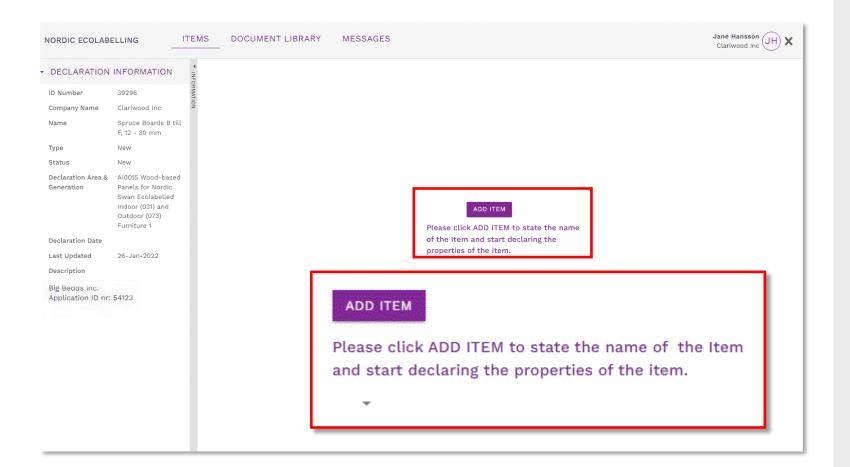
Click **Continue declaration** to proceed and add (chose) items to declare.

The declaration process

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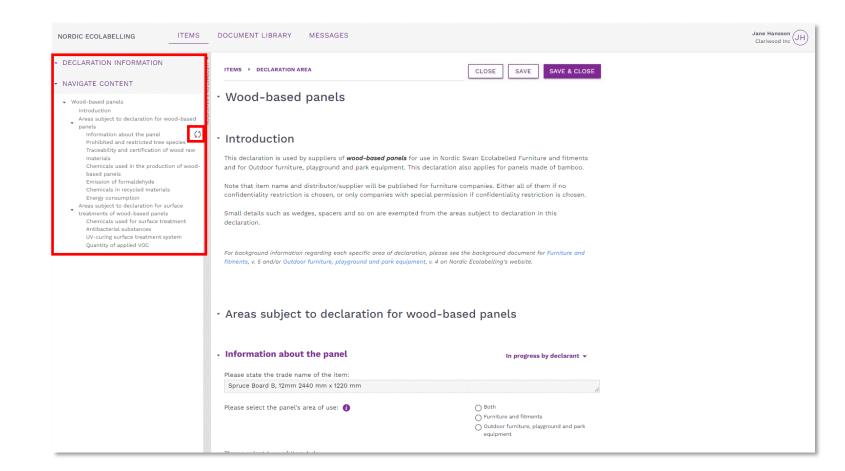




Click the **Add item** button, and add only the item(s) you intend to submit right now.

Declare the specific properties of each item, submit the declaration, and notify your customer.

When your items can be found under **Declared Items** (*slide 6*), you can proceed to step 5 and add more items to your declaration.

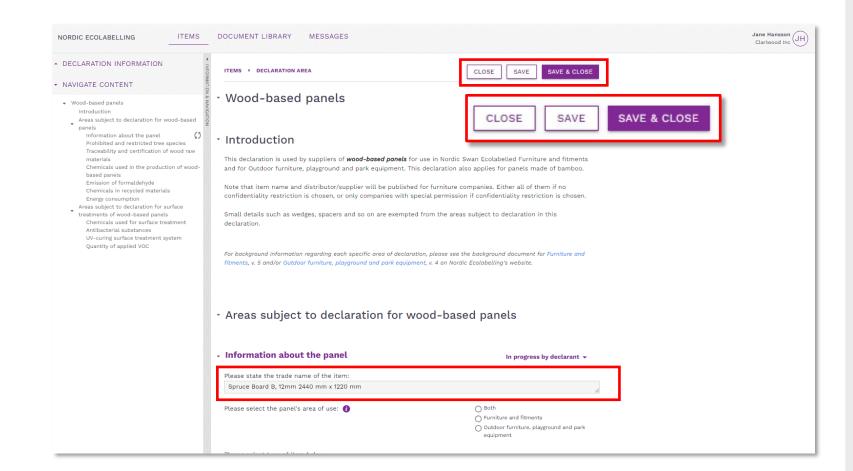


The **Navigate content** section gives you an overview when declaring the properties of each item.

When you start declaring a property, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.

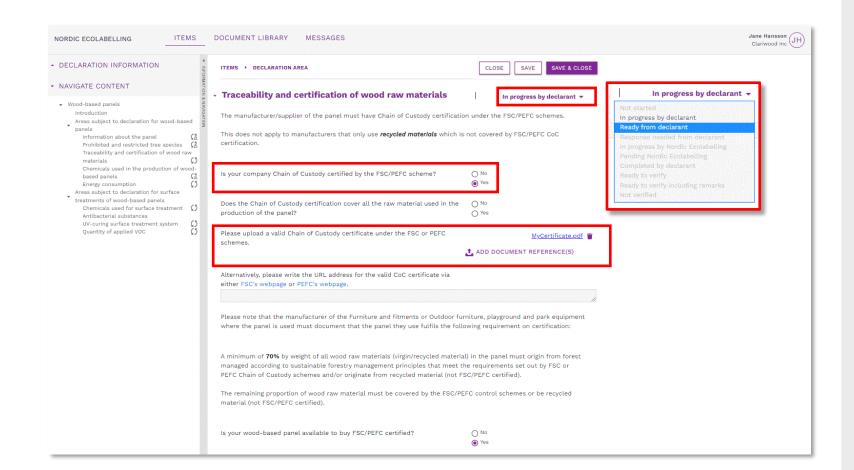


Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

The first property section is where you describe and state the trade name of the item.



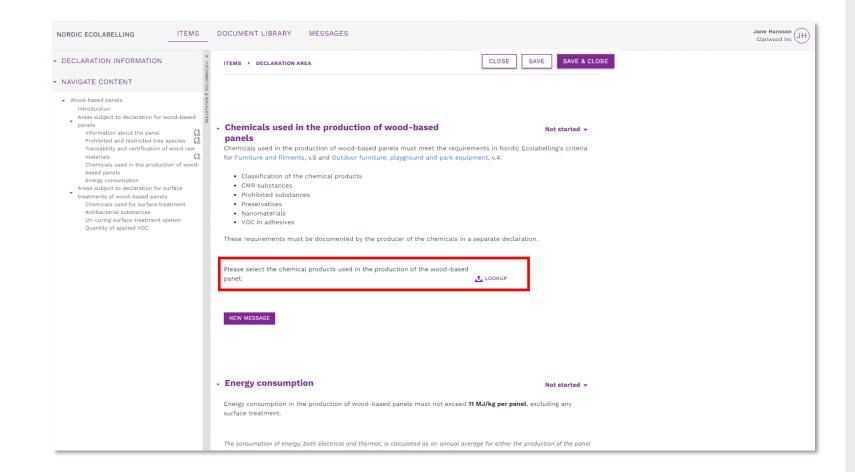
Declare the properties of your items by answering the questions in each section.

When a document is requested, click **Add document reference** and connect relevant files from your **Document Library** to the section. Or upload and connect a new file.

When you are done, click the drop-down list next to the heading and change the status description from **In progress by declarant** to **Ready from declarant**.

Proceed to the next section.

3. Add items and declare their properties – Lookup items



If requirement has a "Lookup"

Select items from your manufacturers via the **Lookup**.

If you can't find a proper item, please do the following:

- Ask the manufacturer in your supply chain to declare the item for you.
- Provide them with your company name and your Declaration ID Number.

3. Add items and declare their properties – Lookup select

LARATION INFORMATION		٩		
Xob Cancel Name * Company * Kestokol D 4600 Kiitto Oy Adhesive for production of wood-based panels PIM TEST 031 chemical	CLARATION INFORMATION	ITEMS > DECLARATION AREA > LOOKUP		
Xob Cancel Name * Company * Kestokol D 4600 Kiitto Oy Adhesive for production of wood-based panels PIM TEST 031 chemical		Chemicals used in the production of w Please select the chemical products used in the		
Kestokol D 4600 Kiilto Oy Adhesive for production of wood-based panels PIM TEST 031 chemical Clariwood Inc Adhesive for production of wood-based panels		ADD CANCEL		Search
PIM TEST 031 chemical Clariwood Inc Adhesive for production of wood-based panels		Name 🗢	Company \$	Туре ≑
		C Kestokol D 4600	Kiilto Oy	Adhesive for production of wood-based panels
10 rows V per page 1 of 1 N		PIM TEST 031 chemical	Clariwood Inc	Adhesive for production of wood-based panels
		10 rows 💙 per page		Previous Page 1 of 1 N

In the **Lookup** library:

Tick the box to select which items from your manufacturers to use/connect to the item you declare and confirm your selection with the **Add** button.

3. Add items and declare their properties – Message & Change status

NORDIC ECOLABELLING	DOCUMENT LIBRARY MES	SAGES		Jane Hansson Clariwood Inc
DECLARATION INFORMATION	ITEMS > DECLARATION AREA		CLOSE SAVE & CLOSE	
NAVIGATE CONTENT				
Wood-based panels Introduction Areas subject to declaration for wood-based panels Information about the panel Prohibited and restricted tree species Chemicals used in the production of wood- based panels Chemicals used in the production of wood- based panels Chemicals used for surface treatments of wood-based panels Chemicals used for surface treatment Anthacterial substances UV-curing surface treatment system Quantity of applied VOC	panels Chemicals used in the productio for Furniture and fitments, v.5 ar - Classification of the chemi - CMR substances - Prohibited substances - Preservatives - Nanomaterials - VOC in adhesives These requirements must be door	d Outdoor furniture, playground and	nicals in a separate declaration.	
	Name 🗢	Company 💠	Туре 🗢	
	Kestokol D 4600	Kiilto Oy	Adhesive for production of wood-bas	
	NEW MESSAGE			
	 Energy consumption 		Not started 👻	
	Energy consumption in the produ surface treatment.	uction of wood-based panels must no	t exceed 11 MJ/kg per panel , excluding any	

Your selected items from the **Lookup** function is now connected to a requirement in your declaration.

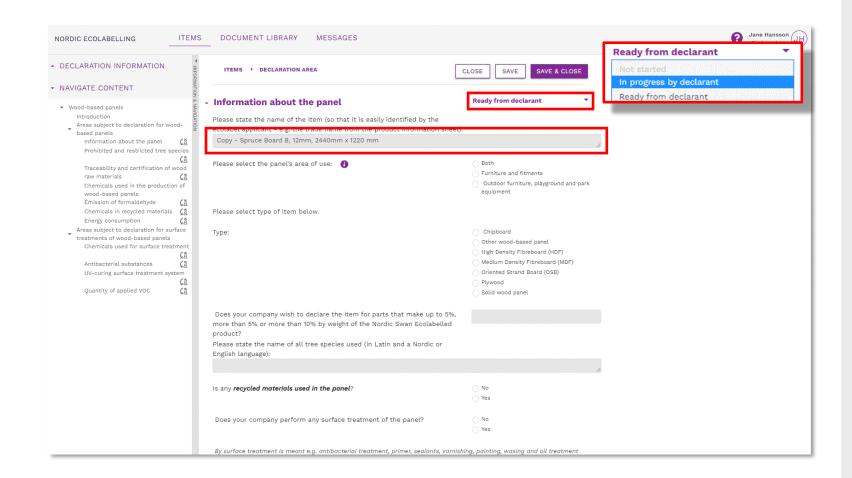
Use the **New message** button if you need to add a comment to a declared item property.

When you have changed the status to **Ready from declarant** for all the sections, please click **Save & Close**.

	ORMATION					
umber	39302 ORMAT	Items			PLEASE CANCEL	DECLARATION READY
pany Name	Clariwood Inc 2	ADD ITEM			2 mil	GO
8	Spruce Boards B till F, 12 - 30 mm	ADD TTEM			Search	GO
	New	Name 💠	Туре 💠	Date Modified 💠	Status 🖨	
IS		Copy - Copy - Copy - Copy - Copy - Co	Plywood	26/1/2022 20:28	New	
aration Area & ration	AI0015 Wood-based Panels for Nordic Swan	Copy - Copy - Copy - Copy - Copy - Sp	Plywood	26/1/2022 20:28	New	
	Ecolabelled Indoor (031) and Outdoor (073)	Copy - Copy - Copy - Copy - Spruce B	Plywood	26/1/2022 20:28	New	
aration Date	Furniture 1	Copy - Copy - Copy - Spruce Board B,	Plywood	26/1/2022 20:28	New	
Updated	26-Jan-2022	Copy - Copy - Spruce Board B. 12mm 2	Plywood	26/1/2022 20:28	New	
ription		Copy - Spruce Board B, 12mm 2440	Plywood	26/1/2022 20:28	New	1 10
edds Inc. cation ID nr: 45123		Spruce Board B, 12mm 2440 mm x 122	Plywood	26/1/2022 20:28	In progress by declarant	Open a
					Copy Open and Edit Cancel I	tem

If you declare more than one item, and they have similar properties, you can save time by first declaring the properties of one item. Then click the copy icon to create a copy with all your documentation included.

Then click the pen icon to open each copy and change the item name and the properties that differ between the items.



When make changes to a copy, you first need to set the status description in the section you want to change to **In progress by declarant**.

Make the changes and then set the status description for the section to **Ready from declarant**.

When you have declared all properties and changed the status in all sections to **Ready from declarant,** please click **Save & Close.**

3. Declare item properties – More options

DECLARATION I	NFORMATION	* E								
D Number	31020	Items						PLEASE CAN	CEL DECLARATION	READY
Company Name	Clariwood Inc.									
Name	Spruce Boards B till F, 12 - 30 mm	ADD ITEM A Mo	re options				English 👻	Search		GO
Гуре	New	O Multi status chan;		Include inactive products						
Status	In progress by declarant	O Multi status chan;	ge							
Declaration Area & Generation	AI0015 Wood-based Panels for Nordic	Nan	ne 🕈	Туре 🜩	Status ≑	State ≑		Date Modified ≑	T Filters	
leneration	Swan Ecolabelled Indoor (031) and Outdoor (073)	Par	iel 9		In progress by declarant	Active		28/2/2023 12:58		
		Pan	iel 8		In progress by declarant	Active		28/2/2023 12:58		
eclaration Date	Furniture 1	Pan	iel 7		In progress by declarant	Active		28/2/2023 12:57		
ast Updated	28-Feb-2023	Pan	iel 6		In progress by declarant	Active		28/2/2023 12:56		
escription		Par	iel 5		In progress by declarant	Active		28/2/2023 12:56		
omany yyy in Nordic Country xxx		Par	iel 4		In progress by declarant	Active		28/2/2023 12:55		
		Pan	iel 3		In progress by declarant	Active		28/2/2023 12:55		
		Par	iel 2		In progress by declarant	Active		28/2/2023 12:53		
		Pan	iel 1		In progress by declarant	Active		28/2/2023 12:52		
		10 rows 🗸	oer page		1 - 9 of 9			Previous	Page 1 of 1	Ne

It is also possible to declare several similar items at once under **More options** and **Multi** edit.

Description of **Multi Edit** functionality is in a separate guide, look under the ? (*top of page*).

The declaration process

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4. Submit your declaration – Declaration Ready

DECLARATION IN	IFORMATION	lterre			PLEASE CANCEL	DECLARATION READ
ID Number	39302 MAT	Items			PLEASE CANCEL	DECLARATION REA
Company Name	Clariwood Inc 2	ADD ITEM			Search	G
Vame	Spruce Boards B till F, 12 - 30 mm				Search	
ype	New	Name 🗢	Туре \$	Date Modified 🜩	Status \$	
tatus		Spruce Board D, 25mm 2440 mm x 610	Plywood	26/1/2022 20:41	Ready from declarant	
eclaration Area & eneration	AI0015 Wood-based Panels for Nordic Swan	Fij Spruce Board C, 25mm 2400 mm x	Plywood	26/1/2022 20:40	Ready from declarant	
	Ecolabelled Indoor (031) and Outdoor (073)	Bi Spruce Board C, 18mm 2400 mm x	Plywood	26/1/2022 20:39	Ready from declarant	
eclaration Date	Furniture 1	R: Spruce Board C, 12mm 2400 mm x	Plywood	26/1/2022 20:39	Ready from declarant	
ast Updated	26-Jan-2022	Spruce Board B, 25mm 2440 mm x 122	Plywood	26/1/2022 20:36	Ready from declarant	
escription		Spruce Board B, 18mm 2440 mm x 122	Plywood	26/1/2022 20:35	Ready from declarant	
g Bedds Inc. oplication ID nr: 4512	3	Spruce Board B, 12mm 2440 mm x 12	Plywood	26/1/2022 20:28	Ready from declarant 🔹	s 🖗
		10 rows V per page			In progress by declarant Ready from declarant	e 1 of 1
			Status 🕈	aan bu daalamaat 👌	• • •	
			in progre	ess by declarant	_ 🖉 🖣 🖉 📗	
			In progr	ess by declarant		
				rom declarant	of 1 Next	

Declare item properties for each created items.

When ready, please change the status of each item from **In progress by declarant** to **Ready from declarant**.

Submit your declaration by clicking the **Declaration ready** button.

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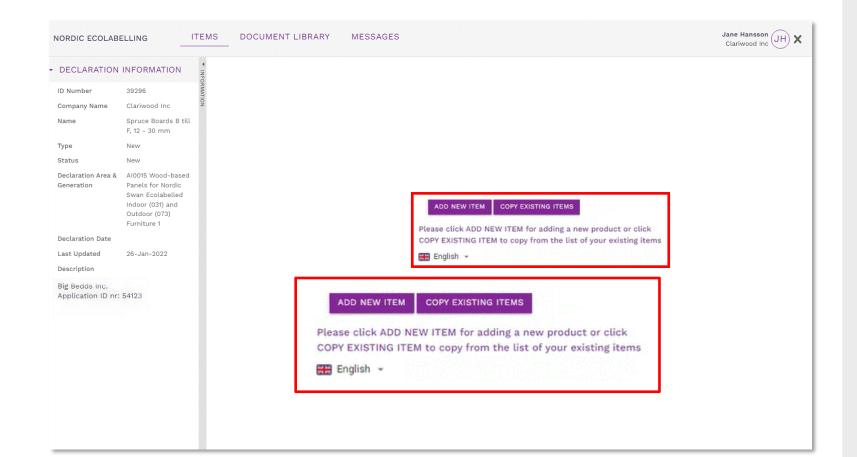
5. Add more items, submit your declaration.

	Save Sign & Create Declaration	
Declarations	Declaration Information	
Add Declaration	Declaration mormation	
	Declarant	
	Valcore Byggefirma A/S	Please note here the company name/your customer who is asking to declare *
	Declarant's Naming of Declaration	Building company yyy in NordicCountry xxx
	Project X	
	Declaration Type * Extension	
	Registration *	
	Al0010 0024, 1, Testkonto (Valcore), Al0010 Producti	
	Declaration Type *	
	Extension	
	Delivering	
	Declaration *	
	V V	
	AI0012 0002, 1, Clariwood Inc., AI0012 Chemicals for Nordic Swan Ecolab	colled Indeer (021) and Outdoor (072) Eurotiture
	Alouiz 0002, i, clanwood inc., Alouiz chemicals for Nordic Swall Ecolar	

Please, select **Declaration Type Extension** to add more items to an existing declaration.

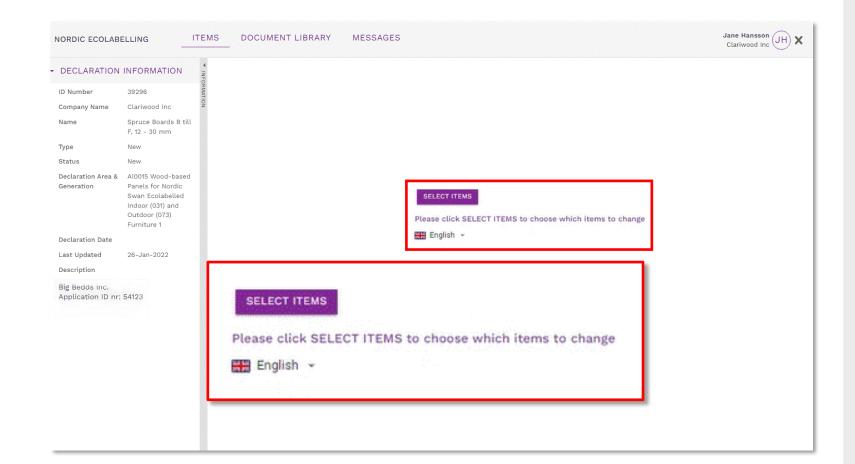
Then select the declaration you will add more items to (i.e. Al0034 ...)

5. Add more items, submit your declaration



Click Add New Item or Copy Existing Items to add more items to a declaration.

5. Add more items, submit your declaration



If you want to make changes, Click **Select Items** to implement the changes.

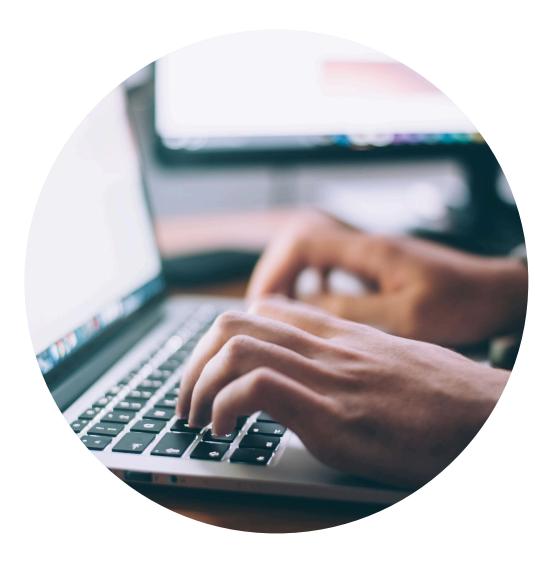
5. Add more items, submit your declaration

DECLARATION IN	IFORMATION					
0 Number	39302 ORMAT	Items			PLEASE CANCEL	DECLARATION REA
ompany Name	Clariwood Inc g	ADD ITEM			Search	G
ame	Spruce Boards B till F, 12 - 30 mm	ADDITEM			Search	
/pe	New	Name 💠	Туре 🗘	Date Modified 💠	Status \$	
atus		Spruce Board D, 25mm 2440 mm x 610	Plywood	26/1/2022 20:41	Ready from declarant	
eclaration Area &	AI0015 Wood-based Panels for Nordic Swan	Bruce Board C, 25mm 2400 mm x	Plywood	26/1/2022 20:40	Ready from declarant	
	Ecolabelled Indoor (031) and Outdoor (073)	Spruce Board C, 18mm 2400 mm x	Plywood	26/1/2022 20:39	Ready from declarant	
claration Date	Furniture 1	C Spruce Board C, 12mm 2400 mm x	Plywood	26/1/2022 20:39	Ready from declarant	
st Updated	26-Jan-2022	Spruce Board B, 25mm 2440 mm x 122	Plywood	26/1/2022 20:36	Ready from declarant	
scription		Spruce Board B, 18mm 2440 mm x 122	Plywood	26/1/2022 20:35	Ready from declarant	
Big Bedds Inc. Application ID nr: 45123	3	Spruce Board B, 12mm 2440 mm x 12	Plywood	26/1/2022 20:28	Ready from declarant	🖉 🖓
		10 rows 💙 per page			In progress by declarant Ready from declarant	1 of 1
			In progre	s by declarant s by declarant m declarant		
			Ready no		of1 Next	

When the properties of all your items are declared, please change the status of each item from **In progress by declarant** to **Ready from declarant**.

Please submit your declaration by clicking the **Declaration ready** button.

Please inform your customer that you have declared your items for them.



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