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.

Version 3.0

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

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.

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, see Contacts.
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 and.
5. Add more items, submit your declaration.
2. Create your declaration request.

Please, click **Declaration** and **Add Declaration** to create your declaration request.
2. Create your declaration request.

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.
2. Create your 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.
2. Create your declaration request.

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

Then select **Area of Declaration** (i.e. AI0034 …)
2. Create your declaration request.

If you don’t know what company will be using your item, please, fill in "N/A" instead.
2. Create your declaration request.

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**.
2. Create your declaration request.

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.
2. Create your declaration request.

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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2. Create your declaration request.
3. Add items and declare their properties.
4. Submit your declaration.
5. Add more items, submit your declaration.
3. Add items and declare their properties.

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.
3. Add items and declare their properties.

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.
3. Add items and declare their properties.

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.
3. Add items and declare their properties.

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

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

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**.
3. Add items and declare their properties

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.
3. Add your items and declare their properties.

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**.
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).*
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3. Add items and declare their properties.
4. Submit your declaration.
5. Add more items, submit your declaration.
4. Submit your declaration – Declaration Ready

Declare item properties for each created item.

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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4. Submit your declaration.
5. Add more items, submit your declaration.
5. Add more items, submit your declaration.

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. AI0034 ...)

![Declaration Form](image-url)
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

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.