For Declarants with declarations in HPP who now shall redeclare item properties in SCDP that will be connected to New Buildings Gen 4 applications.
From HPP to SCDP

Please note that for declarants with previous declarations in HPP, Nordic Ecolabelling has already created declaration requests in SCDP with maximum 25 items per case.

25 items per case is not a max limit per case but it is the max limit in Multi Edit mode.

The items always contain migrated item names from HPP. In many but not all it also contains GTIN numbers.

After you have signed in SCDP the first step is to activate one of the declaration requests. Then you can continue to declare properties to already named items. More instructions can be found in this guide.
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 except item name 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.

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Step 1: Sign in and change your password.
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Step 4: Submit your declaration.
Step 5: Declare more items, submit your declaration.

* 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. Declare item 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

**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.

Accept  Reject

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 the declaration cases we created for you 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. Declare item properties.
4. Submit your declaration.
5. Declare more items, submit your declaration.
2. “Activate” your declaration request – View Declaration

Please, click Declaration and View Declaration, then select and “activate” your declaration request.

The Item names have been migrated for you, from HPP to SCDP and grouped in pre-prepared cases with up to 25 items/case.
2. “Activate” your declaration request – “Type” New

Select declaration by clicking the **ID Number** link and open the declaration request.

You can use the search function to search in **ID Number** or **Name**.

All your Items with a correct declaration (that Nordic Swan Ecolabel applicants can find) will be visible under “**Declared Items**”
2. “Activate” your declaration request

If you don’t know what company will be using your item, please, fill in "N/A" instead.
2. “Activate” your declaration request – Company Contacts

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. “Activate” your declaration request – Terms and Conditions

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 formally activate your declaration request, and continue.
2. “Activate” your declaration request – Continue declaration

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. Please also remove items that are no longer in use.
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. Declare item properties.
4. Submit your declaration.
5. Declare more items, submit your declaration.
3. Declare item properties – Chose item(s) to declare

Click the blue line in item name to open the declaration form.

Declare the specific properties of each item in the declaration case. Then submit the declaration (Declaration Ready).

It is possible of 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).
3. Declare item properties – Navigate content

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. Declare item properties – Save & close

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. Declare item properties – Add document reference

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. Declare item 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. Declare item 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. Declare item 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.
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. Create your declaration request.
3. Declare item properties.
4. Submit your declaration and notify your customer.
5. Declare more items, submit your declaration.
4. Submit your declaration – Declaration Ready

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.
## 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. **Create your declaration request.**
3. **Declare item properties.**
4. **Submit your declaration.**
5. **Declare more items, submit your declaration.**
5. Declare more items – Select extension

When you have submitted your declaration case, you can continue and declare the other pre-prepared case(es) **Type**, **Extension**.

Select declaration by clicking the **ID Number** link and open the declaration request.

If you have other/more items to declare please use the “regular” Declaration Guide.