

Declaration guide

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.



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 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.

Contents

The process to declare item* properties.

Step 1:	Sign in and change your password.
Step 2:	Create your declaration request.
Step 3:	Add your items and declare their properties.
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.

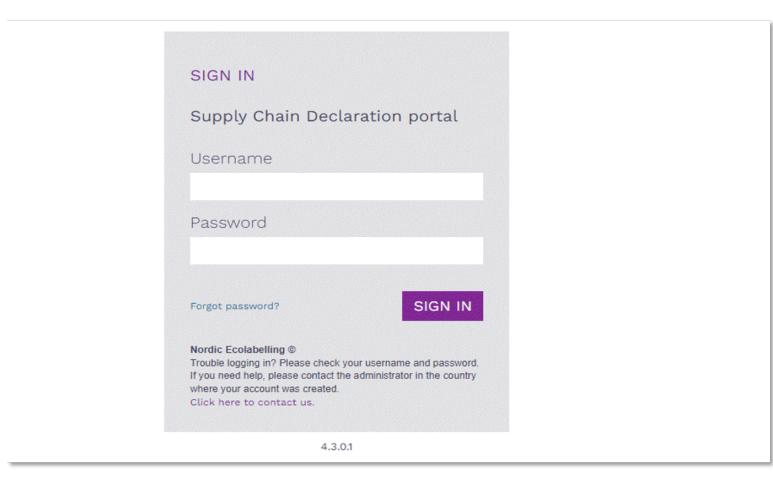
The declaration process

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

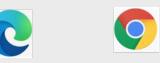
1.2.3.4.5.Sign in and change your password."Activate" your declaration request.Declare item properties.Submit your declaration.Add more items, submit you declaration.



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.

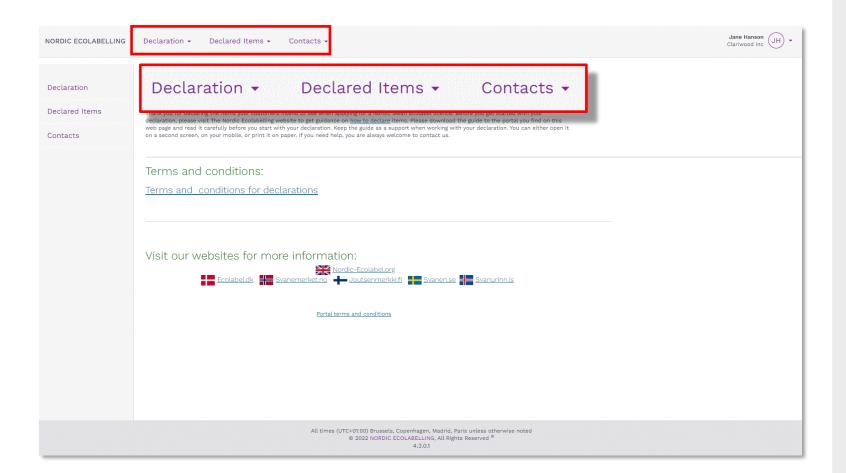


Please note!

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, se **Contacts**.

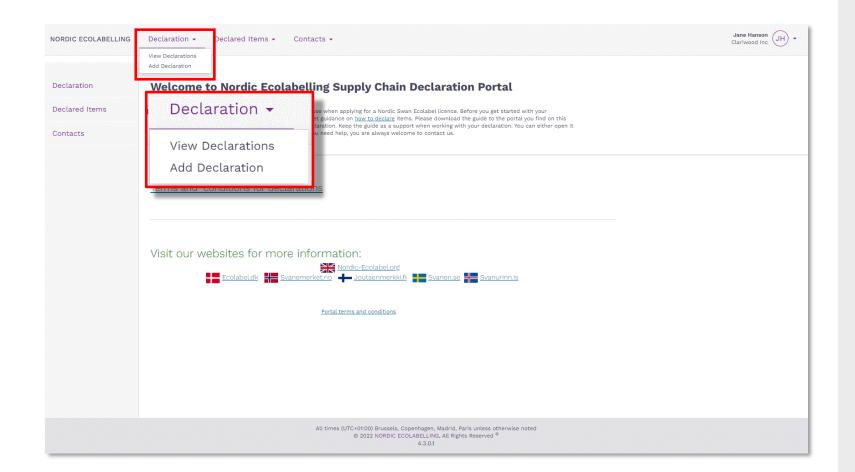
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1. Sign in and change your password.	2. "Activate" your declaration request.	3. Declare item properties.	4. Submit your declaration.	5. Declare more items, submit your declaration.



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 preprepared cases with up to 25 items/case.

2. "Activate" your declaration request – "Type" New

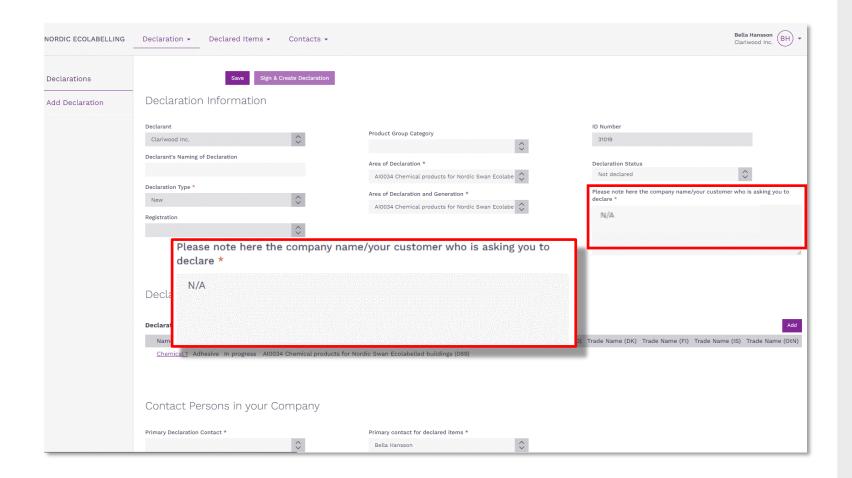


Select declaration by clicking the **ID Number** link and open the declaration request.

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

	AI0034 Chemical products for Nordic Swan Ecolal	Not	declared	$\hat{\mathbf{v}}$
Declaration Type *	Area of Declaration and Generation *		note here the company name/your	customer who is
New	AI0034 Chemical products for Nordic Swan Ecola	declar Build	e * ding company yyy in NordicCountry x	xxx
Registration				
×				
Declaration Items				
Declaration Items				
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Chemical 1 Adhesive In progress A10034 Chemical prod	Jucts for Nordic Swan Ecolabelled buildings (089) Primary contact for declared items * Jane Hansson	≎ Primary contact for de		ie Name (IS) 1

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

	Area of Declaration * Al0034 Chemical products for Nordic Swan Ecolabe	Declaration Status Not declared
New	Area of Declaration and Generation * A10034 Chemical products for Nordic Swan Ecolabe	Please note here the company name/your customer w declare *
Registration		Buildnig company yyy in Nordic Country xxx
Declaration Items		
Declaration Items		
Name Type Item status Group/Area	Trade Name (SE) Trade Na	me (NO) Trade Name (DK) Trade Name (FI) Trade Name (IS
Chemical 1 Adhesive In progress A10034 Chemical pro	oducts for Nordic Swan Ecolabelled buildings (089)	
<u>Chemical 1</u> Adhesive In progress A10034 Chemical pro		
Contact Persons in your Company Primary Declaration Contact *	Primary contact for declared items * Jane Hansson	

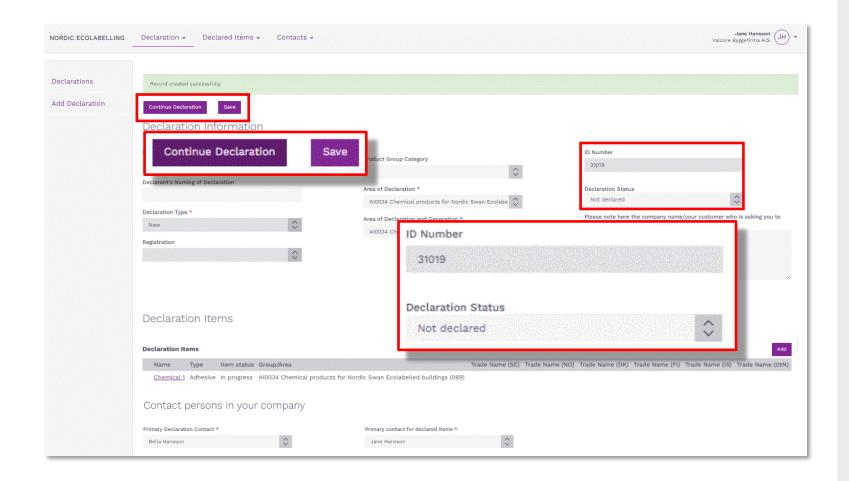
Please read the **Terms and Conditions for Declarations** carefully.

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.

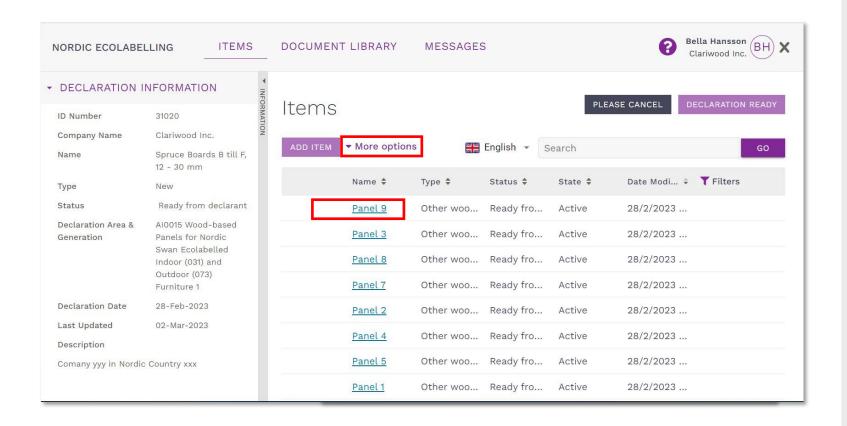
Click **Continue declaration** to proceed and add (chose) items to declare. Please also remove items that are no longer in use.

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



3. Declare item properties – Chose item(s) to declare

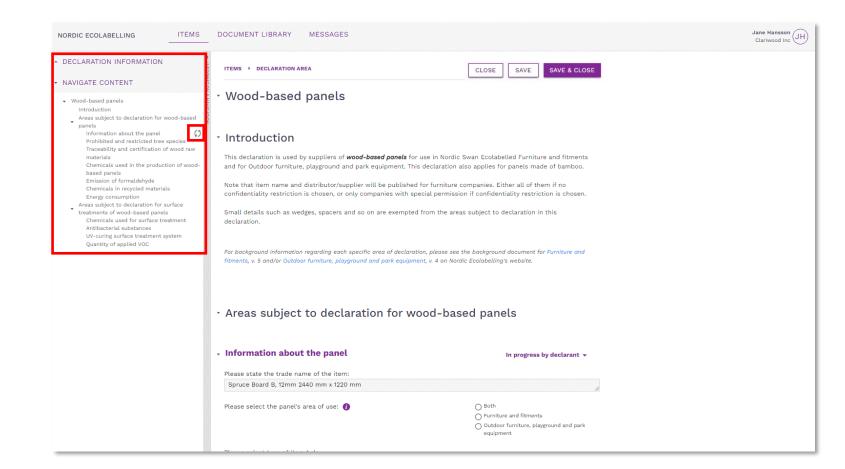


Click the blue line in item name to open the declaration form.

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



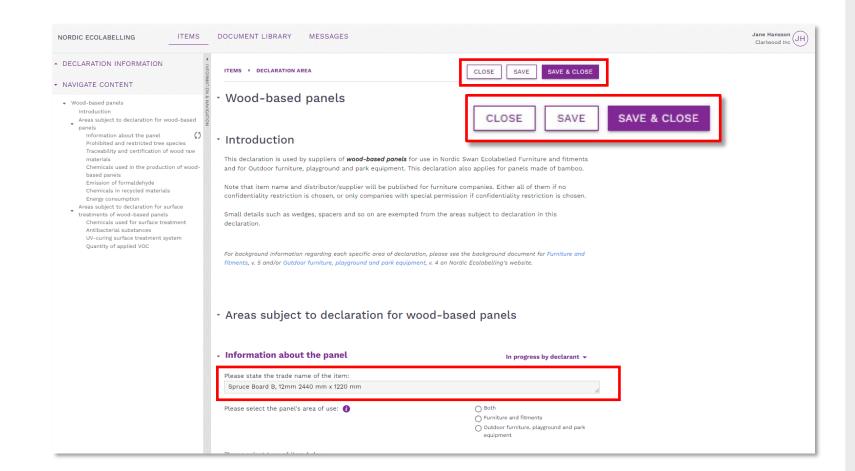
The **Navigate content** section gives you an overview when declaring the properties of each item.

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



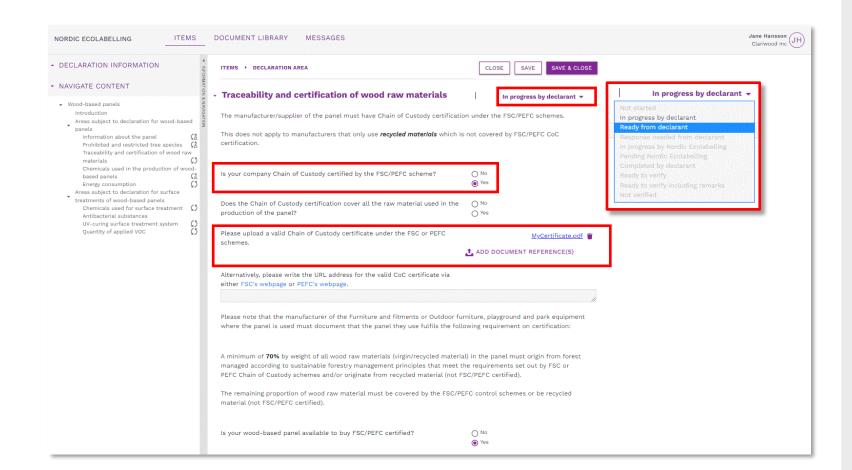
Please, remember to use **Save**.

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



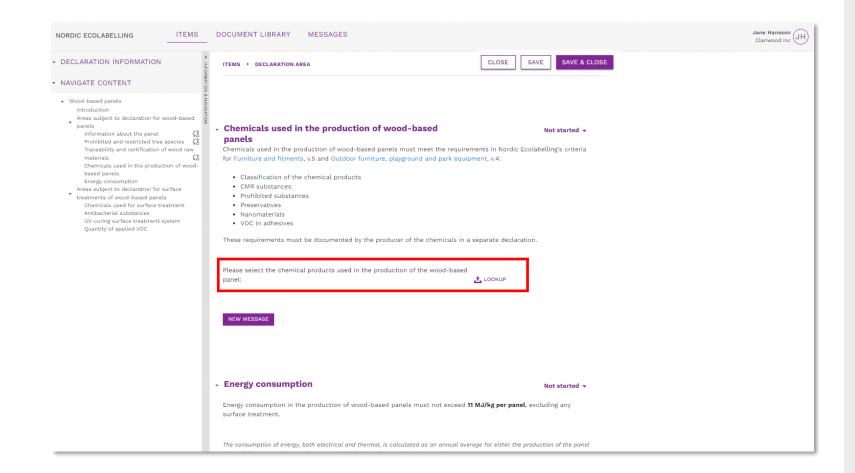
Declare the properties of your items by answering the questions in each section.

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

CLARATION INFORMATION			
CLARATION INFORMATION	ITEMS → DECLARATION AREA → LOOKUP		
SMATTON & NAVG			
GATION	ADD		Search
	Name 🗢	Company \$	Туре 🗢
	C 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
	10 rows 💙 per page		Previous Page 1 of 1 No

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

NORDIC ECOLABELLING	DOCUMENT LIBRARY MES	SAGES		Jane Hansson Clariwood Inc
DECLARATION INFORMATION	ITEMS > DECLARATION AREA		CLOSE SAVE SAVE & CLOSE	
NAVIGATE CONTENT Wood-based panels Introduction Areas subject to declaration for wood-based panels Information about the panel forbiblet and restricted tree species Traceability and certification of wood raw materials Ca Traceability and certification of wood raw materials Ca Chemicals used in the production of wood- based panels Ca Energy consumption Areas subject to declaration for surface Tracterials ubstances UV-curing surface treatment system Quantity of applied VOC	panels Chemicals used in the production for Furniture and fitments, v.5 and Classification of the chemic CMR substances Prohibited substances Proservatives Nanomaterials VOC in adhesives These requirements must be door	d Outdoor furniture, playground and	the requirements in Nordic Ecolabelling's criteria I park equipment, v.4: emicals in a separate declaration.	
	Name 🗘	Company 🗘	Type 💠	
	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 r	ot 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**.

The declaration process

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4. Submit your declaration – Declaration Ready

DECLARATION IN	IFORMATION	ltere e			PLEASE CANCEL	DECLARATION REAL
ID Number	39302 MAT	Items			FLEASE CANCEL	DECLARATION REA
Company Name	Clariwood Inc 9	ADD ITEM			Search	G
Name	Spruce Boards B till F, 12 - 30 mm				Startin	
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 &	AI0015 Wood-based Panels for Nordic Swan	Spruce 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	
eclaration 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	
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 🔹	👂 🗣
		10 rows 🗸 per page			In progress by declarant Ready from declarant	e 1 of 1
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			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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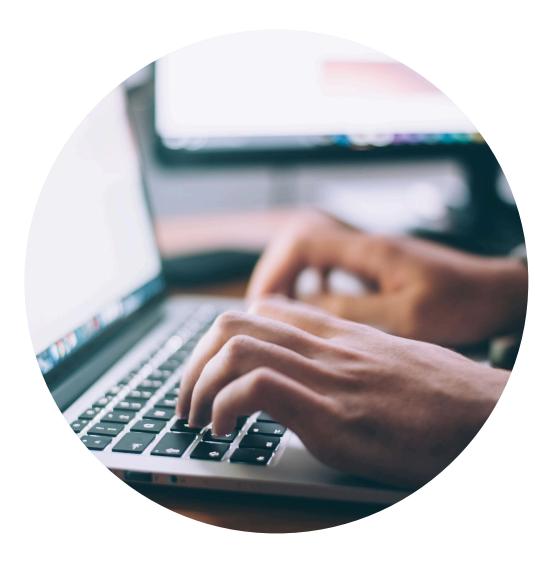
5. Declare more items – Select extension



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.



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