

Declaration guide

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

Nordic Swan Ecolabel

Introduction

This guide helps you declare properties of your items, e.g., chemicals, raw materials, or products.

The information is used by your customers to meet the requirements to obtain a Nordic Swan Ecolabel licence.

When a customer selects your items, Nordic Ecolabelling uses the information when evaluating their application.

- 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 2.0

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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.

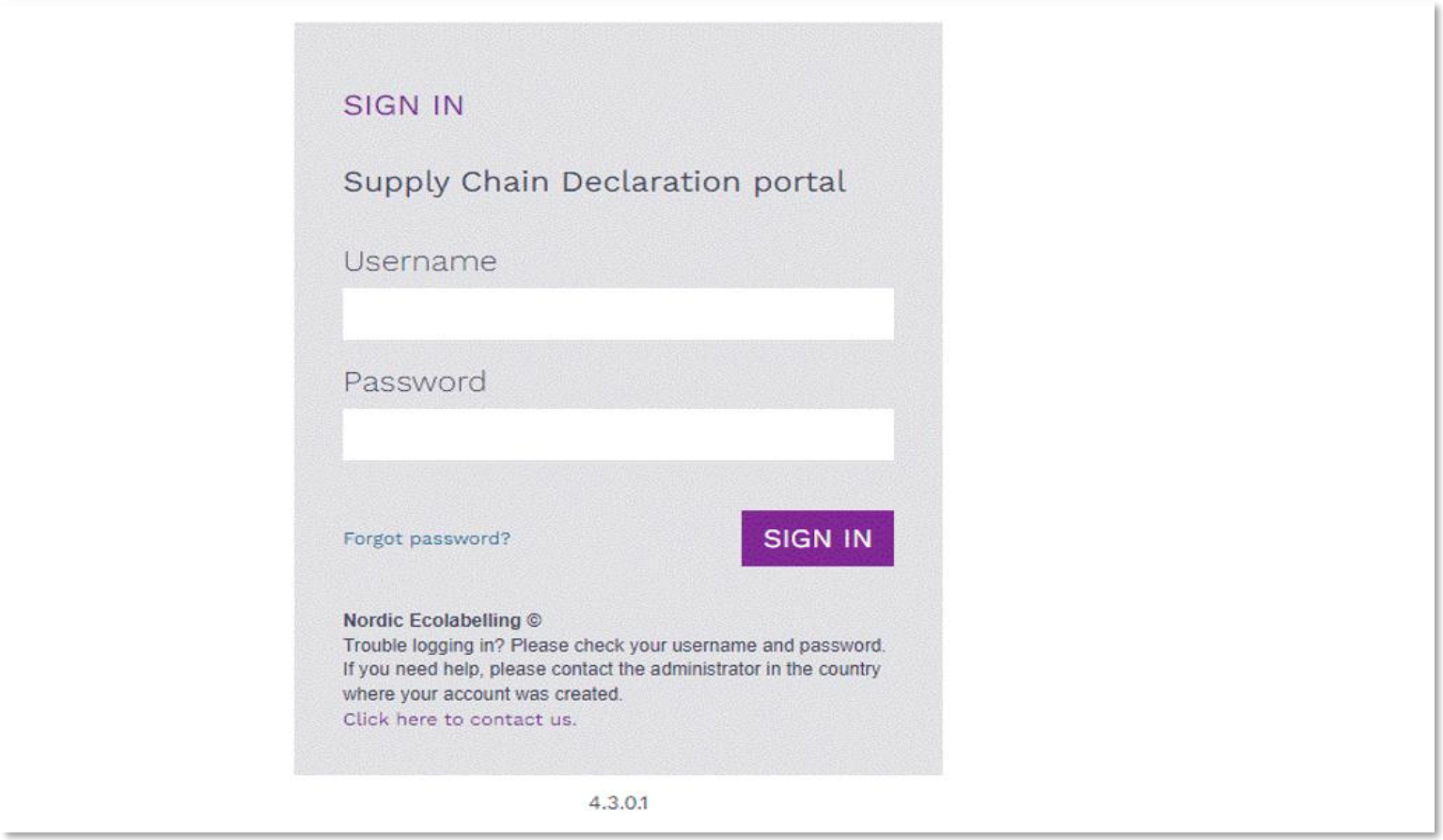
2. Create your declaration request.

3. Add your items and declare their properties.

4. Submit your declaration and notify your customer.

5. Add more items, submit your declaration, and notify your customer.

1. Sign in and change your password.



Before signing in, please check that you are not using a VPN-connection.

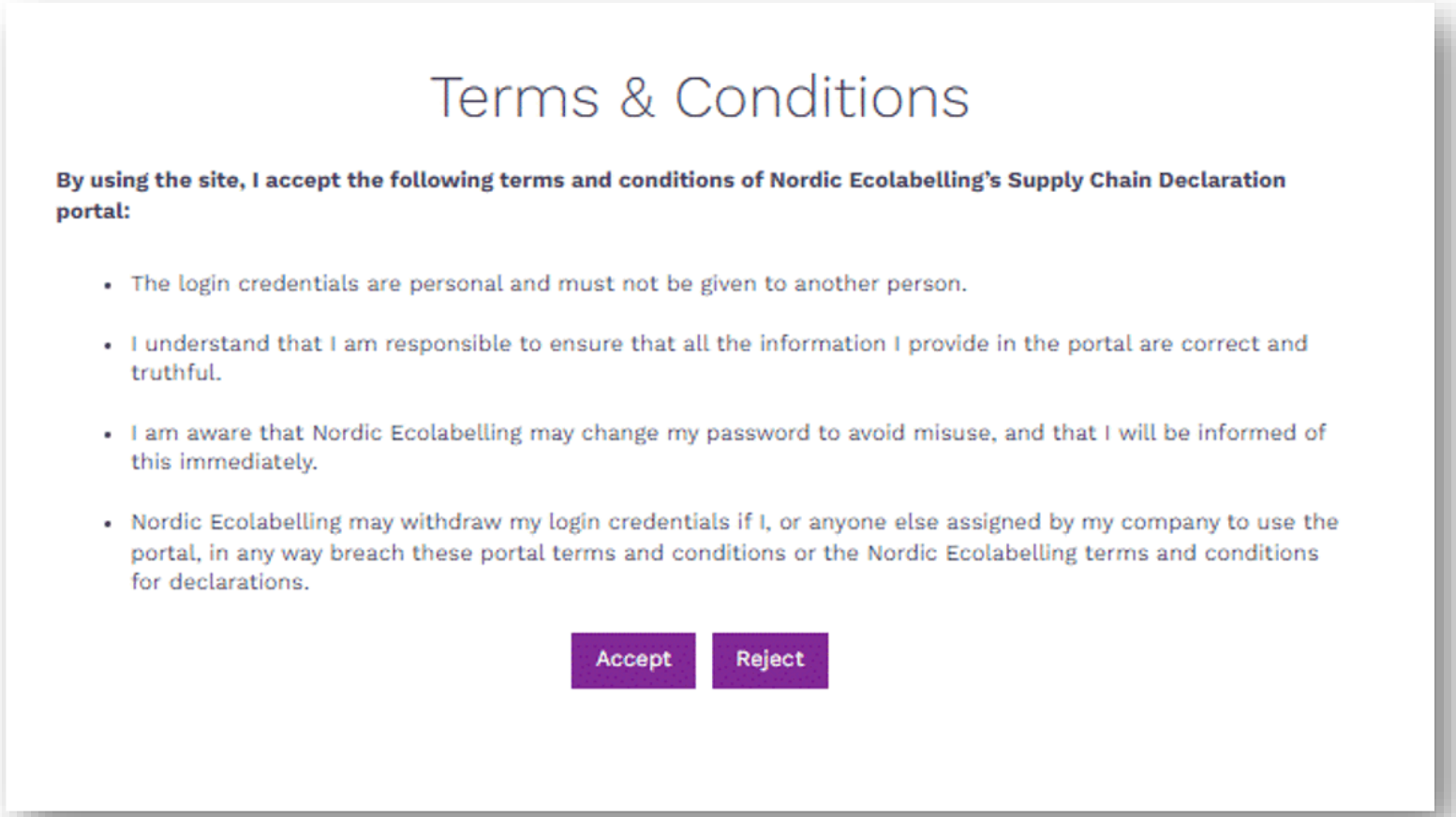
Only use Microsoft Edge or Google Chrome as web browser.

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 Google translate.

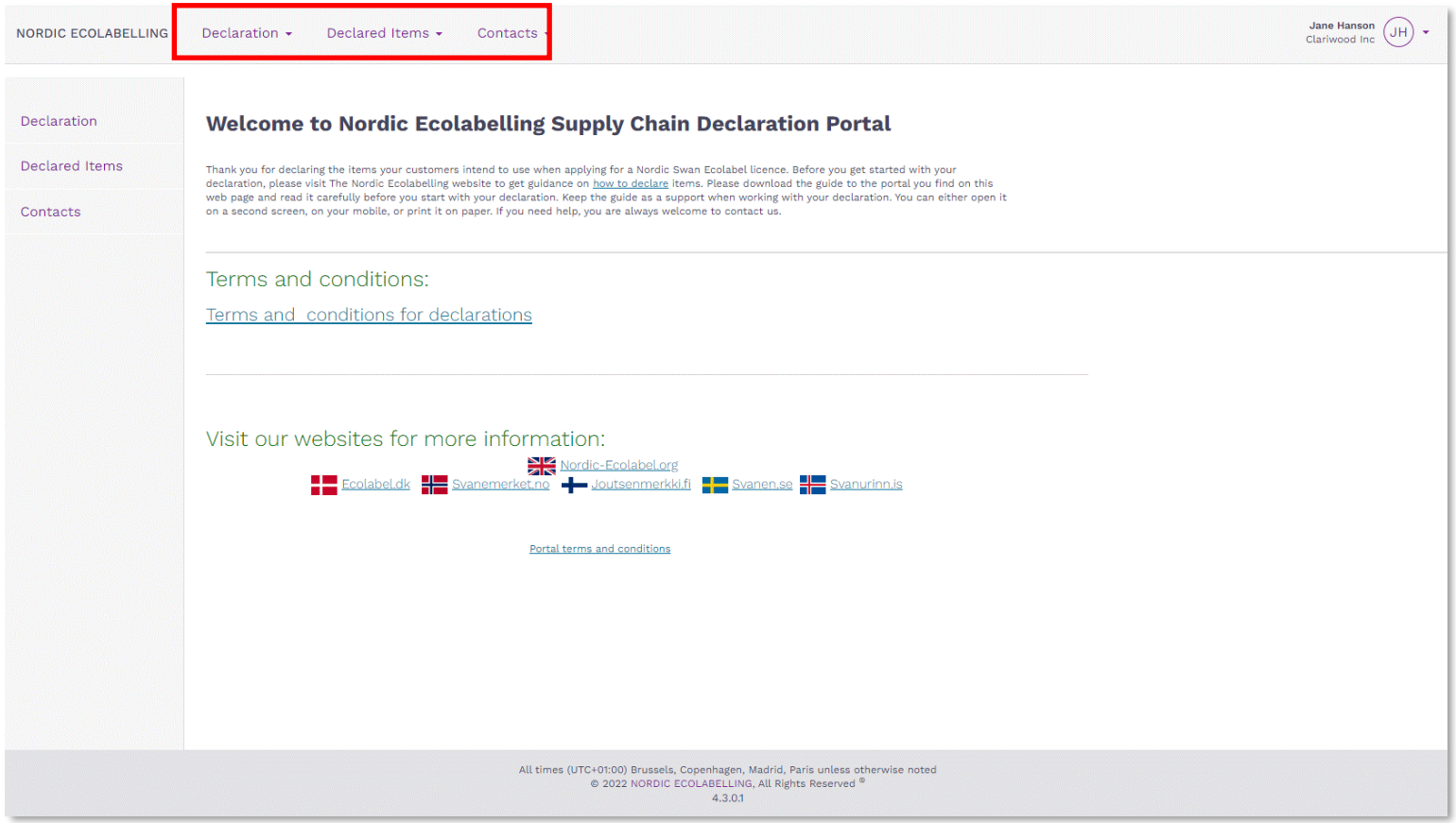
Wait to close the program when you see the text **Loading**.

When using **Save** and **Save & close**, please wait a while before closing the program.

If you see a padlock sign on an item you need to work with, please ask your colleagues to sign out.

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 can find all the ongoing declarations and all declared items in your company.

You will also find information about contacts registered in your company account.

Terms and conditions and links to the Nordic Ecolabelling websites can also be found here.

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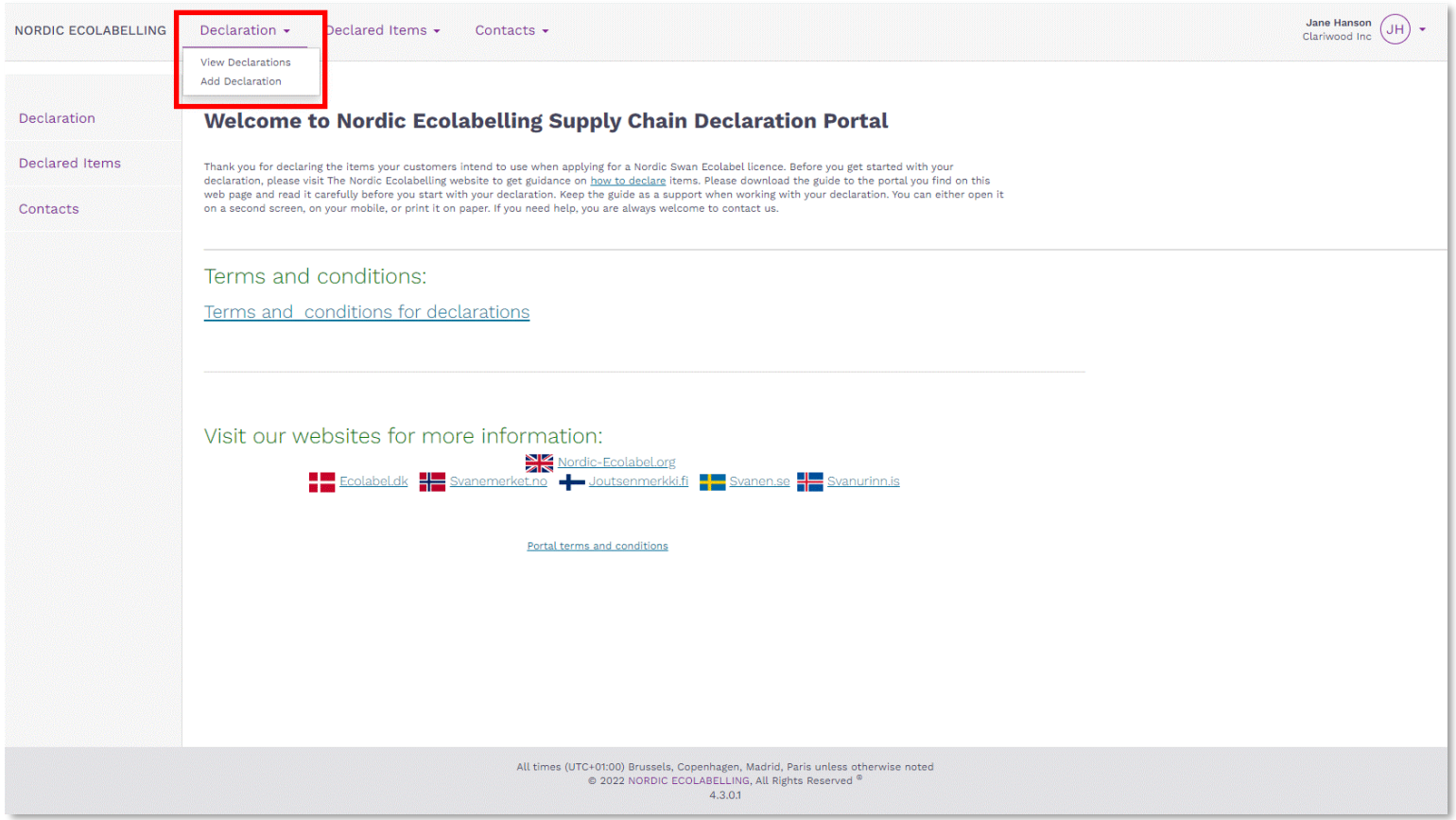
5. Add more items, submit your declaration, and notify your customer.

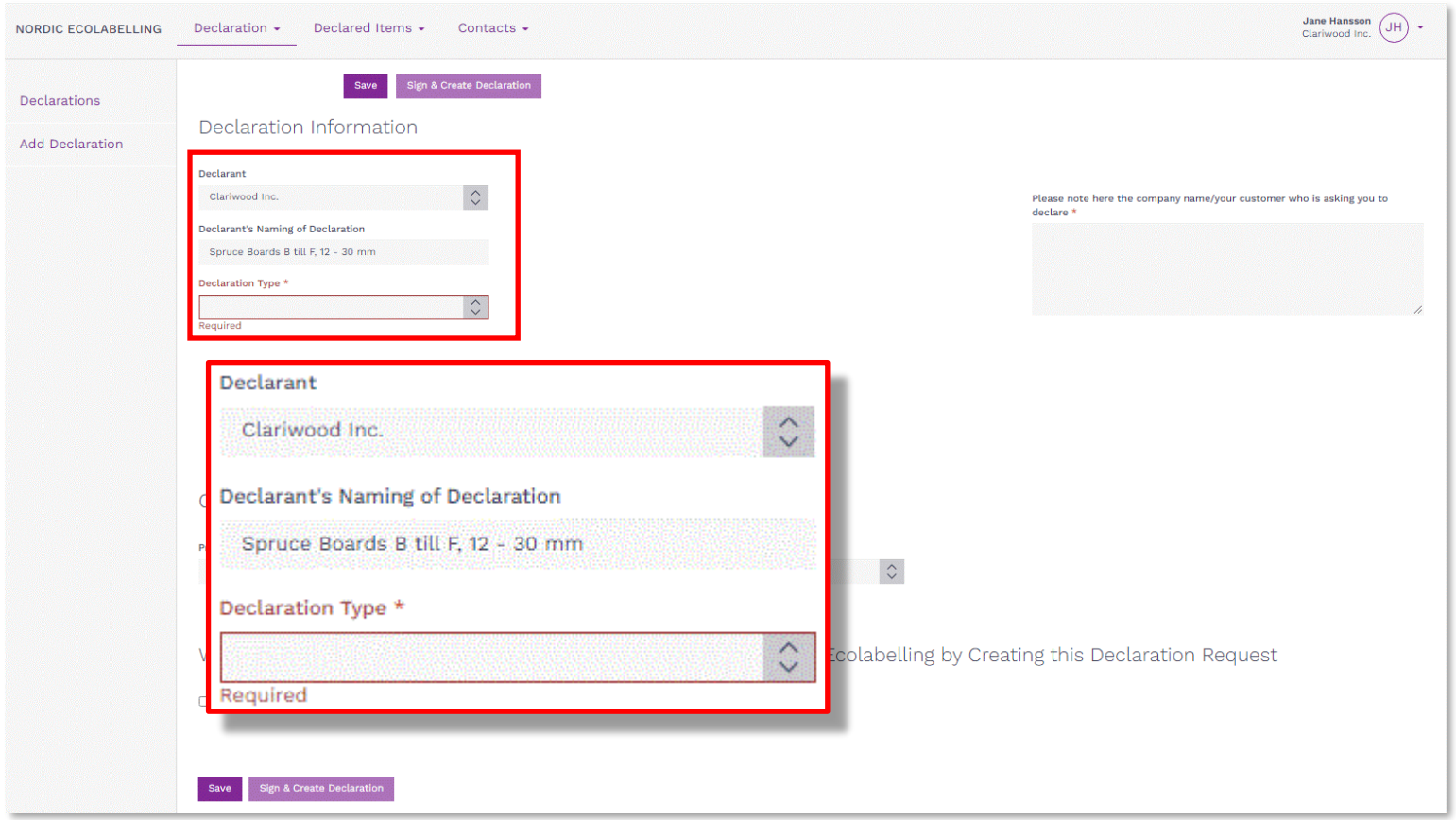
2. Create your declaration request.



Please click **Declaration** to start your declaration or continue working with your ongoing declarations.

Please click **Add declaration** to start declaring.

2. Create your declaration request.



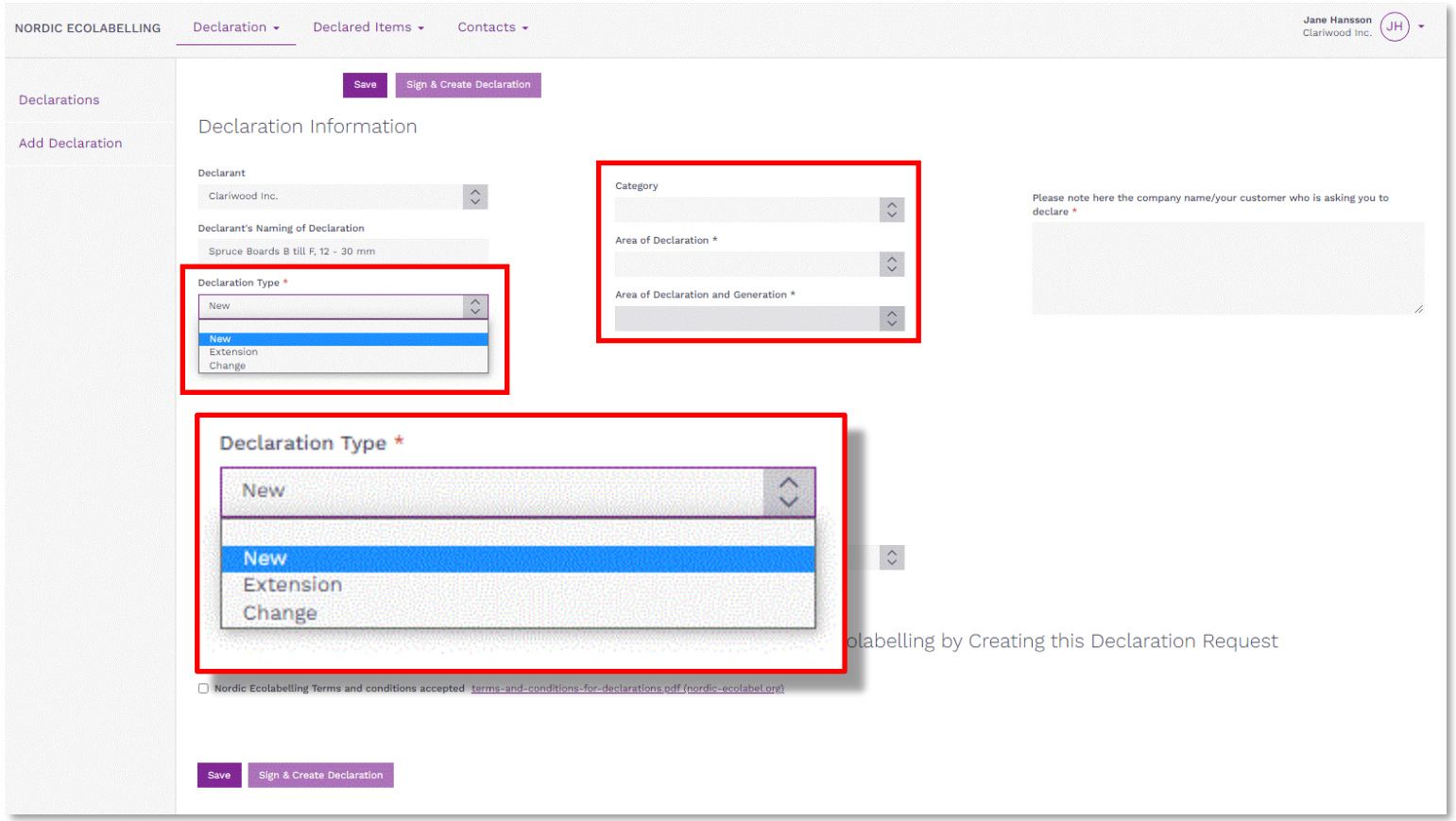
Please, ensure that you give your declaration a suitable name for your own organisation.

Select **Declaration Type**

It is possible to:

1. Start a **New** declaration.
2. Make an **Extension** to add items to a declaration.
3. **Change** to update item properties in a declaration.

2. Create your declaration request.

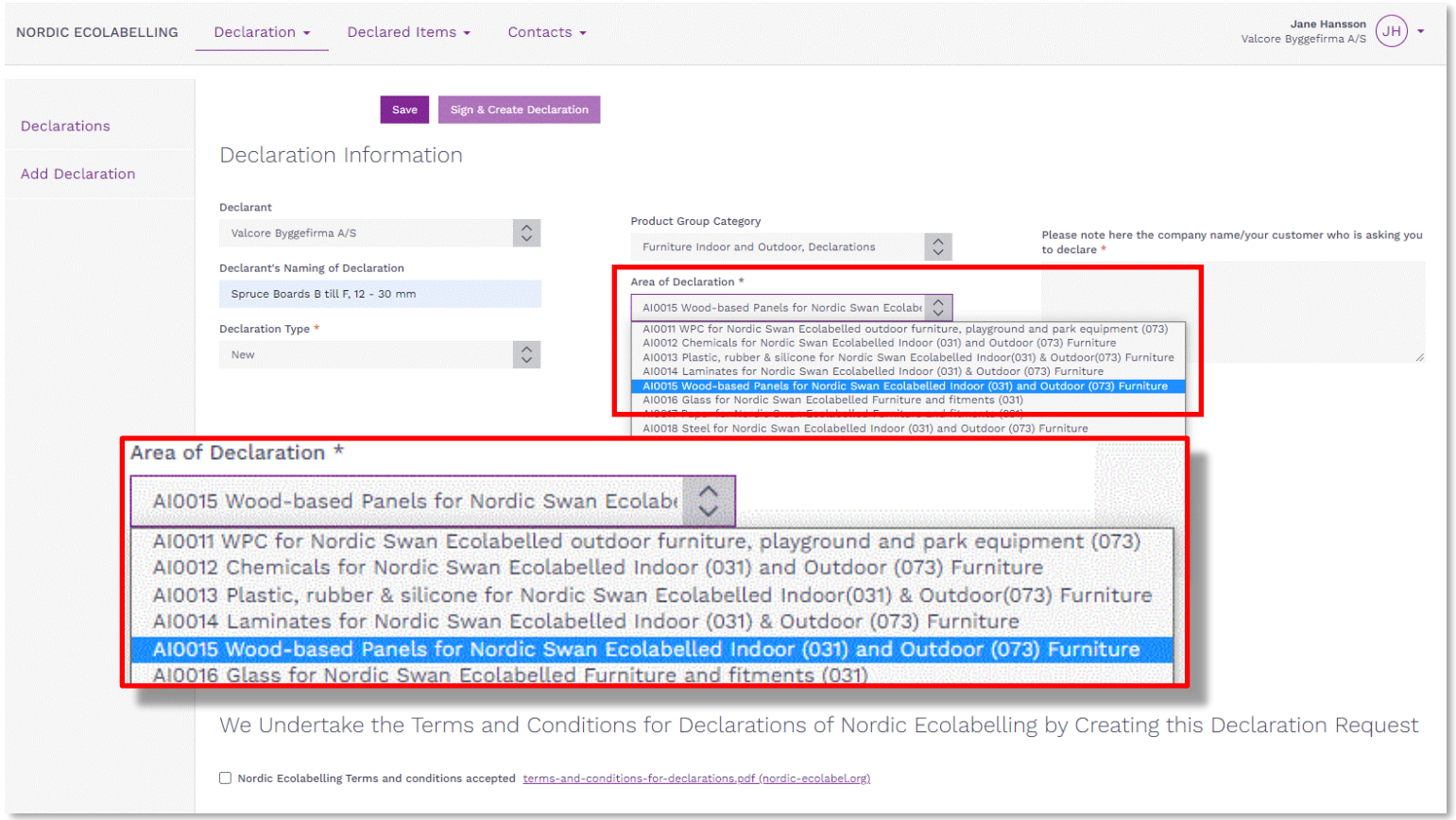


When you select **New** in the **Declaration Type** list, a set of new lists turns up with choices to make.

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**.

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

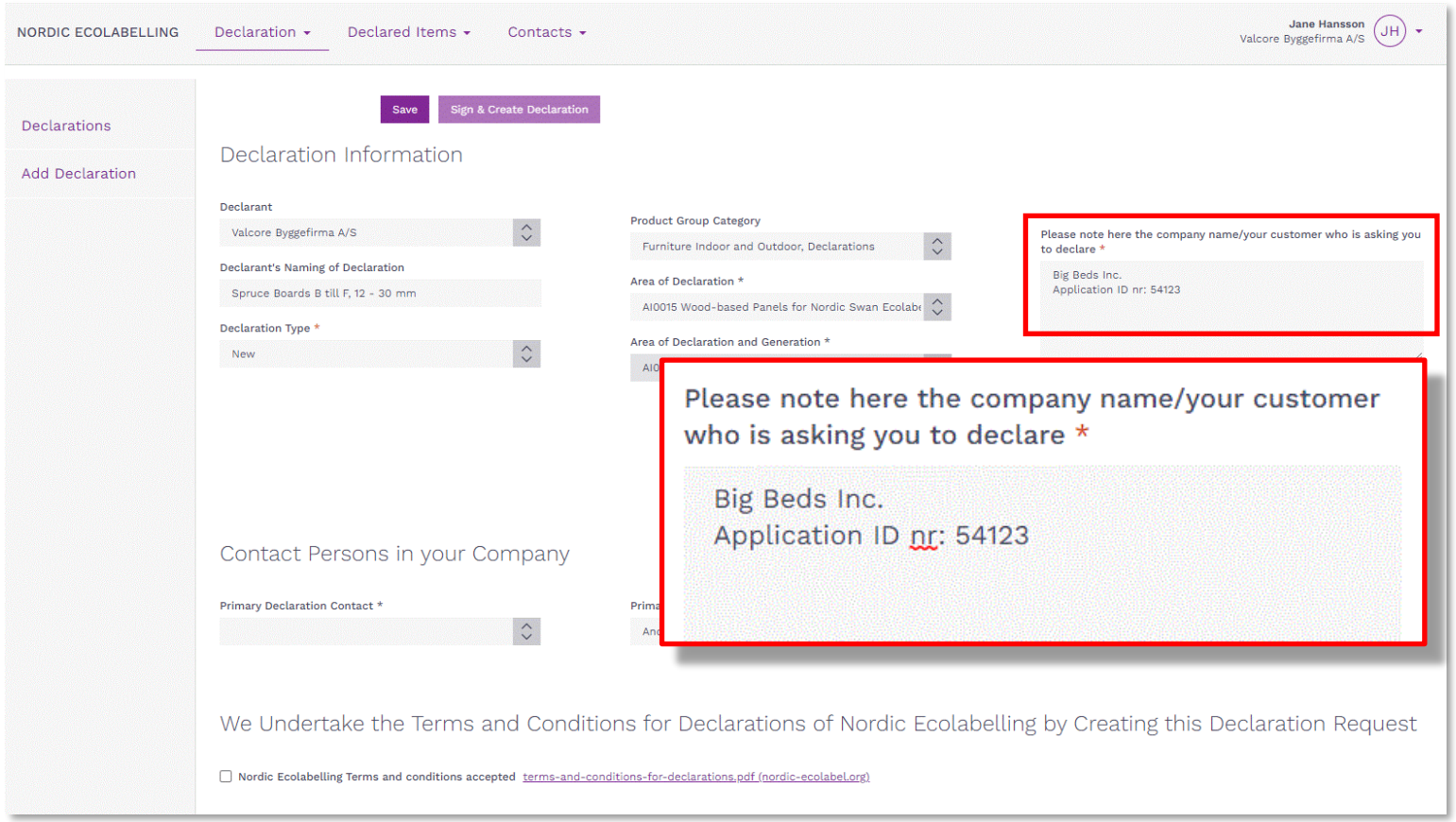
2. Create your declaration request.



Please, select **Product Group Category** for your declaration.

Then select **Area of Declaration.**

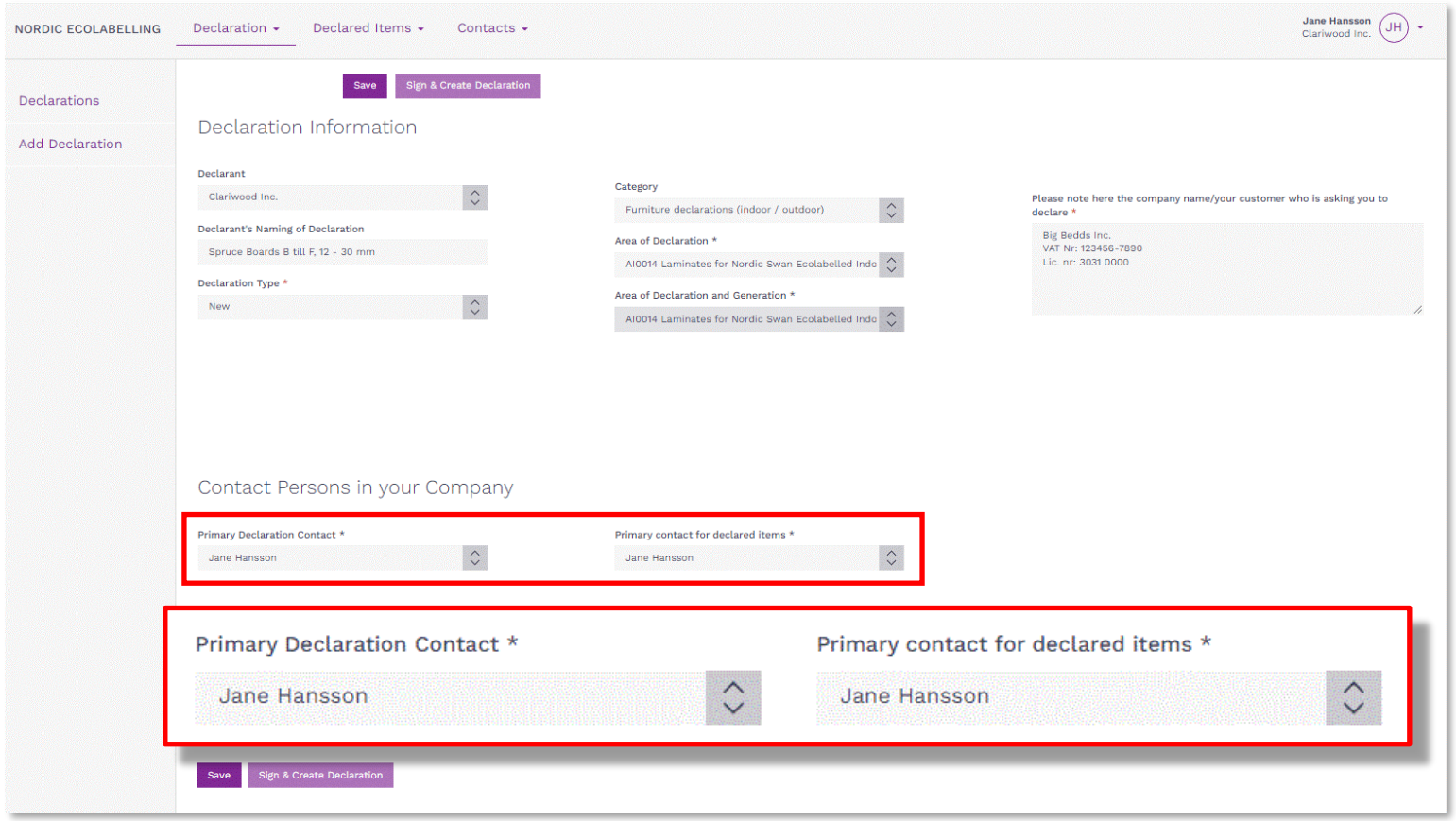
2. Create your declaration request.



Please fill in your customer's company name and **Application ID Number**.

Companies declaring chemicals, used in the production of printed matter, are asked to only write N/A in this field.

2. Create your declaration request.

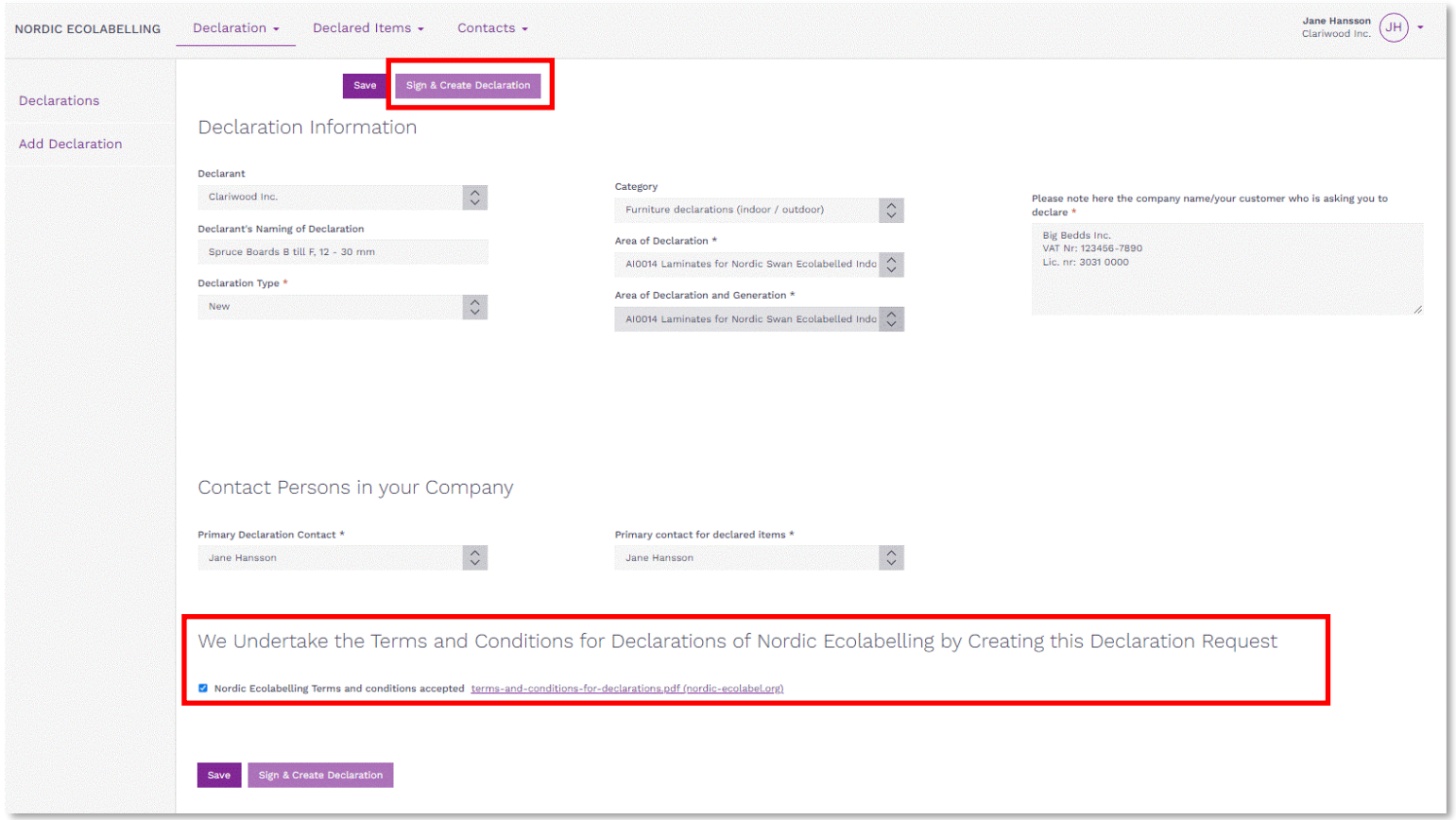


Please select a **Primary declaration contact** who is assigned responsibility for this specific declaration.

Then select a **Primary contact for declared Items**. It could 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.



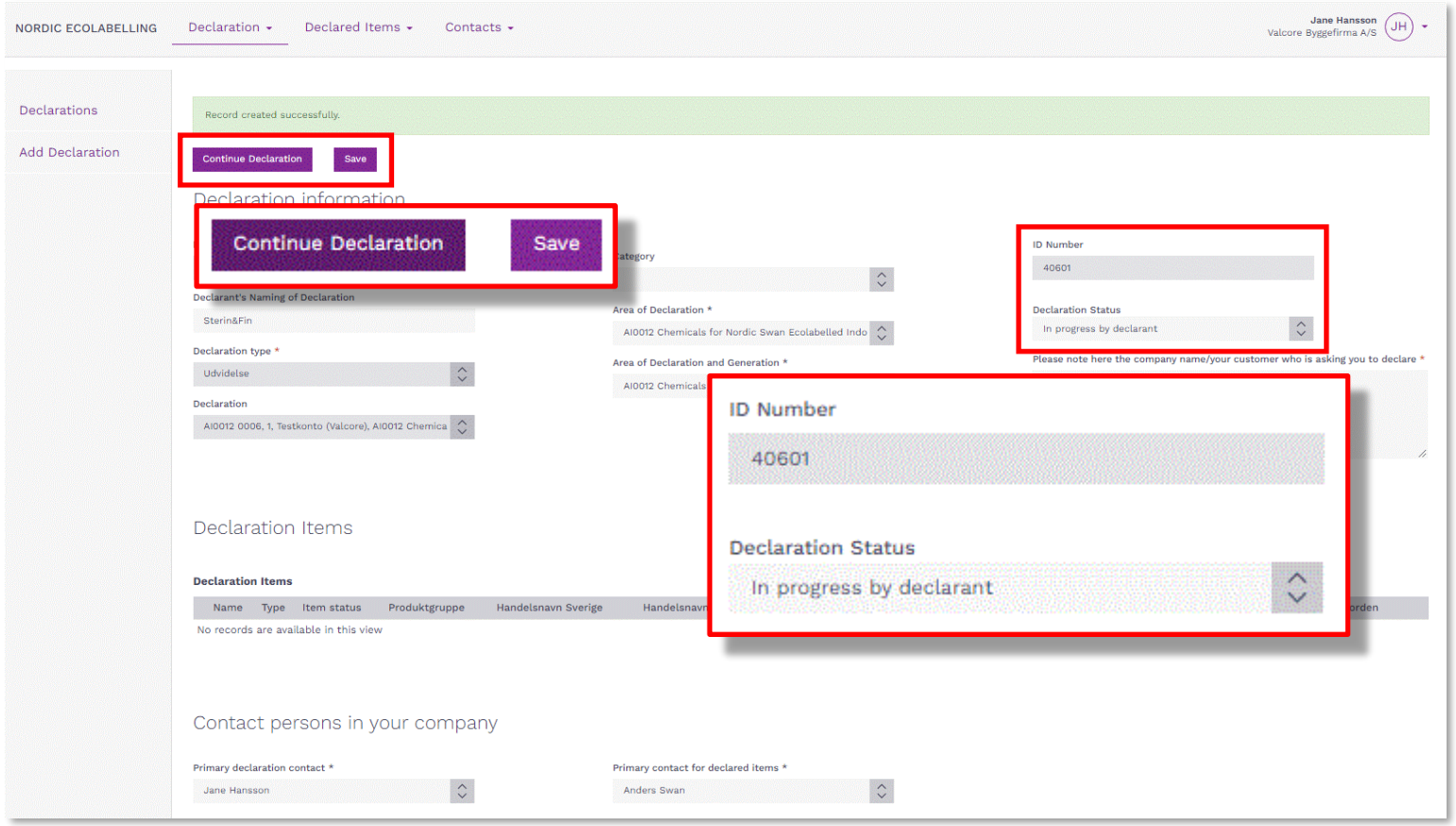
Please read the **Terms and Conditions for Declarations** carefully.

Then tick the boxes to confirm that your company accepts them.

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

Click to continue.

2. Create your declaration request.



Your declaration request is now created and provided with a **Declaration Number** and a **Declaration Status**.

Click **Continue declaration** to proceed and add items to your declaration.

Please note!

The number separator must be a decimal point. Never use a decimal comma.

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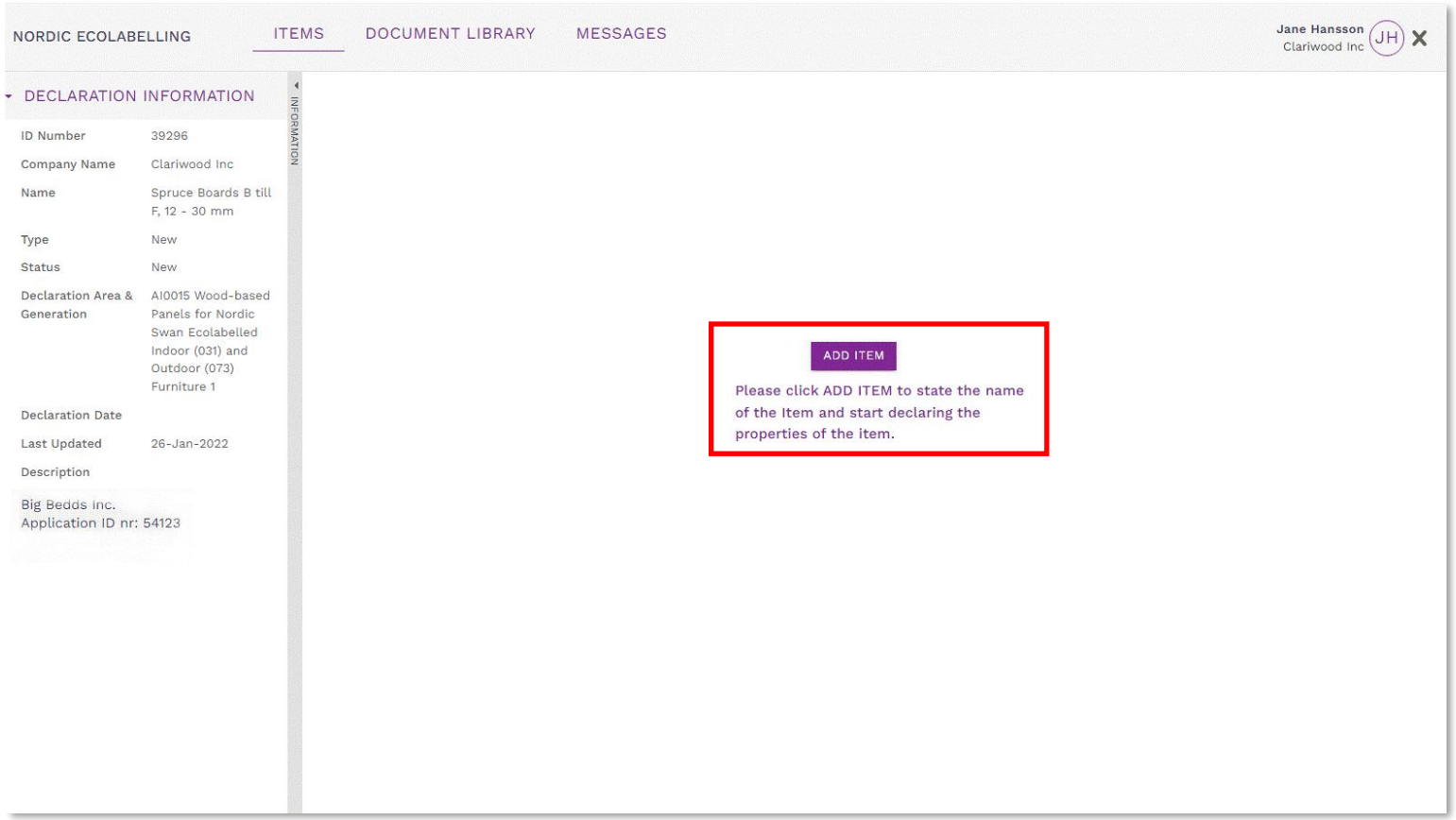
5. Add more items, submit your declaration, and notify your customer.

3. Add your items and declare their properties.

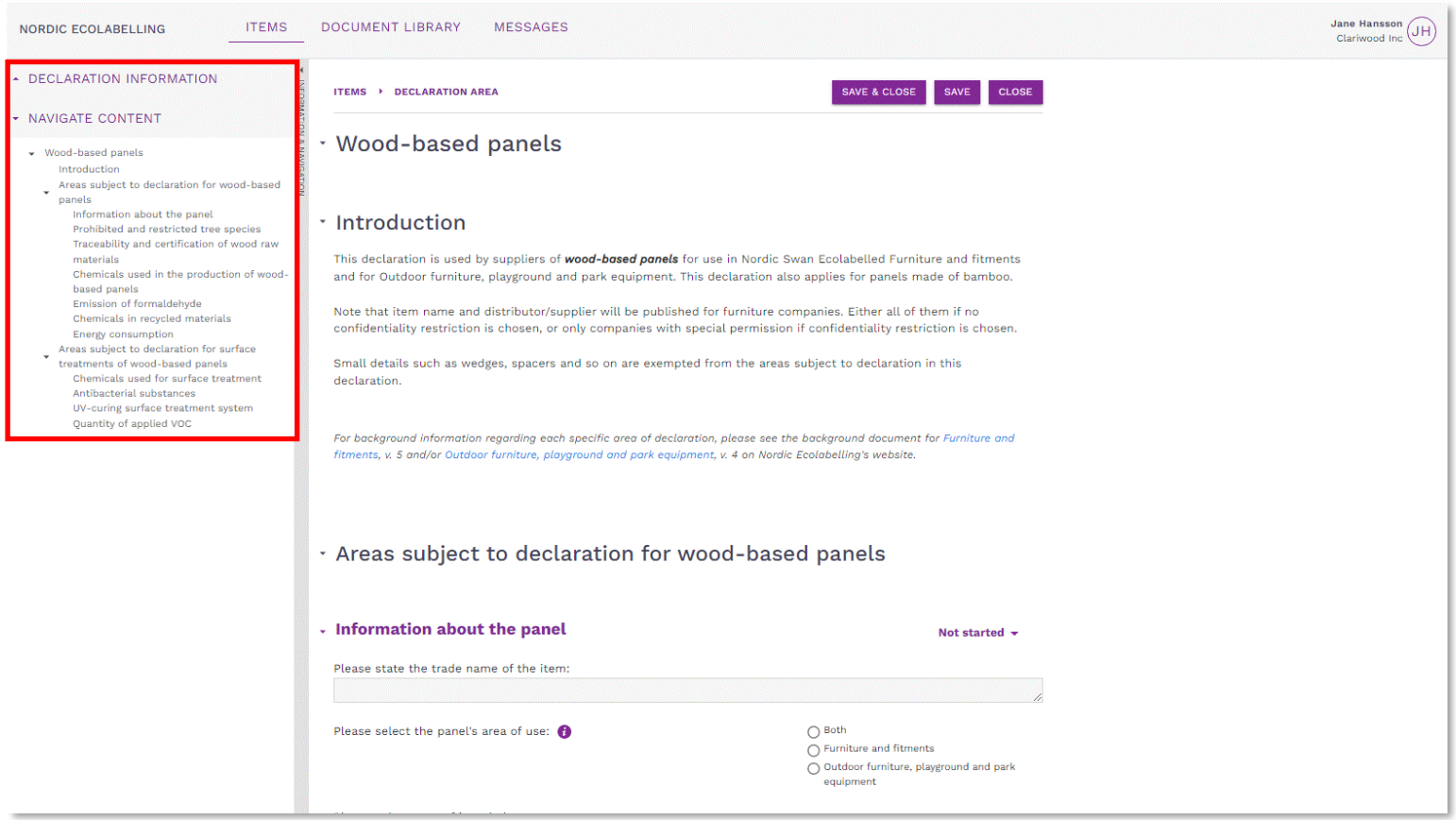


Click the **Add item** button, and add only the item(s) you intend to submit right now.

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

Once your customer has confirmed that your components are correctly declared, including information that can be of use in their application, you can proceed to step 5 and add more items to your declaration.

3. Add your items and declare their properties.

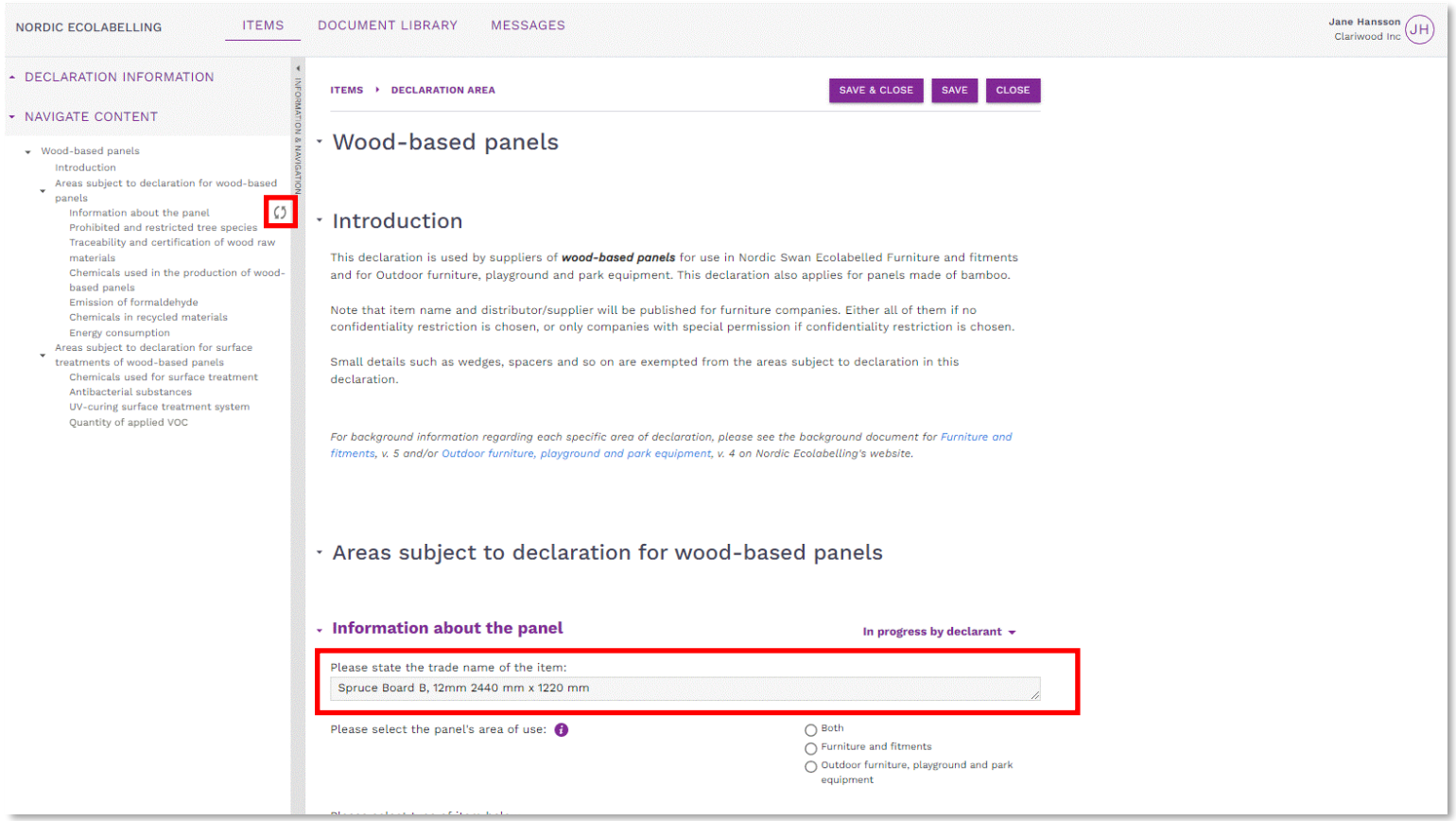


The **Navigate content** section gives you an overview when declaring the properties of each item. When you start declaring in a section, an icon appear to visualise the status for the section.

Clicking on a property heading in the navigation takes you to that property section.

It is possible to show and hide sections and scroll through the properties section.

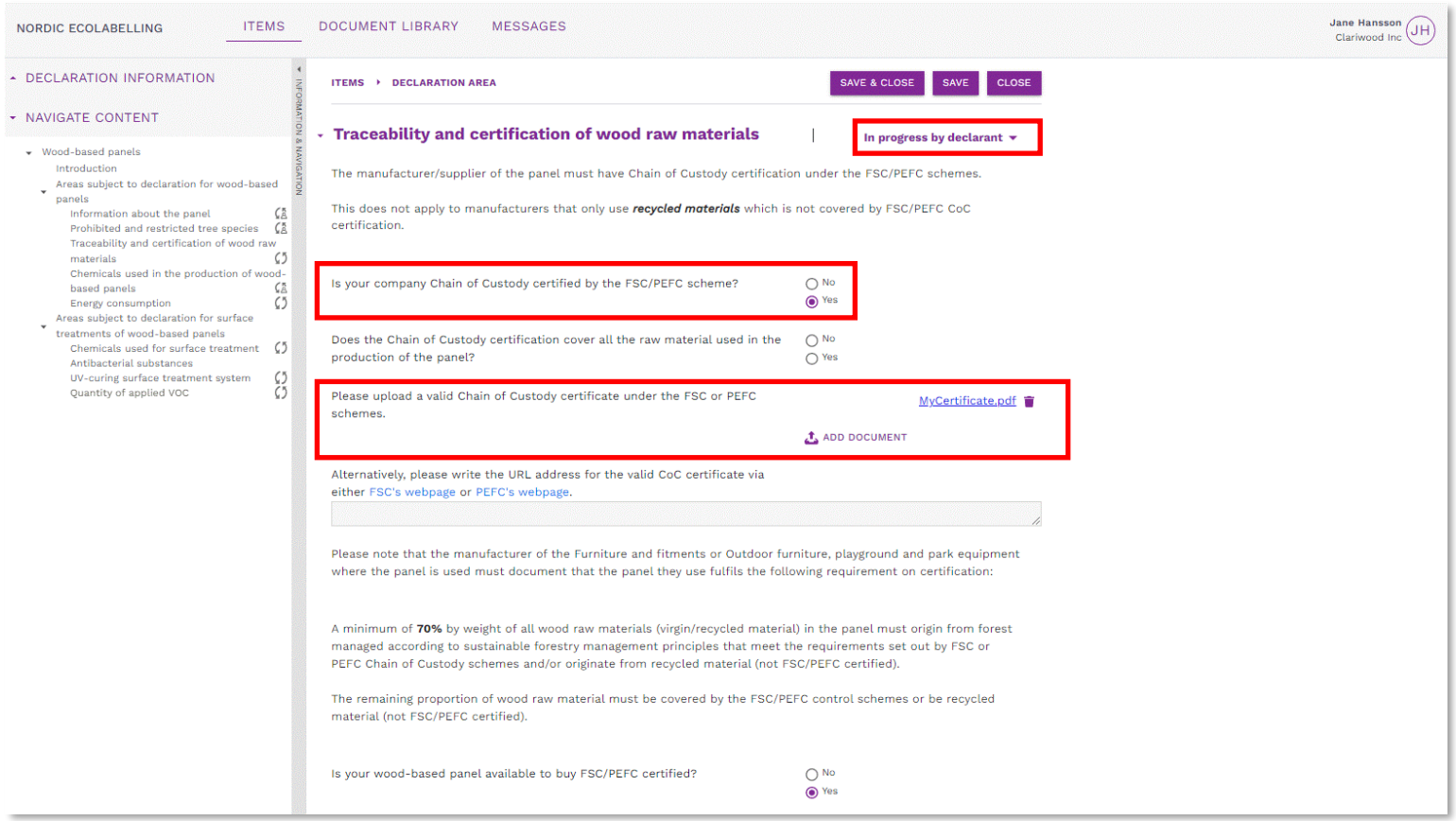
3. Add your items and declare their properties.



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

When you start to declare, the status text to the right will change and an icon, visualising the status, will appear next to the heading in the **Navigate content** section.

3. Add your items and declare their properties.

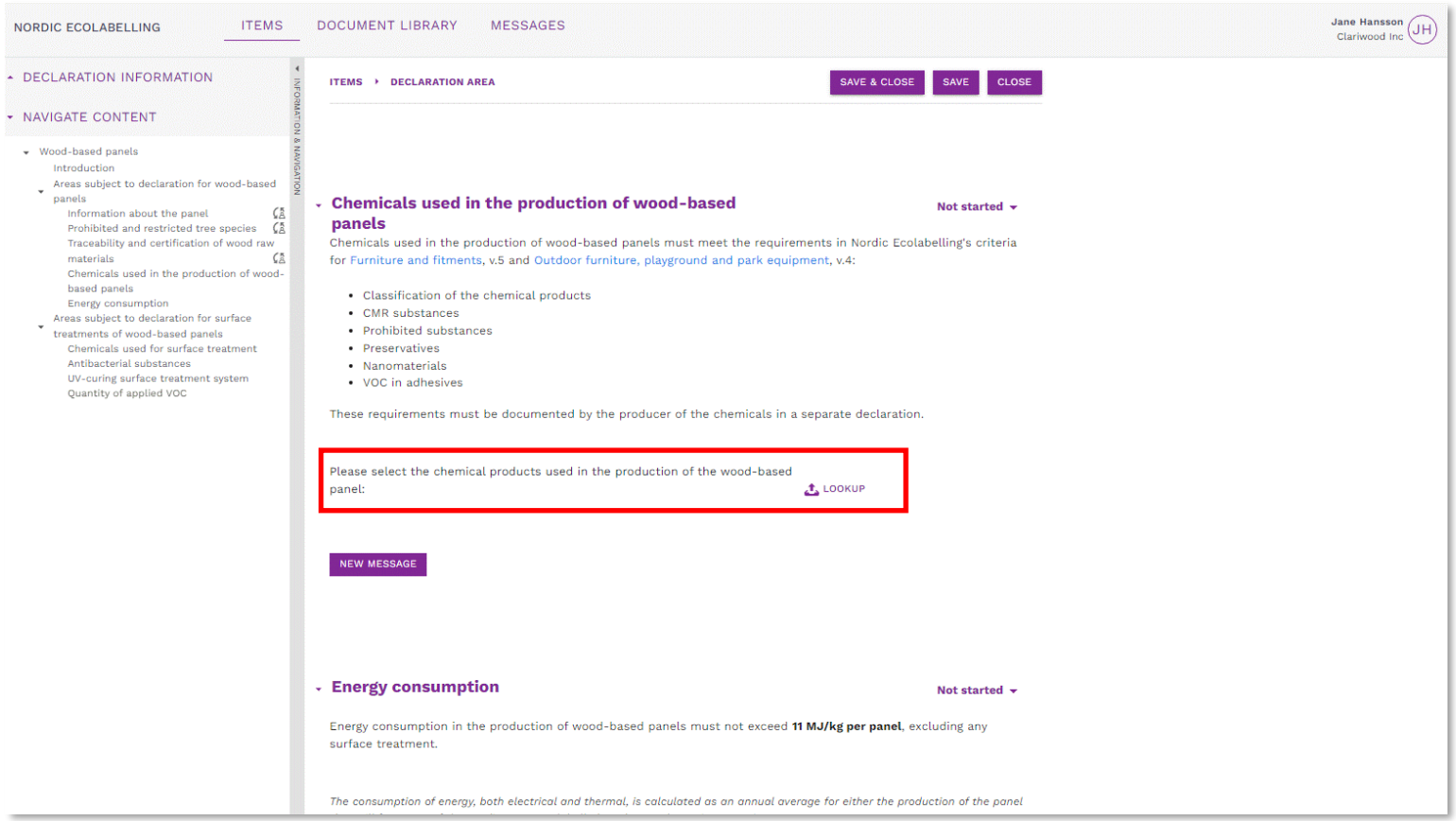


Declare the properties of your items by answering the questions in each section. When a document is requested, click **Add document** and connect relevant files from your **Document Library** to the section, or upload and connect a new file.

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 your items and declare their properties.

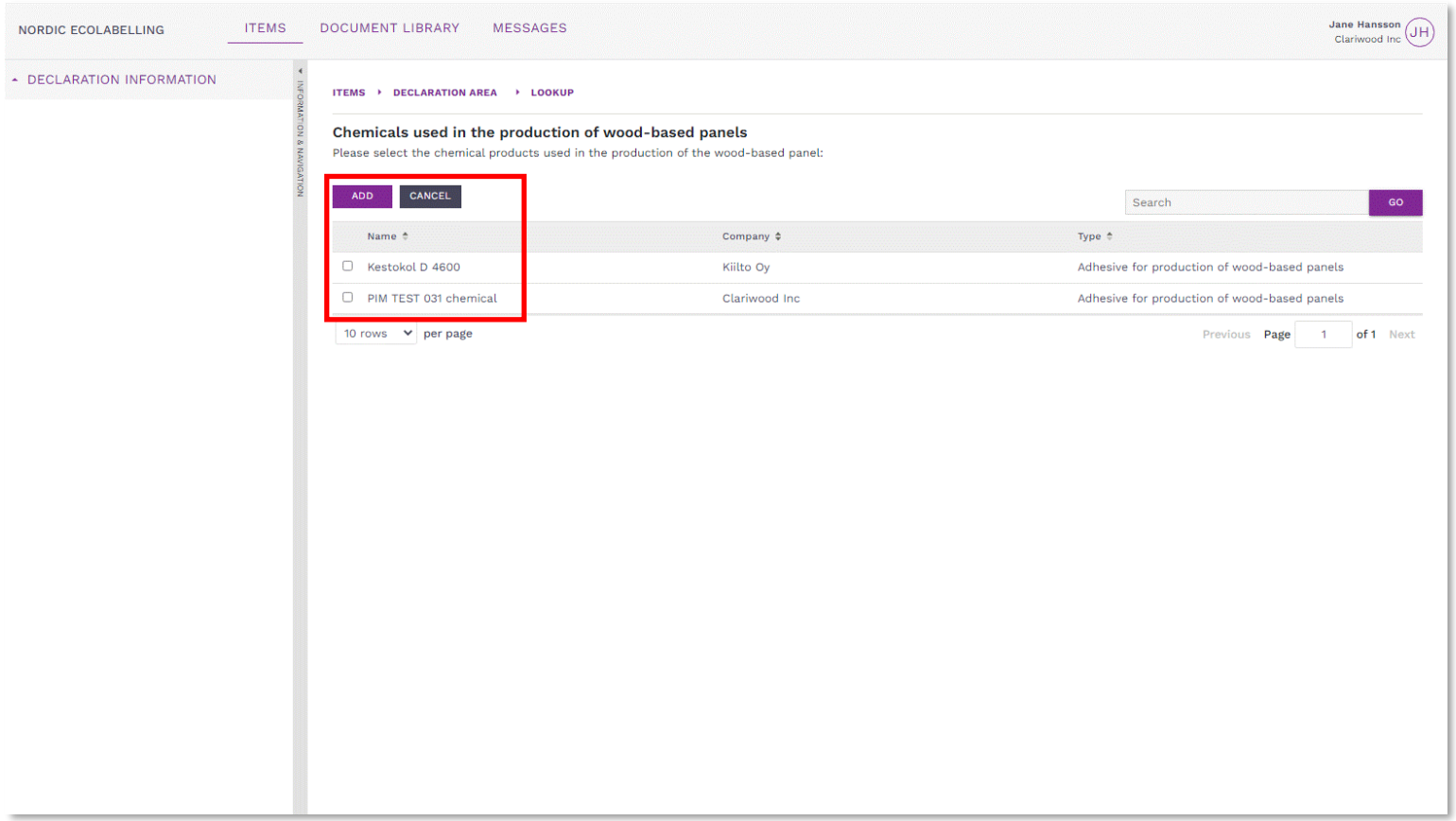


Select items from your manufacturers in the lookup.

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

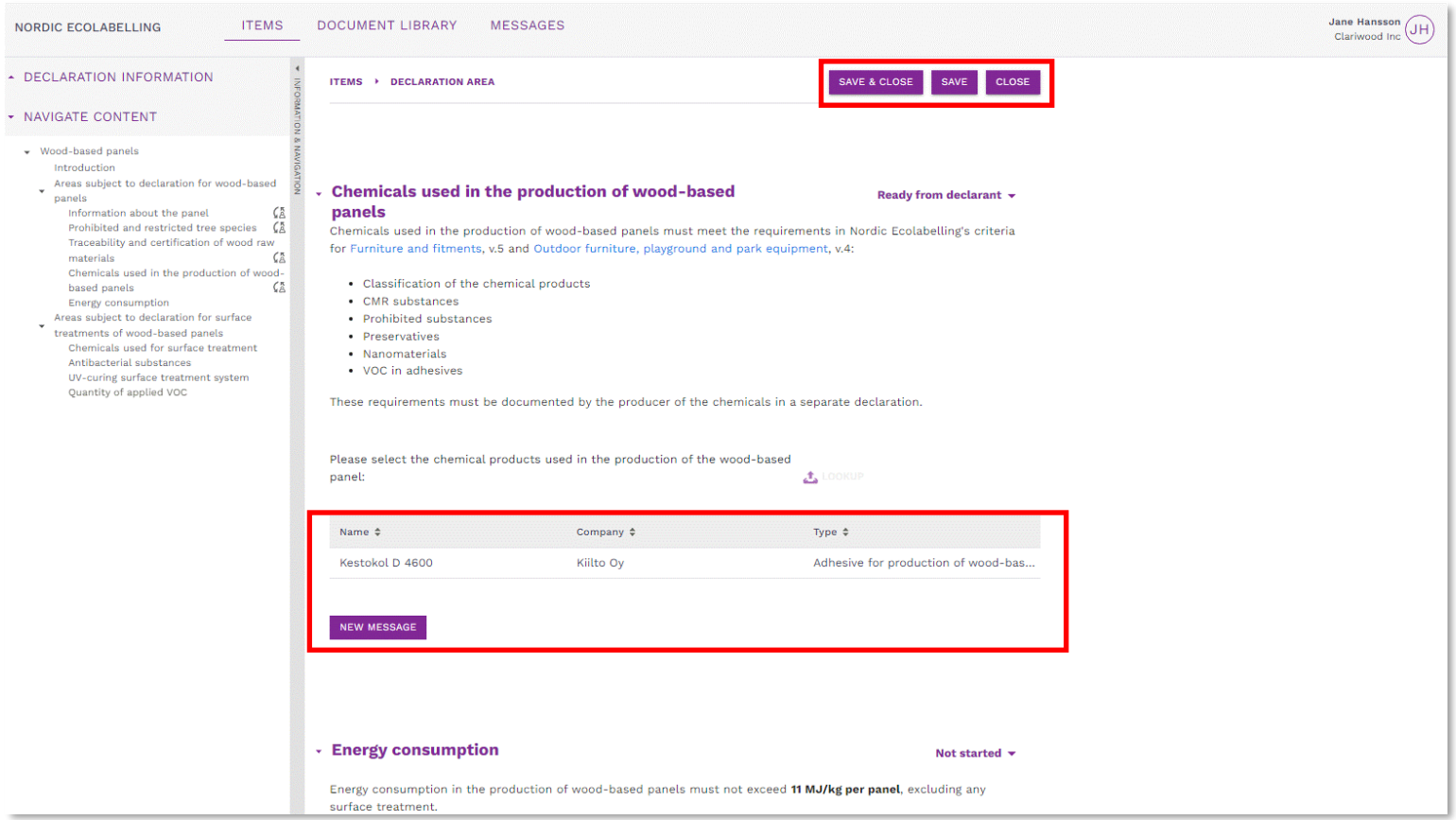
- Ask the manufacturer in your supply chain to declare the item for you.
- Provide them with your company name and your **Declaration ID Number**.

3. Add your items and declare their properties.



Tick the box to select which items from your manufacturers to use in the item you declare.

3. Add your items and declare their properties.

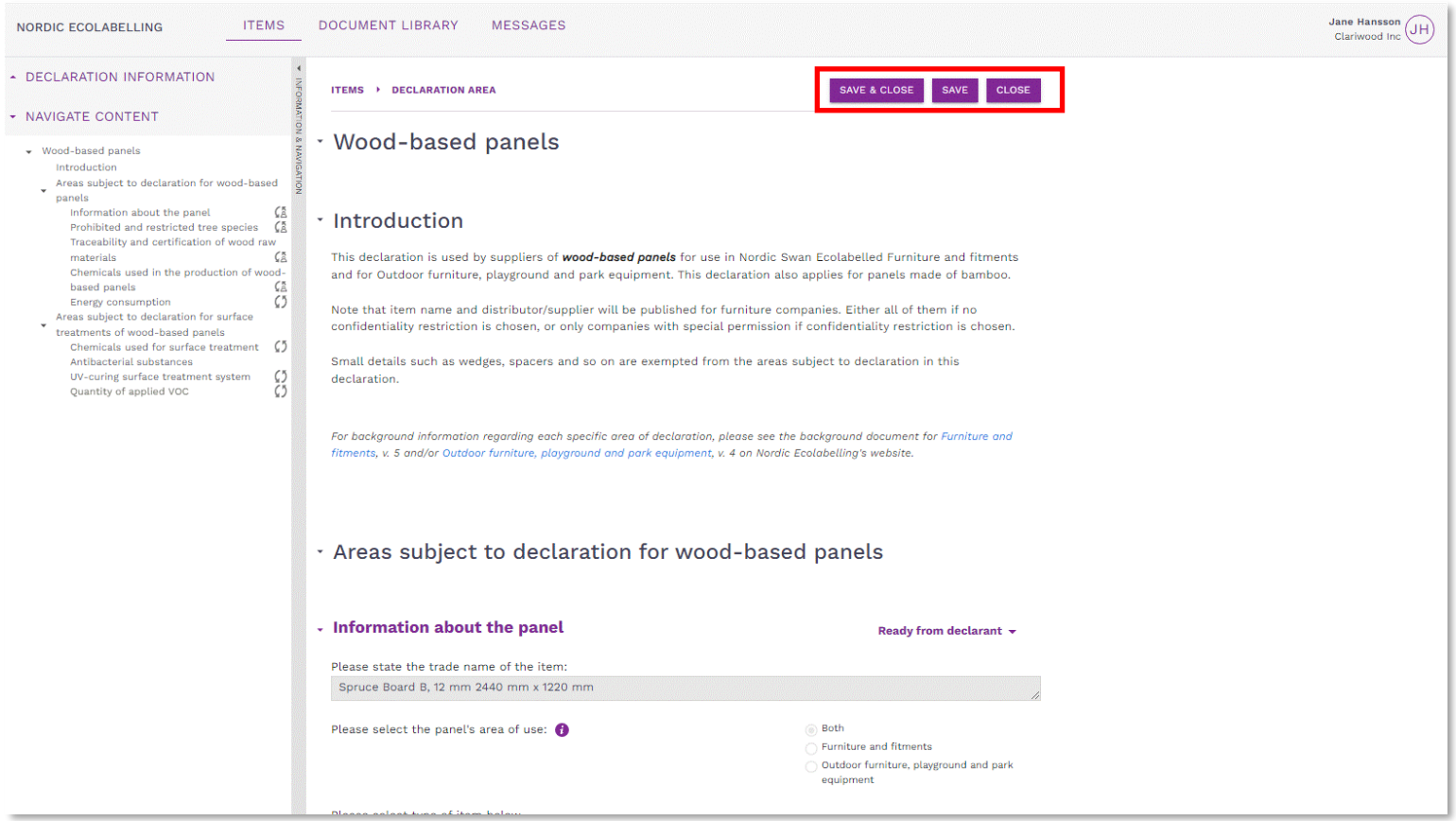


Your selected items from the lookup function now show up in your declaration.

You can use the **New message** button to add a comment to a declared property.

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

3. Add your items and declare their properties.

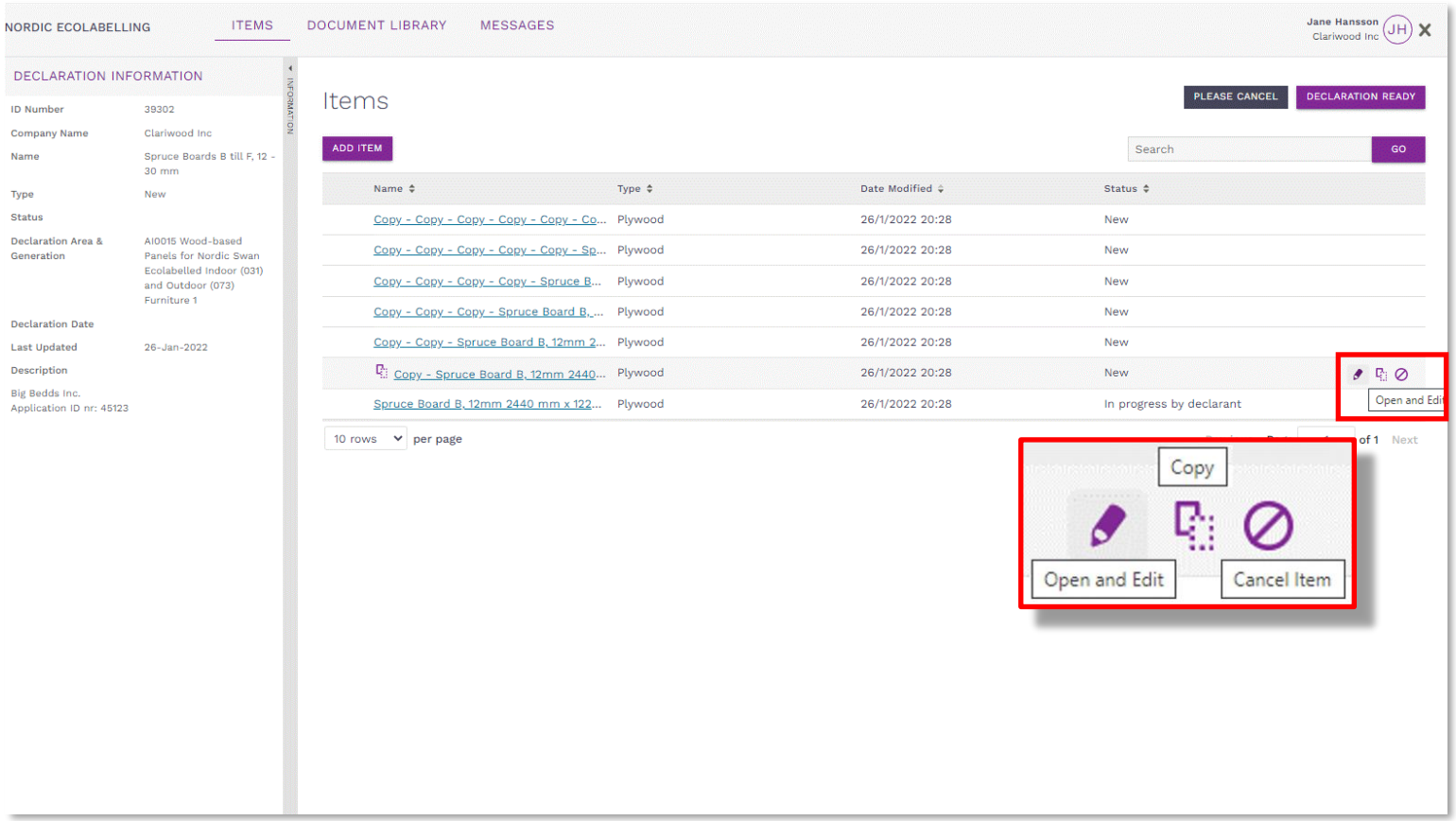


Please remember to use the **Save** button.

Use the **Save & Close** button to get back to the item overview.

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

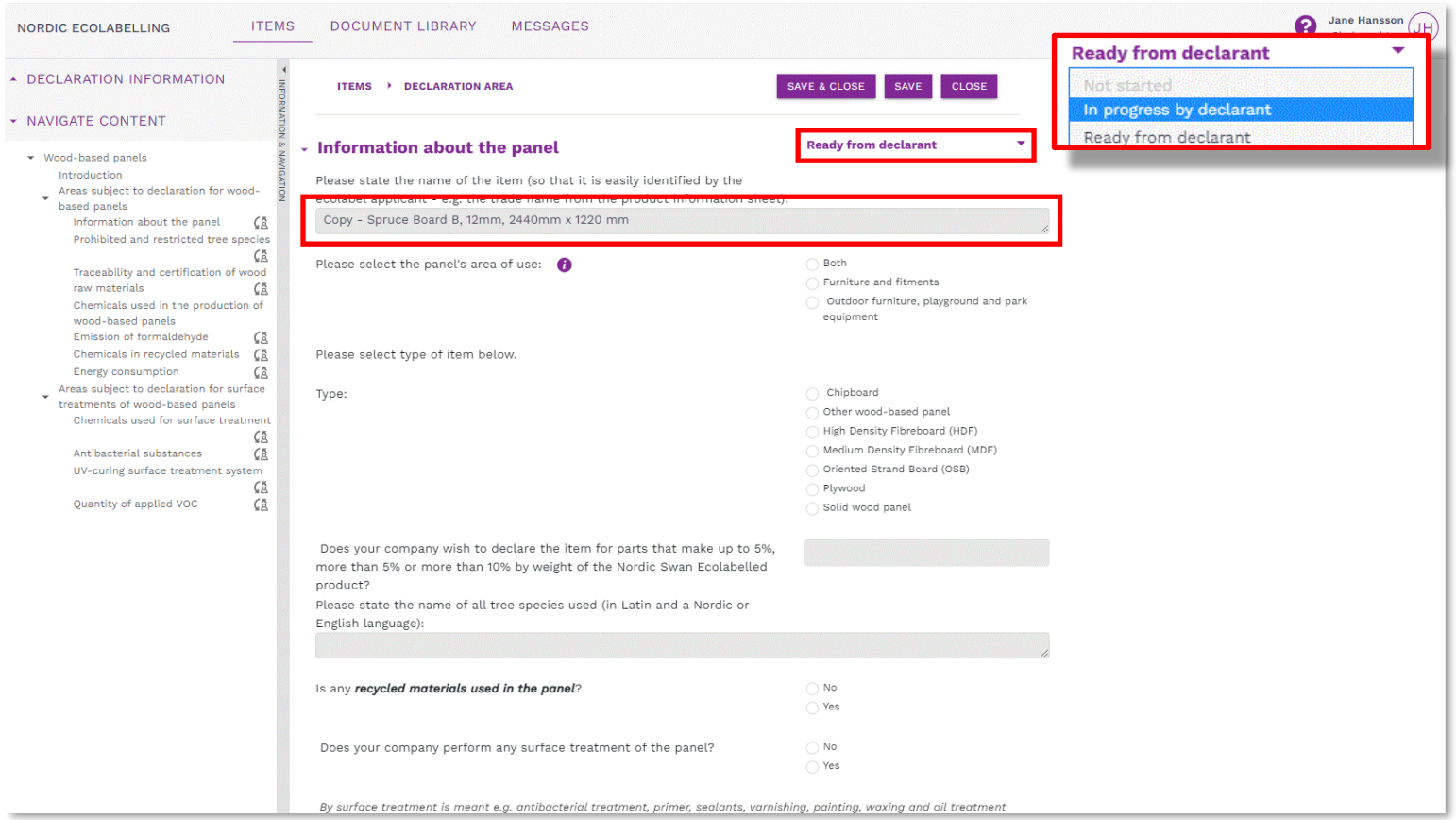
3. Add your items and declare their properties.



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.

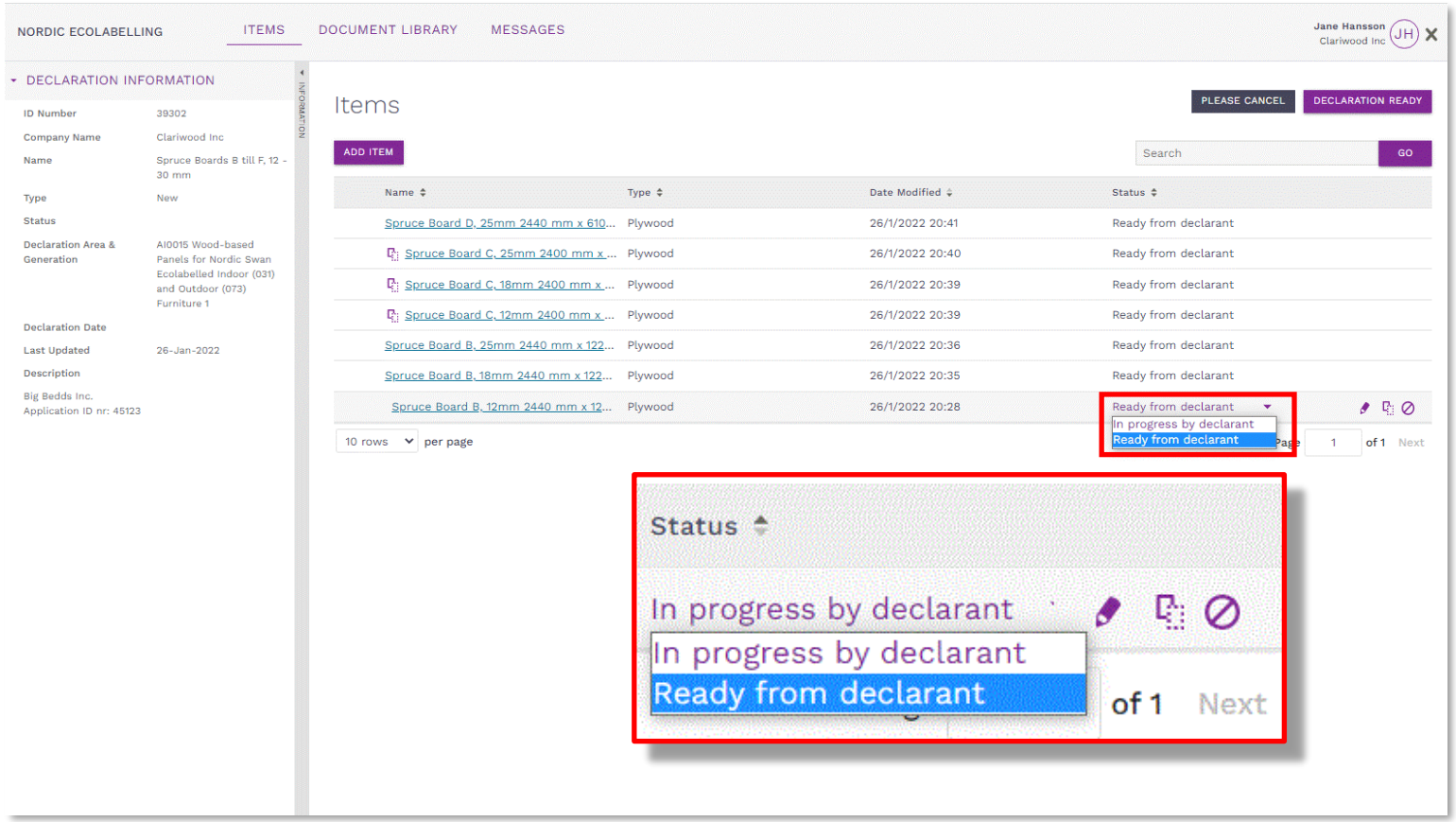


When you open a copy to make the changes, you first need to change the status description, in the section you want to change, from **Ready from declarant** to **In progress by declarant**.

Then make the changes and finish by changing 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. Add your items and declare their properties.



Please change the status of each item from **In progress by declarant** to **Ready from declarant.**

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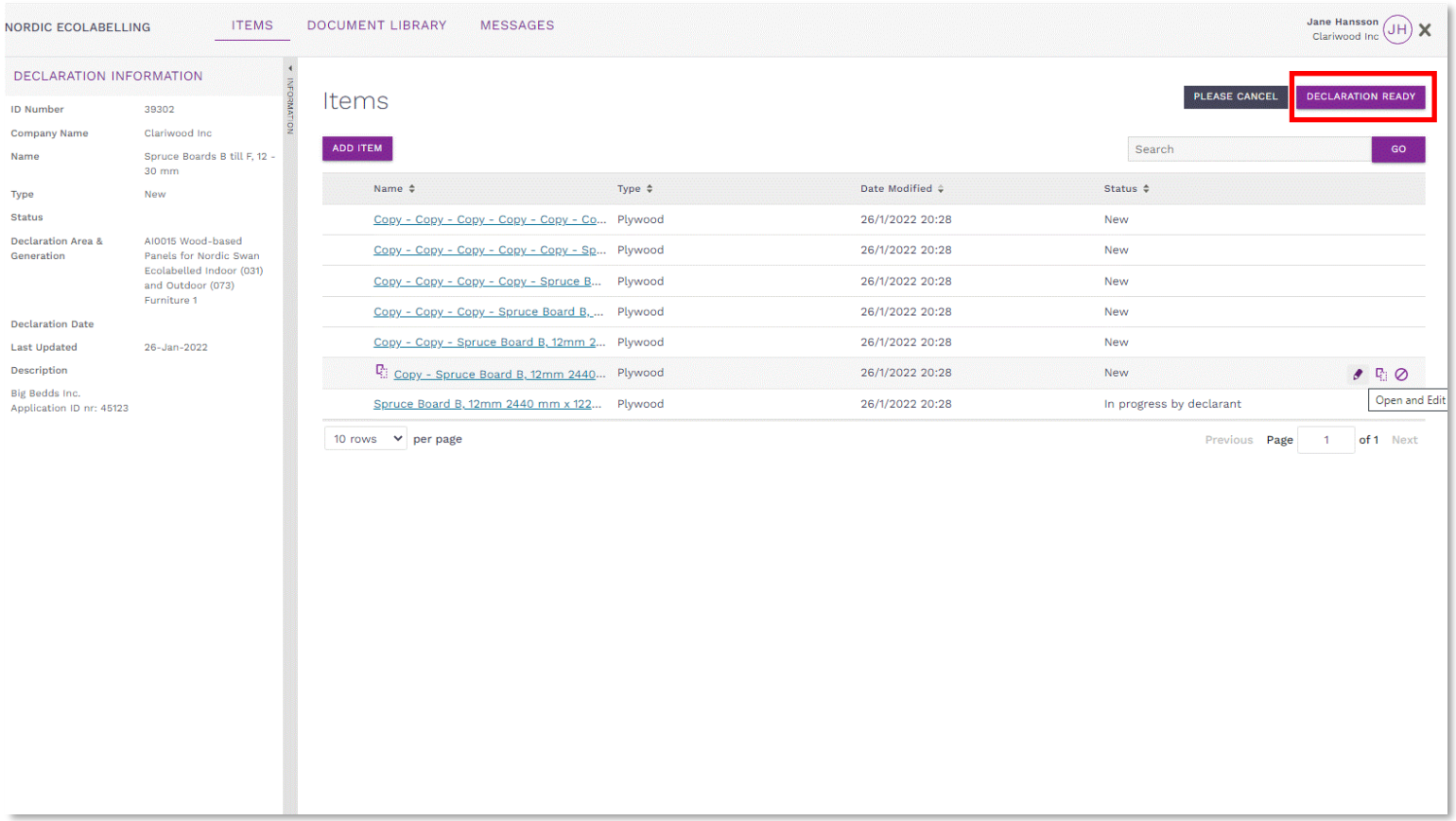

When you have finalised your declaration, please submit it by clicking the **Declaration ready** button.

A submission date, called the **Declaration date**, will appear in the **Declaration information** section.

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

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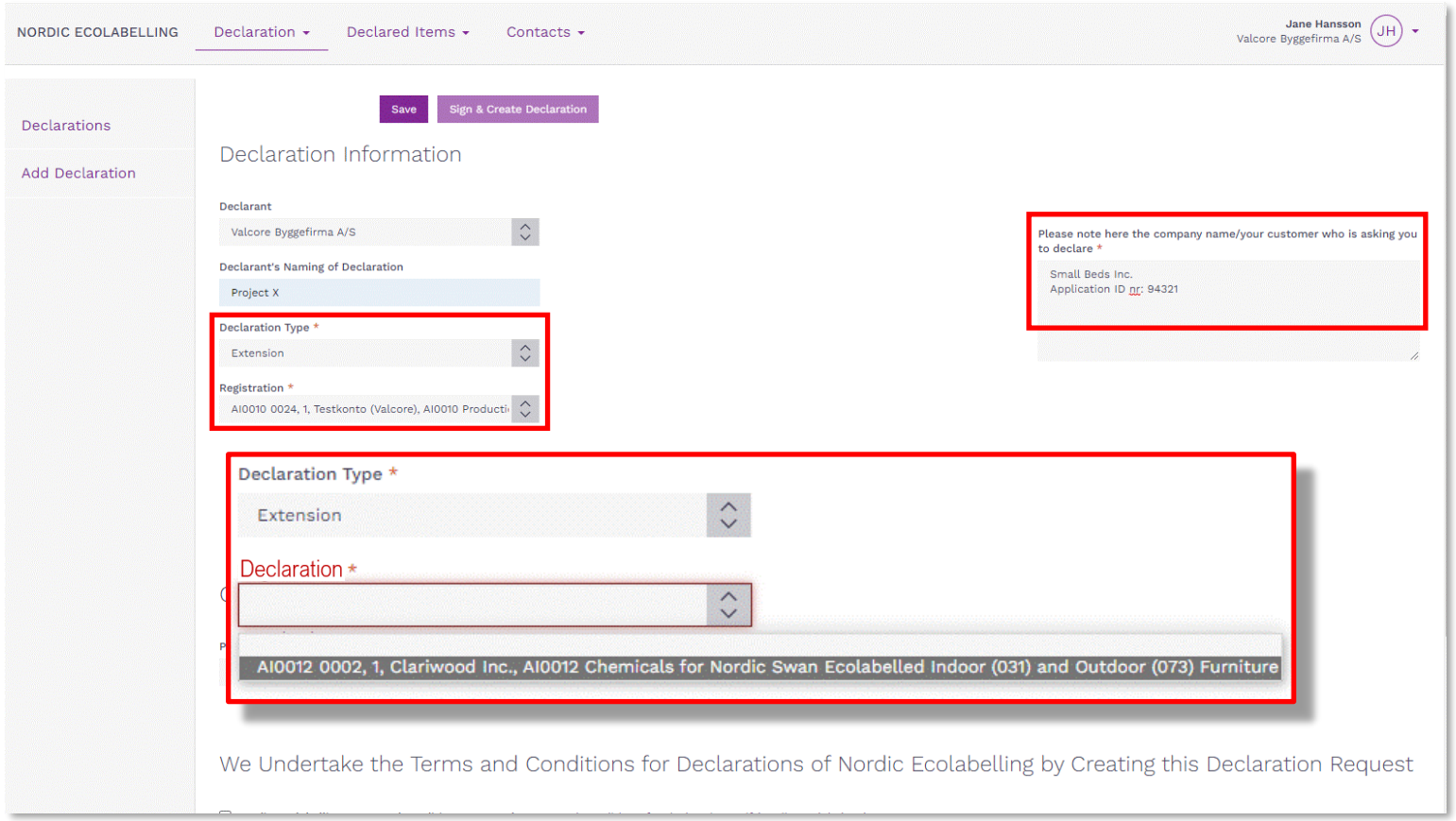

Please select **Declaration Type Extension** to add items to an existing declaration.

Then select the declaration you will add more items to, e.g. AI0012...

Fill in your customer's company name and **Application ID Number**.

Please select a **Primary declaration contact**, add more items, declare the properties of your item(s) and submit the extension.



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Supply chain declarations

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