Dear Chemical Supplier for the Printing Industry,

The Nordic Ecolabel is the official ecolabel of the Nordic countries, managed by Nordic Ecolabelling. We have recently revised our criteria for the printing industry and envelope manufacturers. More than 450 ecolabelled companies must now re-apply for their license. Companies applying for the Nordic Ecolabel need access to chemicals approved by Nordic Ecolabelling.

My Swan Account

Nordic Ecolabelling has developed a new on-line application tool known as "My Swan Account" for our Nordic Ecolabelled licenses. The purpose of My Swan Account is to make it easier for all stakeholders involved in the application process.

As a part of My Swan Account we have also developed a completely new database for chemicals. This database will be used by the companies applying for Nordic Ecolabelling.

Approved chemicals

Adding your chemicals to the database and having them approved by the Nordic Ecolabelling gives you an opportunity to be found by many printing houses. The inspection of your chemical is free of charge.

Upload your information

As a supplier/manufacturer, you upload your own documentation about your chemicals to the on-line database. Of course we will be happy to help you if you run into any problems. By using My Swan Account, you and your company will be able to offer your products to all printing houses that are applying for the Nordic Ecolabel.

Information entered in the database is confidential. Note that only the production chemicals that meet the requirements will be listed. The only information that will be visible to the printing companies is the:

- trade name of **approved** chemical
- supplier
- area of use
- assigned point
- VOC content

Personal account

You will be issued with a personal account to ensure that you can attest that all the information is correct in a secure manner. Note that the person who first is registered in My Swan Account will be the main contact person and responsible for all the company's chemicals, contact information and user accounts. If several people in your company are to enter/process the information in the portal, each of them will need their own personal account.

The main contact person can create personal accounts for the other users in the company.

Log into My Swan Account at:

https://account.svanen.nu/

By logging into the system you confirm your acceptance of the User Agreement. Please read it carefully.

To request username and password, send an e-mail to <u>chem@svanen.nu</u> containing the information below.

- Company Name
- Telephone (switchboard)
- Country (Nordic country that you prefer to manage your application)
- First name to contact person
- Last name to contact person
- E-mail address to contact person
- Direct phone number to contact person

'Specify also your area of activity: are you a producer of chemicals for printing industry or for pulp and paper industry?

Important

Many printing houses are now beginning their re-application process and need immediate access to approved chemicals. Make sure that you start adding your chemicals as soon as possible.

Further information about Nordic Ecolabelling of printing companies, paper and pulp is available at:

www.nordic-ecolabel.org/portals/paper/

FAQ regarding My Swan Account is available at:

www.nordicecolabel.org/portals/paper/my-swan-account1/faq/

Best regards,

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