Stakeholder Communication to Encourage Sustainable Procurement through E-Procurement Systems

Electronic Procurement systems have the potential to support a transition to sustainable



procurement by default. In order for this transition to occur, stakeholders in this area must communicate their needs to one another. This document is intended to help spur discussion between the following stakeholders groups:

- Product Buyers to Product Vendors
- Product Buyers to E-Procurement System Providers
- Product Vendors to Product Manufacturers and Distributors
- All Stakeholders to Environmental Product Certifiers and Data Aggregators

The order or requests is not intentional, the requests can be completed in any order and will help reach the goal of sustainable procurement by default.

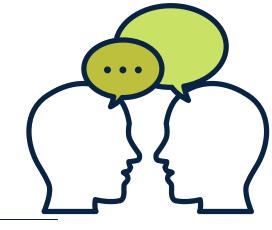
Users of this resource can edit it to fit their organizations specific needs. To edit the document use this link: https://tinyurl.com/39ybekyt and create a Canva account. If you choose to edit the resource please contact the Empower Procurement team by reaching out to Billie Holecek at bmholecek@lbl.gov to let us know how you're editing the document and who you are sharing it with, this will help us keep to document up to date and learn about user best practices!







Stakeholder Communication: Buyers to Vendors



This document can be used to help communicate information needs between product buyers and product vendors. Please share and edit this document based on your specific needs.



What You Want

What To Request



Product Specific ID

For all products, define the manufacturer product number and UPC. Do not change to only SKU #'s or any ID that can easily change

Ability to tag products

Build filtering options that allow item tagging by user desired fields. Examples include product certification, most efficient, etc.

Only display/share products that meet the organizations requirements

Limit offerings to products that meet organizations specifications by blocking non-compliant options or allowing the buyer to block non-compliant options

Searching and Filtering Options

Allow buyers to search for items by using multiple filters (E.g. Energy Star Certified and Organizations Preferred Product List)

For more information, contact the Berkeley Lab Empower Procurement Team:

WEBSITE

EMAIL

empowerprocurement.com

bmholecek@lbl.gov

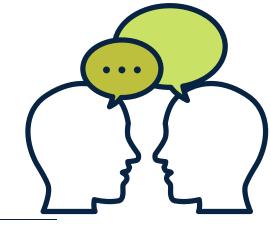


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Stakeholder Communication: Buyers to Vendors Continued



This document can be used to help communicate information needs between product buyers and product vendors. Please share and edit this document based on your specific needs.



What You Want

What To Request



Product Labeling

- Provide images of Third Party Certifications, ISO's, and Ecolabels with links to the governing organizations to best interpret a what the guidance means.
- When there is not a third party certification, ISO, or Ecolabel provided by a third party share environmental attributes with data verification



Sustainability Reporting

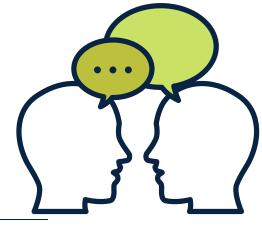
- Provide vendor data sheets that track the supply chain data of the product
- Create reporting capabilities that allow system users to define what information they would like contained in reports.







Stakeholder Communication: Buyers to E-Procurement System Providers



This document can be used to help communicate information needs between product buyers and e-procurement system providers. Please share and edit this document based on your specific needs.



What You Want

What To Request



Ability to tag products

Build filtering options that allow item tagging by user desired fields. Examples include product certification, most efficient, etc.



Searching and Filtering Options

Allow buyers to search for items by using multiple filters (E.g. Energy Star Certified and Organizations Preferred Product List)



Ability to block items

Limit offerings to products that meet organizations specifications by blocking non-compliant options or allowing the buyer to block non-compliant options



Sustainable Procurement Reports

Create reporting capabilities that allow system users to define what information they would like contained in reports e.g. carbon footprint, water use, energy use, social impact, etc.

Contract Writing Modules:
Automatic Inclusion of Required
Clauses for Sustainability

Add automation to include contracting language based on products or services included in contract

For more information, contact the Berkeley Lab Empower Procurement Team:

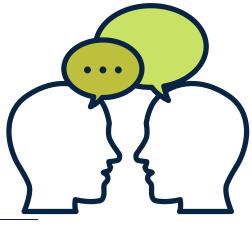
WEBSITE EMAIL empowerprocurement.com
bmholecek@lbl.gov







All Stakeholders to Environmental Product Certifiers/Data Aggregators



This document can be used to help communicate information needs between stakeholders and environmental product certifiers/data aggregators. Please share and edit this document based on your specific needs.



What You Want

What To Request



API Information

Provide a training regarding how to incorporate APIs into stakeholder systems



Consistent Product ID

If applying a new certifier specific numbering scheme, keep manufacturer ID with product information



Access to certified data

Make data available in an easily importable dataset



Transparency of Sustainability Certifications

Provide information on what a product needs to qualify for the sustainability certification/label you offer



Photos of Products

Display an image of all items certified



Static Links

Provide static links to all products certified that can be included in contracts.

For more information, contact the Berkeley Lab Empower Procurement Team:

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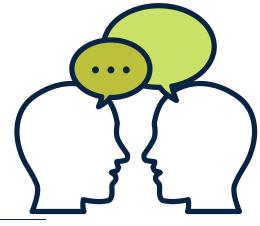


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Stakeholder Communication: Vendors to Manufacturers and Distributors



This document can be used to help communicate information needs between vendors and manufacturers/distributors. Please share and edit this document based on your specific needs.



What You Want

What To Request

Product Coding to Include Information about Certified Product Attributes

For every product sold identify and display the relevant certification and/or indication of verified environmental claims



For every product with an environmental certification, provide a static link to the certification



Photos of Products

Display an image of all items sold









Stakeholder Communication: Universal Stakeholder Needs



Some stakeholders may have differing needs, however some needs are universal. The request below are needs that we have identified as relevant to all stakeholder groups.



What You Want

What To Request



Product Specific ID

For all products, define the manufacturer product number and UPC number. Do not change to only SKU #'s or any ID that can easily change



Ability to tag products

Build filtering options that allow item tagging by user desired fields. Examples include product certification, most efficient, etc.



Searching and Filtering Options

Allow buyers to search for items by using multiple filters (E.g. Energy Star Certified and Organizations Preferred Product List)



Ability to block items

Limit offerings to products that meet organizations specifications by blocking non-compliant options or allowing the buyer to block non - compliant options



Sustainable Procurement Reports

Create reporting capabilities that allow system users to define what information they would like contained in reports e.g. carbon footprint, water use, energy use, social impact, etc.

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Resources

Below are resources identified over the course of the working group that can be used to support the language above. If you have a resource you would like to add to the template please email bmholecek@lbl.gov with your request.

<u>Environmental Claim Verification: Findings and Recommendations to the Massachusetts</u> <u>Operational Services Division By Alicia Culver</u>

Empower Procurement Contracting Language





