

At ETCH Sourcing, we're creating connections between sourcing and an open-sourced toolbox full of sustainable procurement (SP) opportunities that can guide supply chain and sustainability professionals through each step of the procurement process, with a respective UN Sustainable Development Goal in mind.

Organized by spend category and in line with the UN Standard Products and Services Code, our SPARK Series highlights some of the most innovative opportunities in Supply Chain.



Category Focus: Office Equipment

Printers – Lights Fixtures – Computers – Vending Machines – Water Coolers

Industry Quick Facts – click on each icon to navigate to the relevant industry source

Businesses can **save \$59 million** per year by adopting a paperless office policy



An estimated **30% of energy used** by commercial buildings in the U.S. is wasted



Over **1.5 billion pounds** of greenhouse gas emission is produced by home office equipment each year



Quick Win SP Opportunities

Actionable Opportunity

1 Prioritize the **use of e-documents** over printed documents.

Tangible Benefits

- Reduced paper consumption and waste.
- Cost savings from reduced print spend related materials.

Measure Success

- A paperless office will reduce energy spend
- Cost saving from omitting ink cartridges, and printer maintenance in budget

2 Install **energy efficient light fixtures** such LEDs or other incandescent alternatives.

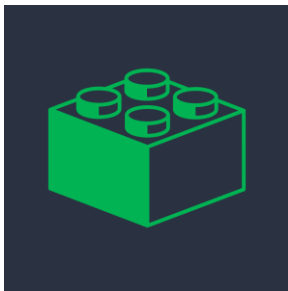
- LEDs use about 25%-80% less energy than traditional incandescent lightbulbs.
- Energy efficient bulbs last 3 to 25 times longer.

- Reduction in energy consumption.
- Higher lifespan light fixtures reduced material waste sent to landfill.

3 Procure **environmentally preferable office products** such as **reusable articles** to limit stationery waste

- Proactively reduce waste in the environment.

- Reusable items will improve organizational inventory control and increase cost savings.



Procurement Disruption in Action: Office Equipment



Energy STAR certified equipment can yield larger cost savings over the lifetime of the equipment by greatly reducing the kilowatt-hour energy consumption during usage. Also, energy-efficient equipment with features and performance similar to non-certified equipment is comparable in cost.

SP Process Guide

Category Management



Assessment

1. Assess your product energy consumption and performance; measured and verified with testing, ask for these specific reports from your suppliers.
2. Perform cost analysis of upgrading to new higher performance office machines.
3. Assess and identify potential suppliers to procure environmentally preferable office products from and analyze the potential leverage that you could have (such as promoting their brand as a green supplier).



Opportunity Identification

Commercial Value – A strategic approach to energy management can produce savings for your organization.

Sustainability Value – Switching to ENERGY STAR office equipment reduces the amount of carbon dioxide released in the product's lifetime. In addition, better equipment will also reduce manufacturing toxic chemicals, and improve indoor office air quality.

Strategic Sourcing



Strategy Build & Execution

1. Align with your purchasing team to switch to ENERGY STAR equipment and build a budget for the products.
2. Based on your assessment, evaluate your suppliers' relationship to determine which strategy would be more suitable. Is there an opportunity to procure better office equipment and diversify your suppliers? Consider the purchase of office equipment from local suppliers rather than overseas..
3. See if your current office equipment have a power saving function. This is another way to reduce office equipment energy consumption without switching out current equipment.



Supplier Negotiation & Contract

Require that suppliers have the ENERGY STAR certification or ensure that they follow ENERGY STAR guidelines in the product manufacturing process - this provides the opportunity to have more negotiating power with other clients and provide you with leverage to claim discounts on the products for the initiative.

Sustainment



Supplier Performance & Relationship Management:

1. Regularly follow up with the suppliers of your energy-efficient products and ensure that they are following the ENERGY STAR guidelines.
2. Schedule annual review with suppliers to monitor and report on the energy and product life cycle improvements that they have achieved so far for your office equipment fleet. Evaluate if there are any new technologies that should be considered as replacement for existing equipment and build a scope for the products to be procured. Report findings back to your business units and internal stakeholders.

In Practice: Change in Action

GlaxoSmithKline was able to reduce emissions by 5,291 metric tons of CO2 annually by optimizing their computer sleep mode with a Windows setting. Not only have they reduced their environmental impact, they also saved an estimated \$1,000,000 USD annually from the initiative.

click icon for source

