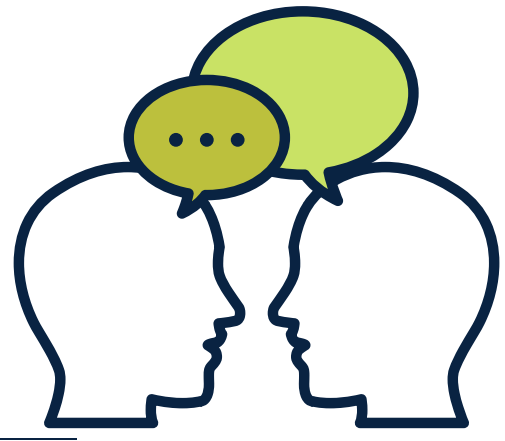




Stakeholder Communication: Buyers to Vendors







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

 <p>Product Specific ID</p>	<p>For all products, define the manufacturer product number and UPC. Do not change to only SKU #'s or any ID that can easily change</p>
 <p>Ability to tag products</p>	<p>Build filtering options that allow item tagging by user desired fields. Examples include product certification, most efficient, etc.</p>
 <p>Only display/share products that meet the organizations requirements</p>	<p>Limit offerings to products that meet organizations specifications by blocking non-compliant options or allowing the buyer to block non-compliant options</p>
 <p>Searching and Filtering Options</p>	<p>Allow buyers to search for items by using multiple filters (E.g. Energy Star Certified and Organizations Preferred Product List)</p>

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

WEBSITE empowerprocurement.com
EMAIL bmholecek@lbl.gov

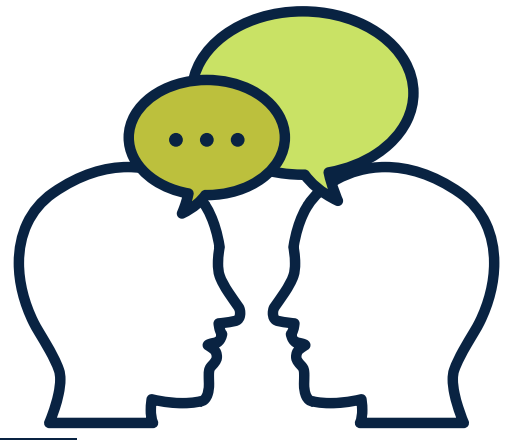


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Stakeholder Communication: Buyers to Vendors Continued



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.

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

WEBSITE empowerprocurement.com
EMAIL bmholecek@lbl.gov



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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 empowerprocurement.com
EMAIL bmholecek@lbl.gov

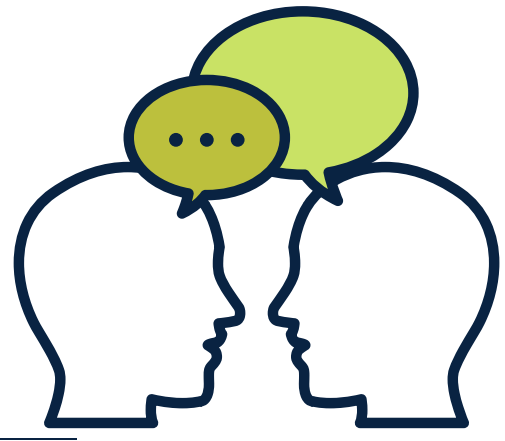


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All Stakeholders to Environmental Product Certifiers/Data Aggregators



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:

WEBSITE empowerprocurement.com
EMAIL bmholecek@lbl.gov

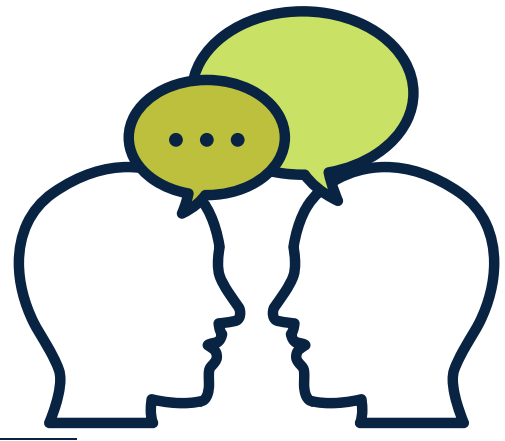


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Stakeholder Communication: Vendors to Manufacturers and Distributors



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



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

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

WEBSITE empowerprocurement.com
EMAIL bmholecek@lbl.gov

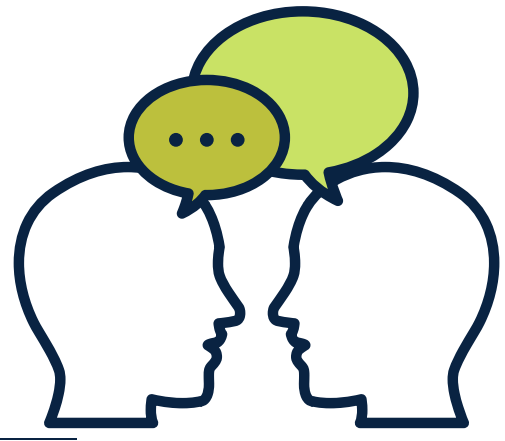


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Stakeholder Communication: Universal Stakeholder Needs



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.

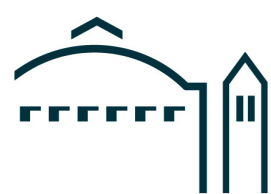
For more information, contact the Berkeley Lab Empower Procurement Team:

WEBSITE

empowerprocurement.com

EMAIL

bmholecek@lbl.gov



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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.

[Environmental Claim Verification: Findings and Recommendations to the Massachusetts Operational Services Division By Alicia Culver](#)

[Empower Procurement Contracting Language](#)

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

WEBSITE empowerprocurement.com

EMAIL bmholecek@lbl.gov



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