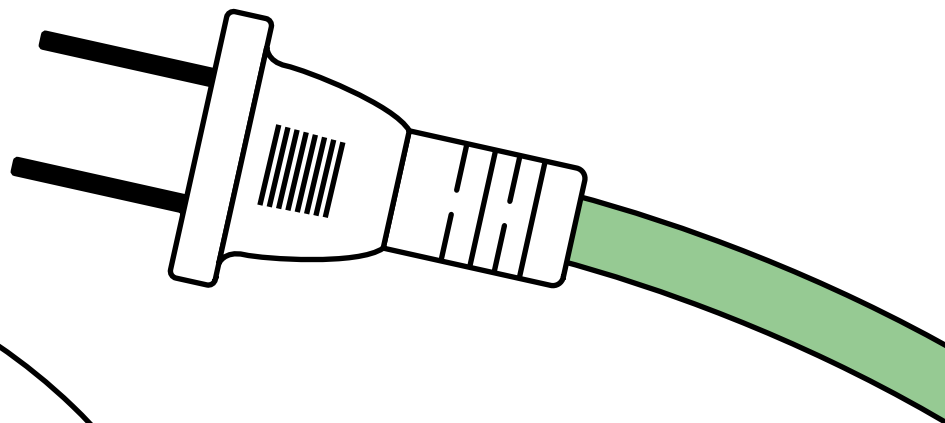# How to use
TCO Certified
in IT procurement

The global sustainability certification for IT products

TCO Certified is a global, comprehensive sustainability certification with everything included. It addresses sustainability issues connected to IT products and their supply chains and helps you make responsible choices, reduce risk, and meet regulatory obligations.

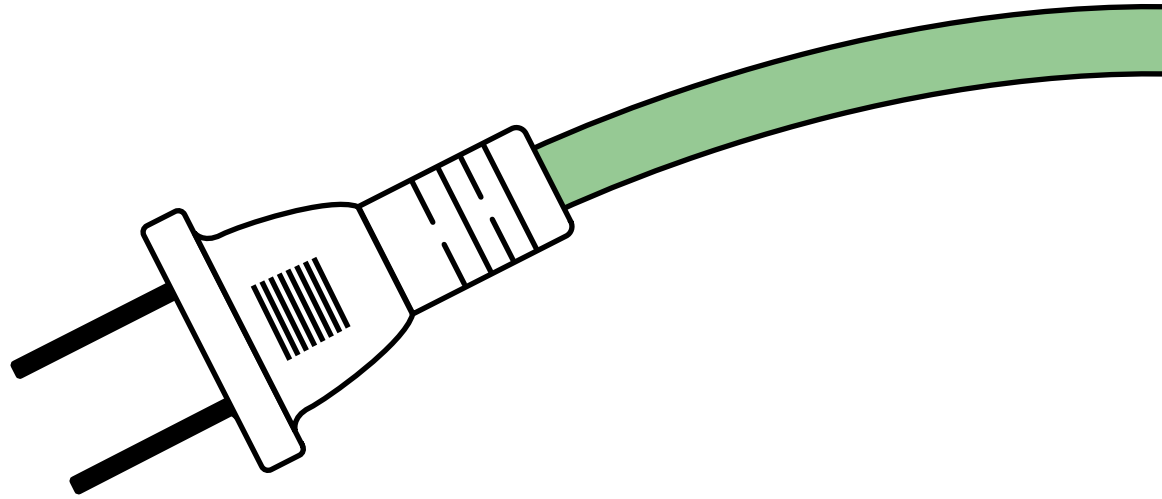## Environmental and social criteria with direct impact

The criteria target issues in four key areas: climate, substances, circularity and supply chain.

Compliance with all criteria is checked for every product

All criteria are mandatory — certified product models must meet all criteria.

Wide choice of products from well-known IT brands

Thousands of certified products, including computers, displays and mobile devices, are available worldwide.

How to use TCO Certified in IT procurement

Including TCO Certified in procurement processes is an easy, independently verified way to choose a more sustainable product and reduce your IT system's environmental and social footprint. Our step-by-step guide helps you get started and offers practical tips along the way.

Require TCO Certified in technical specifications

Using TCO Certified in procurement is as easy as citing it by name in your technical specifications when procuring IT hardware. Doing so means you don't need extensive sustainability knowledge or access to factories worldwide. We set relevant criteria and verify compliance of products and supply chains, saving you valuable time and resources. When asking for TCO Certified, you're not only making an informed choice you can trust. Together with other purchasers, you're also supporting the same system and sending a powerful global signal to the IT industry that sustainability is important.

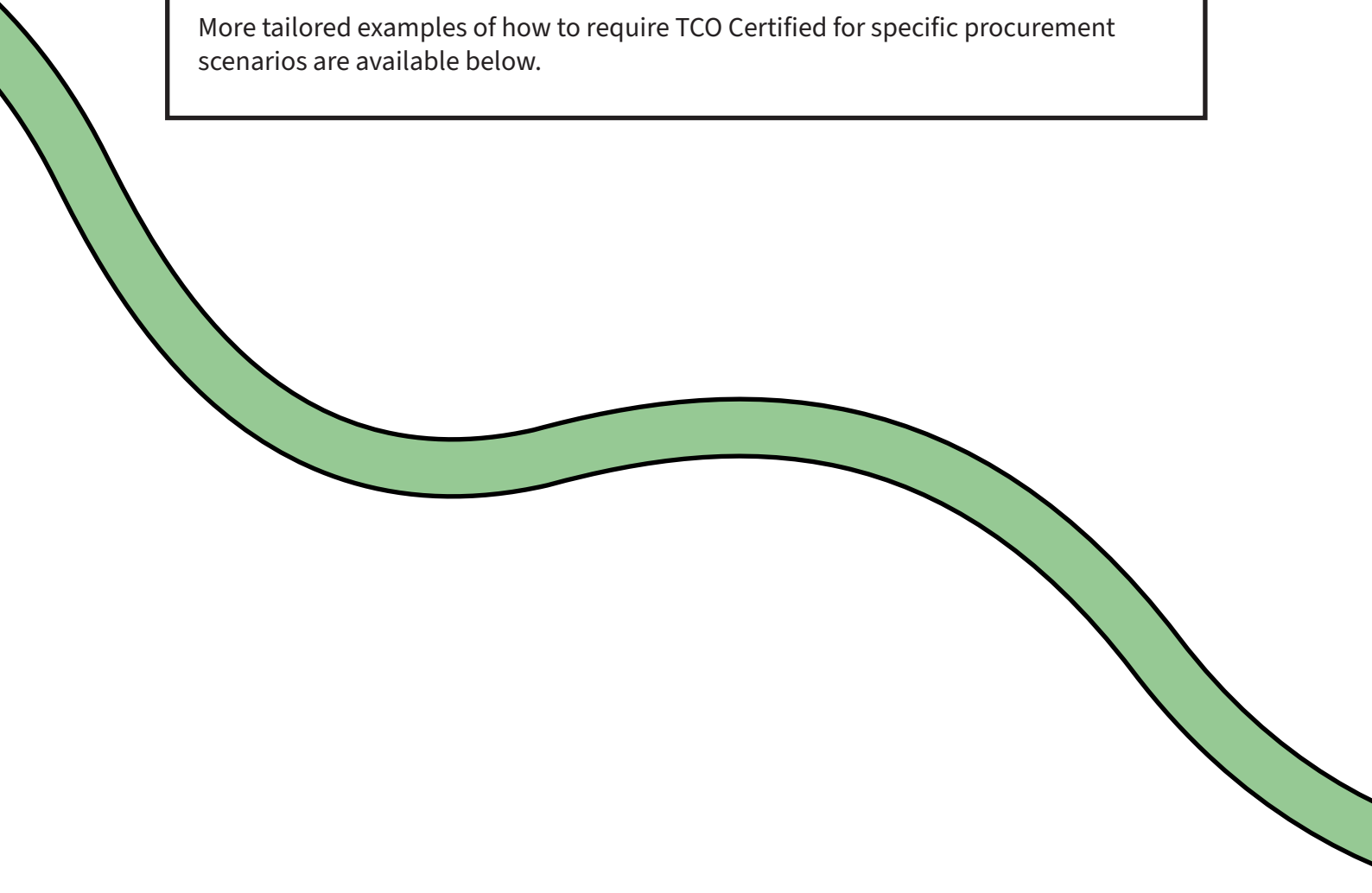## Recommended language for citing TCO Certified

Technical specifications
"Products are certified according to TCO Certified."

Accepted verification/proof of compliance
"Upon delivery and throughout the whole contract period, products are actively listed as certified according to TCO Certified in Product Finder, available at tcocertified.com/product-finder."

More tailored examples of how to require TCO Certified for specific procurement scenarios are available below.

Make TCO Certified part of your sustainable IT strategy

Simply requiring products certified according to TCO Certified in your procurement technical specifications helps you make responsible choices, reduce risk, and meet regulatory obligations. By taking a more comprehensive and strategic approach, you can get several other benefits. This involves preparing the organization, implementing the procurement, and effectively realizing the contract to ensure responsible choices while achieving sustainability goals. Integrating TCO Certified into your sustainable IT strategy enables you to effectively report on sustainability and monitor the impacts of the products you purchase and use in four key areas: climate, substances, circularity, and supply chain.

1. Prepare your organization

Engage colleagues and management
It's essential to understand the sustainability impacts of IT products throughout the lifecycle and the benefits of requiring certified products. Using TCO Certified allows you to bundle your procurement power with other organizations worldwide and demand a reduction in climate impact, improvements in supply chain conditions, and a circular future for IT. Ensuring colleagues and management are aligned on the importance of buying certified IT products makes it easier to establish sustainability as a priority in your organization's procurement policies.

Talk to your suppliers early and often
Discussing your sustainability priorities and your intention to specify TCO Certified with your suppliers early in the procurement planning phase will help them align with your requirements and deliver the certified models you want. Using Product Finder to gather information from suppliers about the certification status of their product portfolio can help start the dialogue.

Check your IT product portfolio
You can easily check the certification status of your current IT product portfolio by using our tool, Product Finder, which lists all certified product models. You'll find thousands of certified IT products from well-known brands — perhaps even some of the products you're already using. However, it's important to note that even if you're currently using certified products, you need to specify TCO Certified in your next IT procurement to show that sustainability is a priority for your organization.

2. Include TCO Certified in IT procurement

Purchaser demand incentivizes IT brands to apply for TCO Certified. Therefore, including TCO Certified in procurement is a powerful driver of industry progress and ensures the availability of certified products. Depending on your type of organization and the rules you must follow, you can require TCO Certified in your procurement processes differently.

Use TCO Certified in specific procurement scenarios

Some procurement scenarios mean citing TCO Certified in a more specific way, such as allowing for use on a voluntary basis, accepting equivalent proof of compliance or specifying a generation number. For all these alternatives, enter "Upon delivery and throughout the whole contract period, products are actively listed as certified according to TCO Certified in Product Finder, available at tcocertified.com/product-finder." as accepted verification/proof of compliance.

Recommended language for specific scenarios

Equivalent proof of compliance

If you need to allow for equivalent proof of compliance, you can specify the following in the technical specifications:

"Products must be certified according to TCO Certified or equivalent."

As equivalent proof, you need a signed 'Declaration of Equivalence' by an independent organization accredited to ISO 17025 and ISO 17021, demonstrating compliance with the criteria in TCO Certified.

Voluntary basis

If you need to include TCO Certified on a voluntary basis, you can specify the following as an award or assessment criterion:

"Offers, including products certified according to TCO Certified, will be awarded."

Remember to include the awarding of extra points or weighting.

Specific generation number

If you need to refer to a specific generation number, you could specify the following in the technical specifications:

"Products are certified according to TCO Certified, generation 9, or higher".

Remember that a new generation of TCO Certified is released every three years. You need to update your procurement documents regularly with a relevant generation number.

Asking for products that are not yet certified

Use the recommendations above also when you want to procure product models that are not yet certified according to TCO Certified. Making your intentions clear to suppliers is an efficient way of pushing the IT industry in a sustainable direction. Inform your suppliers of your intention to specify TCO Certified at least six months before your request for proposal. This way, relevant IT brands have enough time to undergo all the product tests, assessments and audits needed to get products certified according to TCO Certified.

3. Get all the benefits of TCO Certified

Stay up-to-date with Product Finder

Ensure that purchasers in your organization understand why TCO Certified is specified in procurement and that they should prioritize certified products. Use our tool, Product Finder, to stay updated on certified models and certificate validity dates. You can select the product category you are interested in or search for a specific IT brand or model. Product Finder's "watcher function" allows you to set up a customized, real-time tracking feature that delivers regular updates on product certification status.

Hold suppliers accountable

Follow up regularly with your suppliers to ensure they provide you with certified products upon delivery and throughout the duration of the contract. This is especially important when product models are periodically refreshed. An active certificate means that the TCO Certified system continues to monitor product and factory compliance, saving you time and resources. Check the certification status of your IT product portfolio in our Product Finder.

Track your progress with Report Generator

With Report Generator, you can create customized sustainability reports for the certified IT products your organization buys and uses. The reports include independently verified data and claims to support your sustainability strategy, reporting and communications.

Data and claims cover:

Climate: product carbon footprint and scope 2 & 3 emissions.
Substances: hazardous substances and safer substitutions.
Circularity: material footprint, extended product life, and e-waste.
Supply chain: social and environmental responsibility in the supply chain.

A checklist for using TCO Certified in IT procurement
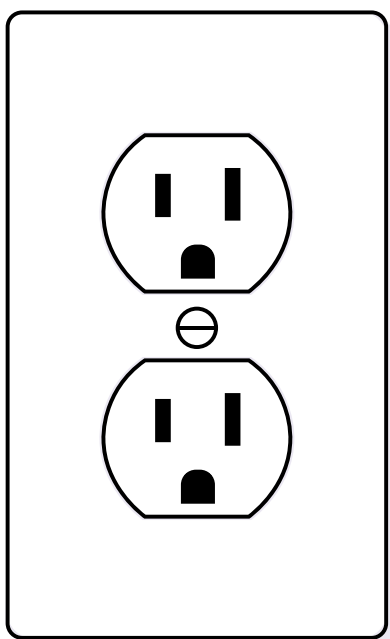
Step 1: Prepare your organization

☐ **Engage your colleagues.** Ensure colleagues and management are aligned on the importance of buying certified IT products. This will make it easier to establish sustainability as a priority in your organization's procurement policies.

☐ **Set your sustainability goals.** Make sure the goals include social and environmental sustainability aspects, such as reducing climate impact, improving supply chain conditions, and promoting circularity.

☐ **Include TCO Certified in policy documents.** Make it clear that trustworthy independent certifications, like TCO Certified, should be used to select the most sustainable IT products on the market.

☐ **Talk to your suppliers early and often.** Discussing your intention to specify TCO Certified with your suppliers early in the procurement planning phase will help them align with your requirements and deliver the certified models you want.

☐ **Check your IT product portfolio.** Our tool, Product Finder, lists all certified product models and allows you to easily check the certification status of your current IT product portfolio.

Step 2: Include TCO Certified in IT procurement

☐ **Require TCO Certified.** Depending on your type of organization and the rules you must follow, you can require TCO Certified in your procurement processes differently.

☐ **Recommended language in technical specifications:** "Products are certified according to TCO Certified."

☐ **Recommended language as accepted verification/proof of compliance:** "Upon delivery and throughout the whole contract period, products are actively listed as certified according to TCO Certified in Product Finder, available at tcocertified.com/product-finder."

☐ **Specific procurement scenarios.** Some procurement scenarios mean citing TCO Certified in a more specific way, such as allowing for use on a voluntary basis, accepting equivalent proof of compliance or specifying a generation number.

☐ **Asking for products that are not yet certified.** Use the recommendations also when you want to procure product models that are not yet certified according to TCO Certified.

☐ **Allow time for brands to get their products certified.** Inform your suppliers of your intention to specify TCO Certified at least six months before your request for proposal. This way, relevant IT brands have enough time to get products certified according to TCO Certified.

Step 3: Get all the benefits of TCO Certified

☐ **Choose certified products.** Ensure that purchasers in your organization understand why TCO Certified is specified in procurement and that they should prioritize certified products.

☐ **Stay up-to-date with Product Finder.** Use our tool, Product Finder, to stay updated on certified models and certificate validity dates.

☐ **Keep an eye on the e-catalog.** If your supplier lists products in an e-catalog, make sure that certified products are marked as preferred and are searchable.

☐ **Hold suppliers accountable.** Follow up regularly with your suppliers to ensure they provide you with certified products upon delivery and throughout the duration of the contract.

☐ **Track your progress with Report Generator.** Create customized sustainability reports for the certified IT products your organization purchases and uses with our tool Report Generator.

☐ **Connect back to your sustainability goals.** Use the independently verified data in Report Generator to ensure you follow your strategy and achieve your sustainable goals.

Together toward sustainable IT

TCO Certified is the global sustainability certification for IT products, empowering both IT buyers and brands to make more responsible choices. Our comprehensive criteria are designed to drive social and environmental responsibility and are updated continuously to push sustainability where it matters most. Compliance with all criteria is always independently verified for every product.

Our Roadmap for Sustainable IT is the long-term plan for addressing issues in four key areas: climate, substances, circularity and supply chain. By using TCO Certified, you join a global movement for sustainable IT.

Find more on tcocertified.com