

Guidance for purchasers

A guide to sustainable IT purchasing with TCO Certified





TCO Certified

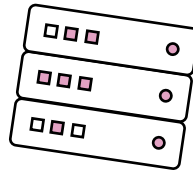
like an ecolabel but

so much more



Environmental and social criteria with direct impact

To push sustainability where it matters most, criteria go beyond legislation and industry standards and are updated every three years.



20,000 hours of independent verification each year

Verification is mandatory and continuous – it is carried out both before and after certification, throughout the certificate's validity period.



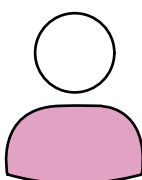
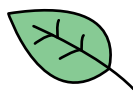
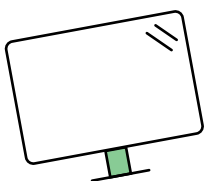
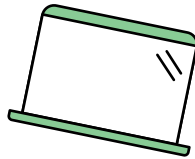
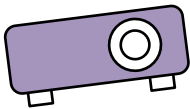
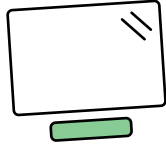
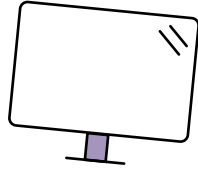
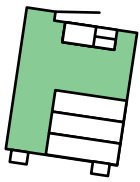
We detect issues – and make sure that they are solved

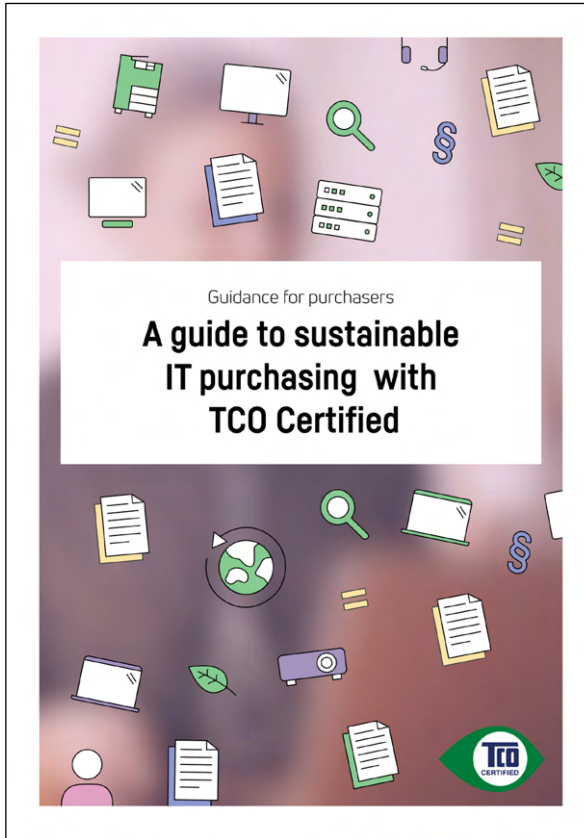
Detecting problems is only the first step to more sustainable practices. We hold industry accountable and meet non-compliances with real consequences.



Wide choice of certified products from the brands you know

TCO Certified covers most products you find at the office and those that store your data. Thousands of products are already certified.





About this document

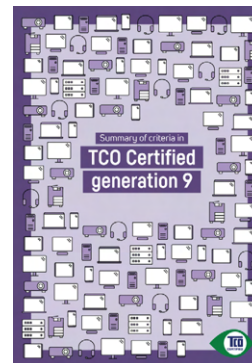
This guide helps you get started with sustainable IT procurement. It takes you through the procurement process and explains what you need to do to create sustainability benefits through your purchases.

More than 35 practical tips are listed, explaining how to prepare your organization and engage the right people, make sure your suppliers are involved, and specify TCO Certified in procurement policies and specifications. Advice on how to track your progress with independently verified sustainability data is also included.

Need more guidance?



Recommended language for using TCO Certified
Sample language for including TCO Certified in tenders and policies.



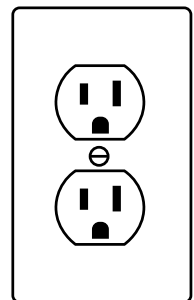
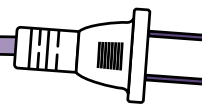
Summary of criteria in TCO Certified generation 9
A detailed summary of all criteria in TCO Certified.



Equivalent proof of compliance with TCO Certified
List of equivalent proof — guidance for purchasing authorities

How to use TCO Certified in IT procurement

Including TCO Certified in procurement policies and tenders is an easy, independently verified way to drive environmental and social responsibility in the life cycle and value chain of electronics. Our step-by-step guide helps you getting started and offers practical tips along the way.



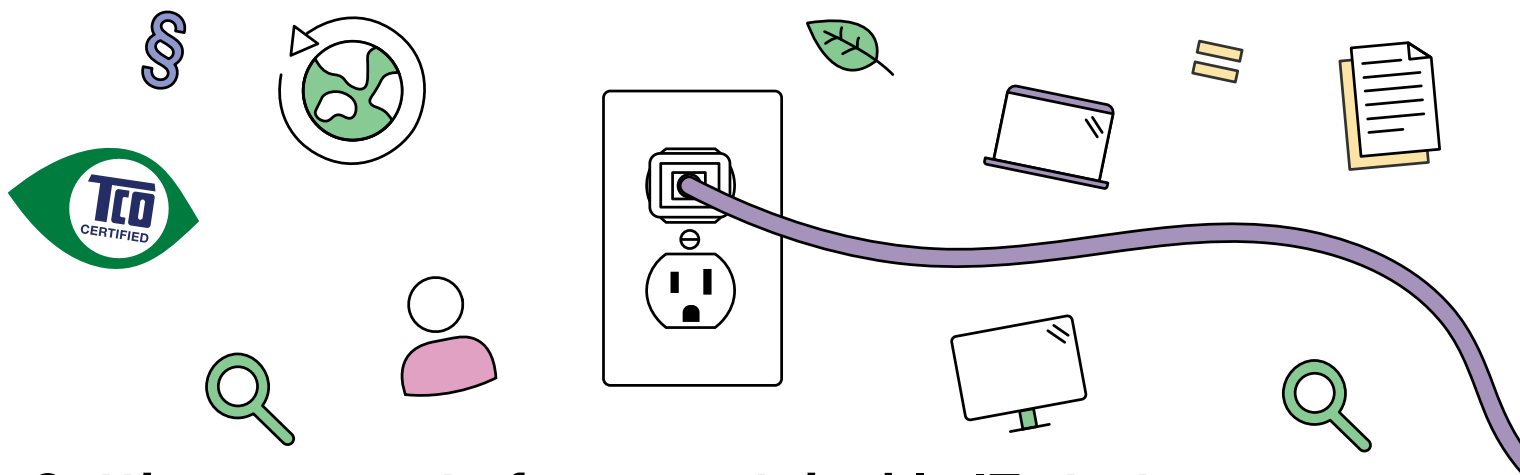
Plug TCO Certified into procurement language

Using TCO Certified in procurement is as easy as citing it in your procurement language. You don't need deep knowledge in sustainability or a network of experts that have access to factories all over the world. We set relevant criteria and verify compliance for you, saving you time and resources.

Here's an example of how to cite TCO Certified:

[Product category/categories] delivered under this contract must be certified in accordance with TCO Certified upon product delivery. As proof of criteria fulfillment, the product shall be listed in TCO Development's Product Finder, available at tcocertified.com/product-finder and a certificate of proof shall be available upon request.

More examples of how to include TCO Certified in procurement policies and tenders are listed in our guide "Recommended language for using TCO Certified", available at tcocertified.com.



Getting more out of your sustainable IT strategy

Simply plugging TCO Certified into your procurement language will send a signal to the IT industry that sustainability is important. However, a strategic approach to your organization's sustainability goals and commitments gives you more opportunities to influence suppliers and measure your impacts.

Step 1: prepare your organization

Check your product portfolio in Product Finder

Check the certification status of your current product portfolio in our Product Finder, where all certified products are listed. Thousands of product models from well-known brands are already certified — you may find that some of the products you use today are among them. However, even if this is the case, it's important to specify TCO Certified in your next tender as it sends a clear signal to the industry that sustainability is important.

Set your goals

Your work with sustainable procurement will be easier if your organization already has set goals for environmental and social sustainability. These goals should ideally include social and environmental sustainability aspects such as climate, hazardous material content, worker protections in the supply chain, and circularity. TCO Certified covers all these aspects and can help you meet your goals in an efficient way.

Include TCO Certified in policy documents

Consider including a clause specifically titled "sustainability certifications and ecolabels" in your procurement policy, and make it clear that trustworthy third party certifications shall be used to select the most sustainable products on the market, when available.

Engage your colleagues

Aligning your organization's priorities and internal commitments is an important first step in any sustainable procurement program. Cooperation between functions is vital and will help you make faster progress. Invite decision makers and specialists from at least IT, procurement, sustainability, finance, facilities and communication for regular planning dialogs on sustainability, and explain why and how you should use TCO Certified.

Get internal buy-in

Sometimes colleagues and management need to be convinced. Build internal buy-in by reading up on the sustainability impacts of IT products throughout the supply chain, including climate, depletion of natural resources, e-waste, hazardous substances, and social impacts. Identify clear incentives — what are the benefits of purchasing more sustainable IT products? It could be reduced risks, cuts in CO2 emissions, better operative results or lower life cycle costs for IT management.

Step 2: talk to your suppliers

Involve suppliers early

Discussing your sustainability priorities and your intention to specify TCO Certified with your supplier early in the procurement planning phase will help them align with your requirements and deliver the certified models you want. Use pre-competitive dialogs, such as Requests for Information (RFIs) to gather information from suppliers and get the dialog started. Other topics to include are your plans for first and second use, opportunities to purchase refurbished or remanufactured devices, and your need for credible data for reporting.

Allow time for brands to get their products certified

IT brands often apply for certification as a response to purchaser demand. Therefore, including TCO Certified in procurement helps drive industry progress and ensures availability of certified products. If you want to purchase product models that are not yet certified, it is even more important to inform your suppliers of your intention to specify TCO Certified in good time (for example, six months in advance of your Request For Proposal). This way, they have time to apply for certification and go through all the product tests, assessments and audits that are needed in order to get products certified.

Step 3: include TCO Certified in your specifications

Make sustainability a priority

Now you're ready to get TCO Certified into your procurement specifications. The best way to do this is to specify TCO Certified for all relevant product categories. You can also use TCO Certified as a qualification and evaluation criterion to set a minimum level of product sustainability performance. Give sustainability factors the highest possible percentage weighting — at least 30% is recommended.

Specify TCO Certified in the tender

Make supplying certified models a requirement of complying with your terms. Specify in the tender that products included in your IT hardware contract must be "certified in accordance with TCO Certified" during the whole contract period.

Write for example:

[Product category/categories] delivered under this contract must be certified in accordance with TCO Certified upon product delivery. As proof of criteria fulfillment, the product shall be listed in TCO Development's Product Finder, available at tcocertified.com/product-finder and a certificate of proof shall be available upon request.

Also, specify that supplied products must maintain "an active TCO Certified certificate for the duration of the whole contract period". This is important, particularly if the manufacturer updates the product model during that time. The TCO Certified certificate is valid for two years, with the option to extend in one year periods.

If you're in a region where you need to show equivalent proof of compliance, please refer to our guide "Equivalent proof of compliance with TCO Certified" available at tcocertified.com.

Consider giving vendors a qualification period

If products are not yet certified you can consider giving the vendor a qualification period (e.g. six months) to get those products certified according to TCO Certified. In this way, you can accept bids from suppliers, even if all specified product models are not yet certified.

Reach out to bidders that did not win

Once the bidding process is over, reach out to suppliers that did not win the contract. If they scored low on sustainability or didn't deliver certified products on time, this is a good opportunity to start a dialog about how meeting your sustainability ambitions can help them be more competitive in future bids.

Step 4: stay true to the contract

Keep the dialog going

Communicate regularly with your vendors to ensure continued availability of certified products, as models are refreshed or a new generation of TCO Certified is released. An ongoing dialog also gives you an opportunity to discuss other topics included in the contract, such as e-catalog listings, reporting of refurbished products, data removal certificates, and responsible e-waste handling.

Hold suppliers accountable

Follow up regularly with your suppliers to make sure they deliver certified products throughout the duration of the contract. This is especially important in case product models are 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 product portfolio in our Product Finder.

Keep an eye on the e-catalog

If your supplier lists products in an e-catalog, make sure that certified products are marked as preferable and are searchable. This will make it easier for people in your organization to make sustainable choices.

Stay up-to-date with Product Finder

Use Product Finder to stay updated on certified models and certificate validity dates. The Product Finder watcher function allows you to set up a customized, real-time tracking feature that delivers regular updates on product certification status.

Step 5: track your progress

Connect back to your goals

Once you're using TCO Certified in procurement and you're receiving certified products, tracking your progress will be key to ensuring your procurement program has the impact you want. Make sure you use reliable data in reporting. Industry self-declarations and other unverified product claims lead to a high risks of greenwashing.

Independently verified sustainability data

Our Product Finder offers independently verified sustainability data for every model we certify: Sustainability Performance Indicators (SPIs). These include:

- Energy consumption
- Battery cycles
- Percentage of post-consumer recycled plastic content
- Weight, size, resolution and more
- Product Finder also offers a feature that calculates use phase CO2 emissions and energy costs.

Using SPIs in reporting

All SPIs are independently verified, which means that you can be confident using the figures in your sustainability reporting. Some examples:

Climate impact

- Data on energy consumption provides a reliable basis for measuring your goals for reducing energy use and climate impact (CO2) from your IT operations.
- Recycled plastic content reduced energy use in the manufacturing phase – reductions of up to 80 percent have been documented.
- Product weight has a direct effect on emissions from transportation as well as e-waste.

Waste reduction

- Declarations on the percentage of recycled plastics in the products as well as total weight can be used to measure the amount of e-waste your organization generates.

Share your successes

Communicating progress to colleagues helps create engagement in your sustainability and sustainable procurement goals. Reporting areas can for example include climate impact, waste, average service life for products, and the number of product categories where supply chain responsibility is addressed.

A checklist for using TCO Certified in IT procurement

Step 1: prepare your organization

- Check your product portfolio in Product Finder:** Thousands of product models from well-known brands are already certified — you may find that some of the products you use today are among them.
- Set your goals:** TCO Certified covers both environmental and social sustainability. The certification can help you contribute to your organization's sustainability goals.
- Include TCO Certified in policy documents:** Make it clear that trustworthy third party certifications shall be used to select the most sustainable products on the market, when available.
- Engage your colleagues:** Cooperation between functions is vital and will help you make faster progress. Invite decision makers from across functions for regular planning dialogs on sustainability.
- Get internal buy-in:** Identify clear incentives to get people onboard. It could be reduced risks, cuts in CO2 emissions, better operative results or lower life cycle costs for IT management.

Step 2: talk to your suppliers

- Involve suppliers early:** Use pre-competitive dialogs, such as Requests for Information (RFIs) to discuss your sustainability priorities and your intention to specify TCO Certified.
- Allow time for brands to get their products certified:** Inform your suppliers of your intention to specify TCO Certified in good time (for example, six months in advance of your Request For Proposal).

Step 3: Include TCO Certified in your specifications

- Make sustainability a priority:** Specify TCO Certified for all relevant product categories. Give sustainability factors the highest possible percentage weighting — at least 30% is recommended.
- Specify TCO Certified in the tender:** Make supplying certified models a requirement of complying with your terms. For suggested contract language, please see the full step-by-step guide at tcocertified.com.
- Consider giving vendors a qualification period:** If products are not yet certified you can consider giving the vendor a qualification period (e.g. six months) to get those products certified according to TCO Certified.
- Reach out to bidders that did not win:** This is a good opportunity to start a dialog about how meeting your sustainability ambitions can help them be more competitive in future bids.

Step 4: stay true to the contract

- Keep the dialog going:** Communicate regularly with your vendors to ensure continued availability of certified products, as models are refreshed or a new generation of TCO Certified is released.
- Hold suppliers accountable:** Follow up with your suppliers to make sure they deliver certified products throughout the duration of the contract.
- Keep an eye on the e-catalog:** If your supplier lists products in an e-catalog, make sure that certified products are marked as preferable and are searchable.
- Stay up-to-date with Product Finder:** Use Product Finder, available at tcocertified.com, to stay updated on certified models and certificate validity dates.

Step 5: track your progress

- Connect back to your goals:** Track your progress, using the independently verified sustainability data that is included in TCO Certified to ensure your procurement program has the impact you want.
- Share your successes:** Communicate progress to colleagues to create engagement in your sustainability and sustainable procurement goals.

Wide choice of certified products

Thousands of product models from the brands you know and use are already certified. TCO Certified covers most IT products you find at the office, and those that store your data.

Find them at tcocertified.com/product-finder.



Toward sustainable IT products

The organization behind the sustainability certification TCO Certified is TCO Development. Our vision is that all IT products should have an environmentally and socially sustainable life cycle. Science-based criteria and independent verification of compliance help us track and accelerate progress over time.