



Checklist: Sustainable Purchasing

Good purchasing routines are beneficial both for your financing as well as the environment. When purchasing a product, you also affect energy-use, transportation needs and your waste situation at the same time.

A purchasing policy, which clearly defines what environmental goals you wish to achieve through purchasing, may help focus on priorities. The purchasing policy will provide information for both employees and suppliers on what is to be prioritised and how you wish to operate.

Regarding purchases, you should keep quality and lifespan of products in mind, to ensure that long-lasting products with low running expenses are chosen. Long-lasting products are economically sound and also mean that resources are better utilized. Quality products minimise running expenses by requiring less repairs, replacement parts and energy to operate. Maintaining a focus on costs during any particular product's lifespan ensures that only the most resource-effective products will be chosen.

Sustainable purchasing:

- Check your stock regularly to make sure you don't buy unnecessary products.
- Favour local suppliers, this will save you unnecessary transportation and emissions.
- Buy the right quantities, and check if the supplier accepts the return of unused products.
- Demand that the supplier accepts the return of packaging.
- Consider the product's life span. An expensive product may last longer and therefore pay off in the long run.
- Choose environmentally sound, certified or recyclable products (e.g. note pads and pens made of recycled material).
- Use environmentally certified printing services and papers/cardboard for flyers, posters, magazines, tickets, etc.