



# Sustainable Procurement Green Report Process FY2024

Sustainability, Analytics, Impact & Policy Compliance

# AGENDA

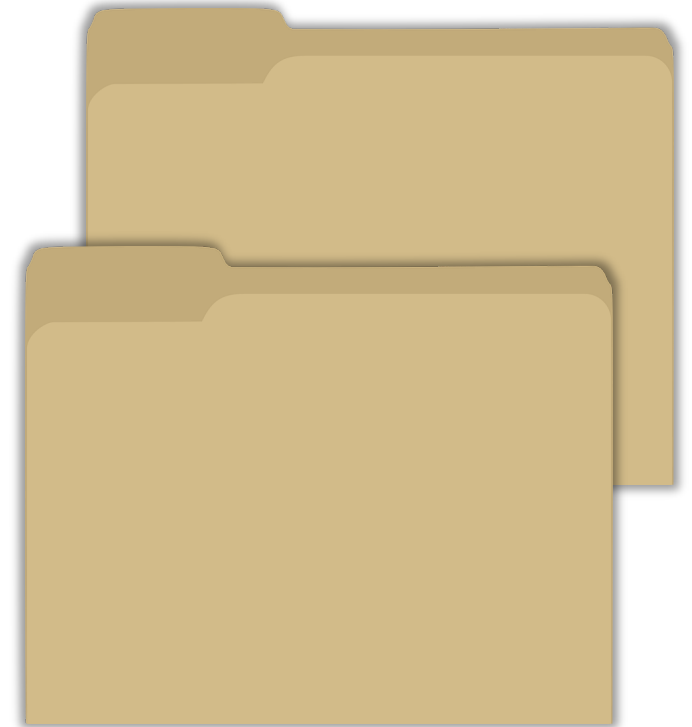
- ▶ Deliverable (Data)
- ▶ Process
  - ▶ Phase 1: QC and collection of Data Set 1 (July 1, 2023-December 31, 2023)
  - ▶ Phase 2: QC and collection of Data Set 2 (January 1, 2024-June 30, 2024)
- ▶ Resources for Suppliers
  - ▶ Templates
  - ▶ Critical List
    - ▶ Assigned Campus
- ▶ Questions

\*This training is being recorded

# What are we asking you to do?

## 1) Submit Data in two rounds

- Data Set 1 (July 1 – Dec. 31, 2023): due June 7, 2024
- Data Set 2 (Jan. 1 – June 30, 2024): due July 24, 2024



# Set 1 Collection (July 1, 2023-Dec. 31, 2023)

1. **Deadline: June 7th, 2024**
2. Action
  - a) *Check the Set for Completeness. Work with Category Manager to confirm Critical Data.*
  - b) *Email File to Category Manager.*

# Systemwide Review

## June 7<sup>th</sup> – June 21<sup>st</sup>: Comprehensive Supplier Data Quality

- Checked by Analytics Team
  - Outreach to Category Manager & Supplier to follow-up on discrepancies.



## June 28<sup>th</sup>: Incomplete Data Due Date (some Suppliers)

- To receive the data from files that were initially tag having discrepancies or significant incompleteness

# Set 2 Collection (Jan 1. 2024-June 30, 2024)

1. **Deadline: July 24th, 2024**
2. MATCHING the spreadsheet format as Data Set 1 (so your data would merge seamlessly)
  - Recommend checking that Data Set 1 was approved through the Systemwide Review before submitting Data Set 2
3. Action
  - a) *Check the Set for Completeness. Work with Category Manager to confirm Critical Data.*
  - b) *Email File to Category Manager.*

# Tools for Suppliers

1. Data Template
2. Critical Data List



# DATA TEMPLATE

Recognized Certifications	Required (Minimum Level)	Preferred Level (Required + any one below)
GREENGUARD Gold	GREENGUARD Gold	BIFMA Level certified (preference for 2 or 3)
SCS Indoor Advantage™ Gold	SCS Indoor Advantage Gold	C2C Certified (preference for Silver or Gold)
Cradle to Cradle Certified™ Products		HHI compliant with published product list on their website
BIFMA Certified Preference for Level 2 and 3 Must meet credit 7.4.4		FSC Certified wood
<a href="#">Healthier Hospitals Initiative (HHI) Meets the Safer Chemicals Challenge and is listed on the Healthier Hospitals Healthy Interiors Goal website</a>		Textiles certified by one of the recognized certifications
<a href="#">Forest Stewardship Council (FSC) certified (for products containing wood)</a>		Complete HPD
Health Product Declaration (HPD)		Complete Declare label
Declare Label		
<b>Textile Certifications</b>		
Global Organic Textile Standard (GOTS)		
STANDARD 100 by OEKO-TEX®		
STeP by OEKO-TEX®		
<a href="#">Facts®</a>		





\*templates will be emailed or downloadable from this [UCOP Supplier Reporting webpage](#)

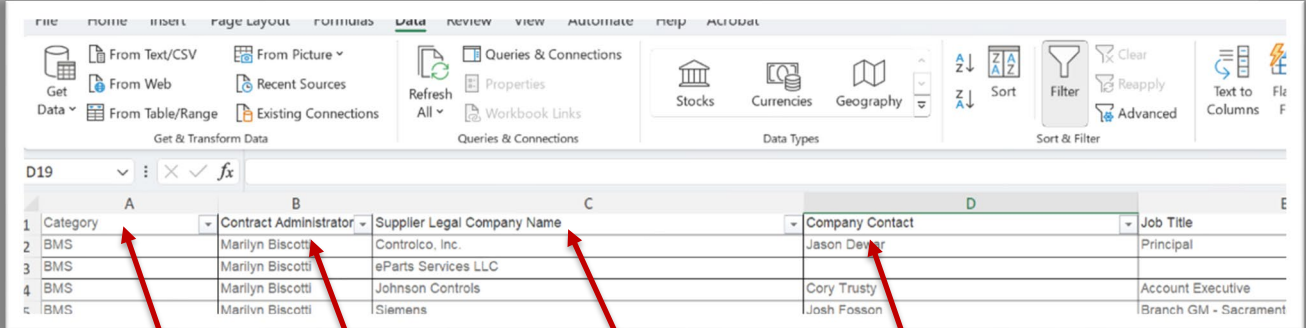


# CRITICAL CHECKLIST

1. Campus Name (NO UC Health or Med Center)
2. 1st Level – Product Category (Suppliers)
3. 2nd Level – Product Category (Suppliers)
4. 3rd Level – Product Category (Suppliers)
5. 4th Level – Product Category (Suppliers)
6. **UNSPSC Code (8 digit)**
7. Manufacturer
8. MFG Part Number
9. Invoice Paid Date (must be a date field)
10. Line-Item Description
11. Qty.
12. Unit Price
13. Extended Price
14. Supplier Name
15. Recognized Certifications (per each reporting category)

## 4 Spend Categories

-  Cleaning Template.xlsx
-  Electronics Template.xlsx
-  Furniture Template.xlsx
-  Office Supplies Template.xlsx



	A	B	C	D	E
1	Category	Contract Administrator	Supplier Legal Company Name	Company Contact	Job Title
2	BMS	Marilyn Biscotti	Controlco, Inc.	Jason Devlar	Principal
3	BMS	Marilyn Biscotti	eParts Services LLC		
4	BMS	Marilyn Biscotti	Johnson Controls	Cory Trusty	Account Executive
5	BMS	Marilyn Biscotti	Siemens	Josh Fosson	Branch GM - Sacramento

\*equivalent column fields are okay

\*SEND TO 'ASSIGNED CAMPUS': Include data for all UC Campuses!

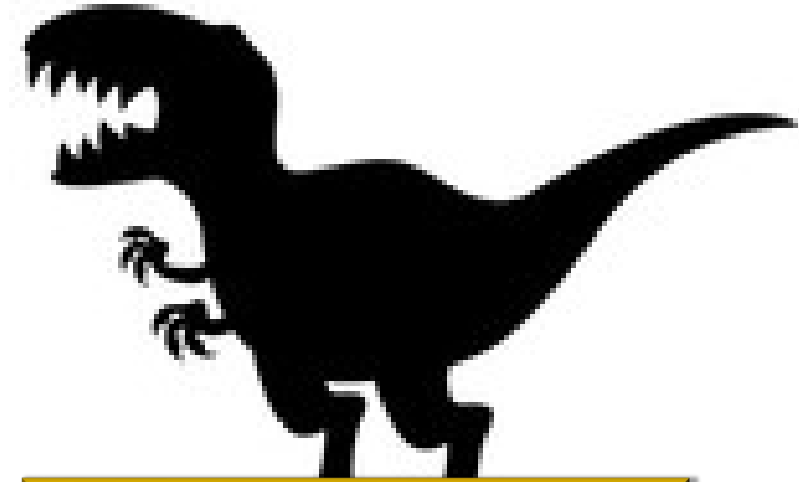
# Assigned Campus – Your Point of Contact (POC)

Supplier Name	Assigned Campus	UCB	UCD	UCI	UCLA	UCM	UCOP	UCR	UCSB	UCSC	UCSD	UCSF
Exxact Corp	UCB	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes
Key Code Media Inc	UCB	Yes	Yes		Yes		Yes	Yes			Yes	
Formlabs Inc	UCD	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes
Hillyard Inc	UCD	Yes	Yes	Yes	Yes			Yes				Yes
Kelly Paper Co	UCD	Yes	Yes	Yes	Yes			Yes	Yes		Yes	Yes
Colfax International	UCLA	Yes	Yes		Yes				Yes	Yes	Yes	Yes
H2I Group Inc	UCLA		Yes		Yes			Yes	Yes	Yes	Yes	Yes
Kst Data Inc	UCLA			Yes	Yes							
Newegg Business Inc	UCLA	Yes	Yes	Yes	Yes			Yes		Yes	Yes	Yes
Rose Brand Wipers Inc	UCLA	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	
Royal Paper Corp	UCLA				Yes			Yes	Yes			
Tangram Interiors Llc	UCLA											
Royal Paper Corp	UCLA				Yes			Yes	Yes			
Sh International Corp	UCOP	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pivot Interiors Inc	UCSC	Yes		Yes	Yes		Yes			Yes		Yes
Advanced Hpc Inc	UCSD	Yes	Yes	Yes	Yes				Yes	Yes	Yes	Yes
Applied Data System	UCSD			Yes	Yes			Yes	Yes		Yes	
Best Buy.Com Llc	UCSD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bkm Officeworks Llc	UCSD											
Ikea	UCSD	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes
Newegg Inc	UCSD	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	
Supermicro Computer Inc	UCSD	Yes			Yes				Yes		Yes	Yes
Wayfair Inc	UCSD	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Blaisdells Business Products	UCSF	Yes										Yes
One Workplace L Ferrari Llc	UCSF											

**NOT relevant for Systemwide Procurement (UCOP) Contracts**  
 -Your POC is your Category Manager-

# Critical Dates

1. May 8<sup>th</sup>: Supplier Training
2. June 7<sup>th</sup>: Data 1 Submission Due Date
3. June 7<sup>th</sup> – 21<sup>st</sup>: Systemwide Review
4. June 28<sup>th</sup>: Some Suppliers Resubmit Data 1 Due Date
5. July 24<sup>th</sup>: Data 2 Submission Due Date



[UC Supplier Webpage](#)

Tasks	2024																											
	March				April				May				June				July				August				Sept			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Training: Suppliers									5/8																			
Data 1 (Jul-Dec, '23)													6/7															
Data 1 Systemwide Review													6/7-21															
Data 1 Incomplete resubmit																	6/28											
Data 2 (Jan-Jun, '24)																									7/24			

<https://sustainabilityreport.ucop.edu/2023>

2023 ANNUAL REPORT

# SUSTAINABILITY

ACTION FOR A FOSSIL-FREE FUTURE

OUR PROGRESS





# Thank you!