



SustainNet

GREEN PROCUREMENT CHECKLIST

CHECKLIST GREEN PROCUREMENT

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GREEN PROCUREMENT CHECKLIST

Company Name: _____

Supplier Name: _____

Contact Person: _____

Email / Phone: _____

Date: _____

1. Procurement Planning

1. Does your company prioritize local suppliers to reduce transport emissions?
Yes No
2. Do you consider supplier sustainability performance when planning purchases?
Yes No
3. Do you set targets to reduce packaging, waste, or CO₂ from procurement? Yes
 No
4. Do you consider the life-cycle environmental impact of products/services before purchasing? Yes No
5. Do you include sustainability requirements in procurement contracts? Yes
No

2. Supplier Requirements

6. Do you require suppliers to provide information on their sustainability practices?
 Yes No
7. Do you prefer suppliers using sustainable or recyclable materials? Yes No
8. Do you prioritize suppliers with eco-friendly packaging? Yes No
9. Do you verify suppliers' environmental certifications (ISO, organic, eco-label)?
Yes No
10. Do you check that suppliers comply with environmental laws and regulations?
Yes No
11. Do you ask suppliers to provide data on energy use, emissions, or waste management? Yes No

3. Supplier Evaluation

12. Do you use a scoring system to rate suppliers based on environmental performance? Yes No
13. Do you consider transport distance or emissions in supplier evaluation? Yes No
14. Do you track supplier sustainability performance over time? Yes No
15. Do you encourage suppliers to continuously improve their environmental practices? Yes No
16. Do you assess supplier innovation in reducing environmental impact? Yes No
17. Do you involve internal stakeholders (procurement, operations) in evaluating suppliers' sustainability? Yes No

4. Monitoring & Improvement

18. Do you review procurement practices periodically for sustainability improvements? Yes No
19. Do you collaborate with suppliers to implement greener processes? Yes No
20. Do you report internally on green procurement progress? Yes No
21. Do you plan training or guidance for staff on green procurement principles? Yes No
22. Do you set measurable KPIs for procurement sustainability? Yes No

Green Procurement Self-Assessment & Scoring

Scoring Method

- **Yes** = 1 point
- **No** = 0 points

Maximum score: 22 points

Procurement Sustainability Score

Area	Questions	Score
Procurement Planning	1–5	____ / 5
Supplier Requirements	6–11	____ / 6
Supplier Evaluation	12–17	____ / 6

Area	Questions Score
Monitoring & Improvement 18–22	____ / 5
Total Score	____ / 22

Green Procurement Maturity Level

- Advanced (17–22)** – Green procurement is well integrated
- Intermediate (10–16)** – Good practices in place, improvement needed
- Basic (0–9)** – Green procurement at early stage

Actions & Improvement Plan

Key gaps identified:

Responsible person: _____

Review date: _____

Declaration

- I confirm that this checklist reflects our current procurement practices accurately.

Name: _____

Signature: _____

Date: _____