



Request to Vendors: EPEAT Reporting

The below language is suggested for use in contacting your organization's vendors to request regular reporting of your EPEAT-registered electronics purchases. Please modify as necessary.

[Insert your organization's name] is a [participant/ future participant in] the Global Electronics Council's EPEAT Purchaser Award program. The EPEAT Purchaser Awards program recognizes organizations that demonstrate sustainable leadership by purchasing electronic products that conform with EPEAT Ecolabel [criteria](#). EPEAT is the leading Type-1 global ecolabel for sustainable IT products. As part of our efforts to be recognized through the EPEAT Purchaser Awards, our organization is required to report the total number of EPEAT-registered products purchased each year.

To this end, we request future reports to, at minimum, include fields to help us better report our purchase of EPEAT-registered products. In addition to data already being collected, we ask that future reports include the following data points:

- Product Category and Model Name
- Product Type (Product types across the EPEAT Product Categories, listed below)
- EPEAT Tier (Bronze, Silver or Gold) associated with each product

Please use the [EPEAT Procurement Reporting Spreadsheet](#) to deliver our EPEAT Registered Product Report for the products purchased by [Insert your organization's name] in {Insert Calendar Year}.

Please reference the following table, which includes EPEAT's six Product Categories and the corresponding Product Types that fall under each category.

EPEAT Product Categories and Product Types

Product Category	Product Types
Computers & Displays	Desktop Notebook Display Integrated System Digital Signage Thin Client Device Tablet Workstation
Imaging Equipment	Copier Multi-Function Device Printer Scanner Digital Duplicator Fax Machine Mailing Machine
Mobile Phones	Mobile Phone
Photovoltaic (solar) Modules and Inverters (PVMI)	Photovoltaic Module Photovoltaic Inverter
Servers	Blade Server Multi-Node Server Pedestal Server Rack-mounted Server
Televisions	Television Hospital-Grade Television