

Environmentally Preferable Office Supplies in the Corporate Express Catalog via Sciquest

How do I find environmentally preferable office supplies online in the Corporate Express catalog in SciQuest?

There are two ways to find environmentally preferable products in the Corporate Express catalog online via SciQuest.

Method #1: Use a keyword search.

1) Type **keyword** in search field. Click **Search** button. In this example, we are searching for pens.

2) Scroll down page to reveal **"Ecooffice"** heading.

3) Note search **results** in parentheses next to subtopics.

Method #2: Use a university-wide shopping list.

1) Select **Best Buy Recycled Products** shopping list.

2) Click **Search** button.

NOTE: To locate multi-purpose paper, select the Best Buy Copy Paper shopping list.

3) Update the quantity of the item and either add the item to your cart or to another shopping list.

NOTE: These products are a good value as well as environmentally preferable.

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Is there any other way that I can tell if a product is environmentally preferable?

E-Way Symbols Legend

- Core Items**
This icon indicates an item is listed on a customer's specific contract and/or indicates better pricing based on best-value items.
- Ecooffice**
This icon indicates an item that has one or more of the following attributes: Recycled, Comprehensive Procurement Guidelines, Environmentally Preferable Purchasing, Green Seal Certified or Environmentally Friendly.
- Recycled**
This icon indicates an item that contains at least 10% Recycled Content.
- Comprehensive Procurement Guidelines**
This icon indicates items that are part of EPA's continuing effort to promote the use of materials recovered from solid waste.
- Environmentally Preferable Purchasing**
This icon indicates products that have a lesser or reduced effect on human health and the environment.
- Green Seal Certification**
This icon indicates products that meet or exceed the Green Seal standards.
- Environmentally Friendly**
This icon indicates an item that is environmentally preferable compared to similar items in the same category. Some of these products meet or exceed the Comprehensive Procurement Guidelines and/or Environmentally Preferable Purchasing Guidelines.
- MWBE**
This icon indicates that an item is manufactured or distributed by a Minority or Women-owned Business Enterprise.
- SKILCRAFT® / JWOD**
This icon designates an item produced by Americans with Disabilities.
- Hazmat**
This product is regulated by the US Dept. of Transportation. Shipping restrictions may apply.
- Promotional Pricing**
This icon indicates that an item is included in a marketing promotion.
- OneShop Express**
This icon indicates that a CE Specialty Business or Approved Vendor ships this item next day via 3rd party, which should result in a 2-3 day delivery.

Close Window

- If an item is environmentally friendly, Corporate Express will provide as many Ecooffice symbols as are applicable to that product.
- Clicking on the symbol next to the item will reveal this legend providing more specifics. (i.e. recyclable, contains recycled content, 3rd party certification, etc.)
- As a best business practice, please attempt to purchase items with these symbols.

Where can I find more information on environmentally preferable purchasing at Yale?

Visit our Green Purchasing web site at http://www.yale.edu/procurement/green_purchase.htm.