

SUPPLIER REVIEW TEMPLATE

*Tourism Carbon Footprint
Project*

Supplier review template

For Northland tourism carbon footprint project participants

This template helps you review your suppliers systematically to identify opportunities for reducing your carbon footprint through sustainable procurement decisions.

1. Identify key suppliers and services

List all your suppliers across key categories that contribute to your carbon footprint:

Primary categories:

- Food and beverage supplies
- Cleaning products and consumables
- Linen and textiles
- Maintenance materials and equipment
- Energy providers (electricity, gas, fuel)
- Waste management services
- Transportation and logistics
- Accommodation and hospitality services (for business use)
- Marketing and professional services

Your key suppliers:

Supplier name	Category	Annual spend (approx.)	Location (Local/NZ/International)

2. Assess each supplier's environmental credentials

For your high-spend or high-impact suppliers, gather information on their sustainability practices:

Assessment questions:

- **Does the supplier hold NZ or global eco-certification?** (Yes/No; type: e.g., Toitū carbonzero, B Corp, Fair Trade, organic certification)
- **Are product materials sustainably sourced or low-carbon?** (Yes/No/Partial/Unknown)
- **What is the transport emissions impact?** (Local sourcing/NZ-made/Imported)
- **Does the supplier transparently report their environmental impact?** (Yes/No/Partial)
- **Does the supplier have published carbon reduction targets?** (Yes/No/Unknown)
- **Are packaging and delivery methods sustainable?** (Minimal packaging/Recyclable/Reusable/Excessive)

Supplier assessment grid:

Supplier	Eco-certification	Sustainable materials	Transport impact	Reports impact	Reduction targets	Sustainable packaging

3. Map scope 1, 2, and 3 emissions

Understanding emission scopes helps you identify where your supply chain impacts your carbon footprint:

Scope 1: Direct emissions

- Emissions from your owned or controlled sources
- Examples: Company vehicles, on-site fuel combustion for heating/cooking, refrigerant leaks

Scope 2: Indirect energy emissions

- Emissions from purchased electricity, heat, or steam
- Examples: Electricity used in your buildings and operations

Scope 3: Other indirect emissions

- All other emissions in your value chain (upstream and downstream)
- Examples: Purchased goods and services, business travel, waste disposal, employee commuting, upstream production emissions from suppliers

Supplier scope 3 connection:

Your purchased goods and services create Scope 3 emissions for your business. These include:

- Upstream production and transport emissions from supplier operations
- Packaging materials and their production
- Product disposal and end-of-life emissions
- Delivery and logistics

High-impact scope 3 categories from your suppliers:

Supplier category	Estimated emissions impact	Notes
Food suppliers	High (especially meat/dairy)	Consider plant-forward options, local sourcing
Energy providers	High	Already identified as 70.6% of key supplier emissions
Waste management	Medium-High	Already identified as 11.3% of key supplier emissions

Cleaning supplies	Medium	Chemical production, packaging, disposal
Linen/textiles	Medium	Manufacturing, laundering, transport

4. Prioritise high-impact areas

Based on your assessment and the project findings, focus your efforts where they'll have the greatest impact:

Regional project findings:

- Energy suppliers: 70.6% of top supplier emissions
- Waste management: 11.3% of top supplier emissions
- Food/supplies: 9.3% of top supplier emissions

Your high-priority suppliers for action:

Supplier/category	Why priority?	Current performance	Improvement opportunity

Tools for quantitative assessment:

- EECA calculators for energy and transport emissions
- Toitū calculators for broader carbon footprint estimation
- Your CarbonTrail dashboard for spend-based emissions by supplier

5. Set environmental expectations in purchasing

Update your procurement policy to include sustainability criteria and communicate these expectations to suppliers.

Sample procurement policy statement:

"We are committed to reducing our environmental impact and will preferentially select suppliers who transparently report and act to reduce the environmental impact of their products and services, and who align with our own carbon reduction targets. We expect our suppliers to demonstrate:

- Transparent reporting of environmental performance and emissions
- Active efforts to reduce carbon emissions and environmental impact
- Sustainable sourcing and production practices
- Minimal, recyclable, or reusable packaging
- Alignment with our sustainability goals and New Zealand's climate commitments"

Practical implementation steps:

1. **Communicate expectations clearly:** Share your sustainability requirements with existing suppliers
2. **Include sustainability criteria in RFPs:** Add environmental performance questions to tender documents
3. **Create incentives for compliance:** Consider preferred supplier status, longer contract terms, or payment terms for suppliers meeting criteria
4. **Measure and track outcomes:** Document emissions reductions from supplier changes
5. **Share successes:** Recognise and promote suppliers who demonstrate strong environmental performance

Supplier engagement checklist:

- Draft updated procurement policy with sustainability criteria
- Communicate new expectations to existing key suppliers
- Request environmental performance information from suppliers
- Add sustainability questions to RFP/tender templates
- Identify 2-3 alternative suppliers for high-impact categories
- Calculate potential emissions savings from supplier switches
- Set timeline for transitioning to preferred sustainable suppliers

6. Review annually

Schedule regular reviews to maintain progress and adapt to changing circumstances:

Annual review checklist:

- Re-assess performance of key suppliers against sustainability criteria
- Review spend patterns and identify any new high-impact suppliers
- Compare current year emissions to baseline (using CarbonTrail dashboard)
- Document successful supplier transitions and lessons learnt
- Update procurement policy based on experience
- Identify new opportunities for collective procurement with other operators
- Share learnings with regional sustainability network

Review schedule:

Review date	Key suppliers to assess	Action items	Responsible person

Useful links and resources

New Zealand-specific resources:

- **TIA Sustainable Supply Chain Guide:** <https://tia.org.nz/assets/Uploads/Supply-Chain-Guide.pdf>
Comprehensive guide for tourism operators on sustainable procurement practices
- **Toitū Envirocare Carbon Certification and Tools:** <https://www.toitu.co.nz>
NZ's leading carbon certification programme with calculators and measurement tools
- **ECCA Sustainable Procurement Guide:**
<https://www.eeca.govt.nz/resources/procurement-guide>
Government resource for energy-efficient and sustainable purchasing decisions
- **Sustainable Hospitality Alliance Supplier Mapping Tool:**
<https://sustainablehospitalityalliance.org/resources>
International tools and frameworks for hospitality sector supply chain sustainability

Additional support:

- **Regional collective procurement:** Contact Northland Inc. about opportunities for bulk purchasing agreements with sustainable suppliers
- **CarbonTrail dashboard:** Use your dashboard to track supplier-level emissions over time
- **Regional sustainability network:** Connect with other operators for supplier recommendations and shared learnings

Notes and action items

Use this space to record key insights and next steps from your supplier review:

Key findings:

Quick wins identified:

Long-term opportunities:

Support needed:

NorthlandInc

Growing Northland's Economy

Kia tupu ai te ōhanga o Te Tai Tokerau

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