How to Buy EPEAT® Registered Products – A Tutorial

*It’s easy as 1-2-3*

1. Adopt a [policy](#) that requires the purchase or lease of EPEAT registered products whenever they are available and meet your technical specifications.

2. Insert [language](#) in purchasing Requests for Proposals, bids and/or vendor contracts stipulating EPEAT registered products. Also consider requiring that your vendors [track and report](#) to you which products you purchased are EPEAT registered. Many examples of contract language are available on the [EPEAT website](#).

3. To identify EPEAT registered products, go to [www.EPEAT.net](http://www.EPEAT.net) and pick the “search registry” button at the bottom of the screen.

CONTINUES ON NEXT PAGE
Then on the left, under quick search, use the drop down box to select a device category (and pick United States under select a country).

This will reveal a summary of the number of products registered by EPEAT qualification level (bronze, silver, gold).
From this point there are many ways to search:

a. Click on any of the numbers in the row with the product type you are interested in and this will reveal details of the products that are registered at that level.

b. Or, click on the “total” number.

c. Or, click on search by manufacturer if your organization has a vendor preference.

For example, if you pick “copier”, clicking on the “30” under “total”, all of the copiers results will appear, as follows:

![Search Results for Copiers](image)

There are hyperlinks from each product name for more details. Or you can select several products to compare. Or you can narrow down your search by manufacturer.