Sample 2026 Analysis Report

This report provides a comprehensive overview of procurement activity across the Sample account during the 2026 reporting period. It has been developed to provide a clear understanding of purchasing behaviour, supplier engagement and operational performance, enabling stakeholders to assess current procurement practices and identify opportunities for future improvement.

The report analyses a wide range of key performance indicators, including purchasing trends, expenditure, ordering activity, product utilisation, delivery performance, sustainability metrics and environmental impact. By examining these areas collectively, the report provides valuable insight into how products and services are being procured across the organisation, highlighting areas of strong performance whilst identifying opportunities to improve efficiency, standardisation and sustainable purchasing.

A particular focus has been placed on understanding purchasing patterns across product categories, identifying the products and services that contribute most significantly to overall expenditure, and evaluating the organisation's commitment to responsible procurement through the adoption of Supplier's Planet products. Environmental performance has been assessed alongside commercial performance to provide a balanced view of procurement activity, supporting both financial and Environmental, Social and Governance (ESG) objectives.

The information presented has been structured to provide an executive-level summary supported by detailed analysis throughout the report. This enables decision makers to quickly understand overall account performance while also accessing more detailed information to support operational, commercial and strategic procurement decisions. The report has been designed to assist in identifying cost-saving opportunities, supplier consolidation, product standardisation, sustainability improvements and future procurement initiatives.

Report Notes and Disclaimer

Unless otherwise stated, all information contained within this report relates to procurement activity undertaken during the 2026 reporting period. Financial values are presented exclusive of VAT and any other applicable taxes unless specifically stated otherwise.

The analysis contained within this report has been produced using transactional purchasing data available at the time of preparation. Whilst every reasonable effort has been made to ensure the accuracy, completeness and integrity of the information presented, minor discrepancies may occur due to data processing timelines, supplier updates or subsequent transactional adjustments.

This report is intended to support procurement analysis and strategic decision-making and should be considered alongside any internal financial reporting where appropriate. Should you have any questions regarding the information presented, or require further analysis of any aspect of the report, please contact your Supplier Account Manager, who will be pleased to provide further assistance.

Contents

Executive Summary

During the first six months of 2026, total procurement expenditure reached **£62.3k**, with purchasing remaining stable until project-driven investment in May and June increased overall spend by 44%.

Key findings include:

- 52% of expenditure related to workplace furniture investment.
- 65.3% of spend was on environmentally accredited Green Products.
- 100% of paper purchased met recognised environmental standards.
- Opportunities exist to improve Core Product compliance, consolidate low-value deliveries and standardise purchasing across several categories.

Overall procurement maturity is considered **High**, with future improvements focused on efficiency rather than expenditure reduction.

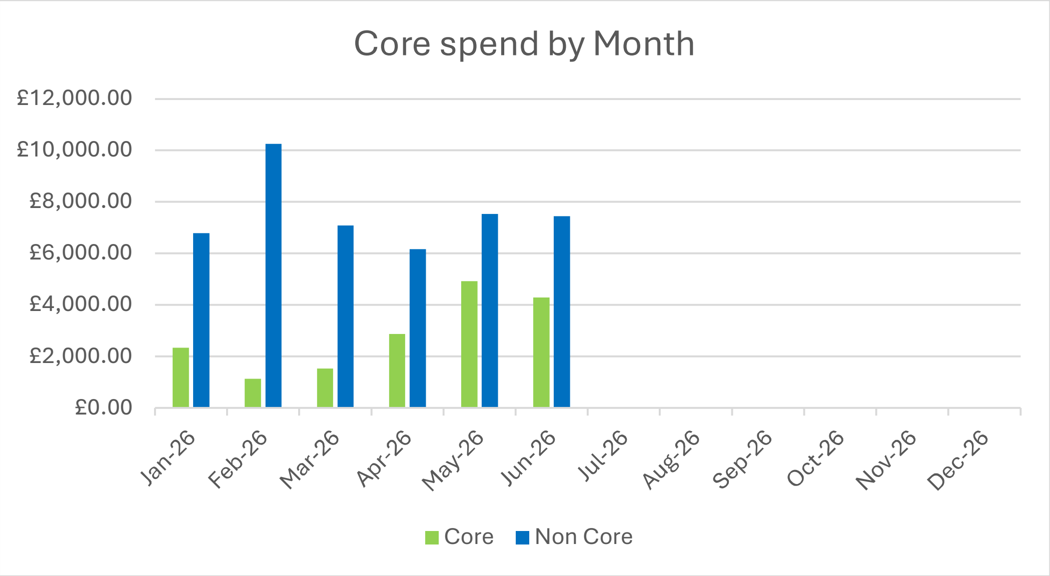
Procurement Scorecard

Area	Rating	Comment
Spend Control	Excellent	Stable operational spend
Sustainability	Excellent	65% Green Products
Core Compliance	Moderate	Opportunity to improve
Product Standardisation	Moderate	Multiple similar products
Delivery Efficiency	Moderate	Several low-value deliveries
Procurement Governance	Good	Strong controls evident

Key findings

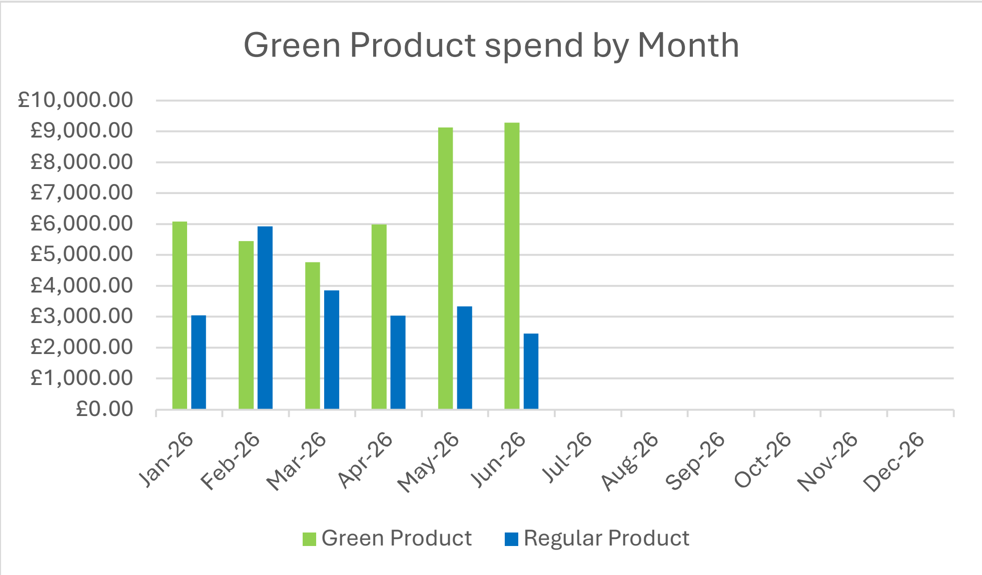
Core Spend

Month	Core	Non Core	Total
Jan-26	£2,337.18	£6,788.06	£9,125.24
Feb-26	£1,124.77	£10,245.92	£11,370.69
Mar-26	£1,533.70	£7,086.59	£8,620.29
Apr-26	£2,864.24	£6,158.74	£9,022.98
May-26	£4,923.96	£7,531.59	£12,455.55
Jun-26	£4,288.01	£7,441.79	£11,729.80
Jul-26			£0.00
Aug-26			£0.00
Sep-26			£0.00
Oct-26			£0.00
Nov-26			£0.00
Dec-26			£0.00



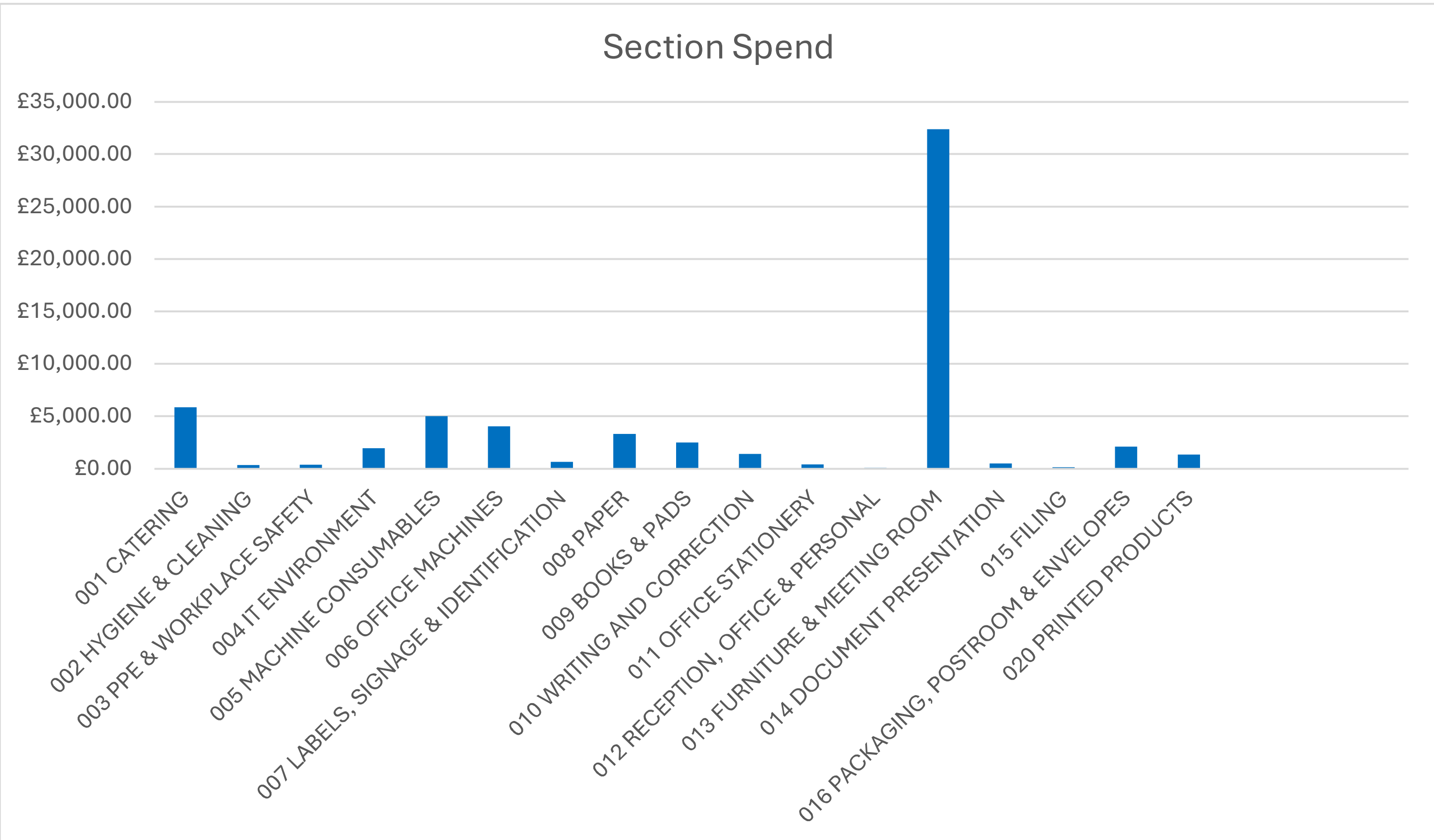
Green Product

Month	Green Product	Regular Product	Total
Jan-26	£6,079.20	£3,046.04	£9,125.24
Feb-26	£5,446.61	£5,924.08	£11,370.69
Mar-26	£4,764.43	£3,855.86	£8,620.29
Apr-26	£5,989.91	£3,033.07	£9,022.98
May-26	£9,125.19	£3,330.36	£12,455.55
Jun-26	£9,279.41	£2,450.39	£11,729.80
Jul-26			£0.00
Aug-26			£0.00
Sep-26			£0.00
Oct-26			£0.00
Nov-26			£0.00
Dec-26			£0.00



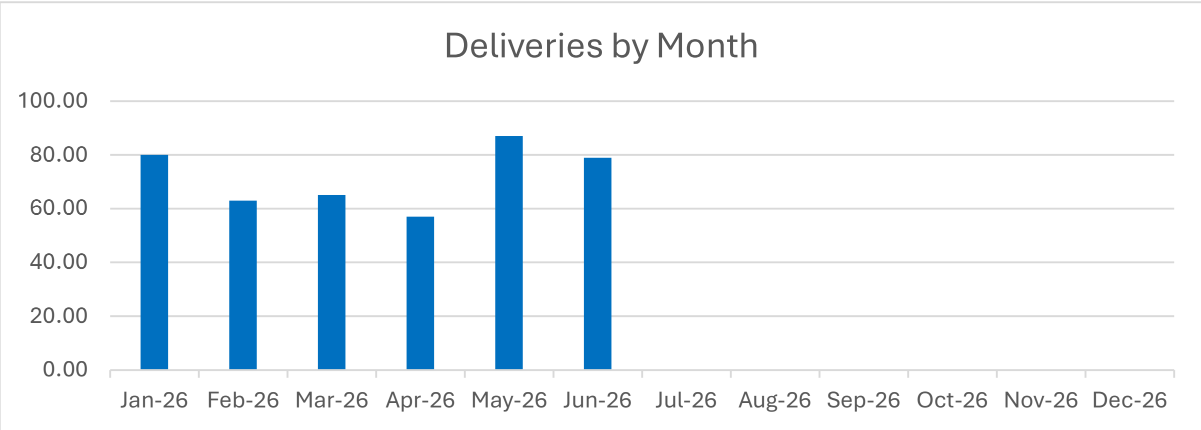
Section Spend

Section	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Total
001 CATERING	£969.67	£503.97	£1,396.17	£1,192.58	£1,034.66	£755.90							£5,852.95
002 HYGIENE & CLEANING	£97.24	£34.86	£79.73	£37.02	£45.15	£36.70							£330.70
003 PPE & WORKPLACE SAFETY	£123.05	£231.10	£5.20	£4.75		£20.55							£384.65
004 IT ENVIRONMENT	£115.57	£168.26	£388.48	£481.78	£620.09	£156.35							£1,930.53
005 MACHINE CONSUMABLES	£877.59	£167.28	£2,671.54	£90.10	£551.38	£645.22							£5,003.11
006 OFFICE MACHINES	£328.70	£2,829.48	£200.63	£72.89	£343.80	£269.65							£4,045.15
007 LABELS, SIGNAGE & IDENTIFICATION	£113.97	£192.42	£308.26		£15.89								£630.54
008 PAPER	£497.00	£372.65	£193.95	£133.65	£1,608.70	£496.00							£3,301.95
009 BOOKS & PADS	£142.99	£415.72	£453.06	£150.00	£555.15	£784.80							£2,501.72
010 WRITING AND CORRECTION	£32.00	£210.37	£166.39	£53.90	£87.78	£864.82							£1,415.26
011 OFFICE STATIONERY	£33.40	£137.74	£70.96	£49.20	£70.92	£53.14							£415.36
012 RECEPTION, OFFICE & PERSONAL		£2.20			£10.00	£46.95							£59.15
013 FURNITURE & MEETING ROOM	£5,014.20	£4,965.21	£2,535.67	£6,129.35	£7,109.29	£6,630.64							£32,384.36
014 DOCUMENT PRESENTATION	£114.59	£304.19		£9.25	£47.30	£17.40							£492.73
015 FILING	£10.78		£72.90		£40.00								£123.68
016 PACKAGING, POSTROOM & ENVELOPES	£420.14	£110.14	-£50.85	£464.67	£205.70	£951.68							£2,101.48
020 PRINTED PRODUCTS	£234.35	£725.10	£128.20	£153.84	£109.74								£1,351.23



Deliveries

Month	Deliveries
Jan-26	80.00
Feb-26	63.00
Mar-26	65.00
Apr-26	57.00
May-26	87.00
Jun-26	79.00
Jul-26	
Aug-26	
Sep-26	
Oct-26	
Nov-26	
Dec-26	



Paper Summary

Material	Material Description	Sales Unit	Planet Marker	Sales Deal	Unit Weight (KG)	Total Weight (KG)	Units	Sales	Tax	Total	Note
157.796	RM500 SUPPLIER MULTI PAPER A4 80G WH	BOX	Green Product	Core	12.829	64.145	5	£109.75	£21.95	£131.70	EU Eco Label
157.796	RM500 SUPPLIER MULTI PAPER A4 80G WH	BOX	Green Product	Core	12.85	359.8	28	£614.60	£122.92	£737.52	EU Eco Label
159.337	RM500 SUPPLIER MULTI PAPER A3 80G WH	BOX	Green Product	Non Core	15.36	15.36	1	£30.60	£6.12	£36.72	EU Eco Label
159.543	RM500 SUPPLIER COPY PAPER A4 80G WH	BOX	Green Product	Core	12.85	475.45	37	£549.45	£109.90	£659.35	EU Eco Label
234.406	RM500 SUPPLIER COPY PAPER A3 80G WH	BOX	Green Product	Non Core	14.886999	14.886999	1	£27.75	£5.55	£33.30	EU Eco Label
469.167	BX2500 SUPPLIER MULTI PAPER A4 80G WH	EA	Green Product	Non Core	12.6	25.2	2	£46.90	£9.38	£56.28	EU Eco Label
1.946.072	RM500 NAVIGATOR UNIVERSAL PAP A4 80G WH	BOX	Green Product	Non Core	12.96	129.6	10	£265.00	£53.00	£318.00	FSC & EU Eco Label
1.946.083	RM500 NAVIGATOR UNIVERSAL PAPER A3 80G	EA	Green Product	Non Core	5.07	35.49	7	£80.15	£16.03	£96.18	FSC & EU Eco Label
16.169.614	RM500 NAVIGATOR UNI CO2 PAP A4 80G WH@	BOX	Green Product	Non Core	12.841	642.05	50	£1,447.50	£289.50	£1,737.00	FSC & EU Eco Label
16.169.636	RM500 HP PREMIUM A4 100GSM PAPER WH	PKG	Green Product	Non Core	12.829	12.829	1	£26.00	£5.20	£31.20	FSC & EU Eco Label
16.169.751	RM500 REY COPY A4 80GSM PAPER WHITE	BOX	Green Product	Non Core	12.554	12.554	1	£21.75	£4.35	£26.10	FSC & EU Eco Label
4.969.377	RM500 EVERCOPY PREM 1902 RECY PAP A4 80G	BOX	Green Product	Non Core	12.829	38.487	3	£82.50	£16.50	£99.00	FSC & EU Eco Label, Blue Angel

Analysis

Site Analysis

Analysis of spend and delivery activity shows that demand is concentrated across a small number of key sites with distinct purchasing behaviours emerging.

While a core group of locations accounts of the majority of total spend, there has also been a notable increase on the number of one-off delivery locations during May and June suggesting an expansion in project based or installation related activity.

The most significant site is GU2 8XG, which recorded approximately £8.8k of spend across 56 deliveries over the 6-month period. This site consistently received between 8-11 deliveries each month, with monthly spend ranging from £1.1k to £2.0k . Its combination of high value, high delivery frequency indicates a mature, recurring site with predictable demand.

Given its strategic importance, this location represents an excellent opportunity for further contract pricing, scheduled deliveries or other service improvements that could strengthen the partnership between Sample and Supplier.

Similar, E14 5DX demonstrates a stable purchasing profile, generating approximately £3.3k from 30 deliveries. Orders were places consistently throughout the reporting period, with an average spend of approximately £108 per delivery, suggesting regular replenishment purchasing rather than project-driven demand.

In contrast, EC2N 3AR exhibits a very different purchasing patten. Despite generating over £7.1k in spend, this was achieved through only 10 deliveries, resulting in an average delivery value of approximately £716. This indicates highly consolidated purchasing behaviour, likely associated with project orders or high-value products. Unlike higher-frequency sites, there is little opportunity to reduce delivery frequency further, as ordering is already well consolidated.

SL3 9LL also falls into the high-value, lower-frequency category, with approximately £3.9k of spend across 17 deliveries. However, its profile is heavily influenced by a single large purchase in February, indicating either a bulk procurement or project-specific requirement rather than consistent operational demand.

Several sites demonstrate moderate spend combined with regular deliveries, including MK9 1GB, BH7 7DU, and LA1 3SW. Of these, MK9 1GB is particularly noteworthy, generating approximately £1.6k from 22 deliveries, equating to an average order value of only £74 per delivery. This is significantly lower than other major sites and may indicate fragmented purchasing, emergency orders, or frequent small replenishments. Consolidating orders at this location could reduce delivery costs without materially affecting service levels.

Comparing average spend per delivery further highlights the differing customer behaviours:

Site	Approx. Average Spend per Delivery
EC2N 3AR	~£716
SL3 9LL	~£229
GU2 8XG	~£157
BH7 7DU	~£138
E14 5DX	~£108
LA1 3SW	~£95
MK9 1GB	~£74

The emergence of numerous new delivery locations from May onwards represents a significant shift in the delivery profile. Many of these sites received only a single delivery, typically valued between £150 and £300. This suggests the business supported a wider geographical rollout, installation programme, or project activity during the latter part of the reporting period. Whilst these deliveries contribute relatively little individually, collectively they increase logistics complexity and reduce the benefits associated with repeat deliveries to established sites.

A small number of credit transactions were also identified, including at EC3V 0HR, B97 5JJ, and RG1 7JW. These appear to be isolated corrections or returns rather than evidence of recurring operational issues.

Overall, the site analysis demonstrates that the business is supported by a relatively small number of strategically important, high-spend locations alongside a growing number of lower-frequency project sites. The greatest opportunity lies not in reducing overall spend, but in improving delivery efficiency. Consolidating multiple low-value deliveries at sites such as MK9 1GB could reduce transport and handling costs, while maintaining strong service levels for high-value strategic customers such as GU2 8XG, EC2N 3AR, and E14 5DX should remain a priority.

Product Analysis

Total expenditure across all analysed products amounted to £62,324.55 during the reporting period. Overall purchasing activity remained relatively stable throughout the first quarter before increasing significantly during May and June. This increase was largely driven by investment in furniture and workplace equipment rather than higher consumption of day-to-day operational supplies.

The spend profile suggests the organisation has undertaken either an office refurbishment, workplace modernisation programme, expansion into additional workspace, or significant replacement of existing furniture assets. Routine consumable purchasing remained comparatively controlled throughout the period.

Overall Spend Trend

Monthly expenditure averaged just over £10,387 per month, although spending varied considerably depending on project-related purchases.

March represented the lowest month of expenditure (£8,620), while May saw the highest monthly spend (£12,456), representing an increase of approximately 44% compared with March.

Unlike many organisations where spend increases are driven by higher operational demand, the data indicates that this increase was almost entirely attributable to capital-style purchases such as furniture and meeting room equipment. This is generally viewed more favourably than uncontrolled growth in consumable purchasing, as these purchases are usually one-off investments that provide long-term operational benefits.

Should expenditure remain at May and June levels for the remainder of the year, annual spend would exceed current projections and should therefore be reviewed against the approved procurement budget.

Category Analysis

Furniture & Meeting Room (£32,384)

Furniture represents approximately 52% of all recorded expenditure, making it by far the largest purchasing category.

This level of concentration is unusual for routine office purchasing and indicates a strategic investment rather than normal business-as-usual procurement.

The category is dominated by ergonomic office seating, operator chairs and office desks, alongside meeting room equipment. These purchases may have been driven by:

- Office refurbishment projects
- New employee onboarding
- Hybrid working initiatives
- Replacement of ageing furniture
- Health and safety improvements
- Expansion into additional office space

Investment in ergonomic seating can deliver measurable benefits through improved employee comfort, reduced musculoskeletal issues and increased productivity. However, due to the significant proportion of total spend represented by this category, future purchasing should be carefully managed through approved supplier agreements and standardised product selections.

Recommendations

- Introduce an approved furniture catalogue to reduce product variation.
- Consolidate purchases into larger orders to maximise volume discounts.
- Review whether all chair models currently purchased are necessary or whether a smaller standard range could be adopted.
- Consider implementing an asset register for high-value furniture to support lifecycle management and replacement planning.

Catering (£5,853)

Catering is the second highest expenditure category, accounting for almost 9.5% of total spend.

Although not excessive in isolation, catering expenditure is often one of the easiest areas to optimise because purchasing behaviour can vary considerably between departments and individuals.

This category may include tea, coffee, milk, sugar, disposable cups, refreshments for meetings and hospitality.

The data does not immediately suggest overspending; however, further analysis could identify opportunities such as:

- Departments purchasing similar items independently.
- Higher-cost branded alternatives where own-brand products would be suitable.
- Overstocking leading to product expiry.
- Duplicate suppliers for similar products.

Recommendations

- Introduce preferred catering product lists.
- Review branded versus own-label purchasing.
- Consolidate ordering frequency to reduce delivery costs.
- Monitor consumption per employee where appropriate.

Machine Consumables (£5,003)

Printer consumables represent approximately 8% of overall expenditure.

Toner expenditure is often one of the largest controllable office costs and may indicate:

- High printing volumes.
- Multiple printer models requiring different consumables.

- Use of lower-capacity cartridges.
- Inefficient printer utilisation.

Without print volume data it is difficult to determine whether expenditure is appropriate. However, organisations commonly achieve savings through print rationalisation and managed print services.

Recommendations

Potential opportunities include:

- Standardising printer models.
- Moving towards high-capacity toner cartridges.
- Introducing secure print release.
- Reducing unnecessary colour printing.
- Encouraging digital document workflows.

A reduction of even 15–20% in consumable usage could generate meaningful annual savings without impacting business operations.

Office Machines (£4,045)

The majority of expenditure within this category appears to relate to meeting room technology and office equipment rather than routine replacements.

One notable purchase is the Kodak Luma 350 Projector, suggesting investment in collaborative working spaces.

Although these purchases are generally non-recurring, organisations should ensure equipment is:

- compatible with existing infrastructure,
- supported by warranty,
- appropriately recorded as organisational assets.

Paper (£3,302)

Paper expenditure represents just over 5% of total spend, which appears proportionate for a business still operating with some paper-based processes.

There is no immediate evidence of excessive paper purchasing; however, the category remains an area where organisations continue to reduce expenditure through digital transformation initiatives.

Possible improvement opportunities include:

- Increased use of electronic documentation.
- Duplex printing by default.
- Electronic approval workflows.
- Print quota monitoring.

Even modest reductions in paper consumption can generate additional savings through reduced toner usage and lower maintenance costs.

Product Concentration

One of the most significant findings is the concentration of expenditure amongst a relatively small number of high-value products.

The highest-value products consist primarily of:

- Ergonomic office chairs
- Adjustable seating
- Office desks
- Meeting room equipment

This concentration suggests purchasing is highly project-driven rather than dispersed across routine operational requirements.

From a procurement perspective, concentrated spending can be advantageous because larger volumes often improve negotiating power with suppliers.

However, it also increases the importance of supplier management, contract pricing and ensuring purchases are authorised through appropriate approval processes.

Procurement Opportunities

The analysis highlights several areas where procurement efficiencies may be achieved.

Standardisation

A wide range of similar furniture products have been purchased.

Reducing the number of approved models would:

- simplify procurement,
- improve stock availability,
- strengthen supplier negotiations,
- reduce replacement part complexity.

Supplier Consolidation

If multiple suppliers are being used for similar products, consolidating spend with preferred suppliers could unlock additional rebates, improved service levels and lower unit costs.

Spend Visibility

The current data demonstrates good visibility of category expenditure.

Further analysis could provide even greater insight through:

- supplier spend analysis,
- department spend analysis,
- site-level purchasing,
- user-level purchasing,
- monthly demand forecasting,
- product lifecycle analysis.

Overall Assessment

The spend profile reflects an organisation making significant investment in its workplace environment while maintaining relatively stable expenditure on everyday operational supplies.

No immediate evidence of uncontrolled purchasing was identified. Instead, the data suggests that expenditure has been targeted towards improving office infrastructure and employee working conditions.

Future procurement activity should focus on maximising value from these investments by standardising product ranges, leveraging supplier relationships and introducing additional spend governance around high-value capital purchases. Continued monitoring of consumable categories such as catering, paper and print supplies will help ensure operational costs remain controlled while identifying opportunities for incremental savings.

Paper Spend Analysis

During the reporting period, total expenditure on paper products amounted to £3,301.95 (excluding VAT) across 146 boxes/packs of paper, representing a total paper weight of approximately 1,825.85 kg (1.83 tonnes).

The purchasing profile demonstrates a strong commitment to sustainability, with 100% of paper purchased carrying recognised environmental certifications, including the EU Ecolabel, FSC® Certification, and Blue Angel accreditation. Every product purchased is also classified as a Green Product, highlighting an organisation-wide commitment to environmentally responsible procurement.

Whilst the sustainability credentials are excellent, purchasing behaviour indicates opportunities to improve product standardisation. Seven different paper product lines were purchased across multiple manufacturers, potentially reducing purchasing leverage and increasing stock complexity.

Product Mix

The organisation purchased paper from five different manufacturers:

- Supplier
- Navigator
- HP
- Rey
- Evercopy ®

Although all products are environmentally certified, there is considerable variation in brands despite many offering comparable specifications.

The majority of purchases consist of:

- A4 80gsm copier paper
- A3 80gsm copier paper
- Small quantities of specialist papers
- Premium and recycled papers

This suggests that whilst standard office printing accounts for most demand, departments occasionally require specialist products for presentations or specific business requirements.

Spend Concentration

Paper expenditure is heavily concentrated within a small number of products.

Navigator Universal CO_2 Neutral A4 80gsm

- 50 boxes purchased
- £1,447.50 spend
- Approximately 44% of all paper expenditure

This is the single largest paper line and appears to have become the preferred premium paper product.

The product combines FSC certification with EU Ecolabel accreditation whilst also promoting carbon-neutral manufacturing, making it an excellent choice where sustainability objectives are prioritised.

Supplier Copy Paper A4 80gsm

- 37 boxes
- £549.45 spend

This remains another core office paper and represents approximately 17% of total paper spend.

Combined with the Supplier Multi Paper purchases, Supplier products continue to account for a significant proportion of overall purchasing.

Supplier Multi Paper A4 80gsm

Across two separate purchases:

- 33 boxes
- £724.35 spend

This indicates continued purchasing of multiple A4 paper ranges alongside Navigator products.

While product performance differences may exist, maintaining several similar paper specifications may reduce opportunities to negotiate improved pricing through volume consolidation.

Sustainability Analysis

One of the strongest aspects of the purchasing profile is its environmental performance.

Every paper product purchased carries recognised environmental certifications.

EU Ecolabel

Every product in the report carries the EU Ecolabel, demonstrating compliance with strict environmental standards throughout the manufacturing process, including:

- reduced environmental impact
- responsible chemical use
- sustainable manufacturing
- high performance standards

FSC® Certification

Several products additionally carry Forest Stewardship Council (FSC®) certification.

This provides assurance that the wood fibres originate from responsibly managed forests that protect biodiversity and maintain sustainable forestry practices.

Blue Angel

The Evercopy recycled paper also carries Blue Angel accreditation.

Blue Angel is one of Europe's most respected environmental certifications and is awarded to products with exceptionally low environmental impact throughout their lifecycle.

This product also contains recycled fibre, further reducing demand for virgin timber resources.

Product Standardisation

Whilst sustainability performance is excellent, procurement efficiency could potentially be improved.

The organisation currently purchases several products with virtually identical specifications:

- Supplier Copy Paper
- Supplier Multi Paper
- Navigator Universal
- Navigator CO_2
- Rey Copy
- HP Premium

Many of these products are:

- A4
- White

- 80gsm
- Multipurpose copier paper

Maintaining multiple equivalent products increases:

- stock complexity
- supplier dependency
- ordering decisions
- inventory management requirements

Greater standardisation could simplify procurement whilst increasing purchasing leverage.

Core vs Non-Core Purchasing

Interestingly, only two paper products are classified as Core products:

- Supplier Multi A4
- Supplier Copy A4

All remaining products fall under the Non-Core classification.

This may indicate that although buyers have access to an approved core range, purchasing behaviour continues to favour alternative products for specific requirements.

Reviewing why non-core products are regularly selected could identify opportunities to improve compliance with preferred supplier agreements and reduce unnecessary product variation.

Specialist Paper Usage

The dataset includes relatively small purchases of specialist products including:

- HP Premium 100gsm
- Recycled Evercopy paper
- A3 papers
- Premium Navigator products

These account for a relatively small proportion of total expenditure and appear consistent with occasional business requirements such as presentations, marketing materials or higher-quality document production.

At present there is no indication that specialist papers are being overused.

Opportunities

Consolidate A4 Paper Purchasing

The greatest opportunity lies in reducing the number of standard A4 paper products purchased.

Moving towards one or two approved products could:

- improve supplier negotiations
- reduce stockholding
- simplify ordering
- improve rebate opportunities
- reduce administration

Increase Core Product Compliance

Reviewing why buyers continue purchasing non-core paper products may identify:

- price differences
- availability issues
- quality preferences
- lack of awareness of approved products

Improving compliance with the approved product range could generate further procurement savings.

Continue Sustainability Leadership

The organisation demonstrates excellent environmental purchasing practices.

Future opportunities include:

- increasing recycled paper usage where operationally appropriate
- monitoring paper consumption trends
- measuring carbon reductions associated with certified paper products
- promoting digital document management to further reduce overall paper consumption

Overall Assessment

The organisation has developed a strong and environmentally responsible paper procurement strategy. Every product purchased meets recognised sustainability standards, reflecting a clear commitment to responsible sourcing and reducing environmental impact.

From a commercial perspective, however, there remains scope to improve purchasing efficiency. The current portfolio includes several products with near-identical specifications from different manufacturers, which may dilute buying power and increase stock complexity.

Consolidating standard office paper into a smaller approved range, while maintaining specialist products only where there is a clear operational need, would strengthen procurement governance and may unlock additional cost savings.

Overall, the analysis indicates that paper purchasing is well controlled, environmentally conscious and aligned with sustainable procurement objectives, with future improvements likely to come from greater product standardisation and improved adherence to the core product range, rather than from reducing consumption alone.

Green Product Analysis

A Green Product refers to any product identified with Supplier's Planet marker as part of its independently assessed Sustainable Selection programme.

Products awarded this designation have been evaluated against a range of environmental criteria and are recognised as having a lower environmental impact than standard alternatives throughout their lifecycle. This may include products manufactured from recycled or renewable materials, those carrying recognised environmental certifications such as FSC®, EU Ecolabel, Blue Angel or PEFC, products designed to be reusable, refillable or repairable, or those that are recyclable or compostable at the end of their useful life.

The assessment also considers factors such as responsible sourcing, packaging sustainability and circular economy principles. By selecting Planet products, organisations can reduce the environmental impact of their procurement activities while supporting sustainable manufacturing, responsible resource management and wider Environmental, Social and Governance (ESG) objectives.

Based on the Planet Marker classification, comparing environmentally accredited Green Products against standard Regular Products. Green Products include items manufactured using recycled materials, responsibly sourced raw materials, lower-impact production methods, or products carrying recognised environmental certifications.

During the reporting period, the organisation spent a total of £62,324.55 (excluding VAT) across 2,187 units purchased.

The analysis demonstrates a strong commitment to sustainable procurement:

- £40,684.75 (65.3%) of total spend was on Green Products.
- £21,639.80 (34.7%) was spent on Regular Products.
- 447 product lines were Green Products, compared with 539 Regular Product lines.

Although there are more individual Regular Product line items, the significantly higher Green Product spend indicates that environmentally preferable products are being selected for many of the organisation's higher-value purchases.

Key Findings

Nearly two-thirds of all procurement expenditure was directed towards environmentally accredited products. This is a strong indicator that sustainability is well embedded within purchasing decisions, particularly for higher-value goods.

Interestingly, while Regular Products account for more units purchased (1,220 vs. 967), Green Products account for substantially more spend. This suggests that Green Products are predominantly being selected for higher-value or strategic purchases such as office furniture, certified paper, and specialist workplace equipment.

Furniture represents the largest procurement category and also demonstrates one of the strongest levels of Green Product adoption.

More than £27,000 has been invested in environmentally accredited furniture, accounting for almost 85% of category expenditure. This suggests procurement teams are prioritising products manufactured from responsibly sourced materials, recyclable components or furniture carrying recognised environmental certifications.

Given that furniture also represents over half of total organisational spend, this purchasing behaviour has a significant positive influence on the organisation's overall environmental footprint.

Paper purchasing represents best practice within the organisation.

Every paper product purchased during the reporting period was classified as a Green Product, meaning the organisation achieved 100% Green Product adoption within this category.

Previous analysis identified products carrying certifications including:

- FSC®
- EU Ecolabel
- Blue Angel
- Carbon Neutral Paper

This demonstrates an excellent commitment to sustainable sourcing and responsible forestry.

Machine consumables are almost evenly split between Green and Regular products.

This presents a significant opportunity for improvement, as many printer consumables, toners and cartridges are now available with recycled content or closed-loop recycling schemes.

Increasing Green Product adoption within this category could substantially improve the organisation's overall sustainability performance.

Office Machines remains one of the more traditional purchasing categories, with approximately two-thirds of expenditure still directed towards Regular Products.

As equipment reaches replacement age, consideration should be given to products offering:

- Energy Star certification
- Reduced energy consumption
- Recycled materials
- Manufacturer take-back programmes

Catering demonstrates the lowest level of Green Product adoption.

Only around 5% of expenditure within this category relates to environmentally accredited products.

This presents one of the greatest opportunities for improvement through:

- Fairtrade products
- Recycled packaging
- Compostable catering supplies
- Sustainably sourced beverages

- Reduced single-use plastics

Even relatively small purchasing changes within this category could deliver meaningful environmental benefits.

Category	Green % of Spend
Paper	100%
Furniture & Meeting Room	84.80%
Writing & Correction	77.80%
Books & Pads	65.20%
Machine Consumables	51.20%
IT Environment	46.40%
Packaging & Postroom	37.70%
Office Machines	35.90%
Catering	4.80%
Printed Products	0%

The data shows that sustainability is strongest in categories where environmentally certified alternatives are well established, particularly paper and office furniture. Conversely, catering and printed products have comparatively low levels of Green Product adoption, highlighting opportunities to review product specifications and supplier offerings.

Environmental Impact

The purchasing profile demonstrates that environmental considerations are already influencing procurement decisions.

The high proportion of Green Product expenditure contributes towards:

- Supporting sustainable forestry through FSC-certified products.
- Reducing landfill waste through recycled materials.
- Encouraging manufacturers with lower-impact production processes.
- Supporting organisations committed to responsible sourcing.
- Improving alignment with Environmental, Social and Governance (ESG) objectives.

Whilst precise carbon savings cannot be calculated without manufacturer lifecycle data, directing over £40,000 of procurement spend towards environmentally preferable products is likely to have reduced the environmental impact associated with purchased goods and services compared with an equivalent spend on conventional alternatives.

Opportunities for Improvement

Although the organisation demonstrates strong Green Product adoption overall, several opportunities remain.

Increase Green Product Adoption in Catering

With over £5,500 spent on Regular Products, Catering represents the single largest opportunity for improving sustainable procurement. Reviewing product ranges and supplier options could significantly increase the proportion of environmentally accredited items.

Office Equipment Replacement

As office machines and IT equipment are refreshed, procurement policies should prioritise products with recognised environmental certifications, lower energy consumption and manufacturer recycling programmes.

Packaging

Only around 38% of packaging expenditure relates to Green Products. Increasing the use of recycled and recyclable packaging materials would help reduce waste and support circular economy objectives.

Supplier Engagement

Working with suppliers to increase the availability of environmentally accredited alternatives in lower-performing categories will further strengthen sustainable procurement and improve ESG reporting.

Overall Assessment

The analysis demonstrates that the organisation has successfully embedded sustainability into its procurement strategy, with 65.3% of all procurement expenditure (£40,684.75) directed towards Green Products. This is a strong result and reflects a mature approach to responsible purchasing.

Performance is particularly impressive in the Paper category, where Green Product adoption has reached 100%, and in Furniture & Meeting Room, where 84.8% of expenditure is environmentally accredited. These categories illustrate how sustainability has become integrated into major procurement decisions rather than being confined to lower-value consumables.

However, opportunities remain to improve Green Product adoption in Catering, Office Machines, Packaging, and Printed Products, where reliance on Regular Products is still comparatively high. By targeting these categories and continuing to work with suppliers to expand environmentally preferable product ranges, the organisation can further increase the proportion of sustainable spend, strengthen ESG performance, and demonstrate continued progress towards its environmental objectives.

Recommendations

Based on the findings presented throughout this report, the following recommendations are proposed to further strengthen procurement performance, improve operational efficiency and support the organisation's sustainability objectives.

1. Increase Core Product Compliance

Non-Core purchasing continues to represent a significant proportion of expenditure across several product categories. Reviewing the reasons behind non-Core product selection—such as availability, pricing or user preference—could improve compliance with approved purchasing agreements and increase the commercial benefits achieved through negotiated supplier contracts.

2. Standardise Frequently Purchased Products

Several categories, particularly paper and office furniture, contain multiple products with similar specifications. Rationalising these into a smaller approved product range would simplify procurement, improve stock management, reduce administrative complexity and strengthen purchasing leverage through increased order volumes.

3. Consolidate Ordering Where Practical

A number of sites demonstrate frequent low-value deliveries, suggesting opportunities to consolidate purchasing into fewer, larger orders. Reducing delivery frequency where operationally feasible would lower transport costs, improve supply chain efficiency and reduce the environmental impact associated with deliveries.

4. Strengthen Sustainable Procurement

The organisation has demonstrated strong adoption of environmentally preferable products, with over 65% of expenditure directed towards Green Products. Future efforts should focus on increasing adoption within lower-performing categories such as Catering, Office Machines, Packaging and Printed Products, where suitable sustainable alternatives are increasingly available.

5. Enhance Supplier Engagement

Working collaboratively with suppliers to review purchasing trends, introduce additional environmentally accredited alternatives and explore volume-based pricing opportunities could generate both financial savings and further improvements in ESG performance.

6. Improve Spend Governance

Introducing periodic procurement reviews for higher-value categories—particularly Furniture & Meeting Room expenditure—will help ensure purchases remain aligned with business requirements, approved budgets and procurement policies. Asset registers and lifecycle planning should also be considered for capital-style purchases.

7. Expand Procurement Reporting

Whilst the current analysis provides excellent visibility of purchasing activity, additional reporting could further support strategic decision-making. Areas for future development include supplier performance dashboards, department-level spend analysis, demand forecasting, user purchasing behaviour and contract compliance reporting.

8. Introduce Procurement KPIs

Establishing measurable procurement and sustainability KPIs would enable ongoing monitoring of performance. Suggested metrics include:

- Core Product compliance (%)
- Green Product spend (%)
- Average order value
- Deliveries per site
- Supplier consolidation ratio
- Paper consumption trends
- Carbon reduction and ESG performance indicators

Conclusion

The organisation demonstrates a well-managed procurement function with effective control over operational expenditure and a strong commitment to sustainable purchasing. Future improvements should focus on increasing product standardisation, improving Core Product compliance, consolidating purchasing activity and expanding Green Product adoption within lower-performing categories. Implementing these recommendations will help maximise commercial value, strengthen procurement governance and further support the organisation's long-term sustainability and ESG objectives while maintaining high levels of service and operational efficiency.

Summary

This report has provided a comprehensive analysis of procurement activity during the reporting period, examining overall expenditure, category performance, product-level purchasing trends and the adoption of environmentally preferable products. Total expenditure of £62,324.55 reflects a procurement strategy that balances operational requirements with strategic investment, most notably within the Furniture & Meeting Room category, which accounted for over half of all spend. Routine consumable categories, including paper, stationery and machine consumables, remained well controlled, with no evidence of excessive or unmanaged purchasing.

A key finding is the organisation's strong commitment to sustainable procurement. Analysis shows that 65.3% (£40,684.75) of total expenditure was directed towards products carrying Supplier's Planet designation, demonstrating that environmental considerations are already well integrated into purchasing decisions. Performance was particularly noteworthy within the Paper category, where 100% of expenditure (£3,301.95) was on Planet products carrying recognised environmental certifications such as FSC®, EU Ecolabel and Blue Angel, supporting responsible sourcing and lower environmental impact.

The analysis also identified several opportunities to enhance procurement performance further. Increasing the adoption of Planet products within lower-performing categories such as Catering, Office Machines and Packaging, consolidating similar product ranges, improving compliance with preferred product selections and strengthening supplier engagement would all contribute towards improved commercial outcomes while supporting wider sustainability objectives. Introducing ongoing environmental KPIs, including Planet Product spend, carbon reduction metrics and supplier sustainability performance, would also provide greater visibility of progress and strengthen ESG reporting.

Overall, the organisation demonstrates a mature and well-managed procurement approach, combining effective cost control with a clear commitment to environmental responsibility. By building on the strong foundation already established—particularly through continued expansion of sustainable purchasing and greater standardisation—the organisation is well positioned to deliver further efficiencies, reduce its environmental footprint and support its long-term sustainability and ESG ambitions.