



ENVIRONMENTAL BRIEFING

Procurement – NSS & Lyreco Ordering

Summary

As a business we are constantly looking for ways to reduce our environmental footprint and improve our sustainability credentials. The Procurement team have been in discussions with our approved stationery supplier – Lyreco – and PPE supplier – NSS – to identify ways in which our purchasing habits can help improve our environmental footprint by reducing the number of site deliveries, thereby reducing CO₂ emissions. The following changes are being made to how we order PPE and stationery. These changes will take effect from **1st June**.

NSS (PPE) Ordering Changes

- From **1st June** a single weekly delivery per site, reducing to fortnightly next year.
- Order cutoff time is Mondays at 2pm. Orders will normally be dispatched early Tuesday, ensuring delivery to sites by Wednesday of the same week.
- **Urgent requirements will be dealt with separately. Please contact Linda Fullwood directly - linda.fullwood@nssgb.co.uk**
- By reducing deliveries, we can potentially save the following CO₂ emissions:



Lyreco (stationery) Ordering Changes

- From **1st June** a single monthly delivery per site, on the last Thursday of each month – highlighted in green on the calendar.
- Order cutoff date is the last Wednesday of the month at 2pm, for next day delivery.
- **Urgent requirements will be dealt with separately. Please contact Robert Weston directly - robert.weston@lyreco.com**

