

User Guide

UC Ecomedes Search Engine



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1. Introduction

1.1 Background

Ecomedes is a recently launched product search tool that allows purchasers to easily and conveniently locate products that meet the new UC Green Spend Criteria as outlined in the 2018 UC Sustainable Procurement Guidelines. These new guidelines will help UCSB make strides towards better and more responsible stewardship.

What is the new UC Green Spend Criteria?

The UC Green Spend Criteria is a part of the new policy that gears procurement towards a more enduring approach that has a positive and sustainable contribution to the community.

Shopping for products that fit your budgetary needs as well as the new sustainability requirements can be daunting and time consuming. Thus, UC Santa Barbara has piloted Ecomedes to enable purchasers a much quicker method to finding products with the necessary specifications needed.

1.2 Scope and Purpose

The purpose of this user guide is to provide primarily procurement officers and other department purchasers with quick tools and tips on how to navigate Ecomedes.

This guide will also provide a summary of sustainable procurement definitions and best practices as outlined in the UC Sustainable Procurement Guidelines.

2. Glossary

Economically and Socially Responsible (EaSR) Spend: Spend on products or services from suppliers that may have a positive impact on society and/or economy and hold a UC-recognized certification (i.e. they are a small, disadvantaged, women-owned, minority-owned, veteran-owned, or service disabled-owned business).

Green Spend: Spend on products meeting the UC Preferred Level of environmental sustainability criteria.

- Within 3 years, we must reach 100% compliance with Required Minimum Level and 25% with Preferred Level.

Required Level Green Spend Criteria: The minimum certification standard required for a product.

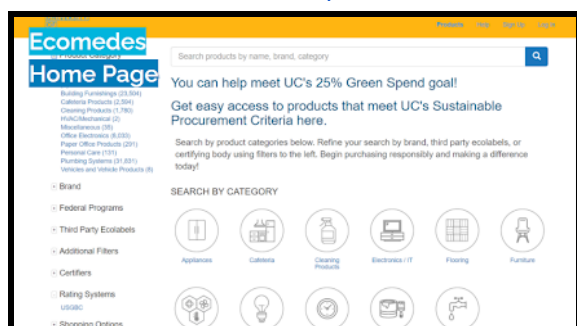
Sustainable Spend: Spend that meets the criteria for both Green Spend and EaSR spend.

- Within 5 years, we must reach 25% compliance with EaSR Spend.

3. Step-by-Step Instructions

Step 1. Access the Platform

Visit the website <https://uc.ecomedes.com/> by typing it into your browser.



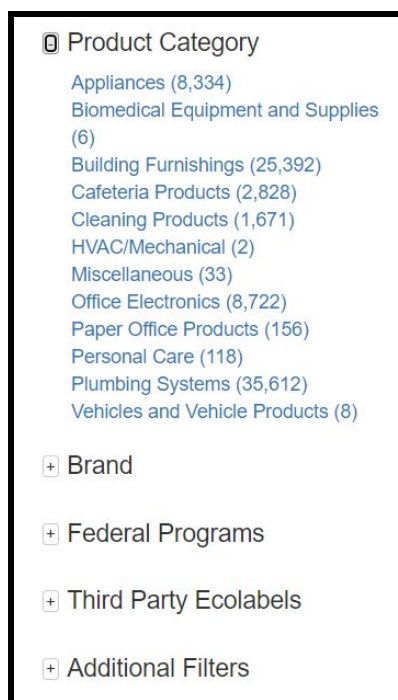
Step 2. Create an Account

Navigate to the top right corner of the page and click on the “**Sign Up**” link to create an account.

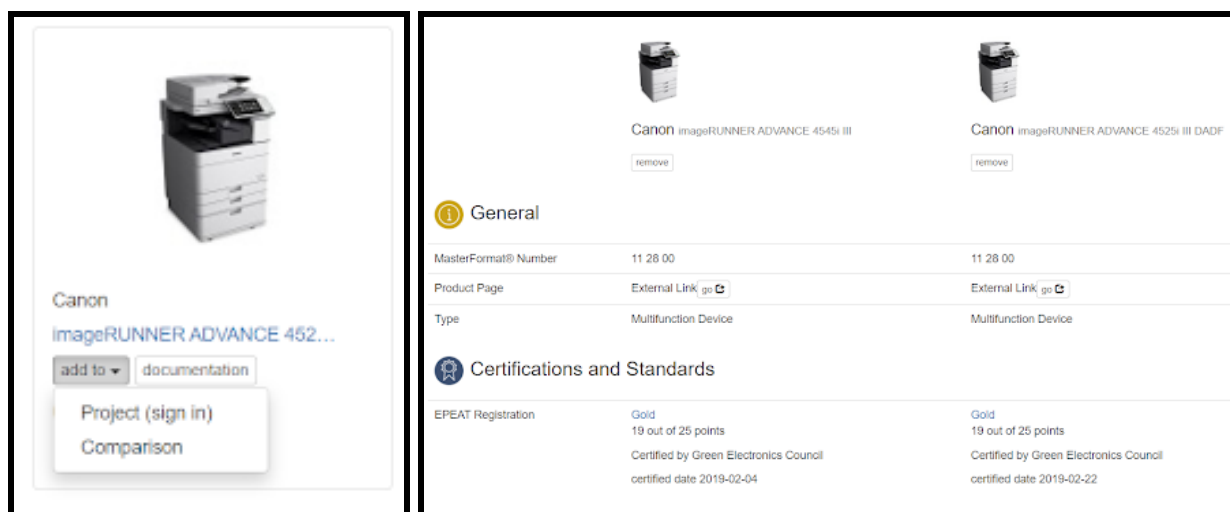
A screenshot of the 'Sign up for a free account' form. The form is white with a black border. It contains the following fields: 'Your Name' (text input), 'Email Address' (text input), and 'Password' (text input). Below the password field is a checkbox labeled 'I agree to the terms of use and privacy policy'. At the bottom of the form is a 'Sign Up' button.

Step 3. Browsing for Products

After creating an account, navigate to the left side of the page where you can filter through products by different categories.



Under a product's picture, you'll find an **"add to"** button that allows you to compare this product with another. Once you've selected the products, click **"View Comparison"** at the top of the page.



Step 4. Purchase!

When you are ready to purchase, you will go through the same process of adding your product to a cart in Gateway..3 Industry Trend Analysis