Recycle Icon Help Guide

To identify items in catalog as Environmentally Friendly

🚯 Items with 20% or more Post-Consumer Recycled content

😫 Items that are Recyclable

Consumer Recycled content and Recyclable Items that are both 20% or more Post-Consumer Recycled content and Recyclable

Log on to SAP. Create a shopping cart and add an item, **selecting** any CCSD catalog. (This does not apply to Food Service Catalogs.)



Narrow search by using Keywords

Note: Always search for items using the noun, for example, use ball instead of baseball.

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Search results show 54 items. The boards are listed alphabetically by short description. Some of the items have both the green icon indicating they have recycled content and the blue icon indicating they are recyclable.

Recycle Icon Help Guide

Type the letters **ef** or **EF** (Environmentally Friendly) in the search field before or after the keyword; all items identified with the icons and the keyword will be shown.

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Nine (9) items are available that meet the criteria.

Click on the short description to see more details.

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Item View Back to Search Previous Item 6 of 9	item Next item 🕨		
Supplier Part Number Supplier Name Manufacturer Part Number Short Description	533905 Office Depot Inc 730201-OD Board Display Tri-Fold Corrugate Black	\$	
Price information : 3.95 USD Quantity: 1 Add to C	art		
Supplier ID : Long Description :	10001799 Board Display Tri-Fold Corrugate 2-Ply Heavy Duty 80% Post- Consumer Recycled Content 36 inch y 48 inch Black	 Image:	Hyperlink:

The long description will give more details on the amount of post-consumer content.

Other features, such as price sort and compare, will work in conjunction with the icon feature.