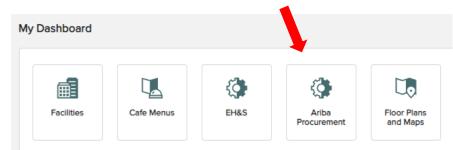


Ergonomic Equipment Purchasing Step by Step Guide

Foster City Ergonomics Team

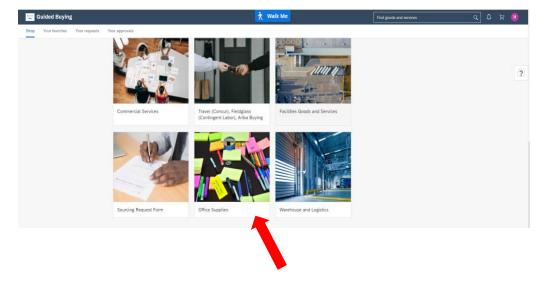
The following steps will show you how to order ergonomic equipment through Ariba procurement business punchout (Office Depot). As a best practice, please schedule an ergonomic evaluation before you place an order.

The Foster City EH&S Ergonomics team **does not** purchase equipment/furniture orders for employees. Work with your department on the equipment purchasing process.



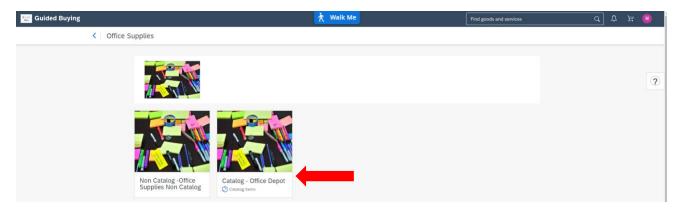
1. Go to GNet – Add Ariba Procurement to My Dashboard

2. Scroll down page, click on Office Supplies





3. Select – Catalog Office Depot

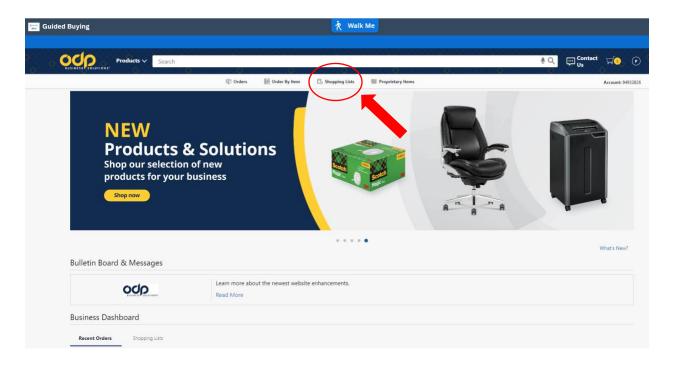


4. Select - ODP Business Punchout (blue tab, buy from supplier)

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	Buy from supplier ooking for? Try one of these:		
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5. ODP Business Solutions (Office Depot) select "Shopping List"



6. Select Ergonomic Equipment

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7. To view list of approved Ergonomic Equipment, scroll down
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This item is temporarily out of stock, but will ship when available.	Estimated Total (26 item) \$1,958.77 Add All To Cart
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<u>-</u> .	
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\$8.45 / each	Select
Kensington® SoleMate [™] Footrest. 3.5"-5"H x 21.9"W x 3.7"D, Gray	\$83.99 / each
Nersingtone Solewate Poortest 3.5 -5 m x 2.1.9 W x 3.7 D. Gray	302'33 \ 69CU
Select All	Share Copy Summary
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This item is temporarily out of stock, but will ship when available.	Estimated Total (20 item) \$1
Kinesis Freestyle2 Keypad For PC. Black	
terr # 122772 Manufacturer # 1427180	\$39.95 / each Add All To Cart
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	Add All To Cart
Kennington® Octut [®] Tastball Wirk Scroll Ring, Back/Blux, 72337	Add All To Cart
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The Foster City Ergonomics team provides in-person and virtual ergonomic consultation services, including assessment, equipment/furniture suggestion and technique informational support. For any Ergonomic questions please email Ergonomics@gilead.com