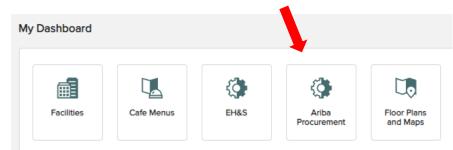


# **Ergonomic Equipment Purchasing** Step by Step Guide

#### **Foster City Ergonomics Team**

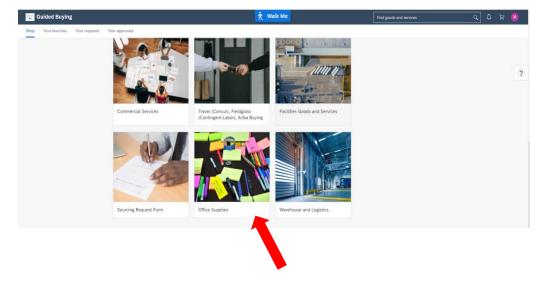
The following steps will show you how to order ergonomic equipment through Ariba procurement business punchout (Office Depot). As a best practice, please schedule an ergonomic evaluation before you place an order.

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



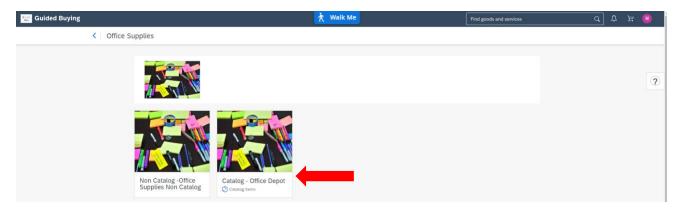
### 1. Go to GNet – Add Ariba Procurement to My Dashboard

# 2. Scroll down page, click on Office Supplies





# 3. Select – Catalog Office Depot

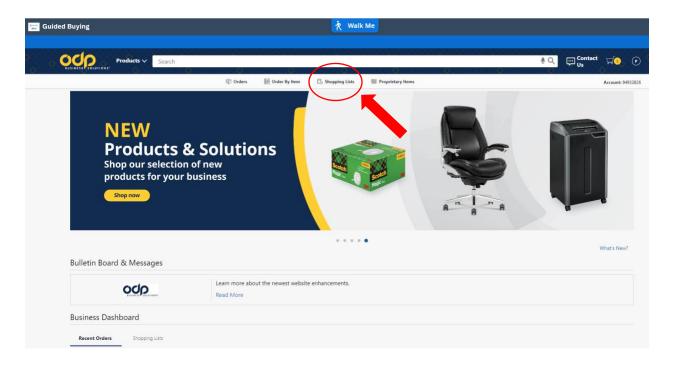


# 4. Select - ODP Business Punchout (blue tab, buy from supplier)

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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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<u>-</u> .	
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Kensington® SoleMate <sup>™</sup> 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
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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