

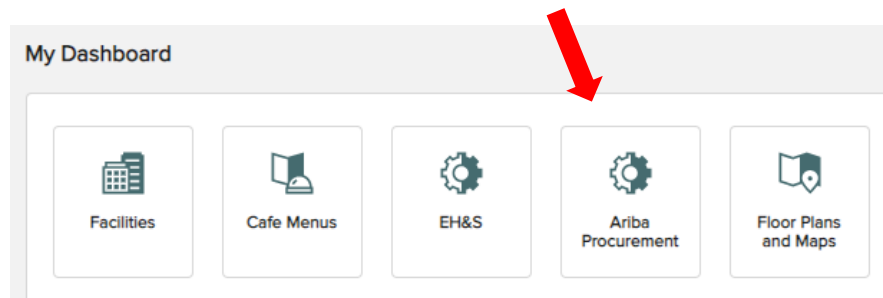
# Ergonomic Equipment Purchasing Step by Step Guide

## Foster City Ergonomics Team

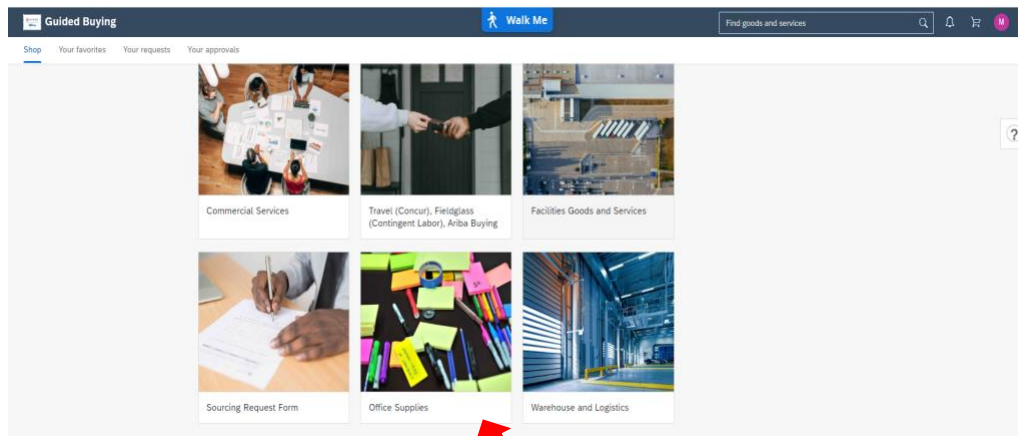
The following steps will show you how to order ergonomic equipment through Ariba procurement business punchout (Office Depot). As a best practice, please schedule an ergonomic evaluation before you place an order.

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

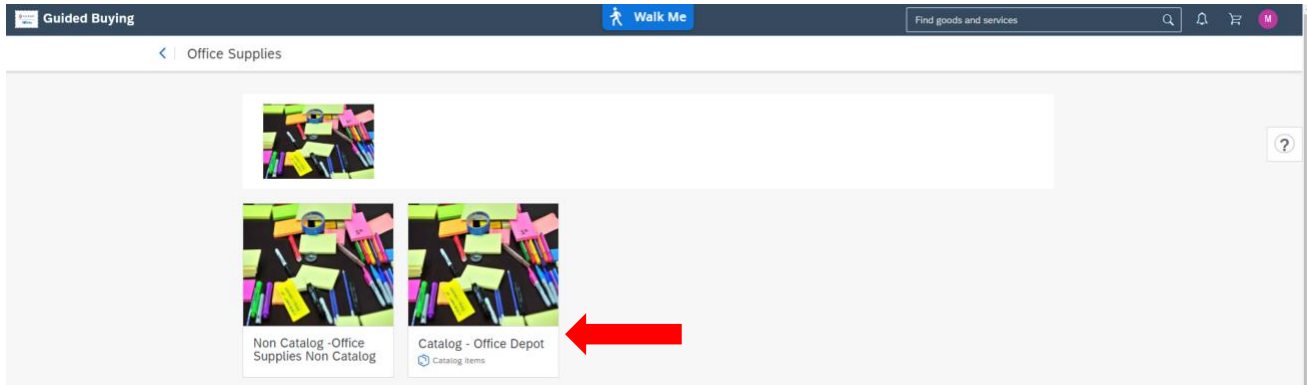
### 1. Go to GNet – Add Ariba Procurement to My Dashboard



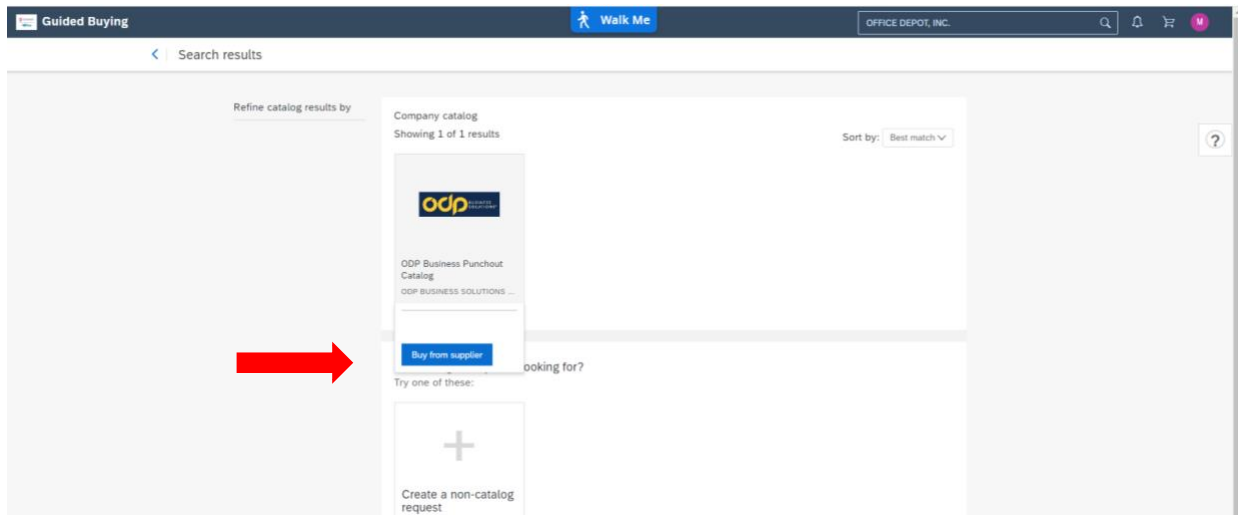
### 2. Scroll down page, click on Office Supplies



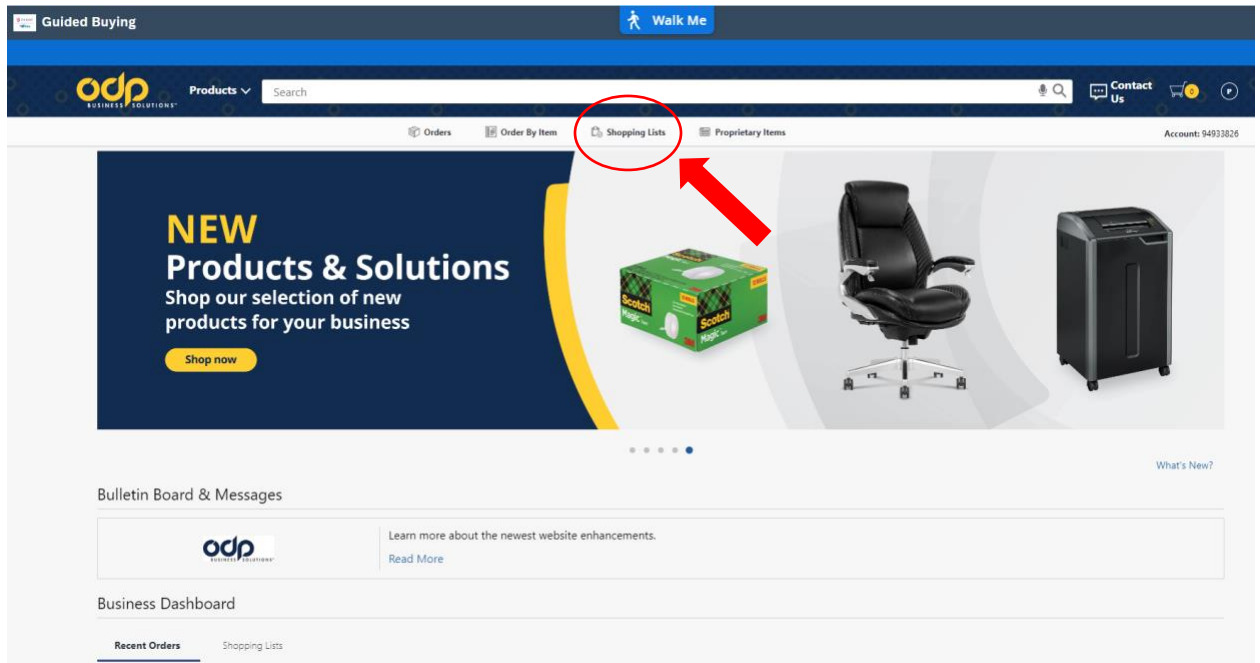
### 3. Select – Catalog Office Depot



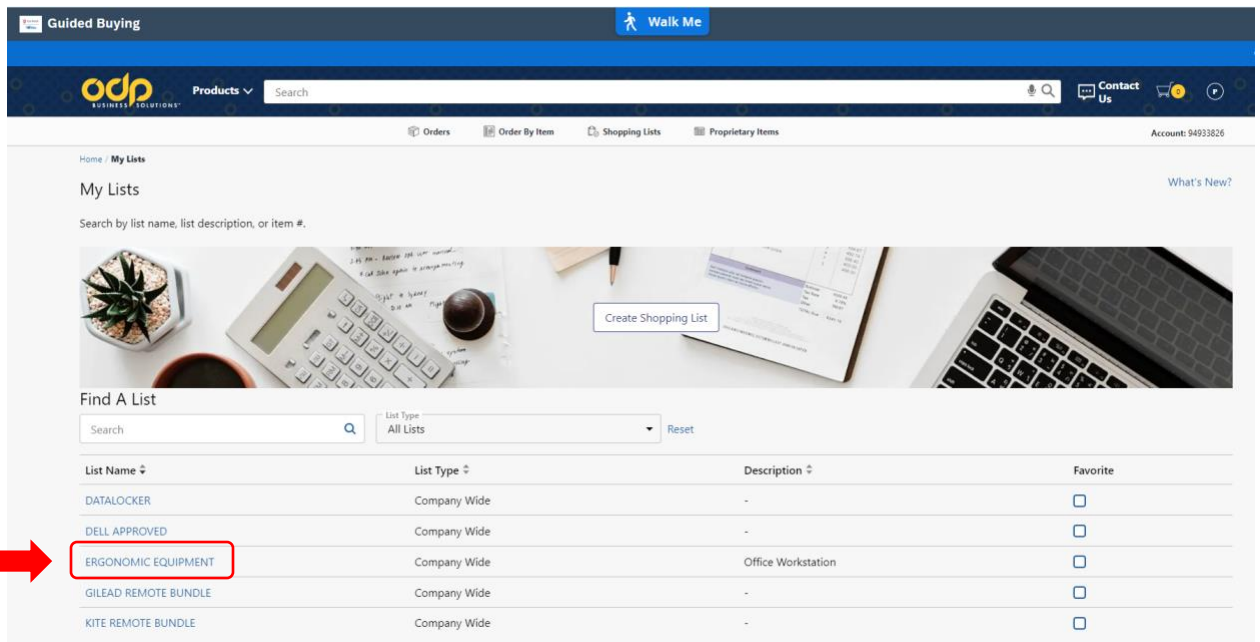
### 4. Select - ODP Business Punchout (blue tab, buy from supplier)



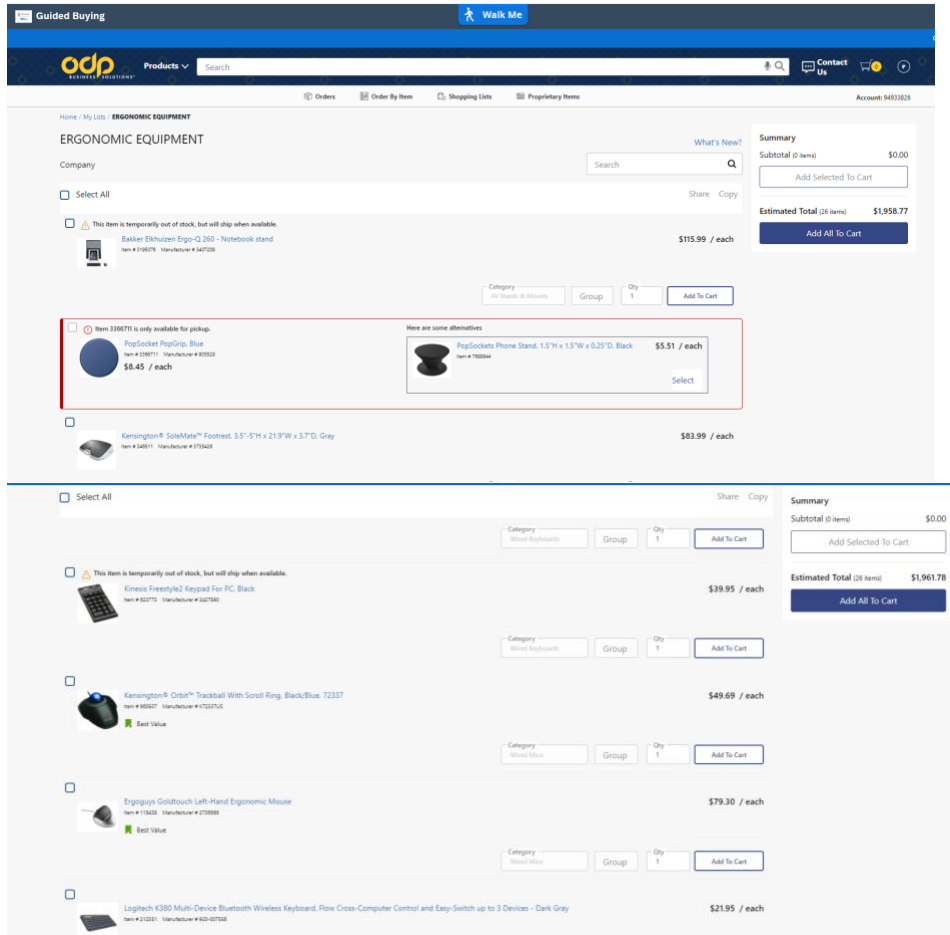
## 5. ODP Business Solutions (Office Depot) select “Shopping List”



## 6. Select Ergonomic Equipment



## 7. To view list of approved Ergonomic Equipment, scroll down



The screenshot displays the 'Guided Buying' interface for 'ERGONOMIC EQUIPMENT'. The page shows a list of items with their respective prices and 'Add to Cart' buttons. A red box highlights a specific item, 'PopSockets PopGrip, Blue', with an alternative 'PopSockets Phone Stand' shown below it.

Item Name	Price / each
Bakker Elkhuzen Ergo-Q 260 - Notebook stand	\$115.99
PopSockets PopGrip, Blue	\$8.45
PopSockets Phone Stand, 1.5" H x 1.5" W x 0.25" D, Black	\$5.51
Kensington® SoleMate™ Footrest, 3.5"-5" H x 21.9" W x 3.7" D, Gray	\$83.99
Kinesis Freedom2 Keyboard For PC, Black	\$39.95
Kensington® Orbix™ Trackball With Scroll Ring, Black/Blue, 72337	\$49.69
Ergoguard Goldtouch Left-Hand Ergonomic Mouse	\$79.30
Logitech K380 Multi-Device Bluetooth Wireless Keyboard, Flow Cross-Computer Control and Easy-Switch up to 3 Devices - Dark Gray	\$21.95

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](mailto:Ergonomics@gilead.com)