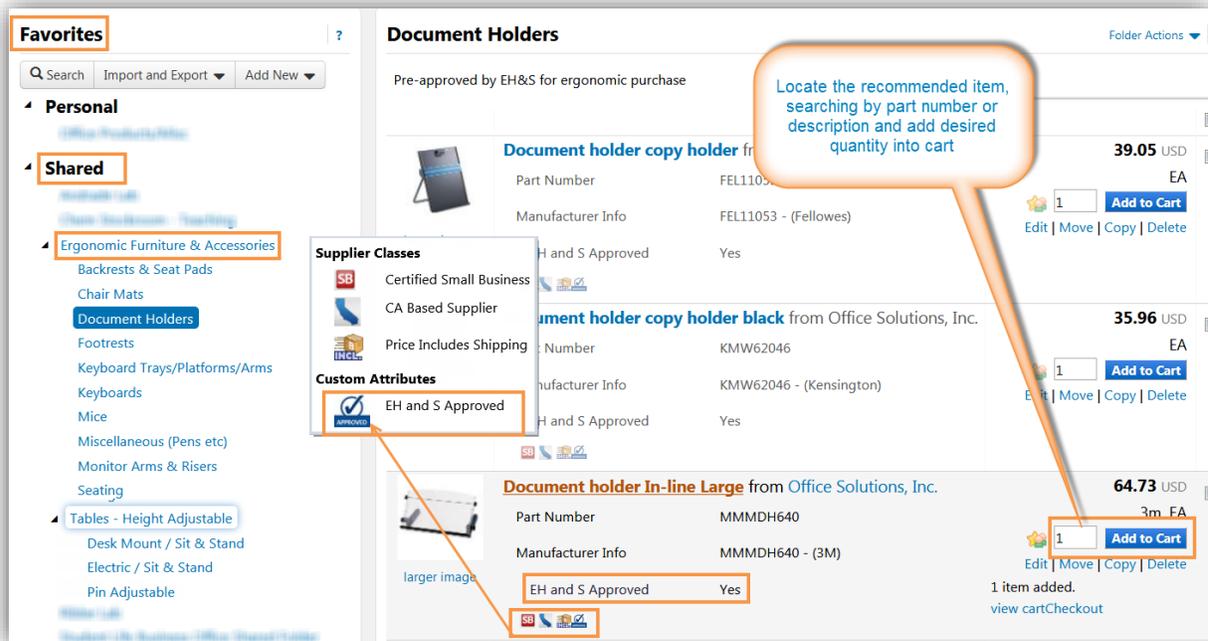


Shopping for EH&S Approved ERGO Items in UCIBuy

[Click Here](#) to Explore the EH&S Ergonomic Process



1. Click on 'Ergonomic Furniture & Accessories' tile, which will open up as a Shared Favorites Folder
2. Locate the desired items, organized categorically in folders and sub-folders and Add item(s) to Cart
 - a. All EH&S approved content should display in general search results with the designated Custom Attribute 
3. Proceed to 'Create KFS Requisition'; then complete and submit Requisition to approval workflow, as the same instructions used for all UCIBuy Requisitions apply
4. Order will be auto-transmitted to supplier upon electronic workflow approval
5. Supplier to deliver items and to contact department if set-up/installation is required

UCIBuy™

Questions regarding EH&S Ergonomics?

Email: safety@uci.edu

