**Desktop equipment ordering instructions**

The University has negotiated discounted rates (20%) with a company named Posturite for all desktop equipment i.e. ergonomic keyboard, mouse etc.

To receive the discounted rate staff will need to create an account with Posturite. An Administrator within the College/Service/Department who has authority to purchase such items will need to set up an account with Posturite on the University’s microsite.

***NB:*** *This supplier isn’t on ‘CloudBuy’*

To receive the discounted prices please follow the instructions below:

1. First, visit the Exeter University / Posturite Store: <http://exeteruniversity.ms.posturite.co.uk>
2. If there is already an account created, select ‘Sign in or Register’ (top right hand corner) and ‘Sign in’ using your email account and password (previously created)
3. If this is the first time to place an order and your department hasn’t got an account created, select ‘Sign in or Register’ (top right hand corner) and select ‘Register’ from the two options and follow the instructions i.e. insert name, email address, ‘Submit’ and follow the instructions
4. Once an account has been created an order can be placed at discounted rates and payment can be made with a Purchase Order (PO) – there is a box where the PO number can be inserted at the ‘checkout’ page

If these procedures are followed an account can be set up (for future use) which will automatically incorporate the appropriate discounted rates and invoices will be sent directly to the authorised person placing the order.