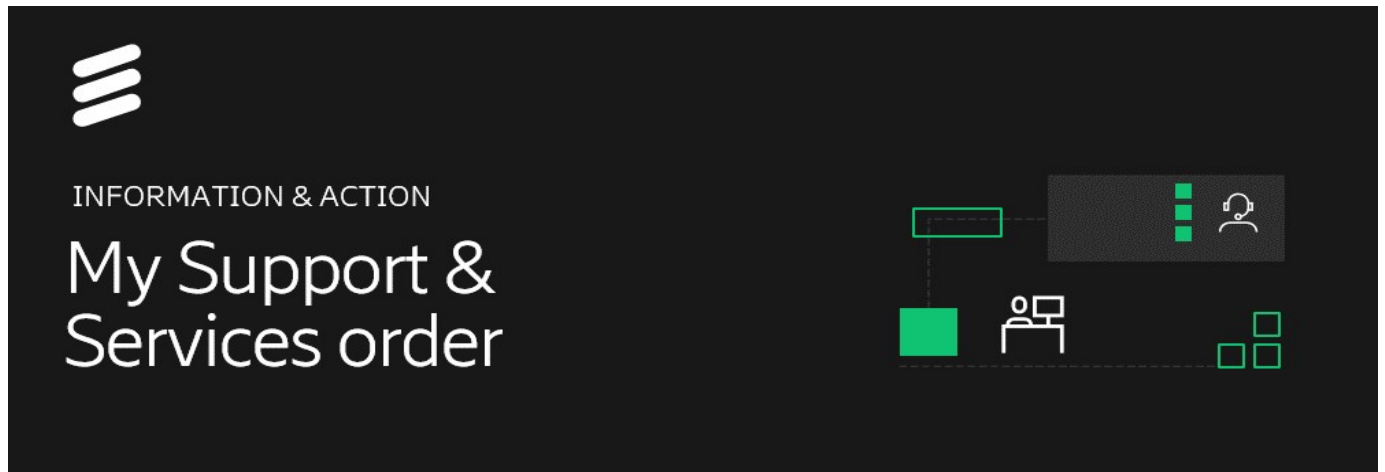


Sai Manikanta Munukoti

From: My Support Ericsson SMP <my.support.ericsson.smp@ericsson.com>
Sent: den 26 december 2021 23:05
To: Sai Manikanta Munukoti
Subject: Completed | Request ID : 5293214 | Service : Work from Home Furniture | Ordered By : Sai Manikanta Munukoti



Work from Home Furniture

Requested by Sai Manikanta Munukoti
Requested for Sai Manikanta Munukoti

Request ID : **5293214**

Maximum cost, including home delivery: **4255 SEK**

Option selected: **Option 3: Desk+Lamp**

Purchasing and reimbursement instructions for end-users:

Since IKEA is present in your market it is mandatory to buy from IKEA.com/se if they have availability. IKEA's products have been evaluated and they fulfill the Ericsson requirements of ergonomics and sourcing

policies. Therefore, it is required that you order from IKEA and buy elsewhere only if the products are not available or desk not available in desired size. This is important and will be monitored in the Concur/reimbursement process.

Desk: A sit/stand version is recommended from ergonomics point of view. Examples include Skarsta (sit/stand desk with manual crank, recommended), Rudolf (sit/stand desk,), Bekant (non-height adjustable table options)

Lamp: Aröd/Riggad/Hektar (choose a LED light source (sold separately) with minimum 400 lumen for Hektar and Aröd)

There is currently limited availability of the Skarsta desk at IKEA. IKEA will get a constant inflow of Skarsta desks the first half of October, however availability will obviously be dependent on demand.

An alternative for the sit/stand desk to buy on the open market in Sweden is as follows:

DPJ Workspace, an office furniture supplier, has created a website where you will have discount as an Ericsson employee.

[Click here](#) to view their offer. Use the code (“kampanjkod”) at check-out ERICSSON2020 , price is 3450 SEK for all options including home delivery. Please remember to include “Ericsson AB” in the C/O field.

1. Ordering furniture

- a. Go online at [IKEA.com/se](https://www.ikea.com/se) and select the items in scope
- b. In the event IKEA items are out of stock, you may buy similar products elsewhere. Please make sure to follow the [Ericsson's ergonomics and lighting instructions](#).
- c. **IMPORTANT** - For shipping address details please add the full name of the Ericsson company you are employed by (e.g. Ericsson AB) in the

C/O field, Adding the company name on the order is a verification that the purchase of the WFH equipment is made by Ericsson and not by the employee ordering the equipment. This also applies if you choose Click&Collect as delivery method. **IF NOT POSSIBLE TO ADD ERICSSON XX UNDER C/O, PLEASE ADD IT UNDER A COMMENT FIELD “PURCHASE OF WFH EQUIPMENT ON BEHALF OF ERICSSON XX” (THE FULL NAME OF THE ERICSSON COMPANY).**

d. If you have a Citi Corporate Credit Card, it is mandatory to use that, otherwise you may use your private card.

2. Seeking reimbursement through Concur

a. Link the card transaction or manually enter the details using the category “Other Miscellaneous”

b. To avoid rejection clearly state in the SPECIFICATION field this is related to “WFH Furniture” and include the My Support & Services request ID.

c. Attach the receipt and the My Support & Services manager approval. It also applies to Click&Collect.

d. Physical archiving of the receipts is required in Sweden, so please send in a copy if you should retain the original for warranty claims.

The receipt should only have Ericsson furniture that was purchased for WFH. Concur will not accept receipts with non-approved items.

Purchases need to be within the maximum allotted amount.

[View in My Support & Services](#)

Note: You can also submit & view requests in My Support & Services Mobile App

This is an automated message. Please do not reply to this mail.

If you have any questions please contact [IT Service Desk](#)