



## **UPDATED PPE ORDERING PROCESS**

Due to the increased demand on critical PPE supply, BMC Supply Chain Operations (SCO) will be reviewing and approving supply requisitions for PPE. All supply requisitions should be submitted in BMC's Financial/Supply Chain system, Lawson via Requisition Center (RQC). Visit the [Supply Chain Operations Procurement page for more information.](#)



## **PPE Ordering**

Due to the increased demand on critical PPE supply, BMC Supply Chain Operations (SCO) will be reviewing and approving supply requisitions for the PPE items listed below. All supply requisitions should be submitted in BMC's Financial/Supply Chain system, Lawson via Requisition Center (RQC). Orders approved by 3:30pm EST will be delivered the following day. Orders placed on Friday will be delivered on Monday. (Item quantities may be reduced in order to help ensure all BMC staff receive critical supply)

Please visit BMC Supply Chain Operations internal website for information regarding the [procurement process](#) and [policy](#). Additionally, you can find instructions on how to sign up for and use Lawson Requisition Center (RQC) [here](#). You can also reach out directly to Supply Chain Operations Distribution at 617-414-5120 between the hours of 7AM – 6PM.

### **The following supplies are now available from SCO, and not available from Transport**

- **10720** – Gowns (EA)
- **11915** – Full Face Shield (EA)
- **104302** – Eye Shield (BX/25)
- **10833** – Procedure / Surgical Face Mask (BX/50)
- **104390** – Pediatric Face Mask (BX/75)
- **104348** – KN95 Face Mask (BX/50)
- **104391** – Tupperware (EA)
- **20-3942** – Viral Swab Kit, Nasal (EA)

**PDI Purple Top** wipes will no longer be distributed by EVS. Please order accordingly via Lawson.

- **60-1783** – XL 7.5” x 15” purple top wipe (CA/6 tubs)
- **60-1784** – LG 6” x 6.75” purple top wipe (EA/ 1 tub)

Personal Hand sanitizer - **Purell** can be ordered through [Staples Business Advantage](#). (**Quantity limits on orders will apply**) Visit the [Office Supplies](#) page on the SCO Website to sign up **if not** already a user.

- Purell 8 oz. – Staples Item Number **320863**
- Purell 8 oz. (12 pack) – Staples Item Number **607841**