

Site & Team Member Expenses

Business License Renewal Fees

All licenses and permits are handled through the Home Office. If any forms or notices are received concerning the above, email Licenses@luxotticaretail.com.

Ensure that these notices are sent as soon as possible, as any delay may result in expensive fines or penalties.

Central Purchasing

Sites should always first attempt to order supplies through Central Purchasing in the Inventory Management System (MIM).

Office Depot

All office supplies that are not available through Central Purchasing must be ordered from Office Depot, an online provider of office supplies

Regency Lighting

Luxottica has negotiated a contract with Regency Lighting to provide replacement lamps for all Luxottica North America locations on select lighting (not Ophthalmic Equipment).

Stores should call in their lamp requests to Regency directly at 1-888- 405-6418 (M-F 8am-8pm EST). Follow the prompts to speak directly with a Regency Lighting service representative.

Site Credit Card

The BBVA MasterCard Corporate Purchasing Card should be used for site needs that cannot be purchased through Central Purchasing or Office Depot.

Each Practice Manager (PM) The PM is the only approved employee in the location to make purchases on the BBVA MasterCard Corporate Purchasing Card. It is the responsibility of the PM to track how much is being spent during each month on the Corporate Card Purchase Log/Envelope (CP# 3000662) to not exceed the established credit limit of \$150.

Concur

Concur is the EssilorLuxottica global expense and travel solution for submitting expenses related to travel, optician and license reimbursement, or any site expenses for TeamVision.

Site expenses must be pre-approved and only used for site needs that cannot be purchased through Central Purchasing, Office Depot, or the BBVA MasterCard Corporate Purchasing Card.

TeamVision will reimburse full-time and regular part-time employees for initial state licensing fees or renewal fees incurred after first day of service. Detailed policy coming soon.



Central Purchasing Quick Reference

Practice Manager, Assistant Managers, Lab Managers, Team Leads, and Lab Technicians have access to MIM Fiori and CP Order Dashboard to place orders.

Below are frequently ordered CP Materials (Article Numbers). Orders should be completed by the day before the ordering window end date to ensure all items get ordered.

Frequently Ordered Office Supplies

Article #	Description
3000606	ENVELOPE, DAILY CHECKOUT REPORT PK/100
3003334	BAG, NIGHT DEPOSIT, 2 POCKET, BX/100
3030401	PAPER, THERMAL RCPT CIAO! 20/CTN
3031382	LABELS, ZEBRA TAGS 2 ROLLS/CARTON
3041285	CASES - BLACK MICROFIBER DRAWSTRING BAG
3041286	CASES - SR-81 CLAMSHELL BLACK
3005373	CONTACT LENS FLAT PACKS (100/BAG)
3000662	CORPORATE CARD PURCHASE LOG/ENVELOPE
3022687	FORM, EYEWEAR INSPECTION US/CAN
3022047	ACCUFIT FITSENSOR (TEAMVISION)

Frequently Ordered Cleaning Supplies

Article #	Description
3041037	DISINFECTANT, FREE N CLEAR GALLON
3041038	DISINFECTANT, FREE N CLEAR QUART
3041067	SANITIZER, HAND, QUART
3029588	WIPES, ALCOHOL, BOX/100
3029588	WIPES, ALCOHOL, BOX/100
3039635	TISSUE TOILET, ANGLE SOFT 20RLS/CTN
3008946	TOILET, TISSUE, JUMBO ROLL CORE 12/PK
3041033	PAPER TOWEL ROLL 30/CS
3004261	TOWEL, PAPER, MULTI FOLD WHITE 16/CTN
3041953	TISSUE, FACIAL RECTANGLE BOX EACH
3041950	TISSUE, FACIAL SQUARE BOX EACH
3041028	SOAP, HAND ANTISEPTIC 8OZ ANTISEPTIC
3041030	HAND SOAP, ANTIBACTERIAL GALLON
3051538	CLEANER, LYSOL ALL PURPOSE 32 OZ EACH
3051539	CLEANER, LYSOL ALL PURPOSE 144 OZ EACH



Central Purchasing Quick Reference

Frequently Ordered Environmental, Health & Safety Supplies

Article #	Description
3000484	LABEL, LENS CLEANER
3004629	LABEL, INLAND INK REMOVER
3031438	LABEL, GOO GONE
3032824	OUTLET COVERS
3001353	YELLOW/BLACK NO SLIP TAPE
3000464	FIRST AID KIT (FULL KIT)
3001685	FIRST AID KIT LIST
3001349	FIRE EXTINGUISHER SIGNS
3003396	MONTHLY FIRE EXTINGUISHER INSPECTION TAGS (5/PK)
3040511	MONTHLY INSPECTION LADDER SAFETY TAG
3040512	LADDER SAFETY DANGER/DAMAGED TAG
3013385	CARDS, EMERGENCY PROCEDURES
3043211	POSTER, SAFETY FIRST
3009481	LAMP, RECYCLE BOX (4-FOOT LAMPS) - US
3009482	LAMP, RECYCLE BOX (6 OR 8-FOOT LAMPS) - US
3011642	LAMP, RECYCLE BOX (U-TUBE, HID, CFL, ETC.) - US
3009485	BATTERY, RECYCLE PAIL 3.5 GAL (ALKALINE, NI-CD, LI-ION)
3021680	BODILY FLUID, PPE AND CLEAN UP PACK
3041062	DISPOSABLE, FACE MASK, 50/BOX

Lab Locations (Additional EHS Items)

Article #	Description
3001342	SIGN, BEVERAGE & FOOD, 5"X7"
3011169	SIGN, NO BEVERAGE OR FOOD ALLOWED IN LAB
3011170	SIGN, SAFETY FIRST EYE PROTECTION MUST BE WORN
3001218	HOLDER, SAFETY GLASS
3007801	ZORA SAFETY GLASSES
3001217	GLASSES SAFETY NO RUBBER TIP
3010234	EYE FLUSH STATION, 1 BOTTLE, 32 OZ., FOR
3040460	SPILL KIT, CHEMICAL SPILLS – URGENT CARE
3001346	SPILL CONTROL STATION LABEL
3000889	LOCK OUT TAG OUT KIT



Central Purchasing Quick Reference

Frequently Ordered Optical Supplies

Article #	Description
3000913	NOSEPADS 13MM P/O SIL. 25/PACK
3000973	NOSEPADS 9MM SCREW ON SIL PK/25
3000974	NOSEPAD, 11MM BUTTON SCRW ON SIL PK/25
3000975	NOSEPADS 9MM BUTTON PUSH ON SIL PK/25
3000976	NOSEPAD, 11MM BUTTON PUSH ON SIL PK/25
3000977	NOSEPADS 14MM P/O SIL. PK/25
3000978	NOSEPADS 14MM S/O SIL. PK/25
3001030	NOSEPAD,12MM,MINI FIT,PUSH ON SIL, PK/20
3001033	NOSEPADS 13MM S/O SIL. 25/PR
3001150	NOSEPADS 16MM S/O SIL. 25/PR
3001151	NOSEPADS 18MM S/O SIL.25/PR
3001153	NOSEPADS 16MM P/O SIL. 25/PR
3001154	NOSEPADS 18MM P/O SIL. 25/PR
3001156	NOSEPAD, 19MM D SCREW ON SVR ACE PK/10
3001157	NOSEPAD, 19MM CLIP ON SVR PVC PK/10
3001159	NOSEPAD, 18MM SYM PUSH ON ACE 10/PK
3001161	NOSEPAD, 18MM SYM PUSH ON PVC PK/10
3001174	NOSEPADS 16MM P/O PVC 10/PR
3001385	NOSEPAD, 17MM CLIP ON GLD PVC PK/10
3001386	NOSEPAD, 20MM CLIP ON GLD PVC PK/10
3001387	NOSEPAD, 17MM CLIP ON SVR PVC PK/10
3001601	NOSEPADS MONOPAD FOR T-3 10/PR
3019685	CLEAR FLEX SILICONE NOSE PAD: 13MM, SCRE
3022822	NOSEPAD, 12MM CRIMP- ON PK/10
3030210	NOSE PAD, 15MM CLIPON RAYBAN STYLE
3030211	NOSE PAD, 17MM CLIPON RAYBAN STYLE
3051295	CLEAR SLIDE-ON NOSE PADS 25/PK
3051296	SYSTEM 3 NOSE PADS 10/PK



Central Purchasing Quick Reference

Frequently Ordered Optical Supplies (Continued)

Article #	Description
3051374	NOSEPADS 15MM CLIP ON SILICONE GLD PK/10
3051375	NOSEPADS 15MM CLIP ON SILICONE SLV PK/10
3051376	NOSEPADS 17MM CLIP ON SILICONE GLD PK/10
3051377	NOSEPADS 17MM CLIP ON SILICONE SLV PK/10
3051378	NOSEPADS STICK ON SILICONE 1/PR
3001140	HINGE SCREW GOLD 1.2X6.60X1.6 PK/100
3040117	SURE-LOK™ EYEWIRE SCREWS (125 PIECES)
3040118	THREAD-SEEKER XLT (125 PIECES)
3001199	SELF TAPPING SCREW 1.3X11.5X1.8 PK/100
3001007	PLIER, NEEDLE NOSE CURVED TIP, - 46.7833
3001080	TWEEZER, T-SLOT, SCREW HOLDING
3001086	SCREWDRIVER, OPTICAL PHILLIPS BLADE
3001199	SELF TAPPING SCREW 1.3X11.5X1.8 PK/100
3001212	NOSEPAD, 19MM D PUSH ON LUX STARS PK/10
3005519	PUPILOMETER NOSE PADS - ESSILOR
3007541	PLIER, FLAT & ROUND NOSE, WITH SPRING, 5
3023534	T8005 NOSE PAD POPPER
3039294	SCREWDRIVER, 1.6MM & 1.8MM,FLAT US ONLY
3007541	PLIER, FLAT & ROUND NOSE, WITH SPRING, 5
3000215	PLIER, NARROW DOUBLE NYLON JAW, 5-3470,
3000218	PLIER, LENS AXIS
3004309	PLIER, BUSHING LENS MOUNTING & BRACING
3001007	PLIER, NEEDLE NOSE CURVED TIP, - 46.7833
3000209	PLIER, PAD ADJUSTING, NARROW, 5-3122
3000217	PLIER, NYLON JAW, FLAT/ROUND



Central Purchasing Quick Reference

Frequently Ordered Lab Supplies

Article #	Description
3031684	LABEL, FRAME ENCLOSED FRAME
3031683	LABEL, FRAME ENCLOSED GREEN 4X4 (50/RL)
3043664	STICKER, TV DAMAGE RETURN
3041921	8OZ EMPTY PUMP SPRAY BOTTLE
3004688	BOTTLE, INLAND INK REMOVER, 8 OZ.
3004686	INLAND INK REMOVER KIT(DISPENSING BOTTLE)
3001421	WIPE/TOWELS, SILVER BOX 60 BX/CT
3041218	PURE GLASSES LENS CLEANER, 1 QT, 4/PK
3000556	EYEGLASS CLEANER
3041043	GLOVES, NITRILE, SMALL, 4 MIL 100/BOX
3041044	GLOVES, NITRILE, MED, 4 MIL 100/BOX
3041045	GLOVES, NITRILE, LARGE, 4 MIL 100/BOX
3041046	GLOVES, NITRILE, XL, 4 MIL 100/BOX
3001219	GLOVE BOX HOLDER
3025007	JOB AIDS, 5S, FIRST INSPECTION (PICTURE)
3025019	JOB AIDS, 5S, FIRST INSPECTION
3025016	JOB AIDS, 5S, FINAL INSPECTION (PICTURE)
3025020	JOB AIDS, 5S, FINAL INSPECTION
3025026	JOB AIDS, 5S, INSPECTION BACKGROUND
3029759	COSMETIC PADDLE SCRATCH & DIG
3006471	STANDARDS, ALIGNMENT & COSMETIC, QM STNDRD

Frequently Ordered Asset Protection Supplies

Article #	Description
3010676	POSTER, ASSET PROTECTION OVERVIEW
3043211	POSTER, SAFETY FIRST
3013385	CARDS, EMERGENCY PROCEDURES



Central Purchasing Quick Reference

Frequently Ordered Vision Therapy Supplies

Article #	Description
3051810	ACCOMMODATIVE FLIPPERS W/O BERNELL LOGO
3051811	ADJUSTABLE TRIAL LENS HOLDER/FLIPPER
3051812	ANTI-SUPPRESSION CHART SET & R/G GOGGLE
3051813	ANTI-SUPPRESSION TRAINING CLING
3051814	APERTURE RULE™ TRAINER KIT(COLOR BLACK)
3051815	ECCENTRIC CIRCLES (CLEAR) - 10 PAIR
3051816	ECCENTRIC CIRCLES (OPAQUE) - 25 PAIR
3051817	BERNELL OPAQUE LIFE-SAVER - PKG. OF 50
3051818	TRANSLUCENT LIFE-SAVER - PKG. OF 5
3051819	WAND SET - SINGLE-ENDED GOLD & SILVER
3051820	BULL'S EYE TARGET (PKG. OF 3)
3051821	CHILDREN'S PERIPHERAL AWARENESS CHART
3051822	CHILDREN'S RED LINE COLORING BOOK PK12
3051823	DELUXE FCFTESTER SOFTWARE PACKAGE
3051824	DELUXE FCFTESTER (VIEWER ONLY)
3051825	DUAL POLACHROME™ ILLUMINATED HOLDER
3051829	EMPTY FLIPPER WITH FOUR CELLS
3051830	FIXED DEMANDS TRANAGLYPH™ KIT
3051831	FOAM OCCLUDERS (PACKAGE OF 6)
3051832	FOAM OCCLUDERS (PKG. OF 6) - RED FILTER
3051833	GREEN POINTERS (SOLD BY THE DOZEN)
3051834	MIRROR STEREOSCOPE W/ ADJUSTABLE EASEL
3051835	MFBF RED TRAINER
3051836	MODERN MODEL - R/G GOGGLES WITH ELASTIC
3051837	PACKAGE OF 10 GEOBOARDS
3051838	(100) MULTI-COLOR RUBBER BANDS
3051839	PERIPHERAL AWARENESS CHART
3051840	PHYSIOLOGICAL-DILOPIA CORD™10' LENGTH
3051841	POLARIZED - 8-1/2" X 11" 5 BARS
3051842	POLARIZED - 4-1/2" X 4-1/2" 4 BARS
3051843	POLARIZED GOGGLES (PKG. OF 6)



Central Purchasing Quick Reference

Frequently Ordered Vision Therapy Supplies (Con't)

Article #	Description
3051844	PRISM FLIPPERS 4PD
3051845	PTS II COMPUTERIZED PERCEPTUAL THERAPY
3051846	RANDOT® STEREOTEST
3051847	DARKER RED/GREEN - 8-1/2" X 11"6 BARS
3051848	RED/BLUE COMPUTER GOGGLES (PKG. OF 6)
3051849	RED/BLUE GOGGLES WITH ELASTIC
3051850	RED-GREEN BAR READER - LARGE SIZE
3051851	RED-GREEN BAR READER ,SMALL SIZE
3051852	RED/GREEN GOGGLES (PKG. OF 6)
3051853	R/G GOGGLES WITH ELASTIC (PKG. OF 6)
3051854	RED/GREEN ACCOMMODATIVE ROCK CHART SET
3051855	RED POINTERS (SOLD BY THE DOZEN)
3051856	ROUND FLAT PLASTIC PRISMS (48MM)
3051857	SLEEVE OCCLUDER (PKG. OF 6)
3051858	SOFT RED/GREENTRAINING BALL W/LETTERS
3051859	SOFT WHITE MARSDEN BALL
3051860	SQUARE PLASTIC PRISMS 2PD
3051861	EMPTY VECTOGRAM SLIDE HOLDER
3051862	STEREO TRAINERS (60 SERIES)
3051863	TVPS4 TEST PLATES
3051864	TONDEL ARROWS AT EDGE CARD (SET OF 5)
3051865	TRACETHE8S™
3051866	EMPTY TRAINING GOGGLES W/O NOSE PADS
3051867	TRANSLUCENT GEOMETRIC SHAPES
3051868	VARIABLE QUOITS VECTOGRAM
3051869	VARIABLE TRANAGLYPH™PERIPHERAL &CENTRAL
3051870	VARIABLE VECTOGRAM (CLOWN VECTOGRAM)
3051871	VARIABLE VECTO MOTHER GOOSE VECTOGRAM
3051872	VARIABLE VECTOGRAM SPIRANGLE
3051873	VINYL OCCLUDER



Central Purchasing Quick Reference

Frequently Ordered Pharmaceuticals

Article #	Description
3006817	DRUG - TROPICAMIDE 0.5% 15ML
3006818	DRUG - TROPICAMIDE 1.0% 15ML
3006809	DRUG - PHENYLEPHRINE 2.5% SOLUTION 15ML
3042170	BIO GLO FLUORESCEIN STRIP (100 PER BOX)
3006887	DRUG - FLUORESCEIN SODIUM BENOXINATE 5ML
3006812	DRUG - PROPARACAIN 0.5% 15ML
3006800	DRUG - ATROPINE SULFATE SOLUTIO 1.0% 5ML
3049029	DRUG - PILOCARPINE 1.0%
3049297	PARASOL X-SM STERILE PRE-LOAD PLUGS 1PR
3049298	PARASOL SM STERILE PRE-LOAD PLUGS 1PR
3049299	PARASOL MED STERILE PRE-LOAD PLUGS 1PR
3049300	PARASOL LG STERILE PRE-LOAD PLUGS 1PR
3049301	BVI EXT 180 VAR PK ABSORB SYN PLUGS 20
3049302	PARASOL X-LG STERILE PRE-LOAD PLUGS 2/BX

Frequently Ordered Slit Lamp Bulbs

Article #	Description
3005504	LIGHT BULB - SLIT LAMP - MAIN BULB - BURTON
3006927	LIGHT BULB - SLIT LAMP - MAIN BULB - HAIG STREIT
3005500	LIGHT BULB - SLIT LAMP - MAIN BULB - MARCO 2B
3005501	LIGHT BULB - SLIT LAMP - MAIN BULB - MARCO G2
3006231	LIGHT BULB - SLIT LAMP - MAIN BULB - REICHERT
3005502	LIGHT BULB - SLIT LAMP - MAIN BULB
3005503	LIGHT BULB - SLIT LAMP RED FIXATION - TOPCON

Use CP Item look up to locate items not on this list. If you are unable to locate leverage the Store Maintenance Portal on Ciao! Toolkit to request the CP Item Number:

- Dr Exam Room
- Slit Lamp - Topcon
- Provide a short description of what is needed including make, model and serial #'s

Central Purchasing