

Prescription Safety Glasses (Updated March 2018)

Purpose of the safety bulletin: Inform research community on how to order prescription safety glasses.

- Have an eye test completed (you will need a scanned copy of your prescription with IPD number).
- Go to the Portal (<https://portal.kaust.edu.sa>) and raise a non-catalog shopping cart (or go to **Procurement Self-Services** tab) as follows:
 - Click **SHOP**
 - Click **Describe what you need**, then enter:
 - **Product Type:** Material
 - **Description:** Prescription Safety Glasses
 - **Product Category:** Click box at right and fill in Product Category ID as **BA**; then click **Start Search**, then click **Research - Laboratory Consumables** and then click **OK**
 - **Quantity/Unit:** 1 EA
 - **Net Price/Currency:** Value to be mentioned is 179.5 USD for a pair of prescription safety glasses (frame + lenses)
 - **Delivery date:** Choose a date you need them by, use this format: DD.MM.YYYY
 - Then click **OK**
 - Once the item is in the Shopping Cart click on **Prescription Safety Glasses** (under **Description** menu) to see the details of the cart, then click **Notes and Attachments** menu.
 - Click **Internal Note**, select **Add Attachment** under **Attachment** menu. Then upload the scanned prescription file (make sure you don't use special characters in the file name).
 - Under the **Account Assignment** menu, be sure to have the correct account number.
 - Order the item.



Purchasing division will issue a PO to **U-TECH** and the prescription safety glasses will be delivered to the requestor within approximately 14 days.

Note: You can have your eye test done at KAUST Health or at any hospital.

If you have any questions please contact: Procurement.research@kaust.edu.sa

Prescription safety
glasses complies with
ANSI/ISEA Z87.1-2010