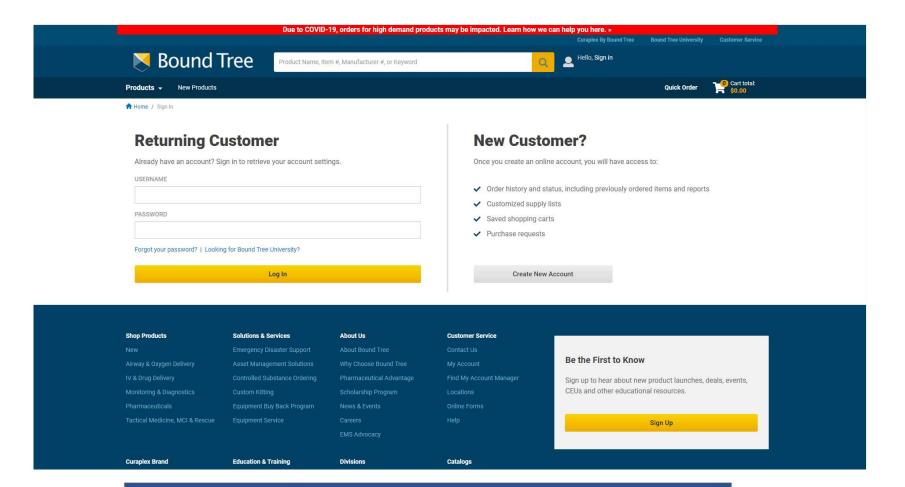
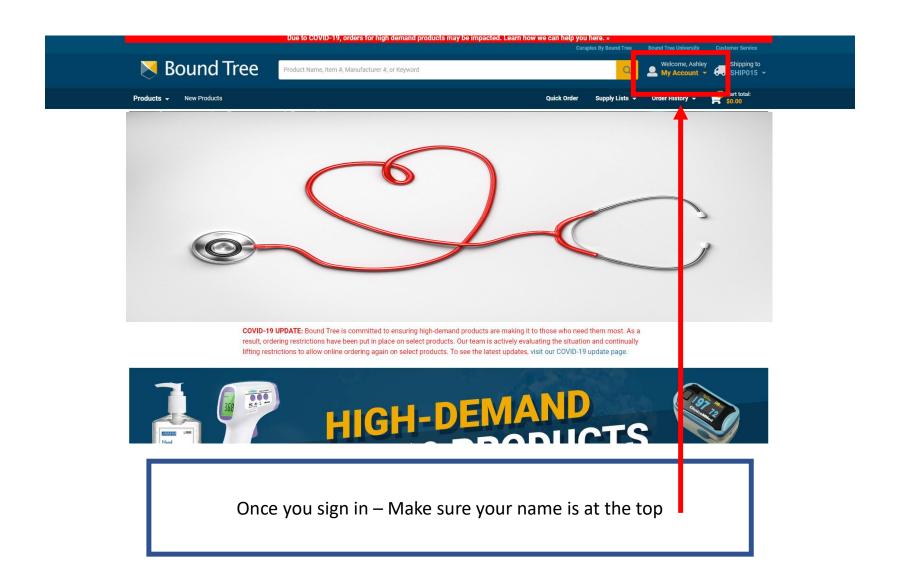
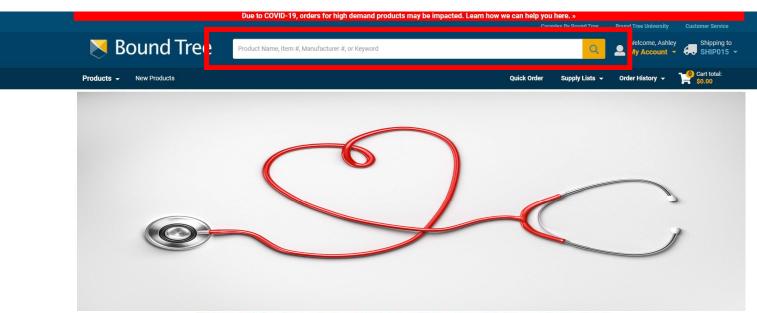


Log onto https://www.boundtree.com
This is your sign In page
Click 'Sign in"



Once you click 'Sign In,' your page will open to this page Sign in using your Username and Password

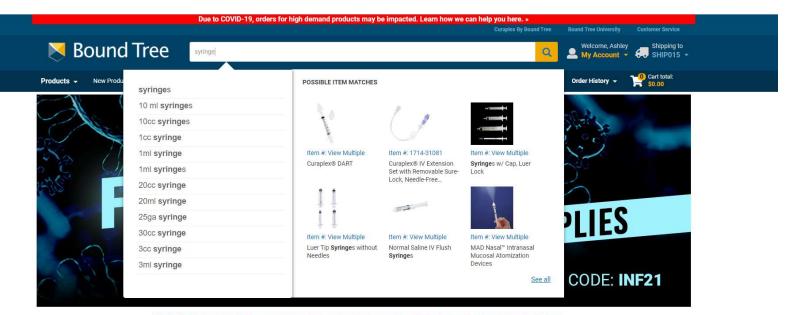




**COVID-19 UPDATE**: Bound Tree is committed to ensuring high-demand products are making it to those who need them most. As a result, ordering restrictions have been put in place on select products. Our team is actively evaluating the situation and continually lifting restrictions to allow online ordering again on select products. To see the latest updates, visit our COVID-19 update page.



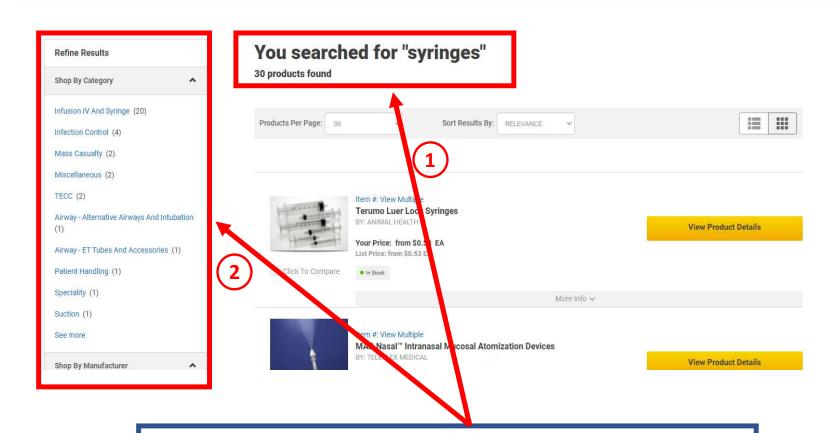
There are two ways to search for your products
One way is to use the search bar above, highlighted by the red box



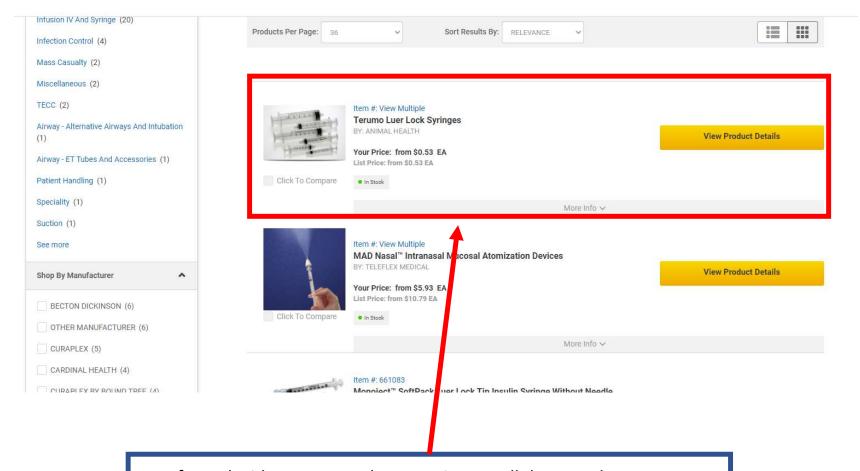
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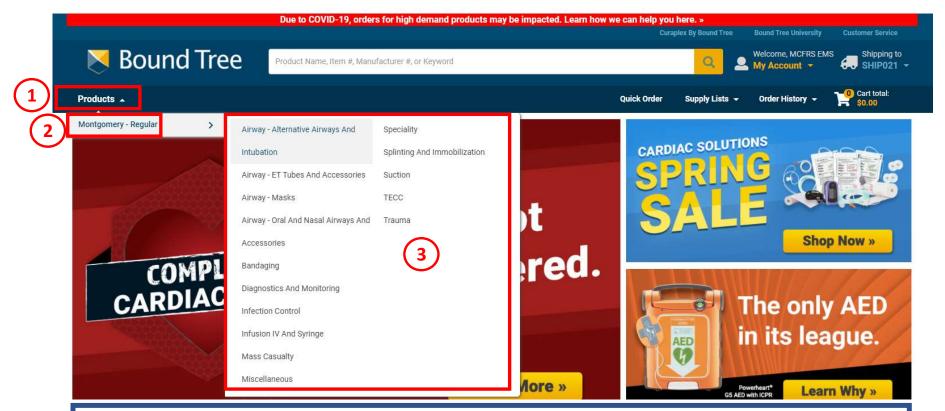
For example, you need syringes. Type syringe in the search box and that search will populate syringe-type products. Click 'syringe' and the page will open to the products (screen shot on the next page)



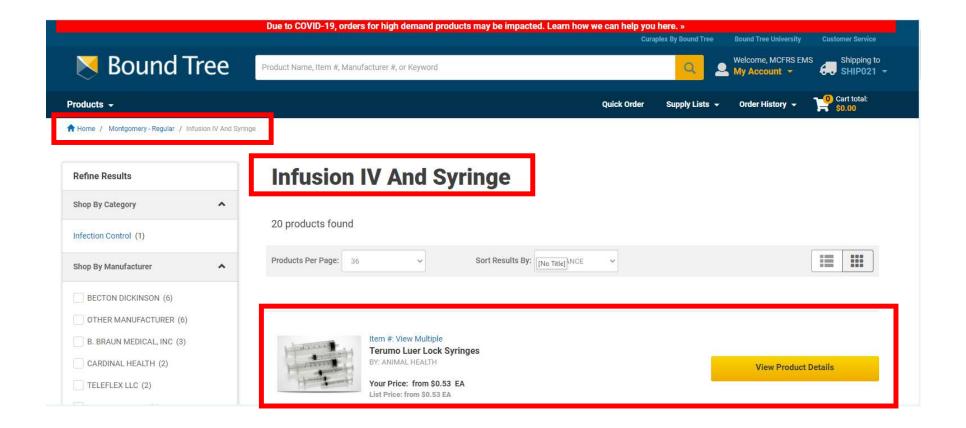
The site will show you what you are searching for and the quantity of products offered in the search (1); or it allows for you to refine your quest (2). You can stay on the page and shop without refining your search.



If you decide to stay on the page, just scroll down and start your shopping. We are looking for syringes in this example. Hit 'View Product Details' once you have found what you are looking for



Another way to find what you are looking for is to hover over Products (1) which will bring up Montgomery – Regular; hover over Montgomery – Regular (2); and a new drop down of product groups will show – select from the groups (3). It is completely by preference on how you search for your products. If you chose this way – make sure you follow the same steps here to get to other products or you will get an error screen (start back with hovering over Products)



If you chose to use the 3-step process previously discussed − You will open to that group of products. Still looking for syringes → Hit View Product Details and go shopping.



♠ Home / Montgomery - Regular / Infusion IV And Syringe / Terumo Luer Lock Syringes



## **Terumo Luer Lock Syringes**

Manufacturer: ANIMAL HEALTH

Your Price:

\$0.53 - \$1.95 EA

List Price: \$0.53 - \$1.95 EA

View Ordering Options

## Product description:

Latex Free, clear syringe barrels with bold scale markings permit quick visual inspection for precise dosage. An integrated plunger stop helps prevent the plunger from being accidentally pulled out. Syringes are available in different sizes.

View All Specs

Monthly Usage

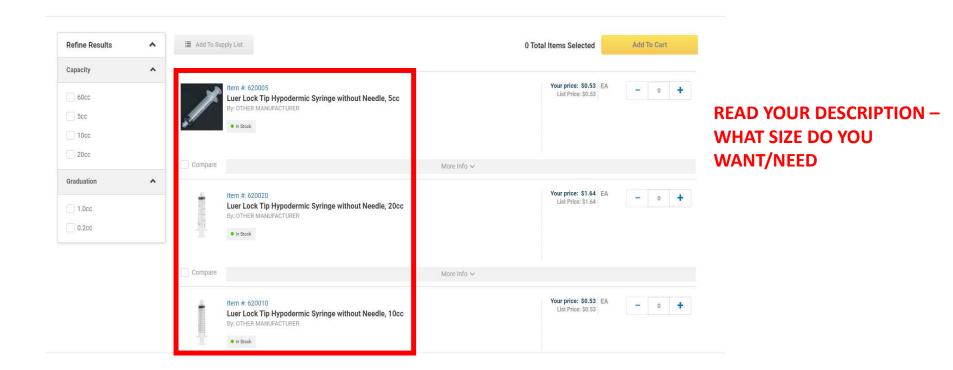




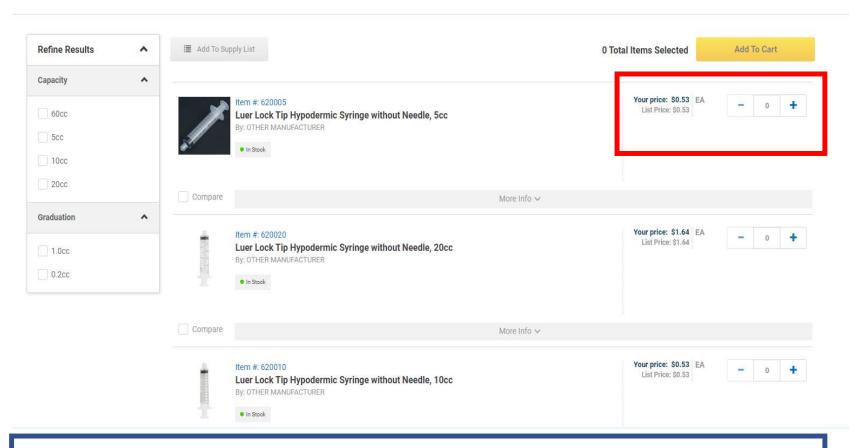




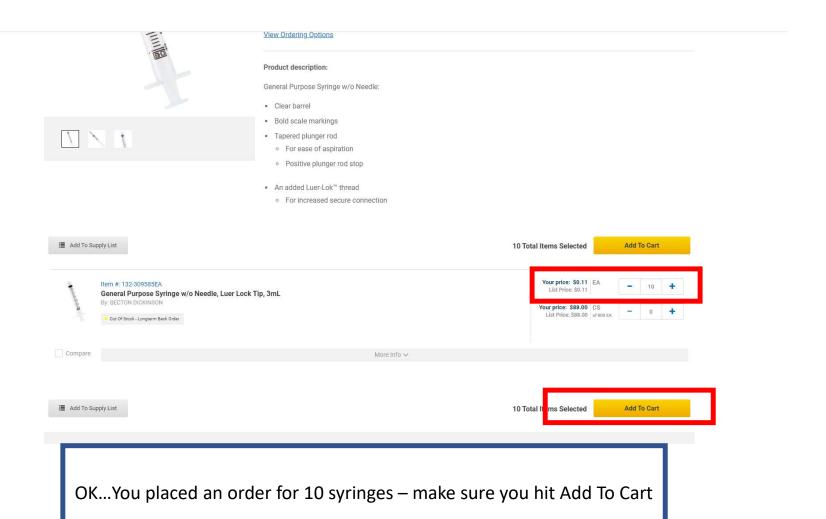
Once you hit "View Product Details" the page opens to that product **SCROLL DOWN** 

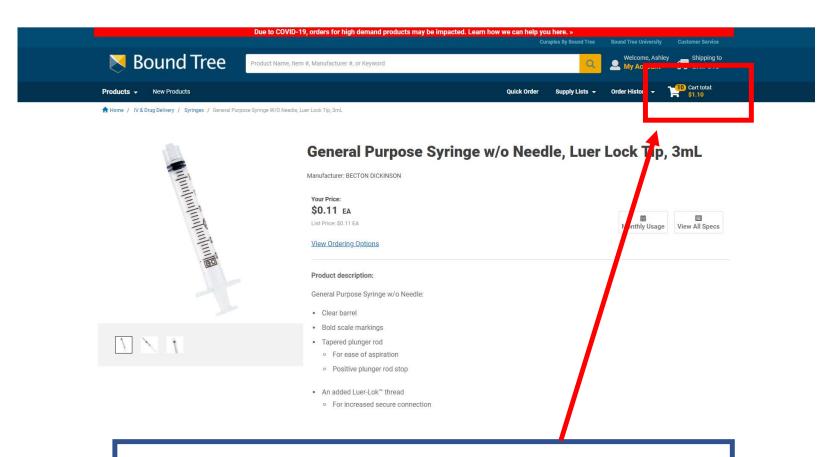


Read the description – Make sure you are getting what you are searching for

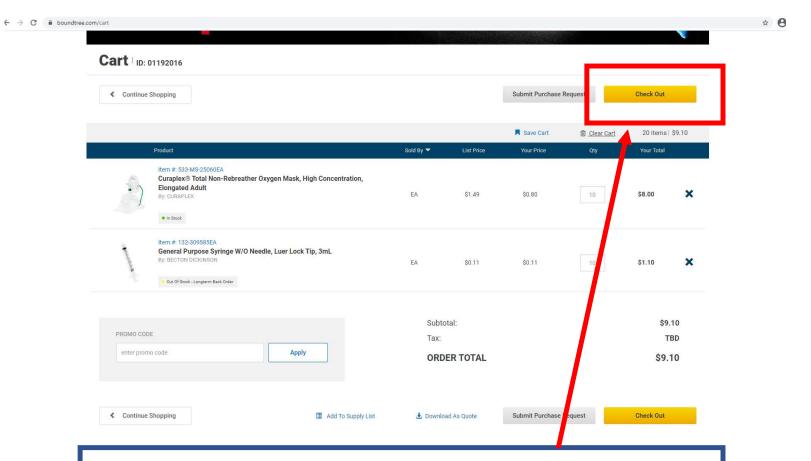


Put your quantity in. Remember – all patient contacts that are transported to the hospital need to have their supplies restocked from the hospital. Order what you need. Please do not overstock → we have a budget that needs to get us through a fiscal year

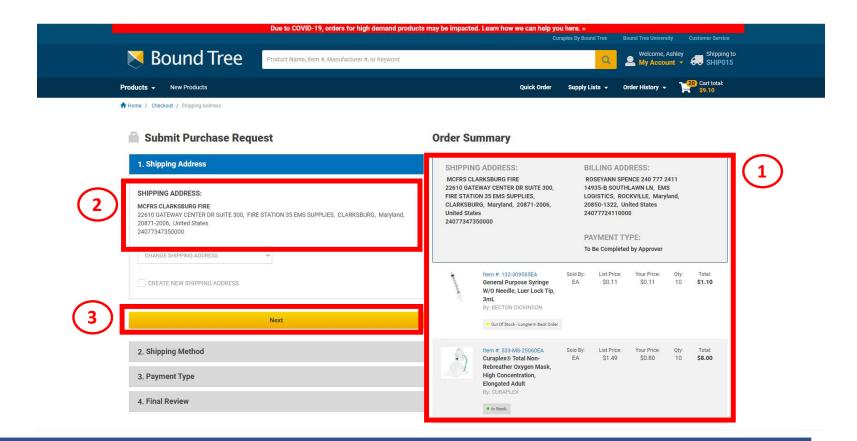




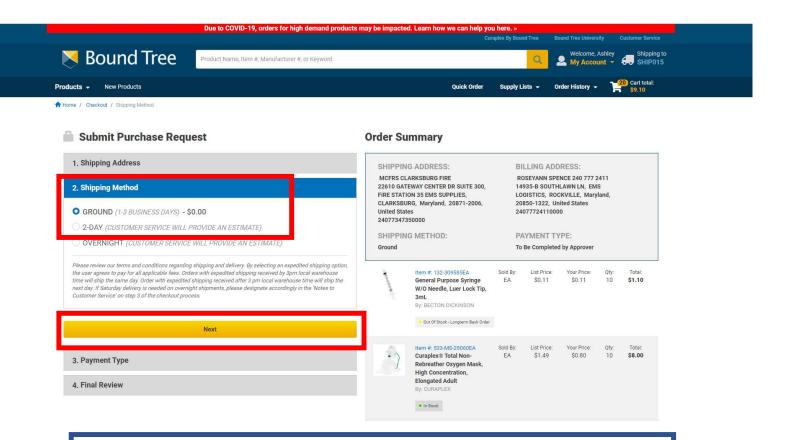
Continue through this process until you have gotten all your supply needs met. If/When you are *completely* done shopping, scroll up and click on your shopping cart



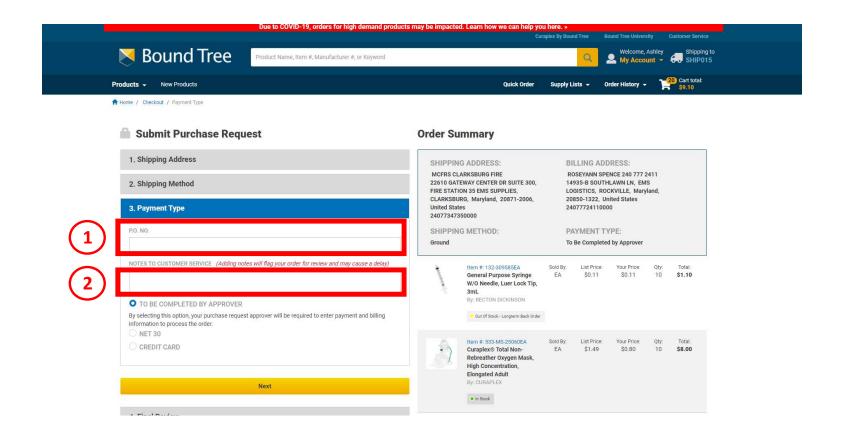
Once you click on your shopping cart, everything that you have ordered will show. Review your order. Once you have reviewed your order and it is correct, hit the Check Out.



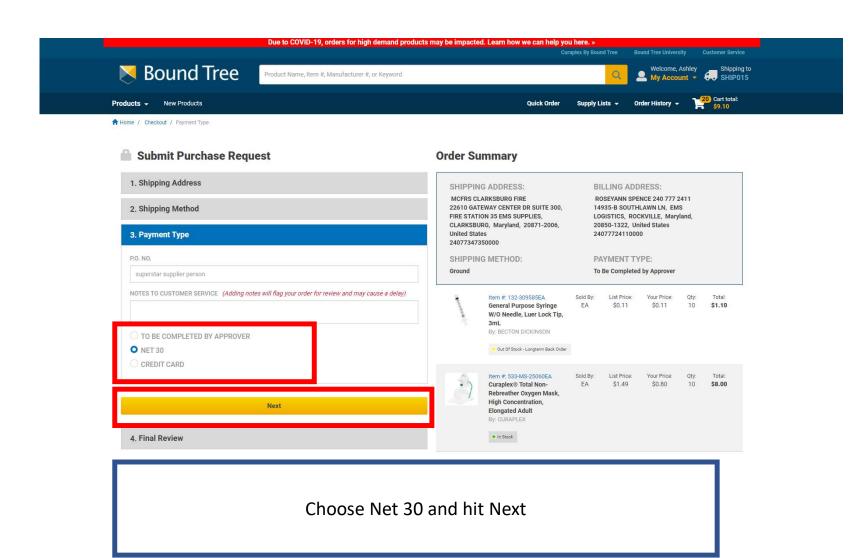
Fun Stuff! (1) Check your order. Again. (2) Check the shipping address. (3) If all are correct, hit Next. (If your shipping address is not correct, please contact mcfrs.emssupplies@mongomerycountymd.gov)

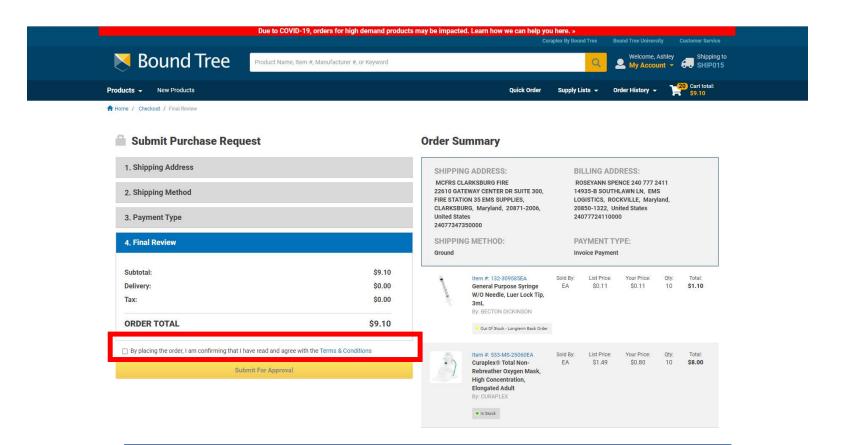


Your shipping method will populate next – You will have no other choice then to pick Ground. Hit Next.

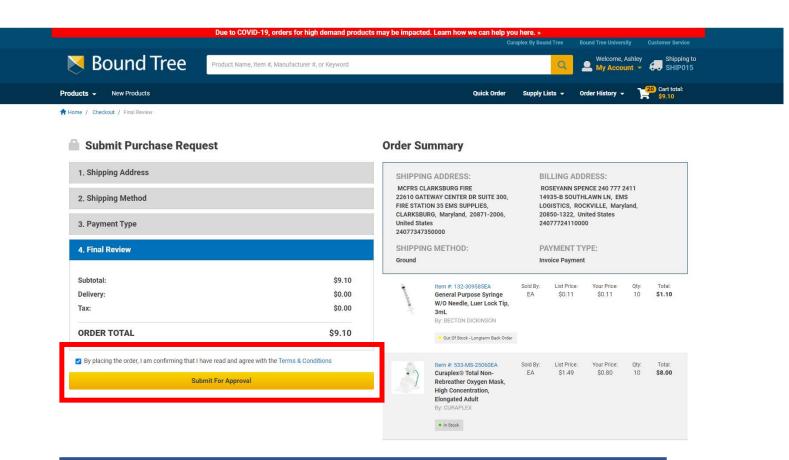


(1) You need to put something in the PO Number box: name of person ordering and station number. (2) DO NOT ADD ANYTHING IN THE NOTES TO CUSTOMER SERVICE – as the note indicates, your order will be flagged and can cause a delay.

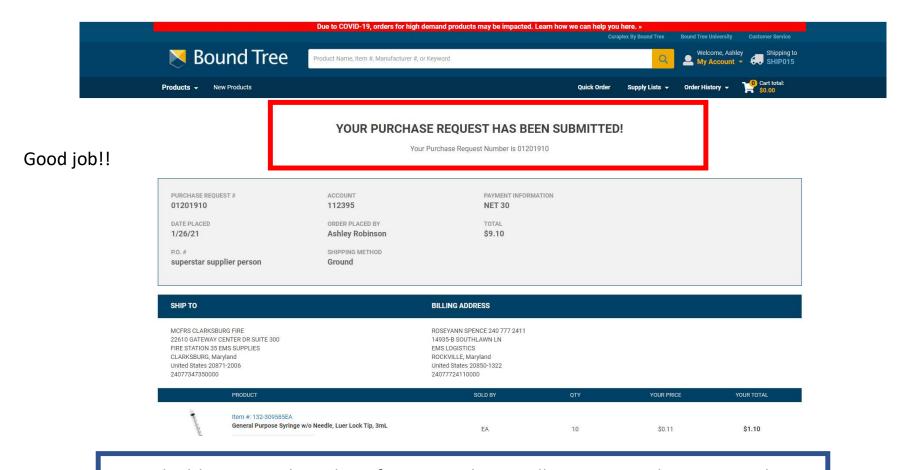




To finalize the order – you must check the little box (Terms & Conditions)



Once you check the tiny box – Submit for Approval will highlight – Hit it.



Good job! Once you hit Submit for Approval, you will get a notice that your purchase request has been submitted. Your order will come to EMS Logistics for approval. All orders will be approved within 24 – 72 hours.

When you order, make sure you are using good ordering etiquette. Things that are helpful to remember:

- Be an advocate for restocking at the hospital according to supplies used with patients. Perhaps you can advise personnel not to take supplies from the hospital not associated with their patient
- Put yourself on an ordering schedule [once a week (depending on the call load at your station), once every other week, or once a month]
- There is no need to hoard supplies. You can order from Bound Tree or contact EMS Logistics anytime for your needs. That being stated it is best to learn how to manage ordering your supplies. You know your station; you know what sits around and what doesn't try not to wait until the last minute to order. There is a balance to be easier on you, become familiar with it
- Know that some items take time to get please be patient
- Part of your order may get changed either the quantity or completely deleted off your order. An attempt will be made to reach out to you as to why. Sometimes it is just as simple as it is coming from EMS Logistics and other times it could be a change with the product.

EMS Logistics is committed to making ordering supplies easy for you. Please be patient as we work through some different processes. Any questions regarding the directions in this PPT or questions about EMS Logistics, please contact Captain Ashley Robinson at mcfrs.emssupplies@montgomerycountymd.gov, 240-777-2220 or 240-255-8074