

Emergency Health Services Branch Distribution Centre Stock Order Form Instructions

Welcome to the new millennium and to a new, way of ordering ambulance supplies. Historically, the Emergency Health Services Branch (EHS) Distribution Centre (Judson) utilized the standard Ministry stock requisition. However, based on the feedback received from a recent survey, the new attached Stock Order Form has been developed.

The form is structured so that it will easily integrate with the data entry screens of our computer software thus enhancing the coordination of ordering supplies and the filling of orders, and shipping to specific delivery locations.

Placing orders is now easier and more user friendly. You have the option to mail, fax or e-mail orders. Simply fill in the blanks (*except for the one identified as Order #*).

1. Under the "Charge to" and "Ship to" columns, simply enter the relevant information. Your customer account # is your service/municipal number. If you are uncertain about this number, you can leave it blank or call our customer service department (416) 327-8932 or 1-800-263-7645, they will provide you with the number.
2. For the actual stock order portion of the form, it is recommended you utilize the current edition of the EHS Equipment & Supplies Price List. It provides the correct product description and catalogue number, and ensures you get exactly what you order. We differentiate between the new and refurbished product, so be sure to pick the correct catalogue number.
3. Information pertaining to the statement coding and how it applies to potential return credits can be found in the catalogue introduction.
4. For your internal approval, we have provided two areas for ordering and approval. This helps to ensure local safeguards are in place for expenditure controls.

We are confident that this new stock ordering form meets your needs. Please feel free to contact me re any suggested changes.

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