|  |  |
| --- | --- |
|  | Send completed orders to:**VCHCOVID-19CentralSupply@vch.ca****COVID-19 Supplies Only**  **(ALL OTHER orders for regular supplies follow normal ordering processes)** |

|  |
| --- |
| **COVID-19 MANUAL STOCK REQUISITION ORDER FORM: VCH COMMUNITY SERVICES** |
| **This order process only applies to VCH community services not serviced by an area supply team**  |
| **Note: All fields below are mandatory. Forms incomplete will be returned and your order delayed.**  |
| **Date:**  |  | **Site/Facility Name:** | **Facility Hours of Operation for Delivery:** |
| **Contact Name for Order:** |  |  |
|  | **Cost Center (Department ID#):** | **Delivery Address: (Street name+ #, floor #)** |
| **Contact Email Address** (For order tracking) |  |  |
|  | **#staff:** |  |
| **Contact Cell# for Order:** Must be a working number that someone will answer | **#clients/****Residents per day** |  | **City:** | **Postal Code:** |
|  |  |  |
| **Contact Name for Delivery:** | **Delivery Timing:** | **Facility Delivery Instructions:**  |
|  | 🗌 **Standard**(Order will arrive within 2 business days)Monday to Saturday  | 🗌 **Rush** (Delivered same day by taxi/courier) 7 days per week |  |
| **Contact Cell# for Delivery:** Must be a working number that someone will answer |
|  |
| **Special instructions for delivery:**  |
| * Drivers will only deliver during facility hours of operation and may request not to enter the building
* There may be variations in supply delivery times; we will do our best to meet the urgency of your request
 |

|  |
| --- |
| **PART A: PPE Supplies from Warehouse (These items are being shipped from the Peak Warehouse)** |
| * There is **no backorder system** at this time, if you do not receive an item and continue to need it please re-order
* You may not receive exactly what you have ordered; The item may be the next best option according to supply availability
 |
| **PeopleSoft**  | **Meditech**  | **Order**  | **Max Q** | **Unit of Measure** | **Category** | **Description** |
| 00080384 | 384812 |  | 5 | Box  | 1=50 | **Procedure Masks** | Procedure Mask |
| 00080386 | 386394 |  | 5 | Box  | 1=25 | Mask with Visor |
| 00011991 | 412464 |  | 1ea/staff | Each | 1=1 | **Eye Protection** | **Full Face shield:** Reusable |
| 00009382 | NA |  | 1ea/staff | Each | 1=1 | **Glasses:** Reusable |
| 00103272 | 329310 |  | 1ea/staff | Each | 1=1 | **Goggles:** Reusable, **for AGMPs only** |
| 00089476 | 418121 |  | 3 | Box  | 1=250 | **Gloves** | Gloves–Small |
| 00089477 | 418122 |  | 3 | Box  | 1=250 | Gloves–Medium |
| 00089474 | 418423 |  | 3 | Box  | 1=250 | Gloves–Large |
| 00089475 | 418127 |  | 3 | Box  | 1=250 | Gloves–X Large |
| 00125725 | 474103 |  | 3 | Pack  | 1=10 | **Gowns** | Isolation Gowns: Yellow |
| 00077132 | 409115 |  | 10 | Each  | 1=1 | **Hand Sanitizer** | Portable Hand Sanitizer: 400mL |
| 00077131 | 412215 |  | 20 | Each | 1=1 | Hand Sanitizer: 50mL, pocket size |
| 00114542 | 475642 |  | 20 | Each | 1=1 | **Wipes** | Accel Wipes: Singles, 8 per pack |
| 00066966 | 359637 |  | 12 | Canister  | 1=1 | Accel Wipes: Lg. Tub, 160 count, 1 min.  |
| 00109342 | 456516 |  | 12 | Canister | 1=1 | Swipe Wipes: Lg. Tub, 160 count, 3 min. |
| 00078354 | 409393 |  | 1 | Case | 1=200 | **Garbage Bags** | Strong garbage bag 26 X 36 inch |
| 00080427 | 351991 |  | #/swabs | Each | 1=10 | **Specimen Bags**  | Specimen Collection Bags: Universal, for COVID Viral Swabs |
|  |
| **PART B: COVID-19 VIRAL SWABS (Viral Swabs are being distributed centrally from VGH)** |
| Products may vary  |  |  | Each | 1=1 | **Specimen Collection** | Viral Swabs for COVID-19 specimen collection |

|  |
| --- |
| **PART C: N95 MASKS**  |
| 00104339 |  |  | Each | 1=1 | **N95 Masks** | **1870+** | Mask 1870+ aura respirator n95 fluid resistant white |
| 00094859 |  |  | Each | 1=1 | **1860** | Mask respiratory n95 cone fluid resistant regular teal |
| 00094860 |  |  | Each | 1=1 | **1860S** | Mask respiratory n95 particulate cone molded teal |
| Form Version: Community April 20, 2020  | Need Help? Email **VCHCOVID-19CentralSupply@vch.ca**Write in email subject header: **Help, please call** |  Page 1/1 |