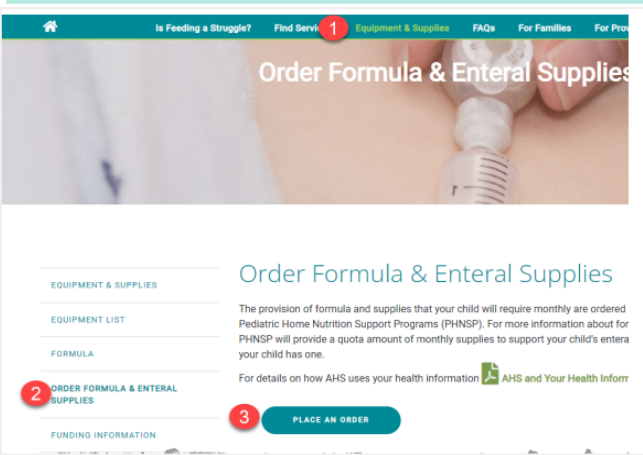


Home Nutrition Support Program (HNSP) Formula & Enteral Supplies Ordering System

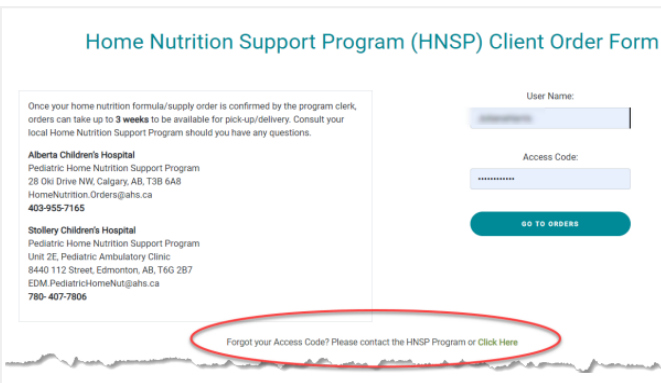
Quick User Guide



To access the client order form go to peas.ahs.ca and navigate to the **Client Order Form** by clicking:

1. **Equipment & Supplies**
2. **Order Formula & Enteral Supplies**
3. **Place An Order**

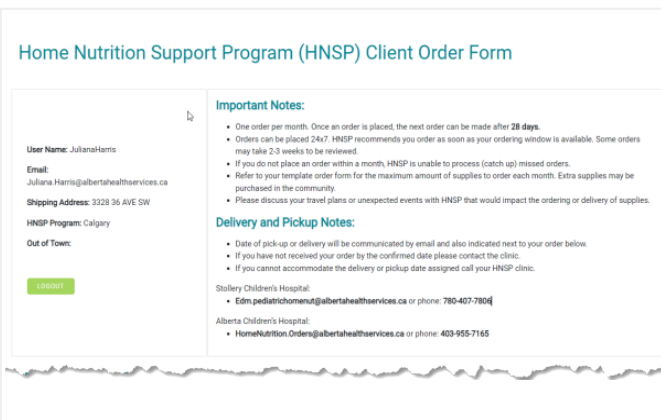
Note: Review the main page before you place your order. The main page includes important information such as program advisories, changes to supplies and where to pick up supplies.



Enter your **User Name** and **Access Code** and click **Go To Orders**.

If you forget your Access Code, use the **Click Here** at the bottom of the screen to generate a new one.

Note: Your User Name and Access Code are sent to you in a separate **email**, please check your inbox. Contact the HNSP Program if you have issues.



Review **Important Notes** and **Delivery and Pickup Notes** each time you login before placing your order.

Note: **Delivery or Pickup Date** will be assigned once the program processes your order. This may take up to 2 weeks.

Scroll down the Client Order Form to see your assigned Formula and Supplies.

Name	Substitute for	Category	On Backorder	Units Per Case	Client Case Quota	Frequency	Ordered Last 30 Days?	Remaining Quota	Number of Cases
Pediasure Vanilla Oral Liquid		Pediatric, Oral	<input type="checkbox"/>	12	8.00	monthly	No	96.00	8

General Supply Quotas:
 Syringes: 30 total per month (combined sizes)
 G-Tubes: 3 total per year (MIC-KEY and/or MiniONE)
 MIC-Tubes: 2 total per month in lieu of a permanent table
 MIC-KEY Extensions: 4 per month (combined types)
 MiniONE Extensions: 2 each type per month (no combinations, firm)
 Feeding Bags: 10 per month

Enter the amount of supplies required for this order:

Name	Substitute for	Category	On Backorder	Frequency	Ordered Last 30 Days?	Order Amount
Kangaroo™ Connect Enteral Feeding Pump Bag 500ml		Feeding Bag	<input type="checkbox"/>	monthly	No	1

Formula: Enter the **Number of Cases** required for the month.

Supplies: Enter the **Number of Each Item** required for the month.

Please choose a Pickup or Delivery Method for this order:

Pickup Options: Supplies/Formula must be picked up within 3 days of pick-up date

- Alberta Children's Hospital Pick-up
- East Lake Distribution Centre Warehouse Pick-up

Delivery Options: Out of Town Delivery can take up to 3 weeks after your supply order has been confirmed by the clerk.

- Canada Post (All orders that do not contain Formula)

Select a Pickup or Delivery Method and click **Submit Order**. The methods available might change based on your order.

You will receive a confirmation email within one business day once your order is received by the program

Your Orders

NOTE: Please make note of the Delivery and Pickup Date for your formulas. Please call the clinic if you cannot accommodate the delivery/pickup date.

Formulas

Show 10 entries

Order Date	Name	Category	Number of Cases	Delivery or Pickup Date
03/17/2023	Pediasure Vanilla Oral Liquid	Pediatric, Oral	4	

Previous 1 Next

Supplies

Show 10 entries

Order Date	Name	Category	Order Amount	Delivery or Pickup Date
03/17/2023	Kangaroo™ Connect Enteral Feeding Pump Bag 500ml	Feeding Bag	1	

Review your **previous orders** of Formula and Supplies under the **Your Orders** section.

You will receive an email once a **Delivery or Pickup Date** is assigned by the program and a reminder email a day before the **Delivery or Pickup Date**.

Note: Place an order every 28 days to ensure you have enough supplies on hand. An order can be placed 28 days after your **last order date**.

Alberta **Children's** Hospital

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