

1 Customer No 	2 Ship to – Full Address* 	4 Date* Day Month Year
	3 Telephone*	5 Cost center

6 Form/Item Number*	7 Quantity*	8 Description

*Required information

9 Ordered by* _____

Instructions

- This is your customer number, the number inventory management has asked you to use. **For financial centres:** the financial centre number is needed. **For the State Farm agent:** Use your DFS representative code beginning with an S (ATM: please use the representative code of your Agent).
- Print the company name and the full shipping address.
- Enter the telephone number and extension of the person placing the order.
- Enter the date on which the order was placed.
- Enter the form or item number. **Without this number no delivery will be done** (see the marketing material list on webi.ca).
- Enter exact number of form(s)/item(s) required.
- Briefly describe the form(s) or item(s) ordered (necessary for inventory management technician if the number is wrong or illegible).
- Print first and last name of the person who placed order.

- Desjardins Insurance has a direct ordering system through its warehouse facility, for all materials and forms. You must use this system for all DFS materials, **except illustration software**. Your main offices and respective sub-agencies must use this ordering system.
- Your office must be able to receive **Purolator or ICS** courier deliveries.
- Send the completed supply requisition form to alain-ventaire@desjardins.com
- For any questions, contact the warehouse at **1-877-828-7800, ext. 5583434.**