



Narcotic, Controlled Substance Website Ordering Service

Dear DVM

This on-line ordering service for our product line of narcotic, controlled and targeted substances allows us to provide a daily ordering service to our members. Most importantly, it will eliminate the delay caused by having to mail in your order and create a dependable delivery window which will allow for easier management of your clinics inventory levels for these products.

Each Licensed DVM authorized to order narcotic/controlled/targeted substances for their respective clinics will be given a secure and unique login and password upon completion of this form. Using this login and password the DVM will log on to the WDDC website and access the Narcotic/Controlled Drug section. An order can then be created in a format similar to that used for regular website orders. **It is important to note that the login and password given will be specific to each DVM using this system and any order created using these codes will be the responsibility of that individual (they should not be shared with anyone).** Order cutoff for this site will be 3 pm MST.

Health Canada regulations require WDDC to have a signature for each order containing a narcotic, controlled, targeted substance. The DVM that placed the website order must sign and date the invoice enclosed in the COS delivery in the designated area verifying that the product has been received and return this via fax or email. Alternately, the DVM can utilize an electronic signature process (ESIGN) to fulfill this requirement. As per the Narcotic Control Regulations (detailed below) we must receive this signed invoice within 5 working days in order to continue processing your clinics orders for narcotic/controlled/targeted substances.

Where a licensed dealer has received an electronic order from a pharmacist or practitioner, he shall within five working days after filling the order, obtain and keep a receipt that includes;

- (a) the signature of the pharmacist or practitioner who received the narcotic;*
- (b) the date the pharmacist or practitioner received the narcotic; and*
- (c) the name and quantity of the narcotic.*

Where a licensed dealer does not receive, within 5 working days, a receipt as required..... he shall not, until such time as he receives the receipt supply any narcotic pursuant to any further order.

Please be advised that all orders for narcotic, controlled and targeted substances will still be processed and shipped separate from your regular orders because of the need for a chain of signature and a secure shipping service.

WDDC has developed this program in an effort to provide the best possible service to you our valued member accounts. We will continue to accept mail in orders for these products as well.

If your clinic is internet capable and you would like to take advantage of this ordering process please return the attached form to WDDC. You will then be contacted and given your DVM specific login and password.

If you have any questions or require any further information please contact Charito Wiebe – QPIC at (780) 413-2516 ext 1309 or qplic@wddc.com.

Corporate – Head Office
17611 109A Avenue
Edmonton, Alberta T5S 2W4

Shipped From: Edmonton Distribution Center
17611 109A Avenue
Edmonton, Alberta T5S 2W4

Admin. (780) 413-2508 • **Order Desk** (780) 413-2163/1-877-746-9332 • **Fax** (780) 413-2530 • **Toll Free Fax** 1-800-329-9332

Website: <http://www.wddc.com> • **e-mail:** mSERVICE@wddc.com





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Request for Login & Password to WDDC Narcotic/Controlled Website

I hereby acknowledge that I am engaged in the active practice of Veterinary Medicine and hold a license in good standing with the Veterinary Association in my province or territory of practice.

I have read the information letter detailing the policies and requirements of use for WDDC's on-line ordering service for Narcotics, Controlled and Targeted Substances. *I understand the importance of ensuring my login and password remain secure.*

I would like to take advantage of this service offered by WDDC. Please provide me with a login and password.

WDDC Member number: _____
Member Name: _____
DVM Name (please print) _____
DVM Signature: _____
DVM Provincial License No. _____

Consent for Electronic Signatures (ESign) – complete for Esign Use Only

Personal Email address for DVM _____
(used to send E-signature email to – **Required for Esign use only**)

Personal Cell phone # for DVM _____
(used to send E-signature PIN to via text – **Required for Esign use only**)

WDDC requires a filled out form for EACH licensed veterinarian at the practice. Requests can be made to WDDC via fax to 800-329-9332 or 780-413-2530 all responses will be MAILED directly to the specific licensee in an envelope marked "Personal & Confidential".

***** the following information is to be completed by WDDC ****

CONFIRMATION OF WDDC NARCOTIC WEBSITE USAGE

A Narcotic Website login and password has been created for the sole use of **Dr. _____** and should not be given, shared or otherwise provided to any other person than the named license holder.

Login: _____ **Password:** _____

Login and passwords are case sensitive please enter as shown
Mailed to Licensed Veterinarian named above _____ 20__

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