**This process is specific to products from Arjo or Nightingale (Direct Healthcare)**

1. Identify the bariatric rental equipment required from our webpage [here](https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/specialist-services/moving-handling/bariatric-guidance-and-equipment/) (you will need to be logged onto the NHSGGC network)
2. For advice from the moving handling team contact by emailing generic inbox :

**WIG-Movhan736@ggc.scot.nhs.uk**

1. If ordering Monday to Friday from: Arjo 0830-1700 / Nightingale 0800-1600:
2. Complete GG&C non stock indent form
3. Specify equipment required
4. Contact Lead Nurse as authorisation required from Clinical Service Manager or General Manager
5. Write on indent - **“Urgent and can procurement telephone ward to confirm order placed”**
6. Non stock indent can be submitted to Procurement by either Fax to 0141 211 5853 or scan and email to nsgh@ggcprocurementcustomerservices.zendesk.com
7. If ordering Out of Hours (and weekends / Public Holidays) from: Arjo 1700-0830 / Nightingale 1600-0800:
8. In first instance ward can contact, 24hrs:
	* Arjo on 01279 425 648, select 2 for rental
	* Nightingale on 0800 043 0881, select line 1 for rental
9. Verbally place equipment order confirming GG&C non stock order indent number to Arjo or Nightingale
10. Arjo / Nightingale will provide a Rental reference number which must be added to GG&C non stock indent form
11. Once authorised as above either Fax to 0141 2115853 or scan and email to nsgh@ggcprocurementcustomerservices.zendesk.com
12. To cancel equipment rental or advise company equipment has transferred to alternative ward with patient, telephone:
	* Arjo on 01279 425 648
	* Nightingale on 0800 043 0881