Washington State Department of HEALTH

Washington State Adult Vaccine Program
COVID-19 and Influenza
Vaccine Ordering & Receiving

WASHINGTON STATE IMMUNIZATION INFORMATION SYSTEM

## Why Would I use the Orders and Transfers Menu?

This menu will help you create orders electronically and receive them into your inventory in the IIS. This is the first step to managing inventory in the IIS.

How Can I Create and Submit Vaccine Orders?

> 💡 **Tip: Ordering schedules do not apply to flu and COVID vaccine orders.** Order vaccines in small quantities frequently.

1. Log in to the system. Using the navigation menu on the left, select **Orders/Transfers** and **Create/View Orders** to show the current orders and transfers list.
2. Select **Create Order** at the bottom of the page.

Create Order	Create Transfer	Vaccine Return
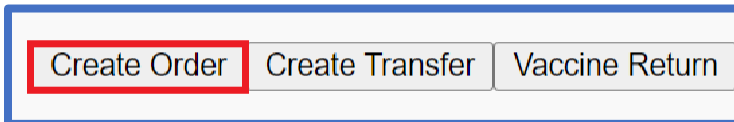
3. Review your vaccine delivery information (delivery address, contact information and delivery details). If your address is incorrect, contact the state immediately and do not proceed with the order. If your clinic's information has changed, update the details.
   - **Instructions** should not be used to convey provider hours of operation or critical delivery address instructions.

Vaccine Delivery Information ➡️

Create Order

		First Name:	
Organization: KATY ORG			
Facility: KATY FAC		**Middle Name:**	
Phone Number:		**Last Name:**	
Phone Extension:		**Address:**	12 MAIN
Email:		**City:**	OLYMPIA
		State:	WA
		Zip:	98502

Monday:	☑	09:00	12:00	13:00	17:00	**Tuesday:**	☑	09:00	12:00	13:00	17:00
Wednesday:	☑	09:00	12:00	13:00	17:00	**Thursday:**	☑	09:00	12:00	13:00	17:00
Friday:	☑	09:00	12:00	13:00	17:00						

PIN: 999999   **Instructions:** [ ]

Order Date: 01/20/2023   **Order Status:** In Progress
Submitter: ERIN VOSS (VOSSTEST)
Comments: [ ]
Inventory Last Submitted: 03/17/2021
Vaccine Administered Report Last Submitted: 10/14/2020
Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.
Last Order Submitted: 01/18/2023 01:27:01 PM

Inventory Transaction Report	Lot Number Summary	Edit Temperature	Doses Administered Report

EOQ ➡️ **Order Frequency:**   **Order Timing:**
Order Schedule:

![Washington State Department of HEALTH]

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4. Select the desired **Order Set** from the dropdown menu. Much of the information will be pre-populated based on information from your clinic's provider agreement.

Inventory Last Submitted: 08/21/2023	
Vaccine Administered Report Last Submitted: N/A	
Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.	
Last Order Submitted: 09/12/2023 09:23:20 AM	

Order Set: --select--

Inventory Transaction --select--   Doses Administered Report

Order Frequency: ADULT FLU 2023-2024 / Distributor
Order Schedule: AVP COVID 2023-2024 / Distributor
                     STATE SUPPLIED COVID 2023-2024 / Distributor
Order Details

Vaccine Vaccine Name Funding Source Dose Used Last Month Physical Inventory Order Quantity Urgent Priority Reason Comments

Review the following information:
- **Doses Used Last Month**- Required for all vaccines. Use your last month's Doses Administered Report to find these numbers. If you have the auto-population functionality this will automatically appear.
- **Physical Inventory**- Required for all vaccines. Use your last month's reconciliation report to find out these numbers. If you have the auto-population functionality this will automatically appear.
- **Order Quantity**- Required for all vaccines that you want to order.
- **Comments**- Enter if needed. This is used to notify the state of details related to your order.
- **Urgent**- Used for outbreak response. If you are out of vaccine because you did not order this is not a reason to mark your order as urgent. Flu orders are never processed as urgent because they already receive priority shipping.
- **Priority Reason**- This flags a request as urgent (you must provide justification).

5. Review your **Order Quantity.** Your Order Quantity is required for all vaccines that you want to order. Order enough vaccine to meet patient needs. Ensure vaccine stock is rotated and checked for expired doses regularly. Any expired vaccines and diluents are to be removed immediately to avoid inadvertently administering.
    - If you need any assistance in calculating your order, please contact us at WAAdultVaccines@doh.wa.gov.
6. Click the **Submit Order** button once on the bottom right to submit the order for review and approval. You can track the order status in the '**Create/View Order'** page.

AVP Flu 2023-2024 order set:

Order Set:	ADULT FLU 2023-2024 / Distributor							
Inventory Transaction Report	Lot Number Summary	Edit Temperature	Doses Administered Report					
Order Frequency:		**Order Timing:**						
Order Schedule:								
Order Details								
Vaccine	**Vaccine Name**	**Funding Source**	**Dose Used Last Month**	**Physical Inventory**	**Order Quantity**	**Urgent**	**Priority Reason**	**Comments**
influenza, injectable, quadrivalent, preservative free	FLUARIX QUAD .5 mL syringe (SS)	NA	0	0		☐	--select--	

AVP COVID 2023-2024 order set:

Order Set:	AVP COVID 2023-2024 / Distributor ⌄							
Inventory Transaction Report	Lot Number Summary	Edit Temperature	Doses Administered Report					
Order Frequency:	**Order Timing:**							
Order Schedule:								
Order Details								
Vaccine	**Vaccine Name**	**Funding Source**	**Dose Used Last Month**	**Physical Inventory**	**Order Quantity**	**Urgent**	**Priority Reason**	**Comments**
COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	Spikevax COVID-19 mRNA (12+ yr) '23-'24	NA	0	0		☐	--select-- ⌄	
COVID-19, mRNA, LNP-S, PF, tris-sucrose, 30 mcg/0.3 mL	COMIRNATY COVID-19, mRNA, (12+ yr) '23-'24	NA	0	0		☐	--select-- ⌄	
COVID-19, subunit, rS-nanoparticle, adjuvanted, PF, 5 mcg/0.5 mL	Novavax COVID-19, Adjuvanted (12+ years) '23-'24	NA	0	0				

How Can I View a Vaccine Order Status?

Viewing the vaccine order status allows you to see where an order is at in the approval process. This screen also shows backorders, denied orders, inbound transfers, outbound transfers, and rejected transfers.

1. Login, select **Orders/Transfers** in the left menu, and then select **Create/View Orders**.
2. Current orders are listed in the **Inbound Orders** section with the following details:
   - Order Number
   - PIN
   - Submit date
   - Approval date
   - Status

3. Use the arrow button to select and view additional details for a specific order.

Current Order/Transfer List					
Inbound Orders					
Select	**Order Number**	**PIN**	**Submit Date**	**Approval Date**	**Status**
-->	262358	999999	03/01/2021	03/03/2021	Approved
-->	262737	999999	01/18/2023		In Manual Review

Vaccine Ordering & Receiving

Understanding Your Order Status

Status	Detail
Saved	The order was started and saved, but not submitted. Saved orders can be submitted by clicking the arrow button to open the order and then selecting **Submit**. You may also delete the order if you do not want to submit.
In Manual Review	The order was submitted and is awaiting DOH review.
Pending Approval	The order is being reviewed by approver and is waiting to be submitted to the state.
State Manual Review	The order is waiting for state approval.
Pending State Approval	The order is waiting for state review and approval.
Shipped	The order was shipped and is in route to the provider. Shipments can be received into inventory when an order status says shipped.
Received	The order was electronically received by the provider in the IIS. The provider's inventory (**Reconciliation** screen) is automatically updated with the received vaccines. The order is removed from the inbound orders list and can be viewed using the search history function.
Archived	Historical orders are archived by the state and removed from the inbound orders list. Archived orders can be viewed using the search history function.
Backordered	The order is temporarily held by the state. These orders are not yet processed for shipment.
Denied	The order is not approved and the vaccines in the order are not processed for shipment. The provider can delete the denied order.
Approved	The order has been approved by the state and has yet to be sent for fulfillment.

How Can I search for a Past Vaccine Order?

The search history feature allows users to search and review orders in the IIS, regardless of the order status.

1. Log in to the IIS and select the **Orders/Transfers** heading in the left menu.
2. Select **Search History** and enter search criteria including any of the following:
   - Dates
   - Vaccines
   - Lot numbers
   - Status

3. Click the Search or Export Report button. **Search** shows a list of orders that match the search criteria. Click on the arrow button to view individual orders. The **Export Report** function puts data into a CSV file. This allows for further sorting and viewing of data.

Lot Number:	
Order Status:	--select-- ⌄
Order Number:	
Include deleted orders:	☐

Clear | Export Report | Search

How Can I Receive Vaccine Orders into My Inventory?

FIRST: Inspect your vaccine delivery for damage and viability. Immediately contact the distributor if there's any damage or viability concerns.
1. Store the vaccine appropriately
2. Contact the distributor
3. Contact the Department of Health

Receive (add) state supplied vaccine shipments to your inventory using the **Receive Order** function. To prevent duplicate entries, do not manually add vaccines to your inventory when using the receive function. Receiving an order removes it from the **Inbound Order** screen and adds the vaccine to your reconciliation screen. Once orders are removed from the inbound order screen, you can use the **Search Order History** feature to find these orders.

1. If the vaccine is not damaged and there are no viability concerns, select the **Orders/Transfers** menu heading. Click **Create/View Orders** under this heading to show you inbound orders.
2. Select the vaccine order you want to receive by clicking on the arrow. Note: You can only receive orders that have a status of either **Approved** or **Shipped**.

Current Order/Transfer List
Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	262358	999999	03/01/2021	03/03/2021	Approved
-->	262737	999999	01/18/2023		In Manual Review

3. Make sure you received what the packing slip lists. Enter the number of doses received in the **Receipt Quantity** column. Do not enter in a Rejected Quantity for vaccine you are still waiting to receive.
- Verify the accuracy of all manufacturers, lot numbers, and expiration dates. Update any missing or incorrect information.
- Enter the **Receipt Quantity** for each vaccine you received.
- Click the **Receive** button.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

DOH 348-993 Sept 2023

Order Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
100	100		COVID-19, mRNA, LNP-S, PF, tris-sucrose, 30 mcg/0.3 mL	PRVT	PFIZER, INC-PFR ⌄	123456	01/01/2024	--select-- ⌄
Comments						Tracking #		
100	100		COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	PRVT	MODERNA US,INC ⌄	987654	01/01/2024	--select-- ⌄
Comments						Tracking #		

Cancel | Receive

4. If you only received some of the vaccines in your order, leave the quantity fields blank for the vaccine that has not yet arrived at your clinic. Do **NOT** enter a **Rejected Quantity** for the vaccine you are still waiting on. When you only receive part of an order, a pop-up box will appear after clicking **Receive.**

Warning ✕

Please review the following issues before continuing:

- The items not received will remain on the order as requiring receipt.

Yes, I would like to receive my order | Cancel and return to receive order page

5. Select **Yes** to receive part of the order. The order will be listed as **Partially Received** in the Inbound Orders section of the **Create/View Orders** screen. Follow the same process as described above to receive the remainder of the order into the IIS when the remaining vaccine arrives.

Current Order/Transfer List
Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	17306	159367	05/24/2019	05/24/2019	Partially Received

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov