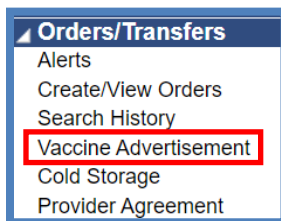


## How to Search for and Advertise Vaccines for Transfer

The Vaccine Advertisement function allows you to transfer vaccines to and from other providers. This is a simple and easy way to send and receive vaccines when your facility is either in need of or has a surplus of vaccines or immunization products.

### How can I find additional vaccine or immunization products?

You can look for clinic advertisements through the **Vaccine Advertisement** screen within the Immunization Information System (IIS). Your facility must have a PIN and you will need the necessary IIS user permissions to access this function.



1. Click on **Orders/Transfers** heading in the left menu of the IIS. Then click **Vaccine Advertisement** to open the **Vaccine Advertisement** screen.
2. The first page that comes up will default to 'View All Vaccines Advertisements' option.



Vaccine	Lot #	Exp Date	Qty Available	Date Advertised	VFC Pin	Comments	Contact Name	Phone Number	Phone Ext	Email	City	Zip
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	40L1020	06/30/2021	50	05/10/2021	193189		ABIGAIL DEMING	(360)236-5555		ABIGAIL.DEMING@DOH.WA.GOV	OLYMPIA	98506

3. To request advertised vaccines, contact the provider listed and ask them to initiate a vaccine transfer request in the IIS.



**Tip:** You can sort the columns by clicking the up/down arrows

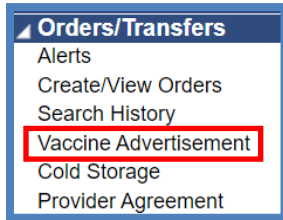
### Submitting a Vaccine Transfer in the IIS

- Click [here](#) for detailed instructions on how to submit a vaccine transfer in the IIS through the **Create/View Orders** screen.
- Vaccine transfers must be approved by DOH before you can physically move the product.
  - Click [here](#) to review the **Transfer and Redistribution Checklist**
- Click [here](#) to review the vaccine transfer FAQ guide

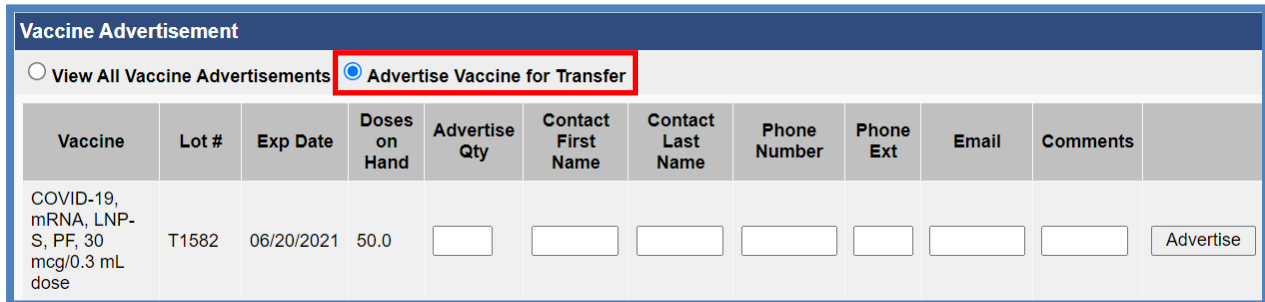
## How to Search for and Advertise Vaccines for Transfer

### How can I advertise immunization products available to transfer?

You can list available immunization products through the **Vaccine Advertisement** screen within the Immunization Information System (IIS). Your facility must have a PIN and you will need the necessary IIS user permissions to access this function.



1. Click on **Orders/Transfers** heading in the left menu of the IIS. Then click **Vaccine Advertisement** to open the **Vaccine Advertisement** screen.
2. Click the radio button next to **Advertise Vaccine for Transfer**.



Vaccine	Lot #	Exp Date	Doses on Hand	Advertise Qty	Contact First Name	Contact Last Name	Phone Number	Phone Ext	Email	Comments		
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	T1582	06/20/2021	50.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Advertise

3. Enter the information for the vaccines you would like to advertise and click **Advertise**.



Vaccine	Lot #	Exp Date	Doses on Hand	Advertise Qty	Contact First Name	Contact Last Name	Phone Number	Phone Ext	Email	Comments		
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	T1582	06/20/2021	50.0	30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Advertise



**TIP:** All vaccine transfers must be approved by the Washington State Immunization Program before being physically exchanged by providers. You can view the status of your transfer request on the **Create/ViewOrders** screen.

## How to Search for and Advertise Vaccines for Transfer

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### How do I remove or update my vaccine advertisement?

You will need to manually remove your clinic's advertisements.

1. Return to the **Vaccine Advertisement** page in the IIS.
2. Click on the radio button next to **Advertise Vaccine for Transfer**.
3. Scroll down to the vaccine that was advertised and click either the Update or Delete button on the right side of the listing.
  - a. If you need to adjust the amount of vaccine advertised click Update.
  - b. If you need to delete the advertisement due to transfer or vaccine expiration, click Delete.
4. Please make sure to reconcile your inventory. Follow the instructions for [How to Search, Add, Reconcile and Report Inventory](#).

For questions, contact the IIS Help Desk at 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov).