How to Search and Advertise Available Vaccine for Transfer

The Vaccine Advertisement function provides a simple and easy way to send and receive vaccines in the WAIIS when your facility is either in need of or has a surplus of COVID-19 or Monkeypox vaccines.

**How can I find and receive additional COVID-19 or Monkeypox vaccines?**
You can look for clinics advertising surplus vaccines through the **Vaccine Advertisement** screen within the Immunization Information System (IIS). To access this page, make sure that you are logged in to your organization AND facility in the WAIIS.

1. Click on the **Orders/Transfers** heading in the left menu of the IIS. Then click **Vaccine Advertisement** to open the **Vaccine Advertisement** screen.

2. The **Vaccine Advertisement** page will appear, showing all current vaccine advertisements.

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 and receive vaccine transfers in the IIS.
- Click **here** to review the **Transfer and Redistribution Checklist** and complete the **CDC Supplemental COVID-19 Vaccine Redistribution Agreement**.
  - Note: Transferring providers must have an approved CDC Supplemental COVID-19 Vaccine Redistribution Agreement prior to transferring COVID-19 vaccines.

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**.
How can I advertise available COVID-19 or Monkeypox vaccines?
You can advertise your soon to expire or surplus COVID-19 or Monkeypox vaccines through the Vaccine Advertisement screen within the WAIS.

1. Click on Orders/Transfers heading in the left menu of the WAIS. Click Vaccine Advertisement to open the Vaccine Advertisement screen.

2. Click the radio button next to Advertise Vaccine for Transfer. The Vaccine Advertisement page will appear.

3. Enter the information for the COVID-19 or Monkeypox vaccines you would like to advertise for transfer. Click Advertise.

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

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DOH 348-808 February 2023
How do I remove or edit my Vaccine Advertisement?
You will need to manually remove your vaccines from the Vaccine Advertisement screen within the IIS.

1. Return to the Vaccine Advertisement page in the WA 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.
   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.
5. Monkeypox Vaccine Management should be referenced for guidance regarding Monkeypox inventory in the WA IIS.

For questions, contact the IIS Help Desk at 1-800-325-5599 or WAISHelpDesk@doh.wa.gov.