

## How to Search and Advertise Available COVID-19 Vaccine for Transfer

The Vaccine Advertisement function allows you to transfer vaccines to and from other enrolled COVID-19 Vaccination 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 COVID-19 vaccines.

### How can I receive additional COVID-19 vaccines?

You can look for clinics advertising their soon to expire COVID-19 vaccines through the **Vaccine Advertisement** screen within the Immunization Information System (IIS). You will need to enter your facility PIN to access the page.



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 the 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

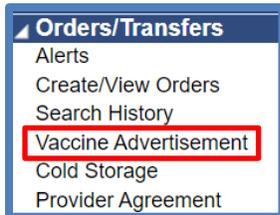
### Submitting a Vaccine Transfer in the IIS

- Click [here](#) for detailed instructions on how to submit a vaccine transfer in the IIS through the **Create/View Orders** screen.
- 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.

## How to Search and Advertise Available COVID-19 Vaccine

### How can I find a facility able to receive my soon to expire COVID-19 vaccines?

You can advertise your soon to expire COVID-19 vaccines through the **Vaccine Advertisement** screen within the IIS.



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 circle by **Advertise Vaccine for Transfer**. The first page that comes up will default to the View All Vaccines Advertisements option.

**Vaccine Advertisement**

View All Vaccine Advertisements
  **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"/>	Advertise							

3. Enter the information for the vaccines you would like to advertise for other COVID-19 providers to request for transfer. 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	<input type="text" value="30"/>	<input type="text"/>	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.

## How to Search and Advertise Available COVID-19 Vaccine

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

You will need to manually remove your COVID-19 vaccines through the **Vaccine Advertisement** screen within the IIS.

1. Return to the Vaccine Advertisement page in the IIS.
2. Click on the Circle by **Advertise Vaccine for Transfer**.
3. Scroll down to the vaccine that was advertised and click either the Update or Delete button on the right hand 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 [WAIIISHelpDesk@doh.wa.gov](mailto:WAIIISHelpDesk@doh.wa.gov).

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